

Select Board Meeting
Monday, September 17th, 2018, 6:45 p.m.
Nowak Room, Town Office Building
10 Front Street, Exeter NH

AGENDA NOTE: The Board will consider a non public session to discuss potential tax deeded properties at 6:45 p.m., then convene the regular business meeting at 7:00 p.m..

1. Call Meeting to Order
2. Non Public Session - Tax Deeds
3. Public Comment
4. Proclamations/Recognitions
 - a. Proclamations/Recognitions – Constitution Week
5. Approval of Minutes
 - a. TBD
6. Appointments
7. Discussion/Action Items
 - a. E911 Committee re: Woodlawn Circle – Aspen Way Recommendation
 - b. Rockingham Planning Commission Downtown Parking Survey Review
 - c. Property Use Fees Discussion
 - d. Property Use Policy
 - e. Sign and Plywood Board Policy
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: 9/14/18 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

*Proclamation
2018
Constitution Week*

WHEREAS September 17, 2018 marks the two hundred and thirty-first anniversary of the drafting of the Constitution of the United States of America by the Constitutional Convention; and

WHEREAS it is fitting and proper to officially recognize this magnificent document and the anniversary of its creation; and

WHEREAS it is fitting and proper to officially recognize the patriotic celebrations that will commemorate the occasion; and

WHEREAS public law 915 guarantees the issuing of a proclamation each year by the President of the United States of America designating September 17 through September 23 as constitution week;

Now, therefore, the Select Board of the Town of Exeter proclaim September 17 through September 23, 2018 as Constitution Week.

Signed this 17th day of September, 2018

Julie D. Gilman, Chair

Kathy Corson, Vice Chair

Molly Cowan, Clerk

Don Clement, Selectperson

Anne L. Surman, Selectperson

Joanna Pellerin
Robinson Fund Trustees
175 High Street
Exeter, NH 03833

Exeter Select Board
10 Front Street
Exeter, NH 03933

August 22, 2018

Dear Select Board:

The Robinson Trustees have received the resignation of Judith Churchill with sadness. Judith has been a long time valuable trustee. Her work on the board will be missed.

We submit Deborah Merrill to you as a possible replacement to fill her unexpired term. We highly recommend her. She has indicated interest in serving in this capacity. She can be reached at 603-778-7629.

Thank you for your consideration.

Very truly yours,

Joanna Pellerin
President Robinson Fund Trustees

Joanna Pellerin
Robinson Trustees
175 High Street,
Exeter, NH 03833

Andrea Kohler
Exeter Town Clerk
10 Front Street,
Exeter, NH 03383

August 21, 2018

Dear Ms Kohler,

The Robinson Trustees voted at a meeting held on August 12, 2018 to revoke the amendment made to their bylaws regarding length of terms. Interestingly we have discovered that the New Hampshire legislature actually ratified Exeter's Town Meeting and committee votes concerning, among other things, the number and length of term of trustees. This was done in the 1860s shortly after Exeter voted to accept William Robinson's gift in trust.

I will inclose a copy of the legislature's act and the portion of the board's August 23 minutes that deals with this issue.

Thank you for your patience,

Sincerely,

Joanna Pellerin

Town
of
Exeter



Russ Dean <rdean@exeternh.gov>

PB recommendation on filling Planning Board vacancy

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

Fri, Sep 14, 2018 at 9:57 AM

Hello Russ,

The Planning Board discussed Katherine Woolhouse's recent resignation and decided to recommend either John Grueter or Nicholas Gray to fill the vacant position. Is this something you could bring forward to the Select Board monday night?

Thanks,
Dave



TOWN OF EXETER

Planning and Building Department

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

www.exeternh.gov

Date: September 14, 2018
To: Russ Dean, Town Manager
From: Dave Sharples, Town Planner
Re: Street name change recommendation

As you may remember, the Select Board held a public hearing on three proposed recommendations at their July 9th, 2018 meeting involving Jady Hill Ct, Jady Hill Circle, a short section of Hall Ct, and a section of Woodlawn Circle. Two of the recommendations were adopted by the Board but some residents living on the portion of Woodlawn Circle that was proposed to be renamed had an issue with the proposed street name of "Crab Apple". The residents asked if they could chose a different name and I agreed to work with the residents to come up with another name acceptable to the neighborhood and met the requirements of our ordinance. I worked with Lucy Williams in the neighborhood and they proposed Aspen Way. The E911 Committee has no issue with this recommendation as it is consistent with our ordinance. I have provided the committee's recommendation below that can be used as the motion should the Select Board wish to accept the recommendation.

Recommendation/Motion: Rename the section of Woodlawn Circle from the intersection with itself and Jady Hill Ct to the intersection with itself at 8 Woodlawn Circle as highlighted in Yellow on the "Jady Hill E911 Review Map 6-26-18" to Aspen Way and renumber the dwellings in accordance with Town Ordinance Chapter 14 Assigning Street Name and Numbers.

Analysis: The reason for this change is necessitated by Recommendation # 2 (previously adopted by the Select Board as described in my previous memorandum dated July 9, 2018 and enclosed herein) on as this existing L section of Woodlawn Circle should have its own name between distinct intersections. The renumbering recommendation is consistent with Chapter 14.

Summary:

The E911 Committee is advisory and only the Select Board can change street names. In accordance with Chapter 14, the Select Board will have to hold a public hearing on the recommendations prior to taking any action. I will be present at the hearing to present the proposal and answer any questions.

If the Select Board adopts the change, then Justin Pizon, the Assistant Fire Chief, will issue a letter to all affected property owners, utility companies, applicable Town staff,

and the US Post Office notifying them of the change that will officially take place 30 days after the date of the letter.

We are required by our ordinance and State Law to notify the affected properties of the Select Board meeting where the public hearing will be held and this was done for the July public hearing. I did send an email to a neighborhood contact as well as speak to another affected resident on the phone so they are aware of this meeting.

Thank you.

enc (2)

Jady Hill E911 Review Map 6-26-18



Check w/ Sheri - can we get E911 on SB 9/17 agenda to
EXETER E-911 COMMITTEE MINUTES *finalize* AUGUST 7, 2018
change?

Town Planner Dave Sharples called the meeting to order at 9:00 A.M. in the Nowak Room of the Town Office Building on the above date.

PRESENT: Town Planner Dave Sharples, Building Inspector/Code Enforcement Officer Doug Eastman, Ass't. Fire Chief Justin Pizon, Police Captain Mike Munck, Select Board Representative Anne Surman and Deputy CEO Barbara McEvoy.

1. Discussion on proposed changes to Jady Hill Ave., Jady Hill Circle and Jady Hill Court neighborhood – Reconsideration of proposed name “Crabapple Drive”.

Mr. Sharples indicated that he had received e-mail correspondence from Ms. Lucy Williams, a resident of Woodlawn Circle (and also on behalf of several others in the immediate neighborhood) regarding the proposed name of “Crabapple Drive”. He noted that Ms. Williams had attended the public hearing on July 9th when the proposed E911 changes were considered by the Select Board. At that meeting, she inquired whether the proposed name could be changed as “Crabapple Drive” was not desirable to those residents being affected. Mr. Sharples had explained that as long as the proposed street name meets the E911 requirements, the Committee is open to suggestions from the residents. He asked that Ms. Williams get back in touch with him before the E911 Committee’s next meeting (in August) with several alternative names and the committee would review them and subsequently make a recommendation to the Select Board.

Captain Munck moved to change the recommendation previously made to the Select Board to rename the section of Woodlawn Circle from the intersection of itself and Jady Hill Court to the intersection with itself at 8 Woodlawn Circle as highlighted in yellow on the “Jady Hill E911 Review Map 6-26-18” from “Crabapple Drive” to “Aspen Way” and renumber in accordance with Chapter 14; seconded by Ass’t. Chief Pizon. VOTE: Unanimous.

- ~~2. Review and approval of Minutes: June 26th, 2018~~

Ass’t. Fire Chief Pizon moved to approve the minutes of June 26th, 2018, as presented; seconded by Mr. Eastman. VOTE: 3-0. Captain Munck and Ms. Surman abstained.

3. Other Business

Mr. Sharples began discussion about the next batch of streets to be reviewed, as follows:

- Oak Street/Oak Street Extension
It was decided that it would be best to wait and see how the pending subdivision application (for Exeter Rose Farm LLC) currently under review by the Planning Board turns out before taking any action.
- Park Court/Park Street/Parker Street



TOWN OF EXETER

Planning and Building Department

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

www.exeternh.gov

Date: July 9, 2018

To: Russ Dean, Town Manager

From: Dave Sharples, Town Planner

Re: Street name change recommendations

I'm writing this memorandum after the E911 Committee voted to recommend several name changes. As you know, the E911 Committee was created in part to review the street addressing audit completed by the State of New Hampshire Division of Emergency Services and Communication (DESC). The DESC created a map and report that outlined a list of suggested changes to the Town's street names and addresses.

