

Exeter Board of Selectmen Meeting
Monday, June 19th, 2017, 6:20 p.m.
Nowak Room, Town Office Building
10 Front Street, Exeter NH

1. Call Meeting to Order
2. Board Interviews – Facilities Committee
3. Public Comment
4. Minutes & Proclamations
 - a. Proclamations/Recognitions
5. Approval of Minutes
 - a. June 5th, 2017
6. Appointments
 - a. Human Services Committee
7. Discussion/Action Items
 - a. WWTF Facility Construction MOU – Swasey Parkway/DPW
 - b. Department Updates and Happenings: Parks/Recreation
 - c. Raynes Farm Lease Agreement – Conservation Commission
 - d. Conservation Easement – 80 Epping Road - Conservation
 - e. Radiological Response Plan Review - Fire Department
 - f. Classification Plan Amendment – Deputy Assessor
 - g. Lease/Purchase Financing: DPW Backhoe and Dump Truck
8. Regular Business
 - a. Tax, Water/Sewer Abatements & Exemptions
 - b. Permits & Approvals
 - c. Town Manager Report
 - d. Selectboard Committee Reports
 - e. Correspondence
9. Review Board Calendar
10. Non-Public Session
11. Adjournment

Anne L. Surman, Vice-Chairman
Exeter Selectboard

Posted: 6/16/17 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: FACILITIES

New Re-Appointment Regular Alternate

Name: Hunter S. Putnam Email: Hunter@EXETER-AREA.ORG

Address: 3 Brookside Dr. #2 EXETER, NH. 05833 Phone: 603-247-3940

Registered Voter: Yes No

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

Life-long resident of Exeter interested in facility usage. In with the Chamber of Commerce, I can represent a wide range of Business and their interests.

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: [Handwritten Signature] Date: May 16th 2017

Draft Minutes

Exeter Board of Selectman

June 5, 2017

1. Call Meeting to Order

Chairman Don Clement called the meeting to order at 6:40pm in the Nowak Room of the Exeter Town Offices building. Other members present were Vice Chair Ann Surman, Clerk Kathy Corson and Julie Gilman. Town Manager Russell Dean was also present.

2. Board interview-Human Services Committee

The Board conducted interviews for the Ad Hoc Human Services Committee. Sherri Nixon, Amy McLaughlin, and Christine Soutter were all interviewed for the committee. The Board thanked each person and reviewed the process of appointment which would be taken up at the next regular board meeting. The Board then reconvened upstairs in the Nowak Room.

3. The Board held a moment of silence for Tom Meehan. Chairman Clement took a point of privilege to recognize the passing of Tom Meehan, former principal of the Exeter Area Junior High.

4. Bid Award: Court Street Bridge Construction/Culvert Replacement Construction and Contract Amendment for Resident Engineering

Mr. Dean explained that these bids were open on May 22 and DPW is recommending the low bidder for George R. Cairns and Sons for \$976,839. There is also a need to have resident engineering during construction. CMA will continue to do this and the quote is included in the packet for \$89,100. Mr. Clement said they are the same company that did the work 2 years ago on Linden Street. Mr. Clement asked if Ms. Perry was satisfied with their work. It was confirmed that she was very satisfied. Mr. Clement asked if they were roughly almost \$400,000 below the estimate, and this was confirmed as the case. The project is expected to start June 26th and completed by November 3rd. Ms. Perry said the start of the traffic detour may be held off on until after the 4th of July holiday. The preconstruction work will start though. Mr. Clement asked that prior to construction the board get an outline of the details of the project in terms of traffic and the detours etc.

MOTION: Mr. Chartrand moved to award the Court Street bridge and culvert replacement project to George R Cairns and Sons from Windham NH in the amount of \$976,839 on the recommendation of Exeter Public Works Department. Ms. Gilman seconded. The motion passed unanimously.

Ms. Surman asked if the CMA resident engineering services was a change, or if this was already included in the cost. Ms. Perry explained that this is a change order to the original engineering contract, and is not usually estimated until right before the project starts. This is typical that they don't come to the Board for final approval for resident engineering until it's time for construction.

MOTION: Selectman Chartrand moved to award the construction phase services for CMA engineers Inc for the Court Street Bridge Project. Selectwoman Surman seconded. The motion passed unanimously.

5. Public Comment

William Smith 31 Chestnut Street #201, he has concerns about the health and safety of the trees by the library and the river. There is a dead tree essentially blocking the flow of the river. Vines are also attacking and killing trees on the banking and the island. Since the spring runoff they have trees that have flown down river and are getting caught. Mr. Clement explained that any work in the river falls in the jurisdiction of the state department of wetlands. Also, they have a river hazard policy so they can look at this to see if these obstructions meet the hazard requirement. Usually trees that fall in the river are usually kept as they are considered natural. The experience with the state is that if it is not a direct hazard to the infrastructure they are not touched. Mr. Clement also explained that the vines on the banking is also state jurisdiction. Mr. Chartrand asked that we make sure Mr. Smith to let him know when this would be back on the agenda.

Bruce Jones: Had concerns over Prescott Park, he heard they were looking to expand and wondered if Exeter would benefit from an expansion and if so what would the Town receive. As a community does Exeter get anything from Prescott Park. Selectwoman Surman suggested that Mr. Jones contact the Trustees of the parkway to get more information.

Ms. Perry from the DPW wanted to remind everyone that they are having a ground-breaking ceremony for the new waste water treatment facility for 11AM tomorrow.

6. Minutes & Proclamations

There were no proclamations.

7. Approval of Minutes

a. May 22, 2017

MOTION: Selectman Chartrand moved to approve the May 22, 2017 meeting as amended. Selectwoman Surman seconded. The motion passed unanimously.

8. Appointments—2017 Committee Reappointments

MOTION: Selectwoman Surman moved to appoint David Short as an alternate Member to the Conservation Commission with a term to expire 4/30/18. Selectwoman Gilman seconded. The motion passed unanimously.

MOTION: Selectwoman Surman moved to appoint Irene Graham Hall to the Arts committee with a term to expire 4/30/18, Selectwoman Gilman seconded. The motion passed unanimously.

MOTION: Selectwoman Surman moved to appoint Darius Thompson to the Arts Committee with a term to expire 4/30/18, Selectwoman Gilman seconded. The motion passed unanimously.

MOTION: Selectwoman Surman moved to appoint John Moynihan to the Arts Committee with a term to expire 4/30/18, Selectwoman Gilman seconded. The motion passed unanimously.

Discussion Action/Items

a. Remedial Action Plan Update: Map 65, Lot 123 (Exeter Sportsmen’s Club)

Mr. Dean explained that the town is working with DES to see what kind of analysis needs to be done on this site to lead to use restriction on certain portion of the site. That meeting has taken place, they have received a letter but they just got it this afternoon. He will forward this to the Board and reschedule

this. They do need to do more testing and they have issues both on and off site they need to look into. Selectman Clement asked if they have funds to do this work, Mr. Dean said they are on phase 1 and the entire program is around \$8,000. This will include further follow up at a later meeting.

b. Pavement Management Program Update—Public Works

Paul Vlasich, town engineer appeared before the Board to present a PowerPoint on the Pavement Management Plan. This includes mainly information from 2010, but with some updates. The PowerPoint was presented and discussed at length. The DPW budgets and plans to fix roads before they get real expensive to fix.

Mr. Clement thanked Mr. Vlasich for the printouts being in color as it was helpful. Selectwoman Gilman asked for it to be explained for viewers what the difference between a shim and reclamation was. This was explained that a shim is where the pavement machine will come down a road twice. It levels out the road. Thicker overlay will still have a shim, but the road is rough enough now that they use more for a shim. Then they come in and do an overlay. The reclamation process is where a machine comes in and grinds down 2X the pavement. They mix the asphalt up with the roadway base to make it stronger.

Selectwoman Gilman asked about manhole raising, eventually they sink is there any way to not have this happen. Mr. Vlasich explained that they usually do not sink. What is moving is the rest of the road around it. Selectwoman Surman said she liked that they were kicking off budget season asking to level fund the paving budget. She asked about the crack seal repair fund, and it was explained that this is coming back now they had earmarked funding for it in the past for more paving. Selectman Chartrand asked about the bump in the early 90's on the Conditions in Exeter and why this happened. It was explained that it was the separation of the sewer and water which had many roads dug up and redone. Selectman Clement wanted to discuss Lincoln Street, since this is a very heavily travelled road and it is in rough shape. He has asked before, but since it's going to be several years before the road is finished. Is there a way to do a cheap paving job to temporarily make that road a little better to travel on? He knows this will be temporary but he would like an estimate on the cheapest cost possible to try to fix it for now. Mr. Vlasich said if pieces are not coming up he would suggest wait because just next year they will be replacing sewer lines there.

Arthur Baillargeon said that Lincoln Street has needed work for a number of years and now they have to wait another 2 years. It was explained that there will be a sewer project next year which will make it worse for a bit. Arthur said that this road is terrible and very heavily travelled. It's very difficult for vehicles. Mr. Vlasich said the DPW acknowledges the importance of Lincoln Street but an overlay right now only to be dug up next spring needs to have the value of that weighed.

c. 2017 Paving Proposal – Bell and Flynn – Public Works

Ms. Perry appeared before the Board to explain this item. She wanted to thank Mr. Vlasich and the highway department for continuing to develop a program that gives the biggest bang for the buck. Ms. Perry explained that the proposal in the packet, Bell and Flynn is able to continue to offer some of the work that needs to be done at the pricing from 2015/2016. The smaller streets are more difficult and take longer and they are starting to get into the smaller streets in town, and are more expensive. They feel the pricing that has been proposed reflects pricing from last year and is fairly flat. They do recommend this proposal.

Selectwoman Corson said this is why you don't want dead end streets because it saves money in the long run on paving, etc. Connecting neighborhoods should be encouraged. Selectman Clement felt we had been given a fair and honest price, and the quality of service provided by Bell and Flynn is high quality.

MOTION: Selectman Chartrand moved to approve Bell and Flynn proposal for road reconstruction and paving at the following prices: \$69.90 a ton for Binder and arterial surface course, \$70.90 a ton for non-arterial surface course, \$71.90 a ton for arterial surface course and \$72.90 a ton for several smaller streets and neighborhoods with dead ends. Selectwoman Gilman seconded. The motion passed unanimously.

d. Contract Amendment: VHB Post Dam Requirements LOMR and Section 106, Wetlands Permit requirements —Public Works

Mr. Vlasich appeared before the Board and explained that with the dam removal warrant there was some anticipated and required other tasks that they did not have enough funds for. One of those was the section 106 agreement with the stipulations on how to remember the great dam. That was eliminated from the original \$1.78 million dam project. What is new here is that the town is required to adjust the flood elevations and FEMA flood maps. A big portion of this contract in the amount of \$56,400 will adjust the flood elevations. This needs to be started on shortly. The dam remembrance portion is \$26,700. The wetlands permit also requires them to do 3 years of mapping of the river bottom. However, they must do two additional years due to some of the grants they accepted.

Selectwoman Gilman asked for updates like this include a letter to the Heritage Commission for the 106 portions. It was explained that the consultants plan to appear before this Board and do a presentation. Selectwoman Gilman asked when items are accomplished if a letter could be sent so the Board could be made aware. Selectwoman Corson wondered if the letter of map revision, when this is done do they notify the homeowners if they are no longer in a flood zone and how many people this may affect. If VHB approves there will be 425 notices mailed. This will be done after the analysis is completed. Selectwoman Surman wanted everyone home to know that \$100,000 was budgeted for the work and they are asking for \$95,400, they are not asking for new money this has already been allocated. Selectman Clement wanted to go over one more time what this money was going towards. We will have to budget a similar amount for the next few years on river monitoring to finish the financial obligation.

MOTION: Selectwoman Surman moved to award the contract amendment to VHB in the sum of \$95,400 for engineering support for regulatory and permit requirements in the post construction phase for the great dam removal project, Selectman Chartrand seconded. The motion passed unanimously.

e. Tax Deeded Property: 18 Garrison Lane

Mr. Dean explained that the town executed a tax deed on this property back in November 2016, they have gone through the repurchase phase, they are in a position now to take further steps on the property. The town is owed over \$80,000 on the property with all factors included. There are firms that specialize in these types of property there is very little heavy lifting for the town at very little cost. They are recommending the town sign up with one of the local auction firms. There are costs associated but they do not come through to the town, the auction house will take those fees off the sale of the property. They are asking the Board to allow them to go through with one of those vendors, whoever will give the best deal and proceed with the sale of the property.

Selectman Clement said what they would like to get is what is owed to the Town, from the auction how do they guarantee that they will get that. It was explained that they would set a minimal reserve. Everything would be built into the floor of the auction. Selectwoman Corson asked about the fees, it was explained that it was 10% and this would be confirmed. Selectwoman asked why they chose one auction over another, and it was explained that they know local firms specialize with dealing with these issues. From a process perspective, it tends to work more smoothly. Any excess proceeds after what is owed to the town goes back to the original owner.

MOTION: Selectman Chartrand moved to direct the town manager to dispose of the property at 18 Garrison Lane via the auction process, Selectwoman Surman seconded. The motion passed unanimously.

9. Regular Business

a. Tax, Water/Sewer Abatements & Exceptions

MOTION: Selectwoman Corson moved to approve abatement on 61/30 in the amount of \$5000, Selectman Chartrand seconded. The motion passed unanimously

MOTION: Selectwoman Corson moved to approve abatement for 62/56 in the amount of \$642.88, Selectman Chartrand seconded. The motion passed unanimously.

MOTION: Selectwoman Corson moved to deny the abatement for 72/16, Selectman Chartrand seconded. The motion passed unanimously.

b. Permits & Approvals

MOTION: Selectman Chartrand moved to approve the permit for Town Hall Main Floor for the Exeter Arts Committee on 1026-10/27/17, Selectwoman Surman seconded. The motion passed unanimously.

MOTION: Selectman Chartrand moved to approve the permit for Town Hall Main Floor for the Seacoast Workforce Housing Coalition Charette on 10/18-10/20/17, Selectwoman Corson seconded. The motion passed unanimously.

Ms. Perry explained that they had two pieces of equipment for replacement in 2017 that were at town meeting. The first was the 6-wheel dump truck, they got pricing from 3 vendors, the lowest pricing is from liberty international. This type of truck will have more versatility than other trucks. The total for this less the trade is \$165,817 which is within the amount approved at town meeting. Selectwoman Gilman asked what other purposes this could be used for would be. Jay Perkins said they had been thinking out of the box a little. It has a hook body and they could use it for trash, haul nonferrous metals to the market which they pay for currently. It has a skid for the sander as well. Selectman Clement asked about recycling the radio in the old truck, it was explained it was old, analog and doesn't work so needs to be replaced.

MOTION: Selectman Chartrand moved to approve the awarding of the purchasing of the 6-wheel dump truck to liberty international in the amount of \$165,817, Selectwoman Gilman seconded. The motion passed unanimously.

Ms. Perry explained the next vehicle is the highway backhoe. This was authorized for up to \$138,718 at town meeting. They had been looking at a replacement caterpillar, they did an analysis as far as refurbishment for this old piece of equipment. It was more in refurbishment to buy a new one. They

proposed a John Deere which was significantly lower. The pricing from Nortrax was the lowest. They proposed \$110,780 which is significantly lower than what was presented in the budget. Selectwoman Surman asked about the trade ins, this is the mysterious part during the budget time. She wonders how going forward they cannot allocate so much money and be closer to the actual costs. Ms. Perry did not know the best answer they rely on getting best estimate from the vendors. The estimates from the mechanics is the best estimate of trade at the time, they do not get estimates back from vendors until it is closer to the actual trade in per the vendor's process.

MOTION: Selectman Chartrand moved to award the purchase of John Deere 410L to Nortrax in the amount of \$110,780, Selectwoman Surman seconded. The motion passed unanimously.

c. Town Managers Report

Mr. Dean said the drought discussion has come up. The conditions have improved in the state to the point where there is no longer a drought. Do they want to continue to maintain the water restrictions? They have received calls in the office about this issue. Ms. Perry appeared before the Board to present a report to the Board. The state is out of the drought conditions, even on the seacoast at this time. We are slowly gaining ground water, that has been the piece holding us back in Exeter. They are still below average but have been doing well on cutting back on ground water usage. We are probably safe to come off any restriction but if we have precipitation trends change or have other emergency changes they would be back before the Board to request the change.

Selectman Clement said the Epping Road Tank is coming back online, what does that mean. It was explained that the tank had to be recoated and refilled. They just have to wait until the chlorine levels are appropriate. Selectman Chartrand asked where are we currently on our restrictions, it was confirmed we are at a level 1 which is voluntary restrictions. It puts a requirement to only water during 7PM-8AM. Selectman Chartrand said the reason for level 1 is that a lot of water is lost when people water their lawn during the day. This was confirmed, during the day is the bad time to do this. Selectman Chartrand asked what the problem is with leaving this in place. Ms. Perry said it does mandate the timing of water, they would have to use staff resources to address people who are watering during the day. Selectman Chartrand asked if a campaign could be started that watering in the evening would be more effective than during the day. Ms. Perry said absolutely, they have a Facebook page and could do more in the newspaper. Selectman Chartrand felt given the projections we need to assume we will be drier and try to get people to conserve and preserve water resources. Selectwoman Corson agreed education was the key but also felt that if they keep this restriction on people would not take them as seriously when it does happen again. Selectman Clement is in agreement on conserving water, but he thinks if they are going to have a restriction with an enforcement piece to it when it is important and necessary and they don't they lose credibility. They can remove the restriction and set a date of when the restriction is lifted.

MOTION: Selectwoman Surman moved to remove the level 1 water restriction effective June 12, Selectman Chartrand seconded. The motion passed unanimously.

Mr. Dean explained that they received notice today that the total for High Street repairs is just over \$158,000. They may be back with the Board for a reserve request but more analysis is needed first. Waste management has begun the trash pickup routes at this point. Also, the capital improvement plan process, initial submittals should be submitted by the end of this month. If the Board has any ideas they should submit these to town staff. The Housing Committee report will go to the planning board on June

22nd. The master plan public input session will be on June 14th. Tax bills are due July 1st. They are continuing their work on the COAST Bus Stop outside the town offices.

Mr. Dean also wanted to note some personnel items, Mike Jeffers has submitted his retirement letter his last day will be June 16th. New Health officer James Murray started today and is shadowing the current health officer. The Department of Public Works hired Shirley Murphy as the new part time clerk.

Mr. Dean explained the street light issues with lights being on during the day, they have received a letter in response to this which is in the packet. They are working to repair these bad photocells and the town is not charged anymore for these running during the day.

d. Selectman Committee Reports

Selectman Chartrand said the master plan steering committee is holding another work shop on June 14th from 6-9PM at the new high school.

Selectwoman Surman said she had attended her first safety committee meeting, a lot of it has to do with workman's comp claims and other safety issues. It was very informative. Also attended her first Exeter arts committee meeting, there are a lot of things going on in the gallery.

Selectwoman Corson attended a Planning Board meeting with two applications before it, the cell tower which was tabled until June 22nd. They are waiting because the ZBA has not ruled on this yet. It is a unique issue because it is very close to a neighborhood and they are going to be doing a site walk. The second case was a design review with Scot Carlisle for the property behind Mr. Shafmaster's property. This proposal is for a hotel, conference center and restaurant. He is looking to subdivide his lot into 3 parcels. They voted on new officers and the new chairman is Lang Plumer.

Selectwoman Gilman attended a heritage commission meeting, which was a walk through the area. They are going to work with the historical society on the identifying hidden gems on some streets. From the state, the domicile voter bill passed and it is very restrictive. It will create a lot of work for clerks and supervisors of the checklist. Also, the house passed funding for highways and bridge aide and municipal water and wastewater projects. There is a bill about short term rentals, and the senate amended this and take municipalities hands away from regulating this type of thing. Basically, anything residential housing needs, this doesn't. This has gone before a committee of conference.

Selectman Clement said the E911 committee met to discuss potential changes. The EDC is extending an invitation for Business Retention and expanding existing businesses from the UNH Co Op Extension.

e. Correspondence

- Letter from Unitil on the street lights on during the day
- 303D list will have a meeting on Wednesday at DES headquarters in Portsmouth.
- High level project schedule for Lincoln Street

10. Review Board Calendar

Next Meeting is June 19th.

Non Public Session

MOTION: Selectwoman Surman moved to go into nonpublic Session 91A:3 2, exception L and exception A, Selectwoman Gilman seconded. The motion passed by roll call vote.

The Board emerged from non public session.

Selectman Chartrand moved the Exeter Selectboard affirm the opinion of town counsel as emailed to Dave Sharples on December 5, 2016 that Oak Street extension is not a public road. Selectwoman Corson seconded. Motion carried unanimously.

11. Adjournment

Selectwoman Surman moved to adjourn, seconded by Selectwoman Corson. The motion passed. The Board stood adjourned at 10:05 p.m..

Respectfully Submitted, Jennifer Dionne, Recording Secretary

Appointments – June 19th, 2017

Ad-Hoc Human Services Committee

All candidates interviewed June 5th, 2017

Sherri Nixon

Amy McLaughlin

Christine Soutter

DOCUMENTATION OF UNDERSTANDING BETWEEN TOWN OF EXETER AND SWASEY PARKWAY TRUSTEES

Rev 6 June 2017

Preamble:

The Town of Exeter is under both an Administrative Order on Consent to complete a Wastewater Treatment Facility (WWTF) Upgrade and an Administrative Order to reduce or eliminate combined sewer overflows (“CSOs”). The Town has completed a Wastewater Facilities Plan (March 2015), has received bids for the WWTF Upgrade (“Contract No. 1”) and is nearing completion of the design for the Main Pump Station Upgrade (“Contract No. 3”) and the Forcemain Upgrade (“Contract No. 2”). The existing Main Pump Station was constructed in 1964 and is located between Water Street and the Swasey Parkway on a parcel with no road frontage. The existing forcemain to the WWTF was also constructed in 1964 and runs through the Swasey Parkway (under the road). The proposed project will upgrade the Main Pump Station and the forcemain which will require work to be completed within the Swasey Parkway. The Exeter Public Works Department (“PWD”) and the Swasey Parkway Trustees (“SPT”) have met on numerous occasions to discuss this project between March 2016 and April 2017. The SPT understands the need for these projects and supports the environmental benefits that will occur upon their completion. The SPT also understands its responsibility to protect the Parkway. The purpose of this document is to memorialize the discussions and understandings held to date.

Goals:

- To minimize the disruption to the use of the Parkway during these projects.
- To minimize damage to trees and shrubs during these projects.
- To minimize damage to the recently installed pavement and granite curbing in the Parkway.

Understandings:

1. The Trustees have an extensive calendar of events for 2017 (see attached). The Trustees expect to have a similar calendar of events for 2018 and 2019.
2. The temporary construction entrances to the Main Pump Station and Exeter Housing Authority parcels are required because Exeter Housing Authority is not allowing construction access through their driveways. Tentative timeline is 13 months from September 2017 to October 2018. This is the approximate duration of Contract No. 3.
3. “Pre-Construction activity” in the Parkway between September 2017 and October 16, 2017 will be related to Contract No. 3 only (specifically including initial mobilization, limited tree removal in the vicinity of the Main Pump Station and Exeter Housing Authority parcels, installation of temporary access drives, and installation of temporary construction fencing). The Contractor may install the north temporary access drive perpendicular to the curb line or at a 45 degree angle from the curb line.

**DOCUMENTATION OF UNDERSTANDING BETWEEN TOWN OF EXETER AND SWASEY
PARKWAY TRUSTEES**

Rev 6 June 2017

During this time, the traffic pattern will remain two-way traffic. Pre-construction activities will require periodic (e.g., weekly) and short duration (e.g., hours or days) road closures. Road closures will be coordinated in advance with the PWD, SPT and Exeter Police Department and will be posted on electronic message boards located at each end of the Parkway. No road closures will be permitted on Thursdays or weekends. No Contractor parking is allowed in front of the Pump Station on Thursdays from 12pm to 5pm during the Farmer's Market season.

4. The Parkway traffic pattern will be changed to one-way (northbound) to provide for contractor access to the work zones, construction efficiency and public safety. Tentative timeline is 12 months from October 2017 to October 2018. Construction activities will require periodic (e.g., weekly) and short duration (e.g., hours or days) road closures. These road closures will be coordinated in advance with the PWD, SPT and Exeter Police Department and will be posted on electronic message boards located at each end of the Parkway. No road closures will be permitted on Thursdays or weekends. No Contractor parking is allowed in front of the Pump Station on Thursdays from 12pm to 5pm during the Farmer's Market season.
5. The Parkway will be shut-down to non-construction vehicular traffic for up to 12 weeks between October 16, 2017 and April 15, 2018 for pipeline installation. When the Parkway is not shut-down, the Contractor shall demobilize all equipment, trailers, etc. and shall clean-up to the satisfaction of PWD and SPT. When the Parkway is not shut-down, the traffic pattern shall be one-way (northbound), as noted above. Contractor shall temporarily re-open the Parkway around scheduled Fall and Holiday events for 2017.
6. The Parkway will be shut-down to non-construction vehicular traffic for up to 2 additional weeks between April 15, 2018 and May 15, 2018 to complete site restoration for the Forcemains. When the Parkway is not shut-down, the Contractor shall demobilize all equipment, trailers, etc. and shall clean-up to the satisfaction of PWD and SPT. When the Parkway is not shut-down, the traffic pattern shall be one-way (northbound), as noted above.
7. There will be no change to the pedestrian access to the Parkway during the projects, other than in the vicinity of the work zones.
8. Weekly coordination meetings will occur during Contract No. 3. These will be attended by PWD, SPT, Engineer and Contractors. The purpose of the meetings will be to coordinate construction work activities and Parkway activities.
9. Contractor shall have no more than 100 linear feet of main line trench open at any time.

**DOCUMENTATION OF UNDERSTANDING BETWEEN TOWN OF EXETER AND SWASEY
PARKWAY TRUSTEES**

Rev 6 June 2017

10. Contractor shall not maintain stockpiles of soils or aggregates larger than 50 CY in any given location. Contractor shall maintain all other materials (e.g., piping, fittings, etc.) within 100 feet of the work zone.
11. All vehicles which utilize Swasey Parkway shall be rubber tired vehicles. No tracked vehicles shall be allowed on the Swasey Parkway. No damage to the existing pavement or granite curbing is expected on the Swasey Parkway. Repairs, if determined to be needed by the PWD and SPT, shall be made, to the satisfaction of the PWD and SPT, at the Contractor's expense.
12. Certain shrubs will be disturbed by this project. Shrubs impacted by the work shall be temporarily removed, protected and replanted within two calendar days and subsequently watered and fertilized. This work will be performed by the Project Shrub Arborist [tentatively, Piscataqua Landscaping (Dwane Staples)].
13. Special excavation requirements will apply when the work is within the canopy of a tree in Swasey Parkway. This work will be performed by the Project Tree Arborist [tentatively, Valley Tree Service (Chris Bosch)].
14. Based on past experiences with construction projects in the Parkway damaging trees, the SPT are concerned that construction dewatering activities may encounter brackish groundwater in portions of the work. If groundwater is brackish, it shall be treated and disposed of in a manner that will not damage existing and undisturbed grass, bushes and trees.
15. For the Main Pump Station portion of Contract No. 3, temporary chain link fence (6-foot high) will be installed around the work zones. Gates shall be provided at appropriate locations as agreed upon by the PWD, SPT, Contractor and Engineer. Temporary construction entrances (gravel) will be constructed to access the Main Pump Station site. For the Force Main portion of Contract No. 3, temporary "orange" construction fence and silt fence will be installed around the work zones. Upon completion of the project, the temporary fences, silt fence, gates and access drives will be removed and the area will be restored to existing conditions.
16. Except as noted above, Contractor parking for construction-related vehicles shall be in close proximity to the respective work zones and shall be in the west travel lane (closed). These construction-related parking areas will be posted/ signed by the PWD.
17. Contractor shall restore all finish grades to match existing grades.
18. Contractor shall repair and test the irrigation system near the gazebo, if damage is incurred.
19. Contractor shall provide a minimum of 12-inches of loam/topsoil in all trenches. If more loam exists, Contractor shall match existing conditions. Loam/topsoil shall be screened to less than 1-inch nominal size.

