

**Exeter Board of Selectmen Meeting
Monday, November 19th, 2012, 7:00 p.m.
Nowak Room, Town Office Building
10 Front Street, Exeter, NH**

BUSINESS MEETING TO BEGIN AT 7:00 P.M.

1. Call Meeting to Order
2. Recognitions: Exeter High School Girl's Soccer and Water Treatment Plant
3. Public Comment
4. Minutes & Proclamations
 - a. Regular Meeting: November 5th, 2012
 - b. Special Meeting: November 9th, 2012
5. Appointments – Exeter Economic Development Commission
6. Discussion/Action Items
 - a. New Business
 - i. Camper Tax Update
 - ii. FY13 Budget Process Update
 - iii. Public Works: Project Updates
 - iv. Arts Committee By-laws
 - b. Old Business
 - i. Tax Deeds
7. Regular Business
 - a. A/P and Payroll Manifests
 - b. Budget Updates
 - c. Tax Abatements & Exemptions
 - d. Water/Sewer Abatements
 - e. Permits
 - f. Town Manager's Report
 - g. Legislative Update
 - h. Selectmen's Committee Reports
 - i. Correspondence
8. Review Board Calendar
9. Non Public Session
10. Adjournment

Matt Quandt, Chairman
Board of Selectmen

Posted: 11/16/12 Town Offices, Library, and Departments

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.

BOARD OF SELECTMEN DRAFT MINUTES NOVEMBER 5, 2012

1. Call Meeting to Order

Chairman Matt Quandt reconvened the Board at 6:50 pm in the Wheelwright Room of the Town Offices building. Other members of the Board present were Selectman Frank Ferraro, Selectman Don Clement, Selectman/Clerk Dan Chartrand and Selectwoman Julie Gilman. Town Manager Russell Dean was also present.

2. Board Interview – Economic Development Commission

The Board interviewed Cynthia Tokos for a position on the Economic Development Commission at 6:50 p.m., then reconvened upstairs in the Nowak Room. A large number of residents were also present for this meeting.

3. Public Comment

Gerry Hamel of Exeter commented on the proposed sharing of municipal water systems between Exeter and Stratham. Mr. Hamel noted that most of the meetings have been in Stratham and that in his opinion a report on this proposed system doesn't recognize the possible downsides of the system for the Town of Exeter. Mr. Clement is the Selectmen representative on the committee for the water system plan. He explained that the report explored the feasibility of the plan and the possible expenditures to both towns. However, this study did not go into how those expenditures would be paid. Mr. Clement recommended that comments to the draft report be gathered and then send the report with comments back to the Board. He emphasized that there is not any agreement in place and that all final logistics, pros and cons would be covered later if the towns want to pursue the plan. Mr. Clement will look into the dates and venues for upcoming meetings on the water system plan.

4. Minutes & Proclamations

Regular meeting: October 15, 2012 – Mr. Chartrand moved to accept the minutes as written, seconded by Ms. Gilman. Motion carried.

5. Appointments

Ms. Gilman moved that the Board appoint Jason Proulx to the Economic Development Commission with his term expiring on April 30, 2014. Mr. Chartrand seconded. Motion carried.

6. Discussions/Action Items

Prior to the discussion of the Action Items, Ms. Gilman reported that improvements for voter parking on Election Day were in process. The improvements will include additional and more accessible parking at the voting site for voters, handicapped parking will be indicated with more signage, and candidate/candidate rep parking will be in the lower lot. Mr. Dean noted that these will be improvements over the primary day parking.

a. New Business

i. Sign Request – Exeter Historical Society

Lionel Ingram, Chair of the Exeter Historical Society Board of Trustees, presented his draft letter to the State petitioning for the placement of a historic highway marker in front of the Town Hall to the Board for their approval. Either the Historical Society or a private donor will pay for the marker and it will be installed by Public Works.

Mr. Clement moved to charge the Exeter Historical Society to petition the State for the marker, Mr. Chartrand seconded, motion carried.

ii. General Fund Balance Report

Mr. Dean provided a memo on the GF Balance which includes his recommendation that the non-GAAP fund balance be kept at \$1M and applying the balance to lower the 2012 tax rate. Mr. Dean explained that keeping the non-GAAP fund balance below \$1M means that the Town could run short of cash by year-end and the Town's bond rating could be affected.

Mr. Chartrand moved that the Board approve the proposal of the \$1M non-GAAP fund balance with the \$174,458 surplus above this amount to lower the 2012 tax rate. Mr. Clement seconded, motion carried.

iii. Fuel Contract Extension – Dennis K. Burke

A sales agreement confirmation from Dennis K. Burke, Inc. for fuel was reviewed by the Board. Mr. Dean noted that \$3.18 per gallon is a very competitive price and that this agreement is a continuation of contracts held with Mr. Burke in prior years.

Mr. Clement moved that the Board approve the sales agreement with Dennis K. Burke, Inc. for the price of \$3.18 per gallon for the term of November 2012-November 2013. Mr. Gilman seconded, motion carried.

b. Old Business

i. Exeter Sportsmen's Club (ESC) Barrier

Butch York, President of the ESC, prepared a presentation for the Board so the meeting recessed for 5 minutes at 7:35 p.m. and reconvened at 7:40 p.m. when Mr. York's presentation was set up.

Mr. York reviewed the report provided by Cross-Spectrum Acoustics in October 2012. Mr. York presented details on noise levels and decibel measurements in the surrounding neighborhoods of the ESC, the materials to be used in a barrier wall (plywood with pea gravel interior) and other data on their proposed efforts for noise reduction. Mr. York said the ESC is also getting quotes on a concrete wall and an earthen berm.

Mr. Chartrand introduced a letter to the Board from 39 residents in the neighborhoods of the ESC which requests that the Board: 1) exercise their legal responsibilities as the lesser of the property, 2) state a noise abatement goal of 10dB and as measured by professionals, and 3) require the ESC to submit a noise abatement plan with 10dB noise reduction and to be completed within a year.

Mr. Ferraro, also a member of the Planning Board, noted that the ESC had come to the Planning Board proposing to put up a test wall. Mr. Ferraro hoped some progress could be made with this situation if the Board of Selectmen, when presented with the proposal, approve the construction of a test wall by the ESC. He recommended to the ESC that they submit a schedule for test wall plans to the Planning Board and to also include information about an earthen berm.

Chairman Quandt asked the Board members to state their primary goals for this situation at this time: Ms. Gilman – more comparative information; Mr. Chartrand – constituents happy and living with quiet enjoyment; Mr. Clement – noise measurements in the different neighborhoods done by other professionals, a better study of what noise and noise measurements actually is; Mr. Ferraro – to enable the ESC to be able to move on with this project.

At this time, residents who are neighbors to the ESC and members of the ESC provided the Board with comments. Beth Brosnan of Robin Lane read the letter to the Board to the meeting. Mike Rowe, a Stratham resident and Treasurer of the ESC, reiterated the Club's concern for the safety of all involved. Len Benjamin of Windemere noted the terms of the lease with the Club. Marbet Wolfson agreed that more testing needs to be done. Sue Ratnoff of Robin Lane questioned Mr. York's use of a noise comparison with the city of Boston where the environment is so different from Exeter. Other comments included being aware of noise possibilities when one purchases a home and the suggestion that residents offer some funding toward the situation as the ESC is doing the best it can.

It was the consensus of the Board that they are not concerned about tree removal if a berm is constructed.

The meeting recessed at 9:00 p.m. for 5 minutes and reconvened at 9:05 p.m.

7. Regular Business

a. A/P and Payroll Manifests

Mr. Chartrand moves a 10/26/12 accounts payable warrant in the amount of \$419,450.56 from Capital Funds. Mr. Clement seconded. Motion carried.

Mr. Chartrand moves a 10/26/12 accounts payable warrant in the amount of \$62,448.56 from operating account. Ms. Gilman seconded. Motion carried.

Mr. Chartrand moves an 11/2/12 accounts payable warrant in the amount of \$286,888.85 from Capital Fund. Ms. Gilman seconded. Motion carried.

Mr. Chartrand moves an 11/2/12 accounts payable warrant in the amount of \$556,893.24. Ms. Gilman seconded. Motion carried.

Mr. Chartrand moves 10/21/12 payroll warrant checks dated 10/24/12 in the amount of \$175,122.60. Ms. Gilman seconded. Motion carried.

Mr. Chartrand moves 10/28/12 payroll warrant checks dated 10/31/12 in the amount of \$175,122.60. Ms. Gilman seconded. Motion carried.

