

DRAFT MINUTES

BOARD OF SELECTMEN MEETING

MINUTES

October 31, 2011

**1. Call Meeting to Order**

Chairman Robert Aldrich convened the Board at 7:00 pm in the Nowak Room of the Town Office Building. Other members of the Board present were: Selectman Frank Ferraro, Selectman Matt Quandt, Selectwoman Julie Gilman, Selectman Don Clement and Town Manager Russ Dean.

**2. Public Comment - None**

**3. Minutes & Proclamations**

**a. Regular Session Minutes of October 24, 2011**

**Mr. Quandt moved to approve the Regular Session Minutes of October 24, 2011 as presented. Mr. Clement seconded. Vote: Unanimous**

**4. Appointments - None**

**5. Departments Reports - None**

**6. Discussion/Action Items**

**a. New Business**

**i. Tax Deeding**

Chairman Aldrich stated that there has been a significant reduction in the list since they started the tax deeding process on June 1<sup>st</sup>. Tax deeds will be executed in two meetings, tonight and December 5<sup>th</sup>. There were some properties where they are still working through issues of notice to property owners and lienholders, as well as trying to sort through estate issues with property owners that have died since the taxes were owed. Tonight there are 8 properties eligible for action. Mr. Dean said that the good news is that many people have paid and the list has been shortened. The down side is that the Board has 8 deeds before them tonight that require execution as part of the process.

Chairman Aldrich said it is important to note that they will be acting on the deeds and eviction notices tonight but will not be deciding what the Town is going to do with the properties once they take them. That will be part of the December 5<sup>th</sup> conversation so that they can deal with all of the properties as a group.

**Ms. Gilman moved to accept the tax deeds that are presented and to authorize the Town Manager as Tax Collector to execute those tax deeds and have them recorded with the registry of deeds for the following 8 properties: 58 Alder Street, 22 Cherry Street, 233 Exeter River Landing, 901 Exeter River Landing, 156 Front Street Unit 111, 9 Hayes Park, 23 Sumac Street and 12 Wayland Circle. Mr. Quandt seconded. Vote: Unanimous**

Chairman Aldrich said that some of the properties are vacant but five are occupied. Town Counsel has prepared eviction notices for the owners and tenants of the occupied properties.

**Mr. Quandt motioned to execute and sign the eviction notices for 58 Alder Street, 22 Cherry Street, 156 Front Street Unit 111, 9 Hayes Park and 12 Wayland Circle. Mr. Clement seconded. Vote: Unanimous**

**b. New Business**

## DRAFT MINUTES

### **i. Request for Supplemental Funds – Fire Dept Generator**

Chairman Aldrich referred to a memo prepared by Mr. Dean further to last week's discussion which provides an update on the accounting for the fire department generator project. There is still about \$5,100 left in the approval that the Board of Selectmen has already said could be expended. The question is whether or not the change order exceeds \$5,100. Mr. Dean said that the change order itself does not exceed \$5,100. However, they do need an additional \$4,118.30 out of the fund. That would be the amount of money needed above and beyond the \$ 26,000 already authorized to make the project whole.

Board discussion ensued. Selectman Clement referred to meeting minutes of October 2010 which stated that the project cost was \$63,900 plus a \$10,000 contingency for a total of \$73,900. He questioned when and how the project cost went from \$73,900 to \$95,568.30. Mr. Dean explained that the bid price of the generator was actually \$88,580 and the confusion is due to how the numbers are portrayed. The \$26,000 authorization from the fund has to be added to the \$63,900 figure. Mr. Ferraro said it looks like they have gone through the entire \$10,000 contingency which means that this project is a lot over budget. He questioned the reason for the change being the need for additional engineering costs and said that when an RFP is sent out the bids received should be inclusive of all engineering costs. Mr. Dean clarified that the extra cost was due to a requirement by the State electrical inspector. Mr. Aldrich pointed out that he believes the bidding was just on the generator itself and did not include installation. The memo does not answer the question of where all of the money went. Concerns were expressed that there may be project costs above and beyond what was authorized. Board members requested justification for authorizing the expenditure of any additional monies. Mr. Dean was asked to go back and break the project expenditures down from the beginning and to find out what the spec was on the installation.

### **ii. Taxi Voucher Program Funding**

The Board of Selectmen and Town Manager's office have received several emails recently regarding funding for the taxi voucher program which ran out sometime in October. Mr. Dean said that this program has been very successful. They are looking at at least \$15,000 in ticket sales by the end of the year. After a review of the Transportation Fund by Finance, the feeling is that the fund will hold through the end of the year and so they are actually continuing on with the program. Parks and Rec has some tickets left. They expect to spend in the neighborhood of \$18,000 to \$19,000 by the end of the year. There is a 50% recovery because it is a two for one program so it would generate about \$9,000 in revenue.

The Board can either stop funding the program since the \$15,000 planned expenditure has been reached or continue it through the end of the year recognizing that it is going to take about \$3,000 more out of the Transportation Fund than originally intended. There was a brief discussion about this.

