

Select Board Meeting
Tuesday November 13th, 2018, 7:00 p.m.
Nowak Room, Town Office Building
10 Front Street, Exeter NH

1. Call Meeting to Order
2. Board Interviews
3. Public Comment
4. Proclamations/Recognitions
 - a. Proclamations/Recognitions
5. Approval of Minutes
 - a. Special Meeting: October 18th, 2018
 - b. Regular Meeting: October 29th, 2018
6. Appointments – Conservation Commission, Planning Board, ADA Coordinator
7. Discussion/Action Items
 - a. EXTV Proposal - Training Room and Studio
 - b. Revision – Housing Advisory Committee Charge
 - c. Warrant Article – Tax Rate Impact Discussion
 - d. TEAM – Re: First Friday funding
 - e. Property Use Fees
8. Regular Business
 - a. Tax, Water/Sewer Abatements & Exemptions
 - b. Permits & Approvals
 - c. Town Manager’s Report
 - d. Select Board Committee Reports
 - e. Correspondence
9. Review Board Calendar
10. Non-Public Session
11. Adjournment

Julie Gilman, Chair
Select Board

Posted: 11/9/18 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

DRAFT MINUTES

SELECT BOARD MEETING

MINUTES

October 18th, 2018

1. Call Meeting to Order

Chair Julie Gilman convened the Select Board for a special meeting in the Nowak Room of the Town Offices at 8:10 a.m... Also present are Board members Anne Surman, Don Clement, and Kathy Corson. Town Manager Russ Dean also present, with others present: Florence Ruffner, Chair, Swasey Parkway Trustees, Swasey Trustees Gerry Hamel and Mark Damsell. Finance Director Doreen Chester was also present.

Chairwoman Ruffner called the meeting of the Swasey Trustees to order and welcomed Mr. Tom Donovan from the Charitable Trust division to the meeting. Mr. Donovan introduced himself and offered to answer questions.

Mr. Hamel said the Trustees wanted to do things correctly. He referenced the MOU between the Select Board and Trustees. This has always been above board. Now it is a question of how that money is there and how it should be handled.

Mr. Donovan thanked Mr. Hamel. The boards are not expected to be experts and he appreciates that. Mr. Donovan indicated he was not counsel for Exeter, and the interest at the charitable trust relates specifically to money given in trust for charitable purposes. The bulk of the work involves charitable organizations. Those charities report to the division every year. Moneys are held by the trustees for the public good. In New Hampshire, cities and towns also hold charitable funds given by donors. When this happens the town holds money in trust pursuant to the donor's requirements. The town selectmen have the choice to accept the gift. This happened in Exeter in 1929. When the gift is accepted it is done with the requirements that go along with it. There are statutes that deal with how towns are supposed to deal with this money. In the case of this gift, 2 pots of money were given. One to construct the parkway, and the money left over. This money was to be used for the upkeep and maintenance of the parkway itself. Key Bank now holds the left over money and income derived is distributed to the town. The issue here is how towns hold charitable trust assets. Way back it was the treasurer, but it was deemed not adequate because of commingling of funds. In 1919, the legislature created an elected body of Trustees of Trust Funds. They would hold the funds that were created for a charitable purpose. Exeter like many other towns have Trustees of Trust Funds. When the money comes from the Swasey Trust to the town, the body to receive statutorily is the Trustees of Trust Funds. There isn't a legislative act that authorizes the Swasey parkway trustees. The Robinson Trustees were mentioned by Mr. Donovan but there was a legislative act that created the Robinson Trustees that came before 1919. The Swasey Trustees were created after. Why do we care. Because every town is required to file an MS9 and MS10 form, filled out by the Trustees of Trust Funds, stating what trust fund assets are being held, and how the money was spent. The charitable trust forms are received by the division and they are reviewed for proper holding, spending, and investment. The money from the Swasey Trust is not on this report that is being submitted. That is the nub of the concern. There were other concerns but those should be addressed with your town counsel. There are other sources of income for renting out events and his understanding was it goes into this account. Mr. Donovan suggests consulting the town lawyer on this – these funds might need to go to the town treasurer or to the Trustees of Trust Funds as a special revenue fund created by town meeting. Mr. Donovan isn't saying the Swasey Trustees can't spend the money.

DRAFT MINUTES

Ms. Surman asked about the procedure part. Were other boards told about this or should the Trustees of Trust Funds have looked for this money. Should someone have been looking for the money. It's incumbent on the Swasey Trustees to do it but what about others.

Mr. Donovan said local officials are not experts and charitable trust conducts training for Trustees of Trust Funds. He cannot think of another town in the state where there is money on the side. He is sure there is but cannot think of it. This is an educational process.

Mr. Hamel stated who holds it is immaterial to him. But the money that is there now, should it all go to the Trustees of Trust Funds to be held? Mr. Donovan discussed what is in his jurisdiction, the trust money. The money sitting there now, a new fund should be created at the Trustee of Trust Funds, the Selectmen should vote it, and it will be created for the Trustees of Trust Funds. Mr. Donovan indicated the Trustees of Trust Funds would have independence on holding the funds. Mr. Hamel reiterated he had no problem with who holds the funds. He questioned the process. Mr. Donovan discussed the two buckets of money again. The earned income from the Parkway – you should talk about that. The first piece is easy the money derived from the trust. The second account would also be a separate account at the Trustees of Trust Funds. He would not transfer all the money all at once. Just money allocated from the Swasey Trust. The rest consult with the Select Board and Town Counsel as to what should be done with that.

Mrs. Ruffner asked about how to calculate interest. Mr. Donovan said do your best, it's probably not a lot. Mrs. Ruffner said she thinks it's a lot. Mr. Hamel said interest only goes back 8 years. The small pot only goes back 8-9 years ago, so it wouldn't be a lot of money that would be separated out. Mrs. Ruffner suggested the bulk of the money would go to the Trustees of Trust Funds.

Mr. Clement suggested that at a recent Select Board meeting, he suggested that for money generated from fees for the park, that a fund be created at town meeting to dedicate that money there and to be spent only for the park. Mr. Donovan concurred this was an approach that could be taken. Mr. Clement asked about the trust fund to be set up for the rest.

Ms. Gilman commented on the 2 pots of money. The Trustees of Swasey would not be doing anything different in terms of spending. She asked if the money should be moved now before a capital reserve fund was set up for the money that was earned via permitting. Mr. Donovan said they would work with the town. Ms. Gilman suggested the permit fees would now go into the general fund and Mr. Donovan concurred.

Mr. Hamel asked about the spending line with the town, once it is exceeded the Trustees bring the town money to ensure it is balanced. Would this change? Or would the Trustees manage it the same. Mr. Donovan said towns do gross budgeting, so there is a top line item that the town can spend. There should be a top amount that can be spent, but it should be offset. The total should be appropriated at Town Meeting each year.

The town manager would like to see the trust funds moved as quickly as possible. If we want to reflect this in the 2018 audit, it needs to be done by December 31st. If we don't do it, the funds won't show up in the audit or the MS9 or MS10 report. It's a timing issue. Mrs. Ruffner asked about the interest. Mr. Dean said the latest number was \$72,145. Finance through Doreen and Laura has done a great job carving out the interest. Mrs. Ruffner asked about the transfer. Mr. Dean said he thought for audit purposes it would be advisable to do this before December 31st. Mr. Dean relayed a past audit opinion

DRAFT MINUTES

that said to centralize the accounts but this was rebuffed as the different boards claimed independent authority. The auditors didn't catch the Swasey funds and town counsel suggested surprise.

Mrs. Ruffner asked about a vote. Mr. Dean yielded to Mr. Donovan, we can let the Trustees of Trust Funds know this money is coming. Mr. Donovan suggested it be good to paper things, and it would be good for the Swasey Trustees to vote. The Selectmen already voted to accept the Parkway funds in 1929, so whether you need to vote to create a fund he is not sure. Mr. Clement said it wouldn't hurt to be redundant. Mr. Donovan said the money would be expendable right now and follow the process of the Trustees of Trust Funds.

Mr. Hamel asked Mr. Dean about the portions to be transferred. He wants to make sure money is available to pay people. Mr. Clement said Mr. Donovan indicated the money needs to be moved to the Trustees of Trust Funds. The money can still be spent out of that fund. It doesn't preclude this.

Mr. Dean would like to move the money as soon as possible, both pots of money. Discussion continued. Ms. Gilman indicated she would like to straighten this out and move the dividend interest to the Trustees of Trust Funds. On permitting money she wasn't sure. Mr. Dean said he will look into that. If a CRF is set up it will be held by the Trustees of Trust Funds. Special Revenue fund and Expendable Trust are other options for the permit money. Ms. Gilman indicated the 72K would be moved and everything else would be moved when that was figured out. Ms. Corson asked about the Swasey Trustees giving authority to accept the recommendation so it can be moved on. Today the 72,000 needs to be dealt with the proper way. Mr. Dean stated his opinion that if a separate fund doesn't exist, it automatically comes into the general fund, so it would become a budgetary offset to regular expenses. There are some differences between the types of funds and these nuances need to be looked at closer. Ms. Corson asked about whose authority it is under. Mr. Dean suggested the authority to spend would be up to the Town Meeting to determine.

Ms. Surman asked again about the flow and working on this. She doesn't want to move things too quickly if it impacts having a capital reserve fund for the trustees. Mr. Donovan said he isn't an accountant. Mr. Clement stated his opinion was to move the current interest income from the Cleveland Trust of about \$72,000 to the Trustees of Trust Funds, and alleviates the concern of Mr. Dean about clean books for the end of the year. Then we can decide how to move ahead for Town Meeting. We have enough information to make a decision today on moving the \$72,000. Ms. Gilman suggested if we are going to do that it needs to be done now as people have obligations today. Mr. Dean asked if whatever motion is made just allude to future interest income as well as current.

Mr. Hamel motioned to move the \$72,145 and any future interest coming from the Cleveland Trust to the Trustees of Trust Fund in Exeter. Mr. Damsell seconded. Motion carries unanimously.

Mr. Clement motioned that the \$72,145 in interest plus any future interest income from the Swasey Trust be moved to the Trustees of Trust Funds and for care maintenance and improvement of the parkway. Ms. Surman seconded. Motion carries unanimously.

Mr. Clement asked about the gross budgeting. Do we have time to do this before town meeting. Mr. Dean suggests if the special fund is created we would move those funds into that fund and go into that fund. The money that exists today would move to that fund. For gross budgeting when set up on the MS6 form we would account for it and the 23,776 would be raised and offset by existing revenue.

DRAFT MINUTES

Ms. Gilman departed the meeting.

Mrs. Ruffner asked about how this would be handled and the check writing was worked out amongst the Trustees. Mrs. Ruffner asked for public comment. Seeing none, the meeting was adjourned at 8:56 a.m..

Respectfully submitted,

Russell Dean
Town Manager

Select Board Meeting
Monday October 29th, 2018
Town Offices, Nowak Room
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. The meeting was called to order by Ms. Gilman at 6:42 PM.

2. Board Interviews - Conservation Commission

The Board went downstairs to conduct interviews with Andy Weeks and Lucretia Ganley for the Conservation Commission. The public session reconvened at 7:03 PM.

3. Public Comment

There was no public comment at this meeting.

4. Proclamations/Recognitions

There were no Proclamations/Recognitions.

5. Approval of Minutes

a. October 15th, 2018

Mr Clement asked that on page 10, in the last paragraph, the line about resident dumping be changed to "people will start dumping *in places other than the transfer station.*"

MOTION: Ms. Surman moved to approve the minutes of October 15th 2018 as amended. Mr. Clement seconded. All were in favor.

b. Special Meeting: October 18th, 2018

These minutes were not reviewed by the Board.

6. Appointments - Planning Board

Ms. Gilman raised the issue of the Planning Board appointments; there is one spot on the Planning Board and two candidates. Ms. Surman was concerned about the procedure, and felt that they were pitting one candidate for the position against another. She said that typically the Planning Board brings the Select Board their choice, and it's setting a poor precedent for the Select Board to have to decide between two candidates. The candidates had to come in and be re-interviewed, and basically campaign for the position; that's not what volunteering for these positions should be about, and it's not going to encourage people to come forward to be volunteers. Mr. Clement added that either candidate is qualified, since they've both served on the Planning Board. He felt that the problem with the current decision is that by voting for one, they're voting against the other.

Ms. Corson responded that the Select Board members are the elected leaders of the town, and if the Planning Board sends them two names, the Select Board needs to decide between them. Ms. Cowan asked if the process was so different than interviewing and selecting candidates for the Parks and Rec Advisory Committee or the Communications Committee. She felt that if the Planning Board wants the Select Board to make the decision, the Select Board has the authority to do so. Ms. Cowan agreed with Ms. Surman that she wished it had been different, but it wasn't.

Ms. Surman asked if, in the future, the Select Board rep for the Board involved should recuse themselves in similar cases. Ms. Cowan said that she would rather consider what that person has to say, since their participation in the other Board gives them an insight into how the candidates would behave. Ms. Surman argued that that's the reason they should recuse themselves. Mr. Clement said that he understands Ms. Surman's point, but that it would be difficult, since there's a Planning Board Selectman's rep and an alternate rep; in this case, both Ms. Corson and Mr. Clement would have to recuse themselves. Ms. Corson offered to recuse herself if that's what Ms. Surman wanted. Mr. Clement didn't want either of them to recuse themselves, since that would give them only three members voting from a five member Board. Ms. Surman said they might as well flip a coin to determine the nomination. Ms. Corson countered that she felt that there was an outcome to the interviews. Ms. Gilman said she was comfortable not having the Board members recuse themselves. There were no nominations made and the discussion was tabled.

7. Discussion/Action Items

a. Quarterly Finance Report - Finance Department

Doreen Chester, Exeter's Finance Director, presented the third quarter financials for this year. She explained that the third quarter is difficult to report on, since in the fourth quarter the property taxes come in and those revenues balance everything for the year. The town had \$10.2 million in revenue, which is relatively flat compared to the prior year. Motor Vehicle revenue was up slightly, by \$60,000. The building permits and fees were very large last year; the number was \$336,000 less this year, due to a decline in projects. Income from departments was up by \$7,000 over the prior year. There was a miscellaneous revenue reimbursement for legal fees from Varsity Wireless; the legal expenses were up slightly but this reimbursement would offset that. Mr. Clement asked for further information. Mr. Dean explained that the Varsity Wireless case was settled, and the applicant reimbursed the town's legal fees. Ms. Chester said that meals and rooms tax comes in in the 4th quarter, the projection is \$775,000. Mr. Clement asked what comprises rental revenues. Ms. Chester answered that this is Town Hall rental fees of \$1,125 and town rental property of \$17,320. Mr. Dean added that that's mainly rent charged to the Fire Chief for the Simpson estate.

Ms. Chester then discussed the town's expenditures. These are right where they should be, about 70 - 75% spent in almost all categories. In the General Government Group, they've spent \$690,000, or 75% spent. There was a variance of \$20,000 for legal expenses, which are up over prior year, \$62,500 vs \$38,800, but the reimbursement will offset the year over year change. Transportation expenses are down by \$5,900. They put \$10,000 into the transportation line this year, and the balance will be coming out of the Fund 5 Transportation Fund. In the Finance group, there was 72% spent, \$602,000. Assessing was up, with 81% spent, due to

timing of the MRI fees, which are charged a month in advance. Planning is a little under budget, with 68% spent. Their part time wages are only 56% spent; there are two positions, budgeted at 29 hours a week, but averaging 23 hours per week, which represents a \$20,000 decrease. The Police department has spent 69%, that's down due to retirements in January of a dispatcher and a patrolman. New hires were made, but at lesser amounts per hour. There's been a \$43,000 decrease year over year. The Fire Department spending has also decreased. They hired two new firemen, but a fire inspector retired in January. There were also plan changes to the health insurance, which brought that department down by \$79,000 from the prior year. Wages are up by \$24,000 but overall expenses are down by \$30,000. Public Works has spent 66%, \$2.6 million, vs \$2.9 million in the prior year. Snow and ice are at 74% spent, still \$51,000 less than this time last year. They spent \$319,000 on snow and ice in the prior year because of earlier snow. Highway and Streets budget is down almost \$500,000, due to the timing of paving and payments, but that will even out since the invoices are coming in now. Parks and Rec is at 74% spent at \$388,000, which is \$34,000 more than the prior year, due to a full time wages increase, since an Assistant Parks director was appointed in January and promoted to acting director in July. The Parks division is up \$23,000 over prior year, partially because they replaced Stewart Dock for \$16,000.

Mr. Clement asked if the town is on track. Ms. Chester replied yes; since money rolls in in the 4th quarter, the \$1.8 million deficit will be made up when property taxes come in.