Mr. Quandt opened three bids on tax-deeded property. One bid was for \$2,000 for 6 Plum Street. One bid was for \$2,000 for 49 Lindenshire Avenue. One bid was for \$2,000 for 84 Hilton Avenue. All three bids were submitted by Jason Palmer of P&M installed building solutions.

Mr. Chartrand moved that the Board accept all three bids, Ms. Gilman seconded, motion carried. Mr. Dean has a list of 10-15 houses for auction and asks that the Board authorize the list to offer them through sealed bids on which a minimum can be set, i.e., minimum of taxes and lot rent. The properties are 901 Exeter River Landing, 221 Exeter River Landing, 58 Alder Street, 10 Peach Street, 1 Plum Street, 23 Sumac Street, 12 Wayland Circle, and 29 Hampton Road.

Mr. Ferraro moved that the Board approve to place manufactured homes out to sealed bids and put 29 Hampton Road out to auction with minimum of taxes and fees. Mr. Chartrand seconded, motion carried.

b. Budget Updates – Mr. Dean reported that the Budget meetings and process is ongoing at this time. Mr. Ferraro referenced page 2 of the October 15, 2012 Board minutes where he had requested information about the spending for the Recreation Revolving Fund and for EMS. Mr. Dean said he would provide that information to the Board.

Ms. Gilman moved to approve the jeopardy tax concerning 518 Exeter River Landing (Map/Lot 104/79/518) in the amount of \$276.80. Mr. Clement seconded, motion carried.

c. Tax Abatements & Exemptions - none

d. Water/Sewer Abatements – none

e. Permits

The following permits were reviewed by the Board for approval:

Submitted by Claudia Frost for concert rehearsal use on December 12, 2012, 6:00-9:30pm. Mr. Clement moved to approve the permit, Mr. Chartrand seconded, motion carried.

Submitted by Claudia Frost for concert use on December 15, 2012, 5:00-10:00 p.m. Mr. Clement moved to approve the permit, Mr. Chartrand seconded, motion carried.

f. Town Manager's Report

Mr. Dean acknowledged the great work of the Fire Department, Police, and Public Works during Hurricane Sandy. There was a question about whether the Town adopted the blind exemption properly several years back, this was uncovered during a DRA review; Mr. Dean will investigate but noted it may need a warrant article in 2013.

g. Legislative Update - none

h. Selectmen's Committee Reports

Mr. Chartrand has recently attended various Budget Committee Recommendation meetings and Emergency Management with Chief Comeau and Chief Kane. He acknowledged the great work done by them as well as Jay Perkins of the DPW.

Ms. Gilman reported on the demolition of the garage, zoning changes on Portsmouth Ave., and the 375th anniversary committee which is reviewing events for the future.

Mr. Clement has recently attended numerous meetings including the Housing Authority, Transportation Committee, Trains Committee, Arts Committee and Water & Sewer.

i. Correspondence

- o Two letters from Brennan, Caron, Lenahan & Iacopino concerning RSA 91-A and Carrier Trucking, Inc.
- o Letters from Primex, Town insurance carrier, on 2013 renewals on the following coverage: Property & Liability, Workmen's Compensation and Unemployment Compensation
- o Letter from Rockingham County Treasurer on a warrant for \$1,701,918.00
- o A thank-you letter from the Chamber of Commerce for the work of the Fire Department on the holiday lights
- o A letter from Swasey Trustee Ruthanne Rogers on the maintenance of the stone at the entrance of the Parkway
- o A thank-letter from Seacoast Mental Health Center for an allocation of \$2,125.00
- o A thank-letter from Big Brothers Big Sisters for a donation of \$2,250.00
- o A letter from Timberland on their grant to the Town for outdoor/park furniture

- A letter from Nixon, Vogelman, Barry, Slawsky & Simoneau concerning RSA 91-A and any injuries incurred at the Exeter Transfer Station/dump
- A letter from the NH DES to the mayors of Rochester, Dover and Portsmouth concerning nutrient effects on the Great Bay Estuary

8. Review Board Calendar

The next meeting of the Board is scheduled for November 19, 2012. Mr. Ferraro requested that camper tax and DRA issues be on the next agenda has those items were deferred in earlier in the year.

8. Non Public Session - deferred

9. Adjournment

Mr. Ferraro moved to adjourn, Mr. Clement seconded. Roll call vote: unanimous.
The Board stood adjourned at 9:45 p.m.

Respectfully submitted,
Chris deZarn-O'Hare
Recording Secretary

DRAFT MINUTES

BOARD OF SELECTMEN MEETING

MINUTES

November 9, 2012

1. Call Meeting to Order

Vice-Chairman Don Clement convened the Board of Selectmen at 3:30 p.m. in the Wheelwright Room of the Town Office. Other members of the Board present were: Mr. Dan Chartrand, Ms. Julie Gilman, Mr. Frank Ferraro. Chairman Quandt was absent. Town Manager, Russ Dean was also present.

2. Sign Request – GFWC. The Women’s Club requested permission for a waiver from the sign ordinance to place signs in the right of way. The Town Manager referred to a letter from Martha Kirsch, Co-Chair of the EAGFWC Fair committee describing the request for 21” x 18” signs to be put in the right of way, to be put up one week prior to the event. They also requested permission via the letter to put a banner 6 feet in length at the entrance of Guinea and Hampton Road for the event, to be put up one week prior to the event. Selectman Chartrand moved to approve the waiver request per section 502.2 of the Town sign ordinance. Selectwoman Gilman seconded. Motion carries.

3. Property Tax Warrant. The Town Manager reported the property tax warrant was ready for the Board’s signature. Mr. Chartrand read the warrant. Mr. Chartrand moved to sign the warrant. Mr. Clement seconded. Motion carried.

4. Mr. Chartrand raised the issue that he would like to reserve the Town Hall for next week for an event for Governor-elect Hassan. He would ask the Board to support making the facility available but he is willing to do it himself if there is a lack of sponsorship. This would be a Town recognition event and be open to all celebrating having an Exeter resident become Governor and non-partisan in nature. After discussion it was determined this was agreeable – the Board would hold the facility for the event. Mr. Chartrand moved to reserve the facility with no cost. Ms. Gilman seconded. Motion carried.

The Board then discussed a proclamation for Ms. Hassan for the event. After discussion it was agreed that a proper proclamation would be in order and Mr. Dean would draft something up to be looked at.

5. Mr. Clement briefly reported on his walk of the bounds between Epping and Exeter with Phyllis Duffy from DPW this past Tuesday.

6. Adjournment

Selectman Chartrand moved to adjourn at 3:45 p.m. Selectman Ferraro seconded. Motion carries.

