

DRAFT MINUTES

BOARD OF SELECTMEN MEETING

MINUTES

November 14, 2011

**1. Call Meeting to Order**

Chairman Robert Aldrich convened the Board at 6:45 pm in the Wheelwright Room of the Town Office Building to interview a candidate, Len Benjamin, for two commissions in Town. He 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 Matt Quandt, Selectwoman Julie Gilman, Selectman Don Clement and Town Manager Russ Dean. Selectman Frank Ferraro was absent due to illness.

**2. Public Comment**

Gerry Hamel thanked all of the Board of Selectmen for the actions they took at last week's meeting regarding the budget. He feels that it was very proactive to cut items and go for needs instead of wants. He expressed concern that the generator proposal was a little heavy as far as generating the whole area, but feels that something is needed. There must be something on a lower budget basis that could be done to provide at least the basic needs to function. He feels that this is something that should be looked at even prior to March. Mr. Hamel also expressed concern about the paving budget. Town infrastructure is really important. The Town has done a really good comprehensive report on what could happen and what it could cost if they let this whole thing go and it seems like they are not listening to it. The Budget Committee cut the proposed amount for paving in half. He asked the Board to look at the paving budget closely and not cut it down.

Mr. Aldrich responded that the paving comments are definitely taken to heart and he knows that the Budget Committee struggled with that. The Board will have more conversation about the paving budget. Ms. Perry is working on an alternate proposal for the generator and they will see if they can get it done before the end of the year. Mr. Clement said that the need for a backup power supply must be addressed because it is a safety issue.

**3. Minutes & Proclamations**

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

**Mr. Quandt moved to approve the Regular Session Minutes of November 7, 2011 as presented.**

**Mr. Clement seconded. Vote: Unanimous**

**4. Appointments - None**

**5. Departments Reports**

Chairman Aldrich announced that Seabrook Station will be testing all of their emergency sirens on Wednesday at 12:30 pm. The test is expected to last about 3 minutes.

**6. Discussion/Action Items**

**a. New Business**

**i. CIP Project Review: Vehicles/Equipment**

Chairman Aldrich announced that this evening's CIP project reviews would be on vehicles for Parks & Recreation, Public Works and Water & Sewer.

Parks & Recreation one ton pickup truck replacement Cost: \$24,500

Mike Favreau gave a short power point presentation on their CIP request for a new 1 ton pickup truck. He explained that the only thing that Parks & Recreation has in the CIP now is vehicles. All of their other capital goes through their revolving fund. Parks and Recreation currently mows and maintains 21

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parks or larger sites, 15 islands or cemeteries, 18 pump stations or Water Department areas and 21 Adopt-a-Garden sites. They do all of this with 2 pickup trucks, one tractor, a couple of trailers, 2 full-time employees and one part-time seasonal employee.

They are requesting \$24,500 to replace their existing 2001 one ton pickup truck. The current vehicle has 65,000 miles on it and this figure will be up around 70,000 by the time March rolls around. It averages about \$650 of maintenance costs per year with a total life to date maintenance cost around \$6,900. They would need approximately \$900 to \$1,000 next March to keep it on the road. It has some rust issues and will need new tires. This truck is used 4 to 5 days per week. The mileage might not look high for a 10 year old vehicle but it is tough usage. Another point to consider is that their other vehicle, a 2006 one ton dump truck with plow, is being used more heavily for plowing in winter time than originally anticipated. Mr. Favreau is not sure how long that one will last so they should take care of replacing the 2001 soon. Ms. Gilman asked if the truck they are proposing to purchase now would have a plow. Mr. Favreau said no. The 2006 pickup has a plow but the 2001 pick up truck does not. He feels that one plow is sufficient for their department.

Brian Griset asked if the quote for the truck includes a tough skin bed liner which would extend the life of the truck. Cost would probably be around \$1,000. Mr. Favreau said that the current quote does not include a bed liner but it sounds like a reasonable investment. Chairman Aldrich asked Mr. Favreau to look into seeing if a liner could be added onto the current quote.