Ms. Chester continued with a discussion of the Enterprise Funds. Water Fund revenue is 84% collected against budget, with an increase of \$301,000 over the prior year, due to rate increases. The expenses for Water Fund are 50% spent, due to the timing of debt service payment for the treatment plant. There's \$453,800 net income vs a \$77,000 loss last year. It's a self supporting fund, so it's on track. Mr. Clement asked about the Water Enterprise Fund balance. Mr. Dean replied the fund is at \$1.1 million, with a revenue surplus of \$339,000 forecast. Mr. Clement asked how much is the surplus in the Water and Sewer funds, \$500,000? Mr. Dean replied that it's \$500,000 independent of reserve for large scale capital items, so more like \$1 million. They are gradually getting closer to the target, but they need to reassess at the end of the year. It could shift by \$200,000 based on the timing of revenues and expenses. Ms. Chester said that the Sewer Fund is the same, with strong revenues, \$2.7 million or 105% collected against expected, with a \$498,000 increase due to a sewer rate increase. Mr. Dean added that there is a \$2.47 million fund balance; by year end, it will be \$1 million north of the budget number. The facility debt service due in 2020 will add \$4.8 million annually to debt service; the surplus is only 20% of the debt service. Ms. Chester continued that sewer expenses were down by \$257,000. In the prior year there was a sewer main break incident on High Street, which cost \$200,000 to fix, with \$25,000 in overtime wages. They didn't have that kind of incident this year. There's a net income \$765,000 increase over prior year: \$898,000 as net income in the Sewer Fund, vs \$133,000 in the prior year. They are building up a fund balance for the large debt service payment coming.

Next Ms. Chester discussed the Revolving Funds. In Cable TV, they have struggled with Comcast, which doesn't pay quarterly, so they only have revenues for two quarters instead of three. The revenues are \$76,900 at the moment. Wages and Benefits are at \$80,000 vs \$59,000. Last year they hired a full-time person for cable, he's allocated 40% to cable, 50% IT, and 5% Water and Sewer. There was an increase in general expenses of \$21,000, mostly

because the cable TV office moved to an office in the Town Hall building, which needed renovations. There was also an increase due to the MyCivic app software and maintenance fees. There's a net deficit of \$72,000, but they will break even by the end of the year. Mr. Clement asked why the MyCivic app software is attributed to the Cable Fund, since you can be a cable subscriber without using the MyCivic app. Mr. Dean responded that it was an invoice coding issue. Exeter TV is featured prominently in the MyExeter app, so it would be appropriate for the Cable Fund to pay a piece, but not all of it.

Ms. Chester then discussed the Recreation Revolving Fund. Revenues collected against budget are at \$500,000, or 87%, a decrease over the prior year at \$529,000, due to less impact fees. Wages are up over the prior year, due to additional staff and expanded programming, as well as normal increases such as benefits increases. Their general expenses were \$410,000 against the current year vs \$237,000 last year. Lots of capital was purchased this year, including \$37,000 for a Ford van. There was also \$67,000 for renovations to softball field and \$11,000 in costs such as irrigation, fencing, pool, and skatepark repairs. The timing of the Powder Keg Festival is also impacting the fund. This event took in \$102,000 in sales online, and \$59,000 in cash and check sales, but they must split the proceeds with Chamber.

The EMS Revolving Fund is flat year over year, \$418,000 vs \$416,000 due to a decrease in EMS overtime of \$4,400 from the prior year. General expenses were also down slightly from the prior year, when there was paramedic training for \$11,000 last year, but none this year so far.

b. 2018 Fund Balance Discussion

Mr. Dean presented a preliminary tax rate of \$27.50, a 2.7% increase over the prior year, when it was \$26.77. His office suggests applying \$600,000 to lower the town share of the rate, which will increase 17 cents per thousand, or an annual increase of \$51 for a \$300,000 home. The town is going through a revaluation which could increase property values by 15%, so they're looking to budget more overlay in anticipation of more abatement requests. The assessment ratios are at 84.9%, which is very low. The new values will be out April 1st, so more abatement requests are possible next year. In appropriations, the Select Board recommended a budget that included two new firefighter positions, they replaced an engine and all the fire department radios as part of a warrant article, and established a Cemetery Capital Reserve, they've done 80% of the work there. They've had a significant increase in the solid waste contract, replaced the highway loader, and had a police collective bargaining agreement. \$600,000 is consistent with prior years, and keeps them stable for fund balance policy. If they apply more than this, it may not replenish. Building permit revenues are down, and they're not anticipating a return in that revenue for this fiscal year.

Mr. Clement asked whether the SAU could also apply a fund balance to lower the school rate. Mr. Dean replied that when the school submits its appropriation reports to the state, they account for the fund balance reduction in that number, so they've already done it. Mr. Clement asked where the current fund balance had come from. Mr. Dean explained that the total unassigned fund balance of \$4.27 million is last year's figure plus or minus revenues in excess of estimates and budget surplus, controlling for what they apply each year for tax rate reduction. Last year at this time, there was a \$3.5 million total fund balance. Ms. Chester said the fund balance they're discussing to use against the tax rate is not GAAP, it's the budgetary fund

balance used by all towns in NH. The audit report does reconciliation. There was \$695,000 from MS report on the net income from the General Fund, but it's different for rate setting. Auditors give tax rate setting balance of \$4.27 million. Mr. Clement said if they have more than enough surplus, there could be an argument to apply more and reduce the tax rate further. Ms. Chester responded that they must keep a reasonable reserve in the General Fund balance. The town is rated by Moody's. Five years ago it wasn't such a good fund balance, but now they have a better bond rating, which helps them get lower interest rates when they borrow. Mr. Dean mentioned that in 2018, they've also appropriated money from the fund balance, \$157,500 was deducted from the \$4.27 million. Revenue offset of \$7,500 for the Swasey Pavilion Gazebo, \$100 for the Sick Leave Trust Fund, \$50,000 for Snow and Ice Deficit Fund. That does not factor into tax rate calculations.

MOTION: Ms. Cowan moved to apply \$600,000 of the unassigned fund balance to lower the town's share of the tax rate. Ms. Surman seconded. All were in favor.

c. Epping Road TAP Grant Update

Dave Sharples, Exeter's Town Planner, gave an update on the Epping Road TAP (Transportation Alternatives Program) grant. Exeter was awarded a \$541,000 TAP grant, and voters approved a warrant article in March 2017 that gave \$108,000 in matching funds. Hoyle Tanner and Associates (HTA) is completing the preliminary design.

Mr. Sharples said that the town and HTA held two public meetings to get input from residents. The first meeting was held before they had a design; in the second meeting, the residents discussed the preliminary conceptual design. This project is actually three small projects, for each of which he presented Preferred Alternatives to the Select Board, to gather feedback and keep the public informed.

The first part of the project is connecting the existing sidewalks on Spring Street. They will either construct or not construct, so the preferred alternative is to connect the sidewalks from Front Street to Water Street. Right now, there is no sidewalk in this area or on the other side of street, so pedestrians have to walk in the travel way.

The second part is on Winter Street, where the alternatives are 1) no action; 2) a raised sidewalk with granite curbing; or 3) an at-grade sidewalk with a grass panel between the roadway and sidewalk. The residents preferred option 3, with no curb, because a curb would cause a drainage issue and there would be too many curb cuts. There will be a little curb at the corner to avoid an existing catch basin. The crosswalk on Epping road would have a rapid flashing beacon, since a beacon is required for a mid-block crossing when using federal funding. It would also have extra lighting at the crosswalk; they can't use existing poles, it has to be a stand-alone streetlight. Mr. Clement asked if the beacon would be triggered by someone approaching the crosswalk. Mr. Sharples responded that the method could be passive as he described or active like pushing a button; HTA will do the research on federal requirements. If given a choice, they would choose an active method rather than passive like the PEA crossing.

Ms. Corson asked whether there was room in the grass area between the sidewalk and the road for trees, which could help with safety concerns. Mr. Sharples responded that they haven't gotten to that stage, but thinks there will be room, since they have to remove a couple of existing trees to do the work. There will be about four feet of grass. Mr. Clement pointed out that

in 20 years the tree roots will be a problem. Mr. Sharples added that in fact, the broken sidewalk in this area was due to tree roots, but he said they will try to put in some plantings or vegetation if not trees. Ms. Corson pointed out that the drainage issues in this area made it even more important to have trees.

Ms. Corson asked if the existing blinking light there would be confusing, since that light and the new light would be at different heights. Mr. Sharples will pass that question to the design engineer for possible impact conflict. Ms. Cowan asked if there will be a curb cut for a wheelchair or stroller. Mr. Sharples replied that the project is federally funded, so it will need to meet ADA requirements.

The third part of the project is the sidewalks along Epping Road itself. The alternatives are 1) no action or 2) directing pedestrians to a sidewalk on the north side. 80 Epping Road will put in 300 feet of sidewalk on their frontage, and this project will connect that sidewalk to the intersection so that there will be a continuous sidewalk from Lincoln Street to 80 Epping Road. Due to space and safety issues, there would be a curb, not a grass panel. The town is also looking for another TAP grant to continue the sidewalks further up Epping Road.

Mr. Sharples also discussed addressing the intersection of Epping Road, Brentwood Road, and Columbus Avenue. The alternatives here are 1) direct pedestrians across Columbus Avenue and Brentwood Road, keeping the vehicular movements as today; or 2) direct pedestrians along Epping Road and reconfigure the traffic. The preferred alternative is to direct pedestrians along Epping Road. The proposed design will prevent vehicles from entering Columbus Avenue from Epping Road, but all other turning movements will remain. Columbus remains two-way, but there's no access to it from Epping Road; the island will be re-designed to prevent it. This plan received positive feedback from residents, including those living on Columbus Avenue, and the engineer preferred it from a vehicle safety standpoint. The town completed traffic counts to determine the impacts, and concluded that traffic operations from the intersection will not be greatly impacted. At evening peak hour, there will be about 94 more cars on Winter Street, about a car and a half per minute, which Winter Street can easily handle.

Ms. Gilman asked if the town will take property to put in the sidewalk on Epping Road. Mr. Sharples responded yes, there will be temporary and permanent easements in all of these projects, which they will negotiate after the final designs are complete.

Mr. Clement asked if they are on budget. Mr. Sharples replied yes, they are on budget now with design, but construction costs can change dramatically. They'll have a better idea when they go out to bid in late winter. When you submit grants, the granting bodies don't like contingencies, but they will fund extra. The town will have to come up with a match. Mr. Clement observed that with Kingston Road, they had to go back to Town Meeting for matching funds. Mr. Sharples said that it's not uncommon, but this is a fairly small project, not dramatic like Kingston Road, which was adding sidewalks from nothing. Mr. Sharples will bring further information to a future Board meeting.

d. Contract 2 - Route 85: Wastewater Treatment Facility

Jennifer Perry, director of Public Works, addressed questions that the Board raised at the last meeting. The first question was the amount of money remaining in the Contingency Fund, and she said there is approximately \$2,177,000 remaining, inclusive of all change orders at Contracts 1 and 3. They are 60% complete on Contract 1, and close to completion on

Contract 3. If they add in the Water Main in Contract 2, the contingency will have \$1,257,000 left. She pointed out a table with the contingency fund over time: in August 2017, after early disbursement request 5, the contingency was at \$4 million with 10% expended in project. Now in 2018, the contingency is at \$2,177,000, with 62% expended. The third column, with the Water Main added to Contract 2, showed that the contingency would be \$1,200,000, still at 62% expended.

A second question the Board had was for a breakdown of the cost savings of constructing the Water Main now. Ms. Perry pointed out the economy of scale in installing three pipelines that total almost 10K linear feet, rather than installing 3,300 linear feet when doing it separately later. There would also be decreased disruption in doing the work once instead of twice. Several cost items would be incurred only once, such as road restructure, contractor mobilizing, and paving. The total savings would be in excess of \$500,000.

A third question was whether they could save money by not constructing a fire pond, but Ms. Perry said no, the pond has already been constructed.

A fourth question was whether the Water Main could be included in the project according to the Warrant articles passed in 2014, which authorized a \$5 million article for design, and in 2016, which authorized a \$49 million article for construction. She presented that question to the Mitchell group, who answered that as long as there is a credible argument that Water Main will serve the wastewater facility, it could be added. It was also determined by NH DES to be eligible as SRF funding.

A fifth question was the cost implication associated with moving the Urban Compact Zone from the north end of Swasey Parkway to the Public Works driveway. Ms. Perry looked at how much of a percentage increase this would be in roadways for the town, and 3300 feet is one half of 1% of overall facilities. The DOT has offered 200K to reconstruct the drainage. After that, there are no immediate needs, only long term. Programmatically, it would not be a major increase.

Ms. Surman asked if it were possible to put a sleeve in the existing sewer line to make a water line. Ms. Perry responded that she had spent some time researching that question and talked about it with NH DES, but there are materials in that sewer pipe they would not be able to get rid of. If they never had to cut that pipe, it would not be so bad, but once they cut to service it would be contaminated.

Mr. Clement asked how much it would cost to dig another well, and suggested that doing so would cost less than a new Water Main. Ms. Perry responded that there are no more sites in the Public Works area for a well. When the last well was drilled, they looked at a well site across Route 85 on conservation land, but there was a reluctance to have them drill there. Mr. Clement said that that discussion happened 15 years ago, and it might be an avenue to look at again. Ms. Corson asked if they are allowed to do that on conservation land. Mr. Clement believed so. Ms. Cowan asked the cost of building a well. Ms. Perry responded that it would be more than \$100,000, with test drilling, permitting, and lines crossing Route 85. Ms. Cowan said people of the town would not approve. Ms. Corson asked if a new well would even provide enough water, since the amount just used to wash off trucks is tremendous, and they are having issues with their existing well. Ms. Perry pointed out that they'd also have to treat the well water.

Ms. Gilman asked about the timeline for the project. Ms. Perry said that she is continuing the conversation with NH DOT, and had presented them with the discussion of the board from

the last Select Board meeting. Construction has to start in March or April 2019. Mr. Clement was concerned about the contingency fund and unknowns, but said that if you're going to put in a water line, economy of scale says do it now when they are digging up the road. He was not in total agreement with town counsel. The value engineering took out the Water Main from the total plant design; if they hadn't done that, it would have made a difference to the warrant article, and they would have raised more money. He wondered whether a ratepayer will challenge that expenditure. He asked if they could go to Town Meeting to ask for money for the Water Main out of the general fund. Ms. Perry said that the timing would be very close, it's likely they'll be making an award before town meeting. She was worried about the potential for an imbalanced bid, since bidders can do creative things where there's guesswork. If they think that there is a chance for the Water Main going in, but the basis for the award is the sewer Force Mains, they may lowball the sewer and put more money in water to get the award.

Mr. Clement said he was wary of letting the state off the hook, could they ask for more money than the \$200,000 they offered? Ms. Perry responded that the state anticipates that the town is going to negotiate. In addition to asking for more money, there are also scope issues with what the state is proposing; the improvements would end before shoreland protection area, but she felt the project should be more complete.

Ms. Surman was concerned that the project could be challenged, since the contingency is specific to the sewer fund, yet they'd be doing water with it. Mr. Dean replied that he had that same question, but the Mitchell Group suggested there is a credible argument that the water line is to serve the wastewater facility. Ms. Perry added that the NH DES had determined that in using the Clean Water (wastewater) SRF, a water main is eligible. It will also serve as fire protection of the wastewater treatment plant. Ms. Gilman said that that point made her feel more comfortable with the proposal.

Ms. Perry concluded by saying that it makes sense in the long term to do it now. It doesn't make sense to come back five to ten years later, when it's more expensive and more challenging with these utilities on either side. It will be challenging in one project, but to be doing it later would be very challenging. Ms. Cowan asked whether tactically, if they are looking for more money to extend the Urban Compact, does it help to get an affirmative vote from the Board, or would that mess up negotiations? Ms. Perry responded that they expect negotiations, there needs to be a justified counteroffer. Mr. Clement suggested they could vote but not get into specific money. Ms. Cowan thought doing it now is prudent, but liked what Mr. Clement suggested about not locking in a concrete number.

MOTION: Ms. Cowan moved to approve Option 1 for the Contract 2 Force Main upgrade, and to strongly encourage the state to pay additional monies to cover the cost of Urban Compact Zone. Ms. Corson seconded. The motion passed 4-1-0, with Ms. Surman voting nay.

e. Brush Dump Fees - Continued Public Hearing

Ms. Corson reported that she met with Mr. Perkins on transfer station usage. There were 39 commercial users at the brush dump in 2017. There were 647 reported small loads, and 362 large loads. They looked at Hampton's brush dump chipping contract; they pay \$6925 for one visit, but their brush dump is much smaller. It would be more like \$8000 a quarter for Exeter, and the town would have it done quarterly, so it's about a \$32,000 expense. She said that Mr.

Perkins also described the cost of business there, with attendants, extra staff on busy days, regulation compliance efforts, mitigation from prior landfill, training, certificates, and insurance. Currently, the fees are \$10 for a resident sticker and \$10 per commercial truck. Ms. Corson had considered a \$20 dump sticker per resident and commercial vehicle, but that won't cover expenses, so she was adding a per-load ticket to the proposal. Commercial users could go to the DPW and get tickets, with small loads \$25 and large loads \$50 per ticket. All businesses need Exeter address, trucks registered in Exeter. Businesses can pick up one use permits, must be signed by resident. They will not available at the Transfer Station, and do not cover leaves and grass clippings. The tickets would be numbered and color coded. Ms. Corson said that Mr. Perkins told her the utility permit is similar to a punch card, so the process is similar to what they're already doing.

