

Select Board Meeting
Monday, June 4th, 2018, 6:30 p.m.
Nowak Room, Town Office Building
10 Front Street, Exeter NH

1. Call Meeting to Order
2. Board Interviews – Zoning Board of Adjustment
3. Public Comment
4. Minutes & Proclamations
 - a. Proclamations/Recognitions
5. Approval of Minutes
 - a. April 23rd, 2018
 - b. May 21st, 2018
6. Appointments
7. Discussion/Action Items
 - a. 12 Front Street Request – Parking Access
 - b. Property Use Policy/Special Events Form Discussion
 - c. Human Services Funding Committee
 - d. Swasey Parkway Turnaround Update
8. Regular Business
 - a. Tax, Water/Sewer Abatements & Exemptions
 - b. Permits & Approvals
 - c. Town Manager’s Report
 - d. Select Board Committee Reports
 - e. Correspondence
9. Review Board Calendar
10. Non-Public Session
11. Adjournment

Julie Gilman, Chair
Select Board

Posted: 6/1/18 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



Town of Exeter
 Town Manager's Office
 10 Front Street, Exeter, NH 03833

**Statement of Interest
 Boards and Committee Membership**

Committee Selection: ZBA

New Re-Appointment Regular Alternate

Name: Esther Olson-Murphy Email: eolson@gmail.com
 Address: 18 Oak St, Exeter Phone: 603-793-6063

Registered Voter: Yes No

Statement of Interest/experience/background/qualification, etc. (resume can be attached).

As a life long resident I am interested in where and how the town will develop into the future. With increased interest in all types of development in town coupled with a decrease in available land I am aware there will be pressure to change or alter current regulations and I would like to be one of those who really looks at such request to ensure the town doesn't create a prescience of variances that have long term negative impacts. With a degree in Eng. and my time on the recent master plan committee I feel I have the knowlege and understanding to help make smart decisions to help Exeter flourish.
 If this is re-appointment to a position, please list all training sessions you have attended relative to your appointed position.

I understand that: 1. this application will be presented to the Exeter Selectboard only for the position specified above and not for subsequent vacancies on the same board; 2. The Town Manager and Selectboard may nominate someone who has not filed a similar application; 3. this application will be available for public inspection.

After submitting this application for appointment to the Town Manager:

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

I certify that I am 18 years of age or older:

Signature: Date: April 23, 2018

Draft Minutes
Selectboard Meeting
4/23/18

1. Call Meeting to Order

Present at the meeting were Anne Surman, Kathy Corson, Julie Gilman, Don Clement, Molly Cowan, and Russ Dean. The meeting was called to order by Ms. Gilman at 6:30pm.

2. Board Interviews – Recreation Advisory Board, ZBA

The board went downstairs at 6:30pm to interview for positions on the recreation advisory board and the zoning board. They reconvened at 7:10pm.

3. Bid Openings –

There were no bid openings at this meeting.

4. Public Comment –

Darius Thompson asked the board about the conflict of interest and ethics policy and asked if they are in favor looking at it and strengthening it. Ms. Gilman said that Ms. Surman had volunteered to write a code of ethics, which will be on the agenda in the near future. All of the board members expressed their support of the policy updates.

5. Minutes & Proclamations –

a. Proclamations/Recognitions

There were no proclamations at the meeting.

6. Approval of Minutes –

a. Special Meeting: April 2nd, 2018

Ms. Surman said that Chief Shupe was there and should be listed in attendance.

MOTION: Ms. Corson moved to approve the minutes as amended. Ms. Surman seconded, and it passed 4-0-1, with Mr. Clement abstaining.

b. Regular Meeting: April 9th, 2018

Replace “the town decided that” with the “assessing department and counsel”, and change “decided” to “advised”. Mr. Clement suggested on page 5, clarify that there was no written board charge for the previous board. Also, change that Mr. Clement asked the town planner on page 4, to the safety department.

MOTION: Mr. Clement moved to approve the minutes as amended. Ms. Cowan seconded the motion, and it passed unanimously.

c. Special Meeting: April 13th, 2018

MOTION: Ms. Surman moved to accept the minutes as submitted. Ms. Cowan seconded the motion, and it passed 4-0-1 with Ms. Corson abstaining.

d. Special Meeting: April 16th, 2018

Mr. Clement said that he felt as though some of the wording was off compared to the notes that he took, and that he wanted to highlight different things. Mr. Dean said that they are planning on having a professional facilitator at future work sessions. The board decided to table the minutes for the future and will give Mr. Dean the notes.

MOTION: Ms. Corson moved to table the minutes. Ms. Surman seconded the motion, and it passed unanimously.

7. Appointments –

There were no appointments at this meeting.

8. Discussion/Action Items –

a. Quarterly Financial Report – Finance

Doreen Chester, the town's finance director, spoke about the most recent financial reports. There are two reports, one is for December year-end and one is for March for the first quarter of 2018. In the general fund of 2017, there was a good balance left with generally no over-expenditures except for the snow/ice account which was covered by the snow and ice deficit fund. The motor vehicle and building permit revenues were higher. Some of the largest building permit projects were the wastewater treatment plant, and the Phillips Exeter theatre. The state rooms and meals tax also had increased. The interest income declined a bit, and the revenue transfers were mostly for sick leaves and the snow/ice deficit. Ms. Chester went through the general fund expenditures by department and any changes, for example, the police department was under budget by \$250,000.

Mr. Clement asked about the total general fund expenses variance. Ms. Chester explained that she took that out under the encumbrances section. She explained that she was asked to do a different format this time; Mr. Dean said that the new formatting is to break things down fund by fund including the narrative.

The water fund saw some increase in revenues mostly due to the increase in water rates last year. The increased expenditure is the difference between the increased water debt service in 2017, because of the Lary Lane Groundwater Plant coming online.

The sewer fund had some decrease in debt service because of older debt payments falling off. It had some higher revenues due to the rate increases. The only unexpected thing was the sewer main break on High Street, which led to \$149,800 of emergency expenses. Ms. Cowan asked where the abatements for water/sewer fall into the budget. Ms. Chester said that they are included within the revenues and not broken out separately. Ms. Cowan said she would be interested in seeing them.

In the revolving funds for 2017, the EMS revenue was lower than the prior year because the amount of billable calls was down. 95% of the fund balance gets transferred out to the general fund. Ms. Surman asked why Comstar had slowed down in the prior year. Ms. Chester said that they are the third-party biller, and suggested looking at how fast or slow the reimbursements are coming in.

The cable TV fund is based on the contract with Comcast. 50% of what comes in goes to the general fund. The wages/taxes/benefits went up in the last year because a full time staff member was hired. The revenues increased from the prior year. Mr. Dean said that Bob Glowacky is going to talk about some potential CATV projects to use the revenues for.

The recreation revolving fund revenues exceeded the budget revenue. Specifically, the program revenues were up and the trip revenue increase. The wages decreased slightly due to the timing of seasonal staffing. Impact fees from the building department are included. Mr. Dean said that the impact fees must be spent within 6 years or they go back to the developer, so they should keep track of those.

The property tax revenue for 2017 was \$46.5 million. The tax revenue is always less than the MS form shows due to the timing of the schools. Mr. Dean said that tax bills are due the first week in December and the difference in collections at year end is due to lag in people waiting to pay until January 1st. The collection rate is currently very good. The water and sewer receivables for 2017 look good over previous years. Mr. Clement asked if people are having trouble paying their bills because of the increased water rates, because the amount of accounts over 90 days has increased slightly. Mr. Dean said he has not noticed a large increase in the number of potential shutoffs. Ms. Chester said that generally the same payers are frequently late.

The board decided to have Ms. Chester come back to report on the March quarterly report at a future meeting.

b. Fire Department Staffing Proposal – Paramedics

Chief Comeau talked about the proposal to hire two new firefighters to build up the force to meet the costs and run volume. One suggestion was to have floating positions. They did not finalize that plan but took the opportunity to look at the way the fire department operates. One consideration was how the floating shifts would work, and what would be the greatest way to impact overtime. Also considered staffing levels and seniority in the shifts. They could apply the two new firefighters to shifts with more seniority, which would reduce overtime. Originally, one of the new hires would be a paramedic and one would be an EMT, so they would have differences in health insurance plans.

Now, the department is suggesting that they hire two paramedics. This is because they can cover more ambulance calls and are more trained. They also could save money in the future because they do not need additional paramedic training. Mr. Comeau said he would like to put them on shift. Currently there are 15 EMTs and 10 paramedics. Each shift, or one group of firefighters, consists of 6 personnel and can drop down to 5 before incurring overtime costs. Two of those shifts would now be at 7 people, which would decrease the overtime costs.

Mr. Dean said sometimes there are problems with the shifts, for instance with military deployment or injury with worker's compensation. Because of this, going down to 5 people is not uncommon. Chief Comeau said that it makes sense to put these people on the heaviest shifts to reduce overtime. Mr. Clement asked if the salary is different between an EMT and a paramedic. Mr. Comeau said the difference is about \$800, but there is a large saving in healthcare costs because they would be on a single plan. **Ms. Gilman asked about shift staffing. With regard to worker's comp issues, these people would fill in for those out on worker's compensation? The Chief stated savings also come in because as new employees, they have some personal days but are able to cover the vacations of other**

staff. Ms. Gilman asked about overtime for replacements being required for more shift replacement. Chief Comeau explained the leave of the firefighters and addressed the issues. Mr. Dean emphasized the importance of workplace safety training in order to reduce injuries. Mr. Comeau said that when choosing shifts, they looked at the heavier shifts with senior members that took off holidays. The staff member off on worker's compensation is on the heavy shift, where one new staffer will join. The other staffer will join the 2nd heaviest shift. Mr. Clement said he is a little reluctant to assume that next year, two-year firefighters will be added as is hoped. Clement suggested evaluating how the added staff this year is working. Mr. Comeau said that there needs to be a discussion about adding floaters and also what the shift standards would be. Ms. Surman mentioned also studying the revenue from ambulance calls in the revolving fund.

8:14 moving ahead with two medics

c. Swasey Parkway Turnaround Discussion

Mark Damsell said that this discussion had been going on for three years about installing a turnaround in Swasey Parkway. It was brought to engineers two years ago before the construction began. Now that the parkway has pipes in place, they feel as though now is the right time to do a turnaround. Wright-Pierce gave three options to the trustees. All the trustees suggested the first option, which would be a turnaround on the right-hand side of the road leading to the green block building. The turnaround would make it so that half of the parkway could be blocked off, and the turnaround could be used so people can turn to park on the parkway.

Ms. Gilman asked about the curb cuts and asked why that is preferred to the hammerhead option. Mr. Damsell said that he thinks that people will pull in and park, instead of parking on the far end. Ms. Gilman asked who would own the turnaround. Mr. Damsell said that he believes it would be the town's responsibility because it is a public road, but also said that it probably wouldn't have to be plowed in the winter because not many people use the parkway then.

Ms. Corson asked if public safety had looked at the designs. Mr. Damsell said this is just a proposal and they brought it to the selectboard first to get their opinions. Ms. Corson thought that it was an interesting concept and could give more flexibility for parkway use. Mr. Dean added that the contractor would like to do it during the same time as loaming and seeding and are hoping it will not be delayed. He mentioned the event permitted on May 19th briefly so that the board was aware.

The cost would be about \$15,000 which would come from the project contingency. Mr. Clement pointed out that the money would come from the capital projects fund, and that they would be using the sewer fund to pay for the road. Mr. Dean said that one potential source would be the trustees operating fund or the town's paving budget. Mr. Clement said that he didn't want to act too quickly on this just because the cost could potentially increase in future. Ms. Surman asked about the DOT grant, and maybe that could be used. Ms. Cowan suggested looking at this more for a more integrated approach. Ms. Corson suggested funding it from a combination of sources, including the sewer fund, and added that there will be costs no matter what is done. Ms. Gilman said that the funding from the state was going to be used for the Lincoln Street project, and that the remainder would be left as a contingency. Ms. Corson asked if they could look at this potential project next week, and Ms. Surman also wanted numbers for the grant money spent. The board liked the plan in general.

Mr. Thompson said that he is in support of the project but suggested not using a contingency on this project. He said he would like to spend money prudently for this project because he thinks it is beneficial.

d. Communications Committee Charge

Ms. Corson put a draft committee charge together using the master plan as a guide. The purpose of the committee is to increase strategized communications between the town and the public in order to get more information out. Ms. Gilman said that since this is an advisory committee to the selectboard, it makes sense that the representative would not vote. Mr. Clement asked why a member of the economic development committee is a member on the communications committee. He also suggested adding periodic recommendations to the selectboard in the charge. Also, the cable advisory committee was mentioned to incorporate some of their charge into this committee. Ms. Corson said that ultimately the committee will put together a policy and platforms for communications. Ms. Cowan asked about how to best communicate with other committees.

Mr. Thompson asked if the town had a social media policy for all their employees and suggested that the communications committee incorporate that to make sure everything is efficient. Mr. Clement said that how social media is used could also be part of the ethics policy.

e. Board and Committee Appointments:

The board looked at the list of re-appointments to the various town boards and committees. There were a lot of vacant positions on many committees, such as the heritage and historic district. Some people have also not responded if they are seeking reappointment. The board decided to move ahead and re-appoint those who had responded with their interest.

MOTION: Ms. Corson moved to reappoint the following to the conservation commission, term to expire on 4/30/2021: Bill Campbell and Ginny Raub as voting members, and David Short and Sally Ward as alternates. Mr. Clement seconded the motion, and it passed unanimously.

MOTION: Ms. Corson moved to reappoint the following to the arts committee, term to expire on 4/30/2021: Darius Thompson, Irene Hall, and John Moynihan as voting members. Ms. Surman seconded the motion, and it passed unanimously.

MOTION: Ms. Corson moved to reappoint the following to the heritage commission, term to expire on 4/30/2021: John Merkle as a voting member. Ms. Surman seconded the motion, and it passed unanimously.

MOTION: Ms. Corson moved to reappoint the following to the historic district commission, term to expire on 4/30/2021: Pam Gjetum as a voting member. Ms. Surman seconded the motion, and it passed unanimously.

MOTION: Ms. Corson moved to reappoint the following to the housing authority, term to expire on 4/30/2023: Vern Sherman as a voting member. Ms. Surman seconded the motion, and it passed unanimously.

MOTION: Ms. Corson moved to reappoint the following to the planning board, term to expire on 4/30/2021: Pete Cameron and Katherine Woolhouse as voting members, and Nicholas Gray as an alternate. Ms. Surman seconded the motion, and it passed unanimously.

MOTION: Ms. Corson moved to reappoint the following to the river advisory committee, term to expire on 4/30/2021: Richard Huber as a voting member. Ms. Surman seconded the motion, and it passed unanimously.

MOTION: Ms. Corson moved to reappoint the following to the Rockingham planning commission, term to expire on 4/30/2022: Gwen English as a voting member. Ms. Surman seconded the motion, and it passed unanimously.

MOTION: Ms. Corson moved to reappoint the following to the zoning board of adjustment, term to expire on 4/30/2021: Robert Prior as a voting member, and Hank Ouimet and Joanne Petito as alternates. Ms. Surman seconded the motion, and it passed unanimously.

MOTION: Ms. Corson moved to reappoint the following to the water and sewer advisory committee, term to expire on 4/30/2021: Kelly Warner and Bob Kelly as voting members. Ms. Surman seconded the motion, and it passed unanimously.

Mr. Clement asked about housing advisory committee. Mr. Dean said that there are no terms for those members. Mr. Dean also said that, concerning the human service funding committee, the 2017 distributions are being reviewed and they will bring information to the board shortly about their status.

f. Accept Household Hazardous Waste 2018 Grant

The Rockingham Planning Commission organizes this, done annually. Gilman asked if other towns get the grant as well. Mr. Dean said it is shared with the towns proportionally. Exeter is 34.7% of the population share, so the actual grant that will be received is 34.7% of the cost share or \$7,119. Mr. Clement brought up that donations are accepted for this and support the towns.

MOTION: Mr. Clement moved that they accept the Household Hazardous Waste Grant funds and to enter into a grant contract with NH DES, and authorizes the town manager to sign the contract. Ms. Cowan seconded the motion, and it passed unanimously.

9. Regular Business –

a. Tax, Water/Sewer Abatements & Exemptions

MOTION: Ms. Cowan moved to deny the veteran credit for the following properties: map 63, lot 46; and map 85, lot 61. Mr. Clement seconded the motion, and it passed unanimously.

MOTION: Ms. Cowan moved to table the veteran credit for the following properties: map 68, lot 6, unit 211. Mr. Clement seconded the motion, and it passed unanimously.

MOTION: Ms. Cowan moved to approve the elderly exemption of \$236,251 for the following properties: map 65, lot 151; ,map 18, lot 1; map 80, lot 6, unit 24; map 63, lot 62; map 65, lot 124, unit 32; map 86, lot 24; map 64, lot 4; map 87, lot 18, unit 17; map 104, lot 79, unit 606; map 64, lot 105, unit 2; map 54, lot 4, unit 63; map 104, lot 79, unit 406; map 64, lot 105, unit 11. Mr. Clement seconded the motion, and it passed unanimously.

MOTION: Ms. Cowan moved to approve the elderly exemption of \$183,751 for the following properties: map 64, lot 105, unit 52; map 104, lot 79, unit 102; map 63, lot 190; map 104, lot 79, unit 510; map 63, lot 154; map 104, lot 79, unit 110A; map 103, lot 13, unit 22; map 64, lot 105, unit 49; map 61, lot 15. Mr. Clement seconded the motion, and it passed unanimously.

MOTION: Ms. Cowan moved to approve the elderly exemption of \$152,251 for the following properties: map 64, lot 105, unit 35; map 64, lot 57, unit 2; map 95, lot 64, unit 187; map 26, lot 13; map 104, lot 79, unit 707; map 64, lot 17; map 86, lot 20, unit 11; map 95, lot 64, unit 225; map 95, lot 64, unit 322; map 96, lot 2, unit 13; map 32, lot 12, unit 20; map 71, lot 15; map 95, lot 64, unit 60; map 64, lot 105, unit 63; map 69, lot 16; map 73, lot 220; map 104, lot 79, unit 21; map 80, lot 6, unit 39. Ms. Corson seconded the motion, and it passed unanimously.

MOTION: Ms. Cowan moved to approve the elderly exemption of \$208,080 for the following properties: map 74, lot 132. Ms. Corson seconded the motion, and it passed unanimously.

MOTION: Ms. Cowan moved to deny the elderly exemption for the following properties: map 64, lot 65; map 51, lot 5; map 109, lot 1; map 55, lot 20; map 81, lot 36. Ms. Corson seconded the motion, and it passed unanimously.

MOTION: Ms. Cowan moved to table the elderly exemption for the following properties: map 95, lot 64, unit 252. Ms. Corson seconded the motion, and it passed unanimously.

MOTION: Ms. Cowan moved to approve the disability exemption of \$125,000 for the following properties: map 32, lot 12, unit 24; map 95, lot 64, unit 295; map 87, lot 14, unit 17A; map 95, lot 64, unit 144; map 32, lot 12, unit 23; map 95, lot 64, unit 117; map 95, lot 64, unit 214; map 32, lot 12, unit 4; map 103, lot 13, unit 40; map 95, lot 64, unit 55. Ms. Corson seconded the motion, and it passed unanimously.

MOTION: Ms. Cowan moved to approve the intent-to-cut for the following properties: map 104, lot 70. Ms. Corson seconded the motion, and it passed unanimously.

b. Permits & Approvals

The board talked about the Winter Street cemetery tree removal. Dave Sharples, the town planner, told the board that the lowest bidder is at \$18,000 for tree removal by Knowles Tree Service. This price did not include police detail, because Mr. Sharples wanted the town to pay the police detail directly and is anticipating a cost of about \$992 for that. The project will take two days to complete and will take a few types of cranes. A short section of road will need to be closed for safety. He requested a motion to approve a cost of up to \$20,000, the extra cost to use for additional work as needed. There are 22 trees to be taken out in total. Potentially, if time and funds permit, there is an additional ash tree to be removed.

Mr. Clement said that there are a few residences there and a church and asked if they had been informed. Mr. Sharples said that the police detail will let them in except when a crane is actually moving a tree. The residents will be informed of the dates. Mr. Clement also brought up the children's park nearby. Mr. Sharples said that most of the trees are away from it, but he said he would follow up on that.

Mr. Thompson suggested having EXTV to film the process to show it to the public. He also asked if any of the wood was salvageable for projects, or if there would be wood for the residents to burn. Mr. Sharples said that most of the trees are pines, and the maple and the cherry trees are in rough shape.

MOTION: Mr. Clement moved that the town manager be authorized to enter an agreement for the town to complete tree removal at the Winter Street cemetery, and to expend up to \$20,000 from the Cemetery Capital Reserve Fund. Ms. Corson seconded the motion, and it passed unanimously.

MOTION: Ms. Cowan moved to approve the use of the town hall main floor for the Exeter Area Chamber to use for their Ambassador Monthly Meeting on 9/6/18 and 10/4/18. Ms. Corson seconded the motion, and it passed unanimously.

MOTION: Ms. Cowan moved to approve the use of the town hall main floor for the Exeter Area Chamber to use for their Ambassador Monthly Meeting on 5/3/18, 7/5/18, and 8/2/18. Ms. Corson seconded the motion, and it passed unanimously.

MOTION: Mr. Clement moved to approve the voluntary change of address from 44 Redberry Road to 10 Beech Hill Road. Ms. Surman seconded the motion, and it passed unanimously.

Mr. Dean brought up the deputy fire wardens to be appointed. The state requested a selectboard signature on the form. Some of those listed on the form are issuing agents and some are deputy wardens.

MOTION: Mr. Clement moved that the selectboard chair sign the appointment as the deputy forest fire warden for Mark Cook. Ms. Cowan seconded the motion, and it passed unanimously.

MOTION: Mr. Clement moved that the selectboard chair sign the recommendation for all the reappointments of deputy wardens. Ms. Corson seconded the motion, and it passed unanimously.

MOTION: Ms. Corson moved to allow PEA to close off Tan Lane and Front Street (between Tan Lane and Elm Street) to traffic on 6/3/18 between 9:30am and 1:00pm for their graduation ceremony. Ms. Surman seconded the motion and it passed unanimously.

MOTION: Ms. Cowan moved to allow PEA to close off Tan Lane and Court Street to traffic on 6/3/18 between 9:30am and 1:00pm for their graduation ceremony in case of rain. Ms. Corson seconded the motion and it passed unanimously.

c. Town Manager's Report

Mr. Dean reported that MUNIS implementation is progressing for the town. He had the chance to speak at the Leadership Seacoast event last week. Jen Wheeler was hosting the event. Next week, EXTV wants to come before the board to talk about server issues, band sheet music, and other items. There is a public hearing set up for the hazard mitigation plan on May 21, with Theresa Walker. The AMTRAK Downeaster is having a monthly meeting 4/26 in Exeter at 9:45am.

The town has been requested by residents to file as an intervenor with the Liberty Utilities project. Other communities like Epping have done it, and the town is planning to move ahead unless the board has an issue. Being an intervenor means that there will be reports on anything moving forward, following the action along. Mr. Clement asked if doing this will cost the town any money, and also said

that the project looks very different for Epping and Exeter. Mr. Dean also wanted to thank everybody participating in the Parks and Recreation Pick Up Day.

d. Select Board Committee Reports

Mr. Clement had a conservation commission meeting, where they talked about the potential frisbee golf at Raynes farm. Also, at Raynes farm on Friday there will be a Woodcock Walk event. He talked about the other events that the commission is putting on. Also, there are rain barrels for sale at public works now. The river advisory committee met last week and listened to the presentation on Pickpocket Dam and the new FEMA floodplain analysis. They asked about the requirements that the state is giving on the breach analysis at Pickpocket Dam – one of the requirements is an emergency plan and a study for the dam. Paul Vlasich told them an estimate of cost would be about \$233,000. Mr. Clement has an ERLAC meeting this week and also a workshop about the ocean sea rise and the impacts on groundwater.

Ms. Cowan had a water/sewer advisory meeting. They are looking at updating the abatement provisions to be more consistent. They are also thinking about having recommendations to the selectboard about the abatements. Ms. Gilman said that had been done before, but it was too long of a process. The board also had a conversation about being better communicators. At the housing advisory committee meeting, Rebecca Perkins of Portsmouth City Council spoke about their zoning laws to encourage more affordable housing.

Ms. Corson had a planning board meeting and had another this week. They approved a small development off of Linden Street which could be affordable housing. It would be 8 duplexes, so 16 units in total. This week, the planning board will be discussing subcommittee regulations.

Ms. Surman has an art committee meeting on the 28th. Lottery Day will be on May 12th at 10:00AM, where artists come to the town offices and they figure out how to replace the art publicly displayed in the building.

Ms. Gilman attended a heritage commission site walk at Park Street. They are waiting to hear back from the federal government about funding. The historic district commission met last week and denied an application because the proposal did not fit the selected building.

e. Correspondence

There was a letter from a resident praising the continuation of Swag on Swasey this year. Florence Ruffner of the Swasey Parkway trustees sent a letter describing the new protocols of the trustees and their meeting schedule, and a response email by the other trustees. The Richie McFarland Children's Center sent a thank you letter to the town for their human services funding. There was also a letter from Comcast explaining their changes for Xfinity billing statements.

10. Review Board Calendar –

The next meeting is on April 30th. There will be a goal setting session on May 14th, and then the next regular meeting will be on May 21st.

11. Non-Public Session –

MOTION: Ms. Cowan moved to enter into a non-public session at 9:57pm, pursuant to RSA 91:A3-2E for pending litigation. Ms. Corson seconded the motion, and it passed unanimously by roll call vote.

The Board emerged from non public session. Selectwoman Surman moved to seal the minutes as divulgence of the information in the minutes likely would render the proposed action ineffective. Selectwoman Corson seconded. Vote: Clement aye, Gilman aye, Surman aye, Corson aye, Cowan aye. Unanimous to seal minutes.

Selectwoman Surman moved to adjourn. Selectwoman Corson seconded. All vote aye, meeting is adjourned at 10:10 p.m..

Respectfully submitted by recording secretary Samantha Cave.

