

## Final Minutes

### Exeter Board of Selectmen

October 20, 2014

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

Vice Chairman Dan Chartrand called the meeting to order at 7:00 pm in the Nowak Room of the Exeter Town Offices building. Other members present were Selectwoman Nancy Belanger, Selectwoman Anne Surman, and Selectman Don Clement. Chairwoman Julie Gilman was absent. Town Manager Russell Dean was also present.

#### **2. Board Interviews**

The Board conducted interviews for Scott Ruffner and John Hauschildt at 6:30 in the Town Offices building.

#### **3. Bid Openings/Award:**

There was an award for the Exeter Police HVAC Renovation. A Motion was made by Selectman Clement and seconded by Selectwoman Surman to accept the bid as stated in a memo from Kevin Smart and award to Dowling Corporation for \$33,596. Motion carried – all in favor.

#### **4. Public Comment**

None.

#### **5. Minutes and Proclamations**

##### **a. Proclamations/Recognitions**

Selectwoman Surman thanked Jay Perkins for all his work on the sidewalk project and urged residents to go check out the new sidewalks.

##### **b. Regular Meeting: October 6, 2014**

A Motion was made by Selectwoman Surman and seconded by Selectwoman Belanger to approve the minutes of the October 6, 2014 BOS meeting. Motion carried – all in favor.

## **6. Appointments**

A Motion was made by Selectman Clement and seconded by Selectwoman Surman to appoint John Merkle of the Heritage Commission to the Section 106 Ad-Hoc Committee. Motion carried – all in favor.

A Motion was made by Selectman Clement and seconded by Selectwoman Surman to appoint Pam Gjettum from the Historic District Commission to the Section 106 Ad-Hoc Committee. Motion carried – all in favor.

## **7. Discussion/Action Items**

### **a. New Business**

#### **i. Quarterly Financial Report**

Doreen Ravell, Finance Director, gave the quarterly report for quarter ending September 30. First she reported on General Fund Revenues. She said YTD they were 53% collected; or \$9.2 million. The biggest part of that is driven by tax revenue. Building permits and fees are up. Grant money came in from the train station/baggage center of \$20,000. She said everything looks as expected.

In regards to General Fund Expenditures, YTD they are at 72%, which she said is about average. Debt Service & Capital are almost fully expended. She pointed out Warrant Articles are 39% spent.

In regards to the Water Fund, YTP Capital Outlay looks a little low. Otherwise, she said everything looks to be in line.

In regards to the Sewer Fund, 72% of revenues have been received. Expenditures are at 76%, or \$1.8 million.

For Revolving Funds, she reported on Cable TV first. She said YTD they are 53% in, and it is looking good for the third quarter. Recreation YTD is at 83% collected, or \$420,000. Expenses are at 82%. Powder Keg numbers will be reflected in the next quarterly report. Ambulance is at 70% collected at \$324,000. The YTD expenses are at 73%. Everything looks like it's lining up in the budget.

Ms. Ravell gave the Analysis of Property Tax/Liens Receivables. She said as of September 30, they have collected 97% of property taxes that were billed in May. The Board gave kudos to the Finance Department.

Next was the Analysis of the Water/Sewer. She said they are seeing a decrease in balances. Departments are working together on that.

Selectman Clement had the audit report. He said they received a very clean, excellent audit this year. There is a letter in the report to the BOS which has some recommendations for the BOS for improvements. The Board plans to get together to talk about these recommendations.

## **ii. Fund Balance Discussion**

Mr. Dean said it's tax rate setting time. His recommendation on this is to start with the fund balance policy. They need to have adequate cash flow on hand. The fund balances are healthier than they've been in the past few years. Mr. Dean made a request that the Board approve the use of \$450,000 from the general fund to offset the 2014 town tax rate. He said if the \$450,000 is applied, he is projecting a rate of \$7.80, which compares to \$7.81 last year.

Selectman Clement asked Mr. Dean to breakdown the \$450,000. Mr. Dean said it is just \$450,000 out of the general fund.

A Motion was made by Selectman Clement and seconded by Selectwoman Belanger to apply \$450,000 from the General Fund balance to reduce the upcoming FY14 tax rate. Motion carried – all in favor.

Selectman Clement said he would still like to see a better breakdown of the \$450,000.

## **iii. Review SB2 Calendar**

Mr. Dean went through some dates which stuck out, which are all in the packet. January 20 is the last date for the Selectmen to hold a public hearing on any proposed bond or note issue in excess of \$100,000. This is also the last date for the Selectmen to hold a final public hearing on the proposed budget and special warrant articles. January 31-February 7, the first session of the annual meeting must be held between these two Saturdays. March 3 is the last day to make annual report available to the legislative body, the final budget and ballot questions must be printed in the annual report. March 10 is the date of the second session.

Mr. Dean said there are more important dates for the Planning Board, Budget Committee, Supervisors of the Checklist, and the Town Clerk. He said January 13 is the "Budget Submission Date" for calculating certain deadlines affecting collective bargaining with public employees.