Respectfully submitted,

Russell Dean
Town Manager

Appointment: Exeter Economic Development Commission

Cynthia Tokos

Term to expire: April 30, 2013

Town of Exeter

2013 Budget Summary Preliminary
Updated November 13, 2012

DRAFT

DEPARTMENT	2012 Budget	2012 Actual YTD Oct	2013 Preliminary Budget	2013 vs. 2012		% of GF Budget	2013 vs. 2012	
				2012 \$	2013 \$		Increase/-(Decrease)	Percent-Difference
General Government								
100 Board of Selectmen	40,775	33,581	30,774	(10,001)	-24.5%			
111 Town Manager	179,145	162,524	192,940	13,795	7.7%			
113 CATV	1	-	1	-	0.0%			
115 Human Resources	82,878	65,450	83,119	241	0.3%			
119 Transportation	20,919	5,230	23,847	2,928	14.0%			
120 Legal	70,000	81,675	70,000	-	0.0%			
125 Information Technology	136,763	98,182	166,652	29,889	21.9%			
130 Trustees of Trust Funds	891	891	891	0	0.0%			
140 Town Moderator	969	799	431	(538)	-55.6%			
151 Town Clerk	318,104	252,334	347,389	29,285	9.2%			
152 Elections/Registration	38,490	18,686	19,096	(19,394)	-50.4%			
Total General Government	888,935	719,352	935,140	46,205	5.2%			5.60%
Finance								
201 Finance/Accounting	257,287	209,771	265,960	8,673	3.4%			
202 Treasurer	9,542	7,952	10,080	538	5.6%			
203 Tax Collection	83,686	79,615	93,708	10,022	12.0%			
205 Assessing	211,595	174,182	217,127	5,532	2.6%			
Total Finance	562,110	471,520	586,875	24,765	4.4%			3.51%
Planning & Building								
301 Planning	206,568	157,325	238,999	32,431	15.7%			
302 Inspections/Code Enforcement	222,962	188,659	227,778	4,816	2.2%			
303 Board of Adjustment	4,200	873	2,900	(1,300)	-31.0%			
304 Historic District Commission	1,480	343	1,980	500	33.8%			
305 Conservation Commission	9,605	3,089	9,605	-	0.0%			
306 Heritage Commission	800	115	1,400	600	75.0%			
Total Planning & Building	445,615	350,404	482,661	37,046	8.3%			2.89%
Economic Development Commission								
307 Economic Development Commission	3,500	309	3,500	-	0.0%			
Total Economic Development Commission	3,500	309	3,500	-	0.0%			0.02%
Police								
401 Administration	710,126	554,720	718,280	8,154	1.1%			
402 Staff	470,751	380,880	534,133	63,382	13.5%			
403 Patrol	1,792,634	1,399,228	1,854,656	62,022	3.5%			
404 Animal Control	1,250	905	1,250	-	0.0%			
405 Communications	434,490	321,624	426,486	(8,004)	-1.8%			
Total Police	3,409,251	2,657,357	3,534,806	125,555	3.7%			21.17%
2013 BRC Proposal								
	21,774	33,581	30,774	(10,001)	-46.6%			
	192,940	162,524	192,940	13,795	7.7%			
	1	-	1	-	0.0%			
	83,119	65,450	83,119	241	0.3%			
	20,919	5,230	23,847	2,928	14.0%			
	70,000	81,675	70,000	-	0.0%			
	157,152	98,182	166,652	29,889	21.9%			
	891	891	891	0	0.0%			
	431	799	431	(538)	-55.6%			
	340,389	252,334	347,389	29,285	9.2%			
	11,044	18,686	19,096	(19,394)	-50.4%			
	898,660	719,352	935,140	46,205	5.2%			5.60%
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	22,285	252,334	347,389	29,285	9.2%			
	(27,446)	18,686	19,096	(19,394)	-50.4%			
	9,725	719,352	935,140	46,205	5.2%			5.60%
2013 vs. 2012 Increase/-(Decrease)								
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	-	5,230						

Town of Exeter

2013 Budget Summary Preliminary
Updated November 13, 2012

DRAFT

DEPARTMENT	2012 Budget	2012 Actual YTD Oct	2013 Preliminary Budget	2013 vs. 2012 \$		% of GF Budget	2013 vs. 2012	
				Increase/-(Decrease)	Percent-Difference		2012 \$	Percent-Difference
Fire								
501 Administration	492,659	414,146	511,066	18,207	3.7%	511,066	18,207	3.7%
503 Fire Suppression	2,861,791	2,331,353	2,977,925	116,134	4.1%	2,977,925	116,134	4.1%
504 Emergency Management	19,333	13,096	43,825	24,492	126.7%	43,825	24,492	126.7%
505 Health	117,820	97,973	124,616	6,796	5.8%	124,616	6,796	5.8%
Total Fire	3,491,803	2,856,568	3,657,432	165,629	4.7%	3,657,432	165,629	4.7%
Public Works - General Fund								
601 Administration & Engineering	347,510	265,947	379,641	32,131	9.2%	354,641	7,131	2.1%
602 Highways & Streets	1,707,427	1,519,401	1,710,109	2,682	0.2%	1,808,109	100,682	5.9%
603 Snow Removal	305,785	127,829	275,810	(29,975)	-9.8%	275,810	(29,975)	-9.8%
604 Solid Waste Disposal	855,250	615,305	821,232	(34,018)	-4.0%	821,232	(34,018)	-4.0%
605 Street Lights	107,000	98,042	137,000	30,000	28.0%	137,000	30,000	28.0%
Total Public Works - General Fund	3,322,972	2,626,524	3,323,792	820	0.0%	3,396,792	73,820	2.2%
Maintenance								
606 General	550,171	438,912	575,628	25,457	4.6%	553,828	3,657	0.7%
615 Mechanics/Garage	205,473	177,886	230,658	25,185	12.3%	230,658	25,185	12.3%
607 Recreation Center	19,300	19,616	19,300	-	0.0%	19,300	-	0.0%
608 Town Hall	29,200	26,200	29,200	-	0.0%	29,200	-	0.0%
609 Town Office	28,600	30,996	28,600	-	0.0%	28,600	-	0.0%
610 Senior Center	14,150	10,657	14,150	-	0.0%	14,150	-	0.0%
611 Safety Complex	69,800	47,309	69,800	-	0.0%	69,800	-	0.0%
612 DPW Complex	42,800	32,941	42,800	-	0.0%	42,800	-	0.0%
613 Train Station	11,000	4,852	11,000	-	0.0%	11,000	-	0.0%
614 Other Town Structures	11,200	5,693	11,200	-	0.0%	11,200	-	0.0%
Total Maintenance	981,694	795,062	1,032,336	50,642	5.2%	1,010,536	28,842	2.9%
Welfare & Human Services								
710 Welfare	90,794	69,828	92,775	1,981	2.2%	92,775	1,981	2.2%
711 Human Service Grants	65,995	49,496	58,295	(7,700)	-11.7%	-	(65,995)	-100.0%
Total Welfare & Human Services	156,789	119,324	151,070	(5,719)	-3.6%	92,775	(64,014)	-40.8%
Parks & Recreation								
801 Recreation	296,557	244,617	312,550	15,993	5.4%	308,244	11,687	3.9%
802 Parks	188,687	138,451	163,024	(25,663)	-13.6%	158,024	(30,663)	-16.3%
803 Pool	4,200	-	-	(4,200)	-100.0%	-	(4,200)	-100.0%
Total Parks & Recreation	489,444	383,068	475,574	(13,870)	-2.8%	466,268	(23,176)	-4.7%

Town of Exeter

2013 Budget Summary Preliminary
Updated November 13, 2012

DRAFT

DEPARTMENT	2012 Budget	2012 Actual YTD Oct	2013 Preliminary Budget	2013 vs. 2012		% of GF Budget	2013 BRC Proposal	2013 vs. 2012	
				2012 \$ Increase/- (Decrease)	Percent- Difference			2012 \$ Increase/- (Decrease)	Percent- Difference
Other Culture/Recreation									
116/804 Other Culture/Recreation	21,200	14,471	23,300	2,100	9.9%	23,300	2,100	9.9%	
805 Special Events	14,000	12,356	14,000	-	0.0%	14,000	-	0.0%	
Total Other Culture/Recreation	35,200	26,827	37,300	2,100	6.0%	37,300	2,100	6.0%	
Public Library									
901 Library	879,787	711,082	904,269	24,482	2.8%	904,269	24,482	2.8%	
Total Library	879,787	711,082	904,269	24,482	2.8%	904,269	24,482	2.8%	
Debt Service & Capital									
921-23 Debt Service	666,273	652,784	754,041	87,768	13.2%	754,041	87,768	13.2%	
117 Vehicle Replacement	407,633	392,623	426,830	19,197	4.7%	426,830	19,197	4.7%	
118 Capital Outlay - Other	49,811	48,601	47,477	(2,334)	-4.7%	47,477	(2,334)	-4.7%	
Total Debt Service & Capital	1,123,717	1,094,008	1,228,348	104,631	9.3%	1,228,348	104,631	9.3%	
Benefits & Taxes									
931 Payroll Taxes & Benefits	62,829	83,218	47,813	(15,016)	-23.9%	47,813	(15,016)	-23.9%	
931 Health Insurance Buyout	12,575	11,375	11,154	(1,421)	-11.3%	11,154	(1,421)	-11.3%	
933 Unemployment									
934 Retirement									
937 Worker's Compensation	131,572	135,852	147,296	15,724	12.0%	147,296	15,724	12.0%	
114/941 Insurance	133,829	154,110	141,709	7,880	5.9%	141,709	7,880	5.9%	
Total Benefits & Taxes	340,805	384,555	347,972	7,167	2.1%	347,972	7,167	2.1%	
Total General Fund	16,131,621	13,195,948	16,701,074	569,453	3.5%	16,632,513	500,892	3.1%	
Water Fund	2,325,515	2,013,689	2,485,357	159,842	6.9%	2,324,900	(615)	0.0%	
Sewer Fund	1,853,217	1,522,742	2,529,014	675,797	36.5%	2,367,057	513,840	27.7%	
Total All Funds	20,310,353	16,732,379	21,715,445	1,405,092	6.9%	21,324,470	1,014,117	5.0%	
Other Appropriations - Warrant Articles									
Human Service Warrant Articles	38,400	19,200	61,700	23,300	60.7%	113,795	113,795	196.3%	
Supplemental Paving	250,000	116,423	250,000	-	0.0%	250,000	250,000	0.0%	
Town Office Modular HVAC System	198,000	7,500	-	(198,000)	-100.0%	-	-	-100.0%	
Getty Petroleum Land Purchase (Court	49,000	44,000	-	(49,000)	-100.0%	-	-	-100.0%	
Historical Society Roof Repl	99,900	-	-	(99,900)	-100.0%	-	-	-100.0%	
Linden St & Court St Culverts	-	-	150,000	150,000		150,000	150,000		
Raynes Farm Improvements	-	-	30,000	30,000		30,000	30,000		
Vacuum Utility Truck #67	-	-	70,000	70,000		70,000	70,000		
Totals	635,300	187,123	561,700	(73,600)		613,795	613,795		

