

**FINAL MINUTES**  
**BOARD OF SELECTMEN MEETING                      MINUTES**

**September 14, 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. Robert Eastman, Mr. Matt Quandt, Mr. Bobby Aldrich, Town Manager, Russ Dean and Ms. Julie Gilman.

**2.        Public Comment**

Alan Bailey, Green Street, asked about the status of the 2008 audit. Mr. Dean stated that the auditors from Melanson & Heath are in the midst of working diligently on the accounts. Mr. Dean replied that the Board expects to review the budget by mid-October.

**3.        Minutes and Proclamations**

**Mr. Aldrich moved to approve the minutes of August 10, 2009 as presented. Mr. Quandt seconded. Vote: Unanimous. Ms. Gilman abstained from this vote as she was not present at the meeting.**

**Mr. Aldrich moved to approve the minutes of August 17, 2009 as presented. Ms. Gilman seconded. Vote: Unanimous. Mr. Eastman abstained from this vote as he was not present at the meeting.**

**Mr. Aldrich moved to approve the minutes of August 24, 2009, as presented. Ms. Gilman seconded. Vote: Unanimous.**

**Mr. Aldrich moved to approve the minutes of August 31, 2009 as presented. Ms. Gilman seconded. Vote: Unanimous.**

**Mr. Aldrich moved to approve the minutes of September 8, 2009 as presented. Mr. Eastman seconded. Vote: Unanimous.**

**4.        Appointments - None**

**5.        Department Reports: Department of Public Works, Fire Department**

Fire Department- Ken Berkenbush, Assistant Chief/Health Officer for the Town of Exeter, announced that Susan Geier was newly hired from the Columbus, Ohio Health Department. She will be working with 17 towns in renamed region 15. The new reorganization now includes two divisions. The Inspectional Services headed by Judy Jervis will include inspections of restaurants, schools, foster care, day care and fielding complaints. On the other side is the All-Health Hazards Team headed by Susan Geier, which includes pandemic planning and setting up flu clinics to gear up for the H1N1 virus. She will also be working with Exeter Hospital, the state, CHRI and other interested parties. Mr. Berkenbush is in charge of operations, response, equipment, staffing, fire and EMS divisions. Lieutenant Paul Morin, Prevention, performs inspectional services, fire alarms, schools, foster care and day care. Currently the state is waiting for the H1N1 vaccine, and working on setting up flu clinics in hospitals and pharmacies. The first target groups are doctors, nurses, police officers, paramedics and fire fighters followed by children and those over the age of 65. There was an update on mosquito control. Exeter does not have any infestations, however neighboring towns are affected. Parks and schools have been barrier sprayed and micro-balloons have been set. The Recreation Department has been supplied with insect repellant and fact sheets are located on the Health Department web page at DHHS. Mr. Campbell

## FINAL MINUTES

asked if there was any information on the File of Life Program and the answer was yes. A retired firefighter, Lt. Tom Tufts, volunteered to clean out the museum and open it sometime in the spring. The Fire Department thanked Exeter residents for the success of the August 22, MDA Boot Drive. On October 7, at the Capitol Center for the Performing Arts in Concord, ten members of the Exeter Fire Department will be receiving an award from the New Hampshire Fire Service Committee of Merit stemming from a call received last year, when an 8,800 pound piece of equipment fell and pinned a worker who was later Med-Flighted to Boston.

Jennifer Perry reported on the status of major projects in the Department of Public Works. The Summer Street Water Line Replacement Project is complete including paving, and the reservoir will be filled next week. A DES grant was received for leak detection. There was a meeting on the Great Dam Water Replacement Feasibility Study. The main sewer pump station roof replacement project will begin shortly and there will be a public information meeting on Wednesday at 7:00 p.m. The Water Street Sewer Project is at DES for review. The Industrial Drive Culvert Project is out to bid, due by early October. The 65-gallon recycling totes are available at Public Works at 13 Newfields Road. The annual plow rally to prepare for this year's snow plow season will take place in late October. Clarification was made that DES gave grants to assist the Town with leak detection of the water distribution system. It was submitted late June and a firm was contracted to implement the new system.

