

**Exeter Board of Selectmen Meeting  
Monday, August 22<sup>nd</sup>, 2016, 7:00 p.m.  
Nowak Room, Town Office Building  
10 Front Street, Exeter, NH**

1. Call Meeting to Order
2. Board Interviews
3. Public Comment
4. Minutes & Proclamations
  - a. Proclamations/Recognitions
  - b. Minutes: Regular Meetings: August 8<sup>th</sup>, 2016
5. Appointments – Budget Recommendations Committee
6. Discussion/Action Items
  - a. New Business
    - i. Supervisors of Checklist re: state primary September 13th
    - ii. Fire Department – Old Ambulance Donation Request
    - iii. Dump Truck Lease/Purchase - DPW
    - iv. Kingston Road Project Update
    - v. 2016 Selectboard Goals – Master Plan
  - b. Old Business
    - i. TBD
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

Daniel Chartrand, Chairman  
Exeter Selectboard

Posted: 8/19/16 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

August 8, 2016

**1. Call Meeting to Order**

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

**2. Board Interviews – Budget Recommendation Committee**

Chair Chartrand reconvened the meeting after a 6:50 pm meeting for an interview with KC Cargill for a position on the Budget Recommendations Committee.

At this time, Vice Chair Gilman asked for a moment of silence for Faith Flythe, a volunteer on the Heritage Commission who passed away very recently.

**3. Public Comment**

Beth Dupell said she was there to represent the Heron Group. She said the Heron Group is excited to learn that Granite Hill is opening a pop-up boutique shop on Franklin Street for a couple of weeks. She was there to propose a signage request for this short period. She handed the Board a rough picture of the signage. Chair Chartrand said they would take this up later in the meeting.

**4. Minutes and Proclamations**

**a. Proclamations/Recognitions.**

**Motion:** A Motion was made by Selectman Clement and seconded by Selectwoman Belanger to allow Sydney Peterson to address the Board. Motion carried – all in favor.

Sydney Peterson explained how she would like New Hampshire to become involved in transgender discrimination law. She read a letter from Eileen Flockhart, an Exeter resident who could not attend the meeting, showing her support for this.

Ms. Peterson went on to say she needs the community's support to send this to the State for their review and approval.

Emily Heath, Senior Pastor of Exeter's Congregational Church, said she could have legally been denied housing for lost her job because of how she represents her gender and the lack of laws for transgender discrimination in NH. As a pastor, she asked for the Board's support to help send this Resolution on for a better NH.

Frederick Berrien, from NH's House of Representatives, thanked the Board for their consideration on this matter and hoped the Board would accept this Resolution.

Selectwoman Belanger read the Resolution, which is included in the packet.

Selectwoman Surman asked if this should go on the Town Warrant as a Citizen's Petition. She supports this, but said that is her only concern.

Ms. Peterson said her original intent was to have the BOS support this. She said eventually she would like to have the support of the town, but for not just asked for the Board's support.

Chair Chartrand made an amendment to the Resolution, changing "Town of Exeter" to "Board of Selectmen".

Selectman Clement said he would like to up the ante and have the Board sponsor this as a Warrant Article. He wondered if the town's personnel policy refers to transgender non-discrimination. He wanted to look into this and if it did not, bring it to the Board to add "transgender".

Selectwoman Belanger and Vice Chair Gilman gave their full support.

**Motion:** A Motion was made by Selectwoman Belanger and seconded by Selectman Clement to allow Doug Marino to speak. Motion carried – all in favor.

Doug Marino thanked Ms. Peterson for all her work on this issue.

Mr. Berrien said he had a concern with the legislature that people might come forward protesting this. He encouraged the BOS to approve a Resolution of this type so the State has some guidance.

Chair Chartrand said the town's vote on this would be a very important tool, but said they cannot wait on this and need this Resolution now.

Selectwoman Belanger pointed out two typos.

**Motion:** A Motion was made by Vice Chair Gilman and seconded by Selectwoman Belanger to approve the Resolution urging the State of New Hampshire to amend its current

Anti-Discrimination Statutes for include language for anti-discrimination protections and equal treatment, respect and dignity for individuals on the basis of gender expression and gender identity in the areas of employment, housing and public accommodations, as amended, and further to authorize Chair Dan Chartrand to sign. Motion carried – all in favor.

**b. Minutes: Regular Meeting: July 25, 2016**

Selectwoman Surman had an amendment on page 6, changing the vote on a Motion from 4-1 to 3-1.

Vice Chair Gilman had an amendment to page 1, changing “plead” to “pleaded”.

Selectman Clement had an amendment to page 1, changing “removed” to “constructed”. He also had an amendment to page 9, changing “redefine” to “refine”.

**Motion:** A Motion was made by Vice Chair Gilman and seconded by Selectwoman Surman to approve the minutes of the July 25, 2016 BOS meeting, as amended. Motion carried – 3-0-1 vote. Selectwoman Belanger abstained.

**5. Appointments**

There were no appointments.

**6. Discussion/Action Items**

**a. New Business**

**i) Drought Update – Water Conservation**

Mr. Dean said that a water conservation issue has been brought up by the DPW.

Jennifer Perry, Public Works Director, said the south half of the State is in a severe drought. She said over 100 water utilities have issued water restrictions. NHDES issued a requirement for all residents to conserve water. They ask residents refrain from outdoor water use except hand watering of vegetable gardens. One reason for this severe drought is the lack of snow from last winter. Also, Ms. Perry said it has been very warm so evaporation is above normal. A change is not foreseen in weather patterns until late fall. Ms. Perry said there could be several more weeks of this.

Ms. Perry went on to say the DPW recommends the town issue a voluntary water restriction for all outdoor water except for animal hydration or watering of vegetable gardens.

Mr. Dean said Pennichuck has a community water system in Exeter and has issued water restrictions for that system.

Ms. Perry said she would like to get the voluntary restriction message out to residents as soon as possible.

Selectwoman Surman said it is important to get this out publicly.

**Motion:** A Motion was made by Selectman Clement and seconded by Vice Chair Gilman that the Board ask residents of Exeter and users of the municipal water system to voluntarily restrict the use of outside watering except hand watering of vegetable gardens and newly planted vegetation, effective immediately. Motion carried – all in favor.

Mr. Dean said he will get this on the town website and possibly put wording on the trailer so drivers can see the message.

#### ii) Stop Sign Request – Epping Road/Warren Avenue

Mr. Dean said this is a form from residents asking to replace a yield sign at Park St and Warren Street with a stop sign. The reason is for speeding issues and no drivers not coming to a complete stop.

Enna Grazier, resident who lives in near this, said this is a confusing intersection. She said it is three streets merging and putting a stop sign at the site would create a psychological shield for drivers to look both ways.

Chief Shupe said this was brought to his attention in June. He agrees with Ms. Grazier that a yield sign should be replaced with a stop sign. He did a speed survey and found the average speed is 27 mph. He said there is a similar location to this site in town, and there is a stop sign instead of a yield. He said his department will do some educational enforcement so drivers notice the change. He said this will be a positive change. He urged people to be cautious for a while though, as drivers are used to the yield sign.

Selectman Clement said they need to do three readings on this, so suggested in the interim perhaps putting up a speeding sign to slow down drivers.

Ms. Perry said that after review, the DPW concurs this yield sign should be converted to a stop sign. She said it is still incumbent for pedestrians to get the attention of drivers. There are some things her department can do to make drivers aware of the new sign, like put a warning sign up 100 feet prior to the new stop sign. She said education and enforcement will help people be aware of the change.

Mr. Dean said the only thing the current ordinance refers to are traffic control devices, so he said they can approve this without three readings. He said it doesn't require an amendment to the ordinance.

**Motion:** A Motion was made by Selectwoman Belanger and seconded by Vice Chair Gilman for the BOS to approve placement of a stop sign at Warren Street and Park Avenue. Motion carried – all in favor.

**iii) TTHM Remediation Proposal - DPW**

Mr. Dean said there was a meeting a week ago about the TTHM issue. DPW is proposing work be done to the Epping Road tank. The work will be done by Suez to install proper ventilation equipment at a cost of \$24,169. Suez is the new name of the Utility Service Group.

Ms. Perry said the town has been out of compliance with the TTHM issue for several quarters now. TTHM's are a concern because they are a carcinogen. The type of TTHM formed in the town's system is volatile and can be removed. She said the next thing they need to look at is how they can aerate the TTHMs out of the water. She said the Epping Road tank will be taken out of service in September for painting, so it is the perfect time to install this ventilation equipment. She said this money would have to come out of reserves.

Selectwoman Surman said this sounds like a phased approach, and asked why this wasn't budgeted for if it was phased. Ms. Perry said they do have mixers already and added them because of stagnation in the tanks, not just for aeration.

Mr. Dean said four specific sites are causing the non-compliance issues, so they continue to take samples frequently.

Selectwoman Belanger asked if the price for this would go up if they didn't approve tonight. Ms. Perry said it most likely would.

Selectman Clement said he attended the meeting on the TTHM issues and learned a lot. He agreed that the timing is right for this because they will be training the tank already. He said this is a growing problem that they need to address and should move forward strenuously to correct it.

Vice Chair Gilman asked Ms. Perry is she considered delaying painting because of the drought. Ms. Perry explained they only have a small window to do the painting, as it needs to be above 45 degrees to do.