**Mr. Quandt motioned to fund the senior taxi ticket program through the end of the fiscal year with the monies coming out of the Transportation Fund. Mr. Clement seconded. Vote: Unanimous**

## **7. Regular Business**

### **a. Bid Openings - None**

### **b. A/P and Payroll Manifests**

#### **a. Accounts Payable and Payroll Manifests**

## DRAFT MINUTES

**Mr. Ferraro moved to approve an accounts payable warrant for checks dated 10/28/2011 in the amount of \$ 202,464.49. Mr. Quandt seconded. Vote: Unanimous**

**Mr. Ferraro moved to approve a weekly payroll warrant for checks dated 10/26/2011 in the amount of \$ 171,657.45. Mr. Quandt seconded. Vote: Unanimous**

**Mr. Ferraro moved to approve a warrant for collection of jeopardy tax in the amount of \$281.78. Mr. Quandt seconded. Vote: Unanimous**

**c. Budget Updates - None**

**d. Tax Abatements & Exemptions - None**

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

**f. Permits**

Mr. Dean said that there is a permit request for the use of the Town Hall on Thursday for the Romney campaign.

**Mr. Ferraro moved to issue the permit. Mr. Quandt seconded. Vote: Unanimous**

**g. Town Manager's report**

The Budget Committee is beginning their meetings tomorrow night.

**h. Legislative Update – None**

**i. Selectmen's Committee Reports**

Selectman Ferraro had a Planning Board meeting last Thursday. There is another one this coming Thursday.

Selectman Quandt had nothing to report.

Selectman Aldrich had nothing to report.

Selectwoman Gilman said that the Halloween Parade on Friday was great and had a big attendance of youngsters. Parks and Rec did a really good job with this event.

Selectman Clement attended the Globe Plaza re-enactment of Michael Jackson's Thriller which was great entertainment. River Study met last Thursday. There was an update on the progress of the Dam Removal study. This is an ongoing process which will take another 12 to 14 months. They are summarizing the questions, comments and feedback received from the September 14<sup>th</sup> public meeting.

Chairman Aldrich thanked the Public Works Department and public safety crews for spending the weekend out with the storm. They had to make the decision to move Trick or Treat in light of the weather and power situation. Trick or Treat will be Wednesday from 4 pm to 7 pm.

**j. Correspondence**

## DRAFT MINUTES

1. Email from the Tonry Christmas Tree Farm in Hampton Falls regarding their use of a sandwich board sign at the end of Route 88 which they have apparently been using for several decades. In light of Exeter's new ordinance they are asking for permission to continue to use that on weekends up until Thanksgiving and then every day from Thanksgiving until Christmas for their farm in Hampton Falls.

**Mr. Clement moved to allow the temporary use of the sign board for this year as proposed in the letter. Mr. Quandt seconded. Vote: Unanimous**

2. Email from Mr. Thayer regarding the recommendation of the Water and Sewer Advisory Committee regarding the Jady Hill project and the issue of work on private property.

3. Email referenced last week from Cliff Sinnott at the Rockingham Planning Commission regarding the Park Street bridge that is on the 10 year transportation program and how that is progressing and some correspondence with residents in that neighborhood

4. Mr. Ferraro and Mr. Clement's email to the Board regarding what they were looking from respective Town committees for the website

5. Email from Ms. Hartson regarding preparing for the elections for 2012

6. Email from Mr. Griset regarding Board policy on what is included in correspondence

Chairman Aldrich said that at Wednesday's meeting the Chairman of the Budget Committee came up with a number to work towards for the budget. That was done by taking this years funding, adjusting it for both retired and new debt service, taking out any one time expenditures and carrying that number forward. They have had to do some adjusting to that number since Wednesday but have come up with the target of 16.4 million for the General Fund using that theory. He asked if the Board was comfortable using this number as a starting goal. It is essentially a zero increase over last year's Board proposed budget adjusting for debt and some one time costs. Board members were comfortable using this number as a starting point. They will now start looking at ways of getting to this goal.

### **8. Review Board Calendar**

The next regular Board of Selectmen meeting will be Monday, November 7th at 7:00 pm. The next 8 weeks will have busy meeting agendas. Board members should identify any needs for specific information prior to the item appearing on the agenda. Chairman Aldrich has asked Mr. Dean to come up with a list of warrant articles for next week that they are not going to pursue in 2012 and which can therefore be eliminated.

**Mr. Ferraro moved to approve the Non Public Session Minutes of October 24, 2011 as presented. Mr. Quandt seconded. Vote: Unanimous**

### **9. Adjournment**

**Mr. Quandt moved to adjourn, seconded by Ms. Gilman. Vote: Unanimous**

The Board stood adjourned at 7:41 pm.

Respectfully submitted,

Jennifer Mancinelli  
Recording Secretary

DRAFT MINUTES