

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, Russell Dean.

2. Public Comment – None.**3. Minutes & Proclamations****A. Regular Meeting: March 26, 2012**

Mr. Ferraro presents The Board with a printed copy of his proposed changes to the March 26, 2012 minutes. A short description of his proposed changes to the bottom of page 3 into page 4 in relation to the Committee Assignments and the discussion concerning the Policy and Procedure.

Mr. Ferraro moves to accept the March 26, 2012 minutes amended as he has proposed. Ms. Gilman Seconds. Vote: Unanimous.

Mr. Ferraro presents a short description of his proposed amendments to the March 26, 2012 minutes regarding the discussion on Jady Hill, specifically relating to the interest rates charged to homeowners for financing the \$1,000.00.

Mr. Ferraro moves to accept the March 26, 2012 minutes amended as he has proposed. Ms. Gilman Seconds. Vote: Unanimous

Mr. Chartrand also notes a proposed change to the discussion relating to Access Physical Therapy and the Right of Way signs. Mr. Chartrand wishes to credit Brian Griset with the reflection on the town ordinance relating to the sale of excess right of way property. The draft minutes currently indicate it was Mr. Hamel.

Mr. Chartrand moves to accept the March 26, 2012 minutes amended as he proposed. Ms. Gilman Seconds. Vote: Unanimous

B. Special Meeting: April 3, 2012

Mr. Clement moves to approve the minutes from April 3, 2012 as submitted. Ms. Gilman Seconds. Vote: Unanimous Mr. Ferraro Abstains.

4. Appointments – Conservation Commission

Mr. Clement moves to appoint Jay Gregoire to the Conservation Commission as an alternate. Mr. Chartrand Seconds. Vote: Unanimous

5. Department Reports - None**6. Discussion / Action Items****A. New Business****i. Accept Police Grand Funds: DWI Patrols**

Exeter Police Captain William Shupe presents a grand from the Highway Safety Patrol in the amount of \$7,500.00. This grant has been awarded to the Exeter Police Department to aid in the cost of safety enforcement along the Route 101 Corridor from Manchester to Hampton Beach. The grant is intended to be broken up between the months of May through September to allow for additional safety enforcement.

Ms. Gilman moves the Board of Selectman accepts the grant in the amount of \$7,500 in unanticipated revenue from the Highway Safety grant program for the purpose of conducting additional safety patrols in 2012. Mr. Clement Seconds. Vote: Unanimous

ii. Solid Waste Contract Extension

Jennifer Perry, Exeter public works director presents a notice of clarification from Northside Carting as requested by The Board of Selectman at the previous meeting. Both Robert George and Mark George are available at this meeting to answer any questions, or provide any additional clarification. The final costs have been clarified and confirmed and are reflected in a letter submitted to the Town of Exeter from Northside Carting. Mr. Clement wishes to extend his gratitude to the representatives from Northside Carting for their service. He reflects on comments from residents of the Town of Exeter who

have expressed their satisfaction in the level of service provided by Northside Carting over the period of the existing contract. Mr. Clement extends his gratitude and congratulations for a job well done.

Mr. Clement moves to approve the contract extension with Northside Carting as specified in the letter from Mr. Robert George dated October 26, 2011.

Mr. Clement reads the contract rates listing them by year. For the current year, the cost is \$665,564. For 2012, the cost is \$645,080. For 2013 the cost is \$655,080. For 2014 the cost is \$665,080. For 2015 the cost is \$675,080. For 2016 the cost is \$685,080.

Ms. Gilman Seconds. Vote: Unanimous

iii. Blue Bag Sales Discussion

Jennifer Perry, Director of Public Works requests that sales of blue bags be handled exclusively by retail stores in the Town of Exeter. The blue bags are described as the 'pay as you throw' bags that are available to all Exeter residents. The blue bags are currently available at a number of local retailers for the same cost as from the Town Office. The DPW is no longer stocking or carrying any inventory of the blue bags. There is currently a small inventory of bags still available at the Town Office. The inventory located at the Town Office is almost depleted. In order to re-supply, the Town of Exeter would need to re-order the bags directly from the manufacturer, WasteZero. There are currently 11 retail stores selling the bags with no price difference to residents. An analysis of how many bags were sold from the Town Office was performed. This analysis concluded that less than 2% of the sales of blue bags occurred at the Town Office. The DPW recommends the discontinuation of selling the bags at the Town Office. Mr. Clement inquires what the minimum order would need to be from WasteZero in order to restock the current supply. Ms. Perry indicates it is unknown what the minimum purchase would be to the price that is currently in place. The Town office has sold a total of 5 cases of small bags and 10 cases of large bags in the past year. She notes there is an inventory control and storage issue at play, discontinuing the sales of the bags at the Town Office would be beneficial to the Town Office. Mr. Chartrand points out that there are a number of retailers currently selling the bags and notes that they do offer a variety of hours and locations outside of the standard Town Office hours. He lists off the current vendors of the blue bags.

