

Select Board Meeting
Monday, October 15th, 2018, 6:15 p.m.
Nowak Room, Town Office Building
10 Front Street, Exeter NH

AGENDA NOTE: The Board will interview candidates for the Planning Board at 6:40 and 6:50, followed by the regular business meeting at 7:00 p.m..

1. Call Meeting to Order
2. CATV Contract Franchise Agreement Renewal
3. Board Interviews – Planning Board
4. Public Comment
5. Proclamations/Recognitions
 - a. Proclamations/Recognitions
6. Approval of Minutes
 - a. October 1st, 2018
7. Appointments – Conservation Commission
8. Discussion/Action Items
 - a. Lincoln Street School Parking Lot Expansion Proposal
 - b. Holiday Parade Update
 - c. 173 Water Street Easement
 - d. Contract 2 Update/Discussion (Route 85): Wastewater Treatment Facility
 - e. Brush Dump Fees – Continued Public Hearing
 - f. Property Use Policy
 - g. Property Use Fees
9. Regular Business
 - a. Tax, Water/Sewer Abatements & Exemptions
 - b. Permits & Approvals
 - c. Town Manager’s Report
 - d. Select Board Committee Reports
 - e. Correspondence
10. Review Board Calendar
11. Non-Public Session
12. Adjournment

Julie Gilman, Chair
Select Board

Posted: 10/12/18 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.

AGENDA SUBJECT TO CHANGE

Board Interviews – Planning Board (full member)

6:40 p.m. – Nicholas Gray

6:50 p.m. – John Grueter



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

**Statement of Interest
 Boards and Committee Membership**

Committee Selection: Planning Board

New Re-Appointment Regular Alternate

Name: Nicholas Gray Email: nicholas.gray.nh@gmail.com
 Address: 4 Moore Lane, Exeter, NH 03833 Phone: (603) 770-1738

Registered Voter: Yes No

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

As a recent college graduate who has just returned home to Exeter, I wish to contribute to town government in the hopes that I can better the local community that has blessed my life to date. I have a bold vision for Exeter to become a greater draw for business and tourism, particularly within its downtown area, and I view the Planning Board as a principal means of shaping the town's future in that regard. I have read the 2002 Master Plan to develop an intimate understanding of the guidelines by which the Board operates and my engineering training could prove to be of use in technical studies conducted for various projects. Exposure at a young age to the Planning Board as an alternate would enable me to learn a great deal and prepare me to competently serve as a full-fledged voting member in future years.

If this is re-appointment to a position, please list all training sessions you have attended relative to your appointed position.

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

After submitting this application for appointment to the Town Manager:

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

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

Signature: N Gray Date: 01-08-2017

Nov. 27 @ 6:50



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

**Statement of Interest
Boards and Committee Membership**

Committee Selection: Planning Board

New

Re-Appointment

Regular

Alternate

Name: John Grueter Email: grueterj2002@yahoo.com

Address: 3 Sterling Hill Lane #313 Phone: 813.299.2658

Registered Voter: Yes No

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

Interested in volunteering for one of the
alternate member seats on the planning board

Background in land development and property
management in both New Hampshire and
Florida.

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- The application will be reviewed and you will be scheduled for an interview with the Selectmen
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certify that I am 18 years of age or older:

Signature: John Grueter

Date: 10/23/17

Select Board Meeting
Monday October 1st, 2018
Draft Minutes

1. Call Meeting to Order.

Members present: Anne Surman, Kathy Corson, Julie Gilman, Molly Cowan, Don Clement, and Russ Dean were present at this meeting. Ms. Gilman called the meeting to order at 6:04 PM in the Nowak Room.

2. Swasey Parkway Meeting with Swasey Trustees

Ms. Gilman opened by stating that Swasey Trustees Mark Damsell, Gerry Hamel, and Florence Ruffner were present at the meeting to help explore the role of the Trustees in the holding of the Trust Fund. The Select Board is concerned that where the funds are currently being parked is not necessarily the right place, and they should be going to the Trustees of the Trust Funds. The board intends to clean up the financial situation so the audit is cleaner. Mr. Clement asked if one option could be a capital reserve fund for provision on Swasey Parkway that would fall under the jurisdiction of the Trustees of the Trust Funds; Mr. Dean confirmed that that is an option. Ms. Gilman emphasized that they wanted to keep the funds separate for the Parkway.

Ms. Gilman said that the Select Board had the authority to dissolve the Trust after 50 years, but that didn't happen. The year after the Trust was established, Exeter voters elected trustees for the maintenance of the Parkway, but didn't give them any monetary responsibility or authority, nor did the Memorandum of Understanding between the Trustees and the town specify any methods of funding. Ms. Gilman said that she is concerned about where the funds from permitting go, and also that the town is expending funds on maintenance and electricity for the Parkway.

Mr. Dean explained that the Trust itself was set up by Ambrose Swasey with provisions to be able to be terminated after 50 years. The word "terminate" has caused consternation, but it means that the Select Board could ask the trustee, Key Bank in Cleveland OH, to end their custody of the Trust and send the principal and interest to the town, and the town would then decide where to put it. The Charitable Trust letter from August alerted the Town Manager's office that when the Trust was set up, it should have gone to the Trustees of the Trust Funds, the only group statutorily empowered to handle trust monies. Key Bank has paid interest to the town over many years, which has been held in a separate account that the Swasey Trustees have historically managed. What the town has been advised to do by the Charitable Trust Division of the Attorney General's Office is to take that interest income from the Trust and have it be held by the Trustees of the Trust Funds. This adjustment is easy, just some bank paperwork to have the Trustees of the Trust Funds hold the interest income, and then it can be listed in the town report. The other issue is whether they should "terminate" the trust and have the principal monies which are at Key Bank brought back to town and held by the Trustees of the Trust Funds. A smaller issue is the permit fee income coming to the town; it was recommended that this be put in the general fund until the town decides to create a special revenue fund to dedicate funds to Parkway itself. Finance estimates the interest income at

\$72,145 and permits/donations at \$23,776. When the Town Manager's Office received the letter from the state, Mr. Dean felt it made sense to move this money to the Trustees of the Trust Funds, and that is his recommendation, but he wants to ensure that the town doesn't violate the terms of the Ambrose Swasey Trust.

Ms. Gilman asked whether they'd put the permit income in the general fund under a special revenue account. Mr. Dean responded that they would just set it aside until the town can decide how to handle those funds. Ms. Gilman asked if that is what's happening right now, and Mr. Dean said no, that Trust income and permits income are going to a Citizen's Bank account held by the Swasey trustees.

Ms. Surman said that there was a Memorandum of Understanding of 1997 which outlined what the trustees are doing. There was an option to dissolve the Trust after 50 years, but the Board chose not to, and instead created a Memorandum of Understanding, which is not a document they can ignore. She asked if the intention is to take the money away from Key Bank, and Ms. Gilman responded no, that she was just talking about the dividend income. Ms. Surman asked why they don't want the Trustees of Parkway to continue their administration. Mr. Dean responded that the Charitable Trust division under the Attorney General said it should not be administered that way. The Trustees of the Trust Funds are the only ones authorized under the RSAs.

Mr. Clement asked if other funds go directly to the Trustees of the Trust Funds, or if funds can be under their supervision, but still form a separate town fund. Ms. Gilman suggested the Robinson Seminary fund as an example, where the Trustees take donations and invest the interest. Mr. Clement asked if the interest dividends could go into a town-authorized capital reserve fund dedicated to the maintenance and upkeep of the park as intended by the Trust. Mr. Dean responded that the Trustees of the Trust Funds are custodians of the funds and invest the funds. The authority to spend that money is outlined by the town meeting, and the Select Board is the agent of those funds. The Ambrose Swasey Trust does not mention Trustees, the Trustees were created by town meeting, not through the Trust instrument. The clearest indication of how to spend this money is the Memorandum of Understanding of 1997.

Ms. Cowan asked what this means functionally. Ms. Gilman wondered whether bills would be handled by the Selectmen, and Mr. Clement responded that the town legislative body would decide who handles them. Mr. Dean stated that Section 13 of the 1997 MOU with the Swasey Parkway Trustees talks about applying to the Trust company designated under the Trust agreement for the funds deemed by the Trustees as needed for maintenance of the Parkway. He interprets that to mean that the Board will apply for the dividend money to the town, and this is the process to spend the money. Ms. Cowan asked whether the question of who administers the dividends would be put to the voters. Ms. Surman said that it makes sense to have the Trustees expend that capital, since they're the stewards of the Parkway. Mr. Clement suggested that the MOU spelled it out pretty well and has worked well until now. The road is the town's authority, while the maintenance of the park surrounding it is the Trustees'.

Ms. Surman and Ms. Cowan asked the Trustees for their input. Gerry Hamel said that the Select Board has had the authority to take over everything since 1979, but the MOU of 1997 kept things rolling, at the time Key Bank was doing a good job investing the money, and the Select Board let the trustees take care of the Parkway. He asked, will they eliminate the Trustees, and take the money from Key Bank to bring the fund into Exeter? He would like to see

Key Bank continue to control the money, since the financials show that the Trust itself has gone up by \$21,650 since 2010, from \$267,644 to \$289,294. The Trustees have also been paid quarterly for the last eight years, for a total of \$106,320. The bottom line net gain is \$127,900, which is quite substantial, and the town may not have the financial capability to generate money like that. He said that the Trustees have been taking that money and stockpiling it to build a bathroom on the Parkway; the goal was \$100,000, and as of today, they're very close at \$99,640. He believes that the Parkway Trustees should oversee the Parkway, since the Select Board has a lot of things on their plate, while the Trustees only deal with the Parkway. Ms. Cowan asked if Mr. Hamel was in agreement with the Attorney General's office that they should move the dividends to the Trustees of the Trust Funds. Mr. Hamel said yes, as long as the Swasey Trustees have funds to spend on the Parkway.

Florence Ruffner, the chair of the Swasey Park Trustees, asked what the town attorney said about the letter from Mr. Donovan. Mr. Dean responded that in an email from Aug 13th Town Attorney Mitchell wrote that he was pleased that the town is taking steps to terminate the Trust, although Mr. Dean clarified that that action wasn't yet planned, and to pay the corpus of the Trust directly into the care of the Trustees of the Trust Funds, so he is in agreement with Mr. Donovan. The town attorney also wrote in response to a concern of Mr. Donovan's that the Trustees are validly optional public officers, but questioned whether they are bonded. The Town Office checked this point and it is a non-issue, they are bonded under the town's general liability insurance. The town attorney also wrote that fees for Swasey Parkway use should be paid to the Trustees of the Trust Funds. He asked the town to consider whether the fees should go into a separate fund or added to the general fund as a surplus or undesignated funds. He suggested that if the Selectmen are taking steps to terminate the Trust, amending the MOU agreement is not necessary, from which Mr. Dean inferred that if they are not planning to terminate, an amendment will be necessary. Ms. Gilman said that the issue with the MOU is that in section 12A it describes the funds as going to the Selectmen, but currently they're not going to the Board. She suggested that they sort out a Trustees of the Trust Funds fund and determine who is authorized to spend the money.

Swasey Parkway Trustee Mark Damsell suggested that they consider the big picture of the park and the wishes of Ambrose Swasey. It was meant to be a parkway for the public to enjoy. As stewards of the park, the Trustees need the funds to ensure the upkeep of the park, including tasks such as seeding, tree removal, aeration, and pruning shrubs. Mr. Damsell was concerned they haven't had a meeting to discuss the implications of the August 9th letter. Ms. Gilman responded that this meeting was only informational; the board recognizes the good work that the Trustees do, and this is just a bookkeeping matter. Ms. Surman stated that because everything's in limbo, the park is not being maintained.

Mr. Dean summed up by saying that the administrative issue of putting the Trust into the hands of the Trustees of the Trust Funds could be resolved quickly, and once that is complete, the Select Board can work out with the Trustees how to proceed on spending those dollars. The Town Manager is not responsible for being compliant on trust funds controlled by others, so he can only advise, not decide the issue. Mr. Clement said that he supports bringing the investments from the trust fund under the town umbrella. He asked, and Mr. Damsell confirmed, that the interest from Key Bank and the fees from permitting go into just one bank account. Mr. Clement suggested that until the Town Meeting in March, the Swasey Park Trustees should

take the money not generated from interest and spend it as they vote to do so for maintenance of the park. He described the Conservation Fund, which is a capital reserve fund used by the Conservation Commission, where they expend money based on a Commission vote, while the Town Treasurer is the custodian of the fund. He suggested the Swasey Parkway maintenance funds could be similarly administered, where the fund is on the town books, and they reaffirm at Town Meeting the authorization of the duly annually elected trustees to spend that money. They should separate the interest money from the permit money until the town votes in March, so that they can spend appropriate moneys for maintenance using the permit money. Ms. Cowan said that his suggestion sounds really reasonable.

Ms. Gilman raised the issue of a \$10,000 line item authorized by the Town each year. Mr. Dean said that this fund pays for maintenance and mowing. Mr. Hamel clarified that there are two line items, \$950 for electricity and \$10,000 for general care. All of the money is held in the Finance office; the initial bills are paid with town money, and if it exceeds that amount, it comes out of the Trustees' account. Mr. Clement wanted to keep this arrangement as-is, but Ms. Gilman was concerned that it was intended to be a one-time line item. Mr. Clement countered that they should discuss that at budget time. Mr. Hamel stated that they expend about \$15,000 a year on maintenance, and if they lose that \$10,000 it will wipe out the Swasey account.

Ms. Ruffner said that the letter doesn't say they can't pay the bills. Ms. Gilman said that it was just a matter of bookkeeping. Mr. Clement stated that they should make a motion to have Mr. Dean craft a warrant article pertinent to a capital reserve fund and who's authorized to expend from it, and put it before the voters in March. The fees for park use could be put in that fund. Mr. Dean said that for the interest income, no warrant article is necessary; putting the money into hands of the Trustees of the Trust Funds is an administrative action with the bank itself. Fees generated from the permits would go into the capital reserve fund, constructed for the Town Meeting. Mr. Clement asked if the interest from Key Bank could also be put into the capital reserve fund. Ms. Gilman wanted to make sure that the money is dedicated to the Parkway, which means a separate account. She ended by saying that the Board will determine the next steps, and the Trustees should continue their maintenance of the Parkway.

3. Board Interviews - Conservation Commission

The Select Board moved downstairs to conduct interviews for the Conservation Commission. The meeting reconvened at 7:04 PM.

4. Public Comment

Gerry Hamel of the Swasey Trustees expressed his concern about the cost overage and the delayed timeline on the water/sewer treatment plant. He asked if the Board had information for the public on this project.

MOTION: Mr. Clement moved to go to Regular Business: Water/Sewer Abatements. Ms. Surman seconded. All were in favor.

Ms. Gilman introduced the abatement request of Steve and Linda MacNeill of 187B Front Street. The MacNeills were not present at the meeting. The Water and Sewer department

identified the cause as a leaking toilet. Mr. Clement said that in the Town Ordinance, if the cause of consumption is related to customer negligence, the customer shall be held responsible for entire bill, so he would vote to not grant abatement. Ms. Cowan said that the Board had granted abatements in the past, so she was not in favor of not granting them. Ms. Surman said that historically when they've gone against the ordinance, they've been concerned with pipes that were frozen and people have no knowledge, while leaky toilets are much more in the control of the homeowner. She said that she was not in favor of this abatement. Mr. Clement observed that there were nine abatement requests, and as they start granting abatements, more are going to come forward. Revenue needed to run the water department will be lost, and they will dip into the Reserve Fund and then raise rates, until everyone else who uses the service will pay for these abatements.

MOTION: Mr. Clement moved to deny the abatement request for 187B Front Street. Ms. Surman seconded. Mr. Clement, Ms. Surman, and Ms. Gilman voted yay, while Ms. Corson and Ms. Cowan voted nay. The motion passed 3-2-0 and the abatement was denied.

Mr. Dean introduced the abatement request of Nancy Cyr, which he described as a similar issue. Mr. Clement commented that they sent out the meter to be tested. Ms. Cyr's daughter stated that Ms. Cyr went to California for the winter and had someone turn the water off in October and back on in April, so she can't understand a bill for nearly \$3000 for that period. Ms. Gilman said that Water & Sewer found that the meter was not recording correctly, but Mr. Clement pointed out that it was actually under-recording. Ms. Cowan asked if Ms. Cyr had had any plumbing work done, and her daughter responded no, the water was completely shut off, and the water bills are back to normal now. Ms. Corson stated that the major leak was between May 7 and May 12, and it was established that Ms. Cyr got back May 11 and the water was turned on May 5th. Ms. Cowan said that they've done this for others and she's not comfortable not granting this abatement. Mr. Clement said that if there is an accurate or under-recording meter, the customer shall be responsible for the entire bill, but he questioned what was done with the testing of the meter in this case.

MOTION: Ms. Corson moved to abate the amount of \$148.31 for Nancy Cyr at 20 1st Street for Water & Sewer abatement; the new bill would be \$309.27. Ms. Cowan seconded. Mr. Clement said he needed more information about the meter testing process. Ms. Corson, Ms. Cowan, and Ms. Gilman voted yay, while Ms. Surman and Mr. Clement voted nay. The motion passed 3-2-0 and the abatement was granted. Ms. Cyr questioned what happens next, and Mr. Dean said that the Town Office will reach out to the customer with a bill adjustment.

Ms. Cowan mentioned that she will encourage the Water & Sewer Advisory Committee to meet to review the abatement policy.

MOTION: Mr. Clement moved to deny the abatement for Hartmann Oil of Colcord Pond Drive, since a leak was identified. Ms. Surman seconded. Ms. Corson said that it was an underground leak, exactly what they had talked about as being eligible for an abatement. Mr. Clement said that if it occurs on your property, you are responsible. Ms. Corson said that it never went to the sewer system, so she hoped they calculated this so they weren't charged for the sewer portion; Ms. Gilman wanted that clarified. Ms. Surman and Mr. Clement yay, while Ms. Corson, Ms. Gilman, and Ms. Cowan voted nay, and the motion failed 2-3-0. Ms. Corson would like to know the sewer portion of the water that is leaking.

MOTION: Ms. Cowan moved to table the abatement. Ms. Corson seconded. Ms. Corson, Ms. Gilman, and Ms. Cowan voted yay, while Ms. Surman and Mr. Clement voted nay. The motion passed 3-2-0 and the abatement was tabled.

The next abatement application was from Matthew Greene for the property of 5 Allard Street. Mr. Dean introduced this as another leaking toilet issue. Mr. Greene was not present at the meeting.

