

Select Board Meeting
Monday, July 19th, 2021 7:00 p.m.
Nowak Room, Town Offices
10 Front Street, Exeter NH

Meeting in the Nowak Room at the Town Office Building. For virtual access, see instructions below.

Watch this meeting on Channel 22, or EXTV Facebook <https://www.facebook.com/ExeterTV>, or YouTube <https://www.youtube.com/c/ExeterTV98>.

To access the meeting via Zoom, click this link: <https://exeternh.zoom.us/j/82902680250>

To access the meeting via telephone, call +1 646 558 8656 and enter Webinar ID 829 0268 0250

Please join the meeting with your full name if you want to speak.

Use the "Raise Hand" button to alert the Chair you wish to speak. On the phone, press *9.

More access instruction found here: <https://www.exeternh.gov/townmanager/virtual-town-meetings>

Contact us at extvg@exeternh.gov or 603-418-6425 with any technical issues.

AGENDA

1. Call Meeting to Order
2. Public Comment
3. Proclamations/Recognitions
4. Approval of Minutes
 - a. Regular Meeting: July 12th, 2021
5. Appointments
6. Discussion/Action Items
 - a. American Rescue Plan Act Funds – Doreen Chester, Finance Director
 - b. Swasey Parkway - One Way – First Reading Town Ordinance Amendment
 - c. Epping Road/Brentwood Road Intersection – Dave Sharples, Town Planner
 - d. Mobile Vending – First Reading Town Ordinance Amendment
7. Regular Business
 - a. Tax Abatements, Veterans Credits & Exemptions
 - b. Permits & Approvals
 - c. Town Manager's Report
 - d. Select Board Committee Reports
 - e. Correspondence
8. Review Board Calendar
9. Non-Public Session – RSA 91a 3 2 a and c
10. Adjournment

Niko Papakonstantis, Chair
Select Board

Posted: 7/16/21 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

Minutes

**Select Board Meeting
Monday July 12, 2021
6:45 PM
Nowak Room, Town Offices
Draft Minutes**

1. Call Meeting to Order

Members present: Julie Gilman, Molly Cowan, Lovey Roundtree Oliff, Daryl Browne, and Niko Papakonstantis were present at this meeting. Town Manager Russ Dean was not present. The meeting was called to order by Mr. Papakonstantis at 6:45 PM.

2. Non-Public Session

MOTION: Ms. Cowan moved to enter into non-public session under RSA 91-A:3II(c). Ms. Oliff seconded. In a roll call vote, all were in favor, and the meeting entered non-public at 6:47 PM.

The meeting reconvened at 6:54 PM.

MOTION: Ms. Cowan moved to seal the minutes of the non-public session of July 12 until the matter is resolved. Mr. Browne seconded. All were in favor.

3. Bid Award: Wastewater Lagoon Sludge Removal

- a. Mr. Papakonstantis said that Jennifer Perry reported that Wright Pierce did a review of the two bids received for the Wastewater Lagoon Sludge Removal project. They recommend contracting with Synagro-Northeast LLC of Baltimore, Maryland. Theirs was the lowest bid and within the price range approved by the voters.

MOTION: Ms. Oliff moved to award contract Number 5, Wastewater Treatment Facility Sludge Removal to Synagro-Northeast, LLC, of Baltimore, Maryland, in the amount of \$2,343,716 and to authorize the Town Manager to sign the Notice of Award and associated contract documents. Mr. Browne seconded. All were in favor.

4. Public Comment

- a. Darius Thompson of 15 Drinkwater Road asked questions regarding the solar array project. Was there any member of the Energy Committee affiliated with the company that received the award, which would be a conflict of interest? Ms. Gilman said yes, but the member did recuse themselves. Mr. Thompson asked about the cost of hooking into the grid, and if that cost was incorporated into the warrant article, or if the taxpayers would be asked for more. Ms. Gilman said she thinks the article was all-inclusive. Regarding Energy Aggregation, Mr. Thompson asked if residents opt in or opt out. Ms. Gilman said they are automatically in it but have the option to opt out. Mr. Thompson asked if that has been communicated to the public. Ms. Gilman said it was discussed at

Deliberative Session and in various materials. Mr. Thompson said they should better communicate it, perhaps working with the Communications Committee.

5. Proclamations/Recognitions

- a. Mr. Papakonstantis recognized Timothy Childers, a Custodian, who was the DPW employee of the quarter for the Spring of 2020.
- b. Mr. Papakonstantis recognized Harry Lindsay III, a Mechanic Foreman, who was the DPW employee of the quarter for Spring 2021.

6. Approval of Minutes

- a. Regular Meeting: June 21, 2021

MOTION: Ms. Gilman moved to approve the minutes of June 21, 2021 as submitted. Mr. Browne seconded. All were in favor.

7. Appointments and Resignations

- a. Appointments

Mr. Papakonstantis mentioned that appointments to the Community Power Aggregation Committee have no term.

MOTION: Ms. Cowan moved to appoint Cliff Sinott to the Community Power Aggregation Committee. Ms. Gilman seconded. All were in favor.

MOTION: Ms. Cowan moved to appoint Lew Hizrot to the Community Power Aggregation Committee. Ms. Gilman seconded. All were in favor.

MOTION: Ms. Cowan moved to appoint Julie Labranche to the Community Power Aggregation Committee. Ms. Gilman seconded. All were in favor.

MOTION: Ms. Cowan moved to appoint Nick Devonshire to the Community Power Aggregation Committee. Ms. Gilman seconded. All were in favor.

- b. Resignations

MOTION: Ms. Cowan moved to accept with regret the resignation of Peter Steckler as Alternate to the Planning Board. Ms. Gilman seconded. All were in favor.

MOTION: Mr. Browne moved to accept with regret the resignation of Connor Barry from the Parks and Rec Committee. Ms. Gilman seconded. Mr. Papakonstantis mentioned that Mr. Barry will submit a resignation from Chair of Communications Committee after that committee has had a meeting. All were in favor.

8. Discussion/Action Items

- a. Swasey Parkway Trustees and Parkway Closure

Chair Dwane Staples, Vice-Chair Darius Thompson, and Dave Short of the Swasey Parkway Trustees were present. They called their meeting to order at 7:08 PM.

Mr. Staples said he had submitted several questions to the Select Board, but he feels the most important is "What does the Select Board want the Trustees' duties to be?" Mr. Papakonstantis said they should have a discussion about it. Ms. Oliff said responsibilities have shifted quite a bit over the last 12 - 18 months, so they need to discuss before answering. Ms. Cowan said some of the questions feel accusatory, where she would prefer a collaboration. Mr. Staples said he didn't mean for them to be accusatory.

Ms. Gilman said the care of the Parkway will be part of the Trustees' Master Plan. The permitting process has changed greatly, to the point where the Trustees don't always know what will be happening at the Parkway, so she'd like to reconsider how that operates. The commercial aspect of park use needs to be addressed in depth. Portsmouth is not a comparable example because they own Prescott Park but have a long-term lease with the Arts Committee there. She's inclined to open the Parkway to vehicle traffic, at least partway. The Trustees should weigh in on where the African American Memorial is to be placed.

Mr. Browne said he'd like to see the Select Board providing a more data-driven approach to Parkway usage.

Mr. Papakonstantis said regarding the road closure, the Trustees made a motion to keep it closed through the end of this week. The Select Board does not have the authority to keep the road closed any longer, according to legal counsel. There are proponents on both sides, and they can also consider a hybrid, but any alternative other than keeping it open will have to go to Town Meeting. Mr. Short asked if the Select Board has the ability to make it one-way, and Mr. Papakonstantis said no, not without a town vote. Mr. Staples said he has a letter from 1997 on this matter; at that time it was found that the Select Board could not close it permanently, but could modify it. He would like to see it open to one-way traffic, from town out towards Newfields Road. Mr. Papakonstantis said he would have to go back to legal counsel with that letter. He thinks the one-way option would make people happy.

Ms. Cowan said she would like to see it closed to all through traffic, although parking could be allowed. Mr. Browne said if their charge is public safety, they could make the case that this road has been blocked for many months, so opening it up without education could be dangerous. Mr. Staples said they've tried speedbumps for safety in the past, but they weren't effective. He [Mr. Staples] asked the Select Board to delay the opening until Monday, since TEAM has an event there on Saturday.

Mr. Papakonstantis said he's leaning toward closure, but not completely. They've received emails from people who can't access the Parkway without driving in.

Mr. Papakonstantis said Ms. Gilman's motion last week closed the roadway through this Friday. There's a Festival on Saturday. The Select Board is meeting again next Monday, which would allow counsel to weigh in, and they can discuss again.

MOTION: Ms. Gilman moved to extend the closure of Swasey Parkway to vehicular traffic through July 23. Mr. Browne seconded. All were in favor.

Mr. Staples said that regarding the Trustees' duties, there was an MOU signed between the Trustees and Select Board in 1997. The Trustees oversee the maintenance, care, and upgrades to the Parkway. They voted to put a kiosk down there, but when they went to the Rec Department to do a calendar, they were asked if they had gone to the Select Board, where they didn't think they had to. They want some clarification on what their duties are.

Mr. Papakonstantis said that creating a Master Plan is a lot to put on the three Trustees. He suggested they form a committee from Parks and Rec, Public Works, and other committees to advise them. Mr. Staples agreed that he would like to form a committee. They should also have resident input. The Parkway does need to be renovated. They're spending \$2,000-3,000 pruning invasive plants because they can't do anything else with them, and don't want to leave the areas bare. Ms. Gilman suggested looping in the Conservation Commission on the invasive plant question. Mr. Staples said he reached out to Chip Osbourne re an organic program for the Parkway, but Covid interrupted that discussion. Mr. Short said he can talk to Ms. Murphy at the Conservation Commission meeting tomorrow.

Ms. Gilman said they could potentially look at a grant, maybe through RPC. They should include Public Works on the committee, since they take care of a lot at the Parkway. They're also good about getting public input and informing neighborhoods. Mr. Staples suggested Exeter TV as well. He added that the Trustees get a lot of emails from the public for things that aren't in their purview, such as the loudness of the bands that play. Ms. Gilman suggested that they refer those complaints to the Town Manager and the Select Board. Mr. Papakonstantis said he started a conversation with Mr. Dean on the noise ordinance, and they'll follow up on that.

Mr. Papakonstantis said they discussed the permitting in 2019, when Ms. Surman and Mr. Papakonstantis worked with Parks and Rec on fees and facilitation. He's still in favor of the Select Board taking back the permitting from the Trustees, and the Select Board has the authority to delegate to Parks and Rec, which he thinks is working well. Mr. Staples said he doesn't want the Trustees to have the responsibility of the permitting, but wants to be made aware of what's going on in advance. If they need turf work, they have to plan around events for that.

Mr. Papakonstantis said the town website for Swasey Park is not user friendly, so he would like to ask IT to update and make it more user friendly.

Mr. Thompson said there are safety issues with the lamp posts, as he was able to open up an outlet panel. The outlets that are there should be secured and only used in an event. The Code Enforcement Officer should look at the lights and get them up to code. Mr. Staples said they also pay for the electricity. Mr. Papakonstantis said they have a \$950 budget for that, but in 2019 the cost was \$1,214. Mr. Browne said this discussion is tactical rather than strategic. Mr. Thompson said that it's a public safety question.

Florence Ruffner of 5 Pine Street Exeter said that when the Trust was first set up and the roadway was open to "pleasure vehicles," they probably went 5 - 10 miles per hour. Now cars drive at 30 - 40 miles per hour. Over the past year, it's become a park, and kids ride their bikes in the roadway. She has a problem with even one-way traffic. She sees a lot of senior citizens and people in general using the Parkway. She feels it's now being used the way it should be used.

Anne Surman of 14 Cullen Way said when she reads what Ambrose Swasey deeded to the town, it's a Parkway, a park with a road going through it. They can't just ignore the wording of the Trust because they'd like it to be a park. Some steps might have been missed. Mr. Papakonstantis said yes, steps will have to be taken before it can go on the warrant.

Ms. Ruffner said they should make the speed limit 5 MPH. Mr. Papakonstantis said he doesn't think they can do that.

Papakonstantis brought the discussion back to the Board. He asked the Trustees to look at who can work with them on the committee.

Mr. Thompson asked if they're on schedule to get the pavilion repaired. Mr. Bisson of Parks and Rec said that work is scheduled to start August 26th. They would hate to displace the summer concert series. They will likely have to address both the roof and the posts. A contractor, Lang, has been selected by Public Works.

Mr. Bisson said the Parkway is also an LWCF property, so any renovations need to be run by the National Park Service. In 1993 they accepted LWCF money for several projects. Mr. Thompson asked if the grant funds for the kiosk are still available, and Mr. Bisson said he would have to have the Town Manager look into it.

MOTION [Swasey Parkway Trustees]: Mr. Staples moved to adjourn the Trustees meeting at 8:06. Mr. Short seconded. All were in favor.

b. Covid-19 Update

Chief Wilking said the Covid numbers are great. The State put out a notice at the end of June that Exeter was the most populous town in the State with the best numbers. They have a 73% total vaccination rate, which leads the State. Three people tested positive over the July 4th weekend, but numbers are extremely low. The Governor warned of a potential spike; it will also be hard to differentiate seasonal flu from Covid. The Governor may come back for measures in the fall.

c. Emergency Operations Plan Adoption

Chief Wilking presented the Emergency Operations plan to the Board. In Nov 2019, he sought grant money to have the local emergency plan rewritten and updated. It was last done in 2017, while the State recommends a 5 year review. They have until August 31st to file and get everything in order. They spent 200 hours with 23 different Department Managers and non-government personnel such as PEA and hospital employees. There's a new base plan, which updates the information about population, routes, and shelters. There are now 18 Emergency Support Functions, where there used to be 15. It includes how to request military support, and how to add business and industry on the recovery side. It provides a step by step guide to roles in the emergency operations. It includes information about regional sheltering operations, which are run by Lamprey Health in Raymond. It has regional resource lists for each ESF [Emergency Support Function]; this is who they would reach out to for operations such as moving material. Lastly, it has an employee list for Exeter, with all contact information. The Board was asked to sign and return the plan.

d. Water Resources Update

Jennifer Perry, the Public Works Director, said that they'd had more rain in July than usual, over 8.5" in July. This has demolished the water deficiency gap for the year. Exeter River is 462 cubic feet per second, the maximum flow for July. She's not recommending removing the level 2 outdoor watering restrictions, since they could have setbacks if this pattern doesn't continue. They will reassess at the next meeting.

9. Regular Business

a. Tax Abatements, Veterans Credits and Exemptions

MOTION: Ms. Gilman moved to approve an abatement in the amount of \$47.49 for 110/2/79. Mr. Browne seconded. All were in favor.

MOTION: Ms. Gilman moved to approve a Jeopardy Tax in the amount of \$320 for 87/8/C-17. Mr. Browne seconded. All were in favor.

MOTION: Ms. Gilman moved to approve a land use change tax in the amount of \$770 for 71/67. Mr. Browne seconded. All were in favor.

b. Permits & Approvals

i. Greg Bisson of Parks and Rec made a request for picnic tables for Town House Common and Gilman Park.

MOTION: Ms. Oliff moved to allow Parks and Rec to expend \$7,093.24 out of the Park Improvement Fund to contract Belson Outdoors to purchase 4 standard hexagon picnic tables and 3 ADA accessible picnic tables for Townhouse Common and Gilman Park. Ms. Cowan seconded. All were in favor.

- ii. Mr. Bisson discussed the Powderhouse Point Memorial Bench Program. Ms. Gilman asked how many benches total, and Mr. Bisson said six maximum. It won't be overcrowded.

MOTION: Ms. Oliff moved to authorize Parks and Rec to initiate the new Powderhouse Point Memorial Bench Program, not to exceed six benches. Ms. Cowan seconded. All were in favor.

c. Town Manager's Report

- i. Mr. Dean was not present at this meeting.

d. Select Board Committee Reports

- i. Mr. Browne had no report, but mentioned that he was approached by a resident of Washington Street about concerns and possible solutions for traffic there.
- ii. Ms. Gilman had no report.
- iii. Ms. Cowan said the person on Washington Street has made a compelling argument for traffic calming on his street. At the Planning Board meeting, they approved a minor site plan review for ground storage for PEA on Larry Lane. They looked at the Nouria Energy site plan review for a proposed reuse of the property, a former Jaguar dealership, which is to be a convenience store, gas station, and carwash.
- iv. Ms. Oliff said she attended a Swasey Parkway Trustees, but they heard those updates earlier. At the Housing Committee, there was further discussion on affordable housing. Lots of things need to be figured out before more is invested in the process. They spoke with reps from other towns.
- v. Mr. Papakonstantis had no report. He asked about next steps for the resident of Washington Street. Ms. Cowan said he has been in touch with Jennifer Perry.

e. Correspondence

- i. Several emails about the Brentwood Road intersection
- ii. Several emails about Swasey Parkway noise during festivals
- iii. An email from a citizen praising town staff for their helpfulness in the Town Offices.

10. Review Board Calendar

- a. The next meetings are July 19 and August 2nd.

11. Non-Public Session

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

12. Adjournment

MOTION: Ms. Gilman moved to adjourn. Mr. Browne seconded. All were in favor and the meeting was adjourned at 8:29 PM.

Respectfully Submitted,
Joanna Bartell

Recording Secretary

The Recording Secretary shall be responsible for the following duties:

- 1. To attend all meetings of the Board of Directors and to take minutes of the same.
- 2. To prepare and maintain the corporate records of the Corporation, including the minutes of the meetings of the Board of Directors and the shareholders.
- 3. To prepare and maintain the corporate seal of the Corporation.
- 4. To prepare and maintain the corporate books and records of the Corporation, including the books of account, the books of the officers and directors, and the books of the shareholders.
- 5. To prepare and maintain the corporate seal of the Corporation.
- 6. To prepare and maintain the corporate seal of the Corporation.
- 7. To prepare and maintain the corporate seal of the Corporation.
- 8. To prepare and maintain the corporate seal of the Corporation.
- 9. To prepare and maintain the corporate seal of the Corporation.
- 10. To prepare and maintain the corporate seal of the Corporation.

The Recording Secretary shall also be responsible for the following duties:


- 11. To prepare and maintain the corporate seal of the Corporation.
- 12. To prepare and maintain the corporate seal of the Corporation.
- 13. To prepare and maintain the corporate seal of the Corporation.
- 14. To prepare and maintain the corporate seal of the Corporation.
- 15. To prepare and maintain the corporate seal of the Corporation.

The Recording Secretary shall also be responsible for the following duties:

- 16. To prepare and maintain the corporate seal of the Corporation.
- 17. To prepare and maintain the corporate seal of the Corporation.
- 18. To prepare and maintain the corporate seal of the Corporation.
- 19. To prepare and maintain the corporate seal of the Corporation.
- 20. To prepare and maintain the corporate seal of the Corporation.

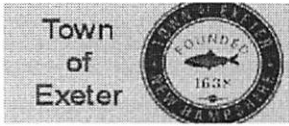
American Rescue Plan Funds Acceptance

**TOWN OF EXETER
MEMORANDUM**

TO: Select Board
FROM: Town Manager 
RE: ARPA Funding
DATE: July 19th, 2021

The Town is due to receive \$1,603,113 in American Rescue Plan Act funds. The state of New Hampshire is distributing funds via the GOFERR website. The Town has taken the initial steps of signing on via the website and are awaiting the first tranche of funding, which is 50% of the total allotment. The funds are to be used in accordance with the appropriate uses outlined in the ARPA. The New Hampshire fact sheet is attached. ARPA funds need to be committed by December 2024 with an outdate for spending of the funds of December 2026.

Motion: Move the Select Board accept \$1,603,113 in American Rescue Plan Act funds as unanticipated revenue.



Russ Dean <rdean@exeternh.gov>

ARPA Funds Acceptance

Doreen Chester <dchester@exeternh.gov>
To: Russ Dean <rdean@exeternh.gov>
Cc: Pam McElroy <pmcelroy@exeternh.gov>

Fri, Jul 2, 2021 at 9:51 AM

Hi Russ,

Since we both have vacations on July 12th, please put it on the agenda for July 19th. I have attached the Town of Exeter's estimated distribution of \$1,603,113 in ARPA funds with \$801,556.50 of the first tranche expected in FY21. I have not yet heard when NEU's will receive distributions.

Thanks,

Doreen

Doreen Chester, Finance Director
10 Front Street
Exeter, NH 03833
Tel: (603) 773-6109
e-mail: dchester@exeternh.gov

[Quoted text hidden]

 **ARPA NEU-Distributions-w-2019-approved-budgets.pdf**
103K

Name	County	State	Population Est. 2019	Total Award Est.	2019 Approved Budget	Est. % of Budget	First Tranche Award Est.
Acworth	Sullivan County	NH	895	\$93,697	\$ 1,356,738	7%	\$ 46,848.62
Albany	Carroll County	NH	751	\$78,622	\$ 718,116	11%	\$ 39,310.96
Alexandria	Grafton County	NH	1618	\$169,388	\$ 1,774,005	10%	\$ 84,693.93
Allentown	Merrimack County	NH	4447	\$465,555	\$ 6,264,590	7%	\$ 232,777.43
Alstead	Cheshire County	NH	1938	\$202,889	\$ 1,630,969	12%	\$ 101,444.27
Alton	Belknap County	NH	5328	\$557,786	\$ 7,931,766	7%	\$ 278,893.22
Amherst	Hillsborough County	NH	11393	\$1,192,729	\$ 14,012,849	9%	\$ 596,364.58
Andover	Merrimack County	NH	2373	\$248,429	\$ 1,845,736	13%	\$ 124,214.27
Antrim	Hillsborough County	NH	2690	\$281,615	\$ 4,140,016	7%	\$ 140,807.58
Ashland	Grafton County	NH	2055	\$215,137	\$ 6,807,008	3%	\$ 107,568.61
Atkinson	Rockingham County	NH	7145	\$748,008	\$ 5,112,419	15%	\$ 374,003.77
Auburn	Rockingham County	NH	5582	\$584,378	\$ 5,612,362	10%	\$ 292,188.81
Barnstead	Belknap County	NH	4744	\$496,648	\$ 4,215,930	12%	\$ 248,323.85
Barrington	Strafford County	NH	9264	\$969,845	\$ 7,124,100	14%	\$ 484,922.45
Bartlett	Carroll County	NH	2804	\$293,550	\$ 2,371,133	12%	\$ 146,774.89
Bath	Grafton County	NH	1093	\$114,426	\$ 1,246,619	9%	\$ 57,212.89
Bedford	Hillsborough County	NH	22628	\$2,368,917	\$ 29,988,909	8%	\$ 1,184,458.68
Belmont	Belknap County	NH	7333	\$767,689	\$ 7,696,456	10%	\$ 383,844.60
Bennington	Hillsborough County	NH	1516	\$158,710	\$ 1,745,773	9%	\$ 79,354.75
Benton	Grafton County	NH	371	\$38,840	\$ 126,450	31%	\$ 19,419.93
Berlin	Coos County	NH	10122	\$1,059,669	\$ 17,998,445	6%	\$ 529,834.31
Bethlehem	Grafton County	NH	2574	\$269,471	\$ 2,660,720	10%	\$ 134,735.58
Boscawen	Merrimack County	NH	4026	\$421,481	\$ 3,747,733	11%	\$ 210,740.26
Bow	Merrimack County	NH	7980	\$835,423	\$ 11,782,324	7%	\$ 417,711.70
Bradford	Merrimack County	NH	1707	\$178,705	\$ 2,105,018	8%	\$ 89,352.61
Brentwood	Rockingham County	NH	4518	\$472,988	\$ 3,994,040	12%	\$ 236,493.92
Bridgewater	Grafton County	NH	1071	\$112,123	\$ 1,506,520	7%	\$ 56,061.31
Bristol	Grafton County	NH	3096	\$324,119	\$ 6,522,295	5%	\$ 162,059.58
Brookfield	Carroll County	NH	688	\$72,026	\$ 872,847	8%	\$ 36,013.24
Brookline	Hillsborough County	NH	5453	\$570,873	\$ 4,880,995	12%	\$ 285,436.33
Campton	Grafton County	NH	3300	\$345,476	\$ 3,476,103	10%	\$ 172,737.92
Canaan	Grafton County	NH	3899	\$408,185	\$ 3,829,554	11%	\$ 204,092.47
Candia	Rockingham County	NH	3959	\$414,466	\$ 2,798,847	15%	\$ 207,233.16
Canterbury	Merrimack County	NH	2464	\$257,955	\$ 2,741,996	9%	\$ 128,977.65
Carroll	Coos County	NH	747	\$78,203	\$ 1,954,030	4%	\$ 39,101.58
Center Harbor	Belknap County	NH	1097	\$114,845	\$ 2,386,990	5%	\$ 57,422.27
Charlestown	Sullivan County	NH	5021	\$525,647	\$ 5,658,362	9%	\$ 262,823.36
Chatham	Carroll County	NH	364	\$38,107	\$ 207,074	18%	\$ 19,053.52
Chester	Rockingham County	NH	5270	\$551,714	\$ 4,676,900	12%	\$ 275,857.22
Chesterfield	Cheshire County	NH	3627	\$379,709	\$ 3,582,398	11%	\$ 189,854.68
Chichester	Merrimack County	NH	2706	\$283,290	\$ 2,532,681	11%	\$ 141,645.09
Claremont	Sullivan County	NH	12932	\$1,353,847	\$ 22,797,681	6%	\$ 676,923.27
Clarksville	Coos County	NH	251	\$26,277	\$ 343,475	8%	\$ 13,138.55
Colebrook	Coos County	NH	2138	\$223,826	\$ 3,604,146	6%	\$ 111,913.23
Columbia	Coos County	NH	735	\$76,947	\$ 518,786	15%	\$ 38,473.45
Concord	Merrimack County	NH	43627	\$4,567,295	\$ 108,906,069	4%	\$ 2,283,647.65
Conway	Carroll County	NH	10252	\$1,073,278	\$ 11,467,504	9%	\$ 536,639.14
Cornish	Sullivan County	NH	1617	\$169,283	\$ 1,049,482	16%	\$ 84,641.58
Croydon	Sullivan County	NH	765	\$80,088	\$ 510,640	16%	\$ 40,043.79
Dalton	Coos County	NH	885	\$92,650	\$ 731,032	13%	\$ 46,325.17
Danbury	Merrimack County	NH	1226	\$128,350	\$ 1,357,644	9%	\$ 64,174.75
Danville	Rockingham County	NH	4556	\$476,966	\$ 3,317,257	14%	\$ 238,483.02
Deerfield	Rockingham County	NH	4541	\$475,396	\$ 3,918,588	12%	\$ 237,697.85
Deering	Hillsborough County	NH	1973	\$206,553	\$ 2,125,921	10%	\$ 103,276.34
Derry	Rockingham County	NH	33485	\$3,505,533	\$ 48,479,117	7%	\$ 1,752,766.44
Dorchester	Grafton County	NH	356	\$37,270	\$ 457,327	8%	\$ 18,634.76
Dublin	Cheshire County	NH	1543	\$161,536	\$ 2,001,959	8%	\$ 80,768.06
Dummer	Coos County	NH	284	\$29,732	\$ 508,542	6%	\$ 14,865.93
Dunbarton	Merrimack County	NH	2879	\$301,401	\$ 2,546,939	12%	\$ 150,700.75
Durham	Strafford County	NH	16293	\$1,705,708	\$ 27,351,349	6%	\$ 852,854.22
East Kingston	Rockingham County	NH	2418	\$253,140	\$ 2,926,287	9%	\$ 126,569.78
Easton	Grafton County	NH	263	\$27,533	\$ 264,154	10%	\$ 13,766.69
Eaton	Carroll County	NH	400	\$41,876	\$ 580,101	7%	\$ 20,937.93
Effingham	Carroll County	NH	1478	\$154,731	\$ 1,700,337	9%	\$ 77,365.65

Name	County	State	Population Est. 2019	Total Award Est.	2019 Approved Budget	Est. % of Budget	First Tranche Award Est.
Ellsworth	Grafton County	NH	88	\$9,213	\$ 134,199	7%	\$ 4,606.34
Enfield	Grafton County	NH	4531	\$474,349	\$ 6,677,736	7%	\$ 237,174.40
Epping	Rockingham County	NH	7036	\$736,596	\$ 8,416,671	9%	\$ 368,298.18
Epsom	Merrimack County	NH	4767	\$499,056	\$ 3,399,998	15%	\$ 249,527.78
Errol	Coos County	NH	265	\$27,743	\$ 462,292	6%	\$ 13,871.38
Exeter	Rockingham County	NH	15313	\$1,603,113	\$ 25,137,756	6%	\$ 801,556.29
Farmington	Strafford County	NH	6973	\$730,001	\$ 6,943,076	11%	\$ 365,000.46
Fitzwilliam	Cheshire County	NH	2371	\$248,219	\$ 1,926,057	13%	\$ 124,109.58
Francestown	Hillsborough County	NH	1583	\$165,724	\$ 1,805,012	9%	\$ 82,861.86
Franconia	Grafton County	NH	1105	\$115,682	\$ 2,141,315	5%	\$ 57,841.03
Franklin	Merrimack County	NH	8686	\$909,334	\$ 15,518,382	6%	\$ 454,667.14
Freedom	Carroll County	NH	1583	\$165,724	\$ 2,624,451	6%	\$ 82,861.86
Fremont	Rockingham County	NH	4710	\$493,088	\$ 3,103,730	16%	\$ 246,544.12
Gilford	Belknap County	NH	7233	\$757,220	\$ 13,657,901	6%	\$ 378,610.11
Gilmanton	Belknap County	NH	3773	\$394,994	\$ 4,118,181	10%	\$ 197,497.02
Gilsum	Cheshire County	NH	804	\$84,170	\$ 674,018	12%	\$ 42,085.24
Goffstown	Hillsborough County	NH	18053	\$1,889,962	\$ 21,507,049	9%	\$ 944,981.11
Gorham	Coos County	NH	2611	\$273,345	\$ 4,994,073	5%	\$ 136,672.34
Goshen	Sullivan County	NH	810	\$84,799	\$ 795,779	11%	\$ 42,399.31
Grafton	Grafton County	NH	1329	\$139,133	\$ 1,192,694	12%	\$ 69,566.27
Grantham	Sullivan County	NH	2945	\$308,311	\$ 3,550,587	9%	\$ 154,155.51
Greenfield	Hillsborough County	NH	1847	\$193,362	\$ 2,182,200	9%	\$ 96,680.89
Greenland	Rockingham County	NH	4120	\$431,321	\$ 4,782,323	9%	\$ 215,660.68
Greenville	Hillsborough County	NH	2110	\$220,895	\$ 2,167,471	10%	\$ 110,447.58
Groton	Grafton County	NH	595	\$62,290	\$ 766,652	8%	\$ 31,145.17
Hampstead	Rockingham County	NH	8632	\$903,681	\$ 6,881,778	13%	\$ 451,840.52
Hampton Falls	Rockingham County	NH	2414	\$252,721	\$ 2,684,978	9%	\$ 126,360.41
Hampton	Rockingham County	NH	15495	\$1,622,166	\$ 27,595,116	6%	\$ 811,083.05
Hancock	Hillsborough County	NH	1656	\$173,366	\$ 2,568,394	7%	\$ 86,683.03
Hanover	Grafton County	NH	11473	\$1,201,104	\$ 26,607,662	5%	\$ 600,552.17
Harrisville	Cheshire County	NH	951	\$99,560	\$ 1,296,602	8%	\$ 49,779.93
Hart's Location	Carroll County	NH	45	\$4,711	\$ 47,200	10%	\$ 2,355.52
Haverhill	Grafton County	NH	4565	\$477,908	\$ 4,039,262	12%	\$ 238,954.12
Hebron	Grafton County	NH	627	\$65,640	\$ 2,109,699	3%	\$ 32,820.20
Henniker	Merrimack County	NH	5018	\$525,333	\$ 5,655,984	9%	\$ 262,666.33
Hill	Merrimack County	NH	1108	\$115,996	\$ 1,140,453	10%	\$ 57,998.07
Hillsborough	Hillsborough County	NH	6002	\$628,347	\$ 7,609,842	8%	\$ 314,173.63
Hinsdale	Cheshire County	NH	3907	\$409,022	\$ 5,237,985	8%	\$ 204,511.23
Holderness	Grafton County	NH	2107	\$220,581	\$ 2,448,685	9%	\$ 110,290.54
Hollis	Hillsborough County	NH	8006	\$838,145	\$ 11,157,398	8%	\$ 419,072.66
Hooksett	Merrimack County	NH	14542	\$1,522,397	\$ 19,084,357	8%	\$ 761,198.43
Hopkinton	Merrimack County	NH	5761	\$603,117	\$ 7,282,386	8%	\$ 301,558.53
Hudson	Hillsborough County	NH	25619	\$2,682,044	\$ 32,566,826	8%	\$ 1,341,022.05
Jackson	Carroll County	NH	860	\$90,033	\$ 2,202,923	4%	\$ 45,016.55
Jaffrey	Cheshire County	NH	5277	\$552,447	\$ 6,688,733	8%	\$ 276,223.64
Jefferson	Coos County	NH	1047	\$109,610	\$ 688,118	16%	\$ 54,805.03
Keene	Cheshire County	NH	22786	\$2,385,458	\$ 66,136,028	4%	\$ 1,192,729.16
Kensington	Rockingham County	NH	2106	\$220,476	\$ 1,788,415	12%	\$ 110,238.20
Kingston	Rockingham County	NH	6446	\$674,829	\$ 5,824,307	12%	\$ 337,414.74
Laconia	Belknap County	NH	16581	\$1,735,859	\$ 51,226,191	3%	\$ 867,929.53
Lancaster	Coos County	NH	3255	\$340,765	\$ 6,358,404	5%	\$ 170,382.40
Landaff	Grafton County	NH	439	\$45,959	\$ 427,377	11%	\$ 22,979.38
Langdon	Sullivan County	NH	684	\$71,608	\$ 582,615	12%	\$ 35,803.86
Lebanon	Grafton County	NH	13651	\$1,429,118	\$ 71,107,374	2%	\$ 714,559.20
Lee	Strafford County	NH	4569	\$478,327	\$ 4,117,240	12%	\$ 239,163.50
Lempster	Sullivan County	NH	1168	\$122,278	\$ 1,269,758	10%	\$ 61,138.75
Lincoln	Grafton County	NH	1760	\$184,254	\$ 6,236,646	3%	\$ 92,126.89
Lisbon	Grafton County	NH	1579	\$165,305	\$ 2,530,050	7%	\$ 82,652.48
Litchfield	Hillsborough County	NH	8641	\$904,623	\$ 6,757,953	13%	\$ 452,311.63
Littleton	Grafton County	NH	5870	\$614,528	\$ 8,863,210	7%	\$ 307,264.12
Londonderry	Rockingham County	NH	26490	\$2,773,229	\$ 33,858,810	8%	\$ 1,386,614.39
Loudon	Merrimack County	NH	5634	\$589,821	\$ 4,682,978	13%	\$ 294,910.74
Lyman	Grafton County	NH	526	\$55,067	\$ 415,494	13%	\$ 27,533.38
Lyme	Grafton County	NH	1675	\$175,355	\$ 2,348,558	7%	\$ 87,677.58

