

Select Board Meeting
Monday, April 11th, 2022, 6:50 p.m.
Nowak Room, Town Offices
10 Front Street, Exeter NH 03833

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/81306719046>

To access the meeting via telephone, call +1 646 558 8656 and enter Webinar ID 813 0671 9046

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

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

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

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

AGENDA

1. Call Meeting to Order
2. Board Interviews – Budget Recommendations Committee
3. Public Comment
4. Proclamations/Recognitions
 - a. Proclamations/Recognitions
5. Approval of Minutes
 - a. Regular Meeting: March 28th, 2022
6. Appointments
7. Discussion/Action Items
 - a. RPC Housing Needs Survey – Sarah Tatarczuk
 - b. Conservation Easement Map 47, Lot 7/1
 - c. Public Safety Complex Alternatives Update
 - d. Lease/Purchase Financing: Engine 5, Fire SCBA Equipment
 - e. Household Hazardous Waste Collection Agreement
 - f. Boards and Committees 2022 Discussion
8. Regular Business
 - a. Tax Abatements, Veterans Credits & Exemptions
 - b. Permits & Approvals
 - c. Town Manager’s Report
 - d. Select Board Committee Reports
 - e. Correspondence
9. Review Board Calendar

10. Non-Public Session

11. Adjournment

Niko Papakonstantis, Chair

Select Board

Posted: 4/8/22 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

Board Interviews



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

April 11, 2022
6:50 pm
Interview
w/ SB

Statement of Interest Boards and Committee Membership

Committee Selection: Budget Recommendations Committee

New

Re-Appointment

Regular

Alternate

Name: Andrew Elliott Email: andrew.william.elliott@gmail.com

Address: 42 Washington Street Phone: 508-439-9168

Registered Voter: Yes No

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

As a homeowner and a father of two children in the Exeter public school I am highly impacted by the both the success and failures we share as a town. To ensure we have more successes than failures I would like to volunteer my time and participate in the Budget Recommendations Committee. As a principal systems engineer my job is to ensure complex systems provide more value than the sum of their individual parts. I have a passion for process and a keen eye for opportunities for improvement. In my professional life I have led complex development projects with budget responsibility greater than 3 million. I have mastered tools for analysis of alternatives, risk management, and the creation of processes that ensure sustainable, metric driven results.

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

I understand that: 1. this application will be presented to the Exeter Select Board only for the position specified above and not for subsequent vacancies on the same board; 2. The Town Manager and Select Board may nominate someone who has not filed a similar application; 3. this application will be available for public inspection.

After submitting this application for appointment to the Town Manager:

- The application will be reviewed and you will be scheduled for an interview with the Select Board
- Following the interview the Board will vote on your potential appointment at the next regular meeting
- If appointed, you will receive a letter from the Town Manager and will be required to complete paperwork with the Town Clerk prior to the start of your service on the committee or board.

I certify that I am 18 years of age or older:

Signature:  Date: 31-Mar-2022

To be completed by Select Board upon appointment:

Date Appointed: _____ *Term Ending:* _____ *Full:* _____ *Alternate:* _____



Pam McElroy <pmcelroy@exeternh.gov>

BRC Application

6 messages

Andrew Elliott <andrew.william.elliott@gmail.com>

Sat, Apr 2, 2022 at 7:53 AM

To: Pam McElroy <pmcelroy@exeternh.gov>

Cc: Niko Papakonstantis <NPapakonstantis@exeternh.gov>, Molly Cowan <mcowan@exeternh.gov>

Please see attached my application to volunteer for the BRC. Please let me know if you need any additional information. My phone number is ~~508-439-9168~~.

Best,

Andrew W. Elliott

Exeter, NH 03833

 **BRC - Andrew Elliott.docx**
70K

Molly Cowan <mcowan@exeternh.gov>

Sat, Apr 2, 2022 at 8:25 AM

To: Andrew Elliott <andrew.william.elliott@gmail.com>

Cc: Pam McElroy <pmcelroy@exeternh.gov>, Niko Papakonstantis <NPapakonstantis@exeternh.gov>

This is great! Looking forward to working with you.

[Quoted text hidden]

Pam McElroy <pmcelroy@exeternh.gov>

Sat, Apr 2, 2022 at 10:12 AM

To: Molly Cowan <mcowan@exeternh.gov>

Cc: Andrew Elliott <andrew.william.elliott@gmail.com>, Niko Papakonstantis <NPapakonstantis@exeternh.gov>

Thank you, Mr. Elliott.

I'll contact you on Monday to schedule an interview with the Select Board.

Have a good weekend.

[Quoted text hidden]

—

Pam McElroy

Town of Exeter

Senior Executive Assistant, Town Manager's Office

603-773-6102

Human Services Administrator

603-773-6116

Pam McElroy <pmcelroy@exeternh.gov>

Mon, Apr 4, 2022 at 8:16 AM

To: Andrew Elliott <andrew.william.elliott@gmail.com>

Good morning Mr. Elliott.

Would you be available for an interview on Monday, April 11 at 6:50 pm with the Select Board?

Pam

On Sat, Apr 2, 2022 at 7:53 AM Andrew Elliott <andrew.william.elliott@gmail.com> wrote:

[Quoted text hidden]

[Quoted text hidden]

Andrew Elliott <andrew.william.elliott@gmail.com>

Mon, Apr 4, 2022 at 8:43 AM

To: Pam McElroy <pmcelroy@exetermh.gov>

Yes, that works for me.

Andrew W. Elliott

Exeter, NH 03833

[Quoted text hidden]

Pam McElroy <pmcelroy@exetermh.gov>
To: Andrew Elliott <andrew.william.elliott@gmail.com>

Mon, Apr 4, 2022 at 8:46 AM

Thank you. Your meeting will be held in the Wheelwright Room (downstairs) on Monday, 4/11/22 at 6:50 pm.

[Quoted text hidden]

Minutes

Select Board Meeting
Monday March 28, 2022
7 PM
Nowak Room, Town Offices
Draft Minutes

1. Call Meeting to Order

Members present: Julie Gilman, Molly Cowan, Lovey Roundtree Oliff, Niko Papakonstantis, Nancy Belanger, Town Manager Russ Dean, and Assistant Town Manager Melissa Roy were present at this meeting. The meeting was called to order by Mr. Papakonstantis at 7 PM.

2. Public Comment

- a. Mr. Papakonstantis asked for a moment of silence for Chick MacDougall. Mr. MacDougall gave decades of his time to the town of Exeter, between Junior Baseball, Swasey Parkway, and the brass band, of which he was the longest continuous member.

3. Proclamations/Recognitions

- a. Mr. Papakonstantis said Public Works Director Jen Perry was awarded the honor of being one of the top 20 Public Works leaders for 2022 by the American Public Works association; she is the only Director from Exeter and the only woman in New England to ever win this award.

4. Approval of Minutes

- a. Regular Meeting: March 14, 2022

MOTION: Ms. Belanger moved to accept the minutes of March 14, 2022 as submitted. Ms. Gilman seconded. Ms. Oliff abstained, as she was not present at the March 14 meeting. The motion passed 4-0-1.

5. Appointments

- a. Resignation: Patrick Gordon, Chair of the HDC

Ms. Gilman said that Mr. Gordon had made important contributions, such as creating new applications for those coming into the Building Department for a new addition and obtaining a grant for new user-friendly Historic District guidelines.

MOTION: Ms. Oliff moved to accept the resignation of Patrick Gordon from the Historic District Commission. Ms. Gilman seconded. The motion passed 5-0.

6. Discussion/Action Items

- a. Public Works Project Updates

Public Works Director Jennifer Perry was present to give updates on DPW projects. She said we have challenges with staffing in the Department, and there are currently 6 vacancies.

The Squamscott River Sewer Siphons design is essentially complete. We received the Army Corps of Engineers Permit and Section 408 permit, and we're

submitting for our shoreland permit. We anticipate going out to bid shortly. Construction should be beginning this summer. We're submitting a contingency/emergency response plan in case of a failure to DES for their approval.

The Webster Ave Sewer Pump Station project was approved at Town Meeting, with additional State and Federal Funding. We're moving forward with that design and should be in construction next year.

The Salem Street area utilities will be starting up again shortly, and should be done by early fall. This project includes Sewer, Water, Drainage, and road repairs.

The Wastewater Treatment Plant sludge removal should be complete this season.

On the Kingston Road shoulder and sidewalk project, we were too optimistic in thinking it would commence this year. State funding won't be available until October, and we need to do it all in one season, so we will defer to next year. There are also two outstanding easements we're working on with that project.

On Pickpocket Dam, the high hazard dam on the border with Brentwood, we're looking at the feasibility of alternatives. The dam must discharge 2.5x the 100 year flood level, according to the State. We asked for a proposal from VHB, the Engineers on the removal of Great Dam. We expect the feasibility study to take about 18 months. We're required to submit our preferred alternative to the Dam Bureau by June of 2024 and have it constructed by Dec 2027.

We just completed the conceptual work on the Westside Drive improvement project, which includes utilities, Water/Sewer, a "road diet," and sidewalk improvements. We're starting the final design with Underwood Engineers, and anticipate construction possibly next year.

We have been spending time on a groundwater search with Underwood Engineers, GZA, and Emery & Garrett. We've done test well drilling. We're waiting for the proceeds from the next bond issue in July to go further.

Mr. Papakonstantis asked if the Sewer Siphons project will impact Swasey Parkway. Ms. Perry said yes, there will be an area that is dug out. This work will be done mostly in summer and early fall. We will work with the Swasey Trustees and the Select Board. Mr. Bisson said we're already in discussion with those who have permitted events on the Parkway.

Mr. Papakonstantis asked how close we are to getting the two easements for Kingston Road. Ms. Perry said she heard two weeks ago that we made contact with those property owners, but hasn't had an update.

Laura Knott of 15 Tamarind Lane asked for the names of the owners of the pending easements for the Kingston Road project. Ms. Perry said the first parcel is just as you go over the bridge from Westside Drive; it's a cell tower property. The other is owned by an individual. It's not that they're a problem, it's just been difficult to make a connection. It should only be a few more weeks.

Ms. Knott asked if we will have to reapply for 2023 funding for this project. Ms. Perry said no, the State's fiscal year '23 runs from Oct 22 - Sept 2023, and the project can be completed through Dec of 2024.

b. Police Department Update - Second Lieutenant

Police Chief Stephan Poulin said we're continuing to implement the recommendations from the CPSM Police Operations and Data report from June 2020. Many of the remaining objectives can be addressed by adding a Second Lieutenant. Many agencies of our size have this role. The Police Union agreed to remove the Animal Control Officer [ACO] position, which has been vacant, and reclassify it as a Second Lieutenant. One Lieutenant would be in Operations, and the second would work on professional standards, accreditation and training, internal affairs, recruitment, and 'use of force' reviews. We're looking to fill this position in July 2022. The ACO salary was budgeted for, but we need \$9000 more for the Second Lieutenant position, which will come from an open patrol position. In 2023, we will budget for the Second Lieutenant and not an ACO. We would fill this position with an existing Sergeant and backfill that position. Mr. Dean said this position is already in our classification plan, at a Grade 13. The Board agreed to this proposal.

c. Fire Department - Engine 5 Replacement

Chief Wilking said for the Engine 5 bids, we sent 10 bid requests to 11 different manufacturers, but only got 1 bid back. He reached out to some who didn't bid, and heard that it takes 80 - 100 hours of their time just to bid, and we already have a pattern of buying from Greenwood/ E1, who have sold us our last three pump trucks. Greenwood Emergency Vehicles has offered a \$15,000 pre-payment bonus. He recommends moving forward with Greenwood Emergency Vehicles at \$650,000, which will be \$635,000 if we can get financing.

MOTION: Ms. Oliff moved to approve the proposal submitted by Greenwood Emergency Vehicles for the purchase of the Engine 5 replacement, an E1 vehicle, in the amount of \$650,000, and authorize the Town Manager to sign the contract. Ms. Belanger seconded. The motion passed 5-0.

d. Fire Department - SCBA

Chief Wilking said we currently have 45 units, but we only need 36 going forward. Two bids were received. The first was from Firematic Supply at \$374,308, which was \$25,900 more than the town approved. We reached out, and the company was aware of the voted amount, but they had a price increase through the Spring and could no longer be competitive. Industrial Protection Services put in a bid for \$269,843, which was very low, but it was for the bare bones breathing apparatus, with extra options. To comply with our bid spec, the final cost is \$328,835. This is \$19,000 less than what was approved by the voters. They can deliver in about 8 weeks.

MOTION: Ms. Gilman moved to approve the bid of \$328,835 provided by Industrial Protection Services for the Breathing Apparatus, and authorize the Town Manager to sign the contract. Ms. Belanger seconded. The motion passed 5-0.

e. Selectwoman Gilman Legislative Updates

Ms. Gilman discussed updates at the State Legislature. The two default budget bills both failed. The bill on four housing units per residential property was tabled, and can only come off the table with a 2/3 majority vote. A bill allowing towns to provide composting and recycling services did pass. The Tax credit bills were tabled or failed.

f. Select Board Representatives to Boards/Committees/Commissions

Planning Board: Ms. Belanger, with Ms. Cowan as the alternate.

Rec Advisory Board: Ms. Cowan, with Ms. Oliff as the alternate.

Arts and Culture: Ms. Oliff.

Conservation Commission: Ms. Belanger, with Mr. Papakonstantis as the alternate.

Heritage Commission: Ms. Gilman

HDC: Ms. Gilman

Swasey Parkway Trustees - Ms. Oliff, with Mr. Papakonstantis as the alternate.

Communications Advisory Committee: Ms. Cowan

Energy Committee: Ms. Gilman, with Mr. Papakonstantis as the alternate.

Facilities Advisory Committee: Ms. Gilman.

Housing Advisory Committee: Ms. Belanger, with Ms. Oliff as the alternate.

River Advisory Committee: Mr. Papakonstantis.

Mr. Papakonstantis said these River Advisory meetings only take about 20 minutes, and it's mostly the Town Engineer giving an update. The meetings are scheduled every month but are taking place every two or three months. Could we make the River Advisory Committee a subcommittee to the Conservation Commission, like the Tree Committee? Or Mr. Vlasich could give an update quarterly to the Select Board.

Sustainability Advisory Committee: Mr. Papakonstantis

Water/Sewer Advisory Committee: Ms. Cowan

g. Schedule Select Board Goal Setting Meeting

Mr. Dean said Rick Alpers from Primex could facilitate the meeting on Saturday April 16 or April 23, but he can ask if Mr. Alpers is available in the evening. Mr. Papakonstantis would like him to consider Monday April 18 or 19 in the evening.

7. Regular Business

a. Tax Abatements, Veterans Credits and Exemptions

MOTION: Ms. Gilman moved to accept a yield tax for 5/1 in the amount of \$339.46 for FY 2021. Ms. Belanger seconded. The motion passed 5-0.

MOTION: Ms. Gilman moved to deny an Elderly Exemption for 104/79/132 for FY 2022. Ms. Belanger seconded. The motion passed 5-0.

MOTION: Ms. Gilman moved to approve an Elderly Exemption for 104/79/709 in the amount of \$152,251 for FY 2022. Ms. Belanger seconded. The motion passed 5-0.

MOTION: Ms. Gilman moved to approve a Tax Abatement for 52/112 in the amount of \$16,462.66 for FY 2021. Ms. Belanger seconded. The motion passed 5-0.

b. Permits & Approvals

Greg Bisson, the Parks and Rec Director, discussed the proposed pickleball conversion. The pickleball players asked the town to convert the top three tennis courts into 8 pickleball courts; the players raised \$35,400 towards the conversion. Friends of Recreation was used to accept the funds, so the donations are tax-deductible. The players plan to start an Exeter Pickleball Club for further fundraising for windscreens and fencing. The players put in a \$10,000 deposit with Vermont Tennis, and are just waiting for Select Board approval and better weather to move forward.

Mr. Papakonstantis asked how tennis fans will feel about losing three tennis courts and only having 5. Mr. Bisson said there are an abundance of tennis courts in town. There are some at EHS as well. Ms. Oliff said as pickleball numbers increased during Covid, so did tennis players. She's seen that the desire to access courts was pretty high and the number did not match up. She's worried about what will happen to tennis in the parks.

Mr. Papakonstantis said it's impressive they raised the money, but he's concerned that there would only be 5 courts available. Mr. Bisson said there are times in the summer where he's been up there that the tennis courts have been empty. Ms. Oliff added that she's concerned about those who raised money for the project feeling like they own it. Mr. Bisson said we've already attracted the NH Boys and Girls Clubs and the Senior Games Pickleball. We debated this at the Rec Advisory Board in October. Ms. Oliff said to take things away that people have gotten comfortable with is a problem. She would like to hear from more residents on this issue.

Ms. Belanger asked if we can use a scheduling software for the tennis courts. Mr. Bisson said the Rec software could handle that, but currently no. Ms. Oliff said the play is more of a spontaneous thing.

Ms. Cowan asked if we could convert fewer courts. Mr. Bisson said no, to do a permanent pickleball option it would require three courts.

The Board agreed to table the matter until the next meeting.

Mr. Bisson said to ensure softball player safety, we're looking at a portable fencing system called "Grand Slam Fencing." This would create a buffer

between the mowed area and the unmowed area with poison ivy. \$2,990 is the lowest estimate, from Pioneer Athletics. There are only two benches on the entire court system; we're looking at recycled plastic benches at a cost of \$4,691.31, from Belson Outdoors. We would like ADA compliant water fountains with water filling stations, at an estimate of \$15,550 for five benches. We're looking to rehab the pool slide, which was installed in 2005, for \$5,642.55. Last year, we found a leak in the pool, he's lined up two contractors, Advance Pool and Spa and Contrast Concrete LLC, to fix the leak and repair the pool deck for \$8,420.25. At Park Street Common, DPW will remove the existing playground. For Fencing AAA fencing came in at \$14,586, the only bid. At the Rec Park, we're looking to replace 3 picnic tables with recycled plastic ones from Belson. We're looking to improve the turf at townhouse common through irrigation from Day's Landscaping, at \$7,500.

MOTION: Ms. Belanger moved to allow Parks and Rec \$67,475.19 from the Parks Improvement Capital Reserve fund to complete the following projects: fencing at the Rec Park, benches and picnic tables for parks, water fountains for parks, pool slide rehabilitation, pool fix and concrete work, and renovation for Townhouse Common. Ms. Gilman seconded. The motion passed 5-0.

Mr. Bisson said we're looking to add playground chips and an ADA compliant surfacing from US Playground Surfacing of Connecticut. This product uses rubber matting over playground chips. This project will cost \$16,755. If this product is successful, it will save substantially on costs in other playground renovations.

MOTION: Ms. Belanger moved to allow Parks and Rec to expend \$16,755 from the Parks Improvement Capital Reserve Fund to complete the following projects: purchase of all playground Chips from PR Russell and ADA surfacing from US Playground Surfacing. Ms. Gilman seconded. The motion passed 5-0.

c. Town Manager's Report

- i. We heard that HB398, the Sewer State Aid Grant bill, passed both the House and Senate, and just needs to be signed by the Governor. This could be \$1M for Exeter. HB 1033, the Lobbying bill, was tabled by the House.
- ii. We're working on the closing for the 10 Hampton Road property.
- iii. We're pulling Documents for the bond issue and getting quotes for the lease purchases.
- iv. He and Pam McElroy met with the Richie McFarland Center and Waypoint, who merged, on how their merger will affect Human Services funding.
- v. We committed to celebrating Juneteenth in our Collective Bargaining this year. Since it falls on a Sunday, we will have it on the following Monday.
- vi. There's a proposal from the Inn by the Bandstand in the packets.

d. Select Board Committee Reports

- i. Ms. Belanger had no report.
 - ii. Ms. Gilman had no report.
 - iii. Ms. Cowan said that the Planning Board talked about changing the building placements at Ray Farm. For The Water/Sewer Advisory Board, we were able to get consensus from members on the votes, so there is unanimous support now.
 - iv. Ms. Oliff had no report.
 - v. Mr. Papakonstantis had a River Advisory meeting, but said he spoke about that previously.
- e. Correspondence
- i. A letter from the Inn by the Bandstand regarding the shared space between that building and the Town Offices
 - ii. The annual report from the Exeter Sportsmans' Club

8. Review Board Calendar

- a. The next meeting is April 11.

9. Non-Public Session

MOTION: Ms. Cowan Moved to enter into non-public session under RSA 91-A:3 II(a). Ms. Oliff seconded. In a roll call vote, all were in favor, and the meeting entered non-public at 8:42 PM.

10. Adjournment. Selectwoman Cowan moved to adjourn, seconded by Selectwoman Roundtree Oliff. The motion passed and the Board stood adjourned at 8:55 pm.

Respectfully Submitted,
Joanna Bartell
Recording Secretary

Appointments

Discussion /Action Items

Regional Housing Needs Assessment & Survey

Conservation Easement Map 47, Lot 7/1

**DEED
WITH CONSERVATION RESTRICTIONS
GATEWAY AT EXETER DEVELOPMENT
EXETER, NEW HAMPSHIRE**

KNOW ALL MEN BY THESE PRESENTS, that Gateway at Exeter, LLC, a New Hampshire Limited Liability Company with a principal place of business at 20 Trafalgar Square, Suite 610, Nashua New Hampshire 03063 (“Grantor”, and shall, unless the context clearly indicates otherwise, include the Grantor’s executors, legal representatives, devisees, heirs and/or assigns)

for consideration, hereby grants to the Town of Exeter, acting by and through its Conservation Commission, and with the approval of its Board of Select Board, a municipal corporation with an address of 10 Front Street Exeter, NH 03833, (“Grantee”, and shall, unless the context clearly indicates otherwise, include the Grantee’s executors, legal representatives, devisees, heirs and/or assigns),

all Grantor’s right title and interest in and to a certain tract or parcel of land, with improvements thereon, if any, consisting of 43.6 acres on the west side of Epping Road, in the Town of Exeter, County of Rockingham and State of New Hampshire, shown as Tax Map and Lot 47-7-1 on a Plan entitled “Lot line Adjustment/Subdivision Plan – Map 47 lots 6 & 7” as prepared by Dennis C. Pollock, LLS #885, dated November 6, 2019, on file at the office of the Grantee as Planning Board Case No. 19-15 and as shown on the plan entitled “Master Lot line Adjustment/Subdivision Plan– Map 47 Lots 6&7 170 Epping Road NH Route 27 Exeter New Hampshire”, prepared for Gateway At Exeter, LLC and prepared by Hayner/Swanson, Inc dated November 6, 2019, and recorded at the Rockingham County Registry of Deeds as Plan #. D-42961 consisting of three sheets, (hereafter “Plan”), and more particularly bounded and described in Exhibit A attached herewith (hereinafter referred to as the “Property”),

all subject to certain perpetual CONSERVATION RESTRICTIONS described herein, which shall constitute conservation restrictions as described in RSA 477:45-47,

Together with a Third Party Right of Enforcement herein granted to the STATE OF NEW HAMPSHIRE acting through its DEPARTMENT OF ENVIRONMENTAL SERVICES, an administrative agency duly organized and existing under the laws of the State of New Hampshire, with a principal place of business

at 29 Hazen Drive, City of Concord, County of Merrimack, State of New Hampshire, 03302, (the "NHDES").

1. CONSERVATION RESTRICTIONS

The Grantor declares and the Grantee accepts the Property as open space, subject to the following Conservation Restrictions, which shall run with the land and be enforceable as permanent conservation restrictions as described in New Hampshire RSA 477:45-47.