Select Board

Draft Minutes

5/21/18

1. Call Meeting to Order

Anne Surman, Kathy Corson, Julie Gilman, Molly Cowan, Don Clement, and Russ Dean were all present at this meeting. The meeting was called to order at 6:45PM by Ms. Gilman.

2. Board Interviews – Recreation Advisory Board

The board went downstairs to interview Courtney Marshall for a position on the recreation advisory board. They reconvened at 7:00PM.

3. Bid Openings – Engine 4 Replacement

Fire chief Brian Comeau introduced the newest members of the fire department. The new fire department members are Ryan Hart, who was a member of the National Guard and most recently served at the Pease fire department; and Michael Morin, son of Paul Morin, who came from the North Hampton fire department.

The board opened bids for Engine 4's replacement:

- Greenwood Emergency Vehicles (Brunswick ME) sent a bid for \$508,678, with a trade in allowance of \$15,000.
- Pierce Manufacturing (Appleton, WI) sent a bid for \$545,852, with a \$15,000 trade in allowance.
- KME Fire Apparatus (Nesquehonig, PA) sent a bid for \$502,257, with a trade in allowance of \$10,000.

The warrant for Engine 4's replacement allowed for a \$525,000 cost.

MOTION: Ms. Surman moved to turn over the bids to the fire department for their review and recommendation. Ms. Corson seconded the motion, and it passed unanimously.

4. Public Comment

Town clerk Andrea Kohler announced the Exeter Top Dog contest winners. The Main Street School holds a mock election for the kindergarteners to elect the top dog and the dog tag shape. Next years dog tag shape will be a bell. The winners of the Exeter Top Dog competition get a gift basket sponsored by the Brentwood Country Animal Hospital, Citizens Bank, and DPW.

In 3rd place was Riley, owned by Nicole Goula. Riley is a 7-year old longhaired Shiba Inu, and was rescued from a hoarding house in New Jersey. In 2nd place was Diesel, owned by the Goudreau family. He is a 1-year old Pitbull terrier. The 1st place winner was Mugsy, owned by Joshua Garrett. He is a 1-year old black beagle.

5. Proclamations- Municipal Clerk's Week, Police Week

Ms. Cowan read the proclamation for Exeter municipal clerk's week, which took place from May 6-12th, 2018. The board also extended their appreciation to the Exeter municipal clerk Andrea Kohler.

Ms. Cowan read the proclamation for Exeter police week, which took place from May 13-19th, 2018; and Exeter Peace Officers Memorial Day, which was May 15th.

Mr. Dean acknowledged Chief Shupe, who was representing Exeter's police department during police week in Washington DC.

6. Approval of Minutes

a. April 23rd, 2018

Mr. Clement pointed out a time stamp on page 3 and 4 that needed to have Ms. Gilman's comments added. On page 5, he suggested rephrasing the sentence about the cable advisory committee to "so as to incorporate".

MOTION: Ms. Corson to table approval of the 4/23/18 minutes until the next meeting. Ms. Surman seconded the motion, and it passed unanimously.

b. April 30th, 2018

Mr. Clement wanted to clarify on page 1, that it was the chair of the Swasey Trustees who was not sure that they need a Select Board representative.

MOTION: Ms. Corson moved to accept the 4/30/18 minutes as amended. Ms. Surman seconded the motion, and it passed unanimously.

c. May 3rd, 2018 (site walk)

Mr. Clement said that the "unnamed representative" mentioned on page 1 was from T Buck Construction, not Wright-Pierce.

MOTION: Ms. Corson moved to accept the 5/3/18 minutes as amended. Ms. Cowan seconded the motion and it passed unanimously.

7. Appointments

MOTION: Mr. Clement moved to rescind the appointment of Sally Ward as an alternate member to the conservation commission. Ms. Cowan seconded the motion, and it passed unanimously.

MOTION: Mr. Clement moved to appoint Sally Ward as a voting member to the conservation commission, term to expire 4/30/21. Ms. Surman seconded the motion, and it passed unanimously.

The board proposed terms for the new recreation advisory board. For voting members, there will be two terms ending in 2019, two terms ending in 2020, and three terms ending in 2021. For alternate members, there will be one term ending in 2020, and one ending in 2021. There will also be a select board representative, and an alternate select board representative.

MOTION: Mr. Clement moved to appoint Dan Provost as a voting member to the recreation advisory board, term to end 4/30/21. Ms. Surman seconded the motion, and it passed unanimously.

MOTION: Ms. Cowan moved to appoint Courtney Marshall as a voting member to the recreation advisory board, term to end 4/30/21. Ms. Surman seconded the motion, and it passed unanimously.

MOTION: Ms. Corson moved to appoint Brinn Sullivan as a voting member to the recreation advisory board, term to end 4/30/21. Ms. Cowan seconded the motion, and it passed unanimously.

MOTION: Ms. Cowan moved to appoint Rob Ficara as an alternate member to the recreation advisory board, term to end 4/30/21. Mr. Clement seconded the motion, and it passed unanimously.

MOTION: Ms. Cowan moved to appoint Stephanie Papakonstantis as a voting member to the recreation advisory board, term to end 4/30/20. Ms. Surman seconded the motion, and it passed unanimously.

MOTION: Ms. Corson moved to appoint Val Castonguay as a voting member to the recreation advisory board, term to end 4/30/20. Mr. Clement seconded the motion, and it passed unanimously.

MOTION: Mr. Clement moved to appoint Mike Wissler as a voting member to the recreation advisory board, term to end 4/30/19. Ms. Surman seconded the motion, and it passed unanimously.

MOTION: Ms. Surman moved to appoint Jennifer Harrington as a voting member to the recreation advisory board, term to end 4/30/29. Mr. Clement seconded the motion, and it passed unanimously.

MOTION: Ms. Corson moved to appoint Anne Torrez as an alternate member to the recreation advisory board, term to end 4/30/20. Ms. Surman seconded the motion, and it passed unanimously.

MOTION: Ms. Corson moved to nominate Molly Cowan as the select board representative to the recreation advisory board. Ms. Surman seconded the motion, and it passed unanimously.

MOTION: Mr. Clement moved to nominate Anne Surman as the alternate select board representative to the recreation advisory board. Ms. Corson seconded the motion, and it passed unanimously.

8. Discussion/Action Items

a. Assessors Discussion: Revaluation

Scott Marsh from Municipal Resources spoke to the board about the recent revaluation due of the town. The last one was done in 2015, and they are required every 5 years. However, they are trying to determine if board will do the revaluation in 2019, a year earlier. The ratio last year was at 85%, and it is now at 78%. The ratio will likely continue to go down to about 70% in 2020. There would be no change in cost to the town for an earlier revaluation, as it is built into the contract.

The ratio looks at 6 months of sales and compares the assessments to sales prices, selecting the median and excluding outliers. It changes based on the market. As values go up, ratios decrease and vice-versa. Generally, the town should try to stay in between 90% and 110%. In Exeter, mobile homes and condominiums are especially out of this standard. When looking at individual projects, the market is showing different ratios for different areas.

Mr. Clement asked what pros and cons are to revalue all of the properties early, versus only the most affected properties. Mr. Marsh said that only doing some properties would result in additional cost

because they are not in contract. An overall revaluation is included in the contract and would be no additional cost. The statistical reevaluation is done by reviewing 25% of the properties to verify that the information in the system is correct. They would review sales that have occurred over past 2 years, then adjust the computer models so that the assessment is correct and then apply those models to everybody's properties. Ms. Surman asked if this will help cut down on abatement applications. Mr. Marsh said that taxpayers being assessed right now would be happy because their assessment would be revalued, and the process tends to reduce abatements because it ensures more equity.

Mr. Clement asked how long the process would take to do a complete revaluation. Mr. Marsh answered that it would take about a year. In 2019, taxpayers would be notified and allowed to meet with assessors. There is an interview process, and a formal appeal process is possible. Ms. Corson asked if taxes go up, or if the tax rate decreases. Mr. Marsh said that since taxes are driven by spending, changing the assessment would drive down the overall tax rate but of course other factors happen. Ms. Corson asked what would happen if the housing bubble burst after this assessment. Mr. Marsh replied that the revaluation only measures if everybody is being treated equitably, and it doesn't have an impact otherwise. Everybody in the town should be at a similar rate with the same type of property. Mr. Dean mentioned that the worst recent year was 2008, where the town's overall drop was 4% even though the real estate values dropped considerably.

MOTION: Mr. Clement moved that the complete town revaluation be completed by 4/1/2019. Ms. Corson seconded the motion, and it passed unanimously.

b. Public Hearing: E911 Street Name Changes

Dave Sharples, the town planner, presented new street changes from the E911 committee to help with emergency response, by changing duplicate or similar sounding names. The first is to change Grove Court to Magnolia Court, because there is a Grove Street in town. The second is to change Hall Court to Grange Court, because there is a Hall Place in town. The owner of the only house on Hall Court signed a voluntary consent form for the name change. The third is to change Arbor Court to Memorial Lane, because there is an Arbor Street in town. The fourth is to change Garfield Court to Union Street, because there is a Garfield Street in town. All of the houses on the affected streets will be renumbered in accordance with the town ordinances.

MOTION: Mr. Clement moved to open the public hearing on the proposed street name changes. Ms. Corson seconded the motion, and it passed unanimously.

The change of Grove Court to Magnolia Street was received with some protest by the residents, who sent a petition to Mr. Sharples to keep the name. He replied back to them with an offer to choose an alternate name, but did not receive one.

Michael Pauk, a resident of Grove Court stated his concern that there is no benefit to changing the street name. He thought that if name is changed, there would be more confusion because the street name is so old. He also asked why Grove Court would be changed and not Grove Street. He mentioned that Grover Court has real estate value, and that the cost of changing the address is an undue burden.

Bernadette Blake, another resident, said that there is a historic value to the street name. She also felt that the change is a done deal and that the public isn't being involved. She moved in recently,

and doesn't think the new name is appropriate. The other street residents had talked about Chester Court as a potential name instead.

Mr. Dean pointed out that not all the public safety employees live in the town, so they may not be familiar with all the streets in Exeter. The public safety departments have also had a lot of turnover with newer employees coming in. Mr. Sharples said that the E911 is a recommendation committee, and the select board has the final say. Grove Court was changed instead of Grove Street, because they have fewer impacted residents. The E911 committee tried to make the process as least impactful as possible. Generally, the duplicate names are very close in terms of location. He also said that since deeds are not indexed by names but instead by map and lot location, they do not have to be changed. Mr. Clement pointed out that E911 spends a lot of time determining what the best approach is and understands that changes would be impactful.

Ms. Cowan asked where the possible confusion would come from with emergency services. Assistant fire chief Justin Pizon said that confusion can easily occur, especially on emergency calls that happen early in the morning or late at night. He emphasized the importance of getting to emergency calls as quickly as possible, because the difference between life and death can happen in less than a minute. Also, street names can be misheard over the intercom system. Mr. Pizon also said that it takes time for 911 calls to go through dispatch and get transferred to the proper station.

Ms. Cowan emphasized that the board wants to listen to the public, but they also need to be in compliance with the state and emergency services. Mr. Pizon said that emergency service personnel can use a GPS or a mapbook, and that most of the confusion comes from mishearing things in calls. He also said that they have to look at Brentwood and Kensington because they have the same zip code.

The board decided to table this specific name change until the June 5th E911 committee meeting.

MOTION: Mr. Clement moved to close the public hearing on the street name changes. Ms. Corson seconded the motion, and it passed unanimously.

MOTION: Ms. Corson moved to table recommendation one to change Grove Court to Magnolia Court. Mr. Clement seconded the motion, and it passed unanimously.

MOTION: Ms. Corson moved to change Hall Court to Grange Court and to renumber 4 Hall Court to 3 Grange Court. Mr. Clement seconded the motion, and it passed unanimously.

MOTION: Ms. Corson moved to change Arbor Court to Memorial Lane, and to renumber the following: 26 Arbor Court to 6 Memorial Lane, 24 Arbor Court to 8 Memorial Lane, and 18 Arbor Court to 12 Memorial Lane. Mr. Clement seconded the motion, and it passed unanimously.

MOTION: Ms. Corson moved to change Garfield Court to Union Street, and to renumber the following: 6 Garfield Court to 32 Union Street, 8-10 Garfield Court to 34-36 Union Street. Mr. Clement seconded the motion, and it passed unanimously.

c. Public Hearing: Hazard Mitigation Plan 2018 Update (RPC)

Theresa Walker from the Rockingham Planning Commission talked about the FEMA update to the town's hazard mitigation plan. While Exeter had a 2013, they had to update it for 2018 to be eligible for disaster relief funding. The updated plan has been posted for review.

MOTION: Mr. Clement moved to open the public hearing about the hazard mitigation plan update. Ms. Surman seconded the motion, and it passed unanimously.

Ms. Walker explained that the updated plan has 3 parts. Drought and extreme temperatures were added to hazards that could impact Exeter. There are updated descriptions and maps of critical facilities in town, and past and future hazards and addition to updated strategies to include DPW reports and climate change planning. Finally, the plan prioritized items that need to be implemented. One of the best implementation strategies is through public education about the risks of the hazards. There is a 30-day public comment period to have input on the plan. Mr. Clement asked about any revisions to the water plan, and if they can get an update. He also asked about the Pickpocket Dam, the Colcord Pond Dam and the Powder Mill Road Flood analysis. Chief Comeau said that Powder Mill Road was a means of access for emergency services, and they considered elevating the road, but it hasn't happened yet. They still looked at as a potential mitigation plan. Ms. Walker said that the plan includes rankings of action items for internal use, in case funding becomes available. Ms. Gilman asked about state emergency funds. Ms. Walker said that the plan is tied to the disaster declaration by the governor.

MOTION: Mr. Clement moved to close the public hearing. Ms. Corson seconded the motion and it passed unanimously.

MOTION: Ms. Cowan moved to create a public comment period to end on 6/22/18, and to direct public comments to Chief Comeau. Ms. Surman seconded the motion, and it passed unanimously.

d. Town Planner: MTAG Letter of Support

Mr. Sharples said that he is hoping to submit an MTAG grant application before June 1st. He can request up to \$20,000 and the grant requires a 25% match. The proposed grant request is to hire a consultant to incentive affordable housing and infill development through a feature-based zoning ordinance. This plan is consistent with master plan action items. The grant application needs letters of support, and the proposal has already received support from the conservation commission and planning board. Ms. Cowan expressed her support and suggested creating a public petition. Ms. Corson suggested involving the police and fire departments too.

MOTION: Mr. Clement moved to support this effort and to authorize the select board chair to provide a letter of support. Ms. Corson seconded the motion, and it passed unanimously.

e. Swasey Parkway Turnaround Updates

The board went on a site walk a couple weeks ago to see the proposed site for the turnaround on Swasey Parkway. They have a new drawing of the turnaround. The original price was \$15,785, with the hammerhead of about \$2,000. The new price from T Buck Construction is now \$25,780 without the hammerhead. The Swasey trustees have offered to pay 1/3 of the cost. 1/3 will come from the sewer budget, and 1/3 will come from paving budget. The Swasey trustees have seen the updated proposal.

Ms. Cowan liked that they moved it further down parkway. One discussion at the site walk was about signage, and Ms. Corson worried that people will just park there if it's all paving with no signs. Mr. Dean said that there would be no parking signs on the turnaround. There was some confusion about the dimensions of the turnaround. Mr. Dean said that 60 linear feet of curbing would be removed. Mr. Clement suggested having someone from DPW come in next time to discuss the project. Ms. Gilman also wanted to know about the construction schedule. The board decided to table this issue until June 4th for further discussion.

f. Sewer Agreement Update – Town of Hampton

This is the agreement between Exeter and Hampton for the disposal of sewage. Mr. Dean said that the document has been worked on for the past several months. The towns wanted to reflect the most current rates in their agreement, and also double check the list of properties. If any properties add a bedroom or similar addition, Hampton will notify Exeter to adjust the fees. They have to submit it to the attorney general's office because it's an inter-municipal agreement.

Mr. Clement asked about residences that were not on the property list in 2017, but are now in 2018. Mr. Dean answered that these properties are new residents. 752 Exeter Road is an exception, because is a Hampton address but is connected to the Exeter water system. So, they are getting billed water/sewer from Exeter, and they are getting charged a service fee. They get billed directly for both. The other properties only get charged Exeter sewer.

MOTION: Ms. Corson moved to sign the intermunicipal agreement between Hampton and Exeter for the disposal of sewage. Mr. Clement seconded the motion, and it passed unanimously.

g. Property Use/Alcohol Policy Updates

The board was given a list of things that they need to discuss and think about for the alcohol use on town property. A rewritten policy is needed, and there will be a proposal on June 4th. Mr. Dean talked about the special event provision, which would differentiate a basic event from one that is more complicated and detailed.

9. Regular Business

a. Tax, Water/Sewer Abatements & Exemptions

Christine Paccito, of 64 Columbus Avenue, told the board that her mother had discovered that the toilet had been leaking during their vacation. They had replaced the toilet which fixed the leak. The total bill was \$1,132.33, and their water usage during the leak went up dramatically. Ms. Corson emphasized that the board should be consistent with their abatements. She pointed out that the water went into the sewer system. Ms. Surman said she did not want a blanket policy, and believes that cases should be reviewed each time. Mr. Clement said that it shouldn't be completely subjective either, and that the leak was on their property with their pipes.

MOTION: Mr. Clement to grant an abatement for \$493.27 to 64 Columbus Avenue as part of the one-time abatement during a 10-year period (policy 08-30). Ms. Corson seconded the motion, and it passed unanimously.

Susanne Foley, of 3 Warren Avenue, found her outside hose spigot had been left on, and she thought that the kids in the neighborhood cut through her yard and turned it on. The water went into the ground, and so did not enter the sewer system. The leak was at the end of winter, so she did not notice it at first. The total bill she received was \$1,620.92.

MOTION: Ms. Corson moved to send the request for 3 Warren Avenue back to the water and sewer department, to calculate the abatement using policy 08-30. Mr. Clement seconded the motion, and it passed unanimously.

MOTION: Ms. Cowan moved to defer all of the tax credits, because the files have not been reviewed. Ms. Corson seconded the motion, and it passed unanimously.

Mr. Clement suggested, in the future, having the assessing department send notification to the board that the folders about credits are ready for viewing. He wanted to review the denial for the veteran's credit. For most meetings, they have been getting information scanned and sent to the board. This time it was not sent.

b. Permits & Approvals

MOTION: Ms. Cowan moved to approve the use of the town hall by Ken Mendis, for a board meeting by the Exeter Walk-A-Mile event on 5/23/18 from 6:30-8:00PM. Mr. Clement seconded the motion, and it passed unanimously.

MOTION: Ms. Corson moved to approve the use of the town hall by Scott Ruffner for TEAM Exeter's First Friday event on 5/3/19, from 5:00-10:00PM. Ms. Cowan seconded the motion, and it passed unanimously.

MOTION: Ms. Corson moved to approve Beth Dupell's request for temporary signs for the Exeter Women's Club, to promote the Swag on Swasey Events. Ms. Surman seconded the motion, and it passed unanimously.

The board wanted to make clear to Ms. Dupell that the signs on the Route 101 exit ramps are not under Exeter jurisdiction, and that they may be removed by the state.

c. Town Manager's Report

Mr. Dean said that the Washington Street waterline project is underway and on schedule. They are proceeding on Lincoln Street as well, and there will be a public meeting on May 30th for Phase II at the Lincoln Street School. The Court Street bridge is nearing completion. Paving on Court Street will be on May 25th. There will be a bond sale for TIF improvements and the waterline and String Bridge projects on May 22nd. The Memorial Day parade will take place on May 28th. Florence Ruffner, the chair of the Memorial Day Parade committee, will send out a formal invitation to the board members. The event kicks off at 10:00AM. There was also an SB-438 update sent out in the municipal bulletin. Ms. Gilman added that there are three bills that could affect municipal revenue that the board should be aware of.

d. Select Board Committee Reports

Ms. Surman attended an arts committee meeting on May 16th, and participated in lottery day on May 12th held at town office building. Lottery day picked new photos and artwork that is now hanging in the town office building.

Ms. Corson went to a planning board meeting about the Rose Farm development. The developers will be coming back. The planning board also had another meeting this week, for a design review for 22 new condominiums. Also, the dentist office that burned down will be coming forward with a new design.

Ms. Cowan had nothing to report.

Mr. Clement had a recent RPC meeting, where they talked about a new GIS system. They also talked to Dave Sharples and Kristin Murphy about new technology and software that Exeter can use. The conservation commission had a meeting, where they discussed some new events. The commission also approved the disc golf course event in the Fall, and reviewed their policy for using Raynes Farm. They also elected new officers. He also attended an information session about the new FEMA mapping, and a Unitil presentation about their tree cutting process in Exeter. The river advisory committee had a meeting, and someone came from Brentwood to discuss the Pickpocket Dam. Mr. Dean had reached out to the Brentwood town administrator about the Pickpocket Dam breach analysis to send to their board.

Ms. Gilman had an HDC meeting schedule, but it was cancelled. There were postcards sent out to property owners in the historic district about their new guidelines. The heritage commission met and talked about applications for a walking tour, and are currently reaching out to different organizations that might be able to help with the cost.

e. Correspondence

There was a letter from the Exeter Historical Society, asking to use the town seal for their online video histories.

MOTION: Mr. Clement moved to allow the Exeter Historical Society to use the town seal for their online videos. Ms. Surman seconded the motion, and it passed unanimously.

Comcast sent the board a notice about additional charges, and the explanations for these. There was a letter from Karen Desrosiers from the arts committee, and a letter from TEAM Exeter about an application they'd submitted. There was a letter from Lyons law about a property in Exeter. The attorney is going to come in and talk to the board about more specifics. The board also received an anonymous zoning complaint that has been sent to the zoning officer.

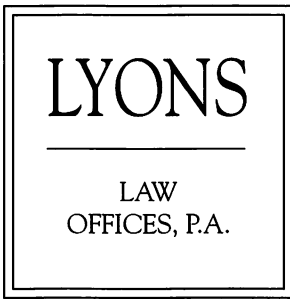
10. Review Board Calendar

The next regular meeting will be held on June 4th, 2018.

11. Adjournment

MOTION: Ms. Surman moved to adjourn the meeting at 10:10PM. The motion was seconded by Ms. Cowan, and it passed unanimously.

Respectfully submitted by recording secretary Samantha Cave.



JOHN E. LYONS, JR.
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May 11, 2018

HAND DELIVERED

Julie Gilman, Chair
Exeter Select Board
10 Front Street
Exeter, NH 03833

RE: 12 Front Street

Dear Chair Gilman,

As you know, I represent Anne Bushnell, Trustee of the Anne C. Bushnell 2004 Trust as Amended and Restated 2011 (“Restated Trust”), the owner of 12 Front Street. Pursuant to the attached Site Plan, Ms. Bushnell is in the process of seeking authority to develop her property.

As part of that development, my client is requesting that we be allowed to appear before the Select Board at its May 21, 2018 meeting. My client is respectfully proposing and requesting that the Select Board enter into an agreement whereby my client will relinquish the historic rear access from her property into the municipal parking lot to the Town of Exeter. In exchange for relinquishing her rear access, my client is requesting she be granted a new access way on the south side of the property as shown on the Site Plan. I will go into more detail in regard to this request below.

However, first, I would ask you to please see Note 1 of the attached Site Plan as to 12 Front Street:

Property has an historic rear access way and gate located at the rear of the property that accesses the municipal lot. The access has been blocked by public parking added to the municipal lot. The owner will relinquish the rear access to property in lieu of new access rights to municipal lot located to the south of the property.

The Site Plan locates the access gate on the northeasterly corner of the rear property line. Additionally, if you visit the property, you will see that the curbing behind my client’s property, running along the parking lot, was installed so that it ends prior to and in such a fashion as to preserve my client’s historic rear access.

My client previously approached the Select Board as to this request on April 25, 2017. However, through the Town Planner's office, we were encouraged to first process Ms. Bushnell's application through the Exeter Zoning Board of Adjustment and Historic District Commission.

At its May 16, 2017 meeting, the Exeter Zoning Board of Adjustment granted Ms. Bushnell both of her requested variances as to density and rear setback. Ms. Bushnell, working cooperatively with the Historic District Commission, was then able to secure a Demolition Permit on April 3, 2018 to remove a portion of the ell on the rear of her home and replace it with a new structure. As a result, we are now requesting, once again, to be heard by the Select Board in regard to access issues.

For the record, I want to confirm that we had a pre-application meeting with Mr. Sharples and Mr. Eastman. During those meetings, they acknowledged that the town had blocked the rear access gate to Ms. Bushnell's property when they painted additional parking spaces. As part of their review, they encouraged us to access the side parking lot as shown on the attached plan, which is the concept we then carried forward with both the ZBA and HDC.

I would add that Ms. Bushnell's rear access into the town parking lot is not unique. Specifically, the town offices and other lots abutting the municipal lot from Front Street also have access from the rear of their properties into the municipal parking lot.

I would specifically indicate that the Town of Exeter Master Plan, adopted on February 22, 2018, aligns perfectly with my client's proposed project. I look forward to discussing that plan with you in detail when we make our presentation on May 21st. However, let me just generally say, for the purposes of this letter, that Ms. Bushnell's project is totally consistent with the Master Plan wherein it calls for more diverse housing in the downtown area.

I would also make reference to the report of the Exeter Housing Advisory Committee issued in May 2017. Ms. Bushnell's project aligns perfectly with this Report. My client's project meets the recommendation of this Report as to ensuring that adequate and desirable forms of residential growth is encouraged while maintaining a balance of housing types within the Town's housing stock. Additionally, the report specifically indicates the Town should consider opportunities and incentives to encourage residential infill development as a means to expand the supply of smaller and more affordable single-family housing types. This is exactly what Ms. Bushnell's project does.

Your Town Planner also recently issued a May 3, 2018 memo to the Planning Board regarding a Municipal Technical Assistance Grant Letter of Support Request. Consistent with your Master Plan and the Advisory Committee Report referenced above, this memo, which I attach, is part of a grant application where Mr. Sharples proposes to hire a consultant to prepare a draft proposal to incentivize the creation of affordable housing and infill development. Ms. Bushnell's project is a step ahead of this Request and already directly addresses the creation of affordable housing and infill development.

