

FINAL MINUTES

BOARD OF SELECTMEN MEETING

MINUTES

December 6, 2010

1. Call Meeting to Order

Chairwoman Julie Gilman convened the Board at 6:45 pm to interview a candidate, Margaret Matick, for a position on the Conservation Commission. She then reconvened the Board at 7:00 pm in the Nowak Room of the Town Office Building. Other members of the Board present were: Mr. Matt Quandt, Mr. William Campbell, Mr. Bobby Aldrich, Mr. Don Clement and Town Manager Russ Dean. Ms. Gilman said that this is the first opportunity the Board has had to discuss the budget. She asked that anyone wishing to speak about budget items hold their comments until the point in the agenda that the topic is discussed. She also pointed out that there will be more opportunities in the future to discuss budget items at public hearings and Deliberative Session.

2. Public Comment

Phyllis Richard, an Exeter resident who lives on Charter Street, said that taxes are too high and this is driving people out of Exeter. She loves Exeter but is not sure if she will be able to afford to retire here. Her property and her neighbor's property were infested with box elder bugs this summer. The Fire Department came out and said that they would recommend that her neighbor cut down a tree that could be considered a hazard because of these bugs. So far nothing has been done about the bug problem. She asked the Selectmen why they made the choice to be Selectmen and questioned if they are really listening to people who are paying these outrageous taxes. She said that residents don't want and need all of this extra stuff, such as the Comcast Cable contract that was discussed at the November 22nd meeting.

Ms. Gilman said that they can look into the box elder bug situation to see if there is anything that can be done.

Deb Johnson wanted to share additional information about the new Comcast educational channel financing that was discussed at the last meeting. She said that she checked and there is \$ 30,000 in the proposed SAU budget for a part time person to help with the start-up. There would be no benefits and the position is not full-time.

Jim Knight asked for the status on the 2009 budget report and said that timeliness is important. Mr. Dean said that they are making good progress in the Finance Department. The additional assistance has been very helpful. The 2009 statements have been completed for about a month now. They need just a little more time to complete their responses to all of the points in the management letter, but it will be similar to last year. The Town has received a qualified opinion and is GASB 34 compliant now, with the exception of one new liability rule.

Mr. Knight asked if there will be another auditor meeting this year like there was last year. Mr. Dean said yes. The auditors have asked to meet with the Board.

Mr. Knight said he was confused as to why tax bills went out on November 19, but the tax warrant was not approved until November 22nd. Ms. Gilman said that it was due to the meeting schedule. It is important to get tax bills out.

Brian Griset said that with respect to the budget, level service is the standard being used and he wished to point out that this is not the same as level funded. He is concerned that multiple maintenance items have been transferred from the operating budget to the CIP. One example is a \$ 25,020 line item for fire hydrant replacement. He said that if items are moved out of the operating budget, then it looks to him

FINAL MINUTES

like there is a decrease in the level of service. He also notes that it looks like there is an increase in administrative costs. He wants to hear further discussion on this and personally feels that level funding would be more appropriate in a recession.

Mr. Griset also said that it looks like the Town Manager's salary is increasing by about 5% and that his retirement contribution is increasing by about 14%. He feels that these are large increases for these economic times. Mr. Aldrich stated that he would like to respond to this, but Mr. Griset refused to yield the floor.

Mr. Griset noted that water meter reading and water billing functions have recently been moved from the Finance Department to the DPW but it did not look like the allocations had been changed to reflect this.

3. Minutes & Proclamations **a. Regular Session Minutes of November 22, 2010**

Mr. Campbell moved to approve the Regular Session Minutes of November 22, 2010 as presented. Mr. Aldrich seconded. Vote: Unanimous

4. Appointments – Arts Committee

Mr. Clement moved that the Board approve as a reappointment to the Exeter Arts Committee for a term to be determined Francesca Fay. Mr. Aldrich seconded. Vote: Unanimous

5. Departments Reports – None.

6. Discussion/Action Items **a. New Business**

i. Open Chemical Bids for 2011

Ms. Gilman opened 12 sealed bids for water and sewer chemicals. (see bid summary attached).