The Property shall be used in a manner consistent with, the following conservation purposes:

A. To conserve and protect in perpetuity in its undeveloped state, the natural vegetation, soils, wetlands, hydrology and habitat as documented in the baseline documentation report dated October 21, 2020 entitled "BASELINE DOCUMENTATION REPORT of PROPOSED PRESERVATION LAND, Lot 47-7-1, Epping Road Exeter, NH (the "Report"), which Report is on file at the office of the Grantee and the Department of Environmental Services and is incorporated herein in full; and

B. To restore, protect, manage, maintain, and enhance the functional values of wetlands, vernal pools, streams, riparian areas and other lands, and for the conservation of natural values including wildlife and their habitat, ecological integrity of the water resources, water quality improvement, flood water retention, groundwater recharge, and open space; and

C. To conserve and protect in perpetuity the habitat for rare, threatened and endangered species, specifically Northern Black Racer (*Coluber constrictor*), Spotted Turtle (*Clemmys guttata*), and Wood Turtle (*Glyptemys insculpta*), which have been identified by the NH Natural Heritage Bureau and NH Fish & Game Department as occurring in the area; and

D. To prevent any future development, construction, or use that will negatively impair or interfere with the conservation values of the Property.

All of the purposes set forth herein are consistent and in accordance with the U.S. Internal Revenue Code, Section 170(h).

2. USE LIMITATIONS

Subject to the exceptions specified in Section 3 below:

A. No use shall be made of the Property, and no activity shall be permitted thereon, which is inconsistent with the purposes of the conservation restrictions as stated herein.

(i) The Property may be used for passive recreational activities (including hiking, cross country skiing, snowshoeing, bird watching, etc.), if approved, and as regulated by the Exeter Conservation Commission.

(ii) Hunting, in season and in accordance with regulations, is permitted.

(iii) The public may access the Property, by foot, using the existing logging roads and the trail constructed in accordance with the municipal land use approvals associated with Lot 47-7.

B. The Property shall not be subdivided.

C. Except as described in Section 3, no structure or improvement, including, but not limited to, a dwelling, any portion of a septic system, tennis court, swimming pool, dock, aircraft landing strip, tower, commercial facility, conduit or utility line, billboard or other means of advertising display, driveway or road, mobile home or other temporary or permanent structure or improvement, shall be constructed, placed, or introduced onto the Property.

D. No advertising signs shall be displayed on the property.

E. Except as described in Section 3, there shall be no mining, quarrying, excavation, or removal of rocks, minerals, gravel, sand, topsoil, or other similar materials on the Property. No rocks, minerals, gravel, sand, topsoil, or other similar materials shall be removed from the Property.

F. There shall be no dumping, injection, burning, or burial of refuse, trash, rubbish, debris, junk, waste, man-made materials or materials then known to be environmentally hazardous, including vehicle bodies or parts, or other similar substances.

G. There shall not be conducted on the Property any industrial or commercial activities.

H. A Stewardship Plan shall be prepared by the Property owner, and provided to the NHDES at its request, prior to any forestry, Wildlife Habitat Management, or Forest Management activities occur. The Stewardship Plan shall be approved by NHDES. Property owner and the NHDES acknowledge that the Stewardship Plan's purpose is to guide management activities so impacts do not occur to wetlands and vernal pools and that the actual activities will determine compliance therewith. The Stewardship Plan shall have been prepared not more than ten (10) years prior to the date of any activity.

3. EXCEPTIONS to Section 2, Use Limitations.

A. Prior to receipt of a certificate of occupancy for improvements on Lot 47-7, a trail open to foot traffic only would be installed at the Grantor's expense as presented in the August 25, 2020 Welts, White, & Fontaine, P.C. letter to the Town of Exeter, Planning Board. The trail will be located within the existing logging road and will be 115 feet long and four feet wide natural surface trail. To prevent vehicular and bike access from the property to the mitigation parcel, the Grantor shall provide a gated barrier open to pedestrians only on the logging road.

B. New ancillary structures and improvements such as a road, fence or bridge, may be constructed, placed, or introduced onto the Property only as necessary for the accomplishment of conservation, wildlife habitat management, or noncommercial pedestrian outdoor recreational uses of the Property and provided that they are not detrimental to the purposes of the conservation restrictions as stated herein. Such structures and improvements may be allowed only if the impacts to wetland soils, intermittent or perennial streams, vernal pools, or other hydrology is temporary, and subject to Section 5, Discretionary Consent.

C. Certain activities such as the removal, filling, or other disturbances of soil surface, or any changes in topography, or natural habitat shall be allowed if the following applies to the activity:

i. Is commonly necessary in the accomplishment of the conservation, habitat management, or noncommercial pedestrian outdoor recreational uses of the Property; and

ii. Does not harm state or federally recognized threatened, endangered, or species of conservation concern, such determination of harm to be based upon information from the New Hampshire Natural Heritage Bureau and the New Hampshire Fish & Game Department, Non game

and Endangered Species Program or the agency then recognized by the State of New Hampshire as having responsibility for identification and/or conservation of such species; and

iii. The activity only temporarily impacts wetland soils, intermittent or perennial streams, vernal pools, or other hydrology unless allowed under this section of this instrument.

D. Outdoor signs may be displayed on the Property, if desirable or necessary in the accomplishment of conservation or noncommercial pedestrian outdoor recreational uses of the Property, and provided such signs are not detrimental to the purposes of the conservation restrictions as stated herein. Such signs may not be placed in water, wetland, or Riparian/Wetland Buffer unless they are to identify plants or provide other information related to the ecosystem.

4. BENEFITS, BURDENS, AND ACCESS

A. The burden of the conservation restrictions set forth herein shall run with the Property and shall be enforceable against all future owners and tenants in perpetuity; the benefits of this instrument shall not be appurtenant to any particular parcel of land but shall be in gross and assignable or transferable only to the State of New Hampshire, the U.S. Government, or any subdivision of either of them, consistent with Section 170(c)(1) of the U.S. Internal Revenue Code of 1986, as amended, or to any qualified organization within the meaning of Section 170(h)(3) of said Code, which organization has among its purposes the conservation and preservation of land and water areas and agrees to and is capable of enforcing the conservation purposes of this instrument. Any such assignee or transferee shall have like power of assignment or transfer.

B. NHDES shall have access to the Property and all of its parts for such inspection as necessary to determine compliance with and to enforce these Conservation Restrictions.

5. DISCRETIONARY CONSENT

NHDES' consent for an activity otherwise prohibited under Section 2, Use Limitations, and excluding those items under Section 3, Exceptions, may be given only: if, owing to unforeseen or changed circumstances, such an activity is deemed desirable by Grantee and NHDES; and at NHDES' sole discretion if the activity: (1) is non-commercial and not for economic benefit; (2) does not impair the conservation values of the Property; and (3) is consistent with the Purposes of this instrument as defined in Article 1 above and does not place at risk any rare flora or fauna, exemplary natural communities, critical wildlife habitat, and unique ecological features. Such requests for permission shall be in writing and shall describe the proposed activity in sufficient detail to allow the NHDES to make the judgments listed above. NHDES shall review and evaluate said request and shall approve, approve with conditions, or disapprove of said request within forty-five (45) days of receipt of the proposed plans and descriptions. In making its decision, NHDES shall take into consideration the short-term and long-term impact of the proposed request on the Purposes of this Easement. Said approval shall be not be unreasonably withheld. Notwithstanding the foregoing, NHDES shall have no right or power to agree to any activity that runs counter to the Purposes of this instrument or that would result in the termination of this instrument, nor to allow commercial recreational or educational activities that could be deemed more than *de minimus*, nor to allow any residential, commercial, or industrial structures or activities other than those specifically permitted under the terms of this instrument.

6. STEWARDSHIP

A. The Grantor will pay a one-time stewardship fee of Seven Thousand Five Hundred Dollars (\$7,500) to the Exeter Conservation Commission to be deposited in the Conservation Fund to support annual

monitoring requirements.

- B. Once the bounds of the Conservation Area are set, the Grantor and the Exeter Conservation Commission, or a representative thereof, shall walk the boundaries to confirm proper placement.

7. NOTICES

All notices, requests and other communications, required or permitted to be given under this instrument shall be in writing, except as otherwise provided herein, and shall be delivered in hand or sent by certified mail, postage prepaid, return receipt requested to the appropriate address set forth above or at such other address as the parties may hereafter designate by notice given in accordance herewith. Notice shall be deemed to have been given when so delivered or so mailed.

8. SEVERABILITY

If any provision of this instrument, or the application thereof to any person or circumstance, is found to be invalid by a court of competent jurisdiction, by confirmation of an arbitration award or otherwise, the remainder of the provisions of this instrument or the application of such provision to persons or circumstances other than those to which it is found to be invalid, as the case may be, shall not be affected thereby.

9. THIRD PARTY RIGHT OF ENFORCEMENT

A. If the Grantee fails to enforce the Conservation Restrictions set forth herein within thirty (30) days after receipt of written notice from the Third-Party Holder requesting such, then the notifying Third Party Holder shall have the right to enforce these Conservation Restrictions by an action at law or in equity in a court of competent jurisdiction. The Grantee shall be liable for all reasonable costs of such enforcement.

B. Forbearance by the Third-Party Holder in exercising its enforcement rights under these Conservation Restrictions shall not be construed to be a waiver of the Third-Party Holder's rights hereunder. No delay or omission by the Third-Party Holder in the exercise of any right or remedy shall impair such right or remedy or be construed as a waiver. The Grantee hereby waives any defense of laches.

C. The interests held by the Third-Party Holder are assignable or transferable to any party qualified to become the Third-Party Holder's assignee or transferee as specified in Section 4 above. Any such assignee or transferee shall have like power of assignment or transfer. Any holder of an interest in the conservation restrictions desiring to transfer or assign its interest shall send written notice describing said intention to all other holders of any interest at least thirty (30) days prior to such transfer or assignment taking effect.

This is a conveyance to the state, a state agency, a county, a city, a town and/or village district pursuant to NH RSA 78-B:2 and is exempt from the New Hampshire Real Estate Transfer Tax.

[SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF, I (We) have hereunto set my (our) hand(s) this _____ day of April 2022.

Gateway at Exeter, LLC

By: Thomas Monahan
Its: Manager

STATE OF NEW HAMPSHIRE
COUNTY OF ROCKINGHAM

This instrument was acknowledged before me this _____ day of April 2022_ by Thomas F. Monahan,
duly authorized Manager of Gateway at Exeter, LLC on behalf of Gateway at Exeter, LLC.

Before me,

Justice of the Peace/Notary Public
My commission expires:

ACCEPTED: Town of Exeter, New Hampshire, by its Conservation Commission

Andrew Koff, Chair

STATE OF NEW HAMPSHIRE
COUNTY OF ROCKINGHAM

This instrument was acknowledged before me on this ____ day of April 2022 by Andrew Koff, Chair of the Conservation Commission of the Town of Exeter, a New Hampshire municipality, on behalf of said Commission.

Before me,

Justice of the Peace/Notary Public
My commission expires:

ACCEPTED: Town of Exeter, New Hampshire, by its Select Board

Niko Papakonstantis, Chair

Molly Cowan, Vice-Chair

Julie D. Gilman, Clerk

Nancy Belanger

Lovey Roundtree Oliff

STATE OF NEW HAMPSHIRE
COUNTY OF ROCKINGHAM

This instrument was acknowledged before me on this _____ day of April, 2022 by Niko Papakonstantis, Chair of the Select Board of the Town of Exeter, a New Hampshire municipality, on behalf of said Town.

Justice of the Peace/Notary Public
My commission expires:

STATE OF NEW HAMPSHIRE
COUNTY OF ROCKINGHAM

This instrument was acknowledged before me on this _____ day of April 2022 by Molly Cowan, Vice Chair of the Select Board of Town of Exeter New Hampshire a New Hampshire municipality, on behalf of said Town.

Justice of the Peace/Notary Public
My commission expires:

STATE OF NEW HAMPSHIRE

COUNTY OF ROCKINGHAM

This instrument was acknowledged before me on this _____ day of April, 2022 by Julie D. Gilman, Clerk of the Select Board of the Town of Exeter, a New Hampshire municipality, on behalf of said Town.

Justice of the Peace/Notary Public
My commission expires:

STATE OF NEW HAMPSHIRE
COUNTY OF ROCKINGHAM

This instrument was acknowledged before me on this _____ day of April, 2022 by Nancy Belanger, Select Person of the Select Board of the Town of Exeter, a New Hampshire municipality, on behalf of said Town.

Justice of the Peace/Notary Public
My commission expires:

STATE OF NEW HAMPSHIRE
COUNTY OF ROCKINGHAM

This instrument was acknowledged before me on this _____ day of April, 2022 by Lovey Roundtree Oliff, Select Person, of the Select Board of the Town of Exeter, a New Hampshire municipality, on behalf of said Town.

Justice of the Peace/Notary Public
My commission expires:

ACCEPTED THIRD PARTY RIGHT OF ENFORCEMENT:

State of New Hampshire Department of Environmental Services

By: _____
Title: Robert R. Scott, Commissioner
Duly Authorized

STATE OF NEW HAMPSHIRE
COUNTY OF ROCKINGHAM

This instrument was acknowledged before me on this _____ day of April, 2022 by Robert R. Scott,
on behalf the State of New Hampshire Department of Environmental Services

Justice of the Peace/Notary Public
My commission expires:

LEGAL DESCRIPTION

MAP 47 LOT 7-1

A CERTAIN PARCEL OF LAND LOCATED IN THE TOWN OF EXETER, COUNTY OF ROCKINGHAM AND STATE OF NEW HAMPSHIRE, BEING DEPICTED AS "LOT 47-7-1" ON PLAN ENTITLED "CASE NO. 19-15 MASTER LOT LINE ADJUSTMENT / SUBDIVISION PLAN (MAP 47, LOTS 6 & 7) 170 EPPING ROAD, EXETER, NEW HAMPSHIRE", PREPARED FOR / RECORD OWNER: GATEWAY AT EXETER, LLC, BY HAYNER / SWANSON, INC., DATED 6 NOVEMBER, 2019 (AS REVISED) AND TO BE RECORDED AT THE ROCKINGHAM COUNTY REGISTRY OF DEEDS. THE PARCEL BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT A DRILL HOLE IN A STONE WALL AT LAND OF 12 CONTINENTAL DRIVE, LLC (MAP 46 LOT 1) AND AT LAND OF THE TOWN OF EXETER (MAP 56 LOT 2) AND BEING THE SOUTHEASTERLY CORNER OF THE HEREIN DESCRIBED PARCEL, THENCE

THE FOLLOWING FOURTEEN COURSES BEING BY SAID TOWN OF EXETER LAND:

N 01°07'52" E A DISTANCE OF 79.00 FEET TO A POINT, THENCE
N 10°51'08" W A DISTANCE OF 174.60 FEET TO A POINT, THENCE
N 10°26'48" W A DISTANCE OF 353.04 FEET TO A POINT, THENCE
N 12°52'38" W A DISTANCE OF 174.37 FEET TO AN IRON ROD. THE PRECEDING FOUR COURSES BY TREES AND STUMPS WITH WIRE FENCE REMAINS, THENCE
N 76°48'58" W PARTIALLY BY A STONE WALL, A DISTANCE OF 99.36 FEET TO AN ANGLE POINT IN SAID STONE WALL, THENCE
N 48°32'28" W A DISTANCE OF 31.01 FEET TO A DRILL HOLE IN THE END OF A STONE WALL, THENCE
N 47°30'59" W A DISTANCE OF 235.22 FEET TO A DRILL HOLE AT THE END OF A STONE WALL, THENCE
N 44°29'08" W A DISTANCE OF 53.83 FEET TO A DRILL HOLE AT THE END OF SAID STONE WALL, THENCE
N 47°40'08" W A DISTANCE OF 99.63 FEET TO A POINT, THENCE
N 43°31'58" W A DISTANCE OF 252.98 FEET TO A POINT, THENCE
N 45°49'48" W A DISTANCE OF 119.63 FEET TO A POINT, THENCE
N 51°06'38" W A DISTANCE OF 147.27 FEET TO AN IRON ROD, THENCE
N 63°53'58" W A DISTANCE OF 60.10 FEET TO A POINT. THE PRECEDING FIVE COURSES BY TREES AND STUMPS WITH WIRE FENCE REMAINS, THENCE
N 42°45'58" W A DISTANCE OF 151.41 FEET TO A POINT AT LAND OF THE STATE OF NEW HAMPSHIRE FISH & GAME DEPARTMENT (MAP 41 LOT 1), THENCE

THE FOLLOWING THREE COURSES BY SAID FISH & GAME DEPARTMENT LAND:

EASTERLY BY A CURVE TO THE LEFT HAVING A RADIUS OF 5,872.58 FEET, A DELTA ANGLE OF 10°11'55" AND AN ARC LENGTH OF 1,045.31 FEET TO A NEW HAMPSHIRE HIGHWAY BOUND, THENCE
S 84°44'05" E A DISTANCE OF 674.12 FEET TO A NEW HAMPSHIRE HIGHWAY BOUND, THENCE
S 73°44'01" E A DISTANCE OF 400.15 FEET TO A POINT AT LOT 47-7, THENCE

N 03°00'15" W BY LOT 47-7 A DISTANCE OF 758.00 FEET TO A POINT, THENCE
N 27°57'34" W BY LOT 47-7 A DISTANCE OF 405.00 FEET TO A POINT AT LAND OF THE
EXETER BUSINESS PARK CONDOMINIUM ASSOCIATION (MAP 47 LOT 4-6);
THENCE

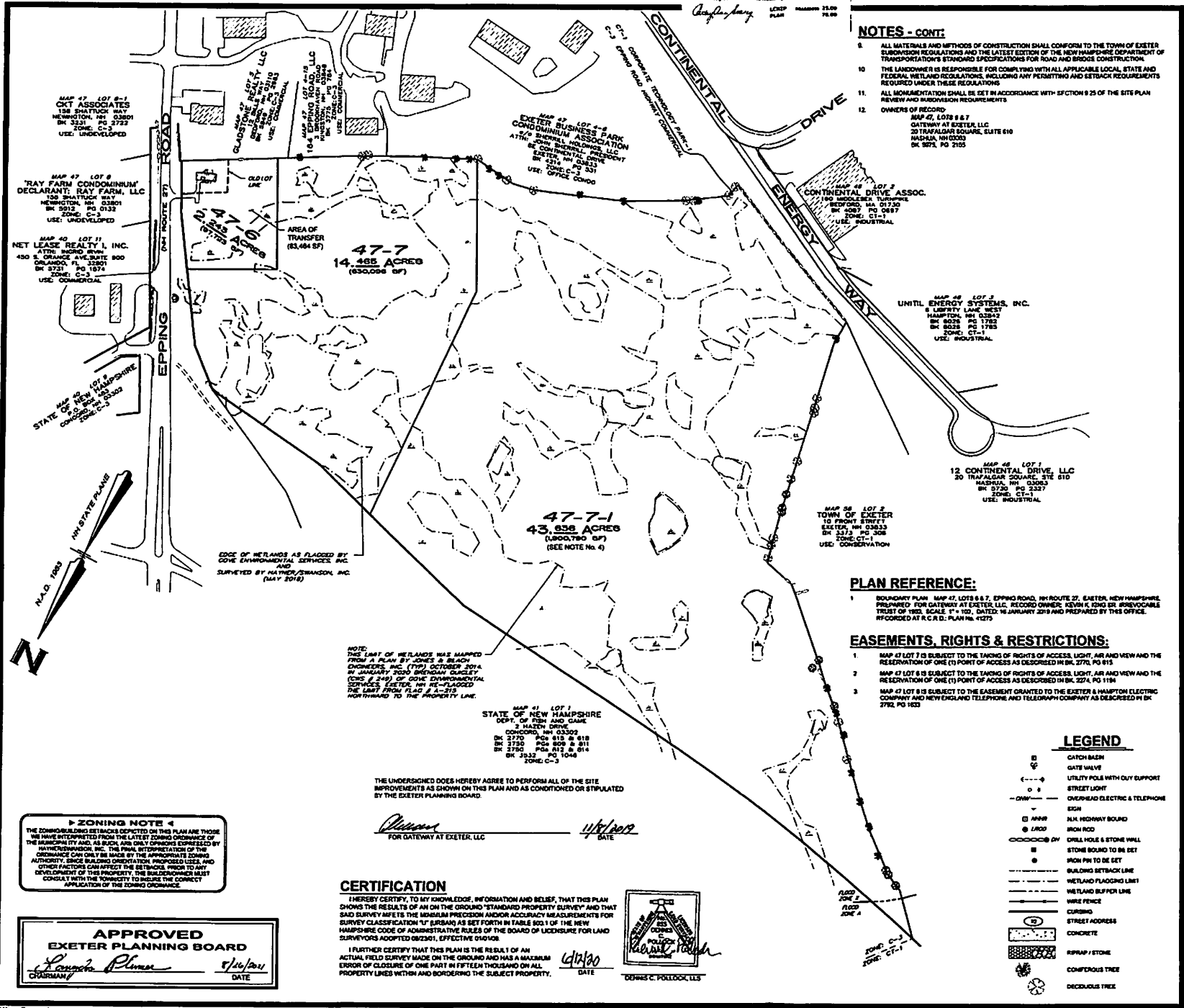
THE FOLLOWING FIVE COURSES BY THE SAID CONDOMINIUM ASSOCIATION AND TREES WITH
WIRE FENCE REMAINS:

N 84°14'41" W A DISTANCE OF 134.55 FEET TO A POINT, THENCE
S 78°29'19" W A DISTANCE OF 66.14 FEET TO A POINT, THENCE
S 68°59'39" W A DISTANCE OF 280.18 FEET TO A POINT, THENCE
S 61°18'49" W A DISTANCE OF 192.14 FEET TO A POINT, THENCE
S 54°40'39" W A DISTANCE OF 133.92 FEET TO A NAIL IN A BEECH TREE, THENCE
S 12°45'29" W BY SAID CONDOMINIUM ASSOCIATION LAND AND SAID LAND OF 12
CONTINENTAL DRIVE, LLC (MAP 46 LOT 1), A DISTANCE OF 42.95 FEET TO
A DRILL HOLE IN A STONE WALL, THENCE

THE FOLLOWING TWO COURSES BY SAID 12 CONTINENTAL DRIVE, LLC LAND AND SAID STONE
WALL:

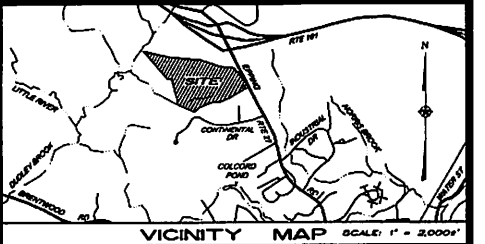
N 65°50'55" W A DISTANCE OF 241.65 FEET TO A DRILL HOLE, THENCE
N 67°21'57" W A DISTANCE OF 296.78 FEET TO THE POINT OF BEGINNING.

SAID PARCEL CONTAINS 1,900,790 SF (43.636 ACRES), MORE OR LESS.



