

**Exeter Board of Selectmen Meeting  
Tuesday, January 17<sup>th</sup>, 2017, 6:50 p.m.  
Nowak Room, Town Office Building  
10 Front Street, Exeter, NH**

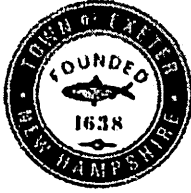
1. Call Meeting to Order
2. Board Interviews: Historic District Commission
3. Public Comment
4. Minutes & Proclamations
  - a. Proclamations/Recognitions
5. Approval of Minutes
  - a. December 19<sup>th</sup>, 2016
  - b. December 27<sup>th</sup>, 2016
  - c. January 3<sup>rd</sup>, 2017
  - d. January 10<sup>th</sup>, 2017
6. Appointments
7. Discussion/Action Items
  - a. CDBG Hearing: Avesta Housing/Meeting Place Phase IV
  - b. Kingston Road Shoulder Widening Project Update
  - c. NHDOT TAP Grant: Sidewalks
  - d. Public Hearing: FY17 Bonds
  - e. Public Hearing: FY17 Budget
  - f. 2017 Town Warrant Review
8. Regular Business
  - a. Tax, Water/Sewer Abatements & Exemptions
  - b. Permits & Approvals
  - c. Town Manager's Report
  - d. Selectmen's Committee Reports
  - e. Correspondence
9. Review Board Calendar
10. Non-Public Session
11. Adjournment

Daniel Chartrand, Chairman  
Exeter Selectboard

Posted: 1/13/17 Town Office, Town Website

Persons may request an accommodation for a disabling condition in order to attend this meeting. It is asked that such requests be made with 72 hours notice. If you do not make such a request, you may do so with the Town Manager prior to the start of the meeting. No requests will be considered once the meeting has begun.

AGENDA SUBJECT TO CHANGE



**Town of Exeter**  
Town Manager's Office  
10 Front Street, Exeter, NH 03833

## Statement of Interest Boards and Committee Membership

Committee Selection: Historic District Commission

New

Re-Appointment

Regular

Alternate

Name: Nicholas Gray

Email: nicholas.gray.nh@gmail.com

Address: 4 Moore Lane, Exeter, NH 03833

Phone: (603) 770-1738

Registered Voter: Yes

No

Statement of Interest/experience/background/qualification, etc. (*resume can be attached*).

As a recent college graduate who has just returned home to Exeter, I wish to contribute to town government in the hopes that I can better the local community that has blessed my life to date. I view the Historic District Commission as an ideal group on which to serve because I possess a longtime interest in local history, particularly that involving Exeter's prominent role in colonial and early American times. Having read both Charles Bell's and Nancy Merrill's written histories, I have an intimate knowledge of Exeter's past and a heartfelt appreciation for the way in which our rich heritage enhances the architectural beauty and civic pride of the Town. I would safeguard Exeter's links to its past as a member of the Historic District Commission with a work ethic and commitment that are second to none.

If this is re-appointment to a position, please list all training sessions you have attended relative to your appointed position.

I understand that: 1. this application will be presented to the Exeter Selectboard only for the position specified above and not for subsequent vacancies on the same board; 2. The Town Manager and Selectboard may nominate someone who has not filed a similar application; 3. this application will be available for public inspection.

After submitting this application for appointment to the Town Manager:

- The application will be reviewed and you will be scheduled for an interview with the Selectmen
- Following the interview the Board will vote on your potential appointment at the next regular meeting
- If appointed, you will receive a letter from the Town Manager and will be required to complete paperwork with the Town Clerk prior to the start of your service on the committee or board.

I certify that I am 18 years of age or older:

Signature: N. Gray

Date: 01-08-2017



**Town of Exeter**  
Town Manager's Office  
10 Front Street, Exeter, NH 03833

## Statement of Interest Boards and Committee Membership

Committee Selection: Planning Board

New

Re-Appointment

Regular

Alternate

Name: Nicholas Gray

Email: nicholas.gray.nh@gmail.com

Address: 4 Moore Lane, Exeter, NH 03833

Phone: (603) 770-1738

Registered Voter: Yes

No

Statement of Interest/experience/background/qualification, etc. (*resume can be attached*).

As a recent college graduate who has just returned home to Exeter, I wish to contribute to town government in the hopes that I can better the local community that has blessed my life to date. I have a bold vision for Exeter to become a greater draw for business and tourism, particularly within its downtown area, and I view the Planning Board as a principal means of shaping the town's future in that regard. I have read the 2002 Master Plan to develop an intimate understanding of the guidelines by which the Board operates and my engineering training could prove to be of use in technical studies conducted for various projects. Exposure at a young age to the Planning Board as an alternate would enable me to learn a great deal and prepare me to competently serve as a full-fledged voting member in future years.

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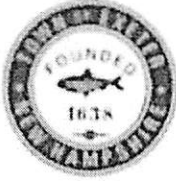
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Signature: N Gray

Date: 01-08-2017



**Town of Exeter**  
Town Manager's Office  
10 Front Street, Exeter, NH 03833

## Statement of Interest Boards and Committee Membership

Committee Selection: Budget Recommendations Committee

New

Re-Appointment

Regular

Alternate

Name: Nicholas Gray

Email: nicholas.gray.nh@gmail.com

Address: 4 Moore Lane, Exeter, NH 03833

Phone: (603) 770-1738

Registered Voter: Yes

No

Statement of Interest/experience/background/qualification, etc. (*resume can be attached*).

As a recent college graduate who has just returned home to Exeter, I wish to contribute to town government in the hopes that I can better the local community that has blessed my life to date. The Budget Recommendations Committee (BRC) is tasked with the enormous responsibility of ensuring the town's smooth operation and financial solvency at the least possible burden to taxpayers. As such, the BRC would enable me to deliver a major impact to the town's well-being and provide an excellent opportunity for me to learn about the wide-ranging functions of the town's departments. In addition to a commitment and work ethic that are second to none, I would offer the BRC sound financial sense, an understanding of basic accounting principles, an appreciation for the broader implications of budget decisions, and impartial judgment.

If this is re-appointment to a position, please list all training sessions you have attended relative to your appointed position.

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I certify that I am 18 years of age or older:

Signature: N. Gray

Date: 01-08-2017



# NICHOLAS T. GRAY

4 Moore Lane, Exeter, NH 03833 | nicholas.gray.nh@gmail.com | (603) 770-1738

## EDUCATION

- Stanford University** Stanford, CA  
Master of Science in Mechanical Engineering *January 2017*
  - GPA: 3.98, GMAT: 760 (99%), GRE: 331 (99%)
  - Awarded a 5-year departmental fellowship to pursue a Ph.D.Graduate School of Business Ignite Certificate in Entrepreneurship *July 2016*
- Cornell University** Ithaca, NY  
Bachelor of Science in Mechanical Engineering *May 2015*
  - GPA: 3.81, *magna cum laude*, Tau Beta Pi (Top 12.5% of Class)
- Phillips Exeter Academy (Preparatory School in Exeter, NH)** *June 2012*

## EXPERIENCE

- Pratt & Whitney - United Technologies Corporation** East Hartford, CT  
*Aero/Thermal Engineer* *January 2017 - Present*
  - Designing key turbine components that will contribute to 25% increased thrust and fuel efficiency in the HPW3000 engine of the Sikorsky UH-60 Black Hawk and Boeing AH-4 Apache military helicopters.
- Stanford High Temperature Gasdynamics Laboratory** Stanford, CA  
*Graduate Researcher / Ph.D. Candidate* *September 2015 - December 2016*
  - Measured combustion reaction rates and ignition delay times for 100 sets of fuel mixtures and operating conditions of interest to the U.S. Air Force by utilizing shock tubes and laser spectroscopy techniques.
  - Advised a corporate client developing a new combustion sensing system and secured a \$25K project extension.
  - Analyzed combustion kinetic models and identified 10 fuel mixtures worthy of future investigation.
- FlexEnergy Inc. (Previously Ingersoll-Rand)** Portsmouth, NH  
*Summer Engineering Intern* *May 2015 - August 2015*
  - Quantified turbine purge volumes through engine testing and submitted a report to the Australian Standard.
  - Saved 5 weeks of time by diagnosing the cause of co-generator degradation through heat exchanger testing.
  - Collaborated with 3 senior engineers to model 10% higher recuperator heat recovery in a combined-cycle engine.
- JPMorgan Chase & Co.** New York, NY  
*Summer Analyst* *June 2014 - August 2014*
  - Mitigated operational risk by consulting with other lines of business to oversee client onboarding and tax withholding for 500 accounts during the rollout of the Foreign Account Tax Compliance Act (FATCA).
  - Issued 10 progress reports with FATCA tracking metrics to maintain inter-department communication.

## LEADERSHIP & PROJECTS

- Cornell Space Systems Design Studio** Ithaca, NY  
*Undergraduate Research Assistant* *January 2014 - May 2015*
  - Directed an 8-member team within Prof. Mason Peck's Violet Satellite Project and administered 2 semesters of communication tests that achieved 50% improved processing speed and exceeded U.S. Air Force specifications.
  - Programmed a graphical user interface (GUI) that monitored and recorded all Violet power board functions.
  - Conducted 10 propulsion characterization tests of Prof. Mason Peck's electrolysis-powered Lunar CubeSat Project and compared the obtained performance metrics to 25 competing systems in a Senior Design report.
- Cornell Pepiot Research Group** Ithaca, NY  
*Undergraduate Research Assistant* *January 2015 - May 2015*
  - Validated 3 major models of biofuel production via gasification by conducting computational fluid dynamics simulations of thermochemical biomass conversion processes under Prof. Perrine Pepiot.

## SKILLS & CERTIFICATIONS

- Programs: MATLAB, Python, C, SolidWorks, Pro/Engineer, ANSYS, EES, Chemkin, Cantera, MS Office
- Licensing: Passed the Fundamentals of Engineering Exam (July 2015)

# DRAFT MINUTES

BOARD OF SELECTMEN MEETING

MINUTES

December 27<sup>th</sup>, 2016

## 1. Call Meeting to Order

Chairman Chartrand convened the Board of Selectmen at 6:30 p.m. in the Nowak Room. Also present were Vice Chair Julie Gilman, Selectman Don Clement, Selectwoman Anne Surman, and Selectwoman Nancy Belanger. Town Manager Russell Dean was also present.

The Chair introduced the board members and reviewed the agenda.

The first item is FY16 year end encumbrances. Chairman Chartrand asked the town manager to speak to this item. The town manager indicated he had talked with departments and there no year end encumbrances for FY16. This was verified with Finance over the last couple of weeks.

Next were the water/sewer chemical bids for FY16. Chairman Chartrand read the bids and the recommended award memo from DPW. Selectwoman Belanger moved to award the bids per the memo. Selectwoman Surman seconded. Motion carried unanimously.

Next item was a grant acceptance for the LCHIP grant for the Winter Street cemetery. This grant is in the amount of \$13,000 and will assist renovations for historic grave markers in the cemetery. Selectwoman Gilman moved the Board accept the grant in the amount of \$13,000. Selectwoman Belanger seconded. Motion carried unanimously. The Board thanked Ms. Gilman for her work in obtaining this grant.

Selectwoman Belanger then moved the Board enter into non public session under RSA 91-A:3 II a, c, and L. Exceptions are compensation, reputation, and pending claims. Selectwoman Gilman seconded. Chairman Chartrand called the roll: Selectman Clement aye, Selectwoman Gilman aye, Selectwoman Belanger aye, Selectwoman Surman aye, Chair votes aye.

## 2. Adjournment

The Board emerged from non public session. Selectman Clement moved to adjourn. Selectwoman Surman seconded. Motion carried. The Board stood adjourned at approximately 7:05 p.m..

Respectfully submitted,

Russell Dean  
Town Manager

Draft Minutes

**Exeter Board of Selectman**

January 3, 2017

**1. Call Meeting to Order**

Chairman Dan Chartrand called the meeting to order at 7:00 pm in the Nowak Room of the Exeter Town Offices building. Other members present were Vice Chair Julie Gilman, Selectman Don Clement, Selectwoman and Clerk Nancy Belanger and Selectwoman Anne Surman. Town Manager Russell Dean was also present.

**2. Remembrance**

Over the past ten days, Exeter has lost citizens that contributed immensely to the town. The first is Harry Thayer, who was a giant in this town. He was instrumental member of the fire department and he belonged to 36 civic organizations over the course of his involvement in town. A moment of silence was held in his honor.

Another citizen who passed this week was a member of the downtown merchant group, Chris Moutis has passed away. Selectman Chartrand called on Jay to memorialize Mr. Moutis from the podium. Chris served Exeter in many capacities, he worked at the Exeter Inn and owned two local restaurants. He also served on the Chamber of Boards, he expanded holiday decorations in the early 90's. He led the water street restoration project, and he was an active member of the Exeter crime line and worked on the town budget committee. Jay requested the Selectman draft a proclamation to remember Mr. Moutis. A moment of silence was held for Mr. Moutis.

George Sturgis a long-time employee of the Public Works department also passed away recently, Jennifer Perry, Director of the DPW memorialized him from the podium. Ms. Perry explained he was also employed at the Exeter Fire Department, for a total of over 40 years of working for the town. A moment of silence was held for Mr. Sturgis.

**3. Public Comment**

Mike Dawley, 10 Hunter Place, about a year and a half ago they hired a consultant and delayed hiring a planner for another 4 months. What was done with this report from this consultant since it was costly. Selectman Chartrand explained that this report is constantly being used by the Town Manager and the new planner. This plots the course of the Planning Department going forward. There is a letter in the packet tonight from an applicant that was so impressed with the Planning Department he notified them. Mr. Dawley also said they had been working for a couple years on the economic development strategic plan and he wanted to know what the status was on this. Selectman Chartrand explained that he should go to a meeting with Economic Development Commission. Selectman Clement went back the last time Mr. Dawley asked this and reviewed it. He said there were a lot of recommendations to the Board that they have not totally reviewed and discussed and decided to move forward with this. They should review this and take time at a future meeting to discuss this. Selectman Clement felt that the Economic Development Director should present this to the Selectman, and that Mr. Dawley shouldn't have to attend that meeting to get this information.

Brian Griset, 26 Cullen Way, on the agenda, they have approval of minutes for the 19<sup>th</sup> and 27<sup>th</sup>. These were not contained in the packet but the minutes pertain to items on the agenda this night and he would like to be able to review these. Selectman Chartrand explained the minutes were not ready when the packet was created, but they will be at the next meeting. They will not be voted on tonight.

#### **4. Minutes and Proclamations**

There are no proclamations for tonight, and the December 19<sup>th</sup> and 27<sup>th</sup> minutes will be held off on until the next meeting.

#### **5. Approval of Minutes**

Selectwoman Gilman explained in a nonpublic session they voted to seal minutes but since the matter has been resolved she would like to make a motion to unseal those minutes.

**MOTION:** Selectwoman Gilman moved to unseal the nonpublic minutes from November 14 and December 19, Selectman Clement seconded. The motion passed unanimously, 5-0.

#### **6. Appointments**

There were no appointments.

#### **7. Discussion/Action Items**

##### **a. Contract Extension for the Town Manager**

Selectman Chartrand explained that the Town Manager had been working without a contract since 2012 and he had made it a goal to get a contract extension signed. This has been completed and signed with a seven-year contract extension. This is important because Mr. Dean is doing a great job, and having him for more time is great for Exeter. Mr. Dean has a great sense of long term and is committed to citizen participation in municipal government. There are copies of the contract online on the website and anyone in attendance tonight could request a copy if they were interested. Selectwoman Surman said it was unfortunate that all the discussion had to be done in nonpublic sessions, she does feel elements could have been brought to the meetings for discussion. She wanted to take this opportunity to state her concerns with this contract, because she is not in favor of this how it is written. She does not feel that a contract should be weighted more favorably for one party versus another. Her opinion is this contract is heavily weighted in favor of the town manager. This has nothing to do with the Town Manager it is about the contract. In particular, there are problematic sections that she would like to read, she brought up her concerns in the sessions but the majority of the Board had no concerns with these pieces. First, section 2 the term is too long. It should be for between 3 and 5 years. Also, the severance pay is too long and it has no cap. Also, in section 3 it is rare and not normally put in but is in this contract. A 4-vote majority in the event of dismissal. Even the town counsel said this was unusual. What she would like to move to rescind the vote that was taken and revisit this. She would move also to change section 3b to read as follows "A 3 vote majority out of 5 votes of the Board of Selectmen to terminate the town manager without cause" then she would move to approve the contract as amended.

**MOTION:** Selectwoman Surman moved to rescind the previous vote on the Town Managers' Contract, Selectman Clement seconded. The motion failed 2-3.

Discussion: Selectman Clement stated he also did not vote for this contract because of the issues that were brought up by Selectman Surman plus a couple of others. Overall, he finds that issuing a long-term contract for the town manager was a good thing. He just felt some things went too far in the Town Managers favor.

The Town manager, Russ just wanted to say thank you to everyone and that he looks forward to serving the town. Selectman Chartrand wanted to explain that the portion of the contract that involves terminating the town manager without cause, there is a severance pay clause that kicks in and there is also a super majority to do that without cause. In a firing with cause those features do not apply.

Brian Griset: After reviewing the contract online, he has some comments. He wonders what happened to the will of the people, in 2010 a warrant article was passed specifically related to a multiyear contract for the town manager. Which he was working under until this vote. He feels it is incorrect to state that he was working without a contract, the one voted on at town meeting was for 3 years and renewed annually so this was in full force and effect. Warrant article 44 from 2010 strictly prohibited the Selectman signing agreements for town manager position that were multiyear and only through approval of citizens at town meeting could this be approved. The Selectman have acted contrary to this article. If this has been on the warrant tonight he would understand, but it is not there. He does not feel that the contract needed to be amended. He is also not in favor of the terminating section of this contract as it is too narrow. The second thing he has a problem with is going to a 4-1 vote, Selectwoman Surman is correct this is unusual and unheard of. What is the motivation for this? He also has a problem with the seven-year contract, it is contrary to the voters of Exeter requested six years ago, he feels that the vote that was taken on this contract was illegal, because it must be done in public session not nonpublic session. He asks that this either be placed on the warrant or let the existing legal contract continue. This cannot be any other way. Selectman Chartrand explained they consulted with legal counsel on Article 44 from 2010 and he pointed out that the drafting of that language was not in keeping with the RSA. It has a narrow impact on the town managers contract and compensation but that it does not prevent the Selectman from approving. In regards to the 4-1 vote, we felt very strongly that we wanted to provide the security to the excellent town manager that would provide and it passed. Brian Griset in response to this comment, they have tied the hands of future Selectboards. They have voted to take away the rights of future boards. He cannot accept the justification of this. He recommends they put it on the warrant and would like them to release the legal opinion to the citizens. Selectman Chartrand said he would talk to counsel and get back to him.

Mike Dawley, 10 Hunter Place, wanted to say that this is disappointing, his question is in general, if a town has such a good town manager why do they have to go out of their way to get a super majority for a vote. Has there ever been a vote to get rid of a town manager in town previously? His last point is did we follow the lead of another town, or are we a trail blazer on this type of contract. Selectman Chartrand said there are other examples of this, but it is uncommon. This Selectboard has seen things differently along the way, and there was a sense that to let go of a town manager of Russ's caliber without cause with a 3-2 vote was not appropriate. Mr. Dawley did not agree it was appropriate, he felt the system should work the way it was supposed to.

Gerry Hamel, Little Pine Lane, read the contract and wanted to say his biggest concern is that the contract should be in favor of both parties and what really bothers him is that if he decides to leave because he has a better offer he can leave quickly and leave the town in jeopardy. He would have like to have seen 6-9 months on that end instead of two months. Obviously, this favors one side and not both

parties, this has nothing against Russ it's just basic contract. He really feels we lost a lot on this and it should be rescinded and it should be going back to the one year that we had.

Selectman Chartrand said part of what drove this is that the Town Manager wanted to be assured and his family assured that they would be staying around for a while. His children will be attending Exeter schools through the end of their high school years. He didn't ask for a raise outside of what he receives as part of the non union pay plan. He wanted to receive some security and decided to forego additional pay. Selectman Chartrand feels there are benefits to the town on this.

Nelson Lourenco, LaPerle Ave said he has not read the contract and he only knows the surface details but his question is how long did the negotiations span and whether there was any back and forth or if it was completed in a single session. Selectman Chartrand explained that this was not done in a single session but a span of around 5 sessions over October-December. Prior to this the vice chair and himself met to draft a contract which took one to two months. It has also been reviewed by the town labor counsel and town counsel.

