

FINAL MINUTES

BOARD OF SELECTMEN MEETING

MINUTES

June 28, 2010

1. Call Meeting to Order

Chairwoman Julie Gilman convened the Board for a non-public session at 6:45pm in the Wheelwright Room. She then re-convened the Board in the Nowak Room of the Town Office Building at 7:00 pm. Other members of the Board present were: Mr. William Campbell, Mr. Matt Quandt, Mr. Don Clement, and Town Manager Russ Dean. Mr. Bobby Aldrich was not present.

2. Public Comment – Jim Knight came before the Board with concerns on minutes being taken during board and committee meetings. He recently attended a meeting sponsored by the LGC about the right to know and ZBA regulations. At this meeting, they also talked about the importance of taking high-quality minutes. Mr. Knight also said that if there are not enough committee members to meet the quorum requirement, then the meeting must be canceled and no business talk should occur. This is part of statute and it is the law.

Ms. Gilman thanked Mr. Knight for bringing this to the Board's attention. She stated that they are aware of this and will be working to improve the issue in the future.

3. Minutes and Proclamations

a. Regular Meeting: June 7th, 2010

Mr. Campbell moved to approve the minutes as presented. Mr. Quandt seconded. Vote: Unanimous.

4. Appointments – RPC Technology Advisory Committee

Mr. Campbell moved to appoint Town Planner, Sylvia von Aulock, to the RPC Technology Committee with a term ending July 1, 2013. Mr. Quandt seconded. Vote: Unanimous.

Mr. Campbell moved to appoint Town Manager, Russ Dean, as an alternate member off the RPC Technology Committee with a term ending July 1, 2013. Mr. Quandt seconded. Vote: Unanimous.

5. Department Reports – Planning, Building, & Parks & Recreation

Building Department- Building Inspector, Doug Eastman, was in attendance to give his report. Mr. Eastman stated that the Building Department has been very busy with many residential and commercial projects. There are several subdivision projects on going in Town. The Hampton Inn, Provident Bank, Exeter Hospital renovation, Phillips Exeter Academy Hall renovation, and the Barking Dog Doggy Daycare addition are the commercial projects which are ongoing. There have been 312 permits given and \$80,969 collected in fees. It is estimated that building costs in Town are up to \$9,867,000. Gas inspections are required now.

Planning Department – Sylvia von Aulock and Christine Szostack were in attendance to give the Planning Department report. Three grants have been submitted in the last year. One in particular that has been received is for the Train Station project. The longest running Planning Board project, Linden Commons, will finally come to pass. ZORC has reviewed all of the

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regulations with an emphasis on energy. Site and sub regulations for storm water are being reviewed. Ms. Szostack introduced herself to the Board. She has worked as a part time secretary for the Building and Planning Department for 5 years now. She previously worked for the Town of Chester on their Building Department. Ms. Szostack has a Bachelors degree in Liberal Studies and an Associates degree in design. She gave the Board an update on her responsibilities as the Building Departments Secretary. The duties Ms. Szostack reported on were; customer service, building/code enforcement and zoning responsibilities, Planning Department responsibilities, additional assistance, accomplishments and goals for 2010. Mr. Dean acknowledged Christine for her involvement with the grant process. She has done a great job with the Building Department. Mr. Clement asked Ms. Von Aulock what her future vision of Epping Rd. might be. Ms. Von Aulock responded by saying that the DOT has moved funding out many years for the Epping Rd corridor study. But she could get Mr. Clement a copy of the general plan.

Parks & Recreation – Assistant Director, Greg Bisson, was in attendance to give the Parks and Recreation Department report. He reported that this summer has been a busy one bringing in \$263,000 in revenue thus far. Most of that revenue has come from pool passes and swim lessons. The pool painting and bath house renovations have been completed on time. Summer Camp has 185 kids enrolled and is in full swing. There are still some camp and trip openings. You can go into the Parks and Recreation office or register online for fall sign ups. The summer concert series has started. Mr. Dean commented on the pool saying it looks great.

