

Exeter Board of Selectmen Meeting
Monday, January 29th, 2018, 6:30 p.m.
Nowak Room, Town Office Building
10 Front Street, Exeter NH

1. Call Meeting to Order
2. Diane Greenhalgh – 165 Kingston Road
3. Board Interviews – Arts Committee, Memorial Day Parade Committee
4. Public Comment
5. Minutes & Proclamations
 - a. Proclamations/Recognitions
6. Approval of Minutes
 - a. January 8th, 2018
 - b. January 16th, 2018
7. Appointments – Planning Board
8. Discussion/Action Items
 - a. Lincoln Street Improvements Project Presentation - DPW
 - b. EXTV Use Proposal – Town Hall “Band Room”
 - c. RSA 79-E – Vino A Vino – 129 Water Street
 - d. Epping Road TIF Agreement
 - e. Public Hearing: 2018 Grant Acceptances
9. Regular Business
 - a. Tax, Water/Sewer Abatements & Exemptions
 - b. Permits & Approvals
 - c. Town Manager’s Report
 - d. Selectboard Committee Reports
 - e. Correspondence
10. Review Board Calendar
11. Non-Public Session
12. Adjournment

Don Clement, Chairman
Exeter Selectboard

Posted: 1/26/18 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

6:45 1/29/18



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

Statement of Interest
Boards and Committee Membership

Committee Selection: Exeter Arts Committee

New Re-Appointment Regular Alternate

Name: Kelly Nagle Email: knagle63@gmail.com

Address: 3 Gill St. Phone: (603) 706-0647
Exeter, NH 03833

Registered Voter: Yes No

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

see attached

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

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

After submitting this application for appointment to the Town Manager:

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

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

Signature: Kelly Nagle Date: 1/4/18

I moved to Exeter in July 2017 and am thoroughly enjoying all that Exeter has to offer. I am interested in becoming a member of the Arts Committee as a way to support the Arts in this beautiful community.

Six years ago I became a member of the Main Line Arts Center, outside of Philadelphia, taking classes in charcoal, watercolors, oil and mixed media. I went in not knowing whether I could draw anything more than a stick figure and came out with a whole new awareness and appreciation for what is within me and others.

Besides drawing and painting, I have an interest in writing and I love photography. I took part in a Docent Art Program years ago at my child's elementary school. I have renovated and decorated multiple houses over the years. I have been an assistant to my sister on buying trips in NYC and Atlanta Markets for the past 14 years. For the past two years, I had my own home staging business.

As I start a new chapter in my life, I am looking for new ways to express my creative energy. I would love to see the Arts in Exeter continue to flourish and I would like to do my part to support that vision.

6:50
1/22/18



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

Statement of Interest
Boards and Committee Membership

Committee Selection: Memorial Day Parade Committee

New Re-Appointment Regular Alternate

Name: Susan Drinker Email: susandrinker@gmail.com

Address: 26 Franklin Street Phone: 686-3728

Registered Voter: Yes No

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

- teacher at Exeter Elementary (MSS #155) ¹⁹⁸⁷⁻ ₂₀₁₄
- volunteer at Main Street School 2016 - present
- board member ^{Greater} Squamscott Womenade - 10 years
- board member Festival of Trees - 16 years
- board member - Children's Chamber Fund

I'm happy to join the current committee to add any support and assistance I can

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

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

Signature: Susan B Drinker Date: 1-8-18

Board of Selectmen

January 8th, 2018

Draft Minutes

1. Call Meeting to Order

Present at tonight's meeting are Dan Chartrand, Anne Surman, Don Clement, Kathy Corson, Julie Gilman, town manager Russ Dean, and finance director Doreen Chester. Chairman Clement called the meeting to order at about 7:05pm.

2. Board Interviews – Planning Board

The board went downstairs to interview David McGilvray a potential member for the planning board at 6:50pm. They reconvened at 7:05pm.

3. Public Comment

Beth Dupell, a member of the holiday lights committee, explained that the town had not removed their holiday light decorations from the downtown area because of the extremely cold weather. They also wanted to leave the lights on to make downtown look more festive for the Small Business Revolution meeting. She emphasized the importance of the town's support to the Small Business Revolution selection process, and said that citizens should show their community spirit. The Small Business Revolution will have a meeting on January 25th from 7-9pm at the Town Hall.

Selectwoman Surman updated everybody on Swasey Parkway. The road is officially closed to all vehicles. They dug test pits and found not contamination as of yet. They are starting to seam the pipe together. Some trees will be removed soon.

4. Minutes & Proclamations

There were no proclamations at tonight's meeting.

5. Approval of Minutes

a. December 18th, 2017

Chairman Clement had one change, where on page 7 he suggested clarifying that Chief Shupe was the one who said that a signboard would be more useful.

MOTION: Selectman Chartrand moved to approve the 12/18/17 minutes as amended. Selectwoman Surman seconded the motion, and it passed 4-0-1 with Selectwoman Gilman abstaining.

b. December 28th, 2017

MOTION: Selectman Chartrand moved to approve the 12/28/17 minutes as submitted by Russ Dean. Selectwoman Surman seconded the motion, and it passed unanimously.

6. Appointments

There were no appointments at tonight's meeting.

7. Action Items

a. Epping Road TIF District Proposed Amendment

Mr. Dean briefly introduced the topic, and said that the proposal includes infrastructure work within the TIF, which includes some water and sewer improvements and also part of the TIF road, which is also known as Willey Creek Road. There are also some signalization improvements, which may include a potential warrant article of an additional 1.1 million dollars. The first topic is the proposed TIF amendment.

Darren Winham, the town's economic development director, said that they are looking to take the TIF finance district and improve it with several projects. One is a 116,000-square foot light industry distribution facility, for which the planning board has deemed their application complete. There was a traffic study that showed that if that facility was built, there would need to be a traffic light at the intersection of Epping Road and Continental Drive. Also, Mike Lampert was approved for a 30,000-square foot warehouse and office building, the planning board put in a conditional approval for an exaction of \$6,000 which would be voided if the additional TIF funds were approved.

The corner of Continental Drive and Epping Road has reached a critical situation if they are to continue developing properties on Continental Drive. New projects may be financially unfeasible if the situation is not addressed. Using TIF funds would be more palatable for taxpayers and would be timelier. The TIF advisory board would like to amend the TIF as follows. First, they would like to subtract the Epping Road utility extensions north of the King parcel. They would also like to increase the TIF funds by 1.1 million dollars for intersection improvements. Finally, they would like to increase this amount without increasing the length of the term. This amount is meant to serve as a buffer. He showed the board the diagram where these improvements would take place, and introduced Tom Monahan, the owner of 90 acres on Continental Drive, and Terry Anderton, the owner of WAGZ.

Selectwoman Corson asked if they will be responsible for a future intersection, or if the development will be responsible. Mr. Winham said it would be the responsibility of whoever bought the property and that it was not part of the TIF. Selectwoman Corson also asked about the 25% contingency on the TIF. Mr. Winham said that if there was a windfall from the 25%, they may not have to use the 1.1 million dollars in extra funds. The goal is to use as little as the money as possible. Mr. Dean also pointed out that the 1.1 million will be paid back as TIF funds and would not be paid off directly with general tax dollars. Chairman Clement asked who generated the numbers for the 1.1 million estimate. Mr. Winham said that they have come through an engineering firm, specifically VHB engineering.

Mr. Monahan, who owns land off of Continental Drive, and also developed Gourmet Gift Baskets, explained why the TIF amendment would be beneficial. He said that the traffic study showed that the Epping Road and Continental Drive intersection will not suffice when the new building is built. He said that he has lost some ability to bring in new tenants due to traffic issues, especially at peak hours between 4-6pm. He said that there is an urgency to the issue, because some tenants want to be in the building by the end of 2018. He is negotiating with a worldwide, major tenant which would bring in a lot of employment opportunity of about 200 possible jobs.

Selectman Chartrand expressed his support for the amendment. Selectwoman Corson asked what types of jobs would be available. Mr. Monahan said that many of them are manufacturing and warehouse jobs, but that there are also office spaces including management positions. There will be a

diverse mix. Chairmen Clement mentioned that the board has a sample draft warrant, and that Mr. Dean drafted a potential warrant article for the bond.

Selectwoman Corson asked if they would need another light near Route 101, and if any other infrastructure was needed. Mr. Winham said that the recommendation would be to increase the fund by 1.1 million, and then be done with the TIF. He said that the specific area by Route 101 would be up to the state.

b. Epping Road TIF Developer Agreement

Selectwoman Corson recused herself from the discussion of this topic, because her company is going to be involved although she herself would not be.

Mr. Winham introduced John Schaffmaster, who is seeking to develop the property with an active adult community. He asked that the town considers reimbursing the infrastructure cost using TIF funds for the cost of the access road. They would be putting in water/sewer, electric, and a pump station. He showed on the diagram exactly where these improvements would go. Mr. Monahan has been working with the economic development department to attract tenants to the King parcel. Currently there are three users negotiating to occupy the site, where at least two buildings would be built.

Mr. Schaffmaster is eager to get the project underway because he believes it is time-sensitive. Also, construction costs would be cheaper the sooner they begin, largely due to the discount provided to winter labor. Mr. Monahan shares similar concerns of time-sensitivity. Mr. Schaffmaster could do the work for engineering the TIF road infrastructure for 2.33 million dollars. He also can construct the water-sewer extension to Cronin road from the TIF road for 1.005 million dollars. The authorized bonding amount for the TIF is 6.845 million. Contracting with Mr. Schaffmaster would leave a TIF balance of 3.51 million dollars. The estimated building values for the active adult community will be about \$10 million. For the King parcel buildings would be about \$4.33 million each.

Selectman Chartrand asked if the proposed amendment to the TIF needed to be approved by the voters. Mr. Winham said it did, and the development agreement needs to be approved by the TIF advisory board and the board of selectmen. The TIF advisory board has unanimously voted yes to the agreement. The issue now is mostly timing. The other way to do these improvements are to do the engineering next year and to install on town funding. The developers need to build now. Selectwoman Surman asked if a contract would be the next step. Mr. Winham said that it would need to be set up, and they are speaking to the town's attorney for that. They are looking for an approval to go forward tonight.

Mr. Dean said that if they were to move forward to obtain a bond, the town would not be borrowing money until spring 2018. They would start working on it now to get ready. Chairman Clement clarified that they would be hiring Mr. Schaffmaster to do the work instead of going through the normally lengthy process of going out to bid. They would deal with Mr. Schaffmaster directly.

Mr. Schaffmaster spoke about his project, the active adult community. He said that his problem was that he needs to get water/sewer up to the TIF road from Continental Drive. He showed on the diagram where he would be installing these functions. All of the approvals he needed are in place except for one condition of approval. The estimates for the TIF were done about three years ago, and prices

have gone up since then. The original site bids would not have allowed him to do the project. He went to other site work companies with the proposal of doing winter work. One of the costs of engineering included the entire engineering of the TIF road and the pump station, which would be included in the first half of the project. He mentioned a bottleneck effect with engineering firms, where there is a long wait for engineering projects. The town and state do not allow work on state roads until March 15th or April 15th, depending on frost. They could do the TIF road and the site work on the adult community, then do the work on Continental Drive and Cronin Road. They will also be working at night. The bids are fully bonded.

Selectman Chartrand expressed his support of this project. Mr. Shafmaster also mentioned that there would be a project plan done with DPW, and it will be approved by the town. Selectwoman Surman asked if there would be a project plan or any kind of contract. Chairman Clement said that there would be a site inspector to oversee the project, and said that the town is working on a legal agreement.

Mr. Shafmaster said that there is a letter of understanding in existence outlining where the process is. He said that putting together a contract and getting all parties to agree should not be complicated. Mr. Dean said the contract would lay out budget, the scope and type of work, and they would bring it to the board to approve. Everything would meet town specifications. Mr. Winham said that the third-party review is important so that the town's interests can be protected. Mr. Dean said that they need to make sure that there are provisions in it for the TIF bonds.

Mr. Winham introduced Terry Anderton, the owner of WAGZ, who is in negotiations with Mr. Monahan to get a property on the King property. He would like to be operational in the fall, and so needs water and sewer this year. Mr. Anderton said that his company introduced a new technology for pets, because 12.5% of dogs go missing or are killed each year. This technology includes a dog collar with features like geofencing, bark alerts, video streaming, and two-way audio. The collar also links with compatible food systems and access doors. They also have a technology for cats to prevent furniture damage so that they do not get declawed. These technologies combine with a mobile app into one access point. They have partnered with Black and Decker, and are in discussion with Rachel Ray.

Mr. Anderton said that WAGZ would like to employ 100 people by the time they open the building. They are growing quickly and adding about 10 people a month. Many jobs are engineering, but there are some manufacturing jobs too. They are initially looking at 60,000-square feet, but may want to expand the building. He is concerned mostly about timing, and also making sure that the area has enough affordable housing.

Selectman Chartrand thanked Mr. Winham and Mr. Anderton. He said he is in favor of this project. Mr. Monahan said he is also negotiation with another company that wants to move into Exeter, and another company already in Exeter that is looking to expand. The King property is 65 acres in total, and the three buildings would be about 12 acres. He was not sure how much more development the site could have due to environmental factors such as the soil type. A lot of land will also be designated into conservation. His goal as a developer is to pay the TIF off.

Mike Donahue said that the developers are looking for a green light from the board of selectmen. He said they need the board to request the town manager and the economic developer to bring an agreement. They will also be at the planning board meeting on Thursday, and have conditions for approval for that. The board decided to have Mr. Dean and Mr. Winham put together an agreement.

c. 79-E Application: 163 Water Street, Unit C-1

The board discussed a 79-E application for a new wine bar downtown. It is in a condo building, and the budget would be \$104,000. The property is at 163 Water Street Unit C-1. The board would need to hold a public hearing, then decide if public benefits are met and the period of tax relief to be granted from 1-9 years. The covenant to protect the public benefit will be decided on after, and will be reviewed by the legal counsel.

Tony Callendrello, the owner of the proposed wine bar, said that he would like to restore the vintage character of the property. He has a contractor working on architectural drawings, and would like to be open around the end of May or early June. Selectman Chartrand said that he thought it was a great project and that it fit within 79-E guidelines. Chairman Clement suggested January 29th for the public hearing.

d. FY18 Budget & Warrant Articles

Chairman Clement said that the meeting on January 16th would be a public hearing for the budget and warrant articles. Ms. Chester said that she had prepared a preliminary default budget. Mr. Dean said that they were at a 1.93% increase over FY17, with appropriations it is a 1.82% increase.

Chairman Clement said that he wanted to move forward to add two additional firefighter paramedics to the budget for an 8-month period, Monday-Friday work schedule. This would equal an additional \$122,693 to the fire department's budget. Selectman Chartrand expressed his concern that this was premature, and that money would be better spent on a study to target where calls are coming from. He thought more data was needed. He also pointed out that the budget recommendation committee suggested the study as well.

Chairman Clement disagreed, and pointed out the data from the fire department showing that they are understaffed and do not have enough personnel to respond to calls efficiently. Selectwoman Surman agreed, saying that additional data is not needed because they've known about understaffing for a while. Selectwoman Gilman asked what would happen if they did not come to an agreement on the collective bargaining. Chief Comeau said that he could assign people to different shifts as fire chief. He said the precedent for alternative shifts has already been set.

Selectwoman Corson asked why Exeter's numbers were more than other communities. She said that the current software should be able to give more information. Chief Comeau said that they have been working with the police department to produce software, and thinks the data given is accurate. He mentioned the aging population. 72% of EMS calls are 55+. Also, the number of calls per firefighter has increased, and the population has also gone up.

MOTION: Chairman Clement moved to add \$122,693 to the fire budget for personnel increases. Selectwoman Surman seconded the motion, and it passed 3-2-0, with Selectman Chartrand and Selectwoman Gilman voting nay.

Mr. Dean pointed out that the study would not be just for the fire department, but for ems, dispatch, and the police department as well. It would also look at dispatching overall and not purely staffing. Selectwoman Surman expressed her opinion that the study should not be a budget line item, and should instead be a warrant article. Selectwoman Corson agreed and said it would fit into the CIP.

MOTION: Selectwoman Surman moved to zero out account number 01419401187455, public safety study, and to move \$50,000 to a warrant article for the purposes of a public safety study. Selectwoman Gilman seconded the motion, and it passed unanimously.

Chairman Clement brought up the town buildings use of natural gas. Ms. Chester said that she took a look at it, and has a variance report of the 12 bills versus what they had budgeted. She said she would like the Department of Public Works to provide input on the issue.

Selectwoman Surman suggested adding an additional \$1,400 to the budget for the purposes of a donation to the NHSPCA. Selectman Chartrand brought up that it would go against the human services committee's suggestion. Selectwoman Gilman said that they should take the issue up at the deliberative session as part of the budget discussion.

MOTION: Selectwoman Surman moved to add a line item of \$1,400 designated as a donation to the NHSPCA under human services. Selectwoman Gilman seconded the motion, and it failed 2-3-0, with Selectman Chartrand, Selectwoman Corson, and Selectwoman Gilman voting nay.

Selectwoman Surman brought up the highway grant from the state. There is some confusion about what that money can be used for and its limitations. Mr. Dean said that he had not heard back from the town of Hampton about what they are doing. Selectwoman Surman asked if it could go towards the purchase of a vehicle. Selectwoman Gilman said that her interpretation is that it cannot be used for anything that is already planned to do. Chairman Clement said that it would be use for particular projects. Mr. Dean said it can be used for roads, sidewalks, buildings, and bridges at the minimum and other projects seem up to interpretation.

Chairman Clement said that the board had received a citizen's petition for the recreation park project. Selectwoman Corson brought up a comparison of the debt service between FY15 and FY23. She said that between those dates, the town would be 6.5 million dollars more into obligations. She wondered if the recreation park project would put an undue burden on the citizens, particularly on the town's young population.

Selectman Chartrand said that the town manager thinks about the debt obligation strategically, and that the town has controlled the tax rate well. He thought the board should discuss the library project. Selectwoman Gilman suggested that they amend the number of the warrant article. Mr. Dean said that they could also decide to not put it on the warrant, because the citizen's petition needs to be. Selectman Chartrand said that he didn't think having a competing warrant article with the citizen's petition would be transparent. Selectwoman Gilman said that the citizen's petition can be changed as part of the deliberative session.

MOTION: Selectman Chartrand moved to not have a warrant article from the board of selectmen addressing the recreation park project. Selectwoman Surman seconded the motion, and it passed 4-1-0, with Chairman Clement voting nay.

MOTION: Selectman Chartrand moved that no article funding mitigation on town land that is currently being leased by the sportsmen's club be put on the warrant article. Selectwoman Gilman seconded the motion, and it passed unanimously.

MOTION: Selectman Chartrand moved that the town manager develop a warrant for the fire department radios and not engine 4. Selectwoman Gilman seconded the motion, and it failed 2-3-0 with Selectwoman Surman, Selectwoman Corson, and Chairman Clement voting nay.

Chairman Clement said that he would like to have a better discussion, and wants the fire department and the public to weigh in. He would like the have draft warrant articles for each.

Selectwoman Corson brought up the library bond, and said she would like to have a discussion about it. Chairman Clement said that they could talk about it more at the next meeting.

8. Regular Business

a. Tax, Water/Sewer Abatements & Exemptions

Mr. Dean brought up a request from the collector for an abatement based on a defective lien for a mobile home. This is an old lien that was recorded late. The board decided to hold off on this issue until a later date.

MOTION: Selectwoman Corson moved to approve the veteran credit for map 68, lot 6, unit 824 for \$500. Selectwoman Gilman seconded the motion, and it passed unanimously.

MOTION: Selectwoman Corson moved to accept disability veteran credit for map 68, lot 6, unit 824 for \$2,000. Selectwoman Gilman seconded the motion, and it passed unanimously.

MOTION: Selectwoman Corson moved to accept veteran credit for map 95, lot 64, unit 256 for \$500. Selectwoman Gilman seconded the motion, and it passed unanimously.

MOTION: Selectwoman Corson moved to approve veteran credit for map 62, lot 22 for \$500. Selectwoman Gilman seconded the motion, and it passed unanimously.

b. Permits & Approvals

MOTION: Selectman Chartrand moved to approve the use of the town hall by Julie LaBranche of the Rockingham Planning Commission on 2/1/18 for an open house climate change and adaptation. Selectwoman Surman seconded the motion, and it passed unanimously.

MOTION: Selectman Chartrand moved to approve the use of the town hall by Acorn School for 2/9/18 for a bake sale. Selectwoman Surman seconded the motion, and it passed unanimously.

There was also a request from the Prescott Park Arts Festival to use the town hall from 11/5/18-12/16/18 for rehearsals, but they did not include times with their request, so more information is needed.

c. Town Manager's Report

There will be snow removal downtown on January 9th. The town calendar is now featured on the town's website. Chairman Clement mentioned that some fire hydrants had not been dug out. Assistant Chief Pizon from the fire department said that it is a work in progress, and that some had already been dug out and the others will be soon.

d. Selectboard Committee Reports

The board decided to hold off on these, but Selectwoman Gilman quickly updated the board on some state issues. She said that the bill to provide student freedom savings account was passed by the house. On Tuesday, the energy bills will be decided on by the house. Also, the municipal and county government committee is hearing a bill about firearm usage and carrying laws.

e. Correspondence

There was a letter from UNH that Jen Mates had achieved the status of Roads Scholar I. Also, George McCallister had achieved the status of Roads Scholar II. They received a letter from the EPA saying that the has received the long-range plan on overflow.

9. Review Calendar

The next meeting will be on January 16th at 7:00pm.

10. Non-public session

There was no non-public session at tonight's meeting.

11. Adjournment

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

Respectfully submitted by recording secretary Samantha Cave.

