

**Select Board Meeting**  
**Monday, March 28, 2022, 7:00 p.m.**  
**Nowak Room, Town Office Building**  
**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/82889467333>

To access the meeting via telephone, call +1 646 558 8656 and enter Webinar ID 28 8946 7333

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](mailto: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: March 14, 2022
5. Appointments & Resignations
6. Discussion/Action Items
  - a. Public Works Project Updates
  - b. Police Department Update – Second Lieutenant
  - c. Fire Department – Engine 5 Replacement
  - d. Fire Department – Self-Contained Breathing Apparatus Replacement
  - e. Selectwoman Gilman Legislative Updates
  - f. Select Board Representatives to Boards/Committees/Commissions
  - g. Schedule Select Board Goal Setting
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 2a
10. Adjournment

**Niko Papakonstantis, Chair**  
**Select Board**

**Posted: 03/25/22 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 March 14, 2022  
7 PM  
Nowak Room, Town Offices  
Draft Minutes

1. Call Meeting to Order

Members present: Julie Gilman, Molly Cowan, Niko Papakonstantis, and Nancy Belanger

Members Absent: Lovey Roundtree Oliff

Also present: Town Manager Russ Dean and Assistant Town Manager Melissa Roy

The meeting was called to order by Mr. Papakonstantis at 7 PM.

2. Swearing In of Elected Officials - Town Clerk Andie Kohler

- a. Ms. Kohler swore in Nancy Belanger, Julie Gilman, and Niko Papakonstantis as new members of the Select Board.
- b. Ms. Kohler swore in Swasey Parkway Trustee Dwane Staples and Supervisor of the Checklist Michelle Berke.
- c. Ms. Kohler swore in BRC Members Chris Soutter, Anthony Zwaan, Judy Rowan, and Christopher Zigmont.

3. Select Board Reorganization

**MOTION:** Ms. Cowan moved to appoint Niko Papakonstantis as the Chair of the Select Board. Ms. Gilman seconded. The motion passed 4-0.

**MOTION:** Mr. Papakonstantis moved to appoint Ms. Cowan as Vice Chair of the Select Board. Ms. Belanger seconded. The motion passed 4-0.

**MOTION:** Ms. Belanger moved to nominate Julie Gilman as Clerk of the Select Board. Ms. Cowan seconded. The motion passed 4-0.

4. Swearing In of Deputy Police Chief - Timothy Joshua McCain

Chief Poulin said that the new procedure for bringing in officers and new employees is to do so publicly in front of the town. He spoke about the new Deputy Chief's background; Mr. McCain once served on the PD in Exeter, joined the military, and has spent 18 years working for the Portsmouth Police Department. Mr. McCain's goals will include fostering a strong Police/community bond and supporting the implementation of the body-worn camera program and the Department's quest for accreditation.

Ms. Kohler swore in Timothy "Josh" McCain as the Deputy Police Chief.

5. Bid Openings: Fire SCBA Equipment, Engine 5 Replacement

- a. 3M Scott Safety of Monroe NC, represented by the dealer Industrial Protection Services of Salem NH, submitted a bid of \$269,843 for the Fire SCBA.
- b. MSA from Cranberry Township PA, represented by the dealer Firematic Supply Company of Milford MA, submitted a bid of \$374,308 for the Fire SCBA.

**MOTION:** Ms. Gilman moved to forward the SCBA bids to the Fire Department for review and recommendation. Ms. Belanger seconded. The motion passed 4-0.

- c. The manufacturer E1 Fire Apparatus of Oakland FL, represented by the dealer Greenwood Emergency Vehicles, submitted a bid of \$650,000 for the Engine 5 Replacement. This was the only bid received.

**MOTION:** Ms. Belanger moved to forward the Engine 5 Replacement bid to the Fire Department for review and recommendation. Ms. Cowan seconded. The motion passed 4-0.

6. Public Comment

Andrew Elliott of Washington Street asked what he can do to move Washington Street along. His citizen's petition didn't pass in the election. It didn't have support from the Select Board. They wanted Washington Street to go through a process rather than being the subject of a citizen's petition, so he wants to know the next steps in that process. He pointed out that over 900 people voted for it.

Mr. Papakonstantis said at the next Select Board meeting, DPW Director Jennifer Perry will be here to talk about ongoing DPW projects. He [Mr. Papakonstantis] will have a conversation with her on the subject and follow up with Mr. Elliott.

7. Proclamations/Recognitions

Mr. Papakonstantis thanked the volunteers who worked the polls last Tuesday, as well as Board members Ms. Cowan and Ms. Oliff and Town Moderator Kate Miller.

8. Approval of Minutes

- a. Regular Meeting: Feb 22, 2022

**MOTION:** Ms. Gilman moved to approve the minutes of February 22, 2022 as presented. Ms. Cowan seconded. Ms. Belanger abstained, as she was not present on Feb 22. The motion passed 3-0-1.

9. Appointments - BRC, HDC

**MOTION:** Ms. Cowan moved to appoint Eduardo Contreras to the Budget Recommendations Committee. Ms. Gilman seconded. Ms. Belanger abstained, as she was not present for the interview. The motion passed 3-0-1.

**MOTION:** Ms. Cowan moved to appoint Joseph Alexander to the Historic District Commission as an alternate member, term to expire 4/30/2024. Ms. Gilman seconded. Ms. Belanger abstained, as she was not present for the interview. The motion passed 3-0-1.

10. Discussion/Action Items

a. Recap of Town voting from March 8th

Town Moderator Kate Miller said there was a steep learning curve for her first Town Meeting. There were a huge number of voters who came. We registered 99 new voters that day. 2,600 ballots were printed, but over 3,000 ballots were cast. We had to create unofficial ballots. Next time we will print more. There was a total of 3,090 ballots plus 319 absentee ballots. There are upcoming elections in September and November. We had some ideas on streamlining absentee balloting. The Supervisors are looking at adding another Supervisor of the Checklist. We suggest people looking to register do so before November's election to avoid long waits on election day. We're considering moving to an electronic poll book, which is quicker than paper. We want to make things more accessible to vision-impaired voters, but we couldn't implement the new system this year without more review. We're looking for additional volunteers to usher voters into booths or to over to the ballot machines.

Ms. Cowan thanked the voters and all participants. It was a smooth process and she feels confident about our results. Ms. Gilman said it was the highest turnout she's ever seen for a town election.

Mr. Papakonstantis asked if we've had any word on new ballot machines. Attorney Miller said the Secretary of State oversees elections, and there's also a ballot law commission that approves devices and machines. Milford NH was going to do a beta test of the new machines, but the ballot law commission said a hand recount was necessary, which Milford determined was impossible. She's hoping the new machines can be in place for the next election, but it may not be until next year.

