

## Draft Minutes

### Exeter Board of Selectmen Meeting

September 9, 2013

#### **1. Call Meeting to Order**

Chairman Don Clement called the regular business meeting to order at 7:00 pm in the Nowak Room of the Exeter Town Offices building. Other members present were Vice Chairman Dan Chartrand, Selectman Frank Ferraro, Selectwoman Julie Gilman, and Selectman Matt Quandt. Town Manager Russell Dean was also present.

#### **2. Board Interviews: Transportation Committee, Housing Authority**

The Board had interviewed two people at 6:40 p.m. in the Wheelwright Room prior to the regular business meeting. Sherry Mastromatino applied for the Transportation Committee, and Pamela Gettum applied for the Housing Authority.

#### **3. Public Comment**

No public comment.

#### **4. Minutes & Proclamations**

##### **a. Regular Meeting: August 26, 2013**

Selectman Ferraro had an amendment, adding some language to Page 8.

A Motion was made by Vice Chair Chartrand and seconded by Selectman Quandt to accept the minutes as respectfully submitted by Nicole McCormack, recording secretary. Motion carried –Chartrand, Quandt, and Chairman Clement in favor, abstention from Gilman, and nay from Ferraro.

No proclamations.

#### **5. Appointments**

No appointments.

## **5. Discussion/Action Items**

### **a. New Business**

#### **I. Transportation Committee re: local option fee**

Don Woodward, from the Transportation Committee, spoke about budget needs. He said transportation providers, such as Meals on Wheels and COAST, have lost funding, and, due to economic price increases, are requesting additional funding. Mr. Woodward would like to see how much Exeter can restore. He recommends restoring funds by raising the registration fee from \$3.25 to \$4.00. Selectman Quandt said this proposal won't be in place in time for the budget meeting. Mr. Woodward said no, but it will for next year. Selectman Ferraro asked since COAST has cut way back on funding, are they still providing as much transportation. Mr. Woodward said no, they are cutting way back or increasing fares. Selectman Ferraro asked if COAST is still providing as much service to those communities that cut way back, as opposed to Exeter, who is giving more than those communities. Mr. Woodward was unsure of the answer. Chairman Clement suggested asking the COAST rep that question. Selectman Ferraro said the Board should have those answers.

Selectman Quandt said this request has to be a warrant article. Mr. Woodward said he has done that in the past.

Chairman Clement believes in trying to provide service. He is concerned that all entities are cutting back so the burden falls on Exeter residents. He said at some point the well is going to run dry. He asked if the proposed funding fare is disproportionate in regards to ridership. He said the BOS have to discuss with the Budget Recommendations Committee and decide if the Board will sponsor this. He also thinks the Board should talk to COAST reps and get some answers. Selectman Ferraro asked if they can have a COAST rep come to a meeting to give some answers. Chairman Clement said the Budget Subcommittee will drill down into the request from COAST.

Mr. Woodward said the Transportation Committee asks a lot of detailed questions. COAST are great service providers. He said the numbers are evolving. He thinks it is a good idea to get Mr. Nichols in front of the BOS and Budget Recommendations Committee.

Selectwoman Gilman said currently the funds have been out of the general funds. She said when there are increases, the transportation fund should cover it so the taxpayers won't feel the burden. She said the Transportation Committee included a COAST rep. Chairman Clement said there is a Transportation Committee meeting on September 13, so he asked Mr. Woodward to get the information and bring it back to the BOS, or set up the COAST rep to come in front of the Board.

Mr. Woodward said the next step is to gather data and put together a plan of action.

## **II. Investment Policy**

Mr. Dean said there is a boilerplate Investment Policy draft in the packet. The policy has been run by Allan Corey, Town Treasurer, and the BOS are maintainers of this policy. Mr. Corey is said to give a review of this policy, but had not done so as of the day of this meeting. Chairman Clement asked if multiple readings were needed to adopt this policy. Mr. Dean said no, it is not necessary. Chairman Clement asked if the Board should wait to hear the treasurers' review until giving their comments. Vice Chair Chartrand thought this was a wise idea. Selectman Ferraro agreed. Chairman Clement said he wouldn't want to make draft suggestions for changes and find Mr. Corey agrees or disagrees. He asked if there was a time limit for the review. Mr. Dean said they would have it by the end of the month. He said this is something that should be on the books. He tried to jumpstart the policy to the former treasurer, but had put it on hold until Mr. Corey had some experience.

## **III. EEE Update**

Chief Comeau provided a sheet of statistics on EEE and WNV testing results. He said on August 27 they did a code red announcement for a barrier spraying on the sports fields, which was done the following day. He said there was a positive case of EEE in Brentwood on September 4. There have not been any additional cases found in the Exeter area. Playgrounds have been barrier sprayed. Chief Comeau continued going through the sheet, giving towns that had positive test results. He said it is important that there are no human or animal cases for EEE or WNV yet. He said the cooler temperatures help. Vice Chair Chartrand asked if they have continued to test areas where they found positive results. Chief Comeau said yes, they have. He said the turnaround from the State has been good.