Police Department – Chief Kane was in attendance to give the Police Department report. He reported that some vacancies are to be filled at the Department. The Department is an official member of the Portsmouth Crime Stoppers. Chief Kane participated in the 2nd Seabrook exercise drill. The Police Department and the Fire Department have partnered up on a number of CIP issues. The Department participated in a drill by Unutil conducted on a simulated major hurricane hitting the seacoast. They also participated in the DARE graduation at the Lincoln St. School. They are continuing work with the committee regarding fleet maintenance. There has been 229 hours of training in the month of May. The Police Department has achieved State wide accreditation. Accreditation requires the Police Department to be prepared and it is a means of improving their relationship with the community. It limits liability and risk exposure, demonstrates that they follow internationally recognized standards of law enforcement and facilitates the pursuit of excellence. Mr. Kane recognized and thanked Detective Dave Nelson for his hard work in helping the Police Department achieve the State wide accreditation. Director Don Vitem and Captain Kim Roberts presented the State Wide Accreditation award to the Exeter Police Department for their high standards of professionalism. Chief Kane presented an award to Detective Nelson as a token of the Department's appreciation.

6. Discussion/Action Items

a. New Business

i. Bid Opening: Piping/Valve Improvements

1. Apex Construction of Rochester, NH – total bid: \$43,3000
2. Kinsman Corporation of Hookset, NH – total bid: \$43,600
3. Waterline Services LLC of Seabrook, NH – total bid: \$47,767
4. Penta Corporation of Moultonborough, NH – total bid: \$46,500

Mr. Campbell moved to turn the bids over to the Public Works Department and the Town Manager for their recommendations. Mr. Quandt seconded. Vote: Unanimous.

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ii. Bid Opening: Surplus Fire Truck

1. Speedway Fire and Rescue - total bid: \$5,600
2. Asian Auto Services of Plaistow, NH - total bid: \$3,989.12
3. Whitney's Garage of Kingston, NH - total bid: \$3,007
4. Ivan Eaton of Seabrook, NH - total bid: \$7,000
5. Dineen Coach Co. of Kittery, ME - total bid: \$2,501
6. Route 114 Auto Sales of New Boston, NH - total bid: \$3,232.
7. Orlando Vargas of Haverhill, MA total bid: \$4,150

Mr. Campbell moved to turn the bids over to the Fire Department and the Town Manager for their recommendations. Mr. Quandt seconded. Vote: Unanimous.

iii. Gilman/Stadium Well Reactivation Update

DPW Director, Jennifer Perry, came before the Board to give an update on the Gilman and Stadium well reactivation. Ms. Perry reported that DPW will submit a final report to DES to complete the reactivation process for the Gilman and Stadium wells. Work is ongoing with Phillips Exeter Academy regarding the upgrades to the Stadium well site. Conceptual design plans for reactivating the wells are to be developed. Also to be developed are groundwater treatment design plans, sizing, and functional operation descriptions for DES to review. Cost estimates will be finalized to present for budgets in the fall so warrant articles can be voted on in March 2011. Mr. Clement asked why the Gilman site was preferred over the Larry Lane site. Ms. Perry stated that it was closer to the stadium pipes and was already town owned. Mr. Quandt asked if there were flood concerns. Ms. Perry said that they are working with designers on that. Mr. Dean stated that this has been forwarded as a CIP project and that the Gilman easement is in final stages.

iv. Fleet Study Update

An internal committee composed of the Police Chief, Fire Chief, DPW Director, Town Engineer, Highway Superintendent and Maintenance Superintendent, has been working on this study implementation. Mr. Dean introduced Laura Frangioni, an intern through the MPA program at UNH who will be assisting on this project. Mr. Dean updated the Board on the Fleet Study. The report indicates that the Town owns 180 vehicles, motorized equipment and auxiliary units. Of the 180 pieces, DPW owns 108. The average fleet is 7.5 years of age. According to the report, Exeter's 183 vehicles and pieces of equipment is equal to 332 VEU (vehicle equivalent units or 332 sedans). Mr. Dean went over the key recommendations such as a point system. He also reviewed labor demand, staffing recommendations, training, maintenance, incorporating outside agencies, inventory recommendations, and software purchase. The next steps are to complete the software evaluation, purchase, train and implement this by January 1, 2011, to create a plan to respond to the recommendations, to create a master vehicle replacement program, and to present the findings to the Board of Selectmen for adoption.

v. Take Home Vehicle Use Policy

The Town has several positions which use vehicles on a "take home basis" but does not have a formal policy in any great detail covering the different aspects of take home

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vehicles, particularly IRS requirements that take home vehicles to be considered imputed income under certain circumstances. Mr. Campbell and Mr. Clement were in agreement that they would like to see a list of people who has a take home vehicle so they can ensure that the policy is being followed. Mr. Campbell would like there to be a clause in the policy saying that authorization is subject to the Board of Selectmen.

b. Old Business

i. BOS Operating Procedures

This item was postponed because the Board felt it was important that all Selectmen be present for this discussion.