**Motion:** A Motion was made by Vice Chair Gilman and seconded by Selectwoman Belanger to approve the use of \$24,169 in water fund reserves for the purchase and installation of pax ventilation equipment at the Epping Road tank for the purpose of assisting TTHM compliance. Motion carried – all in favor.

**iv) Pickpocket Dam Breach Study VHB Proposal - DPW**

Mr. Dean said there is a Letter of Deficiency in the packet. He said a breach analysis is needed on Pickpocket Dam to determine if it needs to be reclassified as high hazard dam.

Ms. Perry said there are a couple additional charges, but they are at their full budgeted amount of \$35,000. She said she is having Primex review the language and they have made a couple changes already.

Vice Chair Gilman said this is a study, and doesn't promote action until the DES says something.

**Motion:** A Motion was made by Vice Chair Gilman and seconded by Selectwoman Belanger that the Selectboard approve the Agreement with VHB in the amount of \$35,000 to conduct a breach analysis for the Pickpocket Dam as required by the NEDES Letter of Deficiency dated March 28, 2011. Motion carried – all in favor.

**v) 2016 BOS Goals – Community Relations – Outreach**

Chair Chartrand read Goal #3 – Community Relations and Outreach.

Mr. Dean said there are many mechanisms to communicate internally and externally. Internally, meetings, email and phone are all important parts. Externally, reaching out to the community and asking how they think the town is doing is important.

Selectwoman Belanger said regarding the town website, Sheri Riffle sent out questions asking for recommendations on improvements.

Vice Chair Gilman said regarding the “meet and greet” in the goal description, nobody has initiated anything. She wondered if the BOS should organize something with the Planning Board to get this started. She said this is important especially since they are working on the Master Plan.

Selectman Clement said the Planning Board agendas are very full with applicants and CIP. He said Jen Mates gives a weekly recap of projects and it is great. He said she has been pushing it out by email. He asked if there is a way to get her emails out to more people. He went on to say the town website has a lot of space taken up by the graphics and said it should be more informational.

Selectwoman Surman said they have not done any outreach with the school Riverwoods, PEA, or the hospital. She said maybe in the fall they could resurrect that.

Chair Chartrand encouraged each selectman to act individually to do outreach.

Vice Chair Gilman said there is a representative from the hospital, one from PEA, and one from Riverwoods on the Master Plan Steering Committee, so that is a good start.

Selectman Clement said he is uncomfortable with individual selectman outreach. He thinks they should act as a Board, not individuals. Vice Chair Gilman agreed, saying they want to give a unified message. She said they could gather information and bring it to the Board though.

**vi) Legislative Update – Chapter Acts of 2016**

Mr. Dean said he asked the Departments to begin putting together information based on the legislative changes this year. For example, he said there are many things in Law Enforcement changing so they can ask Chief Shupe to weigh in.

Chair Chartrand said this Legislative Bulletin is on the town website for residents. He said it is a great summary of actions the legislature took that impact municipalities.

Vice Chair Gilman said there is a lot of information involving money and how municipalities run their business. Also, the State is going to get a committee together to study Complete Streets.

Mr. Dean said he likes the change to long-term storage of electronic records.

Selectman Clement asked if they should get a copy of this to each Department. Mr. Dean said they already have it and he has asked how these regulation changes will affect the Departments.

Mr. Dean said as the Board reviews these changes, if any questions come up send them along and he can try to get an explanation.

**vii) Unanticipated Revenue - \$2,190.39 from Council on Aging**

Mr. Dean said the Council on Aging was disbanded and the Treasurer sent a note to the BOS saying they have \$2,190.39 in an account they managed. They would like this money to go back to the town. Selectman Clement said they should send the Treasurer a letter of confirmation that this has been done.

**Motion:** A Motion was made by Vice Chair Gilman and seconded by Selectwoman Belanger that the BOS accepts \$2,190.39 plus any residual as unanticipated revenue from the Council on Aging for the purpose of purchasing items for the Senior Center to include bridge tables. Motion carried – all in favor.

**b. Old Business**



**i) Stratham Water Request – former Gibbs site**

Chair Chartrand said he attended the last Water/Sewer Advisory Committee meeting and their advice was to move forward with this.

Bob Kelly, Chair of the W/S Advisory Committee, said they met on July 19 and Chair Chartrand had asked that they revisited this. He said as a Committee, they thought this was a good opportunity to work with Stratham. He said it is paid for by someone else and Exeter will get impact fees from Stratham. He said the Committee did not see the down side to this.

Chair Chartrand said he would like to move forward with this. He thought Mr. Kelly gave good advice and said he is committed to growing the number of users on Exeter's water system.

Vice Chair Gilman said she was opposed to this initially, but after looking at it as a new customer, changed her mind. She thinks this is a good opportunity.

Selectwoman Belanger agreed with the W/S Advisory Committee advice.

Selectman Clement thinks this is the wrong approach. He said they will not be collecting impact fees. He went on to say that Stratham's proposal with the State only talks about this from a Stratham point of view. He asked who would pay for the metering site. He said to put this in for one customer in Stratham is not beneficial to Exeter.

Selectwoman Surman agreed with Selectman Clement. She said they had a meeting months ago and the amendment that this involves concerns her. She said if the original agreement had passed, they wouldn't even be talking about this. She thinks the Town of Stratham needs to vote this in before doing anything at all.

Mr. Kelly apologized for misspeaking on the impact fees, saying he meant rates. He said it is his understanding that metering is a part of their cost and there is no cost at all to Exeter.

**Motion:** A Motion was made by Selectwoman Belanger and seconded by Selectman Clement to allow Mark Stevens to speak. Motion carried – all in favor.

Mr. Stevens said he is a resident of Stratham and thinks this is a big opportunity to both Stratham and Exeter. He said this is costing nearly \$500,000. He said for him to buy the property, he doesn't need water from Exeter. He went on to say nobody will be able to afford to extend water from Exeter to Stratham because the first step is \$500,000.

Vice Chair Gilman asked who will install the metering station. Chair Chartrand said it is his understanding there will be no cost to Exeter, so they can add that in the Motion.

Selectman Clement said if they approve this, they can basically tear up the contract with Stratham including the \$2 million buy in fee. He said they would also be violating their own policy Section 4.9 by approving this.

Mr. Kelly said this is an opportunity to put a large pipe in at no cost to Exeter.

## **ii) Cemetery Trustees Discussion**

Chair Chartrand said the BOS need to frame a way for inactive cemeteries to be maintained. With nobody in charge of this, he said it has been suggested that the Selectboard take this on.

Vice Chair Gilman said responsibility also includes providing burial spaces. She said there is an informal agreement between the Cemetery Association and the town to provide cemetery spaces. She said someone needs to take this on and she suggested the BOS do.

Chair Chartrand said it sounds like the Board is comfortable with taking this on.

Mr. Dean said he just wanted to make sure the Board reads through all the requirements for this. He said it may also be helpful to have the current Cemetery Association members come in and talk to the BOS.

## **7. Regular Business**

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

A Motion was made by Selectwoman Belanger and seconded by Selectman Clement to deny abatement for map 64, lot 86. Motion carried – all in favor.

A Motion was made by Selectwoman Belanger and seconded by Vice Chair Gilman to deny abatement for map 64, lot 51. Motion carried – all in favor.

A Motion was made by Selectwoman Belanger and seconded by Selectwoman Surman to approve an Intent to Cut for map 71, lot 119. Motion carried – 4-0-1 vote. Vice Chair Gilman abstained.

A Motion was made by Selectwoman Belanger and seconded by Selectwoman Surman to approve an Intent to Cut for 76 Old Town Farm Road. Motion carried – 3-0-2 vote. Selectman Clement and Vice Chair Gilman abstained.

### **b. Permits & Approvals**

Dennis Smith, from Puddle Jumpers, was present to ask permission for his business to keep its canopy up through the end of August. He said he has support from the Green Bean and The Chocolatier.

Mr. Dean said that because of the new sidewalks, it is easier to notice things like sidewalk sales and canopies, which may not be permitted. He said the ordinance requires anyone having a sidewalk sale to come to the BOS.

Chair Chartrand suggested they approve this for this year and revisit this before next summer.

Vice Chair Clement agreed that is what they should do. He said it is worthwhile to do this through August, but said they should take a look at the sidewalk obstruction ordinance.

Mr. Dean said the issue came up of who enforces this and he would assume the Code Enforcement Officer does.

**Motion:** A Motion was made by Vice Chair Gilman and seconded by Selectwoman Belanger to approve a waiver to Dennis and Cheri Smith to allow a 10' x 10' canopy located at 31 Water Street for a period through August 31, 2016, contingent on providing proof of insurance as required for signs on the right of way. Motion carried – all in favor.

**Motion:** A Motion was made by Vice Chair Gilman and seconded by Selectwoman Belanger to approve an application for use of the Town Hall by Martha Shepardson-Killam for the Heronfield Academy to have seventh grade play rehearsals and play on February 14-17, 2017. Motion carried – all in favor.

**Motion:** A Motion was made by Vice Chair Gilman and seconded by Selectwoman Belanger to approve an application for use of the Town Hall by Martha Shepardson-Killam for the Heronfield Academy to have an eighth grade play rehearsals and play on May 16-19, 2017. Motion carried – all in favor.