Vice Chair Chartrand asked Chief Comeau to compare this year's protocol to previous years. Chief Comeau said there were not many cases the last few years, so they haven't had to take extra precautions. Chairman Clement said Exeter's protocol has been the same. Chief Comeau said it is a year-long process to deal with mosquitos.

Chairman Clement asked if they are planning on any additional barrier spraying right now. Chief Comeau said they will continue to check traps until the frost comes.

Chief Comeau said there is information on the town website for mosquito repellent, time of day mosquitos come out, etc.

## **IV. SB197 Implementation**

Mr. Dean said the legislature made two amendments this past year; one for sewer fund laws and one for water fund laws and are now allowing for separate warrant articles for each. He said the reason it wasn't before was because there was no provision for default in the budget. The decision on how they want to pursue rests with the Board. He said sewer fund laws and water fund laws were talked about separately but then lumped together. So, the Board

can do as before and combine them, or separate them. Selectman Ferraro asked if the town established a Board of Sewer Commission and Board of Water Commission. Mr. Dean said he did not believe so, the governing body are the water and sewer commissioners in Exeter. Selectman Ferraro said this sounds like it applies to towns that have separate commissions. Mr. Dean referenced the 'or governing body' language in the law.

Chairman Clement wanted to confirm that BOS can implement this. Selectman Ferraro had a question about who would vote on the separate funds. Chairman Clement said non rate payers vote on warrant articles.

Selectwoman Gilman thinks it would be a good idea to separate because folks can see the difference to what they are paying. Chairman Clement said it is imperative to have a default budget and Selectwoman Gilman said it is required. Chairman Clement would like to confirm that the BOS are the Water/Sewer Commissioners. Selectwoman Gilman said they do not have to be commissioners, just have to be a governing body. Chairman Clement said he would talk to town counsel.

## **b. Old Business**

### **I. Discussion: Economic Development Resources**

Mr. Dean said Barry Cox consultant for the Town has been working on the job description process. Mr. Cox fed back a pay range between \$58,240 and \$102,124 for the position. Mr. Dean said he revised #18, as recommended at the previous BOS meeting. Vice Chair Chartrand asked about suggesting an amount to put into the budget. Mr. Dean said based on salary, he is thinking \$75,000 for six months, and benefits added in as well. He said if the Board feels comfortable with that they can vote to make it part of the budget. Vice Chair Chartrand said in regards to #18, he is uncomfortable with the new changes.

A Motion was made by Vice Chair Chartrand and seconded by Selectman Quandt to go back to the original to adopt the economic development director position and instruct the town manager to build a budget in a separate department and the language for #18 would read "Provides periodic updates on economic development initiatives to the Board of Selectmen, Planning Board, and Economic Development Commission. Chairman Clement opened for discussion. Selectman Ferraro thinks the individual who occupies this position should know how important the job is and should know they have access to the BOS by doing reports. He thinks they need to specify a time period for giving these reports. Motion carries 3-2 with Chartrand, Clement and Quandt aye; Gilman and Ferraro vote nay.

Selectman Ferraro also had a question about the use of the word "commercial", wondering if the Board considers this retail and industrial. Vice Chair Chartrand and Chairman Clement agree that commercial means anything that is not residential. Selectwoman Gilman suggested using the word "non-residential".

Chairman Clement would like to take #18 out altogether. He said it is easy enough to get a department head in when needed. Mr. Dean talked about the language assessing uses and Vice Chair Chartrand said if assessing uses certain language than it is good to use here too.

A Motion was made by Vice Chair Chartrand and seconded by Selectwoman Gilman to strike #18 out of the job description. Chairman Clement opened for discussion. Selectwoman Gilman said #18 is covered in #19. Motion carried with Chartrand, Quandt, and Gilman voting aye, and Ferraro voting nay.

A Motion was made by Vice Chair Chartrand to approve the job description as amended. Motion carried – all in favor.

Brandon Stauber spoke, asking to not only have the salary and benefits put in the budget, but also other anticipated components like travel and marketing.

## **7. Regular Business**

### **a. Bid Openings /Surplus Declarations**

No bids or surplus.

### **b. Tax, Water/Sewer Abatements & Exemptions**

A Motion was made by Selectwoman Gilman and seconded by Vice Chair Chartrand to approve a tax abatement for Map 90, Lot 33, Unit 2 in the amount of \$489.89. Motion carried – all in favor.

### **c. Permits and Approvals**

Mr. Dean said there is a permit application for use of the town hall for a yard sale on June 7, 2014. A Motion was made by Vice Chair Chartrand and seconded by Selectman Quandt to accept the application for use of the town hall. Motion carried – all in favor.