Selectwoman Gilman wanted to speak to the firing without cause and the 4-1 majority vote. The firing without cause, firing without cause means that an employee could come back and sue the town. She felt that we didn't want that to happen and she didn't want to pin it on one person. This was her prime reason for supporting this. The attitude of the Board towards each other, she also saw being a problem and thought the 4-1 vote on this was important. Selectwoman Surman felt that this should be voted on in public, that they had decided it would be discussed in nonpublic but voted on in public session. She is mystified why this was not voted on in public meeting. She asked the Chair to respond to this.

Selectman Chartrand explained that because there were aspects of this that were about compensation and reputation that it was important to do the vote in nonpublic session. Selectwoman Surman said this didn't make much sense, the discussion should have been in nonpublic but the vote public. Selectman Chartrand explained that the advice he was given was that this should have been done in nonpublic session. Selectwoman Surman wanted it to be on the record that she has a problem with how this vote was done, the vote should have occurred in public session. Selectman Clement wanted to comment that he would strongly urge that when a chair decides it really should be a Board decision. He gets apprehensive that the chair makes the decision and then tells the Board what that is. He wants to monitor and watch how we do that in the future. He doesn't see the reasoning the way Selectwoman Gilman explained it, he feels it's 3 yes make the decision.

Jay Childs, Hunter Place, has not read the contract yet but his main issue is that it sounds strategic and it sounds to him like a political loss of good faith. We are writing policy based on current climate of the Board and not the balance. That and the nonpublic nature he finds odd. They should work to restore the sense they are operating in good faith and not modify things to fit the existing climate. Selectman Chartrand said they always planned to be very transparent when this was brought out of nonpublic session, they did a press release and discussed it at length this meeting. There were no attempts to do this behind the scenes and keep it there. Mr. Childs said it does appear that true transparency would be having a vote on this and that is where the change seems to be.

Gerry Hamel Little Pine Lane, quick clarification on the statement that the town manager did not ask for any additional money, that he has received raises of about \$25,000 in the past six years. Money was not the issue in this thing and the other issues were. Selectman Chartrand explained many of the salaries on the seacoast are higher than what our town manager is currently receiving and Mr. Hamel responded

that some of them are lower too, but he is not questioning his pay it's just the way the contract was written.

Paul Nicholson, 2 Amberwood Drive, he is not in favor of the seven-year extension, somehow, they got from 3 to 1 to 7. Many people in the audience would love a seven-year guarantee in life unfortunately that's not how life works. Keeping kids in school district going forward is not good enough reason to add seven years to a contract. It seems to him that the seven years was reached on one reason only and will this become a benchmark for other contracts. Selectman Chartrand explained that this was not why that decision was made, the town manager traded more money for security. Mr. Nicholson still felt this was too long of a time for a contract extension.

Mile Dawley, 10 Hunter Way wanted to say that he felt it would have been nice for all the public comments to have been heard prior to the Boards vote.

David Priestly, 8 Cullen Way wanted to comment on the public vote because this is a core part of the civics. He does not feel that they gained anything by doing this in private. He is not actively involved in town government or followed this much, he did not even know his neighbor was a selectwoman but it was clear to him that this was an issue with the Board. Selectman Chartrand explained that he felt it was difficult to separate the vote from the discussion which was why the vote was done privately.

Russ said it was very typical in a town this size for the negotiations to be done with the Board of Selectmen and this is his third contract with Exeter. He is very happy to serve and is glad for the progress they have made over the years.

**b. FY17 Budget: MS4 and Dam Removal**

These are items that were deferred from the last meeting, Selectman Clement raised the MS4 and the dam removal items as items they would like to discuss. Jennifer Perry the Director of Public Works appeared before the Board to answer questions. Selectman Clement MS4 in the budget is \$80,000 dollars and his understanding is that the EPA has not issued the final permit yet. They were due to issue it this month. Ms. Perry confirmed she had heard January and no specific date in the month. Selectman Clement then went on to say that he had heard it would not go into effect until July 2018 to give the town time to ramp up to it. Because of this he did not feel they needed to allocate the total amount of money to the MS4 budget in 2017. They had appropriated money in the 2016 budget so he thinks they have time and room to proceed with the requirements and save some money from this budget. He would like to reduce it to \$60,000 and that would be his motion. Ms. Perry explained the budget recommendation on this, this is a regulation that has been proposed and the latest and best information is that the federal register will contain the final storm water regulations for NH this month. Implementation would be a prolonged period, of about a year and a half. This is a longer roll out period then discussed in the past, the original request for the department and budget was for \$80,000 annual expenditure level for the first year and probably the second year. As we get into the full weight of this regulation we are going to be discovering things about our current system that could require costly and immediate repairs. All things considered with the extended roll out period they do believe they can continue the work this year for \$60,000 for FY17. There has been a lot of work done late this fall on this using up the 2016 budget that was allocated.

**MOTION:** Selectman Clement moved to reduce line item 5446 to \$60,000, Selectwoman Surman seconded. The motion passed unanimously.

Selectman Chartrand appreciates reducing the taxpayer obligation on this but he thinks that the way they approve the budget doesn't allow them to turn on the dime. The argument given at the budget hearings was that they needed to act on these items now and be ready. He is going to vote no on this motion respectfully, he feels the budget recommendation committee got this into the right range.

Bob Kelly, 59 Columbus Avenue is a member of the Budget recommendation committee and he supports Selectman Clements efforts to reduce the amount. His recollection of the conversation is that there was a lot of angst on the committee about this. They had a lot of problem with the amount because they were funding the unknown. They have been doing a lot of work in town and he would like the Board to think about this since we do not even know what the final regulations from the EPA will be. Selectwoman Surman said this is an item that is a mysterious thing, we know a bill is going to come but we don't know what it will be. She agrees with Selectman Clement that since we don't know the final ruling yet she supports the lower amount. Ms. Perry said they have a good sense of what will be included, and they have a detailed list of what needs to be done this fiscal year. She would be uncomfortable with anything less than \$60,000. She needs to emphasize the out year; this number will significantly increase. Selectman Chartrand said that statement causes him to change his mind on voting against this.

Selectman Clement went on to the next item, line item 4245 on the highway budget. Selectman Clement said originally this was going to be a warrant article for \$120,000. There were three items included, letter of map revision, river monitoring and the work required to complete the Historical Resources section 106. The budget committee after discussion recommended not to make this a warrant article but to set aside \$80,000 for this. His purpose is to break this back out, every year for the next 3 years they can put \$10,000 into the budget for the river monitoring. The work for section 106 was about \$40,000 and they have 3 years to complete this and done year has been done. His intent here is to put \$20,000 in this budget and the rest in next years. Then he would like to have an intense review of the flood plain with the dam removal and put that back as a warrant article for \$60,000.

Ms. Perry said this is a confusing item, her latest revision from budgeting was that in dam maintenance line item 4335 the latest proposal was for \$14,200 which includes traditionally the \$4,200 for dam maintenance needs, the additional amount was to do additional elevation survey and breach analysis at Pickpocket Dam. The analysis is complete that has not been issued and is being reviewed as a draft by the department. They preliminary findings are they must do additional spot elevation breach analysis. She doesn't have anywhere else in the budget notes where any of the Great Dam items are included. The split as discussed at previous budget meetings was discussed at length. Selectman Clement said this was all put in as lump sum and he is only talking about \$41,000 for dam upgrades. Selectman Chartrand felt the money should remain intact this year. He would like to see this remain in this fiscal year.

Brian Griset asked for clarification in regards to submission of the revision on mapping of the river, is that being pushed off. It was confirmed it was being phased per the budget committee. Selectman Clement said that this needed to be submitted to FEMA so it would need to be contracted out. Brian felt this should be placed as a warrant article for the full amount or in his mind leave it as a line item fully funded. For two reasons, they will be using outside contractors for this. Those revisions and the change in the flood insurance rates of 300-400% in some cases and impact several entities in the town. They will need to pay for this, phasing this out they are paying for insurance. He doesn't feel this should be phased. Town Manager Dean made comments on the FEMA maps, they have not been finalized. The last correspondence they received mentioned that because of a challenge the maps were delayed. They still



must do the work, they have not been freed of this but to make this information known. Jennifer wanted to make the point that the flood maps are separate from the other maps. There is a requirement for the community to submit the LOMR within six months of final information becoming available. The longer we take to complete this work, the chance increases that this will become more expensive. Selectman Chartrand asked DPW how they would like to see this proceed. Jennifer explained that the original request was for \$120,000 but some of this money was inadvertently included, and didn't need to be in there. Not everything was put into the budget and she does not believe there is a number in the budget that reflects the Great Dam obligations. Selectman Clement had concerned about how this amount is put into the budget, it would dictate how this money would be spent. His motion would put the LOMAR as a separate warrant article. Selectwoman Belanger wondered if they had ever had this problem before, where a select department were aware of the intent of the money and did not use it for what it was intended for. Selectman Clement said he did not think any department had one line item that contained the money for 3 separate projects. Selectwoman Belanger asked if we trusted the department and felt they would handle this properly. Selectman Chartrand felt that they could be trusted and asked Selectman Clements to make his motion.

**MOTION:** Selectman Clemente moved to reduce 4345-line item to \$44,000 and Selectwoman Surman seconded. The motion failed by 2-3 vote.

Selectman Chartrand is against this, he would like to see section 106 fully funded. Selectwoman Belanger wanted to clarification on the numbers and this was provided. Selectman Chartrand asked if there was interest on the Board to fully fund this line item by adding \$30,000 to it.

**MOTION:** Selectman Chartrand moved to add \$30,000 to fully fund the LOMR in 2017, Selectwoman Belanger seconded. The motion passed 3-2.

Selectwoman Surman would like to know why this is not 3 separate line items, why are we just giving them a big pile of money. It would have been simpler if it was 3 line items. She feels that what Selectman Clement came up with was not a bad idea. Selectman Clement questioned if this motion would make this line item \$124,000 and this was confirmed.

#### **c. FY17 Bonds and Warrant Articles**

Selectman Chartrand asked Town Manager Dean to walk the Board through this. Mr. Dean explained that at the Planning Board discussed this the previous week and one was held off on because wording needed to be adjusted. The first was Lincoln Street area improvements, the second was Court Street Bridge culvert project and the third is a TTHM project to get us into compliance with the new regulations. The bond hearing is scheduled for January 17<sup>th</sup>. Selectman Clement had a question about the Court Street project, the general fund was going to be 45,000 to the water fund for this project. Jennifer said there is a water main replacement component to this project. Selectman Clement asked if the water users should be charged for this work, Jennifer said there is also a size increase associated with this replacement. It is 50-60 years old currently. Selectman Clement would also like to see a breakdown of the Lincoln Street project at another meeting. Mr. Dean referred people to the town website for the capital improvement attachment located there.

Brian Griset 26 Cullen Way would also like a breakdown on the Lincoln Street improvements, and he also saw that Daniel and Tremont streets were left out of previous bond but were included in this one because of that. This was confirmed. For the water main replacement will this also help the hydraulics for the tower. Jennifer confirmed this would be part of that. Brian also has a philosophical issue with the

\$1.5 million for the TTHM issues. In speaking with the water and sewer department, and during these discussions he raised the question that \$1.5 million is to solve a problem at the old plant. The problem is with the surface water plant and not the ground water treatment plant and he feels this is a lot of money to spend on an old antiquated plant. Jennifer explained that the town has invested a lot in the drinking water supply, and one piece of focus has been the groundwater treatment plant. There is space for additional capacity but it does take a fair amount of time for new ground water development. They are realistically looking at their year period for permit approvals and testing. Unfortunately, the town has been out of compliance for several years and the state is not going to condone another few years to complete development. The surface water treatment plant is an important aspect of the supply. The short-term improvement of the surface water plant has always been part of the plan. There is still a lot of work to be done going forward on the water supply.

Mr. Dean moved onto the special articles, he asked Jennifer to explain the staircase replacement, because there is a lot more to it than this. The ballpark estimate on this project at roughly \$132,000 so a conversation is required on this piece. He wanted to stress they do not have a sealed bid, this is based on estimates they have received. Jennifer explained one of the challenges of this project, is the removing of the stairs was a serious concern to the fire department so they need to do this all in one year. It isn't a bid number, they won't have that number unless the warrant article is approved. Selectman Clement doesn't think it is a good idea to remove the fire escape on the outside of the building. Jennifer explained that there are two egresses from the balcony, but there are two means of egress. The cost associated with removal of exterior staircase was part of the maintenance list. It was separate but somewhat related. She doesn't believe this piece should be in the warrant article. Jennifer would recommend the warrant article get raised for \$140,000. Selectman Clement and Mr. Dean asked that this vote wait for the public hearings.

Brian Griset had comments on this, it has been on the ballot 3-4 times since he moved here and rejected so he is surprised to see this again. He is finding throughout the budget and warrants that projects are being divided between budget and warrant articles and he feels it should all be in the warrant. Brian had concerns about a promise from the Kingston Rd meetings, it was presented as a shoulder widening and sidewalks. It ended up that there are no sidewalks. It was requested by residents that if they don't build the sidewalks they should not do the bond. Selectman Clement explained there were options presented, the first did not include sidewalks and it went over budget by about \$80,000 and the second option was even more over budget and it included sidewalks. The third option included sidewalks down to Tamarind Lane. This is also a TAP grant so the federal government is in here, saying what we can do and how we can spend it. Mr. Dean wanted to clarify the Kingston Rd was \$750,000 and \$150,000 was funded by funds on hand and \$600,000 from federal grant.

Washington Street Waterline there is a proposal for entire project and so they are raising money for the design first and then coming back for the cost later.

The next two articles are customary articles on every year for the sick leave trust. The snow and ice deficit fund, this is still being reconciled but they would like to bring in another \$50,000 in case of a worst case year. The highway department has a dump truck and back hoe lease purchase articles. These numbers have dropped a bit for these. In terms of scheduling, the budget hearing is January 17<sup>th</sup> and the town warrant needs to be posted on January 30<sup>th</sup>.

**d. Review Letter from Kensington BOS re: Fire Study**

Mr. Dean said that this letter was received about a week and a half ago. They are considering outsourcing fire to Exeter. They are asking for some hours from Exeter to talk about this study. This is the beginning of the process and nothing is committed yet. Selectman Clement asked why our fire department would have to be involved in a study of Kensington services. Kensington needs to figure out many figures prior to Exeter being able to comment. Mr. Dean responded that the towns around us don't know the stress they are feeling in regards to their public safety. Other towns have considered making arrangements with Exeter, because we are a big fish in a small pond. We have mutual aid with Kensington currently. Selectman Chartrand would like to consider how we can reduce costs between both communities. Selectman Clement said this how to be mutually beneficial to both towns, there is a big issue he would like to know is any of this sharing of services what is the impact to Exeter residents and structures. We don't have some rapid response or enough personnel now. How will this affect us, it should be Exeter first. Selectwoman Gilman said we shouldn't run the study but we should be actively involved. Kensington doing this study may give the answer on the safety pieces. Selectman Clement requested that Mr. Dean ask if other towns had been included in this letter. If so, maybe all the fire departments could put their heads together.

**e. CDBG Application: Avesta Housing**

Mr. Dean said this item is something where the CDBG grant world has been heating up. We have two requests on the table and in response to that the Economic Development department has considered these. They would like to see Avesta housing be supported by the board this time around. The Board must decide which one to support, preferably tonight. Selectwoman Gilman would like to know the scope of the projects. Darren Winham explained the Avesta project is the fourth and final building at the meeting place. The other dual project is the one in front of that. This would be mostly housing with commercial on the ground floor. This is the final piece to get a project completed. They have agreed to build a picnic area and a playground. In addition, they will place cameras in the lobby and the parking lot. It should be noted that applicants could go through the county or the town in NH. Selectman Chartrand asked why they wanted this project, Darren said it makes more sense to him to complete a long-term project. Selectman Gilman said when the project was beginning there was a mix for age restrictions but Darren wasn't sure about this. Selectman Clement said they had completed CDBG process before them. It was confirmed this was the case. Mr. Dean said we have done well with Avesta they have been super to work with and want to see that last phase of the project happen. There would be a public hearing piece to this as well on January 17<sup>th</sup>.

**MOTION:** Selectman Chartrand moved that it is the sense of this Board that we would like to support Avesta Housing CDBG request in the current round of funding. Selectwoman Gilman seconded. The motion passed 4-1.

**DISCUSSION:** Selectman Clement did not recall doing a motion for the others previously. They go through the public hearing part, and why is this different? It was explained this was different because there is more than one applicant but only one can go through the queue first.

**8. Regular Business**

**a. Tax, Water/Sewer Abatements & Exemptions**

There were none.

## **b. Permits & Approvals**

Selectwoman Belanger explained there was a fax request this afternoon, and the dates were not lining up. They started with the application in the packet.

**MOTION:** Selectwoman Belanger moved that they accept the request for the Band Stand only for the Town of Exeter Art & Music for April 7<sup>th</sup>, May 5<sup>th</sup> and June 2<sup>nd</sup> and September 1<sup>st</sup>. The town hall will be used for February 3<sup>rd</sup>, March 3<sup>rd</sup>, July 7<sup>th</sup>, August 4<sup>th</sup>, October 6<sup>th</sup> and November 3<sup>rd</sup>. Selectwoman Gilman seconded. The motion passed unanimously 5-0.

The fire department has requested to hold Mr. Sturgis funeral at town hall on January 13<sup>th</sup> but they need to double check that is accurate. Selectwoman said there is also nothing at Town Hall on January 12<sup>th</sup> and there was discussion on including both dates in the motion.

**MOTION:** Selectwoman Belanger moved that we accept the application for the use of town hall for the Exeter Fire Department for the funeral of George Sturgis for Friday January 13<sup>th</sup> from 10-2 and in the event, that that date is wrong that we reserve it for Thursday, January 12<sup>th</sup> 2017. Selectman Clement seconded. The motion passed unanimously 5-0.

The American Independence Museum would like surplus granite curbing to complete Governors Lane. There are some leftover granite pieces they could use. Selectman Clement wanted to be sure that this granite wouldn't be needed. Mr. Dean would consider this and confirm.

## **c. Town Managers Report**

There are a lot of year end items going on right now, they have been checking revenues and they do look good for 2016. They are \$100,000 over last year in EMS revenues, automobile registration was good as were building permits. The budget will have a surplus and they don't know how much yet, this will be finalized after year end bills are completed. The master plan, they are putting an advertisement on the trailer on Portsmouth Ave. There will be a big meeting on Wednesday, January 25<sup>th</sup> and they would like as many people to come out to this as possible. As part of that process, there is an All Boards Meeting on January 11<sup>th</sup>. Christmas Trees will be picked up beginning next Monday, January 9<sup>th</sup>. The monthly meeting of the down-easter committee is taking place in Exeter this month on January 19<sup>th</sup> at 11:00AM. The wastewater facility specification is out and they are scheduling bid openings rapidly in February.

## **d. Select Board Committee Reports**

Selectwoman Gilman said that the master plan steering committee met, and they did some ice breaking questions and work is moving on consultant has a lot to provide and the January 25<sup>th</sup> meeting is very important. They need to get each committee to talk amongst themselves and provide answers to a questionnaire.

Selectman Clement said the discussed the Rose Farm plan, and the planning Board approved the yield plan. This only determines how many houses can be built; the next step is the developers will come back with an open space plan. This will allow them to put 39 houses in the plan and a 10% bonus for the conservation. This means up to 42 houses.

Selectman Chartrand said there was an Economic Development Commission meeting and they talked a lot about the parcel that Tom Monahan has a purchase and sale agreement on. They reviewed a

wetlands report that was commissioned by Tom Monahan. It shows a significant lack of wetlands at the front of the parcel. They want to help Mr. Monahan move forward through the various Boards and Committees.

**e. Correspondence**

The first is a memo that Barb McEvoy sent out, containing the master plan questionnaire referenced by Selectwoman Gilman. Selectman Clement thought the consulting group would meet with the Board of Selectman one on one. That just hasn't been scheduled yet. The next item is a memo from Wendy Parker at Health Trust in regards to the ongoing conversation on fire fighter physicals. Mr. Dean was working with department heads on this, and what the status was on this item. The next item is an email from Katherine Mahoney to our Town Planner. The letter was read out loud as it was very complimentary to the Planning Department. Next there is a memo from the town of Pittsburg, they have concerns about the Northern Pass process and would like consideration given to writing a letter on this issue. The Board can review it, and think about it. There is also a letter from Ron Beaulieu a Certified Public Accountant requesting a chance to bid on the audit work for the town for the Board's review. The next is a letter to the Town Manager from Cliff Sinnott of RPC on setting regional transportation priorities and calling for projects. Selectman Clement said we review all these and have a special meeting on them.

