# Exeter Board of Selectmen Meeting

**Monday, October 16th, 2017, 6:50 p.m.**
**Nowak Room, Town Office Building**
**10 Front Street, Exeter NH**

1. Call Meeting to Order
2. Board Interviews: Energy Committee
3. Water-Sewer Abatements
4. Public Comment
5. Minutes & Proclamations
   a. Proclamations/Recognitions
6. Approval of Minutes
   a. September 25th, 2017
   b. October 2nd, 2017
7. Appointments
8. Discussion/Action Items
   a. Police Department: Updates
   b. Human Services Funding Policy
   c. 2017 Riverwoods Tax Agreements
   d. 2017 Fund Balance Discussion
   e. 2017 School Impact Fees Release
   f. 149 Kingston Road Update
9. Regular Business
   a. Tax, Water/Sewer Abatements & Exemptions
   b. Permits & Approvals
   c. Town Manager's Report
   d. Selectboard Committee Reports
   e. Correspondence
10. Review Board Calendar
11. Non-Public Session
12. Adjournment

Don Clement, Chairman
Exeter Selectboard

Posted: 10/13/17 Town Office, Town Website

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

AGENDA SUBJECT TO CHANGE

# Town of Exeter

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

## Statement of Interest
## Boards and Committee Membership

**Committee Selection:** Energy Committee

**New** ☒ **Re-Appointment** ☐ **Regular** ☐ **Alternate** ☐

**Name:** Renay Allen **Email:** rmallenNH@gmail.com

**Address:** 185 High St **Phone:** 603- 778-0924

**Registered Voter: Yes** ☒ **No** ☐

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

Since 2013 I have been running "Exeter NH Transition Town" (an affiliate of TransitionUS.org) which seeks to reduce the carbon footprint of Exeter by informing citizens about local and global actions. I work to raise awareness on six topics: clean energy/conservation, local water, local food, recycling, transportation, and local art. (Please see Facebook page for detailed info). Last year I served the town on the Healthy Lawns | Clean Water committee, with Natural Resources Planner Kristen Murphy, on a fertilizer ordinance for wetland setbacks to lessen the nitrogen load in Great Bay.

Recently I was involved with the grassroots Energize360.org home energy program. Through that alliance and similar projects over the years, I have met and become friends with many volunteers on Dover/Durham etc energy committes and groups like SEAREI & 350, as well as other professional energy/sustainability leaders and regional planners. For three years I have been hosting NHSaves "Button Up NH" energy workshops thru PAREI at the Exeter Library.

I hold a Masters in Business Communications and am newly retired from ten years employment in the business office at the church across from the bandstand. I am grateful to the strong leadership this town has seen over the years, and would like to become part of that dedicated team. Thank you for your consideration.

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: _____ Date: Sept. 15, 2017

Town Manager's Office

OCT 10 2017

Received

# Town of Exeter

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

## Statement of Interest
## Boards and Committee Membership

**Committee Selection:** Energy

**New** ☒ **Re-Appointment** ☐ **Regular** ☐ **Alternate** ☐

**Name:** Lew Hitzrot **Email:** lhitzrot@exeter.edu

**Address:** 185 High St **Phone:** 603-778-0924

**Registered Voter:** **Yes** ☒ **No** ☐

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

I have an undergraduate degree in Chemistry and MS in physical chemistry. I have taught Physics and Chemistry at PEA and am now retired. I would like to help the town transition to a more energy efficient future.

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

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

Signature: [signature] Date: 10/9/17

**Abatement Request – Water/Sewer Department**

**Applicant: Leanne Ouimette (owner), 13 Minuteman Lane, Exeter.**

**Property Description**: 13 Minuteman Lane is a 2 bedroom, 2 ½ bathroom condominium with approximately 1,854 square feet located in the Marshall Farms neighborhood. The property is owned by Leanne Ouimette. It is served by ¾ inch residential water service line into the condominium.

**Discussion**:

The Water Department engaged initial discussions with the applicant on July 18, 2017, when Leanne and Ed Ouimette reported to Collections Specialist Carole Mitchell at Town Office that they had received an abnormally high water bill from June. Carole called Utilities Billing Clerk Desiree Murphy, who spoke with Leanne Ouimette at that time. On July 20, 2017, Water Distribution Technician Gary Lord visited the property and performed the standard leak detection test, which revealed a leak in a toilet on the premises. A water meter data download was performed at that time and a data logging report was generated showing water use from April 15, 2017 through July 20, 2017 (see attached). The report indicates a continuous leak occurred from June 14 to July 18, 2017; an average of 6,957 gallons per day (4.8 gallons per minute, continuously) had run through the meter for 34 days. The combination of tests, data and investigation led Water Department staff to believe there was a toilet leak that caused the overage of water use. Conversations with Leanne Ouimette indicated she was not at home when the leak was occurring.

**Conclusion/Recommendation**:

Based on all documented events, the Water department believes a leak occurred and went unattended to on the property until July 18th, when it was fixed by the owner. Select board policy states that in the event the source or cause of the abnormally high consumption is related to a leak due to customer negligence such as failure to maintain internal (private) plumbing fixtures in good repair , the customer shall be held responsible for the entire bill. Therefore, the Department recommends denial of the abatement. If the Board wishes to grant the abatement, the calculated abatement amounts are $366.39 for the June bill and $1,794.59 for the September bill under current policy (calculations attached).

**Other:**

The account of the customer is current. The June bill was paid in full.

**Special Notes:**

Ed Ouimette indicated that sediment is the reason for the issue on this property. The department has no opinion on this as it is reasonable to infer the leak came from a toilet on the premises that went unattended to due to a resident not home.

The owner has requested the Board grant a full (not 50%) abatement, which would result in abatement amounts of $634.90 for the June bill and $3,220.57 for the September bill.

Draft Minutes

Board of Selectmen

9/25/17

1. Call Meeting to Order

Present at tonight's meeting are Chairman Don Clement, Dan Chartrand, Anne Surman, Kathy Corson, Julie Gilman, and town manager Russ Dean. The meeting was called to order by Chairman Clement at 7:00pm in the Nowak Room of the town office building.

2. Public Comment

Gerry Hamel, a trustee for Swasey Parkway, said there would be a kickoff meeting for the construction in the parkway happening soon. He said that the parkway would be shut down for three months, during this time it would be closed to vehicular traffic but people could still use the parkway. For about a year afterwards, the road will be for one-way traffic. He also brought up the painted rocks that people are hiding in parkway, and encouraged people to stop doing this because lawnmowers often hit the rocks.

3. Minutes & Proclamations

a. Proclamations/Recognitions

There were none to cover at this meeting.

4. Approval of Minutes

a. September 11th, 2017

There were no amendments to the last meeting's minutes.

**MOTION:** Selectman Chartrand moved to approve the minutes from 9/11/17. Selectwoman Surman seconded the motion, and it passed unanimously.

5. Appointments – Conservation Commission

6. Discussion/Action Items

a. Abatements & Exemptions – Assessing

Chairman Clement began by stating that the assessing office of the town had reviewed the tax exempt status of properties within the town, and that the board will either approve or deny their recommendations.

Joe Lessard, the assessor for Exeter, said that some of the buildings are entitled to tax exemption either fully or partially. For most of the organizations reviewed, there were significant changes to the exemptions. In order to be entitled for exemption, there are requirements to be met. These are that the property must be owned, it must be used for charitable purposes, and it must be

occupied. Chairman Clement asked when the changes are effective. Mr. Lessard said April 1st, 2017. They would not be responsible for tax bills going forward.

Chairman Clement asked if all the data was online in the packet. Mr. Dean said he had added the Philipps Exeter Academy (PEA) and hospital lists to the board's paper packets, and they were not online yet. Selectman Chartrand asked if PEA and the hospital had seen the papers. Mr. Lessard said that PEA had, and the hospital had talked about overall percentages but did not have significant changes. For PEA, the premise is that for dorms, kitchens, dining facilities they are exempt up to 150,000 dollars but anything over that is taxable. Where there is faculty supervision in the dorm however, that portion of the dorm is exempt. The land is typically differently categorized and exempted at a different percentage. The properties were not drawn to scale and the exemption was not valued.

The board began with the religious exemptions, and all would be voted on to be tax exempt.

**MOTION:** Selectwoman Corson moved that tax exemption be granted to the following properties: Congregational Church at 21 Front Street, Exeter Presbyterian Church at 73 Winter Street, Father's Family Church Inc. at 94 Linden Street, First Baptist Church at 43 Front Street, First Unitarian Church at 10 Elm Street, Regeneration Church at 4 Elm Street, Roman Catholic Church at 11 Linden Street, Roman Catholic Church at 91 Front Street, and St. Michaels Catholic Church at 93 Front Street. Selectman Chartrand seconded the motion, and it passed unanimously.

The board then moved on the charitable and educational exemptions, which are all being voted on to be tax exempt.

**MOTION:** Selectwoman Corson moved that tax exemption be granted to the following properties: Child and Family Services at 9 Hampton Road, One Sky Community at 40 Newfields Road, Seacoast Mental Health Center at 30 Prospect Street, Society for St. Vincents at 53 Lincoln Street, Society of the Cincinnati at 164 Water Street, Society of the Cincinnati at Governor's Lane, and Heronfield Academy at 65 Hampton Falls Road. Selectman Chartrand seconded the motion, and it passed 4-0-1, with Selectwoman Gilman abstaining because she is a member of one of the organizations listed.

The board then moved on to the list of partial exemptions. Selectwoman Corson asked that some of those listed have acreage separate from their land, and that in the past the whole property was exempt. She asked what made the difference. Mr. Lessard said that if the land is not used for any activities, then the acreage is ineligible for exemption. Selectwoman Corson asked what happened if they could not get to the property, for example it is covered by wetlands. Mr. Lessard said it would be assessed at a minimal value. Selectman Chartrand asked if that was driven by the RSAs. Mr. Lessard said it was and stressed that the property had to be regularly used.

Selectwoman Corson asked what would happen if it wasn't used due to the nature of the land. Mr. Lessard said that it was his opinion that it did not meet the requirements of eligibility. Selectman Chartrand reminded the board that the organization could appear at the meeting, and they could lobby to change the recommendations. Mr. Lessard said they could also seek an abatement. The Society for the Preservation of New England was a specific example brought up. Judy Rowan came to the microphone and said that the building was used more frequently in the past and was not used as frequently now. There was a question of how much use is defined as "enough".

**MOTION:** Selectwoman Corson moved to approve the tax exemption for Christ Church at 43 Pine Street, and Exeter United Methodist Church at 8 Anna Louise Drive. Selectman Chartrand seconded the motion, and it passed unanimously.

**MOTION:** Selectman Chartrand moved to approve the exemption for 307 Epping Road, Map 29 Lot 21, Exeter United Methodist Church at 955,400 dollars. Selectwoman Surman seconded the motion, and it passed 4-1-0 with Selectwoman Corson voting nay.

**MOTION:** Selectman Chartrand moved to approve the exemption for 12 Little River Road, map 62 lot 90, Calvary Baptist Church at 436,900 dollars. Selectwoman Surman seconded the motion, and it passed 4-1-0 with Selectwoman Corson voting nay.

**MOTION:** Selectman Chartrand moved to approve the exemption for 55 Hampton Falls Road, map 91 lot 32, Church of Latter Day Saints at 1,426,300 dollars. Selectwoman Surman seconded the motion, and it passed 4-1-0 with Selectwoman Corson voting nay.

**MOTION:** Selectman Chartrand moved to approve the exemption for 47A Hampton Falls Road, map 91 lot 35, Northern New England Counsel at 752,800 dollars. Selectwoman Surman seconded the motion, and it passed 4-1-0 with Selectwoman Corson voting nay.

**MOTION:** Selectman Chartrand moved to approve the exemption for 27 Hampton Road, map 87 lot 36, Seacoast Family Promise at 235,600 dollars. Selectwoman Surman seconded the motion, and it passed 4-1-0 with Selectwoman Corson voting nay.

**MOTION:** Selectman Chartrand moved to deny the exemption for 12 Water Street, map 72 lot 9, Society for the Preservation of New England Antiquities. Selectwoman Surman seconded the motion, and it passed 3-2-0 with Selectwoman Corson and Selectwoman Gilman voting nay.

The board then moved onto the exemptions for healthcare services.

Selectwoman Gilman asked how the different parts are assessed. Mr. Lessard said that it is due to the current use of the building. Chairman Clement asked why it was only 20% exempt. Mr. Lessard said they had an agreement that they would keep their exemption at the same percentage as last year. Selectwoman Gilman asked where that number came from? Mr. Lessard said he could get a breakdown of the property. Selectwoman Corson asked what percentage had changed in the list. Mr. Lessard said it is the same for the hospital. Selectwoman Surman cleared up that the 20% is reflective of when it was Synergy.

**MOTION:** Selectwoman Corson moved to grant the tax exemption for Rockingham Visiting Nurse at 137 Epping Road, units F,G,J, K,L, and M. Selectman Chartrand seconded the motion, and it passed **unanimously.**

**MOTION:** Selectwoman Corson moved to grant the tax exemption for Exeter Hospital map 65 lot 128 at 100%. Selectman Chartrand seconded the motion, and it passed unanimously.

**MOTION:** Selectwoman Corson moved to grant the tax exemption for Exeter Health Resources Inc. at 3 Alumni Drive for 70% at 5,500,100 dollars. Selectman Chartrand seconded the motion, and it passed unanimously.

**MOTION:** Selectwoman Corson moved to grant the tax exemption for Exeter Hospital Inc. at 4 Alumni Drive for 92% at 7,375,400 dollars. Selectman Chartrand seconded the motion, and it passed unanimously.

**MOTION:** Selectwoman Corson moved to grant the tax exemption for Exeter Hospital map 65 lot 131, 6 Buzzell Avenue for 100% at 26,439,000 dollars. Selectman Chartrand seconded the motion, and it passed unanimously.

**MOTION:** Selectwoman Corson moved to grant the tax exemption for Exeter Med Real Inc. at 7 Alumni Drive map 65 lot 131 unit 3 for 20% at 713,000 dollars. Selectman Chartrand seconded the motion, and it passed unanimously.

**MOTION:** Selectwoman Corson moved to grant the tax exemption for Exeter Hospital Inc. map 71 lot 47 unit 1, Buzzell Avenue for 100%. Selectman Chartrand seconded the motion, and it passed unanimously.

**MOTION:** Selectwoman Corson moved to grant the tax exemption for Exeter Med Real Inc. map 71 lot 48 unit 8, 5 Buzzell Avenue for 50% at 159,900 dollars. Selectman Chartrand seconded the motion, and it passed unanimously.

The board then moved on to the Phillips Exeter Academy list.

Selectman Chartrand asked about the Harris Family Children's Center and why they get a different exemption than other childcare organizations. Mr. Lessard said it was due to the age level of the school, because 1/3 of the children are kindergarten age. So it should be 33%. He also said that the attorneys had reviewed all exemptions in 2004, and that since there is an increase now there must have been a decrease before, and there was in 2007 or 2008. Selectwoman Surman asked about the Saltonstall House, because it is fully exempt but the dorms have a percentage. Mr. Lessard said the House is considered to be required for the operation of the school. He said there are no other residences that are totally exempt. Selectman Chartrand asked about the dorms, they are 26% exempt. Mr. Lessard said that the portion devoted to the students is taxable, not exempt.

Anthony Zwaan asked if the exemptions were for 2017 or if they were going forward. He asked if they would be doing it every year. Chairman Clement said they are doing it until something changes, not every year. He said that they are referencing the list. Mr. Lessard said that there is an annual requirement for the properties to file annually, and they will get a list of recommendations annually.

**MOTION:** Selectwoman Corson moved to approve the exemption of the following properties at PEA: Tattersall House, Data Center Office, Saltonstall Boathouse, Granger Observatory, Bizzel House, Library, Davis Student Center, Nathaniel Gilman House, a 13.46 acre exemption on Elm Street, Mayor Arts Center, Phillips Hall, Phelps Academy Center, Academy Buildings, Jeramiah Smith Hall, 11.07 acres, Phelps Science Center, Lamont Health Services, Fisher Theater, Forrestal Bowld Music Building, Philips Church, Potting Shed Faculty, 7.36 acres on Main Street, 3.35 acres on Main Streets, Tennis Courts, Love Gym, Phelps Stadium, Thompson Gym, 21 acres on Gilman Street, and Saltonstall Principal Residence. Selectman Chartrand seconded the motion, and it passed unanimously.

**MOTION:** Selectwoman Corson moved to approve the partial exemptions of the following properties at PEA: Harris Family Center at 33%, Dunbar Hall at 26%, Bancroft Hall at 20%, Webster Hall at 27%, Wentworth Hall at 22%, Cilley Hall at 25%, Amen Hall at 22%, McConnell Hall at 22%, Kirkland House at

40%, Knight House at 26%, Moulton House at 36%, Williams House at 40%, Wheelwright Hall at 19%, Hoyt Hall at 28%, Soul Hall at 14%, Abbott Hall at 35%, Langdell Hall at 25%, Peabody Hall at 21%, Merrill Hall at 26%, Lamont Hall at 32%, Browning House at 54%, Dow House/Barn at 33%, Gould House at 28%, Ewald House at 25%, Main Street Dorm at 23%, Dutch House Dorm and Garage at 34%. Selectman Chartrand seconded the motion, and it passed unanimously.

b. Seacoast Drinking Water Commission Appointment

Mr. Dean explained that there was a new bill passed into law to establish a commission to study the long term goals and requirements of drinking water in the Seacoast area, including other Seacoast towns. The duties of the commission are to utilize studies to plan for droughts, firefighting, emergency or replacement water supplies when contaminated, to create a central planning group, assess treats to groundwater quality, and monitor new contaminant threats. The town needs a representative, and the commission will make a report of its findings by November 1st.

Chairman Clement mentioned that the water and sewer advisory board could participate. Selectman Chartrand said he could request that be added to the next water/sewer advisory board agenda. Chairman Clement asked if they had a deadline. The board agreed to have Selectman Chartrand bring it back to the board.

c. Health Ordinance Updates: Third Reading

**MOTION:** Selectman Chartrand moved to open the public hearing. Selectwoman Gilman seconded the motion, and it passed unanimously.

Chairman Clement stated that at the prior two meetings, health officer James Murray had reviewed the town ordinances and changes to chapters 11, 12, and 22. The suggested changes were posted to the website, and there must be 3 readings before they are put into effect.

**MOTION:** Selectman Chartrand moved to close the public hearing, Selectwoman Surman seconded the motion, and it passed unanimously.

Mr. Dean stated that the new ordinances would become effective 7 days after signing.

MOTION: Selectman Chartrand moved to adopt the town ordinances and updates to chapters 11, 12, and 22 as read by the health officer dated August 25th, 2017. Selectwoman Surman seconded the motion, and it passed unanimously.

d. Human Services Funding Policy

Chairman Clement began by stating that there had been discussion around the human services policy in recent meetings. He looked at the BOS policies which was effective August 30th, 2010, and they have not been followed. He came up with a new policy for human services funding, and also included in the packet the criteria. He is recommending a policy where the submittals will be accepted and reviewed by the board and the budget recommendation committee. Each agency that has received funding in the past would go into the town warrant so that voters will have a direct say. They would be listed individually in one warrant article.

Selectwoman Surman said that she likes the idea, but had some questions about the funding criteria. Selectwoman Gilman said that she agreed that the policy should be updated. Selectman

Chartrand said that he was not in favor of the new policy, and that he likes the human services committee established this year because they have so much experience and because the budget recommendations committee had spent too much time on the issue in the past.

Chairman Clement expressed his view that because the agencies are asking taxpayers to support them for charitable causes, they should be completely transparent. The taxpayers should be able to see each individual agency. He wants to develop a process. He said that the purpose of the human services committee was to research the agencies in order to allocate the 100,000 budget, a task which has been completed. Selectman Chartrand disagreed with this.

Selectwoman Surman said that she was concerned that the human services committee had rewritten their task. She also said that she did not want social services to be handled differently than other areas of the budget. Selectwoman Gilman said that she didn't think it was something that could be done within 3 months. Chairman Clement said that he understood this concern.

Niko Papakonstantis, the chair of the budget recommendations committee, said that it was decided unanimously to create the human service subcommittee. The individuals nominated for the committee were interviewed and approved by the board of selectmen. He believes it should be a year round review of the process. If it falls back on the budget recommendations committee, they must look at if they're reviewing budget line items or if they're reviewing applications. He said he'd like the subcommittee to finish the year. He said he believes in transparency as well. He would like the board to postpone making a decision at tonight's meeting, until the budget recommendations committee can discuss it at their meeting on Wednesday night.

Fran Hall, a member of the budget recommendations committee, said that the subcommittee was charged to come up with a better process. There are two parts: who is going to vet the applications and how, and how do they respond to the people of the town and have transparency. It was clear that in the past it was difficult for the committee to vet all the applications for the agencies, and that it should be done with more time.

Anthony Zwaan, who served on the budget recommendations committee for a couple of years and served on the human services subcommittee last year, spoke that he felt that the process in the past did not work well. He said that he was hoping to solve the distribution of the 100,000 dollars and to start a new process so that the vetting of the agencies could continue. He understood the transparency concern. He suggested that they have thorough vetting, then present it to the budget recommendations committee, who can then choose how to present it to the voters.

Judy Rowan, who served on the human services committee, wanted to add that they were concerned about the previous process. She said that the committee thought about real human needs when considering the agencies, and wanted a more logical and rational process.

Chris Soutter, a member of the human services committee and the budget recommendations committee said that it was important to remember that the budget recommendations committee is not a grant review committee. The committee in the past was vocal about how overwhelming the work is. Some of the issues where that there was no set budget, it was too time consuming, and there was no criteria to help with the decisions. The human services committee was told that there were no criteria, so they created some which was approved by the board of selectmen. They had 114,000 in requests and

only had 100,000 to give out. She believes the committee did a quality job, and that the process is already transparent as their meetings are open to the public. She also said that the process shouldn't be all-or-nothing where you either have to approve all the funding or nothing at all.

Amy McLaughlin said that she did a lot of grant reviews and that every grant is important to look at carefully in its entirety. She said there was a responsibility to look after human needs and to take care of the citizens.

The board agreed to let the budget recommendation committee discuss the process at their next meeting.

e. FY18 Preliminary Budget

Mr. Dean said that the budget starts at a 4.18% increase over the prior year from 3 major components. The first is the debt service from the phase 2 Lincoln Street Project and the Court Street Culvert, a 141,500 dollar increase in the solid waste budget, and a 180,000 dollar increase for the health insurance reserve. He also wanted to note that the fire department has a request for 211,875 dollars because they want to increase their shift presence to 6 personnel all year round. He talked to them about their activity levels, what is triggering the additional calls, and how they are responding to those calls. One suggestion was to take the 45,000 dollars for the needs assessment for a second station, and commit those to looking at this issue. Another point was the 100,000 dollars towards human services. They had 133,000 dollars worth of requests, and continue to get new requests. The stormwater piece, they have broken hat out to the program budget and will get a better sense of individual pieces.

Chairman Clement asked how the fire department reacted to the budget. Mr. Dean said they had not talked about the situation going forward. Chairman Clement asked if they could come and lobby the budget committee and the board. Mr. Dean said it would preclude that. Chairman Clement asked about the 45,000 proposal to study the new station. Mr. Dean clarified that it would be a shift in money to needs assessment. Selectman Chartrand said he liked the idea of that, and would like to look at a study of how they are allocating staff resources.

Chairman Clement asked about the police department, and that it says that the wages are going down. He asked why, and asked if the town is switching personnel. Mr. Dean said that it could be due to replacing a higher level officer with a lower level officer. They are at full staff with police. Chairman Clement said the same thing was happening with the fire department. Mr. Dean said they are subject to a new contract which would have to go onto a warrant article. Chairman Clement asked why there is a decrease of 45,000 for the health insurance of the fire department. Mr. Dean said there was likely a drop in the plan or that someone came off of the town's insurance. Chairman Clement asked if the new contract agreed to up the percentage from 12 to 13%. Mr. Dean said that both departments did and that they are at 13%.

Chairman Clement asked about public works. He said that the big cost driver is the disposal contract, and asked how they could generate more revenue. Mr. Dean said that the household hazardous waste removal over the past years have only budgeted net instead of gross. For 2018, they included gross as well. The share is still consistent.

Mr. Dean brought up two bond articles, one is for the library design funds and one is for the recreation park. They voted to put forward the entire amount but it is not yet confirmed. The water

fund also has two bonds, the Washington Street water line replacement and the recommendation for groundwater exploration and surface water review. There are two pieces to it, which total 800,000 dollars. Also, there is a capital reserve fund suggestion for the town cemeteries. In the Winter Street cemetery there is a lot of tree removal, and it will need a perpetual care budget going forward.

Mr. Dean said that the downtown parking study was moved forward by the planning board, which is 50,000 dollars, there is 50,000 dollars for the intersection improvements program, and 120,000 for the sidewalk program. The Sportsmen's Club remediation is marked to be determined. Chairman Clement said that they should not forget about the 255,000 dollars from the state for the sidewalk/highway program. Mr. Dean said it was about 3.5% over last year's total appropriations for the general fund. Chairman Clement said that the overall budget increase is 4.18%. Mr. Dean said that these are all estimates at this time, and also thanked Doreen Chester and her staff for the work.

Mr. Dean said that for water and sewer enterprise funds, water is up 2.4% and that the largest increases are in the treatment area. As part of the TTHM program, they will need to use different chemicals which increases the amount, and the surface water and groundwater plants need lagoon cleaning. Chairman Clement said that last year the voters voted for a bond to address the TTHM issue, and now we need more money for the chemicals. Mr. Dean said that in order to meet TTHM requirements, they have to change the chemicals. Selectman Chartrand said that finding sources not related to groundwater is important, due to a persistent problem with TTHMs. They need to find a long term solution. Chairman Clement emphasized the importance of clean drinking water. There are 4 areas where they are required to test for TTHM.

Mr. Dean said that the sewer fund was up by 10.9%. A major cost is looking for funding for new positions to staff the new facility. It is a partial year appropriation, which is close to 91,000 dollars. The sewer debt is carrying a portion of the Lincoln Street phase two project. There are also increases in the capital outlay budget for the replacement of three vehicles. Chairman Clement said that in 2018, they will be hiring new personnel, but that the plant will not be done until 2019. Mr. Dean said that it could be discussed.

Selectwoman Surman said that she is concerned that there are more expenses that they haven't had in the last few years. She suggested that the board give the budget recommendations committee a percentage. Selectman Chartrand said that previous guidance has been in form of conversation. Selectwoman Gilman said that she did not want to pick a number, and did not want to level fund the whole budget. Chairman Clement said that they have had discussions with the budget recommendation committee chair, and asked how the board feels about being more seen than heard at budget recommendation committee meetings. Selectwoman Gilman agreed, as did Selectwoman Corson. Selectwoman Surman said that they are there for information only.

7. Regular Business

a. Tax, Water/Sewer Abatements & Exemptions

It was voted by the board that they would cover this topic first before the FY18 Preliminary Budget.

Mr. Dean said that the first abatement is for 40 Hampton Road, Unit C-10, which it is recommended that the board denies the request due to the policy on maintaining internal fixtures.

Selectwoman Corson asked if the account accumulates interest. Mr. Dean said it did, the longer it remained unpaid. Mr. Dean said that the department had calculated what the abatement should be, which was 105 dollars. The whole bill was 314.74 dollars.

**MOTION:** Selectman Chartrand moved to deny the request for an abatement for 40 Hampton Road Unit C-10. Selectwoman Surman seconded the motion, and the motion passed 3-2-0 with Selectwoman Corson and Selectwoman Gilman voting nay.

Next was 18 Prospect Avenue. Les and Nancy Cooper came to the microphone to speak about their property. They said they had received a letter in the mail that they had used a large amount of water. They had a leak underneath their crawlspace. There was a connecting piece that deteriorated and led to the leak. They maintained the plumbing, and did not know that the leak was occurring.