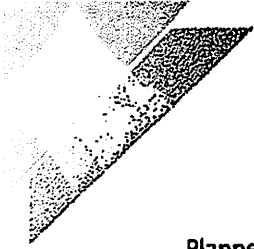
DOCUMENTATION OF UNDERSTANDING BETWEEN TOWN OF EXETER AND SWASEY PARKWAY TRUSTEES

Rev 6 June 2017

- 20. Contractor shall hydroseed all disturbed areas with a seed mix specified by the SPT.
- 21. Trees or shrubs that are damaged during construction will be replaced by plantings consistent with the Parkway drawings at the direction of the PWD and SPT. An escrow account with \$10,000 will be established and stay in place for 2 years following substantial completion to cover the cost of replacing any damaged trees, shrubs and lawn areas.
- 22. Plantings and granite wall work at Norris Brook will be restored to current conditions.
- 23. Ribbons were placed on certain trees and shrubs will remain (green) and which will tentatively be removed (red). These ribbons were placed on March 5, 2017 by SPT (Mark Damsell) for discussion by all parties. GPS coordinates of these ribbons were collected on April 7, 2017 by PWD/WP. These trees and shrubs are indicated on the plans. SPT intends to revisit the red ribbon trees in May 2017 in order to confirm the approach.
- 24. Contractor shall provide a small, permanent turn-around area in the vicinity of the SPT block shed, as shown on the Drawings.
- 25. Contractor shall utilize the SPT sprinkler contractor to repair any damaged portions of the sprinkler system.
- 26. Contractor shall submit a comprehensive set of pre-construction photographs or videos in order to document existing conditions prior to construction.

AGREED TO ON: _____

TOWN	SWASEY PARKWAY TRUSTEES	BOARD OF SELECTMEN



WP Road 3/28/2017

Swasey Parkway
2017

Planned events for 2017

- April 17 Easter Egg Hunt
- April 22 Swag on Swasey
- May 4-Oct. 12 Farmers market (off) every week, no traffic TH pm 1-5 pm
- May 6 Kids Day
- May 20 Team Art and Music Festival
- May 27 Swag on Swasey
- May 29 Memorial Day Parade ceremony
- June 15 Concert
- June 20 Exeter Criterium booths (possible)
- June 22 Concert
- June 22 - 25 Exeter Summer Fest / Chamber of Commerce
- June 17 Swag on Swasey
- June 29 Concert
- July 6 Concert
- July 15 Concert
- July 14 - 15 Independence Festival
- July 15 Fireworks and Concert
- July 20 Concert
- July 22 Swag on Swasey
- July 27 Concert and Movie
- August 3 Movie Night
- August 10 Movie Night
- August 17 Movie Night
- August 19 Swag on Swasey
- August 24 Movie Night
- August 31 Movie Night
- Sept. 16 Swag on Swasey
- Oct. 7 Powder Keg Festival
- Oct. 14 Swag on Swasey
- Oct. 15 Crop Walk
- Oct. 27 Halloween Parade
- Dec. 1, 2, 3 Ring in the Season
 - Tree lighting and luminaries
 - Parade and bon fire
 - Pooch Parade

Good Morning Ed,

Sorry for the delay. It's been a busy time for all.

With our last meeting, everyone had the same concerns as in the previous emails that were sent to you. They are the following areas.

#2 Could you change the Housing authority would prefer construction not be accessed through their drive.

#3 and #4 No road closure permitted on Thursdays and weekends. Farmers market will be using the area from the pump station to the town. We do not want to stop construction on Thursday but need no parking of work vehicles in front of pump station that would affect the Farmers market.

#5 Once the piping is installed in the park, we would like the road reopened. Do not see the need for closure for the full 3 months. We have Christmas activities that are scheduled and need staging areas as well as area for bonfire. The closure and length will need to be granted by the Select board, seeing that they are the body that controls the road. We will work with them and adjust events accordingly for 2018

#12 Eliminate

#17 Address parking concerns stated in #3 and #4

#19 Repair and test irrigation

#22 Hard to place cost value on items that may or may not be affected. Is there a formula that is usually used?

#25 The turnaround that we talked about would be more of a roundabout to the right of the maintenance shed that would be used to circle into from the north and head back out.

If there are any areas of concern, please don't hesitate to call. We thank all for the concern everyone is showing for Swasey Park

Sincerely,

Swasey Parkway Trustees



TOWN OF EXETER, NEW HAMPSHIRE

10 FRONT STREET • EXETER, NH • 03833-3792 • (603) 778-0591 • FAX 772-4709

www.exeternh.gov

June 15, 2017

TO: Board of Selectmen
Russ Dean

FROM: Mike Favreau, Director of Parks and Recreation

RE: Monday's Department Update

I will be attending Monday's meeting to give an update on the Parks and Recreation happenings over the summer. Here is a short summary.

- Busy spring – as always spring can be a very hectic time. Much of it focuses on preparing parks and cleanups, pumping and cleaning the pool and subsequent start up, mulching and spreading playground chips all while dodging rain drops.
- Hiring process for summer – We try to get our summer staff (over 40) hired by late April. Although we always have an overflow of applicants for camp counselors lifeguards has been an issue for a couple of years now.
- Summer Concerts – concerts began June 22 and will continue through July 27.
- Summer Adventure Camp begins June 21, more detail on that Monday.
- Pool and swim lessons open full time June 21 but we have been open now for two weekends, again more detail to follow.
- Tennis courts have had crack repair and we painted 6 pickle ball courts and it appears that could take off and become a very popular program...more to follow.
- CIP: we intend to resubmit our Recreation Park Renovation with a scaled down project and a reduced cost as well. We feel this is, although not cheap, is a valuable project for the community and our department.

**TOWN OF EXETER
CONSERVATION COMMISSION MEMORANDUM**

Date: June 14, 2017
To: Exeter Board of Selectmen
From: Kristen Murphy, Natural Resource Planner
Subject: Raynes Lease Acceptance and 80 Epping Road Baseline Document

On behalf of the Conservation Commission, please find attached a copy of a lease agreement between the Town of Exeter and Little Brook Farm. This lease is similar in language to the former lease for Raynes between the Board of Selectmen and Nate Merrill of Stewart Farm. The Conservation Commission voted to recommend acceptance of this lease by the Board of Selectmen at their June 13, 2017 meeting.

Also attached is a copy of the Baseline Documentation for 80 Epping Road. This documentation was required through the conservation easement term 8.A. that you have executed previously.

8. STEWARDSHIP

- A. The Grantor will provide the Grantee baseline documentation of the Conservation Easement Area prior to the issuance of a Certificate of Occupancy for residential structures on the Parcel.

As requested by the Conservation Commission, I have reviewed the document on their behalf, and confirmed its accuracy by onsite inspection. This document is also presented for your signature.

RAYNES FARM LEASE

This Lease Agreement made the ___ day of _____ 2017 by and between the Town of Exeter, a municipal corporation duly organized and existing in the County of Rockingham with a place of business at 10 Front Street, in said Exeter, acting by and through its Board of Selectmen (hereinafter referred to as "Exeter"), and Little Brook Farm, existing in Exeter, New Hampshire with a mailing address of 58 Oaklands Road, in said Exeter, acting by and through its member/manager, Darren Davis, (hereinafter referred to as "Little Brook Farm").

WITNESSETH

WHEREAS, Exeter is the owner of the Raynes Farm pursuant to deed dated May 1, 2002 and recorded in the Rockingham County Registry of Deeds at Book 3764, Page 2337, and

WHEREAS, A Raynes Farm Long Range Development Plan has been adopted by Exeter, acting by and through the Exeter Conservation Commission on November 3, 2007, and as amended and

WHEREAS, Little Brook Farm has demonstrated that it possesses the knowledge, skills and equipment necessary to effectively implement a conservation plan for Raynes Farm,

NOW THEREFORE, the parties agree as follows:

1. **Specifications And Conservation Plan.** In consideration of the covenants and agreements hereinafter set forth, Exeter and Little Brook Farm hereby agree that Little Brook Farm shall lease from Exeter the Raynes Farm and shall implement thereon the Conservation Plan dated _____, which Conservation Plan is attached hereto and made a part of this Lease. The Conservation Plan shall be consistent with the Raynes Farm Management Plan.
2. **The Land Subject To This Lease.** The land subject to this Lease shall be fields 1, 2, 3 and 4 referred to in the Conservation Plan and as shown on the aerial photograph attached to such plan. Such lands consist of 29.00 acres, more or less, in accordance with such photographs.
3. **Management Of Crops.** Little Brook Farm is authorized and permitted by Exeter to plant the crops and the implement the crop rotation referred to in the Conservation Plan. In accordance with the Conservation Plan, Little Brook Farm shall plant a cover crop, maintain the grassed waterways, and apply the nutrient management, chemical fertilizers, compost and/or manure using the best agricultural management practices. In addition, in order to encourage grassland bird nesting and fledging of young, Little Brook Farm agrees to delay the first seasons cut until after July 15th.
4. **Annual Reporting.** Each fall Little Brook Farm will provide the Conservation Commission, through the Raynes Farm Stewardship Committee, an annual report on farming activities and land management. This report will summarize the annual crop yield, soil testing results and nutrient application timing and rates. In addition, it will identify any specific Best Management Practices implemented or improvements made to further protect the quality of the land and adjacent Squamscott River and prime wetland.
5. **Lease Review.** The Raynes Farm Stewardship Committee and Exeter Conservation Commission in collaboration with Little Brook Farm shall review the terms of this Lease and the farming activities report annually for conformance with the Conservation Plan, the Raynes Farm Long Range Development Plan and any amendments thereto, as well as any significant changes in the

USDA Manual of Best Management Practices for Agriculture in NH. Should either party feel changes are necessary during the course of the 5 year term, a lease modification will be drafted by all parties and recommended for approval by the Board of Selectmen.

6. Term Of Agreement. This Lease shall be effective for a term of five (5) years commencing upon the date of execution by all of the parties. This Lease may be renewed for an additional five (5) years upon mutual consent ninety (90) days prior to the expiration of this Lease.
7. Interest Of The State Of New Hampshire. The parties acknowledge that the State of New Hampshire acting through the Land and Community Heritage Investment Program Authority (LCHIP) has an interest in management practices exercised over the Raynes Farm pursuant to Warranty Deed of Executory Interest from the Town of Exeter to the Land and Community Heritage Investment Program Authority, dated May 1, 2002 and recorded in the Rockingham County Registry of Deeds at Book 3764, Page 2342. Portions of such deed are attached to this Lease and made part hereof by reference.
8. Pedestrian Access and Public Use. Pedestrian Access and public use shall be permitted in a manner consistent with the Objectives of the Raynes Farm Long Range Development Plan and with the terms and provisions of the Warranty Deed of Executory Interest from the Town of Exeter referred to in paragraph 7 above. Such pedestrian access and public use shall be protective of the agricultural crops and plantings that are part of the Conservation Plan.
9. Use Of Barn. Little Brook Farm may utilize the barn for storage of hay and equipment on an emergency basis, for example storage during storm event. Should longer storage be necessary, Little Brook Farm it must present such request in writing to Exeter. Upon approval, Little Brook Farm will be responsible for maintaining adequate insurance coverage for the materials they store onsite. The Town of Exeter is responsible for maintaining adequate insurance coverage for the structure itself. Little Brook Farm is aware that the town has an agreement with the Exeter Historical Society to store items at the Raynes Barn with the understanding that the goal is to accommodate the storage needs of the Historical Society without impairing the intended purpose of the barn.
10. Keeping Of Animals. Little Brook Farm acknowledges that it has no intention to place or keep animals on the property. Should Little Brook Farm be desirous of introducing animals to the property during the term of this Lease, it must present such request in writing to Exeter. Any such request must be consistent with the Raynes Farm Management Plan and the Warranty Deed of Executory Interest from the Town of Exeter to the Land and Community Heritage Investment Program Authority. The request must also be consistent with a revised conservation plan.
11. Community Gardens. Little Brook Farm is willing to allow the Town of Exeter to retain an area up to one (1) acre in size for the location of a community garden. The specific site will be determined through mutual written agreement by both parties with the goal of maximizing public access and minimizing impact to the farming activities.
12. Liability. Little Brook Farm agrees to indemnify and hold harmless Exeter and its agents, officers, and employees from any and all claims, demands, damages, expenses or costs of every kind and nature arising out of damages or injuries claimed by any persons including employees, agents, members, managers or representatives of Little Brook Farm and members of the public utilizing the property arising out of, resulting from, incident to, or connected with the implementation of this Lease, the Raynes Farm Management Plan, or the Conservation Plan,

unless such injuries are caused solely by the negligent acts or omissions of Exeter, its employees, agents, licensees, or invitees.

13. **Safety Provisions.** Little Brook Farm shall exercise and maintain all reasonable safeguards and shall utilize best management practices to protect the safety of its employees, agents, members or managers and the general public. Little Brook Farm shall provide to Exeter a certificate of insurance confirming it has a policy of liability insurance providing for minimum coverage in the sum of \$500,000. The Town of Exeter shall be named as an additional insured on such policy.
14. **State And Local Laws And Regulations.** Little Brook Farm shall comply with all applicable State of New Hampshire and Town of Exeter laws, ordinances, rules, regulations and the zoning ordinances which may be applied to the Raynes Farm in conjunction with the implementation or exercise of this Lease. Failure to comply or conform to such laws and regulations shall constitute a default hereunder and may result in the termination of this Lease by Exeter.
15. **Inspection Of Premises.** Little Brook Farm agrees that Exeter, acting through a duly authorized agent or representative may, at any time, inspect and examine the property to confirm Little Brook Farms performance of this Lease, the Raynes Farm Management Plan and the Conservation Plan.
16. **Termination For Just Cause.** Either party may terminate this lease for just cause upon thirty days notice to the other party. For the purposes of this provision “just cause” shall mean any violation or nonperformance of the terms and provisions of the Raynes Farm Management Plan, the warranty deed of executor interest, the conservation plan, or this Lease.
17. **Assignment.** This Lease may not be assigned by Little Brook Farm without the express written consent of Exeter.
18. **Jurisdiction.** This Lease shall be construed in accordance with the laws of the State of New Hampshire.

IN WITNESS WHEREOF, the parties have hereunto caused their names to be set and their signatures affixed as of the day and date first above-written.

TOWN OF EXETER
BY ITS SELECTMEN

Donald Clement, Chair

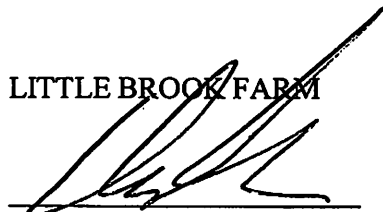
Dan Chartrand

Anne Surman, Vice-Chair

Julie Gilman

Kathy Corson, Clerk

LITTLE BROOK FARM



Darren Davis

WITNESS



Printed Name



Signature



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

5/22/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Ann Harris Ins Agency 925 Main Street Waterboro ME 04087		CONTACT NAME: Ann Harris Ins Agcy PHONE (A/C No., Ext.): (207)282-1997 FAX (A/C, No.): (207)247-1427 E-MAIL ADDRESS: ann@annharrisinsurance.com	
INSURED Dan, June & Darren Davis, DBA: Little Brook Farm 25 Oaklands Road Exeter NH 03833		INSURER(S) AFFORDING COVERAGE INSURER A: Acadia INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	
		NAIC # 31325	

COVERAGES **CERTIFICATE NUMBER:** CL1752210957 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER. <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X	CFM 5202123	5/5/2017	5/5/2018	EACH OCCURRENCE \$ 1000000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 250000 MED EXP (Any one person) \$ 5000 PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ 1000000 PRODUCTS - COM/PROP AGG \$ 2000000 \$ 2000000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED RETENTION \$	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE				EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY <input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/> Y/N <input checked="" type="checkbox"/> N/A				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E L EACH ACCIDENT \$ E L DISEASE - EA EMPLOYEE \$ E L DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Farming, hay, beef, compost

Raynes Farm location

CERTIFICATE HOLDER kmurphy@exeternh.gov Town of Exeter Kristen Murphy 10 Front Street Exeter, NH 03833	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE A Harris Ins Agcy/ANN
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ACORD 25 (2014/01)

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INS025 (2014/01)

Additional Named Insureds

Other Named Insureds

Little Brook Farm

Doing Business As

**Boulders Realty Corp.
Conservation Easement
Exeter, New Hampshire**

Baseline Documentation Report

Prepared By:
Southeast Land Trust of New Hampshire
PO Box 675 • Exeter, NH 03833

May 2017

Affidavit of Documentation Preparer

I, Deborah Goard, Easement Stewardship Director for the Southeast Land Trust of New Hampshire, prepared this *Baseline Documentation Report* for the Boulders Realty Corp. Conservation Easement located off Epping Road in Exeter, Rockingham County, New Hampshire. My qualifications include a Master's degree in Forest Hydrology, a Forestry License in New Hampshire and training on the subject of Baseline and Current Conditions Reports.

Having reviewed the Conservation Easement deed, I visited the Easement Property on May 18, 2017. I took documenting photographs at key sites on the Property and I also prepared a narrative and produced maps to represent the Property's condition. I undertook these activities to document the site's condition at the time of the visit and in relation to the Easement terms. This documentation summarizes existing knowledge and is not necessarily a comprehensive representation of the Property's conservation values and features.

This report consists of twenty-eight (28) pages, including the cover page, this *Affidavit of Documentation Preparer*, the narrative entitled *Conservation Easement Baseline Documentation and Acknowledgement of Property Condition*, three maps, a description of photographs, and thirty-six photographs. Copies of this report are being provided to the Grantee, the Town of Exeter, and to the Grantor, Colcord Pond Associates, LLC. The original report, including original digital photo files, is on file with the Town of Exeter.



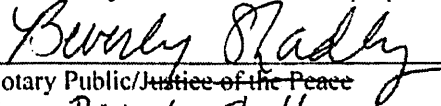
Deborah Goard
Easement Stewardship Director
Southeast Land Trust of New Hampshire

5/24/2017

Date

STATE OF NEW HAMPSHIRE
COUNTY OF Rockingham, ss.

On this 24 day of May, 2017, before me personally appeared **Deborah Goard**, known to me, or satisfactorily proven, to be the person whose name is subscribed to the foregoing instrument, and acknowledged that she signed the same as her voluntary act and deed for the purposes therein contained.



Notary Public/Justice of the Peace
Name: Beverly Shadley
My Commission Expires:

BEVERLY A. SHADLEY, Notary Public
State of New Hampshire
My Commission Expires March 23, 2021

3/23/21

Conservation Easement Baseline Documentation and Acknowledgement of Property Condition

(To satisfy Section 1.170A-14(g)(5) of the federal tax regulations)

Grantor Name and Address:
Colcord Pond Associates, LLC
80 Nashua Road, Suite 24
Londonderry, NH 03053

Grantee Name and Address:
Town of Exeter
10 Front Street
Exeter, NH 03833

Easement Deed: Recorded at the Rockingham County Registry of Deeds as Book 5704 Page 2355
Property Location: Exeter Tax Map 55 Lot 3 (2016)
Survey plan recorded at the Rockingham County Registry of Deeds as D-39393
Road: Epping Road
Town/County: Exeter/Rockingham

Land Acreage & Types: 6.5 acres
85% Forest
15% Forested Wetland

Condition of Land:

(Condition and management status of forest or farmland, wildlife habitat, health of wetlands or waterways, unusual features, rare species, exemplary natural communities & scenic views.)

The Property is classified by the 2015 NH Wildlife Action Plan as a mix of Appalachian-Oak-Pine and Hemlock-Hardwood-Pine forests. The forest contains an overstory of predominantly red oak, red maple and white pine with some scattered white ash and hemlock. The understory is made up of a mix of trees and shrubs including American beech, American elm, basswood, muscledwood, yellow birch, hemlock and high bush blueberry (see photos 8 & 12). In the northeastern portion of the Property, a large component of the understory is made up of invasive species including Oriental bittersweet, multiflora rose and Japanese knotweed (see photos 20, 24 & 25). The forest is currently unmanaged with no evidence of forest management having occurred in the recent past.

An intermittent stream flows along the eastern boundary before entering onto the Property and flowing southwesterly through the middle of the Property and into Colcord Pond (see photo 11). There are forested wetlands located throughout the Property (see photos 5, 6, 10, 11 & 18). A small portion of the southeastern portion of the Property was also completely under water at the time of the visit, however it was not mapped as wetlands (see photo 33).

The Property provides scenic views along the approximately eight hundred and seventy-seven (877) feet of frontage on Colcord Pond. The Property's conservation value is enhanced by proximity to other conservation and public lands including the 3.8-acre Laperle land and the 212-acre Little River Conservation Area owned by the Town of Exeter.

**Conservation Easement Baseline Documentation
and Acknowledgement of Property Condition
Boulders Realty Corp. Easement**

Buildings, Structures, Improvements and Disturbances on Property:

(Size, type and condition of buildings, structures and improvements, including houses, barns, sheds, towers, docks, man-made ponds, roads, utilities, etc. Note dumping, pollution, erosion, gravel pits, fill or other types of observed human disturbances. Location of each shown on attached map.)

The Property contains one trail that enters and exits the Property from the abutting condominium development. The trail ranges from approximately two to eight feet in width with a tread of dirt and leaf litter (see photo 8). The trail is in good condition; however, there are a few down trees across the trail as well as branches from trees that are encroaching on the trail. There is also evidence of past motor vehicle use on the trail where it enters onto the Property to the north (see photo 7).

There are two monitoring wells on the Property that stand a few feet high (see photos 6 & 27).

Throughout the northeastern portion of the Property, there is a significant amount of old dumping. Items include roof shingles, tires, broken up asphalt, bricks, rusted metal, old culverts, an old cot frame, plastic tubing and cement blocks, among other debris (see photos 16, 17, 18, 19, 21 & 25). The debris was observed to be both above ground as well as slightly buried under some dirt and vegetation.

In addition to the old dumping, there is a lumber pile on and over the boundary line along the northern boundary with the abutting lot in Map 55 Lot 11 (see photo 22).

Condition of Boundaries & Access:

(Monuments, blazed trees – substantially as depicted on survey plan? Means of access for stewardship and/or public purposes)

The Property's boundary is observed to be as depicted on the survey plan, except that no boundary monuments were observed on the portion of the eastern boundary directly behind the condominiums. In addition, an iron rod was observed in the southeasternmost corner of the Property along the stone wall that is not shown on the conservation easement survey plan but is shown on related survey plans recorded as D-39392 and D-39394. The Property can be accessed via the abutting condominium development.

Attachments:

1. USGS topographic map, showing approximate Property lines and nearby conservation lands
2. Aerial photograph, showing approximate Property lines
3. Land cover map, identifying the current uses and natural and disturbed cover of the Property, and annotated map, showing structures, improvements, key features, boundaries, and approximate photograph locations and perspectives
4. Photographs, numbered to correspond with locations on annotated survey plan, and showing resources protected, structures and improvements, and other Property features

Three (3) signature pages and four (4) attachments follow.

Conservation Easement Baseline Documentation
and Acknowledgement of Property Condition

Boulders Realty Corp. Easement

Signature Pages

In compliance with Section 1.170A-14(g)(5) of the federal tax regulations, the undersigned accept and acknowledge that the foregoing description of natural resources and other features, together with its attachments, is an accurate representation of the Property at the time of the conservation easement conveyance. The Grantor and Grantee accept and acknowledge that the entirety of this Report is intended to aid in the enforcement of the conservation easement.



Grantor, Colcord Pond Associates, LLC
Samir Khanna, Owner

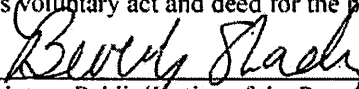
5/24/17

Date

STATE OF NEW HAMPSHIRE
COUNTY OF Rockingham, ss.

On this 24 day of May, 2017, before me personally appeared **Samir Khanna**, known to me, or satisfactorily proven, to be the person whose name is subscribed to the foregoing instrument, and acknowledged that he signed the same as his voluntary act and deed for the purposes therein contained.

BEVERLY A. SHADLEY, Notary Public
State of New Hampshire
My Commission Expires March 23, 2021



Notary Public/Justice of the Peace
My Commission Expires: 3/23/21

Grantee, for the Town of Exeter:
Don Clement, Selectman

Date

STATE OF NEW HAMPSHIRE
COUNTY OF _____, ss.

On this ___ day of _____, 2017, before me personally appeared **Don Clement**, known to me, or satisfactorily proven, to be the person whose name is subscribed to the foregoing instrument, and acknowledged that he signed the same as his voluntary act and deed for the purposes therein contained.

Notary Public/Justice of the Peace
My Commission Expires:

**Conservation Easement Baseline Documentation
and Acknowledgement of Property Condition
Boulders Realty Corp. Easement**

Grantee, for the Town of Exeter:
Anne Surman, Selectman

Date

STATE OF NEW HAMPSHIRE
COUNTY OF _____, ss.

On this ___ day of _____, 2017, before me personally appeared **Anne Surman**, known to me, or satisfactorily proven, to be the person whose name is subscribed to the foregoing instrument, and acknowledged that she signed the same as her voluntary act and deed for the purposes therein contained.

Notary Public/Justice of the Peace
My Commission Expires:

Grantee, for the Town of Exeter:
Dan Chartrand, Selectman

Date

STATE OF NEW HAMPSHIRE
COUNTY OF _____, ss.

On this ___ day of _____, 2017, before me personally appeared **Dan Chartrand**, known to me, or satisfactorily proven, to be the person whose name is subscribed to the foregoing instrument, and acknowledged that he signed the same as his voluntary act and deed for the purposes therein contained.

Notary Public/Justice of the Peace
My Commission Expires:

**Conservation Easement Baseline Documentation
and Acknowledgement of Property Condition
Boulders Realty Corp. Easement**

Grantee, for the Town of Exeter:
Kathy Corson, Selectman

Date

STATE OF NEW HAMPSHIRE
COUNTY OF _____, ss.

On this ___ day of _____, 2017, before me personally appeared **Kathy Corson**, known to me, or satisfactorily proven, to be the person whose name is subscribed to the foregoing instrument, and acknowledged that she signed the same as her voluntary act and deed for the purposes therein contained.