Name	County	State	Population Est. 2019	Total Award Est.	2018 Approved Budget	Est. % of Budget	First Tranche Award Est.
Lyndeborough	Hillsborough County	NH	1732	\$181,322	\$ 2,140,986	8%	\$ 90,661.24
Madbury	Strafford County	NH	1883	\$197,131	\$ 1,986,503	10%	\$ 98,565.30
Madison	Carroll County	NH	2606	\$272,821	\$ 2,713,541	10%	\$ 136,410.61
Marlborough	Cheshire County	NH	2076	\$217,336	\$ 2,164,909	10%	\$ 108,667.86
Marlow	Cheshire County	NH	730	\$76,423	\$ 691,364	11%	\$ 38,211.72
Mason	Hillsborough County	NH	1433	\$150,020	\$ 1,854,064	8%	\$ 75,010.13
Meredith	Belknap County	NH	6456	\$675,876	\$ 14,533,958	5%	\$ 337,938.18
Merrimack	Hillsborough County	NH	26490	\$2,773,229	\$ 32,776,693	8%	\$ 1,386,614.39
Middleton	Strafford County	NH	1838	\$192,420	\$ 1,870,487	10%	\$ 96,209.79
Milan	Coos County	NH	1235	\$129,292	\$ 1,023,418	13%	\$ 64,645.86
Milford	Hillsborough County	NH	16411	\$1,718,062	\$ 18,404,610	9%	\$ 859,030.91
Milton	Strafford County	NH	4624	\$484,085	\$ 4,563,423	11%	\$ 242,042.47
Monroe	Grafton County	NH	802	\$83,961	\$ 996,334	8%	\$ 41,980.55
Mont Vernon	Hillsborough County	NH	2659	\$278,370	\$ 2,505,365	11%	\$ 139,184.89
Moultonborough	Carroll County	NH	4184	\$438,021	\$ 7,961,663	6%	\$ 219,010.74
Nelson	Cheshire County	NH	734	\$76,842	\$ 920,917	8%	\$ 38,421.10
New Boston	Hillsborough County	NH	5899	\$617,564	\$ 5,292,657	12%	\$ 308,782.12
New Castle	Rockingham County	NH	979	\$102,491	\$ 3,279,374	3%	\$ 51,245.58
New Durham	Strafford County	NH	2706	\$283,290	\$ 3,057,148	9%	\$ 141,645.09
New Hampton	Belknap County	NH	2221	\$232,516	\$ 2,935,349	8%	\$ 116,257.85
New Ipswich	Hillsborough County	NH	5393	\$564,591	\$ 2,444,030	23%	\$ 282,295.64
New London	Merrimack County	NH	4308	\$451,003	\$ 7,624,900	6%	\$ 225,501.50
Newbury	Merrimack County	NH	2228	\$233,249	\$ 4,153,630	6%	\$ 116,624.27
Newfields	Rockingham County	NH	1736	\$181,741	\$ 1,630,846	11%	\$ 90,870.61
Newington	Rockingham County	NH	813	\$85,113	\$ 7,893,453	1%	\$ 42,556.34
Newmarket	Rockingham County	NH	9156	\$958,538	\$ 12,194,371	8%	\$ 479,269.21
Newport	Sullivan County	NH	6358	\$665,617	\$ 9,693,694	7%	\$ 332,808.39
Newton	Rockingham County	NH	4928	\$515,911	\$ 3,341,078	15%	\$ 257,955.29
North Hampton	Rockingham County	NH	4486	\$469,638	\$ 7,161,370	7%	\$ 234,818.88
Northfield	Merrimack County	NH	4942	\$517,376	\$ 3,305,449	16%	\$ 258,688.12
Northumberland	Coos County	NH	2139	\$223,931	\$ 3,254,665	7%	\$ 111,965.58
Northwood	Rockingham County	NH	4309	\$451,108	\$ 3,616,815	12%	\$ 225,553.85
Nottingham	Rockingham County	NH	5136	\$537,686	\$ 3,877,280	14%	\$ 268,843.02
Orange	Grafton County	NH	309	\$32,349	\$ 217,896	15%	\$ 16,174.55
Orford	Grafton County	NH	1301	\$136,201	\$ 1,005,249	14%	\$ 68,100.62
Ossipee	Carroll County	NH	4384	\$458,959	\$ 6,133,578	7%	\$ 229,479.71
Pelham	Hillsborough County	NH	14220	\$1,488,687	\$ 16,421,227	9%	\$ 744,343.40
Pembroke	Merrimack County	NH	7203	\$754,080	\$ 8,318,667	9%	\$ 377,039.77
Peterborough	Hillsborough County	NH	6688	\$700,164	\$ 16,218,845	4%	\$ 350,082.18
Piermont	Grafton County	NH	808	\$84,589	\$ 961,718	9%	\$ 42,294.62
Pittsburg	Coos County	NH	820	\$85,846	\$ 1,728,356	5%	\$ 42,922.76
Pittsfield	Merrimack County	NH	4125	\$431,845	\$ 4,505,380	10%	\$ 215,922.40
Plainfield	Sullivan County	NH	2400	\$251,255	\$ 2,358,950	11%	\$ 125,627.58
Plaistow	Rockingham County	NH	7716	\$807,785	\$ 10,011,107	8%	\$ 403,892.66
Plymouth	Grafton County	NH	6862	\$718,380	\$ 8,138,657	9%	\$ 359,190.18
Randolph	Coos County	NH	286	\$29,941	\$ 425,803	7%	\$ 14,970.62
Raymond	Rockingham County	NH	10529	\$1,102,277	\$ 8,760,950	13%	\$ 551,138.65
Richmond	Cheshire County	NH	1124	\$117,671	\$ 820,033	14%	\$ 58,835.58
Rindge	Cheshire County	NH	6090	\$637,560	\$ 4,053,509	16%	\$ 318,779.98
Rollinsford	Strafford County	NH	2586	\$270,727	\$ 2,402,076	11%	\$ 135,363.72
Roxbury	Cheshire County	NH	220	\$23,032	\$ 270,785	9%	\$ 11,515.86
Rumney	Grafton County	NH	1567	\$164,049	\$ 1,462,339	11%	\$ 82,024.34
Rye	Rockingham County	NH	5470	\$572,652	\$ 9,718,146	6%	\$ 286,326.19
Salem	Rockingham County	NH	29791	\$3,118,809	\$ 48,820,114	6%	\$ 1,559,404.66
Salisbury	Merrimack County	NH	1446	\$151,381	\$ 1,278,494	12%	\$ 75,690.62
Sanbornton	Belknap County	NH	2994	\$313,441	\$ 4,213,516	7%	\$ 156,720.40
Sandown	Rockingham County	NH	6547	\$685,403	\$ 4,058,443	17%	\$ 342,701.56
Sandwich	Carroll County	NH	1358	\$142,169	\$ 1,883,198	8%	\$ 71,084.27
Seabrook	Rockingham County	NH	8842	\$925,666	\$ 23,523,145	4%	\$ 462,832.94
Sharon	Hillsborough County	NH	369	\$38,630	\$ 375,128	10%	\$ 19,315.24
Shelburne	Coos County	NH	345	\$36,118	\$ 461,567	8%	\$ 18,058.96
Somersworth	Strafford County	NH	11968	\$1,252,926	\$ 18,670,317	7%	\$ 626,462.86
South Hampton	Rockingham County	NH	827	\$86,578	\$ 929,869	9%	\$ 43,289.17
Springfield	Sullivan County	NH	1341	\$140,389	\$ 1,406,551	10%	\$ 70,194.41

Name	County	State	Population Est. 2019	Total Award Est.	2019 Approved Budget	Est. % of Budget	First Tranche Award Est.
Stark	Coos County	NH	498	\$52,135	\$ 532,263	10%	\$ 26,067.72
Stewartstown	Coos County	NH	918	\$96,105	\$ 970,336	10%	\$ 48,052.55
Stoddard	Cheshire County	NH	1240	\$129,815	\$ 1,107,734	12%	\$ 64,907.58
Strafford	Strafford County	NH	4212	\$440,953	\$ 2,597,267	17%	\$ 220,476.40
Stratford	Coos County	NH	684	\$71,608	\$ 765,555	9%	\$ 35,803.86
Stratham	Rockingham County	NH	7488	\$783,916	\$ 6,900,383	11%	\$ 391,958.04
Sugar Hill	Grafton County	NH	577	\$60,406	\$ 1,489,732	4%	\$ 30,202.96
Sullivan	Cheshire County	NH	675	\$70,666	\$ 780,550	9%	\$ 35,332.76
Sunapee	Sullivan County	NH	3487	\$365,053	\$ 7,648,681	5%	\$ 182,526.40
Surry	Cheshire County	NH	744	\$77,889	\$ 566,178	14%	\$ 38,944.55
Sutton	Merrimack County	NH	1922	\$201,214	\$ 2,368,335	8%	\$ 100,606.75
Swanzey	Cheshire County	NH	7220	\$755,859	\$ 6,453,935	12%	\$ 377,929.63
Tamworth	Carroll County	NH	3077	\$322,130	\$ 2,673,294	12%	\$ 161,065.02
Temple	Hillsborough County	NH	1422	\$148,869	\$ 1,362,256	11%	\$ 74,434.34
Thornton	Grafton County	NH	2536	\$265,493	\$ 2,957,417	9%	\$ 132,746.47
Tilton	Belknap County	NH	3543	\$370,915	\$ 5,650,354	7%	\$ 185,457.71
Troy	Cheshire County	NH	2105	\$220,372	\$ 1,945,382	11%	\$ 110,185.85
Tuftonboro	Carroll County	NH	2419	\$253,244	\$ 4,050,307	6%	\$ 126,622.13
Unity	Sullivan County	NH	1620	\$169,597	\$ 1,203,663	14%	\$ 84,798.62
Wakefield	Carroll County	NH	5110	\$534,964	\$ 5,513,976	10%	\$ 267,482.05
Walpole	Cheshire County	NH	4009	\$419,701	\$ 4,507,049	9%	\$ 209,850.40
Warner	Merrimack County	NH	2920	\$305,694	\$ 3,308,469	9%	\$ 152,846.89
Warren	Grafton County	NH	936	\$97,990	\$ 817,393	12%	\$ 48,994.76
Washington	Sullivan County	NH	1103	\$115,473	\$ 1,855,205	6%	\$ 57,736.34
Waterville Valley	Grafton County	NH	241	\$25,230	\$ 3,982,499	1%	\$ 12,615.10
Weare	Hillsborough County	NH	9091	\$951,734	\$ 6,116,300	16%	\$ 475,866.80
Webster	Merrimack County	NH	1954	\$204,564	\$ 1,458,376	14%	\$ 102,281.79
Wentworth	Grafton County	NH	966	\$101,130	\$ 887,978	11%	\$ 50,565.10
Westmoreland	Cheshire County	NH	1688	\$176,716	\$ 1,233,118	14%	\$ 88,358.06
Whitefield	Coos County	NH	2211	\$231,469	\$ 3,524,708	7%	\$ 115,734.41
Wilmot	Merrimack County	NH	1392	\$145,728	\$ 1,484,952	10%	\$ 72,864.00
Wilton	Hillsborough County	NH	3789	\$396,669	\$ 4,852,981	8%	\$ 198,334.54
Winchester	Cheshire County	NH	4226	\$442,418	\$ 3,494,901	13%	\$ 221,209.23
Windham	Rockingham County	NH	14853	\$1,554,955	\$ 15,034,019	10%	\$ 777,477.67
Windsor	Hillsborough County	NH	231	\$24,183	\$ 152,728	16%	\$ 12,091.65
Wolfboro	Carroll County	NH	6418	\$671,898	\$ 27,893,891	2%	\$ 335,949.08
Woodstock	Grafton County	NH	1365	\$142,901	\$ 3,745,154	4%	\$ 71,450.69
Total Award				\$112,208,773.00			\$ 56,104,386.50

Coronavirus Local Fiscal Recovery Funds

Frequently Asked Questions on Allowable Uses and Reporting Requirements



Purpose

This document provides answers to frequently asked questions by New Hampshire local government stakeholders regarding the Local Fiscal Recovery Funds established by the American Rescue Plan Act. This document is subject to revision as guidance evolves.

A. General Background

#	Question	Answer
1	What is ARPA? What are the Coronavirus Local Fiscal Recovery Funds?	<p>The American Rescue Plan Act (“ARPA”) was signed in to law by President Biden on March 11, 2021 to support coronavirus pandemic recovery. Among its many provisions, ARPA establishes the Coronavirus Local Fiscal Recovery Funds (“LFRFs”), which provide emergency funding for local governments to support their response to the impacts of the pandemic. ARPA authorizes the U.S. Department of the Treasury (“Treasury”) to administer the LFRFs.</p> <p>ARPA provides \$112.2 million specifically for New Hampshire local governments.</p> <p>ARPA refers to local governments as “non-entitlement units of local government” (“NEUs”).</p>
2	What is an NEU?	<p>Non-entitlement units of local government (NEUs) are defined in ARPA as local governments typically serving populations of less than 50,000. NEUs include cities, villages, towns, townships, or other types of local governments.</p> <p>Treasury identifies <u>229 NEUs in New Hampshire</u>.</p>
3	What are the big picture objectives of the LFRF?	<p>Broadly, ARPA established the LFRFs for local governments to accomplish four key objectives:</p> <ol style="list-style-type: none"> 1. Support urgent pandemic response efforts 2. Replace lost state and local government revenue 3. Support economic stabilization 4. Address public health and economic inequities that exacerbated the impacts of the pandemic for some.
4	Where will the LFRF funds come from, and when will funds be distributed to NEUs?	<p>Treasury will distribute funds to the states, who will then distribute them to their NEUs. Treasury expects to make payments to states for distribution to NEUs in two equal tranches approximately twelve months apart. Following receipt of funding from Treasury, ARPA requires each state to distribute funds to its NEUs within 30 days unless granted an extension by Treasury.</p> <p>The invoice date of the first NEU tranche to New Hampshire was May 28, 2021. New Hampshire shows receipt of the funds on June 1, 2021.</p>

B. NEU Eligibility and Application Process

#	Question	Answer
1	What determines an NEU’s funding allocation through the LFRF?	<p>Funding allocations to NEUs are based on their population.</p> <p>Additionally, the total amount to be distributed to an NEU may not exceed the amount equal to 75 percent of its most recent budget as of January 27, 2020.</p>
2	Does an NEU need to do anything in order to receive funds?	<p>Yes. An NEU must take action in order to receive funds. New Hampshire’s application portal is on the <u>GOFERR website</u> (beginning June 17, 2021).</p> <p>To submit an application, an NEU must have available and/or provide:</p>

		<ul style="list-style-type: none"> Local government name, Taxpayer Identification Number, DUNS number, State Vendor Number, and address Authorized representative name, title, and email Contact person name, title, phone, and email Financial institution information (e.g., routing and account number, financial institution name and contact information) Total NEU budget (defined as the annual total operating budget, including general fund and other funds, in effect as of January 27, 2020) or top-line expenditure total (in exceptional cases in which the NEU does not adopt a formal budget) Agreement to certain terms and conditions of the funding <p>Treasury has prepared a <u>checklist</u> to assist NEUs in this process.</p>
3	Are there eligibility criteria that an NEU must meet in order to receive funds?	<p>As noted above, an NEU's allocation is based on its population. Additionally, ARPA specifies that an NEU's allocation may not exceed the amount equal to 75 percent of its most recent budget as of January 27, 2020.</p> <p>Broadly, an NEU must accept <u>award terms and conditions</u> and assure compliance with <u>Title VI of the Civil Rights Act of 1964</u>.</p> <p>A state may not impose additional requirements on an NEU in order to receive its allocation of funds.</p>
4	What if an NEU does not adopt a formal annual budget?	If an NEU does not adopt a formal budget, it may instead certify its most recent annual total expenditures as of January 27, 2020. Note: these numbers may be verified against a copy of the appropriate budget documents submitted in the NEU's first report to Treasury.
5	What happens if an NEU's funding allocation exceeds 75 percent of its budget?	If an NEU's total allocation is found to be more than 75 percent of its budget, the State must return the amount of the allocation in excess of the NEU's reference budget to Treasury.
6	Can an NEU decline funding?	<p>Yes. An NEU may decline its funding allocation and transfer funds to the State by providing a signed notice to the State.</p> <p>Importantly, per Treasury guidance: "If the NEU does not provide such notice, it will remain legally obligated under the award with respect to accounting for the uses of the funds and the reporting on such uses. Treasury will provide a standard notice form that will be required for this use."</p>
7	What if an NEU doesn't take any action (e.g. neither applies for nor declines funding)?	If an NEU is unresponsive, the State may distribute its funds to other NEUs – specifically to "residual NEUs," which are those whose initial funding distribution was below their 75 percent budget cap.
8	Can an NEU receive funds directly through Treasury?	No. NEUs may only receive funds through the state. NEUs are not eligible to receive this funding directly from Treasury and should not request funding.
9	Who is authorized to represent an NEU in this process?	<p>Per <u>Treasury's June 10th FAQs</u>:</p> <p><i>"An Authorized Representative is an individual with legal authority to bind the government entity (e.g., the Chief Executive Officer of the government entity). An Authorized Representative must sign the Acceptance of Award terms for it to be valid."</i></p>

10	Are federal compliance requirements applicable for receipt of LFRF funds?	<p>Yes. The Office of Management and Budget's (OMB) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards ("Uniform Guidance") apply to the LFRF. These include, <u>but are not limited to</u>:</p> <ul style="list-style-type: none"> • Contracts must follow federal procurement rules and cost principles. • Cities/towns may enter into Grant Agreements with subrecipients (such as to broadband suppliers, water departments, or school districts that serve multiple NEUs). Cities/towns are responsible for monitoring and reporting on sub-recipient use of LFRF funds. • Single Audit requirements apply to subrecipients who receive <u>in the aggregate</u> more than \$750,000 in federal funds annually. <p>For a summary of LFRF-applicable requirements, see the <u>SAM.gov site specific to Coronavirus State and Local Fiscal Recovery Funds here</u> (see "Compliance Requirements" section). For the full text of applicable requirements, see <u>Title 2, Part 200 of the Code of Federal Regulations here</u>.</p>
11	What if an NEU has other questions about funding eligibility and allocations that are not answered here?	Treasury maintains a lengthy FAQ inventory of its own and periodically updates it with additional guidance and direction. It is available online <u>here</u> (last updated June 10, 2021).

C. How NEUs may use Fiscal Recovery Funds

#	Question	Answer
1	How may an NEU use these funds?	<p>Per <u>Treasury's June 10th FAQs</u>, eligible uses for the funds fall into four general categories:</p> <ol style="list-style-type: none"> a) <i>To respond to the public health emergency or its negative economic impacts, including assistance to households, small businesses, and nonprofits, or aid to impacted industries such as tourism, travel, and hospitality;</i> b) <i>To respond to workers performing essential work during the COVID-19 public health emergency by providing premium pay to eligible workers;</i> c) <i>For the provision of government services to the extent of the reduction in revenue due to the COVID-19 public health emergency relative to revenues collected in the most recent full fiscal year prior to the emergency; and</i> d) <i>To make necessary investments in water, sewer, or broadband infrastructure.</i>
2	How may an NEU use these funds in the context of pandemic response?	<p>Treasury identifies a broad list of services related to COVID-19 response, mitigation and prevention for which an NEU may use these funds. Per <u>Treasury's June 10th FAQs</u>, these include:</p> <p><i>"vaccination programs; medical care; testing; contact tracing; support for isolation or quarantine; supports for vulnerable populations to access medical or public health services; public health surveillance (e.g., monitoring case trends, genomic sequencing for variants); enforcement of public health orders; public communication efforts; enhancement to health care capacity, including through alternative care facilities; purchases of personal protective equipment; support for prevention, mitigation, or other services in congregate living facilities (e.g., nursing homes, incarceration settings, homeless shelters, group living facilities) and other key settings like schools; ventilation improvements in congregate settings, health</i></p>

		<p><i>care settings, or other key locations; enhancement of public health data systems; and other public health responses.”</i></p> <p>Note: NEUs may also use these funds for certain capital investments. Also per <u>Treasury’s June 10th FAQs</u>:</p> <p><i>“Capital investments in public facilities to meet pandemic operational needs are also eligible, such as physical plant improvements to public hospitals and health clinics or adaptations to public buildings to implement COVID-19 mitigation tactics.”</i></p> <p>Also note: The list above is non-exclusive, and Treasury’s explicit intention is to provide NEUs with flexibility in how funds are used.</p>
3	How may an NEU use these funds in the context of supporting economic stabilization?	<p>Treasury identifies a broad list of services related to households and businesses for which an NEU may use these funds. Per <u>Treasury’s June 10th FAQs</u>, these include:</p> <p><i>“assistance to households; small businesses and nonprofits; and aid to impacted industries.</i></p> <p><i>Assistance to households includes, but is not limited to: food assistance; rent, mortgage, or utility assistance; counseling and legal aid to prevent eviction or homelessness; cash assistance; emergency assistance for burials, home repairs, weatherization, or other needs; internet access or digital literacy assistance; or job training to address negative economic or public health impacts experienced due to a worker’s occupation or level of training. Assistance to small business and non-profits includes, but is not limited to:</i></p> <ul style="list-style-type: none"> • <i>loans or grants to mitigate financial hardship such as declines in revenues or impacts of periods of business closure, for example by supporting payroll and benefits costs, costs to retain employees, mortgage, rent, or utilities costs, and other operating costs;</i> • <i>Loans, grants, or in-kind assistance to implement COVID-19 prevention or mitigation tactics, such as physical plant changes to enable social distancing, enhanced cleaning efforts, barriers or partitions, or COVID-19 vaccination, testing, or contact tracing programs; and</i> • <i>Technical assistance, counseling, or other services to assist with business planning needs”</i>
4	How may an NEU use these funds in the context of addressing the disparate impacts of the pandemic?	<p>Treasury identifies a broad list of services related to households and businesses for which an NEU may use these funds. Per <u>Treasury’s June 10th FAQs</u>, these include:</p> <ul style="list-style-type: none"> • <i>Addressing health disparities and the social determinants of health, including: community health workers, public benefits navigators, remediation of lead paint or other lead hazards, and community violence intervention programs;</i> • <i>Building stronger neighborhoods and communities, including: supportive housing and other services for individuals experiencing homelessness, development of affordable housing, and housing vouchers and assistance relocating to neighborhoods with higher levels of economic opportunity;</i> • <i>Addressing educational disparities exacerbated by COVID-19, including: early learning services, increasing resources for high-poverty school districts, educational services like tutoring or afterschool programs, and supports for students’ social, emotional, and mental health needs; and</i>

		<ul style="list-style-type: none"> <i>Promoting healthy childhood environments, including: child care, home visiting programs for families with young children, and enhanced services for child welfare-involved families and foster youth.</i>
5	How may an NEU use these funds to replace lost revenue?	Treasury provides NEUs with a specific definition of revenue, a formula for calculating lost revenue, and direction on how to apply funds for replacement. This information may be found in Treasury's June 10 th FAQs (see pages 9-12).
6	Are NEUs limited to using funds for costs incurred beginning on March 3, 2021 only?	For the eligible uses described above, funds may be used for costs incurred by the recipient beginning on March 3, 2021. But, in some cases, recipients may use the funds for circumstances occurring prior to March 3, 2021. Treasury provides guidance and examples on this important timing consideration in its June 10 th FAQs (see item 4.7 on pages 14-15)
7	What if an NEU has other questions about how funds may be used?	Treasury maintains a lengthy FAQ inventory of its own and periodically updates it with additional guidance and direction. It is available online here (last updated June 10, 2021).

D. NEU Reporting Requirements

#	Question	Answer
1	Will an NEU be required to submit reports on how funds are used?	<p>Yes. NEUs will be required to report to Treasury on the use of funds annually by October 31st each year. First reports will be due to Treasury by October 31, 2021. Reporting instructions will be forthcoming. In advance of those instructions, NEUs should maintain detailed financial records and supporting documents accordingly.</p> <p>After the initial request for funding, an NEU will be required to report the following:</p> <ul style="list-style-type: none"> NEU Recipient Number (a unique ID code for each NEU assigned by the state to the NEU as part of the request for funding) Copy of signed award terms and conditions agreement Copy of signed assurances of compliance with Title VI of the Civil Rights Act of 1964 Copy of actual budget documents validating the top-line budget total provided to the state as part of the request for funding

E. Miscellaneous/Other

#	Question	Answer
1	Should an NEU expect to submit information through the Treasury Submission Portal in addition to the GOFERR website in order to receive funds?	No. NEUs will receive LFRF funds from the State and should not submit information via the Treasury Submission Portal.

FACT SHEET: The Coronavirus State and Local Fiscal Recovery Funds Will Deliver \$350 Billion for State, Local, Territorial, and Tribal Governments to Respond to the COVID-19 Emergency and Bring Back Jobs

May 10, 2021

Aid to state, local, territorial, and Tribal governments will help turn the tide on the pandemic, address its economic fallout, and lay the foundation for a strong and equitable recovery

Today, the U.S. Department of the Treasury announced the launch of the Coronavirus State and Local Fiscal Recovery Funds, established by the American Rescue Plan Act of 2021, to provide \$350 billion in emergency funding for eligible state, local, territorial, and Tribal governments. Treasury also released details on how these funds can be used to respond to acute pandemic response needs, fill revenue shortfalls among these governments, and support the communities and populations hardest-hit by the COVID-19 crisis. With the launch of the Coronavirus State and Local Fiscal Recovery Funds, eligible jurisdictions will be able to access this funding in the coming days to address these needs.

State, local, territorial, and Tribal governments have been on the frontlines of responding to the immense public health and economic needs created by this crisis – from standing up vaccination sites to supporting small businesses – even as these governments confronted revenue shortfalls during the downturn. As a result, these governments have endured unprecedented strains, forcing many to make untenable choices between laying off educators, firefighters, and other frontline workers or failing to provide other services that communities rely on. Faced with these challenges, state and local governments have cut over 1 million jobs since the beginning of the crisis. The experience of prior economic downturns has shown that budget pressures like these often result in prolonged fiscal austerity that can slow an economic recovery.

To support the immediate pandemic response, bring back jobs, and lay the groundwork for a strong and equitable recovery, the American Rescue Plan Act of 2021 established the Coronavirus State and Local Fiscal Recovery Funds, designed to deliver \$350 billion to state, local, territorial, and Tribal governments to bolster their response to the COVID-19 emergency and its economic impacts. Today, Treasury is launching this much-needed relief to:

- Support urgent COVID-19 response efforts to continue to decrease spread of the virus and bring the pandemic under control;
- Replace lost public sector revenue to strengthen support for vital public services and help retain jobs;
- Support immediate economic stabilization for households and businesses; and,
- Address systemic public health and economic challenges that have contributed to the unequal impact of the pandemic on certain populations.

The Coronavirus State and Local Fiscal Recovery Funds provide substantial flexibility for each jurisdiction to meet local needs—including support for households, small businesses, impacted industries, essential workers, and the communities hardest-hit by the crisis. These funds also deliver resources that recipients can invest in building, maintaining, or upgrading their water, sewer, and broadband infrastructure.

Starting today, eligible state, territorial, metropolitan city, county, and Tribal governments may request Coronavirus State and Local Fiscal Recovery Funds through the Treasury Submission Portal. Concurrent with this program launch, Treasury has published an Interim Final Rule that implements the provisions of this program.

FUNDING AMOUNTS

The American Rescue Plan provides a total of \$350 billion in Coronavirus State and Local Fiscal Recovery Funds to help eligible state, local, territorial, and Tribal governments meet their present needs and build the foundation for a strong recovery. Congress has allocated this funding to tens of thousands of jurisdictions. These allocations include:

Type	Amount (\$ billions)
States & District of Columbia	\$195.3
Counties	\$65.1
Metropolitan Cites	\$45.6
Tribal Governments	\$20.0
Territories	\$4.5
Non-Entitlement Units of Local Government	\$19.5

Treasury expects to distribute these funds directly to each state, territorial, metropolitan city, county, and Tribal government. Local governments that are classified as non-entitlement units will receive this funding through their applicable state government. Treasury expects to provide further guidance on distributions to non-entitlement units next week.

