

**Select Board Meeting**  
**Monday, January 28<sup>th</sup>, 2019, 6:50 p.m.**  
**Nowak Room, Town Office Building**  
**10 Front Street, Exeter NH**

1. Call Meeting to Order
2. Board Interviews – Human Services Funding Committee – 6:50 p.m.
3. Water-Sewer Abatement Requests
4. Public Comment
5. Proclamations/Recognitions
  - a. Proclamations/Recognitions
6. Approval of Minutes
  - a. Regular Meeting: January 15<sup>th</sup>, 2019
  - b. Special Meeting: January 22<sup>nd</sup>, 2019
7. Appointments
8. Discussion/Action Items
  - a. Surface Water & Groundwater Chloramination Treatment System Update
  - b. 2019 Household Hazardous Waste Collection Grant
  - c. Water Sewer Abatement Policy Update
  - d. Epping Road, Winter Street, Spring Street Project Update and Additional Funding Request
9. Regular Business
  - a. Tax, Water/Sewer Abatements & Exemptions
  - b. Permits & Approvals
  - c. Town Manager's Report
  - d. Select Board Committee Reports
  - e. Correspondence
10. Review Board Calendar
11. Non-Public Session
12. Adjournment

Julie Gilman, Chair  
Select Board

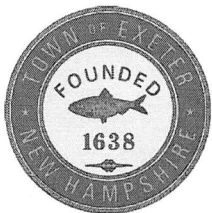
Posted: 1/25/19 Town Office, Town Website

Persons may request an accommodation for a disabling condition in order to attend this meeting. It is asked that such requests be made with 72 hours notice.

AGENDA SUBJECT TO CHANGE

## Board Interviews

Int 1/15 of 6:50



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

## Statement of Interest Boards and Committee Membership

**Committee Selection:** Human Services Funding

New

Re-Appointment

Regular

Alternate

**Name:** Kirsten Arends **Email:** Kee453@wildcats.unh.edu

**Address:** 156 Front Street Apt. 310 **Phone:** 508-733-6806

**Registered Voter:** Yes  No

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

I have been a resident of Exeter since purchasing my condo in 2015. I graduated with both my BSW 13' and MSW 18' from the University of New Hampshire. I am actively serving in the Air Force and work at Pease Air National Guard Base in Newington, New Hampshire. I love giving back and feel that my Social Work background paired with my ingenuity makes me a qualified candidate for this selction. I love this town and just want to be able to contionue to give back in whatever ways I can to those who need it the most! Please see my attached resume and feel free to contact to me with any questions you may have. Thank you for your time and consideration. -Kirsten

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

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

After submitting this application for appointment to the Town Manager:

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

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

Signature:

Date: 12 DEC 2018

# Kirsten Arends MSW

156 Front Street Apt. 310 • Exeter, NH 03833 • (508) 733-6806 • kee453@wildcats.unh.edu

## EDUCATION & LICENSURE

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**Masters in Social Work**, University of New Hampshire, Durham, NH

May 2018

- **Second Year Internship: Winnacunnet High School**, Hampton, NH
  - Provided assessment, crisis intervention, individual and group counseling for at risk youth and families
  - Provided therapeutic support in a coordinated team of stakeholders for diverse group of students
  - Participated in weekly community group class for students identified with emotional disabilities
- **First Year Internship: Future In Sight**, Concord, NH
  - Initial intake assessment case manager; provided in-home based intake services
  - Monthly peer support group facilitator & individual adjustment counselor
  - Coordinated and facilitated outdoor adventure series with visually impaired youth

• **Study Abroad: International Social Work & Social Welfare Policy**, Dublin, Ireland

Summer 2013

**Bachelor of Science in Social Work & Minor in Spanish**, University of New Hampshire, Durham, NH

May 2013

- **Senior Year Social Work Internship: Veterans Affairs Medical Center**, Manchester, NH
  - Conducted initial intake assessments with aging Veterans requesting in-home services
  - Co-facilitated substance abuse and recovery peer-support group

## License Eligible in New Hampshire

## CERTIFICATIONS

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CPR and First Aid Certification

April 2018

Trauma-Focused Cognitive Behavioral Therapy Certification

December 2017

Department of Defense Sexual Assault Advocate Certification Program

December 2016

- *D-SAACP Advocate Level 1 20 hour Recertification*: Active ID: AS-7849-4371
- *D-SAACP Advocate Level 1*: Initial 40 hour Victims Advocate Certification

September 2014

## WORK EXPERIENCE & ADDITIONAL DUTIES

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**United States Air Force**, Pease Air National Guard Base, Newington, NH

September 2011- Present

*Emergency Management Certified Command Post Controller*

November 2014 - Present

- Provides command, control, communications, and information support throughout the full spectrum of operations to include peacetime, emergency and disaster situations, crisis, contingency and war
- Disseminates time sensitive critical information to senior leaders and support agencies
- Performs command and control actions to aid Homeland Security, National Defense, and Air Force operations
- Facilitates command and control in support of the Installation Emergency Management Program
- Coordinates actions to ensure prompt response during emergency management operations including immediate mobilization of resources and participation of agencies and organizations
- Relays command and control instructions for diversion, recall, evacuation, recovery, and reconstitution of forces
- Maintains certification in Emergency Action Procedures by passing a monthly closed book test of 90% or higher
- Demonstrates reliability as assistant Command Post training manager; helps maintain continuous certification
- Advises Commander of recommended command and control actions during operational and exercise events



- Volunteer Base Victim's Advocate* September 2014 – Present
- Representative of the Air Force's Sexual Assault Prevention and Response (SAPR) Victim Advocate Program
  - Selected by installation Sexual Assault Response Coordinator to provide essential support, liaison services and care to victims of sexual assault
  - Maintains continuous certification by the Defense Department's Sexual Assault Advocate Certification Program
  - Provides real time, around the clock support to help victims identify needs and address any issues that may arise
  - Helps to protect victim from further trauma by preparing them for interviews and examinations as well as ensuring their safety
  - Provides information on available options and resources to assist victims in making informed decisions
  - Accompanies victims to medical, investigative, legal and court proceedings with permission
  - Provides crisis intervention, referral and ongoing nonclinical support

- Supply Materials Handler Mobility Technician* September 2011 – November 2014
- Managed, oversaw, coordinated and implemented the base mobility assets program and function
  - Supervised and trained appointed augmentees to support and sustain initial response and post deployment actions
  - Served as a member of the deployment process working group; lead to reduction of deployment processing time
  - Supported the system administrator to: manage and update mobility bag inventory data by loading, changing, and deleting personnel, kit configurations, locations, lot and contract information, and issued individual stocked items
  - Ensured data integrity and proper accountability was maintained at all times with all base supply accounts
  - Determined storage requirements ensuring arrangement is in accordance with applicable directives and policies
  - Stocked, inventoried, and tracked deployable Mission Readiness Spares Package (MRSP) and mobility bag assets
  - Combined efforts to develop storage plans and organize mobility warehouse to protect valuable assets

## **DEPLOYMENTS**

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- Bilateral Affairs Security Co-Op Task Office Support*, U.S. Embassy, San Salvador, El Salvador July 2018  
*Command Staff Support & Crew Communication Augmentee*, Andrews Air Force Base, Guam June 2016  
*Combat Oriented Supply Operations Journeyman*, Al Udeid Air Base, Qatar March - June 2014

## **CONTINUED PERSONAL DEVELOPMENT & LEADERSHIP EXPERIENCE**

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- New Hampshire NASW Member*, Durham, NH March 2018 - Present  
*Sexual Assault, Prevention & Response Victim Advocate*, Pease ANG Base, Newington, NH September 2014 - Present  
*Volunteer, Multiple Projects*, Pease ANG Base, Newington, NH September 2012 - Present
- Airman Leadership School*, McGee Tyson, TN July - August 2016  
*Airlift/Tanker Association Symposium*, Orlando, FL October 2015  
*Enlisted Leadership Symposium*, Camp Dawson, WV August 2014  
*Phi Alpha Social Work Honor Society*, University of New Hampshire, Durham, NH February 2013 - May 2018  
*Silver Wings Founding Treasurer*, University of New Hampshire, Durham, NH September 2011 - May 2013  
*Community Service Projects*, University of New Hampshire, Durham, NH September 2009 - May 2018  
*AFROTC*, University of New Hampshire, Durham, NH September 2009 - May 2011  
*AFJORTC*, Randolph-Macon Academy, Front Royal, VA September 2006 - May 2009

## **AWARDS & SECURITY CLEARANCE**

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- Distinguished Graduate, Top 10% of Class*, Airman Leadership School, McGee Tyson, TN August 2016  
*Top Secret Security Clearance*, Pease ANG Base, Newington, NH 2015 - Present  
*New Hampshire Air National Guard Airman of the Year*, Pease ANG Base, Newington, NH 2013  
*Logistics Readiness Squadron Airman of the Quarter & Year*, Pease ANG Base, Newington, NH 2013

References Available Upon Request

## **Water and Sewer Abatements**

List for Select Board's meeting January 28, 2019																	
Water / Sewer Department Abatement Requests																	
Name	Location	Amount	Date SB Discussed	Customer attending	Reason for abatement	1st SB Resolution	01.28.19 Resolution										
Abdallaha Akar	22 River Bend Circle	TBD	01.15.19	No*	Possible leak	Tabled*											
Hartmann Oil	Colcord Pond Drive	TBD	10.01.18 & 01.15.19	No*	Possible leak	Tabled*											
Jessica O'Leary	15 South Street	TBD	N/A	Yes	Possible leak	N/A											

\*The customer is unable to attend due to scheduling conflicts, but is hopeful their request will not be tabled again, as select board policy states they are not required to be in attendance.

TOWN OF EXETER  
WATER & SEWER ABATEMENT

Application Date: 1/3/2019

Meeting Date: 1/28/2019

Name: Abdallaha Akar Address: 22 River Bend Circle  
Property Description: Single Family Home

Incident Details:

The owner contacted Water & Sewer in October of 2018 after receiving a high bill.  
A data download was done at the property and a leak appeared present though a leak check revealed nothing obvious.

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 one in ten year abatement for half the water & sewer usage portion above the average usage, the calculated **abatement amount is \$ 85.84** for a **new bill total of \$297.20**.

The **sewer portion** of the bill for the excess usage would be **\$95.92** leaving **\$287.12** due for **water and service fees**.  
The calculation for the **entire excess used** is **\$202.62** leaving **\$180.42** due for the **expected usage** during this billing period.

Supporting Documents Submitted:

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

Select Board Review:

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Approved \$ \_\_\_\_\_

Denied

SB Signature \_\_\_\_\_ SB Signature \_\_\_\_\_

SB Signature \_\_\_\_\_ SB Signature \_\_\_\_\_

SB Signature \_\_\_\_\_

Town of Exeter



Water/Sewer Abatement Request Form

Please Print:

Full Name: ABDALLAH AKAR  
Mailing Address: 22 RIVER Bend CIRCL  
EXETER, NH 03833  
Service/Property Address: \_\_\_\_\_

Today's Date: Jan 3 / 2019  
Account Number: \_\_\_\_\_  
Route Number: \_\_\_\_\_  
Phone Number: 603 778 1786

Utility Abatement Requested for: Water Sewer Water & Sewer  
Date of Bill: 9/28/18 Billing Period from \_\_\_\_\_ to \_\_\_\_\_ Amount of Bill: \$ 323.04  
100

Owner's reason for the abatement request (Please be as specific as possible):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

[Signature]  
Signature of Applicant

Jan 3 / 2019  
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 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= \_\_\_\_\_

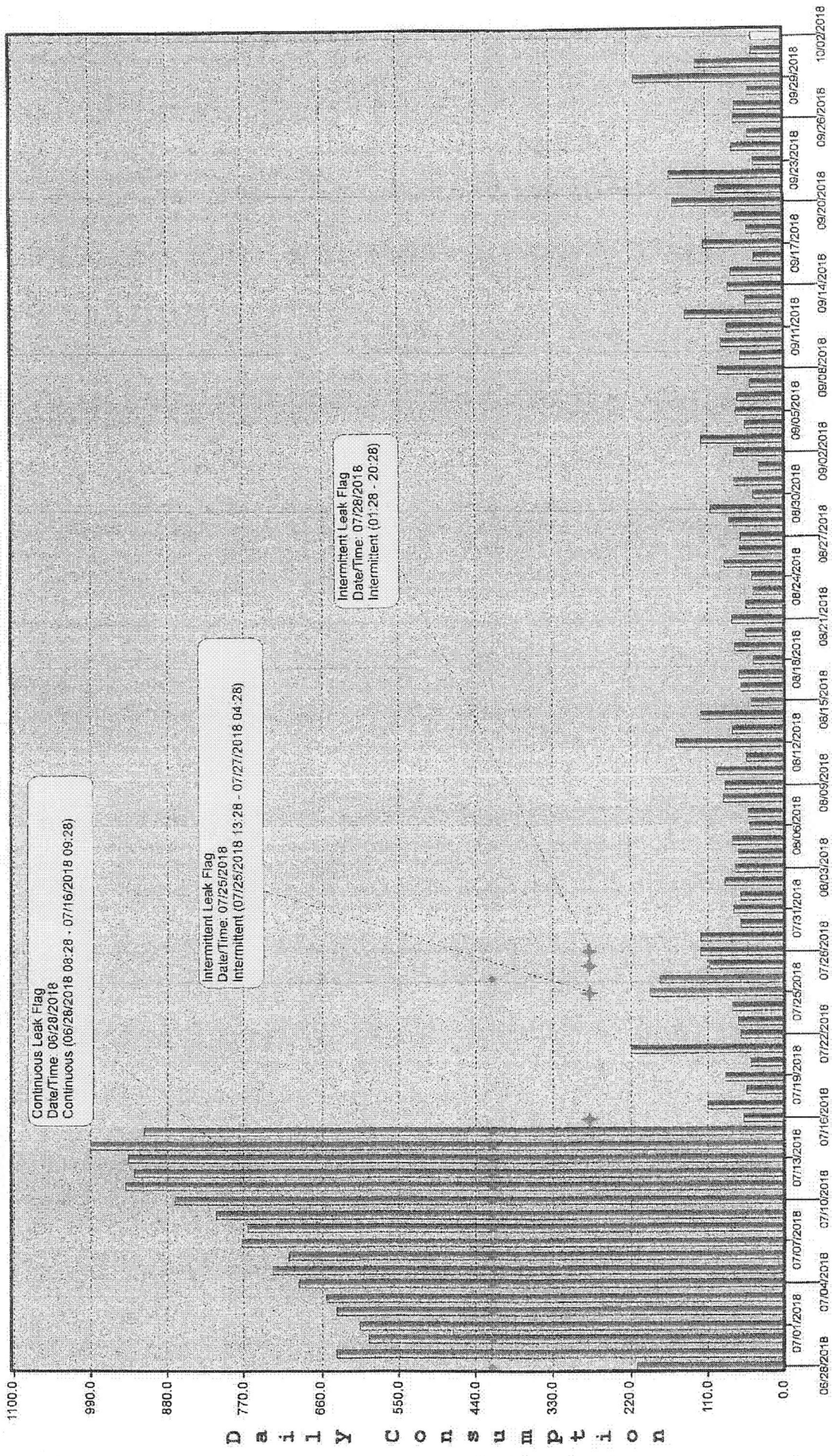
Recommendation: \_\_\_\_\_ Disapprove \_\_\_\_\_ Approve Amount: \$ \_\_\_\_\_  
Approval/Disapproval Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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 \_\_\_\_\_

N\_SIGHT R900 Report  
E-Code: R900 Data Logging Report  
MIU#: 1834777359 Acct: Unknown Mtr #: 1834777359 Addr: 22 RIVER BEND CIRCLE for 06/28/2018 through 10/02/2018, WATER, 5/8" - 1" T-10, GALLONS

◆ Minor Reverse Flow Flag   
 ★ Major Reverse Flow Flag   
 ★ Intermittent Leak Flag   
 ◆ Continuous Leak Flag



Interval (Daily)

N\_SIGHT R900 Repo  
Data Logging Report Daily

MIU ID: 1634777359

Meter Combination: WATER, 5/8" - 1" T-10, GALLONS

Interval Date Range: 06/28/2018 - 10/02/2018

Interval Read Date	Interval Reading	Interval Consumption	Minor Backflow	Major Backflow	Intermittent Leak	Continuous Leak
06/28/2018	117038.4	210.0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
06/29/2018	117504.0	637.6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
06/30/2018	118259.2	592.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
07/01/2018	118834.3	603.4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
07/02/2018	119496.2	637.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
07/03/2018	120146.8	650.8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
07/04/2018	120243.5	689.7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
07/05/2018	121562.1	727.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
07/06/2018	121812.4	704.0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
07/07/2018	123034.0	770.9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
07/08/2018	123462.2	762.4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
07/09/2018	124602.3	808.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
07/10/2018	125286.4	866.7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
07/11/2018	126400.0	937.0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
07/12/2018	127326.3	924.4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
07/13/2018	128254.6	932.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
07/14/2018	129242.0	985.9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
07/15/2018	129430.6	810.9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
07/16/2018	130247.1	57.0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07/17/2018	130265.1	109.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07/18/2018	130410.1	53.7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07/19/2018	130461.9	84.7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07/20/2018	130542.2	47.5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07/21/2018	130760.3	218.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07/22/2018	130823.2	62.8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07/23/2018	130888.9	65.7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07/24/2018	130891.4	73.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07/25/2018	131147.7	191.5	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
07/26/2018	131241.7	177.0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
07/27/2018	131432.2	107.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07/28/2018	131541.4	120.3	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
07/29/2018	131677.5	119.4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07/30/2018	131738.6	61.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07/31/2018	131807.6	71.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08/01/2018	131870.9	61.0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08/02/2018	131871.0	84.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08/03/2018	132025.3	70.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08/04/2018	132065.9	66.7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08/05/2018	132165.2	73.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

N\_SIGHT R900 Repo.  
Data Logging Report Daily

MIU ID: 1834777359

Meter Combination: WATER, 5/8" - 1" T-10, GALLONS

Interval Date Range: 06/28/2018 - 10/02/2018

Interval Read Date	Interval Reading	Interval Consumption	Minor Backflow	Major Backflow	Intermittent Leak	Continuous Leak
08/06/2018	132208.5	49.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08/07/2018	132265.3	50.8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08/08/2018	132349.8	86.7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08/09/2018	132437.0	85.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08/10/2018	132531.1	96.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08/11/2018	132533.4	53.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08/12/2018	132741.7	155.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08/13/2018	132784.3	74.5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08/14/2018	132935.4	119.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08/15/2018	132956.1	47.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08/16/2018	133043.2	62.7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08/17/2018	133107.2	63.6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08/18/2018	133152.7	43.8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08/19/2018	133222.6	69.8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08/20/2018	133222.6	54.4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08/21/2018	133351.8	74.9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08/22/2018	133368.5	53.0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08/23/2018	133448.0	43.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08/24/2018	133469.3	44.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08/25/2018	133492.4	83.6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08/26/2018	133640.2	64.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08/27/2018	133650.3	61.5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08/28/2018	133779.3	77.8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08/29/2018	133840.9	105.8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08/30/2018	133925.3	42.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08/31/2018	133995.8	70.5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09/01/2018	134034.0	36.0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09/02/2018	134105.1	71.0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09/03/2018	134105.1	117.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09/04/2018	134277.5	55.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09/05/2018	134313.7	67.0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09/06/2018	134407.5	65.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09/07/2018	134434.1	47.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09/08/2018	134550.0	93.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09/09/2018	134603.2	60.9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09/10/2018	134698.2	89.4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09/11/2018	134779.9	79.5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09/12/2018	134779.9	139.5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09/13/2018	134970.8	53.8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



N\_SIGHT R900 Repo.  
Data Logging Report Daily

MIU ID: 1834777359

Meter Combination: WATER, 5/8" - 1" T-10, GALLONS

Interval Date Range: 06/28/2018 - 10/02/2018

Interval Read Date	Interval Reading	Interval Consumption	Minor Backflow	Major Backflow	Intermittent Leak	Continuous Leak
09/14/2018	135015.7	78.0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09/15/2018	135126.1	74.9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09/16/2018	135148.9	42.0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09/17/2018	135280.8	112.7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09/18/2018	135321.5	52.0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09/19/2018	135400.8	68.0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09/20/2018	135556.4	155.6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09/21/2018	135556.4	95.6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09/22/2018	135812.5	160.5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09/23/2018	135818.8	41.4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09/24/2018	135926.6	72.7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09/25/2018	135947.3	48.5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09/26/2018	136045.4	70.4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09/27/2018	136111.8	68.5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09/28/2018	136163.8	49.8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09/29/2018	136372.0	209.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09/30/2018	136374.2	124.0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10/01/2018	136537.5	42.6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10/02/2018	136582.9	43.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



# TOWN OF EXETER

13 NEWFIELDS ROAD • EXETER, NH 03833 • www.exeternh.org

1629583.00

## 9:00 Meter Re-read/Leak Check Form

Date: 10/2/18 Meter Tech: [Signature]

Remote Re-read only \_\_\_\_\_ Meter & Remote Re-read \_\_\_\_\_ Leak Check YES

Owner: Abdellaha Akar Address: 22 River Bend Circle

Meter						
Badger	M-15	M-25	M-40	M-70	M-120	Other _____
Neptune	<u>3/4"</u>	1.0"	1.5"	2.0"		Other _____

Current Meter Reading: 1629583.00 Current Remote Reading: 1629583.00

Previous Meter Reading: ~~1629583.00~~ Previous Meter Reading: \_\_\_\_\_

Difference: \_\_\_\_\_ Difference: \_\_\_\_\_

Last Reading Date: 10/2 Days Between Readings: \_\_\_\_\_

Meter Usage GPD: \_\_\_\_\_ Remote Usage GPD: \_\_\_\_\_

Remote Reading Lead or Lag: \_\_\_\_\_ Meter Head Reading by: \_\_\_\_\_

Result of Meter Head Flow Check: Flow  No Flow \_\_\_\_\_

Check Toilets for Leaks: Yes No \_\_\_\_\_ # of Leaks Found: 0

Any Known water lose due to leaks or repairs? What? Yes No

Any Increase or Change in Occupants/Service? What? Yes No

Does Customer have a : Pool \_\_\_\_\_ Lawn Sprinkler \_\_\_\_\_ Garden \_\_\_\_\_ Other NO

Customer called on: \_\_\_\_\_ No Ans: \_\_\_\_\_ Left Message: \_\_\_\_\_  
Customer called on: \_\_\_\_\_ No Ans: \_\_\_\_\_ Left Message: \_\_\_\_\_

White: W/S Office      Yellow: Billing Office      Pink: Customer

TOWN OF EXETER  
WATER & SEWER ABATEMENT

Updated: 01/08/2019

Application Date: 6/29/2018

Meeting Date: 1/28/2019

Name: Hartmann Oil

Address: Colcord Pond Drive

Property Description: Hartmann Oil is a commercial business. The property is owned by Bailey Capital Holdings.

Incident Details:

The Water & Sewer Department received an abatement request in June 2018. The Water & Sewer Department did not go to the property to do any investigation, leak checks, or conduct any data downloading from the meter. The leak was identified by the property owner. Property owner found an underground leak in the bathroom.

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 \$575.73 for a new bill total of \$667.90.

**Update:** This abatement was tabled at the 10/01/2018 meeting. The Water & Sewer Department reached out via email to get repair receipts on 10/31/18 via their customer service email. On 12/19/18 they were contacted by a Hartmann Oil employee requesting an update and learned they had not received the email and that the repair had been done "in house".

On 01/05/2019 the Water & Sewer Department received the requested receipt for parts to document the repair. Per the 10/01/2018 meeting minutes, Ms. Corson wanted to know the sewer portion of the leak, which calculates to an abatement of \$515.35 leaving a balance due of \$728.28.

Supporting Documents Submitted:

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

Select Board Review:

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Approved \$ \_\_\_\_\_

Denied

SB Signature \_\_\_\_\_

SB Signature \_\_\_\_\_

SB Signature \_\_\_\_\_

SB Signature \_\_\_\_\_

SB Signature \_\_\_\_\_

Town of Exeter



Water/Sewer Abatement Request Form

Please Print:

Full Name: Hartmann Oil
Mailing Address: P.O. Box 1068 Exeter NH 03833
Service/Property Address: Calcord Pond Dr Exeter NH 03833

Today's Date:
Account Number:
Route Number:
Phone Number:

Utility Abatement Requested for: Water Sewer Water & Sewer
Date of Bill: 4-18-18 Billing Period from 1-19-18 to 4-18-18 Amount of Bill: \$ 1,243.65

Owner's reason for the abatement request (Please be as specific as possible):
Normal bill are \$2000 per period. This was due to underground leak in the bathroom, not visible to daily use.

Signature of Applicant Date 7-5-18

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 = \$
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

granted abatements in the past, so she was not in favor of not granting them. Ms. Surman said that historically when they've gone against the ordinance, they've been concerned with pipes that were frozen and people have no knowledge, while leaky toilets are much more in the control of the homeowner. She said that she was not in favor of this abatement. Mr. Clement observed that there were nine abatement requests, and as they start granting abatements, more are going to come forward. Revenue needed to run the water department will be lost, and they will dip into the Reserve Fund and then raise rates, until everyone else who uses the service will pay for these abatements.

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

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

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

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

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

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

101118

THANK YOU FOR SHOPPING AT  
ARJAY ACE HARDWARE  
55 LINCOLN STREET  
EXETER, N.H. 03833-3213  
(603) 772-6054

WE ARE GETTING READY FOR SPRING WITH  
SEEDS FERTILIZER, GRILLS, STEHL. ....  
05/16/18 9:21AM TG 554 SALE

4396354 1 EA 13.99 EA N  
FILL VALVE LEAK SENTRY 13.99

SUB-TOTAL: \$ 13.99 TAX: \$ .00  
DISCOUNT: TOTAL: \$ 13.99  
CHARGE AMT: 13.99  
1.40



==>> JRNL#184817 INV#450124 <<==  
CUST NO: 6160  
Customer Copy

YOU SAVED \$ 1.40 BY SHOPPING AT  
ARJAY ACE HARDWARE

*George Drost*  
Name : X \_\_\_\_\_  
GEORGE DROST  
Acct: HARTMANN OIL COMPANY  
Thank you for shopping at Arjay Ace  
Hardware! We value you as a customer  
and will always strive to make your  
shopping experience enjoyable.

TOWN OF EXETER  
WATER & SEWER ABATEMENT

Application Date: 1/15/2019

Meeting Date: 1/28/2019

Name: Jessica O'Leary Address: 15 South Street  
Property Description: Single Family Home- unoccupied at the time of leak and without plumbing

Incident Details:

The new owner contacted Water & Sewer after receiving a high bill.

The owner purchased this property on October 12, 2018 and the property had been unoccupied and was undergoing renovations including replacing all plumbing fixtures.

A data download was done at the property and a leak appeared present from late October 27 – November 16, 2018.

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 one in ten year abatement for half the water & sewer usage portion above the **expected usage**, the calculated **abatement amount is \$ 150.80** for a **new bill total of \$196.15**.

The **sewer portion** of the bill for the excess usage would be **\$142.78** leaving **\$198.98** due for **all water usage, expected sewer usage, and service fees**.

The calculation for the **entire excess used** is **\$301.62** leaving **\$45.33** due for the **expected usage** during this billing period.

Supporting Documents Submitted:

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

Select Board Review:

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Approved \$ \_\_\_\_\_

Denied

SB Signature \_\_\_\_\_

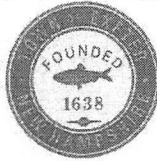
SB Signature \_\_\_\_\_

SB Signature \_\_\_\_\_

SB Signature \_\_\_\_\_

SB Signature \_\_\_\_\_

Town of Exeter



Water/Sewer Abatement Request Form

Please Print:

Full Name: Jessica O'Leary  
Mailing Address: P.O. Box 105  
Plaistow, NH 03865  
Service/Property Address: 15 South St.  
Exeter, NH

Today's Date: 15 Jan 2019  
Account Number: 111105400  
Route Number: \_\_\_\_\_  
Phone Number: 603-247-5600

Utility Abatement Requested for: Water \_\_\_\_\_ Sewer \_\_\_\_\_ Water & Sewer   
Date of Bill: 11-30-18 Billing Period from 10-9-18 to 11-9-18 Amount of Bill: \$ 346.95

Owner's reason for the abatement request (Please be as specific as possible): I purchased this home on Oct. 12, 2018. I did not live in it until 11-30-18 and all plumbing had been disconnected during the period of this bill. Since living in the house, I am averaging approx 40 gal. per day. If there was a water leak in the time frame before I moved in, the water was obviously not going into the sewer system

Signature of Applicant Jessica O'Leary

Date 15 Jan 2019

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.

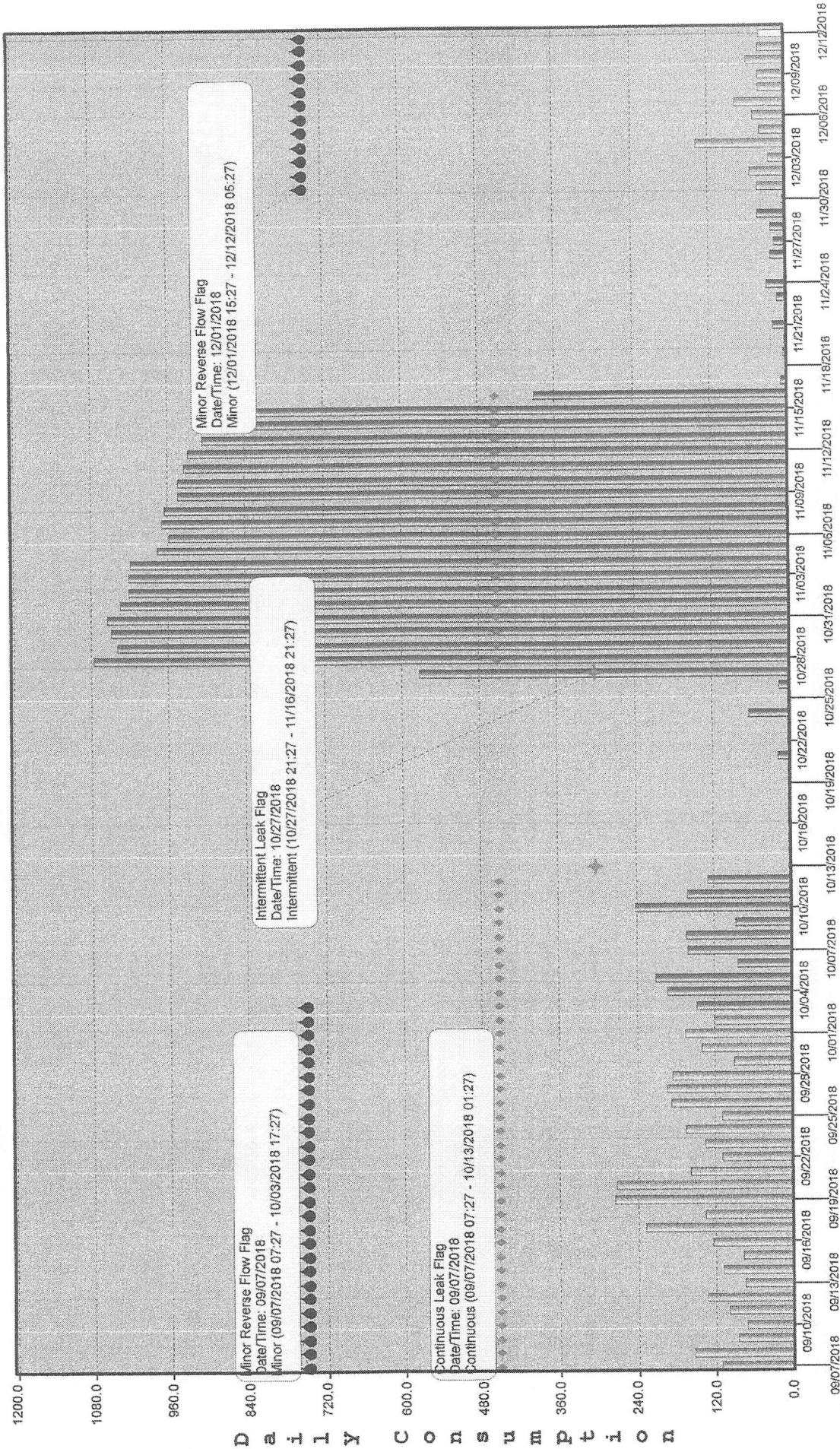
Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_



N\_SIGHT...00 Report  
E-Coder R9001 Data Logging Report  
MIU#: 1834747805 Acct: Unknown Mtr #: 1834747805 Addr: 15 SOUTH STREET for 09/07/2018 through 12/12/2018, WATER, 5/8" - 1" T-10, GALLONS

- Minor Reverse Flow Flag
- ★ Major Reverse Flow Flag
- ◆ Intermittent Leak Flag
- ◆ Continuous Leak Flag



Interval (Daily)

\*All time intervals are represented in standard time.

