

**Select Board Meeting**  
**Monday, June 14<sup>th</sup>, 2021, 7:00 p.m.**  
**Nowak Room, Town Office Building**  
**10 Front Street, Exeter, NH**

1. Call Meeting to Order
2. Public Comment
3. Proclamations/Recognitions
  - a. Proclamations/Recognitions
4. Approval of Minutes
  - a. Regular Meeting: June 7<sup>th</sup>, 2021
5. Appointments
6. Discussion/Action Items
  - a. Swasey Parkway Road Closure
  - b. Fire Alarm Box Update – Fire Chief Wilking, Assistant Chief Pizon
  - c. Board & Committee Meetings Discussion
  - d. Classification Plan Amendment – Assistant Town Manager/HR Director
  - e. Second Reading – Animal Control 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
10. Adjournment

Niko Papakonstantis, Chair  
Select Board

Posted: 6/11/21 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

## **Proclamations/Recognitions**

## Minutes

Select Board Meeting  
Monday June 7, 2021  
6:30 PM  
Remotely via Zoom  
Draft Minutes

1. Call Meeting to Order

Members present: Julie Gilman, Molly Cowan, Daryl Browne, Niko Papakonstantis, and Town Manager Russ Dean were present at this meeting.

Members absent: Lovey Roundtree Oliff

The meeting was called to order by Mr. Papakonstantis at 6:30 PM.

Mr. Papakonstantis read a statement:

As Chair of the Select Board, I find that due to the State of Emergency declared by the Governor as a result of the COVID-19 pandemic and in accordance with the Governor's Emergency Order #12 this public body is authorized to meet electronically.

Public notice of this meeting was posted on the town website and on the bulletin board of the town offices at 10 Front Street. As provided in that public notice, the public may access the meeting online and via phone. The usual rules of conduct and decorum will apply.

Please note that all votes taken during this meeting shall be done by roll call vote. Let's start the meeting by taking a roll call attendance. When each member states their presence, please also state whether there is anyone in the room with you during this meeting and who that person is (son, daughter, spouse, etc...), which is required under the Right-to-Know law.

2. Non-Public Session

**MOTION:** Ms. Gilman moved to enter into non-public session per RSA 91-A:3II(c) to discuss a tax waiver. Ms. Cowan seconded. In a roll call vote, the motion passed 4-0, and the meeting entered non-public session at 6:35 PM.

The meeting reconvened at 6:55 PM.

**MOTION:** Ms. Gilman moved to seal the minutes of the non-public session of 6/7/2021 until the matter has been concluded. Mr. Papakonstantis seconded. In a roll call vote, the motion passed 4-0.

3. Public Comment

- a. Robert Ficara of 6 Columbus Avenue, the owner of Exeter Bowling Lanes and Shooters Pub, said that the construction on the intersection of Columbus Ave, Brentwood Road, and Epping Road will be detrimental to his business. His customers tend to come from 101 to exit 9 and down to Columbus, but now they

must follow a more complicated route. Over 850 cars per week come into the parking lot, two-thirds of which come from Epping Road. The change will also add additional traffic to Washington Street, which is narrow and residential. He would like to come before the Board to address this issue. Mr. Papakonstantis said the construction was a result of a warrant article in 2017, but was delayed until now. He'd like to see this as a discussion item at the next meeting. Mr. Ficara added that he would be willing to serve on a committee that got real community input on these decisions.

4. Proclamations/Recognitions

- a. There were no proclamations/recognitions at this meeting.

5. Approval of Minutes

- a. Regular Meeting: May 24, 2021

**MOTION:** Mr. Browne moved to approve the minutes of May 24, 2021 as presented. Ms. Cowan seconded. In a roll call vote, the motion passed 4-0.

6. Appointments

**MOTION:** Ms. Gilman moved to appoint Kathy Corson as a full member of the Housing Advisory Committee, term to expire 4/30/2022. Mr. Papakonstantis seconded. In a roll call vote, the motion passed 4-0.

**MOTION:** Ms. Cowan moved to appoint Nick Campion as a full member of the Conservation Committee, term to expire 4/30/2024. Ms. Gilman seconded. In a roll call vote, the motion passed 4-0.

**MOTION:** Ms. Gilman moved to appoint Kristin Osterwood as a full member of the Conservation Committee, term to expire 4/30/2024. Ms. Gilman seconded. In a roll call vote, the motion passed 4-0.

Mr. Papakonstantis mentioned that the Conservation Commission appointments leave two alternate positions open in that group, and encouraged the public to apply.

7. Discussion/Action Items

- a. COVID 19 Updates

- i. Chief Wilking said that Covid numbers in the town as well as the State are looking much better. There were no new cases in Exeter over the weekend, and only two new cases in the past week. Statewide, six people died from Covid, but none from Rockingham County. Vaccinations are exceeding 70%. The State will no longer offer first dose Moderna and Pfizer at the fixed vaccination site; they recommend those seeking a first dose schedule at a pharmacy, their physician, or the hospital. They have the goal of closing the fixed site on June 30. There was a successful student vaccination clinic over the weekend; 160 students signed up, and

132 were vaccinated. They will provide the second dose on June 27. The transition from the mask ordinance to the advisory has been very smooth. There have been no reports of confrontations or shaming.

- ii. James Murray said they held a clinic at the school, and 132 students were vaccinated. They have a couple of second dose clinics to wrap up, and are offering first dose clinics to any business.
- iii. Greg Bisson said that Parks and Rec proposes opening all town facilities for permitted events starting July 1st. FEMA will reimburse the cleaning fees related to Covid-19. There are 22 permit applications in the file right now. The Board did not make a motion, but had a consensus to allow Parks and Rec to open town facilities July 1st.
- iv. Mr. Bisson said that per the NHMA email, the Governor's order regarding virtual meetings will expire June 11. If it expires, Boards and Committees will need to start meeting in person. They don't know if he will let it expire or extend it, but the NHMA seems to anticipate that it will expire.

Mr. Dean said Bob Glowacky, Andy Swanson, and himself went through what they would need to have EXTV do in-person meetings. One issue is that people may want a hybrid-type meeting. When the order ends, they must have a physical location for the meeting. It won't preclude having a hybrid meeting, but it will take some training of the Board and staff if the Board wants to pursue it. He added that they're not required to offer a hybrid meeting.

Mr. Papakonstantis said he liked that the public has had access to every committee that met, and were not restricted with times and rooms. Mr. Dean said it would be difficult to have all of the Boards on TV with the staffing they have today. The Land Use Boards are the priority for TV. Ms. Gilman said meeting virtually makes it easier for the staff to run the meetings remotely. Mr. Dean said EXTV resources are stretched at the moment, which they may need to address in the future. Mr. Browne said he appreciates that the staff can work remotely. Virtual meetings are more accessible. Ms. Gilman said there is more participation in virtual meetings, so she would be in favor of hybrid. There was a State bill that was considering the legality of virtual meetings, but it was knocked down to a study committee, which won't be complete until January. Only the Board itself has to meet in person, not the public. Bob Glowacky said he could meet with any Board members to demonstrate the hybrid model in the Nowak Room. Ms. Cowan asked if members of the Committees could facilitate the meeting so that a staff member didn't have to be there. Ms. Gilman said there would have to be training involved.

Mr. Glowacky said that historically EXTV ran 10 - 12 meetings per month, now they're doing 22. They're hoping to go back to 10 - 12. They would handle the hybrid side of it in the Nowak Room and possibly the Wheelwright Room, but there's no other location equipped for it.

