

**Exeter Board of Selectmen Meeting
Monday, March 24th, 2014, 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. Board Reorganization
3. Public Comment
4. Minutes & Proclamations
 - a. Regular Meetings: March 10th, 2014
5. Appointments
6. Discussion/Action Items
 - a. New Business
 - i. 2014-15 BOS Committee Assignments
 - ii. Review Boards/Committees
 - iii. MS-2 Report of Appropriations
 - iv. Review 2013 Goals
 - b. Old Business-
 - i. Bid Award: Groundwater Plant Construction
7. Regular Business
 - a. Bid Openings/Surplus Declarations
 - b. Tax, Water/Sewer Abatements & Exemptions
 - c. Permits & Approvals
 - d. Town Manager's Report
 - e. Selectmen's Committee Reports
 - f. Correspondence
8. Review Board Calendar
9. Non Public Session
10. Adjournment

Don Clement, Chairman
Board of Selectmen

Posted: 3/21/14 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.

Draft Minutes

Exeter Board of Selectmen

March 10, 2014

1. Call Meeting To Order

Chairman Don Clement called the meeting to order at 7:00 p.m. in the Nowack Room of the Exeter Town Offices building and introduced the other members of the Board.

Other members present were: Selectman Frank Ferraro, Vice Chairman Dan Chartrand, Selectwoman Julie Gilman, Selectman Matt Quandt, and Town Manager Russ Dean.

2. Public Comment

Harry Thayer spoke about Article 21, summarizing his comments from the last BOS meeting. The land upon which the Great Bay Kids (GBK) want to build their facility was designated 40 years ago as a recreational park. The intent was for it to be a recreational park. The process used to create Article 21 is questionable: neither the Planning nor the Zoning board were approached. There was no transparency: the project was discussed in a closed-door meeting, then the minutes of that meeting were sealed. Finally, can we trust our Selectmen to form a good, viable agreement with the Great Bay Kids regarding Mat 69 Lot 4? GBK Company is a private company which will need a \$7500 consulting/monitoring fee. The bottom line is that this article is a win-win for the Great Bay Kids Company and a loss-loss for taxpayers, who will be stuck supporting a private entity.

Mark Paige spoke in response to Mr. Thayer regarding Article 21. The process has been followed: there have been 5 public votes, two months of public debate, and three amendments proposed, all of which have failed. Now the article is going to voters. Mr. Paige sees a number of merits to the proposal. First, Article 21 allows the town to negotiate the area to be used. Also, the GBK will pay the lease on the property. The facility meets a high need in the area: infant care. The law recognizes the intent of the property through the deed. Mr. Paige stated that the GBK only wants to use 2 of 22 possible acres. The parking at the recreational area will improve, and GBK will bear the cost of that improvement. He thanked the Board for their time and consideration.

Stephanie Canty thanked the members of the BOS for the support they give the Town. "I admire you and what you do for us," she said, and wished the two members whose positions were up for voting the next day good luck.

Paul Royal is a relative newcomer to Exeter, having only lived here 12 years. He said that he does trust the BOS and Town Manager to do what's best for the Town, and trusts that the townsfolk will make the right decision as well. He feels that the GBK facility would be a win-win for both the Town and the GBK Company. He feels this despite the fact that the facility won't be completed in time for his kids to benefit from it.

He noted that he'd seen signs recently saying "Save the Rec!" His question is: save it from what? The kids that want to use it? He reiterated that he is certain that a fair lease will be brokered.

Public Comment closed at 7:11 p.m.

3. Minutes and Proclamations

a. Minutes of Regular meeting of February 10th, 2014:

Selectman Ferraro had an amendment to Page 3, paragraph 9, replacing the word "done in the final draft" with the word "so" in the 4th sentence. Also, in the next sentence, the phrase "...on more than one occasion..." should be inserted after the word "asked." The corrected phrases should read: (corrections underlined)

'Selectman Ferraro said this was not so. He said Mr. Samiljan was asked on more than one occasion if he had anything to offer . . .'

Chairman Clement noted that in the 5th paragraph of Page 4, the word "...not..." should be added after the phrase "...vegetative buffers have...". The corrected sentence should read:

'Chairman Clement said in this proposed area all vegetative buffers have not been depleted.'

It was moved by Chairman Clement and seconded by Selectwoman Gilman to accept the minutes as amended. 4 voted in favor; 1 abstained. Motion passed.

b. Minutes of Regular meeting of February 24th, 2014:

There were no amendments to these minutes. It was moved by Selectman Chartrand and seconded by Selectman Quandt to accept the minutes as presented. 3 voted in favor; 2 abstained. Motion passed.

4. Appointments

It was moved by Selectman Chartrand and seconded by Selectwoman Gilman to accept the appointment of Laura Davies as a Regular Member of the Zoning Board of Assessment, term to expire April 30, 2016. All voted in favor. Motion passed.

5. Discussion/Action Items

a. New Business

i. Assessing Agreement: Municipal Resources

Chairman Clement summarized the main points of the proposed agreement with Municipal Resources, Inc. MRI was contacted in the wake of John DiVittori's

retirement as Town Assessor. MRI will assign someone to work in Exeter 2-3 days per week. They will also undertake a review of the Assessment Department's structure and practices by not later than May 15th of 2014. This company contracts with several municipalities in New Hampshire and has a lot of experience in this field. It would take over all of the assessment department activities. The monthly cost if the tri-cyclic assessments are continued is \$7,350 (the 30/30/30 program – i.e. 30% of properties are assessed every 4 months). It will cost \$4,700 per month to have someone in 2-3 days per week.

Chairman Clement recommends that the Town of Exeter accept this as an interim contract until the end of the year, at which point a review will be made to see how things are going. Selectman Ferraro feels that the Town could pass on the tri-cyclic assessments for now, then during the end-of-year review, re-evaluate that aspect of the contract.

Selectman Chartrand asked Town Manager Dean to clarify how this contract might work. Town Manager Dean stated that at any time, the cyclical evaluations can be initiated: the contract establishes the costs up front, should the Town wish to access that option. Selectman Chartrand was concerned that this would create a problem with the Town falling behind on its assessments, but Town Manager Dean does not think that will be an issue.

The idea, Town Manager Dean further clarified, is to be in compliance with State regulations. Exeter's last statistical update occurred in 2010; the next one should have been in 2013 as an additional budget item.

Chairman Clement moved and Selectwoman Gilman seconded a motion to instruct the Board of Selectman Chairman to sign the agreement with Municipal Resources, Inc., on behalf of the Board of Selectmen, locking in prices for both the cyclic and non-cyclic activities. All voted in favor. Motion passed.

Town Manager Dean noted that the DRA must approve the contract as well.

b. Old Business

i. Bid Award: Groundwater Plant Piping

After review by Weston and Sampson, Town Manager Dean is recommending that the bid for the Water Main Improvement Projects be awarded to the lowest bidder, D&C Construction Company, in the amount of \$822,259.

It was so moved by Selectman Chartrand and seconded by Selectman Ferraro. All voted in favor. Motion passed.

ii. Lincoln Street 2 Hour Parking: Third Reading

It was moved by Selectman Quandt and seconded by Selectman Chartrand to open the Public Hearing. All voted in favor. Motion Passed. The amended proposal – to enact a 2-hour parking limit on Lincoln Street on the Westerly side of the street beginning 175 feet from the corner of Main Street and running approximately 530 feet southwest along Lincoln Street – was read aloud. There was no Public Comment. It was moved by Selectman Quandt and seconded by Selectman Chartrand to close the Public Meeting. Motion passed unanimously.

It was moved by Selectman Chartrand and seconded by Selectwoman Gilman to adopt the Lincoln Street 2-hour Parking Proposal as read.

The Board discussed several aspects of the proposal. Selectman Ferraro asked a question clarifying how far down the proposed 2-hour parking limit would end. Also, if this is voted in tonight, will Public Works be notified immediately to put up signs? Town Manager Dean stated that they would. Selectwoman Gilman noted that the Train Station representative is still interested in talking to the Board about parking at the Train Station. Chairman Clement agreed that parking for the Train needs to be discussed as a separate issue. Also, Selectwoman Gilman asked whether painting the lines had been discussed at the last meeting (which she missed), and was told it had.

Voting commenced: all voted in favor. Motion passed.

iii. Fogg Rollins Update: Cemetery Acceptance

The cemetery is a very small one consisting of two plots. Formal easements were discussed at one point. Access was also discussed: according to statutes (which were read aloud), the Town, once it accepts ownership of the plots, can give access via letter to those who request it. If the Board accepts these plots, a new check for \$10,000 – designated for the perpetual care of the plots – will be written.

Selectwoman Gilman noted that with the dissolving of the Trust which formerly managed the plots, new Trustees are needed. Chairman Clement clarified that the Board of Selectmen will be the new Trustees until someone comes forward or is appointed to serve that role.

It was moved by Selectman Chartrand and seconded by Selectwoman Gilman that the cemetery be accepted, with the Town preserving access in accordance with RSA 289:14 (Right of Way to Private Burial Ground); and that the Board accept \$10,000 for the perpetual care of the plots. All voted in favor. Motion passed.

6. Regular Business

a. Bid Openings/Surplus Declarations

Bids have been received for the Larry Lane Groundwater Construction, facility piece. Town Manager Dean noted that this is one part of a 6.35 million dollar appropriation approved in 2012. Jeff Provost, after approaching the Board and reviewing their copy of one of the bids, noted that Bid Alternate A refers to the Stadium Well improvements.

Bids were received as follows:

<i>Company</i>	<i>Base Bid</i>	<i>Bid Alternate</i>
• D&C Construction	\$4,108,000	\$339,500
• Penta Corporation, Milton, NH	\$4,455,000	\$404,000
• Kinsman Corporation	\$3,930,000	\$360,000
• Methuan Construction	\$4,337,439	\$352,000
• Apex Construction, Rochester, NH	\$3,873,000	\$300,000
• T Buck Construction, Auburn, ME	\$4,410,000	\$333,000

It was moved by Selectman Chartrand and seconded by Selectwoman Gilman to turn the bids, as listed and received above, over to the Public Works department for review and recommendations. All voted in favor. Motion passed.

b. Tax, Water/Sewer Abatements & Exemptions

ABATEMENTS:

<u>Map/Lot</u>	<u>Location</u>	<u>Refund</u>	<u>Year</u>
87/14/19b	19 Second St Pinecrest Pk	208.47	2010
87/14/19b	19 Second St Pinecrest Pk	515.04	2011
87/14/19b	19 Second St Pinecrest Pk	516.83	2012
87/14/19b	19 Second St Pinecrest Pk	447.72	2013

It was moved by Selectwoman Gilman and seconded by Selectman Chartrand to approve all four of the abatement requests as listed above. All voted in favor. Motion passed.

VETERAN'S CREDIT

<u>Map/Lot</u>	<u>Location</u>	<u>Credit</u>
65/169	15 Prospect Street	500.00
68/6/526	5 Sterling Hill Ln U526	500.00
95/64/130	21 Cherry St	500.00
52/104	3 Allen Street	Denied

It was moved by Selectwoman Gilman and seconded by Selectman Chartrand to approve three veteran's credits for Map 65 Lot 169, Map 68 Lot 6 Unit 526 and Map 95

Lot 64 Unit 130 in the amounts of \$500.00 each as listed above. All voted in favor. Motions passed.

It was moved by Selectwoman Gilman and seconded by Selectman Chartrand to deny the veteran's credit for Map 52 Lot 104 on 3 Allen Street. All voted in favor. Motion passed.

