

FINAL MINUTES

BOARD OF SELECTMEN MEETING

MINUTES

March 14, 2011

**1. Call Meeting to Order**

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

**2. Swearing In of Elected Officials**

Town Clerk Linda Hartson swore in and congratulated the following elected officials from the March 8, 2011 Town vote:

Jay Perkins Sr. – Town Weigher and Trustee of Swasey Parkway

Matthew Quandt – Selectman

Frank Ferraro – Selectman

Douglas Eastman – Fence Viewer and Measurer of Wood and Bark

James Battles – Trustee of the Library

Kimberly Bristol McCarthy – Trustee of the Library

Don Woodward – Budget Committee

**3. Election of Officers / Board Reorganization**

**a. Chairman**

**Mr. Quandt moved to nominate Mr. Aldrich as Chairman of the Board of Selectmen; Mr. Clement seconded. Vote: Unanimous**

**b. Vice-Chairman**

**Mr. Clement moved to nominate Mr. Quandt as Vice-Chairman of the Board of Selectmen; Mr. Aldrich seconded. Vote: Unanimous**

**c. Clerk**

**Mr. Clement moved to nominate Mr. Ferraro as Clerk of the Board of Selectmen; Mr. Aldrich seconded. Vote: Unanimous**

**4. Public Comment – None**

**5. Minutes & Proclamations**

**a. Regular Session Minutes of March 7, 2011**

**Ms. Gilman moved to approve the Regular Session Minutes of March 7, 2011 as presented. Mr. Quandt seconded. Vote: Unanimous Mr. Ferraro abstained from the vote.**

**6. Appointments - None**

**7. Departments Reports – Recreation and Fire**

Mr. Mike Favreau said that the registration process for spring recreation programs is underway. Summer camp is filled and there is a waiting list. Swim lessons are about 40% full. This year they are offering both a preschool and kindergarten program for spring soccer, in addition to baseball and lacrosse as usual. They have sold out 2 van trips and are trying to add more. It has been working well

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to use the van for trips instead of having to rent a full bus.

On the parks side, cleanup will start once the snow has melted. Mulching will be done in early May. Most gardens have been adopted. However, they could still use another adopter for the Town House Common, Kid's Park Island and the Town Hall. Pool renovations are about 90% complete. There will be Wi-Fi in the park this summer which they were able to get at a discounted rate. They will also be scooping Giffords ice cream this year and making snow cones. They are installing wooden doors in the changing rooms by the pool which will be a nice change from the curtains.

Chief Comeau said that the Fire Department met with all the departments on Friday to talk about storm preparedness. The snow melt has been gradual so the rivers haven't been a real problem so far this year but they are being monitored on a daily basis. The Stop, Drop and Read program with the Main Street School second grade class is underway and will continue through the end of the month. The winner gets to ride to school in a fire truck. The department has finished filming two more sections of their on the job video series which is being played on Channel 22. The two new sections are about how to perform CPR, how to use an AED and how to select the appropriate smoke detector for a home. They will begin to air as soon as final editing is complete.

Chief Comeau wished to remind everyone to change the batteries in their smoke detectors. On Wednesday and Friday two shifts per day will undergo advanced training at the NH Fire Academy. There have been 2 fires in Town recently due to home heating devices. He asked everyone to please use caution with home heating equipment.

Mr. Aldrich announced that the Police Department has issued their 2011 community survey. Copies are available at the Town Clerk's office and at the library. The Police Chief would appreciate as much community input as possible and encourages all citizens to participate.

### **8. Discussion/Action Items**

#### **a. New Business**

##### **i. Review of Town Warrant Results**

Mr. Aldrich asked Mr. Dean to provide a summary of the warrant article voting results and identify some next steps for both those that passed and those that failed.

Mr. Dean said that the operating budget was defeated by seven votes. The next step is to implement the default budget. They will need guidance from the Board on this. The article on paving passed so that will become part of the Town's paving program for this year. The Christmas parade article passed so those funds will go toward that event.

The train station baggage building purchase passed with 63% of the vote. The next step is to create a plan for the property which will involve dividing it into two lots. They will solicit quotes from appraisers after the division has been completed. The grant that goes with that project is likely to be passed by the Governor in July so that is theoretically when the funds can be expected to become available. Community input for the design of the building will be sought. Anyone interested in participating in this process is encouraged to contact the Town Manager's office.

They are getting quotes from finance companies in order to see what the best interest rates are for the fire breathing apparatus for the Fire Dept. This will be brought before the Board once they have more information on it. DPW will put the Town Hall brick repairs into their maintenance schedule for this year. The Ryder property purchase will be handled by Kristen Murphy, the Conservation Administrator,

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who will work in conjunction with the Conservation Commission. When all of the necessary paperwork is in order they will come back to the Board. Contracts are being prepared for the human service agencies that received funding. The Board is now authorized to buy and sell buildings and land. Mr. Dean recommends creating a policy for this.

