

**Exeter Board of Selectmen Meeting
Monday, July 14th, 2014, 7:00 p.m.
Nowak Room, Town Office Building
10 Front Street, Exeter, NH**

1. Call Meeting to Order
2. Bid Openings/Awards – Raynes Roof
3. Public Comment
4. Minutes & Proclamations
 - a. Proclamations/Recognitions
 - b. Regular Meetings: June 30th, 2014
5. Appointments – Heritage Commission
6. Discussion/Action Items
 - a. New Business
 - i. Involuntary Lot Merger Application: 7 Crawford Avenue
 - ii. Train Station Welcome Center Status
 - iii. Wastewater Planning Options Status
 - iv. Discussion: Great Dam Section 106 Process
 - v. 2014 Classification Plan
 - b. Old Business-
 - i. Town Hall Lincoln Marker
 - ii. Town Office Wiring Status
7. Regular Business
 - a. Tax, Water/Sewer Abatements & Exemptions
 - b. Permits & Approvals
 - c. Town Manager's Report
 - d. Selectmen's Committee Reports
 - e. Correspondence
8. Review Board Calendar
9. Non Public Session
10. Adjournment

Julie Gilman, Chairwoman
Exeter Selectboard

Posted: 7/11/14 Town Office, Town Website

Persons may request an accommodation for a disabling condition in order to attend this meeting. It is asked that such requests be made with 72 hours notice. If you do not make such a request, you may do so with the Town Manager prior to the start of the meeting. No requests will be considered once the meeting has begun.

AGENDA SUBJECT TO CHANGE

Memo

To: Russell Dean, Exeter Town Manager
Thru: Jennifer Perry, Public Works Director
From: Kevin Smart, Maintenance Superintendent
Date: 25 June 2014
Re: Exeter Conservation Barn Roof Replacement 2014
Cc: Exeter Board of Selectmen
Exeter Conservation Commission

Pursuant to the bid opening of 16 June 2014, the apparent low bid of \$23,890 submitted by A and P Home Improvements, 285 Main Street, Salem, NH was found to be disproportionately low in comparison to the budgeted estimate of \$30,000, and the other bids received. Upon initial investigation it was found that A and P Home Improvements submitted, and priced, an alternate scope of work, not in conformance with the Town Project Manual. The changed scope of work omitted a major component of the project i.e. Plywood sheathing, material and labor, resulting in the disproportionately low bid. The contract document of our Project Manual submitted by A and P Home Improvements did not provide a legal vendor name, signature or attest signature and date. After further investigation it was found that the business name of A and P Home Improvements is not registered with the State of NH, Secretary of State, Corporate Division as a legal business. It is for these reasons that we recommend rejection of the apparent low bid, in accordance with the Town Purchasing Policy as "not in the best interest of the Town".

It is recommended that bid award shall be granted to the next bidder, Valliere Construction, LLC, 13 Depot Road, East Kingston, NH for their bid of \$33,350. The bid submitted by Valliere Construction, LLC has been found to be in complete conformance with the Project Manual, including specifications for The Exeter Conservation Barn Roof Replacement 2014. Valliere Construction, LLC is "in good standing" with the NH Secretary of State, Corporate Division, and has provided past professional service to the Town Of Exeter as the contractor that affected the most recent repairs to the Barn Roof.

Addendum: 07/11/2014

Acceptance of the \$33,350.00 bid by Valliere Construction, LLC for the Conservation Barn roof replacement 2014 will include a combination of 3 funding sources:

1. \$22,000.00 appropriated through the 2014 town budget process.
(Acct. 01-4611-305-7301)
2. \$8,000.00 The Conservation Commission voted in 2014 to expend funds from their Citizens Bank account. The Bank Account funds have been reserved, and transferred to the Town General Fund for use in the Conservation Barn Roof Replacement 2014.
(Acct. 01-2083-0000-0222)
3. \$3,350 has been redirected from Maintenance Projects.
(Acct. 01-4311-0606-7501)

Bid List for: Exeter Conservation Barn Roof

Opened: June 16, 2014

	Date Received	Organization	Price	Notes
1	6/16/2014	Kevin W. Smith & Son, Inc.	56,000	
2	6/16/2014	Valliere Construction	33,350	
3	6/16/2014	A & P Home Improvement	23,890	
4	6/16/2014	Exeter Roofing	36,830	

Recorded by Anne Surman, Clark
 Referred to T.M. + Dpts.

Draft Minutes

Exeter Board of Selectmen

June 30, 2014

1. Call Meeting to Order

Chairwoman Julie Gilman called the meeting to order at 7:00 pm in the Nowak Room of the Exeter Town Offices building. Other members present were Vice Chair Dan Chartrand, Selectwoman Nancy Belanger, Selectwoman Anne Surman, and Selectman Don Clement. Town Manager Russell Dean was also present.

2. Board Interviews – Heritage Commission

The Board conducted an interview at 6:50 pm for Faith Flythe to join the Heritage Commission.

3. Bid Opening:

A Motion was made by Vice Chair Chartrand and seconded by Selectwoman Belanger to award the bid for the Conservation Barn Roof Replacement to Valliere Construction, LLC, for the amount of \$33,350, based on the recommendation of the Public Works Director. Selectman Clement asked how they can get closer to the budgeted amount for this project. Vice Chair Chartrand thought the Conservation Committee was going to be giving some money to this project. Jennifer Perry said there has been a grant applied for but she is not sure if it's been approved. She thinks that grant is for \$8,000-10,000. Chairwoman Gilman had the same thoughts as Vice Chair Chartrand and Mr. Dean said that was for the Elliott property. Selectwoman Surman said she remembered there was money coming from Conservation Committee somewhere. Chairwoman Gilman said they need some clarity from the Natural Resource Planner. Vice Chair withdrew his Motion and Selectwoman Belanger withdrew her second until they get some clarity.

The following bid was given for a 2004 Vactor Jet-Rodder Drain Cleaning Truck on International 7400 Chassis:

1) Bellmore Catch Basin Maintenance \$81,500

A Motion was made by Selectman Clement and seconded by Vice Chair Chartrand to accept the bid from Bellmore Catch Basin Maintenance for the 2004 Vactor Jet-Rodder Cleaning Truck the sum of \$81,500. Motion carried – all in favor.

4. Public Comment

Gerry Hamel spoke, talking about the Stoneybrook renovations he read in the paper. He wondered if there is some type of impact fee the town should be getting. He also asked the Board if they were aware of an agreement with Stoneybrook. He said he would like to see more information on this in regards to the water/sewer for the land. The Board said they would look at that agreement.

Brian Griset said in 2007 he was asked by the Selectmen to do an audit. He said there is a provision that says any conversion from residential to commercial must be approved by the BOS.

Elliott Berkowitz spoke, expressing his concern with the sidewalks in town. He gave some pictures to the Board showing cars parked on the sidewalk because it's hard to tell where the curbing is. He said they are very dangerous for people walking. He said he is surprised the town's insurer isn't more concerned with the sidewalks conditions. He has lost business from the issue. He said this is a priority that should be acted on immediately.

Art Baillargeon spoke, and showed a picture of cars parked on the sidewalk to the Board. He said this needs to be corrected and the Board needs to take action.

5. Minutes and Proclamations

a. Proclamations/Recognitions

Michael Morgan, SAU 16 Superintendent, thanked the Board and Chief Kane for their continued support. He went on to talk about school safety and how important it is. He gave some statistics since the Olde Town tragedy. He said he is thankful for the town employee's involvement with keeping things safe. The town should be proud for the people they have employed. He was in front of the Board to say thank you. He said SAU 16 was awarded the 2014 School Emergency Preparedness Award, and shared it with the Board. Chairwoman Gilman said it was great to see the system in action and congratulated Mr. Morgan on the award.

b. Regular Meeting: June 2, 2014

A Motion was made by Vice Chair Chartrand and seconded by Selectwoman Surman to accept the minutes of the June 2 BOS meeting, as respectfully submitted by Nicole McCormack. Motion carried – all in favor.

Regular Meeting: June 16, 2014

Selectwoman Surman made an amendment to page 3, paragraph one of Adjournment, changing the vote on the Motion from “all in favor” to “three in favor, one nay from Selectwoman Surman.”

A Motion was made by Vice Chair Chartrand and seconded by Selectwoman Surman to accept the minutes of the June 16 BOS meeting, as amended. Motion carried – all in favor.

6. Appointments – ZBA

A Motion was made by Vice Chair Chartrand and seconded by Selectwoman Surman to appoint Marc Carbonneau as an alternate member to the Zoning Board of Adjustment with a term ending 4/30/2017. Motion carried – all in favor.

7. Discussion/Action Items

a. New Business

i. Public Hearing: 137 Linden Street Barn Easement

A Motion was made by Selectman Clement and seconded by Vice Chair Chartrand to open a public hearing on 137 Linden Street. Motion carried – all in favor.

This property has conservation land all around it. An easement was already approved 10 years ago.

A Motion was made by Selectman Clement and seconded by Vice Chair Chartrand to approve the Discretionary Preservation Easement Application of 137 Linden Street for map 112, lot 9, for ten years. Motion carried – all in favor.

ii. Sidewalks Discussion: Engineering/Highway

Jennifer Perry said Public Works has worked on over the past year. She said the presentation they were about to get would not only address the downtown sidewalks, but all of Exeter’s sidewalks. She said they reviewed the condition of all the sidewalks in town, which takes some time.

Paul Vlasich, Town Engineer, gave a presentation on the information he has put together in regards to the sidewalks in Exeter. He said they started this project in 2011. He went through his presentation titled “Sidewalk Management Program” which talked about inventory, inspections, GIS interface, prioritization, and projects.

The Board thanked Mr. Vlasich and the Public Works Department for all their great work.

Selectman Clement asked Mr. Vlasich is permeable concrete will stand up to salting. Mr. Vlasich said they do not recommend any type of permeable materials to the downtown area. With the concrete and salt applications, if the concrete is not down correctly then the salt will be a problem. The water/cement ratio will have to be correct. Inspections are an important piece.

Chairwoman Gilman and Vice Chair Chartrand commented that this is not just a "sidewalk" issue, but a whole system of curbing, sidewalks, and roadways.

Selectwoman Belanger asked if there was a plan yet for downtown to accommodate business owners. Mr. Vlasich said this project will not take that long. He went through the process of repairing the sidewalks. Selectwoman Belanger asked if when they do Water Street will they wait until they are done to start Front Street? Mr. Vlasich said yes, they will do one at a time.

Mr. Vlasich asked the Board if the concrete scenario in his presentation sounded ok. The Board agreed concrete for downtown. They said the proposed concrete sidewalk areas sound good. They requested a larger slide so they could see the area better.

Chairwoman Gilman said they would be seeing this on the CIP then they will discuss it more.

Brian Griset asked about the costs for porous materials and asked if there is a breakdown of maintenance costs. He also asked if Franklin Street was included in the cost or if it was an addition. Mr. Vlasich said the porous options are fairly new and so the costs will be brought up at a later time. He also said that Franklin Street is not included in the CIP.

iii. String Bridge Update/Great Dam Update

Jennifer Perry gave an update on the String Bridge. She said in 2008 they got approval to do the project with a cost of \$1.3 million. The project is on the DOT list for projects for FY15. She said they just issued a request for proposals. They have to do a bridge RFP on the town website. Proposals are due by July 10. Rehabilitation for the bridge is a factor that needs to be looked at. Selectman Clement asked if the 80/20 grant still applies and Ms. Perry said yes, it does.

Ms. Perry said the bridge was built in 1935. They need a full analysis to see whether or not it can be built upon. Art Belageron asked if it is going to be the same size. Ms. Perry said they will look at that during the design.

Paul Vlasich gave an update on the Great Dam. He said they were denied the Hurricane Sandy grant. He has sent out some requests to ask why they were denied but has not heard back yet. He suggested getting the Senator to ask for that information. He talked about other options to get money: ARM fund is an idea and Watershed Assistance Grant with a deadline of July 11 is an option to explore. He also talked about going to the next NOAA meeting which is tentatively July 10.

Mr. Vlasich talked about the Water Treatment Plant, and said they started clearing already. The project is right on schedule with an August 2015 online water supply.

Selectman Clement asked if the Board needs to give approval for every grant application. Mr. Vlasich said he is not sure if he should come every time or just get a general ok. Selectman Clement said he wants to make sure Mr. Vlasich goes ahead and applies for any grant appropriate. Chairwoman Gilman said they just need to approve the accepting of a grant.

Selectman Clement asked if they have sent the DES Dam Bureau the letter of what is going on yet. Mr. Vlasich said he hasn't but he will. Selectman Clement also asked if they should have the Town Manager or Senator send a letter asking for details for denial and the Board agreed they should.

iv. 2014 Classification Plan Update

Mr. Dean said the last full Classification Study was done in 2005. He talked about the town's personnel policy and went through the process of classifying positions. Each position finally has a grade to create a classification plan. He said he is getting a report hopefully later this week from Municipal Resources, Inc. and he will forward it to the Board for a future approval.

Mr. Dean went on to say there is an appeal process in this. There is a compensation component. He said the system is self-explanatory but some positions are hard to classify.

Selectwoman Surman asked how this system compares to union employees. Mr. Dean said it is not in the same classification system. The Town has not done this for union employees. He would have to negotiate with them to do it.

Mr. Dean said he would bring the new classification plan to the next BOS meeting.

b. Old Business

i. Swasey Parkway Speed/Bumpouts

Chief Kane gave a memo to the Board with included his data he has recently observed in the Parkway. He said the speed limit is now 25 mph and the average speed in the Parkway in May was 26 mph. He said the average speed in the Parkway a couple weeks ago was 23 mph.

He said they are right in track with the 25 mph. Speed is close to where he wants it. He does not recommend any speed limits be changed.

In regards to speed bumps, the Board said they do not want them.

Gerry Hamel spoke, saying the Swasey Trustees would like to see no speed bumps and parking only on one side.

8. Regular Business

a. Tax, Water/Sewer Abatements & Exemptions

A Motion was made by Selectwoman Surman and seconded by Selectman Clement to deny abatements for map 49, lot 3 and map 64, lots 1 and 2. Motion carried – all in favor.

A Motion was made by Selectwoman Surman and seconded by Selectman Clement to approve a Jeopardy Bill for map 87, lot 14, unit 2A in the amount of \$186.11. Motion carried – all in favor.

b. Permits & Approvals

A Motion was made by Vice Chair Chartrand and seconded by Selectman Clement to approve the application for the use of the Town Hall by Jay Craven for a film screening on August 17, 2014 from 6:00-10:30 pm. Motion carried – all in favor.

Mr. Dean talked about an amendment to the Assessing Agreement. This amendment changes the monthly fee to \$6500 a month, but starts sooner, to allow MRI to get a head start. Selectwoman Surman made a couple grammatical corrections to the Agreement.

A Motion was made by Vice Chair Chartrand and seconded by Selectwoman Surman that the Board approve the Town Manager to sign the Addendum II to Existing Agreement, including the amendments Selectwoman Surman suggested. Motion carried – all in favor.

c. Town Manager's Report

Mr. Dean talked about the following:

- The Elliott property closing was successfully completed on June 25
- He is continuing to review the final CIP submittals
- He pointed out a letter from the DRA in the packet
- The Town Clerk is up and running with credit/debit cards

d. Selectmen's Committee Reports

Selectwoman Belanger had nothing to report.

Vice Chair Chartrand decided to forgo his report due to the hour.

Chairwoman Gilman had nothing to report.

Selectwoman Surman had nothing to report.

Selectman Clement reported River Study Committee met. Planning Board also met and approved the YMCA project plan.

e. Correspondence

The following correspondence were included in the packet:

- A letter from the United States Dept. of Commerce regarding the Great Dam
- Contract for construction with the Sportsmen's Club
- A letter from DRA regarding technical assistance
- A letter from Sylvia Von Aulock to NHDOT about the Welcome Center
- A memo to Jay Perkins
- A memo from NHMA

5. Adjournment

A Motion was made by Vice Chair Chartrand and seconded by Selectwoman Belanger to go into a non-public session under RSA 91-A 3 2 (a)(b)(d) and (e) at 9:30 pm. Motion carried – all in favor.

Ms. Belanger moved to adjourn, seconded by Selectman Chartrand. The Board stood adjourned at 10:35 p.m.

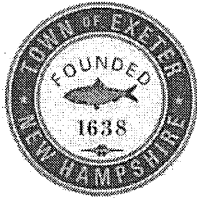
Respectively submitted,

Nicole McCormack
Recording Secretary

Appointments – July 14th, 2014

Heritage Commission: Faith Flythe, full member, term to expire April 30, 2017.

Interviewed: June 30th, 2014



TOWN OF EXETER, NEW HAMPSHIRE

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

www.exeternh.gov

LEGAL NOTICE
for
“RESTORATION OF INVOLUNTARILY MERGED LOTS”
(pursuant to RSA 674:39-aa)

The Exeter Board of Selectmen will be considering an application for the “Restoration of Involuntarily Merged Lots” for the property listed below at their next meeting on Monday, July 14, 2014 at 7:00 P.M. in the Nowak Room of the Exeter Town Office at 10 Front Street, Exeter:

Property of Donald W. and Mary Lord
7 Crawford Avenue
Exeter, N.H.
Tax Map Parcel #94-15

Posted 07/03/14: Exeter Town Office, Exeter Library, Exeter website

TITLE LXIV

PLANNING AND ZONING

CHAPTER 674

LOCAL LAND USE PLANNING AND REGULATORY POWERS

Regulation of Subdivision of Land

Section 674:39-aa

674:39-aa Restoration of Involuntarily Merged Lots. –

I. In this section:

(a) "Involuntary merger" and "involuntarily merged" mean lots merged by municipal action for zoning, assessing, or taxation purposes without the consent of the owner.

(b) "Owner" means the person or entity that holds legal title to the lots in question, even if such person or entity did not hold legal title at the time of the involuntary merger.

(c) "Voluntary merger" and "voluntarily merged" mean a merger under RSA 674:39-a, or any overt action or conduct that indicates an owner regarded said lots as merged such as, but not limited to, abandoning a lot line.

II. Lots or parcels that were involuntarily merged prior to September 18, 2010 by a city, town, county, village district, or any other municipality, shall at the request of the owner, be restored to their premerger status and all zoning and tax maps shall be updated to identify the premerger boundaries of said lots or parcels as recorded at the appropriate registry of deeds, provided:

(a) The request is submitted to the governing body prior to December 31, 2016.

(b) No owner in the chain of title voluntarily merged his or her lots. If any owner in the chain of title voluntarily merged his or her lots, then all subsequent owners shall be estopped from requesting restoration. The municipality shall have the burden of proof to show that any previous owner voluntarily merged his or her lots.

III. All decisions of the governing body may be appealed in accordance with the provisions of RSA 676.

IV. Any municipality may adopt local ordinances, including ordinances enacted prior to the effective date of this section, to restore previously merged properties that are less restrictive than the provisions in paragraph I and II.

V. The restoration of the lots to their premerger status shall not be deemed to cure any non-conformity with existing local land use ordinances.

VI. Municipalities shall post a notice informing residents that any involuntarily merged lots may be restored to premerger status upon the owner's request. Such notice shall be posted in a public place no later than January 1, 2012 and shall remain posted through December 31, 2016. Each municipality shall also publish the same or similar notice in its 2011 through 2015 annual reports.

Source. 2011, 206:4, eff. July 24, 2011.



BUILDING DEPARTMENT

Douglas Eastman, Building Inspector/Code Enforcement Officer

DATE: June 25, 2014

MEMO TO: Russ Dean, Town Manager
Board of Selectmen

FROM: Douglas Eastman, Building Inspector/Code Enforcement Officer

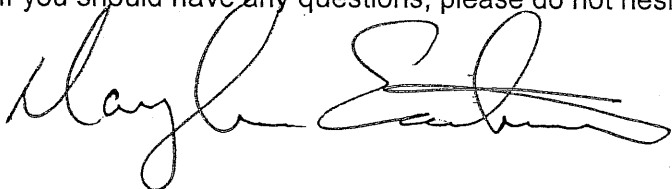
RE: Restoration of Involuntarily Merged Lot – 7 Crawford Avenue
Tax Map Parcel #94-15

Our office has received a "Restoration of Involuntarily Merged Lot" application for the property located at 7 Crawford Avenue, currently owned by Donald W. and Mary Lord (or Estate of Mary Lord).

In accordance with RSA 674:39-aa, this application is being submitted to the Board of Selectmen for consideration. It has been requested that the application be placed on the Board's July 14th meeting. Abutter notification and posting of the legal notice, including publication in the newspaper, will be prepared by our office.

Please be advised that the application has been reviewed for compliance with the zoning and found to be acceptable.

If you should have any questions, please do not hesitate to contact our office.