NOTES - CONT:

- ALL MATERIALS AND METHODS OF CONSTRUCTION SHALL CONFORM TO THE TOWN OF EXETER SUBDIVISION REGULATIONS AND THE LATEST EDITION OF THE NEW HAMPSHIRE DEPARTMENT OF TRANSPORTATION'S STANDARD SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION.
- THE LANDOWNER IS RESPONSIBLE FOR COMPLYING WITH ALL APPLICABLE LOCAL, STATE AND FEDERAL WETLAND REGULATIONS, INCLUDING ANY PERMITTING AND SETBACK REQUIREMENTS REQUIRED UNDER THESE REGULATIONS.
- ALL MONUMENTATION SHALL BE SET IN ACCORDANCE WITH SECTION 9:25 OF THE SITE PLAN REVIEW AND HANDBOOK REQUIREMENTS.
- OWNERS OF RECORD:
 MAP 47, LOT 8 & 7
 GATEWAY AT EXETER, LLC
 20 TRAFALGAR SQUARE, SUITE 610
 NASHUA, NH 03063
 BK 5072, PG 2103



NOTES:

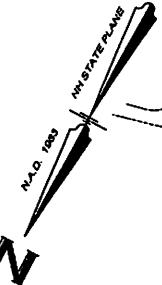
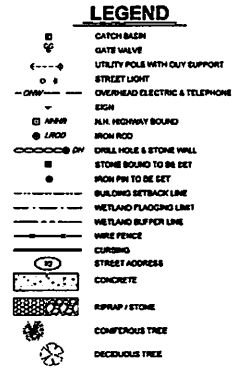
- PURPOSE OF PLAN:
 A. TO RELOCATE LOT LINE BETWEEN LOTS 6 & 7, MAP 47.
 B. TO SUBDIVIDE NEWLY CREATED LOT 7, MAP 47, INTO TWO NEW LOTS.
- SITE AREA:
 LOT 47-6 14.289 ACRES 17,723 SQ FT 1,340 ACRES
 LOT 47-7 2,843,300 SQ FT 65,077 ACRES 802,038 SQ FT 14,988 ACRES
 LOT 47-8 1,323 ACRES 1,828,000 SQ FT 1,323 ACRES
 TOTAL 63,344 ACRES 803,861 SQ FT 63,344 ACRES
- PRESENT ZONING: C-2 EPPING ROAD HIGHWAY COMMERCIAL
 MINIMUM LOT REQUIREMENTS:
 -LOT AREA 40,000 SQ FT
 -LOT WIDTH 175 FT
 -LOT DEPTH 225 FT
 -BUILDING HEIGHT 30 FT
 -MAX. BUILDING COVERAGE 40%
 -MIN. OPEN SPACE 20%
 MINIMUM BUILDING SETBACKS:
 -FRONT YARD 50 FT
 -SIDE YARD 30 FT
 -REAR YARD 60 FT
 ON MAY 31, 2019 THE EXETER ZONING BOARD OF ADJUSTMENT GRANTED A VARIANCE TO PERMIT A MULTIFAMILY RESIDENTIAL COMPLEX AS PART OF A ACCESS-USE DEVELOPMENT PLAN WITH THE FOLLOWING CONDITIONS:
 - THE REMAINING APPROXIMATE 426 ACRES TO THE REAR OF THE SITE REMAIN UNDEVELOPED.
 - THAT 25% OF THE RESIDENTIAL RENTAL UNITS QUALIFY AS WORKFORCE HOUSING RENTAL UNITS AS DEFINED UNDER THE NH WORKFORCE HOUSING STATUTE.
 - THAT THE RESTRICTIONS FOR WORKFORCE RENTAL SHALL BE FOR NOT LESS THAN 30 YEARS.
 - THAT THE RESIDENTIAL PORTION SHALL REMAIN AS RENTAL UNITS FOR NOT LESS THAN 30 YEARS.
 - THE MULTIFAMILY PORTION OF THE COMPLEX SHALL INCLUDE NOT MORE THAN 25% RESIDENTIAL RENTAL UNITS.
- LOT USE:
 LOT 47-6 EXISTING UNDEVELOPED
 LOT 47-7 PROPOSED MULTIFAMILY RESIDENTIAL UNDEVELOPED
 LOT 47-8 PROPOSED MULTIFAMILY RESIDENTIAL UNDEVELOPED
 NOTE: IT IS INTENDED THAT MAP 47, LOT 7-1 BE COMMITTED TO THE TOWN OF EXETER FOR CONSERVATION PURPOSES, AT THAT TIME IT SHALL BE CONSOLIDATED, WITH THE TOWN OF EXETER, WITH ADJUTING MAP 08, LOT 2, BY VOLUNTARY MERGER FORM.
- LOT NUMBERS REFER TO THE TOWN OF EXETER ASSESSORS MAPS 40, 41, 46, 47 AND 58.
- LOTS ARE TO BE SERVED BY MUNICIPAL SEWER AND WATER BY EXETER PUBLIC WORKS, UNDERGROUND POWER, TELECOMMUNICATIONS AND GAS UTILITIES.
- THIS PARCEL, CONTAINING AREAS IDENTIFIED AS ZONE 1 AND ZONE 4 AS DETERMINED FROM THE FLOOD INSURANCE RATE MAP (FIRM), ROCKINGHAM, TOWN OF EXETER, NEW HAMPSHIRE, COMMUNITY NO. 20032L, PREPARED BY THE FEDERAL EMERGENCY MANAGEMENT AGENCY, MAP NUMBER, 50909026L, DATED, MAY 17, 2006.
- THIS PLAN CONSISTS OF FIVE (5) SHEETS, OF WHICH SHEETS 1 THRU 3 SHALL BE RECORDED AT THE ROCKINGHAM COUNTY REGISTRY OF DEEDS. THE ENTIRE PLAN SET WILL ALSO BE ON FILE AT THE TOWN OF EXETER PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT.

PLAN REFERENCE:

- BOUNDARY PLAN MAP 47, LOTS 6 & 7, EPPING ROAD, NH ROUTE 27, EXETER, NEW HAMPSHIRE, PREPARED FOR GATEWAY AT EXETER, LLC, RECORD OWNER: KEVIN K. DODD, JR. IRREVOCABLE TRUST OF 1993, SCALE: 1" = 100', DATED: 16 JANUARY 2019 AND PREPARED BY THIS OFFICE, RECORDED AT R.C.A.D. PLAN No. 41279.

EASEMENTS, RIGHTS & RESTRICTIONS:

- MAP 47 LOT 7 IS SUBJECT TO THE TAKING OF RIGHTS OF ACCESS, LIGHT, AIR AND VIEW AND THE RESERVATION OF ONE (1) POINT OF ACCESS AS DESCRIBED IN BK. 2770, PG. 615.
- MAP 47 LOT 8 IS SUBJECT TO THE TAKING OF RIGHTS OF ACCESS, LIGHT, AIR AND VIEW AND THE RESERVATION OF ONE (1) POINT OF ACCESS AS DESCRIBED IN BK. 2274, PG. 1194.
- MAP 47 LOT 8 IS SUBJECT TO THE EASEMENT GRANTED TO THE EXETER & HAMPTON ELECTRIC COMPANY AND NEW ENGLAND TELEPHONE AND TELEGRAPH COMPANY AS DESCRIBED IN BK. 2792, PG. 1633.



ZONING NOTE

THE ZONING REGULATIONS AND SETBACKS DEPICTED ON THIS PLAN ARE THOSE WE HAVE INTERPRETED FROM THE LATEST ZONING ORDINANCE OF THE MUNICIPALITY AND, AS SUCH, ARE ONLY OPINIONS EXPRESSED BY HAYNES/SWANSON, INC. THE FINAL INTERPRETATION OF THE ORDINANCE CAN ONLY BE MADE BY THE APPROPRIATE ZONING AUTHORITY. SINCE BUILDING ORIENTATION, PROPOSED USES, AND OTHER FACTORS CAN AFFECT THE SETBACKS PRIOR TO ANY DEVELOPMENT OF THE PROPERTY, THE BUILDING OWNER MUST CONSULT WITH THE TOWNSHIP TO INSURE THE CORRECT APPLICATION OF THE ZONING ORDINANCE.

APPROVED EXETER PLANNING BOARD

Chairman *7/26/2023*
 DATE

Owner
 FOR GATEWAY AT EXETER, LLC *7/26/2023*
 DATE

CERTIFICATION

I HEREBY CERTIFY, TO MY KNOWLEDGE, INFORMATION AND BELIEF, THAT THIS PLAN SHOWS THE RESULTS OF AN ON THE GROUND STANDARD PROPERTY SURVEY AND THAT SAID SURVEY MEETS THE MINIMUM PRECISION AND/OR ACCURACY MEASUREMENTS FOR SURVEY CLASSIFICATION "U" (URBAN) AS SET FORTH IN TABLE 800.1 OF THE NEW HAMPSHIRE CODE OF ADMINISTRATIVE RULES OF THE BOARD OF LANDSURE FOR LAND SURVEYORS ADOPTED 08/23/01, EFFECTIVE 01/01/02.

I FURTHER CERTIFY THAT THIS PLAN IS THE RESULT OF AN ACTUAL FIELD SURVEY MADE ON THE GROUND AND HAS A MAXIMUM ERROR OF CLOSURE OF ONE PART IN FIFTEEN THOUSAND ON ALL PROPERTY LINES WITHIN AND BORDERING THE SUBJECT PROPERTY.

Surveyor
 DENNIS C. POLLOCK, LLS
 DATE



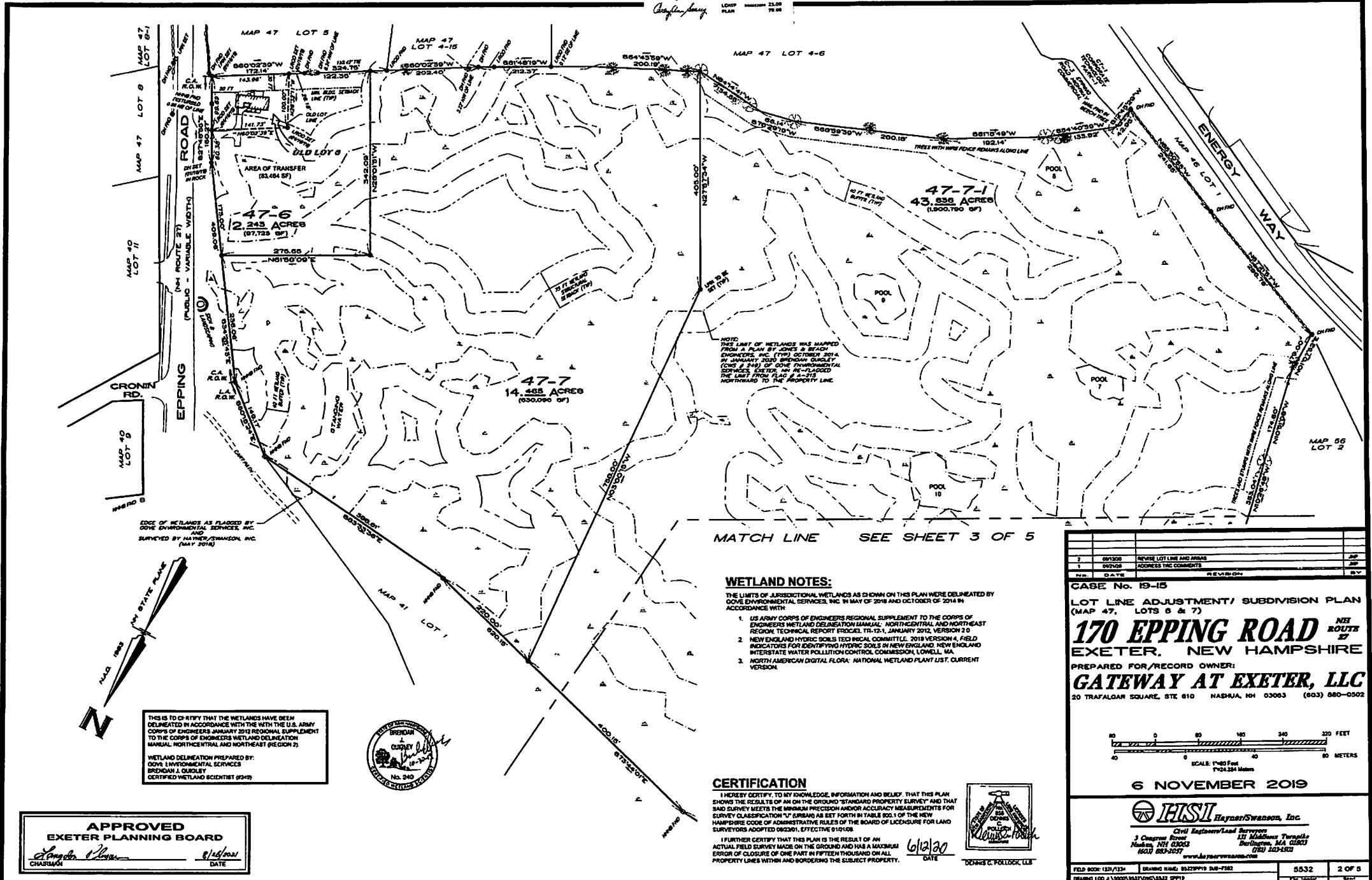
CASE No. 19-15
MASTER LOT LINE ADJUSTMENT / SUBDIVISION PLAN
 (MAP 47, LOTS 6 & 7)
170 EPPING ROAD NH ROUTE 27
 EXETER, NEW HAMPSHIRE
 PREPARED FOR RECORD OWNER:
GATEWAY AT EXETER, LLC
 20 TRAFALGAR SQUARE, STE 610 NASHUA, NH 03063 (603) 880-0502

SCALE: 1"=66.284 METERS
 1"=201.969 FEET

6 NOVEMBER 2019

HESI Haynes/Swanson, Inc.
 Civil Engineers/Land Surveyors
 22 Middle Street
 Durham, NH 03824
 603-883-2027
 www.haynes-swanson.com

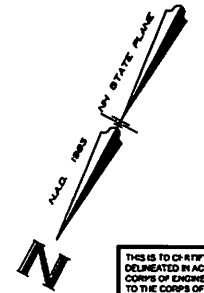
PLD BOOK: 123/1231 DRAWING NAME: 170EPPING 9.28-1231 5532 1 OF 5
 DRAWING LOG: L:\000\170EPPING\5532 9/19/19



NOTE:
 THE LIMIT OF WETLANDS WAS MAPPED FROM A PLAN BY JONES & BEACH ENGINEERS, INC. (J&B) DATED 2014 IN JANUARY 2018 BY BREWSTER GARDY (GARDY & GARDY) OF GOVE ENVIRONMENTAL SERVICES, INC. (G&G). AN RE-FLAGGED THE LIMIT FROM FLAG # 1-118 NORTHWARD TO THE PROPERTY LINE.

MATCH LINE SEE SHEET 3 OF 5

- WETLAND NOTES:**
 THE LIMITS OF JURISDICTIONAL WETLANDS AS SHOWN ON THIS PLAN WERE DELINEATED BY GOVE ENVIRONMENTAL SERVICES, INC. IN MAY OF 2018 AND OCTOBER OF 2018 IN ACCORDANCE WITH:
1. US ARMY CORPS OF ENGINEERS REGIONAL SUPPLEMENT TO THE CORPS OF ENGINEERS WETLAND DELINEATION MANUAL: NORTHCENTRAL AND NORTHEAST REGION; TECHNICAL REPORT ERDC/EL TR-12-1, JANUARY 2012, VERSION 2.0
 2. NEW ENGLAND HYDROIC SOILS TECHNICAL COMMITTEE, 2018 VERSION 4, FIELD INDICATORS FOR IDENTIFYING HYDROIC SOILS IN NEW ENGLAND, NEW ENGLAND INTERSTATE WATER POLLUTION CONTROL COMMISSION, LOWELL, MA.
 3. NORTH AMERICAN DIGITAL FLORA: NATIONAL WETLAND PLANT LIST, CURRENT VERSION.

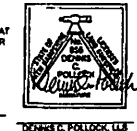


THIS IS TO CERTIFY THAT THE WETLANDS HAVE BEEN DELINEATED IN ACCORDANCE WITH THE U.S. ARMY CORPS OF ENGINEERS JANUARY 2012 REGIONAL SUPPLEMENT TO THE CORPS OF ENGINEERS WETLAND DELINEATION MANUAL, NORTHCENTRAL AND NORTHEAST (REGION 2).
 WETLAND DELINEATION PREPARED BY:
 GOVE ENVIRONMENTAL SERVICES
 BREWSTER & GARDY
 CERTIFIED WETLAND SCIENTIST #2409



APPROVED
 EXETER PLANNING BOARD
 [Signature] 8/18/2021
 CHAIRMAN DATE

CERTIFICATION
 I HEREBY CERTIFY, TO MY KNOWLEDGE, INFORMATION AND BELIEF, THAT THIS PLAN SHOWS THE RESULTS OF AN ON THE GROUND "STANDARD PROPERTY SURVEY" AND THAT SAID SURVEY MEETS THE MINIMUM PRECISION AND/OR ACCURACY MEASUREMENTS FOR SURVEY CLASSIFICATION "1" (URBAN) AS SET FORTH IN TABLE 602.1 OF THE NEW HAMPSHIRE CODE OF ADMINISTRATIVE RULES OF THE BOARD OF LICENSURE FOR LAND SURVEYORS ADOPTED REGOCH, EFFECTIVE 8/1/02.
 I FURTHER CERTIFY THAT THIS PLAN IS THE RESULT OF AN ACTUAL FIELD SURVEY MADE ON THE GROUND AND HAS A MAXIMUM ERROR OF CLOSURE OF ONE PART IN FIFTY THOUSAND ON ALL PROPERTY LINES WITHIN AND BORDERING THE SUBJECT PROPERTY.
 [Signature] DATE



NO.	DATE	REVISION	BY
1	09/16/2021	REVISE LOT LINE AND AREA	JAP
2	09/16/2021	ADDRESS THE COMMENTS	JAP

CASE No. 19-15
LOT LINE ADJUSTMENT/ SUBDIVISION PLAN
 (MAP 47, LOTS 6 & 7)
170 EPPING ROAD NB ROUTE 27
 EXETER, NEW HAMPSHIRE
 PREPARED FOR/RECORD OWNER:
GATEWAY AT EXETER, LLC
 20 TRAFALGAR SQUARE, STE 810 NASHUA, NH 03063 (603) 880-0502

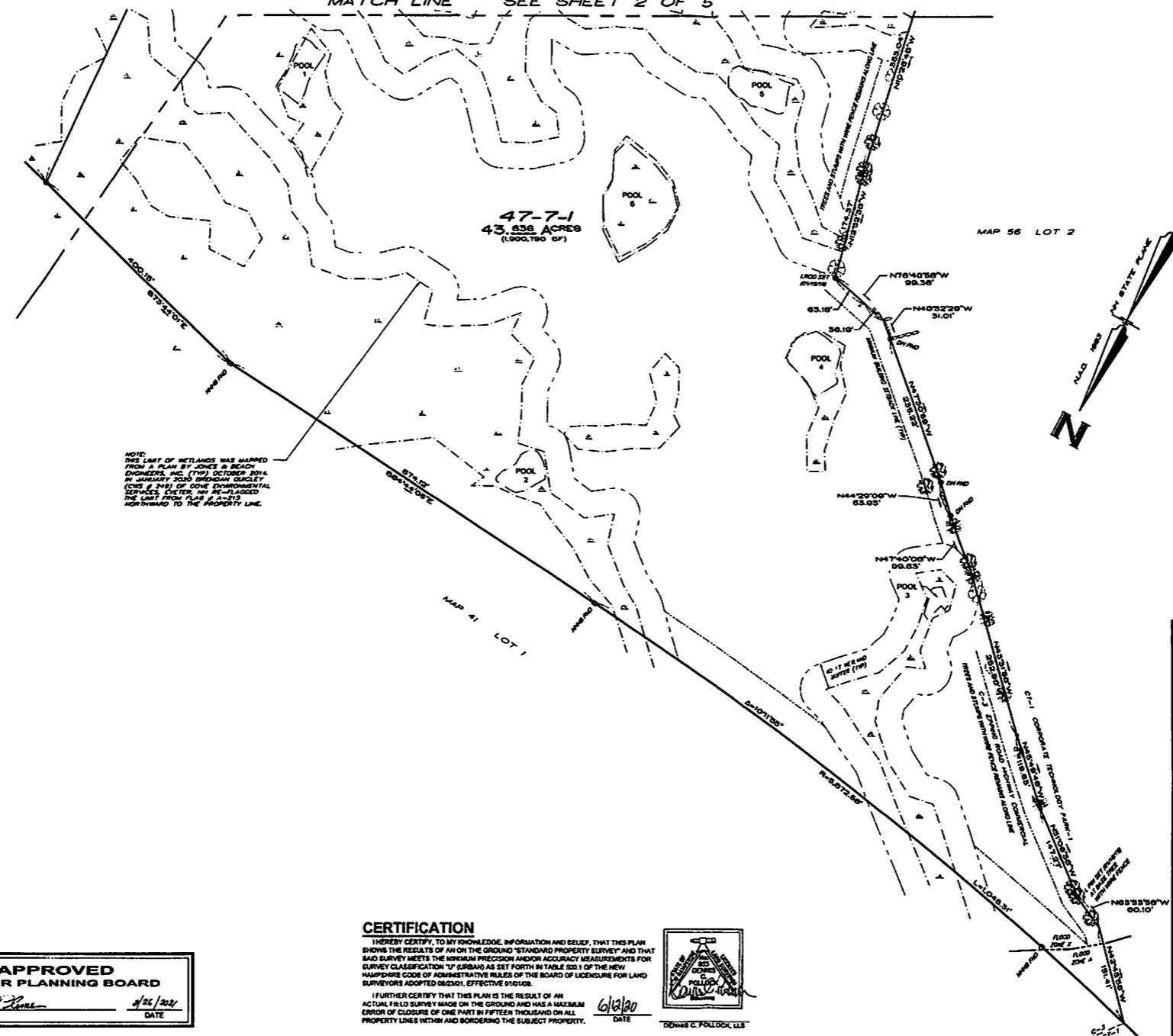
SCALE: 1"=80 Feet
 1"=25.34 Meters

6 NOVEMBER 2019

HISI Haynes/Swanson, Inc.
 Civil Engineers/Land Surveyors
 3 Congress Street
 Nashua, NH 03063
 (603) 889-9977
 www.hisireview.com

FIELD BOOK: 133/134	DRAWING NAME: 651219P19 158-F282	5532	2 OF 5
DRAWING LOG: 45000/5457/5457/5452 19P19			

MATCH LINE SEE SHEET 2 OF 5



NOTE:
 THIS LIST OF WETLANDS WAS HARPOD FROM A PLAN BY JONES & BEACH ENGINEERS, INC. (TYP) OCTOBER 2014 IN JANUARY 2010 (INDIAN QUILITY (CNS) & 1915) OF ONE ENVIRONMENTAL SERVICES, ETHER, INC. REPLACED THE LIST FROM PLAN 8-1-15 NORTHWARD TO THE PROPERTY LINE.

CERTIFICATION
 I HEREBY CERTIFY, TO MY KNOWLEDGE, INFORMATION AND BELIEF, THAT THIS PLAN SHOWS THE RESULTS OF AN ON THE GROUND "STANDARD PROPERTY SURVEY" AND THAT SAID SURVEY MEETS THE MINIMUM PRECISION AND/OR ACCURACY MEASUREMENTS FOR SURVEY CLASSIFICATION "U" (URBAN) AS SET FORTH IN TABLE 502.1 OF THE NEW HAMPSHIRE CODE OF ADMINISTRATIVE RULES OF THE BOARD OF LICENSURE FOR LAND SURVEYORS ADOPTED 08/24/10, EFFECTIVE 01/01/10.
 I FURTHER CERTIFY THAT THIS PLAN IS THE RESULT OF AN ACTUAL FIELD SURVEY MADE ON THE GROUND AND HAS A MAXIMUM ERROR OF CLOSURE OF ONE PART IN FIFTEEN THOUSAND ON ALL PROPERTY LINES WITHIN AND BORDERING THE SUBJECT PROPERTY.

