

1. Convene the Regular Meeting.

Chairman Binette convened the Board at 7:00 PM in the Nowak Room of the Town Office and introduced other members of the Board: Mr. Joe Pace, Mr. William Campbell, Mr. Lionel Ingram, and Mr. Russell Dean, Town Manager.

2. Appointments: Council on Aging, Budget Recommendations Committee.

Chairman Binette then reconvened the Board at 7:0 PM in the Nowak Room of the Town Office and introduced other members of the Board: Mr. Lionel Ingram, Mr. Bob Eastman, Mr. Joe Pace, Mr. William Campbell and Mr. Russell Dean, Town Manager.

3. Minutes: October 16<sup>th</sup>, 2006.

*Mr. Pace moved to waive the reading of the minutes of October 16<sup>th</sup>, 2006 and accept the minutes as presented; second by Mr. Campbell. VOTE: Unanimous.*

4. Bid Opening: Copier System, Town Office Building 2006.

While Chairman Binette prepared to open the bids for the copier system in Town Office, he thanked everyone who sent him well wishes after his health problems. Chairman Binette said he was doing well, the doctors are keeping on top of it, and he appreciated all of the support and well wishes that he has received during this time.

Chairman Binette began opening bids for the Copier System:

- Bid Item #1: Town Clerk Copier (Total price – includes additional options)
- Bid Item #2: Annual Maintenance Contract (based on 150,000 copies/yr)
- Bid Item #3: Financial Office Copier (Total price – includes additional options)
- Bid Item #4: Annual Maintenance Contract (based on 30,000 copies/yr)

	Bid Item # 1	Bid Item # 2	Bid Item # 3	Bid Item # 4
<b>Imagistics</b> , Bedford, NH	\$3785	\$825	\$3902	\$165
<b>IKON Office Solutions</b> , Bedford, NH	Bid	Returned		
<b>RICOH Business Systems</b> , Waltham, MA	\$4805	\$475	\$3285	\$314
<b>United Business Machines</b> , Londonderry, NH	\$3897	\$1050	\$2654	\$295
<b>Northern Business Machines</b> , Burlington, MA	\$3395	\$900	\$3295	\$250
<b>Toshiba Business Solutions</b> , Bedford, NH	\$4400	\$2100	\$5946	\$660
<b>Conway Office Products</b> , Nashua, NH	\$4152	\$1185	\$2603	\$395
<b>Twin River Office Machines</b> , Tilton, NH	\$3665	\$1050	\$3665	\$210

***Mr. Campbell moved the Board of Selectmen return these bids to the appropriate departments for review and to make a recommendation; second by Mr. Eastman. VOTE: Unanimous.***

5. Second Reading: Parking Ordinance Amendment.

Mr. Dean recalled that at the meeting on October 16<sup>th</sup>, the Board had the First Reading of a proposed amendment to the Parking Ordinance to limit parking times in the parking spaces located from Bandstand to Court Street during state and federal elections.

Chairman Binette asked how we would monitor the 30 minute limit. Mr. Ingram thought the Town would use the chalk method, as it currently does to monitor the two hour limit. Mr. Eastman agreed this would be the most effective method. Chairman Binette stated we should ask Chief Kane to make sure it is monitored closely.

***Mr. Pace moved to adopt the proposed amendment to the Parking Ordinance, to take seven days from today, October 30<sup>th</sup>; second by Mr. Eastman. VOTE: Unanimous.***

6. Squamscott Block Project Resolutions: CDBG.

Mr. Dean explained that a portion of the Squamscott Block project is being funded with Community Development Block Grant money. This grant money is administered by the Town. In order to comply with program requirements, the CDBG mandates the local governing body approve and sign three items: 1) a conflict of interest resolution; 2) a code of ethics for CDBG administration; and 3) a financial management plan for the project.

Mr. Pace proceeded to read each of the three agreements into record (see attached).