ELDERLY EXEMPTIONS

<u>Map/Lot</u>	<u>Location</u>	<u>Exemption Amount</u>
104/79/514	514 Exeter River Landing	183,751
80/4/2	2 Boulder Brook Dr	183,751
64/105/58	58 Hayes MH Park	152,251
80/7/2	3 Lexington Ave	236,251
104/79/110A	110A Exeter River Landing	152,251

It was moved by Selectwoman Gilman and seconded by Selectman Chartrand to approve the elderly exemption for Map 104 Lot 79 Unit 514 in the amount of \$183,751. All voted in favor. Motion passed.

It was moved by Selectwoman Gilman and seconded by Selectman Chartrand to approve the elderly exemption for Map 80 Lot 4 Unit 2 in the amount of \$183,751. All voted in favor. Motion passed.

It was moved by Selectwoman Gilman and seconded by Selectman Chartrand to approve the elderly exemption for Map 64 Lot 105 Unit 58 in the amount of \$152,251. All voted in favor. Motion passed.

It was moved by Selectwoman Gilman and seconded by Selectman Chartrand to approve the elderly exemption for Map 80 Lot 7 Unit 2 in the amount of \$236,251. All voted in favor; motion passed unanimously.

It was moved by Selectwoman Gilman and seconded by Selectman Chartrand to approve the elderly exemption for Map 104 Lot 79 Unit 110A in the amount of \$152,251. All voted in favor; motion passed unanimously.

c. Permits

There were no permits.

d. Town Manager's Report

Mr. Dean talked about the following:

- The Town report is available and will be available tomorrow for the elections.
- A petition has been received from Unitil for a gas easement with the surplus property. The Public Hearing for that will be next week. The Town of Stratham has expressed an interest in this as well.

- Follow-up on the Baggage Station/Welcome center restoration: there will be a meeting with the NHDOT on March 18th, 2014 regarding the next steps in this project.

Mr. Dean also expressed thanks to the Lincoln School, Dick Keays and Helen Burnham for the opportunity to read to students as part of the "Read Across America" program.

e. Legislative Update

There were no updates.

f. Selectmen's Committee Reports

Selectman Ferraro reported that there will be a meeting of the Water/Sewer Advisory Committee on Wednesday, March 12th, and that the Planning Board will be meeting Thursday, March 13th.

Selectman Chartrand noted that the Exeter Economic Development Commission meeting has been postponed for one week.

Selectwoman Gilman reported that according to the Train Committee, train usage is going up 10% per year. Parking is going to become an issue and needs to be discussed. Also, there is a Heritage Commission meeting on Wednesday, March 12th: they would like to begin acquiring books to use as resources for both the public and the Commission.

Selectman Quandt had nothing to report.

Chairman Clement reported that he met with the three members of the Watershed Integration for Squamscott River Committee. He spoke with Mrs. Perry, Kristin Murphy and Von Aulock about the "triple bottom line" i.e. the socio/economic/environmental gains of reducing nitrogen in the Squamscott River. Three towns front on the river.

g. Correspondence:

The following correspondence was received and included in tonight's packet:

- A letter from Greg Coussoule regarding the huge pile of snow that has been deposited on the railroad property. He included pictures of the hazard.
- A memo from Supervisor Devonshire of the Exeter Police Department regarding upgrades to the CodeRed notification system.

7. Review Board Calendar

Election Day will be held tomorrow from 7a.m. – 8 p.m. Town residents will be voting on several Town and School issues as well as committee and board appointments.

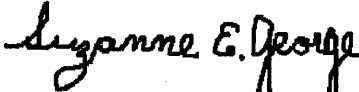
8. Non-Public Session

There was no non-public session.

9. Adjournment

It was moved by Town Manager Dean and seconded by Selectwoman Gilman to adjourn. All voted in favor. Motion passed and meeting adjourned at 8:03 p.m.

Respectfully Submitted,



Suzanne E George
Recording Secretary

Selectmen Representatives to the Committees

Committee	2013	2014
Budget Recommendations Committee	Dan Chartrand	
	Matt Quandt	
	Frank Ferraro	
	Donald Clement	
	Julie Gilman	
Cable Television Advisory Committee	Matt Quandt	
Conservation Commission	Donald Clement	
Council On Aging	Matt Quandt	
Economic Development Commission	Dan Chartrand	
Emergency Management Committee	Matt Quandt	
Exeter Arts Committee	Donald Clement	
Exeter River Study Committee	Donald Clement	
Exeter Transportation Committee	Julie Gilman	
Health & Safety Committee	Frank Ferraro	
Heritage Commission	Julie Gilman	
Historic District Commission	Julie Gilman	
Planning Board	Frank Ferraro	
Rockingham Planning Commission	Dan Chartrand	
Swasey Parkway Trustees	Matt Quandt	
Technology Advisory Committee	Julie Gilman	
Train Committee	Julie Gilman	
Water & Sewer Advisory Committee	Frank Ferraro	

No BOS rep to Zoning Board of Adjustment per RSA

Meet monthly

Terms Ending in 4-2014

Budget Committee	Bill	Campbell	
	Allan	Corey	
	Rob	Corson	
	Francine	Hall	
	Phil	Johnson	
	Bob	Kelly	
	Peter	Lennon	
	Nelson	Lourenco	
	Judy	Rowan	
	Corey	Stevens	
	Anne	Surman	
	Harry	Thayer	
	Robert	Wentworth	
	Don	Woodward	
	Anthony	Zwaan	
Conservation Commission	Margaret	Matick	Voting
	Carlos	Guindon	Voting
	Russell	Kaphan	Voting
	Cynthia	Field	Alternate
Council On Aging	Phyllis	Roach	Voting
Exeter Arts Committee	Karen	Desrosiers	Voting
	Kathy	Thompson	Voting
	Lauren	Chuslo-Shur	Voting
Exeter Economic Development Commission	Madeleine	Hamel	Voting
	Jason	Proulx	Voting
	David	Hampson	Voting
Exeter River Study Committee	Rod	Bourdon	Voting
	Lionel	Ingram	Voting
Heritage Commission	Mary	Dupre	Voting
	Jaime	Lopez	Voting
Historic District Commission	Len	Benjamin	Voting
	Ron	Schutz	Voting
	Patrick	Gordon	Alternate
Planning Board	Ian Jonathan	Raum	Voting
	Kathy	Corson	Alternate
Rockingham Planning Commission	Katherine	Woolhouse	BOS Appt
Technology Committee	Rod	Danielson	Voting
Zoning Board of Adjustment	Rick	Thielbar	Voting
	Martha	Pennell	Voting
	Marc	Carbonneau	Alternate
	Stephen	Cole	Alternate
Water and Sewer Advisory Committee	Boyd	Allen	
	Gene	Lambert	

REPORT OF APPROPRIATIONS ACTUALLY VOTED

(RSA 21-J:34)

Date of Meeting: March 11, 2014

Town/City Of: Exeter

County: Rockingham

Mailing Address: 10 Front Street, Exeter, NH 03833

Phone #: (603) 773-6109

Fax #: (603) 772-4709

E-Mail: dravell@exeternh.gov

Certificate of Appropriations

(To be Completed After each Annual and Special Meeting)

This is to certify that the information contained in this form, appropriations actually voted by the town/city meeting, was taken from official records and is complete to the best of our knowledge and belief.

Governing Body (Selectmen)

Please sign in ink.

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

Date: _____

FOR DRA USE ONLY

NH DEPARTMENT OF REVENUE ADMINISTRATION
MUNICIPAL SERVICES
P.O. BOX 487, CONCORD, NH 03302-0487
(603)230-5090

1

2

3

4

5

Acct.#	PURPOSE OF APPROPRIATIONS (RSA 32:3,V)	WARR. ART.#	Appropriations As Voted	For Use By Department of Revenue Administration
GENERAL GOVERNMENT				
4130-4139	Executive	10	227,534	
4140-4149	Election, Reg. & Vital Statistics	10	360,472	
4150-4151	Financial Administration	10	743,853	
4152	Revaluation of Property	10	1,500	
4153	Legal Expense	10	80,000	
4155-4159	Personnel Administration	10	323,767	
4191-4193	Planning & Zoning	10	227,097	
4194	General Government Buildings	10	942,667	
4195	Cemeteries			
4196	Insurance	10	122,709	
4197	Advertising & Regional Assoc.			
4199	Other General Government	10, 13, 16	83,743	
PUBLIC SAFETY				
4210-4214	Police	10	3,205,181	
4215-4219	Ambulance			
4220-4229	Fire	10	3,510,344	
4240-4249	Building Inspection	10	225,148	
4290-4298	Emergency Management	10	26,186	
4299	Other (Including Communications)	10	439,589	
AIRPORT/AVIATION CENTER				
4301-4309	Airport Operations			
HIGHWAYS & STREETS				
4311	Administration	10	376,954	
4312	Highways & Streets	10	1,960,711	
4313	Bridges			
4316	Street Lighting	10	130,000	
4319	Other	10,	267,070	
SANITATION				
4321	Administration			
4323	Solid Waste Collection	10	820,063	
4324	Solid Waste Disposal			
4325	Solid Waste Clean-up			
4326-4329	Sewage Coll. & Disposal & Other			
WATER DISTRIBUTION & TREATMENT				
4331	Administration			
4332	Water Services			
4335-4339	Water Treatment, Conserv. & Other			
ELECTRIC				
4351-4359	Electrical Operations			

14,074,588

1	2	3	4	5
Acct.#	PURPOSE OF APPROPRIATIONS (RSA 32:3,V)	WARR. ART.#	Appropriations As Voted	For Use By Department of Revenue Administration
HEALTH				
4411	Administration	10	160,245	
4414	Pest Control	10	1,250	
4415-4419	Health Agencies & Hosp. & Other	14	109,595	
WELFARE				
4441-4442	Administration & Direct Assist.	10	86,855	
4444	Intergovernmental Welfare Pymnts			
4445-4449	Vendor Payments & Other			
CULTURE & RECREATION				
4520-4529	Parks & Recreation	10	448,674	
4550-4559	Library	10	910,837	
4583	Patriotic Purposes	10	14,000	
4589	Other Culture & Recreation	10	22,300	
CONSERVATION				
4611-4612	Admin.& Purch. of Nat. Resources	10	32,682	
4619	Other Conservation			
DEVELOPMENT				
4631-4632	Redevelopment and Housing			
4651-4659	Economic Development	10	69,149	
DEBT SERVICE				
4711	Princ.- Long Term Bonds & Notes	10	592,600	
4721	Interest-Long Term Bonds & Notes	10	128,689	
4723	Int. on Tax Anticipation Note	10	5,000	
4790-4799	Other Debt Service			
CAPITAL OUTLAY				
4901	Land	17	26,490	
4902	Machinery, Vehicles & Equipment	10	585,001	
4903	Buildings			
4909	Improvements Other Than Bldgs			
OPERATING TRANSFERS OUT				
4912	To Special Revenue Fund			
4913	To Capital Projects Fund	6,78	8,386,758	
4914	To Proprietary Fund			
	Sewer-	12	2,412,706	
	Water-	11	2,538,457	
	Electric-			
	Airport-			
4915	To Capital Reserve Fund	15	80,000	
4916	To Exp.Tr.Fund-except #4917			
4917	To Health Maint. Trust Funds			
4918	To Nonexpendable Trust Funds			
4919	To Agency Funds			
TOTAL VOTED APPROPRIATIONS			30,685,876	

See Separate Instructions

**NH DEPARTMENT OF REVENUE ADMINISTRATION
MUNICIPAL SERVICES
P.O. BOX 487, CONCORD, NH 03302-0487
(603)230-5090**

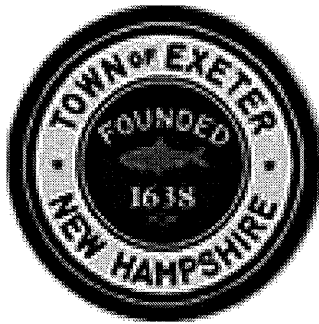
2014 Town Meeting Warrant

Articles

Articles	For	Against	Total Votes	Percent For	Percent Against
6 Bond - WWTF	1671	487	2158	77%	23%
7 Bond - Waterlines	1747	410	2157	81%	19%
8 Great Dam Petition	1440	753	2193	66%	34%
10 Operating Budget	1285	818	2103	61%	39%
11 Water Operating Budget	1480	627	2107	70%	30%
12 Sewer Operating Budget	1692	418	2110	80%	20%
13 SEIU CBA	1519	596	2115	72%	28%
14 Human Services	1922	291	2213	87%	13%
15 Sidewalks CRF and Appropriation	1802	423	2225	81%	19%
16 Townwide Facilities Plan	1306	820	2126	61%	39%
17 Growing Oaklands Land Purchase	1536	635	2171	71%	29%
Total \$\$\$		266,085			

Breakdown:	
Bonds	8,386,758
General Funds	17,347,955
Water Funds	2,538,457
Sewer Funds	2,412,706
Other	-
Gross Appropriations	30,685,876

Town of Exeter



Long Range Planning Session II Summary Report

June 7, 2013

Primex[®]
NH Public Risk Management Exchange

Trust. Excellence. Service.