Town of Exeter
 Budget Committee Recommendations (BRC)
 Budget: 2013

10/25/2012

	<u>Δ</u>
1. BS (0100) Reduced consulting services	(9,000)
2. IT (0125) Reduced phone equipment	(9,500)
3. TC (0151) Reduced postage	(4,000)
4. EL (0152) Reduced temp wages (suggested by the Town Clerk)	(4,600)
Offsetting taxes	(352)
Added postage	300
Reduced voting expense	(3,200)
Reduced voting machines	(200)
	<u>(8,052)</u>
5. PL (0301) Reduced studies	(12,000)
Total GF:	<u>(42,552)</u>

11/1/2012 1. PW (0601) EPA Storm Water	(25,000)
2. PH (0602) Storm Drain Repair	(2,000)
Road/Sidewalk Maintenance	<u>100,000</u>
	98,000
3. PM (0606) Maintenance Projects	(21,800)
Total GF:	<u>51,200</u>

11/8/2012 1. PD (0403) PD- Fuel	(1,680)
Total GF:	<u>(1,680)</u>

11/13/2012 1. GG (0119) Transportation additional funds moved to Fund#05	(2,928)
2. TC (0151) Reduced equipment purchase for server (IT)	(3,000)
3. EDC (0307) Reduced overall expenses	(2,000)
4. HS (0711) Moved all requests from Operating budget to WAR	(58,295)
5. PR (0801) PR- Sal/Wages PT	(4,000)
PR- FICA	(248)
PR- Medicare	<u>(58)</u>
	(4,306)
6. PK (0802) Contracted Services fencing moved to Rec Revolving	(5,000)
Total GF:	<u>(75,529)</u>

(68,561)

Items, Page 1 of Exeter CIP for 2013		Amount	Status
Description			
1 Exterior Paint and Repair for Parks/Rec Building	40,000	Deferred/not in budget or warrant article	
2 Public Safety Complex Heating Replacement	110,957	Deferred/not in budget or warrant article	
3 Fire Station/Substation	2,500,000	Bond article consideration	
4 Supplemental Paving	500,000	Budcom moved 100K into budget, balance of warrant article TBD	
5 Linden Street/Court Street Culverts Design	150,000	Potential warrant article	
6 Raynes Farm Improvements	30,000	Potential warrant article	
7 Portsmouth Avenue Water/Sewer	1,120,000	Bond article consideration	
Items, Page 2 of Exeter CIP for 2013			
1 Ladder 1 Replacement	880,250	Lease/purchase	
2 Fire Chief Vehicle Replacement	17,875	In budget	
3 Utility 1 Pickup Replacement	29,585	Deferred/not in budget	
4 Electrician Van - Maintenance	22,600	In budget	
5 6 Wheel Dump Truck	132,109	In budget	
6 Replace Car #1 DPW w/ Jeep Liberty 4x4	17,875	In budget	
7 Replace Car #54 DPW w/Jeep Liberty 4x4	17,875	In budget	
8 Parks/Rec replace Chevy 1 ton	25,500	In budget	
9 Sewer Vactor Truck	393,129	Potential warrant article	
10 Box Truck Replacement	43,063	In water/sewer budget (50/50)	
NOTES			
Parks/Recreation building last painted in 2007			
Boilers in Public Safety Complex 10 years old, 60% efficient			

**Town of Exeter
 Budgeted Leases/Vehicles
 Preliminary 2013 Budget**

01-4194-0117-7301	GG- CO - Leases	117,432	Engine 2 and Engine 3 Lease
		4,500	1 yr lease on Patrol Motorcycle
01-4194-0117-7301		<u>121,932</u>	
01-4194-0117-7420	GG- CO - Vehicles	71,064	2 Police Patrol Cruisers
		22,600	Electrician Van
		132,109	6 Wheel Dump Truck
		17,875	DPW Car#1
		17,875	DPW Car#54
		25,500	P&R Truck Repl
		17,875	Fire Chief Car
		<u>304,898</u>	
02-4900-0627-7420	CO- Capital Outlay - Vehicle	<u>21,532</u>	Replace W/S Multi-Purpose Response Truck (#19)
03-4902-0637-7420	CO- Capital Outlay - Vehicle	<u>21,532</u>	Replace W/S Multi-Purpose Response Truck (#19)

**Town of Exeter
Arts Committee**

BY-LAWS, POLICIES, and PROCEDURES

Town of Exeter Arts Committee By-Laws

Mission

The mission of the Town of Exeter Arts Committee is to promote art in public life and to work with local artists to develop an environment that supports their work. This mission includes visual arts, music, dance, and poetry, among others.

Purpose and Membership

The Exeter Arts Committee is established to encourage, support, and promote the arts in Exeter and surrounding towns. The Committee is appointed by the Board of Selectmen, and is composed of nine citizen members (a minimum of 6 of whom must be residents of Exeter) and one representative of the Board of Selectmen. With the exception of the Selectmen's representative, Committee members shall serve three years staggered terms.

The Committee will meet every month (usually on the fourth Thursday) and as needed to plan events. The Committee will sponsor a number of shows each year, and may sponsor other events, as well as classes and workshops. At the beginning of each year, the Committee will plan a schedule of shows for the year.

Committee members will take roles as offices, and each member is responsible for acting as chair or co-chair of an EAC sponsored show/event during the year.

Areas of Responsibility

Town Offices Exhibit Space

Exhibit of local artist works will be exhibited in designated spaces in the Town Offices building, with the exhibit changing three times per year. The hanging of work will be managed as a lottery system run by Committee members. The Committee reserves the right to reject exhibiting artwork based on community standards, as determined by the Committee. Artists participating in these exhibits will do so at their own risk.

The Old Town Hall Gallery and Classroom

The Old Town Hall Gallery is available to community artists, through shows sponsored by the Committee, as well as other organizations. The adjacent, "backroom" classroom is also available for on-going classes, meetings, and workshops. Organizations or artists interested in using the gallery or classroom must reserve the space through an application process, sign the Usage Agreement, and provide proof of adequate insurance. Both rooms are available on a first-come-first-serve basis.

Operating Policies and Procedures

Use of Main Gallery and/or Backroom Space

- Any group desiring to use the Old Town Hall Gallery or Classroom must:
 - complete an usage application request, to be submitted to the committee for approval
 - provide an insurance binder with proof of \$1,000,000 liability coverage
- Any group using the gallery for a show will be requested to donate \$25 toward the cost of cleaning and/or cleaning supplies
- No gallery space, including the main gallery and backroom, may be used by any group or individual, profit or non-profit, on an *exclusive* basis for a period greater than 2 months

Art Shows and Receptions

- All shows sponsored by the EAC must adhere to the mission, guidelines, and policies of the EAC
- Every show sponsored by the EAC must have an EAC member as chair person or co-chair
- All shows sponsored by the EAC are inclusive of all artists, without discrimination, and un-juried, though restrictions may be placed on size, quantity, and genre, as well as the number of participants on a first-come-first-serve basis, and may not be by-invitation-only.
- The Committee is the ultimate curator for all exhibits sponsored by the Committee, and reserves the right to reject work based on community standards.
- A flat budget is set for *entertainment* purposes (music, dancing, etc) at EAC sponsored art shows: \$100 per person for adult performers and \$50 per person for student performers, with a cap of \$300 maximum per show.
- The overall budget for each show must be presented to and approved by the committee.
- Artists participating in any EAC sponsored show do so at their own risk and assume full liability for damage, theft, or any form of loss.

