

BOARD OF SELECTMEN DRAFT MINUTES DECEMBER 10, 2012

1. Call Meeting to Order

Chairman Matt Quandt convened the Board at 7:00 pm in the Nowak Room of the Town Offices building. Other members of the Board present were Selectman Frank Ferraro, Selectman Don Clement, Selectman/Clerk Dan Chartrand and Selectwoman Julie Gilman. Also present were Town Manager Russell Dean. Approximately 30 residents were also present in connection with the update on the Exeter Sportsmen's Club plan.

2. Public Comment - none

3. Minutes

Regular meeting: December 3, 2012. Mr. Chartrand moved that the minutes be approved as written, Mr. Clement seconded, motion carried.

4. Appointments

Mr. Clement move to appoint Kelly Bergeron to the Planning Board as an Alternate with her term ending on April 30, 2013. Ms. Gilman seconded, motion carried.

5. Discussion/Action Items

a. New Business

i. Exeter Sportsmen's Club (ESC) Plan Update

A lengthy discussion ensued concerning the ESC's proposal to construct an earthen berm at least 8 feet in height to attenuate sound traveling from the shooting area. Butch York, President of the ESC and Herb Singleton, a rep from Cross Spectrum Acoustics were also present. The overall conclusion from the Cross Spectrum study is that a berm would be more effective in reducing decibels than a barrier.

Mr. Chartrand noted that the goal is a sound reduction of 10 decibels. Despite the effectiveness of a berm, it was not reported that it would result in a 10 decibel reduction. Mr. Chartrand recommends getting an independent analysis of how to meet this goal in sound reduction and therefore does not support the building of the berm going forward at this time. He also recommends that the Board pays for the study as their fiduciary responsibility as landlord. Clement agreed that an independent study should occur before approving the plan to go to the Planning Board. This may be the best solution for the long-term.

However, Mr. Ferraro said the plan should not be held up because, as per their lease with the Town, the ESC is making their best efforts to mediate the noise issue. The ESC would be spending their own money for the proposed solution and therefore meeting the requirements of the lease. That being the case, the plan should be moved through to the Planning Board.

Various motions were presented concerning the proposed plan, an independent sound study and appropriation of funds for that study but were seconded only for discussion and/or not seconded at all.

Then Mr. Clement moved that the Board of Selectmen spend up to \$2,000.00 to conduct a sound attenuation study and concurrently approve moving the proposed berm plan to the Planning Board for site plan review. Mr. Ferraro seconded for discussion. A vote was taken: voting yea – Mr. Ferraro, Mr. Clement, Ms. Gilman and Mr. Quandt. Mr. Chartrand voted nay. Motion carried.

At 8:25 p.m., the Board called a 5-minute recess and reconvened at 8:30 p.m.

ii. Continue Review of 2013 Budget Recommendations

Mr. Clement reminded the Board that his recommendation for the Deputy Town Clerk position is to keep it at part-time at a savings of \$26K and to eliminate the counter expansion. At a prior Budget Recommendations meeting, Mr. Corson agreed with this proposal and suggested that a work-flow analysis be performed. This analysis could also be useful in overall streamlining of operations in other areas as well. Mr. Ferraro also was in agreement with this approach.

Town Clerk Andrea Kohler addressed the Board and stated that her requests are two separate issues: 1) making the Deputy Town Clerk position fulltime and/or 2) redesigning and opening the third window so serve more residents. Ms. Kohler said, if only one request was approved, she would prefer opening the additional window. The Town Clerk's office will soon offer evening hours.

Mr. Clement moved to keep the Deputy Town Clerk position at part-time, Mr. Ferraro seconded, motion carried.

Chairman Quandt called at 5-minute recess at 8:40 p.m. and the Board reconvened at 8:45 p.m.

Mr. Clement next addressed the request for the counter expansion. Ms Kohler noted that W.B. Mason Company could provide a redesign of the counter for \$5,800.00, rather than the expenditure of \$12,500.00 initially requested. Mr. Chartrand supports the counter expansion as it creates a more efficient work space and recommended going with the recommendation of the Budget Committee.

Mr. Ferraro suggested that a work-flow analysis would be useful because it would demonstrate what physical changes to the Town Clerk window area may or may not be needed. If more residents take advantage of the evening hours, then perhaps a third window will not be needed.

Mr. Clement suggested that this topic be deferred to the December 17th Board of Selectmen meeting.

Town Planner Sylvia von Aulock addressed the request for \$7,000.00 to have Cartographics digitize what the Town has of wetland mapping. She estimated that those funds would likely cover 75-80% of the work that needs to be done. Ms. Von Aulock said she would like to encumber \$2,000.00 that is in the Planning Budget towards this project and made that request to Town Manager Dean

Mr. Clement and Mr. Ferraro do not support the funding of \$4,000.00 for the web site software upgrades which would apparently be used more on the Town intranet and citizens support center rather than the public website. Mr. Clement moved to eliminate this funding, Mr. Ferraro seconded. Voting yea was Mr. Ferraro, Mr. Clement and Mr. Quandt. Voting nay was Mr. Chartrand and Ms. Gilman. Motion carried.