Mr. Papakonstantis said there was confusion as to what is allowed with passing out materials outside. Attorney Miller said the laws about "electioneering", or advocating for a person or ballot initiative, give the Moderator the right to define an area 10 feet wide leading to the polling place which will be free from electioneering. Inside, there can be no electioneering. Outside in the passageway past the 10 feet, people can electioneer, but can't leaflet. In the parking lot, folks asked permission and were allowed to leaflet. People were walking into the polling place with those leaflets, but because the leaflets were informational we didn't stop them. If the electioneers were handing out bigger pieces of cardboard, we may have had to draw the line. It's public property and voters have the right to petition the government for changes, so we don't want to infringe their First Amendment rights, but also don't want voters harassed or deterred.

Mr. Dean discussed the percentages by which each warrant article passed. Only the DPW design, at 49.3% in favor, and the petition on Washington Street, at 32% in favor, did not pass.

Regarding Swasey Parkway, Mr. Dean said we've given that over to Legal Counsel who reached out to Tom Donovan of the Charitable Trusts Division. Ultimately we will have to petition the Probate Court. There's no estimate on time, it depends on the Charitable Trust process. Probate Court is

backed up because of Covid, so it could be a few months. We got some feedback on how to proceed from Highway Superintendent Jay Perkins. It's possible that ARPA funds could be used for any work on the Parkway. Mr. Papakonstantis said he'd like the Swasey Park Trustees present when we discuss options.

Regarding the 10 Hampton Road purchase, the property will be vacant by the end of the month, so we're working towards setting up a closing as soon as we can. We can pay for that from the Town's operating account and reimburse ourselves when we borrow the funds. Mr. Papakonstantis said once Parks and Rec move out of Court Street, we should talk about what to do with that property.

Don Clement of 5 Thelma Drive said regarding Article 33, certain procedures have to be followed for discontinuing a road. Did the town adhere to the State regulations for that? Mr. Dean said we were guided by legal counsel through the whole process. Mr. Papakonstantis said we deliberately used the word "discontinuance" rather than closing. Mr. Clement said "discontinuing" makes it subject to State law. Someone aggrieved of the decision could file against that vote.

b. Committee Meeting Protocols

Mr. Papakonstantis said folks were comfortable meeting via Zoom, but once the Governor's emergency order was lifted, committees need to meet in person. One member can Zoom in if it's not "reasonably practical" for them to attend, but the committee must have a physical quorum. Some committees are not meeting the guidelines. Town staff may have to stop a meeting or stop the voting if there's no quorum. Ms. Gilman said we should send a memo to all committees regarding attendance and non-public sessions. Mr. Dean said if someone can't make a meeting and attends virtually, it must state the reason in the minutes of the meeting. There must be roll call voting. Each individual must state that they are alone in the room or who they are with, which is part of the Statute. If you're a voting member of a committee and you're on Zoom, you're there to vote, although you can say that you abstain from every vote. Ms. Belanger asked if the video of alternates needs to be on. Mr. Dean said the law doesn't specifically say the video needs to be on, but you have to be able to be heard.

Ms. Belanger said it's important to let people know what the quorum is; even if there are vacancies on the Board, the quorum number doesn't change. Mr. Papakonstantis said there are a lot of vacancies. Should we look at how many positions are on each committee? Mr. Dean said the number of members on Water/Sewer was set by town meeting, so would require town meeting to change it.

Ms. Gilman said there's a bill tomorrow about having virtual meetings, but it's recommended to not pass.

Mr. Papakonstantis said we previously discussed using the Assistant Town Manager for an orientation or onboarding with new Board or Committee

members. Mr. Dean said NHMA also has a 91A training. Mr. Papakonstantis suggested that committees put that training on their agenda to watch at one of the meetings.

Don Clement said regarding having a quorum, at a recent Water and Sewer Advisory Committee meeting, only Ms. Cowan and Mr. Kelly were present. They also had one person on Zoom, so they voted, but the quorum is 4, not 3, and not all were physically present. All of those votes on abatements should be redone. There should be more education.

Mr. Papakonstantis said he doesn't think we need to have people who received abatements come back and present again. Ms. Cowan asked if it makes sense to reduce the size of the Water and Sewer Committee, and Mr. Dean said a town meeting vote established it as 7 members, so changing the size would have to be another town vote. Ms. Belanger said the Select Board gave Water and Sewer the ability to vote on abatements; if they don't have a quorum, they could still make a recommendation to the Select Board. Ms. Gilman disagreed, saying they can't discuss it if there isn't a quorum. Ms. Cowan said that Water and Sewer could call another meeting to review the material and re-vote, without having the applicants come back again.

c. Police Department Update

Chief Stephan Poulin said the PD is working on acclimating the new Deputy Chief. Dispatch is fully staffed. All officers have gone through ethics and implicit bias training. The Mental Health and Wellness one-on-one training sessions will be scheduled yearly and we'll add more as needed. We're starting back up with community engagement programs, such as Coffee with a Cop several times a month. Officers are reading at MSS as part of Read Across America. We're offering defense classes and holding a fraud presentation at the Exeter Public Library. He's working with Dave Sharples on the space and needs assessment of the Public Safety Complex, and looking to have public input meetings on that project. He thanked the voters who supported the Police Contract and the article on body cameras. Thanks to Senator Shaheen's advocacy, the body-worn camera program is slated to be completely federally funded.

Mr. Papakonstantis said he's seen amazing results from the new social media/communication program in the Police Department. As a town we may want to look at using that resource as well. Mr. Dean said the Police Department is using Jason Schreiber of Schreiber Media to do their communications, and we're looking at it as a model for the entire organization. We may put something in the 2023 budget.

d. ARPA Funding: Siphons Project

Assistant Town Manager Melissa Roy said we heard this week that we're likely to receive the \$600,000 from the Federal budget for the Sewer Siphons project that Congressman Pappas was advocating for. However, we had to



approach the project in a different way, and the new cost is estimated at \$2.6M. \$1.4M was approved in the original warrant article, of which we spent \$422,250, so \$977,750 from that article is left. We should get the \$600,000 through Congressional Directed spending. DPW also applied for an NHDES Wastewater Infrastructure CWSRF ARPA grant of \$180,000. Now we're \$420,000 short of the new project price. We recommend using \$420,000 of the town's \$1.6M ARPA funding. This project qualifies under two different categories, Water Infrastructure and Government Services.