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Purpose and Intended Result

The overall purpose of this session with the Board of Selectmen and Town Manager was to assist the Town of Exeter with establishing 2-3 goals to accomplish for the remainder of 2013 (8 months before the next budget cycle). Primex³ was pleased to be a part of this process to assist the Town in this important endeavor.

The report is not intended to be a verbatim account of the discussion, but rather to capture the major points and concepts.

Participants

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

The exercise was facilitated by:

Rick Alpers, Primex³ Member Services Consultant

Potential Goal Areas

The session began with the Board of Selectmen and Town Manager outlining their goals or objectives for the Town of Exeter to accomplish in the next 8 months of 2013. The following are the goal or objectives of each Board of Selectmen and Town Manager.

Dan Chartrand

1. Reduce long term residential real estate tax by enhancing commercial tax base
2. Build commercial base tax base
3. Regionalization
4. Timely upkeep of buildings and infrastructure

Frank Ferraro

1. Control budget spending
2. Set targets

Julie Gilman

1. Regionalization
2. Personnel review

Don Clement

1. Review of Town's Master Plan and update the vision
2. Balanced tax base
3. Regionalization
4. Town facility plan reviewed by outside firm and develop a RFP
5. All boards meeting
6. Economic development position

Russ Dean

1. Economic development resources and process
2. Department heads to report on regionalization needs/opportunities
3. Housing conversation with different boards
4. Town facility plan
5. Personnel review and recommendations

2013 Goals

The Board of Selectmen and Town Manager identified the top 4 goals that they agreed upon as a group for the Town of Exeter to accomplish in the next 8 months, and deadlines were also established.

Goal #1: All boards meeting

The Board of Selectmen and Town Manager agree that a meeting with the following boards within the Town of Exeter needs to be held by **October 1, 2013**. The following are examples of agenda items for the meeting.

Town Boards

1. Board of Selectmen
2. Planning Board
3. Zoning Board
4. Conservation Commission
5. Economic Development Commission
6. Heritage Commission
7. Historic District Commission

Examples of Agenda Items

- What is the vision for the Town of Exeter?
- What is the purpose of this meeting?
- Board interaction with each other
- Balancing vision of development and land use
- Impacts of balancing the tax base across all boards

- Feedback
 - What we do well and what we do not
- Review of the Master Plan
- Housing

In addition to the above agenda the list of who to invite needs to be drafted, and establish the purpose and agenda for the meeting.

Goal #2: Develop RFP for facility plan to be issued in the 2014 budget

The Board of Selectmen and Town Manager agreed that a facility review by an outside organization needs to be completed for all of the facilities in the Town of Exeter, and to also include the local school district. This goal is to be completed and finalized by **November 1, 2013**, and to have draft of the RFP reviewed prior to the deadline. This will allow time for the RFPs to be reviewed and be added to the 2014 budget an expense.

Goal #3: Draft Economic Development Position

The Board of Selectmen and Town Manager agree that the position of Economic Development Director is a position that needs to be added to the town staffing For this position to be successfully added a job description and cost need to be established and reviewed prior to this position being added to the budget for 2014. This goal is to be completed by **September 1, 2013**. The following was identified of items that need to be reviewed and completed.

- What is the model for the Town of Exeter?
- Reporting structure from employee
- Job description
- Cost of the position
- Board of Selectmen to discuss in **July of 2013**
 - To develop the framework and finalize the model for the Town of Exeter
- How to engage the EDC?
 - BOS representative and Town Manager to present this to the EDC

Goal #4: Regionalization

The Board of Selectmen and Town Manager agree that the Town of Exeter needs to look at services that could be regionalized. Part of this goal will be for the department heads to provide a brief report of what services that could be regionalized. This is to be completed by **December 31, 2013**. Once this has been completed, the town will look at having a regional meeting with the surrounding towns to offer insight. **This would be completed in 2014, and a target date has not established.**

Memo

To: Board of Selectmen
Russell Dean, Town Manager
From: Jennifer Perry, P.E., Public Works Director
CC: Michael Jeffers, W/S Managing Engineer
Matthew Berube, W/S Engineer Technician
Paul Roy, Water Treatment Managing Supervisor
Date: March 19, 2014
Re: Recommendation of Award: Lary Lane Groundwater Treatment Plant Contract 2014-1

The Town of Exeter advertised the request for bids in the New Hampshire Union Leader on January 29, 2014, hosted a non-mandatory pre-bid meeting on February 19, 2014, and received and opened six bids on March 10, 2014 for the Lary Lane Groundwater Treatment Plant project. The six bidders and their bids are:

<u>Contractor</u>	<u>Total of Base Bid</u>	<u>Total of Bid Alternate A</u>	<u>Total of Bid</u>
Apex Construction, Inc	\$3,873,200.00	\$300,000	\$4,173,200
Kinsmen Corporation	\$3,930,000.00	\$360,000	\$4,290,000
D & C Construction Co., Inc.	\$4,108,000.00	\$339,500	\$4,447,500
Methuen Construction Company, Inc	\$4,689,439.00	\$352,000	\$4,689,439
T Buck Construction, Inc	\$4,743,000.00	\$333,000	\$4,743,000
Penta Corporation	\$4,859,000.00	\$404,000	\$4,859,000

Weston & Sampson has reviewed all bids and found no discrepancies. The low bidder is Apex Construction Inc. of Rochester, NH. Based on Weston & Sampson's review of bids, references, and performance history, The Public Works Department recommends award of the base bid at \$3,873,200 to Apex Construction, Inc.

The engineer's opinion of cost for the base bid plus alternate is \$4,368,000. As negotiations are ongoing with Phillips Exeter Academy regarding Stadium Well, we recommend postponing award of Alternate A.

This project is authorized through the \$6.35 million bond warrant article passed at the 2012 Town Meeting. There are adequate funds remaining from previously contracted work (design engineering, water main construction) and for anticipated work (construction administration, resident inspection, and Stadium Well construction).

Total Appropriation:	\$6,350,000
Design Engineering:	\$566,000 (Weston & Sampson)
Water Main Constr.:	\$822,259 (D & C Construction Co., Inc.)
Const. Admin., Resident Eng:	\$432,000 (estimate)

GWTP construction: \$3,873,200 (Apex Construction, Inc.)

Alternate A (Stadium Well):	<u>\$300,000</u>
Balance:	\$355,841

The Public Works Department requests authorization to proceed with awarding the project to Apex Construction, Inc.

planning, permitting,
design, construction,
operation, maintenance,
design/build, & equipment.

Weston&Sampson

**Town of Exeter, New Hampshire
W&S Job No. 2130063**

March 14, 2014

Ms. Jennifer R. Perry, P.E.
Director, Exeter Public Works
13 Newfields Road
Exeter, New Hampshire 03833

Re: Lary Lane Groundwater Treatment Plant
Contract 2014-1

Dear Ms. Perry:

Six (6) bids were received and opened on Monday, March 10, 2014 for the Lary Lane Groundwater Treatment Plant project. The three low bidders and their bids are as follows:

<u>Contractor</u>	<u>Total of Base Bid</u>	<u>Total of Bid Alternate A</u>	<u>Total of Base Bid Plus Bid Alt. A</u>
Apex Construction Inc.	\$3,873,200.00	\$300,000.00	\$4,173,000.00
Kinsmen Corporation	\$3,930,000.00	\$360,000.00	\$4,290,000.00
D&C Construction Co. Inc.	\$4,108,000.00	\$339,500.00	\$4,447,500.00

Enclosed are copies of section A-3 "Form of General Bid" from the three low bidders.

We have checked the references for Apex Construction Inc. and have found them to be in order. Based on the project references provided, we have found that their history of performance and workmanship are acceptable. Accordingly, we recommend that the Town of Exeter issue a letter of intent to award the contract in the amount of \$4,173,000.00 to Apex Construction Inc.

Massachusetts
Five Centennial Drive (HQ)
Peabody, MA 01960-7985
100 Foxborough Blvd., Suite 250
Foxborough, MA 02035
225 New Boston Street
Woburn, MA 01801

Connecticut
273 Dividend Road
Rocky Hill, CT 06087

Rhode Island
477B Tiogue Avenue
Coventry, RI 02816

New Hampshire
100 International Drive
Suite 152
Portsmouth, NH 03801

Maine
PO Box 189
York, ME 03909

Vermont
98 South Main Street
Suite 2
Waterbury, VT 05676

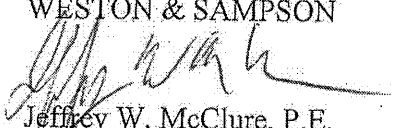
New York
301 Manchester Road
Suite 201A
Poughkeepsie, NY 12603

Florida
1990 Main Street
Suite 750
Sarasota, FL 34236

Assuming that our recommendation is accepted, the Town of Exeter should sign and send an executed "Notice of Award" to the Contractor and copy this office. Enclosed please find a copy of the "Notice of Award" based on awarding the Base Bid plus Alternate A. Upon receipt of a copy of such notice we will send six copies of the contract documents to the Contractor for their signing. The Contractor will be directed at that time to obtain the required completed bonds and insurance and return all documents to our office to be checked for compliance. We will then forward the contract documents to your office for signatures.