The E911 Committee has reviewed the report and has started making recommendations consistent with the findings of the report. The Committee recommended four actions and I will list them below followed by a brief description of why the decision was made. I have enclosed a map that illustrates each recommendation.

Recommendation/Motion # 1: Rename the section of Jady Hill Circle from Jady Hill Ave to the intersection with itself and Jady Hill Ct as highlighted in blue on the "Jady Hill E911 Review Map 6-26-18" to **Fairway Drive**.

Analysis: The DESC report recommends changing the name of two of Jady Hill Ave, Jady Hill Circle, and Jady Hill Ct since the names are duplicative. The Addressing Standards Guide prepared by the NH Department of Safety states:

"Each Street within a municipality should be given its own unique name to prevent confusion on the part of emergency responders. In the case of a new road, the municipality is prohibited from choosing a name which is already in use, or which is confusing similar to any such existing name or which otherwise might delay the location of any address in an emergency per RSA 231:133."

This change does not affect any addresses as this portion of Jady Hill Circle does not have any homes that have an address on it. The Committee chose Fairway Drive due to its proximity with the golf course. This name also does not conflict with any road in Town or in Brentwood and Kensington since we share the same zip code.

Recommendation/Motion # 2: Rename the Section of Jady Hill Circle from the intersection of Green Hill Rd to Jady Hill Ct and the section of Woodlawn Circle between 19 Woodlawn Circle and 15 Woodlawn Circle, and the section of Hall Pl from Woodlawn Circle to the intersection of Charon Circle as highlighted in orange on the "Jady Hill

E911 Review Map 6-26-18” to **Clover Street** and renumber the dwelling in accordance with Town Ordinance Chapter 14 Assigning Street Name and Numbers.

Analysis: The reason for this change is to make this section of roadway one street where currently it is made up of four streets (a section of Jady Hill Circle, Jady Hill Ct, a section of Woodlawn Circle and a short section of Hall Pl). Initially the committee only wanted to change the Jady Hill names but it quickly became clear that we need to make this section one road to eliminate the confusion in this area. I have enclosed an existing conditions map titled “Jady Hill Area E911 Map” where I color coded the streets as they currently exist.

Recommendation # 3: Rename the section of Woodlawn Circle from the intersection with itself and Jady Hill Ct to the intersection with itself at 8 Woodlawn Circle as highlighted in Yellow on the “Jady Hill E911 Review Map 6-26-18” to Crab Apple Drive and renumber the dwellings in accordance with Town Ordinance Chapter 14 Assigning Street Name and Numbers.

Analysis: The reason for this change is necessitated by Recommendation # 2 as this existing L section of Woodlawn Circle should have its own name between distinct intersections. The renumbering recommendation is consistent with Chapter 14.

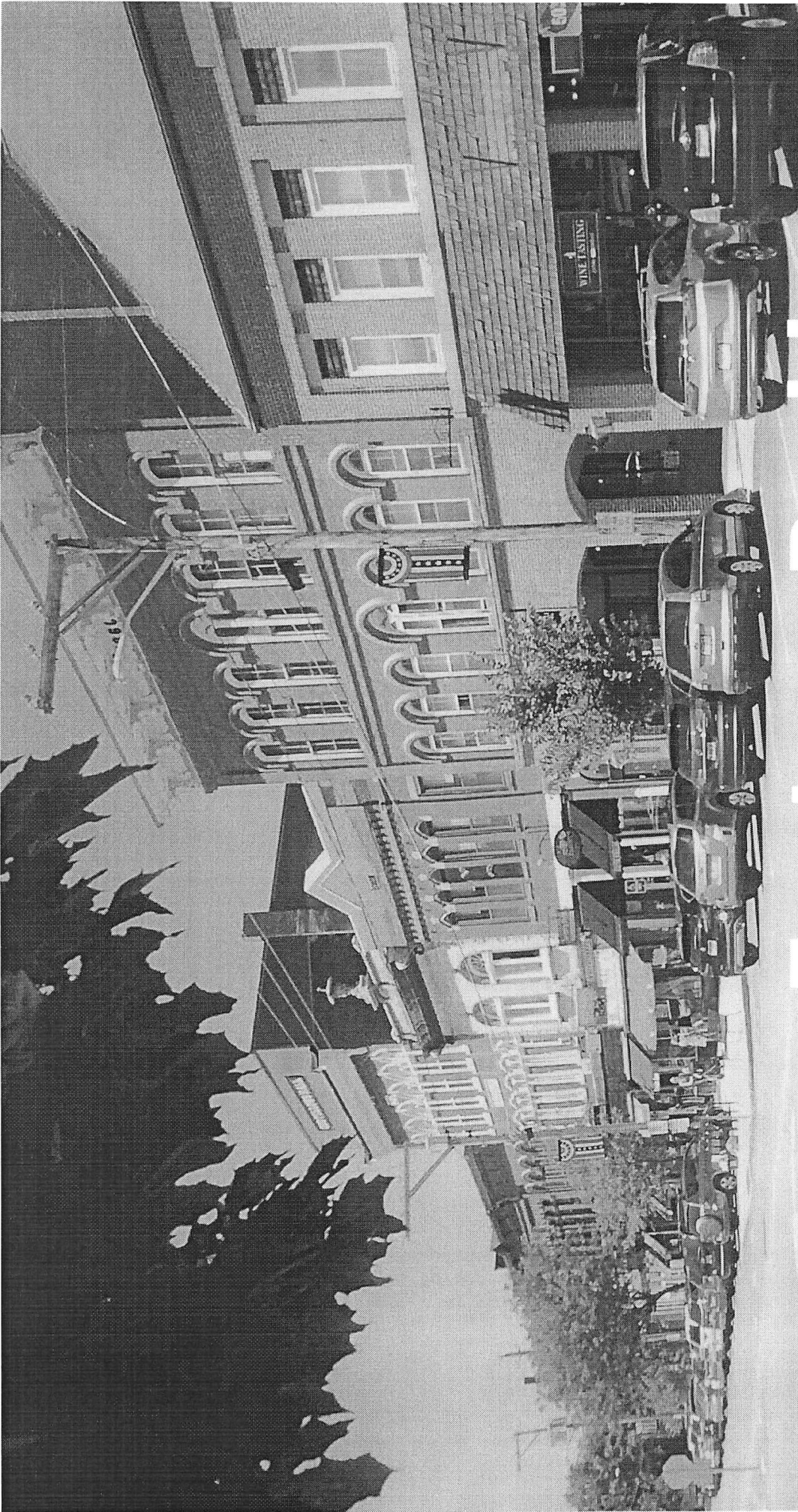
Summary:

The E911 Committee is advisory and only the Select Board can change street names. In accordance with Chapter 14, the Select Board will have to hold a public hearing on the recommendations prior to taking any action. I will be present at the hearing to present the proposal and answer any questions.

Please note that the E911 Committee, although not required, does notify all potentially affected properties via regular first class mail of our meeting where we will discuss any name change. However, we are required by our ordinance and State Law to notify the affected properties of the Select Board meeting where the public hearing will be held and this has been done.

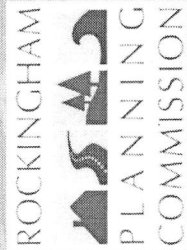
Thank you.

enc (2)



Exeter Parking & Traffic

2018 Survey Results



Why the Survey Was Done

Rockingham Planning Commission (RPC) and the Town of Exeter jointly issued the Exeter Parking and Traffic Survey from July 16 to July 28, 2018 to capture a snapshot of perceptions around the issues of parking and traffic in downtown Exeter. The results of the survey are intended to be one piece of Exeter's discussion about parking and traffic issues downtown. The survey results may be used to guide future action by the Town of Exeter.

RPC conducted this survey in part to pilot a new public outreach software. This survey was conducted at no charge to the Town of Exeter.

How the Survey Was Done

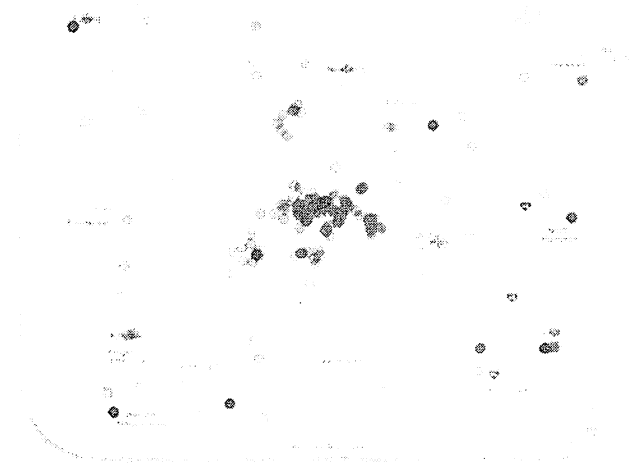
The survey was conducted via a website between July 16, 2018 and July 28, 2018. The survey was advertised through social media, including municipal accounts, posted on the Town of Exeter and RPC websites, and via multiple email distribution lists. During the weekly Exeter farmers market, patrons had the opportunity to take the survey on tablets.

