

**Exeter Board of Selectmen Meeting**  
**Monday, November 13<sup>th</sup>, 2017, 7:00 p.m.**  
**Nowak Room, Town Office Building**  
**10 Front Street, Exeter NH**

1. Call Meeting to Order
2. Public Comment
3. Minutes & Proclamations
  - a. Proclamations/Recognitions
4. Approval of Minutes
  - a. October 30<sup>th</sup>, 2017
5. Appointments – Energy Committee, Heritage Commission
6. Discussion/Action Items
  - a. Swasey Parkway Closure Update – WWTF Force Main Construction
  - b. Fire/EMS Department Report
  - c. CDBG Update Hearing – Gourmet Gift Baskets 24 Continental Drive, Exeter  
Housing Authority Energy Improvements, 277 Water Street
  - d. Water/Sewer Agreement Update – Town of Hampton
  - e. Human Services Funding Policy Update
  - f. Energy Committee Charge
7. Regular Business
  - a. Tax, Water/Sewer Abatements & Exemptions
  - b. Permits & Approvals
  - c. Town Manager’s Report
  - d. Selectboard Committee Reports
  - e. Correspondence
8. Review Board Calendar
9. Non-Public Session
10. Adjournment

Don Clement, Chairman  
Exeter Selectboard

Posted: 11/9/17 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

BOS Meeting  
October 30<sup>th</sup>, 2017  
Draft Minutes

1. Call Meeting to Order

Present are Dan Chartrand, Anne Surman, Don Clement, Kathy Corson, Julie Gilman, and Russ Dean. Chairman Clement called the meeting to order at 6:45pm.

2. Board Interviews – Heritage Commission, Energy Committee

The board went downstairs to conduct interviews for the heritage commission and for the energy committee. Amy Farnham was interviewed for a position on the Energy Committee. Jay Myers was interviewed for a position on the Heritage Commission.

3. Water-Sewer Abatements

Bob McGrath, the owner of 5 Auburn Street, a 6-unit apartment building spoke about his unusually high water bill that he had received in the summer. There had been a water break underneath the slab that the building sits on. He had the pipe repaired, but had to do so inside of the walls instead of excavating the property, and now there are water pipes running through the apartment. He was concerned about how a pipe could have broken in the slab in the summer. He sought the opinion of FW Webb, who said that there had been spikes in water pressure in Exeter that season.

Selectwoman Corson was concerned about the surge in water pressure. Chairman Clement said that the department did not have any evidence of the water pressure. Selectwoman Surman asked if there was any way to track pressure, and Mr. Dean said that there was not. Chairman Clement said that public works had stated that the abatement would only be for the sewer portion of the bill.

**MOTION:** Selectman Chartrand moved to grant an abatement for the sewer portion of the bill of 5 Auburn Street, in the amount of 203.10 dollars. Selectwoman Surman seconded the motion, and it passed unanimously.

Mr. McGraff emphasized that he thought it was a town issue because of the water pressure. Chairman Clement stated that their policy says that any pipe on the customer's property is the customer's issue.

Rick Russman, of 14 Center Street, spoke next about his water bill. He said he has received the water bill for the first time in 10 years, because it usually goes to his son who rents the property. His son paid the bill. They got a second bill that was very high due to a water leak from a toilet. They had the toilet replaced.

**MOTION:** Selectman Chartrand moved to deny the abatement for 14 Center Street. Selectwoman Gilman seconded, and the motion passed unanimously.

**MOTION:** Selectman Chartrand moved to grant the abatement for the sewer portion for 2 Hillside Avenue, in the amount of 372.81 dollars. Selectwoman Corson seconded the motion, and it passed unanimously.

**MOTION:** Selectman Chartrand moved to grant the abatement for the sewer portion for 15 Exeter Farms Road, in the amount of 128.56 dollars. Selectwoman Gilman seconded the motion, and it passed unanimously.

**MOTION:** Selectman Chartrand moved to grant the abatement for the sewer portion for 1 High Street, in the amount of 111.71 dollars. Selectwoman Corson seconded the motion, and it passed unanimously.

#### 4. Public Comment

There was no public comment.

#### 5. Minutes & Proclamations

##### a. Proclamations/Recognitions

There were no proclamations.

#### 6. Approval of Minutes

##### a. October 16th, 2017

Chairman Clement suggested that on page 9, the word "blind" be changed to "vision impaired". He also said that in the Correspondence section, it should be changed to "the town to identify it's wants and needs" and that "they" be changed to "the attorneys". Finally, he said that under the calendar section, the budget meeting was on a Friday and not a Saturday.

**MOTION:** Selectman Chartrand moved to accept the minutes as amended. Selectwoman Surman seconded the motion, and it passed 4-0-1, with Selectwoman Corson abstaining.

#### 7. Appointments – Energy Committee

**MOTION:** Selectwoman Surman moved that Lew Hitzrot be appointed to the Energy Committee for an undefined term. Selectman Chartrand seconded the motion, and it passed unanimously.

**MOTION:** Selectwoman Surman moved that Renay Allen be appointed to the Energy Committee for an undefined term. Selectman Chartrand seconded the motion, and it passed unanimously.

#### 8. Discussion/Action Items

##### a. Library Presentation – Library Renovation/Addition

Some of the library trustees, including Barbara Young, Jim Peschel, Lisa Wilson, Denise Leonard, and Hope Godino spoke about the library's potential renovation project. Ms. Young said that they will send out the annual appeal letter in November. They have been planning the library expansion since 2010, and there is a long-range planning committee. Some of the problems in the current library are that the children's room is too small for the number of programs and people they have, there is no quiet study/meeting rooms, the heating and HVAC units are very old, and the current building is not energy efficient or ADA accessible. She showed the board diagrams of the library exterior and what the interior would look like, floor by floor. The expansion area would cost 22,000 dollars, and they are asking a little over 5 million dollars for the project. They handed out a project breakdown of the costs to the board.

The board was concerned that the 22,000 dollars figure seemed wrong. It was clarified by Ms. Godino that they could have meant 220,000 dollars. The addition would only be 4,000 square feet and part of the addition is already there. The point of the addition is to cover three areas that leak. Most of the project would be involving renovation and not the addition. The cost of the addition also includes furnishings. Ms. Young said that the building was built in 1987.

Chairman Clement said that they should revisit the construction costs because they seem too high, and suggested that they should break it down better. Selectwoman Gilman said that it might help to pull the addition costs out, and that they could also shade in the new area on the diagrams. Selectwoman Corson suggested that the riverwalk portion of the project should be broken out because it is also a new addition, and that some other areas like the balconies are new spaces as well. She asked if people would be able to use the meeting rooms after the library was closed. Ms. Godino said that the second floor would have two meeting rooms, and that very few people stay after 8pm. However, she said that they could have a staff member stay and lock the library after closing, and that they could charge people money for access after closing.

Chairman Clement asked where the bookstacks in the mezzanine would go. Ms. Young said they would go onto other floors. Selectwoman Surman suggested cutting down the information to layman's terms about the insulation and energy efficiency. Selectman Chartrand liked the modernist design as he thought it might contrast well with the brick in downtown Exeter. He was concerned about staff, and thought that the trustees should make a commitment to time library staff increases with non-union staff increases. Chairman Clement asked if they would be looking for two articles, one for design and one for cost. Ms. Young said that they will be one article. He also suggested that they firm up the numbers.

#### b. Parks/Recreation: Activity Report and Van Replacement Request

Greg Bisson, the assistant parks and recreation director, talked about the recent activities at the department. They had a successful 2017 Summer season, and had 280 in summer camp and 75 on the waitlist. There were 210 children participating in swim lessons, about 10,000 visits to the pool, and 23,000 visits overall throughout the summer. The aquatics lessons have expanded to include aerobics. One challenge with the aquatics program is finding lifeguards.

They also just concluded flag football and soccer with 408 kids participating. They are currently accepting registrations for basketball. One challenge with that is finding gym space, which they share with other towns. They are trying to find new spaces. Coyote Club is at an all-time high for numbers, and the age groups have been expanded up to 9<sup>th</sup> grade. Karate is also doing very well, although they had some scheduling challenges. They also offer free Zumba each week and have a successful music program.

The Powderkeg Beer and Chili festival had almost 4,000 people attending, an all-time high. People came from numerous states. The date for next year's event has not yet been set. The Halloween parade had about 500 people. Mr. Bisson also attended a national conference in New Orleans recently. For the recreation park project, they have potentially secured a significant funding source for the project which has not yet been confirmed. They are applying for LWCF and have almost 200,000 in impact fees that could go towards the project. Chairman Clement asked for a log of activities that are occurring in the recreation buildings. Doreen Chester asked why the pool program revenue had gone down this year

compared to years past. Mr. Bisson said that the weather could have had an influence, as it was a very rainy summer.

Mr. Bisson continued to talk about the van that the recreation department wants. He said that the current van did not meet the needs, and that they use it to transport senior citizens to various events and activities. A new van would be more accessible for them and would be able to be filled to capacity. The new van would also have an area for walkers, luggage, and other items. Having a navigation and back up camera would also be very useful. They could get municipal pricing for the van. They received a quote of about 37,000 dollars for a 2018 Ford Transit 15 Passenger XL van.

Selectwoman Surman asked about the mileage of the current van. Mr. Bisson said it was a little under 39,000 miles. They would most likely keep the current van and use it to transport items for events. The newer van would have the benefit of better gas mileage. Chairman Clement asked where the van would be stored. Mr. Bisson said it would go in the parking lot. Chairman Clement asked if anything would be gained by buying the van outright, instead of financing it. Mr. Dean said he thought there is enough money in the revolving fund, but that would be a conservation for later. Selectwoman Surman asked if vehicles were typically done through the budget process. Mr. Dean said it was out of the revolving fund, so the process is different.

**MOTION:** Selectman Chartrand moved that the board of selectmen expend up to 37,600 dollars from the parks and recreation revolving fund for a new 2018 Ford Transit 15 passenger XL van. Selectwoman Surman seconded the motion, and it passed unanimously.

c. Quarterly Financial Report/2016 Audit Management Letter

Doreen Chester spoke about the quarterly financial report. She said that payroll was started a few months ago, the revenue cycle is getting into full swing for property taxes, and then will come utility billing. The audit reports have been received, the audit was started in February this year and concluded in April. They did not receive the report until September. The town got a new audit manager from the auditors.

For the 3<sup>rd</sup> quarter report, this is generally a rough time of year because they have not set the tax rate. This year there was a problem with utility pole taxes. Things generally look typical for this quarter. Motor vehicles is up 181,000 dollars. Building permits and fees continue to increase and are at 476,000 dollars. She talked about a couple of projects of note. They are in a deficit for the sick leave fund, and they have about 1,000-2,000 dollars left. Retirements are generally unplanned for Finance. There is also a deficit in the snow and ice fund of 38,000. There is a balance in the trust fund of 101,000 dollars.

Chairman Clement asked if the welfare department showed up in the revenue stream. Ms. Chester answered that it shows up in the income from departments, and it's around 30,000 dollars. Mr. Dean added that they have always received money from the Wentworth trust, and the way they've decided to give up money has been changed to being reimbursed by the fund instead of direct pay.

Ms. Chester continued to the general fund expenditures, which are 71% spent against the budget. Election and legal expenses are down from last year. The finance administration group expenditures are 69% spent, or 563,000 dollars. This is an increase from the previous year due to the replacement of three servers in the IT department, which was 23,000 dollars in August. For planning and

building, where expenses have increased because of the hiring of a planning director. The conservation commission's expenses are lower this year, because last year they had a forestry project and Raynes Barn assessment.

The police department is 67% spent, at 2.6 million dollars. This is comparable due to last year. There has been some turnover with part-time staff. The police staff division went up because of promotions from patrol. The fire department is 70% spent, at 2.6 million dollars. There is some overspend in sick replacement and vacation replacement. They are working to defer other items in the budget to offset this. The health department is 77% spent. The previous health officer retired, and a new one was hired. The snow and ice budget is 38,000 over budget.

The welfare department, they have paid 75,000 from the human services budget line, as was approved by the human services committee and board of selectmen. The overall general fund deficit is 1.7 million dollars at this time. Chairman Clement asked about the payroll benefits and taxes category. He asked why the variance is so large. Ms. Chester said that there is more buyout this year. There is a total variance of 16,789 dollars, the buyout is up by 8,800 dollars. People who don't take the insurance opt out. Sick leave is only 716 dollars different. Worker's compensation is up by about 12,000 dollars. She said the variance is because they don't know who's going to retire or how many. Mr. Dean said that they appropriate 50,000-75,000 dollars from the fund balance every year for sick leave buyout, based on what they forecast.

Ms. Chester then moved on to the water fund. The revenues are 75% collected, which is 2.5 million dollars. Last year it was only 2.1 million dollars. The increase is due to water rate increases in January. The expenses are 2.6 million dollars. The distribution expenses are 71% spent against the budget. Water treatment has increased by 58,000 dollars. The water service debt is 1.1 million dollars, which is paid to date. There is a net deficit of 173,000 dollars, but this is a decrease from last year.

The sewer fund revenues are 2.2 million dollars or 92% collected mostly due to new sewer rates. Expenses are 2.1 million dollars. The biggest increase was due to the sewer main break on High Street, as well as manhole maintenance and overtime wages. The sewer debt service has decreased by 27,000 dollars. The sewer net income is 143,000 dollars and has increased over the last year. The EMS revolving fund revenues are down by 34,000 dollars. The ambulance run volume increased but more of the runs are not billable. The revolving fund expenses are 68% spent against the budget. They also have one dispatcher that gets paid out of the fund.

The cable revolving fund is up by 5,000 dollars over the prior year. The wages went up because of a new employee that is full time. There were also increased part-time wages. There were also some equipment purchases. There is a net deficit of 23,000 dollars because of the timing of Comcast revenues paid to the town. For the recreation revolving fund, the trip and program revenues have increased. A big influence is the impact fees of 70,000 from the McKay Drive project.

The board then moved on to the audit report. Mr. Dean said that if there is any desire to bring the auditors to a meeting, they can do that, although they will charge. Selectman Chartrand said that for him, the most important item is monitoring water and sewer issues. He emphasized the importance of resetting the rates each year and pointed out that water usage is dropping. Chairman Clement asked about the receipt procedures. Ms. Chester said there is a new software they are using, but the library and town clerk have their own procedures. Mr. Dean said that the town clerk's office was recently

reviewed by the auditors, and they do have RSAs they need to follow. Ms. Chester said hopefully it will be more uniform with the new software.

