

**Exeter Board of Selectmen Meeting  
Monday, January 26<sup>th</sup>, 2015, 7:00 p.m.  
Nowak Room, Town Office Building  
10 Front Street, Exeter, NH**

1. Call Meeting to Order
2. Bid Openings/Awards
3. Public Comment
4. Minutes & Proclamations
  - a. Proclamations/Recognitions
  - b. Regular Meetings: January 12<sup>th</sup>, 2015
5. Appointments – Zoning Board of Adjustment
6. Discussion/Action Items
  - a. New Business
    - i. Wastewater Regional Option Update
    - ii. Northside Carting Operations Update
  - b. Old Business-
    - i. Epping Road TIF Update
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: 01/23/15 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**

## Draft Minutes

### Exeter Board of Selectmen

January 12, 2015

A Motion was made at 6:55pm by Vice Chair Chartrand and seconded by Selectwoman Belanger to recess downstairs in the Wheelwright Room to conduct a Committee interview. Motion carried.

#### 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: ZBA

The Board conducted an interview at 6:55pm in the Wheelwright Room.

#### 3. Bid Openings/Awards

None.

#### 4. Public Comment

Frank Ferraro said his first issue with the lack of performance by the town's recycling contractor. He said it has been an ongoing problem. Recycling pickup has been very late. He said he put his recycling out early Friday morning and it wasn't collected until Monday. He said he spoke to Jen Perry and she said there were some mechanical issues, but that this problem was getting worse. He explained certain situations where residents were not satisfied. He said this is not acceptable. He thinks this will discourage recycling. He also complained that when the recycling is taken, the company is throwing around the bins and breaking them. He thinks the contractor needs to either vastly improve or be fired. He asked the Board to look into this. Selectman Clement said they do need to take better care of the bins, as they can be expensive. Selectwoman Surman said the issue is not only with recycling, but with trash too. She said it has been a problem for many months. She supported what Mr. Ferraro said. Mr. Ferraro went on to give more examples where things are not being done correctly. Mr. Dean and Ms. Perry said they would look further into this. Mr. Dean said they have been in communications with the recycling contractor. He said they have had a really good history with this company up until now. He said they do need to improve.

Mr. Ferraro said his second issue with COAST. He said there was a meeting with COAST about Route 7 recently. He said nothing concrete came from the meeting. He said COAST decided to do nothing about collecting money from other towns. COAST has had three years to do something about this. He gave statistics about Route 7 in Exeter. He recommended only giving COAST 50% of what they were requesting. He said towns that haven't paid COAST in three years still have stops on Route 7. He recommended that the Board use "tough love" on COAST. He said there does not need to be two dozen stops in Exeter with such a large bus. He said they could make immediate changes in Exeter by cutting out some stops and using a smaller vehicle. They could be more efficient.

## **5. Minutes and Proclamations**

### **a. Proclamations/Recognitions**

None.

### **b. Regular Meeting: December 29, 2014**

A Motion was made by Vice Chair Chartrand and seconded by Selectwoman Belanger to accept the minutes of the December 29, 2014 BOS minutes, as submitted by Nicole Piper. Motion carried – all in favor.

## **6. Appointments**

None.

## **7. Discussion/Action Items**

### **a. New Business**

#### **i. Dumpster Agreement**

Darren Windham, Economic Development Director, talked about a reasonable solution for the dumpster situation by the Green Bean. He said often the dumpster gets rather full from the businesses and restaurant and can be unpleasant to walk by. He and Jeff Turner from the Green Bean talked about a dumpster in the municipal parking lot with an enclosure. Mr. Turner said he would pay for this enclosure. There would have to be an Agreement with the businesses. Agreements have to be approved by the town counsel. Most businesses agreed they would give this a shot. The two explained the location of the dumpster, saying with the enclosure two parking spots would be lost. Businesses in the area agreed to be diligent. Mr. Turner is going to shop around for prices for the enclosure. Mr. Windham presented this to the Board for them to consider now and table for two weeks until the next meeting. Vice Chair Chartrand thinks this is a great solution. Chairwoman Gilman asked if it would be one dumpster and one recycling bin. Mr. Turner said yes. Selectman Clement asked if all the businesses were