Very truly yours,

WESTON & SAMPSON



Jeffrey W. McClure, P.E.
Project Manager

Enclosures

P:\EXETER NH\2130063 GWTP DESIGN\BIDDING\GWTP\AWARD\RECOMMENDATION TO AWARD LTR.DOC

Town of Exeter
Lary Lane GWTP
Contract 2014-1

WESTON & SAMPSON
100 International Drive, Ste 152
Portsmouth, New Hampshire 03801

BID DATE: March 10, 2014

	Contractor	Total of Base Bid	Total of Bid Alternate A	Total of Bid
1	Apex Construction, Inc.	\$3,873,200.00	* \$300,000.00	\$4,173,200.00
2	Kinsmen Corporation	\$3,930,000.00	\$360,000.00	\$4,290,000.00
3	D&C Construction Co. Inc	\$4,108,000.00	\$339,500.00	\$4,447,500.00
4	Methuen Construction Company, Inc.	\$4,689,439.00	\$352,000.00	\$4,689,439.00
5	T Buck Construction, Inc	\$4,743,000.00	\$333,000.00	\$4,743,000.00
6	Penta Corporation	\$4,859,000.00	\$404,000.00	\$4,859,000.00

List for Selectmen's meeting March 24, 2014

Disability Exemption

<u>Map/Lot</u>	<u>Location</u>	<u>Exemption</u>
32/12/7	7 Beech Hill MH Pk	125,000.00

Veteran's Credit

<u>Map/Lot</u>	<u>Location</u>	<u>Credit Amount</u>
19/16/12	6 Woodridge Lane	500.00
104/26	18 River Bend Cir	500.00
95/49	70 Linden Street	500.00

Elderly Exemption

<u>Map/Lot</u>	<u>Location</u>	<u>Exemption Amount</u>
104/37	151 Court St	183,751
63/188	4 Wadleigh Street	152,251
95/64/329	68 Hilton Ave	152,251
32/12/25	25 Beech Hill Rd MH Pk	152,251
87/8/D-06	D-06 E&H Cooperative Pk	183,751
63/102/54	5 Brookside Dr U-6	Denied
80/6/41	2 Liberty Lane	152,251
61/22	100 Brentwood Road	152,251
17/6	59 Old Town Farm Rd	152,251

Abatement

<u>Map/Lot</u>	<u>Location</u>	<u>Refund Amount</u>
110/2/15	15 Exeter Elms CG	109.67

Tax Collection Interest Waiver

<u>Map/Lot</u>	<u>Location</u>	<u>Exemption</u>
65-89	16 Woodlawn Circle	67.05



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: twnmgr@town.exeter.nh.us

Facility Requested: Town Hall (Main Floor) *Rain shelter* Town Hall Stage Bandstand
Signboard Requested: Poster Board Week: _____ Plywood Board Week: _____

Representative Information:

Name: Charles MacDougall Address: 7 School Street
Town/State/Zip: Exeter, NH 03833 Phone: 772-4967
Email: _____ Date of Application: 3-21-14

Organization Information:

Name: Exeter Brass Address: _____
Town/State/Zip: Exeter, NH Phone: _____

Reservation Information:

Type of Event/Meeting: Concerts on the Bandstand Date: Mondays 6-30 thru 7-28-14
Times of Event: 7-9pm Times needed for set-up/clean-up: _____
of tables: _____ # of chairs: 35
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: _____ 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

Forms can be mailed: Town of Exeter, 10 Front Street, Exeter, NH 03833
Faxed #: 603-772-4709 or emailed: twmngt@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: Luanne O'Reilly Address: 7 Fox Pt Rd
Town/State/Zip: Newington NH 03801 Phone: 603-812-1506
Email: luoreilly@gmail.com Date of Application: 3/10/14

Organization Information:

Non-profit organization
Name: Seacoast Wind Ensemble Address: PO Box 633
Town/State/Zip: Exeter, NH 03833 Phone: 802-232-2527

Reservation Information:

Type of Event/Meeting: Concert band rehearsal Date: Tues 4/22/14
Times of Event: 6:30-9:30 pm Times needed for set-up/clean-up: none
of tables: 0 # of chairs: 50
List materials being used for this event: none
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.

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: Luanne O'Reilly Date: 3/10/14

Authorized by the Board of Selectmen/Designee: [Signature] Date: 3/11/14

Office Use Only:

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

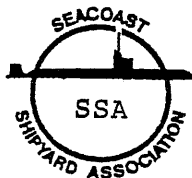
Fee: Paid Will pay by Non-profit fee waiver requested

Town Manager Updates

Submitted by: Russell Dean, Town Manager

Week Ending: March 21st, 2014

- Attended a meeting of the Exeter Area High School Alumni Association on March 13th;
- Participated in an Economic Development Commission Meeting on March 18th;
- Participated in a meeting with NHDOT regarding the grant program and future of the Baggage Building on March 18th;
- Department Manager meeting on March 20th. Items discussed included building security for all municipal buildings.
- Attended Chamber of Commerce Board of Directors meeting on March 21st
- Town Manager coordinated with Public Works on setting up a conference call with the EPA re: nitrogen tracking for the Town's Administrative Order of Consent;
- Researched bond proceeds from 2008 warrant article re: Great Dam;
- Portsmouth Avenue Sewer Line construction scheduled to restart on April 7, 2014;
- Received final Assessing agreement with MRI, who began working with us last week;
- Downeaster survey will be taken at train station April 5th through April 11th, 2014 to update ridership numbers;
- Lincoln Street 2 hour parking limitation approved by BOS on March 10th has been posted;
- Worked with Finance Office and COAST, and representatives from transportation committee to review FY14 appropriation for proper invoicing of Town;
- Local option fee coordination with Town Clerk per Town Meeting vote; to begin April 1st;
- 18 Woodlawn Circle tax issue with tax office (enclosed in BOS packet as an interest waiver request per a lost check);
- Finalized claim on Town Hall work through Primex – work is now complete on last item the main floor reconstruct;
- Reviewed assessment fee RFQ for water/sewer advisory committee; committee is looking to update old assessment fee structure;
- Initial coordination with Herb Moyer re: Town Meeting petition articles;
- Reviewed Powder Keg Festival agreement with Parks/Recreation and Chamber of Commerce which will lay out roles of each party going forward;
- Working on SEIU agreement integration per Town Meeting vote.



FEBRUARY 2014

PORTSMOUTH NAVAL SHIPYARD – ECONOMIC IMPACT – CY 2013

CIVILIAN PAYROLL: \$414,320,690

<u>STATE</u>	<u>PAYROLL</u>	<u>*ACTUAL NUMBER OF EMPLOYEES</u>	<u>NUMBER OF EMPLOYEES PAID</u>
Maine	\$236,694,909	3,115	3,302
New Hampshire	150,862,217	2,048	2,173
Massachusetts	11,083,178	139	159
Other States	15,680,386	172	197
Totals	\$414,320,690	** 5,474	5,831

*The employment level for 2013 was 5,474. The number of employees paid (5,831) is greater since in many cases more than one person occupied the same job during 2013

**5,474 includes: Shipyard - 5,141; SUBMEPP - 194; Naval Medical Clinic - 56; NMQAO - 39; SERE - 21; and Army Recruiting Battalion - 17

MILITARY PAYROLL: \$41,786,051

Navy: \$26,152,620

Coast Guard: \$15,633,431

PURCHASED GOODS & SERVICES – (SUPPLY DEPARTMENT): \$38,164,938

CONTRACTED FACILITY SERVICES – (PUBLIC WORKS DEPT): \$129,137,108

Includes:

Maintenance/Alterations/Support: \$115,835,676

Utilities (natural gas/fuel oil/water/sewer/electricity/communications): \$13,301,432

PAST YEARS' COMPARISON:

	<u>Employment Level</u>	<u>Civilian Payroll</u>	<u>Military Payroll</u>	<u>Purchases (Supply)</u>	<u>Contracts (Public Works)</u>
CY 2013	5,474	414,320,690	41,786,051	38,164,938	129,137,108
CY 2012	5,313	421,805,454	41,146,559	40,145,086	158,648,624
CY 2011	5,187	408,395,305	40,498,582	49,979,202	63,486,116
CY 1998	3,648	192,008,527	12,705,138	39,620,496	25,618,115
CY 1989	8,700	268,409,364	28,600,000	60,000,000	----



MAINE - 3,302 Civilian Employees were paid \$236,694,909

<u>CITY/TOWN</u>	<u>ANNUAL PAYROLL</u>	<u>EMPLOYEES</u>
Sanford/Springvale	\$28,444,264	431
Kittery/Kittery Point	27,975,354	381
South Berwick	23,568,243	305
Berwick	22,054,977	302
Eliot	17,756,757	233
Lebanon	14,356,920	198
Biddeford	12,971,465	180
Yorks/Cape Neddick	12,777,520	168
Wells	12,117,001	171
North Berwick	10,768,220	145
Saco	6,942,464	97
Kennebunk	5,529,097	74
Lyman	4,559,942	62
Alfred	2,919,927	45
Portland	2,883,361	41
Arundel	2,482,655	32
Acton	2,196,763	31
Shapleigh	1,863,141	31
North Waterboro	1,758,564	26
Old Orchard Beach	1,600,174	23
Scarborough	1,357,607	19
Waterboro	1,224,367	19
East Waterboro	1,083,031	18
Brunswick	1,022,465	16
Limerick	1,021,028	16
Buxton	988,162	15
Kennebunkport	713,780	10
Topsham	709,786	12
West Newfield	662,010	9
Hollis Center	603,262	9
Westbrook	567,604	9
Dayton	486,223	8
Gorham	470,582	8
Moody	411,055	7
Windham	407,701	5
Cape Elizabeth	378,058	4
Lewiston	334,026	5
Bowdoin/Bowdoinham	328,270	4
Bath	309,914	5
Gray	302,930	5
Parsonsfield	276,416	4
New Gloucester	256,293	3
Falmouth	245,474	3
Gardiner/West Gardiner	242,716	4
Limington	233,343	3
Ogunquit	227,324	4
Freeport	216,441	3
Bangor	205,771	2
Sabattus	192,597	3
Oxford	192,178	2
Gouldsboro	190,331	2
Standish	181,410	2
Cumberland	176,841	2
Poland	175,638	4
Bar Mills	170,199	2
Naples	150,002	1
Randolph	149,128	2
Raymond	144,759	2
Dresden	139,640	2
All Others	4,019,738	73



NEW HAMPSHIRE - 2,173 Civilian Employees were paid \$150,862,217

<u>CITY/TOWN</u>	<u>ANNUAL PAYROLL</u>	<u>EMPLOYEES</u>
Rochester	23,572,198	352
Dover	19,817,190	290
Portsmouth	16,941,440	235
Somersworth	11,409,540	174
Barrington	7,974,108	109
Farmington	6,466,411	97
Newmarket	5,318,698	73
Milton/Milton Mills	5,303,545	82
Rollinsford	4,199,704	52
Greenland	3,332,805	43
Hampton	3,309,894	43
Stratham	3,160,810	44
Exeter	2,984,979	40
Strafford/Center Strafford	2,514,059	35
Epping	2,320,989	36
Northwood	2,206,846	32
New Durham	2,175,024	31
Rye/Rye Beach	1,974,822	29
Nottingham	1,601,325	22
Raymond	1,557,791	21
North Hampton	1,516,297	20
Sanbornville	1,435,721	23
Durham	1,286,353	20
Kingston/East Kingston	1,278,175	19
Lee	1,089,186	15
Middleton	969,093	15
Manchester	945,235	15
Seabrook	886,448	14
Brentwood	845,651	12
Madbury	839,180	10
Fremont	681,907	10
Wolfeboro	666,656	7
Derry	657,835	11
Alton/Alton Bay	622,084	10
Newfields	579,247	7
Kensington	542,017	6
Newington	463,022	6
Chester	442,865	6
Hampton Falls	410,806	5
Hampstead	357,707	4
Wakefield	349,528	5
Nashua	325,124	5
Plaisow	321,782	5
Pittsfield	309,509	5
Center Barnstead/Barnstead	309,304	5
Ossipee/Center Ossipee	298,276	4
Candia	284,357	4
Deerfield	274,521	4
Atkinson	256,287	3
Hopkinton	233,442	2
Brookfield	228,490	4
Newton	205,428	5
Salem	163,321	3
Merrimack	154,810	3
Epsom	154,442	2
Concord	151,533	2
Goffstown	134,507	3
Bedford	129,295	1
Moultonboro	124,199	1
Tuftonboro	123,879	2
Hudson	123,374	1
All Others	1,549,146	29