Mr. Clement said that he and Mr. Perkins also went through the logs together, and while Mr. Clement thinks the load ticket is a great idea, he doesn't think they'll generate enough revenue to cover costs. He'd rather see a large load cost \$75, and a small load \$35. He is not in favor of raising residential permits, since he feels that most of the issue is the volume from commercial haulers. Ms. Corson countered that the calculations said that they have enough money. The 2017 numbers are just for commercial users, \$34,000, which doesn't include the permits. She would like to start lower and be business friendly, then adjust later if necessary. Ms. Surman suggested \$15 for residents. Ms. Gilman said she's more supportive of \$20 on a residential sticker, since the costs of getting rid of white goods and metals are going up also. Ms. Cowan asked for public comment.

Keith Whitehouse of Yeti Landcare, an Exeter resident, asked about the total operating cost of the transfer station. Ms. Corson replied \$117,000. Mr. Whitehouse asked how much of that is subsidized by the stickers, and Ms. Corson said little to none. There are 1500 resident stickers. Mr. Dean calculated that this makes up \$15,000, or 13% of their operating budget. Mr. Whitehouse asked if the additional cost for the chipper was \$34,000, and Ms. Corson said yes. Mr. Whitehouse asked for more details on the proposed ticket system. Ms. Corson said the tickets would be color coded for large and small brush loads. For leaves, you do not have to show it's a resident. For brush, you hand them a ticket which is signed. Ms. Gilman said that the hardest part is getting the resident's signature. Ms. Corson said that it's part of a process. If they find that it's difficult, they can revisit it. Mr. Whitehouse said he wants a streamlined process. Paying money is one thing, being stymied at the transfer station is another. He suggested removing the requirement for the resident's phone number for simplicity and as a possible invasion of privacy, but Mr. Dean felt strongly that this information should be required.

Exeter resident Paul Royal said that getting a phone number should not be that big of a deal; if you're an Exeter town resident, the town knows where you are. He appreciates the compromise on this issue, and thinks that they've arrived at a good place.

MOTION: Ms. Corson moved that the Transfer Station permits per vehicle be increased to \$20 per year, both resident and commercial, starting Jan 1 2019. Ms. Cowan seconded. Ms. Gilman, Ms. Cowan, and Ms. Corson voted yay, and Ms. Surman and Mr. Clement voted nay. The motion passed 3-2-0.

MOTION: Ms. Corson moved to initiate a ticket system for the brush dump, with a small load being \$25 and large load \$50. The increase is as of Jan 1 2019. Ms. Cowan seconded. All were in favor. Mr. Clement said he still thinks it should be more money, and wants to revisit the issue at a later date.

f. DPW Loader Resolution

Mr. Dean told the Board that the paperwork for the Loader lease purchase has to be signed by two members of the board and the resolution must be read at the meeting.

Ms. Cowan read the resolution:

Be it resolved by the Governing Body of Lessee as follows:

1. Determination of Need. The Governing Body of Lessee has determined that a true and very real need exists for the acquisition of the Equipment described on Exhibit A of Schedule No. 10 dated as of October 15, 2018 to the Master Lease Purchase Agreement dated as of October 1, 2011, between Town of Exeter (Lessee) and Tax-Exempt Leasing Corp (Lessor).
2. Approval and Authorization. The Governing Body of Lessee has determined that the Agreement and Schedule, substantially in the form presented to this meeting, are in the best interests of the Lessee for the acquisition of such Equipment, and the Governing Body hereby approves the entering into of the Agreement and Schedule by the Lessee and hereby designates and authorizes the following person(s) to execute and deliver the Agreement and Schedule on Lessee's behalf with such changes thereto as such person(s) deem(s) appropriate, and any related documents, including any Escrow Agreement, necessary to the consummation of the transaction contemplated by the Agreement and Schedule. Authorized individuals: Russell Dean, Town Manager. In addition to the authorized individuals above, the Governing Body of Lessee further authorizes the following individual to sign any payment request and partial acceptance certificate form and/or final acceptance certificate. Authorized individual: Russell Dean. Adoption of Resolution. The signatures below from the designated individuals from the Governing Body of the Lessee evidence the adoption by the Governing Body of this Resolution.

MOTION: Mr. Clement moved to approve the resolution as read. Ms. Corson seconded. All were in favor.

MOTION: Mr. Clement moved that the Chair of Board be the first signature, and the Clerk be the second. Ms. Corson seconded. All were in favor and Ms. Gilman and Ms. Cowan signed the document.

g. Property Use Fees

Mr. Dean discussed the updates to the property use fees proposal. On the second page of the fee schedule, they've added a fee specific to play rehearsals: \$10 per day for daily use under 2 hours. Rehearsal time must be related to a permitted event. He also presented a

comprehensive list of uses of the Town Hall in 2017 and 2018, including days booked and organizations. Ms. Surman said that the list was helpful. She asked if the fee money will be put into a designated revolving fund to put it back into Town Hall, rather than the general fund. Mr. Dean replied that there will be an internal discussion on the best mechanism to manage the fees. The Town Hall currently has a budget from the general fund, but they could ask Town Meeting to move the fees to a specific fund for Town Hall expenses. Ms. Gilman wondered if they would do the same thing for each facility that they permit. Mr. Clement said that they don't have to; if their prime concern is the historic Town Hall, other sites can be part of the general fund. Mr. Dean added that the proposed 2019 budget for Town Hall maintenance is \$37,100, but that does not cover the administrative permitting costs of the building, such as issuing the permits, booking the facility, and showing the building, which would be at least \$10,000 per year if quantified. That's why they came up with the \$10 rehearsal use fee, which is not onerous, and \$75 for an event is not onerous, at least for the organizations they've been dealing with.

Bruce Jones, an Exeter resident, asked if there will be fees for everyone, including Exeter residents and nonprofits. Mr. Dean stated that everyone will pay something. Mr. Jones replied that Article 28 said the town should use Town Hall as a community center. He was hoping Exeter residents could continue to use the space for free. Ms. Gilman said that's not realistic, and Mr. Dean agreed that it doesn't speak to any of the cost to administer the space. Mr. Jones suggested that some fees could be used to make Town Hall more inviting. Ms. Gilman agreed, saying she would like to use some fees to paint the interior; Mr. Dean said he would like to replace the chairs and refinish the floor.

Ms. Surman asked if they should have nonprofits be the same, whether they're Exeter-based or not. Ms. Corson added that a lot of non-Exeter organizations using Town Hall are run by Exeter residents, such as Extreme Air, which is based in Newmarket but the permittee is based in Exeter. Ms. Gilman and Ms. Corson liked that idea.

Ms. Corson asked if a meeting under 2 hours, such as Chamber, would be \$75 every time. Mr. Dean said yes, the small room has not traditionally been permitted separately. Ms. Corson suggested they charge for the small room like the back room in the gallery.

For a future meeting, Mr. Dean will look at syncing fees for nonprofits, fees for under 4 hours of use, and permitting the small room at a different rate.

8. Regular Business

a. Tax, Water/Sewer Abatements & Exemptions

MOTION: Ms. Cowan moved to approve an abatement for Map 62 Lot 112 at 64 Epping Road in the amount of \$1002.07 for 2016. Mr. Clement seconded. Ms. Corson, Ms. Cowan, and Ms. Gilman 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 for Map 62 Lot 113 74 Epping Road in the amount of \$104.05 for 2016. Mr. Clement seconded. Ms. Corson, Ms. Cowan, and Ms. Gilman voted yay, Mr. Clement and Ms. Surman voted nay. The motion passed 3-2-0 and the abatement was granted.

MOTION: Ms. Corson moved to approve the abatement for 161 Water Street in the amount of \$309.26. Ms. Cowan seconded. Ms. Corson, Ms. Cowan, and Ms. Gilman voted yay, Mr. Clement and Ms. Surman voted nay. The motion passed 3-2-0 and the abatement was granted.

MOTION: Ms. Corson moved to approve the abatement for 30 Franklin St/Carl Edlund in the amount of \$454.04. Ms. Cowan seconded. Ms. Corson, Ms. Cowan, and Ms. Gilman voted yay, Mr. Clement and Ms. Surman voted nay. The motion passed 3-2-0 and the abatement was granted.

b. Permits & Approvals

Ms. Gilman discussed the Town Offices sign approval. After presenting it to the HDC, there was a new design proposal with a blue background. Mr. Clement argued for a white background, which he said shows up better. He pointed out that PEA signs are on a white background with maroon lettering, and Historic District signs are on a white background with dark lettering; they should be consistent. Ms. Cowan and Ms. Gilman favored blue. Ms. Corson asked if there were a standard for signs. Mr. Dean replied that there is currently no standard, but that they plan to develop one in the future.

MOTION: Ms. Surman moved to approve the new sign for the Town Offices, option B, design and font only. Ms. Cowan seconded. All were in favor.

MOTION: Mr. Clement moved that the sign that they approved the design and font for be on a white background with blue lettering and a seal in the design and color as the one in the Nowak room. Ms. Surman seconded. Mr. Clement and Ms. Surman voted yay, and Ms. Corson, Ms. Cowan, and Ms. Gilman voted nay. The motion failed 2-3-0.

MOTION: Ms. Cowan moved to approve the sign that they approved the design and font for with a blue background. Ms. Corson seconded. Ms. Corson, Ms. Cowan, and Ms. Gilman voted yay, Mr. Clement and Ms. Surman voted nay. The motion passed 3-2-0.

MOTION: Ms. Corson moved to approve the TEAM 5th Annual Fall Equinox Fest Sept 20-22 2019. Ms. Cowan seconded. Ms. Corson, Ms. Cowan, and Ms. Gilman voted yay, Ms. Surman voted nay, and Mr. Clement abstained. The motion passed 3-1-1.

MOTION: Ms. Corson moved to approve the application for Town Hall use by Bright and Lyon Productions for a concert March 2 2019. Ms. Surman seconded. All were in favor.

MOTION: Ms. Corson moved to approve the application for Town Hall use by Exeter United Methodist Church for Christmas Carol Singing December 22 2018. Ms. Cowan seconded. All were in favor.

MOTION: Ms. Corson moved to approve the application for Town Hall use by Greg Bisson/ Exeter Parks and Rec for the Sweethearts Dance on February 18, 2019. Ms. Cowan seconded. All were in favor.

MOTION: Ms. Corson moved to approve the application for Town Hall use by Greg Bisson/ Exeter Parks and Rec for Summer Concert Rain Dates on Thursdays from 6/20/19 - 8/22/19. Ms. Cowan seconded. All were in favor.

MOTION: Ms. Corson moved to approve the application for bandstand and Town Hall use by TEAM for First Friday on September 6, 2019. Ms. Cowan seconded. Ms. Surman voted nay and the motion passed 4-1-0.

MOTION: Ms. Corson moved to approve the application for bandstand and Town Hall use by TEAM for First Friday on Oct 4th, 2019. Ms. Cowan seconded. Ms. Surman voted nay, and the motion passed 4-1-0.

MOTION: Ms. Corson moved to approve a parade with rolling road closure for the Florence Ruffner Memorial Day Parade Committee on 5/27/2019. Ms. Surman seconded. Ms. Gilman questioned the cemetery mentioned in the application, and thought the applicant meant the Exeter Cemetery. Mr. Clement suggested they change it and approve it again.

MOTION: Ms. Corson moved to change the cemetery mentioned in the application to Exeter Cemetery. Ms. Surman seconded. All were in favor.

c. Town Manager's Report

Mr. Dean met with the DES regarding the Revolving Fund loan for the wastewater facility, which went well. There's a question of whether they will need to make the first debt payment in 2019; he's hoping to push the payment to January 2020, which fits better with the fiscal year. He will keep the Board posted on this issue.

Mr. Dean gave thanks to the Police Department for Drug Take-Back Day, and said that if anyone in the public missed it, to bring the materials anytime to the Public Safety facility, where there's a container for this purpose.

Mr. Dean mentioned that there is an election next week, and a ballot clerk training on Tuesday night. The Budget committee is meeting Thursday to discuss the general budget. On Thursday, there is a Housing Summit at UNH from 7:30-9:30 AM, and he invited any interested Board member to attend.

He also mentioned the sewer agreement with Hampton. The Select Board already went through an approval process, but the Attorney General did not agree with how the document was drafted. Hampton has sent a new draft, and he is having counsel review it. He will bring it back to the board when ready.

He said that he appreciates the public's patience on Epping Road. They could not have done the work at night because it involves blasting. They will be widening the pavement and doing sewer extension work this week, so he recommended that the public try to avoid the area.

d. Select Board Committee Reports

Ms. Surman attended the swearing-in of Lt. Andrew Martin, and said it was a great event. She also went to the opening of the new theater at Phillips Exeter Academy, where she

had dinner and saw an hour and a half of Midsummer Night's Dream, also a great event. She attended the Parks and Rec budget committee as well as the Swasey Parkway Trustees committee, where they discussed maintenance of the Parkway.

Ms. Corson attended the Planning Board meeting.

Ms. Cowan attended the Parks and Rec Advisory Committee meeting, where they were brainstorming ideas and there was excitement about the Christmas parade. They also discussed bringing youth dances to Exeter; she did not realize the middle school does not do dances.

Mr. Clement attended a PREP (Piscataqua Region Estuaries Partnership) where they discussed the State of the Estuary Reports, where they look at different dimensions of the Bay and give it a rating. They would like to put an action plan in place and determine their priorities to make the report more useful. They are also interested in linking up with the PTAP group at UNH. Exeter already participates in this group, and they would like to hear from representatives what's going on there. He also attended the Fire Station promotion ceremony for Lt. Andrew Martin with Ms. Surman.

Ms. Gilman attended a Heritage Commission meeting. They were awarded a grant for the Park Street Area Survey, they had an RFP out and they've made their choice, they're on their way.

Ms. Cowan asked about the permit for the Holiday Arts Show. Ms. Gilman said that they didn't finish the approval, and asked Mr. Dean to follow up. Ms. Cowan was very concerned that if the Board didn't approve it at this meeting, that there wouldn't be a Holiday Arts Show, since they need two months to organize. Mr. Dean said that the dates are 11/29, 11/30, 12/1, 12/2, 12/7, 12/8, 12/9, 12/14, 12/15, and 12/16/2018. 11/27 is set up, 12/17 takedown.

MOTION: Ms. Cowan moved to authorize the pending agreement between the Town Manager's office and the applicant for an art show on the dates discussed. Ms. Corson seconded. Ms. Cowan, Ms. Corson, and Ms. Gilman voted yay, and Mr. Clement and Ms. Surman voted nay. The motion passed 3-2-0.

Mr. Clement asked about making a resolution on the bus shelter in front of the Town Offices. Ms. Gilman said that the shelter can be taken away anytime, they just need to write a letter to COAST..

MOTION: Mr. Clement moved to have COAST remove the bus station in front of the Town Offices. Ms. Cowan seconded. All were in favor.

e. Correspondence

- i. A letter from HealthTrust on the rates of different insurance.

MOTION: Mr. Clement moved that the town manager approved to sign the billing services contract with HealthTrust. Ms. Surman seconded. All were in favor.

- ii. A Rockingham County treasurer warrant on taxes and payments due by December 17th, 2018.
- iii. Correspondence from RPC asking for a letter of support from the Board for a grant, and providing a sample for them to use.

MOTION: Ms. Corson moved to write a letter of support to assist municipalities in the region to better protect drinking water supplies. Ms. Surman seconded. All were in favor.

- iv. A letter from the Division of Natural Resources, confirming the Warden appointments from last year.
- v. A letter from the Independent Division of State Police praising the Exeter Police Department for their response to a June 19th incident at Hayes Mobile Home Park
- vi. A thank-you letter from New Heights
- vii. A thank-you letter from CASA
- viii. A thank-you letter from Seacoast Family Promise
- ix. A letter from the Department of Environmental Services stating that Exeter Hospital is closing down a water system.
- x. A letter from Pennichuck regarding their water utility rates.

9. Review Board Calendar

The next Select Board meeting will be November 13th. Trick or Treat is Wednesday October 31 from 4 PM to 7PM.

10. Non-Public Session

There was no non-public session at this meeting.

11. Adjournment

MOTION: Ms. Surman moved to adjourn the meeting. Ms. Corson seconded. All were in favor and the meeting adjourned at 10:46 PM.

Respectfully Submitted,
Joanna Bartell
Recording Secretary

Committee Appointments
November 13th, 2018

Conservation Commission

Andy Weeks, 2 Country Lane, alternate member, term to expire 4/30/20.

Lucretia Ganley, 30 Charter Street #15, alternate member, term to expire 4/30/21.

Planning Board

To replace Katherine Woolhouse's term as a full member, which expires 4/30/21

Candidates:

Nick Gray

John Grueter

ADA Coordinator

Dave Sharples, Town Planner

Doug Eastman, Code Enforcement Officer, Alternate

NOTE: The town's ADA Coordinator in the past was former Police Chief Rich Kane. The town should appoint a new ADA Coordinator and the position is recommended to be part of the Planning/Building function.