Chairman Clement mentioned that the auditors recommended that the town implement a plan to fund all deficit fund balances. Mr. Dean said that there are a couple of capital projects going back several years. They will need to create a plan to fund those. The liabilities are not counted against the unassigned fund balance, they are held in reserve. Chairman Clement talked about the new requirements for federal procurement rules. He asked if the town has a current policy, and if it needs to be in line with that. Ms. Chester said that the town does have a policy, and it does not have to be in line. It was mostly meant as a reminder. Mr. Dean pointed out that it is a current year recommendation. The procurement applies towards anything made with federal grant funds.

Chairman Clement asked who USI is in the audit for OPEB compliance. Ms. Chester said that they have done the compliance before, and now it's a triennial evaluation. They were the ones who came in with the best bid. It costs about 6,500 dollars every time they evaluate. Selectman Chartrand asked where they show up in the budget. Ms. Chester said it is under "other contracted services".

#### d. CATV Franchise Agreement Extension

Chairman Clement started the discussion off by saying that the board had talked about this last meeting, to approve an extension of the current cable franchise agreement. The discussion was that the extension should reference the current contract. Selectwoman Surman said that if they were to extend the contract, they would need to commit to due diligence. Chairman Clement said that the motion to approve the extension should be able to stand on its own. Selectman Chartrand thought that the board should leave it in the hands of the town attorney.

Chairman Clement's main concern was that in the past, there was a lot of public engagement about this through a committee. He was also concerned that there was no reference to the old agreement. Mr. Dean reminded everyone that when a cable contract is negotiated, rates of cable and internet are not negotiable. Selectwoman Gilman said that another concern was that the board did not have the current contract.

**MOTION:** Selectman Chartrand moved that the board of selectmen approve an extension of the cable franchise agreement through October 24<sup>th</sup>, 2018. Selectwoman Surman seconded the motion, and it passed unanimously.

Chairman Clement brought up the topic of establishing a cable committee. If they did that, they would need to re-write the charge of the committee. He asked the members of the board to submit suggestions to Mr. Dean.

#### e. NHDES SRF Application: TTHM/Surface Water Treatment Plant

Mr. Dean began by saying that the board needs to read the resolution from NH DES. There is a total of two forms. It certifies the ability to borrow from the drinking water revolving fund, and was approved by voters back in March. It puts the town in the queue and allows them to address the TTHM issue. They were thinking about a 10-year authorization.

Selectwoman Corson read the resolution. It stated that the town of Exeter stated that it was necessary to apply for assistance from the state, and that they have considered the RSA and codes

relating to loans to the state and find it in the interest of the town to apply for a loan. The board of selectmen designated Mr. Dean as the representative of the town to file the loan. If the loan is made, it must be paid as stipulated. And, a copy of the resolution will be included, and the town manager must sign it.

**MOTION:** Selectwoman Corson moved that the town enter into a loan agreement with the NH DES for up to 1.5 million dollars to the town of Exeter, and to authorize Russ Dean to sign paperwork on behalf of the town. Selectman Chartrand seconded the motion, and it passed unanimously.

## 9. Regular Business

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

There were none that needed to be covered.

### b. Permits & Approvals

**MOTION:** Selectman Chartrand moved to approve the permit for Tonry Farm for a sign on Route 88. Selectwoman Surman seconded the motion, and it passed unanimously.

**MOTION:** Selectman Chartrand moved to approve the change of address from 3 ½ Spruce Street to 2 Spruce Street. Selectwoman Surman seconded the motion, and it passed unanimously.

### c. Town Manager's Report

Mr. Dean said that he had recently attended the ICMA conference, which had a lot of good seminars and they also talked about the evolution of technology. There was a lot of discussion about new localism. The biggest issues for towns seems to be recruiting and retaining people into towns and cities.

He gave an update on the recent rainstorm, which had caused 680 people in Exeter to lose power and a lot of high winds. He thanked public works, EMS and the police for clearing debris. There were no roads closed and no flooding to report. He also talked about the tax rate setting, and said that the MS-1 was submitted to the DRA. The budget committee has a meeting on Wednesday night for police and fire.

In-stream flow rules are beginning to ramp up and could have an impact on drinking water, because the Exeter River is designated as a river of concern. The master plan steering committee continues to work. Part of the last year's town meeting involved the ballot issues with the visually impaired. He met with the same group this week to prepare earlier for next year. Finally, he reported that the town was live in the MUNIS systems and that Trick or Treat would be on the 31<sup>st</sup> from 4-7pm.

### d. Selectboard Committee Reports

Selectman Chartrand participated in a joint ZBA and planning board meeting, where the ZBA denied a cell phone tower. He also stated that he participated in a housing charrette, where a lively discussion occurred. He also attended the first hour of the all-day budget recommendation committee. And, he attended the last meeting of the budget recommendation committee.

Selectwoman Surman talked about the rocks left at Swasey Parkway which are dangerous for the mowers to hit. She stressed the importance of not leaving the rocks where the mowers run. She



attended an arts committee meeting on the 18<sup>th</sup>, and the Seacoast Artist Association will be there in November. She was also part of the hazardous waste day collection, which was successful.

Selectwoman Corson attended a planning board meeting last Thursday, where they approved a 30,000-square foot building on Continental Drive, a site off of Linden Street, and a permit for the dugouts at the PEA softball field. There is a clean water committee meeting soon, where they will revise the fertilizer ordinance.

Selectwoman Gilman had an HDC meeting, where they amended a zoning ordinance for projects of minimum impact such as signage or changing a door. She will also help vote on state activity, and will decide on overriding the Governor's veto on a bill about zoning boards. At the end of the month, they will vote for a new speaker of the house because the current one will become the new commissioner of agriculture.

Chairman Clement joined the housing charrette, and said that getting to affordable housing is challenging but can be done. All of the proposals are in the town's planning office. The river meeting discussed a new law about coast risk hazard zones, which would allow for tax relief. The town had a right to know training last week, and about 25 members of different board and committees attended.

#### e. Correspondence

There was a letter from CASA (Court Appointed Special Advocates) thanking the town for their donation. There was also a similar letter from Seacoast Family Promise, and one from New Generations.

#### 10. Review Board Calendar

The next meeting will be on the 13<sup>th</sup> of November.

#### 11. Non-Public Session

**MOTION:** Selectwoman Surman moved that the board enter into a non-public session under RSA 91-A 3 2 C. Selectwoman Corson seconded the motion. The motion passed 3-2-0 by a roll call vote, with Selectwoman Gilman and Selectman Chartrand voting nay.

The Board emerged from non public session. Selectman Chartrand moved to seal the minutes, seconded by Selectwoman Surman. Motion carried unanimously.

Selectman Chartrand moved to adjourn, seconded by Selectwoman Surman. Motion carries. The Board stood adjourned at 10:32 p.m..

Respectfully submitted by recording secretary Samantha Cave

**Committee Appointments**

**November 13, 2017**

**Heritage Commission**

Jay Myers, 10 Woodlawn Circle, Full Member, Term to expire 4/30/20. (There are also 5 alternate spots open for various terms, 1 expiring 2018, 2 expiring 2019, and 2 expiring 2020). These are all currently vacant.

**Energy Committee**

Amy Farnham, 5 Ash Street

There are no terms for these appointments as the committee charge is being reworked. The original in place charge is attached and included a 5 member citizen group, 1 DPW member, and 1 BOS member.

**Seacoast Drinking Water Commission**

Bob Kelly, 59 Columbus Avenue



# State of New Hampshire

HOUSE OF REPRESENTATIVES

CONCORD

*Town Manager's Office*

OCT 30 2017

*Received*

October 27, 2017

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

Subject: Appointee for the NH Seacoast Commission on Long-Term Goals and Requirements for Drinking Water

Dear Mr. Dean:

Pursuant to State of New Hampshire House of Representative HB 431, Chapter 138:1, Laws of 2017 (RSA 485-F:5) in August of this year you were asked to appoint an individual from your organization to be a member of the Seacoast Commission on Long-Term Goals and Requirements for Drinking Water. As of this date we have not received a notice of appointment.

The Commission will study long term goals and requirements for drinking water in the seacoast area. Therefore, your input and participation is essential in order to fully explore the issues related to drinking water in the seacoast. Per that newly adopted statute the commission shall:

- Utilize and expand upon existing studies to plan for seasonal or drought supply issues
- Prepare and discuss mutual aid between seacoast towns for firefighting.
- Prepare and discuss mutual aid agreements for emergency or replacement drinking water supply where contaminated.
- Create a centralized planning group to encourage coordination and support between towns
- Evaluate threats to groundwater quality due to environmental issues.
- Monitor possible new emerging contaminant threats to groundwater and drinking water quality.

Our next meeting will be Monday, November 13, 2017 at 1:00 PM at some location in the seacoast area yet to be determined.

You can respond to me via email of your appointee and contact information. However, I would appreciate if you would send a formal correspondence of your appointee to the following state officials:

House of Representatives Speaker Shawn N. Jasper  
NH State House, Room 311  
107 North Main Street, Concord, New Hampshire, 03301

Senate President Charles W. Morse  
NH State House, Room 302  
107 North Main Street, Concord, New Hampshire, 03301

House Majority Leader Richard W. Hinch  
NH State House, Room 313  
107 North Main Street, Concord, New Hampshire, 03301

House Democratic Leader Stephen J. Shurtleff  
NH State House, Room 307  
107 North Main Street, Concord, New Hampshire, 03301

House Clerk Paul C. Smith  
NH State House, Room 317  
107 North Main Street, Concord, New Hampshire, 03301

We look forward to having your appointee join our commission and to proceed with its duties ahead.

Sincerely;



John A. Mullen, Jr.  
NH State Representative  
Chair, Seacoast Commission of Long-Term Goals and Requirements for Drinking Water  
Email: [john.mullen@leg.state.nh.us](mailto:john.mullen@leg.state.nh.us)



# Memo

Date: November 9, 2017  
To: Board of Selectmen  
From: Matt Berube, Interim Water Sewer Managing Engineer  
Re: Swasey Parkway Project Schedule

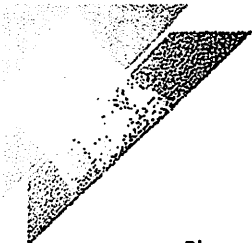
The Main Sewer Pump Station Upgrade and Force Main Project, Contract #3, will begin excavation the week of the November 13th. This project has a tentative timeline of 13 months. This project has two portions, the demolition and rebuild of the Main Sewer Pump Station, and the installation of 2 16" HDPE Force mains from the Main Pump Station to the end of Swasey Parkway on Newfields Rd. The one way traffic pattern will be for the duration of Contract #3 starting the week of Nov. 13th, to allow access to the construction site behind 277 Water Street through Swasey Parkway. The closure traffic pattern will be during a 12 week period starting after Dec. 4th to install the force mains and return to one way traffic in spring 2018. Then in spring 2018, the one way traffic pattern will return. The contractor will be mobilizing more equipment, construction trailers, and more supplies to the construction site starting next week. Construction fencing and silt fencing has been installed in anticipation of construction beginning.

Below is a small list of the construction activities:

1. Construction of:
  - a. Gravity sewer modifications to the south of the Main Pump Station building, including temporary pumping;
  - b. Two 16-inch DI forcemains with bypass connections from station 1+00 to station 1+40, as well as cross-connection to the existing 16-inch CI forcemain;
  - c. Two 16-inch HDPE forcemains from station 1+40 to station 20+00;
  - d. Two forcemain drain manholes;
  - e. Main Pump Station Building, including installation of dry-pit submersible pumps, channel grinder and influent channel);
  - f. Piping, valves, gates, site work, equipment systems, structures, heating and ventilation systems, plumbing systems, as indicated on the Drawings;
  - g. New instrumentation, control and SCADA system;
  - h. New electrical supply and distribution including standby generator and automatic transfer switch;
  - i. New fire alarm system;
  - j. Other appurtenances as shown on the Drawings and specified herein.
2. Tree and Shrub Removals and Relocations:
  - a. Removal of trees and shrubs along Swasey Parkway, where shown on the Drawings;
  - b. Relocate trees and shrubs per Swasey Parkway Trustees, where shown on the Drawings.

3. Demolition of:
  - a. Main Pump Station Building down to the foundation walls (vertical, close-coupled sewage pumps, in-line channel grinders);
  - b. Emergency Generator and Enclosure;
  - c. Utility Pole with mounted Transformer;
  - d. Piping valves, gates, site work, equipment systems, structures, instrumentation, control and electrical systems, heating and ventilation systems, plumbing systems, as indicated on the Drawings.
  - e. Other appurtenances as shown on the Drawings and specified herein.

Let me know if you need any more information.



WP Road 3/28/2017

Swasey Parkway  
2017

Planned events for 2017

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



# Exeter Fire Department October 2017



## **Administration;**

The Department hosted our annual dinner and awards night at Riverwoods. The department honored Firefighter Paramedic Mark Cooks as our Firefighter of the Year. Mark also received a lifesaving award for saving a man's life performing CPR while off duty.

The department worked to provide a number of statistics on runs, locations and call types.

The budget subcommittee and full committee reviewed the department's budget without many changes. A tour of the department's apparatus was given to the subcommittee by Lieutenant Matheson and Firefighter Paramedic Turner. The tour was well received.

Budget freeze is still in effect.

Plans are being made to install the DPW radio system early in November.

## **Meetings**

Seacoast Chiefs, Newmarket fire department  
START team; Portsmouth  
NH Chiefs,  
SAU

## **Statistics;**

Attached

## **Fire Prevention;**

This Month is Fire Prevention Month. This year's message is "**every second counts**" the fire station was visited by a number of kids and the department visited a number of schools and day cares educating the kids and teachers about fire safety.

## **Suppression;**



All units are in service, pump testing has been completed by Lakes Region Fire Apparatus. All engines passed and meet the required performance with the exception of engine 4. Engine 4 failed the vacuum test and will require pump work if it stays in the fleet.