In October 2017, a Workforce Housing Charrette was hosted at 14 Bow Street, a property very close in size and location to 12 Front Street. A team of experts concluded at that charrette that

providing “traditional” housing for “traditional” families at a reasonable price is almost impossible. Ms. Bushnell’s proposal addresses this issue.

As you may know, the owners of Sea Dog and Vino & Vivo were recently granted tax abatements to incentivize downtown development and vibrancy. Again, Ms. Bushnell’s project fits in perfectly with this overall strategy and plan.

The Select Board, in the past, has been willing to relinquish public parking spaces. Specifically, in 2015, parking spaces were relinquished to accommodate the owners of Szechuan Taste, the Green Bean, the Inn at the Bandstand, and Head Hunters Salon. My client asserts that her project actually adds parking spaces as set out in the attached Site Plan, but, nevertheless, under any circumstances, the Select Board has previously agreed to relinquish parking spaces for projects it considers important to downtown development.

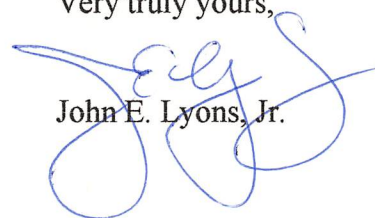
The development of Ms. Bushnell’s property, as proposed, will generate approximately triple the tax revenue from what currently exists. This increased tax revenue is a benefit to the Town.

I would like to highlight that, as part of this request, my client is intent on maintaining the historic integrity of the large, three-story, single residence, wood frame home on the property that is an integral part of Exeter’s historic town square. To do this, she is seeking to develop a green and eco-friendly development project which would include the construction of a nine-unit condominium building on the rear of her property. She would then maintain her home as a single unit within the condominium. This would allow my client to maintain the front building as a single-family unit. To assist you in fully understanding the basis of my client’s application, and in support of this request to the Select Board, I attach a copy of the April 20, 2017 letter my client and I submitted to Laura Davies, Chair of the Board of Adjustment.

In conclusion, it appears as though all parties agree that a robust downtown is essential to Exeter’s future. Part of that future depends on residential units, not just buildings and stores, and not just people passing through. Agreeing to swap out my client’s historic rear access for a side access into the municipal parking lot allows for off-street parking on the site and provides an avenue for this project to move forward, not only for the benefit of my client, but also for the benefit of the Town of Exeter and its residents.

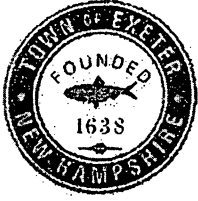
Thank you for your consideration of this application. My client and I look forward to discussing this matter with you at your meeting on May 21, 2018.

Very truly yours,



John E. Lyons, Jr.

JEL/ech
Enclosures



TOWN OF EXETER

Planning and Building Department

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

www.exeternh.gov

Date: May 3, 2018
To: Planning Board
From: Dave Sharples, Town Planner
Re: Municipal Technical Assistance Grant Letter of Support request

I am writing this memorandum to request that the board provide a letter of support for a Municipal Technical Assistance Grant application I intend to submit on or before June 1, 2018. I have not completed writing the grant application at this time but I have enclosed the application for your review.

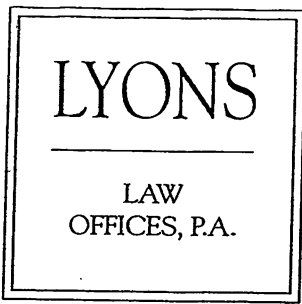
If awarded the grant, I intend to hire a consultant to develop a draft proposal to incentivize the creation of affordable housing and infill development through a feature-based Zoning Ordinance. Although not crafted, the general idea of the ordinance would be to allow the Planning Board flexibility in allowing higher density and variations from standard dimensional requirements with a strong focus on good urban design and a high quality street edge connection. In addition to creating a draft ordinance, the consultant would conduct a public outreach campaign to educate and solicit input from the community regarding the project.

This project is consistent with the Action Agenda in our Master Plan. Specifically, the following Master Plan Action Agenda items support this project: Grow: #'s 1, 2, 3a, 3b, 3c, 4a, 4b, 8, 9, and 11. Connect: # 2c. Communicate: #'s 4, 5, and 6.

I wrote this memorandum also to provide you with this information ahead of what I would expect to be a long meeting so you can contact me if you have any questions. If you are so inclined, I would ask for a vote to support this and authorize the Chair to provide a letter of support on the board's behalf.

Thank you.

Enclosure – 1



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E-MAIL: ABOURDAGES@LYONSLAW.NET

April 20, 2017

Laura Davies, Chair
Board of Adjustment
Town of Exeter
10 Front Street
Exeter, NH 03833

RE: Letter of Explanation - 12 Front Street Variance Application

Dear Ms. Davies:

My client, Anne Bushnell, Trustee of the Anne C. Bushnell 2004 Trust as Amended and Restated 2011, is providing you with this Letter of Explanation in support of the Variance Application as to 12 Front Street, Exeter, New Hampshire. 12 Front Street is located in the Central Area Commercial District (C-1). The Applicant is requesting a variance from Article 4, Section 4.4 of the Zoning Ordinance to permit dwelling unit density of 2,282.50 square feet where 3,500 square feet is required, and to allow a ten-foot rear setback where 20 feet is required.

12 Front Street consists of a large rectangular lot on which sits a considerable three-story, single family, wood frame home. The Applicant has owned this property, in one form or another, for 17 years.

The property is unique. The existing home is an integral part of Exeter's Historic Town Square. It is the only single family residence that sits in the middle of the Historic Town Square. It is surrounded by professional offices, town offices, the old Town Hall, a church, retail offices, restaurants, and a parking lot. The large rectangular lot is 22,825 square feet and 270.75 feet deep. The lot is bisected by the Historic District. The rear 130 feet of the property is surrounded on all three sides by a municipal parking lot.

The Applicant has attempted to sell the existing home for the last four years through the professional services of Betty LaBranche of Betty LaBranche Agency, Inc. Due to the unique conditions of the lot as set out above, the cost not only to maintain the home, but the large lot itself and the cost of the municipal real estate taxes, the Applicant has been unable to sell the home. The Applicant was approached by a developer who looked at the property to convert it to a restaurant. However, the developer ultimately declined to move forward given the significant cost to convert and renovate the existing interior portions of the building into a restaurant.

My client is now asking for the Board's help in transitioning this iconic 19th century property. 12 Front Street, in its present condition, is a dinosaur and needs to adapt. After 190 years of wear and tear, it is a fragile property made vulnerable by its location and present condition. It is in dire need of support to preserve and protect its significant importance as an iconic symbol of Exeter's Historic Town Square. The Applicant is committed to seeing that it remains an elegant presence in the streetscape in Exeter's "premier New England Village" as referenced in the Municipal Resources, Inc. report of October 2015.

The Applicant is looking to construct a nine unit, single bedroom, multifamily building in the rear of the 12 Front Street lot. This building would be outside of the Historic District. The existing home, which is in the Historic District, would be maintained as a single unit. A ten unit condominium would then be created. By creating the condominium, the Applicant would be able to sell the front unit for an affordable price to attract appropriate buyers who would be committed to maintaining the property. A buyer of the front unit would be relieved of covering the entire real estate tax bill that presently applies to the property, as well as the cost of maintaining the lot as a whole. The other units in the new building would also contribute toward the cost of common space.

The lot is large enough to accommodate the 14 required parking spaces. Even after the construction of the new multifamily building, the lot more than meets the requirements of the C-1 Zoning District as to the maximum building footprint of 75% of the lot. The proposed project would only cover 26.5% of the lot. The minimum open space required is 5%. 40% would be maintained by this project.

The Applicant is requesting relief from the rear setback to provide a 10% rear setback where 20% is required. This requested relief is reasonable in order to accommodate for the parking and maintain an open space feel to the lot. Moreover, the rear lot line does not abut another building. Rather, the rear lot line abuts the open space of the municipal parking lot.

The variance request as to density of 2,282.5 square feet per unit where 3,500 is required is reasonable. For instance, this Board provided density relief to the Squamscott Block, a portion of which is directly across the street from 12 Front Street, to develop 30 units with a density of 1750 square feet per unit.

As set out in the application: the requested variances will not be contrary to the public interest; the spirit of the ordinance will be observed; substantial justice will be done; the value of surrounding properties will not be diminished; and literal enforcement of the provisions of the ordinance would result in an unnecessary hardship. The Applicant has addressed all of these issues specifically and in detail in her Application. The Applicant would respectfully request the Board make reference to the application in regard to these issues and will not repeat, in this letter of explanation, the reasons why all of these conditions are clearly and substantially met.

The only thing the Applicant would add at this point is that the new multifamily building to be constructed in the rear of the lot is completely consistent with the Exeter Master Plan, its 2010 updates, and continuing work sessions to date. The project will help create a diverse housing supply, provide housing options which create a more vibrant and walkable downtown, and meet

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May 17, 2018

HAND DELIVERED

Julie Gilman, Chair
Exeter Select Board
10 Front Street
Exeter, NH 03833

RE: 12 Front Street
Supplement to May 11, 2018 Letter

Dear Chair Gilman,

On behalf of my client, Anne Bushnell, I provided the Exeter Select Board with a letter dated May 11, 2018 requesting a hearing with you to discuss access issues regarding my client's property.

I am providing you with this letter in order to clarify and correct any confusion or inaccuracies I may have set out in the second full paragraph on page 3 of my letter.

Specifically, in the first sentence of that paragraph, I indicated, "The Select Board, in the past, has been willing to relinquish public parking spaces." That is accurate. I then indicated parking spaces were actually relinquished in 2015 to accommodate the owners of Szechuan Taste, The Green Bean, The Inn at the Bandstand, and Head Hunters Salon. What I should have more accurately said is that the Select Board had been willing to relinquish parking spaces to accommodate the owners of those businesses.

I have now had a chance to review the January 12, 2015 Minutes of the Exeter Select Board. At that meeting, the Board discussed giving up parking spaces for the installation of two dumpsters for the benefit of the above referenced businesses. Then, as set out in the February 18, 2015 Minutes, an actual agreement was discussed whereby three parking spaces "would be lost" for the installation of the two dumpsters. I attach a copy of the aerial photograph which was part of the materials that were reviewed by the Select Board on February 18, 2015, and which shows in blue the parking spaces that would have been relinquished for the dumpsters. The parking spaces which are outlined in blue are just to the east of the area where Ms. Bushnell is seeking side access from and to her property. However, the agreement was never executed, nor the dumpsters installed.

Thank you for allowing me the opportunity to clarify the above.

Very truly yours,

John E. Lyons, Jr. ech

John E. Lyons, Jr.

JEL/ech
Enclosures

Proposed Shared Refuse Enclosure site (10'x20')



USE OF TOWN PROPERTY

The purpose of this policy is to define the approved uses of Town buildings and equipment.

1. Town Buildings:

All Town buildings shall be used solely for the public business functions that they were intended. Use of the buildings for any other purpose requires prior approval by the Board of Selectmen. Application for public uses of Town buildings may be made at the Town Manager's office on the applicable form. Liability insurance must be provided by the petitioner and a fee for rental and custodial services may be assessed. Approval of applications for use will normally take place at the regularly scheduled meeting of the Board of Selectmen. The Board of Selectmen may authorize the Town Manager to execute applications for use of Town buildings.

The Town of Exeter maintains an open forum policy. This policy allows any group or organization to use Town buildings, so long as the group or organization does not sell goods or services for profit. When non-municipal groups use Town buildings, they do so under this open forum policy.

The use of Town buildings by any non-municipal group or organization for any activity or expression of any viewpoint does not constitute an endorsement of that activity or viewpoint(s) by the Town.

A. Criteria for Approval:

- (1) Applications for building use are approved on a first come-first served basis;
- (2) First preference should be given to events that are of interest to the largest number of people;
- (3) Second preference should be given to events that would benefit the greatest number of participants.

- B. Specific Listing of Priorities:
- (1) Any and all regular or special Town Meetings; any regular or special elections; any meeting of a duly constituted Town board;
 - (2) Any use by a school group for plays or other such activities; any bona fide state or federal agency meeting for Town purposes;
 - (3) Use by lecture groups (i.e. Merrill Lectures Series); use by players groups (i.e. Exeter Area Art Association);
 - (4) Any other group of Exeter residents.
- C. There shall be no use of Town buildings allowed for the purpose of sales of goods or services for profit.
- D. Application for building use shall be limited to four uses by the same user. Reapplication for subsequent use is permitted.

2. Loan of Town Equipment

Town equipment shall only be used by authorized personnel for Town functions. No Town equipment shall be loaned for personal or commercial use unless:

- A. authorized by the Board of Selectmen;
- B. in the event of an emergency or a compelling need, the Town Manager or a Department Head finds it appropriate to honor a request for loan or exchange from another municipality or vendor;
- C. small hand equipment may be loaned by department heads to other municipalities or a vendor if the equipment is used for an appropriate public function.

All loans shall be subject to the following criteria:

- A. the equipment is subject to immediate recall by the Town of Exeter if needed for an appropriate Town function;
- B. insurance coverage is in effect by the borrower;
- C. an inventory and receipt exchange is made on the equipment;
- D. damages, if they occur, are paid by the party borrowing the equipment.

3. Solicitation

Solicitations in Town of Exeter buildings shall be prohibited unless authorized by the Board of Selectmen or conducted in compliance with ordinary business or personal function of Town Government. Exceptions to this section may be granted under the following conditions:

- A. solicitation is conducted for or by town-related subjects and specifically authorized by the Town Manager;
- B. specific instances with the approval of a department head, when such action is in the best interest of personnel and/or the department, provided the activity does not disrupt the work site.

4. Use of Swasey Bandstand

The Swasey Bandstand shall not be used for any function without the approval of the Board of Selectmen. Applications for use may be made at the office of the Town Manager on the applicable form. Liability insurance must be provided by the petitioner and a fee for custodial services may be assessed. Approval of the application for use will normally take place at a regularly scheduled meeting of the Board of Selectmen.

5. Signs on Swasey Bandstand

No signs, banners, hangers or other devices may be attached to the Swasey Bandstand. Two sign boards for the use of public groups are available adjacent to the Town Hall.

Sign Board Case (right of Town Hall):

- a. signs shall be limited to 35" x 47" in size, poster board only;
- b. shall be placed in the sign case for no longer than seven (7) days;
- c. shall not be placed without proper written approval of the Town Manager on the applicable form;
- d. sign will be available to be picked up at the Town Office for one week after it is removed from the sign case, then it will be destroyed.

Sign board (to left of Town Hall):

- a. Sign insert material must be 1/4" or 3/8" waterproof plywood or hardboard;
- b. Drill four 1/2" holes in locations shown (on available sheet with application);
- c. Lettered insert attaches to sign w/existing wing nuts and 3/8" bolts;
- d. User is responsible for putting up and taking down sign.

Application for placement of signs at the Town Hall may be made at the Office of the Town Manager on the applicable form.

The following language was approved by the Board of Selectmen at their regular meeting of January 5, 2004 concerning the use of free standing signs for events held in Town facilities:

“Free standing signs are permitted advertising an event to be held in a Town facility.

Such signs may only be placed immediately in front of the facility or the entrance to the Bandstand. In the case of the Town Hall, signs may be placed on the porch and/or steps. Event signs may not be placed off site or to the side of the facility being used. Such signs will be limited to a total of 72 square feet per event, regardless of the number of Town facilities being used.

All signs will be free standing and in no case will signs be affixed to any Town property.

A sign is defined as any device providing identification, advertising or directional information for a specific business, service, product, person, organization, place or building. Included in this definition are graphic devices such as logos, attention-attracting media such as banners, pennants, flags or logo sculpture, and obtrusive colored fascia or architectural elements.”

Political campaigns are reminded that New Hampshire Revised Statute Annotated 664:17 provides in pertinent part: “No political advertising shall be placed on or affixed to any public property including highway rights-of-way or private property without the owner’s consent.” In general, the public right-of-way runs from the street to the building side of the sidewalk or telephone poles.

A POLICY GOVERNING THE USE OF TOWN PROPERTY

SECTION 1. AUTHORITY

1.1 The Exeter Select Board hereby adopts this policy pursuant to the provisions of RSA 41:8 and 41:11-a. The Town Manager's role with respect to property management is outlined in RSA 37:5 and RSA 37:6.

SECTION 2. PURPOSE

2.1 This policy is established to provide the general public with the convenient use of municipal property that is owned by the taxpayers of Exeter, in such a way as to be fair, consistent, and in the best overall interests of the Town.

2.2 This policy also serves as the written regulations pertaining to smoking on Town property, as otherwise required by RSA 155:68; whereby all forms of smoking are prohibited within the interior and/or within ten (10) feet of any Exeter municipal building, except for specifically designated exterior areas.

Section 3. REPEAL OF PREVIOUS POLICIES

3.1 This policy supersedes and replaces the Property Use Policy as previously adopted.

Section 4. ADDITIONAL REGULATIONS

4.1 This policy is intended to serve as a supplement to any lawfully adopted Town Hall Regulations, Senior Center Regulations, Library Use Regulations, Swasey Parkway Use Regulations, and Arts Committee By-Laws and Regulations, which are incorporated herein by reference.

4.2 In the event of a conflict or inconsistency with the provisions of any other applicable regulations, including those incorporated herein, the Select Board shall review the policy and either recommend a change for consistency, or refer it to the appropriate authority (Swasey Trustees, Library Trustees) for review and comment.

4.3 Special authorization from the Select Board shall be required for any long-term use (more than 1 month), lease or proposed rental agreement for Town facilities.

4.4 The use of town buildings shall be limited to four uses by the same user. Reapplication for subsequent uses is permitted providing the facility is available.

4.5 The Select Board may authorize the Town Manager to execute applications for use of Town buildings, structures, and public property under their jurisdiction.

SECTION 5. ALLOWABLE USERS (IN ORDER OF PREFERENCE)

a. Town of Exeter – Municipal Functions

- b. Town Sponsored Functions (“Civic Events”)
- c. School Administrative Unit 16
- d. Civic Organizations/501c 3 Associations based in Exeter (defined as Exeter resident sponsored).
- e. Non 501c3 Exeter based civic organizations (insurance, indemnifications still must be provided)
- f. Civic Organizations (from out of town; IRS 501(c) 3 only)
- g. Other Government Agencies
- h. Private Family Events (preference given to Exeter residents)
- i. Commercial Activities (subject to conditional approval, see also Section 11.2)

NOTE: To be considered a civic event, aka a Town sponsored function, requires specific authorization by the Select Board or their designee. A civic event is separate from a governmental meeting or neighborhood meeting hosted by the town government for the purposes of discussing issues germane to the town. A town sponsored civic event will still require the completion of a Town of Exeter Event Application form and approval by the Select Board or their designee.

5.1 The Town reserves the right to “bump” scheduled groups in the event a Town of Exeter-Municipal Function or Town Sponsored Function requires use of a Town facility, in which case the Town shall strive to give a minimum seventy-two hour (72) notice to the extent practical.

5.2 The Town will review requests to use municipal property and if more than one request for a particular date/time/location creates a conflict, the above order of preference will be utilized to render a decision. If no such conflict exists, the Town will review requests on a first come, first serve basis.

5.3 As of the date of adoption of this policy, the town will confirm a list of civic events considered grandfathered under this policy. These events will be considered to have had some form of official town sponsorship and endorsement.

SECTION 6. RESTRICTED AREAS

6.1 Nothing in this policy is intended to imply or establish any rights whereby members of the public who are not authorized employees, officials or invitees of the Town of Exeter may enter any work area within a municipal building except upon invitation of a Department Manager or their designee. These restricted areas include, but are not limited to: offices, maintenance areas, mechanical rooms, police facilities, fire-rescue facilities, residential facilities, storage areas, tool sheds, garages, vehicles, mail rooms, equipment areas, any site that is posted as “closed” and places where confidential information is kept.

6.2 Any person who fails to immediately vacate an unauthorized area upon lawful request of a Department Manager or their designee may be subject to arrest and prosecution for criminal trespass.

6.3 Signage. No signage is allowed on town property with the exception of properly permitted signage including the sign board cases to the left and right of the Town Hall. Specific requirements for these venues are found in the sign regulations. Town ordinance 502 governs the placement of signage and banners in the town rights of way. No banners are allowed other than those properly permitted as part of the Event Detail form approval.

SECTION 7. ACCESSIBILITY

7.1 The Town of Exeter shall strive, in so much as practical and reasonable, to make all public facilities accessible to persons with disabilities as otherwise required by applicable federal and state laws.

7.2 In the event that a physical barrier to accessibility exists that prevents reasonable access to a public area of a Town-owned facility or restricts access to the delivery of customary government services, all Town employees shall take immediate steps to deliver such services in the most practical manner for the convenience of the person involved. Thereafter, employees shall provide written notice to the Department Manager describing the circumstances so that management may develop a plan to permanently correct the situation to the extent that resources are available in the future.

7.3 All complaints about barriers to accessibility shall be directed to the Town Manager who serves as the American with Disabilities Act (ADA) Coordinator for the purposes of ensuring compliance with applicable laws and meeting the needs of disabled citizens in the use of Town property.

SECTION 8. SCHEDULING

8.1 Requests by organized groups, private or commercial parties to use the Town Hall, municipal parking lots, or indoor facilities at the Town Office, including the Nowak Room and Wheelwright Room, shall be submitted in writing to the Office of Town Manager at least thirty (30) days in advance, to the extent practical.

8.2 Requests by organized groups, private or commercial parties to use outdoor recreation facilities, including, but not limited to the Recreation Park at 4 Hampton Road, 32 Court Street Recreation Building, Brickyard Park, and the Senior Center, shall be submitted in writing to the Parks and Recreation Department at least thirty (30) days in advance, to the extent practical.

8.3 Requests to use Exeter Public Library and public grounds adjacent thereto shall be administered by the Library Director, under the auspices of the Library Trustees, subject to their rules and regulations in addition to the requirements set forth herein.

8.4 Requests to use the Town Hall second floor including the back room adjacent thereto shall be administered by the Arts Committee, advisory to the Select Board, subject to their rules and regulations in addition to the requirements set forth herein.

8.3 Requests to use Swasey Parkway (public grounds only) shall be administered by the Swasey Trustees, subject to their rules and regulations in addition to the requirements set forth herein.

8.4 Permission to use Town facilities shall be issued in writing, at the sole discretion of the Town, subject to the terms and conditions of this policy and whatever conditions may be deemed to be in the best interest of the Town, as described in Section 5 herein. In addition, all such permission may be revoked at anytime as determined solely by the Town.

8.5 No facility shall be permitted more than 12 months in advance of a scheduled event, unless for government use.

SECTION 9. INSURANCE & INDEMNIFICATION

9.1 The Town shall require users to provide a certificate of insurance that names the Town of Exeter and its agents as "additional insured" for each event under any of the following scenarios:

9.2

- (a) For events that consist of 10 or more participants.
- (b) For events that involve the consumption of alcohol, upon specific request and authorization; and subject to all laws pertaining to such use.
- (c) For events that involve the use of temporary structures, appliances or utilities, including tents, tables, chairs, sound systems, light systems, electricity, generators, cooking, etc.
- (d) For any commercial activity.
- (e) All of the above will require a complete Town of Exeter Event Application form.

9.3 All requests to use Town facilities shall require the event organizers to indemnify and hold harmless, the Town of Exeter and its agents from any and all liability or claims resulting from damages associated with the use of the facility, except for acts of gross negligence on the part of Town officials.

SECTION 10. MAINTENANCE

The Town reserves the right to require persons using municipal facilities to pay for custodial services, including, but not limited to a security deposit of not less than \$100. Applicants shall be held responsible for any and all damages to Town property which occurs during the period of use.

Notwithstanding any criminal or civil action that may be imposed, the Town also reserves the right to utilize all or part of the security deposit to pay for damages and/or cleaning expenses.

It shall be a condition of approval for all persons using municipal facilities to return the facilities to the same condition as found upon arrival.

The Town requests that all groups using municipal facilities be responsible for disposal of trash on a carry-in/carry-out basis. However, the disposal of food wastes or garbage that is subject to decomposition and/or obnoxious odors is not allowed in any Town building. Groups that leave piles of trash or rotten items behind may be denied permission to use Town facilities in the future.

It is requested that all persons using municipal facilities conserve energy (electricity, heating fuel) and natural resources (water) to the greatest extent possible. Any problems with the facilities, including appliances or structures, should be reported to the Police Department immediately.

SECTION 11. FEES

There shall be fees for the use of Town facilities for non-commercial activities during normal business hours, notwithstanding any security deposit and/or compensation for damages that may be imposed. (Refer to town fee schedule for current fees).

The Town reserves the right to charge fees for after-hours use of Town facilities that require additional expenditures for staff, electricity, supplies, etc. (Refer to town fee schedule for current fees).

The Town reserves the right to charge a fee for commercial activities as may be deemed reasonable by the jurisdictional authority. Such fees may be a flat rate or based on a percentage of sales. (Refer to town fee schedule for current fees).

SECTION 12. WAIVERS & EXEMPTIONS

12.1 The Select Board may, upon written request, waive any provision of these rules, using their sole discretion.

SECTION 13. MISCELLANEOUS INFORMATION

Alcohol use in Town buildings is not allowed except by special permission and approval may be conditioned upon the requirement to hire a Police Officer(s), especially if minors will be present.

Glass containers are not allowed at any outside facilities.

The Town reserves the right to accept or reject any application, and to prohibit the use of Town facilities for purposes which are deemed to be in violation of local decency standards or otherwise not in the best interest of the Town.

Any person found to have been in violation of this policy may be denied permission to use Town facilities for future events.

No person shall install any device which requires penetration of a wall or paved surface without written permission of the Town Manager. The use of tape on walls is permitted, but the applicant shall be held responsible for any damages to painted surfaces. The use of easels and tables for the display of materials is strongly encouraged.

All facilities and events must close by 2:00 a.m.

The use of a facility for measurements, decorations, banners, posters, etc. can only take place during such periods when the operations of Town government will not be disturbed. Nothing shall be erected so as to cause any damage to Town property and all private property must be removed at the conclusion of an event.

In the event that contracted entertainment services are to be provided, the application form shall be forwarded to the Police Chief for review & approval with whatever conditions are deemed to be essential in order to maintain public safety.