Selectwoman Corson said that she believed that they should not have to pay for sewer. Ms. Cooper said that the amount was 258.37 dollars. Mr. Dean said the abatement would be calculated based on the amount of usage over. Chairman Clement asked if this went to the water and sewer committee first. Mr. Dean said that they got into a process of passing them onto the board without a recommendation. He said they could ask the water and sewer department for more information.

Selectwoman Surman commented that this case seems exceptional in nature. Chairman Clement said that the board could move on the recommendation or could send it back to the department. Selectman Chartrand pointed out they had had other cases where the leak wasn't observable and they had been denied, but he was fine with getting more information. Selectwoman Gilman agreed with Selectwoman Surman. Selectwoman Corson pointed out that the cost of water and sewer was increasing. The board agreed to send the case back to the water and sewer department.

The next property discussed was 13 Minuteman Lane, which was an abatement. The recommendation is to deny the abatement. LeeAnn and Ed, the owners of the property, said that the total amount was 3,855.47 dollars. The amount has subtracted what the average was. They have had prior meetings with the board about the issue. They do not leave the house without turning off the water main, and the faucets keep leaking with sediment. The leak was caused by sediment in the water which deteriorated the toilet fill valves. It took five or six years for the water department to come out.

Selectman Chartrand asked how old the toilets are. They said that the toilets are original, but the fill valves have been replaced. They moved into the house in 1992. The recommendation was that they shut off the water at the main whenever they leave the house. Selectman Chartrand said he believed the board needed more information. LeeAnn and Ed said that they went on vacation in June, and the leak started on the 14th of June and continued for 34 days. They were never notified of the leak even though public works had measured the meter. The board decided to get more information on the issue and to defer action on it.

**MOTION:** Selectwoman Corson moved to abate map 62, lot 113 for 909.48 dollars. Selectman Chartrand seconded the motion, and it passed unanimously.

**MOTION:** Selectwoman Corson moved to approve the jeopardy tax of map 95, lot 64, unit 207 for 402.78 dollars. Selectman Chartrand seconded the motion, and it passed unanimously.

**MOTION:** Selectwoman Corson moved to approve the jeopardy tax of map 95, lot 64, unit 204 for 267.65 dollars. Selectman Chartrand seconded the motion, and it passed unanimously.

b. Permits & Approvals

**MOTION:** Selectwoman Gilman moved to approve the use of the Exeter Town Hall for Swag on Swasey on February 24th, March 24th, and April 28th from 6am to 4pm. Selectwoman Corson seconded the motion, and it passed unanimously.

**MOTION:** Selectwoman Corson moved to approve the use of the Exeter Town Hall to Catherine Roberts and Tammy Schmidt-Privow for November 17th and 18th, from 4pm-8pm. Selectwoman Gilman seconded the motion, and it passed unanimously.

**MOTION:** Selectwoman Gilman moved to approve the use of the Exeter Town Hall to Darius Thompson of the Exeter Holiday Parade Committee September 19th, September 21st, September 28th, October 5th, and November 20th-22nd from 5:30pm-8:00pm. Selectwoman Corson seconded the motion and it passed unanimously.

**MOTION:** Selectwoman Corson moved to approve the use of the Exeter Town Hall to Darius Thompson of the Exeter Holiday Parade Committee on October 19th from 5:30-8:00pm. Selectwoman Gilman seconded the motion and it passed unanimously.

c. Town Manager's Report

**MOTION:** Chairman Clement moved to approve October 31st as Trick or Treat Night. Selectman Chartrand seconded the motion, and it passed unanimously.

d. Selectboard Committee Reports

This was not covered during this meeting.

e. Correspondence

**MOTION:** Selectwoman Corson moved to approve the request to place signs on November 18th at the CMS for a yuletide fair. Selectwoman Surman seconded the motion, and it passed unanimously.

There was a notice that the board had been named as a party to go to the Board of Tax and Land Repeals in relation to the Great Bay Kids tax decision.

There was a request for a waiver of the permit for construction activities for the former Loaf and Ladle building.

There was also an email explaining that the Gilman Park easement does not permit the use of the park as a dog park.

8. Review Board Calendar

The next meeting is October 2nd, 2017.

9. Non-Public Session

There was no non-public session.

10. Adjournment

**MOTION:** Selectman Chartrand moved to adjourn the meeting. Selectwoman Surman seconded the motion, and it passed unanimously. The meeting was adjourned at 11:00pm.

Respectfully submitted by recording secretary Samantha Cave.

Board of Selectmen

October 2nd, 2017

Draft Minutes

1. Call Meeting to Order

Present at tonight's meeting are Dan Chartrand, Anne Surman, Don Clement, Kathy Corson, Julie Gilman and Russ Dean. Chairman Don Clement called the meeting to order at 7:00pm.

2. Water/Sewer Abatements

Ms. Jennifer Perry, the public works director, introduced the property of 27 Highland Street with Les and Nancy Cooper. She said there was additional information and had calculated the abatement with the sewer component, which was $367.36 for a new total of $647.72. She said that DPW follows the letter of the policy and therefore recommended against the abatement simply because it was related to a leak. She suggested that they remove the departments recommendations for or against, similar to tax abatements. Selectman Chartrand asked what would the amount be if they were only to abate the sewer portion.

Chairman Clement asked the Coopers what they are requesting for the abatement, out of the bill of 1,015.08 dollars. Mr. and Mrs. Cooper said they were looking for 258.37 dollars. Chairman Clement said that they usually reject the abatement when it is not the department's error causing the leak. Ms. Perry calculated that the amount of the sewer abatement alone would be 108.99 dollars. There was some confusion among the board over this amount. Selectwoman Surman said that they should only be responsible for the water because it was what went through the system.

Mr. Cooper said that he believed that their water leak could not have been prevented. Chairman Clement said that their policy emphasizes whether the leak happens in the citizen's pipes or in the town's pipes. Selectman Chartrand said that although leaks can't always be prevented or detected, it is up to each citizen to maintain their plumbing in advance of possible issues. Mr. Cooper believed that the policy was not clear.

**MOTION:** Selectman Chartrand moved to abate 108.99 dollars for Les Cooper at 27 Highland Street and 18 Prospect Avenue. Chairman Clement seconded the motion, and it passed 4-1-0, with Selectwoman Gilman voting nay.

Next was 13 Minuteman Lane with LeeAnn and Ed Ouimette. Ms. Perry offered her opinion that have a leaking toilet structure stay stuck for such a long period of time would be highly unlikely. She said that between June 11th and July 17th, there was a running toilet. She did not think it would just be due to sediment and may have been due to the flow being stuck or a valve that would not close. She said that sediment generally stains fixtures instead of causing them to stick.

The Ouimettes said that there are a lot of working components in toilets which vary in age, and they believed that the problems are caused by sediments damaging rubber seals. Mr. Ouimette showed the board parts of a rubber seal that had become deteriorated, and said that the water had been running due to damage to these seals. They emphasized that they have dealt with this issue for a number of years, and wondered why customers could not have a full abatement request.

Chairman Clement said that they did not have evidence that the issue was caused by the town. The Ouimettes said that they are at the end of the water line and had complained about water pressure previously to no avail. Their water pressure only improved after a neighbor complained. They have changed every inner working of every toilet in the spring. Selectman Chartrand said he would like the water department to work more closely with the Ouimettes to get to the bottom of the issue.

Ms. Perry said that she had had a chance to speak with Matt Berube about the case, and that from her understanding there was a concern that the toilet was used before their departure and that it ran for a long period of time. In July, they determined that the toilet was leaking and they informed the customer that the toilet needed to be fixed. The toilet ran for about a month. Chairman Clement asked for clarification of the graph, which Ms. Perry said that the toilet consumed about 6,000 gallons per day continuously.

Chairman Clement asked the Ouimettes if they were absent from June 14th to July 17th. They confirmed these dates and said that the meter was read by the water department on June 20th, and that they were never notified. Ms. Perry said that the meter reading is done electronically and that the meter reader would not have noticed the high usage. Chairman Clement clarified that it is looked at on a quarterly basis. Selectman Chartrand asked how it was discovered in July. Ms. Perry said that the Ouimettes had a high water bill and went to the water department. Selectman Chartrand asked if there were personnel to review records. Ms. Perry said yes, but that it was not easy. She said that generally over 35,000 gallons than normal triggers a response.

Selectman Chartrand asked if there was a way to report weekly on any exceptions. Ms. Perry said that it was not currently possible with their staffing. There is too much work that goes into the billing process, although they have discussed doing it on a monthly basis. She also said that there is a leak detector on the meter head which moves if you have a leak. Chairman Clement said that the customer could have read the meter.

Selectwoman Gilman asked when they receive a letter. Ms. Perry said that the meter reader will leave a doorknocker after an unusually high amount of water is used. Mr. Dean pointed out that they would not have received this if they were not home. Selectwoman Corson was concerned that they were not notified. Selectman Chartrand said he was upset that over 200,000 gallons of water were wasted. Selectwoman Gilman said that she understood Ms. Perry's explanation because they do not tailor the meter reading to each individual household.

The Ouimettes said that they were requesting a full abatement. She said that the first billing was for 634.90 dollars, and the second billing was for 3,220.57 dollars, and that the new bill would be for 86.25 dollars. She asked why the town didn't shut off the water. Chairman Clement said that they are not allowed to do that by state law. Selectman Chartrand expressed his belief that the board did not have all the information necessary.

**MOTION:** Selectman Chartrand moved to table the issue until the board could speak with Matt Berube. Selectwoman Surman seconded the motion, and it passed unanimously.

The Ouimettes said that somebody should come to the residence and see what is happening. Chairman Clement said that they wanted information from the water department, and would leave that up to the department. Ms. Perry said that Matt Berube had visited the house and did not think there

would be anything to add. The Ouimettes said that a 50% abatement was not enough. Chairman Clement said that the policy was a definitive criterion. Selectman Chartrand requested that there be a work session between the board, town manager, Mr. Berube and the Ouimettes.

3. Public Comment

Martha Pennell came to the microphone and spoke about recent flushing of a nearby water tower from the Riverwoods, a local retirement community. She said that they received a phone call from the CEO of Riverwoods but that they should have been notified from the town because it could have been a safety issue. She said that she would like the board to come to Riverwoods to inform the citizens about local happenings.

Ms. Perry said that hydrant flushing had been happening for about 2 weeks, usually at night but sometimes during the day. She said there were message boards in town and on TV about it. She acknowledged the inconvenience, but said that typically notifications are not sent out except to the hospital. Chairman Clement pointed out that Riverwoods is not the only place were flushing occurs. Selectwoman Corson said that Riverwoods had nursing so perhaps they should be notified in the future.

4. Minutes and Proclamations

There were none to cover during this meeting.

5. Approval of Minutes

The minutes from September 25th, 2017 were not ready yet for this meeting.

6. Appointments – Conservation Commission

Selectwoman Surman said there was a resignation from David O'Hearn from the conservation commission due to personal reasons.

**MOTION**: Selectwoman Surman moved to accept the resignation of David O'Hearn from the conservation commission. Selectwoman Corson seconded, and the motion passed unanimously.

**MOTION:** Selectwoman Surman moved to accept Marie Richey as resigning from the conservation commission as an alternate member. Selectwoman Corson seconded the motion, and it passed unanimously.

**MOTION:** Selectwoman Surman moved to accept Marie Richey as a full member of the conservation commission, with a term ending on April 30th, 2018. Selectwoman Corson seconded the motion and it passed unanimously.

7. Discussion/Action Items

a. DPW – Bicycle Lane Portion of High Street

Ms. Perry introduced a potential public works project where they would put in a bike lane on High Street between Portsmouth Avenue and Buzzell Avenue, as they are preparing to restripe High Street after paving. There is currently limited parking on High Street between Marlborough Street and past Gardner Street. About 18 parking spaces in total. She said she had only seen a few vehicles parked

there typically, and that it was lightly used. The parking is in close proximity, however, to Exeter Day School. She said that the width of High Street could not fit both the parking and the bike lane.

Selectwoman Gilman asked where the parking began on the Marlborough Street side. Ms. Perry said it began east of Marlborough Street past Gardner Street. Selectwoman Gilman said she was originally in support of this due to the number of bicycles coming from Portsmouth Avenue, but understood the concern from the day school. Selectwoman Corson asked if you could have both a bike lane and parking. Ms. Perry said no, because when you put parking and a bike lane you must use at least 14.5 feet of width, which would only allow for 20 feet total for vehicular traffic, or 10 feet per lane which is not large enough. Selectwoman Corson continued, and said she would hate to get rid of the parking because there is very limited parking at the day school and that it frequently experiences overflow.

Selectwoman Surman said that she agreed with Selectwoman Corson. Selectman Chartrand said that he was in favor of the bike lane. Chairman Clement asked if the south side were to be no parking, would it require a change in parking ordinance. Mr. Dean said they would have to commit to putting in a bike lane and then could put in an ordinance, which would require the standard three readings. Chairman Clement said he did not want to be limited by the striping deadline. Selectwoman Gilman said it would be easier to leave it as is and to take up the issue over time.

Selectwoman Corson asked if there was a bike lane added, would the center stripe still go in the same place. Ms. Perry said there was potential to move the center lane about one foot, and that if the bike lane was not added they would want to optimize the one already there. Selectwoman Corson was also worried about the burden placed on side streets if the parking was removed. The board agreed to have a discussion with the neighborhoods on the issue.

b. DPW Project Updates: Court Street Bridge Project, String Bridge Project

Ms. Perry gave an update on the Court Street Bridge project. She said the beams have been placed and work is continuing. It is intended to be mostly completed by October 30th (meaning traffic would be open), and to be fully finished by November 30th. The project is on schedule and on budget. Jay Perkins, of public works, said that October 30th is the target date if everything goes according to plan.

Ms. Perry said that the original gas line was closer to the old arch culverts, and had to be removed along with water and overhead utilities. When it is installed, it will be directionally drilled and not an open excavation. Nobody had petitioned to have a public hearing so the work is underway. Chairman Clement said he checked with the conservation commission, and the directional drilling was presented to the public.

For the String Bridge project, Ms. Perry said that the work was above grade work, removing pavement, and replacing the water line. In 2017, work has been below surface such as concrete work and alternating work on Kimball Island. The project is slated for substantial completion by October 17th, and will be done by October 31st. The final work on the sidewalks is occurring. The project is also on budget. There were two change orders to the project, which have been approved and increased the town's portion. 80% was DOT participating and 20% was the town.

Selectman Chartrand offered his congratulations on getting the bridges finished and up to speed. Selectwoman Gilman said that the project was very engaging to the historic district. She said that

they looked at the sealant that was going on the bridge, and was concerned that the sealant material would not do the job. She wanted to get spec sheets for the product that was decided on. Selectwoman Corson said that she liked the lights put on the project. Arthur Baillargeon asked why the lights were black. Ms. Perry said they were coated black because replacing them as concrete was almost impossible to find.

Ms. Perry next updated the board on the Kingston Road Transportation project, which started as a shoulder widening but they decided to pursue the sidewalks and had received state approval. They are wrapping up the design piece of it which will be submitted in October. The next stage is a review between the DOT and the town. It will go out to bid in late winter or early spring for a 2018 construction.

The Lincoln Street Phase 2 project has been in good progress and has gotten a lot of good feedback. She said it was intended to come back before the board with a final concept plan. Chairman Clement asked about the 15-day extension for the wastewater treatment plant. Selectwoman Surman asked if there was any follow up on that by Wright Pierce about their responsibility for the error. Ms. Perry said that Wright Pierce provided their time for the project and the survey work and that there was no charge for that.

Selectman Chartrand said that 4 members of the board had voted for the change order. Ms. Perry also said that it was the town's material and that it was something they would have had to pay for anyway, because the town owns the sludge and contaminated material which would have resulted in a higher initial bid. Selectwoman Surman said that the vote was on the change order, and that she was looking for a way to go back to Wright Pierce on it. The money could have been budgeted, but instead they were surprised by it.

c. Maintenance Projects and Process

Mr. Dean said that based on the issue with the public restroom project, they had exhausted the budget for maintenance projects. Some projects had been moved to the CIP or deferred. He suggested perhaps establishing a facilities committee. Chairman Clement asked if there was anything the town could do to track this better, and to prevent it from happening in the future. Mr. Dean said better communication and better management. Selectman Chartrand suggested hiring somebody who understood that communication up the channel is a good idea. Mr. Dean mentioned that the maintenance superintendent retired.

Selectwoman Corson said that the list shows that they are overspent for this year, and that the budget committee gave 100,000 dollars to maintenance projects. She asked if the maintenance list for 2018 had been compiled yet. Mr. Dean pointed out on the list where the board should be looking. Ms. Perry said that they get reassessed as to whether they will be included with 2018. Some projects are deferred. Some of the projects may have been completed. The intent is not to get them all done within a year.

Chairman Clement pointed out that maybe some things should have been CIP projects. Ms. Perry said that the CIP has a threshold of 25,000 dollars, and that many of the projects are more than regular maintenance and are recurring. Selectman Chartrand said they should be particularly careful about town hall projects.

Mr. Dean asked if there was any input for the maintenance superintendent job listing. Selectwoman Surman commented that it was a little repetitive. Selectman Chartrand said that the job description was developed as part of the non-union classification plan. Selectwoman Corson asked if the job was posted yet, and if not, when would it be. Mr. Dean said it would be posted by the end of the week. If the Board could get him input by the end of the week on the job description it would be good.

8. Regular Business

a. Tax Abatements and Exemptions

The first property is for the Congregational Church from the last meeting. Mr. Lessard, the town's assessor, gave a recommendation. Selectwoman Corson said that 14% was not being used for religious purposes, but said she did not want to piece out the land and was worried about setting a precedent. Selectman Chartrand pointed out that the organization can always appeal the decision.

**MOTION:** Selectman Chartrand moved to exempt 86% of 72-222E at 12 Center Street, which is 369,400 dollars. Selectwoman Surman seconded the motion, and it passed 4-1-0 with Selectwoman Corson voting nay.

**MOTION:** Selectman Chartrand moved that 14% of 72-222-2 at 12 Center Street, which is 59,600 dollars is taxable. Selectwoman Surman seconded the motion, and it passed 4-1-0 with Selectwoman Corson voting nay.

b. Permits and Approvals

**MOTION:** Selectman Chartrand moved to approve the use of the town hall facility and parking spaces by the Consensus Building Institute for the Northern Ocean Planning RPB meeting on 11/16/17. Selectwoman Surman seconded the motion, and it passed unanimously.

**MOTION:** Selectwoman Gilman moved to rescind the decision of September 25th, 2017 to deny tax exemption for the Historic New England's property. Selectwoman Corson seconded the motion. The motion failed because it did not achieve 2/3 of the vote, 3-2-0. Selectwoman Surman, Selectwoman Corson, and Selectwoman Gilman voted aye, and Selectman Chartrand and Chairman Clement voted nay.

Mr. Dean brought up the contract of MRI, and said that there was confusion over the amount of change in the contract. He wanted to have the board approve the change. The old value was 110,000 dollars, and the new value is 100,000 dollars.

**MOTION:** Selectman Chartrand moved to authorize the town manager to sign the addendum dated June 22nd, 2017. Selectwoman Gilman seconded the motion, and it passed unanimously.

Mr. Dean said there was a pole license off of Newfields Road for a line extension from Unitil. Selectman Chartrand suggested that the board hold off on it until more information could be brought forward, which the board agreed with.

c. Town Manager's Report

Mr. Dean said that Right to Know training was being offered to all the boards and committees on October 24th from 7:00-9:00pm. He said that town offices would be closed on Monday for Columbus

Day. There will not be a change in the trash schedule. He said they had received an updated version of the Hampton Sewer agreement. They had contacted the town two months ago with questions on rates, and public works is looking at it. He will bring it back to the board to review.

The next master plan meeting is on October 6th. They are getting closer to finishing it. He also said that the town is ordering a new American flag and state flag. The town had a meeting with public works, Matt Berube, Wright-Pierce, and Mr. Dean had about the town taking over a stretch of Route 85. There was also a meeting with the department of public works and Phillips Exeter Academy, were the new signals on Front Street were discussed. They also talked about having more frequent meetings with PEA.

Chairman Clement said that they had lost parking along that street, and that better communication was needed. He also suggested that PEA talk to the board of selectmen more regularly. Mr. Dean said that there are sometimes projects that don't require overview by the planning board, and that there is no set guideline other than the town ordinance. Selectwoman Corson said that of the parking increase, she stressed at the planning board that it was difficult for someone with no idea of the parking increase because it seemed that there was a parking decrease. Selectwoman Surman asked if the public can park at the new parking garage. Mr. Dean said that was how it was described. Chairman Clement said that maybe there should be a crossing guard at the crosswalks early in the morning, because both flashing lights are triggered when students are crossing.

d. Selectboard Committee Reports

Selectman Chartrand said that there was a water and sewer advisory committee meeting, where they talked about rolling out the rate setting process. They will have a discussion on the new rates on October 11th at 6:30pm. He also went to the Lincoln Street Public Input Session, and stressed the importance of that project. There was a budget recommendations committee meeting last week, and a master plan steering committee meeting on the 6th of October. He also thanked Selectwoman Gilman for the work on the Winter Street Cemetery.

Selectwoman Gilman said that the Winter Street cemetery work is ongoing, and there will be a workshop for the caring of cemeteries on October 14th. Selectwoman Surman said that there was an arts committee meeting, and the committee has shows coming up in October. They are working on a tribute to Kit Cornell. November will be the seacoast artists association, and they are preparing for the holiday season. She also attended the budget committee meeting.

Selectwoman Corson said there was a planning board meeting where they conditionally approved an addition to the Rinks at Exeter. They have dorm housing for up to 65 people, and a 7,000-foot addition to the entryway which will house an expanded shop and other activities. There is also a joint planning board and zoning board meeting on October 17th. She also attended a holiday parade meeting.

Chairman Clement had a river meeting, and the LOMR has been completed and sent to FEMA for review. The section 106 sign has been approved but the wording is being discussed, and being reviewed by the heritage commission and DHR. Members of Fish and Game and other departments did some river analysis and found that the herring count dropped from 200,000 to 100,000. Fish and Game paid for it. There was an EDC meeting, where John Tremblay facilitated a work session on guiding

principles and performance metrics for the EDC. He also went to a panel discussion on the Mill Dam in Brentwood.

e. Correspondence

There was a letter from Comcast that ESPN classic will no longer be available on November 7th. There was a note about the TAP program about the Kingston Road improvements for parking and pedestrian improvements. The heritage commission was asked to review a demolition permit at 12 Front Street to remove the rear L of the building. It was reviewed and decided to have a public hearing by the heritage commission. The commission later recommended against demolition. There was a letter from the Rockingham Planning Commission thanking the board for their support and that their dues for the upcoming year are due.

There was a request for the town manager from Racial Unity Team Exeter, for the Walk a Mile for Racial Unity on October 21st, and are requesting a waiver for the $125 rental fee for the town hall.

**MOTION:** Selectman Chartrand moved to waive the $125 rental fee. Selectwoman Surman seconded the motion, and it passed unanimously.

There was a note from Northern Utilities about relocating a gas line on the Court Street Bridge. There was a notice from the town's legal counsel that the Great Bay Kids Company has filed with the BLTA on their property tax exemption. There was another notice from Comcast XFINITY about municipal emergency reporting procedures. There was an update on the health trust and their offerings for FSAs. There was a letter from Alteration of Terrain Bureau about an alteration of terrain permit, requesting all records. There was a letter from NHDES regarding Continental Microwave looking for more information on the alteration of terrain permit issued to them.

There was a reference letter about the delay from the EPA on the wastewater treatment plant. There was correspondence from Brian Hart of the Southeast Land Trust about using Gilman Park as a dog park, and that it is not allowed per the easement. There was a notice that hazardous household waste collection is October 21st. Selectwoman Surman mentioned again that citizens shouldn't leave rocks on Swasey Parkways lawn because it could get caught in the lawnmowers. Selectwoman Corson mentioned that Victoria Arlen is on Dancing with the Stars and on Ellen, and that she is an Exeter resident.

9. Review Board Calendar

The next meetings are October 16th and 30th.

10. Non-Public Session

There was no non-public session.

11. Adjournment

**MOTION:** Selectwoman Surman moved to adjourn, Selectwoman Gilman seconded, and the motion passed unanimously. The meeting was adjourned at 10:45pm.

Respectfully submitted by recording secretary Samantha Cave.

# MEMORANDUM

**TO:** **Town of Exeter Board of Selectmen**

**FROM:** **Niko Papakonstantis, Chairman Budget Recommendations Committee**

**RE:** **Human Services Funding**

**DATE:** **October 11, 2017**

**ATTENTION:** **Donald Clement, Chairman Board of Selectmen**

You will recall that, after a discussion amongst yourselves, and after hearing from the public relative to the town's human services funding at the September 25, 2017 Board of Selectmen meeting, you graciously agreed to postpone taking a vote until the Budget Recommendations Committee (BRC) had an opportunity to discuss the proposal at their September 27, 2017 meeting.

The matter was discussed during the "review of subcommittee process" portion of the agenda at the aforementioned BRC meeting. After I gave brief summary of what transpired as a result of last year's BRC recommendation as well as the recent proposed revised policy, there was a fairly robust conversation with most members of the BRC weighing in. The consensus is that it is premature to eliminate the current three person ad-hoc committee that the Board of Selectmen voted to create at the recommendation of last year's BRC. Though only in year one, this dedicated ad-hoc committee has proven to be more effective, taking a sub-committee approach over the course of a year rather than a closed period of two or three months, in the vetting of tax dollars to be used for organizations providing services to the citizens. Further, the recommendation was made last year because the members of the BRC did not feel that this is a budget review matter but rather a grant application review process, an area in which the BRC have no business to be in. It was agreed that this current ad-hoc subcommittee best addresses the needs of the town.

The issue of transparency was also discussed at length. It was agreed that this is vital but there are means to provide transparency without dismantling the current process, including social media and the town website. It was suggested that, for starters, the various agencies and allocated amounts be published on the town website. Moving forward, it was suggested that the Board of Selectmen work with the ad-hoc human services subcommittee to identify other means by which this information can be transparent beyond the website and social media.

At the conclusion of this discussion, a motion was made and seconded that the Human Services Subcommittee remains as an ad-hoc committee, with their charge to review the budget. The motion passed unanimously, 10-0. I will be available to discuss with you further, should you wish to do so.

| Town of Exeter | Policy Number<br>2010- | Adopted by<br>Board of Selectmen |
|---|---|---|
| Subject:<br>Human Services Funding Policy | Adoption Date:<br>September 30, 2017 Revision Date: | Supersedes:<br>New |

**1.0 Purpose of the Policy:**

The purpose of this policy is to codify practices with respect to the funding of human service agencies by the Town.

**2.0 Departments Affected:**

Board of Selectmen and Town Manager

**3.0 Definitions:** None.

**4.0 Policy:**

It is the policy of the Board of Selectmen to make the human service funding process clear for both the requesting agency and the Town.

**5.0 Procedures:**

1. The Town Manager's Office shall, in July of each year, distribute application forms to all agencies who have requested funding in the prior budget year for the subsequent year, unless otherwise notified by the agency they will not be participating in the funding process.
2. Submittals will be accepted as part of the regular budget process and will be reviewed by the Board and the Budget Recommendations Committee. Any agency not submitting a timely application may be denied funding at the discretion of the Board of Selectmen. If so denied, the agency will be made aware of the petition article process described in Section 5.5.
3. Each agency that has received funding in the past will go onto the Town Warrant for funding so voters will have a direct say in their continued funding. They will be listed individually in one warrant article with a sum grand total.