Notary Public/Justice of the Peace
My Commission Expires:

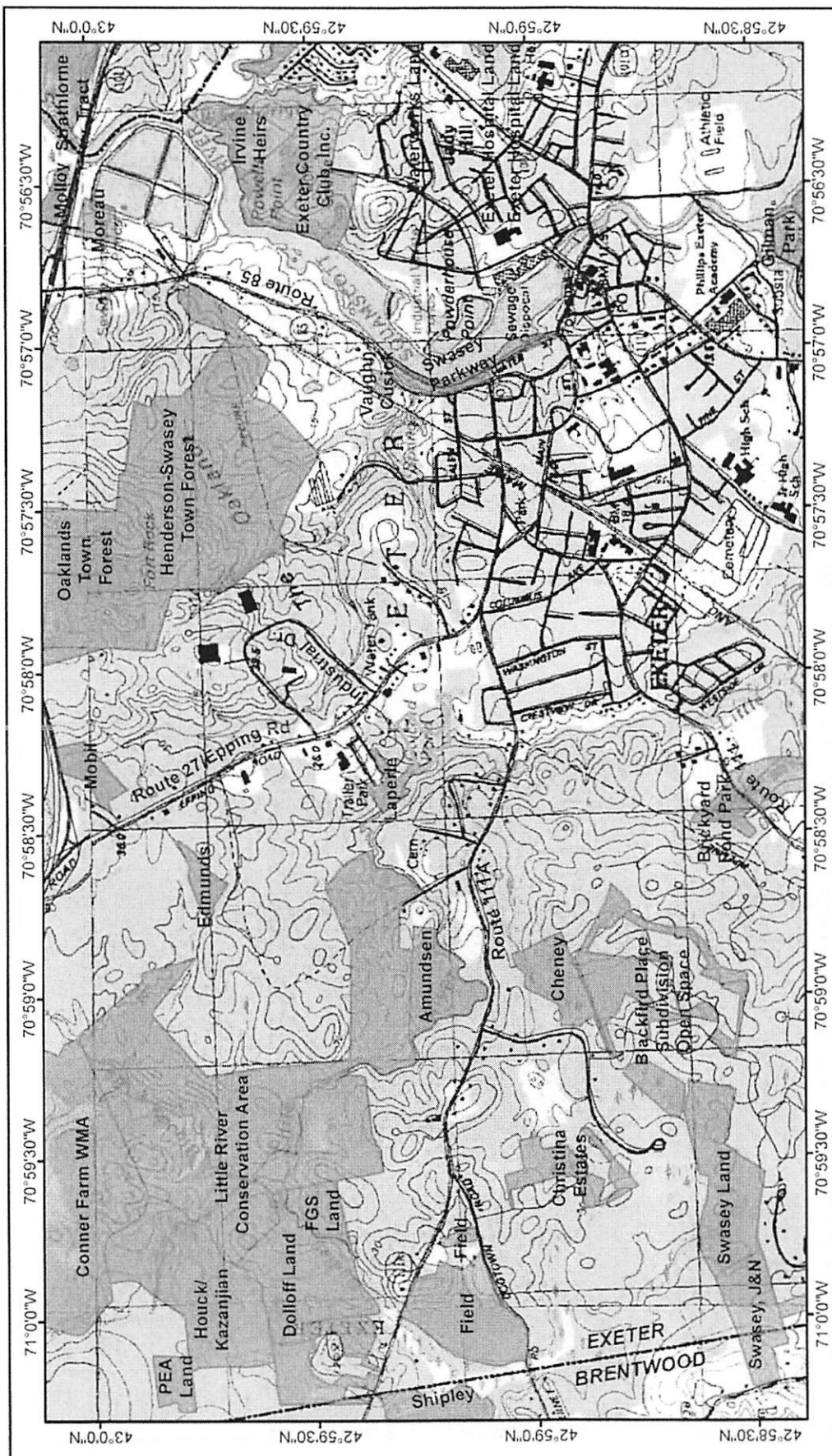
Grantee, for the Town of Exeter:
Julie Gilman, Selectman

Date

STATE OF NEW HAMPSHIRE
COUNTY OF _____, ss.

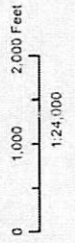
On this ___ day of _____, 2017, before me personally appeared **Julie Gilman**, known to me, or satisfactorily proven, to be the person whose name is subscribed to the foregoing instrument, and acknowledged that she signed the same as her voluntary act and deed for the purposes therein contained.

Notary Public/Justice of the Peace
My Commission Expires:



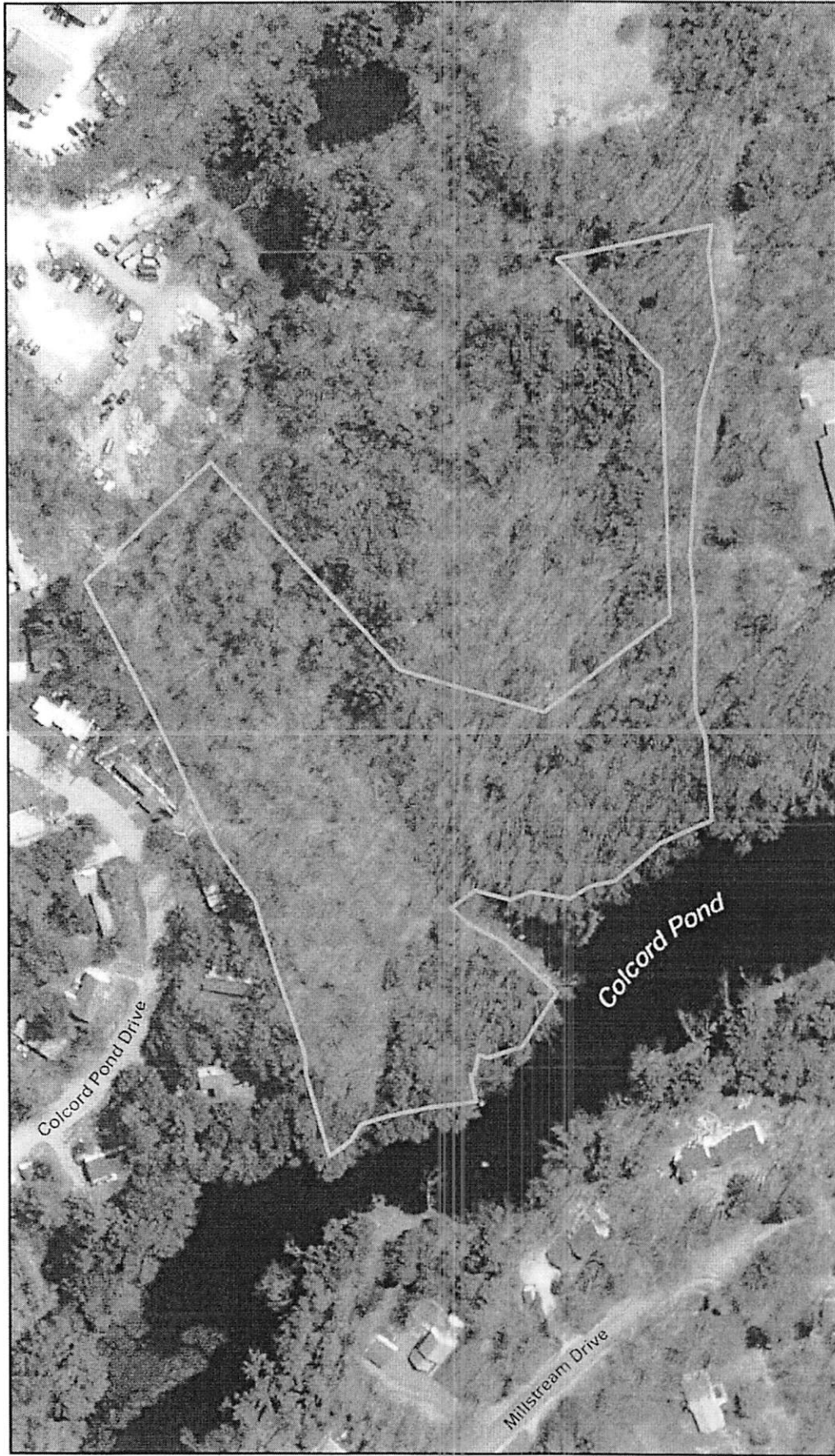
Baseline Conditions Topographic Map Boulders Realty Corp. Easement & Nearby Conservation Lands Exeter, NH

- Conservation Easement Boundary
- Town boundary



Boundary and feature locations are approximate.
Easement boundary based on property survey RCRD D-39393.
Conservation lands from NH GRANIT. USGS topographic base map (published 1970-1989) processed by NH GRANIT. coordinate system is NAD83 UTM Zone 18N meters.

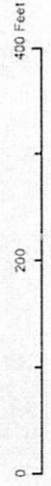
Map prepared by
 Southeast Land Trust of NH
 May 2017

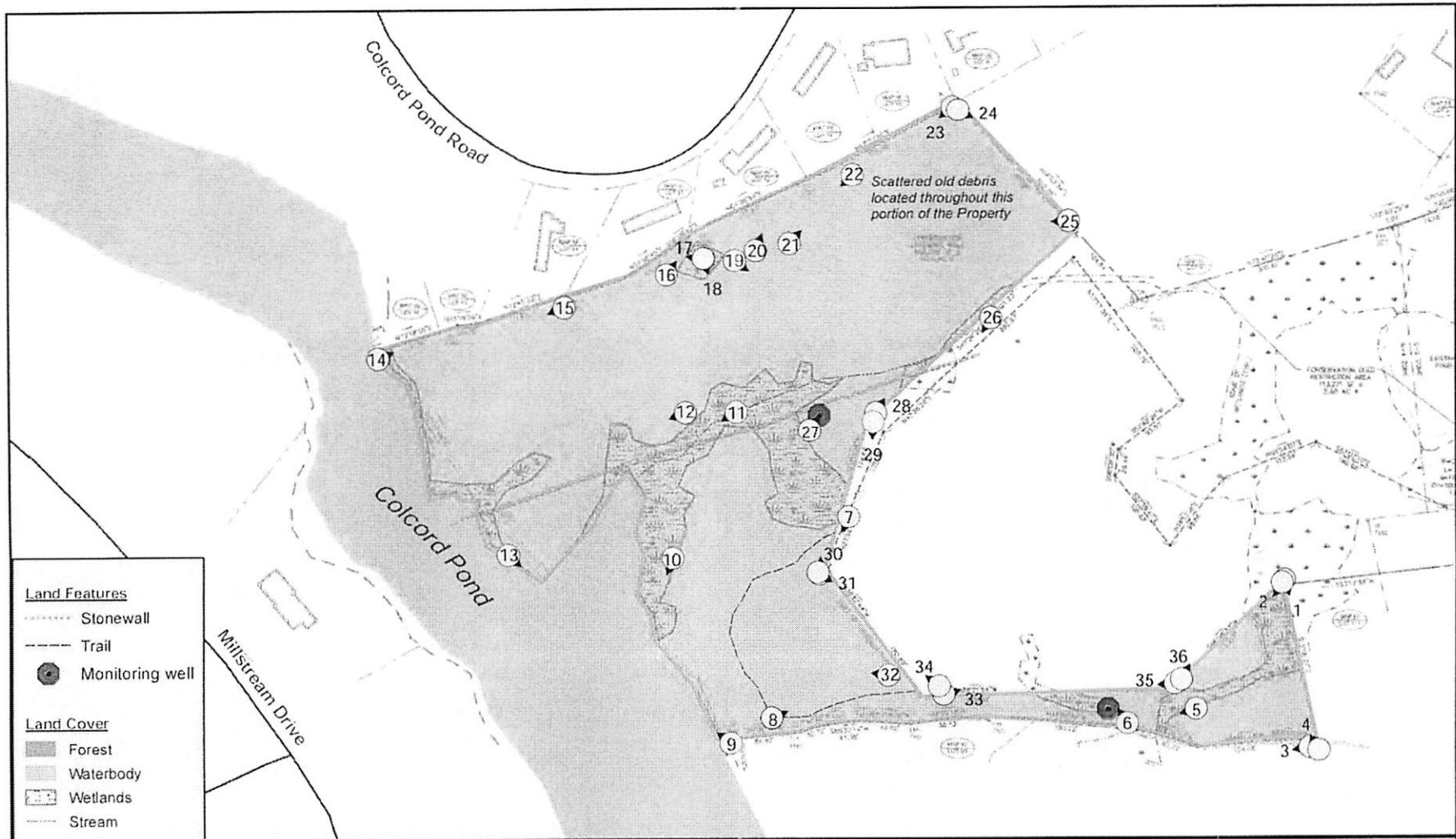


Baseline Conditions Aerial Photograph
Boulders Realty Corp. Conservation Easement
Exeter, NH

□ Conservation Easement Boundary

Boundary and feature locations are approximate.
Easement boundary based on property survey RCRD D-38383.
1-ft resolution orthophoto taken spring 2015 for NHDOT.

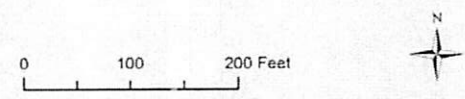




**Annotated Survey Plan Showing Baseline Conditions, Landcover & Photopoints
Boulders Realty Corp. Conservation Easement
Exeter, NH**

Conservation Easement Boundary
 Road

Feature locations are approximate.
 Easement boundary from property survey RCRD
 D-39393. Roads from NHDOT. Wetlands from
 survey RCRD D-39393. Waters from 2015 NHDOT
 orthophoto interpretation & field observation.



Map prepared by
 Southeast Land Trust of NH
 May 2017

Boulders Realty Corp Easement, Exeter
Digital Baseline Photographs



Photo: 1
File Name
photo_Boulders Realty Corp_2017-05-18_1
Photographer: Deborah Goard
Date: 5/18/2017
Location Method: GPS
Orientation(°): 176
Latitude: 42.986949
Longitude: -70.968002
Description:
From southeast corner looking
southerly along the boundary line.



Photo: 2
File Name
photo_Boulders Realty Corp_2017-05-18_2
Photographer: Deborah Goard
Date: 5/18/2017
Location Method: GPS
Orientation(°): 226
Latitude: 42.986942
Longitude: -70.968014
Description:
From southeast corner looking
southwesterly along the boundary
line.

Photos Taken By: Deborah Goard

All GPS points located with ESRI Collector app on Samsung Galaxy Tab S
All photographs taken with Samsung Galaxy Tab S
All directions are relative to NH Grid North per survey plans of record

Boulders Realty Corp Easement, Exeter
Digital Baseline Photographs



Photo: 3
File Name
photo_Boulders Realty Corp_2017-05-18_3
Photographer: Deborah Goard
Date: 5/18/2017
Location Method: GPS
Orientation(°): 276
Latitude: 42.986428
Longitude: -70.967901
Description:
From southeasternmost corner
looking westerly along stonewall
boundary. Note gas pipeline on the
left side of photo.



Photo: 4
File Name
photo_Boulders Realty Corp_2017-05-18_1
Photographer: Deborah Goard
Date: 5/18/2017
Location Method: GPS
Orientation(°): 346
Latitude: 42.986418
Longitude: -70.967864
Description:
From southeasternmost corner
looking northerly along boundary.

Photos Taken By: Deborah Goard

All GPS points located with ESRI Collector app on Samsung Galaxy Tab S
All photographs taken with Samsung Galaxy Tab S
All directions are relative to NH Grid North per survey plans of record

Boulders Realty Corp Easement, Exeter
Digital Baseline Photographs



Photo: 5
File Name
photo_Boulders Realty Corp_2017-05-18_5
Photographer: Deborah Goard
Date: 5/18/2017
Location Method: GPS
Orientation(°): 267
Latitude: 42.986552
Longitude: -70.968379
Description:
From the interior of the southeast portion of the Property looking westerly at a wetland.

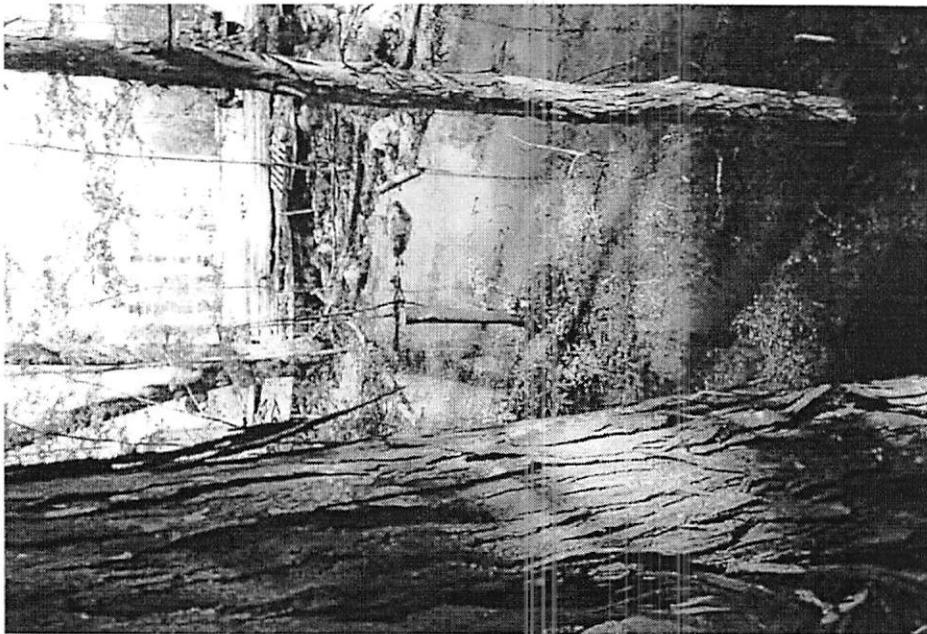


Photo: 6
File Name
photo_Boulders Realty Corp_2017-05-18_6
Photographer: Deborah Goard
Date: 5/18/2017
Location Method: GPS
Orientation(°): 341
Latitude: 42.98651
Longitude: -70.968673
Description:
From the southeastern boundary looking northwest at a monitoring well in the wetland.

Photos Taken By: Deborah Goard

All GPS points located with ESRI Collector app on Samsung Galaxy Tab S
All photographs taken with Samsung Galaxy Tab S
All directions are relative to NH Grid North per survey plans of record

Boulders Realty Corp Easement, Exeter
Digital Baseline Photographs



Photo: 7

File Name

photo_Boulders Realty Corp_2017-05-18_7

Photographer: Deborah Goard

Date: 5/18/2017

Location Method: GPS

Orientation(°): 220

Latitude: 42.987163

Longitude: -70.969842

Description:

From the eastern boundary looking southwest at the trail with evidence of old rutting from a vehicle.

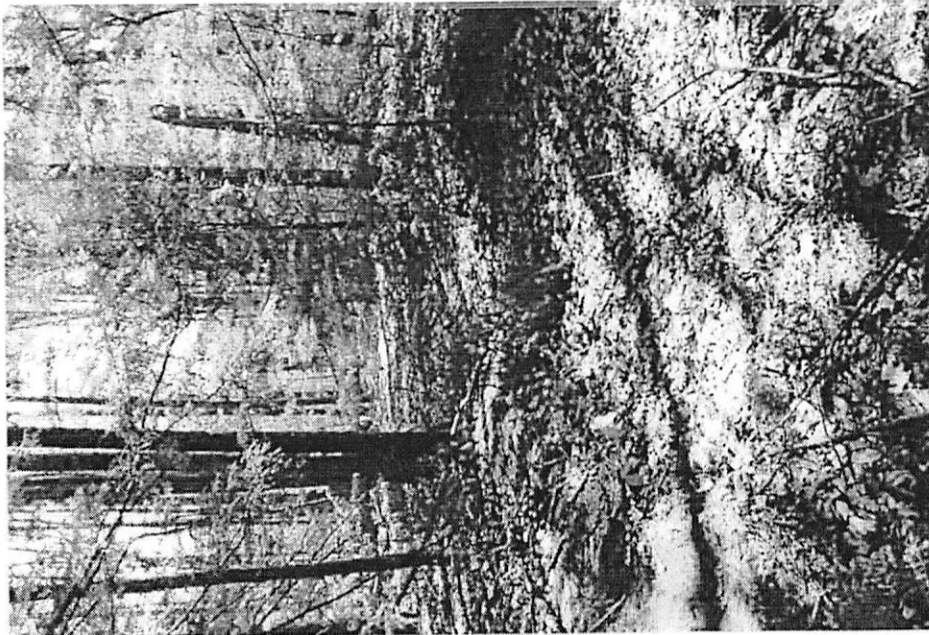


Photo: 8

File Name

photo_Boulders Realty Corp_2017-05-18_8

Photographer: Deborah Goard

Date: 5/18/2017

Location Method: GPS

Orientation(°): 80

Latitude: 42.98664

Longitude: -70.970255

Description:

From the interior of Property looking easterly along the trail at the trail's typical condition.

Photos Taken By: Deborah Goard

A handwritten signature in cursive script, appearing to read "Dan Connel". The signature is written in dark ink on a white background.

All GPS points located with ESRI Collector app on Samsung Galaxy Tab S
All photographs taken with Samsung Galaxy Tab S
All directions are relative to NH Grid North per survey plans of record

Boulders Realty Corp Easement, Exeter
Digital Baseline Photographs



Photo: 9
File Name:
photo_Boulders Realty Corp_2017-05-18_9
Photographer: Deborah Goard
Date: 5/18/2017
Location Method: GPS
Orientation(°): 321
Latitude: 42.986462
Longitude: -70.970351
Description:
From the southwest corner of the
Property looking northwesterly
along the boundary and Colcord
Pond



Photo: 10
File Name:
photo_Boulders Realty Corp_2017-05-18_10
Photographer: Deborah Goard
Date: 5/18/2017
Location Method: GPS
Orientation(°): 215
Latitude: 42.987039
Longitude: -70.970591
Description:
From the interior of the Property
just east of the western boundary
looking southwesterly at a wetland.

Photos Taken By: Deborah Goard

All GPS points located with ESRI Collector app on Samsung Galaxy Tab S
All photographs taken with Samsung Galaxy Tab S
All directions are relative to NH Grid North per survey plans of record

Boulders Realty Corp Easement, Exeter
Digital Baseline Photographs



Photo: 11
File Name:
photo_Boulders Realty Corp_2017-05-18_11
Photographer: Deborah Goard
Date: 5/18/2017
Location Method: GPS
Orientation(°): 253
Latitude: 42.987494
Longitude: -70.970312
Description:
From the interior of the Property
looking westerly at a stream.

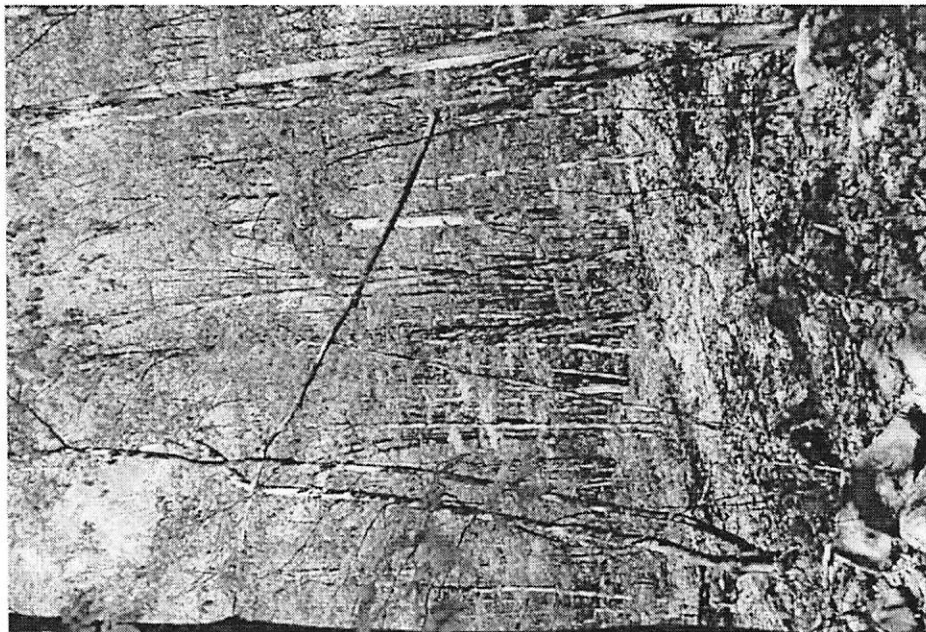


Photo: 12
File Name:
photo_Boulders Realty Corp_2017-05-18_12
Photographer: Deborah Goard
Date: 5/18/2017
Location Method: GPS
Orientation(°): 264
Latitude: 42.987494
Longitude: -70.970527
Description:
From the interior of the Property
looking westerly at a typical forest.

Photos Taken By: Deborah Goard

All GPS points located with ESRI Collector app on Samsung Galaxy Tab S
All photographs taken with Samsung Galaxy Tab S
All directions are relative to NH Grid North per survey plans of record

Boulders Realty Corp Easement, Exeter
Digital Baseline Photographs

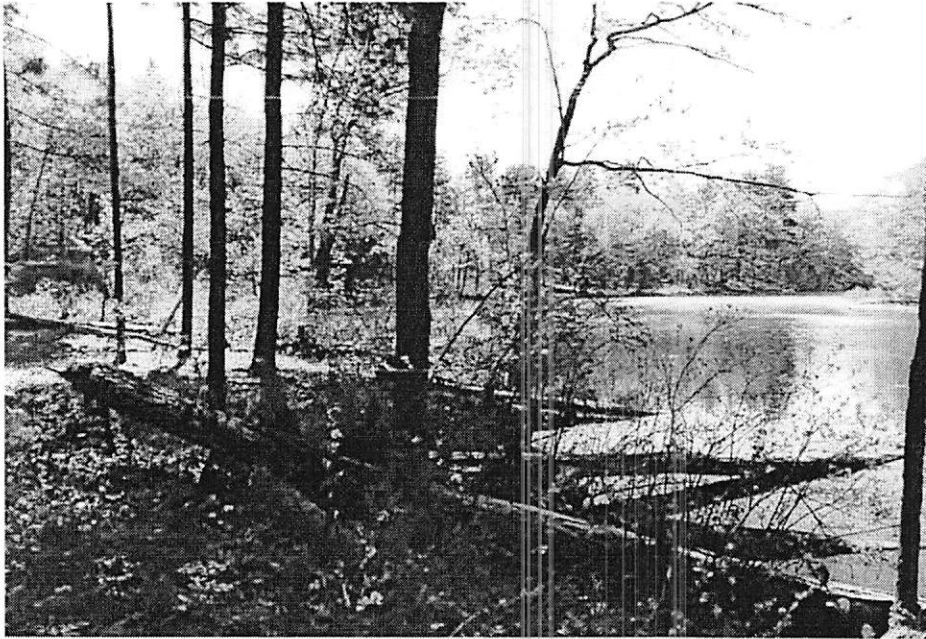


Photo: 13
File Name:
photo_Boulders Realty Corp_2017-05-18_13
Photographer: Deborah Goard
Date: 5/18/2017
Location Method: GPS
Orientation(°): 147
Latitude: 42.987057
Longitude: -70.971288
Description:
From along the western boundary
looking southeasterly along the
shoreline of Colcord Pond.

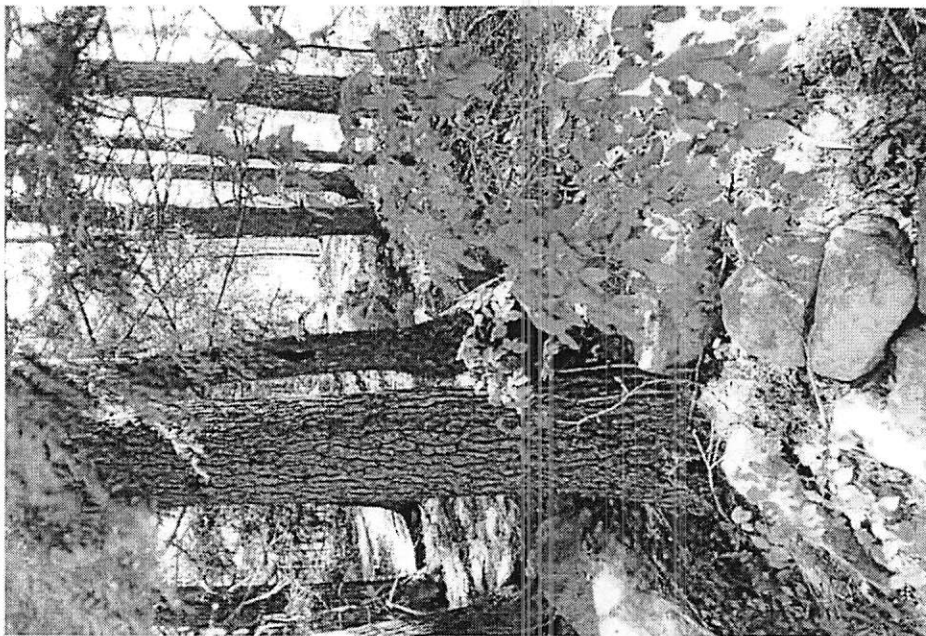


Photo: 14
File Name:
photo_Boulders Realty Corp_2017-05-18_14
Photographer: Deborah Goard
Date: 5/18/2017
Location Method: GPS
Orientation(°): 80
Latitude: 42.987646
Longitude: -70.971822
Description:
From the northwest corner looking
northeasterly along the stonewall
on the northern boundary.

