

# FINAL MINUTES

BOARD OF SELECTMEN MEETING

MINUTES

August 10, 2009

**1. Call Meeting to Order**

Chairman William Campbell convened the meeting at 7:00 pm in the Nowak Room of the Town Office Building. Mr. Campbell introduced the other members of the Board: Mr. Bob Eastman, Mr. Matt Quandt, Mr. Bobby Aldrich and Town Manager, Russ Dean. Ms. Julie Gilman was excused.

**2. Public Comment- None.**

**3. Minutes and Proclamations**

**a. Regular Session: August 3, 2009**

Mr. Quandt had one correction on the vote on blue bags: Mr. Quandt had voted no.

**Mr. Aldrich moved to approve the August 3, 2009 minutes as amended; second by Mr. Eastman. VOTE: Unanimous.**

**4. Appointments- ERLAC**

**Mr. Eastman moved to appoint John Henson to Exeter River Local Advisory Committee. Mr. Quandt seconded. VOTE: Unanimous.**

**5. Department Reports: None**

**6. Discussion/Action Items**

**a. Lorraine St. Jean**

Ms. St. Jean of Rochester, NH appeared to ask the Board for help in moving the remains of her infant son from her former husband's family plot in the Exeter Cemetery to her own plot in Lee, NH. Her understanding is that the Board of Selectmen can override the denial that she received from the Exeter Cemetery. Atty. Charles Tucker, representing the Cemetery Association, advised the Board that they do not have standing in this case and that Ms. St. Jean must have the agreement of all of the known surviving family members of her former husband in order to gain their approval, and without all of the descendants agreeing, Ms. St. Jean could not remove the remains. Mr. Campbell told Ms. St. Jean that legally the Board would be unable to intervene on her behalf, but that the Board wished her luck.

**b. Discussion: Status of Encumbrance to Lambert Construction**

Mr. Dean explained that this issue is a leftover issue from the last budget year. Mr. Eastman questioned whether the encumbrance was specified at the time of the other encumbrances. Mr. Dean said that he would need to look further into the video from the December 22, 2008 meeting and would submit a more specific accounting of the meeting at the next meeting.

**c. Discussion: Employee Benefits**

Mr. Dean asked the Board to clarify how they would like to follow through with the vacation policy. Mr. Eastman would prefer that vacation time should be accrued, not given automatically at the beginning of the year, the same way that sick time is accrued. He also stated that there was a previous discussion regarding allowing employees to use time before it is earned. Mr. Aldrich suggested a work

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session for the Board in September so everyone can speak about issues that they feel need revision. Mr. Aldrich would like to see the entire personnel plan revised and approved at the same time instead of changing one small part at a time. Mr. Campbell also would like to see a full document.

## **d. Discussion: Outstanding Receivables Options**

Mr. Aldrich distributed a revised list of outstanding receivables. Mr. Dean is concerned that the finance department is understaffed, and Municipal Resources agrees that the structure of the Finance office needs to be changed. Mr. Dean is looking for some direction from the Board regarding the possibilities of Water/Sewer liens and shutoffs. Through a survey of other comparable size towns, he has found that there are no other towns that have a Town Manager form of government and the Town Manager is also the Tax Collector. He suggested some ideas for a possible structure change to a combined Town Clerk/Tax Collector or a separate Tax Collector position being established. Mr. Dean stressed that the Finance Department is in need of resources to handle the volume of work that needs to be done. Mr. Aldrich asked for Mr. Dean to bring a cost estimate to the Board's next meeting for review and also asked for details regarding what work the added help would be doing.

Jim Knight, Oak St, asked if the Town had received any money from Southern Imaging from the Water Sewer bills that did not get sent out and Mr. Dean said he would look into the matter.

Alan Bailey, Greene St., inquired about when the Board approved the appointment of the Deputy Tax Collector. Mr. Dean said he would look into the official requirements of the office.

## **8. Regular Business**

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

Mr. Aldrich moved to disburse Payroll dated August 5, 2009 in the amount of \$32,138.90. Mr. Eastman seconds. Vote: Unanimous. Mr. Aldrich realized that he read the incorrect number from the warrant and retracted this vote.

**Mr. Aldrich moved to disburse Payroll dated August 5, 2009 in the amount of \$154,589.97. Mr. Eastman seconds. Vote: Unanimous.**

**Mr. Aldrich moved to disburse Payroll dated July 29, 2009 in the amount of \$160,996.43. Mr. Eastman seconds. Vote: Unanimous.**

**Mr. Aldrich moved to disburse Accounts Payable dated August 7, 2009 in the amount of \$2,670,306.01. Mr. Quandt seconds. Vote: Unanimous.**

Mr. Aldrich noted that the big ticket items in this warrant were \$1,300,000 to the Cooperative School District, \$1,100,000 to the Exeter School District and \$100,000 for the Gilman and Stadium wells. He also noted that he had one issue with a cell phone reimbursement.

**b. Budget Updates- None.**

**c. Tax Abatements and Exemptions- None.**

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

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## **e. Permits**

ECCA applied to use the Town Hall on December 15, 2009 for the Children's Program.

**Mr. Quandt moved to approve the permit as presented. Mr. Eastman seconded. Vote: Unanimous.**

## **f. Town Manager's Report**

Gilman and Stadium well testing is underway. The Cable TV Committee has met with Jay Somers of Comcast and is in negotiations to get 2 or 3 more public access channels for government and education purposes. The RFP for Town Counsel is moving ahead but the deadlines for submission are being extended.

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

Mr. Eastman has nothing to report.

Mr. Aldrich- The Conservation Commission is reviewing the renewal of the Raynes Farm lease and whether or not a new lease must be written because of the current lease expiration date.

Mr. Quandt has nothing to report.

Mr. Campbell has nothing to report.

## **h. Correspondence**

- i. FY 2010 Budget guidelines
- j. Thank you letter to Board from Police Department re: compensation plan.
- k. Letter from Seacoast VNA re: Merger with Home Health VNA
- l. Letter from Fairfield Inn re: announcing new hotel in town.
- m. Memo from Russ Dean re: water/sewer billing problem
- n. Email from Robbie Fuller re: water/sewer billing problem
- o. Letter from Office of Energy and Planning re: Completion of review on Industrial Drive Culvert Replacement.
- p. Letter from Office of Energy and Planning re: Completion of review on Water Street Sewer Interceptor Project.
- q. Letter to Gretchen rich of NH DES re: extension of award timeframe due to delays.

**9. Public Comment-** Jim Knight, Oak St., asked the Board if they had closed out the contract for the water tower and accounted for the project's late provision. Mr. Dean said that the NH DES is escrowing funds in preparation for the final disposition of the project.

## **10. Non Public Session**

**Mr. Eastman motioned to move the Board into the Non Public Session under RSA 91-A:2 exception II (a) employee compensation at 8:33pm; Mr. Aldrich seconded. Mr. Aldrich called the roll.**

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**Mr. Eastman- aye, Mr. Campbell – aye, Mr. Quandt – aye, and Mr. Aldrich – aye.**

## **11. Adjournment**

**The Board emerged from non public session and Mr. Eastman motioned to adjourn at 9:15pm; Mr. Campbell seconded. VOTE: Unanimous.**

Respectfully submitted,

Kelly Geis  
Recording Secretary