Board of Selectmen

1/16/18

Draft Minutes

1. Call to Order

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

2. Public Comment

There was no public comment at the meeting

3. Minutes/Proclamations

There were no proclamations at the meeting.

4. Approval of Minutes

a. 1/08/18

The minutes of the January 8th meeting will be reviewed at the next meeting.

5. Appointments

There were no appointments at the meeting.

6. Discussion/Action Items

a. FY18 Budget and Bond Hearings

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

i. Parks and Recreation Project

Chairman Clement read the bond article for the proposed parks and recreation project, which would be for \$7,100,520 for the renovation and expansion of the recreation park at 4 Hampton Road. The article was submitted through a citizen's petition.

Darius Thompson asked what the tax impact of the project would be. Chairman Clement said there is typically a fact sheet handed out at the deliberative session, and the taxes would be different for every person. Mr. Dean said that over 15 years, the tax rate impact would be \$0.28 per \$1,000, and then in the 15th year it would be \$0.19 per \$1,000. Mr. Thompson suggested including ranges for different tax brackets, and that it might be helpful to include on the warrant article as well. Mr. Dean said that part of the issue with that is that there are such a wide range of home values in Exeter. Selectman Chartrand pointed out that the figure in the fact sheet is for an average home value of \$300,000.

Niko Papakonstantis, the chair of the budget recommendations committee, said that the project was presented as a CIP project by the parks and recreation department, and that the committee voted unanimously for it. Greg Bisson, the assistant director for parks and rec, said that the project began with

a survey and then a needs assessment from UNH. The goal of the project is to increase space in the building, increase enrollment in summer camp for all, increase senior programming, adding parking and making traffic safer, and improvements to planet playground.

Some differences from last year's proposed project include a reduction in cost by about \$2,000,000. The survey they sent out received over 440 responses, and over 80% of those who replied were in favor of the project. The people who would use the facilities most often would pay slightly more in fees, and were accepting of that.

Selectwoman Surman said that one of her concerns was with the site work behind the pool area. Also, she was disappointed that the department had not sought out private sponsorship of the project earlier in the year. Selectman Chartrand said that he thought the project was a great investment, and that it would make the summer camp more accessible to all children. Chairman Clement mentioned the growing debt service of the town, and thought it was important to separate wants from needs. Selectwoman Corson brought up that the planning board wanted to further explore the project, and that she was concerned about the site's constraints as well as the debt service.

Selectman Chartrand said that the debt service had gone down in the past four years. Chairman Clement said that there are almost \$14 million in bond articles to vote on. Selectwoman Corson said that in FY17 the general fund debt was \$695,000 and that in FY19 it would be \$1,900,000. In FY23, it will rise even more to \$2,700,000 according the CIP. She emphasized the importance of making sure the town will be affordable in the future, and that public safety and other necessities should come first. Before the board voted, Chairman Clement emphasized to the public that the article will be on the ballot no matter the board's recommendation, because it is a citizen's petition.

MOTION: Selectwoman Gilman moved to recommend the article regarding the renovation and expansion of the recreation park. Selectman Chartrand seconded the motion. The motion failed 2-3-0, with Chairman Clement, Selectwoman Surman, and Selectwoman Corson voting nay.

ii. Library Renovation and Expansion

Chairman Clement read the article for the library renovation project, which will cost \$5,049,755 and will be paid from the general fund. Hope Godino, a library trustee, spoke about the project. She said that they wanted to consider the future of the library and make it into a place where people want to spend time. She said that the library serves the needs of many groups, including children, students, families, and those who are homeless or otherwise in need because it is a safe place. The children's programs need to be expanded, and they would like to add study rooms.

Selectman Chartrand asked if the teen/young adult area would be expanded. Ms. Godino said that it was not included in this project because right now, it works for the number of people who use it. They will not be getting rid of the section. Judy Rowan, a member of the budget recommendations committee, said that she wanted to see the architectural design of the expansion improved to match the character of the other downtown buildings. Ms. Godino said that the design is not set in stone, and that if it was redone the cost would not be raised. She said the project is more about renovation, because the expansion will only add room for improved mechanicals and to prevent water leaks.

Selectwoman Corson asked if there were any outside sources of funding available. Ms. Godino said they had looked into government grants like LST or the Department of Education. There are also

private grants from organizations like Scholastic. However, she said that most entities will not give out a grant without knowing that the project is in place.

Nicholas Gray, another budget recommendations committee member, said that he did not want the parks and recreation project and the library project to both pass in the same fiscal year. He was concerned about the expense that both of these projects would have on the tax burden, especially for the young and elderly populations. His personal vote was to postpone the library project or consider alternatives, because he thought that the parks and recreation project has a better value and will generate new revenue.

Selectman Chartrand said he wanted to recommend both projects because interest rates on borrowing are only going to rise. He also emphasized that he did not want to pit the projects against each other. Selectwoman Surman said that she wanted to focus on infrastructure and didn't want to add "extras" to the library project such as the riverwalk. Selectwoman Corson thought that the library project would help a more diverse group of people and that the building is in dire need of renovation. Selectwoman Gilman agreed, and thought that the library project was a good service that the town provides. Chairman Clement said that the building needed to be more energy efficient, and that the trustees could maybe shave the project down more to just the basics.

MOTION: Selectman Chartrand moved to recommend the article for the library renovation and expansion project. Selectwoman Corson seconded the motion, and it passed 4-1-0, with Selectwoman Surman voting nay.

iii. Epping Road TIF District Improvements

Chairman Clement read the article for the Epping Road TIF district improvements, to be used in conjunction with funds raised in 2015 through article 10. The debt service would be paid from the Epping Road tax increment district fund, and would cost \$1,100,000.

Darren Winham, the town's economic development director, said that the purpose of this TIF increase is to create infrastructure and a traffic light at the Continental Drive and Epping Road intersection. There are many projects in the works at Continental Drive, and it is likely that the town would have to consider this in the future anyway. The warrant article will help to attract new tenants, and the key factor is timing. Tom Monahan, a landowner and building owner in Exeter, talked about how important the TIF proposal is for development and for the community. They currently have about \$500,000 in the TIF. The building cannot be built without the traffic light being put in, and there is an urgency to build so that they do not lose tenants.

Selectwoman Surman said that the project makes sense to her because the intersection needs a lot of improvement, and it would encourage further business development in the area. Selectwoman Gilman said that the TIF fund needed to be established to fund a specific function, and that this bond would extend the kind of work. The money would be paid back by the tax relief. Chairman Clement said that the timing is right for this project because of the rapid development occurring. He also brought up the safety issue that the intersection represents currently.

MOTION: Selectman Chartrand moved to recommend the article for the Epping Road TIF district. Selectwoman Surman seconded the motion, and it passed unanimously, 5-0-0.

iv. Water Line Replacement: Brentwood Road to Front Street

Chairman Clement read the article for the \$665,000 replacement of a water line from Brentwood Road to Front Street, which would be paid from the water fund. Mr. Dean said that the line in question has had issues over the years. Half of the line is 1950's asbestos cement, and the other half is 1880's cast iron. Selectman Chartrand mentioned that there were significant water main breaks a few years ago because of this. Chairman Clement asked what the condition of the sewer lines on Washington Street were, and was told that they are in good shape.

MOTION: Selectman Chartrand moved to recommend the article for the replacement of a water line from Brentwood Road to Front Street. Selectwoman Surman seconded the motion, and it passed unanimously or 5-0-0.

v. Groundwater and Surface Water Review

Chairman Clement read the article that would be for \$600,000 for the development of groundwater sources, and the review of surface water systems. The debt service would be paid from the water fund. Mr. Dean said that the dam has been removed downtown and brought up the drought. He said that the town had been looking for other sources of groundwater but would need financial backing. Also, the surface water system needs to be reviewed due to new instream flow rules being instituted by DES, which restricts the town's ability to draw surface water.

Mr. Thompson brought up the town's rain barrels and suggested that the town could install a collection system for those. Selectman Chartrand said that he thought that this project is critical, because the surface water plant will become more expensive to maintain over time. Groundwater sources are typically less problematic and therefore less expensive. Selectwoman Gilman and Selectwoman Corson agreed. Selectwoman Corson asked what the results of the review would be. Jennifer Perry, the public works director, said that it is the beginning phase of groundwater development. The actual construction of a supply and connecting it to water facilities would be an additional cost. The new instream flow rules have changed surface water, and also Exeter River is a designated river. Groundwater is beginning to become more attractive because it is less restrictive and less costly.

Selectwoman Surman said that she would like time to figure out other options because the \$600,000 is just a start, and will turn into other costlier projects. Chairman Clement said that is important to improve the water supply, but that the study may only reveal the tip of the iceberg and will result in greater cost to the town. He would also like to get a better understanding of future needs. Selectwoman Corson also brought up the issue of land acquisition, because they would need to put wells in place.

MOTION: Selectman Chartrand moved to recommend the article for the groundwater development and surface water review. Selectwoman Gilman seconded the motion, and it passed 3-2-0 with Selectwoman Surman and Chairman Clement voting nay.

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

b. FY18 Budget and Warrant Articles

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

Chairman Clement read the article for the operating budget, which would be \$18,646,644. If the article is defeated, the default budget will be \$18,264,244 which is the same as FY17. The board may hold a special meeting to take on the issue of a revised operating budget. Mr. Dean went through the town's budget process, and explained the timeline of the budget. The budget is first submitted to the town manager, then to the BRC and board of selectmen. Recommendations are made and reviewed. The new fiscal year began on January 1st. The warrant articles will be posted on January 29th, the deliberative session will be on February 3rd, and the town will vote on the budget on March 13th. The budget includes three funds – water, sewer, and the general fund. For approved bonds, funds are borrowed in the year approved and the debt service will begin once the project is completed. The FY18 budget is a 2.81% increase over FY17, which is \$509,218. The operating budget tax projection is \$7.10 per \$1,000.

Mr. Papakonstantis said that one of the recommendations that the BRC made was to hold off on adding additional personnel to the fire department, and instead to recommend a public safety study. The data that was presented seemed too general and contradictory, so the BRC felt that it was important to bring in a third party for a study. He said that adding personnel would impact the budget for years to come through salary, insurance, and pensions. The cost will increase each year. He urged to board to reconsider their vote to add more personnel.

Peter Lennon, a member of the BRC and the chair of the police/fire subcommittee, said that 24% of the increase from FY17 to FY18 is made up from the additional personnel. He said that the fire department wants to add four people by 2020, which would cost a total of \$808,000. He also said that the data had flaws. One example is that, although the calls have increased since 2006, when you disaggregate them, the increase in calls do not warrant the need to add more personnel. He thinks that a more comprehensive study is needed and could save the town money.

Ms. Rowan was also on the police and fire subcommittee and said that she thoroughly reviewed the fire department and that it seemed to her that the department is in good shape regarding to staffing. She also emphasized the need for more reliable and independent data before a decision is made. Mr. Gray said that one statistic was that 75% of the calls coming in to the fire department come between 6am and 6pm, but the fire department staffs at all times equally. He suggested that the staff be staggered in shifts.

Selectman Chartrand asked what the exact amount for the two additional firefighters would be for FY18. Doreen Chester answered that it would be \$119,657. He said that he would like the study to be carried out and perhaps the town could find a more creative way to solve the staffing problem, if there is one. He also thought it was important to improve the overall efficiency of the department, and pointed out that the study would also impact the police department.

MOTION: Selectman Chartrand moved to remove \$119,657 from the fire department budget to eliminate two personnel positions. Selectwoman Gilman seconded, and the motion failed 2-3-0, with Chairman Clement, Selectwoman Surman, and Selectwoman Corson voting nay.

MOTION: Selectman Chartrand moved that the board recommend the general budget for \$18,646,644. Selectwoman Surman seconded the motion, and it passed unanimously.

Chairman Clement read the water operating budget article, which would total \$3,361,387 for FY18. The default for this budget would equal \$3,295,116 which was the same amount as FY17.

MOTION: Selectman Chartrand moved that the board recommend the water budget of \$3,361,387. Selectwoman Surman seconded the motion, and it passed unanimously.

Chairman Clement read the sewer operating budget, which would total \$2,567,965 for FY18. The default for this budget would be \$2,446,043 which was the same as FY17.

MOTION: Selectman Chartrand moved that the board recommend the sewer budget of \$2,567,965. Selectwoman Surman seconded the motion, and it passed unanimously.

MOTION: Selectman Chartrand moved to close the public hearing about the budget. Selectwoman Corson seconded the motion, and it passed unanimously.

MOTION: Selectwoman Surman moved to open the public hearing on the warrant articles. Selectwoman Corson seconded, and it passed unanimously.

The board decided to go into a short recess at 9:14pm, and was back in session at 9:18. The board also decided to change the order of the warrant articles and have the citizen's petitions be decided on first, instead of last.

Chairman Clement read the warrant article submitted by a citizen's petition, which stated that the town would express its support to Governor Sununu for studying offshore wind power. The board did not vote on a recommendation for this petition because it has no monetary value.

Chairman Clement read the next article, another citizen's petition which stated that the town will include an estimate of tax impact for all future budgets and warrant articles that require public funding. Mr. Gray, the petitioner, said that this was submitted because voters should have an understanding of what the impact on them would be, so they can make the most educated decision. Mr. Dean said that the legal counsel said that this article would be binding for future town meetings. It was pointed out that the town has not adopted RSA 32:5, V-b. Because of this, the legal counsel will need to be consulted again to find out if by adopting this article, the town is also adopting the RSA.

Mr. Gray said that one concern he heard from citizens was that the estimates would not be certain because the tax impact is not static, but he said that the town could still offer estimates within a reasonable margin of error. Chairman Clement was concerned that if the estimates were incorporated into the warrant articles, it might create an expectation of how much the taxes will go up for any one individual. Selectwoman Corson also said that it might be logistically challenging to include the language within the article itself. Selectwoman Gilman agreed.

Chairman Clement read the next article, which stated that all businesses and nonprofits that are not based in Exeter will have to pay the Town Hall usage fee of \$125 per day if they want to use the facility. Karen Desrosiers spoke about this, and expressed her opinion that the proposal did not foster culture and arts within the town. She said that the fee would prevent a lot of various organizations and businesses from using the space and coming to Exeter. We should not limit the diversity in programs and exhibits in the town, because Exeter is not large enough to support this diversity on its own. Selectwoman Surman agreed, and also mentioned that the events in the town hall and the gallery bring a lot of business to the town because people go downtown to shop and eat. Selectwoman Corson showed a large list of organizations that use the town hall, but are not located within Exeter. The board decided not to make a recommendation on this article, because again it did not include an appropriation.

Chairman Clement then read article 12, which states that the town would approve the collective bargaining agreement between the Board of Selectmen and the Exeter Police Association NEPBA, which would include \$44,901 for FY18. Mr. Dean said this agreement would expire in 2021, and it adjusts wages by about 9% over the contract. It also affects sick leave. Also, the health insurance contribution for employees would be adjusted.

MOTION: Selectwoman Corson moved that the board recommend the article. Selectman Chartrand seconded the motion, and it passed unanimously.

Chairman Clement read article 13, which states that \$120,000 would be added to the sidewalk repair and replacement capital reserve fund, which would come from general taxation. Mr. Dean said that the amount is suggested annually by DPW to continue the sidewalk repair program. Selectwoman Surman asked if the town could use the recent grant money from the state to offset this cost. Mr. Dean said they could, and then they may not move forward with the article. He also said that the state money is on hand and is currently being held in a separate account.

MOTION: Chairman Clement moved to amend the article that the town will appropriate and raise \$20,000 for the sidewalk repair and replacement capital reserve fund, to come from general taxation. Selectwoman Surman seconded the motion, and it passed 4-1-0 with Selectman Chartrand voting nay.

MOTION: Selectman Chartrand moved to recommend article 13 as amended for the amount of \$20,000. Selectwoman Gilman seconded the motion, and it passed unanimously.

Chairman Clement read article 14, which states that the town would enter into a 7-year lease/purchase agreement for a fire engine for the fire department in the amount of \$525,299. The first of 7 payments would be \$88,175, and the amount would come from general taxation. Chief Comeau said that the department's recommendation was to replace the engine. Mr. Lennon spoke and said that the new engine would replace engine #4 which is currently in use by the department. He pointed out that engine #4 is not high volume, and is used mainly as a tanker truck for water in areas without hydrants. It is only used in about 19.7% of calls, and he suggested that the town buy a new tanker truck instead which would be less costly. The next engine replacement would be for engine #5 in 2022.

Chief Comeau said that engine #4 is used for fires in and outside of hydrant districts. He said that typically, they use the oldest engine in the fleet as a tanker truck. He also pointed out that Exeter is surrounded by towns who all have large tanker trucks, which the town is free to use through mutual aid.

Selectwoman Surman and Selectman Chartrand said that they would like to wait on the purchase ideally. Selectwoman Corson said that she is in favor of the public safety study, but thinks that by the time the study is done, the next budget season will be done and they will have to wait again. Chairman Clement said he'd like to have an internal review of the vehicles.

MOTION: Selectwoman Surman moved to recommend article 14 for the amount of \$525,299 in total, or \$88,175 for each payment. Selectwoman Corson seconded the motion, and it passed 3-2-0, with Selectman Chartrand and Chairman Clement voting nay.

Chairman Clement read article 15, which states that the town would add \$75,000 to the Sick Leave Expendable Trust Fund, and would come from the general fund surplus. Mr. Dean said that policy states that employees who retire with 20 years of service are entitled to buy back half of their sick leave, and the fund needs to be replenished. Ms. Chester said that the town is starting off the year with 38,000 in deficit, and was worried about a deficit happening again. She said she would like to see the amount changed to \$100,000. Mr. Dean said that he was comfortable with that, and the other option is that the departments would need to forestall hiring replacements if someone retires.

MOTION: Selectwoman Surman moved to amend article 15, to raise and appropriate \$100,000 to add to the sick leave expendable trust fund. Selectwoman Corson seconded the motion, and it passed unanimously.

MOTION: Selectwoman Surman moved to recommend article 15, to add \$100,000 to the sick leave expendable trust fund. Selectwoman Gilman seconded the motion, and it passed unanimously.

Chairman Clement read article 16, which states that the fire department radios would be replaced at the cost of \$73,897, which would come from general taxation. Chief Comeau said that this is a reduction from last year's request, and that it would allow every firefighter to have similar radios that operate in the same way. The old radios are no longer supported by Motorola. Selectman Chartrand said that this was added to the warrant by the BRC in replacement for the new fire engine. He did not think the radios were a current priority. Chief Comeau said that not all the radios would be replaced. This article would replace 22 of them. The life expectancy is about 10 years, but varies depending on how long the technology continues to be supported. When the old radios break they cannot be fixed, because they are not supported.

MOTION: Selectwoman Surman moved to recommend article 16, for \$73,897 for the fire department radios. Selectwoman Gilman seconded the motion, and it passed 4-1-0 with Selectman Chartrand voting nay.

Chairman Clement read article 17, which states that the town would enter a 5-year lease for the amount of \$250,400, the first payment of which will be \$56,340, to replace a loader for the highway department and would come from general taxation. Jennifer Perry, the public works director, said that the department current has two loaders and that they need a larger capacity loader for snow.

MOTION: Selectwoman Corson moved to recommend article 17, for the total amount of \$250,400 and a first payment of \$56,340 for the replacement of a highway department loader. Selectwoman Gilman seconded the motion, and it passed unanimously.

Chairman Clement read article 18, which would be for \$50,000 for the public safety study to address the needs of the Exeter fire, police, EMS, and dispatch departments, which would come from general taxation. Mr. Dean said that he thought the town would benefit from such a study. Mr. Papakonstantis said that the study was discussed at length by the BRC. They came to the conclusion that spending \$50,000 in FY18 might save money later on. He brought up that the BRC had unanimously rejected the prior two decisions about the fire department, and said that the board should not base their decisions on how things have always been done.

Chairman Clement said that he thought that the internal studies from the fire department should be good enough. Selectwoman Corson said that the building and dispatch need to be studied. Selectwoman Surman expressed her disappointment that in the past, when studies have been recommended, they did not offer results. Selectman Chartrand said that there needs to be leadership that makes sure that the recommendations of the study are implemented.

MOTION: Selectwoman Gilman moved that the board recommend article 18, \$50,000 for a public safety study. Selectwoman Corson seconded the motion, and it passed 3-2-0, with Selectwoman Surman and Chairman Clement voting nay.

Chairman Clement read article 19, which states that the town would raise \$50,000 for a traffic and parking study in the downtown area, which would come from general taxation. Mr. Winham read an email he had received, which stated that the study is an important part of downtown growth.

MOTION: Selectman Chartrand moved to recommend article 19 for \$50,000 for a public safety study. Selectwoman Gilman seconded the motion, and it passed 3-2-0 with Selectwoman Surman and Chairman Clement voting nay.

Chairman Clement read article 20, which states that the town would raise \$50,000 for a phase 1 study on intersection improvements within the town, and would come from general taxation. Mr. Dean said that several intersections within the town need work, and they would hire a traffic engineer for that purpose. This would be seed money to get started and would handle at least one intersection.

MOTION: Selectwoman Gilman moved to recommend article 20 for \$50,000 for an intersection study. Selectman Chartrand seconded the motion, and it failed 2-3-0, with Selectwoman Surman, Selectwoman Corson, and Chairman Clement voting nay.

Chairman Clement read article 21, which states that the town would raise \$50,000 to be added to the Snow and Ice Deficit Non-Capital Reserve Fund, and would come from the general fund surplus.

MOTION: Selectman Chartrand moved to recommend article 21 for \$50,000 for the snow and ice deficit non-capital reserve fund. Selectwoman Gilman seconded the motion, and it passed unanimously.

Chairman Clement read article 22, which would enter into a loan through the NH DES clean water state revolving loan fund, for up to \$30,000 towards developing an asset management plan for the town's wastewater infrastructure. The loan would include 100% principle forgiveness, and would therefore not need to be repaid. It is essentially a grant funded by a loan.