Brandon Stauber, 141 ½ Brentwood Road, expresses his concern regarding the revenue the Town receives from the sales of the blue bags. He wonders if discontinuing the sales of the bags at the Town Office will affect the revenue collected from distribution. Ms. Perry explains that the manufacturer receives payment from the retailers purchasing the bags. The payment goes to an account and once a month, there is a wire transfer to the Town of Exeter from the manufacturer. Chairman Quandt indicates no motion is required and it is agreed that the sale of blue bags at the Town Office will be discontinued.

B. Old Business

i. Mobile Communications Policy Update

Mr. Dean presents the draft mobile communications policy from a Board of Selectman discussion held in December 2011. Mr. Dean reports that he has received some feedback from the departments regarding the proposed policy. Mr. Dean offers a short summary of the current communications practices the Town of Exeter has in place. Currently the Town of Exeter funds many of the cell phones and cell phone plans utilized by Town Employees. Analysis of the necessity of mobile phones for Town Employees is currently underway. Several options were discussed such as The Town continuing to fund the cost of phones and cell phone plans, a stipend for Town Employees or a reimbursement plan. The necessity of a mobile phone in direct relation to job performance is being evaluated on a case by case basis. As an example, the cell phone usage for the DPW is heavy, as is the usage of the radios but for a different type of communication. There are several positions throughout the Town that would require the usage of a cell phone in order to perform the job. The cell phone budget for 2012 is \$12,361.00. Mr. Dean believes that more research is required in order to determine which phones are of absolute necessity and which are moderately necessary. Chairman Quandt questions the negotiation piece of the communications policy. He wonders if cell phones are considered an employee benefit. Mr. Dean explains there is nothing in the current contract that speaks to this issue. He explains that there are some positions in the Town that as things evolve the need will need to be evaluated. For example for the water treatment facility, the need for smart phones is there. This issue needs to be addressed in a more formal way. Mr. Dean envisions a list at the end of the process, with recommendations for various positions. At a department level there will be many personnel that will require cell phones, however the type of plan they will need is still to be determined. Mr. Chartrand points out that the discussion is relating to 1/10th of 1% of the Town budget. While this issue may have a high emotional charge, it is certainly not a big budget item. Mr. Ferraro expresses his desire to speak to several vendors to see what discounts they're willing to negotiate. He feels there is a way to approach this topic without the Town owning any cell phones or any cell phone plans. He suggests something like a reimbursement program that he has had personal experience dealing with. In this scenario, an employee would purchase a phone and a policy and be responsible for the cost and the Town of Exeter would reimburse the employee for the cost of the plan that is relevant to their job function. He agrees that analysis of the dollar amounts is good, he also suggests the need to review the minutes. He is concerned about spending \$215.00 a month on a cell phone plan when an unlimited plan runs around \$70.00 per month without a discount.

With an estimated 20% discount from a vendor, there is the opportunity to save around \$6,000 per year. Mr. Ferraro also feels a review of data plans is in order. Chairman Quandt expresses his interest in getting a policy for mobile communications in place. Mr. Ferraro feels that a policy can't be determined without the final analysis of the needs of the department employees. Mr. Dean reminds The Board that the current proposed policy is drawn up to apply to several scenarios. Each department would, in essence, need to establish a need for a cell phone before a reimbursement or purchase from the Town would be made. These scenarios would primarily only refer to basic voice plans as opposed to smart phones and data packs unless there is proven necessity. Mr. Clement points out that many phones are data driven with applications and software. He feels the analysis should include a report from each department beyond the basic voice plans. Chairman Quandt expresses his desire to write a policy to guide the Department heads in a cost-effective way. Mr. Dean agrees that each department needs to be broken down as part of the analysis. He points out that there are several cell phone vendors currently interested in providing the service to the Town of Exeter and this topic needs to be addressed again in the near future. The Board agrees this issue needs to be addressed again as the analysis is nearer to completion. Ms. Gilman inquires about the vendors interested in providing cellular service to the Town of Exeter. She wonders if these vendors are also capable of providing landline services for an even larger discount. Mr. Dean feels as though the guideline for negotiating a plan is unlimited, a plan can be custom designed to fit the needs of the Town of Exeter. Mr. Ferraro asks Mr. Dean to include the Ambulance in the 2012 numbers, as they were included in the 2011 numbers.