EXTV TOWN HALL STUDIO AND MULTI DISCIPLINE TRAINING ROOM



TOWN OF EXETER, NEW HAMPSHIRE

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www.exeternh.gov

November 9, 2018

Dear Select Board,

Exeter TV is wishing to do some improvements in the Town Hall to facilitate Public Access TV operations for both our staff and the public. We're looking at renovating two rooms located on the 2nd Floor; the storage room across the hall from our office and the 2nd Floor "Back Room".

In the storage room across the hall, we're looking to turn what is now only storage into a multi-media lab. This room would have four computer work stations that citizens could use to edit public access programming. We would use this space for video-editing and graphic design workshops and have the relevant software installed on the computers. The software is often expensive and creates a barrier to video-production for many people looking to learn these skills. By providing it in this space, it would help to open up the medium to more people; helping us to fulfill our mission as a public access station.

The space could also be used by town staff for the various software and website trainings that happen frequently throughout the year. Currently the town IT department maintains several laptops in the Wheelwright room which are set up and broken down for each training session. With a multi-media lab, the computers would always be kept up to date and be left set up, eliminating the time it takes IT to set up and break down the Wheelwright room. IT would also save money by not having to maintain software on the training laptops, costs that would be picked up by Exeter TV.

In the 2nd Floor "Back Room" we are proposing to make a Public Access Studio and second meeting room for government boards committees. The room would be equipped with remote PTZ cameras similar to the Nowak room, which would be wall mounted and on tripods for public access use. The storage room in the "back room" would become the control room for the studio. Equipment which would be purchased for the space would be portable, allowing it to be broken down and stored in the control room. This would help to keep this room useable and open for outside groups such as the Seacoast Open Studio or the plays that use it as a staging area. We are also proposing to put Air-conditioning this both areas, opening up these spaces for use year-round.

Our goal with these projects is to help turn underutilized storage rooms into usable community space. By doing these improvements, we can help to turn the town hall into a center for the arts and culture, benefiting town departments, outside groups, and the community at large.

Regards,

Bob Glowacky
Executive Producer for Exeter TV

HOUSING ADVISORY COMMITTEE CHARGE REVISION

ORIGINAL ADOPTED CHARGE

HOUSING ADVISORY COMMITTEE CHARGE – TOWN OF EXETER

There is hereby established by the Board of Selectmen a eight (8) member Housing Advisory Committee.

Members of this advisory board shall consist of the following members:

- 1 member of the Planning Board
- 1 member of the Economic Development Commission
- 1 member of the Rockingham Planning Commission
- 1 local realtor or developer
- 1 local real estate financial professional
- 2 citizens at large

A member of the Board of Selectmen shall serve on the committee ex-officio as the Selectmen's Representative.

Other members shall serve three-year staggered terms. Initial appointments shall be made for 1, 2 and 3 year terms and thereafter be 3 year terms.

The Housing Advisory Committee shall provide advice to the Board of Selectmen regarding, but not limited to, the available housing and potential future housing needs for the Town of Exeter. Their duties shall analyze the following:

- Availability of housing;
- Cost of housing;
- New housing starts including type and number of units;
- Changing community demographics reflected in various types of housing being promoted in the community by private developers;
- Need for long term housing sustainability including variety of types of housing available (purchase, rent, new housing starts, etc.)

This advisory committee shall also review a number of issues including, but not limited to:

- Numbers and types of housing units;
- Median costs of various types of housing;
- Review of housing relief programs (Section 8, Property Tax Exemptions, etc.);
- Development of long term strategies regarding housing;
- Contribute to the update of the Master Plan housing chapter;
- Address relevant Town boards on housing issues in the community;
- Review regional housing patterns in comparison to Exeter;
- Publish an annual report on the state of housing in Exeter to be included in the Town Report;
- Seeking ways to advocate for current residents to invest in their own properties through available programs (such as alternative energy exemption).

ORIGINAL ADOPTED CHARGE

Mission Statement:

The mission of this advisory committee is to identify, analyze, and develop recommendations regarding our current housing availability and our future housing needs to aid in our economic development needs and to maintain a viable, developmentally balanced community.

Approved February 18, 2015 by the Board of Selectmen

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- 1 member of the Planning Board
- 1 member of the Economic Development Commission
- 1 member of the Rockingham Planning Commission
- 4 citizens at large
- 1 Select Board member (ex-officio)

Members (other than the ex-officio member) shall serve three-year staggered terms.

Initial appointments shall be made for 1, 2 and 3 year terms and thereafter be 3 year terms.

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Approved February 18, 2015 by the Board of Selectmen

Updated April 13, 2018 by the Housing Advisory Committee (for presentation to the Select Board).

TEAM – FIRST FRIDAY FUNDING



Event Series: First Friday Bandstand Concert Series

Dates: May 3, June 7, July 5, Aug 2, Sept 6, Oct 4

Co-Sponsors: Parks & Rec, Chamber of Commerce, Exeter TV

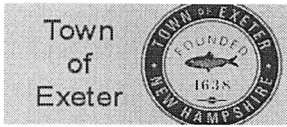
Proposed Funding: \$3,000 / \$500 per concert

Description of Services: Booking, organization, and promotion of live musicians to be featured on the bandstand for free community concerts to coincide with the First Friday downtown art walk, shopping and dining initiative. This is one of TEAM's most popular event series, and has the support of local merchants and citizens of all ages. TEAM will be working with the Parks & Rec, Chamber of Commerce, and Exeter TV as community partners to expand the First Friday programming. The concerts are also used to help launch the UFO, Independence, and Powderkeg Festivals.

These concerts were originally founded in conjunction with the Arts Committee in 2016 and funded through the town at an amount of \$2,500 for 5 concerts. We would like to request that the town continue their support of local artists.

TEAM
111R Water Street
Exeter, NH 03833

501c3 Tax ID 47-3421911



Russ Dean <rdean@exeternh.gov>

2019 Arts Funding

TEAM Exeter <townexeterartsmusic@gmail.com>

Mon, Oct 29, 2018 at 3:03 PM

To: ngp70@comcast.net, rdean@exeternh.gov, Julie Gilman <juliedgilman@comcast.net>, Molly Cowan <Molly.cowannah@gmail.com>, Kathy Corson <Kathykcorson@gmail.com>, Don Clement <dclement43@comcast.net>, annesurman3@gmail.com

Good Afternoon,

We would like to make a formal request for funding in the 2019 budget to ensure that support of the arts by the Town of Exeter does not disappear with the Arts Committee.

Our request is that the \$3,000 previously allocated to the EAC is now granted to TEAM to fund the annual First Friday concerts on the bandstand. This is a very popular series that originated three years ago as a collaboration between the EAC and TEAM, funded by the Town, with a budget of \$2,500 for 5 concerts from May-September. After two successful years, the EAC declined to sponsor the series in 2018 and the concerts limped forward on a shoe-string budget.

The \$3,000 funding would allow us to expand the series to include First Friday in October, which kicks off The Powderkeg Fest weekend, for a total of 6 concerts. This would give us \$500 per event, and allow us the time and resources to broaden the scope of the series and attract people of all ages. We are working with the Parks & Rec, Chamber of Commerce, YMCA, and dozens of downtown businesses to make this a monthly "mark your calendar" community event that helps promote and launch other annual festivals. All of the funding for these concerts would support local musicians and stay in the seacoast community. Town Hall will be used as a back-up in case of rain.

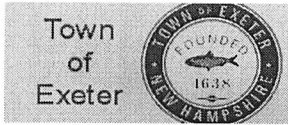
If the proposed 2019 budget for the EAC was \$6,000, as was mentioned in the last Budget Rec Comm meetings, we would also be interested in coming up with a proposal to allocate the remaining \$3,000 toward the annual events that traditionally occurred in the 2nd Floor Gallery and were previously funded by the EAC, including the Holiday Show, Spring Show, Youth Art Month, Fall Show, and Abstract Show (which coincides w/ the UFO and Equinox Festivals).

We would like to point out that there are a number of current examples of this type of funding for events/organizations that are not official town committees, including The Brass Band, Holiday Parade, Christmas Lights, and Independence Festival.

Please let us know if there is a formal process for presenting this to the Select Board.

Thank-you for your consideration,

Scott Ruffner
www.TeamExeter.com
603-512-8396



Russ Dean <rdean@exeternh.gov>

Monday's Agenda

Scott Ruffner <scottruffner@mac.com>

Fri, Nov 2, 2018 at 1:22 PM

To: Julie Gilman <juliedgilman@comcast.net>, rdean@exeternh.gov, Sheri Riffle <sriffle@exeternh.gov>

Good Afternoon Julie,

I would like to request that TEAM be added to the agenda for Monday's Select Board Meeting to discuss the First Friday Bandstand funding proposal for \$3,000 from the former Arts Committee budget.

This would be a very short and informal proposal on our end.

Thanks
Scott

Scott Ruffner
603-512-8396

2019 Summer Concerts Open Call!



We are now opening up solicitation for bands for our 2019 Summer Concert Series. Our Concert Series is looking to expand from June 20th through August 15th from 6 pm- 8 pm on beautiful Swasey Parkway. New this year is our band application. All bands are required to submit an application. The application can either be downloaded and mailed in or filed electronically here.

Supporting Documents

 [Summer Concert Application-2019 \(426 KB\)](#)



Summer Concert Application

All entertainers are required to fill out the application for consideration to the Town of Exeter. Deadline to submit is December 14th, 2018



(please print neatly)

Band Name: _____

Contact Person: _____

Mailing Address: _____

Phone: _____

Email: _____

Music Genre: _____

What is your usual percentage of original and cover song material? _____

Band Members: _____

Band Website: _____

Band's Social Media:

Twitter: _____ Facebook: _____

Instagram: _____

CD Attached

Press Kit Attached

Video sent in an email to:
Recreation@exeternh.gov

Have you ever played in town? **Yes** **No**

If yes, What locations?: _____

What is your desired pay rate for a 2 hr show with you providing your own sound: _____

Concerts are held on Thursday from 6:00 pm to 8:00 p.m., beginning June 20, 2019, and continuing through August 15, 2019 (exception: No concert on July 4th and One Additional concert scheduled for Saturday, July 26, 2019, due to the American Independence Festival Fireworks Show). Please circle three dates you would be available to play, and indicate the 1st, 2nd, and 3rd choice of order to be considered: DATE CHOICE# DATE

Date	Choice #	Date	Choice #	Date	Choice #
June 20th		July 13th		August 1st	
June 27th		July 18th		August 8th	
July 11th		July 25th		August 15th	

Concert advertising will be accomplished through the use of press releases, brochure, flyers, posters, and posted on the Exeter Parks and Recreation's website and social media. Flyers and posters will be available to all chosen bands to share on social media sites.

If your band is booked, we will expect the following from you as part of your performance contract:

1. Co-hosting of facebook event page with Exeter Parks & Rec.
2. Making a minimum of 5 social media posts promoting the event with Exeter Parks & Rec tagged in each post.
3. Supply us with a high res publicity photo for promotion.
4. Feature the event on any of your websites or band calendars.

References: Please provide 3 references from other concerts series you have performed in.

Contact Name: _____

Contact Number: _____

Contact Email: _____

Contact Name: _____

Contact Number: _____

Contact Email: _____

Contact Name: _____

Contact Number: _____

Contact Email: _____

For more information, contact the Exeter Parks and Recreation Department
Greg Bisson, Director
Gbisson@exetermh.gov
603-773-6151

ESTIMATED TAX RATES

**TOWN OF EXETER
MEMORANDUM**

TO: Select Board
FROM: Town Manager
RE: Estimated Tax Rates
DATE: November 9th, 2018

As you know, a citizen's petition put forth by Nicholas Gray was adopted at the 2018 Town Meeting, regarding acceptance of RSA 32-5-b, which requires articles having a tax impact be described by the governing body. Included in the packet are samples of various communities that have implemented RSA 32 V-b. As you will note, there is wide variation in how the calculation is made. Based on running through the exercise, I would note the following from using the samples and applying it to Article 9 of the last town warrant (the operating budget).

1. In the explanatory information booklet, the tax rate estimate for the budget is described net of overlay and veterans credits. Both programs have an impact on the tax rate but are not raised by town meeting. Therefore, the estimate is always going to be off by this amount – most recently 27 cents per 1,000.
2. We are undergoing a revaluation in 2018, and new values will be published in 2019 as of April 1st. The assessors have indicated our last ratio is 78%, which means property values will be going up as of April 1st, 2019. Since the tax rate estimates will be based on 2018 values, they will be off by a significant margin.
3. Water/sewer funds that are fee supported do not have any tax impact and this is noted (see Milford example enclosed).
4. Bonds are not included in most town's calculations and there are differing opinions whether bonds are part of the statute. Either way, bonds require a multi-year calculation as debt service is due in multiple years, and values will change from year to year. Impacts change over time. As an example the tax impact of a 10 year bond is shown in the packet with year one being the impact on a 300,000 home, and year 10 being the impact on a 330,000 home. This assumes over the decade property values have increased by ten percent. As you will note the impact is different, so using an average impact over the life of the bond becomes more meaningful. What actually happens is the first year impact continues to decline each year, until the bond is paid off, as interest payments decrease based on the decrease in the principal owed on the bond.

TITLE III

TOWNS, CITIES, VILLAGE DISTRICTS, AND UNINCORPORATED PLACES

CHAPTER 32

MUNICIPAL BUDGET LAW

Preparation of Budgets

Section 32:5

32:5 Budget Preparation. –

- I. The governing body, or the budget committee if there is one, shall hold at least one public hearing on each budget, not later than 25 days before each annual or special meeting, public notice of which shall be given at least 7 days in advance, and after the conclusion of public testimony shall finalize the budget to be submitted to the legislative body. One or more supplemental public hearings may be held at any time before the annual or special meeting, subject to the 7-day notice requirement. If the first hearing or any supplemental hearing is recessed to a later date or time, additional notice shall not be required for a supplemental session if the date, time, and place of the supplemental session are made known at the original hearing. Public hearings on bonds and notes in excess of \$100,000 shall be held in accordance with RSA 33:8-a, I. Days shall be counted in accordance with RSA 21:35.
- II. All purposes and amounts of appropriations to be included in the budget or special warrant articles shall be disclosed or discussed at the final hearing. The governing body or budget committee shall not thereafter insert, in any budget column or special warrant article, an additional amount or purpose of appropriation which was not disclosed or discussed at that hearing, without first holding one or more public hearings on supplemental budget requests for town or district expenditures.
- III. All appropriations recommended shall be stipulated on a "gross" basis, showing anticipated revenues from all sources, including grants, gifts, bequests, and bond issues, which shall be shown as offsetting revenues to appropriations affected. The budget shall be prepared according to rules adopted by the commissioner of revenue administration under RSA 541-A, relative to the required forms and information to be submitted for recommended appropriations and anticipated revenues for each town or district.
- IV. Budget forms for the annual meeting shall include, in the section showing recommended appropriations, comparative columns indicating at least the following information:
- (a) Appropriations voted by the previous annual meeting.
 - (b) Actual expenditures made pursuant to those appropriations, or in those towns and districts which hold annual meetings prior to the close of the current fiscal year, actual expenditures for the most recently completed fiscal year.
 - (c) All appropriations, including appropriations contained in special warrant articles, recommended by the governing body.
 - (d) If there is a budget committee, all the appropriations, including appropriations contained in special warrant articles, recommended by the budget committee.
- V. When any purpose of appropriation, submitted by a governing body or by petition, appears in the warrant as part of a special warrant article:
- (a) The article shall contain a notation of whether or not that appropriation is recommended by the governing body, and, if there is a budget committee, a notation of whether or not it is recommended by the budget committee;
 - (b) If the article is amended at the first session of the meeting in an official ballot referendum municipality, the governing body and the budget committee, if one exists, may revise its recommendation on the amended version

of the special warrant article and the revised recommendation shall appear on the ballot for the second session of the meeting provided, however, that the 10 percent limitation on expenditures provided for in RSA 32:18 shall be calculated based upon the initial recommendations of the budget committee;

(c) Defects or deficiencies in these notations shall not affect the legal validity of any appropriation otherwise lawfully made; and

(d) All appropriations made under special warrant articles shall be subject to the hearing requirements of paragraphs I and II of this section.

V-a. The legislative body of any town, school district, or village district may vote to require that all votes by an advisory budget committee, a town, school district, or village district budget committee, and the governing body or, in towns, school districts, or village districts without a budget committee, all votes of the governing body relative to budget items or any warrant articles shall be recorded votes and the numerical tally of any such vote shall be printed in the town, school district, or village district warrant next to the affected warrant article. Unless the legislative body has voted otherwise, if a town or school district has not voted to require such tallies to be printed in the town or school district warrant next to the affected warrant article, the governing body or the budget committee adopted under RSA 32:14 may, on its own initiative, require that the tallies of its votes be printed next to the affected article.