### Public Works Department

Ms. Perry explained that DPW has 55 pieces of licensed vehicles or equipment. They are proposing to replace 11 of these in 2012. They have had no replacements in the last 3 years. The department is using a VPS point ratings system to try to prioritize vehicle replacements.

#### 1) D1 Maintenance Electrician Van # 6 Cost: \$27,500

This is a 2000 van used by the electrician for portaging ladders, equipment, wiring and various related electrical supplies. It is used to maintain all of the Town's municipal buildings and water pump stations and is also used for on call emergencies. It has a VPS rating of 27 points which does put it in the category for replacement. The vehicle has a useful life of about 8 years so it has gone past that. Mr. Clement asked what the historic maintenance cost was on this vehicle. Ms. Perry replied that historic maintenance cost on this vehicle has been on the order of magnitude of \$4,800.

#### 2) D4 Highway Pickup Truck # 5 Cost: \$16,925

This is the highway pick up used for general maintenance and day to day operations, street signs, litter pickup and pet waste station management. The current truck is a 2002 with over 120,000 miles on it. VPS rating is 34 points. It is a light duty, half ton, 2 wheel drive vehicle. Normal useful life is about 8 years. Mr. Clement said that he has checked this truck out himself. It is rusting badly and they have already spent an amount equivalent to triple the original cost of the vehicle in maintenance on it. It is the #1 priority of the Highway Department for vehicle replacement.

#### 3) D5 Highway 1 Ton Dump Truck # 52 Cost: \$45,300

The second ranked priority of the Highway Department for replacement is the D5 Highway 1 Ton Dump Truck # 52. This is a 2001 vehicle with 95,000 miles on it. Useful life is 8 years. This should have been replaced several years ago but it was deferred. VPS rating is 38 points. It has a lot of rust and gets really heavy usage. It is used in their sanding, plowing and salting operations, as well as road construction. This truck would be a 4WD as it is used for plowing and heavy work. Mr. Clement has checked this vehicle out and reports that it is in touch shape with significant rust.

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### 4) Highway 6 Wheel Dump Truck # 31 Cost: \$126,420

The current model is a 1997 with 73,600+ miles on it and over 7,000 engine hours. VPS rating is 38 points. These typically have a planned life of about 10 years. This truck is used for construction and extreme conditions. It is also an emergency first responder piece of equipment in storm conditions. It has significant rust and has exceeded its useful life by 4 years.

### 5) D7 Highway Sweeper # 48 Cost: \$245,000 vac & filter; \$227,000 vac & water less trade-in

This is a very specialized piece of equipment. This particular sweeper, which is considered a vactor filter, uses a vacuum, filter and broom to keep the streets clean and only has a useful life of about 5 years. DPW had initially proposed to replace it in kind with a vacuum sweeper and filter. They are now looking at trying to reduce the cost by changing it to a model that uses water instead of an air filter. The reason they use the filter is for air quality. It really keeps the dust down when they are in close proximity to residences and the downtown area. There is a real cost to this and it is expensive to purchase and maintain. The Town has had this particular model for 6 years now. It has gone past its useful life. This year alone they spent over \$20,000 in maintenance on it. They had to completely replace the conveyor system and side.

Ms. Gilman asked if this is a service that could be outsourced. Ms. Perry said that right now they use this to sweep all 65 miles of roadway in Town and they can do this on their schedule. They sweep all streets at least twice per year and the downtown area much more frequently. It is also used prior to paving any streets. Ms. Perry has gotten one subcontractor quote that would cover sweeping all 65 miles twice per year plus some occasional event cleanup. The cost would be \$60,000 for the year using a mechanical sweeper. The mechanical sweeper would generate a lot more dust than the current sweeper with filter, resulting in a marked difference in air quality. The estimated cost for the slightly reduced version of the sweeper without the filter was \$227,000 less than \$30,000 for a trade-in which would be around \$197,000. The Town could own the mechanical sweeper for around 8 years. When this cost is compared to a \$60,000 cost to subcontract out the service, it is much better to purchase the sweeper outright.

