

FINAL MINUTES

BOARD OF SELECTMEN MEETING

MINUTES

May 24, 2010

1. Call Meeting to Order

Chairwoman Julie Gilman convened the Board in the Nowak Room of the Town Office Building at 6:00 pm for a Special Meeting. Other members of the Board present were: Mr. William Campbell, Mr. Matt Quandt, Mr. Don Clement, Mr. Bobby Aldrich, and Town Manager Russ Dean.

2. Regular Business

a. Accounts Payable and Payroll Manifests

Mr. Clement moved to approve the accounts payable for the week ending 5/21/10 in the amount of \$1,143,728.72. Mr. Aldrich seconded. Vote: Unanimous.

Mr. Clement moved to approve the payroll warrant for the week ending 5/16/10 in the amount of \$154,442.40. Mr. Aldrich seconded. Vote: Unanimous.

3. Work Session: Assessing Office Statistical Update 2010

Town Assessor, John DeVittori and Project Manager, Paul McKenney came before the Board to give an Assessing update and spoke about the new Vision Appraisal software. The new assessments will be on the December 2010 tax bills. All the final values will be on visionappraisal.com. Mr. McKenney gave the update on Assessing. The measure and inspection of the property sales from 4/1/2009 through 3/31/2010 have been completed. The main topics of the update that Mr. McKenney reviewed were; the benefits of revaluation, the valuation process, exterior inspections, interior inspections, sales analysis, land valuation, building valuation, and the standards for revaluation. The Board then talked about the different groupings that will be condensed and what would happen if a resident would not allow an interior assessment. Mr. DiVittori said that it does happen when a resident will not let the interior inspection be completed. They will use their best judgment with the knowledge that they have to complete the inspection. Also if a resident refuses to let them in, there is an RSA that states that the resident would loose their right to appeal the appraisal. Interior inspections can be scheduled for the homeowners' convenience. Mr. McKenney mentioned that there is more information on the website as well as videos on how to prepare for a hearing.

4. Work Session: 2010 Budget, Finance Department Operations, Status of 2009 Audit

Mr. Dean gave an update on the 2010 budget. He stated that the trends are where he thought they would be now 5 months in. As of now 42% of the budget has been expended. Finance Director, Doreen Ravell was in attendance to answer the Boards questions. Mr. Clement asked what miscellaneous revenue is. Ms. Ravell said that that it is reimbursement, capital reserve transportations and first time revenues. Mr. Aldrich brought forward these concerns about the 2010 budget expenditures: ambulance transport revenue, elections budget, tax collection, Swasey Parkway electricity, health insurance buyouts, Fire Department sick replacement overtime, fuel accounts, building maintenance at the Town Hall, paving, highway overtime, part time wages at the library, and overtime water/sewer collection. Ms. Ravell stated that the ambulance transport revenue is a revised estimate. Mr. Dean will be checking into the 78% expenditure in the elections budget. He will also talk to the school about having the next election there. Mr. Dean said that the tax collection is charged in 3 different places. Ms. Ravell stated that she is trying to

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consolidate the Swasey Parkway electricity budget. Mr. Dean said that the Board authorized 30% of savings to be reimbursed for the health insurance buyouts. Mr. Dean will also follow up with the Chief about the 103% Fire Departments expended sick replacement. Ms. Ravell stated that there is a master fuel account from which there is a monthly allocation. Ms. Ravell also said that the Town Hall had some emergency repairs bringing that account over expended. Mr. Dean said that the Bell and Flynn paving project has not been scheduled yet. He also stated that due to storm emergencies the overtime highway account has been 60% expended. The Library makes periodical adjustments to their part time wages. Mr. Dean stated that there are multiple people working on the sewer collection conversion structure project. There will be an update on all of these concerns on a future agenda.

Mr. Dean then gave an update on the 2009 audit. He read a list on what has been completed and what is in progress. These tasks will facilitate the audit and get the auditors in. The audit will be complete by the end of this year. Mr. Dean also did a comparison with other communities on where they are in there 2009 audit progress. Exeter is very comparable to these other communities on how they are coming along. Ms. Ravell said that she has had a lot of help with the temp secretary at the Water/Sewer Department and she couldn't do it without her. They are making good progress. The volunteer in the Finance Department has limited her time down to 14 hours/week now. She has made a big difference in the office day to day. Mr. Clement asked about the progress made in the material weaknesses on the 2008 audit. Ms. Ravell said that there has been some progress made in each section. They really want to centralize the collection of funds. Mr. Dean said that there is attention to these weaknesses day to day and that they are fully aware of them.

Ms. Gilman wanted to remind everyone about the Memorial Day parade this weekend.

10. Adjournment

Mr. Aldrich moved to adjourn the meeting at 8:00pm. Mr. Clement seconded. Vote: Unanimous.

Respectfully submitted,

Aimee Caruso
Recording Secretary