V-b. Any town may vote to require that the annual budget and all special warrant articles having a tax impact, as determined by the governing body, shall contain a notation stating the estimated tax impact of the article. The determination of the estimated tax impact shall be subject to approval by the governing body.

VI. Upon completion of the budgets, an original of each budget and of each recommendation upon special warrant articles, signed by a quorum of the governing body, or of the budget committee, if any, shall be placed on file with the town or district clerk. A certified copy shall be forwarded by the chair of the budget committee, if any, or otherwise by the chair of the governing body, to the commissioner of revenue administration pursuant to RSA 21-J:34.

VII. (a) The governing body shall post certified copies of the budget with the warrant for the meeting. The operating budget warrant article shall contain the amount as recommended by the budget committee if there is one. In the case of towns, the budget shall also be printed in the town report made available to the legislative body at least one week before the date of the annual meeting. A school district or village district may vote, under an article inserted in the warrant, to require the district to print its budget in an annual report made available to the district's voters at least one week before the date of the annual meeting. Such district report may be separate or may be combined with the annual report of the town or towns within which the district is located.

(b) The governing body in official ballot referenda jurisdictions operating under RSA 40:13 shall post certified copies of the default budget form or any amended default budget form with the proposed operating budget and the warrant.

(c) If the operating budget warrant article is amended at the first session of the meeting in an official ballot referendum jurisdiction operating under RSA 40:13, the governing body and the budget committee, if one exists, may each vote on whether to recommend the amended article, and the recommendation or recommendations shall appear on the ballot for the second session of the meeting.

VIII. The procedural requirements of this section shall apply to any special meeting called to raise or appropriate funds, or to reduce or rescind any appropriation previously made, provided, however, that any budget form used may be prepared locally. Such a form or the applicable warrant article shall, at a minimum, show the request by the governing body or petitioners, the recommendation of the budget committee, if any, and the sources of anticipated offsetting revenue, other than taxes, if any.

IX. If the budget committee fails to deliver a budget prepared in accordance with this section, the governing body shall post its proposed budget with a notarized statement indicating that the budget is being posted pursuant to this paragraph in lieu of the budget committee's proposed budget. This alternative budget shall then be the basis for the application of the provisions of this chapter.

Source. 1993, 332:1, eff. Aug. 28, 1993. 1996, 214:2, eff. Aug. 9, 1996. 1997, 41:1, eff. July 11, 1997. 2001, 71:2, eff. July 1, 2001. 2002, 61:1, eff. June 25, 2002. 2004, 68:1, eff. July 6, 2004; 219:2, eff. Aug. 10, 2004; 238:5, eff. June 15, 2004; 238:12, eff. Aug. 10, 2004 at 12:01 a.m. 2007, 305:1, eff. Sept. 11, 2007. 2009, 2:1, eff. Feb. 20, 2009. 2010, 90:1, eff. July 24, 2010. 2012, 6:1, eff. May 21, 2012; 217:1, eff. July 1, 2013. 2014, 190:7, eff. Sept. 9, 2014. 2018, 246:1, eff. Aug. 11, 2018.

SAMPLE FROM 2018 TOWN WARRANT

Article 9 Estimated Tax Impact \$6.83/1,000

Shall the Town of Exeter raise and appropriate as an operating budget, not including appropriation by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by vote of the first session, for the purposes set forth therein, totaling \$18,646,644. Should this article be defeated, the default budget shall be \$18,264,224 which is the same as last year, with certain adjustments required by previous action of the Town of Exeter or by law, or the governing body may hold one special meeting, in accordance with RSA 40:13, X and XVI, to take up the issue of a revised operating budget only.

(Majority vote required)

Recommended by the Board of Selectmen 5-0.

The estimated tax impact is \$6.83 per 1,000 of property valuation.

Estimated tax impact: .02 per 1,000 of valuation.

This article has a tax impact (2018 values) of \$7.10

Tax Impact \$7.10

NOTE: All items in bold are samples from other communities that have adopted the provision of RSA 32-V b allowing for tax rate estimates.

From 2018 explanatory document (available online and at deliberative session)

Financing

The FY18 operating budget carries an estimated tax rate of \$7.10 per 1,000 of assessed valuation, including overlay for abatements and veterans credits (\$6.83/1,000 budget, \$.27/1,000 vets credits and overlay for abatements). This estimate is based on a net taxable valuation of \$1,728,545,417, which is a 0% projected increase in valuation. The Town's most recent tax rate was set at \$7.08 per 1,000 of assessed valuation, including overlay and veterans credits, in November of 2017.

ARTICLES CONTINUED

Article 22

Shall the Town vote to authorize the Board of Selectmen to enter into a loan agreement of up to \$30,000 through the New Hampshire Department of Environmental Services Clean Water State Revolving Loan Fund for the purpose of developing an Asset Management plan for the Town's storm water infrastructure. The loan will provide up to \$30,000 principal forgiveness; therefore, no repayment of the loan will be required. (A 3/5 ballot vote required for approval.) Recommended by the Board of Selectmen 5-0.

YES
NO

Article 23

Shall the Town vote to establish a capital reserve fund under RSA 35:1 for the purpose of general maintenance on town cemeteries including the Winter Street cemetery, and to raise and appropriate the sum of twenty seven thousand dollars (\$27,000) to be placed in this fund and further the Board of Selectmen shall be named agents of the fund and be authorized to make expenditures from the fund. These funds may also be used to match grants available for town cemeteries under the control of the Selectboard as Cemetery Trustees. This sum to come from general taxation. (Majority vote required) Recommended by the Board of Selectmen 5-0.

YES
NO

Article 24

Shall the Town vote to establish a capital reserve fund under RSA 35:1 for the purpose of ongoing maintenance of the Swasey Parkway Pavilion and to raise and appropriate the sum of seven thousand five hundred dollars (\$7,500) to be placed in this fund and further the Board of Selectmen shall be named agents of the fund and be authorized to make expenditures from the fund. This article will not impact the tax rate as surplus funds are available from the Swasey Parkway Pavilion project completed in 2007 and are currently held in an escrow account. (Majority vote required) Recommended by the Board of Selectmen 5-0.

YES
NO

Article 25

Shall the Town vote to adopt the provisions of the Epping Road Tax Increment District Plan Amendment (dated January 8, 2018) in accordance with RSA 162-K:9, which allocates the use of tax increments for retirement of bonds and notes as outlined in the plan. (Majority vote required) Recommended by the Board of Selectmen 5-0.

YES
NO

Article 26

By petition of Herb Moyer and others, to be placed on the Town Warrant: Shall the town express its support to Governor Sununu for New Hampshire to join Maine and Massachusetts and study the feasibility of developing offshore wind power in the Gulf of Maine. The town will provide written notice urging that Governor Sununu request that the Bureau of Ocean Energy Management form an intergovernmental task force. A bipartisan NH legislative committee studied the potential for offshore wind in 2014, and recommended the establishment of this task force. Floating wind turbines located far offshore in federal waters, usually not visible from land, combined with other renewable energy will move NH to 100% renewable energy by 2050. The building of offshore wind farms will bring a significant number of jobs and revenue to New Hampshire. (This is a petitioned warrant article).

YES
NO

Article 27

On the petition of Nicholas T. Gray and other registered voters of Exeter, in an effort to equip voters with a greater understanding of the tax impacts of proposed warrant articles, to see if the Town will vote the following:

Shall the Town adopt RSA 32:5, V-b. The Town shall, for all future annual budgets and special warrant articles requiring public funding, include an estimate of the tax impact for each appropriation. These tax estimates shall be provided in nominal dollar amounts corresponding to the median single-family home assessment in Town. The estimates will be provided separately as part of each respective warrant article. For a warrant article that will result in a bond issue, the tax estimate shall assume a bond of specified length at prevailing interest rates.

YES
NO

The Board of Selectmen shall, by majority vote and in compliance with the requirements set forth above, approve the estimation methodology utilized and the exact language included on the Town Warrant.

Article 28

On petition of Bruce Jones and other registered voters of Exeter, in an effort to establish that all public spaces have a consistent value and prioritized availability to Exeter-based businesses, non-profits and residents, to see if the Town will vote the following:

The Town shall apply the current Town Hall usage fee of \$125 per day to all businesses, including non-profit organizations that are not based in Exeter. This fee shall also apply to the second floor space above Town Hall.

YES
NO

The Board of Selectmen shall, by majority vote and in compliance with the requirements set forth above, approve the exact language included on the Town Warrant. If this is approved, it is advisory only.

YOU HAVE NOW COMPLETED VOTING THIS BALLOT



**ABSENTEE
OFFICIAL BALLOT
ANNUAL TOWN ELECTION
EXETER, NEW HAMPSHIRE
MARCH 13, 2018**

BALLOT 2 OF 2

Andrea J. Kohler
TOWN CLERK

ARTICLES CONTINUED

Article 13

Shall the Town vote to raise and appropriate the sum of twenty thousand dollars (\$20,000) to be added to the Sidewalk Repair and Replacement Capital Reserve Fund previously established. This sum to come from general taxation.
(Majority vote required) Recommended by the Board of Selectmen 5-0.

YES
NO

Article 14

Shall the Town vote to authorize the Board of Selectmen to enter into a 7-year lease/purchase agreement for \$525,299 for the purpose of lease/purchasing a fire engine for the Exeter Fire Department to replace a 1997 engine, and to raise and appropriate the sum of eighty-eight thousand and one hundred seventy five dollars (\$88,175), which represents the first of 7 annual payments for that purpose. This lease/purchase will contain an escape (non-appropriation) clause. This sum to come from general taxation.
(Majority vote required) Recommended by the Board of Selectmen 3-2.

YES
NO

Article 15

Shall the Town vote to raise and appropriate the sum of one hundred thousand dollars (\$100,000) to be added to the Sick Leave Expendable Trust Fund previously established. This sum to come from general fund surplus.
(Majority vote required) Recommended by the Board of Selectmen 5-0.

YES
NO

Article 16

Shall the Town vote to raise and appropriate, through special warrant article, the sum of seventy-three thousand eight hundred and ninety seven dollars (\$73,897), for the purpose of replacing Fire Department radios. This sum to come from general taxation.
(Majority vote required) Recommended by the Board of Selectmen 4-1.

YES
NO

Article 17

Shall the Town vote to authorize the Board of Selectmen to enter into a 5-year lease/purchase agreement for \$250,400 for the purpose of lease/purchasing a loader for the Exeter Highway Department to replace a 2005 loader, and to raise and appropriate the sum of fifty-six thousand three hundred and forty dollars (\$56,340), which represents the first of 5 annual payments for that purpose. This lease/purchase will contain an escape (non-appropriation) clause. This sum to come from general taxation.
(Majority vote required) Recommended by the Board of Selectmen 5-0.

YES
NO

Article 18

Shall the Town vote to raise and appropriate, through special warrant article, the sum of fifty thousand dollars (\$50,000), for the purpose of conducting a public safety study to address future operation and facility needs of the Exeter Police, Fire, EMS, and Dispatch departments. This sum to come from general taxation.
(Majority vote required) Recommended by the Board of Selectmen 3-2.

YES
NO

Article 19

Shall the Town vote to raise and appropriate, through special warrant article, the sum of fifty-thousand dollars (\$50,000), for the purpose of conducting a traffic, parking and pedestrian safety study in the downtown area to include a portion of Front Street, Water Street, String Bridge, Franklin Street, Bow Street, Chestnut Street, Center Street, and other streets in the general downtown area. This sum to come from general taxation.
(Majority vote required) Recommended by the Board of Selectmen 3-2.

YES
NO

Article 20

Shall the Town vote to raise and appropriate the sum of fifty-thousand dollars (\$50,000) to be added to the Snow and Ice Deficit Non-Capital Reserve Fund previously established. This sum to come from general fund surplus.
(Majority vote required) Recommended by the Board of Selectmen 5-0.

YES
NO

Article 21

Shall the Town vote to authorize the Board of Selectmen to enter into a loan agreement of up to \$30,000 through the New Hampshire Department of Environmental Services Clean Water State Revolving Loan Fund for the purpose of developing an Asset Management plan for the Town's wastewater infrastructure. The loan will provide up to \$30,000 principal forgiveness; therefore, no repayment of the loan will be required.
(A 3/5 ballot vote required for approval.) Recommended by the Board of Selectmen 5-0.

YES
NO

TURN BALLOT OVER AND CONTINUE VOTING

ARTICLES CONTINUED

Ballot Vote No. 2

Are you in favor of the adoption of Amendment #2 as proposed by the Milford Planning Board for the Town of Milford Zoning Ordinance as follows:

AMENDMENT #2: Amend the Milford Zoning Ordinance, Article IV: Definitions, Section 4.01.0, "Utility, public or private" by inserting language to further clarify private ownership as a form of utility and to expand the definition by allowing a utility to generate resources and/or services for its own use.

Topical Description of Proposed Amendment: The proposed changes seek to further clarify and include private ownership as a form of utility. The amendments expand the definition by allowing a utility to generate resources and/or services for its use/consumption and/or provide said resources and services to the public. The proposed amendments will have no impact on where a utility is permitted or allowed by Special Exception. The proposed amendments were reviewed and supported by the Planning Board. The Planning Board supports Amendment #2 by a unanimous vote of 4-0.

YES []
NO []

Ballot Title: Public or Private Utility

BALLOT QUESTION 3 - MAIN FIRE STATION UPGRADE - BOND - \$3,864,300

Shall the Town vote to raise and appropriate \$3,864,300 for design and construction of needed electrical upgrades, parking lot expansion, facility renovations, and expansion of the downtown fire station, and to authorize the Selectmen to raise this appropriation by borrowing not more than \$3,864,300 in bonds, bond anticipation notes, or notes therefore in accordance with the Municipal Finance Act, (RSA 33) and, further, to authorize the Selectmen to issue and negotiate such bonds, bond anticipation notes, or notes and to determine conditions and the rate of interest thereon, such funding to be repaid from general taxation, and to authorize the Selectmen to contract for and expend any Federal or State aid that may be available for this project? This is a Special Article in accordance with RSA 32. Note: As this is for issuance of long-term debt, this vote requires, under State law, sixty (60%) percent affirmative vote to pass. The Board of Selectmen supports this Article (5-0). The Budget Advisory Committee supports this Article (9-0).

YES []
NO []

BALLOT QUESTION 4 - TOWN OPERATING BUDGET - \$ 14,060,271

Shall the Town vote to raise and appropriate an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth in the budget for the purposes set forth herein, totaling \$14,060,271? Should this Article be defeated, the default budget shall be \$14,062,606, which is the same as last year with certain adjustments required by previous actions of the Town, or by law; or the governing body may hold one special meeting in accordance with RSA 40:13 X and XVI, to take up the issue of a revised operating budget only. This operating budget warrant article does not include appropriations contained in ANY other Warrant Article. The Board of Selectmen supports this Article (5-0). The Budget Advisory Committee supports this Article (9-0). This Article has an estimated tax impact of \$0.34 less than the 2017 Budget or minus \$34.00 on a home value of \$100,000.

YES []
NO []

BALLOT QUESTION 5 - WATER DEPARTMENT OPERATING BUDGET - \$ 1,520,953

Shall the Town vote to raise and appropriate the sum \$1,520,953 to operate and maintain the Water Department, said appropriation to be offset by income received from the water user charges, or take any other action relative thereto? Should this article be defeated, the default budget shall be \$1,480,538, which is the same as last year, with certain adjustments required by previous actions of the Town, or by law; or the governing body may hold one special meeting, in accordance with RSA 40:13 X and XVI, to take up the issue of a revised operating budget only. This warrant article is paid for by the water user fees. The Board of Commissioners supports this Article (3-0). The Budget Advisory Committee supports this Article (9-0).

YES []
NO []

BALLOT QUESTION 6 - WASTEWATER DEPARTMENT OPERATING BUDGET - \$ 2,069,450

Shall the Town vote to raise and appropriate the sum of \$2,069,450 to operate and maintain the Wastewater Treatment Facility and the Sanitary Sewer Collection System, said appropriation to be offset by income received from wastewater user charges, or take any other action relative thereto? Should this Article be defeated, the default budget shall be \$2,030,870, which is the same as last year, with certain adjustments required by previous actions of the Town, or by law; or the governing body may hold one special meeting, in accordance with RSA 40:13 X and XVI, to take up the issue of a revised operating budget only. This warrant article is paid for by the wastewater user fees. The Board of Commissioners supports this Article (3-0). The Budget Advisory Committee supports this Article (9-0).