There shall be no flames, fire, grills or barbecues within any building or underneath any roof structure.

13.10 It shall be the responsibility of the applicants to maintain sanitary conditions in the public bathrooms of the facility at all times during events. Equipment malfunctions should be reported to the Police Department immediately. The use of portable toilets may be allowed (or required) under special circumstances as determined by the Town Manager.

The authority of the Town Manager as set forth herein may be delegated to a designee. All decisions made are subject to appeal by written submission to the Select Board.

Applicants must familiarize themselves with the maximum number of persons allowed in meeting rooms as set forth in the posted Place of Assembly permit. These limits must not be exceeded, except by written authorization of the Town of Exeter Fire Department, under such terms and conditions as may be established.

Facilities are subject to being closed due to inclement weather, loss of electrical service or other emergencies.

Applicants (or event organizers) are strongly encouraged to notify all participants of locations for exits and restrooms and the Town's carry-in/carry-out trash policy.

The selling of food, beverages or any other products on Town property shall require a Vendor Permit (available from the Town Manager's Office) in addition to the authorization provided under this policy for use of Town facilities and any other applicable state or local health regulations.

Provision or offering of food shall be identified in the Town of Exeter Event Application form.

Applicants (or event organizers) shall be solely responsible for any lighting, sound amplification, tables, chairs or other needs to the extent that the Town is not able to provide such items. The relocation or modification of Town lighting and electrical fixtures is strictly prohibited.

The use of Town tables, chairs or other items for private parties at off-premise locations shall not be allowed, except for special occasions that require approval of the Select Board.

The Town encourages scheduled tours of its facilities and operations by appointment as a means of educating taxpayers, residents, students and other interested persons in the delivery of government services.

IN WITNESS WHEREOF, this policy governing the use of Town property is approved and adopted this _____ day of _____, 2018.

ATTEST:

Annual "Grandfathered" Events

Month	Days	Group	Event	Facility Used	Notes
February	1	Parks and Rec	Valentine's Dance	Town Hall	
June	2	Women's Club	Club Yard Sale	Town Hall	
July	5	Exeter Brass Band	Concert	Bandstand	Town funded
July	1	AIM	Festival of Trees	Bandstand	
Aug-Sept	3	Kiwanis	UFO Festival	Town Hall/Bandstand	
November	5	Festival of Trees	Festival of Trees	Town Hall	
December	3	Parade Committee	Ring in the Season/Parade	Town Hall/Bandstand	

Town of Exeter, NH EVENT APPLICATION

Special Event Permit

Event Notification Only

The Town of Exeter requires a permit for all Special Events in the Town with the Select Board as the licensing authority. Special Event application to the Town Manager's Office, at the Town Office. For information or questions concerning the application call 603-773-6102.

Name of Event: _____ Location: _____

Date(s) of Event: _____ Time(s) of Event: _____

Event Representative Sponsor's Name: _____

Address: _____ Town: _____ State: _____ Zip: _____

Phone: _____ Email: _____

No. of Volunteers/Workers per Day: _____ # Anticipated Spectators: _____

List Vendor(s) Names: _____

Describe (in detail) the proposed event: _____

Requesting: Town Hall Bandstand Art Gallery Swasey Parkway Fireworks/Parade Raffle

Plywood (2 weeks) or Poster (1 week) Signboard: _____ A-Frame Dates _____

Parking Spaces: _____ Street(s) to be blocked: _____

If Applicable:

Requesting alcohol be Served: Yes No Has Permit been Approved?: Yes No

Tech/AV Services needed: Yes No

Event check list

Will your event involve any of the following? (Please check all that apply)

- Food/beverage concessions/vendors/sales
- Alcoholic beverages (State NH permit required)
- Electronic sound amplification equipment, speakers, public address system (must follow noise ordinance)
- Propane/Charcoal BBQ grills (inspection by Health Officer)
- Electrical set up/ electrical cords run to the site (inspection needed by Electric Inspector)
- Fire pits, bonfires, kindle fire, campfire and other outdoor burning (must have permit from Fire)
- Tents/canopies If so, list quantity and size _____
- Animals at the event. If so, describe _____
- Motorized Vehicles. If so, describe _____

Other State and/or Local Permits (if applicable).

- Selling/serving liquor Application
- Hawkers / Peddlers (door to door sales) Application,

All applicants for Special Events need to provide written submission of the plans below. The Town staff will review your application and if additional information is required or if not enough information was supplied with this application, the Town will contact you to schedule a meeting.

You Must Submit the following with this application:

1. **Certificate of Insurance:** The Town requires liability insurance to be submitted with this completed application. Required amounts: General Liability/Bodily Injury/Property Damage: \$300,000/\$1,000,000. The Town must be listed as additionally insured.
2. **Site Plan:** A drawing of the event layout, including parking, facilities, vendor setup etc. (even if you supplied one in previous years).
3. **Security/Crowd Control Plan:** Describe the number of detail police officer(s) to manage the maximum seating capacity of indoor events or to secure, control, and assure compliance with laws and licensing conditions in the case of an outdoor event.
4. **Traffic Control/ Parking Plan:** The estimated number of vehicles, provisions for parking, number of police officers or employees necessary to control traffic, type and location of any signs, and any other accommodations or procedures planned to handle attendees and their vehicles.
5. **Fire Emergency Plan:** The estimated number of occupants of all indoor events to assure compliance with the laws and permit rules and conditions required by the NH State Fire Code and its adopted references for places of assembly.
6. **Ambulance/ Medical Service Plan:** Detail the on-site emergency medical services and transportation plan.
7. **Ticket Distribution Plan:** Outline the distribution of tickets prior to the event and/or at the time and place of the event, including provision for a limitation on ticket sales to maintain required occupancy levels and provision for the refund of ticket costs in the event of cancellation of the event.
8. **Sanitary Facilities Plan:** A plan appropriate for the number of attendees, which will include information relative to portable toilet facilities, trash containers, and a provision that the property and surrounding areas and roadways shall be cleared of all debris within 12 hours following the event.
9. **Food Service Plan:** A food service plan, which may require review and acceptance by the Exeter Health Officer or a vendor permit from the Fire Department.

SWASEY EVENT

Event Category	Estimated Attendance Per Day	Application Fee/per day (non-refundable)
Non-commercial One Day, Resident	1 - 20	\$75
Non-commercial One Day, Resident	More than 20	\$150
Non-commercial One Day, Non-Resident	1 - 20	\$150
Non-commercial One Day, Non-Resident	More than 20	\$300
Single Commercial Vendor	One Day	\$250
Single Commercial Vendor	Seasonal	\$1000
Multiple Vendors	One day per week, per season	\$1200
Pavilion	Fee in addition	\$25
Community Event		To be determined

TOWN HALL EVENTS

Not for Profit	\$75/day	\$125 for multiple consecutive days
For Profit	\$125/day	Not to exceed \$375 for multiple consecutive days
Tech/Av Services	\$80/hr.	

Special Duty Service Fees: The application fee does not include the costs of Fire or Police protection, or any other extra Town expense required to protect the health and safety of the public which can reasonably be attributed to the event. All such costs associated with the use of active and stand-by emergency and other services provided by the Town of Exeter, or by other towns' emergency services, shall be borne by the applicant, promoter or sponsor.

After the Event, billing for the Special Duty Services will be based on actual hours incurred by Town personnel. The total will be invoiced. A history of non-payment or late payment of any application fee and or Special Duty Services is grounds to deny your request for future event permits.

A performance bond for events over 5,000 participants per day and or other security acceptable to the Town may be required in an amount equal to the amount estimated for Special Duty Services Fees as described above.

BY SIGNING BELOW, I CONFIRM THAT ALL INFORMATION PROVIDED HEREIN AND IN ALL ATTACHMENTS IS TRUE AND ACCURATE, ACKNOWLEDGE THAT THIS APPLICATION WILL NOT BE REVIEWED BY THE SELECT BOARD UNTIL CONSIDERED COMPLETE BY TOWN REVIEW STAFF, AND STATE THAT ALL LIABILITY FOR THIS EVENT IS ASSUMED AND ACCEPTED BY THE APPLICANT.

PRINT NAME: _____ DATE: _____

APPLICANT SIGNATURE: _____

I ALSO CONFIRM THAT I AM RESPONSIBLE FOR ALL COSTS INCURRED FOR THIS EVENT INCLUDING ALL SPECIAL DUTY POLICE, FIRE AND HEALTH/SAFETY SERVICES. ALL SERVICES MUST BE PAID IN FULL UPON RECEIPT OF THE INVOICE. IF NOT PAID IN FULL, THE TOWN WILL CHARGE 2% INTEREST PER MONTH.

THE TOWN MAY REQUEST/SUE FOR LEGAL EXPENSES IF THE TOWN HAS TO GO TO COLLECTIONS FOR UNPAID AMOUNTS. I AM RESPONSIBLE FOR ALL FEES, WHICH MAY INCLUDE INTEREST, ATTORNEY AND COURT FEES.

PRINT NAME: _____ DATE: _____

APPLICANT SIGNATURE: _____

Town Review Staff Comments

Police Chief (or designee):	<input type="checkbox"/> No Comments
Comments: _____ _____ _____	
Signature: _____	Date: _____

Fire Chief (or designee):	<input type="checkbox"/> No Comments
Comments: _____ _____ _____	
Signature: _____	Date: _____

Swasey Parkway Trustees:	<input type="checkbox"/> No Comments
Comments: _____ _____	
Signature: _____	Signature: _____
Signature: _____	Date: _____

Select Board: No Comments

Signature: _____ Signature: _____

Signature: _____ Date: _____

Town Official Use Only:

Date Complete Application Received: _____ Final Approval Date: _____

Fee Received: _____ Check #: _____

Cleaning Deposit Received: _____ Check #: _____

Proposed changes for Special Events

Current

N/A

N/A

N/A

N/A

N/A

N/A

N/A

N/A

N/A

N/A

N/A

N/A

No fees for non-profits

For profit not permitted

Proposed

Event sponsor's name and info

Details on # of volunteers

anticipated spectators

Info on vendors

Details on proposed event

Site plan

Security/crowd control plan

traffic control plan

Ambulance/medical service plan

Ticket distribution plan

Sanitary facilitiesplan

Food service plan

\$75/day or \$125 for multiple consecutive days

\$125/day For muliple consecutive days not to exceed \$375



TOWN OF EXETER, NEW HAMPSHIRE
ALCOHOL LICENSE APPLICATION

This Agreement, dated _____ by and between the Town of Exeter, and _____ (User), is for a temporary revocable alcohol service license in a public facility or premises in the Town of Exeter under Town Ordinance 809. This application pertains to all government, committee, non-profit and for-profit entities.

In consideration of the mutual covenants and conditions stated herein, the parties agree as follows:

1. FACILITY/PREMISES. The Town allows use of _____ for the Event described below, subject to the terms and conditions set forth below.
2. EVENT. Describe how and what alcohol will be served: _____

3. DATE and TERM of LICENSE. The date of the Event will be _____, from _____ (a.m./p.m.) until _____ (a.m./p.m.), as which time the LICENSE expires.
4. NATURE OF LICENSE. License is temporary, revocable and conditional. The Town of Exeter reserves the authority to revoke the license in its sole discretion at any time prior to expiration without penalty or liability, and to impose conditions upon the license in the public interest. Specific reference is made to sections 703 and 809 of the Exeter Town Ordinances.
5. SMOKING. Smoking is prohibited in the Facility/Premises.

Name of alcohol vendor _____ Vendor's insurance and license attached

Date alcohol service approved _____ Date alcohol service denied _____

Explanation for denial _____

Conditions of alcohol service approval:

- Alcohol may only be served by a single licensed, insured and approved vendor, which will be the sole source of alcoholic beverages at the function.
- The service vendor must include the Town of Exeter as an additional insured on its liability policies in relation to the function.
- Alcohol service must strictly comply with all applicable laws and regulations.
- Alcohol service will occur in a single designated and secure area, and shall be distributed to legally appropriate persons only by the vendor.
- Intoxication is prohibited.
- Persons who are intoxicated or who appear intoxicated shall not possess or consume alcohol, and must safely leave the event without operating a motor vehicle.
- Additional conditions: _____

6. INSURANCE. User will procure and maintain at its sole cost and expense, comprehensive general liability insurance in which the Town of Exeter is an additional insured with coverage of \$1,000,000 per occurrence. User will furnish the Town with a certificate of insurance and endorsement. If you cannot provide proof of insurance, you can purchase a Tenant User Liability Insurance Policy (TULIP). For more information about how to purchase your TULIP, please contact Primex at 1-800-698-2364 x136.

If the function and vendor are approved for alcohol service, the vendor serving alcohol will be required to submit proof of licensure and insurance, to include general liability, liquor liability, automobile liability, property, and workers compensation. The Town of Exeter shall be included in the vendor's liability policies as an additional insured for the event.

7. A SERVICE FEE OF \$100 PER EVENT IS DUE AT THE TIME OF APPLICATION SUBMISSION.

8. INDEMNIFICATION AND HOLD-HARMLESS. To the fullest extent permitted by law, User shall protect, indemnify, save, defend and hold harmless the Town of Exeter, including its officials, agents, volunteers and employees ("Indemnified Parties"), from and against any and all liabilities, obligations, claims, damages, penalties, causes of action, costs, interest and expenses, including but not limited to reasonable attorney and paralegal fees, which Indemnified parties may become obligated or suffer by reason of any accident, bodily injury, personal injury, death of person, or loss of or damage to property, arising indirectly or directly under, out of, in connection with, or as a result of this Agreement or the activities of User or its agents, employees, guests, vendors, contractors or subcontractors, and even if allegedly or actually caused in whole or in part by any negligent or intentional act or omission of Indemnified Parties.

9. ASSIGNMENT. This Agreement is not assignable to any other person or entity.
10. RIGHT OF ENTRY AND TERMINATION. The Town, its officers, agents and employees shall have the right to enter the Facility at all times during the Event to confirm User's conformance to this Agreement. If the Town determines, in its sole judgment, that it would like to terminate the License for any reason it shall have the right to immediately terminate this Agreement at any time without penalty or liability and User, its guests and vendors shall cease the event and exit in an orderly manner.
11. CONFORMANCE WITH LAW AND RULES. User agrees that User will abide by and conduct its affairs in accordance with this Agreement and all policies, laws, rules, regulations, and ordinances. User shall not engage in or allow any disorderly, unruly, loud, unsafe or illegal activity to occur.
12. MODIFICATION/AMENDMENT/MERGER. This agreement constitutes the entire merged Agreement between the parties. Any modification, amendment or supplementary provisions must be in the form of a writing signed by both parties, which expressly modifies this agreement.
13. SEVERABILITY. If a Court determines that any provision of this Agreement is unlawful or unenforceable, such provision shall be stricken and the remainder of the Agreement shall be enforceable. A Court may reasonably reform any stricken provision in order to effectuate the parties' intent.
14. CHOICE OF LAW/FORUM. This Agreement shall be construed under New Hampshire substantive law without regard to any rules governing choice of law. Any court action regarding this Agreement must be filed and litigated in the New Hampshire Superior Court in Rockingham County, New Hampshire.
15. ATTORNEY'S FEES AND COSTS. In regard to any legal proceedings regarding this Agreement, the Town shall be entitled to recover from User the Town's reasonable attorney's fees and costs to the extent the Town is a prevailing party.

The parties have executed this Agreement at Exeter, New Hampshire this ____ day of _____, 20__.

RESPONSIBLE PARTY

(Duly authorized Agent Name)	(Organization, if applicable)		
(Address)	(City)	(State)	(Zip)
(Email)	(Phone)		

Town Review - Staff Comments

Police Chief (or designee):	<input type="checkbox"/> No Comments
Comments: _____ _____ _____	
Signature: _____	Date: _____

Fire Chief (or designee):	<input type="checkbox"/> No Comments
Comments: _____ _____ _____	
Signature: _____	Date: _____

Health Officer:	<input type="checkbox"/> No Comments
Comments: _____ _____ _____	
Signature: _____	Date: _____

Final Approval

Town Manager:	<input type="checkbox"/> No Comments
Comments: _____ _____ _____	
Signature: _____	Date: _____

Town Official Use Only:	
Date Complete Application Received: _____	Final Approval Date: _____
Fee Received: _____	Check #: _____
Cleaning Deposit Received: _____	Check #: _____

Current

Town of Exeter	Policy Number	Adopted by Board of Selectmen
Subject: Rules for Renters of Town Hall	Adoption Date: Revision Date: 10-7-2013 Effective Date:	Supersedes:

1.0 Purpose of the Policy:

The following policy shall serve as the rules and regulations for the persons, groups or corporations who rent the Exeter Town Hall for various events.

2.0 Departments Affected:

All Departments

3.0 Definitions:

4.0 Policy:

1. All users of the Town Hall must obtain a permit from the Town Manager's Assistant at the Town Office for each use (per Selectmen's policy 04-01).
2. A separate permit is required for each use of the Hall.
3. Each permit will state, in specific terms, what use is to be made of the Hall (i.e. play, dance, lecture, etc.), and will list all modifications required to the existing condition of the Hall.
4. The user will be responsible for seeing that ALL of the following conditions are met:
 - A. No smoking anywhere in the building - this applies also to characters in a play;
 - B. No alcoholic beverages anywhere in the building; with exception of obtaining a special permit;
 - C. No open flame allowed - also applies to scenes in plays;
 - D. No firearm capable of firing live ammunition may be used, even as a set decoration or unused prop;
 - E. No nails or screws are to be used to secure scenery to walls or floors. No alteration to drapes or walls allowed without prior written permission;
 - F. No spray paints are to be used;
 - G. Any other paints used within the rooms must be used with extreme caution, proper ventilation and use of proper protective measure to ensure against damage to the buildings floors/walls;

- H. The renter is responsible for any and all damages from use of the building and will be billed for same if damage cannot be considered as a normal maintenance item. Items such as damaged furniture, chipped or marred paint on floors or walls will NOT be considered as normal maintenance items.
 - I. The user will be responsible for locking all doors and windows and will clean the hall in a totally acceptable manner within 24 hours of use. (Unless renter opts to pay for custodial services through the Town of Exeter. Rates/terms listed on application form).
 - J. The Town of Exeter may request of any user a \$100.00 deposit fee. If the Town of Exeter agrees after use that the building was cleaned in a totally acceptable manner, the \$100.00 deposit fee will be returned to user.
5. Any user may be requested to post a bond in an amount determined by the Board of Select-men to protect the Town from damage arising from and caused by said user.

These rules are a part of any agreement to rent out or otherwise allow the use of the Town Hall and a copy of these rules should become a part of and attachment to the permit application.

The permit application should indicate that the applicant has read these rules, understands these rules and agrees to abide by them, which will be indicated by the applicant's signature on the permit application.

The use of Town buildings by any non-municipal group or organization for any activity or the expression of any view point does not constitute an endorsement of the activity or view point by the Town of Exeter.

NO signs allowed on or adjacent to Town Hall property without separate permit approved by the Town Manager and/or Board of Selectmen. Signboards to the left and right of the Town Hall may be used upon proper application and approval by the Town Manager. [Refer to Selectmen's Policy 04-01 regarding the use of free standing signs on Town property.]

The Town of Exeter maintains an "open forum policy". This policy allows any group or organization to use Town building so long as the group or organization does not sell goods and/or services for profit. When non-municipal groups use Town buildings, they do so under this "open forum policy".

5.0 Procedures: Fire Alarm Activations: Per the Board of Selectmen and the Fire Chief, all occupants of the Town Hall are required to evacuate the building when the fire alarm system sounds. Failure to evacuate the Town Hall is a violation to the NH State Fire Code.

6.0 Severability:

To the extent this policy is in conflict with State law, State law will prevail.

Current

Town of Exeter	Policy Number 93-08	Adopted by Board of Selectmen
Subject: Rules for Use of the Senior Citizen's Center	Adoption Date: Revision Date: Effective Date:	Supersedes:

1.0 Purpose of the Policy:

The purpose of this policy is to establish a uniform method of authorizing use of the Exeter Senior Citizen's Center by the general public.

2.0 Departments Affected:

All Departments

3.0 Definitions:

4.0 Policy:

5.0 Procedures:

1. In a cooperative agreement, the Town has made the Center available as a site for serving noon meals as part of the Rockingham Nutrition Program.
2. The Center shall be available from 8AM to 4PM for leisure time or organized activities of senior citizens who are members of the Council on Aging, except that no event shall effectively interfere with meal serving.
3. The Center shall be available for meetings of any Senior Citizen or Council on Aging-recognized groups at hours other than those assigned to items 1 & 2 above.
4. Events scheduled shall not require the services of a Custodian and events shall not be for profit or be of the nature that would subject the building to damage or abuse. Scheduling of events shall be accomplished by the Recreation Department.
5. Groups other than those listed above shall obtain a permit for use in accordance with Selectmen's Policy #04-01 (as amended from time to time).
6. General Rules:
 - a) No smoking will be allowed;
 - b) No alcoholic beverages will be allowed;
 - c) No machinery or equipment of a hazardous nature shall be used or placed in the Center.

7. Specific Rules:

Specific regulations concerning operation, internal equipment and staff functions shall be developed by the Recreation Department and approved by the Town Manager.

6.0 Severability:

To the extent this policy is in conflict with State law, State law will prevail.

**Town of Exeter
Arts Committee**

BYLAWS, POLICIES, and PROCEDURES

Town of Exeter Arts Committee Bylaws

Mission

The mission of the Town of Exeter Arts Committee (EAC) is to promote community centered art and to work with local artists to develop an environment that supports their work. This mission includes visual arts, music, dance, and poetry, among others. **¹

Purpose and Membership

The Exeter Arts Committee is established to encourage, support, and promote the arts in Exeter and surrounding towns. EAC members are appointed by the Board of Selectmen, and are composed of nine citizen members (with no more than three members who are not Exeter residents and are non-voting members), plus one representative of the Board of Selectmen. With the exception of the Selectmen's representative, EAC members shall serve three-year staggered terms. **

EAC membership will not comprise of more than two members from the same organization, affiliation, or family, to prevent conflict of interests and undue influence over the priorities and actions of the committee.

The EAC was given stewardship and management responsibilities for the Gallery and Backroom, on the 2nd floor of the Town Hall, by the Board of Selectmen. The gallery space was designated by the Selectmen for the purposes of a visual arts gallery.

In the case of collaborations with other organizations and non-profits, priority will be given to groups that also support and promote original works from artists.

The EAC will meet every month, to be agreed upon by a majority vote, subject to change to meet the needs of the committee, and as needed to plan events. The EAC meets on the 3rd Wednesday of each month. The EAC will sponsor a number of shows each year, and may sponsor other events, as well as classes and workshops. At the beginning of each year, the EAC will plan a schedule of shows for the year.

EAC members will take roles as officers, and each member is responsible for acting as chair and/or co-chair of an EAC sponsored show/event during the year or other equivalent level of participation. Additionally, each member agrees to participate in a minimum of two show hangings, plus the hanging of the holiday show, and at least two opening events, per calendar year, in addition to a fair share of gallery sitting for each show and other committee responsibilities.

¹ ** Refers to items that are specifically to show compliance with town and state laws and regulations.

Areas of Responsibility

Town Offices Exhibit Space

Local artist works will be exhibited in spaces designated by the Town Manger, in the Town Offices building, with the exhibit changing three times per year. The hanging of work will be managed as a lottery system run by EAC members. The EAC reserves the right to reject exhibiting artwork based on community standards, as determined by the EAC. Artists participating in these exhibits do so at their own risk. Lottery hangings are held on the 2nd Saturdays of January, May, and September. The lottery starts promptly at 10am and should run no more than an hour. Access to the building must be arranged by an EAC member with the Town Manager's office prior to the hanging.

The Town Hall Gallery and Backroom

The Town Hall Gallery is available to all community artists, through shows sponsored by the EAC, as well as to other organizations. The EAC traditionally hosts 6-7 shows per year. The adjacent backroom is also available for classes, meetings, and workshops. Organizations or artists interested in using the gallery or backroom must reserve the space through an application process, sign the Usage Agreement, and provide proof of adequate insurance. The gallery and backroom are available on a first-come-first-serve basis, for any not-for-profit organization or purpose.

Management of the gallery and backroom spaces is done according to all Town of Exeter policies and procedures and in close collaboration with the Town Manager's office. **

No group other than the EAC may host more than one show in the main gallery per calendar year. Any group requesting use of the gallery, may not have the space for more than six weekends. Any request for use of the backroom must be for non-exclusive use and can be for up to 10 weeks at a time before a new application is required.

Operating Policies and Procedures

Meetings and Communications

- It is the responsibility of the Board Chair and Vice-chair to set the agenda for meetings. The Board Chair will send the proposed agenda to the entire committee for input and suggestions for changes and additions at least one week before the meeting. Input/suggestions for the agenda should be sent directly to the chair only, and not to the entire committee. The final agenda will be sent to the committee, as well as Town Manager's office, at least 24 hours before the meeting. The Board

Chair and Vice-Chair reserve the right to make additional changes to the agenda as needed **.

- All EAC business will be handled within the parameters of a committee meeting. Additional meetings may be called as needed, with the requisite minimum public notice of 24 hours EAC business may not be done via email **.
- Special (or emergency) meetings may be requested by any member of the committee, as long as the meeting is scheduled in accordance with all procedures and given a minimum of 24 hours public notice **.
- All EAC meetings are public meetings, and members of the public are welcome to attend. However, these are business meetings. While members of the public may be asked or permitted to speak, members of the public do not automatically have the right to speak. (In accordance with NH RSA 91-A.)
- Email communications may be used for logistical purposes, such as scheduling meetings, setting agendas, organizing receptions, etc. and quick notification of important information. This use of email should be limited, and replies to the whole committee should be avoided. Email communications may NOT be used as a means to handle regular committee business and committee votes may NOT occur via email (per NH RSA 91-A and town policy) **.