Photos Taken By: Deborah Goard

All GPS points located with ESRI Collector app on Samsung Galaxy Tab S
All photographs taken with Samsung Galaxy Tab S
All directions are relative to NH Grid North per survey plans of record

Boulders Realty Corp Easement, Exeter
Digital Baseline Photographs

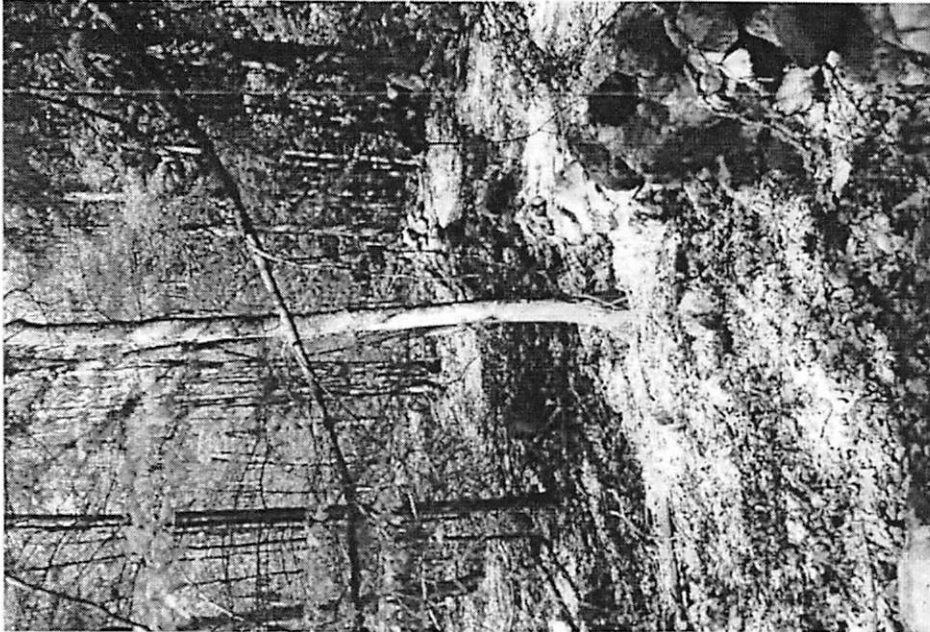


Photo: 15
File Name
photo_Boulders Realty Corp_2017-05-18_15
Photographer: Deborah Goard
Date: 5/18/2017
Location Method: GPS
Orientation(°): 262
Latitude: 42.987824
Longitude: -70.971038
Description:
From along the northern boundary
looking southwest along the
boundary.



Photo: 16
File Name
photo_Boulders Realty Corp_2017-05-18_16
Photographer: Deborah Goard
Date: 5/18/2017
Location Method: GPS
Orientation(°): 52
Latitude: 42.987935
Longitude: -70.970553
Description:
From just south of the northern
boundary looking northeasterly at a
wooden bench, metal door frame
and cement blocks.

Photos Taken By: Deborah Goard

All GPS points located with ESRI Collector app on Samsung Galaxy Tab S
All photographs taken with Samsung Galaxy Tab S
All directions are relative to NH Grid North per survey plans of record

Boulders Realty Corp Easement, Exeter
Digital Baseline Photographs



Photo: 17

File Name:

photo_Boulders Realty Corp_2017-05-18_17

Photographer: Deborah Goard

Date: 5/18/2017

Location Method: GPS

Orientation(°): 290

Latitude: 42.98797

Longitude: -70.970442

Description:

From the interior of the Property south of the northern boundary looking northwesterly at old tires and plywood and some brush.



Photo: 18

File Name:

photo_Boulders Realty Corp_2017-05-18_18

Photographer: Deborah Goard

Date: 5/18/2017

Location Method: GPS

Orientation(°): 180

Latitude: 42.987974

Longitude: -70.97046

Description:

From the interior of the Property south of the northern boundary looking south at tires and metal debris.

Photos Taken By: Deborah Goard

All GPS points located with ESRI Collector app on Samsung Galaxy Tab S

All photographs taken with Samsung Galaxy Tab S

All directions are relative to NH Grid North per survey plans of record

Boulders Realty Corp Easement, Exeter Digital Baseline Photographs

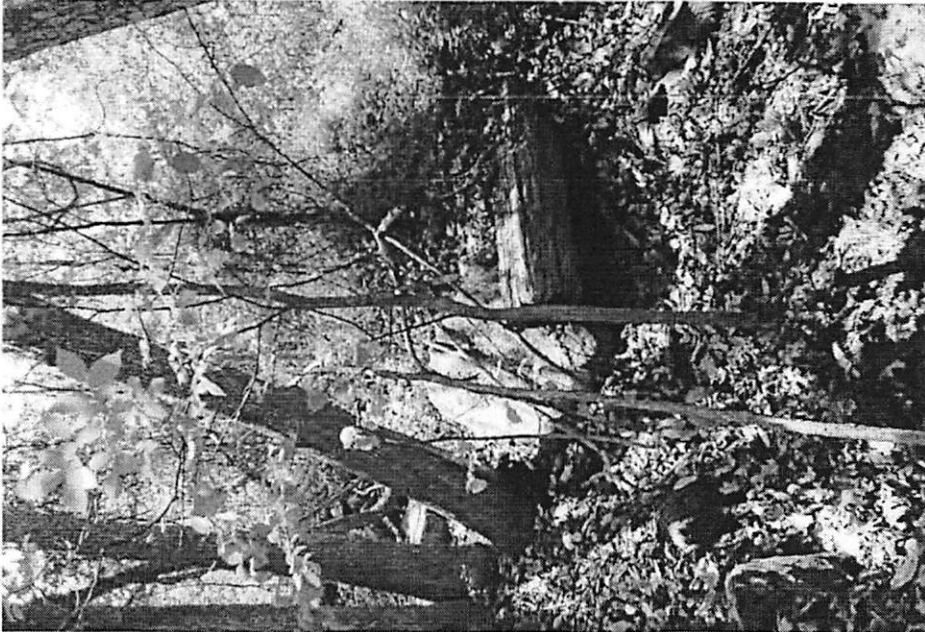


Photo: 19

File Name:

photo_Boulders Realty Corp_2017-05-18_19

Photographer: Deborah Goard

Date: 5/18/2017

Location Method: GPS

Orientation(°): 142

Latitude: 42.987962

Longitude: -70.97031

Description:

From the interior of the Property looking southeasterly at old rubber tubing, plastic sheeting, cement and tires.



Photo: 20

File Name:

photo_Boulders Realty Corp_2017-05-18_20

Photographer: Deborah Goard

Date: 5/18/2017

Location Method: GPS

Orientation(°): 35

Latitude: 42.987994

Longitude: -70.970221

Description:

From the northeastern portion of the Property looking northeast at an area of Japanese knotweed.

Photos Taken By: Deborah Goard



All GPS points located with ESRI Collector app on Samsung Galaxy Tab S
All photographs taken with Samsung Galaxy Tab S
All directions are relative to NH Grid North per survey plans of record

Boulders Realty Corp Easement, Exeter Digital Baseline Photographs



Photo: 21

File Name:

photo_Boulders Realty Corp_2017-05-18_21

Photographer: Deborah Goard

Date: 5/18/2017

Location Method: GPS

Orientation(°): 55

Latitude: 42.988014

Longitude: -70.970078

Description:

From the northeastern portion of the Property looking northeasterly at tires and metal debris.



Photo: 22

File Name:

photo_Boulders Realty Corp_2017-05-18_22

Photographer: Deborah Goard

Date: 5/18/2017

Location Method: GPS

Orientation(°): 242

Latitude: 42.988195

Longitude: -70.969789

Description:

From just south of the northern boundary looking southwesterly along the boundary at lumber on and over the boundary line from Map 55 Lot 11.

Photos Taken By: Deborah Goard

All GPS points located with ESRI Collector app on Samsung Galaxy Tab S

All photographs taken with Samsung Galaxy Tab S

All directions are relative to NH Grid North per survey plans of record

Boulders Realty Corp Easement, Exeter Digital Baseline Photographs



Photo: 23

File Name:

photo_Boulders Realty Corp_2017-05-18_23

Photographer: Deborah Goard

Date: 5/18/2017

Location Method: GPS

Orientation(°): 244

Latitude: 42.988433

Longitude: -70.969386

Description:

From the northernmost corner looking southwesterly along the northern boundary.



Photo: 24

File Name:

photo_Boulders Realty Corp_2017-05-18_24

Photographer: Deborah Goard

Date: 5/18/2017

Location Method: GPS

Orientation(°): 136

Latitude: 42.988425

Longitude: -70.96936

Description:

From the northernmost corner looking southeasterly along the eastern boundary. Note the Japanese knotweed and multiflora rose

Photos Taken By: Deborah Goard

All GPS points located with ESRI Collector app on Samsung Galaxy Tab S
All photographs taken with Samsung Galaxy Tab S
All directions are relative to NH Gnd North per survey plans of record

Boulders Realty Corp Easement, Exeter Digital Baseline Photographs



Photo: 25

File Name:

photo_Boulders Realty Corp_2017-05-18_25

Photographer: Deborah Goard

Date: 5/18/2017

Location Method: GPS

Orientation(°): 284

Latitude: 42.988073

Longitude: -70.9689

Description:

From the approximate northeasternmost corner looking into Property at area overgrown with multiflora rose and Oriental bittersweet. Note the debris.

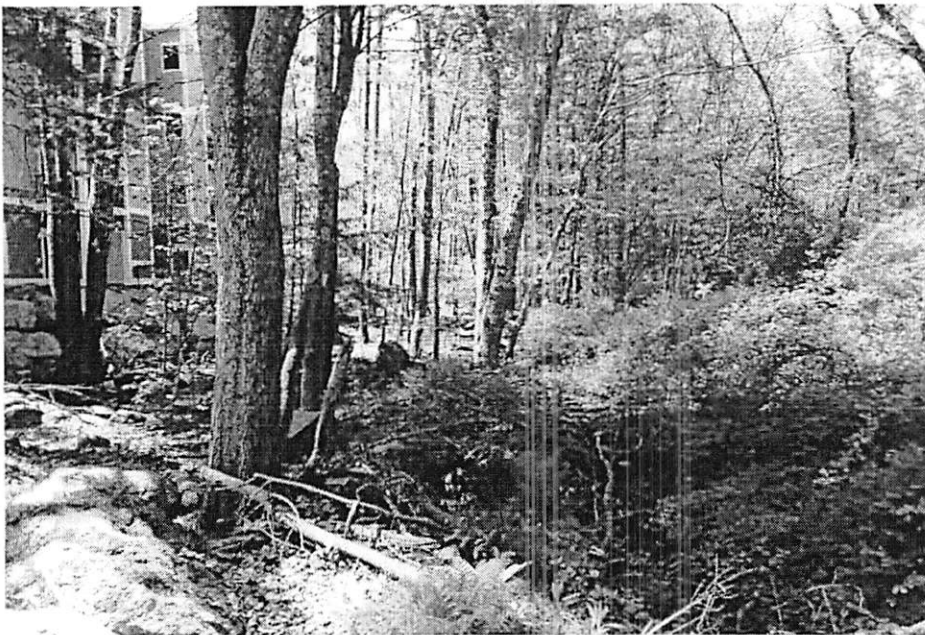


Photo: 26

File Name:

photo_Boulders Realty Corp_2017-05-18_26

Photographer: Deborah Goard

Date: 5/18/2017

Location Method: GPS

Orientation(°): 224

Latitude: 42.987775

Longitude: -70.969229

Description:

From the eastern boundary looking southwest along the boundary.

Photos Taken By: Deborah Goard



All GPS points located with ESRI Collector app on Samsung Galaxy Tab S

All photographs taken with Samsung Galaxy Tab S

All directions are relative to NH Grid North per survey plans of record

Boulders Realty Corp Easement, Exeter Digital Baseline Photographs



Photo: 27

File Name:

photo_Boulders Realty Corp_2017-05-18_27

Photographer: Deborah Goard

Date: 5/18/2017

Location Method: GPS

Orientation(°): 47

Latitude: 42.987482

Longitude: -70.969963

Description:

From the interior of the Property just west of the eastern boundary looking northeasterly at a monitoring well.



Photo: 28

File Name:

photo_Boulders Realty Corp_2017-05-18_28

Photographer: Deborah Goard

Date: 5/18/2017

Location Method: GPS

Orientation(°): 47

Latitude: 42.987488

Longitude: -70.969719

Description:

From a stake at the approximate location of a corner on the eastern boundary looking northeast along the boundary line.

Photos Taken By: Deborah Goard

All GPS points located with ESRI Collector app on Samsung Galaxy Tab S
All photographs taken with Samsung Galaxy Tab S
All directions are relative to NH Grid North per survey plans of record

Boulders Realty Corp Easement, Exeter Digital Baseline Photographs



Photo: 29

File Name:

photo_Boulders Realty Corp_2017-05-18_29

Photographer: Deborah Goard

Date: 5/18/2017

Location Method: GPS

Orientation(°): 197

Latitude: 42.987447

Longitude: -70.969698

Description:

From a stake at the approximate location of a corner on the eastern boundary looking southerly along the boundary.



Photo: 30

File Name:

photo_Boulders Realty Corp_2017-05-18_30

Photographer: Deborah Goard

Date: 5/18/2017

Location Method: GPS

Orientation(°): 16

Latitude: 42.986986

Longitude: -70.96997

Description:

From an approximate corner on the eastern boundary looking northerly along boundary.

Photos Taken By: Deborah Goard

All GPS points located with ESRI Collector app on Samsung Galaxy Tab S

All photographs taken with Samsung Galaxy Tab S

All directions are relative to NH Grid North per survey plans of record

Boulders Realty Corp Easement, Exeter Digital Baseline Photographs



Photo: 31

File Name:

photo_Boulders Realty Corp_2017-05-18_31

Photographer: Deborah Goard

Date: 5/18/2017

Location Method: GPS

Orientation(°): 138

Latitude: 42.98699

Longitude: -70.969976

Description:

From an approximate corner on the easterly boundary looking southeasterly along boundary.



Photo: 32

File Name:

photo_Boulders Realty Corp_2017-05-18_32

Photographer: Deborah Goard

Date: 5/18/2017

Location Method: GPS

Orientation(°): 291

Latitude: 42.986668

Longitude: -70.969679

Description:

From just inside the eastern boundary looking westerly at scattered construction debris from the condominium development.

Photos Taken By: Deborah Goard

All GPS points located with ESRI Collector app on Samsung Galaxy Tab S
All photographs taken with Samsung Galaxy Tab S
All directions are relative to NH Grid North per survey plans of record

Boulders Realty Corp Easement, Exeter Digital Baseline Photographs



Photo: 33

File Name:

photo_Boulders Realty Corp_2017-05-18_33

Photographer: Deborah Goard

Date: 5/18/2017

Location Method: GPS

Orientation(°): 88

Latitude: 42.986607

Longitude: -70.969446

Description:

From an approximate corner on the eastern boundary looking easterly along the approximate boundary at the ponding of water partially on the Property.



Photo: 34

File Name:

photo_Boulders Realty Corp_2017-05-18_34

Photographer: Deborah Goard

Date: 5/18/2017

Location Method: GPS

Orientation(°): 323

Latitude: 42.986632

Longitude: -70.969465

Description:

From an approximate corner on the eastern boundary looking northwesterly along the approximate boundary. Note the boundary is to the left of the silt fencing.

Photos Taken By: Deborah Goard

All GPS points located with ESRI Collector app on Samsung Galaxy Tab S
All photographs taken with Samsung Galaxy Tab S
All directions are relative to NH Grid North per survey plans of record

Boulders Realty Corp Easement, Exeter Digital Baseline Photographs



Photo: 35

File Name:

photo_Boulders Realty Corp_2017-05-18_35

Photographer: Deborah Goard

Date: 5/18/2017

Location Method: GPS

Orientation(°): 279

Latitude: 42.986632

Longitude: -70.96847

Description:

From an approximate corner on the eastern boundary in the southeastern portion of the Property looking westerly along the boundary



Photo: 36

File Name:

photo_Boulders Realty Corp_2017-05-18_36

Photographer: Deborah Goard

Date: 5/18/2017

Location Method: GPS

Orientation(°): 46

Latitude: 42.986637

Longitude: -70.968506

Description:

From an approximate corner on the eastern boundary in the southeastern portion of the Property looking northeasterly along the boundary.

Photos Taken By: Deborah Goard

All GPS points located with ESRI Collector app on Samsung Galaxy Tab S
All photographs taken with Samsung Galaxy Tab S
All directions are relative to NH Grid North per survey plans of record

Memo

To: Russ Dean, Town Manager
From: Eric Wilking, Deputy Emergency Management Director
CC: Brian Comeau, EMD
Date: May 5, 2017
Re: Radiological Emergency Response Plan

Russ, Please find enclosed a copy of our revised Radiological Emergency Response for Nuclear Facilities Plan. The complete document includes maps, forms, and job aids (checklists) for each EOC position.

As required by FEMA and the United States Department of Energy, we started the process of reviewing our existing RERP plan last year. The existing plan was developed in 2013 and adopted in 2014. We were assisted by NH Homeland Security and Emergency Management throughout the process.

The base plan is essentially a pre-approved template that each community uses to identify specific procedures, challenges, and issues related to communications, notifications, evacuations and command and control of response assets. We completed the review in December 2016, forwarded the DRAFT plan to NH Homeland Security and Emergency Management and they in turn forwarded the plan to FEMA for final approval.

We recently received notification that the plan has been approved and requires the signature of the Selectboard Chairman. Once signed and dated we will return page 3 of 40 to NH Homeland Security and Emergency Management and the plan will remain in effect until another required review replaces it.

I have included a separate "Notice of Promulgation" page for a signature. I'm not sure this needs a lot of fan fare, the chair can sign it in your office as normal business, unless you prefer we present the plan publically. Either way I am prepared to assist in any way you feel appropriate.


Eric Wilking
Deputy Emergency Management Director

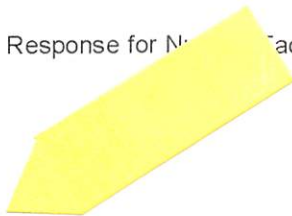
Notice of Promulgation

The publication of the Town of Exeter Radiological Emergency Response for Nuclear Facilities Plan represents a concerted effort on the part of the municipal government to provide a mechanism for effectively responding to and recovering from the impact of an emergency or incident at Seabrook Station Nuclear Power Plant.

The stated purpose of this Plan and associated supporting documents and attachments is to facilitate the delivery of municipal resources, including those through mutual aid and State assistance, to provide needed assistance and relief to those affected by such an incident.

The adoption of this Plan nullifies all previously adopted by this municipality for radiological emergency response for nuclear facilities.

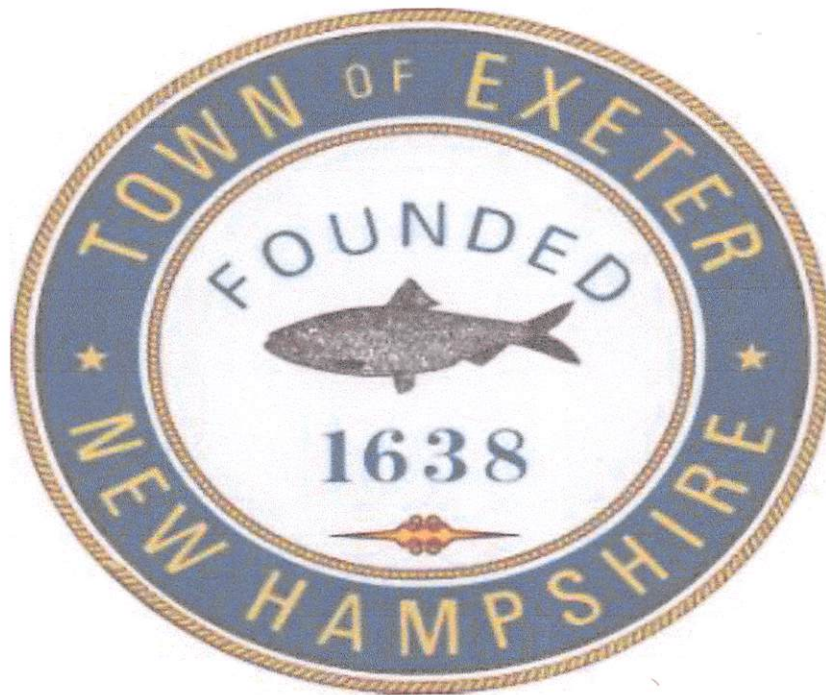
The Town of Exeter Radiological Emergency Response for Nuclear Facilities Plan is adopted effectively this day, the _____ of _____, 2017.



Signed: _____
Chairman - Board of Selectmen

Town of Exeter

Radiological Emergency Response for Nuclear Facilities Plan



December 2016

Developed in conjunction with:

New Hampshire Homeland Security and Emergency Management

Technological Hazards Section



Town of Exeter – Radiological Emergency Response Plan

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Notice of Promulgation

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The stated purpose of this Plan and associated supporting documents and attachments is to facilitate the delivery of municipal resources, including those through mutual aid and State assistance, to provide needed assistance and relief to those affected by such an incident.

The adoption of this Plan nullifies all previously adopted by this municipality for radiological emergency response for nuclear facilities.

The Town of Exeter Radiological Emergency Response for Nuclear Facilities Plan is adopted effectively this day, the _____ of _____, 2017.

Signed: _____
Chairman - Board of Selectmen

Approval and Implementation

The Town of Exeter Radiological Emergency Response for Nuclear Facilities Plan contains the planning information and procedures specific to the Town of Exeter. It is based on guidance criteria developed by the Nuclear Regulatory Commission (NRC), the Federal Emergency Management Agency (FEMA), and the State of New Hampshire. Radiological Emergency Preparedness (REP) is a combined responsibility of the various components of the Offsite Response Organization (ORO).

This Plan addresses the ability of the Town of Exeter, in coordination with the State of New Hampshire and Seabrook Station Nuclear Power Plant, to provide a rapid and integrated response to an emergency at the nuclear power plant. It is applicable to all elements of the jurisdictional all-hazards preparedness and response program.

This Plan is a living document and is the principal source of documentation concerning the Town of Exeter radiological emergency response. All users of the plan and the State of New Hampshire may recommend changes and will provide information concerning contact and capability upon request. Changes dealing with policies and procedures must go through a formal revision process which includes the signature of the chief elected official. All other changes may be made without such revision change. The Emergency Management Director is responsible for the development of and general oversight of the plan and will annually certify this Plan to be current. Revisions to the Plan, in total, should be considered at least once every two years.

All changes and revisions will be provided to NH Homeland Security and Emergency Management (HSEM) when made. On an annual basis, HSEM will review and approve the local plan and biannually submit the revision changes to FEMA for review and approval.

Proposal for Changes, Corrections, Additions & Deletions Form

To: Emergency Management Director
Town of Exeter, Division of Emergency Management
20 Court Street
Exeter, NH 03833

Re: Town of Exeter Radiological Emergency Response for Nuclear Facilities Plan

Proposal for Changes, Corrections, Additions & Deletions

Any user of this Plan is encouraged to recommend changes that the user feels may enhance or clarify a particular portion of this Plan. Suggested changes should be submitted to the Emergency Management Director at the above address for consideration. The Emergency Management Director will respond with a written form, as to whether or not the suggestion will be implemented and, if not, why it will not be implemented. The format of the suggested changes should be:

Identify One: Base Plan ____ Appendix ____

Section:

Paragraph/Subparagraph:

Page Number:

Currently Reads:

Proposed Change:

Other Comments:

Submitted by (Name):

Agency/Organization:

Contact (Phone or email):

Date:

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- Attachment A: Maps
- Attachment B: Inventories
- Attachment C: Job Aids and Procedures
- Attachment D: Dosimetry Equipment and Procedures
- Attachment E: Applicable Forms
- Attachment F: Crosswalk

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- Appendix A: Exeter EOC Staffing Levels
- Appendix B: Exeter Text/Call List

I. Purpose and Scope

This Plan is a local-level coordinated emergency management document for Town of Exeter's response to an incident at the Seabrook Station Nuclear Power Plant. It is based on planning guidance criteria developed by the NRC and FEMA (NUREG-0654/FEMA-REP-1, Rev.1 and subsequent supplements) concerning incidents at nuclear power plants. Radiological Emergency Preparedness is a combined responsibility of the various components of the offsite response organization. It is designed to describe the local level response organization, its roles and responsibilities and its integration into an overall State and Federal response.

The information and concept of operations contained in this document relating to Hostile Action Based (HAB) incidents may be generalized and is intended only to document the major policies and procedures for responding to security events at the nuclear power plants.

In a radiological emergency response for nuclear power plants, command and control are managed from the State level down to the Local level. Therefore, some responsibilities will be noted as specific to the State and/or Federal government agencies. All Federal assistance will be arranged for and provided through State Emergency Management agencies only.

This Plan is operations-oriented providing guidance for local actions unique to an incident at a nuclear power plant as part of the ORO. It addresses the ability of Town of Exeter's local government and support agencies to provide a rapid and coordinated response to radiological emergencies and is applicable to all elements of the local response that would have functional responsibilities for this type of incident. It supports the *State of New Hampshire State Emergency Operations Plan (SEOP)* and the *State of New Hampshire Radiological Emergency Response for Nuclear Facilities Incident Annex*. It will provide the guidance for planning and carrying out emergency operations necessary for the implementation of protective actions and procedures for the offsite management of radiological incidents. It is meant to be used in conjunction with *Attachment B – Implementing Procedures for EPZ Communities*.

A. Legal Authorities

RSA 107-B is intended to protect the health and welfare of New Hampshire citizens through the initiation of a program to provide for the formulation of a Radiological Emergency Response Plan and procedures for its implementation. While HSEM has lead responsibility, affected local governments are expected to cooperate in the response effort. In response to extreme emergency situations, emergency management agencies in local municipalities are essentially authorized to exercise emergency powers without regard to time-consuming procedures and formalities prescribed by law, with the exception of mandatory constitutional requirements. The declaration of a State of Emergency by the Governor may suspend selected rules and regulations that impede emergency response and/or recovery operations. The Revised Statutes for New Hampshire specify that each political subdivision of the state shall establish a local emergency management organization with a director appointed by local elected officials (RSA 21P:39). Each community is responsible for designating an Emergency Management Director (EMD) who is responsible for ensuring that the coordination and command & control function is addressed in the local Emergency Operations Center (LEOC). Several other sections apply to Emergency Planning Zone (EPZ) communities and are referenced in the Authorities and References.

II. Assumptions

Radiological emergencies at a nuclear power plant can range from a minor emergency with no offsite effects to a major incident that may result in an offsite release of radioactive materials. The overall objective of radiological emergency response planning and preparedness is to minimize radiation exposure from an emergency that could produce offsite radiation doses in excess of the Protective Action Guidelines (PAGs) established by the Environmental Protection Agency (EPA). Minimizing radiation exposure will reduce the consequences of an emergency to persons in the area

Given the variance in events that could occur, this Plan identifies parameters that are based on knowledge of the possible consequences, timing and release characteristics of a spectrum of emergencies. No specific emergency sequence can be isolated as the model for which to plan because each emergency could have different consequences, both in nature and degree. This Plan will identify the most appropriate response activities at a local level for each emergency classification as identified by the nuclear power plant.

Most security-related procedures and policies are considered “law enforcement sensitive” or classified as “safeguards information” by the plant. This detailed information is contained in classified planning documents. Those with a “need to know” have access to those plans and procedures which are maintained at the State, Federal and utility level.

III. Nuclear Facilities

The NextEra Energy Seabrook Station Nuclear Power Plant has one Westinghouse Pressurized Water Reactor and is located on a 900-acre site in the southeast corner of New Hampshire in the Town of Seabrook. On the coast of NH, it is two miles north of the Massachusetts border, 13 miles south of Portsmouth, NH and about 40 miles north of Boston. It is operated by NextEra Energy Seabrook LLC, which owns 88.2% of the facility. Three Massachusetts municipal utilities jointly own the other 11.8%. It is the largest reactor in New England and provides about 7% of the region's electricity. The reactor core is comprised of 193 fuel assemblies.

Facts at a Glance:

- Construction permit issued June, 1976
- Full-power operating license received March, 1990
- Began commercial operations in August, 1990
- Economic impact is approximately \$10 million annually.

The secondary system cooling tunnels consist of two, three-mile-long tunnels bringing water to and from the Atlantic Ocean. Seabrook Station generates about 1,244 watts of electricity -- enough power to supply the annual needs of more than 1.2 million families. Located in the NRC Region 1, its license is due to expire on October 17, 2026. A license renewal application for an additional 20 years has been submitted to the NRC.