MOTION: Mr. Clement moved to deny the abatement for 5 Allard Street. Ms. Surman seconded. Mr. Clement, Ms. Surman, and Ms. Gilman voted yay, while Ms. Corson and Ms. Cowan voted nay. The motion passed 3-2-0 and the abatement was denied.

Next was Maureen McHugh of Hayes Mobile Park. She stated that she was unaware of the leak, which was behind her trailer, and her water bill had doubled. Ms. Cowan asked what steps she had taken to correct the leak; Ms. McHugh responded that when she received the bill, she had notified the park attendant immediately to fix the problem. Ms. Cowan told her that she could receive one abatement in ten years, and asked if she wanted to use it here. Ms. McHugh said that she did. Ms. Corson said the amount of the abatement would be \$47.61, and Ms. Gilman explained that the calculations are based on the average usage and the overage over three years.

MOTION: Ms. Corson moved to abate \$47.61 for 99 Hayes Park for the Water & Sewer bill. Ms. Cowan seconded. Ms. Corson, Ms. Cowan, and Ms. Surman voted yay, while Mr. Clement voted nay; Ms. Gilman did not vote. The motion passed 3-1-1.

Next was Bailey Dangora of 10 Pleasantview Drive. Mr. Clement commented that the issue was a leaking toilet, which was corrected. Ms. Dangora said that they had purchased the house in September of 2017 and had had a complete inspection, they didn't expect any leak. They had it fixed immediately.

MOTION: Ms. Cowan moved to approve an abatement in the amount of \$309.83 for the property at 10 Pleasantview Drive. Ms. Corson seconded. Ms. Cowan and Ms. Corson voted yay, while Mr. Clement, Ms. Gilman, and Ms. Surman voted nay. The motion failed 2-3-0 and the abatement was denied.

Next was the application of Paula Parrish of 200 High Street. Ms. Parrish said when they turned on the main for the sprinkler system, 35,000 gallons leaked into the ground. Water and Sewer looked at the meter when everything else was turned off and found that the sprinkler system was the cause. Mr. Clement countered that the report from Water & Sewer had no mention of an issue other than a leaking toilet. Mr. Dean said that it's possible that 35,000 gallons could come from a leaky toilet alone. Mr. Clement did not want to act without further information, and wanted to table the abatement. Ms. Parrish suggested that there should be an alert that tells you when the leak starts. Ms. Corson informed her that the city is actually getting closer to that, and now has spot checks when water usage has spiked. Mr. Clement observed that the high usage in this case was inconsistent, going back and forth between high volume and lower volume.

MOTION: Mr. Clement moved to table the abatement application. Ms. Surman seconded. All were in favor. Ms. Gilman said that the board will raise the issue again with the Water & Sewer department.

Next was an abatement application from Edda Martin and 127 Water Street Realty LLC. Ms. Martin said that the building has 6 bathrooms whose toilets were all replaced last fall. The new toilets started leaking but the tenants didn't report it, and she received a bill for \$3600. **MOTION:** Ms. Corson moved to abate the amount of \$1861.61, so the new bill total would be \$1812.26 for the property of 127 Water Street Realty. Ms. Cowan seconded. Mr. Clement contended that the problem is the homeowners', and suggested going after the plumber that installed these toilets. He felt that granting the abatement would be putting the burden on other ratepayers. Ms. Corson and Ms. Cowan voted yay; Mr. Clement, Ms. Surman, and Ms. Gilman voted nay. The motion failed 2-3-0 and the abatement was denied.

5. Proclamations/Recognitions

There were no proclamations or recognitions at this meeting.

6. Approval of Minutes

a. September 10th 2018

Mr. Clement said that on page 2 in the section on Liberty Utilities, he wanted "wastewater treatment plant" changed to "wastewater treatment plant *site*."

MOTION: Ms. Corson moved to approve the September 10th 2018 minutes as amended. Ms. Surman seconded. All were in favor.

b. September 17th 2018

Mr. Clement said that on page 7 in the 2nd paragraph, it should read Mr. Clement *asked* who does the programming.

MOTION: Ms. Corson moved to approve the September 17th 2018 minutes as amended. Ms. Surman seconded. All were in favor.

7. Appointments - COAST Representative Board of Directors

MOTION: Ms. Corson moved to approve the appointment of Dave Sharples to the COAST Board of Directors. Ms. Cowan seconded. All were in favor.

Ms. Corson asked if they need an alternate, and Mr. Dean volunteered.

MOTION: Ms. Corson moved to approve Russ Dean as the alternate. Ms. Cowan seconded. All were in favor.

8. Discussion/Action Items

a. Chief Comeau re: FEMA EAS test

Fire chief Brian Comeau discussed the national test of the Emergency Broadcast system and wireless emergency alert system on Wednesday, Oct 3rd at 2:18 PM. It will affect radio, telephones, NOAA systems, internet applications, and wireless. Ms. Gilman stressed that the public's personal information is protected. Mr. Comeau asked the Town Manager to announce the alert on the Facebook page.

Chief Comeau also said he had met with FEMA representatives about the late reimbursement for the March snowstorm. The totaled assessment for the snowstorm emergency was \$89,000; their reimbursement rate is 75%, so the town should be receiving a check for \$67,000.

b. Holiday Parade Discussion

Ms. Gilman said that she and Ms. Corson asked for the holiday parade to be on the agenda after the permit request for December 8th. For more than 60 years, the parade has been on the first Saturday of December. She had heard feedback from business owners and concerned parties about the change. She remembered the consternation that arose when the Memorial Day parade was moved by half an hour, and that raised concerns about this big move. She said that Mr. Thompson had assured them that all the parts of the parade will be together, so she's not worried about logistics; it's more about the participants in the parade and business owners. A change in the date would change their expectations for the season.

Ms. Corson said that she'd talked to several business owners who were concerned about the change because in that December period they do 25-30% of business for the year. The parade eats into their sales because parking is taken off the road in the afternoon. The change also affects the Ring in the Season events, and the Prescott Park Arts Festival is having a play downtown at the same time as the parade. She said that Mr. Thompson has been doing it for a long time so this would be a big change for the parade, not sure if it can go off as planned, looking for discussion. Ms. Gilman was concerned that they haven't heard from anyone else on the committee.

Ms. Surman said that the parade committee is not a town committee. They get money from the town, but also donations. The Select Board role is to approve their permit. If there's nothing wrong with a permit, does the Board have the authority to deny it? She was not as concerned about the parade's date change, since it's still early in the season. Ms. Gilman said that her question at the time was whether the date change was the committee's decision. Now that doesn't seem to be the case, and she's wondering what action the Board can take. Ms. Corson said a number of the town's merchants told her how difficult it has been with the internet, and for the town to take away a Saturday that is closer to Christmas in prime shopping time doesn't work. She said the Board needs to make sure the town is economically viable. Mr. Clement said that this should have been the committee's call; it sounds like it wasn't, but he doesn't want to get involved in the committee.

Ms. Cowan said that if there are concerns about changing the date, they should have come to the Board before they took this vote. It's important to pay attention to what's on the Select Board agenda. However, she also said that merchants downtown are crucial to the fabric of the town, and she doesn't want to dismiss their concerns. If the date change wasn't a broad consensus, the Board may need to step up their role and correct this. Ms. Gilman agreed with Ms. Surman that they only approve permits, but they can send a message to Mr. Thompson and the committee to ask them to reconsider. Ms. Corson pointed out that the Chamber sent them a letter. Ms. Gilman read that the Chamber is in favor of retaining the original date because of Prescott Park Arts Festival, the Holiday Open House, and the Festival of Trees. Ms. Surman felt that having the parade on the following weekend was a reason for people to come back into town, and that the parade impacts business owners either way. Ms. Gilman asked for public comment.

Margaret Demopoulos, Chairman of the Board for Exeter Fine Crafts, said that the change is detrimental to the merchants of downtown. In the first weekend of December, when there is a parking ban, her gallery sales are terrible. If the board moves the parade to a later

day, they'll put people out of business. The parade is traditionally on the first Saturday of December; if it's not then, people are not going to come back at all.

Beth Dupell of the Holiday Parade Committee said that this decision was not vetted properly. The committee did not meet to discuss it; their first meeting of the season is scheduled in two weeks. Mr. Thompson asked her opinion on the change in June and she said no, but that if the rest of the group wanted to move forward she was just one voice. However, the committee did not meet. Mr. Clement asked how quickly they can get the committee together. Ms. Dupell replied that Tuesday October 9th is the first meeting, but they don't typically make decisions of this magnitude. Ms. Cowan asked if it were true that the parade would not go on without the managing director there, as he claimed. Ms. Dupell said no, there's a community behind the parade and it doesn't depend on a single person. Ms. Gilman acknowledged that Mr. Thompson is valuable, but felt they also need to prepare for succession. She was glad that Ms. Dupell came forward because it let people know they need new people to join the long tradition.

Ms. Cowan said that the more that she hears the fuller picture, the more comfortable she was saying we didn't hear all sides. To her, it sounded like this was a case of inconveniencing one person versus inconveniencing the entire town. She thought that if they don't move it, the parade wouldn't happen, but that's not reality. This needs to be a community building thing, not tearing this town apart.

MOTION: Ms. Cowan moved to rescind the permit. Ms. Corson said that she would like the committee to meet before that action. Mr. Clement suggested that they try to resolve this internally and come back to the Board. The motion was not seconded.

Ms. Demopoulos asked what she should tell her membership about the parade date. Ms. Gilman said that there is still an opportunity to change, and they should know by October 15th. Ms. Corson said that they will know by October 9th, when the committee meets. Ms. Gilman said the Board will amend the permit, but Ms. Surman felt that they needed a new permit. Ms. Gilman encouraged everyone to attend the Holiday Parade meeting in the Wheelwright Room on Wednesday.

c. DPW Loader Lease/Purchase Financial Documents

Mr. Dean stated that last March, the town voted to purchase a new loader for the Public Works department in Article 17 of the 2018 ballot. That article did pass, so he presented three quotes for a John Deere loader 644K model. The grant of the financing went to Tax-Exempt Leasing Corp., fixed at 3.88%. This company specializes in working with municipalities on large equipment, and are typically the most competitive option. Mr. Clement asked what the town gains from leasing. Mr. Dean responded that it allows them to spread out costs over time, manage the fleet and keep it younger, and the vehicle replacement program is stronger. Otherwise the budget doesn't have the bandwidth to replace three of these in one year. Mr. Clement said that they're only discussing one piece of equipment, and it would save \$16,000 over a five year period. Mr. Dean said that the cost is paid by taxes no matter what, and the interest is \$14,696 over the term. Ms. Corson suggested that this conversation could be part of the budget meeting, and the warrant article says "lease it."

MOTION: Mr. Clement moved to approve the lease for the DPW 2018 John Deere loader to Tax-Exempt Leasing at the stated interest rate of 3.88% for five years. Ms. Surman seconded. All were in favor.

d. Holland Way Economic Revitalization Zone Proposal (ERZ)

Darren Winham presented a proposal to make an area of Holland Way into an Economic Revitalization Zone. Currently, there is interest in several parcels in this area, and they are working on a right of way. The state is looking to incentivize the expansion of one of these properties by putting it in an ERZ. This approval doesn't have to go through the NH Legislature. They only need a recommendation from the Select Board to put it in an ERZ and then send it to commissioner to move forward. There will be no detriment to the Exeter taxpayer; this affects state taxes only. The businesses will be hiring people and investing money. Ms. Gilman asked how big of a credit they'll get. Mr. Winham said that of the Epping Road businesses, almost all have taken advantage of the credit. Ms. Gilman was concerned that the program ends in 2020, but Mr. Winham responded that there will be a pretty big push to convince the legislators to keep it going. Ms. Gilman asked if they needed voter approval, and Mr. Winham said no, historically it's simply been up to the board. Mr. Clement asked if the town could hurt itself by having multiple ERZs, but Mr. Winham said no. Ms. Corson asked whether it works with uses that are allowed in this area. Mr. Winham said yes, there's no need to go to ZBA for any of the uses they're looking at.

MOTION: Ms. Corson moved to designate the following properties to be in the Economic Revitalization Zone: Map 52 Lot 112; Map 51 Lot 17; Map 65 Lot 123; Map 66 Lot 1; Map 66 1-1; Map 66 Lot 2; Map 70 Lot 103; Map 70 Lot 101; Map 69 Lot 39. Mr. Clement seconded. All were in favor.

e. 2018 School Impact Fees Release

Mr. Dean presented the latest balances of the school impact fees. The Finance offices conferred with the schools and recommended \$150,000 total be released to offset the tax rate, \$75,000 would go to the co-op, \$75,000 for the local school district.

MOTION: Mr. Clement moved that the Select Board release a total of \$150,000 in school impact fees, \$75,000 of those fees going to the co-op for High School debt service \$75,000 to the local school district to offset costs of the Main Street School bond. Ms. Cowan seconded. All were in favor.

f. FY19 Preliminary Budget Discussion

Ms. Gilman prefaced the discussion by saying that the budget committee is starting their subcommittee work, so she doesn't want to go into the line items. Mr. Dean said that there are new personnel being requested in the FY19 budget. This is a first cut, the numbers will be more real when they receive their health insurance rating at the meeting of the Health Trust the next week. Overall, they are proposing a 4.17% increase over last year's budget article. The proposal is \$19,424,542 vs \$18,646,644 in FY18. The table on page 5 of the budget narratives shows the approved budget in March and adds into that number the DPW loader, Engine 4 replacement, and the police collective bargaining agreement; with those items factored in, the FY19 number is a 3.12% increase. The main drivers of the budget were benefit costs, upticks in the solid waste budget, and a new personnel cost increase of \$238,000, with the majority of that based on two new firefighter/paramedics requested by the Fire Department. There are also a series of bond articles, the library design renovation construction for \$4.5 million, the Parks and Rec design engineering which they got down to \$250,000 as part of the CIP process. There are several warrant articles queued up for discussion: a dispatch upgrade which was in the CIP; an

LED street light project with a five year payback period; and a sidewalk program in Public Works. Several capital reserve funds have been proposed. One is a \$100,000 Parks Improvement Fund, which would function as a short-term savings account for parks improvement projects identified in the CIP. Another is a vehicle and equipment replacement fund for smaller-scale vehicles: light duty vehicles, pickups, and things normally bought with cash. Also proposed is a \$50,000 Intersection Improvements Fund, since they're still hearing a need for updating some troubling intersections, and an ADA Capital Reserve Fund, so they can have plan available for ADA compliance issues and ensure that the town meets the requirements for federal funding.

Mr. Clement expressed his disappointment that the budget was not presented to the board for comment and review before it went to the budget committee. Ms. Gilman responded that there have been years where the board didn't get a presentation; Mr. Clement insisted that this had not happened in his nine years. Mr. Clement said that there is less respect for the Select Board's responsibility to present a budget to the voters of the town, but he takes that responsibility seriously.

Mr. Clement said that on page 3, the budget mentions implementing an analytics review, and he would love to have a presentation on that. Also on page 3, it says that the town has \$150 million in non-taxable value in land and buildings, but it should be \$184 million, according to the current MS1. Mr. Dean said that the non-taxable value just changed. Mr. Clement then asked if the town did a COLA (cost of living adjustment) for FY19; Mr. Dean said no, it's a step only. Mr. Clement said that he understood that they tried to break out personnel request costs but he wished they could have gone through and weeded them out. Ms. Gilman said they had that discussion at the budget committee meeting the week before; they're taking a different approach to personnel. She understood his concern for not having total number for each department, they should see what it costs per department too. Mr. Dean wanted to point out that on the step, that is consistent with the police contract. Mr. Clement asked if there would be any bargaining this year; Mr. Dean said yes, Fire and Public Works. Mr. Clement said there could potentially be a CBA for them on the ballot, and Mr. Dean confirmed.

Ms. Gilman listed the budget committee meetings: the general government all-day recommendations meeting starts at 8:30 AM on Friday October 19th, the rest of the meetings start at 6:30 in the evening. The first subcommittee meeting is on Wednesday October 24th, Recreation, Library, Welfare, Human Services. Thursday, November 1st, Public Works. Monday November 5th, Police and Fire. Thursday November 8th is Water & Sewer. Wednesday November 14th is the CIP wrap-up of the budget. Reserving November 27th and 28th. The all-day meeting will be televised, not the subcommittee meetings, but they are open to the public.

9. Regular Business

a. Tax, Water/Sewer Abatements & Exemptions

MOTION: Ms. Cowan moved to approve an abatement in the amount of \$34,035.68 for the year 2016 for Map 62 lot 112. Ms. Corson seconded. Ms. Surman asked if that is Great Bay Kids, and that was confirmed. Ms. Cowan and Ms. Corson voted yay; Ms. Gilman, Ms. Surman, Mr. Clement voted nay. The motion failed 2-3-0. Ms. Corson and Mr. Dean pointed out that this was a court-mandated abatement.

MOTION: Ms. Gilman moved to reconsider the vote on the abatement in the amount of \$34,035.68 for the year 2016 for Map 62 Lot 112. Ms. Cowan seconded. Ms. Cowan, Ms. Gilman, and Ms. Corson voted yay. Mr. Clement and Ms. Surman voted nay. The motion passed 3-2-0.

MOTION: Ms. Cowan moved to approve the abatement in the \$34,035.68 in the year 2016 for Map 62 lot 112. Ms. Corson seconded. Ms. Cowan, Ms. Gilman, and Ms. Corson voted yay. Mr. Clement and Ms. Surman voted nay. The motion passed 3-2-0 and the abatement was granted.

MOTION: Ms. Cowan moved to approve an abatement in the amount of \$3,533.86 in the year 2016 for Map 62 Lot 113. Ms. Corson seconded. Ms. Cowan, Ms. Gilman, and Ms. Corson voted yay. Mr. Clement and Ms. Surman voted nay. The motion passed 3-2-0 and the abatement was granted.

MOTION: Ms. Cowan moved to approve an abatement in the amount of \$37,852.78 in the year 2017 for Map 62 Lot 112. Ms. Corson seconded. Ms. Cowan, Ms. Gilman, and Ms. Corson voted yay. Mr. Clement and Ms. Surman voted nay. The motion passed 3-2-0 and the abatement was granted.

MOTION: Ms. Cowan moved to approve an abatement in the amount of \$18,926.39 for the first billing in 2018 for Map 62 Lot 112. Ms. Corson seconded. Ms. Cowan, Ms. Gilman, and Ms. Corson voted yay. Mr. Clement and Ms. Surman voted nay. The motion passed 3-2-0 and the abatement was granted.

