

Chairman Ingram reconvened the regular meeting at 6:35PM, having opened the meeting at 6PM and the Board voting to resume in a non-public session per RSA 91-A. Also present: Paul Binette, Robert Eastman, William Campbell, Joseph Pace and Town Manager Russell Dean.

At 6:36PM, Chairman Ingram began the Work Session, as posted, concerning Goals and Work Plan for 2005-06.

A list of items was compiled by the Town Manager, presented to the Board and since updated. The object is to discuss the goals and form a work plan for '05-06, along with adding and eliminating items as necessary. The remaining items will be prioritized. It was decided to not only list the year intended for completion but also break it down into 3-month groupings: now through 12/31/05; 12/31/05 through Town Meeting '06. (List attached as prioritized)

Discussion followed concerning the development of revenue projections, over and above what is provided by department managers during the budget process. Mr. Eastman stated these, along with fees charged, should be reviewed yearly. Chairman Ingram asked if this could be prepared for the 2006 budget process. Mr. Dean stated yes, though there is an issue of timing. A comprehensive review of the fees would take time, but basic revenue information could be discussed early on during the budget review process.

Fiscal year: Mr. Dean noted making the change would accomplish much: 80% of taxes would be collected before year end; our budgets would line up with the school and state; pay & classification is based on a 7/01 change; retirement figures begin 7/01. The first year would entail presenting a budget for 18 months (Town-side only, as school is already on 7/01 fiscal year). This would also eliminate entering one-quarter of the year without a working budget (January to April 1<sup>st</sup> not knowing what will be approved at March Town Meeting.)

Audit: Mr. Dean will schedule this for the second meeting in September. Mr. Eastman urged this process be done in a more timely manner, including our information to them, with return of audit at least by June 1<sup>st</sup>. He stated with regulations under GASB 34, weaknesses will be identified.

Vehicles/Equipment: This is on-going and the Board has been satisfied with the process to date, with department managers explaining the need for replacements throughout the budget process. The replacement schedule is also currently included within the CIP. Mr. Binette stated maintenance records should be included during the review. The Town Manager will review, oversee the schedule and follow up with departments on concerns of the Board.

CIP: Mr. Eastman reported this is going well and the report has improved. He has discussed with the Town Manager how to make the report better and more comprehensive.

Financial Policies: This would clarify items such as what percentage of reserves to leave in order to combat problems, as well as investing in the Town's infrastructure. Mr. Eastman stated he's not sure how the Town runs without them.

The Work Session was postponed till the end of the regular meeting, scheduled to begin at 7:15PM.

Chairman Ingram convened the regular at 7:16PM.

7. Minutes:

***Mr. Campbell moved to accept the minutes of August 15, 2005 as submitted; second by Mr. Pace. VOTE: Unanimous.***

8. Town Manager's Report: (postpone till following #11)

9. Chamber of Commerce Lease Renewal:

Tracey McGrail, Executive Director of the Chamber, along with Jon Ring, member of the Board of Directors and resident, was present to request a six-month extension to the current lease which expires August 31<sup>st</sup>. They offered \$1000 as payment for the 6-months, double the current charge – check in hand. (A draft agreement was presented for 5 months and \$400). Ms. McGrail noted the consultant to review the Town Office/Town Hall space study would not have recommendations till end of January, 2006, hence the request to extend. She stated they would like to be involved with consultant discussions to indicate what the Chamber would like to do at the Town Hall if feasible in the process.

***Mr. Campbell moved to approve an extended contract with the Chamber of Commerce using the Town Hall till February 28, 2006, at a price of \$1,000; second by Mr. Pace. VOTE: Unanimous.*** A corrected contract will be prepared for signature.

10. Meeting with Board: Joseph Kenick, Sportsman's Club:

Mr. Kenick was present, reading a letter (attached) to the Board inquiring on the status of the Sportsman's lease proposal. He noted a response was due from the State within 60 days – it has been past 90. Results of groundwater testing are also long overdue. He noted a proposed agreement (not available for this evening's meeting) will be presented to the Board on September 26<sup>th</sup>.

Discussion followed on whether the Board should sign a lease and then await DES approval or get the approval and then sign the lease – depending upon results of study. Mr. Dean stated the Town could be in a position to negotiate an extension but the concerns of DES should be considered. They are:

- a. Data supporting the concept the lead at the site is inert;
- b. Supporting risk assessments that lead has not be ingested;
- c. A defined measure of the ecological risk posed by the existence of the gun club at the site.

He suggested the Town could develop a scope of services, obtain DES approval on the scope of services and solicit responses to the RFP, if the Town supports this expense. Mr. Ingram wants decisions made correctly noting we should be on firm ground with DES before going too far with the lease process.

