

**Select Board Meeting**  
**Monday, July 15<sup>th</sup>, 2019, 6:40 p.m.**  
**Nowak Room, Town Office Building**  
**10 Front Street, Exeter NH**

1. Call Meeting to Order
2. Board Interviews – Sustainability Committee
3. Public Comment
4. Proclamations/Recognitions
  - a. Proclamations/Recognitions – Boys Track, Girls Track, Varsity Softball, Police Department Life Saver Award; Designation of July as Park and Recreation Month
5. Approval of Minutes
  - a. Regular Meeting: July 1<sup>st</sup>, 2019
6. Appointments
7. Discussion/Action Items
  - a. Julie LaBranche, Rockingham Planning Commission Coastal Resiliency Grant Opportunity
  - b. Parks/Recreation Project Requests
  - c. Parks/Recreation Fee and Facility Use Permit/Regulations Recommendations
  - d. Water-Sewer Rates Update
  - e. Conflict Of Interest Policy Discussion
8. Regular Business
  - a. Tax Abatements, Veterans Credits & 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

Kathy Corson, Chair  
Select Board

Posted: 7/12/19 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

### Sustainability Advisory Committee

#### Mission Statement:

The Sustainability Advisory Committee's role is to advise the Select Board on sustainable practices within the Town of Exeter and benchmark community progress in areas of sustainability.

#### Committee Charge:

The purposes of the Sustainability Advisory Committee are as follows:

Define sustainability within the context of current town operations.

Review sustainable initiatives and progress in town departments and functions.

Identify and engage community partners and stakeholders in the sustainability efforts.

Explore and create core focus areas for sustainability efforts from the town government's perspective.

Perform a "gap analysis" of what Exeter has accomplished (both community and town government?) regarding sustainability efforts, and recommend what needs to be accomplished.

Consider how the town will establish a formal Sustainability Office and what core tasks and functions will be part of the office's work, including budget, personnel, and expenses.

Advise the Select Board, Town Manager, Planning Board, Budget Recommendations Committee, Public Works Department, and Parks/Recreation on available grants to support sustainability initiatives.

Advise the Select Board, Town Manager, Planning Board, Budget Recommendations Committee, Public Works Department, and Parks/Recreation on sustainability priorities and initiatives within the town CIP process.

Review proposed CIP (Capital Improvement Plan) projects and warrant articles for sustainability.

Include an annual report to the Select Board encompassing the areas above and progress in each of the areas.

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

There is hereby established by the Select Board an eight (8) person Sustainability Advisory Committee

1 member of the Select Board

7 At Large Members (appointed by the Select Board)

Town Planner or their designee – Non-voting

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

Adopted by the Exeter Select Board

June 3<sup>rd</sup>, 2019



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

7/15/19  
6:40 pm

## Statement of Interest Boards and Committee Membership

**Committee Selection:** Sustainability Advisory Committee – 2 Year Term

New

Re-Appointment

Regular

Alternate

**Name:** Peter D. Lennon **Email:** orvamdogs@gmail.com  
**Address:** 20 Cullen Way, Exeter, NH 03833 **Phone:** 603-583-5950 (h) 719-325-9685 (c)

**Registered Voter:** Yes  No

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

Within the context of taxpayer concerns and government spending limits, advancing Exeter's ongoing sustainability efforts and searching for new, cost-prudent ways for it to become a more sustainable community make both policy and budgetary sense. I would like to apply my experience as a former Budget Recommendations Committee member and a current member of the Facilities Advisory Committee to contribute toward these objectives as well as help develop a Town-wide consensus supporting a near-term and longer term "Exeter Sustainability Agenda" that complements the Exeter Master Plan and development/implementation of the Town's Capital Improvement Programs.

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: Peter D Lennon

Date: July 11, 2019



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

Interview July 1 @ 6:40  
7/15/19  
6:50 pm  
Town Manager's Office

JUN 11 2019

Received

### Statement of Interest Boards and Committee Membership

Committee Selection: Sustainability Committee

New  Re-Appointment  Regular  Alternate

Name: Kristen Osterwood Email: osterwood@gmail.com

Address: 160 High St, Exeter Phone: 413 980 3515

Registered Voter: Yes  No

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

My background is in sustainability and green buildings. As a graduate student I used Life Cycle Analysis to evaluate the end of life impacts of plastics made from biopolymers. Professionally, I've worked in the green building world - teaching others about building certifications like LEED, WELL and Passive House. I'd love to help Exeter thrive for the next 400 years, no matter the climate.

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

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- 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: [Signature] Date: 6/10/19

160 High St  
Exeter, NH 03833

**KRISTEN OSTERWOOD**  
B.S., M.S., EIT, CPHD,  
WELL AP, LEED AP, GPRO

412.980.3515  
kosterwood@gmail.com

**RELAVENT EXPERIENCE**

**Technical & Policy Director                      Green Building Alliance                      Winter 2016-Summer 2018**

- Developed extensive building knowledge related to national and international standards in order to be an effective technical resource and capable of providing training.
- Organized and participated in an international Passive House Train the Trainer program to increase capacity in the region to build the high performing buildings.
- Managed a cohort of nonprofits, supporting participants to make most effective use of building assets - through development of facility plans, immediate cost-effective changes, education on available funding, and more.
- Advised, provided technical building knowledge, and useful connections to graduate and undergraduate students with inquiries on topics such as Life Cycle Assessment, brownfields, insulation values.
- Collaborated with numerous organizations, including PennFuture, Pennsylvania Environmental Council, Duquesne University, Energy Innovation Center, Keystone Energy Efficiency Alliance, CCI, City of Pittsburgh, Passive House Western PA.
- Provide technical assistance to owners, project teams, and businesses, to take their projects to the next level. Including performing Sustainability Reviews for the Urban Redevelopment Authority and providing input to the rezoning of the Uptown EcolInnovation District.
- Presented at multiple educational events on topics including green building best practices, the WELL Building Standard, Passive House, and building codes.
- Convened newly created Policy Committee as part of restarting policy efforts with a main focus on advocating for updated building codes in Pennsylvania, by collaborating with organizations from varied industries, meeting with legislators, co-organizing an advocacy day, and sending letters out against ineffective legislation

**Professional Boards and Certifications**

- Building Operators and Managers Association
- Breathe Collaborative
- Construction Legislative Council
- Passive House Western Pennsylvania
- Uptown Task Force - and co-chair Development subcommittee
- Shady Lane School Board
- LEED AP Operations + Maintenance
- WELL AP
- Certified Passive House Designer
- Green Professional - Operations + Maintenance

**Sustainability Engineer- Temp                      3R | Building Sustainability                      Winter 2015-2016**

- Assisted with documentation for LEED credits, utilized EnergyStar portfolio manager. Worked with fellow engineers to create Energy Audit reports for large multifamily building. Developed a cost-benefit analysis to determine LEED certification feasibility.
- Developed code that extracts information from an online database for LEED projects - enabling easy searching, i.e. determining how many projects are over 10,000 sq. ft.

**Community Program Associate      Conservation Consultants, Inc.                      Fall & Winter 2015**

- Worked with community organizations in local neighborhoods to roll out an energy and cost saving program to residents. The yearlong program, called Grassroots Green Homes, provided behavior changing tips and low cost tools to help home owners save money.



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composting resources to Shaler Area High School's newly purchased greenhouse. My role included demonstrating proper backyard composting practices to participating students, as well as purchasing and assembling composting bins.

- **Teaching Assistant (2010).** Developed and co-taught interactive modules focused on end of life awareness for Sustainable Engineering course - including class projects and homework.
- **Community Service.**
  - **High School Engineering Design Competition Coordinator (2011),** collected materials and organized activities for students to learn about sustainability through hands on activities e.g. building and designing a structure with recycled items to hold as much weight as possible.
  - **Mentor (2010).** Mentored undergraduates and high school students. These students were mentored through group discussions, where we talked about global warming and environmental impact of actions, and through involvement in research on the impacts of the end of life on biopolymers. The students helped to observe and record the impacts of different signage on consumer participation in disposal of waste in different waste streams.

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#### OTHER EXPERIENCE

##### Domestic Engineer

Spring 2012 - Spring 2015

- Managed and performed renovations to a house, installed radiant floor heating, high efficiency boiler, insulation, ceiling fans in every room, CFL and LED lighting, bamboo flooring, countertop made of half recycled paper and half bamboo, low flow fixtures, rainwater catchment system, and a ventilation system. Also replaced windows, developed green roof design for future installation, and used low VOC primers and paints.
- Explored local community, participated in Community Support Agriculture (CSA), participated in programs at the Pittsburgh Zoo, Squirrel Hill Library, Children's Museum and Community Center.
- Trainings: Level One Yoga Teacher Training and Obtained Certificate in Plant Based Nutrition

##### Undergraduate Researcher

Worcester Polytechnic Institute

2007 -2008

- **Atmospheric Modeling of Carbon Dioxide (2007).** Researched how trace gases in the atmosphere, such as carbon dioxide and ozone, impact the climate. The effect of these gases on energy policy and human health were evaluated. Advisor: Dr. Humi.
- **Water Quality Improvement for Pepperell Pond (2008).** Researched the possible causes for algae blooms in local pond in Massachusetts within the Nashua River Watershed through sampling and modeling techniques and created a remediation plan. Dr. Mathisen.

##### Undergraduate Researcher

National Science Foundation

Summer 2006

- Formulated a project, researched, collected and analyzed data, and created scientific poster about the allelopathic effects of mycorrhizal fungi and cogongrass. Advisor: Dr. Ervin



### **Proclamations/Recognitions**

1. Exeter Police Department Life Saver Awards
2. Boys Track Team – EHS State Champions
3. Girls Track Team – EHS State Champions
4. Girls Varsity Softball Team – EHS State Champions



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

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## Awards

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**Stephan Poulin** <spoulin@exeternh.gov>  
To: Everyone <Everyone@exeternh.gov>

Tue, Jul 9, 2019 at 10:31 AM

Hello- I just wanted to invite you to a very brief yet important awards ceremony here at the Exeter Police Department on July 11<sup>th</sup> at 3pm-(Fire Training Room). We will be recognizing three officers (2 Lifesaving and 1 Letter of Recognition).

On April 6, 2019 Sgt. Justin Ranauro and Ofc. Joseph Byron responded to 58 Alder Street to assist rescue personnel with a 60 year old woman that was "not conscious and not breathing". They were the first responders to arrive at the scene. The woman had collapsed in the driveway. After assessing the situation they immediately relieved a family member of CPR and continued alternating CPR in conjunction with AED shocks until the subject was taken into the ambulance. Ofc. Theodore Sierad arrived on scene and consoled and stayed with members of the family.

They will be commended for their quick thinking and actions. The officer's actions on this day no doubt saved a woman's life. I am proud to be presenting them with the Exeter Police Department's Life Saving Award.

The rescued woman and her family will also be in attendance.

Thank you.

**Chief Stephan R. Poulin**

*Exeter Police Department*

20 Court St

Exeter, NH 03833

Dispatch: 603-772-1212





# TOWN OF EXETER, NEW HAMPSHIRE

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

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

## Designation of July as Park and Recreation Month

WHEREAS parks and recreation programs are an integral part of communities throughout this country, including the Town of Exeter; and

WHEREAS our parks and recreation are vitally important to establishing and maintaining the quality of life in our communities, ensuring the health of all citizens, and contributing to the economic and environmental well-being of a community and region; and

WHEREAS parks and recreation programs build healthy, active communities that aid in the prevention of chronic disease, provide therapeutic recreation services for those who are mentally or physically disabled, and also improve the mental and emotional health of all citizens; and

WHEREAS parks and recreation programs increase a community's economic prosperity through increased property values, expansion of the local tax base, increased tourism, the attraction and retention of businesses, and crime reduction; and

WHEREAS parks and recreation areas are fundamental to the environmental well-being of our community; and

WHEREAS parks and natural recreation areas improve water quality, protect groundwater, prevent flooding, improve the quality of the air we breathe, provide vegetative buffers to development, and produce habitat for wildlife; and

WHEREAS our parks and natural recreation areas ensure the ecological beauty of our community and provide a place for children and adults to connect with nature and recreate outdoors; and

WHEREAS the U.S. House of Representatives has designated July as Parks and Recreation Month; and

WHEREAS the Town of Exeter recognizes the benefits derived from parks and recreation resources

NOW THEREFORE, BE IT RESOLVED BY THE SELECT BOARD that July is recognized as Park and Recreation Month in the Town of Exeter, New Hampshire.

\_\_\_\_\_  
Kathy Corson, Chairman

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Molly Cowan, Vice Chair

\_\_\_\_\_  
Niko Papakonstantis, Clerk

\_\_\_\_\_  
Anne L. Surman, Select Board

\_\_\_\_\_  
Julie Gilman, Select Board

\_\_\_\_\_  
Russell Dean, Town Manager

## Minutes

Select Board Meeting  
Monday July 1st, 2019  
Town Offices, Nowak Room  
Draft Minutes

1. Call Meeting to Order

Members present: Anne Surman, Kathy Corson, Julie Gilman, Molly Cowan, Niko Papakonstantis, and Russ Dean were present at this meeting. The meeting was called to order by Ms. Corson at 6 PM.

2. Board Interviews - Sustainability Committee

- a. The board went downstairs for interviews and reconvened at 7 PM. The applicants interviewed were Derek Haddad, Nina Braun, Christopher Zigmont, Robin Tyner, and Anna Stockman.

3. Public Comment

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

4. Proclamations/Recognitions

- a. Mr. Papakonstantis said that he coaches the 11 year old All-Stars, who along with the Exeter 9 and 10 year old All-Stars won championship games at the recent Rochester tournament. Exeter was well represented, and the teams exemplified great sportsmanship and community.

5. Approval of Minutes

- a. Regular Meeting: June 17th, 2019

**MOTION:** Ms. Surman moved to approve the minutes of June 17th as submitted. Mr. Papakonstantis seconded. All were in favor.

6. Appointments

- a. There were no appointments at this meeting.

7. Discussion/Action Items

- a. Gourmet Place Road Petition

Mark Beliveau of Pierce Atwood spoke about Unutil's request that Gourmet Place be accepted as a town road. This request is in conjunction with Unutil's intention to relocate their Kensington facility to Exeter. The overall project has been to the Planning Board and received approval for a 53,000 square foot building, with a mix of offices, warehouse, meeting rooms, and facilities. The company is concerned about Gourmet Place being a private road. Unutil is a first responder in severe weather, outages, and other emergencies, so they need clear and direct access to a town-maintained road. They are familiar with the challenges of maintaining a private road in conjunction with other abutters/users, and wish to avoid that in this location. Unutil is willing to make improvements to the road, and the request was approved by the Planning Board. Now they are requesting the Select Board's approval, and that the name of the road be changed to "Energy Way" or "Electric Way." These names have not yet been reviewed by the E911 Committee, but if the proposal is granted conditional approval they will bring it to that committee.

Mr. Dean said the departments have reviewed the request, along with a technical review and the Planning Board review, and everything is in order.

Ms. Surman asked who will be responsible for utilities in the road. Mr. Beliveau responded that there is a water line with a gravity line and forcemain. They are proposing that the town take ownership of the gravity portion, and Unitil and Road owner will be responsible for the forcemain and sewer pump stations.

Ms. Surman asked if any business addresses will be affected. Mr. Beliveau said that Gourmet Gift Basket has a Gourmet Place address, but they are tenants, and the owner of that property has approved of the change.

Mr. Papkonstantis said that the Planning Board was nearly unanimous in their approval. **MOTION:** Mr. Papkonstantis moved to accept Gourmet Place as a town road, subject to all conditions contained in plans and the Planning Board process, including technical review, and the cul de sac island as outlined in the June 21st letter from Pierce Atwood to the town. Ms. Cowan seconded. All were in favor.

**MOTION:** Mr. Papkonstantis moved to authorize Mr. Dean to sign the road deed of acceptance subject to all conditions being met. Ms. Gilman seconded. All were in favor.

Dave Sharples said he checked on "Energy Way" and nothing sounds like that in Exeter, and it's not a name used in Kensington or Brentwood. He suggested that the Board could approve the name subject to E911 review.

**MOTION:** Ms. Surman moved to approve the name change from "Gourmet Place" to "Energy Way" subject to review by the E911 Committee. Mr. Papkonstantis seconded. All were in favor.

b. E911 Committee - Road Name Changes

Dave Sharples discussed seven new recommendations for name or numbering changes that arose from the E911 Committee's review of the state's audit of nonstandard addresses in Exeter.

The first recommendation is to renumber the street addresses of the dwelling units on Park Street west of the railroad tracks, in accordance with Chapter 14 of the Town Ordinance, as depicted in the map titled "Renumber Park Street West of the Railroad Tracks" and dated May 14, 2019. In the audit, the state noted that the numbers went up and then down. The best approach is to renumber all properties west of the railroad tracks and reassign numbers every 50 feet per the ordinance.

Susan Bendroth of 69 ½ Park Street said that her number is confusing but she's used to it. The numbers on her side of the street make sense, so she questioned why they must change them.

Ms. Corson said it's painful but this necessary to help first responders. Ms. Surman added that the Assistant Fire Chief and new Police Captain agree with the changes. In difficult weather conditions and late at night it's difficult for first responders to find addresses quickly. It's an inconvenience to change, but it's a public safety matter.

Barbara Fittro of 56 Park Street said that when she moved in, she was told that the numbers were not right, and they had to put the numbers prominently on the front of the building. She asked the Board if this numbering change were already decided. Ms. Corson said that this is what the E911 Committee is telling them is necessary for safety.

John Lahey of Park Street said that residents of Jacks Court, who had both a name and a number change, found that the post office had a tough time with the change. Posting both numbers helped, with a sign like “formerly this number on Park Court.”

**MOTION:** Ms. Surman moved to renumber the street addresses of the dwelling units on Park Street west of the railroad tracks in accordance with Chapter 14 of the Town Ordinance, as depicted in the map entitled “Renumber Park Street West of the Railroad Tracks” and dated 5/14/2019. Ms. Cowan seconded. All were in favor.

Susan Bendroth asked when this change would become effective. Mr. Sharples explained that Assistant Fire Chief Justin Pizon will create a letter which will say the effective date of the change. It’s 30 days from the date of the letter, so about 6 weeks from tonight.

Mr. Sharples moved to the second recommendation, to change the street name and address of the multifamily dwelling currently identified as 77 Park Street Units 1-4 to 21 Epping Road Units 1-4 and renumber the adjacent dwellings on the lower portion of Epping Road, north side only, in accordance with Chapter 14 of Town Ordinance as depicted on the attached map entitled “77 Park Street Epping Road Renumbering” and dated 6/14/2019. Mr. Sharples explained that this property is on Epping Road but has a Park Street address, and there is nonstandard numbering on Epping Road. In order to give 77 an Epping Road address, they must renumber three properties on Epping Road. Ms. Corson opened the discussion to the public.

Christopher Harmon, a resident affected by the change, asked if there will there be a list of people to contact when the house gets renumbered. Mr. Sharples said that the Town contacts public services such as utility companies, the post office, FedEx, Comcast, and Google, but other services must be updated by the resident.

**MOTION:** Ms. Surman moved to change the street name and address of the multifamily dwelling currently identified as 77 Park Street and renumber the dwellings on Epping Road, north side only, in accordance with Chapter 14 of the Town Ordinance as presented tonight by Dave Sharples. Mr. Papakonstantis seconded. All were in favor.

Mr. Sharples discussed the third recommendation, to rename Pine Road to Jubal Road. There is already a Pine Street in town. Pine Road in Brentwood, which is a continuation of this road, will not change. Mr. Sharples suggested they erect a blue informational sign at the corner of Jubal Road to let people know that it changes to Pine Road at the Brentwood border.

Garrett Scholes of 131 Pine Road said the informational sign would be helpful. He also suggested that the full name of the person, “Martin Jubal,” might be a better name for the road. Martin Jubal was the first African-American property owner in the area. Ms. Corson asked if they could have two names in a road. Mr. Sharples said they tend to avoid proper names, but since “Jubal” is in it already, it’s a possibility. He asked that it go back to E911 Committee if that was the case. Ms. Gilman asked that the committee consult with the Historical Society to ensure that “Martin Jubal” is correct.

Rick Chancel, owner of a business on Pine Road in Brentwood, asked what they’re doing in Brentwood. Mr. Sharples said they’re not going to change that, Exeter doesn’t have jurisdiction.

**MOTION:** Ms. Surman moved to rename Pine Road, Exeter portion to either Jubal Road or Martin Jubal Road depending on the recommendation by the E911 Committee, and renumber dwellings in accordance with the town ordinance. Mr. Papakonstantis seconded. All were in favor.

Mr. Sharples said he will look into putting up an informational sign and town line sign at the Brentwood border.

Mr. Sharples discussed the next recommendation, naming the existing private driveway at 77 Newfields Road, which serves a dwelling and the Rye Beach Landscaping business, to Perennial Place.

**MOTION:** Ms. Surman moved to name the existing private driveway which serves a dwelling and business to the rear located at 77 Newfields Road to “Perennial Place” and renumber buildings in accordance with Chapter 14 of the Town Ordinance. Mr. Papakonstantis seconded. All were in favor.

Mr. Sharples then asked that they renumber Dow Street in accordance with Chapter 14 of the Town Ordinance and rename Robin Hood Extension to Dow Street and renumber accordingly as depicted on the attached map entitled “Renumber Dow Street and Rename Robin Hood Extension” dated 6/20/2019. The committee would also like to put in a sign. Robin Hood Extension is a duplicate name. He talked with the mobile home park, and they’re ok with this change. There is a Dow Lane in Kensington, but the committee does not propose renaming the street.

Cynthia Scolamiero of 11 Dow Street said that her address has been confused with 11 Dow Lane in Kensington, and is listed by the Post Office as undeliverable. She is hoping that the town notifying GIS services about the numbering change will resolve the problem.

**MOTION:** Ms. Surman moved to renumber the properties currently located on Dow Street in accordance with Chapter 14 of the Town Ordinance and rename Robin Hood Extension as a continuation of Dow Street and renumber accordingly as depicted on the attached map entitled “Renumber Dow Street and Rename Robin Hood Extension” dated June 20, 2019. Mr. Papakonstantis seconded. All were in favor.

Mr. Sharples then asked that the Board rename River Street Extension, which is a duplicate name, and change to “Sycamore Street” the section of South Street which starts at Franklin Street, continues through a 70 degree intersection, and terminates in Court Street. They would then renumber in accordance with Chapter 14 of the Town Ordinances.

Barbara Moray of 41 South Street said that her address is actually a duplex, 41-43 South Street, and she wants to be sure they don’t mix them up. Mr. Sharples said that they will renumber it accordingly.

**MOTION:** Ms. Surman moved to rename River Street Extension and a portion of South Street running easterly from Court Street to River Street to “Sycamore Street” and renumber in accordance with Chapter 14 of the Town Ordinance as depicted on the attached map entitled “Renaming River Street Extension/South Street to Sycamore Street” dated April 2<sup>nd</sup>, 2019. Mr. Papakonstantis seconded. All were in favor.



Mr. Sharples then asked that the Board rename Stony Brook Connector to Finch Lane and assign new street addresses in accordance with Chapter 14 of the Town Ordinance. Stony Brook is a duplicate street name. He added that no structures or addresses are currently on it.

**MOTION:** Ms. Surman moved to rename Stony Brook Connector to Finch Lane and assign street addresses in accordance with Chapter 14 of the Town Ordinance. There are currently no structures and/or numbered street addresses on the connector road. Mr. Papakonstantis seconded. All were in favor.

c. Lincoln Street Parking/Updates Follow Up

Mr. Dean said since the Board last met, he, the Town Planner, Selectwoman Gilman, and eight or nine other people have formed an informal work group to talk about issues on Lincoln Street. Major construction there should be winding down in August. There's a parking lot at Lincoln Street School which is under construction. They are working on different options regarding parking management in that area.

Mr. Sharples said that he did an analysis on the Lincoln Street Train Station lot and explored paid parking for this area. The lot services the Amtrak Downeaster which runs 10 trains a day and will increase to 12 next year. There are 77 parking stalls. During his field visits, this lot is at or close to 100% utilization during commuting times. There are a total of 175 parking stalls between Lincoln and Daniel streets, 28 of which are restricted to a two hour limit. There are four ADA stalls. 143 parking stalls allow all day parking. During the week, there is inadequate parking available at the train station lot. Paid parking with a multispace meter is the most viable option for managing parking in this area. This costs \$8,000-\$10,000 per meter, including installation, and they would need one or maybe two. There are 75 all-day parking spaces on Lincoln Street near the school, and they're planning to stripe out these spots. If they proceed with paid parking, there are considerations on the logistics of the meters and enforcement. He has a vendor who can come in to talk about specs.

Ms. Corson said there are spaces marked public on his map but which have signs limiting those spaces to Arjays' customers. Mr. Sharples said he will look into that.

Mr. Dean asked the Board to think about the fee structure. He gravitates toward a daily fee, which fits the context of the train riders. Having some cost recovered for parking would allow them to make improvements to that area. Ms. Cowan asked for input from business owners there on charging for parking, but Mr. Sharples said they haven't had those conversations yet.

Ms. Surman asked why people would pay to park in the lot if parking on Lincoln Street is free. Mr. Sharples said that the lot is a premium spot, and if they find the right fee they could get people to park there. They could also change the rest of the spots on Lincoln Street to two hour parking.

Ms. Gilman said if they introduce paid parking, they need to make sure that winter clearing is in place. Mr. Dean said that having an additional revenue stream gives them more options for contracted plows to focus on that lot.

Ms. Corson asked how they will enforce the parking, and suggested they add a kiosk and offer two hours free on all spots, otherwise the time limit can't be enforced. Mr. Dean said other towns' enforcement officers are taking pictures of parked cars now to aid enforcement. He said that they can continue to have the enforcement conversation.

The Board gave Mr. Hall permission to speak as a non-resident [no motion was made].

Bob Hall, part of the working group on Lincoln Street, said that this area is a gateway to Exeter. What's happening on Lincoln Street is wonderful. Construction has interfered with people, but the end result will be good. There's no such thing as free parking. They need some amenities for the train station. Everyone should pay a little bit. Pay and Display works well, this is the Dover model. They have to determine how to accommodate long-term parking. Start with a low price point. Enforcement is key. They must keep the school in mind. The elevated crosswalk is a plus for safety. Ridership is growing 3% a year on the train. There are 60 - 65 cars. Another year and it will be worse.

Ms. Corson said it's a big investment for kiosk and signage, possibly \$15,000. She asked what they expect for revenues. Mr. Sharples said it depends on utilization. Other towns offer monthly permits at a deep discount. He will drill down on fees and enforcement. Exeter is getting a new ACO that will also do parking. Ms. Corson asked him to look at long-term parking options, for example dedicating five to ten spaces for this purpose, and to work with the School Board.

#### d. Hampton Sewer Agreement

Mr. Dean presented the Hampton Sewer agreement, which was approved by the board May 21 2018, went back to Hampton, and then to NH DOJ. The DOJ didn't quite rewrite the agreement, but it didn't meet their requirements for approval. He would like to make one change to the agreement in the packet: in Operative Provisions, section I, strike out "which approval will not be unreasonably withheld." They don't want to *have* to approve them. They could add a sentence like "under no obligation to accept additional wastewater from Hampton." If the Board is ok with the change, he suggested they don't do anything tonight. He will send the changes to the proper authorities to get approval and then get the greenlight for them to sign.

### 8. Regular Business

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

- i. There were no abatements or exemptions at this meeting.

#### b. Permits & Approvals

Ms. Corson said that the American Independence Museum would like to use 35 pieces of surplus town granite for a pathway and steps.

**MOTION:** Ms. Surman moved to authorize the American Independence Museum to receive 35 pieces of surplus granite from the Public Works Department. Mr. Papakonstantis seconded. Ms. Gilman abstained, and the motion passed 4-0-1.

#### c. Town Manager's Report

- i. Property tax bills are due today, July 1.
- ii. They are continuing to answer questions about the revaluation.
- iii. The Front Street paving and sidewalk project has been completed, and sidewalks are now connected from PEA to the Post Office.
- iv. The Facilities Committee meeting is tomorrow at 8 AM.
- v. For town events, the brass band concert is tonight, and on Mondays throughout July. The Criterium Bike race is July 9th downtown. The American Independence Museum festival is July 13th.

- vi. The Fire agreement has been concluded and is ready for the Board's signature; this is good for the next three years.
  - vii. Pine Street paving finished today.
  - viii. They are planning for the first BRC meeting on July 24th at 6:30 PM.
  - ix. The Governor vetoed the budget. Ms. Gilman added that there would be a veto override day in September.
- d. Select Board Committee Reports
- i. Ms. Gilman attended the Lincoln Street meeting. At the State House, the House and Senate passed the state budget with municipal aid and additional school aid and staffing support for DCYF, adding over 50 new positions. They are waiting for an overturn of the governor's veto. They are increasing the state minimum wage; they approved raising it to \$10 in 2020 and \$12 in 2022.
  - ii. Mr. Papakonstantis said the Facilities Committee was rescheduled, to tomorrow at 8. He did not attend the Planning Board meeting on Thursday but talked to Chair Plumer, who said that Varsity Wireless was tabled and they will be doing a sitewalk for a dentist's office.
  - iii. Ms. Cowan and Ms. Surman did not have an update.
  - iv. Ms. Corson said that at the HDC, they looked at the Citizens Bank door replacement, and approved the 140 High Street renovation. She attended a meeting of the Swasey Parkway Trustees, where she told them that on July 15th the Board will be discussing changes to the rules and procedures for Swasey. It will not be a joint meeting, but she will take the result back to the Trustees, and if they feel the need for a joint meeting the Board will have one.
- e. Correspondence
- i. A letter of deficiency that a report had not been submitted, which Mr. Dean explained was just an oversight.
  - ii. The agenda for the Exeter Public Library meeting. Ms. Corson would like an update on how things are going.

9. Review Board Calendar

- a. The next meeting is July 15th.

10. Non-Public Session

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

11. Adjournment

**MOTION:** Ms. Surman moved to adjourn. Mr. Papakonstantis seconded. All were in favor and the meeting adjourned at 9:30 PM.

Respectfully Submitted,  
 Joanna Bartell  
 Recording Secretary

## **Board Appointments and Resignations**

**Board and Committee Appointments**

**July 15<sup>th</sup>, 2019**

**Sustainability Advisory Committee (4 openings)**

Candidates: Derek Haddad, Christopher Zigmont, Nina Braun, Robin Tyner, Anna Stockman, Liuxi Sun (all interviewed on July 1<sup>st</sup>, 2019).

Motion: Move the Board appoint \_\_\_\_\_ to the Sustainability Advisory Committee with a term to expire 4/30/22 (1 position) 4/30/21 (2 positions), 4/30/20 (1 position).

Interviews scheduled July 15<sup>th</sup>, 2019: Peter Lennon, Kristen Osterwood.

Members appointed on July 1<sup>st</sup>: Jennifer Brackett Piskovitz, Beverly Tappan, Chetana Parmar.

**Julie LaBranche, Rockingham Planning Commission re: Coastal Resiliency Grant Application**



May 9, 2019

## NOTICE FOR FUNDING OPPORTUNITY

### NEW HAMPSHIRE COASTAL RESILIENCE MUNICIPAL PLANNING GRANTS

#### Request for Proposals

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##### *Supporting Municipal Capacity Building and Planning Projects*

The New Hampshire Department of Environmental Services (NHDES) Coastal Program has targeted funds available for municipal projects that plan for resilience to coastal hazards and build sustained capacity to implement resilience plans. The proposals will be scored and ranked according to the "Proposal Requirements and Evaluation Criteria," as described in Section D. Applicants with the highest ranking proposals will be asked to refine detailed scopes of services and budgets for contracting. A final contract is subject to successful negotiation and state approval of a scope of services and budget. Funds for this grant opportunity are provided by the National Oceanic and Atmospheric Administration's (NOAA) Office for Coastal Management under the Coastal Zone Management Act in conjunction with the NHDES Coastal Program.

#### **1. Purpose**

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Each year, coastal municipalities in New Hampshire (NH) experience flooding and coastal storm damages to property, infrastructure, natural and cultural resources, along with associated economic disruptions. The past few years brought damaging nor'easters and more frequent reports of nuisance high tide flooding. These hazards are projected to intensify and expand with the effects of climate change. In order to prepare for coastal hazards, municipalities need to find creative ways to engage residents and partners to address risks and incorporate resilience into capital improvements, natural resource protection, and historic preservation. Several coastal NH municipalities have already completed general vulnerability assessments and have begun integrating climate change in local plans and ordinances; however, municipalities lack sustained local capacity to institutionalize climate change adaptation throughout municipal operations and implement the resilience priorities identified in their plans.

To help municipalities prepare for coastal hazards, the NHDES Coastal Program is announcing the 2019 NH Coastal Resilience Municipal Planning Grant opportunity. These funds are intended to support planning to increase resilience to coastal hazards as well as build local capacity to implement resilience plans. Projects must take place within one of the 17 Coastal Zone municipalities. For the purposes of this funding opportunity, coastal resilience is defined as the capacity of a community or system to proactively prepare for and bounce back better from hazardous events such as hurricanes, coastal storms, and long-term sea-level rise and associated impacts, rather than the ability to simply react and respond to events. Projects timeframes are expected to be 12 to 18 months.

All projects must incorporate the following elements:

- a) Projects must incorporate best available climate science for storm surge, sea-level rise,

and/or extreme precipitation.<sup>1</sup>

- b) Projects must involve community/stakeholder engagement and evaluate the success of engagement efforts based on clearly articulated objectives. Projects should instill a sense of ownership and clear understanding of next steps in the target communities or groups.
- c) Projects must address social equity and justice issues to ensure that underserved populations and their priorities are prioritized in the planning process.
- d) Projects must recognize, integrate, and promote resilience benefits provided by nature.

## 2. Eligible Project Types

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### a) **Developing a Master Plan Chapter focused on Coastal Hazards and Climate Adaptation**

The Coastal Hazards and Adaptation Master Plan Chapter (CHAMP) guides and directs municipal activities on coastal hazards, adaptation, and resilience. Municipalities that do not have a CHAMP Chapter may apply for funds to collaboratively develop a CHAMP Chapter for their Master Plan. Municipalities with integrated master plans are also eligible to apply to incorporate coastal hazards and adaptation into their integrated plan. CHAMP Chapter development must follow elements a) through d) identified in Section 1 above. Additionally, CHAMP Chapters should include:

- Site-specific mapping of hazards, prioritizing planning areas, strategies for vulnerable sites, and strategies for less vulnerable planning areas
- Coordination with the local hazard mitigation plan, at minimum
- Consideration of, but not limited to, the following datasets: sea-level rise, sea level affecting marshes modeling, resilient tidal crossings, Tides to Storms or C-RiSe, and living shoreline site suitability (report; mapping tool)

### b) **Creating a Sustained Municipal Initiative to Implement CHAMP Chapter**

Once a CHAMP (or master plan that adequately integrates coastal hazards and climate change adaptation) is approved, many municipalities struggle to implement priorities identified in the chapter due to constrained resources, competing priorities, limited staff time, and other factors. Municipalities that have an approved CHAMP Chapter (or equivalent) may apply for funds to set up and support a sustained municipal initiative to prioritize and implement actions within the CHAMP. The municipal initiative may take the form of an informal or formal committee, subcommittee, or other group of stakeholders that includes volunteers and/or paid staff. Funds are expected to be used for consultant or municipal staff services to support the initiative. Activities the CHAMP municipal initiative might undertake once it is established include, but are not limited to:

- Establishing shared understanding amongst decision making bodies
- Identifying and implementing priorities within the existing, approved CHAMP

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<sup>1</sup> As a starting point, applicants may access information about storm surge, sea-level rise, and/or extreme precipitation in coastal New Hampshire in the New Hampshire Coastal Risk and Hazards Commission final report at [www.nhcrhc.org](http://www.nhcrhc.org).