MOTION: Ms. Cowan moved to approve a land use change tax warrant in the amount of \$301,600 for Map 47 Lot 8. Mr. Clement seconded, and asked if that was money coming to the town. Mr. Dean said yes, and that the entity that is billed for land use change tax has up to 18 months to pay it. Ms. Corson seconded. All were in favor.

b. Permits & Approvals

MOTION: Ms. Corson moved to approve the application for Town Hall use October 20th from 9 AM to 4 PM by Catherine Steward for the Russian Ballet Academy. Mr. Clement seconded. All were in favor.

MOTION: Ms. Corson moved to approve the the application for Town Hall use by Exeter Area Chamber for an Ambassador Meeting on the first Thursday: 10/4/18,11/1/18,12/6/18, and 1/3/19 at 8 AM to 9:30 AM. Mr. Clement seconded, and noted that the application was for the ticket office room, not all of Town Hall. All were in favor.

MOTION: Ms. Corson moved to approve the application for the old ticket office Town Hall facility by Exeter Area Chamber Fast Trak Meeting monthly on the second Tuesday of the month: 10/9/18,11/13/18,12/11/18, and 1/8/19 from 8 AM to 9:30 AM. Ms. Surman seconded. Mr. Clement asked if this will be a monthly occurrence looking to use facilities in Town Hall. Ms. Gilman said that it's the small meeting room and early in the morning. Mr. Dean said that the current policy is four uses and then repermitting. Mr. Clement asked if because they are a non-profit, were they not charging them? Ms. Corson responded yes, under the current policy. All were in favor.

MOTION: Ms. Corson move to approve town hall facility use for Bobbi from the Exeter Area Chamber for the monthly Ambassador Meeting from 11:15 to 1:45 on 11/15/18,12/20/18, 1/17/19, 2/21/19. The motion was not seconded. All were in favor.

MOTION: Ms. Corson moved to approve the application for Exeter Area Chamber Travel Meeting on 10/30/18 from 5 - 8 PM. Ms. Surman seconded. All were in favor.

MOTION: Ms. Corson moved to approve the Swasey Parkway use application for the 5th annual TEAM Fall Equinox Festival on 9/21/19 from 8 AM to 6 PM. Ms. Cowan seconded. Mr. Clement asked if there were a fee charged for this in the past; Mr. Dean said he didn't think so. Mr. Clement asked if it falls under the fee structure. Mr. Dean will look into that. Ms. Gilman, Ms. Corson, and Ms. Cowan voted yay; Ms. Surman voted nay, and Mr. Clement abstained. The motion was approved 3-1-1.

MOTION: Mr. Clement moved to approve and sign the MS-535 financial report on the budget of Exeter for the period ending December 31, 2017. Ms. Corson seconded. All were in favor, and all signed.

c. Town Manager's Report

Mr. Dean has been working on the budget subcommittee and budget recommendation committee process. The long term control plan was submitted to EPA. He was able to attend the ICMA Conference in Baltimore, and heard a lot about the national "Intelligent Cities" movement, which uses technology and analytics to improve efficiency and understanding in communities.

He said that the remaining side streets will paved this week, weather permitting. High Street residents have had questions about the paving and castings work, and it's also supposed to be done this week. SUR, the contractor on the Epping Rd water sewer extensions, will be having a meeting at Neighborhood Beer Company Wednesday 10/3 at 6:30 PM, and the Town Manager's staff will be there. Mr. Clement asked if they are on schedule to get the water and sewer extension to the former King property, and Mr. Dean replied yes. Also, Mr. Dean said that the draft audit is completed for 2017; they'll be reviewing it one last time and then it will be final. Coming up after the audit, they'll have their annual conversation about fund balance and setting the tax rate, and he should have that info by the next Select Board meeting. For upcoming events: Saturday is the Powder Keg Beer and Chili festival. Monday is a holiday, Columbus Day, so Town offices will be closed. The budget recommendations all-day meeting will be held October 19th. October 20th is household hazardous waste day.

d. Select Board Committee Reports

Ms. Surman had nothing to report; she will be attending the E911 meeting tomorrow morning, and the Swasey Parkway Trustees meeting tomorrow night.

Ms. Corson said that she had had three weeks of Planning Board meetings. Rose Farm came in for the last two meetings and that's continuing. This past Thursday, they had the easement for Smith Building at 173 Water Street; the Select Board will see a letter from the Planning Board recommending they move forward with that. They had a design review for the site of Brad's Auto Body, they are proposing nine townhouses. The site is pretty much concrete, and they had some suggestions for them that will enhance the project.

Ms. Cowan had an MTAG kickoff meeting on Tuesday. They saw charrettes for what mixed-use residential housing could look like, and discussed how to talk with different stakeholders about mixed-use or affordable housing without being scary or off-putting.

Mr. Clement attended the Exeter Squamscott River Local Advisory Committee (ESRLAC); they will be embarking upon a social media campaign for public awareness in watershed towns: how they can improve stormwater for river water quality; how to maintain septic systems and make sure they're working properly; and information on reducing the

amount of fertilizer use. They hope this campaign will help to reduce the nitrogen coming from the watershed towns. The Nitrogen Control plan with the EPA talks about what Exeter is doing, but other towns play a part.

He also mentioned that Oct 25th is the time for a potential new Comcast agreement, but that they haven't talked about it yet and he has some suggestions to bring to the board. Mr. Dean will have Ms. Miller come to the next meeting on October 15th.

Ms. Gilman said that September 16th was National Electric Vehicle week. They were expecting 15 people with hybrid or electric vehicles, but they got 35, and the downtown was really active. Also, the Heritage Commission demolition review team will be going out to Rose farm to look at old structures slated for demolition and investigate a rumored cemetery.

Mr. Clement asked Ms. Gilman about the Volkswagen settlement, which can be used to convert vehicles to lower emissions, such as converting fleets of busses or municipal vehicles from diesel to electric. Ms. Gilman responded that someone from DOT told her when the money comes in, which date is not yet defined, the state will take a piece, then offer the remainder to the counties, then municipalities, then citizens, if there is any left.

e. Correspondence

Enna Grazier supplied the text from her arts commission recommendation.

The Swasey Parkway trustees wrote to Jay Perkins about a tree in Swasey Park taken down for safety reasons.

Gerry's variety inquired about the percentage of blue bag fee which hadn't been communicated well by the vendor. Mr. Perkins cleared it up, and businesses still do get a cut.

There was a communication from FEMA about the town's Letter of Map Revision discussing one property being removed from a flood hazard area. Mr. Clement said that this is 19 Garrison Lane, and asked if that were a city property. Mr. Dean said that the petition had to come from the property owner; he will look into whether it is private property.

The New Hampshire Lottery sent a letter about Keno 603, a revenue source that needs to be voted on by voters, allowing Keno in the town. Keno could only be established in businesses that serve food and liquor. Mr. Clement asked if the schools would gain any revenues if Exeter allowed Keno. Ms. Gilman said that she believed so, but that she had never been approached by the school board about it.

There was a letter from Beth Dupell regarding the holiday parade, and another asking if the Prescott Park Arts event was considered in the planning.

The Fire Department invited the board to Jeff Liporto's retirement party on October 11th. Finally, there were the COAST meeting minutes from July.

10. Review Board Calendar

Upcoming board meetings will be on October 15th, October 29th, November 12th and November 26th.

11. Non-Public Session

There was no non-public session.

12. Adjournment

MOTION: Ms. Corson moved to adjourn the meeting. Ms. Surman seconded. All were in favor and the meeting was adjourned at 9:35 PM

Respectfully submitted,
Joanna Bartell
Recording Secretary

Committee Appointments
October 15th, 2018

Conservation Commission

Trevor Mattera, 9 Westside Drive, Alternate Member, Term to expire 4/30/21

LINCOLN STREET SCHOOL PARKING LOT EXPANSION PROPOSAL

Memo

To: Exeter Town Selectboard
From: Darren Winham, Director
CC: Russell Dean, Town Manager
Date: 10.11.18
Re: Lincoln Street School public parking project

A selection of Exeter Town Staff has been working with Don Clement, Selectboard member, Robert Hall, former Amtrak employee and citizen most knowledgeable regarding commuter train usage and parking needs, and Dick Wendell, Facilities Director SAU 16, for over a year on a potential project that would create up to 45 new public parking spaces at the Lincoln Street School.

Thus far, the aforementioned collection have met with the Exeter School Board Facilities Committee to vet the project and has received tacit support to continue exploration of the idea and a request for more details. To date, the Town's Engineering Department has proffered a draft layout (please find in your packet). Mr. Wendell is working with Bell & Flynn, Inc. for design and cost. At this point, it seems his interest would be for the School to pay for the parking construction – which would see the creation of parking such that the school's existing net amount does not change – and the town to compensate the school for a portion thereof. This, however, would be negotiated by a Selectboard Representative and the School Facilities Committee.

To this end, we are requesting that the Selectboard vote to support Staff's continuing effort to advance this project AND to assign a member of the Board as a Selectboard Representative to this project. The Selectboard Rep (and appropriate Staff) would then meet with the School Facilities Committee to negotiate a draft agreement (i.e. MOU, lease, etc.) with design and cost. This draft agreement would then be vetted by the Selectboard and Exeter School Board for consideration.

The procedure for action by the Selectboard is as follows:

- Vote to support or discontinue Staff's efforts regarding a potential Lincoln Street public parking project
- If project is supported, assign a Selectboard Representative to the project



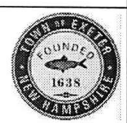
NOTES

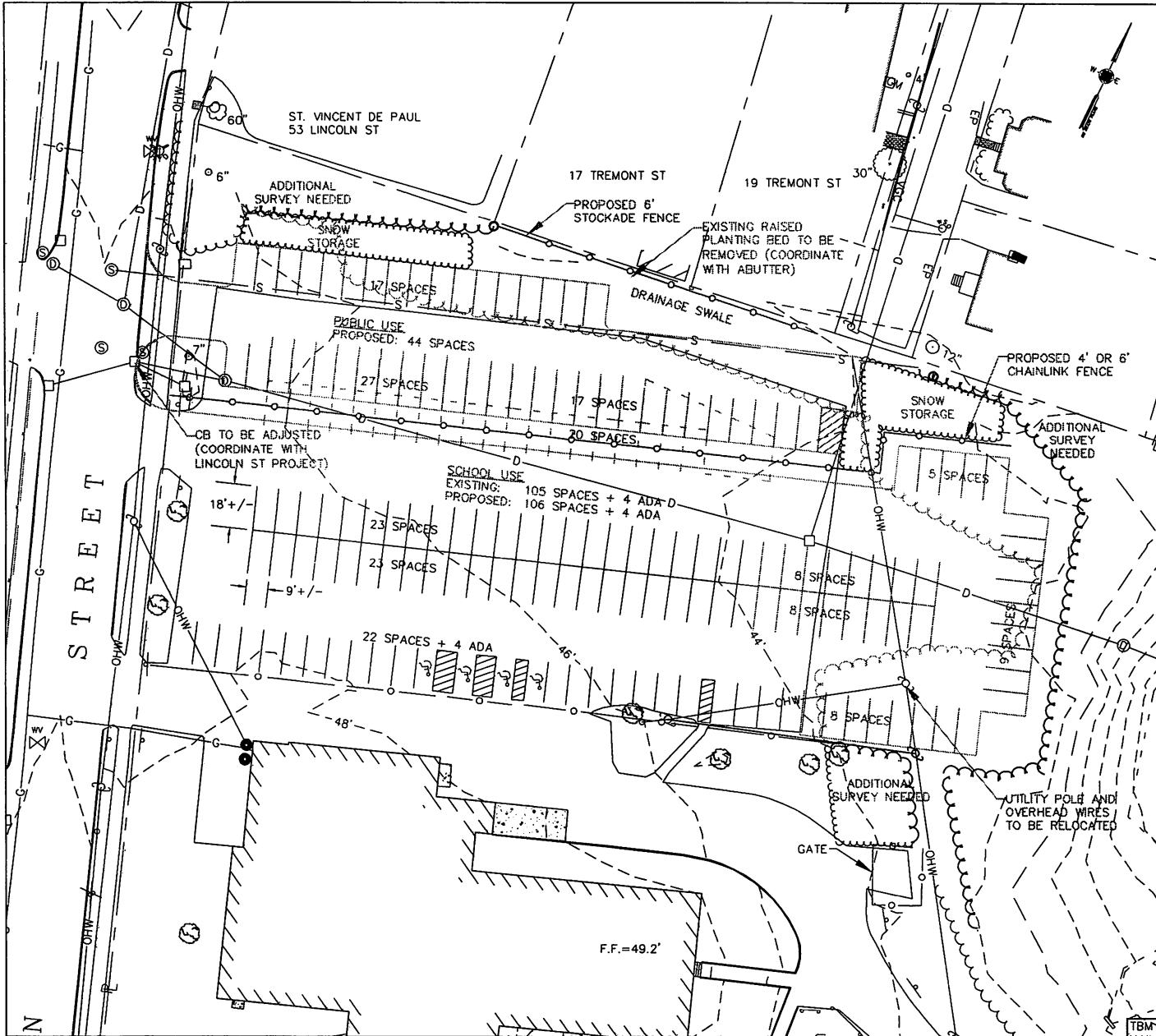
1. THIS SKETCH IS A CONCEPTUAL PLAN FOR PARKING LOT IMPROVEMENTS. IT IS NOT INTENDED FOR CONSTRUCTION. ADDITIONAL INFORMATION IS REQUIRED TO PREPARE A FINAL DESIGN.
2. ADDITIONAL SURVEY IS NEEDED IN SEVERAL LOCATIONS FOR TOPOGRAPHY, TREES, FENCES, AND OTHER PHYSICAL FEATURES NOT SHOWN.
3. SNOW STORAGE AREAS ARE SHOWN BUT SNOW REMOVAL MAY BE REQUIRED.
4. DRAINAGE SYSTEM IMPROVEMENTS WILL BE REQUIRED TO ACCOMMODATE NEW PARKING. A SUBSURFACE DRAINAGE SYSTEM (INFILTRATION) MAY BE POSSIBLE ON THE SCHOOL SIDE OF THE PARKING LOT, BUT NOT THE PUBLIC SIDE DUE TO THE LOCATION OF THE EXISTING SEWER MAIN.
5. UTILITY POLE RELOCATION IS REQUIRED WHICH MAY RESULT IN ADDITIONAL TREE CLEARING OR TRIMMING.
6. PROPOSED PARKING STALLS ARE 9'X18'. DRIVE AISLES ARE 24'.

PARKING CALCULATION

<u>EXISTING:</u>	
SCHOOL	105 SPACES 4 ADA SPACES
<u>PROPOSED:</u>	
SCHOOL	106 SPACES 4 ADA SPACES
PUBLIC	44 SPACES

**LINCOLN STREET SCHOOL
POTENTIAL PARKING LOT
MODIFICATIONS**





NOTES

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PARKING CALCULATION

EXISTING:	
SCHOOL	105 SPACES 4 ADA SPACES
PROPOSED:	
SCHOOL	106 SPACES 4 ADA SPACES
PUBLIC	44 SPACES

LINCOLN STREET SCHOOL
POTENTIAL PARKING LOT MODIFICATIONS



JULY 31, 2017 DRAFT

DRAWN BY: JSM
 SCALE: 1"=40'

HOLIDAY PARADE UPDATE

173 WATER STREET PARKING EASEMENT PROPOSAL

DRAFT

THE SPACE ABOVE IS FOR RECORDING INFORMATION

EASEMENT DEED

BE IT KNOWN, that the Town of Exeter, a municipal corporation within Rockingham County with a principal place of business at 10 Front Street, Exeter, New Hampshire 03833, for consideration paid, hereby grants and conveys to Freedman Realty, Inc., a New Hampshire corporation with a principal place of business at 173 Water Street, Exeter, New Hampshire 03833, with QUITCLAIM COVENANTS, the following perpetual easement for construction of and access to parking spaces, and for no other purpose, located on Servient Property of the Grantor, adjacent to Water Street, Exeter, New Hampshire, shown on Tax Map 64 of the Town of Exeter as Lot 47, for the benefit of the Grantee's Dominant Property at 173-179 Water Street, shown on Tax Map 64 of the Town of Exeter as Lot 50, more particularly described as:

The area shown as a construction and access easement on a plan entitled "Preliminary Easement Plan, 173 Water Street Improvements, 173-179 Water Street, Exeter, N.H., revised 9/17/18, by Jones & Beach Engineers, Inc., plan to be recorded.

The burden of this easement shall run with the land of the grantors and shall be binding on the grantors' heirs, successors and assigns forever.

This conveyance is exempt from transfer taxes pursuant to NHRSA 78-B:2, I.

EXECUTED this _____ day of _____, 2018.

TOWN OF EXETER

Russell Dean, Town Manager

STATE OF NEW HAMPSHIRE
COUNTY OF ROCKINGHAM

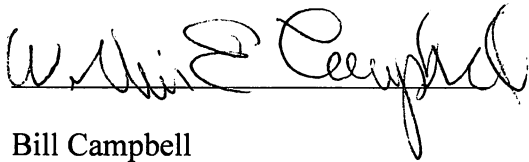
The foregoing instrument was acknowledged before me this _____ day of _____, 2018 by Russell Dean, Town Manager for the Town of Exeter.

Notary Public/Justice of the Peace
My Commission expires: _____

**TOWN OF EXETER
CONSERVATION COMMISSION MEMORANDUM**

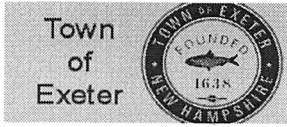
Date: October 11, 2018
To: Exeter Select Board
From: Conservation Commission
Subject: 173 Water Street Parking Easement

On October 9th, the Conservation Commission was presented information on a perpetual parking easement from the Town to 173 Water Street. Mr. Mike Todd of Excel Construction Management provided materials for review and presented an overview of the parking layout. The Commission voted unanimously with no objections to proposal.



Bill Campbell
Chair, Exeter Conservation Commission

cc: Mike Todd, Excel Construction Mgmt.



Russ Dean <rdean@exeternh.gov>

PB recommendation re 173-179 Water St easement

1 message

David Sharples <dsharples@exeternh.gov>

Fri, Oct 12, 2018 at 1:51 PM

To: Russ Dean <rdean@exeternh.gov>

Hello Russ,

The Planning Board considered the request from Excel Construction LLC, on behalf of Freedman Realty Inc, to utilize a portion of the public right-of-way behind the building at 173-179 Water Street to construct two parking stalls. The Board recommended the Select board grant the request for an easement to allow a portion of two parking stalls to be within the public right-of-way as shown on the plans submitted by the applicant. The Planning Board did recommend that the Select Board seek some form of consideration for the easement such as enhanced landscaping in the immediate area or, if a cash payment, that the funds be utilized to beautify the public area near the project.