**Motion:** A Motion was made by Chair Chartrand and seconded by Selectwoman Belanger to approve a Heron signage request for the dates August 11-24 to place a temporary banner no larger than 42" high by 84" long at the corner of the public park adjacent to the town parking lot. Motion carried – all in favor.

### **c. Town Manager's Report**

Mr. Dean talked about the following:

- capital projects continue

- line striping downtown is finished
- proposed solar array on the town landfill is in queue
- a public outreach meeting about the Kingston Road project is on August 17
- the town was offered a Christmas tree by Southeast Land Trust
- September 9 is the dam ceremony
- budget work and departments are working on next year's budget
- the Board needs to think about Trick or Treat night options

#### **d. Selectmen's Committee Reports**

Selectman Clement reported the Planning Board met and talked about a site plan review. He attended the TTHM meeting. Planning Board will meet this week, as well as a Safety meeting.

Selectwoman Surman reported that Conservation Commission will meet tomorrow.

Vice Chair Gilman reported a Master Plan Steering Committee meeting on the 16<sup>th</sup>. Also, the HDC will meet with the new consultant on the 17<sup>th</sup> and 18<sup>th</sup>. On September 9, there will be a site walk at the Winter Street cemetery with the LCHIP folks.

Chair Chartrand reported the EEDC met on July 26 and they got a report from Mike Favreau.

#### **e. Correspondence**

The following correspondence were included in the packet:

- letter from Andrew Stollar re: his tax bill experience
- email from Don Clement re: committee minutes
- memo from Andie Kohler re: committee minutes
- letter from CMA re: Kingston Road project
- memo from Kevin Smart re: Carr property acquisition
- public meeting for Kingston Road Improvement Project

## 8. Review Board Calendar

The BOS will next meet on Monday, August 22 at 7pm. Also, there is a joint meeting with the BOS and the W/S Advisory Committee on August 24<sup>th</sup> at 6:30pm.

## 9. Non-Public Session

A Motion was made by Vice Chair Gilman and seconded by Selectwoman Belanger to go into a non-public session under RSA 91-A 3 (a). Motion carried – all in favor. Selectwoman Belanger called the roll call. Selectman Clement, Chair Chartrand, Vice Chair Gilman, Selectwoman Surman, and Selectwoman Belanger voted aye. The Board was now in non-public session.

The Board emerged from non public session. Selectman Clement moved to adjourn. Selectwoman Surman seconded. The meeting was adjourned at 10:35 p.m..

Respectfully submitted,

Nicole Piper, Recording Secretary

Board Appointments – August 22, 2016

Budget Recommendations Committee – KC Cargill

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## I. CLERKS, ELECTIONS; TOWN MEETING; OFFICIAL BALLOT; CHARTERS

*Selectmen Pro Tem for Election Duties.* Chapter 3 (HB 331) allows a selectman to appoint a selectman pro tem to perform the selectman's duties at any state election if he or she is absent or unable to perform those duties. If a selectman is absent and has failed to appoint a selectman pro tem, the moderator is authorized to do so. **Effective date [hereinafter "E.D."] March 26, 2016.**

*Extended Period to Petition for Checklist Verification.* Chapter 5 (HB 502) extends, from the fifth Friday after an election to the eighth Friday after the election, the period during which 50 voters or 5 percent of the registered voters in a town or ward may petition for an investigation of whether there should be a revision and verification of the checklist. **E.D. April 23, 2016.**

*No Axle Limit for Antique Trailers.* Chapter 16 (HB 1438) eliminates the requirement that a trailer have only one axle to qualify for antique trailer plates. **E.D. June 14, 2016.**

*Disqualification of Election Officials.* Chapter 62 (HB 1220) repeals the provisions of existing law (RSA 658:24) that state that an election official who is disqualified from performing election duties because his or her name is on the ballot shall be considered to be absent from the office, rather than to have vacated it, and that require the appointment of a temporary replacement for the official. **E.D. July 4, 2016.**

*Changing Voter's Address on Election Day.* Chapter 82 (HB 1223) makes a minor technical change to the law governing a ballot clerk's correction of a voter's address on the checklist on election day. **E.D. July 18, 2016.**

*Disabled Voter May Vote by Absentee Ballot.* Chapter 88 (HB 1378) allows a voter to vote by absentee ballot, delivered to the voter outside the guardrail, if the voter appears at the polling place in person on election day and is unable to gain access to the polling place due to physical disability. All procedures for voting by absentee ballot will apply, except that the voter will be treated on the marked checklist as having voted in person. **E.D. July 18, 2016.**

*Registration Permit Fees for Agricultural/Industrial Utility Vehicles.* Chapter 93 (HB 1655) establishes the municipal registration permit fee for an agricultural/industrial utility vehicle (as defined in RSA 259:2-a) at \$5. **E.D. January 1, 2017.**

*Agricultural Plates for Commercial Fishing Vehicles.* Chapter 97 (SB 356) allows a truck, truck-tractor, tractor, or cargo van to qualify for agricultural registration rates and number plates if it is used exclusively in support of commercial fishing operations, is driven only within a 10-mile radius of the docking area for the fishing boats it is supporting, and is used only for the transportation of commercial fishing products or in support of the fishing boats and transportation of the crew. **E.D. January 1, 2017.**

*Notice of Village District Elections.* Chapter 116 (HB 1467) requires village district commissioners to give the supervisors of the checklist 60 days' notice of any village district election. **E.D. July 19, 2016.**

*Farm Tractor Plates for Specialized Vehicles.* Chapter 129 (HB 466) authorizes the issuance of farm tractor plates for certain specialized vehicles such as a backhoe, bulldozer, excavator, grader, or loader, provided such vehicles are used exclusively for agricultural and farming purposes. **E.D. July 26, 2016.**



***Absentee Ballot for Employment Obligation.*** Chapter 130 (HB 659) modifies what qualifies as an “employment obligation” allowing a voter to vote by absentee ballot. It deletes the condition that the person be required to remain physically at work or in transit to or from work during the entire period the polls are open. The new law allows absentee voting if the voter is simply “unable to appear” at the polling place “because of an employment obligation.” It also defines “employment” to include the care of children and infirm adults, with or without compensation. **E.D. May 27, 2016.**

***Supervisors May Designate Day to Correct Checklist for State Elections.*** Chapter 174 (HB 1468) allows the supervisors of the checklist to designate a day and time, six to thirteen days before a *state* election, for the session to correct the checklist under RSA 654:27 and :28, rather than requiring that the session be held at 11:00 a.m. on the Saturday ten days before the election. It also provides that whenever more than one session would be required within a 21-day period, the first required meeting may serve to fulfill the requirements of the remaining meetings. The new law does not change the requirement under RSA 669:5 that the supervisors hold a session on a Saturday six to 13 days before a *town* meeting or election. **E.D. August 2, 2016.**

***Active National Guard Members May Vote by Absentee Ballot.*** Chapter 183 (SB 418) includes an active member of the National Guard within the definition of “absent uniformed services voter,” thus allowing the member to vote by absentee ballot in the municipality where he or she was domiciled immediately prior to service. **E.D. August 2, 2016.**

***Seventeen-Year-Olds’ Right to Register.*** Chapter 185 (SB 423) clarifies that a person may register to vote if he or she will be at least 18 years old “on the day of the *next* election.” “Election” includes any city or town election, state primary or general election, or presidential primary. **E.D. August 2, 2016.**

***Change to Voter Registration Form; Voter Identity Verification.*** Chapter 190 (SB 509) makes certain additions and deletions to the voter registration form. It also provides that the Secretary of State will prepare a list of voters who have voted by signing a challenged voter affidavit rather than by presenting a photo identification, and who have not subsequently responded to letters of identity verification, and will “revise the list based on input solicited from the supervisors of the checklist” before forwarding the list to the Attorney General for investigation. **E.D. August 2, 2016.**

***Changes to Charter Amendment Procedure.*** Chapter 224 (HB 1293) makes several changes to the procedure for amending a municipal charter. Among other things, it clarifies the processes for amendments submitted by the municipal officers and those submitted by citizen petition; reduces the number of signatures required on a citizen petition to place an amendment on the ballot; prohibits substantive changes to a petitioned amendment after the required public hearing; and eliminates the requirement that a proposed amendment be accompanied by a legal opinion as to its compliance with state law. **E.D. August 8, 2016.**

***Notice of Sessions for Checklist Correction/Verification.*** Chapter 259 (HB 1144) makes three changes regarding notice for sessions of the supervisors of the checklist. First, for sessions to correct the checklist prior to a state election, notice must be posted in two appropriate places *or* published in a newspaper of general circulation. (Prior law required posting at the clerk’s office or town/city hall *and* newspaper publication.) Second, in the event the ballot law

commission orders a revision and verification of the checklist in response to a voter petition, notice of the sessions to revise the checklist must be posted in two appropriate places *and* published at least twice in a newspaper of general circulation. (Prior law required newspaper publication only.) Third, for the required decennial checklist verification sessions (the next one to occur in 2021), notice must be posted in two appropriate places and published at least twice in a newspaper of general circulation. (Prior law required posting at the clerk’s office or town hall and newspaper publication.) In each case, one of the “two appropriate places” shall be the municipality’s website if there is one. **E.D. June 15, 2016.**

