

FINAL MINUTES

BOARD OF SELECTMEN MEETING

MINUTES

July 19, 2010

1. Call Meeting to Order

Chairwoman Julie Gilman convened the Board in the Town Hall at 6:00 pm for the Town Hall lower level site walk. The Board then recessed at 6:30 pm and Ms. Gilman reconvened the Board in the Nowak Room of the Town Office Building at 7:00 pm. Other members of the Board present were: Mr. Bobby Aldrich, Mr. William Campbell, Mr. Matt Quandt, Mr. Don Clement, and Town Manager Russ Dean.

2. Public Comment – Mr. Don Woodward, Exeter Resident and Transportation Committee member, came before the Board to make everyone aware of the fundamental changes on an act relative to the authority to expend municipal transportation improvement funds. Mr. Woodward handed out information to the Board.

Mr. Sandy Winter, builder at 82 Railroad Avenue, came before the Board asking where Ms. Gilman got the knowledge of the law stating that buildings have to be built 25 feet from a cemetery. Ms. Gilman stated that a member of the public, who wished to remain anonymous, contacted her about it and Ms. Gilman researched it finding out that it is a state law. She also stated that she recused herself from the discussion on the July 12, 2010 Selectmen's meeting so that she would not influence the Board. Mr. Winter also stated that Mr. Clement belittled Doug Eastman and believed that Mr. Eastman deserved an apology.

3. Minutes and Proclamations

a. Regular Meeting: July 12th, 2010

Mr. Aldrich noted that the motion regarding 82 Railroad Avenue needed additional wordage stating that the Town would not oppose declaratory judgment.

Mr. Aldrich moved to approve the amended minutes of July 12, 2010. Mr. Campbell seconded. Vote: Unanimous.

4. Appointments – Planning Board

Gwen English – full member with a term to expire April 30, 2013.

Mr. Aldrich moved to appoint Gwen English as a full member of the Planning Board with a term to expire April 30, 2013. Mr. Campbell seconded. VOTE: Unanimous.

5. Department Reports – DPW, Assessing

Jennifer Perry, DPW Director, gave the DPW report to the Board. She attended a meeting about the South East Watershed Alliance and water quality improvements. Funding is the key for moving forward. The paving of Pine Road is progressing quickly and coming along well. The 65 gallon recycling bins are being sold now. Ms. Perry asked residents to bring a check to make the purchase. Mr. Campbell asked Ms. Perry about up keep of the landscaping and fence at Holland Way. Ms. Perry said that she would have to refer to Mike Favreau about it. More free conservation kits have been ordered. There is a waiting list for them so call ahead. Mr. Aldrich brought up the concern about sidewalks. There are places where the trees are ripping up the sidewalks and there are areas that need to be cleaned up. Ms. Perry stated that they will take a look at the sidewalks. There is not much of a sidewalk program right now in the budget. Mr.

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Knight came forward and asked about the sidewalk repairs being incorporated in with the paving budget. Ms. Perry said she knew there was quite a bit of discussion on that but that sidewalks were not included. If there is an urgent matter regarding a sidewalk, it will be fixed. Mr. Allan Bailey asked why the water tank was not being kept full during this time of voluntary water conservation. Ms. Perry answered him by saying that they do keep the tanks full it is just harder getting them back to full overnight with the hot weather.

John DeVittori, Town Assessor, gave the Assessing Department report. The 2010 tax maps have been updated and all assessments have been adjusted accordingly. The Town has picked up about \$29 million in new growth. Approximately \$17 million of that has come from builders. The new assessments will be sent out in August. Open meeting dates at the Town Hall will be set for anyone with any questions on the new values.

6. Discussion/Action Items

a. New Business

i. Open Bids: Surplus Vehicles

1. Ivan Eaton - \$800.
2. Academy Taxi - \$2,400
3. Auto Wholesale - \$2,526
4. Jonathon Kimball - \$2,132

Mr. Dean asked Ms. Gilman if the Board could accept Auto Wholesale's bid today.

Mr. Aldrich moved to accept the highest bid from Auto Wholesale for the Surplus Vehicles in the amount of \$2,526 pending paperwork completed. Mr. Campbell seconded. Vote: Unanimous.

ii. Parks/Recreation Capital Projects: Tennis Court Resurfacing

Mike Favreau, Parks and Recreation Director, spoke to the Board about Holland Way and the sidewalks that were previously brought up in the DPW report. He stated that the fence and the landscaping would cost thousands of dollars fix. He thinks this could be looked at as a project in the future. He also stated that they will work on the side walk clean up. Mr. Favreau then addressed the tennis court resurfacing. It has been 7 years since the last resurfacing. It usually lasts about 5-6 years so the tennis court is now overdue. The resurfacing asks like a sunscreen for and keeps the court from cracking. Keeping it sealed keeps it in good shape.

Mr. Aldrich moved to authorize the resurfacing and painting of the tennis courts at the Recreation Park in the amount of \$16,107 and further authorize the Town Manager to request the current balance in the Tennis Court capital reserve fund from the Trustees of Trust Funds to offset the total cost of the project and further authorize the use of recreation revolving fund revenues to pay for the balance of the project. Mr. Campbell seconded. Vote: Unanimous.

b. Old Business

i. Vehicle/Equipment Replacement Policy

Mr. Campbell moved to adopt the Vehicle/Equipment Replacement Policy. Mr. Aldrich seconded. Vote: Unanimous.

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ii. Vehicle Use Policy

Mr. Clement would like to add wordage saying that the Board would get periodic reviews of the list of people who have a take home vehicle. Mr. Quandt would like to see a quarterly statement on the take home vehicles. Mr. Clement recommended adding additional wording to C-1 under 24 Hour Use Vehicles. Mr. Aldrich had concerns with D-10 on out of state use because Police and Fire go out of state on a regular basis. Mr. Dean stated that there is a verbal understanding with the Fire and Police Department on this.