Thanks,

Dave

TAX MAP 64 LOT 49
 CHARLES C. TRAVERSE JR.
 LUCIEN & NORMA DALLAIRE
 22 PEABODY DR
 BRENTWOOD, NH 03833
 BK 4467 PG 637

MONUMENT TO BE SET

195.90' (REF. 1)

S54°24'17"W

MONUMENT TO BE SET

WATER STREET

S32°50'27"E

EXISTING BUILDING TO REMAIN
 (TWO STORIES)
 4,565 SF

TOTAL BUILDING FOOTPRINT
 13,702 SF

REMAINING BUILDING FOOTPRINT
 9,137 SF

N 57°12'43" E
 5.46'

EASEMENT "A"
 A=103.46 SQ.FT.

N 32°47'17" W
 20.00'

N 35°50'35" W
 14.65'

S 57°12'43" W
 4.86'

EX. PL

EX. TIE LINE

N 57°12'43" E
 2.37'

S 32°47'17" E
 16.74'

N 35°50'35" W
 16.68'

N 24°15'05" W
 5.32'

EASEMENT "B"
 A=39.94 SQ.FT.

S 23°57'39" E
 5.46'

N 31°22'38" W
 112.08' (TIE)

S 65°44'55" W
 1.45'

TAX MAP 64 LOT 47
 TOWN OF EXETER
 (NO REF. DEED FND)
 (SEE PLAN REF 7,8,9)

MONUMENT TO BE SET

SQUAMSCOTT RIVER

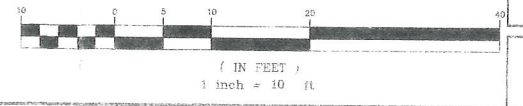
S39°36'52"E
 11.73'
 (SURVEY TIE LINE)

N61°16'19"E

193.31' (REF 1.)

TAX MAP 72 LOT 17
 MERRILL BLOCK CONDOMINIUMS
 163 WATER STREET
 EXETER, NH 03833
 BK 2423 PG 405

GRAPHIC SCALE



- REFERENCES**
- "PLOT PLAN OF LAND AND BUILDINGS BELONGING TO GOLDIE FREEDMAN AND LOCATED IN EXETER N.H." DATED NOVEMBER 20, 1950. SCALE 1" = 10'. PREPARED BY CHARLES E. BREWER C.E. R.C.R.D. 1151
 - "EXISTING SITE PLAN FOR THE MERRILL BLOCK CONDOMINIUMS IN EXETER N.H." DATED MAY 1962. SCALE 1" = 10'. PREPARED BY PARKER SURVEY ASSOCIATES. R.C.R.D. D-11057
 - "SUBDIVISION OF LAND FOR PHILLIPS EXETER ACADEMY IN EXETER N.H." DATED AUGUST 1984. SCALE 1" = 20'. PREPARED BY PARKER SURVEY ASSOCIATES. R.C.R.D. D-13149.
 - "SITE PLAN, WATERFRONT / TOWNSCAPE DESIGN, EXETER, N.H." DATED MARCH 1978. SCALE 1" = 30'. PREPARED BY PARKER SURVEY ASSOCIATES. NOT RECORDED
 - "PLAN OF LOT, NOS. 148-155 WATER STREET, EXETER, NEW HAMPSHIRE." DATED SEPTEMBER 1976. SCALE 1" = 10'. PREPARED BY JOHN W. DURGIN CIVIL ENGINEERS. R.C.R.D. C-6247.
 - "W. F. WOOLWORTH CO., WATER STREET, EXETER, N.H. STORE NO. 603." DATED AUGUST 1950. SCALE 1" = 20'. R.C.R.D. BK 1185 PG 147.
 - "PROPOSED IMPROVEMENTS PLAN, WATER STREET RIVERFRONT, EXETER, N.H." DATED JANUARY 15, 1997. SCALE 1" = 10'. SHEETS C1 AND C2. PREPARED BY JONES & BEACH ENGINEERS. NOT RECORDED ON FILE AT THIS OFFICE.
 - "EXETER WATERFRONT PARK PHASE II" DATED FEBRUARY 15, 1989. SCALE 1" = 30'. PREPARED BY UNDERWOOD ENGINEERS, INC. NOT RECORDED
 - "EXETER WATERFRONT PARK PHASE III" DATED APRIL 1990. SCALE 1" = 30'. PREPARED BY UNDERWOOD ENGINEERS, INC. NOT RECORDED
 - QUITCLAIM EASEMENT DEED FROM FREEDMAN REALTY, INC TO THE TOWN OF EXETER. DATED MAY 2 1989. NOT RECORDED.

PROJECT PARCEL
 TOWN OF EXETER
 TAX MAP 64, LOT 50

APPLICANT
 EXCEL CONSTRUCTION
 MANAGEMENT, LLC
 60 DEERTREES LANE
 NEWFIELDS, NH 03856

TOTAL LOT AREA
 19,692 SQ. FT.
 0.45 ACRES

F:\CADD\MASTER STANDARD\DWG\LAYOUTS\DWG_2\16/2017_12:25:50 PM.EST

Design: EMP Draft: EMP Date: 12/20/17
 Checked: WGM Scale: AS NOTED Project No.: 17110
 Drawing Name: 17110-PLAN.DWG
 THIS PLAN SHALL NOT BE MODIFIED WITHOUT WRITTEN PERMISSION FROM JONES & BEACH ENGINEERS, INC. (JBE). ANY ALTERATIONS, AUTHORIZED OR OTHERWISE, SHALL BE AT THE USER'S SOLE RISK AND WITHOUT LIABILITY TO JBE.

REV.	DATE	REVISION	BY
1	08/29/18	ISSUED FOR REVIEW	BWG

Designed and Produced in NH

J/B Jones & Beach Engineers, Inc.
Civil Engineering Services

85 Portsmouth Ave. PO Box 219 Stratham, NH 03885 603-772-4746 FAX: 603-772-0227 E-MAIL: JBE@JONESANDBEACH.COM

Plan Name: **PRELIM. EASEMENT PLAN**
 Project: **173 WATER STREET IMPROVEMENTS
 173-179 WATER STREET, EXETER, NH**
 Owner of Record: **FREEDMAN REALTY INC.
 173 WATER STREET, EXETER, NH 03833 R.C.R.D. BK 2546 PG 7**

DRAWING No.
A1
 SHEET 1 OF 1
 JBE PROJECT NO. 17110

TAX MAP 64 LOT 49
 CHARLES C. TRAVERSE JR.
 LUCIEN & NORMA DALLAIRE
 22 PEABODY DR
 BRENTWOOD, NH 03833
 BK 4467 PG 637

MONUMENT TO BE SET

195.90' (REF. 1)

S54°24'17"W

MONUMENT TO BE SET

S32°50'27"E

EXISTING BUILDING TO REMAIN
 (TWO STORIES)
 4,565 SF

TOTAL BUILDING FOOTPRINT
 13,702 SF

REMAINING BUILDING FOOTPRINT
 9,137 SF

N 57°12'43" E 5.46'

EASEMENT "A"
 A=103.48 SQ.FT.

N 32°47'17" W 5.38'

N 32°47'17" W 20.00'

N 35°50'35" W 14.65'

S 57°12'43" W 4.68'

N 57°12'43" E 2.37'

S 32°47'17" E 16.74'

N 35°50'35" W 16.68'

N 24°15'05" W 5.32'

S 23°57'39" E 5.46'

N31°22'38"W

112.08' (TIE)

S 65°44'55" W 1.45'

TAX MAP 64 LOT 47
 TOWN OF EXETER
 (NO REF. DEED FND)
 (SEE PLAN REF 7,8,9)

S39°36'52"E
 11.73'
 (SURVEY TIE LINE)

N61°16'19"E

193.31' (REF 1.)

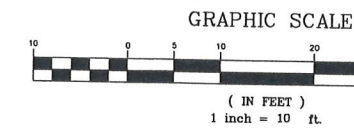
MONUMENT TO BE SET

SQUAMSCOTT RIVER

REFERENCES

- "PLOT PLAN OF LAND AND BUILDINGS BELONGING TO GOLDIE FREEDMAN AND LOCATED IN EXETER, N.H." DATED NOVEMBER 20, 1950. SCALE 1" = 10'. PREPARED BY CHARLES E. BREWER C.E. R.C.R.D. 1151.
- "EXISTING SITE PLAN FOR THE MERRILL BLOCK CONDOMINIUMS IN EXETER, N.H." DATED MAY 1982. SCALE 1" = 10'. PREPARED BY PARKER SURVEY ASSOCIATES. R.C.R.D. D-11057.
- "SUBDIVISION OF LAND FOR PHILLIPS EXETER ACADEMY IN EXETER, N.H." DATED AUGUST 1984. SCALE 1" = 20'. PREPARED BY PARKER SURVEY ASSOCIATES. R.C.R.D. D-13149.
- "SITE PLAN, WATERFRONT / TOWNSCAPE DESIGN, EXETER, N.H." DATED MARCH 1979. SCALE 1" = 30'. PREPARED BY PARKER SURVEY ASSOCIATES. NOT RECORDED.
- "PLAN OF LOT, NOS. 149-155 WATER STREET, EXETER, NEW HAMPSHIRE." DATED SEPTEMBER 1976. SCALE 1" = 10'. PREPARED BY JOHN W. DURGIN CIVIL ENGINEERS. R.C.R.D. C-6247.
- "W. F. WOOLWORTH CO., WATER STREET, EXETER, N.H. STORE NO. 603." DATED AUGUST 1950. SCALE 1" = 20'. R.C.R.D. BK 1185 PG 147.
- "PROPOSED IMPROVEMENTS PLAN, WATER STREET RIVERFRONT, EXETER, N.H." DATED JANUARY 15, 1997. SCALE 1" = 10'. SHEETS C1 AND C2. PREPARED BY JONES & BEACH ENGINEERS. NOT RECORDED. ON FILE AT THIS OFFICE.
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- QUITCLAIM EASEMENT DEED FROM FREEDMAN REALTY, INC TO THE TOWN OF EXETER. DATED MAY 2, 1989. NOT RECORDED.

TAX MAP 72 LOT 17
 MERRILL BLOCK CONDOMINIUMS
 163 WATER STREET
 EXETER, NH 03833
 BK 2423 PG 405



PROJECT PARCEL
 TOWN OF EXETER
 TAX MAP 64, LOT 50

APPLICANT
 EXCEL CONSTRUCTION
 MANAGEMENT, LLC
 60 DEERTREES LANE
 NEWFIELDS, NH 03856

TOTAL LOT AREA
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 0.45 ACRES

Design: EMP Draft: EMP Date: 12/20/17
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REV.	DATE	REVISION	BY
1	08/29/18	ISSUED FOR REVIEW	BWG

J/B Jones & Beach Engineers, Inc.
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Plan Name: **PRELIM. EASEMENT PLAN**
 Project: **173 WATER STREET IMPROVEMENTS 173-179 WATER STREET, EXETER, NH**
 Owner of Record: **FREEDMAN REALTY INC. 173 WATER STREET, EXETER, NH 03833 R.C.R.D. BK 2546 PG 7**










DRAWING No. **A1**
 SHEET 1 OF 1
 JBE PROJECT NO. 17110

F:\CADD\MASTER STANDARD\JUB-LAYOUTS.dwg 2/16/2017 12:25:50 PM EST

Untitled Map

Write a description for your map.

Legend

-  173 Water St
-  Exeter Counseling Center: Nooney Jill
-  Eyesight Ophthalmic Services
-  Feature 1
-  Feature 2
-  Forever Young Distinctive Beauty Market
-  Tavern At Rivers Edge
-  Wheel Power Bicycle Shop
-  Zev Yoga



Excel Construction Management^{LLC}

Town of Exeter
10 Front St.
Exeter, NH 03833
ATT: Mr. Russell Dean
Town Manager

RE: 173 Water St.

August 30, 2018

Dear Mr. Russell Dean

As an applicant to the Planning Board on behalf of Mr. Bert Freedman of Freedman Realty for the additions and renovations to the above property, we respectfully request an opportunity to discuss and review a situation which involves two parking spaces in connection with the project.

The situation is described as follows: The Site Plan as prepared by Jones and Beach Engineering shows two parking spaces which encroach into Town Owned land. One space encroaches by 104 sf and the other encroaches by 17 sf. We would be requesting some sort of agreement with the town for this encroachment or easement or similar.

Attached is the Jones and Beach Engineering Plan which clearly defines the encroachments.

Respectfully,



Michael Todd
Excel Construction Management

Cc: Exeter Building and Planning Office
Bert Freedman

Attachment: Jones an Beach Plan A1 dated 8-29-18



*Setting the Standard
for Building Safety™*

WASTEWATER TREATMENT FACILITY – CONTRACT 2 DISCUSSION

TO:	Jennifer Perry, Matt Berube – Town of Exeter	DATE:	10/12/2018
FROM:	Andy Morrill, Ed Leonard	PROJECT NO.:	12883B
SUBJECT:	Contract 2 Forcemain Upgrades – Options for Discussion/Decision		

BACKGROUND

The 90% Submittal for Contract 2 was completed in December 2016. There have been extended discussions between Exeter Public Work and NHDOT regarding this project since that time. The discussions have revolved around the number of utilities proposed to be in the stretch of Newfields Road between Swasey Parkway and the DPW Complex, the location of the Urban Compact Zone Line, NHDOT technical requirements and the proper cost allocation. The existing Urban Compact Zone Line is approximately at the intersection of Newfields Road and the northerly end of Swasey Parkway.

NHDES has determined that the costs associated with the wastewater forcemains and the water main extension (from Water Street/Newfields Road to the DPW Complex) and appurtenant road surface overlay are fully eligible under the CWSRF loan.

NHDES has recently elevated the priority of this Contract due to the recent wastewater forcemain break and due to loan closing requirements associated with the CWSRF loan for the project; therefore, the need to resolve the outstanding issues with NHDOT are now high priority.

The remainder of this memorandum outlines a range project scope options that are available to the Town for this construction contract. The options are based on discussions with NHDOT.

OPTIONS FOR DISCUSSION/DECISION

Option 1 – FM/W/G/SD Utility Upgrades with Urban Compact Zone Line Move

- Install two new wastewater forcemains from Swasey Parkway, along Newfields Road, to the DPW Complex (completed by Town contractor).
- Install one new water main from Water Street, along Newfields Road, to the DPW Complex (completed by Town contractor).
- Install new storm drainage along Newfields Road, per NHDOT requirements (by Town contractor).
- Replace the existing 4” painted steel, low pressure gas service line which currently runs on the west shoulder of Newfields Road (completed by Unitil).
- Reclaim all of the pavement on Newfields Road to improve the structural integrity of the road and pave the full width of the road with full depth pavement (by Town contractor). The road will have gravel shoulders.
- Move the Urban Compact Zone Line to the north end of the DPW Complex driveway.

- NHDOT will convey the road, right-of-way, full storm drain easements and gas utility easements to the Town. NHDOT has indicated that they will contribute to the cost of the drainage improvements and a portion of the paving.

Option 2 – FM/G/SD Utility Upgrades with Urban Compact Zone Line Move

Option 2 will be the same as Option 1, except:

- The water main will not be constructed. The project will be designed for the water main to be installed in the future. It is assumed that the Town would wait 10 years, minimum, prior to cutting the newly completed road (i.e., say 2030).

Option 3 – FM/G/SD Utility Upgrades without Urban Compact Zone Line Move

- Install two new wastewater forcemains from Swasey Parkway, along Newfields Road, to the DPW Complex (completed by the Town's contractor).
- The water main will not be constructed. The project will be designed for the water main to be installed in the future. It is assumed that the Town would wait 5 to 10 years, minimum, prior to cutting the newly completed road (i.e., say 2025 to 2030).
- Existing storm drainage piping would be cut and replaced-in-kind when it is crossed by the new wastewater forcemains (by the Town's contractor).
- Replace the existing 4" painted steel, low pressure gas service line which currently runs on the west shoulder of Newfields Road (completed by Unitil).
- Reclaim all of the pavement on Newfields Road to improve the structural integrity of the road and pave the full width of the road with full depth pavement (by Town contractor). The road will have gravel shoulders.

DISCUSSION

There are several key issues which distinguish the three options, as follows:

- **Construction Cost:** There are a range of costs for the three options due to the range in scope. The Town originally budgeted \$1.74M for Option 3. Based on the loan amount and our assessment of remaining contingency funds at this time, it appears that the Town can accommodate a Contract 2 construction cost of up to \$2.99M and still leave appropriate contingency for the on-going and remaining construction. Options 1, 2 and 3 are estimated to fit within available funds.
- **Construction Duration:** The Town has expressed the desire to complete all the work in one construction season. A typical construction season for work of this type is 228 calendar days (April 1 to November 15). Based on preliminary discussions with NHDOT, we are looking at a construction season of 245 calendar days (March 15 to November 15). Option 1 will likely require some work in Spring 2020.

- Availability of Public Water at the DPW Complex. Option 1 would have public water at the DPW Complex in 2019. Options 2 and 3 would have public water at the DPW Complex in 2025 to 2030 (assuming a 5 year to 10 year road opening moratorium).
- Adjustment of the Urban Compact Zone: NHDOT is pushing for the Town to take over the road, out to the DPW Complex, due to the number of utilities under the pavement.

The key issues associated with each of the options are summarized below and in Table 1.

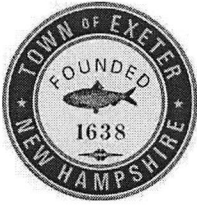
TABLE 1 – COMPARISON OF OPTIONS FOR CONTRACT 2

Items	Option 1 FM/W/G/SD With UCZ Move	Option 2 FM/G/SD W/ UCZ Move	Option 3 FM/G/SD W/O UCZ Move
Approximate Length of Wastewater Forcemain (feet)	3,200	3,200	3,200
Approximate Length of Water Main Extension (feet)	3,350	0 ft (install in future)	0 ft (install in future)
Approximate Length of Gas Main Replacement (feet)	2,400	2,400	2,400
Approximate Length of Storm Drain Replacement (feet)	800	800	100
Estimated Construction Duration (calendar days)	289	213	185
Estimated Construction Cost Total	\$2,860,000	\$1,870,000	\$1,680,000
Estimated Construction Cost Covered by NHDOT	\$200,000	\$200,000	\$0
Estimated Construction Cost Net for the Town	\$2,660,000	\$1,670,000	\$1,680,000
UCZ Moved to DPW Complex	Yes	Yes	No

Notes:

- 1) Estimated construction costs are presented in September 2018 dollars (ENR CCI 11170) and are based on the quantities noted above. These numbers will be refined based on the selected option as the design is finalized.
- 2) Estimated construction durations are based on 100 ft/day for wastewater forcemain No. 1, 150 ft/day for wastewater forcemain No. 2, 100 ft/day for water main, 200 ft/day for storm drain, and a 10% time allowance for weather.
- 3) Estimated construction costs covered by NHDOT are calculated based on *assumed* 100% of storm drain replacement and *assumed* 50% of pavement overlay costs, *if* the Urban Compact Zone is moved.

