

**Exeter Board of Selectmen Meeting  
Monday, December 10<sup>th</sup>, 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. Public Comment
3. Minutes & Proclamations
  - a. Regular Meetings: December 3<sup>rd</sup>, 2012
4. Appointments
5. Discussion/Action Items
  - a. New Business
    - i. Exeter Sportsmen's Club Plan Update
    - ii. Continue review 2013 Budget Recommendations
    - iii. Continue review 2013 Town Warrant
    - iv. FY13 Revolving Funds
  - b. Old Business-
    - i. None
6. Regular Business
  - a. Bid Openings
  - b. A/P and Payroll Manifests
  - c. Budget Updates
  - d. Tax Abatements & Exemptions
  - e. Water/Sewer Abatements
  - f. Permits
  - g. Town Manager's Report
  - h. Legislative Update
  - i. Selectmen's Committee Reports
  - j. Correspondence
7. Review Board Calendar
8. Non Public Session
9. Adjournment

Matt Quandt, Chairman  
Board of Selectmen

Posted: 12/7/12 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 DECEMBER 3, 2012

## 1. Call Meeting to Order

Chairman Matt Quandt reconvened the Board at 7:00 pm in the Nowak Room of the Town Offices building. The Chairman had convened the meeting at 6:50 p.m. for an interview with Kelly Bergeron for an alternate planning board position.

Other members of the Board present were Selectman Frank Ferraro, Selectman Don Clement, Selectman/Clerk Dan Chartrand and Selectwoman Julie Gilman. Also present were Town Manager Russell Dean, Financial Director Doreen Ravell and DPW Director Jennifer Perry.

## 2. Board Interviews – Planning Board

The Board had interviewed Kelly Bergeron for a position on the Planning Board at 6:50 p.m.

## 3. Recognition: Exeter Boys Football Team

As the 2012 Division 1 champions, the Exeter High School Bluehawks Varsity football team was recognized for receiving State Champions status for the 2<sup>nd</sup> year in a row. Mr. Dean read a plaque acknowledging this achievement and Mr. Chartrand read the names of the senior class members who were on both championship teams. Mr. Chartrand then read a Proclamation dated 12/3/12 for the team and Head Coach Bill Ball from the Board of Selectmen, the Town Manager and the resident of Exeter.

## 4. Public Comment

On behalf of a sight-impaired neighbor, Don Woodward inquired about accessibility for vision-impaired voters during the March elections. Mr. Clement said the intent is to have the special voting booth available and Mr. Dean said funds have been allocated to make sure it is there. Mr. Chartrand stated that every vote is important and that Mr. Woodward's neighbor can be assured the voting accessibility will be there for her.

## 5. Minutes

Regular meeting: November 19, 2012 – the following amendments will be made to the minutes:

- The 3<sup>rd</sup> bulleted item in Section 2 will read: "On behalf of the Swasey Parkway Trustees, Gerry Hamel and Jay Perkins accepted a donation of \$1,000.00 from the Exeter Chamber of Commerce. This donation was presented by Michael Schidlovsky, Chamber President and Krysta Seckendorf, Chamber Events and Marketing Director."
- In Item H in Section 7, the last sentence will read "A&J Beverage was the first to come forward . . ."

Mr. Clement moved to accept the minutes as amended, seconded by Mr. Chartrand. Motion carried.

Special meeting: November 26, 2012 - Mr. Clement moved to accept the minutes as written, seconded by Mr. Chartrand. Motion carried.

## 6. Appointments - none

## 7. Discussion/Action Items

### a. New Business

#### i. Review 2013 Budget Recommendations

Mr. Clement said the Board would not be voting tonight and requested that each member state an item they would change to provide the Town Manager with a preview of some of the primary concerns of the Board. Any lengthy discussion, debate and voting will occur at the next meeting. Mr. Clement said the General Fund budget shows an increase of 3.1% and his goal was an increase of 2.5%. Mr. Clement provided the Board with a list of his recommendations to cut \$100K from the budget which would lower the increase to 2.5%. Mr. Clement's recommendations included a reduction of \$50K from the paving budget, eliminate the system operator position from the Water & Sewer position (35,381) and forgo the chip key fuel system saving \$21,500.00.

Mr. Ferraro's recommendations included eliminate \$12,500 for the noise study related to the Exeter Sportsman's Club, give the vehicles being replaced by the Police Department to the DPW instead of DPW purchasing additional vehicles, and a work-flow analysis should be performed in-house concerning the Town Clerk position. Mr. Ferraro also mentioned in the water sewer budget arrangements had been made to use reserves so he would recommend 50,000 be cut from each fund for emergency repairs.

Mr. Chartrand acknowledged the work and time the Budget Recommendations Committee and the sub-committees have invested in their recommendations so he declines to make any changes. However, he stated his agreement with an amount to be budgeted for the noise study.

Ms. Gilman expressing in future discussion for funding for the 375<sup>th</sup> Town Anniversary events as the Anniversary is already noted in the warrant articles. She estimated that approximately \$20K may be needed.

**ii. Review Draft 2013 Town Warrant**

After Mr. Dean reviewed the Town Warrant, the Board gave the following feedback:

- Mr. Ferraro: he does not support Articles 4 – Fire Station, 10 – Ladder Truck, and 15 – Raynes Roof replacement. Concerning the paving noted in Article 5 – Portsmouth Avenue water/sewer line replacement, this should be incorporated into the full paving work attributed to Water & Sewer. Article 16 – additional human services; should instead be a citizens petition in his opinion, not an article.
- Mr. Clement: concerning Article 10 for the ladder truck lease-purchase, he asked for a definition of “default budget.” Mr. Dean stated it is covered in the RSAs. Mr. Ferraro said the definition depends on the interpretation of the RSA.
- Mr. Thayer: concerning Article 5 on water/sewer line improvement, he would like the article rewritten to include more tax-payer responsibility since the water is used for fire protection and property protections.

Mr. Chartrand said there are 2 more meeting dates this month, December 10 and 17; he suggested that Town department heads be notified of these dates.

**iii. FY13 Revolving Fund Discussion**

Mr. Dean reviewed the revolving revenue for Recreation, EMS and CATV.

**iv. EOY 2012 Encumbrance Updates**

Mr. Dean reviewed Encumbrances data submitted for end of year 2012.

**b. Old Business - none**

**8. Regular Business**

**a. Bid Openings – none**

**b. A/P and Payroll Manifest**

Mr. Chartrand moves a 11/30/12 accounts payable warrant in the amount of \$142,602.16. Ms. Gilman seconded. Motion carried.

Mr. Chartrand moves 11/25/12 payroll warrant checks dated 11/28/12 in the amount of \$157,803.34.

Ms. Gilman seconded. Motion carried.

Mr. Chartrand moves 11/25/12 payroll warrant checks dated 11/28/12 in the amount of \$8,650.00.

Mr. Clement seconded. Motion carried.

**c. Budget Updates – see above**

d. Tax Abatements & Exemptions

Mr. Chartrand moved for an abatement for \$171.19 to clear the account concerning Map 39/4. Ms. Gilman seconded, motion passed.

e. Water/Sewer Abatements – none

f. Permits

The following permits were reviewed by the Board for approval:

Submitted by Evelyn Orr for Women's Club yard sale on May 31, 2013, 8am-2pm. Mr. Clement moved to approve the permit, Mr. Chartrand seconded, motion carried.

Submitted by Evelyn Orr for Holiday Sale on November 24, 2013, 8am-4pm. Mr. Chartrand moved to approve the permit, Mr. Clement seconded, motion carried.

Submitted by Darius Thompson for Holiday Parade Committee, December 3, 2013, 7-8pm. Mr. Clement moved to approve the permit, Mr. Chartrand seconded, motion carried.