Mr. Campbell moved that the Board of Selectmen turn the bids over to the Public Works Department and get their recommendation. Mr. Quandt seconded. Vote: Unanimous

ii. Transportation Committee Presentation

Donna Schlachman showed the Board and audience a Certificate of Recognition which she has accepted on behalf of the Transportation Committee from the Statewide Coordinating Council for Community Transportation at a recent Transportation Summit. Don Woodward, Chair of the Transportation Committee, was also present. The award specifically recognizes Exeter's efforts to enhance transportation for community members who don't drive by instituting the local option fee a few years ago. The \$2.50 local option fee added to vehicle registrations funds senior transportation, the taxi voucher program and Meals on Wheels. Donna is very proud of the Exeter community who made this possible by passage of the warrant article instituting the local option fee. She has been contacted by other communities interesting in learning how Exeter accomplished this. Ms. Gilman thanked the committee for all of its hard work and efforts.

iii. Historical Society Lease Update

Ms. Gilman said that the proposed Historical Society Lease for property at 47 Front Street has been updated to reflect a rent increase to \$ 100 per month (\$1,200 annually). This still has to be discussed

FINAL MINUTES

with the Society's Board. Mr. Aldrich asked if they had received a quote yet on the going rate for commercial property and Mr. Dean said they didn't have it yet. Mr. Clement pointed out that there seems to be a conflict in that the rent amount on page 2 section 1 (a) reads \$ 1.00 per year. Mr. Aldrich asked where the \$ 1,200 annual rent figure had come from and Ms. Gilman said that the Society had proposed it. Mr. Aldrich thought that the language in section 1 (b) was different than what had been discussed and needed more specifics of who is responsible for what maintenance items.

Mr. Clement said that for many years proper maintenance has not been done on the building and it is very sad. The roof is in terrible shape and the building needs a new boiler. The estimated cost of the new boiler is \$ 27,000. It bothers him that with this lease the cost of some major repairs will fall on the taxpayers of Exeter. Mr. Aldrich said that the last lease had conditions that made the Historical Society responsible for some maintenance items, but it didn't happen. He doesn't feel that \$1,200 is going to get them to where they need to be in terms of what is going to have to be put into it.

Ms. Gilman said that they need more specifics on maintenance of who is responsible for what items as well as a quote on the going rate of commercial property. They will look into this and then have further discussion with the Society.

Mr. Clement thought that a capital improvements program should be started so that monies can be built up over several years to be used for larger maintenance items. Mr. Aldrich added that the funds could be from donations or grants. Mr. Dean pointed out that there is still a lease in effect. The current lease is for 99 years. Major maintenance would be their issue.

iv. FY11 Budget

Mike Favreau provided an overview of the proposed 2011 budget for the Parks and Recreation Department. Their budget is down 10.5% and is a level service budget. The Recreation portion is down by 16%, Parks is down by 2% and the Pool is pretty much level (small increase of 0.1% mostly due to increases in water & chemicals.) They were able to accomplish this by moving all of the camp salaries, public safety details and pool maintenance to the Revolving Fund. Aside from the items moved to the Revolving Fund, their budget is similar to last year.

Mr. Aldrich asked if he could estimate what the Revolving Fund balance would be at the end of this year and also if he could project it out to the end of 2011. Mr. Favreau said that the fund balance projection for the end of 2011 would be \$ 25,000 - \$ 30,000 on the plus side for the year. This is a fairly conservative number. If all goes well, they may be able to shift more items to the Revolving Fund next year. He prefers to do it in increments and work towards taking more and more out of it.

Ms. Gilman asked if only certain items could be moved to the Revolving Fund. Mr. Favreau replied that items must be recreation related. Mr. Aldrich suggested that lifeguard wages might be one possible item to move in another year.