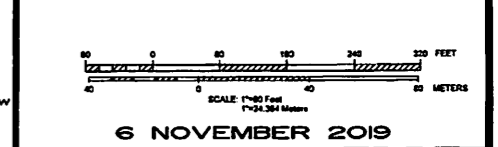


DENNIS C. POLLOCK, L.L.S.
 DATE 6/26/19

APPROVED
EXETER PLANNING BOARD
 Chairman: [Signature] DATE: 6/26/2019

No.	DATE	REVISION
2	06/12/19	REVISE LOT LINE AND AREAS
1	06/12/19	ADDRESS THE COMMENTS

CASE No. 19-15
LOT LINE ADJUSTMENT/ SUBDIVISION PLAN
 (MAP 47, LOTS 6 & 7)
170 EPPING ROAD NEE ROUTE 27
 EXETER, NEW HAMPSHIRE
 PREPARED FOR/RECORD OWNER:
GATEWAY AT EXETER, LLC
 20 TRAFALGAR SQUARE, STE 610 NASHUA, NH 03063 (603) 690-0502



HESI Hayner/Swanson, Inc.
 Civil Engineer/Land Surveyor
 3 Chagrin Street
 Nashua, NH 03063
 (603) 825-2527
 www.haynerswanson.com

FIELD BOOK: 1231/1234	DRAWING BASE: 04/22/19 13-1282	5532	3 OF 5
DRAWING LOG: A:\3000\1519\0407\5532 EPP19		FILE: 13-1282	SCALE:

D-42961 sh. 3 of 3

Concom
6/19/20

2. Public Comment

None.

Action Items

1. Election of Vice-Chair

MOTION: Mr. Koff motioned to appoint Trevor Mattera as Vice Chair of the Exeter Conservation Commission. Ms. Ward seconded the motion. A roll call vote was taken Ward – aye, Campbell – aye, Guindon – aye, Mattera – aye, White – aye, Koff – aye, and Short – aye. The motion passed 7-0-0.

- 2. Discussion of deed/stewardship fee/baseline on proposed conservation land in association with Gateway at Exeter LLC mixed use development on Epping Road (Tax Map 47, Lots 6 and 7) (Brendan Quigley)

Mr. Koff indicated the Commission will be reviewing the proposed deed, stewardship fee and baseline documents for Map 47, Lots 6-7 which is a mixed-use development on Epping Road.

Ms. Murphy indicated the project was before the Commission last fall and again last month. The Commission will evaluate whether to support passive recreation on the property with no negative impact and what types, establish the baseline report, determine an appropriate stewardship fee, and location of access. Ms. Murphy indicated she met and walked the boundary and interior of the parcel with Bill, Drew and Carlos, and reviewed the deed, baseline and management plan and made recommendations to the full Commission at tonight’s meeting. Mr. Quigley received a copy.

Ms. Murphy indicated an old skidder trail was present which is one possibility for a trail, where there has already been impact vs. a loop around the perimeter. Mr. Campbell noted there are ten vernal pools on the property. Mr. Guindon questioned the main access area and would like to discourage ATVs with larger roads. Ms. Murphy pointed to a potential access point on the map noting the thought about the trail from the subcommittee was it would not connect to the Little River Conservation area. No sign of ATV use, however hunting does take place on the parcel and on the adjoining parcels. .

Ms. Murphy said the subcommittee felt it was important for the CC to be involved with the design, location, width and surface material. They felt they would need some to either construct the trail jointly or have the developer install it at their expense because relying solely on volunteer labor may delay construction and if it’s not done early there could be impacts to sensitive areas.

Tom Monahan who was on the call noted he was proud to donate 43 acres to the Town of Exeter and Conservation Commission.

Mr. Clement noted the parcel is flat and wide with good access. There is nothing wrong with having one way in and one way out.

Mr. Koff noted a zig zag structure/gate could encourage walking and exclude bikes and motorized vehicles as intended.

MOTION: Mr. Campbell motioned prior to issuing a certificate of occupancy, a trail open to foot traffic only would be installed at the applicant's expense following review and approval by the Conservation Commission of the location, length, width and surface materials. To prevent vehicular and bike access from the property to the mitigation parcel, the logging access road will be gated with a barrier open to pedestrians only. Ms. Ward seconded the motion.

Mr. Clement questioned whether "wheeled vehicles" covered a broader spectrum? Mr. Short added motorized addresses snowmobiles as well.

Mr. Koff recommended amending the last sentence of the motion to read "to prevent any wheeled and/or motorized access from the property to the mitigation parcel."

Mr. Campbell asked if that wording might unintentionally exclude wheelchair use. Mr. Koff questioned whether the parcel should be handicapped accessible and recommended keeping wheeled but excluding wheelchairs noting it would be a separate discussion for the developer to investigate the feasibility of handicapped accessible portion of the trail.

Mr. Quigley indicated both non-motorized and excluding mountain bikes specifically and questioned where those appear in the preservation documents. Mr. Campbell indicated it should appear in the deed. Ms. Murphy added when the development gets approved the Planning Board will establish conditions of approval for the development plan to connect the Conservation parcel with the development.

Ms. Murphy indicated the applicant could explore ways to prohibit vehicular access with the developer to be responsible to design an access point which would exclude motorized and wheeled vehicles.

Mr. Koff recommended amending the original motion by keeping up to the last sentence and doing a separate motion that bikes be limited through the deed, so it says foot traffic only.

Mr. Campbell accepted the change to his motion. Ms. Ward seconded the amendment and asked to reread the motion with the last sentence eliminated.

REVISED MOTION: "Mr. Campbell revised his motion to state prior to issuing a certificate of occupancy, a trail open to foot traffic only would be installed at the applicant's expense following review and approval by the Conservation Commission of the location, length, width and surface materials."

A roll call vote was taken Koff – aye, Short – aye, Ward – aye, Campbell – aye, Guindon – aye, Mattera – aye and White – aye. The motion passed 7-0-0.

Mr. Koff noted Gove Environmental had prepared the Baseline Document report and Management Plan.

Mr. Quigley noted he reviewed the suggested changes proposed by the committee had no objections to the Natural Features section and details in the deed. Mr. Quigley noted it wasn't clear if both documents, including the Management Plan, were required and offered to work out the content with Ms. Murphy.

Mr. Campbell asked about the deeded right of way in the document and where it goes and comes from and Mr. Quigley noted there were six parking spaces and trail access through the wetland and that it referred to the proposed deeded access. Mr. Quigley noted this was not establishing a public access but establishes the right of the Town of Exeter agents to have access through Little River to do monitoring etc.

Mr. Guindon noted there was little evidence of invasive species, only some glossy buckthorn and multi flora rose. Brendan Quigley indicated he saw some phragmites shown of Photo 16 at Bloody Brook

Mr. Quigley questioned who the listed contact person should be, Ms. Murphy specifically, by her title or the Town of Exeter. Mr. Clement noted that in his experience on the Select Board as personnel and positions come and go it is always best to list the Town of Exeter.

MOTION: Mr. Koff motioned that the Conservation Commission was comfortable signing off on the final documents after review and drafting by the subcommittee. Ms. Ward seconded the motion. A roll call vote was taken Koff – aye, Short – aye, Ward – aye, Campbell – aye, Guindon – aye, Mattera – aye, and White – aye. The motion passed 7-0-0.

Mr. Quigley will work to finalize the documents.

Mr. Koff said the subcommittee felt the Stewardship Fee should be a one-time payment and noted there is additional protection and lower legal risk with DES able to enforce any non-compliant behavior.

Mr. Campbell indicated the document they reviewed showed a yearly range could be from \$400-\$1,500. \$400 which at 25 years would be \$10,000. He also suggested the fee should cover expenses like kiosk, trail maintenance and gates, so perhaps the \$5,000 to \$10,000 range. Mr. Koff noted the gate would be off the conservation area so it only needs to cover monitoring. Mr. Guindon added and maintenance and invasive species control, and felt \$8,000.

Mr. Mattera questioned whether there was a parcel and associated fee that could be used as a precedent and Ms. Murphy noted 80 Epping Road is smaller and collects \$1,000 annually and is a conservation easement vs this which would be owned outright by the Town of Exeter and that we do not have a parcel similar to this. Hourly rates for monitoring range from \$12-\$15 per hour, however with DES support there is no comparison.

Mr. Quigley said given the requirement to install the trail, he and Mr. Monahan were thinking more in the \$5,000 range. Mr. Koff suggested that given the trail would be on the logging road, construction would be minimal. Mr. Short proposed \$7,500. Ms. Ward agreed. Mr. Mattera agreed that at the \$7,500

rate a 5% return would be enough to cover monitoring expenses and the \$5,000 range may not cover expenses.

MOTION: Mr. Mattera motioned to require a one-time stewardship fee of \$7,500 paid by the applicant and deposited to the Conservation Fund for stewardship. Mr. Guindon seconded the motion.

Mr. Quigley questioned whether the fee might be paid over two years. The Commission noted that was acceptable.

AMENDED MOTION: Mr. Mattera amended the motion to include the payment would be spread over two years if the applicant desired.

A roll call vote was taken Koff – aye, Short – aye, Ward – aye, Campbell – aye, Guindon – aye, Mattera – aye and White – aye. The motion passed 7-0-0.

Mr. Koff led discussion on deed review and asked if hunting would be acceptable on the parcel? Ms. Ward expressed concerns with the proximity to the development. Mr. Koff proposed a safety zone could be established to protect the residential use and be a part of the management plan. Ms. Ward asked what the state law was with regard to discharge of hunting rifles near residences and Mr. Clement noted there is no discharge permitted within 300' of a residence and 150' of a road. Shot guns used in hunting have a limited range although there have been instances where that has been violated. Mr. Mattera noted whether or not to mark the safety zone could be part of another discussion.

Ms. Murphy noted once the Commission approved the recommendation it would go to Town Counsel and then the Select Board.

MOTION: Mr. Campbell motioned the Commission has reviewed this proposal and recommend acceptance of the conservation easement for a portion of Tax Map Parcel 47-7-1 pending review by Town Counsel. Mr. Koff seconded the motion. A roll call vote was taken Koff – aye, Short – aye, Ward – aye, Campbell – aye, Guindon – aye, Mattera – aye and White – aye.

3. Committee Reports

a. Property Management

i. Stone/Leighton Correspondence

Ms. Murphy noted email correspondence was received concerning the Stone/Leighton parcel on Powder Mill Road. A gentleman's agreement has been in place for years concerning haying of the open grassland field by the heirs of the property's family. An abutter raised concerns the field was not hayed in the past couple of years.

Public Safety Complex Alternatives Update



TOWN OF EXETER

Planning and Building Department

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

www.exeternh.gov

Date: April 8, 2022
To: Russell Dean, Town Manager
From: Dave Sharples, Town Planner
Re: Public Safety Complex update

I am writing this memorandum to provide you an update on the Public Safety Complex (PSC). As you know, an RFQ was issued and the Town selected Lavallee Brensinger Architects (LBA) to provide a Program and Site Evaluation for a Public Safety Complex. LBA started the project in October 2021 and had a kickoff meeting with town staff.

LBA followed up the initial meeting with town staff by conducting a site visit at the current PSC and toured both the fire and police facilities. As part of this effort, both chiefs filled in a document related to the needs of each department. I have attached both Programmatic Needs Assessments that outline the current and future needs of each department for each specific function of the department. Municipal Resources Inc. also developed a Spatial Needs Assessment for both departments as part of the project. These are very important documents as they guide the future space needs of a new facility(s).

After completing the Programmatic Needs Assessments and Spatial Needs Assessments, LBA conducted a site analysis. LBA examined multiple options at four Town-owned parcels. The four sites examined were 20 Court St where the existing PSC is located, the vacant parcel at 6 Continental Drive off Epping Road, the parcel off Holland Way and the parcel at 32 Court St where the existing Recreation Department is located. Staff did explore the possibility for a separate site not owned by the Town but there are no parcels that are viable for a new PSC complex within a one-mile radius of the existing facility. Moreover, even if a viable site was available, it would have to be purchased so this option has not been explored further.

Several options/combinations were examined for each site and these are outlined in the enclosed Site Comparison Matrix. As you will note, LBA in coordination with the chiefs, recommended three options as detailed in the enclosed matrix. Staff then requested an order of magnitude cost estimate on the three top options and that document is enclosed.

We held a presentation at the Facilities Advisory Committee meeting on February 17, 2022 at 4:30pm in the Nowak Room. LBA and Town staff provided a presentation on what has been completed to date. No public attended but we did get feedback from the FAC that culminated in a letter from the FAC dated March 29, 2022 and is enclosed.

I have been working to address the majority of comments in the FAC 3/29/22 letter. I will provide an update on where we are at with each item listed in the letter followed by a discussion on what input I am seeking from the Select Board.

FAC 3/29/22 Letter:

1. **Community Input:** Their request for community input is expected and welcome. I have created a webpage on the Town website and posted documents regarding the project. We held a public presentation at the FAC last month and have scheduled a public forum for May 4, 2022 at 6pm at the Town Hall. This will be the first of two public forums that were required as part of the Request for Qualifications. We will hold the second public forum once a direction has been more developed. I have started working on a survey but have determined it is premature until the Select Board has weighed in on the process and potential path forward.
2. **Presentation Material and Facilities Options:** The letter requests that three additional options are examined.
 1. **Option 1 Hybrid:** This option is to construct a new Police station at 6 Continental Dr and include a fire substation and further define the improvements at 20 Court St. Staff has already instructed LBA to move ahead to examine this option in more detail. LBA has met with the Fire Chief to determine the minimum level of renovations needed to accommodate the Fire Department at 20 Court St.
 2. **Option 2 Hybrid:** This option is identical to Option 1 Hybrid except it does not include a fire substation at 6 Continental Drive but allocates the cost reduction to the renovations at 20 Court St. Staff has already requested that LBA separate the costs of the fire substation and Police Station at 6 Continental Dr.
 3. **30-32 Court Street PD Option:** This is an option I am seeking direction on from the Select Board as they will ultimately determine the reuse of this town-owned parcel. If this option was ultimately selected, it would require the demolition of the three existing buildings at the site and the relocation of the uses thereon. While the Recreation Department will be moving their operations to 10 Hampton Rd, there are several other uses currently at the site that includes Meals on Wheels, the Senior Center, and the Fire Museum, all of which will need to relocate if this option is eventually chosen. LBA did conduct a test fit of the site and found it to be inadequate due to its size. The Police Chief has stated that the location of a new facility does not affect operations. However, the FAC did indicate a desire to keep the Police Department downtown and want to further explore this option by seeing how the building and parking could be modified to accommodate a modern facility. Moreover, the use of 30-32 Court St would be limited to a new Police Station and the discussion on a fire substation would remain. I have not directed LBA to pursue this option any further at this time. I am seeking input from the Select Board on the feasibility of this option before moving forward. The town did receive an email from an abutter to the site and that email is enclosed.

4. In addition to the three options, the letter lists several comments identified as b. through h. that I address below.
 - b. I am working on getting the existing square footages for each use and should have that completed soon. The conceptual plans distinguish the different parking types.
 - c. I will discuss this with the Chiefs as this is not something LBA will do.
 - d. This comment is understood but I need to point out that these are conceptual level estimates only and are very preliminary.
 - e. LBA will show escalation as a separate line item.
 - f. This has already been done by LBA and will be provided to the FAC.
 - g. I will continue to work with the FAC on addressing this.
 - h. This is not something LBA will do but I will continue to work with the FAC on this comment.

Additional Discussion:

Holland Way Site

As you will note in the Site Analysis, town staff and LBA examined the town-owned parcel off Holland Way as a potential location for public safety use. Several issues became apparent as we investigated this site further. The site does not have frontage on Holland Way and the only "by right" access is off Portsmouth Ave. which is currently a gravel road that leads to the gun club. Access would have to be secured across property the town does not own or the existing access would need to be improved. The town also designed a Surface Water Treatment Plant (SWTP) on that parcel in 2004 but has not gone ahead with the project. The test fit on the site for public safety use confirmed that any new Police and/or Fire facility would conflict with the 2004 SWTP design. For these reasons, town staff does not consider Holland Way as a feasible option and is not worth further exploration.

Fire Substation

A fire substation has been the topic of discussion for over twenty years in Exeter and has been studied multiple times. I will not belabor the history of this topic but have enclosed the pertinent section of studies that have examined this issue.

The fire substation has also been a topic of discussion at the FAC as evidenced by the request to separate them out in the conceptual cost estimates. It appears that separating them out is a way to look at the construction of a Police Station only at 6 Continental Dr. Whether or not a fire substation is constructed at 6 Continental Dr. has an effect on the rest of the project. The current Fire Station has multiple deficiencies that are being examined as part of this project. Some of the deficiencies such as equipment storage, personal support areas, and apparatus bays can be alleviated with the construction of a fire substation. In other words, if a substation is constructed then it will directly impact the renovations needed at the current facility.

There was a question at the last FAC meeting regarding the need for additional staff if a substation was constructed. I have confirmed with the Fire Chief that the construction of a substation will not necessitate the need for additional staffing. The Fire Chief will be present at the meeting to speak on this matter in more detail.

Summary

As you will note, the decision on a couple of key items will dictate the path forward for this project. As such, I am seeking direction from the Select Board. I would ask for the Select Board's initial thoughts on the feasibility of 30-32 Court St as an option for a new Police Station. I would also request input on the desirability to construct a fire substation as part of the new Police Station.

Thank You.

enc (11)

**Executive Summary
 Central FD Station**

Space Designation		Space Need				Notes
No.	Function	Reference	2021 (current need)	2030	2040	
COMMON/SUPPORT SPACES						
C-1	Common/Support Spaces	2,869	2,993	2,993	2,993	
	COMMON/SHARED TOTAL	2,869	2,993	2,993	2,993	
FIRE DEPARTMENT						
F-1	Fire Administration	2,093	2,975	3,640	3,880	
F-2	Fire Station	11,244	11,308	11,308	11,308	
F-3	FD Departmental Support	1,938	2,155	2,155	2,155	
	FIRE TOTAL	15,274	16,438	17,103	17,343	
BUILDING SUPPORT						
S-1	Facility Support	1,825	1,943	1,943	1,943	
	BUILDING SUPPORT TOTAL	1,825	1,943	1,943	1,943	
	TOTAL ALL PROGRAMS	19,968	21,373	22,038	22,278	

Efficiency Factor **25%**

% Increase from Existing Building GSF
13,437

149% **159%** **164%** **166%**

Existing Building approximately 13,437 GSF
 Level 1= 7050+/- SF Gross
 Level 2= 5100+/- SF Gross

FD Substation Outline Program - Optional	Refer to the FD Substation Program - Attached
Apparatus Bays	
Ready Room	
FD Equipment	
Living Quarters	

Executive Summary cont'd - Parking

Vehicle Parking Requirements					Notes
	STAFF PERSONAL	VISITORS	ADMIN STAFF	TOTAL	
Fire Department Staff	16	0	6	22	Secured Parking controlled by gate/fence
Public	0	2	0	2	
TOTAL PARKING NEED	16	2	6	24	

FD Equipment List					BAYS #
TYPE	NUMBER	SIZE (LxWxH)	TYPE		
Class A Engine	3	33x9x10	Enclosed	single loaded Bay	3
Rescue Engine	1	33x9x10	Enclosed	single loaded Bay	1
109 Aerial Ladder	1	42x9x12	Enclosed	single loaded Bay	1
ALS Ambulances	3	23x9x9	Enclosed	Locate in smaller Ambulance Bays	3
Brush Truck	1	22x7x9	Enclosed	Assigned to the Division Chief	1
16' Boat Trailer	1	18x7x4	Enclosed	Currently located outdoors	1
Staff Vehicles	4	size varies	Enclosed	Currently located outdoors	
Support Vehicles	1	22x7x9	Enclosed	Currently located outdoors	
Response Trailer	2	24x8x8	Enclosed	Currently located outdoors	
Light Tower Trailer	1	12x6x5	Enclosed	Currently located outdoors	
49' Aerial Lift	1	24x9x8	Enclosed	Currently located outdoors	
Museum - 1893 Steam Engine	1		Enclosed	Locate in a display area adjacent to Lobby	1

Main FD Station - (5) 18 x 50 Large Apparatus drive-thru Bays, (2) Ambulance/EMS double loaded bays @ 14 x 50 or (4 vehicles) bays at 14 x 50
Main Station in case of a Substation is built the Main Station Bays are revised to: 4 bays at 18 x 50, 2 bays at 14 x 50 for EMS/Ambulances
Substation Bays - (1) 18 x 50 Large Apparatus Bays, (1) 14 x 50 EMS/Ambulance Vehicle Bay double loaded (can be (2) single bays at 14 x 30)

Programmatic Needs Assessment

Public Safety Building Study

Town of Exeter, NH

FINAL

LAVALLEE | BRENSINGER ARCHITECTS

LBA Project no. 21-081-00

FD PROGRAM

11/23/2021

Space ID Name

**C-1 Common/Support Spaces
Central Station**

Program Area

LAVALLEE | BRENSINGER ARCHITECTS

Space Designation		Space Need				Notes	
No.	Function	Reference	2021 (current need)	2030	2040		
C-1	Common/Support Spaces						
C-1.1	Entry Vestibule - ADA Accessible	1	80	80	80	80	8x10 ADA Accessible
C-1.2	Public Lobby	1	165	200	200	200	Provide CCTV camera, door bell, and intercom to Admin. & Shift Supervisor
	1893 Historic Steam Engineer Display & FD Memorabilia		300	380	380	380	Located directly visible and accessible from Lobby
C-1.3	Public Unisex Restroom ADA	1	60	60	60	60	ADA Accessible adjacent to the Lobby
C-1.4	Small Meeting Room for Fire Plan Review	0	-	-	-	-	Will utilize the F-.15 Command Conference Room
C-1.5	EOC / Training Room	1	1,000	1,000	1,000	1,000	Accommodate 36 to 40 FD Staff @ 25 NSF/PP approx. 25 x 40
C-1.5.1	EOC Storage	1	50	50	50	50	Accessible from EOC
C-1.5.2	EOC Kitchenette	1	60	60	60	60	Accessible from EOC
C-1.5.3	EOC Single User Toilet Room	1	60	60	60	60	Accessible from EOC
C-1.7	Back-Up Radio/Back-up Dispatch	1	120	120	120	120	Adjacent to EOC
C-1.8	Gym/Fitness Room	1	400	384	384	384	16 x 24 Space - adjacent to Living Quarters
C-1.8	EMA Briefing Room	0	-	-	-	-	Utilize the EOC/Training Room for this purpose
	SUBTOTAL		2,295	2,394	2,394	2,394	
	Efficiency Factor 25%		574	599	599	599	
	TOTAL C-1		2,869	2,993	2,993	2,993	

Programmatic Needs Assessment
Public Safety Building Study
Town of Exeter, NH

FINAL

F-1 Fire Administration
Central Station

Space Designation		Space Need				Notes	
No.	Function	Reference	2021 (current need)	2030	2040		
F-1	Fire Administration						
F-1.1	Chief's Office	1	200	240	240	240	Private Office 12 x 20 - includes a small conference table area
F-1.2	Assistant Fire Chief	1	180	216	216	216	Private Office - 12 x 18 per office
F-1.3	Deputy Fire Chief	2	384	384	384	384	Private Office - 12 x 16 per office (2)
F-1.5	Office Manager - shared private office by 2	1	150	192	192	192	Private office shared by 2 staff 12 x 16
F-1.5.1	Office Clerk Work Area	2	100	100	200	200	Open Work Area 10 x 10 per Clerk
F-1.6	Captains Office	1	140	144	144	144	Private Office 12 x 12 - Adjacent to Ready Room / Apparatus Bays
F-1.7	Lieutenant Office	1	120	144	144	144	Private Office 12 x 12 - Adjacent to Ready Room / Apparatus Bays
F-1.8	Health Officer	1	120	192	192	384	Private Office 12 x 16
F-1.9	Fire Inspector / Plan Review	3	140	0	432	432	Private Office 12 x 12 - 3 office in 2030 and 2040
F-1.10	Admin. Suite Break Room	1	140	168	168	168	12 x 14 Kitchenette w/ sink, microwave, and fridge
F-1.11	Office Supply Storage / Copy Room	1	80	100	100	100	10 x 10 including copier, printer, office supplies
F-1.12	FD Records Storage	1	200	240	240	240	12 x 20 - On Site Lockable
F-1.13	ADA Restroom for Admin. Suite	2	0	60	60	60	In Admin. Suite
F-1.14	Command Conference Room	1	160	200	200	200	
F-1.15	Ready Room / Watch Station	1	0	0	0	0	Refer to F2.4
	SUBTOTAL		1,674	2,380	2,912	3,104	
	Efficiency Factor 25%		419	595	728	776	
	TOTAL F-1		2,093	2,975	3,640	3,880	