- Grant proposals and other fundraising to implement identified priorities within the CHAMP
- Proposing municipal ordinances, policies, or other recommendations for consideration or adoption by relevant municipal staff, boards, commissions
- Serving as a local resource for other municipal boards, committees, or staff to discuss coastal hazards and resilience issues
- Updating an existing CHAMP chapter or obtaining approval for an existing draft CHAMP chapter

### **3. Funding, Required Match, and Applicant Eligibility**

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Total anticipated funding for all NH Coastal Resilience grant projects is approximately \$100,000. Applicants must request a minimum of \$10,000 and no more than \$30,000 in grant funds per project. Between four and eight projects are expected to be funded.

A 2:1 federal grant funds to non-federal match through cash or in-kind services is required. For example, a project requesting \$20,000 in grant funding would provide at least \$10,000 in non-federal matching contributions for a total project budget of \$30,000.

Eligible applicants include:

- a) One or more of the following coastal zone municipalities: Dover, Durham, Exeter, Greenland, Hampton, Hampton Falls, Madbury, New Castle, Newfields, Newington, Newmarket, North Hampton, Portsmouth, Rollinsford, Rye, Seabrook, or Stratham, and/or
- b) Municipal consultant(s), including non-profit, quasi-governmental, or private organizations. Consultant applicants must include in their proposal a written letter of support from the municipality's Board of Selectmen, Town Council or City Council. Each project must take place within and on behalf of one or more of the 17 coastal municipalities identified in 3a).

### **4. Proposal Requirements and Evaluation Criteria**

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Submitted proposals should total no more than five pages and should be organized using the numbered headings listed below. Letters of support may be appended to the proposal without contributing to the page limit. Eligible proposals will be reviewed on a competitive basis and evaluated based on the following criteria and point value (**total of 100 points**):

- a) **Project Title**
- b) **Applicant Information**
  - i. Name, organization, address, and contact information
  - ii. If the applicant is consulting on behalf of a municipality, include the name of the municipality and primary contact information for the municipal project sponsor
- c) **Project Type, Goals, and Objectives (10 pts)**
  - i. Identify whether your proposal is a:
    1. CHAMP Chapter Development, or
    2. Sustained Municipal Initiative to Implement CHAMP

- ii. Provide the project goal statement.
- iii. List the project's measurable objectives.

**d) Project Description (30 pts)**

- i. Briefly describe the proposed work.
- ii. Describe how the proposed work will help advance the community's coastal resilience goals. Sustained Municipal Initiative to Implement CHAMP projects should describe how the proposed work will help advance the communities CHAMP goals, specifically.
- iii. Describe how the proposed work will integrate best available climate science for storm surge, sea-level rise, and/or extreme precipitation.
- iv. Describe the project stakeholders (including decision-makers). In doing so, describe:
  - i. how you will reach those stakeholders
  - ii. what you want the stakeholders to do, and
  - iii. how you will measure successful engagement.
  - iv. how the project will instill a sense of ownership and clear understanding of next steps in the target communities or groups.
  - v. whether and how stakeholders were involved in proposal development.
- v. Describe how the project will recognize, integrate, and/or promote the resilience benefits provided by nature.

**e) Project Personnel and Partners (20 pts)**

- i. Describe the principal in charge of implementing the grant award and the roles of specific personnel on the project team. Describe partners contributing to the proposed work, including the specific roles of personnel. Points will be awarded based on the expertise of the project team as it relates to the proposed work and how clearly project team roles are described.
- ii. Attach letters of support provided by the municipality (Board of Selectmen, Town Council, or City Council) and other relevant community organizations. Letters of support should demonstrate the need for the project work as well as the commitment to participate in the project process by key partners and stakeholders.

**f) Project Work Plan (30 pts)**

- i. Provide a task-based work plan that describes project tasks with realistic timeframes for each task within a 12- to 18-month time period starting as early as January 2020 and ending June 30, 2021.

Include semi-annual and final reporting as distinct tasks. Semi-annual reports are due every June 30 and December 31 throughout the project period. Final deliverables and a final report will be due at the conclusion of the project.

- ii. List project deliverables with expected completion dates.

**g) Project Budget and Match (10 pts)**

- i. Provide an estimated budget for the proposed work by project task.

- ii. Describe how match in non-federal cash and/or in-kind services will be provided, including a detailed description of the source(s) of match. A two-to-one federal grant funds to non-federal match through cash or in-kind services is required. For example, a project requesting \$20,000 in grant funding would provide at least \$10,000 in non-federal matching contributions for a total project budget of \$30,000. Exceptions to the match requirement may be made for project applicants who can demonstrate hardship securing match.
- iii. Provide an estimated budget for the proposed work, match amounts, and match type (in-kind, cash, or both) by federal budget categories (use Attachment 1 Table Template). Federal budget categories are: Personnel, Fringe Benefits, Equipment, Travel, Supplies, Sub-Contractual, Other, Indirect Charges.

## 5. Important Dates

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- If you have questions about this funding opportunity, please contact NHCP Coastal Resilience Coordinator Kirsten Howard at [kirsten.howard@des.nh.gov](mailto:kirsten.howard@des.nh.gov) or 603-559-0020 prior to Friday, July 12, 2019.
- Proposals must be emailed as a PDF or Word Document to [kirsten.howard@des.nh.gov](mailto:kirsten.howard@des.nh.gov) by **4:00 pm EDT on Friday, July 26, 2019**.
- Upon review of proposals, selected applicants will be **notified by Friday, August 9, 2019**. Selected applicants will be invited to negotiate final scopes of services and budgets with NHDES Coastal Program staff. Selected applicants are expected to finalize scopes of services and budgets by Friday, September 27, 2019.
- Contracts will begin upon Governor and Executive Council approval. Contracts are expected to begin between January and March 2020. Projects will end on June 30, 2021.

## 6. Terms and Conditions

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Submittal of a proposal does not commit NHDES to award a contract or pay any costs incurred during the preparation of a proposal. All awards are subject to Governor and Executive Council approval. NHDES also reserves the right to reject any or all of the proposals and to negotiate the scopes of work, timeframes, and requested grant amounts.

## 7. Contact

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Kirsten Howard | Coastal Resilience Coordinator | NH Department of Environmental Services, Coastal Program | 222 International Drive, Suite 175, Portsmouth, NH 03801 | Email: [kirsten.howard@des.nh.gov](mailto:kirsten.howard@des.nh.gov) | Phone: 603-559-0020

**Attachment 1: Federal Budget Category Table Template**

Note: (double-click the table below to open Excel table format and enable editing)

<b>Item</b>	<b>Federal (NHCP)</b>	<b>Non-federal (Match)</b>	<b>Match Type (cash, in-kind, or both)</b>	<b>Total</b>
Personnel	\$0	\$0		\$0
Fringe	\$0	\$0		\$0
Equipment	\$0	\$0		\$0
Travel	\$0	\$0		\$0
Supplies	\$0	\$0		\$0
Sub-Contractual	\$0	\$0		\$0
Construction	N/A	N/A		N/A
Other	\$0	\$0		\$0
Indirect	\$0	\$0		\$0
Totals	\$0	\$0		\$0

# **NEW HAMPSHIRE COASTAL RESILIENCE MUNICIPAL PLANNING GRANTS Request for Proposals**

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*Supporting Municipal Capacity Building and Planning Projects*

## **PROJECT TITLE:**

### **CHARTING A COURSE FOR THE EXETER SUSTAINABILITY ADVISORY COMMITTEE**

#### **Applicant Information**

Town of Exeter

C/o Exeter Select Board

10 Front Street, Exeter NH 03833

Phone: (603) 773-6012 Email: [kathykcorson@gmail.com](mailto:kathykcorson@gmail.com)

#### **Project Consultant**

Rockingham Planning Commission - Julie LaBranche, Senior Planner

156 Water Street, Exeter, NH 03833

Phone: (603) 658-0522 Email: [jlabranche@therpc.org](mailto:jlabranche@therpc.org)

#### **Project Type, Goals, and Objectives (10 pts)**

##### Project Type

This proposal is a Sustained Municipal Initiative that supports the citizens petition warrant article approved in 2019 to create a Sustainability Office and the Select Boards subsequent action to appoint a Sustainability Advisory Committee. See details on the Sustainability Advisory Committee's mission statement and charge at <https://www.exeternh.gov/bcc-sa>. This proposal will implement several key items in the Committee's Charge.

Although Exeter does not have a dedicated CHAMP, this proposal supports the following items in the Town of Exeter 2018 Master Plan Action Agenda related to climate change, adaptation, resilience and sustainability<sup>1</sup>: Support #3-8; Prepare #2a, 2b, 2c, 3c; Steward #1b; Grow #6; Connect #2a, 2b, 2c, 3, 4, 7; and Communicate #5.

##### Project Goal Statement

Exeter will have well-defined strategies and an action plan to support implementation and coordination of sustainable practices across municipal functions, services, plans and regulatory frameworks and support the community to become resilient by protecting its infrastructure, economic, natural, cultural, recreational and historic resources.

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<sup>1</sup> Town of Exeter 2018 Master Plan

[https://www.exeternh.gov/sites/default/files/fileattachments/planning/page/10161/1exetermasterplan\\_adopted2-22-2018\\_508c.pdf](https://www.exeternh.gov/sites/default/files/fileattachments/planning/page/10161/1exetermasterplan_adopted2-22-2018_508c.pdf)

### Project Measurable Objectives

The project's measurable objectives are:

1. Current conditions (situation assessment) and current and future needs are identified to ensure the town effectively integrates sustainability and resiliency practices into future local decision making.
2. A detailed Work Plan is developed to guide actions of the Sustainability Advisory Committee, local decision makers, boards, commissions, residents and businesses.
3. Recommended actions in the Work Plan are coordinated across municipal staff and across municipal services, practices, regulations and planning.
4. Community support for creating sustainable systems and services.
5. Community education and awareness is enhanced and participation in sustainability initiatives is strengthened.
6. Public information about sustainable and resiliency practices is accessible.

### **Project Description (30 pts)**

Briefly describe the proposed work.

The project deliverables will serve to: 1) coordinate the activities of the newly formed Sustainability Advisory Committee and define its desired goals, objectives and outcomes; coordinate sustainability and resiliency policies across municipal practices, functions, services, plans and regulatory frameworks; provide outreach to the community; and engage local and regional stakeholders.

Describe how the proposed work will help advance the community's coastal resilience goals.

Exeter has already achieved a number of benchmarks toward a more sustainable and resilient future including solar installations and energy efficiency improvements at its facilities, a comprehensive update of the town's Master Plan, and preparation of a climate vulnerability assessment. As valuable as they are to the community, these various actions to date lack a cohesive vision and plan and a coordinated framework for implementation of future actions to reach a desired "future state". The deliverables described in this proposal will serve as a preliminary guide for Exeter to work toward a more sustainable future, as stated in its Master Plan, and enhance the capacity of the Sustainability Advisory Committee to achieve its mission and charge.

Sustained Municipal Initiative to Implement CHAMP projects should describe how the proposed work will help advance the communities CHAMP goals, specifically.

This proposal is a Sustained Municipal Initiative that supports the following statements in the Town of Exeter 2018 Master Plan<sup>2</sup>:

*Vision Statement – “Our local government will protect the welfare of our residents and continue to provide support that helps those in need, prepares us for a changing climate, and continually improves the condition of our natural resources.”*

*Our Call to Action Statement – “Prepare. Municipalities across the country are beginning to focus on the concept of ‘resiliency,’ which speaks to a community’s ability to recover from disasters or adapt to new stressors. Rising temperatures, cybersecurity, emergency response, and flooding are examples of increased challenges for which Exeter must prepare.”*

This proposal is a Sustained Municipal Initiative that supports the following items in the Town of Exeter 2018 Master Plan Action Agenda: Support #3-8; Prepare #2a, 2b, 2c, 3c; Steward #1b; Grow #6; Connect #2a, 2b, 2c, 3, 4, 7; and Communicate #5.

The proposed work will support implementation of one or more of these Master Plan Action Agenda items by organizing the work of Sustainability Advisory Committee to achieve their maximum effectiveness in implementing priority projects, initiatives and work products as described in their mission statement and charge.

Describe how the proposed work will integrate best available climate science for storm surge, sea-level rise, and/or extreme precipitation.

Data and maps from the Climate Risk in the Seacoast Report (RPC 2017)<sup>3</sup>, the Exeter Resilience – Lincoln Street II Report (Roseen/RPC, 2017)<sup>4</sup>, Land Conservation Priorities for the Protection of Coastal Water Resources: A Supplement to The Land Conservation Plan for New Hampshire’s Coastal Watersheds<sup>5</sup> and the NH Coastal Risks and Hazards Report<sup>6</sup> will be used to identify high risk flood areas and natural resources at risk and to prioritize action items to enhance resilience and implement sustainable practices.

Describe the project stakeholders (including decision-makers).

Project stakeholders will include the Sustainability Advisory Committee, Select Board, municipal staff, boards, commissions and committees and the public including residents, property owners and businesses. The RPC will also be a stakeholder in its role as a coordinator of regional issues and interests that may arise in the course of the work outlined in the proposal. The Sustainability Advisory Committee may also engage other stakeholders such as the Coastal

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<sup>2</sup> Town of Exeter 2018 Master Plan

[https://www.exeternh.gov/sites/default/files/fileattachments/planning/page/10161/1exetermasterplan\\_adopted2-22-2018\\_508c.pdf](https://www.exeternh.gov/sites/default/files/fileattachments/planning/page/10161/1exetermasterplan_adopted2-22-2018_508c.pdf)

<sup>3</sup> <https://www.therpc.org/regional-community-planning/climate-change/crise>

<sup>4</sup> <https://www.therpc.org/exeterresilience>

<sup>5</sup> The Nature Conservancy 2016 [https://extension.unh.edu/resources/files/Resource006517\\_Rep9334.pdf](https://extension.unh.edu/resources/files/Resource006517_Rep9334.pdf)

<sup>6</sup> <https://www.nhcrhc.org/>

Adaptation Workgroup and state and federal agencies for their input and to enhance content of public forums and events (e.g. the Kittery Land Trust Seacoast Environmental Film Festival “toolkit” [M. Paley 2019 under development]).

In doing so, describe:

- how you will reach those stakeholders

In-person meetings and presentations, public forums and events, PublicInput.com social media platform, website, emails and print media.

- what you want the stakeholders to do, and

Municipal stakeholders: provide input and coordination across departments, policies and plans. Public: participate in informational events, offer support for municipal initiatives and decisions to invest in sustainable practices, and demonstrate personal responsibility through behavior change by signing of pledges and/or participating in social media campaigns.

Local/Regional stakeholders: provide tools, technical advice, and guide product development

- how you will measure successful engagement.

Number of participants at meetings and public events.

Statistical information gathered from PublicInput.com surveys, blogs, and other social interface tools.

Quality of final deliverables and level of support across municipal decision makers and staff.

- how the project will instill a sense of ownership and clear understanding of next steps in the target communities or groups.

All deliverables proposed will be developed by the Sustainability Advisory Committee with input from other identified stakeholders. These products will serve as a “blueprint” for SAC activities and initiatives and may be modified over time to address changing needs or conditions.

- whether and how stakeholders were involved in proposal development.

The Select Board, members of the Sustainability Advisory Committee and town staff participated in the development of this proposal.

- Describe how the project will recognize, integrate, and/or promote the resilience benefits provided by nature.

Exeter has abundant natural resources and several groups charged with protecting these resources including the Conservation Commission, Heritage Commission and Exeter-Squamscott Local Advisory Committee. Exeter also has regulatory standards that provide high levels of natural resource and ecosystem services protection including buffers to water bodies



and wetlands, state of the art stormwater management standards, and significant conserved lands particularly in the 100-year floodplain. Sustaining natural resources and their protections, including consideration of current and future climate change impacts, will be a priority in the assessments, plans and outreach developed under this proposal.

#### **Project Personnel and Partners (20 pts)**

Describe the principal in charge of implementing the grant award and the roles of specific personnel on the project team. Describe partners contributing to the proposed work, including the specific roles of personnel. Points will be awarded based on the expertise of the project team as it relates to the proposed work and how clearly project team roles are described.

The Rockingham Planning Commission (RPC) will act as lead for the project including preparation and submission of semi-annual reports and final project deliverables.

The Exeter Sustainability Advisory Committee will support the efforts of the RPC by coordinating with municipal staff, boards and commissions; conducting research and compiling information and data as needed; and working with RPC to produce the final project deliverables.

Attach letters of support provided by the municipality (Board of Selectmen, Town Council, or City Council) and other relevant community organizations. Letters of support should demonstrate the need for the project work as well as the commitment to participate in the project process by key partners and stakeholders.

Refer to the attached letter of authorization from the Select Board.

Letters of support from Conservation Commission, Historic District Commission, Planning Board and Heritage Commission will be submitted separately.

### Project Work Plan (30 pts)

Provide a task-based work plan that describes project tasks with realistic timeframes for each task within a 12- to 18-month time period starting as early as January 2020 and ending June 30, 2021. Include semi-annual and final reporting as distinct tasks. Semi-annual reports are due every June 30 and December 31 throughout the project period. Final deliverables and a final report will be due at the conclusion of the project.

Task	Task Description	Coordinating Partner(s)	Timeframe for Completion
1	Convene kick-off meeting and monthly meetings with Sustainability Advisory Committee (SAC)		January 2020 – June 30, 2021
2	Prepare draft situation assessment		April 2020
3	Finalize Situation Assessment		September 2020
4	Prepare draft Needs Assessment		April 2020
5	Finalize Needs Assessment		September 2020
6	Convene a public forum to discuss Situation Assessment, collect input for the needs Assessment and SAC Work Plan; utilize PublicInput.com social media tools to assist with this Task		January 2021
7	Prepare draft SAC Work Plan		February 2021
8	Finalize SAC Work Plan		May 2021
9	Compile sustainability and resiliency materials and post to website with final deliverables		May 2021
10	Create a public information campaign focused on how public actions and choices influence/shape sustainability at the community level.		September 2020 – June 2021
11	Prepare Semi-Annual Reports	n/a	June 30 and December 31, 2020
12	Prepare and Submit Final Report	n/a	June 30, 2021

#### List project deliverables with expected completion dates.

1. Prepare a Situation Assessment (current conditions) and a Needs Assessment for the town focused on integrating sustainability and resiliency practices into local decision making. [ ]
2. Prepare a detailed SC Work Plan to guide short-term and longer-term actions of the Sustainability Committee, local decision makers, boards, commissions, residents and businesses. [ ]
3. Prepare an action plan with assigned lead implementers and identified outcomes.
4. Prepare and launch a public information campaign focused on how public actions and choices influence and shape sustainability at the community level.

5. Coordinate a Fall 2019 sustainability Film Festival and Public Forum to enhance community education and awareness.
6. Prepare a brief summary report of discussions at the public forum and results from PublicInput.com.
7. Compile information about sustainability and resiliency practices and project deliverables and make available to the public on a dedicated website. [ ]

**Project Budget and Match (10 pts)**

Provide an estimated budget for the proposed work by project task.

<b>Task</b>	<b>Task Description</b>	<b>Estimated Budget</b>	<b>Timeframe for Completion</b>
<b>1</b>	Convene kick-off meeting and monthly meetings with Sustainability Advisory Committee (SAC)	\$	January 2020 – June 30, 2021
<b>2</b>	Prepare draft situation assessment	\$	April 2020
<b>3</b>	Finalize Situation Assessment	\$	September 2020
<b>4</b>	Prepare draft Needs Assessment	\$	April 2020
<b>5</b>	Finalize Needs Assessment	\$	September 2020
<b>6</b>	Convene a public forum to discuss Situation Assessment, collect input for the needs Assessment and SAC Work Plan; utilize PublicInput.com social media tools to assist with this Task	\$	January 2021
<b>7</b>	Prepare draft SAC Work Plan	\$	February 2021
<b>8</b>	Finalize SAC Work Plan	\$	May 2021
<b>9</b>	Compile sustainability and resiliency materials and post to website with final deliverables	\$	May 2021
<b>10</b>	Create a public information campaign focused on how public actions and choices influence/shape sustainability at the community level.	\$	September 2020 – June 2021
<b>11</b>	Prepare Semi-Annual Reports	\$150	June 30 and December 31, 2020
<b>12</b>	Prepare and Submit Final Report	\$	June 30, 2021

Describe how match in non-federal cash and/or in-kind services will be provided, including a detailed description of the source(s) of match.

Provide an estimated budget for the proposed work, match amounts, and match type (in-kind, cash, or both) by federal budget categories (see Attachment 1 Table Template).

**Attachment 1: Federal Budget Category Table Template**

Note: (double-click the table below to open Excel table format and enable editing)

<b>Item</b>	<b>Federal (NHCP)</b>	<b>Non-federal (Match)</b>	<b>Match Type (cash, in-kind, or both)</b>	<b>Total</b>
Personnel	\$0	\$0		\$0
Fringe	\$0	\$0		\$0
Equipment	\$0	\$0		\$0
Travel	\$0	\$0		\$0
Supplies	\$0	\$0		\$0
Sub-Contractual	\$0	\$0		\$0
Construction	N/A	N/A		N/A
Other	\$0	\$0		\$0
Indirect	\$0	\$0		\$0
Totals	\$0	\$0		\$0

## **Parks/Recreation Project Requests**

**TOWN OF EXETER  
MEMORANDUM**

TO: Russ Dean, Town Manager  
CC: Doreen Chester, Finance Director  
FROM: Greg Bisson, Director of Parks and Recreation  
RE: Gilman Park Pavilion-Design Services  
DATE: 07/15/2019

Exeter Parks and Recreation, in efforts supported by SELT, has contracted to have a design made for the proposed pavilion at Gilman Park in accordance with the management plan. In an effort to help revitalize Gilman Park, Exeter Parks and Recreation has contracted with Civil Consultants, South Berwick, ME for a design of a pavilion to be built on the current location of the basketball court. This firm was suggested by the Planning Department as they designed the exact same pavilion for Somersworth, NH which kept the cost down. DPW would do the ground prep by removing the basketball court and leveling the area. With the new design, the department is looking to bid out the project for future approval by the Select Board.

Cost: \$990.00.

No other firms submitted a quote to design the pavilion.

**Motions:**

**To make a motion to allow the Parks and Recreation Department to expend \$990 out of Parks Improvement Capital Reserve Fund for design services for the Gilman Pavilion.**

Respectfully Yours,  
Greg Bisson  
Director Exeter Parks and Recreation

<b>Fund Balances</b>	<b>Current Totals</b>	<b>Project Expenses</b>	<b>New Totals</b>
<i>Recreation Revolving Fund (as of December 31st, 2018)</i>	\$ 76,837.00		
			\$ 76,837.00
<i>Recreation Impact Fees (as of 7/11/2019)</i>	\$ 117,700.93		
Recreation Park Irrigation Modification		\$ 7,410.00	
			\$ 110,290.93
<i>Park Improvement Fund (as of 7/11/2019))</i>	\$ 68,938.00		
Gilman Park Pavilion Design		\$990	
			\$ 68,938.00
<b><u>Possible Projects with funding sources for 2019</u></b>			
Gale Park walkway (Park Improvement Fund)-Impact Fees			
Gilman Park Pavilion Construction-Improvement Fund			
Kid's Park Renovation-Impact Fees/Improvement Fund			



ORIGINAL HAND DELIVERED, COPY SENT VIA EMAIL

June 27, 2019

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

Re: Approval of pavilion and recognition of intent to relocated swing-set in Area A

Dear Russ,

Thank you for sending SELT written notification regarding the Town's intent to construct a pavilion at Gilman Park in accordance with Section 5.B. of the conservation easement deed. Based on the information provided we understand the following:

- The pavilion will be open-sided;
- There will be a slab foundation twenty-eight by twenty-four feet and surrounded by a gravel drip edge;
- The column height will be eight feet to the roof;
- The pavilion will be sited as close to the western edge of the existing parking lot as possible;
- The pavilion will be sited within Area A, but outside of the Exeter Shoreland Protection District as shown on survey RCRD D-37413;
- Construction is planned to begin between August 2019 and June 2020 and;
- The pavilion will be available to the public to use for activities such as picnics, family reunions and other gatherings

Although we presume the Town already intends to restore any areas disturbed on the land after the project is complete, as it was not noted on the plan or mentioned in the letter, we would like to note the need to restore and revegetate areas that were disturbed during the construction of the pavilion immediately after the work is completed.





After reviewing the information provided to us by the Town as well as reviewing the conservation easement deed, SELT has determined that the proposed plan for construction of an open-sided pavilion in the location outlined is consistent with the Reserved Right of constructing an open-sided pavilion in Section 5.B. of the conservation easement deed.

SELT has also determined this activity is consistent with the Purposes of the easement that state "The assurance that the Property will be retained forever as open space for a public park,... and...The protection of the Property for noncommercial outdoor recreation by the general public..." and is not detrimental to the other Purposes of the easement. As such, SELT approves of the construction of the pavilion with the understanding that any land disturbed around the pavilion in connection with its' construction is restored and revegetated.

As they were not a part of the current plans for the pavilion, if the Town determines there is a need to add enclosed restroom facilities and a utility room in the future, please send SELT prior written notice with information including, the location, timing of construction, verification that they will be connected to the existing sewer and water lines on Bell Avenue, and any other information that would help SELT determine the plans are consistent with the Reserved Right found in Section 5.B. and not detrimental to the Purposes of the easement.

Finally, although there is no formal notification or approval needed, we appreciate the Town letting us know of the plans to install a swing-set within Area A as allowed under Section 5.H. of the conservation easement deed.

We are happy to see all of the recent planning that has gone into Gilman Park. The park is a great resource for the residents and we look forward to seeing everything come together over the next year!

Please call or e-mail me with any questions or concerns at 603-778-6088 or [dgoard@seltnh.org](mailto:dgoard@seltnh.org).

Sincerely,



Deborah Goard  
Stewardship Director

Cc: Kristen Murphy, Natural Resource Planner

**TOWN OF EXETER  
MEMORANDUM**

TO: Russ Dean, Town Manager

CC: Doreen Chester, Finance Director

FROM: Greg Bisson, Director of Parks and Recreation

RE: Recreation Park Irrigation Modifications

DATE: 07/10/2019

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Exeter Parks and Recreation recently completed a project with Exeter Junior Softball Baseball Association. The project completed was 3 new backstops as well the completion of softball field renovation. In total, EJBSL spent \$56,000 on the field 1 infield renovation, another \$36,000 on new backstops with another \$25,000 coming in new dugouts later this summer for a grand total of \$117,000. Slight modifications to the irrigation was needed which will benefit the facility. In addition, the infields now need a water supply run to allow the infields to be dampened to allow ideal playing conditions. Water lines will be trenched to Field 1-2 and Field 3. These would be 1 1/2" line allowing for adequate flow. STS performed work to complete the irrigation modification during the renovation of field 1 while Exeter Parks and Recreation recommends Controlled Irrigation to install the new infield irrigation lines. This infield irrigation is vital in maintaining the proper moisture for the infield and will not conflict with any other renovations that occur at the recreation park. No town water will be used, this is from the recreation park well. No other company submitted bids due to scheduling conflicts.

Cost: \$2410 for Irrigation Modifications, \$5000 for infield irrigation installation.

**Motions:**

**To make a motion to allow the Parks and Recreation Department to expend \$5000 out of Parks Improvement Capital Reserve Fund for irrigation modifications and infield installation.**

Respectfully Yours,  
Greg Bisson  
Director Exeter Parks and Recreation

## **Parks/Recreation Fee and Facility Use Regulations Recommendations**

**TOWN OF EXETER  
MEMORANDUM**

TO: Russ Dean, Town Manager  
CC: Melissa Roy, Assistant Director of Parks and Recreation  
FROM: Greg Bisson, Director of Parks and Recreation  
RE: Permitting Process of Town Facilities and Parks  
DATE: 07/12/2019

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Beginning April 2019 Parks and Recreation took over the Town permitting process for facilities and parks from the Town Manager's office. Since doing so, there have been discussions on how to make the process more streamlined, as well as, proposing changes to keep the Town up to date with industry standards. Below is a bulleted list of topics to be discussed at the Select Board meeting scheduled for Monday, July 15, 2019.

- Police and Fire Chiefs have made multiple suggestions for changes to the permitting policies.
  - clarifying a no weapons clause
  - requiring 30 days notice for all political events
  - having each department (police and fire) determine how many detail must be booked for any given event
  - setting a new maximum occupancy for the Town Hall
  - predetermining 2-4 possible political event layouts to have political renters pick from rather than creating their own unsafe setups
- Paying the police and fire details out of the \$1,500 fee paid by any political event
- Propose new Swasey Parkway fees-eliminating the "Community event category"
- Suggest there be no waivers of fees for any event to make the process fair to all
- Propose the Senior Center fee be changed to \$20 per two hours to match other buildings in Town such as the Recreation Department
- Proposing an administrative fee for all 5K's and road races
- Proposing that all Parks and Recreation events be reviewed and approved by the Town Manager unless alcohol is involved, in which case, the event will be proposed to the Select Board
- Creating a Resident vs. Non- resident permit application time frame for groups looking to book any Town facility/park
- Parks and Recreation would like to propose a more streamlined process for having the necessary department heads sign off on each event

**Motions:**

**To make a motion to accept the changes to the following policies; Property Use Policy, Fee Schedule For Facilities, Rules For Renters of Town Hall, Rules for Use of Swasey Parkway, and adopting the Rules for Applying For Town Permits.**

**To make a motion to hold a public hearing to accept the changes in fees for Swasey Parkway, Road Race Permits, and Senior Center.**

Respectfully Yours  
Greg Bisson  
Director Exeter Parks and Recreation



# TOWN OF EXETER, NEW HAMPSHIRE

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

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

Town of Exeter	Policy Number	Adopted by The Select Board
Subject: <b>Policy For Use of a Town Facility or Park.</b>	Adoption Date:  Revision Date:  Effective Date:	Supersedes:

### 1.0 Purpose of the Policy:

The following policy shall serve as the rules and regulations for the persons, groups or corporations who apply for permits requesting use of Town facilities or parks.

### 2.0 Departments Affected:

All Departments

### 3.0 Definitions:

### 4.0 Policy:

1. All users of any Town facility or park must obtain a permit from the Parks and Recreation Office for each use (per Selectboard policy ??).
2. A separate permit is required for each use of any facility, however, if the same event spans more than one day all additional days may be included in one application.
3. Each application must state, in specific terms, what use is to be made of the Town facility or park (i.e. play, dance, lecture, etc.), and will list all modifications required to the existing condition of the Facility/Park.
4. The user will be responsible for seeing that **ALL** of the following conditions are met:
  - A. No smoking anywhere in the facility or park - this applies also to characters in a play;
  - B. No alcoholic beverages anywhere in the building or park; with exception of obtaining a special permit **from the Select Board**;
  - C. No open flame allowed in any Town Building - also applies to scenes in plays; open flame at a park requires the Fire Chiefs approval.

- D. **No weapons including knives, swords,** no firearms capable of firing live ammunition may be used, even as a set decoration or unused prop; anywhere in a Town facility or park.
  - E. No nails or screws are to be used to secure scenery to walls or floors of any Town facility or park. No tape on any painted surface within a building or at a park. No alteration to drapes or walls allowed without prior written permission;
  - F. No spray paints are to be used in any Town buildings;
  - G. Any other paints used within the rooms or in a park must be used with extreme caution, proper ventilation and use of proper protective measure to ensure against damage to the buildings floors/walls or any park structures;
  - H. The renter is responsible for any and all damages from use of the facility/park and will be billed for same if damage cannot be considered as a normal maintenance item. Items such as destroyed turf, damaged furniture, chipped or marred paint on floors or walls will NOT be considered as normal maintenance items.
  - I. The user will be responsible for locking all doors and windows and will clean the facility or park in a totally acceptable manner. (Unless renter opts to pay for custodial services through the Town of Exeter. Rates/terms listed on application form).
  - J. The Town of Exeter will require any user to pay a \$100.00 cleaning deposit fee for use of any Town Building. If the Town of Exeter agrees after use that the building was cleaned in a totally acceptable manner, the \$100.00 deposit fee will be returned to user.
  - K. **The Town of Exeter Police and/or Fire Departments may request detail officers/staff if the event is designed to bring more than 250 people into the Town Hall (half maximum occupancy), if the normal flow of traffic surrounding the Town Hall is to be disturbed or diverted, or if there is alcohol service. It is the responsibility of the user to communicate with the Chief of Police or Fire Chief or their designee regarding detail officers/staff and a security plan. The user will also be responsible for payment of said detail officers/staff **PRIOR** to the event taking place.**
  - L. **The Town of Exeter may deny permits if any event is to draw in more than the maximum amount of occupancy of the facility or park or if the event is to be so large as to impede vehicular traffic safety on adjacent streets and/or affect the safety of the people of Exeter during normal routines.**
5. Any user may be requested to post a bond in an amount determined by the ~~Board of Select-men~~ **Select Board** to protect the Town from damage arising from and caused by said user.

These rules are a part of any agreement to rent out or otherwise allow the use of any Town facility or park and a copy of these rules should become a part of and attachment to the permit application.

The permit application should indicate that the applicant has read these rules, understands these rules and agrees to abide by them, which will be indicated by the applicant's signature on the permit application.

The use of Town facilities or parks by any non-municipal group or organization for any activity or the expression of any view point does not constitute an endorsement of the activity or view point by the Town of Exeter.

NO signs allowed on or adjacent to Town property without separate permit approved by the Parks and Recreation Department. Signboards to the left and right of the Town Hall may be used upon proper application and approval by the Parks and Recreation Department. [Refer to Select Board's Policy 04-01 regarding the use of free standing signs on Town property.]

The Town of Exeter maintains an "open forum policy". This policy allows any group or organization to use Town building so long as the group or organization does not sell goods and/or services for profit, **without proper permit or license**. When non-municipal groups use Town buildings, they do so under this "open forum policy".

**5.0 Procedures: Fire Alarm Activations:** Per the **Select Board** and the Fire Chief, all occupants of the Town Hall are required to evacuate the building when the fire alarm system sounds. Failure to evacuate the Town Hall is a violation to the NH State Fire Code.