*State to Notify Clerk of Death of Voter.* **Chapter 270** (SB 458) requires the state registrar to notify the city or town clerk of the death of any voter in the municipality, and requires the clerk to notify the supervisors of the checklist, who will remove the voter’s name from the checklist in accordance with existing procedures. **E.D. July 1, 2017.**

*Receipt of Absentee Ballots; Processing Absentee Registrations.* **Chapter 317** (HB 1377) provides that completed absentee ballots must be delivered to the town, city, or ward clerk no later than 5:00 p.m. on the day of the election. It also clarifies the process when a prospective voter returns the documents required for an absentee registration under RSA 657:16. **E.D. August 23, 2016.**

*Prohibition on Clothing Intended to Influence Voters.* **Chapter 320** (HB 1503) prohibits the wearing at a polling place of any pin, sticker, or article of clothing that is intended to influence the action of any voter within the building where the election is being held. **E.D. June 24, 2016.**

## II. INTERGOVERNMENTAL RELATIONS; RETIREMENT; STATE BUDGET

*State GIS Committee.* **Chapter 73** (HB 377) establishes a state geographic information system (GIS) committee to “review the use, development, and coordination of geospatial data and resources by state agencies and municipal governments and . . . consider the need for central coordination, storage, and distribution of such data and resources, and suggest an appropriate response.” The committee is also directed to “consider GIS activities at public and semi-public agencies and identify avenues where legislation may further efficiencies through enhanced cooperation.” The committee includes a municipal GIS manager appointed by NHMA. **E.D. May 19, 2016.**

*Municipality May Make Contributions to County or State.* **Chapter 79** (HB 1164) authorizes a city, by approval of the city council, or a town by vote of the legislative body, to voluntarily contribute funds, services, property, or other resources toward any county or state project, program or plan. Contributions are subject to annual renewal in a city, and subject to the requirements of RSA 32 in a town. **E.D. July 18, 2016.**

*New Hampshire Retirement System Penalty.* **Chapter 110** (HB 1352) clarifies that elected officials in either group I or group II within the New Hampshire Retirement System (NHRS) are exempt from the monthly reporting requirements regarding NHRS retirees serving in part-time positions. The new law also requires the NHRS to notify the employer prior to assessing a penalty for non-compliance with data reporting requirements regarding retirees serving in part-time positions. **E.D. July 19, 2016.**



August 18, 2016  
Chief Brian Comeau  
Exeter Fire Department  
Exeter, NH 03833

Dear Brian,

I understand that you may be disposing of a surplus, 2006 Ford ambulance. Although I know that cities and towns wish to recoup every dime possible to alleviate the strain on the taxpayers, I would like to propose an alternate plan.

As you know, the SCFOMAD has been extremely successful over the past decade in obtaining grant funding to help offset the cost of equipment purchases that are necessary to support our mission. To date, the organization has over \$700,000.00 in vehicles and equipment including a command post, three air trailers, two light trailers, two hazardous materials response trailers and all the related equipment, a prime mover and a decontamination truck. Even with all of this, we still are lacking some equipment that is necessary to support our firefighters.

This summer, with the lack of rain and the oppressive heat and humidity, our firefighters are taking a beating while fighting the numerous structural and outside fires we have had in the district. Maintaining the health of our personnel in this type of weather is difficult at best, and we tend to request a lot of companies through mutual aid just so we don't overexert our people in this heat. One of the hardest requests to accommodate is the need for portable, timely firefighter rehabilitation (rehab). No one in our immediate area has a rehab vehicle that is stocked and ready to go so that it can be on scene when we need it. Most rehab assets are at least an hour away, and that is too long to wait.

I am asking if the Town of Exeter would be willing to donate this 2006 Ford surplus ambulance to the mutual aid district so that we may convert it to a rehab/firefighter comfort response vehicle. The ambulance would be converted in to a response vehicle that would be stocked with water, Gatorade, non-perishable snacks and perhaps even a private bathroom. As the planned conversion will cost money, the district really cannot afford to pay the town for this vehicle, and that is why I am asking that it be donated.

It is important to note that if it weren't for our communities supporting the mission of the Seacoast Chief Fire Officers Mutual Aid District through dues and the willingness to host equipment, we would not be the most successful and effective mutual aid district/hazardous materials team in the State of New Hampshire. It is my hope that Exeter will continue in that tradition and be willing to assist us in meeting our mission.

Sincerely,

Christopher J. LeClaire

Christopher J. LeClaire  
President, SCFOMAD  
Fire Chief, City of Newburyport

Town of Exeter  
 Highway Dump Truck Lease Quotes  
 As of August 2016

DRAFT

<u>Lessor</u>	<u>Years</u>	<u>Sales Price</u>	<u>Trade In</u>	<u>1st Payment in Advance</u>	<u>Amount Financed</u>	<u>Interest Rate</u>	<u>Annual Lease Payment</u>	<u>Total Interest Expense</u>
Municipal Asset Management	5 Year	165,235	(16,000)	(31,267)	117,968	2.38%	31,267	7,102
** Tax Exempt Leasing	5 Year	165,235	(16,000)	(31,261)	117,974	2.37%	31,261	7,071
First Capital Leasing	5 Year	165,235	(16,000)	(31,705)	117,530	2.98%	31,705	8,912

Notes:

\*\* Tax Exempt Leasing has provided the best 5 yr lease quote of the 3 quotes received.

All of the above lessors agree to offer lease with a non-appropriation clause.



August 4, 2016

Mr. Dan Chartrand  
Town of Exeter  
Board of Selectman  
10 Front Street  
Exeter, NH 03834

Re: Exeter 40436  
Kingston Road TAP Project  
Resource Agency Coordination (Responses Requested by 8/19/16)  
CMA #1030

Dear Mr. Chartrand:

The Town of Exeter, New Hampshire, in conjunction with the New Hampshire Department of Transportation (NHDOT), is planning to enhance pedestrian/bike safety on Kingston Road (see attached locus map and figure). The project is being locally administered under the NHDOT's Transportation Alternatives Program (TAP).

As envisioned, the proposed project will widen the shoulders along both sides of Kingston Road between Westside Drive and Pickpocket Road (approximately 1 mile), include improvements at Brickyard Park, and enhance pedestrian crossings. Shoulder widening will involve removal of existing features and installation of sub-base, pavement, and side slopes, as well as modifying/replacing existing drainage pipes and structures, reconstructing driveways, clearing trees and vegetation (where they conflict with proposed work or restrict sight distances), erecting signage, and modifying utilities, as may be required.

We are in the process of preparing the necessary environmental documentation for the project and any comments or pertinent information that you or your staff can provide relative to potential impacts to environmental, social, economic, or cultural resources would be appreciated. Please feel free to contact Jennifer Mates, Assistant Town Engineer (603-418-6431 or [jmates@exeternh.gov](mailto:jmates@exeternh.gov)) or me (603-627-0708 or [dhudson@cmengineers.com](mailto:dhudson@cmengineers.com)) should you have any questions or need additional information.

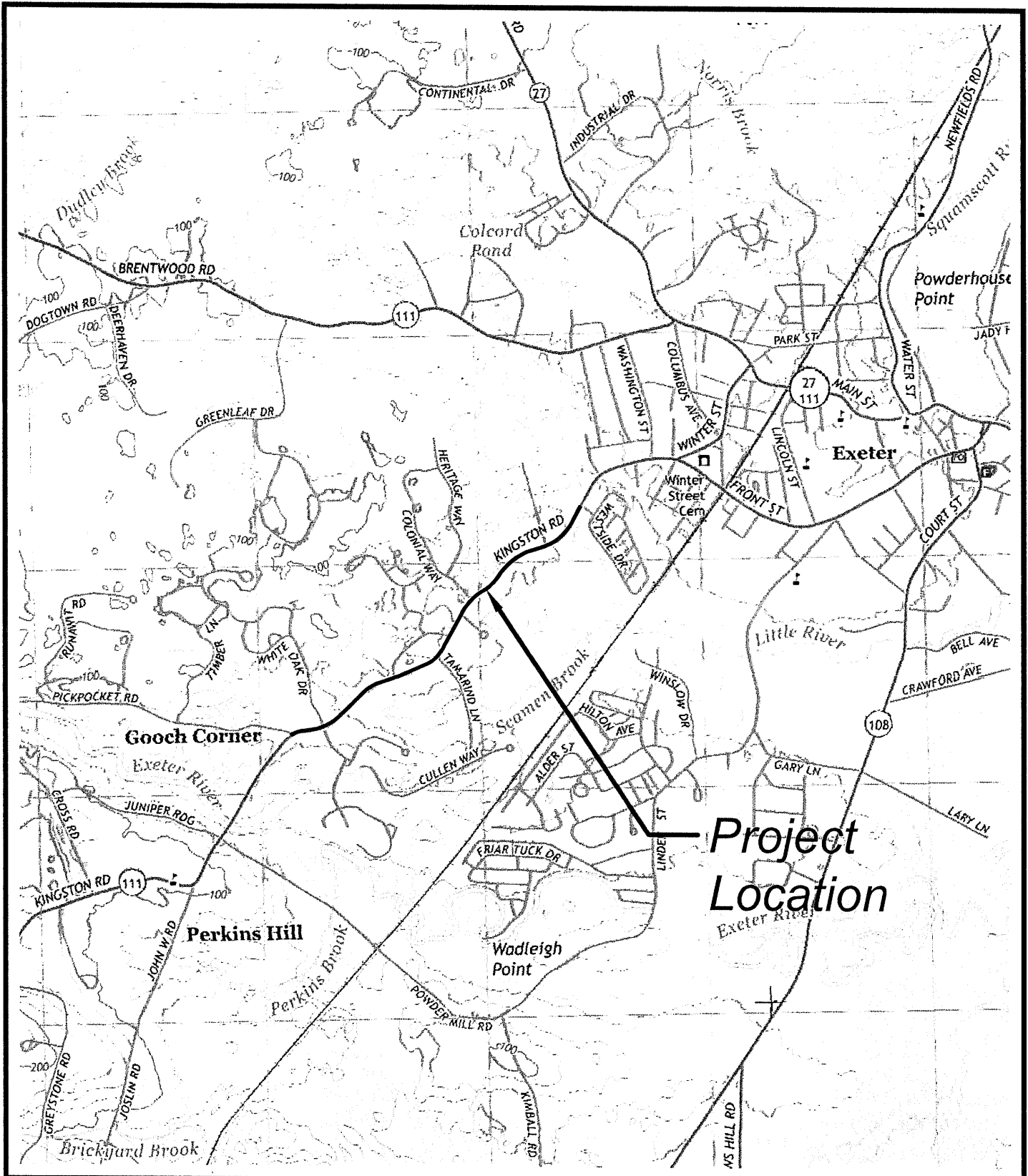
Very truly yours,  
CMA ENGINEERS, INC.