YES []
NO []

BALLOT QUESTION 7 - BRIDGE REPLACEMENT CAPITAL RESERVE - \$ 175,000

Shall the town vote to raise and appropriate the sum of \$175,000 to be placed in the Bridge Replacement Capital Reserve Fund? This fund was identified in the May 2014 Hoyle, Tanner Associates, Inc. study that identified needed rehabilitation for 18 Town bridges. Expenditures from this fund would be authorized by the Board of Selectmen. The \$175,000 builds upon the Bridge Replacement Capital Reserve approved by voters in 2014. The Board of Selectmen supports this Article (5-0). The Budget Advisory Committee supports this

YES []
NO []

Illustration

Assumptions: 1,000,000 bond, 10 years, 2.93% interest rate

	Bond Payment	Valuation Basis for Bond Payment		Home value	Impact
Year One	129,300	1,700,000,000	0.076	300	22.82
Year Ten	102,390	1,870,000,000	0.055	330	18.07
		10.0%		10.00%	

PROPERTY USE FEES

g. Property Use Fees

Mr. Dean discussed the updates to the property use fees proposal. On the second page of the fee schedule, they've added a fee specific to play rehearsals: \$10 per day for daily use under 2 hours. Rehearsal time must be related to a permitted event. He also presented a comprehensive list of uses of the Town Hall in 2017 and 2018, including days booked and organizations. Ms. Surman said that the list was helpful. She asked if the fee money will be put into a designated revolving fund to put it back into Town Hall, rather than the general fund. Mr. Dean replied that there will be an internal discussion on the best mechanism to manage the fees. The Town Hall currently has a budget from the general fund, but they could ask Town Meeting to move the fees to a specific fund for Town Hall expenses. Ms. Gilman wondered if they would do the same thing for each facility that they permit. Mr. Clement said that they don't have to; if their prime concern is the historic Town Hall, other sites can be part of the general fund. Mr. Dean added that the proposed 2019 budget for Town Hall maintenance is \$37,100, but that does not cover the administrative permitting costs of the building, such as issuing the permits, booking the facility, and showing the building, which would be at least \$10,000 per year if quantified. That's why they came up with the \$10 rehearsal use fee, which is not onerous, and \$75 for an event is not onerous, at least for the organizations they've been dealing with.

Bruce Jones, an Exeter resident, asked if there will be fees for everyone, including Exeter residents and nonprofits. Mr. Dean stated that everyone will pay something. Mr. Jones replied that Article 28 said the town should use Town Hall as a community center. He was hoping Exeter residents could continue to use the space for free. Ms. Gilman said that's not realistic, and Mr. Dean agreed that it doesn't speak to any of the cost to administer the space. Mr. Jones suggested that some fees could be used to make Town Hall more inviting. Ms. Gilman agreed, saying she would like to use some fees to paint the interior; Mr. Dean said he would like to replace the chairs and refinish the floor.

Ms. Surman asked if they should have nonprofits be the same, whether they're Exeter-based or not. Ms. Corson added that a lot of non-Exeter organizations using Town Hall are run by Exeter residents, such as Extreme Air, which is based in Newmarket but the permittee is based in Exeter. Ms. Gilman and Ms. Corson liked that idea.

Ms. Corson asked if a meeting under 2 hours, such as Chamber, would be \$75 every time. Mr. Dean said yes, the small room has not traditionally been permitted separately. Ms. Corson suggested they charge for the small room like the back room in the gallery.

For a future meeting, Mr. Dean will look at syncing fees for nonprofits, fees for under 4 hours of use, and permitting the small room at a different rate.

FEE SCHEDULE FOR FACILITIES

Item	Exeter Non-Profit	Non-Exeter Non-Profit	Exeter For Profit	Non-Exeter For Profit
Town Hall Auditorium (current)	\$ n/a	\$125.00	\$125.00	\$125.00
Town Hall Auditorium (proposed)	\$75.00	\$125.00	\$250.00	\$500.00
Town Hall Art Gallery/Second Floor (current)*	\$35.00	\$35.00	\$35.00	\$35.00
Town Hall Art Gallery/Second Floor (proposed)	\$75.00	\$125.00	\$250.00	\$500.00
Town Hall Gallery Backroom (current)*	\$35.00	\$35.00	\$35.00	\$35.00
Town Hall Gallery Backroom (proposed)	\$25.00	\$75.00	\$100.00	\$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	n/a	\$40.00	\$40.00
Recreation Building (proposed)**	\$20.00	\$40.00	\$60.00	\$60.00
Senior Center Building (current)	\$n/a	\$n/a	\$40.00	\$40.00
Senior Center Building (proposed)**	\$20.00	\$40.00	\$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

November 13th, 2018

**Up to 2 hour block when available. Single hour uses would be \$20.00. \$40.00 fee would kick in after 2 hours of use.

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.

Use of facilities (Town Hall main floor) for single use rehearsal play days will be billed at the rate of \$10 per daily use, with a two hour limit. The day of event will be considered a standard Non-Profit/For Profit fee of either \$75, \$250, \$125, or \$500. The \$10 fee daily discount only applies for rehearsals related to a permitted event at the Town Hall facility.

All fees shall apply to events permitted for the 2019 calendar year and beyond.

DRAFT

2017 Town Hall Usage

Month	# Days	Group	Event	Status	Fee
Jan	1	PW	Training	N/A	0
Jan	1	TEAM	First Friday	Non profit	0
Feb	1	Acorn School	Bake Sale	Non profit	0
Feb	1	Chamber	Anti-Film	Non profit	0
Feb	4	Heronfield	Play	Non profit	250
Feb	2	NHDES	Job Fair	Non profit	0
Feb	1	Rec	Sweetheart Dance	N/A	0
Feb	1	TEAM	First Friday	Non profit	0
March	2	Christ Church	Play	Non profit	0
March	2	NH Children's Trust	Fiddle	Non profit	0
March	1	TEAM	First Friday	Non profit	0
March	1	Town	ConCom	N/A	0
April	3	Heronfield	Play	Non profit	250
April	2	NH Children's Trust	Fiddle	Non profit	0
April	2	Regeneration Church	Music	Non profit	0
April	4	Seacoast Idol	Competition	Non profit	0
May	4	Heronfield	Play	Non profit	250
May	1	Miss Exeter	Event	Non profit	125
May	1	TEAM	Arts/Music Fest	Non profit	0
May	1	Water St. Bookstore	Author Event	For Profit	125
June	3	Chamber	Film Festival	Non profit	0
June	2	GFWC	Book/Bake Sale	Non profit	0
June	6	Musical Arts	Concert	Non profit	0
June	1	NERC	Training	Non profit	0
June	1	PW	Public Input	N/A	0
June	2	Women's Club	Yard Sale	Non profit	0
July	1	Holiday Parade Comm	Meeting	N/A	0
July	1	Library	Children's Event	N/A	0
July	1	RPC	Retirement	Non profit	0
July	1	TEAM	First Friday	Non profit	0
July	5	Town	Brass Band	N/A	0
Aug	3	McInnis	Auction	For Profit	375
Aug	1	TEAM	First Friday	Non profit	0
Sep	1	ReVision Energy	Energize 360	For Profit	125
Sep	3	Holiday Parade Comm	Meeting	N/A	0
Sep	3	Kiwanis	UFO	Non profit	0
Sep	1	Library	Presentation	N/A	0
Sep	3	TEAM	Equinox	Non profit	0
Oct	2	Arts Comm	Performance	N/A/	0
Oct	1	Historical Soc	Meeting	Non profit	0
Oct	1	Holiday Parade Comm	Meeting	N/A	0
Oct	1	Private	Wedding	Resident	0
Oct	7	Rec	Karate	N/A	0
Oct	1	Red Brick Church	Walk a Mile Gathering	Non profit	0
Oct	2	Regeneration Church	Music	Non profit	0
Oct	3	Taoist Tai Chi	Event	Non profit	0
Oct	1	Town	Benefit's Fair	N/A	0
Oct	1	Women's Club	Antique	Non profit	0
Oct	3	Workforce Coalition	Charrette	Non profit	0
Nov	2	DES	Meeting	Non profit	0
Nov	4	Festival of Trees	Charity	Non profit	0
Nov	3	Holiday Parade Comm	Meeting	N/A	0
Nov	2	Musical Arts	Performance	Non profit	0
Nov	1	Planning Board	Meeting	N/A	0
Nov	9	Prescott Park	Rehearsals	Non profit	0
Dec	17	Prescott Park	Play	Non profit	0
Dec	3	Ring in the Season	Event	Non profit	0

2018 Town Hall Usage

Month	# Days	Group	Event	Status	Fee
Jan	1	TEAM	First Friday	Non profit	0
	3	Town	Small Business Revolution	N/A	0
Feb	1	Acorn School	Bake Sale	Non profit	0
	2	Heronfield	Performance	Non profit - school	250
	1	One Sky	Costume Ball	Non profit	0
	1	Rec	Sweetheart Dance	N/A	0
	1	RPC	Climate Change	Non profit	0
	1	SWAG	Sale	For profit	125
	1	TEAM	First Friday	Non profit	0
	1	Town	Small Business Revolution	N/A	0
Mar	1	Young Company	Performance	Non profit	0
	3	Arts Comm	Music Event	N/A	0
	2	Extreme Air	Jump rope practice	Non profit	0
	1	GFWC	Bake Sale	Non profit	0
	2	NH Charitable Trust	Fiddle Ensemble	Non profit	0
	2	NHDES	Job Fair	Non profit	0
	1	Private Event	Celebration of Life	resident	125
	1	SWAG	Sale	For profit	125
	1	TEAM	First Friday	Non profit	0
	1	Town	Small Business Revolution	N/A	0
Apr	1	TEAM	Music Event	Non profit	0
	1	Exeter Rises	Meeting	Non profit	0
	2	Extreme Air	Jump rope practice	Non profit	0
	4	Heronfield	Performance	Non profit - school	250
	1	Leadership Seacoast	Meeting	Non profit	0
	2	Luna Chics	Sale	For profit	250
	1	NH Charitable Trust	Fiddle Ensemble	Non profit	0
	2	Regeneration	Service	Non profit	0
	1	SWAG	Sale	For profit	125
	1	Tai Chi	Meeting	Non profit	0
May	1	Chamber	Meeting	Non profit	0
	9	Christ Church	Play	Non profit	0
	4	Heronfield	Performance	Non profit - school	250
	1	Miss Exeter	Event	Non profit	0
	1	TEAM	First Friday	Non profit	0
	3	TEAM	Music Event	Non profit	0
Jun	3	Arts Comm	Event	N/A	0
	2	Boy Scouts	Sale	Non profit	0
	1	Exeter Rises	Meeting	Non profit	0
	1	GFWC	Sale	Non profit	0
	2	Musical Arts	Performance	Non profit	0
	1	Rec	Concert	N/A	0
	2	Women's Club	Sale	Non profit	0
	1	Chamber	Meeting	Non profit	0
July	1	Exeter Rises	Meeting	Non profit	0
	4	Rec	Concert	N/A	0
	1	TEAM	First Friday	Non profit	0
	5	Town	Brass Band	N/A	0
	11	McInnis	Auction	For profit	1375
Aug	1	TEAM	First Friday	Non profit	0
	2	Chamber	Meeting	Non profit	0
	1	Exeter Rises	Meeting	Non profit	0
	2	Kiwanis	UFO	Non profit	0
	1	Red Brick Church	Play	Non profit	0
	3	TEAM	Equinox	Non profit	0
	1	TEAM	First Friday	Non profit	0
Sep	3	Chamber	Meeting	Non profit	0
	1	Leadership NH	Meeting	Non profit	0
	1	Russian Ballet	Event	For profit	125
	1	TEAM	First Friday	Non profit	0
	2	Town	Benefits Fair	N/A	0
Nov	3	Chamber	Meeting	Non profit	0
	5	Children's Chamber	Festival of Trees	Non profit	0
	20	Christ Church	Play	Non profit	0
	1	Exetreme Air	Practice	Non profit	0
Nov/Dec	7	Prescott Park	Practice	Non profit	0
	3	Ring In Season	Event	Non profit	0
Dec	4	Chamber	Meeting	Non profit	0
	17	Prescott Park	Play	Non profit	0

2019 Town Hall Usage To Date

Month	# Days	Group	Event	Status	Fee
Jan		3 Chamber	Meeting	Non profit	0
Jan		1 TEAM	First Friday	Non profit	0
Feb		1 Chamber	Meeting	Non profit	0
Feb		2 Heronfield	Performance	Non profit - school	
Feb		1 TEAM	First Friday	Non profit	0
Mar		4 Arts Comm	Music	N/A	0
Mar		2 NSDAR	Meeting	Non profit	0
Mar		1 TEAM	First Friday	Non profit	0
Apr		4 Heronfield	Performance	Non profit - school	1375
Apr		2 NH Children's Trust	Fiddle	Non profit	0
Apr		1 TEAM	First Friday	Non profit	0
Apr/May		16 Christ Church	Play	Non profit	0
May		4 Heronfield	Performance	Non profit - school	
May		5 TEAM	First Friday	Non profit	0
June		3 GFWC	Sale	Non profit	0
June		1 TEAM	First Friday	Non profit	0
July		1 TEAM	First Friday	Non profit	0
Aug		1 TEAM	First Friday	Non profit	0
Aug/Sep		3 Kiwanis	UFO	Non profit	0
					1375
					56

2017	Events	Days Booked	# of Organizations
	57	139	35
2018	Events	Days Booked	# of Organizations
	68	177	33
2019	Events	Days Booked	# of Organizations
	18	56	9

10/29
draft

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 when available.

10/29 draft

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.

Use of facilities (Town Hall main floor) for single use rehearsal play days will be billed at the rate of \$10 per daily use, with a two hour limit. The day of event will be considered a standard Non-Profit/For Profit fee of either \$75, \$250, \$125, or \$500. The \$10 fee daily discount only applies for rehearsals related to a permitted event at the Town Hall facility.

All fees shall apply to events permitted for the 2019 calendar year and beyond.

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

Town Hall Use Cost for Organizations

Chamber Requests	4 to 5 meetings a month	\$160-200
Leadership NH	1 Day (7 hours)	\$75
Ballet School Newmarket	1 Day	\$125
Extreme Air	3 Days (2 hours each day)	\$375
Pine Street Players	20 days	\$1,500
UFO Festival	2 Days	\$150
Are they a nonprofit?		
Prescott Park Play	17 Days	\$2,125
McInnis Auctions	11 Days	\$5,500
Tonight's Applications		
Youth Art Month	20 days	\$600
Musical Arts LLC	2 days	\$500
Bright and Light Productions	3 Days	\$750
Heronfield Academy		
7th Grade Plays	4 Days	\$500
8th Grade Plays	4 Days	\$500
EAGFWC Fund Raiser	2 Days	\$150

TAX WATER SEWER ABATEMENTS

***INCLUDES 2018 RIVERWOODS TAX AGREEMENTS**

List for Select Board meeting Novmeber 13,2018

Riverwoods Tax Agreement
Yearly agreement with Riverwoods for review and signature



CELEBRATING OVER 30 YEARS OF SERVICE TO OUR CLIENTS

Please reply to our Exeter office

November 8, 2018

VIA HAND-DELIVERY
Russell Dean, Town Manager
Town of Exeter
10 Front Street
Exeter, NH 03833

ROBERT D. CIANDELLA
LIZABETH M. MACDONALD
JOHN J. RATIGAN
DENISE A. POULOS
ROBERT M. DEROSIER
CHRISTOPHER L. BOLDT
SHARON CUDDY SOMERS
DOUGLAS M. MANSFIELD
KATHERINE B. MILLER
CHRISTOPHER T. HILSON
HEIDI J. BARRETT-KITCHEN
JUSTIN L. PASAY
ERIC A. MAHER
AMELIA G. SRETER
AUSTIN M. MIKOLAITIES
BRENDAN A. O'DONNELL

SENIOR COUNSEL
MICHAEL J. DONAHUE

RETIRED
CHARLES F. TUCKER
NICHOLAS R. AESCHLIMAN


Re: RiverWoods Tax Agreements for The Woods, The Ridge and The Boulders

Dear Russ:

Enclosed please find agreements regarding the tax payment which The Riverwoods Company at Exeter, New Hampshire will make on behalf of the three above-referenced properties. As discussed, the Board of Selectmen will review these on November 13, 2018 and sign them. Thereafter, I will have RiverWoods sign and arrange for payment on or before December 1, 2018.

Please contact me if you have any questions.

Very truly yours,
DONAHUE TUCKER & CIANDELLA, PLLC


Sharon Cuddy Somers, Esquire
ssomers@dtclawyers.com

Enclosures

cc: Deb Riddell, Executive Director, The RiverWoods Company
Kevin Goyette, Chief Financial Officer, The RiverWoods Company

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DONAHUE, TUCKER & CIANDELLA, PLLC
16 Windsor Lane, P.O. Box 630, Exeter, NH 03833-4924
111 Maplewood Avenue, Suite D, Portsmouth, NH 03801
Towle House, Unit 2, 164 NH Route 25, Meredith, NH 03253
83 Clinton Street, Concord, NH 03301

(The Boulders)

AGREEMENT

NOW COMES the **Town of Exeter**, by and through its Board of Selectmen (hereinafter "Town") and **The RiverWoods Company, at Exeter, New Hampshire** (formerly Life Care Services of New Hampshire Inc.), d/b/a RiverWoods at Exeter (hereinafter "RiverWoods"), and agree as follows:

1. By December 1, 2018, RiverWoods will pay to the Town real estate taxes which will be calculated by multiplying the tax rate times the assessed value of the land and buildings owned by RiverWoods as follows:
 - A. the residential units will pay the full tax rate (state, municipal, county and school);
 - B. the nursing home will not pay any tax (state, municipal, county or school);
 - C. the remainder of "**The Boulders**" facility, including the land used for the final calculation of density under the land use ordinance of the Town of Exeter and outbuildings, will pay the full tax rate (state, municipal, county and school); and
 - D. the land not needed for the final calculation of density under the land use ordinance of the Town of Exeter, which is in current use, will pay taxes at the full state, municipal, county and school rate for current use property.
2. The parties to this agreement recognize that those portions of the development that support both the nursing home and the residential units will be taxed on a pro rata basis.
3. This agreement on principle shall not preclude either party from questioning the precise percentage amounts allocated to the taxable and nontaxable portions, nor the assessed value of the taxable portions of the land and buildings.