The chip key fuel system request was deferred to the December 17 meeting. As requested by Mr. Ferraro, DPW Director Jennifer Perry will investigate whether there is an upgrade available to the current system that most be less costly.

Mr. Clement moved that the paving budget of \$700K be reduced by \$50K based on the major paving work done for the Jady Hill project. Mr. Chartrand seconded, motion carried.

Mr. Clement recommended that the street light budget of \$130K be reduced by \$10K. He is reluctant to support the \$130K budget request until the Town's lighting has been surveyed and the locations and lighting needs be determined. Ms. Perry said last year's budget of \$100K was too low. She also noted that a survey is not necessary because the DPW monitors the number of lights, their condition, locations, etc. Mr. Chartrand stated his support for the recommendation of the Budget Committee of \$130K.

A motion by Mr. Ferraro to reduce the street lights budget by \$10K failed. A motion by Mr. Clement to reduce the street lights budget by \$5K was seconded by Mr. Ferraro. Voting yea was Mr. Quandt; voting nay was Mr. Chartrand and Ms. Gilman. Motion carried.

Discussion on reducing funds for sewer consulting by \$40K was deferred to the December 17th meeting.

Mr. Clement moved to eliminate the Water & Sewer Systems Operator position for a savings of \$35,381.00. Mr. Ferraro seconded. Mr. Quandt voted yea. Voting nay were Mr. Chartrand and Ms. Gilman. Motion carried.

Mr. Ferraro recommended reducing the funds approved by the Budget Recommendations Committee for Finance Department conferences and training to \$500.00 each as the funds have been approved in prior years, not used and then returned to the General Fund. The Board did not support Mr. Ferraro's recommendation.

Discussion of the request for a second set of emergency lighting and a generator by the Fire Department was deferred to the December 17 meeting.

Mr. Ferraro moved to eliminate the request of \$200.00 by the Arts Committee for a website hosting fee as they could be part of the Town website. Mr. Clement seconded but abstained from voting. Mr. Chartrand and Ms. Gilman voted nay, motion failed.

There was a brief discussion on the requested vehicles for the DPW but no motions presented.

iii. Continue Review of 2013 Town Warrant – tabled until December 17th.

iv. FY 2013 Revolving Funds – tabled for this evening.

b. Old Business - none

8. Regular Business

a. Bid Openings – none

b. A/P and Payroll Manifest

Mr. Chartrand moves a 12/7/12 accounts payable warrant in the amount of \$184,265.25 for the NH Retirement System. Ms. Gilman seconded. Motion carried.

Mr. Chartrand moves a 12/7/12 accounts payable warrant in the amount of \$1,861,824.01. Ms. Gilman seconded. Motion carried.

Mr. Chartrand moves 12/2/12 payroll warrant checks dated 12/5/12 in the amount of \$31,950.00. Ms. Gilman seconded. Motion carried.

Mr. Chartrand moves 12/2/12 payroll warrant checks dated 12/5/12 in the amount of \$163,520.11. Mr. Clement seconded. Motion carried.

c. Budget Updates – see above

d. Tax Abatements & Exemptions - none

e. Water/Sewer Abatements

Richard Harmon is expected to be present at the December 17 meeting so his abatement request will be discussed at that time.

f. Permits

The following permits were reviewed by the Board for approval:

Submitted by Katherine and Morgan Roberts for student music recitals on January 26, 2013, 9:00 am-5:00pm. Mr. Chartrand moved to approve the permit, Mr. Clement seconded, motion carried.

Submitted by Katherine and Morgan Roberts for Holiday Show rehearsal on December 11, 2012, 3:00-6:00 pm. Mr. Chartrand moved to approve the permit, Ms. Gilman seconded, motion carried.

g. Town Manager's Report - none

h. Legislative Update - none

i. Selectmen's Committee Reports

Mr. Ferraro attended the Water & Sewer Advisory Committee and will attend the upcoming Planning Board meeting.

Mr. Clement followed up on his experience getting his meter changed out and found the process very efficient and only took about 10 minutes.

Ms. Gilman attended a presentation on the UNH project on the effects of climate change in Exeter.

j. Correspondence

- A copy of the Town of Exeter Long Range Planning Session Summary Report dated May 18, 2012 was provided. This session was facilitated by Primex, the NH Public Risk Management Exchange.

9. Review Board Calendar

The next regular meeting of the Board will be on Monday, December 17, 2012, at 7:00 p.m.

10. Adjournment

Mr. Chartrand moved to adjourn, seconded by Ms. Gilman. The Board stood adjourned at 10:35 p.m.

Respectfully submitted,
Chris deZarn-O'Hare
Recording Secretary