

Draft Minutes

Exeter Board of Selectmen

December 7, 2015

1. Call Meeting to Order

Chairwoman Julie Gilman 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 Don Clement, Selectman Dan Chartrand, Selectwoman Nancy Belanger, and Selectwoman Anne Surman. Town Manager Russell Dean was also present.

2. Bid Openings/Awards

There were no bid openings or awards.

3. Public Comment

There was no public comment.

4. Minutes and Proclamations

a. Proclamations/Recognitions.

There were no proclamation.

b. Special Meeting: November 17, 2015

Motion: A Motion was made by Selectman Chartrand and seconded by Selectwoman Belanger to adopt the minutes of the MRI report work session submitted by Russell Dean. Motion carried – all in favor.

5. Appointments

Motion: A Motion was made by Selectman Chartrand and seconded by Selectwoman Belanger to appoint Barry Sandberg to the Housing Committee with a term to end April 30, 2017. Motion carried – all in favor.

Motion: A Motion was made by Selectwoman Surman and seconded by Vice Chair Clement to appoint Frank Ferraro to the Cable TV Committee with a term ending April 30, 2016. Selectman Chartrand said Mr. Dean had stated that the BOS can handle the work of this committee. Selectwoman Surman said Mr. Ferraro is very capable of being on the Cable TV Committee. Vice Chair Clement said this volunteer has worked with Cable TV and has

experience to serve. Chairwoman Gilman called the vote. Motion fails, majority vote. Belanger, Chartrand and Gilman vote nay.

6. Discussion/Action Items

a. New Business

i) FY16 Budget & Warrant Articles

Mr. Dean said the bottom line number was \$17,651,172. Doreen Ravell, Finance Director, said the new bottom line budget number is \$17,635,310. She said it has lowered because of some Health Insurance adjustments.

Chairwoman Gilman said she would like to go through different department budgets and hear any suggestions from the Board for lowering numbers. She started with the General Fund.

Vice Chair Clement said on page 1, in the BOS budget, line 01-4130-0100-5875 Equipment Purchase, a purchase for chairs was incorporated within this budget and they have already been replaced so he recommends zeroing out this line. He asked if it would be better to zero out the line or leave \$1 in there.

Motion: A Motion was made by Vice Chair Clement and seconded by Selectwoman Surman to reduce line 01-4130-0010-5875 to \$1.00 for the 2016 budget. Motion carried – all in favor.

Ms. Ravell said the new BOS number is \$21,775.

Next, Vice Chair Clement said he had a recommendation in the Economic Development budget on page 12 in the P/T Wages line. He said he doesn't know why they need to put funds in this line for recording secretaries and interns.

Motion: A Motion was made by Vice Chair Clement and seconded by Selectman Chartrand to reduce this line down to \$1. Selectman Chartrand asked what the breakdown is for recording secretaries and interns. Ms. Ravell said \$1000 of it is for recording secretaries and the rest is for interns. Chairwoman Gilman called the vote. Motion fails, majority vote. Chartrand, Belanger and Gilman vote nay.

Motion: A Motion was made by Selectwoman Surman and seconded by Vice Chair Clement to reduce line 014-652-0307-1200 to \$1,260. Motion fails, majority vote. Gilman, Chartrand, and Belanger vote nay.

Vice Chair Clement next had a recommendation in Economic Development line 5200 Consultant Services.

Motion: A Motion was made by Vice Chair Clement and seconded by Selectwoman Surman to reduce the Economic Development line 5200 Consultant Services to \$1. Chairwoman Gilman said she didn't see a problem with keeping this line funded. Selectwoman Surman said they have not hired a new Town Planner yet. She said the new one they hire might be an engineer and this line won't need the funds. She is not in favor of the \$5000. Chairwoman Gilman called the vote. Motion fails, majority vote. Gilman, Chartrand, and Belanger vote nay.

Vice Chair Clement next had a suggestion in the Fire Department Overtime line on page 21. He said every year they see the OT budget come up a little.

Motion: A Motion was made by Vice Chair Clement and seconded by Selectwoman Surman to reduce line 503-1300 to \$110,000. Eric Wilkins said they started this budget at zero. They went over everything when coming up with their numbers. He said the cut made last year on this caused them to over expend this year. He said they manage everything they can in the department, but can't manage how many people call 911. Chairwoman Gilman said this line comes up every year. She said she would expect an increase from last year so there is a safety net. She called the vote on the Motion. Motion fails, majority vote. Gilman, Belanger, and Chartrand vote nay.