served by the same trash collector. Mr. Turner said yes. Selectman Clement said he would like some time to digest this. He said there are some interesting aspects that make it a good proposal. He wasn't sure if they had given up town space for private space before. Mr. Dean said this would essentially be a "license". The town has the ability to move the dumpster and enclosure if need be. Mr. Windham said he was sure people would use this. Selectwoman Belanger asked if the businesses were on board. Mr. Windham said yes, they are willing to give it a try. He said hopefully they will not want to put their dumpster back. Selectwoman Surman asked who the parties are for the contract. Mr. Turner said Waste Management would have a contract with each business. Mr. Turner also said he would take care of maintenance to the enclosure.

Mr. Turner and Mr. Windham will bring this back to the Board in two weeks.

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## ii. DPW: Sidewalks, I/I, Sno-Go Discussion

Chairwoman Gilman talked about the issues ongoing about the sidewalks, i.e. brick versus concrete. Either they can include all the money in the warrant for the project and maintenance, separate the project and maintenance into two separate articles, or take maintenance out altogether.

Jennifer Perry recapped the presentation that was given on June 30 by Paul Vlasich. She said it took three years to complete the sidewalk data for this project. Overall, the majority of sidewalks are asphalt. About 70% of the sidewalks in town are in ok condition, while the other 30% are in poor condition. When this was presented in June, Mr. Vlasich said asphalt will be the cheapest at \$45/square yard, then concrete at \$56/square yard, and last brick pavers at \$150/square yard. It was recommended that the most cost effective material would be concrete. There are 3800 linear feet of sidewalk in downtown that are in the project. A couple warnings for the Board to consider would be using the proper brick, if it is too thin it can fail, and the differential between concrete and brick is \$94/square yard.

Vice Chair Chartrand said they have received a lot of input about this. He would like to leave the article as it is. However, he is convinced that they should move forward as a Board and all agree on the same here. He is willing to go with Selectwoman Surman and Selectman Clement's recommendation and put \$580,000 in the warrant instead of the \$1.18 million.

Selectman Clement wrote a new article reflecting the change in dollars, and read it for the Board. Vice Chair Chartrand asked what the impact would be of changing some language in the article to leave some wording out. Mr. Dean said his preference would be to include all items as referenced in the original article so there are not questions down the road as to what is included in this project. Chairwoman Gillman agreed that if they are not as precise as possible it could lead to questions in the future.

A Motion was made by Vice Chair Chartrand and seconded by Selectwoman Belanger to amend Article 10 to change all three places where it says \$1.18 million to \$580,000.

Selectwoman Surman said she likes the wording in Selectman Clement's proposal because it references the streets involved. Selectman Clement read his proposed article again, including the language about bumpouts and installation of trees. There was conversation about which streets the downtown area covered. Vice Chair Chartrand asked if they were going to have an opportunity to talk about this again. Mr. Dean said yes. Vice Chair Chartrand recommended having DPW and the Town Manager put together a new article taking into consideration Selectman Clement's suggestions. Mr. Dean said he can make a map available online of the area of the project. Vice Chair Chartrand and Selectwoman Belanger withdrew their Motion and second. Chairwoman Gilman said they are going to look at the language and change the wording so the Board feels comfortable.

Bill Campbell thinks going to \$580,000 is the right thing to do. He thinks numbers over \$1 million are large for voters to swallow. He doesn't think they need to bond the maintenance money. He said next year they can talk about how to handle maintenance.

Don Briselden gave the Board a handout. He said downtown is the core area. He talked about bricks, saying they will last well over 30 years. He thinks the Board should let the citizen's vote on the material used for the sidewalks. He explained where he thinks the brick should go. He calculated how much money would be needed (\$175,000) and how much space would be covered with brick for that amount.

John Schultz explained how Exeter is a competing town. He thinks surrounding towns are putting money into keeping brick. He is for the brick sidewalks.

Gerry Hamel agreed that more language the better, in regards to the warrant article. He thanked Vice Chair Chartrand for changing his vote.

Brian Griset asked for a breakdown of the maintenance.