***Mr. Campbell move the Board of Selectmen approve and sign the CDBG conflict of interest resolution for the Squamscott Block project, pending necessary corrections; second by Mr. Pace. VOTE: Unanimous.***

***Mr. Campbell moves the Board of Selectmen approve and sign the Code of Ethics for CDBG administration for the Squamscott Block project, pending necessary corrections; second by Mr. Pace. VOTE: Unanimous.***

***Mr. Campbell moves the Board of Selectmen approve and sign the financial management plan for the Squamscott Block project, pending necessary corrections; second by Mr. Pace. VOTE: Unanimous.***

7. Town Office/Town Hall Project Update.

Chairman Binette explained that he asked Mr. Dean to add this to the agenda this evening, because Chairman Binette has been hearing a number of things, including that money is being spent that the Board of Selectmen never approved. He said he's hearing that plans are being made and no one on the Board is being consulted. He said there's a committee that was formed for this project and the committee has only met once. Chairman Binette asked Mr. Dean to explain what was going on.

Mr. Dean recapped that a few meetings ago, the Board had a presentation from the architecture firm consulting on this project. Mr. Mac Collins from SMRT reviewed with the Board the plans

recommended by the employee committee. Since that time, Mr. Keith Noyes, Public Works Director, was charged with working directly with the architect to get a more detailed schematic of what those plans will look like.

Mr. Dean said that in the Board's packet for tonight, they received information from Mr. Noyes on his recommendations on how to move forward with this project. Mr. Dean explained the option of renovating the Town Hall first and then relocating some of the Town Office employees into that area to save money on temporary relocation of Town Office employees.

Chairman Binette asked Mr. Dean for clarification on the Town Meeting held this past March. Chairman Binette said the Town approved a study for a new Town Office. He said the new Town Office reconstruction project had been defeated. Then an electrical box is installed; now the box is down. He heard it apparently cost \$8,000 to do this. Chairman Binette reminded Mr. Dean that there is a policy in Exeter that any project or item over \$2,500 must go out to bid after being approved by the Board. Mr. Eastman said he brought this electrical box to Mr. Dean's attention. He shares Chairman Binette's concern that there is money being spent without the Board's approval.

Mr. Pace asked Mr. Dean to explain what work had actually been done, so they have the facts versus hearsay. Mr. Dean asked Mr. Noyes to review all of the work that had been done. Mr. Noyes explained that the electrical outlet installed was to help power a number of servers going into the office of Mr. Andy Swanson, IT Coordinator. Mr. Noyes stated that this is an old building and there's not enough power in Mr. Swanson's office as it stands to power these servers that need to be installed. Aside from that, he did not know of any decisions that have been made. His personal opinion is that he would like to see some interim changes to help improve the workspace for Town Office employees, but nothing has been approved.

Mr. Dean assured the Board that nothing would be done without the Board discussing it first. Mr. Campbell stated that the electrical box was put in without their approval. Mr. Noyes said that was a separate situation, as that box was installed to meet an immediate need. The motivating factor for installing that electrical box was to help Mr. Swanson have the tools in place to do his job. Mr. Noyes said the Building Inspector had been consulted on this project. Mr. Eastman said Mr. Doug Eastman, Building Inspector, was in the audience shaking his head. Mr. Noyes apologized for the mistake and clarified he meant the Electrical Inspector.

Mr. Bob Eastman said he keeps hearing references to the Town Clerk's Office and their need for additional space. Mr. Eastman said he spoke with the Town Clerk and she does not feel she needs to expand at this time, as she has made due with the space she has and can continue to do so until a final resolution is made. Mr. Eastman suggested they stop using that as a reason to make any interim changes. Mr. Noyes stated that he has heard a much different story, as the Town Clerk has voiced many times over the years her need to expand due to her lack of space.

Mr. Dean asked the Board if they would prefer that any Town Office maintenance get their approval before they begin. Mr. Campbell thought it would be beneficial that the Board be aware of these situations before they take place. Mr. Pace said there's a wide range between changing a light bulb and moving a wall, but the Board needs to decide to what extent they need to be involved. Mr. Pace would not like to see the Town Office maintenance delayed just so the Board is aware of every minute detail. Mr. Eastman agreed.

Mr. Ingram felt it would also be beneficial to speak with Ms. Hartson to figure out which story is correct. There seems to be two stories and we need to determine which is accurate. Mr. Ingram also agrees with Mr. Pace and Mr. Eastman that we need to decide to what extent the Board needs to be involved. He also believes we need to support our IT Coordinator and make the necessary changes for him to do his job.

