

**BOARD OF SELECTMEN
DRAFT MINUTES**

BOARD OF SELECTMEN

APRIL 23, 2012

1. Call Meeting to Order

Chairman Matt Quandt convened The Board at 7:00 p.m. in the Nowak Room of the Town Office Building. Other members present were Selectman Frank Ferraro, Vice Chairman Don Clement, Selectman Dan Chartrand, Selectwoman Julie Gilman and Town Manager, Russ Dean.

2. Public Comment – None.

3. Minutes & Proclamations

a. Regular Meeting: April 9, 2012

Mr. Chartrand moves to change the date of Vice President Joe Biden's speech to April 12, 2012 and approve the minutes reflecting this change. Mr. Clement Seconds. Vote: Unanimous

4. Appointments - None

5. Discussion / Action Items

a. New Business

i. 56 Lincoln Street Egress Request

Mr. Dean summarizes the Egress request of Mr. Ed Doris. Mr. Doris is the proprietor of a new healthy food establishment at 56 Lincoln Street. The building lot abuts the train station parking lot. The request was made in the interest of the building owner requesting a second egress that will impede on a portion of Town Property. Mr. Doris has met with the building inspector and it is possible that an alternative solution has been established. Mr. Doris presents to summarize his position on the request for the second egress. Through a mortgage plot plan, it appears as though the three foot steps he is proposing be added to the property will be merely inches short of encroaching on Town property. There is a current easement in place and the original plan for the fire escape was to utilize the left side of the building. Upon inspection, it was recognized that there are several turns in the fire escape, which could prove to be difficult to navigate in an emergency situation. The Town of Exeter Building Inspector has met with Mr. Doris to view the site in question and he suggested looking at the right side of the building. The second floor of the building will be used as a community wellness space, an overflow of sorts. Community Wellness Providers such as Holistic or Homeopath Medicine Practitioners can rent out the space to give lectures and presentations. Mr. Clement inquires if the area in question is a stairwell. Mr. Doris confirms it is a stairwell and impresses that it will only be utilized as an emergency exit only. Mr. Clement questions if Mr. Doug Eastman has reviewed the site and wonders if there is any setback requirement. Mr. Doris confirms there is no zoning requirement for setback. Ms. Gilman expresses her appreciation at what Mr. Doris is trying to establish and wonders if the stairway will be attached to the wall of the building. Mr. Doris indicates it will not, it will be a few inches off. He acknowledges her concern for the replica painting on the side of the building. He explains his intention to move the painting to the backside of the building and restore it. Ms. Gilman advises Mr. Doris that a previous establishment at the location had similar intentions. There is the possibility that there is some damage to the protective poster as it was penetrated. She implores Mr. Doris to contact the Heritage Commission if he needs any assistance in his efforts. Mr. Doris expresses his excitement about exposing the painting to the community again. The Board agrees that if the stairway will not be encroaching on Town Property, no action is required at this time. Mr. Doris agrees to keep a watchful eye on the progress. Ms. Gilman reminds The Board that this could be a consideration for an equitable waiver of property. She further explains this is the course of action in the event of a construction mistake. Mr. Doris reminds the Board that the establishment intends to also care for the grass plot, owned by the Town in the front of the building. Mr. Chartrand also expresses his excitement at the opening of this establishment. He wonders when the opening will be. Mr. Doris advises the soft opening will be May 1, 2012 with a Grand Opening on May 5, 2012 from 10am to 6pm. There will be musicians performing at 11:00 am and a puppet show at 2:30pm.