Mr. Clement pointed out that there is a personnel cost to be factored in as someone must drive the sweeper. Ms. Perry said that they do have an individual dedicated to the sweeper, but this employee doesn't spend 40 hours per week sweeping and has other things to do. Even if they removed the labor for the sweeping they would find something else for the individual to do and would still have the position. Ms. Gilman asked for a description of the benefits of street sweeping. Ms. Perry explained that the primary benefit is that it keeps solids out of storm water systems, catch basins and drainage pipes. It is more than just grit in the downtown area. It is also picking up leaves and similar material in the Fall. Street sweeping is a part of Exeter's storm water permit requirements and is not really optional anymore.

Mr. Clement pointed out that another disadvantage to owning the equipment is that the Town has to pay to maintain it. Ms. Perry said that they would do a lease purchase on this and would get the most extended warranty term possible. Jay Perkins also did some research on contracting out these services. All he could find was the mechanical sweeper which will pick up the bulky stuff but will not get a lot of the fine dirt.

### 6) D8 Highway 6 Wheel Dump Truck # 30 Cost: \$126,420

Dump truck # 30 is a 1999 model year with 71,000 miles on it and 7,300 engine hours. VPS rating is 35 points. Similar to the one explained earlier, it is used for the same purposes of plowing, salting, sanding

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and road construction. It is one of the work horses out there in storm conditions and it also used for emergency response. Lifetime maintenance cost to date is over \$90,000.

### 7) D9 & 10 Highway Sidewalk Tractors # 56 and 58 Cost: \$148,000 (only one)

Originally they were requesting replacement of two sidewalk tractors because they are both 1991 vintage. They are now recommending replacing only one to make it more palatable. This will take one sidewalk plow out of service completely. They will probably get more done with one new sidewalk tractor than two very old ones. This will delay plowing and snow removal on second tier sidewalks. They would still be out there immediately after plowing and clearing streets to do the sidewalks in the vicinity of schools and other arterial sidewalks. They are proposing having a second tier of sidewalks, which will be explained in more detail when Mr. Perkins talks about the DPW Snow/Ice Policy later on in the agenda, which will take them longer to get to. They do have another sidewalk plow up for replacement in a few more years. If they do get that one replaced in 2-3 years they could probably take the second tier sidewalks off at that point and go back to plowing on a more aggressive schedule. These vehicles have high VPS ratings of 43 points and are well beyond their useful life. There have actually been injuries to operators because they are in such bad shape. They are looking to replace with track sidewalk tractors. Mr. Perkins explained that there is always some delay in getting to all of the sidewalks. It will still get done, but it will just take longer.

### 8) H1 Sewer Vacuum Truck # 67 Cost: \$360,000

First priority for replacement of sewer vehicles is the vacuum truck. It is a 2004 and has a useful life of only about 6 years. The current truck has 71,000 miles on it and over 4,200 hours on the engine. VPS rating is 25 points. It is essential that this is operational all the time. The Town cannot afford to not have a functional vacuum truck with its sewer system. On the few occasions when it may be called in they have a backup plan with another community through the Public Works Mutual Aid Program or vendor. Mr. Clement asked if it is possible to outsource this service. Ms. Perry said that there are companies that do this. However, this is an emergency piece of equipment. If they have a sewer backup or overflow, they use the vacuum truck to keep the sewer flowing through the system. They can be out on the street resolving the problem within 30 minutes. They cannot wait for someone to respond from Concord in the event of an emergency. Regulatory agencies would also be concerned if response time was any more than 30 minutes.