MASSACHUSETTS - 159 Civilian Employees were paid \$11,083,178

<u>CITY/TOWN</u>	<u>ANNUAL PAYROLL</u>	<u>EMPLOYEES</u>
Amesbury	\$1,785,920	26
Newburyport	1,167,966	15
Haverhill	1,028,007	15
Methuen	912,654	11
Salisbury	673,171	9
Rowley	389,534	4
Merrimac	378,848	6
Georgetown	377,637	6
Peabody	364,420	5
Bradford	271,791	5
Lowell	265,848	3
Danvers	253,553	3
Middleton	226,681	2
West Newbury	211,186	2
Brookline	185,429	2
Andover	183,520	2
Byfield	174,894	2
Ipswich	141,687	2
Wakefield	139,829	2
Newbury	139,578	1
Tewksbury	137,978	1
Groveland	116,121	2
Saugus	114,061	2
North Andover	111,113	2
All Others	1,331,752	29

ALL OTHER STATES - 197 Civilian Employees were paid \$15,680,386

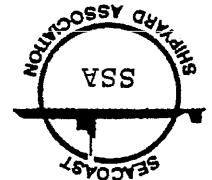
DEDICATED TO THE WELFARE AND DEVELOPMENT OF PORTSMOUTH NAVAL SHIPYARD

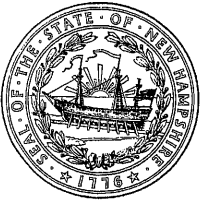
105
T4 P2
TOWN MANAGER, TOWN OF EXETER
10 FRONT ST
EXETER NH 03833-2792

PRSR STD
US POSTAGE
PAID
PERMIT #182
MANCHESTER, NH

Post Office Box 1123
Portsmouth, NH 03802-1123
Tel. & Fax (603) 433-1157

SEACOAST SHIPYARD ASSOCIATION





STATE OF NEW HAMPSHIRE DEPARTMENT OF SAFETY

John J. Barthelmes, Commissioner

Division of Fire Safety
Office of the State Fire Marshal

J. William Degnan, State Fire Marshal

Office: 110 Smokey Bear Blvd., Concord, NH

Mailing Address: 33 Hazen Drive, Concord, NH 03305

PHONE 603-223-4289, FAX 603-223-4294 or 603-223-4295

TDD Access: Relay NH 1-800-735-2964 ARSON HOTLINE 1-800-400-3526



February 15, 2014

Dear Town Governing Body,

The State Fire Marshal's Office, in accordance with RSA 160 – C:10(I), is in the process of updating it's list of municipalities in the State of New Hampshire where the use, sale or possession of permissible fireworks is prohibited or in some way restricted by ordinance or other municipal code. New Hampshire RSA 160 – C:6 states that:

“Any municipality in the state, by action of its local legislative body or local governing body, may vote to allow or prohibit, within that municipality, the issuance of permits or licenses to sell permissible fireworks or the display or possession of permissible fireworks.”

In an effort to provide accurate information to the public before this year's summer season, we are requesting that you please forward to this office a letter advising whether your town's legislative or governing body has voted to allow, prohibit or restrict in any fashion, the use, sale, and possession of permissible fireworks within your municipality. We also ask that you include copies of any town ordinances, code or administrative rules that have been enacted in regards to the use, sale or possession of permissible fireworks within your municipality. Finally we ask that this information be forwarded to this office no later than May 15, 2014, so that we may compile the necessary information and disseminate it in a timely manner.

Please note, our records indicate that in 2011 a similar notice was forwarded to your attention and this office has not received a response to date. If you have any questions concerning this request please feel free to contact my office at the phone number or address above.

Thank you in advance for your attention and co-operation in dealing with this matter.

Sincerely,

A.J. Lubrano
Investigator
Bureau of Special Operations

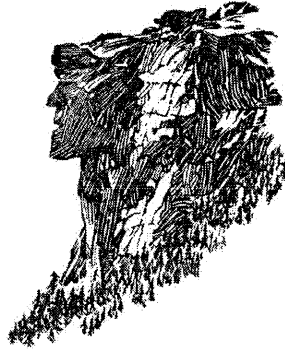
Town Manager's Office

MAR 12 2014

Received

New Hampshire Council on Resources and Development

NH Office of Energy and Planning
107 Pleasant Street, Johnson Hall
Concord, NH 03301
Phone: 603-271-2155
Fax: 603-271-2615



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

MEMORANDUM

TO: CORD Members and
Other Interested Parties

Rockingham County Board of Commissioners
117 North Road
Brentwood, NH 03833

Russell Dean
Town Manager
10 Front Street
Exeter, NH 03833

Cliff Sinnott, Executive Director
Rockingham Planning Commission
156 Water Street
Exeter, NH 03833

Paul Deschaine
Town Administrator
10 Bunker Hill Ave
Stratham, NH 03885

FROM: Susan Slack, NH Office of Energy and Planning

DATE: February 11, 2014

SUBJECT: *State Owned Land, Surplus Land Review, Towns of Exeter and Stratham
SLR 14-021*

RESPONSE DATE: March 12, 2014

Please review the attached information to determine if your organization has any interest in this transaction. If there is an interest, please notify this office of your intent in writing by the response date indicated above. Responses may be emailed to susan.slack@nh.gov. The Council on Resources and Development will consider the request at the *next meeting scheduled for March 13, 2014*. Further information regarding upcoming CORD meetings may be obtained at:

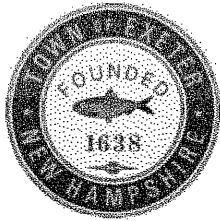
<http://www.nh.gov/oep/planning/programs/cord/index.htm>

The Department of Cultural Resources is asked to review this request in accordance with RSA 227-C:9.

Members of the Public Water Access Advisory Board are asked to review this request in accordance with RSA 233-A.

The Lakes Management and Protection Program, through the Lakes Coordinator, is asked to review this request in accordance with RSA 483-A:5, II.

The Rivers Management and Protection Program, through the Rivers Coordinator, is asked to review this request in accordance with RSA 483:8, VII and 14.



Town Manager's Office

Town of Exeter
Boards, Commissions & Committees
Appointment Application

MAR 14 2014

Received

Committee Selection:

1st Choice: Budget 2nd Choice: Economic Devel

Name: Stephanie Canty

Address: 6841 St, Exeter

Email: scpr@yahoo

Phone: 603-580-5599 Cell: 603-397-7704

Please describe your interest in serving on this committee.

see attached

Please provide any background information that would be of interest to the Board when considering your application, including previous committee service or other relevant experience. (resume can be attached)

see attached

Are you aware of any conflicts that could arise affecting your service on this committee?

n/a

Are you aware of the meeting schedule and able to commit to attending regularly?

YES

NO

After submitting this application for appointment to the Town Manager:

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

Signature: Stephanie Canty Date: 3/12/2014

Please submit to: Town Manager, Town of Exeter 10 Front Street Exeter, NH 03833

Stephanie Canty
6 Gill Street
Exeter, New Hampshire 03833
(603) 397-7704
sc_pr@yahoo.com

Entrepreneur, Public Relations

New Hampshire 2013 to present

Provide consulting services to non-profit agencies and small businesses in the area of Public Relations. Development of creative marketing plans, public relations campaigns, and effective social media platforms to promote their message. I also serve as an agent of my clients, providing representation at Chamber meetings, town meetings and local business networking opportunities.

Owner, Anchor Marketing & Public Relations

Long Island, New York 2005 – 2007

Owned and operated a business in Long Island, New York for organizations to achieve stronger public and brand awareness through multi-media campaigns. Successful endeavors included; broadening the public awareness of breast cancer research on Long Island while consulting for a local breast cancer research fund, created, photographed and designed a triumphant R-O-I on a direct mailing brochure for a technology company, established a recognizable radio campaign for an accounting firm, and generated a useful bi-monthly newsletter for large business to communicate directly with their clients.

Marketing Director, Mayer & Company CPA's

Long Island, New York City and Westhampton, New York 2003- 2005

Handled all marketing and public relations for a multi office accounting firm. Provided client relations through a monthly newsletter and various educational events. Developed ad campaigns for local and national advertising medias. Represented partners in various capacities including networking events and college fairs to screen potential employees. Also ran a non-profit division of the company to raise funds for cancer, successfully coordinated, advertised and promoted the event to raise over \$50,000 for local charities.

Assistant Marketing Manager, General Growth Properties

(Natick Mall, Natick, Massachusetts)

Chicago, Illinois 2000- 2002

Marketing Manager, Nomax

St. Louis, Missouri 1998- 2000

Sales Coordinator, Group 360,

St. Louis, Missouri 1997- 1998

William Woods University 1997

Fulton, Missouri

BS- Business Administration, Marketing

Please describe your interest in serving on this committee:

By fall 2014 both my children will be at Main Street, offering me a bit of extra time to volunteer and serve the community. I have become extremely interested in the functionality of these committees and how it relates directly to residents of Exeter. I plan to be open minded and available to the committee as much as possible. I look forward to working with all of the Selectman, Town Manager and other committees.

Please provide any background information that would be of interest to the Board when considering your application, including previous committee service or other relevant experience.

My Resume is attached for review.

I have a background in Public Relations and I have also been a long time sole proprietor, owning my own business in this field.

I was most recently President of the Exeter Area GFWC club and have been an active participant with Exeter PTO serving as a volunteer for special activities and volunteering in the classroom.

I own and operate three homes, one being a full time rental at a busy vacation location spot. I am fiscally responsible, always have been.

Town Manager's Office

MAR 14 2014

Received

ROCKINGHAM

PLANNING
COMMISSION

156 Water Street, Exeter, NH 03833
Tel. 603-778-0885 ♦ Fax: 603-778-9183
email@rpc-nh.org ♦ www.rpc-nh.org

March 13, 2014

Don Clement, Chairman
Exeter Board of Selectmen
10 Front Street
Exeter, New Hampshire 03833

Dear Mr. Clement:

Thank you for Exeter's continued support for regional planning in Southeastern New Hampshire. The Rockingham Planning Commission is always eager to be of service to your board and the Land Use Boards and local officials in Town.

In order for staff to continue to provide planning service to our member communities, we need your membership dues for 2014. Membership dues fund the continued general operation of the Commission, as well as specified assistance provided to our members. Dues for Exeter this year are \$11,696 which is based on the rate of \$0.96 per capita. An invoice is enclosed for bookkeeping purposes.

We look forward to working with you through the coming year. Once again, thank you for your support.

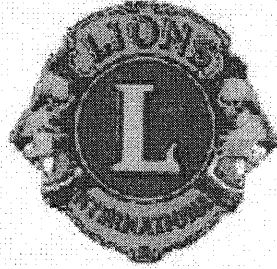
Sincerely,



Glenn Coppelman
Chairman

cc: Kenneth Knowles, Planning Board Chair
Russell Dean, Town Manager
Sylvia von Aulock, Town Planner
Gwen English, Daniel Chartrand, Langdon Plumer and Katherine Woolhouse, RPC
Commissioners

45th ANNUAL



CHARITY AUCTION

EXETER AREA LIONS CLUB

APRIL 5, 2014

TALBOT GYM, Linden St., Exeter

Preview, Registration & Silent Auction begins at 5 PM
Live Auction & Refreshments 6PM
For Information Call: Nancy Berube @ 603-686-2496 or
Mary or Toby Russell @ 603-642-3074
Email: exeterlionsauction@yahoo.com

Join us for our auction and bring a friend!

Bring a pet food donation for the NHSPCA and receive an EXTRA door prize raffle ticket.