SOLID WASTE FEES – BRUSH DUMPING



EXETER PUBLIC WORKS DEPARTMENT

13 NEWFIELDS ROAD • EXETER, NH • 03833-4540 • (603) 773-6157 • FAX (603) 772-1355

www.exeternh.gov

MEMO

DATE: October 12, 2018

TO: Russell Dean, Town Manager

FROM: Jennifer R. Perry, P.E., Public Works Director

CC: Jay Perkins, Sr., Highway Superintendent

RE: Transfer Station & Brush Dump Recommendations

The Public Works Department makes the following recommended changes to the Transfer Station and brush dump based upon previous reports, memos and discussions with the Select Board. The following changes should be effective January 1, 2019.

Transfer Station permit increases:

- Resident \$25.00/year
- Commercial up to ½ ton truck with or without trailer \$500.00/year
- Commercial ½ ton up to 1 ton truck with or without trailer \$750.00/year
- No trucks in excess of 1 ton will be accepted at the transfer station.

Brush dump requirements:

- All commercial haulers shall surrender a Town of Exeter brush form, filled out and signed by the Exeter property owner that verifies brush and leaves are from within Exeter
- Only brush loads associated with original owner signed and dated forms will be accepted. No copying of forms will be allowed.
- No brush over 5 feet long or over 5 inches diameter will be accepted.
- Commercial permits will be for brush & leaves only and no other waste will be accepted.

The hours of the transfer station will be changed to the following:

- Tuesday 9:00 am to 1:00 pm
- Friday 9:00 am to 2:30 pm
- Saturday 9:00 am to 2:30 pm

All brush will be ground/chipped and removed from the transfer station site by a contracted vendor. The 2019 budget request for dozer rental to compact and bury brush (Caterpillar D6H) \$14,000 will have to be increased to \$28,000 for contracted grinding. This estimate is based on 4 times per year at \$7,000 each (cost based upon Hampton, NH, 2018 lowest bid price of \$6,925 from Dirt Doctors of Pembroke, NH).

To our fellow citizens, in the Town of Exeter, regarding use of the brush pile at the Transfer Station,

Because there is a need to keep the town of Exeter looking as beautiful as it always has, the citizens and businesses need a place to put their biodegradable material.

Due to various life circumstances many residents of the Town of Exeter do not have access to a vehicle that would enable them to move large pieces of brush on their own, nor do they have the financial means to cover the additional cost of the suggested fee per load that they would incur to have their yard cleaned

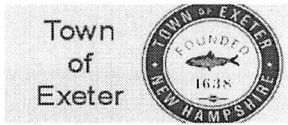
In order to cover the cost of hiring a bulldozer to push the current brush pile back periodically, we suggest that the resident transfer station stickers be raised to \$20 per vehicle and that there be a yearly flat fee of \$250 per year per business for commercial vendors in addition to the \$20 per vehicle fee.

A manageable yearly fee will serve the dual purpose of keeping small businesses in the town operational and encourage future small businesses to open up in Exeter.

The funds remaining through this yearly increase, after the costs of the bulldozer, can be put forward toward a longer-term solution.

Thank you,

*Submitted
by Yeti Landscaping
Sept 2018*



Russ Dean <rdean@exeternh.gov>

Select Board Packet - Brush Dumping Info

Jennifer Perry <jperry@exeternh.gov>
To: Russ Dean <rdean@exeternh.gov>
Cc: Sheri Riffle <sriffle@exeternh.gov>, Jay Perkins <jperkins@exeternh.gov>

Fri, Sep 7, 2018 at 3:18 PM

Hi Russ,
Please find attached information regarding surrounding communities' practices.
We continue to compile information and will update the comp sheet, but this should be useful for the Board's consideration. We've also included a couple photos.
Thank you,
Jennifer

--

Jennifer Royce Perry, P.E., Director
Exeter Public Works
13 Newfields Road
Exeter, NH 03833
(603) 773-6157
Enhancing, Preserving Community & Environment

Like us on Facebook!

5 attachments




IMG_0541.JPG
8324K



IMG_0549.JPG
13226K

 BrushDumpComps_2018.pdf
186K

 SAMPLE_Hauler Form_Hampton.pdf
274K

 NHDES_Open Burn Info.pdf
452K

MUNICIPAL BRUSH HANDLING
EXETER, NH

Private

	Resident	Resident Permit	Commercial	Limits	Final Handling	Stump Dump Hours
NEIGHBORING TOWNS						
Brentwood		\$0	\$25/1-ton pickup \$50/>1-ton pickup homeowner letter	< 5 inch dia.		Tue & Thu 3 - 4; 1st Sat
East Kingston, Kingston, Kensington (Landscapers Depot)	\$68/pickup \$90/1 ton pickup		\$75/pickup \$100/1 ton pickup		burn	M-F 7-5 Sat 8-4 Sun 10-4
Epping		\$0	Not accepted	< 4 inch diameter		Wed 12-7; Sat & Sun 9 - 4
Hampton Falls		\$30/3 yr	Not accepted	< 5 inch dia.; no stumps		April - November Sat 8-2
Hampton		\$0	Accepted; if out of town, require owner signed form	< 6 inch dia.; no stumps	no chip by contractor in April & Nov	MWFSat Sun 8-3, Thu 12-3
Newfields (contract w/Newmarket)		\$0	residency proof: license or utility bill Only with resident present	< 5 inch dia.; no logs, no stumps	burn	Wed 12-6 sumr; Wed 8-2 winter; Sat 7:30 - 4
North Hampton		\$0	\$1/yr with vehicle registration Not accepted	< 5 inch dia.; < 5 foot length; larger & stumps go to ERRCO (fees)	chip in-house regularly; catastrophic hire out	April - November Sat 8-12, 12:30-4:30
Stratham		\$0	\$5/2 yr Not accepted	no stumps, no tree trunks, no limbs > 6 inch dia.	chip in-house & deliver to pro mulch company	April - November Sat 9-4; December - Mar 1st & 3rd Sat 9-4
OTHER COMPARABLE TOWNS/FACILITIES						
Durham		\$0	\$0 with vehicle registration landscaper 1 day permit	< 5 inch dia.; < 5 foot length	burn & chip	Tue & Sat 7:30 - 3
Greenland		\$0	\$10/yr \$25/truck load	no stumps	chip by contractor \$3k & chips go	Wed & Sat 8-5
Newmarket		\$0	residency proof: license or utility bill Only with resident present	< 5 inch dia.; no logs, no stumps	burn	Wed 12-6 sumr; Wed 8-2 winter; Sat 7:30 - 4
Raymond (Casella)		\$0	Not accepted	only allow small amounts, bags, small pickup		
ERRCO	NA	NA	\$72.25/ton			M-F 7-4:30

Private

4. No longer allow commercial vendors or entities to dump brush and leaves. Most surrounding towns accept brush for free from residents, but do not accept from commercial vendors. Exeter is receiving excessive volumes of brush and some may be coming from beyond Exeter. An alternative could be to establish a fee schedule for commercial vendors, such as what Stratham charges residents:

6-foot pickup load.....\$25
8-foot pickup load.....\$30
single axle dump.....\$50
tandem axle dump.....\$100

Yehi - \$250 flat fee per year
transfer station \$20 fee /
\$10





TOWN OF HAMPTON

Hauler and/or Contractor Form

For ALL Building Or Remodel Jobs, A Copy Of The **BUILDING PERMIT** For The Job Site Being Worked
MUST Be Provided

ALL ITEMS MUST BE COMPLETED (Please Print – One Form Per Day is Required)

Part 1 (Completed by Hampton Resident or Hampton Business person)

Name of Hampton Resident or Business Being Served: _____

Hampton Address Where Material is Coming From: _____

Phone Number: _____

Part 2 (Completed by Hampton Resident or Hampton Business person)

Hauler or Contractor's Name: _____

Address: _____

Phone Number: _____ Driver's Name: _____

Hauler or Contractor's Vehicle – Make: _____ Model: _____ Year: _____

Color: _____ State: _____ Plate #: _____

Part 3 (Completed by Hampton Resident or Hampton Business person)

Date Materials being Hauled to Transfer Station: _____

Description of Materials Being Brought in (Be Specific): _____

Materials are subject to fees, which must be paid for when the materials are brought into the transfer station. Payment will be made with either a check, money order or a credit/debit card (VISA, Master Card and Discover). Cash is no longer accepted at the transfer station. **ALL LOADS MUST BE COVERED.**

Part 4 (Completed by Hampton Resident or Hampton Business person) I hereby authorize the above named Hauler/Contractor to bring materials from my property/business into the transfer station. I certify that these materials originated from the Town of Hampton and are not hazardous. I understand that if this form is not complete, the materials may be turned away from the transfer station. I further certify that the above information is true, and I understand that false statements could leave me personally subject to prosecution by the Town of Hampton under New Hampshire RSAs and town ordinances.

Resident or Business Signature: _____ Date: _____

Overview

Open burning is - The burning of combustible material where the emissions do not vent through a stack, chimney or flue, but is released directly to the air. Open Burning is regulated under RSA 125-C and New Hampshire Code of Administrative Rules Env-A 1000 Prevention Abatement and Control of Open Sources of Air Pollution. In addition, RSA 125-N prohibits the open burning of household waste.

Open burning is limited to:

- Untreated wood, campfire wood, brush, or charcoal in a campfire, outdoor grill, or outdoor fireplace for recreational purposes or for preparation of food;
- On-Premises burning for the purpose of frost prevention or agricultural, forestry or wildlife habitat improvement;
- Burning of untreated wood, campfire wood, or brush in bonfires in conjunction with holiday or festive celebrations;
- On-site burning by the landowner of brush with leaves, provided the materials originates on-site;
- On-site burning, by the owner of a private single-family residence occupied by the owner, of untreated lumber, provided the material originates on-site;
- Burning by any city or town of brush; and,
- The incidental combustion, under the supervision of a solid waste facility operator, of the untreated wood component of construction and demolition debris at any municipal transfer station subject to regulation under [RSA 149-M](#).
Incidental means: Occurring merely by chance or without intention or calculation. (Merriam-Webster Dictionary 2016)

! Burning of any of the following materials is strictly prohibited:

- Construction & demolition debris
- Tires
- Household trash
- Packaging materials
- Plastics
- Coated or laminated paper
- Coated or treated cardboard
- Oily rags
- Animal, vegetable and kitchen waste
- Used Oil, gasoline and hazardous waste
- Brush greater than 5 inches in diameter
- Any wood that has been painted/stained, glued, or treated in any way

Health and Environmental Affects

The resultant smoke and ash from burning prohibited materials is harmful to you and your family's health and can contaminate your property and the environment. According to an EPA study, burning a week's worth of trash from a single home in an open barrel puts as much of some toxic chemicals (such as dioxin and furans) in the air as a well-controlled municipal incinerator burning trash from thousands of homes!

Ash Disposal

You are liable for the proper cleanup and disposal of ash and debris from the burning of prohibited materials. The ash must be promptly disposed at a facility authorized to receive it. Do not abandon, bury, spread or dump it anywhere except at an authorized facility. Special handling procedures apply if the ash contains asbestos. To protect public health and the environment, you must restrict access, post signs as needed, and keep the material wet or covered until it is properly disposed of or testing confirms it contains no asbestos. For assistance with ash disposal please contact the NHDES Solid Waste Management Bureau at 603-271-2925

Permits

A fire permit (Permit to Kindle a Fire) from a local Forest Fire Warden, the State Forest Ranger, and local authorities is required (if applicable) for permissible opening burning activities. Fire permits are issued by the New Hampshire Department of Resources and Economic Development.

Select Language ▼

Powered by  Google Translate

NH Department of Environmental Services | 29 Hazen Drive | PO Box 95 | Concord, NH 03302-0095
(603) 271-3503 | TDD Access: Relay NH 1-800-735-2964 | Hours: M-F, 8am-4pm

[NH.gov](#) | [privacy_policy](#) | [accessibility_policy](#)
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NHDES Website
8/22/18

Table 3. Freon Appliance Disposal Fees by Town

Town	Freon appliance disposal fee
Barrington	\$17.00
Dover	\$10.00
Epping	\$10.00
Farmington	\$17.00
Hampton	\$10.00
Kingston	\$25.00
Lee	\$10.00
Milton	\$10.00
Newmarket	\$15.00
Northwood	\$15.00
Nottingham	\$10.00
Raymond	\$20.00
Rye	\$15.00
Seabrook	\$10.00
Somersworth	A/C: \$14.00; Fridge/Freezer: \$18.00
Strafford	\$20.00
Stratham	\$20.00

Option 3: Seek out new sources of revenue

Recommendation 5: Consider the Cost of free brush dumping and commercial utilization

One issue that has been raised regarding the transfer station is the costs associated with brush dumping. Currently, residents with a transfer station permit can dump unlimited amounts of brush and wood at no cost. While there is no additional cost to the resident, the town must rent a bulldozer several times a year to push the brush into a manageable pile at the bank. This allows orderly and continued brush dumping at the transfer station. Renting this equipment costs the town several thousand dollars each year and represents a large portion of the transfer station deficit. Most surrounding towns accept brush for free, so Exeter is not unique in this regard. The town should develop creative means to offset the cost of the equipment rental.

One means of doing so would be to charge commercial vendors a flat fee per load of landscaping debris. The issue has been raised that there is apparent abuse of the landscape materials dumping

by commercial vendors. While it is against the town's ordinances to dispose of out-of-town materials at the transfer station, there is no way to determine if a company is bringing in brush from Exeter or across the town line in Kingston. Charging for commercial dumping of brush would allow the town to recoup the cost of renting the bulldozer while also deterring improper disposal. Residents would still face no charges for their disposal of brush; the fee would only apply to businesses. A fee for commercial brush dumping could yield thousands of dollars per year. When combined with other efforts, the gap in the transfer station budget can be effectively eliminated.

Recommendation 6: Consider fees for large metal items and White Goods

As mentioned above, Exeter does not charge for the disposal of bulky metal goods such as washers, dryers, snow blowers, lawn mowers, etc. Residents with a transfer station permit can dispose of these items in the roll off container free of additional charge. The underlying theory behind this method is that these items can be sold as scrap metal and the town can recoup the cost of disposal that way. While this had been the case 5-10 years ago, it is becoming harder and harder to recoup the costs in this manner. First of all, fuel and labor prices continue to rise. This makes hauling the materials much more expensive. Second, today's scrap metal appliances are becoming more and more "contaminated." This refers to the non-metal parts that are attached to the units. The pieces all need to be stripped from the metal, costing more in labor, making the item less valuable. Finally, the price of scrap metal has fallen dramatically. These three factors combine to make what was once a cost-effective program one that puts a strain on the budget. To mitigate this issue, surrounding towns often charge for the disposal of these goods. Kingston, Northwood, and Barrington all charge \$5.00 per item. Newmarket, Hampton, Nottingham, and Stratham all charge \$10.00 per item. Strafford charges \$15.00 per item. Since there is no log for how many of these items are disposed of at the transfer station, it is not possible to accurately predict how much revenue this would generate. It is, however, reasonable to assume that charging even \$5 per item could potentially yield hundreds or thousands of dollars per year.

PROPERTY USE FEES

c. Property Use Fees Discussion – Select Board Meeting 9/17/18

Ms. Surman prefaced the discussion by expressing concern that the Swasey Parkway Trustees would not have input on the fees for the use of Swasey Parkway. Mr. Dean said that he hasn't found in the RSA that the Swasey Trustees have the authority to set fees, although they have made fee schedule proposals to the Select Board in the past which were accepted. Ms. Gilman suggested they defer a discussion of the Swasey fees.

Mr. Dean said that the purpose of this discussion is to determine what's acceptable to the board on fees, so that they don't have to conduct a public hearing twice. Ms. Gilman explained that they are considering current and proposed fees for four different categories: Exeter Non-Profit, Exeter For Profit, Non-Exeter Non-Profit, and Non-Exeter For Profit. Mr. Dean said that they currently don't charge at all for non-profits, but he found that there's a precedent in Exeter's school district for a full fee schedule for both non-profits and for profits, so he's bringing a proposal before the board to charge non-profits. He stated that there are costs to operate facilities, and non-profit groups use them frequently. The schools do not waive fees at all, except for town entities, and they also charge a custodial fee of \$30/hr which is never waived.

Ms. Gilman said that some of the proposed fees are quite substantial, mostly in the for profit sector, but that is fine. She felt that the fees are low enough to keep people interested in using the facilities, but will also cover costs. She said that different towns have a cleaning deposit by check, and once the event is done they give the check back if the facility is left in the original state.

Mr. Clement asked if they classify political events as for profits or non-profits. Mr. Dean said that they are not considered non-profits under IRS rules. Ms. Gilman shared that the last few candidates for the presidential race said the town facilities were "dirt cheap." She wouldn't want to scare them away, but they need a different fee structure. Mr. Dean suggested that they ask the school district, since they've had big rallies at the gym and may have feedback on fee structure.

Ms. Surman was interested in statistics on profits or non-profits looking to rent the Town Hall. Mr. Dean said that they have the data and could break it down by organizations or days of use. It's used somewhere around 100 days a year, or one of every three days. The Town Manager's office is confident that they've proposed reasonable rates, which would not be a burden on organizations. Ms. Gilman said that she had been looking at the fee structure of different towns, and found a lot on the lower end, \$5 - 20 for spaces under 75 people, while spaces with a higher capacity were higher than the proposal for the for profits. They also add on fees for custodial services. Ms. Surman said that she would be in favor of custodial services fees.