A. Emergency Classification System

The emergency classification system will form the basis for determining the level of response to a nuclear incident. A local jurisdiction may activate their LEOC at any classification level.

There are four classifications used by the licensee to classify incidents. These classes could develop sequentially; however, the possibility exists that the first indication of a problem could result in immediate declaration of any of the emergency classes. HAB events may escalate rapidly throughout the classifications with or without a release. Some of the incident initiators from the plants include security-related events.

In increasing order of significance:

1. Unusual Event

Events are in process or have occurred which indicate a potential degradation in the level of safety of the plant or indicate a security threat to facility protection has been initiated. No releases of radioactive material requiring offsite response or monitoring are expected unless further degradation of safety systems occurs.

2. Alert

Events are in process or have occurred which involve an actual or potential substantial degradation in the level of safety of the plant or a security event that involves probably life threatening risk to site personnel or damage to site equipment because of HOSTILE ACTION. Any releases are expected to be limited to small fractions of the EPA Protective Action Guideline exposure levels.

3. Site Area Emergency

Events are in process or have occurred that involve actual or likely major failures in plant functions needed for protection of the public or HOSTILE ACTION that results in intentional damage or malicious acts; (1) toward site personnel or equipment that could lead to the likely failure of or; (2) prevent effective access to, equipment needed for the protection of the public. Any releases are not expected to result in exposure levels which exceed the EPA Protective Action Guideline exposure levels beyond the site boundary.

4. General Emergency

Events are in process or have occurred which involve actual or imminent substantial core degradation or melting with potential for loss of containment integrity or HOSTILE ACTION that result in an actual loss of physical control of the facility. Releases can be reasonably expected to exceed EPA Protective Action Guideline exposure levels offsite for more than the immediate site area.

HOSTILE ACTION is defined as: An act toward a nuclear power plant or its personnel that includes the use of violent force to destroy equipment, take hostages, and/or intimidate the licensee to achieve an end. This includes attack by air, land, or water using guns, explosives, projectiles, vehicles, or other devices used to deliver destructive force. Other acts that satisfy the overall intent may be included. HOSTILE ACTION should not be construed to include acts of civil disobedience or felonious acts that are not part of a concerted attack on the nuclear power plant. HOSTILE FORCE is defined as one or more individuals who are engaged in a determined assault, overtly or by stealth and deception, equipped with suitable weapons capable of killing, maiming, or causing destruction.

IV. Emergency Planning Zones and Host Communities

A. Plume Exposure Pathway Emergency Planning Zone

The Town of Exeter is located in the Seabrook Station EPZ. The EPZ is the area surrounding a nuclear power plant for which detailed planning is needed to assure that prompt and effective actions can be taken to protect the public in the event of a radiological emergency. In a particular emergency, protective actions may be restricted to a small part of the EPZ. The Plume Exposure Pathway planning includes elements that can be used to provide mitigating steps to protect the public. Although the radius of the EPZ implies a circular area of approximately 10 miles around the nuclear power plant, the actual shape will depend on local conditions such as topography, land use characteristics, access to State routes, jurisdictional boundaries and other considerations.

All 17 communities in the EPZ have chosen to include their entire jurisdiction in the EPZ.

B. Ingestion Pathway Emergency Planning Zone

The ingestion pathway zone extends for a radius of approximately 50 miles from the incident/plant site. Primary potential exposure source from this pathway would be from deposited radioactive materials, re-suspension of deposited radioactive material, and the ingestion of contaminated water or foods such as milk, fresh produce or aquatic foodstuffs. For this pathway, the planning effort involves the identification of potentially radiologically contaminated food and water. Following identification, control measures will be used to minimize danger to the public. In this zone, detailed planning is done to mitigate the effects of the release of radioactivity on the food chain. All EPZ towns including the Town of Exeter are also considered part of the Ingestion Pathway EPZ.

C. Emergency Response Planning Areas

The 10-mile EPZ surrounding the Seabrook Station nuclear power plant is subdivided into seven Emergency Response Planning Areas (ERPAs). The ERPAs are generally utilized in the Protective Action Decision (PAD) process and in developing Protective Action Recommendations (PARs) in the event of an emergency at Seabrook Station. ERPA B and ERPA E cover communities in the Commonwealth of Massachusetts and PADs or PARs will be governed by Massachusetts. The Town of Exeter is located in ERPA F. A map of the ERPAs is included in Attachment A.

D. Host Communities

Through the EMD or designee, host communities will activate the reception center upon request from the SEOC. Reception centers must plan to monitor 20% of the evacuees assigned (based on the population of the assigned communities) within a twelve-hour period. Reception centers provide for the emergency service needs of evacuees, including residents, transients, and emergency workers leaving the EPZ. Emergency workers may receive monitoring and decontamination services at the closest reception center to where they are serving. There are three reception centers for the Seabrook Station EPZ: Dover, Manchester, and Rochester, NH. The Town of Exeter is assigned to the reception center at the Memorial High School, located at 1 Crusader Way, Manchester, NH 03103. The reception center is capable of providing:

- Evacuee registration
- Remote rendezvous coordination
- Emergency clothing and supplies distribution
- Referrals for additional medical services and congregate care centers (shelters)
- Monitoring and decontamination

V. Concept of Operations

The State of New Hampshire Offsite Response Organization is comprised of various levels of government, support, and service agencies and organizations working in concert with each other. At the local level, individuals and organizations in the Town of Exeter carry out activities collaboratively to ensure a comprehensive approach to the local response.

Offsite response organizations have developed plans and procedures for the protection of the public from the effects of radiation resulting from a plume of radioactive materials for the Plume Exposure EPZ and control of potentially contaminated foodstuffs and water in the Ingestion Exposure EPZ. Direction and control of emergency operations in the Seabrook Station EPZ is from the State level to the Local level.

Commercial nuclear power plant licensees will notify the State of New Hampshire of an emergency in accordance with regulatory requirements. Each principal response entity involved in the response, including the Town of Exeter, must be able to retain a response posture on a continuous basis for a protracted period of time (24/7).

This Plan will provide guidance on planning for and carrying out of emergency logistical operations necessary for the implementation of protective actions and procedures for the offsite management of radiological incidents within the EPZ.

The Town of Exeter REP Plan represents the response to an emergency at Seabrook Station. The Plan identifies potential situations and assumptions, summarizes policies and outlines steps for REP implementation. Also included are the specific tasks for personnel with assigned responsibilities in the Town of Exeter.

Local Offsite Response Organization (ORO)

In the event of an incident at Seabrook Station, local emergency response organizations become part of the coordinated ORO. EPZ and Host municipalities will receive direction and information from HSEM during a nuclear power plant incident.

The Town of Exeter is located in southeast Rockingham County in the State of New Hampshire and part of the 10-mile EPZ for Seabrook Station. The town has several state roadways, most notably Rt. 101, exits 9 through 12, Routes 27, 85, 88, 108, 111, 11A and an active commuter and freight railway service linking Portland, Maine to Boston, Massachusetts. The town is less than 10 miles from the Pease International Tradeport, petroleum tank farms at Newington, NH and the Portsmouth Naval Shipyard. The center of Exeter is home to the prestigious Phillips Exeter Academy, home to over 1000 students from around the world and has a faculty staff of approximately 400, a vibrant downtown shopping district and a historic Town Hall, Town Office building and the Public Safety Complex, housing the Police and Fire Departments as well as the Emergency Operations Center (EOC).

The permanent population of the Town of Exeter is approximately 15,000, with an additional population of 1,500-2,000 during the academic school year. The Town of Exeter's children attend the Lincoln and Main Street Elementary Schools, the Exeter Regional High School and the Seacoast School of Technology. The community also has a hospital, nursing homes and congregate care centers that may require special assistance in the form of transportation of disabled persons and/or additional transportation, such as vans, buses or wheelchair vans. Special facilities and their locations within the community are identified on evacuation maps as well as are listed in Attachment A, and are included on the HSEM Community Update Sheet. Maps are created in conjunction with HSEM and updated annually using the most current information available.

The Town of Exeter's local government has the primary role in implementing State-recommended precautionary and protective actions to reduce risks to the public from an emergency at Seabrook Station. The EPZ and Host communities affected by an emergency are responsible for directing the initial response. The Town of Exeter will coordinate and direct such actions through the Division of Emergency Management and other local emergency response agencies within its jurisdiction. The Emergency Management Director and the individuals coordinating activities for each of the response organizations/agencies are responsible for ensuring a continuity of resources over a 24-hour period.

It is anticipated that with an Unusual Event emergency classification that the Town of Exeter will maintain primary responsibility for coordinating the emergency response within its jurisdiction. During a major emergency in New Hampshire, HSEM may request non-impacted municipalities to activate their emergency operations centers for provision of emergency assistance. As the emergency situation progresses, the State may assume authority, command and control. Based upon the severity of the incident, HSEM may draft a request to the Governor's Office for a declared State of Emergency.

Local schools are part of the Local EOC. Their direction will come directly from the LEOC with support provided to them in their activities by SAU 16 and the SAU Superintendent. Information will also be provided directly to the Superintendents by the NH Department of Education representative in the State Emergency Operations Center (SEOC).

VI. Assignment of Responsibility

The Town of Exeter is governed by a Town Manager and Board of Selectmen, with administrative control of the community. The Town of Exeter has approximately 150 employees, employed by 5 major fulltime departments. The police department has 41 employees, the fire department has 38 employees, the department of public works, including the water & sewer departments has 45 employees and 26 employees work within the town office to support general government. These employees have capabilities that have specific response responsibilities during a REP incident. The Town of Exeter has the capability for continuous 24-hour operations for a protracted period of time. In the event that the Town of Exeter is unable to fulfill its responsibilities the State of New Hampshire will assume and carry out those responsibilities through a Compensatory Plan.

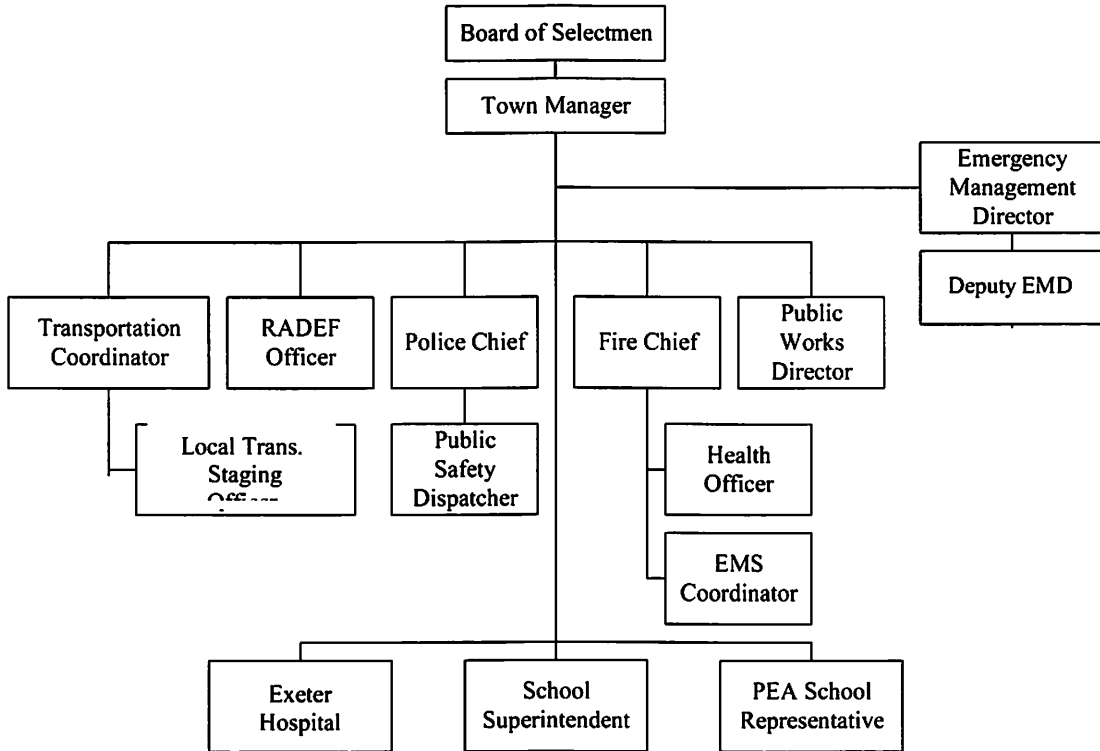
The Town Manager or representative of the Board of Selectmen has responsibility for local REP and emergency response during a radiological emergency. This responsibility has been delegated to the Emergency Management Director and/or Deputy Emergency Management Director. The off-site response organization in Exeter consists of the Town Manager, Selectman's Representative, Emergency Management Director, Police Chief, Fire Chief, Director of Public Works, Health Officer, and representatives from SAU 16, Exeter Schools, the Exeter Hospital, and Phillips Exeter Academy.

Emergency Communications in Exeter is the responsibility of the police department. A dispatch supervisor and 8 employees are assigned to staff the dispatch center 24-hours a day, and coordinate response and communications for both the police department and fire/EMS emergencies. A system of VOIP text messaging is the primary notification of employees required to staff the EOC in the event of an emergency. A backup system of telephone numbers, emergency pagers, and 2 way radios are all maintained and tested during preparation and planning activities.

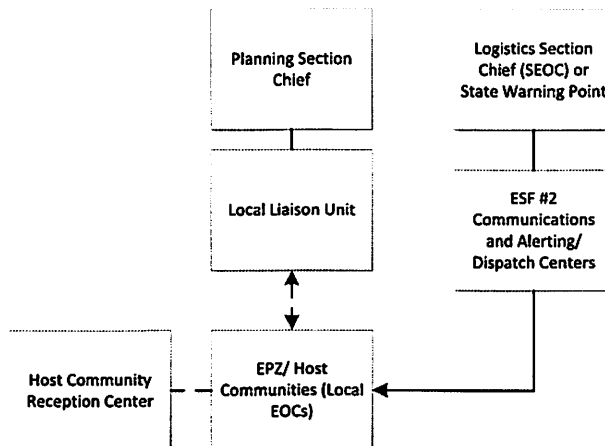
The Town of Exeter has developed relationships with community and support organizations through meetings, training and exercises that allow us all to function effectively should the need arise. All town departments, as well as representatives from the Exeter Hospital, SAU 16 and the Exeter Schools and Phillips Exeter Academy all participate in these trainings and exercises. Additional resources are available to Town of Exeter through other organizations and agencies. These agencies or organizations have been grouped together in emergency support functions (ESFs) and Letters of Agreement (LOAs) and/or Memoranda of Understanding (MOUs) are kept on file with the Emergency Management Director that identifies the types of resources, services or personnel that will be provided. Activation criteria and methods of such LOAs and MOUs are also identified in the document. The Emergency Management Director or designee is responsible for annual review and updating of the agreements.

Town of Exeter – Radiological Emergency Response Plan

Town of Exeter Organizational Structure – Chart VI-1



Town of Exeter relationship to State and Host Organization – Chart VI-2



Town of Exeter – Radiological Emergency Response Plan

The functions of the Town of Exeter in a radiological response incident are:

- **Command:** Establishes local command, ensures local responder safety, assesses local priorities, develops local operational objectives, manages local resources and coordinates the overall local emergency activities.
- **Planning:** Collects, evaluates, disseminates and uses information about the incident and available resources. Also creates the Incident Action Plan to define the response activities and resource utilization plans.
- **Operations:** Directs and coordinates all operations, requests and releases resources and provides situational awareness.
- **Logistics:** Provides facilities, services and materials for the incident.
- **Administration/Finance:** Tracks the costs associated with the incident.

Additionally, the Town of Exeter is responsible for specific functions in response to an incident at Seabrook Station Nuclear Power Plant including:

- Command and Control
- Notification
- Emergency Communications
- Public Alerting and Emergency Information
- Emergency Facilities and Equipment
- Public Health
- Radiological Exposure and Control
- Protective Response
- Recovery and Re-entry

Town of Exeter Functions and Responsibilities – Chart VI-3

PREPAREDNESS ACTION

LEGEND P: Primary Responsibility S: Secondary Responsibility	Town Manager	EMD or Deputy	Fire Chief	Transportation	RADEF Officer	Police Chief	Health Officer	DPW Director	EMS Coordinator	Local Trans. Staging Officer
Assign Responsibility for Preparedness & Response Activities	P	S								
Assess Staffing Needs		p	S			S		S		
Assess Transportation Needs		S		p					S	S
Assess Training Needs	S	p	S	S	S	S	S	S		
Assess Resource Needs		p	S	S		S		S		
Maintain Emergency Facilities		p	S			S		S		
Maintain/Managing Communication Systems and Center		S				p				
Maintain Alert System		S				p				
Maintain PDAFN List		S		p					S	
Maintain Training Records		p	S							
Maintain Supplies in EOC & Support Materials (Maps, etc.)		p	S		S					

Town of Exeter – Radiological Emergency Response Plan

Maintain dosimetry-quarterly checks – including KI		S				p					
Review and Update Evacuation Routes and TCPs	S	p									
Review & Update REP Plan Annually	S	p									
Review & Update Job Aids/Checklists	S	p	S	S	S	S	S	S	S	S	S
Review & Update MOUs & LOAs	S	p									
Review and Update Quarterly Reports to HSEM	S	p									
Review & Update Contact Lists of Emergency Personnel	S	p									
Review & Update Special Facilities – Contacts & Information		p		S						S	
Review & Update Public Education Information	S	p					S				
Schedule Annual Trainings (Include WebEOC as appropriate)		p	S								
Test Communications Monthly (Include WebEOC as appropriate). Maintain records		p				S					
Participate in REP Workshops, TTXs, Drills and Exercises	S	p	S	S	S	S	S	S	S	S	S
Develop Annual Assessment Budget	S	p									
Verify that local sirens have activated as scheduled (Emergency Only)		p				S					
Incident Command (as appropriate)	S	p	S	S	S	S	S	S	S	S	S

A. Accident Assessment

The NH Department of Health and Human Services, Division of Public Health Services, Radiological Health Section (RadHealth) and Seabrook Station Nuclear Power Plant will provide accident assessment and PARs for the EPZ based on plant status and prognosis. The results will be reported to the State and ORO per notification procedures. The analysis of samples collected by the field monitoring teams will be conducted per RadHealth procedures. Accident assessment and its auxiliary components are the responsibility of the State and/or Federal partners.

VII. Direction, Control, and Coordination

In the Town of Exeter, the Town Manager, acting through the EMD is responsible for the local emergency response as well as the coordination of the REP response activities within the community. EPZ communities provide direction and control of the emergency response within their jurisdiction. However, since a radiological emergency could potentially affect a number of communities and the legal authority for radiation protection rests with the NH Department of Health and Human Services, Division of Public Health Services (DPHS), and the coordination of emergency response activities resides with HSEM, the State of New Hampshire has accepted overall command and control for this type of emergency response.

The Local Emergency Operations Center (LEOC) is located at 20 Court Street on the 2nd floor of the public safety complex. This building is home to the fire department, police department and also serves as the dispatch center for the town. The LEOC is activated for many reasons, including radiological emergencies, natural and manmade disasters as well as planned events, and serves as the hub of communications.

The Town of Exeter has established 4 levels of LEOC operations, (See Appendix A). The first level is **Normal Operations**. During this level there is no known incident, event or threat. The departments throughout the town all have priorities and responsibilities, and the focus is on day-to-day operations.

The 2nd level is **Operation Level 1**. During Level 1 an incident, event or threat has been identified and requires monitoring, but does not yet require full activation and staffing of the LEOC. A declared **Unusual Event** at the Seabrook Nuclear Power Station would cause the Town of Exeter to move to level 1. At this level the Town Manager is notified and the Emergency Management Director and/or Deputy EMD are in communication with NH HSEM via telephone, email or text messaging and awaiting additional information or instructions. All town department heads continue with normal day-to-day operations.

The 3rd level is **Operation Level 2**. During Level 2 an incident, event or threat has been identified that requires action. At this level the LEOC is staffed and operational to support information sharing, necessary resources and logistical support. These resources and support are often within the capabilities of the Town of Exeter and/or its mutual aid partners. A declared **Alert** at the Seabrook Nuclear Power Station would cause the Town of Exeter to move to level 2. At this level the Town Manager is directed to report to the LEOC and the Emergency Management Director and/or Deputy EMD are in communication with NH HSEM via WebEOC, radio, telephone, email and/or text messaging, and awaiting additional information or instructions. Additionally, the following positions are requested to report to the LEOC: Police Chief, Fire Chief, DPW Director, RADEF Officer, and Transportation Coordinator.

The 4th level is **Operation Level 3**. During Level 3 an incident, event or threat has been identified that requires action. At this level the LEOC is staffed and operational to support information sharing, necessary resources and logistical support. These resources and support are often beyond the capabilities of the Town of Exeter and/or its mutual aid partners. A declared **Site Area Emergency** and/or **General Emergency** at the Seabrook Nuclear Power Station would cause the Town of Exeter to move to level 3. At this level the Town Manager is directed to report to the LEOC and the Emergency Management Director and/or Deputy EMD are in communication with NH HSEM via WebEOC, radio, telephone, email and/or text messaging, and awaiting additional information or instructions. Additionally, the following positions are requested to report to the LEOC: Police Chief, Fire Chief, DPW Director, RADEF Officer, Transportation Coordinator, Local Transportation Staging Officer, EMS Coordinator, Health Officer, Dispatch Supervisor, and a 2-way radio and/or HAM radio operator. At this level our cooperating and assisting agencies would also be requested to send a representative to the LEOC. These include: Exeter Hospital, SAU 16 – Exeter Schools, and Phillips Exeter Academy.

Town of Exeter – Radiological Emergency Response Plan

LEOCs will coordinate and provide command and control to the community's response. Command and control responsibilities include, but are not necessarily limited to:

- Ensuring the emergency organization is activated in a timely manner.
- Directing facility activation and continued operation.
- Implementing protective actions for both emergency workers and the public.
- Making timely decisions during emergency situations.
- Providing briefings on a periodic basis and reviewing significant status changes with the State.
- Reviewing planned response activities for adequacy and proper interface with other ongoing emergency activities.
- Obtaining additional resources as is necessary to assist the local response.
- Providing assurances that response activities have been successfully completed.

These responsibilities, as well as more specific functions, are identified in Attachment C. The assignments in these procedures provide important continuity which supports the overall emergency response effort in the State of New Hampshire.

A. Notification Methods and Procedures

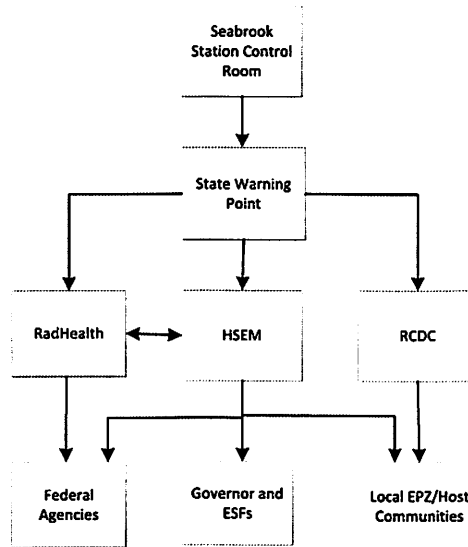
The NH Department of Safety, Division of State Police, Headquarters Communications is the designated State Primary Warning Point in the event of a radiological emergency. When the State Warning Point receives and verifies a message, they will notify Rockingham County Dispatch Center (RCDC). This local dispatch center will notify the Town of Exeter ORO.

The Town of Exeter has elected to be notified upon declaration of an Unusual Event. Once the SEOC becomes operational and has assumed communications from the State Warning Point, the primary method of notification and communications to the local communities will be through the Local Liaisons or directly from ESF#2-Communications at the SEOC. Backup communications related to incident information and PARs will be done through Form 300B posted on WebEOC from the SEOC. Tertiary redundancy for notification will be through Command and Control radio or by amateur radio operations.

Rockingham County Dispatch Center will contact the Town of Exeter public safety dispatcher via telephone or use 2 way radio communications in the event of telephone failure. They will deliver the necessary message and the Town of Exeter public safety dispatcher will in turn contact the appropriate positions via VOIP text message/paging, (See Appendix A). In the event of system failure, the dispatcher will turn to telephone communication to notify the necessary positions to staff the LEOC. Primary communications with the SEOC and/or neighboring communities is conducted using WebEOC, however telephone, 2-way radio and text message/paging serve as back-up sources of communications.

The State Communications links required for Initial Notification to local dispatch and communities are as follows:

Communications Links with Local Communities – Chart VII-1



B. Public Alert and Notification

The primary responsibility for alert and notification of the public rests with the State of New Hampshire and Seabrook Station. The Public Alert and Notification System (PANS) consists of several methods including sirens (located throughout the EPZ) which can be activated by the State with back-up by RCDC. Individual communities may activate the sirens in their jurisdiction upon request from HSEM. The State also has a reverse-911 system (ReadyNH) and Seabrook Station as well as the Town of Exeter utilizes CodeRED emergency notification system.

The audible alert is to advise people to listen to Emergency Alert System (EAS) radio stations to receive emergency information and instructional messages from State officials. The selected Emergency Public Information (EPI) outlet for the Seabrook Station EPZ is FM 97.5 WOKQ. (Other EAS/EPI stations are listed in *State of New Hampshire Radiological Emergency Response for Nuclear Facilities Incident Annex*). Town of Exeter's EOC will be informed by the State of the time of siren activations and EAS messages. LEOCs are responsible for verifying that local sirens have sounded at the scheduled time.

Public alert and notification also includes the dissemination of official public information through the news media during a radiological emergency and the recovery period immediately following. Careful coordination of news releases among local, State, Federal and the nuclear power facility organizations is essential to ensure consistency of information to preclude public confusion and thus facilitate orderly and efficient responses. During an event, a Joint Information Center (JIC) is established by Seabrook Station at the IFO/EOF (108 Corporate Drive Portsmouth, NH) with representatives from the utility and affected States. This is to provide a central location for media contact and is the only facility in NH (excluding media releases from the SEOC or Governor's Office) from which detailed information about the emergency and the response will be distributed and official spokespersons will interact with the media. Briefings on plant status and accident assessment will be conducted only by Federal, State, and plant officials from the JIC. All information during a HAB incident must go through the State and be vetted by law enforcement authorities.

Town of Exeter – Radiological Emergency Response Plan

Local communities are not required to participate in media relations, but local officials may choose to address local news media. Such briefings are to be limited to the status of emergency response activities in the community. The content of all local briefings will be provided to the NH HSEM Local Liaisons. Questions that are received at the LEOC from residents or media should be referred immediately to the State Public Information phone number, published in the annual Emergency Public Information Calendar.

C. Public Education and Information

In New Hampshire, all public education and information responsibilities are assumed by the State. Public education refers to pre-emergency education of the public in matters related to nuclear power, radiation and their emergency response actions. The licensee, State and the Town of Exeter coordinate and work to assure information and materials are disseminated appropriately. Seabrook Station hosts an annual media briefing. Public education materials are reviewed, revised and disseminated annually to businesses and residents within the 10-mile EPZ. Seabrook Station Nuclear Power Plant produces an annual site-specific Emergency Public Information Calendar that is mailed by the licensee to all residences within the EPZ. These calendars provide, at a minimum, the following information:

- Explanation of radiological concepts and the four levels of emergency classifications.
- Types of alerting used.
- Safety features at a nuclear power plant.
- Shelter-in-place information.
- Information on pets and service animal protection.
- Information on use of Potassium Iodide (KI).
- Evacuation routes/reception center locations, including bus routes.
- Provisions for assistance for Persons with Disabilities and Access/Functional Needs (PDAFN).
- Additional contacts for information.

Permanent sign displays have been set up at parks, beaches, and other outdoor recreation areas in prominent locations. Included on them is information on siren alerting tones and identification of the EAS station, FM 97.5 WOKQ which will be broadcasting further emergency information.