Jessica Christoferson, a downtown Exeter store owner, thinks brick would be the best option.

Judy Rowan said the more brick the better.

Vice Chair Chartrand said they need to avoid designing this in town meeting. He suggested putting that into the DPW's hands.

Frank Ferraro said this should be a Citizen's Petition. It is a citizen's initiative. The Board should not task DPW to do work for a Citizen's Petition. Selectman Clement said they are not looking at as a Citizen's Petition, but to put it on the warrant article as a second article.

Mr. Griset said if the concrete is approved but the brick is not, they could create a betterment enhancement district where businesses could fund the differential.

Mr. Campbell said the Citizen's Petitions are due tomorrow.

Vice Chair Chartrand said himself, Selectman Clement, and Mr. Dean will reword Article 10 and Selectman Clement, Mr. Dean, Mr. Campbell, and Mr. Briseldon can come up with a second article for the \$175,000 for brick. Mr. Dean mentioned that they do need to start finalizing the warrant articles. Vice Chair Chartrand asked if the Board could get something about this in the next couple of days. Mr. Dean said yes, he would get it out to them by the end of the week.

Chairwoman Gilman said the next thing to talk about is I/I.

Ms. Perry said DPW has recommended a \$200,000 CIP for I/I. This is not consistent with the 2010 report. The ultimate goal is to eliminate sewer overflows. At the Budget Recommendation Committee meeting it was not recommended the \$700,000, but only \$100,000. Only \$40,000 of that will be used for I/I. She said there is a big difference between \$700,000 and \$40,000. The \$40,000 is not going to be enough. Underwood provided a November 20, 2014 memo, which includes additional evaluations and monitoring. It also includes manhole rehab, sump pump removal program, CSO annual metering budget, and LTCP confirmation, all totaling to \$130,000. DPW would be asking for an additional \$90,000.

Vice Chair Chartrand said Bob Kelly had a lot to say about this. He said he should be in the room for this conversation.

Selectman Clement said they have to move forward. He would be willing to support adding the money.

Ms. Perry said they need the money to be able to continue where they are going. Water/Sewer has done a very good job on this.

Selectman Clement asked if the total needed was the \$130,000. Mr. Dean said the town is under an order to rid the CSOs 100%. There is already \$40,000 in the budget, but \$90,000 more is needed. Chairwoman Gilman suggested discussing this on Wednesday with the Water/Sewer Committee.

The last topic is the Sno-Go. Vice Chair Chartrand said he went and looked at the Sno-Go and it is in tough shape. He is standing down on taking this off the warrant and going with the BRC to keep it on the warrant.

### **iii. Portsmouth Ave. Flexible Zoning Initiative Update**

Sylvia von Aulock gave a presentation on the Portsmouth Avenue Flexible Zoning Guidelines. She said there did not need to be any decisions made tonight. This presentation was all about input.

She went through the Committee goals. There are three zones to consider here; the transition zone, the business zone, and the highway zone. She went through the schedule since November.

Jeff Hyland, of Ironwood Design Group, continued with the presentation. He talked about what other towns are doing this. He then talked about the development of the Flexible Zoning Guidelines. He said they are trying to be flexible on this approach.

Ms. Von Aulock said next Thursday the Zoning Amendment will be voted on. She gave some feedback which she got at the January 6 public meeting. She went on to talk about what's next. She said they are looking for more input from the town staff, developers, Planning Board, and shareholders. They will continue to review and develop guidelines and the point system. They will obtain Planning Board support for the Zoning Amendment. They will develop evaluation and review process. They will develop language for the Site Plan Review and subdivision regulations. They will work on getting the word out.

Chairwoman Gilman explained why this is being looked at. Ms. Von Aulock explained this is all optional; developers don't HAVE to do this. Chairwoman Gilman said they are trying to cut out how many meetings the applicant has to go through.

Mr. Dean asked Mr. Hyland to explain the Bonus Points section. He explained it to be like an "extra credit" section.

Vice Chair Chartrand said he would like to see Epping Road included in this somewhere in the future.