4. All new agencies (those that have not requested Town funding in the past)will go onto the Town Warrant as a separate article for initial review by deliberative session and a vote as to whether the agency will be funded, if so recommended by the Board of Selectmen.
5. In order to qualify for placement on the warrant for possible funding by the Town, any agency must demonstrate the extent of service to Exeter residents. Each agency will be measured and vetted against the current Human Services Funding Criteria through the Budget Recommendation Committee process.
6. The Board of Selectmen or its designee may explain the petition article process to prospective agencies that are not included in the final recommended list of agencies to be funded.
7. All agencies receiving funding will be required to sign an Agreement with the Town of that the funds being allocated by Exeter will be used for the benefit of Exeter residents.

**6.0 Severability**:

To the extent that any provisions of this policy conflict with NH Law, then State Law shall prevail.

**Human Services Funding Criteria**

The Human Services Policy purpose is to ensure that adequate levels of human services are available to the people of Exeter. The Human Services Funding Criteria attempts to establish a system for planning, funding, monitoring, and evaluating community human service agencies that are effective, fair, and equitable. The criteria is a reflection of the Town's desire to assist agencies in our community who provide services to those with special needs, lack adequate income, are physically or mentally vulnerable, or possess the skills and abilities necessary to maintain self-sufficiency.

Human services agencies are assessed by the guidelines and criteria to receive funding from the Town of Exeter:

I. How does the agency's services relate to the core mission of Human Services?

II. Ability to self-sustain without the Town of Exeter's Human Services funding. Priority will be given to those agencies that have established alternative sources of funding or services.

III. Availability of services and assistance and their responsiveness to Town Human Services

IV. Meets basic needs, life skills, employability development, and health/mental health services.

V. Must demonstrate Exeter resident focus. There must be program services that are primarily designed to address the needs of Exeter residents.

The Town will administer allocations to agencies providing human services. The Town of Exeter remains committed to the human services with both financial support and collaborative efforts.

# Town of Exeter
## Water/Sewer Abatement Request & Receipt Form

*Please Print:*
Full Name:_____Leanne Ouimette__
Mailing Address:_____13 Minuteman Lane _____
_____Exeter, NH 03833_____
Service/Property Address:____same as above _____

Today's Date:_____8/10/17_____
Account Number:___212102778_____
Route Number:_____
Phone Number: __603-828-3623_____

Utility Abatement Requested for: Water_____ Sewer_____ Water & Sewer__X__
Date of Bill:__6/20/17___ Billing Period from _3/21/17_ to _9/20/17__ Amount of Bill: $_744.51 + next_

Performed Leak Check?__X__Yes ____No Leaks Found? __X__Yes ____No How Many Fixtures?____1_____
If No: __X__Not schedule ____Declined

Data Download?__X__Yes ____No Indicated Leaks? __X__Yes ____No Continuous____Intermittent____ Both__X___

Minimum Criteria Met? __X__Yes ____No (100% or 35,000 gallons above average consumption)
Proof Leak Repaired? __X__Yes ____No

634.90 / 3,22 / 455.47

**Partial Selectmen's Policy 08-30: Reasons for or against granting abatement request**
***Policy Procedure Line #2 (Against)***: _____In the event that a customer cannot determine the source or cause of the abnormally high consumption, the customer is required to hire a private licensed plumber to assist the customer in trying to determine said source or cause. If the plumber is unable to determine the source or cause of the abnormally high consumption, the Town can only speculate that the customer has located and repaired or corrected said source.

***Policy Procedure Line #3 (Against)***: ___X_____ In the event the source or cause of the abnormally high consumption is related to a leak due to customer negligence such as the failure to maintain internal (private) plumbing fixtures in good repair and/or protect plumbing from freezing, the customer shall be held responsible for the entire bill.

***Policy Procedure Line #4 (For):*** ___X_____ In the event the abnormally high consumption has occurred due to "unpredictable leakage" not caused by customer negligence, ignorance or unfortunate circumstances, as determined by Town staff and the Water & Sewer Advisory Committee, the Town shall consider granting a one-time abatement, per account, during any ten-year period, up to half of the water consumption above normal consumption.

Water & Sewer Department Actions Taken:__Informed the customer of high usage; leak performed; downloaded data to produce graphs of water usage and gave copies to the customer for their review; held a meeting with Leanne, Desiree, Matt to discuss the leak; We said we would calculate it as one event even though on two billing periods; We had a follow up meeting, Leanne & Ed requested adding calculations to the worksheet to include abatement of all the extra usage above the 3 quarter average._____

---

## Receipt Portion

Reviewed by:__Matthew Berube_____ Date of Review:__9/20/17_____
Comments:_____The Town has reviewed this abatement request as one event which occurred in 2 billing cycles _____

*Dept. of Public Works Recommendation:* _X__Disapprove _____Approve

*Board of Selectmen Recommendation:* ___Disapprove _____Approve

Abatement Amounts: $366.39+$1,794.59=$2,160.98
$634.90+$3,220.57=$3,855.47

New bills total: $378.12+$1,526.08=$1,904.20
$109.61+86.25=$195.86

BOS Approval/Disapproval Signature:_____ Date:_____

BOS Approval/Disapproval Signature:_____ Date:_____

BOS Approval/Disapproval Signature:_____ Date:_____

BOS Approval/Disapproval Signature:_____ Date:_____

BOS Approval/Disapproval Signature:_____ Date:_____

***13 Minuteman Lane-June bill portion of event***
***Customer Request: Full Abatement of usage over 3 quarter average (2,500 gallons)***

Tier 1--2017 rates

| | | |
|---|---|---|
| Water | 2,500 gal * $7.19/1000 gal = | $17.98 |
| Sewer | 2,500 gal * $5.25/1000 gal = | $13.13 |
| | | $31.11 |

***Total Due=*** ***$31.11***

***Abatement***

Total water/sewer bill = $744.51 - $78.50 $666.01 less service fee & certified mailing

Abate = $666.01 - $31.11 = $634.90

***Abate =*** ***$634.90***

***New Bill Total with service fees added back***

$31.11 + 78.50 = ***$109.61***

***Selectmen's Policy***

Total Usage=44,435 gallons
Previous 3 year 2nd-Q usage average- (7,060 + 290 + 150) / 3= 2,500 gallons
Excess above average- 41,935 gallons
Half of Excess gets abated- 20,968 gallons

What is Due vs Abatement?

***Due***

| | |
|---|---|
| Half of excess | 20,968 |
| Prev 2nd-Q usage average | 2,500 |
| | 23,468 billable gallons |

Tier 1--2017 rates

| | | |
|---|---|---|
| Water | 21,000 gal * $7.19/1000 gal = | $150.99 |
| Sewer | 21,000 gal * $5.25/1000 gal = | $110.25 |
| | | $261.24 |

Tier 2--2017 rates

| | | |
|---|---|---|
| Water | 2,468 gal * $8.99/1000 gal = | $22.19 |
| Sewer | 2,468 gal * $6.56/1000 gal = | $16.19 |
| | | $38.38 |

***Total due=*** ***$299.62***

***Abatement***

Total water/sewer bill = $744.51 - $78.50 $666.01 less service fee & certified mailing

Abate = $666.01 - $299.62 = $366.39

***Abate =*** ***$366.39***

***New Bill Total with service fees added back***

$299.62 + 78.50 = ***$378.12***

***13 Minuteman Lane-September bill portion of event***
***Customer Request: Full Abatement of usage over 3 quarter (623 gallons)***

Tier 1--2017 rates

| | | |
|---|---|---|
| Water | 623 gal * $7.19/1000 gal = | $4.48 |
| Sewer | 623 gal * $5.25/1000 gal = | $3.27 |
| | | $7.75 |

***Total due= $7.75***

***Abatement***

Total water/sewer bill = $3,306.82 - $78.50 $3,228.32 less service fee & certified mailing

Abate = $3,228.32 - $7.75 = $3,220.57

***Abate = $3,220.57***

***New Bill Total with service fees added back***

$7.75 + 78.50 = ***$86.25***

***Selectmen's Policy***

Total Usage=193,960 gallons
Previous 3 year 3rd-Q usage average- (1210 + 600 + 60) / 3= 623 gallons
Excess above average- 193,337 gallons
Half of Excess gets abated- 96,669 gallons

What is Due vs Abatement?

***Due***

| | |
|---|---|
| Half of excess | 96,669 |
| Prev 3rd-Q usage average | 623 |
| | 97,292 billable gallons |

Tier 1--2017 rates

| | | |
|---|---|---|
| Water | 21,000 gal * $7.19/1000 gal = | $150.99 |
| Sewer | 21,000 gal * $5.25/1000 gal = | $110.25 |
| | | $261.24 |

Tier 2--2017 rates

| | | |
|---|---|---|
| Water | 76,292 gal * $8.99/1000 gal = | $685.87 |
| Sewer | 76,292 gal * $6.56/1000 gal = | $500.48 |
| | | $1,186.34 |

***Total due= $1,447.58***

***Abatement***

Total water/sewer bill = $3,306.82 - $78.50 $3,228.32 less service fee & certified mailing

Abate = $3,228.32 - $1,433.73 = $1,794.59

***Abate = $1,794.59***

***New Bill Total with service fees added back***

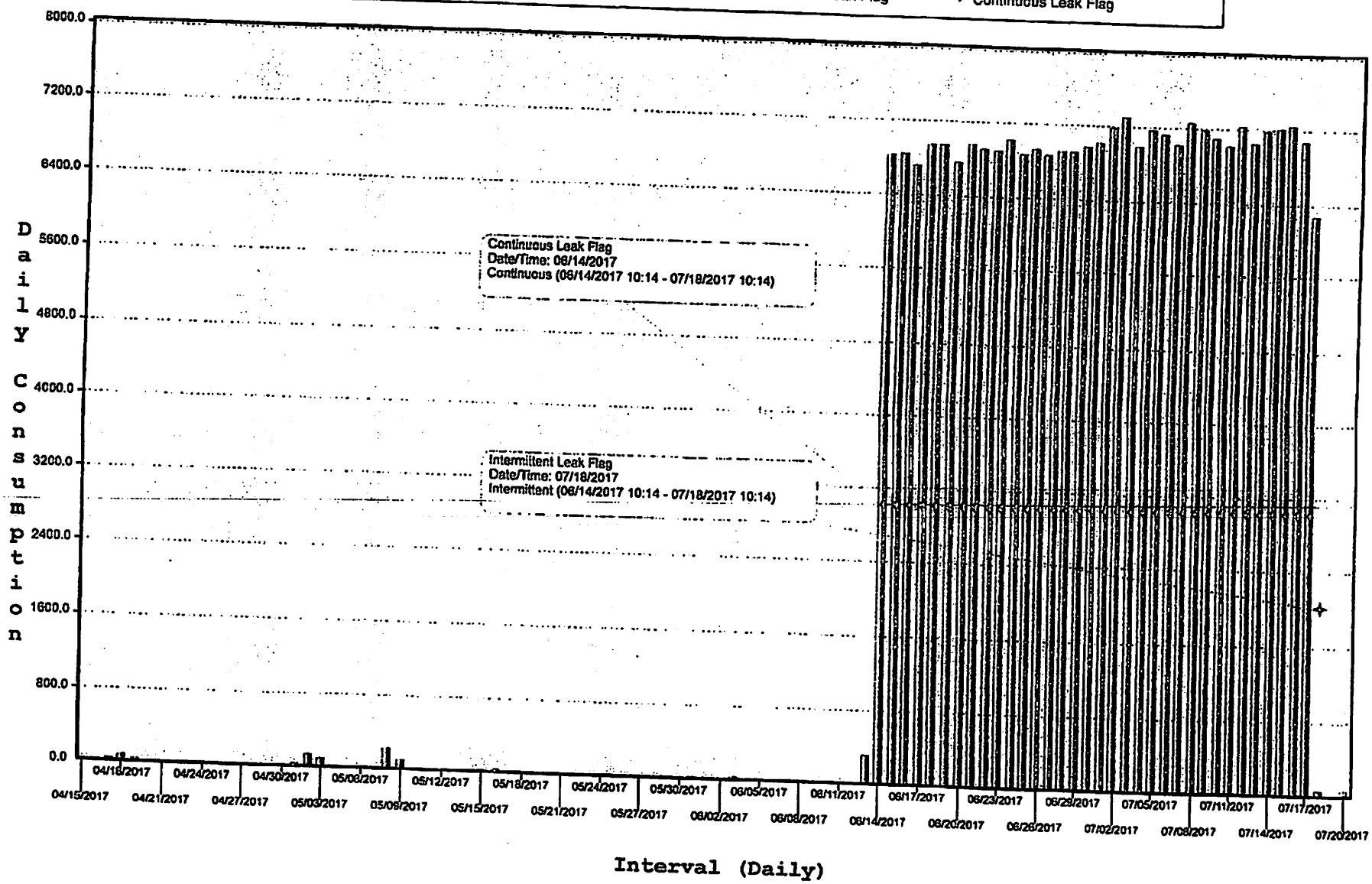
$1,447.58 + 78.50 = ***$1,526.08***

07/20/2017

N_SIGHT R900 Report

E-Coder R900i Data Logging Report

MIU#: 1834689563 Acct: Unknown Mtr #: 1834689563 Addr: 13 MINUTEMAN LANE for 04/15/2017 through 07/20/2017, WATER, 5/8" - 1" T-10, GALLONS






*All time intervals are represented in standard time.

N_SIGHT R900 Repo.
Data Logging Report Daily
MIU ID: 1834689563 Meter Combination: WATER, 5/8" - 1" T-10, GALLONS
Interval Date Range: 04/15/2017 - 07/20/2017

| Interval Read Date | Interval Reading | Interval Consumption | Minor Backflow | Major Backflow | Intermittent Leak | Continuous Leak |
|---|---|---|---|---|---|---|
| 04/15/2017 | 38764.8 | 0.0 | | | | |
| 04/16/2017 | 38764.8 | 7.7 | | | | |
| 04/17/2017 | 38795.3 | 22.8 | | | | |
| 04/18/2017 | 38854.6 | 73.7 | | | | |
| 04/19/2017 | 38899.0 | 30.0 | | | | |
| 04/20/2017 | 38899.0 | 0.1 | | | | |
| 04/21/2017 | 38899.1 | 0.0 | | | | |
| 04/22/2017 | 38899.1 | 0.0 | | | | |
| 04/23/2017 | 38899.1 | 0.0 | | | | |
| 04/24/2017 | 38899.1 | 0.0 | | | | |
| 04/25/2017 | 38899.1 | 0.0 | | | | |
| 04/26/2017 | 38899.1 | 0.0 | | | | |
| 04/27/2017 | 38899.1 | 0.0 | | | | |
| 04/28/2017 | 38899.1 | 0.0 | | | | |
| 04/29/2017 | 38899.2 | 0.1 | | | | |
| 04/30/2017 | 38899.2 | 0.0 | | | | |
| 05/01/2017 | 38922.8 | 27.1 | | | | |
| 05/02/2017 | 38979.7 | 137.7 | | | | |
| 05/03/2017 | 39153.9 | 89.9 | | | | |
| 05/04/2017 | 39153.9 | 0.0 | | | | |
| 05/05/2017 | 39154.1 | 0.2 | | | | |
| 05/06/2017 | 39154.1 | 0.0 | | | | |
| 05/07/2017 | 39154.1 | 0.0 | | | | |
| 05/08/2017 | 39366.2 | 219.4 | | | | |
| 05/09/2017 | 39479.2 | 105.7 | | | | |
| 05/10/2017 | 39479.2 | 0.0 | | | | |
| 05/11/2017 | 39479.2 | 0.0 | | | | |
| 05/12/2017 | 39479.2 | 0.0 | | | | |
| 05/13/2017 | 39479.2 | 0.0 | | | | |
| 05/14/2017 | 39479.2 | 0.0 | | | | |
| 05/15/2017 | 39497.9 | 18.7 | | | | |
| 05/16/2017 | 39524.7 | 26.8 | | | | |
| 05/17/2017 | 39524.7 | 0.0 | | | | |
| 05/18/2017 | 39540.3 | 15.7 | | | | |
| 05/19/2017 | 39540.6 | 0.2 | | | | |
| 05/20/2017 | 39540.6 | 0.0 | | | | |
| 05/21/2017 | 39540.6 | 0.0 | | | | |
| 05/22/2017 | 39540.6 | 0.0 | | | | |
| 05/23/2017 | 39540.6 | 0.0 | | | | |



*All time intervals are represented in standard time.

N_SIGHT R900 Repo.
Data Logging Report Daily
MIU ID: 1834689563 Meter Combination: WATER, 5/8" - 1" T-10, GALLONS
Interval Date Range: 04/15/2017 - 07/20/2017

| Interval Read Date | Interval Reading | Interval Consumption | Minor Backflow | Major Backflow | Intermittent Leak | Continuous Leak |
|---|---|---|---|---|---|---|
| 05/24/2017 | 39540.6 | 0.0 | | | | |
| 05/25/2017 | 39540.6 | 0.0 | | | | |
| 05/26/2017 | 39540.6 | 0.0 | | | | |
| 05/27/2017 | 39540.6 | 0.0 | | | | |
| 05/28/2017 | 39540.6 | 0.0 | | | | |
| 05/29/2017 | 39540.6 | 0.0 | | | | |
| 05/30/2017 | 39540.6 | 0.0 | | | | |
| 05/31/2017 | 39548.7 | 11.5 | | | | |
| 06/01/2017 | 39573.9 | 21.8 | | | | |
| 06/02/2017 | 39573.9 | 0.0 | | | | |
| 06/03/2017 | 39602.1 | 28.3 | | | | |
| 06/04/2017 | 39602.2 | 0.0 | | | | |
| 06/05/2017 | 39602.2 | 0.0 | | | | |
| 06/06/2017 | 39602.3 | 0.3 | | | | |
| 06/07/2017 | 39603.1 | 0.6 | | | | |
| 06/08/2017 | 39603.2 | 0.1 | | | | |
| 06/09/2017 | 39603.2 | 0.2 | | | | |
| 06/10/2017 | 39603.5 | 0.1 | | | | |
| 06/11/2017 | 39603.7 | 0.2 | | | | |
| 06/12/2017 | 39604.0 | 0.3 | | | | |
| 06/13/2017 | 39624.8 | 308.9 | | | | |
| 06/14/2017 | 40499.3 | 6803.3 | | | | |
| 06/15/2017 | 53250.3 | 6823.1 | | | | |
| 06/16/2017 | 56113.5 | 6691.9 | | | | |
| 06/17/2017 | 66868.4 | 6917.7 | | | | |
| 06/18/2017 | 71757.6 | 6921.1 | | | | |
| 06/19/2017 | 80511.9 | 6735.5 | | | | |
| 06/20/2017 | 87445.5 | 6929.2 | | | | |
| 06/21/2017 | 94346.8 | 6888.4 | | | | |
| 06/22/2017 | 101198.0 | 6872.4 | | | | |
| 06/23/2017 | 103270.0 | 6990.1 | | | | |
| 06/24/2017 | 115052.2 | 6840.0 | | | | |
| 06/25/2017 | 118712.1 | 6902.9 | | | | |
| 06/26/2017 | 128780.7 | 6849.8 | | | | |
| 06/27/2017 | 134299.4 | 6896.1 | | | | |
| 06/28/2017 | 142567.3 | 6887.0 | | | | |
| 06/29/2017 | 149514.7 | 6956.1 | | | | |
| 06/30/2017 | 149817.5 | 7001.7 | | | | |
| 07/01/2017 | 163672.3 | 7155.4 | | | | |



*All time intervals are represented in standard time.

N_SIGHT R900 Repo.
Data Logging Report Daily
MIU ID: 1834689563 Meter Combination: WATER, 5/8" - 1" T-10, GALLONS
Interval Date Range: 04/16/2017 - 07/20/2017

| Interval Read Date | Interval Reading | Interval Consumption | Minor Backflow | Major Backflow | Intermittent Leak | Continuous Leak |
|---|---|---|---|---|---|---|
| 07/02/2017 | 165784.5 | 7275.0 | ☐ | ☐ | ☐ | ☑ |
| 07/03/2017 | 177937.7 | 6968.3 | ☐ | ☐ | ☐ | ☑ |
| 07/04/2017 | 181825.9 | 7147.0 | ☐ | ☐ | ☐ | ☑ |
| 07/05/2017 | 192167.8 | 7104.1 | ☐ | ☐ | ☐ | ☑ |
| 07/06/2017 | 197713.1 | 6999.7 | ☐ | ☐ | ☐ | ☑ |
| 07/07/2017 | 206390.7 | 7230.6 | ☐ | ☐ | ☐ | ☑ |
| 07/08/2017 | 213566.7 | 7155.8 | ☐ | ☐ | ☐ | ☑ |
| 07/09/2017 | 213855.1 | 7066.0 | ☐ | ☐ | ☐ | ☑ |
| 07/10/2017 | 227642.4 | 7002.4 | ☐ | ☐ | ☐ | ☑ |
| 07/11/2017 | 229688.3 | 7198.8 | ☐ | ☐ | ☐ | ☑ |
| 07/12/2017 | 241841.4 | 7027.8 | ☐ | ☐ | ☐ | ☑ |
| 07/13/2017 | 245797.3 | 7161.6 | ☐ | ☐ | ☐ | ☑ |
| 07/14/2017 | 256207.3 | 7195.5 | ☐ | ☐ | ☐ | ☑ |
| 07/15/2017 | 261953.0 | 7220.2 | ☐ | ☐ | ☐ | ☑ |
| 07/16/2017 | 270475.8 | 7056.8 | ☐ | ☐ | ☐ | ☑ |
| 07/17/2017 | 277048.3 | 6264.1 | ☐ | ☐ | ☐ | ☑ |
| 07/18/2017 | 277048.3 | 56.0 | ☐ | ☐ | ☑ | ☐ |
| 07/19/2017 | 277104.3 | 0.0 | ☐ | ☐ | ☑ | ☐ |
| 07/20/2017 | 277166.1 | 61.8 | ☐ | ☐ | ☐ | ☐ |



*All time intervals are represented in standard time.

DTC Lawyers
Dedicated to Clients

CELEBRATING OVER 30 YEARS OF SERVICE TO OUR CLIENTS





***Please Respond to the Exeter Office***

September 29, 2017

Russell Dean, Town Manager
Town of Exeter
10 Front Street
Exeter, NH 03833

**Re: RiverWoods - The Woods, The Ridge and The Boulders**

Dear Russ:

Please find enclosed three proposed Agreements between the Town of Exeter, by and through its Board of Selectmen, and The RiverWoods Company, at Exeter, New Hampshire, regarding the taxes for the properties known as The Woods, The Ridge and The Boulders. Please note that while the enclosed agreements are identical to those used in the past, we reserve the right to request a full charitable property exemption under RSA 72:23 or a partial tax exemption pursuant to RSA 72:23-k in subsequent years.

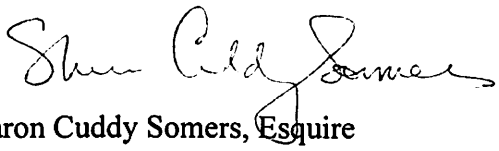
If these Agreements are satisfactory, please have them signed by the Selectmen and return them to me. I will then have Justine Vogel sign them on behalf of RiverWoods before the November 1st deadline.

DONAHUE, TUCKER & CIANDELLA, PLLC
16 Windsor Lane, P.O. Box 630, Exeter, NH 03833-4924
111 Maplewood Avenue, Suite D, Portsmouth, NH 03801
Towle House, Unit 2, 164 NH Route 25, Meredith, NH 03253
83 Clinton Street, Concord, NH 03301
1-800-566-0506
www.dtclawyers.com

Thank you for your assistance.

Very truly yours,

**DONAHUE TUCKER & CIANDELLA, PLLC**



Sharon Cuddy Somers, Esquire
ssomers@dtclawyers.com

Enclosures
cc: Justine Vogel, President and CEO of The RiverWoods Company
Deb Riddell, Executive Director, RiverWoods Exeter
Kevin Goyette, Chief Financial Officer, The RiverWoods Company

S:\RA-RL\RiverWoods Company\Property Tax\Exeter Property Tax 2017\2017 09 29 Letter To The Town Regarding PILOT Agreements.docx

*(The Boulders)*

AGREEMENT

NOW COMES the Town of Exeter, by and through its Board of Selectmen (hereinafter "Town") and The RiverWoods Company, at Exeter, New Hampshire (formerly Life Care Services of New Hampshire Inc.), d/b/a RiverWoods at Exeter (hereinafter "RiverWoods"), and agree as follows:

1. By December 1, RiverWoods will pay to the Town real estate taxes which will be calculated by multiplying the tax rate times the assessed value of the land and buildings owned by RiverWoods as follows:

A. the residential units will pay the full tax rate (state, municipal, county and school);

B. the nursing home will not pay any tax (state, municipal, county or school);

C. the remainder of "**The Boulders**" facility, including the land used for the final calculation of density under the land use ordinance of the Town of Exeter and outbuildings, will pay the full tax rate (state, municipal, county and school);

D. the land not needed for the final calculation of density under the land use ordinance of the Town of Exeter, which are in current use, will pay taxes at the full state, municipal, county and school rate for current use property.

2. The parties to this agreement recognize that those portions of the development that support both the nursing home and the residential units will be taxed on a pro rata basis.

3. This agreement on principle shall not preclude either party from questioning the precise percentage amounts allocated to the taxable and nontaxable portions, nor the assessed value of the taxable portions of the land and buildings.

IN WITNESS WHEREOF, the parties hereto have entered into this Agreement this _____ day of October, 2017.

TOWN OF EXETER

_____ Witness

BY:_____ Selectman

_____ Witness

BY:_____ Selectman

_____ Witness

BY:_____ Selectman

_____ Witness

BY:_____ Selectman

_____ Witness

BY:_____ Selectman

THE RIVERWOODS COMPANY,
AT EXETER, NEW HAMPSHIRE

_____ Witness

BY: _____
Deb Riddell, Executive Director,
Duly Authorized

S:\RA-RL\RIVERWOODS COMPANY\PROPERTY TAX\EXETER PROPERTY TAX 2017\EXETER AGR THE BOULDERS.PAYMENT IN LIEU OF TAXES.DOC

*(The Ridge)*

AGREEMENT

NOW COMES the Town of Exeter, by and through its Board of Selectmen (hereinafter "Town") and The RiverWoods Company, at Exeter, New Hampshire (formerly Life Care Services of New Hampshire Inc.), d/b/a RiverWoods at Exeter (hereinafter "RiverWoods"), and agree as follows:

1. By December 1, RiverWoods will pay to the Town real estate taxes which will be calculated by multiplying the tax rate times the assessed value of the land and buildings owned by RiverWoods as follows:

A. the residential units will pay the full tax rate (state, municipal, county and school);

B. the nursing home will not pay any tax (state, municipal, county or school);

C. the remainder of "**The Ridge**" facility, including the land used for the final calculation of density under the land use ordinance of the Town of Exeter and outbuildings, will pay the full tax rate (state, municipal, county and school);

D. the land not needed for the final calculation of density under the land use ordinance of the Town of Exeter, which are in current use, will pay taxes at the full state, municipal, county and school rate for current use property.

2. The parties to this agreement recognize that those portions of the development that support both the nursing home and the residential units will be taxed on a pro rata basis.

3. This agreement on principle shall not preclude either party from questioning the precise percentage amounts allocated to the taxable and nontaxable portions, nor the assessed value of the taxable portions of the land and buildings.

IN WITNESS WHEREOF, the parties hereto have entered into this Agreement this _____ day of October, 2017.