Use of Main Gallery and/or Backroom

- Any group desiring to use the Town Hall Gallery or Backroom must:
 - complete the Gallery Usage Application, to be submitted to the EAC for approval
 - provide an insurance binder with proof of \$1,000,000 liability coverage, noting the Town of Exeter as an interested party.
- Any group using the gallery or backroom will be requested to donate \$35 toward the cost of cleaning, maintenance, and/or cleaning supplies. This is a donation and groups/artists will not be denied use based on the donation.
- Any group that wishes to have alcohol (including wine or beer) at any event or reception while using the Town Hall gallery and/or back room must follow the Town procedures and policies to apply for a permit and follow proper licensing. A copy of the permit should be provided to the EAC for the records.
- No group other than the EAC may host more than one show/event per calendar year in the main gallery.
- Requests to use the main gallery may not be for more than 6 weeks.
- Requests to use the backroom may not be for more than 10 weeks at a time, non-exclusive use.

- No gallery space, including the main gallery and backroom, may be used by any group or individual, on an *exclusive* basis for a period greater than 2 months. **
- Groups using the gallery do not have the authority to allow a 3rd party, group or individual, to use the space without permission from the EAC.
- The EAC will manage and schedule use of the gallery and backroom space in accordance with and cooperation with all Town of Exeter policies and standards, as set by the Selectmen.
- The EAC reserves the right to deny any application, even for groups who have previously used the space, particularly if prior use has resulted in issues or problems or if the event does not meet the priorities and standards of the committee and town.
- The EAC reserves the right to host a show during any month of the year.
- Organizations using the Town Hall Gallery and sponsoring a non-EAC show assume full liability for that show.

Art Shows and Receptions

- For the purpose of certain show responsibilities, “sponsored” is defined as shows that the EAC assumes responsibility for, either full or shared, including financial responsibility. This does not include events that the EAC may “support” through allowed/approved use of the gallery space, cross marketing, or community good will.
- All shows sponsored by the EAC must adhere to the mission, guidelines, and policies of the EAC.
- Shows and events sponsored by the EAC cannot raise funds with the purpose of donation to non-profit organizations. **
- Any funds raised through donations of artists and patrons, through EAC events, must be used to support further arts events for the benefit of the Exeter community and to maintain the gallery.
- Every show sponsored by the EAC must have an EAC member as chair person or co-chair.
- All shows sponsored by the EAC are inclusive of all artists, without discrimination. Most shows are un-juried. However, restrictions may be placed on size, quantity, theme, and genre, as well as the number of participants on a first-come-first-serve basis. EAC sponsored shows may not be by-invitation-only.
- The EAC reserves the right to hold an officially juried show, which would be open to all artists through a jury processes designated and officiated by the EAC.

- A flat budget is set for *entertainment* purposes (music, dancing, etc) at EAC sponsored art shows: \$100 per person for adult performers and \$50 per person for student performers, with a cap of \$300 maximum per show. This may be overridden on a per show basis with a majority vote of the committee.
- The overall budget for each show must be presented to and approved by the EAC, in advance.
- Artists participating in any EAC sponsored show do so at their own risk and assume full liability over their own art work for damage, theft, or any form of loss.
- Artists retain 100% of all sales of artwork during EAC sponsored shows, and the EAC does not profit from any sales of artists' work. **
- The EAC is the ultimate curator for all exhibits held in the Town Hall Gallery, and reserves the right to reject work based on community standards.
- An EAC liaison will be appointed to work with all organizations using the Town Hall Gallery.
- Assignment and usage of the space for a particular show or event applies only to the duration of that event, as agreed to by the EAC.
- For the purposes of gallery usage during a show, a reception is considered to be an opening time during the agreed upon dates of the show and cannot be organized before the show begins or after the show ends.
- Groups that have been granted permission to use the gallery and/or back room should provide the EAC with dates and times of all events and opening times during their use of the space.
- Organizations and artists other than the EAC who have been approved to use the gallery must go through the process of applying for permit to serve alcohol if they wish to have wine or beer at a reception or during a show. Groups and artists should be advised to contact the town manager's office.
- All events that are planned on behalf of the EAC, whether in the gallery space or not, must be discussed in a meeting and voted on by the committee.
- The concept, theme, and/or title of any show or event discussed in and approved by the committee as an EAC sponsored show or event belongs to the EAC, not the individual member or any other group or organization, unless the event/show proposed is specifically a collaboration.

Financial/Fiscal

- All expenditures must be submitted through the EAC treasurer to be properly accounted for, both within the EAC and by the town, to ensure prompt and correct payment. ** Requests for payment or reimbursement cannot be sent directly to the town finance department by any other member or non-member of the EAC.

- All expenditures of EAC funds must be approved by the full committee.
- As a town committee, the EAC cannot perform fundraising activities for the purpose of donation to non-profit agencies as this is “not a public purpose”. **

Keys

- Only EAC members will have on-going possession of keys to the building and 2nd floor spaces.
- The SOS open studio group may maintain one copy of the key, on behalf of the EAC, and are responsible for ensuring that only the appropriate and responsible members of SOS will hold the key for the days they are responsible for opening the building.
- All persons receiving a copy of the key, whether long-term or temporary, must complete a “key sign-out form”. **
- Organizations other than the EAC using the gallery and/or backroom space may have a single key that they will be responsible for sharing with those who will be opening and closing the gallery.
- No duplicate copies of the key may be made, unless by EAC members, after discussion at a meeting. **

Other

- The EAC will not actively promote shows, events, or classes for individual artists or other organizations by use of the EAC email subscribers list. (The email subscriber list is a distribution list, which is maintained in the EAC email account, of email addresses for patrons and artists who have expressly requested to receive information about the EAC and EAC sponsored events.)
- The EAC will strive to review and update the Bylaws on an annual basis, at the beginning of each year.
- All members are expected to read and understand the Bylaws upon appointment to the committee and to actively participate in the review and updating of the Bylaws.
- All officers and member roles are voted in by a majority vote of the committee.
- If a nominee for any officer position or role fails to win a majority vote, the current active officer member will remain in that position.

Seacoast Open Studio

- The Seacoast Open Studio (SOS, formerly Painting Club) is a service provided and supported by the EAC. This service has been provided since at least 2006.
- An EAC member will be the liaison between EAC and SOS. All requests and issues for the SOS should go through the liaison.

- The SOS must adhere to all the policies and procedures of the EAC.
- SOS is open to everyone to attend, without discrimination.
- Attendees will make a nominal donation on the days they attend to help support the maintenance of the gallery and EAC, as well as cover the expense of an annual SOS show.
- The EAC will sponsor an annual show on behalf of the SOS artists.
- The SOS art show will be open to any artists who desire to participate, though the show does not necessarily have to be openly advertised with a “call to artists”.

EAC Member Officers

Chair: Sets the agenda for and directs the monthly meetings, run according to Robert’s Rules. Ensures that the meeting notice and agenda are filed with the Town Manger at least twenty-four hours before the meeting. ** Is the liaison between the Town Manager and the EAC. Is the liaison with all groups and individuals wishing to use the Gallery. Writes and submits the Annual Report.

Vice-Chair: The Vice-Chair fills in and assumes responsibility of the Chair when necessary and assists in development of the meeting agendas. Functions as “public relations coordinator”, responsible for maintaining electronic contacts lists, sending regular electronic communications, reading and responding to EAC email. Also responsible for coordinating use of the backroom, which includes: accepting and processing all request applications for use of the backroom, coordinating the schedule, ensuring the proper insurance information is filed, and acting as liaison with artists and groups wanting to use the space.

Treasurer: Works directly with the Finance Department, maintains an accounting of all funds in and out, processes requests for invoice payments, processes deposits of any checks written to the EAC, communicates financial business to the EAC, and produces an Annual Financial Report. In the absence of a Vice-Chair, the Treasurer will fill the Vice-Chair role.

Scribe: Records the minutes of each EAC meeting, and provides the EAC, Town Selectmen, and Selectmen Representative with the meeting minutes. Files the minutes of all meetings with the Town Clerk and Town Manager in a timely manner. (A draft of the minutes should be filed within 5 days and the final version of the minutes is due after voted on by the committee.) ** Maintains a history of EAC activities. Organizes all files and paperwork for the committee..

Member: All EAC members are responsible for attending meetings and assisting with shows and events. Each member is expected to adhere to the following:

- must assume responsibility as the chair or co-chair of an EAC sponsored show, or act as liaison to Seacoast Open Studio;
- should assist with the hanging of at least 2 shows, as well as the holiday show, and attend/support at least 2 openings, per calendar year;
- do a fair share of gallery sitting for each EAC sponsored show and will not fulfill their share of gallery sitting with non-EAC members without notification of and approval by the show chair;
- make no unilateral decisions on behalf of the EAC and will bring all events proposed as EAC events and issues related to the EAC to the attention of the whole committee in advance to be discussed and voted on;
- bring all documents that will be publicly released on behalf of the EAC to the EAC chair and all publicity for a show to the show chair for approval;
- adhere to the town policies and procedures and bring all town requested approval forms that are needed for EAC events to be voted on by the EAC prior to submitting to the town;
- always make it clear, if a member is affiliated with more than one group, when they are representing EAC versus another group and must be cognizant of any potential for perceived conflict of interest;
- abstain from voting on any decision if there is a conflict of interest and if voting may benefit a family member.
- A member who fails to attend 60% of meetings in a calendar year, may be removed from the committee, in accordance with select-board policies.

Role of Web-Master: Responsible for maintaining the EAC website, updating the calendar of events, posting gallery images and calls to artists, and managing web content. Also responsible for coordinating with treasurer and managing/ensuring payment of annual web hosting and domain name registration fees.

EAC Show Chair

Each show sponsored by the EAC must have an EAC member designated as chair or co-chair for the show. This person is responsible for organizing, arranging, and coordinating the following show tasks:

- If it hasn't already been, schedule the big sign space with the Town Manager's office
- Marketing and Call to Artists
- Show hanging

- Arrangements for the reception
- Removal of all reception foods and garbage by Sunday afternoon of the reception weekend (garbage can be brought to the barrel in the 1st floor front lobby so that town maintenance will remove it at the beginning of the week) and general cleanup.
- Gallery sitting schedule
- Management of show finances and coordination with the treasurer
- Show take down, and return of art and sales to artist

It is not expected that the chair/co-chairs will be solely responsible for doing everything related to the show, but are responsible for coordinating and delegating. Being chair/co-chair does not permit the member to make other unilateral decisions outside of the committee or waive any other policies and procedures defined in these Bylaws. Being chair/co-chair of one show also does not excuse members from participating in and assisting with other shows and events sponsored by the EAC.

Regular EAC Tasks/Work Load

All of these tasks must get done and are getting done by someone. This list is not intended as an expectation that everyone should be doing all of them. The EAC is cognizant that we are all volunteers and that no one would be expected to attend each and every event we sponsor.

Chair/Vice-Chair/Co-Chair

- Prepare agenda and facilitate meetings
- Provide agenda and public announcements of all meetings to town manager
- Primary contact for town management
- Primary contact for community requests for shows and use of 2nd floor
- Primary contact for any issues and questions related to space and committee
- Prepare annual report for town
- Ensure compliance with procedures and paperwork required by town
- Maintain records of and control over keys to building
- Maintain bylaws/policies/procedures as needed
- Liaison with town and community regarding committee, shows, and gallery space
- Requires availability and work for the committee for several hours every week

Treasurer

- Accounting/book keeping for all budget/funds for the committee
- Collect and account for donations from SOS and other groups using the space
- Collect and account for all donations during shows
- Arrange cash for sales, musicians, receptions, etc as needed, including cashing out checks written to EAC for art purchases
- Process requisitions for payments on behalf of the EAC
- Coordinate with town financial officers regarding budget and payments
- Prepare annual accounting report
- Ensure compliance with procedures and paperwork required by town
- Photocopy all checks received, deposit, and provide paperwork and explanation to town treasurer
- Fill role of acting co-chair if there is no co-chair
- Requires availability and work for the committee for several hours almost every week, including paperwork and accounting for every show. December is the busiest, most critical month for the treasurer to be available.

Secretary

- Take minutes at all meetings
- Type minutes and provide draft to town manager within 5 days after meeting
- Present minutes to committee for vote
- Make any corrections to minutes and provide final copy to town manager and clerk

- File paperwork for the committee
- Occasional handle formal communications, such as thank you notes
- Maintain record/scrapbook of committee activities and history

Back Room Coordinator

- Gather and verify paperwork for all requests to use the back room
- Maintain schedule of requests to use back room
- Present requests to Chair and/or committee for approval/voting
- Communicate and coordinate with artists/groups using space

Town Offices – Lottery Hanging

- Facilitate lottery hanging 3 times per year (coordinated with town) – includes tracking art hung, preparing paperwork, notifying town manager, getting key, working with town on available spaces, etc.
- Communicate with artists on any problems/changes with art in town offices building
- Work with town manager on any needs to move/change art, such as during building maintenance (usually once or twice a year)

Communications/Public Relations

- Regularly check email account and respond to emails as needed
- Send regular emails about events and calls to artists
- Post regularly in social media
- Maintain electronic distribution list(s)

Website

- Maintain website for events, updated information, photos, etc
- Manage registration/fee for website, hosting, domain name

For Shows/Events

- Attempt to schedule use of the big sign space
- Marketing and call to artists
- Schedule music
- Organize reception(s)
- Coordinate volunteers for hanging and gallery sitting or managing event
- Management of event finances and coordination with treasurer
- Removal of food and basic gallery cleanup after receptions
- Show take down and returning art to artists
- Applications for use of space other than gallery as needed

Other

- Chair/co-chair for each show (minimum of 5 shows)
- Provide show summary to chairperson for annual report in Jan (as requested)
- Liaison for non-EAC shows (usually 3) and Seacoast Open Studio

- Assist with hangings for shows
- Gallery sit for all shows
- Attend openings for shows
- Attend and support 1st Friday and other EAC events throughout the year
- Attend meetings monthly and as they are scheduled
- Additional marketing, signs, banners, etc.
- Arranging to have space cleaned as needed
- Gallery improvements as needed
- Obtaining supplies, hardware, materials, etc, as needed
- Maintain/update forms and documents

Exeter Arts Committee Timeline

The following timeline summarizes the documented history of the EAC and Town Hall Gallery. This information was compiled from BOS meeting minutes, Exeter Town Reports, former EAC members, including Bill Childs and Dean Scott, former Selectman Bobby Aldrich, and EAC historical records, including meeting minutes and emails.

- 1991 -- Town of Exeter Selectmen formed the Exeter Arts Committee (EAC) and tasked the committee with curating a display of art in the Town Office building three times per year.
- 1993 -- The EAC petitioned the Selectmen to expand the committee's role and update the mission statement. The discussion primarily focused around the committee curating the display of art work in the Town Offices, but the changes to the mission statement established the possibility of future expansion for other events and inclusion of other forms of art. The Selectmen unanimously voted to change the EAC mission to the mission that continues to guide the committee:

“The mission of the Town of Exeter Arts Committee (EAC) is to promote community centered art and to work with local artists to develop an environment that supports their work. This mission includes visual arts, music, dance, and poetry, among others.”

(See BOS meeting minutes for May 3, 1993)

Further discussion on the role and purview of the committee continued, with a letter of request from the EAC to the BOS, which expanded the role and authority of the EAC to curate art in all forms on any “town properties”. This request was approved and supported by the BOS. (See BOS meeting minutes for May 10, 1993, letter from EAC chairperson is attached to meeting minutes.)

During this timeframe, the EAC hosted special art show seasonally, with community receptions, making use of the Town Offices, the front lawn of the Town Offices, the Town Hall, and Town Hall steps/portico. The EAC shared use of the 2nd floor of the Town Hall with the Exeter Players and Exeter Area Arts Association (EAAA), primarily as a work/class space and storage. (The EAAA was a non-profit arts organization that worked closely with the EAC on art shows. Additionally, they provided theater and music events and classes.)

Town of Exeter received an award from the NH State Council for the Arts for sponsoring the only municipally supported arts committee in the state. (See BOS meeting minutes for Aug. 23, 1993, letter from NHSCA attached to meeting

minutes.) This award was officially presented to the Town in a ceremony in Concord on Sept. 21, 1993.

1994 -- The EAC petitioned the BOS to increase the membership of the EAC from 5 to 7 appointed members to support the expanded work load, role, and services of the committee for the community. This was unanimously approved. (See BOS meeting minutes for Feb. 14, 1994.)

1996 -- Exeter Players disbanded and relinquished use of the 2nd floor of the Town Hall. The organization notified the Selectmen of their plans to vacate the space and requested assistance from Public Works to clean out the space, with the intention of vacating the space by Sept. 1996. (See BOS meeting minutes for Apr. 29, 1996.)

The Town Hall 2nd floor space was cleaned up with the assistance of Public Works.

1997 -- The EAC petitioned the BOS to expand the number of members from 7 to 10 appointed members, including the Selectmen's rep. This request included a discussion of the committee's role and responsibilities and the expanded service being provided by the committee. This was approved with a unanimous vote. (See BOS meeting minutes for May 19, 1997.)

In 1997, the EAC and EAAA worked closely together to provide arts events to the community. The EAAA and EAC presented an initial proposal to the BOS to use the 2nd floor of the Town Hall as a gallery space. (See BOS meeting minutes for Nov. 17, 1997.)

1998 -- The EAC and EAAA submitted a formal proposal to clean up and renovate the 2nd floor of the Town Hall to be used as a visual arts gallery. (See BOS meeting minutes for Jan. 12, 1998.)

The BOS discussed and unanimously approved the use of the 2nd floor of the Town Hall as a visual arts gallery. (See BOS meeting minutes for Feb. 2, 1998.)

During this timeframe, repairs and improvements were made to the Town Hall Gallery by the Town Facilities Department, including the walls painted, the floors replaced, and the bathroom installed.

Subsequently, there were requests for and approvals of the scheduling of art shows in the 2nd floor Town Hall Gallery almost every month through 1998.

The EAC and EAAA petitioned the BOS for approval to place sandwich boards on the sidewalk and steps in front of the Town Hall to help market the art shows and bring more community awareness to the new Town Hall Gallery space. They

also requested that the town consider adding additional signage in support of the gallery. This was supported and approved. (See BOS meeting minutes for Apr. 27, 1998.)

- 2000 -- Use of the Town Hall Gallery, in cooperation with the EAC and EAAA, expanded to other organizations and committee members. This is the first year that the NH Society of Photographic Artists began using the Town Hall Gallery for their annual photographic arts show.

The EAC notified the BOS that the EAAA had dissolved. The EAC proposed to the BOS that the committee should continue using and managing the Town Hall 2nd floor as a community gallery. (See BOS meeting minutes for Dec. 18, 2000.)

The EAC has been managing the Gallery, in cooperation with and with permission from the Selectmen ever since.

- 2001 -- The EAC reported to the BOS an update on activities, including a full schedule of art shows in the gallery for the year, and on the status of the Town Hall Gallery. The EAC submitted a proposal for the installation of an elevator to improve accessibility to the gallery, to be funded primarily by the EAC, with support of the town. (See BOS meeting minutes for Apr. 30, 2000.)

The EAC launched a fundraiser to pay for the installation of an elevator, making the 2nd floor Town Hall Gallery more accessible. The was supported by the Town and a Town bank account was opened for the EAC to deposit funds raised.

The EAC presented a report on the update/status of the gallery/elevator fundraising efforts to the BOS. The Town, via the EAC, received a \$5000 grant from the Greater Piscataqua Charitable Foundation. The committee raised an additional \$6700 and requested a Warrant Article be issued for \$40,000 in support of the project. At this time, the EAC also reported that the Town Hall Gallery was fully booked for monthly art shows well into 2002 and that the committee had plans to use the back class/work room for artist demonstrations and classes. (See BOS meeting minutes for Nov. 19, 2001, letter from the EAC attached to the minutes.)

- 2002 -- Warrant Article (#17) submitted by Jane Bently on behalf of the EAC requested the citizens to approve \$40,000 to fund the Town Hall Gallery elevator.

The EAC petitioned the BOS to establish official staggered term limits on committee membership. Selectmen discussion included acknowledgement that this change would make the EAC more of a permanent town committee. This was approved and implemented. (See BOS meeting minutes for Mar. 18, 2002.)

The EAC delivered an update report to the BOS regarding the fundraising efforts for the Town Hall Gallery elevator. The committee raised over \$60,000 to have

the elevator installed. The remaining \$40,000 was funded through a warrant article. (See BOS meeting minutes for Jul. 1, 2002.)

The EAC notified the BOS of their intent to update policies, procedures, and bylaws, and requested that the BOS review them. (See BOS meeting minutes for Aug. 12, 2002.)

Mr. Pace, during Selectmen committee updates stated "Arts Committee to discuss policies due to stewardship of the Town Hall." (See BOS meeting minutes for Oct. 7, 2002.)

The EAC revised Bylaws regarding stewardship of and policies for use of the Town Hall Gallery and class/work back room space to the BOS. The following is an excerpt from the BOS meeting minutes for Nov. 4, 2002:

7. Review of Arts Committee Policies for use of gallery.

Dolores Robolledo and Barbara Cowen, co-chairs of the Arts Committee, reviewed the proposed policies with the Board, intended to cover the responsibilities of their expanded duties. The By-laws would be adjusted to also include use of the additional office space for a classroom and clarification of renting out the Gallery space. It was clarified that revenues go to the Town's general fund, noting it would be minus any cost for instructors.

Chairman Pace noted the Board does not vote on By-laws, as they serve as explanatory for a Committee. Questions arose concerning the signing of agreements, collection of fees and how the

3

use fits into the Town's building use policy. The Arts Committee was granted permission several years ago to handle the Town Hall second floor space and applications are handled by their sub-committee. They also handle the scheduling, collection of fees and verification of insurance by renters.

Mr. Eastman asked about 'objectionable art' and it was clarified that it is handled on a case-by-case basis. When the Committee was first established, the Board granted the Committee the ability to handle this issue.

Mr. Ingram moved to approve the proposed Instructional Programs/Workshops policy as presented; second by Mr. Campbell. VOTE: Unanimous. (attached).

At this time, the EAC also proposed expanding services and offering classes in the back room. (Letter attached to the BOS meeting minutes from Nov 4, 2002.)

The EAC stewardship of the 2nd floor Town Hall Gallery is also documented and acknowledged in the 2002 Town Report, shown below:

ARTS COMMITTEE

Created in 1992, the Town of Exeter Arts Committee remains one of the few New Hampshire town-appointed subcommittees devoted solely to the promotion of the arts. The award winning Exeter Committee has come a long way since its creation, which was primarily the purpose of coordinating exhibits to adorn the walls of the Town Offices. Exhibits at the Town Offices still rotate three times a year, with a public reception during Winterfest.

Several years ago, the second floor gallery of the Town Hall was added to the Committee's area of responsibility. Aside from booking artists for monthly shows at the gallery, a holiday exhibit was put on in December by the Committee. The success of this exhibit was overwhelming and the Committee plans to make this an annual event.

Seeing the potential to expand its role in promoting local arts, the Committee launched a fund raiser last year which, with the help of Exeter taxpayers approving a warrant article for \$40,000, raised \$100,000 to install an elevator in the Town Hall. The elevator will make the Town Hall's second floor more accessible to the public.

All area artists are invited to display at the Town Offices, rent the exhibit space at the Town Hall and participate in the holiday exhibit.

Respectfully submitted,

Barbara Cowan (Co-Chair)
Jane Bentley

Dolores Rebolledo (Co-Chair)
Bill Childs

Peter Barlow
Jane Leonard

- 2003 -- The new elevator in the Town Hall was dedicated. Continued documentation of the acknowledgement and support of the EAC's stewardship of the space is documented in the 2003 Town Report where it is stated: "the Art Committee resumed regularly scheduled month long weekend exhibits in the second floor gallery..." and where the space is referred to as the "Town Hall Gallery".

The following image is from the 2003 Town Report:

EXETER ARTS COMMITTEE

The Exeter Arts Committee has continued carrying out its charge of mounting rotating art displays in the public spaces of the Exeter Town Offices. These year-round exhibits are changed three times a year in June, October and February. We regularly display the work of twenty to twenty-five Exeter area artists during each exhibit. An open invitation in our pre-exhibit newsletter attracts both new and repeat exhibitors.

With the completion of renovations and the installation of the new elevator in the Exeter Town Hall, the Art Committee resumed regularly scheduled month long weekend exhibits in the second floor gallery this past December, with a special display concurrent with the Holiday Open House and Festival of Trees in downtown Exeter. Subsequent exhibits will include both large group and individual displays of painting, sculpture, photography, crafts and other arts events in the second floor Town Hall Gallery.

On December 6th, 2003, the newly installed elevator was dedicated to Jane Bentley of Exeter for her fundraising leadership and to the late Bette Childs in recognition of her years of service to the Exeter Art Committee. The Committee extends its thanks to the voters of Exeter for the additional funding that made the elevator installation possible.

- 2007 -- EAC reviewed and updated the committee Bylaws. The Selectmen, via the committee's selectmen's rep, were involved in all updates and in the approval and implementation of the Bylaws. The Bylaws detail explicitly how the EAC manages the 2nd floor of the Town Hall and establishes the committee's stewardship of the space.
- 2009 -- EAC addressed/reviewed policies and procedures for working with other organizations to use the 2nd floor. EAC worked with Facilities and the Town Manager's office to update policies and adopted/adapted the updated town facility usage form for all applications. Through this, management of gallery remained, at least implicitly, with the EAC.
- 2010 -- Questions/concerns arose regarding building security. The EAC worked with Facilities and the Town Manager's office to take an inventory of keys, document who has a key, and update procedures regarding managing building keys. Ultimately, the EAC adopted use of the town "key sign out" form. Through this, management of the gallery remained with the EAC.

The EAC worked with a lighting designer and the Town facilities and electricians to upgrade the gallery lighting for better display of art work. This project was completely funded by the EAC through donations and money raised.

- 2012 -- EAC Bylaws were again reviewed and updated with the assistance and approval of a Selectman.

The EAC commissioned new display panels for the gallery, which were completely funded by the EAC. The upgraded display system allows for maximum flexibility of the gallery space so that displays can be arranged according to needs and the panels can be removed to fully open up the space. The new system also provides 50% more space for hanging work.

2015 -- The EAC expanded the services provided to the community with the sponsorship of music on the bandstand during the summer, as well as an event with the Pontine Theater group.

2017 -- The EAC began working with Town facilities and electricians to plan further upgrades to the Town Hall Gallery lighting. The plan is to replace the current bulbs with LED bulbs and then expand the track lighting. This will provide brighter lighting, eliminate the need for floor lamps, and significantly lower the electricity usage in the gallery. The EAC began a fundraising campaign to accomplish this project.