**EMS;**

Both Ambulances are in service

**Emergency Management;**

The Department is preparing for the first Seabrook Drill in November

**Health;**

HEALTH DEPARTMENT MONTHLY REPORT

INSPECTIONS:

- 9 (+2 FDA Compliance Inspections) Restaurants
- 5 (+3 FDA Compliance Inspections) Retail Food
- 3 School Facilities
- 3 Self-Service Establishments
- 1 Mobile Food Establishment
- 1 Homestead Establishment

TOTAL: 27

TEMPORARY EVENTS:

- Powderkeg Chili and Beer Fest

COMPLAINTS/NUISANCES:

- 7 Residential complaints
  - 2 complaints of rats - ONGOING
  - 1 landlord/tenant dispute – presence of mice - RESOLVED
  - 1 landlord/tenant dispute – presence of skunk(s) - ONGOING
  - 1 complaint of insects (Western Conifer Seed Bug) - RESOLVED
  - 1 hoarding complaint. – RESOLVED
  - 1 complaint of nuisance smell – ONGOING
- 1 Restaurant complaint
  - Insects on food - RESOLVED

OTHER:

- NHHOA Meeting – Preparing for conference in November
- Meeting with Swamp Inc. to review contract – Ongoing review of services

- NH Healthy Homes Conference – Certificate of Attendance Received.
- 5 FDA Compliance inspections. 8/8 completed and passed, in compliance with state standards
- (Misc) Meetings with potential food establishment owners. Convenience store plan review in progress.

Food establishments – 19 green, 3 yellow, no follow ups needed.

Temporary events – no concerns.

**EXETER FIRE DEPARTMENT  
MONTHLY CONSOLIDATED REPORT**

**PERIOD ENDING:**

MO: OCTOBER

2017

PART 1	FIRE				OTHER	THIS	THIS	LAST
		THIS	THIS	LAST		MO.	YTD	YTD
1. Appliance		3	9	9	1. Bomb Scare	0	1	0
2. Brush		4	24	28	2. Smoke in Area	0	4	10
3. Chimney		0	0	3	3. Smoke in Building	0	7	4
4. Structure		0	3	4	4. Water Emergency	1	8	18
5. Trash		1	3	2	5. Smoke/Odor Removal	0	1	0
6. Vehicle		1	13	6	6. Assist Police	1	6	6
7. Outside		0	0	0	7. Lock Out	2	22	25
8. Spill, Leak w/Fire		0	0	0	8. Lock In	0	1	1
9. Electrical		1	2	2	9. Power Line Down	9	58	29
10. Explosion		0	0	0	10. Arcing, Short Elect.	1	13	3
11. Unauthorized Burn		1	9	4	11. Collapse	0	1	0
12. Controlled Burn		0	0	0	11. Emerg, N/C Above	1	13	7
13. Fire, N/C Above		1	4	6	<b>EMERG. RESPONSES</b>	<b>100</b>	<b>889</b>	<b>851</b>

**HAZ. MATERIAL**

1. Chemical Leak/Spill	0	0	0
2. Chemical Disposal	0	0	0
3. LPG/Nat'l Gas Leak	5	23	19
4. Gas, Leak, Spill	0	4	6
5. Hazmat Investigation	0	1	1
6. Hazmat Standby	0	0	0
7. Carbon Monoxide	0	20	35
8. Hazmat, N/C Above	0	6	2

	THIS	THIS	THIS
	MO.	YTD	YTD
<b>SERVICE CALLS</b>			
1. Fire Investigations	1	2	3
2. Fire Alarm Service Calls	35	172	231
3. Fire Radio Boxes	98	543	844
4. Fire Alarm Maintenance	0	202	40
5. Sprinkler Maint./Test	0	20	26
6. Hydrant Maint./Test	0	0	0
7. Training/Planning/Misc.	0	0	0
8. Service Calls, N/C Above	1	2	1

**RESCUE**

1. Extrication	0	1	1
2. Auto Accident	16	80	89
3. Industrial Accident	0	0	0
4. Water Rescue	0	2	0
5. Search	1	4	4
6. Elevator Emergency	2	17	13
7. Assist Ambulance	28	232	266
8. Rescue N/C Above	0	5	1

	THIS	THIS	THIS
	MO.	YTD	YTD
<b>OTHER CALLS</b>			
1. Mutual Aid Given	8	93	115
a. EMS	3		
b. Fire	5		
2. Mutual Aid Received	4	53	79
a. EMS	3		
b. Fire	1		

**ALARMS**

1. Master Box	19	215	183
2. Building	0	0	0
3. Malicious False	0	0	0
4. Alarms, N/C Above	2	77	64

<b>TOTAL PART I</b>	<b>247</b>	<b>1976</b>	<b>2190</b>
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Potential EMS loss to mutual aid response. 1,718 25,863 16,882

**FIRE LOSS**

Structure	0	204,700	95,100
Vehicles	0	1,500	3,000
Other	0	0	0

Monthly	
Property Total Value	0
Vs. Estimated Damage	0
Percentage Lost	100%

<b>TOTAL FIRE LOSS</b>	<b>\$</b>	<b>0</b>	<b>206,200</b>	<b>98,100</b>
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Year to Date	
Property Total Value	204,700
Vs. Estimated Damage	87,100
Percentage Lost	43%

PART II FIRE PREVENTION	THIS MO.	THIS YTD	LAST YTD
1. Plan Reviews	4	34	39
2. Drills/Public Education	20	64	70
3. Pre-Planning	16	464	306
4. Permits Issued	14	191	213
<b>Inspections</b>			
5. Assembly	1	51	63
6. Education	2	22	14
7. Healthcare	0	0	1
8. Residential	0	82	102
9. Mercantile	1	22	17
10. Business	0	95	48
11. Industrial/Storage	0	78	70
12. Hazard Inspection	13	0	0
13. Oil Burner Inspection	1	12	15
14. Site Inspection/Multi.	0	63	63
15. Day Care Foster Care	0	11	12
16. Tank Removal Inspection	0	0	0
17. Assembly Permit	1	40	59
18. Blasting Permits	0	1	2
19. Oil Burner Permits	1	7	10
20. Fire Alarm System Permits	2	12	17
21. Extinguishing System Permits	1	15	20
22. Tank Removal Permits	0	1	0
23. Wood/Pellet Stove	0	0	1
<b>TOTAL PART II</b>	<b>73</b>	<b>1231</b>	<b>1142</b>

AMBULANCE	THIS MO.	THIS YTD	LAST YTD
1. Allergic Reaction	2	14	20
2. Behavioral	9	97	73
3. Cardiovascular	32	365	333
4. Diabetic	6	33	28
5. Gastrointestinal	16	136	148
6. Heat/Hyperthermia	0	4	2
7. Hypothermia/Frostbite	0	1	0
8. Neurological	5	68	79
9. OB/Gyn	1	2	2
10. Poisoning/Overdose	9	41	49
11. Opioid Response	3	17	0
12. Respiratory	15	174	125
13. Toxic Exposure	0	5	8
14. Trauma	57	516	495
15. Urinary Tract	1	32	29
16. Vascular	7	38	36
17. Hospital to Hospital	1	2	46
18. Lift Assist	5	126	5
19. Other	7	65	136
<b>TOTAL PART III</b>	<b>176</b>	<b>1736</b>	<b>1614</b>

**AMBULANCE ACCTS**

Accounts Billed	61	1107	1169
Amount Billed	61041	651878	614,368
Amount Collected	50,033	473,760	488,147

PART IV HEALTH	THIS MO.	THIS YTD	LAST YTD
1. Rest./Food Service	27	172	223
2. Residential Inspection	4	10	20
3. Business Inspection	0	9	21
4. Child Care Inspection	0	7	4
5. Animal Complaint	4	5	1
6. Nuisances	4	23	10
7. Disease Control/Rep.	0	0	0
8. Healthcare/Hospital	1	13	12
9. Miscellaneous	6	40	48
			17
<b>TOTAL PART IV</b>	<b>46</b>	<b>279</b>	<b>339</b>

<b>TOTAL PART I</b>	<b>247</b>	<b>1976</b>	<b>2190</b>
<b>TOTAL PART II</b>	<b>73</b>	<b>1231</b>	<b>1142</b>
<b>TOTAL PART III</b>	<b>176</b>	<b>1736</b>	<b>1614</b>
<b>TOTAL PART IV</b>	<b>46</b>	<b>279</b>	<b>356</b>
<b>DEPARTMENT TOTAL</b>	<b>542</b>	<b>5222</b>	<b>5302</b>

**STATISTICAL INFO:**

1. Personnel - Total	35		
a. Administrative	4		
b. Permanent FF	25		
c. Civilian	1		
d. Call FF	5		
2. Training Hours			
a. Permanent	138	2146	4325
b. Call	18	188	153

<b>TOTAL HOURS</b>	<b>156</b>	<b>2334</b>	<b>4478</b>
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	THIS MO.	THIS YTD	LAST YTD
Medicare/Medicaid	97	1036	913
Commercial Insurance	25	235	225
Vehicle Insurance	0	2	0
Self Pay	3	57	43
No Transport	51	406	341

**BREAKDOWN BY AMBULANCE SERVICE**

	THIS YTD	THIS YTD	LAST YTD
ALS	26	548	599
BLS	35	487	527

# Memo

**To:** Russ Dean, Town Manager  
**From:** Assistant Chief Wilking  
**CC:** Chief Comeau, Assistant Chief Pizon, File  
**Date:** September 28, 2017  
**Re:** Ambulance Billing Rates

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Russ, recently AC Pizon and I met with Laura Thibeault from Exeter Hospital about ambulance billing rates for Specialty Care Transfers and both ALS and BLS transports. She provided us with the new Medicare rates adopted for 2017. I have attached a chart showing our current rates along with the proposed rates, following the rate proposal of Medicare +30% adopted several years ago by the Board of Selectmen.

Some rates on the chart will never be used by Exeter for fixed wing and rotary wing aircraft transports, however a few rates that were not published at our last rate discussion should be adopted. Many of the rates we use every day have seen minor adjustments, and we feel it will be good to keep the rate structure current.

Comstar, our ambulance billing company, needs adopted rates in order to bill for service. If we do not have an adopted rate for say... a Specialty Care or Interfacility Transfers, we can not submit a bill for that level of service if provided.

I have highlighted the rates that should be adopted for 2017 into 2018.

If you have any questions, please contact me and we would be happy to present this to the BOS when you feel appropriate.

## 2017 Proposed Ambulance Billing Rates for Exeter

2017 HCPCS		URBAN BASE RATE / URBAN MILEAGE	CURRENT EXETER BILLING RATES MEDICARE +30%	PROPOSED EXETER BILLING RATES MEDICARE +30%
A0425	Ground mileage	\$7.29	\$10.50	\$10.50
A0426	ALS-1 Non-Emergency	\$281.99	-	\$366.59
A0427	ALS-1 Emergency	\$446.48	\$562.00	\$580.42
A0428	BLS Non-Emergency	\$234.99	-	\$305.49
A0429	BLS Emergency	\$375.98	\$473.00	\$488.77
A0430	Air ambulance Fixed Wing	\$3,094.94	-	-
A0431	Air Ambulance Rotary Wing	\$3,598.33	-	-
A0432	Paramedic intercept (only recognized in parts of NY state)	\$411.23	-	In NH only the transporting agency can bill
A0433	ALS-2 Emergency	\$646.22	\$812.00	\$840.09
A0434	Specialty Care Transport	\$763.71	-	\$992.82
A0435	Fixed Wing mileage	\$8.56	-	-
A0436	Rotary Wing mileage	\$22.84	-	-

TOWN OF EXETER  
Public Hearings Notice  
Community Development Block Grant Project

The Exeter Board of Selectmen will hold two Public Hearings on Monday, November 13, 2017 at 7:00pm in the Nowak Room at the Town Offices, 10 Front Street, Exeter, New Hampshire for a proposed Community Development Block Grant application to the New Hampshire Community Development Finance Authority (NHCDFFA). Community Development Block Grant funds are available to municipalities through the NH Community Development Finance Authority. Up to \$500,000 annually is available on a competitive basis for Public Facility and Housing Projects, up to \$500,000 for Economic Development Projects, and up to \$350,000 for Emergency Activities that directly benefit low and moderate income persons. Up to \$12,000 per study is available for Planning Grants. The purpose of the hearings are to update the public on, and take public comment, on the progress of the following CDBG projects:

1. Rockingham Economic Development Corp (REDC)/ Gourmet Gift Baskets CDBG Project. REDC loaned \$475,000 to Gourmet Gift Baskets LLC for equipment at 24 Continental Drive in Exeter. Gourmet Gift Baskets proposes to create 25 jobs, of which 15 will be made available to persons of low and moderate income.
  
2. And the Exeter Housing Authority Energy Improvements CDBG Project. \$475,000 was subgranted to EHA for energy conservation improvements at Squamscott View Apts. 277 Water Street, Linden Fields Apts. 82 Linden Street, Auburn Street Apts. 16 -18-20Auburn Street, and/or Portsmouth Ave. Apts. 11-13 Portsmouth Ave. The majority of the residents are of low and moderate income.

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

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

# Town of Hampton



James A. Waddell, Chairman  
Regina M. Barnes, Vice Chairman  
Richard P. Griffin, Selectman  
Philip W. Bean, Selectman  
Russell D. Bridle, Selectman

Frederick W. Welch  
Town Manager

Kristina G. Ostman  
Administrative Assistant

September 20, 2017

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

Re: Sewer Agreement

Dear Russ

I have enclosed a draft of an Intergovernmental Agreement to replace our old agreement from 1985 regarding the Sewer service that Exeter supplies to Hampton for Roberts Drive and Warner Lane.

The Hampton Selectmen have reviewed and approved the form and language that was reviewed and approved by our in-house Counsel. Could you please run this by your Board for their approval. Once approved it will need to be approved by the Attorney General's Office before signing by both Boards.

Please advise if you or your Board sees a need for any changes. All of the dollar sums were obtained from your last billing.

