

MINUTES OF THE JUNE 13, 2011 BOARD OF SELECTMEN'S MEETING

MEMBERS PRESENT: Chairman David Canada, Selectmen Tim Copeland and Bruno Federico, and Town Administrator Paul Deschaine.

At 7:35 pm, the Chair opened the general meeting of the Board of Selectmen.

TREASURER'S REPORT: Kevin Peck reported that he had \$1,375,792.00 in the general checking account.

DEPARTMENT REPORTS:

Town Clerk/Tax Collector: Joyce Charbonneau was present at the meeting to discuss the 2011 Dog Warrant. She stated that as of today, there are still 194 dogs that need to be licensed. Police Chief John Scippa was present at the meeting and mentioned that the effort that Ms. Charbonneau put forth with the new computer system last year and the process by which this was handled has significantly been a positive impact with regard to collecting the money and reducing the burden on the Police Department. The Board signed the warrant.

Ms. Charbonneau stated there is still one outstanding property subject to tax deeding for 2008 taxes. She stated she has a payment agreement, pursuant to the Board's approval, from Mr. Stephen Hinchey of 41 Depot Road to settle that last 2008 obligation. A specific amount, \$1000, will be due the first week of each month; she has already received the first payment. Once the agreement with his signature is received, Ms. Charbonneau will have the Board sign it as well.

Ms. Charbonneau presented three quotes from companies to print, fold, insert and stamp the Town's tax bills. Her recommendation is to go with Mark Altman and Associates. She stated that it costs the Town approximately \$1,800 to \$2,200 in supplies for one mailing every six months including postage; this company quoted a price of \$1,984. Mr. Federico moved to allow Ms. Charbonneau to enter into a contract with Mark Altman & Associates for printing and mailing the semi-annual tax bills, starting with the December tax bills. Mr. Copeland seconded the motion, which passed unanimously.

Fire Department: Fire Chief Rob Cook was present at the meeting to report on his Department's activities. He stated that the five Nextel cell phones the Department has are available for upgrades. The Board advised Mr. Cook that he only needed to inform the Board if the cost is over \$500.00.

Mr. Cook discussed replacing portable radio batteries with the Board. Mr. Cook said the radios are going to be reprogrammed in the Seacoast area so he wanted to make sure everything was in place so that could happen. Mr. Scippa has been working on this matter.

Mr. Cook requested clarification on an email he received from the Board regarding the lawn maintenance at the Firehouse. Mr. Canada explained that Mr. Cook needed to identify any work that needs to be done. He stated the Highway Department takes care of the mowing, but if there is anything else that needs to be done, then the Board should be notified. The group discussed

who was responsible for coordinating lawn treatments at all Town buildings. The Board will talk with Parks & Recreation Director Seth Hickey about having him, Park Ranger Kim Woods, and Tim Slager from Highway develop a maintenance plan for the Town building lawns.

Mr. Copeland stated he is still working on the "Jaws of Life" repairs reimbursement through the insurance company.

Mr. Copeland has a copy of the 2010 Fair Audit Report so it can be given to the Town auditors so they can come up with a price to have the Fair audited in conjunction with the annual Town audit

Mr. Cook confirmed that the SVFD Association has a fund, which can be used for the cost of CDL licenses for fire apparatus drivers. The Board had questioned the appropriateness of such expenditures since state law does not require a CDL license. Mr. Cook acknowledged that such a license is not required but is desirable.

Police Department: Mr. Scippa stated that regarding the replacement of portable radio batteries, he contacted 2-Way Communications, and they have provided a proposal with a price per unit of \$90 for the newer radios and \$85 for the older radios. Mr. Scippa and Mr. Cook will work together on this matter.

Mr. Scippa requested the Board to allow payment on an invoice for \$174.60 from Interstate Arms that was a faxed copy. The original order was done over the internet, so there was no original invoice. The Town's policy is to only pay from original invoices. Mr. Copeland moved to pay the faxed invoice copy to Interstate Arms Corporation for \$174.60. Mr. Federico seconded the motion, which passed unanimously.

Mr. Scippa asked for the Board's permission to place into auction the 2000 Crown Victoria and the 1996 Ford Explorer that have been taken out of service. Mr. Copeland moved to auction off the 2000 Crown Victoria and the 1996 Ford Explorer. Mr. Federico seconded the motion, which passed unanimously.

Mr. Scippa reported on the issue on Butterfield Lane with regard to damage done to the street. He stated that Officer McAulay was able to contact the owner of the tree company. The owner was very surprised and apologetic and stated that when he did the work, the road was covered with snow and he was completely unaware that damage had been done. He stated he is fully insured and would like to speak with a representative of the Town so the issue can be resolved. Mr. Scippa will work with Highway Agent Fred Hutton on this matter.

Mr. Scippa stated he spoke with Mr. Copeland regarding fine schedules. They investigated the fine schedule of neighboring communities and it was determined that both Exeter and Newmarket use a fee of \$25.00 for most parking fines. Mr. Scippa stated that after some discussion, it was decided that a \$25.00 fee was appropriate and reasonable. For those parties who commit a third offense the fine would be raised to \$50.00. Mr. Scippa would like to see a Town ordinance created that would support a \$250.00 fine for handicapped parking violations. Mr. Scippa and Mr. Copeland will continue to work together on this matter.

Mr. Scippa presented the results of the Police Department survey that was conducted over the winter months. He and the Board were very pleased with the overall results. The two biggest concerns from citizens were speeding motor vehicles and people texting while driving (including cell phone use). Mr. Scippa would like to conduct a survey every two years.

