

FINAL MINUTES

BOARD OF SELECTMEN MEETING

MINUTES

May 9, 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, Selectman Don Clement and Town Manager Russ Dean. Selectwoman Julie Gilman was absent due to illness. Chairman Aldrich said that the Board had planned to convene at 6:50 pm this evening in order to interview a candidate for the Council on Aging. The candidate was unable to meet and so the interview will be rescheduled.

2. Public Comment

Ann Surman of Hampton Falls Road asked the Board to reconsider the vote they took at their meeting on May 2nd. The rate payers whose billings were incorrect should be charged back for the amount of time that the billing was incorrect. She feels that 2 years is an arbitrary number. There is fault on both sides and the Town should work to resolve the issue with a fair mindset. No interest should be charged. All monies recaptured should go to rate relief and not capital projects. A certain board member should recuse himself from the vote because he is an employee of one of the rate payers involved.

Arthur Baillargeon said that he has observed no work done on the Lincoln Street potholes since it was mentioned at last week's meeting. He gave the Board photographs of sidewalk areas on Lincoln Street that he feels need repairs and are dangerous. This situation forces people to walk in the street. Mr. Dean will follow up with DPW.

Jim Knight has looked at some of the data pertaining to the erroneous water and sewer billings, some of which goes back to 2003. He asked if an audit has been done yet to determine what the total dollar amount is. He was curious as to why the Town's auditors did not pick up on this and thought that it would have been identified as a material weakness. Water and sewer users are consumers and need some protection when governing bodies such as the Board make an overall comprehensive finding and allow hundreds of thousands of dollars to be abated. Perhaps this is something that should involve having a higher authority getting involved and looking at the situation.

3. Minutes & Proclamations

a. Regular Session Minutes of May 2, 2011

Mr. Quandt confirmed that the voting tally for the motion pertaining to water and sewer corrective billings going back the later of 2 years or to the start of the issue was correct. Chairman Aldrich did not vote on that motion. Mr. Ferraro suggested striking the word "committee" from the Town Ordinance 502 Review section heading on page 9.

Mr. Clement moved to approve the Regular Session Minutes of May 2, 2011 as amended. Mr. Quandt seconded. Vote: Unanimous

b. Non Public Session Minutes of April 25, 2011

Mr. Quandt moved to approve the Non Public Session Minutes of April 25, 2011 as presented. Mr. Clement seconded. Vote: Unanimous Motion carries.

4. Appointments - None

5. Departments Reports – Human Resources, Finance

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Donna Cisewski, Human Resources Director, said that much of the first part of the year was taken up with the Exeter Hospital / Anthem contract issue. She attended several meetings with both Exeter Hospital and Anthem and Town departments. The good thing is that the contract finally got resolved. She continues to attend leadership classes with the Local Government Center in Concord. She has been involved with interviews for a new Deputy Tax Collector for the Finance Department and a Health and Safety Coordinator for the Fire Department. She meets on a regular basis with employees and department heads regarding benefits and other issues that arise. The Safety Committee approved the new safety manual and distribution to employees should start next week. Mr. Ferraro advised that if any of the department heads would like him to be present for the distribution of the safety manual to their employees to just let him know.

Doreen Ravell, Finance Director, was present to report on the financial results as of April 30th, 2011. The Town has collected 7% of estimated General Fund revenue in the amount of \$ 1,206,005. They will really see a boost in the next month or so as tax billing will be done in the next week or so. As of April 30th the Town has spent \$ 4,847,578 of the General Fund or 29.91% spent. The Water Fund has been spent down by \$ 587,203 or 29%. The Sewer Fund has been spent down by \$ 489,527 or 28.24% spent. The Tax Warrant is ready to be signed by the Board of Selectman tonight. They will be collecting \$19,016,398.92 in tax revenue due July 1st.

For the time period of April 30th, 2010 to April 30, 2011, delinquent tax receivables have decreased by \$ 576,821. They have been working hard with people with payment plans and helping them stay on target to get these overdue taxes paid. Water and Sewer receivables over due by 60+ days made up 50% of total water and sewer accounts receivables at the close of the year compared to 22% as of April 30th. They are still working in conjunction with the DPW to get people on payment plans and in compliance. They are starting fresh with new plans this year and currently have 23 active payment plans for water and sewer. Only one of these active plans is for an account with a corrective bill issue. One large commercial user with a corrective bill issue paid in full this past week.

