

BOARD OF SELECTMEN FINAL MINUTES DECEMBER 17, 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 was Town Manager Russell Dean and Finance Director Doreen Ravell.

Chairman Quandt requested that all present observe a moment of silence in memory of the children and teachers killed at Sandy Hook Elementary School in Connecticut on December 14, 2012.

2. Public Comment - none

3. Minutes

Regular meeting: The minutes for the December 10, 2012 were not available.

4. Appointments - none

5. Discussion/Action Items

a. New Business

i. Grant application – Exeter Theater Company

Ms. Gilman is a representative of the Exeter Theater Company and explained that this grant is an “Our Town” grant and requires a non-profit municipal partnership. The grant is also part of the Company’s fundraising efforts. Ms. Gilman provided some recommendations on how the Town could contribute to the grant: waiving fees, provide some administrative assistance, and provide space for meetings. The deadline for the grant application is January 14. Mr. Ferraro requested that the group provide a letter describing what the Town would be doing for the grant and the financial impact of those actions on the Town. Mr. Dean will provide the information on the financial impact aspect of the letter.

Mr. Ferraro moved that the letter will be signed by Chairman Matt Quandt, Mr. Clement seconded, motion carried.

ii. FY13 Budget and Warrant Articles

Town Clerk Andrea Kohler provided the Board with a document entitled “Counter Replacement” that includes estimates for the reconfiguring of the windows, the type of work involved in the reconfiguring, and the inefficiencies in service that would continue without the reconfiguration. The Town Clerk’s Office will soon offer evening hours and this added another element to the discussion of the request from the Town Clerk.

Mr. Ferraro suggested that, with the evening hours, it is likely that lines at the windows during the day will become less of an issue. Therefore, he supports reconfiguring 2 of the windows but not a third until the impact of the evening hours on the functionality of the office can be determined. Mr. Clement recommended that a work flow analysis be performed; however, he does not advocate splitting up the work to reconfigure 2 windows and doing a third at a later time.

Harry Thayer, a member of the Budget Recommendations Committee, reminded the Board that the Budget Committee had recommended the request made by the Town Clerk in that 3 open windows would lessen the lines.

Mr. Chartrand and Ms. Gilman also support the Town Clerk’s request. Mr. Chartrand stated that Ms. Kohler understands the needs of the office and that the Town Clerk’s Office is the one place where residents commonly come in touch with their town government. Ms. Gilman said, even with the evening hours, the lines will have to be remedied.

Mr. Ferraro moved to use the funds proposed for the window reconfiguration instead for implementing the ergonomic changes needed at the work stations and to pay for the work flow analysis. Motion failed.

In connection with Fire Chief Comeau's request for funding for emergency lighting and a generator, Mr. Clement and Mr. Quandt agreed that the requested amount of \$16K should be reduced to \$6K with the intent that the emergency lighting be purchased from surplus and a generator not be purchased. Chief Comeau said that option will have to be researched and will involve shipping costs.

Mr. Ferraro moved to reduce the emergency lighting funding to \$6K, seconded by Mr. Clement and Mr. Quandt voted yea. Mr. Chartrand and Ms. Gilman voted no. Motion carried.

Concerning COLA, Mr. Ferraro moved that COLA be set at 1.8% for non-union employees, Mr. Chartrand seconded, motion carried.

Jennifer Perry, Director of the DPW, was present for the discussion on the chip-key fuel system. As requested, Ms. Perry provided the Board with information how the cost of this request could be reduced: by removing the remotes in the vehicles and spreading the costs over a couple of years.

Mr. Ferraro moved to reduce the costs of the chip-key fuel system by using the suggestions noted above, motion failed.

Mr. Ferraro reiterated the goal to maintain the annual increase of the General Fund at 2% and does not agree with the 2012 increase of 2.5%. With the 2.5% increase, taxpayers are being asked to pay for items that are not required, not absolutely needed. Mr. Chartrand noted that the largest driver of the increase is from the pension costs for the police and fire departments, a result of the downshift from the State. However, Mr. Ferraro also said that there are items that could be identified to make the .5% reduction.

Mr. Dean then began a review of the Warrant Articles. During this review, Mr. Dean explained that the goal this evening was, in considering each article, to determine if it should appear on the warrant.