Chairwoman Gilman continued going through the budget. Selectman Chartrand said on page 24, line 5446 EPA Storm Water Phase II. He said he wanted to have a conversation about setting this up as a capital reserve fund. Mr. Dean said they have talked about capital reserve funds. He wanted to make sure the Board was aware of non-capital reserve funds versus capital reserve funds. He said they need to make sure they have money for the EPA Storm Water Phase II. Selectman Chartrand said if they have money in reserves, it gives them money for mandates but it can stay in there if it is not spent. Vice Chair Clement said they have heard EPA will issue the final permit early next year. He said it is going to take a while to digest the permit and get a plan in place. When the report comes through they are going to have to monitor/report outfalls. He said this is going to be basically maintenance of the storm drains. He said he would prefer to keep this as a maintenance item in the budget. Vice Chair Clement made a Motion, seconded by Selectwoman Surman, to reduce the line to \$90,000. They soon after withdrew their Motion and second. Mr. Dean said one benefit of a capital reserve fund is it can be carried from fiscal year to fiscal year. A con to the capital reserve fund is if it's not approved there will be no money. Selectman Chartrand suggested having Jennifer Perry come and talk to the Board about this. He suggested looking at splitting the money and putting some

money in the budget and some in a capital reserves fund. Chairwoman Gilman said she would have Ms. Perry come in and talk next week.

Next, Vice Chair Clement had a suggestion on page 26 in the Paving line.

Motion: A Motion was made by Vice Chair Clement and seconded by Selectwoman Surman to reduce the Paving budget line to \$775,000. Vice Chair Clement said they have done a lot of paving this year. He said the cost of petroleum seems to be stable. He said they can afford a reduction of \$25,000 and not put a damper on the road maintenance program. Chairwoman Gilman called the vote. Motion fails, majority vote. Gilman, Belanger, Chartrand vote nay.

Motion: A Motion was made by Selectman Chartrand and seconded by Vice Chair Clement to delete \$25,000 from the Highway & Streets line 4320 which is for maintenance of a back hoe. Selectman Chartrand said he understands the intention here, but does not think the vehicle is worth putting \$25,000 in to. Selectwoman Surman pointed out that DPW could still fix the back hoe with other money in this budget. Frank Ferraro said DPW projected they would need \$25,000 to do repairs on their existing back hoe. He said the lease payment for a new back hoe would be \$38,000. He said the Budget Recommendation Committee felt they were saying \$13,000 by repairing the existing back hoe instead of replacing it. Chairwoman Gilman called the vote. Motion passes, majority vote. Belanger and Surman voted nay.

Motion: A Motion was made by Vice Chair Clement and seconded by Selectwoman Surman to reduce line 1300 in the Highway Snow Removal section on page 27 to \$70,000. Selectman Chartrand asked Vice Chair Clement to consider withdrawing his Motion so he could think a bit longer on this. Vice Chair Clement and Selectwoman Surman withdrew their Motion and second. Chairwoman Gilman said they would bring this back at their next meeting.

Ms. Ravell said the new Highway and Streets total is \$1,974,475.

Selectwoman Belanger went on to Welfare, saying the subcommittee at the BRC did a great job.

Selectwoman Surman asked where revenue from concerts goes, which is on page 24 Other Cultural. She wondered how they could get to a place where sponsors pay for the concerts so the taxpayers won't have to. Mr. Dean said they would still have to gross appropriate the money so it would stay in the budget. He said he will look into this further.

Vice Chair Clement had some comments on the Vehicle Replacement Program. Mr. Dean said the leases in the budget are committed leases.

Ms. Ravell gave a new total budget number of \$17,609,311. Vice Chair Clement reminded they still have two lines pinned until their next meeting. On a side note, Mr. Dean told the Board that Exeter is a “finalist” for a grant for the Great Dam.

Chairwoman Gilman next went on to Warrant Articles. She first talked about Human Services. Vice Chair Clement said he has a level of discomfort putting this on the Warrant Article and he would like some changes made to it. For example, he said on page 38 the Rockingham CAP number, this is what everyone uses to help coordinate many welfare services in the town and district. He said to cut their budget makes him very uncomfortable. He said these services are very important. The second thing he was concerned with is that in some cases, groups got more money than they asked for. He said this is a very slippery slope and he recommends going through the agencies and making sure they are not giving them more money than they requested. Selectwoman Belanger agreed, saying while the subcommittee did do a lot of great work, there are still some changes that need to be made. Vice Chair Clement said he would have some specific changes to line items by their next BOS meeting.