Chairman Binette said he's listened to the other members of the Board but he believes there are a number of problems in the Town Office building. He feels there are some employees in this Town that want to run this Town the way they want to regardless of the Board of Selectmen. He feels he gets a different story from department to department. He said all requests should be going through the Board. He added that there is a policy that anything over \$2,500 has to go out to bid, and suddenly \$8,000 appears out of nowhere to pay for these renovations.

Mr. Ingram thought Mr. Binette may be taking this too far. Mr. Ingram said there has been no talk of renovations and no allegations of useless spending. Mr. Noyes added that they have just done the work approved to be done to help Mr. Swanson move forward on the installation of the servers.

8. Approve Integrated Fire Agreement.

Mr. Dean presented the collective bargaining agreement between the Town of Exeter and the Exeter Firefighters Association. The new Agreement goes from January 1, 2006 through June 30, 2009, and has been ratified by the voters in March of 2006.

***Mr. Pace moved the Board of Selectmen sign the collective bargaining agreement between the Town of Exeter and the Exeter Firefighters Association as presented; second by Mr. Eastman.***

Mr. Ingram asked Mr. Dean to explain why it took so long to get the agreement, and Mr. Dean said they've had to send it back and forth a couple times for administrative review. ***VOTE: Unanimous.***

9. Sign Request: Christina Hardy, NH Martial Arts Academy.

Mr. Dean introduced Ms. Christina Hardy who is requesting to install a sign for her business adjacent to the Continental Drive sign off Epping Road. Chairman Binette added she was requesting to put a sign above a Town sign, which is not allowed. He said if she purchased the sign and a post for it, the Town could install it for her. Ms. Hardy said that would be fine.

Mr. Campbell asked Ms. Hardy if she had asked the RCDC Group if she could use their sign as well. Ms. Hardy said that she did, but she did not believe it would be in her best interest to put her sign with theirs. Mr. Campbell is concerned that there are a number of other businesses in the area that could also request to put up signs, and he doesn't want to see it turn into an endless string of blue signs all over the area. Mr. Eastman agreed with Mr. Campbell and had the same concern with other businesses coming forward with requests. He said he drove down to the area in question, and after viewing the area, he did not see many other businesses that did not already have signage on Epping Road.

Mr. Ingram felt the Board should cross that bridge if and when it happens. He felt they could evaluate the requests as they happen, since there's a chance that they may not happen at all. He did not feel the Board should delay her request in case other requests arise, and instead make her aware that if the Board receives a number of requests, they could decide to have her remove the sign. He

felt as long as she was aware that this could happen down the line, they should not delay putting the sign up now. Mr. Campbell said he would hate to have her spend the money for a sign and then a year later tell her she has to take it down. Mr. Ingram thought we should leave that decision up to Ms. Hardy.

Mr. Doug Eastman, Building Inspector, approached the microphone. He explained that the RCDC has their identifying sign, along with the Garrison Glen Corporate Park sign. Mr. Eastman explained that Ms. Hardy's business is separate from this group and she would not be allowed, without their approval, to use that sign. Mr. Bob Eastman asked the Building Inspector if he felt there were a number of other businesses in that area that could potentially come forward with additional requests. Mr. Doug Eastman said there is one other business without signage in the area, but he said this business has no frontage on Epping Road.

Mr. Ingram said the businesses in the development all have their own signs and would not require additional signs. Basically it is this lot and one other that would be the only ones requesting signs. Mr. Ingram again stated if it needs to come down, the Board can ask her to take it down. If it's the only one that is requested, let's get it up sooner than later. Mr. Ingram felt that he would like to give her the opportunity to make that decision.

Ms. Hardy said she has no problem with a provision that if it needs to come down, it will. Mr. Pace added that there shouldn't be a concern of setting precedence as each request should be considered on a separate basis.