ii. Quarterly Financial Report: Finance Department

Doreen Ravell, Director of Finance comes forward to present the quarterly Financial Report. Ms. Ravell reports the General Fund revenues are at 7% collected for the year. This number does not reflect the largest revenue of property taxes, which the first half billing is not due until July 1. She reports that building permit collections are over what was

anticipated thus far for 2012. Ms. Ravell reports water and sewer revenues appear to be a little on the low side in comparison to previous years. This is immediately relating to the credits that are currently being issued and distribution of those credits began last month in District 2. The average water and sewer credit per user is \$176.00 reflecting around \$85.00 in water on average. Mr. Dean reminds The Board that property tax revenue is the biggest source of revenue in the Town's budget and the Town generally operates for five to six months before any taxes are collected for the current budget year. Mr. Clement expresses concern regarding the State Highway Block Grant revenues of \$59,931.00. The budget reflects an estimated budget of \$258,000 and the current distribution is only 23% of that. Ms. Ravell indicates that the payments do come in quarterly and are not always even. Mr. Dean indicates that in years past, the third and fourth payments are usually reflective of an increase. He also reminds the Board that this revenue category has been cut by the State and has been reduced accordingly. Mr. Clement also inquires about the anticipated funds from the Federal Government agency FEMA. Ms. Ravell advises that the aid will be approximately \$100,000 for any kind of emergency that is declared an emergency by the Governor in the past. Mr. Dean also advises the Board that this revenue is counted when it is received as opposed to when it is applied for.

Ms. Ravell reports that spending is currently as expected, and reflects that in general Town spending is minimal in the first quarter. She reports that bond applications to the bond bank for Norris Brook culverts, Jady Hill Phase II and the Wastewater Treatment Facility Plan are currently underway. As these are capital projects, they are not reported on the current financial report. Mr. Clement questions what the interest rate will be on the bonds. Mr. Dean reports that this is determined at the time the bond is issued. The application is made to the bond bank and is then pooled as borrowed money and the bond bank will get the rate. The last rate was 2.29% for a 20-year issue. Mr. Clement wonders if the Norris Brook culverts will be a ten or twenty year bond. Ms. Ravell reports it has been projected as a seven-year borrowing. Mr. Clement inquires if it will be seen in the debt service for fiscal year 2013. Mr. Dean reports all three bonds will be seen in the debt service budget for 2013. He further explains that the \$425,000 amount for the Norris Brook culverts includes the \$70,000 approved by the Board to be released from the capital reserve fund. The actual bond article in 2011 was approved for \$575,000 and the construction bids came in lower than anticipated. This plus the capital reserve equals a favorable amount for borrowing.

Ms. Ravell reports that tax receivables are as of March 31, 2012 and reports there is \$1,400,000.00 in outstanding property taxes. This figure is comprised of fiscal years 2009, 2010 and 2011. Tax deeding will be for 2009 later in the spring. Lien notices will go out all 2011 taxpayers with an outstanding balance. Mr. Ferraro asks Ms. Ravell to clarify his perception of the report. In the 2011 tax year there is \$800,000 outstanding. 98% of the 2011 taxes were collected. He asks her to clarify if the \$800,000 represents the 2% uncollected. Ms. Ravell reports that the \$800,000 does in fact represent the 2% uncollected and that this includes all taxes for the town, schools, county and state education tax in this report.

Ms. Ravell reports on the water & sewer receivables aging is as of year-end date December 31, 2011. She points out that it is up a little and including the over 90 days category there is 49% that is still outstanding. Ms. Ravell reports that shut off notices are in queue to be sent beginning May 1, 2012 if payment or acceptable arrangements are not made. She points out that this report includes some older receivables that are currently on a payment plan. Mr. Ferraro asks if it is the general procedure to issue shut off notices when a bill becomes 90 days outstanding. Ms. Ravell reports that as a general rule this is the case. Shut off notices should be going out every month as the aging is audited monthly. This should become the standard practice in the near future.

iii. Application for SRF Funds

Mr. Dean reports that the State Revolving Fund (SRF) is the funding source for the three projects approved by warrant article vote in March. This includes Water meters, the Water Treatment Facility and Waste Stream Reduction projects. The application forms need to be completed and submitted to the State of New Hampshire to take advantage of the 20% debt forgiveness. Mr. Dean requests that the resolution for all three forms be read aloud, and each be signed by the Chairman of The Board. Mr. Clement clarifies that each of the pages needs to be read aloud in its entirety. Mr. Dean confirms this is the case.

Mr. Clement reads the final application form two relating to the Water Meters, entitled, "Authority to File and Designation of Authorized Representative" in its entirety.

