

1. Non-Public Session / Call Meeting to Order

Chairman Robert Aldrich convened the Board at 6:30 pm in the Wheelwright Room of the Town Office Building for a Non Public Session to discuss a personnel matter. They emerged at 6:40 pm and took a 20 minute recess. Chairman Aldrich then reconvened 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

Mr. Bob Eastman was present to provide an update on the voter checklist purge that is required every 10 years in accordance with RSA 654:39. Any voter who did not vote in any election in the past 4 years and who has a registration date on or before November 2, 2010 will be sent a letter stating that their name will be removed from the checklist. On Friday, May 6, 2011 the Supervisor of the Checklist will be mailing out notices to 1,220 voters who met these requirements. There are at least 3 options available for those who want to re-register. The Supervisor of the Checklist will be having a public session to re-register on June 11th. They can register at any general state or town election. They can come in to the Town Clerk's office during normal business hours and fill out an application.

Mr. Eastman was concerned about removing names from the checklist at this time due to the pending special election and asked if the election would be held before the 11th of June. Mr. Aldrich said that the deliberative session would be on June 6th and the special election would be on July 12th if it is approved. Mr. Aldrich asked if voters could register at a special election. Mr. Eastman said that the Supervisor of the Checklist was going to Concord tomorrow for election training and would get an answer to that question. Mr. Aldrich asked if 1,220 names is more or less than the last purge. Mr. Eastman advised that it is probably about 60% less.

Mr. Brian Griset of Cullen Way said that a recent 91a request that he submitted was not responded to within the proper timeframe and he read the relevant RSA. He had asked to view the handwritten notes from the April 20th Board of Selectmen meeting. He requested a joint meeting with Town Counsel in order to avoid potential costly litigation. He questioned why 2 sections of the handwritten notes were not included in the draft minutes of the April 20th meeting as presented for approval tonight.

Kris Vaughn of 348 Water Street wanted to pass on some observations about Swasey Parkway and the bridge / culvert issues. She lives across from the entrance to Swasey Parkway. She has seen many motorists going the wrong way and appearing to be confused. The situation looks dangerous sometimes. Cars come in fast southbound. She would like to keep as much of the usual access to Swasey for families, sports and festivals as possible. It is clear that these usual park activities have been compromised and she also expressed concern about emergency vehicle access. She suggested looking at the original mandate for Swasey to see if the Town is currently within the guidelines under which it was set up. She pointed out that the \$60,000 fix option would be only about \$ 3.00 per resident and suggested that it be reconsidered. The \$ 11,000 temporary fix sounds good financially but she wondered how long the situation might drag on. She asked if the \$ 500,000 cost to replace the culverts is a fixed cost.

Mr. Aldrich said they have culverts right now but the fix will look a lot more like a bridge with the DES stream crossing rules that have been put into place. There has been conversation with the Fire Department and ER access will be maintained. They have been dealing with this issue for several weeks now and they will continue to revisit it. If the Special Town Meeting vote in July fails, they will need to

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look at some longer term options.

3. Minutes & Proclamations

a. Special Session Minutes of April 20, 2011

Mr. Ferraro submitted written suggested corrections. He stated that he wished to amend the second paragraph of those in light of Mr. Griset's earlier comments to include the list of selectmen and how they had voted on Water & Sewer Advisory Committee member candidates. He had omitted the detailed tally in the interest of brevity. Mr. Clement proposed to strike wording from paragraph one and this met with general approval.

Mr. Ferraro moved to amend the Special Session Minutes of April 20, 2011 and approve them as amended. Ms. Gilman seconded. Vote: Unanimous

b. Regular Session Minutes of April 25, 2011

Ms. Gilman moved to approve the Regular Session Minutes of April 25, 2011 as presented. Mr. Quandt seconded. Vote: Unanimous Motion carries.