Daniel Hudson, P.E.  
Project Manager

JJB/DH:ams

Enclosures

cc: Jennifer Mates, Town of Exeter



**Project  
Location**

**CMA  
ENGINEERS**

CIVIL/ENVIRONMENTAL ENGINEERS

35 Bow Street Portsmouth, NH 03801-3819 Phone: 603/431-6196	Langer Place 55 S. Commercial St. Manchester, NH 03101 Phone: 603/627-0708	10 Free Street Portland, Maine 04112 Phone: 207/541-4223
--	---	---

E-mail: [info@cmaengineers.com](mailto:info@cmaengineers.com)

Town of Exeter, NH  
Kingston Road TAP Project

7.5 Minute USGS Topographic Map

August 2016

Scale: 1" = 2,000'



# TOWN OF EXETER, NEW HAMPSHIRE

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

[www.exeternh.gov](http://www.exeternh.gov)

## PUBLIC MEETING

### Kingston Road Improvement Project

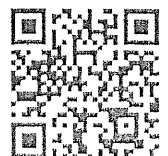
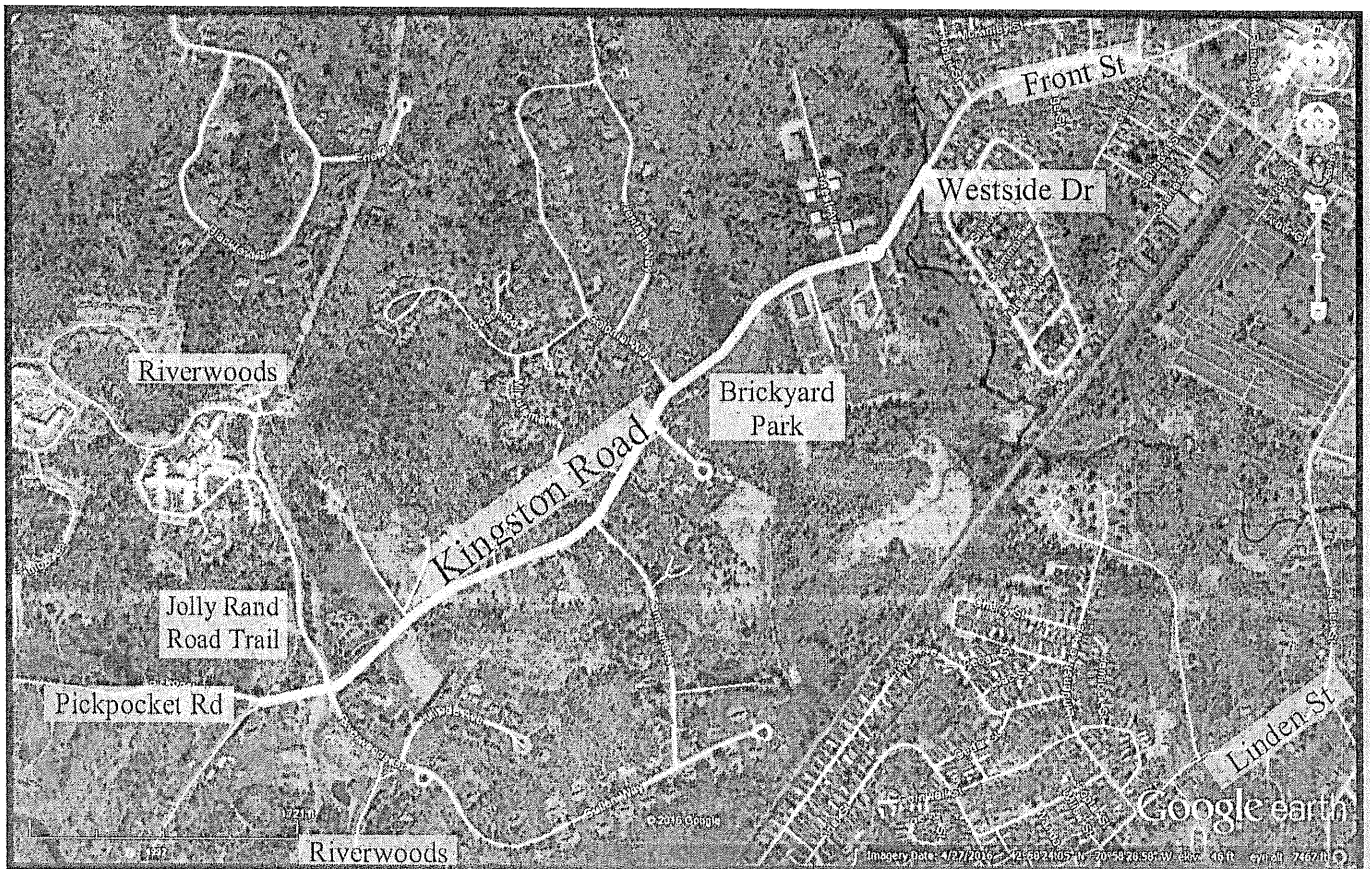
Wednesday, August 17, 2016, at 6:30 P.M.

Nowak Room of the Town Office

10 Front Street, Exeter, NH

The Department of Public Works will be holding a Local Concerns Meeting for the Kingston Road Improvement Project. The project is intended to make safety improvements to the existing roadway (from Westside Drive to Pickpocket Road, shown in yellow) by adding or enhancing pedestrian/bike facilities. For more information, go to <http://exeternh.gov/publicworks/kingston-road-project> or just scan the QR code below.

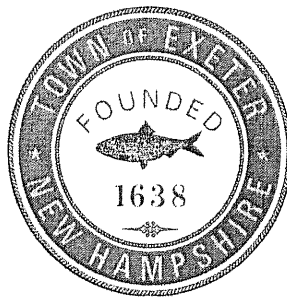
The intent of the meeting is to collect input from the public relative to the existing conditions, concerns, and project goals. A review of the existing site conditions, contemplated improvements, and schedule will be followed by a question, answer, and comment period.





*Working together is success.*

— Henry Ford



Town of Exeter  
New Hampshire

April 30, 2016

**Primex**<sup>183</sup>  
The Public Management Exchange

Center for  
**Public Sector**  
Advancement

Promoting Excellence in the Public Sector

## Purpose and Intended Result of the Session

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

## Participants

Julie Gilman, Vice-Chairman  
Donald Clement, Board of Selectmen  
Anne Surman, Board of Selectmen  
Nancy Belanger, Clerk  
Dan Chartrand, Chairman  
Russ Dean, Town Manager

*The exercise was facilitated by:*

Rick Alpers, Risk Management Consultant, Primex?  
Shelley Walts, Member Service Consultant, Primex?

## 2015 Goals Review Discussion

The session began with the Board of Selectmen and Town Manager reviewing the successful goals for 2015 and to identify any goals to continue working on along with the goals identified for 2016.

### **Grow and Improve Relationship with major Industries in Town – Goal Partially Achieved**

- Exeter School Board - not as much engagement as hoped. Full day Kindergarten was passed by the Town.
- Philips Exeter Academy - good collaboration with Academy with ongoing improved communications.
- Exeter Hospital - good working relationship.
- River Woods - Very good relationship. Active with group on events and committees along with a great volunteer base.

\*Will continue to work with these organizations to develop relationships and for assistance on committees such as the Steering Committee for the Master Plan.

## **Regional Waste Water Treatment Solution – Goal Achieved**

Town voted to move forward on its own to build a new waste water treatment plant.

## **Water Purchase with Stratham – Goal Achieved**

While Exeter voters agreed the Town of Stratham returned a "no" vote. Exeter moved forward on its own. Continued talks still on going with Stratham on water and sewer joint ventures.