Financial/Fiscal

- All expenditures must be submitted through the EAC treasurer to be properly accounted for, both within the committee and at the town level, and to ensure prompt and correct payment
- All expenditures of EAC funds must be approved by an EAC member or the full committee
- Expenditures greater than \$50 should be discussed with the committee, at a meeting or via email, and approved by vote, prior to incurring the expense

Other

- The EAC will not actively promote shows for individual artists or other organizations using the EAC email subscribers list

Open Studio

- The open studio (formerly painting club) is a service provided and supported by the Exeter Arts Committee
- An EAC member will be the liaison between EAC and open studio, and all requests and issues for the open studio should go through the liaison
- The open studio must adhere to all the policies and procedures of the EAC
- Open studio is open to everyone to attend, without discrimination
- Attendees will make a nominal donation on the days they attend to help support the maintenance of the gallery and EAC
- The EAC will sponsor an annual show on behalf of the open studio artists
- The open studio art show will be open to any artists who desire to participate, without discrimination, though solicitation for participants and a call to artists are not required

EAC Member Officers

Chair/Co-Chair: Sets the agenda for and directs the monthly meetings. Is the liaison between the Town Manager and the Committee. Writes and submits the Annual Report.

Treasurer: Works directly with the Town Financial Director, maintains an accounting of all funds in and out, processes requests for invoice payments, communicates financial business to the Committee, and produces an Annual Financial Report.

Scribe: Records the minutes of each Committee meeting, and provides the Committee, Town Selectmen, and Selectmen Representative with the meeting minutes. Maintains a history of Committee activities.

Public Relations Coordinator: Maintains electronic contacts list, and sends regular electronic communications to all contacts, as needed, for shows and events.

Member: All Committee members are responsible for attending meetings and assisting with shows and events. Each member must assume responsibility as the chair or co-chair of an EAC sponsored show or act as liaison to Open Studio.

EAC Show Chair

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

- Marketing and Call to Artists
- Show hanging
- Arrangements for the reception
- Gallery sitting schedule
- Management of show finances and coordination with the treasurer
- Show take down, and return of art and sales to artist

Town of Exeter Gallery Usage Policies and Application

The following policies, responsibilities, and procedures apply to the use of the Town of Exeter Art Gallery on the second floor of the Town Hall, including the main gallery and back room space.

Procedures

All persons/parties wishing to use either the Town Gallery or the Back Room space must adhere to the following procedures:

- Fill out the attached application and return to a member of the Exeter Arts Committee (EAC). It may be filled out in Microsoft Word and submitted via email or printed and submitted on paper by calling to make arrangements. (Use the Gallery contact information below.)
- All applications must be accompanied by an insurance binder, or reference an insurance binder already on-file with the EAC.
- When the application is approved, you will need to make arrangements with one of the gallery contacts to pick up the key. Keys can no longer be obtained from Police Dispatch.
- The EAC requests a \$25 donation to help cover the costs of gallery cleaning.
- Please follow all gallery policies and responsibilities while you are using the space.
- When you are finished using the space, ensure that the gallery and building are locked, and return the key to an EAC contact.

Responsibilities

All persons/parties using the Town Gallery and Back Room space must agree to meet the following responsibilities:

- Please be respectful of the space and leave it in the same condition you found it.
- Please be sure to clean up after yourself, throw away paper towels and garbage, and remove trash from the space when you are done.
- Use the “kitchen” sink for cleaning all art supplies and tools. Do not wash art supplies in the bathroom sink.
- Make sure all the lights are turned off when you leave.
- Verify that the door to the back room is locked when you leave.
- Ensure that the building is locked and make arrangement to return the key to an EAC Gallery Contact

EAC Gallery Contact Information

Kathy Lewis Thompson	kathylewisthompson@gmail.com	
Karen Desrosiers	kdesrosiers@ttlc.net	580-2066
Jane Kiernan	exeter2arts@gmail.com	205-2335

**Town of Exeter
Arts Committee**

Application to use Exeter Art Gallery or Gallery Back Room space

Please fill in all the required information clearly. Incomplete applications will not be accepted.

Insurance: The Town requires liability insurance in the amount of \$1,000,000 to be submitted with this completed application.

Insurance Binder is: Attached _____ On File with EAC ___ under name _____

Facility Requested: Main Art Gallery _____ Back Room Space _____

Date of application: _____

APPLICANT INFORMATION

Name: _____ Address: _____

Town/State/Zip: _____ Phone: _____

ORGANIZATION INFORMATION

Name: _____ Address: _____

Town/State/Zip: _____ Phone: _____

RESERVATION INFORMATION

Type/name of event: _____

Date: _____ Time: _____

If this is a reoccurring event, please specify frequency, beginning, and ending dates:

By signing this application, you agree to all of the policies, procedures, and responsibilities accompanying this form.

Applicant Signature: _____ Date: _____

Old Town Hall Gallery Opening & Closing Procedures

Opening the Gallery:

1. Ensure that the side door is unlocked. To do this:
 - Push in the “press bar”
 - Use the attached Allen Wrench to lock it in place
2. Carry out the “sandwich boards” in the library, and place them on the sidewalk in front of the building
3. Hang the “Art Show Today” banner in the lower brackets on the pole at the end of the walk
4. Upstairs, open the double doors at the opposite end of the gallery, and use hooks to secure open
5. Go down the front stairs, open and unlock the front, main, door to the building
6. Turn on any lights as needed
7. In the back room, use the key on the ledge next to the locked closet to open it and get the metal money box and donations box

Closing the Gallery:

1. Return the money and donation boxes to the back room closet, and lock it
2. Lock the front, main, door of the building and ensure it is closed securely
3. Close the upstairs double doors and be sure to lock them if you unlocked them at opening
4. Bring in the sandwich boards and lower, “Art Show Today” banner
5. Be sure the gallery, sitting table, etc. are neat and in good order
6. Turn off all lights, CD, etc.
7. Hang the velvet rope across the elevator door on the first floor
8. Use the Allen Wrench to release the “Press Bar” on the side door
9. Ensure that both doors are securely locked

Return the key to whom you got it from. If you picked it up from the Town Manager’s office, drop it in the black “Town Business” box in front of the Town Offices building.

THANK YOU FOR YOUR HELP



TOWN OF EXETER, NEW HAMPSHIRE

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

www.town.exeter.nh.us

November 14, 2012

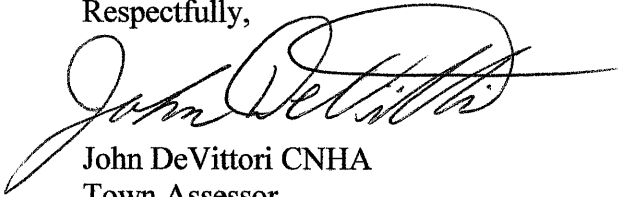
Dear Board,

Attached, please find the 2012 Dept. of Revenue Sales Ratio Summary and Certification of Sales-Assessment information for your signature.

After reviewing 249 sales with the 2012 assessments, I've completed a preliminary statistical study using the new NH Mosaic Equalization System software and State guidelines. An estimated overall indicated 2012 ratio for Exeter is 105.27%, { the relationship between real estate sales and the 2012 none updated assessed values }. The 2011 State certified ratio for Exeter was 101.8%.

Please sign the pink Certificate prior to the December 17, 2012 due date.
Thank you for your attention in this matter.

Respectfully,



John DeVittori CNHA
Town Assessor

2012
EQUALIZATION
MUNICIPAL ASSESSMENT DATA
CERTIFICATE



MUNICIPALITY: Exeter, NH

We the undersigned do hereby certify that the assessment and sales information provided by us on the Equalization System has been thoroughly reviewed by this Board and is complete and accurate to the best of our knowledge.

We understand that this information will be used by the NH Department of Revenue Administration to calculate the municipality's equalization ratio. The equalization ratio will be used to calculate the total equalized valuation for this municipality.

SIGNATURE OF SELECTMEN/ASSESSORS

DATE

(Must be signed by a majority)

NAME OF PERSON: John DeVittori EMAIL: jdevittori@town.exeter.nh.us

OFFICE PHONE NUMBER: 603-778-0591 OFFICE HOURS: M-F 8-4:30

(Note: If your office keeps irregular hours, please provide an alternate means of contacting you.)

Full Reval Cyclical Reval Cyclical In Progress Partial Update/Statistical
(values updated)

(Please check appropriate box, if applicable)

NAME OF COMPANY DOING REVALUATION WORK: _____

(Please state if done in-house)

COMMENTS: _____

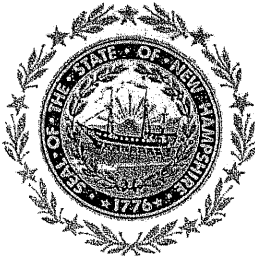
On-Line Filing Municipality

Our Municipal Assessment Data was filed on-line this year. It is our understanding that changes may need to be made to the on-line information. In order to expedite the process of setting our ratio, we request that the Equalization Bureau staff data enter these changes on our behalf.