### **d. Town Manager's Report**

Mr. Dean talked about the following:

- The budget meetings with departments, saying it was very busy
- They are very close to hiring an Assistant Engineer, he will have a positive report next week
- The Exeter/Stratham meetings continue. There will be another meeting soon

- The work in the town hall continues to progress. He wanted to acknowledge Public Works for a working for a function last week. He said the work is around 80% done. Chairman Clement wanted to thank DPW as well, saying they moved things around to make the function work. They also wanted to thank Sheri Riffle for coordinating with DPW. Vice Chair Chartrand asked Mr. Dean for an update next week.

Mr. Dean said he is working with the Fogg Cemetery trustees, saying it is still an ongoing process. Chairman Clement said they have not formally approved taking over maintenance of the cemetery. He asked the Board if they are ready to do that. Vice Chair Chartrand would like to wait until the money is in the fund. Selectman Ferraro asked if there will be public access to the cemetery. Mr. Dean said the property owner has given permission for access. Selectwoman Gilman asked what about the next owner though? Selectman Ferraro said there would need to be a deed in place. Chairman Clement said they would hold off on it.

Selectman Ferraro appreciates the EXTV report provided in the packet. He repeated his request of having Doug York come give an update on how Channel 98 is doing. Chairman Clement asked what it was exactly that they needed from Mr. York. Selectman Ferraro wants the numbers and types of original programming, how the channel is being utilized, can the utilization be increased, and what Mr. York thinks overall. Vice Chair Chartrand asked if the Cable Committee is still active. Selectman Quandt said no, it is not. Vice Chair Chartrand said this issue is not a priority. Selectman Ferraro said the BOS funds channel 98 and it is important to know how the funds are being spent. Mr. Dean said Mr. York is a school employee and not a town employee and 10 hours a week is being paid for public access. He said students are used to run the government channel and also channel 98. Chairman Clement said they will try to reach out and invite Mr. York in for a 10 minute presentation. Selectman Ferraro said the website for channel 98 that's on the town website says it is unavailable.

**e. Legislative Update**

None.

**f. Selectmen's Committee Reports**

Selectman Ferraro reported no meetings but Planning Board meets that week and Water/Sewer Advisory next week.

Vice Chairman Chartrand had no meetings to report but said EDC was meeting Tuesday morning.

Selectman Quandt had nothing to report.

Chairman Clement reported the Arts Committee met and was a good turnout. He said they had a successful show. He said the River Subcommittee commented about a high school presentation in June. The 2014 Budget Recommendations Committee was a good turnout. They elected officers and made subcommittees.

## **j. Correspondence**

Chairman Clement talked about the following correspondence:

- A letter from Richie McFarland Children's Center thanking the BOS for \$2250 in social service funding
- A letter from John Hall Associates about a Motion to Dismiss the Petition for Review of the Town of Newmarket NPDES permit
- A letter from HealthTrust about a 6/19 letter and check
- A letter from HealthTrust about a 9/1/13 effective date for an application and participation agreement
- A letter from NHDOT about BOS's participation regarding projects
- A letter from the Briseldens about public bathrooms becoming accessible for people with disabilities. Mr. Dean said they will make this part of their scope for the facilities plan.
- An email from Greg Bisson about the Fogg Rollins Cemetery
- Multiple correspondence about the Exeter Sportsmen's Club. Chairman Clement asked the Board if they feel comfortable inviting the Sportsmen's Club in to get an update on all the upcoming projects. Selectman Ferraro said yes, invite the club to come in and get a condensed version. Vice Chair Chartrand thinks it should be put on the agenda to discuss as a Board. Selectman Quandt asked if this should be done before or after they meet with the Planning Board. Chairman Clement said that will not be until maybe next month, and he does not think they should wait until then. He wants to have a broad discussion about everything. Selectwoman Gilman thinks the Sportsmen's Clubs Stewardship Plan should be read before the meeting. It can be found on the town website. Selectman Ferraro suggested also having Chief Berkenbush in, if he's back. Mike Lambert spoke, saying he saw an article about Mr. Kenick where he said he would sue the town. Mr. Lambert wants to know how many outdoor ranges are lit up. He would like to know before it goes too far down the road. He would also like to know how many members are Exeter residents versus out-of-towners. Selectwoman Gilman said the lease requires the number and percentage of members that must be from Exeter.
- COAST changes and fare increase
- Back to school stuff
- A governmental balance sheet about different aspects of funding

## **7. Review Board Calendar**

Chairman Clement talked about an all Boards meeting September 24 or 25, it has not yet been firmed up. Mr. Dean said they were still shooting for the 24<sup>th</sup> at 6 pm. Chairman Clement said the next BOS meeting will be September 30.

A Motion was made by Vice Chair Chartrand and seconded by Selectman Quandt to go into a non-public meeting under 91-A for a fee waiver request at 9:15 pm. Motion carried – all in favor.

After emerging from non public session. Selectman Ferraro moved to adjourn, seconded by Selectman Chartrand. The Board stood adjourned at 9:25 p.m..

Respectively submitted,

Nicole McCormack  
Recording Secretary