Mr. Ruffner of TEAM asked whether there would be a cap on the consecutive number of days. Ms. Gilman said that they were not ready to say, and that the gallery show he proposed doesn't fit in the category of days. Mr. Ruffner also pointed out that the school fees are not comparable because they have contemporary amenities. He asked if fees could still be waived, and Mr. Dean responded that the Town Manager's office is recommending not waiving any fees, except for the town or schools, but it's a board decision. He feels that they are woefully behind in establishing a fee, since they have a cost to maintain facilities. Ms. Gilman suggested that the proposal may not describe events in the way they need to be described.

Ms. Corson asked about the town warrant and what the citizens petitioned the board to do. Mr. Dean said that it asked for a \$125 fee for non-Exeter based organizations. Ms. Gilman asked Mr. Dean what he found out about multiday events in his research. Mr. Dean responded that a lot of the fees are per day, nothing was capped. The closest example is the Swasey fee schedule where commercial vendors can use one day per week per season fee, for an event such as the Farmer's market, for \$1200. They also have a single vendor seasonal fee of \$1000. Perhaps the town should create a seasonal fee? Ms. Gilman said that they are looking to limit the amount of time any one entity can schedule, so there likely won't be any seasonal things.

Mr. Bisson said that in Utah, Ohio, and Pennsylvania, Parks and Rec have a tapered schedule for long-running, multi-use events. He also suggested not to go into business with the vendors instead of charging a fee, because this would be an audit nightmare. Mr. Ruffner warned that if there's not much difference between the fee for 3 days or 30 days, people will take it for 30 days.

Ms. Gilman said that their discussion had provided a good place to start. Mr. Dean said that their goal is to charge the new fee to any event that is permitted after Jan 1 2019. Ms. Gilman also mentioned that other towns have an energy charge between October and April, and thought that the Energy Committee may have data on energy use at the facilities. Mr. Dean said that he would take the energy costs and divide it out by month.

Mr. Ruffner asked the board to clarify whether Town Hall is a community/cultural center or a resource for the town. Article 28 asked the board to commit to allowing Exeter groups to use town facilities. Ms. Gilman responded that there are costs to keeping the building up; it's not about making money, just preserving the space.

Ms. Gilman will invite the Swasey Trustees to the Select Board meeting on October 1st at 6 PM to discuss the Swasey Parkway fees.

FEE SCHEDULE FOR FACILITIES

Item	Exeter Non-Profit	Exeter For Profit	Non-Exeter Non-Profit	Non-Exeter For Profit
Town Hall Auditorium (current)	\$ n/a	\$125.00	\$125.00	\$125.00
Town Hall Auditorium (proposed)	\$75.00	\$250.00	\$125.00	\$500.00
Town Hall Art Gallery/Second Floor (current)*	\$35.00	\$35.00	\$35.00	\$35.00
Town Hall Art Gallery/Second Floor (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)	\$ n/a	\$ n/a	\$ n/a	\$ n/a
Town Office Nowak Room (proposed)**	\$40.00	n/a	n/a	n/a
Town Office Wheelwright Room (current)	\$n/a	n/a	n/a	n/a
Town Office Wheelwright Room (proposed)**	\$30.00	n/a	n/a	n/a
Recreation Building (current)	\$n/a	\$40.00	n/a	\$40.00
Recreation Building (proposed)**	\$40.00	\$60.00	\$60.00	\$60.00
Senior Center Building (current)	\$n/a	\$40.00	\$n/a	\$40.00
Senior Center Building (proposed)**	\$40.00	\$60.00	\$60.00	\$60.00
Custodial Fee (proposed/all buildings)	\$30/hour when required	\$30/hour when required	\$30/hour when required	\$30/hour when required

Price is per day unless otherwise noted

*One time suggested donation

**Per 2 hour block

Town Office Nowak Room and Wheelwright Room not considered available during regular business hours.

Political events requiring a large police presence and/or additional costs may be billed at a rate of \$1000 per event.

DRAFT

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

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.**

Town of Exeter						
General Fund						
Actual for Years Ended 2012 and 2016						
Account Number	Description	2012	2013	2014	2015	2016
Recreation Center						
01-4311-0607-4110	Parks & Rec-Water/Sewer Bills	3,836	5,092	3,399	504	4,038
01-4311-0607-4300	Parks& Rec- Building Maintenance	6,147	7,272	4,321	4,430	4,774
01-4311-0607-6210	Parks & Rec- .Natural Gas	6,210	7,648	11,157	8,964	7,020
01-4311-0607-6220	Parks & Rec- Electricity	8,422	11,938	12,129	12,834	12,981
	General Expenses Total	24,615	31,950	31,006	26,732	28,813
	Recreation Center Total	24,615	31,950	31,006	26,732	28,813
Town Hall						
01-4311-0608-4300	Town Hall- Building Maintenance	15,914	11,302	11,475	7,761	9,961
01-4311-0608-6210	Town Hall- Natural Gas	11,944	12,465	18,600	16,554	15,226
01-4311-0608-6220	Town Hall- Electricity	5,491	6,493	7,431	7,431	5,588
	General Expenses Total	33,349	30,260	37,506	31,746	30,775
	Town Hall Total	33,349	30,260	37,506	31,746	30,775
Town Office						
01-4311-0609-4110	Town Office- Water/Sewer Bills	588	687	624	620	647
01-4311-0609-4300	Town Office- Building Maintenance	14,376	8,021	12,977	12,970	16,222
01-4311-0609-6210	Town Office- Natural Gas	8,748	7,914	8,514	8,325	7,488
01-4311-0609-6220	Town Office- Electricity	11,926	12,983	17,605	16,196	12,079
	General Expenses Total	35,638	29,605	39,720	38,111	36,436
	Town Office Total	35,638	29,605	39,720	38,111	36,436
Senior Center						
01-4311-0610-4110	Sr Center- Water/Sewer Bills	925	874	1,357	622	745
01-4311-0610-4300	Sr Center -Building Maintenance	4,174	4,332	4,554	3,439	4,697
01-4311-0610-6210	Sr Center - Natural Gas	3,498	3,635	6,195	4,132	3,918
01-4311-0610-6220	Sr Center- Electricity	4,128	4,702	4,968	5,017	4,307
	General Expenses Total	12,725	13,543	17,074	13,210	13,667
	Senior Center Total	12,725	13,543	17,074	13,210	13,667
Safety Complex						
01-4311-0611-4110	PW- Water/Sewer Bills-SC	3,607	3,664	3,918	4,141	4,789
01-4311-0611-4300	PW- Building Maintenance-Safety Complex	12,402	12,777	17,372	14,641	14,783
01-4311-0611-6210	PW- Natural Gas-Safety Complex	13,178	11,578	19,980	15,239	12,346
01-4311-0611-6220	PW- Electricity-Safety Complex	28,541	33,587	34,787	48,594	48,193
	General Expenses Total	57,728	61,606	76,057	82,615	80,111
	Safety Complex Total	57,728	61,606	76,057	82,615	80,111
DPW Complex						
01-4311-0612-4110	DPW Complex- Water/Sewer Bills	379	662	710	973	863
01-4311-0612-4300	DPW Complex- Building Maintenance	10,112	9,225	8,506	11,169	15,512
01-4311-0612-6210	DPW Complex Natural Gas	16,424	19,070	27,505	18,276	19,229
01-4311-0612-6220	DPW Complex- Electricity	13,929	14,111	16,026	18,050	13,320
	General Expenses Total	40,844	43,068	52,747	48,468	48,924
	DPW Complex Total	40,844	43,068	52,747	48,468	48,924
Train Station						
01-4311-0613-4110	Train Station- Water/Sewer Bills	67	-	-	36	57
01-4311-0613-5000	Train Station- Supplies	67	2,202	2,536	2,648	3,280
01-4311-0613-6220	Train Station-Electricity	2,528	3,714	5,410	6,425	2,756
	General Expenses Total	2,662	5,916	7,946	9,109	6,093
01-4311-0613-7623	Train Station- Platform Lease	2,956	2,998	3,061	3,079	3,079
	Capital Outlay Total	2,956	2,998	3,061	3,079	3,079
	Train Station Total	5,618	8,914	11,007	12,188	9,172

PROPERTY USE POLICY

d. Property Use Policy – September 17th, 2018 discussion

Mr. Dean discussed changes that had been made to the property use policy. On page 4 sect 8.5, requests to use Raynes Farm will go through the Conservation Commission. Ms. Gilman suggested that ConCom should be added to the list of entities that approve their own facilities. On page 5, they added a proposal that they request sketches of the event layout as part of the event form, so that Fire and Police can review. If the sketch is updated, updates must be submitted 30 days prior to event. He distinguished between events that have spectators vs uses such as town hall meetings, although they are trying to capture all events on one form. Ms. Gilman said that “special event” is not defined in the policy, and Mr. Clement agreed that having to differentiate between uses and events was complicating things. Mr. Dean said that Town Ordinance talks about special events, but it is not defined; they are trying to stay away from being overly zealous about a definition, so that they could leave it to the Town Office’s judgment. Ms. Corson agreed that the Town Office can make the determination. Ms. Cowan countered that they want it to be detailed. Ms. Gilman proposed that they should have a different word than “use,” such as “meeting.”

Mr. Dean said that the events form was an attempt to be comprehensive and prevent applicants from returning for additional permits, and that anything that doesn’t apply to the applicant would be blank. Mr. Clement asked when the Select Board will approve the application, and Mr. Dean said they approve after the application is complete and the chief signs off.

Mr. Bisson of Parks and Rec said that he likes the idea of making applicants read through the options to help them question their own procedures and get organized. Ms. Gilman asked if they would give authority to Parks and Rec and the Library to permit their own facilities. Mr. Dean said that that was a board decision. Ms. Corson suggested that if the event application served for everyone, they should reword “you must submit the following” on page 2 to “you may submit the following if applicable.” Mr. Dean said that as part of the application review, they indicate the things not needed.

Ms. Gilman asked whether the fees of multiday use and the limit on time scheduled are in the use policy. Mr. Dean said the prior use policy said that use of the Gazebo shall be limited to 4 uses for the same user, but reapplication is permitted if facilities are available. Ms. Gilman asked if there was anything about use such as that of the art gallery, which is just on weekends for a month. Mr. Dean responded that under section 4.3, special authorization from the Select Board is required for any use longer than one month. Ms. Gilman stated that the month long policy is fine.

Ms. Gilman asked about section 13, on alcohol. Mr. Dean responded that they’ve introduced a series of forms on this subject which are working well. Mr. Gilman asked who decides whether the event is required to hire police officers, and Mr. Dean said Police Chief Shupe. Mr. Clement said that Town Ordinance is contradictory to the use policy on the subject of alcohol, since ordinance says that there should be no open containers on town property. Mr. Dean thought that there was an exception specified, and will look into it. He will also make edits to the use policy and show a clean copy at the next meeting.

Mr. Bisson gave a demo of the RecTrac Recreation software, which Parks and Rec is using for all facility rentals and activity registration; he suggested that the program could also be used for reserving town facilities. He then showed a sample event application created with

Google Forms. It could be filled out online, which populates a database with the information, or printed out, filled out, and dropped off. Mr. Clement who does the programming for this software, and Mr. Bisson responded that his office does, but they could buy another license for Ms. Riffle if they wanted to. Right now they purchase five licenses for \$4200/year total

Ms. Gilman asked if the proposal was for all calendaring and scheduling of events to go through this system. Mr. Bisson said yes, since it's a more organized approach. They could even input the long event application form discussed previously. Ms. Corson suggested they try collapsing the information so that the applications won't make their packets too long in the future. Ms. Gilman asked if they could link the automated calendar to the front page of the website, since the current town calendar is a problem. Mr. Bisson said that there should be a way to embed it, and he will ask the vendor.

Mr. Dean felt that the event form is good, unless the Board had other comments, and that he wants to get through this piece before they talk about integrating the Parks and Rec system. Mr. Clement was concerned about making Parks and Rec input all this data, but Mr. Bisson responded that the software put all the work on the user and they're now at 55-60% online registration, so it was not that burdensome.

A POLICY GOVERNING THE USE OF TOWN PROPERTY

SECTION 1. AUTHORITY

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

SECTION 2. PURPOSE

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

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

Section 3. REPEAL OF PREVIOUS POLICIES

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

Section 4. ADDITIONAL REGULATIONS

4.1 This policy is intended to serve as a main policy on use of town property, and as the parent policy to any other Town Hall Regulations, Senior Center Regulations, Library Use Regulations, Rules for Use of Swasey Parkway, and Conservation Commission land use regulations, which are incorporated herein by reference.

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

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

4.4 The use of town buildings 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. School Administrative Unit 16
- c. Other
- d. Commercial Activities (subject to conditional approval, see also Section 11.2)

NOTE: Town sponsored events require a letter from the sponsoring department.

A town sponsored 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 events run and sponsored by the Exeter Parks and Recreation Department.

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

5.2 The Town will review requests to use municipal property and if more than one request for a particular date/time/location creates a conflict, the above order of preference will be utilized to render a decision. If no such conflict exists, the Town will 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 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. These events are considered priority over other groups/events.

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 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 their designee.

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, 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 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 be submitted in writing to the Office of Town Manager at least thirty (30) days in advance, to the extent practical. These permits and others as may be required shall be submitted to the Office of Town Manager at least thirty (30) days in advance, to the extent practical.

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

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

8.4 Requests to use Swasey Parkway (public grounds only) shall be administered by the Select Board, and subject to these rules and regulations and additional regulations "Rules of Swasey Parkway." This includes the closure of the Parkway on a temporary basis, which is within the authority of the Select Board or their designee.

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

8.7 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:

- (a) All uses and events.
- (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.
- (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, Town Hall second floor, Swasey Parkway, Senior Center, etc.) An event sketch must 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.

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.

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

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 including time when the key is still outstanding. 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. 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.

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 facility.

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 The use of tape on walls is permitted, but the applicant shall be held responsible for any damages to painted surfaces. The use of easels and tables for the display of materials is strongly encouraged.

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

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.

13.15 The selling of food, beverages or any other products on Town property 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:

DRAFT

Annual Town Events

Month	Days	Group	Event	Facility Used	Notes
February	1	Parks and Rec	Valentine's Dance	Town Hall	
March/April	1	Parks and Rec	Egg Hunt	Swasey Parkway	
July	5	Exeter Brass Band	Concert	Bandstand	Town funded
July	1	AIM	Annual Festival	Bandstand/Town Streets	
July	1	AIM/Parks/Rec	Fireworks	Swasey Parkway	
Sept	3	Kiwanis	UFO Festival	Town Hall/Bandstand	
November	5	Festival of Trees	Festival of Trees	Town Hall	
December	3	Holiday Parade	Ring in the Season/Parade	Town Hall/Bandstand	

*These events and any others deemed to be town events under the Property Use Policy shall receive preference for use of town facilities.

**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 Art Gallery Swasey Parkway

Raynes Barn/Farm Parks/Recreation Property Senior Center

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.

As applicable, the following Items shall accompany 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.

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/ConCom (for Conservation Property Events) or 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 #: _____

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.

d. Property Use Policy

Mr. Dean discussed changes that had been made to the property use policy. On page 4 sect 8.5, requests to use Raynes Farm will go through the Conservation Commission. Ms. Gilman suggested that ConCom should be added to the list of entities that approve their own facilities. On page 5, they added a proposal that they request sketches of the event layout as part of the event form, so that Fire and Police can review. If the sketch is updated, updates must be submitted 30 days prior to event. He distinguished between events that have spectators vs uses such as town hall meetings, although they are trying to capture all events on one form. Ms. Gilman said that "special event" is not defined in the policy, and Mr. Clement agreed that having to differentiate between uses and events was complicating things. Mr. Dean said that Town Ordinance talks about special events, but it is not defined; they are trying to stay away from being overly zealous about a definition, so that they could leave it to the Town Office's judgment. Ms. Corson agreed that the Town Office can make the determination. Ms. Cowan countered that they want it to be detailed. Ms. Gilman proposed that they should have a different word than "use," such as "meeting."

Mr. Dean said that the events form was an attempt to be comprehensive and prevent applicants from returning for additional permits, and that anything that doesn't apply to the applicant would be blank. Mr. Clement asked when the Select Board will approve the application, and Mr. Dean said they approve after the application is complete and the chief signs off.

Mr. Bisson of Parks and Rec said that he likes the idea of making applicants read through the options to help them question their own procedures and get organized. Ms. Gilman asked if they would give authority to Parks and Rec and the Library to permit their own facilities. Mr. Dean said that that was a board decision. Ms. Corson suggested that if the event application served for everyone, they should reword "you must submit the following" on page 2 to "you may submit the following if applicable." Mr. Dean said that as part of the application review, they indicate the things not needed.

Ms. Gilman asked whether the fees of multiday use and the limit on time scheduled are in the use policy. Mr. Dean said the prior use policy said that use of the Gazebo shall be limited to 4 uses for the same user, but reapplication is permitted if facilities are available. Ms. Gilman asked if there was anything about use such as that of the art gallery, which is just on weekends for a month. Mr. Dean responded that under section 4.3, special authorization from the Select Board is required for any use longer than one month. Ms. Gilman stated that the month long policy is fine.

Ms. Gilman asked about section 13, on alcohol. Mr. Dean responded that they've introduced a series of forms on this subject which are working well. Mr. Gilman asked who decides whether the event is required to hire police officers, and Mr. Dean said Police Chief Shupe. Mr. Clement said that Town Ordinance is contradictory to the use policy on the subject of alcohol, since ordinance says that there should be no open containers on town property. Mr. Dean thought that there was an exception specified, and will look into it. He will also make edits to the use policy and show a clean copy at the next meeting.

Mr. Bisson gave a demo of the RecTrac Recreation software, which Parks and Rec is using for all facility rentals and activity registration; he suggested that the program could also be used for reserving town facilities. He then showed a sample event application created with

Google Forms. It could be filled out online, which populates a database with the information, or printed out, filled out, and dropped off. Mr. Clement who does the programming for this software, and Mr. Bisson responded that his office does, but they could buy another license for Ms. Riffle if they wanted to. Right now they purchase five licenses for \$4200/year total

Ms. Gilman asked if the proposal was for all calendaring and scheduling of events to go through this system. Mr. Bisson said yes, since it's a more organized approach. They could even input the long event application form discussed previously. Ms. Corson suggested they try collapsing the information so that the applications won't make their packets too long in the future. Ms. Gilman asked if they could link the automated calendar to the front page of the website, since the current town calendar is a problem. Mr. Bisson said that there should be a way to embed it, and he will ask the vendor.

Mr. Dean felt that the event form is good, unless the Board had other comments, and that he wants to get through this piece before they talk about integrating the Parks and Rec system. Mr. Clement was concerned about making Parks and Rec input all this data, but Mr. Bisson responded that the software put all the work on the user and they're now at 55-60% online registration, so it was not that burdensome.