Mike Dawley said they should put this off for a year. He said they should proceed cautiously. He wondered what happens to people who live outside the box. He didn't understand why they are rushing forward with this.

Brian Griset agreed with Mr. Dawley. He sees multiple problems. He thinks they should delay this. He said if they give flexibility to the developer they can come up with a lot of great stuff. He said zoning now is not flexible though. There are a lot of details missing here. He seriously cautioned going forward on this and recommended pulling back for a year.

#### **iv. Epping Road TIF Update**

Darren Winham talked about the idea of the TIF. He said not having water and sewer in the area is losing a lot of potential development. He said they are trying to put in a TIF application, and he explained the area which will be in the TIF district. He went through the objectives, which include creating a new infrastructure, stimulating development, expanding the property tax base, and creating employment opportunities. He said there are 145 parcels in the proposed district. He read the disclaimer, which he said is extremely important for all to understand. There are 587 acres total in the area, totaling over \$78 million. He wrote an RFP

to look at the cost for the infrastructure coming in at \$6.8 million. He said there is still a lot of work to do on the TIF.

Mr. Dean said the \$6.8 is over 20 years, with no money being borrowed in advance of TIF revenues to support the project. He said the borrowing can be staggered.

Selectman Clement said \$1 million in new value can generate \$26,000 in taxes.

Frank Ferraro said this is a great idea. The first few years are going to be the taxpayer money; the development won't pay for itself until it's completed. He said there needs to be an annual budget for administration. He said there needs to be more specifics for the warrant.

Mr. Winham said this is just a brief overview of the TIF. He is planning on having this completely done by the end of the week. He said they are talking about a 20 year TIF. He said they will not go forward until they have enough developers. Mr. Dean said when the town borrows funds, there is a 12 month lag until it has to start being paid back so payments and coincide with development.

#### **b. Old Business**

##### **i. 2015 Town Budget/Warrant Articles**

Selectman Clement said the budget has been discussed in detail.

Vice Chair Chartrand said they should be done talking budget, as the budget has .84% increase over 2014.

#### **8. Regular Business**

##### **a. Tax, Water/Sewer Abatements & Exemptions**

A Motion was made by Selectwoman Surman and seconded by Selectman Clement to approve abatement for map 70, lot 97 in the amount of \$669.74. Motion carried – all in favor.

A Motion was made by Selectwoman Surman and seconded by Selectman Clement to approve abatement for map 95, lot 64, unit 236 in the amount of \$396.11. Motion carried – all in favor.

A Motion was made by Selectwoman Surman and seconded by Selectman Clement to approve abatement for map 95, lot 79, unit 13 in the amount of \$307.51. Motion carried – all in favor.



A Motion was made by Selectwoman Surman and seconded by Selectman Clement to approve the Veteran's Credits for the following map/lot/unit number all in the amount of \$500.00 each; 97/21, 32/33, 68/6/421, 54/4/121, 104/79/107. Motion carried – all in favor.

A Motion was made by Selectwoman Surman and seconded by Selectman Clement to approve the Veteran's Credit for map 95, lot 64, unit 359 in the amount of \$2500.00. Motion carried – all in favor.

A Motion was made by Selectwoman Surman and seconded by Selectman Clement to deny the Veteran's Credit for map 68, lot 6, unit 121. 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 use of the Town Hall by Evelyn Orr for an Exeter Women's Club Silk and Silver on November 22, 2015 from 8 am to 4 pm. Motion carried – all in favor.

A Motion was made by Vice Chair Chartrand and seconded by Selectwoman Surman to approve the Application for use of the Town Hall by Evelyn Orr for the Exeter Women's Club Yard Sale on June 5 and 6, 2015 from 8 am to 2:30 pm. Motion carried – all in favor.

A Motion was made by Vice Chair Chartrand and seconded by Selectwoman Belanger to approve the Application for use of the Town Hall by Evelyn Orr for the Exeter Women's Club Antique Appraisals on October 11, 2015 from Noon to 5 pm. Motion carried – all in favor.

A Motion was made by Vice Chair Chartrand and seconded by Selectwoman Belanger to approve the Application for use of the Town Hall by Jan Russell or Bonnie Galinski for the Festival of Trees on November 30-December 4, 2015 from 11 am to 9 pm. Motion carried – all in favor.