The survey asked 18 general questions about parking and traffic with some questions consisting of multiple parts. The survey was viewed over 5,000 times and 862 individuals participated and filled out at least some of the questions and 341 respondents provided 772 written comments in addition to answering the questions. A total of 146 individuals provided their email address for future parking and traffic information in downtown Exeter.

Where to Get the Survey Data

The full survey results and comments be viewed at:
<https://publicinput.com/ExeterParking>

A file of survey data and comments will be provided to the Town of Exeter in Excel and PDF format.



Distribution of Survey Participants

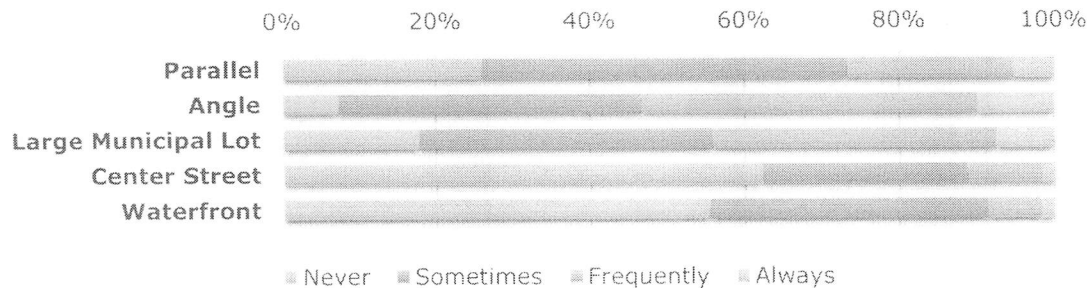
Survey Findings

How Many Public Parking Spaces Are There?

The first survey question asked how many public parking spaces respondents believed were in the downtown (see map on last page). The question was intended to gauge perceptions and provided immediate feedback by showing the user the correct answer. Most that answered the question (830) underestimated the amount of parking substantially, and many of the 160 comments were surprised at the actual amount. However, **the amount of parking available becomes irrelevant if people do not know where it is located**, or it is perceived as “always full” which is reflected in many comments.

675
66% assumed there are 350 spaces or less

Where Do You Prefer to Park When You Come Downtown?



Willingness to Walk

Over 70% of participants parking for less than one hour are willing to park more than a two-minute walk away from their destination. Those that need more than four hours of parking are less willing to walk: 39% stated they prefer to walk less than two minutes away from their destination, but only **7% of participants park for more than four hours**. In short, most people are willing to walk even if they are only in Exeter for a short time.

Park Downtown

Participants were asked to choose up to three times of day that they most frequently need parking downtown resulting in over 1200 responses for which selection order can be examined. Nearly 500 participants selected multiple time periods, and overall the **afternoon (1:00–5:00 PM) and evening (5:00–7:00PM) were when most people need parking**. The most popular day to park in downtown was Saturday, with Sunday and Monday being the least popular days to park downtown.

How Frequently Do You Need Parking in Downtown Exeter?



Amenities

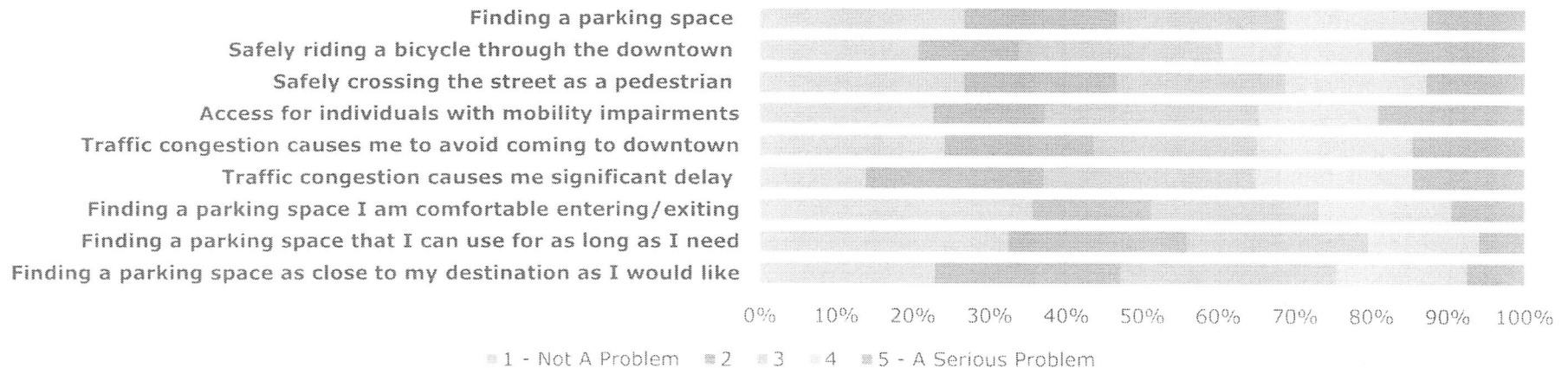
Participants indicated several amenities they were interested in having downtown. **Having sidewalk seating available for restaurants and cafes received the most interest (86%)**, with more benches also being popular (78%). The amenities least supported or respondents being indifferent about were cellphone and electric vehicle charging stations (70% and 69%), and adding bike tire pumps (77%). The most commented on amenity was to increase the number of trash receptacles, specifically near Swasey Parkway.

Major Concerns

Participants generally found **traffic congestion downtown to be their biggest concern (35% rating a 4 or higher)**. Safety issues were also concerns with 40% of participants feel biking through downtown was a serious concern and 35% felt access for individuals with mobility issues was a concern. **Two-thirds of participants indicated finding parking and associated concerns as neutral or not a problem.**

Yes, Please!	Maybe?	No Thanks, Not Needed!
Sidewalk seating for restaurants and cafes	More dog waste receptacles	Cellphone charging station
Maps of shops, restaurants, etc.	Improved street lighting	Electrical vehicle charging station
Additional benches	Additional landscaping	Water feature in the pocket park
	Additional bike racks	Tire pump for bikes

Parking & Traffic Issues In Downtown Exeter



Possible Solutions

Better Signs & Wayfinding

Multiple comments indicated that self-identified “long-time” residents were not aware of all of the parking options in the downtown area. The addition of signage identifying publicly available parking lots would be helpful. Many comments also indicated confusion about when parking was allowed or not when a businesses or offices are closed.

“I’ve lived in Exeter all my life and I had no idea there were three designated municipal lots. ...[b]ut there are always spots on the street, whether it be store front, bandstand, river lot, etc. However, I could possibly understand how it may be difficult for a visitor to know the other spots to park.”

“The angled parking spaces are very challenging to back out of - at some point you just have to cross your fingers and go (especially if you're parked next to an SUV or pickup truck) oncoming travel does not slow or stop for people [making] backing up difficult.”

Change On-Street Parking

A common concern from survey participants was the parallel and angled parking in downtown. Many find it difficult to pull in or out of the angled parking along Water Street, with a common concern regarding the narrowness of spaces. Many also indicated the roadways becoming very narrow in areas where there is parallel parking on both sides of the street, especially in the winter.

Widening or eliminating certain parking spaces may be a solution in key areas but should be done in conjunction with parking improvement measures (such as creating new parking areas or increasing parking turnover through the use of parking meters).

**Did you know Exeter had parking meters in 1968?
Revenue generated was over \$16,000, or about \$118,000 today.**

Build A Parking Garage

A common recommendation from survey participants was to build a parking garage on the municipal parking lot behind the Town Offices. Many respondents also indicated not wanting such a garage. Building a parking garage is typically an expensive option for increasing parking availability, however, the financing options and economic impacts may offset upfront costs.

The City of Dover built a municipal garage in 2016 with 321 parking spaces. The total cost to build was \$11 million or \$34,000 per space. Currently, parking cost a dollar per hour during weekday business hours. Additional detail on Dover’s garage development is available at:

<https://www.dover.nh.gov/government/city-operations/police/new-police-facility/index.html>



Improve Safety & Access

Many participants identified safety as an area in need of improvement for all users. The mix of a narrow street, many parked cars, moving vehicles, bicycles, and pedestrians can create a congested atmosphere at times with disrupted traffic flow. Strategic removal of parking spaces at the narrowest points might allow additional space for vehicles and bicycle traffic as well as increase visibility for pedestrians at crosswalks. The Water Street crosswalk with the bulbouts adjacent to the bandstand has reduced the crossing distance and improved visibility for pedestrians, and similar improvements are needed at the other crosswalks, particularly across Water Street by the Citizens Bank.