NAME: John DeVittori / Assessor

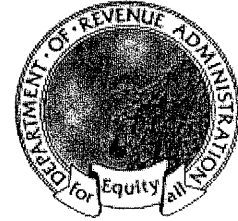
SIGNATURE: John DeVittori

DATE: 11/9/2012



State of New Hampshire
Department of Revenue Administration

P.O. Box 1313, Concord, NH 03302-1313
Telephone (603) 230-5950
www.nh.gov/revenue



Kevin A. Clougherty
Commissioner

Margaret L. Fulton
Assistant Commissioner

PROPERTY APPRAISAL DIVISION
Stephan W. Hamilton
Director

David M. Cornell
Assistant Director

November 2, 2012

Dear Selectmen/Assessing Officials:

The DRA is beginning the 2012 Equalization process. Annually the DRA conducts sales-assessment ratio studies so that we can measure the levels of assessment and equity for each municipality. This year, we are introducing the new NH Mosaic Equalization System which allows the ratio studies to be completed in a more efficient and time effective manner. In order to analyze each sale and to establish an equalization ratio, we require the 2011 and 2012 assessment data and other information for each sale listed. The sales that occurred between October 1, 2011 and September 30, 2012 are currently in the system.

The following documents are enclosed to help municipalities understand the equalization process and the new system:

1. Introduction to the new Equalization System
2. Instructions for completing the Municipal Assessment Data Information.
3. Property & Exclusion Codes list & instructions*. (*Also available on-line at www.nh.gov/revenue/)



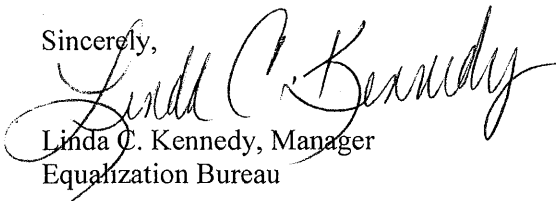
*Double click on this ICON; click on [Property Appraisal Division](#) link; scroll down page to find [Equalization](#) and choose Current Tax Year.

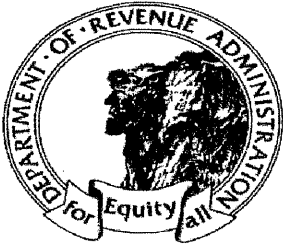
4. **2012 Equalization Municipal Assessment Data Certificate.** This must be completed and returned before the equalization ratio will be set.
5. Equalization is governed pursuant to RSA 21-J:3, VIII; RSA 21-J:9-a; and RSA 21-J:13, IX, which are available on-line at www.gencourt.state.nh.us. Administrative Rules 2803.01 & 2804.01 (www.gencourt.state.nh.us/rules/rev2800.htm).

Please complete and release the Municipal Assessment Data Information including both the 2011 and 2012 assessments and return the signed **Municipal Assessment Data Certificate** (included), to this office no later than **December 17, 2012**.

If you have any questions, please contact me at 230-5950.

Sincerely,


Linda C. Kennedy, Manager
Equalization Bureau



2012 Trial Ratio Study Report

1 of 1

11/14/2012 9:39:08 AM

Town Name: Exeter

Use Code: AA - Any & All

Date Range: 10-01-2011 through 09-30-2012

NOT FOR PUBLICATION

Ratios were created using stipulated year assessments.

Summary of Codes Used

Group Class: AA - Any & All	Property Codes: 11 = Single Family Home 12 = Multi Family Units
Modifier Codes: 00 = No Modifier Code	Special Codes: 00 = No Special Code

Indicated Ratio Override: N/A

Sales In Date Range		Sales Used		Results			
Total: 249 XX Moved: 0		Total Strata: 249 Sales Used: 176		%Mean: 117.9% %Median: 105.3%			
Town Code:	072	Weighted Mean:	98.9	COD:	16.69	PRD:	1.11
Valid Sales:	176	Wt.Mean Lo 90%CI:	95.05	COD Lo 90%CI:	14.59	PRD Lo 90%CI:	1.08
Trimmed:	6	Wt.Mean Up 90%CI:	101.88	COD Up 90%CI:	19.11	PRD Up 90%CI:	1.14
Untrimmed:	170	Median Ratio:	105.27	Weighted COD:	14.69	COV:	23.43
Trim Factor:	3	Median Lo 90%CI:	101.22	Med. Abs. Dev.:	17.649999999999999999	25th Percentile:	94.359999999999999999
Lo Trim Point:	50.47999999999999999997	Median Up 90%CI:	107.12	Med % Dev.:	16.77	75th Percentile:	121.63
Up Trim Point:	202.680000000000000001	Mean Ratio:	117.86	Coef. Conc. 10%:	43.75	Broaden Median:	105.27
Min Ratio:	50.47999999999999999997	Mean Lo 90%CI:	111.819999999999999999	Coef. Conc. 15%:	59.090000000000000003	Geometric Mean:	106.7
Max Ratio:	963.0	Mean Up 90%CI:	133.31	Coef. Conc. 20%:	69.890000000000000001	Harmonic Mean:	104.19
Min Sale \$:	9333.3299999999999999	Avg. Sale Price:	251737.45	Coef. Conc. 50%:	88.640000000000000001	Std. Deviation:	25.62
Max Sale \$:	1000000.0	Avg. Appraised Val:	248970	Coef. Conc. 100%:	96.590000000000000003	Normality Test:	Accept

The general descriptive and median ratio statistics are not trimmed of outliers and are based on all valid sales in the sample.

Summary of Exclusion Codes Used

Codes	Description	Count	%Excluded	%Strata
12	Subdivided Post Asmt/Pre Sale	2	2.7%	1.1%
13	Improvements +/- (Post Sale/PreAsmt)	1	1.4%	0.6%
15	Improvements +/- Incomplete at Asmt date	7	9.6%	4.0%
16	L/O Assessment - L/B Sale	7	9.6%	4.0%



2012 Trial Ratio Study Report

1 of 4

11/14/2012 8:38:28 AM

Town Name: Exeter

Use Code: 11 - Single Family Home

Date Range: 10-01-2011 through 09-30-2012

NOT FOR PUBLICATION

Ratios were created using stipulated year assessments

Summary of Codes Used

Group Class: None

Property Codes: 11 = Single Family Home

Modifier Codes:

Special Codes:

Indicated Ratio Override: N/A

Sales In Date Range

Total: 249
XX Moved: 0

Sales Used

Total Strata: 123
Sales Used: 85

Results

%Mean: 113.3%
%Median: 100.5%



2012 Trial Ratio Study Report

1 of 3

11/14/2012 8:43:02 AM

Town Name: Exeter

Use Code: 14 - Single Res Condo Unit

Date Range: 10-01-2011 through 09-30-2012

NOT FOR PUBLICATION

Ratios were created using stipulated year assessments

Summary of Codes Used

Group Class: None

Property Codes: 14 = Single Res Condo Unit

Modifier Codes:

Special Codes:

Indicated Ratio Override: N/A

Sales In Date Range

Total: 249
XX Moved: 0

Sales Used

Total Strata: 67
Sales Used: 54

Results

%Mean: 115.2%
%Median: 106.1%



2012 Trial Ratio Study Report

1 of 2

11/14/2012 8:47:34 AM

Town Name: Exeter

Use Code: 18 - Mfg Housing Without Land

Date Range: 10-01-2011 through 09-30-2012

NOT FOR PUBLICATION

Ratios were created using stipulated year assessments

Summary of Codes Used

Group Class: None

Property Codes: 18 = Mfg Housing Without Land

Modifier Codes:

Special Codes:

Indicated Ratio Override: N/A

Sales In Date Range

Total: 249
XX Moved: 0

Sales Used

Total Strata: 30
Sales Used: 21

Results

%Mean: 136.4%
%Median: 124.8%

Memo

Date: November 9, 2012

To: Russell Dean; Doreen Ravell; Linda Fecteau

From: Michael Jeffers *mj*

RE: 47 Portsmouth Avenue water & sewer bill (Abatement Request 11/7/12)

We received an abatement request in November 2012, in reference to 47 Portsmouth Avenue for high water and sewer usage on the water and sewer bill. The Town of Exeter did not perform a leak check at this time. On November 7, 2012, DPW received an abatement request. To grant abatement, the problem of excessive usage requires not only identifying the problem but also the documented correction of the problem. Selectmen's Policy 08-30 Line #1 partially states "In order to qualify for abatement, a customer's excess consumption must exceed the greater of 100% or 35,000 gallons above their normal average consumption. The customer must also prove that the deficiency responsible for leakage has been repaired or corrected", which the customer does provide and meet. But DPW does not recommend abatement due to Selectmen's Policy 08-30 line number #4

Selectmen's Policy 08-30 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 the failure to maintain internal (private) plumbing fixtures in good repair and/or protect plumbing from freezing, the customer shall be held responsible for the entire bill.