Mr. Clement moves to authorize the Town Manager to authorize and execute a State Revolving Fund loan agreement with the State of New Hampshire for the Water Meters Project. Mr. Chartrand Seconds. Vote: Unanimous

Mr. Chartrand reads the final application form two relating to the Groundwater Treatment Facility and Improvements, entitled "Authority to File and Designation of Authorized Representative" in its entirety.

Mr. Chartrand moves to authorize the Town Manager to authorize and execute a State Revolving Fund loan agreement with the State of New Hampshire for the groundwater treatment facility and improvements project. Mr. Clement Seconds. Vote: Unanimous

Mr. Clement reads the final application form two relating to Water Treatment Plant Waste Stream Reduction, entitled, "Authority to File and designation of Authorized Representative" in its entirety.

Mr. Clement moves to authorize the Town Manager to authorize and execute a State Revolving Fund loan agreement with the State of New Hampshire for the Water Treatment Plant Waste Stream Reduction project. Ms. Gilman Seconds. Vote: Unanimous

Mr. Ferraro notes that if a copy of Article 9 is going with the application, it contains a typo in the second numerical listing. The current figure of 284 should be 285. Mr. Dean advises that the three applications will go before the Governor and Council for the next meeting.

iv. ROW Deeds: Rinny Lane, Wright Lane

Chairman Quandt advises The Board that they have already voted to approve the right of way deeds for Rinny Lane and Wright Lane. The current item is to reconfirm the acceptance of Rinny Lane and Wright Lane.

Mr. Ferraro moves to reconfirm the acceptance of Rinny Lane and Wright Lane as Town Roads. Mr. Clement Seconds.

Mr. Chartrand points out that there may be a difference in the reference of 'Town Road' as opposed to 'Public Way.'

Mr. Ferraro amends his motion to reflect that they be accepted as 'Public Way.' Mr. Clement amends his Second. Vote: Unanimous

b. Old Business

i. BOS Goal Session Feedback

Chairman Quandt asks Mr. Dean if there are minutes available for the goals session. Mr. Dean confirms that the minutes are not yet available. Mr. Clement inquires of a date for a follow up session and Mr. Dean indicates one has not been set yet. Mr. Ferraro suggest the follow up session be held on May 18, 2012. Mr. Dean confirms that the venue from the previous session seemed to work well and asks if The Board has any objection to having the follow up session in the same location. The Board agrees the location and date are acceptable. The Board agrees to meet for a follow up session on Friday, May 18, 2012 at 9:00am in the conference room of the DPW.

ii. Committee Appointments

Mr. Clement presents a spreadsheet of all the appointments that are scheduled to expire in the immediate future.

Mr. Clement moves to appoint Virginia Raub to the Conservation Commission as an Alternate with a term to expire on 4/30/2015 and Don Briselden as an Alternate to the Conservation Commission with a term to expire on 4/30/2015. Mr. Chartrand Seconds. Vote: Unanimous

Mr. Clement moves to reappoint Jill Compton to the Council of Aging with a term to expire 4/20/3015. Ms. Gilman Seconds. Vote: Unanimous

Mr. Clement moves to reappoint Liz MacDonald and Brandon Stauber to the Exeter Economic Development Commission with terms to expire on 4/30/2015. Mr. Ferraro Seconds. Vote: Unanimous

Mr. Clement moves to reappoint Dr. Mimi Larsen Becker to the Exeter River Study Committee with a term to expire 4/30/2015. Ms. Gilman Seconds. Vote: Unanimous

Mr. Clement moves to reappoint Carol Sideris and Katherine Woolhouse to the Planning Board with a term to expire 4/30/2015. Ms. Gilman Seconds. Vote: Unanimous

Mr. Clement moves to reappoint Gwen English to the Rockingham Planning Commission with a term to expire 4/30/2015. Mr. Chartrand Seconds. Vote: Unanimous

Mr. Clement moves to reappoint David Briden to the Technology Committee with a term to expire 4/30/2015. Mr. Ferraro Seconds. Vote: Unanimous

Mr. Clement moves to reappoint Robert Prior and John Hauschildt to the Zoning Board of Adjustment with a term to expire 4/30/2015. Ms. Gilman Seconds. Vote: Unanimous