- Article 4 – fire sub-station: Mr. Thayer reminded the Board of Selectmen that the Budget Committee had recommended 8-1 to move the article to a warrant. After brief discussion, Mr. Chartrand moved to defer action on this Article, Mr. Clement seconded, motion carried.
- Article 5 – water and sewer mains on Portsmouth Ave.: there was no vote on this Article
- Article 10 – Ladder truck: Mr. Ferraro did not support this article because the option of refurbishing a truck had not been explored. Mr. Chartrand and Mr. Clement supported the purchase of the ladder truck. Mr. Thayer reminded the Board that the Budget Committee had also recommended this request.
- Articles 11 through 15 – approved as warrant articles. These are identified as the sewer vector truck, supplemental paving funds, Linden Street/Court Street culvert project design funds, human service agency funding, and Raynes barn roof replacement.
- Article 16 – Mr. Chartrand moved to remove Article 16 from the warrant and instruct the agencies to submit a citizen's petition by January 8 to request this additional funding. Mr. Ferraro seconded, motion carried.

iii. FY13 Water/Sewer Rate Recommendation

As noted in Mr. Dean's memo to the Board dated December 14, 2012, the Water & Sewer Advisory Committee is recommending no rate adjustments to the water and sewer funds for 2013.

b. Old Business

i. FY12 Encumbrances

The discussion on encumbrances was deferred.

ii. FY13 Revolving Funds

No update will be provided at tonight's meeting.

iii. Exeter-Stratham Water/Sewer Study

Mr. Clement reviewed the recommendation of the study: to initiate discussion between Exeter and Stratham that will involve specific details of the proposal including design and funding. Mr. Clement suggested that, if the Board wants to move forward with this plan, it should schedule meetings for discussion with a third party independent facilitator. A copy of the letter from Thomas House, Chair of the Exeter Area Chamber of Commerce Economic Development Committee was provided to the Board.

Mr. Ferraro reported that the Water & Sewer Advisory Committee has been following this issue. It has been noted that the town of Stratham has done several studies to demonstrate a variety of fiscal benefits for Stratham if the inter-municipal water and sewer system is put in place. Since the town of Exeter has not formally pursued similar information, the Water & Sewer Advisory Committee recommends that the Board allow them to hire a consultant to investigate Exeter's economic interests. This information will be useful at future discussions.

Mr. Chartrand recommended that this topic be put on the January agenda for full discussion. In the meantime, members should more thoroughly read the report provided tonight and also review the studies done by the town of Stratham.

6. Regular Business

a. Bid Openings – Water/Wastewater Chemicals, Tax Deed Property

Mr. Quandt read to the Board the various bids submitted by some of chemical companies listed on Matthew Berube's memo to Mr. Dean dated November 27, 2012. Mr. Ferraro moved to forward this information to the Water & Sewer Advisory Committee, Mr. Chartrand seconded, motion carried.

A sealed bid in the amount of \$1,001.00 was received for the tax deeded property at 58 Alder Street. Mr. Ferraro moved to approve the bid, Mr. Chartrand seconded, motion carried. Mr. Clement voted against the motion. Mr. Ferraro then moved that there will be one more round of sealed bids with no minimum. Mr. Chartrand seconded, motion carried.

Mr. Dean noted that there will be a live auction of 29 Hampton Road on December 19 at the Town Offices Building.

b. A/P and Payroll Manifest

Mr. Chartrand moves a 12/14/12 accounts payable warrant in the amount of \$2,060,360.00 for transfer to the school districts. Ms. Gilman seconded. Motion carried.

Mr. Chartrand moves a 12/14/12 accounts payable warrant in the amount of \$395,760.74 from the Capital funds for the Jady Hill project. Ms. Gilman seconded. Motion carried.

Mr. Chartrand moves a 12/14/12 accounts payable warrant in the amount of \$150,863.67. Ms. Gilman seconded. Motion carried.

Mr. Chartrand moves 12/9/12 payroll warrant checks dated 12/12/12 in the amount of \$155,170.75. Ms. Gilman seconded. Motion carried.

c. Budget Updates – none

d. Tax Abatements & Exemptions - none

e. Water/Sewer Abatements – deferred to next meeting by Mr. Dean

f. Permits - none

g. Town Manager's Report - none

h. Legislative Update - none

i. Selectmen's Committee Reports

Mr. Ferraro attended the Water & Sewer Advisory Committee and the Planning Board meeting. The Planning Board reviewed the proposed amendment to the zoning warrants.

Mr. Clement attended the Conservation Commission and the recent presentation of the Climate Adaptation Project for Exeter (CAPE). He also attended a sub-committee meeting of the River Study Committee which reviewed the dam removal report.

Mr. Chartrand attended the December 11 Economic Development Committee meeting which included a presentation by Ms. Gilman on the Exeter Theater Company. He also attended the CAPE presentation.

j. Correspondence - none

7. Review Board Calendar

There may be a brief meeting on December 27 or 28. The next regular meeting of the Board will be on Monday, January 7, 2013 at 7:00 p.m.

8. Non Public Session

9. Adjournment

Mr. Clement moved to adjourn, seconded by Ms. Gilman. The Board stood adjourned at 9:40 p.m.

Respectfully submitted,
Chris deZarn-O'Hare
Recording Secretary