6. Discussion/Action Items

a. New Business

i. Master Plan Presentation - Planning

Ms. Sylvia Von Aulock, Town Planner, gave a power point presentation on Exeter's Master Plan. State RSA 674:2-4 outlines the purposes of a master plan. It is a living document intended to outline as clearly and practically as possible the best and most appropriate future development of the area under the jurisdiction of the plan, to aid the Board in designing ordinances that result in preserving and enhancing the unique quality of life and culture in New Hampshire and to guide the Board in the performance of its other duties in a manner that achieves the principles of smart growth, sound planning and wise resource protection. Other sections of the RSA outline what a Town must have in its master plan.

Beginning in 2000, Ms. Von Aulock began working with the Exeter Planning Board and RPC staff to outline the process of revising the 1993 master plan. Many volunteers and board members were involved. Visioning sessions were held in 2002. The Master Plan is a community document. A concerted effort was made to encourage community involvement and to ensure an approach where people would feel comfortable sharing their ideas. Due to the sheer scale of the task, it was determined early on that a multi year approach would be necessary. Thus was born the strategy of targeting 3 chapters per year covering the entire document in 3 years. During those 3 years there may have been as many as 40 participants working in 3 separate groups on their chapters. This process was nominated and won the Planning Project of the Year by what was then called the New Hampshire Office of State

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Planning. They won because of their visioning sessions and efforts to encourage community involvement.

Exeter's current master plan has 9 chapters as follows: 1) Existing / Future Land Use 2) Housing 3) Transportation 4) Utilities and Public Services 5) Community Facilities 6) Parks and Recreation 7) Conservation and Preservation 8) Water Resource Management and Protection Plan 9) Historic and Cultural Resources. The entire plan can be viewed on the Town's website including the maps, with the exception of Chapter 9 which is expected to be put online within the next week or so.

Ms. Von Aulock is currently still working on finishing the recommendations overview. She is in the process of synthesizing information and asking different departments for feedback. She hopes to be done with this part by the end of June. Another next step is to have a public workshop. It is very important to share what they currently have, review the recommendations and have a discussion about priorities. There is no scheduled date yet for the workshop but it will happen sometime this year.

Five or six chapters need updating. They really need to look at the first 3 chapters they did which are the land use, parks and recreation and community facilities chapters. This means that the Planning Board needs to reconvene their volunteer effort for citizens to get involved again. Hopefully they can begin that discussion this year and start forming the committees for each of those chapters. The goal would be to have drafts of those chapters done by the end of the year 2012 with something to adopt in 2013. They also need to look at new chapters. There has been interest in an energy chapter as well as an economic development chapter. Ms. Von Aulock issued a call to Exeter residents to get involved with this project. Any interested people can email, call or drop by their offices.

Mr. Dean commented that they will need to make sure that all of the changes that have occurred in the past several years make it into the revised chapters. Ms. Von Aulock said that there have also been changes in direction which they will need to incorporate. It is a big project. Chairman Aldrich suggested that Ms. Von Aulock return and present the recommendation summary when completed around the July timeframe.

ii. Personnel Plan Presentation – Human Resources

Mr. Aldrich said that the Board spent a considerable amount of time last year talking through the personnel plan update. A committee was formed to provide some input and recommendations on updating the plan which was very old. The new document captures most of the comments and concerns expressed by the committee. There are several groups of employees in Town that are covered under union contracts. The contract prevails over the personnel plan. When the contract is silent, then this plan would speak to the issue. Each Board member was given a copy of the revised plan and will have 30 days or so to review it.

Ms. Donna Cisewski gave a power point presentation on the updated personnel plan. The original plan was established on September 24, 1968. The last major amendment was in 1975. There have been several changes in recent years to federal and state employment laws that required attention. A committee was appointed by the Board of Selectmen in March of 2010 to review the personnel plan. The committee met from the Spring of 2010 through November of 2010. They spent many hours researching issues and reviewing personnel manuals from other municipalities.

Key changes and updates: 1) Updated plan has a revised index and is arranged categorically making it easier to find items 2) New plan eliminates redundancies, revises language and makes the plan easier to follow and administer 3) New plan updates language to reflect current law and addresses several policy

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items.

Next steps include a review of the new personnel plan by the Board of Selectmen. They should submit their comments and feedback within 30-45 days. A follow-up meeting will be held to discuss any issues. The new personnel plan will go into effect once it has been reviewed by counsel and approved by the Board of Selectmen. Chairman Aldrich said that the Board will schedule this as a future agenda item for discussion. All Board members should come prepared to discuss it with comments, changes and concerns. Mr. Clement asked if they could find out beforehand what the financial impact is of proposed changes that have financial cost to them. Mr. Dean was asked to work on this. Mr. Dean asked that Board members email him and Donna with any questions they may have requiring research.

iii. Approve Grant Application: Town Wide Survey (CLG)

The Town of Exeter is now a certified local government under the New Hampshire Division of Historical Resources. This avails the Town of grant funding through the Division of Historical Resources. The grant application before them tonight is for \$ 12,800 for the Town to conduct a town-wide mapping survey to identify development patterns of sequential growth over the Town's history. There is a budget page in with the grant application that shows employee costs and it is important to note that this is not additional compensation but rather a listing that captures the time that they will spend working on this. This grant funds the entire project. It is not a matching grant. There is no budget impact to this.

