

1,2. Call Meeting to Order, Introduce Members of Board of Selectmen.

Chairman Eastman convened the Board at 7:02 PM in the Nowak Room of the Town Office and introduced other members of the Board: Ms. Julie Gilman, Mr. Lionel Ingram, Mr. Joe Pace, Mr. William Campbell, and Mr. Russell Dean, Town Manager.

3. Minutes: March 19th, 2007.

Mr. Campbell moved to waive the reading of the minutes of March 19th, 2007 and accept the minutes as presented; second by Mr. Pace. VOTE: Unanimous.

4. Sign Deed for Sale of Beech Hill Mobile Home.

Mr. Dean noted that this is a piece of property that was acquired in September of 2004. The Town sold the home back to the park, and signing this deed will complete the sales process.

Mr. Campbell moved the Board of Selectmen sign the quitclaim deed completing the sale of Map 32, Lot 12-19 to the Beech Hill Mobile Home Park; second by Mr. Ingram. VOTE: Unanimous.

5. Exeter Meadows Homeowners Association Lift Station.

Mr. Dean said this is the third installment of meetings with the Exeter Meadows Homeowners Association. He's been able to meet with Mr. Bob Winn and Mr. Len Pichini, and they have had very positive discussions. The agreement presented to the Board sets a date to transfer responsibility of the lift station. The EHA has requested October 31, 2007, but Mr. Dean suggested December 31, 2007 due to the timing of the budget process. Mr. Winn was also present to speak to the EHA's recommendation. Mr. Dean also pointed out that the agreement includes a clause in case bids come in greater than \$100,000, which would require it to be put as a Warrant Article. He also added that the agreement is subject to Council's review, which is pretty typical.

It was agreed that while EHA owns the lift station, they would maintain 100% responsibility for the station. When ownership transfers to the Town, the Town will maintain 100% responsibility. This would alleviate the burden of determining how to have split-responsibility.

Mr. Pace said his only hesitation is to use language that says "100% responsibility" since technically that would not be the case. Mr. Winn stepped forward, hoping to address this question. He said the primary concern was how liability would be addressed. He recalled that originally the EHA requested that the Town take ownership by mid-March. It has become obvious that would not be feasible. Although we have de-linked the two issues (taking ownership and the gravity flow system), they are trying to work out the practicality of these concerns.

Mr. Winn said that Mr. Dean spoke with Mr. Keith Pratt, Underwood Engineers, regarding the five month review process before being ready to go to bid. Mr. Pratt felt he could expedite this process to at least four months, if not sooner. They have adjusted their timeline with this consideration, and based on this they feel they should be able to install the gravity flow system by October 31st.

Mr. Winn has also discussed the financials with Mr. Dean regarding each party's contributions. Taking the Town's constraints with how much they can contribute, he feels they are on the same page and are willing to work with the Town when bids come in to make sure they can come up with a reasonable solution without the Town exceeding the \$100,000 mark.

Mr. Winn returned to Mr. Pace's question and stated that the EHA is asking the Town to take over by October 31st or sooner if the gravity flow system is installed in time. They feel this is reasonable and gives the Town enough time. As for joint responsibility, they are offering to take 100% responsibility until the Town takes over so as not to muddy the water with questions of joint responsibility.

Mr. Pace asked about the Town requiring an easement. Mr. Dean said that most of item #1 in the agreement was not needed but that there will need to have this easement since the system will still be on EHA property.

Mr. Ingram felt that item #6 should be #1. He felt the most important information was listed last in the current agreement. He felt if that item was moved, then we can take the few details listed in #1 and list them later. Mr. Campbell felt there should be a disclaimer in case the gravity flow system can't be installed and the project falls apart. Mr. Winn agreed there should be a trigger clause in place to set a date that the Town will take responsibility should to project not come to completion.

Mr. Dean also noted that one thing that they are hoping is that the sewer line is in place by the time the Town takes over. In general, Mr. Dean believes they are working together well and they are on the same page.

Mr. Pace reiterated he would want to see the transfer happening before any of our crew sets foot on the land. Mr. Ingram agreed, and felt the easements would be necessary.