Programmatic Needs Assessment

Public Safety Building Study

Town of Exeter, NH

FINAL

LAVALLEE|BRENSINGER ARCHITECTS

LBA Project no. 21-081-00

FD PROGRAM

11/23/2021

Space ID Name

F-2 Fire Station Central Station

Program Area

LAVALLEE|BRENSINGER ARCHITECTS

Space Designation		Space Need				Notes	
No.	Function	Reference	2021 (current need)	2030	2040		
F-2	Fire Station						
F-2.1	Private Unisex Bunk Rooms Closed	6	720	720	720	720	Unisex private bunk rooms, 10x12, 4 wardrobes each, provide a sink in each bunkroom. Reduce to 5 if a Substation is built. Single user bunks rooms, provide 4 lockers and a sink in each bunkroom.
F-2.2	Private Officer Bunk Rooms	2	240	240	240	240	
F-2.3	Single User Male / Female Bathrooms - 3 @ 100 sf each	3	300	300	300	300	Shared by all 8 bunk rooms - each contain a sink, water closet, and shower Adjacent to Bunks
F-2.4	Day Room for 6-8 People	1	260	260	260	260	
F-2.5	Day Room Storage	1	40	40	40	40	Adjacent to Day Room
F-2.6	Clean Zone Laundry	1	80	80	80	80	Adjacent to Bunk rooms
F-2.7	Mens Locker Room	28	420	420	420	420	12 sf per locker - Showers are separate in private bathrooms see F-2.3 Adjacent to Apparatus Bays
F-2.8	Womens Locker Room	12	180	180	180	180	12 sf per locker - Showers are separate in private bathrooms see F-2.3 Adjacent to Apparatus Bays
F-2.9	Quartermaster Supply Storage	1	200	240	240	240	Adjacent to Apparatus Bays
F-2.10	Kitchen	1	125	144	144	144	Adjacent to Bunks / Dayroom
F-2.11	Pantry Storage Room	1	80	80	80	80	Adjacent to Kitchen
F-2.12	Dining Area - seat 10	1	200	190	190	190	12x16 Adjacent to Kitchen and Day Room
F-2.13	Large Apparatus Bays 5 @ 18'x50' - BACK IN	5	4,500	4,500	4,500	4,500	Back In Bays, Minimum 14.5 foot height clearance, diesel exhaust system, floor trench drains, sealed concrete floors, 14 wide x 14 foot high OH or Bi-part bay doors. Reduce to 4 bays if Substation is built.
F-2.13.1	EMS/Ambulance Bays 2 @ 14'x50' (Double Length)	2	1,400	1,400	1,400	1,400	Minimum 12 foot height clearance, diesel exhaust system, floor trench drains, sealed concrete floors, 14 wide x 12 foot high OH or Bi-part bay doors. This can also be four (4) Single Loaded Bays at 14 x 30 each.
F-2.14	Ready Room / Watch Station	1	250	252	252	252	Shared office space - up to 7 FD Staff @ 36 SF/Staff (6 x 6) Adjacent to Apparatus Bay
	SUBTOTAL		8,995	9,046	9,046	9,046	
	Efficiency Factor 25%		2,249	2,262	2,262	2,262	
	TOTAL F-2		11,244	11,308	11,308	11,308	

Programmatic Needs Assessment

Public Safety Building Study

Town of Exeter, NH

FINAL

**F-3 FD Departmental Support
Central Station**

Space Designation		Space Need				Notes
No.	Function	Reference	2021 (current need)	2030	2040	
F-3	FD Departmental Support					
F-3.1	Decon/Extractor/Drying Room (PPE Washer/Extractor/Dryer)	1 200	150	150	150	Adjacent to Equipment Bays (includes PPE washer/extractor & PPE Dryer)
F-3.2	Air Compressor Room	1 120	144	144	144	Adjacent to Apparatus Bays
F-3.3	Tool Storage/FD Equipment Storage	1 220	380	380	380	24 x 16 - Adjacent to Apparatus Bays
F-3.4	Flammable Liquids Storage	1 50	50	50	50	Adjacent to Equipment Bays - Metal Storage Cabinet with Ventilation
F-3.5	EMS Supplies - Lockable	1 200	240	240	240	20 x 12 Adjacent to bays, bulk supply & drug storage w/ counter & front office
F-3.6	NOT USED	0				
F-3.7	FD Ready Room / Radio Room - up to 7 FD sta	1 0	0	0	0	Refer to F. -2.1.4
F-3.8	Cascade Room	1 100	100	100	100	Adjacent to Apparatus Bays
F-3.9	FD Gear Storage	1 200	200	200	200	Lockable room for new un-issued FD gear.
F-3.10	FD Equipment Storage / Misc. Storage	1 100	100	100	100	Lockable Room - 10x10
F-3.11	Turn Out / Bunker Gear - 36 to 40 FD Staff	1 360	360	360	360	Adjacent to Apparatus Bays 9 SF per/Staff Gear on rolling storage racks
	SUBTOTAL	1,550	1,724	1,724	1,724	
	Efficiency Factor 25%	388	431	431	431	
	TOTAL F-3	1,938	2,155	2,155	2,155	

Programmatic Needs Assessment

Public Safety Building Study

Town of Exeter, NH

FINAL

LAVALLEE BRENSINGER ARCHITECTS

LBA Project no. 21-081-00

FD PROGRAM

11/23/2021

Space ID Name

**S-1 Facility Support
Central Station**

Program Area

LAVALLEE BRENSINGER ARCHITECTS

Space Designation		Space Need				Notes
No.	Function	Reference	2021 (current need)	2030	2040	
S-1	Facility Support					
1-1.1	Trash/Recycling Storage	80	80	80	80	Adjacent to FD "back door" and Dumpster Enclosure
1-1.2	Custodial Closets/Housekeeping Supplies @ 60 sf each per floor	2	120	120	120	60 SF each with mop sink
1-1.2.1	General Maintenance Supplies - Central	1	100	100	100	Lockable Room
1-1.3	Mechanical / Utility Room	1	200	300	300	May be reduced depending on the mechanical systems - Exterior Back Up Generator in secure enclosure
1-1.4	Electrical Room	1	100	100	100	Adjacent to the Mechanical Room
1-1.5	Stair Towers @ 200 sf each	2	400	400	400	2 Stair Towers
1-1.6	Telephone/Low Voltage/Central FD IT Fiber	1	120	150	150	Special cooling
1-1.7	Telephone/Fiber Room		0	Included in S1-1.6	0	Included in S1-1.6
1-1.8	IT/IDF Closets @ 32 sf each floor	2	100	64	64	Lockable Room
1-1.9	Elevator Machine Room	1	80	80	80	Adjacent to the first level of the elevator shaft
1-1.10	Elevator @ 80 SF/Floor	2	160	160	160	ADA accessible 2 stop elevator
	SUBTOTAL		1,460	1,554	1,554	1,554
	Efficiency Factor 25%		365	389	389	389
	TOTAL S-1		1,825	1,943	1,943	1,943

Fire Sub-Station Space Program

Description of space/program	Current Space	Proposed Space NSF	Recommended number and/or size (refer to comments/adds in red below)
Apparatus Bays	0	(1) 18 x 50 900 SF (1) 14 x 50 700 SF	2 bays, 50' long and 18' and 14' wide <i>Per Chief W.:</i> (1) Large apparatus bay @ 18 x 50 (1) Smaller EMS bay @ 14 x 50 – can be 2 smaller single bays @ 14 x 30 double loaded
Apparatus Doors	0		1 doors will need to be 14' tall x 12' wide at Large Apparatus. <i>1 door 12 tall x 12 wide at EMS/Small Apparatus</i>
Assigned Gear & Equipment (Bunker)	0	200	Room adjacent to apparatus floor that will accommodate 16 16" wide x 7' tall lockers. <i>12 x 16</i>
Secure storage for EMS supplies	0	100	Secure room for EMS supplies and controlled substances <i>10 x 10</i>
Laundry/Gear Cleaning	0	100	Space for general laundry and turnout gear cleaning/drying and inspection <i>10 x 10</i>
General Equipment Storage	0	150	Storage space for general fire service equipment, and a bench for tool & equipment repairs. <i>IMO – a minimum of 12' x 12'</i>
Male and Female restroom	0	240	Unisex male/female restroom adjacent to apparatus floor with large shower for gross decontamination after fire/hazmat incidents <i>2 at 120/each 10 x 12 – 240</i>
Bunk Rooms <i>(includes a swing office/bunk room)</i>	0	600	4/5 bunkrooms, with one (1) serving as the supervisor's office and bunkroom. <i>10 x 12 each - 5 total</i>
Training/Meeting/Conference Room	0	250	Room appropriate for training/meeting/conferences. Must accommodate 8-10 people. <i>10 x 25 SF each – 250</i>
Kitchen/Dining	0	288	Kitchen should utilize commercial kitchen equipment to support shifts of 3 to 5. Dining for 4 to 6 <i>Kitchen 10 x 12 - 120 Dining 12 x 14 - 168</i>
Laundry/Pantry	0	200	Landry/Pantry must accommodate food and provision storage for 12-16 members (4 shifts of 3 to 4), and laundry (washer/dryer) for uniforms and bed linen. <i>Pantry – 80 SF Laundry – 100 SF</i>
Gym	0	225	Provide adequate space for gym and exercise equipment for shifts of 3 to 5 members. <i>15 x 15 – 225 SF Can be shared with PD if possible</i>

Crew Day Room/Study Area	0	200	Space adequate to allow 3 to 5 shift members to relax/rest and or study 5 x 40 SF/each – 200 SF
Male and Female restrooms (Adjacent to the Living Quarters)	0	324	Male and Female restroom/shower space to accommodate shifts of 3 to 5. Male & Female space should be balanced to prepare for a greater female presence in the fire station. Please confirm that these restroom/showers are adjacent to Bunk Rooms Male – 12 x 15 – 180 SF Female – 12 x 12 – 144 SF
Storage (Adjacent to the Living Quarters)	0	100	Storage/closet space for linen, cleaning supplies and janitorial supplies. 10 x 10 – 100 SF
Secure Parking	0	NA	Provide secure parking for 3 to 5 daily staff parking, and a few additional spaces for visiting administrative personnel and employees returning for emergency recall. Total Parking Spaces – 8 spaces
SUBTOTAL Net Square Footage		4,677	
Grossing Multiplier at 25%		1,170	
TOTAL GSF		5,847	

Programmatic Needs Assessment

Police Dep. Building Study
Town of Exeter, NH

LAVALLEE|BRENSINGER ARCHITECTS

LBA Project no. 21-080-00

Police Dep. Program

11/16/2021

FINAL

Executive Summary

LAVALLEE|BRENSINGER ARCHITECTS

Space Designation		Space Need			
No.	Function		2021 (current need)	2030	2040
COMMON/SHARED SPACES					
C-1	Common Spaces	2,803	3,648	3,648	3,648
	COMMON/SHARED TOTAL	2,803	3,648	3,648	3,648
POLICE DEPARTMENT					
P-1	Records Storage	600	775	775	775
P-2	Community Resources	200	0	0	0
P-3	Administration	425	2,140	2,140	2,140
P-4	Dispatch	800	610	770	770
P-5	Booking and Intake	2,115	2,125	2,125	2,125
P-6	Property and Evidence	2,363	1,380	1,380	1,380
P-7	Investigations	720	765	925	925
P-8	Patrol/Operations/Training	2,468	1,823	1,925	1,925
P-9	PD Departmental Support	2,113	2,021	2,021	2,021
	POLICE TOTAL	11,803	11,639	12,061	12,061
BUILDING SUPPORT					
S-1	Facility Support	2,180	2,005	2,005	2,005
	BUILDING SUPPORT TOTAL	2,180	2,005	2,005	2,005
	TOTAL ALL PROGRAMS	16,785	17,291	17,714	17,714

Notes

Existing PD Benchmark

Approx. GSF

7420

on 2 Levels

Level 1= 3940+/- SF Gross

Proposed 20 year Space Program Delta

226%

233%

239%

239%

Level 2= 3480+/- SF Gross

Programmatic Needs Assessment

Police Dep. Building Study

Town of Exeter, NH

FINAL

Executive Summary cont'd - Parking

Parking Requirements				
	STAFF Secured	VISITORS Adjacent to PD Entrance	PD VEHICLES Secured	TOTAL
Police Department	20	2	17	39
Public/Visitors Community Room	0	10	0	10
Auto Impound Area				2
TOTAL PARKING NEED	20	12	17	49

Notes

includes required ADA spaces - Covered parking for Command Vehicles and Cruisers (12 total)

includes 2 ADA spaces

Fenced in area with CCTV coverage and lighting

PD Special Requirements
CCTV Security at building perimeter, parking, interior spaces
Radio / Communication Antenna
Dispatch Consoles
Building Security System including card key access, bollards, fencing, video surveillance
Detention Hardware
Evidence Storage and Biometric Evidence Drop Lockers & Evidence Processing Equipment

Programmatic Needs Assessment

Police Dep. Building Study
Town of Exeter, NH

LAVALLEE BRENSINGER ARCHITECTS

LBA Project no. 21-080-00

FINAL Police Dep. Program
11/16/2021

C-1 Common Spaces

LAVALLEE BRENSINGER ARCHITECTS

Space Designation		Space Need			Notes
No.	Function	2021 (current need)	2030	2040	
C-1	Common Spaces				
C-1.1	Entry Vestibule	80	80	80	
C-1.2	Public Lobby	225	225	225	seating for 4 people, prescription drug drop off (mailbox size)
C-1.3	Public Restrooms @ 64 sf each	2	128	128	one with direct access to Community Room
C-1.4	Administrative Assistant/Receptionist	0	0	0	currently staffed by Dispatch
C-1.5	Small Interview/Briefing Room	120	120	120	accessed from Lobby, also used as Sex Offender Waiting, Records Conference Room
C-1.6	Community Meeting Room/Training/Commissioners Briefing Room/Command Staff Conference Room	1,000	1,000	1,000	Up to 50 occupants. Accessible directly from the PD Lobby. Technology for Common Operating Picture (COP) during emergencies. Includes Law Library.
C-1.7	Community Meeting Room Storage	100	100	100	accessible from Community Room for Chairs/tables storage
C-1.8	Community Meeting Room Kitchenette Alcove	40	40	40	locate inside the Community Room
C-1.9	Physical Agility Room/Defense Tactics Lab	625	625	625	25 x 25
C-1.10	Fitness Room	300	300	300	15 x 20 - Up to 10 staff at one time
C-1.11	Roll Call Room	300	300	300	Up to 15 officers. Provide 2 Flat Screen TV, Lectern for Duty Officer with mike, lap top
	SUBTOTAL	2,918	2,918	2,918	
	Efficiency Factor 25%	730	730	730	
	TOTAL C-1	3,648	3,648	3,648	

Programmatic Needs Assessment

Police Dep. Building Study
Town of Exeter, NH

P-1 Records Storage

Space Designation		Space Need			Notes
No.	Function	2021 (current need)	2030	2040	
P-1	Records Storage				
P-1.1	Copy / Office Supply Area (PD Admin Suite)	0	0	0	Refer to P-3.7
P-1.2	Secured Juvenile Files Storage	40	40	40	Separate from other Records/Files - secure
P-1.3	Long-Term Files Storage - 7+ years	400	400	400	Design for High Density Filing System. Arrest records, juvenile files storage. Require storage forever. Currently stored in temporary storage at PD site. Traffic & incident reports. Could be offsite if stored in secured document storage area.
P-1.4	Short-Term Files Storage - <3 years	100	100	100	
P-1.5	Records File Clerk Station	60	60	60	Adjacent to Lobby with Counter and secured service window with ballistic protection
P-1.5	Officers Access Service Counter	20	20	20	Adjacent to Records Clerk and separate from Public Counter
P-1.7	Large Items Bulk Storage	0	0	0	OFFSITE at DPW . Includes bikes, large stolen items, etc.
		-	-	-	
	SUBTOTAL	620	620	620	
	Efficiency Factor 25%	155	155	155	
	TOTAL P-1	775	775	775	

Programmatic Needs Assessment

Police Dep. Building Study
 Town of Exeter, NH

P-2 Community Resources

Space Designation		Space Need			Notes
No.	Function	2021 (current need)	2030	2040	
P-2	Community Resources				NOT REQUIRED
P-2.1	Animal Control Work Area	NOT REQUIRED			
P-2.2	K-9 Storage with Safe	NOT REQUIRED			
P-2.3	School Resource Officer (SRO) Work Station	NOT REQUIRED			
	SUBTOTAL	0	0	0	
	Efficiency Factor 25%	0	0	0	
	TOTAL P-2	0	0	0	

Programmatic Needs Assessment

Police Dep. Building Study
Town of Exeter, NH

Space ID Name

P-3 Administration

Program Area

LAVALLEE | BRENSINGER ARCHITECTS

Space Designation		Space Need			Notes
No.	Function	2021 (current need)	2030	2040	
P-3	Administration				
P-3.1	Chief of Police Office	192	192	192	12x16 Private
P-3.2	Deputy Chief	168	168	168	12x14 Private
P-3.3	Lietenant Patrol	120	120	120	10x 12 Private
P-3.4	Lietenant Professional Standards	120	120	120	10x12 Private
P-3.5	Seargent Office - Shared	180	180	180	12x15 Shared by up to 3 - Private
P-3.6	Unisex ADA Accessible Toilet	60	60	60	
P-3.7	Copy/Supply Alcove	100	100	100	
P-3.8	Reception/Waiting Area	100	100	100	10 x 10
P-3.9	Administrative Assistant Records	0	0	0	Refer to P-1.5 included under Records
P-3.10	Office Manager	144	144	144	12 x 12 Private
P-3.11	Police Staff Pesonnel Files	120	120	120	Secure Storage with limited access only to authorized acces
P-3.12	Prosecutor	120	120	120	10 x 12 Private
P-3.12.1	Admin Assistant Prosector	48	48	48	6 x 8 Open Cubicle
C-1.6	Command Staff Conference Room	240	240	240	12 x 20 - Up to 12 staff. Accessible directly from Chief Office and from Admin Lobby
	SUBTOTAL	1,712	1,712	1,712	
	Efficiency Factor 25%	428	428	428	
	TOTAL P-3	2,140	2,140	2,140	

Programmatic Needs Assessment

Police Dep. Building Study
Town of Exeter, NH

LAVALLEE|BRENSINGER ARCHITECTS

LBA Project no. 21-080-00

FINAL Police Dep. Program
11/16/2021

P-4 Dispatch

LAVALLEE|BRENSINGER ARCHITECTS

Space Designation		Space Need			Notes
No.	Function	2021 (current need)	2030	2040	
P-4	Dispatch				
P-4.1	Dispatch Supervisor	100	100	100	Private office - vision panel glass to main dispatch space
P-4.2	Call Taker/Dispatchers @ 80 sf each	128	256	256	current: 2 dispatchers + supervisor. Includes 2 workstations Increase to 4 stations 8 x 8
P-4.2.1	Service Window to Lobby	0	0	0	Secured projectile rated service window
P-4.3	Break Room with Lockers	120	120	120	lockers + kitchenette
P-4.4	Staff Unisex Bathroom	60	60	60	
P-4.5	Specialized Equipment Storage	80	80	80	Dispatch equipment and dedicated server area - additional cooling
P-4.6	IT/Server Room - Serves entire PD Facility	0	0	0	Refer to Facility Support
	SUBTOTAL	488	616	616	
	Efficiency Factor 25%	122	154	154	
	TOTAL P-4	610	770	770	

Programmatic Needs Assessment

Police Dep. Building Study
Town of Exeter, NH

P-5 Booking and Intake

Space Designation		Space Need			Notes
No.	Function	2021 (current need)	2030	2040	
P-5	Booking and Intake				
P-5.1	Vehicle Sally Port	720	720	720	2 bay @ 24' x 30' Drive Thru - include space for 2 cars, 2 to 3 bicycles, and 1 motorcycle
P-5.2	Detainee Wash Down Alcove	12	12	12	Inside Sally Port area
P-5.3	Security Vestibules @ 64 sf each	2	128	128	8x8 with interlocking hardware onlu allowing one door at a time to open
P-5.4	Juvenile Holding Cell @100 sf each	1	80	80	8x10 Separated sound and visual from Adult cells
P-5.5	Detainee Property Storage Room		80	80	Lockable Storage
P-5.6	Booking / Processing		120	120	combined adult and juvenile
P-5.7	Adult Male Holding Cells @100 sf each	1	100	100	
P-5.7.1	Adult Female Holding Cells @100 sf each	1	100	100	
P-5.8	Intoxilizer Room with Medical Area		120	120	
P-5.9	Live Scan Alcove		80	80	
P-5.10	Secured Interview Room		100	100	
P-5.11	Temporary Evidence Drop Lockers		60	60	4 lockers
C-1.5	Small Interview/Briefing Room		-	-	see Common C-1
	SUBTOTAL		1,700	1,700	
	Efficiency Factor 25%		425	425	
	TOTAL P-5		2,125	2,125	

Programmatic Needs Assessment

Police Dep. Building Study
Town of Exeter, NH

P-6 Property and Evidence

Space Designation		Space Need			Notes
No.	Function	2021 (current need)	2030	2040	
P-6	Property and Evidence				
P-6.1	Evidence Drop/Retrieval/Viewing Room	120	120	120	Coutner space. Adjacent to booking - Biometric Lockers for after hours evidence drop
P-6.2	Long Term Evidence Storage Room	300	300	300	High Density Shelving System
P-6.2.1	Short Term Evidenxe Storge Room	100	100	100	Lockable and secure
P-6.3	Cash/Valuables Vault	40	40	40	Lockable and secure
P-6.4	Weapons Vault	100	100	100	Lockable and secure
P-6.5	Narcotics Vault	120	120	120	Lockable and secure
P-6.6	Chemical Processing Lab/Lab Tech	160	160	160	Fume Hood, Offgasing and evidence testing
P-6.7	Evidence to Be Destroyed Staging Area	60	60	60	Lockable and secure
P-6.8	Freezer Bank/DNA Storage	40	40	40	Inside Evidence Storage area
P-6.9	Found Articles Storage	64	64	64	Lockable and secure
P-6.10	Vehicle Evidence Processing Bay (indoor)	0	0	0	Will utilize one of the two Sally Port bays
P-6.11	Auto Impound - vehicles	0	0	0	Please refer to Parking Requirements in the Executive Summary
	SUBTOTAL	1,104	1,104	1,104	
	Efficiency Factor 25%	276	276	276	
	TOTAL P-6	1,380	1,380	1,380	

Programmatic Needs Assessment

Public Dep. Building Study
Town of Exeter, NH

Space ID Name

P-7 Investigations

Program Area

Space Designation			Space Need			Notes
No.	Function		2021 (current need)	2030	2040	
P-7	Investigations					
P-7.1	Detective Workstations @ 64 sf each	2,4	128	256	256	Up to 4 detectives sharing one open office area with privacy cubicles
P-7.1.1	Detective Sergeant		100	100	100	Private Office
P-7.2	Investigations Files Storage		60	60	60	Lockable and secure
P-7.3	Specialized Equipment Storage Room		100	100	100	Includes Detectives protection gear
P-7.4	Detainee Restroom		64	64	64	Gender neutral and lockable
P-7.5	Interview Rooms @ 100 sf each	1	100	100	100	Fixed furniture, cuf bar, oen way viewing window, audio and video capture
P-7.6	Interview Monitoring Equipment Room		60	60	60	Adjacent to Interview Room
	SUBTOTAL		612	740	740	
	Efficiency Factor 25%		153	185	185	
	TOTAL P-7		765	925	925	

