

**Town of Exeter
Town Building Advisory Committee Meeting Minutes**

Date of Meeting: 1/11/08

Attendees:

Robert Corson	Chair
Amy Bailey	Vice Chair
Mark Leighton	
Jonathan Ring	
Jerry Hamel	
Julie Gilman	Selectman's Representative
Russ Dean	Town Manager

- Meeting minutes for 1/4/2008 were approved.
- **Review of Community Survey**
 - Kelly Geis presented to the committee on the cost of using postage due.
 - Committee agreed it was cost prohibitive to use.
 - Kelly Geis presented on the cost of using bulk mail and a vendor for printing, folding, and mailing. Total cost would be approximately 21 cents each.
 - Committee agreed to use vendor and provide postage paid envelope for residents to return survey.
 - The approximate number of surveys is 5,000.
 - Committee decided to meet on Jan 30 to tabulate data from returned surveys.
 - Committee approved survey.
- **Review of Introduction Letter**
 - Letter was reviewed and minor changes were made.
- **Staff Survey Questions**
 - Planning/Building department and Assessing department have been scheduled to meet with committee on Jan 18, 2008.
 - Mr. Dean will work on scheduling a third department for Jan 18.
 - Additional questions were added to staff survey.
 - Ms. Bailey will generate questions and distribute to committee.
 - Mr. Dean will distribute to department heads prior to meeting with committee.

Town Building Advisory Committee Meeting Minutes (Continued)

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- **Other Business**
 - Mr. Dean will ask the Exeter New Letter to interview the committee on Jan 18.
 - Committee discussed current status of the Town Office information technology (IT) capability. Committee agreed to initiate a sub committee to further assess the current and future needs of the Town Office IT needs.

- Next meeting was scheduled for 1/18/08 at 8 am.

End of Minutes

Rob Corson, Chair

Amy Bailey, Vice Chair

Mark Leighton

Jonathan Ring

Gerry Hamel

Julie Gilman, Selectman's Rep