**9. Review Board Calendar**

The next meeting is scheduled for Tuesday, January 17<sup>th</sup> which is the Bond and Budget Hearing at 7:00PM. The next meeting is Monday, January 30<sup>th</sup>. For that meeting Mr. Dean has reached out to Julie LaBranche regarding the Sea Rise project. Her intention was to come to this Board eventually once she talked to staff. She can present the project to the Board. They have the deliberative session for Saturday, February 4<sup>th</sup> at 9AM. The all boards meeting on January 11<sup>th</sup> at 7:00PM. On January 25<sup>th</sup> there is the Master Plan Meeting.

**10. Non Public Session**

There was no nonpublic session.

**11. Adjournment**

Selectwoman Gilman motioned to adjourn, seconded by Selectwoman Surman. The Board stood adjourned.

Respectfully Submitted,

Jennifer Dionne, Recording Secretary

# DRAFT MINUTES

BOARD OF SELECTMEN MEETING

MINUTES

January 10, 2017

## 1. Call Meeting to Order

Chairman Chartrand convened the Board of Selectmen at 6:30 p.m in the Wheelwright Room of the Town Office. Other members of the Board present were: Selectwoman Julie Gilman, Selectwoman Nancy Belanger. Selectman Clement and Selectwoman Surman were absent. Town Manager Russell Dean, Labor Counsel Tom Closson, Police Chief William Shupe, DPW Director Jennifer Perry also present.

The Board reviewed tentative agreements reached with the Police NEPBA and the SEIU Local 1984. Mr. Closson handed out summaries of each agreement to the Board members.

The police contract is a 6 month extension of a contract that expires June 30<sup>th</sup>, 2017. The provisions include a step increase for those officers not stepping per the current agreement, encompassing approximately seven individuals. The employee share of health insurance for this unit will increase by 1% in July of 2017. Another provision is the administration of vacation leave will be administered similar to all other groups. The cost items related to the contract amount to \$8,348. This number will be reflected in the warrant article. \$469 of the agreement will be paid from the EMS fund as that supports a dispatcher's salary who is part of this bargaining unit.

The Public Works contract is a 2 year agreement. Employees would receive a step increase July of 2017. The second year includes a step increase in July of 2018 plus a 1.5% COLA adjustment to the wage scale. Those at top step would receive a 1% stipend not added to base pay in July of 2017. Employee share of health insurance will increase to 13% in July of 2018. Language changes include adding a provision that sick days over 8 in a year, if sick time is taken after that those hours will not count toward overtime earned in that week. Breaks will be limited to 15 minutes. A standby program would be adopted requiring 2 individuals per week to be on standby at the DPW Director's discretion. The cost of this is \$140 per week per person and a committee will review issues. An MOU will be drafted ensuring a deputy assessor position can be created without issue. The cost of this contract in the first year is \$13,730 general fund, \$10,502 water fund, and \$10,024 sewer fund. The second year is \$36,093 general fund, \$12,516 water fund, and \$9,781 sewer fund.

The Board thanked the town manager, department heads, and Mr. Closson for their work on the bargaining agreements. The articles will be drawn up and voted on next week following the budget and bonds public hearings.

## 2. Adjournment

Selectwoman Belanger moved to adjourn. Selectwoman Gilman seconded. Motion carried. The Board stood adjourned at 7:10 p.m.

Respectfully submitted,

Russell Dean

# DRAFT MINUTES

Town Manager

**TOWN OF EXETER**  
**Public Hearings Notice**  
**Community Development Block Grant Project**

The Exeter Board of Selectmen will hold two consecutive Public Hearings on Tuesday, January 17, 2017 at 7:00pm in the Nowak Room at the Town Offices, 10 Front Street, Exeter, New Hampshire for a proposed Community Development Block Grant application to the New Hampshire Community Development Finance Authority (NHCDF). Community Development Block Grant funds are available to municipalities through the NH Community Development Finance Authority. Up to \$500,000 annually is available on a competitive basis for Public Facility and Housing Projects, up to \$500,000 for Economic Development Projects, and up to \$350,000 for Emergency Activities that directly benefit low and moderate income persons. Up to \$12,000 per study is available for Planning Grants. The purpose of the hearings are public comment on the following:

1. A proposed application to the Community Development Finance Authority for up to \$500,000 in Community Development Block Grant funds. The Town will sub-grant the funds, retaining funds for administrative expenses, to Avesta Housing, or a subsidiary, for the construction of 43 units of affordable housing, Meeting Place IV, at 3 Meeting Place Drive in Exeter. The CDBG funds will finance acquisition costs.
2. And the Residential Anti-displacement and Relocation Assistance Plan.

For persons with special needs, provisions can be made by contacting Sheri Riffle at the Exeter Town Office via telephone (778-0591) or mail, at least five days prior to the public hearing.

Exeter Board of Selectmen  
10 Front Street, Exeter, New Hampshire 03833  
(603) 778-0591



**DISPLACEMENT AND RELOCATION CERTIFICIATION**  
Town of Exeter

**RESIDENTIAL ANTIDISPLACEMENT AND RELOCATION ASSISTANCE PLAN**

Every effort will be made to avoid temporary or permanent displacement of an individual due to a CDBG project undertaken by the Town.

However, if the situation should arise, the Town of Exeter will comply with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, to any household, regardless of income which is involuntarily and permanently displaced.

If the property is acquired, but will not be used for low/moderate income housing under 104(d) of the Housing and Community Development Act of 1974, as amended, the displacement and relocation plan shall provide:

- a. Comparable replacement housing in the community within three (3) years of the commencement date of the demolition or rehabilitation;
- b. A description of the proposed activity;
- c. The general location on a map and appropriate number of dwelling units by number of bedrooms that will be demolished or converted to a use other than as low and moderate income dwelling units as a direct result of the assisted activity;
- d. A time schedule for the commencement and completion date of the demolition or conversion;
- e. The general location on a map and appropriate number of dwelling units by number of bedrooms that will be provided as replacement dwelling units;
- f. The source of funding and a time schedule for the provision of replacement dwelling units;
- g. The basis for concluding that each replacement dwelling unit will remain a low and moderate income dwelling unit for at least ten (10) years from the date of initial occupancy;
- h. Relocation benefits, including reimbursement for moving expenses, security deposits, credit checks, temporary housing, and other related expenses and either:
  1. Sufficient compensation to ensure that, at least for five (5) years after being

relocated, any displaced low/moderate income household shall not bear a ratio of shelter costs to income that exceeds thirty (30) percent, or:

2. A lump-sum payment equal to the capitalized value of the compensation available under subparagraph 1. above or a Section 8 certificate of voucher for rental assistance provided through New Hampshire Housing Finance Authority.
- i. The right to elect, as an alternative to the benefits in subparagraph 2. above, to received benefits under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970; and
- j. The right of appeal to the director of CDFA where a claim for assistance under subparagraph 2. above, is denied by the grantee. The director's decision shall be final unless a court determines the decision was arbitrary and capricious.
- k. Subparagraph (2) a. through g. above shall not apply where the HUD Field Office objectively finds that there is an adequate supply of decent, affordable low/moderate income housing in the area.

#### CERTIFICATION OF COMPLIANCE

The Town of Exeter anticipates no displacement or relocation activities will be necessitated by this project. Should some unforeseen need arise, the Town certifies that it will comply with the Uniform Relocation Act and Section 104 (d) of the Housing and Community Development Act of 1974, as amended.

NAME:  Russ Dean \_\_\_\_\_

TITLE:  Town Manager \_\_\_\_\_

SIGNATURE:  \_\_\_\_\_

DATE: January 17, 2017

# MUNICIPAL CERTIFICATION

To the best of my knowledge, the data in this application is true and correct, and this application submittal has been authorized by the Town of Exeter, New Hampshire. The Town of Exeter will comply with all federal and state laws, rules, regulations and requirements, including those in PART Cdfa 300 - CDBG Administrative Rules.

Furthermore, I certify that:

- The municipality affirmatively furthers fair and affordable housing;
- Where applicable, the proposed project is consistent with the municipal master plan, the Housing and Community Development Plan (HCDP), the Residential Antidisplacement & Relocation Assistance (RARA) Plan and that all planning and zoning requirements have been, or will be, met;
- Where applicable, the municipality shall provide adequate funds to operate and maintain the public facility or improvement after the completion of the project. Not Applicable.

Russ Dean  
Name of Designated CEO:

Town Manager  
Title:

[Signature]  
Signature

January 17, 2017  
Date

## NOTARY SECTION

State of New Hampshire

County of Rockingham

On this 17th day of January, 2017 before me [Signature], the undersigned officer, personally appeared Russ Dean, who acknowledged him/herself to be the Town Manager of the Town of Exeter, and that he, as such, being authorized so to do, executed the foregoing certification for the purposes therein contained.

IN WITNESS WHEREOF I hereunto set my hand and official seal.

[Signature]  
Notary Public/Justice of the Peace

Seal

My Commission expires: [Signature]

# Applicant/Recipient Disclosure/Update Report

U.S. Department of Housing and Urban Development

OMB Approval No. 2510-001

**Instructions** (See Public Reporting Statement and Privacy Act Statement and detailed instructions on page 2.)

## Applicant/Recipient Information

Indicate whether this is an Initial Report  or an Update Report

1. Applicant/Recipient Name, Address, and Phone (include area code) Town of Exeter 10 Front Street Exeter, New Hampshire 03833 (603) 773-6102	2. Social Security Number or Employer ID Number:
3. HUD Program Name CDBG	4. Amount of HUD Assistance Requested/Received Up to \$500,000
5. State the name and location (street address, City and State) of the project or activity: Exeter Meeting Place, Exeter, NH	

## Part I Threshold Determinations

1. Are you applying for assistance for a specific project or activity? These terms do not include formula grants, such as public housing operating subsidy or CDBG block grants. (For further information see 24 CFR Sec. 4.3). <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	2. Have you received or do you expect to receive assistance within the jurisdiction of the Department (HUD), involving the project or activity in this application, in excess of \$200,000 during this fiscal year (Oct. 1 - Sep. 30)? For further information, see 24 CFR Sec. 4.9 <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No.
--	---

If you answered "No" to either question 1 or 2, **Stop!** You do not need to complete the remainder of this form.

**However,** you must sign the certification at the end of the report.

## Part II Other Government Assistance Provided or Requested / Expected Sources and Use of Funds.

Such assistance includes, but is not limited to, any grant, loan, subsidy, guarantee, insurance, payment, credit, or tax benefit.

Department/State/Local Agency Name and Address	Type of Assistance	Amount Requested/Provided	Expected Uses of the Funds
NH CDFA	CDBG	Up to \$500,000	Acquisition for Affordable Housing

(Note: Use Additional pages if necessary.)

## Part III Interested Parties.

You must disclose:

- All developers, contractors, or consultants involved in the application for the assistance or in the planning, development, or implementation of the project or activity and
- any other person who has a financial interest in the project or activity for which the assistance is sought that exceeds \$50,000 or 10 percent of the assistance (whichever is lower).

Alphabetical list of all persons with a reportable financial interest in the project or activity (For individuals, give the last name first)	Social Security No. or Employee ID No.	Type of Participation in Project/Activity	Financial Interest in Project/Activity (\$ and %)
Acquisition of site			

(Note: Use Additional pages if necessary.)

## Certification

**Warning:** If you knowingly make a false statement on this form, you may be subject to civil or criminal penalties under Section 1001 of Title 18 of the United States Code. In addition, any person who knowingly and materially violates any required disclosures of information, including intentional non-disclosure, is subject to civil money penalty not to exceed \$10,000 for each violation.

I certify that this information is true and complete.

Signature: <input checked="" type="checkbox"/> _____ Russ Dean, Town Manager	Date: (mm/dd/yyyy) January 17, 2017
--	--



# CDFA

Community Development Finance Authority

*Strengthening New Hampshire's Communities*

**FORM 3-A  
Environmental Review for Activity/Project that is  
Exempt  
Pursuant to 24 CFR Part 58.34(a)**

Project Name: Meeting Place IV Affordable Housing in Exeter, NH \_\_\_  
Responsible Entity (Municipality): Exeter \_\_\_\_\_  
Sub-Recipient (if different than Responsible Entity): Avesta Housing\_\_\_  
Preparer: Donna Lane \_\_\_\_\_  
Certifying Officer Name and Title: Dan Chartrand, Chairman, Board of Selectmen \_\_\_\_\_  
Project Address: 3 Meeting Place Drive, Exeter, New Hampshire \_\_\_

Total CDBG Grant Amount: Up to \$500,000 \_\_\_\_\_  
Exempt CDBG Activity Estimated Amount: Up to \$50,000 \_\_\_\_\_  
Description of the Proposed Project: Acquisition of Site for 43 Units of Affordable Housing\_\_

Level of Environmental Review Determination (please pick one or both from below):

**X Activity/Project is Exempt per 24 CFR 58.34(a)**

As Chief Certifying Official of the Applicant, I hereby certify that the activities from the above mentioned project have been reviewed and determined to be Exempt activity(ies) per 24 CFR 58.34 as follows (check those that apply):

<input checked="" type="checkbox"/>	58.34(a) (1) Environmental & other studies, resource identification & the development of plans & strategies;
<input checked="" type="checkbox"/>	58.34(a) (2) Information and financial services;
<input checked="" type="checkbox"/>	58.34(a) (3) Administrative and management activities;
<input type="checkbox"/>	58.34(a) (4) Public services that will not have a physical impact or result in any physical changes, including but not limited to services concerned with employment, crime prevention, child care, health, drug abuse, education, counseling, energy conservation and welfare or recreational needs;
<input checked="" type="checkbox"/>	58.34(a) (5) Inspections and testing of properties for hazards or defects;
<input type="checkbox"/>	58.34(a) (6) Purchase of insurance;
<input type="checkbox"/>	58.34(a) (7) Purchase of tools;
<input checked="" type="checkbox"/>	58.34(a) (8) Engineering or design costs;
<input type="checkbox"/>	58.34(a) (9) Technical assistance and training;
<input type="checkbox"/>	58.34(a) (10) Assistance for temporary or permanent improvements that do not alter environmental conditions and are limited to protection, repair, or restoration activities necessary only to control or arrest the effects from disasters or imminent threats to public safety including those resulting from physical deterioration;

<input checked="" type="checkbox"/>	58.34(a) (1). Environmental & other studies, resource identification & the development of plans & strategies;
<input type="checkbox"/>	58.34(a) (11) Payment of principal and interest on loans made or obligations guaranteed by HUD;
<input type="checkbox"/>	Other _____ _____
Requires CDFA approval	

The responsible entity must also complete and attach the **58.6 Compliance Checklist**.

With reference to the above Program activity(ies)/Project, I, the undersigned officer of the grantee, accept responsibility under the National Environmental Policy Act for environmental reviews, decisions and actions. By my signature below, I certify that I am authorized to, and do personally accept the jurisdiction of the Federal Court for enforcement of the aforesaid responsibilities. In addition, we request that the environmental conditions attendant to the above referenced grant activities be released so that, upon Governor and Council approval (where applicable), funds may be drawn down for Exempt (§58.34), Categorical Exclusion Not Subject to §58.5[§58.35(b)]. I understand that any activities not listed above are subject to all rules applicable to 24CFR58 and that funds may not be obligated without a notice of removal of environmental conditions from CDFA

Responsible Entity Agency Official Signature:

Name/Title/Organization: Town of Exeter  
 Authorized Certifying Officer Signature \_\_\_\_\_ Date: January 17, 2017  
 Name/Title: Dan Chartrand, Chairman, Board of Selectmen  
 Preparer Name: Donna Lane  
 Preparer Signature: Donna Lane Date: January 9, 2017

**Any costs incurred prior to contract approval by the Governor and Executive Council (if applicable) of the State of New Hampshire will be at the risk of the applicant. You may not incur any cost except for those authorized by CDFA prior to release of funds notification. All applicable State and Federal regulations including but not limited to procurement and debarment apply to the activities stated above.**

## **CDBG Environmental Review Compliance Checklist for 24 CFR §58.6**

### **Other Requirements**

Complete for all projects, including Exempt (§58.34), Categorically Excluded Subject to §58.5 [§58.35(a)], Categorically Excluded Not Subject to §58.5[§58.35(b)], and Projects Requiring Environmental Assessments (§58.36). Must be completed for each individual property address included within the project.

**Project Name:** Meeting Place IV Affordable Housing in Exeter, NH

**Project Number:** Proposed 17-180-CDPF

§58.6(a) and (b) Flood Disaster Protection Act of 1973, as amended; National Flood Insurance Reform Act of 1994

**Does the project involve: Formula grants made to states, State-owned property, small loans (\$5,000 or less), assisted leasing that is not used for repairs, improvements, or acquisition?**

Yes  No

If Yes, compliance with this section is complete.

If No, continue.

**Is the project located in a FEMA identified Special Flood Hazard Area?**

Yes  No

If No, compliance with this section is complete.

If Yes, continue.

**Is the community participating in the National Flood Insurance Program (or has less than one year passed since FEMA notification of Special Flood Hazards)?**

Yes  No

If Yes, Flood Insurance under the National Flood Insurance Program must be obtained. If HUD assistance is provided as a grant, insurance must be maintained for the economic life of the project and in the amount of the total project cost (or up to the maximum allowable coverage, whichever is less). If HUD assistance is provided as a loan, insurance must be maintained for the term of the loan and in the amount of the loan (or up to maximum allowable coverage, whichever is less). A copy of the flood insurance policy declaration must be kept on file in the ERR.

If No, Federal assistance may not be used in the Special Flood Hazards Area.

Cite and attach source documentation: (Documentation should include a FEMA Flood Map showing project location in reference to flood zone designation. If flood map is not available, use best available information.)

For additional information see:

FEMA Map Service Center: <http://www.msc.fema.gov>

§58.6(c) Coastal Barrier Improvement Act, as amended by the Coastal Barriers Improvement Act of 1990 (16 U.S.C. 3501) Not Applicable *Please Move on to the next section CDFA 11/13/14.*

*Per FEMA's and the US Fish & Wildlife Service's web sites; New Hampshire does not have designated Coastal Barrier Resource System areas/communities. (Per Federal Consistency Coordinator, New Hampshire Coastal Program DES 11/13/2014).*

§58.6(d) Runway Clear Zones and Clear Zones [24 CFR §51.303(a) (3)]

**Is your project located near Concord, Manchester or Portsmouth Airports?**

Yes  No

If No, compliance with this section is complete.

If Yes, continue below.

**Does the project involve the sale or purchase of existing property?**

Yes  No

If No, compliance with this section is complete.

If Yes, continue below.

**Is the project located within 2,500 feet of the end of a civil airport runway (Civil Airport's Runway Clear Zone) or within 15,000 feet of the end of a military runway (Military Airfield's Clear Zone)?**

Yes  No

If No, compliance with this section is complete.

If Yes, Notice must be provided to buyer. The notice must advise the buyer that the property is in a Runway Clear Zone or Clear Zone, what the implications of such a location are, and that there is a possibility that the property may, at a later date, be acquired by the airport operator. The buyer must sign a statement acknowledging receipt of this information, and a copy of the signed notice must be maintained in this ERR.

To determine if your project falls in the Clear zone please use the following link. Radius Tool: <http://www.freemaptools.com/radius-around-point.htm> input your address on top, go below the map and fill in the feet space, click on map and the radius will be shown. If you have questions please call CDFA.

Cite and attach source document (Map indicating project site in proximity to end of runway):

For more information see:

Airport Information: <https://www.hudexchange.info/environmental-review/airport-hazards/>

<http://www.airnav.com/airports/>

HUD Airport Hazards Guidance: <https://www.onecpd.info/environmental-review/airport-hazards/>

Notice to Prospective Buyers: <https://www.onecpd.info/resource/2758/notice-prospective-buyers-properties-in-runway-clear-zones/>





## EXETER PUBLIC WORKS DEPARTMENT

13 NEWFIELDS ROAD • EXETER, NH • 03833-3792 • (603) 773-6157 • FAX 772-1355  
[www.exeternh.gov](http://www.exeternh.gov)

DATE: December 9, 2016  
UPDATED January 10, 2017

TO: Russell J. Dean, Town Manager

FROM: Jennifer Mates, P.E., Assistant Town Engineer

RE: Kingston Road Improvement Project  
Project Update

The Town of Exeter received a grant from the NH Department of Transportation (NHDOT) Transportation Alternatives Program (TAP) for the Kingston Road Shoulder Widening project. The project will improve safety for pedestrians, bicyclists, and motorists, as well as link residential neighborhoods with recreational opportunities. The grant will cover 80% of the estimated \$750,000 project. In March 2015, funding for the project was approved by town vote. CMA Engineers was hired in 2015 as the design consultant for the project.