Mr. Dean said we anticipate going out to bid for this project in May.

**MOTION:** Ms. Belanger moved that the Select Board authorize up to \$420,000 from the Town-allocated ARPA funds for the Squamscott River Sewer Siphons project, and authorize the Town Manager to sign any documents necessary to effectuate this authorization. This completes the necessary approval needed for the total project costs. Ms. Gilman seconded. The motion passed 4-0.

Ms. Roy said we heard from Senator Shaheen that we should also receive the funding of \$1.05M towards the Webster Ave Pump Station project.

e. Legislative Updates

Ms. Gilman discussed various recent State bills. HB1033 says that municipalities may not pay for any lobbying with municipal appropriations. These groups are helpful to towns that don't have enough staff or a Select Board to review what's out there. Also means that town staff couldn't lobby at the State level. She thinks it shouldn't pass. Mr. Dean said the NHMA is made up of all cities and towns in NH, so it shouldn't really be considered a lobbying group. Ms. Gilman said there's a bill that proposes to reinstate a portion of the State appropriation to the retirement system, which was zeroed out about eight years ago. This bill proposes a 7.5% contribution. She supports that bill. This week her committee is considering a bill about the default budget. This bill would have any expense from the previous year that was taken out of the proposed budget also be taken out of the default budget. There's also a bill regarding the "fourplex" or having four family units per residential lot. This has the conditions that the residential lot has to have water and sewer service and have the same zoning limits for each property, setbacks, frontage, parking, etc. It's aimed at getting more affordable housing, but it's very controversial. It will only affect Exeter slightly because there are limited areas that could take advantage of it. It will keep the rural part of town rural. There's a plastic bag bill, but it's not a mandate from the State; it would enable legislation on the town level.

Mr. Dean said the value of HB1417 on retirement to Exeter is over \$300,000.

Ms. Gilman said that currently the Health Officer comes to the Select Board with ordinance recommendations, but there's a proposed bill where that function is cut out. The Health Officer would only look at decrepit houses and

other issues with property, not at the general health of the town. There is a bill regarding veterans' tax credits which was written so broadly to include currently serving armed forces personnel, which could increase the cost by 10%. She also discussed several other upcoming bills.

f. MS232 Report of Appropriations

Mr. Dean said this document is filed every year within 20 days following the annual Town Meeting. The Board members signed the document.

11. Regular Business

a. Tax Abatements, Veterans Credits and Exemptions

**MOTION:** Ms. Gilman moved to approve a Veteran's Credit for 95/64/376 in the amount of \$500 for FY 2022. Ms. Belanger seconded. The motion passed 4-0.

**MOTION:** Ms. Gilman moved to approve a Veteran's Credit for 73/49/1 in the amount of \$500 for FY 2022. Ms. Belanger seconded. The motion passed 4-0.

**MOTION:** Ms. Gilman moved to approve an Elderly Exemption for 52/84/10 in the amount of \$152,251 for FY 2022. Ms. Belanger seconded. The motion passed 4-0.

**MOTION:** Ms. Gilman moved to approve a tax abatement for 86/1 in the amount of \$3,517.47 for FY 2021. Ms. Belanger seconded. The motion passed 4-0.

**MOTION:** Ms. Gilman moved to approve a tax abatement for 68/6/513 in the amount of \$1,267.73 for FY 2021. Ms. Belanger seconded. The motion passed 4-0.

**MOTION:** Ms. Gilman moved to approve the following abatements for 111/5/2: \$165.22 for FY 2019; \$173.88 for FY 2020; and \$170.47 for FY 2021. Ms. Belanger seconded. The motion passed 4-0.

b. Permits & Approvals

Mr. Papakonstantis said there is a street name change recommendation from Mr. Sharples and the E911 committee. This is a private roadway serving 16 condo units in an open space subdivision off Tamarind Lane, tax map and lot 96/15.

**MOTION:** Ms. Belanger moved to name the private roadway that will access 16 new condominium units in 96/15 as "Wild Apple Lane." Ms. Gilman seconded. The motion passed 4-0.

Mr. Dean said there is a request for waiving interest on a tax bill. The applicant is building an early childhood education center and they claim that they never received a tax bill. It was sent to the physical address, but it did not have a mailbox at the time. The applicant has paid the bill and is looking for a waiver of the \$59.50 interest.

**MOTION:** Ms. Belanger moved to waive the interest of \$59.50 for 55/3/1 for FY 2021 as requested by the applicant. Ms. Gilman seconded. The motion passed 4-0.

c. Town Manager's Report

- i. We've had new hires start: Jason Behrens is a new Firefighter, Chris Goodwin is a new Senior Operator at the WW Treatment plant, and Sean Bayliss is a new Heavy Equipment Operator with the DPW.
- ii. He's working on integrating the new union contracts.
- iii. He attended an HAC meeting to discuss the Regional Housing Needs survey. The principal planner will be at the Select Board meeting on March 28 to talk about the survey.
- iv. As part of the budget implementation, the two part-time positions will go to full-time as of April 1.
- v. He will be attending a Health Trust meeting in Concord tomorrow.

d. Select Board Committee Reports

- i. Ms. Cowan had no report.
- ii. Ms. Gilman has Heritage Commission and HDC meetings this week, but may not be able to attend.
- iii. Mr. Papakonstantis said the Sustainability Advisory Committee meeting was canceled for the third month in a row because of a lack of a quorum. As the new coordinator to the committee, Kristen Murphy will work on how to move this forward. The Swasey Parkway Trustees discussed tree work that needs to be done. Five local tree companies will do pro bono work for the town to celebrate Arbor Day on April 29. The cost would have been around \$20,000. The Trustees voted unanimously to take funds out of the maintenance fund to provide breakfast and lunch for these workers. The Trustees will use local eateries, and engage the press and Bob Glowacky to give these companies some publicity.

e. Correspondence

- i. A thank you from Riverwoods for a candidate forum and warrant article discussion Feb 23 which Mr. Papakonstantis, Ms. Gilman, and Ms. Belanger attended.
- ii. A "Notice of Trespass Infringement on Constitutional Rights" related to the voting. Mr. Dean said he called the Secretary of State's office and was told we should follow the law and use electronic voting machines. This has also been referred to the town's legal counsel, but we have been told there's no further action to take. Ms. Gilman said other towns have gotten the same letter.
- iii. A memo from Tony Callendrello of the Arts & Culture Commission regarding the formation of an ad hoc committee on the Town Hall renovations. Mr. Dean said he thinks it's a good idea now that we have the Town Hall revolving fund and donations fund in place. Ms. Gilman

said it could be a subcommittee of the Facilities Advisory Committee. Mr. Papakonstantis said we can't fill the committees we have right now, but a subcommittee could take folks from Parks and Rec, Facilities, Arts & Culture, Energy Committee, or HDC. It could be modeled on the Master Plan Committee and report back to the Select Board. Mr. Dean said we can put that into action.

12. Review Board Calendar

- a. The next meetings are March 28, April 11, and April 25. On March 28th the Board will discuss the dates for the April goal-setting meeting. Mr. Dean said he asked Primex if they could facilitate the goal-setting meeting.

13. Non-Public Session

**MOTION:** Ms. Belanger moved to enter into Non-Public Session under RSA 91-A3II(a). Ms. Gilman seconded. In a roll call vote, the motion passed 4-0.

14. Adjournment. Selectwoman Belanger moved to adjourn. Selectwoman Gilman seconded. The Board stood adjourned at 9:25 pm.

Respectfully Submitted,  
Joanna Bartell  
Recording Secretary

## Appointments

**Board and Committee Appointments**

**March 28<sup>th</sup>, 2022**

**Resignations**

Patrick Gordon, Historic District Commission



Pam McElroy <pmcelroy@exeternh.gov>

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## Fwd: Town of Exeter - HDC Resignation

1 message

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**Barbara McEvoy** <bmcevoy@exeternh.gov>  
To: Pam McElroy <pmcelroy@exeternh.gov>

Tue, Mar 22, 2022 at 3:26 PM

Just an FYI ~~ Wow! A man with a definite passion !! That's worthy of being published in the paper !! 🐟~~b

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

From: **Patrick Gordon** <phgordon21@yahoo.com>  
Date: Tue, Mar 22, 2022 at 3:02 PM  
Subject: Town of Exeter - HDC Resignation  
To: Barbara McEvoy <bmcevoy@exeternh.gov>, Julie Gilman <jgilman@exeternh.gov>

Dear Selectboard Members,

It is with regret that I am formally giving the Selectboard members my resignation from the Historic District Commission of Exeter, NH. My professional pursuits in architecture will have me relocating my family to Arizona. My last ten years as a Commission member and Chairman have been a great experience. I can't say enough about the members that served along side me in that time as well as the planning department members. I am proud to call myself part of the team that utilized the available CLG funds for education, public outreach and to rewrite our guidelines. These were all efforts to change the perception of the HDC for the better and make the application process more user friendly to our community. This was a personal goal of mine after becoming Chairman. My service exposed me to various wonderful projects and applicants. The HDC gave me the opportunity to share my passion for architecture and historic preservation. Many times after a meeting I would take a minute to myself on the steps just outside the front door of the Town Offices. It was often late on a Thursday night, with the streets quiet, Exeter was ready to put itself to sleep. In these moments I was humbled to think about living in a town with so much history and character. I would then feel overwhelmed with pride for the service I was able to offer back to my community. Living and volunteering in Exeter is an experience that I will never forget. Like the IOKA Marquee I will no longer reside in Exeter, NH but part of my heart and soul will remain in Town forever.

Best Regards,  
Patrick H. Gordon  
Former Chairman of the HDC

—  
**Barbara S. McEvoy**  
Deputy Code Enforcement Officer  
Town of Exeter  
10 Front Street, Exeter, NH 03833  
Phone: (603) 773-6173  
FAX: (603) 772-4709

**Discussion /Action Items**



## DPW Project Updates



# EXETER PUBLIC WORKS DEPARTMENT

13 NEWFIELDS ROAD • EXETER, NH • 03833-4540 • (603) 773-6157 • FAX (603) 772-1355

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

## MEMO

DATE: March 25, 2022  
TO: Exeter Select Board  
FROM: Jennifer R. Perry, P.E., Public Works Director  
RE: Public Works Update

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The Exeter Public Works Department is working on several key projects and continues to maintain Town infrastructure and operate treatment facilities. Some of the major projects are highlighted below to provide an update.

It should also be noted that the Department is experiencing higher than normal rate of staff resignations and difficulty recruiting new employees. These vacancies impact the work load Department wide. Currently there are six (6) vacancies, shown below with the associated range in wages:

- Water/Sewer Heavy Equipment Systems Operator (3) \$19.62 – 27.04
- Wastewater Treatment Plant Operator \$20.42 – 28.15
- Maintenance Technician (general building trades) \$20.42 – 28.15
- Assistant Engineer \$30.4648 – 41.9961

**Squamscott River Sewer Siphons** – Wright-Pierce’s final design of the project is near completion and under review by the Department and NHDES; US Army Corps of Engineers has reviewed and approved the Wetlands General Permit & Section 408 Permit; the easement with the Exeter Mills is being drafted and presented; next and final piece of permitting will be submittal of the NHDES Shoreland Permit by Notification. The anticipated schedule is to go out to bid by the end of May and construct the siphons this summer and early fall. An emergency response plan (in case of siphon failure) is under review and will be in place prior to the start of construction.

**Webster Ave Sewer Pump Station & Forcemain Design & Construction**– With passage of warrant article #3 for \$5.7 million earlier this month and successful applications for federal and state funding, this project is in the design phase. Easements for the forcemain are required.

**Salem Street Area Utilities** – Following the winter shutdown, Jamco will restart sewer construction in early April if weather allows. Water and drainage construction will follow and work will be complete by this fall.

**Wastewater Treatment Facilities** – The sludge-filled geotubes have overwintered and undergone another season of freeze-thaw cycling that facilitates dewatering of the sludge. Synagro will remobilize to the site later this spring to continue the second year of the sludge removal project.

**Kingston Road Should Widening & Sidewalk** – This project is funded 80% through NHDOT, which necessitates LPA certification of project managers; 2 Town staff are currently certified and 2 additional staff are obtaining the required training and certification. Final easements are in process with assistance from Planning and Economic Development. Final design and easements will be complete within the next several months. Funding for this project is available in October 2022. After that time, and with NHDOT approval, the project can go out to bid. Construction is anticipated in spring and summer of 2023.

**Pickpocket Dam Feasibility Study**– This high hazard dam does not have the capacity to discharge the required flow of 2.5 times the 100-year storm event. The Town and Department have successfully pulled together adequate funding from several sources to complete the required dam modifications/alterations feasibility study, including

✓ NHDES Coastal Resiliency Grant	\$40,000
✓ NHDES Clean Water SRF Stormwater Planning Grant	\$100,000
✓ Town of Exeter ARPA Funds	\$185,000

VHB’s proposed scope and fee is currently being reviewed by the Department and then by NHDES. The feasibility study is expected to take approximately 12 to 18 months to complete and then there will be deliberation and selection of the modification. The selected modification is intended to be submitted to the NHDES Dam Bureau for review by June 2024, and completion of construction of the modification by December 2027.