Mr. Clement moves to reappoint Robert Kelly to the Water & Sewer Advisory Committee with a term to expire 4/30/2015. Mr. Chartrand Seconds. Vote: Unanimous

Ms. Gilman moves to appoint John Markel as an alternate with a term to expire on 4/30/2015. Mr. Chartrand Seconds. Vote: Unanimous

Chairman Quandt advises that those who have not asked for reappointment are dismissed without prejudice. They are eligible for future appointments and are welcome to indicate so, if they still wish to be re-appointed.

iii. Committee Policies and Procedures

Chairman Quandt summarizes for the Board the proposed changes to Committee Policies and Procedures as a process that was started in 2011 and was not completed. Mr. Ferraro indicates his proposed changes are comprised of his comments, along with comments from other members of The Board from the previous discussions. He points out that the policies do not relate to the suggestion that “unless defined by State Statute”. The current policies have this severability provision in them. Mr. Clement would like to first address Policy 89-19 with a subject of Appointed Town Committees. Mr. Clement feels this should say ‘created’, as the policy was never intended to apply to those Boards of Commissions that are regulated by State Statute. This policy was intended for Boards and Committees that were created from time to time at the discretion of the Board of Selectmen. State Statute clearly defines the policies of several Boards and Committees including the Planning Board, Zoning Board and Heritage Commission. He suggests changing the word appointed to establish. Ms. Gilman agrees this subject should be changed to established from appointed. Mr. Chartrand wonders what the purpose of changing the policies is. Mr. Ferraro explains that the policies should be reviewed on an ongoing basis. He points out that there have been several committees in the past that members don’t attend frequently, essentially holding a spot that someone else may be interested in holding. He suggests adding a provision to prevent this scenario. Another suggestion was to put into the policies a requirement for providing minutes for meetings. He further points out that sometimes recorders are volunteers and draft minutes have stayed draft minutes for quite a long time. This suggested change would allow draft minutes to meet the five-day requirement and as soon as approved they would go to the Town Clerk. He reminds the Board that there was some concern about public statements expressed. Chairman Quandt reflects that the Board agreed the proposed changes with some comments. Mr. Ferraro also remembers the concept was discussed and agreed to but a final revision was never produced. Mr. Clement proposes 'Town Committees Established and Appointed by the Selectman' be the language. The Board agrees this change is acceptable. Mr. Clement points out Procedures, Item 3 regarding official minutes. Ms. Gilman indicates she recently attended a webinar on the right to know law. The law mandates that minutes do not need to be finalized. Draft minutes do suffice unless a Committee or Commission deems finalization necessary. Mr. Clement would like to see an inventory of minutes in a central location and catalogued properly in a reasonable amount of time. Mr. Ferraro recommends five business days for final minutes. Mr. Dean would prefer to see the finalization of minutes be at thirty days. He explains that any number of issues can arise that would cause the need for more than five days. As an example, final minutes need to be signed and this can sometimes prove difficult. Mr. Clement feels the key is to define the process.

Mr. Clement asks the Board members to define what Policies number 6 is for. Ms. Gilman explains that if a Board or Committee comes to an agreement to present to The Board of Selectman, they must indicate their role is as an advisory Committee and they're giving advice and not rewriting Board of Selectmen Policies.

Mr. Clement expresses his concern with item 7 regarding attendance of members. A member, who misses three meetings, if the Committee meets quarterly, must resign his position. Mr. Chartrand feels that 60% is a pretty low standard. Mr. Clement is also concerned that the Chair of a Committee will now also need to do an attendance report. Ms. Gilman points out that the minutes reflect attendance and can be used to report attendance. Mr. Chartrand points out that the language indicates they are subject to removal. In the example of an illness, it's not necessarily a reason to remove the member, but the members can be subject to removal.

Mr. Ferraro indicates he would like to strike 'Boards' and 'Commissions' in item 9. Mr. Clement wonders if the review needs to be done in March. Appointments are reviewed in April and he reminds The Board that the first few weeks of March are when town meetings and votes are commissioned. The Board agrees they are comfortable changing the month from March to April. Chairman Quandt would like a fresh typed Policy Change Proposal for the next meeting to review prior to a vote. The Board agrees this will go on the agenda for next week.