Chairwoman Gilman continued going through Warrant Articles, asking for comments or changes. Mr. Dean pointed out that Finance did allocate some costs to Water/Sewer. The Board asked for updates on the new Finance software. Selectman Chartrand said one thing the BRC wanted was due diligence and asked how much work has been done on this. Ms. Ravell said she did get a third quote. However, she did say that there are some companies that won't give a presentation without money in the budget to fund them. Selectman Chartrand asked if \$170,000 is enough for the software. Ms. Ravell said she is not sure. She said her initial request was for \$253,372 for a premier software purchase. Corey Stevens, Chair of the BRC, spoke saying the \$170,000 figure in the budget is more of a placeholder. He said more data is needed here. Ms. Ravell said she would get more information for the next BOS meeting. Vice Chair Clement agreed they need more information, saying they do have a little time on this and they should move cautiously. Mr. Dean added that the financial software is the backbone of the town's system. It has to be very strong and robust. He said they collect \$42 million in taxes along with Water/Sewer billings. He said certain elements require them to have a sophisticated program. Selectman Chartrand said he would like to hear from the auditors. Selectwoman Belanger added it would just be another source for information. Frank Ferraro said the BRC felt they needed more comparisons for the software.

On to the Light Duty Vehicles, Vice Chair Clement said it was discussed that Car #7 was being used by the Maintenance Supervisor. He said it is described as a first responder vehicle and said that is a stretch because it is not a first responder vehicle. He recommended instead of a jeep at \$19,000 they should look into a compact car which is \$4000 less. He said also looking at vehicle #51, he wasn't sure this was the right kind of vehicle. He said they would be

better off getting a smaller vehicle for less money. He was not prepared to make any Motions. Mr. Dean said DPW should be present for this conversation. He urged the Board to look at the Vehicle Use Policy and Vehicle Replacement because they guide vehicle replacement. He said they are in the policy book.

ii) Sportsmen's Club RAP Update

Chairwoman Gilman said they left off with Chief Comeau writing a letter to DES with a plan for mediation for Phase II (fencing the affected area).

Chief Comeau said Gary Garfield had talked about the end of the lease. He brought up Selectman Chartrand's suggestion about setting money aside to address issues out there in the future. He said the RAP presented by AECOM had four options. Area 1 has been addressed. Area 2 is heavily wooded but on town property and Area 3 in on another person's property. Mr. Dean said they are coming in at \$103,536 with alternatives for the fencing. Chief Comeau said that is a non-bid price so it could go up. Mr. Dean reminded that this is not an optional project – they are required to do something. Chief Comeau said he is a bit concerned about having enough funds set aside for Mr. Garfield's budget. He said he will talk with AECOM also and see what their budget is for next year.

b. Old Business

i) Stratham Water Purchase Agreement

Chairwoman Gilman said they have the latest version of the Agreement in their packet which includes all the comments from the last BOS meeting. Selectwoman Surman said she had an additional comment saying there two definitions for "maximum daily flow" which they need to clear up. She said there is one definition on page 3 and one on page 4.

Mr. Dean said he watched their last meeting and he believes he incorporated all of the changes that were suggested from the Board. He did bold the changes in the newest version. He said he would like to have this Agreement finalized by Monday because it still needs to go through the Attorney General's office.

Chairwoman Gilman said she would like to have the conversation of who signs this Agreement first.

Mr. Dean said in having conversations with Stratham, they've been talking about an average daily flow, which is in section 201.3 of the Agreement. They established a maximum daily flow of 125,000 gallons/day. With the average daily flow of 125,000 and 365 days in the year, that brings them to 45 million gallons of water per year. The issue has been raised of what happens if they go over that amount. The revised language in the Agreement gives a

maximum daily flow of 150,000 gallons/day. The new language takes the maximum daily average flow and bases it on a 90 day cycle instead of 365 days.

Vice Chair Clement questioned some language on page 10, section 304 Temporary Use. Mr. Dean said it is important to read the whole paragraph for a better understanding.

7. Regular Business

a. Tax, Water/Sewer Abatements & Exemptions

Motion: A Motion was made by Selectwoman Belanger and seconded by Selectman Chartrand to approve an abatement for map 55, lot 75, unit 1 in the amount of \$16,713.38. Motion carried – all in favor.

Motion: A Motion was made by Selectwoman Belanger and seconded by Selectman Chartrand to approve an abatement for map 55, lot 75, unit 2 in the amount of \$17,643.03. Motion carried – all in favor.

The Board agreed they would take up the rest of the Regular Business at the December 14 BOS meeting.

10. Adjournment

A Motion was made by Selectwoman Belanger and seconded by Selectman Chartrand to adjourn the meeting at 9:40pm. Motion carried –all in favor.

Respectfully submitted,

Nicole Piper, Recording Secretary