Mr. Favreau said that he doesn't want the fund balance to be zero at the end of the year. It is important to keep money set aside for larger capital improvement projects such as pool painting and tennis court resurfacing.

Mr. Clement asked if he was adding any new employees or increasing hours. Mr. Favreau said they would like to have one seasonal part-time person in Parks that would be paid \$ 11.00 per hour for up to 12 weeks. It would probably be a college student. The overtime line of the budget has been cut and it pretty much offsets this. Mr. Clement also asked Mr. Favreau if he was adding any new programs or

FINAL MINUTES

making any major purchases. Mr. Favreau answered no. Mr. Clement said that he felt then that this was truly a level service and level funded budget.

Mr. Aldrich said that the Budget Committee's total recommended budget is currently about \$ 482,000 more than the current operating budget and so there has been a lot of talk about trying to get to a level funded budget. If the \$ 482,000 was split amongst the departments on a percentage basis, Parks and Rec's portion would be about \$ 17,000. If all departments were asked to share the pain and make cuts in order to level fund the budget, where would Parks & Rec cut \$ 17,000 and how would residents be impacted? Mr. Favreau said that he would move the lifeguard salaries to the Revolving Fund and everything would still be OK. If he were not able to move anything else to the Revolving Fund, the \$ 17,000 would have to come out of staff hours and wages somehow.

Mr. Griset said that it was his understanding that Parks & Rec is 100% self-sufficient. Mr. Aldrich said this is not the case. Parks and Rec has a \$ 531,000 impact to the Town budget on top of the Revolving Fund. Mr. Dean said that there were two years when surplus monies in the fund were used to offset the operating budget.

Gerry Hamel said that he has been on the Budget Committee many years in the past and Parks & Rec has always had a very tight budget. He really hopes that the Board is not going to make a department that has run such a tight budget cut \$ 17,000. Ms. Gilman said that they are just starting this budget conversation and Mr. Quandt said that there are several different ways to level fund. Mr. Clement said that they are just trying to get a tangible picture in their minds and for the public of what the impact of a level funded budget would be.

Hope Godino, Public Library Director, said that they have just finished a 10 year plan. Usually they do 5 year plans at a time, but they chose to do a 10 year plan because they are looking at an addition to the library in 7-10 years due to crowding. They are hoping to pay for it with grants but you can't get grants without first having a plan. They would like to start a building committee within the next year and hope to get more residents involved.

There is a lot going on at the library. They have book groups for children and adults which are very popular. The library is open 62.5 hours per week which is more than any other library in the area except for Portsmouth. They do a lot of outreach at senior facilities, WIC and camps in the summer. They donate gently used books. They have programs with local authors and try to be involved with many activities in town. The library surveyed the public and found that people want more books and a bigger variety of programs, such as musical programs.

Mr. Quandt asked what the consequences would be of level funding the budget which would mean that the library would have to cut about \$ 27,000 from its budget. Ms. Godino said that \$ 27,000 is about the budget for adult books. They would either have to cut books or someone's salary, which would mean fewer hours and / or fewer programs. The library currently has 8 full-time and 3 part-time employees and their budget is really exactly what they need.

Mr. Aldrich noted that the library budget is unique in that at the end of the year the library trustees get any leftover funds. Mr. Dean said that the State considers the library a special revenue fund and whatever excesses there are in any of their accounts at the end of the year go back to the trustees. Ms. Godino said that the leftover amount fluctuates from year to year, but is often given back to the Town. The library has had ongoing leakage problems and excess funds in recent years have been used for leak repairs.

FINAL MINUTES

Ms. Godino said that the library is looking into lending out Kindles, Nooks and MP3 players. They are working on first setting a policy to insure that the items would get returned. It is likely that some sort of deposit would be required. Ms. Gilman commented that some libraries lend out infra-red cameras that people can check out and use to scan their houses for leaks.

