

APPROVED MINUTES

BOARD OF SELECTMEN MEETING

MINUTES

April 27, 2009

1. Call Meeting to Order

Chairman William Campbell convened the meeting at 6:45 pm to interview Tom Gregory for a spot on the Conservation Commission. The Board then reconvened in the Nowak Room at the Town Offices at 7:00 pm. Mr. Campbell introduced other members of the Board: Mr. Bob Eastman, Ms. Julie Gilman, Mr. Matt Quandt, Mr. Bobby Aldrich and Town Manager, Russ Dean.

2. Public Comment – Fire Chief Comeau came before the Board to talk about the Swine Flu epidemic. The swine flu started in Mexico and the closest case to us is in New York. Chief Comeau stated that they will be talking to Health and Human Services about a plan. There is some good information on the internet about precautions and he will keep the Town updated on any new information.

3. Minutes & Proclamations

a. Mr. Aldrich read the Comcast Certification of Appreciation for Comcast Cares Day which occurred on April 25th, 2009. Comcast cleaned up the Winter Street Cemetery. Mr. Dean said that they did a great job and also gave kudos to the DPW for their help.

b. Minutes of April 20th, 2009 – Mr. Aldrich found 3 mistakes that needed corrections. There was a motion missing from the re-appointments. Under the first permit motion, it should of read *amended* instead of presented. In Ms. Gilman's committee report the letter "y" was left off the word "they".

Mr. Aldrich moved to waive the reading of the April 20th, 2009 minutes and accept them as amended; Mr. Eastman seconded. VOTE: Unanimous.

4. Appointments

a. Arts Committee: Bev Tabet – term to expire 4/30/12

Mr. Aldrich moved to appoint Bev Tabet to the Arts Committee with a term to expire on 4/30/12; Mr. Eastman seconded. VOTE: Unanimous.

5. Discussion / Action Items

a. Accept Donation of \$750 for Trail Maintenance

The Town has received a \$750 donation from the Fort Rock Revenge Bike Race to be used as maintenance funds for trails on conservation lands. The funds will be deposited into the Conservation Fund under the relevant statutes.

Ms. Gilman moved to accept a donation of \$750 form the Fort Rock Revenge Bike Race for the purposes of trail maintenance in conservation properties with the money to be deposited to the conservation fund; Mr. Eastman seconded. VOTE: Unanimous.

b. Review Fire Substation Agreement – Riverwoods

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A revised draft of the Riverwoods substation agreement has been completed. This draft involves Riverwoods donating \$150,000 to the Town to be held in escrow, along with a separate real property donation, to be used to construct a new substation within a 6 year window. If the substation is not built, the money and property would revert to Riverwoods. The Town would need to establish a capital reserve fund at the next Town Meeting to hold the funds. Mr. Eastman said that he spoke to Chief Comeau about this and he said that Epping Rd. is the number 1 priority and wonders if the substation construction could happen within 6 years. Mr. Campbell agreed with Mr. Eastman. Mr. Dean stated that Riverwoods would be willing to extend the 6 year window.

Ms. Gilman moved to accept the Fire Substation Agreement pending the identification of a capital reserve fund to hold the funds; Mr. Quandt seconded.

The Board then decided that the motion needed some additional wording.

Ms. Gilman amended her motion to accept the Fire Substation Agreement pending the identification of a capital reserve fund to hold the funds and that the Town Manager sign the agreement; Mr. Quandt amended his second. VOTE: Unanimous.

c. Discussion – Stimulus Related Town Meeting

The Town has received notice they will be eligible to receive federal stimulus funding under ARRA for two projects, the Industrial Drive culvert replacement and the Water Street Diversion Structure. These two projects will necessitate participating in the state revolving fund loan program. In order to gain this authority, it must be approved by the Town Meeting since it involves borrowing funds. SB39 allows for a Special Town Meeting process at the discretion of the governing body. Mr. Eastman was surprised that the Industrial Drive culvert replacement was a part of the stimulus projects and said that it is not listed in this category and therefore he will not support it. Mr. Campbell said that since they get 50% back from the project, he sees it as a way to save the Town money. Jennifer Perry, Director of the DPW, spoke to the Board. She said that they are now in the process of design for the Industrial Drive Culvert. She also saw this as a way to save money and the project is also shovel ready. Other culverts are not as far along in planning. Mr. Quandt said that this can be discussed at the Town Meeting. The Board is planning on a tentative meeting this Wednesday, April 29th with the Town Clerk, Linda Hartson to decide on the kind of meeting to have and to choose a date for the Town Meeting.

d. Discussion – 2010-2015 Capital Improvement Program

The Planning Department is set to start the 2010 CIP process. Mr. Eastman reported last week on a discussion regarding holding off on any new capital project submittals for 2010. Ms. Gilman said she would have no problem with pushing this off for a year and that the departments have done their job finding projects and ranking them accurately. She also said that department managers should not be prohibited at looking at the years ahead. Mr. Dean asked if there was anything the Board considered not having in the CIP schedule. Mr. Campbell stated that he thinks they could go for 1 or 2 items to come out of last year's list. Mr. Aldrich thought they could look at projects not done in 2009 and consider them in 2010.

e. Discussion – Monthly Reports

The Departments of the Town submit monthly reports which are distributed through the Town Manager's Office back to the Departments and to the Board. The reports are used as a

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communications tool to report on Town activities. Mr. Campbell stated the reports have not been coming in on time and wondered if they should just push harder to get them or have a different format. He recommended having the departments come to the Board to do a report. Mr. Aldrich said that the reports are informative but it is hard pooling the time to get them done. He thought the interactive reports would be better. The bigger departments could report quarterly. Ms. Gilman thought it would be good for the public to see the reports as well but they still need to have the written reports. Mr. Eastman said that there is way too much information given and too much detail. Jennifer Perry spoke on behalf of the DPW. There are 5 departments in one for the DPW and she admits they don't always do a pretty job with their reports and she see things repeated but does always find something helpful from them. Mr. Campbell said that they will keep doing the monthly written reports but in the meantime will discuss a schedule to bring departments in.