Local governments should expect to receive funds in two tranches, with 50% provided beginning in May 2021 and the balance delivered 12 months later. States that have experienced a net increase in the unemployment rate of more than 2 percentage points from February 2020 to the latest available data as of the date of certification will receive their full allocation of funds in a single payment; other states will receive funds in two equal tranches. Governments of U.S. territories will receive a single payment. Tribal governments will receive two payments, with the first payment available in May and the second payment, based on employment data, to be delivered in June 2021.

USES OF FUNDING

Coronavirus State and Local Fiscal Recovery Funds provide eligible state, local, territorial, and Tribal governments with a substantial infusion of resources to meet pandemic response needs and rebuild a stronger, more equitable economy as the country recovers. Within the categories of eligible uses, recipients have broad flexibility to decide how best to use this funding to meet the needs of their communities. Recipients may use Coronavirus State and Local Fiscal Recovery Funds to:

- **Support public health expenditures**, by funding COVID-19 mitigation efforts, medical expenses, behavioral healthcare, and certain public health and safety staff;
- **Address negative economic impacts caused by the public health emergency**, including economic harms to workers, households, small businesses, impacted industries, and the public sector;
- **Replace lost public sector revenue**, using this funding to provide government services to the extent of the reduction in revenue experienced due to the pandemic;
- **Provide premium pay for essential workers**, offering additional support to those who have borne and will bear the greatest health risks because of their service in critical infrastructure sectors; and,
- **Invest in water, sewer, and broadband infrastructure**, making necessary investments to improve access to clean drinking water, support vital wastewater and stormwater infrastructure, and to expand access to broadband internet.

Within these overall categories, Treasury’s Interim Final Rule provides guidelines and principles for determining the types of programs and services that this funding can support, together with examples of allowable uses that recipients may consider. As described below, Treasury has also designed these provisions to take into consideration the disproportionate impacts of the COVID-19 public health emergency on those hardest-hit by the pandemic.

1. Supporting the public health response

Mitigating the impact of COVID-19 continues to require an unprecedented public health response from state, local, territorial, and Tribal governments. Coronavirus State and Local Fiscal Recovery Funds provide resources to meet these needs through the provision of care for those impacted by the virus and through services that address disparities in public health that have been exacerbated by the pandemic. Recipients may use this funding to address a broad range of public health needs across COVID-19 mitigation, medical expenses, behavioral healthcare, and public health resources. Among other services, these funds can help support:

- **Services and programs to contain and mitigate the spread of COVID-19, including:**
 - ✓ Vaccination programs
 - ✓ Medical expenses
 - ✓ Testing
 - ✓ Contact tracing
 - ✓ Isolation or quarantine
 - ✓ PPE purchases
 - ✓ Support for vulnerable populations to access medical or public health services
 - ✓ Public health surveillance (e.g., monitoring for variants)
 - ✓ Enforcement of public health orders
 - ✓ Public communication efforts
 - ✓ Enhancement of healthcare capacity, including alternative care facilities
 - ✓ Support for prevention, mitigation, or other services in congregate living facilities and schools
 - ✓ Enhancement of public health data systems
 - ✓ Capital investments in public facilities to meet pandemic operational needs
 - ✓ Ventilation improvements in key settings like healthcare facilities

- **Services to address behavioral healthcare needs exacerbated by the pandemic, including:**
 - ✓ Mental health treatment
 - ✓ Substance misuse treatment
 - ✓ Other behavioral health services
 - ✓ Hotlines or warmlines
 - ✓ Crisis intervention
 - ✓ Services or outreach to promote access to health and social services
- **Payroll and covered benefits expenses** for public health, healthcare, human services, public safety and similar employees, to the extent that they work on the COVID-19 response. For public health and safety workers, recipients can use these funds to cover the full payroll and covered benefits costs for employees or operating units or divisions primarily dedicated to the COVID-19 response.

2. Addressing the negative economic impacts caused by the public health emergency

The COVID-19 public health emergency resulted in significant economic hardship for many Americans. As businesses closed, consumers stayed home, schools shifted to remote education, and travel declined precipitously, over 20 million jobs were lost between February and April 2020. Although many have since returned to work, as of April 2021, the economy remains more than 8 million jobs below its pre-pandemic peak, and more than 3 million workers have dropped out of the labor market altogether since February 2020.

To help alleviate the economic hardships caused by the pandemic, Coronavirus State and Local Fiscal Recovery Funds enable eligible state, local, territorial, and Tribal governments to provide a wide range of assistance to individuals and households, small businesses, and impacted industries, in addition to enabling governments to rehire public sector staff and rebuild capacity. Among these uses include:

- **Delivering assistance to workers and families**, including aid to unemployed workers and job training, as well as aid to households facing food, housing, or other financial insecurity. In addition, these funds can support survivor's benefits for family members of COVID-19 victims.
- **Supporting small businesses**, helping them to address financial challenges caused by the pandemic and to make investments in COVID-19 prevention and mitigation tactics, as well as to provide technical assistance. To achieve these goals, recipients may employ this funding to execute a broad array of loan, grant, in-kind assistance, and counseling programs to enable small businesses to rebound from the downturn.
- **Speeding the recovery of the tourism, travel, and hospitality sectors**, supporting industries that were particularly hard-hit by the COVID-19 emergency and are just now beginning to mend. Similarly impacted sectors within a local area are also eligible for support.
- **Rebuilding public sector capacity**, by rehiring public sector staff and replenishing unemployment insurance (UI) trust funds, in each case up to pre-pandemic levels. Recipients may also use this funding to build their internal capacity to successfully implement economic relief programs, with investments in data analysis, targeted outreach, technology infrastructure, and impact evaluations.

3. **Serving the hardest-hit communities and families**

While the pandemic has affected communities across the country, it has disproportionately impacted low-income families and communities of color and has exacerbated systemic health and economic inequities. Low-income and socially vulnerable communities have experienced the most severe health impacts. For example, counties with high poverty rates also have the highest rates of infections and deaths, with 223 deaths per 100,000 compared to the U.S. average of 175 deaths per 100,000.

Coronavirus State and Local Fiscal Recovery Funds allow for a broad range of uses to address the disproportionate public health and economic impacts of the crisis on the hardest-hit communities, populations, and households. Eligible services include:

- **Addressing health disparities and the social determinants of health**, through funding for community health workers, public benefits navigators, remediation of lead hazards, and community violence intervention programs;
- **Investments in housing and neighborhoods**, such as services to address individuals experiencing homelessness, affordable housing development, housing vouchers, and residential counseling and housing navigation assistance to facilitate moves to neighborhoods with high economic opportunity;
- **Addressing educational disparities** through new or expanded early learning services, providing additional resources to high-poverty school districts, and offering educational services like tutoring or afterschool programs as well as services to address social, emotional, and mental health needs; and,
- **Promoting healthy childhood environments**, including new or expanded high quality childcare, home visiting programs for families with young children, and enhanced services for child welfare-involved families and foster youth.

Governments may use Coronavirus State and Local Fiscal Recovery Funds to support these additional services if they are provided:

- within a Qualified Census Tract (a low-income area as designated by the Department of Housing and Urban Development);
- to families living in Qualified Census Tracts;
- by a Tribal government; or,
- to other populations, households, or geographic areas disproportionately impacted by the pandemic.

4. **Replacing lost public sector revenue**

State, local, territorial, and Tribal governments that are facing budget shortfalls may use Coronavirus State and Local Fiscal Recovery Funds to avoid cuts to government services. With these additional resources, recipients can continue to provide valuable public services and ensure that fiscal austerity measures do not hamper the broader economic recovery.

Many state, local, territorial, and Tribal governments have experienced significant budget shortfalls, which can yield a devastating impact on their respective communities. Faced with budget shortfalls and pandemic-related uncertainty, state and local governments cut staff in all 50 states. These budget shortfalls and staff cuts are particularly problematic at present, as these entities are on the front lines of battling the COVID-19 pandemic and helping citizens weather the economic downturn.

Recipients may use these funds to replace lost revenue. Treasury's Interim Final Rule establishes a methodology that each recipient can use to calculate its reduction in revenue. Specifically, recipients will compute the extent of their reduction in revenue by comparing their actual revenue to an alternative representing what could have been expected to occur in the absence of the pandemic. Analysis of this expected trend begins with the last full fiscal year prior to the public health emergency and projects forward at either (a) the recipient's average annual revenue growth over the three full fiscal years prior to the public health emergency or (b) 4.1%, the national average state and local revenue growth rate from 2015-18 (the latest available data).

For administrative convenience, Treasury's Interim Final Rule allows recipients to presume that any diminution in actual revenue relative to the expected trend is due to the COVID-19 public health emergency. Upon receiving Coronavirus State and Local Fiscal Recovery Funds, recipients may immediately calculate the reduction in revenue that occurred in 2020 and deploy funds to address any shortfall. Recipients will have the opportunity to re-calculate revenue loss at several points through the program, supporting those entities that experience a lagged impact of the crisis on revenues.

Importantly, once a shortfall in revenue is identified, recipients will have broad latitude to use this funding to support government services, up to this amount of lost revenue.

5. Providing premium pay for essential workers

Coronavirus State and Local Fiscal Recovery Funds provide resources for eligible state, local, territorial, and Tribal governments to recognize the heroic contributions of essential workers. Since the start of the public health emergency, essential workers have put their physical well-being at risk to meet the daily needs of their communities and to provide care for others.

Many of these essential workers have not received compensation for the heightened risks they have faced and continue to face. Recipients may use this funding to provide premium pay directly, or through grants to private employers, to a broad range of essential workers who must be physically present at their jobs including, among others:

- ✓ Staff at nursing homes, hospitals, and home-care settings
- ✓ Workers at farms, food production facilities, grocery stores, and restaurants
- ✓ Janitors and sanitation workers
- ✓ Public health and safety staff
- ✓ Truck drivers, transit staff, and warehouse workers
- ✓ Childcare workers, educators, and school staff
- ✓ Social service and human services staff

Treasury's Interim Final Rule emphasizes the need for recipients to prioritize premium pay for lower income workers. Premium pay that would increase a worker's total pay above 150% of the greater of the state or county average annual wage requires specific justification for how it responds to the needs of these workers.

In addition, employers are both permitted and encouraged to use Coronavirus State and Local Fiscal Recovery Funds to offer retrospective premium pay, recognizing that many essential workers have not yet received additional compensation for work performed. Staff working for third-party contractors in eligible sectors are also eligible for premium pay.

6. Investing in water and sewer infrastructure

Recipients may use Coronavirus State and Local Fiscal Recovery Funds to invest in necessary improvements to their water and sewer infrastructures, including projects that address the impacts of climate change.

Recipients may use this funding to invest in an array of drinking water infrastructure projects, such as building or upgrading facilities and transmission, distribution, and storage systems, including the replacement of lead service lines.

Recipients may also use this funding to invest in wastewater infrastructure projects, including constructing publicly-owned treatment infrastructure, managing and treating stormwater or subsurface drainage water, facilitating water reuse, and securing publicly-owned treatment works.

To help jurisdictions expedite their execution of these essential investments, Treasury's Interim Final Rule aligns types of eligible projects with the wide range of projects that can be supported by the Environmental Protection Agency's Clean Water State Revolving Fund and Drinking Water State Revolving Fund. Recipients retain substantial flexibility to identify those water and sewer infrastructure investments that are of the highest priority for their own communities.

Treasury's Interim Final Rule also encourages recipients to ensure that water, sewer, and broadband projects use strong labor standards, including project labor agreements and community benefits agreements that offer wages at or above the prevailing rate and include local hire provisions.

7. Investing in broadband infrastructure

The pandemic has underscored the importance of access to universal, high-speed, reliable, and affordable broadband coverage. Over the past year, millions of Americans relied on the internet to participate in remote school, healthcare, and work.

Yet, by at least one measure, 30 million Americans live in areas where there is no broadband service or where existing services do not deliver minimally acceptable speeds. For millions of other Americans, the high cost of broadband access may place it out of reach. The American Rescue Plan aims to help remedy these shortfalls, providing recipients with flexibility to use Coronavirus State and Local Fiscal Recovery Funds to invest in broadband infrastructure.

Recognizing the acute need in certain communities, Treasury's Interim Final Rule provides that investments in broadband be made in areas that are currently unserved or underserved—in other words, lacking a wireline connection that reliably delivers minimum speeds of 25 Mbps download and 3 Mbps upload. Recipients are also encouraged to prioritize projects that achieve last-mile connections to households and businesses.

Using these funds, recipients generally should build broadband infrastructure with modern technologies in mind, specifically those projects that deliver services offering reliable 100 Mbps download and 100

Mbps upload speeds, unless impracticable due to topography, geography, or financial cost. In addition, recipients are encouraged to pursue fiber optic investments.

In view of the wide disparities in broadband access, assistance to households to support internet access or digital literacy is an eligible use to respond to the public health and negative economic impacts of the pandemic, as detailed above.

8. Ineligible Uses

Coronavirus State and Local Fiscal Recovery Funds provide substantial resources to help eligible state, local, territorial, and Tribal governments manage the public health and economic consequences of COVID-19. Recipients have considerable flexibility to use these funds to address the diverse needs of their communities.

To ensure that these funds are used for their intended purposes, the American Rescue Plan Act also specifies two ineligible uses of funds:

- **States and territories may not use this funding to directly or indirectly offset a reduction in net tax revenue due to a change in law from March 3, 2021 through the last day of the fiscal year in which the funds provided have been spent.** The American Rescue Plan ensures that funds needed to provide vital services and support public employees, small businesses, and families struggling to make it through the pandemic are not used to fund reductions in net tax revenue. Treasury's Interim Final Rule implements this requirement. If a state or territory cuts taxes, they must demonstrate how they paid for the tax cuts from sources other than Coronavirus State Fiscal Recovery Funds—by enacting policies to raise other sources of revenue, by cutting spending, or through higher revenue due to economic growth. If the funds provided have been used to offset tax cuts, the amount used for this purpose must be paid back to the Treasury.
- **No recipient may use this funding to make a deposit to a pension fund.** Treasury's Interim Final Rule defines a "deposit" as an extraordinary contribution to a pension fund for the purpose of reducing an accrued, unfunded liability. While pension deposits are prohibited, recipients may use funds for routine payroll contributions for employees whose wages and salaries are an eligible use of funds.

Treasury's Interim Final Rule identifies several other ineligible uses, including funding debt service, legal settlements or judgments, and deposits to rainy day funds or financial reserves. Further, general infrastructure spending is not covered as an eligible use outside of water, sewer, and broadband investments or above the amount allocated under the revenue loss provision. While the program offers broad flexibility to recipients to address local conditions, these restrictions will help ensure that funds are used to augment existing activities and address pressing needs.

Swasey Parkway One Way – Town Ordinance Amendment

EXETER TOWN ORDINANCES AMENDMENT – CHAPTER THREE

Chapter Three of the Town of Exeter Town Ordinances, One-Way Streets and Traffic Circles, is hereby amended as follows:

Add:

301 One – Way Streets

Add the following to the table of one-way streets

“Swasey Parkway Northerly from Water Street entrance to exit onto Water Street”

Signed this ____ day of _____, 2021

Exeter Select Board

Niko Papakonstantis, Chair

Molly Cowan, Vice Chair

Julie D. Gilman, Clerk

Lovey Roundtree Oliff

Daryl Browne

Effective Date: _____

First reading: 7/19/21

Second reading:

Third (final) reading:

Adoption Date:. Effective Date:.

CHAPTER 3 ONE- WAY STREETS AND TRAFFIC CIRCLES

301 One – Way Streets

It shall be unlawful for any person to operate a motor vehicle on the following streets, highways or public ways except in the direction indicated by signs or signals or under the direction of a police officer.

Clifford Street	Northerly from Bow Street to Franklin Street
Franklin Street	Southerly from Clifford to South Street
Gill Street	Northerly from Linden to Front Street
Hall Place	Northerly from High Street for a distance of 93 feet
Kossuth Street	Northerly from Front to Garfield Street
Park Street	Westerly from B&M bridge to Oak Street
Spring Street	Northerly from Front Street to Water Street
Spruce Street	Easterly from Columbus Avenue to Winter Street
Tan Lane	Southerly from Main Street to Front Street
Water Street Municipal Parking Lot	Northeasterly onto Water Street.

302 Traffic Circles

A vehicle passing around a rotary traffic island shall be driven only to the right of such island.

302.1 The following areas shall be subject to the provisions of Section 302 of this Chapter.

The Exeter Bandstand

310 Penalties

A person violating any provision of Chapter 3 of the traffic code shall be punished by a fine of not more than one hundred (\$100.00) dollars for each offense.

Epping Road, Brentwood Road, Columbus Avenue Intersection



TOWN OF EXETER

Planning and Building Department

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

www.exeternh.gov

Date: July 16, 2021
To: Russell Dean, Town Manager
From: Dave Sharples, Town Planner
Re: Epping Rd/Brentwood Rd/Columbus Ave Intersection

I have completed my research on the questions asked of me at the June 21, 2021 Select Board meeting regarding the TAP grant and more specifically the Epping Rd/Brentwood Rd/Columbus Ave intersection. The Select Board asked me what, if any, repercussions there may be if they decided to reconstruct the intersection. I also wanted to address some of the comments made at the last meeting. Below, I address the process that we went through followed by what I found out about the status of the grant funding if the intersection is changed.

In addition to what I present below, I did inform the Select Board that I would seek input from VHB who recently completed the Epping Road Corridor Study due to several questions that arose regarding the traffic study performed by HTA. I received an email from Jason Plourde, a Traffic Engineer, that I have attached for your review. Mr. Plourde comments on the study and on the reconfiguration of the intersection.

Process

I wanted to reiterate on the process the Town followed for this project. Several statements were made at the June 21st Select Board meeting that appeared to imply that mistakes in the process were made. The process that you need to follow is set forth in the Local Public Agency (LPA) Manual for the Development of Projects issued by the New Hampshire Department of Transportation (NHDOT). The LPA Manual lays out the procedures for implementing projects that receive grant funding through NHDOT. I wrote and received a grant through this program and I am bound to follow all the steps during the process.

Regarding the public meeting component of the grant, I followed the LPA Manual and we held a Local Concerns meeting. This meeting is intended to allow members of the public:

- To hear the general overview of the program funding requirements;
- To find out the proposed schedule of the project (as identified from the project scoping meeting);
- To obtain an overview of the Sponsor/Consultant's understandings of the project area and potential issues to be addressed/overcome; and,
- To provide comments on the proposed project.

This meeting leads to the development of a Purpose and Need Statement. The Purpose and Need statement is the backbone of project development, because the identified alternatives will be measured by their ability to address the project's identified purpose and need and its impacts on the natural and cultural environment.

It is important to note that no design of any alternatives has taken place prior to the Local Concerns meeting. As such, we notified all direct abutters of the project as we didn't know of any impacts beyond the project area at that time as no design work had been completed.

Hoyle Tanner & Associates (HTA) started the design process after the first public meeting and they came up with two alternatives for the Epping Rd/Brentwood Rd intersection as we had to get pedestrians safely across the intersection. Prior to this project, there were no crosswalks at this intersection since the sidewalk on Epping Rd ended at the intersection. However, now that the sidewalk was being extended north on Epping Rd, we had to develop alternatives to get pedestrians safely across.

Once the alternatives were developed, we scheduled the second public forum. When I saw that one of the design alternatives changed the traffic patterns at the intersection, I requested that HTA create a flyer for the second meeting and asked them to send it to everyone on Washington St and Columbus Ave. I reviewed the draft flyer and requested they add a note in bold that states that one of the alternatives would change traffic patterns at the intersection. I have attached the flyer that was sent to 112 property owners. I have also enclosed the list of everyone that was sent a flyer and the receipt from the postage paid. It was asked at the Select Board meeting if this was sent via Certified Mail/Return Receipt and it was not. This would've cost approximately \$750 and it isn't a requirement in the LPA Manual to send out any flyers. However, we felt it was important for folks to know about the meeting. We also engaged in a social media campaign, a survey on Slido.com, and I knocked on some doors to speak with those I thought would be the most impacted by the project. As noted in the attached Engineering Study on page 9 by HTA, **"attendees of this meeting expressed strong support for the reconfiguration of the Epping Road/Brentwood Road/Columbus Ave intersection to provide improved pedestrian accommodation"**. We also received five comments via Slido.com/Facebook Group that are listed on page 2 of 2 in Appendix D of the enclosed Engineering Study. I won't list them here but one was a question and the other four all expressed support for Option # 2.

I also took every opportunity to highlight the project when I appeared at televised meetings such as the Planning Board and Select Board. Around this time, I received two correspondence, one was a Select Board member at the time and the other a Planning Board member. These correspondences are enclosed. You will note that both preferred the option that is being constructed.

I also sent the alternatives to the Police Department, Fire Department and Public Works for their review and comment. All of them either had no issues with the alternatives or preferred the option that is being constructed. The option was also reviewed and approved by Federal Highway and the NHDOT.

In addition to the project meetings, I was told about a neighborhood meeting that took place several months after the public forums. I was told that there were some concerns/questions at the meeting and it was discussed that folks should reach out to the Town for further information or to provide input. I did not receive any correspondence after the neighborhood meeting.

In summary, I believe I followed the LPA process to the letter and went above and beyond by sending out flyers, mentioning the project wherever I could and soliciting feedback, knocking on doors, using social media, issuing a survey through Slido.com, and conducting a traffic impact analysis. From these activities and the public forums, the Town did not receive a single comment in favor of Option #1. This project was vetted by Federal Highway, the NHDOT, the Exeter Police Department, the Exeter Fire Department, the Exeter Department of Public Works, Hoyle Tanner & Associates, the Exeter Planning Department, the Exeter Planning Board, the Exeter Select Board, and the public. Every comment we received regarding this intersection during the design process was in favor of the option that is being constructed. If this was insufficient to move ahead with the configuration under construction, then I would encourage the Town to consider adopting a policy on public engagement that staff can follow when doing similar projects in the future. Given that no such Town policy exists, I believe I did what was required and more to get the word out about this project. However, I still will continue to pursue innovative ways to engage the public during future projects.

On a final note about the process, I received three emails since the Select Board meeting where this item was discussed. I have attached those emails. As you will note, one is against the new configuration and two are in favor of it.

Grant Implications

I spoke with NHDOT and explained the situation and asked them what would happen if the Town decided to remove the improvements at the intersection and reconstruct it differently. They informed me that since we did have another option in the engineering study, we could go back through the local concerns meeting process and the National Environment Policy Act (NEPA) process. The NEPA process is set forth in the LPA manual but it is an environmental, historical, cultural, and socio-economic analysis of the option that survives the process. It is important to note that the alternatives would go through the process again and, if the result is the same with Option #2 being the preferred alternative, then the process would end there. However, if Option #1 became the preferred alternative then we would need to go through the review process as set forth in the LPA Manual. Assuming this Option got through the process and met the Purpose and Need Statement, then we could move ahead with construction. NHDOT informed me that if we went through this process then they would not seek reimbursement for the funds already spent. However, they will not participate in any funding for this process and it would solely be at the Town's expense.

I asked HTA to provide an estimate on what this process would cost if Option # 1 was chosen and ultimately constructed. I have enclosed an email from Stephen Haas, the design engineer at HTA, and you will note that he estimates that the total cost would be

between \$245,000 and \$250,000. Please note that this is a preliminary estimate and by the time we got to construction the pricing could be different.

Thank You.

enc (11)

Town
of
Exeter



David Sharples <dsharples@exeternh.gov>

Epping, NH - Epping Road, Brentwood Road, and Columbus Avenue

1 message

Jason Plourde <jplourde@vhb.com>

Fri, Jul 16, 2021 at 10:46 AM

To: Dave Sharples <dsharples@exeternh.gov>, Paul Vlasich <pvlasic@exeternh.gov>

Cc: Greg Bakos <gbakos@vhb.com>

Hello Dave and Paul,

Based on recent work efforts with the Town of Exeter for the Epping Road (NH Route 27) Corridor Study, the Brentwood Road (NH Route 111A) and Columbus Avenue unsignalized intersections were part of our study area. At that time, these roadways intersected at three minor intersections within close proximity to each other. Based on standard traffic engineering practice, there can be vehicle, bicycle, and pedestrian safety concerns in areas where there are several conflict points within a short distance. As documented within VHB's Corridor Study, these intersections experienced 24 reported collisions over a 6-year period (between 2014 and 2019), with an average of 4 incidents per year. Further, these intersections combined to experience the 5th highest number of reported collisions within the Town (between January 1, 2014 and March 9, 2020). In addition, these intersections experienced the 3rd highest number of reported incidents at Town-maintained locations behind the Water Street (NH Route 111A) and Front Street (NH Routes 108/111) intersection and the Portsmouth Avenue (NH Route 108) and Holland Way (NH Route 88) intersection.

It is our understanding that the Town applied for a Transportation Alternatives Program (TAP) grant to help address pedestrian safety at these intersections. The intent of that project was to improve safety but not necessarily increase vehicle capacity. Based on this safety improvement project, the following measures were proposed:

- Consolidate the Epping Road and Brentwood Road northeast and southeast intersections by eliminating the northeast intersection and maintaining the southeast intersection,
- Restrict Columbus Avenue at Brentwood Road to allow right-turns in/right-turns out only,
- Stripe a crosswalk across the Epping Road and Brentwood Road intersection, and
- Construct a median island along Brentwood Road to restrict left turns at Columbus Avenue and to serve as a pedestrian refuge area for the crosswalk.

Based on a preliminary review of the September 19, 2018 memorandum prepared by Hoyle, Tanner & Associates, Inc. (HTA) to support the redesign of the Epping Road, Brentwood Road, and Columbus Avenue intersections, we offer the following:

- The TAP project required NHDOT review and approval. This process included public meetings with Town and NHDOT officials, as well as residents and other stakeholders.
- Traffic counts were collected on August 21, 2018 during the weekday AM peak period (7-9 AM) and weekday PM peak period (4-6 PM).
 - These time periods are consistent with standard traffic engineering practice.
 - It appears that a seasonal adjustment factor was not applied to the August traffic counts to reflect peak-month traffic volumes in accordance with NHDOT traffic study guidelines. Since the intent of the

intersection project was to improve safety and not decrease delays, NHDOT may not consider the seasonal adjustment to be necessary.

- Future traffic volumes were not evaluated to assess the operations of the intersection project.
 - Again, NHDOT may not consider future traffic operations to be necessary because the intent of the project was to improve safety.
- With the turn restrictions placed on Columbus Avenue at Brentwood Road, Epping Road vehicles destined for Columbus Avenue to the south and Columbus Avenue vehicles destined for Brentwood Road to the west would be redistributed.
 - HTA has documented that these redistributed vehicles would be able to use the Brentwood Road and Washington Street intersection as there is a connection between Columbus Avenue and Washington Street via Spruce Street.
 - Based on the nearby roadway network, these projections appear reasonable.

In addition to this preliminary review, we offer the following in accordance with the National Cooperative Highway Research Program (NCHRP) Report 500, Volume 5 (A Guide for Addressing Unsignalized Intersection Collisions):

- The crossing and turning movements at unsignalized intersections create opportunities for vehicle-vehicle, vehicle-pedestrian, and vehicle-bicycle conflicts, which may result in crashes. Standard traffic engineering practice suggests that two or more closely spaced intersections would exacerbate this safety concern.
- There are at least two operational problems that arise when intersections are not spaced far enough apart:
 - There may not be enough storage length available to accommodate the vehicles between the intersections, and
 - The operations of the intersections may interfere with one another.
 - These operational concerns can contribute to the number of crashes.
- Reducing the conflicts at intersections can reduce the frequency and severity of intersection crashes.
 - A possible solution identified is closing intersections.
 - A key consideration is to understand the alternate routes that motorists would take in reaching their destinations and the associated potential impacts on those routes.
 - HTA evaluated the impacts to the Brentwood Road and Washington Street intersection with the redistribution of Columbus Avenue vehicles.
- Based on NCHRP guidelines, the HTA developed improvements would help to alleviate crashes and improve pedestrian crossings by eliminating the conflicts at the three closely spaced unsignalized intersections.

Please let me know if you have any questions.

Thank you,

Jason

Jason Plourde, PE*, PTP, LPA**

Transportation Systems Team Leader

*Licensed in MA/ME/NH/RI

**Certified in ME/NH

INTERSECTION STUDY

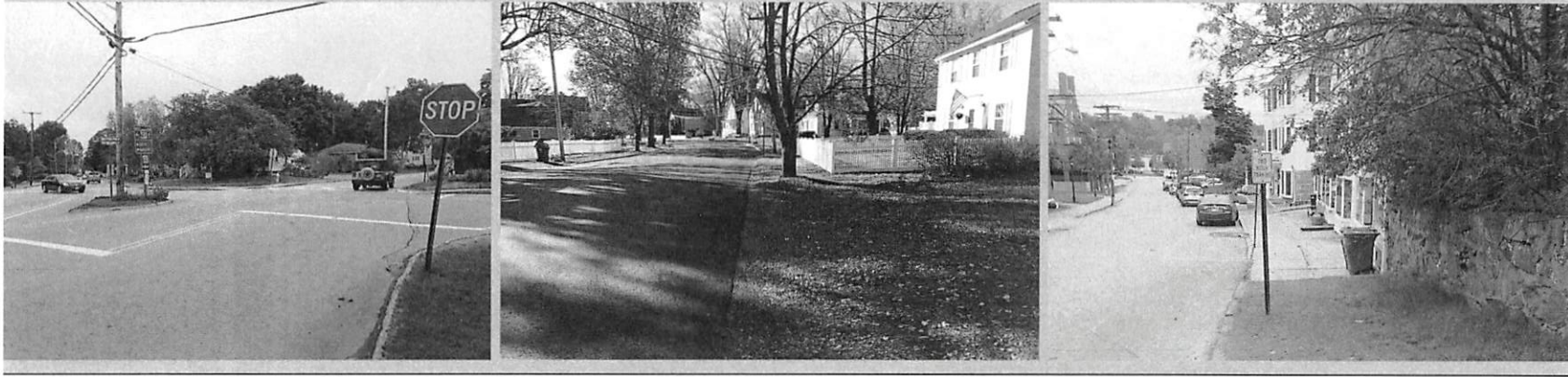
Rev. 1/22/21

Col. Rank	Intersection	Warrant Article 23 Mention	Master Plan	Collisions Total/YR Avg	Jurisdiction	Notes
1	Epping Rd (NH 27) and NH 101 Interchange			41/6.6	NHDOT	Done - Corridor Study and Gateway Dev.
2	Water St (NH 111A) and Front St (NH 108/111)	X		36/5.8	Town	
3	Portsmouth Ave (NH 108) and Holland Way (NH 88)			27/4.4	Town	
4	Newfields Rd (NH 85) and Railroad Bridge			27/4.4	NHDOT	NHDOT STIP
5	Epping Rd (NH 27), Brentwood Rd (NH 111A) and Columbus Ave		X	25/4.0	Town	Done - HTA concept
6	North Hampton Rd (NH 111) and NH Route 101 Interchange			20/3.2	NHDOT	NHDOT STIP
7	Hampton Rd (NH 27/111), High St (NH 27/111) and Holland Way (NH 88)		X	19/3.1	Town	
8	Portsmouth Ave (NH 108) and Alumni Dr			19/3.1	Town	Portsmouth Ave Project
9	Epping Rd (NH27) and Industrial Dr north			17/2.7	Town	Corridor study
10	Epping Rd (NH 27) and Beech Hill Rd			15/2.4	NHDOT & Town	NHDOT STIP
14	Epping Rd (NH 27), Park St and Winter St		X	9/1.4	Town	
27	Front St (NH 111A), Pine St and Linden St	X	X	6/1.0	Town	
28	Water St (NH 27), High St (NH 27) Clifford St and Franklin St	X		6/1.0	Town	
42	Hampton Rd (NH 27) and Guinea Rd		X	3/0.5	Town	
53	Winter St, Railroad Ave, and Columbus Ave	X		3/0.5	Town	Possible Stormwater BMP - 319 Grant
85	Brentwood Rd (NH 111A) and Dogtown Rd		X	1/0.2	NHDOT & Town	NHDOT STIP

ADD:

	Pine Rd (now Martin Jubal Rd), Birch Rd and Epping Rd (NH 27)				NHDOT & Town	
	All other intersections with Avg Collisions >= 1.0					

Public Presentation of Preferred Alternative



Epping Rd., Winter St., & Spring St. Sidewalks Construction Project

- ✓ March 21, 2018 at 6:30 PM at Exeter Town Offices
- ✓ **Meeting Purpose:** Presentation of identified alternatives, including public feedback, and discussion of why the preferred alternative best meets the Project's and Town's purpose and need.
Note: One Alternative will change traffic patterns at the Epping Rd./Brentwood Rd. intersection.
- ✓ Follow Project Progress on the Town's Facebook Group: <http://bit.ly/ExeterSidewalk>
- ✓ Direct Questions to Dave Sharples, Town Planner (603) 773-6114 or dsharples@exeternh.gov

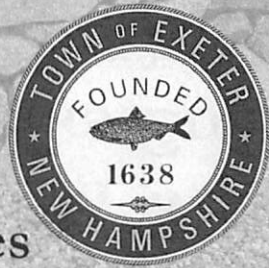
Building a Strong Community One Sidewalk at a Time!