### 9) H2 Sewer Light Duty Truck # 16 Cost: \$30,000

The current vehicle is a ¼ ton, very light duty truck used by the wastewater treatment plant to check on the lagoons and waste water pump stations. It is also used for inspections and emergency response. It is a 1998 with over 70,000 miles on it. It is more than 5 years past its useful life and their mechanics have advised that it will not be inspectable next year. The current vehicle is not really sufficient for the needs of the department. They would like to replace it with a ¾ ton, 4WD pickup and plow frame at a cost of \$30,000. Ms. Perry pointed out that all of their pricing is off of the State bid list.

### 10) G1 Water ½ Ton Truck # 14 Cost: \$30,000

The current water truck is a 1998 which has exceeded its useful life by over 5 years and has over 84,000 miles on it. They are looking at replacing it with a ¾ ton that has a lift gate for small batch chemical delivery. This would also be 4WD to enable it to get out in all conditions.

### 11) H3 Water & Sewer Utility Box Truck # 19 Cost: \$41,200

This is a truck that is used to portage all kinds of tools used for water and sewer maintenance. There is also a valve turning machine located within this piece of equipment. It is a 2001 with over 62,000 miles on it. It has exceeded its useful lifespan by 2 years. It is also an emergency response piece of

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equipment.

Mike Jeffers pointed out that the vacuum truck is a regulatory must or Exeter may face fines.

Arthur Baillargeon requested an explanation of the Public Works Mutual Aid Program. Ms. Perry explained that it is a carefully crafted program to protect communities within the State of New Hampshire. Communities can subscribe to it and Exeter is a member. If Exeter needs assistance it can get it from other member communities, whether it is equipment, personnel or expertise. It is a protective agreement that covers liability. One of the tough things due to New Hampshire's small size is that if Exeter is having a problem the surrounding communities are often having the same problem, so it is often not as helpful as one might think.

Gerry Hamel pointed out that the vactor truck also works as a backhoe and seems to compact everything to a smaller degree. Ms. Perry said that this function is called hydro excavating and is used for fine excavating needs.

Mr. Aldrich pointed out that Exeter spent a significant amount of money this year outsourcing the cleaning of the catch basins. He asked Ms. Perry to explain what they would do with their own vactor truck and explain why both are needed. Ms. Perry said that the work they outsourced this year for catch basin cleaning is a planned maintenance activity. It is done on a yearly or every other year basis. It is not based on an emergency situation or because something has failed. The vactor is not for planned maintenance but for emergency response when they have a sewer backup, failed lines or no power at certain pump stations. She would not feel comfortable outsourcing emergency response. Ms. Perry said that the catch basin cleaning is currently being planned for every other year. There are significant differences between the solids in the sewer system and those in the catch basin system. The sewer solids are light and fluffy compared to the gravels and sands found in the catch basins. Using the sewer vactor for catch basin cleaning would make for excessive wear and tear on that piece of vital emergency equipment.

Mr. Dean explained that 3 vehicles discussed tonight have been identified for inclusion in the General Fund Budget. These are the sidewalk tractor, the 6 wheel dump truck replacement and the one ton dump truck. The total on these three is \$319, 290. The other vehicles discussed tonight that are related to water and sewer are in the water and sewer fund budgets with the exception of the vactor truck because its gross cost exceeds what they would normally put in a budget for a piece of equipment. They would be looking to do a lease purchase on the vactor truck which would require it to be a warrant article.

### **ii. Building Fees**

The Budget Committee asked the Board of Selectmen to review building fees, compare them to other communities and see where Exeter is at in terms of covering the costs for services that the Building department provides. Doug Eastman said that they have done some research and he presented a new fee schedule proposal that would be effective January 1, 2012. They recommend that residential application fees be increased to \$50 from the current \$25. There would be no change to the residential permit fee of \$5 per \$1,000. The commercial application fee would increase from \$125 to \$150 and the commercial permit fee would increase from \$7 per \$1,000 to \$10 per \$1,000. Mr. Eastman provided data on fee comparisons with other towns. Based on the 586 permit applications done so far this year, the projected revenue increase would be approximately \$14,650.