Ms. Jennifer Perry came forward to discuss the Public Works budget. Mr. Aldrich asked if the Town is at the point where it should look at centralizing maintenance of vehicles and fuel. Ms. Perry said that they do have the results of the Fleet Study Report which looked at this.

Mr. Campbell noted that there had been a reduction in the EPA storm wastewater budget line. Ms. Perry said it means that they will have to be a little more careful about the amount of water quality testing they do but they hope to be able to catch up in future years.

Mr. Aldrich noted that each building contains a line item for maintenance and asked Ms. Perry to provide some examples of maintenance items for each building. Ms. Perry said that Town Hall maintenance would include things like elevator inspection and window replacement. Larger one-time maintenance projects would include things like the floor refinishing that was recently done. They estimated 12% of their overall backlog of needed projects would be a reasonable figure to just keep up with maintenance. Mr. Campbell commented that Mr. Kevin Smart had done a very good job of getting projects done with the money that he has had. Mr. Aldrich said that some maintenance projects that had been deferred for years got done this past year and he commended Mr. Smart and Ms. Perry for their work in getting these done in 2010.

Mr. Campbell told Ms. Perry that they have been asked to level fund the budget this year and could she identify any budget lines that could possibly be cut by \$ 5,000. Ms. Perry said that the numbers are tight and if they are just talking about cutting from the maintenance portion of the budget she would have to sit down with Mr. Smart and really go over things. One of the tough things about maintenance budget items is that a major piece is electricity and gas utilities. They have seen some real savings this year through the electricity contract, but that this is not always going to be the case in future years and so you have to be careful about trying to cut too much. Mr. Dean said that utilities have already been reduced for all funds.

Mr. Clement said that in order to achieve level funding on the maintenance budget, it would have to be decreased by \$ 30,000. Ms. Perry said that she would want to look at it more department-wide for all of the funds in Public Works and not by specific department. Level funding would require a total decrease of about \$ 141,000 for the entire Public Works budget. She would have to sit down with all of the department managers and figure out how they would do that. Ms. Perry said she wouldn't want to hazard guesses tonight as to where the cuts would be made.

Mr. Aldrich asked for some idea of what the impact would be to residents if \$ 141,000 was cut from the DPW budget. Ms. Perry pointed out that 48% of the total Public Works budget is wages and benefits, which are pretty much fixed costs. They are already bare-boned staffing wise and challenged to get everything done, so she wouldn't be able to look at any cuts in staffing. That leaves the rest of the budget, minus the utilities. She said it would mean major changes in some of their programs.

Mr. Clement said that the Fire and Police contracts that were approved at the vote in March as well as the increase in health insurance meant that the budget started out a couple hundred thousand dollars above being level funded. Mr. Dean said the increase this year in employee health insurance

FINAL MINUTES

contributions helped offset the other increases so that the Town is actually saving a little money on the health insurance budget this year.

Mr. Clement questioned the budgeted amount of \$ 2,500 for preventive maintenance on lighting at the bandstand. Ms. Gilman said that this is really in fact a restoration of a particular light that is failing. The light must be custom-made and is expensive.

Jay Perkins came forward to talk about the Highways budget. Mr. Aldrich asked if most of the street markings were done by contract now and Mr. Perkins said yes this was the case. The markings are done every year. Ms. Gilman said she has received comments from several residents that the lines seem to fade quickly. Mr. Perkins said that it depends on the winter, but that sand and salt are corrosive. Mr. Aldrich asked if the Town is in compliance with the new requirements for road signs and Mr. Perkins said yes.

Mr. Aldrich said that the Budget Committee suggested transferring money from snow removal to the capital reserve fund. It is a little early but it looks like there will be a surplus this year. There is about \$ 75,000 in snow removal as of today and about 25 days left in the year. A warrant article would need to be drafted for this. Mr. Dean said that it would be necessary to go through the year end close first. Mr. Clement thought that the capital reserve fund should have some sort of cap and noted that there is \$ 35,000 in it right now.