 6/26/14

COPY



Town of Exeter
10 Front Street
Exeter, NH 03833
603-778-0591 Fax: 603-772-4709

RECEIVED

JUN 19 2014

EXETER PLANNING OFFICE

Application for Restoration of Involuntarily Merged Lots

Pursuant to RSA 674:39-aa

Property Location/Address	7 Crawford Ave Exeter NH 03833		
Existing Tax map Number (Map-Block-Lot)			
Property Owner(s)	Estate of Mary Lord	Phone	
Property Owner(s)		Phone	
Property Owner Mailing Address	32 Knowlton St Marborough NH 03455		
Property Owner Email			
Agent (If different from Property Owner)	Robin Fairfield - Executrix		
Agent Phone	603 876-4458	Agent Email	Robinfairfield@gmail.com
Agent Mailing Address	32 Knowlton St. Marborough NH 03455		

Instructions & general information for submitting Application:

In accordance with NH RSA 674:39-aa, any owner of lots merged by municipal action for zoning, assessing or taxation purposes prior to September 18, 2010 and without the consent of the owner may request that the lots be restored to their pre-merger status and all zoning and tax maps shall be updated to identify the pre-merger boundaries of said lots or parcels as recorded at the Rockingham County Registry of Deeds, provided:

- a. The request is submitted to the Exeter Board of Selectmen prior to December 31, 2016.
- b. No owner in the chain of title voluntarily merged his or her lots. If any owner in the chain of title voluntarily merged his or her lots, then all subsequent owners shall be stopped from requesting restoration. The municipality shall have the burden of proof to show that any previous owner voluntarily merged his or her lots.
- c. All decisions of the Board of Selectmen may be appealed in accordance with the provisions of RSA 676.
- d. The restoration of the lots to their pre-merger status shall not be deemed to cure any non-conformity with existing local land use ordinances.

The following fees shall be submitted with the application:

Application Fee:	\$50.00
Abutter Notices:	\$ 10.00 per abutter
Newspaper Notice:	\$25.00

The procedure for requesting the Restoration of Involuntarily Merged Lots is as follows:

1. Complete the *Application for Restoration of Involuntarily Merged Lots per RSA 674:39-aa*.
2. Attach copies of the following documents:
 - a. Most current deed(s) for the lots.
 - b. If property was obtained from an estate (inherited), attach copy of the statutory "Notice to Cities and Towns".
 - c. Copies of any recorded plans or surveys which may depict the "pre-merger" configuration of any lots.
 - d. Unless such information already exists in the town records, if any part of the existing map/lot is improved by a structure, the Applicant must provide a signed & stamped as-built survey which reflects (at a minimum) the following features:
 - (i) The location of all structures, including buildings, pools, fences, etc.
 - (ii) The location of all driveways, walkways and associated features.
 - (iii) The location of all water supply wells.
 - (iv) The approximate location of all septic tanks, leach beds or cesspools.
 - (v) The superimposed lines of the pre-merger lot lines as requested by the Applicant.
 - e. A list of the names and addresses of abutting lot owners in similar manner as required under RSA 676.
 - f. Any other documentation deemed relevant.
3. The Selectmen's office shall forward copies of the relevant materials to the Town Assessor and Planning Department within three (3) days of application receipt for their review and comment.
4. The Assessor and Community Development Department shall forward any comments to the Town Administrator within five (5) days of receipt of the materials.
5. The Board of Selectmen shall schedule consideration of the Application at a Public Hearing during a regularly scheduled meeting within thirty (30) days of submittal. The Town shall send notice of the Application and the scheduled meeting date to the Applicant and abutting property owners at least seven (7) days before the scheduled meeting.
6. At the scheduled meeting, the Selectmen will consider the Application, including recommendation of Town staff, input from abutters and the Applicant(s).
7. If upon review by the Board of Selectmen, the Board determines that additional information is required; up to an additional ten (10) days will be provided to produce the additional information.
8. Within forty-five (45) days from the date of submission, the Board of Selectmen shall render a decision on the Application at a meeting of the Board of Selectmen.
9. Within five (5) business days from the date of the Board of Selectmen's final decision, a copy of the written Notice of Decision shall be sent via regular mail to the Applicant(s) and shall be posted in both the Assessor's and Selectmen's Offices.
10. The Notice of Decision shall state that any aggrieved party has the right to appeal the decision of the Board of Selectmen pursuant to RSA 676.
11. If the Application has been granted (in whole or in part), the appropriate changes will be noted on the Tax Maps and Assessor records. The Community Development Department will be notified and provided with a copy of the plans approved by the Board of Selectmen and shall make appropriate notations as to the existence of the new lots in its files. The Notice of Decision will be recorded at the Registry of Deeds.

TOWN OF EXETER, N.H.

APPLICATION FOR RESTORATION OF INVOLUNTARILY MERGED LOTS
PURSUANT TO RSA 674:39-aa

The undersigned applicant requests that the Town of Exeter, New Hampshire, hereby restore the following parcels of land to their pre-merger status for the purposes of being assessed and treated for regulatory purposes as separate tracts or parcels of land:

Please identify, with reference to an attached recorded plan or survey which the Applicant believes may depict the "premerger" configuration of any lot, and to have existed prior to any "Involuntary Merger" (See. RSA 674:39-aa (I)), which the Applicants) wishes to restore to separate assessment.

Recorded Plan Name & Identified as: Land of Joseph Conti in Exeter, NH

Drawn Date: Dec. 18, 1954

Recorded Plan #: 02195

Acknowledgment: By submitting this application, the Applicant(s) acknowledges they wish to have an existing parcel on the Exeter Tax Map divided into two (2) or more previously existing parcels. Such action will be effective for tax purposes following approval of this Application. Such action may result in increased tax assessed value or supplemental tax liability for the current tax year. In addition, the Applicant(s) understands that the separate lots may not conform to existing zoning requirements, and that if any subsequent request for zoning variance is made by the Applicant or a subsequent owner, the fact that the parcel was previously part of other premises may affect one (1) or more factors which are considered when considering a variance (e.g., substantial justice).

If granted by the Town, the Notice of Decision and plan will be recorded at the Rockingham County Registry of Deeds.

Dated this day of June 18, 2014.

Robert L. Fairfield
Owner Signature

Co-Owner Signature

Robin Fairfield, Executrix
Print Name(s)

STATE OF NEW
HAMPSHIRE
ROCKINGHAM, SS.

Then personally appeared the above named owners and acknowledged the forgoing to be his/her/their free act and deed, before me,

Ellen J. Orkins
Notary Public/Justice of the Peace
ELLEN J. ORKINS, Notary Public
My Commission Expires Jan. 25, 2017
My commission expires: _____

Staff Use Only

Received by: Jim Deputy CEO

Date: 6/19/14

Fees Collected: \$125⁰⁰

Date of BOS Meeting 7/14/14

✓ #1260

Disposition of the Application (For use by Selectmen/Assessor)

Existing Parcel Identification

#94-15
Map-Block-Lot

7 Crawford Avenue
Street Address of Parcel

New Parcel Identification

#94-15
Map-Block-Lot

7 Crawford Avenue
Street Address of Parcel

#94-15-1
Map-Block-Lot

7 A Crawford Avenue
Street Address of Parcel

Map-Block-Lot

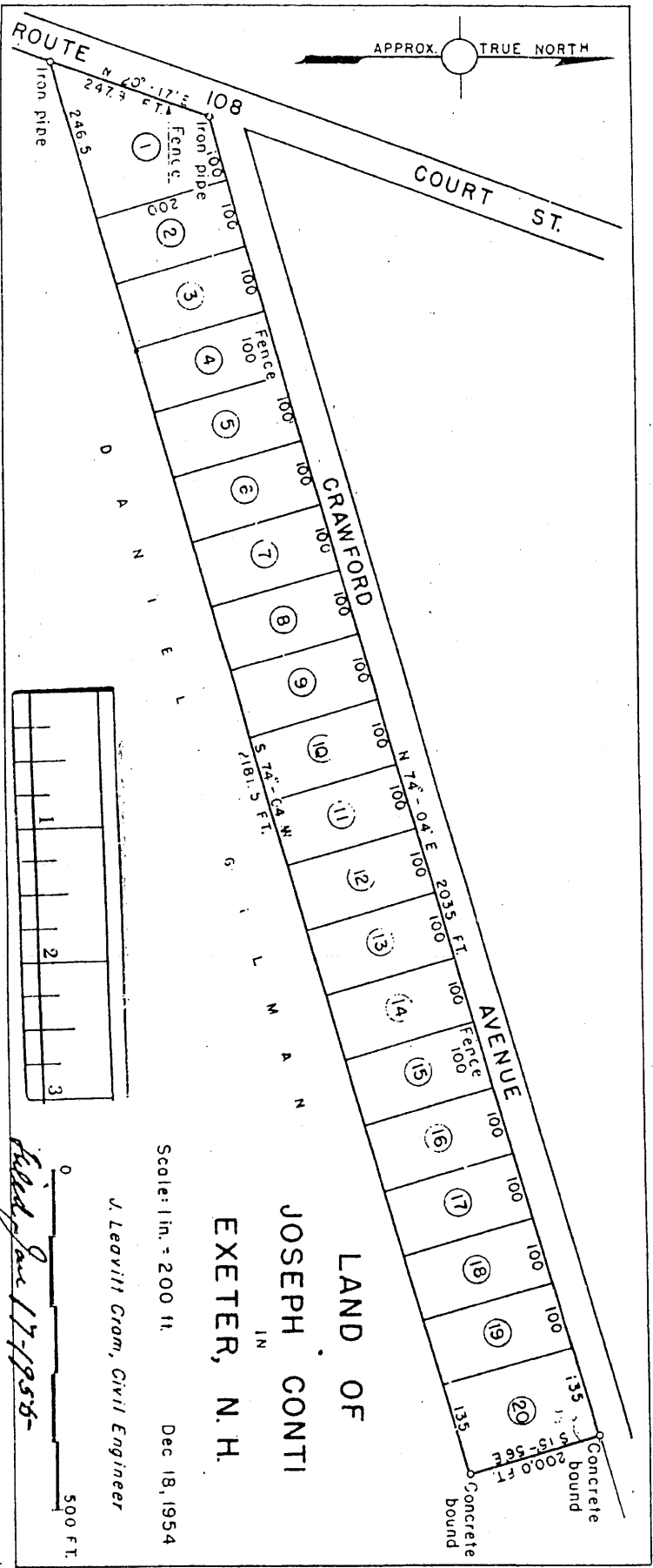
Street Address of Parcel

Map-Block-Lot

Street Address of Parcel

Map-Block-Lot

Street Address of Parcel



02195

1573
188

No Revenue Stamp Required
1573 188

Know All Men By These Presents

THAT Stratham Hardware and Lumber Company, Inc., a corporation organized under the laws of the State of New Hampshire, having its usual place of business at Stratham, in the County of Rockingham, State of New Hampshire, for a consideration paid, grant to Bruce A. Montville and Faye M. Montville of Exeter in said County and said State, as joint tenants with rights of survivorship, with warranty covenants, a certain tract or parcel of land with the buildings thereon situate in said Exeter on the southerly side of Crawford Avenue, being bounded and described as follows:

Beginning at the Northwesterly corner of the described premises on the southerly sideline of Crawford Avenue at a point three hundred (300) feet Easterly of the Easterly sideline of Court Street (N. H. Route #108) along the Northerly sideline of Crawford Avenue and thence running North seventy-four degrees four minutes East (74° 4' - E.) by the southerly sideline of Crawford Avenue two hundred (200) feet to a point at other land of the Grantors; thence turning and running on a southerly course by said other land of the Grantors (Lot #6 of Plan "Land of Joseph Conti in Exeter, N. H.", December 18, 1954, J. Leavitt Cram, Civil Engineer, filed Rockingham County Registry of Deeds Plat 68; Page 7) to a point at land of Daniel Gilman; thence turning and running in a westerly direction by said Gilman land and on a course parallel with the southerly sideline of Crawford Avenue two hundred (200) feet to a point which is four hundred forty-six and five tenths (446.5) feet Easterly of an iron pipe set in the ground on the Easterly sideline of said N. H. Route #108; thence turning and running about North fifteen degrees fifty-six minutes West (15° 56' W.) by the Easterly sideline of Lot #3 on said Plan to Crawford Avenue at the point of beginning.

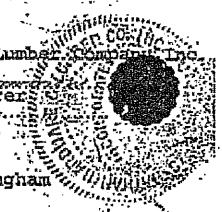
However otherwise bounded and described by the foregoing particular description, the Grantor intends to convey and does hereby convey Lot #4 and Lot #5 on Plan "Land of Joseph Conti in Exeter, N. H.", recorded in Rockingham Registry of Deeds Plat 68, Page 7 and no more.

Witness my hand and seal this 2nd day of November, 1960.

WITNESS:

Pauline F. Scammon

Stratham Hardware and Lumber Company, Inc.
BY: *Pauline F. Scammon*
Treasurer



STATE OF NEW HAMPSHIRE

COUNTY OF Rockingham

On this the 2nd day of Nov. 1960, before me, the undersigned officer, personally appeared Stratham Hardware and Lumber Company, Inc., known to me (or satisfactorily proven) to be the person whose name is subscribed to the within instrument and acknowledged she executed the same for the purposes therein contained.

In witness whereof I hereunto set my hand and official seal.

George R. Scammon
Justice of the Peace

Title of Officer.

Courtesy of
Signature Escrow & Title

1573 150

Know All Men By These Presents That We, Bruce A. Montville and Faye M. Montville of Exeter, County of Rockingham, State of New Hampshire,

hereinafter called the mortgagor(s) for consideration paid, grant to THE EXETER BANKING COMPANY, a corporation established by the laws of the State of New Hampshire and having its principal place of business at Exeter, County of Rockingham, in said State, with mortgage covenants to secure the payment of the sum of SIX THOUSAND (\$6,000.00)

with interest at the rate of six (6%) percent per annum payable quarterly and also to secure the performance of all the agreements and conditions as provided in note of the mortgagor(s) in said sum and of even date and any sums loaned to the mortgagor under the provisions of N. H. Revised Statutes Annotated (1955), Chapter 479:4.

A certain tract or parcel of land with the buildings thereon situate in said Exeter on the southerly side of Crawford Avenue, being bounded and described as follows:

Beginning at the Northwesterly corner of the described premises on the southerly sideline of Crawford Avenue at a point three hundred (300) feet Easterly of the Easterly sideline of Court Street (N. H. Route #108) along the Northerly sideline of Crawford Avenue and thence running North seventy-four degrees four minutes East (74° 4' E.) by the Southerly sideline of Crawford Avenue two hundred (200) feet to a point at other land of the Grantors; thence turning and running on a Southerly course by said other land of the Grantors (Lot #6 of Plan "Land of Joseph Conti in Exeter, N. H.", December-18, 1954; J. Leavitt Cram, Civil Engineer, Filed Rockingham County Registry of Deeds Plat 68, Page 7) to a point at land of Daniel Gilman; thence turning and running in a Westerly direction by said Gilman land and on a course parallel with the Southerly sideline of Crawford Avenue two hundred (200) feet to a point which is four hundred forty-six and five tenths (446.5) feet Easterly of an iron pipe set in the ground on the Easterly sideline of said N. H. Route #108; thence turning and running about North fifteen degrees fifty-six minutes West (15° 56' W.) by the Easterly sideline of Lot #3 on said Plan to Crawford Avenue at the point of beginning.

The described premises are the same premises as conveyed by Stratham Hardware and Lumber Co., Inc. by their deed to be recorded herewith.

This mortgage is given as a substitution of security for the note of the mortgagors in the sum of SIX THOUSAND DOLLARS (\$6,000.00) dated the 2nd day of August 1957 and secured by mortgage of the same date from the mortgagors to the mortgagee recorded in Rockingham Records Book 1440, Page 416.

This mortgage is upon the statutory conditions, for any breach of which the mortgagee shall have the statutory power of sale.

We, Bruce A. Montville and Faye M. Montville, spouse(s) of said mortgagor(s), release all rights of dower-courtesy and homestead and other interest in the mortgaged premises.

Witness my our hand(s) and seal(s) or the hand and seal of the mortgagor corporation by its officer duly authorized this 2nd day of November one thousand, nine hundred SIXTY SIX.

Signed, Sealed and Delivered in the presence of

Janet M. Wiggins To wit

Bruce A. Montville Faye M. Montville

STATE OF NEW HAMPSHIRE ROCKINGHAM, SS.

Nov 2, 1961

Bruce A. Montville and Faye M. Montville personally appeared and in my presence signed, sealed, delivered and to me acknowledged the foregoing instrument as their voluntary act and deed.

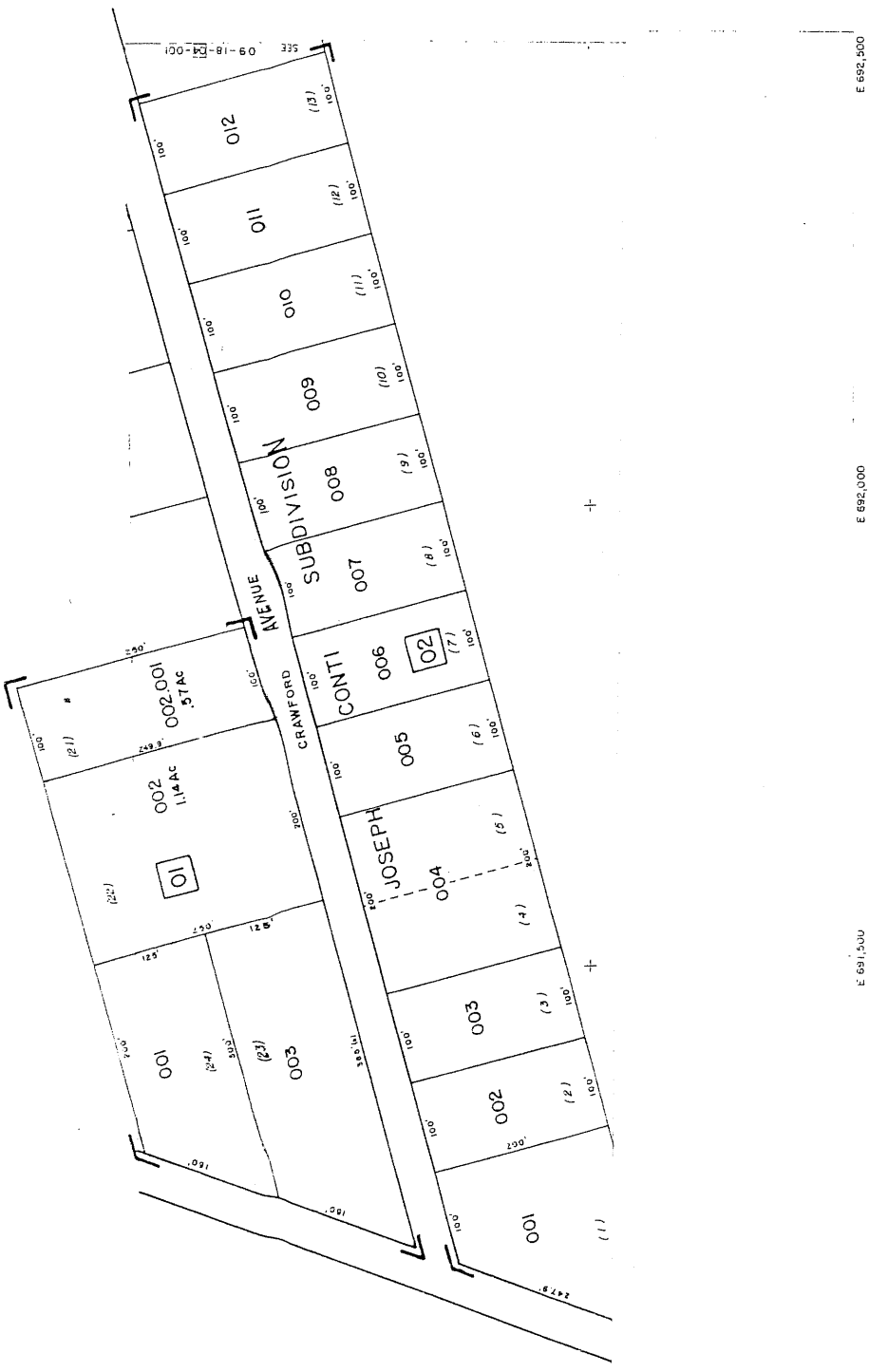
Before me,

Janet M. Wiggins Justice of the Peace

Rec'd & recorded Jan. 11, 11:15 A.M., 1961

Courtesy of Signature Escrow & Title

Rec'd
B/1570
P. 315



Revised To
April 1, 1992

E 691,000

E 692,000

E 691,500

E 692,500

LEGEND ORIGINAL REALTY LOT LINE ORIGINAL REALTY BLOCK NUMBER ORIGINAL REALTY LOT NUMBER AREA IN ACRES (From Dads)

INTERSTATE HIGHWAY
UNITED STATES HIGHWAY
NEW HAMPSHIRE STATE HIGHWAY
ROCKINGHAM COUNTY HIGHWAY

DATE OF MAP 8/8/73
DATE OF MAP REVISION 4/1/77
DATE OF AERIAL PHOTOGRAPHY 5/23/72

INDEX TO ADJOINING SECTIONS

08-16	09-13	09-14
08-04	09-17	09-18

DATES & SCALES

100 0 100

TOWN OF EXETER

ROCKINGHAM COUNTY NEW HAMPSHIRE

TITLES

94-2.1
JOEL & RACHEL A
B-5455 P-855

5/8" X 4" FLAT BAR IN
30" OAK TREE FOUND
NOT HELD

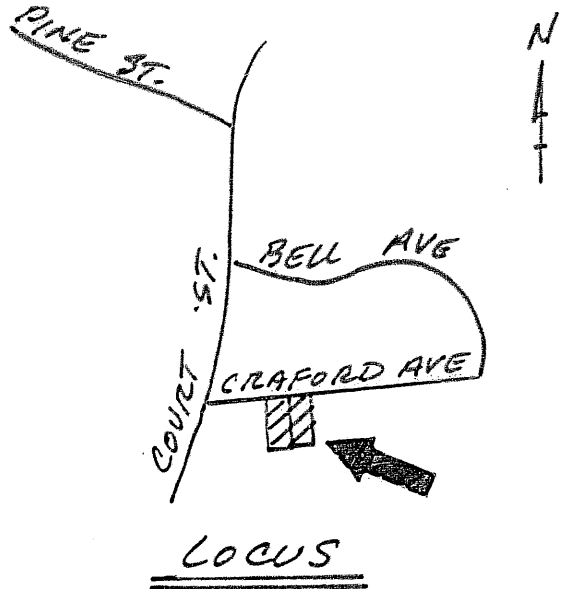
5/8" I. ROD SET AT
ORIGINAL LOCATION
OF FOUND 5/8" I. ROD
SURVEY LOCATED IN
APRIL 2008. SEE
RCRD PLAN C-35369
(ORIGINAL 5/8" I. ROD
NOT FOUND IN SURVEY
OF JUNE 2014)

94-16
BRUCE & PATRICIA
HODGES
B-2762 P-1555

RECEIVED

JUN 20 2014

EXETER PLANNING OFFICE



REF. PLAN: C 35369, 00131
A-2195, A-2389, C8141
D-26827, D-24715, C26550
RSA PLAN NO. 6666 (UNRECORDED.)