Mr. Ferraro presents the changes proposed to 92-13 with a subject of Appointments to Boards and Commissions. He proposes 'Committees' be added to the purpose. In Procedures item consecutive terms he proposes to strike the entire provision that limits how long a member may serve. He points out that the current policy limits members to two consecutive terms. Mr. Clement indicates that in the past, committee members who have served two consecutive terms and wish to continue their commission can step down from a voting position to an alternate position. Mr. Ferraro points out that it can be difficult to procure volunteers for committees. He expresses his concern that limiting the terms can lead to not having enough members to commission a committee at all. Mr. Chartrand agrees the proposed changes to this item are acceptable. Mr. Ferraro explains the revisions to appointment date were added to implement a process to help the Administrative Assistant in communicating with committee members who wish to be re-appointed without having to chase them down. Mr. Ferraro explains the proposed changes to members in multiple positions. Currently, the policy is that a member can not hold more than one appointment. Although a member may serve on up to two committees, only one may be a land use board or committee. Mr. Clement notes that Conservation is not a land use Committee. Mr. Don Woodward, Exeter resident comes forward to express his concern relating to a member serving on a land use committee and a budget committee. Mr. Dean advises that the statute for that instance only applies to a Municipal Budget Committee. Mr. Dean also inquires about an appointment to a committee from the members of current committees and appointments? The example is a member of the planning board that serves on the zoning ordinance review committee. Does this count as two committees. Ms. Gilman feels this instance would be more a sub committee than a newly appointed or designated committee. Mr. Woodward asks if there is anything in the current policy that describes the role of an ad-hoc committee that deals with just one project and then at the completion of that project, it is dissolved. Chairman Quandt would like a newly typed proposed policy up to the point of Multiple Positions for next week for review and discussion. Mr. Ferraro agrees this is necessary.

iv. Municipal Records Committee Update

Mr. Dean and Ms. Gilman have been working together on this effort. The RSA is noted as 33-3a and is in the packet for the Selectmen to review. Ms. Gilman summarizes their combined efforts. She explains she has spoken with the Town Clerk and they are interested in getting this Committee up and running quickly. The Committee would be responsible for designating where records should be kept and for how long. The Committee can help with storage problems. Although records need to be immediately accessible, they do not have to be on site. Chairman Quandt wonders if this Committee needs to be approved by a legislative body. Mr. Dean advises that the Selectmen act as Municipal Officers under the RSA. Ms. Gilman points out that the Board of Selectmen can also designate someone to perform the work, such as the committee. Mr. Dean further explains that the appointed Committee would be responsible for assigning the office responsible for storing each type of record. Ms. Gilman asks the other members of the Board if they are satisfied with her being the designated representative. The Board Members unanimously approve of Ms. Gilman presenting as the designated representative of the Board of Selectmen.

Mr. Ferraro presents old business not on the agenda for discussion. He reminds the Board of the minutes from April 9, indicating a discussion regarding interest on a tax bill. He reminds the Board that Mr. Clement asked this be added to the agenda for this week for further discussion. Mr. Clement indicates a little research was performed between himself, the Town Manager and the Tax Collector. He explains that the interest rate is currently set at the State amount and as a

Board of Selectmen they are empowered to waive it or reduce it. In review of this situation, there is a limited criterion for granting waivers or abatements such as this. He is concerned of setting a future precedent for other residents. He does not feel as though a waiver should be granted. Mr. Chartrand agrees that there is no action for the Board to take in this circumstance. Mr. Clement asks that the Board delegate the Town Manager respond to the inquiry, indicating The Board will take no action. Mr. Dean agrees to respond to the inquiry.