Thanks for your assistance in accomplishing this task

Sincerely

Frederick Welch  
Town Manager

*Town Manager's Office*

SEP 22 2017

*Kristina G. Ostman*



**INTERMUNICIPAL AGREEMENT FOR THE DISPOSAL OF SEWAGE FROM THE  
ROBERTS DRIVE AND THE WARNER LANE AREAS OF THE TOWN OF HAMPTON  
BETWEEN**

**THE TOWN OF HAMPTON AND THE TOWN OF EXETER**

This Agreement is made and entered into, pursuant to New Hampshire Revised Statutes Annotated, Chapter 53-A by and between the Town of Hampton, 100 Winnacunnet Road, Hampton, New Hampshire ("Hampton") and the Town of Exeter, 10 Front Street, Exeter, New Hampshire ("Exeter"), who agree to the commitments, terms, and conditions contained in this Intermunicipal Agreement (the "Agreement").

WHEREAS, the Town of Hampton voted at its Annual Town Meeting held on March 11, 1969 under Article 20 in the Warrant for that Meeting to install a sanitary sewer system in the Warner Lane and Roberts Drive area in said Hampton and authorized the reimbursement of Exeter for disposal for the sewage collected from that system; and

WHEREAS, The Town of Exeter is willing for said sanitary sewer system to be connected to its sanitary sewer system and to convey, treat, and dispose of the sewage therefrom; and

WHEREAS, Hampton and Exeter entered into an Agreement dated October 28, 1985 for such connection, conveyance, treatment and disposal that now needs to be updated; and

NOW THEREFORE, in consideration of the mutual promises hereinafter set forth, Hampton and Exeter agree as follows:

- (1) That Exeter shall permit the sewage from the Warner Lane and Roberts Drive areas to be discharged into the Exeter sanitary sewer system and shall convey, treat, and dispose of the sewage therefrom at the Exeter sanitary sewer treatment plant; and
- (2) The number of single family Hampton dwelling units to be connected shall be the thirty (30) residences and the one (1) pre-existing commercial unit in accordance with the attached list of Properties Served; and
- (3) No multi-family Hampton dwelling units may be connected unless the written approval of the Exeter Board of Selectmen is first obtained; and

- (4) Tie-ins to the Hampton sanitary sewer system located in the Warner Lane and Roberts Drive area shall be done in accordance with the Hampton or Exeter Sewer Rules and Regulations in accordance with whichever is more stringent; and
- (5) Inspection of tie-ins shall be the responsibility of Hampton who will notify and afford Exeter the opportunity to inspect all tie-ins with Hampton; and
- (6) Hampton shall pay to Exeter for the services provided in this Agreement for the thirty (30) single family dwelling units and one (1) commercial unit connected to the Exeter sanitary sewer system the sum of \$23,646.80 annually on or before December 1<sup>st</sup> of each year; and
- (7) In the event that Exeter authorizes additional single family dwelling unit tie-ins to the Exeter sewer system in the Warner Lane and Roberts Drive area the annual sewer system charge in sub-section (6) above shall be increased by \$738.96 annually for each unit authorized; and
- (8) In the event that Exeter authorizes the addition of multi-family dwelling tie-ins to the Exeter sewer system in the Warner Lane and Roberts Drive area the annual sewer system charge in sub-section (6) above shall be increased by \$738.96 annually per dwelling unit authorized; and
- (9) No commercial or industrial use shall be allowed to connect to said sewer system except for those that were already connected at the time that this Intermunicipal Agreement is approved by Hampton and Exeter.

#### **Ordinances, Rules and Regulations Apply**

The Ordinances, Rules, and Regulations of the Towns of Exeter and Hampton as they now exist or may be changed from time to time shall apply to all activities under this Agreement, except as to Changes in Charges, which are addressed below. In cases where the Ordinances, Rules, and Regulations differ, the more stringent of which shall govern.

#### **Changes in Charges**

Should circumstances require a change in the rates or fees in this Agreement the Selectmen of each Town shall meet, determine, and approve the new rates and charges for the services performed under this Agreement before said changes in charges go into effect as to the Town of Hampton.

**Annual Review of Agreement**

This Agreement shall be reviewed annually and shall continue in full force and effect from year to year until revoked provided, however, that Exeter or Hampton may revoke this Agreement, if, in the opinion of the Exeter Board of Selectmen or the Hampton Board of Selectmen, continued participation shall become unduly burdensome to Exeter or Hampton, but if revoked by Exeter, written notice thereof must be given to Hampton providing a reasonable time in which to make other arrangements for the proper disposal of sanitary sewage from the Warner Lane and Roberts Drive area.

**Administration**

This Agreement shall be jointly administered by the Boards of Selectmen of Exeter and Hampton in accordance with the above terms.

IN WITNESS WHEREOF, the parties hereunto set their hands and seals by the respective Selectmen of the Town of Exeter and the Town of Hampton \_\_\_\_\_.

**Witness:**

\_\_\_\_\_

**Town of Exeter Board of Selectmen**

**By** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Town of Hampton Board of Selectmen**

**By** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Witness**

\_\_\_\_\_

PROPERTIES SERVED UNDER THIS AGREEMENT

<u>Warner Lane</u>	<u>Roberts Drive</u>	<u>Donna Lane</u>	<u>Rose Drive</u>	<u>Exeter Road</u>
3 Warner Lane	2 Roberts Drive	1 Donna Lane	4 Rosa Drive	740 Exeter Road
4 Warner Lane	4 Roberts Drive	2 Donna Lane	6 Rosa Drive	744 Exeter Road
5 Warner Lane	5 Roberts Drive	3 Donna Lane		752 Exeter Road
6 Warner Lane	6 Roberts Drive			(750 Exeter Road)
7 Warner Lane	7 Roberts Drive			(Commercial)
8 Warner Lane	8 Roberts Drive			
9 Warner Lane	9 Roberts Drive			
10 Warner Lane	10 Roberts Drive			
11 Warner Lane	11 Roberts Drive			
12 Warner Lane	12 Roberts Drive			
	13 Roberts Drive			
	15 Roberts Drive			

AGREEMENT

THIS AGREEMENT made the 23 day of October, 1970 by and between the TOWN OF HAMPTON, a municipal corporation duly existing in the County of Rockingham, The State of New Hampshire, and the TOWN OF EXETER, a municipal corporation duly existing in said County and State,

WITNESSETH:

WHEREAS HAMPTON voted at the Annual Town Meeting of March 1969 to install a sanitary sewer system in the Warner Lane and Roberts Drive area in said Hampton and authorized the reimbursement of EXETER for disposal of the sewage collected; and

WHEREAS EXETER is willing for said sanitary sewer system to be connected to its sanitary sewer system and to convey, treat and dispose of the sewage therefrom:

NOW THEREFORE, in consideration of the premises and the mutual promises hereinafter set forth, the parties agree as follows:

(1) That as soon as HAMPTON constructs a sanitary sewer system in the Warner Lane and Roberts Drive area, EXETER shall permit it to be connected to its sanitary sewer system and shall convey, treat and dispose of the sewage therefrom; provided, however, that the maximum number of single family Hampton dwelling units to be connected shall be twenty-nine (29), and further, that all twenty-nine Hampton dwelling units must connect to the said sanitary sewer system, and that no multiple family Hampton dwelling units may be connected unless the written approval of the Exeter Board of Selectmen is first obtained; and further, that the tie-in to the Exeter system shall be the sole responsibility of Hampton and shall be done to the satisfaction of the Superintendent of the Exeter Sewer Department;

(2) That HAMPTON shall pay to EXETER for the services as provided in Paragraph (1), for the twenty-nine single family Hampton dwelling units utilizing said sanitary sewer system to be constructed, \$2,500 annually, except that for the year 1970, the \$2,500 fee will be prorated on the basis of the amount of time

Hampton utilizes said sanitary sewer system. Also, Hampton will be required to pay Exeter a one-time charge of \$3,190. Subject charge assessed for the connection of each dwelling unit at the cost of \$110 per dwelling unit. Payment shall be made by Hampton annually on July 1st of each year. The one-time charge of \$3,190 will be paid by Hampton upon connection into the Exeter sanitary sewer system:

(3) That HAMPTON shall pay to EXETER for the services as provided in Paragraph (1) for any multiple dwelling unit structure, the rate as set forth in Paragraph (2) multiplied by the number of dwelling units therein; no commercial or industrial use shall be allowed to connect to said sewer system;

(4) That any HAMPTON use of the services as herein contemplated shall be in accordance with the Sewer Rules and Regulations of EXETER as they now exist and may be changed from time to time;

(5) That this Agreement shall be reviewed annually and shall continue in full force and effect from year to year until revoked; provided, however, that EXETER or HAMPTON may revoke this Agreement, if in the opinion of the EXETER Selectmen or the HAMPTON Selectmen, continued participation should become unduly burdensome to EXETER or HAMPTON, but if revoked by EXETER, written notice thereof must be given to HAMPTON providing a reasonable time in which to make other arrangements.

IN WITNESS WHEREOF, the parties hereunto set their hands and seals by their respective Selectmen the day and year above set forth

TOWN OF EXETER

Witness:

*Paul M. [Signature]*

By *Richard J. MacLungall*

*Thomas E. Blodgett*  
Selectmen

TOWN OF HAMPTON

Witness:

*Yvonne C. Cole*

By *Fred A. White Jr.*

*Francis H. Fildes*  
Selectmen

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

**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 Human Services Funding 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. The Human Services Funding Committee will submit their recommendations for funding to the Budget Recommendations Committee and the Board of Selectmen.
  4. 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 .
  6. The Board of Selectmen or its the Human Services Funding Committee 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.



Current

<b>Town of Exeter</b>	Policy Number: 2010-	Adopted by: Board of Selectmen
<b>Subject: Human Services Funding Policy</b>	Adoption Date: August 30, 2010  Effective Date: August 30, 2010	Supersedes: New

**1.0 Purpose of the Policy:**

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**2.0 Departments Affected:** Board of Selectmen and Town Manager.

**3.0 Definitions:** None.

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**5.0 Procedures:**

5.1 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.

5.2 Submittals will be accepted as part of the regular budget process and will be reviewed by the Board and/or their designee, 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.

5.3 Each agency that has received funding in the past will go onto the Town Warrant for funding every third year, so voters will have a direct say in their continued funding. The remaining two-thirds of agencies will be part of the operating budget recommendation made by the Board of Selectmen, unless otherwise determined by the Board.

5.4 All new agencies (those that have not requested Town funding in the past or have not been considered for funding through placement on the warrant) requesting funding will go onto the Town Warrant 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.

5.5 In order to qualify for placement on the warrant for possible funding by the Town, an agency must demonstrate the extent of service to Exeter residents.

5.6 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.

5.7 All agencies receiving funding will be required to sign an Agreement with the Town 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.

## Energy Committee Charge

The purpose of the Energy Committee is to assist in the reduction of municipal expenditures and reduction of greenhouse gas emissions through energy efficiencies and various energy programs available to the Town of Exeter. The committee may make recommendations to the Selectboard and town meeting for potential implementation. These areas will include, but not be limited to:

1. Review of methods to reduce town energy consumption (electric, natural gas, fuel consumption, any fossil fuel consumption);
2. Review of the town's recycling program currently being administered by the Department of Public Works;
3. Evaluation of annual energy related legislation being proposed in the state legislature and report to the Selectboard on implications for Exeter;
4. Review of the latest IECC energy codes to see if and how they may be adopted by the town of Exeter;
5. Review the potential for implementing "smart cities" technology including LED lighting that would lead to energy and budgetary savings for the town;
6. Review of opportunities for implementation of solar and other alternative energies in the town;
7. Review of education methods to town residents regarding energy programs and potential efficiencies;
8. Research and education on various tax incentives available to residents that involve alternative energies for the home and/or business, including vehicles;
9. Review national (or out-of-state) initiatives and funding opportunities;
10. Periodic updates to the Town and Board of Selectmen regarding energy related programs, initiatives, available grants, etc..;
11. Review of any available state programs and grants to provide for the promotion of alternative energy; Develop recommendations for uses of funds available in the town's energy capital reserve fund, established by Article 34 of the 2010 town warrant;
12. Review of any other programs or activities in town government that may include an energy savings component, "green technology" component, or green infrastructure component.

Adopted: \_\_\_\_\_, 2017

# List for Selectmen's meeting Nov 13, 2017

## Intent to cut

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39/4                      Oaklands Road

DRA Equalization Assessment Data

## Final 2017 Property Tax Warrant



# Application for Use of Town Facility

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

Fax #: 603-777-1514 email: [stiffle@exeternh.gov](mailto:stiffle@exeternh.gov)

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

Signboard Request:  Poster Board Week: 12/16-23/2017  Plywood Board Week: \_\_\_\_\_

### Representative:

Name: Jacqueline Young Address: 295 Dennett St.

Town/State/Zip: Portsmouth, NH 03801 Phone: 212-300-6103

Email: jacquyoung44@gmail.com

### Organization:

Name: The Young Company Address: 295 Dennett St.

Town/State/Zip: Portsmouth, NH 03801 Phone: 212-300-6103

### Reservation Details:

Type of Event/Meeting: Dance <sup>Company</sup> showcase Date: 12/23/17

Times of Event: 2-4pm Times needed for set-up/clean-up: 10am-2pm and 4-5pm

# of tables: 2 # of chairs: 100 Will food/beverages be served?  Yes  No

Tech/ AV Services Needed: Yes  No  Details water and cupcakes

### 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](mailto:aswanson@exeternh.gov) to coordinate.

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

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

Applicant signature: [Signature] Date: 11/3/17

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](mailto:sriffle@exeternh.gov)

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

Signboard Request:  Poster Board Week: \_\_\_\_\_  Plywood Board Week: \_\_\_\_\_

### Representative:

Name: Crystal Hardy Address: 24 Sweetbriar Lane  
Town/State/Zip: Hampton, NH 03842 Phone: 603-969-6423  
Email: crystalannhardy@gmail.com

### Organization:

Name: Acorn School Address: Winnecut Road  
Town/State/Zip: Stratham, NH Phone: 603-778-8285

### Reservation Details:

Type of Event/Meeting: Bake Sale Date: 2-9-2018  
Times of Event: 8-3 Times needed for set-up/clean-up: 8-3  
# of tables: 10 # of chairs: \_\_\_\_\_ Will food/beverages be served?  Yes  No  
Tech/ AV Services Needed: Yes  No  Details \_\_\_\_\_

### Requirements:

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

**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](mailto: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: Crystal A. Hardy Date: 11/8/2017

Authorized by the Board of Selectmen/Designee: \_\_\_\_\_ Date: \_\_\_\_\_

### Office Use Only:

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



# Rockingham County Treasurer

119 North Road  
Brentwood, New Hampshire 03833

Scott G. Priestley Sr., County Treasurer  
Tel. 603-679-9413 Fax. 603-679-9346  
spriestley@co.rockingham.nh.us

October 27, 2017

Board Of Selectmen  
Town Hall Offices  
10 Front Street  
Exeter, NH 03833

Dear Board Of Selectmen,

Enclosed is the 2017 Rockingham County Warrant. The amount of the warrant is \$1,896,668.00.  
Payment is due by Monday, December 18, 2017.