Mr. Papakonstantis said they should add a Select Board meeting June 14th to address the Governor's decision on Friday. Mr. Dean should email all the Board and Committee Chairs about the meeting.

b. 44 River Street - Public Hearing Restoration of an Involuntarily Merged Lot

**MOTION:** Ms. Gilman moved to table the discussion of the involuntary lot merger until June 21, 2021. Ms. Cowan seconded. In a roll call vote, the motion passed 4-0.

c. First Reading of the Animal Control Ordinance

Mr. Papakonstantis said this ordinance change would add Kids Park and Townhouse Common to the areas at which dogs are not allowed. Mr. Bisson said they spent a lot of money on renovating Kids Park and small children use it. It's one of the busiest parks in town. Mr. Dean said this would be the first of three readings.

d. Classification Plan Amendment - Assistant Town Manager/HR Director

Mr. Papakonstantis said he would like to postpone a substantial discussion and vote to the next meeting when they have a complete Board.

Mr. Dean said they came up with this proposal at the Select Board goals meeting in April. The Police and Fire Departments have already reorganized their structures in a similar way. The Assistant Town Manager/HR Director position would be at Grade 13.

Mr. Papakonstantis said the retirement of the HR Director is pending. In April, the Board talked about reorganizing as a whole, but also creating this specific position. The town has growing needs; it's not growing in size, but the demands have changed significantly. There is no succession plan for the Town Manager position. Many communities have created this position. They have a part time HR Assistant that does much of the day to day HR tasks. Because they are replacing the existing HR Director position, it will not cost much more to address the needs of the town; there's no cost issue that must go before the Budget Recommendations Committee.

Ms. Gilman said there are towns half the size of Exeter that have the assistant position. She would like to take more time with these towns. They may want to use the services of MRI for a short period of time. Mr. Papakonstantis agreed, saying they wouldn't rush, but would instead bring someone in on a temporary basis. Ms. Cowan said she supported the reorg in Police, Fire, and DPW, which was about creating a succession plan. This makes sense.

Jay Charles of 7 Hunter Place said that combining the Assistant Town Manager position with an HR Director could be a conflict of interest. They need a contingency plan, but usually they are given notice and they can begin looking for a replacement. If there's a temporary need for someone to step in, maybe someone they already have can do it. The town hasn't grown in population, so how have the needs of the town grown?

Mr. Papakonstantis said regarding a conflict of interest, other communities in NH have this position. He previously asked legal counsel whether there would be a conflict of interest, and they said no. The person taking this role would assume the confidentiality that an HR Director would have. Regarding notice, life is sometimes unpredictable, and they need to take leave unexpectedly. Recently when Mr. Dean had to be out, they were able to tap into other town resources, but when you take a department head away from their responsibilities, the town loses out. MRI could bring someone in temporarily for HR, but for a Town Manager, they will be spending a lot more out of the budget. Any temporary replacement would be an individual with many years of experience. Sometimes the pool of resources is composed of individuals who may be unemployed for a reason. The town benefits the most from an in-house succession plan. They've set this up for Fire, Police, Public Works and Parks and Rec. All were done at open Select Board meetings.

Anne Surman of 14 Cullen Way asked if all these other towns have multi-year contracts with their Town Managers, because Exeter has a seven year contract with the Town Manager. She's not that interested in what other towns do, she's looking for the data as to what is not getting done. She understands the need for a succession plan, but the HR Director should be an autonomous position. A new position should go to the Budget Committee, even if it's not new money. This would give the town the chance to warm up to the idea and better understand it.

Bill Campbell of 111 High Street said they have an HR Director and an Assistant HR person now. That's already 1.5 positions doing HR, so with this proposal they'd be losing on the HR side. He wonders if they will come back later and say they need a full time HR person. The BRC should look at new positions. He added that it's difficult for townspeople to get information about changes like this.

e. Drought Update

Jennifer Perry, the Public Works Director, was present to discuss the drought status. Ms. Perry said they had great rain over Memorial Day Weekend which provided short term relief, but the drought is not resolved. They're down to 33 cubic feet per second in the Exeter River, which is low flow. They're continuing to watch conditions very closely. Most of the State is in a drought condition, but Exeter is moderately dry. The rainfall deficit this year is 6". There should be above-average flows in July and August. For now, they recommend continuing with the alternate day water restrictions, or level 2 restrictions. They will continue to communicate with the public.

f. Surface Water Treatment Plant Lagoon Cleaning Update

Ms. Perry discussed the proposal for Lagoon Sludge Removal. GZA will conduct the sludge removal at the Surface Water Treatment Plant. The sludge is a result of the alum chemical treatment accumulation. Historically, it was



transported to the old lagoons at the Wastewater Treatment Plant, but that's no longer an option. This material needs to be removed from the site to a solid waste facility. They could transfer the sludge to the North Country Landfill in Bethlehem, with a \$112/ton tipping fee, for a total cost of \$250,000. There were some capacity questions, so there is also an option to transport it to Waste Management in Rochester at \$145/ton, or \$273,000. They have \$275,000 in the Water budget for this from the budget process last year. They're recommending to proceed with the work this year.

**MOTION:** Mr. Browne moved to authorize the Department of Public Works to approve GZA Geo Environmental Inc to begin the Surface Water Treatment Plant Lagoon sludge removal services, at an expenditure up to the budgeted \$275,000. Ms. Gilman seconded. In a roll call vote, the motion passed 4-0.

g. Bond Resolutions - FY21 Bond Salem Street Project, Lagoon Cleaning

i. Ms. Gilman read the bond resolution:

*I, the undersigned Clerk of the Issuer, hereby certify that a meeting of the Governing Body of Issuer (the "Board") was held on June 7, 2021. A quorum of the Board was in attendance and voting throughout.*

*I further certify that there are no vacancies on the Board, that all of the members of the Board were duly notified of the time, place and purposes of said meeting, including as one of the purposes the authorization of bonds and the approval of a Loan Agreement between the New Hampshire Municipal Bond Bank (the "Bond Bank") and the Issuer.*

*I further certify that the following is a true copy of resolutions unanimously adopted at said meeting:*

*RESOLVED: That under and pursuant to the Municipal Finance Act, Chapter 33, N.H.R.S.A., as amended, the New Hampshire Municipal Bond Bank Law, Chapter 35-A, N.H.R.S.A, as amended, and other laws in addition thereto, and to votes of the Issuer duly adopted on March 9, 2021 under Articles 3 and 5 of the Warrant for such annual meeting of the Issuer there be and hereby is authorized the issuance of a \$7,700,000 Bond of the Issuer (the "Bond") which is being issued by the Issuer for the purposes of financing (i) the design and construction of water, sewer, drainage, road, and utility improvements in the Salem Street area (\$5,100,000) and (ii) the removal of sludge from the wastewater lagoons at 13 Newfields Road (\$2,600,000).*

*The Bond shall be dated as of its date of issuance, shall be in such numbers and denominations as the purchaser shall request, shall mature in accordance with the schedule set forth in Exhibit A to a certain Loan Agreement hereinafter described (the "Loan Agreement"), shall bear a net interest cost rate (as defined in the Loan Agreement) of two and a half percent (2.50%) per annum or such lesser amount as may be determined by a majority of the Board. The Bond shall be substantially in the form set forth as Exhibit B to the Loan Agreement and otherwise shall be issued in such manner and form as the signatories shall approve by their execution thereof.*

*RESOLVED: That the Bond shall be sold to the Bond Bank at the par value thereof plus any applicable premium.*

*RESOLVED: That in order to evidence the sale of the Bond, the Treasurer of Issuer and a member of the Board are authorized and directed to execute, attest, and deliver, in the name and on behalf of the Issuer, a Loan Agreement in substantially the form submitted to the meeting, which is hereby approved, with such changes therein not inconsistent with this vote and approved by the officers executing the same on behalf of the Issuer. The approval of such changes by said officers shall be conclusively evidenced by the execution of the Loan Agreement by such officers.*

*RESOLVED: That all things heretofore done and all action heretofore taken by the Issuer and its officers and agents in its authorization of the project to be financed by the Bond and are hereby ratified, approved, and confirmed.*

*RESOLVED: That the Clerk and the signers of the Bond are each hereby authorized to take any and all action necessary and convenient to carry out the provisions of this vote, including delivering the Bond against payment therefor.*