The Engineering Study being prepared by CMA will describe the possible design alternatives and identify the preferred alternative for the project. Public meetings were held to gather stakeholder input and potential design alternatives were developed. The purpose of this memo is to solicit input from the Board on the preferred alternative. The alternatives are as follows:

### Alternative 1: Shoulder Widening

Alternative 1 will construct a 5' wide shoulder widening along both sides of Kingston Road between Westside Drive and Pickpocket Road, approximately 1.1 miles. Shoulders will only be constructed in areas that do not currently have 5' wide shoulder. The shoulder widening will also provide consistent 11-foot wide travel ways that will aid in lowering speeds for traffic calming. In addition, a formal crosswalk will be added at the intersection of White Oak Drive and Riverwoods Drive, along with other minor improvements to existing sidewalk facilities in the project. The widening will generally be within the existing ROW, but a few permanent and temporary easements will be necessary to complete the construction. The widening will also result in limited wetland impacts, which will be minimized to the extent feasible. The alternative, in general, posed minor impacts to the area, provides benefits to both pedestrian and bicycle users alike, and is consistent with the purpose and need identified for this project. The engineer's estimates for Alternative 1 is \$870,000, which is \$120,000 more than the original budget. Note that all costs discussed in this memo include design, construction, and administration costs.

A Local Concerns Meeting (LCM) was held on September 28, 2016, to present the possible design alternatives and establish the preferred alternative. Alternative 1 was presented as the preferred alternative because it is most aligned with the TAP grant application. NHDOT has indicated that additional funds are available for this alternative. All NHDOT funding for this grant requires a 20% match from the Town, so a warrant article would be needed to appropriate an additional \$24,000.

If the Town decided not to request the additional funds, or if they cannot be made available, then the project limits would need to be condensed to meet the currently available \$750,000 budget. Shoulder widening could be completed from Westside Drive to the western end of Boulder Brook Drive; however, the Engineering Study would need to justify reducing the project limits from 5,800 linear feet (LF) to 3,900 LF to receive NHDOT approval to proceed with the project.

Alternative 2: Shoulder Widening & Sidewalk Extension to Brickyard Park

Alternative 2 would extend the existing sidewalk on the south side of Kingston Road west from the existing sidewalk on the bridge over the Little River (beginning of the project) to Brickyard Pond Park and terminate at the entrance to the fields, approximately 1,300 LF. This alternative would be in addition to all the improvements of Alternate 1. In general, the 5-foot wide bituminous sidewalk would be separated from the road with a 5-foot wide grass panel. This will eliminate the need for curbing and drainage facilities, which add significant costs. There would be a 300 LF section near the Little River bridge that could be constructed adjacent to the road which will require curbing, closed drainage, and guardrail. This is needed to avoid significant wetland impacts. Parallel roadside parking will be maintained in this alternative along the frontage of Brickyard Park. ROW impacts will be more significant than the previous alternative, while only minimal additional wetland impacts are anticipated. This alternative will provide a higher level of improvement to pedestrian travel.

The engineer's estimates for Alternative 2 is \$978,000, which \$228,000 more than the original budget. NHDOT indicated that they have up to \$120,000 additional funds available for this project. The Town is still required to provide a 20% match; therefore, the Town would need to appropriate \$108,000 (\$30,000 to match the additional \$120,000 from NHDOT, plus the remaining \$78,000) in addition to the \$150,000 that was previously approved. This may require a warrant article to appropriate the additional funds.

Alternative 3: Shoulder Widening & Sidewalk Extension to Tamarind Road

Alternative 3 incorporates the improvements of Alternative 1 and Alternative 2 and extends the sidewalk westerly to Tamarind Road, approximately 1,600 LF. This extension would connect two additional residential neighborhoods (Greybird Farm Circle & Tamarind Rd) with Brickyard Pond Park and the existing Town sidewalk network. This alternative would require relocating the existing offset sidewalk and construction of a 5-foot wide bituminous sidewalk that will be separated from the road by a 5-foot wide grass panel. The sidewalk would also connect to existing neighborhood sidewalk systems. Parallel roadside parking will be maintained in this alternative along the frontage of Brickyard Pond Park. Like Alternative 2, ROW impacts will be more significant than Alternative 1, while only minimal additional wetland impacts are anticipated.

At the LCM meeting, a majority of the residents that attended, which was approximately 15 people, indicated that they would like a sidewalk either instead of or in addition to the shoulder widening. Alternative 3 is most aligned with the majority consensus.

The engineer's estimate for Alternative 3 is \$1,055,000, which is \$305,000 more than the original budget. The Town would need to appropriate \$185,000 (\$30,000 to match the additional \$120,000 from NHDOT, plus the remaining \$155,000) in addition to the \$150,000 that was previously approved. This may require a warrant article to appropriate the additional funds.

<b>Summary of Alternatives</b>			
	<b>Estimated Cost</b>	<b>Additional Town Costs (beyond \$150k)</b>	<b>Date Extension Required</b>
Alternative 1	\$870,000	\$24,000	Yes
Alternative 1- reduced scope	\$750,000	\$0	Yes
Alternative 2	\$978,000	\$108,000	Yes
Alternative 3	\$1,055,000	\$185,000	Yes

**To complete the Engineering Study, the Department is seeking guidance on the preferred alternative.** The NHDOT will then review the engineering study and provide comments or approval to proceed with the preferred alternative if they believe meets the intent of the TAP grant.

Regardless of the alternative selected, it is anticipated that the project will not be completed before the end of 2017. The warrant article for this project stated that "This will be a non-lapsing appropriation per RSA 32:7, VI and will not lapse until the project is completed or December 31, 2017, whichever is sooner." A warrant article on the March 2017 ballot is recommended to extend the deadline to 2019.

**UPDATE January 10, 2017**

On January 5, 2017, a meeting was held with the Town Manager and Town staff to discuss the alternatives and additional funding required. All of the alternatives were discussed and considered viable projects, however, additional funding is required.

Based on this discussion, amendments to the 2015 warrant article will be drafted for review by the Selectboard. The amendments will request an extension of the funding expiration date to 2020 and to appropriate additional funds for the preferred alternative to be chosen by the Selectboard.



Brickyard Pond

Brickyard Park

Colonial Way

Greybird Farm

Boulder Brook Dr

Tamarind Ln



Kingston Road

White Oak Dr

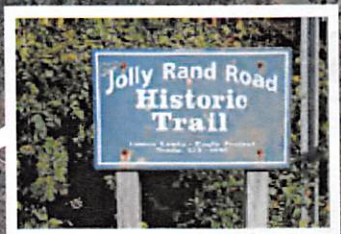
Pickpocket Road

Riverwoods Dr

**RiverWoods**  
Assisted Living  
"The Boulders" Campus

**RiverWoods**  
Assisted Living  
"The Ridge" Campus

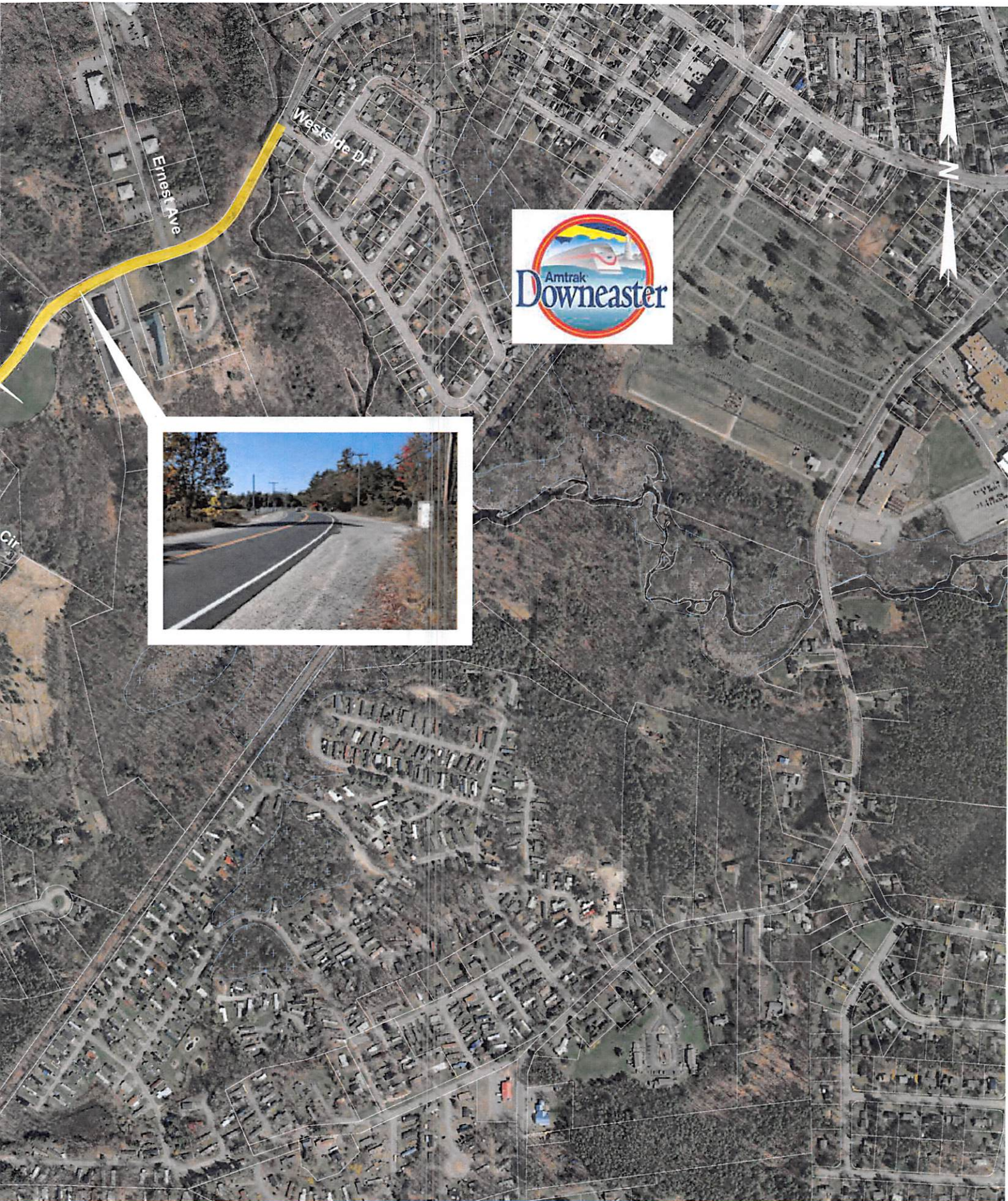
**RiverWoods**  
Assisted Living  
"The Woods" Campus



**Kingston Rd. Exeter, NH**  
**PROJECT LOCATION**







Limits

**CMA**  
ENGINEERS

Portsmouth NH  
Manchester NH  
Portland ME



Figure 1





THE STATE OF NEW HAMPSHIRE  
DEPARTMENT OF TRANSPORTATION



January 5, 2017

Victoria F. Sheehan  
Commissioner

SENT VIA EMAIL

William Cass, P.E.  
Assistant Commissioner

Dave Sharples, Town Planner  
Town of Exeter  
10 Front St  
Exeter NH 03833

Re: Transportation Alternatives Program Application Number: 16-13TAP

Dear Mr. Sharples:

The New Hampshire Department of Transportation (NHDOT) is pleased to inform you that your application 16-13TAP(Construct sidewalks on Epping Road, Winter Street, and Spring Street) has been approved by the Commissioner to use Transportation Alternatives Program (TAP) funds in the amount of \$433,009.00 .

Your application selection was based on recommendations submitted by the Transportation Alternatives Program Scoring Committee, as well as staff consideration of budget constraints (4 funding categories by population) as required by FHWA, and equity to top regional priorities.

The total cost of your project is \$541,261.00 and the Town of Exeter will be responsible for a match in the amount of \$108,252.00.

All funded TAP projects will be submitted to Governor and Council for approval in 2017. After Governor and Council approval the Department will send you a municipal agreement that will need to be signed by the Local Public Agency (LPA) sponsor prior to starting work on the project. The Department expects that your project will begin within 3 months of signing. Upon signing the municipal agreement the first step will be to contact the Department and set up a project scoping meeting. This is all detailed in the Department's LPA Manual and can be downloaded from our main web page at <http://www.nh.gov/dot/>.

Congratulations on being selected for Transportation Alternatives Program funding. We look forward to working with you on this project.

Sincerely,

A handwritten signature in black ink, appearing to read "Thomas Jameson".

Thomas Jameson, P.E.  
Program Manager

Cc: Peter Stannas, P.E.  
Director of Project Development

<b>For NHDOT use only:</b>	
Application #:	_____
LOI Received on:	_____
MMW Attendee:	_____
MMW Date:	_____
Application Received on:	_____

**NEW HAMPSHIRE DEPARTMENT OF TRANSPORTATION  
TRANSPORTATION ALTERNATIVES PROGRAM (TAP)**

**Round 2 - 2016 APPLICATION FOR FUNDING**

---

**1. Sponsor Information** *(Sponsor is the municipality or school district / SAU that is applying. Contact is the person who will be in responsible charge of the project).*

---

**Sponsor Name:**

**Mailing Address:**

**Telephone:**

**Email:**

**Contact Name:**

**Title:**

**Mailing Address:**

**Telephone:**

**Email:**

**Governing Regional Planning Commission:**

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## 2. Project Information

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**Map:** *(A map is required as part of the application. Map must be scanned as a pdf file. Map should include street names, State route numbers, project details, identification of resources, north arrow, and a scale)*



**MAP SUBMITTED**

**Eligible TAP Activities:** *Check the eligible TAP activity(s) that your project is proposing.*



*Construction, planning, and design of on-road and off-road trail facilities for pedestrians, bicyclists, and other non-motorized forms of transportation, including sidewalks, bicycle infrastructure, pedestrian and bicycle signals, traffic-calming techniques, lighting and other safety-related infrastructure, and transportation projects to achieve compliance with the Americans with Disabilities Act of 1990 (42 USC 12101 et seq).*



*Construction, planning, and design of infrastructure-related projects and systems that will provide safe routes for non-drivers, including children, older adults, and individuals with disabilities to access daily needs.*



*Conversion and use of abandoned railroad corridors for trails for pedestrians, bicyclists, or other non-motorized transportation users.*



*The Safe Routes to School Program eligible projects and activities listed at section 1404(f) of the SAFETEA-LU: Infrastructure-related projects only.*

### **Description of work being proposed:**

*(Clearly describe purpose and need for project as well as project goals and objectives)*

As part of a town wide pedestrian improvement project, Exeter is seeking to connect sidewalks on Winter Street, Spring Street and Epping Road (NH 27). The project will also provide a safer pedestrian crossing at the intersection of Warren Street and Epping Road and at the intersection of Brentwood Road (NH 111-A) and Epping Road. The general goal and objective of this project is to eliminate gaps in existing sidewalks that will enhance and promote pedestrian use and safety.

The proposed sidewalk on Epping Road will connect an existing sidewalk on the western side of Epping Road to a sidewalk that was required as part of a recent site plan approval of the Planning Board. Epping Road is a busy State route with approximately 12,000 ADT. The corridor has seen recent growth with several new commercial and residential projects in the past few years and the proposed sidewalk will provide a direct connection between the commercial and residential growth on Epping Road to the Train Station and downtown Exeter. Specifically, a Great Bay Kids daycare facility was constructed in the project limits on Epping Road and the proposed sidewalk will provide a direct pedestrian connection from this facility to the existing sidewalks to the south. A multi-use project is currently being built at 80 Epping Road that includes commercial space, a drive thru restaurant, and two stand alone multi-family structures with a total of 91 new residential dwelling units. The Planning Board did require the installation of a sidewalk along the frontage of this project but does not connect to an existing sidewalk. The proposed sidewalk as part of this project will make that connection.

The proposed sidewalk on Winter Street will connect an existing sidewalk on Winter Street to an existing sidewalk on Epping Road. This approximately 370 linear foot section of sidewalk will provide a direct pedestrian connection to the Epping Road corridor and provide a cross walk across Epping Road to a well used local park. Without this improvement, pedestrians need to walk over 1,800 feet out of the way to safely access the park.

On Spring Street, the project proposes two short sections of sidewalk that connect the existing sidewalk along this roadway. Spring Street is located within the dense urban core of Exeter and will provide safe access along the eastern side of this roadway where pedestrians need to either walk across the street to the sidewalk on the opposite side or walk in the vehicular travel way as there is parallel parking against the



**Resources within project limits:**

*(List all cultural, archeological, and natural resources, as well as any known hazardous materials in project limits)*

A small unnamed stream crosses under Epping Road where the proposed sidewalk is located.  
The Spring Street portion of the project is located within the Front Street Historic District.  
There are no other known cultural, archeological, or natural resources within the project limits.  
There are no known hazardous materials within the project limits.

**Project Details**

**Road Name(s)** *(List all roads in project limits)*

Epping Road (NH 27), Brentwood Road (NH 111A), Winter Street, Spring Street

**State Route Number:** *(List all State route numbers or N/A if on a municipal road)*

NH 27 (Epping Road)  
NH 111A (Brentwood Road)

**Railroad:** *(List name of railroad corridor if rail trail or rail with trail project)*

N/A

**Other:** *(If off-road path, describe beginning and ending termination locations)*

N/A

**Length of Project:** *(If more than one location, provide total length of proposed improvement)*

1,760 feet

**Width of proposed improvement:** *(If width isn't consistent, provide an average width for majority of improvements)*

5 feet

**Surface Type:** *(List Paved, Concrete, Gravel, Stone Dust, etc. for all proposed improvements)*

asphalt

**Ownership:** *(List the entity that owns the land in the limits of your proposed improvements)*

Town of Exeter

### 3. Project Cost Estimate

Identify the estimated project costs under each of the phases below.

Note: to avoid divide by zero error on the calculated fields \$0.01 has been inserted into the first box

A) Design/Engineering:   
(Costs for engineering study, preliminary design, environmental review, identifying and establishing right-of-way, easements preparation, final design, and bid phase services)

B) Right-Of-Way:   
(Cost of easement acquisition and/or land acquisition)

C) Construction:   
(Cost of constructing project, materials, and labor)

D) Construction Engineering:   
(Cost of engineering oversight for the project. Oversight needs to be almost fulltime.)

Project Total:   
*Calculated Field*  
(Min. \$400,000 Max \$1,000,000)

### Identify the amount of federal funding you are applying for.

If you are overmatching your project to get your total up to \$400,000 or over \$1,000,000 you add the additional funds to your required match and put that in the Match\$ box below. Your % federal funds will be adjusted based on your amount of overmatch. If you are adding funds that will be in addition to the amount of federal funds and match for your project those are considered non-participating funds. In this case you put the additional funds in the non-participating box. This is usually done if you want to do additional work that may not be eligible under the TAP program but you want the work done under the overall contract.