Note: The Exeter Area Chamber of Commerce offers paid email eblast services to its members, the opinions stated do not necessarily reflect the Chamber's opinions.

Forward this email



What a Difference a Year Makes!! American Independence Museum Points to 2013 as a Year of Recovery and Renewal

PRESS RELEASE – For Immediate Release; Further Information: Please contact Ms. Julie Hall Williams, Executive Director, at 603-773-2622.

EXETER NH – By the numbers, 2013 was a very good year for the American Independence Museum. The Museum made major progress in its recovery and renewal since a late 2012 financial crisis forced it to lay off the entire staff and suspend operations.

During the year just ended, the Museum set a record for purchased Memberships, increased its exhibit rooms and the number of items on display, expanded its educational programs and public events, welcomed visitors from as far away as Russia, Japan, and France, significantly increased sponsorships, and greatly expanded its on-line presence through social media. For the first time, the Museum also stayed open for two days each week in November and December.

In a preview released today of its 2013 Annual Report, the Museum highlighted a financial turnaround -- from being \$50,000 "in the red" in 2012 to being \$75,000 "in the black" in 2013. "We made a lot of progress in 2013," said Allison M. Field, president of the Board of Governors. "It was a year of transition, rebuilding, and reinvigoration." "We still have a long way to go to get to where we want to be, but the trajectory is very positive," she said.

The overall financial picture was brightened by a more than 100% increase in the Museum's Annual Fund compared to 2012. The Museum also experienced an increase in donations from visitors, due to the talented work of its Museum guides and volunteers.

Beyond its improving finances, the Museum released the following measures of progress during 2013:

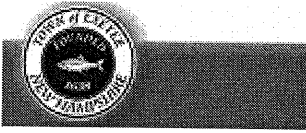
- Two new museum professionals hired: a part-time Executive Director and a part-time Programs and Visitor Services Coordinator. The Museum intends to hire a part-time Marketing Manager in the near future.
- 176 purchased Memberships – a record total and a 14% increase over its last highest year, 2009.
- Two new exhibit rooms open to the public; previously these spaces were off-view as storage rooms.
- About 15% more collection items taken out of storage and placed on public view.
- 2,500 visitors from ages 2 to 102, including the overseas travelers, and even with a delayed opening in June.
- More than 750 schoolchildren educated through Museum programs, including a new educational program with hands-on Colonial history for 2nd graders.
- 50% increase in sponsorships to its events, including the American Independence Festival.
- 75% increase in Facebook Friends.
- More than 2,000 volunteer hours, including 436 hours donated by a single volunteer, William Jennison of Exeter.
- Two new members on its Board of Governors to deepen and broaden the Museum's ties to the local community.

Ms. Field credited two factors for the Museum's turn-around in 2013. "We could not have made the progress we have without the fantastic support of the people of Exeter and the entire Seacoast who visited us and re-invigorated our Membership ranks," she said. "We also would not be where we are today without the dedication, enthusiasm, commitment, and hard work of our new staff and a re-shaped Board of Governors."

Pointing to this year, Ms. Field said "As 2014 unfolds, the excitement and energy continue. When people visit the Museum, they will see new exhibits and learn new information about the events, people, and ideas surrounding the founding of our Nation." "We are planning an expanded calendar of events that focuses on our colonial and Revolutionary history, and we are already planning for a bigger and more dimensional 24th Annual Independence Festival," she continued. "In addition, the Board of Governors is heavily engaged in Strategic Planning to shape our future and ensure a sustainable, yet vigorous path. There is a lot going on, and it's all good!" she said.

Located in historic downtown Exeter, the private, not-for-profit American Independence Museum includes the 18th century Ladd-Gilman House and Folsom Tavern. Its collection includes one of only 26 surviving copies of the Dunlap Broadside of the Declaration of Independence, two rare drafts of the U.S. Constitution, and an original Purple Heart, awarded by General George Washington to soldiers for extraordinary bravery. Other exhibits highlight the Society of the Cincinnati, the nation's oldest veterans' society, and its first president, General Washington, and include American furnishings, ceramics, silver, textiles, and other military items.

The Museum's mission is to provide a place for the study, research, education, and interpretation of the American Revolution and of the role that New Hampshire and Exeter played in the founding of the new republic. It sponsors the American Independence Festival in downtown Exeter every July to commemorate the first reading of the Declaration of Independence in New Hampshire in 1776. It also hosts guided tours for school children and periodic events, such as lectures and colonial artisan demonstrations, to showcase New Hampshire's rich colonial history. The museum opens its public season in May. The 2014 American Independence Festival is scheduled on Saturday, July 12. ###



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

Fence On Holland Way

Mike Favreau <mfavreau@exeternh.gov>
To: Russ Dean <rdean@exeternh.gov>

Fri, Mar 21, 2014 at 8:39 AM

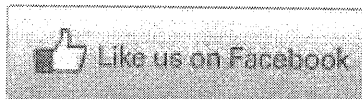
Hi,

Just thought I would mention as the ground thaws before we can do any cleanups we would start the process of taking out the Holland Way fence. Most of which is junk and 15 years old. I know the money was not in the budget to fix and Budget Committee said take it out but don't think BOS ever discussed it as such. Just an FYI.

Mike Favreau

Director, Exeter, NH Parks and Recreation

Please Note New Email Address: mfavreau@exeternh.gov





**Civil
Site Planning
Environmental
Engineering**

133 Court Street
Portsmouth, NH
03801-4413

March 18, 2014

Subject: *RiverWoods – New at 20*
Tax Map 97, Lot 23
7 RiverWoods Drive
Exeter, New Hampshire
P4568

Dear Abutter:

Pursuant to State of New Hampshire *RSA Chapter 482-A*, this letter is to notify you, that RiverWoods at Exeter is submitting a Minimum Impact Expedited Application to the NHDES for work at the property identified on Town of Exeter as Tax Map 97, Lot 23. Your parcel abuts land owned by the Applicant.

The Applicant proposes to construct a hybrid rain garden at an unsightly and problematic drainage ditch near the site entrance. The intent of the rain garden is to cool roof runoff draining to the ditch by constructing a subsurface stone filled layer and to also treat runoff from adjacent paved surfaces with a landscape, 18-inch thick filter media above. The ditch area was previously uplands before being excavated as part of the original RiverWoods.

The area of wetlands impact is only 1,127 square feet. There will be no construction within 20-feet of your property line and therefore no action is required by you.

Plans are on file for your review at the Town of Exeter Clerk's office. Please feel free to contact us, the Applicant's engineering consultant, at (603) 433-2335, if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Jeffrey K. Clifford".

Jeffrey K. Clifford, P.E.
Vice-President

RMB\jkc\4568.abut.ltr.wet.doc

CERTIFIED MAIL



Town Manager's Office

MAR 21 2014

Received

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

March 20, 2014

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

Dear Mr. Dean,

I want to thank the Town and residents of Exeter for the approved funding of \$2,000 to New Generation, Inc. As you know, we are a homeless shelter for pregnant and newly parenting women and their babies located in Greenland, New Hampshire. Support from the Town of Exeter helps to provide shelter, transitional housing, case management, parenting education, life-skills coaching, and transportation to homeless pregnant and newly parenting women and their infants in need. As requested, we will submit invoices each quarter to the town to disburse \$500 to New Generation. Please consider this letter as our first invoice.

Since 1987, we have served over 420 women and 280 babies. Each woman and child we serve gets the individual attention they deserve, to help empower them to achieve success and happiness in their lives. But don't take my word for it – as one of our former residents describes, *“New Generation is exactly what it sounds like – a new generation coming into this world. And if you want a second chance to make life better, this would be your opportunity.”*

On behalf of the women and children we serve, thank you for your commitment to helping those less fortunate in our community. To learn more about New Generation, please visit us at www.newgennh.org or follow us at www.facebook.com/newgenerationshelter. And please do not hesitate to contact me directly at (603) 436-4989 or director@newgennh.org if you have questions or comments, or would like to tour our facility.

Sincerely,

Jennifer Bisson, MSW
Executive Director of Fundraising

Thank you!



2013 Ratio Study Summary Report

3/12/2014 9:56:09 AM

Town Name: Exeter, Rockingham County

Date Range: 10-01-2012 through 09-30-2013

NH Dept of Revenue Administration. Ratios were created using stipulated year assessments.

Strata	Description	Mean Ratio	Median Ratio	WM Low CI	WM High CI	COD	PRD	Total Strata	Sales PA34	Valid %	Valid PA34 %	Valid PA34	UT#	UT %
11	Single Family Home	99.51	98.37	92.10	95.65	12.10	1.04	172	156	136 79.1%	123 90.4%	136	136	100%
12	Multi Family 2-4 Units	100.33	103.63	0	97.54	13.30	1.03	6	5	4 66.7%	4 100%	4	4	100%
13	Apt Bldg 5+ Units	0	0	0	0	0	0	2	2	2 100%	2 100%	2	2	100%
14	Single Res Condo Unit	100.56	101.19	95.94	98.55	10.54	1.02	72	65	59 81.9%	53 89.8%	58	58	98.3%
17	Mfg Housing With Land	0	0	0	0	0	0	4	3	2 50.0%	2 100%	2	2	100%
18	Mfg Housing Without Land	112.73	117.11	88.48	100.16	24.37	1.13	57	44	34 59.6%	32 94.1%	32	32	94.1%
22	Residential Land	119.13	115.36	0	109.66	12.82	1.09	6	5	4 66.7%	4 100%	4	4	100%
33	Commercial L&B	91.67	90.15	0	86.87	11.74	1.06	8	7	5 62.5%	5 100%	5	5	100%
44	Commercial Condo	0	0	0	0	0	0	2	2	2 100%	2 100%	2	2	100%
AA	Any & All	101.78	100.22	89.89	93.85	14.55	1.08	333	293	251 75.4%	230 91.6%	247	247	98.4%
GC1	Area Improved Res	101.71	100.20	93.66	96.47	14.12	1.05	313	275	237 75.7%	216 91.1%	233	233	98.3%
GC2	Area Improved Non-Res	93.40	90.15	65.98	81.75	24.23	1.14	13	12	9 69.2%	9 100%	9	9	100%
GC3	Area Unimproved	120.50	120.63	0	116.32	10.69	1.04	7	6	5 71.4%	5 100%	5	5	100%



2013 Ratio Study Summary Report

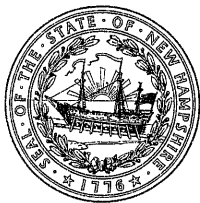
3/12/2014 9:56:09 AM

Town Name: Exeter, Rockingham County

Date Range: 10-01-2012 through 09-30-2013

NH Dept of Revenue Administration. Ratios were created using stipulated year assessments.

Type	Description	Median Low CI	Median Ratio	Median High CI	PRD Low CI	PRD High CI	COD	UT#
All (AA)	Any & All	97.61	100.22	101.91	1.05	1.08	14.55	247
Group (GC1)	Area Improved Res	97.37	100.20	101.76	1.04	1.05	14.12	233
Group (GC2)	Area Improved Non-Res	62.19	90.15	100.70	0.99	1.14	24.23	9
Group (GC3)	Area Unimproved	0	120.63	0	0	1.04	10.69	5
Title		Description						
Strata-Any and All (Median)	Overall Median Point Estimate confidence interval should overlap range of 90-110	Criteria Met: True						
Strata-Any and All (PRD)	Overall PRD Confidence Interval should overlap range of .98-1.03	Criteria Met: False						
Strata-GC1	Median Confidence Interval should overlap overall median +/- 5%	Criteria Met: True						
Strata-GC2	Median Confidence Interval should overlap overall median +/- 5%	Criteria Met: True						
Strata-GC3	Median Confidence Interval should overlap overall median +/- 5%	Criteria Met: N/A						



State of New Hampshire
Department of Revenue Administration

109 Pleasant Street
PO Box 487, Concord, NH 03302-0487
Telephone (603) 230-5000
www.revenue.nh.gov



John T. Beardmore
Commissioner

Kathryn E. Skouteris
Assistant Commissioner

MUNICIPAL AND PROPERTY
DIVISION
Stephan W. Hamilton
Director

David M. Cornell
Assistant Director

March 7, 2014

Town of Exeter
10 Front St
Exeter, NH 03833

Re: Contract for General Assessing

Dear Assessing Officials,

Municipal Resources has submitted a contract to us for review and to make recommendations pursuant to RSA 21-J:11.