*RESOLVED: That the Clerk and the signers of the Bond are each hereby authorized to take any and all action necessary and convenient to carry out the provisions of this vote, including delivering the Bond against payment therefor.*

*RESOLVED: That the useful life of the project being financed is in excess of fifteen (15) years.*

*I further certify that said meeting was open to the public; the aforesaid vote was not taken by secret ballot nor in executive session; that the votes were taken by roll call if the meeting was held remotely/virtually and in accordance with Governor's Order #12; that notice of the time and place of said meeting was posted in at least two (2) appropriate public places within the territorial limits of the Issuer, or published in a newspaper of general circulation in said area, at least twenty-four (24) hours, excluding Sunday and legal holidays, before said meeting; that no deliberations or actions with respect to the vote were taken in executive session; and that the minutes of said meeting have been promptly recorded and have been or will be made open to inspection within one hundred forty-four (144) hours of said meeting, all in accordance with Chapter 91-A, N.H.R.S.A., as amended.*

*I further certify that the above vote has not been amended or rescinded and remains in full force and effect as of this date.*

**MOTION:** Ms. Gilman moved to adopt the FY21 Bond Salem Street Project, Lagoon Cleaning Bond Resolution. Ms. Cowan seconded. In a roll call vote, the motion passed 4-0.

## 8. Regular Business

### a. Tax Abatements, Veterans Credits and Exemptions

**MOTION:** moved to accept a yield tax for 113/3 for \$101.27. Mr. Browne seconded. In a roll call vote, the motion passed 4-0.

- b. Assistant Fire Chief Justin Pizon said they had a request from the owner of 7 Oak Street. The owner had previous approval to subdivide his lot, and built a two family condo behind his residence. There were no numbers available on Oak Street. Mr. Healy presented a street name proposal of "Kenmore Court," and the State approved. This would be a new private way to the subdivided property, 1 Kenmore Court Unit A and B.

**MOTION:** Mr. Browne moved to rename the two unit lot on 63/221 to 1 Kenmore Court Unit A and Unit B in Exeter NH. Ms. Gilman seconded. In a roll call vote, the motion passed 4-0.

- c. Permits & Approvals
  - i. There were no permits and approvals at this meeting.
- d. Town Manager's Report
  - i. Mr. Dean attended the Arbor Day event June 3rd, and thanked Eileen Flockhart for organizing it. He was able to read the proclamation approved by the Board.
  - ii. He also attended the Memorial Day parade. The organizers did a great job.
  - iii. He's working on the CIP with the Departments.
  - iv. He met with Tony Callendrello about a fund that the Arts Committee had, which has \$1,700. They would like to rename this fund to the Arts and Culture Commission.
  - v. He thanked Susan Baillargeon, who retired from the Fire Department May 31, after 37 years with the town.
  - vi. The maintenance Sewer Replacement project will start next week at Town Hall.
  - vii. The Legislative Season is getting to the end of the budget season. The SAG projects, including the Wastewater Treatment Facility, are not expected to be included in the budget.
- e. Select Board Committee Reports
  - i. Ms. Gilman had no meetings. At the State House, they passed things she doesn't think will benefit the town. She showed how to find information on the State House website.
  - ii. Mr. Browne had a Communications Committee meeting, where Mr. Glowacky talked about replacing the town app. At the Facilities Advisory meeting, the Chair was out, and they had a work session on how the Facilities Advisory process should work.
  - iii. Ms. Cowan had a Planning Board meeting where they elected officers, heard and approved a conditional use permit for the Grisnet property, and heard the beginning of a yield plan for a proposed 12 lot single family subdivision off Watson Road. She will attend a sitewalk there tomorrow morning.

- iv. Mr. Papakonstantis attended the Sustainability Committee meeting, where Mr. Sharples talked about finalizing the grant he and Julie LaBranche have been working on. They worked on a proposal to the Select Board on single use plastics. They're working on a memo to the Town Manager about the Sustainability Coordinator position.
- f. Correspondence
  - i. Several pieces of correspondence on Swasey Park. Mr. Papakonstantis suggested that the Trustees should attend the July Select Board meeting.
  - ii. A memo from the Exeter Farms Homeowners Association regarding their new Board of Directors.
- 9. Review Board Calendar
  - a. The next meetings are June 14 and June 21.
- 10. Non-Public Session
  - a. There was no non-public session at this time.
- 11. Adjournment

**MOTION:** Ms. Gilman moved to adjourn. Ms. Cowan seconded. In a roll call vote, the motion passed 4-0 and the meeting was adjourned at 8:34 PM.

Respectfully Submitted,  
Joanna Bartell  
Recording Secretary

## Board Appointments



Pam McElroy <pmcelroy@exeternh.gov>

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## Resignation from Conservation Committee

2 messages

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**Carlos Guindon** <cguindon5@gmail.com>  
To: "pmcelroy@exeternh.gov" <pmcelroy@exeternh.gov>  
Cc: Kristen Murphy <kmurphy@exeternh.gov>

Thu, Jun 10, 2021 at 9:31 AM

Dear Pam,

I am in the process of getting ready to move back to Costa Rica which I am excited about but it will mean ending my commitments here in Exeter. I will likely not leave until the beginning of August but prior to that will be occupied getting ready for departure so would like to resign my post on the Conservation Committee as of the end of June.

Best,

Carlos

Sent from Mail for Windows 10

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**Pam McElroy** <pmcelroy@exeternh.gov>  
To: Carlos Guindon <cguindon5@gmail.com>  
Cc: Kristen Murphy <kmurphy@exeternh.gov>

Thu, Jun 10, 2021 at 10:30 AM

Thank you for your service Carlos. We wish you all the best in Costa Rica.

Pam

[Quoted text hidden]

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*Pam McElroy*

**Town of Exeter**

Executive Assistant, Town Manager's Office

603-773-6102

Human Services Administrator

603-773-6116

## Swasey Parkway Road Closure



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

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## Swasey Parkway Closure

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Pam McElroy &lt;pmcelroy@exeternh.gov&gt;

Fri, Jun 11, 2021 at 9:16 AM

To: Russ Dean &lt;rdean@exeternh.gov&gt;, Niko Papakonstantis &lt;npapakonstantis@exeternh.gov&gt;

Good morning.

RE: Swasey Parkway Closure: March 15, 2021 Select Board Minutes page 3.

Motion: Ms. Oliff moved to close Swasey Parkway to vehicular traffic for 90 days. Ms. Gilman seconded. Ms. Gilman said she's talked to some people who don't want it closed permanently, so they should have a discussion about it. Mr. Papakonstantis suggested to have it end June 30 rather than a random date in June.

Motion: Ms. Oliff amended her motion to say that Swasey Parkway will stay closed until June 30, 2021. Ms. Gilman seconded. By a roll call vote, the motion passed 4-0.

*Pam McElroy*

**Town of Exeter**

Executive Assistant, Town Manager's Office

603-773-6102

Human Services Administrator

603-773-6116



## **Fire Alarm Box Update – Fire Department**



# EXETER FIRE DEPARTMENT

20 COURT STREET • EXETER, NH • 03833-3792 • (603) 773-6131 • FAX 773-6128  
[www.exeternh.gov](http://www.exeternh.gov)

*Advanced Life Support / EMS - Fire Suppression - Health Department - Emergency Management*

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## INTEROFFICE MEMORANDUM

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**TO:** RUSS DEAN, TOWN MANAGER  
**FROM:** JASON FRITZ, DEPUTY FIRE CHIEF PREVENTION  
**SUBJECT:** FIRE ALARM MONITORING  
**DATE:** JUNE 11TH, 2021

Russ,

Please accept this memo as an update regarding the decommissioning of the fire alarm monitoring system for the upcoming BOS meeting being held on Monday, June 14th.

October 7th 2020 Assistant Chief Pizon sent you a memo advising you of the status of the Fire Alarm monitoring system (Keltron). At the October 26th 2020 Select Board meeting a plan for decommissioning was discussed.