Mr. Campbell noted that for the past two years dam maintenance has been budgeted at \$ 5,000 but only about half that amount has been spent. He asked if the line item could be reduced. Ms. Perry said that when emergency repairs are needed they are generally expensive. There were years further back than 2 years ago when they over-ran the budget by quite a bit for emergency repairs. Mr. Campbell asked if it was the same case for bridge repair. Ms. Perry said yes and that those budget numbers are ones they feel comfortable with. She said that the Town is responsible for bridges within the Urban Compact which is 9 bridges.

Mr. Campbell said that it looks like the emergency traffic control account hasn't been used much and asked if that line item could be adjusted. Mr. Perkins said that if you cut the line out and an emergency happens then the road would need to be shut down. Mr. Aldrich expressed confidence that if an emergency came up they could find \$ 500 to keep the road open from somewhere else in the budget.

Mr. Clement likes that the Budget Committee moved sidewalks to maintenance. He said that with regard to highways and roads, the original department request was for \$ 550,000 and there was another CIP request for an additional \$ 550,000 which the Budget Committee cut to \$ 250,000. He said that the additional \$ 550,000 was based on a good study done by Paul Vlasich and Jay Perkins that showed that Exeter is falling behind on its highway and road maintenance. Mr. Clement asked if the entire amount should appear as a budget line item if this is critical and really needs to get done, instead of having part in a special warrant article. Mr. Aldrich thought that the Board will have to come back and revisit highway and road maintenance towards the end of the budget process.

Mr. Aldrich asked Mr. Perkins if they have the capacity to do 1.1 million dollars worth of paving work per year and Mr. Perkins said yes. Mr. Perkins said that automated spreader devices have been installed on all plows and the salt savings is about 15%.

Mr. Clement pointed out that one other big item is storm drain cleaning which will be a recurring item year after year. The Budget Committee cut this item down to \$ 75,000. Ms. Perry said that this will be

FINAL MINUTES

part of the EPA permit process and they will need to contract it out. Jay Perkins has requested tentative bids for this. Mr. Clement felt that \$ 75,000 was a good starting point number for this.

Mr. Knight said that the budget handout was vague. Mr. Dean said that there was more detailed information on line under Reports.

Mr. Michael Jeffers and Ms. Jennifer Perry came forward to discuss the Water and Sewer Funds. These are enterprise funds.

Mr. Campbell noted that it seems that they always overspend on audit expenses. Mr. Dean said that they can re-look at that line. It is not unlikely to see costs increasing these days due to more audit regulations.

Mr. Clement asked about brush cutting costs. Ms. Perry said that they have a lot of fences and that they are required by Homeland Security to keep them clear so that it would not be easy for someone to gain access to public drinking water supplies. They also must keep easements clear.

Mr. Aldrich inquired about the \$ 25,000 CIP project cost for hydrant replacement. Ms. Perry said that this would be the first year of a six year plan to start replacing the worst of the old hydrants. This is different than the budget line item for annual hydrant maintenance, which generally runs around \$ 16,000 to \$ 20,000. Mr. Clement asked how many hydrants can be replaced with \$ 25,000. Mr. Jeffers said that \$ 25,000 would replace 5-10 hydrants, depending on the age and condition of the service piping. Mr. Aldrich asked how many hydrants the Town has. Mr. Jeffers said that there are a total of 369 hydrants. Of the 369 hydrants, 280 are Town-owned and 89 are private. The Town is looking at all of them and will inform the owner if any of the private ones need to be repaired or replaced.

Mr. Clement asked about the \$ 70,000 Water Metering budget line item entitled "additional cost of conservation kits". There is already a warrant article being looked at to replace water meters so why is this line item also needed? Mr. Dean said that the conservation kits are only one small part of it. Mr. Jeffers said that warrant article is for replacement of residential meters. However, there are other larger commercial meters which also need to be tested and re-certified and none of them have been done. Ms. Perry said also that it is a bit of a two pronged approach because there needs to be some money in the budget for meter maintenance if the warrant article should fail. Backflow preventer maintenance and testing would be covered in this as well. Ms. Gilman requested that the line item description be changed to more accurately reflect what it truly covers.