IN WITNESS WHEREOF, the parties hereto have entered into this Agreement this
_____ day of November, 2018.

THE RIVERWOODS COMPANY,
AT EXETER, NEW HAMPSHIRE

Witness

By: Deborah Riddell, Executive Director
Duly Authorized

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(The Woods)

AGREEMENT

NOW COMES the **Town of Exeter**, by and through its Board of Selectmen (hereinafter "Town") and **The RiverWoods Company, at Exeter, New Hampshire** (formerly Life Care Services of New Hampshire Inc.), d/b/a RiverWoods at Exeter (hereinafter "RiverWoods"), and agree as follows:

1. By December 1, 2018, RiverWoods will pay to the Town real estate taxes which will be calculated by multiplying the tax rate times the assessed value of the land and buildings owned by RiverWoods as follows:
 - A. the residential units (the units located in Crawford, Dixville, Franconia and (Pinkham) will pay the full tax rate (state, municipal, county and school);
 - B. the nursing home (Monadnock) will not pay any tax (state, municipal, county or school);
 - C. the remainder of the RiverWoods at Exeter facility, including the land used for the final calculation of density under the land use ordinance of the Town of Exeter and outbuildings, will pay the full tax rate (state, municipal, county and school); and
 - D. the seventeen plus acres of property not needed for the final calculation of density under the land use ordinance of the Town of Exeter, which are in current use, will pay taxes at the full state, municipal, county and school rate for current use property.
2. The parties to this agreement recognize that those portions of the development that support both the nursing home and the residential units will be taxed on a pro rata basis.
3. This agreement on principle shall not preclude either party from questioning the precise percentage amounts allocated to the taxable and nontaxable portions, nor the assessed value of the taxable portions of the land and buildings.

IN WITNESS WHEREOF, the parties hereto have entered into this Agreement this
_____ day of November, 2018.

THE RIVERWOODS COMPANY,
AT EXETER, NEW HAMPSHIRE

Witness

By: Deborah Riddell, Executive Director
Duly Authorized

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WOODS.PAYMENT IN LIEU OF TAXES.DOC

(The Ridge)

AGREEMENT

NOW COMES the **Town of Exeter**, by and through its Board of Selectmen (hereinafter "Town") and **The RiverWoods Company, at Exeter, New Hampshire** (formerly Life Care Services of New Hampshire Inc.), d/b/a RiverWoods at Exeter (hereinafter "RiverWoods"), and agree as follows:

1. By December 1, 2018, RiverWoods will pay to the Town real estate taxes which will be calculated by multiplying the tax rate times the assessed value of the land and buildings owned by RiverWoods as follows:
 - A. the residential units will pay the full tax rate (state, municipal, county and school);
 - B. the nursing home will not pay any tax (state, municipal, county or school);
 - C. the remainder of "**The Ridge**" facility, including the land used for the final calculation of density under the land use ordinance of the Town of Exeter and outbuildings, will pay the full tax rate (state, municipal, county and school); and
 - D. the land not needed for the final calculation of density under the land use ordinance of the Town of Exeter, which is in current use, will pay taxes at the full state, municipal, county and school rate for current use property.
2. The parties to this agreement recognize that those portions of the development that support both the nursing home and the residential units will be taxed on a pro rata basis.
3. This agreement on principle shall not preclude either party from questioning the precise percentage amounts allocated to the taxable and nontaxable portions, nor the assessed value of the taxable portions of the land and buildings.

IN WITNESS WHEREOF, the parties hereto have entered into this Agreement this _____ day of November, 2018.

TOWN OF EXETER

Witness By: Don Clement Selectman

Witness By: Julie Gilman, Chair Selectman

Witness By: Kathy Corson, Vice Chair Selectman

Witness By: Molly Cowan, Clerk Selectman

Witness By: Anne L. Surman Selectman

IN WITNESS WHEREOF, the parties hereto have entered into this Agreement this
_____ day of November, 2018.

THE RIVERWOODS COMPANY,
AT EXETER, NEW HAMPSHIRE

Witness

By: Deborah Riddell, Executive Director
Duly Authorized

S:\RA-RL\RiverWoods Company\Property Tax\2018 Agreements\exeter agr the ridge.payment in lieu of taxes.doc

List for Select Board's meeting November 13, 2018					
Water / Sewer Department Abatement Requests					
Name	Location	Amount	Date SB Discussed	Customer attending	1st SB Resolution
Carl Edlund	30 Franklin St.	\$147.83	10.19.18	Waiting to confirm abatements are on the agenda before contacting customers	Approved. Amount has been corrected and needs to be signed.
Capital Thai Kitchen & Bar	97 Water St.	\$2,653.46	N/A	"	N/A
Donald Lord	68 Main Street	\$389.43	N/A	"	N/A

TOWN OF EXETER
WATER & SEWER ABATEMENT

Application Date: 10/15/2018

Meeting Date: 11/13/2018

Name: Carl Edlund

Address: 30 Franklin Street

Property Description: Two Family Rental Property

Incident Details:

The owner inquired about a high bill and was given dye strips which revealed a leaking toilet in one of the apartments which he repaired immediately.

Conclusion:

Based on the documented abatement request, the Water & Sewer Department believes a leak occurred on the property. Select board policy states that in the event the source or cause of the abnormally high consumption is related to a leak due to customer negligence such as failure to maintain internal (private) plumbing fixtures in good repair, the customer shall be held responsible for the entire bill. If the Select Board wishes to grant the abatement for the water & sewer usage portion above the usage average, the calculated **abatement amount is \$ 147.83 for a new bill total of \$476.01.**

UPDATED ABATEMENT AMOUNT The original abatement amount included past due charges and interest in error.

Supporting Documents Submitted:

- Data Download Home Owner Repair Receipts Leak Check Results Plumber Invoice/Statement
 Meter Test None

Select Board Review:

Approved \$ _____

Denied

SB Signature _____

SB Signature _____

SB Signature _____

SB Signature _____

SB Signature _____

TOWN OF EXETER
WATER & SEWER ABATEMENT

Application Date: 10/11/2018

Meeting Date: 11/13/2018

Name: Capital Thai Kitchen and Bar Address: 97 Water Street
Property Description: Restaurant

Incident Details:

Water & Sewer left a high usage door knocker and performed a data download which identified a leak. The owner learned that a contractor accidentally damaged a pipe at a mop sink which leaked for quite some time according to them. A plumber repaired the leak on July 5, 2018.

Conclusion:

Based on the documented abatement request, the Water & Sewer Department has concluded a leak occurred on the property. Select board policy states that in the event the source or cause of the abnormally high consumption is related to a leak due to customer negligence such as failure to maintain internal (private) plumbing fixtures in good repair, the customer shall be held responsible for the entire bill. If the Select Board wishes to grant the one in ten year abatement for the water & sewer usage portion above the usage average, the calculated **abatement amount is \$ 2,653.46** for a **new bill total of \$ 3,244.07.**

Supporting Documents Submitted:

- Data Download Home Owner Repair Receipts Leak Check Results Plumber Invoice/Statement
 Meter Test None

Select Board Review:

Approved \$ _____ Denied

SB Signature _____ SB Signature _____
SB Signature _____ SB Signature _____
SB Signature _____

Town of Exeter



Water/Sewer Abatement Request Form

Please Print:

Full Name: Capital Thai
Mailing Address: 97 Water Street
Exeter, NH 03833
Service/Property Address: 97 Water Street
Exeter, NH 03833

Today's Date: 10-11-18
Account Number: 222243000
Route Number:
Phone Number: (603) 580-2921

Utility Abatement Requested for: Water _____ Sewer _____ Water & Sewer
Date of Bill: 6-29-18 Billing Period from 4-1 to 6-30 Amount of Bill: \$ 5897.53

Owner's reason for the abatement request (Please be as specific as possible): There was water
leak at the mop sink area. Contractor accidentally damage
the pipe causing it to leak for quite a some time.
Plumber name was Jim Tobey Plumbing at (603) 778-7291

[Signature]
Signature of Applicant

10-11-18
Date

Signature of Billing Office

Date

Do not write below this line

Reviewed by: _____ Date of Review: _____
Comments: _____

Total Usage= _____ gallons
-Q -year Average- (_____ + _____ + _____) / _____ = _____ gallons
Excess above average- _____ gallons
Half of Excess gets abated- _____ gallons

Due
Remaining excess- _____ gal -yr average- _____ gal Billable usage- _____ gal
Tier 1-- rates
water _____ gal * \$ _____ /1000 gal = \$ _____
sewer _____ gal * \$ _____ /1000 gal = \$ _____
Tier 2-- rates
water _____ gal * \$ _____ /1000 gal = \$ _____
sewer _____ gal * \$ _____ /1000 gal = \$ _____

Total due= _____

Recommendation: _____ Disapprove _____ Approve Amount: \$ _____

Approval/Disapproval Signature: _____ Date: _____

If you disagree with the decision of the Department of Public Works & the Finance Department, you may appeal to the Town of Exeter Board of Selectmen. If you wish to appeal, please sign below and return this form to the Finance Department at 10 Front Street.

Signature of Applicant

Date

Jim Tobey Plumbing LLC

P.O. Box 593
Exeter, NH 03833

Invoice

Date	Invoice #
7/5/2018	4998

Bill To
Capital Thai 97 Water Street Exeter NH 03833

Ship To

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project
	Due on receipt		7/5/2018			

Quantity	Item Code	Description	Price Each	Amount
	4998	Labor and materials for repairing leak on plumbing pipes.	0.00	0.00
	4998A	Labor	225.00	225.00
	4998B	Materials	39.00	39.00

Total	\$264.00
--------------	-----------------

TOWN OF EXETER
WATER & SEWER ABATEMENT

Application Date: 11/2/2018

Meeting Date: 11/13/2018

Name: Donald Lord Address: 68 Main Street
Property Description: 3 Apartment Units

Incident Details:

Water & Sewer left a door knocker at the property after noticing high usage, provided dye strips, and did a data download which appeared to show a leak present. The owner contacted their plumber who found a flush valve seat leaking in apartment #3 which the tenant was unaware of. It was repaired on October 12, 2018.

Conclusion:

Based on the documented abatement request, the Water & Sewer Department has concluded a leak occurred on the property. Select board policy states that in the event the source or cause of the abnormally high consumption is related to a leak due to customer negligence such as failure to maintain internal (private) plumbing fixtures in good repair, the customer shall be held responsible for the entire bill. If the Select Board wishes to grant the one in ten year abatement for the water & sewer usage portion above the usage average, the calculated **abatement amount is \$389.43** for a **new bill total of \$571.79**.

Supporting Documents Submitted:

- Data Download Home Owner Repair Receipts Leak Check Results Plumber Invoice/Statement
 Meter Test None

Select Board Review:

Approved \$ _____ Denied

SB Signature _____ SB Signature _____

SB Signature _____ SB Signature _____

SB Signature _____

Town of Exeter



Water/Sewer Abatement Request Form

Please Print:

Full Name: DONALD W. LOND
 Mailing Address: 68 MAIN ST
EXETER NH 03833
 Service/Property Address: 68 MAIN ST
EXETER, N.H 03833

Today's Date: 11-2-2018
 Account Number: 313105700
 Route Number: 68 MAIN ST.
 Phone Number: 603-772-6035

Utility Abatement Requested for: Water _____ Sewer _____ Water & Sewer _____
 Date of Bill: 10/31/2018 Billing Period from 7/19/2018 to 10/18/2018 Amount of Bill: \$ 961.72

Owner's reason for the abatement request (Please be as specific as possible): I KNOW 548 GALS A DAY IS NOT OF WATER I HAD MY PUMPER CHECK ALL THE PLUMBING IN THE HOUSE HE DID FIND A LEAK IN APT #3 THE FLUSH VALVE SEAT WAS LEAKING WHICH HE FIXED MY TENANT DID NOT KNOW IT WAS LEAKING I THINK WE SHOULD CHECK THE METER AGAIN MY AVERAGE USE IS 90 GALS A DAY
THE DATE OF REPAIR 10-12-18

Signature of Applicant: Donald W. Lond Date: 11-2-2018

Signature of Billing Office _____ Date _____

Do not write below this line

Reviewed by: _____ Date of Review: _____
 Comments: _____

Total Usage= _____ gallons
 ___-Q ___-year Average- (_____ + _____ + _____) / _____ = _____ gallons
 Excess above average- _____ gallons
 Half of Excess gets abated- _____ gallons

Due
 Remaining excess- _____ gal ___-yr average- _____ gal Billable usage- _____ gal
 Tier 1-- rates Tier 3-- rates
 water _____ gal * \$ _____ /1000 gal = \$ _____ water _____ gal * \$ _____ /1000 gal = \$ _____
 sewer _____ gal * \$ _____ /1000 gal = \$ _____ sewer _____ gal * \$ _____ /1000 gal = \$ _____
 \$ _____ \$ _____
 Tier 2--rates
 water _____ gal * \$ _____ /1000 gal = \$ _____
 sewer _____ gal * \$ _____ /1000 gal = \$ _____
 \$ _____
 Total due= _____

Recommendation: _____ Disapprove _____ Approve Amount: \$ _____

Approval/Disapproval Signature: _____ Date: _____

If you disagree with the decision of the Department of Public Works & the Finance Department, you may appeal to the Town of Exeter Board of Selectmen. If you wish to appeal, please sign below and return this form to the Finance Department at 10 Front Street.

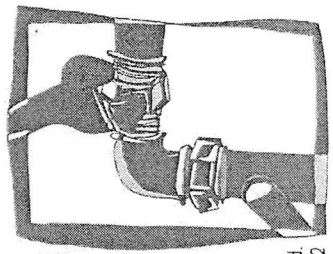
Signature of Applicant _____ Date _____

GEORGE THOMAS & SON
PLUMBING & HEATING

SPECIALIZING IN:
PLUMBING REPAIRS & REMODELS
GAS & OIL HEATING REPAIRS & SERVICE
OVER 20 YEARS OF EXPERIENCE

Gregory C. Thomas
Phone/Fax: 603-587-0097
FULLY LICENSED AND INSURED

325 Dearborn Rd.
Auburn, NH 03032



\$120⁰⁰

PERMITS AND APPROVALS



Application for Event Use of Town Facility

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

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

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

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

Representative:

Name: Scott Ruffner Address: 11 Hall Place
Town/State/Zip: Exeter, NH 03833 Phone: 603-512-8396
Email: TownExeterArtsMusic@Gmail.com

Organization:

Name: TEAM Address: 111R Water Street
Town/State/Zip: Exeter, NH 03033 Phone: 603-512-8396

Reservation Details:

Type of Event/Meeting: First Friday Date: November 1st, 2019

Times of Event: 5-10pm Times needed for set-up/clean-up: 2pm-11pm

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

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

Requirements:

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

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

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

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

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

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

Applicant signature: *Scott Ruffner* Date: 11-1-2019

Authorized by the Board of Selectmen/Designee: _____ Date: _____

Office Use Only:

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



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

Use Request: Art Gallery Back Room

Representative:

Name: Renay Allen Address: 185 High St

Town/State/Zip: Exeter Phone: 778-0924

Email: rmAllenNH@gmail.com

Organization:

Name: Exeter LitFest .com Address: same

Town/State/Zip: _____ Phone: _____

Reservation Details:

Type of Event/Meeting: 2 day literary festival (upstairs and downstairs) Date: Apr. 5&6, 2019

Start Time: all day both days End Time: 7pm Saturday

Will food/beverages be served? Yes No

Tech/ AV Services Needed: Yes No Details maybe?

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: Renay Allen Hitzrot Date: 11/1/18

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

Town Use Only:

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



Celebrate Exeter, NH homegrown writers on April 5 – 6, 2019

www.ExeterLitFest.com

Program Schedule:

- **Friday night kick-off:** Wear your literary-themed costume to a cosplay event for all ages in the town hall.
- **Saturday morning opener:** "Breakfast with Owen" book group discussion of John Irving's novel "*A Prayer for Owen Meany*," which is set in 1950's Exeter.
- **Saturday:** Schedule will be available on the website in January - with events for adults, children and teens. The schedule includes author talks, book signings, writer's group meet-up, local literature-themed art show, and more. *Daytime events will be held at the Exeter Town Hall, Exeter Public Library, Water Street Bookstore, Foundation Art Space and A Picture's Worth a Thousand Words Bookshop.*
- **Lunch hour:** No events noon-1pm so that you may enjoy one of our many downtown eateries and coffee shops. Look for literary-themed special menu item.
- **Saturday night finale:** Readings by poets from Phillips Exeter Academy at The Word Barn.