ii. Review Committee Vacancies

Chairman Quandt presents the list of current vacancies in the Town of Exeter Committees. Mr. Ferraro asks for clarification on the procedure for currently appointed committee members whose terms are about to expire. Chairman Quandt advises that the procedure is very informal. Sometimes the Committee member reaches out for reappointment and sometimes the Town of Exeter approaches them. Mr. Clement reminds The Board that he has been working closely with the Town Manager's Administrative Assistant to contact all committee members whose terms are about to expire. He indicates she has received responses from around 80% of them. There is no need to re-interview for reappointment. They only need to confirm that they wish to be re-appointed. Brandon Stauber, 141 ½ Brentwood Road, comes forward to express a concern. Mr. Stauber is a current member of the EDC with a term to expire this month and has not been contacted by the Administrative Assistant. Mr. Clement advises Mr. Stauber that records show his term is scheduled to expire in 2013. The expiration dates of terms is also under ongoing review, as sometimes the dates are not reflected accurately. The current vacancies are determined to be as follows: Cable Advisory Committee, Conservation Commission as an alternate, Council on Aging, 2 openings in the Exeter Arts Committee, 2 openings in the Exeter EDC, Housing Authority, 4 Alternate positions in the Heritage Commission, 3 Alternates in the Historic District Commission, 1 Voting and 2 Alternate positions on the Planning Board, Technology Committee, and 2 Alternate positions on the Zoning Board of Adjustment.

iii. BOS Goal Session

It is determined that Friday, April 13, 2012 is not a feasible date for all members of The Board. A new date of Friday, April 20, 2012 at 8:30am will be the new date and time. The location of the Goal Session will be one of the conference rooms at the DPW.

7. Regular Business

i. Bid Openings - None

ii. A/P and Payroll Manifests

Mr. Chartrand moves to accept an Accounts Payable warrant for checks dated 4/6/2012 in the amount of \$113,204.13. Ms. Gilman Seconds. Vote: Unanimous

Mr. Chartrand moves to accept an Accounts Payable warrant for checks dated 4/6/2012 in the amount of \$21,150.00. Mr. Clement Seconds. Vote: Unanimous

Mr. Chartrand moves to accept a weekly Payroll warrant for checks dated 4/4/2012 in the amount of \$152,601.80. Ms. Gilman Seconds. Vote: Unanimous

iii. Budget Updates

Mr. Dean advises The Board the finance department will provide a quarterly update for April 23, 2012.

iv. Tax Abatements & Exemptions

Mr. Chartrand moves to accept an Elderly Exemption for Map 104, lot 76/606 in the amount of \$182,251.00. Ms. Gilman Seconds. Vote: Unanimous

Mr. Chartrand moves to accept an Elderly Exemption for map 104, lot 79/510 in the amount of \$152,251.00. Ms. Gilman Seconds. Vote: Unanimous

Mr. Chartrand moves to accept an Elderly Exemption for map 104, lot 79/801 in the amount of \$152,251.00. Ms. Gilman Seconds. Vote: Unanimous

Mr. Chartrand moves to accept a Veterans Credit for map 104, lot 79/426. Ms. Gilman Seconds. Vote: Unanimous

Mr. Chartrand moves to accept a Veterans Credit for map 104, lot 79/418. Ms. Gilman Seconds. Vote: Unanimous

Mr. Chartrand moves to deny an Abatement for map 72, lot 105. Ms. Gilman Seconds. Vote: Unanimous

Mr. Chartrand moves to deny an Abatement for map 87, lot 23/3. Ms. Gilman Seconds. Vote: Unanimous

Mr. Chartrand moves to accept an Abatement for map 95, lot 51. Ms. Gilman Seconds. Vote: Unanimous

Mr. Chartrand moves to accept an Abatement for map 69, lot 2. Ms. Gilman Seconds. Vote: Unanimous

Mr. Chartrand moves to accept an Elderly Exemption for map 104, lot 79/2 in the amount of \$152,251.00. Ms. Gilman Seconds. Vote: Unanimous

Mr. Chartrand moves to accept a Veteran's Credit for map 81, lot 4. Ms. Gilman Seconds. Vote: Unanimous

Mr. Chartrand moves to accept a Veteran's Credit for map 64, lot 105/27, map 38, lot 2, map 60, lot 6 and map 68, lot 6/411. Ms. Gilman Seconds. Vote: Unanimous

Mr. Chartrand moves to accept a Disability Credit for map 55, lot 23. Ms. Gilman Seconds. Vote: Unanimous

v. **Water / Sewer Abatements - None**

vi. **Permits**

Mr. Dean presents a permit request not in the packet, on behalf of the Obama for America Campaign. Vice President Joe Biden will make a speech on April 11, 2012. The Campaign has requested use of the Town Hall from April 11th, 2012 at 7:00 a.m. until 6:00 p.m. on April 12th. There are no further details available for this permit.