"Pedestrian safety is an issue. Too many people crossing between cars, too few cars stopping for pedestrians in cross walks, and too many bikes on sidewalks."

"I don't love the angle-in parking, I'm always worried that someone will hit me backing out."

Angle-in parking is very efficient in that it allows a larger number of spaces than parallel parking and faster entry which limits the disruption of traffic flow from the parking maneuver. However, leaving angle-in parking is challenging as drivers have difficulty observing approaching traffic and ensuring that they are not backing into something or someone, and cyclists are most vulnerable in this situation. Back-up cameras have made this process somewhat safer, but the maneuver remains challenging. Reconfiguring to reverse angle parking retains the current spatial efficiency, is easier than parallel parking, and has the added benefit of improved safety by eliminating the backing out maneuver that results in so many collisions and is dangerous for pedestrians and cyclists.

Ease Traffic Congestion

With multiple converging state highways and limited access points across the Exeter River, the downtown experiences a substantial amount of traffic daily. The most recent counts from NHDOT (2017) indicate that Water Street averages over 17,000 vehicles per day near the Great Bridge, and Front Street sees close to 15,000 vehicles per day. When these volumes are combined with bicycle and pedestrian traffic and parking maneuvers, it creates short-term congestion and disruptions in the flow of traffic. At the same time, these disruptions in flow keep vehicles moving slowly which has a safety benefit. There were many suggestions offered by participants to reduce congestion, including removal of some parking in the narrowest areas such as in front of St. Anthony's Bakery and on Water Street closest to the Great Bridge, one-way circulation utilizing Pleasant Street and the String Bridge, improving pedestrian crossings and encouraging more pedestrians to use them, changing the circulation around the Bandstand, and many others.

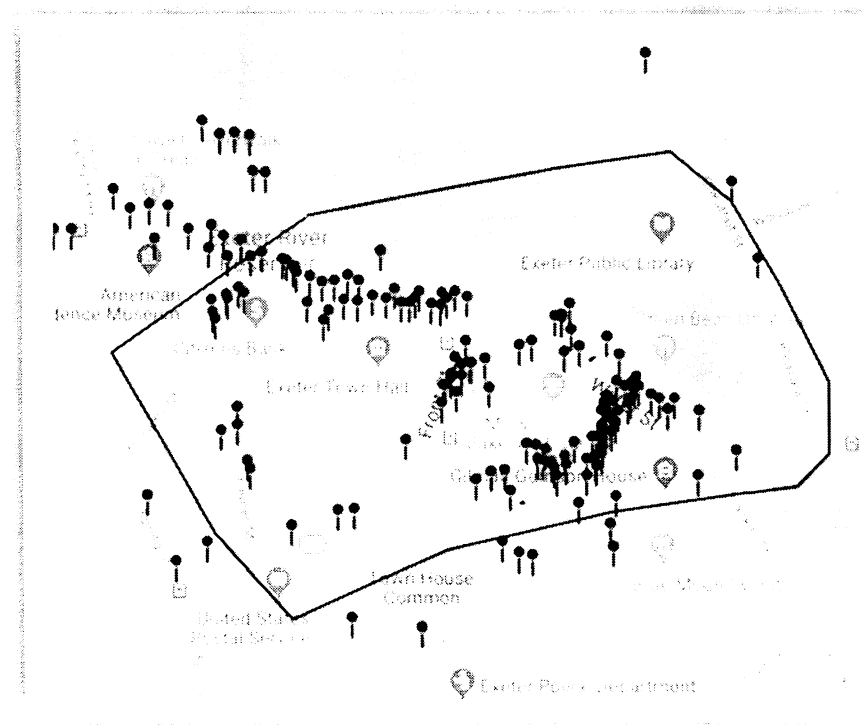


Recommendations

Conduct a Parking Utilization Study

Most survey participants (>90%) underestimated the amount of parking available in the downtown area (see map on following page). It was also clear that many people were not aware of all the available parking areas. Several comments indicated that it did not matter how many spaces there were because the perception is that there is little parking available when people want it.

A parking utilization study was conducted by the Exeter Chamber of Commerce and Rockingham Planning Commission in 2001/2002 found the demand for parking was near the supply during peak periods (roughly 10:00 AM to 2:00 PM), especially in the municipal lots. However, outside of those times there was generally substantial parking available with an overall utilization rate of just under 60 percent. Since 2002, the mix of businesses and other uses in the downtown has changed substantially and a new evaluation would help to understand how demand has changed given that the supply has stayed relatively static over that same period.



Where do you like to park?

Explore Opportunities to Manage Demand

The addition of multiple new restaurants in the downtown (and plans for more), along with other activities has seemed to increase evening activity in the area. It is possible that extending hours of some other businesses into the evenings may shift some of the demand from mid-day/afternoon to the evening and reduce the demand during the current peak periods. A starting point would be to extend hours on Saturday and Expand to Friday and Thursday if successful.

Investigate Options for Shared Parking

Private spaces that can be used by the public during non-business hours provide a way to meet demand with minimal investment. Bank parking lots are one common shared space as they generally are closed in the evenings and Saturday afternoons when demand is high for public parking spaces. Public building and school parking lots can also be used in a similar manner outside of normal operating hours. The town should explore opportunities to partner with other entities to use existing private spaces in the downtown area when they are not needed.

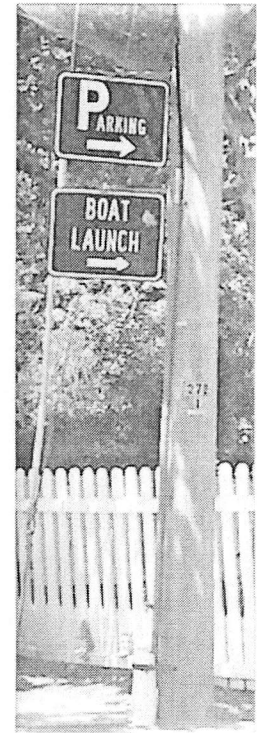
Improve Wayfinding

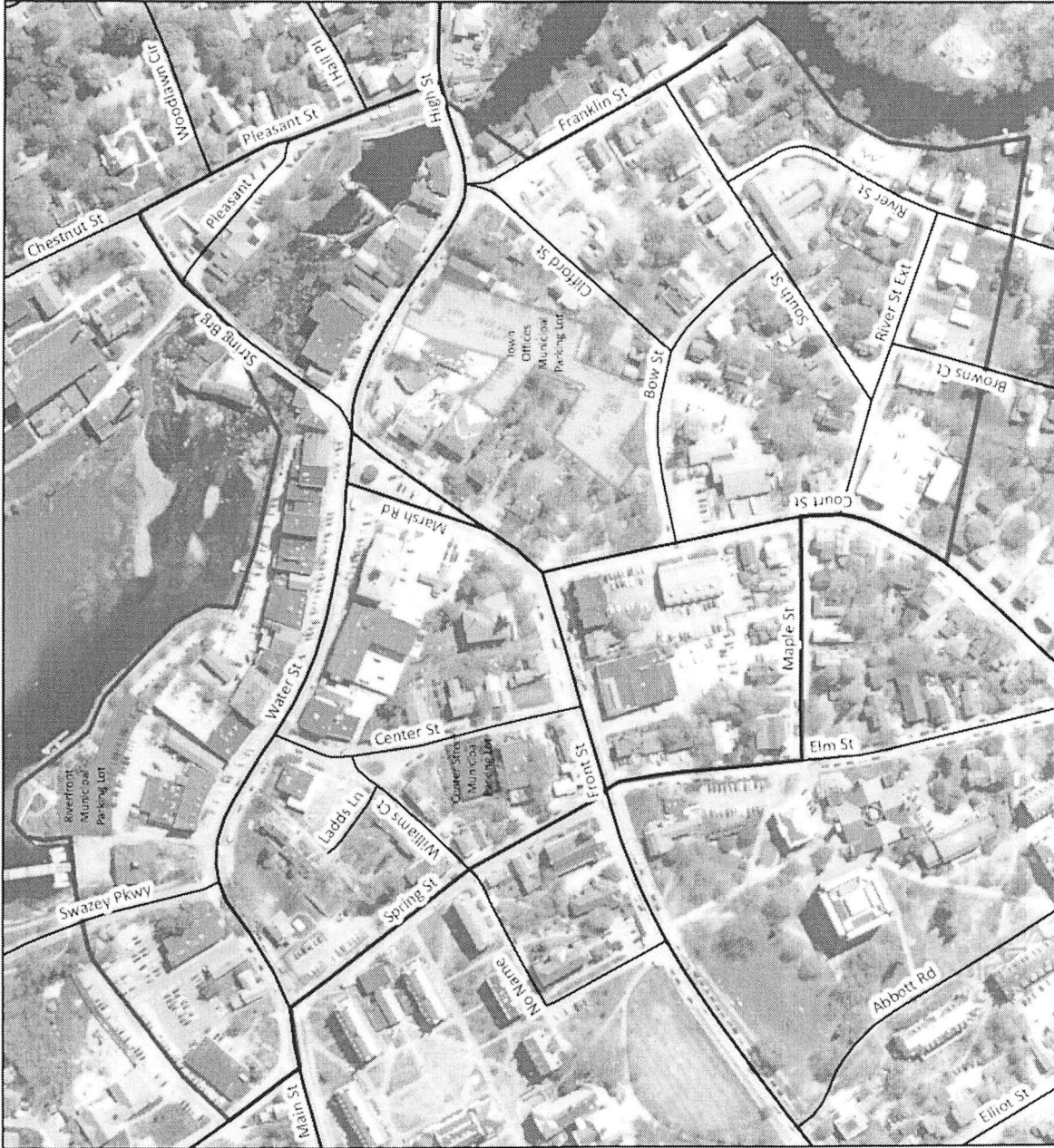
Wayfinding is a general term used to describe the different ways that individuals navigate between spaces and orient themselves in a physical setting. Communities can improve wayfinding by establishing a predictable and consistent identity that reinforces a sense of place and promotes the area as one that is easy to navigate. There are several ways to improve wayfinding but, a well-designed and comprehensive signage system can provide that consistency at a relatively low cost. (Exeter already has some wayfinding signage, however, many participants noted signs should be improved.) Implementing a wayfinding program can reduce the amount of circulation that occurs as visitors look for parking as well as improve people's interest in walking as they better understand how close they are to their destination. The City of Portsmouth has recently implemented a comprehensive wayfinding plan that provides a well-designed and structured model for the Town of Exeter to emulate (<http://www.cityofportsmouth.com>).