RCRD
DEPICTED ON THIS PLAN
EXETER TAX MAPS AS
15.
MADE TO REVISED STATUTES
39 a "RESTORATION
MERGED LOTS."
195 DEPICTING SAID LOTS

OF LAND
CRAWFORD AVENUE

EXETER N.H.

OF RECORD

MARY G. LORD

DATE: 6-20-14

I CERTIFY THAT THIS SURVEY
PURSUANT TO THIS TITLE AND MARY G. LORD, 7 CRAWFORD AVE
WAYS SHOWN ARE THOSE OF RCD 33 RCD B-1590 P-345
WAYS ALREADY ESTABLISHED

William D. Par

BOUILLETTE LAND SURVEYING
EXETER N.H. 03833 PH: 772-4394

Abutters List[print this list](#)

Date: June 19, 2014

Subject Property Address: 7 CRAWFORD AVE Exeter, NH

Subject Property ID: 094-015-0000

Search Distance: 50 Feet

Prop ID: 094-019-0000

Prop Location: COURT ST Exeter, NH

Owner: PHILLIPS EXETER ACADEMY

Prop ID: 094-002-0001

Prop Location: 6 CRAWFORD AVE Exeter, NH

Owner: ARMSTRONG JOEL A

Co-Owner: ARMSTRONG RACHEL

Mailing address:
31 Appleton Street, Unit #3
Salem, MA 01970

Prop ID: 094-016-0000

Prop Location: 5 CRAWFORD AVE Exeter, NH

Owner: HODGES BRUCE L

Co-Owner: HODGES PATRICIA A

Prop ID: 094-015-0000

Prop Location: 7 CRAWFORD AVE Exeter, NH

Owner: LORD DONALD W

Co-Owner: LORD MARY

Prop ID: 094-003-0000

Prop Location: 8 CRAWFORD AVE Exeter, NH

Owner: OUMET HENRY

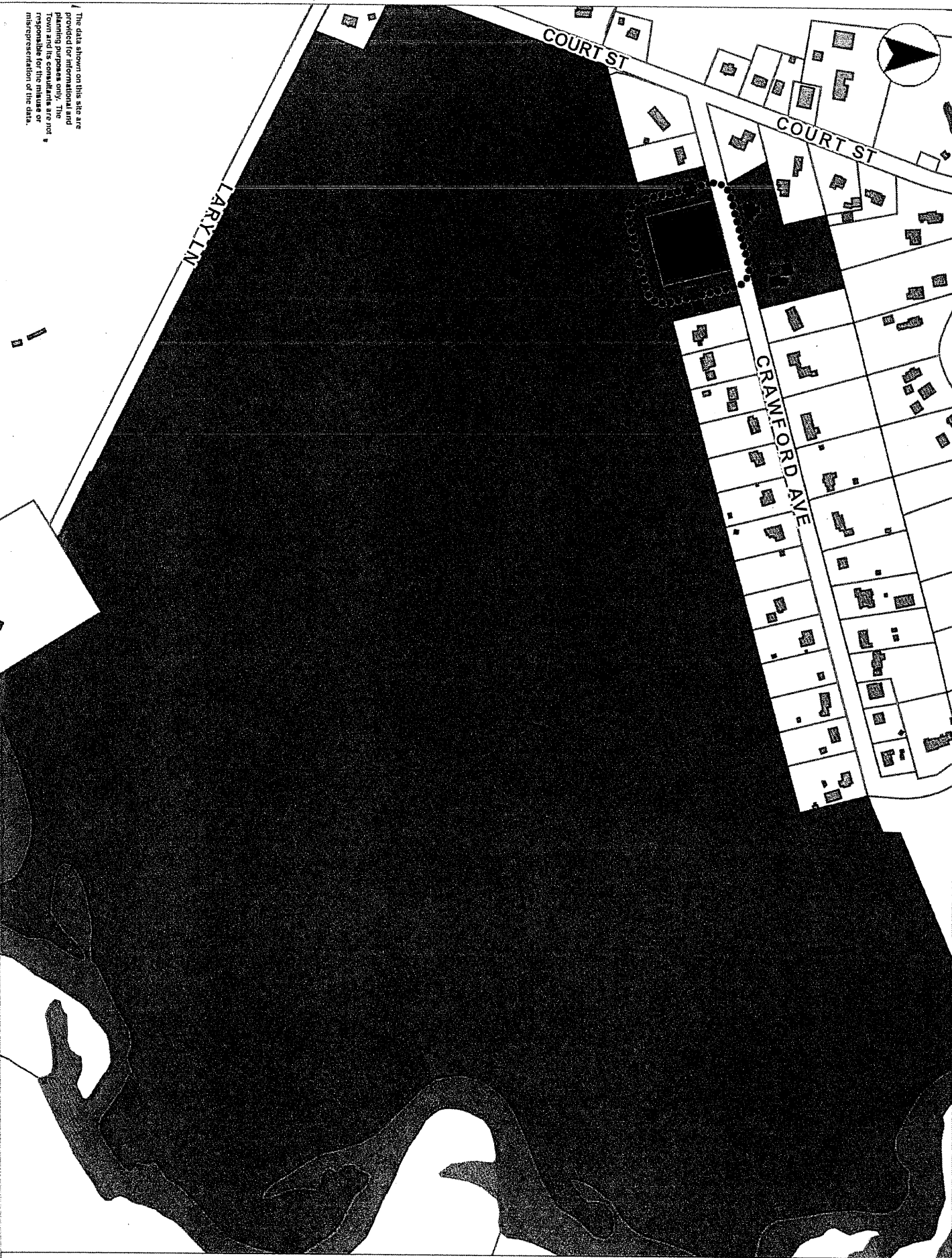
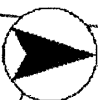
Co-Owner: OUMET LILIANNE

Prop ID: 094-014-0000

Prop Location: 9 CRAWFORD AVE Exeter, NH

Owner: MADISON BENJAMIN E

Co-Owner: MADISON SCOTT A & BARNES HEATHER L



The data shown on this site are intended for informational and planning purposes only. The Town and its consultants are not responsible for the misuse or misrepresentation of the data.



Printed on 06/19/2014 at 09:52 AM



- Pavement
- NH Highways
- Interstate
- US Highway
- State Highway
- Town Boundary
- Assisting Towns
- Streets
- Misc. Streams
- Percol Streams
- Open Water
- Buildings

TROIKA HOLDINGS LLC
88 GIFFORD FARM RD
STRAITHAM, NH 03885

1260

54-7/114
13

CHECK NUMBER

PAY TO THE ORDER OF TOWN OF EXETER

DATE 6/19/2013

\$ 125.00



America's Most Convenient Bank®

FOR 7 CarFax Restoration

125.00 DOLLARS

Sharon M. Jew

Security Details on Back

MP

⑆001250⑆ ⑆011400071⑆ 9244192110⑆

Town of Exeter, New Hampshire

2015- 2020 CIP Project Request

Date Submitted: **June 20, 2014**
 Year Funding is Requested: **2015**

Department:
Project Title:
Contact:
Phone:
e-Mail:

Town Manager:
 Exeter Train Station Welcome Center
Russ Dean
 778-0591 ext 102
 rdean@exeternh.gov

Priority (1 of 8, etc.): TBD
Estimated Total Cost: 50
Estimated Useful Life (Years): 50
Previously Presented? (Yes/No): Y
When (Please give year): 2010-2013
Growth Related? (Yes/No): Y

Request Results from ("all that apply")
 Reduce Long Term Operating Cost
 Continuation of Existing Project
 Reflects Master Plan
 Fed./State Action Required
 Health or Safety
 Expand Public Demand
 Reduces Liability
 Deemed Critical by Department

PROJECT DESCRIPTION, RATIONAL & OPERATING BUDGET IMPACT

Proposed ("all that apply") Building Renovation, Addition, New Construction Equipment New/Replacement Real Property Acquisition Road Improvements Water/Sewer System Improvements

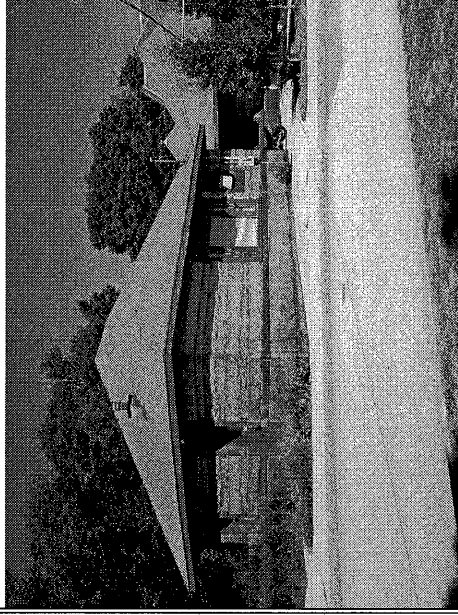
1. General Project Description: To negotiate the purchase of the original Baggage Building based on the appraisal (tbd) and to renovate the interior and exterior to create Exeter's Train Station Welcome Center for daily passengers, tourists, and visitors of Exeter.

2. Rationale: In 2009, Exeter was awarded a NHDOT Transportation Enhancement grant to assist the town in purchasing the Exeter Train Station Baggage Building, to renovate it and make it into a passenger welcome center and waiting area. Exeter's station is the most popular of all the stations in New Hampshire. With only a platform open to the elements and with no amenities, the project was very well supported.

In 2011 the town voted to support the \$403,000 project with 30% match coming from Exeter and 70% coming from NHDOT's TE grant fund. The town's 30% included in-kind work as well as \$71,960. Unfortunately, between 2009 and 2012, NHDOT adopted regulations that when followed added to the cost of the project significantly. For the past year, the project team has tried to work within the parameters of the grant, but it has become evident that administering the project under the NHDOT TE grant funds would double the project costs as well as the project schedule. The town has also been told that it is questionable whether or not town staff and/or town volunteers could work on the project (verses hired contractors). As a result the Town has opted out of the grant program, still the train committee continues to support moving forward with the original project goal, to purchase and renovate the original Baggage Building to create Exeter's Train Station Welcome Center.

3. Operating Budget Impact: Volunteers will staff the station, and maintenance of the building will be reflected in DPW budget (TBD)

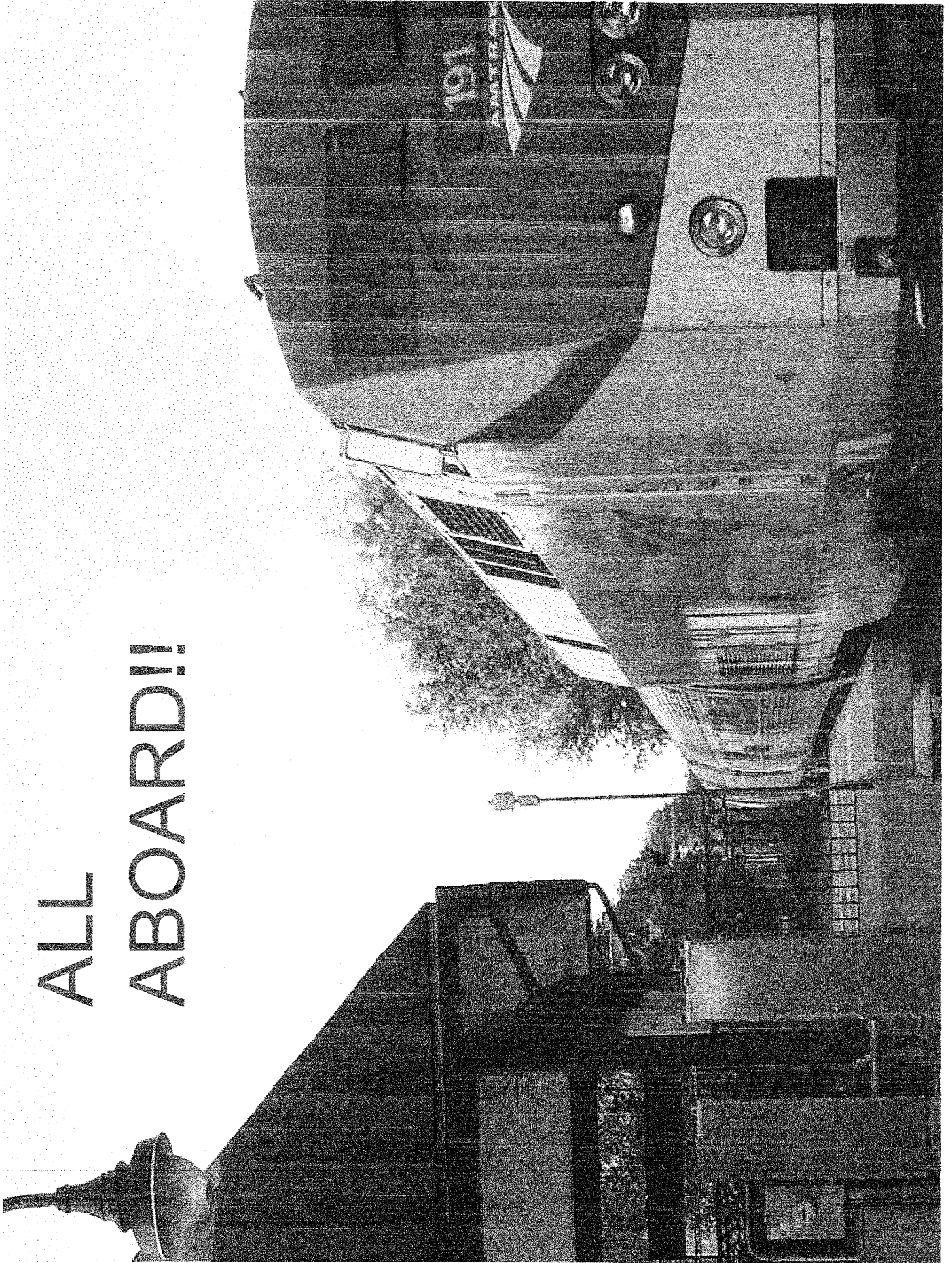
*attach additional sheets as needed.



Capital Cost:	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Planning/Design/Engineering	TBD						
Land/Site Improvements	TBD						
Construction	TBD						
Equipment Cost	TBD						
Other Cost							
Totals	TBD						
Operating Budget Impact:							
Salaries/Wages							
Fringe Benefits							
Contracted Services							
Expenses							
Other Cost							
Totals							

Proposed Funding Source
 General Fund (tax rate)
 Water Fund (user fees)
 Sewer Fund (user fees)
 Capital Reserve Fund
 Impact Fee Account
 Other (Grants, Special Assessment)

ALL
ABOARD!!



Good evening: I am Bob Hall the chairman of Exeter's train station committee. Thank you for the opportunity to speak to you about the station. Exeter has the good fortune of having Amtrak's Downeaster passenger service. The service started in 2001 and has been a success; and it is still growing.

It may be helpful to provide a brief overview and update of the station project.

Welcome Center Update.

In 2009, town officials, assisted by the station committee, submitted a federal Transportation Enhancement grant to fund the project along with Town of Exeter matching funds. Funding for the \$403,200 project included a federal grant of \$282,400 with a local share of \$120,960 (\$49,000 to be in-kind services from DPW and SST) The project was then approved at town meeting.

Frankly it seemed to be a good idea at the time. No one involved at the beginning understood the excessive and extensive grant requirements that would be layered on the project and which would make it unmanageable and excessively expensive. This spring the preliminary engineering study was completed. Its purpose of the study was to evaluate and provide cost estimates for site alternatives. The study projected a cost estimate for the project at \$500,000, not including the purchase of the project. Clearly, with the building acquisition cost added in, a project cost of \$700,000 for this small project is excessive and cannot be justified.

The station committee at its May meeting recommended that the town not pursue the project via the federal TE grant. Russ Dean agreed and as so informed NH DOT. The select board subsequently formally approved that recommendation this June.

Where does that leave us? The station committee is committed to providing a welcome center and believes that the former baggage building can fill that need-as an interim solution, at a reasonable cost. The need is there as well as the solution. The town administration, supported by the station committee is working on developing a new plan. We recommend including a line item for the station project in the upcoming CIP, with a place holder of \$402,000 (the original cost estimate). The cost estimate will be updated as we go forward. We also recommend that the town fund and accomplish an appraisal of the project so that we can forecast the acquisition as part of the project cost.

Long Term Planning and Economic Impact:

Looking beyond the interim welcome center, the station committee believes that the town also needs a permanent welcome center, an inviting gateway to Exeter, located at the site of the former station, now Gerry's. However and by whatever means that development takes place, the interim welcome center will be useful and not redundant.

The reason for these needs centers on the Downeaster success story. Ridership is increasing at 4 to 6% a year and will continue. NNERPA is planning on expanding the

number of round trips from 5 per day to 7. That is, 10 daily trains stopping in Exeter to 14 daily trains stopping in Exeter. Very significant!!

The 7 round trips are being driven by the extension of service to Brunswick, Maine and the planned new layover facility to be located in Brunswick. Further, planning is in progress to extend service further into Maine and to possibly have a daily round trip from Brunswick-Portland to NYC through Exeter. Those expansions along with track upgrades (possible return to a double track system) and new equipment will fuel further ridership expansion.

The ridership in and out of Exeter in 2013 exceeded 100,000 and will shortly reach 1 million total riders through the Exeter station since the Downeaster began service in 2001. Eighty to one hundred riders now use the first train in the morning. At that rate of growth, the ridership will double in the next decade. That impact will be significant and the short term solutions such as Lincoln Street parking changes and the interim welcome center, while necessary immediate steps, will not suffice for the long term.

The Downeaster has great potential as an economic lever for Exeter and the Lincoln Street area. Such Transit Oriented Development has been proven across the nation. Exeter should embrace that economic potential and assist in developing it. The Downeaster, is in reality, a component of one of the three economic corridors in Exeter: Portsmouth Ave., Epping Road and now Lincoln Street.

In October 2010, Plan NH along with town support conducted a planning charrette, involving a broad base of residents and business in the Lincoln Street neighborhood. The results of the charrette provided numerous recommendations for improving the Lincoln Street area, with the welcome center being the key stone of development.

In the near future the Lincoln Street utility work-with the subsequent repaving, will provide an opportunity to implement some of the charrette recommendations. Thus, a number of improvements can come together. We suggest utilizing the Plan NH report as a base line document for further planning and as a concept to seek long term solutions for a permanent station, expanded parking as well as encouraging and coordinating Lincoln Street development.

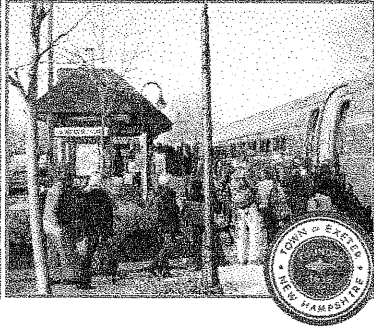
Thanks for taking the time to listen.

Bob Hall

June 30, 2014

**Exeter Needs a Station
10 Downeaster trains per day**

- Exeter is the busiest NH station.
- 900,000+ riders, 2001-2014
- 101,000 riders in 2103.
- 80+ 1st daily train



**Exeter Needs a Station
Ridership will double in 10 years**

- Existing platform open to the elements.
- Few passenger amenities.
- No Bathrooms



Interim Welcome Center Project

Eng. Study Comp

Cost: TBD

Funding: TBD

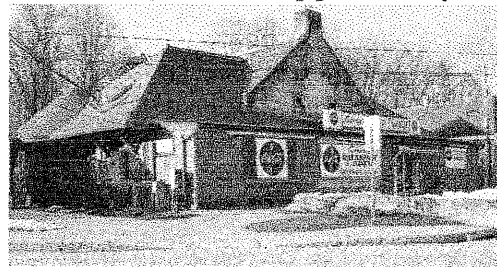
Recommend

2014 CIP
\$400,000 place holder



Provides Safe Passenger Waiting Area, Ticket Counter, Information Center & Restrooms

**Exeter Needs a Station
(Welcome Center)
A Long Term Opportunity**



Expand Station Parking



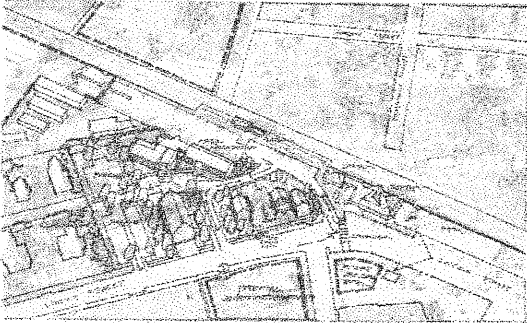
Lincoln Street - "West Ex" Development

Station Area Vision - 2010 Plan NH

- Station as inter-modal welcome center
- Supporting an area neighborhood
- Boost Lincoln Street vitality
- Significant economic opportunity
- Mixed use and workforce housing
- Street, walks, greenspace and parking

Recommendation: Update Plan NH

2010 Plan NH Charrette




ALL
ABOARD!!