4. Appointments

Mr. Clement moved to appoint Anne Surman to the Cable TV Advisory Committee for a term to expire in 2014. Mr. Ferraro seconded. Vote: Unanimous

Ms. Gilman moved to appoint Christine Davis to the Exeter Economic Development Commission for a term to expire in 2014. Mr. Quandt seconded. Vote: Unanimous

Ms. Gilman moved to appoint Brandon Stauber to the Exeter Economic Development Commission for a term to expire on April 30, 2012. Mr. Quandt seconded. Vote: Unanimous

5. Departments Reports – Building Inspector, DPW

Mr. Doug Eastman said that it has been a busy winter and there are many projects going on. Their revenue to date is about \$ 30,500 and they have issued 187 permits. Five of the permits are for single family new homes. Total construction cost is around 4.5 million dollars. Their numbers are down a little bit from this same time last year. There are several commercial projects on the books that are not yet approved so they expect the numbers to climb a bit when the summer season gets underway.

One of the projects that was worked on this winter was the old Apollo building at 100 Domain Drive. Nike Bauer has moved their corporate headquarters to a portion of that building. Most of the building is in Stratham but they did do a lot of the electrical and plumbing inspections on that portion of the building. There is also office space and a tire supply warehouse in the building. A recent zoning change to industrial allowed for this. Mr. Aldrich asked about the wetlands issues with the project. Mr. Eastman said that the issues had to do with the parking area and they have been resolved at the current time.

There are also some residential subdivision projects on the books right now. There is a 13 lot subdivision at Rinney Lane and 3 lots left in Woodridge. The last house is under construction on Wright Lane off of Ashbrook. The first permit has been issued so the first house is being built in Linden Commons with 23 more to go. They just issued the permits for the last 3 condos at Thatcher Commons

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on Court Street so that will finish out that project. Some of the commercial projects under construction include West Wing renovations at Exeter Hospital, Osram Sylvania LED Clean Room and a small addition at Cobham. PEA Phillips Hall renovations will start probably in June and work on the Riverwoods administration building is scheduled to start this summer. A project is in the planning phase for the 2 lots behind the McDonalds on Portsmouth Ave next to the Volvo dealership.

Mr. Eastman sits in on Exeter Economic Development Commission meetings in an advisory capacity. He has been to two New Hampshire Buildings Officials meetings. He has been working with the HDC regarding a lot of work being done on the Amos Tucker house and the Moses Kent house. The Planning Department is following up on the sand pile concerns at Exeter River Cooperative raised at last week's Board of Selectmen's meeting.

Ms. Jennifer Perry said that the water main and hydrant flushing is ongoing and that they are currently on week # 3. The updated schedule of the locations of flushing activity is on the Town's website. Please be cautioned that flushing in one area of Town can rile up water elsewhere. This week is spring leaf pickup week. On the day of your normal curbside pickup you are allowed to put out up to 12 biodegradable brown bags. These bags are available at your local hardware store. You can always take leaves to the transfer station. Line striping and street marking is scheduled to start the week of May 16th. They have bids out now for the Town Hall brick repair.

Ms. Perry is the liaison to the South East Watershed Alliance. They are having a science symposium on Wednesday, May 11th at Great Bay Community College. If anyone is interested in attending who has not already signed up please contact her and she can probably make the necessary registration arrangements.

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

i. Bid Award: Catch Basin Cleaning

Ms. Perry said they did a review of the 5 bids received. The lowest responsible bidder was Hartigan Wastewater Services of Middlesex, Vermont. They called three references and received glowing recommendations. They are available to start cleaning on May 31st. It should be well into August by the time the work is completed. Their unit pricing is \$ 789.84 per day and \$ 98.73 per hour. DPW recommends awarding the bid to Hartigan. At these bid prices, they can get all of the catch basins cleaned this year. This would also include a small cost for testing some of the material retrieved from the catch basins to insure that it is clean enough to be mixed in with compost at the transfer station. If the material tests too high in hydrocarbons it would have to be set aside and transferred to another location. Mr. Aldrich said it is his understanding that this catch basin cleaning will need to be an annual thing based on some new regulations and Ms. Perry confirmed that is currently the EPA's stated requirement. Ms. Perry said there are about 1,400 catch basins.