VIII. Emergency Facilities and Equipment

Each emergency response facility in the Town of Exeter has the equipment necessary to maintain situational awareness and activities associated with REP response. The LEOC is located at the Public Safety Complex, 20 Court Street, Exeter, NH. The Public Safety Complex also serves as home to the police department and fire/EMS department, and public safety dispatch. The facility is staffed 24/7 and has a backup generator fueled by natural gas, capable of supporting the entire facility should it become necessary. The Emergency Management Director and/or Deputy EMD are tasked with maintaining the operational readiness of the LEOC, and determining if an alternate site will be utilized. The Exeter High School located at 1 Blue Hawk Drive, Exeter, NH serves as the alternate LEOC should it be determined necessary.

Designated department heads, key officials and cooperating and assisting agencies will report to the LEOC when directed to do so by this plan, and will be in contact with the SEOC through the Local Liaisons and/or WebEOC. The Town of Exeter will determine the appropriate activation levels of the LEOC and will be capable of 24/7 operation for an extended period of time if needed.

The Town of Exeter maintains inventories including personnel rosters and communications equipment. The Emergency Management Director is responsible for creating and maintaining a call down list containing the names and contact information for individuals needed to activate and maintain the Town of Exeter ORO. The call down list identifies at least two twelve-hour shift assignments and are located at the LEOC or other facility that would facilitate an immediate response to notification. Overlapping shifts allow for briefings on activities between the incoming and outgoing shift personnel. Should the Town of Exeter require additional resources, it can rely on mutual aid or State resources. Requests for State or Federal resources are directed through the Local Liaisons.

Should the Town of Exeter be evacuated, the temporary seat of government will be established at the NH Municipal Association, Local Government Center, 25 Triangle Park Drive, Concord, NH. The town will relocate all essential activities to this location until such a time as the Town of Exeter is allowed to return to the evacuated area or the municipal government has been notified that a long-term relocation is needed. In that case, the State of New Hampshire will work with the municipal government to establish a semi-permanent or permanent location for the local government to continue operations.

A. Emergency Response Support and Resources

The Town of Exeter is responsible for identifying needs for, assessing and applying local resources as applicable in community-specific plans and procedures for REP incidents. HSEM and other designated agencies and organizations will work closely with each EPZ and Host community to ensure resources are sufficient and a coordinated response is maintained throughout the affected area.

As in any emergency, coordination of State and municipal response activities is an essential element of the overall effort to manage the situation. Throughout the ORO, key officials are charged with and required to institute the legal authorities necessary for ensuring adequate command and control. To meet these criteria, individuals have been assigned and alternates designated who take charge and coordinate the emergency response at their location.

Security threat events at nuclear power plants require detailed planning by onsite and offsite emergency management. Highly trained and heavily armed forces are used to repel and overcome or manage hostile terrorist threats made by aircraft, land, and water-based terrorist forces as well as internal threats of sabotage.

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In the event of hostile terrorist threat, the Town of Exeter may, upon request, provide emergency response personnel in support of the onsite response. These responders should report to the pre-designated site for law enforcement, fire and emergency medical services (Tactical Staging Area) and await orders from the Incident Command Post. The utility will establish procedures to allow offsite emergency workers access to the utility grounds. Responder organizations will provide individuals with appropriate credentialing to assist the plant in identifying responders during the early phases of the event. All responders will receive appropriate training and briefings prior to accessing the site.

B. Emergency Communications

The Town of Exeter has multiple communications systems available for use in an emergency in community buildings. Sufficient equipment exists to replace equipment removed for service or repair. The Town of Exeter has 2 – 100 watt Motorola base station radios capable of communicating with all town departments and communities within the EPZ. These radios are located in the Public Safety Dispatch area and in the EOC itself. In addition, each employee is issued a 6 watt Motorola portable radio capable of communicating within the Town of Exeter. Communications within the LEOC and town are conducted face-to-face or via telephone. A system of commercial phones is backed up by cell phone communications. Lastly, communications with the SEOC and surrounding communities is accomplished via WebEOC. Should WebEOC be down due to connectivity issues, the statewide command and control radios are used and/or HAM radio operators are present.

Radio and telephone systems are utilized, tested and monitored daily within the Town of Exeter. The State of NH, command and control and HAM radio system is tested monthly, while the Emergency Management Director logs into WebEOC to test and maintain active status quarterly. Communications and notifications may also be facilitated through RCDC. Sufficient communications personnel are available to the LEOC to maintain 24-hour communications. Backup personnel will be provided through mutual aid agreements, RCDC or the State.

IX. Radiological Exposure Control

The purpose of radiological exposure control is to protect emergency workers by restricting their exposure to radioactive materials in a manner consistent with EPA PAGs and to provide a means for monitoring and decontaminating individuals and materials. Radiological exposure control provides a method for minimizing exposures to individual emergency workers by providing a system for monitoring and recording each emergency worker's exposure and providing a decision-making procedure for evaluating predicted or actual exposures. These guidelines are conservative and consistent with accepted radiological health procedures.

A. Potassium Iodide (KI) Administration

RadHealth is responsible for all decisions relating to radiological exposure of emergency workers. The authorization to ingest KI will come from RadHealth when the projected doses of radioiodine are expected to exceed the EPA PAG of 5R for thyroid exposure. The Town of Exeter EOC is responsible for relaying the decision to emergency workers in the field via 2-way radio, text messaging or pagers. The public will be advised to take KI, if they have it, via EPI message. The State of New Hampshire has elected to pre-distribute KI to interested members of the public. Those who live, work, or go to school in the EPZ may apply for KI. The pre-distribution is ongoing.

The maintenance of the supply of KI in the Town of Exeter EOC is the responsibility of the Emergency Management Director. Any KI that has or will exceed the shelf life prior to the next scheduled inventory will be replaced. KI is stockpiled in institutions. Institutionalized persons include patients in hospitals, residents in nursing homes licensed by DPHS, persons confined in a house of corrections, or who are staff employed by the hospital, nursing home, or house of corrections whose presence in the facility is unavoidable during a radiological emergency. KI will be available for ingestion by staff and by confined individuals after authorization by the DPHS Director. Administration to hospital patients and residents of nursing homes will occur only if the individual's physician has determined that KI is appropriate. Such determination may be made in advance and noted in the individual's medical records.

B. Local EOC Monitoring

Each community in the 10-mile EPZ is equipped with a radiological meter to measure the background radiation inside their EOC. As part of the initial activation, the RADEF officer is responsible for obtaining an accurate background reading to protect the health and safety of the emergency workers. This measurement is taken in mR/hr (Milliroentgen/Hour), documented and periodically checked. If the rate is found to be steadily rising or has risen to twice the initial background reading, RadHealth must be notified. This reading assists RadHealth with identifying the location and trajectory of a plume.

C. Dosimetry

HSEM, through the Radiological Instrumentation Maintenance and Calibration Shop (RIMC), has provided the Town of Exeter with specialized equipment to support operations. Dosimetry equipment for the Town of Exeter is based on the number of emergency responders plus ten percent and is stored at the Public Safety Complex, 20 Court Street, Exeter, NH. (Inventories are found in Attachment B). This equipment will be inspected, inventoried and operationally checked at least once per calendar quarter by the Emergency Management Director. RIMC will maintain and calibrate all equipment on an annual cycle. DPHS will coordinate TLD processing to determine actual exposures for permanent records. DPHS is responsible for emergency worker exposure records.

RADEF Officers in the EPZ will issue all emergency workers the following:

- One (1) 0-200mR self-reading dosimeter

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- One (1) 0-20R self-reading dosimeter
- One (1) Thermoluminescent Dosimeter (TLD)
- One (1) Emergency Worker Badge
- One (1) Emergency Worker Information Job Aid
- Four (4) day supply of Potassium Iodide (KI)

The RADEF officer will provide a briefing to emergency workers about how to read the dosimetry, where to wear it on the body, and the administrative reporting levels. When issued self-reading dosimeters, read every thirty (30) minutes by default and every fifteen (15) minutes, once directed. Emergency workers will report specified readings to their supervisor. The RADEF Officer will also:

- Ensure all copies of Form 135A, Potassium Iodide Acknowledgement Form, are properly completed and kept in safe location.
- When informed that the ingestion of KI has been authorized, ensure emergency workers and special institutions are contacted and instructed to take 130mg per day.
- If informed of any side effects, ensure affected individual(s) are removed from the EPZ. Medical advice or services should be provided. Inform State RSO of each report of side effects.
- Upon determination to discontinue ingestion, collect all remaining KI.
- Ensure each worker retains their copy of Form 305A.

Following FEMA guidance, the State of New Hampshire uses correction factors to approximate Total Effective Dose Equivalent (TEDE) until RadHealth has more data in the later stages of an emergency. This correction factor means the reading on a self-reading dosimeter reflects only 1/5 of the TEDE.

Emergency Worker Radiological Limits and Action Levels (Using Self-Reading Dosimeter Values) Chart IX-1

Type of Limit	Action Level	Action Required
TEDE	175mR	Emergency Worker: Reports reading to supervisor. Supervisor: Reports reading to Local EOC and/or HSEM Local Liaison. Determines if the emergency worker stays in place, is replaced, or position no longer needs to be staffed.
	1 R	Emergency Worker: Reports reading to supervisor. Supervisor: Reports reading to Local EOC and/or HSEM Local Liaison. Determines if emergency worker is critical or the position no longer needs to be staffed. If the position is critical but the worker is not, then the worker is replaced. If both are critical, then permission and new threshold level must be obtained from RadHealth via the HSEM Local Liaison.
	2 R	Maximum level for protecting property. Same as 1 R
	5 R	Maximum life-saving exposure in New Hampshire.
To Thyroid (Projected)	5 R	RadHealth Director authorizes ingestion of Potassium Iodide (KI)

D. Decontamination

Emergency workers, farmers, and others allowed access to the Restricted Zone; equipment and supplies used in the emergency response; evacuees and evacuees' vehicles may become contaminated if radioactive particulates are deposited from the plume. Emergency personnel at reception centers or special monitoring/decontamination sites will monitor evacuees, responders, and vehicles for

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contamination. Monitoring and decontamination operations may be established near the Restricted Zone access points to limit the spread of contamination.

X. Protective Response

The State of New Hampshire will rely on a combination of precautionary and protective actions to limit the exposure of the public within the Plume Exposure Pathway EPZ. Primary responsibility for approving protective and precautionary actions rests with the Governor of New Hampshire or designee. Precautionary Actions are generally recommended at early event classification (generally ALERT) and/or prior to a radiological release. The local EMD and appropriate response personnel are responsible for instituting precautionary/protective actions within the community.

Protective actions include measures to minimize direct exposure within the Plume Exposure Pathway EPZ and measures to minimize indirect exposure within the Ingestion Exposure Pathway EPZ. The former includes access control to affected areas, sheltering, and evacuation. The latter includes control of food, water, and milk. Protective actions for the general population of the plume exposure pathway could be instituted at any level. If any portion of the Town of Exeter is determined to be affected, the appropriate PAR will be made for the entire community. In the event of an emergency at Seabrook Station, the Town of Exeter would follow the guidance of the State of New Hampshire.

If an Incident Command Post and/or Tactical Staging Area is established, all precautionary/protective actions will be discussed with the Incident Commander/Unified Command. Care will be taken to protect the public and response workers to the greatest extent possible during a HAB incident.

A. Protective Actions for Schools and Special Facilities

The State of New Hampshire may advise schools to shelter-in-place, evacuate, precautionary transfer, early release or cancel after school activities. The Emergency Management Director will make contact with the schools and special facilities to ensure they are aware of any protective actions that have been advised. Schools within the Town of Exeter have chosen, in general, to implement early release.

All public schools will release or transport children home to their parents, while Phillips Exeter Academy and private boarding school, will transport all students to St. Paul's School, 325 Pleasant Street, Concord, NH. Precautionary action recommendations for schools will be passed from the SEOC to the LEOCs through the Local Liaisons. Recommendations will also be transmitted through the Department of Education to the Superintendents of the affected SAUs. Schools will follow their established early release protocols and procedures. Children who reside in the EPZ but attend schools outside the EPZ will receive notification and direction for release from the SEOC through the Department of Education to the SAUs.

Day cares will generally notify parents/guardians to pick the children up or by following their all-hazards emergency plans. Anticipated shortages in transportation assets should be relayed by the Transportation Coordinator through the Local Liaisons. Special facilities within the Town of Exeter have REP Emergency Plans are on file at the LEOC.

Decisions regarding the evacuation of other special facilities (long-term care facilities, hospitals, residential camps) rest with the facility administrator/director. The Emergency Management Director will contact these facilities in the event of a REP incident. Whenever possible, evacuations will be accomplished through utilization of private transportation assets including facility-owned or facility-contracted. The balance of transportation needs will be coordinated by the Transportation Coordinator or Emergency Management Director. Evacuation decisions will be relayed from the LEOC through the Local Liaisons. Each facility has identified a host facility where its clients will be transported in the case of an evacuation.

B. Shelter-in-Place

Shelter-in-place is the default protective action for a HAB incident and is to stay indoors until you're told that you can leave. The purpose is to ensure that roadways remain clear for law enforcement activities and to ensure the public safety while specific law enforcement and security actions are "de-conflicted." Local emergency workers will receive guidance from the EMD or ESF#13-Public Safety and Law Enforcement at the SEOC as to whether they should remain at or report to duty stations. This protective action may also be implemented for a weather event.

In a non-HAB incident, shelter-in-place includes closing doors and windows, extinguishing unnecessary combustion and sealing, to the extent possible, any other access to outside air. This limits the exchange of indoor air with outdoor air that may contain radioactive particles. Shelter-in-place is most effective when sought in the lowest level of the building away from windows. Shelter-in-place is valuable protective action in that it can be implemented quickly, usually in minutes. The dose reduction from which an individual benefits by sheltering-in-place is a function of how well the structure is sealed and how long the plume takes to travel over the area.

Messages to keep the public informed during the shelter-in-place will be broadcast over the EPI outlet, FM 97.5 WOKQ. Transients will be asked to seek shelter or depart the EPZ. Public buildings may be selected and opened as shelters for transients if a need for shelter arises during an emergency.

Recreational areas will be closed upon request of the State or by local governmental decision. Individuals located in parks and outdoor recreation areas will be asked to leave open areas. The Department of Resources and Economic Development and the Department of Fish and Game have the responsibility to locate and notify individuals in State-owned or maintained areas. Local recreational areas in the Town of Exeter are the responsibility of the local municipality. Exiting transients will be advised to close the windows of their vehicles and turn the air to re-circulate until they have left the area. The State may also recommend putting farm animals on stored feed and water and placed under shelter.

Unless directed otherwise by DPHS, emergency workers in the Town of Exeter will continue to perform their duties including verifying that the public has taken shelter and responding to the emergency needs of the community.

C. Evacuation

If an evacuation is necessary for all or a portion of the EPZ, it will be expedited using the elements of evacuation management. This includes instructions to the public, Traffic Control Points (TCPs) at key intersections, maintenance of the local evacuation routes, and Access Control Points (ACPs). Provision of emergency instructions and ACPs are State responsibilities. Traffic control seeks to expedite travel away while access control seeks to limit entrance to the affected area. ACP's and TCP's within the Town of Exeter will be staffed by NH State Police (NHSP) or by Exeter Police. The maintenance of local evacuation routes and provision of traffic control at key intersections is a local responsibility. Evacuation routes and TCPs in the EPZ are described in the Traffic Management Manual. The cones and barricades are stored and maintained by Public Works Director. The DPW Director will assist the Exeter Police Department in set-up and intersection staffing as appropriate. (Further detail provided in Attachment A.)

The primary means of evacuation in the Town of Exeter is via privately-owned vehicles. Most residents have access to private vehicles and there is little dependence on public transportation. For those without transportation, there are seven (7) predetermined bus routes that run through the Town of Exeter and are listed in the Seabrook Station Emergency Public Information Calendar that is distributed annually. Bus routes start and terminate at the Local Transportation Staging Area (LTSA).

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For persons in the Town of Exeter in need of special assistance or specific vehicles to evacuate, many will have self-identified and are on the confidential PDAFN list. It is also possible that emergency workers will be aware of other individuals not on the list who may be in need of special assistance. The Local Transportation Staging Area (LTSA) will be established at the Exeter High School located at 1 Blue Hawk Drive, Exeter, NH. Should buses or other specific vehicles for evacuation be needed that are not available in the Town of Exeter, they can be requested through the Local Liaisons to ESF #1–Transportation. The request will be accommodated to the extent possible based on resource availability. Vehicles from the State Transportation Staging Area will report to the LTSA to receive directions and specific assignments.

Should there be impediments to an efficient evacuation such as road construction, motor vehicle accident or other obstruction, The Town of Exeter will reroute traffic to an appropriate alternate route. This may require additional TCPs to direct traffic. In the case of a motor vehicle accident or obstruction that can be cleared, emergency response personnel will handle the incident per normal operating procedures to re-open the roadway to travel. The Town of Exeter has sufficient equipment and personnel capable of maintaining roadways in adverse weather conditions. Rerouting traffic may also be completed in conjunction with RadHealth to determine a route to avoid any ground deposition from a plume that previously passed over the region.

Upon confirmation that the evacuation of the public is complete, arrangements will be made with the SEOC to ensure critical emergency services are maintained including fire protection and municipal security. This will be facilitated by discussions between the Emergency Management Director or designee for the Town of Exeter and the NH HSEM Director. The evacuation of emergency facilities will be under the direction of the Town Manager and coordinated through the SEOC with the NH Municipal Association, Local Government Center, the Emergency Management Director and the Local Liaisons. Upon arrival, the Town Manager or designee will contact the Local Liaisons. It may be determined that the entire local response organization will not be required. Before releasing staff, supervisors will obtain contact information for the emergency workers where they may be reached when it is time to begin re-entry operations. The supervisors will provide the EMD with their contact information. The EMD will provide contact information to the Local Liaisons and the HSEM Director.

D. Recovery and Re-Entry

Once an evacuation has occurred, the area is considered a restricted zone and protected by NHSP. With few exceptions, the public will be prohibited from entry until approved by the DPHS Director or designee. Individuals may need to enter for short-term activities such as retrieval of property, care and feeding of animals, recovery operations and operation of vital community services, among others. All persons permitted entry will be issued dosimetry and an Exclusion Area Pass which will be valid for a specific period of time. They will be briefed on how to wear and read dosimetry, their designated entry point and the maximum permissible dosimeter reading. Access will be prohibited to anyone whose cumulative exposure reading reaches 1 R. Under special circumstances, RadHealth may authorize exposure up to the level allowed for emergency workers in accordance with Radiological Exposure Decision Criteria. These decisions will be conveyed to NHSP personnel staffing the ACPs as no one will be allowed in without prior approval.

The responsibility for determining when re-entry and recovery operations begin lies with the Governor, based on the recommendation of DPHS and HSEM. If the Town of Exeter was sheltered and there was no release and the threat of one no longer exists, people will be directed to resume normal activities. Recovery orders from the state will be coordinated with the community's emergency response organization. The EMD and local officials will be notified in advance. If evacuation has occurred, a recovery schedule will be established. The schedule will be established after the community officials have

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determined how long it will take to re-establish the ORO in the LEOC. This coordination will provide for an orderly return to normal activity as local officials are prepared to provide municipal services and responses to questions raised by returning evacuees. Recovery instructions will be broadcast to the public via the EAS. The instructions will include appropriate advisories, or that the area is considered safe, and how traffic should proceed to return.

XI. Exercises and Drills

Exercises and drills are conducted periodically to evaluate the adequacy of the Plan and the skills of the Town of Exeter ORO. Every two years, the Seabrook Station EPZ will participate in a FEMA-evaluated REP exercise. The results of drills and exercises provide a basis for changes in the response plans, State implementing procedures, and for future scheduled training. Issues identified during exercises are incorporated into an after action report and addressed at the local level with State assistance if necessary. Drills and exercises may be conducted by communities alone or in conjunction with State and plant drills.

Exercises generally include testing and evaluation of the community/LEOC in the following areas:

- Emergency Operations Management: Mobilization, Facilities, Direction and Control, Communications Equipment, Supplies/Equipment to Support Operation
- Protective Action Decision-Making: Protection of persons with disabilities and access/functional needs
- Protective Action Implementation: Implementation of Emergency Worker Exposure Control, KI Decisions for Institutionalized Individuals and the Public, Persons with disabilities and access/functional needs; Traffic and Access Control
- Emergency Notification and Public Information: Emergency Information and Instructions for the Public and Media

Exercises are typically classified into three major categories: Tabletop, Functional and Full-Scale. Workshops may be used as preliminary exercises to introduce participants to the plan and prepare for the exercise process. Each of these exercises varies in activities and resources. Some require simple preparedness and execution while others are more complex and require greater efforts and resources. Each provide benefits and will be considered in the overall development of the Town of Exeter exercise program.

There are several types of scenario variables that occur over the eight-year exercise cycle:

- Plume Exposure – This type of scenario drives demonstration of capabilities to protect public health and safety within the 10-mile EPZ. In general the source term and resultant dose projections reach a sufficient magnitude and distance from the plant to drive the performance of the agreed upon demonstration criteria and extent of play.
- Ingestion Pathway – This type of scenario drives exercise play for all participating jurisdictions within the 50-mile EPZ. The scenario will need to ensure that the radioactive plume and consequent ground deposition affect the appropriate areas within these jurisdictions. (Once every eight [8] years.)
- Relocation, Re-entry, and Return – These scenarios incorporate simulated offsite radiological deposition that exceeds the relocation PAGs set forth in the affected jurisdiction's plan. For relocation activities, the projected dose is calculated for the first year, any subsequent year and 50 years. The deposition should include both short-lived and long-lived radionuclides, such as iodine and cesium, to prevent decision-makers from waiting out radionuclide decay to avoid relocation decisions. *FEMA recommends demonstrating ingestion exposure pathway, relocation, reentry, and return activities within the same exercise when possible because of the similar scenario requirements of exercise play.
- Hostile Actions against the Nuclear Power Plant – This type of scenario is required at least once in every 8 year cycle. HAB incidents present unique challenges to both the plant and the ORO. The response may involve agencies not normally involved in a REP exercise. The HAB scenario can coincide with either a release or no/minimal release.

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(Consecutive HAB exercises at one plant may not include a no/minimal release). Methods of attack could be from an insider threat, ground, waterborne, or airborne or a combination. Simultaneous attacks or threats may be to other facilities at the regional or local level and impact the ORO's resource availability in response to an incident at the plant. Scenarios may also include equipment or component failures such as failure of a generator or emergency core cooling system pump, etc. forcing escalation in ECL or radiological release potential.

- Initial classification of or rapid escalation (within 30 minutes) to a SAE or GE – Scenarios need to employ this variable at least once during the eight year cycle. It is important that the scenario allows for all appropriate criteria to be demonstrated. Reaching the GE level may not be necessary depending upon procedures and actions for changing ECLs.
- No release or unplanned minimal radiological release that requires a declaration of SAE but no GE – Plants must use this variable at least once per eight year cycle. Although encouraged by FEMA, ORO are not required to participate in this type of exercise. If the ORO should participate, demonstration criteria needs to be identified that cannot be evaluated during the exercise and determining appropriate alternative demonstrations and evaluation venues that can meet the ORO's biennial evaluation requirements.

Seabrook Station, in conjunction with HSEM, DPHS, and FEMA prepares the offsite exercise scenario that is used in State-wide exercises. The scenario will vary from exercise to exercise and test all major elements of the Plan and preparedness of the ORO within an eight-year exercise cycle. During the course of the eight-year cycle, The Town of Exeter will participate in a multi-day ingestion pathway exercise to the extent necessary as determined by the scenario. Certain actions may be simulated or demonstrated out of sequence.

XII. Radiological Emergency Response Training

Training is necessary to ensure that emergency response personnel are familiar with their responsibilities and proficient in their ability to implement the detailed procedures that are involved in a REP event.

HSEM offers comprehensive training courses for all emergency response personnel including Introduction to Radiological Emergency Preparedness, RADEF Officer, and LEOC Operations. These trainings are directed at audiences to include local emergency responders, hospital and special facility personnel, EMDs, transportation providers, and mutual aid partners. They are updated on a regular basis to reflect changes to procedures and responses to feedback.

The Emergency Management Director or designee is responsible for coordinating with HSEM to schedule the appropriate individuals and organizations for initial and refresher training. Training is offered through various organizations including the State, FEMA and others in a timely manner or, at a minimum, on an annual basis. Just-in-time training will also be available upon request from the State to ensure that all emergency workers responding in time of an emergency receive basic radiation protection training. The Town of Exeter has determined the following to be an appropriate training matrix:

Town of Exeter Training Matrix – Chart XII-1

CONCEPTS	LEOC Staff	Firefighters	EMT's & Paramedics	Police Officers	RADEF Officer	DPW Employees	School Staff	Day Care and Nursing Home Staff
Basic Emergency Planning Concepts	X	X	X	X	X	X	X	X
Notification	X	X	X	X	X	X	X	X
Protective Actions	X	X	X	X	X	X	X	X
Radiation Concepts	X	X	X	X	X	X	X	X
Radiological Exposure Control	X	X	X	X	X	X	X	
EOC Operations	X				X			
Procedure Checklists	X	X	X	X	X			
Traffic Management				X		X		
Operation of the Alert and Notification System				X				
Maintenance of Radiation Monitoring Equipment/Exposure Records					X			
Special Facility Plan	X						X	X

XIII. Plan Development and Maintenance

This plan is developed by and is the responsibility of the Town of Exeter in conjunction with NH HSEM. The Emergency Management Director is ultimately responsible for the development, distribution, maintenance and submission of the plan to HSEM for approval, prior to submission to FEMA. Education in the planning process and REP planning criteria is highly recommended. At a minimum of annually, the Emergency Management Director will direct that this plan and its attachments are reviewed to ensure that it reflects the current emergency preparedness status.

Additionally, the Emergency Management Director is responsible for providing updated copies to the plan holders. A record of plan distribution is maintained by the Town of Exeter, Division of Emergency Management. Updates should take into account any changes made as a result of drill or exercise improvement plans. Changes will be tracked and identified throughout the plan except where revisions are so extensive as to make this method impractical. In this case, a new revision should be developed with input from the State. The Emergency Management Director is responsible for ensuring that changes to the plan, maps, community update and other contact information provided to NH HSEM is accurate.