Submitted by Brendan Kelly of LPNH for Seacoast Annual Freedom Expo on April 22, 2013. Mr. Ferraro moved to approve the permit, Mr. Chartrand seconded, motion carried.

g. Town Manager's Report

Mr. Dean thanked all the organizers of the Holiday Open House which was very successful and a great time. He reminded everyone that leaf pick-up is this week and there is a 12 bag maximum. The winter parking ban has started and information about that is on the website. The change to the Town domain name will hopefully be in place by January 1<sup>st</sup>. Mr. Dean also noted that the Deputy Tax Collector is working on the tax liens list.

h. Legislative Update - Mr. Quandt indicated due to his new status he would not have to do the legislative update from now on.

i. Selectmen's Committee Reports

Mr. Clement attended a Transportation meeting. He also related his experience making an appointment to have his water meter read and to be changed-out. He reported a very positive and efficient experience.

Mr. Chartrand did not attend any meetings but marched in the Holiday Parade. He also noted that the Board and Town Manager are hosting a party for Town employees and volunteers at the Town Hall on December 6<sup>th</sup>.

Ms. Gilman also participated in the Holiday Open House and Parade. She attended meetings for the Baggage Building Committee and the 375<sup>th</sup> Anniversary Committee.

Mr. Quandt asked for a moment of silence to note the passing of James Kennedy on November 25<sup>th</sup>. Mr. Kennedy served as a District 13 state representative for Exeter 2006-2008.

j. Correspondence

- o Two 91-A response letters from Mr. Dean to Renee O'Barton concerning her questions on school financial issues.
- o Letter from the Exeter Farms Homeowners' Association providing an update list of their Board of Directors through April 2013.

**9. Review Board Calendar**

The next regular meeting of the Board will be on Monday, December 10, 2012, at 7:00 p.m.

**10. Non Public Session**

**11. Adjournment**

Selectwoman Gilman moved to adjourn, second by Selectman Clement. The Board stood adjourned at 8:30 p.m. It is noted a non meeting regarding collective bargaining took place following the regular meeting.

Respectfully submitted,  
Chris deZarn-O'Hare  
Recording Secretary

Appointments – December 10<sup>th</sup>

Kelly Bergeron – Planning Board, Alternate

Term to Expire April 30, 2013

# THE EXETER SPORTSMAN'S CLUB, Inc.

P.O. Box 1936

Exeter, New Hampshire 03833  
Clubhouse at Waterworks Pond  
(603) 772-7468

<http://www.exetersportsmansclub.com>



November 30<sup>th</sup>, 2012

Exeter Planning Board  
10 Front Street  
Exeter, NH 03833  
Attn: Sylvia von Aulock

Please find attached a modification to the original Exeter Sportsman's Club, Inc. submittal for a minor site review (case# 21203) for a containment barrier on the right (south) side of the existing shooting range.

If you have any questions or comments, please do not hesitate to contact me.

Regards,

A handwritten signature in black ink, appearing to read 'B. M. York'.

B. M. (Butch) York  
President

CC: Exeter Board of Selectmen





# **Barrier Construction Plan**

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Based upon an indication of willingness by the Exeter Board of Selectmen (BOS) to allow The Exeter Sportsmen's Club, Inc. (ESC) to "cut as many trees as necessary to erect an earthen berm", ESC wishes to amend its submittal for a Minor Site Review from a NRA specified containment barrier to an NRA specified earthen containment berm.

The earthen berm will be constructed from the right toe of the existing backstop to approximately four feet beyond the right leading edge of the 100 yard shoot house. It will be a minimum of 8 feet high, have a 2 :1 slope translating into a base of approximately 32feet. Simply stated ESC wants to erect an earthen side berm on the right side of the range that is essentially a mirror image of the existing earthen berm on the left (north) side of the range.

# **Barrier Construction Plan Cont'd**

Finally, ESC wants to construct and 12 foot access way to the right of the existing shoot houses that will be used to service the existing backstop and both side berms . The minimum number of feet to be cleared of trees to right of the shoot houses will be 44 feet.

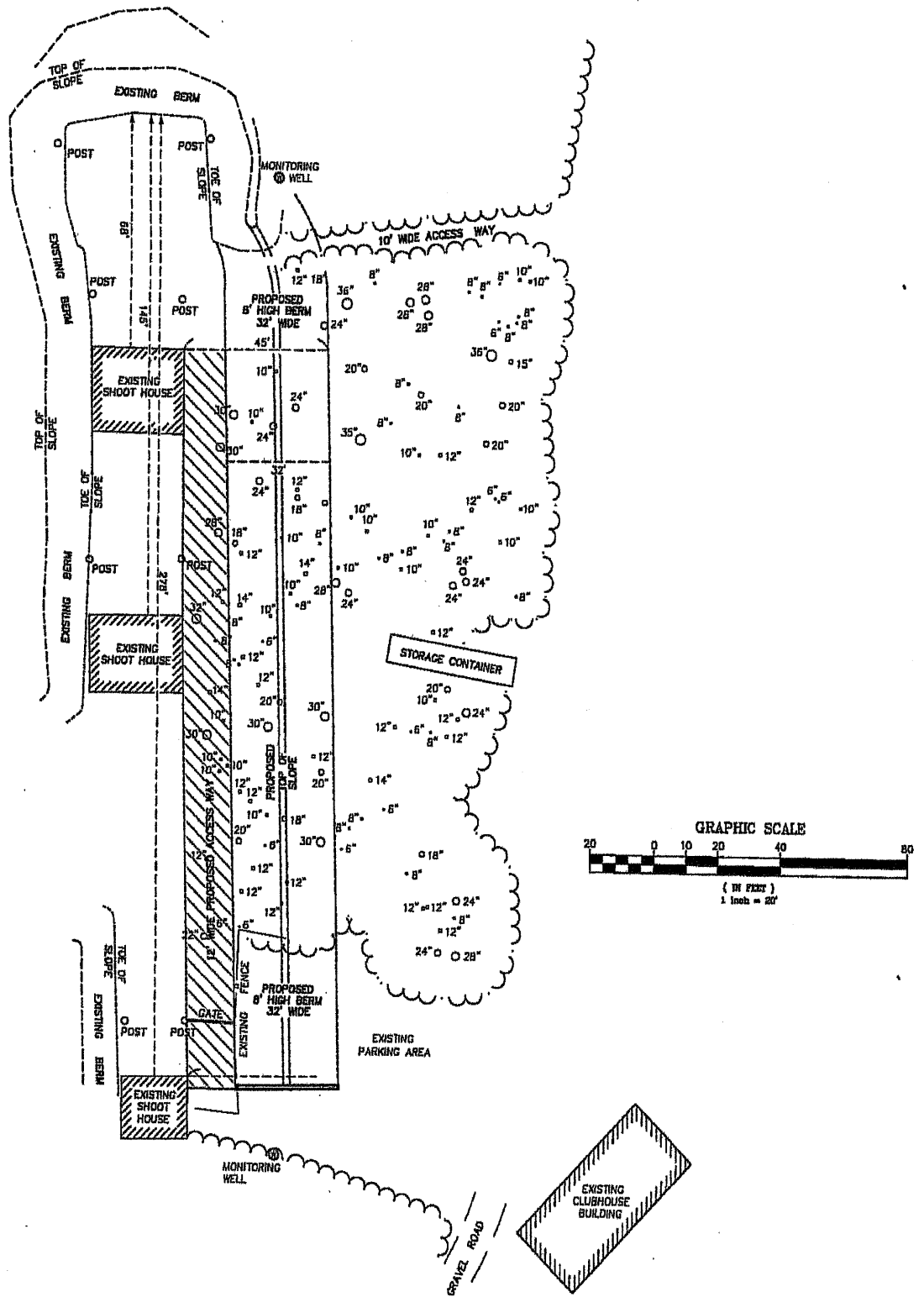
It will also be our intent to remove the trees which have died or are likely to die as a result of being buried in the north side berm. We will also fill in the existing gap in the north side berm.