Mr. Clement moved to approve the amended draft policy for Vehicle Use. Mr. Campbell seconded. Vote: 3/1 carried. Mr. Campbell – aye, Mr. Quandt – aye, Mr. Clement – aye, Mr. Aldrich – nay.

Mr. Aldrich moved to approve the 8 positions (minus the Staff Sergeant) for the 24 hour take home vehicles. Mr. Quandt seconded. Vote: 3/2 carried. Mr. Quandt – aye, Mr. Aldrich – aye, Ms. Gilman – aye, Mr. Campbell – nay, Mr. Clement – nay.

iii. BOS Operating Policies/Procedures

Ms. Gilman asked the Board for their comments on the Selectmen Policies and Procedures. Responsibilities of the Officers of the Board: Mr. Campbell suggested breaking up the responsibility lists for the Chairman and Vice Chairman, and to take out #'s 1 – 4 and add in the responsibilities that were left out. Mr. Aldrich recommended that the Selectmen make their own lists of responsibilities to add to the policy. He also questioned the 1 term Chairman rule. Duties, Responsibilities, and Obligations of Board Members: Mr. Clement would like to see more beyond the primary roles, the defined fiduciary role and add in a general statement about laws with statutes. Mr. Aldrich will come up with better language for #6. Board Meetings/Non Public Sessions: Mr. Aldrich recommended wording change to have the non-public sessions schedules before meetings. Agenda Procedures: Mr. Clement suggested 4:00 pm be the cut off time to add items for the agenda. Meeting Minutes: Mr. Clement said that work session minutes should be recorded. Mr. Quandt wanted wording added stating that all minutes go to the Clerk. Procedure for Establishing Policies and Procedures: Mr. Campbell recommended that the date that a policy goes into effect should be added. Board Appointments to Other Boards, Committees and Commissions: Mr. Clement noted that the paragraph looks daunting and is a run on. Ms. Gilman stated that the paragraph could be broken up and clarified. Mr. Allan Bailey came before the Board to ask when these policies will be available to the public for review. A draft of the policy will be given to Mr. Bailey. Otherwise, once the policy is approved, they are readily available.

iv. Lower Level Town Hall Discussion

Ms. Gilman asked the Board their thoughts on the appropriate department to move over to the lower level of the Town Hall. The Board agreed that it would not be wise to let the space sit unused. The 2 top choices of departments to move to the Town Hall lower level are the Planning Board and the Town Clerk. There would be more room for the Planning Board to spread out and utilize the space while the vault could be put to good use for the preservation of documents for the Town Clerk. Ms. Gilman stated that the needs of the 2 departments should be identified along with the logistics of space. Mr. Dean said that they will come back with their comments for the Board to discuss and make a decision.

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7. Regular Business

a. Accounts Payable and Payroll Manifests

Mr. Clement moved to approve the regular weekly payroll warrant for the week ending 7/11/10 in the amount of \$168,936.67. **Mr. Campbell** seconded. **Vote: Unanimous - Mr. Aldrich abstained.**

Mr. Clement moved to approve the accounts payable warrant for the week ending 7/16/10 in the amount of \$552,559. **Mr. Campbell** seconded. **Vote: Unanimous.**

b. Budget Updates - none

c. Surplus Declaration - none

d. Tax Abatements and Exemptions -

Mr. Clement moved to approve an abatement receipt for map 47, lot 4. **Mr. Aldrich** seconded. **Vote: Unanimous.**

Mr. Clement moved to accept the denial for an abatement for map 65, lot 56. **Mr. Aldrich** seconded. **Vote: Unanimous.**

e. Water/Sewer Abatements – none

f. Permits – none

g. Town Manager's Report – **Mr. Dean** thanked all who helped with the American Independence Museum festival. It was a good turn out with a great fireworks display. The TRC grant on the solar array was signed today. **Mr. Dean** will be meeting with the Chamber of Commerce to talk about general economic issues.

h. Legislative Updates – none

i. Selectmen's Committee Reports

Ms. Gilman – The Historic District Commission met and had some signage discussions.

Mr. Quandt – nothing to report.

Mr. Clement – The Heritage Commission met last week and discussed the expansion of a building and the next steps with the Certified Local Government grant.

Mr. Campbell – The Planning Board meets Thursday.

Mr. Aldrich – The Conservation Commission met on Tuesday and spoke about the Little River parcel that is close to being completed. The CIP meets Wednesday in the morning. The Arts Committee met last week and they talked about upcoming art shows.

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j. Correspondence –

1. Letter from OEP confirming site visit on July 22nd regarding National Flood Insurance Program;
2. Email from George and Judy Dufour, re: 82 Railroad Avenue;
3. Letter from Ian Winter to Don Clement, CC: Board of Selectmen, re: 82 Railroad Avenue;
4. Letter from Russell Dean, Town Manager, (through Town Counsel Walter Mitchell) to Sandy Winter, re: 82 Railroad Avenue;
5. Letter from Richard A. Boisvert, PhD to Terry M. Knowles, Department of Justice, Office of Attorney General cc: Russell Dean, Town Manager re: Winter Street Cemetery, Exeter, NH;
6. Letter from Comcast, re: new 'customer guarantee' program.

8. Review Board Calendar – The next Board of Selectmen meeting will be on Monday, July 26th.

9. Non Public Session - none

10. Adjournment

Mr. Aldrich moved to adjourn the meeting at 9:45 pm. Mr. Quandt seconded. Vote: Unanimous.

Respectfully submitted,

Aimee Caruso
Recording Secretary