XIV. Authorities and References

New Hampshire State of Emergency Declaration; Powers (RSA 4:45)
New Hampshire Taking of Private Property; Compensation and Use (RSA 4:46)
New Hampshire Emergency Management Act (RSA 21-P:34, as amended)
New Hampshire Emergency Management Act (RSA 21-P:35 VIII)
New Hampshire Emergency Management Powers Conferred (RSA 21-P:37)
New Hampshire Local Organization for Emergency Management (RSA 21-P:39)
New Hampshire Mutual Aid Agreements (RSA 21-P:40)
New Hampshire Immunity & Exemption (RSA 21-P:41)
New Hampshire Appropriations and Authority to Accept Services, Gifts, Grants and Loans (RSA 21-P:43)
New Hampshire Enforcement (RSA 21-P:45)
New Hampshire Advisory Council on Emergency Preparedness and Security (RSA 21-P:48)
New Hampshire Nuclear Planning and Response Program (RSA107-B:1-6, as amended)

XV. Supporting Documents

Town of Exeter Emergency Operations Plan
Seabrook Station Traffic Management Manual
Seabrook Station Evacuation Time Estimates
Seabrook Station Emergency Public Information Calendar (current)

New Hampshire State Constitution
Annual Letter of Certification – FEMA, Region I
Developing and Maintaining Emergency Operations Plans. Comprehensive Preparedness Guide (CPG) 101, Version 2.0 Nov. 2010
FEMA REP 14 – Protective Action for School Children
Homeland Security Exercise & Evaluation Program, U.S. Department of Homeland Security
Manual of Protective Action Guides and Protective Actions for Nuclear Incidents (EPA 400) – Environmental Protection Agency
National Response Framework, Nuclear/Radiological Incident Annex
New Hampshire RSA 125-F:6 NH Radiation Advisory Committee
State of New Hampshire Radiological Emergency Response for Nuclear Facilities Incident Annex
NH SEOP Attachment B – Implementing Procedures for EPZ Communities
NH State Emergency Operations Plan (SEOP)
Radiological Emergency Preparedness Program Manual, FEMA
U.S. Nuclear Regulatory Commission and Federal Emergency Response Agency – NUREG-0654; FEMA-REP-1, Rev. 1, 44 CFR Part 350-354

XVI. Glossary

Access Control	The prevention of unauthorized people from entering a specific area. Road barriers and traffic control will be used to affect access control. The controlled area may include all or part of the Plume Exposure Pathway (10-mile EPZ) or may be adjusted in order to border a restricted zone established by DPHS to control and monitor areas which may have become contaminated.
Access Control Point (ACP)	A key intersection or area of road designed to restrict traffic into and within the Plume Exposure Pathway EPZ as part of the access control.
Activation	Refers to a process by which a facility is brought up to emergency mode from a normal mode of operation. Activation is completed when the facility is ready to carry out full emergency operations.
Agricultural Facility	Any building or tract of land used to grow crops or raise livestock for production of food, including food storage and food processing operations.
ALARA (As Low As Reasonably Achievable.)	A philosophy followed to achieve making every reasonable effort to maintain exposures to ionizing radiation as far below the dose limits as practical. A practice to ensure consistency with the purpose for which the licensed activity is undertaken, taking into account the state of technology, the economics of improvements in relation to the state of technology, the economics of improvements in relation to benefits to the public health and safety, and other societal and socioeconomic considerations. These means are in relation to the utilization of nuclear energy and licensed materials in the public interest.
CodeRED	Emergency Telephone Notification System.
Demonstrated Strength	An observed action, behavior, procedure and/or practice that is worthy of special notice and recognition.
Drill	A drill is a supervised instruction period designed to test, develop and maintain skills in a particular operation, as well as to provide a means to correct deficiencies identified as a result of other drills or exercises.
Emergency Alert System (EAS)	A network of commercial broadcast radio stations which provides a direct link between responsible public officials and the public. The Emergency Alert System (EAS) provides for prompt notification of an emergency situation to the public. The EAS also directs the public to the broadcast outlets from which detailed emergency public information will be provided. (EAS stations will broadcast instructions about which broadcast outlets will carry emergency public information detailing actions the public should take in the event of an emergency.)
Emergency Classification Level (ECL)	The level at which an incident at a nuclear power plant has been classified by the plant operator. Each level triggers a set of predetermined actions by the affected emergency response organization.
Emergency Operations Center (EOC)	Locations designated by the state and local emergency response organizations as assembly areas for their respective staffs. These facilities are the central command and control points for their respective emergency response organizations.
Emergency Operations Facility (EOF)	A center established to coordinate the flow of technical information from the onsite to the offsite emergency response organization. It is in the EOF that accident assessment activities are coordinated among state, local, federal and plant personnel.

Town of Exeter – Radiological Emergency Response Plan

Emergency Planning Zone (EPZ)	The area covered by the Radiological Emergency Response Plan. The boundary of the Plume Exposure Pathway EPZ is chosen to accommodate practical planning considerations and to conform as closely as possible to a 10-mile radius. The actual EPZ boundary may be more or less than 10 miles from the plant.
Emergency Public Information (EPI)	Emergency Public Information is detailed official information broadcast to the public after they have been notified of an emergency situation via the Emergency Alert System (EAS). The EAS will advise the public which broadcast outlets to access to review detailed instructions on "How to Implement Recommended Protective Actions."
Emergency Response Planning Area (ERPA)	Seven specifically defined regions within the Plume Exposure Pathway EPZ. Each ERPA is an aggregation of two or more adjoining communities in whole or part, chosen from their logistical characteristics to meet evacuation planning guidelines.
Emergency Worker	An individual who has an essential mission within or outside the Plume Exposure Pathway EPZ and is issued dosimetry per the NHREP.
Evacuation	The urgent removal of people to avoid or reduce high-level, short-term exposure.
Exclusion Area	The area established to control access to an evacuated area. An Exclusion Area is established after an area has been evacuated. The purpose is to control the spread of contamination and provide security.
Exercise	An exercise is a controlled event that tests the integrated capability and a major portion of the basic elements existing within emergency plans and organizations.
Federal Radiological Monitoring and Assessment Center (FRMAC)	This facility is a center from which the DOE Offsite Technical Director coordinates federal radiological monitoring and assessment efforts.
Hostile Action Based (HAB)	A hostile action is "an act toward a nuclear power plant or its personnel that includes the use of violent force to destroy equipment, take hostages, and/or intimidate the licensee to achieve an end. This includes attacks by air, land, or water using guns, explosives, projectiles, vehicles, or other devices used to deliver destructive force. An incident that includes this is termed a hostile action based event."
Incident Field Office (IFO)	An IFO is a forward command post from which HSEM may coordinate with the plant and with federal, state, and local emergency response organizations. The IFO may be used to supplement the emergency response capability of the SEOC in Concord.
Ingestion Exposure Pathway (IEP)	The pathway through which persons may consume radioactive material and receive radiation exposure from internally deposited radioactive materials (i.e., from ingestion of contaminated water, food, or milk). The Ingestion Exposure Pathway EPZ is an area with a radius of 50 miles around the plant site.
Initial Notification	The first communication from the Plant Control Room to the offsite emergency response organization that an incident has occurred which may involve activation of the REP.
Joint Information Center (JIC)	The location where news media representatives obtain news information concerning an emergency at a nuclear power plant. The public information representatives at the JIC will gather, coordinate, and release information as it becomes available.
Lesson Learned	Knowledge and experience, positive or negative, derived from actual incidents, and those derived from observations and historical study of operations, training, and exercises.

Town of Exeter – Radiological Emergency Response Plan

Level I Finding	An observed or identified inadequacy of organizational performance in an exercise that could cause a determination that offsite emergency preparedness is not adequate to provide reasonable assurance that appropriate protective measures can be taken in the event of a radiological emergency to protect the health and safety of the public living in the vicinity of a nuclear power plant (NPP).
Level II (2) Finding	An observed or identified inadequacy of organizational performance in an exercise that is not considered, by itself, to adversely impact public health and safety.
Local Dispatch Center	The facility from where initial notification to the local communities is performed and sirens can be activated. This is Rockingham County Dispatch Center (RCDC) for Seabrook Station.
Offsite Response Organization (ORO)	The combination of state, local, federal, and private agencies designed specifically to provide offsite capability to implement emergency responses.
Plan Issue	An observed or identified inadequacy in the offsite response organizations' emergency plan/implementing procedures, rather than that of the ORO's performance.
Plume	An airborne mass of material that is dispersed through the atmosphere. In the case of a nuclear power plant, the material could consist of radioactive particles and gases.
Plume Exposure Pathway	The pathway through which persons may be exposed to (1) external exposure from airborne and deposited material, and (2) the committed dose to internal organs from inhalation of radioactive materials such as radioactive iodine, xenon or krypton from the passing radioactive plume. The Plume Exposure Pathway EPZ is an area within a 10-mile radius around the plant site.
Precautionary Action	Measures that may be implemented with the intent to facilitate and expedite later protective actions should they become necessary.
Primary Agency	One of three state agencies that possess the decision-making authority to implement the emergency response actions. The primary agencies are the Governor's Office, HSEM, and DPHS.
Protective Action	Emergency measures to be taken by the public to mitigate the consequences of an accident by minimizing the radiological exposures that would likely occur if such actions were not undertaken. Examples are access control, sheltering, and evacuation.
Protective Action Guidelines (PAGs)	The numerically projected radiation dose level criteria, which act as trigger points for initiating protective response actions.
Public Alert and Notification System (PANS)	A system comprised of sirens, Emergency Alert System, and other methods used to disseminate public emergency information.
Reception Center	The location at which the host community with support from the State provides services for any evacuated population in need of public assistance. Monitoring/decontamination, registration, food, and shelter can be arranged by the reception center personnel.
Recovery	The phase after plant conditions have stabilized and efforts are taken to return to pre-accident conditions.
Re-entry	Workers or members of the public going into a restricted zone on a temporary basis under controlled conditions.
Relocation	The removal or continued exclusion of people from contaminated areas to avoid chronic radiation exposure.

Town of Exeter – Radiological Emergency Response Plan

Restricted Zone	The area established to control access to an evacuated area. A Restricted Zone is established after an area has been evacuated. The purpose is to control the spread of contamination and provide security.
Support Agencies	State and private agencies which provide personnel, equipment, facilities or special knowledge to support the implementation of the emergency response.
Total Effective Dose Equivalent (TEDE)	The sum of external exposure from airborne and deposited materials and the committed dose to internal organs from inhalation of radioactive materials from the passing plume.
Traffic Control Point (TCP)	Key route intersections within and around the Plume Exposure Pathway EPZ designed to facilitate the flow of traffic in a desired direction while discouraging the flow of traffic in other directions. TCPs may sometimes double as ACPs to restrict entry in the EPZ.

**CLASSIFICATION PLAN – TOWN OF EXETER
NON UNION**

GRADE 1	Custodian
GRADE 2	Records Clerk Vehicle Maintenance/Highway Laborer
GRADE 3	Solid Waste Facility Operator Assistant Town Clerk Water/Sewer Utilities Clerk Office Clerk/Parks-Recreation
GRADE 4	Administrative Assistant - Planning
GRADE 5	Deputy Town Clerk
GRADE 6	Recreation Coordinator Office Manager – DPW/Fire/Police
GRADE 7	Executive Assistant Deputy Code Enforcement Officer Engineering Technician
GRADE 8	Deputy Tax Collector Water/Sewer Engineering Technician
GRADE 9	Welfare/Human Services Administrator Natural Resources Planner Deputy Health Officer
GRADE 10	Water Treatment Operations Supervisor Electrical Inspector Deputy Assessor Parks/Recreation Assistant Director
GRADE 11	Assistant Town Engineer Maintenance Superintendent Human Resources Administrator Accountant
GRADE 12	Highway Superintendent
GRADE 13	Economic Development Director Town Clerk

**CLASSIFICATION PLAN – TOWN OF EXETER
NON UNION**

GRADE 14 Parks/Recreation Director
 Building Inspector/CEO
 Police Captain/Staff
 Police Captain/Patrol
 Assistant Fire Chief – EMS Coordinator
 Assistant Fire Chief – Deputy EMD
 Water/Wastewater Manager/Engineer
 IT Coordinator

GRADE 15 Town Planner

GRADE 16 Finance Director
 Town Engineer

GRADE 17

GRADE 18 Chief of Police
 Fire Chief/Emergency Management Director
 DPW Director

GRADE 19

GRADE 20 Town Manager

Adopted: July 28, 2014

Amended: December 15, 2014

Amended:

TOWN OF EXETER

JOB TITLE: Deputy Assessor

DEPARTMENT: Assessing

POSITION NUMBER:

EMPLOYMENT STATUS: Full-Time, Non-Union

EXEMPT STATUS: Exempt

LABOR GRADE: 10

JOB SUMMARY: Under the direction of the assessor, maintains computerized property assessment records; performs administrative functions; compiles map changes and updates assessing records accordingly; reviews and verifies property credits and exemptions; coordinates location numbering for new lots and buildings, in conjunction with E911, Fire and Police; prepares yearly reports for Department of Revenue Administration (DRA).

SUPERVISION RECEIVED: This position receives general supervision from the assessor and is evaluated by the town manager and assessor based on performance of the essential duties of the position and upon the achievement of assigned goals and objectives.

SUPERVISION EXERCISED: Provides no formal assigned supervisory responsibility or authority.

ESSENTIAL DUTIES: (The listed examples may not include all duties of the position)

1. Responsible for maintaining and updating CAMA software and files, with respect to deeds and sales information, value changes, current use and land use change taxes, building permits, exemptions, tax credit, abatements and warrants.
2. Responsible for sales verification and assists the Assessor in the finalization of sales validity codes entered in the assessing software and DRA Web Portal system and equalization reports.
3. Performs appraisal field reviews under the direction of the Assessor.
4. Assists the Assessor in measuring, listing and valuation of residential, commercial and industrial properties.
5. Assists assessor by preparing necessary documentation and obtaining information pertaining to the NH Board of Tax and Land Appeals and Superior Court Hearings.

6. Responsible for maintaining accurate tax maps by working with the mapping provider, reviewing maps for errors, and providing changes to lots, both size and status through subdivisions, lot line adjustments and lot mergers.
7. Assigns new tax map numbers and coordinate location numbering for new lots and buildings, in conjunction with E911, Fire and Police. Ensure that subdivisions and lot line adjustments are accurately reflected on maps.
8. Works with applicants seeking property exemptions or credits, ensures all proper documentation is included. Reviews the documentation to determine eligibility, submits to assessor for review and forward to selectmen for approval. Maintains various listings of exempt properties, exemptions and credits.
9. Produces and maintains reports in a timely manner, reflecting any changes in valuation, address changes, and ownership changes.
10. Creates reports as required or requested from the CAMA system.
11. Accepts and reviews abatement requests, submits to assessor for review and opinion, submits to Selectmen for decision, updates assessing software and processes forms for refund if needed.
12. Accepts and reviews for completeness and adequate supporting documents timber cut and excavation activity intent and report forms. Makes recommendations and processes them through applicable warrants.
13. Maintains accurate current use land records, monitors for changes, and issues LUCT as needed under the guidance of Assessor.
14. Prepares tax warrants, i.e. semi-annual tax bills, jeopardy, supplemental billing, under direction of the assessor.
15. Assists in the preparation of reports required by state law, i.e. MS1, equalization reports, etc.
16. Maintains the Assessor's website.
17. Sends monthly updates to Vision to update on line database.
18. Prepares a variety of correspondence, memoranda, forms, and reports.
19. Responds to inquiries from the public and assists them with all matters regarding property assessments. Meets with taxpayers regarding all aspects of assessing.
20. Establishes and maintains effective working relationships with state agencies, private organizations, other departments, employees and the general public. Consult with NH E-

911, fire and police to coordinate addresses and location numbering. Consult with the planning department for lot line adjustments, subdivisions, location addressing. Meet with natural resource for issues with conservation land, research and resolve the problem. Coordinate with the Tax Collections department to resolve any operating problems with tax billing and assessing, and meet to plan the billing and due date on tax bills. Assist the Economic Development director with issues involving, TIF, 79E and other assessing issues. Consult with the Department of Revenue Administration for the equalization ratio study and any changes in statutes or legislation relating to assessing.

21. Perform other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED BY THE POSITION:

1. Duties require knowledge of clerical or record keeping functions involving assessment or appraisal for real estate.
2. Knowledge of property assessment and appraisal techniques and methods equivalent to associates degree and minimum of four (4) year's experience in assessment, real property appraisal or other related field.
3. Thorough knowledge of principles and practices of appraisal and assessment with the ability to apply knowledge to specific property.
4. Working knowledge of computer hardware and software including MS word, Excel, municipal assessing and CAMA systems.
5. Thorough knowledge of the New Hampshire statutes, guidelines, and regulations which pertain to property assessment, tax abatement and tax exemptions.
6. Ability to handle multiple tasks; meet deadlines and work independently.
7. Ability to communicate both orally and in writing.
8. Ability to maintain electronic and written records and prepare reports and to document any and all information pertaining to the activities and responsibilities of position.
9. Ability to maintain effective working relationships with department heads, employees, Select board, and the public and to deal with service problems courteously and tactfully. And ability to maintain confidentiality.

SUPERVISORY CONTROLS: The supervisor sets the overall objectives and resources available. The employee and supervisor, in consultation, develop the deadlines, project and work to be done. At this level, the employee, having developed expertise in the line of work, is responsible for planning and carrying out the assignment; resolving most of the conflicts which arise; coordinating the work with others as necessary and interpreting policy on own initiative in terms of established objectives. In some assignments, the employee also determines the

approach to be taken and the methodology to be used. The employee keeps the supervisor informed of progress, potentially controversial matters, or far-reaching implications. Completed work is reviewed only from an overall standpoint in terms of feasibility, compatibility with other work, or effectiveness in meeting requirements or expected results.

GUIDELINES: Procedures for doing the work have been established and a number of specific guidelines are available. The number and similarity of guidelines and work situations requires the employee to use judgment in locating and selecting the most appropriate guidelines, references and procedures for application and in making minor deviations to adapt the guidelines in specific cases. At this level, the employee may also determine which of the several established alternatives to use. Situations to which the existing guidelines cannot be applied, or significant proposed deviations from the guidelines, are referred to the supervisor.

COMPLEXITY: The work typically includes varied duties requiring many different and unrelated processes and methods such as those relating to well-established aspects of an administrative or professional field. Decisions regarding what needs to be done include the assessment of unusual circumstances, variations in approach and incomplete or conflicting data. The work requires making many decisions concerning such things as the interpreting of considerable data, planning of the work, or refining the methods and techniques to be used.

SCOPE AND EFFECT: The work involves establishing criteria; formulating projects; assessing program effectiveness; or investigating or analyzing a variety of unusual conditions, problems or questions. The work product or service affects a wide range of department activities, major activities of municipal concerns or the operation of other departments.

PERSONAL CONTACTS: The personal contacts are with employees in the same agency, but outside the immediate organization. People contacted generally are engaged in different functions, missions and kinds of work. The contacts are with members of the general public, as individuals or groups, in a moderately structured setting (e.g., the contacts are generally established on a routine basis, usually at the employee's work place; the exact purpose of the contact may be unclear at first to one or more of the parties; and one or more of the parties may be uninformed concerning the role and authority of other participants).

PURPOSE OF CONTACTS: The purpose is to plan, coordinate or advise on work efforts or to resolve operation problems by influencing or motivation individuals or groups who are working toward mutual goals and who have basically cooperative attitudes.

PHYSICAL DEMANDS: The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there will be some walking both indoors and outside and may be some standing; bending; carrying of light items such as papers, books, computer, small parts; driving an automobile; etc. No special physical demands are required to perform the work.

WORK ENVIRONMENT: The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries and residences or commercial vehicles (e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc.). The work area is adequately lighted, heated and ventilated.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: Positions at this level have no formal assigned supervisory responsibility or authority. Employees are responsible only for the performance of their own assigned work. They may be asked to train new employees in the fundamentals of the job or to participate in cross-training of other employees in of the Town, but such assignments do not include the on-going authority to assign and review the work of other employees or to recommend or take corrective action with regard to the performance of other employees.

MINIMUM QUALIFICATIONS:

1. Associates degree in Business Administration or related field and minimum of four (4) years of experience in assessment, real property appraisal or other related field OR any equivalent combination of education or experience which demonstrates possession of the required knowledge, skills, and abilities.
2. Must have or be able to attain within a reasonable period of time Certified Assessor status from the Department of Revenue Administration and must hold or be able to obtain within a reasonable period of time a NH Certified Assessor designation. Must maintain any required approvals and designations. Must maintain valid motor vehicle operator's license.



TOWN OF EXETER, NEW HAMPSHIRE

10 FRONT STREET • EXETER, NH • 03833-3792 • (603) 778-0591 • FAX 772-4709

www.town.exeter.nh.us

INTEROFFICE MEMORANDUM

TO: EXETER BOARD OF SELECTMEN AND TOWN MANAGER
FROM: DOREEN CHESTER
SUBJECT: RECOMMENDATION FOR LEASING COMPANY FOR 2017 VEHICLES
DATE: JUNE 15, 2017

Attached is the summary for three lease quotes obtained from the following lease finance companies that offer municipal tax exempt financing for leases:

1. PNC Equipment Finance, 155 E. Broad Street, 5th Fl Columbus, OH 43215, Contact: Rosemarie Konrath
2. River Rock Financial Services, 302 Housley Pt., Hot Springs, AR 71913: Contact :Bubba Lovett
3. Tax Exempt Leasing Corp., 203 E. Park Avenue, Libertyville, IL 60048: Contact: Mark Zaslovsky

Each of the above companies provided quotes for a 5 year lease with an escape clause and payments in advance with the first payment due this year (2017). The contacts were given the summary description of leased equipment (attached). I have compiled the results in summary format for each of the companies listed above in an attached document.

I would recommend Tax Exempt Leasing Corp.to finance the two vehicles described in the attachment. The quote provided by Tax Exempt Leasing Corp provides the lowest interest rate of 2.67% and will give the Town the most interest savings compared to the other two companies.

Please contact me with any questions. Thank you.

Town of Exeter
 Vehicle Lease Quotes (5 Yrs & Payments in Advance)
 As of June 15, 2017

DRAFT

<u>Lessor</u>	<u>Years</u>	<u>Amount Financed</u>	<u>Interest Rate</u>	<u>Annual Lease Payment</u>	<u>Total Interest Expense</u>
PNC Equipment Finance	5	276,587	3.20%	59,020	18,504
River Rock Financial Services	5	276,587	5.06%	60,913	27,959
** Tax Exempt Leasing	5	276,587	2.67%	58,270	14,765

2017 Warrant Articles

	<u>Warrant Article Total</u>	<u>Annual Lease Pmt per Warrant Article</u>	<u>Actual Cost with Trade-In</u>
Article # 21- 6 Wheel Dump Truck	\$ 168,970	\$ 33,794	165,807
Article # 22- Backhoe	137,720	27,544	110,780
	<u>\$ 306,690</u>	<u>\$ 61,338</u>	<u>\$ 276,587</u>

Notes:

All of the above lessors agree to offer lease with a non-appropriation clause.

** Tax Exempt Leasing has provided the lowest interest rate and most savings for the two vehicles listed above.

Town of Exeter
Summary Description of Leased Equipment

5 Year Lease with 1st Payment in Advance

6 Wheel Dump Truck

	Amount
2018 International 7400 Cab & Chasis	85,485
Hooklift System, skids, plow equipment	90,322
Two-way Radio	2,000
Less: Trade in allowance	<u>(12,000)</u>
Total Amount to be Leased	<u><u>165,807</u></u>

Backhoe/Loader

2017 John Deere 41 0L	136,780
Less: Trade in allowance	<u>(26,000)</u>
Total Amount to be Leased	<u><u>110,780</u></u>

Grand Total 276,587

Loan Amortization Schedule

Enter values	
Loan amount	\$ 218,316.68
Annual interest rate	2.67 %
Loan period in years	4
Number of payments per year	1
Start date of loan	10/1/2017
Optional extra payments	

Loan summary	
Scheduled payment	\$ 58,270.32
Scheduled number of payments	4
Actual number of payments	4
Total early payments	\$ -
Total interest	\$ 14,764.59

Lender name: Tax Exempt Leasing

Pmt. No.	Payment Date	Beginning Balance	Scheduled Payment	Extra Payment	Total Payment	Principal	Interest	Ending Balance	Cumulative Interest
1	10/1/2018	\$ 218,316.68	\$ 58,270.32	\$ -	\$ 58,270.32	\$ 52,441.26	\$ 5,829.06	\$ 165,875.42	\$ 5,829.06
2	10/1/2019	\$ 165,875.42	\$ 58,270.32	\$ -	\$ 58,270.32	\$ 53,841.44	\$ 4,428.87	\$ 112,033.97	\$ 10,257.93
3	10/1/2020	\$ 112,033.97	\$ 58,270.32	\$ -	\$ 58,270.32	\$ 55,279.01	\$ 2,991.31	\$ 56,754.96	\$ 13,249.24
4	10/1/2021	\$ 56,754.96	\$ 58,270.32	\$ -	\$ 56,754.96	\$ 55,239.60	\$ 1,515.36	\$ -	\$ 14,764.59

List for Selectmen's meeting June 19, 2017

Abatement		
Map/Lot	Location	Amount
110-2-116	116 Exeter Elms CG	\$119.91
110-2-82	82 Exeter Elms CG	\$47
110-2-82	82 Exeter Elms CG	\$46
Map/Lot	Location	



Application for Use of Town Facility

Forms submitted to: Town of Exeter, 10 Front Street, Exeter, NH 03833
Fax #: 603-777-1514 email: sriffle@exeternh.gov

Use Request: Town Hall (Main Floor) Bandstand Parking - # Spaces _____ Location _____

Signboard Request: Poster Board Week: 9/11-9/17 Plywood Board Week: 9-31-9/16

Representative:

Name: SCOTT RUFFNER Address: 11 HALL PLACE
Town/State/Zip: EXETER, NH Phone: 603-512-8396
Email: SCOTT.RUFFNER@MTC.COM

Organization:

Name: TEAM Address: 107 R WATER ST
Town/State/Zip: EXETER, NH 03833 Phone: 512-8396

Reservation Details:

Type of Event/Meeting: TEAM FALL FEST Date: 9/22 - 9/24 4pm ^{@ 10am}
Times of Event: FRIDAY NIGHT MUSIC ^{ON BANDSTAND} ~~Times needed for set up/clean up:~~ SATURDAY DAYTIME ^{MUSIC}
of tables: _____ # of chairs: _____ Will food/beverages be served? Yes No ^{ON BAND STAND}
Tech/ AV Services Needed: Yes No Details _____

Requirements:

Cleaning Deposit: A cleaning deposit of \$100 is required of any user serving food or beverages. If the town determines after use that the building was acceptably cleaned, the deposit fee will be returned to the user. No food is allowed in Main Hall of the Town Hall. If food is to be served and/or prepared in foyer of Town Hall, the electrical outlet cannot exceed 20 amps. For more information call Kevin Smart, Maintenance Superintendent at 773-6162 prior to use.

Liability Insurance Required: The Town requires liability insurance to be submitted with this completed application. Required insurance amounts: General Liability/Bodily Injury/Property Damage: \$300,000/\$1,000,000. The Town of Exeter must be listed as additional insured.

Rental Fee: For Town Hall use there is a fee of \$125 per day. A rental fee waiver may be requested in writing.

Tech/AV Services: There is a fee of \$80 an hour for any Tech/AV services needed. Services must be arranged in advance. Email aswanson@exeternh.gov to coordinate.

Keys: Access to a town building after normal business hours requires a key sign out. Forms and keys can be obtained from the Town Manager's office at the Town Office during normal business hours (there is no other option for obtaining a key). A key can be collected up to 24 hours before your event (with the exception of Sunday events).

Signing below acknowledges receipt of and agreement to all rules, regulations and requirements pertaining to the use of a town facility. Permit approvals are contingent upon proper insurance and fees paid to the Town of Exeter.

Applicant signature: [Signature] Date: 6-14-17

Authorized by the Board of Selectmen/Designee: _____ Date: _____

Office Use Only:

Liability Insurance: On file In-process Fee: Paid Non-profit fee waiver requested



Application for Use of Town Facility

Forms submitted to: Town of Exeter, 10 Front Street, Exeter, NH 03833

Fax #: 603-777-1514 email: sriffle@exeternh.gov

Use Request: Town Hall (Main Floor) Bandstand Parking - # Spaces _____ Location _____

Signboard Request: Poster Board Week: 5-28-18 to 6-3-18 Plywood Board Week: _____

Representative:

Name: Evelyn Orr Address: 277 Water Street

Town/State/Zip: Exeter, NH Phone: 778-1287

Email: _____

Organization:

Name: Exeter Women's Club Address: _____

Town/State/Zip: _____ Phone: _____

Reservation Details:

Type of Event/Meeting: Yard Sale Date: 6-1 and 6-2-2018

Times of Event: 8 am - 1 pm Times needed for set-up/clean-up: day before

of tables: all # of chairs: _____ Will food/beverages be served? Yes No

Tech/ AV Services Needed: Yes No Details _____

Requirements:

Cleaning Deposit: A cleaning deposit of \$100 is required of any user serving food or beverages. If the town determines after use that the building was acceptably cleaned, the deposit fee will be returned to the user. No food is allowed in Main Hall of the Town Hall. If food is to be served and/or prepared in foyer of Town Hall, the electrical outlet cannot exceed 20 amps. For more information call Kevin Smart, Maintenance Superintendent at 773-6162 prior to use.

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Signing below acknowledges receipt of and agreement to all rules, regulations and requirements pertaining to the use of a town facility. Permit approvals are contingent upon proper insurance and fees paid to the Town of Exeter.