Mr. Clement moves to approve the permit for the Obama for America Campaign for April 11, 2012, 7:00 am to 6:00 p.m. Ms. Gilman Seconds. Vote: Unanimous

A permit from the Exeter Theatre Coalition requesting use of the Town Hall for the purposes of Seacoast Idol on June 10, 2012. The request also asks for usage of the Town hall on June 8, 2012 and June 9, 2012 for the purpose of setting up. A second permit was received from the Exeter Theatre Coalition requesting use of the Town Hall for Seacoast Idol rehearsals in the case of inclement weather on the dates of May 7, 2012 through May 10, 2012. This permit request was not received in time to make it into the packet and can be voted upon at the next meeting.

Mr. Chartrand moves to approve the permit request for June 10, 2012 with set up dates on June 8, 2012 and June 9, 2012. Mr. Clement Seconds. Vote: Unanimous. Ms. Gilman Abstains.

The Exeter Brass Band requests use of the Town Hall on July 29, 2012 from 7:30 p.m. until 9:00 p.m. in the case of inclement weather.

Mr. Clement moves to approve the permit request for July 29, 2012. Mr. Chartrand Seconds. Vote: Unanimous

The Libertarian Party of New Hampshire requests use of the Town Hall on April 28, 2012 for the purpose of a Seacoast Annual Freedom Expo from 10:00 am to 10:00 p.m.

Mr. Chartrand moves to approve the permit request for April 28, 2012. Mr. Ferraro Seconds. Vote: Unanimous

Musical Arts requests the use of the Town Hall on June 7, 2012 at 3:00 p.m. for the purpose of a student performance.

Mr. Chartrand moves to approve the permit request for June 7, 2012. Ms. Gilman Seconds. Vote: Unanimous

The Seacoast Wind Ensemble requests the use of the Town Hall on April 24, 2012 from 6:00 p.m. to 10:00pm in the case of inclement weather for the purpose of a rehearsal. This permit is not in the packet.

Ms. Gilman moves to approve the permit request for April 24, 2012 from 6:00 p.m. to 10:00 p.m.. Mr. Chartrand Seconds. Vote: Unanimous.

Mr. Clement notes that in the packet this week is a listed agenda for the groups utilizing the Town Hall. He feels this is an excellent addition to the packet and wonders if the list can be made available on the Town of Exeter Website to allow the public a clear list of what is happening at the Town Hall. He hopes this will encourage residents to attend the events going on in the Town Hall. Mr. Clement reviews the list of events for the upcoming week. Special notice is taken of the April 14, 2012 Project Prom/Graduation event. In this event several spaces at the Town Office will be blocked off as a means of fundraising for the Senior Prom and Graduation. For a nominal fee of \$10, any Exeter resident can offer old electronics for disposal. All proceeds will go to the Prom and graduation fund.

vii. Town Manager's Report

Mr. Dean reports that he was contacted by Military Veteran John O'Hearn. Mr. O'Hearn is retiring from the United States Military, specifically Langley Air Force Base in Virginia, and was inquiring about a Town and State flag. His inquiry was driven by his desire to fly a Town and State Flag in honor of his retirement. The request was sent to the Veterans Council and Mr. Dean would like to express his gratitude to Sue Williams and the Council staff was able to handle his request. Mr. Dean defers to Ms. Gilman, as she is on several historical Committees to determine if the Town of Exeter has an official flag. Ms. Gilman does not believe there has ever been an Official flag for the Town of Exeter. Mr. Dean reports that people are beginning to call to volunteer for the Exeter 375th Committee. There have been four volunteers so far. Ms. Gilman wonders if any of the volunteers have expressed an interest in leading the Committee. Mr. Dean advises that none have expressed interest yet, but he is certain that someone will at some point. Mr. Dean reports that the Exeter Recreation Department is again successful in filling every opening in the summer recreation program. He reflects that this is the case in many years past. The Seacoast Small Business Showcase will be held this Wednesday April 11th, from 3 p.m. to 7 p.m. at the SST, and also reminds the Board of the upcoming Lions Club auction. In the case of inclement weather, the Talbot Gym will be the back up location. Mr. Dean reports that the arrival of Vice President Joe Biden is approaching and some arrangements have been made to move the finance department into the main building for the day. He also wishes to update The Board on the Right of Way discussion on a sign permit for 1 Hampton Road from the last meeting, regarding Access Sports Medicine. Jennifer Perry, Public Works Director has supplied very detailed maps of the area surrounding the location and a follow up meeting is in the works. Finally, Mr. Dean reports that the hours of the Town Clerk Office will be changing. Effective April 30, 2012, the Town Clerk Office will be open Monday through Friday from 8:15 am to 4:00 p.m..