Federal \$   
(\$800,000 Max. \$320,000 Min. for federal amount requested)

%  
*Calculated Field*  
(80% Max. for TAP reimbursement)

Match \$   
(Enter amount of local match and additional funds if applicable)

%  
*Calculated Field*

Non-Participating \$

Reason for non-participating funds

Funding Total \$   
*Calculated Field*  
(Min. \$400,000 Max.\$1,000,000)

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**4. Evaluation Criteria** (*Applications will be scored on criteria developed by the Department's Transportation Alternatives Program Advisory Committee (TAPAC). The TAPAC developed these criteria to select the best applications for funding.*)

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There are five main criteria and five sub-criteria that will be used to evaluate projects and are listed below:

- The Socioeconomic Benefits criteria Section D will be based on areas where improved mobility and access can be provided to underserved populations. This information will be collected by the Department for scoring based on your project location.
- RPC/MPO Ranking criteria Section E will be done by the governing regional planning commission using the information provided in the application. Application will be submitted to the Department and the Department will forward copies to the Regional Planning Commissions

**MAIN CRITERIA**

**SUB-CRITERIA**

Potential for Success



Project Readiness and Support
Financial Readiness
Feasibility

Safety



Stress Analysis
Improve Safety Conditions

Project Connectivity

Socioeconomic Benefits

**Note:** This criterion will be based on the location of the project and if it will benefit an underserved population.

RPC/MPO Rankings

**Note:** Information for this criterion will be provided by your governing Regional Planning Commission.

---

**A) Potential for Success: Sponsor will need to demonstrate the factors that will indicate a project's likeliness to succeed.**

---

**MANDATORY REQUIREMENT: All applications must include a letter of support from the Sponsor's governing body committing to actively engaging and leading the project. Application will not be accepted without this letter.**

Letter of support attached:

- **Project Readiness and Support:** *Is the project part of a local and/or regional plan and effort, and has it been endorsed by local and regional bodies and advocacy groups? That is, did you build your case about the importance of this project to many constituents like conservation commission, planning board, other local group? Is it part of a regional plan or have RPC/TAC support? Is it part of a master plan or other planning document? (Number of constituents and/or planning documents will be used for scoring)*

All of the portions of the project have broad support from the Town and are listed in Town planning documents. The project is generally listed in the Master Plan, specifically the 2017-2022 Capital Improvement Program and the Epping Road portion of the project is specifically mentioned in a study conducted by the Regional Planning Commission..

The need to provide sidewalk connections throughout the Town is documented in the current Master Plan. Specifically, the current master Plan (page 18 in the Transportation Chapter) identifies that the "largest problem are multiple gaps in the sidewalk network". This project will address a couple of those gaps.

The need for pedestrian improvements on Epping Road is stated in the Epping Road Access Management Study completed by the Rockingham Planning Commission (RPC). Specifically, the study states on page 5 that "Currently shoulders are limited in width and sidewalks only extend a short distance into the study area, ending just north of the intersection with NH 111A. Improvements along the corridor should look to include pedestrian and bicycle improvements as appropriate". Since the RPC completed the study I believe it would be fair to say that they support at least this portion of the project. This part of the project is also supported by the Great Bay Kids Co that would benefit from this project as the sidewalk would go along their frontage and would provide them direct and continuous sidewalk access to the Lincoln Street train station area and downtown. A letter of support from them is enclosed.

The Winter Street section of the project has been discussed at several public meetings of the selectmen as the residents have asked for a sidewalk in this stretch and a crosswalk so they can safely access the park across the street. A letter from one of the residents is enclosed.

The Spring Street section is located within the urban core and runs along Phillips Exeter Academy (PEA) land. It is in a dense part of town and the Independence Museum is located at the corner of Spring Street and Man Street and this project would provide a sidewalk to this facility from Front Street. A letter of support from the Museum is included with the application.

This project has been endorsed by the Planning Board and the Economic Development Commission and letters of support from these groups are attached to the application.

- **Financial Readiness:** *(TAP is a reimbursement program. Sponsor will have to gross appropriate funds for entire project. Department reimburses a maximum of 80% of each reimbursement request.) Explain how the project will be funded and the timeline for funding. Is there a written commitment to bring this project forward for approval of funds at town meeting, through capital reserve funds, through inclusion in the capital improvement plan, etc. or are there funds already raised/appropriated and dedicated to this project?*

The project will be funded through the General Fund. A warrant article will be created and placed on the March 2017 Election Ballot. There is a letter from the governing body attached to this application that shows their commitment to bring the warrant article forward. There are no funds already raised/appropriated at this time. The project is listed in the 2017-2022 Capital Improvement Plan.

- **Feasibility:** *Address historic, cultural, environmental, maintenance, possible areas of contamination, and other related issues that may impact the project's ability to succeed. Applicant should discuss issue and how it will be addressed. Discuss impacts to project timeline and possible financial impacts.*

There are not any known areas of contamination or other related issues that may impact the project's ability to succeed.

The Spring Street portion of the project is located within the Front Street Historic District and there is a 50 foot section of a masonry stone wall along the western side of the road where the project is being proposed. However, since the wall is approximately 13.5 feet from the edge of the existing curb, we do not foresee having any impact on the wall. To the extent that this issue does become a concern, Exeter has a Historic District Commission that would meet to discuss this matter and get to a resolution. However, at this point there doesn't seem to be any issue but the possibility does exist.

The Epping Road section does include a small unnamed stream crossing that has an existing culvert and headwall. Without a design, it is unclear on the impact, if any, the proposed sidewalk will have on the existing crossing. The edge of the existing concrete headwall is 9.5 feet from the existing edge of curb so there appears to be ample room for a sidewalk without impacting the crossing. However, to the extent there is impact, we would expect the design engineer to propose a plan with the least amount of disturbance and secure a Wetlands Permit from NHDES and a Conditional Use Permit from Exeter, if applicable.

The Winter Street portion of the project does not appear to have any issues that will impact the project's ability to proceed. There appears to be ample room to construct a sidewalk in this area, the area has no steep slopes or other natural resource constraints. The sidewalk will be proposed where some cars currently park but the project is supported by the residents and it appears we have ample ROW in this area based upon the best information we currently have.

Since a survey of the ROW has not been completed at this time, there is the possibility that acquisition may be needed somewhere in the project although our best information doesn't show this to be the case. However, until a survey is completed we cannot be certain. To the extent acquisition and/or temporary easements are needed, we will go through the proper process which can delay the project and extend the timeline. However, we would expect to start the design in the spring/summer of 2017 which should allow time to secure any needed easements/property prior to the 2018 construction season.

Winter maintenance can always be a challenge for sidewalks. However, the Town does recognize the fact that these improvements would need to be maintained on a year round basis. The Town has also been committed to ongoing maintenance of existing sidewalks as evidenced by at least \$120,000 annually being placed in the CIP that establishes a sidewalk program. Last year, the Town appropriated and spent well over this figure (over \$500,000) to rehabilitate existing sidewalks. Due to this established commitment, long term maintenance of these improvements does not appear to be an issue for Exeter.

There are utilities within the project limits. There are utility poles, water connections and lines, and sewer lines all within the project limits but none of them appear to be an issue with this project. There is no reason to believe that relocation of any of the existing utilities will be needed to construct the project. However, the Exeter DPW is prepared to make accommodations as necessary to support the project in the event any relocation of Town utilities is needed. It does not appear that any over the overhead electric, owned by Unitil, would need to be moved. In the unlikely event moving any Unitil poles is required, the Town successfully worked with Unitil to relocate poles as part of this year's downtown project and can do so again if needed. Any pole relocation would add to the timeline and possibly the cost of the project but this is not anticipated.

All of the potential issues described above should not have any significant impact on the project timeline or ability to succeed. They are all common issues that can arise during these types of projects. These issues do not appear to have any financial impacts (albeit pole relocation) on the project as they were accounted for in the budget (i.e. \$10,000 for ROW). This does not mean that issues cannot arise or become larger than anticipated, but in the event they do, Exeter has a well trained and experienced staff to help resolve any issue and keep the project on track. The Project Sponsor has successfully sponsored a Transportation Enhancement project in the past as well as numerous other Federal and State grants and the Exeter DPW is currently sponsoring a TAP project for a shoulder widening on Kingston Road that is proceeding on schedule.

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**B) Safety: Projects will need to demonstrate the extent to which the project will improve safety conditions and/or reduce the perception of user stress as a result of the project being implemented. This criterion will be rated on the difference between the stress level of the existing condition versus the anticipated stress level of the proposed project.**

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- **Stress Analysis:**

- *Describe the existing stress level of your project area as it exists today without the proposed project and based on the scale below, assign it a letter. You must justify why you chose the letter.*
- *Describe the anticipated stress level for the project area after the proposed project is completed and based on the scale below, assign it a letter. You must justify why you chose the letter.*

A - Facility is reasonably safe for all children.

B - Facility can accommodate users with basic skills and knowledge of traffic.

C - Facility requires an intermediate level of skill and knowledge of traffic to use.

D - Facility requires an advanced level of skill and knowledge of traffic to use.

E - Facility is generally not suitable for pedestrians or bicyclists.

Since there are three distinct areas within the overall project, the best way to address this question is by looking at each area separately.

**Epping Road Section Stress Analysis:**

The existing conditions of this section is a two lane road with approximately a 12,000 ADT count and a posted speed limit of 30 mph. There are no sidewalks within the project limits but there is a paved shoulder that varies in width from 3.5 feet to over 5 feet but averages approximately 4 feet in width. The section immediately north of NH 111A sweeps around a corner in the road where pedestrians utilizing the shoulder walking north experience vehicles coming straight at them around the bend. There are also utility poles along this stretch that abut the pavement. Without a separation or raised sidewalk, pedestrians can experience some stress when utilizing the paved shoulder along this section. After the turn in the road the stress level decreases as the vehicles aren't directly facing you as you walk but still can be stressful due to no separation between the pedestrian travel way and the vehicular travel lane except for a painted white line. The first section by the turn in Epping Road is likely a D stress level requiring an advanced level of skill to utilize whereas the remaining section is likely a C. Since the less stressful section encompasses the majority of the project, the existing overall Stress Level for the Epping Road section is a C. Anticipated stress level after project is completed with a raised sidewalk with vertical granite curb = A. A raised sidewalk with granite curbing will provide a clear travel way for pedestrians and provide separation from the existing roadway and will be reasonable safe for all users.

**Winter Street Section Stress Analysis:**

The existing conditions of this section is a two lane roadway with on street parallel parking in the proposed project limits and a posted speed limit of 30 mph. This area is flat and, although no traffic counts are available or known, it is a locally used road by residents and provides a connection between Front Street (NH 111) and Epping Road (NH 27). Residences do park on the roadway and on the gravel/grass shoulder thereby forcing pedestrians either to walk between the parked cars and the homes or out in the travel way. It isn't likely that drivers go much faster than the posted speed limit due to on street parking and the proximity of the project area to the Epping Road intersection. However, the lack of a separated sidewalk coupled with on street parked vehicles, this section is a stress level C at this time. The anticipated stress level after the project is completed is an A. Creating a raised sidewalk between the on street parking and adjacent residential lots will provide a facility that is reasonably safe for all users.

**Spring Street Section Stress Analysis:**

The existing conditions of this section is a two lane roadway with a posted speed limit of 30 mph. This section does have a moderate slope and on street parking is allowed in the project limits. There are two sections of existing sidewalk in this section and the proposed

- **Improve Safety Conditions:** *Improvement over existing safety conditions - are there very specific actions that are being taken to improve safety. What specific safety improvements will be made? If there is information, (road safety audit, corridor study, etc.) to support it, please provide it in pdf format with your application. Only specific actions and improvements will be used for scoring - anecdotal information will not be used.*

Sidewalks do not exist at this time and this project will create sidewalks to provide a connection between existing sidewalks in all three sections. The specific action that will be taken is to provide a raised sidewalk with vertical granite curb that will result in improved safety for pedestrians over existing conditions where sidewalks do not exist. Another specific action that will be taken is to install a crosswalk in the area of the public park on Epping Road that will provide a safer crossing where they currently cross anyway. New Pedestrian crossing signs will be installed to improve safety as well.

The Spring Street and Winter Street sections of the project will provide a place for pedestrians to walk that is outside the vehicular travel way will improve safety by providing a place to walk on the opposite side of cars parked along the roadway and away from the vehicular travel lane.

There is no known data on accidents involving pedestrians in the project limits. However, the Epping Road Access Management Study completed by the Rockingham Planning Commission in 2008 did identify that the NH 111A and NH 27 intersection as having "Poor Intersection Geometry" (page 2). By providing a safe pedestrian access across this intersection, will result in better geometry of the intersection which will arguably improve the safety for all users. This intersection was also identified in the study (page 9) as the one with the most vehicular accidents, however, the study does not provide any information on if pedestrians were involved in any of the accidents.



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**C) Project Connectivity: Project will need to demonstrate how it enables movement from origins to destinations, how it fits in with the larger transportation network and identify any other modes it will serve.**

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- *Does the project fill a vital gap in an existing transportation network or phased plan? Does it provide a standalone new facility that did not exist previously? Is it part of a larger phased plan? List the different modes and destinations it link together? Please describe in detail all connections, and if part of a phased plan what will the proposed improvement accomplish? Is it the first phase, middle phase or final phase of the plan.*

All three sections of this project fill a vital gap in the existing transportation network. Each portion of the project is further described in detail below.

**Winter Street section connectivity:**

This section will fill a gap of the existing sidewalk network by providing a direct link between the Epping Road sidewalk and the existing sidewalk on Winter Street approximately 370 feet away. The current sidewalk ends at the intersection Whitley Road and Winter Street. There is a sidewalk on the opposite side of the street but that veers off to the south and does not connect into the Epping Road sidewalk at the Winter Street intersection. It does connect to Epping Road to the south but a pedestrian has to walk an additional 1,800 to get to the intersection of Winter Street and Epping Road via sidewalk. . The importance of getting to this intersection is because there is a well used park across Epping Road just north of Winter Street. This connection will allow the dense residential development in the Winter Street area to safely and efficiently access the park and points north on Epping Road.

This section is not part of a larger phased plan as it will completely fill the gap in the existing sidewalk network.

**Spring Street section connectivity:**

This section will fill in two gaps in the existing sidewalk along the eastern side of Spring Street. Spring Street is located within Exeter's dense urban core. Spring Street has a mix of commercial, residential, and educational use and is home to the Independence Museum at the north end of Spring Street. This connection will complete a loop in the downtown and connect the recently rehabilitated sidewalks that were part of a downtown sidewalk initiative constructed in 2016. Phillips Exeter Academy has property on both sides of Spring Street and this connection will likely be utilized by their students.

This section is not part of a larger phased plan as it will completely fill the gap in the existing sidewalk network.

**Epping Road section connectivity:**

This section will connect residential and commercial uses in the Epping Road corridor to the Lincoln Street train station that is a stop for the Downeaster trains. It will also provide a direct and continuous connection to downtown Exeter. Both sides of this section of Epping road have experienced recent growth with 97 units of subsidized housing already constructed and occupied at the Meeting Place located across the street from this proposed project. An additional 67 residential units and first floor commercial space has been approved but not yet constructed. The Great Bay Kids Co also recently constructed their facility and opened earlier this year. This sidewalk will provide a safe connection to the residential and commercial uses in the area to this daycare facility and provide safe ingress and egress for children and families walking to or from the site. In addition, 91 market rate units in two buildings are currently being constructed with occupancy expected in 2017. As part of this residential project, there is a drive thru restaurant under construction and a commercial building to be built. The planning board required a sidewalk be constructed as part of this project that will be built along their frontage at 80 Epping Road. The sidewalk proposed as part of this application will connect the sidewalk required by the planning board to the existing sidewalk just south of NH 111A. Without the sidewalk proposed as part of this application, the sidewalk will only extend along the frontage of 80 Epping Road and would not connect to any existing sidewalk.

The Epping Road section is part of a larger concept plan that envisions a complete streets rehabilitation to Epping Road to the north of the proposed project (listed in the Capital Improvement Program). This area still has undeveloped commercial and residentially zoned land which will increase pedestrian, vehicular and other modes of transportation activity in this corridor as. However, since this project provides a connection between an existing sidewalk and one being constructed as part of a planning board application, this is viewed as a stand alone project as it does not rely upon the construction of future phases.

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**D) Socioeconomic Benefits: Is the project located in an area where improved mobility and access can be provided to underserved populations?**

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- *The Department will determine if your project falls in an area that will benefit an underserved population based on free and reduced school lunch programs.*

**NO ACTION NEEDED FROM APPLICANT FOR SECTION D**

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**E) RPC/MPO Rankings: This section will be completed by the local Regional Planning Commission for your project.**

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- *The Department will send applications to the local Regional Planning Commissions to score and develop a regional ranking. This information will then be incorporated into the final score of projects.*
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**NO ACTION NEEDED FROM APPLICANT FOR SECTION E**

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**5) IF YOU ARE PUTTING IN MORE THAN ONE APPLICATION FOR YOUR MUNICIPALITY - SCHOOL DISTRICT/SAU PLEASE PRIORITIZE THEM IN THE ORDER OF IMPORTANCE.**

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- *The TAP program has approximately \$5.5 million available for potential projects. If the municipality – school district/SAU is putting in multiple applications please prioritize them in order of importance from 1 to X with 1 being the most important project.*

Priority number:     N/A    

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**6) Application Submission Information:** The application is an adobe .pdf form and it must be saved and submitted in electronic format on either a CD or a USB thumb drive. Any supporting documents like the Map, Letter of support and other supporting documentation need to be submitted with the application in pdf format and saved to the CD or USB thumb drive.

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**APPLICATIONS ARE DUE FRIDAY SEPTEMBER 2, 2016 BY 4:00PM!**

**Failure to meet this deadline will result in your project being removed from the scoring process.**

### **Submission Guidelines**

**Format:** Application form must be saved electronically as a pdf and then transmitted to the Department. All supporting maps, letters and other documents must be saved as a pdf and transmitted to the Department with the application form.

*Applications and supporting documents must be either:*

- *burned to a CD or DVD*
- *saved to a USB thumb drive.*

**Submission:** CD, DVD, or thumb drive must be received on or before 4:00pm September 2, 2016. Delivery can be either:

- *Hand-delivered to:* Thomas Jameson, TAP Program Manager  
NHDOT Headquarters  
Bureau of Planning & Community Assistance  
7 Hazen Drive, Concord NH
- *Mailed to:* Thomas Jameson, P.E.  
TAP Program Manager  
NHDOT, Bureau of Planning & Community Assistance  
7 Hazen Drive, P.O. Box 483  
Concord, NH 03302-0483

**Warning: If you mail the Application it must be received by the Department on or before 4:00pm on September 2, 2016**

Direct any questions to: Tom Jameson, email: [tjameson@dot.state.nh.us](mailto:tjameson@dot.state.nh.us) , phone: 271-3462

**Legal Notice**  
**NOTICE OF PUBLIC HEARING**  
**ON TOWN OF EXETER 2017 BUDGET**

The Exeter Board of Selectmen hereby gives notice of a public hearing on the Town of Exeter fiscal year 2017 budget and all financial and other warrant articles on Tuesday, January 17<sup>th</sup>, 2017, at 7:00 p.m., Exeter Town Offices, 10 Front Street. This hearing is held pursuant to RSA 32:5.

Dated: December 16, 2016

Exeter Selectboard  
Daniel Chartrand, Chair

**Legal Notice**  
**NOTICE OF PUBLIC HEARING**  
**TOWN OF EXETER 2017 BONDS**

The Exeter Board of Selectmen hereby gives notice of a public hearing pursuant to RSA 33:8-a on the following projects requiring bonds and notes as part of the fiscal year 2017 town budget:

1. Court Street Bridge/Culvert Replacements, \$1,381,000;
2. Lincoln Street water, sewer, stormwater, road, sidewalk/pedestrian improvements, \$2,802,000;
3. Drinking Water TTHM Remediation, \$1,500,000.

The public hearing will be held on Tuesday, January 17<sup>th</sup>, 2017 commencing at 7:00 p.m. at the Town Offices, 10 Front Street, Exeter.

