

Town of Exeter



Long Range Planning Session II Summary Report

June 7, 2013



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Purpose and Intended Result

The overall purpose of this session with the Board of Selectmen and Town Manager was to assist the Town of Exeter with establishing 2-3 goals to accomplish for the remainder of 2013 (8 months before the next budget cycle). Primex³ was pleased to be a part of this process to assist the Town in this important endeavor.

The report is not intended to be a verbatim account of the discussion, but rather to capture the major points and concepts.

Participants

Donald Clement, Chairman
Dan Chartrand, Vice-Chairman
Julie Gilman, Clerk
Frank Ferraro, Board of Selectmen
Russ Dean, Town Manager

The exercise was facilitated by:

Rick Alpers, Primex³ Member Services Consultant

Potential Goal Areas

The session began with the Board of Selectmen and Town Manager outlining their goals or objectives for the Town of Exeter to accomplish in the next 8 months of 2013. The following are the goal or objectives of each Board of Selectmen and Town Manager.

Dan Chartrand

1. Reduce long term residential real estate tax by enhancing commercial tax base
2. Build commercial base tax base
3. Regionalization
4. Timely upkeep of buildings and infrastructure

Frank Ferraro

1. Control budget spending
2. Set targets

Julie Gilman

1. Regionalization
2. Personnel review

Don Clement

1. Review of Town's Master Plan and update the vision
2. Balanced tax base
3. Regionalization
4. Town facility plan reviewed by outside firm and develop a RFP
5. All boards meeting
6. Economic development position

Russ Dean

1. Economic development resources and process
2. Department heads to report on regionalization needs/opportunities
3. Housing conversation with different boards
4. Town facility plan
5. Personnel review and recommendations

2013 Goals

The Board of Selectmen and Town Manager identified the top 4 goals that they agreed upon as a group for the Town of Exeter to accomplish in the next 8 months, and deadlines were also established.

Goal #1: All boards meeting

The Board of Selectmen and Town Manager agree that a meeting with the following boards within the Town of Exeter needs to be held by **October 1, 2013**. The following are examples of agenda items for the meeting.

Town Boards

1. Board of Selectmen
2. Planning Board
3. Zoning Board
4. Conservation Commission
5. Economic Development Commission
6. Heritage Commission
7. Historic District Commission

Examples of Agenda Items

- What is the vision for the Town of Exeter?
- What is the purpose of this meeting?
- Board interaction with each other
- Balancing vision of development and land use
- Impacts of balancing the tax base across all boards

- Feedback
 - What we do well and what we do not
- Review of the Master Plan
- Housing

In addition to the above agenda the list of who to invite needs to be drafted, and establish the purpose and agenda for the meeting.

Goal #2: Develop RFP for facility plan to be issued in the 2014 budget

The Board of Selectmen and Town Manager agreed that a facility review by an outside organization needs to be completed for all of the facilities in the Town of Exeter, and to also include the local school district. This goal is to be completed and finalized by **November 1, 2013**, and to have draft of the RFP reviewed prior to the deadline. This will allow time for the RFPs to be reviewed and be added to the 2014 budget an expense.

Goal #3: Draft Economic Development Position

The Board of Selectmen and Town Manager agree that the position of Economic Development Director is a position that needs to be added to the town staffing For this position to be successfully added a job description and cost need to be established and reviewed prior to this position being added to the budget for 2014. This goal is to be completed by **September 1, 2013**. The following was identified of items that need to be reviewed and completed.

- What is the model for the Town of Exeter?
- Reporting structure from employee
- Job description
- Cost of the position
- Board of Selectmen to discuss in **July of 2013**
 - To develop the framework and finalize the model for the Town of Exeter
- How to engage the EDC?
 - BOS representative and Town Manager to present this to the EDC

Goal #4: Regionalization

The Board of Selectmen and Town Manager agree that the Town of Exeter needs to look at services that could be regionalized. Part of this goal will be for the department heads to provide a brief report of what services that could be regionalized. This is to be completed by **December 31, 2013**. Once this has been completed, the town will look at having a regional meeting with the surrounding towns to offer insight. **This would be completed in 2014, and a target date has not established.**