MOTION: Selectman Chartrand moved to recommend article 22 for a loan for up to \$30,000 for wastewater infrastructure. Selectwoman Corson seconded the motion, and it passed unanimously.

Chairman Clement read article 23, which would enter into a loan through the NH DES clean water state revolving loan fund, for up to \$30,000 towards developing an asset management plan for the town's stormwater infrastructure. The loan would include 100% principle forgiveness, and would therefore not need to be repaid. It is essentially a grant funded by a loan.

MOTION: Selectman Chartrand moved to recommend article 23 for a loan for up to \$30,000 for stormwater infrastructure. Selectwoman Gilman seconded the motion, and it passed unanimously.

Chairman Clement read article 24, which would establish a capital reserve fund for the general maintenance of the town's cemeteries, and to add \$27,000 to the fund. Selectwoman Gilman said that the idea came from Mr. Sharples, the town planner, because the Winter Street cemetery has dead trees that need to be removed. The quote was received from different arborists.

MOTION: Selectman Chartrand moved to recommend article 24 for the creation of a capital reserve fund for cemeteries, and to add \$27,000 to it. Selectwoman Surman seconded the motion, and it passed unanimously.

Chairman Clement read article 25, which would establish a capital reserve fund for the maintenance of the Swasey parkway pavilion, and to add \$7,500 to the fund. The board of selectmen would be named as the agents of the fund. Mr. Dean said that there is surplus money available in the fund that was for the upkeep of the pavilion, and this article would move that money into a capital reserve fund for ongoing maintenance.

MOTION: Selectman Chartrand moved to recommend article 25 for establishing the capital reserve fund for the Swasey parkway pavilion, and to add \$7,500 to it. Selectwoman Surman seconded the motion, and it passed unanimously.

Chairman Clement read article 26, which would adopt the provisions of the Epping Road Tax Increment District Plan Amendment.

MOTION: Selectman Chartrand moved to recommend article 26 for the adoption of the Epping Road Tax Increment District Plan Amendment. Selectwoman Surman seconded the motion, and it passed unanimously.

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

c. Epping Road TIF Agreement

Selectwoman Corson recused herself from this discussion because her business would be involved. Mr. Winham said that they would be looking to contract Jon Shafmaster to do the work as presented on the January 8th meeting, and that they should be able to make a deal on January 29th when the entire board is present. Chairman Clement requested that anybody who has comments send them to Mr. Dean.

d. Application to Division of Historical Resources: Park Street CLGGrant

Selectwoman Gilman said that the federal government gives grants to local governments, and the grant would be for the Park Street area. They would request \$15,000. There is no matching requirement. The board needs to approve applying for the grant.

MOTION: Selectwoman Gilman moved that the board approve the application for a CLG grant, that Chairman Clement sign the document and that Mr. Sharples be designated to sign any other documents required. Selectman Chartrand seconded the motion, and it passed unanimously.

The next Board of Selectmen meeting will be on January 29th at 7:00pm.

MOTION: Selectman Chartrand moved to adjourn at 11:15pm. Selectwoman Gilman seconded the motion, and it passed unanimously.

Respectfully submitted by recording secretary Samantha Cave.

Committee Appointments

January 29, 2018

Planning Board

David McGilvray, 76 Hilton Avenue, Alternate Member, Term to expire 4/30/19. (There are two additional alternate positions with terms expiring 4/30/20).

**TOWN OF EXETER
MEMORANDUM**

TO: Board of Selectmen

FROM: Russ Dean, Town Manager

RE: Lincoln Street Project

DATE: January 29th, 2018

The Lincoln Street project is in its final design stages. The Department of Public Works, along with representatives from CMA Engineers and Ironwood Design will present the latest design concepts to the Board at Monday evening's meeting.

Town Hall – Band Room Proposal

Exeter TV is proposing to use the 2nd Floor storage room, also called the “Band Room,” as an office space. While IT and Exeter TV have some overlap in my position as IT/TV Technician, most of the other Exeter TV Staff do little to no IT work. As we’ve been switching to have more professional staff to get us better content on public access, we’ve grown in staffing and in equipment.

Separating the IT office from the Exeter TV office would allow Exeter TV staff to have a space free of the interruptions that frequent the IT side. It would also allow more efficient usage of space for both IT and Exeter TV. Currently, working desk space is pushed to its limits. There is often not enough space to set up either IT equipment or TV gear. Things often need to be moved and rearranged on a daily basis. Exeter TV staff are also working more normal office hours to help make more “produced” as opposed to “captured” content, to increase our production value; adding to the crowded office environment. It would also increase the comfort levels of the employees who are currently crammed into sharing one desk for two video editing computers. By separating the two offices, both teams will be able to work more efficiently.

There’s also a public facing aspect to this change. By being able to use the Band Room as an Exeter TV Office, it will be more welcoming than our current small, mixed use office. A table could be placed in the Band Room for group meetings with citizens wanting to create a show. There could also be the possibility of setting up a spare machine for citizens to edit their own shows for Exeter TV98. Overall having this separate space would further establish a professional look for Exeter TV.

A lot of the electrical and network hook ups which would be needed for the office will already be done in the space to allow the security camera systems. We would be proposing to do some cosmetic work with the floors and walls to make the room more presentable to the public and make the employees feel comfortable. We would purchase some office equipment such as desks and chairs, but the majority of Exeter TV supplies could be moved from the IT office into the band room such as computers, monitors, shelves, etc. Channel 22 operations would still stay in the IT office as well as the controls for the operation of the Nowak room for filming.

Items currently in the Band Room would be moved to the storage room downstairs in the basement which is currently shared by Exeter TV and the Brass Band. Our equipment would be moved upstairs.

If you have any questions, comments, or concerns, I would be more than happy to meet with you and discuss anything further. Thank you for your time.

Regards,

Bob Glowacky
IT/TV Technician

Memo

To: Board of Selectmen
From: Darren Winham, Director
CC: Russell Dean, Town Manager
Date: 1/4/17
Re: Vino e Vivo, LLC 79-E request

Vino e Vivo LLC, owner of 163 Water Street, Unit C-1, is requesting from the Town of Exeter consideration for the Community Revitalization Tax Relief Incentive (RSA 79-E). Enclosed please find Vino e Vivo LLC's application received on December 27, 2017. According to the application process outlined on the town website, the Economic Development Department receives the application for review. Upon review, the application appears complete as it details the cost of rehabilitation which totals \$104,000 which meets the 15% of the assessed valuation requirement set forth in Section 2 as the current unit is valued at \$107,800. The application outlines the public benefits the applicant feels are being achieved as addressed in Section 7 of the attached legislation.

The procedure for action by the Board of Selectmen is as follows:

- The Selectmen holds a public hearing on the application;
- After the hearing, the Selectmen determines if one or more of the Public Benefits listed in Section 7 have been met;
- If the Selectmen determine that one or more of the Public Benefits have been met then they must decide the period of tax relief to be granted. In this case, it could be anywhere from one (1) to eleven (9) years that begins when the substantial rehabilitation is complete;
- If tax relief is granted, the Seletmen should determine the length of the covenant to protect the Public Benefit(s) identified. At a minimum, the covenant needs to run as long as the tax relief period but can be increased up to twice the length of the tax relief period;
- The Covenant should be reviewed by our legal counsel at the applicant's expense so I would recommend any motion to grant tax relief includes this requirement.

I have enclosed: RSA 79-E legislation; Reference Map of 79-E District Areas; Vino e Vivo LLC Application; Substantial Rehabilitation Budget; Plans of the property; National Register of Historic Places Nomination Form (as consideration for Section 5.4), and, Vino e Vivo LLC draft covenant for public benefit.

TITLE V

TAXATION

CHAPTER 79-E

COMMUNITY REVITALIZATION TAX RELIEF INCENTIVE

Section 79-E:1

79-E:1 Declaration of Public Benefit. –

I. It is declared to be a public benefit to enhance downtowns and town centers with respect to economic activity, cultural and historic character, sense of community, and in-town residential uses that contribute to economic and social vitality.

II. It is further declared to be a public benefit to encourage the rehabilitation of the many underutilized structures in urban and town centers as a means of encouraging growth of economic, residential, and municipal uses in a more compact pattern, in accordance with RSA 9-B.

II-a. In instances where a qualifying structure is determined to possess no significant historical, cultural, or architectural value and for which the governing body makes a specific finding that rehabilitation would not achieve one or more of the public benefits established in RSA 79-E:7 to the same degree as the replacement of the underutilized structure with a new structure, the tax relief incentives provided under this chapter may be extended to the replacement of an underutilized structure in accordance with the provisions of this chapter.

II-b. It is further declared to be a public benefit to encourage the rehabilitation of historic structures in a municipality by increasing energy efficiency in the preservation and reuse of existing building stock.

III. Short-term property assessment tax relief and a related covenant to protect public benefit as provided under this chapter are considered to provide a demonstrated public benefit if they encourage substantial rehabilitation and use of qualifying structures, or in certain cases, the replacement of a qualifying structure, as defined in this chapter.

Source. 2006, 167:1. 2009, 200:3, 4, eff. July 15, 2009. 2013, 78:1, eff. April 1, 2013.

Section 79-E:2

79-E:2 Definitions. – In this chapter:

I. "Historic structure" means a building that is listed on or determined eligible for listing on the National Register of Historic Places or the state register of historic places.

II. "Qualifying structure" means a building located in a district officially designated in a municipality's master plan, or by zoning ordinance, as a downtown, town center, central business district, or village center, or, where no such designation has been made, in a geographic area which, as a result of its compact development patterns and uses, is identified by the governing body as the downtown, town center, or village center for purposes of this chapter. Qualifying structure shall also mean historic structures in a municipality whose preservation and reuse would conserve the embodied energy in existing building stock. Cities or towns may further limit "qualifying structure" according to the procedure in RSA 79-E:3 as meaning only a structure located within such districts that meet certain age, occupancy, condition, size, or other similar criteria consistent with local economic conditions, community character, and local planning and development goals. Cities or towns may further modify "qualifying structure" to include buildings that have been destroyed by fire or act of nature, including where such destruction occurred within 15 years prior to the adoption of the provisions of this chapter by the city or town.

III. "Replacement" means the demolition or removal of a qualifying structure and the construction of a new structure on the same lot.

IV. "Substantial rehabilitation" means rehabilitation of a qualifying structure which costs at least 15 percent of the pre-rehabilitation assessed valuation or at least \$75,000, whichever is less. In addition, in the case of historic structures, substantial rehabilitation means devoting a portion of the total cost, in the amount of at least 10 percent of the pre-rehabilitation assessed valuation or at least \$5,000, whichever is less, to energy efficiency in accordance with the U.S. Secretary of the Interior's Standards for Rehabilitation. Cities or towns may further limit "substantial rehabilitation" according to the procedure in RSA 79-E:3 as meaning rehabilitation which costs a percentage greater than 15 percent of pre-rehabilitation assessed valuation or an amount greater than \$75,000 based on local economic conditions, community character, and local planning and development goals.

V. "Tax increment finance district" means any district established in accordance with the provisions of RSA 162-K.

VI. "Tax relief" means:

(a) For a qualifying structure, that for a period of time determined by a local governing body in accordance with this chapter, the property tax on a qualifying structure shall not increase as a result of the substantial rehabilitation thereof.

(b) For the replacement of a qualifying structure, that for a period of time determined by a local governing body in accordance with this chapter, the property tax on a replacement structure shall not exceed the property tax on the replaced qualifying structure as a result of the replacement thereof.

(c) For a qualifying structure which is a building destroyed by fire or act of nature, that for a period of time determined by a local governing body in accordance with this chapter, the property tax on such

qualifying structure shall not exceed the tax on the assessed value of the structure that would have existed had the structure not been destroyed.

VII. "Tax relief period" means the finite period of time during which the tax relief will be effective, as determined by a local governing body pursuant to RSA 79-E:5.

Source. 2006, 167:1. 2009, 200:5-7. 2010, 329:1, 2. 2011, 237:1, 2, eff. July 5, 2011. 2013, 78:2, eff. April 1, 2013.

Section 79-E:3

79-E:3 Adoption of Community Revitalization Tax Relief Incentive Program –

I. Any city or town may adopt or modify the provisions of this chapter by voting whether to accept for consideration or modify requirements for requests for community revitalization tax relief incentives. Any city or town may do so by following the procedures in this section.

II. In a town, other than a town that has adopted a charter pursuant to RSA 49-D, the question shall be placed on the warrant of a special or annual town meeting, by the governing body or by petition under RSA 39:3.

III. In a city or town that has adopted a charter under RSA 49-C or RSA 49-D, the legislative body may consider and act upon the question in accordance with its normal procedures for passage of resolutions, ordinances, and other legislation. In the alternative, the legislative body of such municipality may vote to place the question on the official ballot for any regular municipal election.

IV. If a majority of those voting on the question vote "yes," applications for community revitalization tax relief incentives may be accepted and considered by the local governing body at any time thereafter, subject to the provisions of paragraph VI of this section.

V. If the question is not approved, the question may later be voted on according to the provisions of paragraph II or III of this section, whichever applies.

VI. The local governing body of any town or city that has adopted this program may consider rescinding its action in the manner described in paragraph II or III of this section, whichever applies. A vote terminating the acceptance and consideration of such applications shall have no effect on incentives previously granted by the city or town, nor shall it terminate consideration of applications submitted prior to the date of such vote.

Source. 2006, 167:1. 2010, 329:3, eff. July 20, 2010.

Section 79-E:4

79-E:4 Community Revitalization Tax Relief Incentive. –

I. An owner of a qualifying structure who intends to substantially rehabilitate or replace such structure may apply to the governing body of the municipality in which the property is located for tax relief. The applicant shall include the address of the property, a description of the intended rehabilitation or replacement, any changes in use of the property resulting from the rehabilitation or replacement, and an application fee.

I-a. In order to assist the governing body with the review and evaluation of an application for replacement of a qualifying structure, an owner shall submit to the governing body as part of the application, a New Hampshire division of historical resources individual resource inventory form, prepared by a qualified architectural historian and a letter issued by the local heritage commission and if the qualifying structure is located within a designated historic district established in accordance with RSA 674:46, a letter from the historic district commission or, if such local commissions are not established, a letter issued by the New Hampshire division of historical resources that identifies any and all historical, cultural, and architectural value of the structure or structures that are proposed to be replaced and the property on which those structures are located. The application for tax relief shall not be deemed to be complete and the governing body shall not schedule the public hearing on the application for replacement of a qualifying structure as required under RSA 79-E:4, II until the inventory form and the letter, as well as all other required information, have been submitted.

II. Upon receipt of an application, the governing body shall hold a duly noticed public hearing to take place no later than 60 days from receipt of the application, to determine whether the structure at issue is a qualifying structure; whether any proposed rehabilitation qualifies as substantial rehabilitation; and whether there is a public benefit to granting the requested tax relief and, if so, for what duration.

III. No later than 45 days after the public hearing, the governing body shall render a decision granting or denying the requested tax relief and, if so granting, establishing the tax relief period.

IV. (a) The governing body may grant the tax relief, provided:

(1) The governing body finds a public benefit under RSA 79-E:7; and

(2) The specific public benefit is preserved through a covenant under RSA 79-E:8; and

(3) The governing body finds that the proposed use is consistent with the municipality's master plan or development regulations; and

(4) In the case of a replacement, the governing body specifically finds that the local heritage commission or historic district commission or, if such local commissions are not established, the New Hampshire division of historical resources has determined that the replaced qualifying structure does not possess significant historical, cultural, or architectural value, the replacement of the qualifying structure will achieve one or more of the public benefits identified in RSA 79-E:7 to a greater degree than the renovation of the underutilized structure, and the historical, cultural, or architectural resources in the community will not be adversely affected by the replacement. In connection with these findings, the governing body may request that the division of historical resources conduct a technical evaluation in order to satisfy the governing body that historical resources will not be adversely affected.

(b) If the governing body grants the tax relief, the governing body shall identify the specific public benefit achieved under RSA 79-E:7, and shall determine the precise terms and duration of the covenant to preserve the public benefit under RSA 79-E:8.

V. If the governing body, in its discretion, denies the application for tax relief, such denial shall be accompanied by a written explanation. The governing body's decision may be appealed either to the board of tax and land appeals or the superior court in the same manner as provided for appeals of current use classification pursuant to RSA 79-A:9 or 79-A:11 provided, however, that such denial shall be deemed discretionary and shall not be set aside by the board of tax and land appeals or the superior court except for bad faith or discrimination.

VI. Municipalities shall have no obligation to grant an application for tax relief for properties located within tax increment finance districts when the governing body determines, in its sole discretion, that the granting of tax relief will impede, reduce, or negatively affect:

(a) The development program or financing plans for such tax increment finance districts; or

(b) The ability to satisfy or expedite repayment of debt service obligations incurred for a tax increment financing district; or

(c) The ability to satisfy program administration, operating, or maintenance expenses within a tax increment financing district.

Source. 2006, 167:1. 2009, 200:8-11, eff. July 15, 2009.

Section 79-E:5

79-E:5 Duration of Tax Relief Period. –

I. The governing body may grant such tax assessment relief for a period of up to 5 years, beginning with the completion of the substantial rehabilitation.

I-a. For the approval of a replacement of a qualifying structure, the governing body may grant such tax assessment relief for a period of up to 5 years, beginning only upon the completion of construction of the replacement structure. The governing body may, in its discretion, extend such additional years of tax relief as provided for under this section, provided that no such additional years of tax relief may be provided prior to the completion of construction of the replacement structure. The municipal tax assessment of the replacement structure and the property on which it is located shall not increase or decrease in the period between the approval by the governing body of tax relief for the replacement structure and the time the owner completes construction of the replacement structure and grants to the municipality the covenant to protect the public benefit as required by this chapter. The governing body may not grant any tax assessment relief under this chapter with respect to property and structures for which an election has been made for property appraisal under RSA 75:1-a.

II. The governing body may, in its discretion, add up to an additional 2 years of tax relief for a project that results in new residential units and up to 4 years for a project that includes affordable housing.

III. The governing body may, in its discretion, add up to an additional 4 years of tax relief for the substantial rehabilitation of a qualifying structure that is listed on or determined eligible for listing on the National Register of Historic Places, state register of historic places, or is located within and important to a locally designated historic district, provided that the substantial rehabilitation is conducted in accordance with the U.S. Secretary of Interior's Standards for Rehabilitation.

IV. The governing body may adopt local guidelines to assist it in determining the appropriate duration of the tax assessment relief period.

Source. 2006, 167:1. 2009, 200:12. 2010, 329:4, eff. July 20, 2010.

Section 79-E:6

79-E:6 Resumption of Full Tax Liability. – Upon expiration of the tax relief period, the property shall be taxed at its market value in accordance with RSA 75:1.

Source. 2006, 167:1, eff. April 1, 2006.

Section 79-E:7

79-E:7 Public Benefit. – In order to qualify for tax relief under this chapter, the proposed substantial rehabilitation must provide at least one of the public benefits, and the proposed replacement must provide one or more of the public benefits to a greater degree than would a substantial rehabilitation of the same qualifying structure, as follows:

I. It enhances the economic vitality of the downtown;

II. It enhances and improves a structure that is culturally or historically important on a local, regional, state, or national level, either independently or within the context of an historic district, town center, or village center in which the building is located;

II-a. It promotes the preservation and reuse of existing building stock throughout a municipality by the rehabilitation of historic structures, thereby conserving the embodied energy in accordance with energy efficiency guidelines established by the U.S. Secretary of the Interior's Standards for Rehabilitation.

III. It promotes development of municipal centers, providing for efficiency, safety, and a greater sense of community, consistent with RSA 9-B; or

IV. It increases residential housing in urban or town centers.

Source. 2006, 167:1. 2009, 200:13, eff. July 15, 2009. 2013, 78:3, eff. April 1, 2013.

Section 79-E:7-a

79-E:7-a Public Benefit Determinations. – Cities or towns may adopt according to the procedure in RSA 79-E:3 provisions that further define the public benefits enumerated in RSA 79-E:7 to assist the governing body in evaluating applications made under this chapter based on local economic conditions, community character, and local planning and development goals.

Source. 2010, 329:5, eff. July 20, 2010.

Section 79-E:8

79-E:8 Covenant to Protect Public Benefit. –

I. Tax relief for the substantial rehabilitation or replacement of a qualifying structure shall be effective only after a property owner grants to the municipality a covenant ensuring that the structure shall be maintained and used in a manner that furthers the public benefits for which the tax relief was granted and as otherwise provided in this chapter.

II. The covenant shall be coextensive with the tax relief period. The covenant may, if required by the governing body, be effective for a period of time up to twice the duration of the tax relief period.

III. The covenant shall include provisions requiring the property owner to obtain casualty insurance, and flood insurance if appropriate. The covenant may include, at the governing body's sole discretion, a lien against proceeds from casualty and flood insurance claims for the purpose of ensuring proper restoration or demolition or damaged structures and property. If the property owner has not begun the process of restoration, rebuilding, or demolition of such structure within one year following damage or destruction, the property owner shall be subject to the termination of provisions set forth in RSA 79-E:9, I.

IV. The local governing body shall provide for the recording of the covenant to protect public benefit with the registry of deeds. It shall be a burden upon the property and shall bind all transferees and assignees of such property.

V. The applicant shall pay any reasonable expenses incurred by the municipality in the drafting, review, and/or execution of the covenant. The applicant also shall be responsible for the cost of recording the covenant.

Source. 2006, 167:1. 2009, 200:14, eff. July 15, 2009.