6. Regular Business

a. Bid Openings - None

b. A/P and Payroll Manifests

Mr. Chartrand moves to approve an accounts payable warrant for checks dated 4/20/2012 in the amount of \$361,298.55. Ms. Gilman Seconds. Vote: Unanimous

Mr. Chartrand moves to approve an accounts payable warrant for checks dated 4/20/2012 in the amount of \$53,416.60. Mr. Clement Seconds. Vote: Unanimous

Mr. Chartrand moves to approve a weekly payroll warrant for checks dated 4/18/2012 in the amount of \$160,305.42. Mr. Clement Seconds. Vote: Unanimous

c. Budget Updates

Mr. Dean reports he has nothing additional to add to the quarterly report presented by Ms. Ravell.

d. Tax Abatements & Exemptions

Mr. Chartrand moves to approve an Elderly Exemption for map 87, lot 14/6B in the amount of \$152,251.00. Ms. Gilman Seconds. Vote: Unanimous

Mr. Chartrand moves to approve an Elderly Exemption for map 85, lot 42 and map 65, lot 25 in the amount of \$236,251.00. Ms. Gilman Seconds. Vote: Unanimous

Mr. Chartrand moves to approve an Elderly Exemption for map 71, lot 30 and map 76, lot 11 and map 104, lot 79/525 in the amounts of \$152,251.00. Ms. Gilman Seconds. Vote: Unanimous

Mr. Chartrand moves to deny an Elderly Exemption for map 52, lot 100. Ms. Gilman Seconds. Vote: Unanimous

Mr. Chartrand moves to approve a Veterans Credit for map 104, lot 79/108. Ms. Gilman Seconds. Vote: Unanimous

Mr., Chartrand moves to approve a Disability Exemption for map 51, lot 6 and map 64, lot 105.97. Ms. Gilman Seconds. Vote: Unanimous

e. Water / Sewer Abatements

f. Permits

Mr. Ferraro points out that American Independence Museum Festival is coming up in a few months. He reminds the Board that two years ago there was some confusion in regards to signage. At the time he made some suggestions for less confusing verbiage on the signs directly relating to the closure of Swasey Park and Water Street. He explains that wording changes can resolve the confusion regarding admission fees and closures. Mr. Clement wishes to try not to make the permitting difficult, as the Town of Exeter has a long-standing relationship with the Museum. He further points out that anything placed in Swasey Park is in the jurisdiction of the Swasey Park Trustees, not the Board of Selectmen. Ms. Gilman suggests having this conversation with the representative from the Independence Museum. Mr. Dean advises that review of admission and donations is in the works and he would like to reach out to the Museum to allow them the opportunity to engage in the conversation. There are multiple permits associated with this event. Mr. Ferraro expresses his desire to not impede on the Museum in any way, his concerns are strictly relating to signage.

An application for use of the Town Hall by Mimi Becker for a Exeter River Study Committee Public Meeting on May 23, 2012 at 5:30 p.m.

**Mr. Clement moves to approve the permit request of the Exeter River Study Committee. Mr. Ferraro Seconds.
Vote: Unanimous**

A request from the CMS Music Boosters requesting permission to place a sign at the intersection of Hampton Road and Guinea Road to promote their concert Series was received. Mr. Ferraro points out that this is the letter from last year. He requests an updated letter, with updated dates be submitted prior to a vote of the Board. Mr. Dean agrees the letter is dated from last year.

g. Town Manager's Report

Mr. Dean reports that Riverbend Masonry is currently in the process of completing the brick project on the Town Hall on Water Street. The project will be completed over the course of the next few weeks. He also reports that specs are underway for Municipal Building projects. Mr. Dean advises the Board that the Exeter Chamber of Commerce is participating in an initiative to have a consultant perform an electricity review. He is working in conjunction with the Chamber on the possibility of purchasing electricity as a group for a better rate. He reports that the analysis is not complete as of yet. Mr. Dean reports that the EDC is working at visiting local businesses and he had the pleasure of visiting Brooks Properties and Exeter Hospital. He was able to get some positive feedback from their managers and representatives. He hopes that more visits will lead to the dividends of building better relationships with local businesses. Mr. Dean is happy to report that Jason Brown; an Intern from UNH has accepted a position at the Maine Economic Development Office. He expresses his gratitude and praise at the performance of Mr. Brown in his internship with the Town of Exeter and indicates he is working with UNH to find a new intern. Mr. Dean reminds the Board and the public that the new hours of the Town Clerk will begin on Monday. He also reports that the Clerk's office was a participant in a credit / debit card review. Interware, the current credit/ debit card vendor came to a meeting at the Town Clerk's Office to present a software program that would allow the Town of Exeter to begin taking credit and debit cards. Mr. Dean hopes to implement a program similar to this in the future. He advises he is working with the DOT to manage a grant regarding the Baggage building. He acknowledges it can prove to be a challenge, but feels it will be worth it in the end. Mr. Dean wishes to express his gratitude and appreciation for the efforts of the Exeter Fire Department in managing the local brush fires over the weekend. He also offers his condolences to the friends, family and colleagues of the Town of Greenland in their loss of their Police Chief Maloney.