There was a brief discussion about the proposal. Mr. Aldrich questioned why the proposal did not increase the residential permit fee and noted that it appeared from the comparisons with other Towns

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that this fee keeps Exeter at the lowest end. Mr. Eastman explained that many of the other Towns they looked at had so many different types of fees for so many categories that it was difficult to work out exact numbers, but that they could certainly increase this as well if the Board wanted. Mr. Clement would like to keep the impact to the average resident as minimal as possible. Mr. Dean noted that one public hearing will be required before this new proposal could take effect. Gerry Hamel said that as a contractor he understands that some things go up in price but that it is nice to keep some things stable.

**Ms. Gilman moved to accept the proposal and schedule the public hearing. Mr. Quandt seconded.**  
**Vote: Unanimous**

### iii. Collections Operations Update

Mr. Dean said that they have been speaking with the Budget Committee about some of the issues they have been facing continuously and brainstorming different solutions. The number one challenge at this point is the fact that they have 3 material weaknesses in the management letter which have been there for two years. These weaknesses involve the OPEB liability that they need to do in order to become compliant, the need for internal audits and creation of a more formal risk assessment program for the Town. Exeter's Finance Director is very heavily involved with the issues of the tax office including working the window, performing basic customer service and trouble shooting accounts. This takes away from the core role of what the Finance Director was meant to be when it was first introduced. This role has gotten even more complicated from the perspective of trying to meet compliance issues due to changes in accounting regulations in recent years. All of that leads to the notion of wanting to create more of a resource in that office to deal with customer service issues. They have been trying to get more aggressive in terms of collections. At any given point in time they have \$600,000 to \$800,000 in property tax receivables and around \$700,000 in water and sewer receivables.

Mr. Dean presented 4 possible options. Two involve relocating current staff. Option A involves relocating the current receptionist over to Tax, Water & Sewer collections and there would be no additional cost to this change. Option B is to create a 34 hour per week non benefited position that would be dedicated to collections. The Tax office budget already carries \$12,500 in temporary wages so in order to implement this they would need an additional \$9,700 more in the 2012 budget. Implementing any one of these proposals would reduce the amount of overtime that has been allocated to the Tax budget. They would also be able to eliminate \$2,520 in vacation replacement. Option C would be to do nothing. Option D would be to relocate a staff person with collections experience from the Town Clerk's office to the Tax, Water & Sewer collections office. There is also a thought that if Option D was implemented it might be possible to move the Receptionist into the Town Clerk's office to take the place of the current employee. However, Mr. Dean would like to explore this with the Town Clerk first and get more input. The job description of the Deputy Tax Collector / Water & Sewer Clerk has been rewritten and a write-up has been done for the proposed new Collection Specialist position. Mr. Dean said it is very clear that these are two different jobs currently being done by one person. They are at a point where they should act on this.

Discussion ensued about the various options. Mr. Aldrich said that this has been a hot button issue for several years now and he asked what efficiencies they would see by adding a position regardless of how they get there. Mr. Dean said that the tax deeding and complexities associated with that have added to the workload, as well as the fact that they have gotten more aggressive with water and sewer shutoffs. Not meeting deadlines is a real issue when dealing with statutory guidelines. Mr. Aldrich said that they need an efficient, long term solution and is concerned that people will get burned out. Mr. Dean pointed out that they are getting written up in the audits for using temporary contract workers to do this work. Auditors do not want to see temporary people come in and handle cash. Three of the options would add

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no cost to the Town. Option B would have an additional cost of about \$9,700. Ms. Gilman liked the scenarios where they use staff that they already have, but was concerned about whether this would work considering the layout of the building. Mr. Aldrich was concerned that re-assigning people might leave some areas lacking. Ms. Gilman said that there could be cross training which would help with this. Mr. Dean said that they do have the physical layout capacity to do this, but they would like to look at moving some things around in order to expand the ability of residents to come in and get served. It is anticipated that there will likely be the same amount of tax deeding next year. Tax deeding must be done on an annual basis. There was a backlog because it hadn't been done for a couple of years. Mr. Clement would like to get the Budget Committee's opinion on this.