Programmatic Needs Assessment

Police Dep. Building Study
Town of Exeter, NH

LAVALLEE | BRENSINGER ARCHITECTS

LBA Project no. 21-080-00

FINAL Police Dep. Program
11/16/2021

P-8 Patrol/Operations/Training

LAVALLEE | BRENSINGER ARCHITECTS

Space Designation			Space Need			Notes
No.	Function		2021 (current need)	2030	2040	
P-8	Patrol/Operations/Training					
P-8.1	Patrol Workstations (F/T) @ 36 sf each	4,6	144	216	216	Shared Counter/workstations
P-8.2	Patrol Work Area Files Storage		20	30	30	can be included with workstations area (not separate); stackable file cabinets
P-8.3	Patrol Sergeant's Suite @ 80 sf each	1	100	100	100	Group office - open workstations.
P-8.4	Staff Sergeant's Office	1	100	100	100	Private office
P-8.5	Patrol Central Business Hub		60	60	60	copy, print, shared supplies & resources
P-8.6	Armory		100	100	100	Secured space
P-8.6.1	Fire Arm Cleaning		120	120	120	Benches and ventilation
P-8.7	Ammunitions Storage		50	50	50	Secured space
P-8.8	Quartermaster Supply Storage		200	200	200	Secured space
P-8.9	PD Bicycle Storage @16 sf each	4	64	64	64	Police bicycles; near equipment bays
P-8.10	Automotive Supply		200	200	200	Adjacent to the Sallyport
P-8.11	Reference Library		-	-	-	included in Admin sm. Meeting room P-3.4
P-8.12	Patrol Roll Call Room	15	300	300	300	15 x 20 - adjacent to Patrol work space. Accommodate 12 to 15
C-1.6	Small Interview/Briefing Room		-	-	-	See Common C-1
C-1.10	Physical Agility Room/Defense Tactics Lab		-	-	-	See Common C-1
	SUBTOTAL		1,458	1,540	1,540	
	Efficiency Factor 25%		365	385	385	
	TOTAL P-8		1,823	1,925	1,925	

Programmatic Needs Assessment

Public Safety Building Study

Town of Exeter, NH

Space ID Name

P-9 PD Departmental Support

Program Area

LAVALLEE | BRENSINGER ARCHITECTS

Space Designation		Space Need			Notes	
No.	Function	2021 (current need)	2030	2040		
P-9	PD Departmental Support					
P-9.1	Staff Restrooms @ 150 sf each	2	300	300	300	
P-9.2	Male Locker Room	24	360	360	360	15 SF/Officer - up to 24 officers
P-9.3	Male Shower Room	4	150	150	150	Individual Shower Stalls
P-9.4	Female Locker Room	10	150	150	150	15 SF/Officer - up to 10 officers
P-9.5	Female Shower Room	2	75	75	75	Individual Shower Stalls
P-9.6	Central Break Room		192	192	192	12 x 16 - Refrigerator, MW, Sink, cabinets
P-9.7	PD Storage		60	60	60	
P-9.8	Unisex Dormitories @ 90 sf each	2	180	180	180	
P-9.9	Indoor Storage Area for Large Items		100	100	100	Radar trailer, etc.
P-9.10	Washer/Dryer Alcove		50	50	50	Adjacent to Patrol Locker Rooms and Break Room
	SUBTOTAL		1,617	1,617	1,617	
	Efficiency Factor 25%		404	404	404	
	TOTAL P-9		2,021	2,021	2,021	

Programmatic Needs Assessment

Police Dep. Building Study
Town of Exeter, NH

Space ID Name

S-1 Facility Support

Program Area

Space Designation		Space Need			Notes
No.	Function	2021 (current need)	2030	2040	
S-1	Facility Support				
1-1.1	Trash/Recycling Storage - central to entire PD	80	80	80	adjacent to PD back door and close to exterior dumpster area
1-1.2	Custodial Closet - 1 per floor	2	120	120	60 SF each with mop sink
1-1.3	Mechanical Room	1	240	240	Allowance
1-1.4	Electrical Room	1	100	100	Allowance
1-1.5	Stair Towers @ 200 sf each	2	400	400	Assumes 2 story building
1-1.6	General PD Storage	1	80	80	
1-1.7	IT Server Room		150	150	See Dispatch
1-1.8	IT Storage		50	50	Lockable
1-1.9	Telephone/Fiber Room		80	80	Lockable
1-1.10	IT/IDF Closets @ 32 sf each	2	64	64	One per floor
1-1.11	Elevator Machine Room		80	80	Adjacent to Elevator
1-1.12	Elevator	2	160	160	8x10 per floor - assume 2 stop - ADA Accessible
	SUBTOTAL		1,604	1,604	1,604
	Efficiency Factor 25%		401	401	401
	TOTAL S-1		2,005	2,005	2,005

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EXETER POLICE DEPARTMENT SPATIAL NEEDS ASSESSMENT

INTRODUCTION

Municipal Resources, Incorporated, (MRI) of Plymouth, New Hampshire was engaged by Lavallee|Brensinger Architects to conduct an independent assessment of the current and anticipated spatial needs of the Town of Exeter Public Safety Complex facility located at 20 Court Street, Exeter, New Hampshire.

METHODOLOGY

MRI Director of Police Services Sean Kelly met with Lavallee|Brensinger Architect Robert C. Robicsek, Exeter Police Chief Steve Poulin, Deputy Chief Michael Munck, and Lieutenant Steven Bolduc at the Exeter Public Safety Complex to gather an overview of practical uses of existing space needed for the assessment. Though the physical structure was assessed by an MRI team in the broader sense of a combined public safety services complex, Mr. Kelly's study was limited to the practical space use of those areas occupied and used by the Exeter Police Department.

Mr. Robicsek described planning and design challenges to the structure due to original construction, property lines, the potential of nearby historic buildings, and other limiting factors. Chief Poulin explained that the original structure had been renovated several times since the original 1978 construction to meet the needs of the department. During a tour of the facility, Chief Poulin pointed out spaces that had been adapted for use by closing otherwise publicly accessible areas, the installation of space sharing furniture, construction of flooring where an atrium previously existed, repurposing of hallways and storage closets et al.

Additional data was collected during a comprehensive tour of every police department space within the existing structure and of the town owned footprint immediately surrounding the building. Outbuildings at off-sight locations were briefly described but not toured. But for noting the desirable and recommended call for centralized services in one building/facility, these outbuilding spaces are not considered in this assessment.

The current Exeter Police Department facility provides workspace for forty-eight full and part-time police officers and non-sworn employees. Chief Poulin and his staff led a tour of the two-story police facility and those areas shared with the Exeter Fire Department. Senior police department staff comments were augmented by those of employees occupying/working in the spaces being toured, as applicable.

Common uses of rooms by commanders, supervisors, patrol officers, detectives, administrative support staff, records clerks, prosecutors, victim/witness services, and other practical users of the facilities were described and observed. MRI observations, and narrative by staff, provided insight to the current state of space usage, frequency of use, storage, public access to needed services within the facility, safety/security, privacy, workflow, and other commonly experienced uses of the structure. Externally, MRI noted accessibility, parking, and physical security features of the structure, as well as externally positioned critical communications infrastructure.

A description of the organization and operations of the Police Department by the leadership staff identified the departments' immediate needs, what programs are currently provided to the community, what staffing levels exist and are anticipated, what special needs each "division" within the department organizational structure may have, and what activities or other work-by-type classifications are important to be adjacent (or readily accessible) during day-to-day operations of the department. The impact of community expansion outside the historic "downtown" to areas along Routes 27, 108, and 101 was discussed relative to the ability of the department to deliver swift and effective police services.

Current and future needs for practical police operations, support services workspace, workflow, evidence retention/storage, records retention/storage, employee locker space, crime victim and witness privacy issues, conference/meeting space, training needs, agency owned property storage space, and safety/security are critical issues.

This report concludes with a summary of recommendations found within the content of the report for resolving immediate space needs while projecting anticipated needs of the police department for the efficient and effective delivery of law enforcement and police services to the Town for the reasonably foreseeable future.

NEEDS ASSESSMENT

Current Structure Described



Bow Street Public Safety Building Public Access

Exeter Police Department

The Exeter Police Department is located at 20 Court Street in downtown Exeter, New Hampshire. The building is a multi-story brick façade structure with off and on-street parking on two sides of the building; property lines and fire department truck access bays on the front side of the building prohibit parking on the south and Court Street sides of the building. The exterior of the building, the grounds, and parking areas appear to be well maintained and in serviceable condition, particularly when considering the nearly 45-year age of the structure.

Limited green space and landscaping lends to a professional appearance from the street; however, parked vehicles, fencing, and narrow walkways all but hide the main entrance to the public safety building. Future approaches to the building from traditional ingress ways as well as unplanned approaches should be assessed from the perspective of crime prevention through environmental design (CPTED); if allowable under local ordinance or any restrictions associated with proximity to the Front Street historic district, the addition of secure/monitored employee parking near to the facility is recommended; and, installation of fencing and protective bollards to enable 360-degree safety/security for employees and the structure is recommended.

Though immediately apparent to MRI, building/police services accessibility limitations associated with the Towns' Americans with Disabilities Act (ADA) compliance at the public safety complex is not commented on further within this assessment report. Any remarks thereto are left to the discretion of Lavallee|Brensinger Architects.

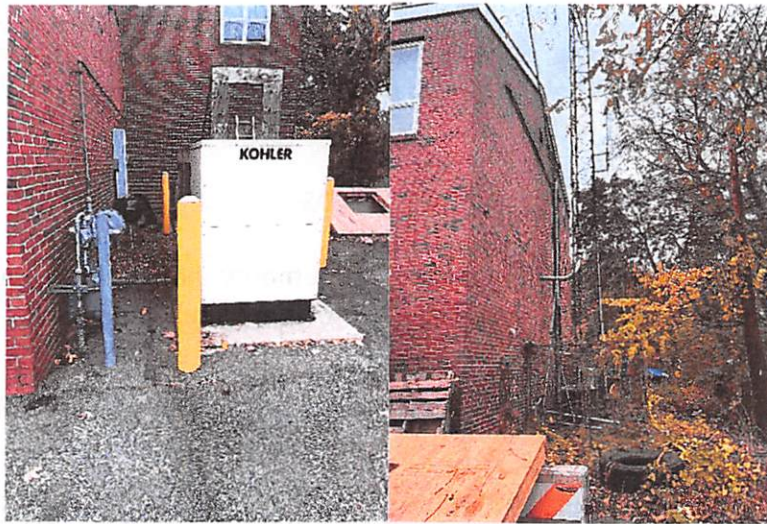
Spaces within the building that are adjacent to exterior walls have natural light from ordinary weather-tight windows that may be opened for ventilation. Except for a single fixed interior window at reception, no windows on the exterior of the structure are secure from assault; none are safe from firearms use. Interior workspaces have no natural light nor natural ventilation. Corridors, either by choice, age, or design are narrow and, in some places dimly lit. Originally designed spacious areas have been re-purposed for current workspace needs thereby reducing the possibility of further expansion within the existing facility. Again, considering the age of the facility and crowding, the interior spaces appear to be reasonably-maintained and in serviceable condition.

Certain publicly/quasi-publicly accessible interior spaces are monitored by video camera. Additions to the monitoring system with current technology is recommended and should include an increase in the number of cameras needed to monitor interior and exterior spaces associated with re-purposing and new construction, at a minimum. Reconfiguring workspace layout within the existing facility may inform the need for additional video surveillance cameras. An increase in the number of surveillance cameras internally and externally to adequately cover 100% of those spaces associated with publicly accessible areas, secure evidence storage spaces, all spaces within which interviews are conducted, and those spaces associated with movement and booking of prisoners is recommended.

Parking and access to the main entry are convenient though limited. The main entrance of the structure faces Bow Street; single lane ingress/egress ways to the department property intersect with Court Street. The property on which the structure is situated does not limit public access to one well-managed entry; access to the building can be gained from multiple places.

Tested during the site visit, MRI discovered multiple points of entry to the public safety building through which those with malicious intent would be able to access interior spaces without difficulty or detection. It is intended that the building interior may be publicly accessed by a single door from the Bow Street side only; however, intent and reality are different. Interior access from the remaining two sides is somewhat limited to authorized staff or those persons being escorted by agency personnel.

Critical to continuity of communications in emergency situations, the public safety complex antenna, alternate power source (generator), and fuel supply (gas) were found with limited protection from tampering. Seen below, the generator and fuel source are immediately visible with little protection from the road. The antenna is behind a fence, but an overgrowth of vegetation from the surrounding grounds affords concealment to those interested in tampering with the antenna and transmission lines.



Generator and fuel source (L), and the radio antenna/transmission lines (R) are accessible to tampering.

Access controlled fencing to limit vehicle and pedestrian traffic, and for the protection of communications antenna(s), alternate power source, and transmission lines is recommended. Secure doorways and policy governing access to the public safety building interior by way of the fire department truck bays, an equipment room, and a maintenance bay is recommended.

Access to the building via the above-described equipment room was described as being necessary by an unspecified "code" not familiar to the police or fire officials, nor to MRI. MRI recommends research to find such code; in the absence of such, MRI recommends immediate change of policy and practice to shore up physical security of the public safety complex.

Access to the interior spaces of the Exeter Police Department is limited by a key fob operated electronic security system installed early in 2021; staff describes that the system is not yet fully operational. It is recommended that this system be made fully operational as soon as possible. Consideration of expanded access control for the public safety complex to include protection of the multiple access ways penetrated by MRI without challenge during the site visit of October 29, 2021.

MRI noted that the interior spaces were not well ventilated; heating and airflow was inconsistent between workspaces, largely due to re-purposing spaces that were previously unoccupied. Some spaces that have been re-purposed were described by staff as being subject to leaking roofs with mold/mildew resulting to a degree that may have a negative impact on the health and wellness of some personnel.

Current fleet storage does not include protection from public access or inclement weather. Safety of agency owned property (fleet vehicles) and response time during winter may be improved by the installation of a carport and/or expansion of space used as a "sally port". The

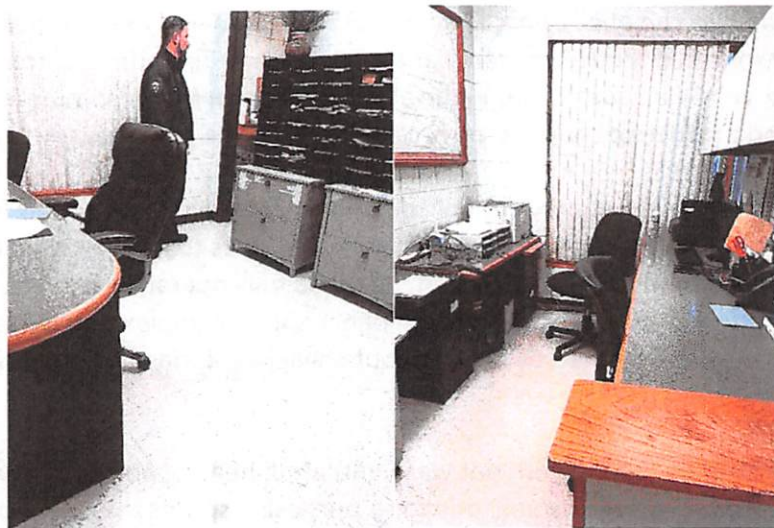
provision of a carport also reduces the chance for injured-on-duty claims due to slips and falls that can occur clearing off, entering, or exiting fleet vehicles in winter and inclement weather conditions. Operational readiness of the fleet is paramount to community safety; installation of a carport or similar weather protection structure is recommended.

FACILITY NEEDS

Described in part below, factors imposed by external authority that impact the future facility needs of the Exeter Police Department include those that are already somewhat problematic in the current state of the facility.

Patrol

Patrol is the largest “division” within the Exeter Police Department organizational chart. Officers and staff assigned to patrol make up the majority of staff in any work component. Predominantly, the nature of the work performed by patrol has them outside of the building using police vehicles for their day-to-day functions rather than continuous/prolonged occupation of a significant amount of space within the structure. However, key functions of patrol are performed within the building; the size of the patrol division suggests that space be expanded to accommodate immediate and forecasted functionality.



Patrol Workspace



Sergeant's workspace, doubles as roll call, this space is a repurposed hallway.

Space limitations have officers in multiple locations during shift and at shift change for report preparation and passing of information. Current practice has shifts “passing” each other at certain times of day; it is not uncommon to have up to ten police officers sharing space at shift change. Staff express frustration that the necessary briefings and report preparation are often disrupted by the routine exchanges necessitated by the shared space. Conversely, these same personnel describe the advantage of shifts passing through the same space at the same time: informal/undocumented information is often exchanged between officers that would not necessarily be part of the formal roll call briefing. Larger and contiguous space allocated for roll call to accommodate the immediate needs of staff using or passing through this space simultaneously as part of shift change/information exchange; or the re-purposing of other space for centrally located patrol operations, equipment exchange (i.e., portable radios, mail call, and replenishable materials) is desirable.

Prisoner Handling/Detention Spaces

When transported to the Exeter Police Department for processing, industry standards and best practices recommends that “The length of time a detainee is held in temporary detention is measured in hours, not days and does not involve overnight housing or the provision of meals except in extenuating circumstances. Detainees should be kept in temporary detention areas no longer than necessary and should be monitored closely, particularly when they have not been through an intake and medical screening process as required in jails and holding facilities”.



Sally Port, Prisoner Cell, and Booking/Processing Spaces

Seen above on the left, the so-called “sally port” entrance to the police department booking area is multi-purposed. The photo at the far right shows the first space within the structure that a prisoner is detained for booking and processing. The middle photo is one of three cells utilized for described temporary detention. In the current configuration, access to unconventional weapons and/or implements of escape gained from within the sally port, the potential of freedom of movement within the booking area (right photo, no fixed object to “cuff” a prisoner to securely), and absent modification to mitigate the risk of self-harm (such as installation of Lexan sheeting to prevent prisoners from hanging themselves from the bars) in the cells represent significant liability to the Exeter Police Department. The nearness of the Rockingham County Department of Corrections (jail) to the Exeter Police Department, with attendant equipment and specifically trained jail officials suggests that the liability to the Town of Exeter by maintaining the cells is un-necessary. Policy and practice changes to eliminate the use of the cells is recommended. Installation of an immovable object designed and intended specifically for use during the temporary detention of prisoners in lieu of cells is recommended.

The addition of agency owned property storage for items found loose in the sally port is recommended.

Additional parking space within the sally port is recommended.

Detectives

Unlike patrol, officers assigned as detectives often actively use space within the police facility for prolonged periods to further criminal investigations. Currently, space designed for use as desk space often doubles as storage of equipment and materials needed on a day-to-day basis.



Detective Workspace
Re-purposed from lobby atrium
Floors uneven Roof leaks



Interview Room Near to Detectives



So-called Interview Room Adjacent to Front Lobby
Access to exposed wiring presents several hazard/risk factors.

Observations and inquiry suggest that limitations of the currently available space will likely find victims and witnesses in uncomfortable situations when inadequate interview space results in victims and witnesses being co-located in semi-public surroundings waiting to be interviewed. Similarly, though detectives take extraordinary measures to ensure that victims and witnesses are not exposed to persons accused of crime, due to the limitation of space, such assurances require continuous space and people management, which are not guaranteed. Accessibility to this area by any person when not occupied by a detective necessitates very careful case file management and security. The inclusion of security walls/doors, immediately accessible secure active case file storage, multiple interview rooms, interrogation rooms and a private waiting room that could double as a "soft" interview room within the detective division is desirable.

Supervisors expressed frustration with having substantially limited space needed to conduct case briefings and daily meetings that are out of the public eye. Dedicated meeting space for that purpose, so that strategy, case priority, and other notes can be discussed and white boarded without concern for public disclosure would be ideal. For the purpose of this section, "public disclosure" also includes agency employees without the express right to know of detective case activity.

There is inadequate space for evidence processing. Due to the limitations of existing space, officers find themselves using space that is not separate or secure from semi-public disclosure to process evidence, and that which makes the contamination of evidence possible. Installation of evidence processing space and pass-through lockers to the evidence room is recommended.

Though uncommonly performed by the Exeter Police Department as a primary function, the sensitive work performed by detectives assigned to investigate vice, drug, and organized crimes (VDOC) often exposes them to increased risk associated with these violence ridden crimes by type. Though not an externally imposed necessity, separate and secure facilities within the detective offices to support confidential investigation activities is desirable. The inclusion of built-in secure storage for confidential files, including a safe for buy money is desirable. Ingress and egress (can be co-located for use by detectives, generally) separate from routine use by other agency members to facilitate privacy of undercover police officers/special agents from mutual aid agencies, as well as confidential informants and cooperating individuals is also desirable. Co-location of additional interview rooms, interrogation rooms, and a waiting room within the overarching detective division is recommended. If technologically possible, having access to audio/video images from the interview/interrogation rooms in the general detective area and the VDOC detective area is desirable.

By the nature of their work, detectives often (mostly) work out of uniform and in plain clothes. They are not immune from danger nor exempt from accepting dangerous assignments. Therefore, having secure storage space within the detective area that enables immediate access to body armor, other protective equipment, additional firearms, and articles of clothing (raid jackets/hats and weather specific garments) is desirable.

Dispatch

Dispatching operations are performed within a well-lit, clean, and comfortable appearing space. Though a thorough assessment was not performed, casual observation of electronics suggests that the radio and computer-based systems are modern and capable. Dispatchers do not have easily accessible secure space for the storage of personally owned property while on duty.



Two of Three Dispatch Workstations

Limitations of job tasks prohibits the dispatchers from taking restorative breaks away from their workspace. Gender-neutral rest facilities only feet away from the workspace substantially limits privacy. The addition of separate/private rest areas, personally owned property storage area, and equipped meal break room near the communications center is recommended.

Administration

The current organizational chart of the Exeter Police Department has been described as likely to experience little growth through CY 2040 with calls for service and crime rates to increase at a proportionately low rate; therefore, it is likely that the Exeter Police Department will experience little need for additional commanders. Despite the absence of growth at the command level, addition to the current office space allocated for the Chief of Police and command staff should include space for confidential executive support staff, secure records storage (limited), conference/meeting space for at least eight personnel, and several more offices or space for cubicles needed for projected growth of support staff.

As a general statement, the Chief and leadership staff across the department expressed frustration with the inadequacy of available meeting space. Though the conference room that doubles as a break room has seating enough for the Chief and commanders to caucus with subordinate staff, it is inadequate for anything greater than intimate sized meetings and affords no privacy needed for command staff to discuss any sensitive subject matter; the space will not support anticipated growth of command/supervisory staffing numbers. Consideration of additional meeting space for at least eight personnel is recommended.

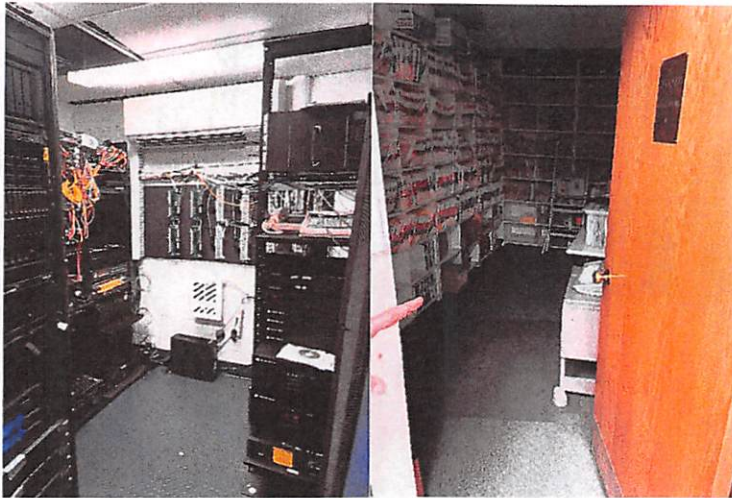
Support administrative staff occupies re-purposed hallways and closets. Access to these spaces is substantially limited due to the restrictions put on the space by the placement of desks and records cabinets.



