

Draft Minutes

Exeter Board of Selectmen

March 24, 2014

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 Chair Dan Chartrand, Selectwoman Julie Gilman, Selectwoman Anne Surman, and Selectwoman Nancy Belanger. Town Manager Russell Dean was also present.

2. Board Reorganization

Chairman Clement opened up nominations for the new Chair. A Motion was made by Vice Chair Chartrand and seconded by Selectwoman Surman to nominate Julie Gilman as BOS Chair. Motion carried – all in favor with one abstention from Selectwoman Gilman. Chairman Clement declared Julie Gilman as the new Chairwoman.

Chairwoman Gilman opened nominations for Vice Chair. A Motion was made by Selectwoman Belanger and seconded by Selectman Clement to nominate Dan Chartrand as BOS Vice Chair. Motion carried – all in favor with one abstention from Vice Chair Chartrand.

Next, Chairwoman Gilman opened nominations for BOS Clerk. A Motion was made by Vice Chair Chartrand and seconded by Selectwoman Belanger to nominate Anne Surman as BOS Clerk. Motion carried – all in favor with one abstention from Selectwoman Surman.

3. Public Comment

None.

4. Minutes & Proclamations

a. Regular Meeting: March 10, 2014

Vice Chair Chartrand had two amendments. The first was on page 3, paragraph 5, changing the first sentence from “Chairman Clement moved...” to “Vice Chair Chartrand moved...”. The second amendment was on page 8, under Adjournment, changing “It was moved by Town Manager Dean...” to “It was moved by Selectman Quandt...”.

A Motion was made by Vice Chair Chartrand and seconded by Selectman Clement to approve the minutes of the March 10, 2014 BOS meeting as amended. Motion carried – all in favor with two abstentions from Selectwoman Surman and Selectwoman Belanger.

5. Appointments

None.

6. Discussion/Action Items

a. New Business

I. 2014-15 BOS Committee Assignments

Chairwoman Gilman wanted to postpone this agenda item, setting it to the next meeting, so the new BOS members can have done at least one meeting.

II. Review Boards/Committees

Selectman Clement talked about some of the Committees on the list (included in the packet) might be inactive. There was not much other discussion about this item.

III. MS-2 Report of Appropriations

Chairwoman Gilman said the total voted appropriations are \$30,685,876. Vice Chair Chartrand said he would like to hear from Mr. Dean on this report.

Mr. Dean said of the \$30,685,876, \$8.3 million are bond issues. He said \$1.8 million was approved for the Great Dam project. The general fund appropriations total \$17,347,955. The water fund came in at approximately \$2.53 million and the sewer fund totaled approximately \$2.41 million. Mr. Dean said they will be putting together a bond issue for June for the Lincoln Street work. Also, total appropriations for the Wastewater facility bond will be approx. \$5 million.

Chairwoman Gilman asked if there were any questions. With no questions, a Motion was made by Selectman Clement and seconded by Selectwoman Belanger to sign the MS2 Report of Appropriations documents. Motion carried – all in favor.

IV. Review 2013 Goals

Chairwoman Gilman talked about the 2013 BOS goals, asking if everyone felt they met the goals and if not to get them met. Goal 1 was the All Boards Meeting. Chairwoman Gilman said they need to do this. Vice Chair Chartrand agreed they should schedule another meeting. Chairwoman Gilman said first they can make goals and then see how the other Committees can help the BOS achieve their goals OR they can wait until the Committees meet and the BOS can

help them achieve their goals. Selectman Clement thought they should get the BOS goals meeting scheduled as soon as possible. Chairwoman Gilman suggested scheduling it for the second week in April. Selectman Clement suggested asking the new BOS members what they'd prefer for a day. Selectwoman Surman and Selectwoman Belanger both said a Saturday would work for them. Mr. Dean said the 19th or the 26th are the preferred dates. The Board agreed the 19th would work best.

Next, Chairwoman Gilman talked about May being a good time for the all boards meeting. Selectwoman Belanger suggested the first week in May and Mr. Dean suggested May 7. The Board agreed.