Section 79-E:9

79-E:9 Termination of Covenant; Reduction of Tax Relief; Penalty. –

I. If the owner fails to maintain or utilize the building according to the terms of the covenant, or fails to restore, rebuild, or demolish the structure following damage or destruction as provided in RSA 79-E:8, III, the governing body shall, after a duly noticed public hearing, determine whether and to what extent the public benefit of the rehabilitation or replacement has been diminished and shall determine whether to terminate or reduce the tax relief period in accordance with such determination. If the covenant is terminated, the governing body shall assess all taxes to the owner as though no tax relief was granted, with interest in accordance with paragraph II.

II. Any tax payment required under paragraph I shall be payable according to the following procedure:

(a) The commissioner of the department of revenue administration shall prescribe and issue forms to the local assessing officials for the payment due, which shall provide a description of the property, the market value assessment according to RSA 75:1, and the amount payable.

(b) The prescribed form shall be prepared in quadruplicate. The original, duplicate, and triplicate copy of the form shall be given to the collector of taxes for collection of the payment along with a special tax warrant authorizing the collector to collect the payment under the warrant. The quadruplicate copy of the form shall be retained by the local assessing officials for their records.

(c) Upon receipt of the special tax warrant and prescribed forms, the tax collector shall mail the duplicate copy of the tax bill to the owner responsible for the tax as the notice of payment.

(d) Payment shall be due not later than 30 days after the mailing of the bill. Interest at the rate of 18 percent per annum shall be due thereafter on any amount not paid within the 30-day period. Interest at 12 percent per annum shall be charged upon all taxes that would have been due and payable on or before December 1 of each tax year as if no tax relief had been granted.

Source. 2006, 167:1. 2009, 200:15, eff. July 15, 2009.

Section 79-E:10

79-E:10 Lien for Unpaid Taxes. – The real estate of every person shall be held for the taxes levied pursuant to RSA 79-E:9.

Source. 2006, 167:1, eff. April 1, 2006.

Section 79-E:11

79-E:11 Enforcement. – All taxes levied pursuant to RSA 79-E:9 which are not paid when due shall be collected in the same manner as provided in RSA 80.

Source. 2006, 167:1. 2007, 42:3, eff. July 20, 2007.

Section 79-E:12

79-E:12 Rulemaking. – The commissioner of the department of revenue administration shall adopt rules, pursuant to RSA 541-A, relative to the payment and collection procedures under RSA 79-E:9.

Source. 2006, 167:1, eff. April 1, 2006.

Section 79-E:13

79-E:13 Extent of Tax Relief. –

I. (a) Tax relief granted under this chapter shall pertain only to assessment increases attributable to the substantial rehabilitation performed under the conditions approved by the governing body and not to those increases attributable to other factors including but not limited to market forces; or

(b) Tax relief granted under this chapter shall be calculated on the value in excess of the original assessed value. Original assessed value shall mean the value of the qualifying structure assessed at the time the governing body approves the application for tax relief and the owner grants to the municipality the covenant to protect public benefit as required in this chapter, provided that for a qualifying structure which is a building destroyed by fire or act of nature, original assessed value shall mean the value as of the date of approval of the application for tax relief of the qualifying structure that would have existed had the structure not been destroyed.

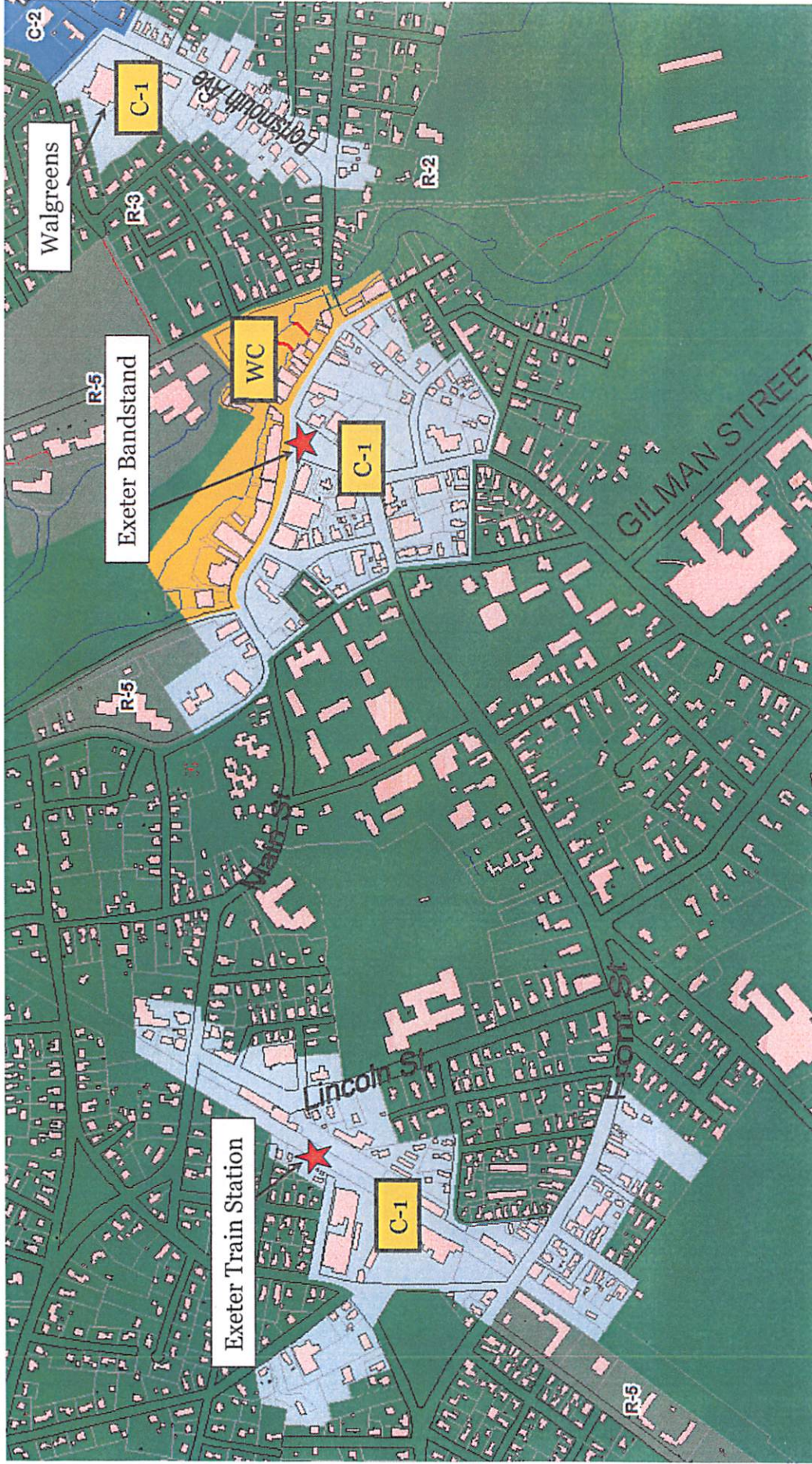
II. The tax relief granted under this chapter shall only apply to substantial rehabilitation or replacement that commences after the governing body approves the application for tax relief and the owner grants to the municipality the covenant to protect the public benefit as required in this chapter, provided that in the case of a qualifying structure which is a building destroyed by fire or act of nature, and which occurred within 15 years prior to the adoption of the provisions of this chapter by the city or town, the tax relief may apply to such qualifying structure for which replacement has begun, but which has not been completed, on the date the application for relief under this chapter is approved.

Source. 2006, 167:1. 2010, 329:6. 2011, 237:3, eff. July 5, 2011.

Section 79-E:14

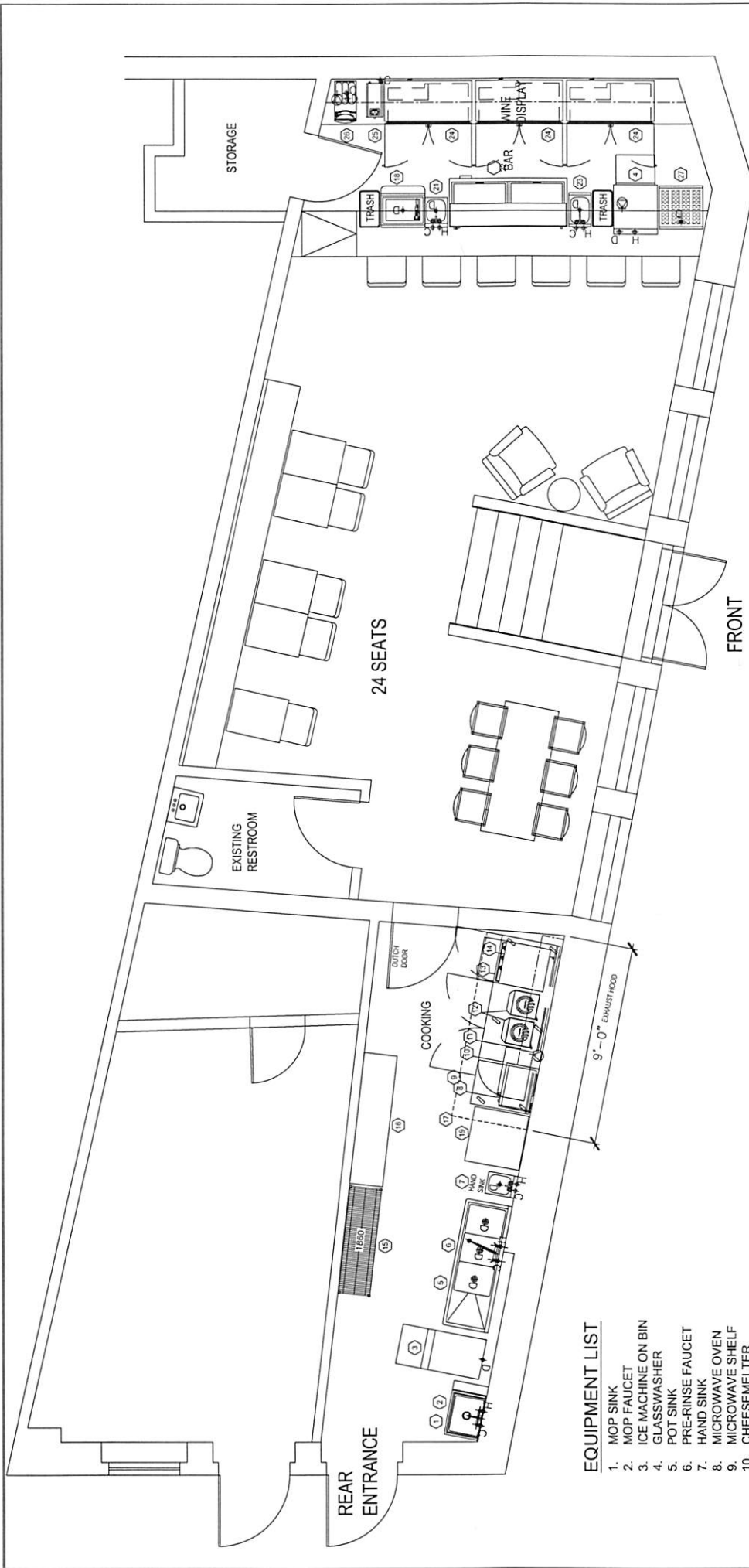
79-E:14 Other Programs. – The provisions of this chapter shall not apply to properties whose rehabilitation or construction is subsidized by state or federal grants or funds that do not need to be repaid totaling more than 50 percent of construction costs from state or federal programs.

Source. 2006, 167:1, eff. April 1, 2006.



RSA 79E Reference Map of Proposed District Areas:

C-1 Lincoln Street, C-1 Central/downtown, WC- Waterfront Commercial, and C-1 Portsmouth Ave



EQUIPMENT LIST

1. MOP SINK
2. MOP FAUCET
3. ICE MACHINE ON BIN
4. GLASSWASHER
5. POT SINK
6. PRE-RINSE FAUCET
7. HAND SINK
8. MICROWAVE OVEN
9. MICROWAVE SHELF
10. CHEESEMELTER
11. WALL SHELF
12. INDUCTION COOKER
13. WORK TOP REFRIGERATOR
14. CONVECTION OVEN
15. STORAGE SHELVING
16. WORK TABLE
17. EXHAUST HOOD
18. COCKTAIL STATION
19. WORK TABLE
20. SPARE NUMBER
21. DUMP SINK
22. BOTTLE COOLER
23. HAND SINK
24. WINE REFRIGERATOR
25. COFFEE MAKER
26. ESPRESSO
27. DRAINBOARD

ATM ARCHITECTURAL TEMPLATES 1000 W. 10TH AVENUE, SUITE 100 DENVER, CO 80202 TEL: 303.733.8888	
REVISION 10/01/17 REVISION 10/01/17 REVISION 09/27/17 REVISION 09/27/17 REVISION 09/27/17 PROJECT: WYNAMA INTERIOR CLIENT: DRAWING: EQUIPMENT PLAN DRAWING NO.:	SHEET NO.: TOTAL SHEETS:

TOWN OF EXETER, NH
COVENANT TO PROTECT PUBLIC BENEFIT
Vino e Vivo, LLC of 163 Water Street, Unit C-1, Exeter, NH
Per RSA 79E (Community Revitalization Tax Relief Incentive)

Vino e Vivo, LLC of 163 Water Street, Unit C-1, Exeter, NH 03833 (the "GRANTOR"), owner of property situated at 163 Water Street, Exeter, NH and further identified as Town Tax map 72, Lot 17-1 (the "PROPERTY"), for itself and for its successors and assigns, and for consideration of tax relief granted to GRANTOR by the Town of Exeter, with a principal address of 10 Front Street, Exeter, County of Rockingham, State of New Hampshire (the "GRANTEE"), pursuant to the provisions of RSA 79-E, agree to the following covenants imposed by the GRANTEE.

These covenants are made in exchange for 7 years of property tax relief (5 years as the GRANTEE has determined the property eligible as a "qualifying structure" per RSA 79-E:2, II and an additional 2 years as the GRANTEE has determined the property is located within and important to a locally designated historic district per RSA 79-E:5, III) granted with respect to the PROPERTY as a result of the substantial rehabilitation ("rehabilitation" or "redevelopment") of the PROPERTY to be accomplished by the GRANTOR in accordance with GRANTOR'S proposed redevelopment. The specific approved scope of work is detailed in the "VINO E VIVO LLC - COMMUNITY REVITALIZATION TAX RELIEF APPLICATION (PER RSA 79-E)" approved by GRANTEE (by vote of the Exeter Board of Selectmen) on _____, incorporated herewith and attached hereto (the "proposal" or the "application").

These covenants are to protect the public benefit in accordance with the provisions of RSA 79-E for a term of 7 years beginning on April 1st of the first tax year commencing immediately after the completion of the redevelopment work. Notwithstanding the foregoing, the

contemplated tax relief shall be null and void if the proposed redevelopment work is not completed by _____.

All applicable provisions of RSA 79-E shall apply to these covenants.

The GRANTEE agrees that the PROPERTY, if substantially rehabilitated (or "redeveloped") in accordance with GRANTOR'S proposal, provides a demonstrated public benefit in accordance with the provisions of RSA 79-E:7 insomuch as the redevelopment of said PROPERTY:

- 1) Enhances the economic vitality of downtown Exeter (RSA 79-E:7, I); and
- 2) Enhances and improves a structure that is culturally or historically important on a local, regional, state, or national level, either independently or within the context of an historic district, town center, or village center in which the building is located (RSA 79-E:7, II); and
- 3) Promotes the preservation and reuse of existing building stock throughout Exeter by the rehabilitation of historic structures, thereby conserving the embodied energy in accordance with energy efficiency guidelines established by the U.S. Secretary of the Interior's Standards for Rehabilitation (RSA 79-E:7, II-a); and
- 4) Promotes development of Exeter's municipal center, providing for efficiency, safety and a greater sense of community consistent with RSA 9-B (RSA 79-E:7, III).

These covenants, which are hereby granted by the GRANTOR to the GRANTEE with respect to the above described PROPERTY, and which shall commence simultaneously with the period of tax relief but shall continue for the duration of the 7-year tax relief period, are as follows:

GRANTOR'S COVENANTS:

~~REDEVELOPMENT OF PROPERTY.~~ The GRANTOR agrees to redevelop the PROPERTY during the term described herein in accordance with GRANTOR'S proposal. The redevelopment contemplated by GRANTOR'S proposal shall be completed by the GRANTOR on or before _____. All of the work detailed in GRANTOR'S proposal, to include any amendments approved by the Town thereto, must be completed in order for the tax relief to take effect. If only some of the work contemplated by GRANTOR'S proposal is completed prior to _____, then the PROPERTY shall be fully assessed for the value of that work.

MAINTENANCE AND USE OF THE PROPERTY. The GRANTOR agrees to maintain, use and keep the PROPERTY in a condition that furthers the public benefits for which the tax relief was granted and accepted during the term of the tax relief under RSA 79-E:8. The GRANTOR agrees to continue to use the PROPERTY as described in the attached proposal. The use of the PROPERTY shall not be converted to a different use inconsistent with the description in the attached proposal without the written authorization of the Town.

REQUIRED INSURANCE, USE OF INSURANCE PROCEEDS, AND TIMEFRAME TO REPLACE OR REMOVE DAMAGED PROPERTY. The GRANTOR agrees and is required to obtain and maintain casualty insurance. The GRANTEE requires a lien against proceeds for any insurance claims to ensure proper restoration or demolition of any damaged structures and property. The GRANTEE further requires that the restoration or demolition commence within one year following any insurance claim incident; otherwise the GRANTOR shall be subject to the termination provisions set forth in RSA 79-E:9, I.

RECORDING. The GRANTEE shall record this covenant with the Rockingham County Registry of Deeds upon its execution. It shall be a burden upon the PROPERTY and bind all transferees and assignees of such PROPERTY. The GRANTOR will be solely responsible for payment of the recording fees.

ASSESSMENT OF THE PROPERTY. The GRANTEE agrees that the PROPERTY shall be assessed, during the term of the tax relief granted based on the pre-rehabilitation (or redevelopment) value or such other value utilized by the Assessor to address improvements not covered by RSA 79-E. If the terms of these covenants are not met, this property tax relief may be reduced or terminated by the GRANTEE after the procedure outlined in 79-E:9, I. In such case, the GRANTEE reserves the right to assess all property taxes on the PROPERTY to the GRANTOR, or its successors or assigns, as though no tax relief was granted, with interest in accordance with RSA 79-E:9, I and II. Provided that the GRANTOR complies with all the terms of these covenants, the property tax relief will commence upon the completion of the substantial rehabilitation, but in any event no later than _____, and will end seven years from the commencement date.

RELEASE, EXPIRATION, CONSIDERATION.

- I. **RELEASE.** The GRANTOR may apply to the local governing body of the Town of Exeter for a release from the foregoing discretionary tax relief and associated covenant within the duration of the tax relief period of the RSA 79-E upon a demonstration of extreme personal hardship. Upon release from such covenants, the GRANTOR shall thereafter pay the full value assessment of the PROPERTY to the Tax Collector of the Town of Exeter.
- II. **EXPIRATION.** Upon final expiration of the terms of the tax relief the tax assessment will convert to the then full fair market value. Upon final expiration of the terms of this covenant, these covenants will be concluded.

- III. **CONSIDERATION.** The Tax Collector shall issue a summary receipt to the owner of the PROPERTY, with a copy to the governing body of the Town of Exeter, of the sums of tax relief accorded during the term of the tax relief described herein. The local governing body shall, upon receiving a copy of the above-mentioned consideration and upon the expiration of this covenant execute a release of the covenant to the GRANTOR and shall record such a release with the Rockingham County Registry of Deeds. A copy of such release or renewal shall also be sent to the local assessing official.
- IV. **MAINTENANCE OF PROPERTY.** If, during the term of these covenants, the GRANTOR shall fail to maintain and use the PROPERTY in conformity herewith or shall cause the PROPERTY to significantly deteriorate or be demolished or removed, the GRANTEE reserves the right to terminate the tax relief which is the subject of these covenants and may assess to the GRANTOR, its successors or assigns, all taxes as though no tax relief was granted, with interest, per RSA 79-E:9.

ENFORCEMENT. If a breach of this covenant is brought to the attention of the GRANTEE, the GRANTEE shall notify the GRANTOR in writing of such breach, which notice shall articulate the nature of the breach and provide specific instructions regarding the required corrective action. GRANTEE'S notice shall be delivered in hand or by certified mail, return receipt requested to the GRANTOR. The GRANTOR shall have a reasonable amount of time, but in no case less than 30 days after receipt of such notice, to undertake the required corrective actions, including restorations, which are reasonably calculated to cure the said breach and to notify the GRANTEE thereof.

If the GRANTOR fails to take such corrective action, the GRANTEE may undertake any actions that are reasonably necessary to cure such breach, and the cost thereof, including GRANTEE'S expenses, court costs and legal fees, shall be paid by the GRANTOR, provided the said GRANTOR is determined to be directly or indirectly responsible for the breach.

The GRANTOR, by accepting and recording these covenants to the GRANTEE agrees to be bound by and to observe and enforce the provisions hereof and assumes the rights and responsibilities herein provided for and incumbent upon the GRANTOR, all in furtherance of the purposes for which this tax relief and associated covenant is delivered.

WITNESS MY/OUR/ITS HAND this _____ day of _____, 201

Witness

GRANTOR: Vino e Vivo LLC

By: Anthony Callendrello, Manager

STATE OF NEW HAMPSHIRE

COUNTY OF ROCKINGHAM

On this ____ day of _____, 201 personally appeared the above
Anthony Callendrello, Manager of Vino e Vivo LLC, known to me, or satisfactorily proven, to
be the same, and acknowledged that he/she/they executed the same for the purposes contained
therein.

