

# Final Minutes

Approved April 1, 2013

**BOARD OF SELECTMAN**

**March 18, 2013**

## **1. Call to Order**

Chairman Matt Quandt called the meeting to order at 7:00 p.m. in the Nowak Room in the Exeter Town Office building. Members present were: Vice Chairman Don Clement, Clerk Dan Chartrand, Selectman Ferraro, and Selectwoman Julie Gilman. Also present was Town Manager Russell Dean.

## **2. Swearing in of new Town Officials**

Chairman Quandt requested that Andrea Kohler open the session with the swearing in of the new town officials.

Andrea Kohler called all new elected officials to the front of the room for the swearing in ceremony.

## **Board of Selectman Reorganization**

Chairman Quandt asked if there were any nominations for Chairman, Vice Chairman or Selectman. Selectman Chartrand indicated he would like to nominate Selectman Clement as the new Board Chair. Selectman Ferraro seconded the motion. All in favor - motion carried.

Chairman Clement asked if there were any nominees for Vice Chairman. Selectman Quandt stated he would like to nominate Selectman Chartrand as Vice Chairman. Selectwoman Gilman seconded the motion. There were no other nominations for the position. Motion carried – all in favor.

Chairman Clement moved to nominate Selectwoman Gilman as Clerk. Vice Chairman Chartrand seconded the motion. There were no other nominations for that position. Motion carried – all in favor.

## **3. Recognition: Exeter High Ski Team and Swim and Dive Team**

Chairman Clement recognized students from Exeter High School for winning the State Championship. Those that were honored were the Girls Ski Team and the Boys Swim and Dive Team. Mr. Russ Dean presented the award to the Girls Swim Team and Ms. Julie Gilman presented the award to the Boys Swim and Dive Team.

## **4. Public Comments**

Gail Ferraro addressed the board and expressed her frustration about an article in the paper concerning petition Article 35 that she sponsored. The article mentioned the board may not move forward with the Receptionist/Telephone Operator. She stated there were 944 citizens who voted in favor for this and she would like the Board of Selectman to revisit the decision. She explained the article mentioned a change to the message machine located within the building, however, she has not heard the revised message at this time.

Mr. Baillargeon addressed the board and requested they revisit the decision to defer the vote and hire a person for the Receptionist/Telephone Operator position located in the Town Office building.

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Brandon Stauber addressed the board and challenged them to put aside all differences, stop arguing and start to govern. He requested that they all work together and make a real difference.

## **5. Minutes and Proclamations**

a. Regular Meetings: March 11, 2013.

Selectman Quandt made a motion to approve the minutes from March 11, 2013. Vice Chairman Chartrand seconded the minutes from March 11, 2013. There were no comments. Motion carried – all in favor.

## **7. Discussion/Action Items**

a. New Business

i. 2013 BOS Board/Committee Assignments.

Chairman Clement indicated Vice Chairman Chartrand would like to speak of the Committee Assignments. Vice Chairman Chartrand requested the board members contact him via phone, email or in person to advise which committees they would like to be assigned to. Vice Chairman Chartrand encouraged conversation and explained he should have everything in order for the next meeting on April 1, 2013.

ii. Review MS2 Report of Appropriations

Chairman Clement requested that Mr. Dean begin the discussion.

Mr. Dean addressed the board and explained the MS2 is a state report that is required to be filed with the Department of Revenue Administration every year after the budget vote. Mr. Dean indicated for FY13 the voters confirmed a total of \$21,945,918.00 in appropriations, which included the operating budget passed by a 990 to 673 vote. The MS2 also includes other warrant articles including the fire contractor, the paving money, the Linden/Court Street paving project, the first year payment on the ladder truck, the human service agency article, the sewer truck, \$20,000 for 375<sup>th</sup> anniversary fund, plus 5 petition articles that included funds for human service agencies.