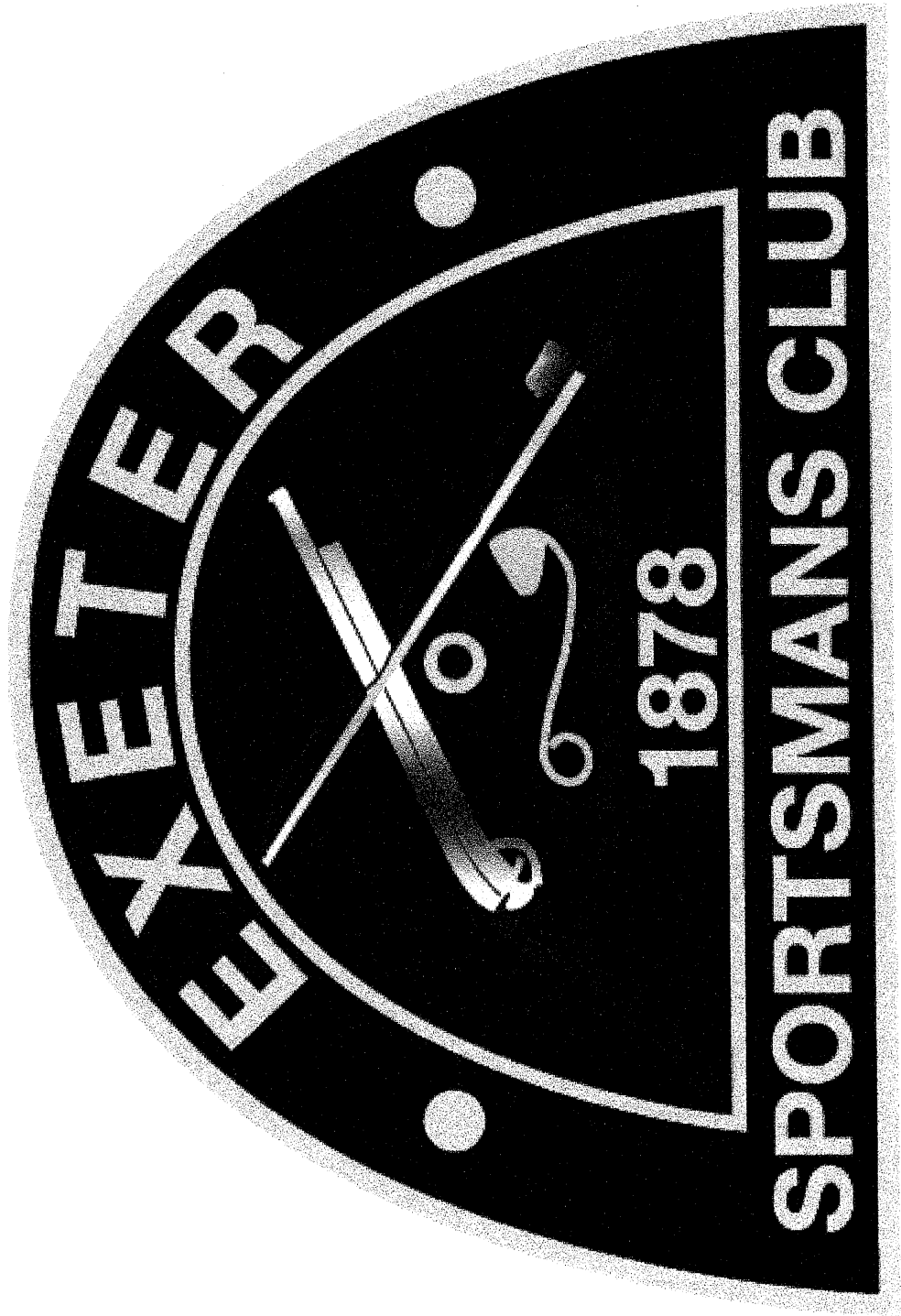
# **NRA Side Berm Specifications**

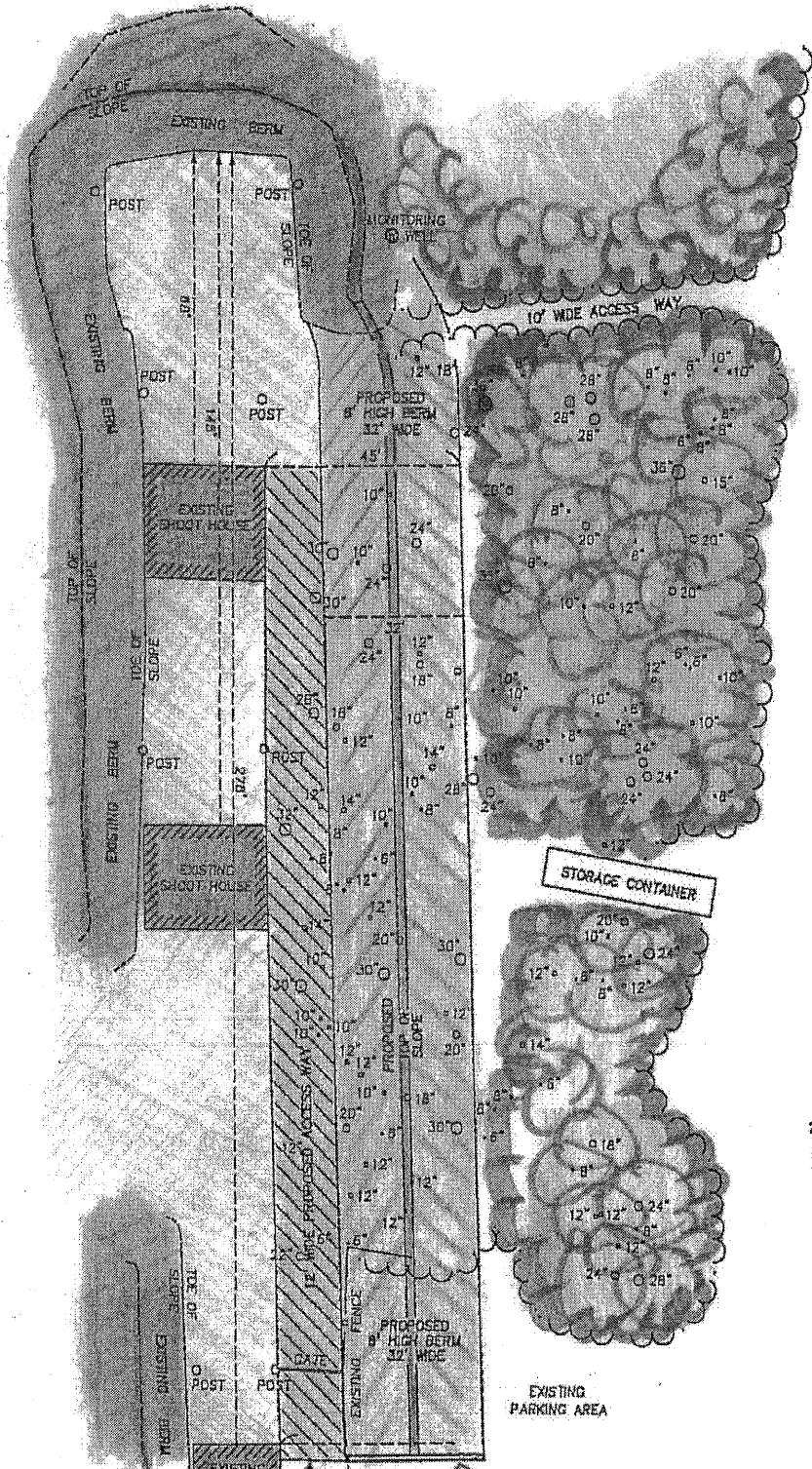
## **3.04.5.3 Side Berm/Walls**

- A. Material:** Core material may be broken concrete, asphalt, rock-laden fill or other fill discarded by area contractors. Exercise caution since local conservation districts may restrict such use. Surface areas subject to occasional bullet strikes must be rock and debris free to a depth of at least 12 inches. ~~As an alternative to earthen berms, masonry wall may be used. Precast concrete will offer long term use and ease of installation, and they are generally less expensive than earthworks.~~
- B. Configuration:** Side berms need not be as high as the backstop, but they should have the same slope. ~~For efficiency and cost savings construct all berms as a single project. Install concrete walls vertically.~~
- C. Size:** Earthen side berm suggested height is 8 feet. **Caution:** Where soil condition present a problem with compaction, additional material must be added to compensate for settlement. ~~Wooden and concrete walls are recommended to be 8 feet high.~~