**TOWN OF EXETER
MEMORANDUM**

TO: Board of Selectmen

FROM: Town Manager 

RE: Wastewater Options

DATE: July 11, 2014

The Selectboard approved a contract last December 16 for a wastewater facilities plan, to be completed by Wright Pierce. This work began after an RFP was issued, a selection committee recommended Wright-Pierce, and the Board approved the contract. Subsequent to this, the Wastewater Facilities Plan has commenced consistent with the terms of the agreement and the scope outlined in the RFP.

Along with this work, and related to it, Underwood Engineers has been working at costing out a so called "Pease option," the genesis of which began in January 2014 with a letter from Exeter to Portsmouth. This letter was sent after the Town of Stratham engaged with Portsmouth on possibly joining the Portsmouth system, and as a result of further discussions with the Exeter-Stratham work group, it was agreed this possibly could be considered as a regional solution to future wastewater treatment and disposal. This option also known as the "Pease option" could create a potential scenario where discharge was not going into Great Bay.

Although options are still being vetted and the Wastewater Facilities Plan will not be completed until later in the year, we have provided this letter update from Wright-Pierce, which was discussed at the Wednesday, July 9th meeting of the Water/Sewer Advisory Committee.

The Town is making multiple efforts on different fronts to do complete due diligence on all potential options for the Town in order to provide the least cost alternative which meets EPA requirements and provides the least amount of burden on Exeter sewer ratepayers, prior to moving ahead with the five million dollar bond authorization approved by the voters in March of 2014.

At this stage Wright-Pierce continues to do its work, while Underwood also completes the assessment of the Pease option. A presentation is expected to be made at the September, 2014 meeting of the Water/Sewer Advisory Committee. Subsequent to this meeting, the WSAC would report to the Selectboard on next steps.

TO: Jennifer Perry, Mike Jeffers DATE: 16 April 2014
 FROM: Ed Leonard PROJECT NO.: 12883A
 SUBJECT: Exeter – Wastewater Facilities Planning
 Preliminary Analysis of Regional Options

INTRODUCTION

In accordance with our engineering agreement, we will be evaluating multiple wastewater collection, treatment and disposal options for the Town of Exeter as a part of the wastewater facilities planning effort. The scenarios involve various participants, treatment locations and disposal locations. Concurrent with this wastewater facilities planning effort, the Town is also participating in the Watershed Integration for Stratham-Exeter (WISE) project. The WISE project is primarily focused on non-point source nitrogen management; whereas, the wastewater facilities is primarily focused on point source nitrogen management. In combination, the Town will develop a clear picture of its management approach and costs associated with point and non-point sources of nitrogen.

DESCRIPTION OF ALTERNATIVES

The purpose of this memorandum is to summarize the initial analysis of regional alternatives. Regionalization provides an opportunity for communities to pool assets and reduce nitrogen loading to the Great Bay. The three options considered for this initial analysis consist of:

- 1) A regional WWTF in Exeter with effluent disposal to the Squamscott River
- 2) A regional WWTF in Exeter with effluent disposal to the Atlantic Ocean via a regional outfall shared with the Hampton WWTF
- 3) A regional WWTF in Portsmouth (at the current Pease WWTF location) with effluent disposal to the Piscataqua River

These three options are summarized in **Table 1** and are discussed in more detail below.

TABLE 1: REGIONALIZATION OPTION SUMMARY

Option	WWTF Location(s)	Outfall Location	Average Daily Flow (mgd)			Assumed Participants ¹
			Current	Planning Horizon	Buildout	
1	Exeter	Squamscott River	1.9	3.0	3.4	E,S,N
2	Exeter	Atlantic Ocean	1.9	3.0	3.4	E,S,N,H
	Hampton		2.0	4.5	6.4	
3	Pease	Piscataqua River	2.7	4.7	5.0	E,S,N,G,P

Abbreviations: E—Exeter; S—Stratham; N—Newfields; H—Hampton; G—Greenland; P—Pease

Memo: Exeter – Wastewater Facilities Planning
Preliminary Analysis of Regional Options

16 April 2014

Page 2

Option 1: Regional WWTF in Exeter; Treated Effluent to Squamscott River

Communities involved: Exeter, Stratham, and Newfields

Collection system modifications:

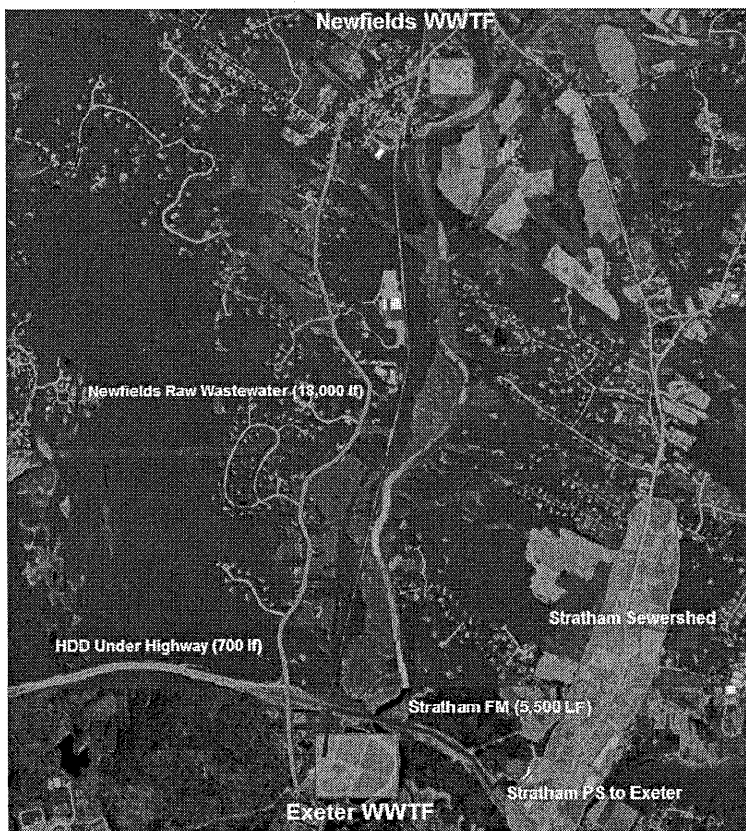
- Exeter: None
- Stratham: New pump station to Exeter WWTF
- Newfields: New forcemain from existing WWTF along Route 85 to Exeter WWTF

Treatment Facility Modifications: Comprehensive upgrade of Exeter's WWTF including provisions for TN removal.

Effluent Forcemain Modifications: None

Outfall Modifications: May require minor modifications due to increased flow

Option 1 requires the fewest modifications to the existing collection system. Newfields would require 17,300 lf of open-cut forcemain and 700 lf of directionally drilled forcemain under highway NH-101. Gravity sewer from Newfields to Exeter is not considered feasible due to local topography which would require at least two siphons and two lift stations.



Memo: Exeter – Wastewater Facilities Planning
Preliminary Analysis of Regional Options

16 April 2014

Page 3

Option 2: Regional WWTF in Exeter; Treated Effluent to Atlantic Ocean

Communities involved: Exeter, Stratham, Newfields, and Hampton

Collection system modifications:

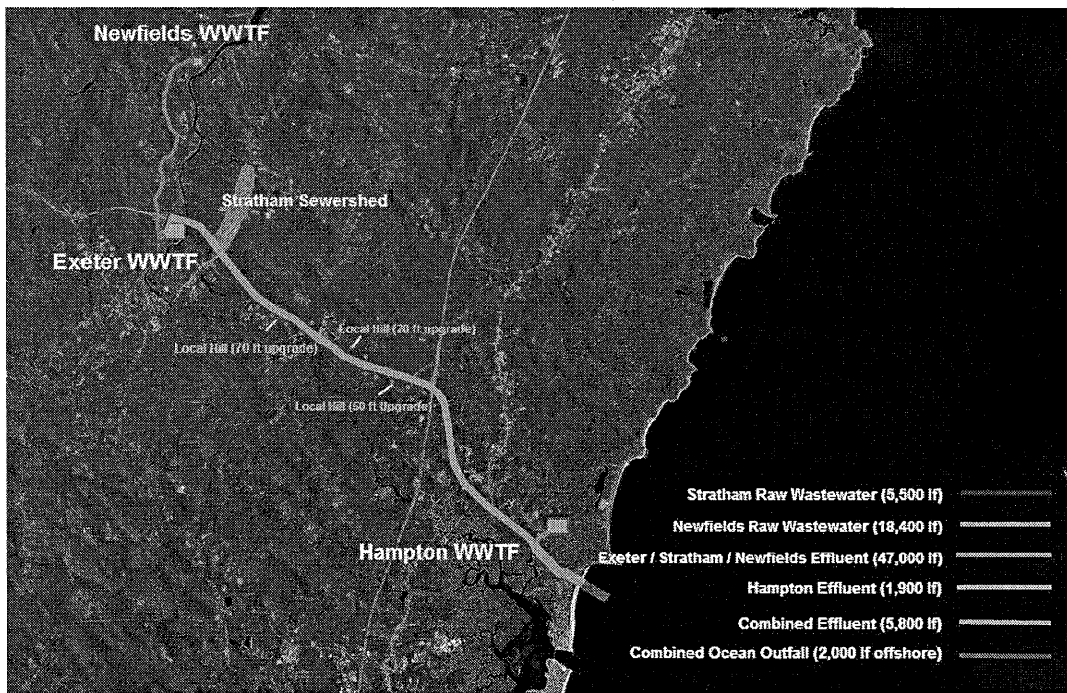
- Exeter: None
- Stratham: New pump station to Exeter WWTF
- Newfields: New forcemain from existing WWTF along Route 85 to Exeter WWTF
- Hampton: None

Treatment Facility Modifications: Comprehensive upgrade of Exeter's WWTF including provisions for effluent filtration and potentially TN removal.

Effluent Forcemain Modifications: New forcemain from Exeter east on Route 101 where Hampton's effluent forcemain would merge to share a new outfall in the Atlantic Ocean. Hampton's existing effluent piping would require modifications to connect to the new forcemain.

Outfall Modifications: A new outfall with diffusers would need to be constructed approximately 1,500 linear feet offshore in the Atlantic Ocean. Hampton's 201 Facilities Plan Update (2006) showed two potential outfall locations – one off Winnacunnet Road and another off of Route 101. This should be reviewed with Hampton.

Option 2 requires 18,000 lf of new forcemain from Newfields to Exeter and 55,000 lf of new FM ranging in diameter from 30 inches to 32 inches from Exeter to the Atlantic Ocean. Topographic concerns exist from the Guinea Road crossing in Stratham to the Bluestar Memorial Highway Crossing. The localized high and low elevation points will require further design considerations.



Option 3: Regional WWTF in Portsmouth; Treated Effluent to the Piscataqua River

Communities involved: Exeter, Stratham, Newfields, Greenland, and Portsmouth

Collection system modifications:

- Exeter: Convey untreated wastewater via a new forcemain (FM) to the Pease WWTF
- Stratham: Connect to the Exeter FM along Route 108 in Stratham.
- Newfields: Connect to the Exeter FM via Squamscott Road at Route 33.
- Greenland: Connect to the Exeter FM along Route 33.
- Portsmouth (Pease service area): None

Treatment Facility Modifications: Comprehensive upgrade of the Pease WWTF to accommodate the additional flow with TN removal to 8 mg/l.

Effluent Forcemain Modifications: The forcemain would require upsizing.

Outfall Modifications: The outfall may need to be extended and include additional diffusers.

This option directs untreated wastewater from the above mentioned communities to the Pease WWTF in Portsmouth. It includes 67,000 lf of forcemain with pipe diameters from 24 inches to 38 inches. Newfields would require approximately 9,000 ft of forcemain including 1,700 lf of directionally drilled FM to connect to the Exeter FM. This option consolidates the wastewater stream of five communities for treatment at one location, thereby limiting treatment upgrades to a single facility.



PRELIMINARY SIZING CRITERIA

Preliminary sizing for treatment facilities were based on projected flows at the planning horizon (2040). Preliminary sizing for transport to treatment and transport to disposal piping was also based on planning horizon projections. Sizing of treatment facilities could be tailored more closely to actual needs with phased construction over time. Sources for the projected flows utilized herein are as follows:

- Exeter – developed by Wright-Pierce (2014).
- Stratham – identified in the Exeter/Stratham Intermunicipal Water and Wastewater Systems Evaluation Study (2012).
- Newfields – identified in the Seacoast Region Wastewater Management Study (2005).
- Pease and Greenland - provided by the City of Portsmouth (personal communication, B. Geotz).
- Hampton - were obtained from the 201 Facilities Plan Update (2006).

NPDES PERMITTING CONSIDERATIONS

The following NPDES permitting elements should be considered:

- Option 1 – NPDES permitting is complete.
- Option 2 – This option would require a new NPDES permit for the combined ocean discharge from Exeter WWTF and Hampton WWTF. Since this option would involve eliminating two NPDES permits upstream of Great Bay (Exeter and Newfields) and would relocate one NPDES permit out of a sensitive tidal creek (Hampton), EPA could view this option as a significant improvement. Further, it is assumed that an ocean outfall would be issued a NPDES permit without any effluent TN requirements. It is unknown at this time whether CLF, PREP, DES, EPA and others would support or oppose this option. Significant opposition would likely be put forward by residents in the vicinity of the ocean outfall.
- Option 3 - The Pease WWTF currently has a NPDES permit for 1.2-mgd. This option would require that the NPDES permit be reissued for 4.7-mgd. The anti-degradation provisions of the Clean Water Act may preclude this as an option. Since this option would involve eliminating two NPDES upstream of Great Bay (Exeter and Newfields), EPA could view this option as a significant improvement which could preempt the anti-degradation provisions. Further, it is assumed that this location would be issued a NPDES permit with an effluent TN of 8-mg/l (and not 3-mg/l). It is unknown at this time whether CLF, PREP, DES, EPA and others would support or oppose this option. The Pease WWTF shares its effluent pipe and outfall with the Newington WWTF. This option would need to address any impacts to the Newington WWTF as well.

TIMING/SCHEDULE CONSIDERATIONS

Given the technical, financial, inter-municipal and permitting implications of Options 2 and 3, it is expected that Exeter's AOC compliance schedule would need to be modified. The AOC would need to be revised to reflect the increased inter-municipal complexity of these options.

Memo: Exeter – Wastewater Facilities Planning
Preliminary Analysis of Regional Options
16 April 2014
Page 6

MANAGEMENT ENTITY AND COST SHARING

The management entity would need to be determined – which could range from the formation of a new regional utility to a host/member community inter-municipal agreement. Various methods of cost sharing would need to be evaluated as well. Each community has its own sewerage facilities (as both assets and liabilities) which should be accounted for.

ORDER OF MAGNITUDE COST ESTIMATES AND COST SHARING

Regardless of which plan is implemented, the Town will be faced with costs in two categories. The first category is "capital cost", which include the cost to design and construct the needed facilities, including technical, legal and administrative costs. The second category is "operation and maintenance costs", which include the on-going annual expenses to run the facilities.

Order of magnitude capital costs were developed using cost estimating procedures consistent with industry standards utilizing conceptual layouts (for forcemains) and unit cost information. Costs for the treatment plants and pump stations are based on the identified flow rate and planning-level cost curves. Site specific considerations for the treatment plants were beyond the scope of this initial order of magnitude analysis. The capital costs include the following key components: wastewater collection, transport-to-treatment, wastewater treatment, transport-to-disposal, effluent disposal and technical services and contingencies. Key technical data were compiled for all three plans, based on conceptual designs. Next, typical "unit costs" were applied (e.g., dollars per foot of pipe, or dollars per pump station) using recent experience from publicly-bid wastewater projects across New England. Unit costs for treatment and disposal facilities were taken from the Barnstable County Cost Report ("*Comparison of Costs for Wastewater Management Systems Applicable to Cape Cod*", April 2010). Once basic construction costs were estimated, allowances were added for contingencies and technical services, legal and administrative services. Land acquisition costs were not evaluated at this time.

Annual operation and maintenance (O&M) costs were developed for each plan for the purposes of comparison among the plans. These planning-level costs were developed using the anticipated wastewater flow rates for each plan based on the O&M costs from the Barnstable County Cost Report (April 2010). These O&M estimates include the following types of expenses: labor, including fringe benefits; electrical energy for powering pumps and treatment equipment; fuel for building heating and vehicular use; chemicals; disposal of dewatered sludge; laboratory testing and other permit compliance costs; administrative costs such as insurance; and equipment maintenance and replacement. Site specific estimates of annual O&M were beyond the scope of this initial analysis.

Initial discussions between Stratham, Exeter and Portsmouth have indicated that communities would be responsible for the cost to get their flow to the treatment location and then would be responsible for a pro-rata share of the treatment and disposal costs based on flow.

The preliminary costs and cost sharing are summarized on **Table 2**.

TABLE 2 - SUMMARY OF ORDER OF MAGNITUDE COSTS

	Option 1 Exeter WWTF/ Squamscott River	Option 2 Exeter WWTF/ Hampton WWTF/ Atlantic Ocean	Option 3 Pease WWTF/ Piscataqua River
Project Capital Cost			
Construction - Transport to Treatment	\$5,500,000	\$5,500,000	\$25,500,000
Construction - Treatment	\$29,100,000	\$10,300,000	\$31,800,000
Construction - Transport to Disposal	\$0	\$21,200,000	\$1,000,000
Contingency, Admin, Legal & Technical Services	\$13,800,000	\$14,800,000	\$23,300,000
Total Capital Cost	\$48,400,000	\$51,800,000	\$81,600,000
Total Annual O&M Cost	\$3,418,000	\$3,759,000	\$5,831,000
Total Capital Cost Share			
Exeter	\$32,200,000	\$27,000,000	\$46,400,000
Stratham	\$10,400,000	\$12,600,000	\$12,100,000
Newfields	\$5,800,000	\$5,200,000	\$4,000,000
Greenland	\$0	\$0	\$5,900,000
Portsmouth - Pease Service Area	\$0	\$0	\$13,200,000
Hampton	\$0	\$7,000,000	\$0

Notes:

- 1) ENR CCI 9740.
- 2) Refer to memorandum for description of cost sharing methodology.

PRELIMINARY CONCLUSIONS

Based on the above, we offer the following general conclusions:

- 1) Option 3 (Pease) has the greatest number of inter-municipal hurdles.
- 2) Option 2 (Ocean Outfall) is perceived to have the greatest difficulty inter-municipal and permitting hurdles (i.e., permitting a new regional ocean outfall). Option 2 also assumes that no effluent Total Nitrogen limit would be applicable. If a nitrogen limit was applicable, the cost for Option 2 would increase substantially for the Exeter WWTF.
- 3) Options 1 and 2 have a lower total cost than Option 3. However, the cost share varies between communities and varies between option. For example, Option 2 (Ocean Outfall) is the lowest local cost for Exeter, followed by Option 1 (Squamscott River) and then by Option 3 (Pease). Alternatively, Option 3 (Pease) is the lowest local cost for Newfields, followed by Option 2 (Ocean Outfall) and then Option 1 (Exeter). This variability in individual municipal goals, costs and benefits will increase the complexity of implementing Option 2 and Option 3.
- 4) Options 2 and 3 offer the significant advantage of removing 100% of the point source nitrogen from the Exeter/Squamscott River watershed. This may result in significant cost savings associated with non-point source nitrogen management necessary to achieve the nitrogen removal targets established by DES. This potential cost savings is expected to be quantified as a part of the on-going WISE project work.
- 5) To the extent that these point source alternatives reduce the need for non-point source nitrogen management, the other communities in the Exeter/Squamscott River watershed should contribute to the costs of point source nitrogen management. This will require input and mediation by DES.

After you have an opportunity to review, we will set a meeting to review the contents of this memorandum.