## **iv. Committee Appreciation Process**

Lionel Ingram went through the background of the idea of Committee Appreciation. He said there are three individuals who he recommends to be recognized, so he started a process of how to go about doing this. Mr. Dean said this is a good issue. He said they've looked around to see if there are policies in place like this and there really isn't. He said they are in the process of figuring out how to recognize.

Vice Chair Chartrand thanked Mr. Ingram for his recommendation, which is provided in the packet. Mr. Ingram said he would like to work swiftly on this process, but said it needs to be done right.

Selectman Clement asked to have a conversation about this. He would like more details like who makes recommendations and are there criteria. Mr. Ingram said that is up to the Board. He would rather not have specific criteria. A committee can recommend a person to the Board for approval. Vice Chair Chartrand said they will work on this and let Mr. Ingram know when it appears on the agenda again.

#### **v. Vehicle Use Policy Review**

Mr. Dean said it is time for a review of the policy. He said there was an incident where an employee's windshield was cracked while on town business. That person was reimbursed, but this is the policy that would be looked at for something like this. So basically this is just an annual review of the policy.

Selectwoman Surman talked about company cars versus personal cars. She said she had some questions about it a while back and the whole thing was kind of gray. Mr. Dean said it is normal for this to come up now and then. He said they don't necessarily compel people to use town vehicles.

There was a discussion about mileage reimbursement and Selectman Clement said it is worth a discussion to see what the numbers are.

#### **b. Old Business**

##### **i. FY15 Budget Updates**

Mr. Dean said Wednesday, October 22 is the Budget Recommendations Committee's all day meeting. This day is also the HealthTrust Board vote on Health/Dental rates. Friday, October 24 the revised budget will be available. Vice Chair Chartrand said Corey Stevens, of the BRC, send an email around suggesting the BRC and the Board have a discussion on October 29. It will be one of the target discussions that night.

Vice Chair Chartrand said at the last meeting he had suggested the Board "button up" with the BRC at the end of November/beginning of December. He also suggested a 2% increase target. Selectman Clement said he is not going to commit to say whatever final numbers the BRC comes up with he will agree with.

Selectwoman Surman said her thoughts are if she were a department head, she would start with what she has to have, things that are unmovable, then go through budget from there.

## **8. Regular Business**

### **a. Tax, Water/Sewer Abatements & Exemptions**

None.

### **b. Permits & Approvals**

A Motion was made by Selectwoman Belanger and seconded by Selectwoman Surman to approve the application for the use of the Town Hall by Susan Baillargeon for an Exeter Fire Department Toy Bank on December 16, 2014 from 4-8pm. Motion carried – all in favor.

A Motion was made by Selectwoman Belanger and seconded by Selectwoman Surman to approve the application for use of the Town Hall by Greg Bisson for the Exeter Parks and Rec to have Christmas Carol practices 10/27/14-12/18/14 on M,W,F from 6-9pm and performances 12/19-12/21 from 5-10pm. Motion carried – all in favor.

A Motion was made by Selectwoman Belanger and seconded by Selectman Clement to approve the application for use of the Town Hall by Mike Favreau for the Parks and Rec to have a Public Forum – Needs Assessment Survey on 11/5/14 from 6-8pm. Motion carried – all in favor.

### **c. Town Manager's Report**

Mr. Dean talked about the following:

- Had a Seabrook drill on October 8. Everything went pretty well, and they do drill regularly.
- Attended EDC meeting on October 7
- Heavy duty budget time. Reviewing lots of stuff
- Columbus Day was October 13
- He met with the electrical staff
- Emailed BOS about revision in the MS1
- Doing a document management review
- The electric rate
- Maintenance project list

- Still don't have a Deputy Treasurer, but looking for one. He asked to put the word out
- Town projects are sidewalks, Groundwater Treatment Plant, Wastewater Plan
- Received word from DPW about Linden Street culverts

**d. Selectmen's Committee Reports**

Selectwoman Belanger had nothing to report.

Vice Chair Chartrand had nothing to report.

Selectwoman Surman reported a Conservation Committee work session.

Selectman Clement reported a Planning Board meeting last week, and one to come this week. RPC met last week and talked about transportation.

**e. Correspondence**

The following correspondence were included in the packet:

- Unitil info
- Unitil shutoff notice – already taken care of
- Letter from NH Office of Energy and Planning about FEMA
- Primex letters about 2015 Unemployment Compensation, 2015 Worker's Compensation, 2015 Property & Liability Program
- Letter from Primex about implantation of Property & Liability Program
- Letter from Primex about Contribution Assurance Program
- Memo from Sheri about the upcoming BRC schedule

**9. Review Board Calendar**

The next meeting will be November 3. The Board will also meet on October 22 at 830 with the BRC for the all-day meeting, and October 29 at 630 with the BRC.

**10. Adjournment**

A Motion was made by Selectwoman Belanger and seconded by Selectwoman Surman to adjourn the meeting at 8:58 pm. Motion carried – all in favor.

Respectively submitted,  
Nicole Piper  
Recording Secretary