Mr. Quandt moved that the Board of Selectmen approve the grant application to the Division of Historical Resources in the amount of \$ 12,800 for the purpose of conducting a town wide mapping survey and authorize the Town Manager to sign the application. Mr. Clement seconded. Vote: Unanimous

iv. NHMBB Application: Water, Sewer, Great Dam

The Town is participating in the New Hampshire Bond Bank sale in June of 2011. Exeter is seeking to borrow the funds necessary to begin the water and sewer line replacement and rehabilitation projects approved in 2010 and the design/engineering funds for the Great Dam solution approved in 2008. The total amount to be borrowed from the bond bank is \$ 3,027,000. This will be a 10 year bond. Interest rate is determined once the bonds are actually sold. Since the bond bank sells debt in large quantities the interest rates obtained by the Town are usually favorable.

Mr. Dean said that the loan agreement needs to be signed by one member of the Board of Selectmen and the Town Clerk. These are bonds for the water and sewer line replacement and the Great Dam design engineering. The bond bank only issues debt at certain times in a year and that is why the items are combined. Once the bond sale is conducted, the bond bank will contact the Town and advise what the actual interest rate is. Mr. Clement asked for the breakdown on the \$ 3,027,000 as to how much was for each project. Mr. Dean said that 1.6 million is for water line replacement, 1.05 million is for sewer line replacement and \$ 377,000 is for Great Dam design and engineering. The items will be lumped together in one bond but properly accounted for separately in the Town's accounts once the funds are received.

Chairman Aldrich read the Certificate of Vote Regarding Authorization of Bonds and Approval of Loan Agreement with the New Hampshire Municipal Bond Bank with all Resolved Sections. The Board had some discussion about some of the wording of the document.

Mr. Quandt moved to authorize the Chairman of the Board to sign the Certificate of Vote and other such documents as may be necessary to sell the bonds. Mr. Clement seconded. Vote:

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Unanimous

v. Discussion: Boards, Committees, Commissions Policy

Current Board policy on boards, committees and commissions doesn't talk about an expectation for attendance or any options for removing people. Chairman Aldrich said that it would be good to have something in writing to set expectations. There are also other parts of the policy that it would be good to take a look at and review. He asked the other Board members to take the policy out of their Town Book, review it, mark it up with suggested changes and come prepared to have discussion about it at the first or second meeting in June.

Mr. Ferraro said that as per the Selectmen's policy they review the various boards and committees periodically to see if they should be continued, eliminated or combined. Another area to think about would be to have committee and board members whose term is ending in a certain year notify the Chairman or Town Manager of their intent to continue and ask for re-appointment. Members often just assume that they will be reappointed. Chairman Aldrich agreed that they talk a lot about the initial application process but not a renewal process so it would seem that some additional language here would be something to look at. Mr. Dean pointed out that the alternate policy sometimes causes some confusion. A member can only serve 2 consecutive full terms and then must step down to an alternate position. Some boards and committees have permanent spots open while the alternate spots are full. The Board will look at this policy and consider changing some language and adding some flexibility.

b. Old Business

i. Bid Award: Public Safety Complex Generator

Two bids for the Public Safety Complex Emergency Generator were received and opened at last week's meeting. The first was for \$ 113,295 and the second was for \$ 88,580. The recommendation from DPW and the Fire Chief is to go with the lower bid from Scherbon Consolidated. Fire Chief Brian Comeau said that the two major funding sources are from the State of New Hampshire E.M.P.G. Grant and also the \$ 24,900 from Nextera. The Board had previously voted on the use of approximately \$ 26,000 from the ambulance fund. This project can be done with no impact to the taxpayers. Total cost of the project is \$ 99,700. Mr. Dean advised that there is a 10-14 week lead time on this.

Mr. Quandt moved that the Board accept the bid from Scherbon Consolidated for \$ 88,580.00.

Mr. Clement seconded. Vote: Unanimous

7. Regular Business

a. Bid Openings – Solar Array Project, Town Hall Brickwork

Chairman Aldrich opened the one bid received for the Town of Exeter power purchase agreement for the photovoltaic solar array project. It was from Revolution Energy of Dover, NH. The total amount for equipment and labor costs including the 5% contingency is \$ 330,750.