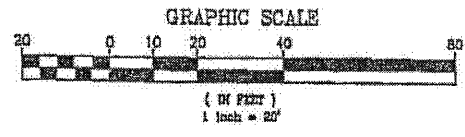
# Earthen Berm and Access Way







STORAGE CONTAINER



32' wide, Proposed Berm, 8' High

13' wide Proposed Access

EXISTING CLUBHOUSE BUILDING

GRAVEL ROAD

**General Fund Budget stands at 3.1% increase  
Goal is to get it to around 2.5% increase  
Objective cut \$100,000 from the budget**

Keep Deputy Town Clerk at part time	Savings	\$22,650
Eliminate Town Clerk Counter Expansion	Savings	\$12,500
Eliminate Wetlands Mapping software	Savings	\$8,500
Eliminate Web Site software upgrades	Savings	\$4,000
Eliminate chip key fuel system	Savings	\$21,500
Reduce Paving Budget	Savings	\$50,000
Reduce electricity Street Lights	Savings	\$10,000

**Water and Sewer Budget**

Reduce Consulting Services	Savings	\$10,000
Reduce Legal Expenses	Savings	\$10,000
Eliminate System Operator	Savings	\$35,381

Ferraro Budget Reductions

Website upgrades – IT	\$5,800
Keep Deputy TC PT	\$22,650
Eliminate TC counter changes	\$12,500
Finance/Accounting	\$1,000 (reduce from each – 2 lines?)
Planning Studies (ESC)	\$12,500
Arts Committee	??? (hosting fee)
DPW Vehicles	\$35,750*
Water Emergency Repairs	\$50,000
Sewer Emergency Repairs	\$50,000

\*Move replacement vehicles in Police to DPW



EXETER TOWN WARRANT – 2013

To the inhabitants of the Town of Exeter, in the County of Rockingham, in the said State, qualified to vote in Town affairs:

**First Session**

You are hereby notified that the first session (the Deliberative Session) of the Annual Town Meeting will be held on Saturday, February 2, 2013 beginning at 9:00 a.m. at the Arthur L. Hanson III Center for the Performing Arts at Exeter High School, 1 Blue Hawk Drive. The first session will consist of explanation, discussion and debate of each of the following warrant articles, and will also afford voters who are present the opportunity to propose, debate and adopt amendments to warrant articles, except those articles in which wording is prescribed by state law.

**Second Session**

The second session of the annual town meeting, to elect town officers by official ballot and to vote on all warrant articles as they may have been amended at the first session, will be held on Tuesday, March 12, 2013 at the Talbot Gymnasium at the Tuck Learning Center, 30 Linden Street. Polls for voting by official ballot will open at 7:00 a.m. and close at 8:00 p.m.

**Article 1**

To choose the following: 2 Selectmen for a 3-year term; 1 Treasurer for a 2-year term; 1 Supervisor of the Checklist for a 6-year term; 3 Trustees of the Library for a 3-year term; 1 Trustee of Trust Funds for a 3-year term; 1 Trustee of the Robinson Fund for a 7-year term; 1 Trustee of Swasey Parkway for a 3-year term.

**Article 2: Zoning Amendment #1:** Definition changes (elderly housing, etc.) – note this will actually be several separate articles if recommended by planning board.

**Article 3: Zoning Amendment #2:** Portsmouth Avenue Commercial Zoning (form based code Portsmouth Avenue).

**Article 4**

To see if the Town will vote to raise and appropriate the sum of two-million five hundred thousand (\$2,500,000) for design and construction of a new fire station on Town-owned land on Continental Drive. The Town will authorize the issuance of not more than (\$2,500,000) of bonds or notes in accordance with the provisions of the Municipal Finance Act (RSA 33) and to authorize the Board of Selectmen to issue and negotiate such bonds or notes and to determine the rate of interest thereon; Debt service will be paid from the general fund.

(3/5 ballot vote required for approval.)

\_\_\_\_\_ by the Board of Selectmen

**Article 5**

To see if the Town will vote to raise and appropriate the sum of one-million one hundred and fifty thousand (\$1,120,000) for replacement and rehabilitation of water mains and sewer lines on Portsmouth Avenue from the High Street and Portsmouth Avenue intersection to the surface water treatment plant. The Town will authorize the issuance of not more than (\$1,120,000) of bonds or notes in accordance with the provisions of the Municipal Finance Act (RSA 33) and to authorize the Board of Selectmen to issue and negotiate such bonds or notes and to determine the rate of interest thereon; Debt service will be paid from the water fund (\$954,000) and from the sewer fund (\$196,000) via water fees and sewer fees.

(3/5 ballot vote required for approval.)

\_\_\_\_\_ by the Board of Selectmen

**Article 6**

To choose all other necessary Town Officers, Auditors or Committees for the ensuing year.

**Article 7**

Shall the Town of Exeter raise and appropriate as an operating budget, not including appropriation by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by vote of the first session, for the purposes set forth therein, totaling \$TBD. Should this article be defeated, the default budget shall be \$21,019,865, which is the same as last year, with certain adjustments required by previous action of the Town of Exeter or by law, or the governing body may hold one special meeting, in accordance with RSA 40:13, X and XVI, to take up the issue of a revised operating budget only.

(Majority vote required)

\_\_\_\_\_ by the Board of Selectmen

**Article 8**

Shall the Town approve the cost items included in the collective bargaining agreement reached between the Board of Selectmen and the SEIU 1984 (DPW/Administrative Unit) which calls for the following salaries and benefits at the current staffing levels:

Year & Estimated Increase: ;

And further, raise and appropriate the sum of (\$TBD) for the 2013 fiscal year, such sum representing the additional costs attributable to the increase in salaries and benefits over those of the appropriation at current staffing levels?

(Majority vote required)

\_\_\_\_\_ by the Board of Selectmen

**Article 9**

Shall the Town approve the cost items included in the collective bargaining agreement reached between the Board of Selectmen and the Exeter Fire Association which calls for the following salaries and benefits at the current staffing levels:

Year & Estimated Increase: ;

And further, raise and appropriate the sum of (\$TBD) for the 2013 fiscal year, such sum representing the additional costs attributable to the increase in salaries and benefits over those of the appropriation at current staffing levels?

(Majority vote required)

\_\_\_\_\_ by the Board of Selectmen

**Article 10 – Ladder Truck**

To see if the Town will vote to authorize the Board of Selectmen to enter into a lease/purchase agreement for the purpose of lease/purchasing a replacement for the 1994 Ladder Truck for the Exeter Fire Department, and to raise and appropriate the sum of one-hundred seven thousand and two hundred fifty dollars (\$107,250), which represents the first of 10 annual payments (a total of \$961,125), for that purpose.

(Majority vote required)

\_\_\_\_\_ by the Board of Selectmen

**Article 11 – Sewer Vector Truck**

To see if the Town will vote to authorize the Board of Selectmen to enter into a lease/purchase agreement for the purpose of lease/purchasing a replacement for the sewer system vector truck” for the Exeter Sewer Department, and to raise and appropriate the sum of seventy-seven thousand nine hundred and fifty one dollars (\$77,951), which represents the first of 5 annual payments (a total of \$424,831), for that purpose. The lease/purchase will be paid for by sewer fees.