Mr. Winn also mentioned he submitted the proposed construction schedule, and they have set July 27th as a bid due date. Assuming that works, they believe construction could begin by August 15th. Mr. Dean also told them he believed they could move up other dates in the timeline as well. Mr. Winn felt Mr. Dean has been very helpful and they are working well together. He feels positive about the progress they are making.

Chairman Eastman asked Mr. Dean if he could revise this for the next meeting, and Mr. Dean said yes. Mr. Winn asked for clarification – would they be reconsidering he easements, the date of transfer or both? Mr. Pace said he feels they should be evaluating both. He feels the document still has issues that need to be resolved, and he would also like to see further information regarding the date.

Mr. Winn added that he believes the EHA has been very willing to make compromises. He reminded them that originally March 15th was a date targeted for ownership transfer, so he felt October 31st was a reasonable extension. He also added that they have compromised by continuing to have 100% responsibility and not pushing a cost-share situation.

Mr. Ingram said he feels Mr. Pace's comments are even more advantageous to the EHA. He's suggesting the Town takes ownership before construction begins, which would be sooner than

October 31st. Mr. Winn said they would be very open to that. Both sides agreed to be prepared in two weeks to have a document ready for signature.

6. 2007-2008 Board of Selectmen Goals.

Mr. Campbell moved the Board of Selectmen table this discussion until next Monday night so the Board can devote the entire time to this topic and he can put more time into preparation for this. Ms. Gilman asked what the Board defined as a work session, and Mr. Campbell explained it would be a public meeting devoted just to this topic. ***Second by Mr. Ingram.***

Chairman Eastman asked if this meeting would be televised. Mr. Campbell said he felt it would be more effective if they had a public, interactive meeting, but he felt based on the topics, they could be misconstrued and taken out of context. He felt it would be best not to televise this session. Mr. Ingram said he supports this, as he feels part of this discussion will include personnel issues. He feels there are some important personnel issues the Town has to deal with right now.

Mr. Ingram also felt it would be helpful to receive input from other boards and committees before having this work session. Chairman Eastman asked Mr. Campbell what date he would like this work session to be held, and Mr. Campbell replied he thought next Monday, April 2nd. Mr. Dean asked if they could postpone it until the first Monday in May so he can be better prepared for this session.

Mr. Campbell amended the motion to the first Monday in May; Mr. Ingram agreed to amend as well. VOTE: Unanimous.

7. Board Discussion: Agenda and Procedures.

Mr. Campbell stated that he was going to move they table this discussion too when he originally anticipated postponing it until next Monday night. Mr. Pace said there was not much listed on the proposed changes to the agenda and procedures that gives him heartburn. Mr. Ingram said the only one he may be concerned with is 2b.

Mr. Ingram felt they should be flexible, and he thinks a lot of the topics listed make sense. He doesn't see any problems with making changes but he wants to make sure it stays flexible and nothing is set in stone.

Mr. Pace didn't have a problem with discussing these items tonight. He felt it makes sense to have Public Comment first so people don't have to wait until the very end of the meeting. Mr. Campbell said his only concern was that he did not want to address topics on the agenda that evening. They agreed that the Chairman would monitor this to ensure that doesn't happen.

Chairman Eastman said another topic is the correspondences they receive from residents. He feels they should acknowledge receipt of correspondences to show we received them and will address them. Mr. Pace hesitated on saying they will handle them. Chairman Eastman clarified they would not necessarily be debatable the night they are acknowledged. Mr. Campbell felt it was important for them to acknowledge them, but he wasn't sure if that would be enough. Mr. Ingram thought it could be handled similar to permits. They could review and acknowledge receipt, and the Board could advise which should be addressed at the next meeting.

Mr. Pace posed the question that maybe a resident may not want to have their correspondence addressed publicly. Mr. Dean clarified that they do try to address all correspondences in a timely manner. He also added that any correspondence sent to all five members of the Board is technically public record.

Mr. Pace said he would hate to see it turn into a problem, if one letter warranted action and someone else's letter did not. He's hesitant to do anything that could cause more harm than good. Chairman Eastman said he and Mr. Dean could work on this topic.