Mr. Clement moved that the Board approve the bid to Hartigan Wastewater Services of Middlesex, Vermont at a daily rate of \$ 789.84. Mr. Quandt seconded. Vote: Unanimous

Mr. Clement asked if the work amount will be less next year. Ms. Perry said that right now it is the EPA's intention that every basin be cleaned every year. However, she feels that if the amount of deposition is very small and within standards it may reasonably be shown to not be needed every year. A fair amount of logging may be needed in order to accomplish this.

ii. EMS Billing/Rates/Fees - Discussion

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Assistant Fire Chief Ken Berkenbush was present to talk about the possibility of using a third party billing service. He has looked into this and met recently with New England Medical Billing which had the lowest cost option at 4.5% of total fees collected. Most of the other companies contacted were at 6-9%.

As a side note to this, the Seacoast Fire Chiefs Mutual Aid Association is running an RFP to try to get a discount group rate with one of these carriers. Everybody else in the Seacoast Area uses a third party billing service with the exception of Exeter.

Mr. Berkenbush explained how the billing procedure and fee collection would work with New England Medical Billing. In 2010 the Fire Department collected \$ 447,755.00 which is about 80-85% of their billed amount. Based on 2010 run volume, under the expertise of New England Medical Billing it is conservatively estimated that the Town would see income of \$ 598,000 after the 4.5% fee is paid. This is a revenue increase of \$ 150,245.00. A lot of that increase is due to recommended fees for services such as cardiac monitoring, defibrillator and IV therapy which insurance companies will pay for but which Exeter currently does not bill. Every other ambulance service provider in the area except Exeter recoups these fees. Timeline to do this would be about 30-90 days to get all of the information and systems set up and billing. They probably wouldn't see the full effect of the new rates for about a year.

Selectman Aldrich asked if it is possible to do a short term contract with New England Medical Billing so that they could switch if the Seacoast Fire Chiefs Mutual Aid Association negotiate a better rate later on. Mr. Berkenbush said that they can do a 60 day escape clause. Mr. Quandt asked if Exeter negotiates rates with any insurance providers. Mr. Berkenbush said that they do not negotiate with anyone currently. They have a flat fee service where everyone is charged the same rate of \$ 419.00 per ambulance run. Assistant Chief Berkenbush said that it is completely acceptable to these folks that Exeter maintain its soft billing practices.

Mr. Dean said that the last time the Town changed the rates was 2006 so it is definitely due. Ms. Gilman said that this rate setting was one of the items discussed this year by the Budget Committee during the budget process. Mr. Clement pointed out that there are really two separate pieces here, one being a change in the rates and the other being the outsourcing of the billing to a third party. Mr. Aldrich pointed out that one alternative to this proposal is to increase the base rate charged and not go with a third party billing service. Mr. Ferraro felt that the third party billing service made sense if it would increase the EMS revenues to almost \$ 600,000.

After a brief discussion, the Board advised Assistant Fire Chief Berkenbush that they would like the Fire Department to continue to pursue the option of using a third party billing service.

iii. 2011 Paving Plan and Paving Program Discussion

Ms. Jennifer Perry said that they are ready to move quickly on paving and are ready to start as soon as tomorrow. As per the contract signed with Bell & Flynn, the price is firm through July 15th. After that the price is indexed to DOT material costs. They have recently completed their field inspections of the streets slated for improvements in 2011 and have presented their final list. Work is scheduled to start on May 4th. Rain is forecast for much of this week and they really want to stay on schedule.

Chairman Aldrich read the list of roads slated for 2011 improvements. Mr. Clement noted that a section from Great Bridge to High Street seems to have dropped off the list which he feels really needs work. Mr. Perkins said that a steel gas line is scheduled to be replaced there first so they will be holding off on paving that section until the gas line is in.

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Ms. Perry said that the costs for the list presented will come in under their \$ 750,000 budget. They have work that they would also like to do at the railroad crossing on Main Street. This is not on the schedule but is in their plans for this year.

Mr. Quandt inquired as to the status of filling potholes since he has received several complaints from residents. Mr. Perkins said that crews are out every day working on this. Mr. Art Baillargeon asked when Lincoln Street is on the list for paving. It has a lot of potholes and he feels it really needs work. Ms. Perry said that Lincoln Street is a high priority for a water line project within the next few years and so there won't be any paving until that is done. Mr. Perkins will look into getting the potholes on Lincoln Street fixed.

