

FINAL MINUTES

BOARD OF SELECTMEN MEETING

MINUTES

August 23, 2010

1. Call Meeting to Order

Ms. Gilman convened the Board in the Nowak Room of the Town Office Building at 7:00 pm. Other members of the Board present were: Mr. Bobby Aldrich, Mr. Matt Quandt, Mr. Bill Campbell, Mr. Don Clement and Town Manager, Russ Dean.

2. Public Comment – none

3. Minutes and Proclamations

a. Regular Session: August 16, 2010

Mr. Aldrich moved to approve the minutes of August 16, 2010 as presented. Mr. Campbell seconded. Vote: Unanimous.

4. Appointments – none

5. Department Reports – Human Resources, Library

Human Resources-

Ms. Donna Cisewski was in attendance to give the Human Resources department report. The Personnel Committee has met several times and is meeting again on the 25th. The Safety Committee is working on the final steps of the Safety handbook. The Department of Labor has been meeting once a year for updates. Ms. Cisewski has attended classes and workshops at the Local Government Center. There are a couple positions open at the DPW. The secretary position has been filled at the Police Station and there are other positions open. There will be a flu clinic for employees and their family members who 18 years old and older coming up. The Benefits Fair will be in October this year. Ms. Gilman asked if any examples of other Town's personnel review structure have been evaluated. Ms. Cisewski said that she has looked at other Town's structures and there were many different forms. Some were really good but Exeter's was better than others. The personnel review structure will be discussed more at the end of the year.

Library-

Ms. Hope Godino was in attendance to give the Library report. She thanked the Board for the invite to be a part of the department reports. She handed out a couple scrapbooks to the Board for their review. Ms. Godino talked about the summer reading programs. The Library has donated books and prizes to camps and WIC. The book club sign-ups for 1st to 5th grade are happening now. They meet the 2nd Saturday of the month. There are teen programs with special events and adult programs with weekly drawings. The Summer Music Series had many local groups playing. There are deliverable books available through Community Outreach. In September, the Library will have their long range plan on what to have incorporated with the Library for the future. You can follow the Exeter Library online and on Facebook. There are many museum passes and e-books for the residents' use.

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6. Discussion/Action Items

a. New Business

i. Human Services Funding Policy

Upon the completion of the 2010 deliberative session, the Board identified a potential need to codify the practice with respect to the Town's funding of Human Service agencies. The draft policy covers the current practice. Mr. Aldrich noted that he was an advocate last year for putting all 24 agencies into the budget. Mr. Campbell thought it would be informative to put out a list for the public to view and to review all new agencies. Mr. Aldrich agreed that the process needs to be outlined better. Mr. Don Woodward came forward to say that he would like to move forward with the agencies and to track growths and check who is short funded. He believes it would be good to follow up on this to understand what goes on the warrant. Ms. Gilman stated that they should get clarification on how the new agencies are brought into the cycle. Mr. Dean said it would be good to have the policy.

ii. Municipal Offices Security Policy

A draft policy on municipal offices security was forwarded to the Board to review in order to address ongoing security concerns. The Town's auditors have identified a need to safeguard areas handling cash, and some statutory obligations to keep confidential information. The security policy is designed to describe how access within the municipal offices is to be handled. Mr. Campbell and Ms. Gilman agreed that people should not be in the archives unsupervised. Mr. Aldrich said that there should be different interview forms for employees and volunteers. Mr. Clement wondered if paid consultants needed to be defined. Ms. Gilman noted that the non-Town employee wording needs to be changed. Input from departments will be taken into consideration and the Board will come back to this action item.

b. Old Business –

i. Bid Award: Town Hall Cupola Project

Maintenance Superintendent, Kevin Smart recommended awarding Limerick Steeplejacks, Inc. for the Town Hall Cupola project at the price of \$26,500.

Mr. Aldrich moved to accept the low bid submitted by Limerick Steeplejacks, Inc. in the amount of \$26,500. Mr. Campbell seconded. Vote: Unanimous.

Mr. Smart then spoke about maintenance work to be done. He gave some handouts to the Board. The projects approved to be completed are: the Town Office break room, the Fire and Police Department kitchens, and the carpet in the foyer of the Town Hall. Mr. Clement asked when the security work will take place. Mr. Smart noted that security cameras will be placed up soon.

Ms. Gilman then opened bids for Front St. (Sewer Capital Outlay – budget of \$100,000)

1. Gemini Electric of Auburn, NH – total: \$43,950 with an alternative price of \$50,550.
2. Richardson Electric of Seabrook, NH – total: \$45,500.