The soonest that the local option fee increase can be implemented is May 1<sup>st</sup> according to the Town Clerk. It will be a future agenda item for discussion.

Mr. Dean said that the groundwater treatment plant failed by 11 votes. He is already working on setting up a meeting with DES to see if there is any way that the Town can hold onto the 1.2 million dollars in funding. There are no guarantees on this. The Jady Hill project did not pass. DPW will be coming forward with an update within the next few weeks as to where they see this going as a result of the vote. The water meter replacement warrant article did well but did not pass either. It will be reviewed and is something that the administration would like to continue to pursue next year.

The Norris Brook culverts are being closely monitored. This is a real potential problem for the Town. Mr. Jay Perkins of the Highway Department said that these are critical to replace and they could collapse at any moment. They are getting an evaluation from a structural engineer within the month. The worst case scenario is that the road may have to be closed down until they can be repaired.

Mr. Dean said that the dump truck and general vehicle lease purchase articles did not pass. There will certainly be future discussion on this. They would like to keep these items on the priority list and educate the public more about them.

Mr. Aldrich said that the rejuvenation of the water and sewer advisory committee will be an agenda item for next week so that the Board can discuss updating the committee's charge and talk about the direction that they'd like them to go in. Several individuals interested in volunteering for this committee have already submitted their applications. The cable access and highway improvement citizen's articles passed. The Board will need to determine at budget time how much to place into this new capital reserve fund for highway improvements.

### **ii. Review Boards, Committees, Commissions**

The Board discussed and reviewed who would serve as representative to each board, committee and commission. Mr. Aldrich will prepare a summary list for final review and approval next week.

Mr. Don Woodward expressed his belief that it would be a good idea to have at least one selectman present at budget committee recommendation meetings. Mr. Aldrich said that the plan is for all selectmen to be part of the budget process this year.

### **iii. Goals & Priorities Work Session; Schedule & Agenda**

Mr. Aldrich proposed that the Board have a brainstorming / visioning session on a Saturday morning sometime in the near future to come up with some tangible goals and priorities for the Town for the next 12 months. They will discuss outlining such a day on a future agenda.

### **iv. 2011 Meeting Calendar**

A Board of Selectmen meeting schedule for 2011 has been designed which gives one Monday per month off. It is flexible. Department reports throughout the year are on the schedule so department heads know when they will be expected to present. Mr. Ferraro suggested swapping August 8<sup>th</sup> and August 15<sup>th</sup> and it met with approval from the other Board members.

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### **b. Old Business**

#### **i. Pine Road Follow Up**

Mr. Aldrich said that Exeter finished the project to repair Pine Road and bring it up to industrial strength in late October. There were a lot of issues with Pine Road and the total cost to the Town was \$ 106,000. Brentwood had agreed to put a warrant article on their ballot which would reimburse Exeter \$ 14,000 towards the total cost of all this work. DPW had calculated the additional cost to bring the road up to industrial strength instead of residential strength at about \$ 19,500. The Town of Brentwood did not pass the warrant article. It was not recommended by their Board of Selectmen or their Budget Committee. Ironically Brentwood did pass a \$ 250,000 warrant article for work on their portion of Pine Road. Mr. Aldrich is concerned about protecting Exeter's investment in Pine Road.

Mr. Dean proposed three options: 1) Do nothing 2) Go back to the Brentwood Selectmen again and ask them to support this in 2011 or 2012 3) Pursue putting a weight limitation on the road. This would be a bit of a process and it would be possible for exemptions to the weight limits to be granted if applicants could prove that it is a hardship to go around. In the case of an exemption the user could be required to put up a bond to pay for extraordinary maintenance associated with an industrial strength road.

Mr. Ferraro wanted to continue to explore the possibility of posting a weight limit on the road. He thought that it may very well work to keep heavy trucks off of the road and also noted that users would have an equal opportunity to petition Exeter as well as Brentwood for an exemption. Mr. Clement did not want to give up on option 2 at this point in time either. He did not want to just ignore the issue and kick the can down the road. It was decided that the Board would continue to pursue both option 2 and option 3. Mr. Dean will look into the next steps in the process of posting a weight limit on Exeter's portion of Pine Road. Mr. Aldrich will draft a letter to the Brentwood Board requesting a piece of the \$ 250,000 they just got for Pine Road.

### **9. Regular Business**

#### **a. Bid Openings – None.**

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

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

**Mr. Ferraro moved to approve a payroll warrant for week ending 03/06/2011 for checks dated 3/09/2011 for \$158,519.47. Mr. Clement seconded. Vote: Unanimous**

**Mr. Ferraro moved to approve a payroll warrant for week ending 03/06/2011 for a check dated 3/09/2011 for \$1,355.90. Mr. Clement seconded. Vote: Unanimous**

**Mr. Ferraro moved to approve an accounts payable warrant for checks dated 03/11/2011 for disbursements totaling \$ 162,704.66. Mr. Clement seconded. Big Ticket Items: \$ 5,935 to Bell & Flynn for paving, \$ 5,622 to Corrosion Products & Equipment for water tank work, \$ 54,748 to Northside Carting for trash disposal, \$11,518 for water meter corrections at Riverwoods. Vote: Unanimous**

#### **c. Budget Updates**

Mr. Aldrich said that next week's agenda will include a discussion item on the default budget and how

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the Board plans to appropriate it. Mr. Dean said that as of March 11, the general fund is 17.38% spent, based on the default number. The water fund is 13.55 % spent and the sewer fund is 15.27%.