7. Regular Business

a. Accounts Payable and Payroll Manifests

Mr. Clement moved to approve the regular weekly payroll warrant for the week ending 6/6/10 in the amount of \$155,063.82. Mr. Campbell seconded. Vote: Unanimous.

Mr. Clement moved to approve the accounts payable warrant for the week ending 6/11/10 in the amount of \$2,259,878.59. Mr. Campbell seconded. Vote: Unanimous.

Mr. Clement moved to approve the regular weekly payroll warrant for the week ending 6/13/10 in the amount of \$154,243.51. Mr. Campbell seconded. Vote: Unanimous.

Mr. Clement moved to approve the accounts payable warrant for the week ending 6/18/10 in the amount of \$134,677.32. Mr. Campbell seconded. Vote: Unanimous.

Mr. Clement moved to approve the regular weekly payroll warrant for the week ending 6/20/10 in the amount of \$157,872.09. Mr. Campbell seconded. Vote: Unanimous.

Mr. Clement moved to approve the accounts payable warrant for the week ending 6/25/10 in the amount of \$626,993.28. Mr. Campbell seconded. Vote: Unanimous.

Mr. Clement moved to approve the CDGB payment for Meeting Place in the amount of \$55,800. Mr. Campbell seconded. Vote: Unanimous.

b. Budget Updates - none

c. Surplus Declaration - none

d. Tax Abatements and Exemptions -

Abatements-

Mr. Clement moved to approve the abatement receipt in the amount of \$1,760.26. Mr. Campbell seconded. Vote: Unanimous.

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Intent to Cut

Mr. Clement moved to approve map 85 lot 48. Mr. Campbell seconded. Vote: Unanimous.

Mr. Clement moved to approve map 47 lot 4, 6 & 8 . Mr. Campbell seconded. Vote: Unanimous.

Exemption

Mr. Campbell moved to give the authority to exempt the property and abate the tax bill for St. Michaels Church. Mr. Quandt seconded. Vote: Unanimous.

Mr. Campbell moved to waive the PA-28 DRA annual file. Mr. Quandt seconded. Vote: Unanimous.

e. **Water/Sewer Abatements** – none

f. **Permits** –

1. A request for permit for the Musical Arts to use the Town Hall with Stage use on July 2, 2010 from 9:00am – 5:00pm for a student performance.
2. A request for permit for the Exeter UFO Festival to use the Town Hall Main Floor on September 4, 2010 from 7:30am – 5:00pm for lectures.
3. A request for permit for Census Training to use the Town Hall Main Floor on July 22, 2010 from 8:00am – 4:00pm.
4. A request for permit from the Strafford Wind Symphony to use the Town Hall with stage on August, 27, 2010 from 5:00pm – 11:00pm for a concert. A request to waive the clean up fees is requested since they are a non-profit group.

Mr. Clement moved to approve the permits as presented. Mr. Campbell seconded. Vote: Unanimous.

g. **Town Manager's Report** – Epping Rd. was paved today. Everything went smoothly and the road looks great. The closing on Continental Dr. has take place. The year's

first half tax bills are now being collected. The Google email conversion is going smoothly and successfully. The American Independence Festival is coming up on July 17.

h. **Legislative Updates** – none.

i. **Selectmen's Committee Reports**

Ms. Gilman – nothing to report.

Mr. Quandt – nothing to report.

Mr. Clement – nothing to report.

Mr. Campbell – nothing to report.

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j. Correspondence –

- NH DES; publication of hearing on river nomination July 14.
- NH DRA- Jeane Samms; thank you
- Jay Perkins; Pine Rd. closure
- Mike Dawley; resignation/retirement from ZBA
- The Boulders; invitation to grand opening
- Kelsey MacDonald; litter signs and education
- Comcast - Jay Somers; Comcast HD channels
- Bell & Flynn – price guarantee extension
- Unutil – invitation to annual municipal storm meeting
- American Red Cross; thanks for support
- Comcast – enhanced services
- Andy Swanson- email improvements

8. Review Board Calendar – The next Selectmen’s meeting will be on July 12th, 2010.

9. Non Public Session - none

10. Adjournment

Mr. Campbell moved to adjourn the meeting at 9:40pm. Mr. Quandt seconded. Vote: Unanimous.

Respectfully submitted,

Aimee Caruso
Recording Secretary