Notary Public Notary Public/Justice of the Peace

My commission expires: _____

ACCEPTED this ____ day of _____, 201 by the Town of Exeter

TOWN OF EXETER

10 Front Street

Exeter, NH 03833

By: _____

Don Clement

Chairman, Exeter Board of Selectmen

By: _____

Dan Chartrand

By: _____

Kathy Corson

By: _____

Julie Gilman

By: _____

Anne Surman



Town of Exeter, New Hampshire
Community Revitalization Tax Relief Incentive

Instructions to the Applicant:

The following documents contain everything you need to complete your application for tax relief to revitalize your building. Please read everything carefully. The application materials are based upon the requirements set forth by NH RSA 79-E. You will need to fill out the application, take part in a public hearing with the Board of Selectmen, and execute a covenant with the Town. If you have any questions with the application, the process, or what to expect, please call Darren Winham, Economic Development Director, at 603-773-6122 or email dwinham@exeternh.gov.

The Town of Exeter appreciates your interest in the Community Revitalization Tax Relief Incentive, and wishes you the best of luck with your application and restoration project.



Town of Exeter

Community Revitalization Tax Relief Incentive (RSA 79-E)

Application Form

Office Use Only
(do not write in shaded area)

Date Application Submitted: _____ Received by: _____

Building Information

Building Name (if any): Merrill Block

Building Address: 163 Water Street, Unit C-1

Eligible Zoning District C-1 Central/Downtown Tax Map 72 Lot 17-1

Contact throughout this application process will be made through the applicant listed below. The property owner may designate an agent as the coordinator for the project. This person (the applicant) shall attend public hearings, will receive comments, recommendation, staff reports, and will communicate all case information to the other parties as required.

The Property Owner may act as the Applicant. If so, list under Applicant's Name, "Owner", and complete owner's information as requested.

Applicant's Name Owner

Owner's Name Vino e Vivo, LLC

Address: _____

Address: 28 Park Street

City/Town: _____ State: _____ Zip: _____

City/Town: Exeter State: NH Zip: 03833

Phone _____ Fax: _____

Phone (603) 512-9174 Fax: _____

E-mail: _____

E-mail: acallendrello@vinoevivo.com

Existing Building Information:

Existing Uses (describe current use, size, and number of employees):

Until November 2017, condominium was as a retail clothing consignment shop with single owner/proprietor.

Gross Square Footage of Building: 840 Year Building was Built: 1873

Is the building listed on or eligible for listing on the National Register of Historic Places? Yes No

Is the building listed on or eligible for listing on the state register of historic places? Yes No

Is the building located within and important to locally designated historic district? Yes No

Part of Exeter
Waterfront Commercial
Historic District

Project Description

Proposed Uses (describe use, size, and number of employees): Propose to convert the space into a 24 seat wine bar/restaurant. Approximately 600 square feet will be used for patrons and 240 square feet for kitchen/storage. It is anticipated that the business will have between 4 and 6 employees

Is this a change of use associated with this Project? Yes No

Will the project include new residential units? Yes No

If yes, please describe: _____

Will the project include affordable residential units? Yes No

If yes, please describe: _____

Has an abatement application been filed or has abatement been awarded on this property within the past year?

Yes No

Will any state or federal grants be used with this project? Yes No

If yes, describe and detail any terms of repayment: _____

Replacement of Qualifying Structure

Does the project involve the replacement of a qualifying structure? Yes No

If yes, the owner shall submit with this application the following:

1. A New Hampshire division of historical resources individual resource inventory form, prepared by a qualified architectural historian.
2. A letter from the Exeter Historic District Commission that identifies any and all historical, cultural, and architectural value of the structure or structures that are property on which those structures are located.

Note: The application for tax relief shall not be deemed to be complete and the governing body shall not schedule the public hearing on the application for replacement of a qualifying structures as required under RSA 79-E:4, II until the inventory form and letter, as well as all other required information, have been submitted, if required.

Substantial Rehabilitation

Describe the work to be done and estimated costs.

1. Attach additional sheets if necessary and any written construction estimates.
2. Attach any project narratives, plot plans, building plans, sketches, rendering, or photographs that will help explain this application.


Structural: <u>Removal of framing, cabinets and drywall to uncover stone and brick foundation walls.</u> <u>Replace/refinish wall and ceiling finishes.</u> <u>Refinish wood flooring.</u> <u>Replace interior stairway.</u> 	Estimated Cost: 10,000
Electrical: <u>Increase electrical service from 100 to 200 amps.</u> <u>Install energy efficient lighting.</u> 	Estimated Cost: 30,000
Plumbing/Heating: <u>Replace existing 1980s vintage furnace and non-functioning air conditioning with modern high efficiency units.</u> <u>Replace hot water heater with high efficiency unit.</u> <u>Remove and replace existing bathroom.</u> <u>Installation of kitchen and bar sinks.</u> 	Estimated Cost: 52,500
Mechanical: <u>Installation of bar and kitchen equipment</u> 	Estimated Cost: 12,000
Other: _____ 	Estimated Cost:
Total Estimated Project Cost:	\$ 104,500
Expected Project Start Date: 2/1/2017 Expected Project Completion Date: 5/1/2017	



RSA 79E Reference Map of District Areas:


C-1 Lincoln Street, C-1 Central/downtown, WC- Waterfront Commercial, and C-1 Portsmouth Ave

**TOWN OF EXETER
MEMORANDUM**

TO: Board of Selectmen
FROM: Russ Dean, Town Manager 
RE: Epping Road TIF Agreement
DATE: January 29th, 2018

We are in the process of reviewing and updating the Epping Road TIF Agreement. We will have an update for the Board at Monday evening's meeting. We are moving as diligently as possible while trying to ensure all issues are addressed prior to finalization.

**TOWN OF EXETER
MEMORANDUM**

TO: Board of Selectmen
FROM: Russ Dean, Town Manager 
RE: Public Hearing – Grant Acceptances
DATE: January 29th, 2018

As you are aware, the town receives notices of grants periodically throughout each year and a public hearing is held on grant acceptance.

In some instances where grants funds total \$10,000 or more there is a requirement for a newspaper posting *at least* 7 days prior to the hearing.

This public hearing notice is to be able to meet the advertising requirements of any grants that become available during the 2018 year from the sources identified. This should save the town time and money in advertising costs.

As grants materialize from the various sources outlined, we will continue to notice a public hearing on the Selectmen's agenda, but will be able to forego the newspaper ad as that requirement will already be met.

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- Call: 1-888-736-4062
- Email: classads@seacoastonline.com
- Fax: (603) 427-0550
- Mail: Seacoast Media Group
111 New Hampshire Ave
Portsmouth NH 03801

Garage & Yard Sales

George & Yard Sales

Evening Antique Auction
TUESDAY JANUARY 23RD @ 5:00 PM preview 3:00PM
40 Jarvis Drive | Andrew Jarvis Center | Portsmouth, NH

Partial Estates from Durham, Exeter, Portsmouth, NH, Lynnfield, MA & CT

FURNITURE pr of French twin beds, mahogany Sheraton sideboard, mahogany a table w/brd cage base, painted continental chest, mission oak 6' hall bench, 4 drawer Sheraton dresser, Queen Anne arm chair, 2 drawer work stand, 272 country pine cupboard, painted 2 door cupboard, saw back table w/brd board ends, pr of miniature pine dressers, grain painted lift top desk, empire foot stool, scrub pine cabinet, mahogany scrf top lamp table, selection of assorted country stands, mahogany handkerchief table, painted lift top chest, primitive corner chair, mahogany hooded cradle

ACCESSORIES 5 miniature Robert Morse bird decoys & 1 miniature Jack Blackstone, 2 shore boat George Boyd 7, El Terry pillar & scroll clock, salers valentine, iron ship model, ship weather-vane, brass bound telescope, Mahogany Heggplewhite shaving brush, ornate brass Aladdin lamp, ornate brass inkwell, decorated crocks, Norton #2 fossil painted boxes, talewara, tin pie warmer w/footed base, water bucket in red paint, primitive chip carved doo box, pine lift top chest, grain painted dog box, lot of early framed silhouettes, early miniature w/c, 19th c silk needlework, 1776-1876 American flag, British embroidery of a ship "Gifford Castle", fruit tree on paper, collection of holy water fonts, pewter, 4 tall Victorian doll house with complete antique furnishings, 2 horse Johnson model, fishing reels, lot of underwater cameras, lg lot of antique lamp parts, books, **ASIAN** pr of carved jade bowls w/stands, pr of bronze to dogs, carved ivory figurines, carved green stone plaque, carved soapstone, 4 part oriental screen, Mahjong set, canton lamp, 15' famille open bowl, pr of Chinese Famille covered jars, blue & white Asian ceramics, oriental garden seat

STERLING 5 sterling flatware sets inc. Informational "Danish" complete set (12), "Wild Rose" serv (12), Gotham 78 pce., Lync 58 pce., Mary Chilton pce., 5 pce. Domnick & Huff embossed tea service, 12' candlesticks, pr of sterling, 10' silver bowl, 15' sterling tray, asparagus tongs, Tiffany set, 4 pr of silver, coin tins, large lot of decorative Sheffield & silver plate, **JEWELRY diamond ring set, Tiffany mesh silver bracelet & silver & 14k ring, David Yurman bracelet, 14k Georg Jensen necklace, jade bracelets, 14k pearl earrings, 14k bracelet with coin, cameo, tick pins, cuff links, watches, sterling sets, gold tins, Victorian & costume hats, 14k solid dresser set, enamel purses, Boston & Arlington Fire Dept. Badges, Coins, **ARTWORK** c/o Amsterdam Harbor Scene signed J. Joel 20 x 28, ob landscape by Van de Kruyssen 16 x 23, o/c continental harbor scene, o/c 3 masted schooner, o/c English country scene w/in fishing, pr of portraits 1856 o/c Isaac & Margaret Johnson, ob landscape Tom Glover, ob lobster shacks NH Partridge, o/c seascapes John Hawkins, w/c Exeter, NH Bill Childs, Otto Di prints, CW Tan Etchings, Chris Ward prints, Portsmouth Prints, wood block prints**

GLASS & CHINA 3 color Bohemian cut to clear set (12) hand painted Dresden Savony dinner plates, horse motif ceramic, pr of antique English German enameled goblets, Lladro figurines, early glass, Lenox dinner sets, Euclalytus & Westfield, Amberg "Wild Violets", Limoges

ESTATE ORIENTAL CARPETS Herze n12, Persian Enqals n 12, Tabriz n 9, Shiraz n 8, 2 tall rugs 3 x 5, Ashar bag face, 2.5 x 16.6 Hamadan runners, 2 contemporary Tabriz room size carpets

TERMS: 10% buyers premium | cash or check ok approval | all items subject to error | catered | no in-home beds or phone bids | phone day of sale 603-658-3131 207-439-6641 | PO Box 234 Col. MA | Maureen Boyd, NH Lic. #2821, John Boyd NH Lic. #4010

DIRECTIONS: -9-5, NS exit 5 to Portsmouth traffic circle "bear right onto the 1st by-pass south" "take left at the fourth set of lights, left onto Lafayette Rd then the first right onto Andrew Jarvis Drive the hall is behind St Nicholas Church (near Portsmouth High School)

BOYD AUCTIONS
www.boydauctions.com
(207)439-6641

2003 FORD Ranger XLT, bedliner and Tonneau cover, no rust, low mileage, rear wheel drive, \$4,500. Call (603)743-1404

Antique Classic Cars
1952 Mercury convertible, black, all Chevy running gear, loaded with tan top. Call on price (603) 664-7875

Trucks
1994 International box truck, 22 box, heavy duty lift, very good condition. Stock ready \$14,895 (603) 335-4567

2002 Ford F-150, 64k miles, 2WD, 5.4L, auto, Southern + rust free, green with great cap, low brake. \$5,000. Call (603)833-0099

Automotive Wanted
\$5 978-327-8580 \$5 \$5 WE PAY CASH \$5 \$5 UP TO \$1795 \$5 for all cars, trucks, vans, SUVs, Junk or not junk. 23 hours service. \$5 Call or text Ding \$5

Boat & Marine
BOAT SHOW SEASON! Rep-Power Specials! Honda & Tohatsu Best Pricing of the Year! Install NOW! Ready for Spring 2018! Inflatable RBSS Light Aluminum Hulls Dinghy Motor Deals! Buy now, stock up later!

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603.436.5299 | 1NF 68
Newington, NH
ex@greatbaymarine.com

How hiring cashiers & shifts. Please apply in person at 600 Lafayette Road, Portsmouth, NH. Great benefits. Pay depending on experience. EOE. Email: bat078@cnbrown.com wandam@cnbrown.com Call (603) 427-5318

Harbour Capital
Immediate opening for Documentation Manager

Located in the Seacoast area of New Hampshire, Harbour Capital Corporation has an immediate need for an experienced documentation/funding manager. Must be detail oriented, efficient, able to multi-task and have excellent verbal and written communication. You will oversee all aspects of documentation and funding of transactions originated by a seasoned team of in-house sales representatives. Harbour Capital offers exceptional pay, matching 401K, excellent health, vacation and other fringe benefits. Contact today for immediate consideration. Email resume to: hr@harbourcapital.com or call Jeff DeRoaa at 603-610-6579

Laborers and Carpenter's Helper
Town of Hampton Public Works. Department is accepting applications for

Laborers - Work will involve performance of a variety of routine unskilled and semi-skilled duties involving the construction, repairing, cleaning and maintaining of streets, sidewalks, park, sewer and drains and other facilities.

Carpenter's Helper - Must possess knowledge of method, techniques, tools and machinery utilized in the carpentry and building maintenance trades; ability to follow written and oral instructions; ability to establish and maintain effective working relationships with other departments, employees and the general public.

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- Fax: (603) 427-0550
- Mail: Seacoast Media Group
111 New Hampshire Ave
Portsmouth NH 03801

TO PLACE YOUR AD ONLINE:

- Go to SeacoastClassifiedAds.com
- Click on
- Choose Seacoast Classifieds or York County Classifieds
- Choose your classification and package
- Write your ad, choose dates, pay by credit card

SEACOAST COMMUNITY SCHOOL is seeking qualified individuals to be detailed job description is available upon request. Please forward cover letter, resume and references to: Mary Hall, Operations Coordinator, Town of Hampton, 100 Winnacutt Rd., Hampton, NH 03842 or email to: mh@townofhampton.nh.us

SMG SEACOAST MEDIA GROUP
Legal Notice
Town of Exeter, NH
Notice of Public Hearing Pursuant to RSA 31:95-b(8)(a)

Notice is hereby given that the Selectmen of the Town of Exeter will hold a public hearing in the Town Room, 10 Ford Street, Exeter beginning at 7:00 PM on the 29 day of January, 2018, for the purpose of complying with the provisions of RSA 31:95-b(1)(a) for the following:

To apply for, accept, and expend unanticipated monies in amounts of \$10,000 or more from the following: 2017 American Recovery and Reinvestment Act of 2009; US Dept. of Commerce (DOC); Economic Development Administration (EDA); Public Works and Economic Development Act of 1965; National Oceanic Atmosphere Administration (NOAA); US Dept. of Transportation; US Dept. of Environmental Protection Agency (EPA); US Army Corp of Engineers; US Dept. of Justice; Office of Justice Programs; US Dept. of Health and Human Services; 21st Century Cures Act; US Dept. of Agriculture; US Dept. of Fish and Wildlife; US Dept. of Homeland Security (DHS); Federal Emergency Management Agency (FEMA); Complex Coordinated Federal Assistance (CFFA) Program; U.S. Department of Housing and Urban Development (HUD); U.S. Federal Highway Administration (FHWA); Hazard Mitigation Assistance; Pre-Disaster Mitigation; Flood Mitigation Assistance; United States Election Assistance Commission; HAVA Funds; United States Fire Administration Grants; Assistance to Firefighter Grants; Staffing for Adequate Fire and Emergency Response Grants; Fire Prevention and Safety Grants; NH Department of Homeland Security and Emergency Management; NH State Homeland Security Program (SHSP); NH Dept. of Safety; First Responder Grant; Public Safety Communications Interoperability Grants; Law Enforcement Terrorism Prevention Programs; Homeland Security Exercise and Evaluation Grants; Radiological Emergency Response Grants; Emergency Management Performance Grants; NH Dept. of Justice Grants; NH Dept. of Transportation (NHSDOT); NH State Homeland Security Program (NHSHSP); NH State Homeland Security Program (NHSHSP); NH Highway Safety Agency; NH Housing Finance Authority; NH Dept. of Environmental Services (NHDES); NH Division of Historical Resources; NH Cultural Resources; NH Community Development Finance Authority (CDFA); NH Office of Energy Planning; NH Historical Society; NH Fish and Game; NH Health and Human Services; NH Land and Community Heritage Program; NH Preservation Alliance; NH Dept. of Resources and Economic Development (NRED); Municipal State Aid Grant (MSAG); Northeast Regional Ocean Council (NROC); LCRP Grant Program; Highway Block Grants; Rockingham Planning Commission (RPC); Trust for Public Land; Coastal Flood Hazards and Climate Change Grant; NH Coastal Resiliency Grants; New Hampshire Coastal Program Competitive Grant; Aquatic Resource Mitigation Fund; Repetitive Flood Claim Service; Repetitive Losses; Coastal Estuarine Land Conservation Program (CELCP); Land Trust Alliance; Piscataqua Region Estuary Partnership Grant; Field Pond Foundation; UNL cooperative Extension; The Nature Conservancy; Society for the Protection of New Hampshire Forests; HealthTrust of Southeast Land Trust; University of New Hampshire; NH Charitable Foundation; Gulf of Maine Council on the Maine Environment.

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HARTSH CHIMNEY SERVICE Cleaning • Linings • Repairs • Insured • 603-926-8911

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Sean Boyle General Contracting. Vinyl siding and replacement windows. Rubber, slate, and shingle roof repairs. Since 1972. Free estimates, fully insured. (603)654-9092.

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Sheetrock, taping and painting. Water damage repair. Prompt and professional. 30 years experience. (603)918-8254.

Firewood
"FIREWOODGUY.COM" Dry Firewood, Partial Cords, U-Pickup or Delivered & Stacked. 603-437-0940

Firewood \$200 and up. Cut, split & delivered. Green seasoned. Log length also available. Tom Tremblay 603-959-3888

FIREWOOD - Seasoned -new/dry cut split, hand loaded. Fast Delivery. Call Troy Baskin. 603-238-8251

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Alan's Handyman Services. Small carpentry projects, garage/cellar clean-outs and home maintenance. Call (978)856-1920

LABORER FOR HIRE
For a few hours to a few days. When one gear of hands just won't do. Call Mike 603-268-1868

HYAC
Licensed and Insured Plumber looking for small renovations or repair jobs. Free Quotes- NH ME & MA 603-234-7896

Masonry Services
Peter O'Brien / Mason Contractor. General Construction, chimneys, foundations & sills. Roof Repairs. Free estimates. insured 30 years. (603)933-0099

Roofing Services
NH Roofing & Carpentry Inc. Dam Shingles & SNOW & ICE REMOVAL. Asphalt shingles, Asphaltn shingles, Metal or rubber roofing. Free estimates/insured 603-564-6939

Painting
★ Free Estimates, 20% off interior, 25 years experience. References: Gabley Hatch/Donnerhof 603-964-1826

Snow Removal
A-1 Snowblowing- Rochester area town. Residential/commercial 603(937)6-5012

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Richard (603)770-3016 INSURED

The Seacoast Handyman
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A-1 Snowblowing- Rochester area town. Residential/commercial 603(937)6-5012

Roof SNOW REMOVAL
Richard (603)770-3016 INSURED

The Seacoast Handyman
Roof Ice and Snow Removal. Call 207-439-6416

List for Selectmen's meeting Jan 29, 2018

Veterans Credit

<u>Map/Lot</u>	<u>Location</u>	<u>Amount</u>	
62/66	9 Millstream	500.00	Standard
62/66	9 Millstream	2,000.00	Disable
68/6/726	7 Sterling Hill Lane	500.00	Standard
72/106	45 South St	500.00	Standard

Disability Exemption

<u>Map/Lot</u>	<u>Location</u>	<u>Amount</u>
64/105/47	47 Hayes MH Pk	125,000
95/64/80	9 Wanda Lane	125,000

Elderly Exemption

<u>Map/Lot</u>	<u>Location</u>	<u>Amount</u>
55/24	8 Colcord Pond Dr	152,251
80/6/41	2 Liberty Ln	183,751
64/21	6 Dewey St	183,751
72/106	45 South St	152,251
104/79/219	219 Robin Hood Dr	236,251
95/64/237	21 Cornwall Ave	183,751
104/79/604	604 Canterbury Dr	236,251
71/3	19 Hall Pl	236,251
104/79/108	108 Robin Hood Dr	152,251
104/79/954	900A Maid Marion Dr	152,251
95/64/160	4 Hilton Ave	183,751

Solar Exemption

<u>Map/Lot</u>	<u>Location</u>	<u>Town does not value</u>
73/121	33A Washington St	

List for Selectmen's meeting January 29, 2018

Water / Sewer Department Abatement's

<u>Name</u>	<u>Location</u>	<u>Amount</u>
Lloyd Metevier	40 Hampton Rd. C-20	\$140.36

Abatement Request – Water/Sewer Department

Meeting Date: 1/18/18

Applicant: Lloyd Metevier, 40 Hampton Rd C-20.

Property Description: 40 Hampton Rd c-20 is a single-family mobile home. The property is owned by Lloyd Metevier.

Discussion:

The Water & Sewer Department received an abatement request on December 14, 2017. The Water & Sewer Department did not go to the home to do any investigation or leak checks, but did do data downloading. The leak was identified by the homeowner. Homeowner found hot water heater malfunctioned and heard water running. The abatement request indicated the water was shut off once the leak was identified.