Town of Exeter
Water/Sewer Abatement Request & Receipt Form

Please Print:

Full Name: Richard Harmon
Mailing Address: 95 High Street
Exeter, NH 03833
Service/Property Address: 47 Portsmouth Avenue

Today's Date: 11/9/12
Account Number: 000121238800
Route Number: _____
Phone Number: 603-778-0231

Utility Abatement Requested for: Water _____ Sewer _____ Water & Sewer X
Date of Bill: 8/7/12 Billing Period from 5/7/12 to 8/7/12 Amount of Bill: \$ 1,185.63

Owner's reason for the abatement request (Please be as specific as possible): ***malfunctioning toilet valve; discovered by plumber; has an invoice from plumber who installed a new flush valve in an apartment; verified no leaking anymore***

Signature of Applicant _____ Date _____
Do not write below this line

Receipt Portion

Reviewed by: Matthew Berube Date of Review: 11/9/12
Comments: DPW does not recommend abatement based on Board of Selectmen's Policy 08-30 Line #4; DPW technicians did not perform leak check, have a modern Neptune meter that was installed in 2008; the next step would be to test the Neptune meter and install a new meter; Please note that tested older meters typically read lower than actual usage, a new more accurately records usage meaning water bills increase slightly

Dept. of Public Works Recommendation: X Disapprove Approve
W/S Advisory Committee Recommendation: X Disapprove Approve
Board of Selectmen Recommendation: Disapprove Approve

Abatement Amount: \$ _____
New bill total: \$ _____

BOS Approval/Disapproval Signature: _____	Date: _____
BOS Approval/Disapproval Signature: _____	Date: _____
BOS Approval/Disapproval Signature: _____	Date: _____
BOS Approval/Disapproval Signature: _____	Date: _____
BOS Approval/Disapproval Signature: _____	Date: _____



Application for Use of Town Facility

Forms can be mailed: Town of Exeter, 10 Front Street, Exeter, NH 03833
Faxed #: 603-772-4709 or emailed: wmmgr@town.exeter.nh.us

Facility Requested: Town Hall (Main Floor) Town Hall Stage Bandstand

Signboard Requested: Poster Board Week: _____ Plywood Board Week: _____

Representative Information:

Name: Morgan Roberts Address: 91 Wagner Dr.
Town/State/Zip: Newmarket NH 03857 Phone: 603 781-5524
Email: director@musicalarts.org Date of Application: 11/8/12

Organization Information:

Name: Musical Arts Address: 30 Linden St
Town/State/Zip: Exeter NH 03833 Phone: 603 778-4862

Reservation Information:

Type of Event/Meeting: ~~Meeting~~ Holiday Recital Date: 12/16/2012

Times of Event: 2:00 Times needed for set-up/clean-up: _____

of tables: _____ # of chairs: _____

List materials being used for this event: _____

Will food/beverages be served? _____ Description: _____

Requirements:

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

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

Rental Fee: For Town Hall use there is a fee of \$75.00 per day, a payment of \$250 may be required for use of main floor and stage for more than a single day. You may request a waiver of the rental fee in writing.

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: Hairone Roberts Date: 11/8/12

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 Facilities / Permits
November 19 - December 3, 2012

Date	Event Hours	Length of Rental	Facility/Permit	Group/Purpose
11-26 to 11-30		all day	Town Hall	Chamber for Festival of the Trees

Tonry Farm
314 Exeter Road
Hampton Falls, NH 03844

November 13, 2012

Exeter Selectmen
Court Street
Exeter, NH 03833

RE: SIGNS

Dear Selectpersons:

Last year you approved the placing of the Tonry Christmas Tree signs on the end of Route 88, conditional on obtaining yearly approval. This letter is to request that you allow us to place the same sign in the same location as last year. This year we will not be placing our sign throughout the fall weekends but would like to have it up from November 22nd through December 23rd.

Thank you for your consideration. Should you have any questions please feel free to contact me at 603-770-6157.

Sincerely,



Abigail Tonry



Date: October, 22, 2012

To the Exeter Board of Selectmen:

I am submitting a letter of request to the Town of Exeter for the use of signs to advertise the Exeter Area General Federation of Women's Clubs Yuletide Fair that will be held at the Stratham Cooperative Middle School on Saturday, November 17, 2012. This will be the 35th year that our organization has held this event as a primary fundraiser for our club.

We would like to request the use of small framed lawn signs, measuring 21" x 18" that would be placed along the roadsides in the Exeter area. These would be put out one week before the event and would be removed by Monday November 19th. We would also like to use a banner 6 feet in length to be placed at the entrance of Guinea Road off of Hampton Road in order to direct traffic to the school. This sign would also be put up one week prior to our event.

Thank you very much for considering our request. You may contact me at 772-9334 for further information.

Sincerely,

Martha Kirsch, Co-Chair
EAGFWC Yuletide Fair

Copy
acted on
11/9

HOLIDAY OPEN HOUSE



In appreciation for your service to the Town of Exeter, the Board of Selectmen and the Town Manager would like to invite you to a Holiday Open House. Please come and enjoy festive holiday music, delightful hors d'oeuvres and celebrate the season with friends and colleagues.

THURSDAY, DECEMBER 6TH

3:30PM TO 6:30PM

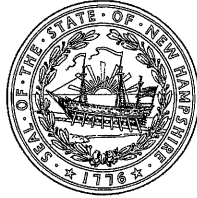
EXETER TOWN HALL

State of New Hampshire

Board of Tax and Land Appeals

Michele E. LeBrun, Chair
Albert F. Shamash, Esq., Member
Theresa M. Walker, Member

Anne M. Stelmach, Clerk



Governor Hugh J. Gallen
State Office Park
Johnson Hall
107 Pleasant Street
Concord, New Hampshire
03301-3834

John Q. Dal Santo

v.

Town of Exeter

Docket No. 26608-11PT

ORDER

The board, in an effort to manage its docket more effectively and expeditiously and to encourage informal disposition of this appeal, is ordering the parties, in accordance with RSA 541-A:31, V & 38 and Tax 201.23(a), to meet and attempt to settle this matter before a hearing is scheduled. In accordance with Tax 203.07, at or before the settlement meeting, the Taxpayer shall provide the municipality any appraisal (as defined in Tax 102.07) which the Taxpayer intends to rely upon.

The parties shall meet and file the enclosed Report of Settlement Meeting & Order ("Report") with the board no later than March 8, 2013. A hearing in this appeal will not be scheduled until the Report has been filed.

SO ORDERED.

BOARD OF TAX AND LAND APPEALS

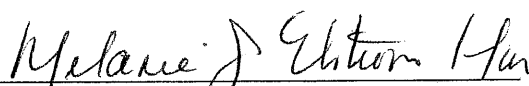


Anne M. Stelmach, Clerk
Per Order of the Board

CERTIFICATION

I hereby certify a copy of the foregoing Order has this date been mailed, postage prepaid, to: John Q. Dal Santo, PO Box 12, Exeter, NH, 03833, Taxpayer; and Town of Exeter, Chairman, Board of Selectmen, 10 Front Street, Exeter, NH, 03833.

Date: 11/8/12



Anne M. Stelmach, Clerk

REPORT OF SETTLEMENT MEETING & ORDER

Appeal Name: _____
Docket Number(s): _____
Mediation Deadline: _____
Date(s) of Settlement Meeting: _____

Note: If the parties are unable to meet in person, they can accomplish this requirement by telephonic or other electronic means. Date must be *after* appeal was filed with BTLA.

Parties with authority to settle in attendance:

Taxpayer: _____
Name/Title _____ Name/Title _____
Municipality: _____
Name/Title _____ Name/Title _____

1. Check if an Appraisal was submitted by the Taxpayer during mediation.

If an Appraisal was not submitted during mediation, it will be excluded at hearing in accordance with Tax 203.07(g).

2. The Parties hereby report to the Board the following:

Appeal settled during Settlement Meeting and no hearing is necessary.
A written settlement agreement, covering essential terms, signed by the parties:

is attached or will be submitted within thirty (30) days in accordance with Tax 201.23;
if the agreement is not submitted within 30 days, the appeal shall be marked:
"case settled; no further action, no costs" without further board order.