Please notify us if you choose to transfer the payment by wire and we will make arrangements for receipt of funds; please contact Jessie Tonry at 603-679-9384 for wire instructions by December 11.

Your attention and processing of this Warrant is appreciated.

Sincerely,

Scott G. Priestley, Sr., Rockingham County Treasurer

Enc.

*Town Manager's Office*

NOV - 2 2017

*Received*



# Rockingham County Treasurer

119 North Road  
Brentwood, New Hampshire 03833

Scott G. Priestley Sr., County Treasurer  
Tel. 603-679-9413 Fax. 603-679-9346  
spriestley@co.rockingham.nh.us

STATE OF NEW HAMPSHIRE

ROCKINGHAM COUNTY

## WARRANT OF COUNTY TREASURER

To the Board Of Selectmen in the Town of Exeter in said County:

You are hereby required to assess upon the polls and property in said Town liable to taxation, One Million Eight Hundred Ninety Six Thousand Six Hundred Sixty Eight Dollars and No Cents (\$1,896,668), being the just proportion of the county tax due from said town as granted by the last County Convention and to collect and pay the same to me on or before Monday the 18th day of December next, for the use of the County.

YOU ARE HEREBY NOTIFIED THAT FAILURE TO COLLECT AND PAY SAID TAX BY THE DATE INDICATED WILL RESULT IN THE ASSESSMENT OF A PENALTY AS DESCRIBED IN THE NEW HAMPSHIRE STATUTES, RSA 29:11.

You are also required to return to the TREASURER of said County for the time being, the names and/or name of the Collectors or Collector whom you shall direct to collect this sum or any part thereof.

HEREOF FAIL NOT, AS YOU WILL ANSWER YOUR NEGLIGENCE UNDER THE PENALTY PRESCRIBED BY LAW.

GIVEN UNDER MY HAND, THIS 27th DAY OF OCTOBER, 2017.

\_\_\_\_\_

Scott G. Priestley, Sr.,

Rockingham County Treasurer





# TOWN OF PELHAM

## Planning Department

6 Village Green  
Pelham, NH 03076

Tel: (603) 635-7811  
Fax: (603) 635-6954  
Email: [planning@pelhamweb.com](mailto:planning@pelhamweb.com)

### NOTICE BOARD OF ADJUSTMENT, TOWN OF PELHAM, NH 03076

Notice is hereby given that a hearing will be held at 7:00 p.m. on Monday, November 13, 2017 at the Pelham Town Hall, to hear Case #ZO2017-00029 seeking:

A Variance concerning: Articles: X, XIII, III & XV Sections: 307-58 (B) (3), 307-83 (C), 307-84, 307-86, 307-87 (C), 307-88 (A) (2a), 307-12, Table 1, 307-14 & 307-100 of the Zoning Ordinance.

Applicant proposes to permit the construction, operation and maintenance of a Wireless Communication Facility.

On property located at Spring Street Off Map 31 Lot 11-33.

You are invited to appear in person or by agent or counsel and state reasons why the request should or should not be granted.

This meeting is being held at the Pelham Town Hall, 6 Village Green  
All meetings are tape-recorded.

If you are disabled, you have the right to attend, hear and participate in all public meetings held by the Town of Pelham. In accordance with Americans with Disabilities Act the Town will provide auxiliary aids and services to accomplish this if they are needed.

Please consult the document "The Local Appeals Process – Frequently Asked Questions" which is available on the Planning Department page of the official Town of Pelham website [www.pelhamweb.com](http://www.pelhamweb.com) or in hard copy from the Planning Office. Abutters are advised to seek professional legal assistance in the filing of any appeal.

Signed: \_\_\_\_\_

*Sandra Dufresne*  
Sandra Dufresne  
Planning Office Manager



# TOWN OF EXETER

## *Planning and Building Department*

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

[www.exeternh.gov](http://www.exeternh.gov)

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**Date:** November 2, 2017  
**To:** Planning Board  
**From:** Dave Sharples, Town Planner  
**Re:** PEA Court Street modifications

I am writing this memorandum in response to your request for a summary of the process that PEA went through regarding the changes that are currently being made to Court Street in front of their south campus. The changes to Court Street were proposed as part of the Center for Theatre and Dance project that is currently being constructed. I provide the following chronological history of the project for your review:

**October 6, 2015** – Site plan application for the project is submitted to the Town.

**October 26, 2015** – received comment letter on the application from UEI, the Town's third party review engineer.

**October 27, 2015** – TRC comment letter completed by the Rockingham Planning Commission, acting as the interim planner. Comment # 2 did reference the Court Street modifications (see attached TRC comment letter dated October 27, 2015). It is unclear from the file if a TRC meeting took place but I would assume it did since a comment letter was generated. Prior to my arrival, the TRC did not take minutes of their meetings so none are available in the event a meeting did take place which I expect did happen.

**November 17, 2015** – Project received a special exception from the ZBA to permit the use of the theatre and dance facility and to reconstruct the Field House.

**November 19, 2015** – Planning board accepted the PEA application as complete for review purposes and held a public hearing. I did not enclose the minutes of this meeting as they do not include any discussion regarding the Court Street modifications.

**November 23, 2015** – The Planning Board held a site walk on the project. I could not find any minutes for this meeting so cannot determine if the proposed modifications Court Street were discussed.

**December 1, 2015** – Applicant submitted a detailed parking analysis concluding that "adequate off-street parking is provided".

**December 1, 2015** – First UEI review letter received by Town. This letter did request additional information on the road construction proposed on Court Street and that information was provided. This information basically stated what was being proposed on Court Street as shown on the final plans.

**December 15, 2015** – Second review letter received by UEI noting that all comments from the first review have been addressed.

**December 17, 2015** – The project, including the changes to Court Street was approved by the Planning Board (decision letter attached). As you will note from the minutes, the

Court Street modifications were discussed at this meeting. Jeff Clifford, the civil Engineer representing PEA, stated that "some parking spots [on Court Street] will be removed to accommodate the drop off area" (see middle of the first paragraph on page 2).

Although I was not working for Exeter at the time of this application, it appears from my review of the file that Town staff and the Planning Board discussed the changes to Court Street and the modifications were shown on the submitted plans as well as the approved final plans.

Thank you.

OCT 27 2015

EXETER PLANNING OFFICE

156 Water Street, Exeter, NH 03833  
Tel. 603-778-0885 ♦ Fax: 603-778-9183  
[email@rpc-nh.org](mailto:email@rpc-nh.org) ♦ [www.rpc-nh.org](http://www.rpc-nh.org)

TRC Comments regarding the PEA Center for Theater and Dance

TRC Meeting scheduled for 10/27/2015

I appreciate the level of detail associated with this design plan and I have the following concerns after reviewing a plan entitled, "Phillips Exeter Academy Center for Theater and Dance", prepared by Altus Engineering, Inc. and dated 10/6/2015

- 1) Much more detail needs to be provided regarding parking for the proposed center. The small parking area displayed to the east of the proposed facility offers no real utility. Please provide the information associated with the new garage under the field house as well as the capacity of the parking lot proposed on the south west side of the campus.
- 2) The unification of the two crosswalks on Court Street immediately in front of the proposed facility is a great improvement. More detail regarding the proposed pedestrian signalization is necessary. How do the proposed sensors work? Are crosswalks at Eliot and Elm necessary? I worry that including these increases the use of these areas for pedestrian traffic causing greater opportunity for traffic conflict. I'd love to hear input from the EPD on this issue.
- 3) Please indicate the flood plain boundary on each of the plan sheets for identification.
- 4) The Shoreland Protection District line should be shown as well, to prove that no construction proposed will require a conditional Use Permit from the Planning Board.
- 5) The soils report by Jim Gove indicates no wetlands within the limit of the project. A note to this effect should be added to the plan.
- 6) There is only one small area set aside for bike parking and storage...is this adequate for the bike traffic generated by PEA's general population?
- 7) Provide additional information regarding the proposed geothermal system...and what is the constant reference to the MEP drawings?
- 8) The illumination levels pages are not very informative (mainly confusing). Clarify the lighting levels bathing Court Street and whether this is proposed to happen all night long.
- 9) The only lighting fixture detailed is the lamp post. What building mounted lighting is proposed and cut sheets for these need to be provided. Any other proposed lighting fixtures need to be detailed.
- 10) The landscaping sheets show extensive plantings. An inventory sheet detailing each plant, its name and number to be planted should be provided. Also a schedule for all the plantings needs to be developed.
- 11) Has the height variance for the proposed center been received?

- 12) The construction staging area is in the center of the proposed development. Can more information be provided about its use? Is it planned to be fenced off? A significant amount of foot traffic is still going to be in this area during construction I believe.
- 13) A timeline for the overall south campus improvements would be a helpful addition to the plan set.
- 14) Is the promenade surface pervious?



# TOWN OF EXETER, NEW HAMPSHIRE

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

[www.exeternh.gov](http://www.exeternh.gov)

December 21, 2015

Roger F. Wakeman, Chief of Planning & Facilities  
Phillips Exeter Academy  
20 Main Street  
Exeter, New Hampshire 03833

Re: Philips Exeter Academy - PB Case #21521  
N/R Site Plan Review – Center for Theater & Dance, Court Street, Exeter, N.H.  
Tax Map Parcel #83-1

Dear Mr. Wakeman:

This letter will serve as official confirmation that the Planning Board, at its December 17<sup>th</sup>, 2015 meeting, voted to approve the above-captioned application for the proposed construction of a 56,000 square foot “Center for Theater and Dance” building and associated site improvements on the southerly portion of the campus located along Court Street, as presented. This approval was granted subject to the following conditions:

- The following requests of the Planning Board to be addressed:
  - Compliance with Fire Prevention Office recommendations resulting from the review currently in progress, with a letter of satisfactory compliance to be submitted with the final plan set.
- All final revisions to the plans or related documents required by Town Departments, Town Counsel and their consultants to be addressed;
- All appropriate fees to be paid including but not limited to: sewer/water connection fees, inspection fees, and other agreed upon improvements;
- A detailed circulation/traffic parking plan for the entire south campus development will be submitted to the Planning Board in conjunction with the application of Site plan review for the Athletics Field House – upon which construction is anticipated to be completed prior to the completion of construction of the Center for Theater and Dance – which is the subject of this approval. Detailed studies by a traffic engineer will be submitted in support of the proposed circulation/traffic parking plan; and
- All conditions of this approval are to be met within one year and all site improvements to be completed by December 2018.

If you should have any questions relative to this approval, please do not hesitate to contact the Planning & Building Department office.

Sincerely,

Kelly Bergeron  
Chairwoman  
Exeter Planning Board

cc: Mark Leighton, Director of Projects & Building Systems, PEA  
Jeff Clifford, P.E., Altus Engineering, Inc.  
Douglas Eastman, Building Inspector/Code Enforcement Officer  
Jennifer Mates, P.E., Ass't. Town Engineer  
Lt. Paul Morin, Fire Inspector

KB:bsm

FINAL MINUTES

1. Ms. Bergeron called the meeting to order at 7:04 pm in the Nowak Room of the Exeter Town Offices on the above date.
2. MEMBERS PRESENT: Langdon Plumer (Alt), Don Clement (BOS Rep), Pete Cameron (Clerk), Kelly Bergeron (Chair), Katherine Woolhouse (Vice Chair), Kathy Corson (Alt), Aaron Brown (arrived at 7:28 pm).

STAFF PRESENT: Sarah McGraw (Recording Secretary)

Ms. Bergeron stated that all members would be voting

3. **NEW BUSINESS PUBLIC HEARINGS**

**PHILLIPS EXETER ACADEMY – PB Case #21521**

**Continued public hearing on the application of Phillips Exeter Academy for a non-residential site plan review for the proposed construction of a 56,000 square foot “Center for Theater and Dance” building and associated site improvements on the southerly portion of the campus located along Court Street (northern end of the existing tennis courts). The subject property is located in the R-2, Single Family Residential zoning district. Tax Map Parcel #83-1. Case #21521.**

Roger Wakeman Chief of Planning Facilities with PEA discussed the project. Mr. Wakeman introduced the design and engineering team present; Mark Leighton with PEA, Jeff Clifford from Altus Engineering, John Skillern from Todd Williams Billie Tsien Architects, Steve Pernaw from Pernaw and Co, Kyle Zick from KZLA, as well as an Attorney Charles Tucker from Donahue, Tucker, Ciandella.

Mr. Wakeman recapped the context of the project and site planning. The Theater and Dance program is currently split between two buildings; Fisher Theater and Davis Building. The site for theater and dance would be relocated to Court Street where there are now tennis courts. PEA also took ownership of Gilman Street through a town vote. Mr. Wakeman showed a map of current conditions. The nearby Thompson Cage is proposed to be remodeled into the new field house. Gilman Street will be changed to a pedestrian walkway. A new entry way will be made to the Love Gym Complex. Mr. Wakeman showed renderings of the proposed project highlighting changes to be made. The focus for the Planning Board is to approve the site plan. Mr. Wakeman said that they did get Zoning Board approval. The plan is to start construction in April of 2016 with the building open for use in 2018. The applicant will be before the Planning Board for the new field house at a later date.