### **6. Discussion/Action Items**

#### **a. Transportation Enhancement Grant**

Ms. Gilman said there were two Transportation Enhancement Grant applications sent to the NHDOT. The first was for shoulder widening on Kingston Road from Westside Drive to Pickpocket, to allow for a pedestrian and bicycle path to Jolly Rand Road. The other application is for the regional Transportation Center-Phase One, which is a renovation of the baggage building to turn it into an all-weather wait station for train passengers. Mr. Bob Hall stated there should be parking and a designated location for all-weather comfort, including restroom facilities and baggage storage. Approximately 125 people use the station per day, 3,000 per month. Mr. Campbell asked how many people the facility would hold and the answer was about 20. Ms. Gilman said the train facility grant should be \$350,700 and the Town of Exeter is asking for 60% of that amount. Mr. Campbell agreed to support the application, but noted that funding would still have to go through the appropriations committee. The shoulder-widening project was addressed by Don Woodward, Transportation Committee. There is \$50,000 per year set aside from their capital improvement plan and the grant will be in excess of that, expediting the project completion. Jim Knight asked about the purchase price and Ms. Gilman stated it is about \$250,000, to be determined. Mr. Hamel asked if the grant money was strictly for the purchase of the building, and Ms. Gilman advised that the grant should be used for both the purchase and building renovation.

**Ms. Gilman made a motion to sign the letter of support for the two transportation enhancement projects and Mr. Quandt, seconds. Vote: Unanimous.**

#### **b. Invitation to join the Southeast Water Shed Alliance**

Mr. Dean received a letter from Tom Burack, Commissioner of DES inviting each Town to join the Southeast Watershed Alliance. The goal is help increase inter-municipal coordination to deal with water quality issues in the watershed, sewage, and pollution issues in Great Bay and Hampton Harbor. They want the Towns to join the alliance and there will be a meeting on September 29, at 6:30 pm at Nottingham Hall, which will require a vote and selection of a representative. Mr. Campbell spoke to Mr. Richardson, Chairman of the Conservation Commission, and since water quality is imperative, he advocates joining. Jennifer Perry stated that membership is free and the goal is to form a group to structure organization and implement solutions. Mr. Campbell recommended that that Board postpone making a final decision until the informational meeting.

## FINAL MINUTES

### **c. Raynes Farm Lease Renewal**

The Raynes Farm 5-year lease is now due to expire. The Conservation Commission is seeking a one-year extension, while they work on developing a long-term lease which will be presented to the Town voters in March.

**Mr. Quandt moved to approve a one-year lease for Raynes Farm. Ms. Gilman seconded. Vote: Unanimous.**

### **d. Vacation Policy**

Regarding the vacation policy for non-union employees, Mr. Dean is looking at the cost of accelerated vacation vs. accrual, and upon re-examination found no additional cost. Mr. Campbell mentioned two things which are not on the policy; effective January 1, if an employee has two weeks of unused earned vacation, it can be banked into the next year. Mr. Campbell stated he would also like to see the ability for an employee to borrow two weeks from their upcoming vacation. Mr. Dean said that a limit of no more than two weeks should be set on borrowing vacation days, in order to maintain the ability to recoup those expenses from their last paycheck in case of an unexpected leave or termination. Mr. Eastman would like to see the policy before he signs. Mr. Dean will circulate the policy to department heads for their input.

## **7. Regular Business**

### **a. Accounts Payable and Payroll Manifests**

**Mr. Aldrich moved to approve the Payroll warrant in the amount of \$143,004.36. Mr. Quandt seconds. Vote: Unanimous.**

**Mr. Aldrich moved to approve the Accounts Payable warrant dated September 11, 2009, in the amount of \$208,110.08. Mr. Quandt seconds. Vote: Unanimous.**

Mr. Aldrich stated that there were two big ticket items in the warrant: A check to the New Hampshire Retirement System, contributions, in excess of \$96,000 and a check to Weston & Sampson for the Gilman Stadium and Well Project for approximately \$27,000.