## **Planning Department Complete Operations Review – Goal Achieved**

- MRI completed Report
- New Planner was hired
- Continue to review operations and process issues
- Working with housing Committee to provide data

## **General Topics for Discussion for 2016**

### **Top 2-3 Priorities for 2016**

Each Board member and the Town Manager identified their individual 2-3 priorities for the Town of Exeter to focus on in 2016.

#### **Don Clement**

1. Structure and Process of Economic Development
2. Economic Development Strategic Plan to be reviewed by Board of Selectmen and then supported
3. Vision and Mission for town
4. Master Plan Update
5. Improved Communication both internal and external

#### **Dan Chartrand**

1. Wetland Zoning concerns on Epping Road to unlock TIF -- expand commercial and mixed use base
2. Take advantage of low interest rates to accelerate Capital Improvements
3. Master Plan Update- Consider adding sections on Housing Committee, Economic Development Strategic Plan

### Julie Gilman

1. Work with State on legislation that directly affects Exeter
2. Work with Exeter hospital on the ever changing demographics of Exeter
3. Zoning to be fine tuned
4. New Town Manager Contract

### Anne Surman

1. Master Plan in relation to Philips Exeter Academy - working together
2. Modeling of neighborhoods - Zoning
3. Develop a marketing plan for the town that includes a section on community development while working alongside the Chamber of Commerce to produce the plan.

### Nancy Belanger

1. Work to identify areas of town that could benefit from an improved traffic flow
2. MRI Report - Roles within Town: Board of Selectmen, Committees, Commissions  
Develop Training / handbook to foster volunteerism
3. Continue to review and support Recreation Department Plan and Improvements
4. Board of Selectmen to-do list calendar - dates of upcoming events, meetings, evaluations, contracts, etc.
5. Water/Sewer Rate Study

### Russ Dean

1. Continue to Improve Economic Development Plan
2. Participate in Economic Development Strategic Plan as part of Master Plan
3. Maintain Community Relations and Improve on outreach
4. Facilities Plan - Audit completed

## Top 2016 Goals

The Board of Selectmen and the Town Manager identified the top goals for the Town of Exeter and to develop a work plan. The goals were formulated from the individual goals listed above. The goals and deadline for an update or completion are listed below.

### GOAL #1: *Master Plan Update*

- Board of Selectmen to be active in driving update with Steering Committee

- Review and encourage demographic diversity throughout each chapter of the Master Plan
- Individual Board Members begin to define priorities for upcoming master Plan update - **March 2017**
- Update Master Plan to add Economic Development Chapter - assigned to **Julie Gilman**

**GOAL #2:** *Continue to Improve Economic Development Program*

- Participate and complete Economic Development Strategic Plan
- Intensive Zoning Review
- End of year MRI report update on Community Development Planning approval process - **December 2016**
- Continue to encourage Commercial Development: Epping Rd., Portsmouth Ave., Lincoln St.

**GOAL #3:** *Community Relations and Outreach*

- Improve Communications Internally and Externally
  - ✓ Internal: Board of Selectmen, other Boards, committees, Staff
  - ✓ Streaming of meetings
  - ✓ Improve Selectmen communications through Department Head reports
  - ✓ Hold Board "meet and greets"
  - ✓ External: Businesses, organizations, citizens, volunteers
  - ✓ Utilize social media more often
  - ✓ Contact AHA for website review and possible updates for navigation capabilities and mobile-friendly

Continue working with Exeter School Board, Exeter Hospital, River Woods and Philips Exeter Academy

**GOAL #4:** *Capital Improvement Strategy*

- |  |                                    |
|--|------------------------------------|
| ▪ Take Advantage of low interest rates | ▪ Court Street                     |
| ▪ Potential Projects                   | ▪ Westex                           |
| ▪ Facilities                           | ▪ Water Facility on Portsmouth Ave |
| ▪ Water/Sewer Extensions               | ▪ Sidewalks/Cross Walks            |
| ▪ Recreation Proposal                  | ▪ Roads                            |

To be discussed and vetted for budget season **September 2016**

Center for  
**Public Sector**  
A d v a n c e m e n t



Bow Brook Place  
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Concord, NH 03301

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Trust. Excellence. Service.

Received  
AUG 15 2016  
Assessors Office



CELEBRATING OVER 30 YEARS OF SERVICE TO OUR CLIENTS

PLEASE RESPOND TO THE EXETER OFFICE

MICHAEL J. DONAHUE  
CHARLES F. TUCKER  
ROBERT D. CIANDELLA  
LIZABETH M. MACDONALD  
JOHN J. RATIGAN  
DENISE A. POULOS  
ROBERT M. DEROSIER  
CHRISTOPHER I. BOLDT  
SHARON CUDDY SOMERS  
DOUGLAS M. MANSFIELD  
KATHERINE B. MILLER  
CHRISTOPHER T. HILSON  
JUSTIN L. PASAY  
HEIDI J. BARRETT-KITCHEN  
NICOLE L. TIBBETTS  
ERIC A. MAHER  
DANIELLE E. FLORY

---

OF COUNSEL  
NICHOLAS R. AESCHLIMAN

---

ROBERT A. BATTLES  
(1951-2010)

August 9, 2016

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

Re: **The RiverWoods Company, at Exeter, New Hampshire**  
**v. Town of Exeter**  
Docket No. 27690-14-PT

Ladies/Gentlemen:

Please find enclosed our client's Withdrawal of Appeal in the above-captioned matter.

Very truly yours,

DONAHUE TUCKER & CIANDELLA PLLC

Charles F. Tucker  
E-mail: [ctucker@DTCLawyers.com](mailto:ctucker@DTCLawyers.com)

CFT:blo  
Enclosure  
cc (w/enclosure): Town of Exeter  
RiverWoods at Exeter

S:\RA-RL\RIVER WOODS\PROPERTY TAX\ABATEMENT\LETTERS\2016 08 09 B\LA LETTER.DOCX

DONAHUE, TUCKER & CIANDELLA, PLLC  
225 Water Street, P.O. Box 630, Exeter, NH 03833  
111 Maplewood Avenue, Suite D, Portsmouth, NH 03801  
Towle House, Unit 2, 164 NH Route 25, Meredith, NH 03253

THE STATE OF NEW HAMPSHIRE  
BOARD OF TAX AND LAND APPEALS  
GOVERNOR HUGH J. GALLEN STATE OFFICE PARK  
107 PLEASANT STREET, JOHNSON HALL  
CONCORD NH 03301

The RiverWoods Company, at Exeter, New Hampshire

v.

Town of Exeter

Docket No.: 27690-14-PT

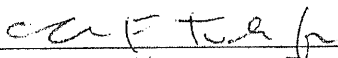
WITHDRAWAL OF APPEAL

The undersigned Taxpayer(s) hereby withdraw(s) this appeal. No further action shall be taken on this appeal. No costs to either party.

The RiverWoods Company, at Exeter, New Hampshire

Taxpayer Name (Please Print)

Taxpayer Name (Please Print)

  
Taxpayer's Signature Taxpayer's

Signature

7 RiverWoods Drive

Mailing Address Mailing

Address

Exeter NH 03833

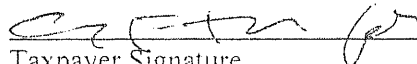
City, State, Zip Code City,

State, Zip Code

A copy this Withdrawal of Appeal was ~~hand delivered~~/mailed on August 9, 2016, to  
Town of Exeter, Municipality.

The RiverWoods Company, at Exeter, New Hampshire

Taxpayer Name (Please Print)

  
Taxpayer Signature  
Charles F. Tucker, Esq.  
Donahue Tucker & Ciandella PLLC  
Attorneys for Taxpayer  
225 Water Street  
Exeter NH 03833

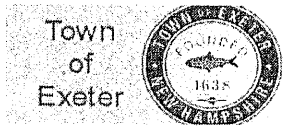
Date

Taxpayer Name (Please Print)

Taxpayer Signature

Date





Russ Dean &lt;rdean@exeternh.gov&gt;

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## Windsor Lane

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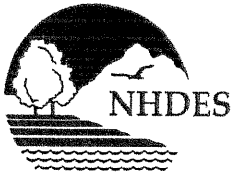
David Sharples <dsharples@exeternh.gov>  
To: Russ Dean <rdean@exeternh.gov>

Thu, Aug 18, 2016 at 2:06 PM

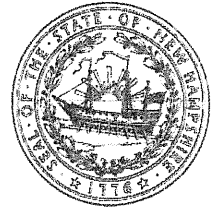
Hi Russ,

I have spoken with the state 911 office and the post office and we all agree that the best way to solve this issue is to have Kensington, Brentwood and Exeter to have different zip codes. David from Exeter PO is looking into the process to do this and will get back to me. I called the concerned resident and gave her an update. Parallel to this effort, I think the Selectmen should create an E911 Committee made up of town staff, a selectmen and a resident of the community. This committee should be the final say on proposed road names as well as examining our existing road names to recommend any needed changes. I have went through this before and, although painful, it is something that should be done. The state also informed me that they just mapped our town so I'm assuming we will be hearing from them at some point so might as well get ahead of it as there are several names in Exeter that may need to be changed. The Selectmen do have the authority to change names in accordance with NHRSA 231:133. Even if the zip code matter is resolved we still should create a committee to formalize the process of street naming.