Mr. Russ Dean explained that he needs the majority vote to sign the MS2 and confirmed he did not need a motion.

iii. 2013 Goal Setting

Chairman Clement requested that Mr. Dean schedule a date, time and location for all members to engage in a public meeting to discuss the goals for the coming year. A mediator from Primex may be contacted for the recording of the session.

Chairman Clement requested a review of the long range planning session from last year to see how things lined up from May of 2012 to now.

Mr. Russ Dean gave an overview of projects that are operationally happening through the course of the year which include the Ground Water Plan design, Dog warrants, the Water/Sewer Line project on

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Portsmouth Ave and the Fuel Dispensing systems. Mr. Dean also discussed the big picture projects which include the downtown TIF project, Exeter/Stratham Water/Sewer project and the sidewalk planning project. He indicated that they should have a better idea of the progress by July 2013.

Mr. Dean indicated he would like to see new initiatives from the members of the Board for 2013. He requested they provide new ideas or ways of improvement for the up and coming year. He suggested they look into anything that has not been attended to or gaps that have not been addressed and propose at least one new idea.

Selectman Ferraro recommended a review of the one year goals from 2012 to compare them to the set goals for 2013. Chairman Clement and Selectwoman Gilman agreed it would be beneficial to review the last year goals and incorporate them into the set goals for 2013. This will enable the Board to look at them, measure them, follow up if not complete, address each goal again and/or discard them.

Mr. Dean pointed out the representative from Primex is familiar with the process and is willing to do a session with the board this year as he did last year. Mr. Dean will survey the board members and see what dates work for them. The goals will be reviewed at the next planning session.

## b. Old Business

i. Review 2012 Goals (see above for combination of set goals for 2012 and new goals for 2013).

## **8. Regular business and bid openings.**

a. Bid openings. None at this time.

b. A/P and Payroll manifests

A motion was made by Selectwoman Gilman to approve the payroll warrant for week ending March 10, 2013 in the amount of \$167,688.89, seconded by Selectman Quandt. Motion carried – all in favor.

A motion was made by Selectwoman Gilman to approve the A/P warrant for the Capital Fund in the amount of \$45,020.00, seconded by Vice Chairman Chartrand. Motion carried – all in favor.

A motion was made by Selectwoman Gilman to approve the A/P warrant for Unutil week ending March 3, 2013 in the amount of \$ 55,978.24, seconded by Selectman Quandt. Motion carried – all in favor.

Chairman Clement inquired about the new legislation that would change or allow manifests to be signed by the board if the majority sign and approve. Mr. Dean explained there is a house bill that has been referred that would enable the board to sign manifest “non-contemporaneously”. This is pending the passing of the legislation.

c. Budget Updates.

- The Finance Staff worked diligently and provided Mr. Dean with a copy of the budget this past Friday. Mr. Dean will share the results with the board after he reviews it again.

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- Chairman Clement requested a figure for the Snow and Ice Fund. Mr. Dean stated approximately \$180,000.00 has been spent within the \$280,000.00 budget. There is a minimal amount of funds available in the Reserve Funds.

d. Tax Abatements and Exemptions – None at this time

e. Water and Sewer Abatements – None at this time.

f. Permits

A motion was made by Vice Chairman Chartrand and seconded by Selectman Quandt to approve the use of the Sign Board from December 2, 2013-December 6, 2013 for the Festival of Trees. Motion carried – all in favor.

g. Town Managers report

Mr. Dean thanked all election workers and anyone who participated in the election. He mentioned the Clerk was happy with SST and their willingness to work with the town to keep the equipment where it needs to be since it lessens the set-up time.

Mr. Dean explained Representative Lovejoy visited the office on Friday. They spoke of distributing information on the Gas Tax and HV617 since there has been discussion at state level. This will determine what the return will be for Exeter and other towns. There are multiple proposals (3 sets of numbers) and the information will be available to the board once the pdf is reviewed.

Selectman Quandt requested an update from Chairman Clement regarding the vote that is to take place on Tuesday March 19, 2013. The members discussed scheduling with all four state representatives and inviting them for a Legislative update. Mr. Dean spoke of his meeting with Representative Donna Schlachman and she offered to meet publicly. Chairman Clement will add to his Action Items a Legislative update from senatorial and state reps and schedule a Special Meeting.