**COMPARISON OF COSTS
FOR
WASTEWATER MANAGEMENT SYSTEMS
APPLICABLE TO CAPE COD**

**Guidance to Cape Cod Towns Undertaking Comprehensive
Wastewater Management Planning**

Prepared for:
**Association to Preserve Cape Cod
Cape Cod Business Roundtable
Cape Cod Water Protection Collaborative**

Prepared by:
Barnstable County Wastewater Cost Task Force

April 2010

Full Report Available at:
<http://www.ccwpc.org/index.php/regional-wastewater-management/regional-reports>

FIGURE 3
RESULTS OF CONSTRUCTION COST SURVEY

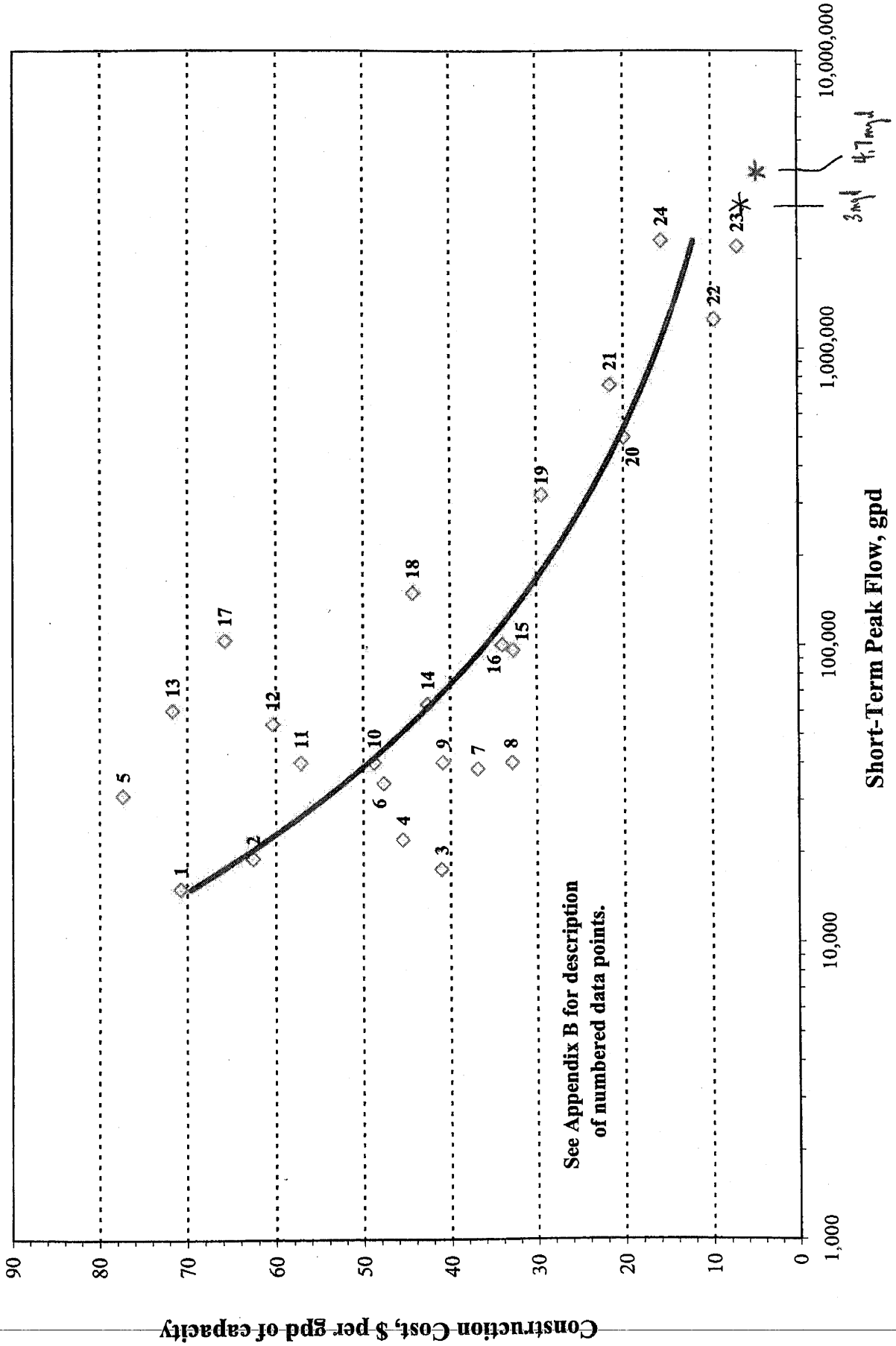
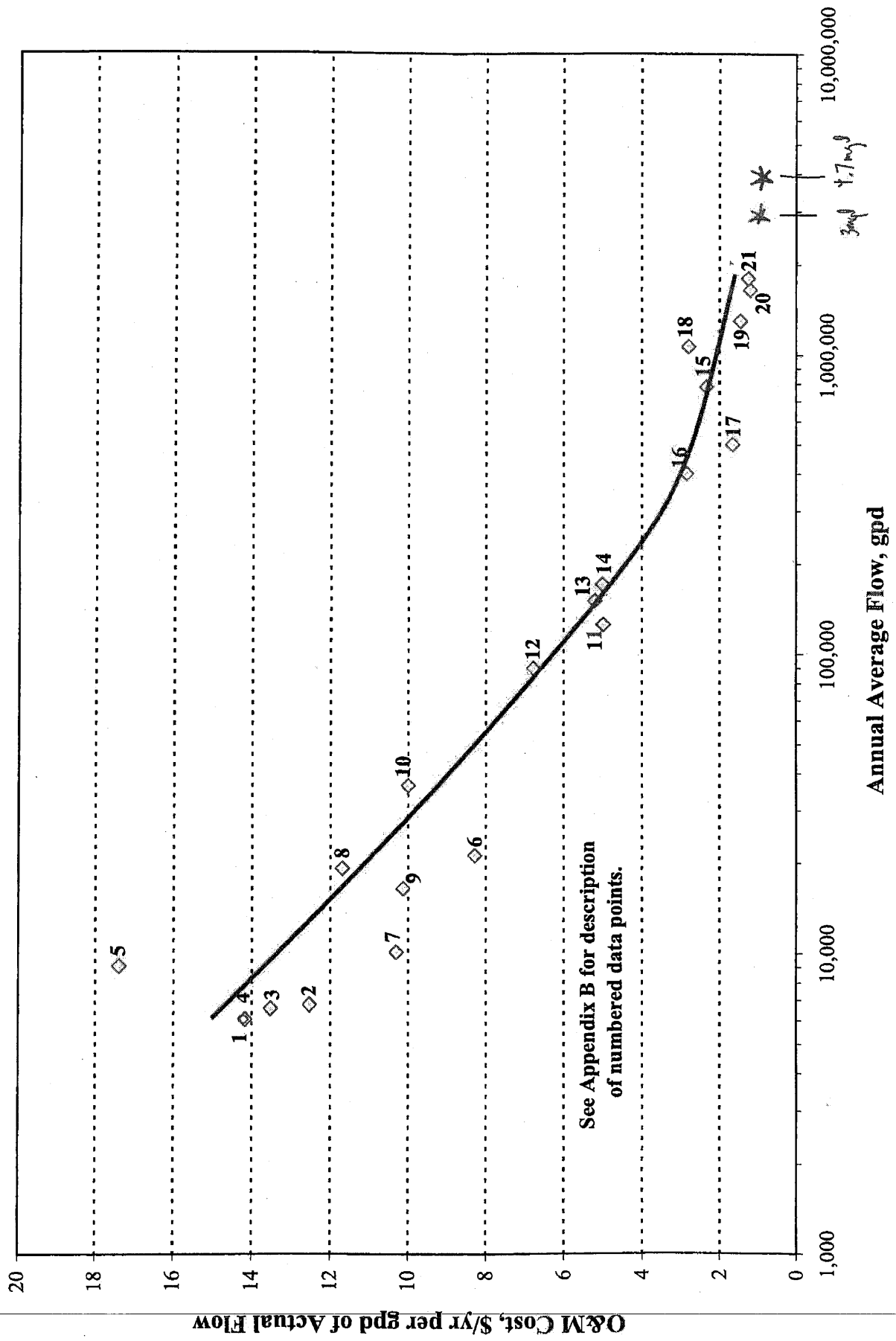


FIGURE 4
RESULTS OF O&M COST SURVEY



June 18, 1014



UNITED STATES DEPARTMENT OF COMMERCE
National Oceanic and Atmospheric Administration
NATIONAL MARINE FISHERIES SERVICE
NORTHEAST REGION
55 Great Republic Drive
Gloucester, MA 01930-2276

Elizabeth Muzzey, Director
NH Division of Historical Resources
19 Pillsbury Street
Concord, NH 03301-3570

RE: RPR #3280 Exeter Great Dam

Dear Ms. Muzzey:

With the completion of the Great Dam Removal Feasibility and Impact Study in October 2013, and the subsequent passage of Article 8 on the Exeter Town Warrant on March 11, 2014, the Town intends to pursue removal of the Great Dam from the Exeter River and restore the river bed at the dam site.

As discussed in the Feasibility and Impact Study, the Great Dam is located within the Exeter Waterfront Commercial Historic District, which was originally listed in the National Register of Historic Places in 1980, with a boundary increase that added the former Exeter Manufacturing Company property in 1986. The dam has been determined eligible as a contributing resource to this district. Thus, its removal would represent an impact to a historic structure in downtown Exeter. Continued consultation with the NH Division of Historical Resources (NHDHR) and consulting parties will therefore continue for this project.

The work plan contained in this letter is intended to outline the key actions needed to comply with Section 106 of the National Historic Preservation Act, including additional survey efforts, completion of the Determination of Effect, and development of an appropriate set of mitigation measures in preparation for a Memorandum of Agreement. This letter is intended to inform the NHDHR about the expected process for the Section 106 consultation and to allow for feedback at this point in the project planning stage. We are contacting you initially, however, we intend to coordinate and consult with other consulting parties once we have received your comments to the Work Plan as outlined.

Project Description

The project area is bounded by the High Street Bridge upstream of the dam, the String Bridge downstream of the dam, and is generally limited to an area within approximately 75 ft. of the dam structure or the riverbank. The project would involve the following elements:

- Remove the entire existing dam structure, including the fish ladder and lower dam. Portions of the headgate/penstock opening may remain in place.



- Reshape the river channel within the footprint of the existing dam and immediately upstream and downstream in order to ensure upstream fish passage through the restored reach.
- Develop plans for the retrofit/relocation of an existing dry hydrant located at Founders Park.
- Develop plans for the retrofit of the existing Exeter Mills water intake associated with the dam penstock.
- If needed, stabilize retaining walls/foundation structures in the immediate vicinity of the dam, from the High Street Bridge to the String Bridge.

The attached figure shows the existing dam site and also accounts for potential disturbances to areas adjacent to the dam that may have some level of construction related impact due to construction access.

It is understood that the project will be funded in part from Town funds with portions provided by possible state, federal and/or non-governmental grant sources, but that the work would be directed by the Town of Exeter Department of Public Works. Public involvement would be coordinated through the Exeter River Study Committee (ERSC).

Section 106 Coordination

Section 106 coordination for the dam removal feasibility study commenced with the preparation and submission to New Hampshire Division of Historical Resources (NHDHR) of a Request for Project Review form on September 27, 2011 and subsequent submission on May 9, 2012 of a NHDHR individual inventory form for the dam and a NHDHR project area form. Section 106 coordination will continue with NOAA serving as the lead federal agency, with the Town of Exeter and NH Department of Environmental Services a key participant involved in discussions with NHDHR. Additional federal agency involvement will be necessary when, and if, additional federal funding is secured. Coordination will also include the consulting parties, previously identified as:

- The Town of Exeter Board of Selectmen;
- Donald S. Robie, Exeter Investment Company;
- Exeter Historic District Commission;
- Exeter Heritage Commission;
- Brian Griset, a private citizen; and
- Exeter Historical Society.

The consultation process would include the following:

- The Consultant would issue final cultural resource survey documents in the form of a completed Project Area Form, Individual Inventory Form for the dam and a completed Phase IB Archaeological Survey (see scope below).
- Additional Individual Inventory Forms may be prepared if required to determine the eligibility of potentially historic properties affected by the project.

- Because the dam removal is assumed to represent an Adverse Effect (*sensu* Section 106), both to the dam and to the historic district to which it contributes, the Consultant would prepare a draft narrative describing the effects for use by NOAA in issuing a formal Determination of Effects.
- NOAA would develop a set of mitigation measures in collaboration with the NHDHR, Town of Exeter, New Hampshire Department of Environmental Services and the consulting parties. A Memorandum of Agreement (MOA) would be prepared to memorialize the mitigation measures. The Consultant would assist in this process by developing an initial draft of the MOA for review and comments by project stakeholders and incorporating stakeholder edits and comments in order to finalize the MOA. Consulting parties would be given the opportunity to become signatories to the MOA as appropriate.
- It is anticipated that the ERSC would meet regularly throughout the process and would serve as a conduit to communicate with the general public on the Section 106 consultation process. Additionally, at least one public meeting would be held to discuss the draft MOA, prior to its execution.

Phase IB Archaeological Survey

Vanasse Hangen Brustlin, Inc. (VHB) provided a Phase IA Archaeological report (Clements 2012) during the feasibility phase and the NHDHR concurred with that study's recommendation for further assessment work. VHB will work with Independent Archaeological Consulting, LLC of Portsmouth, NH to conduct this additional archaeological work. The intent of this scope is to provide a work plan for conducting various Phase IB tasks on the east and west banks of the Exeter River between the String Bridge and the Great Bridge (High Street) in the vicinity of the dam. See the attached figure for a proposed Area of Potential Effects (APE), which will serve to delineate the area of the Phase IB survey.

The eastern and western banks of the Exeter River in the vicinity of the Great Dam are considered to be of high archaeological sensitivity (Clements 2012). The report research included a review of a series of historic maps of the project area. Based on historical and environmental review, and information gathered from the NHDHR archaeological site files, the APE at the Great Dam should be considered archaeologically sensitive for both Pre-Contact Native American and Post-Contact Euro-American archaeological sites resources.

At present, project engineers anticipate that the dam site would be accessed primarily via the eastern bank of the river adjacent to Founders Park. A vacant lot on the western bank adjacent to Water Street may also be needed as an access, storage, and staging area. One of the goals of the work proposed herein is to determine if subsurface remnants of buildings are present in the Project area. The Phase IB report will include preparation of an NHDHR individual site form for any buried foundations or other discovered artifacts (if present).

Clements (2012) documents the possible presence of Pre-contact and Post-Contact historic buildings and features on the east and west banks within or adjacent to the Great Dam. The Phase IB tasks outlined below will be guided by a research design. There are two questions to be answered in the Phase IB work. These are:

- Do building and feature remnants remain in the proposed staging area on the east or west bank in areas to be affected by the dam project?
- Are there buried, intact cultural layers present within the work areas?

The design will outline the issues that may need to be addressed by cultural features and deposits identified within the APE. In short, if identified cultural features and deposits possess sufficient data integrity, then they may be considered eligible for the National Register of Historic Places and will be determined through additional coordination with NHDHR. The second part of the work details the field, analysis, or research methods which will be used to acquire the field data.

Fieldwork: Once the work plan is approved and field conditions are appropriate, a field reconnaissance of the staging area, ingress/egress area, and the dam abutment areas will be conducted. The purpose of this fieldwork is to determine the presence or absence of elements of the various buildings and features depicted on the Sanborn and other historic maps and to determine if the potential exists for intact subsurface deposits. This process will entail tight interval walkover of the staging area and buffer.

The APE will be systematically walked using 8-meter (26-foot) interval transects. The systematic investigations will include the excavation of up to 36, 50 by 50 centimeter (20 by 20 inch) shovel test pits across the potential east and west bank staging and storage area(s), the ingress/egress area, the dam abutment and penstock areas. Probes and augers will be used to augment the shovel tests and to aid in the definition of subsurface features such as foundation lines. Particular attention will be paid to purported building locations based on the historic map overlay.

The goals of this phase of the work are:

1. to determine the horizontal extent of buried features and building foundations, if present;
2. to determine the depth of the cultural deposits both outside and within buildings and features, if present; and
3. to acquire a representative artifact sample to allow for temporal and functional assignments.

The archaeological investigations will adhere to the Secretary of the Interior Standards and to the NHDHR guidelines for the completion of archaeological investigations.

There are two possible outcomes to this field investigation:

1. No buildings, features, or intact cultural deposits are identified in the study area.
2. Evidence of buildings, cultural features, and intact cultural deposits are found. Some of these may be recommended as (a) not eligible to the NRHP, (b) potentially eligible to the

NRHP, or (c) requiring additional evaluation. These recommendations will be evaluated by the lead agency and the NHDHR.

The resultant report of investigations will be a combined Phase IA/IB report. The report will detail all of the work completed as part of both investigations. The report will include site recommendations and any illustrations necessary to document project findings. If structure foundations are identified, then a NHDHR site form for a Post-Contact (historic) archaeological site will be prepared. If Pre-Contact materials are recovered, an NHDHR site form for prehistoric archaeological sites also will be prepared. Both will be presented as an appendix to the report.

I look forward to working with NHDHR and other interested parties on this project that will help restore the historical ecology of the Exeter River while addressing a variety of dam safety, water quality and liability issues. Please feel free to reach me at 978-281-9313 if you would like to discuss this letter and project review.

Sincerely,



Eric Hutchins
Gulf of Maine Habitat Restoration Coordinator

Attachment

cc: Town of Exeter, Board of Selectman ✓
Exeter Historical Society
Exeter Historic District Commission
Exeter Heritage Commission
Brian Griset
Don Robie

JUL 02 2014

Received



UNITED STATES DEPARTMENT OF COMMERCE
National Oceanic and Atmospheric Administration
NATIONAL MARINE FISHERIES SERVICE
NORTHEAST REGION
55 Great Republic Drive
Gloucester, MA 01930-2276

June 27, 2014

Mr. John M. Fowler
Executive Director
Advisory Council on Historic Preservation
401 F Street NW, Suite 308
Washington, DC 20001-2637

RE: Invitation to participate, Section 106 review of the National Historic Preservation Act, Exeter River Great Dam Removal Project, New Hampshire

Dear Mr. Fowler:

The Town of Exeter, New Hampshire voted on March 11, 2014 to pursue removal of the Exeter River Great Dam (Great Dam) from the Exeter River and restore the river bed at the dam site. The Great Dam is a contributing resource to the National Register-listed Exeter Waterfront Commercial Historic District. As the lead federal agency for the Exeter River Great Dam Removal project, I am inviting you to participate in the Section 106 review of this undertaking per 36 CFR 800.2 of the regulations governing the National Historic Preservation Act.

The federal involvement in this project requires review of the project's effects on historic properties in compliance with 36 CFR 800, regulations implementing Section 106 of the National Historic Preservation Act as amended. We commenced the Section 106 consultation process with the New Hampshire Division of Historical Resources (NHDHR) in September of 2011, with the submission of a Request for Project Review form, which was followed by the preparation of a Project Area Form, individual inventory form for the Great Dam, and a Phase IA archaeological assessment. These materials were prepared by our consultant, Vanasse Hangen Brustlin, Inc. (VHB). We have identified five consulting parties: the Town selectmen, Exeter Heritage Commission, Exeter Historic District Commission, Exeter Historical Society, and two private citizens.

Should you wish to comment and be involved, we will keep you informed of our communications with the NHDHR and can send the materials noted above as well as future submissions and correspondence. If you indicate to me that you would like to be a consulting party, you will be provided with copies of the above referenced project documentation.

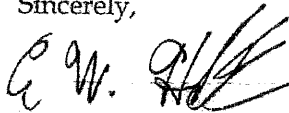
If you have any questions about the Section 106 process as it pertains to this project, or have any further information you can offer, please let me and Rita Walsh (VHB) know. I can be



reached at 978-281-9313 by phone and Eric.Hutchins@noaa.gov by email. Rita Walsh's contact information is 617-607-2967 by phone and rwalsh@vhb.com by email.

I look forward to your response to our invitation to participate in the Section 106 review. Please respond to me either by email or in writing regarding your interest, or not, in the review of this undertaking.

Sincerely,

A handwritten signature in black ink, appearing to read "E. W. Hutchins", written over a horizontal line.

Eric W. Hutchins
Gulf of Maine Habitat Restoration Coordinator

cc: Exeter Board of Selectmen ✓
Elizabeth Muzzey, NH DHR

TITLE LXIV PLANNING AND ZONING

CHAPTER 674 LOCAL LAND USE PLANNING AND REGULATORY POWERS

Heritage Commission

Section 674:44-a

674:44-a Heritage Commission. – A heritage commission may be established in accordance with RSA 673 for the proper recognition, use, and protection of resources, tangible or intangible, primarily man-made, that are valued for their historic, cultural, aesthetic, or community significance within their natural, built, or cultural contexts.

Source. 1992, 64:2, eff. June 19, 1992.

TITLE LXIV

PLANNING AND ZONING

CHAPTER 674

LOCAL LAND USE PLANNING AND REGULATORY POWERS

Heritage Commission

Section 674:44-b

674:44-b Powers. –

I. Generally. Heritage commissions shall have advisory and review authority, specifically, as follows:

- (a) Survey and inventory all cultural resources.
- (b) Conduct research and publish findings, including reports to establish the legal basis for a district and preparation of historic district ordinances within the municipality prior to its adoption or amendment as provided in RSA 675:6.
- (c) Assist the planning board, as requested, in the development and review of those sections of the master plan which address cultural and historic resources.
- (d) Advise, upon request, local agencies and other local boards in their review of requests on matters affecting or potentially affecting cultural and historic resources.
- (e) Coordinate activities with appropriate service organizations and nonprofit groups.
- (f) Publicize its activities.
- (g) Hire consultants and contractors as needed.
- (h) Receive gifts of money and property, both real and personal, in the name of the city or town, subject to the approval of the city council in a city or the board of selectmen in a town, such gifts to be managed and controlled by the commission for its proper purposes.
- (i) Hold meetings and hearings necessary to carry out its duties.

II. Property. The commission may acquire, in the name of the town or city, subject to the approval of the local governing body, by gift, purchase, grant, bequest, devise, lease, or otherwise, a fee or lesser interest, development rights, covenant, or other contractual right, including conveyances with conditions, limitations, or reversions, as may be necessary to acquire, maintain, improve, protect, limit the future use of, or otherwise conserve and properly use the cultural resources of the city or town, and shall manage and control the same; provided, however, that the city, town, or commission shall not have the right to condemn property for these purposes.

III. Historic District Commission. Heritage commissions also may assume, if authorized by the local legislative body, the composition and duties of historic district commissions.