Jeff Clifford with Altus Engineering talked about changes made following comments from the Planning Board and Underwood Engineers. Mr. Clifford showed a map of the flood plain line and how it will change when the dam is gone. He presented maps of how traffic will flow through the entrances and the fire department was in agreement with their approach. Mr. Clifford said the snow storage areas were changed. There will be storm water treatment additions to the plan. The DPW asked to take away a crosswalk on Court Street which was changed in the plan. Some parking spots will be removed to accommodate the drop off area. Court street would have curbing. There will be two 12-foot-wide travel lanes and 4 foot shoulders as a gateway to the town. Ms. Corson inquired about bike lanes along Court Street which could discourage parking. Mr. Clifford said that this was possible but the town needs to incorporate connecting bike lanes for a complete route. Mr. Clifford said there will be two bike storage areas. DPW wanted a hydrant to come off Court Street. There has been a cleanup of the drainage plans. Impervious surface will be reduced by the addition of green space. The tennis courts to be lost by construction will be relocated. The number of outdoor courts will be reduced. 169 parking spots will be put below grade which will improve runoff. Storm water treatment will improve with this project. Rain gardens will be added to the green space for further storm water uptake from the two new buildings. The overall site will have a slight increase of impervious surface.

Kyle Zick, landscape architect with KZLA presented the landscaping plan. Mr. Zick said that the landscaping will be less formal and take inspiration from nature and the Little River. Deciduous and evergreen trees will be added to the landscape. Existing trees will be preserved to the extent possible. Concrete pavers and asphalt will be used for the walkways. The full plant list is included in the plan packet. Lighting will be similar to what is seen on campus.

Mr. Wakeman spoke about the November 23 site walk. After discussion about parking one option would be for entry and exit on Chadwick Lane instead of extending Marston Street. Safety and efficiency were main priorities for parking. Having a primary location for parking including a parking garage was an approach they wanted to take. There are 618 nonresidential PEA parking spaces proposed of which faculty will be assigned parking. An additional 70 parking spaces is planned. 353 spaces were the peak demand across campus. The proposed supply for parking is 344 parking spaces. 421 will be the peak parking demand after the Center for Theater and Dance and field house are complete. There will be a loss of 22 town parking spaces. There is a post development demand of 443 space. There is a memo with parking calculations included in the packet. Mr. Wakeman explained that PEA will be before the Planning Board again for the field house approval.

Steve Pernaw with Pernaw and Co. traffic engineers, spoke about the proposed scope for the parking study. Following a question about an additional exit, they will be conducting the traffic study to include Marston Street. The company will be conducting traffic studies in January during school events to see what the demand is and analyze two modes of entering and exiting the parking area. They will be looking at a peak hour for Court Street traffic and a peak for event traffic. After a final



report, they will be looking for Planning Board input.

Mr. Clement commented that there is a morning peak at Court Street and asked if there is a way of studying this as well. Mr. Pernaw said that there is a NHDOT count station at this area which will be included in the report.

Mr. Wakeman said that the Applicant had submitted a condition of approval which says the Applicant will conduct a traffic study to inform the approval and discussion of the field house. Mr. Wakeman thanked the Planning Board for listening to their presentation and reiterated the benefits of this project to the campus.

#### BOARD COMMENT

Mr. Plumer said that Court Street is state Route 108 and asked if the Applicant would need permission to modify the street. Mr. Clifford said it is in the urban compact zone which the Town would have jurisdiction to work on and stated he is working with the town. Mr. Plumer commented that students may find a shorter path to the entrance of the building than what is currently in the plan. Mr. Clifford said they will take that into consideration and there is also a berm proposed to prohibit foot traffic off the path. Mr. Plumer asked if lighting will illuminate up the building or down. John Skillern from Todd Williams Billie Tsien Architects discussed the lighting plans. There will be lamp post lighting but they did not want to draw more attention to the building with lighting.

Mr. Clement asked about the parking calculations. Mr. Wakeman said there is a loss of parking in some areas with a net gain of 70 parking spaces. Mr. Clement asked about parking along the banks of the river. Mr. Wakeman replied that it will be new turf enforced parking. Mr. Clement also commented on the loss of 22 town public parking spaces without compensation to the town. Mr. Wakeman said that it is in the best interest of safety and will be subject to town approval. Mr. Clement asked if court street will be too narrow for truck traffic. Mr. Wakeman said that it is not changing the pattern or restricting traffic.

Mr. Cameron asked about an overpass for students to cross Court Street. Mr. Wakeman that they have not gone into a design about it but there is a possibility for infrastructure improvements to make the cross walks safer. Mr. Wakeman said that getting students to use the crossing areas is also challenging. Mr. Plumer asked if there will be additional signaling. Mr. Wakeman said there will be a pilot project for Front Street which would be presented to the Board of Selectman.

Mr. Brown said he appreciates the broad approach to the project. Ms. Corson said that the applicant informed the applicant that it may take time to teach people how to use the new parking situation.

#### PUBLIC COMMENT:

Chris Dione of 86 Court Street Exeter, said that the traffic on Court Street and Pine Street is very busy.

He asked to take into account Christ Church as an exit. Construction vehicles were also a concern and people parking in the neighborhoods close by. He noted a speed change of 45 mph to 25 mph as a matter of safety and pedestrian traffic around homes. Homeowners would be affected down Chadwick Street and suggested using Marston Street. Mr. Dione also asked to consider the carbon footprint of sending cars down and around the parking area.

Sarah James of 70 Court Street commented that there will be traffic coming and going near her house where it is now quiet. She thought that there would be a disturbance to her neighborhood. She asked if Marston Street would be gated or open.

Jeremy James of 70 Court Street asked about the parking if new parking would be permitted according to use.

Mr. Wakeman said that they are developing an operations plan for the parking garage and it is still under development. Control of the parking garage is still to be decided.

*Mr. Plumer moved to close the public hearing, second by Mr. Clement. VOTE: Unanimous*

Mr. Cameron asked what the spaces on Court Street are used for. Mr. Plumer said that he thinks these spaces are used for events.

#### **Waiver Requests**

*Mr. Plumer moved to approve the waiver for section 12.1 performance maintenance guarantees, second by Ms. Woolhouse*

#### **Roll Call Vote:**

Langdon Plumer: Aye

Don Clement: Aye

Kelly Bergeron: Aye

Pete Cameron: Aye

Katherine Woolhouse: Aye

Aaron Brown: Aye

Kathy Corson: Aye

The motion was carried unanimously

#### **Site Plan Approval**

## Conditions of Approval

- ***The following requests of the Planning Board to be addressed:***
  - ***Compliance with Fire Prevention Office recommendations resulting from the review currently in progress, with a letter of satisfactory compliance to be submitted with the final plan set.***
- ***All final revisions to the plans or related documents required by Town Departments, Town Counsel and their consultants to be addressed;***
- ***All appropriate fees to be paid including but not limited to: sewer/water connection fees, inspection fees, and other agreed upon improvements;***
- ***A detailed circulation/traffic parking plan for the entire south campus development will be submitted to the Planning Board in conjunction with the application of Site plan review for the Athletics Field House – upon which construction is anticipated to be completed prior to the completion of construction of the Center for Theater and Dance – which is the subject of this approval. Detailed studies by a traffic engineer will be submitted in support of the proposed circulation/traffic parking plan; and***
- ***All conditions of this approval are to be met within one year and all site improvements to be completed by December 2018.***

Mr. Clement commented on tying the new field house to the Center for Theater and Dance in the approval before them.

Ms. Bergeron said that the board is saying the Applicant will provide a parking plan

Attorney Charlie Tucker said that this is a conditional approval not a final approval.

Mr. Wakeman said that the proposed condition was because of Marston Street, to allow for a parking study. Ms. Corson said that she would like to see the flow of traffic.

***Mr. Plumer motioned to conditional approve planning board case 21521 with the conditions as outlined, second by Mr. Cameron.***

### **Roll Call Vote:**

Langdon Plumer: Aye

Don Clement: Aye

Kelly Bergeron: Aye

Pete Cameron: Yay

Katherine Woolhouse: Aye

Aaron Brown: Aye

Kathy Corson: Yay

***The motion was passed unanimously***

Ms. Bergeron asked if the applicant had been in contact with the Heritage Commission. Mr. Wakeman said that they plan to contact them.

**APPROVAL OF MINUTES:**

Minutes from November 19 2015 were tabled to the next meeting.

Minutes of November 5, 2015

*Mr. Cameron moved to accept the minutes of November 5, 2015 with corrections, second by Ms. Woolhouse.*

**Roll Call Vote:**

Langdon Plumer: Aye

Don Clement: Aye

Kelly Bergeron: Aye

Pete Cameron: Aye

Katherine Woolhouse: Aye

Aaron Brown: Aye

Kathy Corson: Aye

**4. OTHER BUSINESS**

Next meeting January 14, 2016.

*Mr. Cameron motioned to adjourn, second by Mr. Plumer. VOTE: Unanimous*

The meeting was adjourned at 8: 50 pm.

Respectfully Submitted

Sarah McGraw

Sarah McGraw, Recording Secretary

***Karen Desrosiers***

*Writer \* Artist \* Teacher*

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Nov. 7, 2017

To Exeter Board of Selectmen and Russ Dean –

Attached, please find a timeline and documentation for the history of the Exeter Arts Committee, the use of the 2<sup>nd</sup> floor of the Town Hall as a gallery space, and the EAC's stewardship of the Town Hall Gallery and Backroom.

The Exeter Arts Committee (EAC) is a town/public body, managing and maintaining a town-owned/public space, for the greater good of the whole community, in accordance with municipal policy and procedure.

Please note that I spent about fifteen hours of my time voluntarily searching through the BOS meeting minutes from 1991-2002, contacting former selectmen and EAC members, and searching through emails and documents related to the EAC and its history to pull this information together. It was suggested to me that someone from the town offices should be doing this work, but I find it unacceptable to have any more town employee time or tax-payer money spent fighting these mean-spirited and unwarranted fires.

I hope you will agree that this documentation makes it clear there is a precedent and expectation that the Exeter Arts Committee (EAC), as a part of the municipality, has been charged with the stewardship of the 2nd floor gallery and work room spaces in the Town Hall. It is also my hope that we can put this issue to bed once and for all, so that the EAC, members of the community, and town officials can go back to doing what we should be doing for the betterment of our town, instead of wasting our time chasing someone's petty, vindictive, and false accusations.

Note also that according to the NH State Council on the Arts, the Exeter Arts Committee remains one of only a handful of municipally supported arts organizations in the state, with only 5-6 others. This is something Exeter should be proud of. I am, and have always been, proud to be a part of the EAC and believe passionately in its mission.

Respectfully submitted,  
Karen Desrosiers  
EAC Treasurer

## Exeter Arts Committee Timeline

The following timeline summarizes the documented history of the EAC and Town Hall Gallery. This information was compiled from BOS meeting minutes, Exeter Town Reports, former EAC members, including Bill Childs and Dean Scott, former Selectman Bobby Aldrich, and EAC historical records, including meeting minutes and emails.

- 1991 -- Town of Exeter Selectmen formed the Exeter Arts Committee (EAC) and tasked the committee with curating a display of art in the Town Office building three times per year.
- 1993 -- The EAC petitioned the Selectmen to expand the committee's role and update the mission statement. The discussion primarily focused around the committee curating the display of art work in the Town Offices, but the changes to the mission statement established the possibility of future expansion for other events and inclusion of other forms of art. The Selectmen unanimously voted to change the EAC mission to the mission that continues to guide the committee:

“The mission of the Town of Exeter Arts Committee (EAC) is to promote community centered art and to work with local artists to develop an environment that supports their work. This mission includes visual arts, music, dance, and poetry, among others.”

(See BOS meeting minutes for May 3, 1993)

Further discussion on the role and purview of the committee continued, with a letter of request from the EAC to the BOS, which expanded the role and authority of the EAC to curate art in all forms on any “town properties”. This request was approved and supported by the BOS. (See BOS meeting minutes for May 10, 1993, letter from EAC chairperson is attached to meeting minutes.)

During this timeframe, the EAC hosted special art show seasonally, with community receptions, making use of the Town Offices, the front lawn of the Town Offices, the Town Hall, and Town Hall steps/portico. The EAC shared use of the 2<sup>nd</sup> floor of the Town Hall with the Exeter Players and Exeter Area Arts Association (EAAA), primarily as a work/class space and storage. (The EAAA was a non-profit arts organization that worked closely with the EAC on art shows. Additionally, they provided theater and music events and classes.)

Town of Exeter received an award from the NH State Council for the Arts for sponsoring the only municipally supported arts committee in the state. (See BOS meeting minutes for Aug. 23, 2003, letter from NHSCA attached to meeting minutes.) This award was officially presented to the Town in a ceremony in Concord on Sept. 21, 2003.

1994 -- The EAC petitioned the BOS to increase the membership of the EAC from 5 to 7 appointed members to support the expanded work load, role, and services of the committee for the community. This was unanimously approved. (See BOS meeting minutes for Feb. 14, 1994.)

1996 -- Exeter Players disbanded and relinquished use of the 2<sup>nd</sup> floor of the Town Hall. The organization notified the Selectmen of their plans to vacate the space and requested assistance from Public Works to clean out the space, with the intention of vacating the space by Sept. 1996. (See BOS meeting minutes for Apr. 29, 1996.)

The Town Hall 2<sup>nd</sup> floor space was cleaned up with the assistance of Public Works.

1997 -- The EAC petitioned the BOS to expand the number of members from 7 to 10 appointed members, including the Selectmen's rep. This request included a discussion of the committee's role and responsibilities and the expanded service being provided by the committee. This was approved with a unanimous vote. (See BOS meeting minutes for May 19, 1997.)

In 1997, the EAC and EAAA worked closely together to provide arts events to the community. The EAAA and EAC presented an initial proposal to the BOS to use the 2<sup>nd</sup> floor of the Town Hall as a gallery space. (See BOS meeting minutes for Nov. 17, 1997.)

1998 -- The EAC and EAAA submitted a formal proposal to clean up and renovate the 2<sup>nd</sup> floor of the Town Hall to be used as an art gallery. (See BOS meeting minutes for Jan. 12, 1998.)

The BOS discussed and unanimously approved the use of the 2<sup>nd</sup> floor of the Town Hall as an art gallery. (See BOS meeting minutes for Feb. 2, 1998.)

During this timeframe, repairs and improvements were made to the Town Hall Gallery by the Town Facilities Department, including the walls painted, the floors replaced, and the bathroom installed.

Subsequently, there were requests for and approvals of the scheduling of art shows in the 2<sup>nd</sup> floor Town Hall Gallery almost every month through 1998.

The EAC and EAAA petitioned the BOS for approval to place sandwich boards on the sidewalk and steps in front of the Town Hall to help market the art shows and bring more community awareness to the new Town Hall Gallery space. They also requested that the town consider adding additional signage in support of the gallery. This was supported and approved. (See BOS meeting minutes for Apr. 27, 1998.)