f. Recreation Fund Policy

This action item was originally introduced on March 2nd. Additional language has been added to the policy per the Board's discussion of March 23rd. Mr. Campbell stated that he still does not feel he has gotten a clear picture on how to handle the Recreation Fund. They received a legal recommendation stating to fix the original warrant and in the meantime delegate the signing off of funds to the Town Manager or take no action at all. Mr. Dean said he would like to talk to the finance director to see what the process could be like if the Board signed off on the Recreation Fund expenditures every week. He will update the Board on the process.

6. Public Hearings

a. EMS Fees – Second Hearing

Fire Chief Comeau requested that the ambulance billing be increased from \$419 to the new rate of \$441.74 since the new Medicare rate adjustments have been posted. The Fire Department would like to stay with the Medicare costs. This would help cover expenses.

Mr. Campbell opened the public hearing and asked for any questions or concerns. He then closed the hearing.

Mr. Eastman motioned to approve the EMS fees at \$441.63 effective April 27, 2009; Ms. Gilman seconded.

The motion fee amount was incorrect.

Mr. Eastman amended his motion to approve the EMS fees at \$441.74 effective April 27, 2009; Ms. Gilman amended her second. VOTE: Unanimous.

7. Permits & Approvals

a. Tax Abatements & Exemptions

Denial

Map/Lot/Unit

74/64

Mr. Aldrich moved to deny the abatement as presented; Mr. Eastman seconded. VOTE: Unanimous.

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Abatements

Map/Lot/Unit

72-224/3-4

Mr. Aldrich moved to approve the abatement as presented; Mr. Quandt seconded. VOTE: Unanimous.

72/224/1

Mr. Aldrich moved to approve the abatement as presented; Ms. Gilman seconded. VOTE: Unanimous.

72/224/2

Mr. Aldrich moved to approve the abatement as presented; Ms. Gilman seconded. VOTE: Unanimous.

b. Water/Sewer Abatements – none.

c. Permits –

1. Josh Jennings applied for a peddling permit for the Farmers' Market to use Swasey Parkway every Thursday from May 21st through October 29th from 1:00-6:00pm. Mr. Campbell wanted to be sure that Mr. Datillo, of Ian's Granite State Franks who has a permit for his trailer to sell hotdogs in Swasey Parkway, did not have to park too far away and to make sure space was accommodated for both applicants. The Board recommended having both applicants get together before the Board to make sure they are both accommodated. Mr. Dean said that he would try to get both parties together to discuss it at a future Selectmen's meeting.

8. Reports

a. Town Manager's Report

Russ Dean: Mr. Dean attended at meeting with the Southeast Land Trust about the Gilman Park easement. It was a productive meeting and work is ongoing. The process of converting Munismart has caused a late billing. This is why bills will reflect a longer period of usage. There is a nice new Elm Tree in Stewart Park that was planted last week. The lock box capabilities for water and sewer bills are making bill processing much faster which is great for the Town. Mr. Dean acknowledged Rick Ouimette, who had a stroke recently. Rick has been a great worker for the Town for over 30 years now. Mr. Dean said that his thoughts are with Rick and his family and wishes him to get well soon.

b. Selectmen's Committee Reports

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Julie Gilman: The Energy Committee met last week and they talked about finalizing a plan on education and action. The new Transportation Committee meets Thursday for the first time. Exeter's first annual UFO fest will be held on Saturday, September 5th.

Matt Quandt: Nothing to report.

Bob Eastman: Nothing to report.

Bill Campbell: The Planning Board meets Thursday.

Bobby Aldrich: The Arts Committee had their Spring Show opening on Saturday. It will be open through May 16th on weekends. The Trail Committee meets tomorrow April 28th and the Conservation Commission meets for a site walk on Wednesday at 5:30pm.

b. Correspondence:

1. Reminder to sign 3 driveway permits
2. Reminder to sign Certificate for Comcast employees
3. Utility notice form Pennichuck East Utility
4. CDFA letter regarding mandatory workshop
5. Emails regarding encumbrances/ Contractor estimate

Mr. Eastman was concerned that the encumbered funds had no contract and therefore should be put into the general fund. Mr. Campbell explained that these funds were to be used to expand on the Town Clerks office. Mr. Eastman does not think the work can be done without the contract and that it should have been budgeted. Mr. Dean stated that he has come forward with this and it will be too bad if the work can not be done. His direction was to go with the verbal okay and the Town has no contract for it but a proposal and a purchase order. Mr. Dean believes that an okay and a sign off is all that is required and he understands that it is the Board's decision but thinks this will withstand auditor's scrutiny. Ms. Gilman asked about the purchase order. Mr. Campbell and Mr. Aldrich agreed that the work needs to be done one way or the other. Mr. Campbell recommended discussing this at the work session. Mr. Dean will get some thoughts from the Department of Revenue.

9. Second Public Comment – none.

10. Non Public Session –

At 8:55 pm, Ms. Gilman moved to enter into a non public meeting on RSA 91-A:3 exceptions II(b); Mr. Quandt seconded. Mr. Aldrich called the roll: Mr. Eastman -aye, Mr. Quandt – aye, Mr. Campbell – aye, Ms. Gilman – aye, Mr. Aldrich – aye.

Adjournment. The Board reconvened in public session at 9:30 p.m. and thereafter adjourned for the evening.

Respectfully submitted,

Aimee Caruso

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Recording Secretary