Goal 2 was to develop RFP for facility plan to be issued in the 2014 budget. Chairwoman Gilman said the RFP was voter approved and asked if it has been finalized yet. Mr. Dean said it is in draft form. Vice Chair Chartrand said they need to finalize the RFP, get the consultants in, and get a process running. Selectwoman Surman asked who is drafting the RFP. Mr. Dean said he has been working on it and it is almost ready. His plan is to circulate it to the Board when he gets any gaps that may be in it filled in. He said it should be in good shape within 30 days or so.

Chairwoman Gilman said Goal 3, which was to draft an economic development position, was achieved and approved in the budget.

Chairwoman Gilman talked about Goal 4, Regionalization. She talked about what this consists of and said they need to make sure things aren't duplicated. Selectman Clement said they can reach out to different departments to see what they see on the horizon. Chairwoman Gilman said department heads can go over their stuff and report back to them.

Selectman Clement explained to Selectwoman Surman and Selectwoman Belanger how they Board came up with their 2013 goals. They talked about where they would like to see Exeter go. He asked the new Board members to bring this to the April session. He said this is a free flowing discussion.

b. Old Business

I. Bid Award: Groundwater Plant Construction

Chairwoman Gilman said there were six bids received. The three lowest bids were up for consideration. A Motion was made by Vice Chair Chartrand and seconded by Selectwoman Surman to approve the base bid but hold the bid on Alternative A. The bid was awarded to Apex Construction, Inc. in the amount of \$3,873,200. Motion carried – all in favor.

7. Regular Business

a. Bid Openings/Surplus Declarations

Chairwoman Gilman gave the following bids for a mower for the Parks and Rec dept:

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|----|------------------------------|--|
| 1. | MTE, The Equipment Solutions | \$10,709.15 plus \$2,379 (bag catcher) |
| 2. | Perkins Lawnmower | \$7,995 plus \$2,995 (bag catcher) |
| 3. | Hayden Equipment | \$10,187.15 (mower 1)
\$10,441.85 (mower 2)
\$9,847.55 (mower 3)
\$9,264.15 (mower 4)
\$9,944.15 (mower 5)
\$2,503.70 (bag catcher 1)
\$2,464.15 (bag catcher 2)
\$500 trade-in allowance |
| 4. | James R. Rosencrantz & Sons | \$9,946.81 (mower 1)
\$9,716.28 (mower 2)
\$1,984.97 (bagger)
\$1,500 trade-in allowances |
| 5. | James R. Rosencrantz & Sons | \$9,823.58 plus \$2,909.88 (bagger) |

A Motion was made by Vice Chair Chartrand and seconded by Selectwoman Belanger to refer these bids to the appropriate department to evaluate and make a recommendation. Motion carried – all in favor.

b. Tax, Water/Sewer Abatements & Exemptions

A Motion was made by Selectwoman Surman and seconded by Selectman Clement to approve the disability exemption for map 32, lot 12, unit 7 in the amount of \$125,000. Motion carried- all in favor.

A Motion was made by Selectwoman Surman and seconded by Selectman Clement to approve three veteran’s credits all in the amount of \$500 for the following map/lot/units: 19/16/12, 104/26, and 95/49. Motion carried – all in favor.

A Motion was made by Selectwoman Surman and seconded by Selectman Clement to approve the elderly exemption for map 104, lot 37 in the amount of \$183,751. Motion carried – all in favor.

A Motion was made by Selectwoman Surman and seconded by Selectman Clement to approve the elderly exemptions all in the amount \$152,251 for the following map/lot/units: 63/188, 95/64/329, and 32/12/25. Motion carried – all in favor.

A Motion was made by Selectwoman Surman and seconded by Selectman Clement to deny the elderly exemption for map 63, lot 102, unit 54. Motion carried – all in favor.

A Motion was made by Selectwoman Surman and seconded by Selectman Clement to approve the elderly exemptions all in the amount of \$152,251 for the following map/lot/units: 80/6/41, 61/22, 17/6. Motion carried – all in favor.

A Motion was made by Selectwoman Surman and seconded by Selectman Clement to approve abatements for map 110, lot 2, unit 15 in the amount of \$109.67. Motion carried - all in favor.