PERMITS AND APPROVALS



Application for Use of Art Gallery

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

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

Proposed form

Use Request: Art Gallery Back Room

Representative:

Name: _____ Address: _____

Town/State/Zip: _____ Phone: _____

Email: _____

Organization:

Name: _____ Address: _____

Town/State/Zip: _____ Phone: _____

Reservation Details:

Type of Event/Meeting: _____ Date: _____

Start Time: _____ End Time: _____

Will food/beverages be served? Yes No

Tech/ AV Services Needed: Yes No Details _____

Requirements:

Cleaning Deposit: A cleaning deposit of \$100 is required of any user serving food or beverages. If the town determines after use that the building was acceptably cleaned, the deposit fee will be returned to the user.

Liability Insurance Required: The Town requires liability insurance to be submitted with this completed application. Required insurance amounts: General Liability/Bodily Injury/Property Damage: \$300,000/\$1,000,000. The Town of Exeter must be listed as additional insured.

Rental Fee: Must be paid at the time of application submission.

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

Keys: Access to a town requires a key sign out. Keys can be obtained from the Town Manager's office at the Town Office during normal business hours (there is no other option for obtaining a key). A key can be collected up to 24 hours before your event (with the exception of Sunday events).

Signing below acknowledges receipt of and agreement to all rules, regulations and requirements pertaining to the use of a town facility. Permit approvals are contingent upon proper insurance and fees paid to the Town of Exeter.

Applicant signature: _____ Date: _____

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

Town Use Only:

Liability Insurance: On file In-process Fee: Paid Fee Amount Received:

Town Hall Art Gallery/Backroom Policies and Procedures

1. All users of the gallery are responsible for the care of the space. This includes removal of trash and recyclables from all areas, including the bathroom, sweeping floors, wiping down tables and sinks if necessary, vacuuming the carpet if needed, and leaving the space neat.
 - a. No nails or other permanent fixtures, including strong sticky substances, may be applied to the walls of the Gallery.
2. If you encounter any problems with the space, including problems with the lighting, panels, maintenance issues, problems with the doors/locks, the elevator, plumbing, etc. please report it to the Town Manager's Office.
3. Making copies of the key is strictly prohibited.
4. All items brought in by artists and groups must be brought back out at the end of the show. No personal items can be stored in the gallery.
5. Tables and chairs should be folded up and returned to the storage areas after use.
6. ART WORK MAY NOT BE LEFT IN THE GALLERY.
 - a. Art work left in the gallery after a show will be viewed as abandoned and it will be assumed that the artist has relinquished their right to the work.
 - b. Abandoned work will become property of the Town.
 - c. Groups should ensure that all participating artists are aware of this.

Opening & Closing Process

Opening the Gallery:

1. To unlock the side handicap accessible door.
 - a. Push in the "press bar" then use the Allen wrench to lock it in open/unlocked position.
1. Upstairs, open the double doors and use hooks to secure them.
2. Open and unlock the front, main, door to the building.

Closing the Gallery:

1. Close and lock all doors.
2. Be sure the gallery, sitting table, etc. are neat and in good order, and remove all trash.
3. Turn off all lights and equipment, etc. including the backroom and bathroom.
4. Hang the velvet rope across the elevator door on the first floor.
5. Use the Allen Wrench to release the "Press Bar" on the side door.
6. Return the key to the Town Manager's Office.



Youth Art Month

Marissa Vitolo <mvitolo@sau17.net>

Fri, Sep 28, 2018 at 3:57 PM

To: sriffle@exeternh.gov, rdean@exeternh.gov

Hi Sherri and Russ,

I am a teacher at Sanborn Regional High School. I am also a former member of the EAC. I was in charge of running the Youth Art Month two years in a row with EAC. However, since the EAC is no longer a town committee, I would like to apply for the Town Hall Gallery. SAU17 and SAU16 will be the schools featured, as well as, other local art schools, local charter and Montessori schools, just like before. However, since I am a town member, I have asked for help from Main Street Art (current board member) and Town Exeter Arts and Music.

Town Exeter Arts and Music's insurance is already on file. But, would any other insurance need to be provided since I am the one applying.

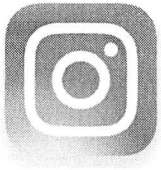
My application is attached for you to look over.


Please let me know what else you need from me to have this application considered. I can bring by the cleaning fee check anytime.

Thank you,

Marissa Vitolo

SRHS Art Department



 YAMexeter2ndfloorApp.pdf
16467K

OCT -1 2018

Town of Exeter Arts Committee

Received

Application to use Exeter Art Gallery or Gallery Back Room space

Please fill in all the required information clearly. Incomplete applications will not be accepted.

Insurance: The Town of Exeter requires liability insurance in the amount of \$1,000,000 to be submitted with this completed application.

Insurance Binder is: Attached _____ On File with EAC _____ under name _____

Facility Requested: Main Art Gallery Back Room Space

Date of application: 9/20/18 Cleaning Fee (\$35): _____

APPLICANT INFORMATION

Name: Marissa Holo Address: 20 Main St 2207

Town/State/Zip: Exeter, NH 03833 Phone: 603 980 4066

Email: vitolomvissa@gmail.com Cell: 713 291 5861

Alternate Contact

Name: _____ Cell: _____

ORGANIZATION INFORMATION

Name: Main Street Art/Town of Exeter Arts & Music - co-sponsors Address: _____

Town/State/Zip: _____ Phone: _____

Email: _____

RESERVATION INFORMATION

Type/name of event: Youth Art Month

Date: 3/11-3/30/19 Time: 12p-4p Sat & Sunday w/

possible day visits for school field trips

If this is a recurring event, please specify frequency, beginning, and ending dates:

By signing this application, you acknowledge the receipt of the EAC Town Hall Gallery Usage Packet, and agree to all of the policies, procedures, and responsibilities accompanying this form.

Applicant Signature: [Signature] Date: 9/20/18



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

Representative Information:

Name: Taryn Herman Address: 268 McDonough St.
Town/State/Zip: Portsmouth, NH 03801 Phone: 312.339.1803
Email: tarynherman@gmail.com Date of Application: 10/1/18

Organization Information:

Name: Musical Arts LLC Address: 30 Linden St.
Town/State/Zip: Exeter, NH 03833 Phone: 312.339.1803 (c)

Reservation Information:

Type of Assembly/Meeting: Music Recital / Theatre production Date: Jan 11th & 12th 2019
Start Time: 3:00pm End Time: 9:00pm Additional time for set-up/clean-up: —
of tables: — # of chairs: 100
List materials being used for this event: Stage piano
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).

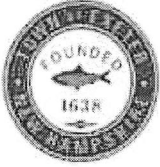
Signing below acknowledges receipt of and agreement to all rules, regulations and requirements pertaining to the use of a town facility. Access to the 2nd floor is not allowed during events. Bathroom are accessed from outside the Town Hall. Permit approvals are contingent upon proper insurance and fees paid to the Town of Exeter.

Applicant signature: Taryn H Date: 10-1-18

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

Office Use Only:

Liability Insurance: On file In-process new one for 2019 will be sent in
Fee: Paid Will pay by _____ Non-profit fee waiver form submitted



Application for Town Hall Facility Use

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

Representative Information:

Name: Ben Anderson Address: 66 Newfields Road
Town/State/Zip: Exeter, NH 03833 Phone: 603-244-0202
Email: lyon@brightandlyon.com Date of Application: 10/2/2018

Organization Information:

Name: Bright and Lyon Productions Address: 66 Newfields Road
Town/State/Zip: Exeter, NH 03833 Phone: 603 - 244 - 0202

Reservation Information:

Type of Assembly/Meeting: Concert Date: Feb 14, 15, 16, 2019*
Start Time: 7pm End Time: 10pm Additional time for set-up/clean-up: 11am
of tables: 4 # of chairs: 200
List materials being used for this event: n/a
Will food/beverages be served? yes Description: light snacks and drinks

Requirements: *Please note only one date will be used, depending on performer availability. Thanks!

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

Cleaning Deposit: A cleaning deposit of \$100 is required of any user serving food or beverages. If the town determines after use that the building was acceptably cleaned, the deposit fee will be returned to the user. No food is allowed in Main Hall of the Town Hall. If food is to be served and/or prepared in foyer or room on the right of the foyer, the electrical outlet cannot exceed 20 amps.

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Applicant signature: [Signature] Date: 10/2/18

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

Office Use Only:

Liability Insurance: On file In-process

Fee: Paid Will pay by 2/14/19 Non-profit fee waiver form submitted



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: Betsy Kelly Address: Heronfield Academy 356 Exeter Road
Town/State/Zip: Hampton Falls, NH 03844 Phone: 603 772-9093
Email: bkelly@heronfield.org Date of Application: July 11, 2018

Organization Information:

Name: Heronfield Academy Address: 356 Exeter Road
Town/State/Zip: Hampton Falls, NH 03844 Phone: 603 772-9093

Reservation Information:

Type of Event/Meeting: 7th grade play and preceding rehearsals Date: April 2-5, 2019
Times of Event: 2-4: 3:30 -6/ 5:noon - 4 Times needed for set-up/clean-up: _____
of tables: _____ # of chairs: _____
List materials being used for this event: _____
Will food/beverages be served? yes Description: lemonade and cookies on April 5

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.

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Applicant signature: Elizabeth Kelly Date: July 11, 2018

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

Office Use Only:

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

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



Application for Town Hall Facility Use

Faxed #: 603-777-1514 or emailed: srittle@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: Betsy Kelly

Town/State/Zip: Hampton Falls, NH

Email: bkelly@heronfield.org

Date of Application: July 11, 2018

Organization Information:

Name: Heronfield Academy

Address: 356 Exeter Road

Town/State/Zip: Hampton Falls, NH

Phone: 603 772-9093

Reservation Information:

Type of Event/Meeting: 8th Grade Play and preceding rehearsals

Date: May 14-17, 2019

Times of Event: 14-15: 3-6, 16-3-8p, 17-12-4

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.

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Applicant signature: Elizabeth Kelly Date: July 11, 2018

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

Office Use Only:

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

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



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

Representative Information:

Name: Ellen Adlington Address: 5 Grandview Terrace
Town/State/Zip: Exeter NH 03833 Phone: 603-772-9385
Email: emcgarr@comcast.net Date of Application: 9/27/2018

Organization Information:

501C-3
Name: EAGFWC #26012143 Address: same as above
Town/State/Zip: Mail: PO Box 24, Exeter " " Phone: " "

Reservation Information:

Type of Assembly/Meeting: Fund Raiser Scholarships Date: May 31, 2019 - 6-6
June 1, 2019 - 7-3
Start Time: _____ End Time: _____ Additional time for set-up/clean-up: _____
of tables: _____ # of chairs: _____ > don't know yet
List materials being used for this event: _____
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).

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Applicant signature: Ellen Adlington Date: 9-27-2018

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

Town of Exeter Request for Fee Waiver

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

Eligible Organizations:

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

Requirements:

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

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

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

Non-Waivable Fees:

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

Organization: Exeter Area General Federation of W's Men's Clubs (EAGFWC) Phone: _____
Address: PO BOX 24 Town: Exeter State: NH Zip: 03833
Website: _____
Type of Business: Government Non-profit For-profit Other: _____
Representative: Ellen Adlington Phone: 603-772-9385
Address: 50 Grandview Ter. Town: Exeter State: NH Zip: 03833
Email: emadl@comcast.net
Brief Description of Events: Flea Market to benefit our scholarship fund
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: [Signature] Date: 10/1/2015

Select Board Approval Designee: _____ Meeting Date: _____



Exeter Area General Federation of Women's Clubs
P.O. Box 24
Exeter, NH 03833
Tax ID Number 026012143

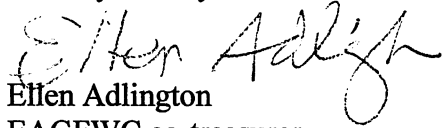
October 1, 2018

To Exeter Select Board:

EAGFWC has existed for over 60 years and is a chapter of the national/international General Federation of Women's Clubs. As with many non-profits, such as Girl Scouts and Boy Scouts, our non-profit status is held under an umbrella and we do not have a 501 (c) 3 document specifically for our chapter. However, we do file an IRS form 990 annually.

For that reason, I am attaching letters from national headquarters that address the fact that EAGFWC comes under the GFWC group exemption umbrella. I hope that this backup information will be sufficient for our club to waive fees for use of Town Hall or any other town property for fund raisers that benefit the community.

Thank you for your consideration.


Ellen Adlington
EAGFWC co-treasurer

**GENERAL FEDERATION
of WOMEN'S CLUBS**



July 1, 2017

Exeter Area GFWC
P.O. Box 24
Exeter, NH 3833

Attn: Jeanne O'Sullivan

The Exeter Area GFWC (EIN 02-6012143) is included under GFWC's 501(c) (3) group exemption, Group Exemption Number 3220, for the period July 1, 2017 – June 30, 2018. Enclosed is a copy of the determination letter for the GFWC group exemption for your records.

We encourage you to keep these documents on file. If you have any questions, please email me MGISLER@GFWC.org

Sincerely,

Melanie Gisler
Membership Services and Programs Director

Fwd: GFWC Group Exemption - IRS Request to File

To Sharon Landowne [REDACTED] • Ellen Adlington [REDACTED]
Pam Conary [REDACTED]

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

From: **Melanie Gisler** <mgisler@gfwc.org>
Date: Friday, July 14, 2017
Subject: GFWC Group Exemption - IRS Request to File
To: Melanie Gisler <mgisler@gfwc.org>

Good afternoon GFWC State Federations and GFWC Clubs,

Congratulations! Your state federation or club is now under the GFWC group exemption umbrella and you are a 501c3 organization beginning this fiscal year, July 1, 2017, to June 30, 2018.

I received the letter from the IRS confirming the acceptance of all the state federations and clubs that GFWC submitted in the March IRS report the Thursday before the GFWC staff left for convention in California, so I was unable to send word out of this success before convention, though I was able to personally tell some representatives in Palm Springs.

I have received concerned phone calls and emails because many of you, though not all, have received a letter from the IRS asking that you file a 990 tax return for the 2015-2016 and 2016-2017 fiscal years. I wanted to answer your questions accurately so I waited for the IRS group exemption office to call me back so I could ask your questions and answer correctly.

1. Why did my state federation or club receive this request?

According to the IRS representative, it is likely that your club or state federation has an EIN number which was generated during or after the year 2015 or the IRS has not had contact from your EIN number before the year 2015, when there were some significant changes to the 990 filing rules. If you do not fall into either of these categories, you may have just received a randomly generated letter which was generated after our submission to some, but not all, of GFWC's state federations and clubs under the group exemption.

2. Does my state federation or club have to file a 990 tax form if I received this request from the IRS?

Yes, you do have to file both 2015-2016 and 2016-2017 fiscal years, even if you have never filed taxes before.

Since you cannot file a 990N, e-postcard, retroactively, you will have to file the 2015-2016 fiscal year using the 990 or 990EZ forms. Do not panic! Our IRS representative said to complete this form, most likely the 990EZ, to the best of your ability and knowledge" and, that it is more important to file this as soon as possible, than it is to research your financials for accuracy. Complete the form "to the best of your ability and knowledge."

You can still file the 2016-2017 using the 990N. It is not due until November 15, 2017, 5 months after the end of the fiscal year. However, you should probably file this as soon as possible to complete your file with the IRS.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

3. If my state federation or club has filed taxes before, how do I file?

You should file using the tax form that you have used previously using the fiscal year you had before you came under GFWC's group exemption. For example, if your fiscal year was January 1 to December 31, 2016, you would have filed a tax form with a deadline in May of 2017.

You will have to file for the gap between your old fiscal year and new fiscal year. Using the above January 1 to December 31, 2016, fiscal year, you would file for January 1 to June 30, 2017, using the tax form you used before coming under GFWC's group exemption and it will be due by November 2017. Then November 2018 you will file a 990, 990EZ, or 990N, for the July 1 to June 30, 2018, fiscal year under GFWC's group exemption.

4. What name should I use filling out the 990, 990EZ, or 990N tax form?

You should use **General Federation of Women's Clubs dba [your state federation or club name]**. This will help identify you to the IRS as a member of GFWC's group exemption.

5. What identifying numbers do I use on the tax forms?

You will use your state federation or club's EIN number in the Employer Identification Number box.

In the box marked Group Exemption Number, you will use GFWC's Group Exemption Number, which is **3220**.

Next week I will be emailing letters confirming that your state federation or club is under GFWC's group exemption, which you can use as proof that you are a 501c3 organization.

Best,
Melanie

MELANIE GISLER | Membership Services and Programs Director

General Federation of Women's Clubs | 1734 N Street NW | Washington, DC 20036-2990

P: 202-347-3168 ext. 105 | Toll Free: 800-443-GFWC | F: 202-835-0246

E: MGisler@GFWC.org | W: www.GFWC.org | Follow GFWC at www.Facebook.com/GFWCMembers

GFWC—Dedicated to Community Improvement by Enhancing the Lives of Others through Volunteer Service

IRS
P.O. Box 2828, Room 4210
Washington, DC 20528

in reply refer to 407529824
Mar. 11, 2016 LTR 4167 2
51-016614 201603 44
7055107
5082: 7E

GENERAL FEDERATION OF WOMENS CLUBS
1725 H STREET NW
WASHINGTON DC 20528-2000

Employer Identification Number: 51-016614
Group Exemption Number: 2228
Person to Contact: Mr. Galt
Toll Free Telephone Number: 1-877-829-2550

Dear Taxpayer:

This is in response to your Jan. 14, 2016, request for information about your tax-exempt status.

Our records indicate that you were issued a determination letter in November 1985, and that you are currently exempt under section 513(c)(2) of the Internal Revenue Code.

Based on the information supplied, we recognized the subordinate names on the list you submitted as exempt from Federal income tax under section 513(c)(2) of the Code.

Womens may deduct contributions to you as provided in section 170 of the Code. Requests, legacies, bequests, inheritances, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2104 and 2522 of the Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely yours,

Teresa Rios
Director, Exempt Organizations



156 Water Street, Exeter, NH 03833
Tel. 603-778-0885 ♦ Fax: 603-778-9183
email@rpc-nh.org ♦ www.rpc-nh.org

September 27, 2018

Julie Gilman, Chairman
Board of Selectmen
10 Front Street
Exeter, New Hampshire 03833

RE: Dues Request for 2019

Dear Ms. Gilman:

I am writing to thank you for Exeter's continued support and membership in the Rockingham Planning Commission and to provide you with updated information as you budget for membership for the coming year. Our services are available to Exeter and the other towns in the region through continued financial support in the form of dues paid by our member communities. Local dues provide our most important source of funding. They support the core operation of the agency and allow us to match grant funding from other sources.