N\_SIGHT R900 Rep  
Data Logging Report Daily

MIU ID: 1834747805

Meter Combination: WATER, 5/8" - 1" T-10, GALLONS

Interval Date Range: 09/07/2018 - 12/12/2018

Interval Read Date	Interval Reading	Interval Consumption	Minor Backflow	Major Backflow	Intermittent Leak	Continuous Leak
10/16/2018	298767.8	1.4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10/17/2018	298770.8	1.6	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10/18/2018	298771.4	2.2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10/19/2018	298774.5	1.5	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10/20/2018	298775.7	1.4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10/21/2018	298794.4	18.5	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10/22/2018	298795.7	1.4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10/23/2018	298795.8	1.4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10/24/2018	298860.0	62.8	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10/25/2018	298860.6	1.4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10/26/2018	298877.5	16.1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10/27/2018	299227.0	569.9	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10/28/2018	300473.8	1071.4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10/29/2018	301510.3	1034.9	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10/30/2018	301640.6	1045.5	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10/31/2018	303212.8	1051.1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11/01/2018	304639.6	1032.1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11/02/2018	305574.4	1018.9	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11/03/2018	306677.0	1018.2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11/04/2018	307693.0	1015.2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11/05/2018	307901.4	972.9	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11/06/2018	309623.3	955.7	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11/07/2018	310105.7	965.2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11/08/2018	311550.4	961.5	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11/09/2018	312298.0	942.6	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11/10/2018	313434.3	940.6	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11/11/2018	314367.2	932.6	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11/12/2018	314444.5	925.3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11/13/2018	316197.9	904.1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11/14/2018	316534.8	901.7	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11/15/2018	318010.6	912.0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11/16/2018	318438.8	389.9	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11/17/2018	318447.3	8.5	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11/18/2018	318447.5	0.2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11/19/2018	318451.4	3.9	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11/20/2018	318453.8	2.4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11/21/2018	318453.8	19.3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11/22/2018	318473.1	0.0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11/23/2018	318479.5	12.7	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



# TOWN OF EXETER

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## Meter Re-read/Leak Check Form

Date: 12/12/18 Meter Tech: Ed Bugbee

Remote Re-read only \_\_\_\_\_ Meter & Remote Re-read  Leak Check

Owner: Jessica O'Leary Address: 15 South St.

Meter  
Badger M-15 M-25 M-40 M-70 M-120 Other \_\_\_\_\_  
Neptune 3/4" 1.0" 1.5" 2.0" Other \_\_\_\_\_

*Please call upon completion  
E. Bugbee  
1-603-247-5600*

Current Meter Reading: \_\_\_\_\_ Current Remote Reading: 319,272  
 Previous Meter Reading: \_\_\_\_\_ Previous Meter Reading: 318,440 (11.19.18)  
 Difference: \_\_\_\_\_ Difference: 832  
 Last Reading Date: \_\_\_\_\_ Days Between Readings: 23  
 Meter Usage GPD: \_\_\_\_\_ Remote Usage GPD: 36  
 Remote Reading Lead or Lag: \_\_\_\_\_ Meter Head Reading by: E. Bugbee

Result of Meter Head Flow Check: Flow \_\_\_\_\_ No Flow   
 Check Toilets for Leaks: (1) Yes  No  # of Leaks Found: 0  
 Any Known water loss due to leaks or repairs? What? Yes  No   
All brand new fixtures & appliances

Any Increase or Change in Occupants/Service? What? Yes  No   
Just bought Residence

Does Customer have a :  Pool  Lawn Sprinkler  Garden  Other

Customer called on: \_\_\_\_\_ No Ans: \_\_\_\_\_ Left Message: \_\_\_\_\_  
 Customer called on: \_\_\_\_\_ No Ans: \_\_\_\_\_ Left Message: \_\_\_\_\_

White: W/S Office      Yellow: Billing Office      Pink: Customer

## Minutes

Select Board Meeting  
Tuesday January 15, 2019  
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 6:36 PM.

2. Non Public Session - RSA 91-A 3IIa

**MOTION:** Ms. Corson moved to go into non public session under RSA 91-A 3IIa, Employee Compensation. Mr. Clement seconded. By a roll call vote, all were in favor, and the board went into non public session at 6:38 PM.

3. Board Interviews - Human Services Funding Committee - 6:50 PM. No interview was done this evening for a proposed candidate.

The meeting reconvened at 7:08 PM.

4. Water-Sewer Abatement Requests

- a. There were no owners present, so this item was postponed.

5. Public Comment

- a. There was no public comment at this meeting.

6. Proclamations/Recognitions

- a. There were no Proclamations/Recognitions at this meeting.

7. Approval of Minutes

- a. Regular Meeting: January 7th, 2019

**MOTION:** Ms. Surman moved to approve the minutes of January 7th, 2019 as written. Ms. Cowan seconded. All were in favor.

8. Appointments

- a. There were no appointments at this meeting.

9. Discussion/Action Items

- a. Public Hearing: FY19 Bonds, FY19 Operating and Default Budget, and FY19 Warrant Articles

**MOTION:** Mr. Clement moved to open public hearing town of Exeter 2019 bonds. Ms. Surman seconded. All were in favor.

Mr. Dean discussed the bond articles on the ballot for FY19, starting with Exeter Public Library renovations and repairs. He read the text of Article 6: *"To see if the Town will vote to raise and appropriate the sum of four million five hundred five thousand eight hundred and eighty five dollars (\$4,505,885) for the design and construction of renovations and repairs, including furniture, fixtures, replacement of the HVAC system, and equipment, of the Exeter Public Library, and to authorize the issuance of not more than \$4,505,885 of bonds or notes in accordance with the provisions of the Municipal Finance Act (RSA 33); and further to authorize*

*the Select Board to issue and negotiate such bonds or notes and to determine the rate of interest thereon. Debt service will be paid from the general fund. (Estimated Tax Impact: assuming 15 year bond at 2.93% interest: .21/1,000, \$21.18/100,000 value, \$63.55/300,000 value). Bond payments would begin approximately one year after issuance.”*

Ms. Gilman said this article is similar to what was proposed last year, but the library was asked to plan differently, and they came up with a design that costs less, uses the space more efficiently, and addresses the issues. Mr. Clement emphasized that this was similar but not the same plan as last year. It does not add as much square footage and doesn't change the footprint of the existing building.

Mr. Clement asked whether there will be any library closures if the article passes. Ms. Godino said no, they are hoping to limit it to partial closures, for example closing the children's room when they move the books.

Ms. Corson said that the article says "value," but it would be more clear to say "assessed property value." Mr. Dean said he can change that. He mentioned that there is a 51.5 cent impact if all warrant articles were approved. There is a \$7.25/1000 tax rate now; with the Budget and all articles combined, the impact would be \$7.48 total. Mr. Dean added that the five or six "individual" warrant articles do not require a tax impact, since the statute does not apply to this type of article

Paul Royal of 3 Pumpkin Circle asked if the value section of the articles is finalized, because he felt including the \$300,000 value doesn't make it any simpler. Ms. Gilman said all three values will be there. Ms. Cowan asked if they could take out the \$300,000 value without facing a suit, and added that if she were a voter, she wouldn't know what this means. Mr. Dean said the article was binding, but not the entire article. Counsel's feedback was that the second piece of the article, specifying the median home value, went beyond the RSA, which says the Select Board determines how this information is conveyed. Ms. Cowan wanted to put in only \$1,000 and \$100,000, for simplicity. She pointed out that \$300,000 is not the median price of a home anyway.

**MOTION:** Ms. Corson moved that on articles showing the tax impact, they specify only tax impact per \$1,000 and \$100,000, and say "assessed property value." Ms. Cowan seconded. Mr. Clement asked Ms. Corson to read the proposed line, and she said "Estimated tax impact assuming a 15 year bond at 2.93% interest: 21 cents per 1,000, \$21.18 per \$100,000 of assessed property value." All were in favor.

**MOTION:** Mr. Clement moved to recommend Article 6, Exeter Public Library renovations and repairs, as amended. Ms. Corson seconded. All were in favor.

Mr. Dean then read Article 7, Recreation Park Design/Engineering: *"To see if the Town will vote to raise and appropriate the sum of two hundred and fifty thousand dollars (\$250,000) for the purpose of creating final design and engineering plans for the Recreation Park Development Project. This project will include community input, surveying, and preliminary design of the Recreation Park followed by a final design proposal supported by the Recreation Advisory Board. Included will be construction documentation to initiate a multi-phased renovation and expansion of the Recreation Park at 4 Hampton Road, and authorize the issuance of not more than (\$250,000) of bonds or notes in accordance with the provisions of*



*Municipal Finance Act (RSA 33), and authorize the Select Board to issue and negotiate such bonds or notes and determine the rate of interest thereon. Debt service will be paid from the general fund. (Estimated Tax Impact: assuming 5 year bond at 2.22% interest: .03/1,000, \$3.05/100,000 value, \$9.14/300,000 value). Bond payments would begin approximately one year after issuance."*

Ms. Gilman said that there was a similar warrant article last year that did not pass, and they had asked the department to come back with a phased approach to the project. Greg Bisson, the Director of Parks and Rec, said that they have discussed this project since 2014, beginning with the UNH needs assessment. This is the conceptual design agreed upon by stakeholders. Article 7 will create a multiphase plan to move the park forward. The article failed last year; this year, they are being fiscally responsible by taking steps to build it correctly. He added that the Rec Advisory board supports this approach.

Stephanie Papakonstantis, the Chair of the Rec Advisory Board, spoke about the project. She emphasized that they are not starting from square one; last year's project is the plan. They listened to the voters and the Select Board and have come up with a phased approach. They can't just redo Planet Playground, they need to determine where to put it. This approach is fiscally responsible and gives them the opportunity to solicit funds with a master plan.

Ms. Cowan said that the Rec summer camp program is great, but hard to get into, and wondered if this project would address expanding that program. Mr. Bisson said that the problems will not go away. They expanded the summer camp this year, but still had to hire a detail officer to manage the parking lot on sign-up day. This study will address their options to expand and maximize the full acreage.

Mr. Clement said that he still wanted to get a better idea of the scope of services involved. Mr. Dean said that the scope of services not set in stone; they're just trying to get at a scope. Ms. Papakonstantis added that \$250,000 is not a lot of money for project development. Someone from Exeter is donating their time to do this project at a lesser cost. Ms. Corson appreciated that someone is donating their services, but said there could be other candidates, and Ms. Papakonstantis replied they will be putting it out to bid.

Niko Papakonstantis, the Chair of the Budget Recommendations Committee, said that when this project brought before the BRC three years ago, it was not recommended by a majority. Rec brought it back last year, and the BRC unanimously recommended it. It went on the ballot as a Citizen's Petition, but he felt it should have gone on as the Warrant Article presented to the BRC. This year, Parks and Rec put together a Rec Advisory Committee, which is a great step. The voters did speak last year; the best approach is in phases. The Board should consider voting to recommend this to the voters. Mr. Clement said that although Mr. Bisson had tried to address his concerns, the scope is still unclear.

**MOTION:** Ms. Corson moved to recommend Article 7, Recreation Park Design/Engineering, to go on the warrant. Ms. Surman seconded. Ms. Cowan, Ms. Corson, Ms. Gilman, and Ms. Surman voted yay. Mr. Clement voted nay and the motion passed 4-1-0.

Mr. Dean next read Article 8, on Salem Street Water/Sewer/Drainage Improvements. *"To see if the town will vote to raise and appropriate the sum of three hundred twenty-five thousand and zero dollars (\$325,000) for the purpose of design and engineering costs for utility*

*improvements including water, sewer, roads and drainage in the Summer/Salem Street, Park Street, and Warren Avenue areas, and authorize the issuance of not more than (\$325,000) of bonds or notes in accordance with the provisions of Municipal Finance Act (RSA 33), and authorize the Select Board to issue and negotiate such bonds or notes and determine the rate of interest thereon. Debt service to be shared by the water, sewer and general funds. (Estimated Tax Impact: assuming 5 year bond at 2.22% interest: .0004/1,000, \$0.37/100,000 value, \$1.10/300,000 value). Bond payments would begin approximately one year after issuance.”*

Mr. Dean added that the General Fund portion of this project is only \$30,000.

**MOTION:** Ms. Corson moved to recommend Article 8, Salem Street Water/Sewer/Drainage Improvements. Mr. Clement seconded. All were in favor.

**MOTION:** Mr. Clement moved to close the public hearing on 2019 Town of Exeter Bonds. Ms. Surman seconded. All were in favor.

**MOTION:** Mr. Clement moved to open the public hearing on 2019 Budget and other warrant articles. Ms. Surman seconded. All were in favor.

Mr. Dean introduced Articles 10,11, and 12 on the Town Warrant. Article 10 is the General Fund operating budget, Article 11 is the Water Fund budget, and Article 12 is the Sewer budget. He said that the town budget goes into development in the summer. In September, the original request and Capital Improvement requests are turned over to the Select Board and BRC. In October the town gets a new health insurance rating, and the budget is adjusted. In October/November the BRC and subcommittees meet with the department heads to understand the requests. Minutes and streamed meetings for all BRC sessions are available online. In December, the Select Board receives the recommendations of the BRC. Warrant articles will be discussed in the Deliberative Session on Saturday Feb 2nd. Tuesday March 12th is voting day for all town and school articles.

Mr. Dean stated that each of the three operating budgets has its own default budget, which goes into effect if voters do not approve. Bonds are separate on the warrant. The budget forms are the MS636 state form for the operating budget and the MSDTB for the default budget.

Mr. Dean read Article 10 on the 2019 operating budget, adding that the language is prescribed by RSA 40:13. *“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 \$19,073,391. Should this article be defeated, the default budget shall be \$18,941,637, 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. (Estimated Tax Impact: .02/1,000, \$2.00/100,000 value, \$6.00/300,000 value).”*

Mr. Dean added that the impact was estimated at 15 cents but is now down to 2 cents. This will now go to a drop which he will explain further. \$19,073,391 is a 2.29% increase, or \$426,747, over the FY18 approved budget of \$18,646,644. This is 1.03% over the adjusted



FY18 budget of \$18,836,060, which included the Police Collective Bargaining agreement, the Engine 4 replacement, and the DPW loader.

Mr. Dean stated that the largest three town departments are Fire, EMS, and Public Works, which comprise 68% of total budget. In employee wages, there will be a step adjustment for non union full and part time employees of 2.23% on July 1st, which is included. A Police union contract was included in the 2018 approved budget. DPW and Fire have 3 year contracts on the 2019 Town Warrant as separate articles. In benefits, there is a health insurance increase of 6.9%. There are a few personnel requests, which combined represent 2.2 FTE: a Town Clerk assistant, HR/Benefits/IT support, and a Fire Department admin assistant, as well as a part time to full time increase for the Parks/Rec office manager.

In expenses, there was a decrease in the Select Board budget of \$5,044 due to a sign replacement in 2018. There's an expense for a Town Clerk PT assistant, and a reduction in the Record Retention line of \$19,000 to reflect a completed project. There was an Elections reduction of \$7,106 due to fewer elections in 2019. There is an Assessing Postage increase for the 2019 property revaluation. Economic Development requested \$1,000 for intern hours.

There's an increase of \$7,000 in Police staff overtime for additional cases. There's a reduction of \$14,000 in the Equipment purchase line, due to radar equipment purchased in 2018, there's not as much this year. There's a Communications reduction of \$29,543. There's a Solid Waste increase due to tipping/disposal contractual increases with Waste Management and recycling market volatility. The default budget doesn't include this but it must be paid. Mr. Clement asked how much more is the recycling contract increase, and Mr. Dean responded \$78 per ton in the contract but going up to \$100.30 per ton. The budget number has not changed yet. There's a brush dump grinding increase, which is offset by additional fee permit revenue and a blue bag fees increase. There's a Welfare budget increase of 20.6%, to \$29,909, which is offset by outside revenue sources, so there's no net impact. The streetlight budget is increasing by \$20,340. They will replace 695 lights with LED lighting, which is a separate article; they will save \$30,000 a year for a 5 year payback. Primex offered the town a worker's comp "premium holiday," which results in \$115,000 budget savings in 2019.

On the revenue side, there's an increase in the Motor Vehicle Permit estimate from \$2,850,000 to \$3,025,000. Increased income from departments move the projected revenue from \$870,000 to \$1,000,000. There's an increase in the EMS fund transfer from \$184,989 to \$220,857. They recommend using the \$116,090 in excess proceeds from the Court Street Bridge project towards the principal payment of the Court Street Bond. A Land Use Change tax realized in Nov 2018 brought in \$300,000 from the Epping Road TIFF Road project. They're using a Fund Balance of \$600,000 to lower the tax rate. Total revenues applicable to budget are \$7,394,936. Total taxes to be raised are \$11,678,455. Last year, \$11,875,246 (\$12,193,059 including warrant articles). Budget as presented represents an 11 cents per thousand drop in the tax rate, \$6.78 vs \$6.67 in FY19. Mr. Dean then discussed the percentage changes for each category of the General budget, for a total of a 2.17% increase.

Mr. Dean then spoke about the default budget, which goes into effect if the operating budget is not approved. This is defined by RSA 40:13, and the definition was amended by the state legislature in 2018. The default budget for FY19 is \$18,947,631, which does not include the solid waste contract increase. This figure is \$131,754 less than the proposed budget.

The operating budget tax impact is \$6.67/1,000. The default budget tax impact is \$6.60/1000. The Overlay and Veterans Credits add 30 cents to the final rate, for \$6.97/1,000. The math is based on Sept 2018 values, which are undergoing revaluation, so there could be value increases in 2019.

Ms. Cowan asked if there is actually an 11 cent tax cut in the 2019 budget. Mr. Dean said to get to the tax impact, they took last year's budget article, \$18,646,644, and last year's revenues, and backed out the warrant articles: the police bargaining agreement, the loader, those had to come out. Then they accounted for changes in revenue in 2019. If they consider that revenue offsets the budget, there will be an 11 cent tax rate cut. The total estimated rate is \$7.48 with all warrant articles approved. The rate impact is 50 cents with all warrant articles, but the additional revenue offsets the increase.

Ms. Gilman asked if they could change the budget for Transportation Services to draw from the Transportation Fund. Mr. Dean said that \$10,000 of the COAST budget comes from the General Government budget, but they could cover that from the Transportation Fund. Ms. Chester stated that this is line item 119. Mr. Clement wanted to make the line item \$1, rather than zeroing it out.

**MOTION:** Mr. Clement moved that HR line item 0141550115110, Salary and Wages, with the amount of \$19,515 for a new hire, be reduced to zero. Ms. Surman seconded. Ms. Surman and Mr. Clement voted yay. Ms. Cowan, Ms. Corson, and Ms. Gilman voted nay, and the motion failed 2-3-0.

**MOTION:** Mr. Clement moved that line item 01414001511200 in the Town Clerk's budget be reduced by \$16,568 to zero. Ms. Surman seconded. Ms. Surman, Ms. Corson, Mr. Clement, Ms. Gilman voted yay. Ms. Cowan voted nay, and the motion passed 4-1-0.

**MOTION:** Mr. Clement moved that line item 01465203071200, part time wages for interns and recording secretary, be reduced by \$3,000. Ms. Surman seconded. Ms. Cowan said she believes in paying interns. Mr. Clement questioned what the intern had contributed. Mr. Dean said the intern had put in a lot of hours and created a 115 page draft of the economic development strategic plan. Mr. Clement and Ms. Surman voted yay. Ms. Cowan, Ms. Gilman, and Ms. Corson voted nay, and the motion failed 2-3-0.

**MOTION:** Mr. Clement moved to remove \$3,000 from the Economic Development Consulting Services line item. Ms. Surman seconded. Mr. Dean said that this account is used if the Economic Development office has a proposal out or for an opinion of cost/appraisal, based on the situation. It's a placeholder; they didn't spend it all in 2018, but given the track record they will spend something. It's market-driven. If there are no funds to do it, they get stuck. Mr. Clement felt that they have in-house personnel to do this work. Ms. Corson said they can't do appraisals. Mr. Clement responded that the developer should do appraisals. Mr. Dean said that the town would end up paying for it anyway as it is outside the scope of the base assessing services contract. Ms. Surman and Mr. Clement voted yay. Ms. Corson, Ms. Cowan, and Ms. Gilman voted nay, and the motion failed 2-3-0.

**MOTION:** Mr. Clement moved to reduce line item 0142210501110, salary and wages, for the part time clerk for the Fire Department, by \$10,648. Ms. Surman seconded. Mr. Clement voted yay. Ms. Corson, Ms. Cowan, Ms. Surman, and Ms. Gilman voted nay, and the motion failed 1-4-0.

**MOTION:** Mr. Clement moved to reduce DPW line item 01431106065203, Contractual Services for cleaning, from \$26,000 to zero. Ms. Surman seconded. Mr. Clement and Ms. Surman voted yay. Ms. Corson, Ms. Cowan, and Ms. Gilman voted nay, and the motion failed 2-3-0.

Mr. Clement said asked about the new budget for waste disposal. Jennifer Perry, the Public Works director, said that the recycling fee was projected to be \$81/ton, but Waste Management will be charging \$100.30/ton. They recycle 128 tons/month, for an extra yearly cost of \$29,645. She mentioned a potential reduction of \$7,400/year if they removed the performance bond with Waste Management, since she doesn't see them going out of business. They could also remove glass from recycling, since that is the heaviest component; the cost would then go down to \$85.67/ton. Mr. Clement said he doesn't want to take a step backwards on recycling. Mr. Dean said there is a Warrant Article on LED lighting; should that article pass, they will see savings in the DPW streetlight line. The Snow and Ice budget could be lower. Ms. Corson said they'd have to work up to removing glass. Mr. Dean said that \$22,243 would be added to the budget in the solid waste disposal line item. He is concerned about the default budget, which can't accommodate the solid waste increase. Mr. Clement said that they budget \$940,000 for Waste Management, but it needed to be adjusted by adding \$22,000.

**MOTION:** Mr. Clement moved to increase line item 01432306045834 to \$962,000. Ms. Surman seconded. All were in favor.

**MOTION:** Mr. Clement moved to reduce line 01452008021210, Park Department wages temp, by \$8200 to \$11,000. Ms. Surman seconded. Mr. Bisson said this is not just a summer position, they need help from May to the end of September. Grass grows 20 - 30% more in the spring, and they'll be playing catch-up on leaf pickup from last year. Municipal buildings need to be mowed for safety. Ms. Gilman asked if adding the two positions changes Contracting Services. Mr. Bisson said yes, but other services went up, such as fertilizer, mulch, and overseeding. Ms. Corson, Mr. Clement, and Ms. Surman voted yay. Ms. Gilman and Ms. Cowan voted nay, and the motion passed 3-2-0.

Ms. Surman said that she would like to increase Human Services by \$1,400 to donate to the NHSPCA in Stratham. The town contributed to the shelter for over 20 years, but the donation was taken out of the budget several years ago. It's a nominal amount of money and it's important to support them. She added that the NHSPCA works with Exeter's Police Department.

**MOTION:** Ms. Surman moved to add \$1,400 to the Human Services line item, increasing it to \$108,025. Mr. Clement seconded. Ms. Gilman said they had set a policy and a charge that this motion would be going against. If they pass this, she wondered whether other non Human Services agencies will ask for funds next year. Mr. Clement and Ms. Surman voted yay. Ms. Gilman, Ms. Cowan, and Ms. Corson voted nay, and the motion failed 2-3-0.

**MOTION:** Ms. Gilman moved to reduce the Transportation line item 01419901195574 to \$1. Ms. Corson seconded. Mr. Dean said that the COAST assessment would be paid from the Transportation Fund. Ms. Gilman, Ms. Cowan, Ms. Corson, and Mr. Clement voted yay. Ms. Surman voted nay, and the motion passed 4-1-0.

Ms. Gilman said there is an opportunity for the HDC to get a state grant to create a preservation plan, for which the town must provide matching funds. The state wants towns to have this plan to go with the statewide preservation plan, which celebrates history with an eye towards tourism. This is also a goal of the master plan. It would be a 40/60 match, with \$7,500 coming from the town.

**MOTION:** Ms. Gilman moved to add \$7,500 to line item 01419103045022 for HDC grant matching. Ms. Cowan seconded. Ms. Gilman, Ms. Cowan, Ms. Corson, and Mr. Clement voted yay. Ms. Surman voted nay and the motion passed 4-1-0.

Ms. Chester stated that the new operating budget total was \$19,161,339. Ms. Corson said that they subtracted \$27,000 and added \$22,000, so it should be \$5,000 less, not more, and Ms. Chester took another look at the revisions.

Mr. Dean read Article 11, on the Water Budget: *“Shall the Town of Exeter raise and appropriate as a water 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 \$3,253,033. Should this article be defeated, the water default budget shall be \$3,294,537 which is the same as last year, with certain adjustments required by previous action of the Town of Exeter or by law.”*

Mr. Dean stated that the FY19 proposed budget is \$3,253,033, a 3.22% decrease over FY18 budget. The Default budget is higher, since FY19 is a 1.99% decrease over FY18. The Enterprise Fund is used to operate and maintain water systems. There’s a property insurance decrease of \$29,267. Water billing increased by \$7,793, or 5%. There’s an increase of PT billing clerk hours from 16 to 24 hours per week, with the cost shared by the Sewer Fund. Water distribution decreased by \$31,446, a 3.8% reduction. There was a \$60,448 decrease in the Contract Maintenance line for the water tank contracts with Suez. The contracts are frontloaded, they rehabilitate the tanks first, then maintain them. There’s an increase of \$5,000 in Metering and Backflow, and \$17,500 for the Stadium Well rehabilitation. There’s a Water Treatment decrease of \$58,000, due to the one-time expense of the Groundwater Plant basin/lagoon cleaning of \$44,000 in 2018 being eliminated from the 2019 budget. The Consulting budget is reduced by \$15,000. Electricity is reduced by \$13,525. Debt service is reduced by \$57,137, or 5.1%, due to retirement of debt. Capital outlay has increased by \$54,419, or 87.4%.

**MOTION:** Ms. Corson moved to recommend Article 11, the 2019 Water Budget, to the town warrant. Mr. Clement seconded. All were in favor.

Mr. Dean read Article 12, on the Sewer budget: *“Shall the Town of Exeter raise and appropriate as a sewer 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 \$2,817,866. Should this article be defeated, the default budget shall be \$2,462,004 which is the same as last year, with certain adjustments required by previous action of the Town of Exeter or by law."*

Mr. Dean said that there is a property insurance decrease of \$29,280, due to an updated property assessment. Sewer billing increased by \$4,993, for the part time billing clerk shared by the Water Fund. Sewer Collection decreased by \$498. Sewer Treatment had an increase of \$372,264, or 67.8%, for the new Water Treatment Plant, for solids handling, electricity, and chemicals. Debt service was reduced by \$93,109 or 13.9%. Capital Outlay had a decrease of \$30,271, or 22.1%. The FY19 Proposed budget is \$2,817,866, a 9.73% increase; FY19 Default \$2,463,004, a 4.13% decrease from FY18. The sewer rates capture more revenue than expenses. Mr. Clement said that the electricity costs double at the new plant, and asked if there is room for a solar array to defray electrical costs. Ms. Gilman said there's probably not room for something substantial, and the building was not oriented with that in mind, but it's something to look at.

**MOTION:** Ms. Corson recommended Article 12, Sewer Budget, to the 2019 warrant. Ms. Cowan seconded. All were in favor.

Ms. Chester stated that the revised operating budget number is \$19,066,857.

**MOTION:** Ms. Corson moved Article 10, the 2019 operating budget, as amended, to \$19,066,857 for the Town Warrant. Mr. Clement seconded. Ms. Surman voted nay and the motion passed 4-1-0.

Ms. Gilman moved on to Article 13, the Fire Collective Bargaining Agreement. Mr. Dean corrected some of the numbers from the article as written: the FY20 Salary/Benefits would increase \$25,250, not \$50,822. FY21, 16,544, not \$34,364. The health premium savings is \$6,100 in FY 20 and FY21. This is a three year agreement with the firefighters, and they're looking for \$22,066 to cover first year. There's a step of 2.5% in first year, a step and a 1% COLA in the second year, and a step of 2.5% in the third year. There have been a clarification of personal leave and new language about floating shifts for firefighters. He mentioned that this is one of the individual warrant articles with no tax impact listed.

**MOTION:** Mr. Clement moved to recommend Article 13 as amended to indicate that FY20 is now \$25,250 and health premium savings \$6,100; FY 21 is \$16,544 and health premium savings is \$6,100. Ms. Surman seconded. All were in favor.

Mr. Dean moved on to Article 14, the SEIU Collective Bargaining Agreement. This is also a three year agreement, with a slot and a step in the first year, a step and a 1% COLA in the second year, and a step and a 1% COLA in the third year. Some of this comes from the General Fund, and some from Water and Sewer Funds. They will drop the Blue Choice plan for health insurance and migrate to Access Blue New England, which results in a cost savings for the town. He felt that this is an equitable agreement.

**MOTION:** Mr. Clement moved to recommend Article 14, the SEIU Collective Bargaining Agreement. Ms. Corson seconded. All were in favor.

Mr. Dean moved on to Article 15, the Epping Road Sidewalk Extension TAP Grant. Mr. Sharples said there were no updates on whether they got the grant. Mr. Dean suggested that they have a special meeting to determine how to proceed when they hear back. The warrant needs to be posted by Jan 28th. Mr. Clement pointed out that the article contained the language "This article will not become effective unless the NHDOT grant is awarded to the town."

**MOTION:** Mr. Clement moved that for Article 16, \$40,000 to be added to the Sidewalk and Capital Reserve Fund. Ms. Cowan seconded. All were in favor.

**MOTION:** Mr. Clement moved to recommend Article 16 as amended. Ms. Surman seconded. All were in favor.

**MOTION:** Ms. Corson moved to recommend the Article 15 Epping Road Sidewalk Extension TAP Grant Project. Ms. Cowan seconded. All were in favor.

Ms. Gilman moved on to Article 17, Replace Streetlights with LED Streetlights. She said there has been a lot of research done on this by the Energy Committee and DPW, and there's nothing bad about this. They will be replacing all 695 streetlights. The current ones have very little time left. The new lights will last 30 years, and will pay for themselves within 5 years.

**MOTION:** Ms. Gilman moved to recommend Article 17, Replace Streetlights with LED Streetlights. Ms. Cowan seconded. Mr. Clement asked if the exact number of lights must be in the article; Ms. Gilman said she wanted to show they were replacing all the lights. Mr. Clement pointed out that the Academy pays for some lights, so they're not replacing every streetlight in town. Mr. Dean said they did a recent inventory and that was the number, but it's unaudited. He suggested they could add "approximately" to the article. All were in favor.

Mr. Dean read Article 18, Hook Lift Truck: *"To see if the Town will vote to authorize the Select Board to enter into a 5-year lease/purchase agreement for \$174,959 for the purpose of lease/purchasing a hook lift style dump truck for the Exeter Water/Sewer Department to replace a 2008 truck to be transferred to the Highway Department, and to raise and appropriate the sum of forty-one thousand seven hundred eighty dollars (\$41,780), 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 water and sewer fees."*

Mr. Dean added that this is in the CIP. The Highway Department is going to get a 2008 truck that Water/Sewer currently possesses. Highway will trade in the old truck replaced by the 2008 truck; proceeds will go to the Water/Sewer Department. He mentioned that lease purchases are always separate warrant articles.

**MOTION:** Ms. Corson moved to recommend Article 18, Hook Lift Truck for the Water/Sewer Department. Mr. Clement seconded. All were in favor.

Mr. Dean read Article 19, on Public Safety Dispatch Upgrades: *"To see if the Town will raise and appropriate, through special warrant article, the sum of one hundred fifty-three thousand four hundred and fifty one dollars (\$153,451), for the purpose of making upgrades to*

*the Town's public safety dispatch system. This sum to come from general taxation. (Estimated Tax Impact: .088/1,000, \$8.77/100,000 value, \$26.30/300,000 value)."*

**MOTION:** Ms. Corson moved to recommend Article 19, Public Safety Dispatch Upgrades, to town warrant. Mr. Clement seconded. All were in favor.