Thanks,  
Dave



The State of New Hampshire  
**DEPARTMENT OF ENVIRONMENTAL SERVICES**



**Thomas S. Burack, Commissioner**

August 11, 2016

Dan Chartrand, Chair, Board of Selectmen  
Russ Dean, Town Manager  
Darren Winham, Economic Development Director  
Town of Exeter  
10 Front Street  
Exeter, NH 03833

RE: Request to Expedite, C3I Project  
NHDES File Number 2016-02264, Town of Exeter

Dear Messrs. Chartrand, Dean, and Winham:

This is to advise you that your request to expedite the review of the C3I project in the town of Exeter has been reviewed. DES will expedite the processing of this application, as the proposed project will further an important public interest by promoting economic development and improving environmental conditions and no pending applications will be unreasonably disadvantaged.

Your application has been assigned to Eben Lewis, Environmentalist, NHDES Wetlands Bureau, for the technical review of the application. Please contact Eben at 559-1515 with any questions.

Sincerely,

Thomas S. Burack  
Commissioner

cc: Rene Pelletier, PG, Assistant Director, DES Water Division  
Collis Adams, CWS, CPESC, DES Wetlands Bureau Administrator  
Eben Lewis, Environmentalist, DES Wetlands Bureau

*Town Manager's Office*

AUG 18 2016

*Received*



**TO:** Key Officials

**FROM:** Judy A. Silva, Executive Director  
Cordell A. Johnston, Government Affairs Counsel

**DATE:** August 18, 2016

**RE:** 2017-2018 Legislative Policy Conference ~ Friday, September 23, 2016

### **Floor Proposals and Legislative Principles**

Enclosed please find a copy of the seven floor policy proposals that have been submitted for discussion and vote at the NHMA Legislative Policy Conference. These floor policies supplement the policy recommendations prepared by the three legislative policy committees, which were mailed to each municipality on June 20, 2016. In addition to the policy recommendations and the floor proposals, delegates at the conference will vote on NHMA's Legislative Principles, which also were included in the June 20 mailing. If you need copies of any of these documents, you can find them on the NHMA website, [www.nhmunicipal.org](http://www.nhmunicipal.org). (Near the top of the home page, click on the "Advocacy" tab, then use the menu on the left to find "Legislative Principles," "2017-2018 Legislative Policy Recommendations," and "2017-2018 Floor Policies.")

### **Voting Delegate**

Each member municipality has one vote at the Policy Conference. Each governing body is asked to appoint a voting delegate to cast the municipality's vote on the policy proposals presented. **We are sending a voting delegate card to the chief administrative officer in each municipality (or the governing body chair if no administrative staff) to return to us indicating the governing body's appointment for voting delegate.** Please mail this card back to us no later than Friday, September 16. See the Legislative Policy Process Questions & Answers document, also sent with the June 20 mailing and available on the NHMA website, for a description of who will have voting privileges for a municipality in the absence of any formal designation.

### **Policy Conference**

The Legislative Policy Conference is scheduled for **Friday, September 23, 2016, at 9:00 a.m.** at NHMA's offices at **25 Triangle Park Drive** in Concord.

We urge the governing body of each municipality to discuss the full slate of policy recommendations, along with these floor proposals, and take a position on each proposal to give guidance to your voting delegate. ***Do not send your positions on the policy recommendations to NHMA; they are only for the guidance of your voting delegate, and each municipality can register its positions only by voting at the conference.*** At the conference, delegates may vote to approve, reject, amend, or table a policy proposal. They may also vote to change the order of priority of the various policies.

This is an important opportunity for each member municipality to participate in determining NHMA legislative policy for the 2017-2018 biennium—we count on your input! As always, please do not hesitate to call or e-mail ([governmentaffairs@nhmunicipal.org](mailto:governmentaffairs@nhmunicipal.org)) the Government Affairs Staff with any questions, comments, or concerns. We look forward to seeing you on September 23!

New Hampshire Municipal Association  
2017 - 2018 Legislative Policy Process

Floor Policy Proposal

Submitted by (name): Roger Coutu

Date: August 10, 2016

City or Town: Hudson

Title of Person Submitting Policy: Selectman

Floor Policy Proposal approved by vote of the governing body on (date) August 9, 2016

To see if NHMA will SUPPORT/OPPOSE:

*To see if NHMA will support legislation to allow municipal library budgets to appear as a separate warrant article on the Town Meeting SB2 ballot.*

Municipal Interest to be accomplished by proposal:

*To give the voters greater visibility to the appropriations necessary to operate the municipal library when they vote at the Annual Town Meeting.*

Explanation:

*Currently, in SB2 communities, the operating budget for the Town appears as a separate warrant article. The article raises and appropriates a sum of money for the operation of the Town and also defines a default budget should the proposed budget not pass. In 2014, separate warrant articles were allowed on the ballot to raise and appropriate funds to run a municipal water utility and a municipal sewer utility. Each of these articles also identified a default budget should the article(s) not pass. The Hudson Board of Selectmen believe that it would be appropriate to allow SB2 communities to put municipal library budgets, separate from the Town's general fund budget, so that the voters would have greater visibility into the cost to operate the library as well as the ability to vote for a library default budget. Another strong argument in favor of allowing the library budget to be a separate warrant article is that the Library Trustees are a separately elected body, not subject to the direction of the Board of Selectmen.*



**New Hampshire Municipal Association  
2017 - 2018 Legislative Policy Process**

**Floor Policy Proposal**

Submitted by (name): *Roger Coutu*

Date: *August 10, 2016*

City or Town: *Hudson*

Title of Person Submitting Policy: *Selectman*

Floor Policy Proposal approved by vote of the governing body on (date)

*August 9, 2016*

To see if NHMA will SUPPORT/OPPOSE:

*To see if NHMA will support legislation to allow municipalities to borrow funds from either their Special Revenue Funds and/or Capital Reserve Funds for the purpose of financing municipal building construction approved via warrant articles approved by the voters.*

Municipal Interest to be accomplished by proposal:

*This would allow municipalities access to their own funds which could generate a greater yield than other investments.*

Explanation:

*This would give municipalities an option to self finance capital building projects and possibly generate higher returns on their funds.*

New Hampshire Municipal Association  
2017-2018 Legislative Policy Process

Floor Policy Proposal

Submitted by: (name) City of Portsmouth

Date: August 2, 2016

City or Town: Portsmouth Title of Person Submitting Policy: CHRISTINE DWYER, MEMBER OF THE PORTSMOUTH CITY COUNCIL AND LEGISLATIVE SUBCOMMITTEE. THE SUBCOMMITTEE SUBMITS THIS FLOOR POLICY ON THE PORTSMOUTH CITY COUNCIL'S BEHALF.

Floor Policy Proposal approved by vote of the governing body on (date): THE PORTSMOUTH CITY COUNCIL APPROVED THIS POLICY BY MAJORITY VOTE ON AUGUST 1, 2016 FOR SUBMISSION AS A FLOOR POLICY AT THE NHMA LEGISLATIVE POLICY CONFERENCE.

To see if NHMA will SUPPORT:

Legislation that amends RSA 674 regarding Accessory Dwelling Units (ADUs) to prohibit either the principal dwelling unit or the ADU from being used for short term rentals which are defined as the rental of either the principal dwelling unit or the ADU for a period of less than thirty days.

Municipal interest to be accomplished by proposal:

The Legislature's express purpose in amending RSA 674 to require municipalities to permit ADUs was to provide affordable housing for NH citizens, specifically acknowledging the needs of the elderly and disabled to provide living space for in-home caregivers. Allowing ADUs to be used as short term rentals will have the effect of reducing or eliminating affordable housing opportunities for this vulnerable population and their caregivers. Without this limitation every single family residence in every zoning district could become a short term rental business, reducing affordable housing stock for the elderly, disabled and their caregivers, and creating unintended consequences for neighbors.

Explanation:

Many communities throughout the country that are tourist destinations have been faced with the substantial reduction of available affordable housing units due to the recent exponential growth of the short term rental business. The legislative purpose of RSA 674 regarding ADUs will be undermined and likely completed thwarted if either the principal dwelling or ADU can be used as a short term rental. Use of either the principal dwelling or ADU as a short term rental would be against the spirit and intent of the express stated purpose of the legislation.

Each proposed floor policy should record the date of the governing body vote approving the proposal. It should include a brief (one or two sentence) policy statement, a statement about the municipal interest served by the proposal, and an explanation which describes the nature of the problem or concern from a municipal perspective and discusses the proposed action which is being advocated to address the problem.

Fax to 224-5406; mail to 25 Triangle Park Drive, Concord, NH 03301; or email to [governmentaffairs@nhmunicipal.org](mailto:governmentaffairs@nhmunicipal.org).

Must be received by August 12, 2016.

**New Hampshire Municipal Association  
2017-2018 Legislative Policy Process**

4.

**Floor Policy Proposal**

Submitted by: (name) City of Portsmouth

Date: August 2, 2016

City or Town: Portsmouth Title of Person Submitting Policy: CHRISTINE DWYER, MEMBER OF THE PORTSMOUTH CITY COUNCIL AND LEGISLATIVE SUBCOMMITTEE. THE SUBCOMMITTEE SUBMITS THIS FLOOR POLICY ON THE PORTSMOUTH CITY COUNCIL'S BEHALF.