Conclusion:

Based on the documented abatement request, the Water & Sewer Department believes a leak occurred on the property. Select board policy states that in the event the source or cause of the abnormally high consumption is related to a leak due to customer negligence such as failure to maintain internal (private) plumbing fixtures in good repair, the customer shall be held responsible for the entire bill. If the Board wishes to grant the abatement for the sewer usage portion above the usage average, the calculated abatement amount is \$140.36 for a new bill total of \$297.66.

Special Notes:

Repaired and insulated new unit on 12/1/17

Board of Selectmen Review: _____

Accept Request: _____

Deny Request: _____

Chairperson Initials: _____

Water & Sewer Abatement Receipt

Reason for Abatement: The Board of Selectmen made a decision to grant an abatement according to Selectman Policy 08-30

Abatement Amounts: \$140.36 (sewer only)

New bills total: \$297.66

BOS Signature: _____

BOS Signature: _____

BOS Signature: _____

BOS Signature: _____

BOS Signature: _____

Town of Exeter



Water/Sewer Abatement Request Form

Please Print:

Full Name: LOYD R. METEVIER
Mailing Address: 40 HAMPTON ROAD C-20
EXETER NH 03833
Service/Property Address: SAME

Today's Date: 12-14-17
Account Number: 131385847
Route Number: _____
Phone Number: 603-772-5321

Utility Abatement Requested for: Water _____ Sewer _____ Water & Sewer
Date of Bill: 11-29-17 Billing Period from 8/17/17 to 11-20-17 Amount of Bill: \$ 438.00

Owner's reason for the abatement request (Please be as specific as possible): HAD AN APPARENT SLOW LEAK IN WATER HEATER THAT WAS NOT NOTICED UNTIL THE WATER HEATER LET GO ON 11-25-17, HEARD WATER RUNNING OUTSIDE UNDER HOME. IMMEDIATELY SHUT OFF FEED TO THE HEATER AND CONTACTED A REPAIR PERSON. HAD THE UNIT REPLACED AND INSULATED ON 12-1/12-2/17

[Signature]
Signature of Applicant

12-14-17
Date

Signature of Billing Office

Date

Do not write below this line

Reviewed by: Matt Banke Date of Review: 1/10/18
Comments: Sewer okay if board grants

Total Usage= _____ gallons
-Q__-year Average- (_____ + _____ + _____) / _____ = _____ gallons
Excess above average- _____ gallons
Half of Excess gets abated- _____ gallons

Due
Remaining excess- _____ gal -yr average- _____ gal Billable usage- _____ gal
Tier 1-- rates
water _____ gal * \$ _____ /1000 gal = \$ _____
sewer _____ gal * \$ _____ /1000 gal = \$ _____
Tier 2--rates
water _____ gal * \$ _____ /1000 gal = \$ _____
sewer _____ gal * \$ _____ /1000 gal = \$ _____

Total due= _____

Recommendation: _____ Disapprove _____ Approve Amount: \$ _____

Approval/Disapproval Signature: _____ Date: _____

If you disagree with the decision of the Department of Public Works & the Finance Department, you may appeal to the Town of Exeter Board of Selectmen. If you wish to appeal, please sign below and return this form to the Finance Department at 10 Front Street.

Signature of Applicant

Date

N_SIGHT R900 Repo
Data Logging Report Daily
Meter Combination: WATER, 5/8" - 1" T-10, GALLONS
MIU ID: 1834513938
Interval Date Range: 09/09/2017 - 12/14/2017

Interval Read Date	Interval Reading	Interval Consumption	Minor Backflow	Major Backflow	Intermittent Leak	Continuous Leak
10/18/2017	93891.6	41.0				
10/19/2017	93978.9	60.3				
10/20/2017	94041.7	87.2				
10/21/2017	94144.6	80.5				
10/22/2017	94300.8	159.8				
10/23/2017	94319.8	359.6				
10/24/2017	95137.9	493.5				
10/25/2017	95377.7	589.8				
10/26/2017	96286.7	575.5				
10/27/2017	96776.0	617.4				
10/28/2017	97490.1	585.8				
10/29/2017	98081.7	592.5				
10/30/2017	98136.0	648.0				
10/31/2017	99339.5	608.8				
11/01/2017	99578.5	545.2				
11/02/2017	100489.1	608.4				
11/03/2017	101126.8	636.1				
11/04/2017	101777.8	652.5				
11/05/2017	101950.8	662.1				
11/06/2017	103118.9	679.2				
11/07/2017	103512.9	680.8				
11/08/2017	104486.4	687.1				
11/09/2017	105106.0	708.5				
11/10/2017	105925.8	732.0				
11/11/2017	106640.6	716.0				
11/12/2017	106731.5	693.4				
11/13/2017	108474.9	1161.9				
11/14/2017	109094.3	1415.1				
11/15/2017	111320.3	1431.3				
11/16/2017	112465.0	1573.8				
11/17/2017	114535.9	1653.7				
11/18/2017	116234.7	1695.9				
11/19/2017	116290.4	1684.8				
11/20/2017	119668.8	1747.5				
11/21/2017	120102.2	1617.5				
11/22/2017	123306.0	2057.4				
11/23/2017	124569.1	2150.5				
11/24/2017	127848.6	2406.8				
11/25/2017	129852.9	1901.4				

*All time intervals are represented in standard time.

Ron's Odd Jobs
152 Harvard Street
Newmarket, NH 03857
603-659-5844

EMERGENCY
603-953-6583

Y0002X - 2017

Contractor's Invoice

WORK PERFORMED AT:

40 HAMPTON RD C-20
EXETER HAMPTON

TO:
LLOYD M STEVIER.
C-20 HAMPTON RD
EXETER NH 03853

DATE
12-1-17 TO 12-2-17

YOUR WORK ORDER NO.
HOT WATER TANK.

CUR BID NO.
N/A

DESCRIPTION OF WORK PERFORMED:

REBUILD COMPARTMENT FLOOR. INSTALL HOT WATER TANK.
(NOTE) CUSTOMER PURCHASED OWN TANK 6YR.
INSTALLED TANK PLUMBED - FITTINGS WERE INCLUDED
INSULATE AREA + WRAP
TOTAL LABOR - W/PARTS \$325.00

\$325.00
CASH
PAID

THANK YOU
RE [Signature]

W. [Signature] 12/2/17

All Material is guaranteed to be as specified, and the above work was performed in accordance with the drawings and specifications provided for the above work and was completed in a substantial workmanlike manner for the agreed sum of THREE HUNDRED TWENTY FIVE
DOLLARS + 00/100 Dollars (\$ 325.00)

This is a Partial Full invoice due and payable by: 12 2 2017
Month Day Year
in accordance with our Agreement Proposal No. 1001-2017 Dated 12- 2- 2017
Month Day Year



Application for Town Hall Facility Use

Faxed #: 603-777-1514 or emailed: sriffin@exeternh.gov
Forms can be mailed: Town of Exeter, 10 Front Street, Exeter, NH 03833

Facility Requested: Town Hall (Main Floor/Town Hall Stage) Balcony

Representative Information:

Name: Sara Martin Address: 105 Marcy Street
Town/State/Zip: Portsmouth, NH 03801 Phone: 603-766-2691
Email: sara@prescottpark.org Date of Application: 1/16/18

Organization Information:

Name: Prescott Park Arts Festival Address: 105 Marcy Street
Town/State/Zip: Portsmouth, NH 03801 Phone: 603-436-2848

Reservation Information:

Type of Event/Meeting: Performances/Rehearsals Date: 11/19-25, 12/3-19/18
Times of Event: Varies Times needed for set-up/clean-up: 12/17/18-12/19/18
of tables: _____ # of chairs: _____
List materials being used for this event: Various
Will food/beverages be served? Yes Description: small concession stand and bar as past 2 years

Requirements:

Rental Fee: For Town Hall use there is a fee of \$125.00 per day. A rental fee waiver may be requested fee in writing.

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 or room on the right of the foyer, the electrical outlet cannot exceed 20 amps.

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

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 additionally insured.

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:  Date: 1/16/18

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

Office Use Only:

Liability Insurance: On file In-process Will receive by _____

Fee: Paid Will pay by _____ Non-profit fee waiver requested



Application for Town Hall Facility Use

Faxed #: 603-777-1514 or emailed: griffle@exeternh.gov
Forms can be mailed: Town of Exeter, 10 Front Street, Exeter, NH 03833

Facility Requested: Town Hall (Main Floor/Town Hall Stage) Balcony

Representative Information:

Name: Joseph Sweeney Address: 10 Water Street
Town/State/Zip: Concord, NH 03301 Phone: 603-327-7184
Email: chair@nhyr.gop Date of Application: January 22, 2018

Organization Information:

Name: New Hampshire Young GOP Address: 10 Water Street
Town/State/Zip: Concord, NH 03301 Phone: 603-327-7184

Reservation Information:

Type of Event/Meeting: Congressional District Forum Date: 3/3/2018
Times of Event: 5PM-8PM Times needed for set-up/clean-up: 4PM-
of tables: 5 # of chairs: 75
List materials being used for this event: Podium sign, tables chairs
Will food/beverages be served? Yes Description: Light food and beverages will be served

Requirements:

Rental Fee: For Town Hall use there is a fee of \$125.00 per day. A rental fee waiver may be requested fee in writing.

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 or room on the right of the foyer, the electrical outlet cannot exceed 20 amps.

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

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 additionally insured.

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: *Joseph Sweeney* Date: 1/22/2018

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

Office Use Only
Liability Insurance On file In-process Will receive by _____
Fee Paid Will pay by _____ Non-profit fee waiver requested



Application for Event Use of Town Facility

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

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

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

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

Representative:

Name: James D. Prie Address: 151 Wednesday Hill Rd

Town/State/Zip: Lee NH 03861 Phone: 603 765 5532

Email: JBW.D.Prie@gmail.com

Organization:

Name: Pine Street Players at Christ Church Address: 49 Pine St

Town/State/Zip: Exeter NH Phone: 603 765 5532

Reservation Details:

Type of Event/Meeting: Yacht Theatre Production Date: 11/1/18 - 11/20/18

Times of Event: late Afternoon / Evening Times needed for set-up/clean-up: _____

Will food/beverages be served/prepared in the foyer or room to the right? Yes No

If Tech/ AV Services are Needed, provide details*: _____

Requirements:

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

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.

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

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.

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: 11/20/17

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 Event Use of Town Facility

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

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

Use Request: Town Hall (Main Floor) Bandstand Parking - # Spaces all Location front of hall

Signboard Request: Poster Board Week: Sept 16-23rd Plywood Board Week: Sept 2 - 9th

Representative:

Name: Sharon Marston Address: _____

Town/State/Zip: _____ Phone: _____

Email: TownExeterArtsMusic@gmail.com

Organization:

Name: TEAM Address: 111R Water Street

Town/State/Zip: Exeter, NH Phone: 603-395-0174

Reservation Details:

Type of Event/Meeting: TEAM Fall Equinox Fest Date: Sept 21, 22, 23

Times of Event: _____ Times needed for set-up/clean-up: _____

Will food/beverages be served/prepared in the foyer or room to the right? Yes No

If Tech/ AV Services are Needed, provide details*: _____

Requirements:

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

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.

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

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

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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: *Sharon Marston* Date: 11/29/17

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

Office Use Only:

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

Town
of
Exeter



Sheri Riffle <sriffle@exeternh.gov>

TEAM Fall Fest

TEAM Exeter <townexeterartsmusic@gmail.com>
To: Sheri Riffle <sriffle@exeternh.gov>

Thu, Dec 7, 2017 at 7:26 AM

Hi Sheri -

Sorry for the delayed response. I don't know the exact number, but we would like the spaces directly in front of the town hall and the spaces in the middle of the road directly in front of the bandstand. This seems to be the usual set up we've seen at other festival type events downtown, but if that's not the case and we need to identify the exact number of spaces we can go down today and see exactly what we need.

We will also be requesting that the one side of Front Street (directly in front of town hall) be closed down as there are always a lot of complaints and concerns from parents about kids going back and forth across the street with traffic whipping around that corner.

Thank you,
Sharon
[Quoted text hidden]



Application for Town Hall Facility Use

Faxed #: 603-777-1514 or emailed: sriffle@exeternh.gov
Forms can be mailed: Town of Exeter, 10 Front Street, Exeter, NH 03833

Facility Requested: Town Hall (Main Floor/Town Hall Stage) Balcony

Representative Information:

Name: Bobbi Vandenburg Address: 120 Water St.
Town/State/Zip: Exeter, NH 03833 Phone: 772-241143
Email: bobbi@exeterarea.org Date of Application: 1-2-18

Organization Information:

Name: Exeter Area Chamber Address: 120 Water St.
Town/State/Zip: Exeter, NH 03833 Phone: 772-2411

Reservation Information:

Type of Event/Meeting: Job Fair - annual event Date: March 14 + 15, 2018 ^{setup} ^{- event}
Times of Event: 7am - 4pm Times needed for set-up/clean-up: March 14, 2018 9am - 4pm
of tables: _____ # of chairs: _____ - we provide all tables + chairs
List materials being used for this event: tables + chairs
Will food/beverages be served? yes Description: Coffee & donuts

Requirements:

Rental Fee: For Town Hall use there is a fee of \$125.00 per day. A rental fee waiver may be requested fee in writing.

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 or room on the right of the foyer, the electrical outlet cannot exceed 20 amps.

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

Applicant signature: Bobbi Vandenburg Date: 1-2-18

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

Office Use Only:

Liability Insurance: On file In-process Will receive by _____

Fee: Paid Will pay by _____ Non-profit fee waiver requested



TOWN OF EXETER

Planning and Building Department

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

www.exeternh.gov

Date: January 22, 2018
To: Russ Dean, Town Manager
From: Dave Sharples, Town Planner
Re: Street name/renumbering recommendations

I'm writing this memorandum after the E911 Committee voted to recommend several street name and renumbering changes. As you know, the E911 Committee was created in part to review the street addressing audit completed by the State of New Hampshire Division of Emergency Services and Communication (DESC). The DESC created a map and report that outlined a list of suggested changes to the Town's street names and addresses. The E911 Committee has reviewed the report and has started making recommendations consistent with the findings of the report. The Committee recommended three actions and I will list them below followed by a brief description of why the decision was made. I have enclosed a map of each change that illustrates each recommendation.

Recommendation # 1: Change the name of Beech Hill Road Ext to Redberry Road and renumber 10 Beech Hill Road to 44 Redberry Road and numbers 1,2,6, and 8 to 7, 10, 18, and 26 Redberry Road respectively.

Analysis: The DESC report recommends changing the name of Beech Hill Rd Ext because there is a Beech Hill Rd. The Addressing Standards Guide prepared by the NH Department of Safety states:

"Each Street within a municipality should be given its own unique name to prevent confusion on the part of emergency responders. In the case of a new road, the municipality is prohibited from choosing a name which is already in use, or which is confusing similar to any such existing name or which otherwise might delay the location of any address in an emergency per RSA 231:133."

Since there is a Beech Hill Road already in Town, the guidelines suggest that the name should be changed since it is the same name except for the Ext at the end. This is not a new street but if this were the case then the municipality would be prohibited by law to use the name Beech Hill Rd Ext.

The reason the Committee chose Redberry is that there are clusters of Winterberry (which produces small red berries) along this road. However, since a Winter Street already existed in Town then Redberry was chosen. Not all street names will have the same reasoning but the Committee tries to link the name with something in the area of the road. If the Committee cannot do this then we have developed a list of road names

that do not conflict with any road in Town or in Brentwood and Kensington since we share the same zip code.

In regards to the renumbering, the Committee decided that the ideal time to renumber structures in accordance with Chapter 14 Assigning Street Names and Numbers would be when a name change occurs so the process can be the least impactful to residents. The Committee wants to avoid a situation where a future subdivision or the addition of any structure on the roadway necessitate renumbering. Following our new guidelines for numbering as set forth in Chapter 14 will allow future development along this roadway where addresses will be available without having to change any existing numbers.

Recommendation # 2: Change the name of Folsom Court to Folsom Street and renumber 9 and 11 Folsom Court to 19 and 21 Folsom Street respectively.

Analysis: The reason for this change is the same as for Beech Hill Rd Ext as mentioned above as only the suffix of the road is different. Since Folsom Ct is simply an extension of Folsom Street it made sense just to change the suffix from Court to Street. The Committee suggests renumbering of the two odd number dwellings on the north side of the street so that 19 and 21 would be directly across the street from 20 and 22 which makes more sense than 9 and 11 being across the street.

Recommendation # 3: Change the name of Arbor Court to Foundry Lane and renumber 18 Arbor Street to 11 Arbor Court and renumber 24 and 26 Arbor Court to 7 and 3 Foundry Lane respectively.

Analysis: The reason for this change is the same as for Beech Hill Rd Ext as mentioned above as only the suffix of the road is different. The renumbering recommendation is consistent with Chapter 14.

The reason for choosing Foundry Lane is that this street is adjacent to the location of the Exeter Brass Works which was a foundry that started back in the late 1800's.

Summary:

The E911 Committee is advisory and only the Board of Selectmen (BoS) can change street names. In accordance with Chapter 14, the BoS will have to hold a public hearing on the recommendations prior to taking any action. An E911 Committee representative will be present at the hearing to answer any questions.

Please note that the DESC report outlines many more suggestions than discussed here and the Committee will continue to meet and forward recommendations onto the Selectmen for their consideration.

Thank you.

enc (3)

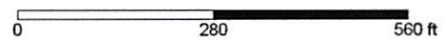
Beech Hill Road Ext. (Recommendation # 1)



- Parcels
- NH Highways
 - Interstate
 - US Highway
 - State Highway
- Town Boundary
- Abutting Towns
- Streets (Updated September)
- Misc Streams
- Parcel Streams
- Open Water
- Buildings



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Printed on 01/22/2018 at 02:29 PM



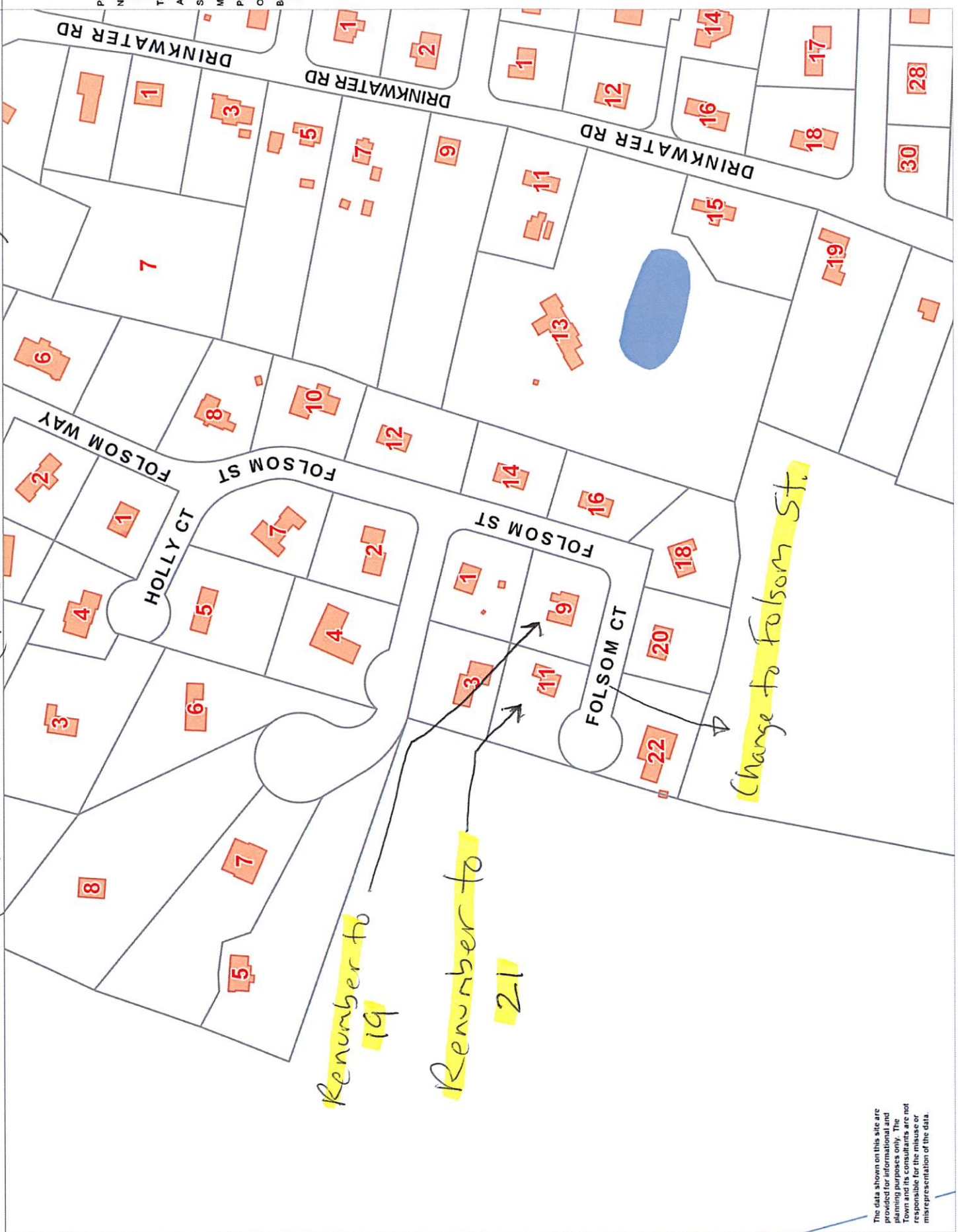
- Parcels
- NH Highways
- Interstate
- US Highway
- State Highway
- Town Boundary
- Abutting Towns
- Streets (Updated September)
- Misc Streams
- Parcel Streams
- Open Water
- Buildings

Folsom Court (Recommendation #2)