Mr. Dean read Article 20, Establish Town Parks Improvement Capital Reserve Fund and Funding: *"To see if the Town will vote to establish a capital reserve fund under RSA 35:1 known as the "Parks Improvements Fund" for the purpose of making capital improvements to town parks including but not limited to Kids Park, Townhouse Common, Gilman Park, Founders Park, Recreation Park and others, and to raise and appropriate the sum of one hundred-thousand (\$100,000) to be placed in this fund and further the Select Board shall be named agents of the fund and be authorized to make expenditures from the fund. (Estimated Tax Impact: .057/1,000, \$5.71/100,000 value, \$17.14/300,000 value)."*

Mr. Dean added that this is the Capital Reserve Fund, which replaces a list of Capital Improvement Projects. This would not be subject to the April to December budget crunch. The Select Board will be involved in approving projects. Ms. Surman said she's not a fan of Capital Reserve Funds; she would rather have it planned out and approved in advance. Mr. Clement: can see the value of this fund, since it's like a facilities fund and address issues as time goes on. The Select Board is named as the agents of the fund, and Parks must come forward with plans for approval before the project is started. Ms. Corson agreed that this makes sense as a Capital Reserve Fund.

**MOTION:** Ms. Corson moved to recommend Article 20 to establish a Town Parks Improvement Capital Reserve Fund and Funding. Ms. Cowan seconded. Ms. Surman voted nay and the motion passed 4-1-0.

Mr. Dean read Article 21, Establish Vehicles/Equipment Capital Reserve Fund and Funding: *"To see if the Town will vote to establish a capital reserve fund under RSA 35:1 for the purpose of making vehicle replacements for town departments, including police, maintenance, highway, and light duty vehicles, and to raise and appropriate the sum of one hundred-thousand (\$100,000) to be placed in this fund and further the Select Board shall be named agents of the fund and be authorized to make expenditures from the fund. (Estimated Tax Impact: .057/1,000, \$5.71/100,000 value, \$17.14/300,000 value)."*

Mr. Dean added that they consistently have Police vehicles in the budget, but other vehicle purchases differ from year to year. This is a fund that would give them more time to prioritize, and put money in the fund year over year. This is not lease purchasing, it's for cash purchases and things that would otherwise be in the budget. Mr. Clement said that he's not in favor of this fund, since there is already a vehicle improvement and replacement plan in place. Ms. Corson said there were vehicles on the CIP, and asked what the total from CIP would be if they don't create the fund. Mr. Dean said that the requests were slightly over \$100,000, so they could defer one purchase to the following year. Alternately, they could increase the budget by \$130,000. Ms. Surman said these should be in the budget; it's not being transparent to put a recurring expense in the warrant articles. Ms. Gilman asked if the Police cruisers would that come out of the budget. Mr. Dean said no, the two cruisers are the only vehicles in the operating budget.

**MOTION:** Ms. Gilman moved to recommend Article 21 to the warrant. Ms. Cowan seconded. Ms. Gilman and Ms. Cowan voted yay. Ms. Corson, Mr. Clement, and Ms. Surman voted nay and the motion failed 2-3-0.

**MOTION:** Ms. Corson moved to continue the public hearing on Tuesday January 22nd, at 6 PM in the Nowak Room. Ms. Surman seconded. All were in favor.

b. Water Sewer Abatement Policy

Ms. Gilman suggested deferring this discussion since Bob Kelly, chair of the Water and Sewer Subcommittee, was not present,.

10. Regular Business

a. Tax, Water/Sewer Abatements and Exemptions

**MOTION:** Ms. Corson moved to approve the following veteran credits: Map 11 Lot 18 Unit 2015; Map 69 Lot 19; Map 64 Lot 105 Unit 86; Map 104 Lot 29; Map 70 Lot 144; Map 52 Lot 69; and Map 68 Lot 6 Unit 131 for the amount of \$500. Mr. Clement seconded. All were in favor.

b. Permits & Approvals

Ms. Corson suggested deferring the permits and approvals.

c. Town Manager's Report

d. Select Board Committee Reports

e. Correspondence

11. Review Board Calendar

a. The next Board meeting will be Tuesday, January 22nd at 6 PM

12. Non-Public Session

13. Adjournment

**MOTION:** Ms. Surman moved to adjourn. Ms. Cowan seconded. All were in favor, but the meeting was reconvened to approve a permit.

**MOTION:** Ms. Surman moved to approve the Town Hall use of Prescott Park Arts Festival 11/4/19 to 12/18/19. Ms. Cowan seconded. All were in favor.

**MOTION:** Ms. Surman moved to adjourn. Ms. Cowan seconded. All were in favor and the meeting adjourned at 10:20 PM.

Respectfully Submitted,  
Joanna Bartell  
Recording Secretary



Select Board Special Meeting  
Tuesday, January 22nd 2019  
Town Offices, Nowak Room  
Draft Minutes

1. Call Meeting to Order

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

2. Public Comment

Gerry Hamel of 17 Little Pine Way said that he had attended the Select Board meeting the week before, but the pace was too quick for him to comment on the budget line items. Ms. Gilman apologized for speeding through the agenda, but said they've closed that part of the public hearing.

3. Continued public hearing on FY19 Budget and Warrant Articles

**MOTION:** Mr. Clement moved to open the continued public hearing on the FY19 Budget and Warrant articles. Ms. Corson seconded. All were in favor.

Mr. Dean said that since Ms. Cowan is attending electronically, all votes must be roll call votes.

**MOTION:** Mr. Clement moved to take the special petition article out of order. Ms. Corson seconded. By a roll call vote, all were in favor.

Citizen's Petition "Call to Prevent Nuclear War" Resolution/ Warrant Article.

Herb Moyer discussed his petitioned article, which arose from a number of concerns. For example, the ability to order the use of nuclear weapons is now in the hands of a single person, which is not right regardless of who is president. Also, the US will spend 1.7 trillion dollars over the next 30 years to modernize our nuclear weapons.

Ms. Gilman read the petition: "*Whereas nine nations together have over 14,000 nuclear weapons in their arsenals, most far more destructive than the two that killed hundreds of thousands in Japan in 1945;*

*Whereas detonation of even a small number of these weapons could have catastrophic human and environmental consequences (called "Nuclear Winter") affecting everyone on the planet;*

*Whereas the United States maintains hundreds of nuclear missiles in underground silos on hair-trigger alert, to be launched within minutes with great risk of an accidental, mistaken or unauthorized launch;*

*Whereas the United States reserves the right to use nuclear weapons first, making a nuclear war more likely;*

*Whereas the U.S. president has the sole and unchecked authority to order the use of nuclear weapons;*

*Whereas over the next 30 years, the United States plans to spend an estimated \$1.7 trillion to*

*replace its entire nuclear arsenal;*

*Whereas the United States, as well as Britain, China, France and Russia, are obligated under the Nuclear Non-Proliferation Treaty (NPT) to take concrete steps toward eliminating their nuclear arsenals;*

*NOW THEREFORE BE IT RESOLVED that the Town of Exeter calls upon the U.S. government to spearhead a global effort to prevent nuclear war by:*

*Renouncing the option of using nuclear weapons first;*

*Ending the sole, unchecked authority of any president to launch a nuclear attack;*

*Taking U.S. nuclear weapons off hair-trigger alert;*

*Cancelling the plan to replace its entire arsenal with enhanced weapons, and*

*Actively pursuing a verifiable agreement among nuclear-armed states to eliminate their nuclear arsenals.*

*AND BE IT FURTHER RESOLVED that our Selectboard will send copies of this resolution with a record of its adoption vote to Governor Sununu and to all members of our Congressional Delegation.”*

Ms. Corson felt that it was important to show the Select Board's recommendations for the citizens' petitions. Ms. Gilman said they don't typically do that for articles that do not involve money. Mr. Clement said they hadn't done it in the past but they could.

**MOTION:** Ms. Corson moved to recommend the citizen's petition Call to Prevent Nuclear War Resolution. Ms. Surman seconded. By a roll call vote, all were in favor.

Maura Fay of 13 Forest Street discussed the citizen's petition Right to a Healthy Climate Ordinance. She stated that climate change is a big problem, and as a town we have a duty to limit our impacts on climate change and the ecosystem. Exeter River feeds into Great Bay, which is a delicate ecosystem that needs protection. She mentioned that twelve other towns have passed similar ordinances.

Ms. Surman asked where this ordinance fits into today's development approval process. Ms. Fay responded that this becomes a tool that the boards or the citizenry can use, and would allow the ecosystem and the environment to have rights. Ms. Surman asked if this is a recommendation board or a binding authority. Ms. Fay said it would be a binding ordinance that could be applied by any board or citizen. Mr. Clement said that currently, the Planning Board sends an issue with environmental impact to the Conservation Commission. Additionally, the person who has put in the application must get state and federal permits. He asked if an individual or group of individuals implementing this new ordinance would stop the project. Ms. Fay responded yes; citizens can say 'this proposal may be permitted but it will cause us harm, and we say no.' The citizens would write a letter saying that what a developer is proposing violates this ordinance, and in some cases the corporation stops. Ms. Gilman asked who serves as the enforcement, and Ms. Fay said any citizen or group of citizens. Ms. Gilman asked if the Planning Board or Conservation Commission would be able to bring this up as part of deliberation on a project, and Ms. Fay said yes, this would be a new tool in their deliberation process.

Ms. Corson asked about the criteria for invoking this ordinance. Ms. Fay said that the goal was for it to be flexible, it could be used for anything that "goes too far." Ms. Corson wondered if they would say that about any development, and was concerned this could affect

economic development in the town. Ms. Fay said the intention was not to stop development, but to allow the town to look at development from a holistic perspective, rather than just parcel by parcel. They should consider not just economic development, but also tourism and recreation, which income could be lost with injudicious development. Mr. Clement said this may create a negative impact for development, and wondered if the town will be tied up in litigation. Ms. Fay responded that of the towns that have passed rights-based ordinance, none have been tied up in litigation or experienced negative impacts.

Ms. Corson said that a lot of this is already covered in town ordinance. Exeter is one of the few towns in the state that has a fertilizer ordinance. The town's Use Table ensures people are not dumping toxic waste in rivers and streams. Ms. Fay said the current regulations do not allow the town to consider the right of an ecosystem as an entity.

Ms. Gilman asked how they can enact this ordinance, since they are not a home rule state. Ms. Fay said this invokes the NH Constitution's Bill of Rights, not the Constitution itself. There has been an effort to pass a Constitutional amendment that will explicitly allow rights-based legislation, Bill CACR8.

Mr. Clement asked what would go on the ballot. Mr. Dean said he spoke to the town attorney about the article. The whole thing has to go on the warrant, and unless amended would all go on the ballot. The attorney's finding was that it doesn't regulate or prohibit anything; it declares the right to enforce the ordinance, but does not specify what is enforced. Overall, if approved by the voters, it will accomplish nothing but may expose the town to the cost of significant attorney fees if they try to enforce the ordinance.

Mr. Clement said there's no question that they need to do better on the environment, but Exeter is in many cases in the forefront of environmental protection. Other communities are looking at the town's model with the fertilizer ordinance. Exeter is working with the EPA and DES on managing nitrogen. They're building a new wastewater treatment plant. Beyond litigation, which no one wants, what message does this give to someone who owns a piece of property in town? A project could get through the Planning Board but have this ordinance hanging over their head. They want to project that Exeter is open for business, and this might send the opposite message.

Ms. Corson said this is great idea, but it doesn't have teeth. She invited the group to come and talk to the Town Planner and the Master Plan Implementation Committee about things that need to be spelled out to the developer, so they can understand what they need to do up front.

Gerry Hamel of 17 Little Pine Way said that he has developed properties on a small scale since the 1970s, and the process is much harder and more expensive now. The Affordable Housing Committee can't find affordable land as it is, and this makes it even more impossible. He felt there's a good system now with a lot of oversight.

Paul Royal of 3 Pumpkin Circle said this is a great idea on the face of it, but he's worried about empowering extreme views. 'Impact to the environment' means different things to different people, and it's not defined here. Just a couple of people could really put the brakes on development. He was also concerned that outside money could come in and convince citizens to act against the elected officials that represent the people.

Jordan Dickinson, an Exeter resident, said he's not against all development. This ordinance would only cause problems for certain kinds of development, those that are very

detrimental to air, soil, or water quality. Boards would notify the company that a project is in violation. He added that economic development not synonymous with growth; there are other ways the town could grow.

Mr. Clement said that he could not recommend the voters adopt this, because he sees a lot of problems with it.

**MOTION:** Ms. Cowan moved that Right to a Healthy Climate Ordinance appear on the ballot with no recommendation from the Select Board. Ms. Corson seconded. Ms. Surman said that doesn't send the right message. Ms. Corson and Ms. Cowan voted yea. Ms. Surman, Mr. Clement, and Ms. Gilman voted nay and the motion failed 2-3-0.

**MOTION:** Mr. Clement moved to recommend the Right to a Healthy Climate Ordinance. Ms. Cowan seconded. Ms. Cowan and Ms. Gilman voted yea. Mr. Clement and Ms. Surman voted nay. Ms. Corson abstained. The ballot will say that the Select Board's vote for recommendation was 2-2-1.

Jennifer Brackett Piskovitz spoke in support of the warrant article for a Sustainability Office. She mentioned that this article needs to be amended to include the language "raise and appropriate" to be enforceable, which they will try to amend at deliberative session. She added that sustainability is important to the town, as reflected in the new Master Plan and the town's signing of the Paris Climate Accord.

Ms. Gilman read the article: "*By petition of the following registered voters of Exeter, to be placed on the Town Warrant:*

*Shall the town create a Sustainability Office to achieve cost savings for the town and enhance community health through optimal use of water and energy resources.*

*The town will create a Sustainability Office that will:*

*Coordinate closely with all town Departments, Boards, Commissions, and Committees to ensure long-term sustainability of natural resources. Ensure that water and energy resources, uses, quality, and impacts are considered in every relevant decision-making process that impacts the town or its people. A Sustainability Office representative will serve on the Technical Review Committee.*

*Serve as a public source of information, and create and maintain a user-friendly link from the Exeter town website for all permits, studies and forums related to water and energy resources, risks, issues and impacts.*

*Provide public outreach, and host an annual community forum addressing water and energy resources, explaining how recent studies and tools are being used, and communicating progress on water and energy related action items from the Exeter Master Plan.*

*The Sustainability Office would require up to \$45,000 in 2019, anticipated to be recouped through cost savings to the town."*

Robin Tyner of 9 Mill Stream Drive said that several signers of the petition were members of town boards and committees, who feel that there is not enough connective tissue with town affairs for the volunteers. Issues such as recycling, energy efficiency, water quality, the health of the estuary, flooding, and climate are a lot more than volunteers meeting once a month can solve. Other towns and groups have a similar position in place: Lebanon, Hanover,

Keene, PEA (which has two people working on sustainability), Dartmouth, and Scarborough Maine. There are economic benefits to a Sustainability Office; the Portsmouth Sustainability Officer said his job has already paid for itself. Readiness and operational issues could lead to real savings.

Ms. Piskovitz read a statement from Sally Ward, a member of the Conservation Commission. Ms. Ward wrote that the shared perspective of environmental work is often lacking. Exeter has silos that prevent the sharing of information. This office would bridge those silos, and would help the community voice to be heard on issues of concern.

Ms. Ward then arrived in person to speak. She stated that she is speaking as an individual rather than representing the Conservation Commission. However, one of the issues the Conservation Commission has struggled with is that requests for waivers for development are taken on a case by case basis, and they don't always consider the overall impact.

Ms. Surman said that Kristen Murphy, the town's Natural Resource Planner, is doing some of this work already, or could be doing it. Ms. Ward said they didn't want to predetermine what the Sustainability Office would be, but there could be an alignment with existing positions. She mentioned that in some places, like Portsmouth, the Sustainability Officer is the Natural Resources Planner. Ms. Tyner clarified that in Portsmouth, the Sustainability Officer and the Natural Resources Planner are two separate part time positions with the same person filling them both. Mr. Clement added that Jennifer Perry of Public Works is also doing similar work, for example bringing forth discussion about clean water. He felt that this proposal is just extra structure and cost without extra benefit. Apart from recycling, all the sustainability issues such as climate change are being addressed by the town already. Ms. Tyner said they are not, because they are doing the work as opportunities present themselves, rather than as part of a plan with targets and measurements.

Ms. Corson asked about the wages, saying that they'd have to fund this position every year going forward. Mr. Dean said that the \$45,000 proposed could cover 26 hours per week at \$28.85 an hour for wages and FICA, and would have no benefits. Ms. Corson said she wished that this group had come in and talked to the Budget Recommendations committee, because there's a process to approving new positions. There were seven positions requested in the FY19 budget, and they weren't all approved.

Mr. Dean said he understands the concept of a disconnect, not because anyone's not doing their job, but because there's a myriad of boards, committees and commissions. He wants to research the other towns and get a better understanding of the position so they could figure out where it fits.

Ms. Gilman said she thinks this is a good idea. She's served on several committees that had no advocates or anyone to share knowledge. For example, the Heritage Commission does reviews of buildings that are proposed to be demolished; it would be more sustainable to repurpose a building, but there's no one to advocate for that. She thought that departments are doing a better job of communicating with each other, and the Technical Review Committee has brought different thinking, but there's still a place for this position.

Amy Farnham, an Exeter resident, said this position could be used as PR for the town. It may attract young people to move here if the town were more progressive on environmental issues.

Jordan Dickenson, an Exeter resident, said that Exeter is doing a lot for environmentalism but there are opportunities to do better. The more you do, the more money you save, as well as saving the environment.

Mr. Dean said this article would be binding and the money would be made available, but only for one year. It must be a specific dollar amount, although the language says "up to \$45,000." Mr. Clement said if the article is amended at deliberative session, the Board must re-vote on their recommendation. Ms. Corson said they're not only hiring someone, they have to find a place for them to sit. She would like to see them amend the article and give a breakdown of the cost, not an arbitrary figure. The Board discussed whether to do a recommendation now if the article will be amended. Mr. Dean said if the article doesn't get amended, it's not binding. Ms. Corson wanted to work it into the budget next year with a clear plan and job description. **MOTION:** Ms. Corson moved to recommend the article of the Town of Exeter Sustainability Office. Mr. Clement seconded. Ms. Cowan, Ms. Corson, and Ms. Gilman voted yea, and Mr. Clement and Ms. Surman voted nay. The article was recommended 3-2-0.

Ms. Gilman moved on to Petition Article - Tax Cap. Ms. Gilman read the article: *"By petition of Nicholas Gray and other undersigned registered voters of Exeter, NH in an effort maintain a sustainable cost of living, request that the following article be placed on the 2019 Town Warrant. Shall we adopt the provisions of RSA 32:5-b, and implement a tax cap whereby the governing body shall not submit a recommended budget that increases the amount to be raised by local taxes, based on the prior fiscal year's actual amount of local taxes raised, by more than 3.0%?"*

Nick Gray, who put forward this petition and was also the vice chair of the Budget Recommendations committee, spoke about this article. He said that though town volunteers have good intentions to provide public services, the higher than median tax rate, higher than median tax assessment, and zoning ordinances make Exeter an expensive place to live and operate businesses. His intent is to curb spending. The 3% cap is 1% above the inflation rate of 2% to allow some growth. In the event that there is an unforeseen need to increase spending, there would be an opportunity for a supermajority of voters to approve that increase. The article was taken from RSA-32, and the legislators chose that language, not him.

Ms. Surman said that typically, the budget increase is under 3%, but then there are warrant articles. Mr. Gray said that the town could approve a budget that's more than a 3% increase, but it would have to be offset by lowered spending on the school, county, or state level. Ms. Surman wondered if the voters would understand that. Ms. Corson said they could forget the library renovation or any school expansion, since any such project would be over the 3% cap in any given year. Mr. Gray said he's not casting judgement on specific projects, but feels that they need to cap taxes to support livability and affordability in Exeter.

Ms. Cowan said she has concerns about this proposal. For instance, cities and towns that implement a tax cap face a decreased bond rating by Moody's or Standard & Poor's, leading to higher borrowing costs, so that the cost of everything goes up. Mr. Gray said that the passage of this measure wouldn't necessarily precipitate an increase. Ms. Cowan says that's just not what the research shows. Dover implemented a tax cap and their bond rating was downgraded; now they have to pay average of \$50,000 more to refinance their debt.

Mr. Dean said they have to hold a separate public hearing 15 - 30 days prior to the vote for a petition like this, so one will be held in February, after the deliberative session.

Robin Tyner said that budgets go in cycles, and they make long-term investments, which are hard to plan with a flat cap. Ms. Gilman agreed, saying they'd have to give up something somewhere else.

Ms. Piskovitz asked if a large project they were forced to implement, such as the new Wastewater treatment plant, would lead to school funding being cut. Ms. Gilman said she believes this only affects the municipal budget, but they would have to double-check. She added that the Wastewater treatment plant was paid for from the Sewer Fund, not from the town budget, but the concern could apply to a different project.

Paul Royal said that fiscal responsibility is important, but they have to keep an eye toward value and being a vibrant community that makes good decisions. Exeter is expensive because it's desirable. They have the flexibility to decide what taxes are appropriate and what gives good value. This tax cap could have unfortunate consequences. The town tax is only 25% of the property tax, but a cap could have a big impact on the town, in areas such as snow removal, police and fire, and clean water. Towns that have a cap can lose fire, police, and other protections. Unexpected costs can arise; for example, in 2007, the state paid 30% of pensions for fire, police, and teachers, but in 2013 this percentage was reduced to zero and the towns must now cover it. He encouraged the voters to do the research on what a tax cap would actually mean. Tax caps don't look good to lenders. They're an arbitrary formula rather than addressing the needs of the community. This proposal is a serious matter.

Mr. Dean mentioned that the statute talks about overriding this cap, but the override process and how it affects the warrant articles going forward is unclear.

**MOTION:** Ms. Corson moved to NOT recommend the Citizens Petition for the Tax Cap of 3%. Ms. Surman seconded. By a roll call vote, all were in favor, and the petition was NOT recommended 5-0-0.

**MOTION:** Mr. Clement moved to move on to the warrant. Ms. Surman seconded. By a roll call vote, all were in favor.

Ms. Gilman read the Article "Appropriate to Sick Leave Trust Fund": *"To see if the Town will 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 unassigned fund balance."* She mentioned that this article will have no tax impact.

Mr. Dean read Article 23 – Police, Fire/EMS, Communications Study: *"To see if the Town will vote to raise and appropriate, through special warrant article, the sum of fifty thousand dollars (\$50,000), for the purpose of conducting a study of all public safety operations. The study will be used to assess identify and recommend future facility needs for all public safety departments. This sum to come from general taxation. (Estimated Tax Impact: .029/1,000, \$2.86/100,000 value)."*

He said the intent is to take a holistic look at all public safety operations and make recommendations. Ms. Corson asked if they could describe this not a study, but as a "review" or "assessment," since she wants to ensure this will pass. Ms. Surman said she would prefer to

specify that public safety includes Police, Fire, EMS, and Dispatch. She also wanted to take out “facility” and just say “needs.” Ms. Corson suggested “facility and personnel needs.” Eric Wilking, the Assistant Fire Chief, said the word “study” is rarely used in any report. He suggested “for the purpose of conducting a facility, staffing, and data analysis of all public safety operations.”

**MOTION:** Ms. Corson moved to amend Article 23, Police, Fire/EMS, Communications Study, as follows: “To see if the town will vote to raise and appropriate through special warrant article the sum of \$50,000 for the purpose of conducting a facility, staffing, and data analysis of all public safety operations, to include Fire, Police, EMS, and Dispatch. Ms. Surman seconded. By a roll call vote, all were in favor.

**MOTION:** Mr. Clement moved to recommend the article as amended. Ms. Corson seconded. By a roll call vote, all were in favor, and the article will be recommended 5-0-0.

Mr. Dean read Article 24, ADA Capital Reserve Fund and Funding: *“To see if the Town will vote to establish a capital reserve fund under RSA 35:1 to be known as the “ADA Accessibility Fund” for the purpose of creating an ADA plan and to serve as a funding mechanism for future ADA improvements for town facilities and infrastructure including roads, sidewalks, and other pedestrian safety improvements, and to raise and appropriate the sum of fifty-thousand (\$50,000) to be placed in this fund and further the Select Board shall be named agents of the fund and be authorized to make expenditures from the fund. (Estimated Tax Impact: .029/1,000, \$2.86/100,000 value).”*

Mr. Clement said that he wanted this to be funded as a special warrant article, not a Capital Reserve Fund, and in the sum of \$35,000 not \$50,000.

**MOTION:** Mr. Clement moved to amend the article ADA Capital Reserve Fund and Facilities: “To see if the Town will vote to raise and appropriate, through special warrant article, the sum of \$35,000 for the purpose of creating an ADA improvements plan, the sum to come from general taxation.” Ms. Surman seconded. Ms. Corson said that ADA improvements should be part of facilities improvements, and she wanted to restrict this article to the study. By a roll call vote, all were in favor.

**MOTION:** Mr. Clement moved to recommend the amended article. Ms. Surman seconded. By a roll call vote, all were in favor and the article will be recommended 5-0-0.

Mr. Dean read Article 25, Intersection Improvements Fund and Funding: *“To see if the Town will vote to establish a capital reserve fund under RSA 35:1 to be known as the “Intersections Improvement Fund” for the purpose of creating an intersection improvement plan and to fund capital projects to improve town intersections and intersection areas, including Pine/Front/Linden Street, Front Street/Water Street, Clifford Street/Water Street, and others as determined by the Select Board; and to raise and appropriate the sum of fifty-thousand (\$50,000) to be placed in this fund and further the Select Board shall be named agents of the*



*fund and be authorized to make expenditures from the fund. (Estimated Tax Impact: .029/1,000, \$2.86/100,000 value)”*

**MOTION:** Mr. Clement moved to amend the article Intersection Improvements Fund and Funding, so that it would be funded as a special warrant article: “To see if the town will vote to raise and appropriate, through special warrant article, the sum of \$50,000 for the purpose of conducting and creating an intersection improvement proposal with preliminary designs to improve the intersection areas of Pine/Front/Linden Street, Front Street/Water Street, Clifford Street/Water Street, plus Winter Street/Railroad Ave/Columbus Street, and others, the sum to come from general taxation.” He also mentioned the intersection at Epping/Columbus/Kingston Road. Ms. Corson seconded. She said this would be \$50,000 just to study the intersections, you couldn’t put plans in place with this sum. Mr. Dean said they could do a review and an alternatives analysis. He added that the advantage of a capital reserve fund over a special warrant article is that the capital reserve fund doesn’t lapse after two years. As the program progresses, they could propose to put more money into the fund. They may not be able to get to this project this year, since they don’t know what the work program is for the year yet. By a roll call vote, all were in favor.

**MOTION:** Mr. Clement moved to move the amended article to the warrant. Ms. Corson seconded. By a roll call vote, all were in favor.

Mr. Dean read Article 26 – Pickpocket Dam Study: *“To see if the Town will vote to establish a capital reserve fund under RSA 35:1 to be known as the “Pickpocket Dam Fund” for the purpose of addressing items related to a Letter of Deficiency from the NHDES on Pickpocket Dam, and to raise and appropriate the sum of forty-thousand (\$40,000) to be placed in this fund and further the Select Board shall be named agents of the fund and be authorized to make expenditures from the fund. (Estimated Tax Impact: .023/1,000, \$2.29/100,000 value)”*

Mr. Dean said that Public Works had put a scope together, and it would be \$400,000 for all tasks associated with the dam. He would like to engage the state on potential grant funds. The dam is in two separate towns, and he’s not sure of the legal ramifications with DES. Mr. Clement said this shouldn’t be a capital reserve fund; they should hit just on the items in the letter of deficiency and create the emergency action plan. They can figure out other ramifications later. He’d like to change this to a special warrant article for \$40,000.

Ms. Perry said they would develop an emergency action plan and address comments given by the state on the breach analysis they’ve already done. The town of Brentwood needs to be engaged; however, there are technical pieces they could do without their input. The Town of Exeter, as owner of the dam, has requirements to notify downstream residents and take action during flooding events.

**MOTION:** Mr. Clement moved to amend the Pickpocket Dam Study: “To see if the town will vote to raise and appropriate through special warrant article the sum of \$40,000 to address items related to a letter of deficiency from NH DES on Pickpocket Dam, this sum to come from general taxation.” Ms. Corson seconded. By a roll call vote, all were in favor.

**MOTION:** Mr. Clement moved to move the article as amended to the warrant. Ms. Surman seconded. By a roll call vote, all were in favor.

Mr. Dean read Article 27 – Great Bridge Project Deficit: *“To see if the Town will vote to transfer the amount of \$173,774 from the town’s current non-spendable general fund balance to the capital projects fund balance to eliminate the Great Bridge project deficit from 2001. This project has been completed. This article is will not impact the unassigned fund balance or impact the tax rate. (Estimated Tax Impact: None. No amount to be raised by taxation).”*

He mentioned that this is a special article that is not required to have the tax impact information. This is a project deficit from a long time ago still on the books. They’re holding money in the non-spendable part of the fund balance in the General Fund to transfer to the project balance to make this whole. If this doesn’t pass, the deficit will simply stay on the books. Mr. Clement said this is just bookkeeping.

**MOTION:** Ms. Corson moved to recommend Article 27 - Great Bridge Project Deficit. Mr. Clement seconded. By a roll call vote, all were in favor.

Mr. Dean read Article 28 – Snow and Ice Fund Appropriation: *“To see if the Town will 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 unassigned fund balance. (Estimated Tax Impact: None. No amount to be raised by taxation).”*

He said that this fund has a \$314,000 budget per year, and this article would add \$50,000 from the fund balance to the existing fund to cover potential overages.

**MOTION:** Ms. Corson moved to recommend Article 28 – Snow and Ice Fund Appropriation. Mr. Clement seconded. By a roll call vote, all were in favor.

Mr. Dean read Article 29 – Establish Swasey Parkway Maintenance Fund and Funding: *“To see if the Town will vote to establish an expendable trust fund under RSA 31:19-a to be known as the “Swasey Parkway Fund” for the purpose of making capital improvements to the Swasey Parkway and adjacent land, and to raise and appropriate the sum of twenty four-thousand dollars (\$24,000) from unassigned fund balance to be transferred to this fund and further the Select Board shall be named agents of the fund and be authorized to make expenditures from the fund. (Estimated Tax Impact: None. No amount to be raised by taxation).”*

He clarified that this pertains to the \$24,000 in Swasey Parkway fees and permits that had been in a Citizen’s bank account. This is money that is in hand already, and just needs to be transferred to new fund.

Ms. Surman said she had drafted an version of this article that invoked RSA 35-c; she will support using 31:19a, but feels that the Trustees of the Swasey Parkway must be the agents of the fund. Mr. Dean said appointing the agents is a Select Board decision, but every year there is a town audit, and if the Select Board are agents of the fund, the minutes will reflect spending the money. Ms. Surman said that the trustees have been spending money all along, and they’re closer to the needs of the Parkway than the Board is. Ms. Gilman said that the Select Board is doing all the permitting now. Ms. Surman responded that this fund is about maintenance, mowing, and upkeep. Mr. Clement added that the Select Board are the agents of the Cable Fund, but not every expenditure from that fund is put up to a Board vote, so there are

not always minutes recording the spending. He agrees that the Swasey Trustees should be agents of those funds.

Gerry Hamel, a member of the Swasey Parkway Trustees, said that Ambrose Swasey gave the Select Board the authority to spend the money, and there is an MOU from the Select Board giving the Trustees the authority to spend the money, so he doesn't understand why the town is voting on this. Ms. Gilman pointed out that these aren't funds from the trust. Mr. Hamel felt that the treatment of the funds should be consistent.

Ms. Gilman said the Trustees should be making decisions on expenditures. She asked if the town could eventually take the \$10,000 line item for Swasey Parkway out of the budget. Mr. Dean said they could take it out of the budget and have it as a warrant article to be added to this fund. Mr. Clement said historically there wasn't enough money coming in through permits to cover maintenance, but now there's more fee money.

**MOTION:** Ms. Surman moved to amend the article: "To see if the town will vote to establish an expendable trust fund under RSA 31:19a to be accounted for in a fund separate from the general fund to be known as "The Swasey Parkway Fund". This fund shall be for the purpose of making capital improvements to and maintenance of the Swasey Parkway. Further, shall the town raise and appropriate the sum of \$24,000 from the unassigned fund balance to be transferred to this fund and to include any and all permit fees from use of Swasey Parkway shall be assigned to this fund. Further, the Swasey Parkway Trustees will be agents of this fund and be authorized to make expenditures from this fund." Mr. Clement seconded. By a roll call vote, all were in favor.

**MOTION:** Ms. Corson moved to recommend Article 29 – Establish Swasey Parkway Maintenance Fund and Funding as amended. Mr. Clement seconded. By a roll call vote, all were in favor.

Mr. Dean said that Article 30 was a placeholder for Keno. The Lottery Commission had approached them to place this on the ballot. There was a citizen's petition but it didn't get enough signatures.

**MOTION:** Ms. Corson moved to not put Article 30 Keno on the ballot. Ms. Surman seconded. By a roll call vote, all were in favor.