**c. Town Manager's Report**

Mr. Dean reported his report was in the packet. He noted on the following:

- It was a good meeting with COAST. Route 7 will not disappear. They are putting together a plan.

**d. Selectmen's Committee Reports**

Selectwoman Belanger had nothing to report.

Vice Chair Chartrand reported EEDC met last week.

Selectwoman Surman had nothing to report.

Selectman Clement reported Planning Board met last week.

Chairwoman Gilman had nothing to report.

**e. Correspondence**

The following correspondence were included in the packet:

- Letter from Big Brother Big Sister
- Letter from New Generations
- Letter from State of NH Dept of Safety
- Letter from Seacoast Family Promise
- Appointment Application from Frank Ferraro for the River Study Committee
- Exeter drinking water info
- Letter from VHB

**9. Review Board Calendar**

The next meeting will be January 26, 2015. The Board said they will talk with Water/Sewer Committee on the 14<sup>th</sup>. One the 20<sup>th</sup> is a budget meeting, and there is a deliberative session on January 31<sup>st</sup>.

**11. Adjournment**

A Motion was made by Vice Chair Chartrand and seconded by Selectwoman Surman to adjourn the meeting at 10:31pm. Motion carried – all in favor.

Respectively submitted,

Nicole Piper  
Recording Secretary

Appointments – January 26<sup>th</sup>, 2015

David Mirsky, Zoning Board of Adjustment, Alternate member

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# List for Selectmen's meeting January 26, 2015

## Abatements

<u>Map/Lot</u>	<u>Location</u>	<u>Refund</u>
104/82	1A Dow Street	406.54
70/98	196 High Street	1,899.77

## Veteran's Credit

<u>Map/Lot</u>	<u>Location</u>	<u>Credit Amount</u>
95/64/356	16 Sumac Street	500.00
68/6/628	6 Sterling Hill Ln U628	500.00
87/23/3	31 Hampton Road	500.00
104/79/115	115 Robin Hood Dr	500.00
96/13	22 Cullen Way	500.00
81/4	7 Scammon Lane	2,000.00

## Elderly Exemption

<u>Map/Lot</u>	<u>Location</u>	<u>Exemption Amount</u>
95/64/297	47 Hilton Ave	152,251

TOWN OF EXETER  
PLANNING DEPARTMENT

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Date: January 23, 2015  
To: Janet Whitten  
From: Sylvia von Aulock, Kristen Murphy  
Subject: Wakefield Investment Corp  
Map-Lot 69-e

The Planning Department has reviewed the Intent to Cut form submitted to us on Friday January 23, 2015 for the above referenced properties. We request that this information be shared with the Board of Selectmen and the Applicant/Forester/Logging Company.

We did not receive any plans indicating harvest activities such as staging, landing site, haul or skid roads and areas planned for cutting. Obtaining these in advance would be helpful so that we can better respond to calls from the public about this activity.





Attached is a copy of the existing data we have on wetlands in or adjacent to the property. In addition more accurate wetland boundaries were delineated through the site plans for the proposed development and are on file in the Planning Department (PB 21-404). The project has received conditional approval from the Planning Board and final approval is awaiting completion of some details such as a pre-construction meeting, etc. Timber harvest should be completed in a manner consistent with the plans submitted to the Planning Board.


We further recommend that all activities associated with this harvest be implemented in accordance with the publication: *"Best Management Practices (BMPs) for Erosion Control on Timber Harvesting Operations in New Hampshire"*.

In addition, the applicant, logger or forester have questions, please do not hesitate to contact the Planning Department at 773-6112.