h. Legislative Update

Chairman Quandt indicates the House is currently dealing with Senate Bills. One in particular relates to the risk pools and the Local Government Center.

i. Selectmen's Committee Reports

Mr. Ferraro reports a Planning Board Meeting on Thursday. He also reports a Web Committee meeting on Thursday in which they are hoping to have a recommendation for a vendor for the website.

Mr. Clement reports a Conservation Commission meeting in which a National Resource Inventory Presentation was given. It related to areas in town that are natural habitats and what threatens them. He hopes to get the presentation onto the local channel for public view. He reports attending the third Exeter / Stratham Water and Sewer Study meeting. The consultants helped the study group to break out the cost of the scenarios they are currently considering including shared cost projections. The next step for this study group will be to create financial models to determine how it can or would be paid for. Mr. Dean adds that this would add no new expenses to the Town of Exeter water or sewer systems, our current costs are the costs.

Chairman Quandt has nothing to report.

Mr. Chartrand reports an EDC Meeting. In his opinion this is an impressive group with big plans and he is grateful to be a part of it. He also reports a gathering of the EDC at the Rinks of Exeter on April 25th at 7:30am for a presentation regarding the ERZone and the Baggage Building. The Chamber of Commerce presents this gathering and you can pre-register at the Chamber of Commerce website. The meeting of the Council on Aging was postponed.

Ms. Gilman reports a Heritage Commission meeting in which a letter of intent to apply for a grant to continue the mapping survey was written. This grant will also provide funds to produce a book for properties in the district to identify their historic features. It can be handy when renovations are proposed. Ms. Gilman reports attending a Train Committee Meeting earlier today. The train ridership is currently running at 90%. Ms. Gilman also presents some train stop and COAST transportation materials for review by the public.

j. Correspondence

A letter from the Sportsman's Club which Mr. Dean would prefer to hold off on since they'll be coming to the May 7, 2012 Selectman's Meeting to give their annual report.

A letter from Seacoast Family Promise thanking the Town of Exeter for their donation,

A letter from Richie McFarland Children's Center thanking the Town of Exeter for their donation.

A letter from Seacoast Mental Health Center thanking the Town of Exeter for their donation.

A letter from New Generations thanking the Town of Exeter for their donation.

A letter from Families First thanking the Town of Exeter for their donation.

A notice of a meeting planned for the Brentwood Recreation Center on April 30, 2012 at 6pm regarding energy planning, conservation and security.

A letter from Workforce Housing Coalition announcing an Affordable Housing Workshop on May 8, 2012 at 6:30 at the Town Hall.

A letter from the Local Government Center regarding the value of staff services provided by NH Municipal Management during 2011.

A memo from Kevin Smart, Maintenance Superintendent regarding vehicles available to purchase.

A memo from Assistant Fire Chief Berkenbush requesting the Board of Selectmen accept the three grants the department has been awarded.

7. Review Board Calendar

For the Agenda for May 7, 2012 Chairman Quandt wishes to review the Policies under Old Business. Mr. Ferraro is concerned that the Board is meeting only every other week. He feels the Board is not conducting the Town's Business. Chairman Quandt suggests he create a list of business the Board is not conducting for the next meeting.

8. Non Public Session - None

9. Adjournment

Ms. Gilman moves to adjourn. Mr. Chartrand Seconds. Vote: Unanimous

The board stood adjourned at 9:15pm.

Respectfully Submitted,

Jennifer Pond
Recording Secretary