Mr. Quandt moved to refer the bid to DPW for evaluation and recommendation. Mr. Ferraro seconded. Vote: Unanimous

Chairman Aldrich opened two bids for the Town Hall brickwork. The first is from River Bend Masonry with two options. Option one is a base bid of \$ 96,992.18. Option two which includes copper flashing over the windows is for \$ 104,583.

The second bid is from Daigneault & Sons of Kingston, NH in the amount of \$ 172,200. This is

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inclusive of the copper flashing.

Mr. Ferraro asked how much the Town had budgeted for this brickwork and was advised that it was \$ 147,000.

Mr. Quandt moved to refer the bids to DPW. Mr. Ferraro seconded. Vote: Unanimous

Mr. Ferraro asked if DPW could put up signs to notify people that Swasey Parkway will be closed on Thursdays. He got a call from an angry resident who was late to work due to the closure this past week. Mr. Dean will talk to Mr. Perkins about signage. Perhaps the electronic sign can be put out on Tuesdays and Wednesdays somewhere along the parkway with a message warning people what hours it will be closed on Thursdays.

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 \$ 158,374.70. Mr. Quandt seconded. Vote: Unanimous

Mr. Ferraro moved to accept an accounts payable warrant in the amount of \$ 2,077,070.56. Mr. Quandt seconded. Big Ticket Items: \$ 1,073,638 to the Co-operative School District, \$ 879,801 to the Exeter School District and \$ 31,814.83 to Unitil. Vote: Unanimous

c. Budget Updates - None

d. Tax Abatements & Exemptions

Mr. Ferraro moved to accept a Jeopardy Tax Warrant for \$ 80.80. Mr. Quandt seconded. Vote: Unanimous

Mr. Ferraro moved to accept an abatement for Map 65, Lot 127 in the amount of \$ 5,389.59. Mr. Clement seconded. Vote: Unanimous

e. Water/Sewer Abatements - None

f. Permits

There is one request to use the Town Hall Main Floor on November 19th for a Fine Arts and Craft Fair sponsored by ECCA. ECCA is a nonprofit.

Mr. Ferraro moved to accept the permit with the fee waiver. Mr. Quandt seconded. Vote: Unanimous

g. Town Manager's report

Mr. Dean encouraged people to look at the Town website now that we are getting into the busy season for DPW activities such as line striping, catch basin cleaning and hydrant flushing. Schedules for these activities are on the site for anyone interested. The DOT block grant aid that the Town will receive for this year is a slight reduction from what was expected.

h. Legislative Update

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Mr. Quandt said that there is a lot of committee conference activity for both the Senate and House regarding the retirement bills.

i. Selectmen's Committee Reports

Selectman Ferraro had nothing to report.

Selectman Quandt had nothing to report.

Selectman Clement advised that the kickoff meeting for the Water and Sewer Advisory Committee is this coming Wednesday, May 11th at 6:30 pm in the Nowak Room of the Town Office building.

Selectman Aldrich advised that there is a Conservation Commission meeting tomorrow night in the Nowak Room of the Town Office building.

j. Correspondence

1. Letter from the State regarding the change in the Block Grant Aid
2. Invitation from ServiceLink to a Community Leader Reception on Thursday, May 19th from 9:00 am to 10:30 am at Christ Church Parish Hall on Pine Street in Exeter
3. Copy of a letter that Senator Ayotte wrote to the EPA regarding the Great Bay Nutrient Permitting Issue
4. Letter from the N.H. Charitable Foundation to Mr. Dean saying that the Town didn't get a grant
5. Note that Robert Swasey passed away on Friday. His calling hours will be held tomorrow, Tuesday, May 10th from 5-8 pm at the Brewitt Funeral Home. The funeral will be held Wednesday at noontime at the Congregational Church on Front Street. Mr. Swasey was very involved in the Town for many years. His accomplishments include the moving of the Town historic marker to the front of the Town Office building, the restoration of the Powder House and significant contributions to the Pavillion and the flag pole down along Swasey Parkway. He served for many years on the ZBA and the Conservation Commission. The Town Report was dedicated to him in 2001.

8. Review Board Calendar

The next regular Board of Selectmen meeting will be on Monday, May 16th at 7:00 pm. Mr. Dean will check to see if there will be a State Reps meeting before it. If there is no State Reps meeting, they will schedule board interviews prior to the regular meeting.

Mr. Quandt moved to approve the Tax Collector's Warrant in the amount of \$ 19,016,398.92. Taxes are due on the first of July and thereafter will be charged 12% interest. Mr. Ferraro seconded. Vote: Unanimous

9. Adjournment

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

The Board stood adjourned at 8:45 pm.

Respectfully submitted,

Jennifer Mancinelli
Recording Secretary

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