Source. 1992, 64:2. 1993, 32:1. 1995, 138:5, eff. July 23, 1995.

TITLE LXIV PLANNING AND ZONING

CHAPTER 674 LOCAL LAND USE PLANNING AND REGULATORY POWERS

Historic Districts

Section 674:46-a

674:46-a Powers and Duties of the Historic District Commission. –

I. For the purpose of establishing a legal basis for the district, the historic district commission may perform research and prepare the content of the historic district ordinance prior to its adoption or amendment as provided in RSA 675:2. In cases in which a municipality chooses to have both a heritage commission and a historic district commission, the historic district commission may request assistance from the heritage commission in performing research and preparing the content of the historic district ordinance.

II. The historic district commission may adopt and amend regulations in the manner provided in RSA 675:6.

III. The historic district commission shall be responsible for administering the ordinance and regulations within the historic district as provided in RSA 676:8-10.

IV. All districts and regulations shall be compatible with the master plan and zoning ordinance of the city, town, or county in which they exist.

V. The historic district commission may assume, if authorized by the local legislative body, the composition and duties of heritage commissions.

Source. 1985, 103:23. 1989, 266:22. 1992, 64:15. 1993, 32:2, eff. June 7, 1993.

**TOWN OF EXETER
MEMORANDUM**

TO: Board of Selectmen
FROM: Russell Dean, Town Manager
RE: 2014 Classification Plan
DATE: July 14, 2014

The Town of Exeter last updated its pay plan in 2009. The proposed *classification* and pay plan is being presented to the Board for consideration and adoption, consistent with the Town's Personnel Policy (see packet). The pay plan is not just a pay plan, it is also a classification plan of non-union Town positions (except the Library), with each fitting into a labor grade. There are twenty grades contemplated as part of the classification plan. There are numerous grades due to the fact that a variety of positions are covered by the classification and pay plan, from custodians to part-time clerical positions, to technical positions, and salaried and management positions.

The Town has a current set of pay scales for non union full time and part time employees, however each position has not been graded according to any accepted standard. In fact, grading of town positions has not taken place in any comprehensive manner since approximately 2005. In the latest classification plan, all positions have been graded and added to the plan right up to recently approved positions (assistant engineer, health officer, economic development director) and included in the plan.

The most recent pay scales (which would have been effective July 1, 2014, anticipating a 1.5% COLA), are included in the packet for comparison. These scales (of ungraded positions) were originally set up based on a market study of wages done in 2009. There was no classification component to the plan in 2009. Since 2009, various COLA adjustments have been approved by the Board over the years ranging from no COLA to 2.5%. These COLA adjustments have been applied to the scales annually, resulting in the latest scale included in the packet. If the new classification and pay plan is approved, the 20 grade system with matching wage scales will take the place of the old July 1, 2014 scale. The 'old scale' anticipates a 1.5% COLA adjustment plus a 2.23% step for even year hire employees. Employees at maximum would receive only a 1.5% COLA adjustment. If approved, the new pay

The new classification system is not just a plan of positions and pay scales; rather it is a *system* based on the factor evaluation system, which looks at each position and its duties and responsibilities, grades on a number of factors, and converts these point factors to arrive at a place in the grading system (grades 1-20). I am recommending the adoption of this system for several reasons:

1. It gives our personnel classification system stability and can be reviewed annually or periodically;
2. It provides a firm basis for each position classification according to a set of accepted Human Resources management principles and guidelines;
3. It takes into full account all job duties and responsibilities and provides a basis for review of those duties and responsibilities;
4. It creates a process for appeals of position classifications within the Town. There is no system currently to allow an appeal of a job group, classification grade, job title and other related classification issues. The new system will allow for this – which will avoid problems of how to classify a position (right now there is no formal method other than market wages), and whether a position is correctly classified against a set of acceptable review standards.
5. Human resources will administer this classification system, with the Selectboard in the appropriate role of handling classification appeals.

POLICE DETAIL POLICY

Detail hours are not included when calculating overtime pay. Finance will request payment from a customer at the specified rate plus administrative costs and the use of a police vehicle.

PAYROLL DEDUCTIONS

There are two categories of payroll deductions: those required by state or federal law and those authorized by the employee. Payroll deductions required by state and federal law include federal withholding, income tax, social security tax, and wage garnishments as required by law (i.e., child support payments, court-ordered payments, IRS garnishments). If authorized in writing by an eligible employee, the Town will also make additional deductions for health insurance and other purposes that are for your benefit. Arrangement for these voluntary deductions may be made with Human Resources. Please contact the Finance Department with any questions about payroll deductions.

REIMBURSABLE EXPENSES

With prior written approval by your Department Head or the Town Manager, legitimate expenses will be reimbursed by the Town to the employee. The employee must submit receipts in order to reimburse the employee. Reimbursement may be in the form of petty cash or a separate check. See Human Resources with any questions as to what expenses may be reimbursed the employee.

PAY PLAN

1. PREPARATION

The Board of Selectmen shall adopt a uniform and equitable pay plan for the classification service upon recommendation by the Town Manager which shall consist of a minimum and maximum rate of pay for each class or position and other in-between rates as they consider necessary or equitable. Salary ranges shall be tied to the classification plan and will be determined with due regard to ranges of pay for other benefits received by employees, the financial policy of the Town and other economic consideration.

2. ADOPTION

The Pay Plan shall be adopted by the Board of Selectmen. After adoption by the Board, no position shall be assigned a higher salary than the maximum or lower than the minimum salary provided for the class of position unless the Salary Schedule for the class is changed. The adoption of the Pay Plan is a result of adoption of the budget that includes pay adjustments. The current pay plan as amended will be maintained by the Human Resources Department.

3. AMENDMENTS

Amendments to the salary plan may be made from time to time by the Board of Selectmen upon recommendation by the Town Manager and Human Resources, when changes in responsibility or work of classes, rates of pay, the Town's financial position and policies, or other information warrant such action.

CLASSIFICATION PLAN

GRADE 1 Custodian

GRADE 2 Records Clerk
Vehicle Maintenance Laborer

GRADE 3 Solid Waste Facility Operator
Assistant Town Clerk
Water and Sewer Utilities Clerk
Office Clerk – Parks and Recreation

GRADE 4 Administrative Assistant – Planning and Building

GRADE 5 Office Manager - Fire
Deputy Town Clerk

GRADE 6 Deputy Tax Collector
Recreation Coordinator
Deputy Code Enforcement Officer
Office Manager – Police
Office Manager – Public Works

GRADE 7 Executive Assistant
Engineering Technician
Water and Sewer Engineering Technician

GRADE 8

GRADE 9 Welfare/Human Service Administrator
Natural Resources Planner
Water Treatment Operations Supervisor
Health Officer

GRADE 10 Assistant Engineer
Accountant
Electrical Inspector
Assistant Director – Parks and Recreation

GRADE 11 Town Clerk
 Maintenance Superintendent
 Human Resources Administrator

GRADE 12 Highway Superintendent
 Water and Sewer Managing Engineer
 Assistant Fire Chief/EMS Coordinator
 Assistant Fire Chief/Deputy Emergency Management Director

GRADE 13 Economic Development Director
 Assessor

GRADE 14 Captain – Staff Division Commander
 Captain – Patrol Division Commander
 Town Planner
 Information Technology Coordinator
 Director – Parks and Recreation
 Building Inspector/Code Enforcement Officer

GRADE 15

GRADE 16 Fire Chief/Emergency Management Director
 Finance Director
 Town Engineer

GRADE 17 Director of Public Works

GRADE 18 Chief of Police

GRADE 19

GRADE 20 Town Manager

DRAFT

New Non Union Pay Scales - Effective July 7, 2014

	Min	1	2	3	4	5	6	7	8	9	10	11	12	Max
Grade 1	13.4326	13.7321	14.0384	14.3514	14.6715	14.9986	15.3331	15.6750	16.0246	16.3819	16.7473	17.1207	17.5025	17.8928
	27,940	28,563	29,200	29,851	30,517	31,197	31,893	32,604	33,331	34,074	34,834	35,611	36,405	37,217
Grade 2	14.4657	14.7883	15.1181	15.4552	15.7998	16.1522	16.5124	16.8806	17.2570	17.6419	18.0353	18.4375	18.8486	19.2690
	30,089	30,760	31,446	32,147	32,864	33,597	34,346	35,112	35,895	36,695	37,513	38,350	39,205	40,080
Grade 3	15.4991	15.8447	16.1981	16.5593	16.9286	17.3061	17.6920	18.0865	18.4898	18.9022	19.3237	19.7546	20.1951	20.6455
	32,238	32,957	33,692	34,443	35,211	35,997	36,799	37,620	38,459	39,317	40,193	41,090	42,006	42,943
Grade 4	16.5323	16.9010	17.2779	17.6632	18.0570	18.4597	18.8714	19.2922	19.7224	20.1622	20.6118	21.0715	21.5414	22.0218
	34,387	35,154	35,938	36,739	37,559	38,396	39,253	40,128	41,023	41,937	42,873	43,829	44,806	45,805
Grade 5	18.0822	18.4854	18.8977	19.3191	19.7499	20.1903	20.6406	21.1008	21.5714	22.0524	22.5442	23.0469	23.5609	24.0863
	37,611	38,450	39,307	40,184	41,080	41,996	42,932	43,890	44,869	45,869	46,892	47,938	49,007	50,100
Grade 6	19.8904	20.3340	20.7874	21.2510	21.7249	22.2093	22.7046	23.2109	23.7285	24.2577	24.7986	25.3516	25.9169	26.4949
	41,372	42,295	43,238	44,202	45,188	46,195	47,226	48,279	49,355	50,456	51,581	52,731	53,907	55,109
Grade 7	21.4404	21.9185	22.4073	22.9070	23.4178	23.9400	24.4739	25.0197	25.5776	26.1480	26.7311	27.3272	27.9366	28.5596
	44,596	45,590	46,607	47,647	48,709	49,795	50,906	52,041	53,201	54,388	55,601	56,841	58,108	59,404
Grade 8	23.2486	23.7670	24.2970	24.8389	25.3928	25.9590	26.5379	27.1297	27.7347	28.3532	28.9855	29.6319	30.2926	30.9682
	48,357	49,435	50,538	51,665	52,817	53,995	55,199	56,430	57,688	58,975	60,290	61,634	63,009	64,414
Grade 9	24.7985	25.3515	25.9168	26.4948	27.0856	27.6896	28.3071	28.9384	29.5837	30.2434	30.9178	31.6073	32.3121	33.0327
	51,581	52,731	53,907	55,109	56,338	57,594	58,879	60,192	61,534	62,906	64,309	65,743	67,209	68,708
Grade 10	26.6067	27.2000	27.8066	28.4267	29.0606	29.7086	30.3711	31.0484	31.7408	32.4486	33.1722	33.9120	34.6682	35.4413
	55,342	56,576	57,838	59,128	60,446	61,794	63,172	64,581	66,021	67,493	68,998	70,537	72,110	73,718
Grade 11	28.6732	29.3126	29.9663	30.6345	31.3177	32.0161	32.7300	33.4599	34.2061	34.9689	35.7487	36.5459	37.3608	38.1940
	59,640	60,970	62,330	63,720	65,141	66,593	68,078	69,597	71,149	72,735	74,357	76,015	77,710	79,444
Grade 12	30.4815	31.1612	31.8561	32.5665	33.2928	34.0352	34.7942	35.5701	36.3633	37.1742	38.0032	38.8507	39.7170	40.6027
	63,402	64,815	66,261	67,738	69,249	70,793	72,372	73,986	75,636	77,322	79,047	80,809	82,611	84,454
Grade 13	33.3047	34.0474	34.8067	35.5828	36.3763	37.1875	38.0168	38.8646	39.7313	40.6173	41.5230	42.4490	43.3956	44.3633
	69,274	70,819	72,398	74,012	75,663	77,350	79,075	80,838	82,641	84,484	86,368	88,294	90,263	92,276
Grade 14	34.0979	34.8583	35.6356	36.4303	37.2427	38.0732	38.9222	39.7902	40.6775	41.5846	42.5120	43.4600	44.4291	45.4199
	70,924	72,505	74,122	75,775	77,465	79,192	80,958	82,764	84,609	86,496	88,425	90,397	92,413	94,473
Grade 15	35.6478	36.4427	37.2554	38.0862	38.9355	39.8038	40.6914	41.5988	42.5265	43.4748	44.4443	45.4354	46.4486	47.4845
	74,147	75,801	77,491	79,219	80,986	82,792	84,638	86,526	88,455	90,428	92,444	94,506	96,613	98,768
Grade 16	37.1977	38.0272	38.8752	39.7421	40.6284	41.5344	42.4606	43.4075	44.3755	45.3650	46.3767	47.4109	48.4681	49.5490
	77,371	79,097	80,860	82,664	84,507	86,392	88,318	90,288	92,301	94,359	96,464	98,615	100,814	103,062
Grade 17	38.2310	39.0836	39.9551	40.8461	41.7570	42.6882	43.6401	44.6133	45.6082	46.6252	47.6650	48.7279	49.8145	50.9254
	79,520	81,294	83,107	84,960	86,855	88,791	90,771	92,796	94,865	96,980	99,143	101,354	103,614	105,925
Grade 18	39.2643	40.1399	41.0350	41.9501	42.8856	43.8419	44.8196	45.8191	46.8408	47.8854	48.9532	50.0449	51.1609	52.3018
	81,670	83,491	85,353	87,256	89,202	91,191	93,225	95,304	97,429	99,602	101,823	104,093	106,415	108,788
Grade 19	40.2975	41.1961	42.1148	43.0540	44.0141	44.9956	45.9990	47.0248	48.0734	49.1455	50.2414	51.3618	52.5071	53.6781
	83,819	85,688	87,599	89,552	91,549	93,591	95,678	97,812	99,993	102,223	104,502	106,833	109,215	111,650
Grade 20	42.3641	43.3088	44.2746	45.2619	46.2713	47.3031	48.3580	49.4364	50.5388	51.6658	52.8180	53.9958	55.1999	56.4309
	88,117	90,082	92,091	94,145	96,244	98,390	100,585	102,828	105,121	107,465	109,861	112,311	114,816	117,376

Classification & Compensation Pay Plan Policy & Procedure

Classification/Compensation Appeals Process

Purpose:

To allow employees the opportunity to appeal their placement of job group, placement of classification grade, job title and other related classification issues.

Procedure:

1. The appeal shall be communicated to the Human Resources Administrator.
 - If an employee files an appeal, the Human Resources Administrator will notify the department head, who shall have opportunity for input. The Human Resources Administrator shall submit all job description information to the Town Manager for a determination on the course of action.
 - If a department head files an appeal on behalf of an employee, the Human Resources Administrator shall submit all information to the Board of Selectmen, via the Town Manager, for a determination of the course of action.
 - The Human Resources Administrator shall evaluate the appeal request.
 - All recommendations made by the Human Resources Administrator shall be submitted to the Town Manager for further action.
 - All final decisions will be communicated to the affected employee in writing along with a rationale as to why a decision was made. The Town Manager shall bring classification appeals to the Selectmen for approval or denial.

Guidelines:

1. Appeals should be based upon the responsibilities of the position in the present, not responsibilities that may occur in the future.
2. The performance of the incumbent is not considered in the classification process nor are personality traits (loyal, dedicated, hardworking) and, as such, will not be considered in an appeal.
3. Essential functions are based upon the content of the position, not the characteristics of the individual holding the position.
4. An appeal should not be considered based upon the fact that an individual's salary range is close to the maximum of a salary range or the relative position of the salary within the assigned salary range.
5. An appeal should not be considered if it based on the volume of work rather than the level of responsibilities and complexity of the work.

Form Template:

The attached form must be completed and signed by the employee and supervisor for consideration in any appeal process.

Date: _____

Appeal Process Form for Town Classification Plan

Employees who wish to file an appeal should prepare written responses to the questions listed below. You may use the space provided to answer your questions, or you may attach additional information. Please attach a copy of your job description along with any other relevant documentation. ALL APPEALS MUST BE FILED IN WRITING BY:

Person filing appeal: _____

Title: _____

Department: _____

Position reports to: _____ Title: _____ Have you and your supervisor carefully reviewed your new job description and attached a copy?

Please describe in detail the duties and responsibilities that have been either excluded from the job description or inadequately describe the job function.

Please describe how the addition of the above function(s) impacts the skills, knowledge and abilities and/or educational requirements of the attached job description.

Please describe any other problem or issue that you have with your new job group, job classification grade, job title and/or job description.

Please describe your suggested resolution to the above problem(s).

Employee's signature/date: _____

Supervisor's signature/date: _____

Supervisor's Comments:

Department Head's signature/date: _____

Department Head's Comments:

Non Union Pay Plan 2014 Class/Comp - July 7, 2014

Current - as of 7/1/14 w/COLA

Proposed - Per New Ranges

Title	Grade	Min	Annual	Max	Annual	Grade	Min	Annual	Max	Annual
1 Custodian	N/A	14.27	29,683	19.01	39,539	1	13.43	27,940	17.89	37,217
2 Records Clerk	N/A	16.20	33,705	21.58	44,896	2	14.47	30,089	19.27	40,080
2 Vehicle Maintenance/Highway Laborer	N/A	15.03	31,256	20.02	41,634	2	14.47	30,089	19.27	40,080
3 Solid Waste Facility Operator	N/A	14.29	29,728	19.04	39,599	3	15.50	32,238	20.65	42,943
3 Assistant Town Clerk	N/A	16.34	33,997	21.77	45,286	3	15.50	32,238	20.65	42,943
3 W/S Utility Clerk	N/A	-	-	-	-	3	15.50	32,238	20.65	42,943
3 Office Clerk - Parks/Rec	N/A	16.20	33,705	21.58	44,896	3	15.50	32,238	20.65	42,943
4 Admin Asst Planning	N/A	16.20	33,705	21.58	44,896	5	16.53	34,387	22.02	45,805
5 Office Manager - Fire	N/A	21.63	44,989	28.80	59,900	5	18.08	37,611	24.09	50,100
5 Deputy Town Clerk	N/A	-	-	-	-	5	18.08	37,611	24.09	50,100
6 Deputy Tax Collector	N/A	-	-	-	-	6	19.89	41,372	26.49	55,109
6 Recreation Coordinator	N/A	16.02	33,313	21.33	44,374	6	19.89	41,372	26.49	55,109
6 Deputy Code Enforcement	N/A	21.63	44,989	28.80	59,900	6	19.89	41,372	26.49	55,109
6 Office Manager - Police	N/A	21.63	44,989	28.80	59,900	6	19.89	41,372	26.49	55,109
6 Office Manager - DPW	N/A	21.63	44,989	28.80	59,900	6	19.89	41,372	26.49	55,109
7 Executive Assistant	N/A	20.15	41,906	26.84	55,821	7	21.44	44,596	28.56	59,404
7 Engineering Technicians	N/A	22.59	46,977	30.07	62,546	7	21.44	44,596	28.56	59,404
9 Welfare/Human Services Administrator	N/A	25.25	52,510	33.61	69,913	9	24.80	51,581	33.03	68,708
9 Natural Resource Planner	N/A	22.25	46,288	29.64	61,658	9	24.80	51,581	33.03	68,708
9 Deputy Health Officer	N/A	23.30	48,468	31.04	64,561	9	24.80	51,581	33.03	68,708
9 Water Treatment Operator Supervisor	N/A	25.01	52,026	33.53	69,751	9	24.80	51,581	33.03	68,708
10 Assistant Town Engineer	N/A	-	-	-	-	10	26.61	55,342	35.44	73,718
10 Accountant	N/A	24.94	51,871	33.20	69,062	10	26.61	55,342	35.44	73,718
10 Electrical Inspector	N/A	23.30	48,468	31.04	64,561	10	26.61	55,342	35.44	73,718
10 Parks/Recreation Assistant Director	N/A	23.79	49,488	31.68	65,890	10	26.61	55,342	35.44	73,718
11 Maintenance Superintendent	N/A	27.48	57,160	36.59	76,104	11	28.67	59,640	38.19	79,444
11 Human Resources Administrator	N/A	26.91	55,976	35.83	74,527	11	28.67	59,640	38.19	79,444

11	Town Clerk	N/A	26.38	54,861	26.96	56,083	11	28.67	59,640	38.19	79,444
12	Highway Superintendent	N/A	29.57	61,511	39.37	81,897	12	30.48	63,402	40.60	84,454
12	Water/Wastewater Manager Engineer	N/A	34.88	72,551	46.44	96,595	12	30.48	63,402	40.60	84,454
12	Assistant Fire Chief/EMS Coordinator	N/A	34.70	72,177	46.20	96,097	12	30.48	63,402	40.60	84,454
12	Assistant Fire Chief/Deputy Emergency Mgmt	N/A	34.70	72,176	46.20	96,096	12	30.48	63,402	40.60	84,454
13	Economic Development Director	N/A	-	-	-	-	13	33.30	69,274	44.36	92,276
13	Assessor	N/A	31.55	65,634	42.01	87,386	13	33.30	69,274	44.36	92,276
14	Police Captain/Staff	N/A	35.06	72,926	46.68	97,095	14	34.10	70,924	45.42	94,473
14	Police Captain/Patrol	N/A	35.06	72,925	46.68	97,095	14	34.10	70,924	45.42	94,473
14	IT Manager	N/A	31.97	66,498	42.57	88,537	14	34.10	70,924	45.42	94,473
14	Parks/Recreation Director	N/A	27.85	57,925	37.08	77,122	14	34.10	70,924	45.42	94,473
14	Town Planner	N/A	33.89	70,492	45.12	93,855	14	34.10	70,924	45.42	94,473
14	Building Inspector/CEO	N/A	26.50	55,112	35.28	73,377	14	34.10	70,924	45.42	94,473
16	Fire Chief	N/A	37.97	78,981	50.56	105,157	16	37.20	77,371	49.55	103,062
16	Finance Director	N/A	35.20	73,206	46.86	97,468	16	37.20	77,371	49.55	103,062
16	Town Engineer	N/A	34.88	72,551	46.44	96,595	16	37.20	77,371	49.55	103,062
17	DPW Director	N/A	37.38	77,751	49.77	103,519	17	38.23	79,520	50.93	105,925
18	Chief of Police	N/A	38.13	79,304	50.76	105,586	18	39.26	81,670	52.30	108,788
20	Town Manager	N/A	-	-	49.64	103,255	20	42.36	88,117	56.43	117,376