TOWN OF EXETER

_____
Witness

BY:_____
Selectman

_____
Witness

BY:_____
Selectman

_____
Witness

BY:_____
Selectman

_____
Witness

BY:_____
Selectman

_____
Witness

BY:_____
Selectman

THE RIVERWOODS COMPANY,
AT EXETER, NEW HAMPSHIRE

_____
Witness

BY: _____
Deb Riddell, Executive Director,
Duly Authorized

S:\RA-RL\RIVERWOODS COMPANY\PROPERTY TAX\EXETER PROPERTY TAX 2017\EXETER AGR THE RIDGE.PAYMENT IN LIEU OF TAXES.DOC

*(The Woods)*

AGREEMENT

NOW COMES the Town of Exeter, by and through its Board of Selectmen (hereinafter "Town") and The RiverWoods Company, at Exeter, New Hampshire (formerly Life Care Services of New Hampshire Inc.), d/b/a RiverWoods at Exeter (hereinafter "RiverWoods"), and agree as follows:

1. By December 1, RiverWoods will pay to the Town real estate taxes which will be calculated by multiplying the tax rate times the assessed value of the land and buildings owned by RiverWoods as follows:

A. the residential units (the units located in Crawford, Dixville, Franconia and Pinkham) will pay the full tax rate (state, municipal, county and school);

B. the nursing home (Monadnock) will not pay any tax (state, municipal, county or school);

C. the remainder of the RiverWoods at Exeter facility, including the land used for the final calculation of density under the land use ordinance of the Town of Exeter and outbuildings, will pay the full tax rate (state, municipal, county and school);

D. the seventeen plus acres of property not needed for the final calculation of density under the land use ordinance of the Town of Exeter, which are in current use, will pay taxes at the full state, municipal, county and school rate for current use property.

2. The parties to this agreement recognize that those portions of the development that support both the nursing home and the residential units will be taxed on a pro rata basis.

3. This agreement on principle shall not preclude either party from questioning the precise percentage amounts allocated to the taxable and nontaxable portions, nor the assessed value of the taxable portions of the land and buildings.

IN WITNESS WHEREOF, the parties hereto have entered into this Agreement this _____ day of October, 2017.

TOWN OF EXETER

_____ Witness

BY:_____ Selectman

_____ Witness

BY:_____ Selectman

_____ Witness

BY:_____ Selectman

_____ Witness

BY:_____ Selectman

_____ Witness

BY:_____ Selectman

THE RIVERWOODS COMPANY,
AT EXETER, NEW HAMPSHIRE

_____ Witness

BY: _____
Deb Riddell, Executive Director.
Duly Authorized

S:\RA-RL\RIVERWOODS COMPANY\PROPERTY TAX\EXETER PROPERTY TAX 2017\EXETER AGR THE WOODS.PAYMENT IN LIEU OF TAXES.DOC

**TOWN OF EXETER**
**MEMORANDUM**

TO: Board of Selectmen

FROM: Town Manager

RE: Fund Balance Discussion

DATE: October 13th, 2017

---

Attached is information related to the Town's current fund balance as of 12/31/16 and a recommendation regarding application of general fund balance to the 2017 town tax rate.

As you are aware, the Board adopted a formal fund balance policy in 2013 which sets a "floor goal" of 5% fund balance retainage per recommendation of the DRA (the GFOA recommendation is higher). There are many reasons for maintaining this level of reserve including guarding against unforeseen emergencies, maintaining cash flow, being able to present an adequate level of reserves to the Town's auditors and the New Hampshire Bond Bank, maintaining and improving upon the Town's bond rating resulting in lower interest rates, and hedging against uncollected taxes.

Based on the current fund balance policy, we are recommending application of $600,000 of the undesignated fund balance be used to lower the tax rate. If this is approved, we are projecting a municipal rate of $7.09/1,000, which is the same as 2016. The reduction in the rate is partially a function of the net taxable value overall increase of 1.9%. The increase in value is attributable to some continued/finished new growth and development, along with general market appreciation. Also, factored into this year's estimated tax rate is the partial application of grant funds of $223,495 to offset debt service costs associated with the Great Dam project. As you are aware the town received a NOAA grant in the amount of $610,960 last year to offset the cost of the project. The Town is treating the difference between the grant and the borrowed funds as excess proceeds and applying them systematically through 2019 to offset the debt payment from the Great Dam bond. Other revenue categories are holding steady at their increased levels from last year. This includes motor vehicle registration revenues, and building permits, which remain strong for a second year in a row.

Application of $600,000 in surplus will allow the annual fund balance application to remain stable, it will keep the tax rate stable, and will still allow the Town to maintain the 5% fund balance retainage goal based on the Board's fund balance policy.

As always it should be pointed out these are estimates and are subject to final approval by the DRA, the agency that sets the overall tax rate for the Town.

Fund Balance Policy – Adopted

| **Town of Exeter** | Policy Number: TBD | Adopted by: Board of Selectmen |
|---|---|---|
| Subject: Fund Balance Policy | Adoption Date: October 21, 2013<br><br>Effective Date: October 21, 2013 | Supersedes:<br>None |

1.0 **Purpose of the Policy**:
The Town of Exeter ("Town") through its Board of Selectmen establishes and will maintain reservation of Fund Balance, as defined herein, in accordance with Governmental Accounting Standards Board ("GASB") Statement No. 54, Fund Balance reporting and Governmental Fund Type Definitions. This policy shall only apply to the Town's governmental funds. In accordance with GASB 54, fund balance shall be composed of nonspendable, restricted, committed, assigned, and unassigned amounts.

The purpose of this policy is to establish a key element of the financial stability of the Town by setting guidelines for fund balance. Unassigned fund balance is an important measure of economic stability. It is essential that the Town maintain adequate levels of unassigned fund balance to mitigate financial risks that can occur from unforeseen revenue fluctuations, unanticipated expenditures, emergencies, and similar circumstances. The fund balance also provides cash flow liquidity for the Town's general operations.

2.0 **Definitions**:

1. Nonspendable Fund Balance - includes amounts that are not in spendable form (such as inventory or prepaid expenses or assets held for future sale such as tax deeded properties) or are required to be maintained intact (such as principal of an endowment fund).

2. Restricted Fund Balance – includes amounts that can only be spent for the specific purposes stipulated by external resource providers (such as grantors, creditors, contributors) or enabling legislation (Town Meeting or BOS action). Restrictions may be changed or lifted only with the consent of the resource providers or enabling legislation.

3. Committed Fund Balance – includes amounts that can be used only for specific purposes imposed by a formal action of the Town's highest level of decision making authority. Commitments may be changed or lifted only by taking the same formal action that imposed the constraint originally. The action must be approved or rescinded, as applicable, prior to the last day of the fiscal year for which the commitment is made. The amount subject to the constraint may be determined in a subsequent period.

4. Assigned Fund Balance: - includes amounts the Town intends to use for a specific purpose. For all governmental funds, other than the General Fund, any remaining positive amounts are to be classified as "assigned." Items that fall under this classification for the General Fund would be encumbrances properly approved by contract, purchase order, or other such action as required.

5. Unassigned Fund Balance – includes amounts that are not obligated or specifically designated for a specified use and are available for any purpose. The residual classification of any General Fund balance is to be reported here. Any deficit fund balance of another fund is also classified as unassigned.

3.0 **Policy**:

Spending Prioritizations

When expenditures are incurred for purposes for which both restricted and unrestricted fund balance is available, restricted fund balance is considered to have been spent first.

When expenditures are incurred for the purposes for which amounts in any of the unrestricted fund balance classifications can be used, committed amounts should be reduced first, followed by assigned amounts and the unassigned amounts.

Minimum Level of Unassigned Fund Balance

The Town will strive to maintain an unassigned fund balance in its General Fund equal to 5-17% of the total appropriations of the community (this is calculated by adding the municipality's appropriations, the statewide enhanced education amount, the local school net tax commitment, and the county appropriation). The Board of Selectmen will review this information each year in order to determine the amount, if any, of unassigned fund balance to use to balance the budget and to reduce the property tax rate.

Annual Review

Compliance with the provisions of this policy should be reviewed as part of the annual budget adoption process.

**4.0 Severability:**

To the extent that any provisions of this policy conflict with NH Law, then State law shall prevail.

The following summarizes the specific differences between GAAP basis and budgetary basis of reporting the general fund unassigned fund balance:

| | |
|---|---|
| GAAP basis balance | $ 2,208,915 |
| Unavailable revenue | 1,295,358 |
| Accrued payroll | 212,008 |
| Tax Rate Setting Balance | $ 3,716,281 |

## 20. Commitments and Contingencies

Outstanding Legal Issues – On an ongoing basis, there are typically pending legal issues in which the Town is involved. The Town's management is of the opinion that the potential future settlement of these issues would not materially affect its financial statements taken as a whole.

Grants - Amounts received or receivable from grantor agencies are subject to audit and adjustment by grantor agencies, principally the federal government. Any disallowed claims, including amounts already collected, may constitute a liability of the applicable funds. The amount of expenditures which may be disallowed by the grantor cannot be determined at this time, although the Town expects such amounts, if any, to be immaterial.

Abatements - There are several cases pending before the New Hampshire Board of Tax and Land Appeals in regard to alleged discrepancies in property assessments. According to the Town's counsel, the probable outcome of these cases at the present time is indeterminable, although the Town expects such amounts, if any, to be immaterial.

## 21. Net OPEB Obligation

GASB Statement 45, *Accounting and Financial Reporting by Employers for Post-Employment Benefits Other Than Pensions,* requires governments to account for other post-employment benefits (OPEB), primarily healthcare, on an accrual basis rather than on a pay-as-you-go basis. The effect is the recognition of an actuarially required contribution as an expense on the Statement of Activities when a future retiree earns their post-employment benefits, rather than when they use their post-employment benefit. To the extent that an entity does not fund their actuarially required contribution, a post-employment benefit liability is recognized on the Statement of Net Position over time.

Fund Balance Discussion 10/16/17

| | If the Annual Budget is: | Undesignated Fund Balance DRA Recommended | | | Undesignated Fund Balance DRA Recommended | UFB GFOA Recommended | UFB GFOA Recommended |
|---|---|---|---|---|---|---|---|
| | | 5% | 6% | 7% | 10% | 8% | 17% |
| Budget | 25,000,000 | 1,250,000 | 1,500,000 | 1,750,000 | 2,500,000 | 2,000,000 | 4,250,000 |
| Budget | 30,000,000 | 1,500,000 | 1,800,000 | 2,100,000 | 3,000,000 | 2,400,000 | 5,100,000 |
| Budget | 35,000,000 | 1,750,000 | 2,100,000 | 2,450,000 | 3,500,000 | 2,800,000 | 5,950,000 |
| Budget | 40,000,000 | 2,000,000 | 2,400,000 | 2,800,000 | 4,000,000 | 3,200,000 | 6,800,000 |
| Budget | 45,000,000 | 2,250,000 | 2,700,000 | 3,150,000 | 4,500,000 | 3,600,000 | 7,650,000 |
| Budget | 50,000,000 | 2,500,000 | 3,000,000 | 3,500,000 | 5,000,000 | 4,000,000 | 8,500,000 |
| | | | | | | | |
| **Appropriations (General)** | | | | | | | |
| 2017 Town | 18,643,625 | 932,181 | 1,118,618 | 1,305,054 | 1,864,363 | 1,491,490 | 3,169,416 |
| 2017 Schools (Estimate) | 28,923,462 | 1,446,173 | 1,735,408 | 2,024,642 | 2,892,346 | 2,313,877 | 4,916,989 |
| 2017 State Ed | 3,980,086 | 199,004 | 238,805 | 278,606 | 398,009 | 318,407 | 676,615 |
| 2017 County (projected) | 1,896,668 | 94,833 | 113,800 | 132,767 | 189,667 | 151,733 | 322,434 |
| **Total Components** | **53,443,841** | **2,672,192** | **3,206,630** | **3,741,069** | **5,344,384** | **4,275,507** | **9,085,453** |
| | | | | | | | |
| | Audited Tax Rate FB | 3,716,281 | | | | | |
| | | | | | | | |
| | 2017 Voted from FB | 100,000 | | | | | |
| | | | | | | | |
| | Remainder | 3,616,281 | | | | | |
| | | | | | | | |
| | 5% Target | 2,672,192 | | | | | |
| | | | | | | | |
| | | 5.0% | | | | | |
| | | | | | | | |
| | Available per FB policy @ 5% | 944,089 | | | | | |
| | | | | | | | |
| | Recommended | 600,000 | | | | | |
| | | | | | | | |
| | Remaining | 3,016,281 | | | | | |
| | | | | | | | |
| | Excess Fund Balance | 344,089 | | | | | |

**2017 Exeter Tax Rate Calculation - DRAFT**

| | Town Portion | Tax Rates | | Net Taxable Valuation | |
|---|---|---|---|---|---|
| Gross Town Appropriations | 30,760,554 | | | 1,728,624,907.00 | |
| Less: Bond Proceeds | 5,683,000 | | | 1.9% | |
| Less: Water Fund Revenues | 3,387,235 | | incl l/p's, budget, SEIU | | |
| Less: Sewer Fund Revenues | 2,393,685 | | incl l/p's, budget, SEIU | | |
| Less: Other Revenues | 6,036,594 | | includes EMS transfer | | |
| Less: NHDOT Grants and Other | 553,009 | | 433K plus 120K from NHDOT | | |
| Less: Great Dam Bond Proceeds | 223,495 | | 2017 Debt Service match | | |
| Less: Voted from Fund Balance | 100,000 | | Sick Leave + Snow/Ice | | |
| Less: Fund Balance Reduction | 600,000 | | | 7,513,098 | |
| Net Town Tax Effort | 11,783,536 | | 6,860,089 | | |
| Add: Overlay | 150,000 | | | | |
| Add: Veterans/Disabled credits | 315,000 | | | | |
| Total Town Appropriation | 12,248,536 | | | | |
| Approved Town Tax Effort | 12,248,536 | | 218,079 | | |
| Municipal Tax Rate | | 7.09 | (0.00) | | |

**Exeter Town Budget Data**

| Year | General Fund | Prior year surplus applied to tax rate |
|---|---|---|
| 2007 | 14,824,662 | |
| 2008 | 15,372,159 | 216,241 |
| 2009 | 15,658,666 | 500,000 |
| 2010 | 15,746,118 | 357,162 |
| 2011 | 16,140,187 | 310,000 |
| 2012 | 16,131,621 | 174,458 |
| 2013 | 16,505,130 | 596,063 |
| 2014 | 17,081,870 | 450,000 |
| 2015 | 17,225,406 | 575,000 |
| 2016 | 17,599,713 | 600,000 |
| 2017 | 18,137,426 | TBD |
| 2018 | | |

2007-2017

**Revenue Estimates used in 2017 Tax Rate Setting**

| | |
|---|---|
| **LUCT** | 64,250 |
| Yield tax | 5,000 |
| PILOT | 40,401 |
| Excavation | 400 |
| Other Tax | 500 |
| Interest Penalties | 125,000 |
| Motor Vehicles | 2,630,000 |
| Building Permits | 500,000 |
| Other Permits | 210,000 |
| Meals & Rooms | 754,028 |
| Highway Block | 300,301 |
| WW Grant | 26,493 |
| Other Grants (EM, PTAP) | 30,000 |
| Income Depts | 950,000 |
| Sale of Property | 500 |
| Investment Interest | 500 |
| Other | 23,000 |
| From Special Revenue Funds | |
| | |
| Snow Ice Transfer | 50,000 |
| EMS Transfer | 239,621 |
| Library Transfer | |
| Sick Leave Transfer | 50,000 |
| Great Dam Proceeds | 260,095 |
| | |
| Totals | 6,260,089 |
| | |
| Great Dam Proceeds | 223,495 |
| | 6,036,594 |

**2017 Town Meeting Warrant - Proposed Appropriations**

| Articles | | Appropriations | General | Water | Sewer | Grants |
|---|---|---|---|---|---|---|
| 1 | Town Election | | | | | |
| 2 | Zoning 1 | | | | | |
| 3 | Zoning 2 | | | | | |
| 4 | Zoning 3 | | | | | |
| 5 | Lincoln Street Area Improvements | 2,802,000 | 1,702,000 | 168,000 | 932,000 | |
| 6 | Total Trihalomethane Remediation | 1,500,000 | | 1,500,000 | | |
| 7 | Court Street Bridge - Culverts | 1,381,000 | 1,336,000 | 45,000 | | |
| 8 | Choose Officers | | | | | |
| 9 | Operating Budget | 18,137,426 | 18,137,426 | | | |
| 10 | Water Budget | 3,308,733 | | 3,308,733 | | |
| 11 | Sewer Budget | 2,383,661 | | | 2,383,661 | |
| 12 | SEIU Agreement | 34,256 | 13,730 | 10,502 | 10,024 | |
| 13 | NEPBA Agreement | 7,879 | 7,879 | | | |
| 14 | Epping Road/Winter Street Sidewalks | 541,261 | 108,252 | | | 433,009 |
| 15 | Extend Deadline Kingston Road Shoulders | - | - | | | |
| 16 | Additional Funds Kingston Road Shoulders | 305,000 | 185,000 | | | 120,000 |
| 17 | Town Hall Improvements | 130,000 | 130,000 | | | |
| 18 | Washington Street Water Line | 68,000 | - | 68,000 | | |
| 19 | Sick Leave Trust | 50,000 | 50,000 | | | |
| 20 | Snow Ice Deficit Fund | 50,000 | 50,000 | | | |
| 21 | Dump Truck L/P | 33,794 | 33,794 | | | |
| 22 | Backhoe L/P | 27,544 | 27,544 | | | |
| 23 | Cemetery Trustees | | | | | |
| 24 | Petition: Winter Parking Ban | | | | | |
| | Total Appropriations 2017 | 30,760,554 | 21,781,625 | 5,100,235 | 3,325,685 | 553,009 |

# Exeter

## Summary Inventory of Valuation

**Reports Required:** RSA 21-J:34 as amended, provides for certification of valuations, appropriations, estimated revenues and such other information as the Department of Revenue Administration may require upon reports prescribed for that purpose.

**Note:** The values and figures provided represent the detailed values that are used in the city/towns tax assessments and sworn to uphold under Oath per RSA 75:7.

**For assistance please contact:**
NH DRA Municipal and Property Division
(603) 230-5090
http://www.revenue.nh.gov/mun-prop/

| Assessor |
|---|
| Scott Marsh (Municipal Resources Inc) |

| Municipal Officials | | |
|---|---|---|
| **Name** | **Position** | **Signature** |
| Donald Clement | Selectman | |
| Anne Surman | Selectman | |
| Kathy Corson | Selectman | |
| Julie Gilman | Selectman | |
| Daniel Chartrand | Selectman | |

| Preparer | | |
|---|---|---|
| **Name** | **Phone** | **Email** |

Preparer's Signature

New Hampshire
Department of
Revenue Administration

2017
# MS-1

**DRAFT**
NOT FINALIZED/SUBMITTED
FOR REVIEW PURPOSES ONLY

| Land Value Only | | Acres | Valuation |
|---|---|---|---|
| 1A | Current Use RSA 79-A | 2,889.12 | $173,159 |
| 1B | Conservation Restriction Assessment RSA 79-B | 0.00 | $0 |
| 1C | Discretionary Easements RSA 79-C | 17.00 | $2,800 |
| 1D | Discretionary Preservation Easements RSA 79-D | 0.32 | $1,600 |
| 1E | Taxation of Land Under Farm Structures RSA 79-F | | |
| 1F | Residential Land | 3,898.79 | $394,230,359 |
| 1G | Commercial/Industrial Land | 1,139.28 | $103,469,119 |
| **1H** | **Total of Taxable Land** | **7,944.51** | **$497,877,037** |
| 1I | Tax Exempt and Non-Taxable Land | 3,559.90 | $35,273,369 |

| Buildings Value Only | | Structures | Valuation |
|---|---|---|---|
| 2A | Residential | | $929,934,228 |
| 2B | Manufactured Housing RSA 674:31 | | $33,451,500 |
| 2C | Commercial/Industrial | | $265,012,872 |
| 2D | Discretionary Preservation Easements RSA 79-D | 3 | $65,500 |
| 2E | Taxation of Farm Structures RSA 79-F | | |
| **2F** | **Total of Taxable Buildings** | | **$1,529,564,100** |
| 2G | Tax Exempt and Non-Taxable Buildings | | $148,762,800 |

| Utilities & Timber | | Valuation |
|---|---|---|
| 3A | Utilities | $35,576,490 |
| 3B | Other Utilities | $0 |
| 4 | Mature Wood and Timber RSA 79:5 | |

| | | |
|---|---|---|
| **5** | **Valuation before Exemption** | **$1,761,917,627** |

| Exemptions | | Total Granted | Valuation |
|---|---|---|---|
| 6 | Certain Disabled Veterans RSA 72:36-a | 2 | $709,800 |
| 7 | Improvements to Assist the Deaf RSA 72:38-b V | | |
| 8 | Improvements to Assist Persons with Disabilities RSA 72:37-a | | |
| 9 | School Dining/Dormitory/Kitchen Exemption RSA 72:23-IV | 1 | $150,000 |
| 10A | Non-Utility Water & Air Pollution Control Exemption RSA 72:12-a | | |
| 10B | Utility Water & Air Polution Control Exemption RSA 72:12-a | | |

| | | |
|---|---|---|
| **11** | **Modified Assessed Value of All Properties** | **$1,761,057,827** |

| Optional Exemptions | | Amount Per | Total Granted | Valuation |
|---|---|---|---|---|
| 12 | Blind Exemption RSA 72:37 | $15,000 | 3 | $45,000 |
| 13 | Elderly Exemption RSA 72:39-a,b | | 274 | $29,628,220 |
| 14 | Deaf Exemption RSA 72:38-b | | | |
| 15 | Disabled Exemption RSA 72:37-b | $125,000 | 53 | $2,759,700 |
| 16 | Wood Heating Energy Systems Exemption RSA 72:70 | | | |
| 17 | Solar Energy Systems Exemption RSA 72:62 | | | |
| 18 | Wind Powered Energy Systems Exemption RSA 72:66 | | | |
| 19 | Additional School Dining/Dorm/Kitchen Exemptions RSA 72:23 IV | | | |

| | | |
|---|---|---|
| **20** | **Total Dollar Amount of Exemptions** | **$32,432,920** |
| **21** | **Net Valuation** | **$1,728,624,907** |
| **22** | **Less Utilities** | **$35,576,490** |
| **23** | **Net Valuation without Utilities** | **$1,693,048,417** |

**Utility Value Appraiser**

New Hampshire Department of Revenue Administration

The municipality **DOES** use DRA utility values. The municipality **IS** equalized by the ratio.

| Electric Company Name | Valuation |
|---|---|
| HUDSON LIGHT & POWER DEPT TRANSMISSION | $100 |
| MASS MUNICIPAL WHOLESALE ELECTRIC TRANSMISSION | $13,900 |
| NEXTERA ENERGY SEABROOK LLC | $105,700 |
| PSNH DBA EVERSOURCE ENERGY | $1,271,307 |
| TAUNTON MUNICIPAL LIGHTING CO TRANSMISSION | $100 |
| UNITIL ENERGY SYSTEMS INC | $14,747,264 |
| | **$16,138,371** |

| Gas Company Name | Valuation |
|---|---|
| GRANITE STATE GAS TRANSMISSION INC | $1,633,862 |
| MARITIMES & NORTHEAST PIPELINE LLC | $5,238,135 |
| NORTHERN UTILITIES INC | $9,967,736 |
| PORTLAND NATURAL GAS TRANSMISSION SYSTEM | $2,565,486 |
| | **$19,405,219** |

| Water Company Name | Valuation |
|---|---|
| PENNICHUCK EAST UTILITY INC | $32,900 |
| | **$32,900** |

| Veteran's Tax Credits | Limits | Number | Est. Tax Credits |
|---|---|---|---|
| Veterans' Tax Credit RSA 72:28 | $500 | 534 | $267,000 |
| Surviving Spouse RSA 72:29-a | $700 | | |
| Tax Credit for Service-Connected Total Disability RSA 72:35 | $2,000 | 24 | $48,000 |
| All Veterans Tax Credit RSA 72:28-b | | | |
| | | **558** | **$315,000** |

**Deaf & Disabled Exemption Report**

| Deaf Income Limits | |
|---|---|
| **Single** | |
| **Married** | |

| Deaf Asset Limits | |
|---|---|
| **Single** | |
| **Married** | |

| Disabled Income Limits | |
|---|---|
| **Single** | $35,000 |
| **Married** | $45,000 |

| Disabled Asset Limits | |
|---|---|
| **Single** | $150,000 |
| **Married** | $150,000 |

**Elderly Exemption Report**

First-time Filers Granted Elderly Exemption for the Current Tax Year

| Age | Number |
|---|---|
| **65-74** | 10 |
| **75-79** | 2 |
| **80+** | 2 |

Total Number of Individuals Granted Elderly Exemptions for the Current Tax Year and Total Number of Exemptions Granted

| Age | Number | Amount | Maximum | Total |
|---|---|---|---|---|
| **65-74** | 87 | $152,251 | $13,245,837 | $6,860,753 |
| **75-79** | 61 | $183,751 | $11,208,811 | $5,671,367 |
| **80+** | 126 | $236,251 | $29,767,626 | $17,096,100 |
| | **274** | | **$54,222,274** | **$29,628,220** |

| Income Limits | |
|---|---|
| **Single** | $40,427 |
| **Married** | $51,977 |

| Asset Limits | |
|---|---|
| **Single** | $194,251 |
| **Married** | $194,251 |

**Has the municipality adopted Community Tax Relief Incentive? RSA 79-E**

**Adopted?** Yes **Number of Structures:** 1

**Has the municipality adopted Taxation of Certain Chartered Public School Facilities? RSA 79-H**

**Adopted?** No **Number of Properties:**

**Has the municipality adopted Taxation of Qualifying Historic Buildings? RSA 79-G**

**Adopted?** No **Number of Properties:**

| Current Use RSA 79-A | Total Acres | Valuation |
|---|---|---|
| Farm Land | 239.97 | $49,736 |
| Forest Land | 1,458.51 | $89,273 |
| Forest Land with Documented Stewardship | 477.47 | $19,971 |
| Unproductive Land | 132.15 | $2,563 |
| Wet Land | 581.02 | $11,616 |
| | **2,889.12** | **$173,159** |

| Other Current Use Statistics | | |
|---|---|---|
| Total Number of Acres Receiving 20% Rec. Adjustment | **Acres:** | 357.23 |
| Total Number of Acres Removed from Current Use During Current Tax Year | **Acres:** | 68.93 |
| Total Number of Owners in Current Use | **Owners:** | 81 |
| Total Number of Parcels in Current Use | **Parcels:** | 106 |

| Land Use Change Tax | | | |
|---|---|---|---|
| Gross Monies Received for Calendar Year | | | |
| Conservation Allocation | **Percentage:** | 0.00% | **Dollar Amount:** |
| Monies to Conservation Fund | | | |
| Monies to General Fund | | | |

| Conservation Restriction Assessment Report RSA 79-B | Acres | Valuation |
|---|---|---|
| Farm Land | | |
| Forest Land | | |
| Forest Land with Documented Stewardship | | |
| Unproductive Land | | |
| Wet Land | | |

| Other Conservation Restriction Assessment Statistics | | |
|---|---|---|
| Total Number of Acres Receiving 20% Rec. Adjustment | **Acres:** | |
| Total Number of Acres Removed from Conservation Restriction During Current Tax Year | **Acres:** | |
| Owners in Conservation Restriction | **Owners:** | |
| Parcels in Conservation Restriction | **Parcels:** | |

| Discretionary Easements RSA 79-C | Acres | Owners | Assessed Valuation |
|---|---|---|---|
| Golf Course 52/1 | 17.00 | 1 | $2,800 |

**Taxation of Farm Structures and Land Under Farm Structures RSA 79-F**

| Number Granted | Structures | Acres | Land Valuation | Structure Valuation |
|---|---|---|---|---|

**Discretionary Preservation Easements RSA 79-D**

| Owners | Structures | Acres | Land Valuation | Structure Valuation |
|---|---|---|---|---|
| 3 | 3 | 0.32 | $1,600 | $65,500 |

| Map | Lot | Block | % | Description |
|---|---|---|---|---|
| 87 | 4 | | 50 | barn |
| 112 | 9 | | 50 | barn |
| 71 | 38 | | 50 | barn |

| Tax Increment Financing District | Date | Original | Unretained | Retained | Current |
|---|---|---|---|---|---|
| Epping Road | 3/11/2015 | $78,625,463 | | $20,709,273 | $99,334,736 |

| Revenues Received from Payments in Lieu of Tax | Revenue | Acres |
|---|---|---|
| State and Federal Forest Land, Recreational and/or land from MS-434, account 3356 and 3357 | | |
| White Mountain National Forest only, account 3186 | | |

| Payments in Lieu of Tax from Renewable Generation Facilities (RSA 72:74) | Amount |
|---|---|
| *This municipality has not adopted RSA 72:74 or has no applicable PILT sources.* | |

| Other Sources of Payments in Lieu of Taxes (MS-434 Account 3186) | Amount |
|---|---|
| Exeter Housing Authority 64/40 | $40,401 |
| | **$40,401** |

**TOWN OF EXETER**
**MEMORANDUM**

TO: Board of Selectmen

FROM: Town Manager

RE: School Impact Fees Release

DATE: October 13th, 2017

---

After reviewing the school impact fee balances with Finance, we are recommending the Board release a total of $200,000 in school impact fees to lower Exeter's school tax rate for the 2016 year. Although the Town is invoiced in 2017 for these fees it is necessary to approve their release at the time the tax rate is set as they are factored into the schools local revenue equation.