EAC Bylaws were again reviewed and updated with the assistance and approval of a Selectman.

May 30, 2018

Dear Select Board,

We, the Human Services (HS) Funding Committee, wanted to give you an update of our process and procedures in regards to grant evaluation for the Town of Exeter. We approached this process with all the due diligence and integrity set forth in NH Standards of Town funding and criteria. We have outlined the timeline and work we have provided for the Budget Recommendation committee and your board.

Please note that we have prepared a full packet for the up-coming budget season, which includes the HS charge, application, 2018 funding timeline and HS funding criteria. Our intent is to provide a comprehensive overview of our work and how we can best meet the needs of our nonprofit service agencies and the citizens.

Below is an outline of the 2017 process:

Committee Convened 9 times in 2017.

June 22- August 8 we met 6 times to discuss prior and upcoming years funding. We worked on the application, charge and criteria as well as managed the grant applications for the previous year.

August 11, 2017	Application was available for Grantees
September 8, 2017	Application Deadline
September- November 2017	Applications were reviewed and budget was sent to the Budget Recommendation Committee
November 9, 2017	Budget Recommendation Committee was presented with application slate
December 4, 2017	Grant slate was presented to Select Board
March 13, 2018	Town vote

We look forward to answering any of your questions at this meeting. We are committed to working to serve the people of Exeter and formalize the process and charge of the Human Services Funding Committee.

Thank you,

Human Services Funding Committee

HUMAN SERVICES FUNDING COMMITTEE CHARGE – TOWN OF EXETER

There is hereby established by the Select Board a five (5) member Human Services Committee.

Members of the Committee shall consist of citizens at large.

The Human Services Committee shall recommend to the Budget Recommendation Committee a list of agencies, with funding amounts for each, to be included in the Town Budget each fiscal year. In preparation for their recommendation, the committee will:

- Notify area Human Services agencies of the timeline and process for annual Town of Exeter Human Services funding applications.
- Review all applications submitted for Human Services funding, auditing agencies' services using the Human Services Funding Criteria.
- Identify the agencies that meet the Human Services Criteria and perform a detailed review of each agency's grant application, their financial documents, and the use of past Town of Exeter Human Service funds, if applicable.
- Determine the amount of funding for each approved agency with a total funding recommendation that is within reasonable budget expectations.

Outside of the application and budget timeframe, the Human Services Committee will engage with agencies that received funding, to further understand the work of the agency, the support for Exeter residents, and the use of the Town of Exeter Human Services funds.

The Committee will work with the resources provided by the Town Manager's Office to communicate with the agencies.

Human Services Funding Criteria

The Human Services Policy purpose is to ensure that adequate levels of human services are available to the people of Exeter. The Human Services Funding Criteria establishes a system for planning, funding, monitoring, and evaluating community human service agencies that are effective, fair, and equitable. The criteria is a reflection of the Town's desire to assist agencies in our community who provide services to those with special needs, lack adequate income, are physically or mentally vulnerable, or lack the skills and abilities necessary to maintain self-sufficiency.

Human services agencies are assessed by the guidelines and criteria to receive funding from the Town of Exeter:

- I. Provides services that directly relate to the core mission of the Town of Exeter's Human Services.
- II. Ability to self-sustain without the Town of Exeter's Human Services funding. Priority will be given to those agencies that have established alternative sources of funding or services.
- III. Demonstrated availability of services, assistance and responsiveness to Town Human Services.
- IV. Meets basic needs, life skills, employability development, and health/mental health services.
- V. Must demonstrate Exeter resident focus. There must be program services that are primarily designed to address the needs of Exeter residents.
- VI. Incomplete and late applications will not be considered.

The Town will administer allocations to agencies providing human services. The Town of Exeter remains committed to the human services with both financial support and collaborative efforts.

Program & Funding Categories

Basic Need

- Homeless Shelters
- Child Care
- Food
- Clothing
- Housing Assistance
- Transportation
- Senior Citizen Basic Assistance
- Legal Assistance for Indigents

Life Skills

- Mentoring
- Academic Enhancement
- Social Competency
- Literacy
- Conflict Resolution
- Parenting Classes
- Structured Recreation
- Self Sufficiency for Disabled Citizens

Employability Development

- Job Readiness/Placement/Retention
- Job Seeking Skills
- Vocational Training
- Job Site Development

Health/Mental Health

- Health Awareness Promotion
- Counseling
- Substance Abuse
- Health Care Access
- Crisis Intervention
- Dental Care
- Prescription Medications
- Safety Promotion
- Respite Care

Human Services Funding Committee Timeline and Process

March

- Town Vote.
- Letters sent out to all applicants announcing budget approved at town vote.
- Any organization not receiving funding notified.
- 1st quarter funds dispersed.

April

- Committee meets to develop a communication plan for funded agencies. Engagement with agencies to be completed by December 31st.

May

- Committee meets as/if needed.

June

- Application for funding requests is available mid-June on the Town's website.
- 2nd quarter funds dispersed.

July

- Applications for next funding cycle due July 31st.
- Currently funded applicants must submit a written summary of how funds received in past year were utilized to support Exeter residents along with application.

August

- Applications received are posted on the Town's website.
- Applications reviewed.

September

- 3rd quarter funds dispersed.
- Applications reviewed.

October

- Committee presents recommendations to the Budget Recommendations Committee.
- Applications reviewed.

November

- Committee presents recommendations to the Select Board.

December

- 4th quarter funds dispersed



TOWN OF EXETER, NEW HAMPSHIRE
HUMAN SERVICES
FY 2018

Organization's Name: _____ Year Founded: _____

Address: _____

Executive Director/ Board Chair: _____ Tax ID Number: _____

Applicant Contact: _____

Email Address: _____ Phone: _____

Amount Requested: \$ _____

Organization's Mission Statement: _____

Statement of Grant Purpose; e.g. this grant will be used...: _____

% of overall services that goes to Exeter residents: _____

of Exeter residents served: _____

List all geographic area(s) served by organization: _____

Brief detailed description of how the money will be specifically utilized for Exeter residents: _____

Organization's total projected budget for next fiscal year: \$ _____

Additional Information Required:

Please supply the following items for a complete application to be considered:

- Provide a narrative, not to exceed two pages in size 12 font
 - Organization’s overview
 - Program’s impact on Exeter residents
 - Program changes and/ or highlights from the past year

- Complete financial statements (Please note: the organization’s 990 may be requested)
 - Operating budget
 - Balance sheet

- Include a detailed list of State and Local Town grant funding (town and amount) for previous year.

- List of Board of Directors

- Current year funding recipients must submit a written summary of how funds were utilized. This must be done for consideration of current year application.

I certify to the best of my knowledge that the information in this proposal reflects accurate data concerning need and estimates of planned/delivered services. The proposal was considered and approved for submission by the agency Board of Directors on _____ (date).

By signing this application the undersigned offers and agrees, if the proposal is accepted, to furnish items or services that are quoted. This agreement is subject to final negotiation and acceptance by the Select Board and the Budget Recommendations Committee and subsequent contract award.

Director’s (or Designee) Signature: _____ Date: _____

Submit no later *than July 31, 2018*:

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

TO: Matt Berube **DATE:** 5/29/2018
FROM: Andy Morrill, Ed Leonard **PROJECT NO.:** 12883C-C3
SUBJECT: Exeter Main Pump Station Upgrade
Swasey Parkway Turnaround

Executive Summary

Based on the discussion at the May 3, 2018 site meeting, the Parkway Trustees stated that their intent for the turnaround is to allow the northern portion of the Parkway to be open to vehicular traffic when the southern portion of the Parkway is closed for events. The Existing Condition and the “Basis Turnaround” do not meet this intent.

Given the extended discussion on this matter, we see two options.

- **Option 1 – Complete the New Turnaround** under this contract. This will result in a net cost \$25,780.20 which needs to be approved prior to directing the contractor to proceed. Assuming Board of Selectman authorization is provided on June 4, work would be done by June 26 (somewhat weather dependent, mostly related to lead time for paving companies).
- **Option 2 – Restore Existing Condition / No Turnaround** under this contract. Direct the Contractor to proceed with restoring existing conditions immediately. This will result in a net credit of approximately \$2k at the end of the job through the balancing change order. The town can debate the approach to the turnaround at another time. In this scenario, due to the small paving quantity, paving of the existing drive will be done in one day in the Fall. Assuming authorization was provided by the Town on June 4, all other site cleanup work in the Parkway would be done by June 8. If the decision was provided sooner on Option 2, the work would be done sooner.

Please note that there will be an increase in the proposal cost if a decision is not provided to the Contractor by June 8 because their relevant equipment is being relocated off-site and would need to be remobilized to the site.

Supporting information is provided below.

Background

- **Existing Condition:** There is no turnaround currently. This item has been discussed but not resolved throughout the design and construction phases of the project. Restoring to this condition will cost approximately \$13k and is less than the contract amount.
- **Basis Turnaround:** The basis turnaround was put on the bid drawings by WP since no decisions could be reached during the design phase. See attached **Figure A**. Restoring to this condition will cost approximately \$15k and is in the contract.

Memo To: Matt Berube

5/29/2018

Page 2 of 2

- **New Turnaround:** The new turnaround shows the modifications requested at the May 3, 2018 site walk meeting. The paved area was minimized to meet the turning radius of a vehicle. This new turnaround converts 153 square yards of the Parkway grassed area to pavement. As was discussed at the site meeting, signage would be needed, and lane marking may be desired. See attached **Figure B**. Restoring to this condition will cost approximately \$25k and is beyond the contract.

Traffic Pattern

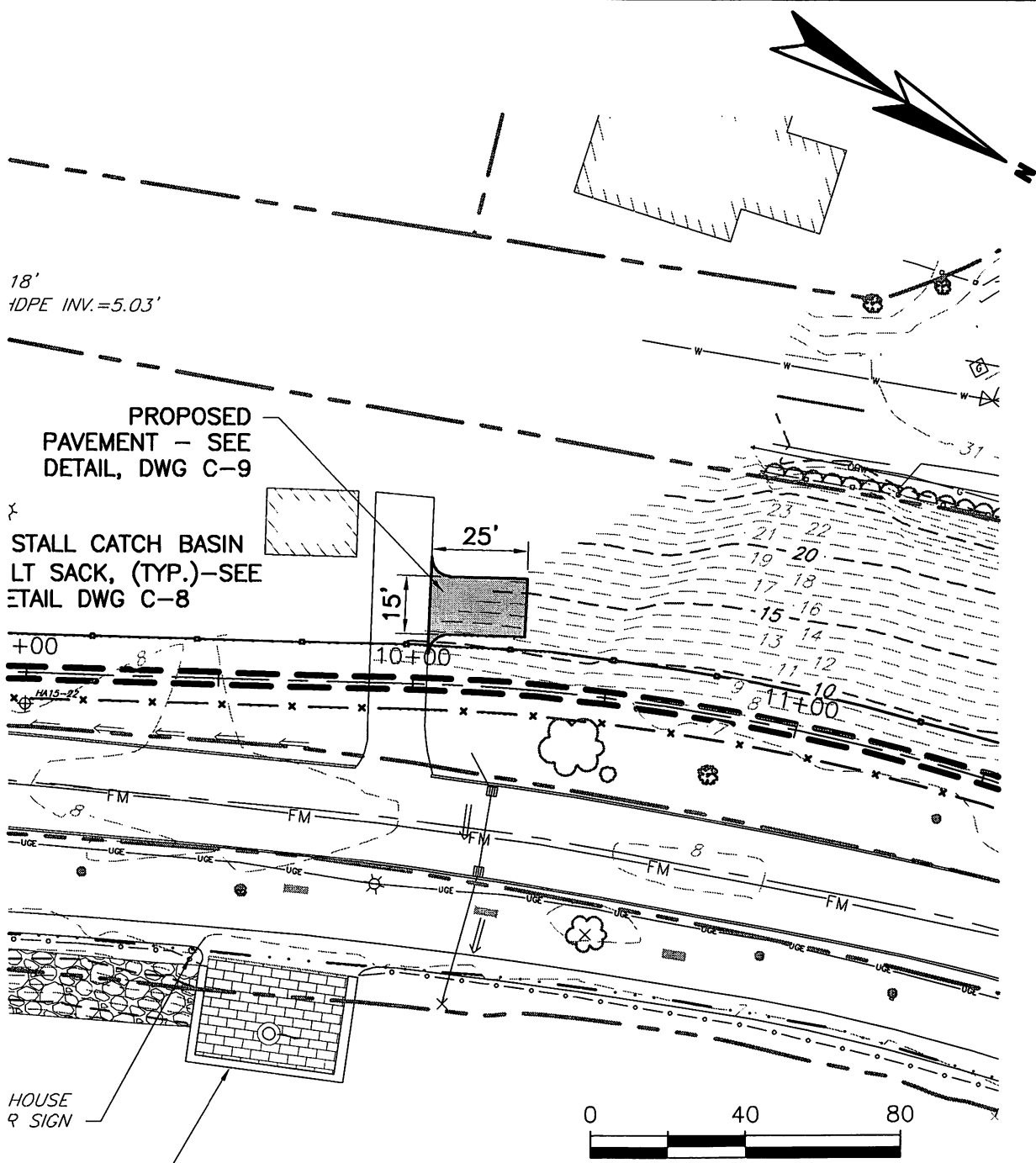
- **Existing Condition:** Existing traffic pattern. Anyone using that driveway would do a 3-point turn. Curb cut is approximately 20 feet. Paved area is approximately 122 square yards.
- **Basis Turnaround:** Same traffic pattern, except 3-point turn happens off the Parkway road. Curb cut is the same. Paved area is approximately 164 square yards.
- **New Turnaround:** This allows for most vehicles to make a 180 degree “turning radius” turn off the Parkway road. Curb cut is approximately 88 feet. Total paved area is approximately 275 square yards.

Cost

- **Basis Turnaround:** The estimate of \$7k was informal and was provided verbally at the site meeting on May 3, 2018. The cost for this work is in the project. The \$7k number was intended represent the cost if a separate GC would do the work for the hammerhead.
- **New Turnaround:** The updated estimate of \$25,780.20 is a formal cost proposal. The exclusions that were identified in the Proposal are acceptable. The credit of approximately \$2k is reasonable given the differential in the scope (review Figure A and B to see the “scope overlap” between the Basis and New Turnaround).
- The cost for a turnaround would be less if this were completed as a separate project outside of the current project. The primary reason for this is that the CWSRF loan requires Davis-Bacon wage rates. A separate project could be done with the town paving contractor at lower cost.

Schedule

- The Contractor will be on-site thru Fall 2018; however, they are supposed to be out of the grassed portion of the Parkway already. The reason they are not is partially related to wet spring conditions and partially related to the need for direction on this turnaround.
- As has been discussed at the weekly meetings for the past 6 weeks, the Contractor has been “holding” on wrapping up the finish loam, seed and grading from 9+75 to 11+00 until this decision is made so they can get it done once and not have to do any rework (and avoid any associated delay or rework related costs).
- The time required to complete the work in the grassed area of the Parkway is:
 - Basis Turnaround: 14 working days from a decision
 - New Turnaround: 16 working days from a decision
 - Return to Existing Condition: 13 working days from a decision
 - If we are waiting until 6/4 to get a decision from the Select Board, then we are looking at late-June on finishing the work.
 - Paving needs to be scheduled 2 weeks out, so 10 working days from a decision has been added.



**EXETER, NEW HAMPSHIRE
CONTRACT NO. 3
MAIN PUMP STATION UPGRADES**

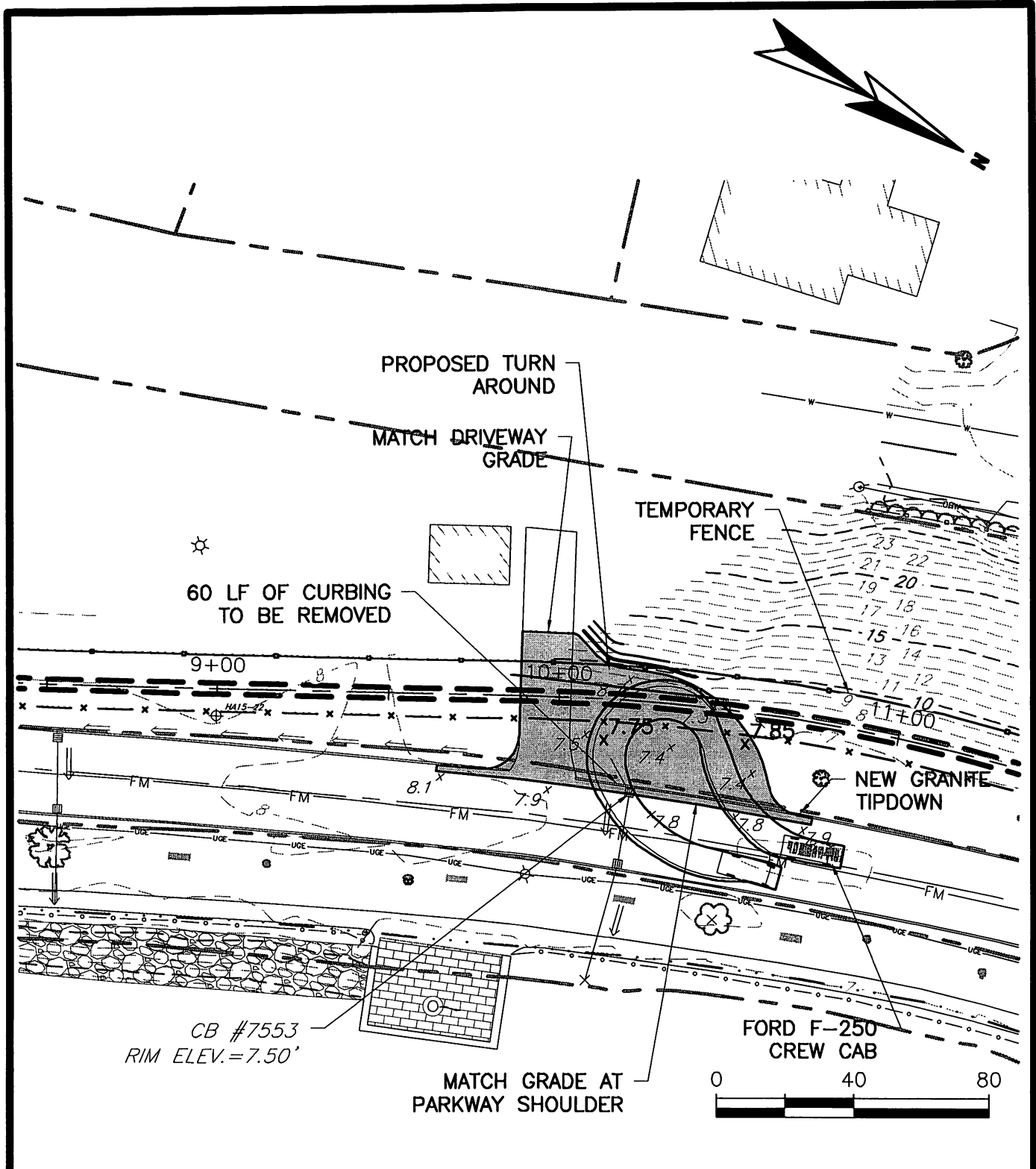
PROJ NO: 12883 DATE: MAY 2018



NO.	REVISIONS	DRAWN BY	APP'D
1			
2			
3			

BASIS TURNAROUND
REFERENCE: DWG C-5

FIGURE:
A



EXETER, NEW HAMPSHIRE
 CONTRACT NO. 3
 MAIN PUMP STATION UPGRADES

PROJ NO: 12883 DATE: MAY 2018

NO.	REVISIONS	DRAWN BY	APP'D
1			
2			
3			

WRIGHT-PIERCE
 Engineering a Better Environment

NEW TURNAROUND
 REFERENCE: DWG C-5

FIGURE:
B

List for Select Board meeting June 4 2018

Land Use Change Tax

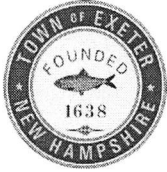
<u>Map/Lot</u>	<u>Location</u>	<u>Amount</u>
113-5	Powder Mill Rd	15,000.00

Abatement

<u>Map/Lot</u>	<u>Location</u>	<u>Amount</u>
13/6	103 Beech Hill Road	667.23

Jeopardy Warrant

<u>Map/Lot</u>	<u>Location</u>	<u>Amount</u>
87/14/11A	11 First Street	165.97



Application for Town Hall Facility Use

Faxed #: 603-777-1514 or emailed: sriffle@exeternh.gov
Forms can be mailed: Town of Exeter, 10 Front Street, Exeter, NH 03833

Facility Requested: Town Hall (Main Floor/Town Hall Stage) Balcony

Representative Information:

Name: james duprie Address: 151 wednesday hill rd
Town/State/Zip: lee nh 03861 Phone: 603-765-5532
Email: jbn.duprie@gmail.com Date of Application: 5/22/2018

Organization Information:

Name: the pine street players at christ chu Address: 43 pine street
Town/State/Zip: exeter, nh 03833 Phone: 603-772-3332

Reservation Information:

Type of Event/Meeting: Youth Theater Production Date: Apr 28 - May 13 2019
Times of Event: _____ Times needed for set-up/clean-up: through 5PM Mon 5/13
of tables: _____ # of chairs: _____
List materials being used for this event: _____
Will food/beverages be served? yes Description: concession snacks (candy, water, baked goods)

Requirements:

Rental Fee: For Town Hall use there is a fee of \$125.00 per day. A rental fee waiver may be requested fee in writing.

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 or room on the right of the foyer, the electrical outlet cannot exceed 20 amps.

***Tech/AV Services:** There is a fee of \$80 an hour for any Tech/AV services needed. Services must be arranged in advance. Email extvg@exeternh.gov to coordinate.

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 additionally insured.

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. Access to the 2nd floor is not allowed during events. Bathroom are accessed from outside the Town Hall. Permit approvals are contingent upon proper insurance and fees paid to the Town of Exeter.

Applicant signature: James DuPrie Digitally signed by James DuPrie
DN: cn=James DuPrie, o, ou, email=jbn.duprie@gmail.com, c=US
Date: 2018.05.22 14:44:13 -04'00' Date: 5/22/2018

Authorized by the Select Board /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 Hall

James DuPrie <jbn.duprie@gmail.com>

Tue, May 22, 2018 at 2:53 PM

To: Sheri Riffle <sriffle@exeternh.gov>

Hi Sherri, Here is our request for Apr 28 to May 13 2019. I spoke with Scott Ruffner, and he told me there is no problem with us sharing the space during the first Friday session (We'll be on the stage, and he'll be using the floor).

We are also requesting use of the plywood sign board for the same time period.

Please let me know if there is anything else you need.


thanks again for all your help!

James DuPrie

Producer, The Pine Street Players at Christ Church

[Quoted text hidden]

2 attachments

 **town_hall_request.pdf**
286K

 **signboard.pdf**
75K



Application for Event Use of Town Facility

Forms submitted to: Town of Exeter, 10 Front Street, Exeter, NH 03833

Fax #: 603-777-1514 email: sriffle@exeternh.gov

Use Request: Town Hall (Main Floor) Bandstand Parking - # Spaces _____ Location _____

Signboard Request: Poster Board Week: _____ Plywood Board Week: _____

Representative:

Name: Scott Ruffner Address: 11 hall place

Town/State/Zip: Exeter Phone: 603-512-8396

Email: TownExeterArtsMusic@gmail.com

Organization:

Name: TEAM Address: 111R Water Street

Town/State/Zip: Exeter, NH Phone: 603-512-8396

Reservation Details:

Type of Event/Meeting: 3rd Annual Exeter Arts & Music Fest Date: May 16, 17, 18, 19

Times of Event: Multiple times throughout weekend Times needed for set-up/clean-up: _____

Will food/beverages be served/prepared in the foyer or room to the right? Yes No

If Tech/ AV Services are Needed, provide details*: _____

Requirements:

Rental Fee: For Town Hall use there is a fee of \$125 per day. A rental fee waiver may be requested in writing.

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.

***Tech/AV Services:** There is a fee of \$80 an hour for any Tech/AV services needed. Services must be arranged in advance. Email aswanson@exeternh.gov to coordinate.

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.

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Applicant signature: *Scott Ruffner* Date: 5-16-18

Authorized by the Select Board/Designee: _____ Date: _____

Office Use Only.

Liability Insurance. On file In-process Fee: Paid Non-profit fee waiver requested



Application for Town Hall Facility Use

Faxed #: 603-777-1514 or emailed: sriffle@exeternh.gov
Forms can be mailed: Town of Exeter, 10 Front Street, Exeter, NH 03833

Facility Requested: Town Hall (Main Floor/Town Hall Stage) Balcony

Representative Information:

Name: Enna Grazier Address: 8 Warren Ave
Town/State/Zip: Exeter, NH 03833 Phone: 6178170698
Email: enna_grazier@yahoo.com Date of Application: 5/23/2018

Organization Information:

Name: Exeter Rises Address: 104 Epping Street
Town/State/Zip: Exeter NH 03833 Phone: 603-828-5841

Reservation Information:

Type of Event/Meeting: Public Discussion/Forum Date: 6/22/2018
Times of Event: 6-8 pm Times needed for set-up/clean-up: 5 pm - 9 pm
of tables: 2 # of chairs: 200
List materials being used for this event: Stage, Chairs
Will food/beverages be served? No Description: _____

Requirements:

Rental Fee: For Town Hall use there is a fee of \$125.00 per day. A rental fee waiver may be requested fee in writing.