Address Congestion

The congestion that is experienced in downtown Exeter is both an indicator of a strong economy as well as an intermittent problem that can be addressed strategically. Opportunities to create a more consistent flow of traffic through downtown must also be balanced with the need to keep speeds low to ensure pedestrian and bicyclist safety. Some options for further examination and discussion include:

- **Understand Traffic flow and circulation:** Answering the questions regarding how much of the traffic in the downtown is through traffic, as well as the ultimate destinations of those passing through may provide more insight on effective methods to reduce congestion. This should include analysis of the traffic signals on Portsmouth Avenue as there may be opportunities to address congestion by changing traffic flow on that facility.
- **Removal of Parking Spaces from Water Street:** Calculated removal of parking spaces at the narrowest points on Water street would allow more room for vehicles to maneuver and reduce stoppages and should be studied further. Eliminating the parallel parking entirely, or from one side of the street in those areas would further aid in smoothing flow at the cost of fewer on-street parking spaces and may be a reasonable trade-off if the parking can be replaced elsewhere.
- **Improve Bicycle and Pedestrian Environment:** The recent sidewalk replacement, the addition of benches and bike racks, and the painting of "sharrows" to indicate that cars and bicycles should share the roadway, have all made visible improvements to the pedestrian and bicycle environment in the downtown. The town should continue to implement improvements that encourage downtown trips by these modes and reduce the amount of motor vehicle traffic. Future considerations should include enhancing the pedestrian and bicycle connections between the downtown and Portsmouth Avenue, and between the downtown and Lincoln Street.
- **Circulation Changes:** The idea of one-way circulation utilizing Pleasant Street and the String Bridge has been used as temporary routing during construction and has shown that it can be successful from the perspective that it moved traffic smoothly. That being said, any changes to traffic circulation that are intended to be permanent should be studied thoroughly and discussed publicly to ensure that the benefits and costs are fully understood.





PROPERTY USE FEES

Proposed
Draft

FEE SCHEDULE FOR FACILITIES

Item	Exeter Non-Profit	Exeter For Profit	Non-Exeter Non-Profit	Non-Exeter For Profit
Town Hall Auditorium (current)	\$ -	\$ 125.00	\$ 125.00	\$ 125.00
Town Hall Auditorium (proposed)	\$ 75.00	\$ 250.00	\$ 125.00	\$ 500.00
Town Hall Art Gallery (current)*	\$ 35.00	\$ 35.00	\$ 35.00	\$ 35.00
Town Hall Art Gallery (proposed)	\$ 40.00	\$ 125.00	\$ 50.00	\$ 250.00
Town Hall Gallery Backroom (current)	\$ 35.00	\$ 35.00	\$ 35.00	\$ 35.00
Town Hall Gallery Backroom (proposed)	\$ 30.00	\$ 100.00	\$ 35.00	\$ 125.00
Town Office Nowak Room (current)	\$ -	\$ -	\$ -	\$ -
Town Office Nowak Room (proposed)	\$ 40.00	NA	NA	NA
Town Office Wheelwright Room (current)	\$ -	\$ -	\$ -	\$ -
Town Office Wheelwright Room (proposed)	\$ 30.00	NA	NA	NA
Recreation Building (current)	\$ -	\$ 40.00	\$ -	\$ 40.00
Recreation Building (proposed)**	\$ 40.00	\$ 60.00	\$ 60.00	\$ 60.00
Senior Citizen's Building (current)	\$ -	\$ 40.00	\$ -	\$ 40.00
Senior Citizen's Building (proposed)**	\$ 40.00	\$ 60.00	\$ 60.00	\$ 60.00

Price is per day unless otherwise noted

*One time suggested donation

** Per 2 hour block

NA Not available to these groups

Rules for Use of Swasey Parkway

Exeter, New Hampshire

The purpose of the guidelines is to assure the safety and pleasure of the recreational users of the Parkway and the preservation of the grounds and structures. The Parkway is open to the public, citizens and non-citizens of the Town of Exeter. The green space, pavilion and walkway are the responsibility of the Trustees of Swasey Parkway. The public roadway is the responsibility of the Select Board of the Town of Exeter. We are all its caretakers.

- Open hours are from dawn to dusk; year-round.
- Abuse, destruction or defacing of property within the Parkway is strictly forbidden.
- Swasey Parkway is a carry-in, carry-out area. Littering is prohibited.
- Signs are prohibited.
- The distribution of posters and handbills is prohibited.
- Dogs and other pets are prohibited.
- The use of tent stakes is not permitted.
- The use of bicycles, skateboards and other such vehicles is limited to the street only.
- Nothing is to be attached to the trees or shrubs; either permanently or temporarily.
- There can be no removal of trees or shrubs or any part of these except with the permission of the Trustees.
- Design, construction and planting decisions are made by consultation with the Trustees.
- The Pavilion use along with any activity in the parkway with more than 20 people in attendance must have approval by the Select Board by permit.
- No individual or group may charge for the use, or fenced in areas, of Swasey Parkway **except** for events in which state law requires containment, such as for events that sell alcoholic beverages. In addition, permits for such events must be issued by the Town of Exeter. Fines for non-adherence to these rules are administered according to Town ordinances.

The Trustees of Swasey Parkway are grateful to the many who take a proprietary interest in preserving and maintaining Swasey Parkway. We all owe it to future generations to care for this special place.

FEES

Non-commercial Profit One Day Event, Resident: Up to 20 people. \$75; More than 20 people, \$150

Non-commercial Profit One Day Event, Non-Resident: Up to 20 people -\$150; More than 20 people - \$300

Commercial For Profit Vendors: single vendor, one day - \$250; single vendor, seasonal - \$1000; multiple vendors, one day per week per season - \$1200.

The Pavilion Gazebo Use Fee: \$25 in addition to the above.