Example of Administrative Staff Workspace
in Re-purposed Hallway

Records Retention

There are certain documents/records that are required by state law, industry standards, and best practices to be retained indefinitely, others that must be retained for 50 years, and vast numbers of records that must be retained for shorter periods. In the current facility, there is no centrally or commonly located space for records retention. Though records retention is disjointed by circumstance (cabinets are placed where there is room), MRI also noted that the Exeter Police Department records do not appear to be well-secured (cabinets stored in open and accessible spaces is exacerbated by the unsecure exterior of the public safety building). Expansion of space allocated for centrally and commonly located secure records retention is recommended. MRI recommends that vital records (at least) be secured in fire resistant cabinets or protected by a fire suppression system designed for use with paper records. At present, "archived" records are stored off-site in a space shared by multiple town departments. MRI did not tour the external storage facility; we cannot comment as to the safety and security of records stored off-site. However, Exeter Police Department should ensure that records retained offsite in a shared facility are held/secured in compliance with juvenile and other privacy laws, as applicable; and any archives that may be retained or communicated electronically are compliant with CJIS regulations, as applicable.



Electronic records for multiple departments in town government are retained within this server room (L).
Some hard copy records for the police are retained in this secure room which is near or at capacity (R).

Having a centrally/commonly located records room central to department functions for convenient access by the most frequent authorized users of the records clerk services is desirable; for instance, ready access to the records by those persons assigned to the front desk, detectives, and prosecutors, as applicable.

Evidence and Property Retention

Industry standards and best practices establish that, “The property and evidence control function should provide for the security and control of seized, recovered, evidentiary, abandoned, lost, or found property in the custody of the agency”. The current state of the Exeter Police Department evidence processing, and storage facility is dis-jointed and inadequate for department uses. In its current state, the evidence storage facility and/or agency practice do not appear to meet industry standards and best practices. The evidence storage function is not likely to meet the needs of the community over the projected timeline without policy enforcement, substantial renovation, and addition of space.

Evidence processing, packaging and storage needs imposed by law, judicial review, regulatory authority, and recommended best practices require certain evidence to be retained compliant with the statute of limitations or longer, while the bulk of evidence is retained for substantially shorter periods. Secure storage needs are exacerbated by the statutory requirement that seized non-evidentiary property that has no known owner must be retained for minimum of 180 days.



General Evidence Room and Adjacent Firearms Evidence Storage

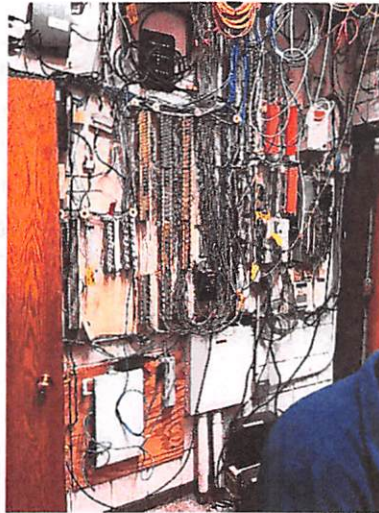
Though the Exeter Police Department staff describes engaging in aggressive compliance with statutory requirements and best practices by purging unneeded evidence and “abandoned” property in a timely way, the increase of population, calls for service, and crimes by type with the attendant receipt of new evidence and property has stressed the existing space. Without additional space, projections for the reasonably foreseeable future suggest the existing space will be overwhelmed, resulting in reduced efficiency and effectiveness of this critical police function.

Temporary secure storage of evidence and seized property is made difficult by the absence of pass-through style temporary evidence/property storage lockers. Existing temporary storage is incapable of receiving evidence or property as large as a breadbox. Space for smaller items is very limited requiring substantial intervention and management by police department evidence officers. When evidence and property cannot be securely stored, best practice and regulatory authority suggest that a qualified police officer remain in physical presence of the to-be-stored article to maintain a clear chain of custody until such time that the article can be properly stored. This step has the potential to be overly burdensome to the operations of the Exeter Police Department.

Currently, instead of a single centralized storage facility, due to the pressing storage space needs, Exeter Police Department has resorted to outplacing certain evidence and property outside of the designed evidence storage room. Specifically, bulky items, evidentiary vehicles, and those large articles being held for safekeeping are kept in off-site storage (MRI has not viewed the off-site evidence/property storage facility; we have not assessed the efficacy/security of those facilities). Outplacement of evidence and property storage may

impose sometimes difficult security maintenance and administrative tracking of such articles. Centralized secure storage rooms (long- and short-term storage) for all evidence and property that is supported by a robust software tracking system, alarms (as applicable), and video surveillance is recommended. Additional levels of security for those items of high value, cash, drugs, firearms, and other items representative of substantial liability if mis-handled or improperly stored, should be included.

Victim and Witness Privacy Rights



Doors (hardly seen on L and R sides of the picture) of this "interview room" are accessible to the outside of the public safety complex.

Established in law, victims of crime are afforded privacy rights and are to be protected from the accused throughout any pending legal matters. The substantially limited space presently assigned for victim interviews and services does not give easy access to investigators, prosecutors, and advocates. The result is the risk of victim exposure to the accused, family/friends of the accused, or other parties associated with a case being investigated by the Exeter Police Department. Noted above, access to the public safety complex by those with nefarious intent is possible; security of victims/witnesses in criminal cases is not assured within the present structure. Appropriate alignment of space needed for victim accessibility to privacy and services is recommended. The addition of separate secure spaces for interrogation, interviews, and polygraph are recommended.

Though uncommonly performed exclusively by the Exeter Police Department, the sensitive nature of criminal investigations of vice, drugs, and organized criminal enterprises suggests that extraordinary measures be taken by the department to safely secure certain records separately from the central records room (confidential informant files), small quantities of cash (controlled buys/flash money), as well as the safety/security of cooperating individuals and witnesses from

discovery. Additional security measures needed by the detective division for these purposes, though comparatively uncommon, is recommended.

Juvenile Privacy Rights

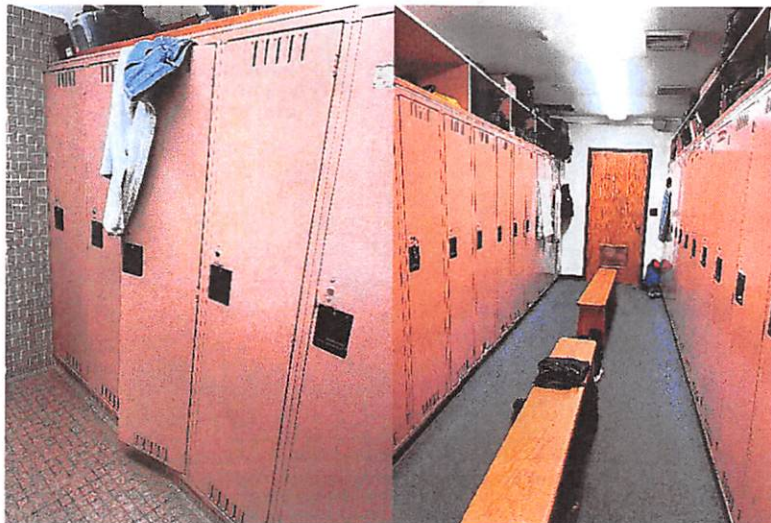
Juveniles have substantially guaranteed privacy rights found in state law and in regulations imposed by the United States Department of Justice Office of Juvenile Justice and Delinquency Prevention (OJDDP). Industry standards and best practices include provisions that ensure that juveniles detained temporarily prior to court appearances (as applicable) are held separately and removed from all contact, both sight and sound, from adults. Best practices suggest that temporary pre-court detention facilities for juveniles allow for separation of juveniles by gender; the criticality of such best practice recommendations is found in law where mandatory separation of juveniles by gender is found in post-court detention requirements. Though national arrest rates for juveniles have been down-trending for more than twenty years, the imposition of law and liability risk for non-compliance suggests an operational imperative is placed on the Exeter Police Department to ensure that separate/private temporary juvenile detention within the facility is made possible by design for co-location/use in the absence of adults. Currently designed/used sight/sound separation space makes the best use of the space available to Exeter police; however, additional space with better separation is recommended.



Temporary Juvenile Detention.
Re-Purposed Adult Prisoner Cell.
This space is immediately adjacent
to booking/processing space.

Locker Room and Rest Facilities

NH RSA 354-A:7, Unlawful Discriminatory Practices, makes it unlawful for an employer to engage in any discriminatory practice. This statute includes provisions for ensuring that all employees enjoy freedom from discrimination in "...conditions or privileges of employment..." The current locker room facilities at the Exeter Police Department are inadequate for projected operations, gender equity, and forecasted growth of the department/community. The current space is at risk for being discriminatory in practice when considering the number of lockers available and the number of females employed by the agency while similar crowding conditions are not experienced by male employees. Consideration of hiring practices likely to yield employment by gender equity against forecasted growth of the community suggests that future locker space needs by gender/sex identity must be considered.



Female lockers in total (L); space includes rest facilities and showers (indicated by tile surfaces).
Representative male lockers (R); though attached,
rest facilities and showers are separate (indicated by a rug surface and painted walls).

The locker space allocated for male employees has space needed for current full-time officer staffing levels. The locker space allocated for female employees also has only that number of lockers needed for the current number of sworn female officers despite the gender-based demographics of the service area. There is no locker space anywhere within the facility for non-sworn female employees. Proximity of rest facilities in the female locker room disallows privacy. Locker space assigned to each sworn officer, regardless of gender, was observed by MRI and has been described by staff as inadequate for the storage of issued uniforms, equipment, and foul/seasonal weather gear.

Consideration to the space needs for the number of lockers needed for the current staff plus a forecasted number of lockers equivalent to gender equitable hiring for the life expectancy of

the structure as well as specialty equipment storage; and affording privacy to rest facilities while enabling storage space and additional locker space is recommended. Regardless of legal considerations, social convention suggests that the Exeter Police Department take the steps necessary to ensure equal right to access and privacy of all employees.

Replacing all locker room lockers with a model sized for secure storage of all agency issued and personally owned articles, and equipped with electrical outlets and USB ports to support flashlights, radios, cell phones and other technologies stored by officers; or renovate current lockers to include wiring lockers with electrical circuits and USB ports is desirable. This would allow certain equipment to be charged in the security of an owner/operator-managed locker between shifts.

Break Room



Break Room doubles as conference room.

The Exeter Police Department has a unique and highly desirable opportunity to take an effective step toward reducing the toll that the physical and emotional stressors of police work have on employees. Current best practices found in the Presidents' Task Force Report on 21st Century Policing comments, "...on the irony of law enforcement's lack of services and practices to support wellness and safety, Dr. Laurence Miller observed in his testimony that supervisors would not allow an officer to go on patrol with a deficiently maintained vehicle, an un-serviced duty weapon, or a malfunctioning radio—but pay little attention to the maintenance of what is all officers' most valuable resource: their brains." By designing and equipping a break room with health, wellness, decompression, recovery, and restorative rest in mind, the Exeter Police Department can help to reduce the risk associated with vicarious, acute, and cumulative trauma. Though certainly not the cure-all, the provision of a thoughtfully designed break room is a piece of a much larger puzzle. "As (21st Century) task force member Tracey Meares observed, 'Hurt people can hurt people'; addressing this need is highly desirable.

Inclusion of space in the break room that is designed for stimulation-free quiet meditation would enable officers and staff to regroup, refocus and improve concentration and mindfulness.

The addition of a washer and dryer to the “normal” complement of recommended appliances (fridge, stove, dishwasher) enables officers to wash soiled garments before they end up tracking contaminants, dirt, and grime of work to shared spaces in the building and/or to their homes. By reducing the risk of bringing home toxins or biologics, Exeter Police Department can further support health and wellness among staff and their families.

“...cops are not given the time they need to fully recharge and unwind...the stress will just continue to pile on.” The recommendation of a break room is to encourage health and wellness by enabling officers and staff to unwind and get away from job stressors long enough to reset and recharge.

Training/Community Room

The President’s Task Force on 21st Century Policing describes that police officer training and education is an operational imperative. “Though today’s law enforcement professionals are highly trained and highly skilled operationally, they must develop specialized knowledge and understanding that enable fair and procedurally just policing and allow them to meet a wide variety of new challenges and expectations. Tactical skills are important, but attitude, tolerance, and interpersonal skills are equally so. And to be effective in an ever-changing world, training must continue throughout an officer’s career.”

The introduction of a substantial room dedicated for use by the department for training that can also be used by the community for meetings and events is recommended. If adopted, this recommendation calls for such a space to have ingress/egress to the exterior of the building. Interior access only is an un-necessary burden on staff and establishes additional risk.

CONCLUSION

Generally, despite the publicly facing professional appearance of external areas of the Exeter police facility, observation of the current state of the facility at 20 Court Street reveals that nearly every workspace is overcrowded, whether by personnel or storage of agency owned property.

Security and safety of employees and visitors to the Exeter Police Department is not assured within the current structure. Compliance with imposed regulations and best practices associated with victim/witness privacy, juvenile operations, evidence and property storage, records maintenance, and prisoner handling in the current structure is not assured.

Storage of needed equipment and materials that support mission effectiveness is exceeded or non-existent. Employee satisfaction needs associated with lighting, HVAC, privacy, and other quality of life matters may be negatively impacted within the current facility.

Respectfully submitted,



Municipal Resources, Inc.

SUMMARY OF RECOMMENDATIONS

Municipal Resources, Incorporated has compiled the recommendations found within this report for easy reference. This list does not imply priority by the order in which it is presented.

Parking/External Security Features

1. The addition of secure/monitored employee parking near the facility is recommended.
2. Installation of fencing and protective bollards to enable 360-degree safety/security is recommended.
3. Additions to the monitoring system with current technology is recommended.
4. An increase in the number of surveillance cameras internally and externally to adequately cover 100% of those spaces associated with publicly accessible areas, secure evidence storage spaces, all spaces which interviews are conducted, and those spaces associated with movement and booking of prisoners is recommended.
5. Access controlled fencing to limit vehicle and pedestrian traffic, and for the protection of communications antenna(s) and alternate power source is recommended. Secure doorways and policy governing access to the public safety building interior by way of the fire department truck bays, an equipment room, and a maintenance bay is recommended.
6. In the absence of code requirements, MRI recommends immediate change of policy and practice to shore up physical security of the public safety complex by securing an external equipment room door (to the right of the main entrance but before reaching the fire department truck bays/ramp).
7. Consideration of expanded access control for the public safety complex is recommended to overcome the multiple access ways penetrated by MRI without challenge during the site visit of October 29, 2021.
8. Installation of a carport or similar weather protection structure is recommended.

Patrol

9. Larger and contiguous space allocated for roll call to accommodate the immediate needs of staff using or passing through this space simultaneously as part of shift change/information exchange; or the re-purposing of other space for centrally located patrol operations, equipment exchange (i.e., portable radios, mail call, and replenishable materials) is desirable.

Prisoner Handling/Detention Spaces

10. The addition of agency owned property storage for items found loose in the sally port is recommended.
11. Additional parking space within the sally port is recommended.
12. Policy and practice changes to eliminate the use of the cells is recommended. Installation of an immovable object designed and intended specifically for use during the temporary

detention of prisoners in lieu of cells is recommended. Alternatively, installation of Lexan sheeting to prevent self-harm by prisoners hanging themselves from the bars, is recommended.

Detectives

13. The inclusion of security walls/doors, immediately accessible secure active case file storage, multiple interview rooms, interrogation rooms and a private waiting room that could double as a “soft” interview room within the detective division is desirable.
14. Installation of evidence processing space and pass-through lockers to the evidence room is recommended.
15. The inclusion of built-in secure storage for confidential files, including a safe for buy money is desirable. Ingress and egress (can be co-located for use by detectives, generally) separate from routine use by other agency members to facilitate privacy of undercover police officers/special agents from mutual aid agencies, as well as confidential informants and cooperating individuals is also desirable. Co-location of additional interview rooms, interrogation rooms, and a waiting room within the overarching detective division is recommended.
16. Secure storage space within the detective area that enables immediate access to body armor, other protective equipment, additional firearms, investigative equipment, and articles of clothing (raid jackets/hats and weather specific garments) is desirable.
17. MRI recommends that the detective division be placed near to records due to the frequency of interaction and need.

Dispatch

18. The addition of separate/private rest areas, personally owned property storage area, and equipped meal break room near to the communications center is recommended.

Administration

19. Addition to the current office space allocated for the Chief of Police and command staff should include space for support staff, secure records storage (limited), conference/meeting space for at least eight personnel, and several more offices or space for cubicles needed for projected growth of support staff.

Records Retention

20. Expansion of space allocated for centrally/commonly located secure records retention is recommended. MRI recommends that vital records (at least) be secured in fire resistant cabinets or protected by a fire suppression system designed for use with paper records. At present, “archived” records are stored off-site in a space shared by multiple town departments (MRI did not tour this facility; we cannot comment as to the safety/security of

records stored off-site. However, Exeter Police Department should ensure that records retained offsite in a shared facility are held/secured in compliance with juvenile and other privacy laws, as applicable; and any archives that may be retained or communicated electronically are compliant with CJIS, as applicable).

Evidence and Property Retention

21. Centralized secure storage rooms (long- and short-term storage) for all evidence and property that is supported by a robust software tracking system, alarms (as applicable), and video surveillance is recommended. Additional levels of security for those items of high value, cash, drugs, firearms, and other items representative of substantial liability if mis-handled or improperly stored should be included.

Victim and Witness Privacy Rights

22. Appropriate alignment of space needed for victim accessibility to privacy and services is recommended. The addition of separate secure spaces for interrogation, interviews, and polygraph are recommended.

Juvenile Privacy Rights

23. The imposition of law and liability risk for non-compliance suggests an operational imperative is placed on the Exeter Police Department to ensure that separate/private temporary juvenile detention within the facility is made possible by design for co-location/use in the absence of adults. Currently designed/used sight/sound separation space makes the best use of the space available to Exeter police; however, additional space with better separation is recommended.

Locker Room and Rest Facilities

24. Future locker space needs by gender/sex identity must be considered. Consideration to the space needs for the number of lockers needed for the current staff plus a forecasted number of lockers equivalent to gender equitable hiring for the life expectancy of the structure as well as specialty equipment storage; and affording privacy to rest facilities while enabling storage space and additional locker space is recommended.
25. Replacing all locker room lockers with a model equipped with electrical outlets and USB ports to support flashlights, radios, cell phones and other technologies stored by officers; or renovate current lockers to include wiring lockers with electrical circuits and USB ports is desirable.

Break Room

26. The recommendation of a specifically designed and equipped break room is to encourage health and wellness by enabling officers and staff to unwind and get away from job stressors long enough to reset and recharge. Noted above in dispatch, a co-located breakroom and rest facilities that would serve all personnel equally is desirable and economical.

Training/Community Room

27. The introduction of a substantial room dedicated for use by the department for training that can also be used by the community for meetings and events is recommended.

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EXETER FIRE DEPARTMENT SPATIAL NEEDS ASSESSMENT

INTRODUCTION

Municipal Resources, Incorporated, (MRI) of Plymouth, New Hampshire was engaged by Lavallee/Brensinger Architects to conduct an independent assessment of the current and anticipated spatial needs of the Exeter Police and Fire Departments. This required an evaluation of the current Exeter Public Safety Complex located at 20 Court Street, Exeter, New Hampshire. The Exeter Fire Department (EFD) currently operates from this single centrally located/strategically positioned facility to provide the appropriate deployment of fire, rescue, emergency management and emergency medical services to the community. Although the current facility is located within the downtown area, the EFD struggles to provide rapid response times to the outlying areas of the 19.9 square miles that makeup the community.

METHODOLOGY

MRI Director of Fire/EMS Services Brian Duggan met with Lavallee/Brensinger Architect Robert Robicsek. In addition, Brian also met with Fire Chief Eric Wilking and members of the command staff at the Exeter Public Safety Complex to gather an overview of practical uses of existing space needed for this assessment. Though the physical structure was assessed by an MRI team in the broader sense of a combined public safety services complex, Mr. Duggan's study was limited to the practical space use of those areas occupied and used by the EFD to obtain an overview of the use and operational limitations of existing space.

During this site visit, Mr. Robicsek described planning and design challenges to the structure due to original construction, property lines, the potential of nearby historic buildings, and other limiting factors. Chief Wilking explained that the original structure had been renovated several times since the original 1978 construction to meet the expanding needs of the Fire Department. Chief Wilking provided an overview of the station and outlined operational challenges faced by

the EFD based on the configuration and size of this critical facility. The Chief made it clear that any improvements to this station had been overshadowed by the increasing challenges presented by the expanding mission and increasing operational complexity of the EFD.

A description of the organization, expanding mission, and overall operations of the EFD was provided by Chief Wilking and Deputy Chief Matheson. This discussion identified the Department's operational challenges, immediate needs, and the level of fire, rescue, and emergency medical services (EMS) provided to the community. In addition, the discussion outlined the anticipated resources necessary to maintain the level of service expected by the community.

The current EFD facility provides workspace for 32 personnel. This includes 30 sworn fire service personnel and 2 non-sworn civilian employees. Common uses of fire rescue spaces by the command staff, fire officers, firefighters, health, fire prevention and administrative support staff and other practical users of the facilities were described and observed. Our observations, coupled with a pictorial narrative created by EFD Personnel, provided insight to the current state of space usage, proximity of linked critical tasks, frequency of use, storage, public access to needed services within the facility, safety/security, privacy, workflow, and other commonly experienced uses of the structure. Externally, we noted accessibility, parking, and physical security features of the structure, as well as externally positioned critical communications infrastructure.

During a tour of the facility, Chief Wilking detailed operational challenges and pointed out spaces that had been adapted to meet the expanding needs of the department, construction of flooring where an atrium previously existed, repurposing of hallways and storage closets, and the reduction in living space required to accommodate a new unisex shower/restroom that was recently installed to provide more appropriate facilities for female firefighters. Additional data was collected during a comprehensive tour of every fire department space within the existing structure and of the town owned footprint immediately surrounding the building.

MRI observations, and narratives developed by Exeter Fire rescue staff, provided insight to the current state of space usage, frequency of use (including some over capacity use during training and surge events), storage, public access to needed services within the facility, safety/security and privacy, workflow, and other commonly experienced challenges.

Chief Wilking also provided an overview of the staffing model is currently utilized, discussed anticipated increases in the staffing model, and identified what spatial needs specific

operational areas within the Department may require. In a discussion with our team, the Chief outlined multiuse spaces, operational workflow and the emerging need for the separation of fire service spaces based on the potential of cross contamination and infection of personnel. There was also discussion of the need for the fire service to better accommodate both male and female staff. As the EFD is a response focused organization, the impact of a personnel surge during emergency operations, meetings and training was reviewed. The communities and external agency use of these facilities for meetings and events was also discussed.

Based on our conversation with the command staff which were coupled with our own direct observation current needs for fire and EMS operations include the following critical issues:

- Organization of workspace for efficient operations.
- Appropriate offices and staff workspace for shift personnel.
- A training facility that can accommodate all personnel in the organization.
- The development ergonomic workflow through appropriate spatial design.
- Expanded administrative spaces including offices, conference rooms, fire prevention/plan review space.
- Sufficient space to accommodate public education and community functions.
- Improved records retention and storage space.
- Expanded living space.

