

DRAFT MINUTES

BOARD OF SELECTMEN MEETING

MINUTES

April 20, 2012

1. Call Meeting to Order

Chairman Matt Quandt called the meeting to order at the John Doyle Conference Room, Public Works Building, 13 Newfields Road, at 8:30 a.m. Present: Selectwoman Julie Gilman, Selectman Daniel Chartrand, Selectman Don Clement, Selectman Frank Ferraro. Town Manager Russell Dean also present.

2. Chairman Quandt described the purpose of the meeting was a goal setting session. The format was described; the Department Heads will present their goals to the Board. The Town Manager did point out that not all Department Heads were present however all have submitted draft goals. The Board then heard from Sylvia Von Aulock, Town Planner. Selectman Ferraro commented some items were goals others were parts of the job description. Building Inspector Doug Eastman then reviewed the Building Department goals with the Board. He described looking at the file system and retention options, a zoning amendment that was postponed due to a committee process, preparing for state regulations on septic systems, licensed gas installer requirements, creating a database for HDC approvals. Selectman Clement suggested a date for this. Doug indicated he would consult with Chris Szostak on this item. Doug discussed working with the EDC and promoting Exeter as part of his duties. Selectoman Gilman indicated she was interested further in electronic recordkeeping as a general initiative. IT Coordinator Andy Swanson then reviewed his goals with the Board. Mr. Swanson described a unified network, a new broadcast server with new feeds to the building from Comcast, the latest initiatives with Google apps, including training, the website initiative and it is still being defined as to what it will be, credit and debit card capabilities, and building out the wireless system for public buildings. Mr. Swanson also alluded to keeping up with new technologies, and looking at other backup options for Town data. Mr. John DeVittori, Town Assessor, reported his goals. One goal is perform pickups to pick up as much value as possible. He will also be requalifying senior exemptions, applications require an every five year review for current information. He will be participating in making the assessing move with Finance smooth, including tax. He would like to see MapsOnline be offered at a counter terminal for public use. He will continue to promote a customer friendly atmosphere. Ms. Perry then reported to the Board on her goals. Her department has updated SOPs she has to look into where they have been updated by her division heads. A brief discussion ensues and the Board requests a copy of the SOPs for their office. Ms. Perry discusses the monthly reports which are too lengthy and detailed, and a better reporting system is forthcoming. Suggestions include truncating the report to a series of bullet points representing major projects. Discussion on various DPW initiatives ensues including capital projects and a discussion on planning time periods. Ms. Perry also mentioned public information concerns. A short discussion ensued about how to find balance between project work and reporting information to the Board and to the public. Ms. Perry indicated another goal was strategic planning for DPW and mentioned professional development and succession planning. Next Town Clerk Andie Kohler presented her goals to the Board. Ms. Kohler would like to hire a full time deputy town clerk. She also discussed issues around elections, a desire to relocate the Checklist Supervisors to free up space in the Town Clerk's Office, counter remodeling for ergonomic improvements, and discussed transfer station stickers. Ms. Kohler is also working on credit and debit cards, and a facebook page for the Town Clerk's Office. Ms. Doreen Ravell, Finance Director next presented Finance goals to the Board. These goals included more work on GASB45 compliance issues with an OPEB liability study needed. Ms. Ravell also listed as a goal researching other NH communities regarding their experiences with deferred revenues and its impact on bond ratings of other communities. Ms. Ravell set as a goal

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beginning internal audits in 2012, and analyzing any new GASB regulations and their impact on the Town's financial condition and reporting. She also is looking to update internal control policies and procedures, and having her staff attend at least one continuing professional education course in 2012.

The Board then took a short break and reconvened . The Town Manager presented a draft document which identified several potential goal areas. These were master planning, budget, municipal services, infrastructure/resources, transportation, natural resources, other town resources/landmarks, commercial/tax base issues, commercial corridors, downtown area, housing, communications/process, role of the Board, and resources.

The Board discussed setting priorities based on these areas. The Town Manager itemized each priority area identified by the Board, and facilitated the discussion. After completing the exercise, the Board agreed that the items listed as goals should be synthesized into a document and circulated for review. There will likely be a follow up meeting to discuss the outcomes from today.

6. Adjournment

Selectman Clement moved to adjourn. Selectman Chartrand seconded. The Board stood adjourned at 12:15 p.m.

Respectfully submitted,

Russell Dean
Town Manager