The Board advised Ms. Perry that DPW could begin paving tomorrow.

b. Old Business

i. Water/Sewer Corrective Billing Discussion

Mr. Dean gave a report to the Board on the water and sewer billing issues that resulted in corrective bills recently being issued to 33 accounts in Town. He said that late last year they began discussion with the Finance Department and DPW on the concept of moving water and sewer billing over to the DPW. This move was driven by two key elements: 1) Water and Sewer Managing Engineer Mike Jeffers had oversight of this operation in Seabrook and was knowledgeable of the process and 2) it would assist in separating out the billing from the collections, which has been a longstanding goal of the administration and the Board and which has been a documented audit weakness. Prior to the relocation, the same individual had been preparing the bills each month out of the tax/water/sewer office at 10 Front Street, as well as processing the payments. This has been a longstanding deficiency.

After the relocation occurred in December of 2010, DPW began direct oversight of the billing process. Right away the benefits of having multiple administrative personnel at DPW involved in the billing process were seen. Around the middle of February 2011 the Water/Sewer Managing Engineer reported that several meter multiplier issues had been discovered through the course of an internal audit. DPW reported at that time that 16 accounts had been identified and corrective bills were sent out. The Exeter Newsletter published a story on this on March 4, 2011. As Mr. Jeffers and his staff continued to work on this, 17 more accounts were identified, bringing the total affected accounts to 33. As part of this process, the DPW administration was given permission to coordinate with Town Counsel in making a determination of how far back the department could pursue the underbilled gallonage. Three guidelines were used to make this determination: 1) RSA 508:4 which is the general statute of limitations on personal actions which is 3 years 2) PUC regulations which would permit 12 months and 3) Town ordinance 1605.3. After some discussion about that, the Water / Sewer Department chose the middle ground of 2 years to go back. There is a practice of waiving interest on overdue amounts if it can be proven that the Town made the error.

The Town issues about 14,000 bills per year for water and sewer and has about 3,500 meters in the system. The number of affected accounts represents less than 1% of all accounts. One single homeowner was affected. The rest of the accounts are multi-family or commercial. With respect to impact on rates, the Board adjusted rates twice in 2010. The first adjustment, which was an increase of 7% for water and 15% for sewer, was done in May of 2010 and became effective with the August 2010 billing. The second adjustment, which was an increase of 2% for both water and sewer, was approved in November 2010 and became effective with the March 2011 billing. The rates approved in November of 2010 were adopted to cover a proposed 2011 budget in the water fund of \$ 2,198,681 and \$ 1,824,780 in

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the sewer fund. The default budgets are in effect for 2011 after the March vote. The water fund budget is \$ 2,018,276 (\$180,405 less than the proposed) and the sewer fund budget is \$ 1,733,151 (\$91,629 less than proposed.) The Town used a working group composed of a Selectman, DPW Director, Town Manager and Finance Director which examined various scenarios and factors before recommending rates to the Board last November.

There are several options for the revenue that will be coming back to the Town. It can be spent on much needed capital improvements, used for rate relief or some combination of the two. Another option would be to collect the revenue in 2011 and set the 2012 rates with the understanding that those funds are available to be used accordingly. Under the status quo, the Town will collect the revenue and deposit it to the water and sewer funds, which if unused will become surplus at the end of fiscal year 2011.

While it is regrettable that the error was not discovered in prior years, it is now fixed. Mr. Dean recognized Mr. Jeffers for his efforts on this. The water/sewer department has been encouraged to root out these kinds of issues and they have done an excellent job using Mr. Jeffer's experience in understanding metering and consumption. The revenue collection process is just underway now and Mr. Dean feels that it is important to give time for affected account holders to react and ask questions.

A lengthy Board discussion ensued about the water/sewer billing issues and details following Mr. Dean's report. Mr. Ferraro pointed out that Town ordinance 1605.3 states that "failure of a customer to receive water bills does not relieve the customer of making prompt payment upon notification". It would seem that the customers should have known something was wrong when their bills suddenly decreased by 90% and failure to do nothing about it could constitute theft of services. He said that the PUC regulations do not legally apply since the Town is not a public utility. He disagreed with the decision to only bill back for 2 years arrearage and felt that this decision should have been made by the Board and not the department. Mr. Ferraro said that one could make an argument that an overdue water bill should be treated the same as a tax lien on the property under RSA guidelines. He felt that the Board should have been consulted before amounts due were determined and letters were mailed out to the affected accounts. Mr. Dean did not feel that they stepped outside normal operating procedures with what had been done and pointed out that adjustments and abatements are treated differently. Although there have been discussions about liens for water, the Town has never done this.