**Westside Drive Area Improvements Design** – Preliminary design of needed improvements was conducted in 2021 with a \$75,000 Clean Water SRF Planning Grant (100% grant funded). Underwood Engineers is completing the final report and it will be presented to the Select Board in May. Passage of warrant article #5 earlier this month and the Department’s successful application for funding from NHDES (totaling \$122,365) will allow final design to follow.

**Groundwater Development** – Underwood Engineers and Emery Garrett/GZA have continued groundwater exploration in the Drinkwater Road area. The next round of bond financing in July will allow this work to continue. .

**Police Department Update – Second Lieutenant**



# EXETER POLICE DEPARTMENT

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*Memorandum*

*March 23, 2022*

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**To: Town Manager Russell Dean**

**From: Chief Stephan Poulin**

**Ref: Professional Standards position and Accreditation**

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Dear Mr. Dean,

We believe that many of the objectives and shortcomings noted in the CPSM Police Study (Major Recommendation #71) can be best rectified with the addition and implementation of a Professional Standard's Lieutenant position within the Exeter Police Department. Our similarly sized neighbors at the Hampton Police Department have incorporated this structure as well with a Chief, Deputy Chief, and two Lieutenants. The new duties/responsibilities for the two Lieutenant's would be:

**Operations Lieutenant:**

Patrol schedule, fleet maintenance, uniforms and equipment, review Sergeant reports and warrants, monitor patrol activities and respond to calls as necessary, backfill in as first line supervisor for Sergeant absence or leave as needed.

**Professional Standards Lieutenant:**

CALEA Accreditation, Training, Internal affairs/complaints, recruitment/selection, pursuit analysis, and use of force reviews.

The cost for the Exeter Police to seek CALEA Accreditation breaks down as follows:  
US BJA grant towards Accreditation: \$29,580

Initial fee: \$11,450 (can be broken down into three yearly installments)

Annual fee: \$4500

Initial first on-site visit: \$5500

Manager training: \$600 (paid for in 3/22)

Primex savings to Exeter upon accreditation: -.5% off overall workers comp, -1% total property liability.

**Budget Impact 2022:**

In July of 2022, the ACO position will be released from the CBA and is available for re-classification. From July 4 to the end of 2022 there are 30.5 weeks. The ACO was budgeted for in 2022 at \$40,747.

The July 2022 Lieutenant Grade 13 (step 5 which would be just over the max step pay for Sergeant) for the 30.5 weeks would be \$49,824.80

The 2022 difference budgeted would be approximately \$9,077.80.

Respectfully submitted,

*Stephan R. Poulin*

Chief Stephan R. Poulin

## **Fire Department – Engine Five Replacement**



# 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:** ERIC WILKING, CHIEF OF DEPARTMENT  
**SUBJECT:** ENGINE 5 REPLACEMENT  
**DATE:** 3/17/2022  
**CC** SELECTBOARD

Russ, I thank you, the selectboard, budget recommendation committee, and most of all the voters of Exeter for supporting the replacement of our 20 year old pumper truck, Engine 5.

A quick summary of our process... An RFP was created using our previous successful purchases of new apparatus as a guide. The RFP was sent via email and USPS to 10 apparatus dealers representing 11 vehicle manufacturers on February 4 with a submission deadline of March 11, 2022.

We received one bid from Greenwood Emergency Vehicles (E-One), and I received 2 additional telephone calls from Bulldog Fire Apparatus (KME) and Allegiance Fire & Rescue (Pierce Manufacturing). Both local apparatus dealers indicated that while they appreciated our RFP, they could not bid at this time due to the approximately 100 hours needed to create an apparatus specification, and our history of purchasing E-One fire apparatus. Additionally, KME is going through restructuring after bankruptcy and has closed their Pennsylvania plant and is moving to Kentucky, and the budgeted amount of \$650,000 was not enough to allow Pierce to submit a bid, as their average price from order to delivery is between \$750,000-\$800,000.

Greenwood Emergency Vehicles with locations in Brunswick, ME and North Attleboro, MA has proven reliability and delivered our 2010 and 2018 engines. E-One started building apparatus in 1974 and for nearly 50 years, has produced high quality aluminum body apparatus that stands up well to New England winter weather.

After review of the submitted proposal, I recommend we approve the proposal submitted by Greenwood Emergency Vehicles, as it meets our required specifications. They can submit a contract for review next week. To say the least the fire apparatus industry is still highly volatile and is seeing increases in the cost of raw materials and components. Emergency One has indicated to the dealers that an additional price increase of 2% is imminent and that could add \$13,500 to the cost of our proposal.

If the selectboard approves the proposal and we sign the contract we will have 30 days to secure lease/purchase financing from that date, and they have offered an additional \$15,000 savings for pre-payment. That will bring the delivered cost of the engine down to \$635,000 after the trade value of the existing engine.

I look forward to discussing the matter further at the March 28, 2022 selectboard meeting,  
Eric

*"A Tradition of Service"*



## **Fire Department – Self-Contained Breathing Apparatus Replacement**



# EXETER FIRE DEPARTMENT

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*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:** ERIC WILKING, CHIEF OF DEPARTMENT  
**SUBJECT:** SELF-CONTAINED BREATHING APPARATUS (SCBA) REPLACEMENT  
**DATE:** 3/23/2022  
**CC** SELECTBOARD

Russ,

We received two bids for the replacement of our current Self-Contained Breathing Apparatus.

Firematic Supply Company of Milford, MA submitted a bid of \$374,308. This bid was \$25,964 above what was approved by the voters on the warrant article. We did review the proposal and reached out to the bidder, but it was determined that due to volatility in the market, pricing was just too high and exceeded the approved total.

Industrial Protection Services (IPS) of Salem, NH submitted a bid of \$269,843, but included a number of "options" in addition to the base price for the SCBAs. After careful review of the bid, and selection of the necessary options provided to conform to our needs, the final price for replacement of all self-contained breathing apparatus with 36 new Scott SCBAs is \$328,835. This final price is \$19,509 less than approved by the voters for the warrant article.

I recommend we approve the bid of \$328,835 provided by Industrial Protection Service (IPS) as it was the lowest bid received, and after review does meet the needs of the department and Town of Exeter.

We anticipate delivery of the breathing apparatus and training on the new equipment approximately 8 weeks after order, so somewhere around mid June 2022.

I look forward to discussing the matter further at the March 28, 2022 selectboard meeting,  
Eric

## Selectwoman Gilman Legislative Updates

**Select Board Representatives to Boards & Committees**

## 2022 Committee Select Board Representatives

Board/Committee	2021 Representative	2022 Representative
Planning Board	Molly Cowan	
Recreation Advisory Board	Julie Gilman (Lovey Roundtree Oliff)	
Arts & Culture Advisory Commission	Lovey Roundtree Oliff	
Conservation Commission	Julie Gilman	
Heritage Commission	Julie Gilman	
Historic District Commission	Julie Gilman	
Rockingham Planning Commission	Julie Gilman	
Swasey Parkway Trustees	Lovey Roundtree Oliff	
Communications Advisory Committee	Molly Cowan	
Energy Committee	Julie Gilman	
Facilities Advisory Committee	Julie Gilman	
Housing Advisory Committee	Lovey Roundtree Oliff	
River Advisory Committee	Niko Papakonstantis	
Sustainability Advisory Committee	Niko Papakonstantis	
Water/Sewer Advisory Committee	Molly Cowan	

## **Schedule Select Board Goal Setting**

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

## List for Select Board meeting March 28, 2022

### Veteran Credit

Map/Lot/Unit	Location	Amount	Year
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### Yield Tax

Map/Lot/Unit	Location	Amount	Year
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5/1	Old Town Farm Rd	\$ 339.46	2021
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### Elderly Exemption

Map/Lot/Unit	Location	Amount	Year
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104/79/132	132 Robinhood Dr	Denied	2022
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104/79/709	709 Nottingham Dr	\$ 152,251	2022
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### Abatement

Map/Lot/Unit	Location	Amount	Year
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52/112	131 Portsmouth Ave	\$ 16,463.66	2021
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## Permits & Approvals

**TOWN OF EXETER  
MEMORANDUM**

**TO:** Russ Dean, Town Manager  
**CC:** David Tovey, Assistant Director  
**FROM:** Greg Bisson, Director of Parks and Recreation  
**RE:** Pickleball Conversion  
**DATE:** 03/28/2022

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Exeter Parks and Recreation, in conjunction with the Friends of Exeter Parks and Recreation, is pleased to announce the completion of a capital campaign to raise funds to convert the top three tennis courts into eight permanent pickleball courts. As you may be aware, pickleball is the fastest growing sport in America and continues to attract players of all ages. Even with the success of the Department's Pickup Pickleball Program, access to pickleball in Exeter is still limited due to the lack of permanent facilities. Communities such as Portsmouth, Dover, and Keene have converted tennis courts into pickleball courts over the last two years.

In October of 2021, Don Cloutier, Pickleball Coordinator for the Parks and Recreation Department, along with Dick Matthews, Recreation Advisory Board Member, presented to the Parks and Recreation Advisory Board a proposal to convert the three upper tennis courts to 8 permanent pickleball courts. With the unanimous support of the Advisory Board, Exeter's group of dedicated pickleball enthusiasts launched a capital campaign to raise approximately \$31,859.00 to convert the courts using Vermont Tennis. This group, led by Dick Matthews, deposited \$10,200.00 to secure a spot on Vermont Tennis' spring schedule. The Friends of Exeter Parks and Recreation is pleased to announce that the campaign was very successful, having raised approximately \$35,400 to complete the conversion, with signage, through some prominent donors such as \$10,000 from Riverwoods, \$5,000 from The Matthews Family, and, \$5,000 from a donor that would like to remain anonymous.

**Future of Pickleball in Exeter:**

With the creation of 8 permanent pickleball courts, the residents of Exeter will now have access to pickleball whenever the park is open to the public, along with additional pickleball programming and tournaments. Last year, Exeter Parks and Recreation hosted the Big Brother Big Sisters' 1st pickleball tournament with great success, cementing Exeter's place as a pickleball destination in the Northeast. We will now be hosting the NH Senior Games Pickleball Competition in August and Exeter Parks and Recreation, Exeter YMCA, and Northeast Passage's First Para Pickleball Tournament in the fall. This summer, the Department is hosting our first-ever pickleball camp for active adults, along with pickleball program offerings such as beginner lessons, small tournaments, and league play. Information about these programs and events will be published later to ensure the courts' construction is completed.

**Motion:**

**To make a motion to accept the donation from Friends of Exeter Parks and Recreation in the amount of \$35,400 to convert the upper three tennis courts to 8 permanent pickleball courts and authorize Greg Bisson, Parks and Recreation Director, to sign the contract with Vermont Tennis.**

Respectfully Yours,  
Greg Bisson  
Director of Parks and Recreation

**TOWN OF EXETER  
MEMORANDUM**

TO: Russ Dean, Town Manager  
CC: David Tovey, Assistant Director of Parks & Recreation  
FROM: Greg Bisson, Director of Parks and Recreation  
RE: Park Improvement Fund Requests  
DATE: 03/28/2022

---

Exeter Parks and Recreation requests approval for the following projects to come from the Park Improvement Fund.

**Grandslam Fencing-Recreation Park:** Exeter Parks and Recreation strives to improve players' safety. We request that the Grandslam portable fencing system be used on softball fields 2&3. This portable fencing is used to keep balls in the field of play. We have no fencing, and balls often roll into thick brush and tall grass filled with poison ivy. Grandslam fencing allows us to keep the flexibility we need as a multipurpose field. Lowest estimate. **Cost: \$2,999.00, Pioneer Athletics**

**Benches for the Courts-Recreation Park:** The courts are heavily used with pickleball, tennis, and summer camp. There are only two benches for all courts. Exeter Parks and Recreation would like to purchase eight additional benches throughout the court system. Sole Source Vendor. **Cost: \$4,691.31, Belson Outdoors.**

**Water Fountains-Variou Parks:** Exeter Parks and Recreation is looking to replace water fountains in Kid's Park, Park Street Common, and the Recreation Park with water fountains with bottle filling stations and ADA-compliant water fountains. We would like to secure them and line up a contractor to replace and install new water fountains. After finding a qualified contractor, I would come back to the board for that request. Lowest Estimate. **Cost: \$15,155.00, Global Industries.**

**Water Slide Rehabilitation- Daniel R Healy Pool:** The water slide at the Daniel R Healy pool was installed in 2005 after removing the diving board from the pool. Unfortunately, chlorine and time have rusted out several areas that need to be addressed for patron safety. The great news is the manufacturer still produces these types of slides, and we were able to secure both parts and installer to rehabilitate the slide, saving the Town a complete replacement of the slide. (We had feared that the slide was no longer manufactured.) Sole Source Vendor. **Cost: \$5,642.55, PETTINELLI AND ASSOCIATE/Miracle Equipment Co.**

**Pipe/Concrete Repair-Daniel R Healy Pool:** As you remember, we discovered a leak in our main pipe that fills the pool. It was not to the extent that we believed initially, but still needs to be addressed. We have lined up two contractors to perform the work this April. Advanced Pool and Spa will be fixing the pipe. At the same time, Contrast Concrete LLC will be repairing the pool deck. Pool contractors are very hard to come by, while concrete companies book out months in advance. Sole Source Vendor, Only vendors available to do the work. **Pipe repair Cost: \$2,000, Advanced Pool and Spa. Concrete work cost: \$6,420.25: Contrast Concrete LLC. Total: \$8,420.25.**

**Fencing-Park Street Common Playground:** With the Park Street Common Playground's anticipated installation in late April/early May, Exeter Parks and Recreation is requesting funds for the fencing. Using public input, the Department selected black aluminum fencing to blend into the surrounding neighborhood while protecting the public. 280' linear feet is needed with gate access to enclose the playground fully. AAA fence is the lowest quote. AAA fence will install this once the playground has been installed and the ADA mat system is installed. Sole Source, Only Contractor to supply a quote and available. **Cost: \$14,586.00, AAA fencing.**

**Picnic Tables-Recreation Park/Park Street Common:** Three large picnic tables need to be removed due to the structure's poor condition at the recreation park and two tables added to Park Street Common. Exeter Parks and Recreation is requesting purchasing the same recycled plastic picnic tables previously purchased for Townhouse Common. Sole Source Vendor. **Cost: \$8,481.08, Belson Outdoors.**

**Townhouse Common irrigation renovation:** Townhouse Common currently only has irrigation on the flower beds. With increased activity in the park, the turf is difficult to maintain, often creating a dust storm when mowed. The existing irrigation is not compliant with current plumbing standards. Exeter Parks and Recreation is looking to renovate the irrigation system to supply vital water to both the flower beds, as well as the grass area. Sole Source, Only Contracto available at this time. **Cost: \$7,500, Day's Landscaping.**

The total cost of all of these projects is \$67,475.19.

**Motion:**

**To make a motion to allow the Parks and Recreation Department to expend \$67,475.19 from the Parks Improvement Capital Reserve Fund to complete the following projects Grandslam fencing at the Recreation Park, benches and picnic tables for the Recreation Park, water fountains for parks, water slide rehabilitation, pool pipe and concrete work, and irrigation renovation for Townhouse Common.**

Respectfully yours,  
Greg Bisson  
Director of Parks and Recreation

## Correspondence



March 21, 2022

Russel Dean, Manager  
Town of Exeter  
Exeter, NH 03833

Dear Russel,

Thank you for meeting with me this morning to discuss the Inn's and the Town Office's shared space between the two buildings.

As mentioned, I had a long on-site conversation with Jay Perkins to discuss possible solutions to an area that is desperately needing attention. This conversation was held pre-covid. I contacted Jay about undertaking the project a few weeks ago, and he informed me, that due to personal reasons, he will not be doing the project.

We would like to propose that the Inn undertake this project and pay for it. The project would be done in two phases:

Phase I would be replacing the lawn area with cobblestones from the sidewalk all the way to the Inn's side entryway. Phase II would be addressing the larger parking area of the Inn and the area connected to the Town Offices. At this time, we believe the most efficient solution is hot top the area, ending at the corner where the Town Office's parking lot borders our property.

Both phases would be a significant economic burden to the Inn, but we see no other solution at this time. The lawn area is a major eye sore to the downtown and the back area is a liability.

Thank you and we look forward to hearing from you as soon as possible so we can start Phase I in the near future.