Mr. Pace also questioned doing abatements in public. He wondered if that would be appropriate. Chairman Eastman said he was not suggesting they state names and situations, but they would list map and lot number and the amount of the abatement. Mr. Campbell wondered if they were adding more to an already lengthy agenda.

Chairman Eastman went back to RSA 91-A, the Right to Know Law. Mr. Pace said it is, but there is a lot of information that the public has a right to know, but that doesn't mean they need to openly publicize every piece of information the public has a right to know.

Mr. Ingram added that Ms. Janet Whitten, Assessing Clerk, learned last week that we have not been handling abatements correctly. She suggests handling them in a fashion of "5 Elderly Exemptions totaling \$400,000." He felt that seemed like an easier fashion than going through a list every meeting. He feels we should look into where she learned this and also how we can most simplify this process.

Ms. Gilman feels there is a difference between the right to now and the need to publicly inform. She believes the approval of these abatements should be done in a public forum. Mr. Pace said he wanted to ensure the Board does not go overboard with some of the smaller details.

Mr. Campbell said he felt the approach Mr. Ingram and Ms. Whitten suggested would be acceptable. Mr. Ingram asked Mr. Dean to go back to Ms. Whitten to find out what we need to do and how we can do it as simply as possible. Mr. Campbell felt if they do it in this fashion, someone who wants further information can go to the Town Office and ask.

Mr. Dean said the list as it is presented in their packet is how it should be presented to the public. He felt they could make a motion to accept it into the minutes without reading it, the information could be inserted into the minutes for public review.

Chairman Eastman brought up signing the Accounts Payable Warrant. He felt that could be handled as simply as making a motion to sign. Mr. Pace felt maybe they simply add an administrative component to the agenda so they can go down the list and tackle all of these motions at once.

Chairman Eastman said he and Mr. Dean had discussed having a new method to handle bid openings. They thought they could schedule bid openings on Wednesdays at 4:00 PM, which would give time for a bid sheet with the results to be compiled so the results could be announced at the next Board of Selectmen Meeting. They the only time they would need to discuss would be if only one bid is received. It was decided that the Clerk of the Board would handle this task.

Chairman Eastman also had thoughts on the Town Manager's Report. He feels it would be more effective to have it at the first meeting of every month versus every meeting. He had been looking at Dover's web site, and the Town Manager's Report discussed projects and economic development updates, personnel information, statistics for each department every month. Mr. Campbell's only problem is that they've already loaded up Mr. Dean with a variety of other projects, and he would hate to give him even more work. Chairman Eastman explained it's something the Board receives on a monthly basis anyway. Mr. Pace feels the time taken preparing reports is time taken from doing work.

Mr. Ingram felt this was something that could be left out for now. He is already concerned that they have overloaded the Town Manager, and he sees the trickle effect and how it is impacting Mr. Dean and Ms. Lund. He likes the idea but believes it should be tabled until the Town Manager has more staff in place to help with this.

Chairman Eastman wondered if it was necessary to go through every permit at every meeting. He felt there are only certain permits that he's really concerned about. Mr. Pace noted in the past the hesitation they had was because it was an opportunity for free advertising. He feels that is overblown and feels comfortable doing it as an administrative item. If anyone has a problem, they can discuss; otherwise they're approved as submitted.

Mr. Ingram believes it is the Chairman's intention to make the Board of Selectmen Meetings a more efficient meeting. He feels these are the processes they need to simplify to help accomplish this.

Lastly, Chairman Eastman went back to item 2b, the Pledge of Allegiance. He asked for a general consensus from the Board. Mr. Pace said he believed the Town said at a Town Meeting they did not feel it was necessary. Mr. Campbell agreed it was not necessary, as did Mr. Ingram. Ms. Gilman did not have a problem adding it.

8. Discussion: Naming of Walter Scott Way.

Mr. Dean said there is a conflict in the Town's records between the naming of the street Walter Scott Way. The Assessing, Tax and E-911 system all have "Walter's Way" as the street name. However, the Board named the street "Walter Scott Way" in 2003. Mr. Dean is seeking clarification from the Board on this concern.