Board members expressed concern that they were not involved in the communications prior to letters going out and felt that the Board should have made the decision on how far back to bill. They discussed whether or not interest should be charged on the retro billing amounts. Mr. Ferraro disputed that the Board has discretion as to whether or not to treat overdue water amounts as liens, citing RSA 38:22.

Ms. Renee O'Barton said she recently made a 91a request for information regarding this issue and did receive the information requested. She estimates that 28 out of 33 bills that went out were incorrect and said that these need to be looked at. Some are over-billed and some are under-billed. She also pointed out that RSA 508:4 which has been quoted is a personal injury RSA and she doesn't feel that applies in this case since it is a Town issue. These account holders chose to stay quiet and pay less than 10% of what they should be paying. They were unjustly enriched to the detriment of other account holders and she doesn't feel that they should get away with that. Ms. O'Barton estimates that well over \$ 900,000 is owed to the Town on these bills. She asked that the Board seriously consider going back more than 2 or 3 years, as well as consider a rate decrease for the rest of the rate payers who have been subsidizing these 33 accounts for awhile now.

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Mr. Brian Griset agreed that the account holders should have noticed that there was a problem with their bills. He has figured that when tiers are considered some of these accounts got discounts of as much as 94%. The water / sewer advisory committee did point out some usage and revenue discrepancies in 2007 and had previously mentioned their concern that there was only one individual doing the water/sewer billing and collecting. The average rate payers were subsidizing close to 24 million gallons according to Mr. Griset's calculations. He said that Mr. Dean is currently asking the Board to abate close to \$ 500,000 in revenue with the decision to only bill back for 2 years. By statute, only the Board has the authority to abate. The legal basis for an abatement requires a dollar amount which is not yet available so Mr. Griset believed it would be premature for the Board to grant any abatements tonight. He also pointed out that one of the accounts, 277 Water Street, is a Town owned property and he questioned whether it is legal for the Town to grant an abatement in this case. The 33 affected accounts make up 7.38% of total revenue in volume. Analysis may be needed to determine what percentage of back-billed amounts is current year versus previous years. Mr. Griset calculates the total unanticipated revenue to be about \$ 661,000.

Mr. Aldrich asked Mr. Dean to check with Town Counsel regarding the need for a formal abatement. Mr. Dean said that the use of RSA 508 as one of the applicable guidelines came from Town Counsel. Mr. Dean said that four of the 33 accounts did not involve meter multiplier issues.

Mr. Ferraro motioned that they go back the later of 3 years or to the start of the issue, whichever is longer, for those accounts with meter multiplier issues and collect the amounts owed. There was no second. Motion fails.

Mr. Clement motioned that they go back the later of 2 years or to the start of the issue, whichever is longer, for those accounts with meter multiplier issues and collect the amounts owed. Ms. Gilman seconded for discussion.

There was some discussion about whether or not to charge interest. Mr. Clement suggested to first deal with just the principal. Finance Director Doreen Ravell said she doesn't think the Town can charge interest going back because the Town was in error. Some payment plans have already been set up for affected accounts. Interest would normally be charged at the rate of 12% starting 30 days after billing. Mr. Ferraro felt strongly that the billing should go back 3 years and said that there is no basis for the 2 years. He said that the argument can be made by the rate payers that they are not collecting as much as they could and are therefore not working in their best interest. It is a significant dollar amount. They can go back as far as State law allows which would be 3 years and he felt that this is what should be done.

Vote: 3-1 Mr. Ferraro opposed. Motion carries.

Mr. Ferraro moved to charge interest at the rate of 12% after 30 days. Ms. Gilman seconded for discussion.

Mr. Aldrich pointed out that this would fall under normal billing practices. Mr. Ferraro said that it would apply regardless of whether or not they are on a payment plan.