Community Town Event: The fee will determine **No fee.**

CURRENT SAU 16 FEES FOR COMPARISON PURPOSES

FEE SCHEDULE FOR FACILITIES

Item	In District Non Profit	In District Profit	Out of District Non Profit	Out of District Profit
Auditorium	\$ 150.00	\$ 500.00	\$ 150.00	\$ 500.00
Gym (per 4 hr event)	\$ 100.00	\$ 150.00	\$ 100.00	\$ 150.00
Cafeteria (per 4 hr event)	\$ 75.00	\$ 100.00	\$ 75.00	\$ 100.00
Classroom (per 4 hour event)	\$ 30.00	\$ 60.00	\$ 50.00	\$ 100.00
Computer Lab Multi Trades Lab	\$ 40.00	\$ 80.00	\$ 80.00	\$ 80.00
Science Lecture Hall	\$ 100.00	\$ 150.00	\$ 150.00	\$ 150.00
Culinary Arts Dining Room	\$ 100.00	\$ 150.00	\$ 150.00	\$ 150.00
Roy Morrisette Room	\$ 75.00	\$ 100.00	\$ 100.00	\$ 100.00
Library	\$ 50.00	\$ 100.00	\$ 100.00	\$ 100.00
SST Automotive Garage	\$ 160.00	\$ 250.00	\$ 250.00	\$ 250.00
Stadium	\$ 150.00	\$ 300.00	\$ 300.00	\$ 300.00
Custodial Services (per hour)	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00
Stage Manager (per hour)	\$ 37.50	\$ 37.50	\$ 37.50	\$ 37.50
Grounds Maint. (per hour)	\$ 37.50	\$ 37.50	\$ 37.50	\$ 37.50
Scorekeeper (per hour)	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00
Kitchen	\$ 50.00	\$ 100.00	\$ 50.00	\$ 100.00

***** Price is per day unless specified *****

Pricing effective 7/1/2012

PROPERTY USE POLICY

Select Board Work Session

8/20/18

Chairwoman Gilman convened the special meeting in the Nowak Room at 6:00 p.m.. Present in addition to Chairwoman Gilman are Select Board members Anne Surman, Don Clement, Kathy Corson, and Molly Cowan. Also present Town Manager Russ Dean, Parks/Recreation Director Greg Bisson, Executive Assistant Sheri Riffle, and Recording Secretary Samantha Cave (at 6:28 p.m.).

Chairwoman Gilman requested a vote for entering a non public session to discuss legal advice from town counsel. Motion made by Selectwoman Corson seconded by Selectwoman Cowan to go into non public session under RSA 91-A 3 2 L consideration of legal advice. Discussion ensued.

Select Board member Clement asked about the origin of this correspondence. This correspondence was received starting in June. Select Board member Clement believes this is a violation of board policies. He questioned the Chair getting this legal opinion without the rest of the board. Ms. Cowan asked if anything in the legal opinions were binding on the board. Has there been any decision made the board has not been part of? Selectwoman Surman asked about transparency on this issue. There is no authority for a board member to act alone. Other entities need to be involved, not just the Select Board Chair and Swasey Trustees Chair. She doesn't want to do a non public on this item. Ms. Cowan asked again whether any of this was binding on the board. When research is needed it should be done. Select Board Clement believes individuals shouldn't act on any administrative action.

Roll call vote on the non public session: Surman no, Corson no, Gilman no, Clement no, Cowan no. There is no non public session.

The work session then continued on property use. Selectman Clement asked about Parks/Recreation's ability to permit space and could the board get a demo of the software that Parks/recreation uses. Mr. Bisson said he would be happy to do that.

Ms. Corson commented there is no arts committee as they have resigned except for one member. The Board will revisit this in September. Selectwoman Surman will talk to the one member remaining on the arts committee. The board continued discussion on the status of the arts committee and interim permitting of the space. The Select Board could do this until the issues are taken up again. Board member Clement commented on the Arts Committee being struck as the permitting authority from the new policy. The Board voted to reaffirm them as in charge of the second floor gallery.

Discussion continued on the proposed policy. Under scheduling Board member Clement raised the same issue about who schedules. Ms. Gilman gave the explanation about how this is a parent policy and all permitting authorities are supposed to function under this umbrella. Mr. Dean covered special events and that all special events, regardless of permitting authority would have the same form filled out.

6:28 – Scheduling section. The board was discussing the permitting process of other boards and committees. Mr. Clement suggested letting the Conservation Commission permit Raynes Barn and the board agreed to add that section under 8.3. Ms. Surman said that most of the commission's applications

come right before the commission, or they themselves are hosting the events. Mr. Dean recommended that the Con. Com use the same form as everyone else.

Ms. Gilman asked how often people ask to permit the parks. Mr. Bisson said that usually Founder's Park gets requested, and the other parks get requested occasionally. The athletic parks put in civil use forms. He said they've also had requests for Planet Playground, but that falls under land/water conservation, so they cannot close the park off to anybody. The pool is also popular for permitting and they often rent it out. Mr. Clement pointed out that there has never been a problem with people using the parks or conservation land and that he wants to be wary of overreach. Mr. Dean said that with the update, they are hoping to clean up the policies significantly and to address new things.

Mr. Clement asked when the Town Manager would have that right to execute applications, as stated in 4.5. Ms. Gilman said in the past it has happened where people have submitted permit applications in between Select Board meetings. Mr. Dean gave some examples where the town manager would issue temporary approval. He also said that sometimes they get drop-in requests from people a short time before the event. Mr. Clement suggested that setting some kind of deadline for permits to be in might be a good idea. Ms. Cowan was reluctant to discourage people from using the venues on a short notice in between meetings. It would also only happen if the venue was free.

Mr. Clement brought up an instance when this had happened, and he had someone ask him how that had been permitted without the board's permission. He suggested that the application come to the board in the next packet. Mr. Dean said that administratively, they want to make the process as easy as possible for applicants. His only concern is that there won't be an opportunity for people to get access quickly to town locations. Ms. Corson suggested changing the policy so that it says the event has to be before the next meeting, which the board agreed with. Mr. Clement also added that the application comes before the board at the next meeting to review.

Ms. Gilman wanted to separate out the town hall from other buildings and locations in town held by other bodies, like the parks and rec department, the library, and the con com. She also wants to move section 4.5 down into section 8.1. The board decided to also replace the phrase "may authorize" with "authorizes" in section 4.5.

Moving on, Mr. Dean said that he added that the town sponsored events require a letter from the sponsoring department to clear up any confusion. Ms. Gilman asked that the language be consistent regarding either "town" or "municipal". Mr. Dean also said that the fees will be charged based on the fee schedule. He talked about the difference potentially between a use and an event fee and would like to separate those. There could be different event fees for nonprofits and for-profits. Ms. Surman worried that would be too complicated.

Mr. Clement asked that in section 13.5, they strike where it says "without written permission..." There was also some confusion about section 13.11. Mr. Dean said that its purpose is to allow people to appeal to the Select Board if they are turned down through the town office. The town office handles permits like painting, posterboards, road races, raffles, etc. Ms. Surman suggested adding "when the town manager is absent".

The board discussed section 13.1 about alcohol use. Mr. Clement said that he still does not want to allow alcohol use in town buildings. Mr. Dean said that for now, nonprofits can serve alcohol. They

use the authority of the board to determine if town events can serve alcohol or not. Also, the town follows state law to allow tastings to be done on Swasey Parkway. Mr. Dean said they had decided to not distinguish between a nonprofit vs. a government use in the alcohol policy.

Ms. Corson pointed out that there is a separate application, and they would be required to have a license from the state as well. Ms. Gilman agreed that the board has taken the steps necessary to protect themselves. Mr. Dean said that they also require an insurance policy for alcohol service. Ms. Gilman did not want to license anything other than wine/beer. Ms. Surman agreed with Mr. Clement that alcohol should not be allowed in town buildings.

MOTION: Mr. Clement moved that section 13.1 state that alcohol use in town buildings is not allowed. Ms. Surman seconded the motion, and it failed 2-3-0, with Ms. Corson, Ms. Cowan, and Ms. Gilman voting nay.

The board talked about section 10, wanting to add that special circumstances for portable facilities can be determined by the permitting body. Ms. Corson suggested something cordoning off the access to the public bathrooms in the town hall. They can also go up to the bathroom with a monitor, because they are located on the 2nd floor.

The applications for facilities and events were reviewed. The second form needs to be changed to "Application for Use of Town Office Facility". Mr. Dean talked about the new town event application, which was designed to cover a lot of different information even if it doesn't apply in every case. He also suggested that applicants submit maps of what their event would look like, for example a map of where vendor tables would be located. Ms. Gilman asked if there are any different applications for just using the signboard or other such things. Sheri Riffle confirmed there was.

Mr. Clement asked if this is in addition to the application to use the town hall, and if users would have to submit both applications. Mr. Dean said that he thinks that would be on a case by case basis, since this is a special event form. For example, some events are just a simple meeting. And other events might include alcohol, food, tickets, vendors, and other types of additions.

Mr. Clement asked if the special events application had to be signed off by all of the town bodies listed on page 4. Mr. Dean confirmed that they would because it is important to have all departments aware of what's going on in Exeter. It also ensures a thorough review of special events. They can just check "no comments" if no questions are raised and send the application on to the next department. He also said that although the form isn't as simple, it will benefit the different groups so that they can get everything all in once place instead of having to get various different permits and applications for one event.

The board moved to a discussion about fees. Ms. Gilman brought up ticketed vs. non-ticketed events. Should some of the ticket price go towards the town? Ms. Cowan asked if that would be in place of a fee. Mr. Dean said that there could be a minimum fee, plus a percentage of ticket sales. It would go towards the facility provided to the organization/business. He said he thinks people would be fine with it if it went back to the facility. Ms. Corson wanted to talk to the organizers of ticketed events in the past, and also find out what other towns are doing. Mr. Dean said that usually towns charge fees for their building use. Mr. Clement said he wants to think about fees more.