It is anticipated $100,000 of the fees would go to the Co-op for High School debt service payment offsets and $100,000 in fees would go to the local school district to offset costs associated with the recent Main Street School bond to construct the full day kindergarten classrooms.

Town of Exeter

**Russ Dean <rdean@exeternh.gov>**

# Tax Rate Setting - School Impact Fees

**Doreen Chester** <dchester@exeternh.gov> Tue, Oct 3, 2017 at 8:45 AM
To: Russ Dean <rdean@exeternh.gov>

Hi Russ,

Before I contact the school, the amount of the Public School Impact fee bank account is $ $277,607 as of 9/30/17. Last year $ 98,800 was used : ESD $ 49,400 and ERCSD $49,400. You typically tell the schools how much of the impact fees to use. How much of the bank balance are you recommending the schools use?

Thanks,

Doreen

Doreen Chester, Finance Director
10 Front Street
Exeter, NH 03833
Phone: 603-773-6109
E-mail: dchester@exeternh.gov
[Quoted text hidden]

# TOWN OF EXETER

*Planning and Building Department*

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

www.exeternh.gov


**Date:** **October 11, 2017**

**To:** **Russell Dean, Town Manager**

**From:** **Dave Sharples, Town Planner**

**Re:** **149 Kingston Road**

I am writing this memorandum in response to your request for an analysis on the property located at 149 Kingston Road by examining the options regarding the residential dwelling unit on the property. You mentioned that the Board of Selectmen discussed a potential subdivision of the property in order to sell the existing residential home on the site that is currently being rented to the Fire Chief. I have examined the files we have and provide the following analysis. I provide a brief history of the site followed by a brief examination of the available options. I cannot guarantee there isn't additional background on the site but my summation is consistent with the files that I found on the parcel.

## History:

The property is approximately 30 acres in size and was acquired by the Town from Chester Simpson through a Quitclaim Deed in January of 1998. The deed included a clause stating that when the gravel pit was no longer viable, the area would be designated a recreation area for a period of thirty years (I enclosed the relevant portion of the deed stating this requirement). However, there was also a clause stating that the recreational requirement did not prevent the Town from subdividing off the existing residential dwelling.

The Board of Selectmen held a work session on the property on April 12, 1999 where they discussed subdividing off the house with either a 1.25 acre lot or a 3 acre lot since the minimum lot area in the zone was 3 acres. They determined that a subdivision showing a 3 acre parcel with the house move forward. I have enclosed the minutes from this meeting for your review.

In August of 1999, the Town submitted for a subdivision to create a 3 acre lot with the house and appeared before the Planning Board in September of that year. It appears that the Board discussed the size of the parcel and suggested reducing the size of the parcel and then seeking relief from the minimum lot area. I conclude this because the notice for the November 1999 Planning Board meeting stated that the proposal is "to create a 1.40 acre parcel to support the existing single family home which will allow sale of the home". It appears from the minutes that the reduction in the size of the lot was to avoid any pit reclamation area from being within the proposed residential parcel.

The Town then submitted for a variance to the ZBA seeking relief from the minimum lot area requirement of 3 acres. The Town appeared before the ZBA at their December 1999 meeting where the application was denied on the basis that no identifiable hardship was proven and the request was contrary to the public interest. After the ZBA denial, it appears that the application in front of the Planning Board was never acted upon.

In addition to the history of the prior process to attempt to subdivide, the parcel is part of a closed landfill. I spoke with Jen Mates at DPW and she sent me some information

regarding the monitoring wells and areas of contamination. A cursory review does not show any *known* contamination in the area of the residential dwelling. The nearest known concern to the existing house is behind the Simpson Barn where two underground storage tanks (UST's) were located. I included the relevant portion of a map showing the locations of the UST's (one gasoline and one diesel).

In 2001 after the subdivision of the site was abandoned, the Town drilled a new well and started leasing the property to the Fire Chief on an annual basis. In 2009, a new septic system was installed on the property.

Outside of the residential dwelling and immediate area surrounding it, the site is very active including uses as a gravel pit, brush/stump recycling area, compost area, winter snow storage, sand storage area, asphalt recycling area, and a staging area for contractors working on Town projects. The access road to these uses is right next to the garage that is part of the residential use. The Simpson Barn, located in the southwest corner of the site near the residential unit, also serves as additional storage for DPW equipment.

## Options:

*Subdivision*

The residential use could be subdivided off the larger parcel by either creating a 3 acre lot or a smaller lot. However, anything smaller than 3 acres, which is the minimum lot area due to the aquifer protection district, would require a variance from the ZBA. I have attached a map showing an example of a 3 acre and a 1.4 acre lot that could be subdivided off. Please note that the garage is included as part of the house and any lot line would need to meet the 15' side setback in the zone so the line would have to be adjusted slightly to avoid triggering the need for a variance but that could be further discussed if this option is pursued.

I did speak with Primex about potential liability down the road due to the proximity to the closed landfill and known contamination and they did inform me that there were some risks associated with selling the property in the event the site became contaminated by the adjacent landfill. This was a verbal conversation that should be explored further if a subdivision is the desired option. I also spoke with our DPW Director Jennifer Perry who is also concerned about the risks and the potential of existing contamination. As stated earlier, the Town is not aware of any existing contamination but to the best of our knowledge no investigation of the area that would be subdivided off has been performed.

*Selling House for relocation*

The Town could offer the structure for sale and any buyer would need to move it off the site. This would keep the land in the Town's possession but remove the residential use. Anecdotally I heard that this was tried in the past but the Town did not receive any offers but I couldn't find anything in the files that supported this assumption.

Thank you

enc (2)

Chester Simpson and myself harmless and to indemnify both parties from any and all claims, costs, expenses, attorney fees and like items.

(2) That the Town of Exeter will plant appropriate trees in front of the large barn fronting Route 111.

(3) That at such time as the gravel pit situated on the described real estate is depleted and the real estate no longer suitable for use as a gravel pit, the Town of Exeter, for a 30-year period, will formally designate the land as the "L. Chester Simpson Recreational Area" and will use and maintain said land for recreational purposes during said 30-year period. This condition shall in no way restrict the ability of the Town of Exeter to subdivide off from and convey out of this property the house and associated garage and sufficient acreage appurtenant thereto.

The above premises are not homestead property.

# MINUTES EXETER BOARD OF SELECTMEN APRIL 12, 1999
# WORK SESSION

The work Session at the L. Chester Simpson Recreation Area was called to order by Chairman Rowe. Present in addition to Chairman Rowe was Amy Bailey, Wendy Stanley Jones, Paul Binette and Paul Scafidi. Also present was George Olson, Town Manager.

The purpose of the meeting was to take a look at the options associated with subdividing the parcel to allow for the sale of the house. Mr. Olson showed the Board the area that appeared to be most reasonable, approximately 1.25 acres. He noted that since the land was in the aquifer protection zone, the minimum lot size was 3 acres. Given the fact that the property is to be sold to raise money to pay for the closure of the landfill and the construction of a recreation area, Town counsel feels that the ordinance must be conformed with. This is not a situation whereby the Town can ignore its own regulations.

Mr. Olson suggested that the closure plan be prepared before the house is sold and that the plan incorporate a 3 acre site associated with the house. The thought being that the 3 acres chosen would have the least impact on closure in terms of slopes and the need for fill.

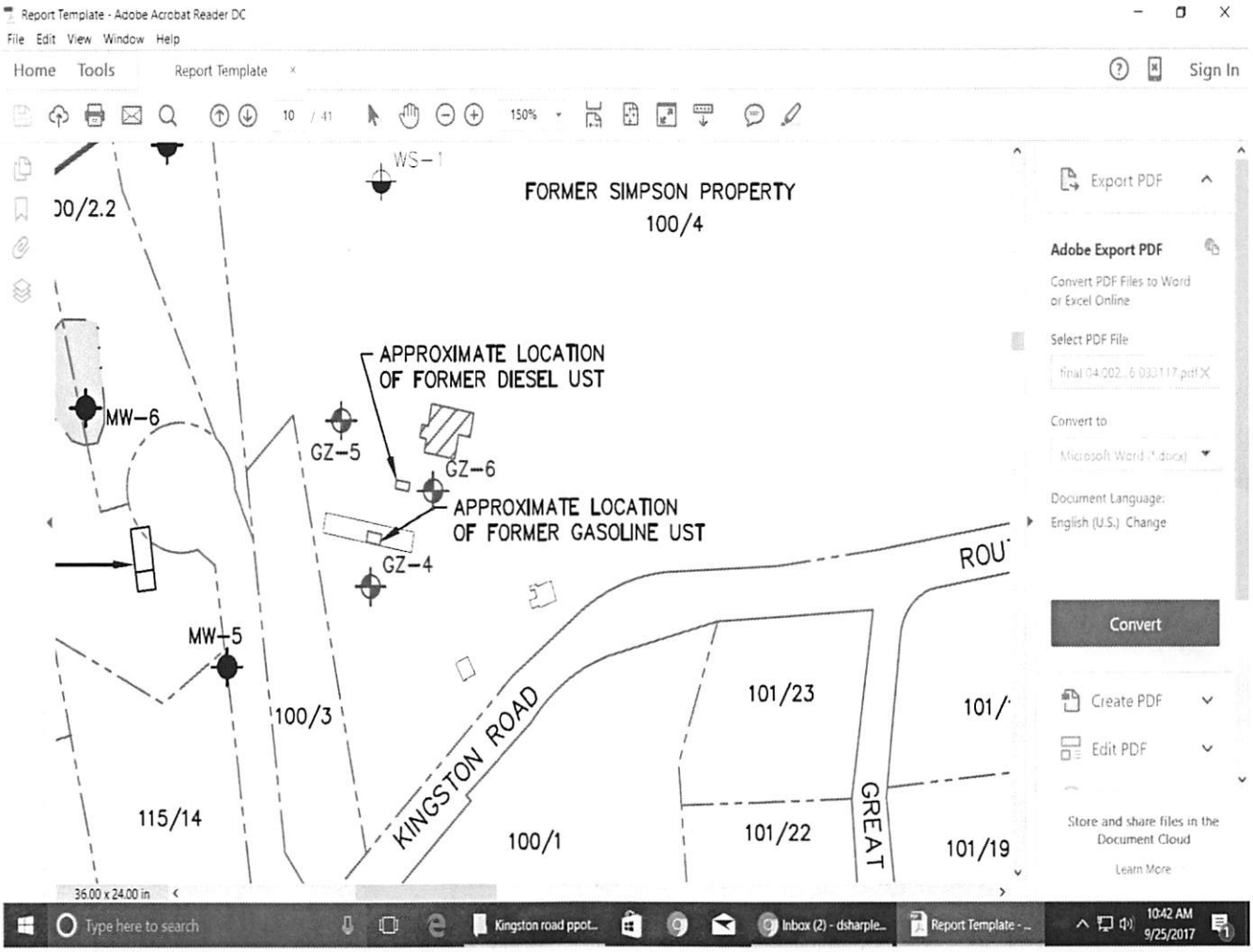
Discussion followed. It was noted that zoning would require a 15' side yard for the garage to be kept by the Town.. It was agreed that this would be reflected in the final subdivision of the land.

Other business discussed included agreeing that Mr. Rowe, and Ms. Bailey, along with Mr. Dow and Mr. Olson would do the interviews for the new Town Planner; that Mr. Scafidi and Mr. Binette would make up the Board's negotiating team, with negotiations to begin in mid-May; and that the special committee to look at the pay plan, to be composed of Mr. Scafidi, Ms. Bailey, Ms Blenk, Mr. Jodoin and Mr. Olson would not be charged until the summer.

**Moved by Mr. Scafidi, second by Ms. Bailey, to adjourn. SO VOTED.**

Respectfully submitted,

George N. Olson
Town Manager


Report Template - Adobe Acrobat Reader DC
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9/25/2017

# 149 Kingston Road Locus map

# 149 Kingston Road potential subdivision map

# List for Selectmen's meeting Oct 16, 2017

## Abatement

| | | | | |
|---|---|---|---|---|
| 110/2/17 | 17 Exeter Elms CG | 2015 | $ | 203.66 |
| 110/2/17 | 17 Exeter Elms CG | 2016 | $ | 214.28 |

## MS1 Extension

# 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:** [X] Town Hall (Main Floor) [ ] Bandstand [ ] Parking - # Spaces_____ Location_____

**Signboard Request:** [X] Poster Board Week: Oct. 8-14, 2018 [ ] Plywood Board Week: _____

**Representative:**

Name: Evelyn Orr Address: 277 Water St. Apt 214

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

Email: evelynorr@hotmail.com

**Organization:**

Name: Women's Club Address: _____

Town/State/Zip: Exeter Phone: _____

**Reservation Details:**

Type of Event/Meeting: Antique Appraisal Date: 10/14/18

Times of Event: 1-3 PM Times needed for set-up/clean-up: noon - 4 pm

# of tables: 2 # of chairs: 35 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.

**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: Evelyn Orr Date: 10/10/17

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:** [X] Town Hall (Main Floor) [ ] Bandstand [ ] Parking - # Spaces_____ Location_____

**Signboard Request:** [ ] Poster Board Week:_____ [ ] Plywood Board Week: _____

**Representative:**

Name: Dan Conrad Address: 32 Court Street

Town/State/Zip: Exeter, NH 03833 Phone: 603-773-6151

Email: dconrad@exeternh.gov

**Organization:**

Name: Exeter Parks and Recreation Address: 32 Court Street

Town/State/Zip: Exeter, NH 03833 Phone: 603-773-6151

**Reservation Details:**

Type of Event/Meeting: Karate Program Date: 10/3/2017 - 11/14/17 (Tues)

Times of Event: 5:30pm - 9:00pm Times needed for set-up/clean-up: 20 mins

# of tables: 0 # of chairs: 0 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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Applicant signature: _____ Date: 10/2/17

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

Office Use Only:

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

# Application for Use of Town Facility

**Forms submitted to: Town of Exeter, 10 Front Street, Exeter, NH 03833**
**Fax #: 603-777-1514 email: [illegible]**

**Use Request:** [Y] Town Hall (Main Floor) [ ] Bandstand [ ] Parking - # Spaces - Location -

**Signboard Request:** [ ] Poster Board Week: - [ ] Plywood Board Week: -

**Representative:**

Name: Kaitlin Deyo Address: 132 Middle Street

Town/State/Zip: Portsmouth, NH Phone: 603-766-2689

Email: kaitlin@prescottpark.org

**Organization:**

Name: Prescott Park Arts Festival Address: 105 Mercy Street

Town/State/Zip: Portsmouth, NH 03801 Phone: 603-436-2848

**Reservation Details:**

Type of Event/Meeting: Christmas Carol Rehearsal Date: November 6, 8-13, 19, 25-27 ** 20-22 main hall, Sharing w/ food rescue

Times of Event: Weekday 6pm-10:30pm, Weekend 12p-6p Times needed for set-up/clean-up: -

# of tables: - # of chairs: - Will food/beverages be served? Yes (No)

Tech/ AV Services Needed: Yes No Details No

## Requirements:

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**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.

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**Tech/AV Services:** There is a fee of $80 an hour for any Tech/AV services needed. Services must be arranged in advance. Email [illegible] to coordinate.

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Applicant signature: [signature] Date: 10/5/17

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:** [x] Town Hall (Main Floor) [x] Bandstand [ ] Parking - # Spaces_____ Location_____

**Signboard Request:** [x] Poster Board Week: May 6 - 13 [x] Plywood Board Week: May 13 - 20

**Representative:**

Name: Ellie Willis Address: 109R Water Street

Town/State/Zip: Exeter, NH 03833 Phone: 603-512-8396

Email: TownExeterArtsMusic@gmail.com

**Organization:**

Name: TEAM Address:_____

Town/State/Zip:_____ Phone:_____

**Reservation Details:**

Type of Event/Meeting: 2nd Annual Exeter Arts & Music Festival Date: May 18,19, 20, 2018

Times of Event: Fri night, all day Sat, Sun day Times needed for set-up/clean-up: May 17 / May 21

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

Tech/ AV Services Needed: Yes No Details Music on the bandstand / Music and Films in Town Hall

## 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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Applicant signature: Ellie Willis Date: 10/2/17

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

**Office Use Only:**

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

COI expires on 1/13/18

# Memo

Date: October 13, 2017

To: Board of Selectmen

From: Sheri Riffle

Re: Signboard Use

Please note that the attached permit is requesting the use of the signboards before each event, which is once a month. There is concern that if the signboard portion is approved as is then one group will be using the signboards half the year.

The plywood signboard is a two week rental and the posterboard is a one week rental. Overuse of one group would in affect prevent other events/groups from getting the exposure they need to promote their events.

# 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:** [x] Town Hall (Main Floor) [x] Bandstand [ ] Parking - # Spaces_____ Location_____

**Signboard Request:** [x] Poster Board Week: next available [x] Plywood Board Week: next available

**Representative:**

Name: Ellie Willis Address: 109R Water Street

Town/State/Zip: Exeter, NH 03833 Phone: 603-512-8396

Email: TownExeterArtsMusic@gmail.com

**Organization:**

Name: TEAM Address:_____

Town/State/Zip:_____ Phone:_____

**Reservation Details:**

Type of Event/Meeting: First Fridays Date: 1/5,2/2,3/2,4/6,5/4,6/1,7/6,8/3

Times of Event: 4pm-10pm ~~Times needed for set-up/clean-up~~: 8/31, 9/7,10/5

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

Tech/ AV Services Needed: Yes No Details Music on the bandstand / Music, Art, and/or Films in Town Hall

## 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: Ellie Willis Date: 10/2/17

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

**Office Use Only:**

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

# Signboards

## Plywood

12/17 - 30
1/28 - 2/3
2/18 - 3/3
4/1 - 4/7
4/22 - 5/5
5/20 - 5/26
6/24 - 7/7
7/22 - 8/4
8/26 - 9/8
9/23 - 10/6

## Paster

12/25 - 12/31
1/22 - 1/28
2/19 - 2/26
6/25 - 7/1
7/23 - 7/29
8/27 - 9/2
9/24 - 9/30

# TOWN OF EXETER

*Planning and Building Department*

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

www.exeternh.gov


**Date:** **October 13, 2017**

**To:** **Russ Dean, Town Manager**

**From:** **Dave Sharples, Town Planner on behalf of E911 Committee**

**Re:** E911 mapping

I am writing this memorandum to request to appear before the Board of Selectmen and present the data capture that was recently completed by the NH Department of Safety's Division of Emergency Services and Communications (DESC). As you will note in the enclosed document, the DESC is requesting the Board of Selectmen review the data capture and execute the following three documents: Data Capture Acceptance Letter, Acknowledgement of Nonstandard Addressing, and the Data Release Agreement. Each one of these documents is enclosed and briefly described below.

Data Capture Acceptance Letter

Signing this letter acknowledges receipt of the map set and acknowledges that the map set and associated data accurately reflect all addressing as it exists as of 8/01/2017. Tim Tregea and I each took half the map book and drove around the Town and verified every street name and spot checked the addresses on every street. We found a few errors and sent them to the DESC who revised the relevant map books so, to the best of our knowledge, the map set and associated data does accurately represent existing conditions as of 8/01/2017. I have enclosed a copy of the revised map set for your review.

Acknowledgement of Nonstandard Addressing

Executing this document acknowledges receipt of this information and signifies understanding of its content. The list of nonstandard addressing is enclosed as part of this packet.

Data Release Agreement

Signing this document signifies your understanding that you are responsible for maintaining the confidentiality of the data by releasing it only to those who have legal authorization to access it for emergency responses purposes. You can also check the box authorizing NHDESC to release the data to the specific agencies that dispatch for Exeter and any municipally contracted emergency service provider, should they request it in the future.

I have asked Kenny-Lynn Dempsey from DESC to attend the October 16th Board of Selectmen meeting and she agreed. I invited her so she could be available to answer

any questions the Board may have. I have also enclosed the Exeter Nonstandard Addressing document but please note that this document is not subject to the Right-to-Know laws and as such should not be shared. Due to the size of the Map set, I have not enclosed a copy but have one available in the Town manager's Office for review by the Board of Selectmen.

Thank you.

Enc (4)

**State of New Hampshire**
**Department of Safety**
**Division of Emergency Services**
**Division of Emergency Services and Communications**

GIS & Addressing
Dwinell Building
50 Communications Drive
Laconia, New Hampshire 03246
(603)527-2069 (603)527-2073 (fax)
1(800)806-1242

Director Bruce G. Cheney
Bureau Chief

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

# Data Release Agreement

This agreement is made and entered into this _____ day of_____, by and between, the Town of Exeter ("Recipient"), with its principal office located at 10 Front St, Exeter, NH 03833 and State of NH Division of Emergency Services and Communications, 50 Communications Drive, Laconia, NH 03246 ("Disclosing Party").

The Division of Emergency Services and Communications Mapping Department has collected and processed the data for the Town of Exeter. The data has been accepted by the town as being accurate therefore we can release this data to you upon completion of the Data Release Agreement.

By releasing this data to you, the Town of Exeter, you understand that you are responsible for maintaining the confidentiality of the data by releasing it only to those who have legal authorization to access it for emergency response purposes. The Division of Emergency Services and Communications and all associated data are protected under 106-H:14 Information not Subject to Right-to-Know Law.

☐ We grant permission for NHDESC to release our data to the specific agencies that dispatch for us and any municipally contracted emergency service provider, should they request it in the future.

Signed this day _____ of _____, _____

Exeter Board of Selectmen Signatures:

1:_____, Chairman

2:_____, Selectman

3:_____, Selectman

4:_____, Selectman

5:_____, Selectman

# State of New Hampshire

Department of Safety
Division of Emergency Services and Communications
James H. Hayes Safety Building
33 Hazen Drive
Concord, New Hampshire 03305




## Acknowledgment of Nonstandard Addressing

August 17, 2017

The attached document is a list of identified areas of concern for addressing within the community of Exeter. This list has been generated using the New Hampshire Division of Emergency Services and Communication's (DESC) Addressing Standards Guide. Please refer to this guide for questions regarding this list.

In the future should the Town of Exeter decide to make changes to their addressing, the New Hampshire Division of Emergency Services and Communication will assist with the necessary processes and update the data / maps appropriately through our Maintenance Program.

The signature below signifies acknowledgment of an understanding of the contents of this document and of receipt.

Signed this day _____ of _____, _____

Exeter Board of Selectmen Signatures:

1:_____, Chairman

2:_____, Selectman

3:_____, Selectman

4:_____, Selectman

5:_____, Selectman

# State of New Hampshire

Department of Safety
Division of Emergency Services and Communications
James H. Hayes Safety Building
33 Hazen Drive
Concord, New Hampshire 03305



## Data Capture

## ACCEPTANCE LETTER

August 17, 2017

We, the selectmen for the town of Exeter, accept the map set and associated data dated 08/01/2017. The map set and associated data accurately reflects all addressing as it exists as of 08/01/2017. We understand that the town of Exeter is responsible for coordinating any address changes with the residents, United States Postal Service and the Division of Emergency Services and Communications.

Signed this day _____ of _____, _____

Exeter Board of Selectmen Signatures:

1:_____, Chairman

2:_____, Selectman

3:_____, Selectman

4:_____, Selectman

5:_____, Selectman

NEW HAMPSHIRE DIVISION OF HISTORICAL RESOURCES
State of New Hampshire, Department of Cultural Resources
19 Pillsbury Street, Concord, NH 03301-3570
TDD Access: Relay NH 1-800-735-2964
www.nh.gov/nhdhr
603-271-3483
603-271-3558
FAX 603-271-3433
preservation@dcr.nh.gov

October 2, 2017

Kristen Murphy
Town of Exeter
10 Front Street
Exeter, NH 03833-3792

Dear Ms. Murphy,

To officially list the Wiggin/Raynes Barn at 61 Newfields Road, Exeter, on the New Hampshire State Register, the property owner or a legally-appointed representative of the property owner must consent to listing by signing this letter below and returning it to our office at the address noted above. With a returned signed letter and an updated inventory form, we will place it on the agenda for final approval by the State Historical Resources Council at its quarterly meeting on October 30, 2017. More information on the State Register and its benefits is enclosed.

Thank you for your interest in this important piece of New Hampshire history and please feel free to call with questions.

Sincerely,

Megan R. Rupnik

Megan R. Rupnik
State Survey Coordinator

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I certify that I am the legal property owner or legally-appointed representative of the owner of the property listed above.