A Motion was made by Selectwoman Surman and seconded by Selectman Clement to approve a tax collection interest waiver for map 65, lot 89 in the amount of \$67.05. Motion carried – all in favor.

c. Permits & Approvals

A Motion was made by Selectman Clement and seconded by Vice Chair Chartrand to approve the permit for use of the Town Hall and Bandstand by Exeter Brass for Concerts on the Bandstand on Mondays starting June 30, 2014 through July 28, 2014 from 7-9 pm. Motion carried – all in favor.

A Motion was made by Vice Chair Chartrand and seconded by Selectman Clement to approve the use of the Town Hall by Seacoast Wind Ensemble for concert band rehearsal on Tuesday, April 22, 2014 from 6:30 – 9:30 pm. Motion carried – all in favor.

d. Town Manager's Report

Mr. Dean included his report in the packet and highlighted the following:

- Coordinating with Public Works on setting up a conference call with the EPA regarding nitrogen tracking for the Town's Admin. Order of Consent
- Researched bond proceeds from 2008 warrant article regarding Great Dam
- Portsmouth Ave. Sewer Line construction scheduled to restart April 7, 2014 through July

- Downeaster survey will be taken at train station April 5 through April 11, 2014, to update ridership numbers. These haven't been updated in a few years
- Lincoln St. 2-hour parking limitation has been posted
- Worked with Finance Office and COAST, and reps from Transportation Committee to review FY14 appropriation for proper invoicing of Town
- Local option fee coordination with Town Clerk to begin April 1
- Finalized claim on Town Hall work through Primex – work is now complete on last item the main floor reconstruct
- Reviewed assessment fee RFQ for Water/Sewer Advisory Committee as they are looking to update the new assessment fee structure
- Reviewed Powder Keg Festival agreement
- Working on SEIU agreement integration per Town Meeting vote

Chairwoman Gilman wanted to follow-up on Portsmouth Ave, saying the water main flushing has to happen first. It is starting next week with night flushing on the west side of town. She said all the water flushing information is available on the town website.

e. Selectman's Committee Reports

Selectwoman Surman had nothing to report.

Vice Chair Chartrand reported a meeting of the Economic Development Commission, saying he is pleased the voters approved the new Economic Development Director position and RSA 79-E. He also added tonight was a historic evening as it is the first time in the 375 years that the majority of the Board are women.

Selectman Clement reported the Conservation Commission met and they approved an expedited wetlands permit for Riverwoods. He also said River Study met and had a discussion about the vote of the dam. Rockingham Planning Commission met and talked about C3 bringing propane in from Newington. Planning Board met and there was a discussion on Franklin Street work.

Selectwoman Belanger had nothing to report.

Chairwoman Gilman said the Historic District Commission met and had a discussion on the Franklin Street work.

f. Correspondence

The following correspondence were included in the packet:

- Portsmouth Naval Shipyard – Economic Impact
- State of NH Division of Fire Safety about fireworks

- NH Council on Resources and Development memo about state owned land
- Appointment Application for Stephanie Canty to join Budget or EDC. They will set up an appointment to meet with her
- Rockingham Planning Commission letter thanking Exeter for its continued support for regional planning in Southeastern NH
- 45th Annual Charity Auction is April 5, 2014
- American Independence Museum press release
- Letter from Mike Favreau about the Holland Way fence
- Altus Engineering letter about the Minimum Impact Expedited Application for Riverwoods
- Letter from New Generation, Inc. thanking Exeter for \$2,000 funding
- Dept. of Revenue Admin. 2013 Ratio Study
- DRA letter about the contract for general assessing
- Letter from Municipal Resources about the Professional Services Agreement
- Letter from MMG Insurance about a claim
- Trainrider Northeast Group update
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8. Review Board Calendar

Chairwoman Gilman said the next BOS meeting will be April 7, 2014. At which time they will discuss RSA 79-E.

A Motion was made by Vice Chair Chartrand and seconded by Selectwoman Surman to adjourn the meeting at 8:15 pm. Motion carried – all in favor.

Respectively submitted,

Nicole McCormack
Recording Secretary