Mr. Ferraro amended his motion to state that interest at a rate of 12% would start to accrue 30 days from the date of this vote for any balance remaining on meter multiplier issue accounts. Ms. Gilman seconded the amendment for discussion. Vote: 3-1 Mr. Clement opposed. Motion carries.

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There was some brief discussion about what to do with the unanticipated revenue. Mr. Ferraro was in favor of rate relief. Mr. Clement felt that for this year they are locked into the budget numbers that people voted for and much needed capital programs would just have to wait. It was decided that the Board needs more time to finalize the numbers and be sure they have all of the information before making this decision.

ii. Swasey Parkway Events (Concert Relocation, Future Permitting)

Mr. Mike Favreau was present to request that the summer concerts be moved to Swasey Parkway following last week's vote to move the Farmer's Market back to Swasey. He asks that the closure of the parkway from 1 pm to 6 pm on Thursdays be extended until 8:00 pm to allow for the concerts to be held there. They are only talking about 6 weeks. This would eliminate the need to build a temporary stage. Town House Commons is a much smaller area and when they thought about having the concerts there it was with the expectation that the Farmer's Market would be there as well. They did hold some concerts downtown a few years ago when the bandstand was being rebuilt and attendance was way down.

Mr. Clement wanted to wait a week to see what the traffic situation experience is with the first Farmer's Market before making this decision. Kris Vaughn commented that it is hard to imagine the parking situation on Water Street if the concerts were to be moved to Swasey.

Gerry Hamel suggested having stop signs on both sides of Water Street, keeping the Parkway as is one-way and having two-way traffic on Water Street. He thinks this would work and would like the Board to discuss it with the Chief of Police. This would allow the closure of the Parkway without all of this disruption. The current situation is very burdensome to many people. Ms. Perry said that they did look into this option and ruled it out very early on because of the poor sight distance.

After a brief discussion, the Board decided to wait 2 weeks to see the impact of a 4 hour Swasey Park closure for the Farmer's Market before making a decision on the concerts. Mr. Favreau was advised to come back in two weeks if all goes well with the first two weeks of the Farmer's Market and to bring at that time a parking plan and ballpark cost for building a temporary stage.

Mr. Clement said that the Swasey Parkway Trustees have responsibility for permitting events in the Parkway. Some are small events and some are larger community events. They are unsure how to handle these requests with the change of traffic patterns in the Parkway and are reluctant to grant permission for use. For the interim, they would like to send requests for larger community events to the Board. It was decided that the Board would handle these requests under permits for the time being. If it gets burdensome, they'll look at another process.

iii. Selectmen's Meeting Packets

Ms. Renee O'Barton sent an email request recently asking for a process by which she and any interested others could go about getting a copy of the full meeting packet versus doing a 91a request every week.

There was discussion about how to go about doing this and what the timeline would be for making it available. There is a cost to copying packets. Ms. Gilman said that the packet cannot be emailed since it is not electronic. Mr. Dean said that the Town of Durham does this, but they meet every other week so their preparation time cycle is different. One could certainly make the case that it is burdensome. Mr. Ferraro suggested making extra copies of any presentation materials so that people can follow along. Mr. Ferraro suggested that IT could tie in power point presentations so home viewers can see what is projected. Mr. Aldrich suggested scanning the packet in as a PDF file on Mondays and making it

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available. Concern was expressed that if the Board of Selectmen makes their meeting packets available residents will expect the same from all other boards and committees. Mr. Aldrich was concerned that it might change the tenor to be more like that of a town meeting and not a board meeting. As Chair, he would have a tendency to reserve public comment for that part of the agenda and be hesitant to allow a lot of public dialogue and questioning at other points.