Mr. Scippa stated he was able to draw some numbers regarding traffic on Frying Pan Lane. There is an issue where the curve in the road by 13 Frying Pan Lane is causing a blind drive. The resident had requested a sign be posted. Since January 1, 2007 to today, there have been a total of four accidents on Frying Pan Lane and over that same period, there have been 258 citations issued. Mr. Scippa stated that he has been looking into obtaining a traffic monitoring device through a grant. The group agreed a sign would not be installed unless the resident would like to pay for it. The Police Department will do more enforcement. Mr. Federico will contact the resident and inform him of the Board's decision.

The group then discussed IT assistance for the Police Department. Mr. Scippa stated he could contract someone for half the hourly rate that Paul Wolf would charge and could take care of all of the IMC system issues they are experiencing. He is a facilitator at Rockingham County and an IMC representative, and could clearly address the needs of the Police Department. Mr. Federico pointed out that the IMC representative needs to be called in for specific IMC problems. However, Mr. Wolf will be needed as the system administrator. Mr. Scippa was satisfied with that explanation and with using Mr. Wolf as the system administrator.

Mr. Canada reminded Mr. Scippa to start working with the School Superintendent to have the School Resource Officer position at CMS budgeted for in the upcoming year's budget for the Exeter Cooperative School District.

The group briefly discussed using low risk Rockingham County inmates for work at the Park. The Board supports using this program for Town projects. The use of the program for routine, scheduled work is problematic due to Sheriff Department transportation requirements. Mr. Canada will speak with Mr. Hickey and make sure he is aware of the program.

At 9:16 pm, Mr. Canada moved to go into non-public session to discuss a personnel issue and negotiations. Mr. Copeland seconded the motion, which passed unanimously.

At 9:44 pm, Mr. Canada moved to come out of non-public session and to seal the minutes due to the matters discussed. Mr. Federico seconded the motion, which passed unanimously.

Mr. Canada stated he would not be at the meeting next week due to vacation.

MEETINGS: The Chair then reviewed the meetings scheduled for the coming week and reviewed the meetings held this past week.

PARK PERMITS/MUNICIPAL CENTER RENTALS:

The following Park permits and Municipal Center rentals were discussed and acted upon:

Cheryl Sostak requested the use of the Park on August 7, 2011 for a graduation party. The request was approved.

Mary-Lin Cecilia Maher requested the use of the Park on August 7, 2011 for a wedding. The request was approved.

Carol Ingoldsby from the NH Public Defenders office requested the use of the Park on June 24, 2011 for a company cookout. The request was approved.

Andrea Morris from Exeter Dialysis requested the use of the Park on August 7, 2011 for a picnic. The request was approved.

Regarding a request made last week from Scott Standen from the Appleseeds Day School, Mr. Federico moved to waive the fee. Mr. Copeland seconded the motion, which passed unanimously.

ADMINISTRATION:

Mr. Deschaine presented the Board with an email from Town counsel regarding the Doe Run Lane paper street status. It basically comes down the Town never receiving a deed to the right-of-way. The Town has an enforceable claim only on that section of the right-of-way, which was encumbered by prescriptive use and maintenance. The rest is considered abandoned and never acquired by the Town and, therefore, the property owners own to the centerline of that paper street. The only possible action the Town may take would be to release that dedication that was made for a future paper street there. The Board will take this under advisement and Mr. Deschaine will continue to research this matter.

Mr. Federico moved to offer Paul Wolf an IT contract at 25 hours per week at \$60.00 per hour. Mr. Canada seconded the motion, which passed unanimously.

The group then discussed encumbrances for the 2010 audit. The total balance to be encumbered and brought forward is \$216,095, which is in the General Fund. Mr. Canada moved to adopt Mr. Deschaine's list of encumbrances and allow the \$531.00 in the unreserved fund to lapse. Mr. Federico seconded the motion, which passed unanimously.

OLD BUSINESS:

The Board will schedule a project meeting to discuss their priority list and cemetery regulations.

Mr. Canada passed along an article from the Union Leader to Mr. Deschaine. The article stated that New Hampshire is being downgraded in the Municipal Bond Bank, but in spite of that, it said that 20-year bonds are going for a true interest cost of 2.97%. Mr. Deschaine presented Bond Anticipation Note (BAN) documents for the Board's signature, coincidentally, at that rate.

Mr. Canada mentioned there is a pretty serious mold issue in the basement of the Historical Society building. The group discussed different options for repairing the problem and pricing. Mr. Deschaine stated the money for the repairs would be available in the Operating Budget. Mr. Canada moved to authorize up to \$5,800 for the repairs needed at the Historical Society building and to authorize the Chair to sign any contracts necessary. Mr. Copeland seconded the motion, which passed unanimously.

Mr. Deschaine stated that Nationwide Insurance has updated the plan documents associated with the Deferred Compensation Plan that the Town offers. Mr. Copeland recused himself from this discussion since he participates in the Plan. Mr. Federico moved to authorize the Chair to sign the documents adopting those amendments. Mr. Canada seconded the motion, which passed 2-0.

Mr. Copeland updated the group on the mosquito legislation. He stated he was satisfied with the end result. He stated after some compromise, the bill was set at three years, which means that if within three years of a declared health emergency, a community will have an affirmative right to treat state owned lands for mosquito larva control. The clock would re-start each time an emergency was declared. This will go to the House for concurrence on June 22nd and then to the Governor.

Mr. Deschaine stated that the Town has been selected to participate in this year's Plan NH Planning Charrette, date to be determined.

At 10:31 pm, Mr. Canada moved to adjourn. Mr. Federico seconded the motion, which passed unanimously.

Respectfully Submitted,

Reviewed By,

Stacey J. Grella
Executive Assistant

Paul R. Deschaine
Town Administrator