Renumber to 19

Renumber to 21

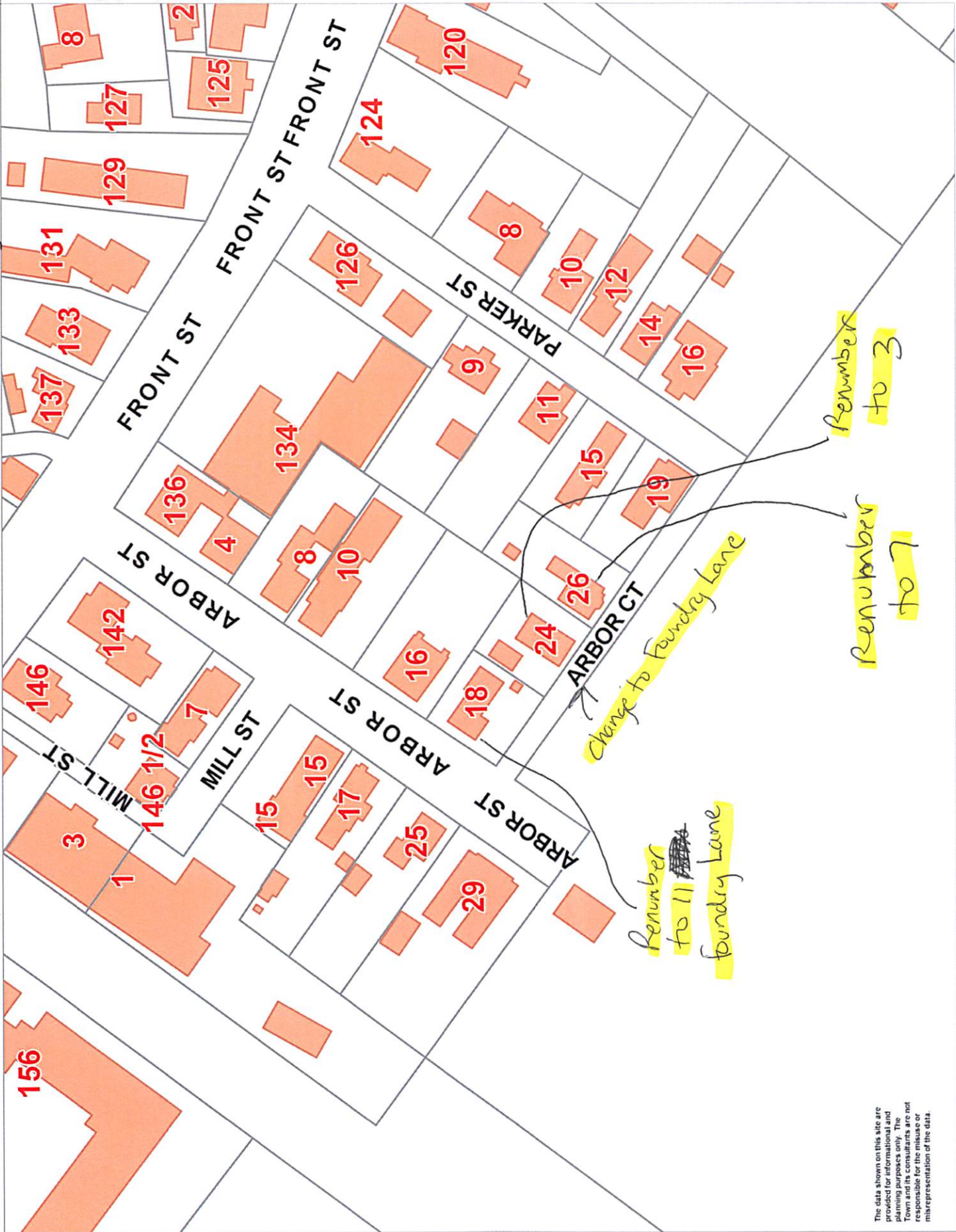
Change to Folsom St.





- Parcels
- NH Highways
- Interstate
- US Highway
- State Highway
- Town Boundary
- Abutting Towns
- Streets (Updated September)
- Misc Streams
- Parcel Streams
- Open Water
- Buildings

Arbor Court (Recommendation #3)



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Printed on 01/22/2018 at 02:37 PM

JAN 22 2017

Received

January 16, 2018

2017 Board of Directors

Irving Canner, President
Judy George, Vice President
Judith Clark, Secretary
Ken George, Treasurer
Diane Charney
Eric Flaim
Eileen Joyce-Coute
Susan Hess
Norlaila Miller
John Potter
Nancy Seesman

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

Dear Members of the Board,

We cannot thank you enough for your recent gift of \$375 on December 22, 2017. You make it possible for Seacoast Family Promise to support homeless families and their children as they do the work necessary to return to stable housing.

On behalf of the families whose lives you have touched, thank you from the bottom of our hearts.

Sincerely,



Pati Frew-Waters
Executive Director



P.S. Please take a minute and visit the Seacoast Family Promise Facebook page and website to learn more about what we do and the families you help!

Happy New Year

JAN 22 2017

Received



Big Brothers Big Sisters
of New Hampshire

January 19, 2018

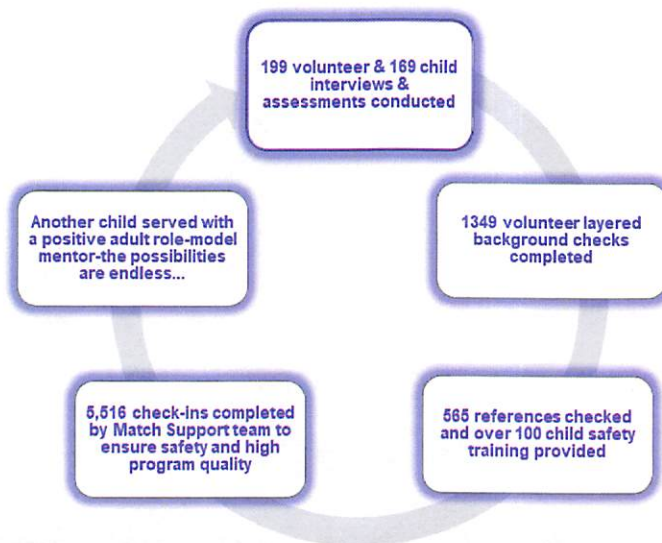
Mr. Russell Dean
Town of Exeter
10 Front Street
Exeter, NH 03833

Dear Russell,

Thank you for your recent donation of \$1,875.00!

Your gift has a tremendous impact. Your donation is helping us continue our mission of providing children facing adversity with strong and enduring, professionally-supported relationships that **change their lives for the better, forever**. We have been doing it for over 50 years in NH!

This is what we were able to do with gifts given last year. The more gifts we receive, the more children we can match with a caring adult, which changes the course of their life, forever.



Thank you for supporting BBBSNH and continuing the cycle of building stronger communities!

Sincerely,

Nicole McShane

Nicole McShane
Director of Philanthropy

Thank you! We truly appreciate your continued support!

Our Federal Tax ID number is 02-0348477

Business Office: 4 Greenleaf Woods Drive #201, Portsmouth, NH 03801 (603) 430-1140

Regional offices serving:

Greater Keene & Sullivan County (West) - Greater Nashua & Manchester (Central) - Greater Seacoast (Seacoast)
1-844-NH4-BIGS



LINDT & SPRÜNGLI

Danny Goulet
One Fine Chocolate Place, Stratham NH 03885
603 778 4148 dgoulet@lindt.com
Director of Facilities



01/17/2018

Select Board
Exeter Town Hall
10 Front Street, Exeter NH 03833

Dear Select Board,

The purpose of this communication is to inform the Board of the recent installation of a new water cooled chiller plant at the Lindt campus. The chiller plant has and the associated cooling tower which is feed by a domestic water feed for make-up water purposes. Lindt is respectfully requesting the permission to install a deduct water meter on the cooling tower make-up.

Sincerely,

Danny Goulet

Town Manager's Office

JAN 22 2017

Received



January 24, 2018

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

Re: Annual Customer Notice

Dear Chairman and Members of the Board:

Each year Comcast provides its customers with annual notices, including such information as Comcast's customer privacy policy, payment procedures, equipment compatibility and billing dispute and complaint procedures.

In accordance with RSA 53-C:3-d, enclosed please find a copy of the inserts received by customers in their bills during **2017**. In addition, please find a copy of the Affidavit submitted to the Attorney General's Office certifying the inclusion of such documents into customer bills during the **2017** calendar year.

Should you have any questions, please do not hesitate to contact me at 603.334.3603.

Very truly yours,

Jay Somers

Jay Somers, Sr. Manager
Government & Regulatory Affairs

Town Manager's Office

JAN 25 2017

Received



January 24, 2018

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

Re: Municipal Emergency Reporting Procedure Reminder

Dear Chairman and Members of the Board:

In our effort to better assist our municipal customers, we are writing once again to provide you with the emergency reporting procedures for certain outside plant and service problems.

In the event that any municipal building experiences problems with downed cable drops, signal transport issues with I-NET or Video Return Lines, Public, Education and Government (PEG) Access channels or to have our technical or construction staff on-site during an emergency, please follow the steps detailed below:

MUNICIPAL - EMERGENCY/TROUBLE REPORTING PROCEDURES

*(Please note the XOC telephone number listed below **IS NOT** for public dissemination)*

- **STEP 1** Dial: **1-877-359-1821** (24/7 – XOC)
- **STEP 2** Select: **Option # 4 - Greater Boston** or Western NE regions
- **STEP 3** Select: **Option # 4** - Commercial Accounts, Municipalities, Utilities, Police & Fire
- **STEP 4** Reason for call:
 - Option # 1 - Down Wires (will be prompted to enter zip code)
 - Option # 2 - Pole or all other Municipal Issues
- **STEP 5** Speak with Rep. and **obtain job reference #**

The above steps will put you in touch with our Excellence Operations Center (XOC), 24-hours a day, and seven days a week. **Once again, please note this telephone # IS NOT for public dissemination.**

Please do not hesitate to contact me at 603.334.3603 should you have questions.

Very truly yours,

Jay Somers

Jay Somers, Sr. Manager
Government Affairs

AFFIDAVIT

Customer Annual Notice

I, Ronni Summerton, certify that Comcast of Connecticut/Georgia/Massachusetts/New Hampshire/New York/North Carolina/Virginia/Vermont, LLC, Comcast of Maine/New Hampshire, Inc., Comcast of Massachusetts/New Hampshire, LLC and Comcast of New Hampshire, Inc. complied with New Hampshire RSA 53-C:3-d (Notices to Subscribers Regarding Quality of Service) by providing each customer located in the communities attached hereto an insert regarding 1) **Customer Privacy Notice**, 2) **Notice to Customers Regarding Equipment Compatibility & Important Information**. Each notice was submitted with subscriber bills in February and September of 2017 respectively.



Signature

Ronni Summerton

Print Name

1/24/18

Date

Attachments



X65688

Comcast Customer Privacy Notice For Cable Video, High-Speed Internet, Phone, and Home Security Services

Why is Comcast providing this notice to me?

As a subscriber to cable service or other services provided by Comcast, you are entitled under Section 631 of the federal Cable Communications Policy Act of 1984, as amended, (the "Cable Act") to know the following:

- the limitations imposed by the Cable Act upon cable operators in the collection and disclosure of personally identifiable information about subscribers;
- the nature of personally identifiable information we collect;
- the nature of the use of personally identifiable information;
- under what conditions and circumstances we may disclose personally identifiable information and to whom;
- the period during which we maintain personally identifiable information;
- the times and places at which you may have access to your personally identifiable information; and
- your rights under the Cable Act concerning personally identifiable information and its collection and disclosure.

Personally identifiable information is information that identifies a particular person; it does not include de-identified, anonymous, or aggregate data that does not identify a particular person or persons. This notice is also provided to you in accordance with applicable California law, which only applies to our customers located in California who are served by a cable television corporation.

In addition, Section 222 of the Communications Act of 1934, as amended, (the "Communications Act") provides additional privacy protections for certain information related to our phone and Internet services:

- information about the quantity, technical configuration, type, destination, location, and amount of your use of the phone and Internet services; and
- information contained on your bill concerning the type of phone and Internet services and features you receive.

That information is known as customer proprietary network information or CPNI for short. This notice, which includes our CPNI Policy, describes what CPNI information we obtain, how we protect it, and how it may be used. If you are a customer of our phone and Internet services, you have the right, and Comcast has a duty, under the Communications Act and applicable state law, to protect the confidentiality of CPNI. In addition, the FCC's rules provide additional privacy protections specific to our phone services that we describe in this notice.

We explain below under "**HOW DO I GIVE OR WITHHOLD MY APPROVAL FOR COMCAST TO USE CPNI TO MARKET ADDITIONAL PRODUCTS AND SERVICES TO ME?**" how you can approve our use of CPNI or withdraw your approval in the event Comcast decides to use CPNI for marketing purposes.

Special Note: Our CPNI Policy applies to the voice and Internet communications-related services provided by the applicable Comcast operating company that delivers those services to our customers.

In this notice, the terms "Comcast," "we," "us," or "our" refer to the operating company, subsidiaries or affiliates of Comcast Cable Communications, LLC that (i) owns and/or operates the cable television system in your area pursuant to a cable television franchise with the local franchising authority, or (ii) is the operating company that delivers voice services in your area. The term "you" refers to you as a subscriber to one or more of our cable service and other services.

I. Collection

What kind of information does this notice apply to?

The Cable Act applies to personally identifiable information that you have furnished to Comcast, or that Comcast has collected using the cable system, in connection with the provision of cable service or other services. The Communications Act applies to CPNI related to our regulated phone and Internet services, and certain orders of the Federal Communications Commission apply the CPNI rules to our interconnected voice over Internet protocol communications services.

Special Note: This notice only applies to our cable video service, our high-speed Internet service, our phone and communications services, and our home security service. It applies to you as a subscriber to one or more of these services as provided for by applicable law and except as otherwise noted. It does not cover information that may be collected through any other products, services, or websites, even if you access them through our cable services and even if they are co-branded with Comcast brands or the brands or logos of our affiliated companies. You should read the privacy policies for these other products, services, and



websites to learn how they handle your personal information. You can read the privacy policy for Comcast's web services at <http://xfinity.comcast.net/privacy/>.

For what purposes may Comcast collect personally identifiable information and CPNI?

The Cable Act authorizes Comcast as a cable operator to use the cable system to collect personally identifiable information concerning any subscriber for the following purposes:

- to obtain information necessary to render our cable service or other services to our subscribers; and
- to detect unauthorized reception of cable communications.

The Cable Act prohibits us from using the cable system to collect personally identifiable information concerning any subscriber for any purposes other than those listed above without the subscriber's prior written or electronic consent.

The Communications Act authorizes us to use, disclose, or permit access to individually identifiable CPNI in our provision of:

- the telecommunications services from which this information is derived; or
- services necessary to, or used in, the provision of these services, including the publishing of directories.

The Communications Act prohibits us from using CPNI for any purposes other than those listed above except as permitted or required by law or with your approval.

What kind of personally identifiable information and CPNI does Comcast collect?

Comcast collects information from you at several different points when you request, turn on, and use our services under an account we create for you. Some of this information is personally identifiable information, but much of it is not. We collect certain personally identifiable information that our subscribers furnish to us in connection with the provision of cable service or other services. In order to provide reliable, high quality service to you, we keep regular business records containing information about you that may constitute personally identifiable information. These account records include some, but typically not all, of the following information:

- your name;
- service address;
- billing address;
- e-mail address;
- telephone number;
- driver's license number;
- social security number;
- bank account number; and
- credit card number.

With respect to phone services, examples of CPNI include information typically available from telephone-related details on your monthly bill:

- location of service;
- technical configuration of service;
- type of service;
- quantity of service;
- amount of use of service; and
- calling patterns

CPNI does not include your name, address, and telephone number because the Communications Act classifies that information as "subscriber list information" which is not subject to the CPNI protections. However, that information is also subject to certain protections as described below under "To whom may Comcast disclose personally identifiable information?" The FCC has not yet adopted specific rules or definitions regarding CPNI as it relates to Internet access.

We also collect and maintain certain other information about your account. For example, this information may include:

- your account number;
- billing, payment, and deposit history;
- additional service information;
- customer correspondence and communications records;
- maintenance and complaint information;
- the device identifiers and network addresses of equipment used with your account;
- records indicating the number of television sets, set-top boxes, modems, telephones, home security and automation devices, or other devices connected to our cable system; and
- additional information about the service options you have chosen.

Some of our services permit you to establish secondary accounts, and if you do so we collect similar information in order to establish and service the secondary accounts. During the initial provisioning of our services, and during any subsequent changes or updates to our services, Comcast may collect technical information about your televisions, any set-top boxes, computer hardware and software, cable modems, telephones, other cable or other service-related devices, home security and automation devices, and customization settings and preferences. Additionally, if you rent your residence, we may have a record of whether landlord permission was required prior to installing our cable services as well as your landlord's name and address.

What kind of information does Comcast collect if I use cable video services?

When you use cable video services, our cable system automatically



generates information about your use of the services and their features, and we collect much of this information as part of providing services to you. For example, we receive information about the use of set-top boxes, remote controls, electronic program guides, video players, applications, and other devices and software connected to our cable system. This information includes which channels, programs, and advertisements are viewed and for how long, for example. It may also include information about navigation through program guides and applications, and use of devices like remote controls and tablets. Except as described below, we collect this *activity data* without names and addresses or other personally identifiable information and we consider it *de-identified data*.

Our system may collect activity data with personally identifiable information for particular requests or transactions like when you order a pay-per-view program or purchase a product. This information typically consists of account and billing-related information such as the programs or other products, services, or features ordered so that you may be properly billed for them. Follow your program guide commands or any special instructions on your screen when you make these transactional requests. These commands and instructions will explain your choices so that you can complete or cancel your requests as you wish.

What kind of information do you collect and use to improve your cable services and deliver relevant advertising?

Comcast's cable system, set-top boxes, and other equipment generate activity data that we collect and store. We use this information for a number of purposes including to determine which programs are most popular, how many people watch a program to its conclusion, and whether people are watching commercials. As described below under "How does Comcast use personally identifiable information and CPNI?," we may also provide information like subscriber lists or certain de-identified, anonymous, and/or aggregate information (such as activity data) to third parties working on our behalf -- such as audience measurement or market research firms. We, or these firms, working as our service providers, may combine this information with aggregated or non-aggregated demographic information (such as census records) and other audience attributes, such as purchasing data, demonstrated interests (for example, in sports programs or movies), loyalty programs, organizational affiliations, advertiser customer lists, and the like to provide us with audience analysis data. We require third parties working on our behalf to treat all information we provide as confidential and to use it only for Comcast's business purposes. We may also work with academic or research interest groups to analyze de-identified, anonymous, and/or aggregate information we provide to them for specific purposes or projects.

We use this information and analysis to improve our cable video service and other services and make programming and advertising more relevant to our subscribers. We may also use this information to distribute and deliver relevant programming and advertising to you without disclosing personally identifiable information about you to programmers or advertisers. In addition to this privacy notice, we may provide additional notices to you regarding specific advertising or other initiatives. These notices will describe the initiatives in greater detail and may, as appropriate, contain information you can use to choose to participate, or not participate, in these initiatives.

II. Use

How does Comcast use personally identifiable information and CPNI?

We collect, maintain, and use personally identifiable information and CPNI as permitted by the Cable Act and the Communications Act and other applicable laws. We use this information primarily to conduct business activities related to providing you with our cable service and other services, and to help us detect theft of service. Generally speaking, we use personally identifiable information in connection with:

- billing and invoicing;
- administration;
- surveys;
- collection of fees and charges;
- marketing;
- service delivery and customization;
- maintenance and operations;
- technical support;
- hardware and software upgrades; and
- fraud prevention.

More specifically, we also use personally identifiable information to:

- install, configure, operate, provide, support, and maintain our cable service and other services;
- confirm you are receiving the level(s) of service requested and are properly billed;
- identify you when changes are made to your account or services;
- make you aware of new products or services that may be of interest to you;
- understand the use of, and identify improvements to, our services;
- detect unauthorized reception, use, or abuse of our services;
- determine whether there are violations of any applicable policies and terms of service;
- manage the network supporting our services;



- configure cable service and other service-related devices; and
- comply with law.

The Communications Act further permits Comcast to use, disclose, and permit access to CPNI obtained from our customers, either directly or indirectly, to:

- initiate, render, bill, and collect for telecommunications services;
- protect our rights and property, and protect our users of these services and other carriers from fraudulent, abusive, or unlawful use of, or subscription to, these services;
- provide any inbound telemarketing, referral, or administrative services to you for the duration of the call, if you initiated the call and you approve of the use of this information to provide these services; and
- to provide call location information concerning the user of a commercial mobile phone service.

Comcast may not use CPNI to market products and services to you other than enhancements to services you already have without your approval in accordance with our policies described below.

Comcast transmits, and may collect and store for a period of time, personally identifiable and non-personally identifiable information about you when you use our high-speed Internet and phone services to:

- send and receive e-mail, video mail, and instant messages;
- transfer and share files;
- make files accessible;
- visit websites;
- place or receive calls;
- leave and receive voice mail messages;
- use the applicable communications center or voice center;
- establish custom settings or preferences;
- communicate with us for support; or
- otherwise use the services and their features.

Comcast transmits, collects, and stores comparable information when you use our home security service. Our transmission, collection, and storage of this information is necessary to render the services. In certain situations, third-party service providers may transmit, collect, and store this information on our behalf to provide features of our services. These third parties are not permitted to use your personally identifiable information except for the purpose of providing these features.

How does Comcast use activity data and other data in connection with cable video service?

We associate activity data with particular devices such as set-

top boxes, portable devices, and other supported devices so that we know where to deliver the services and how to troubleshoot them. In general, Comcast uses de-identified and aggregate activity information to understand better how our customers use our products and services so that we can improve them, including by delivering more relevant content and advertising. We may try to determine how well our products and services deliver value to our customers, for example, by determining which programs are most popular, how many people watch a program to its conclusion, and whether and how often people are watching commercials. As discussed below, we may also combine activity data with other non-personally identifying demographic and similar information from our business records.