SAMPLE

Non - Union Salary Table July 1, 2014
Executive, Management, Administrative, Professional, Office Support Positions

1.50%

	Min	Step - 1	Step - 2	Step - 3	Step - 4	Step - 5	Step - 6	Step - 7	Step - 8	Step - 9	Step - 10	Step - 11	Step - 12	Max
Chief of Police	79,304	81,069	82,874	84,719	86,605	88,533	90,504	92,519	94,579	96,685	98,837	101,037	103,287	105,586
Fire Chief	78,981	80,739	82,537	84,374	86,253	88,173	90,136	92,143	94,194	96,291	98,435	100,626	102,866	105,157
Public Works Director	77,751	79,482	81,252	83,060	84,910	86,800	88,732	90,708	92,727	94,792	96,902	99,059	101,265	103,519
Finance Director	73,206	74,836	76,502	78,205	79,946	81,726	83,545	85,405	87,307	89,250	91,237	93,269	95,345	97,468
Police Captain	72,926	74,550	76,209	77,906	79,640	81,413	83,226	85,079	86,973	88,909	90,889	92,912	94,981	97,095
Town Engineer	72,551	74,166	75,817	77,505	79,231	80,995	82,798	84,641	86,525	88,452	90,421	92,434	94,492	96,596
Wtr/Wst/Wtr Mgr. Engineer	72,551	74,166	75,817	77,505	79,231	80,995	82,798	84,641	86,525	88,452	90,421	92,434	94,492	96,596
Assistant Fire Chief	72,177	73,784	75,426	77,105	78,822	80,577	82,371	84,205	86,079	87,996	89,955	91,957	94,005	96,097
Town Planner	70,492	72,061	73,666	75,306	76,982	78,696	80,448	82,239	84,070	85,942	87,855	89,811	91,811	93,855
IT Manager	66,498	67,979	69,492	71,039	72,621	74,237	75,890	77,580	79,307	81,072	82,877	84,722	86,609	88,537
Assessor	65,634	67,095	68,589	70,116	71,677	73,272	74,904	76,571	78,276	80,019	81,800	83,621	85,483	87,386
Highway Superintendent	61,511	62,880	64,280	65,711	67,174	68,670	70,199	71,761	73,359	74,992	76,662	78,368	80,113	81,897
Parks & Rec Director	57,925	59,215	60,533	61,880	63,258	64,666	66,106	67,578	69,082	70,620	72,193	73,800	75,443	77,122
Maintenance Superintendent	57,160	58,433	59,734	61,063	62,423	63,813	65,233	66,686	68,170	69,688	71,239	72,825	74,447	76,104
Human Resources	55,976	57,222	58,496	59,798	61,129	62,490	63,881	65,304	66,757	68,244	69,763	71,316	72,904	74,527
Bldg Inspector (CEO)	55,112	56,339	57,593	58,875	60,186	61,526	62,896	64,296	65,727	67,191	68,687	70,216	71,779	73,377
Town Clerk	54,861	56,083	57,331	58,607	59,912	61,246	62,610	64,003	65,428	66,885	68,374	69,896	71,452	73,043
Welfare Director	52,510	53,679	54,874	56,096	57,345	58,622	59,927	61,261	62,625	64,019	65,444	66,901	68,391	69,913
Water Plant Operation Supervisor	52,026	53,213	54,426	55,668	56,938	58,236	59,565	60,923	62,313	63,734	65,188	66,674	68,195	69,751
Staff Accountant	51,871	53,026	54,206	55,413	56,647	57,908	59,197	60,515	61,862	63,240	64,647	66,087	67,558	69,062
Parks & Rec Assistant Director	49,488	50,590	51,716	52,868	54,045	55,248	56,478	57,735	59,021	60,335	61,678	63,051	64,455	65,890
DPW Technicians	46,977	48,023	49,092	50,185	51,302	52,445	53,612	54,806	56,026	57,273	58,548	59,852	61,184	62,546
Office Manager	44,989	45,991	47,015	48,061	49,131	50,225	51,343	52,487	53,655	54,850	56,071	57,319	58,595	59,900
Recreation Coordinator	33,313	34,055	34,814	35,591	36,385	37,196	38,025	38,874	39,741	40,626	41,532	42,458	43,406	44,374

SAMPLE

Part Time Pay Plan 2014 - 1.5% COLA

Administrative, Professional, Office Support, Technical, Trades, Crafts, General Labor Positions
2.23% between steps

COLA
1.500%

	Step - 1	Step - 2	Step - 3	Step - 4	Step - 5	Step - 6	Step - 7	Step - 8	Step - 9	Step - 10	Step - 11	Step - 12	Max
Deputy Health Officer	23,3017	24,3526	24,8956	25,4508	26,0184	26,5986	27,1917	27,7981	28,4180	29,0517	29,6996	30,3619	31,0389
Electrical Inspector	23,3017	24,3526	24,8956	25,4508	26,0184	26,5986	27,1917	27,7981	28,4180	29,0517	29,6996	30,3619	31,0389
Nat. Resource Planner	22,2538	23,2574	23,7761	24,3063	24,8483	25,4024	25,9689	26,5480	27,1400	27,7453	28,3640	28,9965	29,6431
Police Officer - On Call	21,5949	22,0764	23,0720	23,5865	24,1125	24,6502	25,1999	25,7619	26,3364	26,9237	27,5241	28,1379	28,7653
Administrative Assistant	20,1473	21,0559	21,5254	22,0054	22,4962	22,9978	23,5107	24,0350	24,5709	25,1189	25,6790	26,2517	26,8371
Assist. Town Clerk I	16,3447	17,0818	17,4627	17,8521	18,2502	18,6572	19,0733	19,4986	19,9334	20,3779	20,8324	21,2969	21,7719
Secretary	16,2043	16,5656	17,3127	17,6987	18,0934	18,4969	18,9094	19,3311	19,7622	20,2029	20,6534	21,1139	21,5848
Dispatcher - On Call	15,4265	16,1221	16,4817	16,8492	17,2249	17,6091	18,0017	18,4032	18,8136	19,2331	19,6620	20,1005	20,5487
Meter Reader	15,1672	15,5054	15,8512	16,2047	16,5660	17,3131	17,6992	18,0939	18,4974	18,9099	19,3316	19,7627	20,2034
Vehicle Maint (Highway Laborer)	15,0267	15,3618	16,0546	16,4126	16,7786	17,1528	17,5363	17,9264	18,3261	18,7348	19,1526	19,5797	20,0163
Transfer Station Attendant	14,2922	14,6109	15,2698	15,6103	15,9584	16,3143	16,6781	17,0500	17,4302	17,8189	18,2163	18,6225	19,0378
Custodian	14,2705	14,9141	15,2467	15,5867	15,9343	16,2896	16,6529	17,0242	17,4039	17,7920	18,1887	18,5944	19,0090

Annualized (Based on 40 hours)

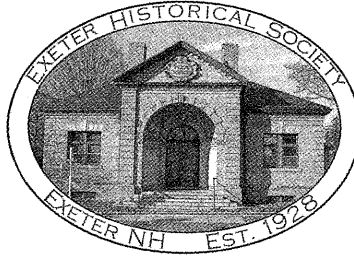
Deputy Health Officer	23,30	24,35	24,90	25,45	26,02	26,60	27,19	27,80	28,42	29,05	29,70	30,36	31,04
Electrical Inspector	23,30	24,35	24,90	25,45	26,02	26,60	27,19	27,80	28,42	29,05	29,70	30,36	31,04
Nat. Resource Planner	22,25	23,26	23,78	24,31	24,85	25,40	25,97	26,55	27,14	27,75	28,36	29,00	29,64
Police Officer - On Call	21,59	22,57	23,07	23,59	24,11	24,65	25,20	25,76	26,34	26,92	27,52	28,14	28,77
Administrative Assistant	20,15	21,06	21,53	22,01	22,50	23,00	23,51	24,03	24,57	25,12	25,68	26,25	26,84
Assist. Town Clerk I	16,34	17,08	17,46	17,85	18,25	18,66	19,07	19,50	19,93	20,38	20,83	21,30	21,77
Secretary	16,20	16,94	17,31	17,70	18,09	18,50	18,91	19,33	19,76	20,20	20,65	21,11	21,58
Dispatcher - On Call	15,43	16,12	16,48	16,85	17,22	17,61	18,00	18,40	18,81	19,23	19,66	20,10	20,55
Meter Reader	15,17	15,85	16,20	16,57	16,94	17,31	17,70	18,09	18,50	18,91	19,33	19,76	20,20
Vehicle Maint (Highway Laborer)	15,03	15,36	16,05	16,41	16,78	17,15	17,54	17,93	18,33	18,73	19,15	19,58	20,02
Transfer Station Attendant	14,29	14,61	15,27	15,61	15,96	16,31	16,68	17,05	17,43	17,82	18,22	18,62	19,04
Custodian	14,27	14,59	15,25	15,59	15,93	16,29	16,65	17,02	17,40	17,79	18,19	18,59	19,01

Deputy Health Officer	48,468	49,548	51,783	52,938	54,118	55,325	56,559	57,820	59,109	60,428	61,775	63,153	64,561
Electrical Inspector	48,468	49,548	51,783	52,938	54,118	55,325	56,559	57,820	59,109	60,428	61,775	63,153	64,561
Nat. Resource Planner	46,288	47,320	48,375	49,454	51,684	52,837	54,015	55,220	56,451	57,710	58,997	60,313	61,658
Police Officer - On Call	44,917	45,919	46,943	47,990	50,154	51,272	52,416	53,585	54,780	56,001	57,250	58,527	59,832
Administrative Assistant	41,906	42,841	43,796	44,773	46,792	47,835	48,902	49,993	51,108	52,247	53,412	54,603	55,821
Assist. Town Clerk I	33,997	34,755	36,322	37,132	37,961	38,807	39,672	40,557	41,462	42,386	43,331	44,298	45,285
Secretary	33,705	34,456	36,010	36,813	37,634	38,474	39,332	40,209	41,105	42,022	42,959	43,917	44,896
Dispatcher - On Call	32,087	32,803	34,282	35,046	35,828	36,627	37,444	38,279	39,132	40,005	40,897	41,809	42,741
Meter Reader	31,548	32,251	33,706	34,457	35,226	36,011	36,814	37,635	38,475	39,333	40,210	41,106	42,023
Vehicle Maint (Highway Laborer)	31,256	31,953	34,138	34,138	34,900	35,678	36,473	37,287	38,118	38,968	39,837	40,726	41,634
Transfer Station Attendant	29,728	30,391	31,761	32,469	33,193	33,934	34,690	35,464	36,255	37,063	37,890	38,735	39,599
Custodian	29,683	30,345	31,713	32,420	33,143	33,882	34,638	35,410	36,200	37,007	37,833	38,676	39,539

List for Selectmen's meeting July 14, 2014

Intent to Cut

Map/Lot	Location	Owner
46/3	Continental Drive	Garrison Glen LLC
46/1	Continental Drive	Garrison Glen LLC
56/3/1	Continental Drive	Garrison Glen LLC
46/4	Continental Drive	Garrison Glen LLC



Town Manager's Office

JAN -9 2014

Received

January 8, 2014

To: Russ Dean
Re: Lincoln Marker, Town Hall

Dear Russ,

Enclosed is a copy of the cooperative agreement between the Exeter Historical Society and the Division of Historical Resources. Although the Town of Exeter is not explicitly mentioned in the agreement, I'd like to have you look it over before I sign it and send it out. The marker will be paid for by a donor. It looks like the State will actually do the installation. Should the Exeter Historical Society be concerned about any upkeep or possible insurance coverage on this?

Thanks,

A handwritten signature in cursive script that reads "Barbara".

Barbara Rimkunas
Curator

AGREEMENT

by and between
THE STATE OF NEW HAMPSHIRE
by and through
THE DIVISION OF HISTORICAL RESOURCES
and
EXETER HISTORICAL SOCIETY, EXETER, NEW HAMPSHIRE
relating to a
"COOPERATIVE" STATE HISTORICAL MARKER,
"ABRAHAM LINCOLN SPEAKS IN NEW HAMPSHIRE"

On this date, 2 December 2013, THIS AGREEMENT is entered into by and between the STATE OF NEW HAMPSHIRE, by and through its DIVISION OF HISTORICAL RESOURCES / STATE HISTORIC PRESERVATION OFFICE of the DEPARTMENT OF CULTURAL RESOURCES, at the mailing address of 19 Pillsbury Street, Concord, New Hampshire 03301 (hereinafter referred to as the State of New Hampshire, or the Division of Historical Resources / State Historic Preservation Office, or the DHR / SHPO), and Exeter Historical Society, PO Box 924, Exeter, NH (herein referred to as the Contractor).

WHEREAS, pursuant to New Hampshire Revised Statutes Annotated 236:44, as inserted by Chapter 422, Laws of 1983, and by New Hampshire Revised Statutes Annotated 227-C:4, X., pursuant to Chapter 345, Laws of 1985, authority was granted to the Division of Historical Resources / State Historic Preservation Office to enter into cooperative arrangements with cities, towns, and local historical organizations or societies for the erection of markers, for the purpose of indicating the occurrence of historical events, within the rights of way of Class IV and V highways; and

WHEREAS, said RSA 236:44 requires that the Division of Historical Resources / State Historic Preservation Office's authority to enter into such agreements is conditioned upon the city, town, or local historical organization or society agreeing to the subsequent maintenance and care of said markers;

NOW THEREFORE, the Division of Historical Resources / State Historic Preservation Office and the Contractor, for and in consideration of the promises and the mutual covenants and agreements hereinafter set forth, do hereby agree as follows:

1. the Division of Historical Resources / State Historic Preservation Office hereby agrees to arrange with the New Hampshire Department of Transportation for the erection of the historical marker, "Abraham Lincoln Speaks in New Hampshire" on Front Street at the Exeter Town Hall, final location decision to be in the hands of the New Hampshire Department of Transportation;
2. the Contractor hereby agrees to pay the full cost of the historical marker provided for in Paragraph #1, by means of funds donated to and/or appropriated by the Contractor for that purpose;
3. the Contractor hereby agrees to maintain and care for the historical marker provided for in Paragraph #1, in perpetuity, including but not limited to: repainting the marker when needed, caring for the grounds in the immediate area of said marker, and taking such other actions as may be necessary to prevent the deterioration or desecration or unauthorized removal of said marker; and,
4. the Contractor agrees that it shall save harmless the State of New Hampshire and its Division of Historical Resources / State Historic Preservation Office, and its Department of Transportation, from any and all liability arising out of the erection of the historical marker herein provided for.

"COOPERATIVE" STATE HISTORICAL MARKER AGREEMENT
"ABRAHAM LINCOLN SPEAKS IN NEW HAMPSHIRE"
Exeter, New Hampshire
Page Two

IN WITNESS WHEREOF, the New Hampshire Division of Historical Resources / State Historic Preservation Office and NHTI, Concord, New Hampshire, have hereunto set their hands and official seals by their representatives or officers duly authorized:

NEW HAMPSHIRE DIVISION OF HISTORICAL RESOURCES:

BY: _____
Elizabeth H. Muzzey, Director
New Hampshire Division of Historical Resources
New Hampshire State Historic Preservation Officer
_____ date

EXETER HISTORICAL SOCIETY, Exeter, NEW HAMPSHIRE:

BY: _____
signature
_____ date
_____ print name
_____ title

ACKNOWLEDGMENT: _____ State of New Hampshire, County of _____

On this date, _____, before me, the undersigned officer, personally appeared the person identified above as the duly authorized representative or officer of the *Exeter Historical Society, Exeter, New Hampshire*, known to me (or satisfactorily proven) to be the person whose name is signed above, and s/he acknowledged that s/he executed this document in the capacity indicated.

BY: _____
print name
_____ title
Notary Public / Justice of the Peace
My Commission expires: _____
S E A L

APPROVED as to form, substance, and execution:

BY: _____
signature
_____ date
_____ print name
_____ title

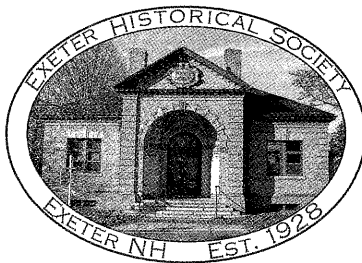
"COOPERATIVE" STATE HISTORICAL MARKER AGREEMENT
"ABRAHAM LINCOLN SPEAKS IN NEW HAMPSHIRE"
Exeter, New Hampshire
Page Three

EXHIBIT I

Abraham Lincoln Speaks in New Hampshire

On March 3, 1860, Abraham Lincoln delivered his final of four speeches in New Hampshire at Exeter Town Hall. Lincoln had strong ties to Exeter due to the influence of Amos Tuck, of this town, who is credited with the creation of the Republican Party. Both men served in Congress from 1847-1850. It was at the suggestion of Tuck that Lincoln enrolled his son, Robert, in Phillips Exeter Academy. Both Lincoln and Tuck promoted free-state policies and opposed the extension of slavery into the western territories.

COPIA



October 2, 2012

Selectmen, Town of Exeter

10 Front Street

Exeter, NH 03833

To the Town of Exeter Board of Selectmen,

The Exeter Historical Society would like to begin the process of petitioning the State of New Hampshire for the placement of a historic highway marker. Costs for this project will be covered by a private donor. The marker would be similar to the one in front of the Exeter Town Office and would stand, if approved by the board, in front of the Exeter Town Hall. The proposed wording on the sign would be:

"Lincoln Speaks in Exeter

On March 3rd, 1860, just prior to his nomination for the presidency, Abraham Lincoln spoke here at the Exeter Town Hall on issues surrounding the extension of slavery. Lincoln was visiting his son, Robert, who was attending Phillips Exeter Academy"

Sincerely,

A handwritten signature in black ink that reads "Lionel R. Ingram". The signature is fluid and cursive.

Lionel Ingram

Chairman, Exeter Historical Society Board of Trustees

Town of Exeter, New Hampshire

2015- 2020 CIP Project Request

Date Submitted: July 9, 2014
 Year Funding is Requested: 2015

Department: Public Works - Maintenance
 Project Title: Town Office Wiring Replacement
 Contact: Kevin Smart
 Phone: 778 - 0591 ext. 162
 e-Mail: ksmart@exeternh.gov

Priority (1 of 8, etc.): 3 of 5
 Estimated Total Cost: \$ 75,000
 Estimated Useful Life (Years): 50
 Previously Presented? (Yes/No) No
 When (Please give year):
 Growth Related? (Yes/No): Yes

Request Results from ("√" all that apply)

Reduce Long Term Operating Cost Health or Safety
 Continuation of Existing Project Expand Public Demand
 Reflects Master Plan Reduces Liability
 Fed./State Action Required Deemed Critical by Department

PROJECT DESCRIPTION, RATIONAL & OPERATING BUDGET IMPACT

Proposed ("√" all that apply) Building Renovation, Addition, New Construction Equipment New/Replacement Real Property Acquisition Road Improvements Water/Sewer System Improvements

1. General Project Description: Replacement of the old Cambria insulated wire from the 1930's that has deteriorated and become a hazard. The circuits are interconnected throughout the building and will require that the work to be done off regular hours due to the wide distribution of old circuits feeding the various office spaces. The project consists of removal of all old conductors from the conduits and replace.

2. Rationale: While walking on the attic flooring in May 2014 an electrical short tripped the lighting circuit for the second floor of Town Office. It was found that the 1930's practice of soldered connections in the junction boxes had over time caused the conductor insulation to become brittle. Disturbance of the conduit caused the failed insulation to allow the live conductor inside to ground out to the pipe conduit and trip the breaker as designed. In discussions with the Fire Department and Code Enforcement, it is recognized that the electrical system in the Town Offices has been added to in layers since the 1930's, and that the original Cambria wiring is still energized within the electrical distribution system. Thus far the approach has been to replace as expansion or building configuration changes dictate within the scope of work attainable by the Town Electrician, or small scale contracts. Now, however, due to greater building demands, and the known condition of the wiring, a directive has been issued by the Fire Department requiring a "plan of correction" to be submitted. Discussions with the NH Chief Electrical Inspector encompassed practical safeguarding for existing conditions by bonding any suspect conduits to which the Maintenance Department has completed. This project will remove all of the Cambria conductors from the conduits and replace with code compliant conductors.

3. Operating Budget Impact: price based on \$5 per sq. ft. X 14,574 sq. ft. (3 floors X 4,858 sq ft per floor= 14,574 sq. ft); will need work to be done off regular work hours (evenings and weekends) to allow Town Offices to remain open.