Ann Surman said that she has been on the Budget Committee for several years in the past and is confused. The Town has put in quite a few efficiencies and improvements in the Finance Department in the past couple of years. A few years ago there were only 3 employees in that department and now there are four. They have added the lockbox and new software. Water & Sewer billing has been moved to the DPW. Now they are looking at adding another part-time person to do more work. It seems to her that they were more efficient with 3 people. They should be more efficient with all of the technology. Mr. Aldrich said that the landscape is also changing. Ms. Surman thinks the problem is that the people they get are not efficient or skilled and they are not good enough. Mr. Clement disagreed strongly. He spends a lot of time in the Finance Department and the staff are good, efficient, effective employees.

Gerry Hamel said that instituting the lockbox was originally a Budget Committee idea. When they were researching it, they found that companies that instituted a lockbox generally had a depletion of people. He asked if there were some other options they could explore to use the lockbox more and help take some of the burden off. Mr. Aldrich said that the lockbox has helped, but not to the degree that they thought it would. It could be utilized more but this is not Finance's fault. Exeter has many people who prefer to pay their bills at 10 Front Street instead of mailing it in to the lockbox. Ms. Gilman said that they need to keep in perspective that when there were 3 people in the Finance Department there were a lot of things that were not getting done. Three years ago Exeter was getting really bad audits and they have been improving on that. One of the things that could be more efficient is a biweekly paycheck but they are held up by one contract that will not agree to that. Mr. Dean feels that they need to think of the Tax Department as separate from Finance.

Brian Griset asked what other items in Finance have not received proper attention. Ms. Gilman and Mr. Aldrich replied that this would be the internal audits. Mr. Griset asked for and received clarification that the Finance Director is working the window in the Tax / Water / Sewer Office as part of her duties. He said that since there are 4 staff in that department, if the top person is working the window then someone is not managing their staff well. Mr. Aldrich pointed out that this is why Mr. Dean has stated that there is a need to separate the Tax Department. Mr. Griset said that it is incorrect that other N.H. towns combine the position of Town Clerk and Tax Collector and that this is prohibited by State RSA. Cities can do this but not towns according to his research. He also said that if they try to make such a change it would require a warrant article. Mr. Aldrich responded that this is why this is listed under the long term plan category. Mr. Griset pointed out that two of the plans would eliminate the receptionist. He asked that the Board consider that the prior Board voted not to eliminate the receptionist because citizens like having someone there to answer questions and give direction. There are privacy issues associated with the Town Clerk's office that would require training if the position were to be combined with another. He urges caution in adding another permanent position and thought that they should wait awhile and see how the current employees function now that they are properly trained for their jobs. He disagrees with Mr. Dean's assessment of the situation. The tax issue they are facing now with the deeding and the liens is due to a backlog of work. He feels bad for the staff but it is not a reason to rush and add staff.

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Mr. Dean and Mr. Aldrich stated that they do not believe that management is an issue here. Mr. Dean also pointed out that several towns have clerk collectors and there are no legal issues to anything presented in these options for short term solutions. Mr. Clement expressed a preference to pursue Option B as opposed to the other options. Mr. Quandt did not support Option A or D. Ms. Gilman preferred Option A or B. She also pointed out that they need to eventually centralize collections. Mr. Aldrich will ask Mr. Dean and Ms. Ravell to update the 2012 budget to reflect Option B and then they will discuss the options with the Budget Committee so they will be able to see the financial impact. They will put it in there fore discussion and recommendation.