(Majority vote required)

\_\_\_\_\_ by the Board of Selectmen

**Article 12 – Supplemental Paving**

To see if the Town will raise and appropriate the sum of two-hundred fifty thousand and zero dollars (\$250,000) for the purpose of paving town roads.

(Majority vote required)

\_\_\_\_\_ by the Board of Selectmen

**Article 13 – Linden Street – Court Street Culverts**

To see if the Town will vote to authorize the sum of one-hundred and fifty thousand and zero dollars (\$150,000) for the purpose of designing necessary improvements to defective culverts located under Court Street and under Linden Street.

**Article 14 – Human Service Agencies**

To see if the Town will vote to raise and appropriate, through special warrant article, the sum of one-hundred three thousand and three hundred ninety-five dollars (\$103,395), for the support of various human service agencies that will serve Exeter residents in 2013:

Agency	Amount
A Safe Place	\$5,500
Area Home Care	\$13,000
Big Brother/Big Sister	\$9,000
Child and Family Services	\$11,000
Crossroads House	\$3,500
Families First	\$3,000
Great Bay Kids	\$2,495
Meals on Wheels – Food	\$7,800
New Generation Shelter	\$2,000
New Outlook Teen Center	\$2,700
NHSPCA	\$1,400
Richie McFarland Center	\$6,300
Rockingham Community Action	\$11,000
RSVP Friends Program	\$2,200
Seacare Health Services	\$5,000
Seacoast Family Promise	\$1,000
Seacoast Mental Health	\$8,500
Seacoast VNA	\$5,000
Sexual Assault Support Services (SASS)	\$3,000
Total	\$103,395

(Majority vote required)

\_\_\_\_\_ by the Board of Selectmen

**Article 15 – Raynes Property Barn Roof Replacement**

To see if the Town will raise and appropriate the sum of thirty thousand and zero dollars (\$30,000) for the purpose of replacing the roof on the Raynes Barn located at \_\_\_ Newfields Road. The current roof was constructed in 1991.

(Majority vote required)

\_\_\_\_\_ by the Board of Selectmen

**Article 16**

To see if the Town will vote to raise and appropriate, through special warrant article, the sum of eleven thousand seven hundred and zero dollars (\$11,700), for the supplemental support of the following human service agencies that will serve Exeter residents in 2013:

Agency	Amount
Child and Family Services	\$1,000
Meals on Wheels – Food	\$800
Richie McFarland Center	\$9,900
Total	\$11,700

(Majority vote required)

\_\_\_\_\_ by the Board of Selectmen

**Article 17**

(Placeholder St. Vincent De Paul)

**Article 18**

(Placeholder 375<sup>th</sup> anniversary appropriation)

**Article 19**

(Placeholder blind exemption)

**Article 20 – Petition Article – Womenage Funding (\$2,000)**

To transact any other business which may legally come before this meeting.

Given under our hands and seal this \_\_\_\_\_<sup>th</sup> day of January, 2013.

\_\_\_\_\_

Matt Quandt, Chairman

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Don Clement, Vice-Chairman

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Daniel W. Chartrand, Clerk

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Julie Gilman

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Frank Ferraro

We certify that on the \_\_\_\_\_<sup>st</sup> of January, 2013, we caused a true copy of the within warrant to be posted at the Exeter Town Hall on Front Street, the Exeter Public Library at Founder's Park, Exeter High School at 1 Blue Hawk Drive, Talbot Gymnasium at Tuck Learning Campus, 30 Linden Street, and the Town Clerk's Office, 10 Front Street.

Given under our hands and seals this \_\_\_\_\_<sup>st</sup> day of January, 2013.

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Matt Quandt, Chairman

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Don Clement, Vice-Chairman

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Daniel W. Chartrand, Clerk

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Julie Gilman

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Frank Ferraro

**PETITION FOR SUBMISSION ON THE TOWN MEETING WARRANT**

On petition of Judith A. O'Reilly and others, to see if the town will vote to raise and appropriate, through special warrant article, the sum of \$2000.00 for support of Womenade of Greater Squamscott, a non-profit that provides direct aid to community members in crisis situations requiring immediate financial assistance.

Printed Name	Signature	Address
✓ Judith A O'Reilly	Judith A O'Reilly	6 Carriage Dr Exeter
✓ Laurie Gompil	Laurie Gompil	37 Bell Ave. Exeter
✓ Connie Medeiros	Connie Medeiros	1 Sterling Hill Lane Exeter
* Tammy Blake	Tammy Blake	6 Kingston Rd Exeter
* Aaron Puz	Aaron Puz	6 Kingston Rd Exeter
✓ Debney Spoert	Debney Spoert	4 meeting place drive. apt 105
✓ Ryan Henry	Ryan Henry	13 Cornwall Ave. Exeter
✓ Jessica Gannett	Jessica Gannett	13 Cornwall Ave Exeter
✓ Alison Kras	Alison Kras	11 McKinley St.
* Larry Rizard	Larry Rizard	50 Brookside Drive, Exeter NH
✓ Margaret O'Leary	Margaret O'Leary	12 Ash St. Exeter NH
✓ Sarah O'Leary	Sarah O'Leary	8 Whippoorwill, Exeter, NH
✓ RICHARD SUGATT	Richard Sugatt	8 Whippoorwill Ln, Exeter, NH
✓ Stephanie Harrison	Stephanie Harrison	209 Front St. Exeter
Gary Jerry Harrison	Gary Harrison	209 Front St Exeter
✓ Jayne Howard	Jayne Howard	40 South St Exeter
✓ Helen Perrier	Helen Perrier	13 Salem St Exeter NH
✓ SEAN E O'REILLY	Sean E O'Reilly	6 Carriage Dr Exeter NH.

# PETITION FOR SUBMISSION ON THE TOWN MEETING WARRANT

On petition of Judith A. O'Reilly and others, to see if the town will vote to raise and appropriate, through special warrant article, the sum of \$2000.00 for support of Womenade of Greater Squamscott, a non-profit that provides direct aid to community members in crisis situations requiring immediate financial assistance.

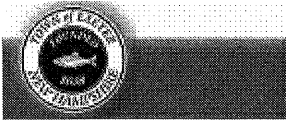
Printed Name

Signature

Address

✓ CAROL BRIDGES	<u>Cal Bridges</u>	8 Half Penny Lane Exeter <sup>NH</sup> 03833
✓ NORA HANSEN	<u>JANE</u>	34 SANDY HILL AVE, EXETER NH
✓ Courtenay Dodds	<u>Courtenay Dodds</u>	13 McKinley St Exeter NH
✓ Fred Hommel	<u>Fred Hommel</u>	13 McKinley St Exeter, NH
✓ Sue Bert	<u>Sue Bert</u>	50 Brookside Dr. Unit C3 Exeter NH
✓ Mark Tark <sup>MARK TRAFTON</sup>	<u>Mark Tark</u>	20 Main St. Exeter,
✓ Chris Roseberry	<u>Chris Roseberry</u>	75 High St Exeter
✓ Sherri Beall	<u>Sherri Beall</u>	22 Louisbourg Cir
✓ Janel Holmes	<u>Janel Holmes</u>	20 Louisbourg Circle





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

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## gun club proposed sketch in color

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Frank Ferraro <fferraro2010@gmail.com>

Fri, Dec 7, 2012 at 2:45 PM

To: Russ Dean <rdean@town.exeter.nh.us>, "Daniel W. Chartrand" <dchartra@rcn.com>, Don Clement <dclement43@comcast.net>, Julie Gilman <juliedgilman@comcast.net>, Matt Quandt <mjquandt@comcast.net>, Sheri Riffle <sriffle@town.exeter.nh.us>

In preparation for this discussion, below is the relevant portions of the lease. I also suggest that the Board watch the Town Hall Streams video of the portion of the Nov 5th BOS meeting where the Board last discussed the ESC issue. The conclusion of the Board's discussion on the issue can be found at 127.50 minutes into the video.