Mr. Aldrich moved to forward the bids to the Water and Sewer Department for their review. Mr. Quandt seconded. Vote: Unanimous.

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ii. I/I Project Update

Ms. Gilman told the Board that the funding for the private sump pumps and lateral replacements to reduce the inflow and infiltration needs to be solved. Mr. Aldrich agreed and said the Town needs to have an active roll in the lateral replacements. Mr. Quandt stated that a big part of this project is education to the public. Mr. Quandt would like to see the Town pay for work up to the property line and have the residents cover the rest. Mr. Clement was concerned about where the residents water would go after the pumps are removed. Mr. Aldrich was concerned about residents refusing to cover the cost of the work that would need to be done on their property. Mr. Dean stated that there will need to be incentives like having the Town provide no or low interest loans. Mr. Campbell brought up the concern of having to cut into sidewalks, bushes and trees in resident's yards and that some of the sump pumps have been put in years ago when it was legal to do so. Mr. Dean noted that there was a neighborhood meeting on I/I last year and this continues to be part of the process. Mr. Campbell believed that it would be a good idea to go ahead with a subcommittee for the I/I project to come up with the next steps. Mr. Clement and Mr. Campbell will work on organizing a committee. Mr. Campbell thanked Laura Frangoni for all her hard work on this project.

iii. BOS Operating Policies/Procedures

The Board reviewed the draft. Mr. Campbell had some minor concerns under item 7.0 about the vice chair, under item 8.0 about the Selectmen's obligations and responsibilities to set the budget for the Town, and under item 15 about policy effect wording. Mr. Aldrich had concerns under item 5.0 about taking out wordage on the serving term and under item 11 about meeting scheduling. Mr. Clement wanted wording added under item 3 saying "directed and supported sessions".

iv. Lower Level Town Hall Update/Discussion

Mr. Dean explained that the Bank will be vacating the lower level of the Town Hall by mid October and that the Planning Department is expecting to be the department to make the move. There is plenty of space for the Planning Department in the lower level of the Town Hall. Maintenance will be coming up with an estimate for the work that will need to be done to accommodate the department. Ms. Gilman asked the Board to come up with any layout suggestions and to come back to this at a later date.

8. Regular Business

a. Accounts Payable and Payroll Manifests

Mr. Clement moved to approve the regular weekly payroll warrant for the week ending 8/15/10 in the amount of \$169,242.46. Mr. Quandt seconded. Vote: Unanimous - Mr. Aldrich abstained.

Mr. Clement moved to approve the accounts payable warrant for the week ending 8/20/10 in the amount of \$106,463.78. Mr. Aldrich seconded. Vote: Unanimous

b. Budget Updates - none

c. Tax Abatements and Exemptions – none

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d. Water/Sewer Abatements – none

e. Permits – none

f. Town Manager's Report – The E-5 Fire Engine Truck was in a minor accident today when someone hit the engine with their car. Everyone is okay. Mr. Dean received a call about curbing on Brentwood Rd and DPW will be following up on it. Everything is going smoothly with the auditors who are working at the Town Offices until about August 30th. Mr. Dean wanted to let residents know that they could check out visitexeternh.com for great updated information on the Town. He also thanked intern Laura Frangoni who is completing her last 80 hours for her fellow MPH program at UNH. She has been a great help and is wished much luck for the future. He also thanked intern John Atsalis for his help and great work with Parks and Recreation and wished him good luck as well.

g. Legislative Updates – Ms. Gilman read Floor Policy Proposals from the Town of Auburn, Conway, Lebanon, Moultonborough, New Ipswich, Seabrook, Sharon and Sunapee.

h. Selectmen's Committee Reports

Mr. Campbell – There is a Planning Board meeting this Thursday.

Mr. Aldrich – The Art Committee met last Thursday. The Capital Improvement Committee and Policy and Personnel Committee meet this Wednesday.

Ms. Gilman – The Energy Committee met last week.

Mr. Quandt – There is a Technology Committee meeting this Thursday.

Mr. Clement – Mr. Clement filled in for Mr. Quandt at the River Study meeting last week.

i. Correspondence –

1. Letter from DES, re; river nomination Public Hearing
2. Rockingham VNA & Hospice, re; sessions and groups
3. Letter from Joanna Meinhart, re; Exeter's Council on Aging
4. Thank you from the Historical Society
5. Department of Housing re; grant

9. Review Board Calendar – The next Board of Selectmen meeting will take place on August 30, 2010 at 6:30pm.

10. Adjournment

Mr. Aldrich moved to adjourn the meeting at 9:18 pm. Mr. Campbell seconded. Vote: Unanimous.

Respectfully submitted,

Aimee Caruso
Recording Secretary

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