Mr. Clement asked what vehicle is being replaced with the \$ 30,000 line item in water capital outlay for the purchase of a vehicle. Mr. Jeffers said that this is for the purchase of a 4 wheel drive pickup truck with a plow so that they can plow out their own stations. It would replace the worst truck in the fleet. During a storm event, all public roads get plowed before them and it is often 2-3 days before their stations get plowed out. Mr. Clement asked if they are using the State Vehicle Replacement program and Mr. Jeffers said yes. Mr. Clement thought that it would be possible to get a truck cheaper than \$ 30,000.

Mr. Aldrich asked for a status update on the water option study. Ms. Perry said that they are at the point of requesting a warrant article for the final design of the Gilman Stadium wells and that she believed the amount of the article would be \$ 350,000. Mr. Aldrich asked what was left to be done on the study and noted that there was still \$ 50,000 remaining in the current budget. Ms. Perry said that they get regular updates from the consultant. There were still some outstanding items to be done and she would check

FINAL MINUTES

on the exact details. She advised that they would be requesting an encumbrance on the \$ 50,000 remaining.

Mr. Aldrich asked for more detail regarding the proposed water treatment plant upgrades. Mr. Jeffers said that this item is really maintenance. It involves replacing 1970's and 1980's stuff with modern items. There is a lot of broken and obsolete equipment and items that need to be fixed.

Mr. Jeffers said that there will be public notice sent out within the next day or two from DES regarding a letter of deficiency for trihalomethane levels being exceeded for the past two quarters. The language will mention potential harmful effects such as liver damage and carcinogens which may alarm residents. People will no doubt ask what is being done about this. Mr. Clement said that the letter is already posted on the website.

Mr. Jeffers spoke about a proposed project to keep about 50% of the wastewater generated from the water treatment plant at the plant by diverting much of it to two upper lagoons instead of pumping it to sewer. This would save money in electrical costs since this water would not have to be pumped to sewer. The two lagoons, which haven't been used in about 18 years, would be used to settle out the solids. The solids could then be pumped out on a regular quarterly basis. Ms. Perry said that it got a high priority project rating and would be eligible for 30% reimbursement from the State. The full cost of the proposed project would be \$ 150,000, not calculating in any reimbursement.

Mr. Knight asked if there would be any costs associated with treating the remaining sludge in the lagoons. Mr. Jeffers said that the sludge is not toxic and would not need to be treated, just stored.

Mr. Clement commented that he feels that Public Works spends an enormous amount of money on consultant services. He asked Ms. Perry and Mr. Jeffers to have consultants start bidding to provide services and try to keep money in town if possible. Ms. Perry said that they try to be cognizant of the bottom line and not over-spend.

Ms. Perry said that they need a long term action plan for CSO abatement over the next 10-15 years. They need consultant help for this. They do already have excellent baseline information and a lot of the work will be done by DPW staff, but some outside help will be required. They need a step by step scheduled plan for CSO reduction in order to satisfy EPA enforcement. They will also need some legal assistance at some point. Mr. Dean said that these are unfunded mandates. Some of the projects that have to be done are daunting, but it is the current reality that we are living in today.

Mr. Frank Ferraro said that he assumed that the majority of things that they have been discussing for the past hour or so will be paid for by user fees and asked if this was correct. Ms. Gilman said yes. He asked how one could figure out what percentage of these projects is being paid for by user fees versus money coming from the operating budget. Mr. Dean said they have created some detail sheets on this. Mr. Aldrich said that the Board hasn't discussed the projects yet so nothing is really set in stone. Mr. Ferraro said that people not on town water and sewer are concerned about paying for these projects and asked that the Board please factor that into their discussions.