Gerry Hamel suggested eliminating the lockbox if they are not getting enough benefit out of it and using that money to offset other costs. Ms. Ravell said that about 40% of citizens use the lockbox. At some point in the future they can look at what they are paying for this service versus what they get out of it.

### **b. Old Business**

#### **i. DPW Snow/Ice Policy**

Jay Perkins presented the second draft of the DPW Snow/Ice Policy. Following the first reading there was some discussion about adding back in the mailbox replacement policy in accordance with the policy that the Board of Selectmen already have in place and so this has been done. The only other change is the listing of arterial and secondary sidewalks as discussed earlier. The sidewalks will still get plowed but there will be a delay. Ms. Gilman suggested deleting the number of manpower personnel on page 2 since it can change and instead talking about the number of pieces of equipment they have. Mr. Perkins will make this change. There was some concern and discussion about identifying secondary sidewalks but no changes were made to those listed in the proposal. Mr. Quandt asked what happens if both sidewalk tractors go down at the same time. Mr. Perkins said that it happened many times last year. One time they had trouble getting parts and it took 2 weeks to clear all of the sidewalks.

**Mr. Quandt moved to accept the policy as amended. Mr. Clement seconded. Vote: Unanimous**

#### **ii. Town Website Update**

Mr. Clement and Mr. Ferraro took on the job of trying to improve and streamline the Town's website a few months ago. They have talked to Town departments and people to receive input and feedback on ways to improve it. Exeter Copy & More has patiently assisted with the gathering and sorting of all of the information and feedback they received. He gave a power point presentation to illustrate what the new site would look like. The theme of the website is "Historic Exeter New Hampshire". The main page has a calendar, department information, resident section, business/commercial information, visitor information as well as other information. Ms. Gilman suggested adding in a drop down menu for Town Boards and Committees. They will be looking for input over the next few weeks as to how people like this preliminary design. He pointed out that once everything is ready to go they will have to populate the website with information and there will be some cost for this. It is uncertain at this point if the Town will use the same website software that they are currently using or a different one. Someone will have to manage this in order for it to work well. Mr. Quandt thanked Mr. Ferraro and Mr. Clement for their good work on this and said that he endorses it wholeheartedly.

#### **iii. Train Resolution**

Chairman Aldrich presented a resolution that he has come up further to their discussion last week. It looks almost exactly the same as the one they reviewed last week, but the emphasis is on the Downeaster service and State supported Amtrak service including the Downeaster. It takes out some of the references to nationwide. It does not exclude Amtrak but the wording is more focused on the



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service that they have here in Exeter. Mr. Dean said that Dover and Durham have both tweaked their resolutions as well.

**Mr. Quandt moved to support the amended resolution. Ms. Gilman seconded. Vote: Unanimous**

Mr. Aldrich will sign an original copy and they will get it out to the Congressional Delegation, Governor, Train Riders Group and Train Committee.

### **7. Regular Business**

**a. Bid Openings – None**

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

**a. Accounts Payable and Payroll Manifests**

**Mr. Quandt moved to approve a weekly payroll warrant in the amount of \$164,621.92. Mr. Clement seconded. Vote: Unanimous**

**Mr. Quandt moved to approve an accounts payable warrant in the amount of \$154,017.64 out of the capital funds. Ms. Gilman seconded. Vote: Unanimous**

**Mr. Quandt moved to approve an accounts payable warrant in the amount of \$112,160.00. Ms. Gilman seconded. Vote: Unanimous**

**c. Budget Updates**

Mr. Aldrich reminded everyone that there are two Budget Committee meetings this week, one on Tuesday and the other on Thursday. They plan on scheduling one or two more meetings to finish up their work before the Board of Selectmen receives their final product. He has asked Mr. Dean to provide a list of open positions in Town so that they can have a discussion about how to handle these in the 2012 budget.