#### **6.0 Severability:**

To the extent this policy is in conflict with State law, State law will prevail.

#### **7.0 Application Process:**

1. Any persons, groups or corporations applying to use/rent a Town facility or park must fill out a permit application to begin the approval process. These can be found online at the Town of Exeter's website, [www.exeternh.gov](http://www.exeternh.gov), or at the Exeter Parks and Recreation Department's office located at 32 Court St., Exeter, NH.
2. All applications must be complete before the approval process begins.
3. Any fee associated with the application must be submitted within 30 days of submission to the Parks and Recreation Office. If the fee is not received within 30 days of that date the event date will be released back to the public as available.
4. Each application must include a certificate of insurance naming the Town of Exeter as an additional insured for the proper amount of coverage The policy must be valid at the date of the event.

5. The following will be used to determine priority of applications.
  - a. Resident Organization: meaning based in Exeter and serving primarily Exeter residents will be allowed to submit an application for use 12 months in advance of a proposed date of use.
  - b. Non-Resident Organizations: meaning the organization is not based in Exeter will be allowed to apply for use 11 months in advance of a proposed date of use.
    - i. A resident who lives in Exeter but participates as part of a non Exeter organization may not apply on behalf of that organization as a “resident organization”
6. When applying for use of the Town Hall for rehearsal space the application must include what times the organization will be using the facility each day and can not be booked for more than two weeks before the organizations performance.
7. Dogs are not allowed in any Town park. (Town ordinance ??)
8. For Swasey Parkway please see additional rules and regulations attached to the application.
9. Any application for the Exeter Parks and Recreation Department will be approved by the Town Manager with the exception of an application providing alcohol in which case the Select Board would be asked to approve.
10. Once the completed application is received the Exeter Parks and Recreation Department will review it and contact any other departments that need to provide approval as well as contact the applicant for any additional information needed.





# TOWN OF EXETER, NEW HAMPSHIRE

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

Town of Exeter	Policy Number	Adopted by The Select Board
<b>Subject:</b> <b>Rules for Renters of Town Hall</b>	<b>Adoption Date:</b>  Revision Date: 7-11-19  Effective Date:	<b>Supersedes:</b>

## Rules for Use of the Exeter Town Hall

### 1.0 Purpose of the Policy:

The following policy shall serve as the rules and regulations for the persons, groups or corporations who rent the Exeter Town Hall for various events.

### 2.0 Departments Affected:

All Departments

### 3.0 Definitions:

### 4.0 Policy:

1. All users of the Town Hall must obtain a permit from the ~~Town Manager's Assistant at the Town Office~~ **Parks and Recreation Office** for each use (per ~~Selectmen's~~ **Select Board** policy 04-01).
2. A separate permit is required for each use of the Hall.
3. Each permit will state, in specific terms, what use is to be made of the Hall (i.e. play, dance, lecture, etc.), and will list all modifications required to the existing condition of the Hall.
4. **The maximum occupancy, as per the Exeter Fire Department, for the Town Hall Auditorium is 443 people (300 in the main floor and 143 in the balcony).**
5. The user will be responsible for seeing that **ALL** of the following conditions are met:
  - A. No smoking anywhere in the building - this applies also to characters in a play;
  - B. No alcoholic beverages anywhere in the building; with exception of obtaining a special permit **from the Select Board**;
  - C. No open flame allowed - also applies to scenes in plays;

- D. No weapons including knives, swords, no firearm capable of firing live ammunition may be used, even as a set decoration or unused prop;
  - E. No nails or screws are to be used to secure scenery to walls or floors. No tape on any painted surface. No alteration to drapes or walls allowed without prior written permission;
  - F. No spray paints are to be used;
  - G. Any other paints used within the rooms must be used with extreme caution, proper ventilation and use of proper protective measure to ensure against damage to the buildings floors/walls;
  - H. The renter is responsible for any and all damages from use of the building and will be billed for same if damage cannot be considered as a normal maintenance item. Items such as damaged furniture, chipped or marred paint on floors or walls will NOT be considered as normal maintenance items.
  - I. The user will be responsible for locking all doors and windows and will clean the hall in a totally acceptable manner. ~~within 24 hours of use.~~ (Unless renter opts to pay for custodial services through the Town of Exeter. Rates/terms listed on application form).
  - J. The Town of Exeter ~~may will request~~ require of any user to pay a \$100.00 cleaning deposit fee. If the Town of Exeter agrees after use that the building was cleaned in a totally acceptable manner, the \$100.00 deposit fee will be returned to user.
  - K. The Town of Exeter Police and/or Fire Departments may request detail officers/staff if the event is designed to bring more than 220 people into the Town Hall (half maximum occupancy), if the normal flow of traffic surrounding the Town Hall is to be disturbed or diverted, or if there is alcohol service. It is the responsibility of the user to communicate with the Chief of Police or Fire Chief or their designee regarding detail officers/staff and a security plan. The user will also be responsible for payment of said detail officers/staff **PRIOR** to the event taking place.
  - L. The Town of Exeter may deny permits if the event is to draw in more than the maximum amount of occupancy of the Town Hall (443 people) or if the event is to be so large as to impede vehicular traffic safety on Front and Water Streets and/or affect the safety of the people of Exeter during normal downtown business routines.
6. When Town Hall is used for a Political event the renter must pick from one of 4 pre-approved layouts. These layouts have been approved by both the Police and Fire Chiefs and designed to provide maximum safety to all participants.

7. When booking the Town Hall for a political event the Town asked for a minimum of 30 days notice.
8. Any user may be requested to post a bond in an amount determined by the ~~Board of Selectmen~~ **Select Board** to protect the Town from damage arising from and caused by said user.

These rules are a part of any agreement to rent out or otherwise allow the use of the Town Hall and a copy of these rules should become a part of and attachment to the permit application.

The permit application should indicate that the applicant has read these rules, understands these rules and agrees to abide by them, which will be indicated by the applicant's signature on the permit application.

The use of Town buildings by any non-municipal group or organization for any activity or the expression of any view point does not constitute an endorsement of the activity or view point by the Town of Exeter.

NO signs allowed on or adjacent to Town Hall property without separate permit approved by the ~~Town Manager and/or Board of Selectmen~~ **Parks and Recreation Department**. Signboards to the left and right of the Town Hall may be used upon proper application and approval by the ~~Town Manager~~ **Parks and Recreation Department**. [Refer to ~~Selectmen's~~ **Board's** Policy 04-01 regarding the use of free standing signs on Town property.]

The Town of Exeter maintains an "open forum policy". This policy allows any group or organization to use Town building so long as the group or organization does not sell goods and/or services for profit, **without proper permit or license**. When non-municipal groups use Town buildings, they do so under this "open forum policy".

**5.0 Procedures: Fire Alarm Activations:** Per the ~~Board of Selectmen~~ **Select Board** and the Fire Chief, all occupants of the Town Hall are required to evacuate the building when the fire alarm system sounds. Failure to evacuate the Town Hall is a violation to the NH State Fire Code.

**6.0 Severability:**

To the extent this policy is in conflict with State law, State law will prevail.



# TOWN OF EXETER, NEW HAMPSHIRE

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

## FEE SCHEDULE FOR FACILITIES/EVENTS

<b>Item Location</b> <i>Price is per day unless otherwise noted</i>	<b>Exeter Non-Profit</b>	<b>Non-Exeter Non-Profit</b>	<b>Exeter For Profit</b>	<b>Non-Exeter For Profit</b>
Town Hall Auditorium	\$75.00	\$125.00	\$250.00	\$500.00
<b>Town Hall Auditorium -Political Event</b>	<b>\$1,500</b>	<b>\$1,500</b>	<b>\$1,500</b>	<b>\$1,500</b>
Town Hall Side Room, 1 <sup>st</sup> Floor**	\$20.00	\$40.00	\$60.00	\$60.00
Town Hall Art Gallery/Second Floor	\$75.00	\$125.00	\$250.00	\$500.00
Town Hall Gallery Backroom	\$25.00	\$75.00	\$100.00	\$125.00
Town Office Nowak Room**	\$40.00	n/a	n/a	n/a
Town Office Wheelwright Room**	\$30.00	n/a	n/a	n/a
Recreation Building**	\$20.00	\$40.00	\$60.00	\$60.00
Senior Center Building**	<del>\$10.00</del> <b>\$20.00</b>	\$40.00	\$60.00	\$60.00
Custodial Fee (proposed/all buildings)	\$30/hour when required	\$30/hour when required	\$30/hour when required	\$30/hour when required
<b>Road Race Permit</b>	<b>\$25 + any Police Detail Needed</b>	<b>\$50 + any Police Detail Needed</b>	<b>\$50 + any Police Detail Needed</b>	<b>\$50 + any Police Detail Needed</b>

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

1. Single events booking facilities (non profits only) that last more than three consecutive days will have a flat rate of \$200. This fee does not replace single day rehearsal fees for plays.
2. Use of facilities (Town Hall ~~main floor~~ Auditorium) for single use rehearsal play days will be billed at the rate of \$10 per daily use, with a two hour limit. The day of **the** event will be considered a standard Non-Profit/For Profit fee of either \$75, \$125, \$250, or \$500. The \$10 fee daily discount only applies for rehearsals related to a permitted event at the Town Hall facility.
3. Town Office Nowak Room and Wheelwright Rooms **are** not considered available during regular business hours.
4. Town Hall Side Room fee applies when room is used separately by an organization. It will not be added to the Town Hall auditorium fee for a single user.

Adopted by the Select Board January 7, 2019.

5. Political events requiring a large police presence and/or additional costs will be billed at a rate of \$1500 per event and require additional approval from both the Police Chief and the Fire Chief.
6. All fees shall apply as of the date of the adoption of the fee schedule as modified with the Senior Center fee.

## Rules for Use of Swasey Parkway Exeter, New Hampshire

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

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

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

Category	# of Vendors	Length of Event	Resident vs. Non Resident	Number of People Attending	Fees
<b>Non-Commercial Non-Profit</b>		One- Day Event	Resident Organization	Up To 20 People	\$75
<b>Non-Commercial Non-Profit</b>		One- Day Event	Resident Organization	More than 20	\$150
<b>Non-Commercial Non-Profit</b>		One - Day Event	Non- Resident Organization	Up to 20 people	\$150
<b>Non-Profit</b>		One - Day Event	Non- Resident Organization	More than 20	\$300
<b>Commercial For Profit</b>	Single//Multiple Vendor(s)	One-Day Event	N/A	More than 20	\$250
	Single Vendor	Seasonal	N/A	More than 20	\$1,000
	Multiple Vendors	Seasonal	N/A	More than 20	\$1.200

<b>Pavilion Use Fee</b>					\$25 in addition to the above
<b>Community Event</b>					The fee will determine.

**A POLICY GOVERNING THE USE OF TOWN PROPERTY**

**SECTION 1. AUTHORITY**

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

**SECTION 2. PURPOSE**

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

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

**Section 3. REPEAL OF PREVIOUS POLICIES**

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

**Section 4. ADDITIONAL REGULATIONS**

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

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

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

4.4 The use of town buildings including the Swasey Pavilion (downtown bandstand structure), shall be limited to four uses by the same user. Reapplication for subsequent uses is permitted providing the facility is available.

4.5 The Select Board may authorize the Town Manager to execute applications for use of Town buildings, structures, and public property under their jurisdiction.

**SECTION 5. ALLOWABLE USERS (IN ORDER OF PREFERENCE)**



- a. Town of Exeter – Municipal Functions including Town Sponsored Events
- b. School Administrative Unit 16
- c. Other
- d. Commercial Activities (subject to conditional approval, see also Section 11.2)

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

A town sponsored event will still require the completion of a Town of Exeter Event Application form and approval by the Select Board or their designee. Town sponsored events include events run and sponsored by the Exeter Parks and Recreation Department.

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

5.2 The Town will review requests to use municipal property and if more than one request for a particular date/time/location creates a conflict, the above order of preference will be utilized to render a decision. If no such conflict exists, the Town will grant requests on a first come, first serve basis.

5.3 As of the date of adoption of this policy, the town will confirm a list of Town Sponsored Events considered grandfathered under this policy. These events will be considered to have had some form of official town sponsorship and endorsement for public property under the authority of the Select Board. These events are considered priority over other groups/events.

## SECTION 6. RESTRICTED AREAS

6.1 Nothing in this policy is intended to imply or establish any rights whereby members of the public who are not authorized employees, officials or invitees of the Town of Exeter may enter any work area within a municipal building except upon invitation of a Department Manager or their designee. These restricted areas include, but are not limited to: offices, maintenance areas, mechanical rooms, police facilities, fire-rescue facilities, residential facilities, storage areas, tool sheds, garages, vehicles, mail rooms, equipment areas, any site that is posted as “closed” and places where confidential information is kept.

6.2 Any person who fails to immediately vacate an unauthorized area upon lawful request of a Department Manager or their designee may be subject to arrest and prosecution for criminal trespass.

6.3 Signage. No signage is allowed on town property with the exception of properly permitted signage including the sign board cases to the left and right of the Town Hall. Specific requirements for these venues are found in the sign regulations and Select Board sign policy. Town ordinance 502 governs the placement of signage and banners in the town rights of way. No banners are allowed other than those properly permitted as part of the Town of Exeter Event Application

form approval process. Unapproved signs will be subject to removal by the Code Enforcement Officer or their designee.

## SECTION 7. ACCESSIBILITY

- 7.1 The Town of Exeter shall strive, in so much as practical and reasonable, to make all public facilities accessible to persons with disabilities as otherwise required by applicable federal and state laws.
- 7.2 In the event that a physical barrier to accessibility exists that prevents reasonable access to a public area of a Town-owned facility or restricts access to the delivery of customary government services, Town employees shall take immediate steps to deliver such services in the most practical manner for the convenience of the person involved. Thereafter, employees shall provide written notice to the Department Manager describing the circumstances so that management may develop a plan to permanently correct the situation to the extent that resources are available in the future.
- 7.3 All complaints about barriers to accessibility shall be directed to the Town Manager who serves as the American with Disabilities Act (ADA) Coordinator for the purposes of ensuring compliance with applicable laws and meeting the needs of disabled citizens in the use of Town property.

## SECTION 8. SCHEDULING

- 8.1 Requests to use the Town Hall, Town Hall second floor and adjacent room, municipal parking lots, Swasey Parkway (see section 8.3), or indoor facilities at the Town Office, including the Nowak Room and Wheelwright Room, shall be submitted in writing to the ~~Office of Town Manager~~ Exeter Parks and Recreation Department at least thirty (30) days in advance, to the extent practical. These permits and others as may be required shall be submitted to the ~~Office of Town Manager~~ Exeter Parks and Recreation Department at least thirty (30) days in advance, to the extent practical.
- 8.2 Requests to use outdoor recreation facilities, including, but not limited to the Recreation Park at 4 Hampton Road, 32 Court Street Recreation Building, Brickyard Park, and the Senior Center, shall be submitted in writing to the Parks and Recreation Department at least thirty (30) days in advance, to the extent practical.
- 8.3 Requests to use Exeter Public Library and public grounds adjacent thereto shall be administered by the Library Director, under the auspices of the Library Trustees, subject to their rules and regulations in addition to the requirements set forth herein.
- 8.4 Requests to use Swasey Parkway (public grounds only) shall be administered by the Select Board, and subject to these rules and regulations and additional regulations "Rules of Swasey Parkway." This includes the closure of the Parkway on a temporary basis, which is within the authority of the Select Board or its designee.

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

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

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

## SECTION 9. INSURANCE & INDEMNIFICATION

9.1 The Town shall require users to provide a certificate of insurance that names the Town of Exeter and its agents as "additional insured" for each event under any of the following scenarios:

- (a) All uses and events.
- (b) For events that involve the consumption of alcohol, upon specific request and authorization; and subject to all laws pertaining to such use. A rider covering alcohol service shall be required along with all state and local permits.
- (c) For events that involve the use of temporary structures, appliances or utilities, including tents, tables, chairs, sound systems, light systems, electricity, generators, cooking, etc.
- (d) For any commercial activity.
- (e) All of the above will require either a complete Town of Exeter Event Application form or use form related to the space (Town Hall, Town Hall second floor, Swasey Parkway, Senior Center, etc.) An event sketch must be included with each application. Event sketches will include any information needed by the town and will be required prior to the approval of any event. Updated event sketches may be submitted but in no case shorter than 30 days prior to the event. Substantive changes from a preliminary to a final sketch will require approval of town departments, as applicable.

9.3 All requests to use Town facilities shall require the event organizers to indemnify and hold harmless, the Town of Exeter and its agents from any and all liability or claims resulting from damages associated with the use of the facility, except for acts of gross negligence on the part of Town officials.

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

## SECTION 10. MAINTENANCE

The Town reserves the right to require persons using municipal facilities to pay for custodial services, including, but not limited to a security deposit of not less than \$100. Applicants shall be held

responsible for any and all damages to Town property which occurs during the period of use including time when the key is still outstanding. Notwithstanding any criminal or civil action that may be imposed, the Town also reserves the right to utilize all or part of the security deposit to pay for damages and/or cleaning expenses.

It shall be a condition of approval for all persons using municipal facilities to return the facilities to the same condition as found upon arrival. Making holes in walls at town facilities is prohibited.

The Town requests that all groups using municipal facilities be responsible for disposal of trash. However, the disposal of food wastes or garbage that is subject to decomposition and/or obnoxious odors is not allowed in any Town building. Groups that leave piles of trash or rotten items behind may be denied permission to use Town facilities in the future.

It is requested that all persons using municipal facilities conserve energy (electricity, heating fuel) and natural resources (water) to the greatest extent possible. Any problems with the facilities, including appliances or structures, should be reported to the Police Department immediately.

#### SECTION 11. FEES

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

#### SECTION 12. WAIVERS & EXEMPTIONS

12.1 The Select Board may, upon written request, waive any provision of these rules, using their sole discretion.

#### SECTION 13. MISCELLANEOUS INFORMATION

13.1 Alcohol use in Town buildings is not allowed except by special permission and approval may be conditioned upon the requirement to hire a Police Officer(s), especially if minors will be present.

13.2 Glass containers are not allowed at any outside facility.

13.3 The Town reserves the right to accept or reject any application, and to prohibit the use of Town facilities for purposes which are deemed to be in violation of local decency standards or otherwise not in the best interest of the Town.

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

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

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

13.7 The use of a facility for measurements, decorations, banners, posters, etc. can only take place during such periods when the operations of Town government will not be disturbed. Nothing shall be erected so as to cause any damage to Town property and all private property must be removed at the conclusion of an event.

13.8 In the event that contracted entertainment services are to be provided, the application form shall be forwarded to the Police Chief for review & approval with whatever conditions are deemed to be essential in order to maintain public safety.

13.9 There shall be no flames, fire, grills or barbecues within any building or underneath any roof structure.

13.10 It shall be the responsibility of the applicant to maintain sanitary conditions in the public bathrooms of the facility at all times during events. Equipment malfunctions should be reported to the Police Department immediately. The use of portable toilets may be allowed (or required) under special circumstances as determined by the Town Manager.

13.11 The authority of the Town Manager as set forth herein may be delegated to a designee. All decisions made are subject to appeal by written submission to the Select Board.

13.12 Applicants must familiarize themselves with the maximum number of persons allowed in meeting rooms as set forth in the posted Place of Assembly permit. These limits must not be exceeded, except by written authorization of the Town of Exeter Fire Department, under such terms and conditions as may be established.

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

13.14 Applicants (or event organizers) are strongly encouraged to notify all participants of locations for exits and restrooms and the Town's carry-in/carry-out trash policy.

13.15 The selling of food, beverages or any other products on Town property may require a Vendor Permit (available from the ~~Town Manager's Office~~ Parks and Recreation Department) in addition to the authorization provided under this policy for use of Town facilities and any other applicable state or local health regulations.

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

13.17 Applicants (or event organizers) shall be solely responsible for any lighting, sound amplification, tables, chairs or other needs to the extent that the Town is not able to provide such items. The relocation or modification of Town lighting and electrical fixtures is strictly prohibited.

13.18 The use of Town tables, chairs or other items for private parties at off-premise locations shall not be allowed, except for special occasions that require approval of the Select Board.

DRAFT 7/12/19

13.19 The Town encourages scheduled tours of its facilities and operations by appointment as a means of educating taxpayers, residents, students and other interested persons in the delivery of government services.

IN WITNESS WHEREOF, this policy governing the use of Town property is approved and adopted this 15<sup>th</sup> day of October, 2018.

ATTEST:



# EXETER POLICE DEPARTMENT



*Memorandum*

*June 25, 2019*

**To: Town Manager Russell Dean**

**From: Chief Stephan Poulin**

**Ref: Anticipated Political Rallies at the Town Hall**

Dear Mr. Dean,

I thought with the Primary Elections beginning February of 2020 and after hearing discussions surrounding the topic of large political rallies inevitably coming to our Town Hall (with the potential to cause traffic and safety concerns of our citizens), that I would draft up some ideas for you and the Select Board to review.

Suggested additions to the Town of Exeter Policy regarding this titled the Rules for Renters of Town Hall 10-7-2013 :

4.0 Policy: Section 4. The user will be responsible for seeing that ALL of the following conditions are met:

**ADD** item K. The Town of Exeter Police Department may request detail officers if the event is designed to bring more than 250 people into the Town Hall (half maximum occupancy), if the normal flow of traffic surrounding the Town Hall is to be disturbed or diverted, or if there is alcohol service. It is the responsibility of the user to communicate with the Chief of Police or his designee regarding detail officers and a security plan. The user will also be responsible for payment of said detail officers PRIOR to the event taking place.

**ADD** item L. The Town of Exeter may deny permits if the event is to draw in more than the maximum amount of occupancy of the Town Hall (500 people) or if the event is to be so large as to impede vehicular traffic safety on Front and Water Streets and/or effect the safety of the people of Exeter during normal downtown business routines.

Suggested additions to the Application for Town Hall Meeting Use Form:

**ADD** under Representative Information: **On site** contact person name and cell phone (often times the representative on the permit is not on site at the event).

**ADD** under Reservation Information section: Overall amount of people expected to attend-including workers and spectators (again for the purpose of making sure we know how to proceed ahead of time).

**ADD-** under Requirements section: The Town of Exeter Police Department may request detail officers if the event is designed to bring more than 250 people into the Town Hall (half maximum occupancy), if the normal flow of traffic surrounding the Town Hall is to be disturbed or diverted, or if there is alcohol service. It is the responsibility of the user to communicate with the Chief of Police or his designee regarding detail officers and a security plan. The user will also be responsible for payment of said detail officers **PRIOR** to the event taking place.

Suggested additions to the Town of Exeter Event Application:

**ADD** in Requesting section: Block to check off for Police Details

Ideally what these additions do is-if the event is to be so large such as a Trump rally, I think we can all agree that the Town Hall is not appropriate. We would be looking to have the event moved out of down town such as at the Exeter High School (similar to H. Clinton visit) for safety and security reasons-as well as traffic flow.

Respectfully submitted,

**Stephan R. Poulin**

Chief Stephan R. Poulin



Exeter Parks & Rec  
**Monitor - Reservations**

Begin Date	End Date	Status	Reservee	Facility Location	Full Begin Time	Full End Time	Reservation Purpose
07/12/2019	07/12/2019	Firm	AA FRIDAYS	SRCTR	7:30pm	9:00pm	Meeting
07/12/2019	07/12/2019	Firm	Assessing	Town Hall Main	8:00am	4:30pm	Assessing Office
07/13/2019	07/13/2019	Firm	EXETER PARKS & REC	Gazebo	6:00pm	9:00pm	
07/13/2019	07/13/2019	Firm	EXETER SERENITY AA GROUP	SRCTR	5:00pm	9:00pm	AA Meeting
07/14/2019	07/14/2019	Firm	AA - SUNDAY	SRCTR	1:30pm	3:30pm	AA Sunday Meetings
07/14/2019	07/14/2019	Hold	CORY 2020	Town Hall Main	10:00am	5:00pm	Cory 2020
07/15/2019	07/15/2019	Firm	Exeter Brass Band	Town Hall Band	7:30pm	9:00pm	Brass Band
07/15/2019	07/15/2019	Firm	Assessing	Town Hall Main	8:00am	4:30pm	Assessing Office
07/15/2019	07/15/2019	Firm	Exeter Brass Band	Town Hall Main	7:30pm	9:30pm	Brass Band
07/16/2019	07/16/2019	Firm	VFW POST 2181	SRCTR	6:30pm	9:00pm	VFW Meeting
07/16/2019	07/16/2019	Firm	Assessing	Town Hall Main	8:00am	4:30pm	Assessing Office
07/17/2019	07/17/2019	Firm	Exeter TV	Town Hall Art	5:00pm	9:00pm	Filming Public Access TV Show
07/17/2019	07/17/2019	Firm	Assessing	Town Hall Main	8:00am	4:30pm	Assessing Office
07/18/2019	07/18/2019	Firm	EXETER PARKS & REC	Gazebo	6:00pm	9:00pm	Summer Concerts
07/18/2019	07/18/2019	Firm	ALZHEIMER'S ASSOCIATION	SRCTR	6:45pm	8:30pm	Alzheimers Support Group
07/18/2019	07/18/2019	Firm	Seacoast Growers Association	SWASY	1:00pm	7:00pm	Exeter Farmers Market
07/18/2019	07/18/2019	Firm	EXETER PARKS & REC	Town Hall Main	12:00pm	9:00pm	Summer Concerts - Rain Site
07/19/2019	07/19/2019	Firm	AA FRIDAYS	SRCTR	7:30pm	9:00pm	Meeting
07/19/2019	07/19/2019	Firm	Assessing	Town Hall Main	8:00am	4:30pm	Assessing Office
07/20/2019	07/20/2019	Firm	EXETER SERENITY AA GROUP	SRCTR	5:00pm	9:00pm	AA Meeting
07/20/2019	07/20/2019	Firm	GEARY-GUNN, REILEIGH	SRCTR	11:30am	3:30pm	Party
07/20/2019	07/20/2019	Firm	Swag on Swasey	SWASY	8:30am	6:00pm	Swag on Swasey - Craft Fair
07/21/2019	07/21/2019	Firm	AA - SUNDAY	SRCTR	1:30pm	3:30pm	AA Sunday Meetings

**Monitor - Reservations**

Begin Date	End Date	Status	Reservee	Facility Location	Full Begin Time	Full End Time	Reservation Purpose
07/22/2019	07/22/2019	Firm	SEABREEZE QUILT GUILD	SRCTR	6:00pm	9:00pm	quilting
07/22/2019	07/22/2019	Firm	Exeter Brass Band	Town Hall Band	7:30pm	9:00pm	Brass Band
07/22/2019	07/22/2019	Firm	Exeter Brass Band	Town Hall Main	7:30pm	9:30pm	Brass Band
07/24/2019	07/24/2019	Firm	Exeter TV	Town Hall Art	5:00pm	9:00pm	Filming Public Access TV Show
07/25/2019	07/25/2019	Firm	EXETER PARKS & REC	Gazebo	6:00pm	9:00pm	Summer Concerts
07/25/2019	07/25/2019	Firm	Seacoast Growers Association	SWASY	1:00pm	7:00pm	Exeter Farmers Market
07/25/2019	07/25/2019	Firm	EXETER PARKS & REC	Town Hall Main	12:00pm	9:00pm	Summer Concerts - Rain Site
07/26/2019	07/26/2019	Firm	AA FRIDAYS	SRCTR	7:30pm	9:00pm	Meeting
07/27/2019	07/27/2019	Firm	EXETER SERENITY AA GROUP	SRCTR	5:00pm	9:00pm	AA Meeting
07/27/2019	07/27/2019	Firm	Swag on Swasey	SWASY	6:00am	5:00pm	Swag on Swasey - Antiques/Collect
07/28/2019	07/28/2019	Firm	AA - SUNDAY	SRCTR	1:30pm	3:30pm	AA Sunday Meetings
07/29/2019	07/29/2019	Firm	Exeter Brass Band	Town Hall Band	7:30pm	9:00pm	Brass Band
07/29/2019	07/29/2019	Firm	Exeter Brass Band	Town Hall Main	7:30pm	9:30pm	Brass Band
07/30/2019	07/30/2019	Firm	EXETER PARKS & REC	SRCTR	6:30pm	9:30pm	Recreation Advisory Board
07/31/2019	07/31/2019	Firm	Exeter TV	Town Hall Art	5:00pm	9:00pm	Filming Public Access TV Show
08/01/2019	08/01/2019	Firm	EXETER PARKS & REC	Gazebo	6:00pm	9:00pm	Summer Concerts
08/01/2019	08/01/2019	Firm	EXETER JR. BASEBALL LEAGUE	SRCTR	7:00pm	9:00pm	EJBL
08/01/2019	08/01/2019	Firm	Seacoast Growers Association	SWASY	1:00pm	7:00pm	Exeter Farmers Market
08/01/2019	08/01/2019	Firm	EXETER PARKS & REC	Town Hall Main	12:00pm	9:00pm	Summer Concerts - Rain Site
08/03/2019	08/03/2019	Firm	EXETER SERENITY AA GROUP	SRCTR	5:00pm	9:00pm	AA Meeting
08/04/2019	08/04/2019	Firm	AA - SUNDAY	SRCTR	1:30pm	3:30pm	AA Sunday Meetings
08/04/2019	08/04/2019	Firm	Exeter TV	TOWN	1:00pm	4:00pm	Filming Monthly Public Access Sho

**Monitor - Reservations**

Begin Date	End Date	Status	Reservee	Facility Location	Full Begin Time	Full End Time	Reservation Purpose
08/06/2019	08/06/2019	Firm	DAV CHAPTER 13	SRCTR	6:30pm	9:00pm	DAV Meeting
08/06/2019	08/06/2019	Firm	Exeter Police	SWASY	4:00pm	9:00pm	National Night Out
08/07/2019	08/07/2019	Firm	Exeter TV	Town Hall Art	5:00pm	9:00pm	Filming Public Access TV Show
08/08/2019	08/08/2019	Firm	EXETER PARKS & REC	Gazebo	6:00pm	9:00pm	Summer Concerts
08/08/2019	08/08/2019	Firm	Seacoast Growers Association	SWASY	1:00pm	7:00pm	Exeter Farmers Market
08/08/2019	08/08/2019	Firm	EXETER PARKS & REC	Town Hall Main	12:00pm	9:00pm	Summer Concerts - Rain Site
08/10/2019	08/10/2019	Firm	EXETER SERENITY AA GROUP	SRCTR	5:00pm	9:00pm	AA Meeting
08/11/2019	08/11/2019	Firm	AA - SUNDAY	SRCTR	1:30pm	3:30pm	AA Sunday Meetings
08/12/2019	08/12/2019	Firm	ICY HILL CO-OP	SRCTR	6:30pm	8:30pm	
08/13/2019	08/13/2019	Firm	ALZHEIMER'S ASSOCIATION	SRCTR	2:00pm	3:30pm	Memory Cafe
08/13/2019	08/13/2019	Firm	SEABREEZE QUILT GUILD	SRCTR	6:00pm	9:00pm	quilting
08/14/2019	08/14/2019	Firm	EXETER PARKS & REC	SRCTR	2:30pm	4:00pm	Senior Coffee & Tea Social
08/14/2019	08/14/2019	Firm	Exeter TV	Town Hall Art	5:00pm	9:00pm	Filming Public Access TV Show
08/15/2019	08/15/2019	Firm	EXETER PARKS & REC	Gazebo	6:00pm	9:00pm	Summer Concerts
08/15/2019	08/15/2019	Firm	ALZHEIMER'S ASSOCIATION	SRCTR	6:45pm	8:30pm	Alzheimers Support Group
08/15/2019	08/15/2019	Firm	Seacoast Growers Association	SWASY	1:00pm	7:00pm	Exeter Farmers Market
08/15/2019	08/15/2019	Firm	EXETER PARKS & REC	Town Hall Main	12:00pm	9:00pm	Summer Concerts - Rain Site
08/17/2019	08/17/2019	Firm	EXETER SERENITY AA GROUP	SRCTR	5:00pm	9:00pm	AA Meeting
08/18/2019	08/18/2019	Firm	AA - SUNDAY	SRCTR	1:30pm	3:30pm	AA Sunday Meetings
08/20/2019	08/20/2019	Firm	VFW POST 2181	SRCTR	6:30pm	9:00pm	VFW Meeting
08/21/2019	08/21/2019	Firm	Exeter TV	Town Hall Art	5:00pm	9:00pm	Filming Public Access TV Show
08/22/2019	08/22/2019	Firm	Seacoast Growers Association	SWASY	1:00pm	7:00pm	Exeter Farmers Market

Exeter Parks & Rec  
**Monitor - Reservations**

Begin Date	End Date	Status	Reservee	Facility Location	Full Begin Time	Full End Time	Reservation Purpose
08/24/2019	08/24/2019	Firm	EXETER SERENITY AA GROUP	SRCTR	5:00pm	9:00pm	AA Meeting
08/24/2019	08/24/2019	Firm	Swag on Swasey	SWASY	6:00am	5:00pm	Swag on Swasey - Antiques/Collect
08/25/2019	08/25/2019	Firm	AA - SUNDAY	SRCTR	1:30pm	3:30pm	AA Sunday Meetings
08/26/2019	08/26/2019	Firm	SEABREEZE QUILT GUILD	SRCTR	6:00pm	9:00pm	quilting
08/27/2019	08/27/2019	Firm	EXETER PARKS & REC	SRCTR	6:30pm	9:30pm	Recreation Advisory Board
08/28/2019	08/28/2019	Firm	Exeter TV	Town Hall Art	5:00pm	9:00pm	Filming Public Access TV Show
08/29/2019	08/29/2019	Firm	Seacoast Growers Association	SWASY	1:00pm	7:00pm	Exeter Farmers Market
08/31/2019	08/31/2019	Firm	EXETER SERENITY AA GROUP	SRCTR	5:00pm	9:00pm	AA Meeting
09/01/2019	09/01/2019	Firm	AA - SUNDAY	SRCTR	1:30pm	3:30pm	AA Sunday Meetings
09/01/2019	09/01/2019	Firm	Exeter TV	TOWN	1:00pm	4:00pm	Filming Monthly Public Access Sho
09/02/2019	09/02/2019	Firm	KLB TOURS/GILMAN GRANGE	SRCTR	7:00pm	10:00pm	Meeting
09/03/2019	09/03/2019	Firm	DAV CHAPTER 13	SRCTR	6:30pm	9:00pm	DAV Meeting
09/03/2019	09/03/2019	Firm	Community Arts Initiative of SAA	Town Hall Art	3:00pm	7:00pm	Fall Art Show
09/04/2019	09/04/2019	Firm	Exeter TV	Town Hall Art	5:00pm	9:00pm	Filming Public Access TV Show
09/05/2019	09/05/2019	Firm	EXETER JR. BASEBALL LEAGUE	SRCTR	7:00pm	9:00pm	EJBL
09/05/2019	09/05/2019	Firm	Seacoast Growers Association	SWASY	1:00pm	7:00pm	Exeter Farmers Market
09/06/2019	09/06/2019	Firm	Community Arts Initiative of SAA	Town Hall Art	4:00pm	7:00pm	Fall Art Show
09/07/2019	09/07/2019	Firm	EXETER SERENITY AA GROUP	SRCTR	5:00pm	9:00pm	AA Meeting
09/07/2019	09/07/2019	Firm	Community Arts Initiative of SAA	Town Hall Art	12:00pm	4:00pm	Art Exhibit
09/08/2019	09/08/2019	Firm	AA - SUNDAY	SRCTR	1:30pm	3:30pm	AA Sunday Meetings
09/08/2019	09/08/2019	Firm	Community Arts Initiative of SAA	Town Hall Art	12:00pm	4:00pm	Art Exhibit
09/09/2019	09/09/2019	Firm	ICY HILL CO-OP	SRCTR	6:30pm	8:30pm	

Exeter Parks & Rec  
**Monitor - Reservations**

Begin Date	End Date	Status	Reservee	Facility Location	Full Begin Time	Full End Time	Reservation Purpose
09/10/2019	09/10/2019	Firm	ALZHEIMER'S ASSOCIATION	SRCTR	2:00pm	3:30pm	Memory Cafe
09/10/2019	09/10/2019	Firm	SEABREEZE QUILT GUILD	SRCTR	6:00pm	9:00pm	quilting
09/11/2019	09/11/2019	Firm	KLB TOURS/GILMAN GRANGE	SRCTR	7:00pm	10:00pm	Meeting
09/11/2019	09/11/2019	Firm	Exeter TV	Town Hall Art	5:00pm	9:00pm	Filming Public Access TV Show
09/12/2019	09/12/2019	Firm	Seacoast Growers Association	SWASY	1:00pm	7:00pm	Exeter Farmers Market
09/14/2019	09/14/2019	Firm	EXETER SERENITY AA GROUP	SRCTR	5:00pm	9:00pm	AA Meeting
09/14/2019	09/14/2019	Firm	Swag on Swasey	SWASY	8:30am	6:00pm	Swag on Swasey - Craft Fair
09/14/2019	09/14/2019	Firm	Community Arts Initiative of SAA	Town Hall Art	12:00pm	4:00pm	Art Exhibit
09/15/2019	09/15/2019	Firm	AA - SUNDAY	SRCTR	1:30pm	3:30pm	AA Sunday Meetings
09/15/2019	09/15/2019	Firm	Community Arts Initiative of SAA	Town Hall Art	12:00pm	4:00pm	Art Exhibit
09/15/2019	09/15/2019	Firm	Town Energy Committee	Town Hall Main	9:00am	12:00pm	Electric Car Event
09/16/2019	09/16/2019	Firm	KLB TOURS/GILMAN GRANGE	SRCTR	7:00pm	10:00pm	Meeting
09/17/2019	09/17/2019	Firm	VFW POST 2181	SRCTR	6:30pm	9:00pm	VFW Meeting
09/18/2019	09/18/2019	Firm	Exeter TV	Town Hall Art	5:00pm	9:00pm	Filming Public Access TV Show
09/19/2019	09/19/2019	Firm	ALZHEIMER'S ASSOCIATION	SRCTR	6:45pm	8:30pm	Alzheimers Support Group
09/19/2019	09/19/2019	Firm	Seacoast Growers Association	SWASY	1:00pm	7:00pm	Exeter Farmers Market
09/19/2019	09/19/2019	Firm	Seacoast photographers assoc	TOWN	6:00pm	8:30pm	Monthly Meeting
09/19/2019	09/19/2019	Tentative	EXETER FIRE FIGHTERS	Town Hall Main	12:00am	12:00am	Exeter Fire Fighters hosting Emerg
09/20/2019	09/20/2019	Firm	TEAM	Town Hall Band	5:00pm	9:00pm	fall Quinox Fest live music at bands
09/21/2019	09/21/2019	Firm	EHS Boys Soccer Boosters	Road Race-Walk	7:00am	10:30am	Kick'n into Gear 5K Road Race
09/21/2019	09/21/2019	Firm	EXETER SERENITY AA GROUP	SRCTR	5:00pm	9:00pm	AA Meeting
09/21/2019	09/21/2019	Firm	TEAM	SWASY	7:00am	10:00pm	Fall Equinox Festival

Exeter Parks & Rec  
**Monitor - Reservations**

Begin Date	End Date	Status	Reservee	Facility Location	Full Begin Time	Full End Time	Reservation Purpose
09/21/2019	09/21/2019	Firm	Community Arts Initiative of SAA	Town Hall Art	12:00pm	4:00pm	Art Exhibit
09/21/2019	09/21/2019	Firm	TEAM	Town Hall Main	8:00pm	10:00pm	
09/22/2019	09/22/2019	Firm	AA - SUNDAY	SRCTR	1:30pm	3:30pm	AA Sunday Meetings
09/22/2019	09/22/2019	Firm	Community Arts Initiative of SAA	Town Hall Art	12:00pm	3:00pm	Art Exhibit
09/22/2019	09/22/2019	Firm	Community Arts Initiative of SAA	Town Hall Art	3:00pm	5:00pm	Art Exhibit
09/23/2019	09/23/2019	Firm	SEABREEZE QUILT GUILD	SRCTR	6:00pm	9:00pm	quilting
09/24/2019	09/24/2019	Firm	EXETER PARKS & REC	SRCTR	6:30pm	9:30pm	Recreation Advisory Board
09/25/2019	09/25/2019	Firm	Exeter TV	Town Hall Art	5:00pm	9:00pm	Filming Public Access TV Show
09/26/2019	09/26/2019	Firm	Seacoast Growers Association	SWASY	1:00pm	7:00pm	Exeter Farmers Market
09/28/2019	09/28/2019	Firm	EXETER SERENITY AA GROUP	SRCTR	5:00pm	9:00pm	AA Meeting
09/28/2019	09/28/2019	Firm	Swag on Swasey	SWASY	6:00am	5:00pm	Swag on Swasey - Antiques/Collect
09/29/2019	09/29/2019	Firm	AA - SUNDAY	SRCTR	1:30pm	3:30pm	AA Sunday Meetings
10/01/2019	10/01/2019	Firm	DAV CHAPTER 13	SRCTR	6:30pm	9:00pm	DAV Meeting
10/02/2019	10/02/2019	Firm	Exeter TV	Town Hall Art	5:00pm	9:00pm	Filming Public Access TV Show
10/03/2019	10/03/2019	Firm	Seacoast Growers Association	SWASY	1:00pm	7:00pm	Exeter Farmers Market
10/05/2019	10/05/2019	Firm	EXETER SERENITY AA GROUP	SRCTR	5:00pm	9:00pm	AA Meeting
10/05/2019	10/05/2019	Firm	EXETER PARKS & REC	SWASY	7:00am	6:00pm	Powder Keg
10/06/2019	10/06/2019	Firm	AA - SUNDAY	SRCTR	1:30pm	3:30pm	AA Sunday Meetings
10/06/2019	10/06/2019	Firm	Exeter TV	TOWN	1:00pm	4:00pm	Filming Monthly Public Access Sho
10/07/2019	10/07/2019	Firm	KLB TOURS/GILMAN GRANGE	SRCTR	7:00pm	10:00pm	Meeting
10/08/2019	10/08/2019	Firm	ALZHEIMER'S ASSOCIATION	SRCTR	2:00pm	3:30pm	Memory Cafe
10/08/2019	10/08/2019	Firm	SEABREEZE QUILT GUILD	SRCTR	6:00pm	9:00pm	quilting
10/09/2019	10/09/2019	Firm	Exeter TV	Town Hall Art	5:00pm	9:00pm	Filming Public Access TV Show

Exeter Parks & Rec  
**Monitor - Reservations**

Begin Date	End Date	Status	Reservee	Facility Location	Full Begin Time	Full End Time	Reservation Purpose
10/10/2019	10/10/2019	Firm	Seacoast Growers Association	SWASY	1:00pm	7:00pm	Exeter Farmers Market
10/12/2019	10/12/2019	Firm	EXETER SERENITY AA GROUP	SRCTR	5:00pm	9:00pm	AA Meeting
10/13/2019	10/13/2019	Firm	AA - SUNDAY	SRCTR	1:30pm	3:30pm	AA Sunday Meetings
10/14/2019	10/14/2019	Firm	ICY HILL CO-OP	SRCTR	6:30pm	8:30pm	
10/15/2019	10/15/2019	Firm	VFW POST 2181	SRCTR	6:30pm	9:00pm	VFW Meeting
10/16/2019	10/16/2019	Firm	Exeter TV	Town Hall Art	5:00pm	9:00pm	Filming Public Access TV Show
10/17/2019	10/17/2019	Firm	ALZHEIMER'S ASSOCIATION	SRCTR	6:45pm	8:30pm	Alzheimers Support Group
10/17/2019	10/17/2019	Firm	Seacoast Growers Association	SWASY	1:00pm	7:00pm	Exeter Farmers Market
10/17/2019	10/17/2019	Firm	Seacoast photographers assoc	TOWN	6:00pm	8:30pm	Monthly Meeting
10/19/2019	10/19/2019	Firm	EXETER SERENITY AA GROUP	SRCTR	5:00pm	9:00pm	AA Meeting
10/19/2019	10/19/2019	Firm	Swag on Swasey	SWASY	6:00am	5:00pm	Swag on Swasey - Antiques/Collect
10/19/2019	10/19/2019	Firm	Pine st Players	TOWN	9:00am	11:00pm	"Fame Production
10/19/2019	10/19/2019	Firm	Pine st Players	Town Hall Main	9:00am	11:00pm	Pine St players "Fame Production
10/20/2019	10/20/2019	Firm	AA - SUNDAY	SRCTR	1:30pm	3:30pm	AA Sunday Meetings
10/20/2019	10/20/2019	Firm	Seacoast area CROP Hunger Walk	SWASY	12:00pm	4:00pm	Hunger Walk
10/20/2019	10/20/2019	Firm	Pine st Players	TOWN	9:00am	11:00pm	"Fame Production
10/20/2019	10/20/2019	Firm	Pine st Players	Town Hall Main	9:00am	11:00pm	Pine St players "Fame Production
10/21/2019	10/21/2019	Firm	Pine st Players	TOWN	9:00am	11:00pm	"Fame Production
10/21/2019	10/21/2019	Firm	Pine st Players	Town Hall Main	9:00am	11:00pm	Pine St players "Fame Production
10/22/2019	10/22/2019	Firm	Pine st Players	TOWN	9:00am	11:00pm	"Fame Production
10/22/2019	10/22/2019	Firm	Pine st Players	Town Hall Main	9:00am	11:00pm	Pine St players "Fame Production
10/23/2019	10/23/2019	Firm	Pine st Players	TOWN	9:00am	11:00pm	"Fame Production

Exeter Parks & Rec  
**Monitor - Reservations**

Begin Date	End Date	Status	Reservee	Facility Location	Full Begin Time	Full End Time	Reservation Purpose
10/23/2019	10/23/2019	Firm	Exeter TV	Town Hall Art	5:00pm	9:00pm	Filming Public Access TV Show
10/23/2019	10/23/2019	Firm	Pine st Players	Town Hall Main	9:00am	11:00pm	Pine St players "Fame Production
10/24/2019	10/24/2019	Firm	Seacoast Growers Association	SWASY	1:00pm	7:00pm	Exeter Farmers Market
10/24/2019	10/24/2019	Firm	Pine st Players	TOWN	9:00am	11:00pm	"Fame Production
10/24/2019	10/24/2019	Firm	Pine st Players	Town Hall Main	9:00am	11:00pm	Pine St players "Fame Production
10/25/2019	10/25/2019	Firm	Pine st Players	TOWN	9:00am	11:00pm	"Fame Production
10/25/2019	10/25/2019	Firm	Pine st Players	Town Hall Main	9:00am	11:00pm	Pine St players "Fame Production
10/26/2019	10/26/2019	Firm	EXETER SERENITY AA GROUP	SRCTR	5:00pm	9:00pm	AA Meeting
10/26/2019	10/26/2019	Firm	Pine st Players	TOWN	9:00am	11:00pm	"Fame Production
10/26/2019	10/26/2019	Firm	Pine st Players	Town Hall Main	9:00am	11:00pm	Pine St players "Fame Production
10/27/2019	10/27/2019	Firm	Exeter Hospital	Road Race-Walk	7:00am	1:00pm	United in Wellness Cancer Walk &
10/27/2019	10/27/2019	Firm	AA - SUNDAY	SRCTR	1:30pm	3:30pm	AA Sunday Meetings
10/27/2019	10/27/2019	Firm	Pine st Players	TOWN	9:00am	11:00pm	"Fame Production
10/27/2019	10/27/2019	Firm	Pine st Players	Town Hall Main	9:00am	11:00pm	Pine St players "Fame Production
10/28/2019	10/28/2019	Firm	SEABREEZE QUILT GUILD	SRCTR	6:00pm	9:00pm	quilting
10/28/2019	10/28/2019	Firm	Pine st Players	TOWN	9:00am	11:00pm	"Fame Production
10/28/2019	10/28/2019	Firm	Pine st Players	Town Hall Main	9:00am	11:00pm	Pine St players "Fame Production
10/29/2019	10/29/2019	Firm	EXETER PARKS & REC	SRCTR	6:30pm	9:30pm	Recreation Advisory Board
10/29/2019	10/29/2019	Firm	Pine st Players	TOWN	9:00am	11:00pm	"Fame Production
10/29/2019	10/29/2019	Firm	Pine st Players	Town Hall Main	9:00am	11:00pm	Pine St players "Fame Production
10/30/2019	10/30/2019	Firm	Exeter TV	TOWN	5:00pm	9:00pm	Filming Public Access TV Show
10/30/2019	10/30/2019	Firm	Seacoast Artist Assoc	Town Hall Art	4:00pm	6:00pm	Art Drop-Off



Exeter Parks & Rec  
**Monitor - Reservations**

Begin Date	End Date	Status	Reservee	Facility Location	Full Begin Time	Full End Time	Reservation Purpose
10/30/2019	10/30/2019	Firm	Pine st Players	Town Hall Main	9:00am	11:00pm	Pine St players "Fame Production
10/31/2019	10/31/2019	Firm	Seacoast Growers Association	SWASY	1:00pm	7:00pm	Exeter Farmers Market
10/31/2019	10/31/2019	Firm	Pine st Players	TOWN	9:00am	11:00pm	"Fame Production
10/31/2019	10/31/2019	Firm	Pine st Players	Town Hall Main	9:00am	11:00pm	Pine St players "Fame Production
11/01/2019	11/01/2019	Firm	Pine st Players	TOWN	9:00am	11:00pm	"Fame Production
11/01/2019	11/01/2019	Firm	Seacoast Artist Assoc	Town Hall Art	4:00pm	7:00pm	Art Awards & Reception
11/01/2019	11/01/2019	Firm	Pine st Players	Town Hall Main	9:00am	11:00pm	Pine St players "Fame Production
11/02/2019	11/02/2019	Firm	EXETER SERENITY AA GROUP	SRCTR	5:00pm	9:00pm	AA Meeting
11/02/2019	11/02/2019	Firm	Pine st Players	TOWN	9:00am	11:00pm	"Fame Production
11/02/2019	11/02/2019	Firm	Seacoast Artist Assoc	Town Hall Art	12:00pm	4:00pm	Annueal Member Awards Show
11/02/2019	11/02/2019	Firm	Pine st Players	Town Hall Main	9:00am	11:00pm	Pine St players "Fame Production
11/03/2019	11/03/2019	Firm	AA - SUNDAY	SRCTR	1:30pm	3:30pm	AA Sunday Meetings
11/03/2019	11/03/2019	Firm	Exeter TV	TOWN	1:00pm	4:00pm	Filming Monthly Public Access Sho
11/03/2019	11/03/2019	Firm	Seacoast Artist Assoc	Town Hall Art	12:00pm	4:00pm	Annueal Member Awards Show
11/03/2019	11/03/2019	Firm	Pine st Players	Town Hall Main	9:00am	11:00pm	Pine St players "Fame Production
11/04/2019	11/04/2019	Firm	KLB TOURS/GILMAN GRANGE	SRCTR	7:00pm	10:00pm	Meeting
11/04/2019	11/04/2019	Firm	Prescott Park Arts Festival	Town Hall Main	7:00am	11:00pm	Arts Festival Winter Show
11/05/2019	11/05/2019	Firm	DAV CHAPTER 13	SRCTR	6:30pm	9:00pm	DAV Meeting
11/05/2019	11/05/2019	Firm	Prescott Park Arts Festival	Town Hall Main	7:00am	11:00pm	Arts Festival Winter Show
11/06/2019	11/06/2019	Firm	POWDER HOUSE COOP	SRCTR	6:00pm	8:00pm	Meeting
11/06/2019	11/06/2019	Firm	Exeter TV	Town Hall Art	5:00pm	9:00pm	Filming Public Access TV Show
11/06/2019	11/06/2019	Firm	Prescott Park Arts Festival	Town Hall Main	7:00am	11:00pm	Arts Festival Winter Show

Exeter Parks & Rec  
**Monitor - Reservations**

Begin Date	End Date	Status	Reservee	Facility Location	Full Begin Time	Full End Time	Reservation Purpose
11/07/2019	11/07/2019	Firm	Prescott Park Arts Festival	Town Hall Main	7:00am	11:00pm	Arts Festival Winter Show
11/08/2019	11/08/2019	Firm	Prescott Park Arts Festival	Town Hall Main	7:00am	11:00pm	Arts Festival Winter Show
11/09/2019	11/09/2019	Firm	EXETER SERENITY AA GROUP	SRCTR	5:00pm	9:00pm	AA Meeting
11/09/2019	11/09/2019	Firm	Prescott Park Arts Festival	Town Hall Main	7:00am	11:00pm	Arts Festival Winter Show
11/10/2019	11/10/2019	Firm	AA - SUNDAY	SRCTR	1:30pm	3:30pm	AA Sunday Meetings
11/10/2019	11/10/2019	Firm	A toast to our Troops	Town Hall Main	1:00pm	5:00pm	Toast to our Troops
11/11/2019	11/11/2019	Firm	ICY HILL CO-OP	SRCTR	6:30pm	8:30pm	
11/11/2019	11/11/2019	Firm	Prescott Park Arts Festival	Town Hall Main	7:00am	11:00pm	Arts Festival Winter Show
11/12/2019	11/12/2019	Firm	ALZHEIMER'S ASSOCIATION	SRCTR	2:00pm	3:30pm	Memory Cafe
11/12/2019	11/12/2019	Firm	SEABREEZE QUILT GUILD	SRCTR	6:00pm	9:00pm	quilting
11/12/2019	11/12/2019	Firm	Prescott Park Arts Festival	Town Hall Main	7:00am	11:00pm	Arts Festival Winter Show
11/13/2019	11/13/2019	Firm	Exeter TV	Town Hall Art	5:00pm	9:00pm	Filming Public Access TV Show
11/13/2019	11/13/2019	Firm	Prescott Park Arts Festival	Town Hall Main	7:00am	11:00pm	Arts Festival Winter Show
11/14/2019	11/14/2019	Firm	Prescott Park Arts Festival	Town Hall Main	7:00am	11:00pm	Arts Festival Winter Show
11/15/2019	11/15/2019	Firm	Prescott Park Arts Festival	Town Hall Main	7:00am	11:00pm	Arts Festival Winter Show
11/16/2019	11/16/2019	Firm	EXETER SERENITY AA GROUP	SRCTR	5:00pm	9:00pm	AA Meeting
11/16/2019	11/16/2019	Firm	Prescott Park Arts Festival	Town Hall Main	7:00am	11:00pm	Arts Festival Winter Show
11/17/2019	11/17/2019	Firm	AA - SUNDAY	SRCTR	1:30pm	3:30pm	AA Sunday Meetings
11/17/2019	11/17/2019	Firm	Prescott Park Arts Festival	Town Hall Main	7:00am	11:00pm	Arts Festival Winter Show
11/18/2019	11/18/2019	Firm	Prescott Park Arts Festival	Town Hall Main	7:00am	11:00pm	Arts Festival Winter Show
11/19/2019	11/19/2019	Firm	VFW POST 2181	SRCTR	6:30pm	9:00pm	VFW Meeting
11/19/2019	11/19/2019	Firm	Prescott Park Arts Festival	Town Hall Main	7:00am	11:00pm	Arts Festival Winter Show

Exeter Parks & Rec  
**Monitor - Reservations**

Begin Date	End Date	Status	Reservee	Facility Location	Full Begin Time	Full End Time	Reservation Purpose
11/20/2019	11/20/2019	Firm	Exeter TV	Town Hall Art	5:00pm	9:00pm	Filming Public Access TV Show
11/20/2019	11/20/2019	Firm	Prescott Park Arts Festival	Town Hall Main	7:00am	11:00pm	Arts Festival Winter Show
11/21/2019	11/21/2019	Firm	ALZHEIMER'S ASSOCIATION	SRCTR	6:45pm	8:30pm	Alzheimers Support Group
11/21/2019	11/21/2019	Firm	Seacoast photographers assoc	TOWN	6:00pm	8:30pm	Monthly Meeting
11/21/2019	11/21/2019	Firm	Prescott Park Arts Festival	Town Hall Main	7:00am	11:00pm	Arts Festival Winter Show
11/22/2019	11/22/2019	Firm	Prescott Park Arts Festival	Town Hall Main	7:00am	11:00pm	Arts Festival Winter Show
11/23/2019	11/23/2019	Firm	EXETER SERENITY AA GROUP	SRCTR	5:00pm	9:00pm	AA Meeting
11/23/2019	11/23/2019	Firm	Prescott Park Arts Festival	Town Hall Main	7:00am	11:00pm	Arts Festival Winter Show
11/24/2019	11/24/2019	Firm	AA - SUNDAY	SRCTR	1:30pm	3:30pm	AA Sunday Meetings
11/24/2019	11/24/2019	Firm	Prescott Park Arts Festival	Town Hall Main	7:00am	11:00pm	Arts Festival Winter Show
11/25/2019	11/25/2019	Firm	SEABREEZE QUILT GUILD	SRCTR	6:00pm	9:00pm	quilting
11/25/2019	11/25/2019	Firm	Prescott Park Arts Festival	Town Hall Main	7:00am	11:00pm	Arts Festival Winter Show
11/26/2019	11/26/2019	Firm	EXETER PARKS & REC	SRCTR	6:30pm	9:30pm	Recreation Advisory Board
11/26/2019	11/26/2019	Firm	Prescott Park Arts Festival	Town Hall Main	7:00am	11:00pm	Arts Festival Winter Show
11/27/2019	11/27/2019	Firm	Exeter TV	Town Hall Art	5:00pm	9:00pm	Filming Public Access TV Show
11/27/2019	11/27/2019	Firm	Prescott Park Arts Festival	Town Hall Main	7:00am	11:00pm	Arts Festival Winter Show
11/28/2019	11/28/2019	Firm	Exeter Run Club	Road Race-Walk	8:00am	10:00am	5K & 10K Fund Raiser
11/28/2019	11/28/2019	Firm	Prescott Park Arts Festival	Town Hall Main	7:00am	11:00pm	Arts Festival Winter Show
11/29/2019	11/29/2019	Firm	Prescott Park Arts Festival	Town Hall Main	7:00am	11:00pm	Arts Festival Winter Show
11/30/2019	11/30/2019	Firm	EXETER SERENITY AA GROUP	SRCTR	5:00pm	9:00pm	AA Meeting
11/30/2019	11/30/2019	Firm	Prescott Park Arts Festival	Town Hall Main	7:00am	11:00pm	Arts Festival Winter Show
12/01/2019	12/01/2019	Firm	AA - SUNDAY	SRCTR	1:30pm	3:30pm	AA Sunday Meetings

Exeter Parks & Rec  
**Monitor - Reservations**

Begin Date	End Date	Status	Reservee	Facility Location	Full Begin Time	Full End Time	Reservation Purpose
12/01/2019	12/01/2019	Firm	Exeter TV	TOWN	1:00pm	4:00pm	Filming Monthly Public Access Sho
12/01/2019	12/01/2019	Firm	Prescott Park Arts Festival	Town Hall Main	7:00am	11:00pm	Arts Festival Winter Show
12/02/2019	12/02/2019	Firm	KLB TOURS/GILMAN GRANGE	SRCTR	7:00pm	10:00pm	Meeting
12/02/2019	12/02/2019	Firm	Exeter Area Chamber of Commerce	Town Hall Main	11:00am	4:00pm	
12/02/2019	12/02/2019	Firm	Prescott Park Arts Festival	Town Hall Main	5:00pm	11:00pm	
12/03/2019	12/03/2019	Firm	DAV CHAPTER 13	SRCTR	6:30pm	9:00pm	DAV Meeting
12/03/2019	12/03/2019	Firm	Exeter Area Chamber of Commerce	Town Hall Main	11:00am	4:00pm	
12/03/2019	12/03/2019	Firm	Prescott Park Arts Festival	Town Hall Main	5:00pm	11:00pm	
12/04/2019	12/04/2019	Firm	POWDER HOUSE COOP	SRCTR	6:00am	8:00pm	Meeting
12/04/2019	12/04/2019	Firm	Exeter TV	Town Hall Art	5:00pm	9:00pm	Filming Public Access TV Show
12/04/2019	12/04/2019	Firm	Exeter Area Chamber of Commerce	Town Hall Main	11:00am	4:00pm	
12/04/2019	12/04/2019	Firm	Prescott Park Arts Festival	Town Hall Main	5:00pm	11:00pm	
12/05/2019	12/05/2019	Firm	WHEELER, JENNIFER	Town Hall Band	3:00pm	9:00pm	Holiday Open House
12/05/2019	12/05/2019	Firm	Exeter Area Chamber of Commerce	Town Hall Main	11:00am	4:00pm	
12/05/2019	12/05/2019	Firm	Prescott Park Arts Festival	Town Hall Main	5:00pm	11:00pm	
12/06/2019	12/06/2019	Firm	Exeter Area Chamber of Commerce	Town Hall Main	11:00am	4:00pm	
12/06/2019	12/06/2019	Firm	Prescott Park Arts Festival	Town Hall Main	5:00pm	11:00pm	
12/07/2019	12/07/2019	Firm	EXETER SERENITY AA GROUP	SRCTR	5:00pm	9:00pm	AA Meeting
12/07/2019	12/07/2019	Firm	Prescott Park Arts Festival	Town Hall Main	7:00am	11:00pm	Arts Festival Winter Show
12/08/2019	12/08/2019	Firm	AA - SUNDAY	SRCTR	1:30pm	3:30pm	AA Sunday Meetings
12/08/2019	12/08/2019	Firm	KLB TOURS/GILMAN GRANGE	SRCTR	7:00pm	9:00pm	Meeting
12/08/2019	12/08/2019	Firm	Prescott Park Arts Festival	Town Hall Main	7:00am	11:00pm	Arts Festival Winter Show

Exeter Parks & Rec  
**Monitor - Reservations**

Begin Date	End Date	Status	Reservee	Facility Location	Full Begin Time	Full End Time	Reservation Purpose
12/09/2019	12/09/2019	Firm	ICY HILL CO-OP	SRCTR	6:30pm	8:30pm	
12/09/2019	12/09/2019	Firm	Prescott Park Arts Festival	Town Hall Main	7:00am	11:00pm	Arts Festival Winter Show
12/10/2019	12/10/2019	Firm	ALZHEIMER'S ASSOCIATION	SRCTR	2:00pm	3:30pm	Memory Cafe
12/10/2019	12/10/2019	Firm	SEABREEZE QUILT GUILD	SRCTR	6:00pm	9:00pm	quilting
12/10/2019	12/10/2019	Firm	Prescott Park Arts Festival	Town Hall Main	7:00am	11:00pm	Arts Festival Winter Show
12/11/2019	12/11/2019	Firm	Exeter TV	Town Hall Art	5:00pm	9:00pm	Filming Public Access TV Show
12/11/2019	12/11/2019	Firm	Prescott Park Arts Festival	Town Hall Main	7:00am	11:00pm	Arts Festival Winter Show
12/12/2019	12/12/2019	Firm	Prescott Park Arts Festival	Town Hall Main	7:00am	11:00pm	Arts Festival Winter Show
12/13/2019	12/13/2019	Firm	Prescott Park Arts Festival	Town Hall Main	7:00am	11:00pm	Arts Festival Winter Show
12/14/2019	12/14/2019	Firm	EXETER SERENITY AA GROUP	SRCTR	5:00pm	9:00pm	AA Meeting
12/14/2019	12/14/2019	Firm	Prescott Park Arts Festival	Town Hall Main	7:00am	11:00pm	Arts Festival Winter Show
12/15/2019	12/15/2019	Firm	AA - SUNDAY	SRCTR	1:30pm	3:30pm	AA Sunday Meetings
12/15/2019	12/15/2019	Firm	Prescott Park Arts Festival	Town Hall Main	7:00am	11:00pm	Arts Festival Winter Show
12/16/2019	12/16/2019	Firm	KLB TOURS/GILMAN GRANGE	SRCTR	7:00pm	10:00pm	Meeting
12/16/2019	12/16/2019	Firm	Prescott Park Arts Festival	Town Hall Main	7:00am	11:00pm	Arts Festival Winter Show
12/17/2019	12/17/2019	Firm	VFW POST 2181	SRCTR	6:30pm	9:00pm	VFW Meeting
12/17/2019	12/17/2019	Firm	Prescott Park Arts Festival	Town Hall Main	7:00am	11:00pm	Arts Festival Winter Show
12/18/2019	12/18/2019	Firm	Exeter TV	Town Hall Art	5:00pm	9:00pm	Filming Public Access TV Show
12/18/2019	12/18/2019	Firm	Prescott Park Arts Festival	Town Hall Main	7:00am	11:00pm	Arts Festival Winter Show
12/19/2019	12/19/2019	Firm	ALZHEIMER'S ASSOCIATION	SRCTR	6:45pm	8:30pm	Alzheimers Support Group
12/19/2019	12/19/2019	Firm	Seacoast photographers assoc	TOWN	6:00pm	8:30pm	Monthly Meeting
12/21/2019	12/21/2019	Firm	EXETER SERENITY AA GROUP	SRCTR	5:00pm	9:00pm	AA Meeting

Exeter Parks & Rec  
**Monitor - Reservations**

Begin Date	End Date	Status	Reservee	Facility Location	Full Begin Time	Full End Time	Reservation Purpose
12/22/2019	12/22/2019	Firm	AA - SUNDAY	SRCTR	1:30pm	3:30pm	AA Sunday Meetings
12/23/2019	12/23/2019	Firm	SEABREEZE QUILT GUILD	SRCTR	6:00pm	9:00pm	quilting
12/28/2019	12/28/2019	Firm	EXETER SERENITY AA GROUP	SRCTR	5:00pm	9:00pm	AA Meeting
12/29/2019	12/29/2019	Firm	AA - SUNDAY	SRCTR	1:30pm	3:30pm	AA Sunday Meetings
01/04/2020	01/04/2020	Firm	NH Society of Photographic Arts	Town Hall Art	12:00pm	4:00pm	Annual Photography Show
01/05/2020	01/05/2020	Firm	Exeter TV	TOWN	1:00pm	4:00pm	Filming Monthly Public Access Sho
01/05/2020	01/05/2020	Firm	NH Society of Photographic Arts	Town Hall Art	12:00pm	4:00pm	Annual Photography Show
01/06/2020	01/06/2020	Firm	KLB TOURS/GILMAN GRANGE	SRCTR	7:00pm	10:00pm	Meeting
01/06/2020	01/06/2020	Firm	NH Society of Photographic Arts	Town Hall Art	12:00pm	4:00pm	Annual Photography Show
01/07/2020	01/07/2020	Firm	NH Society of Photographic Arts	Town Hall Art	12:00pm	4:00pm	Annual Photography Show
01/08/2020	01/08/2020	Firm	NH Society of Photographic Arts	Town Hall Art	12:00pm	4:00pm	Annual Photography Show
01/09/2020	01/09/2020	Firm	NH Society of Photographic Arts	Town Hall Art	12:00pm	4:00pm	Annual Photography Show
01/10/2020	01/10/2020	Firm	NH Society of Photographic Arts	Town Hall Art	12:00pm	4:00pm	Annual Photography Show
01/11/2020	01/11/2020	Firm	NH Society of Photographic Arts	Town Hall Art	12:00pm	4:00pm	Annual Photography Show
01/12/2020	01/12/2020	Firm	NH Society of Photographic Arts	Town Hall Art	12:00pm	4:00pm	Annual Photography Show
01/13/2020	01/13/2020	Firm	NH Society of Photographic Arts	Town Hall Art	12:00pm	4:00pm	Annual Photography Show
01/14/2020	01/14/2020	Firm	ALZHEIMER'S ASSOCIATION	SRCTR	2:00pm	3:30pm	Memory Cafe
01/14/2020	01/14/2020	Firm	NH Society of Photographic Arts	Town Hall Art	12:00pm	4:00pm	Annual Photography Show
01/15/2020	01/15/2020	Firm	NH Society of Photographic Arts	Town Hall Art	12:00pm	4:00pm	Annual Photography Show
01/16/2020	01/16/2020	Firm	ALZHEIMER'S ASSOCIATION	SRCTR	6:45pm	8:30pm	Alzheimer's Group
01/16/2020	01/16/2020	Firm	NH Society of Photographic Arts	Town Hall Art	12:00pm	4:00pm	Annual Photography Show
01/17/2020	01/17/2020	Firm	NH Society of Photographic Arts	Town Hall Art	12:00pm	4:00pm	Annual Photography Show

Exeter Parks & Rec  
**Monitor - Reservations**

Begin Date	End Date	Status	Reservee	Facility Location	Full Begin Time	Full End Time	Reservation Purpose
01/18/2020	01/18/2020	Firm	NH Society of Photographic Arts	Town Hall Art	12:00pm	4:00pm	Annual Photography Show
01/19/2020	01/19/2020	Firm	NH Society of Photographic Arts	Town Hall Art	12:00pm	4:00pm	Annual Photography Show
01/20/2020	01/20/2020	Firm	KLB TOURS/GILMAN GRANGE	SRCTR	7:00pm	10:00pm	Meeting
01/20/2020	01/20/2020	Firm	NH Society of Photographic Arts	Town Hall Art	12:00pm	4:00pm	Annual Photography Show
01/21/2020	01/21/2020	Firm	VFW POST 2181	SRCTR	7:00pm	9:00pm	Meeting
01/21/2020	01/21/2020	Firm	NH Society of Photographic Arts	Town Hall Art	12:00pm	4:00pm	Annual Photography Show
01/22/2020	01/22/2020	Firm	NH Society of Photographic Arts	Town Hall Art	12:00pm	4:00pm	Annual Photography Show
01/23/2020	01/23/2020	Firm	NH Society of Photographic Arts	Town Hall Art	12:00pm	4:00pm	Annual Photography Show
01/24/2020	01/24/2020	Firm	NH Society of Photographic Arts	Town Hall Art	12:00pm	4:00pm	Annual Photography Show
01/25/2020	01/25/2020	Firm	NH Society of Photographic Arts	Town Hall Art	12:00pm	4:00pm	Annual Photography Show
01/26/2020	01/26/2020	Firm	NH Society of Photographic Arts	Town Hall Art	12:00pm	4:00pm	Annual Photography Show
01/27/2020	01/27/2020	Firm	NH Society of Photographic Arts	Town Hall Art	12:00pm	4:00pm	Annual Photography Show
01/28/2020	01/28/2020	Firm	NH Society of Photographic Arts	Town Hall Art	12:00pm	4:00pm	Annual Photography Show
01/29/2020	01/29/2020	Firm	NH Society of Photographic Arts	Town Hall Art	12:00pm	4:00pm	Annual Photography Show
01/30/2020	01/30/2020	Firm	NH Society of Photographic Arts	Town Hall Art	12:00pm	4:00pm	Annual Photography Show
01/31/2020	01/31/2020	Firm	NH Society of Photographic Arts	Town Hall Art	12:00pm	4:00pm	Annual Photography Show
02/01/2020	02/01/2020	Firm	NH Society of Photographic Arts	Town Hall Art	12:00pm	4:00pm	Annual Photography Show
02/02/2020	02/02/2020	Firm	Exeter TV	TOWN	1:00pm	4:00pm	Filming Monthly Public Access Sho
02/02/2020	02/02/2020	Firm	NH Society of Photographic Arts	Town Hall Art	12:00pm	4:00pm	Annual Photography Show
02/03/2020	02/03/2020	Firm	KLB TOURS/GILMAN GRANGE	SRCTR	7:00pm	10:00pm	Meeting
02/11/2020	02/11/2020	Firm	ALZHEIMER'S ASSOCIATION	SRCTR	2:00pm	3:30pm	Memory Cafe
02/17/2020	02/17/2020	Firm	KLB TOURS/GILMAN GRANGE	SRCTR	7:00pm	10:00pm	Meeting

Exeter Parks & Rec  
**Monitor - Reservations**

Begin Date	End Date	Status	Reservee	Facility Location	Full Begin Time	Full End Time	Reservation Purpose
02/18/2020	02/18/2020	Firm	VFW POST 2181	SRCTR	7:00pm	9:00pm	Meeting
02/20/2020	02/20/2020	Firm	ALZHEIMER'S ASSOCIATION	SRCTR	6:45pm	8:30pm	Alzheimer's Group
03/01/2020	03/01/2020	Firm	Exeter TV	TOWN	1:00pm	4:00pm	Filming Monthly Public Access Sho
03/02/2020	03/02/2020	Firm	KLB TOURS/GILMAN GRANGE	SRCTR	7:00pm	10:00pm	Meeting
03/03/2020	03/03/2020	Firm	DAV	SRCTR	7:00pm	9:00pm	Meeting
03/10/2020	03/10/2020	Firm	ALZHEIMER'S ASSOCIATION	SRCTR	2:00pm	3:30pm	Memory Cafe
03/11/2020	03/11/2020	Firm	KLB TOURS/GILMAN GRANGE	SRCTR	7:00pm	10:00pm	Meeting
03/16/2020	03/16/2020	Firm	KLB TOURS/GILMAN GRANGE	SRCTR	7:00pm	10:00pm	Meeting
03/17/2020	03/17/2020	Firm	VFW POST 2181	SRCTR	7:00pm	9:00pm	Meeting
03/19/2020	03/19/2020	Firm	ALZHEIMER'S ASSOCIATION	SRCTR	6:45pm	8:30pm	Alzheimer's Group
03/22/2020	03/22/2020	Firm	FIDDLE ENSEMBLE / FIDDLE LESSONS	Town Hall Main	1:00pm	5:00pm	Practice for Fundraising Event for P
03/29/2020	03/29/2020	Firm	FIDDLE ENSEMBLE / FIDDLE LESSONS	Town Hall Main	1:00pm	5:00pm	
04/03/2020	04/03/2020	Firm	TEAM	Town Hall Band	2:00pm	11:00pm	First Friday
04/05/2020	04/05/2020	Firm	Exeter TV	TOWN	1:00pm	4:00pm	Filming Monthly Public Access Sho
04/06/2020	04/06/2020	Firm	KLB TOURS/GILMAN GRANGE	SRCTR	7:00pm	10:00pm	Meeting
04/07/2020	04/07/2020	Firm	DAV	SRCTR	7:00pm	9:00pm	Meeting
04/08/2020	04/08/2020	Firm	KLB TOURS/GILMAN GRANGE	SRCTR	7:00pm	10:00pm	Meeting
04/11/2020	04/11/2020	Firm	FIDDLE ENSEMBLE / FIDDLE LESSONS	Town Hall Main	3:00pm	9:00pm	Practice for Fundraising Event for P
04/14/2020	04/14/2020	Firm	ALZHEIMER'S ASSOCIATION	SRCTR	2:00pm	3:30pm	Memory Cafe
04/16/2020	04/16/2020	Firm	ALZHEIMER'S ASSOCIATION	SRCTR	6:45pm	8:30pm	Alzheimer's Group
04/18/2020	04/18/2020	Firm	FIDDLE ENSEMBLE / FIDDLE LESSONS	Town Hall Main	3:00pm	9:00pm	Practice for Fundraising Event for P
04/21/2020	04/21/2020	Firm	VFW POST 2181	SRCTR	7:00pm	9:00pm	Meeting



Exeter Parks & Rec  
**Monitor - Reservations**

Begin Date	End Date	Status	Reservee	Facility Location	Full Begin Time	Full End Time	Reservation Purpose
04/26/2020	05/03/2020	Tentative	Pine St Players at Christ Church	Town Hall Main	12:00am	12:00am	Pine Street Players Spring Musical
05/02/2020	05/02/2020	Tentative	Seacoast photographers assoc	Town Hall Art	12:00pm	4:00pm	Art Show
05/03/2020	05/03/2020	Tentative	Seacoast photographers assoc	Town Hall Art	12:00pm	4:00pm	Art Show
05/04/2020	05/04/2020	Firm	KLB TOURS/GILMAN GRANGE	SRCTR	7:00pm	10:00pm	Meeting
05/05/2020	05/05/2020	Firm	DAV	SRCTR	7:00pm	9:00pm	Meeting
05/09/2020	05/09/2020	Tentative	Seacoast photographers assoc	Town Hall Art	12:00pm	4:00pm	Art Show
05/10/2020	05/10/2020	Tentative	Seacoast photographers assoc	Town Hall Art	12:00pm	4:00pm	Art Show
05/12/2020	05/12/2020	Firm	ALZHEIMER'S ASSOCIATION	SRCTR	2:00pm	3:30pm	Memory Cafe
05/13/2020	05/13/2020	Firm	KLB TOURS/GILMAN GRANGE	SRCTR	7:00pm	10:00pm	Meeting
05/15/2020	05/17/2020	Tentative	TEAM	Town Hall Band	12:00am	12:00am	Arts & Music Fest
05/16/2020	05/16/2020	Tentative	TEAM	SWASY	6:00am	9:00pm	Annual Aets & Music Fest
05/16/2020	05/16/2020	Tentative	Seacoast photographers assoc	Town Hall Art	12:00pm	4:00pm	Art Show
05/17/2020	05/17/2020	Tentative	Seacoast photographers assoc	Town Hall Art	12:00pm	4:00pm	Art Show
05/19/2020	05/19/2020	Firm	VFW POST 2181	SRCTR	7:00pm	9:00pm	Meeting
05/21/2020	05/21/2020	Firm	ALZHEIMER'S ASSOCIATION	SRCTR	6:45pm	8:30pm	Alzheimer's Group
05/23/2020	05/23/2020	Tentative	Seacoast photographers assoc	Town Hall Art	12:00pm	4:00pm	Art Show
05/24/2020	05/24/2020	Tentative	Seacoast photographers assoc	Town Hall Art	12:00pm	4:00pm	Art Show
05/30/2020	05/30/2020	Tentative	Seacoast photographers assoc	Town Hall Art	12:00pm	4:00pm	Art Show
05/31/2020	05/31/2020	Tentative	Seacoast photographers assoc	Town Hall Art	12:00pm	4:00pm	Art Show
06/01/2020	06/01/2020	Firm	KLB TOURS/GILMAN GRANGE	SRCTR	7:00pm	10:00pm	Meeting
06/02/2020	06/02/2020	Firm	DAV	SRCTR	7:00pm	9:00pm	Meeting
06/09/2020	06/09/2020	Firm	ALZHEIMER'S ASSOCIATION	SRCTR	2:00pm	3:30pm	Memory Cafe

Exeter Parks & Rec  
**Monitor - Reservations**

Begin Date	End Date	Status	Reservee	Facility Location	Full Begin Time	Full End Time	Reservation Purpose
06/10/2020	06/10/2020	Firm	KLB TOURS/GILMAN GRANGE	SRCTR	7:00pm	10:00pm	Meeting
06/16/2020	06/16/2020	Firm	VFW POST 2181	SRCTR	7:00pm	9:00pm	Meeting
06/18/2020	06/18/2020	Firm	ALZHEIMER'S ASSOCIATION	SRCTR	6:45pm	8:30pm	Alzheimer's Group
07/14/2020	07/14/2020	Firm	ALZHEIMER'S ASSOCIATION	SRCTR	2:00pm	3:30pm	Memory Cafe
07/16/2020	07/16/2020	Firm	ALZHEIMER'S ASSOCIATION	SRCTR	6:45pm	8:30pm	Alzheimer's Group

**Report Summary Totals**

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<b>Total Reservations:</b>	<b>58</b>
<b>Total Fees/Tax Charged:</b>	<b>990.00</b>
<b>Total Amount Paid:</b>	<b>610.00</b>
<b>Total Amount Due:</b>	<b>380.00</b>
<b>Total Reservation Days:</b>	<b>388</b>

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## Water-Sewer Rates Update

# Exeter (NH) Water & Sewer Advisory Committee

## DRAFT Meeting Minutes

April 10, 2019

### 1. Welcome and Introductions

Chairman Bob Kelly called the meeting to order at 6:30 pm in the Nowak Room of the Exeter Town Offices building. Committee members present were Jim Tanis, Kelly Warner, Dave Michelsen, and Selectboard representative Molly Cowan. Committee members Ben Mosher and Carl Wikstrom were absent from the meeting.

### 2. Water and Sewer Abatements

The paperwork on submitted abatements were not received by the Committee within a timeframe to reasonably assess the requests. These, and any additional requests, will be reviewed at our next meeting.

### 3. Regular Business

#### a. Utility Operations Report

Mr. Kelly noted that the new TTHM equipment and facility upgrades at the Portsmouth Avenue Surface Water Treatment Plant had been delayed in the testing phase and start up was expected in late April to early May.

The Newfields Road Wastewater Treatment Plant construction is on track for a mid-summer startup date.

#### b. Financial Reports

Financial reports from Ms. Laura Zogopoulos of the Finance Dept. were distributed by email to the Committee members at an earlier date. The adjusted water and sewer rates implemented in 2017 have fixed a shortfall in the fund balances, and they have been replenished to acceptable levels. Mr. Kelly refreshed newer Committee members with the agreed upon strategy to allocate excess Sewer Fund reserves over and above operating requirements toward construction oriented expenses relating to the new Wastewater Treatment Plant on Newfields Road.

To that end, Mr. Kelly noted that the bond payments for the plant will be on the order of \$3 million per year, the first payment of which is due in early 2020.

### 4. New Business

#### a. Update on Abatement Policy

Mr. Kelly noted that the updated Selectboard Policy 08-30 regarding water and sewer bill abatement procedures that the Committee weighed in on in September 2018 was approved by the Board and is now the guide by which all abatements will be reviewed.

b. Initial W&S Rate discussion

The Town Manager, Public Works Department, Selectboard, and the Committee have been using our consultant, MFSG's, report of 2016 as a basis for determining appropriate rates to fund DPW debt service and operations costs. In view of upcoming bond payments for the new WWTP, a review of the December 2017 rate adjustment was conducted to assess if we were on track, both with MFSG recommendations, as well as seeding an appropriate fund balance to make such payments.

After discussion of the financial requirements of the Department, the Committee recommended an adjustment in both Water and Sewer rates to be implemented sometime in the summer of 2019. The new rate recommendations are as follows, unanimously agreed to by the Committee members present.

<u>Tier Classification</u>	<u>Existing Water Rate (\$/1K gal)</u>	<u>Proposed Water Rate (\$/1K gal)</u>	<u>Existing Sewer Rate (\$/1K gal)</u>	<u>Proposed Sewer Rate (\$/1K gal)</u>
1	8.12	8.38	7.30	13.63
2	10.16	10.48	9.13	17.04
3	12.19	12.57	10.95	20.45

The Service Charges are recommended to increase from approximately \$39 per quarter to \$40 per quarter.

These numbers will be presented to Mr. Dean for presentation to the Selectboard at a future date.

5. Other Business

Mr. Kelly noted that the River Study Committee had requested that our Committee send a representative to discuss and cross reference issues relating to both committees. Mr. Kelly will be attending that committee's next meeting on April 18 to update them on DPW projects.

6. Committee Calendar

The next Committee meeting will be scheduled as agenda items present themselves.

Mr. Kelly adjourned the meeting at 7:30 pm.

Respectively submitted,

Robert Kelly  
Recording Secretary pro tem

**TOWN OF EXETER - WATER/SEWER BILL SAMPLES**

<b>Water/Sewer Bill Sample - Rates as of July 2019</b>			
	Water	Sewer	Total Quarterly Bill
Usage/Gallons per quarter	12,000	12,000	
Divided/1000 (to get per 1,000 rate)	12.00	12.00	
Total Usage Charge	97.44	87.60	
Total Service Fee	<u>40.50</u>	<u>40.00</u>	
Total Fee (Water/Sewer)	137.94	127.60	265.54
Rates: \$8.12 per 1,000 water, \$7.30 per 1,000 sewer			

<b>Water/Sewer Bill Sample - Proposed Adjustment WSAC</b>			
	Water	Sewer	Total Quarterly Bill
Usage/Gallons per quarter	12,000	12,000	
Divided/1000 (to get per 1,000 rate)	12.00	12.00	
Total Usage Charge	100.56	163.56	
Total Service Fee	<u>40.50</u>	<u>40.00</u>	
Total Fee (Water/Sewer)	141.06	203.56	344.62
Quarterly Increase by category	3.12	75.96	79.08
Rates: \$8.38 per 1,000 water, \$13.63 per 1,000 sewer			
Percent Increases: 3.2% water, 86.7% sewer			
		<u>Quarterly</u>	<u>Annual</u>
<b>Total \$\$ Increase</b>		79.08	316.32

**TOWN OF EXETER  
 USAGE BY TIER - WATER FUND  
 2020 Budget  
 MFSG Rates Effective January 2020  
 User Fees \$42  
 Current rates + 3.15%**

Month	<u>Jan (3)</u>	<u>Rate</u>	<u>Revenue</u>	<u>Feb (1)</u>	<u>Rate</u>	<u>Revenue</u>	<u>Mar (2)</u>	<u>Rate</u>	<u>Revenue</u>	<u>\$\$\$ Totals</u>	<u>Gallons</u>
TIER 1	9,498,690	8.38	79,559	15,947,945	8.38	133,576	11,748,510	8.38	98,403		
TIER 2	5,901,750	10.48	61,851	6,708,230	10.48	70,303	4,647,180	10.48	48,703		
TIER 3	<u>3,555,750</u>	<u>12.57</u>	<u>44,710</u>	<u>11,497,300</u>	<u>12.57</u>	<u>144,567</u>	<u>3,753,480</u>	<u>12.57</u>	<u>47,196</u>		
<b>TOTAL</b>	18,956,190		186,119	34,153,475		348,446	20,149,170		194,302	728,867	73,258,835
<b>Service Charge</b>			34,356			67,536			48,720	150,612	
	<u>Apr (3)</u>	<u>Rate</u>	<u>Revenue</u>	<u>May (1)</u>	<u>Rate</u>	<u>Revenue</u>	<u>June (2)</u>	<u>Rate</u>	<u>Revenue</u>		
TIER 1	9,132,030	8.38	76,488	15,449,317	8.38	129,400	13,069,765	8.38	109,469		
TIER 2	6,321,350	10.48	66,248	7,548,030	10.48	79,104	5,413,810	10.48	56,737		
TIER 3	<u>2,894,670</u>	<u>12.57</u>	<u>36,398</u>	<u>10,191,890</u>	<u>12.57</u>	<u>128,153</u>	<u>4,434,650</u>	<u>12.57</u>	<u>55,761</u>		
<b>TOTAL</b>	18,348,050		179,133	33,189,237		336,656	22,918,225		221,968	737,757	74,455,512
<b>Service Charge</b>			34,356			67,536			48,720	150,612	
	<u>July (3)</u>	<u>Rate</u>	<u>Revenue</u>	<u>Aug (1)</u>	<u>Rate</u>	<u>Revenue</u>	<u>Sept (2)</u>	<u>Rate</u>	<u>Revenue</u>		
TIER 1	9,840,395	8.38	82,421	18,040,522	8.38	151,103	13,293,845	8.38	111,346		
TIER 2	6,692,560	10.48	70,138	9,581,560	10.48	100,415	5,878,470	10.48	61,607		
TIER 3	<u>3,808,910</u>	<u>12.57</u>	<u>47,893</u>	<u>17,572,090</u>	<u>12.57</u>	<u>220,951</u>	<u>5,681,510</u>	<u>12.57</u>	<u>71,439</u>		
<b>TOTAL</b>	20,341,865		200,452	45,194,172		472,470	24,853,825		244,392	917,314	90,389,862
<b>Service Charge</b>			34,356			67,536			48,720	150,612	
	<u>Oct (3)</u>	<u>Rate</u>	<u>Revenue</u>	<u>Nov (1)</u>	<u>Rate</u>	<u>Revenue</u>	<u>Dec (2)</u>	<u>Rate</u>	<u>Revenue</u>		
TIER 1	9,423,650	8.38	78,930	16,692,808	8.38	139,815	11,568,970	8.38	96,899		
TIER 2	5,938,380	10.48	62,234	7,771,360	10.48	81,444	3,836,970	10.48	40,212		
TIER 3	<u>4,892,930</u>	<u>12.57</u>	<u>61,524</u>	<u>14,033,060</u>	<u>12.57</u>	<u>176,451</u>	<u>4,507,470</u>	<u>12.57</u>	<u>56,677</u>		
<b>TOTAL</b>	20,254,960		202,689	38,497,228		397,711	19,913,410		193,788	794,187	78,665,598
<b>Service Charge</b>			34,356			67,536			48,720	150,612	
Total Usage Revenues									3,178,126		
Total Service Charges									602,448		
Total Other									75,000		
Total Water Fund									3,855,574		
Total Preliminary FY20 Budget (Expense)									3,638,722		
Revenue Surplus/(Deficit)									216,852		
Total Preliminary FY20 Budget (Expense)									3,638,722		

**TOWN OF EXETER**  
**USAGE BY TIER - WATER FUND**  
**2021 Budget**  
**MFSG Rates Effective January 2021**  
**User Fees \$43**  
**Current rates + 5.25%**

Month	<u>Jan (3)</u>	<u>Rate</u>	<u>Revenue</u>	<u>Feb (1)</u>	<u>Rate</u>	<u>Revenue</u>	<u>Mar (2)</u>	<u>Rate</u>	<u>Revenue</u>	<u>\$\$ Totals</u>	<u>Gallons</u>
TIER 1	9,498,690	8.82	83,778	15,947,945	8.82	140,660	11,748,510	8.82	103,621		
TIER 2	5,901,750	11.03	65,097	6,708,230	11.03	73,993	4,647,180	11.03	51,259		
TIER 3	<u>3,555,750</u>	<u>13.23</u>	<u>47,042</u>	<u>11,497,300</u>	<u>13.23</u>	<u>152,108</u>	<u>3,753,480</u>	<u>13.23</u>	<u>49,658</u>		
<b>TOTAL</b>	18,956,190		195,918	34,153,475		366,762	20,149,170		204,539	767,218	73,258,835
<b>Service Charge</b>			35,174			69,144			49,880	154,198	
	<u>Apr (3)</u>	<u>Rate</u>	<u>Revenue</u>	<u>May (1)</u>	<u>Rate</u>	<u>Revenue</u>	<u>June (2)</u>	<u>Rate</u>	<u>Revenue</u>		
TIER 1	9,132,030	8.82	80,544	15,449,317	8.82	136,262	13,069,765	8.82	115,275		
TIER 2	6,321,350	11.03	69,726	7,548,030	11.03	83,256	5,413,810	11.03	59,715		
TIER 3	<u>2,894,670</u>	<u>13.23</u>	<u>38,296</u>	<u>10,191,890</u>	<u>13.23</u>	<u>134,838</u>	<u>4,434,650</u>	<u>13.23</u>	<u>58,670</u>		
<b>TOTAL</b>	18,348,050		188,566	33,189,237		354,356	22,918,225		233,660	776,583	74,455,512
<b>Service Charge</b>			35,174			69,144			49,880	154,198	
	<u>July (3)</u>	<u>Rate</u>	<u>Revenue</u>	<u>Aug (1)</u>	<u>Rate</u>	<u>Revenue</u>	<u>Sept (2)</u>	<u>Rate</u>	<u>Revenue</u>		
TIER 1	9,840,395	8.82	86,792	18,040,522	8.82	159,117	13,293,845	8.82	117,251		
TIER 2	6,692,560	11.03	73,820	9,581,560	11.03	105,687	5,878,470	11.03	64,841		
TIER 3	<u>3,808,910</u>	<u>13.23</u>	<u>50,392</u>	<u>17,572,090</u>	<u>13.23</u>	<u>232,477</u>	<u>5,681,510</u>	<u>13.23</u>	<u>75,166</u>		
<b>TOTAL</b>	20,341,865		211,004	45,194,172		497,280	24,853,825		257,258	965,542	90,389,862
<b>Service Charge</b>			35,174			69,144			49,880	154,198	
	<u>Oct (3)</u>	<u>Rate</u>	<u>Revenue</u>	<u>Nov (1)</u>	<u>Rate</u>	<u>Revenue</u>	<u>Dec (2)</u>	<u>Rate</u>	<u>Revenue</u>		
TIER 1	9,423,650	8.82	83,116	16,692,808	8.82	147,230	11,568,970	8.82	102,038		
TIER 2	5,938,380	11.03	65,502	7,771,360	11.03	85,720	3,836,970	11.03	42,323		
TIER 3	<u>4,892,930</u>	<u>13.23</u>	<u>64,733</u>	<u>14,033,060</u>	<u>13.23</u>	<u>185,656</u>	<u>4,507,470</u>	<u>13.23</u>	<u>59,633</u>		
<b>TOTAL</b>	20,254,960		213,351	38,497,228		418,606	19,913,410		203,994	835,950	78,665,598
<b>Service Charge</b>			35,174			69,144			49,880	154,198	
Total Usage Revenues									3,345,293		
Total Service Charges									616,792		
Total Other									75,000		
Total Water Fund									4,037,085		
Total Preliminary FY21 Budget (Expense)									3,617,443		
Revenue Surplus/(Deficit)									419,642		
Total Preliminary FY21 Budget (Expense)									3,617,443		



**TOWN OF EXETER**  
**USAGE BY TIER - SEWER FUND**  
**2020 Budget**  
**MFSG Rates Effective January 2020**  
**User Fees \$41**  
**Current rates + 36.30%**

Month	<u>Jan (3)</u>	<u>Rate</u>	<u>Revenue</u>	<u>Feb (1)</u>	<u>Rate</u>	<u>Revenue</u>	<u>Mar (2)</u>	<u>Rate</u>	<u>Revenue</u>	<b>\$\$ Totals</b>	<b>Gallons</b>
TIER 1	9,463,560	13.63	128,988	16,042,560	13.63	218,660	11,230,370	13.63	153,070		
TIER 2	5,901,750	17.04	100,551	6,772,590	17.04	115,388	5,045,240	17.04	85,958		
TIER 3	<u>3,555,750</u>	<u>20.45</u>	<u>72,697</u>	<u>9,077,190</u>	<u>20.45</u>	<u>185,583</u>	<u>11,005,470</u>	<u>20.45</u>	<u>225,007</u>		
<b>TOTAL</b>	18,921,060		302,237	31,892,340		519,631	27,281,080		464,035	1,285,903	78,094,480
<b>Service Charge</b>			33,046			65,272			43,911	142,229	
	<u>Apr (3)</u>	<u>Rate</u>	<u>Revenue</u>	<u>May (1)</u>	<u>Rate</u>	<u>Revenue</u>	<u>June (2)</u>	<u>Rate</u>	<u>Revenue</u>		
TIER 1	9,113,090	13.63	124,211	15,513,787	13.63	211,453	12,228,330	13.63	166,672		
TIER 2	6,321,350	17.04	107,700	7,715,950	17.04	131,460	5,761,760	17.04	98,166		
TIER 3	<u>2,894,670</u>	<u>20.45</u>	<u>59,182</u>	<u>10,189,920</u>	<u>20.45</u>	<u>208,333</u>	<u>9,754,030</u>	<u>20.45</u>	<u>199,421</u>		
<b>TOTAL</b>	18,329,110		291,093	33,419,657		551,246	27,744,120		464,259	1,306,599	79,492,887
<b>Service Charge</b>			33,046			65,272			43,911	142,229	
	<u>July (3)</u>	<u>Rate</u>	<u>Revenue</u>	<u>Aug (1)</u>	<u>Rate</u>	<u>Revenue</u>	<u>Sept (2)</u>	<u>Rate</u>	<u>Revenue</u>		
TIER 1	9,792,825	13.63	133,476	17,749,012	13.63	241,919	12,217,970	13.63	166,531		
TIER 2	6,680,500	17.04	113,819	9,196,730	17.04	156,689	5,336,950	17.04	90,928		
TIER 3	<u>3,808,910</u>	<u>20.45</u>	<u>77,873</u>	<u>15,639,620</u>	<u>20.45</u>	<u>319,752</u>	<u>11,763,270</u>	<u>20.45</u>	<u>240,500</u>		
<b>TOTAL</b>	20,282,235		325,168	42,585,362		718,360	29,318,190		497,959	1,541,488	92,185,787
<b>Service Charge</b>			33,046			65,272			43,911	142,229	
	<u>Oct (3)</u>	<u>Rate</u>	<u>Revenue</u>	<u>Nov (1)</u>	<u>Rate</u>	<u>Revenue</u>	<u>Dec (2)</u>	<u>Rate</u>	<u>Revenue</u>		
TIER 1	9,396,840	13.63	128,079	16,531,338	13.63	225,322	10,899,230	13.63	148,557		
TIER 2	5,938,380	17.04	101,175	7,560,550	17.04	128,813	4,000,580	17.04	68,160		
TIER 3	<u>4,892,930</u>	<u>20.45</u>	<u>100,036</u>	<u>13,833,090</u>	<u>20.45</u>	<u>282,818</u>	<u>8,713,790</u>	<u>20.45</u>	<u>178,153</u>		
<b>TOTAL</b>	20,228,150		329,290	37,924,978		636,953	23,613,600		394,870	1,361,112	81,766,728
<b>Service Charge</b>			33,046			65,272			43,911	142,229	
Total Usage Revenues									5,495,102		
Total Service Charges									568,916		
Total Other									100,000		
Total Sewer Fund									6,164,018		
Total Preliminary FY20 Budget (Expense)									4,010,740		
Revenue Surplus/(Deficit)									2,153,278		
Total Preliminary FY20 Budget (Expense)									4,010,740		









# Town of Exeter

Water and Sewer Rate Study  
Rate Recommendations

Michael Maker, Senior Manager  
Edward Donahue, President

November 28, 2016



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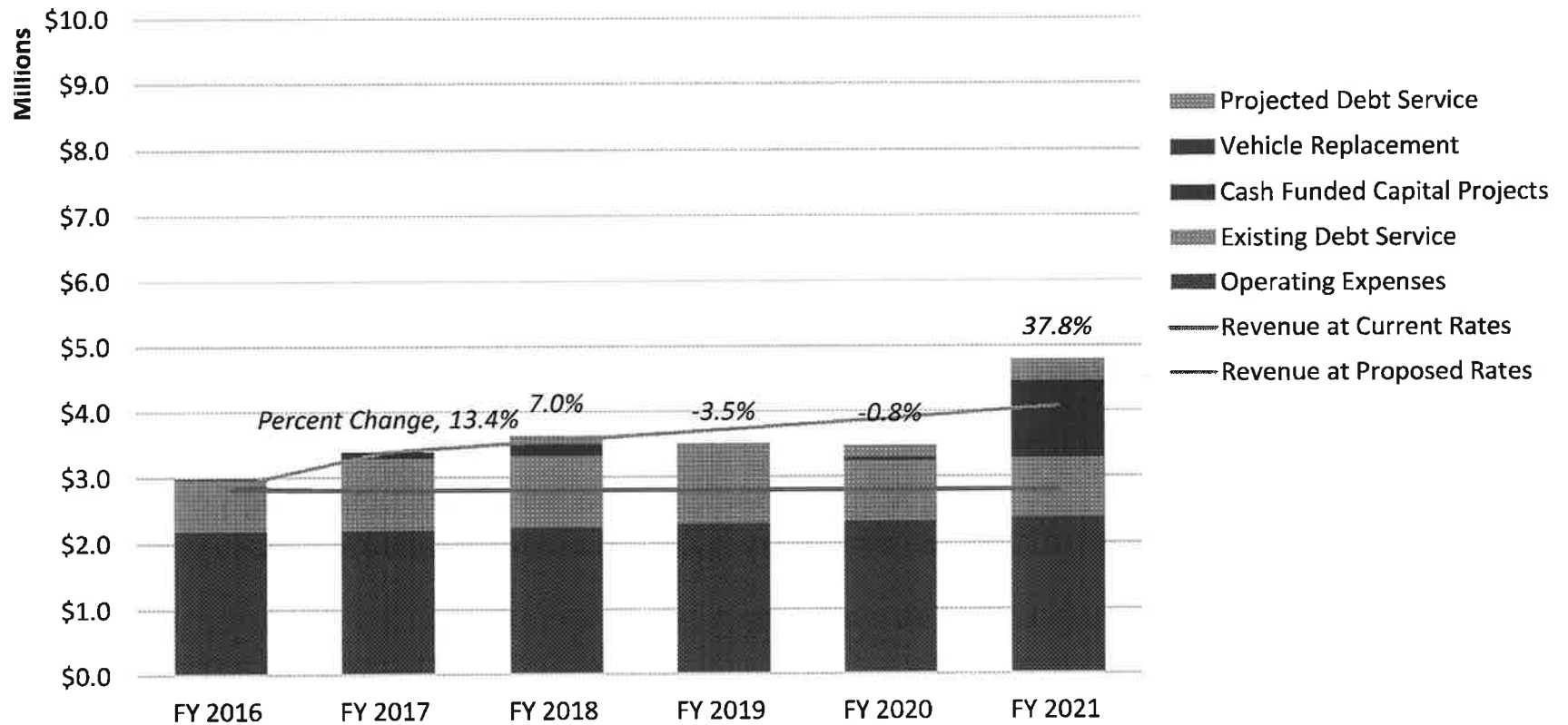
# Table of Contents

- Factors Affecting Rates
- Revenue Requirements vs. Revenue
- Rate Designs and Projected Rates
- Sample Bills and Comparison
- Discussion/Questions?

# Factors Affecting Rates

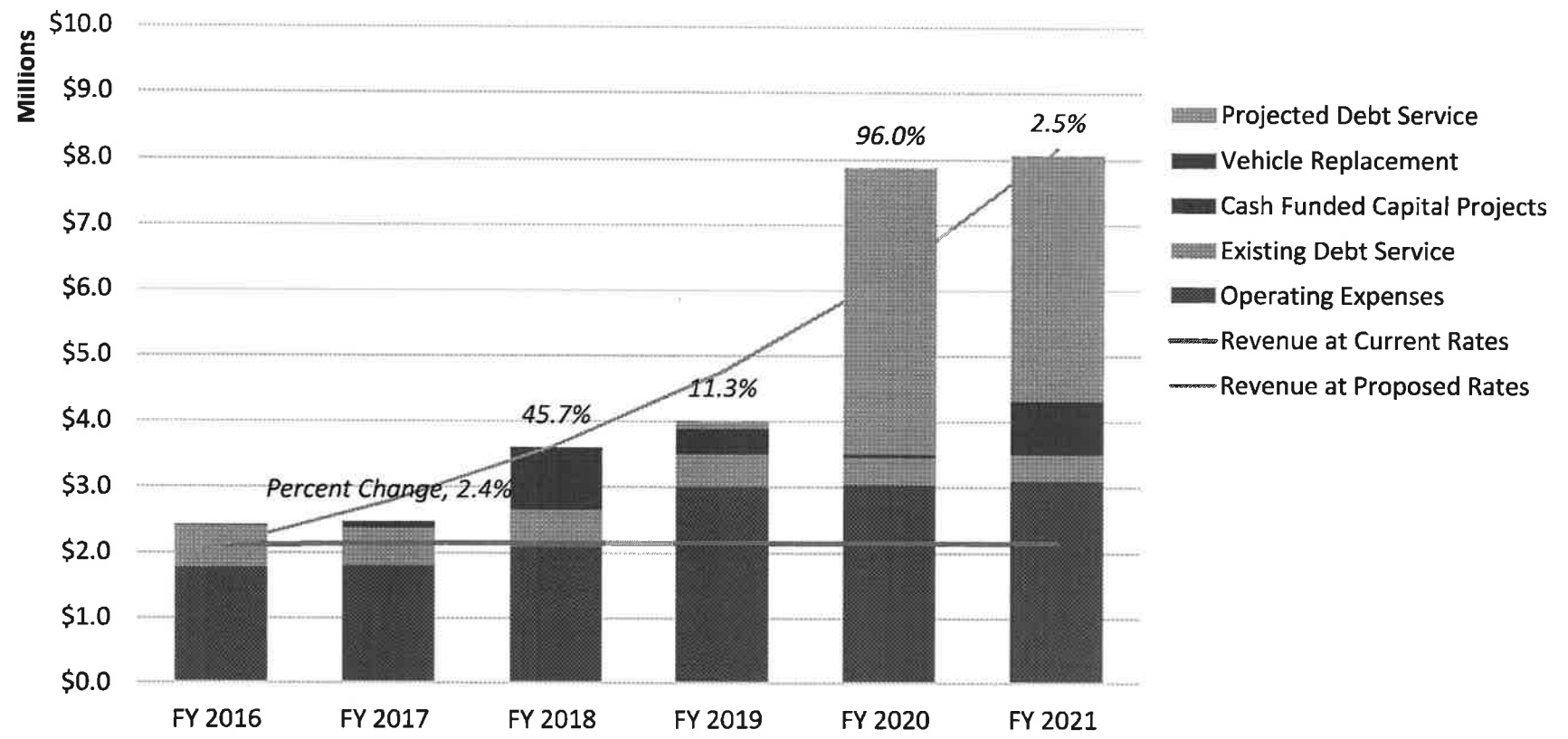
- Operating and maintenance expense changes
  - 2.0% escalation rate per year
  - Additional expenses related to the wastewater treatment facility
- Capital improvement plans (aging infrastructure/regulatory compliance)
  - \$53.58 million Wastewater Treatment Facility (WWTF)
- Debt service (existing and future debt)
  - WWTF (loan for \$53.58 million over 20 years at 2.0% starting in 2020)
- Customer and water usage/sewage generation changes
  - No growth (0.0% per year)
- Miscellaneous revenue changes
  - No growth (0.0% per year)
- Minimum cash balance
  - 90 days of operating expenses

# Revenue Requirements vs. Revenue - Water





# Revenue Requirements vs. Revenue - Sewer



# Rate Designs

## Current Rate Design

- Quarterly water and sewer service charges per bill
- Water and sewer usage rates (per 1,000 gallons)
  - 0 - 29,999 gallons
  - 30,000 – 194,999 gallons
  - Over 194,999 gallons
- Quarterly flat fee sewer customers: service charge plus 10,800 gallons of usage (120 gallons per day x 90 days)

## Alternative Rate Design

- Quarterly water and sewer service charges per bill
- Water and sewer usage rates (per 1,000 gallons)
  - 0 - 21,000 gallons
  - 21,001 – 105,000 gallons
  - Over 105,000 gallons
- Quarterly flat fee sewer customers: service charge plus 10,800 gallons of usage (120 gallons per day x 90 days)

# Projected Rates - Current Design

## Water

	Current	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
<b>Quarterly Service Charge</b>	\$28.00	\$34.00	\$36.00	\$37.50	\$39.00	\$41.00
<b>Usage Rates (per 1,000 gallons)</b>						
Tier 1 (0 - 29,999)	\$6.86	\$8.37	\$8.76	\$9.17	\$9.61	\$10.06
Tier 2 (30,000 - 194,999)	\$7.45	\$9.09	\$9.51	\$9.96	\$10.44	\$10.93
Tier 3 (Over 194,999)	\$8.00	\$9.76	\$10.22	\$10.69	\$11.21	\$11.73

## Sewer

	Current	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
<b>Quarterly Service Charge</b>	\$28.00	\$36.00	\$47.50	\$62.50	\$82.50	\$108.00
<b>Usage Rates (per 1,000 gallons)</b>						
Tier 1 (0 - 29,999)	\$4.44	\$5.86	\$7.71	\$10.14	\$13.33	\$17.53
Tier 2 (30,000 - 194,999)	\$5.23	\$6.90	\$9.08	\$11.94	\$15.70	\$20.65
Tier 3 (Over 194,999)	\$5.62	\$7.42	\$9.76	\$12.83	\$16.87	\$22.19
<b>Flat Fee Sewer Customers</b>	\$75.95	\$99.29	\$130.77	\$172.01	\$226.46	\$297.32

*Service charges are set percentages of revenue requirement  
(~15% for water and ~19% for sewer)*



# Projected Rates - Alternative Design

## Water

	Current	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
<b>Quarterly Service Charge</b>	\$28.00	\$39.50	\$40.50	\$41.50	\$42.00	\$43.00
<b>Usage Rates (per 1,000 gallons)</b>						
Tier 1 (0 - 21,000)	\$6.86	\$7.19	\$7.57	\$7.96	\$8.38	\$8.82
Tier 2 (21,001 - 105,000)	\$6.86/\$7.45	\$8.99	\$9.46	\$9.95	\$10.48	\$11.03
Tier 3 (Over 105,000)	\$7.45/\$8.00	\$10.79	\$11.36	\$11.94	\$12.57	\$13.23

## Sewer

	Current	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
<b>Quarterly Service Charge</b>	\$28.00	\$39.00	\$40.00	\$41.00	\$41.00	\$41.00
<b>Usage Rates (per 1,000 gallons)</b>						
Tier 1 (0 - 21,000)	\$4.44	\$5.25	\$7.30	\$10.00	\$13.63	\$18.31
Tier 2 (21,001 - 105,000)	\$4.44/\$5.23	\$6.56	\$9.13	\$12.50	\$17.04	\$22.89
Tier 3 (Over 105,000)	\$5.23/\$5.62	\$7.88	\$10.95	\$15.00	\$20.45	\$27.46
<b>Flat Fee Sewer Customers</b>	\$75.95	\$95.70	\$118.84	\$149.00	\$188.20	\$238.75



*Service charges are set to recover Administration and Billing expense categories*

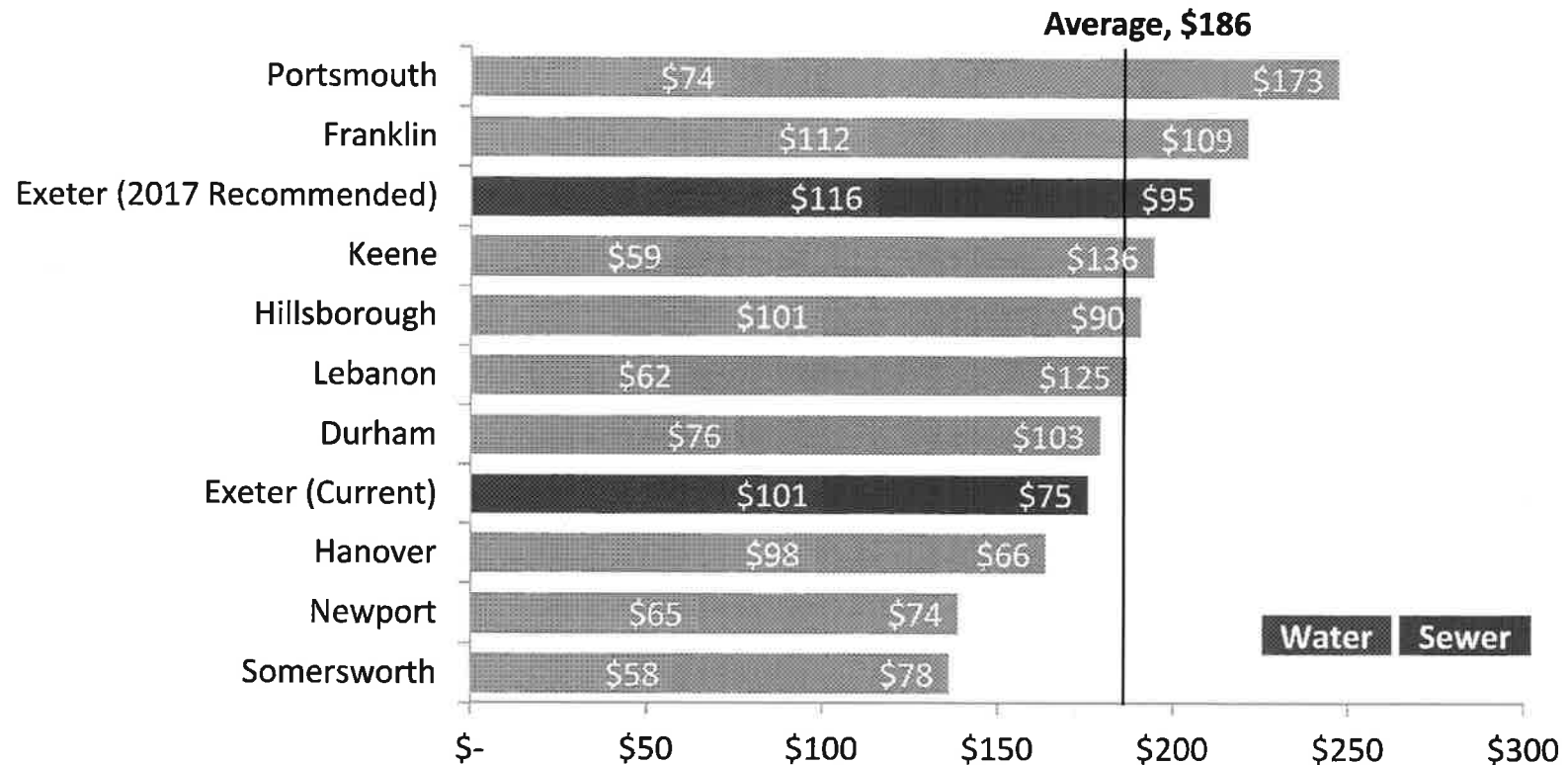
# What's the quarterly bill impact on typical customers (by meter size)?

Meter Size (inches)	Number of Customers	Median Quarterly Usage (gallons)	Current Rates	Current Rate Design	Alternative Rate Design
			FY 2016	FY 2017	
5/8	3,268	10,600	\$175.78	\$220.84	\$210.36
1	125	35,300	\$462.21	\$581.65	\$562.11
1 1/2	78	86,100	\$1,106.35	\$1,393.94	\$1,352.05
2	92	147,000	\$1,878.56	\$2,367.73	\$2,430.08
3	11	512,900	\$6,817.00	\$8,596.77	\$9,261.43
4	2	693,800	\$9,280.86	\$11,704.64	\$12,638.84

# What's the quarterly bill impact on typical customers (5/8 inch meter size)?

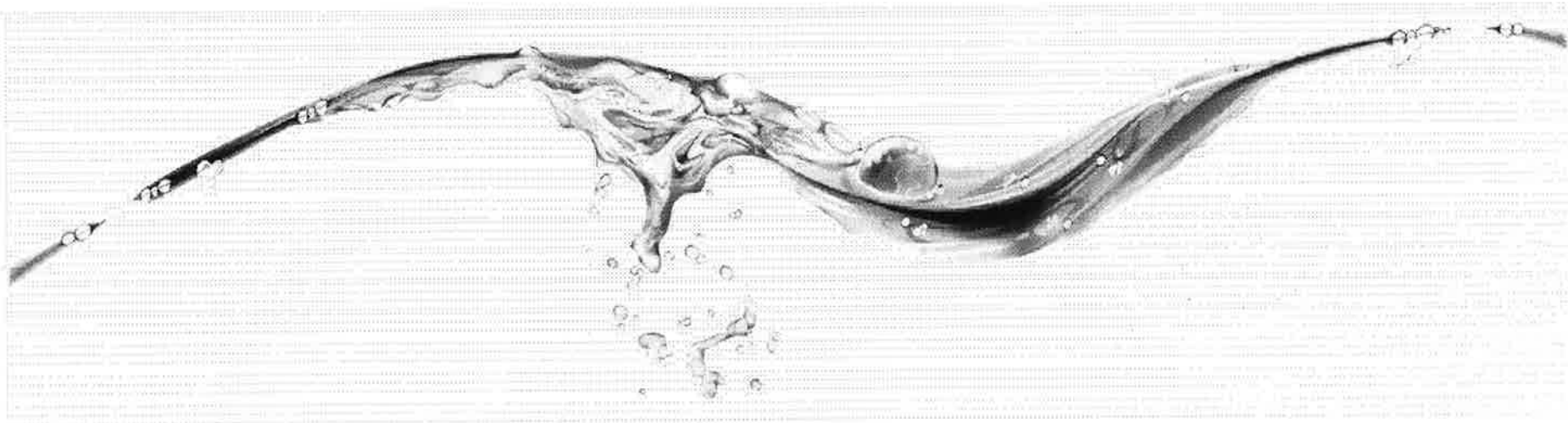
User (Percentile)	Number of Customers between Percentiles	Median Quarterly Usage (gallons)	Current Rates	Current Rate Design	Alternative Rate Design
			FY 2016	FY 2017	
Minimal User (10th)	337	3,600	\$96.68	\$121.23	\$123.28
Small User (25th)	490	6,600	\$130.58	\$163.92	\$160.60
Median (50th)	814	10,600	\$175.78	\$220.84	\$210.36
Large User (75th)	813	15,900	\$235.67	\$296.26	\$276.30
Excessive User (90th)	488	24,100	\$328.33	\$412.94	\$387.95

# FY 2017 Combined Quarterly Bill Comparison\*



\*5/8 inch meter and 10,600 gallons of usage (median for Exeter customers)

# Discussion / Questions?





**Town of Exeter  
Unaudited Fund Balance Report  
As of December 31, 2018**

**Draft**

**Water Fund**

**Amount**

Beginning Unassigned Fund Balance	<u>612,873</u>
Revenues	3,693,756
Expenses <u>(does not include encumbrances)</u>	<u>(3,226,883)</u>
Net Income / (Loss)	<u>466,873</u>
Ending Fund Balance	<u>1,079,746</u>

**Sewer Fund**

**Amount**

Beginning Unassigned Fund Balance	<u>1,167,194</u>
Revenues	3,626,043
Expenses <u>(does not include encumbrances)</u>	<u>(2,443,410)</u>
Net Income / (Loss)	<u>1,182,632</u>
Ending Fund Balance	<u>2,349,826</u>

**Notes :**

*Above balances have not been audited and do not represent balances per GAAP.*

*Above does not include deferred revenues*

**Town of Exeter**  
**Forecast Summary Report - Water and Sewer Funds - DRAFT UNAUDITED**  
**For the Year 2019**

<b>Water Fund</b>	<u>1/31</u>	<u>2/28</u>	<b>Actual</b> <u>3/31</u>	<u>4/30</u>	<u>5/31</u>
	Billed Revenue YTD	204,746	597,536	836,514	1,043,404
Other Revenue	4,486	19,732	14,225	21,845	29,259
Total Collected Revenue YTD	209,232	617,268	850,739	1,065,249	1,438,352
YTD Expended	428,699	580,357	808,477	951,834	1,151,091
Revenue Surplus/(Deficit)	(219,467)	36,911	42,262	113,416	287,261

<b>Forecast</b>						
<u>6/30</u>	<u>7/31</u>	<u>8/31</u>	<u>9/30</u>	<u>10/31</u>	<u>11/30</u>	<u>12/31</u>
1,670,345	1,897,438	2,419,368	2,702,794	2,932,330	3,382,161	3,616,178
38,075	46,892	55,708	64,525	73,341	82,158	90,975
1,708,420	1,944,330	2,475,076	2,767,319	3,005,671	3,464,319	3,707,153
1,703,814	1,997,820	2,427,492	2,639,388	2,812,665	2,949,588	3,282,058
4,606	(53,490)	47,584	127,931	193,006	514,731	425,095

<b>Sewer Fund</b>	<u>1/31</u>	<u>2/28</u>	<b>Actual</b> <u>3/31</u>	<u>4/30</u>	<u>5/31</u>
	Billed Revenue YTD	186,792	552,429	871,613	1,060,379
Other Revenue	1,759	27,720	22,772	29,095	33,552
Total Collected Revenue YTD **	188,552	580,149	894,385	1,089,475	1,433,870
YTD Expended	141,139	336,236	524,773	684,406	833,528
Revenue Surplus/(Deficit)	47,413	243,913	369,612	405,068	600,342

<b>Forecast</b>						
<u>6/30</u>	<u>7/31</u>	<u>8/31</u>	<u>9/30</u>	<u>10/31</u>	<u>11/30</u>	<u>12/31</u>
1,692,089	1,898,286	2,346,099	2,656,031	2,864,658	3,269,200	3,524,171
43,511	53,471	63,430	73,389	83,348	93,307	103,000
1,735,600	1,951,756	2,409,528	2,729,419	2,948,006	3,362,507	3,627,171
1,532,550	1,813,925	1,943,873	2,177,191	2,367,091	2,500,999	2,846,891
203,051	137,831	465,656	552,228	580,915	861,507	780,279

**Notes:**  
 Bills are sent monthly on last day of each month.  
 Other revenue includes assessment fees, final billing, abatements, refunds, etc.  
 Total YTD Collected revenue includes outstanding receivables of \$(448,428) for Water and \$(461,962) for Sewer.

## Conflict Of Interest Policy Discussion

# Town of Exeter

To: **Select board Members: Kathy Corson, Chair, Molly Cowan, Vice-Chair, Niko Papakonstantis, Clerk and Julie Gilman, Selectwoman**

From: **Anne L. Surman, Selectwoman**

CC: **Russ Dean, Town Manager**

Date: **Revised: July 15, 2019 from August 3, 2018**

Re: **New Hampshire's R.S.A. 31:39-a Conflict of Interest Ordinances**

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From "Knowing the Territory, A Survey of Municipal Law for New Hampshire Local Officials" 2017 Edition, is the following excerpt: **"The general rule is that a conflict of interest requiring disqualification will be found when an official has a direct personal or pecuniary (financial) interest in the outcome. That interest has to be "immediate, definite, and capable of demonstration: not remote, uncertain or speculative" Atherton v. Concord, 109N.H. 164 (1968)."**

In March 2019, not long after this board reorganized, the Chair, asked for our goals. Last year I brought this topic forward, but we got side-tracked. Coupled with Conflict of Interest is Ethics and Code of Conduct. I have researched NH RSA 31:39-a (copy attached) and have talked with attorneys at New Hampshire Municipal Associations (NHMA) on the topic. I have looked at a sampling of other towns to see what policies they may or may not have. As you may guess: some towns have a policy through their Select Board, and other towns have passed by the legislative body, a Conflict of Interest and Ethics Policy per R.S.A. 31:39-a.

Tonight, I am bringing back this topic and asking that the Board support this Code of Conduct and put it on the March 2020 Warrant.

I have attached a DRAFT policy and a few samples of some of the policies and ordinances from other New Hampshire towns for your review. I would ask the board to review this draft and suggest any edits to the Town Manager so we can then move this along to be vetted by Town Council and prepare it to go on the March 2020 Warrant.

**Town of Exeter**  
**Conflict of Interest Policy/ Code of Ethics**

**Section 1: Preamble and Purpose**

It is the policy of the Town of Exeter to uphold, promote and demand the highest standards of ethics and conduct from all of its employees and officials, whether elected, appointed or hired. The Select Board, all Town Employees and all members of Town boards, commissions and committees shall maintain the highest standards of personal integrity, truthfulness, honesty and fairness in discharging their public duties, and never abuse their positions or powers for improper or person gain.

To establish a Conflict of Interest Policy applicable to all officials of the Town of Exeter, whether elected or appointed, full time or part time, paid or volunteer, and to ensure consistency in the application of policy between the various Board, Commissions, and various other official activity of the Town of Exeter,

This policy shall be known as the "Town of Exeter Conflict of Interest Policy" and may be cited as such.

**Section 2: Definitions**

**Board:** Any board, committee, or commission, permanent or special, appointed or elected.

**Conflict of Interest:** A situation, circumstance, or financial interest that has the potential to cause a private or personal interest to interfere with the proper exercise of a public duty. As a Town official, board member or employee, you shall not participate in any matter in which you, or a member of your family has a personal interest that may directly or indirectly affect or influence the performance of your duties. In such instances you shall recuse yourself from discussion and decision-making.

**Employee:** A person who is paid by the Town of Exeter for his/her services, but who is not an independent contractor.

**Family:** Any person who is related to the public servant in one of the following ways: spouse, domestic partner, parent, grandparent, child, grandchild, sibling, or similar relations to the individual's spouse. This includes all persons who are members of the same household as the public servant in question, related by blood or marriage.

**Firm:** A sole proprietorship, joint venture, partnership, corporation and any other for of enterprise, but shall not include a public benefit corporation, local or economic development corporation or other similar entity.

**Incompatibility of Offices:** Offices that may not be held simultaneously as outlined in RSA 669.7.

**Interest:** Any legal or equitable right, share, or claim, whether or not subject to an encumbrance or a condition, which is owned or held, in whole or in part, jointly or severally, including but without limitation, a right, share or claim to land.

**Pecuniary:** Any advantage in the form of money, property, commercial interest or anything else, the primary significance of which is economic gain; it does not include

economic advantage applicable to the public generally, such as tax reduction or increased prosperity generally.

Principals: Those people who are the subject of the action or application that is before the board.

Public servant: All officials, officers and employees of the Town of Exeter, whether elected, appointed, paid or unpaid. A person is considered a public servant upon that person's election, appointment or other designation as such, although the person may not yet officially occupy that position.

Quasi-judicial Action: Any action where the board or committee members are acting like a judge or a jury. For example, when a board or committee has a duty to notify the potential parties, hear the parties, and can only decide on the matter after weighing and considering such evidence and arguments as the parties choose to lay before the board, the members are involved in a quasi-judicial action. The work of the planning and zoning boards is largely quasi-judicial.

Recuse: Removing or excusing oneself from participating in a specific action or discussion due to a conflict of interest. Recusal means to remove oneself completely from all further participation as a public servant in the matter in question.

Resident: A resident of the Town of Exeter.

Town: The Town of Exeter, including all of its departments, boards, commissions, and committees.

### **Section 3: Conflicts of Interest**

Public servants should avoid conflicts of interest or the appearance of a conflict of interest.

1. Public servants shall not appear on behalf of a client or friend, before any governmental body of which the public servant is a member.

2. Public servants shall not participate in any matter in which the person or a member of the person's family, have a personal or pecuniary interest that may directly or indirectly affect or influence the performance of the public servant's duties. In such instances, the public servant shall recuse oneself from discussion and decision-making.

3. No public servant shall engage in any business, transaction or private employment, or have any financial or other private interest, direct or indirect, which is in conflict with the proper discharge of the person's official duties.

4. No public servant shall use or attempt to use one's position as a public servant to obtain any financial gain, contract, license, privilege or other private or personal advantage, direct or indirect, for the public servant or any person or firm associated with the public servant.

# Memo

To: Russ Dean, Town Manager

From: Donna Cisewski, Human Resources Director 

Date: 7/12/2019

Re: Conflict of Interest Ordinance

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Regarding the Conflict of Interest/Code of Ethics Policy proposed by the Select Board.

Currently the Personnel manual contains a Conflict of Interest policy for employees. If the Select Board approves this new policy would it supersede the Personnel manual policy? Or would we amend the Personnel manual to reflect the new policy and still include parts of what we currently have? Please see the following Conflict of Interest policy in the Personnel manual.

Conflict of Interest (Personnel manual):

## **CONFLICT OF INTEREST**

The Town expects its employees to conform to the highest ethical and legal standards. Employees are required to refrain from engaging in any activities that create a conflict or the appearance of a conflict of interest. Examples of conduct and behavior that would violate this policy include, but are not limited to, the following:

- Investing in any of the Town's vendors or suppliers (unless the securities are publicly traded and the investments are on the same terms available to the general public, and not based on any inside information), or having any financial interest in a vendor or supplier that could cause divided loyalty or even the appearance of divided loyalty.
- Receiving any gifts or favors from, any members of the public, vendors, or suppliers of a value of more than \$25.00 dollars.
- Using directly or indirectly, Town funds, assets, or other resources for any unlawful goal or purpose or for personal gain or benefit.

Employees with any questions regarding these guidelines are required to discuss them with their Department Head or the Town Manager, prior to engaging in any activity or conduct that may violate this policy, as violations may lead to disciplinary action, up to and including termination.

**TITLE III  
TOWNS, CITIES, VILLAGE DISTRICTS, AND  
UNINCORPORATED PLACES**

**CHAPTER 31  
POWERS AND DUTIES OF TOWNS**

**Power to Make Bylaws**

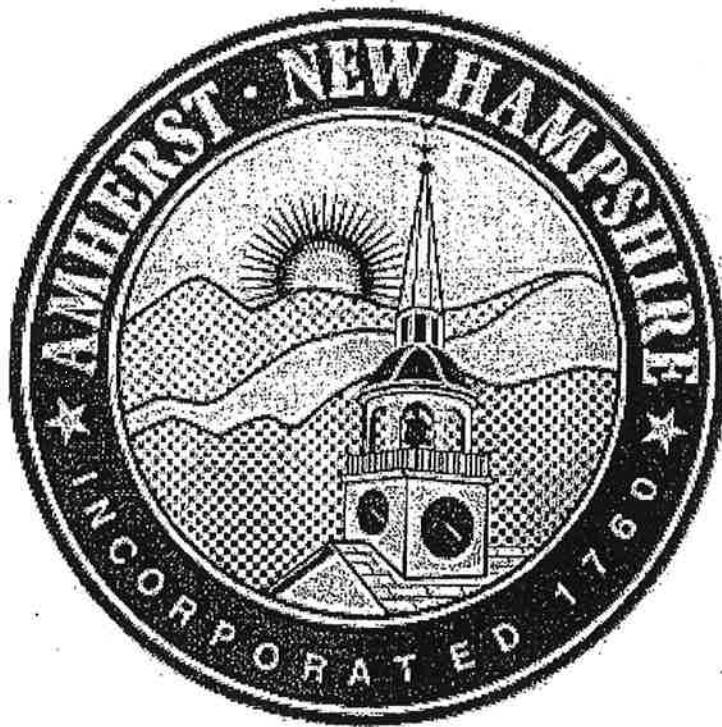
**Section 31:39-a**

**31:39-a Conflict of Interest Ordinances.** – The legislative body of a town or city may adopt an ordinance defining and regulating conflicts of interest for local officers and employees, whether elected or appointed. Any such ordinance may include provisions requiring disclosure of financial interests for specified officers and employees, establishing incompatibility of office requirements stricter than those specified by state law or establishing conditions under which prohibited conflicts of interest shall require removal from office. Any such ordinance shall include provisions to exempt affected officers and employees who are in office or employed at the time the ordinance is adopted for a period not to exceed one year from the date of adoption. The superior court shall have jurisdiction over any removal proceedings instituted under an ordinance adopted under this section.

**Source.** 1981, 221:1, eff. Aug. 10, 1981.



# Town of Amherst



Conflict of Interest Policy

Effective Date: July 12, 2004

## Town of Amherst Conflict of Interest Policy

### Section 1: Purpose

To establish a Conflict of Interest Policy applicable to all officials of the Town of Amherst, whether elected or appointed, full time or part time, paid or volunteer, and to ensure consistency in the application of policy between the various Board, Commissions, and various other official activity of the Town of Amherst.

This policy shall be known as the "Town of Amherst Conflict of Interest Policy" and may be cited as such.

### Section 2: Definitions

As used in this policy, the following terms shall have the meanings indicated:

**Board:** Any board, committee, or commission, permanent or special, appointed or elected.

**Conflict of Interest:** A situation, circumstance, or financial interest that has the potential to cause a private or personal interest to interfere with the proper exercise of a public duty.<sup>1</sup>

**Employee:** A person who is paid by the Town of Amherst for his/her services, but who is not an independent contractor.

**Family:** Any person who is related to the public servant in one of the following ways: spouse, domestic partner, parent, grandparent, child, grandchild, sibling, or similar relation to the individual's spouse. This includes all persons who are members of the same household as the public servant in question, regardless of whether they are related by blood or marriage.

**Firm:** A sole proprietorship, joint venture, partnership, corporation and any other form of enterprise, but shall not include a public benefit corporation, local or economic development corporation or other similar entity.

**Incompatibility of Offices:** Offices that may not be held simultaneously as outlined in RSA 669:7 (Appendix D).

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<sup>1</sup> ... The common law of New Hampshire identifies a conflict of interest where a potential exists for a public officer to influence the outcome of a matter in which he has a direct personal and pecuniary interest. ... Marsh v Hanover 113 NH 667 (1973)

Moreover, the interest must be

<sup>1</sup> ... immediate, definite, and capable of demonstration; not remote, uncertain, contingent, and speculative, that is, such that men of ordinary capacity and intelligence would not be influenced by it. ... (See Atherton v Concord 109 NH 164, (1968).

**Interest:** Any legal or equitable right, share, or claim, whether or not subject to an encumbrance or a condition, which is owned or held, in whole or in part, jointly or severally, including but without limitation, a right, share or claim to land.

**Pecuniary:** Any advantage in the form of money, property, commercial interest or anything else, the primary significance of which is economic gain; it does not include economic advantage applicable to the public generally, such as tax reduction or increased prosperity generally.

**Principals:** Those people who are the subject of the action or application that is before the board.

**Public Servant:** All officials, officers and employees of the Town, whether elected, appointed, paid or unpaid. A person is considered a public servant upon her or his election, appointment or other designation as such, although s/he may not yet officially occupy that position.

**Quasi-judicial Action:** Any action where the board or committee members are acting like a judge or a jury. For example, when a board or committee has a duty to notify the potential parties, hear the parties, and can only decide on the matter after weighing and considering such evidence and arguments as the parties choose to lay before the board, the members are involved in a quasi-judicial action. The work of the planning and zoning boards is largely quasi-judicial.

**Recuse:** Removing or excusing oneself from participating in a specific action or discussion due to a conflict of interest. Recusal means to remove oneself completely from all further participation as a public servant in the matter in question.

**Resident:** A resident of the Town of Amherst.

**Town:** The Town of Amherst, including all of its departments, boards, commissions, and committees.

### **Section 3: Conflicts of Interest**

#### **A. Public servants should avoid conflicts of interest or the appearance of a conflict of interest.**

1. Public servants shall not appear on behalf of a client or friend, before any governmental body of which the public servant is a member except as provided below in Section 4-1.
2. Public servants shall not participate in any matter in which s/he, or a member of her or his family, have a personal or pecuniary interest that may directly or indirectly affect or influence the performance of her or his duties. In such instances, the public servant shall recuse herself or himself from discussion and decision-making.

3. No public servant shall engage in any business, transaction or private employment, or have any financial or other private interest, direct or indirect, which is in conflict with the proper discharge of his or her official duties.
4. No public servant shall use or attempt to use his or her position as a public servant to obtain any financial gain, contract, license, privilege or other private or personal advantage, direct or indirect, for the public servant or any person or firm associated with the public servant.
5. No public servant shall give opinion evidence as a paid expert in any civil litigation brought by or against the Town. This section is not intended to preclude any board member or public servant from giving testimony in a case involving that board member or public servant's official testimony as a board member or public servant.
6. No public servant shall,
  - a) Coerce or attempt to coerce, by intimidation, threats or otherwise, any public servant to engage in political activities,
  - b) Request any subordinate public servant to participate in a political campaign. For purposes of this subparagraph, participation in a political campaign shall include managing or aiding in the management of a campaign, soliciting votes or canvassing voters for a particular candidate or performing any similar acts which are unrelated to the public servant's duties or responsibilities. Nothing contained herein shall prohibit a public servant from requesting a subordinate public servant to speak on behalf of a candidate or provide information or perform other similar acts, if such acts are related to matters within the public servant's duties or responsibilities, nor is anything contained herein intended to prevent any public servant from exercising his/her right(s) to participate in the political process as they choose.
  - c) Misuse his or her official authority or influence for the purpose of interfering with or affecting the result of an election;
  - d) Directly or indirectly coerce, command, or advise a state or local officer or employee to pay, lend, or contribute anything of value to a party, committee, organization, agency, or person for political purposes; or,
  - e) Hold two offices that are statutorily **incompatible** with one another. (RSA 669:7 see Appendix D.)
7. No public servant shall receive compensation except from the Town for performing any official duty.
8. No public servant shall enter into any business or financial relationship with another public servant who is a superior or subordinate of such public servant.

## **Section 4: The Duty to Disclose and the Duty to Recuse**

### **1. Duty to Disclose**

Public servants shall not participate in the conduct of business on behalf of the town or enter into discussion or deliberation of any matter without first, publicly and on the record, stating all dealings, interests, relationships (including employer/employee) that would tend to compromise the public servants' objectivity or create a situation in which there were a potential of unfair economic advantage or the possibility of improper financial gain.

Individuals in an employment relationship (such as business partner or subordinate private employee) with a public servant may appear on behalf of clients, friends, or family before the governmental body of which that public servant is a member if, the public servant publicly discloses such affiliation and recuses himself or herself from participation in the matter as a public servant.

### **2. Duty to Recuse**

Public servants have a duty to recuse themselves from participating in specific action or discussion due to a conflict of interest.<sup>2</sup>

Public servants who have been recused may remain in the hearing room for the public input portion of the hearing and shall seat themselves with the other members of the public who are present. When recused, the recused person shall not participate in further discussions, unless s/he clearly states for the record that s/he is doing so only as general member of the public.

Except as otherwise provided by state law, in the event a board member feels that a member has a conflict of interest, the board or commission may take a non-binding vote to request recusal by that member. Such action may only be initiated by a member of the sitting board.

Not only does a public servant have a duty to recuse himself or herself as outlined in the section above, a public servant must recuse himself or herself in a quasi-judicial action if he or she would not be qualified to sit as a juror in that case.

For example, jurors are not qualified to sit in a case if they have advised or assisted either party in a matter being decided, are prejudiced to any degree regarding the pending matter, or believe they cannot for any reason be totally fair and impartial. (For more information see *RSA 500-A:12 Appendix A.*)

## **Section 5: Application of the Conflict of Interest Policy**

1. Prior to any vote, each Public Servant should give consideration whether a potential violation of the Conflict of Interest Policy exists. If the Public

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<sup>2</sup> This Section shall be read to be consistent with, and not conflict with, RSA 673:14. (See Appendix B.)

Servant believes a potential violation may exist, the Public Servant should disclose such facts to the Presiding Officer.

2. If there is a question regarding a potential conflict of a public servant only a board member may request a non-binding vote of the board as outlined in RSA 673:14 paragraph II (see below).

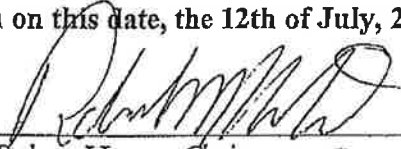
#### **RSA 673:14 Disqualification of Member**

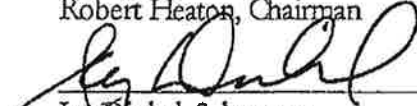
II. When uncertainty arises as to the application of paragraph I to a board member in particular circumstances, the board shall, upon the *request of that member or another member of the board*, vote on the question of whether that member should be disqualified. Any such request and vote shall be made prior to or at the commencement of any required public hearing. *Such a vote shall be advisory and non-binding, and may not be requested by persons other than board members*, except as provided by local ordinance or by a procedural rule adopted under RSA 676:1. *(Emphasis added)*

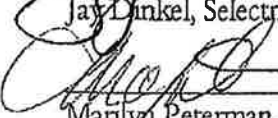
### **Section 6 Implementation**

- 6.1 To facilitate conduct in accordance with this policy, a copy of this policy shall be made available to town officials, legal counsel, employees, volunteers, board and commissions upon hiring, appointment or election to office and at such other times as may be necessary.

Adopted by vote of the Board of Selectmen on this date, the 12th of July, 2004.

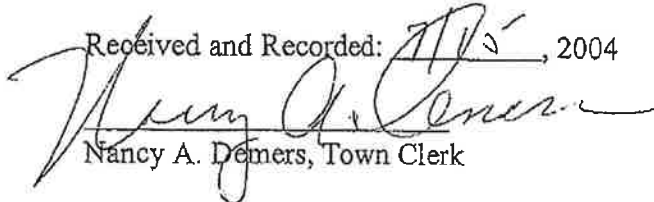
  
\_\_\_\_\_  
Robert Heaton, Chairman

  
\_\_\_\_\_  
Jay Dinkel, Selectman

  
\_\_\_\_\_  
Marilyn Peterman, Selectman

\_\_\_\_\_  
Bruce Bowler, Selectman

\_\_\_\_\_  
George Infanti, Selectman

Received and Recorded:  2004

\_\_\_\_\_  
Nancy A. Demers, Town Clerk

**ORDINANCE:**  
**CONFLICTS OF INTEREST DEFINED & REGULATED:**

**SECTION I : DECLARATION OF POLICY:**

Where government is based on the consent of the governed, every citizen is entitled to have complete confidence in the integrity of that government. Each local officer/employee of the Town, whether elected or appointed, including paid or unpaid members of various Town boards, commissions, committees, or agencies (hereinafter referred to as "Town Official"), must earn and honor that trust by his or her conduct in all official actions. It is the purpose of this ordinance to ensure fair consideration of any application or matter to be voted upon, and also to ensure the appearance of fair consideration so as to maintain public confidence in the integrity of Town government.

**SECTION II : CATEGORIES FOR DISQUALIFICATION:**

A Town Official shall be disqualified to act on a matter before a Town board, commission, committee or agency (hereinafter called the "Town Board") because of a conflict of interest as follows:

- A) **FINANCIAL INTEREST:** When the Town Official has a direct personal financial interest in a matter before the Town Board. Such interest includes, but is not limited to, an ownership interest, a mortgage interest, a creditor or debtor interest or relationship.
- B) **RELATED BY BLOOD OR MARRIAGE:** When the Town Official is directly related by blood or by marriage to the person requesting action, or opposing action on a matter before the Town Board. Directly related shall mean spouse, parent, child, brother, sister, uncle, aunt, niece, nephew, grandparent, or grandchild.
- C) **EMPLOYMENT RELATIONSHIP:** When the Town Official, or a member of the Town Official's family (family shall mean husband, wife, or child) has an employment relationship with the person requesting action or opposing action on a matter before the Town Board.
- D) **ABUTTER:** When the Town Official is an abutter to the land which is the subject matter or action requested or to be taken by the Town Board.
- E) **GIFTS:** When the Town Official has taken, for personal use, from any person, any fee, gift, or other valuable item in the course of the Town Official's work or in connection therewith, when such gift or valuable item is given in the hope of, or expectation of, receiving a favor or better treatment than that accorded to other persons requesting action or opposing action on a matter before the Town Board.

One or more of the above grounds for disqualification may apply, for example, relationship by blood or marriage to an abutter.

**SECTION III : DISCLOSURE:**

A Town Official shall be under a duty to disclose that a conflict of interest, as defined in Section II above, exists when a matter is before the Town Board of which the Town Official is a member or participant. Thereafter, the Town Official shall withdraw from

the Town Board considering such matter, shall not sit with the remainder of the Town Board, shall not participate in any deliberative sessions on such matter, and shall not vote on such matter. The Town Official may remain in the room where the Town Board is meeting, and may participate in the discussion, but only as a member of the general public.

**SECTION IV : CHALLENGE PROCEDURE:**

- A) Any person may inquire into the possible conflict of interest of any Town Official on any matter requiring official action, stating the grounds for the inquiry.
- B) Such challenged Town Official shall be obligated to inform the person if any conflict of interest exists.
- C) If the person making the inquiry is not satisfied with the challenged Town Official's response he may require the presiding officer of the Town Board (in the case of a Town employee, "Town Board" shall mean the appointing Board) to call for a vote as to whether or not the challenged Town Official shall be disqualified to take the official action. A majority of the remaining Town Board members, including alternates, shall determine whether or not the challenged Town Official may be allowed to take the official action.

**SECTION V : APPEAL PROCEEDINGS:**

Appeals under this ordinance shall be governed by RSA 31:39-a.

**SECTION VI : ORDINANCE PROVIDED TO TOWN OFFICIAL:**

Upon taking his/her position, the Town Official, as defined above, shall be furnished by the Town Clerk with a copy of this Ordinance. Each such person shall sign a written acknowledgment that he/she has been provided with such a copy. The acknowledgment shall be filed by the Town Clerk with the Town Official's appointment papers.

**SECTION VII : EFFECTIVE DATE:**

This ordinance shall be effective as of the date of adoption by the Windham Town Meeting. Notwithstanding the foregoing, this ordinance shall exempt affected Town Officials who are in office or employed by the Town at the time this ordinance is adopted for a period of ninety (90) days.

**Adopted at Town Meeting - March 13, 1987**

**Amended by Board of Selectmen - September 28, 1992**

**Alfred E. Seifert  
Peter G. Chulack, Sr.  
Elizabeth A. Dunn  
Frederic H. Noyles  
Andre Dufour  
Board of Selectmen**

**Re-codified and affirmed by the Board of Selectmen - May 11, 1998**



**Town of Antrim**  
**CODE OF ETHICS ORDINANCE**

<b>COE - 1</b>	Acceptance.
<b>COE - 2</b>	Policy Statement.
<b>COE - 3</b>	Conducting Business.
<b>COE -4</b>	Discrimination.
<b>COE -5</b>	Equal Treatment.
<b>COE - 6</b>	Confidentiality.
<b>COE - 7</b>	Law Abiding.
<b>COE - 8</b>	Conflicts of Interest.
<b>COE - 9</b>	Accepting Gratuities.
<b>COE - 10</b>	Responsibility for the Code of Ethics.

**COE-1 Acceptance.** The Town votes to adopt a Code of Ethics for public servants of the Town of Antrim, public servants being all elected and appointed officials of the Town, all fulltime and part-time employees of the Town, whether paid or unpaid, and all volunteers who serve the Town, or take any other action relating thereto.

**COE-2 Policy Statement.** As citizens of the Town of Antrim, we appreciate that we live in a community where people relate to each other with openness, honesty, fairness, and respect. We honor these values, and seek to live by them in our own lives.

In the conduct of our public affairs, we expect those who serve our community as public servants to act in accordance with these same values. As public servants, we mean to include all elected and appointed officials of the Town; all full-time and part-time employees of the Town, whether paid or unpaid; and all volunteers who serve us on behalf of the whole community.

We place our trust in these individuals, and have confidence they will serve us knowledgeably, responsibly and effectively, having in their hearts and minds the best interests of our entire community. Specifically, we ask each of them to subscribe to the following guidelines of a Code of Ethics we have adopted for our community.

**COE-3 Conducting Business.** Public servants will demonstrate the highest standards of personal integrity, truthfulness, honesty, and dedication in all public actions and activities in order to inspire public confidence and trust.

**COE-4 Discrimination.** Public servants will conduct their business with the highest standards of honesty, reliability, consistency, and fairness, and treat all fellow workers and citizens with dignity and respect. No person will be discriminated against because age, race, religion, sex, national origin, disability, or sexual orientation. Public servants should ensure that the interest of the community and fairness to all are their primary considerations.

**COE-5 Equal Treatment.** Public servants will extend fair and equal treatment to all Town officials, Town employees, volunteers performing service to the Town, contractors working for or providing goods or services to the Town, and the general public. No special consideration, advantage or favor shall be given to any person or entity as a result of public status, wealth, position, or personal relationship.

**COE-6 Confidentiality.** Public servants will respect and safeguard confidential or privileged information that may be acquired in the performance of duties and responsibilities for the Town.

**COE-7 Law Abiding.** Public servants shall, in their public position, implement and abide by applicable New Hampshire laws, and all written administrative rules, policies, and procedures established by the Town's Board of Selectmen, or by specifically designated Town officials.

**COE-8 Conflicts of Interest.** Public servants shall avoid any potential or actual conflict of interest in the performance of duties and responsibilities. A conflict of interest might arise in a situation in which a person, designated to act on behalf of the entire community, uses his or her personal contacts or position to advance his or her own private business or financial interests.

Public servants are expected to avoid placing themselves in positions involving a conflict of interest, and also to avoid any situations in which a conflict of interest may appear to exist. In cases where a conflict may exist, public servants should disclose the related matter of personal or financial interest to the appropriate person or committee. Matters of personal interest, which need full disclosure, may include but are not limited to, family relationships and financial interest. If the real or perceived interest is determined to be self-serving and not in the public interest, that person should disqualify themselves from participating in the particular action or transaction in question.

**COE-9 Accepting Gratuities.** Public servants should utilize discretion in accepting gratuities, staying within limits of what would be considered a nominal value and/or part of the natural process of relationship between friends and colleagues.

**COE-10 Responsibility for the Code of Ethics.** No Code of Ethics can address all situations which may arise in the course of duties performed on behalf of the Town. Personal judgment and common sense are the primary basis for consideration. In cases where doubt occurs or one becomes aware of an apparent violation of this code, individuals are encouraged to speak with their immediate Supervisor, The Town Administrator, Board or Committee chairperson, or the Town's Board of Selectmen. Seeking advice is the responsibility of the individual. To avoid this counsel does not excuse the individual for having a conflict of interest or otherwise acting in violation of this code.

This Code of Ethics does not replace written administrative rules, policies, and procedures established by the Town.

Signed: \_\_\_\_\_  
Selectman

\_\_\_\_\_  
Selectman

\_\_\_\_\_  
Selectman

Dated: \_\_\_\_\_

Sample  
North Hampton

**TOWN OF NORTH HAMPTON, NH**  
**CODE OF ETHICS**

**ARTICLE I. AUTHORITY**

This Code of Ethics is adopted pursuant to the authority of RSA 31:39-a.

**ARTICLE II. PREAMBLE**

The Town of North Hampton values honesty, transparency, accountability, respect and civility in the behavior of its Officials. All Town Officials, whether elected, appointed or hired, shall act in the best interests of the Town, shall maintain the highest standards of personal integrity in discharging their public duties, and shall never abuse their positions or powers for improper reasons or personal gain. Therefore, in order to promote and sustain an ethical culture it shall be the duty of all Officials to read this Code of Ethics and to familiarize themselves with its content.

**ARTICLE III. PURPOSE**

The purposes of this Code of Ethics are to outline the ethical goals to which the Town Officials are expected to aspire; to educate the Town Officials and residents as to the meaning of ethical and responsible conduct; and to establish guidelines for the ethical standards of conduct for Town Officials. This Code of Ethics establishes standards governing official conduct, provides guidance for ethical decisions and behavior, and establishes a course of action for resolving alleged ethics violations in a manner that is fair to all of the parties involved.

**ARTICLE IV. CODE OF ETHICS**

*Section 4.01 Conflicts of Interest, Disclosure, and Recusal.* Town Officials are expected always to act in the best interests of the Town and to be independent, impartial, and responsible to their fellow townspeople when discharging their public duties. Therefore, Town Officials shall disclose, publicly and on the record, any and all conflicts of interest and shall not participate in deliberations or discussions with respect to any matter in which they, or a member of their family, has a personal or pecuniary interest, that may directly affect or influence the performance of their duties. Where any such conflict exists, Town Officials are expected also to recuse themselves from related deliberations, discussions, and decision-making. In addition, pursuant to the impartial juror standard set forth in New Hampshire RSA 43 or RSA 673:14 as appropriate, Town Officials must recuse themselves from a quasi-judicial action if they have advised or assisted either party in the matter being decided, are prejudiced to any degree regarding the pending matter, believe they cannot for any reason be totally fair and impartial, or otherwise fail to meet the standard of impartial juror in that case.

Those who have recused themselves shall immediately leave the room or shall seat themselves in a non-official capacity with other members of the public who are present. A recused person shall not deliberate or vote on the matter in question. If one chooses to participate, one must clearly state for the record that he/she is doing so only as a member of the general public.

*Section 4.02 Fairness and Adherence to Proper Procedure.* All persons appearing before any Town Board or otherwise conducting business with the Town shall be treated fairly, equally and with respect. No Town Official shall in the course of official duties give or deny any person special consideration, advantage, or treatment as a result of the person's public status, position, age, sex, race, religion, creed, sexual orientation, or national origin. In addition, all Town Officials, Board members, and employees are expected to comply with the provisions of the New Hampshire Right to Know Law (RSA 91-A).

*Section 4.03 Improper Personal Gain.* Town Officials shall not use the powers or privileges of their public office, volunteer position, or employment for personal gain or advantage.

- A. *No Unfair Use of Personal Property.* No Town Official, or his/her family member shall accept or use Town property, services, or labor personally, or make the same available to others unless such use is available to other residents upon request on equal terms; unless necessary to carry out his/her assigned duties.
- B. *No Misuse of Confidential Information.* No Town Official shall use any confidential information acquired by virtue of his/her official position for personal benefit, or for the benefit of any other person, entity, or business. In addition, no Town Official shall unnecessarily violate the privacy of others or publicize, disclose or discuss information confidentially acquired in the course of official duties unless in the best interests of the Town.
- C. *No Improper Gifts.* No Town Official shall accept a gift (or knowingly allow acceptance of such gift by a Family member) from any individual, group, or entity that has or is likely to have a matter pending before the Official. This provision is not intended to apply to gifts traditionally exchanged between family members at holidays.
- D. *No Representation of Clients.* No Town Official shall appear on behalf of a client before any governmental body of which the public official is a member or whose members have been appointed by the governmental body of which the public official is a member.
- E. *No Improper Influence.* No Town Official shall use his or her official position to influence or to attempt to influence any governmental body to act in favor of the Official, or in favor of any individual or entity associated with the Official.

*Section 4.04 Duty to Cooperate.* All Town Officials shall cooperate with the Standing Ethics Committee regarding any complaint or inquiry alleging violation of this Code of Ethics; provided however, that such persons shall retain all legal rights otherwise provided under law.

*Section 4.05 Incompatibility of Offices.* This Code of Ethics incorporates by reference the prohibitions concerning incompatible offices contained in RSA 669:7 and RSA 673:7.

## **ARTICLE V. DEFINITIONS OF TERMS**

As used in this Code of Ethics, the following terms shall have the meanings indicated:

*Section 5.01 Board.* Any board, commission, committee, or subcommittee, permanent or special, established by the voters at Town Meeting or by the Select Board under New Hampshire State Law or otherwise, or by another Town Board or Commission.

*Section 5.02 Complainant.* A person who has formally submitted an allegation of a violation of the Code of Ethics.

*Section 5.03 Conflict of Interest.* The existence of a personal or pecuniary interest, or both, on the part of a Town Official, which would be deemed by an objective and reasonable third person to have the capacity to influence an officer or employee in the exercise of that person's public duty.

*Section 5.04 Employee.* A person who is paid by the Town of North Hampton for his/her services, on a full or part-time basis, but who is not an independent contractor.

*Section 5.05 Family.* Any person who is related to the Town Official, Board member, or employee in one of the following ways: spouse, parent, grandparent, child, grandchild, sibling, or similar relation to the individual's spouse. This includes all persons who are members of the same household as the Town Official, Board member, or employee in question, regardless of whether they are related by blood or marriage.

*Section 5.06 Interest.* Any legal or equitable right, which is owned or held either independently or jointly, including but without limitation, a right, share or claim to land.

*Section 5.07 Official.* Any elected or appointed officer, Board member, employee or other agent of the Town of North Hampton.

*Section 5.08 Recusal (To Recuse.)* Removal of oneself completely from all further participation in any matter in which a Town Official, Board member, or employee has a conflict of interest.

*Section 5.09 Respondent.* An Official named in a formal allegation of a violation of the Code of Ethics.

*Section 5.10 Quasi-judicial Action.* Any action where a Board has a duty to notify the potential parties, hear the parties, and can only decide the matter after weighing and considering such evidence and arguments as the parties choose to lay before them in the context of applicable legal standards. By way of example, the work of the Planning Board and Zoning Board is largely quasi-judicial.

*Section 5.11 Town.* The Town of North Hampton, including all of its departments, Boards, commissions, and committees.

## **ARTICLE VI. EXCLUSIONS**

The provisions of this Code of Ethics shall not be interpreted to bar:

*Section 6.01* Any Official or Employee of the Town from fully participating in any public proceeding conducted by the Town (but see Section 5.01);

*Section 6.02* Acceptance of donations for the expressed purpose of financing a political campaign, provided such contributions are reported (if required) by any local, state and federal laws that pertain to such donations;

*Section 6.03* Participation in a matter that relates to a person, business, or entity from which an Official, Board member or employee has purchased or sold goods or services, if the individual in question has no other conflict of interest relating to that person or business;

*Section 6.04* Police officers, fire fighters, and other emergency personnel from acting in the course of their official capacities when responding to emergencies in accordance with the rules and regulations of his/her departments; and

*Section 6.05* Supervisors of Town employees from appropriately carrying out personnel policies.

## **ARTICLE VII. ENFORCEMENT AND ADJUDICATION OF COMPLAINTS**

*Section 7.01 Self Enforcement.* In the first instance, all Town Officials, Board members and employees are expected to maintain the highest standards of personal integrity and to share the Town's values of honesty, transparency, accountability, respect and civility. While respect and civility are important goals, rights guaranteed to citizens under the First Amendment to the United States Constitution shall be preserved at all times.

*Section 7.02 Enforcement by Board Chairs.* The presiding officers of Town Boards (as defined in paragraph 5.01 above) are critical in enforcing this Code of Ethics. They must provide leadership required to maintain order and efficiency while building consensus that ensures that the Board, not the presiding officer alone, makes decisions consistent with its role in Town governance. Presiding officers, therefore, have the following distinct responsibilities:

- A. In order to make this document an integral part of the culture of the Town of North Hampton, at their initial meeting following each annual Town Meeting, it shall be the first duty of the newly elected Chairs of the Select Board, Planning Board, Zoning Board of Adjustment, Municipal Budget Committee, and Board of Library Trustees to read aloud Article II, "Preamble," of this Code of Ethics. In addition, the Chairs shall provide a copy of the entire Code to members of their Boards.

- B. To conduct meetings professionally in accordance with rules of procedure adopted by their respective Boards.
- C. To set and maintain a respectful tone in all discussions, including those involving public participation, and thus to ensure that all participants behave civilly and do not engage in personal attacks.
- D. To state that in his/her opinion a member of the Board or any other participant is behaving inappropriately whenever such behavior disrupts the orderly conduct of business. The Board member or participant shall then be expected to respect the presiding officer's opinion and stop the offending behavior.
  - 1. If inappropriate behavior continues, to restore order and civility, the presiding officer has authority to ask the offending member or participant to leave the meeting and, if necessary, to recess the meeting and get assistance to remove the offending member or participant. With respect to all members and participants, the presiding officer shall respect the rights of citizens under the First Amendment to the United States Constitution.
  - 2. If a member persists in inappropriate behavior after warnings and actions pursuant to (1) above, then the presiding officer has authority to entertain a motion to censure that member's behavior and to make such a motion of censure a matter of public record in the Board's official minutes.
- E. Alleged violations of provisions of this Code of Ethics shall be handled by the enforcement procedures of Section 7.03, 7.04, 7.05, and 7.06 below. The presiding officer shall, when appropriate, initiate enforcement actions with respect to alleged violations by members of his/her Board.

*Section 7.03 Enforcement by Standing Ethics Committee*

- A. *Establishment of the Standing Ethics Committee ("Committee").* At their initial meeting immediately following annual Town Meetings, each of the following elected bodies shall appoint one regular member and one alternate member from their ranks to serve a one-year term on the Committee: Select Board, Planning Board, Zoning Board of Adjustment, Budget Committee, and Trustees of the Library.
- B. *Purposes*
  - 1. The purposes of this Committee are to adjudicate Complaints and make recommendations in accordance with Section 7.06;
  - 2. to disseminate the Code of Ethics and educate Public Officials and the Public about the Code, and
  - 3. to review annually proposals for revising this Code of Ethics.
- C. *Organization of the Committee.* Each year at their first meeting after Town Meeting the Committee shall elect a Chair and Vice Chair from its membership. Town Administration shall provide a qualified individual to serve as Recording Secretary. The Recording Secretary may be an employee of the Town or a contractor engaged for that purpose, but shall not be a member of the Committee.
- D. *Adoption of Rules of Procedure for Legislative and Executive Functions.* The Committee shall develop and adopt Rules of Procedure for conducting its legislative and executive functions under paragraphs 7.03 (c) (i) and 7.03 (c) (ii) above, as appropriate, for work the Committee plans to undertake during the year. Such Rules shall include provisions for public notice of all meetings and hearings and, in addition, provisions for public hearings

about any proposals to revise the Code of Ethics. The Rules of Procedure shall also include forms that a person must use to file a complaint alleging a violation of the Code of Ethics.

*Section 7.04 Reporting Process.* Any person who believes that an Official or Employee of the Town has violated this Code of Ethics may file a written complaint with the Town Clerk outlining the reasons for the alleged violation. The Town Clerk shall deliver a copy of the complaint both to the accused party and to the Chair of the Committee within three business days after receiving said complaint. The Respondent shall promptly be furnished with a copy of any such complaint.

- A. *Normally the Committee shall accept only those complaints submitted within three (3) months after the alleged violation has occurred.*
- B. *However, in all cases the decision whether to accept a complaint is at the sole discretion of the committee.*

*Section 7.05 Initial Review of Complaint.* The following two-step Initial Review shall aim to provide due process to all parties to the complaint, to protect their rights, and to ensure that justice is rendered:

- A. The Committee shall consider taking jurisdiction only for complaints that are made in writing, signed by the Complainant or Complainants, notarized, and submitted to the Town Clerk.
- B. The Committee shall meet within fourteen (14) days of release of the complaint from the Town Clerk in accordance with RSA 91-A to determine by a recorded vote that the allegation of misconduct is with or without merit or foundation pursuant to the Code of Ethics and shall notify the Complainant(s) and Respondent of the time, date, and place of the hearing no less than seven (7) days prior to this meeting. Notice shall be given by registered mail, return receipt requested.
  - 1. If the Committee finds the complaint to be without merit or unfounded pursuant to the Code of Ethics it shall dismiss the complaint and provide both the Complainant and the Respondent with the decision together with written findings.
  - 2. If the Committee determines by a recorded vote that the complaint has merit pursuant to the Code of Ethics, a preliminary investigation will begin. A preliminary investigation may include, but is not limited to the following: reviewing State law, reviewing Town ordinances, interviewing witnesses, and reviewing meeting minutes and meeting recordings.
  - 3. Upon completion of a preliminary investigation, the Committee shall conclude by recorded vote that pursuant to the Code of Ethics:
    - (a) No action is appropriate because no improper conduct occurred, or;
    - (b) The violation was inadvertent, technical, or minor in nature and will be addressed informally in writing or verbally, or;
    - (c) The conduct was of a serious nature and formal proceedings should be instituted to inquire further into the complaint. The Committee shall then make a statement of the formal charges and hold a formal hearing into the complaint, the procedures for which will be outlined in Section 7.06 below.
    - (d) The Respondent and Complainant shall both be promptly provided with a written copy of the statement of formal charges.

*Section 7.06 Formal Proceedings.* The following Formal Proceedings, when conducted, shall aim to provide due process to all parties to the complaint, to protect their rights, and to ensure that justice is rendered:

- A. Following the completion of a preliminary investigation from which there is a finding that a formal proceeding should be conducted, the Committee will hold a formal meeting on the merits of the complaint within twenty-one (21) days. Notice of the time, date and place of this meeting shall be given to Complainant(s) and Respondent(s) by registered mail, return receipt requested.
- B. If the Complainant and Respondent wish to submit any written testimony, evidence, or witness list, they must provide a copy of all material to the Town Clerk so that it is received no less than five (5) business days prior to the hearing. The Town Clerk shall provide the Standing Ethics Committee with copies no less than three (3) days prior to the hearing.
- C. In the event that any regular member of the Committee is disqualified or unable to sit with respect to a complaint, the alternate from his/her appointing body shall be seated. In the event that both appointees from one body are disqualified or unable to be seated, then the Chair shall seat one of the alternate members from another Board to hear the complaint.
- D. All meetings and deliberations with respect to each complaint, and all documents and records pertaining to those meetings and deliberations shall be governed by the New Hampshire Right to Know Law, RSA 91-A.
- E. Formal Proceedings shall not be bound by the strict rules of evidence prevailing in courts of law or equity.
- F. A Committee meeting to review a complaint is not a public hearing in which members of the general public may comment, unless invited to do so at the pleasure of the Committee.
- G. In Formal Proceedings Committee meetings shall be conducted under the following rules:
  - 1. The Chair will call the meeting to order and read the charges against the Respondent(s).
  - 2. The Chair will then call upon the Complainant(s) to present the complaint. If the complaint is signed by more than one individual, the Complainants shall appoint one individual to act as their spokesperson.
  - 3. The Committee may question the Complainant(s) as necessary.
  - 4. The Chair will then call upon the Respondent to explain his/her case.
  - 5. The Committee may question the Respondent(s) as necessary.
- H. After the Committee has received all relevant testimony and evidence, it will begin deliberations. The Committee shall conduct its deliberations in accordance with RSA 91-A:3. Nothing herein shall be construed to prohibit the Committee from consulting with legal counsel pursuant to RSA 91-A:2.
- I. **Written Recommendation:** The Ethics Committee shall have no authority to remove any person from his or her office or position of employment, or to impose any other penalty or sanction, but shall determine on the record whether a violation of the Ethics Code has occurred. The result of each adjudicative process shall be a written recommendation, with specific findings, to the appropriate Town Official or body about: 1) whether a violation of the Ethics Code has occurred; and 2) whether any remedial or punitive action should be taken. This recommendation shall be signed by all members of the Committee who voted



in favor of the recommendation. Members of the Committee who opposed the recommendation shall have the right to convey written minority opinion(s) at the same time the majority opinion is submitted.

**ARTICLE VIII. SUPERCESSION**

This Code of Ethics upon adoption supersedes any prior version of the Code of Ethics.

**ARTICLE IX. SEVERABILITY**

If any portion of this Code of Ethics shall be held invalid, the remainder shall not be affected thereby and shall remain in full force and effect.

**ARTICLE X. EFFECTIVE DATE**

*Section 10.01* This Code of Ethics shall take effect upon passage by the legislative body.

*Section 10.02* Any amendments shall take effect upon passage or upon such other date as may be specified by the legislative body.

*Section 10.03* Any complaint pending at the time of adoption of this Code of Ethics shall be governed by rules in effect at the time the complaint was filed.

## **Tax Abatements, Veterans Credits & Exemptions**

# List for Select Board meeting July 15, 2019

## Jeopardy

<u>Map/Lot</u>	<u>Location</u>	<u>Amount</u>
87/14/4B	4 Second St Pinecrest	234.00

## Abatement

<u>Map/Lot</u>	<u>Location</u>	<u>Amount</u>	
104/79/601	601 Canterbury Dr	438.17	2016
104/79/601	601 Canterbury Dr	436.03	2017
104/79/601	601 Canterbury Dr	444.93	2018

## Exempt Property

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Hospital Properties Annual exemption

## Permits and Approvals

Town of Exeter  
 Three Year Ambulance Lease Comparison with Payments in Advance  
 As of June 24, 2019

DRAFT

<u>Lessor</u>	<u>Years</u>	<u>Amount Financed</u>	<u>Interest Rate</u>	<u>Annual Lease Payment</u>	<u>Total Interest Expense</u>
*Tax Exempt Leasing	3	\$ 229,322	2.65%	\$ 78,448	\$ 6,023
TD Leasing	3	\$ 229,322	2.68%	\$ 78,471	\$ 6,091
Community Leasing Partners	3	229,322	3.66%	\$ 79,207	\$ 8,291

**Vehicle/Equipment: Sugarloaf Ambulance Ford E-450, PL Custom Emergency Vehicle**

**Amounts per signed contract:**

Original Price	\$ 250,422
Trade In Allowance	\$ (15,500)
Vehicle Discounts	(5,600)
<b>Total Financed Cost</b>	<b>\$ 229,322</b>

**Notes:**

All of the above lessors agree to offer lease with a non-appropriation clause.

\*Tax Exempt Leasing has provided the lowest interest rate and most savings for the ambulance.

Advanced payment and annual lease payments for the above lease are to be paid from the EMS Revolving Fund.

**SUGGESTED MOTION:** Move the Select Board accept the financing proposal of Tax Exempt Leasing for the Ford E-450 Ambulance Replacement, at an interest rate of 2.65% over 3 years, and further authorize the town manager to sign any documents related to the lease/purchase financing.

**Correspondence**



# EXETER HOUSING FUTURE COMMUNITY SURVEY



As part of the Exeter Housing Future project, a community wide survey was deployed from April 18 to May 15, 2019. Overall, 228 people participated in the survey. As is typical, not every participant answered every question in the survey. The question with the fewest response rate was 134 and the largest was 212. The following report summarizes the answers that could be quantified. Commentary or mapped results are not included here but have been stored for reference.

1. Approximately how many homes are there in Exeter?

	Answers
<b>a. 3,000</b>	9% (19)
<b>b. 6,500</b>	46% (97)
<b>c. 9,200</b>	28% (60)
<b>d. 11,900</b>	17% (36)

*The correct answer is approximately 6,500. The largest number of survey respondents answered this correctly. Information was taken from the Report of the Exeter Housing Advisory Committee (May 2017), which relied on the American Community Survey (ACS) for much of this information.*

2. Approximately what percent of housing in Exeter is single family homes?

	Answers
<b>a. Over 95%</b>	1% (2)
<b>b. Just under 85%</b>	21% (45)
<b>c. Just over 75%</b>	39% (82)
<b>d. A little more than 50%</b>	29% (62)
<b>e. Just over 40%</b>	10% (21)

*The correct answer is "just over 40%." The vast majority of respondents answered this incorrectly and the choices they made suggest residents greatly overestimate the percentage of single family homes in town. Exeter actually has one of the most diverse and balanced housing stocks in the region with approximately 41% multi-family and 13% mobile homes. This information was taken from the Report of the Exeter Housing Advisory Committee (May 2017), which relied on the New Hampshire Office of Energy and Planning for much of this information.*



3. Between 2008 and 2018, total school enrollment for SAU16...

	Answers
<b>a. Stayed about the same</b>	13% (28)
<b>b. Increased by nearly 11%</b>	42% (90)
<b>c. Decreased by 15%</b>	5% (11)
<b>d. Increased by just under 4%</b>	24% (50)
<b>e. Decreased by 8%</b>	16% (33)

*The correct answer for this question, as reported by the schools, is “decreased by 8%.” Most of the people who answered this question (about two-thirds) believed the enrollment had increased on average, with the largest group think the increase was approximately 11%. When looking at the numbers associated with Exeter alone, the decrease over this 10-year period was only 1% suggesting Exeter’s enrollment numbers, on average, have changed very little.*

4. As a rule of thumb, about how much of an individual’s or family’s income should be used to cover housing costs? This includes rent/mortgage, insurance, and utilities.

	Answers
<b>15%</b>	10% (20)
<b>30%</b>	73% (152)
<b>40%</b>	11% (22)
<b>50%</b>	7% (15)

*The correct answer is 30%. It is worth noting that, when factoring in transportation, many housing/planning professionals believes the percentage rises to 50%.*

5. What do you think is the fastest growing age group in Exeter?

	Answers
<b>Under 5 years</b>	2% (4)
<b>15-19 years</b>	3% (7)
<b>35-44 years</b>	19% (40)
<b>55-59 years</b>	27% (57)
<b>65-74 years</b>	47% (98)
<b>85+</b>	2% (4)




*The correct answer is “65-74 years.” The largest number of respondents answered this correctly and the second largest group answered “55-59 years.” These responses seem to show that Exeter residents are aware of the existing trends related to age demographics in the community.*





6. How difficult is it for different groups of people to find a place to live in Exeter that meets their needs?


	<b>Very Difficult</b>	<b>Moderately Difficult</b>	<b>Average</b>	<b>Fairly Easy</b>	<b>Very Easy</b>
Active seniors that would like to live in a smaller home.	31%	41%	20%	7%	1%
Young individuals or families that are looking to buy their first home.	70%	24%	5%	1%	-
People who would like to rent instead of buy a home.	36%	37%	23%	4%	-
People with disabilities including seniors requiring care.	45%	35%	16%	3%	-
An individual who earns \$50,000 per year	59%	30%	8%	2%	-
A family of four who earns \$50,000 per year	94%	4%	1%	1%	-

*Residents taking the survey generally felt that all the groups identified had a moderate or high level of difficulty finding housing that meets their needs. Looking more closely at the answers, active seniors looking to downsize were associated more with moderate challenges when compared with other groups. Families that have very low incomes showed the highest perceived difficulty followed by first time homebuyers. These answers are generally consistent with the analyses performed by the Exeter Housing Advisory Committee.*

7. Please look at the following images of different housing types and identify whether you think this type of housing might be appropriate anywhere in the study areas. Choose the answer that best fits your opinion of the image.

	<b>definitely appropriate</b>	<b>maybe, but depends on what it looks like</b>	<b>maybe, but not too much of this type</b>	<b>probably not</b>	<b>definitely not</b>	<b>not sure</b>
<b>Multiplex</b> 	36% (52)	19% (28)	27% (39)	10% (15)	6% (9)	1% (2)
<b>Bungalow</b> 	47% (69)	16% (24)	11% (16)	18% (27)	5% (8)	1% (2)
<b>Duplex</b> 	39% (56)	28% (41)	16% (23)	8% (12)	8% (11)	1% (1)

	<b>definitely appropriate</b>	<b>maybe, but depends on what it looks like</b>	<b>maybe, but not too much of this type</b>	<b>probably not</b>	<b>definitely not</b>	<b>not sure</b>
<b>Quadplex</b> 	38% (54)	24% (34)	18% (25)	11% (16)	8% (12)	1% (1)
<b>Large home conversion</b> 	48% (68)	22% (32)	11% (16)	10% (15)	7% (10)	1% (2)
<b>Townhouse</b> 	60% (87)	14% (20)	11% (16)	10% (14)	6% (8)	0%
<b>Cottage</b> 	56% (79)	14% (20)	11% (15)	12% (17)	8% (11)	0%

	definitely appropriate	maybe, but depends on what it looks like	maybe, but not too much of this type	probably not	definitely not	not sure
Multifamily 	28% (40)	16% (23)	17% (24)	19% (27)	20% (29)	0%

*This question is part of what's known as a 'visual preference survey.' As the name suggests, users are presented with a series of images and asked to express how they feel about these images. For this housing survey, eight housing types were presented that provide more dense development options when compared with typical single family home development. The answers highlighted with the darkest blue are the most popular choice, a lighter blue being the second most popular, and the palest blue for the third most popular. Most of the housing images were favorably received and only two received negative ratings. The only housing type that elicited a notable difference of opinion is "multifamily."*

8. In general, do you think the Master Plan was right to highlight these study areas as potential areas for growth/development?

	Answers
<b>Yes</b>	60% (106)
<b>No</b>	17% (30)
<b>Not sure</b>	23% (41)

*The majority of respondents felt the policies set forth in the Master Plan are still on target. This project will need to continue to shine a light on the Master Plan and reinforce the policies set forth from that intensive public engagement process.*

9. How much growth (additional residential or commercial space) can be accommodated by these different areas.

	<b>Lots of growth, approximately double what is there today</b>	<b>Significant growth, some new buildings and taller redevelopment</b>	<b>Modest growth, not much more than what's there today</b>	<b>No growth, there's already plenty of development</b>
<b>Lincoln Street Study Area</b>	11%	34%	42%	13%
<b>Downtown Study Area</b>	1%	14%	58%	27%
<b>Portsmouth Avenue Study Area</b>	16%	31%	44%	10%

*The most popular answers are highlighted in the dark blue and the second most popular are highlighted in a lighter blue. In all three cases, the most popular answer was "Modest growth...". Notably, about a third of respondents felt that Lincoln Street and Portsmouth Avenue could accommodate "significant growth," while only 14% felt that way about Downtown.*

10. What concerns you the most about providing more types of housing to choose from in the study area? (choose one)

	Answers
<b>I have no concerns.</b>	42% (56)
<b>More housing will bring more children, which will stress our schools.</b>	5% (7)
<b>More housing will require more public services, which will lead to an increase in taxes.</b>	10% (13)
<b>More multi-family housing will lead to a higher incidence of crime and other public safety problems.</b>	9% (12)
<b>Higher density housing is unattractive and will ruin the character of existing neighborhoods.</b>	17% (23)
<b>Higher density housing will have negative neighborhood impacts related to noise, traffic, and similar nuisance issues.</b>	17% (23)



# State of New Hampshire Department of Revenue Administration



109 Pleasant Street  
PO Box 487, Concord, NH 03302-0487  
Telephone (603) 230-5000  
www.revenue.nh.gov

Lindsey M. Stepp  
Commissioner

Carollynn J. Lear  
Assistant Commissioner

July 8, 2019

MUNICIPAL AND PROPERTY  
DIVISION

James P. Gerry  
Director

TOWN OF EXETER  
OFFICE OF SELECTMEN  
10 FRONT STREET  
EXETER NH 03833

Re: PA-28 Inventory of Taxable Property Form for **2020**

Dear Assessing Official,

This is our annual request to municipalities to determine whether the municipality will be utilizing the Form PA-28, Taxpayer Inventory Blank in accordance with RSA 74:4 for **2020**. If Yes, please check the "**WILL**" Box below and indicate the number of forms needed. If your municipality has elected Not to use the Inventory form, in accordance with RSA 74:4-a, please check the "**WILL NOT**" Box below.

Please return this entire form with the section below completed and **signed** no later than **August 16, 2019** to the Department of Revenue Administration, PO Box 487, Concord, NH 03302-0487 or e-mail to [equalization@dra.nh.gov](mailto:equalization@dra.nh.gov).

If you are electing to use the form, it is our suggestion that you indicate your municipalities telephone number on your return-mailing label, should the taxpayers need to contact your municipality.

Please feel free to contact Cindy Paige at (603) 230-5971 if you require additional information.

Sincerely,

Linda C. Kennedy  
Manager

<p><input type="checkbox"/> <b>WILL NOT</b> be using the PA-28 Form in 2020</p> <p style="text-align: center;">Or</p> <p><input type="checkbox"/> <b>WILL</b> be using the PA-28 Form in 2020</p> <p>Number of PA-28 Forms Requested by the Municipality for 2020 # _____</p> <p>(Our print order is based upon what is needed, so please be sure to order an adequate amount.)</p>
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Print Name of Contact Person	Date	Contact Telephone #
Signature of Assessing Official	Date	
Signature of Assessing Official	Date	
Signature of Assessing Official	Date	





**STATE OF NEW HAMPSHIRE  
OFFICE OF THE GOVERNOR**

**CHRISTOPHER T. SUNUNU**  
Governor

July 9, 2019

Board of Selectmen  
Town of Exeter  
10 Front St.  
Exeter, NH 03833

Dear Chairman and Members of the Board,

As a local official who has a fiduciary responsibility to your constituents, you understand firsthand the challenges of balancing long-term obligations, strategic investments, expanded services, and financial realities. You are responsible for ensuring your cities' and towns' operations provide for your citizens' needs. You determine how left over funds are expended, whether that be fixing a pothole or investing in a new roof for your fire department. You make hard decisions and try your best to keep your cities and towns affordable. At a fundamental level, you understand that you cannot spend money that you do not have or cannot expect to have in the future.

Just like you, I am responsible for the operations of government. Just like you, I must prioritize needs in order to budget within the state's means. I made the tough decision to veto the state budget, not because I disagree with the programs contained within it, but because it contains a \$93.4 million structural deficit in Fiscal Year 2021.<sup>1</sup> A deficit of this size can only be closed through massive reductions of services or a massive increase in taxes – neither of which I can support – and both of which would hurt your communities.

The Legislature's budget, while well intentioned, is not financially sustainable and puts us back on the path of the difficult budget cuts of 2011. It makes financial promises that may not be kept. The looming structural deficit of almost \$100 million could mean layoffs and cutbacks for critical state programs (plows, social services, etc.). It could mean the elimination of revenue sharing and downshifting costs onto local communities. These scenarios are unacceptable and would put New Hampshire on the path to an income or sales tax – something none of us want to see.

We have to balance the budget within itself and ensure that we are not passing the buck on how to pay for these expanded programs when the state is no longer running a significant surplus. While the Legislature's budget contains good programs and more funding than ever before, we must be smart about how the funds are appropriated, which is why I have been steadfast in my insistence that the state allocates one-time revenues for one-time expenses.

We cannot return to the difficult days of 2011 when nearly \$900 million had to be cut from the state budget, resulting in significant layoffs and reductions in critical services. It was the massive overspending and use of one-time funds for ongoing expenses in the unsustainable 2009 budget that led to the reductions in municipal support and state aid in 2011. The net result was reduced services for our citizens.

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<sup>1</sup>[http://www.gencourt.state.nh.us/LBA/Budget/operating\\_budgets/2020\\_2021/C%20of%20C/CofC%20Surplus%20Statement%206-20-19.pdf](http://www.gencourt.state.nh.us/LBA/Budget/operating_budgets/2020_2021/C%20of%20C/CofC%20Surplus%20Statement%206-20-19.pdf) FY 21 CofC row 14, Current Year Balance

The Legislature's budget contains many laudable programs, which I can find compromise on such as:

- \$40 million in Revenue Sharing from our current surplus back to cities and towns
- Restoring Education Stabilization Grants
- Fully funding Special Education
- Updating the Full-Day Kindergarten funding formula
- Increasing State Aid Grants for municipal wastewater facilities

Additionally, after listening to numerous communities across the state, my budget proposed a \$63.7 million targeted school building aid program. The Legislature removed this entire program and attempted to replace it with over \$100 million in long term education funding obligations, even though we currently spend more dollars per student than ever before in New Hampshire. While this massive increase in spending would create a huge budgetary problem, I do believe we can come to some rational common ground and find additional education dollars for communities most in need. I am the first Governor in the past 25 years to come up through New Hampshire's public schools. Our schools are some of the best in the nation, because they deliver results. I believe in our teachers. I believe in the students. I want to ensure they have additional resources, but this must be achieved in a sustainable and responsible manner.

As always, I remain committed to working with the Legislature to craft a budget that balances within itself, and that meets the needs of the citizens all across New Hampshire. Concord can be somewhat of a bubble, and legislatures can be more in tune with professional lobbyists than the citizens they represent. I have attached to this letter a document that shows my proposed compromise on Business Tax Rates, and a document that outlines what I believe to be the grounds for a budget compromise that works for the citizens of New Hampshire. I ask that you speak to your Representatives and Senators. Ask them to listen to the citizens of New Hampshire who appreciate our strong economic advantages and don't want to be needlessly burdened with more taxes. We must budget our state in a responsible and sustainable way, just as you do.

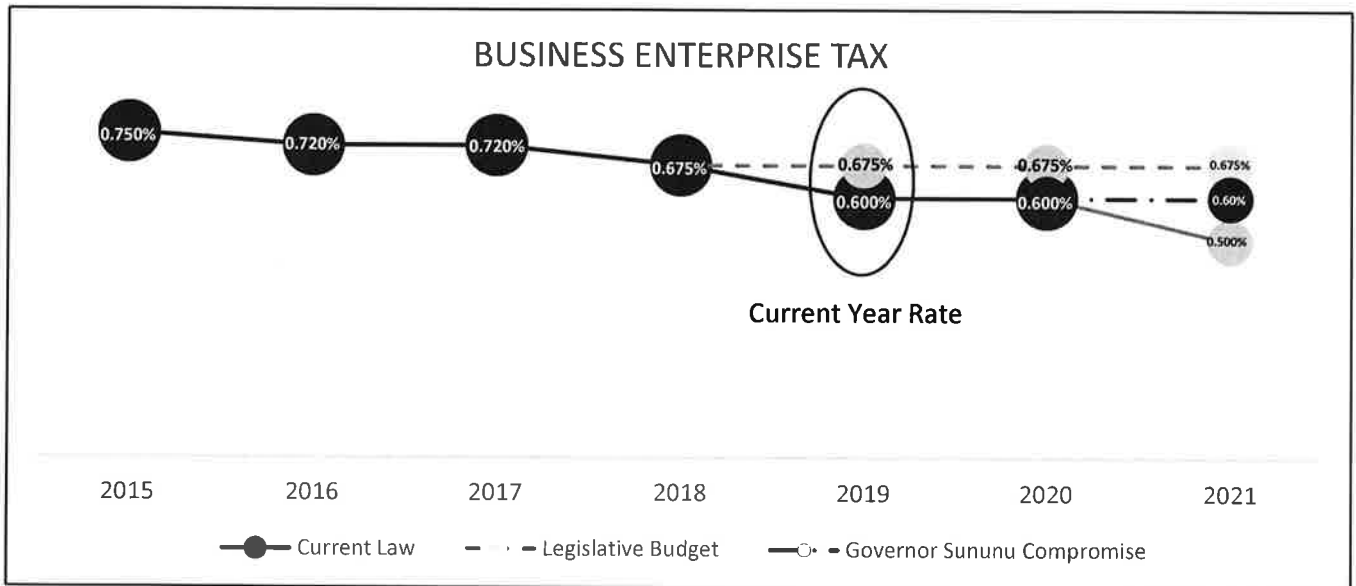
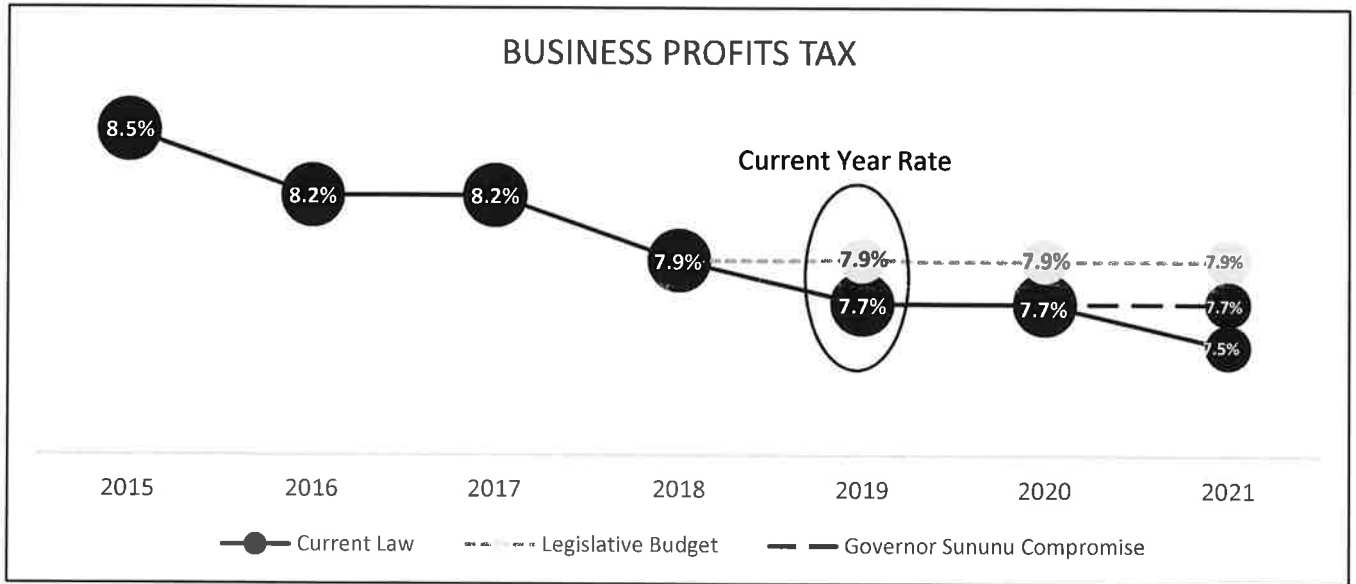
If you would like to learn more, please designate one local elected official to attend and represent your city/town at an informational session I am hosting on Friday, July 19<sup>th</sup> at 10:00am at Sweeney Auditorium at the New Hampshire Technical Institute, located at 23 Institute Drive in Concord. Your town's designee must RSVP to [governorsununu@nh.gov](mailto:governorsununu@nh.gov) to receive their personalized confirmation letter.

Thank you for your service to our great state.

Sincerely,



Christopher T. Sununu  
Governor





# ROADMAP TO COMMON GROUND

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- **Balanced budget**
- **Fully funds Special Education Aid**
- **24 bed forensic hospital**
- **Relocate Inpatient Psychiatric Care for Children**
- **Fully funds the waitlist for the developmentally disabled with a 2.5% rate increase**
- **\$63.7 million in building aid to property-poor school districts**
- **\$24 million in strategic workforce investments to the university system**
- **\$32.5 million student debt assistance program**
- **\$40 million in municipal revenue sharing to cities & towns**
- **\$3 million lead remediation grant program**
- **\$1.5 million for state-owned dam repair**
- **Voluntary Family Medical Leave Insurance Program**
- **No changes to the education funding formula**
- **Stabilization grants for schools in 2020 and 2021 at 90%, a \$14 million total increase**
- **\$14.6 million for Department of Transportation Fleet Replacement**
- **\$30 million for targeted Medicaid provider rate increases**
- **\$14 million in direct scholarships to college students**
- **Funds additional DCYF workers, as outlined in SB 6**
- **Funds mental health services, as outlined in SB 11 and 14**
- **Comprehensive business tax reform**
- **No increase to business tax, capital gains tax, or income tax required**



**CASA**

Court Appointed Special Advocates  
FOR CHILDREN

New Hampshire

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July 1, 2019

Town Selectmen  
Town of Exeter  
10 Front St  
Exeter, NH 03833-2792



Dear Town Selectmen,

Thank you so much for your gift to CASA of New Hampshire. Your support provides New Hampshire's most vulnerable children with a voice in court when they need it most – the voice of a deeply committed CASA volunteer advocate.

We want you to know how grateful we are for your generosity and the commitment of donors like you who have helped us to advocate for more than 10,000 children throughout the past 30 years. Each year, hundreds of children's lives are transformed through your support and the tireless efforts of the volunteer advocates whose powerful voices help to end the cycle of abuse, trauma and neglect.

*CASA gave me a voice, which I now give to children who need it most. It truly takes a village to end the cycle of abuse. This couldn't happen without you.*

*Chris McCarthy*  
Volunteer Advocate

Please know that your continued generosity is truly helping impact children's futures throughout New Hampshire.

Sincerely,

Suzanne Lenz  
Director of Development



**CASA**

Court Appointed Special Advocates  
**FOR CHILDREN**

**New Hampshire**

**CASA of New Hampshire**

PO Box 1327

Manchester, NH 03105

603-626-4600

[www.casanh.org](http://www.casanh.org)

Tax ID: 02-0432242

**CHARITABLE CONTRIBUTION RECEIPT**

Date of Receipt: 6/30/2019

Receipt # 63723

Donor's Name: Town of Exeter

Donor's Address:

10 Front St  
Exeter, NH 03833-2792

Payment Method: Business Check

Amount of Contribution: \$125.00

Receipt Amount: \$125.00

Authorized Signature:

\*\* No goods or services were provided in exchange for this gift.

**Thank you for your generosity. We appreciate your support!**



The State of New Hampshire  
**DEPARTMENT OF ENVIRONMENTAL SERVICES**



Robert R. Scott, Commissioner

July 2, 2019

David Unger  
Safety, Health & Environment Manager  
Continental Microwave & Tool Co., Inc.  
11 Continental Dr.  
Exeter, NH 03833

RE: On-Site Full Compliance Evaluation Report

Dear Mr. Unger:

The New Hampshire Department of Environmental Services, Air Resources Division (NHDES) has completed a Full Compliance Evaluation of Continental Microwave & Tool Co., Inc. in Exeter, NH. The compliance evaluation included an on-site inspection completed on June 20, 2019. This is a copy of the On-Site Full Compliance Evaluation Report for your review and records.

Please note that this Full Compliance Evaluation pertains only to N.H. Code Admin. Rules, Env-A 100 *et seq.* as they relate to your air permit. Any compliance determination made with respect to the air rules does not in any way imply compliance with any other applicable environmental rules or laws.

DES identified deficiencies during this compliance evaluation, as detailed in this report.

The results of the compliance evaluation may be forwarded to the Enforcement Section for further review. If you have any questions, please contact me at (603) 271-0650 or email at [Thomas.Guertin@des.nh.gov](mailto:Thomas.Guertin@des.nh.gov).

Sincerely,

Thomas V. Guertin  
Compliance Assessment Section Supervisor  
Air Resources Division

cc: Exeter Town Manager, 10 Front St., Exeter, NH 03833-2792

DES Web site: [www.des.nh.gov](http://www.des.nh.gov)

P.O. Box 95, 29 Hazen Drive, Concord, New Hampshire 03302-0095

Telephone: (603) 271-1270 • Fax: (603) 271-1381 • TDD Access: Relay NH 1-800-735-2964

### Abbreviations and Acronyms

AAL	Ambient Air Limit
acf	Actual cubic foot
ags	Above ground surface
ARD	Air Resources Division of the New Hampshire Department of Environmental Services
ASTM	American Society of Testing and Materials
Btu	British thermal units
CAS	Chemical Abstracts Service
cfm	Cubic feet per minute
CFR	Code of Federal Regulations
CO	Carbon Monoxide
DER	Discrete Emission Reduction
Env-A	New Hampshire Code of Administrative Rules – Air Resources Division
ERC	Emission Reduction Credit
ft	Foot or feet
ft <sup>3</sup>	Cubic feet
gal	Gallon
HAP	Hazardous Air Pollutant
hp	Horsepower
hr	Hour
kW	Kilowatt
lb	Pound
LPG	Liquefied Petroleum Gas
MM	Million
MSDS	Material Safety Data Sheet
MSW	Municipal Solid Waste
MW	Megawatt
N/A	Not applicable
NAAQS	National Ambient Air Quality Standard
NG	Natural Gas
NHDES	New Hampshire Department of Environmental Services
NO <sub>x</sub>	Oxides of Nitrogen
NSPS	New Source Performance Standard
PCB	Polychlorinated biphenyl
PM <sub>10</sub>	Particulate Matter < 10 microns
ppm	Parts per million
psi	Pounds per square inch
RACT	Reasonably Available Control Technology
RSA	Revised Statutes Annotated
RTAP	Regulated Toxic Air Pollutant
scf	Standard cubic foot
SO <sub>2</sub>	Sulfur Dioxide
TSP	Total Suspended Particulate
tpy	Tons per consecutive 12-month period
USEPA	United States Environmental Protection Agency
VOC	Volatile Organic Compound



**I. Facility Description**

DES conducted an On-Site Full Compliance Evaluation of Continental Microwave Co., Inc. dba Cobham Sensor Systems (the Source) and the results are presented herein. The compliance evaluation covers the period of 2016 to June 20, 2019.

The Source manufactures passive microwave products at its facility in Exeter, where it operates one spray paint booth for coating miscellaneous metal parts. The Facility emits Volatile Organic Compounds (VOCs) and Hazardous Air Pollutants (HAPs), and is therefore required to obtain an air permit.

Facility name and address	Continental Microwave Co., Inc. dba Cobham Sensor Systems 32 Industrial Drive. Exeter, NH 03833
County	Rockingham
Telephone	603-418-9730
AFS#	3301590951
Source Type	Synthetic Minor
Inspection Date/Time	June 20, 2019
Inspection Type	Full Compliance Evaluation
Inspection Period	2014 – June 20, 2019
Weather	67° F., Overcast, Rain, wind 0-5 mph
Inspected by	Thomas Guertin, Senior Compliance Assessment Specialist Emily Beard – Enforcement Intern
Source Contact(s)	David Unger, SH&E Manager
Last Inspection	February 27, 2014
<p><b>Last Inspection Results</b></p> <ul style="list-style-type: none"> <li>• The Source failed to maintain a 12-month running total of facility-wide VOCs and HAPs and make it available to NHDES upon request;</li> <li>• The Source needed to update its Env-A 1400 Regulated Toxic Air Pollutants compliance demonstration, and account for all solvents used, facility wide; and</li> <li>• The Source needed to include all solvents used in the facility when conducting future Env-A 1400 Regulated Toxic Air Pollutants compliance demonstrations.</li> </ul> <p>NHDES has observed that the Source has adequately addressed these issues.</p>	

Below is the permitting timeframe for the inspection period. Application 14-0292 was submitted within 90 days of the permit expiration, as required. Application shield was afforded.

Permit Number:	TP-0032	Issued:	October 9, 2009
		Expired:	October 31, 2014
Application Number:	14-0292	Received	July 22, 2014 (app shield afforded)
Permit Number:	SP-0306	Issued:	April 25, 2016
		Expires:	March 31, 2021

The on-site inspection included an opening meeting to discuss the purpose of the inspection as well as the rules pertaining to claims of confidentiality and facility safety concerns. The Source agreed to the inspection and authorized access to the facility. Material provided and operations conducted by the facility at the time of the inspection were not claimed as confidential. Emission Unit Identification and Facility Wide Emissions

Table 1 below lists the permitted emission units.

Table 1- Emission Unit Identification				
Emission Unit ID	Process Identification	Installation Date	Maximum Design Capacity	Installation Date
EU01	Spray Booth	Global Finishing Model GFPX 876	7.7 ft. wide x 6 ft. deep x 7 ft. high	September, 2009

DES observed the device identified in Table 1 and observed that there has not been any changes made to this device and that additional devices requiring a permit have not been installed.

The table below lists the facility-wide reported annual emissions for the review period.

Facility-Wide Annual Emissions (lb)							
	PM <sub>10</sub>	SO <sub>2</sub>	NO <sub>x</sub>	CO	VOCs	HAPS	Total
<b>Permitted Limits</b>	—	—	—	—	50 tpy	10/25 tpy	-
2018	0.0	0.0	0.0	0.0	0.000	0.0	0.000
2017	0.0	0.0	0.0	0.0	0.000	0.0	0.000
2016	0.0	0.0	0.0	0.0	0.003	0.0	0.003
2015	0.0	0.0	0.0	0.0	0.002	0.0	0.002
2014	0.0	0.0	0.0	0.0	0.007	0.0	0.007

**II. Pollution Control Equipment Identification**

Air pollution control equipment listed in Table 2 shall be operated at all times that the associated devices are operating in order to meet permit conditions. The spray booth was not in operation during the inspection. Filters were in place as required.

Table 2 - Pollution Control Equipment Identification			
Pollution Control Equipment ID	Description	Purpose	Emission Unit Controlled
PCE01	Filter pad for spray booth	RTAP particulate control	EU01

### III. Stack Criteria

The following device at the Facility shall have an exhaust stack that discharges vertically and unobstructed, and meets the criteria in Table 3:

Table 3 - Stack Criteria			
Stack Number	Emission Unit or Pollution Control Equipment ID	Minimum Height (feet above ground surface)	Maximum Exit Diameter (feet)
1	EU01	30	2

DES observed the stacks and they are vertical and unobstructed. The device was not operating during the inspection.

### IV. Compliance with Operating and Emission Limitations

Table 4 below, taken from the permit, lists the operating and emission limitations for the facility and any deficiencies noted during the evaluation.

Table 4- Operational and Emission Limitations				
Item #	Applicable Requirement	Applicable Emission Unit	Regulatory Cite	Compliant
1	<u>Facility-Wide HAP Emission Limitation</u> Facility-wide emissions of Hazardous Air Pollutants (HAPs, as defined in Section 112 of the 1990 Clean Air Act Amendments) shall be limited to less than 10 tpy for any individual HAP and 25 tpy for all HAPs combined on a rolling 12-month basis.	Facility Wide	Env-A 604.02(a)(1)	Yes
2	<u>Facility-Wide VOC Emission Limitation</u> Facility-wide emissions of Volatile Organic Compounds (VOCs) shall be limited to less than 50 tpy on a rolling 12-month basis.	Facility Wide	Env-A 604.02(a)(1)	Yes
3	<u>Visible Emission Standards</u> The average opacity shall not exceed 20 percent for any continuous 6-minute period, except for one period of 6 continuous minutes in any 60-minute period.	EU01	Env-A 2103.02	Unknown
<b>Findings: The source stated it has not operated the emission device in approximately two years.</b>				
4	<u>RTAP Operating Limitation</u> The Owner or Operator shall equip and continuously maintain a dry filter system to control RTAP particulate emissions from spray booth EU01 to maintain compliance with the associated 24-hour and annual Ambient Air Limit (AAL) as set forth in Env-A 1450.01, <i>Table of All Regulated Toxic Air Pollutants</i> .	PCE01	Env-A 1400 (state-only enforceable Limit)	Yes
5	<u>Pollution Control Equipment Maintenance</u>	PCE01	Env-A 604.01	Yes

Table 4- Operational and Emission Limitations				
Item #	Applicable Requirement	Applicable Emission Unit	Regulatory Cite	Compliant
	The spray booth filters shall be changed out in accordance with the Air Pollution Control Monitoring Plan submitted with Application 14-0292, updated in accordance with Table 7, Item 4.			
6	<u>24-hour and Annual Ambient Air Limit</u> The emissions of any Regulated Toxic Air Pollutant (RTAP) shall not cause an exceedance of its associated 24-hour or annual Ambient Air Limit (AAL) as set forth in Env-A 1450.01, <i>Table Containing the List Naming All Regulated Toxic Air Pollutants</i> .	Facility Wide	Env-A 1400 (state-only enforceable Limit)	Yes
7	<u>Revisions of the List of RTAPs</u> In accordance with RSA 125-I:5 IV, if the Division revises the list of RTAPs or their respective AALs or classifications under RSA 125-I:4, II and III, and as a result of such revision the Owner or Operator is required to obtain or modify the permit under the provisions of RSA 125-I or RSA 125-C, the Owner or Operator shall have 90 days following publication of notice of such final revision in the New Hampshire Rulemaking Register to file a complete application for such permit or permit modification.	Facility Wide	Env-A 1404.02 (state-only enforceable Limit)	Noted
8	<u>VOC Reasonable Available Control Technology</u> If actual emissions from the coating of miscellaneous metal parts exceed 3 tons in any consecutive 12-month period, the source shall be subject to Env-A 1212.02 through Env-A 1212.05, as applicable.	EU01	Env-A 1212.01	Not Applicable
<b>Findings: The Source has not operated in approximately two years and as a result has zero emissions from this process.</b>				

**V. Compliance with Monitoring and Testing Requirements**

Table 5 below, taken from the permit, includes the monitoring and testing requirements for the facility and any deficiencies noted during the evaluation.

Table 5 – Monitoring and Testing Requirements						
Item #	Parameter	Method of Compliance	Frequency	Applicable Unit	Rule Citation	Compliant
1	To Be Determined	When conditions warrant, the Division may require the Owner or Operator to conduct stack testing in accordance with USEPA or other Division approved methods.	Upon request by the Division	Facility Wide	RSA 125-C:6, XI	Not Applicable
<b>Findings: DES has not required stack testing of this facility</b>						

Table 5 – Monitoring and Testing Requirements						
Item #	Parameter	Method of Compliance	Frequency	Applicable Unit	Rule Citation	Compliant
2	Wet Spray Booth Filter Preventative Maintenance	Inspect the overspray filters if conditions indicate that the filters may need maintenance, but at least annually.	As needed, but at least annually	PCE01	Env-A 604.01	Yes

**VI. Compliance with Recordkeeping Requirements**

Table 6 below, taken from the permit, lists the recordkeeping requirements for the facility and any deficiencies noted during the evaluation.

Table 6- Recordkeeping Requirements					
Item #	Requirement	Duration/ Frequency	Applicable Unit	Rule Citation	Compliant
1	<u>Record Retention and Availability</u> Keep the required records on file. These records shall be available for review by the Division upon request.	Retain for a minimum of 5 years	Facility Wide	Env-A 902	Yes
2	<u>General Recordkeeping Requirements for Process Operations</u> Maintain total quantity of raw materials containing VOCs, HAPs or RTAPs for process operations that are necessary to calculate emissions.	Monthly	EU01	Env-A 903.02	Yes

**Table 6- Recordkeeping Requirements**

Item #	Requirement	Duration/ Frequency	Applicable Unit	Rule Citation	Compliant
3	<p><u>Regulated Toxic Air Pollutants</u>                      Maintain records documenting compliance with Env-A 1400.                      Compliance was demonstrated at the time of permit issuance as described in the department's Application Review Summary for application 14-0292. The source must update the compliance demonstration using one of the methods provided in Env-A 1405 if:</p> <ul style="list-style-type: none"> <li>a. There is a revision to the list of RTAPs lowering the AAL or <i>de minimis</i> value for any RTAP emitted from the Facility;</li> <li>b. The amount of any RTAP emitted is greater than the amount that was evaluated in the Application Review Summary (e.g., use of a coating will increase);</li> <li>c. An RTAP that was not evaluated in the Application Review Summary will be emitted (e.g., a new coating will be used); or</li> <li>d. Stack conditions (e.g. air flow rate) change.</li> </ul>	Maintain Up-to-Date Data	Facility Wide	Env-A 902.01	Yes
4	<p><u>Additional Recordkeeping Requirements: Facility-wide emission limitations</u>                      Maintain a 12-month running total of Facility-wide emissions of VOCs and HAPs, which shall include emissions from non-permitted devices, for the purpose of demonstrating that the total emissions of these pollutants are below the limits listed in Table 4, Items 1 and 2.</p>	Monthly	Facility Wide	Env-A 906 and Env-A 604.02(a)(3)	Yes
5	<p><u>Additional Recordkeeping Requirements: Pollution control equipment</u>                      Maintain records of all spray booth filter changes, maintenance records, including preventative maintenance and annual visual inspections.</p>	As specified in Table 4, Item 5 and Table 5, Item 2	PCE01	Env-A 906	Yes

**Table 6- Recordkeeping Requirements**

Item #	Requirement	Duration/ Frequency	Applicable Unit	Rule Citation	Compliant
6	<p><u>VOC Emission Statements Recordkeeping Requirements</u></p> <p>If the actual annual VOC emissions from all permitted devices located at the Facility are greater than or equal to 10 tpy, then record the following information:</p> <ul style="list-style-type: none"> <li>a. Identification of each VOC-emitting process or device;</li> <li>b. The operating schedule during the high ozone season (June 1 through August 31) for each VOC-emitting process or device identified in Table 6, Item 6a. above, including:                             <ul style="list-style-type: none"> <li>1. Typical hours of operation per day; and</li> <li>2. Typical days of operation per calendar month.</li> </ul> </li> <li>c. The following VOC emission data from all VOC-emitting processes or devices identified in Table 6, Item 6.a above, including:                             <ul style="list-style-type: none"> <li>1. Actual monthly VOC emissions, in tons;</li> <li>2. Typical high ozone season day VOC emissions, in pounds per day; and</li> <li>3. The emission factors and the origin of the emission factors used to calculate the VOC emissions.</li> </ul> </li> </ul>	Maintain Data for Annual Report	EU01	Env-A 904	<b>Not Applicable</b>

**Findings:** *The Source did not emit VOCs in amounts that exceed 3 tpy in any year during the inspection period.*

**Table 6- Recordkeeping Requirements**

Item #	Requirement	Duration/ Frequency	Applicable Unit	Rule Citation	Compliant
7	<p><u>VOC Recordkeeping for Surface Coating and Printing Operations</u></p> <p>If the actual annual VOC emissions from the coating of miscellaneous metal parts exceeds 3 tons of VOCs during any consecutive 12-month period, then record the following information:</p> <p>a. Coating formulation and analytical data, as follows:</p> <ol style="list-style-type: none"> <li>1. Supplier;</li> <li>2. Name and color;</li> <li>3. Type;</li> <li>4. Identification number;</li> <li>5. Density described as lb/gal;</li> <li>6. Total volatile content described as weight percent;</li> <li>7. Water content described as weight percent;</li> <li>8. Exempt solvent content described as weight percent;</li> <li>9. VOC content described as volume percent;</li> <li>10. Solids content described as volume percent;</li> <li>11. Diluent name and identification number;</li> <li>12. Diluent solvent density described in lb/gal;</li> <li>13. Diluent VOC content described as weight percent;</li> <li>14. Diluent exempt solvent content described as weight percent;</li> <li>15. Volume of diluent VOC described as gal; and</li> <li>16. Diluent/solvent ratio described as gal diluent solvent per gal coating.</li> </ol> <p>b. The number of gallons of each coating, including solvents and diluents, utilized during a typical high ozone season day; and</p> <p>c. Process information for a typical high ozone season day, including:</p> <ol style="list-style-type: none"> <li>1. Method of application;</li> <li>2. Number of coats;</li> <li>3. Drying method; and</li> <li>4. Substrate type and form.</li> </ol>	Maintain Current Data	EU01	Env-A 904.03	<b>Not Applicable</b>

**Findings:** The Source did not emit VOCs in amounts that exceed 3 tpy in any year during the inspection period.



Table 6- Recordkeeping Requirements					
Item #	Requirement	Duration/ Frequency	Applicable Unit	Rule Citation	Compliant
8	<p><u>Format for Recording Information</u>                      The information recorded pursuant to Table 6, Item 7 shall be recorded on standard forms included in the <i>Recordkeeping Guidance Document for Surface Coating Operations and the Graphic Arts Industry</i>, EPA, July 1989, or alternative forms that contain all the data recorded pursuant to Table 6, Item 7.</p>	Maintain Current Data	EU01	Env-A 904.04	

**VII. Compliance with Reporting Requirements**

Table 7 below, taken from the permit, lists the applicable reporting requirements for the facility and any deficiencies noted during the evaluation.

Table 7 - Reporting Requirements					
Item #	Requirement	Frequency	Applicable Emission Unit	Rule Citation	Compliant
1	<p><u>General Reporting Requirements</u>                      a. Each report shall be separately and clearly labeled with:                      ✓ 1. The name, mailing address and physical address of the source covered by the report;                      2. The operating period covered by the report;                      3. The permit number and condition or item number that requires the report submittal;                      4. The type of report, using the name of the report as specified in the reporting condition in the permit, that is being submitted; and                      5. The date the report was prepared;                      b. An owner or operator who submits a report that is a revision to a previously-submitted report shall clearly identify the previously-submitted report with the information specified in Table 7, Item 1a. above, and indicate which portions of the report have been revised;                      c. The owner or operator may submit more than one report with a single cover, provided the owner or operator clearly identifies each report being submitted using the information required in Table 7, Items 1a. and 1b. above, if applicable, for each report; and                      d. The owner or operator shall submit reports as paper documents or by electronic means.</p>	For each report submitted to the department	Facility Wide	Env-A 907.01	Yes