Please list my property on the New Hampshire State Register, pending approval by the State Historical Resources Council ☒

Please do NOT list my property on the New Hampshire State Register at this time: ☐

Signature

Date 10/10/17

Russ Dean
Name (please print)

# INDIVIDUAL INVENTORY FORM

## NHDHR INVENTORY # EXE 0002

**Name, Location, Ownership**

1. Historic name Wiggin/Raynes Barn
2. District or area
3. Street and number 61 Newfields Rd
4. City or town Exeter, NH
5. County Rockingham
6. Current owner Town of Exeter

**Function or Use**

7. Current use(s) Agricultural, Outdoor Recreation, , Conservation Area, Pedestrian Transportation, Family gravesite, Public Education Opportunity
8. Historic use(s) Agricultural, Other: former Town landing

**Architectural Information**

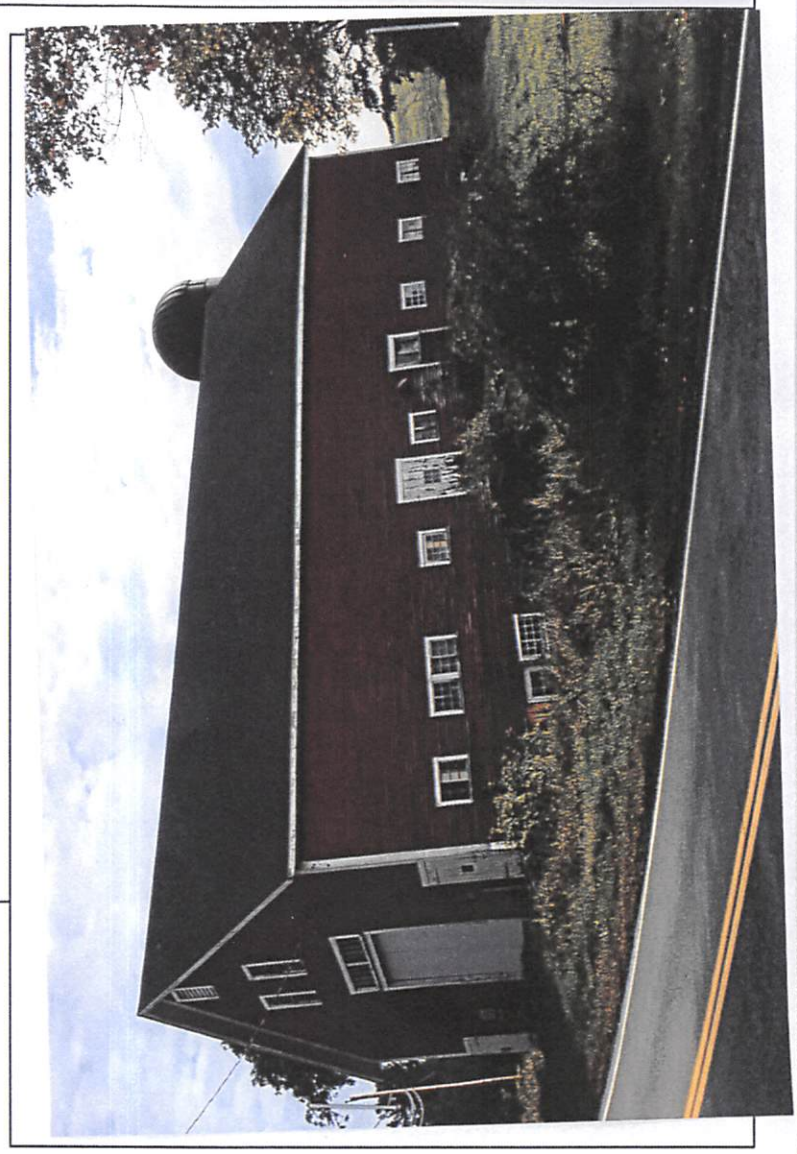
9. Style Other: New England barn, gable front bank barn
10. Architect/builder unknown
11. Source
12. Construction date c. 1860
13. Source Research, inspection
14. Alterations, with dates Milk house added (mid-20th c.) Concrete basement floor added (mid-20th c.), Milk house removed 2004
15. Moved? no ☒ yes ☐ date:

**Exterior Features**

16. Foundation Stone, unspecified
17. Cladding Clapboard
18. Roof material Asphalt, shingles
19. Chimney material
20. Type of roof Gable
21. Chimney location
22. Number of stories 2.5
23. Entry location Off center, gable end
24. Windows 6/6
    Replacement? no ☒ yes ☐ date:

**Site Features**

25. Setting Agricultural farm, open fields, railroad, woodlands, perennial brook, barn
26. Outbuildings Silo, pump house
27. Landscape features Burial ground, open fields, trails



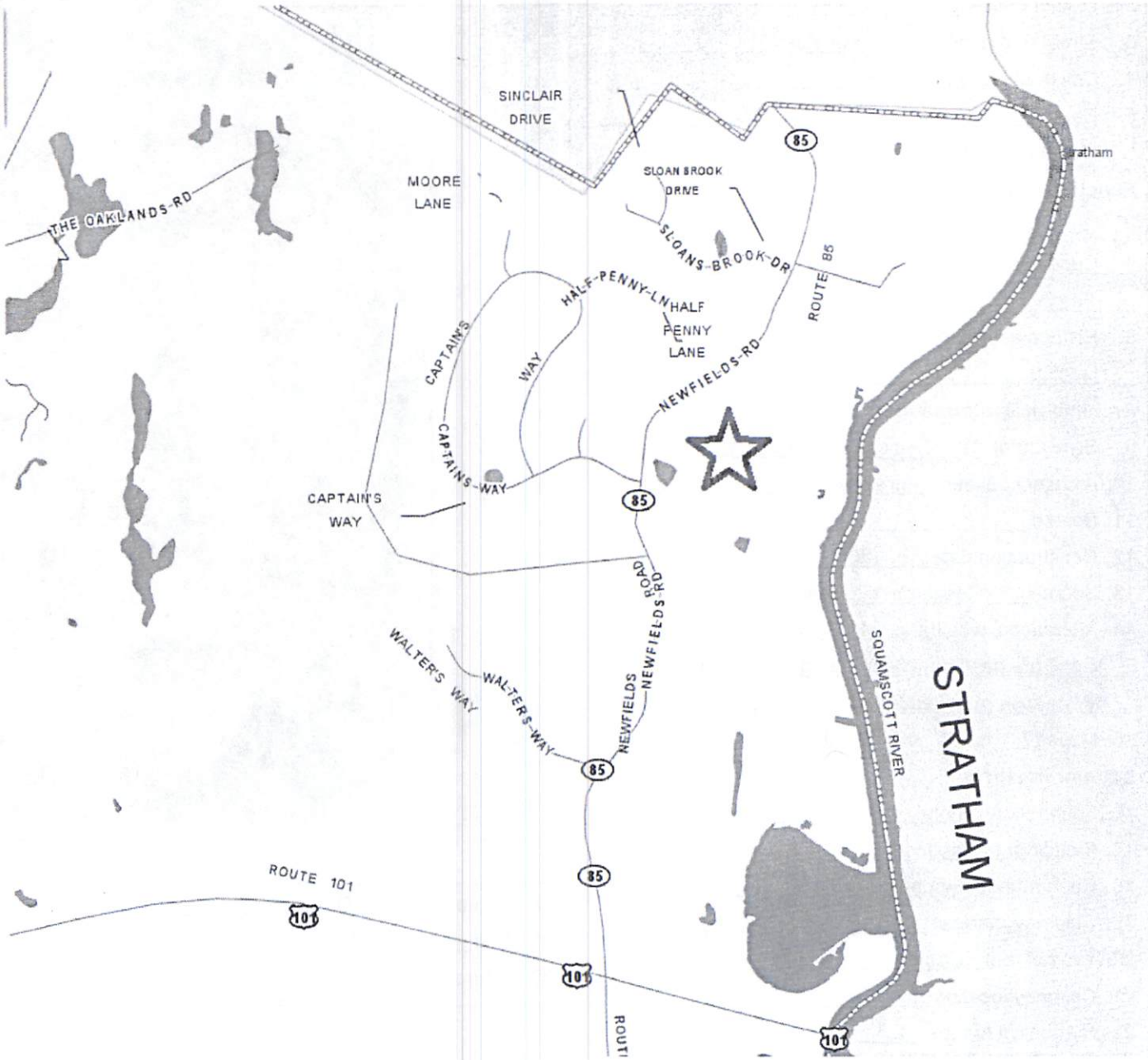
35. Photo Cover Direction: East
36. Date 10/9/17
37. Reference (file name or frame#): Cover Photo

28. Acreage 31 + 9.9 + 9.7 (not including RR ROW)
29. Tax map/parcel # 24/30, 23/1, 23/2
30 State Plane Feet (NAD83) 177248.5/188209.9
31. USGS quadrangle and scale Newmarket scale 1:24000

**Form prepared by**

32. Name Exeter Conservation Commission
33. Organization Town of Exeter
34. Date of survey March 2001, October 2017

39. Location Map

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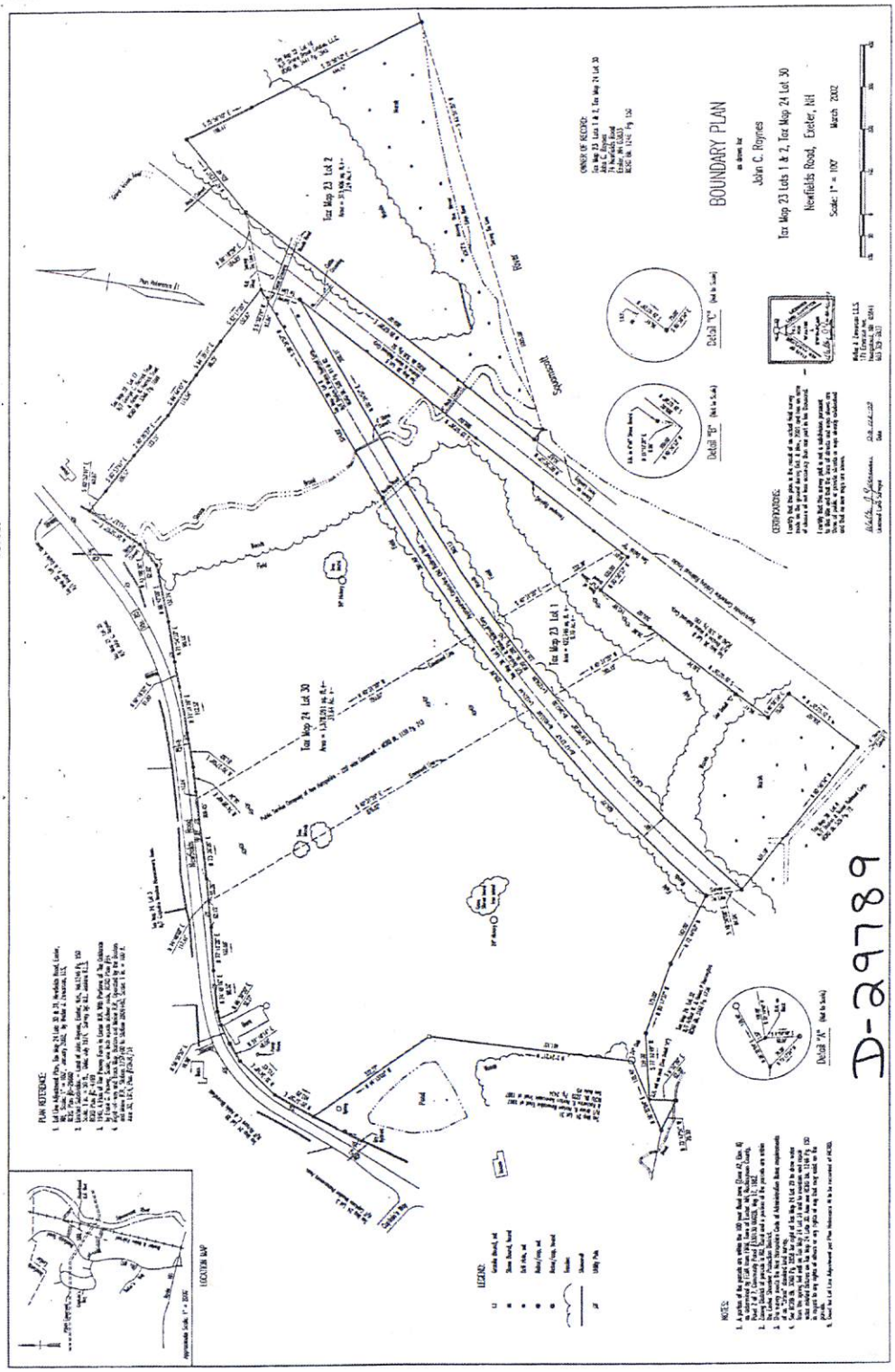
## 40. Property Map





**41. Historical Background and Role in the Town or City's Development:**
*(Excerpt from 2001 Inventory Report, EXE0002, with supplement to current)*

"The Wiggin/Raynes property along the tidal Squamscott River played an early role in the development of the Town of Exeter. The Frank Gilman Peavey map of Exeter drawn in 1932 which depicts development of Exeter between 1639 and 1700 includes one of the original town landing sites which abuts the Wiggin/Raynes property and the highway that leads across the Wiggin/Raynes property to common lots set aside for inhabitants of Exeter.

According to Exeter Historical Society files, the farmhouse on the west side of Newfields Road was built c.1695. According to tradition, it was built as a wedding gift by Jeremiah Gilman for his wife Mary Wiggin (born 1668).

The property eventually passed into ownership of Joshua Wiggin who was living there as of 1802 (Merrill 1802). Joshua Wiggin, born in 1769, was married in 1795 to Comfort Wiggin (1774-1824). They had seven children (Fitts 1912). According to his probate records, when Joshua Wiggin died in 1840, his homestead consisted of 58 acres on the east side of the road 104 acres on the west side.

This property figures prominently in a significant economic development stage in Exeter's history, the coming of the Boston & Maine Railroad. Just prior to Joshua Wiggin's death, he signed a deed for a four-rod wide strip of land through the property to B&M railroad (Deed 1840). The deed specifically calls out the exception of a right of way across the strip of land "as other persons may be legally entitled to," which may refer to the old highway to the Town landing.

The farm was inherited by Stephen Wiggin, who sold it to his brother Chase Wiggin in 1860 (Deed 1860). Who occupied the farm during the intervening twenty years has not been determined, though C. Wiggin was shown in this location on the 1857 county map (Chace 1857). Chase Wiggin (born 1814) and Lydia Ann Neal (born 1818) were married in 1844 and had two daughters (Fitts 1912).

During this period, Chase Wiggin erected a very large barn across the road from his house, and developed a substantial cattle market on the property. According to his obituary, Chase Wiggin was "one of Exeter's most substantial farmers and respected citizens," founder of the Exeter cattle market "long an important and unique institution of the town." Wiggin made his farm a stopping place for drovers from northern New Hampshire, Maine and Vermont on their way to the Brighton (Boston) Market. The droves followed established routes and had regular stopping points, which became known as cattle markets. Droves of 100-200 cattle, primarily beef cattle, were common, though some contained as many as 1,000 head. Wiggin "provided every needed facility in and about his spacious barn." Meals were provided in the house, with extra women sometimes called upon to help with the cooking. The site became a cattle market for deals between the drovers and local cattle buyers (Exeter News-Letter 1877, 1899; Merrill1988:49). The market's operations diminished during the later years of Wiggin's life, because of the decline of the Brighton market. A cattle market operated in Exeter as late as 1908 and the cattle pens on Chase Wiggin's farm stood into the 1930's (Merrill 1988:50).

In 1891, Wiggin deeded land for a new railroad bed, closer to the Squamscott River, to the Boston & Maine Railroad Corporation. The deed refers to the Town landing parcel and requires the Railroad to build a cattle underpass (still extant) and a farm crossing (Deed 1891).

Chase Wiggin died in 1899. The property was inherited by his daughter Lydia Clark. In 1902 she sold it to George Sanborn and Lyford Connor, her brother-in-law, husband of Abby Francis Wiggin (Deed 1902; Fitts 1912).

The property changed hands frequently in the early 20th century but was continuously farmed, at one time as a pig farm.

In 1946, John Raynes purchased the historic farm, including 58 acres east of the road and two tracts totaling 104 acres on the west side (Deed 1946). Raynes conducted a modest dairy farm and is believed to have erected the steel silo and renovated the basement of the barn for stabling. He continued to operate a dairy farm until the 1970's. In 1970, he sold the historic house and surrounding land, and erected a new residence for himself to the north (on the west side of the road). More recently, Raynes sold 100+ acres on the west side of the road which became the site of Captain's Meadow Subdivision. He retained ownership of the barn and 50+ acres on the east side

HISTORICAL BACKGROUND (Continued)

of the road. Since the 1970's the land has been leased for hay and com production and some storage of hay and lumber continues in the barn (Raynes 2000)."

In 2001-2002 volunteers came together to apply for LCHIP grant funding to purchase the property. The Exeter voters approved the expenditure of matching funds and the Town was able to complete the purchase. An additional LCHIP grant was awarded two (2) years after purchase to implement structural improvements. In 2014, voters supported a town maintenance budget that included replacement of the 25+ year old roof.

Today, the Raynes Farm property is owned by the Town of Exeter and managed by the Conservation Commission. Agricultural practices continue via a lease with a local farmer.

**42. Applicable NHDHR Historic Contexts** (please list names from appendix C): none
*(Excerpt from 2001 Inventory Report, EXE0002)*

- First settlements on the NH seacoast, 1623-1660.
- Local scale dairy farming, 1800-present.
- Cattle raising in New Hampshire for the Boston market, c. 1850-c.1910.
- Dairy farming for urban markets, 1880-1940.
- The railroads in NH, 1842-1960.

**43. Architectural Description and Comparative Evaluation:**

ARCHITECTURAL DESCRIPTION
*(Excerpt from 2001 Inventory Report, EXE0002)*

"The Wiggin/Raynes Barn and Farmland is located on the east side of Newfields Road in the northeast corner of Exeter. The property, which consists of 50+ acres of primarily open land, extends east from the road to the Squamscott River. The large New England barn, built c.1860 is set close to the edge of the road, sited prominently on a sharp curve. The historic Wiggin Homestead (66 Newfields Road) and one other outbuilding are located directly across the road on land that is now under separate ownership. The large, 2 ½ story, 5 X 2 bay, center chimney house is traditionally dated c.1695. It faces south, with ells and outbuildings extending to the rear, parallel to the road. The former barn has been extensively remodeled for modem uses. Its age, and the dates and locations of any other historic outbuildings have not been determined for this report.

The Wiggin/Raynes Barn, erected c.1860, has been the property's primary outbuilding since its construction. It is a New England barn with its entries off center on the front (west) and rear (east) gable ends. The massive structure, 95 '-8" long and 42' -0" in width, is oriented essentially with its long walls facing north and south and the gable ends oriented east & west. The front gable end is set close to the edge of the road (Pothier 2001 ). Mid-20th century additions include a milk room off the southwest comer and a steel silo off the rear (east)' gable end. A small, shingled pump house stands south of the barn.

The exterior walls are covered entirely in clapboards, over horizontal pine sheathing. The walls are trimmed with comer boards and frieze. The eaves project with a molding on the raking cornice, and no returns on the gable ends. The roof is sheathed in asphalt shingles. Windows and doors have flat board trim. The barn is painted red with white trim. The clapboard sheathing and is painted with a color scheme, using inexpensive red iron oxide paint that was widely popular in New England by the 1860's (Visser 1997:31). The foundation is made up of natural and dressed, dry-laid stone, with mortar, concrete, and cement blocks added in the mid-20th century (Pothier 2001).

The Wiggin/Raynes Barn is built into a banking of earth, which slopes down from the north side, creating enough height to use the entire lower basement floor, with access on the south elevation. This type of barn construction became popular after 1850 and was known as the "gable front bank barn" (Pothier 2001). Most new barns built by the 1850's were bank barns. Unlike their predecessors, these barns had full or partial basements, primarily for storage of manure. Earth ramps, sometimes with stone retaining walls, led to the ground floor doors. Basement doors allowed for removal of manure (Visser 1997:41, 7 6). This barn is typical in its orientation, with sheltered yard on the south side, protected from the winter winds. The interior arrangement includes off-center drive floor running the length of the barn.

The wider northern bay contained the haymow, while the stables were located along the warmer south wall (Visser 1997:75).

The drive bay doors on both gable ends are rolling pairs, measuring 12 ½ feet tall by 6 feet wide. The doors roll on an interior track, in a cavity made by splitting the mid posts in half and pegging them together just above the door track (Pothier 2001). Rolling doors were common by the mid-19th century. They were easier to open in deep snow and did not blow in the wind as hinged doors did. Interior tracks were preferred, because they did not get clogged with snow and ice, but required special framing as was used in this case (Visser 1997 :35). Above the doors on the Wiggin/Raynes Barn are a very large pair of transoms, ten panes wide each, with glass size measuring 22x13 inches. The front gable also has two entry doors on its north and south comers. Both doors are hung on heavy, hand-made strap hinges, with tapered edges and a bead decoration (Pothier 2001). The rear (east) gable end once had similar doors, which are now filled in.

Windows, particularly rows of small windows to light the stalls, were commonly used by the mid-19th century, as it was recognized that light and ventilation benefited animal health (Visser 1997:38-39). The Wiggin/Raynes Barn is typical in its sparse window placement on the north elevation, which was subjected to cold winds and received no direct sunlight. The south elevation is lined by eight evenly spaced windows on the ground floor and more in the basement level. The horizontal rectangular windows are primarily double, sliding sash, each with six 8x10 inch panes. The windows appear to be reused double-hung sash, set in sideways to slide from left to right instead of up and down (Pothier 2001). Each gable end contains two windows with double-hung 6/6 sash, and a louvered vent above. The south elevation originally had openings to the basement level at front and rear. These were filled-in in the mid-20th century with concrete foundation blocks, clapboards and windows. The front opening was covered by the milk room addition (Pothier 2001). An earth ramp with stone sides leads to two cattle doors in the center of the ground floor. These provided access to the barnyard, which would have been located on the south side of the barn.

The barn frame is made up entirely of Eastern White Pine and a small amount of Red Pine. All of the frame elements were cut by a circular saw, while the sheathing, roofing, and floorboards were cut by an up & down reciprocating saw (Pothier 2001). The north sill measures 8x8 inches and the south, 8x12. The floor joists are 3x10, 24 inches on center, with 6x10 joists under each bent. Supporting the joists are two 10x12 carrying beams running the entire length of the barn, and supported by granite posts. The flooring consists of a sub floor of one inch thick rough pine boards covered by two inch thick planks as the finish layer (Pothier 2001 ).

The barn frame is made up of nine bents; each bent consisting of four posts. Thirty-six posts extend upward 16 ~feet to meet the bottom of the plates and tie beams. Connections are mortise & tenon joints with one inch oak pegs. The plates measure 6x6 inches and the tie beams 6x8 inches. Mortised into the top of the tie beams are a pair of 6x6 queen posts, 8 feet, 3 inches tall. They support 6x6 inch, mid-span roof purlins running the length of the barn on each side. A 19 foot long, 6x6 inch collar tie is mortised into both sides of these purlins at the junction of the queen post, and braced with diagonal beams for lateral support. The 2x7 inch rafters are 28 feet long, and are notched to rest on the purlins. Rafters are 24 inches on center. The overall height from floor to ridge is 33 feet, 9 inches. The rafters are butt together and nailed with no ridge board (Pothier 2001).The tie beams support 4x6 joists and one-inch floorboards which form a scaffold for the hay trolley, which is still mounted to its track under the ridge. With ropes and pulleys for the hay-rake still in place (Pothier 2001).

The barn was updated in the mid-20th century for modem dairy farming. The cellar was outfitted as cow stables, with white-washed walls and ceiling, metal pipe stanchions, concrete floors and a mechanical gutter cleaner for the removal of manure (Pothier 2001). A small milk room was built at the front, southwest comer of the barn. Set at basement level, this small structure has concrete block lower walls, clapboards above, and a gable roof with overhanging eaves, sheathed in corrugated metal. The door is located on the gable end. Milk rooms such as this were built in the early to mid-20th century, as sanitary regulations required milk storage separate from stable and milking areas (Visser 1997: 115-116). The small pump house, which stands south of the barn, would historically have provided water to the barnyard. This small gable roofed structure is set on loose rubble stone and sheathed in wood shingles.

A prominent feature of the property is the galvanized steel silo connected to the northeast comer of the barn. This type of silo became popular in the mid 20th century and was erected here about that time. The curved panels are 33"tall and are bolted together to create a total of 14' across the base and just under 50' tall. The silo is connected to the barn by a short passageway enclosed by clapboard walls and reused windows (Pothier 2001).

The main parcel (24/30), on which the Wiggin/Raynes Barn is located, contains 31 acres of open farmland. Parcel 23/1, between the two railroad corridors, contains 9.9 acres of forested land. Parcel 23/2 between the railroad tracks and the river consists of9.7 acres of unproductive, marshy land, including the old Town Landing site. Totaling 50.6 acres, plus the railroad corridors, this is the bulk of the 58 acres on the east side of the road, which has always been associated with the historic farm. The only change was the division of a 4.5 acre house lot from the southwest comer in the 1970's for John Raynes' daughter (map 24/parcel31).

Across Newfields Road from the barn, the historic Wiggin house and outbuildings are now located on a 5.4 acre parcel. Historically, the property contained 104 acres of land on this (west) side of the road. About 1970, a five-acre house lot was divided off from the northern edge of the lot for John Raynes. In the 1980's, the remaining land was subdivided into the Captains Meadow residential development. This cluster subdivision consists of many small lots on a series of cul-de-sacs, with a buffer zone totaling 77 acres of undeveloped land along the streets and surrounding the whole."

Extensive rehabilitation work of the Wiggin-Raynes Barn occurred in 2003. The site was regraded to improve drainage, including the rebuilding of some of the stone foundation. Deteriorated sills, knee walls, joists, and studs were replaced, and structural repairs were made. The milk room addition was removed in 2004, and the well house was replaced in 2010. In 2015, the barn received a new asphalt-shingled roof, and the barn door in the western entrance (main door) was replaced in 2016. Photographs 3-16 depict the before and after images of the rehabilitation work.

**44. National or State Register Criteria Statement of Significance**:
*(Excerpt from 2001 Inventory Report, EXE0002)*

"The Wiggin/Raynes Barn and Farmland are eligible for the State Register for their significance in agriculture. The barn and its ancillary structures and the surrounding hay and cornfields document 19th and 20th century trends in local farming and land-use practices. The primary period of significance documents the height of cattle and dairy farming in the second half of the 19th century, during the productive life of Chase Wiggin. During this era, the property was highly significant locally, both as a large farm, and as the location of the Exeter Cattle Market, which may have had regional significance. The barn was updated in the mid-20th century, when the milk house and silo were constructed for modem dairy farming practices by John C. Raynes who has continued the agricultural association of the site to the present. [until the sale to the Town of Exeter in 2001. Following the sale, haying continues today through a lease with a local farmer]

The large barn and silo surrounded by open farmland is a long-standing community focal point, an important historic landscape in the town of Exeter. Still in agricultural use, this property is one of the most intact farm landscapes remaining in Exeter. The way the barn and silo are sited on a curve in the road surrounded by the open fields dotted with abandoned farm machinery is a visual agricultural landmark, and the site is popular with photographers.

The property, bisected by an early railroad bed and an active rail line, and the location of the early "town landing" is also locally important within the contexts of railroad and river transportation."

This property is also important for its association with the life of Chase Wiggin who made a significant contribution to the local and regional economy by establishing a large cattle market, that helped supply the Boston market and benefited farmers from the community and throughout the state, and northern New England region. The barn and land retain integrity for his period of occupancy.

The Wiggin/Raynes Barn is architecturally significant as the only hundred foot barn in the town of Exeter, the largest surviving historic barn in the community. It is important as a well-preserved example of mid-19th century barn design and construction.

**45. Period of Significance:**

1860-1899 Primary period during occupancy of Chase Wiggin
1899-1967 Continued farming and dairying

**46. Statement of Integrity:**
*(Excerpt from 2001 Inventory Report, EXE0002)*

"The Wiggin/Raynes Barn and Farmland retain integrity for the remaining 50.6 acres between Newfields Road and the Squamscott River. The boundaries are essentially the same as those in place during the historic period, when deeds refer to the property as containing 58 acres. The transfers of land to the Railroad were important aspects of the property's history, and while the rail corridors bisect the land, they contribute to its significance. Particularly, the active rail-line with original granite block cattle underpass and stream culverts. The land remains in agricultural use as open fields, wooded on the perimeter. The power line right of way crosses the fields, but does not detract from their open character. The 2,000 feet of undeveloped shoreline is also an integral part of the historic property. The barn and associated land convey the property's historic associations. The barn retains a high degree of integrity of design, materials, workmanship and feeling."

"The historic Wiggin Homestead on the opposite side of the road appears to retain architectural integrity. The outbuildings connected to it remain extant, but have been altered for modem uses. The subdivision of land that was historically associated with the Wiggin homestead for the Captain's Meadow housing development has diminished the integrity of the overall historic property. However, the road frontage retains its rural character due to the open space development design, which precludes any additional developed lots across from the remaining open farmland."

Since the 2001 survey, the Wiggin, Raynes Barn has undergone rehabilitation work, but overall, the property still retains sufficient integrity to convey its historical significance. The most striking change was the removal of the mid-20th century milk house which was partially collapsed. Most other alterations were sympathetic and do not detract from the barn's overall integrity.