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

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

**f. Permits**

Mr. Dean has a request from the Town Assessor for the Board to sign off on the Municipal Assessment Data Sheet Certificate. This is a yearly submittal to DRA which explains the sales ratio summary for the year and the sales certification. Exeter had 295 sales within the 2011 assessments. Exeter is at 101.8 on its ratio which is up from 97.5% in 2010. This is a sales to assessment ratio. The assessment is a little over but within State guidelines.

Mr. Clement stated that the Board has received a request from the Exeter Area Women's Club for permission to put up signs in different right of ways for their Yuletide Fair next Saturday at the Cooperative Middle School.

**Mr. Clement moved to grant them permission to place their signs. Mr. Quandt seconded. Vote: Unanimous**

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

Mr. Dean announced that the annual LGC conference is this week in Manchester and he will be there on Wednesday and Thursday. They will be holding elections for the Municipal Management Group. He also wished to acknowledge the passing of Russ Marcoux who was a long time town manager of Bedford. Condolences to Mr. Marcoux's family. The funeral will be on Wednesday and Mr. Dean will be attending. Recording Secretary and Police Department Assistant Jennifer Mancinelli has accepted a new position and will be leaving the Town. Mr. Dean and the Board acknowledged her hard work and contributions over the past couple of years and wished her well.

### **h. Legislative Update – None**

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

Selectman Quandt had nothing to report.

Selectwoman Gilman said that the Heritage Commission has received a grant for a town-wide mapping survey. HDC meets on Thursday at the library.

Selectman Clement announced that the Water and Sewer Advisory Committee met last week. There were 3 main topics: presentation on Lary Lane site, water and sewer budget and rates for next year. The committee recommended no increase to the sewer rate next year, but there will probably be a need for a water rate increase with an amount yet to be determined by what the final budget and final CIP is for water and sewer. Council on Aging meets on Thursday. The Council just lost a member, James Reardon. Condolences go out to Mr. Reardon's family.

Selectman Aldrich had a Conservation meeting last Tuesday. They discussed the forest management plans for the Henderson Swasey and Oaklands forests. They will be moving forward with a harvest of the forest for the first time in a long time. A lot of education needs to happen around this and they talked about how they can effectively do that on several different fronts so that people understand what that means, as well as the short term and long term impacts. They also talked about several easement issues that they are dealing with. Mr. Richardson gave an impassioned presentation about conservation's role in the Great Bay projects and how the Conservation Commission can take a more active role in getting behind some of the water projects in the region. They talk a lot about the role of the Conservation Commission on land, but the statute specifically says land and water resources. Water is often overlooked by many conservation commissions. Arts Committee will meet on Monday, November 21<sup>st</sup> instead of Thanksgiving Day as originally scheduled.

### **j. Correspondence**

1. Email from Robert Burke in Rye Beach and attachments regarding some water initiatives

2. Email from Harry Thayer regarding the Public Utilities Commission in Maine controlling utility rates including natural gas and the difference between Maine and New Hampshire. This email is in response to a discussion the Budget Committee had regarding significant increases in natural gas costs this year. Mr. Quandt has looked into this a little bit. New Hampshire regulates things very differently than Maine does. Maine has a lot more regulations. PUC would have to make changes in order to change this. Mr. Aldrich said that the conversation has to start somewhere.

3. Email from Mr. Collier on Connie Road regarding concerns of the residents there

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over the maintenance and conditions of Connie Road. Mr. Collier has asked to come before the Board and will be here next week. Mr. Perkins is looking into the issues surrounding his email.

4. Copy of the Sales Ratio Sheet that they just signed

5. Letter from the EPA to Mr. Dean regarding the NHPDES permit and request for extension

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

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

### **9. Adjournment**

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

The Board stood adjourned at 9:40 pm.

Respectfully submitted,

Jennifer Mancinelli  
Recording Secretary