Dated: December 16, 2016

Exeter Selectboard  
Daniel Chartrand, Chair

Town of Exeter 2017 Budget Summary-PRELIMINARY Version #3- Revised 1/6/2017 Updated November 23, 2016								<b>DRAFT</b>	
DEPARTMENT	2015 Actual	2016 Budget	2017 BRC Budget	2017 BOS Budget	2017 Default Budget	2017 Default Budget vs. BOS Budget \$ Increase/(Decrease)	2017 Default Budget vs. BOS Budget %-Difference	Notes	
<b>General Fund Appropriations</b>									
<b>General Government</b>									
100	Board of Selectmen	22,717	21,775	21,775	21,775	-	0.0%		
111	Town Manager	213,949	219,648	224,521	223,820	50	0.0%		
115	Human Resources	83,122	87,542	90,262	90,262	189	0.2%		
119	Transportation	26,919	26,770	26,770	26,770	-	0.0%		
120	Legal	88,914	80,000	80,000	80,000	-	0.0%		
125	Information Technology	171,105	181,252	210,811	213,209	24,538	13.0%	FT IT Tech for 8 months; Repl storage system	
130	Trustees of Trust Funds	891	891	891	891	-	0.0%		
140	Town Moderator	646	1,346	754	754	-	0.0%	Less elections in 2017	
151	Town Clerk	291,496	350,067	340,072	340,072	(4,875)	-1.4%	Benefits & record retention	
152	Elections/Registration	10,614	24,000	19,157	19,157	(4,971)	-20.6%	Less elections in 2017	
<b>Total General Government</b>		<b>910,373</b>	<b>993,292</b>	<b>1,015,012</b>	<b>1,016,709</b>	<b>14,931</b>	<b>1.5%</b>		
<b>Finance</b>									
201	Finance/Accounting	271,649	283,483	282,685	281,997	(5,900)	-2.0%	Transferred Lock box fees to Tax	
202	Treasurer	9,582	11,219	11,259	11,259	-	0.0%		
203	Tax Collection	94,969	98,678	106,146	106,146	(900)	-0.8%	Transferred Lock box fees from Finance	
205	Assessing	196,984	201,483	206,622	206,582	-	0.0%	Contracted Services	
<b>Total Finance</b>		<b>573,184</b>	<b>594,862</b>	<b>606,712</b>	<b>605,984</b>	<b>(6,800)</b>	<b>-1.1%</b>		
<b>Planning &amp; Building</b>									
301	Planning	189,862	228,474	263,514	263,514	20,200	8.3%	Wages, Downtown Impr	
307	Economic Development	126,797	136,911	139,072	137,072	(4,700)	-3.3%		
302	Inspections/Code Enforceme	232,032	244,577	251,606	251,552	210	0.1%	Increase in travel reimb for Electrical Inspector	
303	Board of Adjustment	2,196	3,224	3,429	3,429	-	0.0%	Recording Secretaries	
304	Historic District Commission	11,138	7,725	1,986	1,986	-	0.0%	Grant matching- Town Survey	
305	Conservation Commission	9,398	10,057	10,188	10,188	(610)	-5.6%		
306	Heritage Commission	3,292	11,288	3,233	3,233	734	340.5%	Contracted Services- Winter St Cemetery in 2016	
<b>Total Planning &amp; Building</b>		<b>574,715</b>	<b>642,257</b>	<b>673,027</b>	<b>670,973</b>	<b>17,599</b>	<b>2.7%</b>		

Town of Exeter									<b>DRAFT</b>
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<b>Police</b>									
401	Administration	732,141	759,686	773,021	793,483	787,135	6,349	0.8%	Wages & Benefits due to change in personnel; Taser repl.
402	Staff	496,972	621,424	632,735	632,735	631,235	1,500	0.2%	Wages & Benefits due to change in personnel; Prosecutor
403	Patrol	1,810,671	1,951,495	1,938,271	1,936,361	1,926,367	9,994	0.5%	Benefit reduction due to change in personnel
404	Animal Control	1,275	1,250	1,250	1,250	1,250	-	0.0%	
405	Communications	400,545	462,065	471,805	471,805	472,045	(240)	-0.1%	Wages & Benefits due to change in personnel; Prosecutor
<b>Total Police</b>		<b>3,441,604</b>	<b>3,795,920</b>	<b>3,817,081</b>	<b>3,835,634</b>	<b>3,818,031</b>	<b>17,603</b>	<b>0.5%</b>	
<b>Fire</b>									
501	Administration	462,238	525,063	548,554	553,644	552,604	1,040	0.2%	Wages & Benefits due to change in personnel
503	Fire Suppression	2,893,373	3,011,116	3,097,111	3,031,714	3,005,840	25,874	0.9%	1 FT FF/Paramedic for 8 mos.
504	Emergency Management	27,599	25,932	27,937	27,937	25,937	2,000	7.7%	CO-Security & Access
505	Health	149,260	179,056	155,698	155,698	155,697	1	0.0%	No Capital Outlay for 2017
<b>Total Fire</b>		<b>3,532,470</b>	<b>3,741,167</b>	<b>3,829,301</b>	<b>3,768,993</b>	<b>3,740,078</b>	<b>28,915</b>	<b>0.8%</b>	
<b>Public Works - General Fund</b>									
601	Administration & Engineering	272,560	416,007	479,895	459,555	446,355	13,200	3.0%	Wages & Benefits due to change in personnel, new digital repeater
602	Highways & Streets	1,863,535	1,978,984	2,195,340	2,221,795	2,022,196	199,599	9.9%	Sidewalks, Tree Maint, Dam Maint, Street signs
603	Snow Removal	472,066	281,882	281,960	281,630	281,630	-	0.0%	
604	Solid Waste Disposal	831,377	847,765	918,520	918,520	918,370	150	0.0%	Disposal Contract, Landfill Monitoring
605	Street Lights	156,597	150,000	150,000	150,000	150,000	-	0.0%	
<b>Total Public Works - GF</b>		<b>3,596,135</b>	<b>3,674,638</b>	<b>4,025,714</b>	<b>4,031,499</b>	<b>3,818,550</b>	<b>212,949</b>	<b>5.6%</b>	
<b>Maintenance</b>									
606	General	427,560	452,069	468,829	468,554	461,354	7,200	1.6%	Contracted services- Town Bldgs snow removal
615	Mechanics/Garage	186,524	240,555	265,313	265,063	266,063	(1,000)	-0.4%	Wages & Benefits -Full Year FT mechanic
607-614	Town Buildings	262,159	271,114	271,114	271,114	270,114	1,001	0.4%	
616	Maintenance Projects	165,286	97,178	97,178	97,178	100,000	(2,822)	-2.8%	See 2017 list
<b>Total Maintenance</b>		<b>1,041,529</b>	<b>1,060,916</b>	<b>1,102,434</b>	<b>1,101,909</b>	<b>1,097,530</b>	<b>4,379</b>	<b>0.4%</b>	
<b>Welfare</b>									
710	Welfare	177,828	172,701	137,778	137,778	137,358	420	0.3%	Removed PI benefits and Includes Human Services

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<b>Parks &amp; Recreation</b>									
801 Recreation	290,113	303,539	312,931	312,931	312,931	-	0.0%	Wages & Benefits	
802 Parks	164,814	183,323	183,053	183,038	185,968	(2,930)	-1.6%		
<b>Total Parks &amp; Recreation</b>	<b>454,927</b>	<b>486,862</b>	<b>495,984</b>	<b>495,969</b>	<b>498,899</b>	<b>(2,930)</b>	<b>-0.6%</b>		
<b>Other Culture/Recreation</b>									
116/804 Other Culture/Recreation	28,723	30,951	30,951	30,951	30,951	-	0.0%		
805 Special Events	13,911	14,500	14,500	14,500	14,500	-	0.0%		
<b>Total Other Culture/Recreation</b>	<b>42,634</b>	<b>45,451</b>	<b>45,451</b>	<b>45,451</b>	<b>45,451</b>	<b>-</b>	<b>0.0%</b>		
<b>Public Library</b>									
901 Library	898,408	927,413	1,002,526	1,002,526	1,002,526	-	0.0%	Wages & Benefits due to changes in personnel	
<b>Total Library</b>	<b>898,408</b>	<b>927,413</b>	<b>1,002,526</b>	<b>1,002,526</b>	<b>1,002,526</b>	<b>-</b>	<b>0.0%</b>		
<b>Debt Service &amp; Capital</b>									
921-923 Debt Service	943,756	780,691	695,796	695,796	695,796	-	0.0%	Train Stn Storm Sep Bond, interest pymts	
117 Vehicle Replacement/Lease	282,080	394,123	411,504	412,689	374,507	38,182	10.2%	See Vehicle & Lease schedules	
117 Misc. Expense	281	3	3	3	3	-	0.0%		
118 Capital Outlay - Other	48,601	-	8,906	8,906	1	8,905	890500.0%	Vehicle Data Gathering	
<b>Total Debt Service &amp; Capital</b>	<b>1,274,718</b>	<b>1,174,817</b>	<b>1,116,209</b>	<b>1,117,394</b>	<b>1,070,307</b>	<b>47,087</b>	<b>4.4%</b>		
<b>Benefits &amp; Taxes</b>									
931 Health Insurance Buyout	177,420	92,486	109,761	102,051	102,051	-	0.0%	Health Insurance Buyout	
933 Unemployment	4,067	2,725	2,046	2,046	2,046	-	0.0%		
937 Worker's Compensation	173,743	186,384	198,872	198,872	198,872	-	0.0%	Primex	
114/941 Insurance	130,927	133,272	113,529	113,529	113,529	-	0.0%	Primex: Based upon allocation of assets	
<b>Total Benefits &amp; Taxes</b>	<b>486,157</b>	<b>414,867</b>	<b>424,208</b>	<b>416,498</b>	<b>416,498</b>	<b>-</b>	<b>0.0%</b>		
<b>Total GF Operating Budget</b>	<b>17,004,682</b>	<b>17,725,162</b>	<b>18,291,437</b>	<b>18,247,317</b>	<b>17,913,166</b>	<b>334,152</b>	<b>1.9%</b>		

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							2017 Default Budget vs. BOS Budget \$ Increase/- (Decrease)	2017 Default Budget vs. BOS Budget %- Difference	
<b>DEPARTMENT</b>	<b>2015 Actual</b>	<b>2016 Budget</b>	<b>2017 BRC Budget</b>	<b>2017 BOS Budget</b>	<b>2017 Default Budget</b>				<b>Notes</b>
Total Welfare	177,828	172,701	137,778	137,778	137,358		420	0.3%	



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<b>Water Fund</b>									
621	Administration	402,508	386,447	418,895	418,346	419,846	(1,500)	-0.4%	Property insurance reallocation based on fixed assets; Full Year FT Eng. Tech., FT IT Tech
624	Billing and Collection	133,140	142,619	148,508	150,153	148,653	1,500	1.0%	Full Year FT Utilities Clerk; postage & audit
622	Distribution	669,918	819,228	867,773	846,695	821,695	25,000	3.0%	Metering & Back Flow
623	Treatment	778,271	746,529	713,317	713,277	744,682	(31,405)	-4.2%	Chemicals, various accts
625-626	Debt Service	821,183	808,604	1,102,718	1,102,718	1,102,718	0	0.0%	Lary Lane GWTP SRF loan
627	Capital Outlay	53,966	81,616	76,386	77,546	17,380	60,166	346.2%	
952	Approp from Reserves	53,287	-	-	-	-	-	0.0%	
<b>Total WF Operating Budget</b>		<b>2,912,273</b>	<b>2,985,043</b>	<b>3,327,596</b>	<b>3,308,733</b>	<b>3,254,972</b>	<b>53,761</b>	<b>1.65%</b>	
<b>Other Appropriations - Warrant Articles</b>									
	Lincoln St. Project Phase II			167,000	168,000				Utilities, Roads and Sidewalks (has General and Sewer Fund components)
	SWTP TTHM Treatment			1,500,000	1,500,000				EPA & NHDES Standards for THM's
	Washington Street Line Repl.			68,000	68,000				Water main replacements
<b>Total Other Appropriations</b>		<b>-</b>	<b>-</b>	<b>1,735,000</b>	<b>1,736,000</b>				
<b>Total Water Fund Appropriati</b>		<b>2,912,273</b>	<b>2,985,043</b>	<b>5,062,596</b>	<b>5,044,733</b>	<b>3,254,972</b>			
<b>Sewer Fund</b>									
631	Administration	336,696	346,779	366,831	366,282	366,282	-	0.0%	Full Year FT Eng. Tech., Allocation of IT Tech
634	Billing and Collection	127,421	142,619	147,533	149,178	148,653	525	0.4%	Full Year FT Utilities Clerk; postage & audit
632	Collection	762,558	709,646	679,001	657,923	669,923	(12,000)	-1.8%	I/I Abatement
633	Treatment	478,619	468,363	471,915	472,725	458,725	14,000	3.1%	
635-636	Debt Service	641,596	658,388	614,128	614,128	614,128	-	0.0%	Water Street Principle; interest pymts
637	Capital Outlay	94,990	83,695	122,266	123,426	93,260	30,166	32.3%	See Vehicle & Lease schedules
<b>Total SF Operating Budget</b>		<b>2,441,880</b>	<b>2,409,490</b>	<b>2,401,673</b>	<b>2,383,661</b>	<b>2,350,970</b>	<b>32,691</b>	<b>1.39%</b>	
<b>Other Appropriations - Warrant Articles</b>									
	Lincoln St. Project Phase II			902,000	932,000				Utilities, Roads and Sidewalks (has General and Water Fund components)
<b>Total Other Appropriations</b>		<b>-</b>	<b>-</b>	<b>902,000</b>	<b>932,000</b>				
<b>Total Sewer Fund Appropriat</b>		<b>2,441,880</b>	<b>2,409,491</b>	<b>3,303,673</b>	<b>3,315,661</b>	<b>2,350,970</b>			

Town of Exeter  
 2017 Budget Summary-PRELIMINARY  
 Version #3- Revised 1/6/2017  
 Updated November 23, 2016

DRAFT

DEPARTMENT	2015 Actual	2016 Budget	2017 BRC Budget	2017 BOS Budget	2017 Default Budget	2017 Default Budget vs. BOS Budget \$ Increase/-(Decrease)	2017 Default Budget vs. BOS Budget %-Difference	Notes
<b>Other Appropriations - Warrant Articles</b>								
Human Services	-	-	-					Moved back into OP budget (Welfare)
Sidewalk Program			-					Moved into OP budget (Highway)
Communications Improv	99,322							
Public Safety Complex Heati	112,439							
Sno Go	27,035							
Replace Street Sweeper	35,250							
Replace Fire Alarm Truck	19,410							
Snow/Ice Deficit Fund	50,000	50,000	50,000	50,000				
Sick Leave Expendable Trus	50,000	75,000	50,000	50,000				
Exeter Police Association Ag	-							
SEIU 1984 Collective Bargaining								
Exeter Professional FF's Association								
Dam Removal			-					Monitoring, cultural mitigation, stream adjustments etc. (\$80K moved to Dam Maintenance in Hwy Dept
Financial Software		31,671						
TAP Grant Match/Sidewalks			545,000	545,000				CIP Page #3 Pedestrian Improvements
Downtown Parking/Traffic			-					CIP Page #5
Master Plan Update		50,000						
Complete Streets Study			-					CIP Page #2 (TM recommended deferral due to other ideas from Planner)
Highway Dump Truck #28		36,001						
Town Hall Code Compliant Staircase			100,000	100,000				CIP Page #13
Highway Dump Truck #27			36,001	33,794				Represents 1st year payment of a 5 year lease \$159,438 (BRC Recommends BOS look at SLEP Program)
Highway CAT Backhoe #41	-	-	38,188	27,544				Represents 1st year payment of a 5 year lease \$169,723 (BRC Recommends BOS look at SLEP Program)
<b>Total Other Approp.-WAR</b>	<b>393,456</b>	<b>242,672</b>	<b>819,189</b>	<b>806,338</b>	<b>-</b>			
<b>Borrowing Other</b>								
Court St. Bridge/Culvert Repl			1,381,000	1,336,000				CIP Page #19
Lincoln St. Project Phase II			1,697,000	1,702,000				Utilities, Roads and Sidewalks (has Water and Sewer Fund components)
<b>Total Borrowing Other</b>	<b>-</b>	<b>-</b>	<b>3,078,000</b>	<b>3,038,000</b>				
<b>Total GF &amp; WAR &amp; Borrowing</b>	<b>17,398,138</b>	<b>17,967,833</b>	<b>22,188,626</b>	<b>22,091,655</b>	<b>17,913,166</b>			

EXETER TOWN WARRANT – 2017

To the inhabitants of the Town of Exeter, in the County of Rockingham, in the said State, qualified to vote in Town affairs:

**First Session**

You are hereby notified that the first session (the Deliberative Session) of the Annual Town Meeting will be held on Saturday, February 4<sup>th</sup>, 2017 beginning at 9:00 a.m. at the Arthur L. Hanson III Center for the Performing Arts at Exeter High School, 1 Blue Hawk Drive. The first session will consist of explanation, discussion and debate of each of the following warrant articles, and will also afford voters who are present the opportunity to propose, debate and adopt amendments to warrant articles, except those articles in which wording is prescribed by state law.

**Second Session**

The second session of the annual town meeting, to elect town officers by official ballot and to vote on all warrant articles as they may have been amended at the first session, will be held on Tuesday, March 14<sup>th</sup>, 2017 at the Talbot Gymnasium at the Tuck Learning Center, 30 Linden Street. Polls for voting by official ballot will open at 7:00 a.m. and close at 8:00 p.m.

**Article 1**

To choose the following: 2 Selectman for a 3-year term; 1 Town Clerk for a 3-year term; 1 Treasurer for a 3-year term; 1 Checklist Supervisor for a 6-year term; 1 Trustee of Swasey Parkway for a 3-year term; 1 Trustee of the Robinson Fund for a 7-year term; 1 Trustee of The Robinson Fund for a 2-year term; 1 Trustee of Trust Funds for a 3-year term; 3 Library Trustees for a 3-year term.

**Article 2 Zoning Amendment #1:** Are you in favor of the adoption of Amendment #1 as proposed by the Planning Board for the town zoning ordinance, as follows: to allow accessory dwelling units as a Special Exception in the R-4 Multi-Family Residential Zoning District and to allow accessory dwelling units to be a minimum of seven hundred and fifty (750) square feet as required by the new state law that will become effective June 1, 2017 and to allow accessory dwelling units in all districts where they are currently allowed to be up to a maximum of nine hundred (900) square feet or 1/3 of the finished floor area, whichever is less?

**Article 3 Zoning Amendment #2:** Are you in favor of the adoption of Amendment #2 as proposed by the Planning Board for the town zoning ordinance, as follows: to require that all newly created building lots have frontage (a) on a public road or (b) shown on a subdivision plan approved by the Planning Board and constructed to Town specifications and for which surety has been posted to guarantee construction of all improvements required by the Planning Board? The minimum frontage required for all newly created building lots shall be the same as the minimum lot width required in the zoning ordinance.

**Article 4 Zoning Amendment #3:** Are you in favor of the adoption of Amendment #3 as proposed by the Planning Board for the town zoning ordinance, as follows: Deleting Section 6.8.3 of the zoning ordinance that requires an eighty-five (85) foot building setback and a seventy-five (75) foot parking setback in the commercial area of Epping Road between Industrial Drive and NH Route 101 and allowing the existing setback of fifty (50) feet set forth in Table 4.4 Schedule III of the zoning ordinance to control?

**Article 5 – Lincoln Street Area Improvements**

To see if the Town will vote to raise and appropriate the sum of two million eight hundred two thousand dollars (\$2,802,000) for the design and construction of road, sidewalk, streetscape, drainage, stormwater management, water and sewer improvements on Lincoln Street, Tremont Street and Daniel Street, and to authorize the issuance of not more than \$2,802,000 of bonds or notes in accordance with the provisions of the Municipal Finance Act (RSA 33); and further to authorize the Board of Selectmen to issue and negotiate such bonds or notes and to determine the rate of interest thereon. Debt service will be paid from the general fund (\$1,702,000), the sewer fund (\$932,000) and the water fund (\$168,000).

(3/5 ballot vote required for approval.)

\_\_\_\_\_ by the Board of Selectmen.

**Article 6 – Total Trihalomethane Remediation**

To see if the Town will vote to raise and appropriate the sum of one million five hundred thousand dollars (\$1,500,000) for the design and construction of drinking water system improvements to decrease the formation of trihalomethanes (THM's) and to authorize the issuance of not more than \$1,500,000 of bonds or notes in accordance with the provisions of the Municipal Finance Act (RSA 33); and further to authorize the Board of Selectmen to issue and negotiate such bonds or notes and to determine the rate of interest thereon. Debt service will be paid from the water fund.

(3/5 ballot vote required for approval.)

\_\_\_\_\_ by the Board of Selectmen.

**Article 7 – Court Street Bridge/Culverts**

To see if the Town will vote to raise and appropriate the sum of one million three hundred eighty one thousand dollars (\$1,381,000) for the replacement of culverts and associated bridge reconstruction work on Court Street at Little River and to authorize the issuance of not more than \$1,381,000 of bonds or notes in accordance with the provisions of the Municipal Finance Act (RSA 33); and further to authorize the Board of Selectmen to issue and negotiate such bonds or notes and to determine the rate of interest thereon. Debt service will be paid from the general fund (\$1,336,000) and the water fund (\$45,000)

(3/5 ballot vote required for approval.)

\_\_\_\_\_ by the Board of Selectmen.

**Article 8 – Choose Officers**

To choose all other necessary Town Officers, Auditors or Committees for the ensuing year.