Mr. Ingram believes this was done by the request of the family. He would like to check the records to see why they named it the way they did. Mr. Campbell agreed, and he also wanted to check with the family to see if they have concerns one way or the other.

Chairman Eastman said he believes Assessing and the Town Clerk's office have it as Walter Scott Way, and the Post Office has it as Walter's Way. They need to be sure because the Town Clerk has to check valid addresses on petitions. Mr. Pace said we need to check with everyone involved to make sure it is done properly.

9. Town Manager's Report.

- Next meeting will be held on April 9th.

- He met with Planning and Public Works on the Downtown Restoration project. The Town is moving forward with the RFP for this project.
- They are having a problem with the power in buildings, specifically the DPW building. This impacts our server from time to time. They will be scheduling a meeting with Unitil to try to iron out these problems.
- He's had a chance to meet with the water sub-committee. The new team is functioning well, complaints are down and the quality is good. They have been following up on a number of items, both operationally and also from a report from 2006. His thanks go out to the sub-committee.
- They submitted a grant for the Langdon Ave pump station. We should be receiving this soon.
- A dialogue has begun between the Town and Philips Exeter Academy reps last week. They had a busy weekend last weekend which created a number of issues and complaints. This brought a lingering problem to the forefront, and they are addressing this problem.
- Parks and Recreation are still working on online registration as part of their process. They have purchased a new web server, which is online-only. Their #1 priority is security, so they are being extra-cautious before going live.
- 2 new Call Firefighters have joined us. Welcome to Sara Graham and Christie Reynolds.
- He would also like to have the Board approve adding a Part-Time Recording Secretary. He would like to get a list of people available to take minutes for many of the meetings they have. He said he would bring something to the Board in the near future.

10. Abatements & Exemptions.

Mr. Pace moved the abatements in the packet be read into record; second by Mr. Campbell.

VOTE: Unanimous.

Veteran's Tax Credit Application

Map	Lot	Unit	Credit Amount
68	6	471	500
104	79	950	500
79	1		500
19	16	45	1,000
104	79	232	500
19	8		500
104	79	604	500
Total Credit:			\$4,000

Elderly Exemption

Map	Lot	Unit	Exemption Amount
104	79	604	145,000
104	79	207	145,000
73	71		225,000
Total Elderly Exemptions:			\$515,000

Abatement Application

Map	Lot	Unit	Abatement Amount	Refund	Interest	Total Refund
105	79	118	12,100	233	0	233
74	65		145,600	2,804	0	2,804

73	298	90,700	1,747	0	1,747
Total Abatement Refunds:			\$4,784	0	4,784

Abatement Application Denial

Map	Lot	Unit
99	1	
104	79	132
21	36	6
21	36	7
65	117	
65	120	

11. Permits.

Mr. Dean stated there were no permits requiring approval at this time.

12. Selectmen's Committee Reports.

Mr. Ingram: Nothing to report at this time.

Ms. Gilman: The Historic District is meeting on April 19th. She wanted to recommend the agenda for the NH Office of Energy and Planning Spring Planning and Zoning Conference to members of the Zoning and Planning Boards. The Heritage Commission is meeting on April 11th to discuss a town-wide survey. Also discussing demolition review and what other Town's do. The Zoning Ordinance Review sub-committee met last Friday as well.

Mr. Pace: Nothing to report at this time.

Mr. Campbell: No Committee reports, but he wanted to follow up on the courthouse issue. The amended bill was killed in the Senate last week. There is still a strong feeling in Concord that they would like the land donated. They are in competition with the Merrimack courthouse, and they seemed to have moved ahead since they received land. It looks like we've lost funding this session but they're still working on this.

Mr. Eastman: Nothing to report at this time.

13. Public Comments:

None.

14. Adjourn.

Mr. Campbell moved to adjourn; second by Mr. Pace. VOTE: Unanimous. Time: 9:02 PM.

Respectfully submitted,

Julie A Lund
AA/HR Director