Appeal settled *in part*. A written partial settlement agreement, covering, for example, any settled lot(s), disputed issues or other essential terms, signed by the parties:

is attached or will be submitted within thirty (30) days in accordance with Tax 201.23;
if the agreement is not submitted within 30 days, the appeal shall be marked:
"case settled; no further action, no costs" without further board order.

Taxpayer hereby withdraws the appeal in accordance with Tax 201.22 and the appeal shall be marked without further board order: "withdrawn; no further action."

Appeal, after substantive discussions, did not settle during our Settlement Meeting and a hearing is necessary.

3. We acknowledge this Report is a mutual agreement signed by Parties with authority and upon the filing with the Board of Tax & Land Appeals the contents will become an Order.

Taxpayer: _____
Name/Title _____ Date _____ Name/Title _____ Date _____
Municipality: _____
Name/Title _____ Date _____ Name/Title _____ Date _____

Please forward this Report and any original signed agreement to:

IH Board of Tax and Land Appeals, Gov. Hugh J. Gallen State Office Park, 107 Pleasant Street, Concord, NH 03301

GENERAL INFORMATION

The purpose of this Report of Settlement Meeting & Order ("Report") is to allow the parties an opportunity to meet, discuss the issues and attempt to settle this matter prior to a scheduled hearing. In no way should this directive be construed by any party to be an order to "settle or withdraw" the appeal.

The board recognizes it may not be feasible for the parties to arrange a meeting in person. Therefore, it is acceptable to have a discussion by telephone or by other electronic means. The initial contact may be made by either party as both parties could be placed in default.

Individuals involved in the settlement meeting should have the authority to discuss and settle the case. The board recognizes the selectmen or the governing body of the municipality have the final approval of any settlement offer made to the taxpayer which could potentially delay the filing of the settlement agreement.

If the Report indicates the taxpayer wishes to withdraw the appeal, the appeal shall be marked: "withdrawn; no further action" without further board order. If the Report indicates the appeal has been settled and a settlement agreement is not filed within thirty (30) days of the Report, the appeal shall be marked: "case settled; no further action, no costs" without further board order. In any case, the filing date of the Report becomes the board's closing date of the appeal.

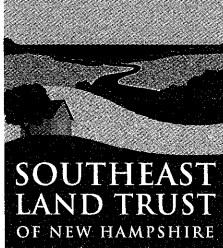
If a hearing is necessary because a settlement has not been reached or because the appeal has not been withdrawn, the parties will be given at least thirty (30) days notice before any hearing is scheduled. A hearing notice will be sent to all parties, including any representatives, if they have filed an appearance.

Signatures on the Report of authorized individuals are necessary before the board can close out the case or proceed with scheduling a hearing.

If you need additional copies of the Report, they may be downloaded from our website at www.nh.gov/btla/forms.html.

If you have any questions, please contact our office at (603) 271-2578.

Thank you.



Conserving the region's special places since 1980.

November 12, 2012

Trustees of Gilman Park
c/o Kate Miller, Esq.
Donahue Tucker & Ciandella, PLLC
225 Water Street
Exeter, NH 03833

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

Dear Kate and Russ:

Let me again extend my congratulations to the Town of Exeter and the Trustees of Gilman Park for the successful conservation of the park and transfer of it to the town!

I've enclosed is a copy of the baseline documentation report for Gilman Park. The original is on file with the Land Trust. I would advise keeping the copy as part of each party's permanent file for the property.

Thank you again for partnering with our organization to conserve this beautiful and important property. I look forward to the next opportunity to collaborate with each of you!

Sincerely,

Brian Hart
Executive Director



Russ Dean <rdean@town.exeter.nh.us>

Signs

Jay Perkins <jperkins@town.exeter.nh.us>

Fri, Nov 16, 2012 at 11:34

AM

To: Russ Dean <rdean@town.exeter.nh.us>

Cc: Jennifer Perry <jperry@town.exeter.nh.us>, Grace Rogers
<grogers@town.exeter.nh.us>, Scott Lebeau <slebeau@town.exeter.nh.us>, Sheri Riffle
<sriffle@town.exeter.nh.us>, Doug Eastman <deastman@town.exeter.nh.us>

Hi Russ

Just a heads up that Wayne Patton is going to be calling you. The sign at the intersection of Green Hill and Portsmouth Ave that the board approved for his honey business. A few days ago he painted the post a bright yellow so I had it swapped for the green standard post and filed a report with PD. It turns out Mr Patton painted it and said it's his and he can do as he wishes and we told him that it's on town property and the board approved the sign but has to be installed by us and is to be a standard MUTDC approved sign and post. He did not want to hear it so I think he will be heading your way. Sorry for the grief this may cause you.

Jay

--

please note my new email address is jperkins@town.exeter.nh.us



Russ Dean <rdean@town.exeter.nh.us>

Re: My directional sign post

Jay Perkins <jaydpw36@yahoo.com>

Fri, Nov 16, 2012 at 1:54 PM

To: AMERICAN HONEY <goodamericanhoney@gmail.com>

Cc: Russ Dean <rdean@town.exeter.nh.us>, Exeter Selectmen

<mquandt@town.exeter.nh.us>, Dan Chartrand <dchartra@rcn.com>, Frank Ferraro

<fferraro2010@gmail.com>, Julie Gilman <juliedgilman@comcast.net>,

dclement42@comcast.net, Jennifer Perry <jperry@town.exeter.nh.us>

Wayne I just advised the town manager you would be in to talk to him / Selectman per a conversation you had with George Sturgis regarding painting the sign post at the intersection of green hill and Portsmouth ave yellow . Years ago when business went to the selectmen requesting guild signs the board approved as long as we installed them within the guild lines of The Manual of Uniform Traffic Control Devices and that is what we did . The standard post is green or galvanized . If you would like the post yellow or pink we ask that you have the board approve it . The highway dept is following the standard criteria that the board wanted for uniformity and the standard used across the country , but like I said with this type of sign the board can allow anything they wish

Jay Perkins

Sent from my iPhone

On Nov 16, 2012, at 12:39 PM, "AMERICAN HONEY"
<goodamericanhoney@gmail.com> wrote:

Jay - I spoke with Doug and he advise me of your email to he and the town manager and he read such to me; would you please email me a copy of said email. Also, please send me a copy of the ordnance stating that sign post must be green. I researched and could find no such information. That does not mean that I am not in error. Also, I remind your that I own said sign post that your ordered removed. I will be happy to show you the receipt documenting that I paid for it and all related material.

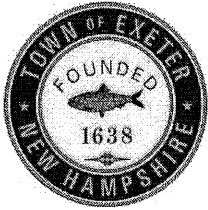
Sorry to be a problem - but I do have citizens rights.

Also, as I do not have the town managers email, please forward this to him.

Thanks doe any documentation you may send me.

Wayne Patten

CC: Selectman Frank Ferraro



TOWN OF EXETER, NEW HAMPSHIRE

10 FRONT STREET • EXETER, NH • 03833-3792 • (603) 778-0591 • FAX 772-4709
www.town.exeter.nh.us

September 19, 2012

.GOV Domain Registration
c/o Verisign, Inc.
12061 Bluemont Way
Reston, Virginia 20190

Dear Domain Manager:

As Town Manager for the Town of Exeter, NH, I formally request that authority over the **exeternh.gov** second-level domain name be delegated to the Town of Exeter, NH. I attest that I have signing rights and can act on behalf of the Board of Selectmen for the Town of Exeter, NH. By requesting this domain name, I acknowledge that I will be responsible for payment of the annual \$125 .GOV domain name fee.

In addition, I will insure the website content of the requested domain name conforms to the .GOV website content policy. This domain name will be used as a citizen information portal. The use of this domain is consistent with the Town of Exeter, NH's Internet policy.

The following individuals will be listed as POCs for **exeternh.gov**:

Administrative Point of Contact (POC)

Russell Dean
Town of Exeter
Town Manager
10 Front St, Exeter, NH 03833
603-773-6102
rdean@town.exeter.nh.us

Billing Point of Contact (POC)

Doreen Ravell
Town of Exeter
Finance Director
10 Front St, Exeter, NH 03833
603-773-6109
dravell@town.exeter.nh.us

Technical Point of Contact (POC)

Andrew Swanson
Town of Exeter
IT Coordinator
10 Front St, Exeter, NH 03833
603-773-6118
aswansion@town.exeter.nh.us

Thank you for your assistance in this matter.

Sincerely,

Matthew Quandt
Chairman, Board of Selectman