**Article 9 – 2017 Operating Budget**

Shall the Town of Exeter raise and appropriate as an operating budget, not including appropriation by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by vote of the first session, for the purposes set forth therein, totaling \$18,247,317. Should this article be defeated, the default budget shall be \$17,913,166 which is the same as last year, with certain adjustments required by previous action of the Town of Exeter or by law, or the governing body may hold one special meeting, in accordance with RSA 40:13, X and XVI, to take up the issue of a revised operating budget only.

(Majority vote required)

\_\_\_\_\_ by the Board of Selectmen.

**Article 10 – 2017 Water Budget**

Shall the Town of Exeter raise and appropriate as a water operating budget, not including appropriation by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by vote of the first session, for the purposes set forth therein, totaling \$3,308,733. Should this article be defeated, the water default budget shall be \$3,254,972 which is the same as last year, with certain adjustments required by previous action of the Town of Exeter or by law.

(Majority vote required)

\_\_\_\_\_ by the Board of Selectmen.

**Article 11 – 2017 Sewer Budget**

Shall the Town of Exeter raise and appropriate as a sewer operating budget, not including appropriation by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by vote of the first session, for the purposes set forth therein, totaling \$2,383,661. Should this article be defeated, the default budget shall be \$2,350,970 which is the same as last year, with certain adjustments required by previous action of the Town of Exeter or by law.

(Majority vote required)

\_\_\_\_\_ by the Board of Selectmen.

**Article 12 - SEIU Agreement**

To see if the Town will vote to approve the cost items included in the collective bargaining agreement reached between the Board of Selectmen and the SEIU Local 1984 which calls for the following salaries and benefits at the current staffing levels:

Year	Estimated Salary/Benefits Increase		
	General Fund	Water Fund	Sewer Fund
FY17	\$13,730	\$10,502	\$10,024
FY18	\$36,093	\$12,516	\$9,781

And further, to raise and appropriate the sum of thirty-four thousand two hundred fifty six dollars (\$34,256) for the 2017 fiscal year, such sum representing the additional costs attributable to the increase in salaries and benefits over those of the appropriation at current staffing levels.

(Majority vote required)

\_\_\_\_\_ by the Board of Selectmen.

**Article 13 – Exeter NEPBA Agreement**

To see if the Town will vote to approve the cost items included in the collective bargaining agreement reached between the Board of Selectmen and the Exeter New England Police Benevolent Association which calls for the following salaries and benefits at the current staffing levels:

Year	Estimated Salary/Benefits Increase
FY17	\$7,879

And further, to raise and appropriate the sum of seven thousand eight hundred seventy-nine dollars (\$7,879) for the 2017 fiscal year, such sum representing the additional costs attributable to the increase in salaries and benefits over those of the appropriation at current staffing levels.

(Majority vote required)

\_\_\_\_\_ by the Board of Selectmen.

**Article 14 – Epping Road, Spring Street, Winter Street Sidewalks**

To see if the Town will vote to raise and appropriate the sum of five hundred forty one thousand two hundred sixty one dollars (\$541,261) for the purpose of constructing sidewalks on a portion of Epping Road, a portion of Spring Street, and Winter Street, with \$108,252 from general taxation as a grant match; with the remaining \$433,009 to be funded through a NHDOT grant; furthermore, to authorize the Board of Selectmen to accept any state, federal and other grants and gifts related to the project. This article will not become effective unless the NHDOT grant is awarded to the Town. This will be a non-lapsing appropriation per RSA 32:7, VI and will not lapse until the project is completed or December 31, 2019, whichever is later.

(Majority vote required)

\_\_\_\_\_ by the Board of Selectmen .

**Article 15 – Extend Kingston Road Shoulder Project Deadline**

To see if the Town will vote to amend Article 19 of the 2015 Town Meeting to extend the expiration date of the appropriation per RSA 32:7, VI from December 31, 2017 to December 31, 2020, or until the project is complete, whichever is sooner.

(Majority vote required)

\_\_\_\_\_ by the Board of Selectmen .

**Article 16 – Additional Funds Kingston Road Shoulders**

To see if the Town will vote to amend Article 19 of the 2015 Town Meeting to raise and appropriate the additional \_\_\_\_\_ dollars (\$TBD) for the purpose of constructing sidewalks on a portion of Kingston Road in addition to widened shoulders (bike paths) on Kingston Road, with \$TBD to be funded from general fund surplus, with \$TBD raised by taxation, with the remaining \$TBD to be funded through approved NHDOT grant funds. This Article will not become effective unless Article 15 is approved.

(Majority vote required)

\_\_\_\_\_ by the Board of Selectmen .

**Article 17 – Town Hall Improvements (\$100,000)**

To see if the Town will vote to raise and appropriate via special warrant article the sum of one hundred thousand dollars (\$100,000) for the purpose of replacing the current Town Hall staircase in the rear of the building with a code compliant fire rated staircase to meet applicable building, fire and life safety codes.

(Majority vote required)

\_\_\_\_\_ by the Board of Selectmen .

**Article 18 -- Washington Street Water Line (\$68,000)**

To see if the Town will vote to raise and appropriate via special warrant article the sum of sixty eight thousand dollars (\$68,000) for the purpose of designing a replacement water line on Washington Street from Front Street to Brentwood Road. This sum to come from water fees.

(Majority vote required)

\_\_\_\_\_ by the Board of Selectmen .

**Article 19 – Sick Leave Trust Appropriation (\$50,000)**

To see if the Town will vote to raise and appropriate the sum of fifty thousand dollars (\$50,000) to be added to the Sick Leave Expendable Trust Fund previously established. This sum to come from general fund surplus.

(Majority vote required)

\_\_\_\_\_ by the Board of Selectmen .

**Article 20 – Snow/Ice Deficit Fund (\$50,000)**

To see if the Town will vote to raise and appropriate the sum of fifty-thousand dollars (\$50,000) to be added to the Snow and Ice Deficit Non-Capital Reserve Fund previously established. This sum to come from general fund surplus.

(Majority vote required)

\_\_\_\_\_ by the Board of Selectmen .

**Article 21 – Highway Department Dump Truck Lease/Purchase**

To see if the Town will vote to authorize the Board of Selectmen to enter into a lease/purchase agreement for \$168,968 for the purpose of lease/purchasing a dump truck for the Exeter Highway Department to replace a 2004 dump truck, and to raise and appropriate the sum of thirty-three thousand seven hundred ninety four dollars (\$33,794), which represents the first of 5 annual payments for that purpose. This lease/purchase will contain an escape (non-appropriation) clause.

(Majority vote required)

\_\_\_\_\_ by the Board of Selectmen .

**Article 22 – Highway Department Backhoe Lease/Purchase**

To see if the Town will vote to authorize the Board of Selectmen to enter into a lease/purchase agreement for \$137,718 for the purpose of lease/purchasing a backhoe replacement for the Exeter Highway Department to replace a 2004 backhoe, and to raise and appropriate the sum of twenty seven thousand five hundred forty four dollars (\$27,544), which represents the first of 5 annual payments for that purpose. This lease/purchase will contain an escape (non-appropriation) clause.

(Majority vote required)

\_\_\_\_\_ by the Board of Selectmen .

**Article 23 – Name Board of Selectmen as Cemetery Trustees pursuant to RSA 289:6**

To see if the Town will name the Board of Selectmen as Cemetery Trustees pursuant to RSA 289:6 for cemeteries not under the care and custody of the Exeter Cemetery Association.

(Majority vote required)

\_\_\_\_\_ by the Board of Selectmen .

**Article 24 – Citizens Petition**

On petition of Paul Royal and other registered voters of the Town of Exeter NH to see if the Town will vote to authorize and direct the Board of Selectmen to eliminate section 102.2 of Chapter 1 of the Town Ordinances “Winter Parking Ban” and further eliminate the words “Winter parking ban is December 1 through March 15 each year” in section 101.3 of Chapter 1 of the Town Ordinances. The intent of this article is to eliminate the current winter parking plan and replace it with a requirement for town officials to declare a “Snow Emergency” between certain evening hours in order to ban parking within any public R-O-W when a weather forecast indicates that a storm sufficient to require DPW storm cleanup or storm preparation is likely. We, the undersigned, are concerned citizens who urge our leaders to act well prior to November 1, 2017 in order to address any issues related to the transition and allow time to inform the citizenry of Exeter as to any change to the current ordinance.



\_\_\_\_\_  
Daniel W. Chartrand, Chairman

\_\_\_\_\_  
Julie D. Gilman, Vice-Chairwoman

\_\_\_\_\_  
Nancy Belanger, Clerk

\_\_\_\_\_  
Anne L. Surman

\_\_\_\_\_  
Don Clement

We certify that on the 30<sup>th</sup> day of January, 2017, we caused a true copy of the within warrant to be posted at the Exeter Town Hall on Front Street, the Exeter Public Library at Founder's Park, Exeter High School at 1 Blue Hawk Drive, Talbot Gymnasium at Tuck Learning Campus, 30 Linden Street, and the Town Clerk's Office, 10 Front Street.

Given under our hands and seals this \_\_\_\_\_<sup>th</sup> day of January, 2017.

\_\_\_\_\_  
Daniel W. Chartrand, Chairman

\_\_\_\_\_  
Julie D. Gilman, Vice-Chairwoman

\_\_\_\_\_  
Nancy Belanger, Clerk

\_\_\_\_\_  
Anne L. Surman

\_\_\_\_\_  
Don Clement

PAUL ROYAL  
 3 PUMPKIN CIR  
 EXETER, NH 03833  
 603-860-7895

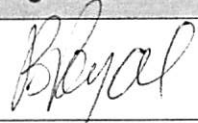


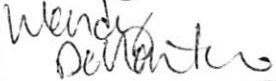
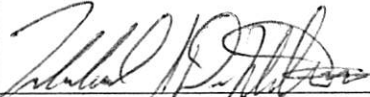

Petition to Town of Exeter  
 Warrant Article

Town Clerk's Office

JAN 10 2017

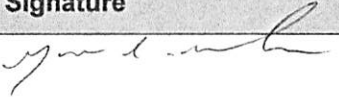

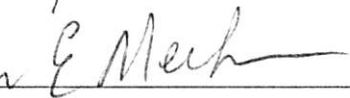



Received

<b>Petition summary and background</b>	In order to mitigate the impact and continued inconvenience of the Town of Exeter's "Winter Parking Ban" particularly on residents of Exeter with one lane driveways or insufficient driveway space for their family vehicles, the intent of the article is to eliminate the winter parking ban while achieving the identical and original goals of the ban. The petitioners propose that in an age of easy, inexpensive, and rapid communication that the ban can be replaced with an equally effective but modern system whereby the Chief of Police, DPW, or other party deemed appropriate by town officials may declare snow emergencies when appropriate. We fully support and recognize the importance of the ability of road crews, police, safety personnel and others to do their jobs effectively and safely but believe that a winter parking ban needlessly burdens the citizens of Exeter when the number of days of fair weather, even in winter, typically far exceeds the number of days of poor weather.
<b>Proposed Warrant Article</b>	On Petition of Paul Royal and other registered voters of the Town of Exeter, NH to see if the Town will vote to authorize and direct the Board of Selectmen to eliminate section 102.2 of Chapter 1 of the Town Ordinances "Winter Parking Ban" and further eliminate the words "Winter parking ban is December 1 through March 15 each year" in section 101.3 of Chapter 1 of the Town Ordinances. The intent of this article is to eliminate the current winter parking ban and replace it with a requirement for town officials to declare a "Snow Emergency" between certain evening hours in order to ban parking within any public R-O-W when a weather forecast indicates that a storm sufficient to require DPW storm cleanup or storm preparation is likely. We, the undersigned, are concerned citizens who urge our leaders to act <u>well prior</u> to November 1, 2017 in order to address any issues related to the transition and allow time to inform the citizenry of Exeter as to any change to the current ordinance.

Printed Name	Signature	Address	Comment	Date
✓ Bonnie Royal		3 Pumpkin Circle Exeter, NH 03833		1/5/17
✓ PAUL ROYAL		3 PUMPKIN CIR EXETER, NH 03833		JAN. 5, 2017
✓ John Crowley		4 Star Ave Exeter, NH 03833		1/6/17
✓ Wendy DeMartino		19 Little Pine Lane Exeter, NH 03833		1/6/17
✓ Michael DeMartino		19 Little Pine Lane Exeter, NH 03833		1/6/17
✓ Corey Davis		151 Water St Exeter, NH 03833		1/6/17

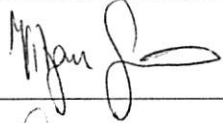
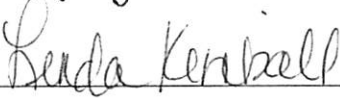

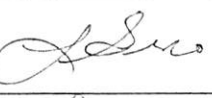

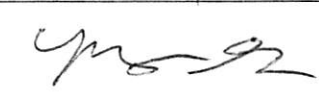
**Petition to Town of Exeter  
Warrant Article**

<b>Petition summary and background</b>	In order to mitigate the impact and continued inconvenience of the Town of Exeter's "Winter Parking Ban" particularly on residents of Exeter with one lane driveways or insufficient driveway space for their family vehicles, the intent of the article is to eliminate the winter parking ban while achieving the identical and original goals of the ban. The petitioners propose that in an age of easy, inexpensive, and rapid communication that the ban can be replaced with an equally effective but modern system whereby the Chief of Police, DPW, or other party deemed appropriate by town officials may declare snow emergencies when appropriate. We fully support and recognize the importance of the ability of road crews, police, safety personnel and others to do their jobs effectively and safely but believe that a winter parking ban needlessly burdens the citizens of Exeter when the number of days of fair weather, even in winter, typically far exceeds the number of days of poor weather.
<b>Proposed Warrant Article</b>	On Petition of Paul Royal and other registered voters of the Town of Exeter, NH to see if the Town will vote to authorize and direct the Board of Selectmen to eliminate section 102.2 of Chapter 1 of the Town Ordinances "Winter Parking Ban" and further eliminate the words "Winter parking ban is December 1 through March 15 each year" in section 101.3 of Chapter 1 of the Town Ordinances. The intent of this article is to eliminate the current winter parking ban and replace it with a requirement for town officials to declare a "Snow Emergency" between certain evening hours in order to ban parking within any public R-O-W when a weather forecast indicates that a storm sufficient to require DPW storm cleanup or storm preparation is likely. We, the undersigned, are concerned citizens who urge our leaders to act <u>well prior</u> to November 1, 2017 in order to address any issues related to the transition and allow time to inform the citizenry of Exeter as to any change to the current ordinance.

Printed Name	Signature	Address	Comment	Date
✓ Michael Weand		5 Shady Lane		1/6/17
✓ Megan Weand		5 Shady Lane		1/7/17
✓ Elaine Meehan		3 Blossom Ln		1/7/17
✓ Beth Kaputa		5 Blossom Lane		1/7/17
✓ Brian Kaputa		5 Blossom Lane		1/7/17
✓ Susan Duke		11 Pleasant View		1/7/17

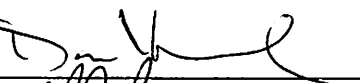

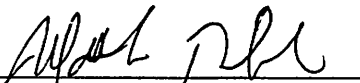
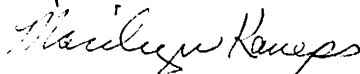


**Petition to Town of Exeter  
Warrant Article**

<b>Petition summary and background</b>	In order to mitigate the impact and continued inconvenience of the Town of Exeter's "Winter Parking Ban" particularly on residents of Exeter with one lane driveways or insufficient driveway space for their family vehicles, the intent of the article is to eliminate the winter parking ban while achieving the identical and original goals of the ban. The petitioners propose that in an age of easy, inexpensive, and rapid communication that the ban can be replaced with an equally effective but modern system whereby the Chief of Police, DPW, or other party deemed appropriate by town officials may declare snow emergencies when appropriate. We fully support and recognize the importance of the ability of road crews, police, safety personnel and others to do their jobs effectively and safely but believe that a winter parking ban needlessly burdens the citizens of Exeter when the number of days of fair weather, even in winter, typically far exceeds the number of days of poor weather.
<b>Proposed Warrant Article</b>	On Petition of Paul Royal and other registered voters of the Town of Exeter, NH to see if the Town will vote to authorize and direct the Board of Selectmen to eliminate section 102.2 of Chapter 1 of the Town Ordinances "Winter Parking Ban" and further eliminate the words "Winter parking ban is December 1 through March 15 each year" in section 101.3 of Chapter 1 of the Town Ordinances. The intent of this article is to eliminate the current winter parking ban and replace it with a requirement for town officials to declare a "Snow Emergency" between certain evening hours in order to ban parking within any public R-O-W when a weather forecast indicates that a storm sufficient to require DPW storm cleanup or storm preparation is likely. We, the undersigned, are concerned citizens who urge our leaders to act <u>well prior</u> to November 1, 2017 in order to address any issues related to the transition and allow time to inform the citizenry of Exeter as to any change to the current ordinance.

Printed Name	Signature	Address	Comment	Date
✓ Vitjan Greco		5 Pumpkin Cir Exeter NH		1-7-17
✓ Linda Kimball		9 Pleasant View DR		1-7-17
✓ Austin Kimball		9 Pleasant View Dr		1-7-17
✓ Lauren Greco		5 Pumpkin Cir Exeter	NOT A Registered Voter	1-8-17
✓ Laura Scaccia		71 Watson Road, Exeter		1-10-17
✓ Barry Stewart		1 Ridgewood Terr Exeter		1-10-17

**Petition to Town of Exeter  
Warrant Article**




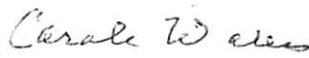
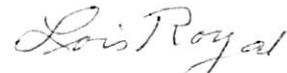
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Printed Name	Signature	Address	Comment	Date
✓ Dana Hummel		54 Columbus Ave		1/6/17
✓ Chad Coughlin		7 Rinny Lane		1/6/17
✓ Matthew Thrope		24 Spruce St.		1-6-17
✓ Marilyn Kaneys		20 Chestnut St, N3E		1-07-17
✓ Issac Valdez		52 Winter St		1-07-17
✓ Bob Spalding		48 Winter St		1-7-17



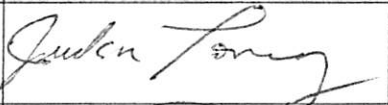

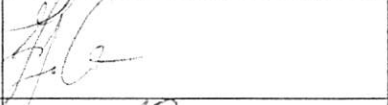
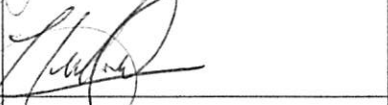
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Printed Name	Signature	Address	Comment	Date
✓ Nathan Ghating		44 High st. Exeter, NH 03833		1/10/17
✓ Rebecca Shepard		1 Blossom Lane Exeter, NH 03833		1/10/17
Gwendolyn Shepard		1 Blossom Lane Exeter, NH 03833		1/10/17
✓ CAROLE WALLS		1 Shady Lane EXETER, N.H. 03833		1/10/17
✓ LOIS ROYAL		3 Pumpkin Circle EXETER 03833		1/10/17

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Printed Name	Signature	Address	Comment	Date
Judson Levering		14 Columbus Ave EXETER, NH		11/6/17
FENCE CARMAN		5 MEADOW LANE EXETER, NH		11/6/17
Carmen Carman		5 Meadow Lane Exeter, NH		11/6/17
Hunter Carman		5 Meadow Lane Exeter, NH		11/6/17



## List for Selectmen's meeting January 17, 2017

### Veteran's Credit

<b>Map/Lot</b>	<b>Location</b>	<b>Amount</b>
68/6/247	2 Sterling Hill 247	\$500.00
68/6/428	4 Sterling Hill 428	\$500.00
95/64/388	53 Lindenshire Ave	\$2,000.00
68/6/735	7 Sterling Hill 735	\$500.00
73/49/46	156 Front St 306	\$500.00
52/105	1 Allen St	\$500.00
52/104	3 Allen St	\$2,000.00
68/6/313	3 Sterling Hill 313	\$500.00
72/175	6 Hillard Cir	\$500.00
80/1	1 Tamarind Lane	\$500.00
73/49/50	156 Front St Unit 310	\$500.00
104/84	97 Linden St	\$500.00
65/89	16 Woodlawn Cir	\$1,000.00

### Abatement

<b>Map/Lot</b>	<b>Location</b>	<b>Amount</b>
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NEW HAMPSHIRE

800.626.0622

[www.casanh.org](http://www.casanh.org)

## BOARD of DIRECTORS

**David Eby**  
CHAIRMAN  
Devine, Millimet & Branch

**Daniel Bernard**  
IMMEDIATE PAST CHAIRMAN  
TD Bank

**Thomas Buchanan**  
TREASURER  
Derry Medical Center

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SECRETARY  
Anthem Blue Cross Blue Shield

**Adele Baker**  
Manchester, NH

**Judy Bergeron**  
MTS Services

**Jonathan Brown**  
Indian Steam Health Center, Inc.

**Arthur Bruinooge**  
Portsmouth, NH

**Kathy Christensen**  
Amherst, NH

**Amy Coven**  
WMUR TV ABC-9

**Nick Giacomakis**  
New England Investment  
& Retirement Group, Inc.

**Jerry Howard**  
Strategy First Partners

**Linda Lovering**  
Lovering Volvo

**Denise McDonough**  
Anthem Blue Cross Blue Shield

**Benjamin Oleson**  
Town of Lancaster, NH

**Alan Reische**  
Sheehan, Phinney, Bass + Green

**Albert Romero**  
NBT Bank

**John Zahr**  
Dyn

**Marcia Zahr**  
Bedford, NH

**Marcia R. Sink**  
PRESIDENT & CEO

January 4, 2017

Selectmen  
Town of Exeter  
10 Front St  
Exeter, NH 03833



Dear Selectmen,

**Thank you** for your recent gift to CASA of New Hampshire. Your continued support truly makes a difference in the life of a victimized child.