Our dues request from Exeter for the coming year will be \$12,544. This is calculated based on the 2017 Office of Strategic Initiatives population estimate for Exeter of 15,108 and a dues rate of \$1.00 for the first 10,000 in population and \$0.50 per capita for the remainder.

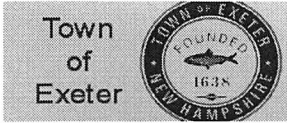
As always, we are grateful for your support and participation in the Commission and eager to assist your town. If you would like to discuss this request or any other aspect of RPC membership or the work we are doing, please feel free to call me, or Tim Roache, our Executive Director, at the RPC office at 778-0885. We will be pleased to meet with you at your request and convenience.

Sincerely,

A handwritten signature in black ink that reads "Barbara Kravitz".

Barbara Kravitz
Chairman

cc: Langdon Plummer, Planning Board Chair & Commissioner
Dave Sharples, Town Planner
Russell Dean, Town Manager
Gwen English, Don Clement RPC Commissioners



Russ Dean <rdean@exeternh.gov>

Parkway Schedule

Matt Berube <mberube@exeternh.gov>

Fri, Oct 5, 2018 at 1:59 PM

To: Russ Dean <rdean@exeternh.gov>

Cc: Jennifer Perry <jperry@exeternh.gov>, "D. Andrew Morrill" <andy.morrill@wright-pierce.com>

Hi Russ,

According to last month's monthly meeting, Substantial completion is November 11, 2018, and final completion is February 9, 2019. The MOU has dates in it stating the project will be done in October 2018. If you remember the project didn't start in October 2017 as described in the MOU. Some of the temporary measures were put in place (access roads, construction fences, etc.) but the project really didn't start until late December I believe, and this was do to the HDPE pipe being delayed from the manufacturer due to the destructive hurricanes that hit the Southern US that year. I'm have another monthly meeting this week (Tuesday), I will ask to see how the one way traffic dates will be updated to reflect the end of the project. This way I will provide confirm project end dates and what it will take to get there (road closures, etc). Plus some change orders have added a little bit of time to the original project schedule.

A tentative schedule is: Beer/chili festival this weekend; shrub and tree plantings starting after Oct 9th, continue to monitor the new loam and grassed areas (No Access yet); the next month to try and complete most installations at the MPS building.

I can try to update you next week once I have my meeting to see if anything has change, or to get a better idea of the parkway traffic and how much longer it will be necessary.

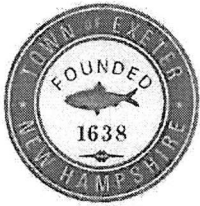
Have a great weekend!

Thanks,
Matt

Matthew Berube
Acting Water & Sewer Managing Engineer
Department of Public Works
13 Newfields Road
Exeter, NH 03833
P) (603) 773-6157 ext. 167
F) (603) 772-1355

Notice the email change: mberube@exeternh.gov
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EXETER PUBLIC WORKS DEPARTMENT

13 NEWFIELDS ROAD • EXETER, NH • 03833-4540 • (603) 773-6157 • FAX (603) 772-1355

www.exeternh.gov

October 11, 2018

United States Environmental Protection Agency
Region I – New England
5 Post Office Square – Suite 100
Boston, MA 02109-3912
Attn: Joy Hilton, Water Technical Unit (Mail Code: OES04-3)

Re: **NPDES Permit No. NH0100871**
Administrative Order on Consent Docket No. 13-010
Quarterly Progress Report, Third Quarter, 2018, Twenty-first Report

Dear Ms. Joy Hilton:

This report is being made in accordance with the Administrative Order on Consent, Section IV.C., for the third quarter period of July 1, 2018 to September 30, 2018.

Per Section IV.C.1.a., activities undertaken during this reporting period directed with achieving compliance with this Order include:

Contract #1:

- Continued the construction phase of the WWTP (Contract #1); pouring cement stair pads, generator pad, roll-off dumpster pad, supplemental carbon pad; installing site light poles around the site
- Installed 2 16" force main pipes from the site entrance to the headworks building
- Finishing installing metal roof panels on the pump building, dewatering building, and headworks building
- Installation of electrical duct banks around the new site
- Severino continues installation of the process piping between the buildings and structures
- Started installing windows on the pump building, dewatering building, and headworks building
- Continue backfilling around buildings and structures to bring site up to finished grade
- Continue installing Enviromix equipment; return sludge piping; and compressed air piping on the aeration tanks
- Began removing the excess sludge and unsuitable materials from the site to Turnkey Landfill
- Town of Exeter (TOE), Wright-Pierce (WP), and Apex Construction (GC) continue weekly construction meetings to keep all parties up to date with project information
- TOE, WP, GC, and NHDES continue monthly construction progress & pay requisition meetings

Contract #2:

Contract #2 for the Sewer Force Main Installation Project has not been bid yet. We have had some recent meetings with NH DES on September 24, 2018, and with NH DOT on September 25, 2018 to update the progress of the Contract 2. We all left with a few things to do and we set a follow-up meeting for 10/17.

The short version is:

- NHDOT is going to dig deeper on the drainage upgrades needed and review more specifically what sources of funds they could use to help out with costs.
- NHDOT indicated that they would be open to beginning work prior to April 15, weather dependent. All agreed that a March start would be helpful.
- The Town is going to dig deeper on whether the Urban Compact Zone line can be shifted from where it is (near Swasey Parkway) to the DPW Site Entrance.
- WP is going to push on a number of fronts to support the Town UCZ discussion with the Select Board and to advance the design on known items, including options, work duration and costs.
- Town/NHDOT/WP will be meeting in the field to assess drainage needs next week.

In order to hit a notice to proceed date of March 15, we roughed out what the design schedule would need to be. See below. This schedule is incredibly tight and may not be feasible (based on information flow) or desirable (short bidding window). More to follow on this.

- Select Board initial discussion on UCZ – hopefully 10/15
- 90% submittal – 11/2
- 90% comments back – 11/21
- 100% unstamped submittal – 12/14
- 100% approval to advertise – 12/21
- Pre-Bid – early Jan
- Bid Opening – late Jan

A few items that were discussed with NHDOT and/or with the Town that we would like some NHDES input on:

- Can NHDES make an exception to the typical eligibility rules to make 100% of the road overlay cost eligible for the SRF loan? NHDOT is insisting on full width overlay.
- Would NHDES consider asking Apex/Severino and T-Buck to submit firm pricing as a change order to their respective contracts? This would decrease the amount of time needed for bidding, evaluation, award, etc.
- Would NHDES consider cleaning/disinfecting/relining/disinfecting the existing sewer forcemain for conversion to a new water main as acceptable? We have spent any time on whether this would help, but didn't want to expend any effort if the WW or Water Design folks would dismiss it.

Contract #3:

- T Buck continues to monitor and mow new loam and seed for grass growth; loam repairs as needed. By-pass sewer pumping continues to run and be used as the new building is erected. T Buck completed the concrete work for the new influent channel and wet well construction. All pads have been poured for new entrance and exit stairs to the building. T Buck has put up the block building and finished brick with mortar; the brick matches surrounding buildings well. The steel roof trusses are being installed. The process piping has arrived and is being primed and painted before installation when easier to do. Electrical conduits and plumbing work has begun being installed. Comminutor (Muffin Monster) has arrived and installation has begun.

Existing WWTP Operations:

- We implemented our action plan with Wright Pierce Engineers assistance, and repaired aerators last quarter, and continued repairing the aerators this quarter to continue with low lagoon odors. The WWTP now has 11 tornado air injection type aerators and 2 solarbee aerators running in Lagoon 1 (working towards having 12 & 2 running); 5 tornado air injection type aerators and 2 solarbee aerators in Lagoon 2; 2 tornado air injection type aerators and 2 solarbee aerators in Lagoon 3 (working towards having 3 & 2).
- The chlorine demand has increased tremendously during the summer. We continue to monitor the disinfection levels for the effluent water.

Wright-Pierce Engineering Memos for activities completed for the Town's Wastewater Facilities Plan/Full Design/Construction in the past quarter of July 1, 2018 to September 30, 2018 follow:

Memorandum August 10, 2018 (June 30, 2018 to July 27, 2018)

Phase: B – Design & Bidding Phase

Activities On-Going or Completed This Period:

- No activity this month; we are waiting on direction from the Town regarding NHDOT.

Phase: C/D/E/F/G/H – Construction Phase

Activities On-Going or Completed This Period:

- All dates are 2018, unless otherwise noted.
- Attended weekly construction meetings for Contract 3, attended by Lead Project Engineer and Resident Project Representative (July 2, July 9, July 16, July 23).
- Held Contract 1 and Contract 3 Monthly Progress Meeting (July 10).
- Held coordination meetings with the Town on construction items (July 17)
- Performed construction administration including reviewing/processing submittals, manufacture operations and maintenance manuals, requests for information and change order items; reviewing certified payrolls for Davis-Bacon compliance; reviewing manufacturer certifications for American Iron & Steel, etc.
- Developed Change Order No. 2 for Contract 1.
- Performed full-time resident project representation for Contract 1 and Contract 3.
- Assisted the Town with high priority odor reduction advice at the lagoons. Retained Bowker and Associates to assist with sampling and strategy. Coordinated closely with Town staff to develop and implement an action plan and monitoring plan.
- Coordinated with subconsultants for construction engineering (Haley & Aldrich, Independent Archaeological Consultants, and Bower & Associates).
- Continued work on the Operations & Maintenance Manual.
- Continued AESS programming:
 - Approximately 100% complete with RCP1 and RCP2 programming
 - Approximately 95% complete with HBCP and SNP programming
 - Approximately 90% complete with DBCP, PBCP, DSCP, SBCP programming
 - Approximately 60% complete with CBCP programming
 - Approximately 90% complete with Main PS (MSCP) programming
 - Approximately 90% complete with OEM panel coordination programming
- Processed SRF Disbursement No. 16.

Budget status for each phase of the construction engineering agreement is shown on the SRF Disbursement form.

Phase: K – Nitrogen Control Plan (Phase II)

Activities On-Going or Completed This Period:

- All dates are 2018, unless otherwise noted.
- Continued work on the Nitrogen Control Plan.
- Attended coordination meeting with the Town (July 11).
- Prepared Task 4A memo (by Horsley-Witten, July 18).
- Prepared for and presented initial work products to the Select Board (July 23).
- Collected data from UNH and NHDES to develop water quality monitoring memorandum.
- Developed initial table of contents for the Nitrogen Control Plan report.
- Coordinated with Horsley-Witten.
- Coordinated with Town.

Memorandum September 17, 2018 (July 28, 2018 to August 31, 2018)

Phase: B – Design & Bidding Phase

Activities On-Going or Completed This Period:

- No activity this month; we are waiting on direction from the Town regarding NHDOT.

Phase: C/D/E/F/G/H – Construction Phase

Activities On-Going or Completed This Period:

- All dates are 2018, unless otherwise noted.
- Attended weekly construction meetings for Contract 3, attended by Lead Project Engineer and Resident Project Representative (July 30, Aug 6, Aug 13, Aug 20, Aug 27).
- Held Contract 1 and Contract 3 Monthly Progress Meeting (Aug 8).
- Held coordination meetings with the Town on construction items (Aug 7).
- Completed Contract 3 Factory Acceptance Testing of control panel (Aug 15-16).
- Completed Contract 3 pre-masonry meeting (Aug 17).
- Performed construction administration including reviewing/processing submittals, manufacture operations and maintenance manuals, requests for information and change order items; reviewing certified payrolls for Davis-Bacon compliance; reviewing manufacturer certifications for American Iron & Steel, etc.
- Developed Change Order No. 3 for Contract 1. Initiate Change Order No. 4 for Contract 1.
- Performed full-time resident project representation for Contract 1 and Contract 3.
- Coordinated with subconsultants for construction engineering (Haley & Aldrich, Independent Archaeological Consultants).
- Continued work on the Operations & Maintenance Manual.
- Continued AESS programming. Current estimated completion by panel is shown below.
 - 100% complete with programming for RCP1 and RCP2.
 - 95% complete with programming for HBCP and SNP.
 - 90% complete with programming for DBCP, PBCP, DSCP, MSCP, SBCP, RCP3, DSCP and OEM panels.

- 75% complete with CBCP programming.
- 75% complete with Factory Acceptance Testing.
- 25% complete with power monitoring and generator monitoring.
- 40% complete with remote pump station monitoring.
- Processed SRF Disbursement No. 17.

Budget status for each phase of the construction engineering agreement is shown on the SRF Disbursement form.

Phase: K – Nitrogen Control Plan (Phase II)

Activities On-Going or Completed This Period:

- All dates are 2018, unless otherwise noted.
- Continued work on the Nitrogen Control Plan.
- Completed revised Task 3 memorandum (Aug 1).
- Completed Task 5 memoranda (Aug 2).
- Identified miscellaneous suggested updates to the Town Public Work and Planning Department web pages (Aug 13).
- Submitted a pre-draft report for Town review (Aug 16).
- Attended coordination meeting with the Town (Aug 23).
- Presented the initial work products to the River Advisory Committee (Aug 23).
- Submitted an updated pre-draft report for Town review (Aug 30).
- Coordinated with Horsley-Witten.
- Coordinated with Town.

Memorandum, 2018 (September 1, 2018 to September 30, 2018)

Phase: B – Design & Bidding Phase

Activities On-Going or Completed This Period:

- Restarted design phase. Met with NHDES (Sept 24) and with NHDOT (Sept 25) to advance Contract 2 (Forcemains).

Phase: C/D/E/F/G/H – Construction Phase

Activities On-Going or Completed This Period:

- All dates are 2018, unless otherwise noted.
- Attended weekly construction meetings for Contract 3, attended by Lead Project Engineer and Resident Project Representative (Sept 4, Sept 10, Sept 17, Sept 24).
- Collected archaeological artifacts (Sept 7) and transmitted to Town (Sept 10).
- Held Contract 1 and Contract 3 Monthly Progress Meeting (Sept 11).
- Performed construction administration including reviewing/processing submittals, manufacture operations and maintenance manuals, requests for information and change order items; reviewing certified payrolls for Davis-Bacon compliance; reviewing manufacturer certifications for American Iron & Steel, etc.
- Developed Change Order No. 4 for Contract 1.
- Performed full-time resident project representation for Contract 1 and Contract 3.

- Coordinated with subconsultants for construction engineering (Haley & Aldrich, Independent Archaeological Consultants). Haley & Aldrich provide final special inspection memoranda for Contract 1 (Sept 20) and Contract 3 (Sept 27). IAC completed their work on the project.
- Continued work on the Operations & Maintenance Manual.
- Continued AESS programming. Current estimated completion by panel is shown below.
 - 100% complete with programming for RCP1 and RCP2.
 - 95% complete with programming for HBCP and SNP.
 - 95% complete with programming for DBCP, PBCP, DSCP, MSCP, SBCP, RCP3, DSCP and OEM panels.
 - 85% complete with CBCP programming.
 - 80% complete with Factory Acceptance Testing.
 - 25% complete with power monitoring and generator monitoring.
 - 40% complete with remote pump station monitoring.
- Processed SRF Disbursement No. 18.

Budget status for each phase of the construction engineering agreement is shown on the SRF Disbursement form.

Phase: K – Nitrogen Control Plan (Phase II)

Activities On-Going or Completed This Period:

- Met with Town to discuss Nitrogen Control Plan (Sept 5)
- Presented a summary of the Nitrogen Control Plan to the Town Select Board (Sept 10)
- Met with Town to collect and discuss final comments on the Nitrogen Control Plan (Sept 19).
- Updated report and sent final draft for Town review (Sept 21).
- Completed and submitted the Nitrogen Control Plan to EPA and NHDES (Sept 27).

Budget status for each phase of the construction engineering agreement is shown on the SRF Disbursement form.

Please call if you have any questions or need any additional information.

Sincerely,



Matthew Berube
Acting Water & Sewer Managing Engineer
Town of Exeter, New Hampshire

- Cc. Tracy Wood, P.E., NHDES Wastewater Engineering Bureau
Russell Dean, Town Manager
Jennifer Perry, DPW Director
Paul Vlasich, P.E., Town Engineer
Steve Dalton, Senior Operator



Medical Rate Exhibit

Town of Exeter

Rating Renewal: January

Rating Tier: Large

Rating Type: Combined

Current Benefit Option(s)	Enrollmer Type	Enrollee Counts	1/18 Rates	1/19 Rates	% Change
BC3T20(01L)-RX10/20/45/3K(L)	Single	21	\$861.34	\$920.77	6.9%
	2-Person	34	\$1,722.67	\$1,841.54	6.9%
	Family	29	\$2,325.61	\$2,486.08	6.9%
AB20(01L)-RX10/20/45/3K(L)	Single	17	\$788.38	\$842.78	6.9%
	2-Person	8	\$1,576.77	\$1,685.57	6.9%
	Family	16	\$2,128.64	\$2,275.52	6.9%
ABSOS20/40/1KDED(01L)-R10/25/40M10/40/70/5K(L)	Single	2	\$614.80	\$657.22	6.9%
	2-Person	4	\$1,229.60	\$1,314.44	6.9%
	Family	0	\$1,659.96	\$1,774.50	6.9%
MC3(01L)-RX10/20/45(LCY)	Single	19	\$527.84	\$564.26	6.9%
MCNRX(01L)	Single	16	\$211.10	\$225.67	6.9%
Monthly Total		166	\$223,731.03	\$239,168.85	6.9%

Alternative Benefit Option(s): As you consider your benefit offerings for January 1, 2019, please refer to the sampling of Benefit Option(s) provided below. It is important to note that not all of the sample plans listed below can be offered along with your current Benefit Option(s). Your Benefits Advisor is available to help you select the plans that best meet your Group's needs and work within HealthTrust's underwriting guidelines.

Alternative Benefit Option(s)	Enrollmer Type	1/19 Rates
BC2T20(01L)-R10/25/40M10/40/70/3K(L)	Single	\$873.71
	2-Person	\$1,747.42
	Family	\$2,359.02
AB20(01L)-R10/25/40M10/40/70/3K(L)	Single	\$815.33
	2-Person	\$1,630.67
	Family	\$2,201.40
MC3(01L)-R10/25/40M10/40/70(LCY)	Single	\$545.90