Applicant signature: Evelyn Orr Date: 6/6/17

Authorized by the Board of Selectmen/Designee: _____ Date: _____

Office Use Only:

Liability Insurance: On file In-process Fee: Paid Non-profit fee waiver requested



Application for Use of Town Facility

Forms submitted to: Town of Exeter, 10 Front Street, Exeter, NH 03833

Fax #: 603-777-1514 email: sriffle@exeternh.gov

Use Request: Town Hall (Main Floor) Bandstand Parking - # Spaces _____ Location _____

Signboard Request: Poster Board Week: _____ Plywood Board Week: _____

Representative:

Name: Jennifer Mates, Assistant Town Engineer Address: 13 Newfields Rd
Town/State/Zip: Exeter, NH 03833 Phone: 603-418-6431
Email: jmates@exeternh.gov

Organization:

Name: Exeter DPW Address: 13 Newfields Rd
Town/State/Zip: Exeter, NH 03833 Phone: 603-418-6431

Reservation Details:

Type of Event/Meeting: Lincoln St Design Public Input Meeting Date: 6/27/2017
Times of Event: 6 pm - 9 pm Times needed for set-up/clean-up: _____
of tables: 3 # of chairs: 50 Will food/beverages be served? Yes No
Tech/ AV Services Needed: Yes No Details: EXTV to record for Channel 22, projector and screen

Requirements:

Cleaning Deposit: A cleaning deposit of \$100 is required of any user serving food or beverages. If the town determines after use that the building was acceptably cleaned, the deposit fee will be returned to the user. No food is allowed in Main Hall of the Town Hall. If food is to be served and/or prepared in foyer of Town Hall, the electrical outlet cannot exceed 20 amps. For more information call Kevin Smart, Maintenance Superintendent at 773-6162 prior to use.

Liability Insurance Required: The Town requires liability insurance to be submitted with this completed application. Required insurance amounts: General Liability/Bodily Injury/Property Damage: \$300,000/\$1,000,000. The Town of Exeter must be listed as additional insured.

Rental Fee: For Town Hall use there is a fee of \$125 per day. A rental fee waiver may be requested in writing.

Tech/AV Services: There is a fee of \$80 an hour for any Tech/AV services needed. Services must be arranged in advance. Email aswanson@exeternh.gov to coordinate.

Keys: Access to a town building after normal business hours requires a key sign out. Forms and keys can be obtained from the Town Manager's office at the Town Office during normal business hours (there is no other option for obtaining a key). A key can be collected up to 24 hours before your event (with the exception of Sunday events).

Signing below acknowledges receipt of and agreement to all rules, regulations and requirements pertaining to the use of a town facility. Permit approvals are contingent upon proper insurance and fees paid to the Town of Exeter.

Applicant signature: Jennifer Mates Date: 6/13/17

Authorized by the Board of Selectmen/Designee: _____ Date: _____

Office Use Only:

Liability Insurance: On file In-process Fee: Paid Non-profit fee waiver requested

HEALTH AND DEPUTY HEALTH OFFICER APPOINTMENT FORM



Application Information

Health Officer (HO) New Appointment _____ Renewal
 Deputy Health Officer (DHO) _____ New Appointment _____ Renewal

Please complete the form in its entirety. The information requested is required per New Hampshire State Law RSA 128 and ensures the ability of the New Hampshire Division of Public Health Services (DPHS) to communicate with Health and Deputy Health Officers during local or statewide emergencies.

If the Board of Selectmen (BOS) is serving as Health Officer, please identify one (1) person to serve as the contact with DPHS. Also, please list that person's home mailing address and daytime phone numbers as requested.

Per RSA 128 an appointment term is three years and Deputy Health Officer terms shall run concurrently with their Health Officers term. The law also requires a Health Officer to be a resident of the State of New Hampshire.

Town Information Town: <u>Exeter, NH</u> Town Manager/Administrator Name: <u>Russel Dean</u> Email: <u>rdean@exeternh.gov</u>	Board of Selectmen Information Mailing Address: <u>10 Front St</u> City/State/Zip: <u>Exeter, NH 03833</u> Phone: <u>603-773-6102</u> Fax: _____ Email: <u>rdean@exeternh.gov</u>
Health Officer Information Name: <u>James P. Murray</u> Municipal Mailing Address: <u>20 court St</u> <u>Exeter, NH 03833</u> Home Mailing Address: <u>38 B Ferry St.</u> <u>Alton town NH, 03275</u> Preferred Mailing Address: Municipal <input checked="" type="checkbox"/> Home <input type="checkbox"/> Public Phone: <u>603-773-6132</u> Daytime Phone: <u>603-773-6132</u> Cell Phone: <u>603-344-2263</u> Fax: <u>603-773-6128</u> Email: <u>j.murray@exeternh.gov</u>	Deputy Health Officer (if applicable) Name: _____ Municipal Mailing Address: _____ Home Mailing Address: _____ Preferred Mailing Address: Municipal <input type="checkbox"/> Home <input type="checkbox"/> Public Phone: _____ Daytime Phone: _____ Cell Phone: _____ Fax: _____ Email: _____
Occupation - (circle one) MD PA Nurse/NP Police Fire EMT/Paramedic Welfare Town Adm./Manager Code Enforcement/Building Inspector Board of Selectmen Health Officer/DHO Only Other _____ Position Type: (circle one) Full Time Part-time Per Diem Volunteer Education Level: (optional—circle one) High School/GED Associates <u>Bachelors</u> Masters JD Other Doctoral Degree	Occupation - (circle one) MD PA Nurse/NP Police Fire EMT/Paramedic Welfare Town Adm./Manager Code Enforcement/Building Inspector Board of Selectmen Health Officer/DHO Only Other _____ Position Type: (circle one) Full Time Part-time Per Diem Volunteer Education Level: (optional—circle one) High School/GED Associates Bachelors Masters JD Other Doctoral Degree

Health Officer's Signature: [Signature] Date: 6/7/17
 Deputy Health Officer's Signature: _____ Date: _____

Board of Selectmen Signatures:

RETURN COMPLETED FORM TO:
 Mail: Matt Cahillane, Health Officer Liaison / Division of Public Health Services
 Bureau of Public Health Protection / 29 Hazen Drive / Concord, NH 03301-6504
 FAX: 271-8705
 EMAIL: matthew.cahillane@dhhs.nh.gov

Rev. April 2017

For State Office Use Only		
Appointment Date:	Expiration Date:	N/R

Town of Hampton

Town Manager's Office

JUN 12 2017

Received



June 8, 2017

Town of Exeter
Board of Selectmen
10 Front Street
Exeter, NH 03833

Re: Perambulation

Dear Chairman and Members of the Board:

In accordance with the provisions of New Hampshire Revised Statutes Annotated, Chapter 51, Town Lines and Perambulation of Boundaries, I have been requested by the Town of Hampton Board of Selectmen, to contact you for the purposes of conducting the perambulation on June 26, 2017 at 9:00 AM and would propose meeting at the end of Meadowood Drive in Exeter at that time.

The previous perambulation was conducted on June 26, 2010. Please advise if this date and time would be convenient to complete our mutual perambulation.

Thank you for your help and assistance. The Board of Selectmen looks forward to working with you or your representative to complete this important project.

For the Board of Selectmen

Sincerely,

Frederick Welch
Town Manager

CC: Board of Selectmen



STATE OF NEW HAMPSHIRE
 DEPARTMENT of RESOURCES and ECONOMIC DEVELOPMENT
 DIVISION OF FORESTS AND LANDS
 172 Pembroke Road, Concord, New Hampshire 03301

603-271-2214
 FAX: 603-271-6488
 www.nhdfl.org

April 10, 2017

Board of Selectmen
 10 Front Street
 Exeter, NH 03833

Dear Board Members:

The New Hampshire Division of Forests and Lands is planning a wildlife habitat improvement project on 118 acres of the New Hampshire Fish and Game Conner Farm Wildlife Management Area in the town of Exeter, New Hampshire. Attached is a location map of the planned project for your reference.

We are in the early stages of planning this harvest operation which we do not anticipate offering for public bidding until later this year. At that time you will be notified as to the timber volume sold and the successful bidder who will be responsible for the timber tax.

This harvest will access onto NH Route 27 and not require transportation of forest products over town roads. The Public Works Director for your town will be contacted.

If you have any questions or comments please contact the forester in charge of this project, Sam Taylor, at (603) 227-8735 by May 1, 2017. Please refer to project P1-621.

This letter is in compliance with RSA 541-A: 39, Notice to Municipalities. We would appreciate it if you would post this letter in a public place, thank you.

Sincerely,

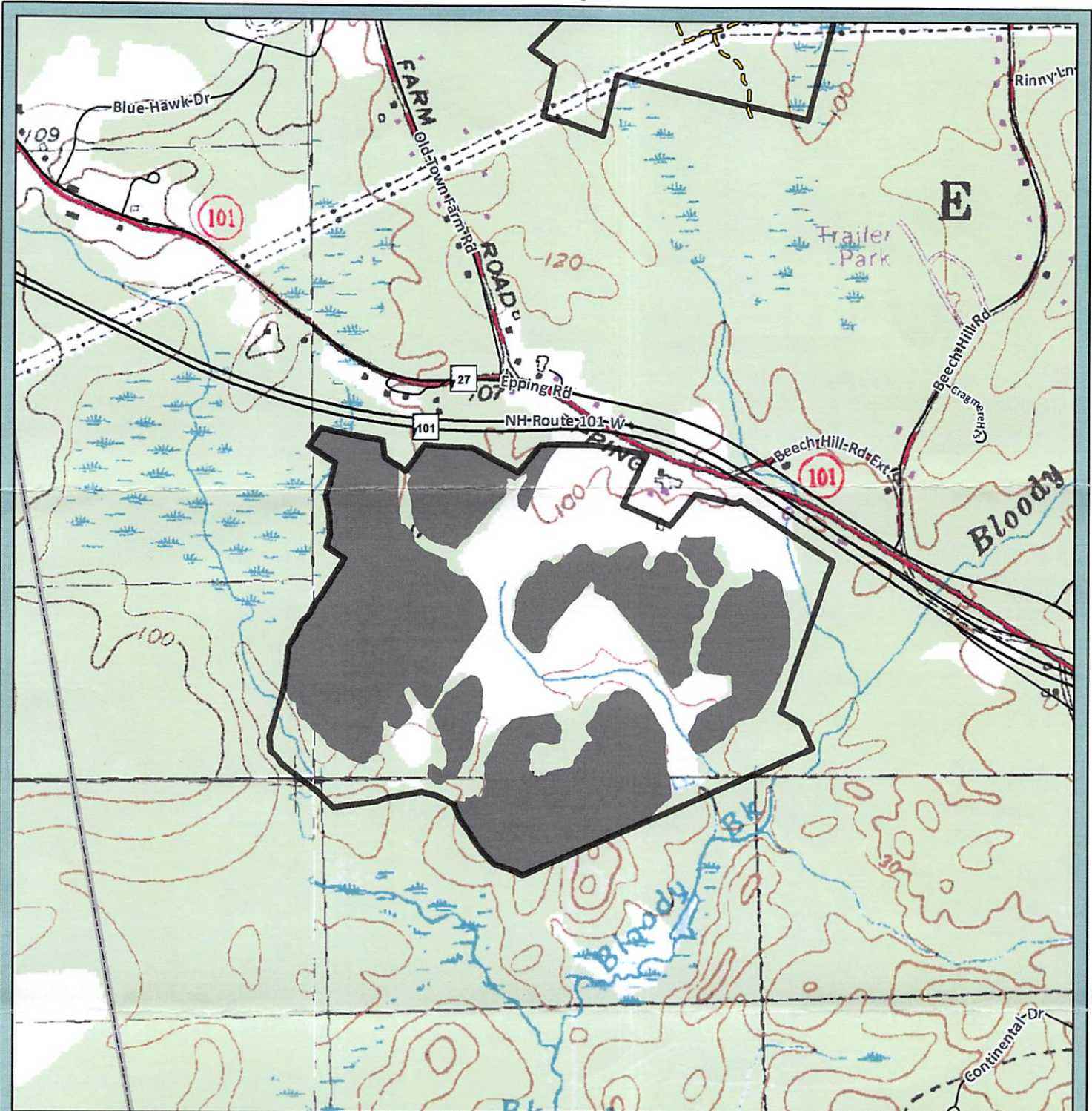
William T. Guinn, Administrator
 Forest Management Bureau

WTG/rt
 Attachment

cc: Exeter Conservation Commission
 Exeter Public Works
 John Dodge, Forest Ranger
 Abutters: Dan Davis
 NH DOT District 6

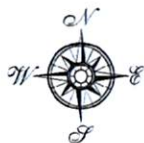
EJ Conner LLC
 C E & P M Bouchard
 Mathes Family Limited Partnership
 R Grappone
 C M Chwatek





**Conner Farm
WMA
Timber Sale Notice**

**NH Division of
Forests and Lands**



- NHFG Lands
- Project Area
- Town Boundaries
- Local Roads
- State Routes



South Region*

*May contain partial counties dependent on FNL Management Region.



THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



Victoria F. Sheehan
Commissioner

William Cass, P.E.
Assistant Commissioner

June 6, 2017

Daniel Chartrand, Chair
Board of Selectmen
10 Front St
Exeter, NH 03833

RE: Intersection Control Beacon
NH 111 (Kingston Rd.) & White Oak Dr./Riverwoods Dr. (B-153-02)

Dear Mr. Chartrand,

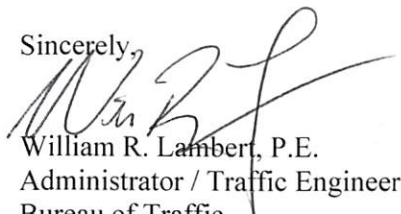
The Department has received a number of letters in support of the existing overhead beacon remaining at the aforementioned intersection. These letters cited that the beacon aids the local residents who walk or drive through the intersection on a daily basis. These letters also stated that some of these residents have reduced driving capabilities; therefore sighting oncoming traffic is difficult with the existing intersection's horizontal and vertical curvature.

At this time the Department will hold off on the removal of the beacon.

As the design continues on the upcoming Kingston Road TAP project (NH #40436), we would expect your Design Engineer to review all controls proposed, taking into consideration the highway geometrics, signs, pavement markings, and local users. The Department would also need additional justification by your Engineer should the design include the overhead beacon.

If needed I would be happy to meet with your Engineer as the TAP project design progresses. If you have any questions feel free to contact me at 271-2291.

Sincerely,



William R. Lambert, P.E.
Administrator / Traffic Engineer
Bureau of Traffic

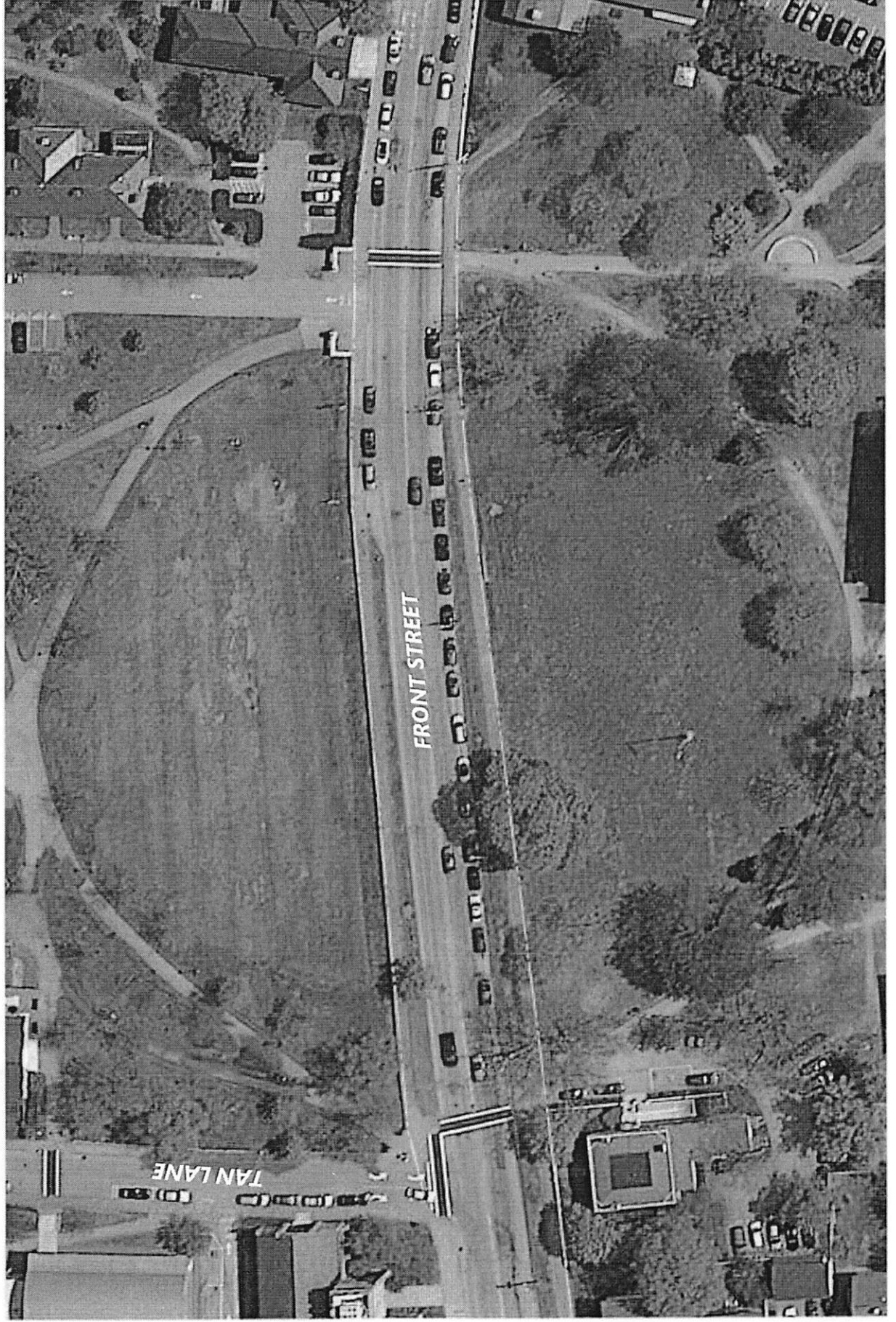
Cc: District 6 Engineer: B. Schutt
Signals: P. Crouch
Engineering: M. O'Donnell
Track-It #3266

Town Manager's Office

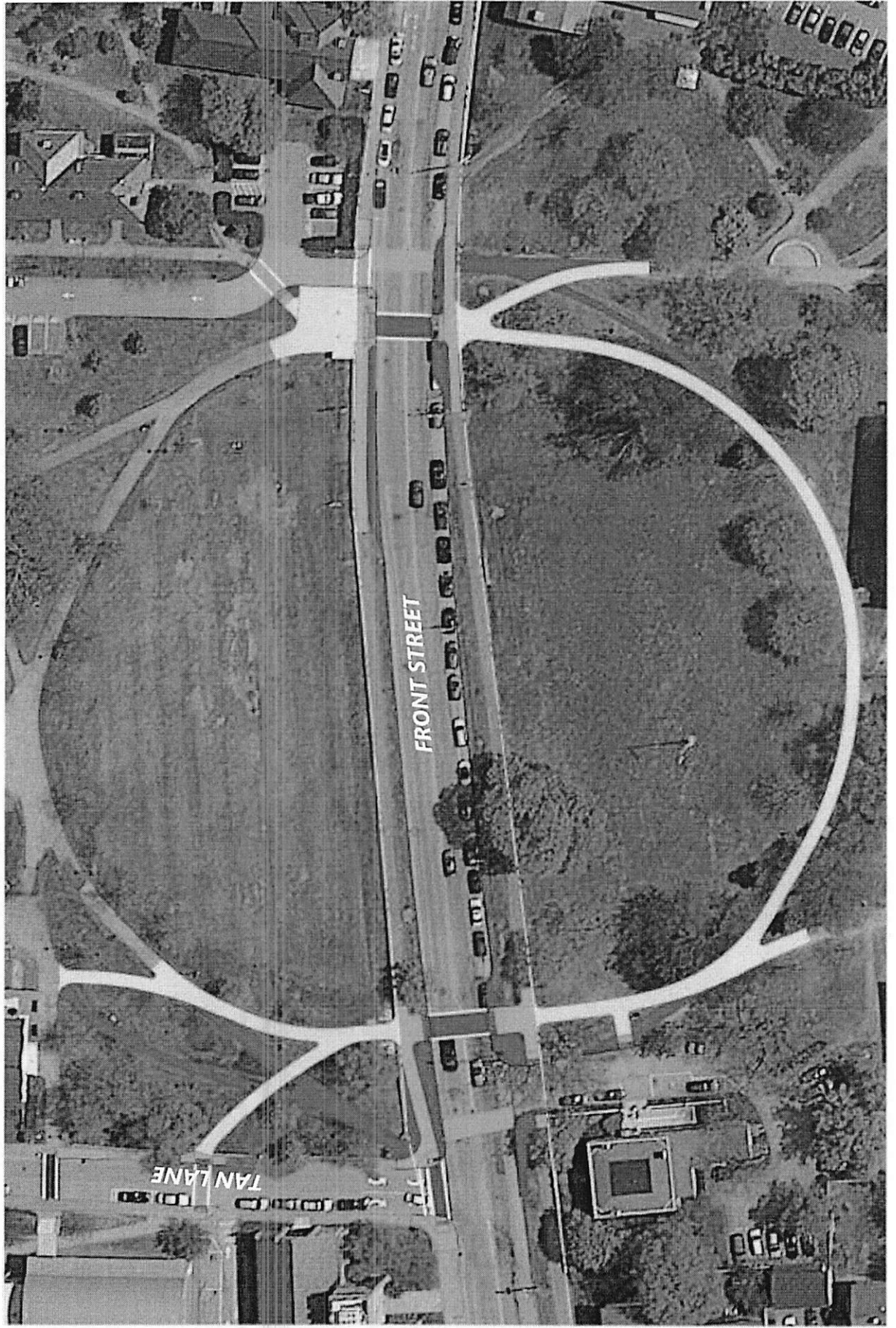
JUN 09 2017

Received

Existing Conditions



Proposed Improvements





State of New Hampshire
Department of Revenue Administration

109 Pleasant Street
PO Box 487, Concord, NH 03302-0487
Telephone (603) 230-5000
www.revenue.nh.gov



John T. Beardmore
Commissioner

Lindsey M. Stepp
Assistant Commissioner

MUNICIPAL AND PROPERTY
DIVISION
Stephan W. Hamilton
Director

Josephine Belville
Assistant Director

Received

JUN 05 2017

Assessor's Office

June 2, 2017

Town of Exeter
ATTN: Board of Selectmen
10 Front Street
Exeter, NH 03833-

RE: 2016 Assessment Review

Honorable Members of the Board of Selectmen

The New Hampshire Department of Revenue Administration has completed its review based on the six assessment areas specifically identified in RSA 21-J: 11-a and RSA 21-J: 14-b I. (c).

They are:

- A. Level of assessments and uniformity of assessments are within acceptable ranges as recommended by the Assessing Standards Board by considering, where appropriate, an assessment-to-sales-ratio study conducted by the Department for the municipality;
- B. Assessment practices substantially comply with applicable statutes and rules;
- C. Exemption and credit procedures substantially comply with applicable statutes and rules;
- D. Assessments are based on reasonably accurate data;
- E. Assessments of various types of properties are reasonably proportional to other types of properties within the municipality; and,
- F. For all revaluations including full revaluations, partial revaluations, cyclical revaluations and statistical updates conducted on or after April 1, 2006 assessment year by either an independent contractor or an in-house assessor, a report based on the most recent edition of the Uniform Standards of Professional Appraisal Practice (USPAP) Standard 6 shall be produced.

In accordance with RSA 21-J:11-a, II, the Department shall report its findings to the Assessing Standards Board and the municipality.

TDD Access: Relay NH 1-800-735-2964

Individuals who need auxiliary aids for effective communication in programs and services of the Department of Revenue Administration are invited to make their needs and preferences known to the Department.

We are pleased to report that you have met most of the above standards adopted by the Assessing Standards Board (ASB), with the exception of the following:

Item III.B.2 Inventory of Property The sampled properties should reflect assessments as of April 1. Four of the properties sampled had incorrect measurements. Attached please find the Department's worksheets indicating areas that should be addressed.

Prior to release of this report to the ASB you have an opportunity to respond to any DRA recommendations made. Your response should be made within 30 days of the date of this letter. We will be in contact with you to schedule a meeting to review this report. We are available to provide assistance to you in any areas not met, if needed.

We would like to thank the staff members who assisted with information retrieval as well as working in an understanding and cooperative manner.

I would like to take this opportunity to remind you that pursuant to RSA 75:8-a Five-Year Valuation as well as Part 2 [Art.] 6. [Valuation and Taxation.] of the State Constitution your next town-wide reappraisal must be completed no later than 2020.

If you have any questions, feel free to contact me.

Sincerely,



Stephan W. Hamilton, Director
Municipal and Property Division

cc: Assessing Standards Board
File



NH DEPARTMENT OF REVENUE ADMINISTRATION
MUNICIPAL and PROPERTY DIVISION

INVENTORY PROGRAM COVER SHEET APRIL 1, 2016

ASB III, B. 2. and 3.

Name of Municipality:

Exeter

B2-90% of PRCs sampled should reflect assessments as of April 1. RSA 74:1

B3-Revised Inventory program that addresses compliance with RSA 75:8

Municipality of Exeter

In the Category of ASSESSMENTS as of APRIL 1, and
REVISED INVENTORY PLAN:

	B2	B3
Met Standard		X
Did Not Meet Standard	X	

Comments:

Sample 13-Deck listed as 8x15, noted to be 12x16 with 4x10; Sample 22 - Wood deck listed as 18x24, noted to be 18x26; Sample 26 - Garage listed as having 720 sf, noted to have 804 sf; Sample 34 - Addition listed as being 5x12 wood deck, noted to be 6x14

DRA Appraiser Signature:

Lionel MacEachern

Date:

DRA Supervisor Initials:

CKR

Date:

5/16/17



NH DEPARTMENT OF REVENUE ADMINISTRATION
MUNICIPAL and PROPERTY DIVISION

ASSESSMENTS as of April 1, 2015

ASB III, B. 2.

Name of Municipality:

Date of Review:

Assessments RSA 74:1

<u>Sample Number:</u>	<u>Parcel ID:</u>	<u>Values Reflect April 1:</u>
1	63-106	Yes
2	65-78	Yes
3	65-42	Yes
4	64-105-58	Yes
5	64-100	Yes
6	63-59	Yes
7	63-29	Yes
8	11-18-17	Yes
9	63-167	Yes
10	70-61-23	Yes
11	62-23	Yes
12	52-39	Yes
13	52-25	No
14	28-22	Yes
15	19-6	Yes
16	17-1	Yes



NH DEPARTMENT OF REVENUE ADMINISTRATION
MUNICIPAL and PROPERTY DIVISION

ASSESSMENTS as of April 1, 2015

ASB III, B. 2.

Name of Municipality:

Exeter

Date of Review:

6/14/2016

Assessments RSA 74:1

<u>Sample Number:</u>	<u>Parcel ID:</u>	<u>Values Reflect April 1:</u>
17	63-194	Yes
18	82-30	Yes
19	95-64-234	Yes
20	95-48	Yes
21	89-3-1	Yes
22	87-28	No
23	87-2	Yes
24	86-57	Yes
25	70-119	Yes
26	83-10	No
27	70-37	Yes
28	76-13	Yes
29	74-51	Yes
30	73-312	Yes
31	73-290	Yes
32	73-215	Yes
33	71-57	Yes



NH DEPARTMENT OF REVENUE ADMINISTRATION
MUNICIPAL and PROPERTY DIVISION

ASSESSMENTS as of April 1, 2015

ASB III, B. 2.

Name of Municipality:

Date of Review:

Assessments RSA 74:1

<u>Sample Number:</u>	<u>Parcel ID:</u>	<u>Values Reflect April 1:</u>
34	95-64-311	No
35	84-2	Yes

Comments:

Sample 13-Deck listed as 8x15, noted to be 12x16 with 4x10; Sample 22 - Wood deck listed as 18x24, noted to be 18x26; Sample 26 - Garage listed as having 720 sf, noted to have 804 sf; Sample 34 - Addition listed as being 5x12 wood deck, noted to be 6x14 open porch;

DRA Appraiser Signature:

Date:

DRA Supervisor Initials:

Date: