

**Select Board Meeting**  
**Monday, March 4<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 – Planning Board
3. Public Comment
4. Proclamations/Recognitions
  - a. Proclamations/Recognitions
5. Approval of Minutes
  - a. Regular Meeting: February 25<sup>th</sup>, 2019
  - b. Regular Meeting: January 28<sup>th</sup>, 2019
6. Appointments
7. Discussion/Action Items
  - a. Quarterly Financial Report Period Ending 12/31/18
  - b. E911 Road Naming Recommendations Continued Public Hearing
8. Regular Business
  - a. Tax, Water/Sewer Abatements & Exemptions
  - b. Permits & Approvals
  - c. Town Manager’s Report
  - d. Select Board Committee Reports
  - e. Correspondence
9. Review Board Calendar
10. Non-Public Session
11. Adjournment

Julie Gilman, Chair  
Select Board

Posted: 3/1/19 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



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

3/4 @ 6:50 pm

## Statement of Interest Boards and Committee Membership

Committee Selection: Planning Board

New

Re-Appointment

Regular

Alternate

Name: Marcia Moreno-Baez Email: spatial.octopus@gmail.com

Address: 48 Watson Rd. Phone: 520-730-5318

Registered Voter: Yes  No

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

It is difficult for me to ignore the importance of good planning; but now a days, it is more difficult to ignore the importance of sustainable planning. I come from a multidisciplinary background. My bachelors was in architecture but later I focused on management and conservation of natural resources, always through a lens of a spatial planning perspective. I have worked in academia, non-governmental organizations and most recently, at the Strafford Regional Planning Commission. We moved to Exeter four years ago and I am eager to get actively involved in what happens in our town and region.

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: 2/25/2019

**Minutes**

Select Board Meeting  
Monday February 25th, 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 7 PM.

2. Board Interviews

a. There were no board interviews at this meeting.

3. Bid Opening: Wastewater Treatment Facility Force Mains (Contract #2)

- a. J.A. Polito & Sons Inc., Shrewsbury MA: \$3,031,250
- b. Albanese D&S Inc., Dracut MA: \$4,345,520
- c. N. Grantees and Sons Inc., Salem MA: \$3,846,990
- d. Jamco Excavators: \$2,359,340
- e. DeFelice Corporation, Dracut MA: \$3,336,378

**MOTION:** Ms. Surman moved to turn the bids over to the Public Works Department. Ms. Corson seconded. All were in favor.

4. Water/Sewer Abatement Requests: Motion to Rescind, 2 Grandview Terrace WS Abatement

Peter Helfer was present but did not speak regarding his abatement request.

**MOTION:** Ms. Corson moved to rescind the motion of December 18<sup>th</sup>, 2018 to deny the abatement for 2 Grandview Terrace. Ms. Cowan seconded. Ms. Corson and Ms. Cowan voted yea, and Ms. Surman, Mr. Clement, and Ms. Gilman voted nay. The motion to rescind failed 2-3-0.

Ms. Helfer asked to be notified if there are future issues with the water usage. Mr. Dean said that in this case, there was a door knocker left at the end of May last year. Water/Sewer doesn't have everyone's contact info, so when they see an issue like that, a notice on the door is the most effective way to communicate. They have no obligation to notify, it's just a courtesy. The town is looking into a program called WaterSense, but this will be subject to budget approval and Select Board approval.

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: February 11th, 2019

Ms. Surman asked that on page 6, where it mentions that she talked to Attorney Margaret Burns, to clarify that "her" refers to Margaret Burns and "they" to the Select Board.

**MOTION:** Ms. Surman moved to accept the minutes of February 11th 2019 as amended. Ms. Cowan seconded. All were in favor.

8. Appointments - Water/Sewer Advisory Committee, Rockingham Planning Commission Alternate, Trustees of Robinson Fund

**MOTION:** Ms. Corson moved to appoint Carl Wikstrom to the Water/Sewer Advisory Committee for a term ending 4/30/2019. Ms. Surman seconded. All were in favor.

**MOTION:** Ms. Corson moved to appoint Pete Cameron for RPC Rep from the Planning Board, alternate member. Mr. Clement seconded. All were in favor.

**MOTION:** Ms. Corson moved to appoint Jane McCafery to the Trustees of Robinson Fund, term to expire in 2022. Mr. Clement seconded. All were in favor.

**MOTION:** Ms. Corson moved to appoint Gwen English to the Trustees of Robinson Fund, term to expire in 2020. Ms. Surman seconded. All were in favor.

9. Discussion/Action Items

- a. E-911 Street Naming Recommendations Continued Public Hearing (note: this hearing will be opened, and continued to 3/4/19).

**MOTION:** Ms. Corson moved to continue the public hearing for E911 until Monday, March 4th. Ms. Cowan seconded. All were in favor.

- b. Water Sewer Abatement Policy

The Board reviewed a draft of the new Water Sewer Abatement policy. Ms. Cowan said she likes that the proposed policy acknowledges that sometimes stuff happens, and allows them to avoid playing detective, but that may not be the consensus of the board.

Ms. Cowan asked if the ratepayer should go before the Water and Sewer Advisory Committee to start the abatement process, saying that the Committee needs to meet more regularly, and dealing with abatements would give them something to do at their meetings. The Water and Sewer Advisory Committee could approve or deny the abatement and then the ratepayer could appeal to the Select Board. Mr. Dean said that the Water and Sewer Advisory committee would review the case and then make a recommendation to the Select Board to approve or deny the abatement.

Ms. Cowan wanted to add a provision that if an abatement is in process, the ratepayer won't be charged interest on their Water and Sewer bill, even if the abatement is ultimately denied; the interest should start accruing only after the final action of the Select Board. She doesn't want to penalize people for going through the abatement process. Mr. Clement said that an abatement is defined as a refund of monies already paid; it used to be that the ratepayer would pay the bill on time and then have the money refunded if the abatement was granted. Mr. Dean said interest is a shared risk. When the Select Board grants a tax abatement, the town pays the money back to the ratepayer with interest. Ms. Corson pointed out that the bills used to be a much smaller amount, and that at 12% the interest now could be significant. Mr. Dean said they

could direct the deputy collector to waive the interest on denied abatements, and suggested the wording "Interest will be considered waived until final action of the Select Board." Mr. Dean will look into how the billing system could handle such a waiver.

Mr. Clement said that they are considering making the "one time in 10 years" abatement the norm, but it was not intended to be the norm, rather the odd exception. He felt that the Select Board is not required to play detective, since the Water and Sewer department gives them a thorough report on each abatement request. Mr. Dean responded that with this draft Mr. Kelly was trying to give the board flexibility, a "get out of jail free" card, to give the ratepayer back a fixed amount of up to \$500.

The Board made a few more edits. Ms. Gilman suggested giving a definite time frame for taking the "above normal average," such as three years. Ms. Corson suggested "not to exceed three years." Ms. Surman said they should be consistent in the calculation. Ms. Corson also said that for clarity, that the language "customer" and "you" should be changed to "ratepayer," and "Reviewing Party" should be changed to "The Water/Sewer Department."

Ms. Cowan said she'd bring the suggestions to the Water and Sewer Advisory Committee, and Ms. Corson asked for a fresh draft next time. Ms. Cowan also asked Mr. Dean to determine how many ratepayers entering the abatement process pay their water bills up front as opposed to waiting until the abatement process is complete.

#### c. Economic Development

Ms. Gilman mentioned that the Board had received a letter from the Economic Development director, Darren Winham, asking for the authority to write a letter to DOT regarding funding opportunities to rectify the exit from the 101 onto Route 27. Mr. Winham explained that there is an unspecified company considering a 400,000 square foot building on Continental Drive, but the company has concerns about the northern intersection where the 27 meets the 101. Vehicles taking a left and traffic backing up onto the highway there are a big problem, especially in the morning. He added that Chief Shupe identified 58 accidents in this area over the last 10 years.

Mr. Winham said that sending a letter to NHDOT would be a first step. They will then look to get EDA money for this project. He believes this project would be well received by CEDS [Comprehensive Economic Development Strategy], which is key to EDA projects, but said that the EDA will not put money forward until the company in question commits to the site. However, if the company pulls out after the EDA disburses the money, that's ok.

Mr. Clement said that since this is a state road and a major thoroughfare, there are good reasons to make improvements there, adding that they've been reviewing Epping Road since 2015.

**MOTION:** Ms. Cowan moved to give authority to the Town Manager and the Town Chair to work with the Economic Development Director to contact the state DOT about this intersection. Ms. Corson seconded. All were in favor.

### 10. Regular Business

#### a. Tax, Water/Sewer Abatements and Exemptions

**MOTION:** Ms. Cowan moved to approve a Veterans Credit of \$500 for 68/6/112 and 62/56. Ms. Corson seconded. All were in favor.

**MOTION:** Ms. Cowan moved to approve an Elderly Exemption of \$152,251 for 74/127. Ms. Corson seconded. All were in favor.

**MOTION:** Ms. Cowan moved to approve an abatement of \$110 for 63/253. Ms. Corson seconded. All were in favor.

**MOTION:** Ms. Cowan moved to approve an abatement of \$13,535.50 for 72/9. Ms. Corson seconded. Mr. Clement voted nay, and the motion passed 4-1-0.

b. Permits & Approvals

The Board considered the applications for the Nowak Room and the Town Hall by the Womens' Club/Exeter TV for a Select Board Candidates Forum. Ms. Gilman said that it is not appropriate for town government to present a Candidates Forum. Mr. Clement said they'd done these for a long time, but Ms. Gilman countered that they were not done by EXTV, and insisted that a town department hosting a discussion for town office is a conflict. Ms. Cowan argued that they're hosting, not endorsing. Mr. Dean said he thinks the transfer of the application from the Women's Club to EXTV is about the fee, \$40 for the Nowak Room or \$75 for the Town Hall, but free to EXTV. Mr. Clement said they should vote to approve or not approve the applications in front of them, but they could make the approval contingent that the application be resubmitted to Town Manager's office by the Exeter Area GFWC.

**MOTION:** Mr. Clement moved to approve the permit for the Nowak Room for a candidate's forum on March 5th 2019 for the Exeter Area General Federation of Women's Club. Ms. Surman seconded. Ms. Gilman abstained and the motion passed 4-0-1.

**MOTION:** Mr. Clement moved to approve the Town Hall for a Candidates Forum on March 5th 2019, contingent on the application being submitted by the Exeter Area General Federation of Women's Club no later than close of business tomorrow. Ms. Cowan seconded. Ms. Gilman abstained and the motion passed 4-0-1.

**MOTION:** Ms. Corson moved to approve the Town Hall for Gloria Everett of Extreme Air for jump rope practice on March 23<sup>rd</sup> and March 30<sup>th</sup>. Ms. Surman seconded. All were in favor.

**MOTION:** Ms. Corson moved to approve the Town Energy Committee on Wednesday, March 27<sup>th</sup> for a public information session and Clean Energy Panel. Ms. Cowan seconded. All were in favor.

**MOTION:** Ms. Corson moved to approve the Pine Street Players "Fame" for October 19th - Nov 3 2019, 9 AM to 11 PM. Ms. Surman seconded. All were in favor.

Ms. Corson began to approve the Prescott Park Arts Festival Winter Show 11/4 - 12/18 2019, but Mr. Dean said that this is the complete application for the approved event including the one-



day alcohol license, which came in after the approval. He added that most of this time is rehearsal, and that alcohol would be served on the dates December 6, 7, 8, 13, 14, and 15 only.

**MOTION:** Ms. Corson moved to approve a special one-day malt and wine license application for December 6, 7, 8 and 13, 14, 15 of 2019 for the Prescott Park Arts Festival Winter Show. Ms. Surman seconded. Mr. Clement voted nay, and the motion passed 4-1-0.

**MOTION:** Ms. Corson moved to approve a special one-day malt and wine license for the Prescott Parks Arts Festival and the Word Barn for March 2nd 2019 from 6:30 PM – 10 PM. Ms. Surman seconded. Mr. Clement voted nay, and the motion passed 4-1-0.

Ms. Gilman pointed out that for the March 2<sup>nd</sup> event, people will be walking through the bar area to get to the seating, but she thought that a one-day license requires a restricted area for the bar. She asked Mr. Dean to follow up with the applicant on this plan.

**MOTION:** Ms. Corson moved to approve Swag on Swasey for 4/27, 5/25, 6/22, 7/27/2019 from 6 AM to 5 PM on Swasey Parkway. Ms. Surman seconded. All were in favor.

**MOTION:** Ms. Corson moved to approve Swag on Swasey for 8/24, 9/28 and 10/12/2019 from 6 AM to 5 PM on Swasey Parkway. Ms. Surman seconded.

Ms. Corson began to approve the Swag on Swasey Craft Fair for July 13th, but Ms. Gilman said that the American Independence Festival has already reserved Swasey Parkway for that date, and asked for clarification on the scheduling.

**MOTION:** Ms. Corson moved to approve the Swag on Swasey Craft Fair 9/14/2019, 8:30 AM to 6 PM on Swasey Parkway. Ms. Surman seconded. All were in favor.

**MOTION:** Ms. Corson moved to approve the Town Hall Gallery use by the Seacoast Artist's Association on October 30<sup>th</sup> for set-up and November 2<sup>nd</sup>, 3<sup>rd</sup>, 9<sup>th</sup>, and 10<sup>th</sup> for a reception. Ms. Surman seconded. All were in favor.

#### c. Town Manager's Report

Mr. Dean said that there are three bills in play at the state level that could have an effect on the town. These are a bill to restore general revenue sharing; a bill on 15% of retirement contributions; and a bill to restore the state wastewater aid program, which would go from 5% debt forgiveness on the Wastewater Plant to 20%. This last bill could make an \$8 million difference to the town.

Mr. Dean added that Chief Shupe has informed them that he is retiring effective March 8th. Mr. Dean regrets this decision, saying that Chief Shupe has made a significant amount of positive change as a community-based chief who cares deeply about the people of Exeter.

#### d. Select Board Committee Reports

- i. Mr. Clement attended a Planning Board meeting where they approved a 9 unit condo on Main Street at the former Brad's Auto. The Conservation Commission had a dredge and fill hearing for Unitil's proposed operations center on Continental Drive. At the River Advisory Committee meeting, Rob Roseen of Waterstone Engineering did a presentation on a review of the Lincoln Street subwatershed, considering different ways they could improve stormwater quality and reduce flooding. The town didn't have enough money to implement the plan for Lincoln Street but this was a very good report. Mr. Clement added that he wishes Chief Shupe the best in his future endeavors.
  - ii. Ms. Cowan said that the Communications Committee has been meeting frequently, and has been tasking members with creating short synopses of the warrant articles for social media.
  - iii. Ms. Gilman is going to attend a meeting of the yet-to-be-named senior activities board. One thing they're looking at is an elder volunteer tax abatement; residents over 65 would be able to volunteer a certain number of hours at the Town Offices or the schools to qualify for an abatement. The Historic District Commission hasn't met this month because of a change on how projects of minimal impact such as signs are handled.
  - iv. Ms. Corson attended an advocacy training by New Futures. She is also doing a tour with the library to inform people about warrant article 6; they already visited the Rotary, and will continue on to RiverWoods and the Mill.
  - v. Ms. Surman had no update, but thanked Chief Shupe for his years of service. Ms. Gilman and Ms. Cowan concurred.
- e. Correspondence
- i. A notice that NH Seacoast Rotary Club is presenting an educational awareness forum on recovery with hope and dignity, March 5th at Exeter HS from 6 - 8 PM.
  - ii. A letter from Paul Royal discussing the events of the last Select Board meeting.
  - iii. A letter from William Baptiste, regarding Meals on Wheels and charging for the Senior Center. Mr. Dean said they are in the process of getting Meals on Wheels agreements from other communities for review. Mr. Clement said that civic organizations like the Garden Club, which has donated over \$5,000 to Exeter beautification efforts over the years, should not be charged for use of the Senior Center.
  - iv. A letter from the NH Department of Environmental Services on AOC, in response to the Public Works Director notifying them that Exeter will start using chloramines for water sanitizing. This will go online April 15th 2019.
  - v. A notice from Comcast Xfinity regarding channels they're offering or not offering. A standard policy is being sent to customers. Mr. Dean added

that Xfinity has a new store in Seabrook; if you want to stream cable only, you can bring them your cable box to save around \$14/month.

11. Review Board Calendar

The Select Board will meet March 4th, 18th, and 25th, not March 11th or April 1st.

12. Non-Public Session

- a. There was no nonpublic session at this meeting.

13. Adjournment

**MOTION:** Ms. Surman moved to adjourn. Ms. Corson seconded. All were in favor and the meeting adjourned at 8:46 PM.

Respectfully Submitted,  
Joanna Bartell  
Recording Secretary

Select Board Meeting  
Monday, January 28th 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 6:50 PM, and the Board members went downstairs for board interviews.

2. Board Interviews - Human Services Funding Committee

The meeting reconvened at 7:03 PM.

3. Water/Sewer Abatement Requests

a. 15 South Street

Jessica O'Leary of 15 South Street was present to discuss her abatement request. She said that she bought the property 3 1/2 months ago. At the time of the leak, the house was unoccupied and all plumbing had been taken out. A tech from Water & Sewer checked the meter but did not find an issue, and since she had been living in the house it's recording normal usage of 40 or 50 gallons a day. Mr. Clement and Ms. Surman were concerned that the reason for the leak starting and stopping was unclear.

**MOTION:** Ms. Cowan moved to approve an abatement in the amount of \$301.62. Ms. Corson seconded. Ms. Gilman, Ms. Cowan, and Ms. Corson voted yay, and Mr. Clement and Ms. Surman voted nay. The motion passed 3-2-0.

b. 22 River Bend Circle.

The homeowner was not present.

**MOTION:** Ms. Cowan moved to approve an abatement in the amount of \$202.62. Mr. Clement seconded. Mr. Clement said the policy is that if the leak is on customer's property, the customer is responsible, not the town. Ms. Surman said she's concerned because these dollar amounts are small and not a huge hardship; she is only open to approving abatements where the dollar value is high. Ms. Corson said she would look at the abatement for the sewer portion of \$95.92 for this case, not the \$202.62. Ms. Cowan voted yay and Mr. Clement, Ms. Surman, Ms. Corson, and Ms. Gilman voted nay. The motion failed 1-4-0.

**MOTION:** Ms. Corson moved to approve an abatement of \$95.92 for the sewer portion. Ms. Cowan seconded. Mr. Clement asked why just the sewer portion, because they don't have enough information to know that the water didn't go into the sewer. Ms. Gilman said she voted against the original motion because they gave no information. Ms. Cowan said she supports the once in ten years abatement. Ms. Corson and Ms. Cowan voted yay and Mr. Clement, Ms. Surman, and Ms. Gilman voted nay. The motion failed 2-3-0.

c. Hartmann Oil at Colcord Pond Drive

Ms. Corson said this was an underground leak in the bathroom not visible to daily use, and the water did not go into the sewer.

**MOTION:** Ms. Corson moved to abate the full sewer portion, \$515.35. Ms. Cowan seconded. Ms. Corson and Ms. Cowan voted yay and Mr. Clement, Ms. Surman, and Ms. Gilman voted nay. The motion failed 2-3-0.

4. Public Comment

a. There was no public comment at this meeting.

5. Proclamations/Recognitions

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

6. Approval of Minutes

a. Regular meeting of January 15th, 2019

Mr. Clement said that the minutes didn't show that they had moved Article 17 to the warrant. Ms. Surman pointed out that there was a motion to move Article 17 in the minutes, just with a lot of discussion.

**MOTION:** Ms. Corson moved to approve the minutes for Jan 15, 2019 as submitted. Ms. Surman seconded. All were in favor.

b. Special meeting of January 22nd, 2019

Mr. Clement said that on page 6, 2nd paragraph, where it reads "Mr. Clement said if the article is amended at deliberative session, the Board must re-vote on their recommendation," he would like that changed to "the Board *may* re-vote on their recommendation."

**MOTION:** Mr. Clement moved to approve the minutes as amended. Ms. Corson seconded. All were in favor.

7. Appointments

a. The Board looked at the resignation of Peter Smith from the Trustees of the William Robinson Fund, which provides scholarships. Ms. Corson thanked Mr. Smith for his 36 years of service. Ms. Gilman said they could appoint someone to fill a term until the next election.

**MOTION:** Mr. Clement moved to accept Mr. Smith's resignation with regret and thanks, and would like to send him a letter of commendation. Ms. Cowan seconded. All were in favor.

8. Discussion/Action Items

a. Surface Water and Groundwater Chloramination Treatment System Update

Matt Berube, the Water/Sewer manager, discussed upcoming changes to the town's water treatment. He said that the town is under an Administrative Order on Consent from the DES/EPA because of an elevated disinfection byproduct level, specifically Trihalomethanes. Sometimes the town passes quarterly testing results, but compliance is based on an annual average over 4 testing sites. There was a warrant article to bring the town back to compliance. He vetted 6 different options, and the best option is chloramines, which will meet their goals and budget. This will be a chemical treatment upgrade at the groundwater plant and surface water plant starting in late March/early April.

Kyle Hay of Weston & Sampson gave a presentation on chloramines. He said that chlorine is the disinfectant currently used to kill microbes in the town's water, but free chlorine reacts with organics in the water to form trihalomethanes (THMs), a carcinogenic compound. They are currently exceeding the EPA limit on THMs in the water, which is 80 parts per billion. Chloramine is a different type of disinfecting chemical, it's chlorine plus ammonium sulfate. This compound is used to disinfect the water supply in many major metropolitan areas like Boston, as well as local cities and towns such as Manchester, Concord, and Salem.

Mr. Hay said that chloraminated water is safe to drink, cook with, and bathe in, and there will be an improved smell and taste. The only concerns are any applications where the water enters the bloodstream of an organism directly, such as aquarium fish, which will need a water conditioner that is rated for chloramines. Another concern is dialysis patients, but the dialysis machines can handle the chemical, institutions just need to test the machines regularly to make sure they're filtering effectively. Finally, chloramines can lead to a degrading of some gasket materials like rubber, so residents will want to switch any old gaskets (20+ years) to EPDM rubber or PVC gaskets. Unlike chlorine, chloramine can't be boiled off, distilled, or left to dissipate, but can be removed with carbon filters.

Mr. Berube said that they sent a brochure regarding the change to 6,000 customers, owners, and tenants. They sent letters to hardware stores to ensure they bring in the correct products, and reached out to dialysis sites like RiverWoods, hospitals, and elderly communities. They also put a notice in the paper.

Mr. Clement asked about the annual operating costs. Mr. Berube didn't have the figures. He said they will be using less chlorine, but adding another chemical, and they haven't seen the cost. If it will be significant, it could become a bid item.

#### b. 2019 Household Hazardous Waste Collection Grant

Ms. Gilman said the participation in the Household Hazardous Waste Collection event was impressive, and they got a lot of hazardous waste, such as paint thinner, out of the waste stream. They're looking for a grant from NH DES for the 2019 collection. Mr. Dean said that they will also offset some cost through fees. At the last event there was a \$5 donation requested, and almost every household contributed. This year the cost is going up; they could increase in the fee or stop taking asbestos, but there will only be tweaks, not big changes. He mentioned that there was an idea to solicit a sponsorship from Waste Management. He also mentioned that right now, other towns give a check to Exeter for their residents' participation, but there's an option to form a Solid Waste District under the RSA. Mr. Clement said he appreciated the event and that Tim Roache did a great job on the event report, providing lots of good data.

**MOTION:** Mr. Clement moved to apply for hazardous waste grant funding to NH DES and to authorize the town manager to execute the grant application. Ms. Surman seconded. All were in favor.

#### c. Epping Road, Winter Street, Spring Street Project Update and Additional Funding Request

Ms. Corson requested to move agenda item D forward to accommodate Town Planner Dave Sharples. Mr. Sharples said this request is related to the TAP grant to install new sidewalks on Epping Road, Winter Street, and Spring Street. Hoyle, Tanner & Associates has

provided a new “opinion of cost,” and it is \$89,364.41 more than the original estimate in the grant application of 2016. Construction costs have increased since 2016, but half of the increase (about \$46,000) is just for the crossing at Winter Street. When they submitted the original grant, the flashing lights were prohibited from being put in with federal funding, but now they are required. The DOT notified the town that they are willing to fund 80% of the increase, or \$71,493.54, but they need the town’s commitment to the remaining 20% before the town can go ahead with final design.

Mr. Sharples requested that the Board commit the \$17,872.88 so that he can notify DOT that they will be continuing with this project. It’s too late for this to be a warrant article, so he proposes taking it out of the Capital Reserve Fund for sidewalks. Mr. Dean said that this seems consistent with the purpose of the fund. Mr. Clement agreed, but regrets that they’ll be unable to do maintenance on the sidewalks. Mr. Dean pointed out they’re asking for \$40,000 more for the fund at Deliberative Session.

**MOTION:** Ms. Corson moved to take out \$17,872.88 from the Sidewalk Capital Reserve Fund for the TAP grant matching. Mr. Clement seconded. All were in favor.

d. Water Sewer Abatement Policy Update

Ms. Cowan reported that the Water/Sewer Advisory Committee met once and reviewed some changes which Bob Kelly had proposed to the current abatement policy, such as a cap at \$500 and a change on the term from once in 10 years to once in 5 years. Ms. Gilman said they used to have the Water and Sewer Advisory Committee go through abatement requests and make a recommendation, but that committee started meeting every other month and the requests were backing up.

Mr. Clement said that the original policy is very specific: any event where the cause is related to a leak due to an issue on the customer’s side, the customer shall be responsible for the entire bill. Ms. Cowan said that they usually are unable to determine the cause of the leak, so she in the interest of time she supports granting one abatement in five years up to \$500 without having to determine the cause. Ms. Surman said unless it’s obvious that the town caused the leak, they shouldn’t grant the abatement. Mr. Dean asked whether they would be willing to give a one-time abatement to those who make a compelling case in situations where they can’t figure out what happened. Ms. Surman asked how they would fund these abatements. Mr. Dean said it’s not revenue that they’d already collected or had anticipated collecting; the abatements just take the fees down off the top and bring them back to average use.

Ms. Corson thought they should keep the 10 year period, saying that if there are two major leaks in 5 years there’s something wrong. Ms. Surman agreed. Ms. Gilman said she would like to see the requirement for a plumber’s leak check and report be more prominent. Mr. Dean asked if the Board would like read it through, make comments and bring it back. He mentioned that Bob Kelly was interested in having the Water/Sewer Advisory Committee be involved in the process again; they could go through round one with the owners and make a recommendation to the Board.

9. Regular Business

a. Tax, Water/Sewer Abatements and Exemptions

**MOTION:** Ms. Cowan moved to apply a Veteran's Credit of \$500 for the following properties: Map 55 Lot 32 and Map 35 Lot 12. Mr. Clement seconded. All were in favor.

**MOTION:** Ms. Cowan moved to apply a Disability Exemption of \$125,000 for the following properties: Map 104 Lot 79 Unit 136a and Map 103 Lot 13 Unit 26. Ms. Surman seconded. All were in favor.

b. Permits & Approvals

**MOTION:** Ms. Cowan moved to approve the application for the 2nd Annual Deck the Walls Holiday Art Show for Nov 13 - Dec 22nd. Ms. Corson seconded. Ms. Corson and Ms. Cowan voted yay, and Ms. Surman voted nay. Mr. Clement abstained, and Ms. Gilman did not vote. The motion passed 2-1-1.

**MOTION:** Ms. Cowan moved to approve the application of Bob Glowacky and EXTV for the Town Hall Gallery/Back Room for the purpose of filming a TV Show each Wednesday if available starting January 16 through December 18, 2019. Ms. Corson seconded. Mr. Clement said the new use policy limits applicants to four events, and Mr. Dean said how to handle a town agency is up to the board. Ms. Cowan said they need to support a town service. Mr. Clement asked if they must reject other applicants going forward, and Ms. Corson responded that Sheri can manage the scheduling. Natasha Stoppel, a representative from EXTV, said their filming can go on when there's a gallery show. They will get permission from the organization to use the gallery space concurrently or they will use the back room. Ms. Corson, Ms. Cowan, Mr. Clement, and Ms. Gilman voted yay, and Ms. Surman abstained. The application was approved 4-0-1.

**MOTION:** Ms. Corson moved to approve the use of the bandstand for brass band concerts on July 1st, 8th, 15th, 22nd, and 29th 2019 from 7:30 - 9 PM. Ms. Cowan seconded. All were in favor.

**MOTION:** Ms. Corson moved to approve the application for NH Society of Photographic Artists for 1/4/20 - 2/2/20. Ms. Cowan seconded. Mr. Clement said he wasn't comfortable with permitting a year ahead. Ms. Gilman said the organization needs time to advertise and organize. Ms. Corson said they've had this spot for 20 years and they're also OK with the fees. All were in favor.

**MOTION:** Ms. Corson moved to approve the Pine Street Players 11/9-11/25/2019 for the Town Hall and the Art Gallery Back Room. Mr. Dean said you can approve Town Hall, but Deck the Walls was approved for the Art Gallery. Ms. Corson asked to remove her motion and table this application pending clarification. Mr. Dean: Prescott Park and Pine Street Players work together on events, unclear the relationship. They have one-day permits for March 2nd, May 18th, and Dec 6, 7, 8, 13, 14 and 15. Ms. Gilman wanted Mr. Dean's office to ask them to clarify the application.



Ms. Corson started to move to approve the use of Town Hall March 2nd 2019 Prescott Park arts festival, but then noted that they had just the alcohol application, not the event application. Mr. Dean said they're applying for the event separately. Ms. Gilman asked to see the cover sheet of the approved event in this case and in the future. This motion was not seconded or voted on.

Mr. Dean discussed Chief Comeau's memo regarding new ambulance fees, which are set at Medicare plus 30%.

c. Town Manager's Report

Mr. Dean said they are preparing for the town Deliberative Session, which is Saturday February 2nd at 9 AM at the High School. Town meeting warrants were posted today.

d. Select Board Committee Reports

- i. Ms. Surman had no report.
- ii. Ms. Corson said that the Communications Committee met with the newspaper, and they will be doing a weekly column with info on each warrant article over the next 5 weeks. Ms. Gilman suggested that they could also film a PSA for the warrant articles. Ms. Corson said Bob Glowacky is already meeting with departments on filming something like that.
- iii. Ms. Cowan had no report.
- iv. Mr. Clement attended a Planning Board meeting, where they gave conditional approval for 9 condo units on Front Street. There was also a preliminary discussion on a Dunkin' Donuts and commercial space on Epping Road; there will be a site walk there Feb 7th with the Conservation Commission. At the River Advisory Committee, Melissa Paly, the Great Bay Waterkeeper, did a presentation on the estuary. He also attended an RPC presentation on the rising costs of recycling.
- v. Ms. Gilman said the Heritage Commission met on Tuesday but she was not present. At the state level, there will be a committee hearing on four or five different bills on tax exemptions and credits. She is also part of a committee that will be making a recommendation on the Anti-sanctuary bill.

e. Correspondence

- i. Announcement from Exeter Area Chamber of Commerce about an economic forecast presentation Feb 7th with Jeff Feingold. Mr. Dean said this conflicts for him with a Health Trust meeting but he encouraged the Board to attend.
- ii. Chamber is also presenting "Women in Business: Status of Women in New Hampshire" on April 12, 2019 at the Exeter Inn.
- iii. Ad from the Lions Club seeking people to join their public service group.
- iv. Notice from XFinity about which channels are no longer available.
- v. Letter from Blue Ribbon Dry Cleaners regarding possible damage to the equipment from the town's water. Mr. Dean said the issue has been

brought up before, and Bob Kelly will invite them to talk about his issues with the Water/Sewer Advisory Committee.

- vi. Letter from Congressman Chris Pappas, thanking the town for his recent use of the Town Hall.

#### 10. Review Board Calendar

Their next meeting is the Deliberative Session, which is Saturday February 2nd at 9 AM. If the Deliberative Session amends an article, February 4th is an option to reconvene. The next meetings are on February 11th and 25th. E911 Committee work is coming up, and the Board will get an update on the revaluation Feb 11th.

#### 11. Non-Public Session

- a. There was no non-public session at this meeting.

#### 12. Adjournment

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

Respectfully Submitted,  
Joanna Bartell  
Recording Secretary

## Appointments

**Quarterly Financial Report Period Ending December 31<sup>st</sup>, 2018**



**TOWN OF EXETER**  
**10 FRONT STREET • EXETER, NH • 03833-3792 (603) 778-0591 • FAX 772-4709**  
[www.exeternh.gov](http://www.exeternh.gov)

**TO:** SELECT BOARD AND RUSS DEAN, TOWN MANAGER  
**FROM:** DOREEN CHESTER, FINANCE DIRECTOR  
**SUBJECT:** BUDGET VS ACTUAL RESULTS (UNAUDITED) AS OF 12/31/18 & 12/31/17  
**DATE:** MARCH 4, 2019

**General Fund Budget vs. Actual Revenues and Expenses**

**General Fund Revenues**

For the year ended, December 31, 2018, (“current year”) General Fund (“GF”) actual revenues are \$ 19.67M versus budgeted revenues of \$18.99M (including appropriations for warrant articles). Prior year, (2017) revenues are \$18.8M with a variance of \$826K which is positive year over year. General fund revenues are \$673.7 or 104% collected above the budget in the current year.

General fund revenues through December 31, 2018 are as follows:

- 2018 Property Tax Revenue - \$12.6 M (net of overlay and refunds)– Town Portion
  - Property Taxes Billed \$48.8 M<sup>1</sup>
  - Property Tax Assessment paid to Exeter Schools \$ 33.1M
    - Exeter School District \$ 16.2M
    - Exeter Region Cooperative School District \$ 16.9M
  - Rockingham County Assessment paid: \$ 1.99 M
- Motor Vehicle Revenues: \$ 3.03M (5% increase of \$ 145K over prior year)
- Building & Permit Fees: \$ 202.4K (65% decrease of \$ 374.9K from prior year)
- Other Permits and Fees: \$ 219K (5% drop of \$12K from prior year)
- State Highway Block Grant: \$212K ( 3% increase over the prior year or \$ 6K)
- Income from Departments: \$ 989K (12% or \$102.2K increase over the prior year)
  - Some items contributing to the increase:
    - Reimbursements : Varsity Wireless legal reimbursement \$14K
    - Increase of \$64.9K in blue bag revenue
    - Unanticipated Revenue \$30K from Liberty Energy Utilities
- State Grants: \$ 22.7K( up by \$ 13.4K) - RERP revenue in 2018
- Town Rental Revenues: \$ 25.5K (Town Hall rents up slightly over prior year)

Amounts voted from fund balance, (\$150K in 2018 and \$ 100K in 2017) are shown separately as a note, because they do not effect current year net income. These amounts are warrant articles voted from the fund balance to pay for the Sick Leave Trust, \$100K and Snow/Ice Non-CRF Funds,\$50K that are held by the Trustee of Trust Funds.

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<sup>1</sup> The school year is on a fiscal year basis beginning on July 1 –Dec 31 and the Town is on a calendar year basis. Revenues paid to the schools reflect the last half 2017 and first half of 2018 school assessments. As of December 31, 2018, the Town’s balance sheet reflects a liability due to the schools through the schools’ fiscal year ending June 30, 2019 of \$15.2M.

### **General Fund Expenditures**

General Fund expenditures are \$ 18.1 M or 95% spent against the budget of \$18.9 M (including warrant articles) through December 31, 2018. Current year budget has a positive variance of \$887K versus a prior year variance of \$ 715K.

### **General Government Group (BOS, TM, HR, Legal, TC, EL and MO)**

- General government group expenditures versus budget are \$ 924K or 101% spent at the end of the current year. There is a negative variance of 8.4K in this grouping attributable to legal and liability insurance of \$10.6 and \$3.2 over budget. The overspent budgets are offset by underspending of \$3K and \$2K in the Select Board and Human Resource budgets.
  - Legal expenses are over the budget in current year and is related to Varsity Wireless legal bills. This is offset by a reimbursement of \$14K for legal bills related to Varsity Wireless. The amount received is classified as reimbursement revenue in Income from Departments.

### **Finance Group (Finance, Tax, Assessing and IT)**

- In total, Finance group expenditures are \$ 832.3K or 98% spent against the current year budget. The Finance Group has a budget surplus of \$7.6 from the budget of \$839.9K.
  - Finance has a \$5K budget surplus due to decreases in office supplies, education, training and overtime for the Accounting Clerk.
  - Treasury expenses are down by \$1K from the budget due to the vacant Deputy Treasurer position.
  - Tax Department expenses has a \$2.8K surplus due to unused legal expense of \$5K and office supplies of \$1K offset by increases in tax lien and deed searches of \$2.4K and tax deeded property expenses of \$.8K.
  - Assessing is overspent by \$2K due to a \$6K invoice for MRI flat fee services that are additional services above the contract. This is offset by a decrease of \$2.1K in office supplies, .5K in mapping expenditures and other various expense savings of \$3.2K.

### **Planning, Other Boards and Building Inspection Departments**

- Planning, Building Inspection, other Boards and Commission expenses are \$495.3K or 94 % spent against the budget for current year. There is a \$39.1K budget surplus in this department grouping.
  - Part-time wages and payroll taxes in the Planning Department are \$17.5K below budget for the current year. Part-time hours were budgeted for two positions at 29 hours per week, but average only 23 hours per week. These part-time positions are the Natural Resource Planner and Admin positions for the Planning Department. Other underspent expenses are a \$2K variance in office supplies, \$1.2K in studies, .9K in postage and .5K in conference rooms and meals.
  - Wages, benefits and taxes are lower by \$2.6K in the Building Department. It is mostly due to the electrical inspector working less than the hours budgeted.

### **Police Department**

- Police department expenditures are \$3.6M or 98% spent against budget. The overall Police Budget has an \$87.7K surplus in the current year.
  - The Police Administration division has an overall \$11.9K decrease in expenses mostly due to turnover in April of part-time administration staff not replaced until September with less hours.

- The Staff Division has a \$ 3.5K increase in wages, salaries and benefits due turnover of staff and employee movement from patrol to the staff division.
- The Patrol Division ended the year with a budget surplus of \$ 26.7K surplus due to the retirement of a patrol officer in May 2018 refilled later in the year at a lower hourly rate.
- The Communications/Dispatch Division has an \$83.4K surplus at the end of the current year. A retirement in February 2018 and new hire a lower hourly rate and retirement accounts for \$16K of the variance. There were changes in health insurance that decreased this line item by \$24K, less overtime and vacation/sick replacement of \$13K, taxes and retirement decrease of \$11K equipment/SPOTs maintenance is down by \$9K as well as other various decreases make up the \$ 10.4K.

### **Fire Department**

- Fire Department expenses are \$3.7M or 97% spent against budget through the end of the current year. The 2018 budget is under-spent by \$121.6K.
  - The \$30.9K decrease in Fire Department expenses is due to the retirement of a firefighter/fire inspector in January 2018 replaced with an employee earning a lower hourly rate.
  - Changes in health insurance plans creates a benefits decrease of \$79K offset by a \$24K increase in full-time wages for two newly approved firefighters that were hired in March during the first quarter and another in late June in the second quarter of this year.
  - Other increases are capital outlay in the current year of \$15K for thermal imaging equipment and group fitness equipment of \$6K and \$5K in protective equipment purchases.

### **Public Works Department**

- The Public Works Department budget is \$4.8M or 93% spent against budget this year versus \$4.9M or 99% spent against budget in the prior year representing a \$221K decrease.
  - DPW Administration expenses are overspent by \$29.8K, and is mostly due to the timing of the fuel delivery that created the \$21K variance for FY18. Other contributing items are increases in EPA storm water phase of \$ 4.3K and other general expenses netting to \$4.5K.
  - The Snow and Ice budget has a deficit of \$22.8K or 107% spent against budget for the year at \$ 337.5K. This budget varies depending upon weather and the number of winter storms each year. The current year snow and ice budget is below prior year spending by \$45.6K, which was 383.1K in total spending in the prior year.
  - The Maintenance Department has a budget surplus of \$151.4K for the current year. Current year spending was \$419.5 vs a budget of \$570.9K.
    - The variance is due to \$61K less spending in wages, taxes and benefits for the Maintenance Superintendent position. The employee in the position retired in September 2017 and the vacancy remained open until mid-June 2018.
    - The department also realized \$84K in unspent budget funds in maintenance projects. Spending was \$15.4K of a \$100K budget in 2018. The new Maintenance Superintendent evaluated the project list put in place by his predecessor. Costs had increased for many of the projects over the original estimates. It was decided to focus on smaller jobs, such as

HVAC improvements, at Town facilities to get pressing items addressed with in-house employees rather than outside contractors doing the work.

- Highways and Streets budget is \$1.8M or 88% spent against budget versus \$2.1M or 100% spent in the prior year. The current year budget is underspent by \$ 237K.
  - Part of the variance is due to less paving and sidewalk expenses of \$177.8K and \$12.8K. A new contract was on hold waiting to see if prices decreased. A contract for paving and sidewalks was signed late in the year for FY18. Paving contractors were scheduled for other jobs at the time. The Town could only get some of the paving and curbing finished last year due to this limitation.
  - Other items contributing to the variance are decreases in the following line items: temporary help \$7.5K was not used, changes to health insurance plans \$7.5K, storm drain repair \$ 5.7K, vehicle maintenance \$4.9K, storm drain cleaning \$ \$3.9K, education and training \$2.3K and other general expenses of \$14.6K.

#### **Storm Water Department**

- A new Storm water Department was created in 2018. The expenses for this department were line items transferred from Public Works Administration budget. This department had a net unspent budget of \$7.6K at the end of the year. An amount of \$20K was encumbered for CWSRF Asset Management. The spending will be reimbursed by an Asset Management Grant through NHDES.

#### **Welfare**

- The Welfare budget appears to be over-spent by \$ \$38.6K. The Town has received funds from the Wentworth Trust for welfare expenses in the amount of \$32.5K in 2018. Total expenditures of \$76K for the year and are offset by the welfare reimbursements. The revenue received is classified as welfare reimbursements under Income from Departments.

#### **Parks & Recreation**

- Parks & Recreation expenditures to date are \$517.3K or 98%. Current year expenses are \$ 8.9K under budget. The Recreation Dept. has an unspent budget of \$5.5K and the Parks Dept. has an unspent budget of \$3.4K.
  - Health insurance in the Recreation Department decreased by \$5.5K due to changes in health insurance plans. This accounts for the \$5.5K decrease for the year.
  - The Parks division had decreases in landscaping and park maintenance that make up the \$ 3.4K unspent budget.

#### **General Fund Net Income/ (Loss)**

**General Fund Net Income** as of December 31, 2018 is \$1.56 M versus \$ .9M in the prior year. All of the items affecting net income are described in the revenue and expense sections above.



**Enterprise Funds**

**Water Fund Budget vs. Actual Revenue and Expenditures**

**Water Fund Revenues**

- Water Fund (“WF”) enterprise revenues are \$3.7M or 110% collected against budget as of the current year-end. Water fund revenues for the prior year were \$3.3M or 101%. The increase of \$363K in revenues over the prior year is mostly due to water rate increases.
  - Water Consumption charges are \$ 3.1M, which is up by \$350K more than forecasted. Water service charges are slightly less than expected by \$3.2K coming in at \$575K for the current year.

**Water Fund Expenses**

- Water Fund expenses are \$ 3.2M or 96% spent against budget through the end of 2018 and are approximately the same as prior year. Budgeted expenses for 2018 are \$ 3.4M leaving an unspent budget of \$ 148K.
  - Water Administration is \$55K underspent in the current year. There was a \$42K variance in budgeted wages, taxes and benefits due to the timing of the Water/Sewer Engineer replacement and the Water/Sewer Technician not replaced in 2018. Legal and consulting services were underspend by \$5K and \$3K.
  - Water Distribution has a budget surplus of \$25K of which \$13K is attributable to the June retirement of a Water/Sewer D/C Technician. Other savings were realized in equipment maintenance of \$5.7K, road repairs of \$ 5K and other net increases and decreases of \$1.3K.
  - Water Treatment has a \$49K surplus do to \$29K not spent for GWTP Basin/Lagoon Cleaning, Software contract and equipment of \$ 11.9K and savings in electricity and natural gas of \$25K and \$ 5.3K; respectively. These savings are somewhat offset by a \$15K overspend in overtime wages, lab testing \$4.7K and other general expenses.
  - Water Debt Service expense has increased by \$16.5K over the prior year due debt service commencing for Court Street Culvert and Lincoln Street PH II capital projects.
- **Water Fund Net Income/ (Deficit)**
- Water Fund Net Income is \$ 466.9K in the current year versus \$ 135K in the prior year. All of the factors affecting net income are explained in detail in the revenue and expense sections above.

**Sewer Fund Budget vs. Actual Revenues and Expenditures**

**Sewer Fund Revenues**

- Sewer Fund (“SF”) revenues as of the current year-end are \$3.6M or 141% collected. Prior year revenues are \$ 2.9K or 92% collected. The biggest driver of the \$ 747K increase in revenues is sewer rate increases.

**Sewer Fund Expenses**

- Sewer Fund expenses are \$ 2.47M or 95% are somewhat flat current year versus prior year expenses of \$2.46M or 103% spent against budget. Total expenses for this fund are under-spent by \$ 124.6K for the year.
  - Sewer Administration expenses are underspent by \$81.4K. Similar to the Water Administration Department, wages, taxes and benefits are under-spent by \$40K due to the timing of the Water/Sewer Engineer position replacement and the Water/Sewer Technician not replaced in 2018. Consulting services are \$32.5K underspent. However, \$30K was encumbered at year-end in anticipation of work to be completed by Underwood Engineers in 2019 that is reimbursable by the State of NH under the CWSRF Asset Management Grant that was awarded to the Town in 2018.
  - Sewer Collection expenses are \$606.8K or 92% spent against budget through year-end versus \$774K or 118% spent in the prior year. This department has a budget surplus of \$54K in the current year. Similar to water distribution, \$13K is attributable to the June retirement of a Water/Sewer D/C Technician. Other line items that were underspent are manhole maintenance, \$12.4K, pump control maintenance, \$ 6.8K, building maintenance of \$ 5.6K, SCADA, \$3K, road repairs, \$2K and other net decreases of \$11.2K. The largest driver of the \$167K decrease from the prior year was an unanticipated expenditure of \$ 149.8K for a large sewer main break on High Street during the second quarter of 2017. The break also involved an additional \$25K in overtime wages.
  - Sewer Treatment is overspent by \$ 21.5K or 104% of budget. Overtime wages are \$12.5K more than budgeted, but offset by a \$19.9K savings in full-time wages and \$ 13K in benefits. This variance is attributable to the timing of two new hires for sewer treatment that were approved in the FY18 budget. Electricity was overspent by \$61.2K due to growing facilities and usage. This expense was offset by decrease in lab testing, \$ 10.7K, equipment maintenance and natural gas \$2.8.
  - Sewer Fund Debt Service increased by \$83K from the prior year due to the commencement of debt service for Lincoln St. Phase II.
- **Sewer Fund Net Income/ (Deficit)**
- Sewer Fund Net Income for the current year is \$ 1.2M versus \$ .44M in the prior year. Net income has increased 734K or 166% over the prior year. All of the factors affecting net income are stated in the revenue and expense sections.

**Revolving Funds - Budget vs. Actual Revenues and Expenses**

**Cable Television Revolving Fund (“CATV”)**

- CATV revenues are \$153K versus \$165.5K as of December 31 2018 and 2017, respectively.
- Wages and benefits of \$108K were spent against budget through the current year versus \$80.5K spent against budget in the prior year. A variance in full-time wages of \$7K is due to the hiring of a full-time person for CATV in the second quarter of 2017. The full time person is allocated: 40% to CATV, 50% to IT, 5% to Water and 5% to Sewer. There was also an increase in hourly part-time CATV wages up by \$14K over the prior year. .
- General expenses are \$128K in the current year versus \$ 59.9 in the prior year representing a \$68K increase. Part of the increase is a one- time expenditure of \$11K in 2018 to remodel and relocate the CATV office from the Town Offices to the Town Hall building. There is also a \$67K increase in the current year for new CATV office furniture and equipment purchases consisting of chairs, desks, couch, laptops, camera equipment, server and other related equipment.
- Net Deficit is \$(83.7K) through the end of the current year versus net income of \$25.1K in the prior year. A net deficit has not been typical of this fund. The spending should be carefully reviewed by CATV management in 2019, since this is a self-supporting fund.

- **Recreation Revolving Fund (“RR”)**

**Recreation Revolving Fund Revenues** are \$607.9K in the current year versus \$633.9K collected in the prior year. The decrease of \$25.9K is due to less recreation impact fee revenue collected in the current year. These impact fees have decreased by \$64K from the prior year. The decrease is offset by a \$36K increase in Program Revenues due to the expansion of the summer camp program and a \$6.7K increase in Special Event Revenue.

- Wages and taxes spending is \$250.8K through the end of the year versus \$ 195.5K through the prior year. These costs have increased due to hourly rate increases and the addition of more staff needed to run the expanded summer programming. The new director has also reviewed pool staffing and has made staff adjustments by adding more pool staff for the safety and security of patrons at the pool.
- General expenses include categories directly related to recreation programs as well as pool chemicals, water bills, printing, advertising and pool food expenses. These expenses are \$475.7K spent against the current year budget versus \$314.9K spent against the prior year budget. The variance of \$160.7K is mostly due to \$132K of capital outlay consisting of: \$37K for a new Ford Van, \$67K of renovations to the softball field as well as \$11 in other costs for irrigation, fencing, pool and skate park repairs. Recreation program expenses have also increased as a direct result of adding more programming in this area.
- The Recreation Revolving Fund ended 2018 with a Net Deficit is \$(118.5) K in 2018 which is down \$241.9K from the prior year. Since the fund is a self-supporting, the Recreation Revolving Program should be reviewed in 2019 to ensure there is at least break-even revenues and expenses.

**EMS Revolving Fund**

- EMS Revolving Fund Revenue is \$552.8K for the current year versus \$ 508.3K in the prior year. EMS revenues have exceeded prior year revenues by \$44.5K or 9%. Insurance company reimbursements have increased over the prior year and call volume has also increased.
- Wages, taxes and benefits are \$ 157K or 83%% spent against the current year budget versus \$ 169K or 88% spent against prior year. EMS overtime is down by \$9.8K year over year. The two new EMT/Firefighters hired in 2018 have had direct results in not having to backfill for emergency calls.
- General Expenses are \$ 168.4K or 97% spent against budget versus \$157K or 88% spent in the prior year and represents an \$11.4K increase from the prior year. The increase is due to more vehicle maintenance of \$ 5.3K, contracted training of \$ 3.6K and medical equipment maintenance of \$ 2.2K.
- Current year net income of \$226.9K versus \$182.1 in the prior year before EMS transfers out to the general fund. Transfers out for the current and prior years are \$184.9K and \$ 239.6K respectively.

Town of Exeter  
 General Fund Revenues (unaudited)  
 As of December 31, 2018 and 2017

DRAFT

General Fund Revenues	Current Year 2018 Budget vs Actual				Prior Year 2017 Budget vs Actual				Comparison of Actuals	
	2018 Budget	Actual Revenue 12/31/18	\$ Variance	% Collected	2017 Budget	Actual Revenue 12/31/17	\$ Variance	% Collected	2018 vs 2017 Variance	2018 vs 2017 % Variance
Property Tax Revenue	\$ 12,758,339	\$ 13,134,758	\$ (376,419)	103.0%	\$ 12,242,483	\$ 11,953,599	\$ 288,884	97.6%	\$ 1,181,159	10%
Motor Vehicle Permit Fees	2,850,000	3,025,683	(175,683)	106%	2,630,000	2,881,139	(251,139)	110%	\$ 144,544	5%
Building Permits & Fees	160,000	202,365	(42,365)	126%	500,000	577,278	(77,278)	115%	\$ (374,913)	-65%
Other Permits and Fees	210,000	218,609	(8,609)	104%	205,000	231,153	(26,153)	113%	\$ (12,544)	-5%
Meals & Rooms Tax Revenue	774,137	774,137	-	100%	754,028	765,219	(11,191)	101%	\$ 8,918	
State Highway Block Grant	304,179	304,007	172	100%	292,791	296,078	(3,287)	101%	\$ 7,929	3%
Other State Grants/Reimbursements	25,000	22,668	2,332	91%	38,884	8,813	30,071	23%	\$ 13,855	157%
FEMA Reimbursement	68,000	68,771	(771)	101%	-	-	-	0%	\$ 68,771	100%
Income from Departments	870,000	989,409	(119,409)	114%	850,000	887,218	(37,218)	104%	102,191	12%
Sale of Town Property	500	-	500	0%	12,500	-	12,500	0%	-	
Interest Income	500	1,375	(875)	275%	1,000	423	577	42%	952	225%
Other Miscellaneous Revenues	23,000	25,532	(2,532)	111%	22,180	24,458	(2,278)	110%	1,074	4%
Revenue Transfers In	602,989	552,989	50,000	92%	588,560	710,154	(121,594)	121%	(157,165)	
<b>Total General Fund Revenues</b>	<b>\$ 18,646,644</b>	<b>\$ 19,320,303</b>	<b>\$ (673,659)</b>	<b>104%</b>	<b>\$ 18,137,426</b>	<b>\$ 18,335,532</b>	<b>\$ (198,106)</b>	<b>101%</b>	<b>\$ 984,771</b>	<b>5%</b>
<b>Total Appropriations</b>	<b>347,813</b>	<b>347,813</b>	<b>-</b>		<b>506,199</b>	<b>506,199</b>	<b>-</b>	<b>0%</b>	<b>(158,386)</b>	<b>-31%</b>
<b>Gross Revenues &amp; Appropriations</b>	<b>\$ 18,994,457</b>	<b>\$ 19,668,116</b>	<b>\$ (673,659)</b>	<b>104%</b>	<b>\$ 18,643,625</b>	<b>\$ 18,841,731</b>	<b>\$ (198,106)</b>	<b>101%</b>	<b>\$ 826,385</b>	<b>4%</b>

Town of Exeter General Fund Expenses (unaudited) As of December 31, 2018 and 2017									DRAFT	
DEPARTMENT	Current Year 2018 Budget vs Actual				Prior Year 2017 Budget vs Actual				Comparison of Actuals	
	2018 Budgeted Expenses	Actual Expenses 12/31/18	\$ Variance	% Spent	2017 Budgeted Expenses	Actual Expenses 12/31/17	\$ Variance	% Spent	2018 vs 2017 Variance	\$ 2018 vs 2017 % Variance
Total General Government	\$ 915,762	\$ 924,125	\$ (8,363)	101%	\$ 917,030	\$ 904,900	\$ 12,130	99%	19,225	2%
Total Finance	839,945	832,338	7,607	99%	819,193	776,690	42,503	95%	55,648	7%
Total Planning & Building	527,172	495,263	31,909	94%	533,902	508,166	25,736	95%	(12,903)	-3%
Total Economic Development	139,358	138,237	1,121	99%	137,072	136,544	528	100%	1,693	1%
Total Police	3,700,556	3,612,879	87,677	98%	3,835,634	3,585,129	250,505	93%	27,750	0.8%
Total Fire	3,852,527	3,730,920	121,607	97%	3,774,065	3,708,624	65,441	98%	22,296	1%
Total Public Works Department	5,099,632	4,760,533	339,099	93%	5,018,444	4,982,124	36,320	99%	(221,591)	-4%
Total Welfare	37,387	76,008	(38,621)	203%	37,778	67,330	(29,552)	178%	8,678	13%
Total Human Services	107,500	107,500	-	100%	100,000	100,000	-		7,500	100%
Total Parks & Recreation	526,256	516,872	9,384	98%	495,969	485,855	10,114	98%	38,517	8%
Total Other Culture/Recreation	38,001	45,107	(7,106)	119%	45,451	47,902	(2,451)	105%	(2,795)	-6%
Total Library	1,014,633	1,014,633	-	100%	1,002,526	1,002,526	-	100%	12,107	1%
Total Debt Service & Capital	1,524,250	1,187,084	337,166	78%	1,117,392	1,101,059	16,333	99%	86,025	8%
Payroll Benefits & Taxes	323,665	423,502	(99,837)	131%	302,970	408,286	(105,316)	135%	15,216	4%
Total General Fund Expenses	\$ 18,646,644	\$ 17,865,001	\$ 781,643	96%	\$ 18,137,426	\$ 17,815,135	\$ 322,291	98%	\$ 49,866	0%
Appropriation for Warrant Articles	\$ 347,813	\$ 242,392	\$ 105,421	70%	\$ 506,199	\$ 113,695	\$ 392,504	22%	128,697	0%
Total Expenditures	\$ 18,994,457	\$ 18,107,393	\$ 887,064	95%	\$ 18,643,625	\$ 17,928,830	\$ 714,795	96%	\$ 178,563	1%
Net Income/ (Deficit)	\$ -	\$ 1,560,723	\$ 213,405	1%	\$ -	\$ 912,901	\$ 912,901	5%	647,822	71%
Amounts Voted from Fund Balance	\$ 150,000	\$ 150,000	\$ -	100%	\$ 100,000	\$ 100,000	\$ -	100%		

Town of Exeter

Water Fund Revenues & Expenses (unaudited)

DRAFT

As of December 31, 2018 and 2017

Description	Current Year				Prior Year				Comparison of Actuals	
	2018 Budget	Actual Revenue		% Collected	2017 Budget	Actual Revenue		% Collected	2018 vs 2017 Variance	2018 vs 2017 % Variance
		12/31/18	\$ Variance			12/31/17	\$ Variance			
<b>Water Fund Revenues</b>										
Water Enterprise Revenues	\$ 3,361,387	\$ 3,693,756	\$ 332,369	110%	\$ 3,308,733	\$ 3,330,552	\$ 21,819	101%	\$ 363,204	11%
Appropriations for Warrant Articles	\$ 1,265,000	\$ 1,265,000	-	100%	\$ 78,502	\$ 78,502	-	100%	1,186,498	0%
Gross Water Revenues	\$ 4,626,387	\$ 4,958,756	\$ 332,369	107%	\$ 3,387,235	\$ 3,409,054	\$ 21,819	101%	\$ 1,549,702	45%
<b>Water Fund Expenditures</b>										
DEPARTMENT	Current Year				Prior Year				Comparison of Actuals	
	2018 Budgeted Expenses	Actual Expenses 12/31/18	\$ Variance	% Spent	2017 Budgeted Expenses	Actual Expenses 12/31/17	\$ Variance	% Spent	2018 vs 2017 Variance	2018 vs 2017 % Variance
Water Administration	\$ 391,477	\$ 336,333	\$ 55,144	86%	\$ 418,895	\$ 374,269	\$ 44,626	89%	\$ (37,936)	-10%
Water Billing	\$ 157,046	\$ 156,397	\$ 649	100%	\$ 150,153	\$ 144,851	\$ 5,302	96%	\$ 11,546	8%
Water Distribution	\$ 832,394	\$ 814,188	\$ 18,206	98%	\$ 846,144	\$ 814,959	\$ 31,185	96%	\$ (771)	0%
Water Treatment	\$ 798,957	\$ 757,017	\$ 41,940	95%	\$ 713,277	\$ 680,382	\$ 32,895	95%	\$ 76,635	11%
Water Fund Debt Service	\$ 1,119,250	\$ 1,119,250	\$ -	100%	\$ 1,102,718	\$ 1,102,716	\$ 2	100%	\$ 16,534	1%
Water Fund Capital Outlay	\$ 62,263	\$ 43,698	\$ 18,565	70%	\$ 77,546	\$ 78,347	\$ (801)	101%	\$ (34,649)	-44%
<b>Total Water Fund Expenses</b>	\$ 3,361,387	\$ 3,226,883	\$ 134,504	96%	\$ 3,308,733	\$ 3,195,524	\$ 113,209	97%	\$ 31,359	1%
Warrant Articles	\$ 1,265,000	\$ 1,265,000	\$ -		\$ 78,502	\$ 78,502	\$ -	100%	\$ 1,186,498	100%
<b>Total Water Expenses</b>	\$ 4,626,387	\$ 4,491,883	\$ 134,504	97%	\$ 3,387,235	\$ 3,274,026	\$ 113,209	97%	\$ 1,217,857	37%
<b>Net Income/ (Deficit)</b>	\$ -	\$ 466,873	\$ 466,873	-100%	\$ -	\$ 135,028	\$ 135,028	100%	\$ 331,845	-246%

Town of Exeter

Sewer Fund Revenues & Expenses (unaudited)

As of December 31, 2018 and 2017

DRAFT

Description	Current Year				Prior Year				Comparison of Actuals	
	2018 Budget	Actual Revenue 12/31/18	\$ Variance	% Collected	2017 Budget	Actual Revenue 12/31/17	\$ Variance	% Collected	2018 vs 2017 \$ Variance	2018 vs 2017 % Variance
<b>Sewer Fund Revenues</b>										
State Grant Revenue	\$ 20,000	\$ 25,521	\$ 5,521	128%	\$ 26,493	\$ 20,701	\$ (5,792)	78%	4,820	0%
Sewer Enterprise Revenues	\$ 2,567,965	\$ 3,626,043	\$ 1,058,078	141%	\$ 2,383,661	\$ 2,894,177	\$ 510,516	121%	727,046	25%
Appropriations for Warrant Articles	30,000	30,000	-	100%	10,024	10,024	-	100%	19,976	100%
<b>Sewer Fund Revenues &amp; Appropriations</b>	<b>\$ 2,597,965</b>	<b>\$ 3,656,043</b>	<b>\$ 1,058,078</b>	<b>141%</b>	<b>\$ 2,393,685</b>	<b>\$ 2,904,201</b>	<b>\$ 510,516</b>	<b>121%</b>	<b>\$ 747,022</b>	<b>26%</b>
<b>Sewer Fund Expenditures</b>										
DEPARTMENT	2018 Budgeted Expenses	Actual Expenses 12/31/18	\$ Variance	% Spent	2017 Budgeted Expenses	Actual Expenses 12/31/17	\$ Variance	% Spent	2018 vs 2017 \$ Variance	2018 vs 2017 % Variance
Sewer Administration Expense	394,463	313,061	81,402	79%	366,282	330,752	35,530	90%	\$ (17,691)	-5%
Sewer Billing Expense	157,071	153,319	3,752	98%	149,178	140,052	9,126	94%	\$ 13,267	9%
Sewer Collection Expense	661,322	606,808	54,514	92%	657,922	774,305	(116,383)	118%	\$ (167,497)	-21.6%
Sewer Treatment Expense	548,924	570,417	(21,493)	104%	472,725	477,962	(5,237)	101%	\$ 92,455	19.3%
Sewer Fund Debt Service Expense	669,233	669,233	-	100%	586,123	586,122	1	100%	\$ 83,111	14%
Sewer Fund Capital Outlay Expense	136,952	130,573	6,379	95%	123,426	96,181	27,245	78%	\$ 34,392	36%
Sewer Fund BAN Interest	-	-	-	0%	28,005	45,242	(17,237)	0%	\$ (45,242)	-100%
<b>Total Sewer Fund Expenses</b>	<b>2,567,965</b>	<b>2,443,411</b>	<b>124,554</b>	<b>95%</b>	<b>2,383,661</b>	<b>2,450,617</b>	<b>(66,955)</b>	<b>103%</b>	<b>\$ (7,206)</b>	<b>0%</b>
<b>Sewer Fund Warrant Articles</b>	<b>30,000</b>	<b>30,000</b>	<b>-</b>	<b>100%</b>	<b>10,024</b>	<b>10,024</b>	<b>-</b>	<b>0%</b>	<b>\$ 19,976</b>	<b>199%</b>
<b>Total Sewer Expenses and Warrant Articles</b>	<b>\$ 2,597,965</b>	<b>\$ 2,473,411</b>	<b>\$ 124,554</b>	<b>95%</b>	<b>\$ 2,393,685</b>	<b>\$ 2,460,641</b>	<b>\$ (66,955)</b>	<b>103%</b>	<b>\$ 12,770</b>	<b>1%</b>
<b>Net Income/(Deficit)</b>	<b>\$ -</b>	<b>\$ 1,182,632</b>	<b>\$ 1,182,632</b>	<b>100%</b>	<b>\$ -</b>	<b>\$ 443,560</b>	<b>\$ 443,561</b>	<b>100%</b>	<b>\$ 734,252</b>	<b>166%</b>



Town of Exeter

CATV Revolving Fund- Revenue & Expenses (unaudited)

DRAFT

As of December 31, 2018 and 2017

Description	Current Year				Prior Year				Comparison of Actuals			
	2018 Budget	Actual	\$	Variance	%	2017 Budget	Actual	\$	Variance	%	\$ Var	% Var
		12/31/18					12/31/17					
CATV Revenue	\$ 165,575	\$ 153,049	\$	(12,526)	92%	\$ 147,250	\$ 165,574	\$	18,324	112%	\$ (12,525)	-7.6%
CATV Expenses												
Wages, Taxes & Benefits	\$ 100,681	\$ 108,423	\$	(7,742)	108%	\$ 80,303	\$ 80,563	\$	(260)	100%	\$ 27,860	35%
General Expenses	\$ 58,326	\$ 128,323	\$	(69,954)	220%	\$ 47,829	\$ 59,927	\$	(12,098)	125%	68,396	114%
Total Expenses	\$ 159,007	\$ 236,745	\$	(77,695)	149%	\$ 128,132	\$ 140,490	\$	(12,358)	110%	96,255	69%
Net Income/(Deficit)	\$ 6,568	\$ (83,696)	\$	(90,221)	-1274%	\$ 19,118	\$ 25,084	\$	5,966	131%	\$ (108,780)	-434%

Town of Exeter

Recreation Revolving Fund Revenues & Expenses(unaudited)

DRAFT

As of December 31, 2018 and 2017

Description	Current Year				Prior Year				Comparison of Actuals	
	2018 Budget	Actual 12/31/18	\$ Variance	% Variance	2017 Budget	Actual 12/31/17	\$ Variance	% Variance	\$ Var	% Var
<b>Total Revenue</b>	\$ 577,206	\$ 607,991	\$ 30,785	105%	\$ 536,600	\$ 633,946	\$ 97,346	118%	\$ (25,955)	-4%
<b>Wages, Taxes &amp; Benefits</b>	\$ 199,900	\$ 250,831	\$ (50,931)	125%	\$ 185,600	\$ 195,526	\$ (9,926)	105%	\$ 55,305	28%
<b>General Expenses</b>	\$ 341,700	\$ 475,668	\$ (133,968)	139%	\$ 339,100	\$ 314,998	\$ 24,102	93%	\$ 160,670	51%
<b>Total Rec Revolving Expenses</b>	\$ 541,600	\$ 726,499	\$ (184,899)	134%	\$ 524,700	\$ 510,524	\$ 14,176	97%	\$ 215,975	42%
<b>Net Income/(Deficit)</b>	\$ 35,606	\$ (118,508)	\$ (154,114)	-333%	\$ 11,900	\$ 123,422	\$ 111,522	1037%	\$ (241,930)	-196%

Town of Exeter

Ambulance Revolving Fund - Revenues & Expenses (unaudited)

DRAFT

As of December 31, 2018 and 2017

	Current Year				Prior Year				Comparison of Actuals	
	2018 Budget	Actual 12/31/18	\$ Variance	% Variance	2017 Budget	Actual 12/31/17	\$ Variance	%Variance	\$ Variance	%Variance
	EMS- Ambulance Transport Revenue	\$ 528,501	\$ 552,791	\$ 24,290	105%	\$ 507,067	\$ 508,316	\$ 1,249	100%	\$ 44,475
Wages, Taxes & Benefits	\$ 189,869	\$ 157,295	\$ 32,574	83%	\$ 191,001	\$ 169,035	\$ 21,966	88%	\$ (11,740)	-7%
General Expenses	\$ 173,557	\$ 168,540	\$ 5,017	97%	\$ 179,531	\$ 157,168	\$ 22,363	88%	\$ 11,372	7%
Total Expenses	\$ 363,426	\$ 325,835	\$ 37,591	90%	\$ 370,532	\$ 326,203	\$ 44,329	88%	\$ (368)	0%
Income/(Deficit) before Transfers Out to GF	\$ 165,075	\$ 226,956	\$ 61,881	137%	\$ 136,535	\$ 182,113	\$ 45,578	133%	\$ 44,843	25%
Less: Transfers Out to GF		184,989	(184,989)			239,620	(239,620)		(54,631)	
Net Income/(Deficit)	165,075	41,967	246,870	25%	136,535	(57,507)	285,198		99,474	

Town of Exeter  
 Analysis of Property Tax/Liens Receivable  
 As of December 31, 2018 and 2017

DRAFT

<u>Type</u>	<u>Bill Year</u>	<u>Balance Outstanding as of 12/31/18</u>	<u>Balance Outstanding as of 12/31/17</u>	<u>\$ Change</u>	<u>% Change</u>
Lien	2009	376	376	-	0%
Lien	2010	3,523	3,523	-	0%
Lien	2011	8,675	9,729	(1,054)	(11)%
Lien	2012	7,976	8,739	(763)	(9)%
Lien	2013	42,576	50,298	(7,722)	(15)%
Lien	2014	55,905	71,216	(15,311)	(21)%
Lien	2015	99,758	172,069	(72,311)	(42)%
Lien	2016	173,908	289,102	(115,194)	(40)%
Lien	2017	280,691	1,056,689	(775,998)	(73)%
	<b>Subtotal</b>	<b>673,388</b>	<b>1,661,741</b>	<b>(988,353)</b>	<b>(59)%</b>
<b>Tax</b>	<b>2018</b>	<b>1,135,237</b>			
	<b>Subtotal</b>	<b>1,135,237</b>	<b>-</b>	<b>-</b>	
	<b>Grand Total</b>	<b>\$ 1,808,625</b>	<b>\$ 1,661,741</b>	<b>\$ (988,353)</b>	<b>(59)%</b>

*Property tax liens receivable decreased by \$ 988,353 or 59% from the prior year 12/31/17. Property taxes of \$47.8M were billed in 2018. As of December 31, 2018, 98% of 2018 taxes billed have been paid.*

**Analysis of Accounts Receivable Aging - Water & Sewer  
As of December 31, 2018 and 2017**

	<u>Current</u>	<u>31-60 Days</u>	<u>61-90 Days</u>	<u>Over 90 Days</u>	<u>Total</u>
As of 12/31/18	\$ 691,854	\$ 21,753	\$ 29,568	\$ 48,096	\$ 791,271
Percent Outstanding	87.4%	2.7%	3.7%	6.1%	100%
As of 12/31/17	\$ 581,448	\$ 23,357	\$ 38,847	\$ 38,988	\$ 682,640
Percent Outstanding	85.2%	3.4%	5.7%	5.7%	100%
Increase/(Decrease)	\$ 110,406	\$ (1,604)	\$ (9,279)	\$ 9,108	\$ 108,631
Percentage/Prior Yr	16.2%	-0.2%	-1.4%	1.3%	15.9%

Accounts receivable over 90 days have increased by 1.3% or \$ 9.1K over the prior year.

Current period accounts receivable have increased by \$ 108.6K or 15.9% due to water and sewer rate increases.

**Current Year**

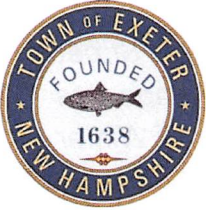
**Breakdown of Water/Sewer Accounts Receivable Outstanding by Year: As of Sept 30, 2018**

<u>Year</u>	<u>Water</u>	<u>Sewer</u>	<u>Total</u>	<u>Percent of Total</u>
2008		226	226	0.03%
2009	4	140	144	0.02%
2010	(270)	173	(97)	-0.01%
2011		1,240	1,240	0.16%
2012		206	206	0.03%
2013		209	209	0.03%
2014		217	217	0.03%
2015		231	231	0.03%
2016		232	232	0.03%
2017	282	685	967	0.12%
*2018	366,201	421,495	787,696	99.55%
<b>Total</b>	<b>366,217</b>	<b>425,054</b>	<b>791,271</b>	<b>100%</b>

\* Includes current cycle billing

Note: The majority of outstanding receivables for prior years are for sewer bills.

## **E911 Street Naming Recommendations**



# 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 28, 2019  
**To:** Russ Dean, Town Manager  
**From:** Dave Sharples, Town Planner  
**Re:** Street name/renumbering recommendations

I'm writing this memorandum after the E911 Committee voted to recommend several street name and renumbering changes. As you know, the E911 Committee was created in part to review the street addressing audit completed by the State of New Hampshire Division of Emergency Services and Communication (DESC). The DESC created a map and report that outlined a list of suggested changes to the Town's street names and addresses. The E911 Committee has reviewed the report and is still in the process of making recommendations consistent with the findings of the report. The Committee has recommended five (5) actions and I list them below followed by a brief description of why the decision was made. I have enclosed a map of each change that illustrates each recommendation.

**Recommendation # 1:** Change the name of Park Court to Jacks Court and renumber dwellings in accordance with Chapter 14 of the Town Ordinance.

*Analysis:* The DESC report recommends changing the name of Park Court because there is a Park Street. The Addressing Standards Guide prepared by the NH Department of Safety states:

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

Since there is a Park Street already in Town, the guidelines suggest that the name should be changed since it is the same name except for the suffix (Ct.) This is not a new street but if this were the case then the municipality would be prohibited by law to use the name Park Court. The reason the Committee chose Jacks Court is that it was proposed by the neighbors and accepted by the E911 Committee.

**Recommendation # 2:** Change the name of Park Street (the portion from the Epping Road/Winter Street intersection to the intersection with itself) to Clay Street and renumber dwellings in accordance with Chapter 14 of the Town Ordinance.

Analysis: *The reason for this change is due to Park St splitting into two at Park Street Common. And as with all prior proposals, it is listed in the State audit to change this portion of Park St. The State audit did recommend making this an extension of Winter St but the State was also ok with giving it a unique name. This name was chosen by the residents of the street and there was a pottery nearby in the past. I have enclosed an email from Gina Sweeney Leahy where she states that the houses on the street will "go with Clay St."*

*I also enclosed an email and letter from Joe and Anne Fetters. As you will note in their email, they, and another neighbor, will be unable to attend the hearing so they are requesting the item be tabled to a later meeting. I informed them that the item has been noticed and will remain on the agenda but will provide the request to the Select Board for their consideration. The letter from them outlines the issues they have with this proposal.*

**Recommendation # 3:** Change the name of Prospect Avenue to Manor Avenue and renumber dwellings in accordance with Chapter 14 of the Town Ordinance.

Analysis: *The reason for this change is the same as for Park Court as mentioned above as only the suffix of the road is different.*

*The reason the Committee chose Manor Avenue was simply because we chose it off the "pre-approved" list we created. Two residents contacted me and they indicated they did not like Manor Ave so I told them they could propose an alternative name and, as long as it meets the ordinance criteria, then we are ok with that. However, I have decided to move this forward since I have not heard back within the timeframe I suggested. All affected residents have been notified of this meeting and can come to the meeting or contact me if they would prefer an alternative name.*

*I did receive the enclosed letter from Leslie Cooper who suggested naming the street Marion. I spoke with Mr. Cooper and informed him that we have a street named Maid Marion and the committee could not accept that.*

**Recommendation #4:** Change Windsor Lane to Acadia Lane and renumber dwellings in accordance with Chapter 14 of the Town Ordinance, if necessary.

Analysis: *The reason for this change is because there is a Windsor Lane in Brentwood which has the same zip code and I have received numerous complaints from residents in Exeter and Brentwood. We actually moved this ahead on our list (as we were going alphabetically) at the request of several owners. The reason the Committee chose Acadia Lane is that several folks attended the meeting and chose Acadia off of our "pre-approved" list.*

*I did receive the attached email from Loreen DeLeary regarding the proposed name. Her concern detailed in the letter is that Acadia should be spelt Arcadia. I discussed this with the E911 Committee and the committee is ok with either as they both meet the requirements of the ordinance.*



**Recommendation #5:** To name the new “TIF” road Ray Farmstead Road.

*Analysis: This is not a name change but a new name for a road that is under construction. Ray Farmstead Road was proposed by the developer that owns the land and it meets the ordinance criteria.*

**Summary:**

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

Please note that the DESC report outlines many more suggestions than discussed here and the Committee will continue to meet and forward recommendations onto the Select Board for their consideration.

Thank you.

*Recommendation #1*

**Park Court to Jacks Court**



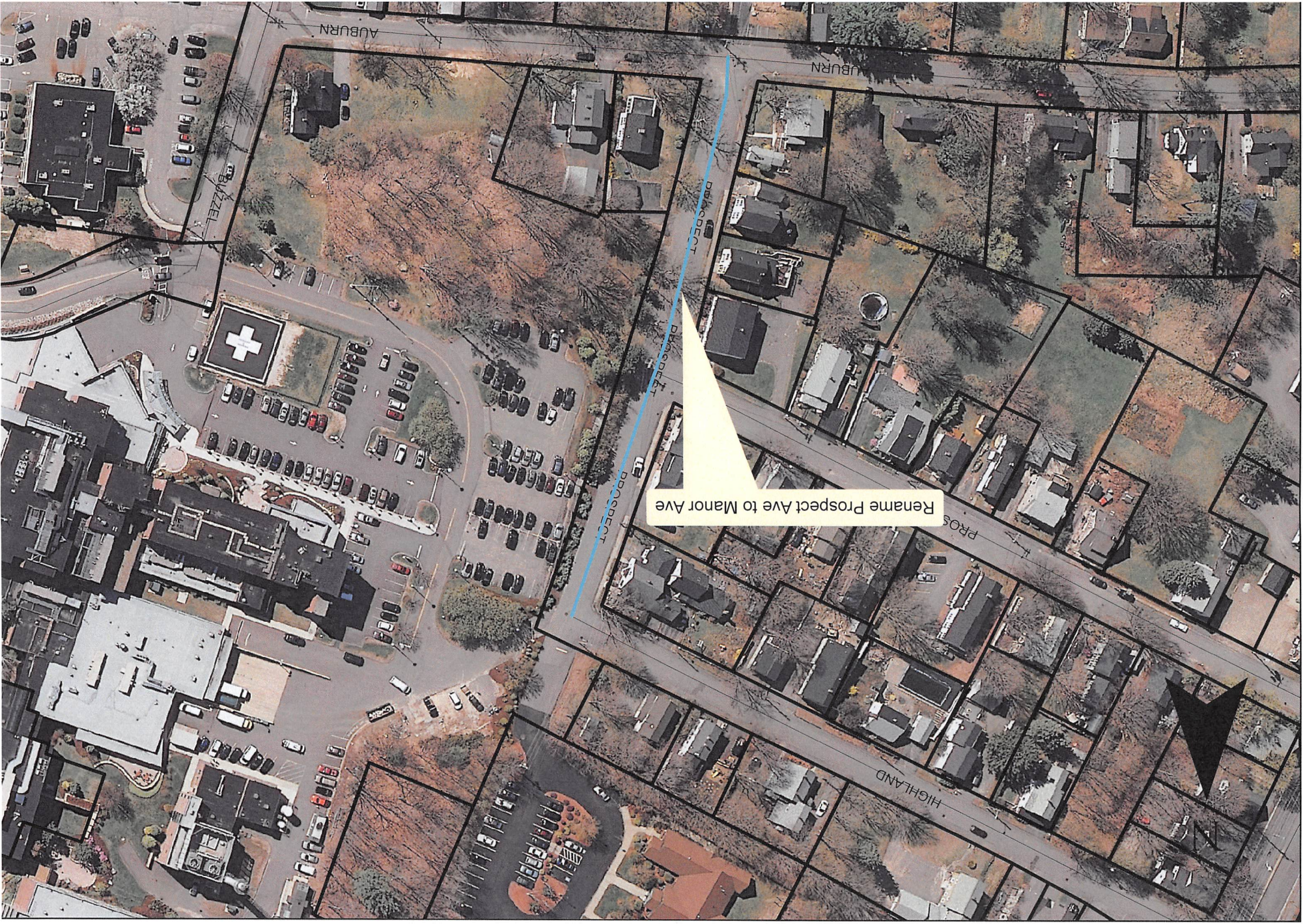
*Recommendation # 2*

**Section of Park St to Clay St**



Rename section of Park St to Clay St

*Recommendation # 3*  
Prospect Ave to Manor Ave  
*Magnum Ave*





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## Fwd: Street name change for Park Street

1 message

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David Sharples <dsharples@exeternh.gov>  
To: Barbara Mcevoy <bmcevoy@exeternh.gov>

Wed, Dec 19, 2018 at 8:04 AM

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

From: **gina GSL** <gslgina@hotmail.com>  
Date: Wed, Dec 19, 2018 at 7:26 AM  
Subject: Re: Street name change for Park Street  
To: David Sharples <dsharples@exeternh.gov>

Okay, the three disappointed houses will go with Clay St.

Gina Sweeney Leahy

On Dec 6, 2018, at 12:14 PM, David Sharples <dsharples@exeternh.gov> wrote:

Hi Gina,  
Clay Street works for me as there isn't one in Brentwood or Kensington and it doesn't sound like anything in Exeter so I'm good with it.  
Thanks,  
Dave

On Thu, Dec 6, 2018 at 10:12 AM gina GSL <gslgina@hotmail.com> wrote:  
Dave,  
We were disappointed that Common Way wasn't available.  
Wondering if Clay Street can be used.

Gina Sweeney Leahy



---

## Park Street Name change notice of Select Board hearing

1 message

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**Joseph Feters** <joerayfett@yahoo.com>  
To: "dsharples@exeternh.gov" <dsharples@exeternh.gov>  
Cc: Anne Feters <adfeters@comcast.net>

Thu, Jan 31, 2019 at 3:07 PM

Dear Mr. Sharples,

Yesterday afternoon we received our notice that the matter of the Park St. name change is scheduled to go to the Select Board on February 11, 2019. We are interested in attending this meeting. Unfortunately, we will not be able to attend as we will be out of the state on that date. Since we received this notice less than 2 weeks before the meeting, it is impracticable for us to change our schedule. As another one of the other 3 property holders affected by this name change will also be unavailable, would it be possible to postpone this matter until, say, the next Select Board meeting?

We thank you for your consideration.

Joe and Anne Feters  
60 Park St.

Dear Select Board Members,

We write regarding the proposed name change of a segment of Park St, specifically the three houses that connect with the intersection of Epping Rd/Winter St.

We would like to have been at the meeting in person to voice our opinions. Unfortunately, we received notice of this meeting date less than 2 weeks prior and thus were unable to change our travel plans. While we requested a postponement of this meeting we were told that this item would remain on the agenda but the Select Board had the option to table a discussion until a later date.

There are many reasons why we disagree with the recommendation of the E911 committee. However, of utmost concern for us is the matter of safety for which the committee insists that it is necessary for the name change.

We are one of three houses on a stretch of Park St. that connects at one end to Winter St. and at the other end to the fork of Park St. which runs along the opposite side of the Park St. Common from us. While it may seem confusing to have even numbers running on one side of the park and odd on the other, we feel it will be even more confusing, and thus LESS safe for us to be a new street that we are currently calling "Lost Lane". We will be 3 houses sandwiched in between Winter St. and Park St. and are very concerned that when necessary, emergency response will not know where to find us.

The 911 committee has said that this recommendation is based upon state Emergency Communications Division guidelines. These guidelines are recommendations, not hard rules or laws. We ask that the Select Board take a common sense approach and consider the overall effect this proposal would have. Intuitively, does creating a new street of just three houses wedged between 2 other streets (Winter and Park), sound less or more confusing for someone to find? Kindly keep in mind that in less than one half mile, one could travel on 4 different named streets (Railroad Ave., Winter St., proposed Clay St., then Park Street) without making a single turn. Is that less confusing than having even number addresses on Park St. on one side of the Common, odd numbers on the other? The way it is with every other street in America?

We ask that the Select Board thank the committee for their effort and hard work but reject this proposal.

Respectfully submitted,

Anne and Joe Fetters

Homeowners and Residents

60 Park St.

Leslie D. Cooper  
27 Highland Street  
Exeter ,N.H. 03833

Mr. Dave Sharples  
Exeter Town Planner

Dear Mr. Sharples,

I will attend the street renaming on Monday and I have a name suggestion to propose. I am sending you this letter for your information in advance.

My proposal is Marion Street. This is more pleasing to the ear than Manor Avenue which seems quite bland. Marion has far more connection to Exeter and its history than Manor does for the following reasons:

Hiram Gilmore came to Exeter in 1854. He was a clock maker and farmer. He bought property on Prospect Street. For the next 165 years he and his descendants have lived on Prospect Street and Prospect Ave. His son John Dallas Gilmore lived next door to him. Dallas Gilmore is mentioned in one of Henry Shute's many novels as the farmer from whom the Shutes purchased their Christmas goose. John Dallas Gilmore had thirteen children, one of whom moved to 25 Prospect Ave. where Marion was born in 1908. Shortly thereafter the family purchased 20 Prospect Ave and moved there. Marion lived the rest of her life there. She died in 1995 after eighty-seven years.

Her maternal grandfather was Oliver Yeaton. He lived at 17 Prospect Ave. He was the proprietor of Yeaton's Restaurant which was located in the Street Railway's waiting room. This was in the Folsom Tavern when it was on Water Street.

Marion's husband was the son of Arthur Cooper who was the superintendent of the Exeter Gas Light Company for many years. He was one of the founders of the Exeter Country Club and represented Exeter in the state house of Representatives .He was a captain in the state militia.

Marion's grandson ,John Cooper presently lives at 20 Prospect Ave and I live in its former barn which faces Highland Street So the Gilmores are still here although the last names differ.

Other streets in Exeter are named for women. There is Patricia and Bell which is named for a member of the Gilman family. It would be nice to recognize the Gilmores long connection to Prospect Ave. by naming it Marion after a Gilmore Girl.

Thank you,



Town  
of  
Exeter



David Sharples <dsharples@exeternh.gov>

---

## Windsor Ln Name Change

1 message

---

Loreen DeLeary <delearyloreen@gmail.com>  
To: "dsharples@exeternh.gov" <dsharples@exeternh.gov>

Thu, Jan 31, 2019 at 4:28 PM

Hi Dave

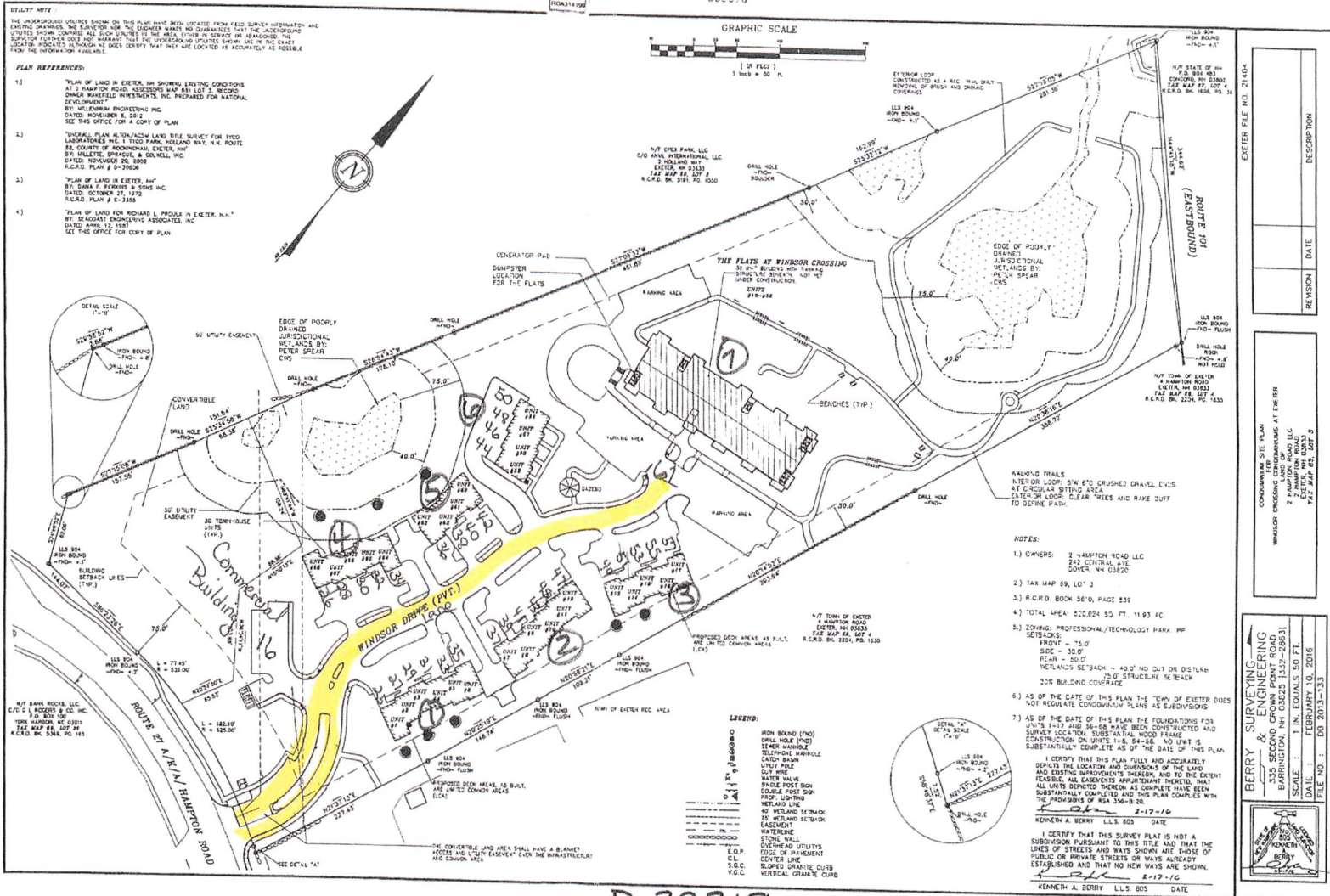
Just a follow-up from our conversation yesterday on the potential name change from Windsor Ln to Acadia Ln. My concern is people will hear it as Arcadia and add an R to the spelling.

Acadia doesn't sound as straight forward as say lavender.

Thank you for your time.  
Loreen

# Recommendation # 4

C/H L-CHIP FROM 3/1/10 2/16/17 PH 1:43 006570



Rename Windsor Lane to Acadia Lane

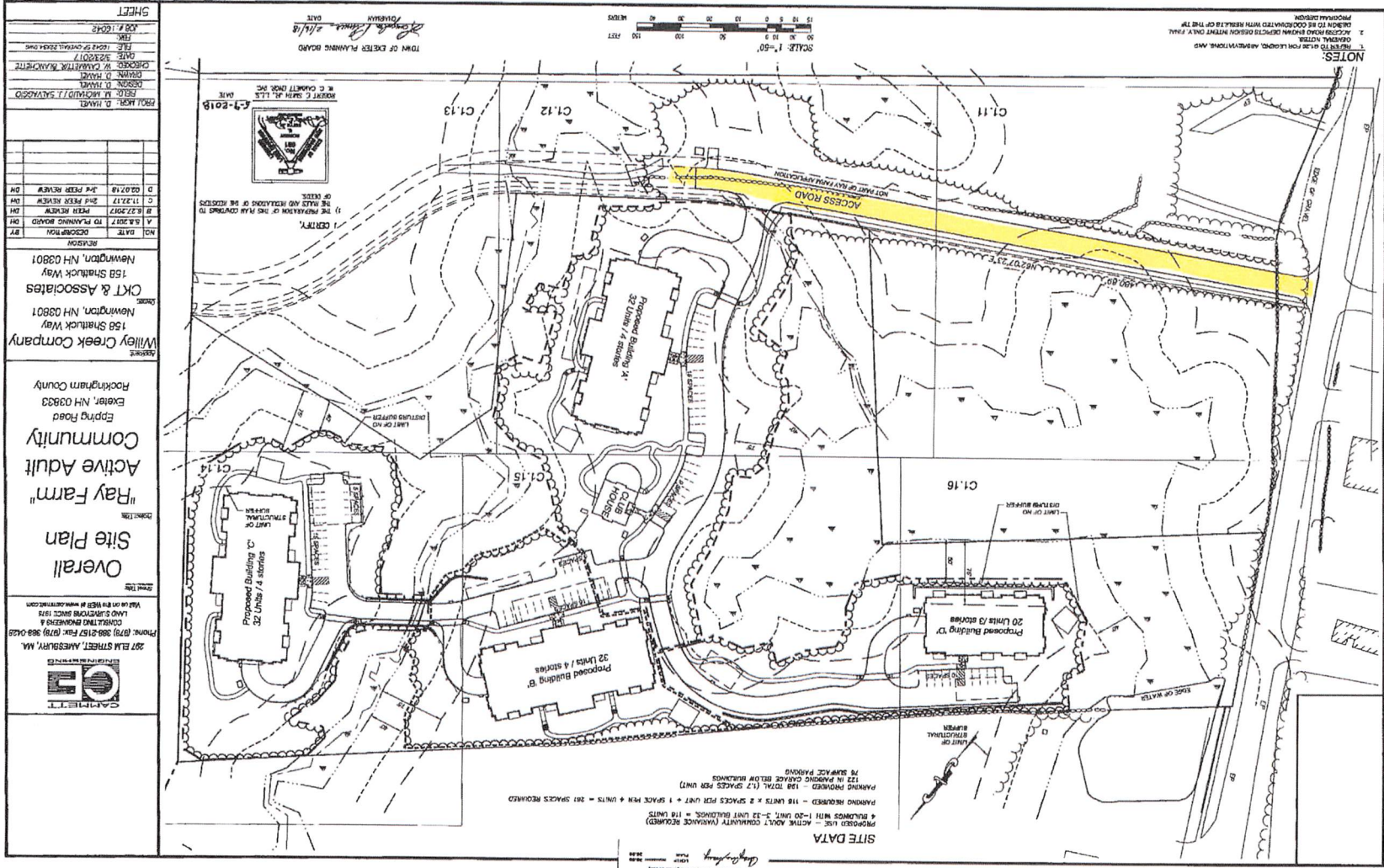
EXETER FILE NO. 21404

CONDOMINIUM SITE PLAN  
WINDSOR CROSSING CONDOMINIUMS AT EXETER  
2 HAWTHORN ROAD, LLC  
EXETER, NH 03820  
2/22/17 PH 1:43

BERRY SURVEYING & ENGINEERING  
SECOND GROUND POINT ROAD  
BERRYVILLE, NH 03815  
SCALE: 1" = 60 FEET  
DATE: FEBRUARY 10, 2016  
FILE NO.: D03 2013-133

KENNETH A. BERRY L.L.S. 805 DATE 2-17-16  
I CERTIFY THAT THIS SURVEY PLAT IS NOT A SUBDIVISION PURSUANT TO THIS TITLE AND THAT THE LINES OF STREETS AND WAYS SHOWN ARE THOSE OF PUBLIC OR PRIVATE STREETS OR WAYS ALREADY ESTABLISHED AND THAT NO NEW WAYS ARE SHOWN.  
KENNETH A. BERRY L.L.S. 805 DATE 2-17-16

Ray Farmsstead Road  
D-4082a



Recommendation # 5

287 ELM STREET, ANDOVERSBURY, MA Phone: (978) 388-2157 Fax: (978) 388-0428 CONSULTING ENGINEERS & LAND SURVEYORS & ARCHITECTS MAIL OR BY WEB @ WWW.CAMLETT.COM	
<b>Overall Site Plan</b> "Ray Farm" Active Adult Community Epping Road Epping, NH 03033 Rockingham County	
Willey Creek Company 158 Shattuck Way Newington, NH 03801	CKT & Associates 158 Shattuck Way Newington, NH 03801
REVISION NO. DATE DESCRIPTION 01 11/20/17 TO PLANNING BOARD 02 01/22/18 PER REVIEW 03 02/07/18 2nd PER REVIEW	SHEET JOB # 1004 DATE 2/14/18 TOWN OF EXETER PLANNING BOARD PROJECT: W. CLARK/ETIK MANAGEMENT DATE: 3/23/2017 DESIGNER: D. TRAVEL FIELD: M. MCKENNA/J. SAVASSO PROJECT: D. HANDE



Sheri Riffle <sriffle@exeternh.gov>

---

## Fwd: Street name change

---

Julie Gilman <jgilman@exeternh.gov>

Fri, Feb 8, 2019 at 11:23 AM

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

Russ,

Can you put this with the E911 recommendation in the packet along with the other?

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

From: gina GSL <gslgina@hotmail.com>

Date: Mon, Feb 4, 2019, 5:31 PM

Subject: Street name change

To: jgilman@exeternh.gov <jgilman@exeternh.gov>

Hi Julie,

This month the select board will be voting to change the street name where I live from Park Street to Clay St.

My husband and I attended Three 911 committee meetings in the Fall regarding this matter. We are away for the month of Feb and will be unable to attend the select board meeting when you will be voting.

My husband, John Leahy researched 19 years of emergency response calls. His statistical analysis showed no difference in emergency response rates on either side of Park St. Both Ann Surman and Dave Sharples have his report should you care to review it.

We feel that changing just three houses on Park St. Will be more confusing and less safe.

The state simply made these recommendations and the 911 committee is following their lead without being reasonable.

We feel it is both unwise and unnecessary to change our street name. Please consider our findings and vote against changing our street name.

Gina and John Leahy

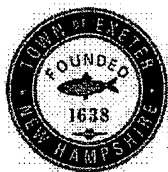
68 Park street

Exeter, NH 03833

Sent from my iPhone

**Tax Abatements**

**Permits And Approvals**



### Application for Town Hall Meeting Use

Faxed #: 603-777-1514 or emailed: [communitypermits@exeternh.gov](mailto:communitypermits@exeternh.gov)  
Forms can be mailed: Town of Exeter, 10 Front Street, Exeter, NH 03833

#### Representative Information:

Name: Melissa Roy Address: 32 Court Street  
Town/State/Zip: Exeter, NH 0388 Phone: 603-733-6151  
Email: mroy@exeternh.gov Date of Application: 2/25/19

#### Organization Information:

Name: Parks and Recreation Address: 32 Court Street  
Town/State/Zip: Exeter, NH 03833 Phone: 603-733-6151

#### Reservation Information:

Type of Assembly/Meeting: Senior Community Forum Date: 4/1/2019  
Start Time: 5:30PM End Time: 7:30PM Additional time for set-up/clean-up: 45 mins before and after  
# of tables: \_\_\_\_\_ # of chairs: 50  
List materials being used for this event: Just chairs  
Will food/beverages be served? NO Description: \_\_\_\_\_

#### Requirements:

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

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

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

**Liability Insurance Required:** Certificate of Insurance and endorsement/provisions to be submitted with completed application.  
**Required Amount:** General Liability/Bodily Injury/Property Damage: \$1,000,000 per occurrence, \$2,000,000 aggregate; the Town of Exeter must be listed as an 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: Melissa Roy Date: 2/25/19

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

#### Office Use Only:

Liability Insurance: On file  In-process

Fee: Paid \_\_\_\_\_ Paid on: \_\_\_\_\_



Town of Exeter, NH  
 10 Front Street  
 Exeter, NH 03833  
 Phone: 603-778-0591 Email: sriffle@exeternh.gov

**Road Race/Walkathon 807.3**

This permit application is to be submitted to the Town Office with a **clearly marked map of the route** of your event along with your Certificate of Insurance. Your permit will be forwarded to the Police Chief for approval, then be to the Select Board for approval. Please be sure to submit your paperwork to allow time for this process.

**Certificate of Insurance requirement:** General Liability/Bodily Injury/Property Damage (combined) \$300,000-\$1,000,000 with additional personal injury of \$300,000 and the Town of Exeter must be listed as an additional insured.

**Representative Information:**

Name: Amy Mitchell Address: P.O. Box 283  
 Town/State/Zip: Exeter, NH 03833 Phone: 774-571-7075  
 Email: support@connorsclimb.org

**Organization Information:**

Name: Connor's Climb Foundation Address: P.O. Box 283  
 Town/State/Zip: Exeter, NH 03833 Phone: 774-571-7075  
 Describe Activity: 5K Road Race and Family Walk  
 Date of Activity: 5/4/19 Start Time of Activity: 8:00 End Time of Activity: 1:00

Amy Mitchell 2/20/19  
 Signature Date

**MARKING THE ROAD AND/OR SIDEWALK WITH PAINT, TAPE, ETC. IS PROHIBITED. YOU ARE RESPONSIBLE FOR PICKING UP ANY SIGNS AND/OR LITTER AFTER THE EVENT.**

This permit is issued to the representative/organization listed on this permit for the purpose indicated on this permit. This permit shall be valid for said representative/organization only during the time and dates indicated on this permit.

Police Chief Approval: [Signature] 2/22/19  
 Date

As authorized by the Select Board/Designee: \_\_\_\_\_ Date

**Town of Exeter Ordinance: 807.3 Competitive Races:** No person shall conduct or participate in any competitive race using a public way unless such race is sponsored by a recognized organization and prior written approval of the Select Board is granted. The Town may require insurance, police coverage and other measures to insure the safety and protection of the public.









The Granite State Quest ♦ P.O. Box 972 ♦ Exeter, NH 03833 ♦ [www.granitestatequest.org](http://www.granitestatequest.org)

February 2, 2019

Dear Town Official,

Thanks to your support, the sixteenth annual Granite State Quest – A Ride to Conquer Cancer was held on July 14, 2018. Thanks to the riders, numerous volunteers and hundreds of friends and family members we raised \$88,776 increasing our sixteen-year total to over \$1.7 million. As with our previous rides, 100% of these funds will directly benefit the Massachusetts General Hospital's Pediatric Oncology department.

Last year 88 riders participated in the ride and we are hoping to increase the number to 100 for this year's ride scheduled for Saturday, July 20th. This year's event will be a fifty-mile ride with all riders starting at Timberland in Stratham at 7:30AM.

We are hopeful that once again you will support our event by allowing us to ride through your town. Our plans are to use the same route as last year, the cue sheet is enclosed. We would appreciate it if you could contact us as soon as possible if you anticipate any concerns relative to our ride on Saturday, July 20th, 2019. Enclosed is a Certificate of Insurance for Commercial General Liability, along with a copy of the Release and Waiver Form each rider and volunteer will be required to sign. Town permits I found on your website are also enclosed. Please let me know if additional information is needed.

Thank you for your support.

Sincerely,

Bruce Taylor  
Founding Member  
[btaylor@granitestatequest.org](mailto:btaylor@granitestatequest.org)  
603 512-9093



Town of Exeter, NH  
 10 Front Street  
 Exeter, NH 03833  
 Phone: 603-778-0591 Email: sriffle@exeternh.gov

**Road Race/Walkathon 807.3**

This permit application is to be submitted to the Town Office with a **clearly marked map of the route** of your event along with your Certificate of Insurance. Your permit will be forwarded to the Police Chief for approval, then be to the Select Board for approval. Please be sure to submit your paperwork to allow time for this process.

**Certificate of Insurance requirement:** General Liability/Bodily Injury/Property Damage (combined) \$300,000-\$1,000,000 with additional personal injury of \$300,000 and the Town of Exeter must be listed as an additional insured.

**Representative Information:**

Name: Bruce Taylor Address: 18 Richland Road  
 Town/State/Zip: Wellesley, MA 02481 Phone: 603-512-9093  
 Email: btaylor@granitestatequest.org

**Organization Information:**

Name: The Ganite State Quest Address: 18 Richland Road  
 Town/State/Zip: Wellesley, MA 02481 Phone: \_\_\_\_\_  
 Describe Activity: 50 Mile Bike Ride for cancer reserach - our 17th year  
 Date of Activity: Satuarday, July 20,2019 Start Time of Activity: 7:30 AM End Time of Activity: 4:00 PM

*B. Taylor*  
 Signature

1/20/19  
 Date

**MARKING THE ROAD AND/OR SIDEWALK WITH PAINT, TAPE, ETC. IS PROHIBITED. YOU ARE RESPONSIBLE FOR PICKING UP ANY SIGNS AND/OR LITTER AFTER THE EVENT.**

This permit is issued to the representative/organization listed on this permit for the purpose indicated on this permit. This permit shall be valid for said representative/organization only during the time and dates indicated on this permit.

Police Chief Approval: *[Signature]* 2/22/19  
 Date

As authorized by the Select Board/Designee: \_\_\_\_\_ Date

**Town of Exeter Ordinance: 807.3 Competitive Races:** No person shall conduct or participate in any competitive race using a public way unless such race is sponsored by a recognized organization and prior written approval of the Select Board is granted. The Town may require insurance, police coverage and other measures to insure the safety and protection of the public.

**Controlled Risk Insurance Company of Vermont, Inc.**  
**(A Risk Retention Group)**  
**Burlington, Vermont**

**Medical Professional Liability and General Liability Policy**

**Additional Insured Endorsement**

Named Insured: THE MASSACHUSETTS GENERAL HOSPITAL                      Effective Date: 01/01/2019

Policy No: MGH-CRICO-C-GLPL-1556-2019                                      Endorsement No: E2-655

Endorsement Effective Date: 07/20/2019                                      Policy Period: 01/01/2019 to 12/31/2019

Additional Insured: Granite State Quest; Town of East Kingston; Town of Exeter; Town of Hampton, Town of Hampton Falls, Town of Kensington; Town of Rye; Town of Stratham; Timberland Company

GRANITE STATE QUEST  
125 HIGH STREET, SUITE 540  
BOSTON, MA 02114

**This Endorsement modifies the General Liability Policy.**

I. For purposes of this Endorsement only, Section IV of the General Liability Policy, PERSONS INSURED, is amended to include the person(s), organization(s) or entities set forth above as an additional insured ("**Additional Insured**"), but only with respect to liability for **Bodily Injury, Property Damage or Personal and Advertising Injury** caused by:

1. the negligence of the **Named Insured**; or
2. the negligence of others acting on behalf of the **Named Insured**;

and, in either case of 1 or 2 above, only to the extent such liability arises out of The Massachusetts General Hospital and Granite State Quest participating in a 50-mile cycling fundraiser through the Southern New Hampshire towns of East Kingston, Exeter, Hampton, Hampton Falls, Kensington, Rye and Stratham on July 20, 2019 (the "**Agreement**").

However, the insurance afforded to such **Additional Insured** pursuant to this Endorsement:

1. Only applies to the extent permitted by law; and
2. Will not be broader than that which the **Named Insured** is required by the **Agreement** to provide to such **Additional Insured**.

II. With respect to the insurance afforded to the **Additional Insured** only, the following is added to Section II "LIMITS OF LIABILITY":

The most the **Company** will pay on behalf of the **Additional Insured** is the amount of insurance:

1. Required by the **Agreement**; or
2. Available under the applicable Limits of Liability shown in the Declarations;  
Whichever is less.

This endorsement shall not increase the applicable Limits of Liability shown on the DECLARATIONS page of the Policy regardless of the number of **Claims** or **Insureds**.

III. Should the above described policy be canceled before the expiration date thereof, the **Company** will endeavor to mail 30 days written notice to the **Additional Insured**, but failure to mail such notice shall impose no obligation or liability of any kind upon the **Company**.

All other terms and conditions of the policy shall remain unchanged by this Endorsement.

Terms appearing in bold in this Endorsement shall have the same meaning as the definition of that term in the policy which this Endorsement modifies.

Notice: The Policy and this endorsement are issued by a risk retention group. A risk retention group may not be subject to all of the insurance laws and regulations of your State. State insurance insolvency guaranty funds are not available for risk retention groups.

IN WITNESS WHEREOF the Company has caused this Endorsement to be signed by its duly authorized representative.

A handwritten signature in black ink, appearing to read "C. V. [unclear]", written over a horizontal line.

Rev. 03/09/2018

Duly Authorized Representative

## **The Granite State Quest**

*A Ride to Conquer Cancer*

The mission of the Granite State Quest is to raise funds to conquer childhood cancer. Partnering with the Massachusetts General Hospital, the funds raised by The Granite State Quest will be specifically directed towards pediatric cancer research developed and initiated by the Pediatric Hematology/Oncology Unit of the Mass General Hospital for Children. The MGH team has world-renowned experience in treating leukemia, lymphomas and brain tumors.

The Granite State Quest is a one-day fifty-mile bicycle ride throughout southern New Hampshire. Our commitment is to make the Granite State Quest an annual event, thus providing the opportunity for individuals and families to directly participate in the quest to conquer cancer.

Date: Saturday, July 20, 2019  
Distance: 50 miles all in Southern NH  
Beginning and ending at Timberland Company  
Stratham, NH  
Capacity: 150 riders  
Fundraising: \$750 suggested per rider – 50 mile ride  
Event Goal: \$150,000  
Registration Fee: \$85

For information contact:  
Bruce Taylor at [btaylor@granitestatequest.org](mailto:btaylor@granitestatequest.org)

Register on line at

*\*Registration fee is not tax deductible nor is applicable to fundraising minimum*

**Granite State Quest**  
**Release and Waiver Form**

I, \_\_\_\_\_, (the "Participant") intending to be legally bound, understand and agree that I am voluntarily participating in **The Granite State Quest – A Ride to Conquer Childhood Cancer** (the "Event"). I agree to assume all responsibility for any and all risk of damage or injury that may occur to me as a participant (collectively, "Liabilities"), and I hereby, for myself, my heirs, executors, personal representative, and administrators release, waive, and discharge any and all rights, claims, causes of action and damages I may have, present or future, whether arising out of, or incident to, my participation in the Event, against the Massachusetts General Hospital, its officers, Board members, employees or agents, The Timberland Company, its officers, Board members, employees or agents, and against any sponsors of the Event.

I acknowledge that I am aware of the risks inherent in training for and participating in the Event and certify that I am physically fit, have not been otherwise informed by any physician and know of no restrictions imposed on me by any physician that would in any way prevent me from actively participating in the Event.

I also give permission to Massachusetts General Hospital, The Granite State Quest, and its sponsors for the free use of my name, picture and voice in any broadcast, telecast, print account, or any other account or medium of this Event.

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

\_\_\_\_\_  
Signature of Participant

\*Must be signed also by parent or legal guardian if the Participant is under age 18 on the date this Release and Waiver is signed.

I, the undersigned, hereby certify that I am the parent or legal guardian of the Participant, and as such and on behalf of myself and the Participant, I agree to the terms of this Release on behalf of the Participant and I hereby, in accordance with the terms of such Release, release and hold harmless Massachusetts General Hospital, its officers, Board members, employees or agents, The Timberland Company, its officers, Board members, employees or agents, and against any sponsors of the Event from the Liabilities.

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

\_\_\_\_\_  
Signature of Parent / Guardian

<b>Granite State Quest 2019</b>			
Road	Turn On	Distance	At Mile
Leave Timberland	Start	0	0.0
Route 111 (Exeter Road)	Right	0.3	0.3
NH 27	Left	0.5	0.8
North NH 1A Ocean Blvd	Left	6.3	7.1
Bridge after Odiorne Park	Reverse	10.2	17.3
South NH 1A	Reverse	0.0	17.3
Dunes Hotel	Stop	6.3	23.6
Winnacunnet Rd	Right	5.0	28.6
Park Ave	Left	1.7	30.3
Drakeside Road	Right	0.5	30.8
Towle Farm	Left	1.4	32.2
Brown Road	Right	1.3	33.5
NH-88 West	Right	0.7	34.2
Nason Road	Left	0.0	34.2
NH84 Kensington Road	Right	1.5	35.7
NH150 Amesbury Road	Left	1.0	36.7
Cottage Road	Right	0.3	37.0
Stumpfield Rd	Right	1.2	38.2
North Rd. (Rt 108)	Right	2.3	40.5
Hobbs Road	Right	2.2	42.7
Shaw's Hill	Right	0.4	43.1
Hilliard Rd	Bear Right	0.2	43.3
Moulton Ridge Rd.	Left	0.4	43.7
North Road - Stop sign	Straight	0.5	44.2
Drinkwater Road	Left	0.9	45.1
High Street (Rt 27)	Right	2.4	47.5
Rt. 111	Left	1.9	49.4
Marin Way	Left	0.4	49.8
Timberland	Bear left	0.5	50.3
		50.3	



Burlington, Vermont

# Evidence of Insurance

THE MASSACHUSETTS GENERAL HOSPITAL  
55 FRUIT STREET  
BOSTON, MA 02114

**Named Insured:** THE MASSACHUSETTS GENERAL HOSPITAL

**Date:** 11/18/2018

<b>Coverage</b>	<b>Limits of Liability</b>	
<b>Medical Professional Liability:</b>	\$5,000,000.00	each "Claim"
	\$10,000,000.00	annual aggregate each insured person for all claims made and reported during the "Policy Period".
<b>General Liability:</b>	\$5,000,000.00	each "Claim"
<b>Policy Number:</b>	MGH-CRICO-C-GLPL-1556-2019	
<b>Policy Period:</b>	01/01/2019 to 12/31/2019	

**Special Provisions:**

The insured named above is insured under the policy referenced. Coverage is subject to all the terms, conditions and exclusions of the CRICO policy.

Should the above described policy be canceled before the expiration date thereof, the "Company" will endeavor to mail 30 days written notice to the certificate holder, but failure to mail such notice shall impose no obligation or liability of any kind upon the "Company" or the Risk Management Foundation.

This Evidence of Insurance does not extend any rights to persons or entities who are not "Insured's" under the policy and neither affirmatively nor negatively amends, extends or alters the coverage afforded by the policy. It is furnished as a matter of information only, and is issued with the understanding that the rights and liabilities of the parties will be governed by the original policy.

\* CLAIMS MADE AND REPORTED POLICY: This is a claims made and reported policy. Please review the policy carefully.

**NOTICE**

"The policy pursuant to which this Evidence of Insurance is provided is issued by the "Insured's" risk retention group. The "Insured's" risk retention group may not be subject to all the insurance laws and regulations of your State. State insurance insolvency funds are not available for the "Insured's" risk retention group."

Terms appearing in quotation marks in the Evidence of Insurance shall have the same meaning as the definition of that term in the policy.

**Controlled Risk Insurance Company of Vermont, Inc.  
(A Risk Retention Group)**



Duly Authorized Representative

**CORRESPONDENCE**

# LEGISLATIVE BULLETIN

## Funding for Transportation Improvements

On Tuesday, March 5, at 11:00 a.m., in LOB Room 301, the House Municipal and County Government Committee will hear testimony on **HB 409**, an **NHMA policy bill** that would increase from \$5 to \$10 the maximum fee that a municipality may collect under RSA 261:153, VI. For those unfamiliar with that statute, it allows a municipality, by vote of the legislative body, to establish a transportation improvement fund “to fund, wholly or in part, improvements in the local or regional transportation system, including roads, bridges, bicycle and pedestrian facilities, parking and intermodal facilities and public transportation.” Money for the fund comes from an additional motor vehicle registration fee, established by the legislative body, not to exceed \$5 per vehicle. With local roads and bridges badly in need of repair, and with state funding coming nowhere close to keeping up with the need, allowing municipalities the *option* of increasing this local charge (in most cases by vote of the town meeting) up to \$10 annually is a sensible approach to providing a modest amount of additional funding.

In the past few years similar bills (**HB 1119** in 2016 and **HB 121** in 2017) received overwhelming support from a variety of constituencies, including city and town officials, regional planning commissions, regional transportation associations, and the New Hampshire Department of Environmental Services. Unfortunately, these bills did not pass; **HB 121** came very close last year, passing in the House on a voice vote, but it died in the Senate by a vote of 12-11. We hope for a different outcome this year.

**HB 409** raises *local* dollars used for *local* projects approved by the *local* legislative body of each municipality that assesses this fee. Voting for this bill is not supporting a “tax increase.” It is supporting the ability of local taxpayers to control their own finances. And with state and municipal budgets struggling to keep up with the maintenance and improvement costs of our aging infrastructure, **HB 409** is the perfect method to help supplement the financing of diverse modes of transportation.

For those municipalities that assess this local option fee, or others who may be interested in doing so in the future, please contact members of the **Municipal and County Government Committee** and plan to attend the hearing to explain the transportation improvements and services being funded by this fee, and why a modest increase in the maximum amount of the fee is so important!

Bulletin 10, 2019 Session  
March 1, 2019

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### GOVERNMENT AFFAIRS CONTACT INFORMATION

**Margaret M.L. Byrnes**, Executive Director

**Cordell A. Johnston**, Government Affairs Counsel

**Barbara T. Reid**, Government Finance Advisor

**Timothy W. Fortier**, Communications & Member Services Coordinator



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## Unfunded Mandate for Notice of Changes in Assessed Values

On Tuesday the House Municipal and County Government Committee voted Ought to Pass, 9-7, on an amended version of **HB 144**, relative to notice of adjustments to the assessed value of property. The original bill required notice to a property owner regarding *any* change to the assessed value, whereas the amended version requires notice in all cases *except* when the change is the result of an issued building permit or due to the application of the equalization ratio for land assessed under current use.

As we explained in last week's *Bulletin*, there are a number of issues with this bill, despite the amendment limiting its application:

- There is a cost to provide such notices, as one assessor who already provides these types of notices testified about at the public hearing. In that municipality, funds are appropriated in the operating budget to cover the labor and mailing costs to provide notices of changes in assessments. Voluntarily providing these notices is fine; but the statutory requirement in **HB 144** to do so would constitute an unfunded mandate under Part 1, Article 28-a of the New Hampshire Constitution. It's also troubling that the bill did not contain a fiscal analysis when **RSA 14:44** requires a fiscal note when the fiscal liability on municipalities exceeds \$10,000, which **HB 144** clearly does. Finally, **House Rule 44** prohibits a committee from recommending Ought to Pass on a bill that violates any part of the Constitution, including Part 1, Article 28-a.
- The notice under **HB 144** must inform property owners of the ability to dispute or appeal the change in value. It is unclear whether this is intended to be a different appeal process than the one provided in current law, an explanation of which is included on all property tax bills. This is likely to cause significant confusion.
- More importantly, this new "dispute or appeal" provision relative to the value of the "change" upends longstanding case law stating that it's the full value of the property, not merely a portion of the assessment, that must be shown to be disproportionate in an appeal. **HB 144** requires notice about a process that doesn't exist in practice: the ability to appeal just a portion—(*i.e.*, the change) of an assessed value.
- Not all municipalities issue building permits, so all assessment changes due to building changes in those towns would require notice.
- There is an extensive list of reasons why property assessments change that would require notice under **HB 144**, such as changes due to current use rates, exemptions, variances, subdivisions, zoning, boundary line adjustments, lot mergers, equalization of utility values, and more.

We believe the impetus for this bill was a local issue that can and should be addressed locally. If any municipality wants to provide notice to property owners regarding changes in assessed values, it may already do so. **HB 144** will only increase expenses and create confusion in towns where this problem currently doesn't exist. *Please urge your representative to oppose the committee recommendation of Ought to Pass on HB 144, and support a subsequent motion of Inexpedient to Legislate.*

## Second Committee Hearing for Local Occupancy Fee

The House this week passed **HB 641**, the **NHMA policy bill** that authorizes municipalities to collect a local option occupancy fee of up to \$2 per night for hotel room rentals. The **roll call vote** was 194-151. ***Please thank your representatives who voted “Yea.”***

However, the House is not finished with this bill. It has a second committee hearing in the Ways & Means Committee next **Wednesday, March 6, at 11:30 a.m., in LOB Room 202.**

As we have noted previously, Vermont has a similar local option provision, adopted by about a dozen communities, which has had no negative impact on that state’s tourism industry. With the decline in the percentage of the meals and rooms tax revenue distributed to municipalities over the past decade, along with the suspension of revenue sharing, alternative local option revenue streams need to be identified to allow municipalities to meet their service and infrastructure needs, without relying solely on property taxes. While **HB 641** may not be of interest to most municipalities, it is a high priority for some.

**HB 641** will have no impact on state revenues, so there is no reason for the Ways and Means Committee to vary from what the House has already done. ***Please attend the hearing if you can, or contact members of the Ways and Means Committee and ask them to support HB 641.***

## Anti-Lobbying Bill Would Cripple Local Advocacy

The Senate Election Law and Municipal Affairs Committee has a hearing scheduled for next **Wednesday, March 6, at 11:00 a.m., on SB 158**, which would prohibit any recipient of a “grant or appropriation of municipal funds” from using the funds to “lobby or attempt to influence legislation, participate in political activity, or contribute funds to any entity engaged in these activities.” This bill would make it impossible for NHMA to carry on any significant legislative advocacy activities, because almost all of our funding comes from “appropriations of municipal funds.” Although we are not familiar with the finances of other groups, we suspect it would have a similar effect on organizations of clerks, assessors, tax collectors, building officials, police chiefs, and many others.

The bill amends RSA 15:5, which currently states that no recipient of *state* appropriations may use the funds to lobby or attempt to influence legislation. We expect the argument to be that this is just a logical extension of the existing law, but that is an apples-to-oranges comparison. The existing law was enacted to address situations in which the state was making grants to certain nonprofit organizations to provide services to the public, and those organizations were using portions of those funds to lobby the legislature. In other words, the legislature didn’t want its own appropriations being used to lobby itself. That is understandable.

But when a municipality pays dues to NHMA or a similar organization, legislative advocacy is exactly what it *wants*, and the funds are not being used to lobby the government entity that paid them. Of New Hampshire’s 234 municipalities, 232 voluntarily pay dues to NHMA, and we have not heard any of them complain about their dues money being used for legislative advocacy. We believe municipalities should be able to spend money as they see fit, so long as it is for a public purpose, without state interference.

Please let members of the committee know that you ***oppose SB 158***, and consider attending the hearing to register your opposition.

## COLA for NHRS Retirees

By a vote of 250-91, the House this week passed **HB 616**, which provides a 1.5 percent cost of living adjustment (COLA) for all New Hampshire Retirement System (NHRS) members who have been retired at least 5 years on or prior to July 1, 2019. This COLA would be a permanent addition to the retirement allowance paid in the future. As we explained in *Bulletin #8*, this bill adds approximately **\$67.7 million** to the existing **\$5 billion** unfunded liability of the pension system, a liability that employers will be paying for over the next 20 years, and one that is clearly an unfunded mandate under Part 1, Article 28-a of the New Hampshire Constitution.

**HB 616** now heads to Division I of the House Finance Committee for consideration of the fiscal impact. As you may recall, we reported last week that Division I recommended to retain **HB 497**, which would reinstate a portion (15%) of the state contribution toward the retirement costs for teachers, police and firefighter due to concerns about where the money for that bill would come from. *We know* where the money will come from to fund **HB 616**, at least the portion for municipal members—from local property taxes. We hope Division I members will be equally concerned about that.

## Election Postponement Update

Readers may recall that the House Election Law Committee had a hearing in January on **HB 408**, the **NHMA policy bill** that clarifies the town moderator's authority to postpone either session of a town meeting because of a weather emergency. A subcommittee has been working on that bill for the last few weeks and is expected to make a recommendation next week. The full Election Law Committee is expected to take action on the bill on **Tuesday, March 5**.

Meanwhile, the Senate **Election Law and Municipal Affairs Committee** has a hearing scheduled next week on a competing bill, **SB 104**. Like the House bill that we support, **SB 104** represents a good effort because it affirms the moderator's authority to postpone, without requiring state permission, in contrast to legislation that was defeated last year. However, we have not supported **SB 104**, because it contains several provisions that we have considered either unnecessary or unhelpful.

Nevertheless, in an effort to compromise and finally resolve this issue, NHMA is supporting an amendment to **HB 408** that includes almost all the elements of **SB 104**. Among the compromises: (1) it requires the moderator to notify the secretary of state of a decision to postpone the official ballot voting session; (2) it allows postponement only when the National Weather Services has issued a winter storm warning or similar storm warning; and (3) it requires the postponement decision to be made by 6:00 p.m. on the day before the official ballot voting session.

The one thing on which we have not been able to agree with supporters of **SB 104** is whether the postponement language should go in RSA 40, the town meeting statute, or in RSA 669, the town election statute. **HB 408** would clarify the moderator's authority under RSA 40 to postpone the "official ballot voting session" of the meeting, while **SB 104** would merely authorize postponement of the town "election" under RSA 669. As local officials know, the official ballot voting session—the first session in a traditional town meeting, and the second session in an SB 2 town meeting—comprises much more than just an election. Merely authorizing postponement of the "election" would seem to enable the moderator to postpone *part* of what is on the official ballot—the election of officers—but not the entire session. That doesn't work.

*(Election Postponement— Continued from Page 4)*

Thus, in a further compromise, the amendment we are supporting would put the language in *both* statutes. All of the operative language would go in RSA 669—as supporters of **SB 104** have insisted—while RSA 40:4 would include a statement that in the event of a weather emergency “as defined in RSA 669:1,” the moderator could postpone the official ballot session “in accordance with RSA 669:1 and RSA 669:1-a.” In short, the amendment incorporates all the major provisions of **SB 104**, it puts the postponement language where **SB 104**’s supporters want it, and it merely adds the assurance we have requested—that the authorization will include the entire official ballot voting session, not just the election. This avoids the need to settle the dispute about whether the event we are talking about is just an election, or a town meeting session that *includes* an election.

We want to believe this major compromise will allow **HB 408** to move forward without significant opposition. For that reason, we believe **SB 104** is unnecessary, and we do not plan to support it.

The hearing on **SB 104** is scheduled for next **Wednesday, March 6, at 11:30 a.m., in LOB Room 102.**

## State Budget Update

Two weeks ago, in *Bulletin #8*, we reported on the governor’s address regarding the proposed biennial budget for the period July 1, 2019 through June 30, 2021 (noting there was nothing new or additional for roads, bridges, wastewater projects, or general property tax relief). The 873-page budget document has been drafted as **HB 1-A** and is available by [clicking here](#) on the Legislative Budget Assistant’s Office (LBAO) website. Despite the budget bill being available, members of the House Finance Committee were unable to begin any detailed review of the budget since they were eagerly awaiting issuance of **HB 2**, the budget companion bill known as the trailer bill, which provides the statutory changes and parameters necessary to implement the programs and initiatives included in **HB 1-A**. **HB 2** is expected to be available sometime today (Friday).

In the meantime, the LBAO and governor’s staff this week provided House Finance Committee members some additional budget information, including a list of allocations from a proposed “**Capital Infrastructure Revitalization Fund**.” The 69 items on this list are the governor’s priorities for spending approximately **\$168.4 million** from anticipated surplus funds and reflect the philosophy of spending one-time money (surplus) on one-time expenditures. When asked by committee members why some very specific municipal projects were earmarked on this list for funding instead of providing revenue sharing, increasing the meals and rooms tax distribution (as current law provides), or funding wastewater projects, the governor’s staff answered that it would be “unfair to reinstate those programs” when the money (*i.e.*, surplus) might not be available in future years to continue those payments. While we certainly support the funding to municipalities for important projects, we are asking the same questions on behalf of all towns and cities.

Fortunately, several committee members took exception to that reasoning, explaining that cuts were made to municipal aid in 2010 (revenue sharing, state retirement contributions, state aid grants for water and wastewater projects, and meals and rooms tax distribution) because the state was facing a financial crisis – a situation very different from today. They also explained that the intent back then was to reinstate some of that funding when the state recovered from the recession, which it obviously has. It was further noted that some of that surplus is likely the result of not funding certain obligations to municipalities.

*(State Budget Update— Continued from Page 5)*

We expect the three divisions of the House Finance Committee to begin detailed review of the budget and trailer bill next week, as the deadline for the House version of the budget is a mere four and a half weeks away. Stay tuned for weekly updates in the *Legislative Bulletin*.

## **Municipal Bills in the House**

The House Municipal & County Government Committee took action this week on a number of bills affecting municipalities. Here are some of the more notable ones:

***Incompatible Offices.*** The committee voted 18-0 to retain **HB 143**, which would bar one person from serving on two different boards or committees within a municipality if the decisions of one of those boards or committees is appealable to the other. We remain concerned about the effect of this bill, especially on small towns that often struggle to find volunteers to fill these positions.

***Planning Board Members Serving on Other Boards.*** The committee voted Ought to Pass, 11-8, on **HB 370**. This bill would correct a problem in the statute governing city planning board members' ability to hold other positions in city government.

***Adopting SB 2.*** The committee voted Ought to Pass, 18-1, on **HB 415**. This **NHMA policy bill** would change the process for a town to adopt the official ballot referendum (SB 2) form of government by having the change discussed during traditional town meeting rather than by vote on the official ballot. As we stated last week, a huge, and likely permanent, change in how town meeting operates should be based on thorough discussion and debate, not on the whims or guesses of voters who have a few seconds to make up their minds about a question they are seeing for the first time. ***Please encourage your representatives to support the committee recommendation when HB 415 goes to the full House for a vote.***

***Amendments to Petitioned Warrant Articles.*** The committee voted that both **HB 469** and **HB 553** were Inexpedient to Legislate. The vote was 17-2 on **HB 469** and 19-0 on **HB 553**. Both bills would limit the ability of the town meeting to amend a petitioned warrant article in a town with the official ballot referendum (SB 2) form of town meeting. NHMA opposes both bills and therefore supports the committee's ITL recommendations..

***Contracts & Default Budgets.*** The committee voted Ought to Pass, 11-8, on **HB 618**, which repeals the definition of contracts affecting default budgets that was passed last legislative session. Some towns have complained that if their proposed budgets were not passed and the default budget was enacted, contracts containing escalator clauses would be impossible to fulfill without moving funds from elsewhere, resulting in the default budget providing fewer services than in the prior year. This repeal attempts to address that issue, although we are not certain it solves the problem. NHMA has not taken a position on the bill.

Except for **HB 143**, all of these bills will go to the full House next week for action on the committee recommendations.



## House Kills Bill on Membership Dues

The House this week voted 252-94 to kill **HB 581**, which would have prohibited the use of taxpayer funds to pay “membership fees to any professional association or organization.” That language was awfully vague, but it appeared likely to prohibit municipalities from paying dues to organizations like the Police Chiefs Association, Building Officials Association, Tax Collectors Association, City and Town Clerks Association, and Association of Assessing Officials. This would have created a direct conflict with RSA 31:8, which expressly *requires* municipalities to pay dues to the latter three organizations “for the encouragement of equitable taxation and the education of public officials in tax problems and other matters pertaining to the proper and efficient discharge of the duties of their respective offices.”

Less clear is whether the bill would have applied to an organization like NHMA, which is an organization of municipalities, not of individuals—but it seemed intended to apply. In any event, it would have seriously limited the ability of local officials to do their jobs effectively, and we are pleased to see it gone.

## More House Action

**The House passed HB 418** this week, relative to New Hampshire Retirement System (NHRS) retirees working part-time for an NHRS employer. The bill changes the provision of the working-after-retirement legislation enacted last year (**HB 561**) by allowing a retiree to continue being grandfathered even when working in a *different* part-time position, but still for the same employer. Grandfathered retirees may work up to 1,664 hour per calendar year instead of being limited to 1,352 hours.

**The House also passed HB 130**, relative to the definition of a totally and permanently disabled veteran for property tax exemption purposes.

The House concurred with the majority recommendation of the Municipal and County Government Committee and voted Inexpedient to Legislate on **HB 579**, relative to local control of optional automobile registration discounts for certain residents. The House also upheld the Committee’s recommendations of Inexpedient to Legislate on the following bills dealing with property tax exemptions and credits:

- HB 129**, relative to a cap on property taxes for elderly residents with no school aged children;
- HB 142**, relative to liability for deferred property taxes;
- HB 207**, relative to local option property tax credits for education taxes;
- HB 266**, relative to elderly property tax exemptions.

## Marijuana—The Municipal Angle

The House this week passed **HB 481**, which would legalize the cultivation, sale, possession, and use of marijuana. NHMA has no position on this issue, but local officials should be aware that there are a number of potential municipal impacts, which may be considered good or bad, depending on one’s perspective.

*(Marijuana— Continued from Page 7)*

**Local prohibition.** First, it should be understood that a “cannabis establishment”—essentially, a facility where marijuana is grown, produced, or sold—would be permitted in any municipality *unless* the municipality enacts an ordinance prohibiting or limiting such facilities. The bill does give municipalities full authority to prohibit or limit cannabis establishments, including a limit on the number and type of establishments within the municipality. Also, the facilities presumably would be subject to general zoning provisions regarding allowance and placement of commercial uses.

**Municipal review of applications.** Anyone proposing to operate a cannabis establishment would have to obtain a registration from a newly established state cannabis control commission. As part of the registration process, the municipality would review the application to ensure that it complies with municipal requirements. The applicant would pay a \$500 application fee to the municipality.

**Revenue from cannabis tax.** The bill imposes a tax on the sale of cannabis. A percentage of the revenue from the cannabis tax would be distributed to municipalities based on the percentage of statewide retail sales made in each municipality and the percentage of total statewide cannabis establishments operating in each municipality. A percentage would also be distributed to public safety agencies for the hiring and training of additional drug recognition experts, for advanced roadside impaired driving enforcement training, and to assist in responding to drug overdoses.

There is a lot to think about there. If the bill does become law, towns may want to start considering ordinances for the 2020 town meeting season, because under the timetable established in the bill, applications for registration could start being processed in the spring of 2020.

But don’t rush—there is a long way to go. After its passage this week, the bill was referred to the House Ways and Means Committee to address revenue matters, and it will come back to the full House after that. Assuming the House passes it again, it then must go to the Senate, and, if it survives there, to the governor. The governor has stated that he will veto the bill, and the House vote this week was well short of the two-thirds vote that would be needed to override a veto. The likelihood that marijuana will become legal by 2020 thus appears rather slim at the moment.

## HOUSE CALENDAR

TUESDAY, MARCH 5, 2019

### COMMERCE AND CONSUMER AFFAIRS, Room 302, LOB

10:15 a.m.      **HB 685-FN**, relative to ambulance billing, payment for reasonable value of services, and prohibition on balance billing

### MUNICIPAL AND COUNTY GOVERNMENT, Room 301, LOB

10:00 a.m.      **HB 576**, relative to municipal and district budget committees.

10:30 a.m.      **HB 434**, relative to removal of a town clerk.

11:00 a.m.      **HB 409**, relative to the maximum optional fee for transportation improvements charged by municipalities when collecting motor vehicle registration fees. **NHMA Policy.**

1:30 p.m.      **HB 499**, relative to revenue surpluses in unincorporated towns and unorganized places.

2:00 p.m.      **HB 423**, relative to budget committee membership.

2:30 p.m.      **HB 655**, regulating disorderly houses.

3:00 p.m.      **HB 539-FN**, relating to the provision of technical assistance for municipal implementation of the One4all ballot.

*(House Calendar— Continued from Page 8)*

**PUBLIC WORKS AND HIGHWAYS, Room 201, LOB**

10:15 a.m.      **HB 25-A**, making appropriations for capital improvements.

**RESOURCES, RECREATION AND DEVELOPMENT, Room 305, LOB**

10:00 a.m.      **HB 475**, establishing a shoreland septic system study commission.

11:15 a.m.      **HB 737**, establishing a commission to investigate and analyze the environmental and public health impacts relating to releases of perfluorinated chemicals in the air, soil, and groundwater in Merrimack, Bedford and Litchfield.

**WEDNESDAY, MARCH 6, 2019**

**COMMERCE AND CONSUMER AFFAIRS, Room 302, LOB**

11:30 a.m.      **HB 560-FN**, relative to single-use carryout bags.

**MUNICIPAL AND COUNTY GOVERNMENT, Rooms 301-303, LOB**

10:00 a.m.      **HB 102**, relative to municipal ordinances regarding the use of plastics.

10:30 a.m.      **HB 559**, enabling municipalities to ban single-use sources of plastic pollution.

11:00 a.m.      **HB 312**, relative to municipal regulation of tiny houses.

2:30 p.m.      **CACR 4**, relating to right to govern. Providing that the people of the state may enact local laws that protect health, safety, and welfare.

2:40 p.m.      **CACR 8**, relating to the right to govern. Providing that the people of the state may enact local laws that protect health.

**WAYS AND MEANS, Room 202, LOB**

10:30 a.m.      **HB 407-FN**, clarifying the non taxability of certain telecommunications devices and equipment.

11:30 a.m.      **HB 641-L**, allowing municipalities to collect an occupancy fee from operators of local room rentals.

**SENATE CALENDAR**

**MONDAY, MARCH 4, 2019**

**JUDICIARY, Room 103, SH**

2:00 p.m.      **SB 317-FN**, prohibiting sanctuary jurisdictions in New Hampshire.

**TUESDAY, MARCH 5, 2019**

**COMMERCE, Room 100, SH**

1:00 p.m.      **SB 10**, establishing the state minimum hourly rate based on whether an employer offers paid sick days to an employee.

1:45 p.m.      **SB 100**, relative to discrimination in employment based on criminal background checks.

**ENERGY AND NATURAL RESOURCES, Room 103, SH**

9:00 a.m.      **SB 74-FN-A**, relative to register of deeds fees used to support the land and community heritage investment program (LCHIP).

10:00 a.m.      **SB 204**, relative to distributed energy resources and consumer energy storage.

**WEDNESDAY, MARCH 6, 2019**

**ELECTION LAW AND MUNICIPAL AFFAIRS, Room 102, LOB**

- 10:00 a.m. **SB 157**, making undeclared voters eligible to be inspectors.
- 10:30 a.m. **SB 154**, allowing municipalities to adopt a credit against property taxes for certain workforce housing.
- 11:00 a.m. **SB 158**, relative to town and city membership in a nonprofit, nonpartisan organization and prohibiting recipients of municipal or county funds from using such funds for lobbying.
- 11:30 a.m. **SB 104-L**, relative to the postponement of city, town, village, and school district elections.

**WEDNESDAY, MARCH 13, 2019**

**ELECTION LAW AND MUNICIPAL AFFAIRS, Room 102, LOB**

- 10:00 a.m. **SB 152**, relative to third party inspections conducted pursuant to a planning board approval.
- 11:00 a.m. **SB 67**, relative to the definitions of resident and residency.

**EXECUTIVE DEPARTMENTS AND ADMINISTRATION, Room 101, LOB**

- 9:00 a.m. **SB 49**, relative to the state fire code.
- 9:30 a.m. **SB 113**, relative to municipal authority regarding the state building code.
- 10:10 a.m. **SB 97**, relative to licensure of health facilities near a critical access hospital.

**New 2019 House Bills**

HB 1 -A makes appropriations for the expenses of certain departments of the state for fiscal years ending June 30, 2020 and June 30, 2021. Rep. Wallner of Concord; **F-H**.

HB 25 -A makes appropriations for capital improvements. Rep. Cloutier of Claremont; **PW-H**.

**HOUSE FLOOR ACTION**

Wednesday, February 27, 2019

Thursday, February 28, 2019

**HB 101**, regulating possession of firearms in a school district. **Laid on Table**.

**HB 103-FN-A**, establishing the office of right-to-know ombudsman. **Inexpedient to Legislate**.

**HB 129**, relative to property taxes for residents 65 years of age and older. **Inexpedient to Legislate**.

**HB 130-LOCAL**, relative to property tax relief for totally and permanently disabled veterans. **Passed with Amendment**.

**HB 142**, relative to liability for deferred property taxes. **Inexpedient to Legislate**.

*(House Floor Action— Continued from Page 10)*

**HB 148**, relative to electric bicycles. **Passed with Amendment.**

**HB 184-FN**, relative to the calculation of kindergarten students in the average daily membership and repealing prorated kindergarten funding based on Keno revenues. **Passed; referred to F-H.**

**HB 207**, allowing towns and cities to adopt a property tax credit against education taxes for certain persons over 55 years of age. **Inexpedient to Legislate.**

**HB 218**, relative to the use of deadly force by a law enforcement officer. **Inexpedient to Legislate.**

**HB 232-FN-LOCAL**, relative to enforcement of immigration laws and the prohibition of sanctuary policies. **Inexpedient to Legislate.**

**HB 235**, relative to foreclosure proceedings and pre-foreclosure notices. **Inexpedient to Legislate.**

**HB 254-FN-A**, relative to the provision allowing operators to retain a portion of meals and rooms taxes collected and the appropriation of meals and rooms tax revenues to school building aid. **Inexpedient to Legislate.**

**HB 266-LOCAL**, relative to the elderly property tax exemption. **Inexpedient to Legislate.**

**HB 301-FN-LOCAL**, relative to funeral and burial or cremation expenses for assisted persons. **Passed with Amendment.**

**HB 345**, relative to certification of devices for the electronic counting of ballots. **Passed with Amendment.**

**HB 384**, relative to access to historic burial sites on state-owned land. **Passed with Amendment.**

**HB 418-FN**, relative to the limitations on part-time employment under the New Hampshire retirement system. **Passed with Amendment.**

**HB 479-FN**, relative to eligibility for the low and moderate income homeowners property tax relief. **Passed.**

**HB 481-FN-A-LOCAL**, relative to the legalization and regulation of cannabis and making appropriations therefor. **Passed; referred to W&M-H.**

**HB 491**, relative to questioning and detaining suspects. **Passed with Amendment.**

**HB 505**, allowing voters to vote for multiple candidate for an office. **Inexpedient to Legislate.**

**HB 542-FN-A**, establishing a grant program to support municipalities in updating their wetlands regulations. **Passed with Amendment; referred to F-H.**

*(House Floor Action— Continued from Page 11)*

**HB 544**, relative to the governance of the Manchester school district. **Passed.**

**HB 561**, relative to zoning ordinances for formula businesses. **Inexpedient to Legislate.**

**HB 579**, relative to local control of optional automobile registration discounts for seniors, veterans, and disabled persons. **Inexpedient to Legislate.**

**HB 581-FN-LOCAL**, relative to payment of membership dues for professional organizations on behalf of employees of municipalities and school districts. **Inexpedient to Legislate.**

**HB 616-FN**, relative to a cost of living adjustment for retirees in the state retirement system. **Passed with Amendment; referred to F-H.**

**HB 637-FN**, relative to criminal history background checks by employers and public agencies. **Passed with Amendment.**

**HB 639**, relative to speed limits in cities and towns. **Inexpedient to Legislate.**

**HB 641-LOCAL**, allowing municipalities to collect an occupancy fee from operators of local room rentals. **Passed with Amendment; referred to W&M-H.**

**HB 674-FN**, relative to the impoundment of motor vehicles. **Inexpedient to Legislate.**

**HB 675-FN**, relative to the purchase of service credit in the state retirement system. **Passed.**

**HB 686-FN-A-LOCAL**, relative to calculating and funding the interim cost of an opportunity for an adequate education and extending the interest and dividends tax to capital gains. **Passed with Amendment; referred to F-H.**

**HB 706-FN-A**, establishing an independent redistricting commission. **Passed with Amendment.**

**HB 709-FN-A-LOCAL**, relative to the formula for determining funding for an adequate education. **Passed with Amendment; referred to F-H.**

**HB 711-FN-LOCAL**, relative to funding an adequate education. **Inexpedient to Legislate.**

**HB 713-FN-LOCAL**, relative to education funding. **Passed with Amendment; referred to F-H.**

**HB 718-FN-LOCAL**, relative to instant voting in elections. **Inexpedient to Legislate.**

**HB 729-FN-A**, establishing a citizen's right-to-know appeals commission and a right-to-know law ombudsman and making an appropriation therefor. **Passed with Amendment; referred to F-H.**

## *FREE Legislative Breakfast - Water's Worth It*

The annual Water's Worth It! legislative breakfast starts with a complimentary breakfast buffet at 7:00 am this Wednesday March 6, 2019 at the Holiday Inn on Main Street in Concord. This event is free for all legislators and staff!

Water quality professionals will present on current drinking water and wastewater treatment challenges facing New Hampshire. **Keynote speaker is Rebecca Rule, a wonderful New Hampshire storyteller and author.** NHDES Commissioner Robert Scott will also address the audience. All legislators and staff are invited to enjoy a hearty breakfast and learn more about New Hampshire's water and wastewater infrastructure.

Please contact Dee Rainville at [info.nhwpc@gmail.com](mailto:info.nhwpc@gmail.com) or 603-228-1231 to reserve your seat at this event. Sponsored by the New Hampshire Water Pollution Control Association in conjunction with a wide-ranging coalition of other local non-profit water organizations.

2019 NHMA UPCOMING EVENTS FOR MEMBERS	
Mar. 13	Webinar: The Right-to-Know Law and Governmental Meetings
Mar. 20	Webinar: Rethinking Recycling
Mar. 26	Regional Workshop: Right-to-Know Law and Governmental Meetings
Apr. 10	2019 Local Officials Workshop (All day), Rochester
To register for an upcoming event, go to our website: <a href="http://www.nhmunicipal.org">www.nhmunicipal.org</a> and scroll down on the left under CALENDAR OF EVENTS. Click on the green bar <i>View the Full Calendar</i> and go to the workshop or webinar you are interested in. For more information, please call NHMA's Workshop registration line: (603) 230-3350.	



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY  
Region 1  
5 Post Office Square, Suite 100  
Boston, MA 02109-3912

**CERTIFIED MAIL - RETURN RECEIPT REQUESTED**

**FEB 22 2019**

Mr. Russell Dean  
Town Manager  
10 Front Street  
Exeter, NH 03833

Re: **NPDES Permit No. NH0100871**  
**Administrative Consent Order Docket No. 13-010**  
**Town of Exeter Nitrogen Control Plan September 2018**

Dear Mr. Dean:

EPA received the *Town of Exeter Nitrogen Control Plan* prepared by Wright-Pierce and Horsley Witten Group ("NCP") and submitted on Exeter's behalf as required by Paragraph IV.D.4 of Administrative Consent Order Docket No. 13-010 ("AOC" or "Order"). EPA and New Hampshire Department of Environmental Services ("NHDES") have reviewed and discussed the NCP and the agencies' comments are as follows:

1. **SW N Load:** The agencies agree with and support Exeter's approach of using the nitrogen ("N") load export rates provided in Appendix F - Attachment 3 of the NH MS4 permit for estimating stormwater ("SW") runoff N loads from impervious areas ("IA") and pervious area separately. These rates are consistent with the source loading rates included in the NH pollutant tracking and accounting pilot project ("PTAPP") tool. The PTAPP tool is designed to allow communities to track and calculate credible pollutant load reductions for a variety of SW and watershed management controls in a consistent manner.
2. **Directly Connected Impervious Area ("DCIA") Estimates:** It appears that the DCIA estimates are much lower than would be expected for some of the developed land uses given the reported total impervious areas ("TIA") and the methodology described in the report. The reported method for estimating DCIA uses %TIA and the Sutherland equations. However, applying this method does not clearly explain the low DCIA estimates presented in the SW summary tables. For example, by applying the



Sutherland equations for “average” connectedness using information summarized in the reports yields notably different results. Table 1 below summarizes the differences between EPA calculated and reported DCIA results for Exeter for some of the more prominent developed land use types. EPA recognizes that the actual calculations performed for the analysis were performed on a subwatershed basis within the town, which would explain some differences. However, EPA conducted a similar comparative evaluation on a subwatershed basis and found similar discrepancies. Please clarify the reasons for these apparent discrepancies.

<b>Land Use Type</b>	<b>Exeter TIA, acres</b>	<b>Exeter TA, acres</b>	<b>%TIA</b>	<b>%DCIA = 0.1*(%TIA) ^1.5</b>	<b>Exeter DCIA, acres (%DCIA*TA)</b>	<b>reported DCIA for Exeter, acres</b>	<b>Diff</b>
Com., Services, and Inst.	259	445	58	44	196	122	38%
Ind. and Com. Complexes	32	46	70	58	27	18	33%
Industrial	48	102	47	32	33	21	36%
Residential	391	2392	16	7	167	29	82%
Transportation	355	693	51	37	256	156	39%
<b>Totals</b>	<b>1085</b>	<b>3678</b>	<b>29</b>	<b>n/a</b>	<b>679</b>	<b>346</b>	<b>48%</b>

\* TIA and TA information taken from Tables 1 and 3 from Appendix C to the Exeter N Control Plan.

- DCIA Related:** The agencies agree that it is reasonable to use the empirically derived Sutherland equations to calculate DCIA as part of the process for quantifying SW N loads town-wide in the N control plans. Also, the agencies acknowledge and accept that there is inherent uncertainty in estimating DCIA regardless of which Sutherland equations are applied. However, assuming all developed land use types are “average connected” may result in underestimates of DCIA for the higher intensity developed areas. Therefore, at this time, the agencies recommend that Exeter use the same approach of assigning the Sutherland level of IA connectedness as was used by NHDES in estimating DCIA for the NHDES Great Bay Nitrogen Non-Point Source Study (GBNNPSS”) and summarized in Table 3 of Appendix B to this study. In the GBNNPSS, some of the developed land types were designated to be “highly” connected. The consequences of significantly underestimating DCIA is that SW N loads will likely be underestimated and other non-WWTF sources may be overestimated.

4. **Future estimates of DCIA and SW N Load:** For watershed N accounting to be informative and track progress, it will be important that all Great Bay communities use a consistent methodology to quantify source loads and their delivery to Great Bay. NHDES recently announced their intention to develop a methodology for quantifying N source loads and their delivery to Great Bay. This project will begin in 2019 and is expected to provide all Great Bay communities and their consultants with a consistent methodology for calculating SW N loads delivered to Great Bay, which will be an important component for calculating overall reductions accomplished by the community. Therefore, Exeter should coordinate with NHDES prior to developing future estimates of N loads to ensure that the most appropriate methodology is used for quantifying loads.
5. **Exeter SW/NPS Management:** The agencies commend Exeter on adopting numerous measures to address N loading including more stringent municipal ordinances to increase SW N load reductions associated with new projects and redevelopment projects (including measures to ensure long-term operation and maintenance (“O&M”) is carried out on structural controls). Based on past trends, please provide an estimate of the typical amount of existing impervious cover that may be addressed through the new SW management requirements on future redevelopment projects that may occur during the next 5, 10 or 20-year period.
6. **Exeter SW Management:** The agencies concur with Exeter’s N source controls including fertilizer control, leaf litter management, street cleaning and drainage system O&M as valuable early steps for reducing SW/NPS associated N loads. The agencies are aware that recent research indicates that some of these practices (e.g., leaf litter, and targeted street cleaning) may yield notably higher reductions than previously estimated for the existing credits. Currently, efforts are underway within Vermont to re-evaluate and refine these credits based on ongoing research. Also, there is considerable interest among the other New England state environmental agencies including NHDES to refine these credits as well. If credits are adjusted at some point in the future, then the community will have the opportunity to update credits resulting from this work. It is recommended that Exeter continue to work within the PTAPP process to update and refine N load reduction credits associated with nonstructural SW Best Management Practices implementation.
7. **Exeter SW Management – Structural Retrofit Projects:** Exeter should update section 6.2.1 and Table 6-1 with planned structural controls that will lead to N reduction in stormwater. The current plan is vague and does not indicate Exeter’s planned level of effort to investigate and implement stormwater retrofit controls to achieve tangible N reductions during the next 5 years. At a minimum, Exeter should provide a stormwater control retrofit

plan that: (1) specifies details of a town-wide investigation of municipal properties for potential retrofit opportunities; and (2) identifies either a N reduction target to be achieved or a target amount of existing impervious cover area to be treated by stormwater retrofit controls for N reduction in the next 5 years.

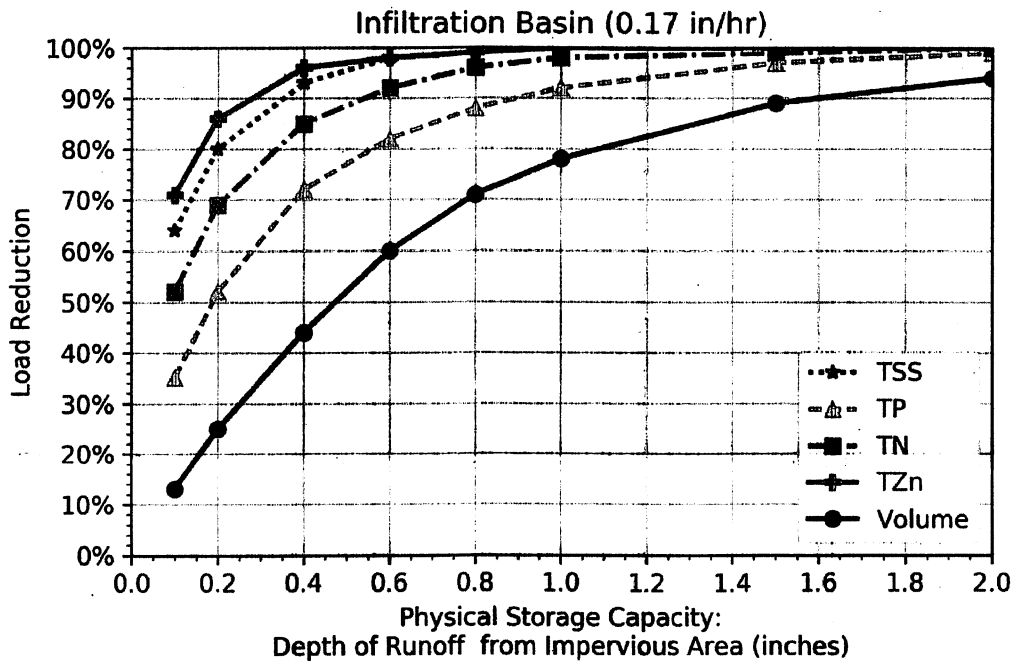
The agencies recommend that Exeter consider information and recommendations that were developed for Exeter in the 2015 WATER INTEGRATION FOR SQUAMSCOTT EXETER (“WISE”) Preliminary Integrated Plan found here:

<https://www.des.nh.gov/organization/divisions/water/wmb/was/documents/squamscott-exeter-wise-integrated-plan.pdf>. This report contains a recommended least cost mix of nutrient management measures selected from the optimization model. Specific land use area targets, nitrogen control measures and capture depths are also included in this analysis. This information should provide a sufficient basis for Exeter to define the major elements of a 5-year retrofit program.

Exeter should consider the use of small capacity green infrastructure SW control measures (“GI SCM”) as part of its evaluation for potential retrofit opportunities at municipally-owned properties. Small capacity GI SCMs can be highly effective at reducing stormwater runoff volumes and N loads from developed areas. Also, small capacity GI SCMs can be more readily installed in developed areas than larger conventionally sized SCMs and as a result, their use will substantially increase Exeter’s opportunities for achieving stormwater N reductions and potentially at much lower cost.

As indicated below, small capacity infiltration systems are highly effective at capturing both pollutants including N and runoff volumes. For example, infiltration systems (e.g., shallow basins, trenches and swales) with relatively small storage capacities ranging from 0.1 to 0.4 inches depth of runoff from the contributing impervious cover are estimated to achieve cumulative (i.e., all runoff events) reductions in average annual: (1) N loads of 50% to 85% (7 pounds N/year to 13 pounds N/year per impervious acre); and (2) runoff volumes of 12% to 44% (120,000 gallons/year to 440,000 gallons/year per impervious acre). Cumulative performance estimates for numerous SCMs are included in the NH MS4 permit (Attachment 3 to Appendix F) and can also be found at the following web address with associated unit cost information:

<https://www3.epa.gov/region1/npdes/stormwater/assets/pdfs/ms4-permit-nomographs.pdf>



8. **Exeter SW Management:** The agencies encourage Exeter to develop and begin implementing long-term strategies to opportunistically incorporate GI SCM retrofits as part of conducting near-term and long-term urban renewal projects, municipal roadway projects and drainage system work going forward. The costs associated with opportunistically implementing effective GI SCMs as part of other project work can significantly reduce costs for achieving N reduction as exemplified in the Berry Brook watershed in Dover, New Hampshire. In this vein, the agencies recommend that Exeter consider expanding its scope for developing a storm drain asset management plan to also include a systematic assessment of potential opportunities for installing low-tech, simple to maintain, and small capacity GI SCMs within the boundaries of municipal properties including public rights of way.

9. **Exeter Tracking and Accounting of SW and NPS Associated N Load Reductions:** EPA and NHDES commend Exeter for actively participating on the PTAPP process and adopting the PTAPP tool for use in tracking and accounting of N Load reductions from Exeter activities.

Please respond to the agencies' comments in writing by April 15, 2019. If you have technical questions on the NCP comments provided, feel free to contact Mark Voorhees at (617) 918-1537 or [voorhees.mark@epa.gov](mailto:voorhees.mark@epa.gov). For questions related to compliance with the Order, contact Joy Hilton at (617) 918-1877 or have your attorney contact Jeffrey Kopf at (617) 918-1796.

Sincerely,



Denny Dart, Manager  
Water Technical Unit  
Office of Environmental Stewardship

ec: Jennifer Perry, Director of Public Works, Exeter  
Paul Vlasich, Town Engineer  
Ted Diers, NHDES  
Sally Soule, NHDES  
Tracy L. Wood, NHDES  
Stergios Spanos, NHDES  
Teresa Ptak, NHDES  
Kenneth Moraff, EPA  
Jackie LeClerc, EPA  
Thelma Murphy, EPA  
Ellen Weitzler, EPA  
Mark Voorhees, EPA  
Suzanne Warner, EPA  
Newton, Tedder, EPA  
Dan Arsenault, EPA  
Michael Cobb, EPA



**ABSENTEE  
OFFICIAL BALLOT  
ANNUAL TOWN ELECTION  
EXETER, NEW HAMPSHIRE  
MARCH 12, 2019**

BALLOT 1 OF

*Andrea J. Kohler*  
TOWN CLERK

**INSTRUCTIONS TO VOTERS**

- A. TO VOTE, completely fill in the OVAL to the RIGHT of your choice(s) like this:
- B. Follow directions as to the number of candidates to be marked for each office.
- C. To vote for a person whose name is not printed on the ballot, write the candidate's name on the line provided and completely fill in the OVAL.

<p align="center"><b>FOR MODERATOR</b></p> <p align="center">Two Year Term <span style="float:right">Vote for not more than ONE</span></p> <p><b>PAUL SCAFIDI</b> <input type="radio"/></p> <p><input type="radio"/></p> <p align="center">(Write-in)</p>	<p align="center"><b>FOR TRUSTEES OF THE LIBRARY</b></p> <p align="center">Three Year Term <span style="float:right">Vote for not more than THREE</span></p> <p><b>SUSAN DRINKER</b> <input type="radio"/></p> <p><b>LINDA TOBER</b> <input type="radio"/></p> <p><b>BARBARA YOUNG</b> <input type="radio"/></p> <p><input type="radio"/></p> <p align="center">(Write-in) <input type="radio"/></p> <p align="center">(Write-in) <input type="radio"/></p> <p align="center">(Write-in) <input type="radio"/></p>	<p align="center"><b>FOR TRUSTEE OF THE ROBINSON FUND</b></p> <p align="center">Seven Year Term <span style="float:right">Vote for not more than ONE</span></p> <p><b>BILL PERKINS</b> <input type="radio"/></p> <p><input type="radio"/></p> <p align="center">(Write-in)</p>
<p align="center"><b>FOR SELECTMEN</b></p> <p align="center">Three Year Term <span style="float:right">Vote for not more than TWO</span></p> <p><b>NIKO PAPAKONSTANTIS</b> <input type="radio"/></p> <p><b>DARIUS THOMPSON</b> <input type="radio"/></p> <p><b>JORDAN DICKENSON</b> <input type="radio"/></p> <p><b>JULIE GILMAN</b> <input type="radio"/></p> <p><input type="radio"/></p> <p align="center">(Write-in) <input type="radio"/></p> <p align="center">(Write-in) <input type="radio"/></p>	<p align="center"><b>FOR TRUSTEES OF THE LIBRARY</b></p> <p align="center">One Year Term <span style="float:right">Vote for not more than ONE</span></p> <p><b>PAULA SEARS</b> <input type="radio"/></p> <p><input type="radio"/></p> <p align="center">(Write-in) <input type="radio"/></p>	<p align="center"><b>FOR TRUSTEE OF SWASEY PARKWAY</b></p> <p align="center">Three Year Term <span style="float:right">Vote for not more than ONE</span></p> <p><b>DWAYNE STAPLES</b> <input type="radio"/></p> <p><b>S. M. WINTER</b> <input type="radio"/></p> <p><input type="radio"/></p> <p align="center">(Write-in)</p>
		<p align="center"><b>FOR TRUSTEE OF THE TRUST FUNDS</b></p> <p align="center">Three Year Term <span style="float:right">Vote for not more than ONE</span></p> <p><b>DONNA LEROY</b> <input type="radio"/></p> <p><input type="radio"/></p> <p align="center">(Write-in)</p>

**ARTICLES**

**Article 2**

**Zoning Amendment #1:** Are you in favor of the adoption of Amendment #1 as proposed by the Planning Board for the town zoning ordinance, as follows: Removing the definition of fertilizer in Article 2, and adding it under Articles 9.2 Aquifer Protection and 9.3 Shoreland District for ease of access. Setting type, rate and annual fertilizer limits in the Aquifer Protection and Shoreland Districts, providing temporary waiver provisions for heavy use turf, restoration and the establishment of new landscaping. The intent of this amendment is to set standards for fertilizer use by allowing some flexibility to maintain heavy use turf areas while minimizing the potential for nitrogen and phosphorus runoff.

**YES**   
**NO**

**Article 3**

**Zoning Amendment #2:** Are you in favor of the adoption of Amendment #2 as proposed by the Planning Board for the town zoning ordinance, as follows: To amend the Shoreland District Use Regulations removing striked

## ARTICLES CONTINUED

### Article 4

**Zoning Amendment #3:** Are you in favor of the adoption of Amendment #3 as proposed by the Planning Board for the town zoning ordinance, as follows: To rezone the area presently identified as the Professional/Technology Park (PP) zoning district to Corporate Technology Park (CT). The intent of this ordinance is to change the PP zoning district to CT that will allow additional commercial uses to encourage the commercial development of this area.

YES

NO

### Article 5

**Zoning Amendment #4:** Are you in favor of the adoption of Amendment #4 as proposed by the Planning Board for the town zoning ordinance, as follows: Deleting "Assisted Living Facility" from the Permitted Principal use column in Table 4.2 Schedule I: Permitted Uses in the C-3 Epping Road Highway Commercial zoning district? The intent of this ordinance is to prohibit Assisted Living facilities in the C-3 Epping Road Highway Commercial zoning district. Assisted Living facilities would still be allowed in four other zoning districts in Exeter.

YES

NO

### Article 6

Shall the Town 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 of assessed property value). Bond payments would begin approximately one year after issuance. (3/5 ballot vote required for approval.) Recommended by the Select Board 5-0.

YES

NO

### Article 7

Shall the Town 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: .030/1,000, \$3.05/100,000 assessed property value). Bond payments would begin approximately one year after issuance. (A 3/5 ballot vote required for approval.) Recommended by the Select Board 4-1.

YES

NO

### Article 8

Shall the town 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 assessed property value). Bond payments would begin approximately one year after issuance. (A 3/5 ballot vote required for approval.) Recommended by the Select Board 5-0.

YES

NO

### Article 9

To choose all other necessary Town Officers, Auditors or Committees for the ensuing year. **BUDGET RECOMMENDATIONS COMMITTEE:** David Beavens, Nancy Belanger, Elizabeth Canada, Don Clement, Daniel Gray, Nicholas Gray, Robert Kelly, Judy Rowan, Christine Souter, Corey Stevens, Tia Chin Tung. **MEASURER OF WOOD & BARK:** Doug Eastman, **FENCE VIEWER:** Doug Eastman, **WEIGHER:** Jay Perkins

YES

NO



**ABSENTEE  
OFFICIAL BALLOT  
ANNUAL TOWN ELECTION  
EXETER, NEW HAMPSHIRE  
MARCH 12, 2019**

BALLOT 2 OF

*Andrea J. Kohler*  
TOWN CLERK

**ARTICLES CONTINUED**

**Article 11**

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. (Majority vote required) Recommended by the Select Board 5-0.

YES   
NO

**Article 12**

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. (Majority vote required) Recommended by the Select Board 5-0.

YES   
NO

**Article 13**

Shall the Town approve the cost items included in the three year collective bargaining agreement reached between the Select Board and the Exeter Firefighters Association, which calls for the following increased salaries and benefits at the current staffing levels:

Year	Estimated Salary/Benefits Increase	Health Premium Savings
FY19	\$26,456	(\$3,790)
FY20	\$25,250	(\$6,100)
FY21	\$16,544	(\$6,100)

And further, to raise and appropriate the sum of twenty two thousand, six hundred and sixty six dollars (\$22,666) for the 2019 fiscal year, such sum representing the additional costs attributable to the increase in salaries and benefits over those of the appropriation at current staffing levels, minus anticipated health insurance premium savings. (Majority vote required) Recommended by the Select Board 5-0.

YES   
NO

**Article 14**

Shall the Town approve the cost items included in the three year collective bargaining agreement reached between the Select Board and the SEIU (Service Employees International Union) Local 1984 covering Public Works and Administrative/Clerical employees, which calls for the following increased salaries and benefits at the current staffing levels:

Year	Water/Sewer Fund	General Fund	Total	Health Plan Savings
FY19	\$21,501	\$38,828	\$60,329	(\$16,287)
FY20	\$14,389	\$19,239	\$33,628	(\$16,287)
FY21	\$13,105	\$20,771	\$33,876	(\$16,287)

And further, to raise and appropriate the sum of forty four thousand and forty-two dollars (\$44,042) for the 2019 fiscal year, such sum representing the additional costs attributable to the increase in salaries and benefits over those of the appropriation at current staffing levels. The amounts raised will be \$27,773 (General Fund), and \$16,269 (Water/Sewer Funds). These appropriations are net of expected health insurance savings in each fund. (Majority vote required) Recommended by the Select Board 5-0.

YES   
NO

**Article 15**



## ARTICLES CONTINUED

### Article 17

Shall the Town 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. (Majority vote required) Recommended by the Select Board 5-0.

YES   
NO

### Article 18

Shall the Town 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 assessed property value). (Majority vote required) Recommended by the Select Board 5-0.

YES   
NO

### Article 19

Shall the Town 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 assessed property value). (Majority vote required) Recommended by the Select Board 4-1.

YES   
NO

### Article 20

Shall the Town 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. (Estimated Tax Impact: None. No amount to be raised by taxation). No tax impact. (Majority vote required) Recommended by the Select Board 5-0.

YES   
NO

### Article 21

Shall the Town raise and appropriate, through special warrant article, the sum of fifty thousand dollars (\$50,000) for the purpose of conducting a facility, staffing and data analysis of all public safety operations: to include police, fire, EMS and dispatch. This sum to come from general taxation. (Estimated Tax Impact: .029/1,000, \$2.86/100,000 assessed property value). (Majority vote required) Recommended by the Select Board 5-0.

YES   
NO

### Article 22

Shall the Town raise and appropriate, through special warrant article, the sum of thirty five thousand dollars (\$35,000), for the purpose of conducting and creating an ADA improvements plan for town facilities and infrastructure including roads, sidewalks, and other pedestrian safety improvements. This sum to come from general taxation. (Estimated Tax Impact: .020/1,000, \$2.00/100,000 assessed property value). (Majority vote required) Recommended by the Select Board 5-0.

YES   
NO

### Article 23

Shall the Town raise and appropriate, through special warrant article, the sum of fifty thousand dollars (\$50,000) for the purpose of conducting and creating an intersection improvement proposal with preliminary designs, to improve intersections and intersection areas, including Pine/Front/Linden Street, Front Street/Water Street, Clifford Street/Water Street, Winter Street/Columbus Avenue/Railroad Avenue, and others. This sum to come from general taxation. (Estimated Tax Impact: .029/1,000, \$2.86/100,000 assessed property value). (Majority vote required) Recommended by the Select Board 5-0.

YES   
NO

### Article 24

Shall the Town raise and appropriate, through special warrant article, the sum of forty thousand dollars (\$40,000)



ABSENTEE  
OFFICIAL BALLOT  
ANNUAL TOWN ELECTION  
EXETER, NEW HAMPSHIRE  
MARCH 12, 2019

BALLOT 3 OF

Andrea J. Kohler  
TOWN CLERK

ARTICLES CONTINUED

Article 26

Shall the Town 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). (Majority vote required) Recommended by the Select Board 5-0.

YES   
NO

Article 27

Shall the Town establish an expendable trust fund under RSA 31:19-a 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, 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 to include any and all permit fees for use of the Swasey Parkway to be assigned to this fund, and further the Swasey Trustees 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). (Majority vote required) Recommended by the Select Board 5-0.

YES   
NO

Article 28

"Call to Prevent Nuclear War" Resolution/Warrant Article

**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.

YES   
NO

**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.

Recommended by the Select Board 5-0.

Article 29

By citizens petition shall we adopt the provisions of RSA 32:5-b and implement a tax cap whereby the

## ARTICLES CONTINUED

### Article 30

We, the undersigned registered voters of the Town of Exeter, NH, request that the following and fully attached article be placed on the 2019 Town Warrant:

On the petition of Maura Fay and other registered voters of Exeter, in an effort to protect the health and safety of its residents by asserting a right to clean air, water, and soil, and a right to a healthy ecosystem, to see if the Town will vote the following:

Shall the Town of Exeter adopt the "Right to a Healthy Climate Ordinance" to protect the health, safety and welfare of the residents and ecosystems of Exeter, New Hampshire, by establishing a Community Rights-Based Ordinance recognizing that all residents and ecosystems of Exeter possess the right to a healthy climate free from activities that would infringe that right, and calls for constitutional changes to further secure these rights?

#### Right to a Healthy Climate Ordinance

Establishing a Community Rights-Based Ordinance for Exeter, New Hampshire, That Prohibits Activities and Projects that would Violate Rights Secured by the Ordinance

#### Preamble

We hold these truths to be self-evident, that all people are created equal, that they naturally are endowed with certain unalienable rights that among these are life, liberty, and the pursuit of happiness. That to secure these rights, the people institute governments, which derive their just powers from the consent of the governed.

Further, that whenever any form of government becomes destructive of these ends, it is the right of the people to alter or abolish it, and to institute new government, laying its foundation on such principles and organizing its powers in such form, as to them shall seem most likely to effect their safety and happiness.

This right of self-government, as stated in the Declaration of Independence, is natural, fundamental, and unalienable. It is also secured to us by the United States Constitution and the Constitution of the State of New Hampshire.

Pursuant to that right of self-government, if our current system of local government infringes our rights, we, the people of Exeter, have the right to alter or replace that system with one that secures and protects human rights and ecosystem rights, as long as the new system does not infringe other rights protected for us by state or federal law.

Exeter is situated where the Exeter River feeds the tidal Squamscott River and lies fully within the coastal Piscataqua River Watershed which includes the sub-watersheds of the Great Works River and the five rivers flowing into the unique and sensitive estuary within Great Bay: the Bellamy, Oyster, Lamprey, Squamscott, and Winnicut; covering over a thousand square miles in New Hampshire, Maine, and Massachusetts and comprising an ecosystem upon which hundreds of thousands of people and countless species depend for health, drinking water, and survival.

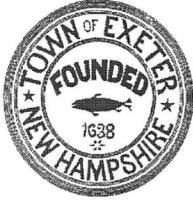
It is our legislative determination that certain corporate activities are detrimental to our rights, health, safety, and welfare. These activities include but are not limited to: the runoff from commercial use of fertilizers, the intentional or unintentional dumping of toxic waste, and the physical deposition, emission, leakage, disposal, or placement of toxins into the land, air or waterways from extraction, transportation, processing, storage, conveyance, and depositing of waste from fossil fuel exploration and development.

As we are purportedly constrained by state and federal law, which courts interpret to require us to accept such harmful corporate activity, we the people of Exeter are unable under our current system of local government to secure human rights and ecosystem rights by banning said activity.

Therefore, we deem it necessary to alter our system of local government, and we do so by adopting this Right to a Healthy Climate Ordinance.

#### Section 1 - Statements of Law

(a) Right of Self-Government. All residents of Exeter possess a right of self-government, which includes, but is not limited to, the following rights: first, the right to a system of local government founded on the consent of the people of the municipality; second, the right to a system of local government that secures their rights; and third, the right to alter any system of local government that lacks consent of the people or fails to secure and protect the people's and ecosystems' rights, health, safety, and welfare. Any action to annul, amend, alter



ABSENTEE  
OFFICIAL BALLOT  
ANNUAL TOWN ELECTION  
EXETER, NEW HAMPSHIRE  
MARCH 12, 2019

BALLOT 4 OF

Andrea J. Kohler  
TOWN CLERK

ARTICLES CONTINUED

ARTICLE 30 CONTINUED

(c) Right of Ecosystems and Natural Communities. All residents of Exeter possess the right to clean air, water, and soil, which shall include the right to be free from all corporate activities that release toxic contaminants into the air, water, and soil, including but not limited to the runoff from commercial use of fertilizers, the intentional and unintentional dumping of toxic waste, and the physical deposition, emission, leakage, disposal, or placement of toxins into the land, air, or waterways from extraction, transportation, processing, storage, conveyance, and depositing of waste from fossil fuel exploration and development.

(d) Rights of Ecosystems and Natural Communities. Ecosystems and natural communities within Exeter possess the rights to naturally exist, flourish, regenerate, and evolve; rights to restoration, recovery, and preservation; rights to a stable and healthy climate system capable of sustaining ecosystems and natural communities; rights to clean air, water, and soil; and which also shall include, but not limited to, the right to be free from all corporate activities that infringe these rights, including but not limited to the runoff from commercial use of fertilizers, the intentional and unintentional dumping of toxic water, and the physical deposition, emission, leakage, disposal, or placement of toxins into the land, air, or waterways from extraction, transportation, processing, storage, conveyance, and depositing of waste from fossil fuel exploration and development.

(e) Right to Protection from Government and Corporate Interference. All residents of Exeter and the Town of Exeter, as well as ecosystems and natural communities within Exeter, possess the right to enforce this Ordinance free of interference from corporations, other business entities, and governments. That right shall include the right to be free from ceiling preemption, because this Ordinance expands rights and legal protections for people and nature above those provided by less-protective state, federal and international laws.

Section 2 - State and Federal Constitutional Changes

Through the adoption of this Ordinance, the people of Exeter call for amendment of the New Hampshire Constitution and the federal Constitution to expressly secure the inherent right of local self-government, free from governmental restriction, ceiling preemption, and nullification by corporate "rights."

Once adopted at Town Meeting, the Ordinance is effective immediately and signed and dated by the town selectmen in accordance with NH RSA 31:128.

The Select Board voted 2-2-1 regarding recommendation of this article.

YES   
NO

Article 31

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:

(a) 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.

(b) 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 forms related to natural resource management.