**Public Presentation of
Preferred Alternative**
for Epping Rd., Winter St. &
Spring St. Sidewalks

WELCOME
TO
EXETER



March 21, 2018
6:30 PM at
Exeter Town Offices



Hoyle, Tanner & Associates, Inc.
150 Dow Street
Manchester, New Hampshire 03101

Stamp

Recipient's Address

**YOU ARE RECEIVING THIS FLYER
BECAUSE THE PROPOSED PROJECT MAY
IMPACT YOUR PROPERTY.**

All Residents & Business Owners are
Welcome & Encouraged to Attend

Undeliverable	Name	Address
	Elizabeth C. & Ian A. Loch	41 Winter Street
	Emily A. & Weston L. Bartlett	33 Winter Street
	Daniel & Gabrielle Grossman	31 Winter Street
	Larry S. Copp	29 Winter Street
	Clifford M. Sinnott	70 Park Street
	Zimba, LLC.	4 Epping Road
	Susan Colby	101 Main Street
	Daniel S. Knowles & Marissa A. Hill	62 Epping Road
	Reina K. & Stanley W. Ellis	1 Brentwood Road
	Dale D. & Morgen N. Ames	2 Brentwood Road
	Deborah L. Humiston	50 Epping Road
	Gyula Csontos & Zsofia Kopasz	48 Epping Road
	Wallace Family Rev. Trust	16 Blackford Drive
	K & E Properties, LLC.	57-59 Epping Road
	Great Bay Kids Company	81 New Hampshire Avenue
	78 Epping Road, LLC.	78 Epping Road
	Boulders Realty Corp.	149 Epping Road # 2
	Northern New England Telephone Operations, LLC.	770 Elm Street
	Society of Cincinnati	One Governor's Lane
	Mark Leighton, Phillips Exeter Academy	20 Main Street
	Linda P. Allen or Current Resident	41 Front Street, Unit 1
	Michael J. Lapsley or Current Resident	41 Front Street, Unit 2
	James D. Serra or Current Resident	41 Front Street, Unit 3
	J. Smith Rentals, LLC. or Current Resident	41 Front Street, Unit 4
	Jo Ann T Niedzielski Rev Trust	PO Box 96
	Estelle E Niedzielski Trust	4 Epping Road
	Brian Stevens	1 Whitley Road
	Jenn Winder	102 Main Street
	Joshua P. Hamel	7 Washington Street
	Martin J. & Brenda Murley	105 Washington Street
	Michael Jeffrey Zimmerman	18 Munsey Drive
	Richard & Alaina Powell	99 Washington Street
	Donald V. Moran	P.O. Box 273
	David Makos	89 Washington Street
	Michael W. & Adrianna Tully	87 Washington Street
	Robert E. Hoxie, Sr.	61 Washington Street
	James G. & Virginia L. Christenson	57 Washington Street
	Jenna Keil	55 Washington Street
	James S. & Jeanne M. Moser	87 Giles Road
	Mark R. & Lea G. Harrington	54 Washington Street
	Meadow H. & Andrew E. Ulery	58 Washington Street
	Lynwood C. Turner, IV & Cheryl E. Baggeroer	64 Washington Street, Unit #2
	Tobey McLaren & Marvi Rivera	62 Washington Street, Unit #1
	62-64 Washington Street Condominium	62 Washington Street
	Richard S. Aaronian Rev Trust (Trustee)	68 Washington Street
	Lundy E. Smith	20 Main Street

	Jeffrey J. Beck	72 Washington Street
	Andrea Hrynychuk Revocable Trust (Trustee)	76 Washington Street
	William F. Haley, Jr. & Victoria Haley	78 Washington Street
	John W. & Rebecca Giannini	386 Belle Monti Avenue
	Mary Sandra Lewis-Angelone & Nathan Joseph Frede	84 Washington Street
	Stephen W. & Catherine L. Schaefer	18 Brentwood Road
	Tammie Motuzas	45B Washington Street
	Eileen Nelson	45 Washington Street
	Tatia B. & Derek S. Torrey	634 W. Grace Street, Unit #1E
	33 Washington LLC.	212 Shore Road
	Sheila A. Scamman Rev Trust & Karl M. Co-TTEE	33C Washington Street
	Steven F. & Jennifer L. Mirra	33A Washington Street
	Michelle G. Caldarone	33B Washington Street
	Mark H. & Jessie C. Schur	23 Washington Street
	William C. Jaques	21 Washington Street
	Joseph L. Stone	19 Washington Street
	Carol Ann Roy & Donna Boston	
	Richard & Helen Kraszewski (Life Estate)	15 Washington Street
	Kenneth & Mary Walker	11 Washington Street
	Lindsey Gagnon	9 Washington Street
	Wayne V. & Carol Ann Roy	189 Front Street
	Colleen & Wayne B. Seachrist	195A Front Street
Undeliverable	Danielle B. & Gerald J. Moreno	195B Front Street
	Carl F. & Denise M. Raisanen	8 Washington Street
	Robert P. McHenry	334 Water Street
	William B. Tyrel	18 Washington Street
	Miracle Murphy LLC.	147 Clark Road
	Jessica L. Hatch	28 Washington Street
	Chad A. Jolin	34 Washington Street
	Christopher M. & Laura T. Tetrault	36 Washington Street
	Cameron & Mary MacKenzie	38 Washington Street
	David L. Petruzzi	40 Washington Street
	Andrew W. Elliott	42 Washington Street
	Thomas & Rebekah Bergeron	44 Washington Street
	James Andrew Gilroy & Hanna L. Schenk	37A Washington Street
	1 S Realty Trust	3 Vintage Way
	Susan Dillon	37C Washington Street
	William F. Hancock, II & Judith A. Hancock	65 Columbus Avenue
	WHITE KG & EM REV LIV TR WHITE	
	Kenneth G. & Elaine M. Trustees	63 Columbus Avenue
	Gregory W. Hankin	81 Main Street
	W. Robert & Karen Kelly	59 Columbus Avenue
	John J. Maxwell	55 Columbus Avenue
	Virginia R. Velardo	51 Columbus Avenue
	Nathan & Erica Norton	47 Columbus Avenue
	Raymond St. Pierre & Patricia St. Pierre Nicholas	45 Columbus Avenue
	Bonnie Dridi	4 Spruce Street

John S. & Leslie C. Haslam	15 Columbus Avenue
Bruce E. & Christine C. Wolfe	52 Columbus Avenue
Dixie Hummel Livingston 1997 Trust	
Daniel T. Hummel 1997 Trust	54 Columbus Avenue
Vincent Le Moign & Mia W. Rongsiaw	58 Columbus Avenue
Christine E. Frank	64 Columbus Avenue
Andrea Puddu & Sheena C. Simpson	66 Columbus Avenue
Jennifer A. Haggett	68 Columbus Avenue
General Recreation Realty Trust	
Michael & Robert Ficara Trustees	6 Columbus Avenue
John J. Porazinski, Jr. & Kelley A. Porazinski	8 Columbus Avenue
DR Lemieux Builders, Inc.	P.O. Box 1163
Vincent P. Hurley, Jr. & Tracie L. Hurley	12 Columbus Avenue
Mark M. & Lee F. Rollick	46 Columbus Avenue
Peter A. & Melanie N. Nelson	9 Columbus Avenue
Kelly J. & Thomas J. Bergeron	5 Columbus Avenue
Jaye F. Aither	59 Winter Street
Constance P. Morse	1 Veterans Way
Poleatewich-Page Family Rev Trust	
Sandra Poleatewich & Gary Page Trustees	3 Veterans Way
Rowdy & Kristin Allard	5 Veterans Way
George H. & Sandra J. Kwiecien	7 Veterans Way
DH & DN Grubbs Revocable Trust 2014	
Dennis H. & Deborah N. Grubbs Co-Trustees	9 Veterans Way
Added 4/18/2011: David Klemarczyk	20 Hobart Street

Project	17.095224.00	Exeter, NH - Epping/Winter/Spring TAP			Invoice	0059265
20738	Preston, Kevin	3/21/2018	4.00	26.97	107.88	
20738	Preston, Kevin	4/2/2018	2.50	26.97	67.43	
20773	Reardon, Renee	3/19/2018	.25	24.00	6.00	
20773	Reardon, Renee	3/22/2018	1.00	24.00	24.00	
20773	Reardon, Renee	3/26/2018	1.00	24.00	24.00	
20773	Reardon, Renee	3/27/2018	1.00	24.00	24.00	
20773	Reardon, Renee	3/28/2018	2.00	24.00	48.00	
20773	Reardon, Renee	4/20/2018	.25	24.00	6.00	
20773	Reardon, Renee	5/2/2018	.50	24.00	12.00	
20779	Wood, Sasha	4/24/2018	1.00	40.00	40.00	
	Totals		105.50		4,055.85	
	Subtotal			2.65 times	4,055.85	10,748.00
				Total this Phase		\$10,748.00

Phase	99	Expenses			
Reimbursable Expenses					
Postage/Shipping					
AP	0160097	5/1/2018	United Parcel Service / Postage		8.90
Printing/Reproductions					
AP	0159847	3/20/2018	Petty Cash / Postage		57.35
PR	00COLOR	3/30/2018	Color Copier Log March 2018 / Originals: 0 Copies: 112		145.60
	Subtotal			211.85	211.85
				Total this Phase	\$211.85
				Total this Project	\$10,959.85
				Total this Report	\$10,959.85

Please remit payment to:

Hoyle, Tanner & Associates, Inc. • 150 Dow Street • Manchester, New Hampshire 03101

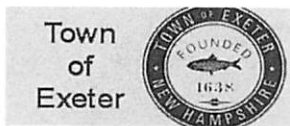
PETTY CASH

Memos ~~1/15/18~~

1/15/18	IVAN #60	IVAN #50	IVAN #80
1/26/18	IVAN #50	IVAN #35	

Cash on-hand		70.34
Borrowed Cash	+	
Used Cash	+	129.66
Petty Cash Amount		200.00

Date	Employee Name	Project #	Description	Parking	Film	Supplies	Advance	Misc.	Postage	
				741.02		767.00	115.00		111.00	
1/3	Jen P	1060.00	Personal Postage 11/30/17						7.20	
1/3	IVAN	1109.00	Bulbs, Door Sweep	7430				12.01		
1/3	IVAN	1109.00	Door Sweep	7430				5.24		
1/3	Todd	1060.00	Purchase 3 HHA shirts						75-	
1/15	IVAN	1109.13	Plates, bowls, cutlery	7430				34.37		
1/29	Ivan	1115.13	FunComm Crisscut Day			7650		8.91		
1/29	Ivan	1115.13	FunComm "			7650		12.49		
2/22	Ivan	1109.13	Batteries for Chris	7430				6.95		
2/26	Ivan	095224	Stamps (#50 receipt - 7.35) (purchased stamp)					57.35		
2/26	Donna	1115.13	FunComm Employee Appr.			7650		6.00		
3/1	Ivan	1109.13	Waters	7430				18.95		
3/1	Ivan	1115.13	Employee Appr. Lunch			7650		14.33		
3/2	Ivan	1115.13	" " " Tip			7650		34.57		
3/12	Todd	1060.00	Purchase shirts						50-	
3/14	Ivan	1115.13	Dunkin's Gift card - FunComm			7650		20.00		
3/14	Ivan	1109.13	Office Supplies			7430		15.31		
3/21	Donna	1115.13	Chips - FunComm. March Madness			7650		8.00		
3/21	Mary	1115.13	Soda - March Madness Fun Comm			7650		6.87		
3/22			Unlocated difference					41		
Totals									261.86	132.20



David Sharples <dsharples@exeternh.gov>

Re: Draft Sidewalk Concepts - Exeter TAP Project

Don Clement <dclement@exeternh.gov>
To: David Sharples <dsharples@exeternh.gov>

Wed, Mar 28, 2018 at 8:10 AM

Good morning Dave

I spent some time checking out the epping rd Brentwood rd intersection yesterday. I saw that a lot of the traffic utilizing Columbus was using it as a cut through to winter especially in the late afternoon. I agree that option 1b has a better and safer pedestrian crossing and that it can go a long way in fixing a problematic intersection. The email stated that it would add significant cost to the project. Do we know how much? If we can put in sidewalks and fix this intersection within the grant amount or even a little more it will be worth it.

Sent from my iPhone

On Mar 26, 2018, at 2:40 PM, David Sharples <dsharples@exeternh.gov> wrote:

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

From: **Haas, Stephen B.** <shaas@hoyletanner.com>
Date: Fri, Feb 23, 2018 at 9:18 AM
Subject: RE: Draft Sidewalk Concepts - Exeter TAP Project
To: David Sharples <dsharples@exeternh.gov>
Cc: 095224 - Exeter Epping/Winter/Spring TAP <095224-ExeterEpping/Winter/SpringTAP@hoyletanner.onmicrosoft.com>

Dave,

I have attached a revised PDF of the Epping Road Concept B which shows directional arrows for the Brentwood Road intersection. As shown, the only functional change from today would be that left turns into or out of Columbus Avenue would be prohibited. Please let me know if you need any additional clarification on this.

It appears that there are around 20 houses on Columbus Ave and 40 on Washington Street. Did you want to notify all of them? If so, do you have an easy way of providing a list of names and addresses?

As requested, our original budget included sending flyers to only immediate abutters to the project. Our goal will be to try to absorb the cost of notifying these additional property owners within our current reimbursable expense budget and we will let you know if it appears our costs will run over.

We hope to have draft flyer to you today for review.

Thank you

Stephen B. Haas, PE

Senior Transportation Engineer/Project Manager

Hoyle, Tanner & Associates, Inc.

*Licensed in NH, MA***From:** David Sharples [mailto:dsharples@exeternh.gov]**Sent:** Friday, February 23, 2018 8:09 AM**To:** Haas, Stephen B. <shaas@hoyletanner.com>**Subject:** Re: Draft Sidewalk Concepts - Exeter TAP Project

Hi Stephen,

Please make sure we notify folks on Washington and Columbus of the March 15th meeting as Concept B on Epping Road will affect them. Let me know what you need from me on this.

Thanks,

Dave

On Fri, Feb 16, 2018 at 4:04 PM, Haas, Stephen B. <shaas@hoyletanner.com> wrote:

Hi Dave,

As I mentioned on the phone, we have prepared some draft concepts of the sidewalk alternatives for Epping Rd, Winter St, and Spring St. I wanted to get these out to you prior to refining them, pulling together cost estimates, and preparing the Engineering Study Document; in case you saw anything glaring you wanted changed at this point.

Concept 1A – Epping Road: This concept shows a layout of the 5.5' sidewalk hugging the edge of Epping Road and maintains the existing 4.5' shoulder width and 12.5' eastbound lane on NH 27. At the Brentwood Rd/Epping Rd intersection, the sidewalk wraps around the existing intersection with a crosswalk across Brentwood Road to the south side. As shown, a permanent sidewalk easement would be required at the Ellis Property & temporary slope easements may be needed at the Knowles property at the culvert crossing.

Concept 1B – Epping Road (Revised Intersection): This concept keeps the same sidewalk layout along Epping Road but realigns the intersection to allow pedestrians to cross Brentwood Rd parallel to Epping Road. If this concept was ultimately desired, we believe additional scope would need to be added to the project to study the traffic impacts of blocking of access to Columbus Avenue. This concept may eliminate the need for a permanent easement at the Ellis property, but would have significant additional cost to reconfigure the intersection.

Concept 2A – Winter Street (Curbed): This concept shows a curbed sidewalk along the west side edge of pavement of Winter Street. Drainage has not been completely assessed, but it will be tricky as water may pond on front lawns unless catch basins are added. It will likely require temporary slope easements at the Grossman, Copp, and Copp Condominium property's.



David Sharples <dsharples@exeternh.gov>

Epping Road TAP Project

1 message

Jennifer Martel <jmartel@fewood.com>

Wed, Apr 4, 2018 at 9:40 AM

To: "dsharples@exeternh.gov" <dsharples@exeternh.gov>

Cc: "shaas@hoyletanner.com" <shaas@hoyletanner.com>, "bmcevoy@exeternh.gov" <bmcevoy@exeternh.gov>

Hi Dave,

I am writing to you and Steve Haas to register my input on the two alternatives for the TAP crosswalk across Brentwood Road at the intersection of Epping/Brentwood/Columbus that were presented to the town by Hoyle Tanner on March 21st. I use that intersection regularly. The existing traffic pattern is extremely dangerous and needs to be remedied before introducing pedestrian infrastructure. On several occasions, I have seen eastbound motorists from Brentwood blow through the stop sign in anticipation of the merge onto Epping Road. Similarly, westbound motorists don't slow down when veering onto Brentwood Road.

Alternative #1 only escalates these safety issues. This configuration forces the pedestrian to walk out of the way, crossing Columbus, then Brentwood. We all know pedestrians are going to take the shortest route from point A to point B, and I fear that we'll start seeing a lot of people running straight across, along Epping Road, through that fast-moving east-west traffic between Exeter and Brentwood.

Alternative #2 provides a safe, visible pedestrian crossing in the right location. The 90-degree left turn for westbound motorists will force them to slow down and look. I hope the engineers can look into whether there is room for a left turn lane on Epping Rd. An added benefit is that it will reduce the cut-through traffic on Columbus.

I strongly support the development of Alternative #2.

Thanks!

Jen

Jennifer Martel, PLA, ASLA

Ironwood Design Group



603.772.0590 | main office

603.828.8051 | mobile

This message, including any attachments, is intended solely for the attention and use of the intended addressee(s). Ironwood Design Group, LLC assumes no responsibility for any misperceptions, errors, or misunderstandings.





**Engineering Study
Epping Road, Winter Street, Spring Street
TAP Sidewalk
Exeter, New Hampshire**

Prepared for:
Town of Exeter, New Hampshire
NHDOT Project No. 41372
Federal Project No. X-A004(611)

Hoyle, Tanner
& Associates, Inc.
www.hoyletanner.com
Hoyle, Tanner Project No. 095224

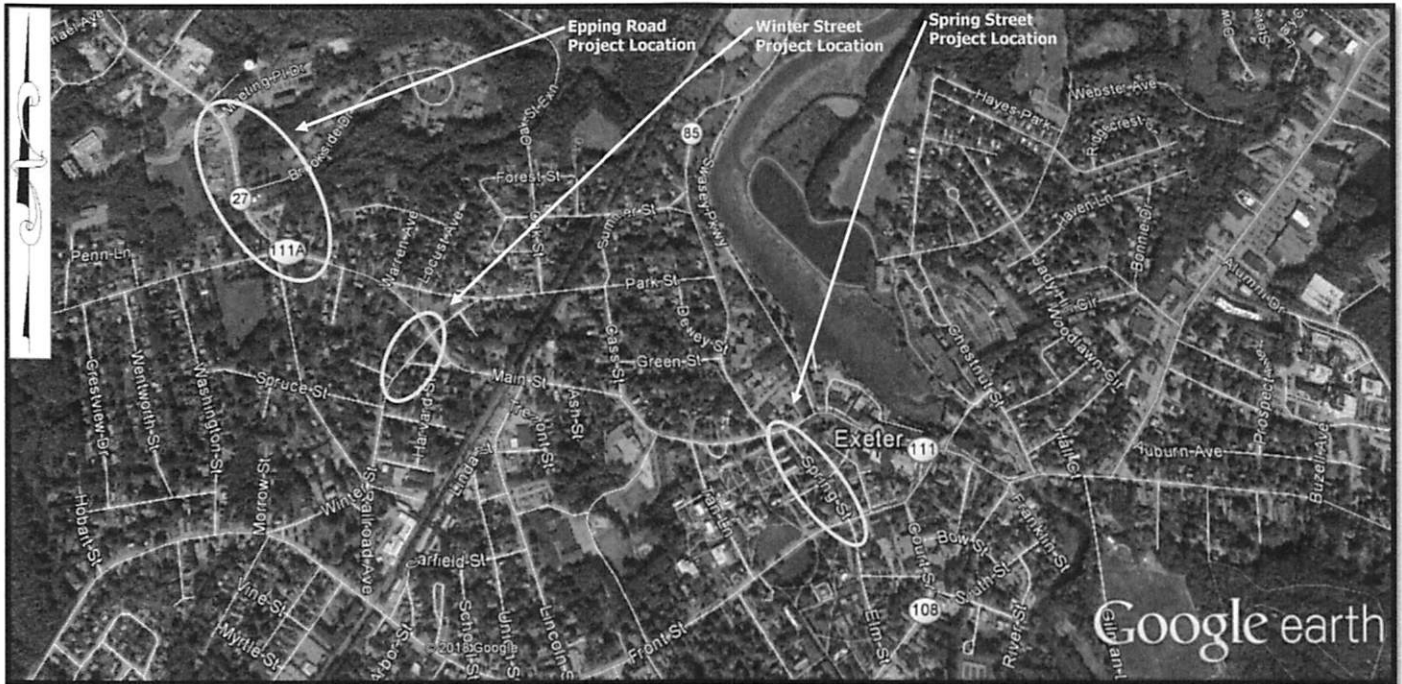
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APPENDICES

- A. Conceptual Plans of Proposed Improvements
- B. Engineer's Estimates of Probable Construction Costs
- C. Local Concerns Meeting Minutes
- D. Public Presentation of Preferred Alternative Meeting Minutes

Location Map



Epping Road, Winter Street, Spring Street
TAP Sidewalk Project
Exeter, NH

Hoyle, Tanner
& Associates, Inc.

File Name:
Exeter_Engineering Study.docx

DATE:
April 2018

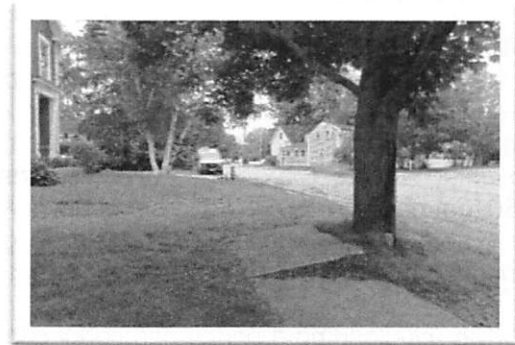
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1 PROJECT DESCRIPTION AND PURPOSE AND NEED

The Town of Exeter has identified key pedestrian corridors that are targeted for improvements, determined potential funding sources, and proactively established a capital reserve fund to set aside money for the design and construction of improvements along these facilities. The Epping Road corridor was chosen as one of these critical locations, with additional concerns for Winter & Spring Street. In accordance with the agreement between the Town of Exeter and Hoyle, Tanner & Associates, Inc., (Hoyle, Tanner) this Engineering Study (Study) is prepared to investigate potential sidewalk, crosswalk, and intersection improvements to improve pedestrian safety at these three locations in the Town of Exeter.

The purpose of the Epping Road, Winter Street, and Spring Street Transportation Alternative Program (TAP) Sidewalk Project is to enhance pedestrian safety and promote use of the existing sidewalk network by eliminating gaps & providing new crossing opportunities; which is needed to improve connectivity to Downtown, Phillips Exeter Academy, Park Street Common, and the Train Station. The goal of this study is to identify sidewalk, crosswalk, and intersection improvement alternatives that best meet the projects purpose and need.

Alternatives are focused on separate segments of three roads: Epping Road, Winter Street and Spring Street. The Epping Road study area is defined as the west side of Epping Road (NH 27) beginning at the intersection of the Meeting Place/80 Epping Road (tying into the newly constructed sidewalk in this location) and extending southerly to the intersection with Brentwood Road (NH 111A)/Columbus Avenue. On Winter Street, the study area begins at the intersection of Epping Road (NH 27)/Park Street and extends southerly along the west side of the road to Whitley Road. On Spring Street, the study area consists of two non-contiguous sections along the east side of the roadway beginning at the intersection with Front Street (NH 111) and ending at the southern driveway to the Folsom Tavern. The portion of sidewalk previously constructed in front of the Phillips Exeter Academy (PEA) bookstore is not included within the scope of this study.



Gaps in Exeter's sidewalk network, along with limited crossing opportunities, reduce connectivity & decrease pedestrian safety.

The project recommends construction of approximately 1,500 linear feet of new sidewalk (up to 920 feet on Epping Road, 320 feet on Winter Street, and 260 feet on Spring Street) as well as reconstruction of approximately 75 linear feet of ADA non-compliant sidewalk (+/- 3.5 feet wide) on Winter Street. New pedestrian crosswalks are recommended at the intersection of Epping Road with Brentwood Road/Columbus Avenue, and across Epping Road at Winter Street. Minor reconfiguration of the intersection approach leg of Brentwood Road was also evaluated for the ability to provide safe pedestrian accommodation across Brentwood Road. The project also reviewed the need for revisions to the closed drainage system to accommodate the new raised sidewalks and reconfigured intersections. Additionally, overhead lighting in compliance with the FHWA "Information Report on Lighting Design for Midblock Crosswalks" is recommended for the new crosswalk across Epping Road at the intersection with Winter Street.

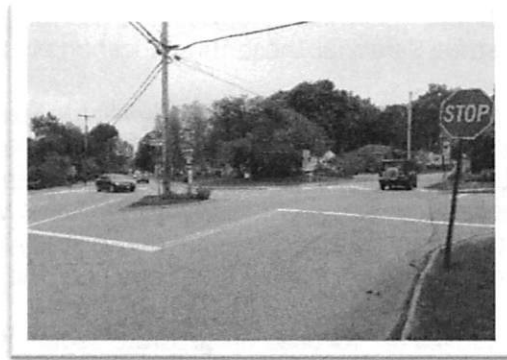
As the project is funded by a TAP grant from FHWA and administered by NHDOT, the design process is following the NHDOT's Local Public Agency (LPA) guidelines. This investigation was conducted in a manner consistent with the American Association of State Highway and Transportation Officials (AASHTO) Specifications for Roadway and Pedestrian Facilities Design.

2 EXISTING CONDITIONS

2.1 Roadway Typical Section & Geometry

2.1.1 Epping Road

Epping Road (NH 27) is a minor arterial roadway, maintained by the Town within the boundary of an NHDOT urban compact. The roadway connects downtown Exeter with the Town of Epping and the Route 101 corridor. The west side of the existing roadway generally consists of a paved travel lane, typically 12.5 feet in width with a 4.5 foot paved shoulder. With the exception of some curbed driveway entrances and the radius at the intersection with Brentwood Road, the study area is not curbed. The edge of the existing paved shoulder ties in to adjacent vegetated areas and also the +/- 150 foot paved curb cut at Herb and Rob's Auto Clinic (78 Epping Road). There are no sidewalks or other delineated paths constituting a gap to connect pedestrians traveling along Epping Road from the newly constructed sidewalk at 80 Epping Road to Brentwood Road.



The unconventional intersection geometry at Epping Rd/Brentwood Rd/Columbus Ave acts as a deterrent for safe pedestrian travel & increases potential conflict points.

Further challenging a pedestrian connection to the urban core of Exeter is the intersection of Epping Road, Brentwood Road (NH 111A), and Columbus Avenue. The unconventional geometry and conflicting movements within this 4-leg intersection at the southern end of the project location is confusing to both pedestrians and motorists and does not provide pedestrian crossing accommodations along the west side of Epping Road. This location has recorded over 15 accidents, including several with pedestrians and bicyclists, during the most recent available 5-yr period of crash data.

2.1.2 Winter Street

Winter Street is a local town roadway identified as a "neighborhood cut-through" for motorists traveling between NH 111 and NH 27. It is attractive to pedestrian and bicyclist users for this same reason, as it provides a convenient connection between neighborhoods along these roads. Overall, sidewalks (with a grass panel) are provided along the majority of the roadway; however, at the intersection with Main Street they end abruptly; severing the pedestrian connection to Epping Road and the sidewalk network. The one segment of existing concrete sidewalk in the study area is too narrow (3.5 feet wide) to meet ADA guidelines and the surface is in poor condition. The travel way in the study area, on the west side of Winter Street, is approximately 12.25 feet wide and without a shoulder forces pedestrians to walk in the travel way. Travel speeds have been identified as a concern, along with on-street parking present further challenges to pedestrian users navigating the roadside in the current configuration.

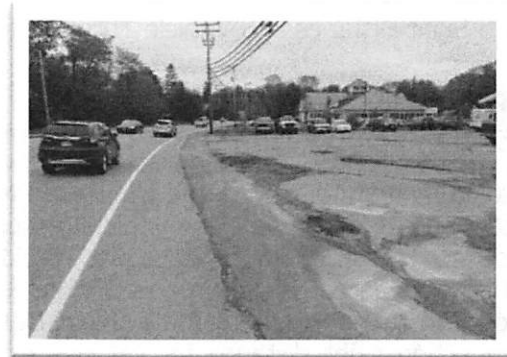
At the intersection of Winter Street and Epping Road, there is currently no delineated crossing of NH 27 deterring walking access to the Park Street Common and playground. The lack of crossing facilities requires an over one-third of a mile diversion to a suitable crossing location. There is an existing overhead 4-way flasher warning of the intersection.

2.1.3 Spring Street

Spring Street is a one-way single lane northbound street situated between the heart of the PEA campus and Downtown Exeter. This roadway is frequented by the over 1,000 students who walk to access the PEA bookstore, numerous academic buildings, and retail stores downtown. While portions of curbed concrete sidewalk (varying from 4.5' to 13' wide) exist along the eastern side of the roadway at the bookstore, several large gaps force students to either walk in the street, along the steep and brushy side slopes, or cross the road. The roadway width in the study area varies from approximately 23 feet to 29 feet, providing room for vehicles to park along the east side in non-delineated spaces, further restricting pedestrian access and visibility.

2.2 Traffic

Epping Road with a posted speed of 30 mph carries an annual average of 12,000 vehicles per day, providing primary points of access/egress for the entire northwest quadrant of Exeter. Land development consists of numerous commercial and industrial properties as well as several large residential developments including the Meeting Place, the Oaklands, and a new 91-unit residential complex at 80 Epping Road. Numerous driveways with wide openings increase conflict points between pedestrians, bicyclists, and motorists. As identified in the 2008 Rockingham Planning Commission (RPC) Access Management Study, a growth of traffic volumes along this corridor of 3.8% annually is anticipated for the future.



Heavy traffic volumes, travel speeds, and numerous access points increase conflict points and reduce safety for pedestrians and bicyclists on Epping Road.

Speed limits signs are not posted on Winter Street & Spring Street. Town Ordinances set the max speed at 30 mph within the Urban Compact unless otherwise noted. Traffic data was also not available at the time of this Study for Winter Street and Spring Street. As both streets serve as a cut through between State routes, the existing volume of traffic is anticipated to be higher than typically anticipated for a neighborhood street.

2.3 Drainage

Epping Road has a generally uniform normal crown which directs water from the centerline to each edge of the roadway where it either runs along a gutter line into a closed drainage system or onto adjacent vegetated areas. There is a low point located in front of 62 Epping Road which approximately coincides with the location of a 30-inch reinforced concrete cross culvert that conveys an unnamed stream under Epping Road from west to east towards Norris Brook. A recently constructed drainage swale in front of Great Bay Kids' Company at 78 Epping Road collects and conveys runoff from both Epping Road and the adjacent parking lot to a driveway culvert which then discharges into the unnamed stream.

The Winter Street study area also has a generally uniform normal crown and sheds roadway runoff to the edge of pavement where it is collected by one of two closed drainage systems or flows onto adjacent vegetated areas. One closed drainage system captures and conveys runoff from the intersection with Main Street toward the south; while the other system located in the intersection of Epping Road with Winter Street conveys runoff to the north along Park Street.

The Spring Street profile slopes down gradient from south to north with a uniform normal crown typical section. Stormwater sheet flows on the road to the existing curb line where it is collected by catch basins and piped in a closed drainage system outside of the project area.

2.4 Sight Distance and Vehicle Turning Movements

Epping Road

The large paved footprint of the Brentwood Rd/Epping Road intersection provides accommodation for most large vehicles. Proper accommodation of the design vehicle (assumed to be WB-62 as Brentwood Rd is also NH 111A) will be considered as the proposed intersection layout is refined during Preliminary Design. Intersection sight distance for vehicles exiting Brentwood Road onto Epping Road was not identified as a concern, but will be further evaluated during Preliminary Design.



Adequate sight distance looking to the east along Epping Road is an important element to designing a safe pedestrian crossing from Winter Street to Park

Winter Street

Stopping sight distance (SSD) for vehicles traveling north on Epping Road was determined to be adequate for a 35 mph design speed. This distance is sufficient to allow for the addition of a crosswalk from Winter Street across Epping Road in the proposed alternatives. Truck turning movements were also evaluated for trucks heading south on Epping road and making a right-hand turn onto Winter Street. It was concluded that there is sufficient room for an SU-40 vehicle (School Bus) to negotiate this turn within lane, while a WB-62 vehicle will need to utilize the pavement area of both lanes of Winter Street. While a WB-62 is assumed to be infrequent on this local road, accommodation for both vehicle types will be evaluated during design of intersection modifications and is anticipated to be perpetuated.

3 DESIGN CRITERIA

ROADWAY

FUNCTIONAL CLASS: Minor Arterial (Epping Road)
Minor Collector/Urban Street (Winter Street, Spring Street)

DESIGN SPEED: 35 MPH (Epping Road, 5 MPH above posted speed)
35 MPH (Winter Street & Spring Street, 5 MPH above Town Ordinance
for the urban compact area)

DESIGN MANUALS: 1) AASHTO "A Policy on Geometric Design of Highways and Streets",
2011, 6th Edition.
2) AASHTO "Roadside Design Guide", 2011, 4th Edition.
3) NHDOT Highway Design Manual, 1999.
4) AASHTO "Guide for the Planning, Design, and Operation of
Pedestrian Facilities", 2004

CONSTRUCTION SPECIFICATIONS: 1) NHDOT Standard Specifications for Road and Bridge Construction,
2016.

DESIGN GUIDELINES: 1) NCHRP Report 480; "A Guide to Best Practices for Achieving Context
Sensitive Solutions", 2002.
2) AASHTO "A Guide for Achieving Flexibility in Highway Design", May
2004.
3) ASCE "Local Low Volume Roads and Streets", November 1992.
4) FHWA "Small Town and Rural Multimodal Networks", December
2016.

4 ENVIRONMENTAL REVIEW AND DOCUMENTATION

4.1 Cultural Resource Coordination

There are several historical properties located adjacent to the proposed sidewalk locations that were identified during preliminary project review. These resources have been previously identified through the establishment of the Front Street Historic District and other historic documentation efforts. Coordination with the New Hampshire Division of Historical Resources (NHDHR) will be required to satisfy Section 106 of the National Historic Preservation Act regarding protection of historic and cultural resources, and will be initiated during the Design Phase by submittal of a Request for Project Review (RPR) form to NHDHR; preparation of this form includes a review of the existing NHDHR files to identify any historic structures or districts listed or eligible for listing on the National Park Service's National Register of Historic Places (National Register). Impacts to these parcels or the historic district are not anticipated given the nature of the project. NHDHR may, at their discretion, request additional information or minor design changes regarding sidewalk placement or avoidance of impacts to the visual esthetics of the District or abutting/adjoining parcel, but such comments are anticipated to be incorporated into the overall project design such that a Cultural Resource Effect Memo stating "no effect" is anticipated.



Impacts to adjacent historical resources, like the Folsom Tavern, are not anticipated. However, coordination with NHDHR will be required to determine the potential affect.

Coordination is also required with the Exeter Historic District Commission (HDC) and will occur concurrent with coordination with NHDHR. Comments from HDC, if any, are anticipated to be addressed with minimal design alterations.

4.2 Natural Resource Coordination

Similarly, the project was also reviewed for potential natural resource impacts. As this work will be largely performed within the existing disturbed footprint of the roadway and sidewalks and previously developed areas, no impacts to wetlands or sensitive resources are anticipated. Wetlands were identified where Epping Road crosses the unnamed stream to Norris Brook, but impacts are not anticipated and a wetland permit is not intended to be filed. Minor drainage revisions/additions are proposed to capture water due to the new and revised curb line. However, relocations or modifications to drainage outfalls are not anticipated. Our anticipated area of disturbance is expected to be about 19,000 SF which is well below the 100,000 SF threshold which requires a site specific Alternation of Terrain permit from the New Hampshire Department of Environmental Services (NHDES).

Early environmental agency coordination was also conducted for each project area to try to determine the potential resources that may be impacted by the alternatives. The Natural Heritage Bureau Datacheck tool did not identify any potentially impacted rare or endangered species along Epping Road or Winter Street. Potential impacts were indicated on Spring Street and will be coordinated during the Preliminary Design Phase. A review of the US Fish and Wildlife IPac Tool identified the Northern Long Eared Bat may occur along Epping Rd, Winter St, & Spring St; but no critical habitats had been designated. Coordination will be required during the Environmental Documentation phase to limit impacts to this species. The NHDES OneStop Review indicated that there are hazardous waste remediation and generator sites within the project areas for Epping Rd, Winter St, and Spring St; however, these sites are not anticipated to be impacted by the project alternatives.

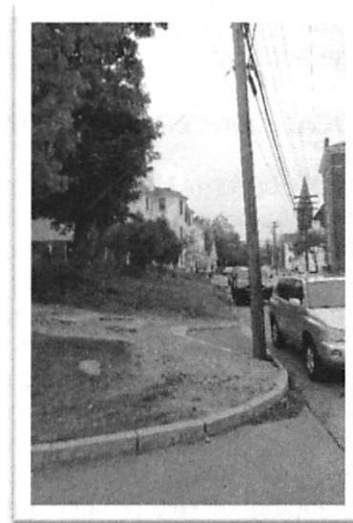
Review at the monthly NHDOT Natural Resource Agency Meeting was deemed to not be beneficial at this time. However, further coordination will be performed during the Environmental Documentation Phase to minimize or eliminate impacts and comply with resource agency requirements.

5 UTILITIES

There are many utilities, both overhead and underground, within each location of the study area. Alternative plans depict known utilities and approximate locations.

Overhead utilities include power, telephone, and cable.

- The carrying lines and poles for these utilities are on the southbound side of Epping Road.
- On Winter Street, overhead utilities have several crossings at the intersection of Winter Street and Epping Road, and serve Winter Street along the east side to the intersection with Main Street before crossing to the west side of Winter Street.
- Utility poles on Spring Street run along the west side from Front Street and provide services to Williams Court before crossing to the east side at the end of the project area near the southern driveway to the Folsom Tavern.



Pole Relocations may be desired to provide a consistent 5.5' sidewalk width.

There are 5 utility poles on Epping Road, 2 poles on Winter Street, & 1 pole on Spring Street that are identified as potentially needing relocation to accommodate proposed sidewalk improvements.

Underground utilities include gas, water, sewer, telecommunication, and drainage.

- Epping Road is a busy corridor for underground utilities, including drainage, sewer, water, and gas with many crossings, particularly at the Brentwood Road intersection.

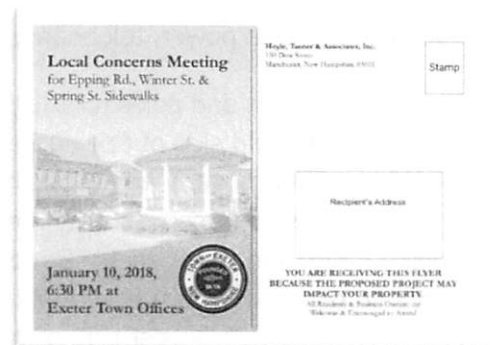
The location of hydrants and gate valves indicate the water main is typically beneath the northbound travel way in the study area while gas is located under the southbound travel way along with a sewer line. A second sewer line runs near the center of the road. Drainage also runs under the center of Epping Road from Brentwood Road to the area of unnamed stream where it then crosses to the northbound lane.

- Winter Street underground utilities include drainage, sewer, water, gas and telecommunication. Most utilities run along the east side of the road, but telecommunication lines are present on the west side from Whitley Road to 29 Winter Street.
- Spring Street also has underground drainage, sewer, water and gas running along its length. The east side is primarily occupied by gas lines and water lines. Catch basins can be found in the study area at all locations.

Impact to underground utilities is expected to be limited to water and gas valve cover height adjustments as well as relocation or adjustment of existing drainage structures. Additional coordination during preliminary design will be needed to avoid conflicts between the proposed drainage and underground utilities.

6 LOCAL CONCERNS MEETINGS

Two Local Concerns Meetings were conducted by the Town of Exeter and Hoyle, Tanner to educate the public about the project and solicit public input. The project stakeholders were invited through a social media campaign, a mailer, and direct communication to attend the meetings. The goal of the first meeting held on January 10, 2018, was to provide the program funding requirements, schedule information, and an overview of the sponsor & consultants understanding of the project area so that the public could provide comments on the proposed project. Comments received at this meeting were then used to develop the project's Purpose and Need Statement. Utilizing the stakeholder input, which was generally positive, an alternatives analysis was performed and alternatives were presented at the second Local Concerns Meeting held on March 21, 2018. Attendees of this meeting expressed strong support for 1) the reconfiguration of the Epping Road/Brentwood Road/Columbus Avenue intersection to provide improved pedestrian accommodation and 2) the construction of a sidewalk with a grass panel on Winter Street. Residents and representatives from PEA also requested that a Rectangular Rapid Flash Beacon (RRFB) be considered for installation at the proposed Epping Road/Winter Street crosswalk. Official minutes for these meetings were recorded by Hoyle, Tanner and are provided in Appendices C & D.



A Social media campaign and mailers were used to inform residents of the project and invite them to the Local Concerns Meetings.

7 ALTERNATIVES ANALYSIS

7.1 Alternatives Analysis

Per LPA requirements, the Study must develop and evaluate several conceptual alternatives for review with project stakeholders and resource groups to determine which alternative best addresses the project's Purpose and Need Statement while representing the Least Environmentally Damaging Practicable Alternative (LEDPA). As defined previously, the purpose of the project is to enhance pedestrian safety and promote use of the existing sidewalk network, which is needed to improve connectivity to Downtown, Phillips Exeter Academy, Park Street Common, and the Train Station. For this project, two proposed alternatives were considered for both Epping Road and Winter Street and one proposed alternative was considered for Spring Street. Also considered is a "No-Build" alternative described further in this section. Below are the alternatives with supporting conceptual plans for reference.

7.2 Epping Road Alternatives

The purpose of the TAP sidewalk project in this location is to connect the new sidewalk at 80 Epping Road to the Town's existing sidewalk network. Construction of up to 920' of new raised sidewalk along the west side of the roadway is anticipated.

7.2.1 Alternative 1 – Curbed Sidewalk with Existing Intersection Configuration

Epping Road Alternative 1 consists of construction of a new 5.5-foot-wide bituminous asphalt sidewalk with vertical granite curbing along the west side of Epping Road beginning at the intersection of the Meeting Place/80 Epping Road (tying into the newly constructed sidewalk in this location) and extending southerly to the intersection with Brentwood Road (NH 111A)/Columbus Avenue. The 150-foot curb cut at 78 Epping Road will be reduced to 40-foot-wide centered on the property frontage. Sidewalk installed in front of 78 Epping Road will have a 5-foot-wide grass panel between the sidewalk and the existing adjacent parking lot. At the intersection of Epping Road with Brentwood Road, a new crosswalk is proposed with ADA compliant curb ramps to accommodate pedestrians crossing Brentwood Road. Proposed drainage improvements for this alternative are expected to include grading behind the new sidewalk, relocation or adjustment of existing drainage structures and the addition of new catch basins to collect stormwater flow along the new curb line. There are some minor Right-of-Way (ROW) impacts expected at 1 Brentwood Road for construction of the new sidewalk and associated grading which may require a permanent sidewalk easement. Tree removal and shrub removal, within the ROW, is also anticipated in front of this property to accommodate the proposed sidewalk.

7.2.2 Alternative 2 – Curbed Sidewalk with Realigned Intersection

Epping Road Alternative 2 consists of the same sidewalk improvements proposed in Alt. 1 but with a reconfigured intersection at Brentwood Road to improve pedestrian safety and visibility. The Brentwood Road approach would be realigned (within the existing pavement limits) to form a conventional "T-Intersection". Pedestrians would be directed to crosswalks at Brentwood Road and Columbus Avenue with addition of a curbed refuge island in the intersection. The island will reduce the crossing distance and reduce pedestrian exposure. To

further limit conflict points and improve operations, southbound access to and westbound access from Columbus Ave. would be restricted by installation of the raised island. Stakeholders present at the second Local Concerns Meetings were strongly in favor of a reconfigured intersection at Brentwood Road as depicted on the plan for this alternative. As discussed with the Town, the potential impacts to traffic as a result of this alternative would need to be studied during the Preliminary Design Phase.

Proposed drainage improvements for this alternative are consistent with those proposed for Epping Road Alternative 1 with additional catch basin adjustments and new catch basins proposed at the Epping Road/Brentwood Road/Columbus Avenue intersection. Some minor temporary ROW impacts are anticipated for grading at the corner of Epping Road and Brentwood Road.

7.3 Winter Street Alternatives

The purpose of the TAP sidewalk project in this location is to connect the existing sidewalk ending at Whitley Road on Winter Street to the intersection with Epping Road. Construction of approximately 320' of new raised sidewalk along the west side of the roadway and removal of 75 feet of non-compliant existing sidewalk.

7.3.1 Alternative 1 – Curbed Sidewalk

Winter Street Alternative 1 proposes to construct a 5.5-foot-wide bituminous asphalt sidewalk with vertical granite curbing along the west side of the roadway from the Winter Street/Epping Road intersection southerly on Winter Street to Whitley Road. Two new residential curb cuts requested by residents will be considered by the Town for incorporation into this project. A new crosswalk with ADA curb ramps and overhead lighting is proposed across Epping Road to accommodate pedestrian traffic from Winter Street to the Park Street Common. Stakeholder feedback from both residents and representatives from PEA attending the second Local Concerns Meeting requested that a that a Rectangular Rapid Flash Beacon (RRFB) be installed at this crosswalk location. In addition to these improvements, a new ADA curb ramp is also proposed at the southern end of the study area at Whitley Road. These improvements will provide connectivity to the existing sidewalk network.



Rectangular Rapid Flashing Beacons (RRFB) were requested by residents to improve yielding compliance at the proposed Winter St crossing at Epping Rd (example shown)

Anticipated drainage improvements include grading behind the proposed sidewalk, construction of a catch basin behind the new sidewalk at 29 Winter Street to capture any stormwater that may be trapped by the sidewalk and relocation of an existing catch basin at the intersection of Winter Street and Epping Road. Temporary slope easements are anticipated for grading behind the new sidewalk along the project area and permeant drainage easements may be required to facilitate drainage at 29 Winter Street.

7.3.2 Alternative 2 – Sidewalk with Grass Panel

Winter Street Alternative 2 consists of a 4 foot sloped grass panel installed between the edge of the roadway and a new 5-foot bituminous asphalt sidewalk. Vertical granite curbing would be added at the corner of Winter Street and Epping Road as the grass panel tapers off and the new sidewalk transitions back to the curb line. The same pedestrian crossing improvements as Alternative 1. are proposed at both the Winter Street/ Epping Road intersection and the crossing at Whitley Road. Proposed drainage improvements are expected to be as described in Winter Street Alternative 1 as well. Similar slope and drainage easements may be required for this alternative, as well as potential permanent sidewalk easements for the proposed sidewalk at 29 & 31 Winter Street.

7.4 Spring Street Alternative

The goal of the TAP sidewalk project in this location is to complete the downtown loop with a connection to the new sidewalks on Front Street that were recently constructed as part of the downtown sidewalk initiative. This alternative proposes approximately 260 feet of new 5.5-foot-wide concrete sidewalks with vertical granite curbing along the east side of Spring Street. Minor widening is proposed in front of Fairpoint Operations Center (301+75 RT) to provide a consistent 14' offset from the roadway centerline. Backcurbing or small retaining wall may be desired at 304+00 RT to limit property and historic resource impacts located within the Front Street Historic District. Drainage improvements are expected to be limited to grading behind the proposed sidewalk. ROW impacts are expected to include temporary slope easements at the Fairpoint Operations Center & permanent easements for sidewalk and retaining wall construction at 304+00 RT.

7.5 "No-Build" Alternative

This alternative consists of not performing any improvements to sidewalks or pedestrian crossings at any of the three project locations and therefore does not address the purpose and need. The stakeholders wish it to address safety concerns and ADA accessibility that exist within the incomplete and inadequate sidewalk and crosswalk network. The growing traffic volumes on Epping Road and increased pedestrian traffic on Winter Street and Spring Street will continue to create conflict points and further discourage pedestrian travel unless improvements are made. Therefore, the "No-Build" alternative was eliminated from consideration since it does not meet the project purpose and need.

7.6 Traffic Control Considerations

With the scope of construction activities considered, traffic control concerns for the proposed project are expected to be minimal in nature. Sidewalk work is anticipated to be completed utilizing shoulder closures and/or travel lane shifts on the existing pavement width to maintain two-way traffic. The installation of proposed drainage or intersection improvements would likely result in temporary reductions to one-way-alternating traffic to provide a safe space between the workers and traffic. Pedestrian traffic would be maintained throughout the duration of the project utilizing temporary facilities, as required.

8 CONCLUSIONS AND RECOMMENDATIONS

The table below shows the major advantages and disadvantages of the alternatives studied in detail in this Engineering Study.

Table 8.1 – Comparison of TAP Improvement Alternatives

Alternative Number	Advantages	Disadvantages	Cost*
Epping Road Alternative 1 Curbed Sidewalk with Existing Intersection	<ul style="list-style-type: none"> Traffic flow allowed in all directions through the Epping Road/Brentwood Road/Columbus Avenue intersection Lower cost 	<ul style="list-style-type: none"> Minimal pedestrian safety improvements for crossing Brentwood Road Unconventional Crosswalk location ROW impacts 	\$208,000
Epping Road Alternative 2 Curbed Sidewalk with Realigned Intersection	<ul style="list-style-type: none"> Improved pedestrian crossing location Pedestrian Refuge Reduced Conflict Points Reduced ROW impacts 	<ul style="list-style-type: none"> Turn Restrictions to/from Columbus Avenue Higher cost 	\$248,000
Winter Street Alternative 1 Curbed Sidewalk	<ul style="list-style-type: none"> Curbing provides defined edge for drainage and plowing 	<ul style="list-style-type: none"> More temporary ROW grading impacts Drainage concerns Eliminates on-street parking Higher cost 	\$139,000
Winter Street Alternative 2 Sidewalk with Grass Panel	<ul style="list-style-type: none"> Grass panel separates pedestrians from the roadway Lower cost 	<ul style="list-style-type: none"> Less defined channel for stormwater Parked cars could block sidewalk Sidewalk easements 	\$112,000
Spring Street Alternative	<ul style="list-style-type: none"> New sidewalks provide connectivity to the downtown sidewalk network 	<ul style="list-style-type: none"> Temp/Perm. Easements required 	\$90,000
"No-Build" Alternative		<ul style="list-style-type: none"> Does not meet project purpose and need to address inadequate pedestrian facilities and traffic speeds 	\$0

* Does not include ROW or utility costs.

Table 8.2 – Total Project Cost Comparison Matrix*

Epping Rd Alternative	Winter St Alternative	Alternative 1 – Curbed Sidewalk	Alternative 2 – Sidewalk with Grass Panel
Alternative 1 – Curbed Sidewalk W/ Existing Intersection		\$437,000	\$410,000
Alternative 2 – Curbed Sidewalk W/ Reconfigured Intersection		\$477,000	\$450,000

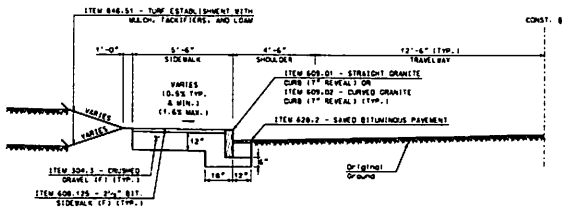
*Each total cost includes estimate for Spring Street, as only one alternative prepared

Based on the information contained in this Engineering Study, Hoyle, Tanner recommends proceeding with the following alternatives: Epping Road Alternative 2, Winter Street Alternative 2 and Spring Street Alternative. These alternatives will provide the desired improvements to enhance pedestrian safety along Epping Road, Winter Street and Spring Street to satisfy the project’s Purpose and Need Statement. These improvements incorporate stakeholder feedback while minimizing ROW impacts. The estimate of probable construction cost for these alternatives is \$450,000, as shown in Table 8.2. Further analysis of traffic and large vehicle turning movements at the Epping Rd/Brentwood Rd will be required during the next phase of design to ensure proper operations.

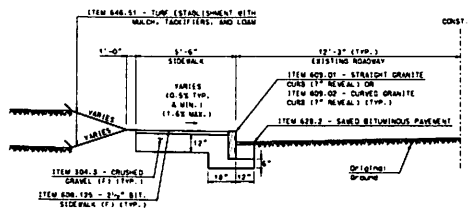
Funding for this project is 80% Federal and 20% Sponsor (Town). The Town’s share of estimated construction costs for the recommended alternative is approximately \$90,000 while the NHDOT’s share is \$360,000 in 2018 dollars. With approval of this Engineering Study and Notice to Proceed from NHDOT, Hoyle, Tanner will begin Preliminary Design of the preferred alternatives.

APPENDIX A

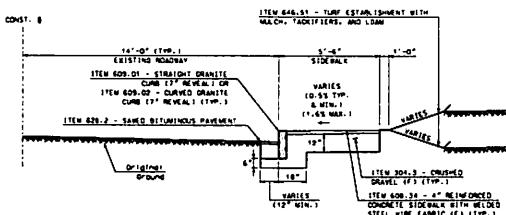
Conceptual Plans of Proposed Improvements



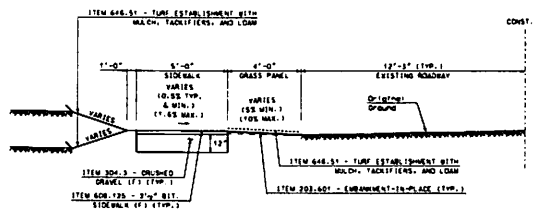
EPHING ROAD ALTERNATIVES 1 & 2
NOT TO SCALE



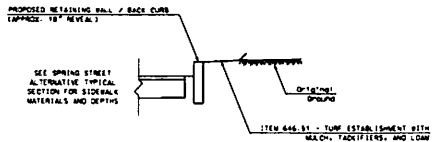
WINTER STREET ALTERNATIVE 1
NOT TO SCALE



SPRING STREET ALTERNATIVE
NOT TO SCALE



WINTER STREET ALTERNATIVE 2
NOT TO SCALE



**SPRING STREET RETAINING WALL /
BACK CURB SECTION**
NOT TO SCALE

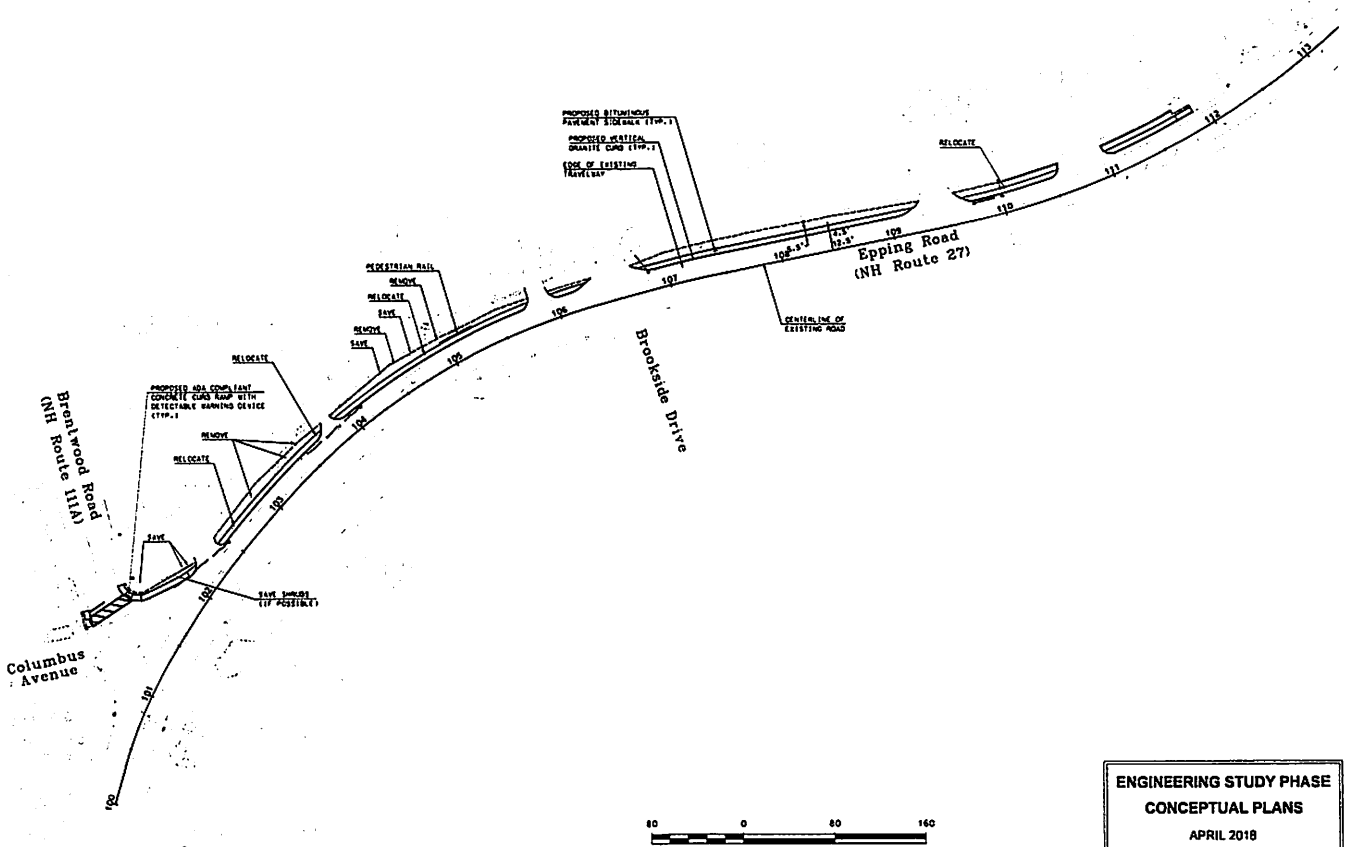
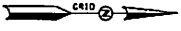
ENGINEERING STUDY PHASE
CONCEPTUAL PLANS
APRIL 2018

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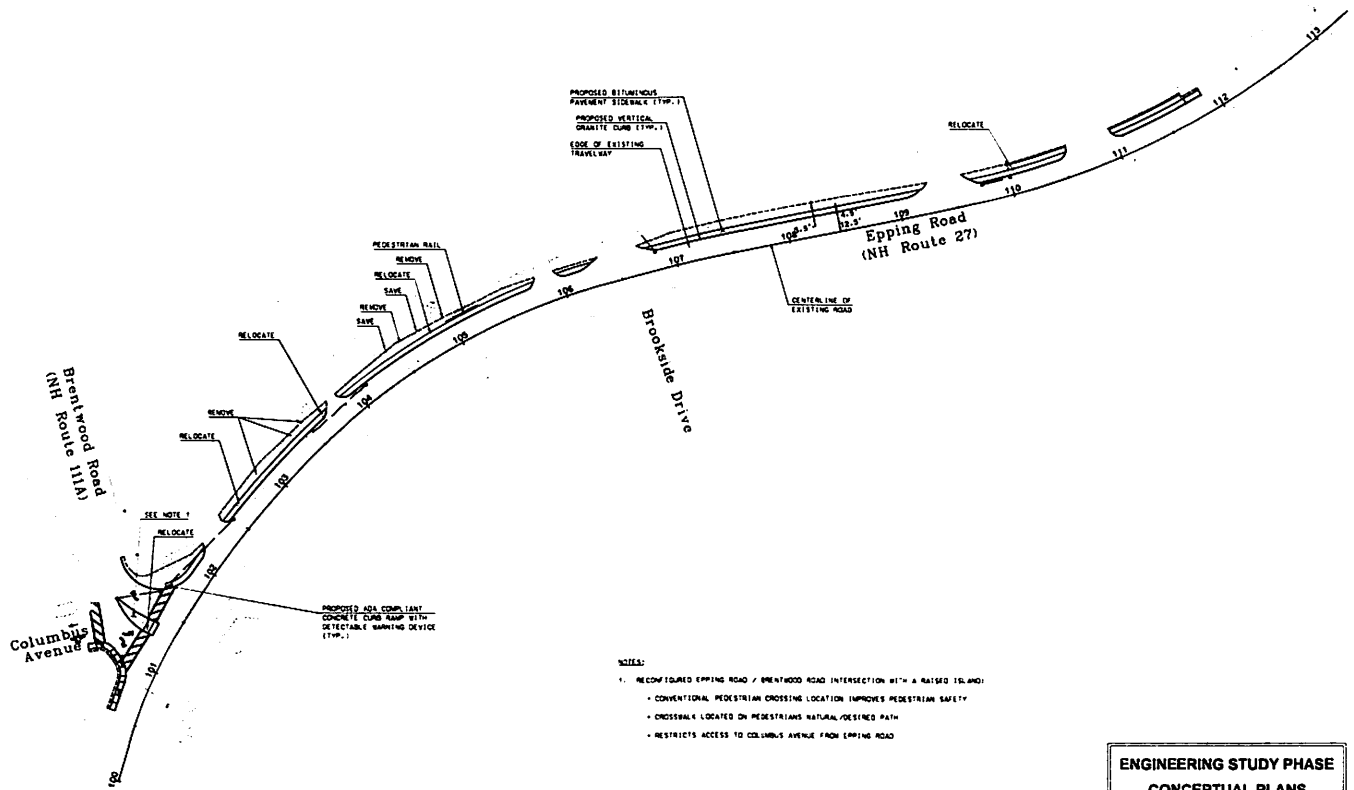
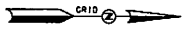
TOWN OF EXETER
EXETER, NEW HAMPSHIRE
EXETER TAP SIDEWALK PROJECT
TYPICAL SECTIONS

