

## Draft Minutes

### Exeter Board of Selectmen

**October 7, 2013**

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

Chairman Don Clement called the 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. Public Comment**

No public comment.

#### **3. Minutes & Proclamations**

##### **a. Regular Meeting: September 30, 2013**

Chairman Clement said they would wait until the next BOS meeting to discuss the September 30, 2013 minutes, as they were not included in the packet yet.

Selectwoman Gilman read a proclamation, declaring Saturday, October 12, 2013 as Amos Tuck Day. She gave a bit of history as to who Amos Tuck was and his accomplishments.

A Motion was made by Selectman Quandt and seconded by Selectman Ferraro to approve the proclamation to declare October 12, 2013 Amos Tuck Day. Motion carried – all in favor.

Selectwoman Gilman went on to say there will be an event at the Town Hall on October 12. The event will go from 4-5 pm. Selectman Ferraro talked about what the event will entail, including speeches and a cutting of the cake.

#### **4. Appointments**

No appointments.

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

### **a. New Business**

#### **I. 2013 Riverwoods Tax Agreement**

Charlie Tucker, of Donahue, Tucker, and Ciandella, spoke on behalf of Riverwoods at Exeter. He said Riverwoods has had a tax agreement with the Town of Exeter for the past 19 years. He went on to say this is because the state statutes aren't exactly clear. He said the statutes say Riverwoods pay everything except the school tax. He talked about what taxes Riverwoods pays. Mr. Tucker said that rather than litigate this for the past 19 years, he they have come to an agreement with the Town of Exeter that the independent living apartments are taxed the full property tax rate and the nursing home portion is not taxed.

Mr. Tucker said Riverwoods is the largest tax payer in Exeter. He says this is an interesting situation. He has an agreement for three campuses; The Woods, The Ridge and The Boulders. He asked that the Board sign the agreement as presented.

A Motion was made by Vice Chair Chartrand and seconded by Selectman Quandt to approve the three agreements with The Boulders, The Ridge, and The Woods. Motion carried – all in favor.

#### **II. Bid Award: Portsmouth Avenue Water/Sewer Line Replacement**

Paul Vlasich, Town Engineer, talked about the bids for the Portsmouth Ave Water/Sewer Line Replacement Project. He said last week the Board received five bids for the project. The DPW recommends going with the lowest bidder, JA Polito and Sons, with a bid price of \$1,117,575.50. He said the highest bidder, Jamco Excavators, was out of their price range.

Mr. Vlasich talked about continuing a contact with the design consultants, Underwood Engineers, in the amount of \$127,800. These costs together add up to \$1,245,375.50 that will be required for funding. He gave an explanation how the funding will be broken up, saying Sewer Funds will ultimately contribute \$1,044,791.66 and Water Funds will ultimately contribute \$200,583.84. He said if there is a contingency, they can use the 2010 Water and Sewer Line Replacement accounts.

Selectman Ferraro asked if the warrant articles were generic water line replacement or for Jady Hill. Mr. Vlasich said they were generic, saying this is the first phase of generic. Selectman Quandt questioned how to go forward with the motions and Selectman Ferraro suggested since they are two separate funds, they should be done separately.

A Motion was made by Vice Chair Chartrand and seconded by Selectman Quandt to award the bid of the Portsmouth Avenue Water/Sewer Line Replacement to JA Polito and Sons for the amount of \$1,117,575.50. Motion carried – all in favor.

A Motion was made by Vice Chair Chartrand and seconded by Selectman Quandt to continue a contract with Underwood Engineers for the amount of \$127,800. Motion carried – all in favor.

### **III. Proposed Adopt a Road Program**

Mr. Dean said DPW has been trying to put together an Adopt a Road program. The purpose of the program is to allow private individuals or private sponsors the opportunity to adopt a roadway. This is to allow the public to be involved in the cleanup and upkeep of public ways. Mr. Dean said the process is fairly in depth. He said Jay Perkins, from DPW, has done a nice job with all the details. People have to sign up to be involved in this. Mr. Dean said there have been a couple neighborhoods that seem interested, one of which being on Watson Road. Mr. Dean said there will be a sign put up on the adopted roadway recognizing the sponsors. He said there will be a two-year obligation once signed up. He is looking for active involvement.

Chairman Clement asked if said sign will be permanent. Mr. Dean said it is meant to be. Selectman Quandt thinks this is a good idea. Chairman Clement asked if this has been run by the town's insurance provider, Primex. Mr. Dean replied yes, it has. Chairman Clement asked if Mr. Dean needs the Board's approval immediately. Mr. Dean said it would be helpful since there are some areas that need immediate attention.

A Motion was made by Selectman Quandt and seconded by Selectwoman Gilman to adopt the Sponsor-A-Roadway program for the Town of Exeter. Motion carried – all in favor.

### **IV. Amendment to Town Hall Renters Rules**

Mr. Dean said the Amendment came from the Safety Committee. They want to add to the Procedures, adding a clause about Fire Alarm Activations. Mr. Dean read the clause.

After Chairman Clement checked to see if anyone had any questions about the addition, he brought up another point, saying section 4. B. says no alcoholic beverages anywhere in the building. He reminded the Board of a policy adopted a couple months prior on public drinking which would supersede this. He asked to strike 4. B. because they still have to allow it under the new policy with a permit. Selectman Ferraro suggested leaving 4. B. in and just revising it to read "...in the building, except by special permit."