***Mr. Ingram moved the Board of Selectmen approve the installation of a sign to read "NH Martial Arts" in conformance with the Department of Public Works guidelines adjacent to the Continental Drive street sign, with the provision that if it becomes a problem in the future, it comes down; second by Mr. Eastman.*** Chairman Binette asked for clarification of the request, if it would be on the same pole or on a different pole. Mr. Noyes confirmed it would be on a different pole; Ms. Hardy agreed. ***VOTE: Unanimous.***

#### 10. Town Manager's Report.

- Next Board of Selectmen Meeting will be held on November 13<sup>th</sup>
- Budget Recommendations Committee Meetings begin tomorrow at 6:30 PM, then Wednesday, November 1<sup>st</sup> at 6:30 PM, Monday, November 6<sup>th</sup> at 6:30 PM, and Thursday, November 9<sup>th</sup> at 6:30 PM.
- Work on the Sluiceway is still ongoing; things are progressing nicely.
- Construction on the Stewart Park Seawall is scheduled to begin on the 27<sup>th</sup>, and the area will be closed at that time.
- Mr. Dean met with the Department of Revenue Administration about setting the tax rate. He will find out the final tax rate later this week.
- A reminder that the Fall Bulky Pick-up is scheduled for the week of November 6<sup>th</sup> through 10<sup>th</sup> on your normally scheduled trash pick-up day. Also reminded residents that the Town Office will be closed on Friday, November 10<sup>th</sup> in observance of the Veteran's Day Holiday, so please get your stickers in advance.
- Also a reminder, there will be no change in trash pick-up due to the Veteran's Day Holiday.
- Leaf Pick-up will be the week of November 13<sup>th</sup>. Bags can be purchased at the Town Office.

- Elections will be held on Tuesday, November 7<sup>th</sup>. Mr. Dean encouraged people to come out and vote.
- Last week Mr. Dean attended a meeting on the Great Bay Estuary. It was an excellent meeting with very worthwhile agenda items.
- The Town has received a request from Got Books, a non-profit organization that would like to put a dumpster at the transfer station to recycle books for sales to benefit charitable organizations. Mr. Campbell was concerned the Library would have a problem with this, as they hold used books sales. Mr. Jay Perkins, Highway Superintendent, said he has already spoken with Ms. Hope Godino, Library Director, and she is very supportive of the idea. The Board approved this request.
- Mr. Dean announced some Town employee milestones:
  - Ms. Eve Quinn, Deputy Town Clerk, celebrated her 5<sup>th</sup> anniversary on Sept. 27<sup>th</sup>
  - Ms. Cindy Lundberg, Clerical Supervisor for Parks & Recreation, celebrated her 5<sup>th</sup> anniversary on Sept. 19<sup>th</sup>
  - Officer John Kelly of the Police Department celebrated his 5<sup>th</sup> anniversary on Sept. 17<sup>th</sup>
  - Animal Control Officer Neal Jones of the Police Department celebrated his 15<sup>th</sup> anniversary on Sept. 19<sup>th</sup>
  - Walter Dow, Laborer for the Department of Public Works, celebrated his 41<sup>st</sup> anniversary on October 6<sup>th</sup>

18. Permits.

Mr. Dean presented the following for action:

- Rockingham Community Action requested to use the Wheelwright Room on November 9<sup>th</sup>, December 14<sup>th</sup>, January 11<sup>th</sup>, and February 8<sup>th</sup> for meetings from 9:30 am to noon.

***Mr. Pace moved to approve all permits as advised; second by Mr. Eastman. VOTE: Unanimous.***

19. Selectmen's Committee Reports.

Mr. Ingram: Council on Aging met. There is still no taxi service in Exeter but they are working on an alternative. Please contact the Parks & Recreation Department to coordinate with Meals on Wheels to make accommodations.

Mr. Eastman: Nothing to report at this time.

Mr. Pace: Historic District Commission met and approved a number of applications.

Mr. Campbell: Planning Board gave approval to five duplexes to go in where the Bowling Alley used to be.

Mr. Binette: Nothing to report at this time, but Chairman Binette wanted to congratulate the Exeter High School Field Hockey team for their second place finish in the State Championship Game. Chairman Binette said there are still three teams in the playoffs (Boys Soccer, Girls Soccer, and Football) and he wishes them luck.

Public Comments: None.

***Mr. Campbell made a motion to move to non-public session under RSA 91:A to discuss a personnel issue; second by Mr. Pace. VOTE: Unanimous. Time: 8:42PM.***

Mr. Pace did roll call. Mr. Ingram – Yes. Mr. Campbell – Yes. Mr. Pace – Yes. Mr. Eastman – Yes. Chairman Binette – Yes. The Board then moved to non-public session.

Respectfully submitted,

Julie A Lund  
AA/HR Director