PROJECT NO. 2018-01
FIGURE
1
FIGURE - OF 6



ENGINEERING STUDY PHASE
 CONCEPTUAL PLANS
 APRIL 2018

<p>Hoyle, Tarter & Associates, Inc. 100 State Avenue, Suite 101, Exeter, NH 03824 Tel: (603) 853-1111 Fax: (603) 853-1118 www.hoyletarter.com</p>	
<p>TOWN OF EXETER EXETER, NEW HAMPSHIRE EXETER TAP SIDEWALK PROJECT EPPING ROAD ALTERNATIVE 1 CURBED SIDEWALK WITH EXISTING INTERSECTION</p>	<p>PROJECT NO. 2018-01 SHEET NO. 2 DATE: APRIL 2018</p>



NOTES:

1. RECONFIGURED EPPING ROAD / BRENTWOOD ROAD INTERSECTION WITH A RAISED ISLAND:
 - CONVENTIONAL PEDESTRIAN CROSSING LOCATION IMPROVES PEDESTRIAN SAFETY
 - CROSSWALK LOCATED ON PEDESTRIANS NATURAL DESIRED PATH
 - RESTRICTS ACCESS TO COLUMBUS AVENUE FROM EPPING ROAD



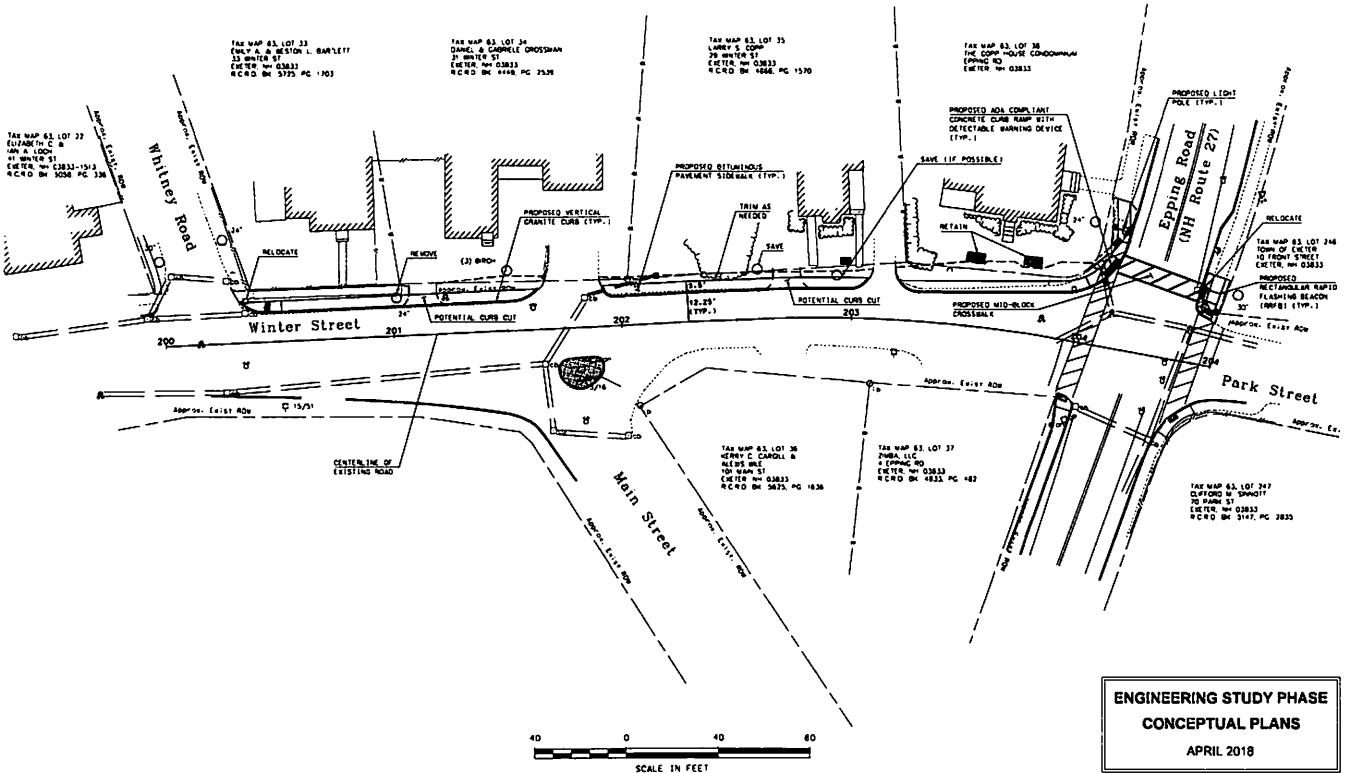
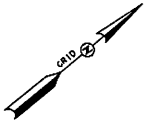
**ENGINEERING STUDY PHASE
CONCEPTUAL PLANS
APRIL 2018**

DATE	DESCRIPTION
11/15/17	PRELIMINARY PLAN
02/08/18	CONCEPTUAL PLAN
04/11/18	CONCEPTUAL PLAN

Hoyle Tanner & Associates, Inc.
 100 West Street, Manchester, NH 03101-1227
 Tel: 603.886.6600 Fax: 603.886.1188
 www.hoyletanner.com

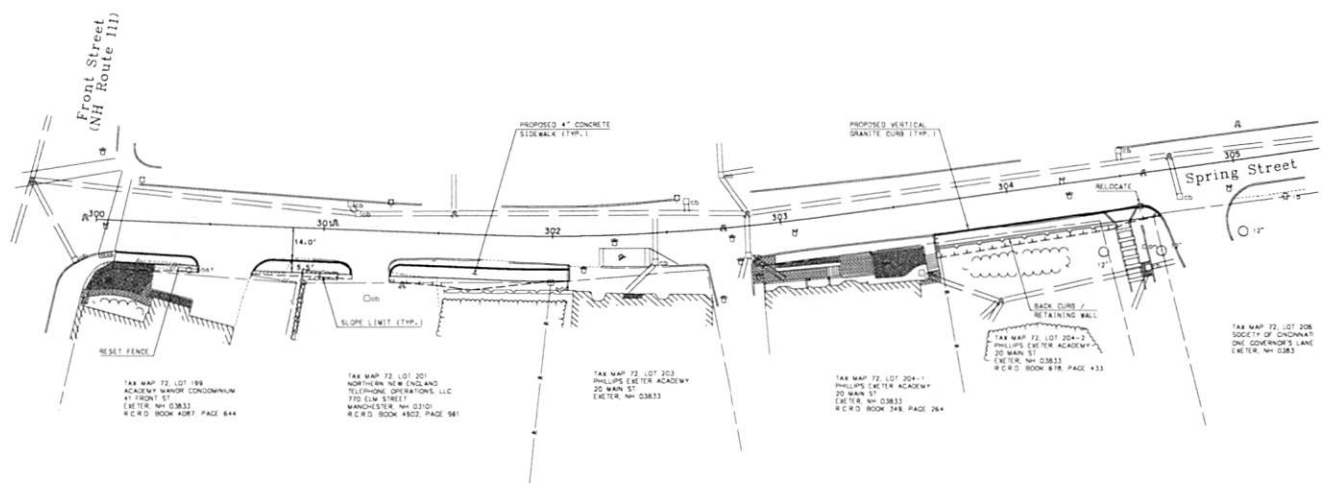
TOWN OF EXETER
 EXETER, NEW HAMPSHIRE
 EXETER TAP SIDEWALK PROJECT
 EPPING ROAD ALTERNATIVE 2
 CURBED SIDEWALK WITH REALIGNED INTERSECTION

FIGURE
3
 FIGURE 3 OF 8



ENGINEERING STUDY PHASE
CONCEPTUAL PLANS
 APRIL 2018

<p>HOYLE, TAMER & ASSOCIATES, INC. 100 NORTH MAIN STREET, SUITE 200 EXETER, NH 03833 TEL: (603) 853-4444 FAX: (603) 853-4444 WWW.HOYLETAMER.COM</p>	
<p>TOWN OF EXETER EXETER, NEW HAMPSHIRE EXETER TAP SIDEWALK PROJECT WINTER STREET ALTERNATIVE 1 CURBED SIDEWALK</p>	<p>PROJECT NO. 20231 FIGURE 4 FIGURE 4 OF 6</p>



TAX MAP 72, LOT 198
ACADEMY MANOR CONDOMINIUM
EXETER, NH 03833
R.C.D. BOOK 4087, PAGE 644

TAX MAP 72, LOT 201
NORTHMAN NEW ENGLAND
TELEPHONE OPERATIONS, LLC
770 ELM STREET
MANCHESTER, NH 03101
R.C.D. BOOK 4802, PAGE 561

TAX MAP 72, LOT 203
PHILLIPS EXETER ACADEMY
20 MAIN ST
EXETER, NH 03833

TAX MAP 72, LOT 204-1
PHILLIPS EXETER ACADEMY
20 MAIN ST
EXETER, NH 03833
R.C.D. BOOK 348, PAGE 264

TAX MAP 72, LOT 204-2
PHILLIPS EXETER ACADEMY
20 MAIN ST
EXETER, NH 03833
R.C.D. BOOK 878, PAGE 433

TAX MAP 72, LOT 208
SOCIETY OF ENGINEERS
ONE GOVERNOR'S LANE
EXETER, NH 03833



ENGINEERING STUDY PHASE
CONCEPTUAL PLANS
APRIL 2018

HOYLE, TANNER & ASSOCIATES, INC.
 142 Elm Street, Manchester, NH 03101-1227
 Tel: (603) 886-5555 Fax: (603) 886-4468
 www.hoyletanner.com

PROJECT NO.	1802018-001
DATE	APRIL 2018
SCALE	AS SHOWN
PROJECT	CONCEPTUAL PLANS
DESIGNED BY	HOYLE, TANNER & ASSOCIATES, INC.
CHECKED BY	HOYLE, TANNER & ASSOCIATES, INC.
APPROVED BY	HOYLE, TANNER & ASSOCIATES, INC.

Hoyle, Tanner & Associates, Inc.
 142 Elm Street, Manchester, NH 03101-1227
 Tel: (603) 886-5555 Fax: (603) 886-4468
 www.hoyletanner.com

TOWN OF EXETER
 EXETER, NEW HAMPSHIRE
 EXETER TAP SIDEWALK PROJECT
 SPRING STREET ALTERNATIVE
 CURBED SIDEWALK

FIGURE NO. 080214
 FIGURE
6
 FIGURE 6 OF 6

APPENDIX B

Engineer's Estimates of Probable Construction Costs

CONCEPTUAL ESTIMATE

EPPING ROAD - ALTERNATIVE #1

SECTION A - MAJOR ITEMS

ITEM NO.	DESCRIPTION	UNIT	QUANTITY	UNIT COST	COST
203.1	COMMON EXCAVATION	CY	355	\$ 15.00	\$ 5,325.00
203.6	EMBANKMENT-IN-PLACE (F)	CY	100	\$ 10.00	\$ 1,000.00
304.3	CRUSHED GRAVEL (F)	CY	270	\$ 35.00	\$ 9,450.00
403.12	HOT BITUMINOUS PAVEMENT, HAND METHOD	TON	110	\$ 125.00	\$ 13,750.00
608.12	2.5" BITUMINOUS SIDEWALK (F)	SY	495	\$ 25.00	\$ 12,375.00
608.24	4" CONCRETE SIDEWALK (F)	SY	24	\$ 50.00	\$ 1,200.00
609.01	STRAIGHT GRANITE CURB	LF	920	\$ 35.00	\$ 32,200.00
609.02	CURVED GRANITE CURB	LF	140	\$ 40.00	\$ 5,600.00
628.2	SAWED BITUMINOUS PAVEMENT MISCELLANEOUS ROADWAY	LF	1100	\$ 1.50	\$ 1,650.00
				10% OF ABOVE TOTAL	\$ 8,090.00
				SUBTOTAL A	\$ 90,640.00

SECTION B - MISCELLANEOUS ITEMS

SIGNS, MARKINGS, LOAM/HUMUS, ETC.			10%	\$	9,064.00
			OF SUBTOTAL A		
			SUBTOTAL B	\$	99,704.00

SECTION C - DRAINAGE ITEMS

PIPES, UNDERDRAIN, CB's, MH's, ETC.			22%	\$	21,934.88
			OF SUBTOTAL B		
			SUBTOTAL C	\$	121,638.88

SECTION D - TRAFFIC CONTROL

ITEM NO.	DESCRIPTION	UNIT	QUANTITY	UNIT COST	COST
618.7	FLAGGERS		120	\$ 25.00	\$ 3,000.00
619.1	MAINTENANCE OF TRAFFIC MISCELLANEOUS TRAFFIC CONTROL		1	\$ 5,000.00	\$ 5,000.00
				10% OF ABOVE TOTAL	\$ 800.00
				SUBTOTAL D	\$ 130,438.88

SECTION E - EROSION AND SEDIMENT CONTROL

EROSION, SEDIMENT, AND POLLUTION CONTROL (HAY BALES, SILT FENCE, SWPPP, TEMP. WATER POLL. CONTROL, ETC.)			30%	\$	6,580.46
			OF DRAINAGE ITEMS		
			SUBTOTAL E	\$	137,019.34

SECTION F - MOBILIZATION AND CONTINGENCIES

ROADWAY MOBILIZATION			10%	\$	13,701.93
ROADWAY CONTINGENCIES			15%	\$	20,552.90
			OF SUBTOTAL E		
			SUBTOTAL F	\$	171,274.18

SECTION G - ADDITIONAL ITEMS

Pedestrian Rail at Norris Brook (30 LF)				\$	1,500.00
				SUBTOTAL G	\$ 172,774.18
CONSTRUCTION ENGINEERING			20%	\$	34,554.84
			OF SUBTOTAL G		

ROUNDED PROJECT TOTAL: \$ 208,000

CONCEPTUAL ESTIMATE

EPPING ROAD - ALTERNATIVE #2

SECTION A - MAJOR ITEMS

ITEM NO.	DESCRIPTION	UNIT	QUANTITY	UNIT COST	COST
203.1	COMMON EXCAVATION	CY	355	\$ 15.00	\$ 5,325.00
203.6	EMBANKMENT-IN-PLACE (F)	CY	100	\$ 10.00	\$ 1,000.00
304.3	CRUSHED GRAVEL (F)	CY	270	\$ 35.00	\$ 9,450.00
403.12	HOT BITUMINOUS PAVEMENT, HAND METHOD	TON	110	\$ 125.00	\$ 13,750.00
608.12	2.5" BITUMINOUS SIDEWALK (F)	SY	495	\$ 25.00	\$ 12,375.00
608.24	4" CONCRETE SIDEWALK (F)	SY	24	\$ 50.00	\$ 1,200.00
609.01	STRAIGHT GRANITE CURB	LF	920	\$ 35.00	\$ 32,200.00
609.02	CURVED GRANITE CURB	LF	140	\$ 40.00	\$ 5,600.00
628.2	SAWED BITUMINOUS PAVEMENT	LF	1100	\$ 1.50	\$ 1,650.00
	MISCELLANEOUS ROADWAY				\$ 8,090.00
	10% OF ABOVE TOTAL				\$ 8,090.00
	SUBTOTAL A				\$ 90,640.00

SECTION B - MISCELLANEOUS ITEMS

SIGNS, MARKINGS, LOAM/HUMUS, ETC.	10%	\$	9,064.00
	OF SUBTOTAL A		
	SUBTOTAL B		\$ 99,704.00

SECTION C - DRAINAGE ITEMS

PIPES, UNDERDRAIN, CB's, MH's, ETC.	27%	\$	26,920.08
	OF SUBTOTAL B		
	SUBTOTAL C		\$ 126,624.08

SECTION D - TRAFFIC CONTROL

ITEM NO.	DESCRIPTION	UNIT	QUANTITY	UNIT COST	COST
618.7	FLAGGERS		120	\$ 25.00	\$ 3,000.00
619.1	MAINTENANCE OF TRAFFIC		1	\$ 5,000.00	\$ 5,000.00
	MISCELLANEOUS TRAFFIC CONTROL				\$ 800.00
	10% OF ABOVE TOTAL				\$ 800.00
	SUBTOTAL D				\$ 135,424.08

SECTION E - EROSION AND SEDIMENT CONTROL

EROSION, SEDIMENT, AND POLLUTION CONTROL (HAY BALES, SILT FENCE, SWPPP, TEMP. WATER POLL. CONTROL, ETC.)	30%	\$	8,076.02
	OF DRAINAGE ITEMS		
	SUBTOTAL E		\$ 143,500.10

SECTION F - MOBILIZATION AND CONTINGENCIES

ROADWAY MOBILIZATION	10%	\$	14,350.01
ROADWAY CONTINGENCIES	15%	\$	21,525.02
	OF SUBTOTAL E		
	SUBTOTAL F		\$ 179,375.13

SECTION G - ADDITIONAL ITEMS

Epping Road / Brentwood Road Intersection Improvements		\$	25,000.00
Pedestrian Rail at Norris Brook (30 LF)		\$	1,500.00
	SUBTOTAL G		\$ 205,875.13
CONSTRUCTION ENGINEERING	20%	\$	41,175.03
	OF SUBTOTAL G		

ROUNDED PROJECT TOTAL: \$ 248,000

CONCEPTUAL ESTIMATE

WINTER STREET - ALTERNATIVE #1

SECTION A - MAJOR ITEMS

ITEM NO.	DESCRIPTION	UNIT	QUANTITY	UNIT COST	COST
203.1	COMMON EXCAVATION	CY	155	\$ 15.00	\$ 2,325.00
203.6	EMBANKMENT-IN-PLACE (F)	CY	100	\$ 10.00	\$ 1,000.00
304.3	CRUSHED GRAVEL (F)	CY	120	\$ 35.00	\$ 4,200.00
403.12	HOT BITUMINOUS PAVEMENT, HAND METHOD	TON	45	\$ 125.00	\$ 5,625.00
608.12	2.5" BITUMINOUS SIDEWALK (F)	SY	200	\$ 25.00	\$ 5,000.00
608.24	4" CONCRETE SIDEWALK (F)	SY	40	\$ 50.00	\$ 2,000.00
609.01	STRAIGHT GRANITE CURB	LF	360	\$ 35.00	\$ 12,600.00
609.02	CURVED GRANITE CURB	LF	60	\$ 40.00	\$ 2,400.00
628.2	SAWED BITUMINOUS PAVEMENT MISCELLANEOUS ROADWAY	LF	490	\$ 1.50	\$ 735.00
10% OF ABOVE TOTAL					\$ 3,515.00
SUBTOTAL A				\$	39,400.00

SECTION B - MISCELLANEOUS ITEMS

SIGNS, MARKINGS, LOAM/HUMUS, ETC.	10%	\$	3,940.00
OF SUBTOTAL A			
SUBTOTAL B		\$	43,340.00

SECTION C - DRAINAGE ITEMS

PIPES, UNDERDRAIN, CB's, MH's, ETC.	14%	\$	6,067.60
OF SUBTOTAL B			
SUBTOTAL C		\$	49,407.60

SECTION D - TRAFFIC CONTROL

ITEM NO.	DESCRIPTION	UNIT	QUANTITY	UNIT COST	COST
618.7	FLAGGERS		120	\$ 25.00	\$ 3,000.00
619.1	MAINTENANCE OF TRAFFIC MISCELLANEOUS TRAFFIC CONTROL		1	\$ 5,000.00	\$ 5,000.00
10% OF ABOVE TOTAL					\$ 800.00
SUBTOTAL D				\$	58,207.60

SECTION E - EROSION AND SEDIMENT CONTROL

EROSION, SEDIMENT, AND POLLUTION CONTROL (HAY BALES, SILT FENCE, SWPPP, TEMP. WATER POLL. CONTROL, ETC.)	30%	\$	1,820.28
OF DRAINAGE ITEMS			
SUBTOTAL E		\$	60,027.88

SECTION F - MOBILIZATION AND CONTINGENCIES

ROADWAY MOBILIZATION	10%	\$	6,002.79
ROADWAY CONTINGENCIES	15%	\$	9,004.18
OF SUBTOTAL E			
SUBTOTAL F		\$	75,034.85

SECTION G - ADDITIONAL ITEMS

Rectangular Rapid Flash Beacon (RRFB)	1	\$ 20,000.00	\$ 20,000.00
Crosswalk Lighting	2	\$ 10,000.00	\$ 20,000.00
SUBTOTAL G		\$	115,034.85
CONSTRUCTION ENGINEERING	20%	\$	23,006.97
OF SUBTOTAL G			

ROUNDED PROJECT TOTAL: \$ 139,000



150 Dow Street, Manchester, New Hampshire 03101
 Phone: 603.669.5555 Fax: 603.669.4168
 Web: www.hoyletanner.com

Project: Exeter TAP Sidewalk
 HTA Project #: 095224
 Location: Exeter, NH
 Task:
 Calculated By: KDP
 Checked By: MAD

SHEET 1 OF 1
 NHDOT Project #: 41372
 Date: 3/14/2018
 Date: 3/22/2018

CONCEPTUAL ESTIMATE

WINTER STREET - ALTERNATIVE #2

SECTION A - MAJOR ITEMS

ITEM NO.	DESCRIPTION	UNIT	QUANTITY	UNIT COST	COST
203.1	COMMON EXCAVATION	CY	120	\$ 15.00	\$ 1,800.00
203.6	EMBANKMENT-IN-PLACE (F)	CY	100	\$ 10.00	\$ 1,000.00
304.3	CRUSHED GRAVEL (F)	CY	95	\$ 35.00	\$ 3,325.00
403.12	HOT BITUMINOUS PAVEMENT, HAND METHOD	TON	22	\$ 125.00	\$ 2,750.00
608.12	2.5" BITUMINOUS SIDEWALK (F)	SY	200	\$ 25.00	\$ 5,000.00
608.24	4" CONCRETE SIDEWALK (F)	SY	35	\$ 50.00	\$ 1,750.00
609.01	STRAIGHT GRANITE CURB	LF	140	\$ 35.00	\$ 4,900.00
609.02	CURVED GRANITE CURB	LF	8	\$ 40.00	\$ 320.00
628.2	SAWED BITUMINOUS PAVEMENT	LF	165	\$ 1.50	\$ 247.50
	MISCELLANEOUS ROADWAY				\$ 2,084.50
				10% OF ABOVE TOTAL	\$
SUBTOTAL A				\$	23,177.00

SECTION B - MISCELLANEOUS ITEMS

SIGNS, MARKINGS, LOAM/HUMUS, ETC.			10%	\$	2,317.70
			OF SUBTOTAL A		
SUBTOTAL B				\$	25,494.70

SECTION C - DRAINAGE ITEMS

PIPES, UNDERDRAIN, CB's, MH's, ETC.			24%	\$	6,118.73
			OF SUBTOTAL B		
SUBTOTAL C				\$	31,613.43

SECTION D - TRAFFIC CONTROL

ITEM NO.	DESCRIPTION	UNIT	QUANTITY	UNIT COST	COST
618.7	FLAGGERS		120	\$ 25.00	\$ 3,000.00
619.1	MAINTENANCE OF TRAFFIC		1	\$ 5,000.00	\$ 5,000.00
	MISCELLANEOUS TRAFFIC CONTROL				\$ 800.00
				10% OF ABOVE TOTAL	\$
SUBTOTAL D				\$	40,413.43

SECTION E - EROSION AND SEDIMENT CONTROL

EROSION, SEDIMENT, AND POLLUTION CONTROL (HAY BALES, SILT FENCE, SWPPP, TEMP. WATER POLL. CONTROL, ETC.)			30%	\$	1,835.62
			OF DRAINAGE ITEMS		
SUBTOTAL E				\$	42,249.05

SECTION F - MOBILIZATION AND CONTINGENCIES

ROADWAY MOBILIZATION			10%	\$	4,224.90
ROADWAY CONTINGENCIES			15%	\$	6,337.36
			OF SUBTOTAL E		
SUBTOTAL F				\$	52,811.31

SECTION G - ADDITIONAL ITEMS

Rectangular Rapid Flash Beacon (RRFB)			1	\$ 20,000.00	\$ 20,000.00
Crosswalk Lighting			2	\$ 10,000.00	\$ 20,000.00
SUBTOTAL G				\$	92,811.31
CONSTRUCTION ENGINEERING			20%	\$	18,562.26
			OF SUBTOTAL G		

ROUNDED PROJECT TOTAL: \$ 112,000



Project: Exeter TAP Sidewalk
 HTA Project #: 095224
 Location: Exeter, NH
 Task:
 Calculated By: KDP
 Checked By: MAD

SHEET 1 OF 1
 NHDOT Project #: 41372
 Date: 3/14/2018
 Date: 3/20/2018

CONCEPTUAL ESTIMATE
SPRING STREET - ALTERNATIVE #1

SECTION A - MAJOR ITEMS

ITEM NO.	DESCRIPTION	UNIT	QUANTITY	UNIT COST	COST
203.1	COMMON EXCAVATION	CY	100	\$ 15.00	\$ 1,500.00
203.6	EMBANKMENT-IN-PLACE (F)	CY	100	\$ 10.00	\$ 1,000.00
304.3	CRUSHED GRAVEL (F)	CY	75	\$ 35.00	\$ 2,625.00
403.12	HOT BITUMINOUS PAVEMENT, HAND METHOD	TON	35	\$ 125.00	\$ 4,375.00
608.12	2.5" BITUMINOUS SIDEWALK (F)	SY	0	\$ 25.00	\$ -
608.34	4" REIN. CONCRETE SIDEWALK WITH WELDED STEEL WIRE FABRIC (F)	SY	150	\$ 65.00	\$ 9,750.00
609.01	STRAIGHT GRANITE CURB	LF	230	\$ 35.00	\$ 8,050.00
609.02	CURVED GRANITE CURB	LF	50	\$ 40.00	\$ 2,000.00
628.2	SAWED BITUMINOUS PAVEMENT	LF	285	\$ 1.50	\$ 427.50
	MISCELLANEOUS ROADWAY				
				10% OF ABOVE TOTAL	\$ 2,930.00
				SUBTOTAL A	\$ 32,657.50

SECTION B - MISCELLANEOUS ITEMS

SIGNS, MARKINGS, LOAM/HUMUS, ETC.			10%		\$ 3,265.75
			OF SUBTOTAL A		
			SUBTOTAL B		\$ 35,923.25

SECTION C - DRAINAGE ITEMS

PIPES, UNDERDRAIN, CB's, MH's, ETC.			15%		\$ 5,388.49
			OF SUBTOTAL B		
			SUBTOTAL C		\$ 41,311.74

SECTION D - TRAFFIC CONTROL

ITEM NO.	DESCRIPTION	UNIT	QUANTITY	UNIT COST	COST
618.7	FLAGGERS		120	\$ 25.00	\$ 3,000.00
619.1	MAINTENANCE OF TRAFFIC		1	\$ 5,000.00	\$ 5,000.00
	MISCELLANEOUS TRAFFIC CONTROL				10% OF ABOVE TOTAL \$ 800.00
				SUBTOTAL D	\$ 50,111.74

SECTION E - EROSION AND SEDIMENT CONTROL

EROSION, SEDIMENT, AND POLLUTION CONTROL (HAY BALES, SILT FENCE, SWPPP, TEMP. WATER POLL. CONTROL, ETC.)			30%		\$ 1,616.55
			OF DRAINAGE ITEMS		
			SUBTOTAL E		\$ 51,728.28

SECTION F - MOBILIZATION AND CONTINGENCIES

ROADWAY MOBILIZATION			10%		\$ 5,172.83
ROADWAY CONTINGENCIES			15%		\$ 7,759.24
			OF SUBTOTAL E		
			SUBTOTAL F		\$ 64,660.35

SECTION G - ADDITIONAL ITEMS

Retaining Wall (Sta. 303+65± to 304+35±, RT)					\$ 10,000.00
				SUBTOTAL G	\$ 74,660.35
CONSTRUCTION ENGINEERING			20%		\$ 14,932.07
			OF SUBTOTAL G		

ROUNDED PROJECT TOTAL: \$ 90,000

APPENDIX C

Local Concerns Meeting Minutes

MEETING NOTES

PROJECT: Epping Rd, Winter St, & Spring St
TAP Sidewalk Project
NHDOT Project No. 41372
Hoyle, Tanner No. 095224

DATE OF MEETING: January 10, 2018 - 6:30 pm

LOCATION: Nowak Room
Exeter Town Offices

ATTENDEES: See Attached Sign-In Sheet

SUBJECT: Local Concerns Meeting

PREPARED BY: S. Haas - Hoyle, Tanner



The purpose of this Local Concerns Meeting is to present the Epping Rd, Winter St, & Spring St Sidewalk project to the residents of Exeter, provide information on the projects funding program and schedule, and solicit input from the audience on concerns and potential improvements within the project area prior to development of design alternatives. The project anticipates constructing/reconstructing approximately 1,640 linear feet of sidewalk, installing pedestrian crosswalks, and constructing ADA compliant curb ramps along the streets noted above. This project is funded through the Transportation Alternatives Program (TAP) from the Federal Highway Administration (FHWA) and is administered by the New Hampshire Department of Transportation (NHDOT).

S. Haas gave a brief presentation explaining the meeting goals, project background, funding program overview, an overview of each project location and potential improvements, and the project schedule. At the end Mr. Haas opened the presentation up for public comment and discussion. Specific questions and comments that were discussed are noted below:

1. Residents noted that there are several bus stops located within close proximity to the north end of Winter Street. These include one in front of the Dentist office on Epping Rd, on the Common opposite Winter St, on Park St, at the intersection of Winter St & Whitley Rd, and the intersection of Winter St & Rockingham Rd. Children accessing these bus stops sometimes need to walk in the road (especially in the winter) along the north end of Winter St and it is felt that additional sidewalks and crosswalks would help improve access.
2. A resident asked if a new sidewalk could be constructed along Park St? D. Sharples noted that the purpose of the grant is to connect sidewalks to sidewalks and fill in gaps. S. Haas noted the importance of showing the project will provide connectivity between pedestrian networks or specific infrastructure when applying for the competitive TAP grants.
3. S. Haas noted that the new crossing of Epping Rd at Winter St may want to be on the west side of the intersection to improve sight distance and visibility of pedestrians due to the sharp curvature just to the east. This will be evaluated during the design process. Lighting and signing improvements will also be evaluated and likely required. S. Haas also noted that Rectangular Rapid Flashing Beacons (RRFB's) at crosswalks have recently lost their interim approval from FHWA. Should supplemental warning of pedestrians be required/desired, other devices will need to be evaluated.