They went through the Swasey parkway fee schedule. Ms. Gilman said she wanted to change the word "pavilion" to "gazebo". She also asked why commercial vendors are allowed on the parkway, but ticketed events are not. Mr. Clement suggested that it's because you cannot prevent people from going into the parkway, because it is a public space. Ms. Corson wants to do different charges for the town hall based on resident vs. nonresident, as was voted on last year. However, do they want to include nearby towns? Ms. Corson asked if there was software to put all the application forms in one place. Mr. Bisson said that the current system allows for that, and they are going to be using Google forms. If they went through parks and rec. for the software, they could collect the fees, print the forms out, and send to the Select Board.

MOTION: Ms. Corson moved to close the work session. Ms. Surman seconded the motion, and it passed unanimously.

Respectfully submitted by recording secretary Samantha Cave.

A POLICY GOVERNING THE USE OF TOWN PROPERTY

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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 main policy on use of town property, and as the parent policy ~~supplement to the any other~~ Town Hall Regulations, Senior Center Regulations, and ~~Regulations~~ Library Use Regulations, ~~Swasey Parkway Use Regulations~~, ~~Rules for Use of Swasey Parkway, and Arts Committee By Laws and Regulations~~, which are incorporated herein by reference.

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

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4.3 ~~Special a~~Authorization from the Select Board shall be required for any long-term use (more than ~~6-1~~ months), lease or proposed rental agreement for Town facilities.

4.4 The use of town buildings including the Swasey Pavilion (downtown bandstand structure), 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 including Town Sponsored Events
- b. ~~Town Sponsored Events/functions (“Civic Events”)~~
- c. School Administrative Unit 16
- d. Other
- e. ~~Civic Organizations/501c3 Associations based in Exeter (defined as sponsored by an Exeter resident).~~
- f. ~~Civic Organizations/501c3 Associations not based in Exeter (insurance, indemnifications still must be provided). (do these also need to be 501c3?)~~
- d.
- e.g. Other Government Agencies
- f.h. Private Family Events (preference given to Exeter residents)
- g. ~~Civic Organizations (from out of town; IRS 501(c)3 only)~~
- h.i. Commercial Activities (subject to conditional approval, see also Section 11.2)

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~~NOTE: To be considered a civic event, aka a Town sponsored function event, requires specific application to and 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. Town sponsored events require a letter from the sponsoring department.~~

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~~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. Town sponsored events include any event events run and sponsored by the Exeter Parks and Recreation Department.~~

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5.1 —The Town reserves the right to “bump” scheduled groups in the event a ~~priority user/Town of Exeter-Municipal Function or Town Sponsored Event/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 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 grant 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 Town Sponsored Events (“Civic Events”) considered grandfathered under this policy. These events will be considered to have had some form of official town sponsorship and endorsement for public property under the authority of the Select Board.~~

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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 and Select Board sign board policy. 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 Town of Exeter Event Application form approval process. Unapproved signs will be subject to removal by the Code Enforcement Officer or his/her designee.

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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, **Town Hall second floor and adjacent room**, municipal parking lots, Swasey Parkway (see section 8.3), or indoor facilities at the Town Office, including the Nowak Room and Wheelwright Room, shall

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be submitted ~~in~~ 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.

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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.~~

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~~8.3.4 Requests to use Swasey Parkway (public grounds only) shall be administered by the Swasey Trustees, Select Board, and subject to their these rules and regulations and additional regulations "Rules of Swasey Parkway," in addition to the requirements set forth herein.~~

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~~8.5 Requests to use the Raynes Barn and conservation properties shall be administered by the Conservation Commission, subject to their rules and regulations in addition to the requirements set forth herein.~~

8.6.4 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, ~~on a first come, first served basis as described in Section 5 herein.~~ In addition, all such permission may be revoked at anytime as determined solely by the Town.

8.7 ~~No facility shall be permitted more than 12 months in advance of a scheduled event, unless for government use or as a town sponsored event.~~

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 50 30 or more participants. Events that are under 30 participants will be considered as a standard facility use and not an event. All uses and events.~~

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(b) For events that involve the consumption of alcohol, upon specific request

and authorization; and subject to all laws pertaining to such use. A rider covering alcohol service shall be required along with all state and local permits.

- (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,

- (d)(e) All of the above will require either a complete Town of Exeter Event Application form or use form related to the space (Town Hall, second floor, Swasey Parkway, Senior Center, etc.) An event sketch will be included with each application. Event sketches will include any information needed by the town and will be required prior to the approval of any event. Updated event sketches may be submitted but in no case shorter than 30 days prior to the event. Substantive changes from a preliminary to a final sketch will require approval of town departments, as applicable.

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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.

9.39.4 Applicants will sign all needed forms and accept the responsibilities outlined on those forms in addition to this policy.

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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. Making holes in walls at town facilities is prohibited.

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

Fees may be charged for use of town facilities according to the town's fee schedule. See fee schedule for details.

~~There shall be no rental 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).~~

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~~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

13.1 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.

13.2 Glass containers are not allowed at any outside facilities.

13.3 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.

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

13.5 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

DRAFT Update 9/17/18

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.

13.6 All facilities and events must close by ~~2:00 a.m.~~ 12:00 a.m.

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13.7 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.

13.8 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.

13.9 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.

13.11 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.

13.12 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.

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

13.14 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.

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13.15 The selling of food, beverages or any other products on Town property shall ~~may~~ 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.

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

13.17 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.

13.18 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.

13.19 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:

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**TOWN OF EXETER, NH
EVENT APPLICATION**

Special Event License (Reference RSA 286 1-5, Town Ordinance Chapter 807)

The Town of Exeter requires licensing for all Special Events where the Select Board is the licensing authority. Special Event applications to the Town Manager's Office, at the Town Office.

For information or questions concerning the application call 603-778-6102.

Name of Event: _____ Location: _____

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

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 Town Hall Second Floor Swasey Parkway
#Raynes Barn/Farm property

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

A-Frame Quantity and Dates _____

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

If Applicable:

Alcohol Service? (see separate form): 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.

10. **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.

THE TOWN RESERVES ITS RIGHTS TO PURSUE ALL AVAILABLE LEGAL REMEDIES FOR DAMAGE TO TOWN PROPERTY OR VIOLATION OF ANY LAWS, RULES OR CONDITIONS APPLICABLE TO USE OF TOWN PROPERTY. IN ADDITION, SUCH CONDUCT MAY RESULT IN REVOCATION OF PERMISSION AND/OR DENIAL OF FUTURE REQUESTS FOR PERMISSION TO USE TOWN PROPERTY.

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: _____

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

Parks/Recreation:	<input type="checkbox"/> No Comments
Comments: _____ _____	
Signature: _____	Date: _____

Public Works:	<input type="checkbox"/> No Comments
Comments: _____ _____	
Signature: _____	Date: _____

Select Board/Designee:	<input type="checkbox"/> No Comments
Approval Signature: _____	Date: _____

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



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: _____ Address: _____

Town/State/Zip: _____ Phone: _____

Email: _____ Date of Application: _____

Organization Information:

Name: _____ Address: _____

Town/State/Zip: _____ Phone: _____

Reservation Information:

Type of Event/Meeting: _____ Date: _____

Times of Event: _____ Times needed for set-up/clean-up: _____

of tables: _____ # of chairs: _____

List materials being used for this event: _____

Will food/beverages be served? _____ 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.

***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: _____ 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

**SWASEY PARKWAY USE APPLICATION
EXETER, NH**

Application is for the privilege of using the Swasey Parkway on the following date(s): _____

Hours of _____ to _____. Expected # of participants: _____

Name of Applicant and Organization: _____

Address: _____

Email: _____ Phone: _____

Event Day Contact Person and phone #: _____

Will electricity be needed? Yes No

Request parkway to be blocked off: Yes No

Please describe the event, including details you feel should take into consideration:

The Certificate of Insurance amounts required are: General Liability/Bodily Injury/Property Damage (combined):
\$300,000-\$1,000,000 with additional personal injury of \$300,000; **Town of Exeter listed as additionally insured.**

Permit Fees: See attached Rules and Fees

I have read the attached rules and fees governing the use of Swasey Parkway and pledge that the organization and/or individuals for which this application is intended will faithfully execute those rules and assume total responsibility in connection therewith. The Town reserves its rights to pursue all available legal remedies for damage to Town property or violation of any laws, rules or conditions applicable to use of Town property. In addition, such conduct may result in revocation of permission and/or denial of future requests for permission to use Town property.

Applicant Signature: _____ Date: _____

Mail application and applicable fees to **Sheri Riffle, Town of Exeter, 10 Front Street, Exeter, NH**; checks made payable to the **Town of Exeter**.