### 8. RENOVATIONS, ALTERATIONS AND IMPROVEMENTS

At any time during the term of this Lease should the Tenant be desirous of undertaking any renovation, alteration or improvement to the demised premises or should the Tenant wish to construct any additional facilities to render it more suitable for the Tenant's purposes, all such renovations, alterations, improvements and construction made by the Tenant shall be subject to the following conditions:

The Town of Exeter shall be notified in writing of any renovations, alterations or improvements prior to said improvements being undertaken. The Club will not begin any improvements until proper approvals are received from the Town, either through the Board of Selectmen or other designee as the scope of the improvement may ordinarily require. No work of significance will be done on site without proper approvals from state or federal agencies, if required .

All plans or proposals submitted by the Tenant must be considered by the Town of Exeter Planning Board and shall be subject to that Board's provisions for site plan review and approval. Any material utilized by the Tenant in conjunction with such proposed renovations, alterations, improvements or construction, specifically including dirt, gravel or similar material, must not be considered to be harmful by federal or state regulations and shall not pose a threat to Water Works Pond or the immediate area. Any removal of trees for relocation of earth materials or the erection of berms or other shot and bullet containment or noise management structures, or additional exterior lighting shall be subject to site plan review of the Planning Board.

### 16. NOISE ATTENUATION

The Tenant agrees that it will make reasonable efforts to attenuate noise on the site in accordance with generally accepted industry practices. The Tenant agrees that within twenty-four (24) months of the lease becoming effective, the 100 yard firing line will be enclosed on three sides with a canopy or roof. The 25 yard and 50 yard firing lines will be partially enclosed with a canopy or roof as is customary or standard in the industry. All such enclosures shall be pending permit approvals from the Town and other relevant agencies. The Tenant also agrees to extend the existing berm so as to attenuate sound across Water Works Pond. The Tenant's efforts to attenuate sound will be discussed as part of the periodic meetings described in Section 2 of this Lease.

Frank



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

---

## gun club proposed sketch in color

---

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

Fri, Dec 7, 2012 at 10:10 AM

To: "Daniel W. Chartrand" <dchartra@rcn.com>, Don Clement <dclement43@comcast.net>, Frank Ferraro <fferraro2010@gmail.com>, Julie Gilman <juliedgilman@comcast.net>, Matt Quandt <mjqandt@comcast.net>, Sheri Riffle <sriffle@town.exeter.nh.us>

All,

Sylvia has taken the time to reproduce the ESC Plan in color.

I am in the midst of contacting Butch York regarding appearing before the Board on Monday. Basically the berm location issue will have to be decided by the BOS prior to the planning board because of the noise attenuation clause in the lease. Once the BOS decides this is OK (or not, or modified) the ESC can proceed on to site plan review. We've also lined up Cross Spectrum to weigh in on this plan and I believe the consultant from Cross Spectrum (Lance Meister) will be at the BOS meeting on Monday night as well.


There will be additional info supplied by the ESC in the packet this week.

Thank you,

Russ

[Quoted text hidden]

---

 **Gun Club Plan (2) - 12-6-12.pdf**  
1058K

Town of Exeter  
 Recreating Revolving Fund  
 2012 and 2013 Budgets (Revised)

DRAFT

Please provide a brief description  
 of each line item

Account Number	Description	2012 Budget as of 11/30/12	2012 Actual as of 11/30/12	2013-Dept Budget-Request	\$ Increase/ (Decrease) over 2012	% Increase/ (Decrease) over 2012
<b>Revenues</b>						
08-3401-5079-0450	Rec-Special Events	2,000	1,925	2,000	-	0% sponsorships
08-3401-5084-0450	Rec Concession Stand Rev	31,000	30,549	28,000	(3,000)	-10% hot summer in 2012
08-3401-5086-0450	Rec Pool Program	43,000	42,230	45,000	2,000	5% hot summer in 2012
08-3401-5087-0450	Rec Program Revenue	301,000	300,968	269,000	(32,000)	-11%
08-3401-5088-0450	Rec Swimming Program	30,625	30,620	28,500	(2,125)	-7% lessons are filled each year, little growth
08-3401-5089-0450	Rec Trips Program	13,000	12,976	10,000	(3,000)	-23% trips are a dying program due to cost
	Rec Transfers In - Impact Fees	25,000	24,971	20,000	-	0%
	<b>Total Rec Rev Fund Revenue</b>	<b>445,625</b>	<b>444,239</b>	<b>402,500</b>	<b>(43,125)</b>	<b>-10%</b>
<b>Expenses</b>						
08-4520-0810-1210	RR- Sal/Wages Temp	145,000	142,712	145,000	-	0% supers, refs
08-4520-0810-2200	RR- FICA	8,990	8,848	8,990	-	0%
08-4520-0810-2210	RR- Medicare	2,103	2,069	2,103	-	0%
	Wages & Taxes Expense	156,093	153,629	156,093	-	0%
08-4520-0810-4110	RR- Water & Sewer Bills	10,200	10,156	10,200	-	0% pool, drinking fountains, skating rink
08-4520-0810-4302	RR - Pool Maintenance	6,500	6,881	3,000	(3,500)	-54%
	Maintenance Expense	16,700	17,037	13,200	(3,500)	-21%
08-4520-0810-5000	RR- Supplies	50	42	50	-	0%
08-4520-0810-5012	RR - Pool Supplies	6,500	6,490	6,500	-	0% chemicals, chlorine, paper products
08-4520-0810-5015	RR- Pool Food Supplies	13,000	13,631	14,000	1,000	8%
08-4520-0810-5090	RR- Equipment & Supplies	50	50	50	-	0%
08-4520-0810-5151	RR- Bank Card Fees	4,400	4,306	4,400	-	0%
08-4520-0810-5310	RR- Cell Phones	1,200	1,170	1,500	300	25% Director and Asst.
08-4520-0810-5400	RR- Advertising	250	214	300	50	20%
08-4520-0810-5450	RR- Dues	565	565	565	-	0%
08-4520-0810-5500	RR- Printing	10,000	11,721	12,000	2,000	20% expanded to all of SAU for flyers now
08-4520-0810-5612	RR- Public Safety Detail	1,000	1,032	1,100	100	10%
08-4520-0810-5732	RR- Trips	7,000	6,543	7,000	-	0%
08-4520-0810-5733	RR- Rec Programs	120,000	137,797	115,000	(5,000)	-4%
08-4520-0810-5734	RR- Special Events	12,000	13,549	12,000	-	0% add eliminated concert back in
08-4520-0810-5740	RR- Software Contract	4,300	781	6,000	1,700	40% Added POS system at pool in 2012
08-4520-0810-5800	RR- Travel Reimbursement	200	41	50	(150)	0%
08-4520-0810-5810	RR- Conf/Room/Meals	2,000	1,874	3,500	1,500	75% no major conferences in 2012
	General Expenses	182,515	199,756	184,015	1,500	1%
08-4520-0810-6220	RR-Electric	5,500	-	-	-	Electric expense moved to DPW Maint
08-4520-0810-7301	RR- Capital Outlay	102,132	91,501	20,000	(82,132)	0%
	Total Capital Outlay	102,132	91,501	20,000	(82,132)	0%
	<b>Total Recreation Revolving Fund Expenses</b>	<b>462,940</b>	<b>461,923</b>	<b>373,308</b>	<b>(84,132)</b>	<b>0%</b>
	<b>Net Income/ (Loss)</b>	<b>(17,315)</b>	<b>(17,684)</b>	<b>29,193</b>	<b>41,007</b>	<b>0%</b>
						Filter replacement in 2012 dipped into reserves - one time expense