**Legend**

 WETLANDS\_FromPlans  
 Nath'l Wetlands Inventory  
 NWITYPE  
 E  
 P  
 Boundary of recent clearing


  
 0 50 100 200 300 400 Feet

2014

received

FORM PA-7

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION  
NOTICE OF INTENT TO CUT WOOD OR TIMBER

JAN 23 2015

Assessor's Office

YR TOWN OP#  
14 - 153 - 10 - T (Assigned by Municipality)

For Tax Year April 1, 14 to March 31, 15

PLEASE TYPE OR PRINT (If filling in form on-line, use TAB Key to move through fields)

- City/Town of Exeter NH
- Tax Map No./Lot or USFS sale name & unit #: 69 Lot 3
- Intent Type: Original  Supplemental   
(Use mouse to click on Check Boxes) Original Operation # \_\_\_\_\_
- Name of road from which accessible: Hampden Road
- a. Acreage of Lot: 12 Acreage of cut: 3.12  
b. Anticipated start date: ASR
- Type of ownership (check only one):  
a. Owner of Land and Stumpage (Joint Tenants)   
b. Owner of Land and Stumpage (Tenants in Common)   
c. Previous owner retaining deeded timber rights   
d. Owner/Purchaser of stumpage & timber rights on public lands (Fed., State, municipal, etc.) or Utility Easements

REPORT OF CUT FORM / CERTIFICATE TO BE SENT TO:

OWNER  OR  BY MAIL  OR

LOGGER/FORESTER  E-MAIL

7. I/We hereby accept responsibility for reporting all timber cut within 60 days after the completion of the operation or by May 15, whichever comes first. I/We also assume responsibility for any yield tax which may be assessed. (If a corporation, an officer must sign.)  
Timber Tax Information is Available at [www.revenue.nh.gov](http://www.revenue.nh.gov)  
Questions?? Call (603) 230-5950

[Signature] 1-20-15  
SIGNATURE OF OWNER(S) OR CORPORATE OFFICER DATE

Robert Molini 1-20-15  
SIGNATURE OF OWNER(S) OR CORPORATE OFFICER DATE

Wakefield Investment Corp.  
PRINT CORPORATE OFFICER NAME AND TITLE DATE

P.O. Box 540  
PRINT OWNER(S) NAME

Wakefield, MA. 01880  
MAILING ADDRESS

603.781.1636 STATE MA ZIP CODE 01880  
CITY/TOWN PHONE E-MAIL Crowpoint62@yahoo.com

FOR ASSESSING OFFICIALS ONLY

The Selectmen/Assessing Officials hereby certify that:

- All owners of record have signed the Intent;
- The land is not under the Current Use Unproductive category;
- The form is complete and accurate; and
- Any timber tax bond required has been received:  
\$ \_\_\_\_\_ Date \_\_\_\_\_
- The tax collector will be notified within 30 days or receipt pursuant to RSA 79:10;
- This form to be forwarded to DRA within 30 days.

8. Description of Wood or Timber To Be Cut

Species	Estimated Amount To Be Cut		
White Pine	3000	MBF	
Hemlock		MBF	
Red Pine		MBF	
Spruce & Fir		MBF	
Hard Maple		MBF	
White Birch		MBF	
Yellow Birch		MBF	
Oak	6000	MBF	
Ash		MBF	
Beech & Soft Maple		MBF	
Pallet or Tie Logs	4000	MBF	
Other (Specify)		MBF	
	Pulpwood	Tons	Cords
Spruce & Fir			
Hardwood & Aspen			
Pine			
Hemlock			
Whole Tree Chips	5000		
Miscellaneous			
High Grade Spruce/Fir			Tons
Cordwood & Fuelwood	a m b		Cords

9. Species and Amount of Wood or Timber For Personal Use or Exempt. See exemptions on back of form.

Species:	Amount:

10. By signing below, the Logger/Forester or person responsible for cutting hereby accepts responsibility for verifying the volumes of wood and timber to be reported by the owner. I have become familiar with RSA 227-J, the timber harvest laws.