- December 8th, 2020 Chief Wilking sent all customers listed on our fire alarm monitoring system a letter explaining the decommissioning of our fire alarm monitoring system. We contacted our PRIMEX attorney for legal guidance for the advisory letter content and timeline.
- The “phase out” process has been ongoing since the beginning of January 2021, with a deadline of July 1st 2021.
- Our Fire Alarm Division has “rolled back” our system to within the urban compact and all but 3 street boxes (red fire boxes found on utility poles) have been removed from the system.
- Starting in May we have contacted all of our listed customers by phone as a courtesy follow up to check on their progression with this transition.
- No customers were billed for fire alarm monitoring services in 2021.
- FY2021 budget reduction of \$27,902 (actual)
- FY2022 budget reduction of \$14,076 (additional budget reduction from 2021 )
- Total budget reduction: \$41,978

Thank you,

Jason

*“A Tradition of Service”*

# MEMORANDUM FOR THE RECORD



TO : [Illegible]

FROM : [Illegible]

SUBJECT: [Illegible]

DATE: [Illegible]



# EXETER FIRE DEPARTMENT

20 COURT STREET • EXETER, NH • 03833-3792 • (603) 773-6131 • FAX 773-6128

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## INTEROFFICE MEMORANDUM

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**TO:** RUSS DEAN, TOWN MANAGER  
**FROM:** JUSTIN PIZON, ASSISTANT FIRE CHIEF  
**SUBJECT:** KELTRON FIRE ALARM AND MASTER BOXES  
**DATE:** OCTOBER 7, 2020

Russ,

In 2003 the Exeter Fire Department upgraded the fire alarm monitoring system to a Keltron radio box system. This was the first major modification to the hard wired master box system in nearly 30 years. Keltron is the proprietary name for radio boxes manufactured by AES Corporation. Please click [here](#) for detailed information regarding AES radio boxes. This system also works as a “decoder” for our existing master box system. The decoder takes a master box (wired system) that rings into the fire station and provides a physical location for the alarm. Master boxes first came into existence in Boston, Massachusetts in 1852, and Exeter has had utility pole agreements since the late 1800’s. This technology has not changed in nearly 170 years. To learn more about how a master box works, please click [here](#).

One motivating factor for the 2003 upgrades was the hard wired master box system no longer met the requirements put forth by the national fire code. The fire code (NFPA 1, 2015 edition, and NFPA 101, 2015 edition, and their associated reference material) is adopted by the State of New Hampshire through legislation. Currently the Exeter Fire Department is not meeting the NFPA or UL standards for alarm monitoring for several reasons (see attached sheet). Please click [here](#) for more information regarding the UL certification program.

Since 2003 there have been no upgrades made to the computer driven Keltron receiving and decoding system. In August of 2020, three vendors were approached for the cost of replacing the Keltron equipment. Two vendors did not provide pricing for equipment replacing. Their rationale, the infrastructure is currently installed in an area of the public safety complex, not amenable to computer related infrastructure. They referenced a lack of atmospheric controls, both temperature and airborne debris. The 3rd company provided a cost of \$89,450.00. They too expressed concern over the space the infrastructure was being installed in.

We have been tracking fire alarm monitoring revenue and expenses over the past few years. Since 2018 we see a downward trend in revenue while expenses continue to increase. FY18 saw \$41,807 in revenue, FY19 \$34,363, and this year with all accounts invoiced, we have received \$31,595. Expenses related to fire alarm service agreements and maintenance costs (wages, benefits and supplies) totaled \$39,112 in

FY19. Expenses budgeted for FY20 total \$41,745 and the proposed FY21 budget is \$42,076. It is easy to see the fire alarm monitoring is a cash flow negative venture. Currently the town realizes a loss of over \$12,000 annually. This does not include the anticipated cost of new equipment or the hiring of additional dispatchers.

I believe we can reduce direct costs associated with the fire alarm system by \$10,150 annually, and reduce the overtime necessary for Fire Alarm maintenance within the Emergency Recall and Detail line by as much as \$10,750 or 50% in FY21, and \$21,500 or 100% in future years by decommissioning the hard wire fire alarm system and removing all street boxes. A revised FY21 budget would show a total reduction of \$24,446 in expenses, wages and benefits, and FY22 will be a \$38,846 reduction as compared to our current 2020 budget.

It is our recommendation that the Town of Exeter and the Exeter Fire Department discontinue the service of fire alarm monitoring, both radio and master box systems. There are several companies who specialize in alarm monitoring for approximately \$1/day (\$365/yr). Our intention is to send notifications to all customers with a proposed cutoff date of July 1st, 2021. That notification will include a list of reputable vendors who are UL listed and follow the NFPA requirements for alarm monitoring.

## **Board and Committee Meetings Discussion**



Russ Dean <rdean@exeternh.gov>

## NHMA Guidance on Public Meetings After the State of Emergency Ends

New Hampshire Municipal Association <governmentaffairs@nhmunicipal.org>  
Reply-To: New Hampshire Municipal Association <governmentaffairs@nhmunicipal.org>  
To: NHMA Member <rdean@exeternh.gov>

Fri, Jun 11, 2021 at 11:14 AM

Public Meetings After the State of Emergency Ends



**Emergency Order #12, Which  
Authorized Public Bodies to Meet  
Without a Physical Location, Expires  
at Midnight Tonight!**

The current state of emergency, first declared on March 13, 2020, and extended 21 times since then, expires tonight at midnight, and the governor announced yesterday that he will not extend it. This means that Emergency Order #12, which has authorized public bodies to meet without a physical location for the last 15 months, also expires at midnight tonight.

Thus, any public body that is meeting tomorrow or later must comply with current law. The meeting must have a physical location at which the public may attend and, except in an emergency, a quorum of the body must be present at that physical location. RSA 91-A:2, III defines an “emergency” as a situation where “immediate action is imperative and the physical presence of a quorum is not reasonably practical within the period of time requiring action.” The statute requires that the chair or presiding officer determine whether an “emergency” exists, and the reason must be recorded in the meeting minutes.

If no “emergency” exists, but one or more members of the body (but less than a quorum) wish to participate remotely, RSA 91-A:2, III, states that public body *may* allow such remote participation if in-person attendance is not reasonably practical. Whether a member of the body may participate remotely is something that should be included in the body’s rules of procedure. In addition, RSA 91-A:2, III includes several additional requirements if a member participates remotely:

- Each part of the meeting must be audible “or otherwise discernable” to the public at the location of the meeting.
- Any member participating remotely must identify the persons present in the location from which the member is participating.
- All votes must be by roll call.

Please note that there is no prohibition in the statute on allowing the public to access the meeting by means other than physical attendance, so long as physical attendance is permitted. In other words, the body may, *in addition* to allowing for in-person attendance, broadcast the meeting via cable access television or an online format such as Zoom or Teams, or allow members of the public to call in and listen to the meeting. Any such additional means of accessing the meeting should be included in the meeting notice.

In addition, if the public body chooses to allow a public comment period, it should clearly inform the public if a format that the public may use to participate in the public meeting (e.g. Zoom) will be broadcast only. For example, “the public may view the meeting but will not be able to participate in the public comment period via the following link.” In addition, if the public body chooses to allow a public comment period for both those who attend remotely and those who attend in person, both groups should be treated equally. For example, if members of the public are allowed to speak for 3 minutes, both those attending remotely and those in-person should be permitted to speak for 3 minutes.



Keeping in mind that many online services have both chat and audio functions, if members of the public are allowed to participate in a public meeting remotely, the public body must decide in advance whether comments made in the chat function will be read by the presiding officer or be included in the minutes. In addition, anyone who wants to speak at a public meeting or hearing must identify themselves by name and address and such information must be recorded in the minutes in accordance with RSA 91-A:2, II.

Last, if a public body has provided notice about a meeting that was going to occur virtually after the expiration of the State of Emergency, it will need to provide a new notice indicating the physical location of the meeting. Depending on the timing, this may require rescheduling the meeting. ***We strongly urge local officials to consult with their municipal attorney about rescheduling meetings and providing appropriate notice.***

Please note that the legislature is scheduled to meet in Committees of Conference next week to consider, among other legislation, legislation related to remote meetings. Please keep an eye on our [Legislative Bulletin](#) (and subscribe if you haven't already) for updates. We know that remote meetings are of interest to our members, and we will update you via the Bulletin if the legislature adopts changes to the Right-to-Know law that differ from the above.

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## Questions?

Please contact us at 603.224.7447 or [governmentaffairs@nhmunicipal.org](mailto:governmentaffairs@nhmunicipal.org).

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Our mailing address is:  
New Hampshire Municipal Association  
25 Triangle Park Drive  
Concord, NH 03301

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## **Boards - Commissions - Committees (as of 6/21)**

24

**Select Board**

**Planning Board**

**Recreation Advisory Board**

**Zoning Board of Adjustment**

**Conservation Commission**

**Exeter Housing Authority Commission (5 year term)**

**Heritage Commission**

**Historic Distric Commission**

**Rockingham Planning Commission**

**Swasey Parkway Trustees**

**Trustees of the Robinson Fund**

**Trustees of the Trust Funds**

**Budget Recommendations Committee**

**Communications Advisory Committee**

**E911 Committee**

**Energy Committee**

**Facilities Committee**

**Housing Advisory Committee**

**Human Services Funding Committee**

**River Advisory Committee**

**Sustainability Advisory Committee**

**Water/Sewer Advisory Committee**

**Tree Committee**

**Exeter Police Stakeholders Committee**

**Arts and Culture Advisory Commission**

## **Classification Plan Amendment**

**TOWN OF EXETER  
MEMORANDUM**

TO: Select Board

FROM: Town Manager

RE: Assistant Town Manager/HR Director Proposal

DATE: June 7<sup>th</sup>, 2021

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The Board's goals meeting of April 19<sup>th</sup> suggested the organization be more aligned. Reasons were given for this alignment.

The Town has an opportunity to realign with the retirement of the current Human Resources Director. The proposal, being made in conformance with RSA 37, is to add the duties of an Assistant Town Manager to the HR position and retitling the position Assistant Town Manager/Human Resources Director. Support for this change means the following improvements can be made to the organization.

1. Creation of a second in command when the Town Manager is absent;
2. Additional assistance and high level support the Town Manager and Select Board in issues of significance to the Town including pursuit of grants;
3. Added support to Town Committees created by vote of the Board;
4. Additional assistance on special projects which would result in the use of fewer outside consultants;
5. Succession planning.

The proposed grade for the position is a Grade 13. The wages for the position would be paid from savings from the HR budget with the retirement of the incumbent. This change would be "headcount neutral" and not add a position. The Town's major departments of Police, Fire and Public Works have an Assistant Director or Assistant Chief. The Town's Parks/Recreation Department also has an Assistant Director. Several seacoast communities also have this position including Dover, Rochester, and Portsmouth.

**CLASSIFICATION PLAN – TOWN OF EXETER  
NON UNION  
AS AMENDED THROUGH ~~NOVEMBER 9, 2020~~ JUNE 14, 2021**

GRADE 1	Custodian
GRADE 2	Records Clerk Vehicle Maintenance/Highway Laborer Media Technician (PT)
GRADE 3	Solid Waste Facility Operator Assistant Town Clerk Water/Sewer Utilities Clerk Office Clerk Office Clerk – Fire (PT)
GRADE 4	Administrative Assistant - Planning
GRADE 5	Deputy Town Clerk Human Resources Assistant (PT)
GRADE 6	Recreation Coordinator Office Manager – DPW/Fire/Police/Parks-Recreation
GRADE 7	Executive Assistant Human Resources and Payroll Accountant Deputy Code Enforcement Officer IT Technician
GRADE 8	Deputy Tax Collector Water/Sewer Engineering Technician Engineering Technician
GRADE 9	Welfare/Human Services Administrator Natural Resources Planner Health Officer
GRADE 10	Water Treatment Operations Supervisor Wastewater Treatment Operations Supervisor Electrical Inspector Deputy Assessor Assistant Director – Parks/Recreation
GRADE 11	Assistant Engineer Maintenance Superintendent <del>Human Resources Director</del> Accountant

GRADE 12	Highway Superintendent Senior Accountant Water/Sewer Assistant Manager
GRADE 13	Economic Development Director Town Clerk Police Lieutenant Deputy Fire Chief - Training/EMS Deputy Fire Chief – Fire Prevention/Inspections <b>Assistant Town Manager/HR Director</b>
GRADE 14	Parks/Recreation Director Building Inspector/CEO Water/Wastewater Manager/Engineer IT Coordinator
GRADE 15	Town Planner Deputy Police Chief Assistant Fire Chief – Assistant EMD
GRADE 16	Finance Director Town Engineer
GRADE 17	
GRADE 18	Chief of Police Fire Chief/Emergency Management Director DPW Director
GRADE 19	
GRADE 20	Town Manager

Adopted: July 28, 2014

Amended: December 15, 2014

Amended: June 19<sup>th</sup>, 2017 (added Deputy Assessor)

Amended: February 11<sup>th</sup>, 2019 (added Senior Accountant)

Amended: June 3<sup>rd</sup>, 2019 (deleted Parks Recreation from Office Clerk, add Office Clerk – Fire (PT), add Human Resources Assistant (PT), add IT Technician, add Parks-Recreation to Office Manager, delete “Town” from Assistant Town Engineer).

Amended: June 17<sup>th</sup>, 2019 (delete Police Captain(s), add Police Lieutenant, add Police Deputy Chief).

Modify “administrator” to “director” for Human Resources.

Amended: September 14<sup>th</sup>, 2020 (add Media Technician)

Amended: October 5<sup>th</sup>, 2020 (add Human Resources and Payroll Accountant. Wastewater Operations Supervisor)

**Amended: November 9<sup>th</sup>, 2020 (delete Assistant Fire Chiefs Grade 14, add Deputy Fire Chief – Training/EMS and Deputy Fire Chief – Preventions/Inspection at Grade 13. Add Assistant Fire Chief/Assistant EMD at Grade 15).**

## TOWN OF EXETER

JOB TITLE: Assistant Town Manager /Human Resources Director

7/1/21

DEPARTMENT: Town Manager

POSITION NUMBER: 600

EMPLOYMENT STATUS: Full-Time, Non-Union

EXEMPT STATUS: Administrative Exemption

LABOR GRADE: 13

**JOB SUMMARY:** Position oversees the town's activities in personnel administration including selection, orientation, training, evaluation, employee relations, position classification, policy review, compensation and record keeping.

Provides direct support to the Town Manager to assist in the development and implementation of goals, objectives, policy recommendations, long and short-range planning, and priorities. Serves as Acting Town Manager when designated by the Town Manager.

**SUPERVISION RECEIVED:** The Assistant Town Manager/Human Resources Director receives direct supervision from the Town Manager, exercises independent judgment and is evaluated by the Town Manager based upon the achievement of assigned goals and objectives.

**SUPERVISION EXERCISED:** The Assistant Town Manager/Human Resources Director has direct supervision over the Human Resources Assistant. The Assistant Town Manager may supervise other personnel as assigned by the Town Manager.

**ESSENTIAL DUTIES:** (The listed examples may not include all duties of the position)

1. Provides an adept level of administrative staff assistance to the Town Manager in support of their work with the Select Board, members of the public, community groups, governmental agencies, and Town staff.
2. May serve as the Town Manager's representative to community groups and organizations. Represent the Town Manager through attendance at community meetings; following up on key issues; presenting on Town policies and projects; and negotiating, managing and developing agreements and cooperative activities with community partners as assigned.
3. Work requires regular contact with all town departments, state, federal and private organizations, requiring administrative and technical knowledge and ability to promote and protect the town's best interests; contacts require considerable skill in negotiating and



resourcefulness and discretion in influencing decisions and behavior of other department heads.

4. Assists the Town Manager in performing various duties including responding to and resolving difficult and sensitive citizen inquiries and complaints; authorizing and coordinating staff efforts for major external and internal communications; work with Select Board members on specific concerns and issues; and major projects with Departments.
5. Work with Town Manager to develop a performance management system. Administers staff evaluation process and ensures periodic evaluation of same; prepares reports of hiring practices, as required.
6. Administer the town's personnel programs, policies and procedures; recommend personnel policies, regulations and procedures; ensures the preparation and maintenance of necessary, confidential personnel records.
7. Interacts with employees and department heads on various personnel issues. Refers significant personnel issues to Town Manager.
8. Administers centralized recruitment and selection procedures; coordinates/conducts pre-employment interviews as required.
9. Develops and coordinates in service training programs for employees.
10. Conducts employee orientations and exit interviews.
11. Assists department managers and staff in the interpretation and application of personnel policies, rules, and regulations.
12. Updates job descriptions and conducts wage surveys.
13. Submits department related accounts payable vouchers for payment.
14. Prepares and manages the Human Resources budget and monitors expenditures.
15. Establishes and maintains centralized personnel filing system.
16. Prepares and maintains a variety of records, forms and reports.
17. Oversees employee benefits (health, dental, life, LTD, retirement).
18. Oversees worker's compensation claims with Town's workers compensation carrier and coordinates reports for Department of Labor through Town's WC carrier.

19. Performs other related duties as required by the Town Manager.

Knowledge, Skills and Abilities

1. Knowledge of the functions, organization and operations of all town departments.
2. Knowledge of town policies and procedures, ordinances and state and federal statutes.
3. Knowledge of the principles and practices of human resource administration.
4. Knowledge of labor and contract management, collective bargaining RSAs and methods.
5. Knowledge of the principles and practices of effective public relations and the management of personnel.
6. Skill in public and interpersonal relations.
7. Skill in oral and written communication, and public presentation.
8. Skill in establishing priorities and organizing work.
9. Skill in managing multiple and concurrent projects.
10. Skill in operating general office equipment such as a computer, calculator, copier and printer.
11. Skill in the use of relevant software such as word, excel and Munis.
12. Ability to establish and maintain effective working relationships with employees, town officials, state, regional and federal officials.
13. Ability to prepare and present technical and statistical reports.
14. Ability to exercise sound and mature judgment and discretion.
15. Ability to negotiate and resolve disputes effectively.
16. Ability to demonstrate good teamwork, leadership, interpersonal skills and attitude.
17. Ability to exercise creativity and initiative in resolving problems and issues.

**SUPERVISORY CONTROLS:** The supervisor provides administrative direction with assignments in terms of broadly defined missions or functions. The employee has responsibility for planning, designing and carrying out programs, projects, studies or other work independently.

Results of the work are considered as technically authoritative and are normally accepted without significant change. If the work should be reviewed, the review concerns such matters as fulfillment of program objectives, effect of advice and influence of the overall program, or the contribution to the advancement of technology. Recommendations for new projects and alterations of objectives are usually evaluated for such considerations as availability of funds and other resources, broad program goals or organizational priorities.

**GUIDELINES:** Guidelines are available, but are not completely applicable to the work or have gaps in specificity. The employee uses judgment in interpreting and adapting guidelines such as agency policies, regulations, precedents and work directions for application to specific cases or problems. The employee analyzes results and recommends changes.

**COMPLEXITY:** The work typically includes varied duties requiring many different and unrelated processes and methods such as those relating to well-established aspects of an administrative or professional field. Decisions regarding what needs to be done include the assessment of unusual circumstances, variations in approach and incomplete or conflicting data. The work requires making many decisions concerning such things as the interpreting of considerable data, planning of the work, or refining the methods and techniques to be used.

**SCOPE AND EFFECT:** The work involves establishing criteria; formulating projects; assessing program effectiveness; or investigating or analyzing a variety of unusual conditions, problems or questions. The work product or service affects a wide range of agency activities, major activities of industrial concerns or the operation of other agencies.

**PERSONAL CONTACTS:** The personal contacts are with individuals or groups from outside the employing agency and internal to the agency, in a moderately unstructured setting (e.g., the contacts are not established on a routine basis; the purpose and extent of each contact is different and the role and authority of each party is identified and developed during the course of the contact).

**PURPOSE OF CONTACTS:** The purpose is to plan, coordinate or advise on work efforts or to resolve operating problems by influencing or motivating individuals or groups who are working toward mutual goals and who have basically cooperative attitudes.

**PHYSICAL DEMANDS:** The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as papers, books, small parts; driving an automobile; etc. No special physical demands are required to perform the work.

**WORK ENVIRONMENT:** The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries and residences or commercial vehicles (e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc.). The work area is adequately lighted, heated and ventilated.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** Department Heads at this level have final responsibility and authority for the accomplishment of objectives, utilization of resources and personnel administration decisions within a major jurisdictional subdivision. They are accountable for the effective and efficient management of work to achieve goals and objectives. They usually receive guidance in the form of approval/denial on matters of policy, service levels and goals or objectives from higher authorities. Management responsibility in this area may be enhanced when position is acting in the absence of the Town Manager.

**MINIMUM QUALIFICATIONS:**

1. Minimum experience of five years of management experience in municipal government, which includes responsibilities for operations and management of personnel. Human Resources experience preferred. Or any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills, and abilities.
2. Knowledge associated with the completion of a Bachelor's degree with coursework in public administration, public policy, human resources, or other appropriate field. A Master's degree in a similar field is preferred. Any combination of education and experience which demonstrates possession of the required knowledge, skills, and ability may be considered.
3. Valid Driver's License, and satisfactory driving record, required.

**Amend Animal Control Ordinance**

**AMEND CHAPTER 9 – EXETER TOWN ORDINANCES**

Delete from Section 910 (section c.):

**910 Prohibition in Parks and Commons**

No person, firm or corporation shall allow to have in their physical control any dog while in the geographical confines of the following parks and commons:

- a. Founders' Park
- b. Library grounds
- c. Hampton Road Recreation Park
- d. Town House Common**
- e. Kids Park**
- f. Park Street Common
- g. Swasey Parkway
- h. Brickyard Pond fields

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Niko Papakonstantis, Chair

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Molly Cowan, Vice Chair

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Julie Gilman, Clerk

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Lovey Roundtree Oliff

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Daryl Browne

First Reading: June 7<sup>th</sup>, 2021

Second Reading: June 14<sup>th</sup>, 2021

Adopted:

Effective:

Copy: Town Clerk



# EXETER PARKS & RECREATION

32 COURT STREET • EXETER, NH • 03833 • (603) 773-6151 • [www.exeternh.gov](http://www.exeternh.gov)



## TOWN OF EXETER-MEMORANDUM

TO: Russ Dean, Town Manager  
FROM: Greg Bisson, Director of Parks and Recreation  
CC: Melissa Roy, Assistant Director  
RE: Dog Ordinance update  
DATE: 06/07/2021

---

The Exeter Parks and Recreation Department is requesting an amendment to the current dog ordinance for Kid's Park and Townhouse Common.

### **Kid's Park:**

The Kid's Park renovation rejuvenated the old park, which increased the park's usage. Unfortunately, it has been brought to our attention that people take their dogs into the park to use it as a small dog park. This unsanitary practice needs to stop, but unfortunately, Kid's Park was not one of the parks listed in the ordinance. We were unaware of this problem until the department completed the renovation, and the park use increased. We have received several complaints asking to post no dogs allowed. Children ranging in age from 2-12 now use that park.

### **Townhouse Common:**

Townhouse Common is not listed in the ordinance as well. We have increased programming at this park with Yoga, Karate, and special events. Townhouse Common currently has signs posted and has been for years.

Respectfully Yours,  
Greg Bisson  
Director Exeter Parks and Recreation

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



## Permits And Approvals

## Correspondence

## HOUSE BILLS AMENDED BY THE SENATE

### These are the budget bills

- **HB 1-A**, making appropriations for the expenses of certain departments of the state for fiscal years ending June 30, 2022 and June 30, 2023. (House Nonconcur; C of C 06/04/2021)
- **HB 2-FN-A-L**, relative to state fees, funds, revenues, and expenditures. (House Nonconcur; C of C 06/04/2021)
  - Prohibits the distribution of state funds awarded by the department of health and human services to a reproductive health care facility for provision of abortion services, and prohibits a health care provider from performing an abortion if the gestational age of the fetus is at least 24 weeks unless there is a medical emergency.
  - Suspends revenue sharing with cities and towns for the biennium
    - Suspends the crediting of meals and rooms tax revenue to the division of travel and tourism.
  - Prohibits the dispersing of state aid grants for certain new infrastructure projects in the department of environmental services
  - Establishes and describes a right to freedom from certain types of discrimination based on age, sex, gender identity, sexual orientation, race, creed, color, marital status, familial status, mental or physical disability, religion, or national origin in public workplaces and education.
  - Prohibition on Public Employers. No public employer, either directly or through the use of an outside contractor, shall teach, advocate, instruct, or train any employee, student, service recipient, contractor, staff member, inmate, or any other individual or group, any one or more of the following:

I. That people of one age, sex, gender identity, sexual orientation, race, creed, color, marital status, familial status, mental or physical disability, religion, or national origin, are inherently superior or inferior to people of another age, sex, gender identity, sexual orientation, race, creed, color, marital status, familial status, mental or physical disability, religion, or national origin;

**HB 15-FN**, relative to including under the meals and rooms tax facilitators of Internet transactions of motor vehicle rentals and facilitators of Internet transactions of room occupancies. (House Concur 06/10/2021)

**HB 25-A**, making appropriations for capital improvements. (House Nonconcur; C of C 06/04/2021)

This is the budget for DES State capital projects

**HB 69, (New Title)** relative to the authority of schools to display the national and state mottos. (House Concur 06/10/2021)

**HB 75**, renaming and adjusting the membership of the New Hampshire commission on deafness and hearing loss. (House Concur 06/10/2021)

**HB 77, (New Title)** requiring town and city clerks to provide daily notification to the secretary of state of any filings for elected office and relative to the broadband matching grant initiative. (House Concur 06/10/2021)

**HB 98**, relative to the date of the state primary election. (House Nonconcur; C of C 06/04/2021)

**HB 99**, relative to seasonal platforms on public waters of the state. (House Concur 06/10/2021)

**HB 100**, relative to driving to the left of an unbroken painted line. (House Concur 06/10/2021)

**HB 101**, relative to the close of a county's books of records. (House Concur 06/10/2021)

**HB 108-FN-L**, (New Title) relative to minutes and decisions in nonpublic sessions; an exemption for items falling within the attorney-client privilege or the attorney work product doctrine under the right-to-know law; and remote access to public meetings under the right-to-know law. (House Nonconcur; C of C 06/04/2021)

**HB 115**, relative to wake surfing. (House Concur 06/10/2021)

**HB 120**, relative to administration of psychotropic medications to children in foster care. (House Concur 06/10/2021)

**HB 140**, relative to private rights of action regarding pupil safety. (House Concur 06/10/2021)

**HB 143**, (New Title) relative to an electronic prescription drug program and establishing licensure and requirements for licensed social workers, licensed social work associates, and social work conditional licenses. (House Concur 06/10/2021)

**HB 164**, relative to the acquisition, sale, or demolition of municipal land or buildings. (House Concur 06/10/2021)

**HB 174**, relative to reporting a collision between a cat and a motor vehicle. (House Concur 06/10/2021)

**HB 179-FN**, relative to enhanced penalties based on prior convictions for driving under the influence of drugs or liquor. (House Concur 06/10/2021)

**HB 180-FN**, increasing the penalty for buyers under the law regarding trafficking in persons. (House Nonconcur; C of C 06/04/2021)

**HB 183**, (Second New Title) exempting persons under the age of 14, who are selling soft drinks on family owned or leased property, from city, town, or village district licensing requirements. (House Concur 06/10/2021)

**HB 186**, (New Title) relative to certain legislative study commissions and committees. (House Nonconcur 06/10/2021)

**HB 187**, (New Title) relative to the emergency powers of the commissioner of health and human services and relative to the membership of the oversight committee on health and human services. (House Nonconcur; C of C 06/04/2021)

**HB 195**, adding display of a firearm as an exception to reckless conduct. (House Concur 06/10/2021) **HB 199**, including soil health and soil conservation in the state soil conservation plan. (House Nonconcur; C of C 06/04/2021)

**HB 220**, (New Title) relative to medical freedom in immunizations and establishing a committee to examine the policy of medical intervention including immunizations. (House Concur 06/10/2021)

**HB 223**, relative to political party access to a list of absentee ballot requests. (House Concur 06/10/2021)

**HB 224**, (New Title) relative to tinted windows on motor vehicles, relative to civil liability for damage to highways, and relative to employer access to motor vehicle records. (House Nonconcur; C of C 06/04/2021)

**HB 235**, (Second New Title) addressing impacts to other water users from new sources of water for community water systems and relative to the PFAS fund and programs. (House Nonconcur; C of C 06/04/2021)

**HB 238**, creating a statute of limitation on civil actions relative to damage caused by perfluoroalkyl and polyfluoroalkyl substances. (House Concur 06/10/2021)

**HB 239-FN**, relative to prosecutions for certain assaults against minors. (House Nonconcur; C of C 06/04/2021)

**HB 242**, relative to the content of adequate education. (House Nonconcur; C of C 06/04/2021)

**HB 243**, (New Title) relative to the form of municipal budgets, relative to municipal estimates of expenditures and revenues, and relative to the requirement that certain governing bodies submit recommendations to the budget committee. (House Concur 06/10/2021)

**HB 250**, relative to pet vendors. (House Concur 06/10/2021)

**HB 251-FN**, requiring children under the age of 2 years to be restrained in a motor vehicle. (House Concur 06/10/2021)

**HB 263**, (New Title) relative to campaign finance reform and increasing the threshold for reporting by political committees. (House Concur 06/10/2021)

**HB 271**, relative to standards for per and polyfluoroalkyl substances (PFAS) in drinking water and ambient groundwater. (House Nonconcur; C of C 06/04/2021)

**HB 278**, relative to the use of unused district facilities by chartered public schools. (House Nonconcur; C of C 06/04/2021)

**HB 283**, (Second New Title) proclaiming April 11, 2022 as Wentworth Cheswill Day. (House Concur 06/10/2021)

**HB 284**, relative to the restoration of involuntarily merged lots. (House Concur 06/10/2021)

**HB 285**, relative to verification of voter checklists. (House Concur 06/10/2021)

**HB 291**, (New Title) relative to the analysis of requests for absentee ballot information by the attorney general. (House Nonconcur; C of C 06/04/2021)

**HB 296-FN**, establishing the crime of unsolicited disclosure of an intimate image. (House Nonconcur; C of C 06/04/2021)

**HB 306**, relative to revenue estimates while operating under emergency orders caused by the COVID-19 pandemic. (House Concur 06/10/2021)

**HB 309**, (New Title) relative to the computation of renewable energy credits and clarifying certain renewable energy classes. (House Concurr 06/10/2021)

**HB 311**, establishing a committee to study rail trail best management practices. (House Concurr 06/10/2021)

**HB 315**, relative to the aggregation of electric customers and municipal host customer generators serving political subdivisions. (House Nonconcurr; C of C 06/04/2021)

**HB 320**, requiring a civics competency assessment as a high school graduation requirement. (House Concurr 06/10/2021)

**HB 321**, (New Title) requiring school districts to submit an annual report concerning gifted and talented students. (House Concurr 06/10/2021)