Selectman Quandt responded to Selectman Ferraro and confirmed crossover would be complete at the end of March or early April.

h. Selectmen committee reports.

Selectman Ferraro stated the Planning board met last week and one applicant was coming back for approval.

On March 20, 2013 there is a Water and Sewer Advisory committee. There is a meeting conflict with the Heritage Commission on that day. Mr. Russ Dean will discuss with Sheri Riffle about the need for a minute taker.

Chairman Clement suggested when there is a change to a meeting; a note should be sent from the Clerk to the committee chairs and also communicated with the Administrative Assistant.

Vice Chairman Chartrand does not have any reports at this time.

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Selectwoman Gilman stated the Conservation Commission is meeting on Thursday.

HDC met on Thursday and are talking about the dock that the Conservation Commission has been talking about. They are also taking applications for changes to the front of the Green Bean.

The Heritage Committee met last week. They are applying for grants for the River Street and Franklin Street areas. They will document the resources in a formal matter so the state has the information.

The 375<sup>th</sup> Anniversary Committee met and is meeting again on Thursday. The sample t-shirts have arrived but the committee has not voted at this time. The committee will be having a serious discussion about the funding.

## Coming Events

- Historical Society will be meeting on April 2 at 7 pm at Town Hall.
- The library is having a miniature golf event called the Readers Cup on April 5, 2013.
- There will be Adult Program on May 21, 2013
- Seacoast Idol on May 19, 2013. Sandy Martin is organizing this event.
- Exeter Housing Authority will be holding a pre-history lecture.
- A Victorian Tea Party in June.
- The American Independence Festival in July, along with a BBQ held by the Fire Fighters Relief Association after the event, along with the Jumbo Circus Peanuts band and Fireworks that evening.

Selectman Quandt has nothing to report at this time.

Selectman Ferraro spoke of a revised board policy on Committees that requested the Committee Chairs to report on attendance once a year. Selectman Gilman will address this.

## j. Correspondence

Chairman Clement received the following correspondence:

- Advised of Legislative bulletins and actions that have come up.
- Local officials workshop on April 3 and May 11, 2013
- Chairman Clement will review the Right to Know law
- Chairman Clement received a letter addressed to Selectman Quandt from RPC about the town dues. \$11,325.00. Invoice enclosed and will be processed.
- Chairman Clement received an update from the Swasey Parkway Trustees about the new rules.
- Vice Chairman Chartrand requested an addition to the new agenda. He would like to speak with the trustees and make a presentation at the next meeting.
- Rob Payne, the site manager from Meals on wheels provided information for the annual Ride Along taking place on Wednesday March 20<sup>th</sup> 2013. He encourages going to Senior Center or calling 771-8196 if interested.

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- An anonymous thank you letter was sent from a Families First patient.
- A letter was received from Chief Kane of the Exeter Police Department stating Patrick Mulholland was awarded Officer of the Year.
- A letter was received from Chief Kane of the Exeter Police Department stating Peter Sankowich was awarded Officer of the Quarter.
- A letter was received from Chief Kane of the Exeter Police Department stating Jason Dwyer was awarded the DWI Hunter Award.
- A letter was received from Nathan Theodore Steward requesting a 4<sup>th</sup> of July parade. Mr. Dean will look into this and see if he can contact this young man.

## **9. Review Board Calendar**

Chairman Clement is going to start an Action Item list and address the following:

1. The Petition Article
2. Date and time for goal setting
3. Schedule a time for Legislative update and arrange a special meeting
4. Adding Swasey Parkway rules to next meeting on April 1<sup>st</sup>.2013

A motion was made by Selectwoman Gilman and seconded by Selectman Quandt to adjourn to non-public session at 8:11 pm. Motion carried – all in favor.

Respectfully submitted,

Nadine Young  
Recording Secretary