Robert E. Lee 1-22-15  
SIGNATURE OF PERSON RESPONSIBLE FOR CUTTING DATE

Robert E. Lee  
PRINT NAME

34 Birchwood Drive  
MAILING ADDRESS

Allenstown NH 03225  
CITY/TOWN STATE ZIP CODE

603-485-4175 E-MAIL  
PHONE

Signature (in ink) of Assessing Official	Date	Signature (in ink) of Assessing Official	Date	Signature (in ink) of Assessing Official	Date
Signature (in ink) of Assessing Official	Date	Signature (in ink) of Assessing Official	Date	Signature (in ink) of Assessing Official	Date



# Application for Use of Town Facility

Forms can be mailed: Town of Exeter, 10 Front Street, Exeter, NH 03833

Faxed #: 603-772-4709 or emailed: [sriffle@exeternh.gov](mailto:sriffle@exeternh.gov)

Facility:  Town Hall (Main Floor)  Bandstand  Parking - # Spaces \_\_\_\_\_ Location \_\_\_\_\_

Signboard Requested:  Poster Board Week: \_\_\_\_\_  Plywood Board Week: Oct. 23-Nov 6

### Representative Information:

Name: Jan Russell or Bonnie Galinski Address: % EACC, PO Box 278  
Town/State/Zip: Exeter, New Hampshire 03833 Phone: 603-772-2411  
Email: bangoluf@comcast.net Date of Application: January 8, 2015

### Organization Information:

Name: The Festival of Trees Address: % EACC, PO Box 278  
Town/State/Zip: Exeter, New Hampshire 03822 Phone: 603-772-2411

### Reservation Information:

Type of Event/Meeting: Festival of Trees event Date: December 3, 2015  
Times of Event: 11:00a.m.-9:00p.m. Times needed for set-up/clean-up: Nov. 30-Dec. 4, 2015  
# of tables: 6-8 # of chairs: @10 Will food/beverages be served? cookies in small room  
List Town equipment you request to use: \_\_\_\_\_  
Comments: \_\_\_\_\_

### 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: Janet Russell Date: 1/13/15

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's Office

JAN 20 2014

Received





# Application for Use of Town Facility

Form can be mailed: Town of Exeter, 10 First Street, Exeter, NH 03833  
Fax to: 603-781-9990 or emailed: [town@townofexeter.com](mailto:town@townofexeter.com)

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

Signboard Requested: Poster Board  Wall  Plywood Board  Wall

### Representative Information:

Name: Morgan Roberts Address: 30 Linden St  
Town/State/Zip: Exeter, NH 03833 Phone: 603-781-5524  
Email: [director@musicalarts.org](mailto:director@musicalarts.org) Title of Application: 1/22/15

### Organization Information:

Name: MusicalArts Address: 30 Linden St  
Town/State/Zip: Exeter, NH 03833 Phone: 603-781-4862

### Reservation Information:

Type of Event/Meeting: Music Recitals Date: 07/22/15-08/24/15  
Dates of Event: 5:00-8:30pm Times needed for set-up/clean up: 150  
# of tables: # of chairs:  
List materials being used for this event:  
Will food/beverages be served? Description:

### Requirements:

- Cleaning Deposit:** A cleaning deposit of \$100 is required if you are serving food or beverages. If the town determines after inspection that the building has adequately cleaned, the deposit fee will be returned to the payer. No food is allowed in Main Hall of the Town Hall. If food is to be served and/or prepared in the rest of Town Hall, the electrical outlet cannot exceed 75 amps. For more information call Kevin Foster, Maintenance Superintendent at 781-486-2100.
- Liability Insurance Required:** One town-approved liability insurance policy must be submitted with this completed application. All approved liability insurance carriers must be listed on the application. General Liability/Property Damage: \$300,000-\$1,000,000. The Town of Exeter must be listed as additional insured.
- Rental Fees:** For Town Hall use there is a fee of \$75 (plus the requirement of \$100 is to be required for use of main floor and stage for more than a single day. A permit is required a waiver of the rental fee in writing.
- Keys:** Access to a town building after normal business hours is paid a key deposit. Keys and keys can be obtained from the Town Manager's office at the Town Office during normal business hours (there is no charge for obtaining a key). A key can be collected up to 24 hours before your event for the exception of holiday events.
- Signage below acknowledges receipt of and agreement to all rules, regulations and requirements pertaining to the use of town facility. Permit approvals are contingent upon proper insurance and compliance with the Town of Exeter.

Signature: Date: 1/21/15

Accepted by the Town of Exeter: \_\_\_\_\_ Date: \_\_\_\_\_  
Town Manager: \_\_\_\_\_