Mr. Dean said that Article 35 covered other business. Ms. Gilman brought up a code of ethics. To make a formal ordinance that's enforceable, there needs to be something that the legislative body votes on. Alternatively, they could create a policy as a Board which will not have any consequences for violating it. Mr. Dean said in the latter case, there would be limits on what you could do with it, but it could be a blueprint. Not sure how it would apply to elected officials. Mr. Clement: an ordinance voted on by a legislative body would. Ms. Surman said she had presented a draft of a code of ethics back in August, but if it's not ready for prime time they can scrap the whole thing until the next new board. She thought they could put something on the warrant that they wanted to do a policy without specifics. If not, they can wait another year. Ms. Gilman said some of the proposal should be a policy either way. Mr. Clement asked whether they could put forward the conflict of interest policy. Mr. Dean said there were questions raised about parts of this policy, for example 3.2, regarding recusals. There is not a clear path from

definitions to consequences, it doesn't say what happens with a violation. The town has hundreds of employees, and it's very important for them to understand the impact on them before moving forward. This is not just about elected officials, it would apply to everyone.

**MOTION:** Mr. Clement moved to close the budget hearing on the FY19 budget articles. Ms. Surman seconded. By a roll call vote, all were in favor.

Mr. Dean said that the next step is to complete the warrant draft and have NHDRA review the final language of warrant articles. Small changes would just go forward, but they would alert the board of any major issues. They need to get signatures this week to get the warrant posted. The deliberative session is on Saturday, February 2nd at 9 AM.

Ms. Gilman mentioned that Ms. Corson has gotten criticism for her role on the Planning Board, and has asked if someone else on the Board could serve as the Select Board representative to the Planning Board. Mr. Clement is the alternate, and said he believes he can make it to the next meeting.

#### 4. Adjournment

**MOTION:** Ms. Corson moved to adjourn. Ms. Surman seconded. By a roll call vote, all were in favor and the meeting adjourned at 10:06 PM.

Respectfully Submitted,  
Joanna Bartell  
Recording Secretary

## **Appointments and Resignations**

JAN 17 2019

To: The Select Board Of the Town of Exeter, NH

*Received*

I, Peter A. Smith, of Exeter resign as a Trustee of the William Robinson Fund.


I do so for the following reasons:

1. I do not feel that I can contribute effectively to the management of the Trust.
2. I anticipate that I may in the future have a conflict of interest in making decisions in the scholarship selection process.
3. I have been a trustee and a past president for 36 years and believe it is time for a new person to take my place.

With the other trustees, I have greatly appreciated the chance to help some Exeter High School graduates afford further education. I also appreciated the opportunity to assist teachers and schools to afford greater experiences for their students through Robinson Grants.

Working with the other trustees has been productive and rewarding due to their contributions on behalf of Mr. Robinson's gift. My sincere thanks for the opportunity to be a trustee, and in the words of a Robinson Female Seminary graduate – "On Ever Robinson".

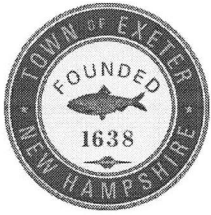
Respectfully submitted,



Peter A. Smith

Effective Jan 24<sup>th</sup> 2019

## **Surface Water & Groundwater Chloramination Treatment System Update**



# TOWN OF EXETER, NEW HAMPSHIRE

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

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

## Memo

To: Russell Dean, Town Manager  
From: Matthew Berube, Water/Sewer Manager  
CC: Jennifer Perry, P.E., Public Works Director  
Date: January 25, 2019  
Re: Surface Water & Groundwater Chloramination Treatment System Update

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In 2013, EPA and NHDES implemented new Stage 2 Disinfection Byproduct requirements for all public water systems. The new regulations established a Locational Running Annual Average (LRAA) for each of the sample sites. The Town of Exeter water system has been in violation elevated Total Trihalomethane (TTHM) levels above the Maximum Contaminant Level (MCL) since 2014. The Town had contracted with Aquagenics, Inc, and Weston & Sampson engineers from 2014 through 2016 on various projects to implement changes to the Surface Water Treatment Plant (SWTP) treatment operations and return to regulatory compliance. By 2016, it was apparent more significant capital improvements would need to be done to achieve compliance. Six different treatment processes were explored in an effort to find the most cost effective method to bring the Town's system back into compliance.

A capital investment project (CIP) was developed to reduce the TTHMs for the voters in March 2017, and was approved for \$1,500,000. The Town retained Aquagenics, Inc to provide engineering services to design the upgrades for the SWTP and Groundwater Treatment Plant (GWTP). After some initial design issues and discussions, it was determined that using chloramines for secondary disinfection, which is required for the distribution system, would be the most cost effective approach to reduce TTHM levels in the water system. PRB Construction, Inc. is moving forward with both plants upgrades. The project is currently on schedule, with equipment startup scheduled to take place at the end of March 2019. We anticipate being in compliance in the 4<sup>th</sup> quarter of 2019 or the 1<sup>st</sup> quarter of 2020.

As part of the change from free chlorine to chloramines as the new secondary disinfection method, we have conducted public outreach by sending out a brochure pamphlet to all customers, sent out letters to pet stores, health care providers, and hardware stores to inform them of the coming changes to secondary disinfection. Information materials are also on the Town of Exeter website. The following presentation has been conducted for healthcare and elderly community businesses including Exeter Hospital, Fresenius Medical (dialysis), and Riverwoods.



# Monochloramines: Questions and Answers

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## **General Questions**

### ***What is drinking water disinfection?***

Disinfection is the inactivation of disease-causing organisms in water. Disinfection uses either a chemical or physical process that kills microorganisms like bacteria, viruses and protozoa. Commonly used chemical disinfectants include chlorine, monochloramine and ozone. Ultraviolet light is a physical process. There are two types of disinfection, primary disinfection and secondary disinfection.

### ***What are primary disinfection and secondary disinfection?***

Primary disinfection first inactivates or kills microorganisms. Secondary disinfection maintains a disinfectant level in the pipelines to kill any organisms that may recover from primary treatment or be introduced into the distribution system through main breaks, leaks or backflow.

### ***Why is disinfection important?***

Disinfection of drinking water is vital to protect public health from waterborne diseases. The practice of disinfecting drinking water has made many once-common diseases, like typhoid and cholera, a thing of the past in the United States, Canada and other developed countries. In fact, drinking water disinfection's control of infectious diseases is considered one of the top 10 public health achievements of the 20<sup>th</sup> Century by the Centers for Disease Control and Prevention (CDC).

### ***Why is my drinking water provider changing to monochloramine?***

The Town of Exeter Water Department is changing to monochloramine as a secondary disinfectant to meet the United States Environmental Protection Agency's (US EPA) rules to reduce the levels of certain regulated disinfection byproducts in drinking water.

### ***Why are disinfection byproducts a public health concern?***

Some disinfection byproducts are regulated by the US EPA because they pose a potential health risk if consumed at certain levels over many years. New rules reduce disinfection byproduct exposure and related potential health risks. Specifically, the Stage 2 Disinfection Byproducts Rule has more stringent standards and monitoring requirements for two groups of disinfection byproducts, which are suspected carcinogens: trihalomethanes (TTHM) and haloacetic acids (HAA5).

### ***What is monochloramine?***

Monochloramine is a chemical compound of chlorine and ammonia, commonly used as a diluted solution to disinfect drinking water before it is delivered to homes. Monochloramine is formed using low chemical concentrations in a controlled environment. Monochloramine (NH<sub>2</sub>Cl) should not be confused with dichloramines (NHCl<sub>2</sub>) or trichloramines (NCl<sub>3</sub>), two chemically distinct and separate compounds.

### ***How long has monochloramine been used as a drinking water disinfectant? How many people receive drinking water that is treated with monochloramine?***

Monochloramine has been safely and successfully used by water utilities for more than 90 years. More than one in five Americans use drinking water treated with monochloramine. Boston, Dallas, Houston, San Diego, San Francisco, Tampa Bay, Miami, Denver, Philadelphia, Minneapolis and many other cities are all successfully using

monochloramine to treat drinking water. In New Hampshire Concord, Manchester, Salem, & Hillsborough all use monochloramine.

***What other treatment options did the utility examine before deciding on monochloramine?***

The Town of Exeter Water Department looked at a number of options before deciding on monochloramine. In our decision-making process we examined five different treatment options and/or a combination of multi-treatment options, the cost of the options, and the constructability of the upgrades to fit the existing treatment facilities.

***Why did the utility select monochloramine over other options?***

Monochloramine was selected for the Town of Exeter Water Department because it forms fewer disinfection byproducts. It is also more stable and longer lasting than free chlorine. The Town of Exeter Water Department also selected monochloramine because:

- Produces lower levels of regulated disinfection byproducts
- Lower costs than the other treatment options
- Ease of construction

***Will I notice a change in the taste or odor of my water?***

Utilities that use monochloramine often experience fewer taste odor complaints than utilities using free chlorine.

***Will there be any noticeable changes to my water as you make the conversion?***

Some temporary impacts may be noticed in isolated areas as the monochloramine-treated water is introduced into the distribution system. Some customers may notice a temporary variation in water color, as well as possible sediment in the water. These temporary impacts to water quality are similar to those experienced when a water main is replaced or routine maintenance is performed on the water distribution system. As the system stabilizes, these temporary impacts will diminish.

***What should I do if I notice sediment in my water?***

The sediment may be the result of flushing the pipeline to purge the chlorinated water and make way for the new monochloramine-treated water. If you do experience some discoloration or sediment, try running cold water in your sink or bathtub for three to five minutes. If that doesn't clear up the problem, contact the Town of Exeter Water Department at (603) 773-6157.

***How will the monochloramine treatment process be monitored?***

The Town of Exeter Water Department will use accurate and reliable equipment to ensure monochloramine in our system meets all regulatory standards.

***When will the change to monochloramine take place?***

The Town of Exeter Water Department expects to make the change late March/early April 2019. It is difficult to pinpoint an exact date as a number of operational changes must be made and permits obtained before the conversion.

***Where I can get more information?***

- Stage 2 DBP Rule - [www.epa.gov/dwreginfo/stage-1-and-stage-2-disinfectants-and-disinfection-byproducts-rules](http://www.epa.gov/dwreginfo/stage-1-and-stage-2-disinfectants-and-disinfection-byproducts-rules)

- Chloramines in Drinking Water - [www.epa.gov/dwreginfo/chloramines-drinking-water](http://www.epa.gov/dwreginfo/chloramines-drinking-water)
- US EPA's Questions and Answers Public Water Systems, Disinfections Byproducts, and the Use of Monochloramine - [www.epa.gov/dwreginfo/public-water-systems-disinfection-byproducts-and-use-monochloramine](http://www.epa.gov/dwreginfo/public-water-systems-disinfection-byproducts-and-use-monochloramine)
- US EPA's Common Health Questions - [www.epa.gov/dwreginfo/common-health-questions-related-monochloramine-0](http://www.epa.gov/dwreginfo/common-health-questions-related-monochloramine-0)
- San Francisco Public Utilities Commission  
<http://www.sfwater.org/modules/showdocument.aspx?documentid=963>
- NSF Certified Drinking Water Treatment Product Listings - <http://www.nsf.org/certified/dwtu/>

## **Health-Related Questions**

### ***Is monochloramine safe?***

US EPA research and experience to-date indicates monochloramine is safe and beneficial at levels typically used to treat drinking water. In fact, the World Health Organization and the US EPA consider monochloramine a safe, effective treatment method of reducing the potential health risk from regulated disinfection byproducts. The US EPA evaluated monochloramine safety and set the standard for monochloramine use at a level where no human health effects are expected to occur.

### ***Can I drink and cook with monochloramine-treated water?***

Yes. Monochloramine-treated water will meet or surpass all local, state and federal guidelines for drinking water quality. You can safely drink the water, cook with it and bathe in it. However, like chlorine, monochloramine-treated water must be conditioned or filtered before using it for fish and other aquatic life, and dialysis centers must also take special precautions.

### ***What precautions must dialysis providers make?***

Kidney dialysis patients can safely drink, cook and bathe in water disinfected with monochloramine. The digestive process neutralizes monochloramine before it enters the bloodstream. But, like chlorine, monochloramine must be removed from water to be used in kidney dialysis machines. The Town of Exeter Water & Sewer Department is working with representatives of local hospitals and dialysis treatment centers to educate them about this change. If you are a dialysis patient or have questions, call your physician or the dialysis center nearest you.

### ***Is it safe to wash an open wound with monochloramine-treated water?***

Yes. When cleaning an open wound, virtually no water can enter the bloodstream.

### ***I've heard that some people have experienced rashes or breathing problems. Is monochloramine to blame?***

In recent years, a small percentage of consumers have expressed concern over health symptoms they believe are connected to monochloramine. Among the reported symptoms are respiratory problems, skin irritation and digestive problems. While the actual causes of the reported symptoms are undetermined, it is possible that some individuals may be sensitive to monochloramine, just as some individuals are sensitive to chlorine.

Additionally, if water contains monochloramine that exceeds regulatory limits due to improper operation, irritation to the eyes, nose and stomach can occur. The Town of Exeter Water Department will use accurate and reliable equipment to ensure monochloramine in our system meets all regulatory standards.

If consumers experience symptoms believed to be connected to monochloramine, please immediately contact your physician, NH Department of Environmental Services, and the Town of Exeter Water Department.

### ***What do the experts say about the reported problems?***

Studies conducted to-date by the US EPA and CDC do not conclude monochloramine use has negative health effects at levels used in drinking water.

Dr. Jeffrey K. Griffiths of the Tufts University School of Medicine rendered an April 19, 2007 opinion regarding monochloramine use in San Francisco Public Utilities. In the letter, Dr. Griffith writes, "There is no scientific literature to support the contention that chloramine or ammonia exposures of any significance occur because of respiration. The levels of ammonia found in chlorinated water do not act as a skin irritant given their very low levels, and the levels of ammonia found in chloraminated water are dwarfed by the amounts of ammonia found in foodstuffs."

However, it may be possible that some individuals are sensitive to monochloramine. Any citizen with a health concern is encouraged to contact his or her physician.

***Will monochloraminated water interact with my medications?***

There are no known interactions between monochloramine-treated water and any kind of medication. People on medication should not experience any interactions caused by drinking monochloramine-treated water. If you have a specific concern, please contact your physician.

**Other Household Questions**

***Will I have to change the way I treat my swimming pool water?***

No additional treatment should be necessary. However, you might find that there is a slight increase in chlorine demand. That means that you may have to add a little more chlorine than usual to get to the level you typically maintain in the pool after you top it off with tap water.

***Will chloramine irritate my skin or lungs while swimming in a pool?***

Improper pool maintenance can lead to the formation of trichloramine, a chemical related to monochloramine, that has been linked to breathing problems. Trichloramine forms in swimming pools when ammonia from sweat and urine reacts with chlorine.

Inadequate chlorine addition or improper pH levels can contribute to trichloramine formation. Maintaining a pH level of 7.2 to 7.8 is necessary to control trichloramine.

***Will my home filtration system be affected?***

You may find that you have to replace filters (particularly activated charcoal filters) more often than before, though the difference should be negligible. Be sure to follow manufacturer's recommendations. Check with the manufacturer if you are interested in finding out if your granular activated filter removes chlorine and monochloramine.

***Will my plants be affected?***

No. Plants, vegetables, fruit and nut trees are not affected by monochloramine-treated water.

***Will the switch to monochloramine increase lead levels in my drinking water?***

While monochloramine is not more corrosive toward metals than chlorine, it does change the chemistry of drinking water. In certain cases this may cause lead from pipes or home plumbing to dissolve into the water. However, with water quality testing and monitoring, a utility can evaluate and optimize its corrosion control treatment to reduce the possibility of this occurring. Find out more about lead in drinking water at ([link to lead fact sheets](#)).

### **Pets, Aquatic Life, Environmental Questions**

#### ***Is monochloramine safe for my salt and freshwater fish?***

Chlorine and monochloramine are both toxic to fish and aquatic life. Monochloramine is harmful to fish and amphibians when it enters the bloodstream from water that passes through their gills. Therefore, like chlorine, monochloramine must be removed from water used for keeping live fish, amphibians and other aquatic animals. This includes Koi fish, lobster, shrimp, frogs, turtles, snails, clams and live coral.

To protect fish and amphibians, use treatment products to remove monochloramine from tap water. These products are readily available at most pet supply stores and aquarium dealers. Leaving water to sit for several days is not an effective method for removing monochloramine.

#### ***Can I let my tap water sit a few days to remove monochloramine? That works with chlorine.***

Monochloramine is longer lasting than chlorine and will not dissipate from tap water like chlorine. You must use drops, tablets or granular activated carbon filters that are specifically designed to remove monochloramine.

#### ***Is monochloramine-treated water safe for my dog, cat, ferret, monkey, parrot, parakeet, etc.***

Yes.

#### ***If I water the lawn, will the runoff harm the environment?***

If you use tap water to water your lawn, the small amount of monochloramine in the water will be neutralized by the soil. Lawn watering is not expected to have an adverse effect on plants or nearby marine life.

#### ***If cows drink monochloramine-treated water, will monochloramine be in their milk?***

No. Monochloramine is broken down by the digestive process and would not enter cows' milk.

**2019 Household Hazardous Waste Grant Application**

**Introduction**

This report highlights overall participation in the October 20, 2018 Household Hazardous Waste Collection. This collection was funded by municipal assessments, participant donations, and a grant received by the Rockingham Planning Commission from the NH Dept. of Environmental Services.

**2018 Collection Overview**

The October 20, 2018 HHW collection event was held at the Exeter Public Works Garage from 8:00AM-1:00PM. Residents from East Kingston, Epping, Exeter, Newfields, Seabrook, South Hampton, and Stratham could participate in the event.

**2018 Total Participation**

In 2018, a total of 448 households participated in the HHW collection region-wide. 40% of Region-wide participants were first time attendees. The table below shows the number of households that participated in the collection event from each municipality and the percent of total participation represented by the municipality. For comparison, it also highlights the population of each municipality and its percentage of the total population. One would expect that each municipality would participate in the HHW collection event at a rate similar to its share of the population. Finally, the table shows the percentage of first-time participants from each municipality.

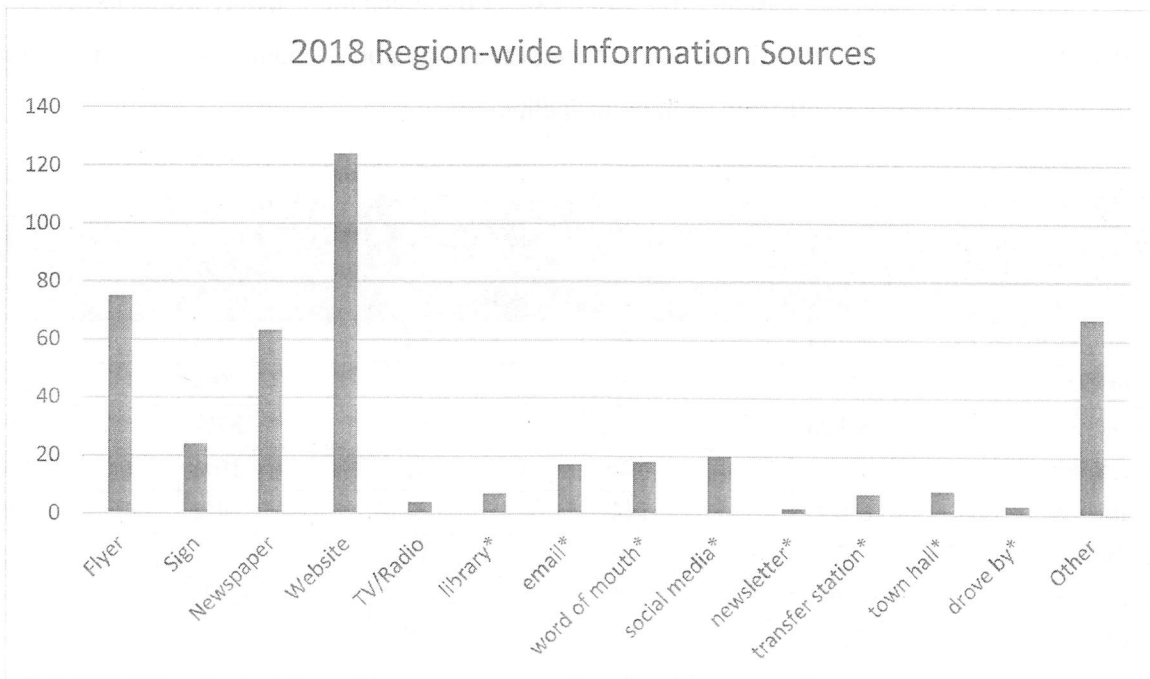
Municipality	Population*	% of Region-wide Population	Households Participating	% of Region-wide Participation	% of First Time Participants
East Kingston	2,404	6%	34	8%	56%
Epping	6,944	16%	42	9%	36%
Exeter	15,108	35%	167	37%	38%
Newfields	1,704	4%	45	10%	31%
Seabrook	8,860	20%	20	4%	70%
South Hampton	814	2%	14	3%	21%
Stratham	7,405	17%	126	28%	40%
Region-wide	43,239		448		40%

\*NH Office of Strategic Initiatives 2017 Population Estimates

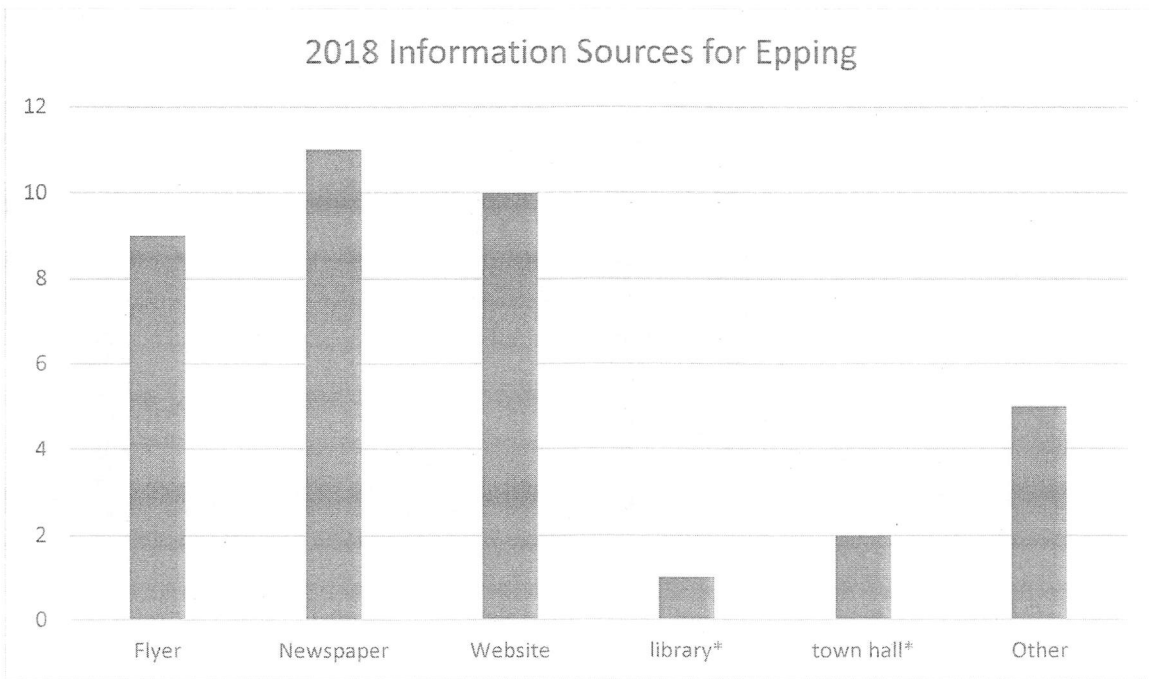
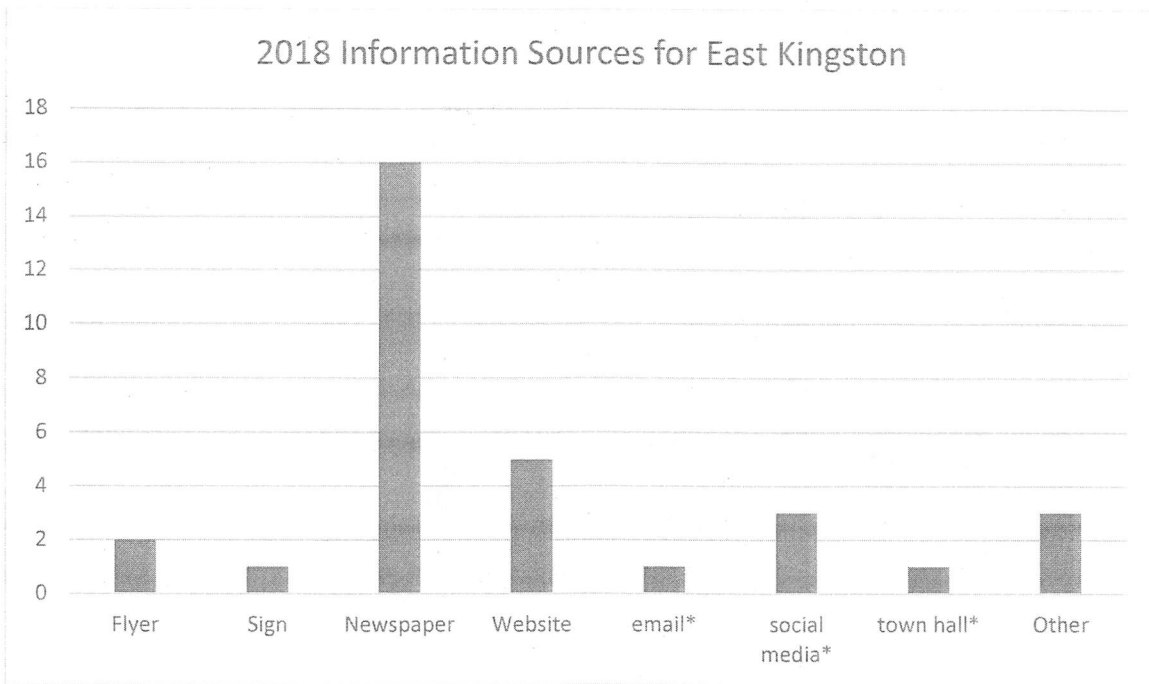
**Information Sources**

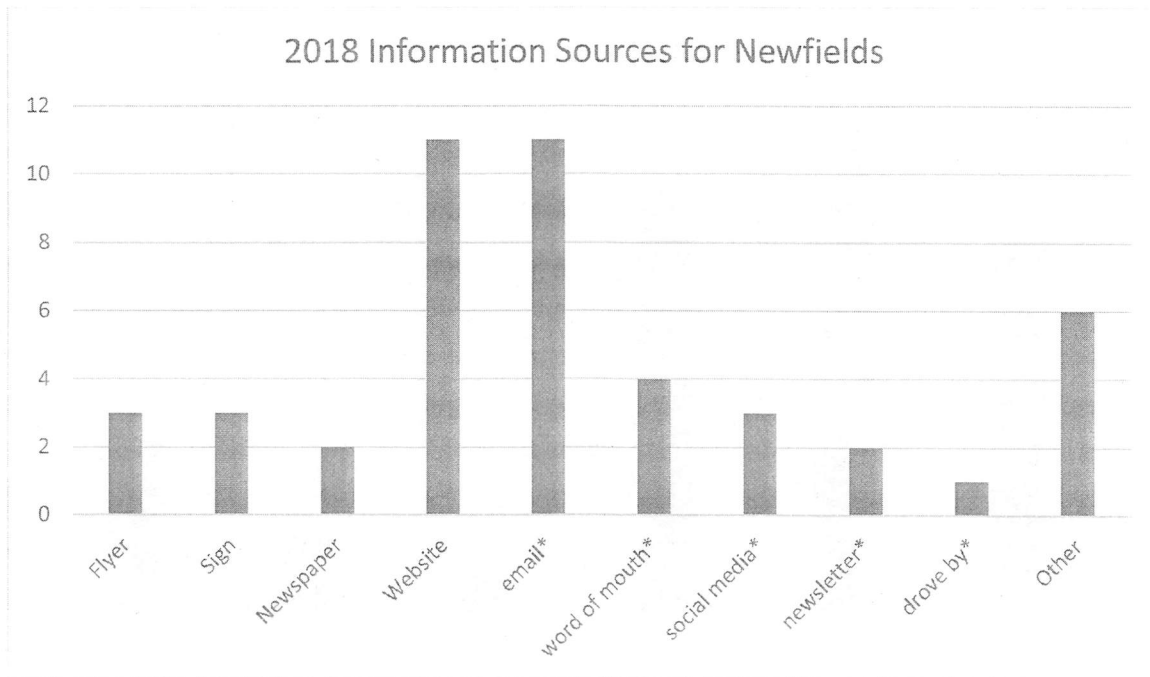
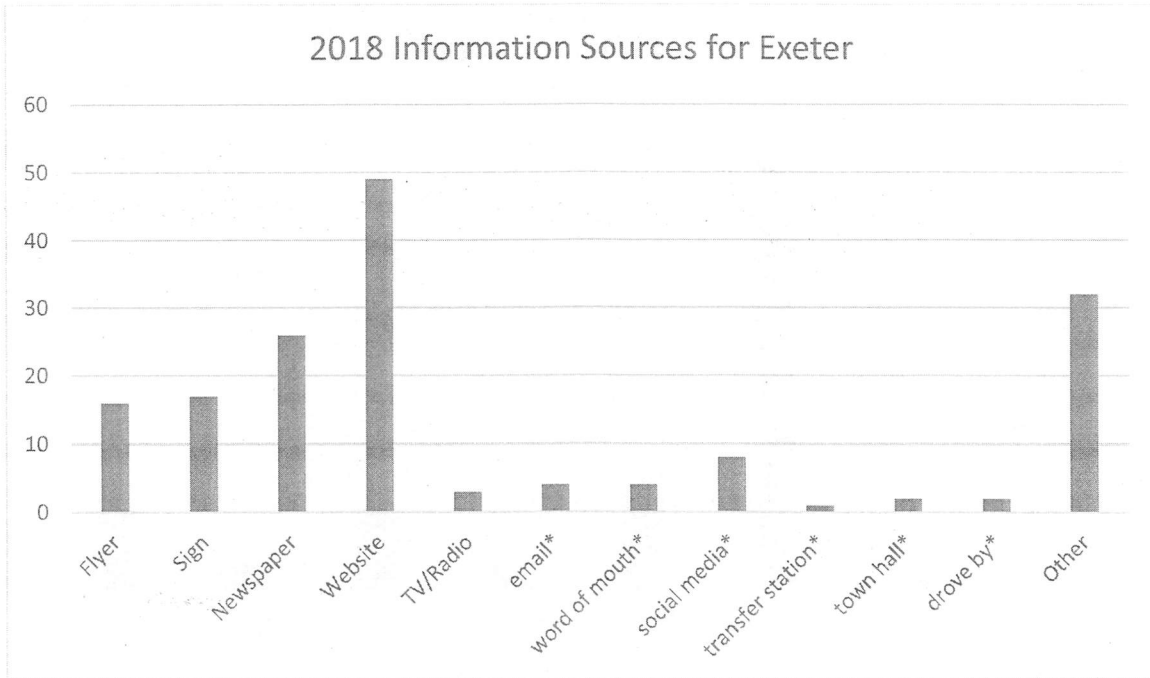
Region-wide, websites provided the largest source of information to participants; 124 households reported learning about the collection through a website. Several entities have websites that list the HHW collection event, including Rockingham Planning Commission, NH Dept. of Environmental Services, and each participating municipality. Therefore, it may be beneficial in future years to distinguish these options on the survey. 75 households reported learning about the collection from a flier, making it the second most used information source. 67 households reported learning about the collection from a source not included in the survey. Information sources marked with an asterisk below denote sources that were not listed as options on the survey, but rather were reported by individuals who selected “other” and then specified a source. It may be beneficial to update the survey for 2019 to include these sources.