The contract has been reviewed and found to be compliant with all applicable statutes and rules. The Department has no specific recommendations regarding this contract. Once the contract has been signed, please forward a copy to our office.

Please keep in mind the Department does not warrant your contract against any errors or omissions.

If you have any questions, or if I can be of further assistance, please do not hesitate to contact me.

Sincerely,

David M. Cornell, CNHA
Assistant Director
Property Appraisal Division

cc: Municipal Resources
Chuck Reese
File

Town Manager's Office

MAR 12 2014

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

Received

Individuals who need auxiliary aids for effective communication in programs and services of the Department of Revenue Administration are invited to make their needs and preferences known to the Department.

MAR 21 2014

Received

120 Daniel Webster Highway
Meredith, NH 03253



Municipal Resources
www.municipalresources.com

tel: 603.279.0352 • fax: 603.279.2548
toll free: 866.501.0352

March 20, 2014

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

Dear Mr. Dean,

Please find enclosed a fully executed copy of the Professional Services Agreement for Assessing for your files.

Please do not hesitate to contact me if there is anything else you need.

Sincerely,

A handwritten signature in black ink that reads "Katy".

Kathleen M. Burgess
HR/Finance Department

Enclosure

Received

MAR 13 2014
Municipal Resources

120 Daniel Webster Highway
Meredith, NH 03253



Municipal Resources
www.municipalresources.com

tel: 603.279.0352 • fax: 603.279.2548
toll free: 866.501.0352

0012402

PROFESSIONAL SERVICES AGREEMENT

I. PARTIES TO THE AGREEMENT

This Agreement, dated February 24, 2014, is intended to provide a professional consulting relationship for services to the **TOWN OF EXETER, NEW HAMPSHIRE (Client)** to be provided by **MUNICIPAL RESOURCES, INC. (MRI)**, and is lawfully entered into between the Client, by its Town Manager, Russell Dean, and Select Board Chairman, Don Clement, and MRI, by its President, Donald R. Jutton. The Client's contact person responsible for administering this agreement is the Town Manager, Russell Dean.

II. INITIAL SCOPE OF WORK

Generally, to provide Interim Assessing and related support services, in the on-going operations of the Exeter Assessing Department. To assist the Select Board in fulfillment of their duties and responsibilities related to the tax assessment of real property throughout the municipality. The foregoing is not intended to include either partial or full revaluations, or updates without a separate contract, which is required by the Department of Revenue Administration (DRA).

MRI will:

- Adequately manage and maintain the following; exemptions, credits, current use, land use change tax (LUCT), timber and gravel yield taxes, and all other statutory assessing obligations.
- Conduct careful measuring, listing, and valuation of new or newly modified properties as a result of the issuance of permits, or any other applicable source.
- Perform field inspections on all properties that have transferred during the contract period. The Assessor will investigate and verify the circumstances surrounding all sales as required by the DRA.
- Perform field inspections and other studies to review all abatement requests.
- Meet with taxpayers wishing to discuss their valuations.
- Meet with the Municipal Administration, Department Heads, and/or Select Board upon request.

- Consider all properly filed abatement requests by any taxpayer and after review and research shall make a recommendation to the Select Board/Assessors in writing.
- Represent the Municipality and its best interest in all abatements or appeals.
- Meet and work with State Monitors to ensure the Municipality is meeting all certification requirements of DRA and to maintain a good working relationship.
- Perform annual assessment to sales ratio studies for the purpose of informing the Select Board/Assessors of the need for a full revaluation, partial revaluation, or statistical update to be compliant with RSA 75:8 – Revised Inventory.
- Work with Vision’s CAMA System.
- It is the intent of the parties to meet and review the status of the contract after 60 days to ascertain the overall progress and effectiveness of the services. This may include a meeting with the Exeter Board of Selectmen as required.
- Between March 1 and May 1, 2014 MRI will conduct an assessment of the assessing operation and provide a report no later than May 15, 2014 which details any suggested changes and provides estimates of the time required to conduct all assessing operations.
- Conduct a cyclical review of 25% of the properties per year, if, as a result of the assessment of the assessing operation review, the Town determines that it wishes such a review to be conducted.
- 60 days prior to the end of the agreement, the Town, and MRI will meet to determine if it is mutually agreeable to enter into a longer term arrangement for the provision of assessing services.

It is expected that Town staff will be responsible for getting ownership transfers, exemptions, and all other data into the Town billing system, and for the input of ownership transfers and other data into the CAMA system. The Town staff will also provide photocopies of building permits and any other applicable information for each property to be reviewed and will provide other clerical/administrative assistance. It is also expected that any questions or issues that arise, whether originating from a Municipal official, employee, or taxpayer, will be brought to MRI’s attention at the earliest opportunity, so that it may be dealt with expeditiously. With regard to the second, third, and next to the last bullet items above, it is MRI’s intent to make one visit to the properties. If someone is present at the time of the visit, an interior inspection will be attempted. In all cases, MRI will measure the exterior of the improvements. In those cases where the interior is not viewed, a list will be provided so the



Town staff can send a letter requesting an appointment for an interior inspection. If no interior inspection is conducted, MRI will estimate the interior on the basis of the best information available and annotate the property card accordingly. It is expected that all work can be accomplished within 2 days per week on average with time sometimes varying considerably from month to month. If it is decided by the Town that a cyclical review is to be conducted, it is expected that it will require 3 & ½ days per week. If time permits and the Town wishes, MRI staff will provide training in assessing tasks to Exeter staff. If the required time is significantly different (15%) such that MRI requires more, or less, effort, both parties agree to renegotiate the scope and fees sections of this agreement to reflect the additional/reduced effort.

If the Board decides that it wants MRI to conduct additional analysis or to adjust values, a separate contract would need to be negotiated per DRA rules. Also, if as a result of new legislation and/or DRA or ASB rules/guidelines, additional services are required, an additional scope of work would need to be negotiated.

III. FEES AND CHARGES

The monthly fee indicated below will be paid by the 10th of each month. Any reimbursable charges and other extras (see Special Conditions below) will be invoiced in the month following the expense and will be paid within 15 days of invoice. Invoices not paid within fifteen (15) days will accrue interest at the rate of 1.5% per month.

- A. The sum of \$4,700.00 per month without cyclical inspections.
- B. The sum of \$7,350.00 per month with cyclical inspections

Third parties retained by MRI who or which are not MRI employees or affiliates and as noted on any Supplement(s) will be invoiced at a cost sufficient to cover all charges and costs.

IV. MRI PERSONNEL IN CHARGE

Joseph W. Lessard, Jr., Vice President, will serve as principal-in-charge of this engagement. It is expected that Scott Marsh and Gerard Quintal will be handling much of the day-to-day issues, with additional qualified staff being brought in as needed.

Corrine Jordan will serve as the Communication Liaison between the Client and MRI to expedite the flow of project information, to record and properly direct Client inquiries regarding the project, and to ensure that problems or issues that may arise during the engagement are addressed and resolved expeditiously. Please feel free to contact Ms. Jordan regarding any matter related to this project at:

Corrine R. Jordan
Customer Liaison Representative
Municipal Resources, Inc.
120 Daniel Webster Highway
Meredith, NH 03253
(603) 279-0352, x-500
(866) 501-0352, X-500 TOLL FREE
corrine@municipalresources.com.

Communications or correspondence related to any problems, issues, or changes required for this project shall be directed to the Client at the following address:

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

V. TERM

This agreement shall remain in force and effect from March 1, 2014 through December 31, 2014 unless extended by mutual agreement.

VI. SPECIAL CONDITIONS

For the preparation and presentation of the defense of values above the local level, the cost will be \$150 per hour, except for the defense of utility values, where the cost will be \$175 per hour.

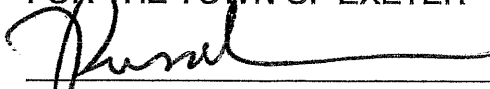
MRI reserves the right to assign other qualified assessing personnel to this project for the same monthly cost following notification to the Town of its intention to do so.

To the extent MRI may require assistance from the Town's software vendors, or others knowledgeable of the Town's assessing/tax collection practices, the Town agrees to authorize use of these resources and to pay directly all costs for their services as may be incurred. MRI shall work to keep these costs as low as possible.

**THIS CONTRACT IS SUBJECT TO THE PROVISIONS CONTAINED IN ADDENDUM I,
ATTACHED HERETO AND INCORPORATED HEREWITH.**

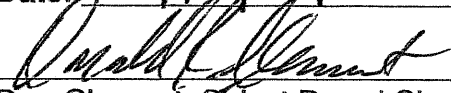
ACCEPTED AND AGREED

FOR THE TOWN OF EXETER



Russell Dean, Town Manager


Date: 3/19/14



Don Clement, Select Board Chairman

Date: 3/11/14

FOR MUNICIPAL RESOURCES, INC.



Donald R. Jutson, President

Date: 3/19/14

ADDENDUM I

A. MUTUAL REPRESENTATIONS

MRI represents to the Client it is a duly constituted corporation under the laws of the State of New Hampshire and is authorized to do business within this State as a professional services corporation.

MRI has in force and effect general commercial liability and errors and omissions insurance coverage to protect the Client from accidents which MRI or its authorized representatives may cause to persons or property or from professional errors or omissions when performing under this agreement.

MRI has no liens or encumbrances which would adversely affect the ability of MRI to perform as stipulated under this agreement, its terms and conditions.

The Client represents to MRI that sufficient funds have been appropriated so it may retain and compensate MRI for the services provided for herein.

The Client's representative is authorized to enter into this agreement on behalf of the Client.

The Client is aware of no action, contemplated action, liability or other encumbrance which would limit or otherwise preclude the Client from freely entering into this agreement and compensating MRI for the services provided.

B. NOTICE OF CHANGE OF PERSONNEL

Except as otherwise provided below, the MRI consultants assigned to any scope of work or project will remain throughout the duration of that specific scope of work or project. MRI retains the right, and upon 30 days written notice, to remove from the project any of its consultants whom it believes can no longer suitably perform under its obligations to this agreement or any Supplement to it.

The Client, upon 30 days written notice, may request MRI to replace any of its consultants with another qualified representative.

C. ADMINISTRATION OF AGREEMENT MODIFICATIONS

In all cases where this agreement is modified or expanded a written Supplemental Scope of Work (Supplement) must be prepared which clearly defines the services to be provided and details the billing rates or amounts to be charged by MRI and paid by the Client.

Supplements must be executed by the authorized representatives of the respective parties prior to any billable work being undertaken. The Supplement(s) shall identify:

The MRI officer or principal responsible for the successful delivery of services and/or project completion and the client's contracting official(s) or officer(s);

The specific details of the work to be performed;

The MRI personnel to be assigned;

The basis upon which MRI services are being retained, including the normal hourly rate(s), cost reduction considerations or the agreed upon fee(s) for the personnel assigned and/or the services provided;

The Client's contact person responsible for administering the Supplement, activities or project and the associated reporting requirements; and any special or other conditions such as time deadlines, special reporting requirements, budget limitations, or other similar constraints.