Your gift helps ensure New Hampshire's most vulnerable children have caring advocates by their side, giving them **hope** for a brighter future.

In Fiscal Year 2016:

- **1,198 children** benefited from the support of a CASA.
- **465 dedicated advocates** gave more than 67,000 hours.
- CASA advocates supported **more than 700 families**.

Your support continues to make results like these possible, but numbers don't tell the whole story. See more of the impact of your support by reading some of our stories at [www.casanh.org](http://www.casanh.org).

Again, thank you for the difference you make.

With gratitude,

Marcia Sink  
President and CEO

P.S. We look forward to sharing our progress with you, so please look for our quarterly e-newsletter. In the meantime, if you have questions, please don't hesitate to contact me at: (603) 626-4600.

**BERLIN** (603) 752-9670 **COLEBROOK** PO Box 24, Colebrook, NH 03576 (603) 237-8411

**DOVER** PO Box 205, Dover, NH 03821 (603) 617-7115 **KEENE** 39 Central Square, Room 303, Keene, NH 03431 (603) 358-4012

**MANCHESTER** PO Box 1327, Manchester, NH 03105 (603) 626-4600 **PLYMOUTH** 258 Highland Street, Plymouth, NH 03264 (603) 536-1663



**CASA**

Court Appointed Special Advocates  
**FOR CHILDREN**

**New Hampshire**

**CASA of New Hampshire**

PO Box 1327  
Manchester, NH 03105  
603-626-4600  
www.casanh.org  
Tax ID: 02-0432242

**CHARITABLE CONTRIBUTION RECEIPT**

Date of Receipt: 1/4/2017

Receipt # 33462

Donor's Name: Town of Exeter

Donor's Address:

10 Front St  
Exeter, NH 03833

Payment Method: Business Check

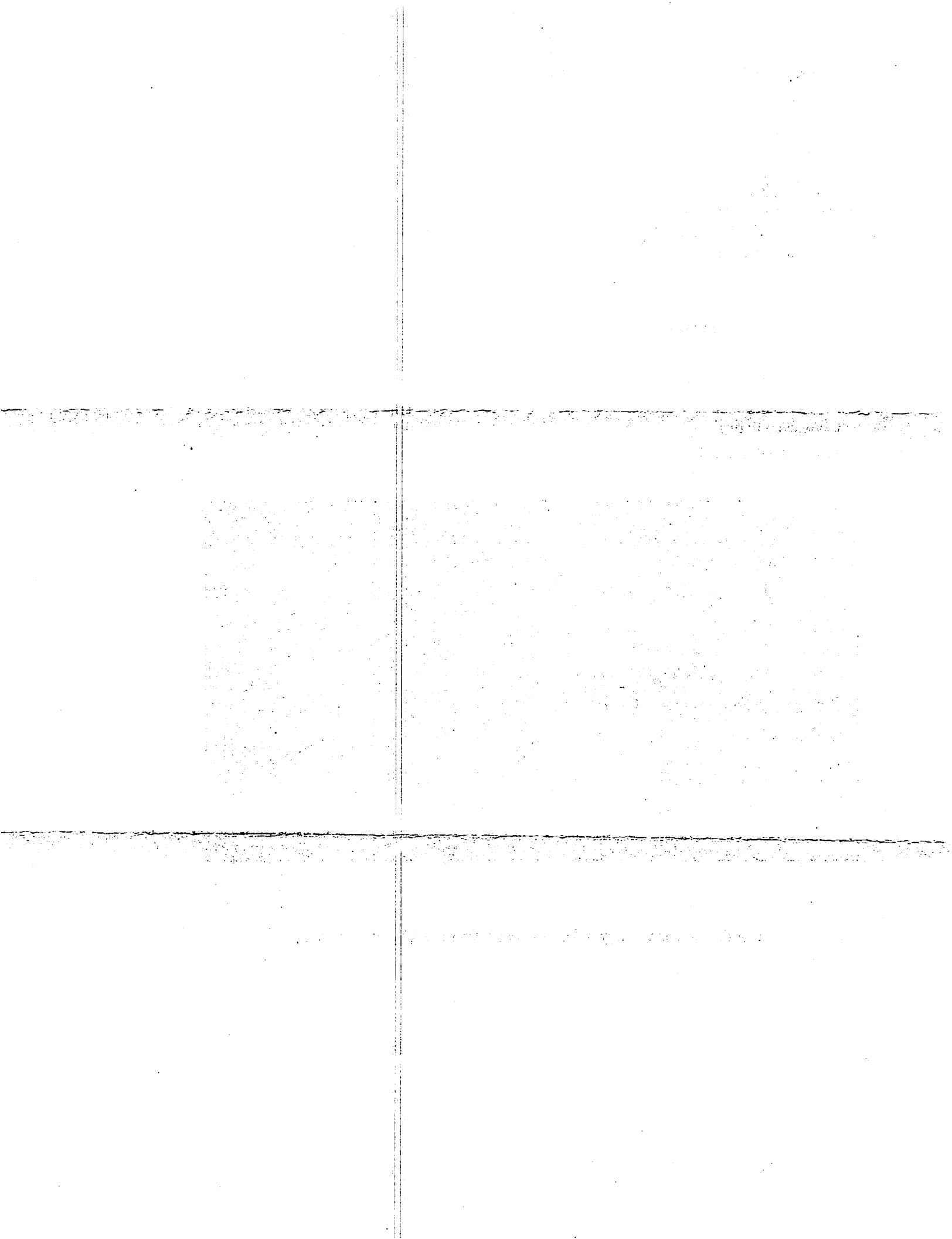
Amount of Contribution: \$125.00

Receipt Amount: \$125.00

Authorized Signature:

\*\* No goods or services were provided in exchange for this gift.

**Thank you for your generosity. We appreciate your support!**





The State of New Hampshire

## Department of Environmental Services



Clark B. Freise, Acting Commissioner

January 6, 2017

Page 1 of 2

Jennifer R. Perry, P.E.  
Director of Public Works  
Town of Exeter  
13 Newfields Road  
Exeter, NH 03833

RE: NH DES Wetlands Bureau File 2016-02734, 13 Newfields Road, Exeter Tax Map 49 Lot 15

Dear Ms. Perry:

Attached please find Wetlands Permit 2016-02734 to impact a total of 35,505 square feet of jurisdictional area to include temporarily impacting 32,570 square feet within the previously-developed 100-foot tidal buffer zone and 2,195 square feet of temporary impact and 740 square feet of permanent impact within the bed and banks of Norris Brook, a perennial stream, for the upgrade to the existing waste water treatment facility adjacent to the Squamscott River and contiguous with the Great Bay Estuary.

The decision to approve this application was based on the following findings:

1. This is a minor impact project per Administrative Rule Env-Wt 303.03(a) Projects in any bank, flat, marsh, or swamp or in and adjacent to any waters of the state or within 100 feet of the highest observable tide line that do not meet any of the criteria of Env-Wt 303.02, Env-Wt 303.04 or Env-Wt 303.05 and Env-Wt 303.03 (l) Projects that alter the course of or disturb less than 200 linear feet of an intermittent or perennial nontidal stream or river channel or its banks and do not meet the criteria for minimum impact under Env-Wt 303.04(n).
2. The U.S. Environmental Protection Agency issued an Administrative Order on Consent Docket No. 13-010 (the "Order") to the Town of Exeter outlining violations of the Clean Water Act and National Pollutant Discharge Elimination System Permit No. NH0100871. The Order provided a schedule for compliance; therefore, the need for the proposed impacts has been demonstrated by the applicant per Env-Wt 302.01.
3. The applicant has provided evidence which demonstrates that this proposal is the alternative with the least adverse impact to areas and environments under the department's jurisdiction per Env-Wt 302.03.
4. The applicant has demonstrated by plan and example that each factor listed in Env-Wt 302.04(a) and (c) Requirements for Application Evaluation, has been considered in the design of the project.
5. The application included NH Natural Heritage Bureau (NHB) Datacheck Results Letter NHB16-0615 identified a natural community, plant species, and several vertebrate species in the vicinity of the proposed impacts.
6. In response to the NHB letter, the applicant addressed concerns raised by NHB and the NH Fish and Game Dept.
7. The Exeter Conservation Commission "Investigated this application and have no objection to the issuance of this permit."
8. The Exeter-Squamscott River Local Advisory Committee "supports the work as proposed."

Any person aggrieved by this decision may appeal to the N.H. Wetlands Council ("Council") by filing an appeal that meets the requirements specified in RSA 482-A:10, RSA 21-O:14, and the rules adopted by the Council, Env-WtC 100-200. The appeal must be filed **directly with the Council within 30 days** of the date of this decision and must set forth fully **every ground** upon which it is claimed that the decision complained of is unlawful or unreasonable. Only those grounds set forth in the notice of appeal can be considered by the Council.

Information about the Council, including a link to the Council's rules, is available at <http://nhec.nh.gov/> (or more directly at <http://nhec.nh.gov/wetlands/index.htm>.) Copies of the rules also are available from the DES Public Information Center at (603) 271-2975.

Your permit must be signed, and a copy must be posted in a prominent location on site during construction. If you have any questions, please contact me at (603) 559-1515 or via email at [eben.lewis@des.nh.gov](mailto:eben.lewis@des.nh.gov).

Sincerely,



Eben M. Lewis  
Wetlands Inspector  
Southeast Region Supervisor  
DES Wetlands Bureau

enclosures

ec: Jeffrey D. Preble, P.E., Wright-Pierce  
Amy Lamb, NH Natural Heritage Bureau  
Kim Tuttle, NH Fish and Game Dept.  
Russel Dean, Exeter Town Manager  
Dan Chartrand, Chair, Exeter Board of Selectmen  
Kelly Bergeron, Chair, Exeter Planning Board  
Michael Jeffers, Exeter Water Sewer Managing Engineer  
Kristin Murphy, Exeter Conservation Commission  
Theresa Walker, Exeter-Squamscott River Local Advisory Committee  
Tracey L. Wood, P.E., Administrator, NHDES Wastewater Engineering Bureau  
Joy Hilton, US Environmental Protection Agency





The State of New Hampshire  
DEPARTMENT OF ENVIRONMENTAL SERVICES



Thomas S. Burack, Commissioner

**NOTICE TO RECIPIENTS OF  
MINOR IMPACT NH WETLANDS PERMITS**

Your permit was approved by the New Hampshire Wetlands Bureau as a minor impact project. Your project will be reviewed by the US Army Corps of Engineers for possible approval under the Army Corps New Hampshire State Programmatic General Permit – SPGP. The Army Corps will notify you within thirty (30) days if they will require additional information, or an individual federal permit application.

If you do not hear from the Army Corps within thirty (30) days, and your project meets the conditions of the SPGP (attached), your project will automatically be approved under the SPGP. You should contact the Army Corps, at 1-800-343-4789 (ME, NH, VT, CT, RI), 1-800-362-4367 (MA), if your project does not meet the conditions of the SPGP.

**NO WORK SHOULD BE DONE WITHOUT AUTHORIZATION FROM THE  
ARMY CORPS UNLESS THIRTY (30) DAYS HAVE PASSED AFTER NH  
WETLANDS BUREAU APPROVAL AND ALL CONDITIONS OF THE SPGP  
ARE MET.**

**THESE APPROVALS DO NOT RELEIVE YOU FROM OBTAINING ANY  
NECESSARY LOCAL PERMITS THAT MAY BE REQUIRED BY YOUR TOWN.**

IF YOU HAVE ANY QUESTIONS, PLEASE FEEL FREE TO GIVE US A CALL AT 603-271-2147.

\*\*\*\*\*

cc: US Army Corps. of Engineers





The State of New Hampshire

# Department of Environmental Services



Clark B. Freise, Acting Commissioner

**WETLANDS AND NON-SITE SPECIFIC PERMIT 2016-02734 PAGE 1 OF 2**

**Permittee:** Town of Exeter  
 13 Newfields Rd  
 Exeter, NH 03833

**Project Location:** 13 Newfields Road, Exeter  
 Exeter Tax Map 49 Lot 15

**Waterbody:** Squamscott River

**NOTE --  
CONDITIONS**

**APPROVAL DATE:** 01/06/2017

**EXPIRATION DATE:** 01/06/2022

Based upon review of the above referenced application, in accordance with RSA 482-A and RSA 485-A:17, a Wetlands Permit and Non-Site Specific Permit was issued. This permit shall not be considered valid unless signed as specified below.

**PERMIT DESCRIPTION:** Impact a total of 35,505 square feet of jurisdictional area to include temporarily impacting 32,570 square feet within the previously-developed 100-foot tidal buffer zone and 2,195 square feet of temporary impact and 740 square feet of permanent impact within the bed and banks of Norris Brook, a perennial stream, for the upgrade to the existing Exeter Wastewater Treatment Facility adjacent to the Squamscott River and contiguous with the Great Bay Estuary.

**THIS APPROVAL IS SUBJECT TO THE FOLLOWING PROJECT SPECIFIC CONDITIONS:**

1. All work shall be in accordance with plans by Wright-Pierce revised through 09/16 as received by the NH Department of Environmental Services (DES) on September 21, 2016.
2. This permit is not valid unless an Alteration of Terrain permit or other method of compliance with RSA 485-A:17 and Env-Wq 1500 is achieved.
3. Not less than 5 state business days prior to starting work authorized by this permit, the permitted shall notify the DES Wetlands Program and the Exeter Conservation Commission in writing of the date on which work under this permit is expected to start.
4. Any further alteration of areas on this property that are subject to RSA 482-A jurisdiction will require further permitting.
5. All development activities associated with this project shall be conducted in compliance with applicable requirements of RSA 483-B and N.H. Code Admin. Rules Env-Wq 1400 during and after construction.
6. No person undertaking any activity shall cause or contribute to, or allow the activity to cause or contribute to, any violations of the surface water quality standards in RSA 485-A and Env-Wq 1700.
7. Work shall be carried out in a time and manner to avoid disturbances to migratory waterfowl breeding and nesting areas.
8. Appropriate siltation and erosion controls shall be in place prior to construction, shall be maintained during construction, and shall remain until the area is stabilized. Temporary controls shall be removed once the area has been stabilized.

9. The use of welded plastic or 'biodegradable plastic' erosion control netting should be avoided at this work site as these products are a known source of entanglement and mortality to the state threatened black racer and other wildlife species. Coco matting or the use of erosion control berm okay.
10. Prior to commencing work on a substructure located within Norris Brook, the permittee or permittee's contractors shall construct a cofferdam to isolate the substructure work area from Norris Brook.
11. Cofferdams shall not be installed during periods of high flow, whether due to seasonal runoff or precipitation. Once the cofferdam is fully effective, confined work can proceed without restriction.
12. Work within the stream, inclusive of work associated with installation of a cofferdam, shall be done during periods of low flow only. The permittee shall monitor local weather forecasts to avoid working during or following precipitation events.
13. Discharge from dewatering of work areas shall be to sediment basins that are: a) located in uplands; b) lined with hay bales or other acceptable sediment trapping liners; c) set back as far as possible from wetlands and surface waters, with a preferred undisturbed vegetated buffer of at least 50 feet and a minimum undisturbed vegetative buffer of 20 feet.
14. Dredged materials, whether to be stockpiled or disposed of, shall be dewatered in sedimentation basins lined with siltation and erosion controls, and located outside of areas subject to RSA 482-A jurisdiction.
15. The temporary cofferdam shall be entirely removed within 2 days after work within the cofferdam is completed and water has returned to normal clarity.
16. The contractor responsible for completion of the work shall use techniques described in the New Hampshire Stormwater Manual, Volume 3, Erosion and Sediment Controls During Construction (December 2008).
17. Any fill used shall be clean sand, gravel, rock, or other suitable material.
18. Extreme precautions shall be taken within riparian areas to prevent unnecessary removal of vegetation during construction. Areas cleared of vegetation must be revegetated with like native species within three days of the completion of the disturbance.
19. Construction equipment shall be inspected daily for leaking fuel, oil, and hydraulic fluid prior to entering surface waters or wetlands or operating in an area where such fluids could reach groundwater, surface waters, or wetlands.
20. The permittee's contractor shall maintain appropriate oil/diesel fuel spill kits on site that are readily accessible at all times during construction, and shall train each operator in the use of the kits.
21. All refueling of equipment shall occur outside of surface waters or wetlands during construction. Machinery shall be staged and refueled in upland areas only.
22. Faulty equipment shall be repaired immediately prior to entering areas that are subject to RSA 482-A jurisdiction.
23. Topsoil in wetlands shall be stripped and segregated from subsoil during construction. Wetland topsoil shall be stockpiled separately from subsoil and shall be restored following backfill.
24. Native material removed from the streambed during construction shall be stockpiled separately and reused to emulate a natural channel bottom within the culvert, between wing walls, and beyond. Any new materials used must be as similar to the natural stream substrate as practicable and shall not include any angular rock.
25. A post-construction report, prepared by a Certified Wetland Scientist or Qualified Professional, as applicable, documenting status of the project area and restored jurisdictional area or buffer, including photographs, shall be submitted to the DES Wetlands Program within 60 days of the completion of construction. DES Wetlands Program may require subsequent monitoring and corrective measures if DES deemed the area inadequately stabilized or restored.
26. Restoration of temporary impact areas shall have at least 75% successful establishment of wetlands vegetation after two (2) growing seasons, or they shall be replanted and re-established until a functional wetland is replicated in a manner satisfactory to the DES Wetlands Program.
27. Restoration of temporary impact areas shall not be considered successful if sites are invaded by nuisance species such as common reed or purple loosestrife during the first full growing season following the completion of construction. The permittee shall submit a remediation plan to DES that proposes measures to be taken to eradicate nuisance species during this same period.

**GENERAL CONDITIONS THAT APPLY TO ALL DES WETLANDS PERMITS:**

1. A copy of this permit shall be posted on site during construction in a prominent location visible to inspecting personnel;
2. This permit does not convey a property right, nor authorize any injury to property of others, nor invasion of rights of others;
3. The Wetlands Bureau shall be notified upon completion of work;
4. This permit does not relieve the applicant from the obligation to obtain other local, state or federal permits, and/or consult with other agencies as may be required (including US EPA, US Army Corps of Engineers, NH Department of Transportation, NH Division of Historical Resources (NH Department of Cultural Resources), NHDES-Alteration of Terrain, etc.);
5. Transfer of this permit to a new owner shall require notification to and approval by DES;
6. This project has been screened for potential impacts to **known** occurrences of rare species and exemplary natural communities in the immediate area. Since many areas have never been surveyed, or have received only cursory inventories, unidentified sensitive species or communities may be present. This permit does not absolve the permittee from due diligence in regard to state, local or federal laws regarding such communities or species.
7. Review enclosed sheet for status of the US Army Corps of Engineers' federal wetlands permit.

APPROVED: \_\_\_\_\_

Eben M. Lewis  
DES Wetlands Bureau

---

**BY SIGNING BELOW I HEREBY CERTIFY THAT I HAVE FULLY READ THIS PERMIT AND AGREE TO ABIDE BY ALL PERMIT CONDITIONS.**

\_\_\_\_\_  
OWNER'S SIGNATURE (required)

\_\_\_\_\_  
CONTRACTOR'S SIGNATURE (required)