When we collect activity data, we may also use it to determine how many people view commercials (impressions) and to provide de-identified or aggregate reports to third-party advertisers. When we do this reporting on advertising impressions we do not provide any personally identifiable information about our subscribers to third-party advertisers. We, or our service providers, may combine de-identified activity data with other data to determine and report how an advertiser's messages are viewed, including on other platforms and services.

We may also use activity data to help us learn how popular certain programs are and how our customers as a whole generally prefer to view certain kinds of programming using cable video service (such as whether they like to watch certain programs live, or they prefer to view them when we offer them on demand, on mobile devices, or online). As described below, this may require us to compare or combine activity data on our cable system with online activity data. We may also use activity data to determine whether promoting content and services in certain ways helps attract a larger audience and more customers. While we may provide aggregate reports on these observations to programmers or others, we do not provide any personally identifiable information about our subscribers, or the activities of individual subscribers, to those programmers and others.

We may also use, or combine information about, your use of our cable services with other information we obtain from our business records (such as your Comcast account number or device identifiers), or from third parties, to deliver better and more relevant products, services and advertising. However, we do not store or share your activity data in association with your name or address, except as necessary to render or bill for our services. We may try to determine, using aggregated data, which groups of our customers use which of our products and services and how they use them. To do this we, or third parties working on our behalf, may combine demographic and other generally available information, or advertiser information, including purchasing data and membership in loyalty programs, with our subscriber lists.



From this information, we or our third party providers prepare de-identified and aggregated reports about how groups of customers with common characteristics – such as age and gender, or a demonstrated interest in a particular third party product – use our services and respond to the programming and advertising that we distribute. We may use this information to improve and communicate with you about our own products and services, and also to help us deliver relevant information and advertising on behalf of other companies and advertisers to certain subscriber groups – known as *ad groups* – who may be most interested in this information and advertising. When we do this, we do not share your personally identifiable information with these advertisers, unless you provide your express consent.

We may also combine personally identifiable information, which we collect as described in this notice as part of our regular business records, with personally identifiable information obtained from third parties for the purpose of creating an enhanced database or business records. We may use this database and these business records for marketing, advertising, and other activities related to our cable service and other services. We also maintain records of research concerning subscriber satisfaction and viewing habits, which are obtained from subscriber interviews, questionnaires, and surveys or panels.

How does Comcast use information about use of cable video services on other platforms like websites or mobile applications?

We may compare or combine information such as *activity data* we receive when you use cable video services to view content or advertising with information about your use of content and advertising that we deliver on other platforms, such as on our Xfinity websites and mobile applications. We may also compare or combine this information or data with that generated by your viewing of advertising placed or sold by Comcast on other websites and mobile applications. We do this to better understand, among other things, how our customers access and use our products and services in all of the places that we offer them.

III. Disclosure

Under what circumstances may Comcast disclose personally identifiable information to others?

Comcast considers the personally identifiable information contained in our business records to be confidential. The Cable Act authorizes Comcast as a cable operator to disclose personally identifiable information concerning any subscriber if the disclosure is:

- necessary to render, or conduct a legitimate business activity related to, the cable service or other services provided to the subscriber;

- required by law or legal process (described below under “When is Comcast required by law to disclose personally identifiable information and CPNI by law?”); or
- of the names and addresses of subscribers for “mailing list” or other purposes (subject to each subscriber’s right to prohibit or limit this disclosure and the CPNI Policy described below under “How do I place myself on Comcast’s ‘do not call’ and ‘do not mail’ lists?”).

The Cable Act prohibits us as a cable operator from disclosing personally identifiable information concerning any subscriber for any purposes other than those listed above without the subscriber’s prior written or electronic consent.

To whom may Comcast disclose personally identifiable information?

We may disclose personally identifiable information as provided for in the Cable Act when it is necessary to render, or conduct a legitimate business activity related to, the cable service or other services we provide to you. These kinds of disclosures typically involve billing and collections, administration, surveys, marketing, service delivery and customization, maintenance and operations, incident verification and response, service notifications, fraud prevention, and services to improve our programming and advertising offerings, for example. We may also collect, use, and disclose information about you in de-identified, anonymous, or aggregate formats, such as ratings surveys and service usage and other statistical reports, which do not personally identify you, your particular viewing habits, or the nature of any transaction you have made over the cable system. The frequency of any disclosure of personally identifiable information varies in accordance with our business needs and activities.

The Cable Act authorizes Comcast as a cable operator to disclose limited personally identifiable information to others, such as charities, marketing organizations, or other businesses, for cable or non-cable “mailing list” or other purposes. From time to time we may disclose your name and address for these purposes. However, you have the right to prohibit or limit this kind of disclosure by contacting us by telephone at 1-800-XFINITY or by sending us a written request as described below under “How do I contact Comcast?” Any “mailing list” and related disclosures that we may make are limited by the Cable Act to disclosures of subscriber names and addresses where the disclosures do not reveal, directly or indirectly, (i) the extent of any viewing or other use by the subscriber of a cable service or other service provided by us; or (ii) the nature of any transaction made by the subscriber over our cable system.

We may sometimes disclose personally identifiable information about you to our affiliates or to others who work for us. We



may also disclose personally identifiable information about you to outside auditors, professional advisors, service providers and vendors, potential business merger, acquisition, or sale partners, and regulators. We make these disclosures as provided for in the Cable Act. Typically, we make these disclosures when the disclosure is necessary to render, or conduct a legitimate business activity related to, the cable service or other services we provide to you. We may be required by law or legal process to disclose certain personally identifiable information about you to lawyers and parties in connection with litigation and to law enforcement personnel.

If we (or our parent company) enter into a merger, acquisition, or sale of all or a portion of our assets, subscribers' personally identifiable information will, in most instances, be one of the items transferred as part of the transaction. If this notice will be changed as a result of a transaction like that, you should refer below under "Will Comcast notify me if it changes this notice?"

We may also use or disclose personally identifiable information about you without your consent to protect our customers, employees, or property, in emergency situations, to enforce our rights under our terms of service and policies, in court or elsewhere, and as otherwise permitted by law.

When may Comcast disclose personal information to others in connection with phone service?

Comcast may disclose to others personally identifiable information in connection with features and services such as Caller ID, 911/E911, and directory services as follows:

- We may transmit your name and/or telephone number to be displayed on a Caller ID device unless you have elected to block such information. Please note that Caller ID blocking may not prevent the display of your name and/or telephone number when you dial certain business or emergency numbers, 911, 900 numbers, or toll-free 800, 888, 877, 866 or 855 numbers.
- We may provide your name, address, and telephone number to public safety authorities and their vendors for inclusion in E911 databases and records, inclusion in "reverse 911" systems, or to troubleshoot 911/E911 record errors.
- We may publish and distribute, or cause to be published and distributed, telephone directories in print, on the Internet, and on disks. Those telephone directories may include subscriber names, addresses, and telephone numbers, without restriction to their use.
- We may also make subscriber names, addresses, and telephone numbers available, or cause such subscriber information to be made available, through directory assistance operators.

- We may provide subscribers' names, addresses, and telephone numbers to unaffiliated directory publishers and directory assistance providers for their use in creating directories and offering directory assistance services.
- Once our subscribers' names, addresses, and telephone numbers appear in telephone directories or directory assistance, they may be sorted, packaged, repackaged and made available again in different formats by anyone.

We take reasonable precautions to ensure that non-published and unlisted numbers are not included in our telephone directories or directory assistance services, but we cannot guarantee that errors will never occur.

When is Comcast required to disclose personally identifiable information and CPNI by law?

We make every reasonable effort to protect subscriber privacy as described in this notice. Nevertheless, we may be required by law to disclose personally identifiable information or individually identifiable CPNI about a subscriber. These disclosures may be made with or without the subscriber's consent, and with or without notice, in compliance with the terms of valid legal process such as a subpoena, court order, or search warrant.

For subscribers to our cable video service, Comcast may be required as a cable operator to disclose personally identifiable information to a third-party or governmental entity in response to a court order. If the court order is sought by a non-governmental entity, we are required under the Cable Act to notify the subscriber of the court order. If the court order is sought by a governmental entity, the Cable Act requires that the cable subscriber be afforded the opportunity to appear and contest in a court proceeding relevant to the court order any claims made in support of the court order. At the proceeding, the Cable Act requires the governmental entity to offer clear and convincing evidence that the subject of the information is reasonably suspected of engaging in criminal activity and that the information sought would be material evidence in the case.

For subscribers to our high-speed Internet, phone, and home security services, Comcast may be required to disclose personally identifiable information and individually identifiable CPNI to a private third party in response to a court order, and, if so, we are required to notify the subscriber of the court order. Comcast may also be required to disclose personally identifiable information and individually identifiable CPNI about subscribers to high-speed Internet, phone, and home security services to a government entity in response to a subpoena, court order, or search warrant, for example. We are usually prohibited from notifying the subscriber of any disclosure of personally identifiable information to a government entity by the terms of the subpoena, court order, or search warrant.



How does Comcast protect personally identifiable information?

We follow industry-standard practices to take such actions as are necessary to prevent unauthorized access to personally identifiable information by a person other than the subscriber or us. However, we cannot guarantee that these practices will prevent every unauthorized attempt to access, use, or disclose personally identifiable information.

How long does Comcast maintain personally identifiable information?

Comcast maintains personally identifiable information about you in our regular business records while you are a subscriber to our cable service or other services. We also maintain this information for a period of time after you are no longer a subscriber if the information is necessary for the purposes for which it was collected or to satisfy legal requirements. These purposes typically include business, legal, or tax purposes. If these purposes no longer apply, we will destroy, de-identify, or anonymize the information according to our internal policies and procedures.

IV. Customer Access and Choice

How can I see my personally identifiable information or CPNI and correct it, if necessary?

You may examine and correct, if necessary, the personally identifiable information regarding you that is collected and maintained by Comcast in our regular business records. In most cases, the personally identifiable information contained in these records consists solely of billing and account information. We will correct our records if you make a reasonable showing that any of the personally identifiable information we have collected about you is inaccurate.

If you have Internet access, you can view and change certain information yourself by going to www.comcast.com/myaccount and signing in with your Comcast username and password to access the My Account feature. If you are a home security customer, you can go to the subscriber portal at www.xfinity.com/xhportal.

You may also examine the records containing your personally identifiable information at your local Comcast office upon reasonable prior notice to us and during our regular business hours. If you wish to examine these records, please contact us by mail or telephone at 1-800-XFINITY, giving us a reasonable period of time to locate and, if necessary, prepare the information for review, and to arrange an appointment. You will only be permitted to examine records that contain personally identifiable information about your account and no other account.

If you make an affirmative, written request for a copy of your CPNI, we will disclose the relevant information we have to you at your

account address of record, or to any person authorized by you, if we reasonably believe the request is valid. However, subscribers to our phone services should be aware that we generally do not provide them with records of any inbound or outbound calls or other records that we don't furnish in the ordinary course of business (for example, as part of a bill) or which are available only from our archives, without valid legal process such as a court order. In addition, we cannot correct any errors in customer names, addresses, or telephone numbers appearing in, or omitted from, our or our vendors' directory lists until the next available publication of those directory lists. Further, we may have no control over information appearing in the directory lists or directory assistance services of directory publishers or directory assistance providers that are not owned by our subsidiaries or us.

Comcast reserves the right to charge you for the reasonable cost of retrieving and photocopying any documents that you request.

How do I manage or opt out of uses of information about my Comcast account?

You may opt out of receiving more relevant advanced advertising delivered with programs made available through our cable video service by going to <http://www.comcast.com/adservices>. Even if you opt out, you will still receive advertising and we will continue to send you Comcast marketing messages based on the way you use our products and services and the information we have collected about you.

How do I give or withhold my approval for Comcast to use CPNI to market additional products and services to me?

Various direct and indirect subsidiaries and affiliates of Comcast Cable Communications, LLC offer many communications-related and non-communications related services, such as high-speed Internet and home security services. From time to time we may like to use the CPNI information we have on file to provide you with information about our communications-related products and services or special promotions. Our use of CPNI may also enhance our ability to offer products and services tailored to your specific needs. In addition, Comcast also offers various other services that are not related to the services to which you subscribe. Under the CPNI rules, some of those services, such as Comcast cable video services, are considered to be non-communications related products and services. Therefore, you may be asked during a telephone call with one of our representatives for your oral consent to Comcast's use of your CPNI for the purpose of providing you with an offer for communications related or non-communications related products and services. If you provide your oral consent for Comcast to do so, Comcast may use your CPNI only for the duration of that telephone call in order to offer you additional services.



If you deny or restrict your approval for us to use your CPNI, you will suffer no effect, now or in the future, on how we provide any services to which you subscribe.

How do I place myself on Comcast's "do not call" and "do not mail" lists?

You may contact Comcast at 1-800-XFINITY to ask us to put your name on our internal company "do not call" and "do not mail" lists so that you do not receive marketing or promotional telephone calls or postal mail from us or made at our request. You also have the right to prohibit or limit disclosure of your personally identifiable information for "mailing list" or other purposes as described above in this notice by contacting us at 1-800-XFINITY.

If you prefer to contact Comcast in writing instead of by telephone, you may send a written request to the address listed below under "How do I contact Comcast?" Be sure to include your name and address, your Comcast account number, and a daytime telephone number where you can be reached in the event we have any questions about your request. The person who is identified in our billing records as the subscriber should sign the written request. If you have a joint account, a request by one party will apply to the entire account. If you have multiple accounts, your notice must separately identify each account covered by the request.

What email communications will Comcast send to me and how do I manage them?

We may send a welcome email and sometimes other information to new subscribers to our cable service and other services (including each new secondary account holder, where applicable). We may also send service-related announcements to our subscribers from time to time. For example, we may send you an email announcement about a pricing change, a change in operating policies, a service appointment, or new features of one or more of the cable service or other services you receive from us. You may not opt-out of these service-related communications. If you fail to check your primary email address for service-related announcements, you may miss important information about our services, including legal notices, for example.

We reserve the right to send you promotional or commercial email as permitted by applicable law. You can manage the promotional or commercial emails Comcast may send to you by following the instructions contained in the emails or by going to the Web page located at www.comcast.com/preferences and following the directions there. We may ask for additional information on this preferences page such as your zip code, for example. By providing this additional information to us we will be able to better inform you of the availability of special offers and promotions in your area. If you no longer wish to receive these emails you may opt-out of receiving them by going to the same page and changing your contact preferences.

What can I do if I think my privacy rights have been violated?

If you believe that you have been aggrieved by any act of ours in violation of the Cable Act or other applicable laws, we encourage you to contact us directly as described below in "How do I contact Comcast?" in order to resolve your question or concern. You may also enforce the limitations imposed on us by the Cable Act as applicable with respect to your personally identifiable information through a civil lawsuit seeking damages, attorneys' fees, and litigation costs. Other rights and remedies may be available to you under federal or other applicable laws as well. This customer privacy notice neither supersedes nor modifies any arbitration agreement to which you may be bound relating to the provision of our cable video service, our high-speed Internet service, our phone and communications services, or our home security service to you as a subscriber to one or more of these services.

Will Comcast notify me if it changes this notice?

As required by the Cable Act, we will provide you with a copy of this customer privacy notice at the time we enter into an agreement to provide any cable service or other service to you, and annually afterwards, or as otherwise permitted by law. You can view the most current version of this notice by going to www.comcast.com/Corporate/Customers/Policies/CustomerPrivacy.html

We may modify this notice at any time. We will notify you of any material changes through written, electronic, or other means and as otherwise permitted by law. If you find the changes to this notice unacceptable, you have the right to cancel your service. If you continue to use the service following notice of the changes, we will deem that to be your acceptance of and consent to the changes in the revised privacy notice. This includes your consent for any personally identifiable information that we may collect and use starting on the effective date of the revised notice, as well as for any personally identifiable information that we have collected prior to the effective date of the revised notice. However, we will only deem your continued use of the service to be your acceptance of and consent to changes in the revised privacy notice for changes made after December 31, 2006.

How do I contact Comcast?

If you have any questions or suggestions regarding this privacy notice, or wish to contact us about your personal information, please reach us as follows:

Phone: 1-800-XFINITY
Website: <http://customer.comcast.com/contact-us>
Mail: Comcast Cable Communications, LLC
Attn: Law Department - Customer Privacy Notice
One Comcast Center
Philadelphia, PA 19103-2838

Revised and effective: November 8, 2016

IMPORTANT INFORMATION FOR XFINITY TV CUSTOMERS



SERVICE PROBLEMS

You will find helpful information for troubleshooting TV picture or signal quality issues at www.xfinity.com/support. If the problem does not clear up, please feel free to chat with us at www.xfinity.com/support/contact-us or call us at 1-800-XFINITY, and a customer service representative will attempt to address that issue. We will try to resolve any complaints you have concerning the quality of our signals promptly and efficiently. We will respond to your report of a service interruption no later than 24 hours after you notify us, except in extraordinary circumstances or where conditions are beyond our control. We will respond to your report of other service problems no later than the next business day after you notify us. We may need access to your home in order to correct a service related issue. If a service call is required it will be scheduled at a time convenient to you. If you are dissatisfied with our resolution of your service problem, you may contact your local franchising authority to discuss the problem with your service. If your local franchise authority information is not listed on your bill, please call us at 1-800-XFINITY for the name and address of your local franchising authority.

SERVICE OR BILLING COMPLAINTS

Information regarding your XFINITY services and billing is available through My Account at www.xfinity.com. You also may download the XFINITY My Account app to your smartphone or other device for quick access to up to date information on your account. If you have a complaint regarding your XFINITY TV service or your bill, you will find information on contacting us through chat or by phone at <https://www.xfinity.com/support/contact-us>. Also, you can visit us at one of our XFINITY store locations. Visit <https://www.xfinity.com/support/service-center-locations/> to find the XFINITY store closest to you. If you wish to put your comments in writing, your letter should be addressed to us at the local address listed on the How To Reach Us insert.

We will try to resolve your complaint promptly. If you are dissatisfied with our resolution of your complaint, or we are unable to resolve your complaint, you may contact your local franchising authority to discuss your complaint. If your local franchise authority information is not listed on your bill, please call us at 1-800-XFINITY for the name and address of your local franchising authority.

If you have a complaint regarding closed captioning please email us at accessibility@comcast.com or call us at 1-855-270-0379.

MOVING

Before you move, please call us at 1-800-XFINITY. This is the best way for us to arrange for your service to be disconnected and to schedule an installation at your new home, if your new home is in our service area.

EQUIPMENT COMPATIBILITY

XFINITY TV service is encrypted and requires a TV Box, TV Adapter, CableCARD or other navigation device that is compatible with our system for each television you wish to use with our service. You may not be able to use special features or functions of your television, VCR or DVD player/recorder with XFINITY TV service. Some of these problems may be resolved

by the use of signal splitters, and/or other supplemental equipment that can be purchased from us or at electronic stores. Please call us if you would like to discuss the type of special equipment needed to resolve individual compatibility problems or if you have any questions regarding other equipment compatibility issues.

If you have a TiVo digital cable-ready DVR, you can access switched digital video services by obtaining a "tuning adapter" device. If you have a TiVo DVR or other digital cable-ready devices, you will need a TV Box, TV Adapter, or CableCARD from us to access switched digital video and other two-way cable services. Upon your request, we will provide you with the technical parameters necessary for a navigation device rented or acquired from retail outlets to operate with our system. Because of the need to protect our XFINITY TV service, we will not authorize the use of a navigation device that does not conform to all required signal security specifications. For information regarding other navigation devices, please go to <https://www.xfinity.com/support>.

REMOTE CONTROL UNITS

If you rent a TV Box or TV Adapter from us we will provide a compatible remote control. Also, you may purchase compatible remotes at local electronic stores or other retail outlets. A representative list of compatible remote control models currently available from local retailers includes: Philips PHL PMDVR8, RCA RCR612, and Sony RM-V202. A list of additional compatible remotes may be obtained from your local XFINITY store. Although these remote control units are compatible with the TV Box or TV Adapter that we currently offer, these remotes may not be functional if we change the type of TV Box or TV Adapter we rent. If you have any questions regarding whether a particular remote control unit would be compatible with our equipment, please contact us.

SERVICE CHANGES AND INSTALLATION

Standard installations are generally completed within 7 business days. If you change the services you receive, you may be subject to an installation or change of service charge. You may obtain additional information about our current services, fees and prices online at www.xfinity.com or by calling us at 1-800-XFINITY.

OTHER INFORMATION

Information on upcoming programmer contract expirations can be found at www.xfinitytv.com/contractrenewals or by calling 866-216-8634.

For those of our customers receiving service through commercial accounts, bulk rate arrangements or similar arrangements, some of the policies, procedures and services herein may not apply. Please call us at 1-800-XFINITY to talk to one of our customer service representatives for further information.

SERVICE AREA

MA, NH & ME

PHONE NUMBERS

Billing/Repair

1-800-COMCAST (266-2278)

New Services/Sales

1-800-COMCAST (266-2278)

After-Hours Repair

1-800-COMCAST (266-2278)

MAILING/OFFICE ADDRESS

Comcast
1 Comcast Center
Philadelphia, PA 19102

**PUBLIC INFORMATION OFFICES
FRANCHISE AUTHORITIES**

Consumer Division of
the Department of
Telecommunications and Cable
1-800-392-6066
1000 Washington Street, Suite 820
Boston, MA 02118

Office of the Attorney General
Consumer Protection and
Antitrust Bureau
33 Capital Street
Concord, NH 03301

Office of the Attorney General
Consumer Information and
Mediation Service
6 State House Station
August, ME 04333