4. A resident questioned if the required funds for the project had been obligated? D. Sharples explained that since it is a reimbursement program the Town approved a Warrant Article to raise and appropriate the funds for the project. S. Haas noted that NHDOT had obligated funds to reimburse the Town for the design of the project, but likely not for construction. **(Correction: NHDOT has obligated funding through Preliminary Design only)**. He indicated that the faster the project moves through design, the more likely the additional funds can be obligated for construction when desired.
5. Residents asked if stop signs & stop lines at the Winter St/Main St intersection could be installed, if speed bumps could be installed on Winter St, and if the speed limit on Winter St could be reduced? D. Sharples noted that these requests are outside of the scope of the project but requests for these items should be made through the DPW. He noted that the current speed limit on Winter St is 25 mph, which is the lowest posting allowed by state law.
6. It was noted that vehicles sometimes drive over the lawn making an eastbound turn from NH 27 onto Winter St southbound. Vehicle turning movements and pavement radii will be evaluated as part of the project to improve pedestrian safety on the proposed sidewalks.
7. L. Copp of 29 Winter Street noted that he would like a second driveway curb cut if a curbed sidewalk is installed. G. Grossman of 31 Winter Street also requested a second curb cut. D. Sharples indicated that the approval for additional curb cuts would need to go through the DPW but that it is important that the project is made aware of the request so that it can potentially be included in the design.
8. L. Copp noted that he has Norway spruce tree on his property that overhangs the location where the sidewalk may need to go. He noted that if the tree needs trimming, he would want to perform it himself separate from the project.

**LOCAL CONCERNS MEETING SIGN-IN SHEET FOR
EPPING RD, WINTER ST, SPRING ST SIDEWALK PROJECT**

Town of Exeter, NH

Location: Town Offices, Exeter, NH
Date: January 10, 2018 - 6:30 PM

NHDOT Project No. 41372
Hoyle, Tanner Project No. 095224

NAME	ADDRESS	ORGANIZATION	TELEPHONE	E-MAIL
Stephen Hoos	150 Dow Street Manchester NH 03101	Hoyle, Tanner	603-669-5555	shoos@hoyletanner.com
KARMS Copp	29 Wintrest		603-772-4052	
Dave Sharples	Town of Exeter	Exeter	773-6114	dsharples
Nichole Davis	Hoyle Tanner 150 Dow St Manchester	Hoyle Tanner	x119 609-5555	ndavis@hoyletanner.com
Kimberly Pearce	Hoyle Tanner 150 Dow St	Hoyle Tanner	609-5555 x119	K Pearce@hoyletanner.com
Susan Colby	101 main st.		781-248-4758	duttoncolby@comcast.net
Gaby Grossman	31 Winter St.		603 418 4685	smithgaby@hotmail.com
Brian Stevens	1 Whiteleg Rd		603-698-0143	bns5789@gmail.com

**LOCAL CONCERNS MEETING SIGN-IN SHEET FOR
EPPING RD, WINTER ST, SPRING ST SIDEWALK PROJECT**

Town of Exeter, NH

Location: Town Offices, Exeter, NH
Date: January 10, 2018 - 6:30 PM

NHDOT Project No. 41372
Hoyle, Tanner Project No. 095224

NAME	ADDRESS	ORGANIZATION	TELEPHONE	E-MAIL
Jenn Winder	102 Main St. Exeter		772-6100	jawinder12 msn.com

APPENDIX D

Public Presentation of Preferred Alternative Meeting Minutes

MEETING NOTES

PROJECT: Epping Rd, Winter St, & Spring St
TAP Sidewalk Project
NH DOT Project No. 41372
Hoyle, Tanner No. 095224

DATE OF MEETING: March 21, 2018 - 6:30 pm

LOCATION: Nowak Room
Exeter Town Offices

ATTENDEES: See Attached Sign-In Sheet

SUBJECT: 2nd Local Concerns Meeting

PREPARED BY: S. Haas - Hoyle, Tanner



The purpose of the 2nd Local Concerns Meeting is to present proposed design alternatives for the Epping Rd, Winter St, & Spring St Sidewalk project to the residents of Exeter, provide information on the pros and cons of each alternative, and solicit input on what the preferred alternatives may be. A reminder on the projects funding program and schedule was also provided. The project alternatives consist of 2 alternatives for Epping Road (existing or reconfigured Brentwood Rd intersection), 2 alternatives for Winter Street (Curbed Sidewalk or Sidewalk with Grass Panel), and 1 alternative for Spring Street. This project is funded through the Transportation Alternatives Program (TAP) from the Federal Highway Administration (FHWA) and is administered by the New Hampshire Department of Transportation (NH DOT).

S. Haas gave a brief presentation explaining the meeting goals, project background, purpose & need, an overview of each project alternative, funding program overview, and the project schedule. He also noted that a survey had been setup for the project using slido.com where attendees could provide feedback on the project. At the end Mr. Haas opened the presentation up for public comment and discussion. Specific questions and comments that were discussed are noted below:

1. A resident asked if the cost noted on the Funding Requirements slide included Alternative 2 at Epping Road? S. Haas noted that the cost information provided was a range depending on which alternatives were selected. He further explained that the cost associated with intersection reconfiguration for Alternative 2 would push the cost towards the higher end of the range
2. A resident asked if Epping Road Alternative 1 would change any traffic patterns and wondered how pedestrians would cross Columbus Ave. under this concept? S. Haas noted that Alternative 1 will not change vehicular traffic patterns and that the existing crosswalk at Columbus Ave. would remain.
3. Residents noted that they were concerned with speeding on Columbus Ave. and suggested that improvements like Epping Rd Alternative 2 and other measures that could help reduce speeds on this road, Winter St., Main St, etc. should be considered.
4. A resident noted that the current developments on Epping Road that incorporated sidewalks were encouraging pedestrians to walk along Epping Road in the vicinity of Great Bay Kids and agreed that the proposed sidewalk project is necessary. However, he questioned if the project should be

- postponed in case adding additional lanes to Epping Road is necessary in the future to accommodate development? D. Sharples noted that this had been discussed by the Town and that widening of Epping Road is not anticipated anytime in the near future. The resident also noted that Epping Road Alternative 2 will divert traffic to Winter Street.
5. A resident questioned if the project will propose sidewalks all the way up to NH 101? D. Sharples noted that this project will construct sidewalk up to Aroma Joes.
 6. M. Leighton from Philips Exeter Academy (PEA) asked if any pedestrian detection or warning systems were being proposed as part of the new crosswalk at Winter Street? S. Haas noted that overhead lighting was included but that other pedestrian warning systems were not currently proposed. He further noted that Rectangular Rapid Flashing Beacons (RRFB), like those on Front St in front of PEA, were recently reinstated by FHWA. The residents agreed that an RRFB would be beneficial in this location due to travel speeds and the proximity to the Park Street Common & school bus stops.
 7. Residents expressed a preference for Winter Street Alternative 2 as the grass strip will allow for future parking options for residents, the lack of raised curb will help drain front lawns, and its lower cost will save funds for other improvements.
 8. A resident noted that Washington Street serves as a cut-thru to Front Street and questioned if any consideration had been given to making Washington St. one-way in one direction and Columbus Ave. one-way the other? S. Haas noted that this was not being considered at this time.
 9. Slido.com & Facebook Group Comments:
 - Big concern for us is speeding traffic on Columbus, Winter, and Washington Streets. We like Epping Road option #2 and Winter Street option #2. Please consider flashing lights at proposed Epping Road/Winter Street crosswalk. Please also consider a sidewalk on at least one side of Columbus. We have heavy foot traffic on Columbus, with nowhere for people to safely walk.
 - Epping Rd Alternative #2 looks far and away better than Alternative #1 and the existing conditions.
 - Alternative #2 (Epping Rd) is by far the better choice. We are one of the affected houses, 2 Brentwood Rd (the corner of Brentwood and Columbus).
 - Would Columbus Ave from Spruce Street to Brentwood intersection be one way north?
 - I live on Hobart St and use Epping Road to get to Route 101 to commute to work, so I am using the Columbus Ave/Epping Rd intersection several times a week. It looks as though these potential improvements are designed to improve pedestrian safety, but this intersection is dangerous whether pedestrians are around or not. What commonly occurs during the morning commute is that two cars that are coming from Brentwood and Columbus want to take a left on to Epping stack up at once next to the island with the electric pole. This clogs the whole intersection and reduces visibility for cars coming from downtown that want to take the left and head West on Brentwood Road. This car coming from downtown does not have a stop sign and may swerve around the stacked cars since they do not feel required to stop. In alternative #1 a pedestrian crossing behind the staked cars would be unseen by the car coming from downtown and could be at risk of being hit by the car avoiding the two stacked cars. For this reason, I don't believe alternative #1 is a sufficient re-design of the intersection. I am in favor of alternative #2 or something similar as it addresses the desire for cars to stack in the middle of the intersection.

**2nd LOCAL CONCERNS MEETING SIGN-IN SHEET FOR
EPPING RD, WINTER ST, SPRING ST SIDEWALK PROJECT**

Town of Exeter, NH

Location: Town Offices, Exeter, NH
Date: March 20, 2018 - 6:30 PM

NHDOT Project No. 41372
Hoyle, Tanner Project No. 095224

NAME	ADDRESS	ORGANIZATION	TELEPHONE	E-MAIL
K. Woolhouse	Linnell St.			
P. Nelson	9 Columbus Ave			panelson60@hotmail.com
M. Nelson	"			
D. Reaser	4 Colcord Pond Dr			
A. Adams	4 Colcord Pond Dr			adamaj@12372016@kah
Reg Aaroma	68 Washington St.			
Melanie				
Tud Lovgren	14 Columbus			

**2nd LOCAL CONCERNS MEETING SIGN-IN SHEET FOR
EPPING RD, WINTER ST, SPRING ST SIDEWALK PROJECT**

Town of Exeter, NH

Location: Town Offices, Exeter, NH
Date: March 20, 2018 - 6:30 PM

NHDOT Project No. 41372
Hoyle, Tanner Project No. 095224

NAME	ADDRESS	ORGANIZATION	TELEPHONE	E-MAIL
Brian Stevens	1 Whitley Rd			
Mark Leighton	20 Main St.	Phillips Exeter Academy		
Jennifer Winder	102 Main St.		772-6100	jawinder1@msn.com
Nichole Davis		Hoyle Tanner	603-669-5555 x 119	
CARL RAISANE	8 WASHINGTON ST			

Hoyle, Tanner
& Associates, Inc.

CORPORATE HEADQUARTERS

150 Dow Street
Manchester, NH 03101

BRANCH OFFICES

Pease International Tradeport
100 International Drive, Suite 360
Portsmouth, NH 03801

50 High Street, 4th Floor, Suite 49
North Andover, MA 01845

2 Pegasus Street, Suite 1, Unit 200
Brunswick, ME 04011

125 College Street, 4th Floor
Burlington, VT 05401

95 E. Mitchell Hammock Road, Suite 200
Oviedo, FL 32765



David Sharples <dsharples@exeternh.gov>

Brentwood Road Intersection disaster

1 message

Ring Jonathan <jonathanring9@gmail.com>

Fri, Jul 2, 2021 at 11:22 AM

To: NPapakonstantis@exeternh.gov

Cc: Rob Ficara <gocelt@comcast.net>, Langdon Plumer <langplumer@gmail.com>, Darren Winham

<dwinham@exeternh.gov>, Dave Sharples <dsharples@exeternh.gov>, Barbara McEvoy <bmcevoy@exeternh.gov>

Niko and Select Board,

As a resident of Exeter, former owner of the home at 93 Park Street, and as a licensed Professional Civil Engineer with 36 years of experience, I am appalled at the new layout for the Brentwood Road Route 27 intersection configuration.

When one of my projects on Epping Road constructed side walk at Aroma Joe's, our design team, including Professional Traffic and Operations Engineer, Stephen G. Pernaw, PE, had suggested that improvements to the Brentwood Road / Epping Road corridor should be evaluated with an entire corridor engineering study.

How on earth was this Brentwood Road change allowed to be constructed ?

The installed work should be immediately removed, and restored to its former layout - my professional opinion. The grant funding is immaterial to the interests of the Community.

Then, sufficient Public Hearings can be held with appropriate parties to discuss possible "remedy", if that is in the best interest of the Community. I have driven through this area for 50 years, and I have never had a problem negotiating this corner.

Everyone I know has complained to me that "sight distance" is now a big problem, leading to potential safety issues. This problem must be addressed. This is outrageous.

Thank you very much for your time.

Sincerely yours,

Jonathan S. Ring, PE

Sent from my iPhone



David Sharples <dsharples@exeternh.gov>

Columbus Ave./ Epping Rd. Intersection

1 message

Erin Steckler <erin.a.steckler@gmail.com>
To: dsharples@exeternh.gov

Fri, Jul 2, 2021 at 2:09 PM

Hi Dave,

I saw the article on Seacoast Online about the owner of Shooters' Pub complaining about the newly created intersection and traffic pattern at Columbus Ave and Epping Rd. I hope the town will keep the new intersection, as it is significantly safer than the old one. I think the new design is great & customers of Shooters Pub can adapt to a slightly different route to the bar.

Sincerely,

Erin Steckler
4 Locust Ave.
Exeter

Sent from my iPhone



David Sharples <dsharples@exeternh.gov>

Rt. 111A/Epping Rd. Intersection

1 message

Kyle Welch <kdwelch1@gmail.com>
To: dsharples@exeternh.gov

Fri, Jul 2, 2021 at 5:56 PM

Hi,
I live on Wentworth St, and thus go through this intersection very often on foot, bike, and in a car. The new design is a lot safer than the previous one. I find it hard to believe customers of Shooters are negatively impacted by having to continue on 27 to Winter St...at worst it will take them an extra 30 seconds over the previous layout but if there is any traffic at all it is likely faster since going through that intersection onto Columbus was often backed up.

IMO, the biggest safety issues with the previous configuration were:

People unfamiliar with the intersection did not realize people coming from town on 27 did not have a stop sign.

People coming from Columbus trying to get on Epping Rd. northbound would very often pull into the intersection when there was a car ahead of them blocking their way, thus blocking the entire intersection.

People coming S on 27 turning onto Columbus would put their right turn signal on when turning off of 27, but it wouldn't automatically turn off and they didn't notice, so people heading east on 111A would think they were turning to head West on 111a, but then they would go straight across the intersection onto Columbus with their right turn signal still on.

People coming S on 27 turning onto Columbus or 111A westbound could not see the cars coming from town on 27 who were turning onto 111A because the cars trying to merge onto 27 N were blocking their view.

I hope the current configuration remains...it's unfortunate that people living on Columbus feel negatively impacted, but the number of people this benefits is large.

Thx,

Kyle Welch
857 998-1082

Town
of
Exeter



David Sharples <dsharples@exeternh.gov>

RE: [External] NHDOT response

1 message

Haas, Stephen B. <shaas@hoyletanner.com>

Wed, Jun 23, 2021 at 12:21 PM

To: David Sharples <dsharples@exeternh.gov>

Cc: 095224 - Exeter Epping/Winter/Spring TAP <095224-ExeterEpping/Winter/SpringTAP@hoyletanner.onmicrosoft.com>

Dave,

Have you had a chance to touch base with Paul V. today? He reached out this morning to chat about Monday's Selectboard meeting as he was unable to reach you. It was very reassuring talking to him, as it seemed he was on a similar page as us; in that he felt that the folks at the meeting did not necessarily represent the majority of the town, the intersection was a safety concern (he said it had the 5th highest accident rate in Town including NHDOT's intersections), and he did not want to see a knee jerk reaction to change things as he was pleasantly surprised with how the intersection was laid out and felt things would calm down once people got used to it.

As you requested, I have put together some ball park numbers on my thoughts to redesign and construct Option 1:

- **Redesign Cost: \$20 to \$25 K** (this includes local concern meetings, revised NEPA, going straight to a final design submittal once NEPA is done, and Easement acquisition)
- **Bid Cost: \$5.5 K** (assuming the Town would like Hoyle, Tanner to administer the bid)
- **Construction Oversight: \$32 K** (assuming the Town would like Hoyle, Tanner to oversee construction, assumed duration of about 6 weeks)
- **Construction Cost: \$185,000** (which is about a 3rd of EARTH's total bid for the project which makes sense as the intersection is about 1/3 of the total work from my breakdown)

So over all it seems like it would be about **\$245K to \$250 K** to redesign and reconstruct the intersection if all the items are included above.

A couple of assumptions:

- I am assuming that the majority of the project (Final Design, Bid, and Construction) would not need to follow the LPA process since the Town will be paying 100%. The only thing that would be LPA governed would be the Public Outreach & NEPA Revision. I have also assumed a revised engineering study would not be required, although that would be fairly straight forward as it would just be updating the preferred alternative choice and updating costs.
- I believe that a larger easement would now be required on the Ellis's property to construct the sidewalk on the edge of the existing intersection layout, so those services would need to be included. Although it maybe able to be cheaper if we confirm we don't have to go through the LPA process.
- For the construction cost; I just kept the quantities associated with the intersection work (modified as needed), updated the bid prices to reflect what EARTH bid so it was referencing the current bid climate, I then added a 10% increase to those bid prices due to the smaller quantities, and lastly I added a 2% escalation to the whole thing in the assumption that it would be next year at the earliest before any reconstruction is begun.

Hopefully this provides all the ballpark numbers you think you need (and hopefully this is not the way the Select Board chooses to go). Either way, I feel it would be best to give the intersection and new traffic pattern a chance to settle down so the true impacts can be known.

Please let me know if you need anything else.

Thank you

Stephen Haas, PE

Project Manager / Senior Transportation Engineer at Hoyle Tanner

T: 603-460-5168 • C: 603-785-0997

Trusted Experts | Innovative Results

From: David Sharples <dsharples@exeternh.gov>
Sent: Tuesday, June 22, 2021 1:14 PM
To: Haas, Stephen B. <shaas@hoyletanner.com>
Subject: [External] NHDOT response

I talked to NHDOT and they said if we want to go with Option 1, we would have to go through the NEPA process and local concerns meeting process again at our own expense. If the option survived this and NHDOT reviewed it and it met the Purpose and Need then they would allow us to keep the funds already expended but the redesign and construction of Option 1 would be solely on the town. So I guess my question is, how do I get a ballpark figure for the redesign and construction for Option 1?


Thanks,

Dave

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Mobile Vending – First Reading Town Ordinance Amendment

**TOWN OF EXETER
MEMORANDUM**

TO: Select Board
FROM: Town Manager 
RE: Mobile Vendor Ordinance Amendment/Update
DATE: July 19th, 2021

In order to implement the changes to the mobile vendor process approved by the Board, the Town Ordinances need to be updated to include same. Attached to this agenda item is an updated ordinance that reflects those approved changes, plus forms staff plan to use to implement the permitting. This item is a first of three readings that will fully implement the changes previously approved by the Board.

Motion: None, first reading.

EXETER TOWN ORDINANCES AMENDMENT – CHAPTER EIGHT

Chapter Eight of the Town of Exeter Town Ordinances, Ordinance to Regulate Vendors, Hawkers, Peddlers, Solicitors, and other Itinerant Vendors, and Door-to-Door Solicitations and Canvassing is hereby amended as follows:

Add:

802: “and Mobile Vending”

Change:

802.2 c. “Board of Selectmen” to “Select Board”

Change:

802.3 “Board of Selectmen” to “Select Board”

Delete:

802.3 c. “and fax numbers”

Add:

802.3 k. “Vendors, Hawkers, Peddlers, Solicitors, and other Itinerant Vendors and Door-to-Door Solicitations and Canvassing” “OR”

802.3 l. “a non-refundable Mobile Vendor Town House Common Permit Fee of \$1,200.00 per calendar year (or prorated monthly), payable at the time of application.” “OR”

802.3 m. “a non-refundable Mobile Vending outside of WC & C1 Downtown Districts Permit Fee of twenty-five (\$25) dollars per day, one hundred (\$100) dollars per week, or two hundred fifty (\$250) per year or any part thereof, payable at the time of application.”

Change:

802.4 A. “Board of Selectmen” to “Select Board”

Change:

802.4 A. 3. “Chief of Police or designee” to “required Town Departments”

Change:

802.4 B. “Board of Selectmen” to “Select Board” (3 times)
“Chief of Police or designee” to “required Town Departments”

Change:

802.6 “Board of Selectmen” to “Select Board” (2 times)

Change:

802.7 “Board of Selectmen” to “Select Board”

Add:

802.9 C.

“Motor Vehicle Vendors

1. Mobile Vendors shall not conduct their mobile vending business in such a way as would restrict or interfere with the ingress or egress of the abutting property owner or tenant, create or become a public nuisance, increase traffic congestion or delay, or constitute a hazard to traffic, life or property, or an obstruction to adequate access to Fire, Police or Town/State vehicles;
2. A vendor selling from a mobile vending unit shall not stop, stand, or park their mobile vending unit upon any public location, public parking space or public street for the purpose of selling under any circumstances, except through the acquisition of a Mobile Vending Permit and/or by the parking ordinances of the Town unless specifically authorized to do so by the Select Board or designee.
3. Mobile Vendor is responsible for removal of their own trash.
4. Mobile vending units approved signage and garbage receptacles must be removed daily.
5. Dumping of grease, oil or greywater is strictly prohibited.
6. Mobile Vending Permits must be applied for at least two (2) weeks prior to the approved start of business at the permitted location. Blackout dates may apply due to special event scheduling.

Additional Specifications Related to Town House Common Mobile Vending

7. Unless otherwise approved by the Select Board or designee, mobile vending will be limited to six (6) designated spaces in the public parking lot abutting Town House Common. Parking on greenspace is prohibited;
8. Unless otherwise approved by the Select Board or designee, mobile vending in the Town House Common public parking lot will be allowed year-round January 1 – December 31 of the calendar year, specified on the approved permit, Sunday through Tuesday from 7:00 am to 9:00 pm, Wednesday from 7:00 am to 4:00 pm, Thursday through Saturday from 7:00 am to 9:00 pm.
9. Signage will identify designated spaces as reserved for mobile vendors, and will refer potential automobile parking patrons to a website page for access to the schedule of reserved mobile vending dates and times. Violators will be towed at the owner’s expense.”

Signed this _____ day of _____, 2021

Exeter Select Board

Niko Papakonstantis, Chair

Molly Cowan, Vice-Chair

Julie Gilman, Clerk

Lovey Roundtree Oliff

Daryl Browne

First Reading: 7/19/21

Second Reading:

Third (final) Reading:

Adoption Date:

Effective Date:

802 **Ordinance to Regulate Vendors, Hawkers, Peddlers, Solicitors, and other Itinerant Vendors, and Door-to-Door Solicitations and Canvassing, and Mobile Vending**

802.1 Requirement

No person, partnership, corporation, or other entity, whether maintaining permanent location in the Town of Exeter or not, may sell, barter, purchase, or otherwise carry on commerce in goods or services within the Town of Exeter, or attempt to do so, through door-to-door solicitations, or on the streets, sidewalks, or other property of the Town without first applying for and receiving a permit to do so from the Town of Exeter.

802.2 Exemptions

No permit is required under this ordinance for the following:

- a. The solicitation of signatures for political purposes.
- b. Any public event sponsored by a non-profit organization, provided that any concessions or sales must be directly connected to the event and must be included in the public assemblage permit approved for the event under Town Ordinance 807. A list of vendors must be provided to the Town Office before the event.
- c. Any event taking place in Town recreation areas and is part of a Town-sponsored event or has the express written permission of the **Select Board** or designee.
- d. Any event taking place on land owned or controlled by the public school system and has the express written permission of the School Board or Principal of the school in question.

802.3 Procedure for Obtaining Permit

Persons or entities subject to this Ordinance shall apply during normal business hours (8:00AM-4:30PM at the Town Office) to the Office of the **Select Board** or designee for a permit, utilizing the application form prescribed. If vending food, the applicant must first obtain all applicable licenses from the Exeter Health Department located at the Exeter Fire Department.

The application for the permit shall include, but is not limited to, the following information:

- a. the name of the person applying and the name of the entity, if different, for whom the application is made;
- b. the local address of the person applying, the permanent address of the person applying, and of the entity, if different, from the person making the application;
- c. the local and permanent telephone **and fax numbers** of said person and/or entity;
- d. the date of birth and social security number of all persons to be involved and taxpayer's identification number of the entity;
- e. vehicle information, including the license plate number, state of issue, and physical description of all vehicles involved;
- f. the nature of the goods or services involved;
- g. the method of solicitation to be used and copies of any proposed contracts, agreements, promotional materials, or other materials designed to be used in solicitation.
- h. the dates upon which solicitations, canvassing, or vending are to occur and the location and times on each of those dates.
- i. the names of Town parking lots, commons, or parks at which vending is proposed to occur.
- j. information required to be supplied under NH RSA 321:19 as to the advertising, representing or holding forth of any sale as an insurance, bankrupt, insolvent, assignee's, trustee's, testator's, executor's, administrator's, receiver's, wholesale, manufacturer's or closing-out sale, or as a sale of goods damaged by fire, smoke, water or otherwise, or in any similar form, the following information is required to be supplied under NH RSA 321:19- all the facts relating thereto, the reason for and the character of such sale, including a statement of the names of the persons from whom the goods were obtained, the date of their delivery to the applicant, the place from which they were last taken and all the details necessary to locate and identify them.
- k. a non-refundable **Vendors, Hawkers, Peddlers, Solicitors, and other Itinerant Vendors and Door-to-Door Solicitations and Canvassing Permit Fee** of twenty-five (\$25) dollars per day, one hundred (\$100) dollars per week, or two hundred fifty (\$250) dollars per year or any part thereof, payable at the time of application;

OR

l. a non-refundable Mobile Vendor Town House Common Permit Fee of \$1,200.00 per calendar year (or prorated monthly), payable at the time of application.

OR

m. a non-refundable Mobile Vending outside of WC & C1 Downtown Districts Permit Fee of twenty-five (\$25) dollars per day, one hundred (\$100) dollars per week, or two hundred fifty (\$250) per year or any part thereof, payable at the time of application.

802.4 Official Action on the Permit

- A. Before granting any permit under this chapter, the **Select Board** of the Town of Exeter, or designee shall:
1. determine whether the applicant has submitted a complete and accurate application;
 2. determine whether the applicant has met all requirements and purposes of this chapter;
 3. forward application and information to the **required Town Departments** for review.
- B. After the application for a permit has been reviewed by the **Select Board** or designee and the **required Town Departments**, the permit will be approved or disapproved. The decision to approve or disapprove will be based on the findings of the **Select Board** or designee. A decision shall be made no later than five (5) working days after receipt of application. If the permit is denied, the **Select Board** or designee shall provide reasons for the denial to the applicant.
- C. Reasons for denial may include but are not limited to any one of the following:
1. conviction of any offense which would warrant such denial;
 2. evidence that the permittee has accepted or solicited money, otherwise than through a bonafide sale or barter of goods, wares, or merchandise, or has in any manner solicited same from the public;
 3. evidence of any falsification of information on the application;
 4. evidence that the permittee is insane, a sexual psychopath, is or has been guilty of assault upon others or whose conduct has been otherwise disorderly and is of such violent or offensive demeanor that to grant such

permit would constitute a threat to the peace or safety of the public;

5. the permittee is at large pending appeal from a conviction for a violation of the law involving extreme moral turpitude; or
6. failure to supply the information required under NH RSA 321:19
7. any negative past experience with the organization's or individual's conducting of activities either in the Town of Exeter or elsewhere, that would require a permit under this ordinance.

802.5 Revocation of Permit

- A. Upon receipt of any complaint concerning nuisance, hazard, annoyance, or disorderly conduct concerning any section of this Chapter, any or all solicitors may be asked to stop solicitation.
- B. The Town of Exeter may amend or revoke a permit if any of the following occur:
 1. The existence of any of the reasons for denial listed above in 802.4C.
 2. Failure to supply the identification required under 802.8 below.
 3. The occurrence of any prohibited conduct as set forth below under 802.9

802.6 Appeal Process

A person may appeal to the **Select Board** from the denial, revocation or amendment of a permit by filing a written notice within five (5) working days of denial, revocation or amendment of the permit. The **Select Board** may affirm or reverse the decision, or attach such additional conditions to the permit as will, in their best judgment, protect the health and safety of the public and the persons required to apply for the permit.

802.7 Notification of Police

Upon the issuance of a permit to any person, firm, corporation, or other entity, the **Select Board** or designee shall notify the Police Department of the same.

802.8 Identification Required

Any person, firm, corporation, or other entity granted such a permit shall upon demand show suitable identification to any person demanding same and shall at each solicitation or inquiry identify the entity benefiting from the funds received.

802.9 Prohibited Conduct Under a Permit

- A. No door-to-door solicitation or canvassing regulated under this chapter is to occur before 9 AM or after 9PM on any given date.
- B. Sidewalk Vendors: A vendor selling on the sidewalk shall not:
 - 1. Vend at any location where the unobstructed sidewalk area after deducting the area occupied by the stand is less than three (3) feet in width;
 - 2. Vend within thirty (30) feet of any driveway entrance to a police or fire station, or within ten (10) feet of any other driveway;
 - 3. Allow the stand or any other item relating to the operation of the vending business to lean against or hang from any building or other structure lawfully placed on public property, without the building or structure owner's written permission.

C. Motor Vehicle Vendors:

- 1. Mobile vendors shall not conduct their mobile vending business in such a way as would restrict or interfere with the ingress or egress of the abutting property owner or tenant, create or become a public nuisance, increase traffic congestion or delay, or constitute a hazard to traffic, life or property, or an obstruction to adequate access to Fire, Police or Town/State vehicles;
- 2. A vendor selling from a mobile vending unit shall not stop, stand, or park their mobile vending unit upon any public location, public parking space or public street for the purpose of selling under any circumstances, except through the acquisition of a Mobile Vending Permit and/or by the parking ordinances of the Town unless specifically authorized to do so by the Select Board or designee;
- 3. Mobile vendor is responsible for removal of their own trash.
- 4. Mobile vending units approved signage and garbage receptacles must be removed daily.
- 5. Dumping of grease, oil or greywater is strictly prohibited.
- 6. Mobile Vending Permits must be applied for at least two (2) weeks prior to the approved start of business at the permitted location. Blackout dates may apply due to special event scheduling.

Additional Specifications Related to Town House Common Mobile Vending

7. Unless otherwise approved by the Select Board or designee, mobile vending will be limited to six (6) designated spaces in the public parking lot abutting Town House Common. Parking on greenspace is prohibited;
8. Unless otherwise approved by the Select Board or designee, mobile vending in the Town House Common public parking lot will be allowed year-round January 1 through December 31 of the calendar year specified on the approved permit, Sunday through Tuesday from 7:00 AM to 9:00 PM, Wednesday from 7:00 AM to 4:00 PM, Thursday through Saturday from 7:00 AM to 9:00 PM.
9. Signage will identify designated spaces as reserved for mobile vendors, and will refer potential automobile parking patrons to a website page for access to the schedule of reserved mobile vending dates and times. Violators will be towed at the owner's expense.

802.10 Penalty

Any person, partnership, corporation, or other entity that conducts activities that require a permit under this chapter without a valid permit shall be guilty of a violation punishable by a fine or not more than \$200.00 for each violation.

805 Fireworks

No person shall possess any fireworks as defined in 160.1 New Hampshire Revised Statutes Annotated unless said person is in the business of the sale of fireworks for pyrotechnic displays as licensed by the Federal and State Government, or holds a valid permit for display of fireworks as provided elsewhere in this section.

805.1 Permit for Pyrotechnic Displays:

A permit for "fireworks" displays shall be issued by the Board of Selectmen for special events in which a fireworks display is in the best interests of the general public. No permits shall be issued without the approval of the Chiefs of the Fire and Police Departments who will render a decision based on the competence of the operator, the protection factors and the availability of manpower and equipment.

806 Public Dances

No person, firm, corporation or organization shall conduct a public dance, carnival or circus in which the attendance may be greater than two hundred (200)

802 Ordinance to Regulate Vendors, Hawkers, Peddlers, Solicitors, and other Itinerant Vendors, and Door-to-Door Solicitations and Canvassing

802.1 Requirement

No person, partnership, corporation, or other entity, whether maintaining permanent location in the Town of Exeter or not, may sell, barter, purchase, or otherwise carry on commerce in goods or services within the Town of Exeter, or attempt to do so, through door-to-door solicitations, or on the streets, sidewalks, or other property of the Town without first applying for and receiving a permit to do so from the Town of Exeter.

802.2 Exemptions

No permit is required under this ordinance for the following:

- a. The solicitation of signatures for political purposes.
- b. Any public event sponsored by a non-profit organization, provided that any concessions or sales must be directly connected to the event and must be included in the public assemblage permit approved for the event under Town Ordinance 807. A list of vendors must be provided to the Town Office before the event.
- c. Any event taking place in Town recreation areas and is part of a Town-sponsored event or has the express written permission of the Board of Selectmen or designee.
- d. Any event taking place on land owned or controlled by the public school system and has the express written permission of the School Board or Principal of the school in question.

802.3 Procedure for Obtaining Permit

Persons or entities subject to this Ordinance shall apply during normal business hours (8:00AM-4:30PM at the Town Office) to the Office of the Selectmen or designee for a permit, utilizing the application form prescribed. If vending food, the applicant must first obtain all applicable licenses from the Exeter Health Department located at the Exeter Fire Department.

The application for the permit shall include, but is not limited to, the following information:

- a. the name of the person applying and the name of the entity, if different, for whom the application is made;
- b. the local address of the person applying, the permanent address of the person applying, and of the entity, if different, from the person making the

application;

- c. the local and permanent telephone and fax numbers of said person and/or entity;
- d. the date of birth and social security number of all persons to be involved and taxpayer's identification number of the entity;
- e. vehicle information, including the license plate number, state of issue, and physical description of all vehicles involved;
- f. the nature of the goods or services involved;
- g. the method of solicitation to be used and copies of any proposed contracts, agreements, promotional materials, or other materials designed to be used in solicitation.
- h. the dates upon which solicitations, canvassing, or vending are to occur and the location and times on each of those dates.
- i. the names of Town parking lots, commons, or parks at which vending is proposed to occur.
- j. information required to be supplied under NH RSA 321:19 as to the advertising, representing or holding forth of any sale as an insurance, bankrupt, insolvent, assignee's, trustee's, testator's, executor's, administrator's, receiver's, wholesale, manufacturer's or closing-out sale, or as a sale of goods damaged by fire, smoke, water or otherwise, or in any similar form, the following information is required to be supplied under NH RSA 321:19- all the facts relating thereto, the reason for and the character of such sale, including a statement of the names of the persons from whom the goods were obtained, the date of their delivery to the applicant, the place from which they were last taken and all the details necessary to locate and identify them.
- k. a non-refundable permit fee of twenty-five (\$25) dollars per day, one hundred (\$100) dollars per week, or two hundred fifty (\$250) dollars per year or any part thereof, payable at the time of application.

802.4 Official Action on the Permit

- A. Before granting any permit under this chapter, the Board of Selectmen of the Town of Exeter, or designee shall:
 - 1. determine whether the applicant has submitted a complete and accurate application;

2. determine whether the applicant has met all requirements and purposes of this chapter;
 3. forward application and information to the Chief of Police or designee for review.
- B. After the application for a permit has been reviewed by the Board of Selectmen or designee and the Chief of Police or designee, the permit will be approved or disapproved. The decision to approve or disapprove will be based on the findings of the Board of Selectmen or designee. A decision shall be made no later than five (5) working days after receipt of application. If the permit is denied, the Board of Selectmen or designee shall provide reasons for the denial to the applicant.
- C. Reasons for denial may include but are not limited to any one of the following:
1. conviction of any offense which would warrant such denial;
 2. evidence that the permittee has accepted or solicited money, otherwise than through a bonafide sale or barter of goods, wares, or merchandise, or has in any manner solicited same from the public;
 3. evidence of any falsification of information on the application;
 4. evidence that the permittee is insane, a sexual psychopath, is or has been guilty of assault upon others or whose conduct has been otherwise disorderly and is of such violent or offensive demeanor that to grant such permit would constitute a threat to the peace or safety of the public;
 5. the permittee is at large pending appeal from a conviction for a violation of the law involving extreme moral turpitude; or
 6. failure to supply the information required under NH RSA 321:19
 7. any negative past experience with the organization's or individual's conducting of activities either in the Town of Exeter or elsewhere, that would require a permit under this ordinance.

802.5 Revocation of Permit

- A. Upon receipt of any complaint concerning nuisance, hazard, annoyance, or disorderly conduct concerning any section of this Chapter, any or all solicitors may be asked to stop solicitation.
- B. The Town of Exeter may amend or revoke a permit if any of the following occur:

1. The existence of any of the reasons for denial listed above in 802.4C.
2. Failure to supply the identification required under 802.8 below.
3. The occurrence of any prohibited conduct as set forth below under 802.9

802.6 Appeal Process

A person may appeal to the Board of Selectman from the denial, revocation or amendment of a permit by filing a written notice within five (5) working days of denial, revocation or amendment of the permit. The Board of Selectmen may affirm or reverse the decision, or attach such additional conditions to the permit as will, in their best judgment, protect the health and safety of the public and the persons required to apply for the permit.

802.7 Notification of Police

Upon the issuance of a permit to any person, firm, corporation, or other entity, the Board of Selectmen or designee shall notify the Police Department of the same.

802.8 Identification Required

Any person, firm, corporation, or other entity granted such a permit shall upon demand show suitable identification to any person demanding same and shall at each solicitation or inquiry identify the entity benefiting from the funds received.

802.9 Prohibited Conduct Under a Permit

- A. No door-to-door solicitation or canvassing regulated under this chapter is to occur before 9 AM or after 9PM on any given date.
- B. Sidewalk Vendors: A vendor selling on the sidewalk shall not:
 1. Vend at any location where the unobstructed sidewalk area after deducting the area occupied by the stand is less than three (3) feet in width;
 2. Vend within thirty (30) feet of any driveway entrance to a police or fire station, or within ten (10) feet of any other driveway;
 3. Allow the stand or any other item relating to the operation of the vending business to lean against or hang from any building or other structure lawfully placed on public property, without the building or structure owner's written permission.
- C. Motor Vehicle Vendors: A vendor selling from a motor vehicle shall not:

1. Conduct his motorized business in such a way as would restrict or interfere with the ingress or egress of the abutting property owner or tenant, create or become a public nuisance, increase traffic congestion or delay, or constitute a hazard to traffic, life or property, or an obstruction to adequate access to Fire, Police or Town/State vehicles;
2. Stop, stand, or park his vehicle upon any street for the purpose of selling or sell on any street under any circumstances during the hours when parking, or stopping or standing has been prohibited or is prohibited by statute by signs or curb markings or ordinance;
3. Remain in any one location for longer than is authorized by the parking ordinances of the Town unless specifically authorized to do so. In areas not covered by the parking ordinances, parking shall be limited to thirty (30) minutes.

802.10 Penalty

Any person, partnership, corporation, or other entity that conducts activities that require a permit under this chapter without a valid permit shall be guilty of a violation punishable by a fine or not more than \$200.00 for each violation.

805 Fireworks

No person shall possess any fireworks as defined in 160.1 New Hampshire Revised Statutes Annotated unless said person is in the business of the sale of fireworks for pyrotechnic displays as licensed by the Federal and State Government, or holds a valid permit for display of fireworks as provided elsewhere in this section.

805.1 Permit for Pyrotechnic Displays:

A permit for "fireworks" displays shall be issued by the Board of Selectmen for special events in which a fireworks display is in the best interests of the general public. No permits shall be issued without the approval of the Chiefs of the Fire and Police Departments who will render a decision based on the competence of the operator, the protection factors and the availability of manpower and equipment.

806 Public Dances

No person, firm, corporation or organization shall conduct a public dance, carnival or circus in which the attendance may be greater than two hundred (200) people unless a police officer is on duty at such an event. When the attendance increases by any group to three hundred (300) or more, a police officer shall be on duty at such event for each three hundred (300) persons in attendance.

806.1 Costs:

The costs of such police services shall be paid by the person, firm or corporation sponsoring the event.

Town of Exeter Mobile Vending License Agreement

The Town of Exeter, a municipal corporation with a principal place of 10 Front Street, Exeter, New Hampshire (hereinafter "Town"), for the License Fee of \$X,XXX.XX hereby grants this revocable license to VENDOR NAME AND ADDRESS (hereinafter "Licensee") to allow the vending of goods and/or food from the downtown municipal parking space shown on Exhibit 1 (hereinafter "Vending Space") in accordance with the following terms and conditions:

1. This license authorizes the vending of goods/food from the Vending Space for the period of January 1, 2022 – December 31, 2022.
2. Vending shall be from only that mobile vending unit described as follows: DESCRIPTION OF MOBILE VENDING UNIT, VIN # _____, License Plate # _____. Should Licensee seek to vend from a different mobile vending unit, Licensee shall seek the written consent of the Town and such mobile vending unit shall be inspected and licensed by the Health Department. Such consent shall not be unreasonably withheld. Requests shall be directed to the Town Manager.
3. The Licensee agrees to maintain the mobile vending unit described in the preceding paragraph in good condition and to vend from it only those items/foods which Vendor is lawfully allowed to vend in accordance with Local and State permits.
4. Licensee agrees to keep the vending space clean and sanitary at all times and to comply with any reasonable requests of the Town with respect to maintenance of the area. Trash receptacles shall be made available to customers and removed by Licensee when Vendor departs the vending space daily. Dumping of grease, oil or graywater is strictly prohibited.
5. Licensee must comply at all times with all other applicable State and Local Ordinances, specifically including those relative to vending and health safety. Mobile vehicle unit shall be properly registered at all times and Licensee shall provide proof of registration if requested by the Town.
6. Licensee and/or operators of mobile vending unit shall maintain, at all times, such State and Local permits and licenses as are required. Nothing in this license diminishes, negates, changes or alters the authority of the Health Department or any other department relative to licenses and permits issued by it. Such other agencies and departments shall have all remedies available to it under law.

7. If food vending, it shall be grounds for revocation if an inspection conducted by the Health Department yields: 1) more than 2 critical item violations per inspection; and/or 2) any repeat critical item violations(s), 3) a total inspection score of less than 80, or 4) if the Commissary names on the Commissary Agreement does not maintain an inspection score of 80 or greater, or 5) Vendor failed to sign in to Commissary on day of inspection, or on any day of operation, or 6) Vendor protests/refuses inspection.
8. Licensee shall not harass, intimidate or threaten other vendors.
9. Payment of the License Fee shall be made payable to the Town of Exeter and directed to the attention of Town Manager, Town of Exeter, 10 Front Street, Exeter, NH 03833.
10. Licensee hereby agrees to indemnify and hold harmless the Town and its respective officials, employees and agents from any and all liability of any kind associated in any way with the exercise of the rights granted under this license. This obligation shall survive the termination of this License.
11. The Licensee agrees to submit a Certificate of Insurance and endorsement/provisions with completed application maintaining General Liability/Bodily Injury/Property Damage of \$1,000,000 per occurrence, \$2,000,000 aggregate; the Town of Exeter must be listed additional insured. A copy of the Certificate of Insurance shall be kept on file with the Town Manager's Office.
12. The license is not transferable or assignable without the written consent of the Town.
13. Licensee shall not operate from the vending space before 7:00 am or after 9:00 pm without the written consent of the Town.
14. Licensee agrees to cooperate with the Town in the event that the Town needs to undertake temporary maintenance or construction within the Vending Space or make available the area for a special event. For example, in the event of a necessary water line repair, vending from the space might have to be suspended for a short period of time. In such instance, the Town is prepared to try to identify an alternative temporary location for vending or to refund/credit an equitable portion of the License Fee.
15. Both the Town and Licensee acknowledge that conditions may arise that might require a permanent relocation of the vending space. The Town may, for good cause and upon reasonable notice, assign Licensee a different

vending space in the downtown area. The Town and Licensee shall in the first instance attempt to identify a mutually agreeable alternative Vending Space. Should Licensee object to the alternative location, Licensee, without penalty, may terminate the license and be refunded an equitable portion of the License Fee.

16. This license may be revoked if Licensee fails to abide by the obligations set forth in this license. Licensee will be provided with notice of any deficiency and an opportunity to cure. Such cure period shall be seven (7) days except in the event of a serious health or safety violation, in which case the cure period shall be immediate. There shall be no refund of the license fee paid to date of revocation.
17. Any damages sustained by Licensee for breach of this license shall be limited to refund of any fees paid.
18. Licensee agrees that it shall reimburse the Town for the cost of remediating any situation caused by failure of the Licensee to comply with this license, including, but not limited to, the cost of cleaning or repairs necessitated by Licensee's negligent actions or use of the Vending Space in a manner inconsistent with the terms of the license.
19. At the end of the term of this license, the Licensee may again apply for the Downtown Exeter Mobile Vending Agreement through the Request for Proposal process for the next calendar year.

TOWN OF EXETER

Russell J. Dean, Exeter Town Manager

Date

Licensee

Date

REQUEST FOR PROPOSALS
Town of Exeter
Downtown Exeter Mobile Vending

The Town of Exeter requests written bid proposals for the opportunity to enter into a license agreement with the Town of Exeter for vending from a mobile vending unit in the downtown area of Exeter. The Town of Exeter has identified one (1) municipal parking location within the downtown from which it will permit vending from a mobile vending unit. The Vendor submitting the best qualified bid proposal will be forwarded for Department approvals, then submitted to the Select Board for approval. Upon approval, Vendor has 10 days to return signed license agreement to the Town Manager's Office; failure to do so may result in the Town proceeding to the next best qualified bid proposal.

Bid proposals begin at \$2,400.00 annually.

The Town of Exeter is equal opportunity/affirmative action. All qualified proposals will receive consideration without regard to race, color, religion, creed, age, sex, or national origin.

Award of Agreement is contingent on State of New Hampshire and Town of Exeter Health Regulations, Town of Exeter Ordinance 802, receipt of Certificate of Insurance and payment of accepted bid within 10 days of approval.

The Town of Exeter reserves the right to reject any or all bid proposals, to waive technical or legal deficiencies, and to accept any proposal that it may deem to be in the best interest of the Town.

Please submit clearly marked, sealed proposals,
no later than December 15, 2021, to:

Town of Exeter – Mobile Vending RFP
Town Manager's Office
10 Front Street
Exeter, NH 03833
(603)773-6102

**Town of Exeter
Exeter, New Hampshire
Downtown Mobile Vending**

Bid Specifications

Introduction

In 2021 the Exeter Select Board amended Ordinance 802.9 relative to Mobile Vending from municipal parking spaces. Pursuant to the ordinance change:

- Mobile vending from downtown parking spaces shall be permitted only from one (1) space approved by the Exeter Select Board;
- Mobile vending from this space shall be permitted on a yearly basis from January 1st through December 31st per calendar year;
- The mobile vending location shall be awarded to the best qualified bidder;
- There shall be a minimum bid price for use of the mobile vending space.

The vendor who submits the best qualified bid for the downtown mobile vending space will have the opportunity to enter into a license agreement to vend from the downtown municipal parking space. The license will provide for vendor's exclusive use of the vending space for that period of the calendar year. The agreement will be in accordance with Exeter Ordinance 802. Vendors should review Ordinance 802 carefully.

This bid applies only to mobile vending units (not carts) and one (1) designated downtown municipal parking space.

Vendor submittal requirement:

- A cover letter describing the mobile vendor unit along with accompanying photos and dimensions; food/goods vendor proposes to sell; and days/hours vendor anticipates selling;
- The fully completed application for bid;
- Copies of permits issued by the State of New Hampshire for vending of goods or food.

Vendor is not required to obtain local and state permits prior to submission of a bid, but will be required to obtain all state and local permits prior to execution of the license for the designated municipal mobile vending space.

Disqualification: Vendor will be disqualified if:

- Vendor has a history of non-compliance with local and/or state regulations, ordinances and/or laws;
- Vendor's proposed mobile vending unit, proposed method of servicing customers, or goods/food for sale raise health or safety concerns that cannot be reconciled through the agreement terms. By way of further guidance, it is imperative that vending be able to occur in a manner which does not create a risk for customers, vehicular traffic, the vendor or others, or create damage to Town property;
- in regard to food vending, if Vendor has within the last year had a health inspection that yielded more than 2 critical item violations per inspection, or any repeat critical item violation(s), a total inspection score of less than 80, or if the Commissary names on the Commissary Agreement did not maintain an inspection score of 80 or greater;
- Vendor has a history of harassing, intimidating or threatening others;
- the bid proposal is on a form other than that furnished by the Town of Exeter;
- there are unauthorized additions, conditions or irregularities which may make the bid proposal incomplete, indefinite or ambiguous as to its meaning;
- more than one proposal is submitted for the same work from an individual, firm or corporation under the same or different name or there is evidence of collusion among bidders;
- Vendor fails to submit all required information; or
- disqualification is in the best interest of the Town of Exeter.

By submitting a bid proposal, the Vendor authorizes the Town to undertake such investigation as may be necessary to verify the Vendor's qualifications (per RSA 31:102-b). The Vendor may be requested to execute a release in favor of third parties who have information relative to the Vendor's qualifications. Refusal to execute a release may result in disqualification.

Delivery of Bid Proposals

When sent by mail, the sealed proposal shall be addressed to the Town at the address and in the care of the official in whose office the proposals are to be received. All proposals shall be filed prior to the time and at the place specified in the invitation for bid proposals. All bid proposals should be plainly marked on the outside of the envelope "Downtown Exeter 2022 Mobile Vending". Proposals received after the deadline will not be opened or considered. Faxed or emailed proposals are not acceptable.

Withdrawal of Bid Proposals

A proposal may be withdrawn prior to execution of agreement.

Reservation of Rights

The Town of Exeter reserves the right to reject any or all bids to waive technical or legal deficiencies, and to accept any proposal that it may deem to be in the best interest of the Town.

**Exeter Downtown Mobile Vending
Bid Proposal Application Form**

The undersigned submits the following price proposal to vend from the designated Exeter downtown mobile vending space. The Vendor submitting the best qualified bid proposal will be offered the opportunity to enter into a license agreement with the Town. Vendor shall specify amount in both words and figures. If there is a discrepancy between prices written in words and those written in figures, the prices written in words shall govern.

Minimum bid proposal is \$2,400.00.

Downtown Mobile Vending Space Bid in words:

Downtown Mobile Vending Space Bid in figures:

Submitted by: _____
(please print)

Signature: _____

Company Name (if applicable): _____

Address: _____

City/State/Zip: _____

Telephone: _____

Email Address: _____

Corrections on the bid form should be made by crossing out the error and entering the new price or information above or below it. The correction must be initialed. In case of discrepancy between the prices written in words and those written in figures, the prices written in words shall govern.



Town of Exeter
10 Front Street
Exeter, NH 03833

Phone: 603-773-6102 Email: pmcelroy@exeternh.gov

PERMIT APPLICATION FOR MOBILE VEHICLE VENDING 802
(does not apply to WC & C1 Downtown Districts)

Fee: \$25.00 per day or \$100.00 per week or \$250.00 per calendar year or any part thereof, in accordance with Town Ordinance 802.

PERMIT FEE: To be submitted with permit application. Permit fee is non-refundable.

Mobile Vending location will occur at specific location as approved on this application. Not to include Town House Common permitted spaces, nor any WC or C1 Downtown District space.

Liability Insurance Required: Certificate of Insurance and endorsement/provisions to be submitted with completed application. Requirement amounts: General Liability/Bodily Injury/Property Damage: \$1,000,000 per occurrence, \$2,000,000 aggregate; the Town of Exeter must be listed as additional insured.

Today's Date: _____

Representative Information:

Name: _____

Street Address: _____ Town/State/Zip: _____

Phone#: _____ Email: _____

Organization Information:

Name: _____ Organization Tax ID#: _____

Street Address: _____ Town/State/Zip: _____

Phone#: _____ Email: _____

Dates of Activity: _____ Times of Activity: (7AM to 9PM limit): _____

At what Town locations will mobile vending occur: (WC & C1 Downtown Districts require a separate application and fee).

Product to be sold through mobile vending _____

Attach copies of proposed contracts, agreements, promotional materials, or other materials designed to be used in mobile vending.

Motor Vehicle Information:

License plate#: _____ State: _____ Vehicle Description: _____

License plate#: _____ State: _____ Vehicle Description: _____

Attach additional sheet if necessary.

Complete the following information for each individual involved:

Name: _____ DOB: _____ SS#: _____

Name: _____ DOB: _____ SS#: _____

Name: _____ DOB: _____ SS#: _____

Name: _____ DOB: _____ SS#: _____

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

Town of Exeter Ordinance: 802

To regulate Vendors, Hawker, Peddlers, Solicitors, and other Itinerant Vendors, and Door-to-Door Solicitations and Canvassing, and Mobile Vending.

Town of Exeter Ordinance: 802.1

Requirement: No person, partnership, corporation, or other entity, whether maintaining permanent location in the Town of Exeter or not, may sell, barter, purchase, or otherwise carry on commerce in goods or services within the Town of Exeter, or attempt to do so, through door-to-door solicitations, or on the streets, sidewalks, or other property of the Town without first applying for and receiving a permit to do so from the Town of Exeter.

Town of Exeter Ordinance 802:9

Mobile Vendors shall not conduct their mobile vending business in such a way as would restrict or interfere with the ingress or egress of the abutting property owner or tenant, create or become a public nuisance, increase traffic congestion or delay, or constitute a hazard to traffic, life or property, or an obstruction to adequate access to Fire, Police or Town/State vehicle;

A vendor selling from a mobile vending unit shall not stop, stand or park their mobile vending unit upon any public location, public parking space or public street for the purpose of selling under any circumstances, except through the acquisition of a Mobile Vendor Permit and/or by the parking ordinances of the Town unless specifically authorized to do so by the Select Board or designee;

Mobile Vendor is responsible for removal of their own trash.

Mobile vending units approved signage and garbage receptacles must be removed daily.

Dumping of grease, oil or greywater is strictly prohibited.

Mobile Vending Permits must be applied for at least two (2) weeks prior to the beginning of approved start of business at the permitted location. Blackout dates must apply due to special event scheduling.

Additional Specifications Related to Town House Common Mobile Vending

Unless otherwise approved by the Select Board or designee, mobile vending will be limited to six (6) designated spaces in the public parking lot abutting Town House Common. Parking on green space is prohibited.

Unless otherwise approved by the Select Board or designee, mobile vending in the Town House Common public parking lot will be allowed year-round January 1 through December 31 of the calendar year specified on the approved permit, Sunday – Tuesday 7:00 am – 9:00 pm, Wednesday 7:00 am – 4:00 pm, Thursday – Saturday 7:00 am – 9:00 pm.

Signage will identify designated spaces as reserved for mobile vendors, and will refer potential automobile parkers to a website page for access to the schedule of reserved mobile vending dates and times. Violators will be towed at the owner's expense.

Complete Ordinance 802 available on Exeter NH website or upon request.

For Town Use:

Date Application Received: _____

Fee Received: \$ _____ Cash: Check #: _____

Approvals:

Code Enforcement Officer: _____ Date: _____

Health Officer: _____ Date: _____

Highway Superintendent: _____ Date: _____

Exeter Police Chief: _____ Date: _____

Approved as authorized by the Select Board/Designee:

_____ Date



Town of Exeter
10 Front Street
Exeter, NH 03833
Phone: 603-773-6102 Email: pmcelroy@exeternh.gov

PERMIT APPLICATION FOR TOWN HOUSE COMMON MOBILE VENDING 802

Fee: \$1,200.00 per calendar year (or prorated monthly), in accordance with Town Ordinance 802.9

PERMIT FEE: To be submitted with permit application. Permit fee is non-refundable.

Mobile Vending will occur at Town House Common Municipal Parking Lot within designated parking spaces.

Liability Insurance Required: Certificate of Insurance and endorsement/provisions to be submitted with completed application. Requirement amounts: General Liability/Bodily Injury/Property Damage: \$1,000,000 per occurrence, \$2,000,000 aggregate; the Town of Exeter must be listed as additional insured.

Today's Date: _____

Representative Information:

Name: _____

Street Address: _____ Town/State/Zip: _____

Phone#: _____ Email: _____

Business Information:

Name: _____ Organization Tax ID#: _____

Street Address: _____ Town/State/Zip: _____

Phone#: _____ Email: _____

Dates of Activity: _____ Times of Activity: (7AM to 9PM limit): _____

Type of **Product to be Sold**: _____

Attach copies of proposed contracts, agreements, promotional materials, or other materials designed to be used in mobile vending.

Mobile Vending Unit Information:

License plate#: _____ State: _____ Vending Unit Description: _____

Complete the following information for each individual involved:

Name: _____ DOB: _____ SS#: _____

Name: _____ DOB: _____ SS#: _____

Name: _____ DOB: _____ SS#: _____

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

Town of Exeter Ordinance 802:

To regulate Vendors, Hawkers, Peddlers, Solicitors and other Itinerant Vendors, and Door-to-Door Solicitations and Canvassing, Mobile Vending.

Town of Exeter Ordinance: 802:1

Requirement: No person, partnership, corporation or other entity, whether maintaining permanent location in the Town of Exeter or not, may sell, barter, purchase, or otherwise carry on commerce in goods or services within the Town of Exeter, or attempt to do so, through door-to-door solicitations, or on the streets, sidewalks, or other property of the Town without first applying for and receiving a permit to do so from the Town of Exeter.

Town of Exeter Ordinance 802:9

Mobile Vendors shall not conduct their mobile vending business in such a way as would restrict or interfere with the ingress or egress of the abutting property owner or tenant, create or become a public nuisance, increase traffic congestion or delay, or constitute a hazard to traffic, life or property, or an obstruction to adequate access to Fire, Police or Town/State vehicles;

A vendor selling from a mobile vending unit shall not stop, stand or park their mobile vending unit upon any public location, public parking space or public street for the purpose of selling under any circumstances, except through the acquisition of a Mobile Vendor Permit and/or by the parking ordinances of the Town unless specifically authorized to do so by the Select Board or designee;

Mobile Vendor is responsible for removal of their own trash.

Mobile vending units, approved signage and garbage receptacles must be removed daily.

Dumping of grease, oil or greywater is strictly prohibited.

Mobile Vending Permits must be applied for at least two (2) weeks prior to the beginning of approved start of business at the permitted location. Blackout dates may apply due to special event scheduling.

Additional Specifications Related to Town House Common Mobile Vending:

Unless otherwise approved by the Select Board or designee, mobile vending will be limited to six (6) designated spaces in the public parking lot abutting Town House Common. Parking on greenspace is prohibited.

Unless otherwise approved by the Select Board or designee, mobile vending in the Town House Common public parking lot will be allowed year-round January 1 through December 31 of the calendar year specified on the approved permit, Sunday – Tuesday 7:00 AM – 9:00 PM, Wednesday 7:00 AM – 4:00 PM, Thursday – Saturday 7:00 AM – 9:00 PM.

Signage will identify designated spaces as reserved for mobile vendors, and will refer potential automobile parkers to a website page for access to the schedule of reserved mobile vending dates and times. Violators will be towed at the owner's expense.

Complete Ordinance 802 available on Exeter NH website or upon request.

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For Town Use:

Date Application Received: _____

Fee Received: \$ _____ Cash: Check #: _____

Approval: Code Enforcement Officer: _____ Date: _____

Health Officer: _____ Date: _____

Highway Superintendent: _____ Date: _____

Exeter Police Chief: _____ Date: _____

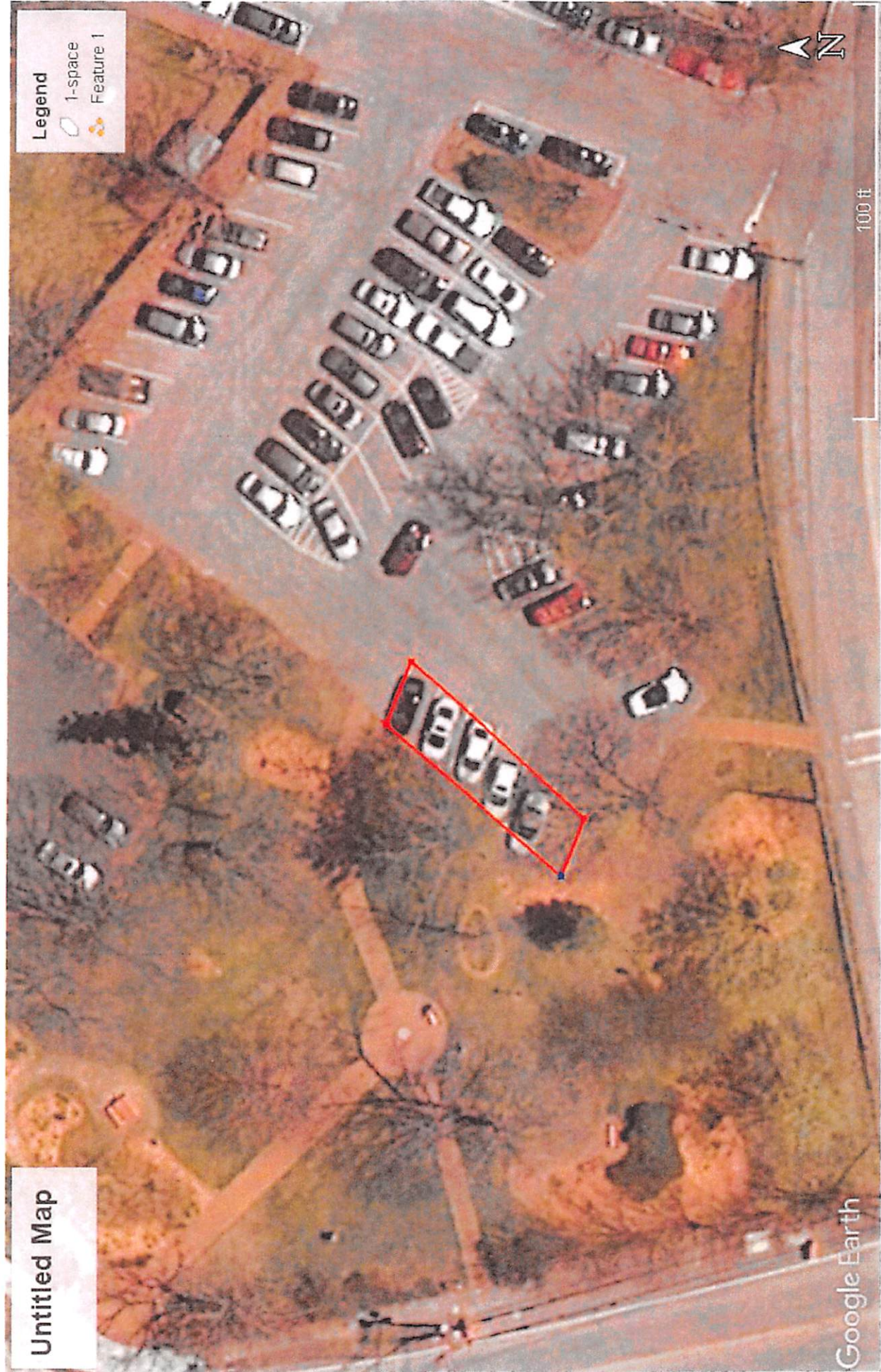
Police Dept Notes: _____

Approved as authorized by the Select Board/Designee: _____ Date _____

Untitled Map

Legend

- 1-space
- Feature 1



Google Earth

100 ft