Mr. Kenick noted the lease would take these issues into consideration in order to obtain DES approval. Wording in the lease would cover the Town if the process is not acceptable by DES; terminating the process.

It was agreed the scope of work would be handled by Mr. Dean, with Mr. Kenick's review and forward to DES. Running parallel to this would be reviewing the lease.

11. Preliminary Discussion: FY 2006 Budget Process

Mr. Dean presented the proposed budget calendar for FY 2006 (attached). The Budget Committee's organizational meeting will be September 22<sup>nd</sup>, with committee assignments, sub-committee meetings to departments proposed and dates & times of full committee meetings presented. It was noted review of the water and sewer budgets will be included under a sub-committee this year. Mr. Dean stated the narrative from department managers will include goals and objectives and be more comprehensive this year. The preliminary budget will be presented to the Board on September 19<sup>th</sup>, along with the CIP and proposed warrant articles.

12. Permits:

Mr. Binette had requested an agenda item to discuss Excavation Permits/Noise Ordinance following a noise complaint last Thursday morning (2:30AM) on work being done on Portsmouth Avenue. Mr. Dean provided copies of Town Ordinances relating to noise and excavation (504, 507 and Chapter 7 Conduct regulations addressing various issues.)

Mr. Eastman stated, in relation to 701.5 (Construction or repairing of buildings) that he did not believe this project posed a health or safety issue and thought the work could be done during regular working hours. And, though the chapter calls for Building Inspector permission regarding work between 10PM and 7AM, he did not feel the issue warranted those hours.

Jay Perkins, Sr., Highway Superintendent, stated this is a water department job (Victoria DelGreco, W/S Supt) and related to an exposed water line. Highway Dept. policies call for police department approval and the presence of a detail. Emergency detours are sometimes used but they don't like to have heavy traffic travel through residential areas – particularly large trucks. The notification process could be included on the permit request if nights are involved. He noted this section of Portsmouth Avenue is very narrow and it would be difficult to keep the road open to one lane.

Chairman Ingram asked if the department weighs 'noise' vs. 'safety'. Mr. Perkins stated with high traffic areas, usually safety comes first.

Mr. Binette expressed concern the contractor had no permit for the job when questioned. Mr. Perkins stated the permits from the Water Department were all in place but the construction worker Mr. Binette spoke with thought he was inquiring about a permit to dig at night– which he did not have – following an earlier discussion by another neighbor inquiring about the same thing. Mr. Perkins stated procedures were followed correctly and noted the Town often does work at night and, though this is private, we are also not always able to contact residents prior to starting. Water personnel were present at the site till 1:30PM. The contractor still needs to perform a water tap and are requesting night work again,

Mr. Campbell stated the Board approves other noise request waivers and feels we should handle all. Chairman Ingram stated with issues such as this, the Town Manager should contact the Board via e-mail/phone and get questions answered prior to approval. Mr. Dean stated if doing work over night, each request would be reviewed, taking into consideration the noise factor in neighborhoods, and exercise do diligence. If traffic can be handled, the project could be scheduled at more normal times but sometimes this will not be the case.

Mr. Eastman stated most trucks have completed their truck runs through town by 4PM. Scheduling projects between 5 and 12PM would not be unreasonable and, if necessary, regular traffic could be re-routed.

Jack Kopka, associated with project in question, noted one gas line was marked and 2 lines were not. They waited for Northern Utility personnel to come and because that person could not identify a line, they waited for another to show up – at midnight. They took longer due to much hand digging due to too many pipes and not precisely where they were supposed to be. That same trench is needed for the water tap. Mr. Binette was told by water personnel the company was informed they could not go past 10PM. Mr. Kopka noted that was not possible as they couldn't start the job till after 9PM and could not possibly be completed by 10PM.

It was agreed all applications for non-emergency after hour's projects would be referred to the Town Manager.

Other permits:

- EHS Football Boosters requested a banner to advertise Homecoming with Winnacunnet sports teams be hung over Water Street from 9/19 through 26;
- ECCA requested blocking parking spaces by the Bandstand on September 23<sup>rd</sup> to sell Krispy Kreme donuts from 9-12;
- American Legion requested use of the Town Hall for their Penny Sale on October 15<sup>th</sup>.

***Mr. Pace moved to approve the 3 permits; second by Mr. Campbell. VOTE: Unanimous.***

8. Town Manager's Items:

- EHS Football home opener is this Saturday, September 3<sup>rd</sup> at Eustis Field at 1:30PM against Merrimack;
- Recreation pool closed this past weekend;
- Next meetings of the Board will be September 12 and 26<sup>th</sup>;
- The Prospect Avenue/Auburn Streets area is currently dug up. The Gas Company is working diligently to prepare designs for that area as it was determined the gas lines are not 18" below the surface but, in fact, only about 5" in some areas.
- Town Clerk's office will be closed September 8<sup>th</sup> – all day- in order for the clerks to attend the State Conference for training. The remaining Town's offices will be open regular hours;
- Hazardous Waste Collection will be Saturday, October 1<sup>st</sup> from 9-12 at Public Works;
- Bulky Waste Days will be held the week of October 10-14 with stickers available for \$2.50 each. There will be no sales of tickets on October 10<sup>th</sup> as the Town's offices will be closed for Columbus Day – so plan early.