D. INDEMNIFICATION

MRI shall protect, indemnify and hold and save harmless Client, its officers, employees, officials, and agents from any and all claims, costs, causes, actions and expenses, including, but not limited to, legal fees (attorneys' and paralegals' fees and court costs) arising out of MRI's negligence in the provision of services to Client. MRI shall similarly protect, indemnify and hold and save harmless Client, its officers, employees, officials and agents against and from any and all claims, costs, causes, actions, and expenses, including, but not limited to, legal fees, incurred by reason of MRI's breach of any of its obligations under, or MRI's default of, any provision of this Agreement.

Client shall protect, indemnify, and hold and save harmless MRI, its agents, employees, and affiliates against and from any and all claims, costs, causes, actions, and expenses, including, but not limited to, legal fees (attorneys' and paralegals' fees and court costs) arising out of Client's negligence in fulfilling its obligations under this Agreement. Client shall similarly protect, indemnify and hold and save harmless MRI, its agents, employees, and affiliates against and from any and all claims, costs, causes, actions, and expenses, including, but not limited to, legal fees, incurred by reason of Client's breach of an of its obligations under, or Client's default of, any provisions of this Agreement.

E. INSURANCE

MRI has in force and shall maintain throughout this engagement the following insurance:

1. General Liability Insurance

MRI shall maintain commercial general liability (CGL) and, if necessary, commercial umbrella insurance with a limit of not less than \$1,000,000 each occurrence covering liability arising from premises, operations, independent contractors, products-completed operations, personal injury (including employment practices liability) and advertising injury, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract). If such CGL insurance contains a general aggregate limit, it shall apply separately to this project.

Client shall be named as an additional insured prior to beginning work and MRI shall furnish client with a Certificate(s) of Insurance executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth above.

All Certificates shall provide for 30 days' written notice to the Client prior to the cancellation or material change of any insurance referred to thereon.

2. Professional Liability Insurance

MRI shall maintain professional liability and, if necessary, commercial umbrella liability insurance with a limit of not less than \$1,000,000 each wrongful act arising out of the performance or failure to perform professional services.

3. Business Auto and Umbrella Liability Insurance

If applicable, MRI shall maintain business auto liability and, if necessary, commercial umbrella liability insurance with a limit of not less than \$1,000,000 each accident. Such insurance shall cover liability arising out of any auto including owned, hired, and non-owned autos.

4. Workers Compensation Insurance

MRI shall maintain workers compensation and employers liability insurance. The commercial umbrella and/or employers liability limits shall not be less than \$1,000,000 each accident for bodily injury by accident or \$1,000,000 each employee for bodily injury by disease.

F. NON-SOLICITATION

The Client agrees that, for a period of one-year following the completion of the terms of this Agreement, they shall not, directly or indirectly, hire, solicit, or otherwise encourage any MRI personnel or affiliate assigned to this Agreement, to leave MRI's employment. In the alternative if the client should wish to hire any MRI personnel or affiliate assigned to this Agreement it agrees to compensate MRI with payment in the amount of 25% of that person's 1st year total compensation package.

Initialed for Client: RMD
Date: 3/10/14

Initialed for MRI: [Signature]
Date: 3/17/14

Initialed for Client: [Signature]
Date: 2/10/14





Town Manager's Office

MAR 17 2014

Received

Claims
Department

March 14, 2014

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

RE: Claim No. 2014003713-01
DOL: 02-22-2014

Dear Mr. Dean,

MMG Insurance Co. respectfully requests under the NH Right to Know Law / NH RSA 91-A that you please forward any and all records showing plowing and treating operations conducted by the Exeter Town Dept of Public Works / Highway Division for the dates of Feb 15, 16, 17, 18, 19, 20, 21, 22 2014. Please include the amount of sand or salt applied on these dates.

If for some reason this information cannot or will not be provided please provide a response in writing setting forth those reasons.

Thank you for your kind attention to this matter. If you have any questions or concerns, can be reached either on my cell at 603-703-6032 or in my office at 1-866-491-4972.

Very Truly Yours,

John F. Daneke, Senior Special Casualty Field Adjuster
Fax: 1-207-760-3372
john.daneke@mmgins.com

"Should you wish to take this matter up with the New Hampshire insurance department, it maintains a service division to investigate complaints at 21 South Fruit Street, Concord, NH, 03301. The New Hampshire insurance department can be reached, toll-free, by dialing 1-800-852-3416."

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Welcome to TrainRiders/Northeast

NNEPRA Holds Pubic Forum on Improving Downeaster Service

Published on Tuesday, 11 March 2014 13:54

Written by TRN Webmaster

NNEPRA held a public meeting on Wednesday (March 19th) to discuss the Amtrak Downeaster Service Development Plan. It was a well-attended public forum that focused on extending Downeaster service to Lewiston-Auburn, Augusta and beyond New England to New York City.

TrainRiders/Northeast spoke in support of multiple extensions, particularly an effort to connect Maine through Worcester to Penn Station in New York, where a whole new market for travel to and from Maine awaits.

Patricia Quinn, Executive Director of NNEPRA, answered the many questions regarding currently needed improvements (double tracking, speed and frequency of service) as well as new feeder services to the Brunswick-Boston core of the current Downeaster.

Here is Trainriders/NE's summary comments passed out at the forum.

Here is Tom Bell's reporting on the session in today's Portland Press Herald.



NNEPRA Reports Growth in First Half of FY 2014

Published on Monday, 24 February 2014 21:41

Written by TRN Webmaster

FY2014 YTD: July 2013 - Dec 2013			
Month	Riders	Revenue	OTP
July	55,085	\$ 851,450	58%
August	60,044	\$ 929,299	62%
Sept	48,485	\$ 699,492	62%
Oct	45,681	\$ 682,890	74%
Nov	44,730	\$ 748,007	78%
Dec	41,044	\$ 719,697	74%
FY14 to Date	295,069	\$ 4,630,835	68%
FY13 to Date	278,404	\$ 4,348,290	74%
FY14 vs FY13	6%	6.50%	

FY 2014 to date (6 months) is doing amazingly well, with a 6% ridership growth as compared to the same period in FY 2013. The spreadsheet shows some 295,069 riders in FY 2014 YTD as compared with 278,404 in FY 2013 YTD. Revenue exceeded the same period in FY 2013 by 6.5%, or \$282,545.

Patricia Quinn, Executive Director of NNEPRA, reported that On Time Performance continues to disappoint with an overall 68% record during this reporting period. She explained that "issues impacting OTP are varied, but constrained capacity between Portland and Boston accounted for

NNEPRA Reports Growth in 2nd Qtr of FY2014

Published on Tuesday, 28 January 2014 18:56

Written by TRN Webmaster

FY2014 (2nd Qtr): Oct, 2013 - Dec, 2013			
Month	Riders	Revenue	OTP
October	45,681	\$ 683,818	72%
November	44,730	\$ 748,036	75%
December	41,044	\$ 719,740	n/a
FY14TD	277,122	\$ 4,631,835	
FY13TD	263,112	\$ 4,348,290	
FY14vsFY13	5%	7%	

The Downeaster's performance continues on track as Executive Director Patricia Quinn reported on the second quarter of FY2014. Overall, when combined with the first quarter, ridership was up 5% and revenue grew by 7% over FY2013 to date.

On Time Performance remains troubling, due in large part to commuter and freight train delays.

The Downeaster's Overall Customer Satisfaction Score in December was 96%! When you take into account the delays which have affected 25% of the trains, the CSI score demonstrates that a welcoming and professional crew can keep riders satisfied even when they don't arrive on time.

Washington recently approved an "indefinite"

B&M History



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from Chairman Wayne

Davis of

TrainRiders/Northeast

NNEPRA Board Approves

Moving Forward with

Phase 1 of the

Brunswick Layover

Facility Project

Rail Links

Who's Online

We have 9 guests and no members online

Archive

Style Blog: Pulling the brake on the Amtrak writer's residency

The romance of writing in transit is chilled by the cost and fine print.

Nervous Writers Have Questions About Amtrak's Residency (and Amtrak Answers Them For Us)

After all the hype and excitement over its new residency program for writers, Amtrak officially announced guidelines...

approximately 45% of all delays, while infrastructure defects (slow orders) accounted for 40% of the delays."

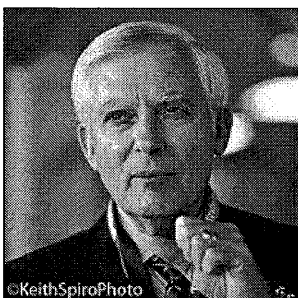
Read more: NNEPRA Reports Growth in First Half of FY 2014

Happy New Year 2014!!!

Published on Monday, 30 December 2013 14:59
Written by Wayne E. Davis (Board, Chairman)

In 1960, as he watched New England's passenger rail system gradually disappear, Maine's E.B. White wrote in his publication The Railroad, that "A state without rail service is a state that is coming apart at the seams, and when a train stops at a village depot anywhere in America and a passenger steps off, I think that village is in an enviable condition".

As the 2013 holiday season comes to an end, in our little corner of America, the public is exulting in Downeaster travel with



©KeithSpiroPhoto

impressive numbers to prove it. For the FY 2013, ridership exceeded 556,000 passengers, an increase of 5% over FY 2012. Ticket revenue was well over \$7M, an increase of 9% over FY 2012. E.B. White should be pleased with the growing number of "villages" in an "enviable condition" (think Brunswick & Freeport). We'd also like to think that he's cheering us onward in our quest to promote rail extensions in addition to improvements to the Boston-Portland service.

Read more: Happy New Year 2014!!!

More Articles...

1. 25th Anniversary Annual Meeting 2013 - An Inspiration to Behold!
2. FRA Approves Period of Public Comment for the Brunswick Layover Facility
3. Fiscal Year 2013 - A Significant Accomplishment
4. NNEPRA July 22nd Board Meeting - Downeaster Surpasses Previous Year's Record
5. TRN's Wayne Davis Comments on Continued Downeaster Layover Facility Controversy

extension of CMAQ funds for the use by state-sponsored railroads for operations (originally, the Congestion Mitigation and Air Quality funds were to be only used for three years in startup transportation projects). 80% of the Downeaster's operating budget comes from CMAQ funding.

Read more: NNEPRA Reports Growth in 2nd Qtr of FY2014

NNEPRA Reports Growth in 1st Qtr of FY2014

Published on Monday, 25 November 2013 21:37
Written by TRN Webmaster

FY2014 To Date: July, 2013-Sept, 2013			
FY2014	Riders	Revenue	OTP
July	55,085	\$ 851,450	58%
August	60,044	\$ 929,299	62%
September	48,485	\$ 699,492	62%
FY14TD	163,614	\$ 2,480,241	61%
FY13TD	159,984	\$ 2,385,769	
FY14 vs FY13	2%	4%	

Another fiscal year begins and Patricia Quinn, Executive Director of NNEPRA, reported ridership during the 1st quarter of Fiscal Year 2014. The report states that "the Downeaster transported a record-setting 163,614 passengers generating \$2.48 million in revenue."

"An all-time monthly ridership of 60,044 passengers was matched by all-time monthly revenue of \$929,299 in August. A service interruption associated with the rehab of the Shawsheen River Bridges is estimated to have displaced approximately 1,000 riders in September" (dates when the Downeaster could not service Boston).

Read more: NNEPRA Reports Growth in 1st Qtr of FY2014

- December, 2012
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- September, 2012
- August, 2012
- June, 2012
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- April, 2012
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