- 2000 -- Use of the Town Hall Gallery, in cooperation with the EAC and EAAA, expanded to other organizations and committee members. This is the first year that the NH Society of Photographic Artists began using the Town Hall Gallery for their annual photographic arts show.

The EAC notified the BOS that the EAAA had dissolved. The EAC proposed to the BOS that the committee should continue using and managing the Town Hall 2<sup>nd</sup> floor as a community gallery. (See BOS meeting minutes for Dec. 18, 2000.)

The EAC has been managing the Gallery, in cooperation with and with permission from the Selectmen ever since.

- 2001 -- The EAC reported to the BOS an update on activities, including a full schedule of art shows in the gallery for the year, and on the status of the Town Hall Gallery. The EAC submitted a proposal for the installation of an elevator to improve accessibility to the gallery, to be funded primarily by the EAC, with support of the town. (See BOS meeting minutes for Apr. 30, 2000.)

The EAC launched a fundraiser to pay for the installation of an elevator, making the 2<sup>nd</sup> floor Town Hall Gallery more accessible. The was supported by the Town and a Town bank account was opened for the EAC to deposit funds raised.

The EAC presented a report on the update/status of the gallery/elevator fundraising efforts to the BOS. The Town, via the EAC, received a \$5000 grant from the Greater Piscataqua Charitable Foundation. The committee raised an additional \$6700 and requested a Warrant Article be issued for \$40,000 in support of the project. At this time, the EAC also reported that the Town Hall Gallery was fully booked for monthly art shows well into 2002 and that the committee had plans to use the back class/work room for artist demonstrations and classes. (See BOS meeting minutes for Nov. 19, 2001, letter from the EAC attached to the minutes.)

- 2002 -- Warrant Article (#17) submitted by Jane Bently on behalf of the EAC requested the citizens to approve \$40,000 to fund the Town Hall Gallery elevator.

The EAC petitioned the BOS to establish official staggered term limits on committee membership. Selectmen discussion included acknowledgement that this change would make the EAC more of a permanent town committee. This was approved and implemented. (See BOS meeting minutes for Mar. 18, 2002.)

The EAC delivered an update report to the BOS regarding the fundraising efforts for the Town Hall Gallery elevator. The committee raised over \$60,000 to have the elevator installed. The remaining \$40,000 was funded through a warrant article. (See BOS meeting minutes for Jul. 1, 2002.)



The EAC notified the BOS of their intent to update policies, procedures, and bylaws, and requested that the BOS review them. (See BOS meeting minutes for Aug. 12, 2002.)

Mr. Pace, during Selectmen committee updates stated “Arts Committee to discuss policies due to stewardship of the Town Hall.” (See BOS meeting minutes for Oct. 7, 2002.)

The EAC revised Bylaws regarding stewardship of and policies for use of the Town Hall Gallery and class/work back room space to the BOS. The following is an excerpt from the BOS meeting minutes for Nov. 4, 2002:

7. Review of Arts Committee Policies for use of gallery.

Dolores Robolledo and Barbara Cowen, co-chairs of the Arts Committee, reviewed the proposed policies with the Board, intended to cover the responsibilities of their expanded duties. The By-laws would be adjusted to also include use of the additional office space for a classroom and clarification of renting out the Gallery space. It was clarified that revenues go to the Town’s general fund, noting it would be minus any cost for instructors.

Chairman Pace noted the Board does not vote on By-laws, as they serve as explanatory for a Committee. Questions arose concerning the signing of agreements, collection of fees and how the

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use fits into the Town’s building use policy. The Arts Committee was granted permission several years ago to handle the Town Hall second floor space and applications are handled by their sub-committee. They also handle the scheduling, collection of fees and verification of insurance by renters.

Mr. Eastman asked about ‘objectionable art’ and it was clarified that it is handled on a case-by-case basis. When the Committee was first established, the Board granted the Committee the ability to handle this issue.

*Mr. Ingram moved to approve the proposed Instructional Programs/Workshops policy as presented; second by Mr. Campbell. VOTE: Unanimous. (attached).*

At this time, the EAC also proposed expanding services and offering classes in the back room. (Letter attached to the BOS meeting minutes from Nov 4, 2002.)

The EAC stewardship of the 2<sup>nd</sup> floor Town Hall Gallery is also documented and acknowledged in the 2002 Town Report, shown below:

#### *ARTS COMMITTEE*

Created in 1992, the Town of Exeter Arts Committee remains one of the few New Hampshire town-appointed subcommittees devoted solely to the promotion of the arts. The award winning Exeter Committee has come a long way since its creation, which was primarily the purpose of coordinating exhibits to adorn the walls of the Town Offices. Exhibits at the Town Offices still rotate three times a year, with a public reception during Winterfest.

Several years ago, the second floor gallery of the Town Hall was added to the Committee's area of responsibility. Aside from booking artists for monthly shows at the gallery, a holiday exhibit was put on in December by the Committee. The success of this exhibit was overwhelming and the Committee plans to make this an annual event.

Seeing the potential to expand its role in promoting local arts, the Committee launched a fund raiser last year which, with the help of Exeter taxpayers approving a warrant article for \$40,000, raised \$100,000 to install an elevator in the Town Hall. The elevator will make the Town Hall's second floor more accessible to the public.

All area artists are invited to display at the Town Offices, rent the exhibit space at the Town Hall and participate in the holiday exhibit.

Respectfully submitted,

Barbara Cowan (Co-Chair)  
Jane Bentley

Dolores Rebolledo (Co-Chair)  
Bill Childs

Peter Barlow  
Jane Leonard

2003 -- The new elevator in the Town Hall was dedicated. Continued documentation of the acknowledgement and support of the EAC's stewardship of the space is documented in the 2003 Town Report where it is stated: "the Art Committee resumed regularly scheduled month long weekend exhibits in the second floor gallery..." and where the space is referred to as the "Town Hall Gallery".

The following image is from the 2003 Town Report:

## *EXETER ARTS COMMITTEE*

The Exeter Arts Committee has continued carrying out its charge of mounting rotating art displays in the public spaces of the Exeter Town Offices. These year-round exhibits are changed three times a year in June, October and February. We regularly display the work of twenty to twenty-five Exeter area artists during each exhibit. An open invitation in our pre-exhibit newsletter attracts both new and repeat exhibitors.

With the completion of renovations and the installation of the new elevator in the Exeter Town Hall, the Art Committee resumed regularly scheduled month long weekend exhibits in the second floor gallery this past December, with a special display concurrent with the Holiday Open House and Festival of Trees in downtown Exeter. Subsequent exhibits will include both large group and individual displays of painting, sculpture, photography, crafts and other arts events in the second floor Town Hall Gallery.

On December 6<sup>th</sup>, 2003, the newly installed elevator was dedicated to Jane Bentley of Exeter for her fundraising leadership and to the late Bette Childs in recognition of her years of service to the Exeter Art Committee. The Committee extends its thanks to the voters of Exeter for the additional funding that made the elevator installation possible.

- 2007 -- EAC reviewed and updated the committee Bylaws. The Selectmen, via the committee's selectmen's rep, were involved in all updates and in the approval and implementation of the Bylaws. The Bylaws detail explicitly how the EAC manages the 2<sup>nd</sup> floor of the Town Hall and establishes the committee's stewardship of the space.
- 2009 -- EAC addressed/reviewed policies and procedures for working with other organizations to use the 2<sup>nd</sup> floor. EAC worked with Facilities and the Town Manager's office to update policies and adopted/adapted the updated town facility usage form for all applications. Through this, management of gallery remained, at least implicitly, with the EAC.
- 2010 -- Questions/concerns arose regarding building security. The EAC worked with Facilities and the Town Manager's office to take an inventory of keys, document who has a key, and update procedures regarding managing building keys. Ultimately, the EAC adopted use of the town "key sign out" form. Through this, management of the gallery remained with the EAC.

The EAC worked with a lighting designer and the Town facilities and electricians to upgrade the gallery lighting for better display of art work. This project was completely funded by the EAC through donations and money raised.

- 2012 -- EAC Bylaws were again reviewed and updated with the assistance and approval of a Selectman.

The EAC commissioned new display panels for the gallery, which were completely funded by the EAC. The upgraded display system allows for maximum flexibility of

the gallery space so that displays can be arranged according to needs and the panels can be removed to fully open up the space. The new system also provides 50% more space for hanging work.

- 2015 -- The EAC expanded the services provided to the community with the sponsorship of music on the bandstand during the summer, as well as an event with the Pontine Theater group.
  
- 2017 -- The EAC began working with Town facilities and electricians to plan further upgrades to the Town Hall Gallery lighting. The plan is to replace the current bulbs with LED bulbs and then expand the track lighting. This will provide brighter lighting, eliminate the need for floor lamps, and significantly lower the electricity usage in the gallery. The EAC began a fundraising campaign to accomplish this project.

EAC Bylaws were again reviewed and updated with the assistance and approval of a Selectman.

## Precedents/Assertions:

The Exeter Arts Committee (EAC) is a town/public body, managing and maintaining a town-owned/public space, for the greater good of the whole community, in accordance with municipal policy and procedure.

Clearly there is a precedent set for the expectation that the Exeter Arts Committee manages the 2<sup>nd</sup> floor gallery and back room spaces, in accordance with town policy and procedure.

The Selectmen have provided substantial implicit support of the EAC as stewards of the 2<sup>nd</sup> floor of the Town Hall, gallery and back room.

The EAC is a town entity, a part of the municipality, not a private organization.

The EAC Bylaws were written and updated with input from and support of Selectmen and detail the policies and procedures documenting the EAC stewardship of the Town Hall Gallery and Backroom spaces.

The EAC manages and maintains the space and ensures that it is available to the whole community in an equitable way. The EAC does not have exclusive use of the space. The EAC hosts shows during 6 months a year and makes the space available to other organizations 6 months. Each show the EAC hosts is done either as a specific community service (Youth Art Month and Rockingham County Department of Corrections) or is done in a way that is open and available to the entire arts community. Shows are not done for the benefit of the EAC or its members.

The EAC has stewardship over the Town Hall 2<sup>nd</sup> floor gallery and work room, the Conservation Commission has stewardship over wetlands and walking trails, and Park & Rec has stewardship over sports fields/recreation land. These are all unique situations that other committee/commission/department don't have. But the uniqueness of the circumstances does not invalidate them. Just because no other committee/commission has stewardship over wetlands and walking trails, does not mean the Conservation Commission can't or shouldn't. They are the most appropriate and effective group to provide that service for the town/community. And the EAC is the most appropriate and effective group to maintain stewardship of the town's art gallery spaces.

**Town of Exeter  
Arts Committee**

**BYLAWS, POLICIES, and PROCEDURES**

## Town of Exeter Arts Committee Bylaws

### Mission

The mission of the Town of Exeter Arts Committee (EAC) is to promote community centered art and to work with local artists to develop an environment that supports their work. This mission includes visual arts, music, dance, and poetry, among others. \*\*<sup>1</sup>

### Purpose and Membership

The Exeter Arts Committee is established to encourage, support, and promote the arts in Exeter and surrounding towns. EAC members are appointed by the Board of Selectmen, and are composed of nine citizen members (with no more than three members who are not Exeter residents and are non-voting members), including one representative of the Board of Selectmen. With the exception of the Selectmen's representative, EAC members shall serve three year staggered terms. \*\*

EAC membership will not comprise more than two members from the same organization, affiliation, or family, to prevent conflict of interests and undue influence over the priorities and actions of the committee.

In the case of collaborations with other organizations and non-profits, priority will be given to groups that also support and promote original works from artists.

The EAC will meet every month, to be agreed upon by a majority vote, subject to change to meet the needs of the committee, and as needed to plan events. The EAC meets on the 3rd Wednesday of each month. The EAC will sponsor a number of shows each year, and may sponsor other events, as well as classes and workshops. At the beginning of each year, the EAC will plan a schedule of shows for the year.

EAC members will take roles as officers, and each member is responsible for acting as chair and/or co-chair of an EAC sponsored show/event during the year or other equivalent level of participation. Additionally, each member agrees to participate in a minimum of two show hangings, plus the hanging of the holiday show, and at least two opening events, per calendar year, in addition to a fair share of gallery sitting for each show and other committee responsibilities.

The primary purpose and priority of the Town Hall Gallery space is for use as a visual arts gallery.

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<sup>1</sup> \*\* Refers to items that are specifically to show compliance with town and state laws and regulations.

## **Areas of Responsibility**

### **Town Offices Exhibit Space**

Local artist works will be exhibited in spaces designated by the Town Manger, in the Town Offices building, with the exhibit changing three times per year. The hanging of work will be managed as a lottery system run by EAC members. The EAC reserves the right to reject exhibiting artwork based on community standards, as determined by the EAC. Artists participating in these exhibits do so at their own risk. Lottery hangings are held on the 2<sup>nd</sup> Saturdays of January, May, and September. The lottery starts promptly at 10am and should run no more than an hour. Access to the building must be arranged by an EAC member with the Town Manager's office prior to the hanging.

### **The Town Hall Gallery and Backroom**

The Town Hall Gallery is available to community artists, through shows sponsored by the EAC, as well as other organizations. The adjacent backroom is also available for classes, meetings, and workshops. Organizations or artists interested in using the gallery or backroom must reserve the space through an application process, sign the Usage Agreement, and provide proof of adequate insurance. The gallery and backroom are available on a first-come-first-serve basis, for any not-for-profit organization or purpose.

Management of the gallery and backroom spaces is done according to all Town of Exeter policies and procedures and in close collaboration with the Town Manager's office. \*\*

## **Operating Policies and Procedures**

### **Meetings and Communications**

- It is the responsibility of the Board Chair and Vice-chair to set the agenda for meetings. The Board Chair will send the proposed agenda to the entire committee for input and suggestions for changes and additions at least one week before the meeting. The final agenda will be sent to the committee, as well as Town Manager's office, at least 24 hours before the meeting. The Board Chair and Vice-Chair reserve the right to make additional changes to the agenda as needed \*\*.
- All EAC business will be handled within the parameters of a committee meeting. Additional meetings may be called as needed, with the requisite minimum public notice of 24 hours EAC business may not be done via email \*\*.