viii. Legislative Update

Chairman Quandt indicates there is nothing to report. There is a small session this Wednesday including Senate Bills in the House and House Bills in the Senate.

ix. Selectmen's Committee Reports

Mr. Ferraro reports a Website Committee meeting for tomorrow, a Water & Sewer Advisory Committee meeting Wednesday night and a Planning Board meeting Thursday.

Vice Chairman Clement reports a Transport Committee meeting last week in which they discussed the revenue and expenditures and a possible 2013 pilot program for bus service loop in Town.

Mr. Chartrand reports that Ms. Gilman introduced him to the Economic Development Commission.

Ms. Gilman reports a Transport Energy Solutions Meeting. She reflects on a conversation regarding idle school buses and what is done with them throughout the day. A program in Washington state worked an agreement to utilize a different vehicle, aside from the standard school bus, to serve the purpose of student transport and public transportation throughout the day. She defers to Mr. Clement in hopes that he can research the project to possibly share with the Transportation Committee. Ms. Gilman also reports a Technology Committee meeting in which they discussed a budget and wish list along with the possibility of a new vision statement.

Chairman Quandt has nothing to report.

x. Correspondence

A letter from Greater Exeter Region Public Health Network, serving as an update to their ongoing priorities and their accomplishments from 2011.

A letter from the Great Bay Municipal Coalition, detailing the study of the Squamscott River. The report was released last week and reflects on the nitrogen issues in the River that directly relate to the permit process. The Board is encouraged to become familiar with the report.

Mr. Dean advises The Board that Primex has entered into an agreement with the Secretary of State regarding the pool insurance programs. The Town of Exeter will not see any refund based on the agreement as the Town was not an active participant during the applicable refund period. LGC may have a different outcome, but that is still undetermined.

A letter from the Mitchell Municipal Group P.A. to the Rockingham County Sheriff, regarding evictions that need to be served on a tax deeded property at 29 Hampton Road.

A Memo from Assistant Fire Chief Berkenbush regarding mosquito control. The service will be provided by Municipal Pest Management, the company that has held the contract for mosquito control for over 5 years.

A letter from the Town of Epping regarding the statute that requires the Town of Epping to perform perambulation of Town lines.

A letter from Jeri Robertson-Hanson and Thomas Hanson regarding their overdue tax bill and requesting the remaining interest for late payment is waived. Mr. Dean advises that the tax bills have previously been mailed to the property address and the bill has always been paid on time. He advises he can not speak to people not receiving their original bills and that the Tax Office does not recommend waiving the interest based on remaining consistent. Mr. Clement seeks clarification on the interest they request relief from. The original calculation was \$172.90 and the current calculation is \$145.68. Mr. Dean indicates they wish for relief from the remaining interest amount of \$145.68. Mr. Ferraro asks Mr. Dean to clarify the situation. As he understands it they are indicating they did not receive the bill and did not know it was delinquent. Chairman Quandt expresses his concern regarding setting a precedent. Mr. Clement wishes to know if this was for the current or past tax year. He feels as though he would like more information and prefers The Board take no action at this time. He asks The Board to add this item to the agenda for next week.

8. Review Board Calendar

Chairman Quandt reviews the calendar and proposes that The Board meets twice and then has a week without a meeting. He proposes The Board meet again on Monday the 16th. Having the Goals session that Friday and taking the following Monday off. His suggestion of meeting three times per month is agreed to by the other Board members. He also expresses his desire to have even fewer meetings in the summer months. For the agenda next week, he would like to see an update from the Finance Department, a culvert update, a draft policy, municipal records update and Committee Appointments. Mr. Ferraro reminds him of adding Policies and Procedures to the agenda for discussion.

9. Non Public Session - None

10. Adjournment

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

The Board stands adjourned at 8:30 p.m.

Respectfully Submitted,

Jennifer Pond
Recording Secretary