Floor Policy Proposal approved by vote of the governing body on (date): THE PORTSMOUTH CITY COUNCIL APPROVED THIS POLICY BY MAJORITY VOTE ON AUGUST 1, 2016 FOR SUBMISSION AS A FLOOR POLICY AT THE NHMA LEGISLATIVE POLICY CONFERENCE.

To see if NHMA will SUPPORT:

Legislation that allows municipalities to adopt an additional surcharge under the meals and rooms tax on hotel occupancy within its municipality whereby the deposited funds would be collected by the Department of Revenue Administration and paid to the municipality into a capital reserve fund, revolving fund, or other special revenue fund to help defer additional costs municipalities face due to tourism.

Municipal interest to be accomplished by proposal:

The State of New Hampshire wants to promote tourism throughout the State because the tourism industry generates jobs and Meals and Rooms Tax revenue. Enabling legislation that gives local communities the ability to create locally a hotel surcharge to generate funds to help pay for municipal services, infrastructure improvements and capital needs without relying on the property tax would help cities and towns recoup some of the costs they have had to assume over the last decade due to loss of revenue from the State. This overreliance on the property tax has put an increased burden on all property taxpayers, but particularly those with limited sources of income who struggle to pay their property taxes each year.

Explanation:

Not every community has the same assets or needs. Enabling legislation permitting cities and towns to create a hotel surcharge could help defer the cost of municipal services, infrastructure improvements and capital needs, lessen the burden on the property tax and the financial burden on cities and towns created by the loss of revenue from the State over the last decade from the elimination of shared revenues, state aid grants, retirement contributions and failure to return the proper percentage of Meals and Rooms Tax revenue to cities and towns. The State Legislature has established a precedent for municipalities to charge fees to create a local source of revenue from fees associated with motor vehicle registration.

Each proposed floor policy should record the date of the governing body vote approving the proposal. It should include a brief (one or two sentence) policy statement, a statement about the municipal interest served by the proposal, and an explanation which describes the nature of the problem or concern from a municipal perspective and discusses the proposed action which is being advocated to address the problem.

Fax to 224-5406; mail to 25 Triangle Park Drive, Concord, NH 03301; or email to [governmentaffairs@nhmunicipal.org](mailto:governmentaffairs@nhmunicipal.org).

Must be received by August 12, 2016.

**New Hampshire Municipal Association  
2017-2018 Legislative Policy Process**

5.

**Floor Policy Proposal**

Submitted by: (name) City of Portsmouth

Date: August 2, 2016

City or Town: Portsmouth Title of Person Submitting Policy: CHRISTINE DWYER, MEMBER OF THE PORTSMOUTH CITY COUNCIL AND LEGISLATIVE SUBCOMMITTEE. THE SUBCOMMITTEE SUBMITS THIS FLOOR POLICY ON THE PORTSMOUTH CITY COUNCIL'S BEHALF.

Floor Policy Proposal approved by vote of the governing body on (date): THE PORTSMOUTH CITY COUNCIL APPROVED THIS POLICY BY MAJORITY VOTE ON AUGUST 1, 2016 FOR SUBMISSION AS A FLOOR POLICY TO NHMA AT ITS LEGISLATIVE POLICY CONFERENCE.

To see if NHMA will SUPPORT:

Legislation that defines short term rentals as a home business and permits municipalities to regulate and inspect these businesses for life safety issues.

Municipal interest to be accomplished by proposal:

The State of New Hampshire wants to help encourage the growth of new businesses and to support innovative business models. Legislation that permits local communities to define short term rentals as home businesses and allows them to regulate and inspect these businesses for life safety issues will support the emergence of new businesses while recognizing that there is a public interest in ensuring safety, which would benefit and protect business owners, users and all New Hampshire citizens and communities.

Explanation:

Municipalities want to help improve their local economy and need a way to ensure that new business models are encouraged if conducted in a manner that ensures the safety of all users. Local regulation actually recognizes that new models are emerging. Legislation that defines short term rental businesses as home businesses and permit municipalities to regulate and inspect for life safety issues will recognize the right and obligation of municipalities to protect the health, safety and welfare of their citizens while protecting owners and users and all New Hampshire citizens and communities.

Each proposed floor policy should record the date of the governing body vote approving the proposal. It should include a brief (one or two sentence) policy statement, a statement about the municipal interest served by the proposal, and an explanation which describes the nature of the problem or concern from a municipal perspective and discusses the proposed action which is being advocated to address the problem.

Fax to 224-5406; mail to 25 Triangle Park Drive, Concord, NH 03301; or email to [governmentaffairs@nhmunicipal.org](mailto:governmentaffairs@nhmunicipal.org).

Must be received by August 12, 2016.





6.

**New Hampshire Municipal Association  
2017-2018 Legislative Policy Process**

**Floor Policy Proposal**

Submitted by (name) CITY OF PORTSMOUTH Date: AUGUST 2, 2016

City or Town PORTSMOUTH Title of Person Submitting Policy CHRISTINE DWYER, MEMBER OF THE PORTSMOUTH CITY COUNCIL AND LEGISLATIVE SUBCOMMITTEE. THE SUBCOMMITTEE SUBMITS THIS FLOOR POLICY ON THE PORTSMOUTH CITY COUNCIL'S BEHALF.

Floor Policy Proposal approved by vote of the governing body on (date) THE PORTSMOUTH CITY COUNCIL APPROVED THIS POLICY BY MAJORITY VOTE ON AUGUST 1, 2016 FOR SUBMISSION AS A FLOOR POLICY

To see if NHMA will SUPPORT: A POLICY THAT REQUIRES THE NEW HAMPSHIRE DEPARTMENT OF TRANSPORTATION TO ADOPT, DEVELOP AND IMPLEMENT A TYPE II PROGRAM FOR NOISE ABATEMENT ON EXISTING HIGHWAYS.

Municipal interest to be accomplished by proposal:

HIGHWAY TRAFFIC NOISE HAS A NEGATIVE IMPACT ON THE HEALTH, SAFETY AND WELFARE OF NH CITIZENS WHO RESIDE ALONGSIDE EXISTING HIGHWAYS. THE NH DOT'S FAILURE TO ADOPT A TYPE II PROGRAM TO ABATE NOISE ALONG EXISTING HIGHWAYS HAS DEPRIVED MUNICIPALITIES OF FUNDS NEEDED TO CONSTRUCT NOISE BARRIERS TO PROTECT THEIR RESIDENTS.

Explanation:

FUNDING IS NOT AVAILABLE TO CONSTRUCT NOISE BARRIERS ALONG EXISTING HIGHWAYS UNLESS THE STATE ADOPTS A TYPE II PROGRAM. CERTAIN HIGHWAYS WERE CONSTRUCTED OR EXPANDED WITHOUT NOISE BARRIERS. THE VEHICULAR TRAFFIC ON THESE HIGHWAYS HAS INCREASED SUBSTANTIALLY OVER TIME, AS HAS THE NEGATIVE IMPACT OF NOISE ON NEIGHBORHOODS THAT ABUT THESE HIGHWAYS. NH DOT'S FAILURE TO ADOPT A TYPE II POLICY PREVENTS MUNICIPALITIES FROM BEING ABLE TO RECEIVE FUNDING TO CONSTRUCT NOISE BARRIERS WHICH ARE NECESSARY TO PROTECT THE HEALTH, SAFETY AND WELFARE OF NH RESIDENTS.

New Hampshire Municipal Association  
2017-2018 Legislative Policy Process

7.

Floor Policy Proposal

Submitted by:

Bruce Johnson, Select Board Chairman, Webster  
Clyde Carson, Select Board Chairman, Warner

Date: June 30, 2016

Under Finance and Revenue Policy recommendation #19 - State Revenue Structure and State Education Funding:

To see if the New Hampshire Municipal Association will support legislation to reduce local property taxes by 1) fully funding the NH Education Trust fund as defined in RSA 198:38 and 2) significantly reducing the amount of \$363 million to be raised by the state property tax as defined in RSA 76:3 with any reduction to be replaced from other state revenues.

Municipal interest to be accomplished by proposal:

1. Relieving property tax burdens on all property owners. There are times when people stand up at Town meeting and say they are overburdened on property taxes, and therefore, they cannot support town funding for needed responsibilities and projects. Well, the majority of those property taxes are not local taxes but school taxes. If reform can address the school portion of the tax bills with meaningful help from the State, then small towns can take care of what they need to care of.
2. Improved quality education for all children and teens across the state. This means improved educational opportunities for children and teens in poor towns that equals that from more wealthy towns.

Explanation:

Every year at annual school district meetings or city council meetings across the State, discussions and votes pit struggling taxpayers against children in need of an education. The reason for this is a funding formula that does not include meaningful contributions by the State of New Hampshire. It is time to correct this, and for the State to step up and increase its contributions so that local property taxpayers are not overly burdened, and so that all children receive a decent education.

Approved by a vote of:

Andover Board of Selectmen – July 25, 2016  
Hopkinton Board of Selectmen – August 8, 2016  
Salisbury Board of Selectmen – August 3, 2016  
Warner Board of Selectmen – July 26, 2016  
Webster Board of Selectmen – July 5, 2016