A Motion was made by Selectman Ferraro and seconded by Selectwoman Gilman to adopt the amended policy on Rules for Renters of Town Hall with the following changes: 4. B. will read "No alcoholic beverages anywhere in the building except by special permit" and the addition of 5.0 Procedures: Fire Alarm Activations. Motion carried – all in favor.

## **V. Affordable Care Act Review**

Mr. Dean talked about the Affordable Care Act. He said he has gone to a couple seminars about it recently. He said there are provisions for employees between 30-39 hours. This Act is lengthy. There is supposed to be legislation moving toward a remedy, but nothing has happened yet. He went on to read the penalty clause for the town. He said part-time employees are offered coverage at 100% of their cost. He wondered about doing something different. He talked about cutting hours, offering benefits, or paying the penalty. Chairman Clement asked how many people fall in that realm. Mr. Dean said approximately 8-10 people. He is hoping to get an update on the Act in November. HealthTrust is handling insurance so they are dealing with ACA issues. The account executive to contact is Melissa Briggs and she can come talk to the Board. Selectman Ferraro talked about an article about the ACA pertaining to the City of Manchester. He said Exeter might run into the same problems as Manchester. Mr. Dean said Manchester is self-insured and Exeter is fully insured which is a big difference. Vice Chair Chartrand commended Mr. Dean for his report.

### **b. Old Business**

#### **i. Investment Policy**

Mr. Dean said he met with Allan Corey, Town Treasurer, to talk about the Investment Policy. They decided the requirements for RSA 41:9 section 7 were not clear. He said they also added a Delegation of Authority clause which gives clear direction. Mr. Dean went on to read that clause to the Board.

Mr. Dean continued going over the policy. He read and explained page 3 e. Depositories and Dealers. He continued by saying there are short-term investment collateralizations. He said they added the Internal Controls provision and gave an explanation what that was about. He continued going through provisions for Procedures including Reporting, Ethics and Conflict of Interest, and Performance Evaluation. The BOS shall review this policy annually, with changes made as warranted, followed by re-adoption by the BOS.

This policy is public and Mr. Dean said it is available online under Finance. He said the Investment Policy does not apply to the Town of Exeter Trust Funds.

Mr. Corey spoke, saying he didn't really have any more to add. He said he appreciates the Board's patience while he went over and tweaked the policy.

Chairman Clement asked when the first semi-annual report would be. Mr. Corey asked when he would like it and said he could put a report together upon request. Vice Chair Chartrand recommended getting a report sometime in January and sometime in July. Mr. Corey said the Board must review the policy annually. He said the Board has the ability to change the policy at any time.

A Motion was made by Selectman Quandt and seconded by Vice Chair Chartrand to adopt the policy as presented. Motion carried – all in favor.

Chairman Clement asked the Board to go through the All Boards meeting notes they received and give all comments and suggestions to Mr. Dean. Mr. Dean said he will arrange to get these notes to all members that were present.

## **6. Regular Business**

**a. Bid Openings/Surplus Declarations**

None.

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

None.

**c. Permits and Approvals**

None.

**d. Town Manager's Report**

Mr. Dean talked about the following:

- The Health Trust had a pool rating last week and that info is available online. He said the pool rating is up 7-8%
- The financing for the new vector truck is complete
- He thanked all people involved with organizing last weekend's Beer and Chili Festival.

**e. Legislative Update**

Mr. Dean talked about education figures, saying they went to slow for the DRA. He talked about a delay in the tax rate. There will be a follow-up assessment within a day or two saying it would be remedied. He said it is good to know you can count on officials. Chairman Clement asked what could come of a delay in the tax rate. Mr. Dean answered cash flow issues, delayed bills, delayed tax bills, etc.

**f. Selectmen's Committee Reports**

Selectman Ferraro reported no meetings but water/sewer was set to meet this week, along with Planning Board.

Vice Chairman Chartrand reported no meetings, but EDC was meeting the Oct 8.

Selectwoman Gilman talked about 375<sup>th</sup>, and gave the Board numerous upcoming events, including Amos Tuck Day, the Exeter Halloween Parade on October 25, the American Independence Museum is having a "Ghosts of Winter Street" presentation, Parks and Rec is having a "Ghost Hunting", the Congregational Church will have an organ concert gala, and fireworks on New Year's Eve.

Selectman Quandt had nothing to report.

Chairman Clement reported a water integration discussion he attended which is funded from a NOAA grant. He said Conservation Commission meets October 8. DPW subcommittee met October 7.

**j. Correspondence**

Chairman Clement talked about the following correspondence:

- A letter from Richard McFarland
- A letter from CDFA
- An EXTV monthly report. Selectman Ferraro pointed out that the link to access EXTV is wrong. It should be .org instead of .com.
- Technical info release
- A letter from Mr. Griset about Amos Tuck Day
- A letter from Joseph Ripel regarding Doug Eastman going above and beyond.

**7. Review Board Calendar**

Chairman Clement said the next BOS meeting will be October 21, 2013. At that time the Board will discuss what the schedule will be for the rest of the year.

A Motion was made by Selectman Quandt and seconded by Vice Chair Chartand to adjourn the meeting at 8:07 pm. Motion carried – all in favor.

Respectively submitted,

Nicole McCormack  
Recording Secretary