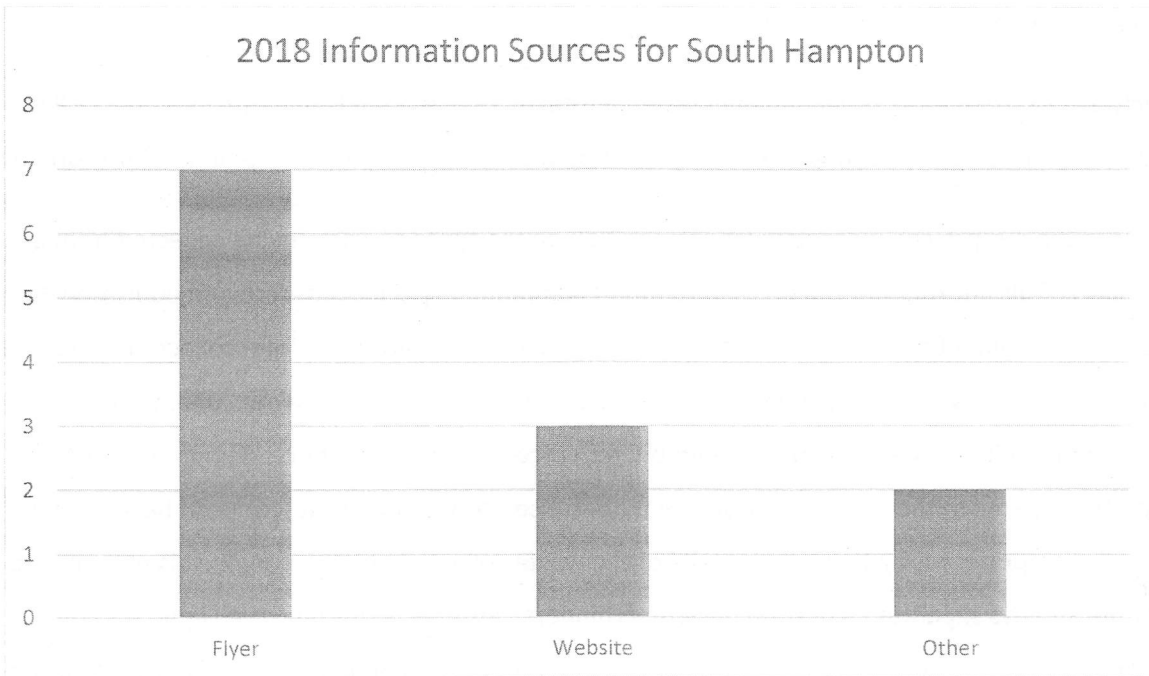
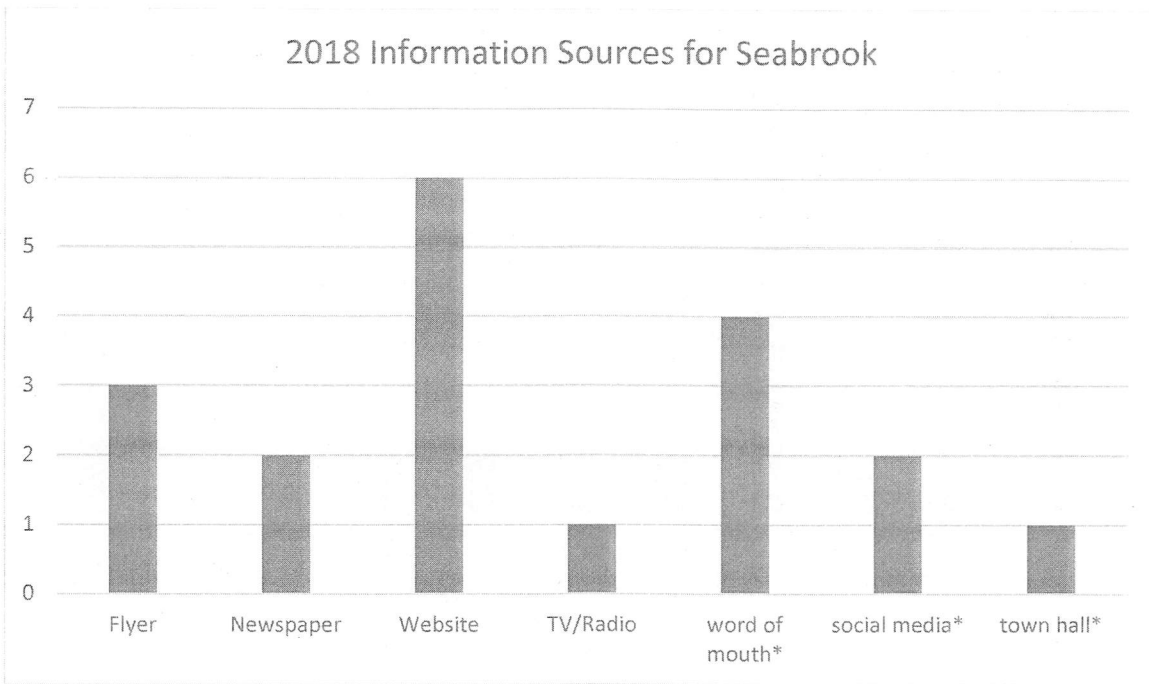
The following charts show how participants from each municipality learned about the collection event. This information should help individual municipalities to target their outreach efforts in future years.

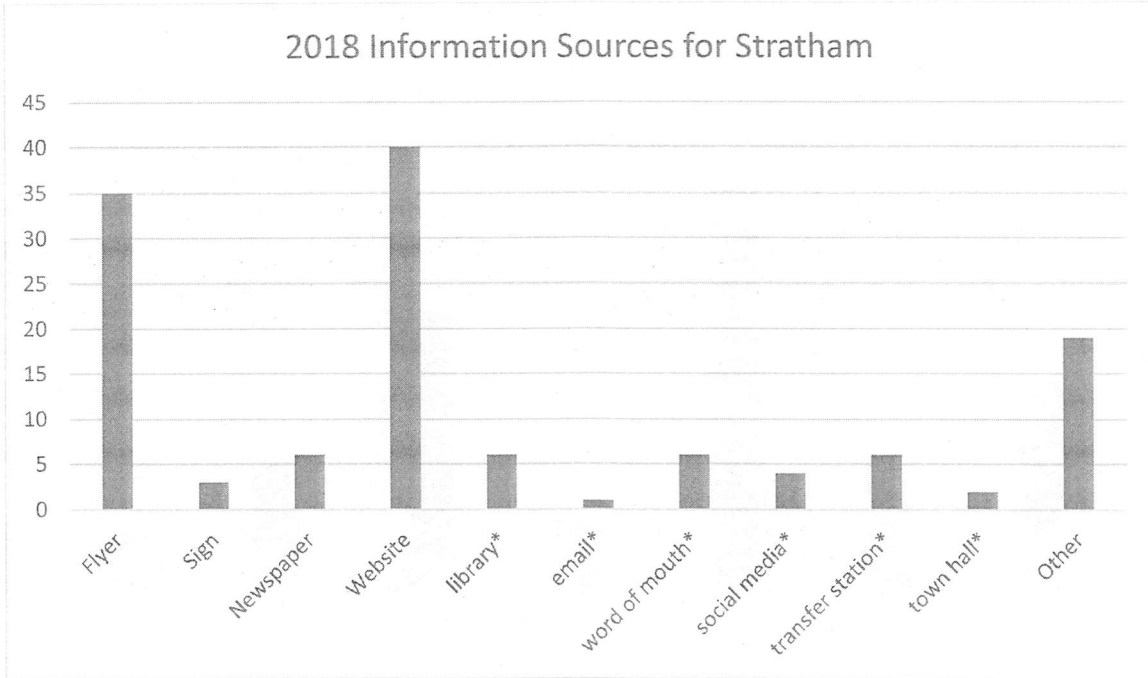










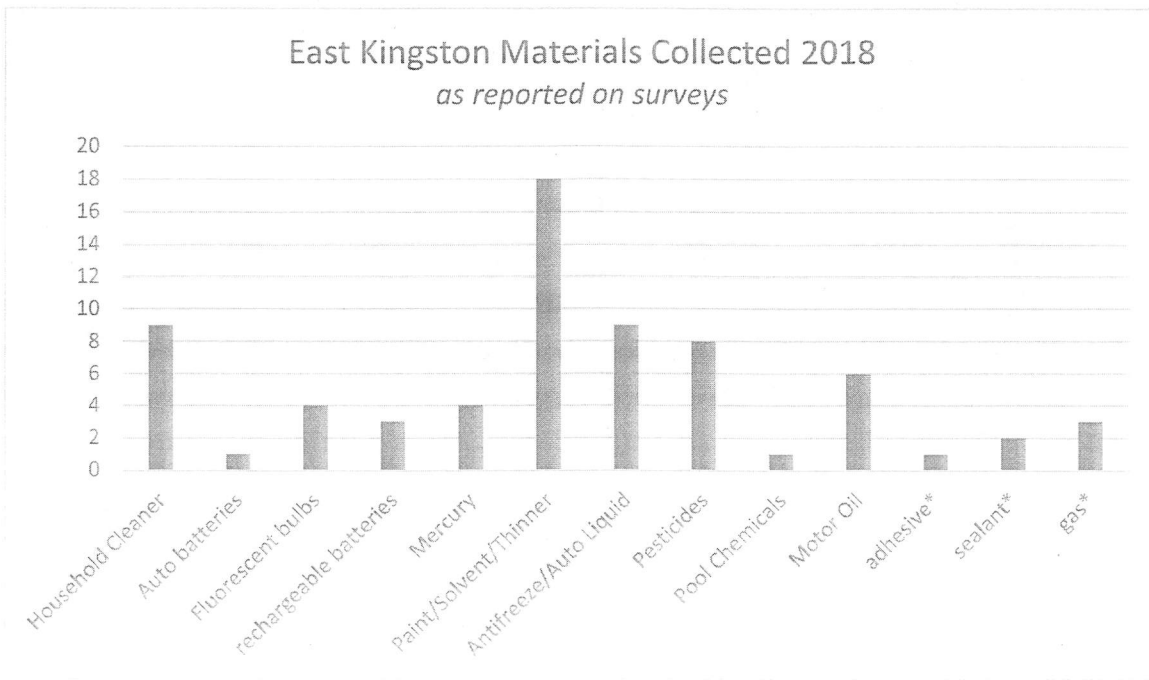
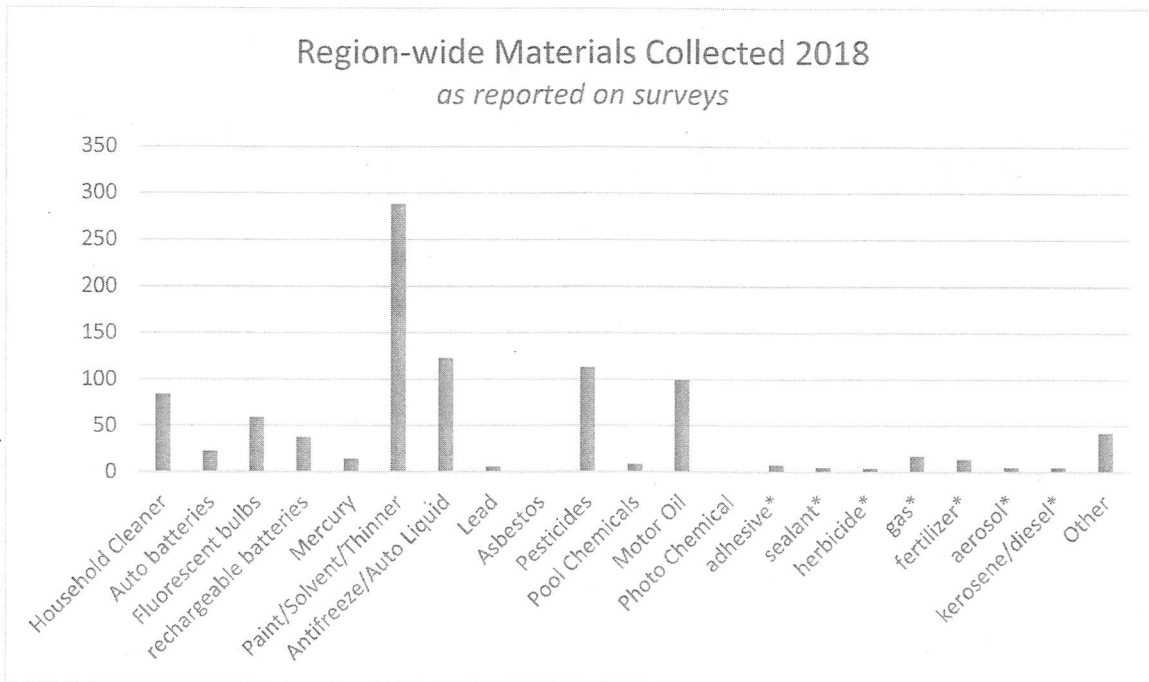


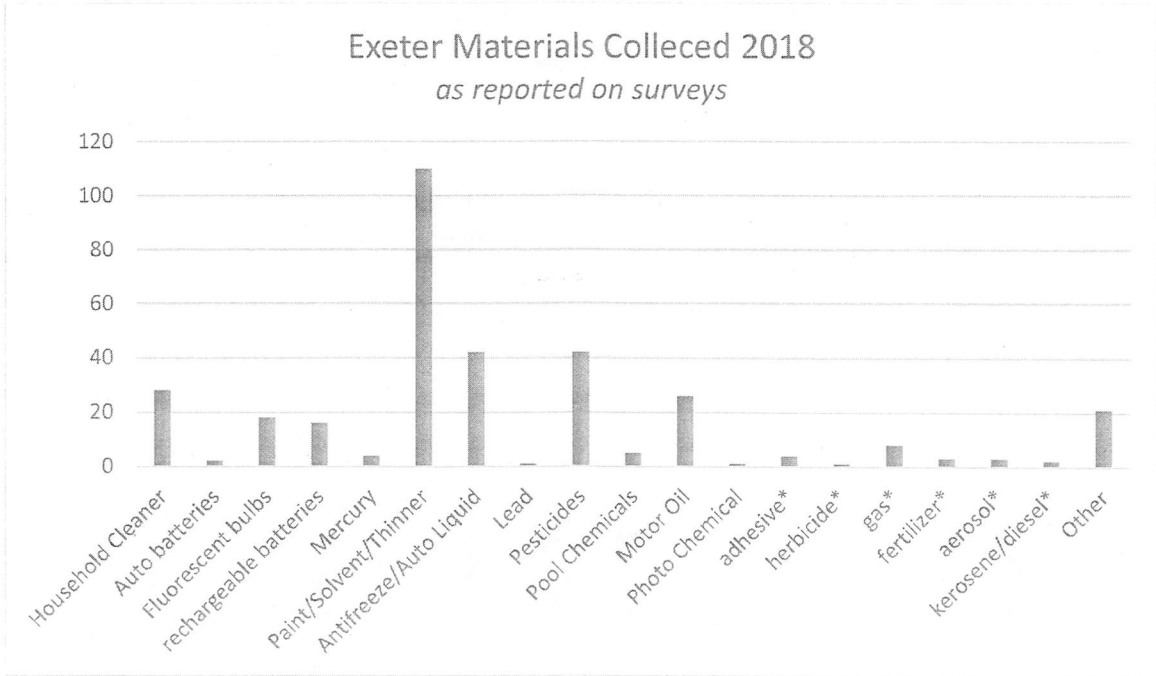
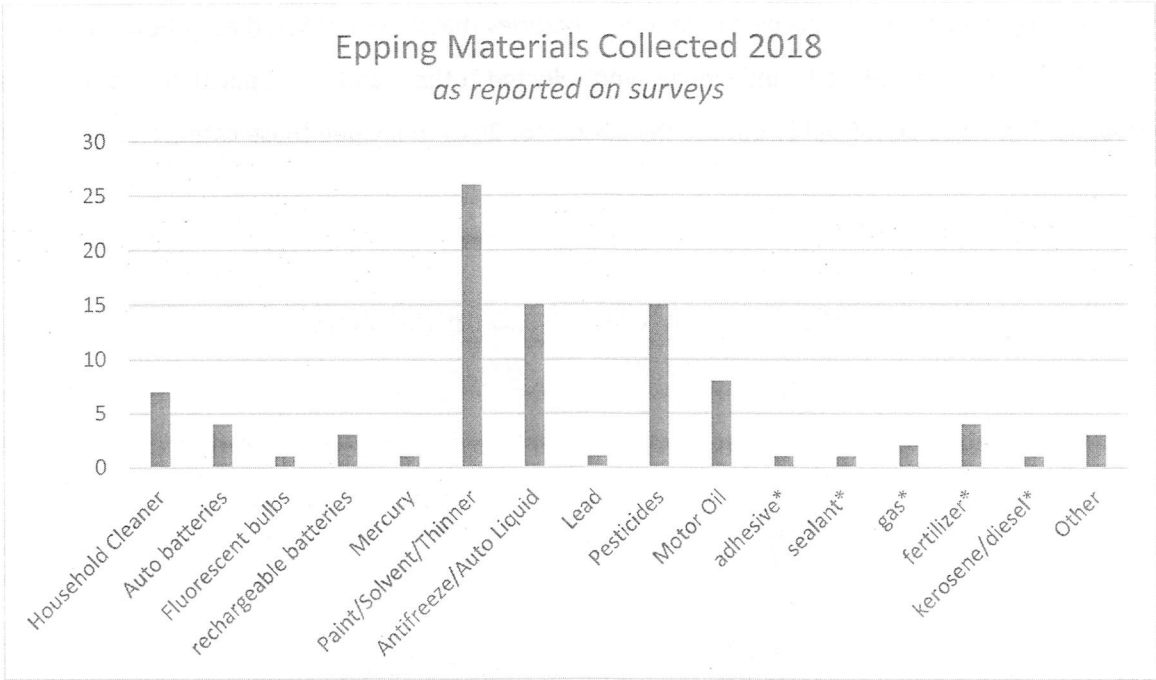
**Materials Collected**

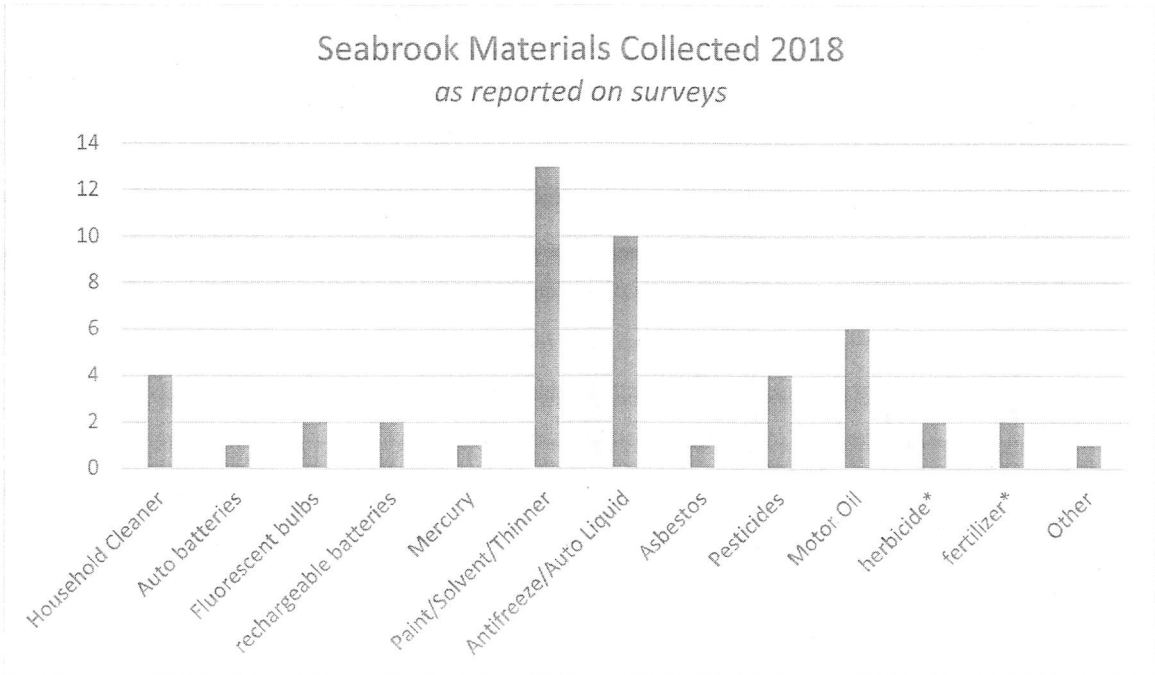
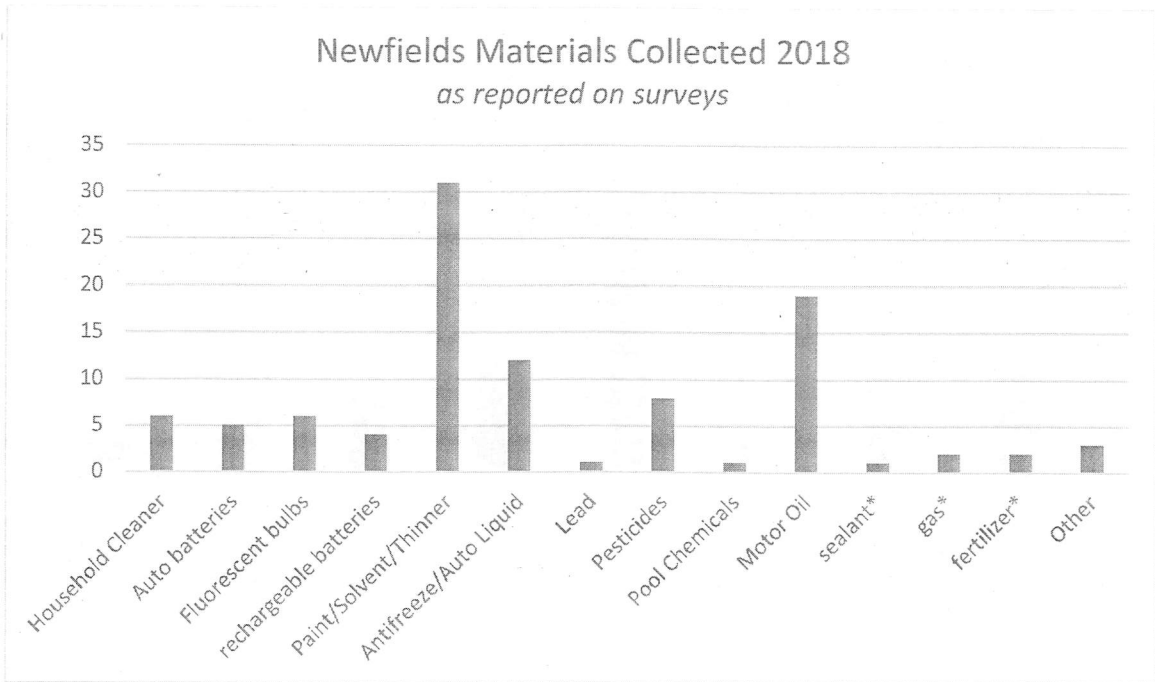
The October 20, 2018 HHW collection manifested a total of 23,039 pounds of waste. Of this, 17,877 pounds were ignitable; 1 pound was reactive; 2,281 pounds were toxic, and 976 pounds were corrosive.

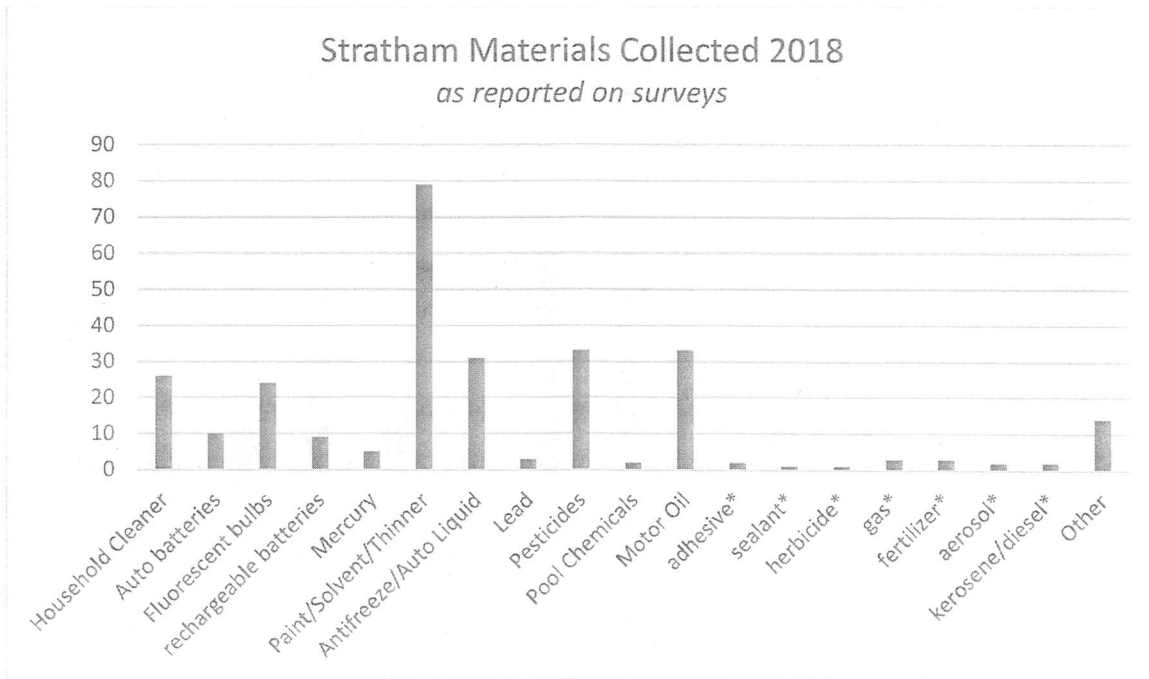
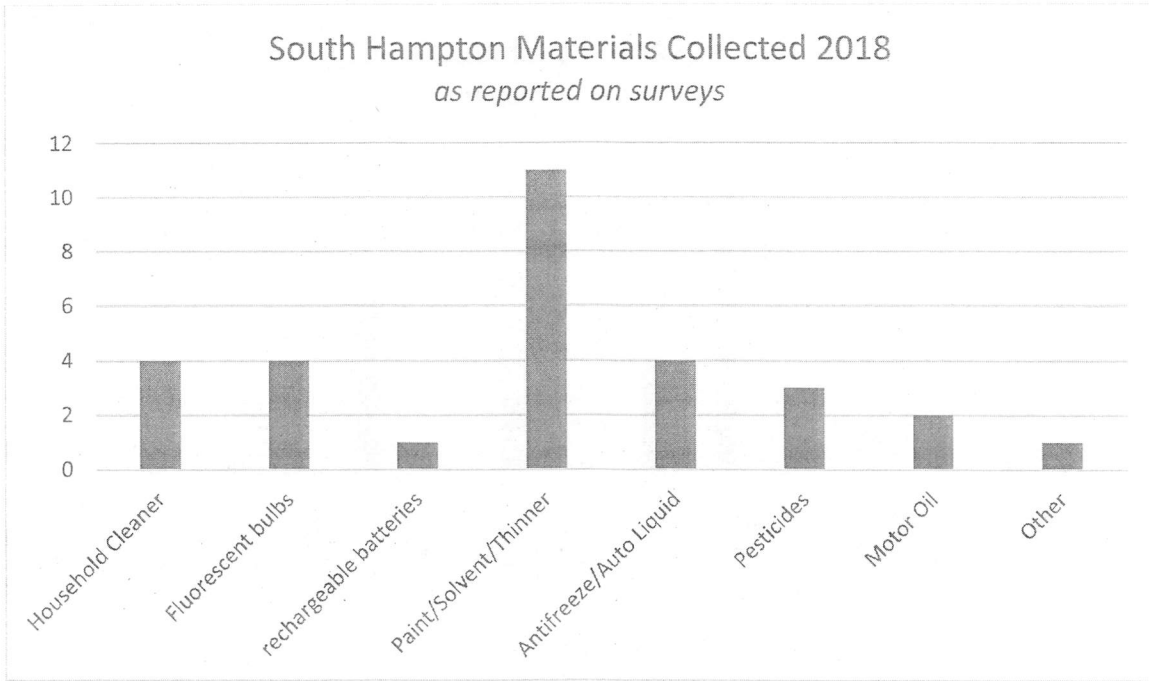
Participant surveys provide more detailed information on the types of waste being collected from each municipality. This information can be used to target community-specific outreach and education efforts on the most prominent types of waste being collected. The composition of waste collected through the October 20, 2018 HHW event, as reported on participant surveys, is shown below. Oil-based Paint/Solvents/Thinners were the most common item received; 288 households Region-wide (64%) brought these items to the 2018 collection event. Because this is a broad category and because paint historically comprises such a large percentage of the waste collected at HHW events, it is recommended that future surveys separate Paint from Solvents/Thinners. Antifreeze/Automotive Liquid was the second most common item, with 123 households (27%) reporting to bring these materials. Pesticides were the third most common item in 2018, at 113 households (25%).

HHW types marked with an asterisk below denote categories that were not listed as options on the survey, but rather were reported by individuals who selected “other” and then specified what material they brought. It may be beneficial to update the survey for 2019 to include these categories.





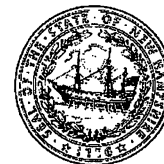








## HOUSEHOLD HAZARDOUS WASTE COLLECTION SURVEY Participant Exit Survey



Commissioner's Office/Planning Section/Household Hazardous Waste Program

RSA 147-A Env-Hw 100 – Env-Hw 1000, RSA 147-B:6 Env-Hw 1003

Please complete this form when submitting for reimbursement of funds. The grantee must conduct a participant survey as described in Exhibit A, Paragraph 5 of the Grant Contract. See page 2 for suggested questions. It is recommended that the survey be between five and ten questions in length. Tabulated results may be entered into the table below or a separate sheet.

**GRANTEE:**

Name of municipality: Exeter, NH

Contact Person: Tim Roache, Executive Director, Rockingham Planning Commission

Phone: 603-658-0518

Fax: 603-778-9183

E-mail: troache@rpc-nh.org

Survey Results (10/20/18)

Question	Results
1. What municipality are you from?	East Kingston = 34 Epping = 42 Exeter = 167 Newfields = 45 Seabrook = 20 South Hampton = 14 Stratham = 126
2. How many households are represented?	Total households = 448
3. Have you attended a HHW collection before?	Never = 178 1-3 Times = 166 4+ Times = 57
4. What type of HHW did you bring today?	Household cleaner = 84 Auto batteries = 23 Fluorescent bulbs = 59 Rechargeable batteries = 38 Mercury = 15 Paint/Solvent/Thinner = 288 Antifreeze/Automotive Liquids = 123

[hww@des.nh.gov](mailto:hww@des.nh.gov)

29 Hazen Drive, PO Box 95, Concord, New Hampshire 03302-0095

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	<p>Lead = 6  Asbestos = 1  Pesticides = 113  Pool Chemicals = 9  Motor Oil = 100  Photo chemicals = 1  Adhesives = 8  Sealant = 5  Herbicide = 4  Gas = 18  Fertilizer = 14  Aerosol = 5  Kerosene/diesel = 5  Other = 43</p>
<p>5. How did you hear about the collection?</p>	<p>Flyer = 75  Sign = 24  Newspaper = 63  Website = 124  TV/Radio = 4  Library = 7  Email = 17  Word of Mouth = 18  Social Media = 20  Newsletter = 2  Transfer Station = 7  Town Hall = 8  Drove by = 3  Other = 67</p>

HOUSEHOLD HAZARDOUS WASTE COLLECTION SURVEY – (Participant Exit Survey)

## **Section V—Attachments**

### **1. General description of project**

The Exeter Household Hazardous Waste Collection is a partnership between the communities of Exeter, Stratham, Newfields, East Kingston, Epping, Seabrook, and South Hampton. Each year, Exeter holds a Household Hazardous Waste Collection for residents of these communities at the Exeter Public Works Garage. Rockingham Planning Commission provides administrative support for the collection.

Exeter's HHW collection provides a tremendous asset to the region. In 2018, a total of 448 households participated in the HHW collection region-wide and the event manifested a total of 23,039 pounds of waste. If the HHW collection was not available, this waste may otherwise end up in the municipal waste stream or disposed of directly into the environment.

#### **1a) How will the grant award be allocated?**

This grant award will be used to help support Exeter's HHW Collection event on October 19, 2019 at the Exeter Public Works Garage.

#### **1b) How will match requirements be fulfilled?**

The match requirement will be met by community funding of \$25,050 for FY 2020. Municipal assessments are levied based on the participating community's population. In addition, residential participants will be assessed a user fee of \$10/vehicle, which will cover up to 10 gallons or 20 pounds of waste. We estimate this will result in \$4,000 in revenue.

January 24, 2019

Dean Robinson, Household Hazardous Waste Coordinator  
NH Dept. of Environmental Services  
PO Box 95  
Concord, NH 03302

RE: Exeter Area Household Hazardous Waste Collection

Dear Mr. Robinson,

I am writing to express the Town of Exeter's commitment to host the calendar year 2019 Household Hazardous Waste Collection. This year's event is scheduled to take place on October 19, 2019. The Town of Exeter works collaboratively with the neighboring communities of Stratham, Newfields, East Kingston, Epping, Seabrook, and South Hampton to host this annual event. In partnership with the Rockingham Planning Commission we have successfully grown this event to attract nearly 450 households resulting in removal of 23,000 pounds of waste.

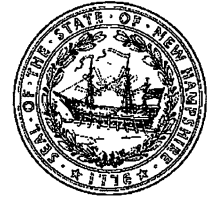
We are seeking grant funding in the amount of \$7,350 to support this important collection event. Please find the attached grant application materials for your consideration. Letters of commitment from our partner communities will follow in the coming weeks. Thank you for your support of this valuable program.