Capital Cost:	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total	Proposed Funding Source
Planning/Design/Engineering								<input checked="" type="checkbox"/> General Fund (tax rate)
Land/Site Improvements								<input type="checkbox"/> Water Fund (user fees)
Construction	75,000						75,000	<input type="checkbox"/> Sewer Fund (user fees)
Equipment Cost								<input type="checkbox"/> Capital Reserve Fund
Other Cost								<input type="checkbox"/> Impact Fee Account
Totals	75,000						75,000	<input type="checkbox"/> Other (Grants, Special Assessment)
Operating Budget Impact:								
Salaries/Wages								
Fringe Benefits								
Contracted Services								
Expenses								
Other Cost								
Totals								

Memo

To: Ken Berkenbush, Assistant Fire Chief
Thru: Jennifer Perry, Public Works Director
From: Kevin Smart, Maintenance Superintendent
CC: Russell Dean, Town Manager
Douglas Eastman, Building Inspector
Date: 06/27/2014
Re: Town Office Wiring Replacement

The condition of the old 1930's Cambric wire was brought to concern by the disturbance of an unsupported conduit pipe by Town Master Electrician Ron Wheeler as he walked on the attic floor; a conductor arced 5 feet away, and shorted the second floor lighting circuit which tripped the circuit breaker as required. It was found that insulation separated from the wire conductors enabled a live energized circuit to come in contact with the pipe conduit. Corrective action in conformance with the National Electric Code 2014 was completed by Town Master Electrician Ron Wheeler on June 7th by replacing all conductors fed from the effected junction box and repair of suspect conduits by bonding as recommended by the State Chief Electrical Inspector.

This condition has prompted the Maintenance Department to submit a CIP worksheet for a complete replacement of the Cambric wire. Pursuant to the CIP request, a meeting was held June 5th at 2:00 pm with Doug Eastman, Ken Berkenbush, Bob Wentworth, Ron Wheeler, and myself to assess the level of concern with the Town Office electrical distribution, and has resulted in a general consensus that the dated condition of the 1930's wiring has provided service well beyond its life expectancy, and the prudent corrective action is to replace all old cambric wiring which is approximately 30% of the wiring in the Town Offices. As a result of the meeting a Fire Department directive was issued citing code concerns and a required "Plan of Correction" to be submitted by July 9th for Fire Department review and approval.

Subsequent to the Fire Department directive, conversation with Dean Sotirakopoulos - NH Chief Electrical Inspector and I have taken place in an effort to gain further insight into a practical approach and scope of work. The National Electric Code 2014 interpretation by the NH Chief Electrical Inspector encompassed conduit condition and protection, electrical loads on individual circuits, and replacement of shorted conductors. The National Electric Code outlines that all interconnected wiring in the effected junction box feeding the circuit must be replaced.

Recommendations/Corrective Plan

At this time the immediate electrical hazard has been mitigated as outlined in the National Electric Code 2014 Annex H 80.9 & 80.29. It is recommended that the project of replacing all 1930's Cambric wiring be placed either in the Capital Improvement Program, or be considered for a special line item in the 2015 Operating Budget. The current median price of \$5.00 per square foot for old work, based on the square footage of the Town Office Building equates to a budget estimate of \$75,000.



EXETER FIRE DEPARTMENT

20 COURT STREET, EXETER, NH 03833-2716

Tel 603.773.6131 Fax 603.773.6128

BRIAN D. COMEAU, CHIEF OF DEPARTMENT

June 9, 2014

Kevin Smart Maintenance Superintendant

Re: Town Office Electrical System

Dear Mr. Smart,

A meeting and inspection of the Exeter Town Office Electrical system was conducted on June 5, 2014 to discuss the Town Office electrical distribution service. After speaking with staff Master Electrician Ron Wheeler and looking at the current conditions it has been determined that the Exeter Town Office Building is in violation of the following State of New Hampshire Fire Codes.

N.F.P.A. 1

4.1.3.2.1 Safety during Building Use: The safety during building use goal of this code shall be to provide an environment for the occupants of the building that is reasonably safe during the normal use of the building.

4.1.4.2.1 Prevention of Ignition ; The facility shall be designed, constructed, **maintained** and operations associated with the facility shall be conducted, to prevent unintentional explosions and fires that result in failure of or damage to adjacent compartments, emergency life safety systems, adjacent properties, adjacent outside storage and the facility's structural elements.

11.1 Electrical Fire Safety: 11.1.2; All electrical appliances, fixtures equipment, or wiring shall be installed and maintained in accordance with NFPA 70, National Electric Code.

On receipt of this letter you have thirty (30) days to submit a plan of correction that is acceptable to the Exeter Fire Department. If you have any questions please feel free to contact me.

Sincerely

Ken Berkenbush

Assistant Fire Chief

Cc: Chief Comeau, Russ Dean Town Manager, Jen Perry DPW Director, File

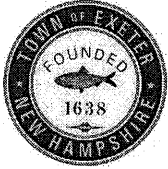
**Practical Safeguarding for Existing Conditions
(excerpts from Annex H 80.9& 80.29)**

1. Existing Installations. Existing electrical installations that do not comply with the provisions of this code shall be permitted to continue in use unless the authority having jurisdiction determines that the lack of conformity with this code presents an imminent danger to occupants. Where changes are required for correction of hazards, a reasonable amount of time shall be given for compliance, depending on the degree of the hazard.

a. In addition to further determination of the authority having jurisdiction, the following are hereby determined to constitute an imminent danger to occupants.

**Town Facilities / Permits
July & August 2014**

Date	Event Hours	Facility/Permit	Group	Purpose
7-5 through 7-13	7-11@7pm / 7-12@1pm & 7pm / 7-13 @ 1pm	Town Hall	Oyster River Players	Play - Carousel
7/7	7 - 9pm	Bandstand	Brass Band	Music
7/14	7 - 9pm	Bandstand	Brass Band	Music
7/15	6 - 9:30pm	Town Hall	Seacoast Wind Ensemble	Concert
7/16 & 7/17	9am - noon	Peddelling	Gideon	Distribution of flyers
7/17	6-9pm	Town Hall	Seacoast Photography Group	Meeting
7/19	8am - 1:30pm	Parking spaces	Annie's Angels	Book sale
7/21	7 - 9pm	Bandstand	Brass Band	Music
7/22	6 - 9:30pm	Town Hall	Seacoast Wind Ensemble	Concert
7/28	7 - 9pm	Bandstand	Brass Band	Music
8/16	8-10am	Road	MDA Boot Drive	Fundraiser
8/21	6-9pm	Town Hall	Seacoast Photography Group	Meeting
8/23	10am - 6pm	Town Hall	Exeter Republican Committee	Voter Education
8/30	8am - 7pm	Town Hall/Bandstand/Parking	Kiwanis	UFO Festival



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: twmng@town.exeter.nh.us

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

Signboard Requested: Poster Board Week: Plywood Board Week: WAC30 - Apr 5

Representative Information:

Name: Christopher Bartel Address: 11 Woodlawn Circle
Town/State/Zip: Exeter, NH 03833 Phone: 603 812 6180
Email: pastor.chris@regenchurchnh.com Date of Application: Jun 27 2014

Organization Information:

Name: Regeneration Church Address: 4 Elm St Exeter
Town/State/Zip: Exeter NH 03833 Phone: 772-8203

Reservation Information:

Type of Event/Meeting: EASTER CELEBRATION Date: APRIL 5, 2015
Times of Event: 1030 AM Times needed for set-up/clean-up: APRIL 4, 2015
of tables: _____ # of chairs: 200 ish
List materials being used for this event: MUSIC EQUIPMENT
Will food/beverages be served? Yes Description: coffee in foyer + outside

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.

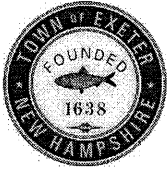
Applicant signature: [Signature] Date: Jun 27, 2014

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: townmgr@town.exeter.nh.us

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

Signboard Requested: Poster Board Week: 9/22 Plywood Board Week: _____

Representative Information:

Name: Evelyn Orr Address: 277 Waterst Apt 214
Town/State/Zip: Exeter NH 03833 Phone: 778-1287
Email: evelynorr@hotmail.com Date of Application: 7/8/14

Organization Information:

Name: Exeter Women's Club Address: as above
Town/State/Zip: _____ Phone: _____

Reservation Information:

Type of Event/Meeting: Antique Appraisals Date: Sun - Oct 19, 2014
Times of Event: NOON - 5 PM Times needed for set-up/clean-up: _____
of tables: 3 # of chairs: _____
List materials being used for this event: _____
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: Evelyn J Orr Date: 7/8/14

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

Office Use Only:

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

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

Town Manager Updates

Submitted by: Russell Dean, Town Manager

Week Ending: July 14th, 2014

- Work continued on the classification and pay plan with Municipal Resources Inc.
- The town manager was on leave on July 2nd and 3rd. July 4th was a holiday and offices were closed.
- Attended an economic development commission meeting on Tuesday, July 8th.
- Facilitated a positive meeting with the Parks/Recreation Director and YMCA representatives on July 9th to discuss efforts related to developing synergies between the parties in anticipation of the new YMCA and continuing parks/rec survey efforts.
- On Thursday, July 10th I attended a groundbreaking ceremony for the new groundwater plant to be built on Lary Lane. Site clearing work has begun.
- Worked closely with Human Resources on July compensation issues, as July is the month where most raises are implemented. This includes reviewing PAF forms for pay plan compliance.
- Resolved a bunting replacement issue after receiving a complaint from a citizen that the bunting on the bandstand looked "shoddy." Thanks to combined efforts from Sheri Riffle, Kevin Smart, and coordination with the Chamber of Commerce the bunting was able to be replaced by the next Brass Band concert.
- Managed several citizen walk in requests/issues including an elderly exemption issue, a sidewalk complaint, an issue with building inspection resources at Sterling Hill, a complaint about night work being done by Unitil on Folsom Court, poster board issues.
- Worked with DPW and Conservation to gather additional data on the Raynes Farm Roof bid award recommendation based on the June 30th BOS meeting.
- Met with the Town Planner and Building Inspector to review process items prior to the Economic Development Director starting employment.
- Worked through a cleanliness issue with the Oyster River Players regarding the use of Town Hall.
- Participated in weekly meeting with Public Works Director.
- Met with IT Coordinator on several IT issues including assessing photography project, EXTV support.
- Work on Town Office security system (card system) continued.
- Pursuant to the last BOS meeting, the Stoneybrook Agreement was reviewed by Public Works and myself. I also talked with the Town of Stratham about the project on Stoneybrook. Last September, when the project was proposed, the developer coordinated closely with our DPW regarding water/sewer issues. A DPW review indicates with the new development Stoneybrook will be reduced from five existing services to four services due to the demolition of a single family home.
- Completed several follow up items for 2013 audit.
- Attended an EHS Alumni Association meeting on July 10th at Exeter High School.
- On June 30th, met with Jim Conant, Lionel Ingram, Kevin Smart, and members of the Historical Society regarding placement of the "Lincoln Marker" at the Town Hall site.

- A guided bike ride and walk has been scheduled on Saturday, August 9th at 10 a.m. at the Elliot property site to celebrate the acquisition of the property.

Board of Selectmen

Front Street

Exeter NH 03833

Francesca Fay

5 Lexington Avenue

Exeter NH 03833

July 9, 2014

Dear Selectmen,

I would very much like to rejoin the Exeter Arts Committee. I understand there is current member, Rawson Webb, who has not attended meetings in some time and who has not responded to letters asking for his resignation. Sheri Riffle indicated that there is a policy in place to terminate a committee member who does not participate for a protracted period.

I very much hope that I might fill that potential opening on the Exeter Arts Committee. Please see my attached application.

I look forward to hearing from you.

Appreciatively,

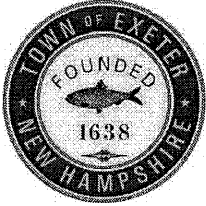


Francesca Fay 772-7290 ffay91443@aol.com

Town Manager's Office

JUL 9 2014

Received



Town of Exeter
Boards, Commissions & Committees
Appointment Application

JUL - 9 2014

Received

Committee Selection:

1st Choice: Exeter Arts Committee 2nd Choice: _____

Name: FRANCESCA FAY

Address: 5 Lexington Avenue, Exeter NH 03833

Email: FFAY91443@AOL.COM

Phone: 603-772-7290 Cell: _____

Please describe your interest in serving on this committee.

I have long-standing interest and continued participation in the arts in Exeter. I have been an EAC member in the past. Currently I am chairing an EAC-sponsored show: Exeter Inspires Art.

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)

Previous EAC member
Active participation in local art activities for many years

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

No

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: Francesca Fay

Date: July 9, 2014

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

Subj: **Re: rejoin EAC**
Date: 7/6/2014 9:24:35 A.M. Eastern Daylight Time
From: kathylewisthompson@gmail.com
To: Ffay91443@aol.com, dchartra@rcn.com, exeter2arts@gmail.com, kdesrosiers@mail.ttlc.net,
knoonan1@juno.com, lcshur@comcast.net, bbr4@comcast.net, vitolomarissa@gmail.com

Francesca: I have been very diligent with trying to get Rawson to resign. I left voice messages and sent him multiple emails requesting his resignation. I received no response. Sheri and Russ are both well aware of this. Don Clement (former Selectmen Rep for the EAC) advocated for this and nothing ever got done from the town side. That is the scoop. Not sure what else I can do.

Sincerely,
KLT

On Wed, Jul 2, 2014 at 10:18 AM, <Ffay91443@aol.com> wrote:

Hi Kathy,

I went by the town offices today and picked up an application for being appointed to the EAC. Sheri was unsure if there was an opening before 2015. Has Rawson Web been attending? If not, then he needs to resign. I guess if any other member is not attending the same would be true. Please let me know the scoop.

many thanks, francesca



Russ Dean <rdean@exeternh.gov>

Fwd: Coverage for Kensington

Don Clement <dclement@exeternh.gov>
To: Russ Dean <rdean@exeternh.gov>

Wed, Jul 9, 2014 at 3:20 PM

----- Forwarded message -----

From: **Town of Kensington** <kensington@kensingtontown.com>
Date: Wed, Jul 9, 2014 at 9:30 AM
Subject: Coverage for Kensington
To: Selectmen@exeternh.gov

To the Exeter Board of Selectmen,

The Kensington Board of Selectmen would like to inquire if you would be interested in discussing ambulance coverage for our Town.

Sincerely,

Lynne Bonitatibus
Administrative Assistant
Town of Kensington

Mailing Address:
95 Amesbury Road
Kensington, NH 03833

Physical Address:
243 Amesbury Road Unit #6

Kensington, NH 03833
(603) 772-5423 x4

(603) 772-6841 fax

CONFIDENTIALITY NOTICE: This message, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential and privileged information. If you aren't the intended recipient of this

e-mail, any use, disclosure or distribution is prohibited. If you have received this e-mail in error, please contact the sender by reply e-mail or telephone and destroy all copies of the original message.



Exeter Fire Department

Commissioning Ceremony

Swampscott Hook & Ladder Co.



The commissioning ceremony will be held the Exeter Fire Station

On Friday, July 25 at 10:00

Please come and join us as we place the community's new ladder in service

All are welcome light refreshments will be served

Department members Class A uniforms are the uniform of the day

JUL 02 2014

Received

7/1/14

Richard Kane – Chief of Police
Exeter Police Department
Exeter, NH 03833

Re: Animal Control Civil Forfeiture

I am responding to a letter sent Certified Mail to my home address in reference to a dog license.

First, receiving a letter that cost \$6.48 to send about a \$7.50 town fee is irresponsible and a waste of taxpayer's money.


Second, our dog, Diamond, died on August 20, 2013. When I did not go to the Town Clerk to renew her license, it was because we do not have a dog. Nowhere on the Dog License does it state that the dog owner is required to notify the town if their dog dies.

Third, sending a letter threatening a "civil forfeiture fee" without knowing the facts about the said dog is also irresponsible and a poor use of the authority vested in the Exeter Police Department by taxpayers of this town.

I would suggest that a simple phone call (there is a phone number associated with the license) or a letter sent via first class mail (a savings of \$5.99) asking an owner who has previously licensed a dog to kindly let the Town Clerk know if there has been a change in their dog owner status, perhaps noting that the license has not been renewed, would be a much friendlier, small-town-appropriate way to address late dog fees, all the while saving the taxpayers of this community a few dollars.

Please consider this an official complaint about the way this process is handled by both the Town Clerk and the Exeter Police Department.

Respectfully,



Benita L. O'Connell
17 Colonial Way
Exeter

Cc: Exeter Town Clerk
Russ Dean, Town Manager



Exeter Police Department

Richard Kane -- Chief of Police

6/20/2014

Exeter Town Clerk

ANIMAL CONTROL
CIVIL FORFEITURE

OCONNELL, BENITA L
17 COLONIAL WAY

EXETER, NH 03833

778-3964

OCONNELL, BENITA L

Expired License #: 1331

Rabies Expiration Date: 8/5/2016

Our records indicate that you own a dog(s) which has not been licensed as required by RSA466.1. Pursuant to RSA 466.13 you are hereby required to pay a civil forfeiture fee plus a service fee to the Town Clerk within 15 days from the date and time notice is given. Any person who fails to pay the forfeiture within the allotted time shall be issued a violation compliant for processing in the Exeter District Court with a fine not to exceed \$50 notwithstanding the provision of RSA 651:2, IV.

At the time that the forfeiture is paid, you will also be required to obtain a license for the dog(s). Pursuant to RSA 466:1 and RSA 466:4 a current rabies vaccination and either a spaying/neuter certificate, if appropriate, will be required. Documentation regarding the above can be obtained through your veterinarian.

IF YOUR DOG(S) IS DECEASED OR YOU NO LONGER HAVE A DOG PLEASE CONTACT YOUR TOWN CLERK'S OFFICE TO NOTIFY US.

The Town Clerk's hours are :

**Monday through Friday
8:15 AM - 4:00 PM
Phone Number: 778-0591 ext 403**

FEE SCHEDULE:	()	\$25.00	Civil Forfeiture
	()	\$10.00	Male or Female
	()	\$7.50	Neutered Male or Spayed Female (Must have proof from veterinarian)
	()	\$3.00	Owner over 65 Years of Age (First Dog ONLY)
	()	\$1.00	Per month late charge after June 1st.
	()	\$5.00	Service Fee

June/July, 2014 W & S Report

- **REQUEST WSAC RECOMMENDATION:** The Saint Michael Church, 93 Front St., requests that they be allowed a “Deduct” meter for water being used for irrigation. This water usage to be deducted from the sewer portion of their water & sewer bill. *Would the committee please discuss this and make a recommendation to DPW and the Board of Selectmen?* Several years ago, then Selectman Frank Ferraro, pointed out that the current water ordinances allow these deduct meters for single unit residential buildings only. There are about 20 large commercial, institutional and industrial W&S accounts that have had these for many years for cooling towers and irrigation purposes. The BOS at that particular meeting grand-parented these accounts but said not to allow any further deduct meters other than those for single unit residences. The issue was tabled to be discussed further at a later date.
- **High Street Saddle Tap Replacements:** This project is on hold until mid-August due to the Hampton Road Water Tank being off line for painting. The W/S street crew will continue excavating and replacing the 63 taps from the Portsmouth Avenue intersection to the Hampton Falls Road intersection as a priority project again through early October or until completion. High Streets’ older water service “saddle” type taps have been failing at an increasing rate due to apparent electrolysis/corrosion. A few feet of HDPE pipe is now used to connect the original copper services to the new saddle taps on the existing 10” AC water main.
- **Hampton Road Water Standpipe:** The painting sub-contractor, *JPI Painting* from Poland Ohio, began work for *Utility Service Co., Inc.* on Monday, July 7th. The interior/exterior painting and pit filling is expected to take 5 to 6 weeks. The Town has a long term asset management contract with *Utility Service*. This means that rather than a ~\$600,000 bond for a one time painting with a standard 1 year warranty, the vendor receives annual payments of \$102,448 for the first 5 years, \$42,000 to year 8 and then \$37,000 to year 12. The vendor is responsible for regular inspections and paint touch up/repair as needed throughout the contract term. The tank was dewatered and cleaned (floor sediment) by Town staff which began last Wednesday, July 2nd.
- **GWTP and Water Main Contracts:** D&C Construction will begin the new raw water main work on July 14th at Gilman Park and the Town River pumping station on Gilman Lane. D&C was the qualified low bidder @ \$822,259. A neighborhood informational meeting was held on Tuesday, June 10th, 6:30 PM for the residents of Bell and Crawford Avenues, Court Street and Lary Lane at the Town Hall. The ground water treatment plant general contractor, Apex Construction (low bidder @

\$3,873,000) has cleared the trees at the site and a ground breaking ceremony is being held 11:00 AM, Thursday, July 10th.

- **WWTP Wastewater Facilities Design Options:** Wright-Pierce Engineering April Memo w/current options attached separately.
- **Water Meter Replacement Project:** There remains four (4) large sized meters to be replaced, all are scheduled or in process. There are approximately fifty (50) of standard 5/8" X 3/4" meters either to be replaced or just have register changes to the new data logging/radio read units. All material has been purchased and approximately \$690,000 of the original \$750,000 (with 20% debt forgiveness) SRF loan has been expended. No further expenditures on this SRF loan/contract are planned. Repayment to start in July or August of 2015. New W&S billing/meter asset management software (with customer website) had been considered but there are still remaining issues to be resolved. Should this still happen the cost would be between \$25,000 to \$40,000 and would be a FY 15 line item.