Sincerely,

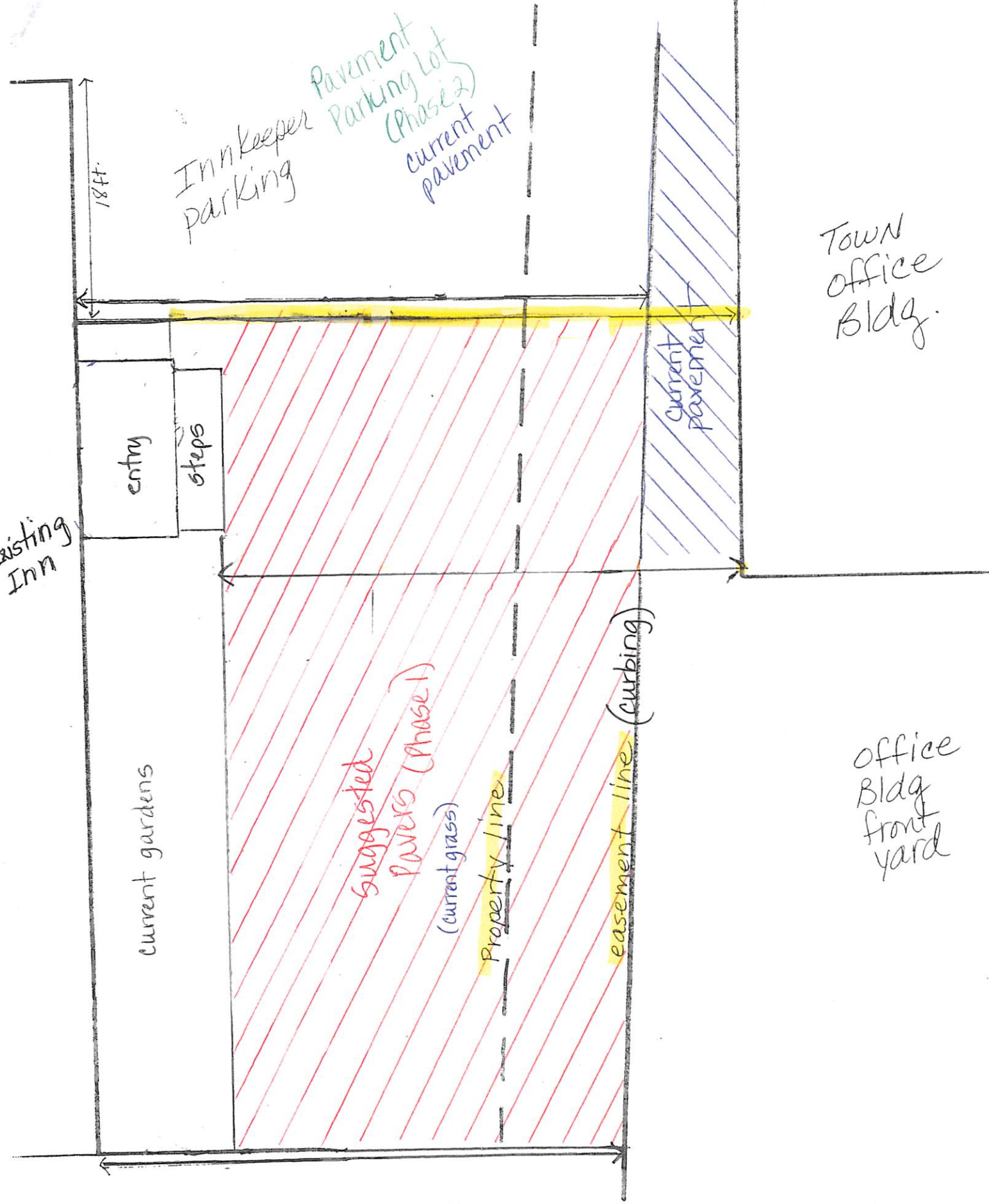
Agostinho Nunes  
Owner

*Town Manager's Office*

MAR 21 2022

*Received*

# NG BUTND OF PLANNING ETAILED SKETCH PLAN





*Town Manager's Office*

MAR 14 2022

*Received*

## THE EXETER SPORTSMAN'S CLUB, Inc.

P.O. Box 1936  
111 Portsmouth Avenue  
Exeter, New Hampshire 03833  
(603) 772-7468  
www.exetersportsmansclub.com

March 19, 2022

Exeter Select Board  
C/O Town Manager Russ Dean  
10 Front Street  
Exeter NH 03833

Subject: **Annual Report to Exeter Select Board for 2021-2022**

Dear Honorable Select Board:

In accordance with the requirements presented in Paragraph 13 of the Lease Agreement between the Town of Exeter and the Exeter Sportsman's Club, Inc. (ESC), please find below our Annual Report for our fiscal year April 01, 2021 thru March 31, 2022.

### Town of Exeter Residency

- **General Membership:** 29.4% of our members are residents of the town of Exeter NH. This fulfills the requirement of our lease that at least 20% of members be residents of Exeter.
- **Board of Directors:** Of our 15 Board of Directors, 5 are residents of the town of Exeter NH. This fulfills the requirement of our lease that at least 2 members of our Board of Directors be residents of Exeter.

### Activities of Civic Benefit

Unfortunately due to Covid-19 concerns for youth and elderly grandparents the fishing derby for 2021 was cancelled. We are hoping to resume that wonderful outdoor event this May 2022. At the behest of several local parents, we are planning on expanding eligibility for this year's event for all youth who may have aged out due to the cancellation so that they may also take part.

ESC continued to provide free membership to members of the armed forces who are on active duty. Some members of the United State Coast Guard (USCG) continue to use the range to hone their shooting skills.

Established March 23, 1878    Oldest Trap Shooting Club in the USA    Affiliated with the NRA and GO-NH





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ESC continues to provide complimentary shooting rights at any time during range operating hours, to all members of the Exeter and Stratham Police Departments so they can sharpen their shooting skills and qualify, whenever they feel it is necessary. This is in addition to the time required under the provisions of the current lease agreement for the Exeter Police Department. The Exeter Police Department regularly utilizes our range for qualifications of their members. The Exeter Police Department and Stratham Police Departments enjoy the use of our facility and the fact that there aren't many ranges left to utilize and hone their skills in the region.

### Safety & Firearms Training

Two Hunter Education classes were conducted in 2021, graduating 28 students who qualified for different disciplines in both archery and firearms licenses under new NHFG guidelines. 3 offerings (all one-day Field Classes for on-line Hunter Ed program) were also conducted. According to the New Hampshire Fish and Game (NHFG) reports, a steep decline in firearm accidents as a result of the emphasis on firearm safety in the Hunter Education Program. Hunting has become one of the safest activities in America.

- ESC provided NRA certified training in Basic Pistol, Basic Rifle, Personal Protection in the Home (PPIH) and Personal Protection Outside the Home (PPOH) to a total 40 students. All of these programs place heavy emphasize on firearm safety.
- ESC continues to provide NRA certified training officers and/or NRA certified range safety officers to youth groups (CAP, BSA, 4H, etc.) seeking firearms qualifications.
- ESC reconfigured archery range in 2021 to reflect official archery guidelines.
- Held first archery course, introduction to archery, in response from membership and others. The archery program will be expanded in 2022 noting the demand for the program.
- Installed improved camera system on all ranges and common areas for safety and security monitoring
- Surveyed existing perimeter safety fence (property lines) and repaired damaged sections and signage.
- Rebuilt a small portion of the main backstop that had been damaged (wear and tear with weather) to maintain safety standards.



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### Youth Programs

- The ESC continue to have a vibrant Civil Air Patrol (CAP) youth program. Unfortunately this program was suspended in 2020 and 2021 due to Covid-19.

We usually assist several Boy Scouts in completing their Rifle merit badge requirements. As NRA certified instructors we are authorized by the Boy Scouts of America (BSA) to "sign off" on the requirements for that badge. Unfortunately this program was suspended due to Covid-19.

ESC has expanded our new member orientation to two full hours with special emphasis on new members being "range safe". All new members are interviewed to determine their shooting experience and those judged to be lacking are assigned a mentor to improve their safety skills.

All new members are required to have a background check by the New Hampshire State Police or be a holder of a valid NH concealed carry permit which results in the same background check being performed when the permit was issued. This procedure insures that our members are properly vetted, and entitled to use the range exercising their 2<sup>nd</sup> amendment rights when vetted.

We are up to date on our environmental plan including policy review and actions. Soil pH readings were taken at designated locations in accordance with our plan (annually) and we applied Ag Lime to correct pH levels in needed areas to bring them back to neutral.

Collectively, all of the ESC programs (NRA Certified Programs, Hunter Education, Youth, New Member Orientations, etc.) trained in excess of 68 individuals in the safe handling and storage of firearms and archery equipment last year.

The ESC strives to exceed in safety/education requirements in order to prevent injuries to our members and guests while participating in this great sport which is enjoyed by many Exeter residents whom are members and their guests.



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We hope that this year will bring back some normalcy to our lives from Covid-19.

If you have any questions regarding this report please feel free to contact me directly.

Timothy D. Copeland  
President Exeter Sportsman's Club  
603-580-1998 home