Need a sneak peek? Get inspired by **the walking tour map** of sixteen literary hotspots in downtown Exeter! Download from our website, or pick up at: Exeter Area Chamber of Commerce, Water Street Bookstore, or Exeter Public Library.

Bonus! - Two important historic local authors will be profiled in presentations: Tabitha Gilman Tenney, who wrote "*Female Quixotism*," a feminist-leaning and humorous fifty-year bestselling novel in 1801; and black abolitionist poet James Monroe Whitfield, who published "*America and Other Poems*" in 1853. Haven't heard of them? Google them. Both of their birthdays are within days of this event, so please join us for **free birthday cake** as we restore and celebrate their honored place in our town's long history.

Questions, comments, and donations can be made via our website or Facebook. Thank you!



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

Use Request: Art Gallery Back Room

Representative:

Name: John Hauschildt Address: 11 Parker Street

Town/State/Zip: Exeter, NH 03833 Phone: 603-686-8090

Email: John@RumDoodle.com

Organization:

Name: Seacoast Photographers Assoc. Address: 130 Water Street

Town/State/Zip: Exeter, NH 03833 Phone: 603-686-8090

Reservation Details:

Type of Event/Meeting: Monthly meeting Date: 3rd Thursdays 2019

Start Time: 6:00pm End Time: 8:30pm

Will food/beverages be served? Yes No

Tech/ AV Services Needed: Yes No Details Monthly meeting 3rd Thursday except Jul and Aug

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.

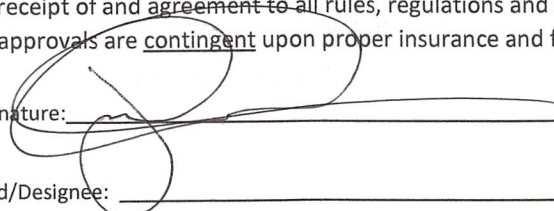
Liability Insurance Required: The Town requires liability insurance to be submitted with this completed application. Required insurance amounts: General Liability/Bodily Injury/Property Damage: \$300,000/\$1,000,000. The Town of Exeter must be listed as additional insured.

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: 09-Nov-2018

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.



TOWN OF EXETER, NEW HAMPSHIRE

13 NEWFIELDS ROAD • EXETER, NH • 03833-3792 • (603) 773-6157 • FAX 772-1355

www.exeternh.gov

Memo

To: Russell Dean, Town Manager
From: Jennifer Perry, P.E., Public Works Director
CC: Matthew Berube, Water/Sewer Manager
Paul Roy, P.E., Water Treatment Supervisor
Date: November 9, 2018
Re: Surface Water & Groundwater Chloramination Treatment System Upgrades
Project Cost update

NHDES has completed their evaluation of the proposed SCADA software upgrade to both the Surface and Groundwater Treatment Facilities. VTSCADA is a product sold by Trihedral. This transition will have both the Water and Wastewater facilities utilizing the same software, provide continuity for the SCADA systems, and water & wastewater operators can be trained and work together much more efficiently.

The project was approved by voters at the 2017 Town Meeting for \$1,500,000. There are adequate funds available for construction and completion of the project, including SCADA software integration and public outreach, education and notices regarding the conversion of secondary disinfectant from chlorine to chloramines.

Project Component	Cost	Notes
Design Engineering	\$194,000	Contract with Aquagenics, Inc.
Construction Administration & Inspection	\$80,000	Estimate
Construction	\$642,000	PRB Construction, Inc. Bid
Construction Contingency	\$96,300	15%
Legal/Administrative	\$10,000	Allowance
SCADA Integration	\$185,200	SCADA Integration
Balance	\$292,500	Public Outreach, Training
Project Total Cost	\$1,500,000	

The project is critical to meet the Safe Drinking Water Act standards for disinfection and disinfection byproduct formation and compliance with NHDES Administrative Order by Consent 17-004 WD. Construction has started in October 2018 and be substantially complete by March 2019.



VOTING CERTIFICATION

Member: _____
Name of the entity that is a HealthTrust Member (please print)

I hereby certify that I am authorized to cast the vote for the above-named HealthTrust Member at HealthTrust's 2018 Annual Member Meeting because (check only one):

- I have been authorized to do so by a valid resolution, adopted by the governing board (select board, school board, town/city council, etc.) of the above-named HealthTrust Member and further certify I have attached a validly executed Certificate of Authorizing Resolution evidencing such authority;
- I am the top administrative official (town manager, superintendent, etc.) of the above-named HealthTrust Member; or
- I have been designated to do so by the top administrative official (town manager, superintendent, etc.) of the above-named HealthTrust Member and further certify I have attached a signed Certificate of Designation evidencing such designation.

Name (please print)

Title, if applicable (please print)

Signature

Date

Each Member shall be entitled to cast one vote for each Director position on the ballot. In the event more than one Voting Certification is submitted for a single HealthTrust Member, the Member's voting rights will be granted to the person validly authorized pursuant to the topmost option, above.



CERTIFICATE OF AUTHORIZING RESOLUTION

I hereby certify to *HealthTrust, Inc.* (HealthTrust), that the following is a true copy of a resolution adopted by the Governing Board of _____ at a meeting duly held on _____:

(Name of HealthTrust Member)
(Meeting date)

RESOLVED: That _____ is hereby authorized to vote on behalf of _____ at HealthTrust's 2018 Annual Member meeting; and

(Voter's name)
(Name of HealthTrust Member)

I further certify that the foregoing resolution remains in full force and effect without modification.

Date: _____

By: _____
(Signature)

Name: _____
(Name of representative of governing body)

Title: _____
Duly Authorized

CORRESPONDENCE

November 7, 2018

To: Exeter Board of Selectmen

From: Edward Tinker, CNHA
Assessor, Municipal Resources Inc.

Re: Map 113-5, Mueggler Agricultural Trust

Board members:

This letter is being presented to address a recent letter received from the Mueggler Agricultural Trust on November 2, 2018. And to give clarification of both their issues and to the statements listed on the Assessor's page of the Town's web site.

First thing is the timely filing of an abatement application: an abatement should only be filed after the "notice of tax" or after a property owner receives their final tax bill, typically in November of a given year and no later than March 1st of the following year. This is clearly noted under the filing instructions on the abatement applications cover page and clearly outlined under RSA 76:16.

The reason for this is that the actual tax rate relative to the given tax year is determined as part of that final bill and the 1st half tax bill is considered to be a prepayment that utilizes the Town's prior year's tax rate.


As to the statements listed on the assessor's page of the Town's website under frequently asked questions, Re: How does a taxpayer file for an abatement, the process of file an abatement is clear, additionally the reference to reviewing the property's assessment prior to August 1st is also clear that the 1st half tax bill is not appealable. The offer to review a property's assessment prior to August 1st is reliant on the fact that assessments are finalized as part of the MS1 which is typically due by September 1st and any possible changes that are addressed prior to that date would be part of the final assessments for the tax year.

In addressing the letter from the property owners it should be known that they did file an abatement which was not timely filed as it was received on June 4th well after the March 1st deadline and well before the issuance of the 2018 final tax bill.

Additionally, even though the application was not timely filed it did state that the owners concern was that the property should still be categorized and valued as current use land. As this was not the opinion of the assessor's office it was determined that no change in value was warranted at that time.

As to the history of why this property was removed from current use in 2018 it was discovered by the Department of Revenue Administration that an excavation operation was taking place and on April 26, 2018 a representative from the DRA visited the property and confirmed that this was the case. Therefore, the property was considered to no longer qualify for current use classification and removed as of April 1, 2018.

Attached please find an aerial photograph of the site showing the operation and the relative RSA.

Thank you,

Edward Tinker, CNHA
Assessor
Municipal Resources, Inc.

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400 ft



Powder Mill Road
Muegler

Legend
Hauser



shall be due thereafter on any taxes not paid within the 30-day period.

(e) All land use change tax assessments levied under this section shall, on the date of the change in use, create a lien upon the lands on account of which they are made and against the owner of record of such land or against the responsible party pursuant to RSA 79-A:7, VI(e). Furthermore, such liens shall continue for a period of 24 months following the date upon which the local assessing officials receive written notice of the change of use from the landowner or his agent, or the date the local assessing officials actually discover that the land use change tax is due and payable, and such assessment shall be subject to statutory collection proceedings against real estate as prescribed by RSA 80.

(f) Thereafter, the land which has changed to a use which does not qualify for current use assessment shall be taxed at its full RSA 75:1 value. The land shall again become eligible for current use assessment if it meets the open space criteria established by the board under RSA 79-A:4, I.

III. Whenever land of nonuniform value shall be subject to the land use change tax under this section, or whenever the full value assessment for the land subject to the tax shall not be readily available then the local assessing officials shall assess the RSA 75:1 full value of such land and the land use change tax shall be paid upon such assessed value.

IV. For purposes of this section land use shall be considered changed and the land use change tax shall become payable when:

(a) Actual construction begins on the site causing physical changes in the earth, such as building a road to serve existing or planned residential, commercial, industrial, or institutional buildings; or installation of sewer, water, electrical or other utilities or services to serve existing or planned residential, commercial, industrial, institutional or commercial buildings; or excavating or grading the site for present or future construction of buildings; or any other act consistent with the construction of buildings on the site; except that roads for agricultural, recreational, watershed or forestry purposes are exempt.

(b) Topsoil, gravel or minerals are excavated or dug from the site; except:

(1) Removal of topsoil in the process of harvesting a sod farm crop in amounts which will not deplete the topsoil; and

(2) Removal of gravel and other materials for construction and maintenance of roads and lands for agricultural and forestry purposes within the qualifying property of the owner or, with the approval of local authorities, to other qualifying property of the owner.

Sale of excavated materials shall constitute a land use change of the property from which the material was excavated. The site shall be reclaimed when the construction or maintenance project is completed to mitigate environmental and aesthetic effects of the excavation. Both project completion time and acceptability of reclamation shall be determined by local authorities. The owner shall keep local officials informed in writing of plans to remove and use of soil material from qualifying lands for purposes of this subparagraph and to assure conformance with any local ordinances, as well as plans for reclamation of the site. Fully reclaimed land shall be eligible for current use assessment if it meets open space criteria established by the board under RSA 79-A:4, I, whether or not such land was under current use assessment prior to the excavation.

(c) By reason of size, the site no longer conforms to criteria established by the board under RSA 79-A:4, I.

V. The amount of land which has changed to a use which does not qualify for current use assessment and on which the land use change tax shall be assessed in the circumstances delineated in RSA 79-A:7, IV shall be according to rules adopted pursuant to RSA 541-A by the chairman of the board, based upon the recommendation of the board. Except in the case of land which has changed to a use which does not qualify for current use assessment due to size, only the number of acres on which an actual physical change has taken place shall become subject to the land use change tax, and land not physically changed shall remain under current use assessment, except as follows:

(a) When a road is constructed or other utilities installed pursuant to a development plan which has received all necessary local, state or federal approvals, all lots or building sites, including roads and utilities, shown on the plan and served by such road or utilities shall be considered changed in use, with the exception of any lot or site, or combination of adjacent lots or sites shown thereon which are under the same ownership, and large enough to remain qualified for current use assessment; provided, however, that if any physical changes are made to the land prior to the issuance of any required local, state or federal permit or approval, or if such changes otherwise violate any local, state or federal law, ordinance or rule, the local assessing officials may delay the assessment of the land use change tax until any and all required permits or approvals have been secured, or illegal actions remedied, and may base the land use change tax assessed under RSA 79-A:7 upon the land's full and true value

NOV 01 2018

Received

Mueggler Agricultural Trust
142 Powder Mill Road
Exeter, NH 03833

Town of Exeter, Office of Tax Assessor
Front Street
Exeter, NH 03833

RE: Letter, 16 October, 2018 - Map 113/Lot 5

Dear Assessors,

Please find information and attachments relative to the above referenced letter.

1) Based on the valuation of the property, it appears to have been valued as building lot. It should not be valued as a building lot for the following reasons:

- No road frontage – Land not developable
- No betterment to the property (i.e.: no utilities, no water lines, no sewer lines, no buildings)
- No Curtilage – No Buildings
- Not a building lot
- No Development Area
- No Development Plan
- No town services
- Cub 304.03 Assessment Ranges for Farm Land/Agricultural Land (assessment ranges for farm land shall be \$25 to \$425 per acre)

The property in question is having the terrain altered under an Alteration of Terrain permit for Agricultural Purpose. The property is legally NOT able to be developed as it has no legal road frontage – it is landlocked property with a temporary access over an abutter parcel in order to be able to work the alteration of terrain. Once completed the property will remain undeveloped, open space continuing to be used for agricultural purposes.

2) The main purpose for having Current Use real property designations for towns and cities in the state of New Hampshire is to preserve woodlands and/or open spaces and to provide net savings to municipalities, according to numerous *Cost of Community Services Studies*, by keeping land out of residential development (see document #1 attached for your convenience). The property (Map 113/Lot 5) fits the above scenario – it cannot be developed and has no negative impact based on *Cost of Community Services Studies*.

3) Charles Metrakas, Northern Properties Appraisal Service has provided bank appraisals for hundreds of properties in the Seacoast, NH area during the past 25 years and is currently active in this endeavor. Upon requesting council from his appraisal service, he stated that banks use house(s), outbuildings and curtilage to determine property values. Any land above that required to meet zoning is considered Excess/Surplus land. In the real estate appraisal service for banks in NH, licensed appraisers typically give a valuation for excess/surplus land of \$1000 – 3000/acre (no house/no curtilage would reduce the value to less than \$1000/acre). This is NOT Current Use, this is excess/surplus land. Mr. Metrakas is willing to put this in writing for the Town of Exeter, Office of Assessor.

4) We are dismayed to understand that even though the property can apparently be reassessed or re-valued at any time we can only file an abatement form after receiving the November tax bill. In effect, this penalizes the property owner by making one pay a tax that in the future may be determined to have not been due.

There is a statement on the Town of Exeter website which states, *[t]he bill due on July 1st is an estimated first half payment and is not subject to an appeal period; however, your assessment can be reviewed by August 1st before a final bill is issued* (see document #2 attached for your convenience). This did not seem to be made available to us as we mailed a form requesting a change in valuation to the assessor's office soon after receipt of the revaluation in July and never received a response.

5) There was a recent article in the news and online regarding delinquent real estate taxes. It stated that there were rate changes that may affect any over due tax once the issues presented above have been reviewed and resolved (copy of article attached for your convenience, document #3).

Please review and respond as appropriate. Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "CL-Rider", with a long horizontal line extending to the right.

Chris Rider, Authorized Agent for Mueggler Agricultural Trust

cc: Julie D, Gilman; Kathy Corson; Molly Cowan; Anne L. Surman; Donald Clement

#1

Real Estate Taxation / Current Use

Apply for Current Use: New Hampshire law permits owners of undeveloped land to qualify for taxation of the property at its current use rather than market value. The Current Use Board in the Department of Revenue Administration sets the assessment rates each year for forest, farm and wetlands that qualify for current use assessment. Generally the land must be 10 or more contiguous acres, though smaller parcels of wetlands or land devoted to agricultural use may also qualify. An owner who takes his land out of current use by subdivision or development for residential or commercial use must pay the town or city 10 percent of the full market value at that time. Though adopted as a measure to preserve woodlands and open spaces, **the current use provision also provides a net savings to municipalities, according to numerous Cost of Community Services studies, by keeping land out of residential development.** "You don't have to send (more) children to the school district, you don't have to have waterline extensions," says City Assessor Laura Thibodeau of Keene, who is also a member of the Current Use Board.

Taken from an online article about NH Real Estate Taxes Copyright 2018 McLean Communications

#2

Appeal of Tax Assessment

The appeal period commences with the mailing of the "notice of tax" which usually is on or about November 1st of the current year. Upon receiving the bill, taxpayers wishing to apply for an abatement must first appeal to the Assessor's Office in writing before March 1st. This must be done by letter or on an abatement form available on-line or from our office. In addition to the written appeal, a hearing with the Assessor may be arranged, if desired. There are no fees or charges for this local appeal. (The bill due on July 1st is an estimated first half payment and is not subject to an appeal period; however, your assessment can be reviewed by August 1st, before the final bill is issued.) Throughout the appeal process, locally or beyond, the burden of proof is upon the appellant to demonstrate that the assessed valuation is inequitable or disproportionate to similar properties in Exeter.

From: Town of Exeter website

#3

Interest on delinquent real estate taxes

HB 1673 (2018)

Signed by Governor

Changes the interest rates on late and delinquent property tax payments from a fixed rate of 12% for pre-lien payments and 18% for post lien payments, to the annual underpayment rate determined by the Commissioner of Revenue Administration, based on the rate specified in the Internal Revenue Code. This would most likely lower the interest rates on late and delinquent property taxes. The Senate amended the bill to lower the interest rates on late and delinquent property tax payments to new fixed rates of 8% for pre-lien payments and 14% for post lien payments.