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

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

### **f. Permits**

1. Vendor permit request from Ian's Granite State Franks

This is the annual permit for hot dog sales in Swasey Parkway. The Board has not been made aware of any issues last year. The Police Department has signed off on it provided that the same conditions as last year are in place.

**Mr. Quandt moved to approve the permit as presented with the same conditions as last year. Mr. Ferraro seconded. Vote: 3-0 Mr. Clement abstained.**

Mr. Clement commented that the vendor peddling license process that the Town currently has in place should probably be reviewed.

### **g. Town Manager's report**

They are working with Planning and Building on a file initiative. The maintenance project list includes making some changes that would allow the Planning and Building department to move across the street eventually. Records are an issue. They are contacting records management companies to try to come up with a way to further automate the system and create more space. The Technology Committee has looked into this issue a little bit but not to a great extent. Planning and Building has been asked to look into other types of software. Mr. Clement asked if they have looked into third party off-site storage. Ms. Gilman said that they first need to make the records digital.

Mr. Dean said that they are also looking into ways to implement credit and debit card payments in Town. One of the big considerations with this is bank fees. Third party vendors would typically be cost neutral to the Town, but would get their fees on the back end. They are also exploring partnerships with banks and developing an ACH type system.

Mr. Dean wished to remind the public that they can watch town meetings via Town Hall Streams.com on the internet.

Ms. Renee O'Barton asked if the credit/debit card payment method would be available for water and sewer payments. Mr. Dean said that they would like to make it as universal as possible. Ms. O'Barton thinks that some people would be willing to pay the extra fees for the convenience factor.

### **h. Legislative Update**

Mr. Quandt said that it is a busy week. Last week the county delegation met on the county budget. It was initially going to be an increase of 6% over last year. However, they made significant cuts in order to bring it down to .16% under last year. Cuts were made to nursing homes and jails and the cost of employee meals was doubled.

Mr. Aldrich asked if the Board wished to communicate with local representatives and senators regarding

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SB3 on retirement reform or any other bills. The Senate vote on SB3 is on Wednesday. The Senate voted to continue the property tax exemption on telecommunication poles. This bill now goes to the House. Mr. Quandt said that the lost revenue to the Town is around \$ 25,000.

**Mr. Clement moved that the Board of Selectmen send a letter regarding the pole tax to our local representatives and the Science & Technology and Ways & Means Committees asking them to vote no on this bill so that the exemption will end. Ms. Gilman seconded. Vote: Unanimous**

### **i. Selectmen's Committee Reports**

Mr. Quandt said that the Technology Committee met last Thursday.

Ms. Gilman said that there is an EDC meeting on Tuesday morning with many items on the agenda. They will break into subcommittees in order to look at different areas of infrastructure. She thanked everyone who turned out for the vote last Tuesday.

Mr. Clement said that the Rockingham Planning Commission met last week in Kingston. There was a roundtable discussion with the representatives from each town talking about the highlights of their recent town meetings. There was also an energy audit presentation. The Council of Aging met last Thursday afternoon and discussed the newsletter and tables and chairs for the Senior Center. There was a Swasey Parkway trustees meeting last week. They discussed the budget for the upcoming year and bids for park maintenance.

Mr. Aldrich had nothing to report.

Mr. Ferraro had nothing to report.

### **j. Correspondence**

1. Invitation from the Portsmouth Fire Department to a stakeholders meeting on Wednesday, March 16<sup>th</sup> from 3:00-5:00 pm. They will be reviewing a draft plan for the Seacoast evacuation project.

2. Letter from resident Boyd Hinds regarding the use of the lockbox  
Finance has been asked to pull some statistics to assist in drafting a response.

3. Email from Mr. Don Woodward regarding scheduling an early meeting with the Budget Committee to talk about the default budget

4. Email from Town Clerk Linda Hartson regarding a records retention workshop being offered in Nashua on Wednesday, March 16<sup>th</sup> from 9:00 – 11:00 am

5. List of open positions for Town Boards and Committees. It has been posted on line and also airs on Channel 22.

### **10. Review Board Calendar**

The next regular Board of Selectmen meeting will be Monday, March 21st at 7:00 pm.

### **11. Adjournment**

**Mr. Quandt moved to adjourn at 8:37 pm. Ms. Gilman seconded. Vote: Unanimous**

Respectfully submitted,

Jennifer Mancinelli  
Recording Secretary