Town of Exeter  
2013 Draft Budget for EMS Revolving Fund

DRAFT

Account Number	Description	2012 Budget	2012 Actual as of 11/30/12	2013 Dept Budget Request	\$ Increase/Decrease over 2012	% Increase/Decrease over 2012	Explanation
<b>Revenue</b>							
30-3401-5077-0450	EMS- Ambulance Transport R	444,971	409,569	444,971	-	0.000%	
	Total	444,971	409,569	444,971	-	0.000%	
<b>Expenses</b>							
30-4215-0520-1110	EMS-Salaries/Wages FT	40,648	35,961	41,968	1,320	3.25%	Dispatcher Salary includes 3% COLA and holiday pay & longevity
30-4215-0520-1300	EMS-Salaries/Wages OT	84,337	64,636	78,489	(5,848)	-6.93%	Overtime for emergency recall of ambulance calls & required recertification
30-4215-0520-1300	EMS-Longevity Pay		300	350			
30-4215-0520-2100	EMS-Health Insurance	24,874	22,801	24,247	(627)	-2.52%	
30-4215-0520-2110	EMS-Dental Insurance	1,615	1,634	1,634	19	1.18%	
30-4215-0520-2120	EMS- Life Insurance	72	55	72	-	0.00%	
30-4215-0520-2200	EMS- FICA	2,520	2,214	2,624	104	4.13%	Based on wages: 6.2%
30-4215-0520-2210	EMS-Medicare	1,812	1,465	1,752	(60)	-3.31%	Based on wages: 1.45%
30-4215-0520-2300	EMS-Retirement Town	3,577	3,307	4,150	573	16.02%	Based on wages: 8.80 & 10.77%
30-4215-0520-2320	EMS-Retirement Fire	19,305	16,089	19,869	564	2.92%	Based on wages: 22.89 & 27.74%
	Total	178,760	148,471	175,155	(3,955)	-2.21%	
30-4215-0520-4320	EMS-Vehicle Maintenance	3,505	5,293	5,500	1,995	56.92%	Ambulance maintenance
30-4215-0520-5003	EMS-Third Party Collection Fe	1	13,081	19,800	19,799	1979900.0%	4.5% fee on Ambulance Revenue collected, if new rates are applied we anticipate \$440,000 in revenue.
30-4215-0520-5010	EMS-Postage	550	46	550	-	0.00%	Ambulance billing postage
30-4215-0520-5160	EMS-Paramedic Training	1	185	10,645	10,644	1064400.0%	1 FF/EMT-I to attend Paramedic training
30-4215-0520-5161	EMS- Emergency Medical Sup	23,500	18,532	23,500	-	0.00%	Durable medical supplies for patient care
30-4215-0520-5162	EMS-Medical Equipmt Maint	10,860	17,370	14,735	3,875	35.68%	Defib, ambulance cots, oxygen equipment, pulse oximetry equipment
30-4215-0520-5163	EMS-Contracted Training	6,270	4,920	6,670	400	6.38%	service & maintenance
30-4215-0520-5310	EMS- Cell Phones	2,159	1,460	1,720	(439)	-20.33%	Tuition for annual recertification & continuing education requirements
30-4215-0520-5915	EMS - Ambulance Refunds	1,200	1,296	1,300	100	8.33%	Phone plan and usage for EMS coordinator and both ambulances (2 phones each)
30-4215-0520-6260	EMS - Fuel	4,136	4,646	4,186	50	1.21%	Refund insurance companies as necessary
	Total	52,182	66,829	88,606	36,424	69.80%	Diesel fuel and Gasoline for ambulances
30-4215-0520-xxx	EMS - Capital Lease			61,883	61,883	100.00%	
	<b>Total Expenses</b>	<b>230,942</b>	<b>215,300</b>	<b>325,644</b>	<b>32,469</b>	<b>14.06%</b>	
	<b>Net Income / (Loss)</b>	<b>214,029</b>	<b>194,269</b>	<b>119,327</b>	<b>(32,469)</b>	<b>-15.17%</b>	

Town of Exeter  
CATV Fund DRAFT Budget

DRAFT

Account Number	Description	2012 Budget as of 11/30/12	2013-Dept Budget-Request	\$ Increase/ (Decrease) over 2012	% Increase/ (Decrease) over 2012	Please provide a brief description of each line item
<b>Revenues</b>						
07-3290-5020-0400	CT Fund-Cable Franchise Fee	100,000	110,000	10,000	10.0%	
<b>Expenses</b>						
07-4130-0113-1110	CT Fund-Sal/Wages FT	15,384	16,062	678	4%	20% of IT Manager Wages
07-4130-0113-1200	CT Fund - Sal/Wages PT	9,760	15,000	5,240	54%	Covers addition crews for Public Access channel
	Salaries Total	25,144	31,062	5,918	24%	
07-4130-0113-2100	CT Fund- Health Insurance	1,790	3,592	1,802	101%	FY13 increase plus plan
07-4130-0113-2110	CT Fund- Dental Insurance	102	100	(2)	-2%	FY13 increase
07-4130-0113-2120	CT Fund- Life Insurance	26	24	(2)	-8%	
07-4130-0113-2200	CT Fund - FICA	1,559	1,926	367	24%	
07-4130-0113-2210	CT Fund - Medicare	1,131	451	(680)	-60%	
07-4130-0113-2300	CT Fund - Town Retirement	1,354	1,575	221	16%	
	Benefits Total	5,962	7,668	1,705	29%	
07-4130-0113-4311	CT Fund - Equipment Maintenance	3,250	1,000	(2,250)	-69%	Includes service contract on software and moneys to move equipment if needed
	Maintenance Total	3,250	1,000	(2,250)	-69%	
07-4130-0113-5000	CT Fund - Supplies	3,500	4,500	1,000	29%	
07-4130-0113-5010	CT Fund - Postage	50	20	(30)	-60%	
07-4130-0113-5115	CT fund - E Channel Assessment	11,695	12,000	305	3%	Town's share of SAU Channel 13 (based on population)
07-4130-0113-5200	CT Fund- Consulting Services	24,000	20,000	(4,000)	-17%	
07-4130-0113-5202	CT Fund - Contracted Services	15,000	15,000	-	0%	Doug York 8 hours per week contract per MOU
07-4130-0113-5224	CT Fund- Legal Expense	250	250	-	0%	
07-4130-0113-5450	CT Fund - Dues	250	250	-	0%	NHCCM membership
07-4130-0113-5683	CT Fund - Internet Services	4,000	4,500	500	13%	Streaming plus internet and phone at EHS
	General Expense Total	58,745	56,520	(2,225)	-4%	
07-4130-0113-7303	CT - Capital Outlay CATV	10,000	10,000	-	0%	Public will need to be equipped as it moves from the school
	Capital Outlay Expense Total	10,000	10,000	-	0%	
	Total Expense	103,101	106,250	3,148	3%	
	Net (Income)/ Loss	(3,101)	3,750	6,852	-221%	

FY11 Carryover is \$13,233.63

# 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 Today's Date: 11/9/12  
Mailing Address: 95 High Street Account Number: 000121238800  
Exeter, NH 03833 Route Number: \_\_\_\_\_  
Service/Property Address: 47 Portsmouth Avenue 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: [townmgr@town.exeter.nh.us](mailto:townmgr@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: Katherine & Morgan Roberts Address: 30 Linden St  
Town/State/Zip: Exeter, NH Phone: 603-778-4862  
Email: director@musicalarts.org Date of Application: 12/4/12

### Organization Information:

Name: MusicalArts Address: 30 Linden St  
Town/State/Zip: Exeter Phone: 603-778-4862

### Reservation Information:

Type of Event/Meeting: Student Music Recitals Date: 1/26/13  
Times of Event: 9:00-5:00 Times needed for set-up/clean-up: set up evening before if possible.  
# of tables: 0 # of chairs: 125  
List materials being used for this event: none just stage  
Will food/beverages be served? yes Description: cookies