**47. Boundary Discussion:**

The Wiggin/Raynes Barn and Farmland are located on the east side of Newfields Road (Route 85) in Exeter. The property extends east to the Squamscott River, which has always formed the eastern bound of the farm. The property contains a total of 50.6 acres, defined as three separate parcels by Exeter tax records. Also encompassed by the eligible property are the two corridors of the Boston and Maine Railroad, one abandoned and one active, which run through the historic farm. A perimeter survey has not yet been completed, so the total acreage is unknown.

The main parcel (tax map 24/parcel30) contains 31 acres, bounded· on the west and northwest by Newfields Road. The barn is located at the west edge of the parcel. This land extends east to the abandoned rail line, which runs south-north parallel to the road and river. Between the abandoned line and the active railroad is a 9.9 acre parcel (tax map 23/parcel1). The northeast comer of the property consists of 9.7 acres (map 23/Parcel 2) between the railroad and the river. A PSNH power line easement cuts diagonally through the center of the property.

The boundary is described as follows. Beginning in the southwest comer of lot 24/30 on Newfields Road, the boundary runs northeast along the road to the northern comer of lot 24/30. The boundary turns east along the north edge of lot 24/30, crosses the railroads and turns north and east along the north side of23/2 to the River. The boundary runs south and southwest along the riverbank to the southeast comer of23/2, the turns west and crosses the active railroad tracks. The boundary turns south along the west side of the tracks to the southeast

BOUNDARY DISCUSSION (Continued)

corner of lot 23/1. It follows the south lot line of 23/1 west to the abandoned rail bed and continues in a westerly direction along the south edge of24/30 to the beginning point on Newfields Road.

**48. Bibliography and/or References:**
*(Excerpt from 2001 Inventory Report, EXE0002)*

**Exeter Historical Society files.**
Exeter News-Letter, clippings on file at Exeter Historical Society- cattle market advertisements 1877, Chase Wiggin obituary Octoer 20, 1899.

Fitts, Rev. James Hill
1912 History ofNewfields. New Hampshire. 1638-1911. Concord, NH: The Rumford Press.

Merrill, Nancy Carnegie
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Pothier, Robert L. Jr.
2001 "The John C. Raynes Barn, Exeter, New Hampshire." Structural investigation report prepared for the Exeter Conservation Commission.

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1997 Field Guide to New England Barns and Farm Buildings. Hanover, NH: University Press of New England.

**Maps**
Chace, J. Jr.
1857 "Rockingham County, New Hampshire" wall map. Collection of the New Hampshire Historical Society, Concord.

Hurd, D. Hamilton
1892 Town and City Atlas of the State ofNew Hampshire. Boston: D.H. Hurd & Co.

Merrill, P.
1802 "A Plan of the Town of Exeter" from microfilm collection of New Hampshire Historical Society, Concord.

Peavey, Edward Gilman
1932 "Map ofExeter, NH 1639-1700.

**Interview**
John C. Raynes, property owner, December 2000.

**Deeds -Rockingham County Courthouse, Brentwood**
1840 Book 298, Page 245.
1860 Book 384, Page 391.
1891 Book 530, Page 52.
1901 Book 591, Page 278.
1905 Book 667, Page 253.
1946 Book 1047, Page 496.

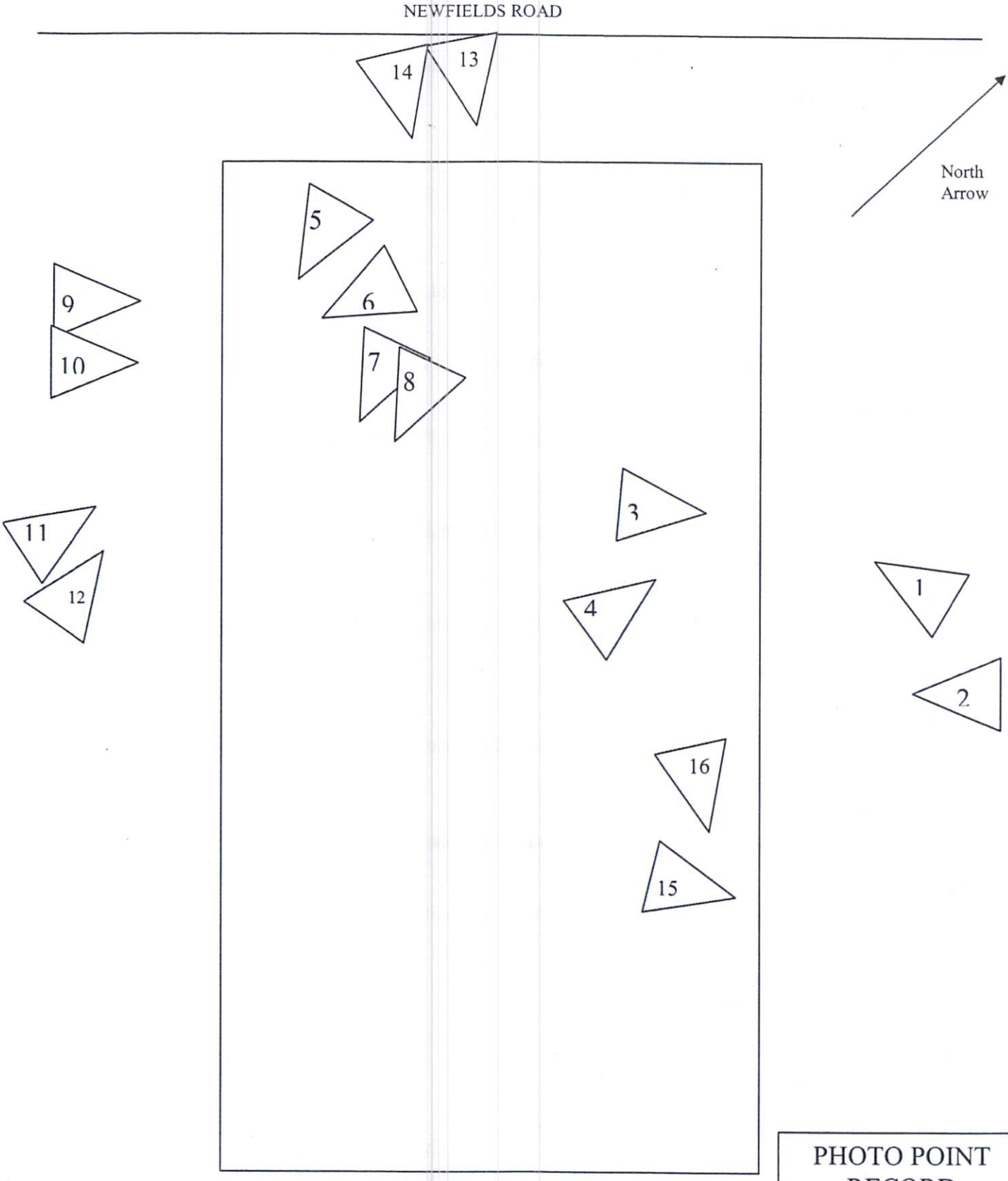



PHOTO POINT RECORD

Date photo taken: July 2002, Baseline Report

Photo # 1 Description: Area North of Barn Regrading (Before)
Reference Photo 1 Baseline 70: Direction: SOUTH

Date photo taken: 10/9/17

Photo # 2 Barn Drainage Regrading (After)
Reference Photo 2, North Drainage regrading: Direction: SOUTH

Date photo taken: July 2002, Baseline Report

Photo # 3 Description: Northwest Wall (Before)
Reference Photo 3 Baseline 62: Direction: NORTHEAST

Date photo

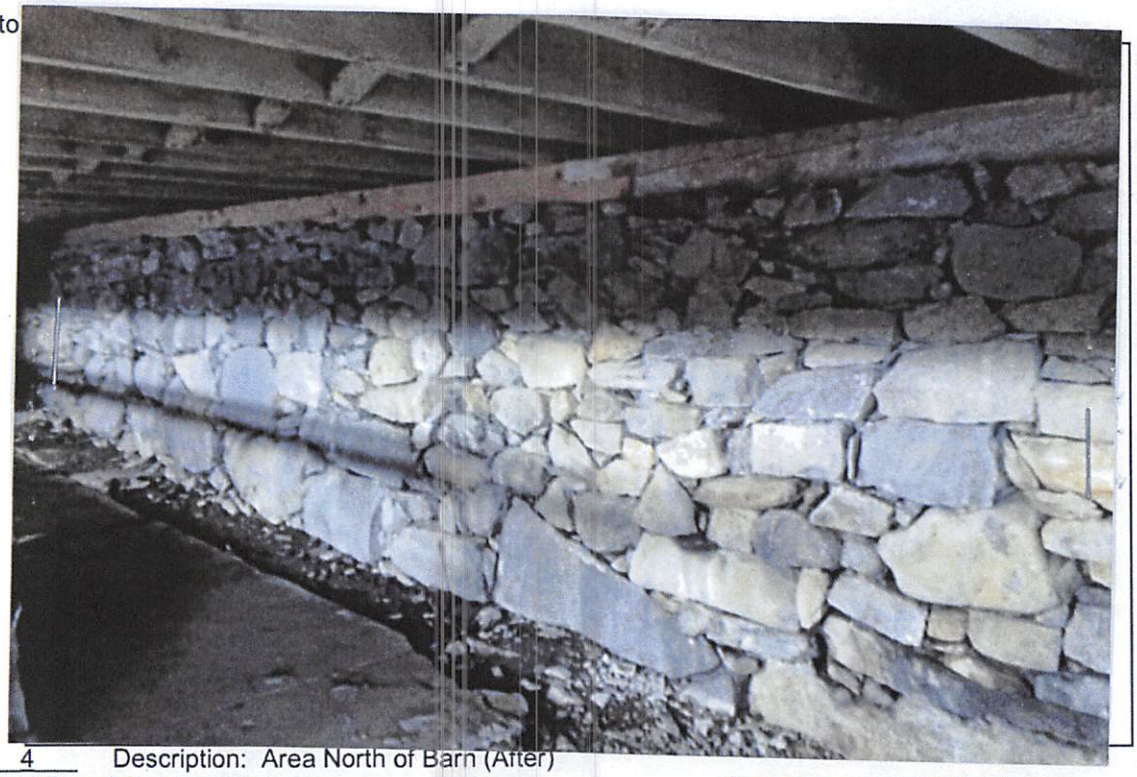


Photo # 4 Description: Area North of Barn (After)
Photo 4 NW Foundation Repair: Direction: NORTHWEST

Date photo taken: July 2002, Baseline Report

Photo # 5 Description: Sill Replacement (Before)
Reference Photo 5 Baseline 99: Direction: EAST

Date photo taken: 1/25/2017

Photo # 6 Description: South Wall Sill Replacement (After)
Photo 6 Sill Replacement: Direction: SOUTHEAST

Date photo taken: July 2002, Baseline Report

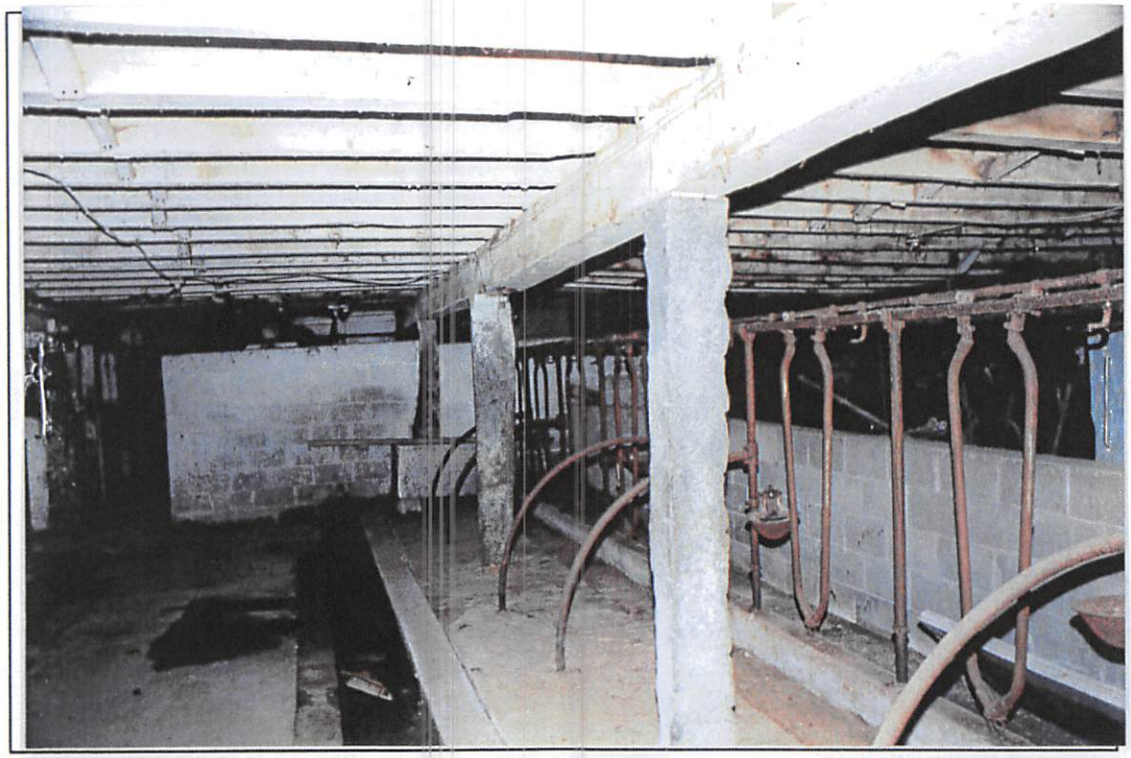


Photo # 7 Description: Replaced Columns (Before)
Photo 7 Baseline 100 Direction: SOUTHEAST

Date photo taken: 1/25/2017

Photo # 8 Description: Replaced Columns (After)
Photo 8 Replaced Columns: Direction: SOUTHEAST

Date photo taken: July 2002, Baseline Report

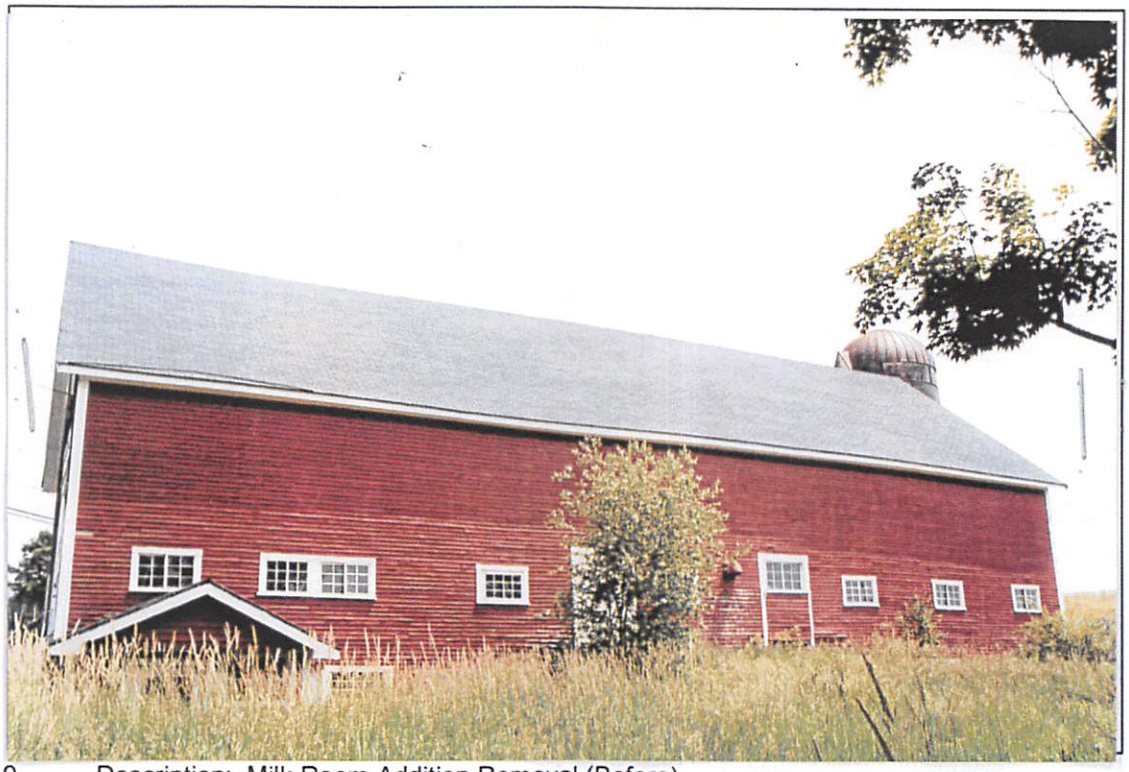


Photo # 9 Description: Milk Room Addition Removal (Before)
Photo 9, Baseline 6: Direction: NORTH

Date photo taken: 1/25/2017

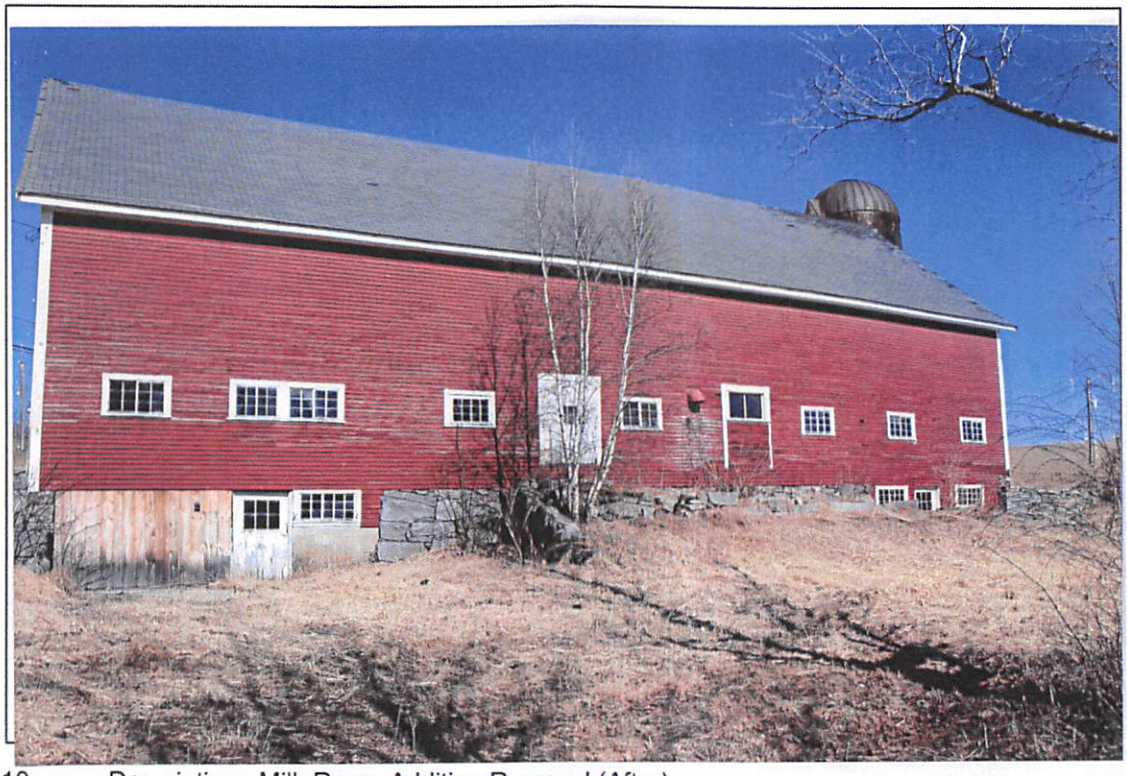


Photo # 10 Description: Milk Room Addition Removal (After)
Photo 10 Milk Room Former Site: Direction: NORTH

Date photo taken: 3/12/13

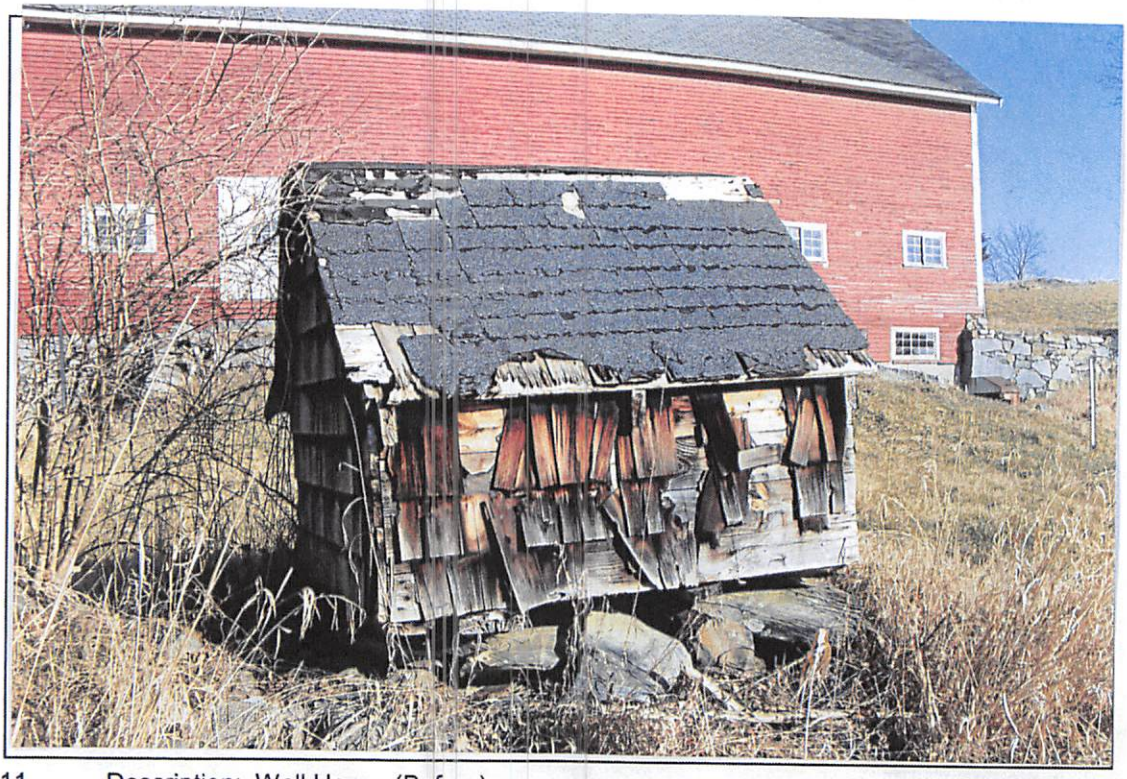


Photo # 11 Description: Well House (Before)
Photo 11 Former Well House

Direction: NORTH

Date photo taken: 1/25/2017

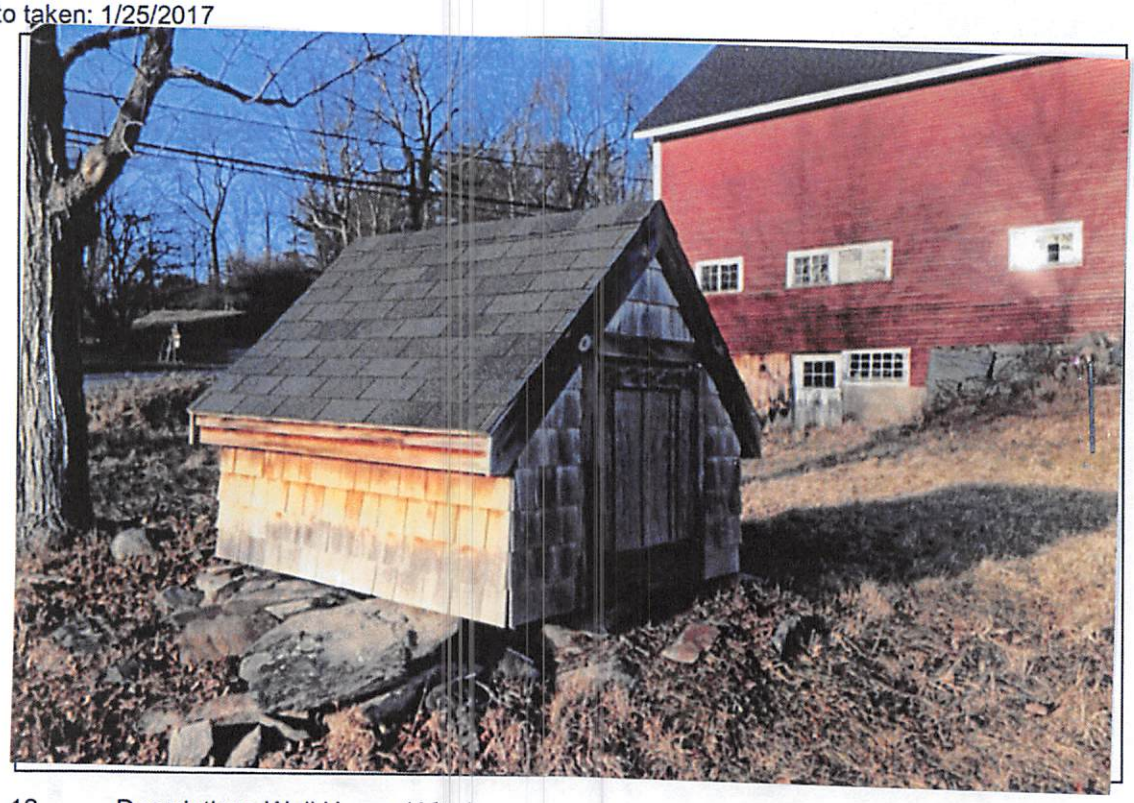


Photo # 12 Description: Well House (After)
Photo 12 Replacement Well House:

Direction: NORTHWEST

Date photo taken: July 2002, Baseline Report

Photo # 13 Description: West Entrance Barn Door (Before)
Photo 13 Baseline 2: Direction: EAST

Date photo taken: 1/25/2017

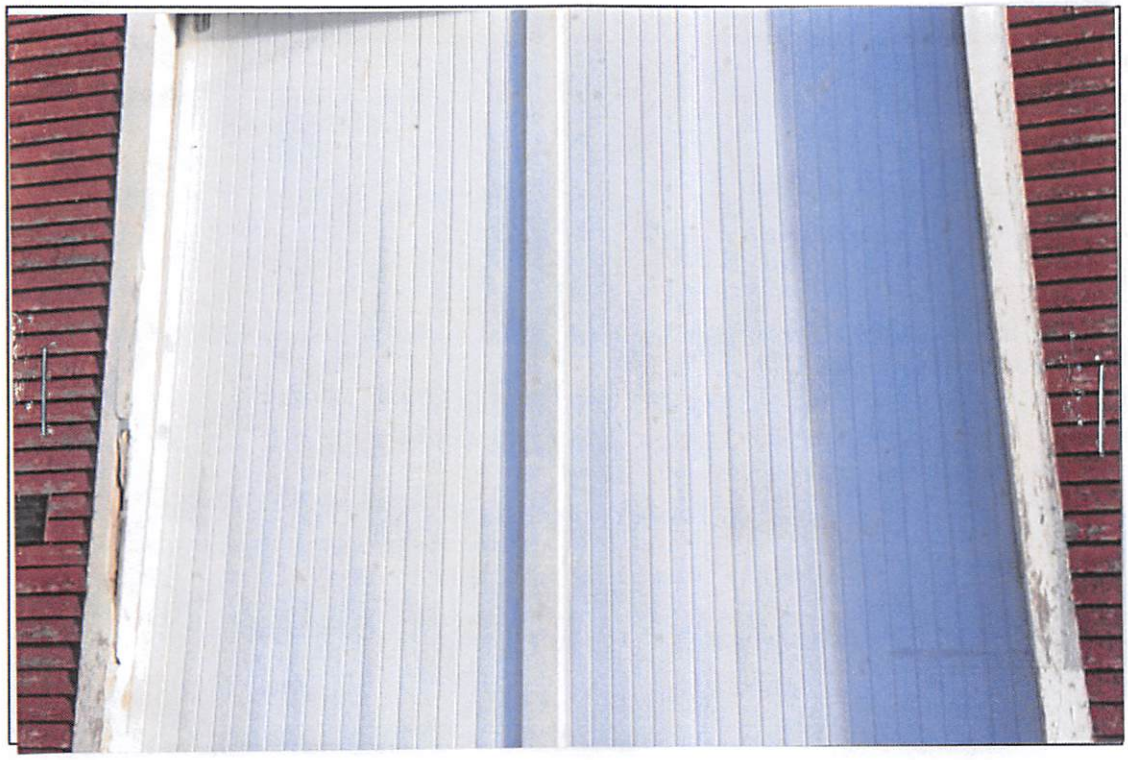


Photo # 14 Description: West Entrance Barn Door (After)
Photo 14 Replacement Door: Direction: EAST

Date photo taken: 11/26/14

Photo # 15 Failing North Wall Sill (Before)
Photo 15 Failing Sill North: Direction: NORTHEAST

Date photo taken: 1/25/2017

Photo # 16 Description: Failing North Sill – Temporary Stabilized (After)
Photo 16 Temporary Stabilizer: Direction: EAST

I, the undersigned, confirm that the photos in this inventory form have not been digitally manipulated and that they conform to the standards set forth in the NHDHR Photo Policy. These photos were printed at the following commercial printer OR were printed using the following printer, ink, and paper: Walgreens 48 Portsmouth Ave Exeter, NH
(Color photos must be professionally printed.)
The negatives or digital files are housed at/with: Planning Depart. 10 Front Street Exeter NH 03833.