Sincerely,

Russ Dean  
Town Manager  
Exeter, NH



## HOUSEHOLD HAZARDOUS WASTE GRANT APPLICATION FORM



Commissioner's Office/Planning Section/Household Hazardous Waste Program

RSA 147-A Env-Hw 100 – Env-Hw 1000, RSA 147-B:6 Env-Hw 1003

### APPLICATION INSTRUCTIONS:

- 1) Complete all five sections and submit them to NHDES between **October 1 & February 1 for the following fiscal year (June 30 – July1)**.
- 2) All funds will be distributed in accordance with Env-Wm 1000.
- 3) Incomplete or late applications may not be considered.

To be eligible for grant funds, you must conduct an educational campaign, which is more than simply promoting your collection. Your educational component must include information about **ways to reduce HHW generation** (pollution prevention) as well as the potential dangers and proper means of disposal of HHW. If you have questions, please call the HHW Coordinator at 271-2047; NHDES has materials available to help you with your educational component.

Grant funds are distributed using a tiered rate. Please review your program overview to determine which description best fits.

- Type I project means a HHW collection project consisting of one HHW collection event per calendar year that serves one municipality.
- Type II project means a HHW collection project consisting of:
- (1) More than one HHW collection event per calendar year; or
  - (2) One collection event that serves more than one municipality; or
  - (3) A combination of (1) and (2), above.
- Type III project means a HHW collection project that:
- (1) Uses a permanent HHW facility to store partially filled drums and containers between collection events; and
- Type IV project means a HHW collection project that:
- (1) Uses an authorized permanent HHW facility to collect HHW directly from residents in the absence of a hauler; and
  - (2) Uses a third-party vendor such as a hazardous waste transporter for one or more, but not all of its collection events.

The distribution of grant for each type of HHW project will be set according to the formula:

Base Rate = Total Grant Funds Available / ((M<sub>i</sub> x P<sub>i</sub>) + (M<sub>ii</sub> x P<sub>ii</sub>) + (M<sub>iii</sub> x P<sub>iii</sub>) + (M<sub>iv</sub> x P<sub>iv</sub>))

For further information regarding definition of terms please refer to: Env-Hw 1003.08 Calculation of Grant Awards.

hhw@des.nh.gov

29 Hazen Drive, PO Box 95, Concord, New Hampshire 03302-0095

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**SECTION I. (GENERAL INFORMATION)**

1. Name of Municipality: Town of Exeter
  
2. Municipality's Mailing Address: 10 Front Street  
(Street)  
Exeter NH 03833  
(Town / City) (State) (ZIP Code)
  
3. Date of Application: January 29, 2019  
(Application must be received by NHDES after October 1 but before February 1)
  
4. Primary Contact: Name: Tim Roache  
  
Title: Executive Director, Rockingham Planning Commission  
  
Telephone: 603-658-0518 Fax: 603-778-9183  
  
Email: troache@rpc-nh.org
  
5. Secondary Contact Name: Annette Pettengill  
  
Title: Business Manager, Rockingham Planning Commission  
  
Telephone: 603-658-0517 Fax: 603-778-9183  
  
Email: apettengill@rpc-nh.org
  
5. Secondary Contact Name: Russell Dean  
  
Title: Town Manager, Town of Exeter  
  
Telephone: 603-778-0591 Fax: 603-772-4709  
  
Email: rdean@exeternh.gov
  
6. Who should the public contact with questions? Rockingham Planning Commission

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**SECTION II (EVENT DETAILS)**

1. Project(s) Proposed Date, Time and location:

Date	Time	Address	City/Town
10/19/19	8:00AM-1:00PM	Exeter Public Works Garage, Route 85, Newfields Rd.	Exeter

2. Do you have a limit on the amount of waste that can be brought to the collection? **YES**  
If yes, what is the limit? 10 gallons

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- 3. For events with multiple collection sites: How many sites do you have? N/A
- 4. Will you allow a limited number of residents from non-participating communities to drop off wastes **(at their expense)** during your collections?  Yes  No
- 5. Will you allow pre-registration for small businesses to drop off wastes **(at their expense)** during your collections?  Yes  No

**It is within your right to refuse service to any private business or non-resident who has not made prior arrangements with you and your contracted transporter.**

---

**SECTION III (SERVICE AREA)**

- 1. Communities participating and population to be served:

City/Town	Population	City/Town	Population
Exeter	15,108		
Stratham	7,405		
Newfields	1,704		
East Kingston	2,404		
Epping	6,944		
Seabrook	8,860		
South Hampton	814		

- 2. Total Population: *43,239 based on NH Office of Strategic Initiatives 2017 Population Estimates*

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**SECTION IV: (PROJECT COST AND REVENUE ESTIMATES)**

- |   |                  |
|---|------------------|
| 1. Cost of Public Education:<br>(Educational Component required per<br>NH Hazardous Waste Rules, Env-Wm 1003.08.)   | \$ 1,400         |
| 2. Cost of Hazardous Waste Contractor:<br>(Include fixed and estimated disposal costs.)   | \$ 35,000        |
| <b>Total Estimated Project Cost (Add 1 and 2):</b>  |                  |
|   | <b>\$ 36,400</b> |
| 3. State of NH grant monies requested:<br>(Grant monies available at the rate based on HHW collection overview)<br><i>\$0.17 per capita * 43,239 population = \$7,350.63</i>                  | \$ 7,350         |
| 4. Matching Monies (list sources and amounts):<br>Community Funding: \$ 25,050      County Funding: \$<br>Solid Waste District Funding: \$      Other Funding: \$ 4,000 participant user fees |                  |
| <b>Total Matching Monies:</b>   |                  |
|   | <b>\$ 29,050</b> |
| 5. Total Revenue (add 3 and 4):   | <b>\$ 36,400</b> |

**SECTION V: ATTACHMENTS**

Please include:

1. A general description of the project, including:
  - How the applicant will allocate the grant award.
  - How the applicant will fulfill the grant award's dollar-for-dollar match requirements.
2. Show and explain how the applicant will fulfill the public education component, including:
  - Informing the public about reducing HHW generation (pollution prevention).
  - Potential dangers of HHW.
  - Proper disposal of HHW.
3. In the case of an application serving more than one municipality, please include a Letter of Commitment from each participating community.

**SECTION VI: (AUTHORIZATION)**

I certify that, to the best of my knowledge, all of the previous information is complete and accurate.

**Email application to:**  
[hhw@des.nh.gov](mailto:hhw@des.nh.gov)

  
(Signature of Authorized Person from Section I) (Date)

OR

Tim Roache, Executive Director, Rockingham Planning Commission  
(Print Name and Title of Authorized Person)

**Mail application to:**  
NHDES  
Planning & Assistance Section  
29 Hazen Drive, PO Box 95  
Concord, NH 03302-0095  
Attn: HHW Coordinator

**Please contact us with any questions you have.**  
Telephone: (603) 271-2047  
Email: [hhw@des.nh.gov](mailto:hhw@des.nh.gov)  
<http://des.nh.gov/organization/commissioner/p2au/pps/hhwp/index.htm>

[hhw@des.nh.gov](mailto:hhw@des.nh.gov)

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January 24, 2019

Dean Robinson, Household Hazardous Waste Coordinator  
NH Dept. of Environmental Services  
PO Box 95  
Concord, NH 03302

RE: Closeout Report—Exeter, Stratham, Newfields, East Kingston, Epping,  
Seabrook, and South Hampton

Dear Mr. Robinson,  
Enclosed are the submission materials regarding the October 20, 2018 Household  
Hazardous Waste Collection conducted by Exeter, Stratham, Newfields, East  
Kingston, Epping, Seabrook, and South Hampton.

The following documents are submitted for your review:

1. income/expense sheet
2. Hazardous Waste Transporter invoice
3. Examples of educational materials
4. Household Hazardous Waste Report Form
5. Completed hazardous waste manifest form
6. Tabulated participant survey results

The total cost of the collection event was \$31,734.74; therefore, we are requesting  
the full grant award of \$7,115.

Please make the check payable to the Town of Exeter and send directly to the  
Town, care of Russell Dean, Town Manager. Thank you again for your support of  
this valuable program.

Sincerely,

Tim Roache  
Executive Director

## **Water Sewer Abatement Policy Update**

### **POLICY ON WATER & SEWER ADJUSTMENTS**

It is the policy of the Town of Exeter not to grant adjustments to water & sewer bills unless the problem is within the Town's system.

However, the Town recognizes that a high bill resulting from accidental, unpreventable water release can present a financial hardship to a customer. While most water releases are preventable, there are certain circumstances when an accidental water release cannot be reasonably prevented. The intent of this policy is to establish a one-time abatement, of up to \$500.00 during any five-year period due to an accidental or unpreventable water release that exceeds 50 % above the normal average usage.

Discovering and repairing issues to stop water loss is the responsibility of the customer. A courtesy notice from the Water & Sewer Department regarding high usage on a metered property, nor the omission or delay of sending such notice does not create any liability to the Town.

The deadline for submitting an abatement application is 90 days after the date of the water & sewer bill you are requesting abatement for. Applications will be reviewed by the Select Board within 4 weeks of the application date. The Water & Sewer Department will inform you of the date that your application will be on the agenda of the Select Board meeting, usually held on Monday nights at Town Hall. The customer is encouraged to attend but not required.

#### **Adjustment Determination Procedure:**

1. Any customers requesting to abate any portion of a metered water & sewer bill that is unusually high due to unpreventable leakage should contact the Water & Sewer Department. They will review the information, perform a leak check if necessary, and provide you with an abatement form to complete which they will review and forward on to the Select Board with any supporting documents you submit for their approval or denial.
2. The customer must prove that the deficiency responsible for the leak has been repaired or corrected. In the event that a customer cannot determine the source or cause of the abnormally high consumption, the customer is required to hire a licensed plumber to assist in determining the source or cause. If the plumber is unable to determine the source or cause of the abnormally high consumption, the Town can only speculate that the customer has located and repaired or corrected the source.
3. If the customer claims that said source never existed, the Town shall test the meter and make an adjustment to the bill in accordance with NHPUC requirements for meters found to be over-recording. Should the meter test reveal an accurate or under recording meter, the customer shall be held responsible for the entire bill plus the cost of meter testing and shipping/handling.
4. If the source or cause of the abnormally high consumption is related to a leak due to customer negligence such as the failure to maintain internal (private) plumbing fixtures in good repair and/or protect any indoor or outdoor plumbing from freezing, the customer shall be held responsible for the entire bill. The Town is not responsible for spigot damage due to freezing or falling ice.
5. In the event the abnormally high consumption has occurred due to unpredictable leakage not caused by customer negligence or unfortunate circumstances, the Select Board shall consider granting a one-time abatement, per account, during any five-year period. The credit will be up to \$500.00 for water and sewer consumption above the average for

indoor leaks, and the sewer consumption above the average consumption for outdoor leaks. The Select Board reserves the right to grant adjustments on water use, sewer use, or both.

6. The abatement calculation may consider compensation from any other sources, including insurance policy claims, etc. The customer may be required to submit a written statement from their homeowner's insurance policy provider stating what portion, if any, of the leak is covered by insurance.

7. The Town shall not disconnect service (for abnormally high consumption) provided the customer pays the entire amount due within the normal payment period or enters into payment arrangements for the excessive amount and is in good standing on all current billings. Any interest accrued on an abated amount will be credited back to the customer.

8. Landlords will be responsible for tenant bills in accordance with this policy. Failure by a tenant to pay water and sewer charges will not excuse the landlord of any outstanding obligations.

#### **To Request Abatement**

Complete a "Water/Sewer Abatement Request Form" which can be obtained from the Water/Sewer Department or at the Town Offices.

Return the completed form with all receipts showing the issue was repaired by a licensed plumber or hardware receipts if the repair was done by you, to the Town Offices or the Water/Sewer Department.

If you qualify for abatement per this policy the Water & Sewer Department will calculate the abatement amount and arrange to have your abatement request added to Select Board's agenda for their next meeting and will notify you of the date.

The signed abatement will be returned to the Water & Sewer Department from the Select Board within 5 days of approval or denial and you will receive a letter stating the outcome of your request.

**The above policy replaces all existing water and sewer abatement policies.**

Passed: 10-21-92  
Amended: 06-19-95  
Amended: 05-19-08

Amended: 04-10-95  
Amended: 10-16-00  
Amended: **TBD**

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**POLICY ON WATER & SEWER ADJUSTMENTS DRAFT NOV 2018**

It is the policy of the Town of Exeter not to grant adjustments to water & sewer bills unless the problem rests with the Town's system. However, the Town recognizes that a high bill resulting from accidental, unpreventable water release can present financial hardship to a customer. While most water releases are preventable, there are certain circumstances when an accidental water release cannot be reasonably prevented. The intent of this policy is to establish a one-time abatement of up to \$500, during any five ten-year period, for up to half of the excess water consumption above normal consumption, due to an accidental, unpreventable water release.

**Adjustment Determination Procedure:**

1. All customer requests to abate any portion of a metered water bill that is unusually high due to unpreventable **system leakage, vandalism or release** shall be reviewed by Town staff, the Town Water and Sewer Advisory Committee, and/or the Selectboard on a case-by-case basis. In order to qualify for abatement, a customer's excess consumption must exceed ~~the greater of 100% or 35,000 gallons~~ **50% above their normal average consumption, calculated from a review of a reasonable look-back period, as determined by the reviewing party as determined above.** The customer must also prove that the deficiency responsible for leakage has been repaired or corrected. This policy only applies to leaks that have occurred within the previous six (6) months of the date of the abatement request.

~~Normal consumption will be the average of at least the previous three years' consumption history, for similar billing periods, unless deemed otherwise by the Town staff or Committee.~~ The Town staff and Committee reserve the right to grant adjustments on water use or sewer use or both, **such as in the case of landscaping irrigation system malfunction.**

2. In the event that a customer cannot determine the source or cause of the abnormally high consumption, the customer is required to hire a private licensed plumber to assist the customer in trying to determine said source or cause. If the plumber is unable to determine the source or cause of the abnormally high consumption, the Town can only speculate that the customer has located and repaired or corrected said source. If the customer claims that said source never existed, the Town shall test the meter and make an adjustment to the bill in accordance with NHPUC requirements for meters found to be over-recording. If the meter test reveals an accurate or under-recording meter, the customer shall be held responsible for the entire bill plus the cost of meter testing and shipping/handling.
3. In the event the source or cause of the abnormally high consumption is related to a leak due to customer negligence such as the failure to maintain internal (private) plumbing fixtures in good repair and/or protect plumbing from freezing, the customer shall be held responsible for the entire bill.

4. In the event the abnormally high consumption has occurred due to “unpredictable leakage” not caused by customer negligence, ~~ignorance or unfortunate circumstances~~, as determined by Town staff and/or the Water & Sewer Advisory Committee, the Town shall consider granting a one-time abatement of up to \$500, per account, during any ~~five ten-year~~ period, ~~up to half of the water consumption above normal consumption.~~ **If such an abatement is accepted by the ratepayer or ratepayer's representative, then, under no circumstances or conditions, will an additional abatement be considered during the five-year timeframe.**
5. The abatement calculation may consider compensation from any other sources, including insurance policy. The customer may be required to submit a written statement from their homeowner's insurance policy provider stating what portion, if any, of the leak is covered by insurance.
6. The Town shall not disconnect service (for abnormally high consumption) provided the customer pays the entire amount due within the normal payment period or enters into payment arrangements for the excessive amount and is in good standing on all current billings.
7. Landlords will be responsible for tenant bills in accordance with this policy. Failure by a tenant to pay water and sewer charges will not excuse the landlord of any outstanding obligations.

**~~The following example shows how the abatement is calculated based on rates in effect on 1/1/08:~~**

	Consumption	Dollar Amount
Total Usage	75,000 gal	\$405.75
<del>3-year average</del>	<del>30,000 gal</del>	<del>\$162.30</del>
Excess above average	45,000 gal	\$243.45
Half of excess abated	(22,500 gal)	(\$121.72)
Remaining excess Customer responsibility	22,500 gal	\$121.72
<del>3-year average</del>	<del>30,000 gal</del>	<del>\$162.30</del>
<b>Total remaining bill due</b>		<b>\$284.02</b>

The above policy replaces all existing water and sewer adjustment policies.

Passed: 10-21-92  
 Amended: 04-10-95  
 Amended: 06-19-95  
 Amended: 10-16-00  
 Amended: 05-19-08  
 AMENDED 12-xx-18

**Epping Road, Winter Street, Spring Street Project Update and Additional Funding Request**



# TOWN OF EXETER

## Planning and Building Department

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

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

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**Date:** January 25, 2019  
**To:** Russ Dean, Town Manager  
**From:** Dave Sharples, Town Planner  
**Re:** Transportation Alternatives Program (TAP)

As you know, the Town received funding for a TAP project to install new sidewalks on portions of Epping Road, Winter Street, and Spring Street. The Town contracted with Hoyle Tanner & Associates (HTA) to complete the engineering phase of the project. HTA has gone through the preliminary design phase and created an opinion of cost for the project. Construction prices have risen considerably since the 2016 grant application and the total project cost is estimated to have increased by \$89,364.41.

The NHDOT did notify me yesterday that they are willing to fund 80% of the increase but, as with all TAP funding, the Town needs to provide a 20% cash match. I have enclosed a spreadsheet from NHDOT showing the increases so you have the complete picture with regard to the total project cost increase from TAP application.

Based upon the current estimate, I am seeking a commitment to provide the 20% Town match of \$17,872.88. This is in addition to the original match of \$108,252 that was approved by the voters in 2017. In consultation with you, I would be requesting the funds from the Sidewalk Improvement Capital Reserve Fund as you indicated there is \$20,000 currently available and it is too late to make this a warrant article. We are currently awaiting a notice to proceed to final design but NHDOT cannot issue the letter until they receive the Town's commitment to the 20% match. I will attend the Select Board meeting to answer any questions the Board may have regarding this request.

It is important to note that I need the commitment in order to proceed to final design and the project has not gone out to bid. This means that the project cost may increase or decrease but there is no way of knowing this until we receive bids for construction. Also worth noting is NHDOT informed me that since they are providing \$71,491.53 in additional funds than initially approved, they have indicated that any further increases may be solely at the Town's expense due to the fiscal constraints of the TAP program.

Thank you.

enc (1)



Below is comparison of TAP Application funds vs updated funds at Preliminary Design (PD) submission. This shows the complete project cost increase to date if the construction increase is approved by Town

	TAP Appl. Participating Funds	Updated	Increase	
PE	\$79,858.00	<b>\$97,535.28</b>	\$17,677.28	latest ProMIS Estimate dated 7/24/18 shows <b>bold cost</b>
ROW	\$10,000.00	<b>\$10,000.00</b>	\$0.00	latest ProMIS Estimate dated 7/24/18 shows <b>bold cost</b>
Construction	<b>\$382,545.00</b>	\$448,090.13	\$65,545.13	latest ProMIS Estimate dated 7/24/18 shows <b>bold cost</b>
CE	<b>\$68,858.00</b>	\$75,000.00	\$6,142.00	latest ProMIS Estimate dated 7/24/18 shows <b>bold cost</b>
Total Constuction Phase	<b>\$451,403.00</b>	\$523,090.13	\$71,687.13	latest ProMIS Estimate dated 7/24/18 shows <b>bold cost</b>
Project Total	\$541,261.00	\$630,625.41	\$89,364.41	This would be the complete project increase if we approve the construction phase increase from PD submission

Notes

1. The \$97,535.28 cost for PE is from HTA Contract Amendment #1,executed by Town 9/11/18 for PE services from Engineering Study through Bid Phase services. This has been approved by DOT with ProMIS Estimate dated 7/24/18.
2. The \$75,000 CE cost and \$448, 090.13 contractor construction cost is from HTA Preliminary Design Cost Estimate dated 10/31/18.
3. The above funds are participating funds. So the Project Total updated funds of \$630,625.41 would be:  
 \$504,500.33 in federal funds (80%)  
 \$126,125.08 in town match (20%)

## **Tax Exemptions, Abatements, and Credits**

## List for Select Board meeting January 28, 2019

### Vet Credit

<b>Map/Lot</b>	<b>Location</b>	<b>Amount</b>
55/32	4 Michael Ave	500.00
35/12	39 Newfields Rd	500.00

### Disability Exemption

<b>Map/Lot</b>	<b>Location</b>	<b>Amount</b>
104/79/136A	136A Robinhood Ave	125,000
103/13/26	26 Donna Dr	125,000

## Permits And Approvals

**Art Gallery / Backroom Usage**

<b><u>Group</u></b>	<b><u>Day</u></b>	<b><u>2018/Month</u></b>	<b><u>Dates</u></b>	<b><u>Times</u></b>	<b><u>Location</u></b>	<b><u>Status</u></b>
Seacoast Photography Group	Third Thursdays	January	1/18/18 to 12/20/18	6:30 pm - 8:30 pm	Backroom	Approved
Patricia Nickerson	Mondays	February - May	2/5/2018 - 5/28/18	9 am - 3 pm	Backroom	Approved
Seacoast Photography Group	1st Friday, then Sat/Sundays	May	5/5/18 - 5/27/18	noon - 4pm	Gallery	Approved
Seacoast Open Studio	Friday	September - June	9/14/18 to 6/14/19	9:30 - noon	Backroom	Approved
Richardson Oil Painting	Sat/Sun	September	9/22/18 & 9/23/18	9:30 am - 4:30 pm	Backroom	Approved
Racial Unity	Saturday	September	9/29/2018	8 am - 4 pm	Gallery	Approved
Richardson Oil Painting	Saturdays	October - December	10/20/18 to 12/8/18	9:30 am - noon	Backroom	Approved
Seacoast Artist Assoc.	1- Wed drop off then Sat/Sun	November	10/31/18 - 11/11/18	noon - 4 except 11/2 - 4 pm to 7 pm	Gallery	Approved
Workshop for SAA	Friday/Saturday	November	11/9/18 - 11/10/18	10 am - 3 pm	Backroom	Approved
<b><u>2019/Month</u></b>						
EXTV	Wednesdays	January-December	1/16/19 - 12/18/19	5 pm - 9 pm	Gallery	pending
Seacoast Photography Group	Third Thursdays	January - December	1/17/19 - 12/20/19	6:30 pm - 8:30 pm	Backroom	Approved
NHSPA	Sat/Sundays	January-February	1/5/19 to 2/10/19	10 am - 4 pm	Gallery	Approved
TEAM/Main St. Art	Sat/Sundays	March	3/11/19 - 3/30/19	noon to 4 pm	Gallery	Approved
LitFest	Sat/Sunday	April	4/5/19 - 4/7/19	5 pm - 6 pm	Gallery	Approved
Community Arts Initiative	1st Tues, Sat/Sundays	April	4/9/19 - 4/21/19 4/18/19 - 5/31/19	12 pm - 4 pm, drop off: 3-7 reception: 4 -7	Gallery	Approved
Seacoast Artist Assoc. **	1st Friday, then Sat/Sundays	April-May	Proposed change: 4/21 - 5/31	noon - 4 pm	Gallery	Approved
Pine Street Players	Sat/Sunday	May	5/11/19 - 5/13/19	noon - 11 pm	Gallery	Approved
Community Arts Initiative	1st Tues, Sat/Sundays	September	9/3/19 - 9/22/19	12 - 4 pm, drop off: 3 -7, reception: 4-7	Gallery	Approved
Racial Unity	Saturday	September	9/28/2019	8 am - 4 pm	Gallery	Approved
Seacoast Artist Association	1st wed, Friday then Sat/Sundays	November	10/30/19 - 11/11/19 Current: 11/8/19 - 12/22/19	noon - 4 pm	Gallery	Pending
TEAM	1st Mon, then Sat/Sundays	November-December	Proposed change: 11/25/19 - 12/22/19	None listed	Gallery Gallery/	Pending
Pine St Players		November	11/9/19 - 11/25/19	9 am - 10 pm	Backroom/ TH	Pending
Community Arts Initiative***	Sat/Sundays	December	Current: 12/1/19 - 12/22/19		Gallery	Pending
<b><u>2020/Month</u></b>						
NHSPA	Sat/Sundays	January	1/4/20 - 2/2/20	9 am - 10 pm		Pending

\*\*\* Karen's e-mail says may be withdrawn in place of SAA Yearly show in Nov

### TOWN OF EXETER, NH EVENT APPLICATION

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

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

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

Name of Event: 2nd Annual Deck The Walls Holiday Art Show Location: Town Hall Art Gallery

Date(s) of Event: <sup>(11)</sup> Nov 13 - Dec 22 Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Event Representative Sponsor's Name: TEAM / Sharon Marston / Scott Ruffner

Address: 111R Water Street

Town: Exeter State: NH Zip: 03833

Phone: 603-512-8396 Email: TownExeterArtsMusic@gmail.com

No. of Volunteers/Workers per Day: 1-2 # Anticipated Spectators: 20-100 per day

List Vendor(s) Names: \_\_\_\_\_

Describe (in detail) the proposed event: The 2nd Annual "Deck The Walls" Holiday art show will feature local artists, and also help compliment and promote all of the "Ring In The Season" and Holiday programming in downtown Exeter. TEAM will be collaborating with EXTV once again to help promote their studio during this show and encourage more Exeter citizens, artists and small business owners to create public access content. The show will be open to the public every Thurs, Fri, Sat, Sun.

The gallery will also be open for both the Pine St Players production in mid November and the Prescott Park production in December. This annual show is similar in length and structure to annual shows in place by the Seacoast Artist Association and NH Photographic Artists.

Requesting:  Town Hall  Bandstand  Art Gallery  Swasey Parkway  
 Fireworks/Parade  Raffle  Parking  Blocking Off Road

Plywood (2 weeks) or  Poster (1 week) Signboard Dates: PLYWOOD Nov 11 - Nov 24 / SIGN BOARD DEC 2-9

A-Frame Quantity and Dates: \_\_\_\_\_

# Parking Spaces: \_\_\_\_\_ Street(s) to be blocked: \_\_\_\_\_

If Applicable:

Alcohol Service? (see separate form):  Yes  No

Has Permit been approved?:  Yes  No

Tech/AV Services needed:  Yes  No



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

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**Nov / Dec Town Hall Gallery**

Scott Ruffner &lt;scotruffner@mac.com&gt;

Tue, Jan 22, 2019 at 2

To: Molly Cowan &lt;mcowan@exeternh.gov&gt;, Russ Dean &lt;rdean@exeternh.gov&gt;, Julie Gilman &lt;juliedgilman@comcast.net&gt;, Florence Ruffner &lt;florence@ruffnerre.net&gt;, Kathy Corson &lt;Kathykcorson@gmail.com&gt;

Cc: Sharon Harris &lt;sdhsource@gmail.com&gt;, Keri Marshall &lt;mlaw@nh.ultranet.com&gt;

Good Afternoon Russ,

In the past, if these types of changes were worked out via email, the administrative change was made on the app on your end and then signed off on. We didn't receive any correspondence requesting that we resubmit.

We were informed that Karen Desrosier pulled back her application for the holiday season, leaving just the Seacoast Artist Association looking for the first 2 weekends of Nov. I've attached a amended and initialed cover page with dates changed to Nov 13 - Dec 22, allowing SAA their annual time slot.

Can we please get an explanation from someone as to why only our application was subject to scrutiny due to permit length? As we pointed out on the app, two other groups have 6 week run the gallery for 2019, and PPAF just had 7+ weeks approved for downstairs without issue.

We would like to point out that we requested this application be pulled from being voted on when it was first included in the packet in early December. Julie Gilman could not attend the meeting and with Don Clement and Anne Surman voting against all recent applications without explanation, we had to assume we would not get majority approval from the four members present. This is another example where discriminatory actions on the part of certain elected officials have negatively effected our organization and community events. This is a fundraiser that raised \$300 for Exeter Scholarship fund in 2018, and now will be subject to the new fees in 2019 due to the delays.

We ask that our request for plywood signage be awarded according to the application submission date of 11/28/18, following the first come first serve protocol. We added a request for the post signboard if both are still being granted per event.

Please also note that at the last Swasey Trustee meeting, Gerry Hamel and Mark Damsell made another request that TEAM be retroactively charged usage fees for previous permits. Other nonprofits, such as the Independence Museum, were not subject to the same request. As you know, the Select Board voted the night prior that the town will not retroactively charge fees. When it was pointed out at the meeting, Select Board Rep Anne Surman indicated that the Swasey Trustees are a different board and thus not subject to the same ruling. With the Select Board now in charge of permits for Swasey Parkway, I would challenge this point and argue that Selectwoman Surman (as well as Trustees Hamel and Damsell) are misrepresenting the Town of Exeter and targeting TEAM and anyone they perceive to be affiliated with the organization.

These tactics are also a hindrance to the positive economic impact our events have on downtown businesses and the town in general.

I request again that the town attorney be brought into the conversation in an attempt to modify the continued discriminatory behavior of these elected officials.

Thank-you,  
Scott Ruffner



Russ Dean <rdean@exeternh.gov>

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## Nov / Dec Town Hall Gallery

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**TEAM Exeter** <townexeterartsmusic@gmail.com>

Tue, Jan 8, 2019 at 3:41 PM

To: rdean@exeternh.gov, lostmarbles01@yahoo.com, Sharon Marston <smarston1229@yahoo.com>, Molly Cowan <Molly.cowan@exeternh.gov>, Kathy Corson <Kathykorson@gmail.com>, Marissa Vitolo <vitolomarissa@gmail.com>, Bruce Jones <brucejonesart@yahoo.com>, Natasha Stoppel <ArtistexplorestheWorld@gmail.com>, Dskillman@comcast.net, Julie Gilman <juliedgilman@comcast.net>, annesurman3@gmail.com, Don Clement <dclement43@comcast.net>

Russ,

I spoke with Mary Jane Soloman at Seacoast Artists Association and cleared up some confusion.

The town calendar has SAA listed as the permit holder for the six weeks in Apr/May, when in fact it's the Seacoast Photographers. We assumed SAA had chosen to move their annual show to this time, and thus didn't think they were interested in November, so we extended the length of our event for 2019.

SAA does in fact wish to do their annual show the first two weeks in November, and has submitted a separate application, in addition to the one submitted by Karen Desrosiers as the Community Arts Initiative.

TEAM is willing to change our event so that each group can have 4 weekends during this stretch.

SAA/Community Arts Initiative can have Nov 1 - 24 and TEAM Nov 29 - Dec 22. We would need access to the gallery for load in on Monday, Nov 25th.

This gives TEAM and SAA our customary times for our established annual shows, and also gives their Community Arts Initiative another two weeks, in addition to the two other multi-week events they were permitted last night for 2019. Sounds like a pretty sweet deal to us, it took TEAM years of applying to get our first two-week show approved in the gallery :-)

Glad we could work this out for everyone to use the space.

Scott

Scott Ruffner  
603-512-8396





# 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](mailto:sriffle@exeternh.gov)

Use Request:

Art Gallery

Back Room

*Preferably the Gallery but we would take the back room if it is not available*

Representative:

Name: Robert Glowacky

Address: 9 Front Street

Town/State/Zip: Exeter / NH / 03833

Phone: 603-418-6425

Email: rglowacky@exeternh.gov

Organization:

Name: Exeter TV - Town of Exeter

Address: 9 Front Street

Town/State/Zip: Exeter / NH / 03833

Phone: \_\_\_\_\_

Reservation Details:

Type of Event/Meeting: Filming Public Access TV Show

Date: Every Wednesday night from

Start Time: 5pm

End Time: 9pm

Will food/beverages be served?

Yes

No

Tech/ AV Services Needed:

Yes

No

Details \_\_\_\_\_

01/16 - 12/18/2019

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](mailto: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: 1/6/19

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.



# Application for Use of Town Facility

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

Fax #: 603-777-1514 email: [sriffle@exeternh.gov](mailto:sriffle@exeternh.gov)

Use Request:  Town Hall (Main Floor)  Bandstand

### Representative:

Name: Charles MacDougal Address: 7 School St  
Town/State/Zip: Exeter 03823 Phone: 772-4967  
Email: \_\_\_\_\_

### Organization:

Name: Exeter Brass Band Address: \_\_\_\_\_  
Town/State/Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

### Reservation Details:

Type of Event/Meeting: \_\_\_\_\_ Date: \_\_\_\_\_  
Start Time of Event: \_\_\_\_\_ End Time: \_\_\_\_\_ Additional Time for set-up/clean-up: \_\_\_\_\_  
Will food/beverages be served/prepared in the foyer or room to the right? Yes  No   
If Tech/ AV Services are Needed, provide details\*: \_\_\_\_\_

### Requirements:

**Rental Fee:** For Town Hall use there is a fee of \$125 per day.

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

Applicant signature: Charles MacDougal Date: 1-16-19

Authorized by the Select Board/Designee: \_\_\_\_\_ Date: \_\_\_\_\_

### Office Use Only:

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



### Application for Road/Sidewalk Requests

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

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

Email: [sriffle@exeternh.gov](mailto:sriffle@exeternh.gov)

Block Off Street/Road

Structure on Sidewalk

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

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

#### **Applicant Information:**

Name: Sheri Riffle Address: 10 Front Street

Town/State/Zip: Exeter Phone: 773-6102 Email: sriffle@exeternh.gov

#### **Vehicle Information:** (If applicable)

Plate #: \_\_\_\_\_ State: \_\_\_\_\_ Registered To: \_\_\_\_\_

Town: \_\_\_\_\_ Description: \_\_\_\_\_

#### **Organization/Company Information:**

Name: Exeter Brass Band / Town of Exeter Address: \_\_\_\_\_

Town/State/Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

#### **Description:**

Blocking Off: (location) On Front St. near bandstand from Water St to Court St.