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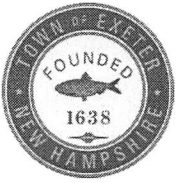
May 23, 2018

Applicant signature: Date: _____

Authorized by the Select Board /Designee: _____ Date: _____

Office Use Only:

Liability Insurance: On file In-process Will receive by _____
Fee: Paid Will pay by _____ Non-profit fee waiver requested



Application for Town Hall Facility Use

Faxed #: 603-777-1514 or emailed: sriffle@exeternh.gov
Forms can be mailed: Town of Exeter, 10 Front Street, Exeter, NH 03833

Facility Requested: Town Hall (Main Floor/Town Hall Stage) Balcony

Representative Information:

Name: Enna Grazier Address: 8 Warren Ave
Town/State/Zip: Exeter, NH 03833 Phone: 6178170698
Email: enna_grazier@yahoo.com Date of Application: 5/23/2018

Organization Information:

Name: Exeter Rises Address: 104 Epping Street
Town/State/Zip: Exeter NH 03833 Phone: 603-828-5841

Reservation Information:

Type of Event/Meeting: Public Discussion/Forum Date: 7/20/2018
Times of Event: 6-8 pm Times needed for set-up/clean-up: 5 pm - 9 pm
of tables: 2 # of chairs: 200
List materials being used for this event: Stage, Chairs
Will food/beverages be served? No Description: _____

Requirements:

Rental Fee: For Town Hall use there is a fee of \$125.00 per day. A rental fee waiver may be requested fee in writing.

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 or room on the right of the foyer, the electrical outlet cannot exceed 20 amps.

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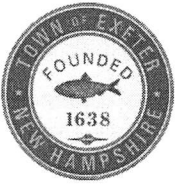
May 23, 2018

Applicant signature: Date: _____

Authorized by the Select Board /Designee: _____ Date: _____

Office Use Only:

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



Application for Town Hall Facility Use

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

Facility Requested: Town Hall (Main Floor/Town Hall Stage) Balcony

Representative Information:

Name: Enna Grazier Address: 8 Warren Ave
Town/State/Zip: Exeter, NH 03833 Phone: 6178170698
Email: enna_grazier@yahoo.com Date of Application: 5/23/2018

Organization Information:

Name: Exeter Rises Address: 104 Epping Street
Town/State/Zip: Exeter NH 03833 Phone: 603-828-5841

Reservation Information:

Type of Event/Meeting: Public Discussion/Forum Date: 8/17/2018
Times of Event: 6-8 pm Times needed for set-up/clean-up: 5 pm - 9 pm
of tables: 2 # of chairs: 200
List materials being used for this event: Stage, Chairs
Will food/beverages be served? No Description: _____

Requirements:

Rental Fee: For Town Hall use there is a fee of \$125.00 per day. A rental fee waiver may be requested fee in writing.
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 or room on the right of the foyer, the electrical outlet cannot exceed 20 amps.
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May 23, 2018

Applicant signature: Date: _____

Authorized by the Select Board /Designee: _____ Date: _____

Office Use Only:
Liability Insurance: On file In-process Will receive by _____
Fee: Paid Will pay by _____ Non-profit fee waiver requested

**Town of Exeter
Request for Fee Waiver**

Requests for fee waivers or reduced fees are determined on a case by case basis for community based events and community fundraisers that are aligned with the Mission of the Town of Exeter.

Eligible Organizations:

- Non-profits with 501(c)3 status.
- Clubs and organizations that provide educational or community program opportunities that are open to the general public and who donate services.
- Town of Exeter departments who are utilizing the hall for town use.

Requirements:

You must complete an application to reserve the town hall and pay the security deposit. You and the organization you represent are required to follow all established policies and town ordinances, rules, during and after the event.

In order for your application to be considered you must complete this list of requirements. If you fail to comply with this list, the application will be denied.

1. Complete the request for waived fees, and **attach your rental use application.**
2. If your agency is a non-profit, a copy of your 501(c)3 must be attached.
3. Event must benefit the town's community and be relative to the mission.

Non-Waivable Fees:

All renters regardless of waived fees will be required to pay the full security deposit and other fees that are established and associated with cleaning, staff time, setup/dismantle and custodial services along with IT services. Any other fees identified in the Select Board's adopted fees as non-waivable.

Organization: Exeter Rises / SAU16 and PEA Students Phone: 617-817-0698

Address: 104 Epping Road Town: Exeter State: NH Zip: 03833

Website: _____

Type of Business: Government Non-profit For-profit Other: students & community

Representative: Enna Grazier Phone: 6178170698

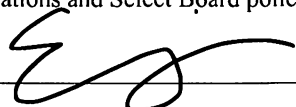
Address: 8 Warren Ave Town: Exeter State: NH Zip: 03833

Email: enna_grazier@yahoo.com

Brief Description of Events: a series of public forums organized by local students to discuss gun violence in New Hampshire. Various political representatives, educators, public safety officials, and others will be invited.

Type of Events: Fundraiser Community Event Private Event

I acknowledge that this request and any subsequent approval or denial does not guarantee the availability of the space(s). I further understand that I must have completed all applicable reservation procedures prior to submitting this request including but not limited to reserving the facility, providing the certificate of insurance and paying the security deposit. I further acknowledge that if the request is denied, the organization I represent must pay all remaining fees by the event date and that all established permit regulations and Select Board policies will be followed during and after the event.

Representative's Signature:  Date: May 30, 2018

Select Board Approval Designee: _____ Meeting Date: _____



1 June, 2018

Dear Exeter Select Board,

I am writing this letter on behalf of Exeter Area YMCA to request approval to purchase and install a blue street sign at the intersection of Front Street and Linden Street.

At the YMCA, we strive to improve the health and well-being of our surrounding community through nurturing positive youth development, promoting healthy living, and cultivating social responsibility. We foster local collaborations with organizations like Exeter Hospital, Connor's Climb Foundation, and Arts in Reach. Our goal is to continue to grow membership and community awareness, ensuring that the community has access to our facility because we are a resource for all, regardless of their ability to pay.

Annually, we serve a membership base of approximately 5,200 members, 1,300 of whom are residents of the 03833 zip code. Frequently, residents express some difficulty finding our facility and specifically inquire about additional signage.

We continually evaluate our organization and make conscious efforts to enhance our member experience through their feedback. The YMCA has discussed the need for additional signage to help improve our visibility and increase our ability to serve the Exeter community. As an organization, we decided that a solution is to install a blue street sign at the intersection of Front Street and Linden Street. We ask for your approval to move forward with this project.

Thank you very much for your consideration and please do not hesitate to reach out to me with any questions or concerns.

Best Regards,

Virginia Merrill
Marketing Coordinator
virginia@sdymca.org
603 319 5935

**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

**SOUTHERN DISTRICT YMCA
ADMINISTRATIVE OFFICE**

56 Linden Street
Exeter, NH 03833
sdymca.org

EXETER AREA YMCA

56 Linden Street
Exeter, NH 03833
ExeterYMCA.org

YMCA CAMP LINCOLN

67 Ball Road | P.O. Box 729
Kingston, NH 03848
YMCACampLincoln.org

YMCA SCHOOL AGE CHILD CARE

56 Linden Street, Annex
Exeter, NH 03833
sdymca.org

CONTACT US


P 603 642 3361
F 603 642 4340
E info@sdymca.org

Town Manager's Office

JUN 01 2018

Received

**TOWN OF EXETER
MEMORANDUM**

TO: Select Board
FROM: Town Manager 
RE: Interest Waiver Abatement
DATE: June 4th, 2018

During the ongoing negotiations over the new Hampton Sewer Agreement, Hampton was inadvertently charged interest on a bill as a result of a late payment. I am recommending the amount of \$404.26 be waived as an interest waiver abatement so the system may be adjusted.

5/30/2018 11:23AM

Utility Billing Account History

Town of Exeter

Page# 1
 lfecteau
 CustHistBillRpt

TOWN OF HAMPTON
 ATTN: SELECTMEN

Acct#: 000141495000

100 WINNACUNNET ROAD
 HAMPTON, NH 03842

Service Location: HAMPTON

----- Payments -----											Principal
A/R	Bill#	Bill Date	Due Date	Amt Billed	Pay Amt	Princ	Int	Cost	Date	Typ	Balance
S	137972	5/30/2017	6/30/2017	23,646.80							
					23,646.80	23,242.54	404.26		8/21/2017	P	
	Totals for Bill#	137972		23,646.80	23,646.80	23,242.54	404.26	0.00			404.26
S	153366	5/30/2018	6/29/2018	33,813.12							
	Totals for Bill#	153366		33,813.12				0.00			33,813.12
Account Totals				57,459.92	23,646.80	23,242.54	404.26	0.00			34,217.38

5/30/2018

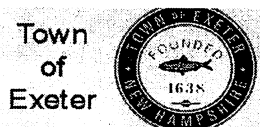
Utility Billing Statement

Town of Exeter

TOWN OF HAMPTON
ATTN: SELECTMEN
100 WINNACUNNET ROAD
HAMPTON, NH 03842

Service Location: HAMPTON	Acct#: 000141495000
---------------------------	---------------------

A/R	Bill#	Bill Date	Due Date	Amt Billed	Balance	Interest 6/04/2018	PerDiem	Cost	Amt Due
S	137972	05/30/2017	06/30/2017	23,646.80	404.26	38.14	0.1329	0.00	442.40
S	153366	05/30/2018	06/29/2018	33,813.12	33,813.12	0.00		0.00	33,813.12
				Utility Billing Total Due	34,217.38	38.14	0.1329	0.00	34,255.52



Russ Dean <rdean@exeternh.gov>

Letter regarding Exeter Arts Committee, and Town Hall

Enna Grazier <enna_grazier@yahoo.com>

Fri, May 25, 2018 at 2:14 PM

To: Russ Dean <rdean@exeternh.gov>, Sheri Riffle <sriffle@exeternh.gov>

Cc: Don Clement <dclement43@comcast.net>, mcowan@exeternh.gov, jgilman@exeternh.gov, Kathy Corson <kcorson@exeternh.gov>, ASurman@exeternh.gov

Dear Selectboard Members,

I attended the Exeter Arts Committee meeting last week, and I was disheartened to witness this committee's behavior and communication methods. It was not clear to me who was running the meeting, and it was impossible to see and hear all the committee members. It was difficult to find the meeting, as the front door to Town Hall was locked, and there were no signs on the other doors about the meeting location. If there was an agenda I did not see it. Rules about whether community members could voice input were announced and changed partway through the meeting, and then these same rules were immediately broken by other committee members. The overall tone of the committee was hostile and defensive towards the community members who were in attendance. At various times during the meeting the citizens were referred to as "all of you", though it was not clear to me at all if all of the other citizens were part of one group or not (I came independently). The lack of professionalism at this meeting was such that I would be embarrassed to be associated with this committee or to have anyone from another town or organization witness it.

The Selectboard representative's role on this committee was vague. At times during this meeting she voiced her interpretation of RSA when this suited the committee members' positions. Ms. Surman did not seem concerned with hearing the reasons behind the great citizen attendance at this meeting, with answering other questions about the RSA, or with fulfilling her role within the larger context of the town's overall mission.

Communication and meeting methods aside, I believe that the Exeter Arts Committee can and should take a broader view of its role within our community. This committee has an opportunity to address some of the ideas and goals articulated in our updated Master Plan. It should be working to connect various groups and citizens within our town, yet instead it works in a way that is isolating and separative.

I am disappointed that the town's "arts" energy and resources are being channeled into what is essentially a closed room (and this room is only open to the public a couple of hours a week). The tight reins that the Arts Committee holds over the physical boundaries of the gallery reflect the committee's mindset: insular, protective, antiquated, and territorial. The EAC should take a more holistic approach to furthering the advancement of the arts in our community: specifically it should promote STEM related activities, activities that raise cultural and historical awareness, activities that enhance our citizens' lives in a myriad of ways. It should be collaborating on a deep level with businesses and organizations that have complimentary missions. The gallery should be cultivated as an open space where these endeavors may be facilitated. Instead, this committee fosters experiences that take place in an isolated and static environment. They embrace tradition while avoiding the new. In our day and age, art is fluid; it can and should be something that is created and shared in a transparent and accessible way. It should enhance our overall experience of our town. I would like to see this committee develop a deeper practice and tradition of collaboration with other arts and culture related entities in our community.

It is quite clear to me that there is animosity on the part of the Arts Committee towards the TEAM organization members, despite the fact that TEAM is accomplishing some of the most inclusive, creative, multi-disciplinary, and connecting events in our town, events that foster broad support and experience in the arts, events that benefit individual citizens and also bring economic benefit to local businesses. TEAM is just one organization; there may be other arts related organizations and individuals in our community that are reluctant to get involved with our town because they've seen how TEAM has been received by our Arts Committee. Despite being a working artist, I personally have been reluctant to get involved with our Arts Committee for this very reason.

While I have high and largely unmet expectations of our volunteer Arts Committee, I also believe that Town Hall should have its own steering committee. This steering committee should work alongside other town committees to manage the entire building. Specifically, such a committee might:

- Collaborate with the Chamber of Commerce and other town entities to raise funds to renovate and repair the building (as outlined in the Master Plan).
- Raise funds to modernize the lighting and audio equipment for events in this building
- Make a plan to prioritize building use that enhances communication and connections within our community
- Spearhead the task of refining and rewriting existing fee system in a way that supports both community engagement and the physical needs of the building .

5/29/2018

Town of Exeter, NH Mail - Letter regarding Exeter Arts Committee, and Town Hall

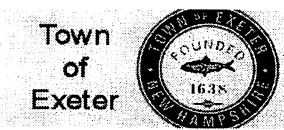
- Guide the town's decision making and planning process with regards to other uses and updates to the building, such as restroom access.
- Create a plan for how to support outside use (rental) of the Town Hall facilities in a way that benefits the town and supports upkeep and improvements to this historic building.
- Coordinate with the Town Manager to support our community as a whole.
- Support the Arts Committee in maintaining the gallery, exhibits, and other events that further the goals and mission ascribed to the Arts Committee.
- Determine the most appropriate way to permit use of the upstairs restroom to those attending events on the main level of Town Hall - especially those with physical handicaps.

Our Town Hall is a beautiful, historic gathering space that should be maintained and preserved and utilized. Its occupants and uses should all adhere to a central mission to support our community as a whole. We should take necessary steps to restructure who oversees the various spaces within this building, to ensure that our community can continue to benefit from this wonderful resource.

Sincerely,

Enna Grazier
8 Warren Ave, Exeter NH 03833

PS - I notice the town website still says "Board of Selectmen" - is this the official title of the group?
<https://www.exeternh.gov/bcc-bos/board-selectmen-84>



Russ Dean <rdean@exeternh.gov>

Points of Discussion for Select Board Meeting on 06/04/2018

Derek H <dhaddad7@gmail.com>

Fri, May 18, 2018 at 9:45 AM

To: Russ Dean <rdean@exeternh.gov>

Cc: "Julie Gilman (Town)" <jgilman@exeternh.gov>, Molly Cowan <mcowan@exeternh.gov>

Hi,

Thank you for the timely response.

Firstly, I do not know the gentleman who was filming the meeting. I'm still somewhat new to town. Someone just started the meeting by saying that it would be filmed and wanted everyone's consent, which everyone did consent. I think if you reach out to a Mr. Scott Ruffner, he'll probably know the older gentleman who was filming it.

Secondly, I want to clarify and define my original comment of "near hostility." By that, I mean that communication from those in charge was not expressed in an open, positive manner, namely expressed through negative tone of voice, body language, facial expressions; cutting people off mid-speech, and cutting off public comments, making me feel uncomfortable about wanting to offer a quick, original point about an agenda item that had not been mentioned; and it was **more than once mentioned in no uncertain terms that those in charge had the power to prevent public comments from being heard at all at these meetings. That last point is important, because when a person in authority says she can entertain as little of the public's input as she deems, that sends a threatening message.** It may not have been directed at me, or some other citizens, but it says that if I don't stay in the "good graces" of certain town leaders, I will be dismissed. That kind of 1950's small town attitude needs to end, quickly. Respect is earned, not demanded by fiat. So I sincerely ask: is this why so few members of the public bother to attend such public meetings? Why should I waste my small amount of free time attending a public meeting, if I have to worry about whether my questions/comments will be entertained? Or am I expected to just sit there and nod along like a puppet for the Committee? The ridiculous part is that I agree with much of what the Arts Committee members were saying, specifically that they would discuss the public's input as a committee and make a decision later on. But the manner was all off, and one should not act like the public expressing opinions contrary to the Arts Committee's liking is them attacking the Committee members; these were not "barbarians storming the gates" here, but the defensive "pearl-clutching" expresses a sense that the Committee members felt attacked and would not be entertaining the public's "dissent."

I'd appreciate answers to my questions in this email, and in the 2 points I made in my original email, at some point, possibly at the June Select Board meeting.

Thank you very much,

Derek

On Thu, May 17, 2018 at 8:20 AM, Russ Dean <rdean@exeternh.gov> wrote:

Hi Derek,

It would be helpful, I believe, to get a copy of this video, if it is available.

My thanks,

Russ Dean
Town Manager

On Thu, May 17, 2018 at 1:54 AM, Derek H <dhaddad7@gmail.com> wrote:

Hello,

My name is Derek Haddad. I am a somewhat new resident to Exeter, but I try to be an engaged citizen wherever I live, volunteering and participating in my community. I just attended the Exeter Town Arts Committee meeting yesterday, and as a resident - and as a scholar and professor - I was shocked by the unprofessional actions of certain members on the Exeter Arts Committee. Certain committee members became defensive, passive aggressive, and talked down to the public in a rude and almost hostile manner, all while trying to argue that they welcomed the public to come to these Art Committee meetings. Meanwhile, I had to sit in a chair that faced the back of some committee members' heads, making it difficult to communicate with, or at least feel included in listening to, the full committee. There was specifically a lack of consistency and clarity on certain modi operandi and other such

formalities. This leads me to inquire about two specific technical issues, stemming from what happened at the Arts meeting:

1). I could not find a single reference on any website for the Exeter Town Arts Committee regarding the manner and mode in which public comments might be put into the record at the Arts Committee meeting. Even when such rules were mentioned at the meeting, there was a complete lack of consistency in carrying out those rules. Some citizens formally asked permission to address the committee, while most people just raised their hands and started speaking. Then the Chair declared there'd be no more public comments at random, which was quickly followed by Darius Thompson asking a direct question to a public citizen. So, how could that resident respond, if the Chair had just declared "no more public comments"? There were still a couple public comments made afterwards, anyway. What exactly are the formal rules for public questions and comments at these meetings? And may I ask the Chair to implement these rules across the board? If I can manage a room full of students, I should expect a town Chair to manage a small room with only a dozen or so adults in attendance. It is not that difficult to maintain proper order, yet the Arts Committee seemed to fail in doing so with any measure of grace or class.

2). Anne Surman was in attendance at the Exeter Arts meeting. Now her formal role and title is serving as "Select Board Representative" to the Committee. Ms. Surman specifically claimed at this meeting that she was a member of the Arts Committee, and she kept speaking to the public as if she were. But I disagree with that assessment. As a "Select Board Representative," I would argue that she is not a member of the Committee, because she is a "liaison" between the Arts Committee and Select Board. She serves on the Select Board. At the least, I am asking the Select Board to formally define for the public what the Select Board Representative does at these town committee meetings, e.g. the Swasey Parkway and Arts Committee meetings. If Ms. Surman is only meant to liaise between the Committee members and Select Board, then she should not have spoken to the public citizens at the Arts Committee meeting, but instead let the Arts Comm. Chair answer, unless there's a specific question for the Select Board Rep. that only the Select Board Rep. might answer. I also question the legality of Ms. Surman being granted the authority to serve multiple appointments on the Select Board, the Swasey Parkway Trustees and Arts committees simultaneously. At the least, it seems antithetical to our democratic republic.

This town has a long history of nurturing the literary and visual arts, and many current residents and town officials want to continue this vibrant tradition. It is incumbent upon, and the responsibility of, the Committee members and Select Board to maintain an open and professional process with consistency. Ms. Surman might try to blame others and act the victim, but that would be like a bad teacher blaming her students for her inability to maintain a professional classroom. These Committee members might be volunteers wanting to do good, but that does not excuse the behavior witnessed at the most recent meeting. When I volunteer for my community, I don't let the stresses of volunteering turn me into a defensively hostile position, unlike certain committee members yesterday evening.

The lack of decorum and civility from grown adults can be seen in the White House and Washington, D.C., in the New Hampshire State House, and now I see it in town meetings at the local level. Why are there so few mature adults in America, who can discuss issues reasonably, while sitting in positions of authority? I am merely pointing out some observations, so do not accuse me of "attacking" anyone. I am merely describing what happened and trying to figure out if this town seriously wants to be managed and run in a professional manner, so that there's less confusion about protocol for the public. I don't expect the Select Board, or these town committees, to actually do anything of substance in response to my observations and questions. And I'm too busy working multiple jobs to care that much. Nevertheless, I doubt Ms. Surman would tell you what happened at the Arts meeting without injecting her own biases. A video of the meeting was recorded, fortunately.

Derek H. Haddad
32 Jady Hill Ave. #2
Exeter, NH 03833
857-265-0482

Letters of support

for the

Town of Exeter Arts Committee

To: Town of Exeter Board of Selectmen
Fr: Mike Rogers (Mike Rogers Trio)
Re: Exeter arts Committee

I am writing to express my support for the efforts put forth by the Exeter Arts Committee. This is a wonderful service that is offered to the town, by a small group of dedicated volunteers. For the past two years, my group has had the privilege of participating in the November art exhibit. It is gratifying to observe the large number of local residents turning out to appreciate the artwork being presented by area artists. It is my hope that the town will continue to stand behind the arts committee and provide funding for their efforts, and continue to connect the general public with the local arts community.

Sincerely,
Mike Rogers

May 22, 2018

To Whom It May Concern:

We are writing this letter in support of Karen Desrosiers and the Exeter Art Committee (EAC).

My husband and I are very much involved in the arts in the Exeter community (we support EAC projects financially as well as participating in exhibits and EAC events, I am a member of SAA, and a studio artist/exhibitor at Art Up Front Street Gallery & Studios). We are both very impressed with the quality of support for the arts in Exeter; particularly the projects and events provided by EAC.

As I'm sure you are aware, one way to judge the long term growth and viability of a community is to look at its commitment to the arts and the youth. EAC provides a multi-generational, non-judgmental entrance into the community for many segments of the population. The EAC programs reach beyond other welcoming programs to introduce different segments of the community and foster inclusive programs for exploring creativity in the town.

The multiple open exhibits in the town hall throughout the year and the Youth Art Month exhibition particularly offer links to many different age groups and socio-economic levels within the town. As these programs prosper and expand, the entire Exeter area and surrounding communities enjoy financial, social and cultural benefits. In addition, because of the non-political focus of the EAC, we as a community continue to grow in a positive, inclusive direction.

We hope that during this next funding cycle you, as the Board of Selectmen will continue your support of this dedicated group of volunteers and their projects.

Sincerely,

Wo Schiffman Barry Schiffman

Wo & Barry Schiffman

Ph: 603.770.6982

Email:

woizme@me.com

bschiffman@yahoo.com

website:

www.waterstoneart.com

Subject: Letter of Support

From: "David Corbett" <corbeband@comcast.net>

Date: 5/23/2018 2:14 PM

To: "Karen Desrosiers" <kdesrosiers@lc.net>

We applaud the Exeter Arts Committee for improving the Gallery on the top floor of the town hall, adding new lighting, new display panels and new shows, and commend its effort to attract new audiences.

Barbara and David Corbett

May 25, 2018

IN SUPPORT OF THE EXETER ARTS COMMITTEE

On a personal level, I have been involved with the Exeter Arts Committee for longer than ten years. I first got introduced to the group when invited to the Seacoast Open Studio, artists who meet every Friday in the upstairs back room of the town hall to hone their skills and share supportive critiques. In addition to providing opportunities to display my work, I have developed life-long friendships with our common interest in the arts. As a value-added to the seasonal shows, our Open Studio is organizing our own June exhibit for the ninth consecutive year.

In support of the community, the Exeter Arts Committee maintains the gallery space and generates art appreciation and excitement with its continuous exhibits, whether photography, student or prison art or open venues for surrounding community members. I find it fun and rewarding to see the changing exhibits every Friday when I come to paint. I also participate in the town office hangings where local artists can display their work that is rotated quarterly in a public venue. The EAC helps enliven the Exeter arts scene by its cooperation with the Seacoast Artists Association and participation in the first Friday art events.

Respectfully submitted,

Nancy Reiss
76 Main Street
East Kingston, NH 03827

May 20, 2018

To whom it may concern,

When my wife and I were relocating to be closer to family, Exeter was among our choices. On one of our visits we happened to see that there was a beautiful exhibit of fabric art in the Town Hall and learned that this exhibit was a reflection of support and interest in the arts in this community. As an appreciator of visual arts and a dabbler in painting this became a significant factor in our decision to locate here.

Soon after moving to Exeter, while I was attending another exhibit, I saw a sign for the Seacoast Open Studio supported by the Exeter Arts Committee. Over the past 10 years this group of local artists has provided support and a sense of community as we meet to paint, draw and share what makes this community "tick".

Throughout our time in Exeter I have seen the Arts Committee create a variety of opportunities for those interested in the creative arts to express themselves. These exhibits and activities draw in a diverse group of people from the area to participate in this exciting community. It has been a pleasure to be a small part of this.

The Exeter Arts Committee is a valued asset to our community which requires support to advance its mission. There is great potential for this committee to enhance not only the awareness of art and its role in civic life but also to contribute to the economic vitality of the town.

Sincerely,
Skip Berrien

7 Coach Road
Exeter, NH

Letter for Exeter Arts Committee

May 24, 2018

To Whom it May Concern:

I am the eighth grade art teacher for the SAU16 Cooperative Middle School and I am also a resident of Exeter. I have been teaching art and living in this area for the last 20 years and know how much this community values and appreciates the arts. The many shows and events that the Exeter Arts Committee organize are an important aspect of continuing the visibility for fine arts well beyond the K-12 curriculum.

Hosting fine art events and inviting a vast audience is critical to the wellbeing of Exeter and the surrounding towns. Having an impressive arts awareness in the town draws new people to our area, bringing business and increased tax revenues as well. When people are looking to relocate, I feel that having a strong focus on the arts is a selling point for those comparing surrounding towns in which they may choose to live. I also feel that by having a strong arts background, it communicates to others that we are an open, diverse, intelligent, and well-rounded community.

I hope that you will continue to support the Exeter Arts Committee in all that they do and offer as it benefits everyone in town, not only those who participate in the events.

Thank you for your time.