- Special (or emergency) meetings may be requested by any member of the committee, as long as the meeting is scheduled in accordance with all procedures and given a minimum of 24 hours public notice \*\*.
- Email communications may be used for logistical purposes, such as scheduling meetings, setting agendas, organizing receptions, etc. and quick notification of important information. Email communications may NOT be used as a means to handle regular committee business and committee votes may NOT occur via email (per NH RSA 91-A and town policy) \*\*.

### **Use of Main Gallery and/or Backroom**

- Any group desiring to use the Town Hall Gallery or Backroom must:
  - complete the Gallery Usage Application, to be submitted to the EAC for approval
  - provide an insurance binder with proof of \$1,000,000 liability coverage, noting the Town of Exeter as an interested party.
- Any group using the gallery or backroom will be requested to donate \$35 toward the cost of cleaning, maintenance, and/or cleaning supplies. This is a donation and groups/artists will not be denied use based on the donation.
- No gallery space, including the main gallery and backroom, may be used by any group or individual, on an *exclusive* basis for a period greater than 2 months. \*\*
- Groups using the gallery do not have the authority to allow a 3<sup>rd</sup> party, group or individual, to use the space without permission from the EAC.
- The EAC will manage and schedule use of the gallery and backroom space in accordance with all Town of Exeter policies and standards, as set by the Selectmen.
- The EAC reserves the right to deny any application, even for groups who have previously used the space, particularly if prior use has resulted in issues or problems or if the event does not meet the priorities and standards of the committee and town.
- Organizations using the Town Hall Gallery and sponsoring a non-EAC show assume full liability for that show.

### **Art Shows and Receptions**

- For the purposes of show responsibility, “sponsored” is defined as shows that the EAC assumes responsibility for, either full or shared, including financial responsibility. This does not include events that the EAC may “support” through

allowed/approved use of the gallery space, cross marketing, or community good will.

- All shows sponsored by the EAC must adhere to the mission, guidelines, and policies of the EAC.
- Shows and events sponsored by the EAC cannot raise funds with the purpose of donation to non-profit organizations. \*\*
- Any funds raised through donations of artists and patrons, through EAC events, must be used to support further arts events for the benefit of the Exeter community and to maintain the gallery.
- Every show sponsored by the EAC must have an EAC member as chair person or co-chair.
- All shows sponsored by the EAC are inclusive of all artists, without discrimination. Most shows are un-juried. However, restrictions may be placed on size, quantity, theme, and genre, as well as the number of participants on a first-come-first-serve basis. EAC sponsored shows may not be by-invitation-only.
- The EAC reserves the right to hold an officially juried show, which would be open to all artists through a jury processes designated and officiated by the EAC.
- A flat budget is set for *entertainment* purposes (music, dancing, etc) at EAC sponsored art shows: \$100 per person for adult performers and \$50 per person for student performers, with a cap of \$300 maximum per show. This may be overridden on a per show basis with a majority vote of the committee.
- The overall budget for each show must be presented to and approved by the EAC, in advance.
- Artists participating in any EAC sponsored show do so at their own risk and assume full liability for damage, theft, or any form of loss.
- Artists retain 100% of all sales of artwork during EAC sponsored shows, and the EAC does not profit from any sales of artists' work. \*\*
- The EAC is the ultimate curator for all exhibits held in the Town Hall Gallery, and reserves the right to reject work based on community standards.
- An EAC liaison will be appointed to work with all organizations using the Town Hall Gallery.
- Assignment and usage of the space for a particular show or event applies only to the duration of that event, as agreed to by the EAC.
- For the purposes of gallery usage during a show, a reception is considered to be an opening time during the agreed upon dates of the show and cannot be organized before the show begins or after the show ends.
- Organizations and artists other than the EAC who have been approved to use the gallery must go through the process of applying for permit to serve alcohol if they

wish to have wine or beer at a reception or during a show. Groups and artists should be advised to contact the town manager's office.

- All events that are planned on behalf of the EAC, whether in the gallery space or not, must be discussed in a meeting and voted on by the committee.
- The concept, theme, and/or title of any show or event discussed in and approved by the committee as an EAC sponsored show or event belongs to the EAC, not the individual member or any other group or organization, unless the event/show proposed is specifically a collaboration.

### **Financial/Fiscal**

- All expenditures must be submitted through the EAC treasurer to be properly accounted for, both within the EAC and by the town, to ensure prompt and correct payment. \*\* Requests for payment or reimbursement cannot be sent directly to the town finance department by any other member or non-member of the EAC.
- All expenditures of EAC funds must be approved by the full committee.
- As a town committee, the EAC cannot perform fundraising activities for the purpose of donation to non-profit agencies as this is "not a public purpose". \*\*

### **Keys**

- Only EAC members will have on-going possession of keys to the building and 2<sup>nd</sup> floor spaces.
- The SOS open studio group may maintain one copy of the key, on behalf of the EAC, and are responsible for ensuring that only the appropriate and responsible members of SOS will hold the key for the days they are responsible for opening the building.
- All persons receiving a copy of the key, whether long-term or temporary, must complete a "key sign-out form". \*\*
- Organizations other than the EAC using the gallery and/or backroom space may have a single key that they will be responsible for sharing with those who will be opening and closing the gallery.
- No duplicate copies of the key may be made, unless by EAC members, after discussion at a meeting. \*\*

### **Other**

- The EAC will not actively promote shows, events, or classes for individual artists or other organizations by use of the EAC email subscribers list. (The email subscriber list is a distribution list, which is maintained in the EAC email account, of email addresses for patrons and artists who have expressly requested to receive information about the EAC and EAC sponsored events.)
- The EAC will strive to review and update the Bylaws on an annual basis, at the beginning of each year.
- All members are expected to read and understand the Bylaws upon appointment to the committee and to actively participate in the review and updating of the Bylaws.
- All officers and member roles are voted in by a majority vote of the committee.
- If a nominee for any officer position or role fails to win a majority vote, the current active officer member will remain in that position.

### **Seacoast Open Studio**

- The Seacoast Open Studio (SOS, formerly Painting Club) is a service provided and supported by the EAC. This service has been provided since at least 2006.
- An EAC member will be the liaison between EAC and SOS. All requests and issues for the SOS should go through the liaison.
- The SOS must adhere to all the policies and procedures of the EAC.
- SOS is open to everyone to attend, without discrimination.
- Attendees will make a nominal donation on the days they attend to help support the maintenance of the gallery and EAC, as well as cover the expense of an annual SOS show.
- The EAC will sponsor an annual show on behalf of the SOS artists.
- The SOS art show will be open to any artists who desire to participate, though the show does not necessarily have to be openly advertised with a “call to artists”.

### **EAC Member Officers**

**Chair:** Sets the agenda for and directs the monthly meetings, run according to Robert’s Rules. Ensures that the meeting notice and agenda are filed with the Town Manger at least twenty-four hours before the meeting. \*\* Is the liaison between the Town Manager and the EAC. Is the liaison with all groups and individuals wishing to use the Gallery. Writes and submits the Annual Report.

**Vice-Chair:** The Vice-Chair fills in and assumes responsibility of the Chair when necessary and assists in development of the meeting agendas. Functions as “public relations coordinator”, responsible for maintaining electronic contacts lists, sending regular electronic communications, reading and responding to EAC email. Also responsible for coordinating use of the backroom, which includes: accepting and processing all request applications for use of the backroom, coordinating the schedule, ensuring the proper insurance information is filed, and acting as liaison with artists and groups wanting to use the space.

**Treasurer:** Works directly with the Finance Department, maintains an accounting of all funds in and out, processes requests for invoice payments, processes deposits of any checks written to the EAC, communicates financial business to the EAC, and produces an Annual Financial Report. In the absence of a Vice-Chair, the Treasurer will fill the Vice-Chair role.

**Scribe:** Records the minutes of each EAC meeting, and provides the EAC, Town Selectmen, and Selectmen Representative with the meeting minutes. Files the minutes of all meetings with the Town Clerk and Town Manager in a timely manner. (A draft of the minutes should be filed within 5 days and the final version of the minutes is due after voted on by the committee.) \*\* Maintains a history of EAC activities. Organizes all files and paperwork for the committee..

**Member:** All EAC members are responsible for attending meetings and assisting with shows and events. Each member is expected to adhere to the following:

- must assume responsibility as the chair or co-chair of an EAC sponsored show, or act as liaison to Seacoast Open Studio;
- should assist with the hanging of at least 2 shows, as well as the holiday show, and attend/support at least 2 openings, per calendar year;
- do a fair share of gallery sitting for each EAC sponsored show and will not fulfill their share of gallery sitting with non-EAC members without notification of and approval by the show chair;
- make no unilateral decisions on behalf of the EAC and will bring all events proposed as EAC events and issues related to the EAC to the attention of the whole committee in advance to be discussed and voted on;
- bring all documents that will be publicly released on behalf of the EAC to the EAC chair and all publicity for a show to the show chair for approval;
- adhere to the town policies and procedures and bring all town requested approval forms that are needed for EAC events to be voted on by the EAC prior to submitting to the town;
- always make it clear, if a member is affiliated with more than one group, when they are representing EAC versus another group and must be cognizant of any potential for perceived conflict of interest;

- abstain from voting on any decision if there is a conflict of interest and if voting may benefit a family member.
- A member who fails to attend 60% of meetings in a calendar year, may be removed from the committee, in accordance with select-board policies.

**Role of Web-Master:** Responsible for maintaining the EAC website, updating the calendar of events, posting gallery images and calls to artists, and managing web content. Also responsible for coordinating with treasurer and managing/ensuring payment of annual web hosting and domain name registration fees.

### **EAC Show Chair**

Each show sponsored by the EAC must have an EAC member designated as chair or co-chair for the show. This person is responsible for organizing, arranging, and coordinating the following show tasks:

- If it hasn't already been, schedule the big sign space with the Town Manager's office
- Marketing and Call to Artists
- Show hanging
- Arrangements for the reception
- Removal of all reception foods and garbage by Sunday afternoon of the reception weekend (garbage can be brought to the barrel in the 1<sup>st</sup> floor front lobby so that town maintenance will remove it at the beginning of the week) and general cleanup.
- Gallery sitting schedule
- Management of show finances and coordination with the treasurer
- Show take down, and return of art and sales to artist

It is not expected that the chair/co-chairs will be solely responsible for doing everything related to the show, but are responsible for coordinating and delegating. Being chair/co-chair does not permit the member to make other unilateral decisions outside of the committee or waive any other policies and procedures defined in these Bylaws. Being chair/co-chair of one show also does not excuse members from participating in and assisting with other shows and events sponsored by the EAC.

### **Regular EAC Tasks/Work Load**

All of these tasks must get done and are getting done by someone. This list is not intended as an expectation that everyone should be doing all of them. The EAC is cognizant that we are all volunteers and that no one would be expected to attend each and every event we sponsor.

#### **Chair/Vice-Chair/Co-Chair**

- Prepare agenda and facilitate meetings
- Provide agenda and public announcements of all meetings to town manager
- Primary contact for town management
- Primary contact for community requests for shows and use of 2<sup>nd</sup> floor
- Primary contact for any issues and questions related to space and committee
- Prepare annual report for town
- Ensure compliance with procedures and paperwork required by town
- Maintain records of and control over keys to building
- Maintain bylaws/policies/procedures as needed
- Liaison with town and community regarding committee, shows, and gallery space
- Requires availability and work for the committee for several hours every week

#### **Treasurer**

- Accounting/book keeping for all budget/funds for the committee
- Collect and account for donations from SOS and other groups using the space
- Collect and account for all donations during shows
- Arrange cash for sales, musicians, receptions, etc as needed, including cashing out checks written to EAC for art purchases
- Process requisitions for payments on behalf of the EAC
- Coordinate with town financial officers regarding budget and payments
- Prepare annual accounting report
- Ensure compliance with procedures and paperwork required by town
- Photocopy all checks received, deposit, and provide paperwork and explanation to town treasurer
- Fill role of acting co-chair if there is no co-chair
- Requires availability and work for the committee for several hours almost every week, including paperwork and accounting for every show. December is the busiest, most critical month for the treasurer to be available.

#### **Secretary**

- Take minutes at all meetings
- Type minutes and provide draft to town manager within 5 days after meeting
- Present minutes to committee for vote

- Make any corrections to minutes and provide final copy to town manager and clerk
- File paperwork for the committee
- Occasional handle formal communications, such as thank you notes
- Maintain record/scrapbook of committee activities and history

#### Back Room Coordinator

- Gather and verify paperwork for all requests to use the back room
- Maintain schedule of requests to use back room
- Present requests to Chair and/or committee for approval/voting
- Communicate and coordinate with artists/groups using space

#### Town Offices – Lottery Hanging

- Facilitate lottery hanging 3 times per year (coordinated with town) – includes tracking art hung, preparing paperwork, notifying town manager, getting key, working with town on available spaces, etc.
- Communicate with artists on any problems/changes with art in town offices building
- Work with town manager on any needs to move/change art, such as during building maintenance (usually once or twice a year)

#### Communications/Public Relations

- Regularly check email account and respond to emails as needed
- Send regular emails about events and calls to artists
- Post regularly in social media
- Maintain electronic distribution list(s)

#### Website

- Maintain website for events, updated information, photos, etc
- Manage registration/fee for website, hosting, domain name

#### For Shows/Events

- Attempt to schedule use of the big sign space
- Marketing and call to artists
- Schedule music
- Organize reception(s)
- Coordinate volunteers for hanging and gallery sitting or managing event
- Management of event finances and coordination with treasurer
- Removal of food and basic gallery cleanup after receptions
- Show take down and returning art to artists
- Applications for use of space other than gallery as needed

#### Other

- Chair/co-chair for each show (minimum of 5 shows)
- Provide show summary to chairperson for annual report in Jan (as requested)



- Liaison for non-EAC shows (usually 3) and Seacoast Open Studio
- Assist with hangings for shows
- Gallery sit for all shows
- Attend openings for shows
- Attend and support 1<sup>st</sup> Friday and other EAC events throughout the year
- Attend meetings monthly and as they are scheduled
- Additional marketing, signs, banners, etc.
- Arranging to have space cleaned as needed
- Gallery improvements as needed
- Obtaining supplies, hardware, materials, etc, as needed
- Maintain/update forms and documents