Describe Activity: Band concerts on bandstand

Date(s) Requested: 7/1,7/8,7/15,7/22,7/29/19 Start Time: 7:30 PM End Time: 9 PM

\_\_\_\_\_  
Applicant Signature Date

Highway Superintendent: \_\_\_\_\_ Date \_\_\_\_\_

Code Enforcement: \_\_\_\_\_ Date \_\_\_\_\_

Police Chief: \_\_\_\_\_ Date \_\_\_\_\_

Comments: \_\_\_\_\_

This permit is issued for the purpose indicated and shall be valid only during the times/dates indicated on this permit. As authorized by the Select Board/Designee (Town Manager):

\_\_\_\_\_  
Date



# 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](mailto:sriffle@exeternh.gov)

Use Request:  Art Gallery  Back Room

### Representative:

Name: Carol Van Loon Address: 42 Oak St.

Town/State/Zip: Dover, NH 03820 Phone: 603-799-1941

Email: vanloon42@gmail.com

### Organization:

Name: NH Society of Photographic Artists Address: PO Box 41

Town/State/Zip: New Castle, NH 03845 Phone: \_\_\_\_\_

### Reservation Details:

1/4/20 - 2/2/20

Type of Event/Meeting: Annual Photography Show Date: ~~1/24/20~~ ~~2/2/20~~

Start Time: 12 p.m. End Time: 4:00 p.m.

Will food/beverages be served?  Yes  No

Tech/ AV Services Needed:  Yes  No Details \_\_\_\_\_

### Requirements:

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

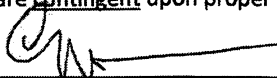
**Liability Insurance Required:** The Town requires liability insurance to be submitted with this completed application. Required insurance amounts: General Liability/Bodily Injury/Property Damage: \$300,000/\$1,000,000. The Town of Exeter must be listed as additional insured.

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

**Tech/AV Services:** There is a fee of \$80 an hour for any Tech/AV services needed. Services must be arranged in advance. Email [aswanson@exeternh.gov](mailto: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: 1/14/19

Authorized by the Select Board/Designee: \_\_\_\_\_ Date: \_\_\_\_\_

### Town Use Only:

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

**TOWN OF EXETER, NH  
EVENT APPLICATION**

*Needs to  
Coordinate around  
Prescott Park.*

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

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

For information or questions concerning the application call 603-778-6102 or email communitypermits@exeternh.gov.

Name of Event: Pine Street Players' Fame Location: Town Hall  
 Date(s) of Event: 11/9/2019-11/25/219 Start Time: 11/9, 9am End Time: 11/25, 10pm  
 Event Representative Name: Lexi Meunier and/or Suzanne Dabrowski *The Rev. Mark Partridge*  
 Address: 43 Pine St  
 Town: Exeter State: NH Zip: 03833  
 Phone: 603-247-1062/603-370-774 Email: theatre@christchurchexeter.org  
 No. of Volunteers/Workers per Day: 12 # Anticipated Spectators: 1800  
 List Vendor(s) Names: N. E. Mobile Audio N.E. Event Rentals

Describe (in detail) the proposed event: Pine Street Players at Christ Church requests the Town Hall for their Fall production of Fame. This production will include a senior and junior cast, totaling in about 100 performers from Seacoast of NH and Mass. We request use of the green room (off of the art gallery) and box office (off of lobby) for the duration of this event (11/9-11/25). We ask that we not be required to clear or pack up anything from day to day within these dates. This production includes around 200 adults, youth, from NH and MASS and has become a community event for the greater Exeter area.

Back Room  
 Requesting:  Town Hall  Bandstand  Art Gallery  Swasey Parkway  Senior Center  
 Fireworks/Parade  Raffle  Raynes Barn/Farm  Parks/Recreation Property  
 Road Race

Alcohol Service (See separate form) Has Permit been approved:  Yes  No  
 EXT V Tech/AV Services needed  
 Blocking Off Road(s) \_\_\_\_\_  
 Signboard: Plywood (2 weeks)  or Poster (1 week)  Dates: Nov. 1 - Nov 24  
 A-Frame Quantity, Dates, Location: \_\_\_\_\_  
 # Parking Spaces: \_\_\_\_\_ Location: \_\_\_\_\_



## Event check list

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

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

### Other State and/or local permits (if applicable):

- Selling/serving liquor [Application](#)
- Hawkers/Peddlers (door to door sales) [Application](#)

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

### You must submit the following with this application:

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

8. **Sanitary Facilities Plan:** A plan appropriate for the number of attendees, which will include information relative to portable toilet facilities, trash containers, and a provision that the property and surrounding areas and roadways shall be cleared of all debris within 12 hours following the event.
9. **Food Service Plan:** A food service plan, which may require review and acceptance by the Exeter Health Officer or a vendor permit from the Fire Department.
10. **Special Duty Service Fees:** The application fee does not include the costs of Fire or Police protection, or any other extra Town expense required to protect the health and safety of the public which can reasonably be attributed to the event. All such costs associated with the use of active and stand-by emergency and other services provided by the Town of Exeter, or by other towns' emergency services, shall be borne by the applicant, promoter or sponsor.

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

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

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

PRINT NAME: Mark B. Pendleton DATE: 12/5/18


APPLICANT SIGNATURE: 

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

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

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

PRINT NAME: ~~Mark B. Pendleton~~ Mark B. Pendleton DATE: 12/5/18

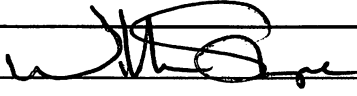
APPLICANT SIGNATURE: 



**Town Review Staff Comments**

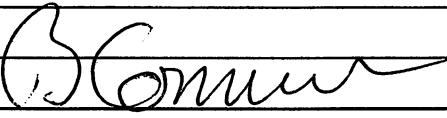
Police Chief (or designee):  No Comments

Comments: \_\_\_\_\_

Signature:  Date: 12/18/18


Fire Chief (or designee):  No Comments

Comments: \_\_\_\_\_

Signature:  Date: 12-21-18

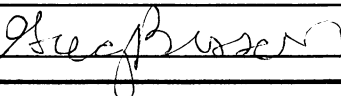
Health Officer:  No Comments

Comments: \_\_\_\_\_

Signature:  Date: 12/21/18

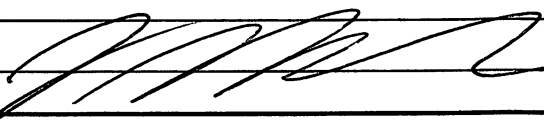
Parks/Recreation:  No Comments

Comments: \_\_\_\_\_

Signature:  Date: 12/8/19

Public Works:  No Comments

Comments: \_\_\_\_\_

Signature:  Date: 1-9-19

Select Board/Designee:  No Comments

Approval Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Town Official Use Only:

Date Complete Application Received: \_\_\_\_\_ Final Approval Date: \_\_\_\_\_

Fee Received: \_\_\_\_\_ Check #: \_\_\_\_\_

Cleaning Deposit Received: \_\_\_\_\_ Check #: \_\_\_\_\_

*The  
Pine  
Street  
Players*  
AT CHRIST CHURCH

Town of Exeter, NH Special Events Application  
Little Women: The Musical – May 4<sup>th</sup> - 13<sup>th</sup>, 2019

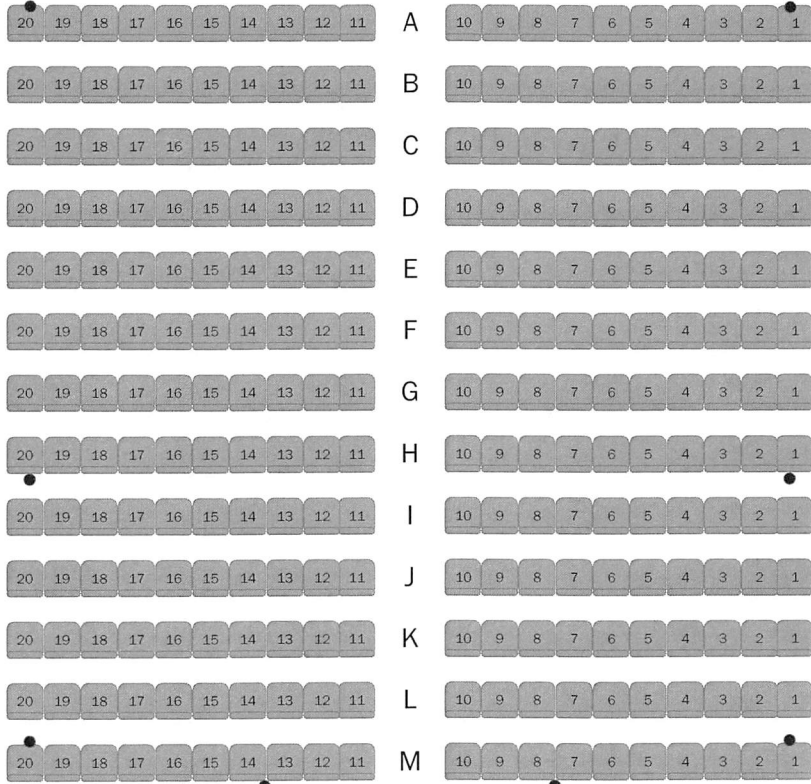
---

- 1. Certificate of Insurance:** A certificate of insurance for Christ Episcopal Church, which also covers The Pine Street Players at Christ Church (PSP), will be submitted to the town by Reverend Mark Pendleton.
- 2. Site Plan:** Please see attached for a rough estimate of our layout. Some details may change during the planning process. PSP will keep the town informed of any proposed changes.
- 3. Security / Crowd Control Plan:** We are anticipating between 30-40 cast members, with a production team of about six staff members; additional volunteers will be present during “move-in” and “move-out” days. There are a maximum 260 tickets available for each performance with no standing room option, and an appropriately-sized group of PSP staff and front-of-house volunteers to assist with any of their needs. We have not needed designated security at past events of similar size.
- 4. Traffic Control / Parking Plan:** Vendors pull up alongside the left side of the building for drop-offs and pick-ups. Staff and performers often choose to park at Christ Church, located at 43 Pine Street in Exeter, and carpool to the Town Hall. Attendees utilize street parking throughout downtown.
- 5. Fire Emergency Plan:** Equipment layout and seating plans are often inspected and thusly approved by the Exeter Fire Department. Professional designers and engineers are employed to insure no faulty equipment will be utilized, outlets will not be overloaded, etc.
- 6. Ambulance / Medical Services Plan:** There is no specific plan in place for emergency services beyond calling the appropriate first responders specific to the situation. Please let us know if more attention to this is necessary.
- 7. Ticket Distribution Plan:** Tickets will be available online at PSP’s website and will be on sale one hour prior to performance times at the Town Hall box office, subject to availability. There is a will call system in place that has worked successfully in the past.
- 8. Sanitary Facilities:** All staff, cast, and attendees are notified of the public bathrooms located next to Town Hall.
- 9. Food Service Plan:** Small snacks and water bottles will be sold at a concessions table in the lobby.
- 10. Special Duty Fees:** We do not anticipate needing any reinforcements.

CENTER

Stage

PIT/Orchestra





**CHURCH INSURANCE  
COMPANY OF VERMONT  
DIOCESAN PROGRAM CERTIFICATE**

210 South Street  
P.O. Box 5000  
Bennington, Vermont 05201  
Service: 800.293.3525  
Claims: 800.223.5705

**Certificate Number:** VPP0011269

**Master Policy Number:** VPP0012405

**Diocese Number:** 281

**Participant:** Christ Church

**Diocese of:** Diocese of New Hampshire

**Mailing Address:**

43 Pine St  
Exeter, NH 03833-2720

**Agency:** CIC of Vermont

**Region:** 0102

**Service:** 1-800-293-3525

**Certificate Period:** From: 04/01/2018

To: 04/01/2019

In return for the payment of the premium and subject to all terms and conditions, we agree with you to provide the insurance as stated in your Diocesan policy.

**Description:**

**Limit:**

<b>Blanket Buildings and Contents</b>		\$172,465,100
<b>Flood</b>		Included
<b>Foreign and Domestic Terrorism</b>		Included
<b>Water Backup and Overflow</b>		\$50,000
<b>Equipment Breakdown</b>		Included
<b>Earthquake Blanket</b>		Not Applicable
<b>Fine Arts</b>		\$1,000,000
<b>Ordinance or Law</b>		\$250,000
<b>Commercial Liability</b>	<b>per Occurrence</b>	\$1,000,000
	<b>Aggregate</b>	\$5,000,000
<b>Pastoral Counseling</b>		Included
<b>Hired and Non-Owned Auto</b>		Included
<b>Products/Completed Work Liability</b>		Included
<b>Personal Injury/Advertising Injury</b>		\$1,000,000
<b>Employee Benefits Liability</b>		\$1,000,000
<b>Fire Legal Liability</b>		\$1,000,000
<b>Medical Payments</b>		\$30,000
<b>Sexual Misconduct Liability</b>	<b>per Occurrence</b>	\$1,000,000
	<b>Aggregate</b>	\$2,000,000
<b>Directors' and Officers' Liability</b>	\$1,000,000 per claim / \$1,000,000 aggregate	
<b>(including Educator's E&amp;O)</b>		
<b>and Employment Practices Liability</b>		
<b>Accident Medical Expense</b>	<b>per Occurrence</b>	\$15,000
	<b>Aggregate</b>	\$60,000

(Limits continued on next page)

(See Specific Coverage sections for complete descriptions of coverage, definitions, retentions, deductible, schedules, exclusions and limits.)

*2019 Coverage will  
be sent in before  
their event.*



**CHURCH INSURANCE  
COMPANY OF VERMONT**  
**DIOCESAN PROGRAM CERTIFICATE**

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**Agency:** CIC of Vermont

**Region:** 0102

**Service:** 1-800-293-3525

**Certificate Period:** From: 04/01/2018

To: 04/01/2019

**Description:**

**Limit:**

**Crime Insuring Clauses**

Employee Theft Coverage	\$50,000
Premises Coverage	\$25,000
In Transit Coverage	\$25,000
Forgery Coverage	\$50,000
Computer Fraud Coverage	\$50,000
Funds Transfer Fraud Coverage	\$50,000
Money Orders and Counterfeit	
Currency Fraud Coverage	\$25,000
Credit Card Fraud Coverage	\$25,000
Client Coverage	N/A
Expense Coverage	\$10,000

(Retention of 1% of the applicable Limit applies to all Crime Coverage)

**Commercial Umbrella**

	per Occurrence	\$1,000,000
	Aggregate	\$1,000,000
<b>Sexual Misconduct</b>	per Occurrence	\$1,000,000
	Aggregate	\$1,000,000
<b>Retained Limit (applies only to Coverage U)</b>		\$10,000

**Underlying Insurance for Umbrella**

<b>Commercial Liability</b>	<b>Church Insurance Company</b>
<b>Auto Liability</b>	<b>Any Admitted Insurer</b>
<b>Employers Liability Limits</b>	<b>Any Admitted Insurer</b>
<b>Directors and Officers Liability</b>	<b>Church Insurance Company</b>

(See Specific Coverage sections for complete descriptions of coverage, definitions, retentions, deductible, schedules, exclusions and limits.)



# Town of Exeter

10 Front Street

Exeter, NH 03833

[sriffle@exeternh.gov](mailto:sriffle@exeternh.gov)

603-778-0591 fax 603-777-1514

## Special One-Day Malt/Wine License Application

Name of Applicant and/or Organization Applying: Prescott Park Arts Festival + The Word  
(To appear on license)

Full Address: 105 Marcy Street Portsmouth NH 03801

Applicant's Cell Number: 603-793-2980 Organization Phone: 603-436-2848

Applicant's Email: angela@prescottpark.org Organization Email: angela@prescottpark.org

Type of Event: Concert Collaboration w/Word Barn Admission Fee: \$30

Type of Alcohol to be served:  Beer & Wine  Wine  Beer

Type of Alcohol to be tasted:  Beer & Wine  Wine  Beer

Event Date: March 2nd, 2019 Hours of Event (to & from): 630-10 pm

Location of event within the Town:  Auditorium  Art Gallery & Backroom  Swasey Parkway

Expected number of attendees: 450-500 Age Range of Attendees: all ages, family friendly

### TOWN OF EXETER LIABILITY DISCLAIMER FOR SPECIAL ONE-DAY LICENSES

By exercising the privileges of this Special One-Day License in serving persons with alcoholic beverages, the Licensee is potentially exposed to significant liability for injuries and damages to the persons served or to others who are injured or damaged by the persons served. Your acceptance and exercise of this Special One-Day License will be deemed to be acknowledgement that you are aware of this potential liability.

You are encouraged to discuss the risks associated with exercising your privileges of this Special One-Day License and the appropriate precautions to avoid injuries, damage and liability to others with your legal advisor.

The Town of Exeter and the Select Board, acting as the Local Licensing Authority, shall not be liable to the Licensee or to others if injury or damage shall result from the exercise of this Special One-Day License.

By signing this form, the Applicant acknowledges that he/she understands and will comply with all applicable liquor regulations set forth by the NH Liquor Commission and the Town of Exeter.

Angela Greene  
Applicant's Signature

01/06/2019  
Date

**REQUIRED DOCUMENTATION TO SUBMIT WITH APPLICATION:**

- Completed license application with cash/check fee, made payable to *Town of Exeter*.
- Invitation/flyer/letter of explanation regarding event.
- Certificate of Liability Insurance, providing General Liability/Bodily Injury/Property Damage: \$300,000/\$1,000,000, and liquor liability with reasonable limits of coverage, except that liquor liability shall have minimum coverage of \$1,000,000 per occurrence and \$2,000,000 in the aggregate, whereas the policy shall carry an endorsement that the Town of Exeter shall be notified by the insurer no less than ten days prior to the cancellation of said coverage. **The Town of Exeter must be named on the certificate as an additional insured for the event.**
- Procedures of premises of a reasonable precise nature that clearly delineates the location and manner in which Alcoholic beverages will be served, delivered, and/or dispensed.
- On a separate piece of paper, please **describe the manner in which alcohol will be served** to your guests to ensure compliance with existing laws (check IDs, table service/bar, etc.) and specify the manner by which service of such beverages, if minors are in attendance, will be controlled. Minors are not allowed within the area where alcohol beverages are dispensed.
- On a separate piece of paper, please **attach a floor plan** (8.5x11 white paper) of the event area, showing the exact location where alcoholic beverages will be delivered, served and consumed. This can be hand-drawn, if necessary.

**GUIDELINES:**

- Application for Special One-Day License must be submitted no less than two weeks prior to event.
- Application must be submitted with the one day fee of: \$200
- Malt/wine may only be served at an open bar if a bona fide invitation is received by all attendees.
- Events can only be held on day and date approved on license. No refund is possible after a Special One-Day License has been issued if not used on date specified.
- Malt/wine must be delivered the day of the event and removed from the premises after the event, by the expiration of the Special One-Day License.
- Special One-Day Licenses can only be issued for events occurring between 10:00 a.m. - 10:00 p.m., Monday -Sunday.
- No person/organization shall be granted a special license more than five (5) times in a calendar year.
- License must be posted in the most conspicuous place at the location of event.
- DO NOT allow anyone to bring their own alcoholic beverages to your event.
- Control and properly police the area where the alcoholic beverages are being dispensed. Do not permit persons to carry their alcoholic beverages outside the approved area for consumption.
- Unless waived by the Police Chief in writing, a police detail is required, beginning ½ hour prior to guest arrival and continuing until all guests have left the premises. It is the applicant’s responsibility to coordinate these details. The payment of the detail is the responsibility of the applicant at applicable rates.

*For Official Use Only*

Police Acknowledgement:

Police Chief Signature:  Date: 1/17/19

Security Concerns: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Select Board’s Actions:(List date below)

Granted: \_\_\_\_\_ Rejected: \_\_\_\_\_

Restrictions/Conditions/Remarks: \_\_\_\_\_

**Manner in which alcohol will be served:**

- Guest will be able to purchase and consume alcohol beverages from licensed attendants after furnishing proper ID.
- Guests will not be allowed to leave the designated area with their drinks.
- The bar will be open one hour and thirty minutes before the show opens. Drinks will not be sold once the show has concluded.
- Guests will be given their beverages in plasticware. No glass will be provided to guests.
- Bar attendants will not serve alcohol to anyone who is not wearing a wrist band.
- Ushers and PPAF staff will enforce the policies and procedures, including monitoring of designated and non-designated areas to ensure guests adhere to these guidelines. If any one person does not adhere to these guidelines, they will be asked to leave the performance.



### **Liquor Service- per NH Liquor Commission Standards and Guidelines**

- Alcohol may be sold and served by licensed individuals who are 21 years of age, or older.
- ID's must be checked for ALL customers at bar area. Even if a guest looks older than 21, they must provide an ID.
- Once an ID has been checked, persons purchasing alcohol will be provided a wrist band. No person without a wrist band may consume alcohol.
- Alcoholic beverages are allowed only in designated areas, per approval of the NHLC and Director of Operations.
- Ushers will be monitoring the audience regularly and any person not adhering to these guidelines will be asked to leave.

Signage will be posted throughout the performance and box office areas designating the proper guidelines of consumption to guests.

**ACORD**<sup>TM</sup>**CERTIFICATE OF LIABILITY INSURANCE**DATE (MM/DD/YYYY)  
3/09/18

**THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.**

**IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).**

<b>PRODUCER</b> K & K Insurance Group, Inc. P.O. Box 2338 Fort Wayne, In 46801	<b>CONTACT NAME:</b> SMALL COMMERCIAL UNIT
	<b>PHONE (A/C, No. Ext):</b> 877-783-1161 <b>FAX (A/C, No):</b> 260-459-5870
	<b>E-MAIL ADDRESS:</b> SCU@KANDKINSURANCE.COM
	<b>INSURER(S) AFFORDING COVERAGE</b>
	<b>INSURER A:</b> NATIONAL CASUALTY COMPANY <b>NAIC #</b> 11991
<b>INSURED</b> PRESCOTT PARK ARTS FESTIVAL, INC. P.O. BOX 4370 PORTSMOUTH, NH 03802	<b>INSURER B:</b>
	<b>INSURER C:</b>
	<b>INSURER D:</b>
	<b>INSURER E:</b>
	<b>INSURER F:</b>

**COVERAGES****CERTIFICATE NUMBER:** 1931252**REVISION NUMBER:**

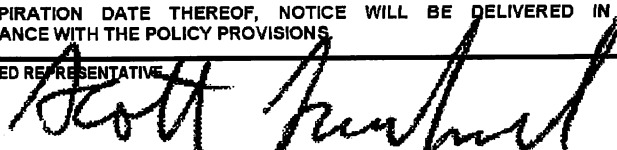
**THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS. NC=NOT COVERED**

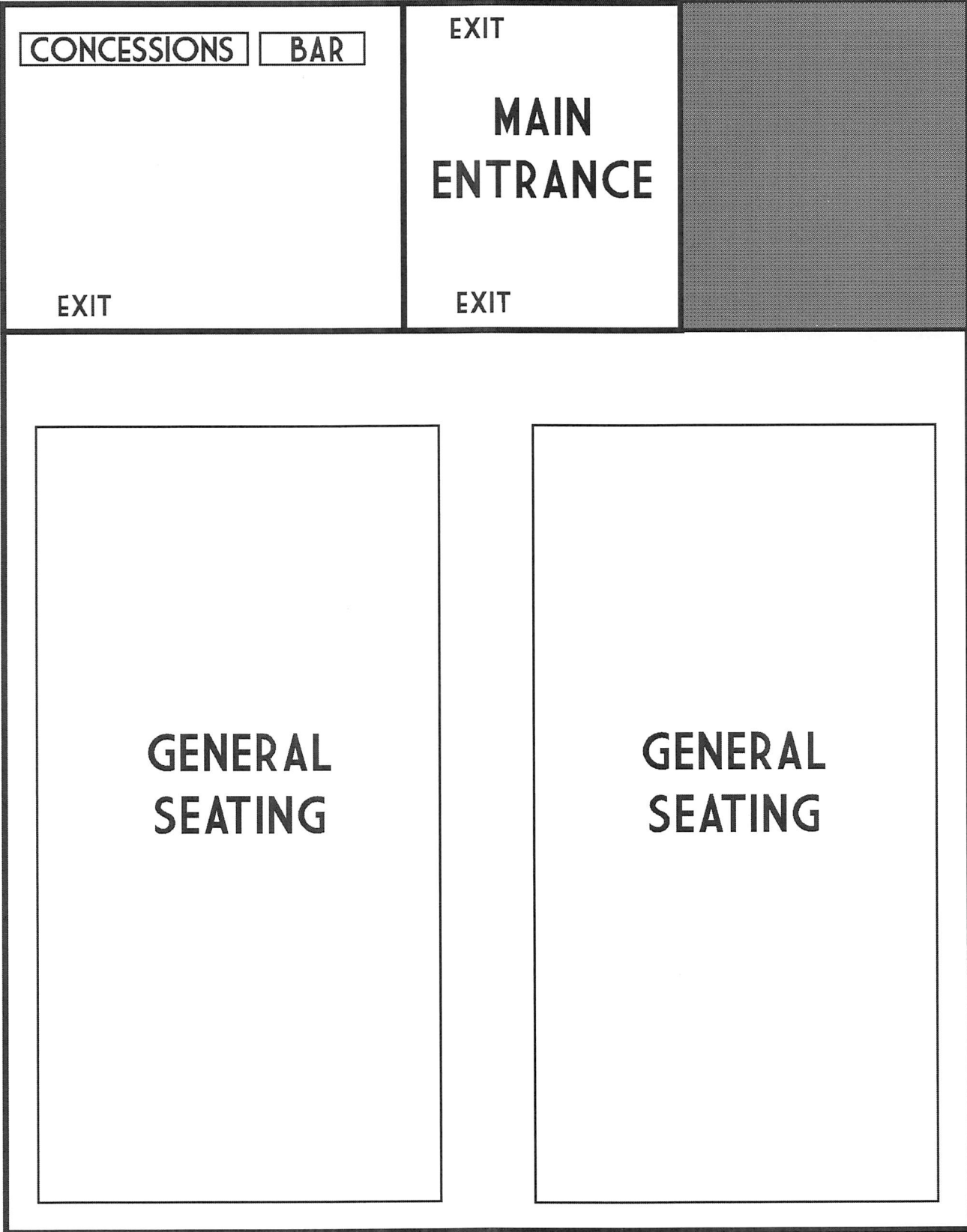
INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR Owners & Contractors <input checked="" type="checkbox"/> <b>LIQ.LIB. \$1MILLIO.AGG.</b> \$1MIL GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			KK00021724600	12:01AM 5/01/18	12:01AM 5/01/19	EACH OCCURRENCE 1000000 DAMAGE TO RENTED PREMISES (Ea occurrence) 300000 MED EXP (Any one person) NC PERSONAL & ADV INJURY 1000000 GENERAL AGGREGATE NONE PRODUCTS-COMP/OP AGG 5000000 Part Lgl Liab NC
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea Accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)
A	<input type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION			XK00021724700	12:01AM 5/01/18	12:01AM 5/01/19	EACH OCCURRENCE 1000000 AGGREGATE 1000000
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/ EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/>	N/A				PER-STATUE OTHER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, may be attached if more space is required)**

THE CERTIFICATE HOLDER IS ADDED AS AN ADDITIONAL INSURED, BUT ONLY FOR LIABILITY CAUSED, IN WHOLE OR IN PART, BY THE ACTS OR OMISSIONS OF THE NAMED INSURED. FORM CG2026/WAIVER OF SUBROGATION IS INCLUDED.

**CERTIFICATE HOLDER****CANCELLATION**

TOWN OF EXETER, INCLUDING ITS OFFICIALS, AGENTS, VOLUNTEERS AND EMPLOYEES 10 FRONT STREET EXETER, NH 03833	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
--	---



# RACHAEL & VILRAY

feat. Rachael Price of Lake Street Dive

EXETER TOWN HALL THEATRE | SATURDAY, MARCH 2

[www.brightandlyon.com](http://www.brightandlyon.com)





# Town of Exeter

10 Front Street

Exeter, NH 03833

[sriffle@exeternh.gov](mailto:sriffle@exeternh.gov)

603-778-0591 fax 603-777-1514

## Special One-Day Malt/Wine License Application

Name of Applicant and/or Organization Applying: Prescott Park Arts Festival + The Word  
(To appear on license)

Full Address: 105 Marcy Street Portsmouth NH 03801

Applicant's Cell Number: 603-793-2980 Organization Phone: 603-436-2848

Applicant's Email: angela@prescottpark.org Organization Email: angela@prescottpark.org

Type of Event: Concert Collaboration w/Word Barn Admission Fee: \$30

Type of Alcohol to be served:  Beer & Wine  Wine  Beer

Type of Alcohol to be tasted:  Beer & Wine  Wine  Beer

Event Date: May 18th , 2019 Hours of Event (to & from): 630-10 pm

Location of event within the Town:  Auditorium  Art Gallery & Backroom  Swasey Parkway

Expected number of attendees: 450-500 Age Range of Attendees: all ages, family friendly

### TOWN OF EXETER LIABILITY DISCLAIMER FOR SPECIAL ONE-DAY LICENSES

By exercising the privileges of this Special One-Day License in serving persons with alcoholic beverages, the Licensee is potentially exposed to significant liability for injuries and damages to the persons served or to others who are injured or damaged by the persons served. Your acceptance and exercise of this Special One-Day License will be deemed to be acknowledgement that you are aware of this potential liability.

You are encouraged to discuss the risks associated with exercising your privileges of this Special One-Day License and the appropriate precautions to avoid injuries, damage and liability to others with your legal advisor.

The Town of Exeter and the Select Board, acting as the Local Licensing Authority, shall not be liable to the Licensee or to others if injury or damage shall result from the exercise of this Special One-Day License.

By signing this form, the Applicant acknowledges that he/she understands and will comply with all applicable liquor regulations set forth by the NH Liquor Commission and the Town of Exeter.

Angela Greene  
Applicant's Signature

01/06/2019  
Date



**REQUIRED DOCUMENTATION TO SUBMIT WITH APPLICATION:**

- Completed license application with cash/check fee, made payable to *Town of Exeter*.
- Invitation/flyer/letter of explanation regarding event.
- Certificate of Liability Insurance, providing General Liability/Bodily Injury/Property Damage: \$300,000/\$1,000,000, and liquor liability with reasonable limits of coverage, except that liquor liability shall have minimum coverage of \$1,000,000 per occurrence and \$2,000,000 in the aggregate, whereas the policy shall carry an endorsement that the Town of Exeter shall be notified by the insurer no less than ten days prior to the cancellation of said coverage. **The Town of Exeter must be named on the certificate as an additional insured for the event.**
- Procedures of premises of a reasonable precise nature that clearly delineates the location and manner in which Alcoholic beverages will be served, delivered, and/or dispensed.
- On a separate piece of paper, please **describe the manner in which alcohol will be served** to your guests to ensure compliance with existing laws (check IDs, table service/bar, etc.) and specify the manner by which service of such beverages, if minors are in attendance, will be controlled. Minors are not allowed within the area where alcohol beverages are dispensed.
- On a separate piece of paper, please **attach a floor plan** (8.5x11 white paper) of the event area, showing the exact location where alcoholic beverages will be delivered, served and consumed. This can be hand-drawn, if necessary.

**GUIDELINES:**

- Application for Special One-Day License must be submitted no less than two weeks prior to event.
- Application must be submitted with the one day fee of: \$200
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- Malt/wine must be delivered the day of the event and removed from the premises after the event, by the expiration of the Special One-Day License.
- Special One-Day Licenses can only be issued for events occurring between 10:00 a.m. - 10:00 p.m., Monday -Sunday.
- No person/organization shall be granted a special license more than five (5) times in a calendar year.
- License must be posted in the most conspicuous place at the location of event.
- DO NOT allow anyone to bring their own alcoholic beverages to your event.
- Control and properly police the area where the alcoholic beverages are being dispensed. Do not permit persons to carry their alcoholic beverages outside the approved area for consumption.
- Unless waived by the Police Chief in writing, a police detail is required, beginning ½ hour prior to guest arrival and continuing until all guests have left the premises. It is the applicant's responsibility to coordinate these details. The payment of the detail is the responsibility of the applicant at applicable rates.