### 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: \_\_\_\_\_ Date: \_\_\_\_\_

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 Use of Town Facility

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Faxed #: 603-772-4709 or emailed: [townmgr@town.exeter.nh.us](mailto:townmgr@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: Katherine & Morgan Roberts Address: 30 Linden St  
Town/State/Zip: Exeter, NH Phone: 603-778-4862  
Email: director@musicalarts.org Date of Application: 12/4/12

### Organization Information:

Name: MusicalArts Address: 30 Linden St  
Town/State/Zip: Exeter Phone: 603-778-4862

### Reservation Information:

Type of Event/Meeting: Holiday Show rehearsal Date: 12/11/12  
Times of Event: 3-6:00 Times needed for set-up/clean-up: none  
# of tables: 0 # of chairs: 0  
List materials being used for this event: none just stage  
Will food/beverages be served? no 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.
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- 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.
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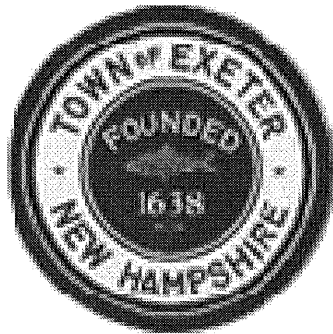
Applicant signature: \_\_\_\_\_ Date: \_\_\_\_\_

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



## Long Range Planning Session Summary Report

May 18, 2012

**Primex**<sup>3</sup>  
NH Public Risk Management Exchange

Trust. Excellence. Service.

# Table of Contents

▪ Introduction	3
▪ Purpose and Intended Results	3
▪ Participants	3
▪ Goals	3
▪ One Year Goals	6
▪ Three Year Goals	6
▪ Five Year Goals	6

## **Introduction**

At the invitation of the Town Manager and Board of Selectmen, Primex<sup>3</sup> was asked to facilitate a long-range planning session for the Town of Exeter. Primex<sup>3</sup> was pleased to be a part of this process to assist the Town in this important endeavor.

## **Purpose and Intended Result**

The purpose of the session was for the Board and Town Manager to come together to lay the horizon for the Town and establish goals and strategies that will help guide the Town over the next twelve (12) months, three (3) years and five (5) years.

## **Participants**

Russ Dean, Town Manager  
Matthew Quandt, Chairman  
Donald Clement, Vice-Chairman  
Dan Chartrand, Clerk  
Julie Gilman, Board of Selectmen  
Frank Ferraro, Board of Selectmen

The exercise was facilitated by:

Rick Alpers, Primex<sup>3</sup> Member Services Consultant

# Goals

## Goal #1: Economic Development

The group had discussion on what areas to review and how to bring economic development to additional areas for the Town of Exeter. The areas that are currently in review include the following:

- Epping Road
- Holland Way
- Portsmouth Ave
- Hampton Road

Other areas that are also being considered include the following areas:

- Downtown
- West Exeter

Zoning will need to be reviewed for all locations to ensure that it is development friendly. It was noted though that portions of Epping Road and Portsmouth Avenue will need zoning revisions in order to meet the needs of future development. In addition to reviewing the zoning, the Town is currently working on an Economic Revitalization Zone Tax Credit (ERZ) for Epping Road.

## Goal #2: Regionalization

The Manager and Board had discussion regarding regionalization and what the Town should be concentrating on to begin these efforts and where they can easily expand. The group noted that the Town of Exeter has begun regionalizing its efforts around the potential treatment plant upgrades being desired by the EPA. The regional group that formed out of opposition is Exeter and its neighboring communities have been named The Great Bay Coalition.

In addition, the Board and Manager believe there is a need to develop a plan on how to begin regionalizing town services as long as it benefits both sides of the effort. For example, are there services that could be shared with a neighboring community to help save dollars and become more efficient? The topic of sharing police and fire dispatch services was discussed as a place to start. The Town Manager was assigned the task of reaching out to neighboring communities to see if they would be interested in exploring ways to share town services regionally.

### **Goal #3: Purchasing Process and Policy**

The Board and Manager discussed the possibility of the Town implementing a town-wide purchasing policy for all departments. The Manager stated that efforts are underway and being practiced in the area of central purchasing, specifically office supplies. The Manager's Assistant regularly purchases office supplies for most, if not all, departments at this time. The Manager noted his intent to have the summer Intern focus on this issue and bring recommendations on how to enhance the process.

### **Goal #4: Communication Plan**

The Board and Manager discussed the need for a town-wide Media Policy. A policy that would deal with employees and departments using social media and look at how the administration could push information to its residents at a minimal cost. The Primex<sup>3</sup> representative mentioned that he has a template from another community and will forward the policy to the Manager.

There was great discussion on how information could be given to the Manager and Board without being overwhelming. The Board is open to all mediums, including but not limited to, email, memos, and phone calls. The community has many committees, commissions, and boards that meet regularly and the need to stay up-to-date to on all happening is ever important and constantly evolving. The Manger and his staff will continue to share all pertinent information regarding the Town to the Board on a monthly basis by written report.

The Board and Manager discussed the need to complete the upgrade to the town website since it is generally the first medium any visitor or resident encounters when looking for pertinent information. The Manager discussed that the process has begun and will keep the board up-to-date in all upgrades as the process moves forward.

### **Goal #5: Sidewalk Plan**

Discussion was also held regarding maintenance, replacement, and expansion of all the sidewalks in the community. Over the years, Exeter has been deemed a "walk-able community" by its residents and visitors. The group believes they could do a better job at creating additional sidewalks and repairing the ones they have. Over the year's, sidewalk maintenance, repair, and expansion has been poorly funded. Board members would like to find new revenues to help fund these projects. One revenue generating option that was briefly discussed would be installing parking meters throughout the town. It was mentioned that this is how Portsmouth has been so successful in the quest to keep their sidewalks well maintained.

The group decided that there was a need for an Intermodal Summit. This would entail bringing together the community, business owners, Board and Manager to discuss the future of our sidewalks and remaining a walk-able community.

## **Goal #6: 2013 Budget**

The Board and Manager discussed goals and strategy for budget year 2013. The group believes that this is a year that they should begin to focus on improving the operating budget rather than capital projects, which has been the focus of funding over the last few years. Capital projects have been approved while the operating budget has continued to shrink. The group feels that the operating budget could not sustain another year of cutting and still continue to provide the services that are desired and expected for its residents. There were a couple of capital project discussed that met the level of importance to be included in the 2013 budget or warrant. They are as follows:

- Sidewalks
- Lincoln Street water line

The Board and Manager discussed the need to educate the voters about the 2013 budget and the articles that will be on the warrant along with it. Limiting the overall number of articles on the warrant should be explored in order to keep the voters from being overwhelmed at the booth. This seemed to work well for the voters last year and all major articles passed including the operating budget.

## **Goal Overview**

**The Town prioritized the goals for 2012 -2013 into three categories:**

- 1 year
- 3 years
- 5 years

### **One-Year Goals**

- 2013 budget expectations
- Meet with Planning Board and Economic Development Commission
  - Possible zoning rewrite
  - Discussion with DPW Direction regarding infrastructure expansions in future economic development
  - Steve Norton (NH Policy)
- Meet with Heron
- Explore revenue streams outside of property taxes
- Need for volunteers

- Town Manager to have discussion with area towns about regionalization by September 1, 2012
- Street lights
  - How many
  - Where do we need them?
- Intern to review purchasing policy
- Monthly department report to Board – Strengthening communications to the Board and Manager.

### Three-Year Goals

- Communications town-wide
- Sidewalk replacement and repairs

### Five-Year Goals

- Expansion in economic development areas
- Downtown revitalization

Thank you for allowing me to be a part of this goal setting session for the Town of Exeter.

Respectfully submitted,

Rick Alpers