### **b. Budget Updates**

Mr. Dean updated the Board on the progress of the 2010 budget. Mr. Eastman asked what was included for medical and dental increases and Mr. Dean stated that last years increase was 15% and the Local Government Center is keeping him updated on changes. Mr. Eastman asked if the budget should be set at 2009 figures and Mr. Dean said yes. Mr. Campbell stated that COLA and salary increases should be added to the agenda. No dates are officially set for the budget meetings, but are projected for the first two weeks of November.

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

### **d. Water/Sewer Abatement- None**

### **e. Permits**

The upcoming permit requests to use Town Hall include:

Historical Society for the Lincoln Sesquicentennial Event from 10 am to 7 pm, March 6, 2010.

Rotary Club for Exeter Rotary Karaoke Idol on January 22, 23 & 24, 2010.

Rotary Club for Exeter Rotary Karaoke Idol on April 30, May 1, May 2, 2010.

Seacoast Wind Ensemble for a concert on October 31, 2009 from 5:30 to 9 pm.

## FINAL MINUTES

**Mr. Aldrich moved to approve the permits as presented, Ms. Gilman seconds. Vote: Unanimous.**

### **f. Town Managers Report**

Provident Bank lease expires September 22, 2009, and will meet this week for a six-month extension.

Reviews of department budgets are ongoing.

The utility data from DRA is in for the MS1 and the Town Assessor should have results by next week.

The household hazardous waste collection is coming up on October 3, at 9:00 at the DPW highway barn, with Epping, East Kingston and Stratham participating.

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

Mr. Aldrich reported that the Arts Committee will meet this week and the Conservation Committee cancelled their meeting in September.

Mr. Quandt reported that the Cable Committee will meet at 5:30 pm Wednesday night, the Exeter River Study Committee will meet Thursday morning at 9:30 am and the Safety Committee will meet at 9:00 am on Thursday also.

Mr. Eastman - nothing to report

Ms. Gilman reported that in reference to the Heritage Commission and certified local government grant, the State did not give historic resources as much money as they had anticipated and a meeting will ensue. The Water Supply Presentation had discussions and decided to put together an opinion letter. The Demolition Review Process wants to begin using the Historic Architectural Building Survey (HABS) form for the destruction of documents, including photos and drawings. They also talked about the need for more storage and computer space for digital photos and hard copies. The Energy Committee met and is working on school curriculum to start talking to students on green initiatives. Follow-up on hydro-electric power interest with research being conducted on options and the HDC will meet Thursday night.

Mr. Campbell reported that the Planning Board met last Thursday and discussed the CIP and passed on to the Board of Selectmen and the hospital will submit an expanded zoning proposal. Transportation information from Mr. Hall noted. A vacancy on the Budget Review Committee exists because a current member has relocated. He also noted that there will be a regular Selectman Meeting next Monday.

### **h. Correspondence**

1. Letter from Jane Kiernan, Arts Department, regarding security and help to repair damaged hooks which hold the banner.
2. 91A request from Mr. Knight.
3. Letter from Mr. Bailey regarding internal controls.
4. Letter from DES congratulating Mr. Hanson on his appointment to the local river advisory committee.
5. Letter from Comcast regarding upgraded service and channel lineup.
6. Two letters regarding Brian Griset appealing the motion to dismiss their motion before the water council.

### **9. Public Comment - None**

**Motion to go into Non-Public Session under 91A, IIA and collective bargaining.**

## FINAL MINUTES

### **10. Non-Public Session**

**Mr. Eastman motioned to move the Board into the Non-Public Session under RSA 91: a (3) (2a) to discuss employee compensation at 8:31 pm; Mr. Aldrich seconds and adds collective bargaining. Mr. Aldrich called the roll.**

**Mr. Eastman, aye; Mr. Campbell, aye; Mr. Quandt, aye; and Mr. Aldrich; aye. Ms. Gilman; aye.**

### **11. Adjournment**

**The Board emerged from non-public session and Mr. Aldrich motioned to adjourn at 9:15 pm; Ms. Gilman seconded. Vote: Unanimous.**

**Respectfully submitted,**

**Linda Baresich  
Recording Secretary**