---

*For Official Use Only*

Police Acknowledgement:

Police Chief Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Security Concerns: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Select Board's Actions: (List date below)

Granted: \_\_\_\_\_ Rejected: \_\_\_\_\_

Restrictions/Conditions/Remarks: \_\_\_\_\_

**Manner in which alcohol will be served:**

- Guest will be able to purchase and consume alcohol beverages from licenses attendants after furnishing proper ID.
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- The bar will be open one hour and thirty minutes before the show opens. Drinks will not be sold once the show has concluded.
- Guests will be given their beverages in plasticware. No glass will be provided to guests.
- Bar attendees will not serve alcohol to anyone who is not wearing a wrist band.
- Ushers and PPAF staff will enforce the policies and procedures, including monitoring of designated and non-designated areas to ensure guests adhere to these guidelines. If any one person does not adhere to these guidelines, they will be asked to leave the performance.

### **Liquor Service- per NH Liquor Commission Standards and Guidelines**

- Alcohol may be sold and served by licensed individuals who are 21 years of age, or older.
- ID's must be checked for ALL customers at bar area. Even if a guest looks older than 21, they must provide an ID.
- Once an ID has been checked, persons purchasing alcohol will be provided a wrist band. No person without a wrist band may consume alcohol.
- Alcoholic beverages are allowed only in designated areas, per approval of the NHLC and Director of Operations.
- Ushers will be monitoring the audience regularly and any person not adhering to these guidelines will be asked to leave.

Signage will be posted throughout the performance and box office areas designating the proper guidelines of consumption to guests.



**ACORD**<sup>TM</sup>**CERTIFICATE OF LIABILITY INSURANCE**DATE (MM/DD/YYYY)  
3/09/18

**THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.**

**IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).**

<b>PRODUCER</b> K & K Insurance Group, Inc. P.O. Box 2338 Fort Wayne, In 46801	<b>CONTACT NAME:</b> SMALL COMMERCIAL UNIT
	<b>PHONE (A/C, No. Ext):</b> 877-783-1161 <b>FAX (A/C, No):</b> 260-459-5870
	<b>E-MAIL ADDRESS:</b> SCU@KANDKINSURANCE.COM
	<b>INSURER(S) AFFORDING COVERAGE</b>
	<b>INSURER A:</b> NATIONAL CASUALTY COMPANY <b>NAIC #</b> 11991
<b>INSURED</b> PRESCOTT PARK ARTS FESTIVAL, INC. P.O. BOX 4370 PORTSMOUTH, NH 03802	<b>INSURER B:</b>
	<b>INSURER C:</b>
	<b>INSURER D:</b>
	<b>INSURER E:</b>
	<b>INSURER F:</b>

**COVERAGES****CERTIFICATE NUMBER:** 1931252**REVISION NUMBER:**

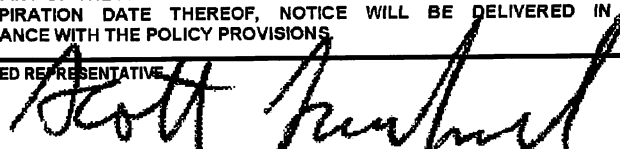
**THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS. NC=NOT COVERED**

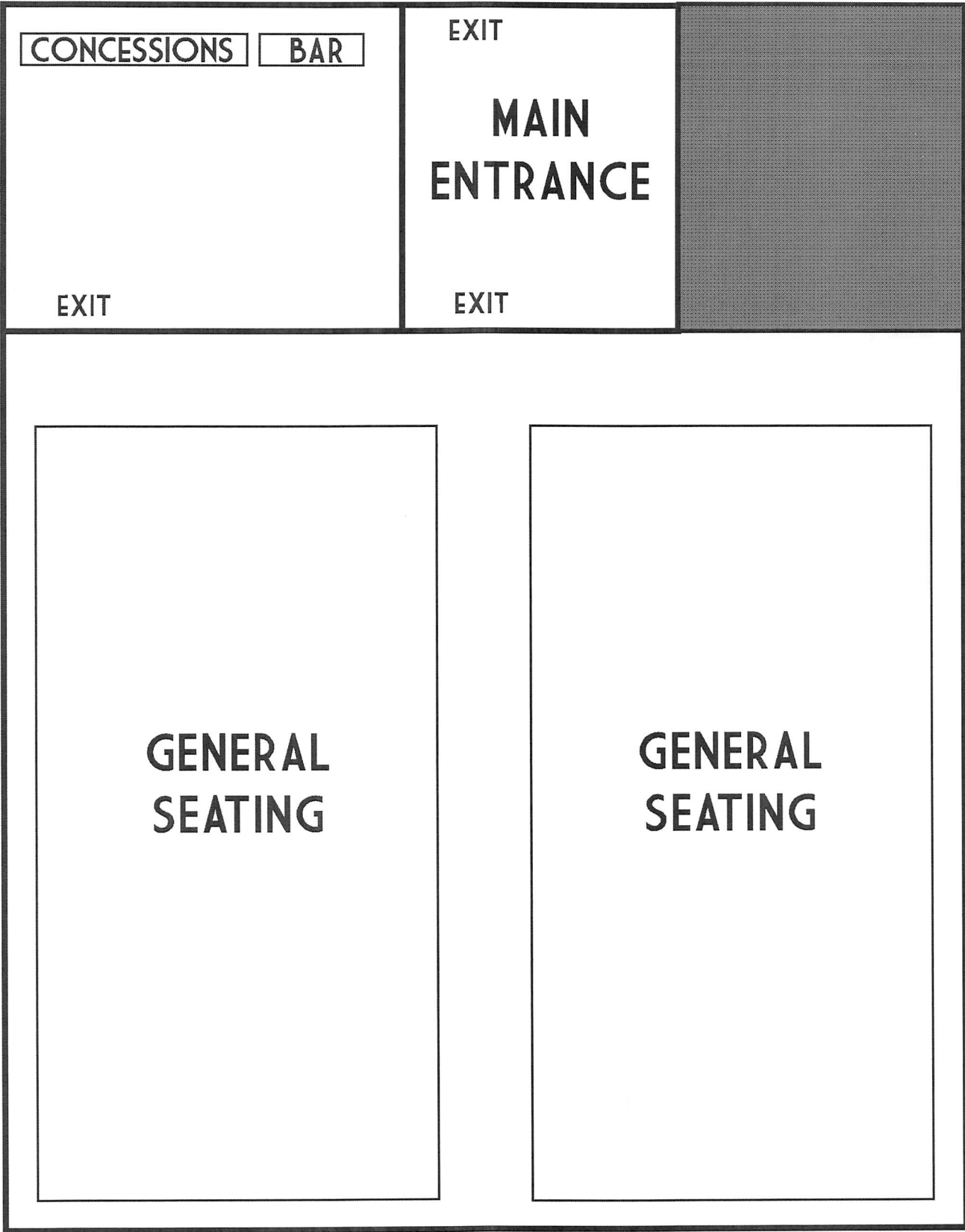
INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR Owners & Contractors <input checked="" type="checkbox"/> LIQ.LIB. \$1MILLIO.AGG. \$1MIL GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			KKO0021724600	12:01AM 5/01/18	12:01AM 5/01/19	EACH OCCURRENCE 1000000 DAMAGE TO RENTED PREMISES (Ea occurrence) 300000 MED EXP (Any one person) NC PERSONAL & ADV INJURY 1000000 GENERAL AGGREGATE NONE PRODUCTS-COMP/OP AGG 5000000 Part Lgl Liab NC
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea Accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)
A	<input type="checkbox"/> <b>UMBRELLA LIAB</b> <input type="checkbox"/> <b>EXCESS LIAB</b> <input type="checkbox"/> DED <input type="checkbox"/> RETENTION			XKO0021724700	12:01AM 5/01/18	12:01AM 5/01/19	EACH OCCURRENCE 1000000 AGGREGATE 1000000
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/ EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/>	N/A				PER-STATUE OTHER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, may be attached if more space is required)**

THE CERTIFICATE HOLDER IS ADDED AS AN ADDITIONAL INSURED, BUT ONLY FOR LIABILITY CAUSED, IN WHOLE OR IN PART, BY THE ACTS OR OMISSIONS OF THE NAMED INSURED. FORM CG2026/WAIVER OF SUBROGATION IS INCLUDED.

**CERTIFICATE HOLDER****CANCELLATION**

TOWN OF EXETER, INCLUDING ITS OFFICIALS, AGENTS, VOLUNTEERS AND EMPLOYEES 10 FRONT STREET EXETER, NH 03833	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. <b>AUTHORIZED REPRESENTATIVE</b> 
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# Town of Exeter

10 Front Street  
Exeter, NH 03833  
sriffle@exeternh.gov  
603-778-0591 fax 603-777-1514

## Special One-Day Malt/Wine License Application

Name of Applicant and/or Organization Applying: Prescott Park Arts Festival  
(To appear on license)

Full Address: 105 Marcy Street Portsmouth NH 03801

Applicant's Cell Number: 603-793-2980 Organization Phone: 603-436-2848

Applicant's Email: angela@prescottpark.org Organization Email: angela@prescottpark.org

Type of Event: Holiday Musical Production Admission Fee: \$10-\$40 (free tix provided to communit

Type of Alcohol to be served:  Beer & Wine  Wine  Beer

Type of Alcohol to be tasted:  Beer & Wine  Wine  Beer

Event Date: December 6,7,8,13,14,15th 2019 Hours of Event (to & from): 12pm-9pm

Location of event within the Town:  Auditorium  Art Gallery & Backroom  Swasey Parkway

Expected number of attendees: 300-350 Age Range of Attendees: all ages, family friendly

### TOWN OF EXETER LIABILITY DISCLAIMER FOR SPECIAL ONE-DAY LICENSES

By exercising the privileges of this Special One-Day License in serving persons with alcoholic beverages, the Licensee is potentially exposed to significant liability for injuries and damages to the persons served or to others who are injured or damaged by the persons served. Your acceptance and exercise of this Special One-Day License will be deemed to be acknowledgement that you are aware of this potential liability.

You are encouraged to discuss the risks associated with exercising your privileges of this Special One-Day License and the appropriate precautions to avoid injuries, damage and liability to others with your legal advisor.

The Town of Exeter and the Select Board, acting as the Local Licensing Authority, shall not be liable to the Licensee or to others if injury or damage shall result from the exercise of this Special One-Day License.

By signing this form, the Applicant acknowledges that he/she understands and will comply with all applicable liquor regulations set forth by the NH Liquor Commission and the Town of Exeter.

Angela Greene  
Applicant's Signature

12/21/2018  
Date

**REQUIRED DOCUMENTATION TO SUBMIT WITH APPLICATION:**

- Completed license application with cash/check fee, made payable to *Town of Exeter*.
- Invitation/flyer/letter of explanation regarding event.
- Certificate of Liability Insurance, providing General Liability/Bodily Injury/Property Damage: \$300,000/\$1,000,000, and liquor liability with reasonable limits of coverage, except that liquor liability shall have minimum coverage of \$1,000,000 per occurrence and \$2,000,000 in the aggregate, whereas the policy shall carry an endorsement that the Town of Exeter shall be notified by the insurer no less than ten days prior to the cancellation of said coverage. **The Town of Exeter must be named on the certificate as an additional insured for the event.**
- Procedures of premises of a reasonable precise nature that clearly delineates the location and manner in which Alcoholic beverages will be served, delivered, and/or dispensed.
- On a separate piece of paper, please **describe the manner in which alcohol will be served** to your guests to ensure compliance with existing laws (check IDs, table service/bar, etc.) and specify the manner by which service of such beverages, if minors are in attendance, will be controlled. Minors are not allowed within the area where alcohol beverages are dispensed.
- On a separate piece of paper, please **attach a floor plan** (8.5x11 white paper) of the event area, showing the exact location where alcoholic beverages will be delivered, served and consumed. This can be hand-drawn, if necessary.


**GUIDELINES:**

- Application for Special One-Day License must be submitted no less than two weeks prior to event.
- Application must be submitted with the one day fee of: \$200
- Malt/wine may only be served at an open bar if a bona fide invitation is received by all attendees.
- Events can only be held on day and date approved on license. No refund is possible after a Special One-Day License has been issued if not used on date specified.
- Malt/wine must be delivered the day of the event and removed from the premises after the event, by the expiration of the Special One-Day License.
- Special One-Day Licenses can only be issued for events occurring between 10:00 a.m. - 10:00 p.m., Monday -Sunday.
- No person/organization shall be granted a special license more than five (5) times in a calendar year.
- License must be posted in the most conspicuous place at the location of event.
- DO NOT allow anyone to bring their own alcoholic beverages to your event.
- Control and properly police the area where the alcoholic beverages are being dispensed. Do not permit persons to carry their alcoholic beverages outside the approved area for consumption.
- Unless waived by the Police Chief in writing, a police detail is required, beginning ½ hour prior to guest arrival and continuing until all guests have left the premises. It is the applicant's responsibility to coordinate these details. The payment of the detail is the responsibility of the applicant at applicable rates.

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*For Official Use Only*

Police Acknowledgement:

Police Chief Signature:  Date: 1/2/19

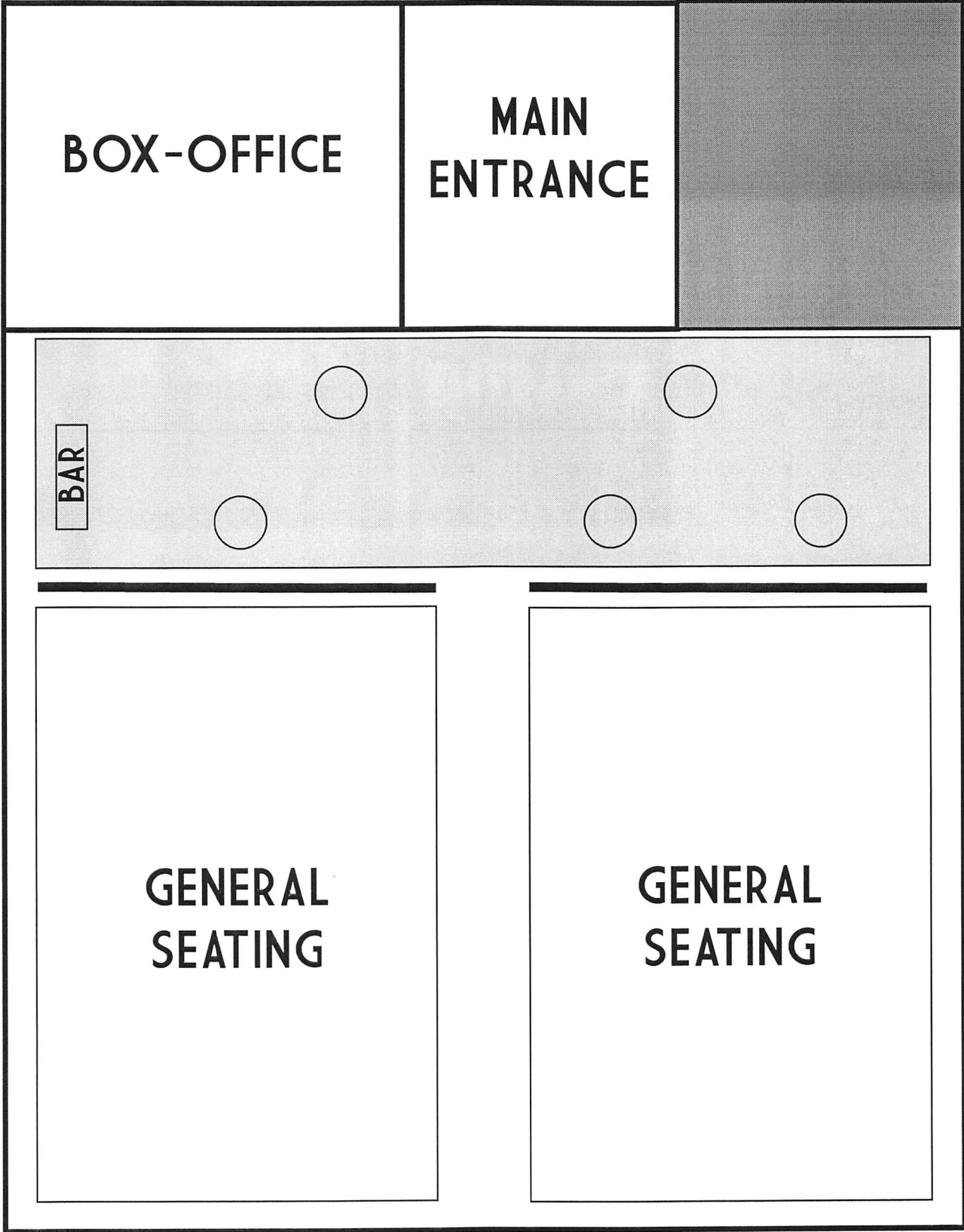
Security Concerns: No

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Select Board's Actions: (List date below)

Granted: \_\_\_\_\_ Rejected: \_\_\_\_\_

Restrictions/Conditions/Remarks: \_\_\_\_\_



**BOX-OFFICE**

**MAIN  
ENTRANCE**

**BAR**

**GENERAL  
SEATING**

**GENERAL  
SEATING**

**STAGE**

**Manner in which alcohol will be served:**

- Guest will be able to purchase and consume alcohol beverages from licenses attendants after furnishing proper ID.
- Guests will not be allowed to leave the designated area with their drinks.
- The bar will be open preshow and during intermission only. Drinks will not be sold while the show is up, nor will the bar be open once the show ends.
- Guests will be given their beverages in plasticware. No glass will be provided to guests.
- Bar attendees will not serve alcohol to anyone who is not wearing a wrist band.
- Ushers and PPAF staff will enforce the policies and procedures, including monitoring of designated and non-designated areas to ensure guests adhere to these guidelines. If any one person does not adhere to these guidelines, they will be asked to leave the performance.

### **Liquor Service- per NH Liquor Commission Standards and Guidelines**

- Alcohol may be sold and served by licensed individuals who are 21 years of age, or older.
- ID's must be checked for ALL customers at bar area. Even if a guest looks older than 21, they must provide an ID.
- Once an ID has been checked, persons purchasing alcohol will be provided a wrist band. No person without a wrist band may consume alcohol.
- Alcoholic beverages are allowed only in designated areas, per approval of the NHLC site visit on 11/30 with Director of Operations, Angela Greene.
- No alcoholic beverages will be allowed in the general seating area.
- Ushers will be monitoring the audience regularly and any person not adhering to these guidelines will be asked to leave.

Signage will be posted throughout the performance and box office areas designating the proper guidelines of consumption to guests.

ACORD™

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
3/09/18

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	K & K Insurance Group, Inc. P.O. Box 2338 Fort Wayne, In 46801	CONTACT NAME:	SMALL COMMERCIAL UNIT	
		PHONE (A/C, No. Ext):	877-783-1161	FAX (A/C, No):
		E-MAIL ADDRESS:	SCU@KANDKINSURANCE.COM	
		INSURER(S) AFFORDING COVERAGE		NAIC #
		INSURER A:	NATIONAL CASUALTY COMPANY	
		INSURER B:		
		INSURER C:		
		INSURER D:		
		INSURER E:		
		INSURER F:		
INSURED	PRESCOTT PARK ARTS FESTIVAL, INC. P.O. BOX 4370 PORTSMOUTH, NH 03802			

## COVERAGES

CERTIFICATE NUMBER: 1931255

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS. NC=NOT COVERED

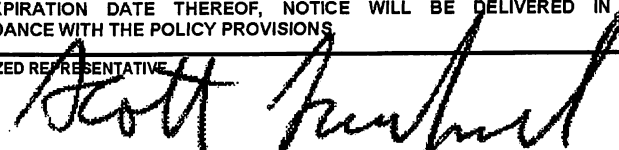
INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR Owners & Contractors <input checked="" type="checkbox"/> LIQ.LIB. \$1MILLIQ.AGG. \$1MIL GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			KKO0021724600	12:01AM 5/01/18	12:01AM 5/01/19	EACH OCCURRENCE 1000000 DAMAGE TO RENTED PREMISES (Ea occurrence) 300000 MED EXP (Any one person) NC PERSONAL & ADV INJURY 1000000 GENERAL AGGREGATE NONE PRODUCTS-COMP/OP AGG 5000000 Part Lgl Liab NC
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea Accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)
A	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION			XKO0021724700	12:01AM 5/01/18	12:01AM 5/01/19	EACH OCCURRENCE 1000000 AGGREGATE 1000000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/ EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/>	N/A				PER-STATUE OTHER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

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## CERTIFICATE HOLDER


## CANCELLATION

TOWN OF EXETER 10 FRONT STREET EXETER, NH 03833	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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# Memo

**To:** Russ Dean, Town Manager

**From:** Brian Comeau, Fire Chief 

**Date:** January 15, 2019

**Re:** Medicare Rate Changes - 2019

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We have just received the new 2019 Medicare Rate Schedule. In accordance with the Town fee schedule, our rates are set at Medicare + 30%.

Effective January 1, 2019 the rates will be as follows:

BLS Emergency Rate	\$508.08
ALS Emergency Rate	\$603.34
ALS2 Emergency Rate	\$873.25
Loaded Mileage	\$ 10.50

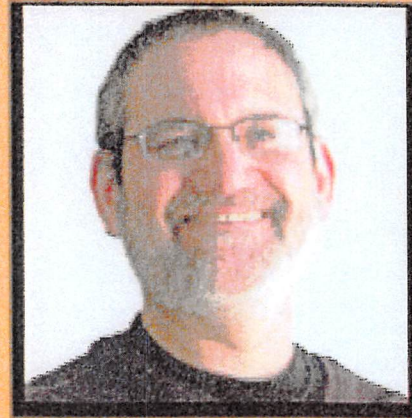
## Correspondence



**FEBRUARY 7, 2019**

REGISTER AT  
[WWW.EXETERAREA.ORG](http://WWW.EXETERAREA.ORG)

# ECONOMIC FORECAST 2019



**8 AM - 9:30 AM**

The 2019 Economic Forecast, underwritten by Optima Bank and Trust, will discuss New Hampshire's economy and its impact on the Exeter area.

Jeff Feingold, Editor of NH Business Review, will be our keynote speaker. Feingold has been a journalist for over 40 years and was honored as the U.S. Small Business Administration's National Small Business Journalist of the Year.

\$25 MEMBERS/\$35 ONLINE IN ADVANCE  
\$35 FUTURE MEMBERS/\$45 AT THE DOOR  
\*INCLUDES FULL HOT BREAKFAST\*

Seacoast School of Technology  
40 Linden St, Exeter, NH 03833



**UNDERWRITTEN BY:**



**SERIES SPONSOR**



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Health, Safety, Economic Security and Leadership

# WOMEN IN BUSINESS: STATUS OF WOMEN IN NEW HAMPSHIRE

Tanna Clews is the President of the NH Women's Foundation, whose mission is to invest in opportunity and equality for women and girls in New Hampshire through research, advocacy, education, and grant making.



REGISTER AT  
[WWW.EXETERAREA.ORG](http://WWW.EXETERAREA.ORG)

Tanna will be sharing data from the recently released report, The Status of Women in New Hampshire, which tells the story of how women are doing in the state.

**APRIL 12, 2019**  
**7:30-9:00AM**  
**EXETER INN**

**Chamber Members \$25/\$35 at the door**  
**Future members \$35/\$45 at the door**

SERIES SPONSOR



an exeter health resource | The Art of Wellness

**WANT TO MAKE A DIFFERENCE  
IN YOUR COMMUNITY?  
THE EXETER AREA LIONS  
NEED YOUR HELP!**

**IF YOU ARE A SERVICE MINDED  
INDIVIDUAL WISHING TO HELP THOSE  
IN NEED, PLEASE JOIN US FOR AN  
INFORMATIONAL MEETING  
WEDNESDAY, FEBRUARY 20, 2019  
EXETER PUBLIC LIBRARY**

**4 Chestnut Street  
6:30 PM - 7:30 PM**



**Be a Lion**

**Help Your Community**

For More Information Contact Mike Baillargeon  
Home (603) 778-8496 • Cell (603) 235-1260 • [mdbail@comcast.net](mailto:mdbail@comcast.net)





## **NOTICE TO EXETER AREA RESIDENTS AND BUSINESSES.**

The Exeter Area Lions Club is made up of members from Exeter, Stratham, Brentwood, Newfields, East Kingston and Kensington. At this time, we have approximately Fifty-Five members and we are looking to grow our membership in order to better serve those in need.

Lions Clubs International is the oldest service organization in the world with over 1.4 million Lions world wide. Lions Clubs International was founded in 1917, 102 years ago. The Exeter Lions Club was founded April 26, 1927, over 91 years ago and is the third oldest Lions Club in New Hampshire. New members joining the Exeter Area Lions Club will help kick off our next 90 years of service. This club not only serves those less fortunate, it is a great social group.

We are holding an informational meeting Monday, February 20, 2019 at the Exeter Library, 4 Chestnut Street, 6:30pm - 7:30pm. This meeting will be timely and informative.

Please join us and find out what Lions can do for your community. For further information please contact me. My contact information is below.

Please let me know if you plan to attend, and bring a friend if possible.

Thank you,

Mike Baillargeon, Club coordinator

Home # 603-778-8496

Cell# 603-235-1260

Email: [mdbail@comcast.net](mailto:mdbail@comcast.net)



*Town Manager's Office*

JAN 22 2019

*Received*

January 14, 2019

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

**Re: International Package Update**

Dear Chairman and Members of the Board:

We are committed to keeping you and our customers informed of Xfinity TV changes. As we had informed you in December, Star India, the owner of Indian television channels, announced that it would no longer be offering its programming to Comcast and other video programming distributors in the United States effective January 5, 2019. As a result, Comcast no longer has the rights to carry the Star networks which has resulted in changes to our International Hindi selections as provided below.

The following International services and/or packages are no longer available:

- Star India Gold
- Star Bhart (One)
- Star Bhart (Star One)
- Star India News
- Star India Plus
- Vijay
- Tamil: Vijay
- Desi 3 Pack: Zee, Star India Plus and Xfinity TV Latino
- Desi 4 Star Pack: Star India Plus, Star Bharat (Life OK), ABP News, Star India Gold

The following Hindi packages included the Star channels that we no longer have the rights to carry. As a result, we have removed the Star channels and adjusted the package name and price as follows:

Old Package Name	Old Price	NEW Package Name	New Price
Hindi 2 Pack	\$24.99	Zee TV: Hindi	\$14.99
Hindi 3 Pack	\$29.99	Hindi 2 Pack: Zee TV, SET Asia	\$24.99
Hindi 8 Pack	\$34.99	Hindi Pack: Zee TV, SET Asia, TV Asia, NDTV 24x7, NDTV Good Times	\$29.99
Hindi 10 Pack	\$49.99	Hindi Plus Pack: Zee TV, SET Asia, TV Asia, NDTV 24x7, NDTV Good Times	\$39.99

The following Hindi packages, while no longer available for new subscriptions, included the Star channels that we no longer have the rights to carry. As a result, we have removed the Star channels, adjusted the package name and, in most cases, adjusted the package price as follows:

<b>Old Package Name</b>	<b>Old Price</b>	<b>NEW Package Name</b>	<b>New Price</b>
SET Asia, <i>Star India Plus</i>	\$14.99	SET Asia	\$14.99
Zee TV, <i>Star India Plus</i>	\$24.99	Zee TV: Hindi	\$14.99
Desi 4 Pack: Zee TV, SET Asia, <i>Star India Plus</i> , <i>Star Bharat (Life OK)</i>	\$32.99	Hindi 2 Pack: Zee TV, SET Asia	\$24.99
Desi 4 Pack: Zee TV, SET Asia, <i>Star India Plus</i> , TV Asia	\$32.99	Desi Pack: Zee, SET Asia, TV Asia	\$26.99
Desi 4 Pack: Zee TV, <i>Star India Plus</i> , TV Asia, Willow	\$32.99	Zee TV, TV Asia & Willow	\$26.99
Desi 4 Pack: Zee TV, <i>Star India Plus</i> , SET Asia, Willow	\$29.99	Zee TV, SET Asia, Willow	\$26.99
Desi 5-Pack: Zee TV, <i>Star India Plus</i> , SET Asia, TV Asia, Willow	\$32.99	Desi Pack w Willow: Zee TV, SET Asia, TV Asia, Willow	\$29.99
Desi Mega Pack: Zee TV, <i>Star India Plus</i> , SET Asia, TV Asia, <i>Star Bharat (Life OK)</i> , ABP News, <i>Star India Gold</i>	\$42.99	Desi Mega Pack: Zee TV, SET Asia, TV Asia, ABP News	\$29.99
Desi Mega Pack: Zee TV, <i>Star India Plus</i> , SET Asia, TV Asia, <i>Star Bharat (Life OK)</i> , ABP News, <i>Star India Gold</i> , Willow	\$42.99	Desi Mega w Willow: Zee TV, SET Asia, TV Asia, ABP News, Willow	\$34.99
Desi Mega & Willow: Zee TV, <i>Star India Plus</i> , SET Asia, TV Asia, <i>Star Bharat (Life OK)</i> , ABP News, <i>Star India Gold</i> , Willow	\$42.99	Desi Mega w Willow: Zee TV, SET Asia, TV Asia, ABP News, Willow	\$34.99
Desi Mega & Willow Plus: Zee TV, <i>Star India Plus</i> , SET Asia, TV Asia, <i>Star Bharat (Life OK)</i> , ABP News, <i>Star India Gold</i> , Willow	\$42.99	Desi Mega w Willow: Zee TV, SET Asia, TV Asia, ABP News, Willow	\$34.99

Customer accounts for those receiving any of the above services were automatically updated on January 5, 2019. Customers affected by these changes received notice via a direct mail letter.

Please do not hesitate to contact me at 603.334.3603 should you have questions.

Very truly yours,

*Jay Somers*

Jay Somers, Sr. Manager  
Government Affairs



**Blue Ribbon Dry Cleaners Inc.**  
97 Portsmouth Avenue  
Exeter, NH 03833  
603-772-5761

**JAN 22 2019**

*Received*

January 10, 2019

To the Attention of:

Russ Dean, Board of Selectmen, Exeter Water and Sewer Committee:

For the third time in less than four years, another motor or pump has failed due to the sediment and precipitate in the town water.

My previous discussions with Michael Jeffers before he retired were over an extensive period of time, which I believe was partly due to his upcoming retirement at the time.

His attitude that I am the only business with these problems is not true. Ask any plumber. Exeter water quality is known to have been problematic at least as far as Dover.

This has cost me several thousand dollars in replacement units. I would like to file a claim for these costs. I have many picture and videos of my water when I open the blow down pipe showing the discolored water.

Also, when the tiered water rates went into effect in 2006, it was with the understanding that the rates would be revisited. Are there any minutes of any meetings regarding the tiered rates?

The rates that had the higher tier 16% higher then now have me paying twice the amount of money per gallon. Every increase has been a per cent, instead of each tier going up the same cents. Since 2013 the top tier has increased 88% while the lower tier has increased 51%. This is on top of the town lowering the brackets.

In the MISSOURI RATEMAKER MODEL that was used to implement the rates in 2006, it clearly states that the higher users, (better customers) should pay less per gallon, not twice as much. (Section VII page 7: "In general, as

the quantity of water...that is purchased increases, the price per block or bracket decreases. This allows users of large quantities of water to purchase water at a lower per unit cost. This principle recognizes the fact that, as volume of use increases, the cost per unit for overhead, capital costs and operation costs normally decrease, and these savings then are passed on to the customer.”

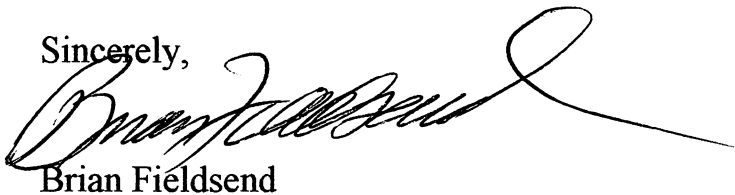
I would like to request that the rates are revisited, and I am applying for rate relief. I can no longer pay the high cost of subsidizing other water customers in town.

Exeter has failed to perform as the model that was used to set rates suggests.

As a resident, taxpayer and ratepayer, I would like a meeting to discuss these matters.

Thank you,

Sincerely,

A handwritten signature in black ink, appearing to read "Brian Fieldsend", with a long horizontal flourish extending to the right.

Brian Fieldsend

1/14/19

Sheri and the Exeter Town Offices Team,

Thank you so much for your hospitality in accommodating us at Town Hall. We had a great meeting with constituents from the area. I'm grateful you could help us make this work.

Thank you again, and best of luck with all you do.

Sincerely,

Chris Pappas

Town Manager's Office

JAN 22 2019

Received