**HB 326**, (New Title) requiring town and city clerks to make electronic lists of persons who have applied for absentee ballots available to candidates upon request. (House Nonconcurr; C of C 06/04/2021)

**HB 330**, relative to sports book locations. (House Nonconcurr; C of C 06/04/2021)

**HB 334**, (New Title) relative to prohibitions on carrying a loaded firearm on an OHRV or snowmobile and relative to the procedure for conducting firearm background checks. (House Nonconcurr; C of C 06/04/2021)

**HB 338-FN**, relative to penalties for dog theft and tampering with a dog's radio collar. (House Concurr 06/10/2021)

**HB 373**, relative to state participation in low carbon fuel standards programs. (House Concurr 06/10/2021)

**HB 375**, (New Title) allowing the destruction of valueless contraband by the chief of police, the chief's designee, the county sheriff, or the sheriff's designee. (House Concurr 06/10/2021)

**HB 391**, (New Title) establishing a commission to review and make recommendations on campaign finance laws. (House Nonconcurr 06/10/2021)

**HB 397**, relative to permitting fees under the shoreland protection act. (House Concurr 06/10/2021) 11  
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**HB 411**, establishing a committee to study the equalization rate used for the calculation of a property tax abatement by the New Hampshire board of tax and land appeals, the superior court, and all cities, towns, and counties. (House Concurr 06/10/2021)

**HB 413**, (New Title) establishing a solid waste working group on solid waste management planning, relative to compost, and establishing a statewide solid waste disposal reduction goal. (House Concurr 06/10/2021)

**HB 417**, (Second New Title) relative to the powers of the governor during a declared state of emergency. (House Nonconcurr; C of C 06/04/2021)

**HB 423**, establishing a commission to study the implementation of enhanced automation of traffic lig(House Concur 06/10/2021)

**HB 424**, establishing a commission to study ways to reduce texting while driving. (House Concur 06/10/2021)

**HB 432**, relative to the offenses that prevent employment in a school. (House Concur 06/10/2021)

**HB 448**, establishing a committee to study and compare federal Occupational Safety and Health Act standards with the safety and health standards of the New Hampshire department of labor uses for public sector employees. (House Concur 06/10/2021)

**HB 471**, (New Title) relative to police disciplinary hearings and authorizing the department of justice to maintain an exculpatory evidence schedule. (House Concur 06/10/2021)

**HB 476**, (New Title) relative to election officers at additional polling place and relative to legalizing, ratifying, and confirming all actions, votes, and proceedings of the annual meeting of the town of Middleton. (House Concur 06/10/2021)

**HB 479**, (New Title) relative to pharmacist provider status, nicotine cessation therapy, and pharmacy benefit manager requirements. (House Concur 06/10/2021)

**HB 485**, (New Title) relative to informed consent to search a motor vehicle and amending the statutory requirements for a search warrant; relative to prohibiting certain uses of laser pointing devices, and relative to various civil actions and criminal liability. (House Nonconcur; C of C 06/04/2021)

**HB 509**, relative to portraits and memorial objects in the state house, legislative office building, and Upham Walker House. (House Concur 06/10/2021)

**HB 518**, relative to rebates under the law governing unfair insurance practices. (House Concur 06/10/2021)

**HB 523-FN**, requiring a person who registers to vote without any identification to have his or her photo taken before his or her registration to vote is complete. (House Concur 06/10/2021)

**HB 533**, establishing a division of investigation and compliance in the lottery commission. (House Nonconcur; C of C 06/04/2021)

**HB 542**, (New Title) relative to the protection of religious liberty. (House Nonconcur; C of C 06/04/2021) **HB 566**, (Second New Title) relative to the discussion of disclosure of minutes from a nonpublic session under the right-to-know law. (House Nonconcur; C of C 06/04/2021)

**HB 572**, relative to pharmacist administration of vaccines and allowing a licensed advanced pharmacy technician to administer vaccines. (House Concur 06/10/2021)

**HB 593-FN**, requiring a food delivery service to enter into an agreement with a food service establishment or food retail store before offering delivery service from that restaurant. (House Concur 06/10/2021)

**HB 600-FN**, relative to funding for newborn screening. (House Concur 06/10/2021)

**HB 605-FN**, relative to the therapeutic cannabis program. (House Concurr 06/10/2021)

**HB 610-FN**, (Third New Title) requiring certain licensing and reporting functions be conducted through the Nationwide Multistate Licensing System and Registry, relative to background investigations of trust officers, to certain filing fees, assessments, and interest rates, and to the transmission of consumer complaints by the banking department, requiring employers to provide certain workplace accommodations for employees, and establishing the New Hampshire housing and conservation planning program. (House Nonconcurr; C of C 06/04/2021)





June 7, 2021

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

Re: Regional Sports Networks

Dear Chairman and Members of the Board:

We are committed to keeping you and our customers informed about changes to Xfinity TV services. As you may know, many sporting events and broadcasts were put on hold during the pandemic. We have been working hard to recover the fees regional sports networks charged us for those sporting events and broadcasts during the hiatus to pass back to our customers.

We are currently notifying customers in your community of a courtesy adjustment related to these fees. This adjustment reflects what has been committed to us by the regional sports networks in your area to date. We will continue to work to recover additional funds where possible. We are committed to giving our customers 100% of what we receive.

For more information, visit [www.xfinity.com/sportsadjustments](http://www.xfinity.com/sportsadjustments).

Please feel free to contact me at [Thomas\\_Somers@cable.comcast.com](mailto:Thomas_Somers@cable.comcast.com) should you have any questions.

Very truly yours,

*Jay Somers*

Jay Somers, Sr. Manager  
Government Affairs

*Town Manager's Office*

JUN 11 2021

*Received*



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

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**Re: Swasey Parkway May Reservation Invoice**

1 message

**Niko Papakonstantis** <npapakonstantis@exeternh.gov>

Wed, Jun 9, 2021 at 10:35 AM

To: Scott Ruffner &lt;scottruffner@mac.com&gt;

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

Good morning Scott,

Your email was not included in the packet for our 6/7 meeting due to the fact that the packets/agendas are posted the Friday afternoon before meetings.

Your email will be included in the packet for the next SB meeting.

As presumably this is a formal request of a waiver, the Board will discuss and deliberate the request during Permits and Approvals, most likely at the 6/21 meeting.

I will keep you posted.

Respectfully,

Niko

On Mon, Jun 7, 2021 at 1:47 PM Scott Ruffner <scottruffner@mac.com> wrote:

Good Afternoon,

I wanted to follow up on my original correspondence from a few months back, that went to Parks & Rec, The Selectboard, and Darren Winham, when we submitted our applications for the 5 Fest events in Swasey Parkway. In that email I explained the Rise Up Exeter initiative, and that these events were being taken on as a means of supplying increased opportunity and revenue for our local artists, musicians, and small businesses who have been suffering do to the pandemic. These festivals were not part of a planned budget, as it has become harder for businesses to sponsor events, but our non-profit chose to take a leap of faith for the good of the community. This is why we made the request that the customary \$100 fee be waived just for this 2021 series of events. Other towns like Portsmouth have contributed upwards of \$25,000 towards similar initiatives to support their local arts community and help with downtown vibrancy during these difficult times, so we're hoping a \$500 credit is something the town can do to help keep our costs down this year.

Thank you for you consideration,  
Scott Ruffner  
www.TeamExeter.org

Begin forwarded message:

**From:** Nancy Bugbee <nbugbee@exeternh.gov>  
**Date:** 5/3/2021  
**To:** Scott Ruffner <scottruffner@mac.com>  
**Subject:** Swasey Parkway May Reservation Invoice

Hi Scott,  
I have attached your May swasey Parkway Reservation Invoice for you.  
Thank You,  
Nancy

--

Nancy Bugbee  
Exeter Parks & Recreation