**SIGNED**: Kristen Mapley

FOR STATE REGISTER LISTING ONLY!
If this inventory form is being submitted for consideration of New Hampshire State Register listing, have you included:

✓ a photo CD with digital images included in the nomination (does not apply if film photography was used)

✓ the State Register Contact Information sheet

NEW HAMPSHIRE STATE REGISTER OF HISTORIC PLACES
NOMINATION CONTACT INFORMATION SHEET

**THIS FORM MUST BE FILLED OUT IF YOU WISH THIS PROPERTY TO BE CONSIDERED FOR STATE REGISTER LISTING. IF YOU ARE NOT PURSING STATE REGISTER LISTING, YOU DO NOT NEED TO FILL THIS OUT.**

**Project Information**

Property Name: Wiggin / Raynes Barn

Property Address: 61 Newfields Rd.
(MUST be legal property address with 911 number or include tax map and lot)

**Project Proponent Information**

Name: Town of Exeter

Mailing Address: 10 Front Street
Exeter, NH 03833

Phone Number: 603-418-6452

* E-mail Address: kmurphy@exeternh.gov
*(Please mark preferred method of contact).

**Property Owner Information**

[X] Same As Above

Name(s): _____

_____

Mailing Address: _____

_____

Phone Number: _____

Email: _____

Has property owner been contacted by project proponent? [X] YES [ ] NO

# MS-1 EXTENSION REQUEST FORM

NAME OF MUNICIPALITY: Exeter FAX #: 603-772-4709

DATE OF REQUEST: 10/10/17 PHONE #: 603-773-6110

CONTACT PERSON: Janet Whitten EMAIL: jwhitten@exeternh.gov

The filing date for the MS-1, Summary Inventory of Valuation, is **September 1.** However, this date may be extended by the Commissioner of Revenue Administration for just cause per RSA 2l-J:34,I. Complete and send in this form to request an extension.

**REASON (check all that apply):** **EXTENSION UNTIL:** 10/31/17

- [x] Utility Values
- [ ] Revaluation in Process
- [ ] Update in Process
- [ ] Data Entry Incomplete
- [ ] Administrative (explain)
- [ ] Other (explain)

Sign Here

SIGN HERE

Assessor(s)

Under penalties of perjury, I declare that I have examined the information contained in this form and to the best of my belief it is true, correct and complete.

---

FOR DRA USE ONLY

Request for Extension: ☐ Granted Extension Expires: _____

☐ Denied Reason for Denial: _____

Date of Response

Department of Revenue Administration

**FOR DRA USE ONLY**

NH DEPARTMENT OF REVENUE ADMINISTRATION
Municipal Services
P.O. Box 487 Concord, NH 03302-0487
Phone: (603) 230-5090
Fax: (603) 230-5947

**MS-1 EXT**
**Rev. 02/12**

DTC Lawyers
Dedicated to Clients
CELEBRATING OVER 30 YEARS OF SERVICE TO OUR CLIENTS
*Please reply to the Exeter office.*



MICHAEL J. DONAHUE
ROBERT D. CIANDELLA
LIZABETH M. MACDONALD
JOHN J. RATIGAN
DENISE A. POULOS
ROBERT M. DEROSIER
CHRISTOPHER L. BOLDT
SHARON CUDDY SOMERS
DOUGLAS M. MANSFIELD
KATHERINE B. MILLER
CHRISTOPHER T. HILSON
JUSTIN L. PASAY
HEIDI J. BARRETT-KITCHEN
NICOLE L. TIBBETTS
ERIC A. MAHER
DANIELLE E. FLORY

OF COUNSEL
NICHOLAS R. AESCHLIMAN

RETIRED
CHARLES F. TUCKER

October 6, 2017

Via U.S. Mail and Email (rdean@exeternh.gov)

Board of Selectmen
Russell Dean, Town Manager
10 Front Street
Exeter, NH 03833

Reference: Comcast Compliance / Cable TV Franchise Renewal

Dear Members of the Board of Selectmen and Mr. Dean:

This letter reports on the status of our dealings with Comcast, on behalf of the Town of Exeter (the "Town"), regarding Comcast's compliance with the terms of the current Franchise Agreement set to expire on 24 October 2017 and provides recommendations regarding the renewal process moving forward.

**Executive Summary**

As of this writing, Comcast is finally in compliance with the terms of the current Franchise Agreement. However, current satisfaction over the same is not high in light, particularly, of the challenges we confronted at the Seacoast School of Technology ("SST") and Tuck Learning Campus as we sought to require Comcast to comply with its obligations under the agreement. Moving forward, we recommend executing a one year extension of the current Franchise Agreement and working in earnest in the near term to identify the Town's wants and needs for the next agreement.

**Analysis**

By way of brief background, and as you know, Comcast reached out to the Town in April of 2015 to initiate the franchise renewal process. In September of 2015 the Town engaged DTC Lawyers to assist it through that process. For the next several months, we worked to determine Comcast's compliance with the terms of the current Franchise Agreement which was signed in November of 2010. Our efforts led to the conclusion that as of this writing, Comcast is in technical compliance with the terms of the current agreement. However, Comcast's failure to perform required work at the SST in a timely fashion in 2009 – 2010, shortly after the current Franchise Agreement was executed, and our subsequent efforts to induce Comcast to so perform, has led to considerable delays and has created some residual frustration at the SST.

More specifically, Comcast was required to perform the following work outlined in Article 1 of the addendum to the 2010 Franchise Agreement:

> ... The Digital Communications studio located at the Seacoast School of Technology, 40 Linden Street, Exeter, New Hampshire will also be connected to an existing return line at the same location. The existing outdoor cable connections at the Tuck Learning Campus, located at 30-40 Linden Street, will be rewired and relocated to a central, indoor location. The location of this indoor panel will be determined by Comcast and SAU #16 personnel. The cost of the above construction items will not be passed through to Exeter subscribers.

The current Franchise Agreement brought two additional local access channels to the lineup for Exeter subscribers, channel 13 (education channel) and channel 98 (public access channel). We understand that the intent behind the above referenced work to be performed by Comcast at the SST, from the Town's perspective, was to provide the SST Studio the capability of broadcasting live on either channel 13 or channel 98, but not channel 22, which is reserved for the Town's governmental programming. When we were retained to handle the renewal of the Comcast franchise, our audit efforts in 2016 revealed that this work had not been completed by Comcast. For more than a year, we worked with Margaret Callahan and Wayne Demers at the SST, and Comcast, to ensure this work was completed. We are happy to report that all of the exterior wires have finally been removed and consolidated. Additionally, the SST Studio has been connected to the return line to Town Hall. However, we have learned that based on the infrastructure and technology currently in place, both at the SST and at the Town Hall, the SST can only broadcast live on channel 22, reserved for Town programming. In other words, the SST Studio still cannot broadcast live on channel 13 or 98.

To summarize, while Comcast is in technical compliance with the terms of the current Franchise Agreement, there remains a level of frustration within the context of the SST situation.

Moving forward, and in light of the approaching expiration date of 24 October 2017, we recommend that the Board of Selectmen execute a one year extension to the Franchise Agreement. We can quickly produce the documents and guidance necessary to extend the Franchise Agreement and provide the Town with the same. During the term of the extension, we recommend that the Town take efforts to identify its wants and needs and ultimately, convene a meeting with Andy Swanson, Jay Somers from Comcast and a Comcast engineer to discuss the feasibility of the Town's requests.

**Conclusion**

Please do not hesitate to contact us with any questions or concerns.

Sincerely,

DONAHUE, TUCKER & CIANDELLA, PLLC

Tel: Katherine B. Miller
kmiller@dtclawyers.com

KBM:lmh
cc: Robert D. Ciandella, Esquire

S:\EM-EZ\Exeter Town of\2015 Comcast Cable Franchise Renewal\Correspondence\2017 10 05 Ltr to Exeter.doc

**State of New Hampshire Department of Safety**
**John J. Barthelmes, Commissioner**
**Robert L. Quinn, Assistant Commissioner**
**Richard C. Bailey, Jr., Assistant Commissioner**
**Homeland Security and Emergency Management**
Perry E. Plummer, Director
Jennifer L. Harper, Assistant Director

September 22, 2017

Brian Comeau, Director
Exeter Emergency Management
20 Court Street
Exeter, NH 03833

Dear Director Comeau,

In accordance with RSA 107-B, the Commissioner of Safety has determined that the allocation of funds to support the Radiological Emergency Preparedness (REP) Program in Exeter for the State of New Hampshire Fiscal Year 2018 (July 1, 2017-June 30, 2018) is $25,663.00.

These funds are available in order to cover the associate costs incurred by Exeter for maintaining and improving an emergency preparedness capability commensurate with the requirements of the New Hampshire REP Program. A breakdown of this allocation of funds by category is attached.

We look forward to working with you on the continued development and enhancement of the REP Program capabilities and activities. Your Field Representative and the staff of REP Planning at HSEM stand ready to assist you and your emergency management team with the responsibilities associated with your role in the Offsite Response Organization (ORO). The Fiscal Year 2018 REP Maintenance Checklist must be completed and sent to REP Planning by the identified deadlines.

Should you have any questions or concerns please do not hesitate to contact your Field Representative or REP Planning.

Thank you for your continuing support of the REP Program in New Hampshire.

Sincerely,

Perry E. Plummer
Director

Enclosures

cc: Don Clement, Chair
Town of Exeter Board of Selectmen

*Town Manager's Office*

OCT - 4 2017

*Received*

Office: 110 Smokey Bear Boulevard, Concord, N.H.
Mailing Address: 33 Hazen Drive, Concord, N.H. 03305
603-271-2231, 1-800-852-3792, Fax 603-223-3609
State of New Hampshire TDD Access: Relay 1-800-735-2964

Attachment: Exeter 2018 SS REP Assessment Allocation

Fiscal Year 2018 allocation of funds pursuant to RSA 107-B for Exeter to support participation and preparedness in the New Hampshire Radiological Emergency Response Plan for Seabrook Station:

Total Amount Allocated: $25,663.00

Allocation Breakdown:

| | |
|---|---|
| • Flat Rate: | $ 8,500.00 |
| • Training: | $ 1,500.00 |
| • Drills and Exercises: | $ 15,663.00 |
| • Equipment: | $ 0.00 |
| Total: | $ 25,663.00 |

NH RSA 107-B: The NH REP Program is a **reimbursement program**. In order for your community to receive the allocated funding, you must submit a request for reimbursement of the allowable expenses under this program accompanied by appropriate documentation.

- Submissions for reimbursement should occur soon after an expense is incurred and/or on a regular basis, to NH Homeland Security and Emergency Management (HSEM).
- Funds expended beyond the budgeted amount for the year will **NOT** be reimbursed unless otherwise approved **IN ADVANCE.**
- Reimbursement for expenses cannot be carried forward into the next fiscal year.
- Reimbursements cannot be transferred from one category to another without **prior** approval. Equipment cannot be purchased unless requested and approved through your request.

The State fiscal year runs from July 1 to June 30 of each year. Billings for reimbursement must be received by **HSEM on or before June 1**. Exceptions for those year-end expenditures which occur during the month of June should be discussed with HSEM prior to the commitment of funds.

It will be the responsibility of each municipality to maintain supporting documentation for all expenses related to assessment awards. The New Hampshire Department of Safety Business Office will randomly choose a number of communities to audit, at which time documentation will be requested for review.

With respect to a municipality's ability to accept and expend unanticipated funds beyond the municipal budget cycle, municipalities should consider the adoption of NH RSA 31:95-B, which allows Selectmen to accept and expend unanticipated funds.

STATE OF NEW HAMPSHIRE
**DEPARTMENT of NATURAL and CULTURAL RESOURCES**
DIVISION of FORESTS and LANDS
172 Pembroke Road, Concord NH 03301

603-271-2214

JEFFREY J. ROSE
Commissioner

BRAD SIMPKINS
Director

From: Chief Steven Sherman
To: Town Selectmen
Re: Change in Forest Ranger Districts

October 01, 2017

Dear Selectmen,

I wanted to give you a quick update on changes within the NH Forest Protection Bureau.

Over the past few months we have seen some changes within our agency which has resulted in a shift in Forest Ranger coverage areas. Many towns within the state will have a different ranger assigned to them, effective October 5th, 2017. We also have 3 Ranger vacancies which we will be filling over the next few months.

Enclosed is a Forest Ranger District Map. Also enclosed is a contact sheet with Forest Ranger information.

If your town is located in one of the vacant districts, please use the chart below to contact the appropriate Captain to assist you.

| VACANT DISTRICT | CONTACT | TITLE | OFFICE PHONE (Mon.-Fri. 0800-1600) | EMAIL ADDRESS | MAILING ADDRESS |
|---|---|---|---|---|---|
| 12 | John Accardi | Captain | (603) 788-4157 ext. 301 | john.accardi@nh.gov | 629B Main St. Lancaster, NH 03584-3612 |
| 22 | Doug Miner | Captain | (603) 227-8734 | douglas.miner@nh.gov | 172 Pembroke Rd. Concord, NH 03301 |
| 32 | Bryan Nowell | Captain | (603) 227-8730 | bryan.nowell@nh.gov | 172 Pembroke Rd. Concord, NH 03301 |

If you have any questions, you can contact me at (603) 271-2214. If you know of anyone who may be interested in a career as a Forest Ranger, please have them contact one of the Captains.

Sincerely,

Steven Sherman
Chief, NH Forest Protection Bureau

Encl.: Ranger District Map
Ranger Contact Sheet

STATE OF NEW HAMPSHIRE
DEPARTMENT OF NATURAL & CULTURAL RESOURCES
DIVISION OF FORESTS AND LANDS
FOREST PROTECTION BUREAU

# FOREST PROTECTION BUREAU CONTACT INFORMATION

(FOR TOWN OFFICES)

## HQ: (603) 271-2214

| DIST. | NAME | TITLE | RADIO CALL NUMBER | OFFICE PHONE (Mon.-Fri. 0800-1600) | MAILING ADDRESS |
|---|---|---|---|---|---|
| N/A | Steven Sherman | Chief | Forest Ranger 01 | (603) 271-2214 ext. 306 | 172 Pembroke Rd. Concord, NH 03301 |
| 10 | John Accardi | Captain | Forest Ranger 10 | (603) 788-4157 ext. 301 | 629B Main St. Lancaster, NH 03584-3612 |
| 20 | Doug Miner | Captain | Forest Ranger 20 | (603) 227-8734 | 172 Pembroke Rd. Concord, NH 03301 |
| 30 | Bryan Nowell | Captain | Forest Ranger 30 | (603) 227-8730 | 172 Pembroke Rd. Concord, NH 03301 |
| 11 | Jason Huter | Forest Ranger | Forest Ranger 11 | (603) 788-4157 ext. 306 | 629B Main St. Lancaster, NH 03584-3612 |
| 12 | VACANT (Contact Capt. Accardi) | Forest Ranger | Forest Ranger 12 | (603) 788-4157 | 629B Main St. Lancaster, NH 03584-3612 |
| 21 | Matthew Apgar | Forest Ranger | Forest Ranger 21 | (603) 227-8733 | 172 Pembroke Rd. Concord, NH 03301 |
| 22 | VACANT (Contact Capt. Miner) | Forest Ranger | Forest Ranger 22 | (603) 227-8734 | 172 Pembroke Rd. Concord, NH 03301 |
| 31 | Tom Trask | Forest Ranger | Forest Ranger 31 | (603) 788-4157 | 172 Pembroke Rd. Concord, NH 03301 |
| 32 | VACANT (Contact Capt. Nowell) | Forest Ranger | Forest Ranger 32 | (603) 227-8730 | 172 Pembroke Rd. Concord, NH 03301 |
| N/A | Bert vonDohrmann | Special Deputy Forest Ranger | Forest Ranger 42 | (603) 788-4157 ext. 304 | 629B Main St. Lancaster, NH 03584-3612 |
| N/A | Justin Bellen | Communication Technician | State Forestry 800 | (603) 271-2214 | 172 Pembroke Rd. Concord, NH 03301 |

# State of New Hampshire
# Division of Forests & Lands
# Forest Protection District Map

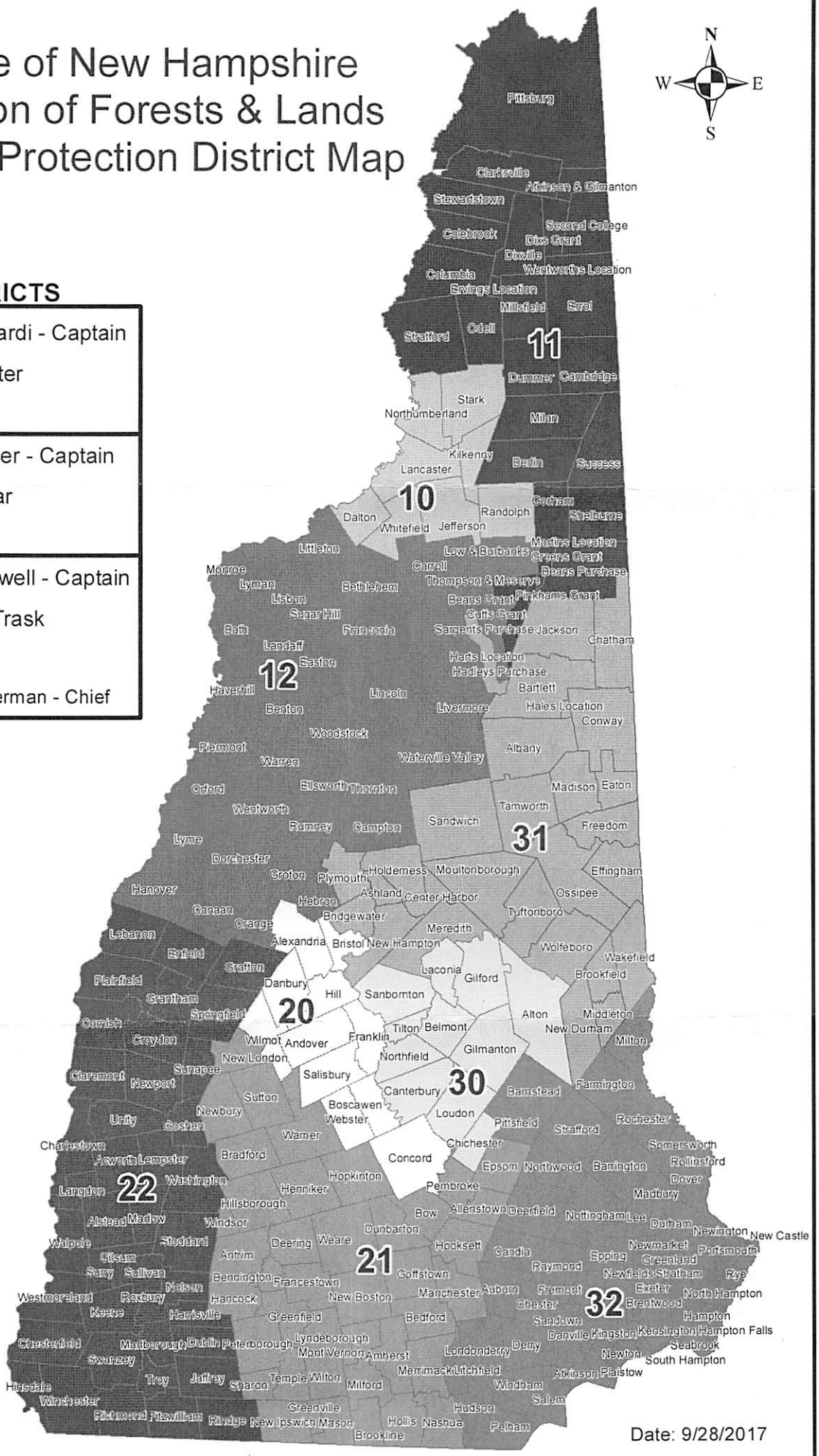
## RANGER DISTRICTS

**1**
- 10 John Accardi - Captain
- 11 Jason Huter
- 12 Vacant

**2**
- 20 Doug Miner - Captain
- 21 Matt Apgar
- 22 Vacant

**3**
- 30 Bryan Nowell - Captain
- 31 Thomas Trask
- 32 Vacant

01 Steven Sherman - Chief




Date: 9/28/2017

# EXETER POLICE DEPARTMENT

*Memorandum* *October 11, 2017*

**To: Town Manager Russ Dean**

**From: Chief William Shupe**

**Ref: Officer Steve Petroski**

---

**On Friday, October 6th Officer Petroski was awarded the DARE Officer of the Year award in Concord. This award ceremony was part of the graduation ceremony of the most recent group of officers to graduate from the DARE Certification school.**

**Officer Petroski was recognized for his recent efforts in instructing at the Barnard School in South Hampton. Their usual instructor was unable to teach and this particular group of students would have gone without the DARE program and its valuable lessons had it not been for the efforts of Officer Petroski. He was greatly appreciated by the Staff of the Barnard School and an excellent reflection on the Exeter Police Department.**

Richie McFarland
Children's Center
Building Brighter Futures for Children
and their Families



October 11, 2017

Town of Exeter – Board of Selectmen
Russell Dean, Town Manager
10 Front Street
Exeter, NH 03833-2792

Dear Mr. Dean and Board of Selectmen,

Please, extend our sincerest thanks to the residents of Exeter and the town officials for approving $10,000.00 in response to our 2016-2017 Social Services funding request. On behalf of the families we served in your town last year, we truly appreciate your continued support and the third quarterly installment of $2,500.00 *(Check #0039532 – Dated: 09/28/17)*.

Thank you for your commitment to the youngest residents of Exeter and your part in helping families have access to Early Intervention supports and services through the Richie McFarland Children's Center. This investment makes a significant difference in our ability to help children enter school ready to learn.

Sincerely,

Peggy Small-Porter

Peggy Small-Porter
Executive Director

Enclosure

11 Sandy Point Road ☆ Stratham, NH 03885-2121 ☆ Tel 603.778.8193 ☆ Fax 603.778.0388
www.richiemcfarland.org

newgeneration
Shelter and Support for Mothers and Children Since 1987

568 Portsmouth Avenue • P.O. Box 676 • Greenland, NH 03840 • Phone/Fax 603.436.4989 • www.newgennh.org

September 01, 2017

Town of Exeter
Mr. Russell Dean, Town Manager
10 Front Street
Exeter, NH 03833

Dear Mr. Dean,

Thank you for generous donation in the amount of $ $1,000 to New Generation. Your support provides homeless pregnant women, mothers and their children a warm bed, family meals around the dinner table, professional and results-oriented case management and parenting education. This support has changed the lives of hundreds of women who embrace the New Generation program and work towards their ultimate goal of financial freedom, self-confidence, positive family relationships and a loving environment for their children. Take it from one of our former residents who shared her story in front of hundreds of guests at our annual auction this year.

*"I thought that it would never happen. I became an independent individual. I was always so insecure, but I learned what I was capable of. I do not know what I would have done without New Generation. I mean that. It's a* ***miracle*** *that I found this place!"*

At New Generation, we believe in miracles since we see them all the time. We see them in a newborn baby's eyes and a toddler's first steps. We see them in all of the women who break the cycle of poverty and leave New Generation prepared to care for themselves and their family. With your support, we will see even more miracles.

Thank you for believing in us.

Warmly,

Meg Downey, MSW

Unitil
energy for life

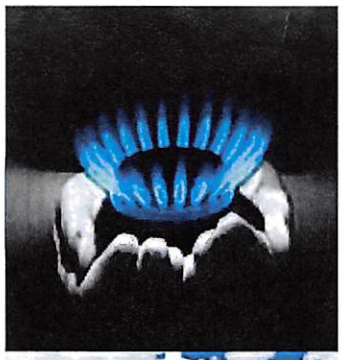
**You're invited!**

# Unitil's NH Service Territory Gas Emergency Response & Preparedness Annual Breakfast Meeting

Thursday, November 9th, 2017

*Portsmouth Courtyard by Marriot, 1000 Market St. Portsmouth NH*

## Details



Who: State of NH and Unitil NH gas service territory Police, Fire, Emergency Management, Municipal and Elected Officials

What: Unitil's 2017 Gas Emergency Response & Preparedness Meeting

When: Thursday, November 9th, 2017

Where: Portsmouth Courtyard by Marriot, 1000Market St. Portsmouth, NH 03801

Time: 8:00 AM to 10:00 AM. Please arrive by 7:30 for registration. Buffet will be served at 7:45 AM with the meeting starting promptly at 8:00 AM.

Featuring: Important updates on Unitil's gas system initiatives and reliability, emergency plans and procedures, and safety.

RSVP: Please RSVP to Jacklyn Ulban, Emergency Planning Coordinator by Nov. 1st

- ulbanj@unitil.com or (603) 379-3830

We look forward to seeing you!

R Francazio

Richard Francazio

Director, Business Continuity & Compliance
Unitil Corporation

Town Manager's Office

OCT 12 2017

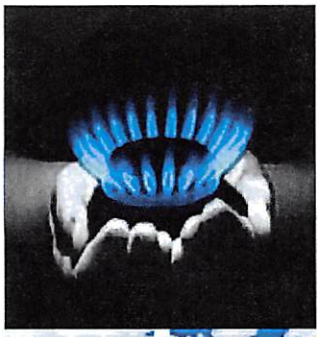
Received

# Unitil's NH Service Territory
# Gas Emergency Response & Preparedness
# Annual Breakfast Meeting

**Including information on Emergency Response and Training!*

Thursday, November 9th, 2017
*Portsmouth Courtyard by Marriot, 1000 Market St. Portsmouth, NH*

## MEETING AGENDA



| | |
|---|---|
| 7:30-7:50 AM | Registration & Networking |
| 7:45-8:05 AM | Buffett is open – Networking among guests |
| 8:05-8:15 AM | Welcome & Opening remarks<br>• Mr. Tim Noonis, Manager, Municipal & Community Services |
| 8:15-8:30 AM | Winter Weather Outlook/Overview<br>• Richard Wilson, DTN |
| 8:30-8:45 AM | System Overview & Preparedness Activities<br>• Mr. Richard Francazio, Director Business Continuity & Compliance |
| 8:45-9:00 AM | Communications & Public Awareness<br>• Mrs. Carol Valianti, Vice President Communications |
| 9:00-9:15 AM | Local Operations & System Enhancements<br>• Mr. Mel Ciulla, Manager Gas Distribution Operations (NH Region) |
| 9:15-9:30 AM | Q & A Session - Closing remarks |

*Thank you for attending!*