Chief of Police: _____ Date: _____

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

This permit is issued for the purpose indicated and shall be valid only during the times/dates indicated above.

This application conforms to the adopted policies of Swasey Parkway and is hereby approved, subject to the exceptions as stated: _____

Fee received: \$ _____

Cash: \$ _____ or Check Number: _____ Date Received: _____

PROPERTY USE FORMS

1. Town Hall
2. Town Hall Second Floor (art gallery)/Town Hall "Back Room" 2nd floor
3. Use of Town Facility (Nowak Room/Wheelwright Room)
4. Application for Event Use of Town Facility (would be replaced by Town of Exeter, NH Event Application)
5. Recreation Facility Use Application
6. Swasey Parkway - may be replaced by **Town of Exeter, NH Event Application.**

Sign Policy

Town of Exeter	Policy Number	Adopted by Select Board
Subject: Sign Policy	Adoption Date: TBD Revision Date:	Supersedes: 04-01 Use of Town Property section 5 & 6

1. Purpose of the Policy:

To define the approved uses of temporary signage.

2. Definition of Sign

- a. A sign is defined as any notice 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.

3. Town Plywood Signboard (left of Town Hall)

- a. Sign insert material must be 1/4" or 3/8" waterproof, plywood or hardboard;
- b. Size of sign is **maximum 4' x 6' with minimum size of 3' x 5' to be hung;**
- c. Lettered insert attaches to sign with existing wing nuts and 3/8" bolts;
- d. User is responsible for putting up and taking down sign.
- e. Permits are for a two week limit beginning on a Sunday and taken down on Saturdays.
- f. **Signage use for any one group is limited to a maximum of 6 weeks in the calendar year.**

4. Town Poster Signboard (to right of Town Hall)

- a. Poster dimensions are 2' x 3' **with a minimum no less than 18" x 30" to be hung;**
- b. User is responsible for putting up and taking down poster. Key is available at the Town Manager's office.
- c. Permits are for a one week limit beginning on Monday and taken down on the following Monday morning.
- d. Posters can be picked up at the Town Manager's office for one week after it is removed from the sign case, then it will be discarded.
- e. **Signage use for any one group is limited to a maximum of 6 weeks in the calendar year.**

5. Electronic Signboard

- a. **The electronic signboard is not permitted for any use other than road notifications and/or town official notifications.**

6. Free standing signs

- a. Permitted for 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.
- b. In the case of the Town Hall, signs may be placed on the porch and/or steps.
- c. Event signs may not be placed off site or to the side of the facility being used.
- d. Such signs will be limited to a total of 72 square feet per event, regardless of the number of Town facilities being used.
- e. All signs will be free standing and in **no** case will signs be affixed to any Town property or right of way.

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.



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: Exeter Area Chamber Address: 120 Water St.
Town/State/Zip: Exeter, NH 03833 Phone: 772-241143
Email: laddi@exeterarea.org Date of Application: 8-28-18

Organization Information:

Name: Exeter Area Chamber Address: 120 Water St.
Town/State/Zip: Exeter, NH 03833 Phone: 772-241143

Reservation Information:

Type of Event/Meeting: Networking Date: Dec. 17th, 2018
Times of Event: 11:30 am - 2:00 pm Times needed for set-up/clean-up: _____
of tables: 4 # of chairs: 30
List materials being used for this event: _____
Will food/beverages be served? No Description: Speed Networking

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.

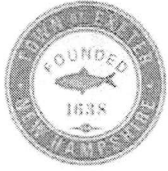
Applicant signature: [Signature] Date: 8-28-18

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



AUG 28 2018

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

Received

Representative Information:

Name: Gloria Everett Address: 5 Sloans Brook Dr
Town/State/Zip: Exeter NH 03833 Phone: 781 608 4988
Email: taiber30@yahoo.com Date of Application: 8/25/18

Organization Information:

Name: Extreme Air of NH Address: PO Box 384
Town/State/Zip: Newmarket NH 03857 Phone: 781 608 4988

Reservation Information:

Type of Assembly/Meeting: Jump Rope Practice Date: ~~9/11/18~~ ~~9/18/18~~ and 11/6/18
Start Time: 5:30 End Time: 7:30 pm Additional time for set-up/clean-up: None
of tables: none # of chairs: none
List materials being used for this event: jump ropes
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.

***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: Gloria Everett Date: 8/25/18

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

Office Use Only:

Liability Insurance: On file In-process

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

AUG 28 2018

Town of Exeter
Request for Fee Waiver

Received

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: Extreme Air of New Hampshire Phone: 781-608-4988
 Address: P.O. Box 384 Town: Newmarket State: Nh Zip: 03857
 Website: http://www.extremeairnh.org/cms/
 Type of Business: Government Non-profit For-profit Other: _____
 Representative: Dave Trumble/Gloria Everett Phone: 781-608-4988
 Address: 5 Sloans Brook Dr Town: Exeter State: NH Zip: 03833
 Email: tayber30@yahoo.com
 Brief Description of Events: practice for non-profit competitive jump rope team

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: *Gloria Everett* Date: 8/25/2017

Select Board Approval Designee: _____ Meeting Date: _____



Application for Fireworks/Parade Requests

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

Phone: 603-778-0591 Fax: 603-777-1514

Email: sriffle@exeternh.gov

Fireworks
 Parade

Other _____

Liability Insurance Required: Certificate of Insurance to be submitted with completed application. Required Amounts: General Liability/Bodily Injury/Property Damage (combined): \$300,000-\$1,000,000 with additional personal injury of \$300,000; the Town of Exeter must be listed as an additional insured.

If permit involves overnight use of blocking off an area then it is suggested to have them in place before dark, applicants are responsible for all barricades.

Applicant Information:

Name: Darius X. Thompson Address: 15 Drinkwater Road

Town/State: Exeter, NH 03833 Phone: 603.686.8131 Email: darius.thompson@gmail.com

Organization/Company Information:

Name: Exeter Holiday Parade Committee Address: P.O. BOX 164

Town/State/Zip: Exeter, NH 03833 Phone: 603.686.8131

Describe Activity: 61st Annual Exeter Area Holiday Parade

Describe Location: Portsmouth Ave to High St, onto Water St. Ending where Water St Main St.

Date(s) of Activity: Saturday 8 Dec 2018 Time of Activity: 5:30 PM - 9 PM

Blocking Off: (location and quantity of parking spaces) Consult Exeter PD for specific spaces locations

Digitally signed by Darius X. Thompson
DN: cn=Darius X. Thompson, o=Exeter
Holiday Parade Committee, ou,
email=darius.thompson@gmail.com, c=US
Date: 2018.05.21 07:48:55 -04'00'

21 MAY 2018

Applicant Signature

Date

Highway Superintendent: _____

6-13-18
Date

Code Enforcement: _____

6/10/18
Date

Police Chief: _____

6/6/18
Date

Fire Chief: _____

6/4/18
Date

This permit is issued for the purpose indicated and shall be valid only during the times/dates indicated on this permit.
As authorized by the Board of Selectmen/Designee:

Date

To: Exeter Board of Selectmen
Re: Request for placement of signs

Date: 30th August 2018

The Exeter Area GFWC (General Federation of Women's Clubs) is requesting approval by the Board of Selectmen for the placement of lawn signs in and around Exeter to advertise for the Clubs Yuletide Fair that will be held at the Stratham Cooperative Middle School on Saturday, November 17th, 2018. This will be the 41st year that our organization has held this event as a primary fundraiser for the club. This event alone raises between \$12,000 and \$15,000 which is used to provide scholarships to local graduating seniors and to help worthy causes, locally, nationally, and internationally.

We would like to request the use of small lawn signs, measuring 21" x 18", that would be placed along the roadsides in the Exeter area. These would be put out one week before the event and would be removed by Monday, November 20th. We would also like to use a banner 6 feet in length to be placed at the entrance of Guinea Road, off of Hampton Road, in order to direct traffic to the school. This sign would also be put up one week prior to our event and be removed by Monday, November 20th.

Thank you very much for considering our request. You may contact me at 603-418-4565 for further information.

Sincerely,



Elisabeth Hinrichsen
Co-Chair EAGFWC Yuletide Fair

Exeter Area GFWC
PO Box 24
Exeter, NH, 03833

Town
of
Exeter



Russ Dean <rdean@exeternh.gov>

Echo

Don Clement <dclement@exeternh.gov>

Wed, Sep 12, 2018 at 5:56 PM

To: Russ Dean <rdean@exeternh.gov>

Cc: Julie D Gilman <juliedgilman@comcast.net>

Hi. The echo group is using the Exeter town seal in their latest Facebook posting about Monday meeting. I believe this is a violation of our seal copyright. Russ can you inform them that they cannot use our town seal.

Thanks

Sent from my iPhone