There was brief discussion about the Special Events budget but no changes were made. Mr. Clement thanked all of the wonderful volunteers who help out with these events.

FINAL MINUTES

v. FY11 CIP – To be discussed at next week’s meeting

b. Old Business

i. I and I Update/Private Sewer Lines

Mr. Clement asked to postpone discussion until next week due to the lateness of the hour. Mr. Aldrich asked for a short summary of where they are going with this. Mr. Dean said that they will need some guidance from the Board as to their preference for handling the \$ 600,000 cost for replacement of private laterals that would be part of the Jady Hill area improvements project. Mr. Dean suggested that they read through the material in their packets and think about what they feel would work best for Exeter. Ms. Gilman said that some answers will be needed regarding the legality of financing private endeavors. Mr. Dean said that a betterment could be put on tax bills. Mr. Clement said that whatever they do choose to do will be a model for future projects.

7. Regular Business

a. Bid Openings – See agenda item 7.a.i above

b. A/P and Payroll Manifests

a. Accounts Payable and Payroll Manifests

Mr. Clement moved to approve a payroll warrant for week ending 11/21/2010 for checks dated November 24, 2010 in the amount of \$ 1,167.61. Mr. Campbell seconded. Vote: Unanimous

Mr. Clement moved to approve a special payroll warrant for week ending 11/28/2010 for longevity checks for Fire and DPW dated December 1, 2010 in the amount of \$ 33,700. Mr. Campbell seconded. Vote: Unanimous

Mr. Clement moved to approve a payroll warrant for week ending 11/28/2010 for payroll checks dated December 1, 2010 in the amount of \$ 150,279.02. Mr. Campbell seconded. Vote: Unanimous

Mr. Clement moved to approve a payroll warrant for week ending 11/21/2010 for payroll checks dated November 24, 2010 in the amount of \$ 149,704.27. Mr. Campbell seconded. Vote: Unanimous

Mr. Clement moved to approve a weekly accounts payable warrant for checks dated 11/26/2010 in the amount of \$ 75,102.92. Mr. Campbell seconded. Vote: Unanimous Big Ticket Items: \$ 21,307 for a State grant closeout for Phase 1, 2 & 3 of the Health Network grants and \$ 5,000 to Borden & Remington for chemicals.

Mr. Aldrich moved to approve a weekly accounts payable warrant for checks dated 12/3/2010 in the amount of \$ 2,001,229.10. Mr. Campbell seconded. Vote: Unanimous Big Ticket Items: \$ 9,000 to Bell & Flynn, \$ 222,000 for an insurance payment and \$ 1,661,000 to Rockingham County Treasurer for county assessment.

Ms. Gilman stated that she had a yield tax to collect for \$ 198.92 for cutting at 23 Newfields Road. **Mr. Quandt moved to approve as presented. Mr. Campbell seconded. Vote: Unanimous**

c. Budget Updates – None.

d. Tax Abatements & Exemptions – None.

FINAL MINUTES

e. Water/Sewer Abatements – None.

f. Permits

Ms. Gilman said that there is a request from Open Studio to use the Town Hall Gallery on February 11, 2011 from 5-7 pm for an art show. Wine will be served. There is also a request from Women Singing Out to use the Town Hall on February 12, 2011 for a valentine concert.

Mr. Clement moved to approve both permits for use of Town Hall facilities as presented. Mr. Campbell seconded. Vote: Unanimous.

g. Town Manager's Report - None

h. Legislative Update – None

i. Selectmen's Committee Reports

Mr. Campbell announced that there will be a Planning Board meeting on Thursday.

j. Correspondence - None

8. Review Board Calendar

9. Non Public Session – None

10. Adjournment

Mr. Campbell moved to adjourn at 10:15 pm. Mr. Quandt seconded. Vote: Unanimous

Respectfully submitted,

Jennifer Mancinelli
Recording Secretary