- The Town has hired its Information Technology Coordinator – Andrew Swanson – who began work today. He came with great references. Chairman Ingram asked Mr. Dean to invite him in for introductions on the 12<sup>th</sup>.

13. Selectmen's Committee Reports:

- Mr. Eastman: Planning Board met last Thursday and declined the application for use of the Town's ROW off Powder Mill Road for the sub-division planned in Kensington. The CIP report will be out shortly.
- Mr. Binette: Recreation meeting this week. He asked for clarification of a letter received from NH DOT regarding Holland Way and Stoneybrook Extension, noting it appears the land was not deeded to the Town but we are maintaining same. He suggested sending a letter to the State saying if not deeded to the Town it will be the State's responsibility to maintain the roads. Mr. Dean noted there is some confusion with the Stoneybrook Connector. He will check with DOT and have the issue applied to both roads. He will report back in two weeks.
- Mr. Pace: Cable Committee meets this Thursday at 10AM.
- Mr. Campbell: Water/Sewer met on August 16<sup>th</sup> for a presentation by Gary Smith of Wright-Pierce concerning groundwater sites within Exeter. He had developed this presentation back in the 80's when groundwater was being discussed. The W/S CIP continues.
- Mr. Ingram: None.

14. Public Comments: None.

Mr. Pace noted the Town pays an increased share of costs and suggested approaching the State to assume most of the costs as the station is unique to the 'area' and not just Exeter. He spoke with a State Rep recently who was interested in sponsoring legislation but wanted the Board's consensus. Currently the towns of Exeter, Durham and Dover pay over \$150,000 in expenses and the Rep would work with reps from those towns to craft language. He noted the deadline to introduce legislation is the beginning of September. The Board agreed this was a great idea.

Chairman Ingram adjourned the regular meeting at 8:50PM and reconvened the Board in a Work Session at 8:50PM to continue discussion of their goals and work plan.

Fire Station Committee: Mr. Binette heard the owner of the parcel in question was possibly pulling the land. Mr. Dean noted the owner will hang on to the parcel but is working on an adjacent piece of property to develop commercially. "Our" land in question is not in jeopardy.

Fire Services – study: Mr. Eastman suggested speaking with Chief Comeau about concerns over Mutual Aid prior to any study being done. Mr. Dean noted what may be a priority elsewhere and what services work better regionally should be discussed. Mr. Eastman suggested the mutual aid agreements should be updated.

Parking: If creating a committee, it should handle both the downtown and parking facility study.

Open Space: Mr. Campbell suggested keeping the Committee active to research grants and bring warrant articles forward for funding, acting as a sub-committee under the Conservation.

High School: In response to use of old high school, Mr. Dean has suggested possibly moving offices there with the notion of selling the Town Offices. Mr. Eastman noted the air quality was an issue at the high school also, hence their move to a new building. Another suggestion would be to move the Main Street and Lincoln Street Schools to the High School and move the Town Offices to Lincoln Street. Chairman Ingram noted at the present time, the Town Hall is the number one building being reviewed for additional use.

Zoning Ordinances: The suggestion is to conduct a comprehensive review of the whole ordinance and not handle separately, possibly with professional assistance.

Newsletter: Chairman Ingram believes this mailed quarterly to residents would help keep them informed of issues and upcoming events. Items to be included would be those listed under 'Town Manager's Items' each week, committee discussion, non-controversial matters, sample ballots, etc.

Council on Aging Alert: Chairman Ingram stated there is one now in place but more research is being done on a better service.

Buxton Water Agreement: Mr. Eastman requested the Town Manager start the process of review of any agreement that may be in place for special water purchase rates following their cooperation with the 1996 floods.

Mr. Campbell added two other items: Purchase of Getty Station (Bow Street) and Affordable Housing – both of which are on-going.

Mr. Binette suggested review of Selectmen's Policies and SOP's. With recent events, the policies either need better enforcement or should be deleted if not being followed. Perhaps a couple should be reviewed at each meeting. Mr. Dean will plan on a review beginning in 2006.

***Mr. Eastman moved to adjourn the work session; second by Mr. Pace. VOTE: Unanimous. Time: 9:32PM.***

Respectfully submitted,

Barbara A. Blenk  
Admin. Asst/HR Dir.

Attach.