It was decided that they would try scanning the packet and making it accessible as a link on the website for a couple of weeks and see how it goes. The plan would call for the packet to be available on Mondays by noon. If possible, they will track the number of people actually accessing the link to gauge how much interest there is in this.

iv. Town Ordinance 502 Review

Mr. Aldrich said that Town Ordinance 502 needs to be re-written. This goes back to the signage discussion they had a few weeks ago when they temporarily suspended the enforcement of 502 and said that they would re-write it by August. Mr. Aldrich suggested putting together a committee of 6 or 8 people to work on this. Ms. Gilman said that as of the last discussion this was currently in the hands of the Code Enforcement Officer who had been charged with working with the Chamber of Commerce on this. Mr. Ferraro felt it was important to have some business involvement. Ms. Gilman said that different boards are going to want to talk about it and it probably needs someone to shepherd it through the process. There is the issue of whether it should be in Zoning or the Selectmen's policies.

Mr. Ferraro volunteered to work with Code Enforcement Officer Doug Eastman to reach out to all of the other necessary boards and individuals deemed necessary to move this along.

7. Regular Business

a. Bid Openings

Chairman Aldrich opened two sealed bids for the Public Safety natural gas generator as follows:

- 1) Scherbon Consolidated Inc., Amesbury, MA \$ 120,980.00
- 2) Ryce Rouillard, Haverhill, MA \$ 139,895.00

Mr. Clement moved that the Board take the bids and send them to the appropriate department managers for review and recommendation. Mr. Quandt seconded. Vote: Unanimous

b. A/P and Payroll Manifests

a. Accounts Payable and Payroll Manifests

Mr. Ferraro moved to accept a weekly payroll warrant in the amount of \$ 156,008.83. Mr. Quandt seconded. Vote: Unanimous

Mr. Ferraro moved to accept an accounts payable warrant in the amount of \$ 137,465.01. Mr. Quandt seconded. Big Ticket Items: \$ 10,656 for fire protection equipment and \$ 7,950 for a UV monitor for the water treatment plant. Vote: Unanimous

Mr. Ferraro motioned to accept a warrant in the amount of \$ 286.19 for the collection of a yield tax. Ms. Gilman seconded. Vote: Unanimous

c. Budget Updates - None

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d. Tax Abatements & Exemptions - None

e. Water/Sewer Abatements - None

f. Permits

1. Request from Liberty Political Action for a political rally at the Town Hall with stage on May 13th from 6 am to 1 pm with set up on May 12th from 5 pm – 10 pm

Mr. Quandt moved to approve the permit with the condition that they provide appropriate insurance documentation. Ms. Gilman seconded. Vote: Unanimous

g. Town Manager's report - None

h. Legislative Update - None

i. Selectmen's Committee Reports

Selectman Ferraro had nothing to report.

Selectman Quandt had nothing to report.

Selectman Aldrich had nothing to report.

Selectwoman Gilman had an Energy Meeting. They are trying to figure out the Town's greenhouse gas inventory number. The idea is to create a chart or graph of emissions. Committee members are working on pieces of this which will be put together at the next meeting. Information will be put on the web with the goal of trying to reduce the numbers.

Selectman Clement had a Planning Board meeting last Thursday. They issued a conditional use permit for a small barn. He and Selectman Ferraro attended the kickoff meeting for the Budget Committee last week. The kickoff meeting for the Water and Sewer Advisory Committee is May 11th.

j. Correspondence

1. Email regarding the first meeting of the Water and Sewer Advisory Committee which will be next Wednesday, May 11th at 6:30 pm

2. Letter from the Administrator of Highway Design at the Department of Transportation requesting that the Board sign a Municipal Work Zone Agreement for work that the State will be doing in Town and stating that they will provide their own traffic control

Ms. Gilman moved to sign the Municipal Work Zone Agreement. Mr. Quandt seconded the motion. Vote: Unanimous

3. Memo from Fire Chief Comeau regarding an awarded grant from the Professional Fire Fighters of New Hampshire. The grant funding is being used to purchase a Rad-57 Carbon Monoxide detector which measures the amount of Carbon Monoxide in a person's bloodstream.

The department's share is \$ 2,596.00 which will come out of EMS supplies.

Mr. Quandt moved that the Board accept the grant. Mr. Ferraro seconded the motion. Vote: Unanimous

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8. Review Board Calendar

The next regular Board of Selectmen meeting will be on Monday, May 9th at 7:00 pm.

9. Adjournment

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

The Board stood adjourned at 10:00 pm.

Respectfully submitted,

Jennifer Mancinelli
Recording Secretary