Sincerely,
Christine M. Hodsdon

CMS

Subject: Letter to Select Board
From: WILLIAM CHILDS <bchilds@comcast.net>
Date: 5/26/2018 1:02 PM
To: Karen Desrosiers <kdesrosiers@ttlc.net>

To Members of the Exeter Select Board,

I'm writing in support of the Exeter Select Board and the work of the Town of Exeter Arts Committee. As an early member of the Exeter Arts Committee I am familiar with the evolution of its activities as far back as the leadership of committee chairs Helen Carr Dix and Leo DesRoches to the current committee. This current committee has initiated a broader program year-round, which includes open non-juried exhibits of both two and three-dimensional art works, photography both as part of the non-juried shows and specialty shows by area photography groups. Exhibits have included work by area crafts people including many potters and printmakers. One exhibit shown annually is the Youth Art Month exhibit, which includes the work of seacoast area elementary, middle school, and high school students. Many of these shows have included performances by both individual musicians and musical groups. It's inevitable that there will be pressures for growth as part of any group, such as those currently facing the Select Board and the Arts Committee. These issues include the ability of available facilities, such as the Town Hall Gallery, to accommodate or adjust the current schedule plus added events being proposed by interested groups. Expanded programming will depend on the availability of facilities and the willingness of interested groups to work with the Arts Committee and the Select Board in order to succeed. This program, one of the first community sponsored arts groups in the State of New Hampshire, deserves to continue to serve the Exeter area.

Bill Childs

Subject: Thank you EAC!

From: Christy Utter <c.christyu@comcast.net>

Date: 5/26/2018 1:19 PM

To: Karen Desrosiers <kdesrosiers@ttlc.net>

The Exeter Arts Committee has included the NH Society of Photographic Artists on its annual calendar of exhibits for over 20 years, and we are very grateful for your ongoing support.

We have held our fine art photographic exhibit in the Exeter Town Hall Gallery every year since the late 1990s and have always been able to rely on the professional assistance we've received from the Exeter Arts Committee members. This event has become a much anticipated event for our members and a wonderful way to showcase our work for the surrounding community.

Thank you so much,
Christy
NH Society of Photographic Artists

Photography by Christy Utter
17 Lincoln St.
Exeter, NH 03833
c.christyu@comcast.net
603-778-2950
603-969-1195 (cell)
www.Photographybychristyutter.com

Barbara M. London
15 Watsons Lane
Hampton, NH 03842
bmlondon15@mac.com

Select Board
Exeter Town Hall
Exeter, NH 03833

May 26, 2018

Dear Board Members:

I am writing in appreciation of and support for the Exeter Arts Committee. The Committee's work in all its forms enriches the Seacoast area and makes our area's art and artists available at little or no cost to the public. It makes the arts accessible and real to those who might not otherwise experience them.

The programs supported by the Committee bring people together to relax, listen, observe, and use their imaginations at a time when we can benefit from creative ways to ease the divisiveness in civil discourse.

I am an artist and musician myself. I served on the Exeter Arts Committee in the past. I know how seriously the Committee takes its responsibilities. The past few years I have benefitted both by attending programs as an observer and by performing in events. I appreciate having another healthy venue in which to present my work, especially to family audiences.

With its formally designated Arts Committee, Exeter serves as an example to other towns and cities. The arts programs and events bring attention to the town's talent, its natural beauty, and local businesses. It demonstrates that Exeter understands the arts matter and add to our quality of life!

Sincerely,

Barbara M. London

HELLO Summer Fun

PRESENTED BY: TOWN OF EXETER ARTS COMMITTEE

June 8 - 10

EXETER TOWN HALL, 9 FRONT STREET

Comedian

PAUL GILLIGAN

FRIDAY

JUNE 8, 8PM

\$10 PER PERSON



Magician

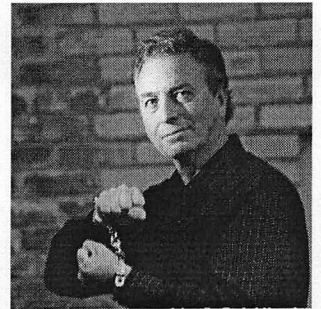
FUN FOR ALL AGES!

BOB FELLOWS

SATURDAY

JUNE 9,

10:30 AM \$10 PER FAMILY

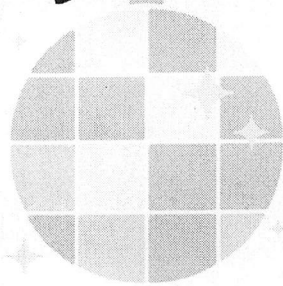


70s Disco Night

SATURDAY

JUNE 9

7 - 9 PM



COSTUMES & VINTAGE
ATTIRE ENCOURAGED.

DONATIONS WELCOME.

Jazz Brunch

WITH BARBARA LONDON AND FRIENDS

SATURDAY JUNE 10, 11AM - 1PM

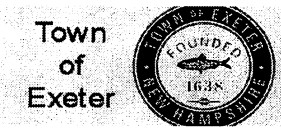
CONTINENTAL-STYLE BREAKFAST

\$5 A PERSON, \$10 PER FAMILY



WWW.EXETERARTS.COM

EXETER2ARTS@GMAIL.COM



Russ Dean <rdean@exeternh.gov>

Request

Karen Desrosiers <kdesrosiers@ttlc.net>

Fri, May 18, 2018 at 10:36 AM

To: Julie D Gilman <juliedgilman@comcast.net>, Kathy Corson <kathykcorson@gmail.com>, Don Clement <dclement43@comcast.net>, mcowan@exeternh.gov, Anne Surman <annesurman3@gmail.com>, Russ Dean <rdean@exeternh.gov>

To the Exeter Select Board and Russ Dean -

There is a virus in Exeter, and it has been allowed to run rampant. It is getting worse, and it is long past time for something to be done about it. The hostility, bullying, and intimidation tactics need to stop. People, including myself, are being repeatedly slandered, threatened, and harassed, and no one is doing anything about it. I have been reporting bullying and harassment to Town Management for three years and have been basically ignored.

Wednesday night a horde of people attended the Arts Committee meeting. It's a public meeting, so they have that right, and normally that would be exciting. It's the first time in 25 years the committee had more than a half dozen visitors at a meeting. But, they came with the clear intent to bully and intimidate the committee and derail the work we are attempting to do. They were disruptive, rude, sarcastic, and disrespectful. Dan Chartrand was among the leaders of the pack, and his behavior was an embarrassment. (His behavior at the Swasey Trustee meeting in April, verbally attacking Selectwoman Anne Surman was nothing short of disgusting.) This group's efforts at the Arts Committee meeting were an attempt to receive special treatment for TEAM, but the Arts Committee follows the policies and procedures of the town, fairly and equally for all organizations. We do not discriminate against anyone, including TEAM, and we do not give special treatment to anyone, including TEAM.

Unfortunately, a precedent has been set by town management, repeatedly giving special permissions and exceptions to TEAM for over three years, allowing them to run roughshod over everyone, and they now seem to feel somehow entitled to do whatever they want, behave however they want, and attack whomever stands in their way.

Much of this hostile environment that has taken hold over Exeter has stemmed from and fed off of the actions of Scott Ruffner. He and his followers have spread their virus through Exeter for over three years. I have been personally bullied, threatened, publicly slandered and defamed, yelled at on the street and in the gallery, and more, with no support from town management. And I'm not the only one; far from it. And all the while, he has been allowed by the town to skirt around policies and procedures and break the law, with no repercussions.

I am sick to death of being constantly harassed and attacked, of repeatedly being put in a position to defend myself or the Arts Committee against baseless lies and false accusations, and never receiving the benefit of the doubt or support from town management.

I volunteer a minimum of 25 hours a month for the benefit of this town, and at least twice that in March during Youth Art Month and December with all the holiday events. I have been giving a large percentage of my life to volunteering in this town for over ten years. I have done it because I love working with the arts community and fostering arts for the town, and I'm extremely proud of the work the Arts Committee does and has done. I deserve to be treated better. We all do.

"All that is necessary for the triumph of evil is that good men do nothing." Enough is enough. I urge you to take a good hard look at what is really going on, and do your research. This town runs on volunteers, but we are rapidly reaching a state where this is a hostile work environment, and it is no longer safe to be a volunteer in Exeter. I urge you to stand up to the true root of the problem here and support the people who are actually working for the benefit of the community not our own pockets. Will you let one man and his horde of followers continue to bulldoze over everyone and everything, or will you stand up for what is true and right? I am once again officially asking the Selectboard to support the volunteers of this town and put a stop to this madness.

I have repeatedly made myself available to town management, and I do so again. I am happy to meet with anyone, to answer questions and provide documentation.

Best, Karen

--

Karen A Desrosiers

Writer - Artist - Teacher



Website: www.karendesrosiers.com

Facebook: Karen Desrosiers, Author & Artist

Twitter: @KarenDExeter

Gallery: fineartamerica.com/profiles/karen-desrosiers.html

TEAM Exeter
to me

Begin forwarded message:

From: TEAM Exeter <townexeterartsmusic@gmail.com>
Date: May 3, 2018 at 5:41:27 PM EDT
To: exeterarts@gmail.com, deansheryl@comcast.net
Cc: ASurman@exeternh.gov, koorson@exeternh.gov, dclement@exeternh.gov, jgilman@exeternh.gov, mcowan@exeternh.gov, Keri Marshall <mjlaw@nh.ultranet.com>
Subject: Arts.Sustain.Ability 2019 at 2nd Floor Gallery

Greetings,

Please find attached an application for "Arts.Sustain.Ability" returning to the 2nd Floor Gallery in May of 2019, this time as a full month show like the other annual events held at the gallery. The show we just completed was a big success and very well received by both the contributing artists, guests, collaborating downtown businesses and other town organizations. The exhibit generated a lot of buzz and interest in not only the space, but Exeter as an attraction for the arts. We had guests travel from Rhode Island, Maine and Massachusetts to attend the opening night reception.

We wanted to thank Dean Scott for being the liaison to the show from the committee, and being a big help and very supportive. We would like to ask that in the future the EAC helps promote all guest organization shows in the gallery, including TEAM's, through your website and Facebook pages. When myself, Sharon, and Marissa were on the committee, we pushed to make that change and help support everyone, even if there isn't a current EAC member involved with that organization. We noticed that the Seacoast Photographers show this month is being promoted which is great.

We have the 2nd Annual Exeter Arts & Music Fest coming up on May 19th, and hope to have your promotional support with this event which celebrates our local artists and musicians. Having "Arts.Sustain.Ability" in May of next year would allow us to build up some great momentum to the fest and draw even more attention to our beautiful community gallery that weekend with extended programming.

We would like to remind the committee that Article 28 was voted in by Exeter citizens, encouraging you to give priority to Exeter-based organizations. Again, with members who have served on the EAC collectively for over 10 years, I think we have earned the right to be able to host our own annual one month show like everyone else.

We intend to have members and supporters of our organization present at your next meeting while our application is reviewed and voted on, and respectively request that the meeting be held in the town offices where it can be publicly recorded and viewed.

Thank you for your consideration,

Scott Ruffner
www.TeamExeter.com

NHMBB New Hampshire Municipal Bond Bank

May 22, 2018

Mr. Russ Dean
Town Administrator
Town of Exeter
10 Front Street
Exeter, NH 03833

Dear Russ:

The NH Municipal Bond Bank held another successful bond sale on May 22, 2018.

The True Interest Cost (TIC) for your \$5,034,050 10 year loan is approximately 2.55%

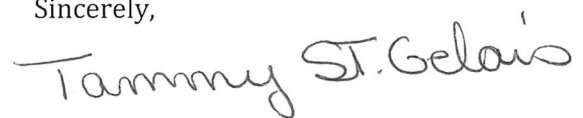
Total Proceeds:	\$ 5,675,022
Less Premium:	<u>\$ 640,972</u>
Loan Amount:	\$ 5,034,050

The bond and other certificates you receive from your Bond Counsel must be returned directly to them by June 1, 2018, as closing is scheduled for June 13, 2018.

As outlined in the loan agreement, all future bond payments for this loan and all previous loans through the Bond Bank will be due **30 days in advance**. The Bond Bank also requires yearly financial audits be furnished to the Bank upon its completion as long as any municipal bonds remain outstanding.

If you have any questions or comments, please call me at 271-2595 or toll-free at (800) 393-6422.

Sincerely,



Tammy J. St. Gelais
Executive Director

NHMBB New Hampshire Municipal Bond Bank

May 22, 2018

Mr. Russ Dean
Town Administrator
Town of Exeter
10 Front Street
Exeter, NH 03833

Dear Russ:

I am writing to explain the dynamics of the New Hampshire Municipal Bond Bank's 2018 Series B bonds relative to the acceptance and use of a premium and the impact of the premium on your bond issue.

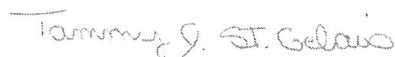
Current market conditions are such that with borrowing rates as low as they are, investors want coupon rate protection (protection against future rising interest rates and having to resell the securities at less than face value, which makes them less liquid) and are willing to pay a premium (an up-front cash payment) in exchange for higher coupon rates on the bonds. The coupon rates are higher because of the premium paid to the issuer up front.

In the Bond Bank's bond issue, we were advised by our financial advisers, who were in turn advised by the trading desks of several investment banking firms, that the market would likely want to pay a premium of approximately **\$4,943,563** on a bond issue the size of 2018 Series B, and that not allowing the premium would likely negatively impact your borrowing rates by at least 10 to 15 basis points (10 basis points equals 1/10 of 1%). We often strive to accommodate what the market wants to the extent possible, as this will generally result in the lowest possible borrowing rate for our participants.

New Hampshire law requires that any premium received upon the sale of bonds or notes be used toward the capital project for which the borrowing occurred. Therefore, each participant in 2018 Series B received a pro-rata share of the premium, which was used to reduce the amount of bonds issued by each participant. As a result, even though the coupon rates are higher, they apply to a lesser amount of bonds than originally anticipated due to the receipt and use of the premium to pay project costs. The net borrowing rate, factoring in the receipt of the premium, is less than it would have been had the Bond Bank constrained the bidding and prevented premium bids. This methodology has been used by a number of municipalities in New Hampshire to accommodate the issuer's goal of achieving the lowest net borrowing rate, the market's interest in premium bonds, and New Hampshire law regarding the use of premiums.

Please do not hesitate to call me if you have any questions.

Sincerely,



Tammy J. St. Gelais
Executive Director

NHMBB New Hampshire Municipal Bond Bank

2018 SERIES B NON GUARANTEED

10 YEAR DEBT SCHEDULE FOR

TOWN OF EXETER - TOTAL

DATE PREPARED:	05/22/18	Total Proceeds	\$5,675,022.00
BONDS DATED: 06/13/18	08/15/18	Premium to Reduce Loan	\$640,972.00
INTEREST START DATE: 242 days	06/13/18	Amount of Loan to be Paid	\$5,034,050.00
FIRST INTEREST PAYMENT:	02/15/19		
TRUE INTEREST COST:	2.5500%		

DEBT YEAR	PERIOD ENDING	PRINCIPAL OUTSTANDING	PRINCIPAL	RATE	INTEREST	TOTAL PAYMENT*	CALENDAR YEAR TOTAL PAYMENT
	02/15/19				\$172,584.02	\$172,584.02	
1	08/15/19	\$5,034,050.00	\$539,050.00	5.100%	128,368.28	667,418.28	\$840,002.30
	02/15/20				114,622.50	114,622.50	
2	08/15/20	4,495,000.00	\$540,000.00	5.100%	114,622.50	654,622.50	769,245.00
	02/15/21				100,852.50	100,852.50	
3	08/15/21	3,955,000.00	\$540,000.00	5.100%	100,852.50	640,852.50	741,705.00
	02/15/22				87,082.50	87,082.50	
4	08/15/22	3,415,000.00	\$535,000.00	5.100%	87,082.50	622,082.50	709,165.00
	02/15/23				73,440.00	73,440.00	
5	08/15/23	2,880,000.00	\$535,000.00	5.100%	73,440.00	608,440.00	681,880.00
	02/15/24				59,797.50	59,797.50	
6	08/15/24	2,345,000.00	\$475,000.00	5.100%	59,797.50	534,797.50	594,595.00
	02/15/25				47,685.00	47,685.00	
7	08/15/25	1,870,000.00	\$475,000.00	5.100%	47,685.00	522,685.00	570,370.00
	02/15/26				35,572.50	35,572.50	
8	08/15/26	1,395,000.00	\$465,000.00	5.100%	35,572.50	500,572.50	536,145.00
	02/15/27				23,715.00	23,715.00	
9	08/15/27	930,000.00	\$465,000.00	5.100%	23,715.00	488,715.00	512,430.00
	02/15/28				11,857.50	11,857.50	
10	08/15/28	465,000.00	\$465,000.00	5.100%	11,857.50	476,857.50	488,715.00
TOTALS			\$5,034,050.00		\$1,410,202.30	\$6,444,252.30	\$6,444,252.30

***Debt service payments are due 30 days prior to the payment date per sections four and five of the loan agreement**

NHMBB New Hampshire Municipal Bond Bank

2018 SERIES B NON GUARANTEED

5 YEAR DEBT SCHEDULE FOR

TOWN OF EXETER - Project #1

DATE PREPARED:	05/22/18	Total Proceeds	\$340,000.00
BONDS DATED: 06/13/18	08/15/18	Premium to Reduce Loan	\$26,950.00
INTEREST START DATE: 242 days	06/13/18	Amount of Loan to be Paid	\$313,050.00
FIRST INTEREST PAYMENT:	02/15/19		
TRUE INTEREST COST:	2.5500%		

DEBT YEAR	PERIOD ENDING	PRINCIPAL OUTSTANDING	PRINCIPAL	RATE	INTEREST	TOTAL PAYMENT*	CALENDAR YEAR TOTAL PAYMENT
	02/15/19				\$10,732.40	\$10,732.40	
1	08/15/19	\$313,050.00	\$63,050.00	5.100%	7,982.78	71,032.78	\$81,765.18
	02/15/20				6,375.00	6,375.00	
2	08/15/20	250,000.00	65,000.00	5.100%	6,375.00	71,375.00	77,750.00
	02/15/21				4,717.50	4,717.50	
3	08/15/21	185,000.00	65,000.00	5.100%	4,717.50	69,717.50	74,435.00
	02/15/22				3,060.00	3,060.00	
4	08/15/22	120,000.00	60,000.00	5.100%	3,060.00	63,060.00	66,120.00
	02/15/23				1,530.00	1,530.00	
5	08/15/23	60,000.00	60,000.00	5.100%	1,530.00	61,530.00	63,060.00
TOTALS			\$313,050.00		\$50,080.18	\$363,130.18	\$363,130.18

***Debt service payments are due 30 days prior to the payment date per sections four and five of the loan agreement**

NHMBB New Hampshire Municipal Bond Bank

2018 SERIES B NON GUARANTEED

10 YEAR DEBT SCHEDULE FOR

TOWN OF EXETER - Project #2

DATE PREPARED:	05/22/18	Total Proceeds	\$605,000.00
BONDS DATED: 06/13/18	08/15/18	Premium to Reduce Loan	\$69,000.00
INTEREST START DATE: 242 days	06/13/18	Amount of Loan to be Paid	\$536,000.00
FIRST INTEREST PAYMENT:	02/15/19		
TRUE INTEREST COST:	2.5500%		

DEBT YEAR	PERIOD ENDING	PRINCIPAL OUTSTANDING	PRINCIPAL	RATE	INTEREST	TOTAL PAYMENT*	CALENDAR YEAR TOTAL PAYMENT
	02/15/19				\$18,375.87	\$18,375.87	
1	08/15/19	\$536,000.00	\$56,000.00	5.100%	13,668.00	69,668.00	\$88,043.87
	02/15/20				12,240.00	12,240.00	
2	08/15/20	480,000.00	55,000.00	5.100%	12,240.00	67,240.00	79,480.00
	02/15/21				10,837.50	10,837.50	
3	08/15/21	425,000.00	55,000.00	5.100%	10,837.50	65,837.50	76,675.00
	02/15/22				9,435.00	9,435.00	
4	08/15/22	370,000.00	55,000.00	5.100%	9,435.00	64,435.00	73,870.00
	02/15/23				8,032.50	8,032.50	
5	08/15/23	315,000.00	55,000.00	5.100%	8,032.50	63,032.50	71,065.00
	02/15/24				6,630.00	6,630.00	
6	08/15/24	260,000.00	55,000.00	5.100%	6,630.00	61,630.00	68,260.00
	02/15/25				5,227.50	5,227.50	
7	08/15/25	205,000.00	55,000.00	5.100%	5,227.50	60,227.50	65,455.00
	02/15/26				3,825.00	3,825.00	
8	08/15/26	150,000.00	50,000.00	5.100%	3,825.00	53,825.00	57,650.00
	02/15/27				2,550.00	2,550.00	
9	08/15/27	100,000.00	50,000.00	5.100%	2,550.00	52,550.00	55,100.00
	02/15/28				1,275.00	1,275.00	
10	08/15/28	50,000.00	50,000.00	5.100%	1,275.00	51,275.00	52,550.00
TOTALS			\$536,000.00		\$152,148.87	\$688,148.87	\$688,148.87

***Debt service payments are due 30 days prior to the payment date per sections four and five of the loan agreement**

NHMBB New Hampshire Municipal Bond Bank

2018 SERIES B NON GUARANTEED

10 YEAR DEBT SCHEDULE FOR

TOWN OF EXETER - Project #3

DATE PREPARED:	05/22/18	Total Proceeds	\$4,730,022.00
BONDS DATED: 06/13/18	08/15/18	Premium to Reduce Loan	\$545,022.00
INTEREST START DATE: 242 days	06/13/18	Amount of Loan to be Paid	\$4,185,000.00
FIRST INTEREST PAYMENT:	02/15/19		
TRUE INTEREST COST:	2.5500%		

DEBT YEAR	PERIOD ENDING	PRINCIPAL OUTSTANDING	PRINCIPAL	RATE	INTEREST	TOTAL PAYMENT*	CALENDAR YEAR TOTAL PAYMENT
	02/15/19				\$143,475.75	\$143,475.75	
1	08/15/19	\$4,185,000.00	\$420,000.00	5.100%	106,717.50	526,717.50	\$670,193.25
	02/15/20				96,007.50	96,007.50	
2	08/15/20	3,765,000.00	420,000.00	5.100%	96,007.50	516,007.50	612,015.00
	02/15/21				85,297.50	85,297.50	
3	08/15/21	3,345,000.00	420,000.00	5.100%	85,297.50	505,297.50	590,595.00
	02/15/22				74,587.50	74,587.50	
4	08/15/22	2,925,000.00	420,000.00	5.100%	74,587.50	494,587.50	569,175.00
	02/15/23				63,877.50	63,877.50	
5	08/15/23	2,505,000.00	420,000.00	5.100%	63,877.50	483,877.50	547,755.00
	02/15/24				53,167.50	53,167.50	
6	08/15/24	2,085,000.00	420,000.00	5.100%	53,167.50	473,167.50	526,335.00
	02/15/25				42,457.50	42,457.50	
7	08/15/25	1,665,000.00	420,000.00	5.100%	42,457.50	462,457.50	504,915.00
	02/15/26				31,747.50	31,747.50	
8	08/15/26	1,245,000.00	415,000.00	5.100%	31,747.50	446,747.50	478,495.00
	02/15/27				21,165.00	21,165.00	
9	08/15/27	830,000.00	415,000.00	5.100%	21,165.00	436,165.00	457,330.00
	02/15/28				10,582.50	10,582.50	
10	08/15/28	415,000.00	415,000.00	5.100%	10,582.50	425,582.50	436,165.00
TOTALS			\$4,185,000.00		\$1,207,973.25	\$5,392,973.25	\$5,392,973.25

***Debt service payments are due 30 days prior to the payment date per sections four and five of the loan agreement**

TOWN OF EXETER - Total Schedule

DATE PREPARED: 05/22/18
 BONDS DATED: 06/13/18 08/15/18
 INTEREST START DATE: 242 days 06/13/18
 FIRST INTEREST PAYMENT: 02/15/19
 TRUE INTEREST COST: 2.5500%

***This debt schedule demonstrates your total bond proceeds using the true interest rate without the premium and is for comparison purposes only. This is NOT your final debt payment schedule.**

DEBT YEAR	PERIOD ENDING	PRINCIPAL OUTSTANDING	PRINCIPAL	RATE	INTEREST	TOTAL PAYMENT*	CALENDAR YEAR TOTAL PAYMENT
	02/15/19				\$97,279.33	\$97,279.33	
1	08/15/19	\$5,675,022.00	\$610,022.00	2.550%	72,356.53	682,378.53	\$779,657.86
	02/15/20				64,578.75	64,578.75	
2	08/15/20	5,065,000.00	\$605,000.00	2.550%	64,578.75	669,578.75	734,157.50
	02/15/21				56,865.00	56,865.00	
3	08/15/21	4,460,000.00	\$605,000.00	2.550%	56,865.00	661,865.00	718,730.00
	02/15/22				49,151.25	49,151.25	
4	08/15/22	3,855,000.00	\$600,000.00	2.550%	49,151.25	649,151.25	698,302.50
	02/15/23				41,501.25	41,501.25	
5	08/15/23	3,255,000.00	\$600,000.00	2.550%	41,501.25	641,501.25	683,002.50
	02/15/24				33,851.25	33,851.25	
6	08/15/24	2,655,000.00	\$535,000.00	2.550%	33,851.25	568,851.25	602,702.50
	02/15/25				27,030.00	27,030.00	
7	08/15/25	2,120,000.00	\$530,000.00	2.550%	27,030.00	557,030.00	584,060.00
	02/15/26				20,272.50	20,272.50	
8	08/15/26	1,590,000.00	\$530,000.00	2.550%	20,272.50	550,272.50	570,545.00
	02/15/27				13,515.00	13,515.00	
9	08/15/27	1,060,000.00	\$530,000.00	2.550%	13,515.00	543,515.00	557,030.00
	02/15/28				6,757.50	6,757.50	
10	08/15/28	530,000.00	\$530,000.00	2.550%	6,757.50	536,757.50	543,515.00
		=====			=====	=====	=====
TOTALS			\$5,675,022.00		\$796,680.86	\$6,471,702.86	\$6,471,702.86