This report concludes with recommendations for resolving immediate space needs while projecting anticipated needs of the fire department for the efficient and effective delivery of fire rescue services to the Town for the reasonably foreseeable future.

Exeter Fire Rescue Organizational Profile

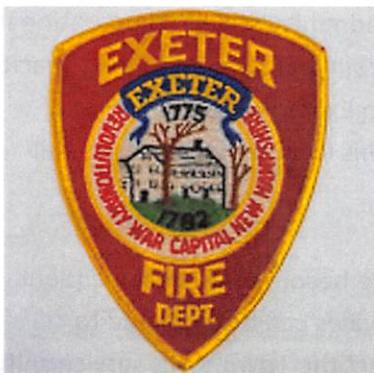


Figure 1- Exeter Fire Department Logo

Exeter Fire Rescue is a full-service life safety organization that provides the community with a wide range of emergency and non-emergency services including fire suppression, rescue, fire prevention, life safety education, public health and emergency management services.

In addition, Department provides state of the art pre-hospital emergency medical services (EMS) at the Advanced Life Support (ALS) level to the Town of Exeter 24/7 365 days a year. To facilitate the provision of transport EMS services the

Department operates two ambulances staffed 24 hours a day up to the paramedic level. The Department also delivers occasional emergency transfer services to critical patients at Exeter Hospital. The increase in demand for EMS services will require the addition of a third ambulance as a backup unit within the next two years. The current apparatus bays will not be able to accommodate this additional vehicle.

To provide the expected level of service to the community, the Department employs 34 members as detailed below:

- 32 fulltime employees,
- 2 Civilian Fulltime employees

In Exeter, the current public safety complex forms an operational platform that serves as a foundation for the response to approximately 3,400 emergency incidents per year.

Utilization of department services have steadily risen and today the organization is managing more calls for service than 10-years ago. This increase in demand coupled with an aging demographic and a slowly increasing population are the three factors that drive the specific composition of the staffing model. The current staffing pattern provides operational response shifts staffed at six or seven personnel with a minimum of five personnel on-duty on a 24/7 basis. In addition, seven administrative staff members utilize this facility during normal business hours.

The December 2020 CPSM study concluded that the operational staffing level of the EFD should increase to eight personnel assigned to each shift with a minimum on duty complement of seven personnel on a 24/7 basis. Based on our experience and observations in Exeter, we concur with the need to incrementally increase staffing to a level of eight personnel assigned to each shift and a minimum staffing complement of seven personnel on duty 24/7. It is expected that to maintain an appropriate service level to the community administrative and operational staff will both increase over the next few years increasing the strain and exceeding the capacity of the current facility. It is anticipated that fire service facilities in Exeter will need to accommodate a staff of 42 personnel within the next decade. This includes eight personnel assigned to each shift and ten administrative positions.

As is the case with most fire service organizations, EMS calls have become the most frequent response event, this high level of demand for transport EMS services can be expected to continue as the population ages and demographic changes impact the Town. This service shift

will require the addition of a third ambulance within the next two years. Exeter Fire Rescue has evolved with the needs of the community into a modern-day high quality emergency services organization.

Fire Service Facilities - Modern Components of a Response Platform

A fire station supports the needs of the Fire Department and the community in which it is located. It must accommodate extremely diverse functions, including housing, recreation, administration, training, community education, equipment and vehicle storage, equipment and vehicle maintenance, and hazardous materials storage. While it is usually only occupied by trained personnel, the facility may also need to accommodate the public for community education or out-reach programs. Fire stations will vary somewhat in design depending on the specific mission, i.e., the types of emergencies that will be responded to or the types of fires that will be fought. The location of the facility is largely driven by the need to minimize response times.

Major fire station functional areas include the following:

- **Apparatus bay(s):** This is where the firefighting and emergency response vehicles are stored.
- **Apparatus bay support and vehicle maintenance:** These industrial spaces are where the vehicles and other firefighting equipment are cleaned, maintained, and stored.
- **Administrative and training areas:** These areas include offices, dispatch facilities, and training and conference rooms
- **Residential areas:** These include the dorm rooms, day room/kitchen, and residential support areas such as bathrooms and fitness spaces.
- **Decontamination Areas:** this is where contaminated personal protective equipment (PPE) and EMS gear are separated from other operational areas of the structure and properly decontaminated. Based upon the emerging knowledge relative to the occurrence of cancer in the fire service and recent

public health events, decontamination has become a critical component of every fire station.

The four primary drivers for facility layout and functional space adjacencies in a fire station are the following:

1. Ensure that internal response times can be met (time for a firefighter to reach the apparatus and be ready to depart).
2. Separate the diverse and sometimes conflicting functions such as industrial maintenance spaces and residential spaces.
3. Provision of training and educational resources.
4. Avoidance of cross contamination of operational spaces from vehicle exhaust, hazardous materials, biological agents, hydrocarbons, and byproducts of combustion.

APPARATUS BAYS

Sizing the apparatus bay is critical, and it should be designed to accommodate variable vehicle sizes. Typically, the entire room is sized based on the bay size for the largest vehicle in the fleet or the largest anticipated vehicle. Bays also include vehicle exhaust removal systems, compressed air, and power drop lines, and hot and cold water connections. Bay doors must also accommodate the largest vehicle and include a manual means to open, in case of power failure. Ideally, the site will accommodate drive-through bays. Industry best practice avoids stacking multiple first response units behind one another as that could result in an extended response time as apparatus would need to be moved prior to initiating a response.

APPARATUS BAY SUPPORT AND VEHICLE MAINTENANCE

Apparatus bay support functions include cleaning and maintenance areas for the firefighter's self-contained breathing apparatus (SCBA), protective clothing, fire extinguishers, and other equipment. It also includes storage areas for firefighting gear and equipment and secure

storage for medical supplies. Some of these areas are specialized spaces for disinfecting protective equipment and for maintaining and recharging the SCBA in a clean environment. Separation between spaces is required for many of these functions.

Fire suppression agent storage is typically provided in a single-story structure separate from the fire station building. It should be located along the drive leading into the apparatus bay for ease of loading and unloading of firefighting agents. In some cases, it may be attached to the main structure. A vehicle maintenance bay may also be included in a fire station.

ADMINISTRATIVE AND TRAINING AREAS

Administrative areas include standard offices and conference and training rooms. The area will also likely include additional specialized spaces such as the Chief's office with sleeping and shower facilities and computer training/testing facilities, for firefighter continuing education. Some stations may include a highly specialized dispatch room for receiving emergency calls from the public.

RESIDENTIAL AREAS

The day room accommodates kitchen, dining, living and recreation functions. It is often separated into subspaces for those three functions, but an open design may also be effective to encourage interaction between the spaces. Based on generational changes many Departments find that this open concept promotes teamwork as it limits individual isolation. The dining space may also double as training or meeting space and might include provisions for audiovisual equipment.

When planning for a fire station, consideration should be given to incorporating dorm rooms into the design. Regardless if a fire station is manned fulltime or a volunteer/call fire station there are times when fire station coverage for long periods of time is needed. Prolonged weather events or disasters require long term response activities of fire personnel. Dorm room designs can vary widely from station to station and department to department. Each firefighter is provided with a place to sleep, work, and store personal items. Careful consideration should be given to the location and design of the area to ensure response times can be met. See Emerging Issues below for more information on dorm rooms.

The diagram below provides an overview of modern fire station design elements.

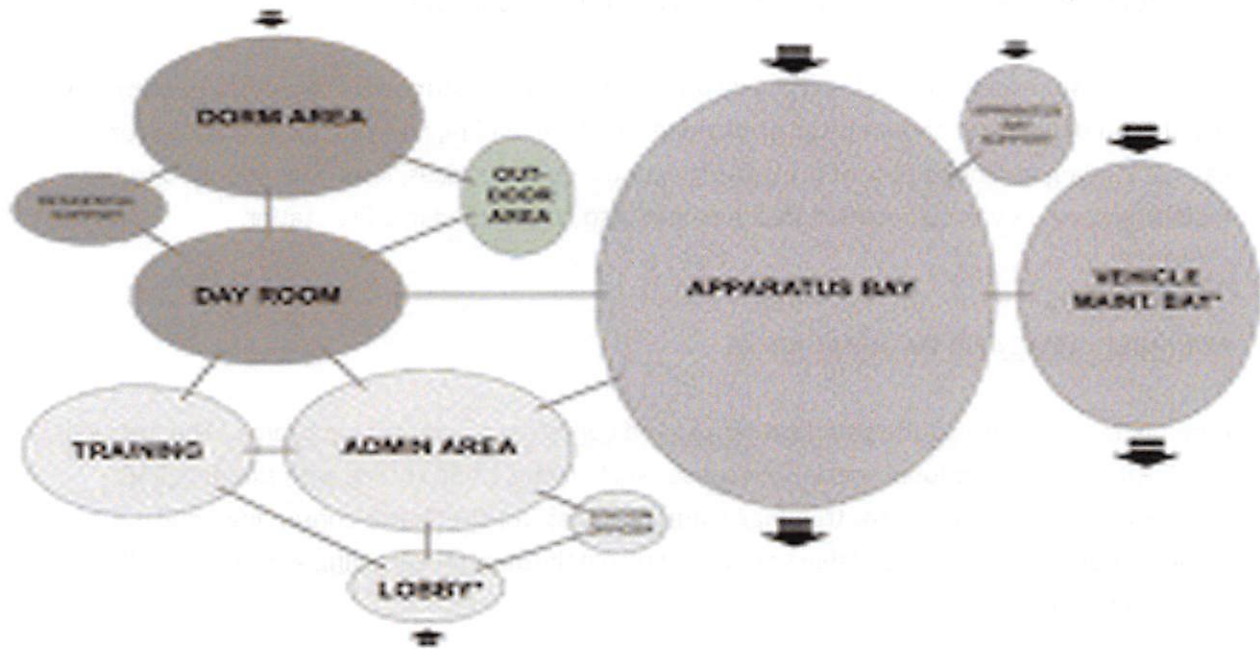


Figure 2
Diagram of Modern Fire Station Design Elements and Operational Flow

Other residential areas include a laundry room, a physical fitness room, male and female bathrooms, showers, and locker rooms. Reflecting industry best practice multiple showers should be provided as personnel should be required to shower upon the return from every structure fire where they were operating in an immediately dangerous to life and health (IDLH) environment.

The diagram on the following page provides an example of the configuration of a portion of the residential area at a moderate size fire station.

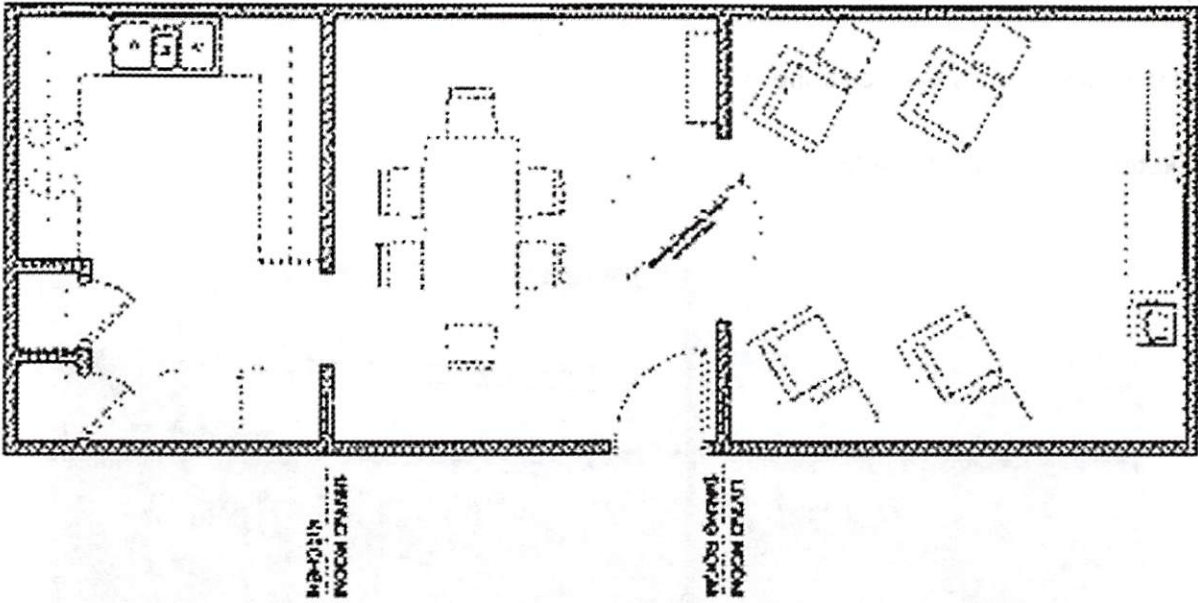


Figure 3 - Configuration of Residential Areas

NEEDS ASSESSMENT

Description of Fire/Rescue Facilities

Exeter Public Safety Complex



Figure 4 – Exeter Public Safety Complex, 20 Court Street

Facility Overview – Central Fire Station located at 20 Court Street

The public safety complex at 20 court Street is positioned within downtown Exeter and is the sole facility operated by the EFD. Serving as headquarters, this facility is the operational platform for all functions of the Department which include the following:

- Emergency medical response operations
- Fire suppression operations
- Fire and EMS training
- Fire Prevention/code enforcement
- Emergency management
- Public health
- Public safety telecommunications



Figure 5 - Exeter Engine 4

The current station was constructed in 1978 as a replacement for an older Central Fire Station which was located at 30 Court Street. This facility houses eight vehicles including three engines, one rescue/pumper, one Ladder, one forestry/brush trucks, and two ambulances. It is worth noting that based on a lack of space, currently six pieces of support equipment are currently stored outside this includes the following: one 49-foot aerial lift truck, one 16-foot inflatable rescue boat, one utility truck with plow, two special operations trailers and one emergency lighting unit.

The EFD is staffed with a minimum of five full time personnel that provide a rapid response force to the community, on a 24/7 basis. It is apparent that the staffing model utilized by the EFD has placed a strain on the capacity of this facility. Our analysis revealed that the current public safety complex is insufficient to meet the future fire and EMS needs of the Town.

Facility Configuration

Administrative and Training Space: Chief's office, command staff offices, administrative office, fire prevention office, public health office, Emergency Operations Center (EOC)/training Room/report writing area.

Residential Space: Day Room, bunk rooms, shift commanders office, kitchen/dining room, pantry, unisex male and female restrooms and showers, laundry room/mailroom/pantry, physical fitness room.

Other Spaces: Public Restrooms, lobby, vestibule, communications room (public safety dispatch), EMS supply, IT, alarm processing, storage space (Communications Infrastructure)

Apparatus Bays: Five apparatus bays that can accommodate eight pieces of apparatus. The station currently houses eight vehicles including three engines, one rescue/pumper, one Ladder, one forestry/brush trucks, and two ambulances. Three bays exit through the congested rear parking. In addition, the physical fitness equipment is located on the apparatus floor.

Storage Space: Records storage, protective clothing room, tool crib and maintenance room, utility and janitorial room, seasonal storage area, equipment room, technology, communications and alarm infrastructure room and supply storage.

Parking Lot: This lot provides parking for approximately 30 vehicles which includes police vehicles (10 spots), exterior fire department storage (6 spots) and police/fire employee and administrative parking. The rear parking lot is also the response path for apparatus that use the three rear bays. There is also a second 10 space lot on the side which is used for public access and employee overflow. In addition, some on street parking (on Bow Street) is utilized for public access.



Figure 6 – Rear Parking Lot (double parked vehicles to keep the parking lot response route clear).

Considering the use of the structure and the amount of exterior public safety operational use, these spaces is not adequate to accommodate existing needs. The congestion of this space is demonstrated by the need to double park employee vehicles in an effort to maximize the use of this area. In addition, it is also difficult to maneuver apparatus around vehicles in the rear parking lot. There is a concern of apparatus entering onto Bow Street, during heavy traffic hours as this practice can elongate response times.

Dispatch



Figure 7 - Two of Three Dispatch Workstations.

Dispatching operations are performed within a well-lit, clean, and comfortable appearing space. Though a thorough assessment was not performed, casual observation of electronics suggests that the radio and computer-based systems are modern and capable. Dispatchers do not have easily accessible secure space for the storage of personally owned property while on duty. Limitations of job tasks prohibits the dispatchers from taking restorative breaks away from their workspace. Gender-neutral rest facilities only feet away from the workspace substantially limits privacy. The addition of separate/private rest areas, personally owned property storage area, and equipped meal break room near the communications center is recommended.

Facility Needs and Deficiencies

Overall, this station is functional and well maintained but is currently being utilized beyond its capacity. After touring the facility, we found that the largest issue is the expanding footprint of the Department which produces operational challenges based on the factors listed below:

1. Physical limitations of available space;
2. Lack of appropriate functional adjacency;

3. The station lacks the ability to provide an environment for efficient workflow.

These factors decrease the EFD's overall organizational efficiency and contribute to less than optimal response times. Although the EFD has done an excellent job adapting space in creative ways to meet organizational need, the facility lacks sufficient operational space to accommodate the current needs of the organization. The projection of additional staffing needs will increase this operational strain. The facility should be considered to be at the end of its useful life and the community should be aware that continued use will constrain operations and reduce the quality of services provided to the public.

Operational challenges include:

- **A lack of adequate office and administrative space, some offices have been created by moving walls or erecting temporary partitions in open areas.**
- The Public Safety Training Room doubles as the Emergency Operations Center (EOC). This space cannot accommodate a full Department meeting nor would it be suitable as a EOC during a significant community event.
- The EFD Training Room also serves as the space where incident reports are generated. This space is only available when the space is not being utilized for meetings, public safety training or as the EOC.
- **The EOC cannot accommodate additional consoles and hardware.**
- **A lack of gender separated locker rooms exists. All shower facilities and restrooms are unisex.**
- **Based on a lack of space, living quarters include a few multiple occupancy rooms. This is contrary to industry best practice and increases the risk of cross contamination and infection.**
- There is a lack of sufficient walking space in the triple occupancy dorm room.
- **The shift commander's office is combined with his dorm room which is remote from most operations. This is an inefficient practice that was developed out of necessity based on a lack of office space.**
- A lack of space exists to house additional personnel during storms or multiple operational period events.
- There is a lack of appropriate decontamination facilities for either equipment or personnel.
- **Storage areas have exceeded capacity and become multifunction rooms and even living quarters.** This has produced a lack of sufficient storage to accommodate the increasingly complex mission of the fire service.

- **There is a lack of American with Disabilities Act (ADA) compliance and easy public access to some administrative areas.**
- **The apparatus bays are at capacity** and several units are stored outside.
- The rear response paths through tight spaces and onto congested street which can complicate response.
- The kitchen lacks sufficient infrastructure to accommodate 24/7 utilization by the on-duty crew.
- The ready room/day room is at capacity and cannot accommodate additional staff.
- As spaces have been adapted living space has been condensed into several cramped multiple use areas. An example is the pantry/laundry/mailroom restroom access space.
- There is no living space to accommodate additional staff.
- Limited ability to “staff up” during storms and other major events.
- Lack of living space separation exists including insufficient single occupancy bunkrooms.
- Administrative offices present with limited space and no rest rooms to accommodate the current seven-person administrative staff.
- Administrative offices have been modified to meet the organization’s needs; this has included developing modified spaces.
- Turnout gear storage on the apparatus floor without separation from dirt, soot, and other potentially carcinogenic particulates.
- A lack of separated decontamination space exists as the current decontamination area is also a restroom.
- The front apron can barely fit larger apparatus. As an example, the aerial ladder barely fits on the front apron. This requires that drivers cautiously negotiate turning onto Court Street. This has already contributed to a significant accident where the building was stuck as apparatus moved out of the station and turned onto Court Street.
- **The IT/communications infrastructure is in a closet/storage area with limited space for expansion.**
- Development of multiple use spaces which have been adapted overtime based on necessity.
- Insufficient parking exists to accommodate current operational need.
- A lack of traction-based flooring provides the potential for slip and fall injuries.
- The generator and utilities are not access protected.

Note: Items in red were also outlined in the 2020 CPSM Staffing and Deployment Analysis.

The following images provide a visual reference and documentation of the challenges listed above:

Apparatus Floor:

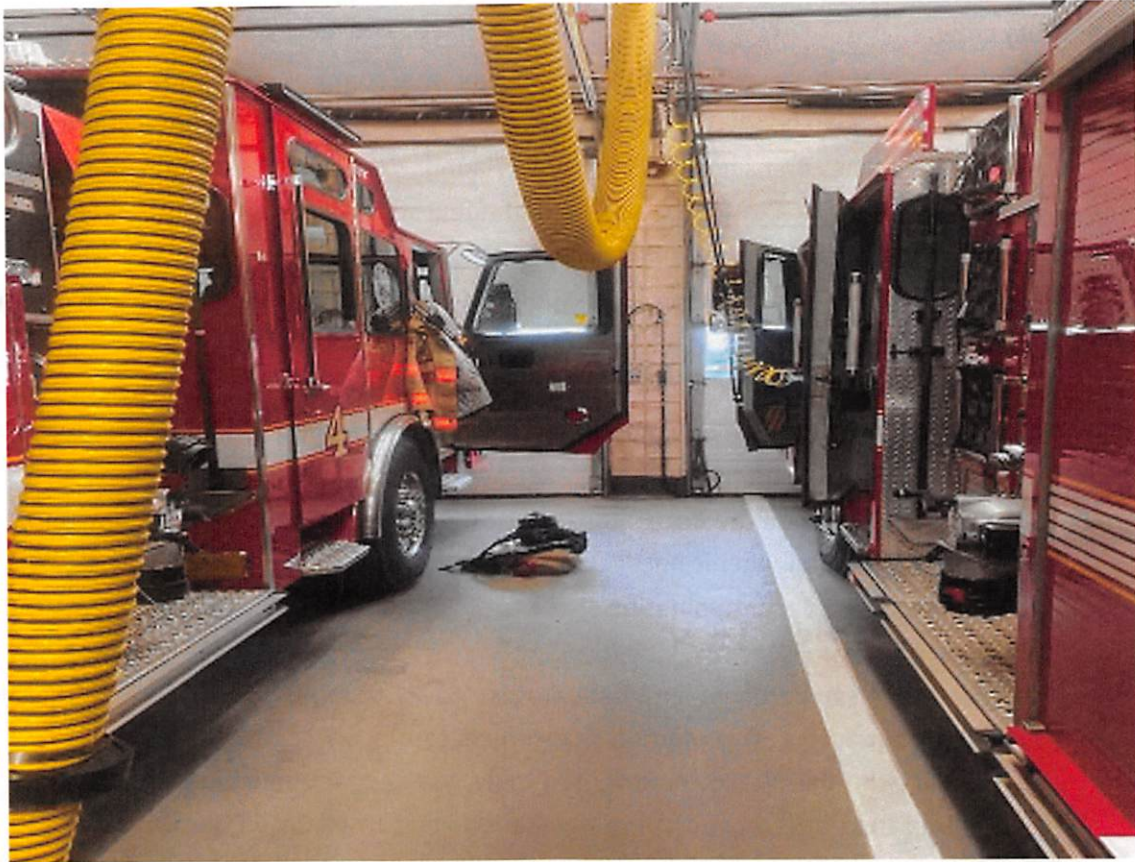


Figure 8- Limited space Between Parked Apparatus – This space limitation can delay response, plymovents strike adjacent apparatus when they disengage from responding units. A lack of traction-based flooring provides the potential for injury.



Figure 9 – Personal protective Equipment Improper Storage - Turnout Gear storage in the apparatus bays decreases the useable space for apparatus, lacks particulate separation, proper ventilation, climate control or protection from UV light which deteriorates the components of turnout gear.



Figure 910– Lack of Clearance – Operational Inefficiency - Low ceiling height prevents easy hose loading or filling engines with water.

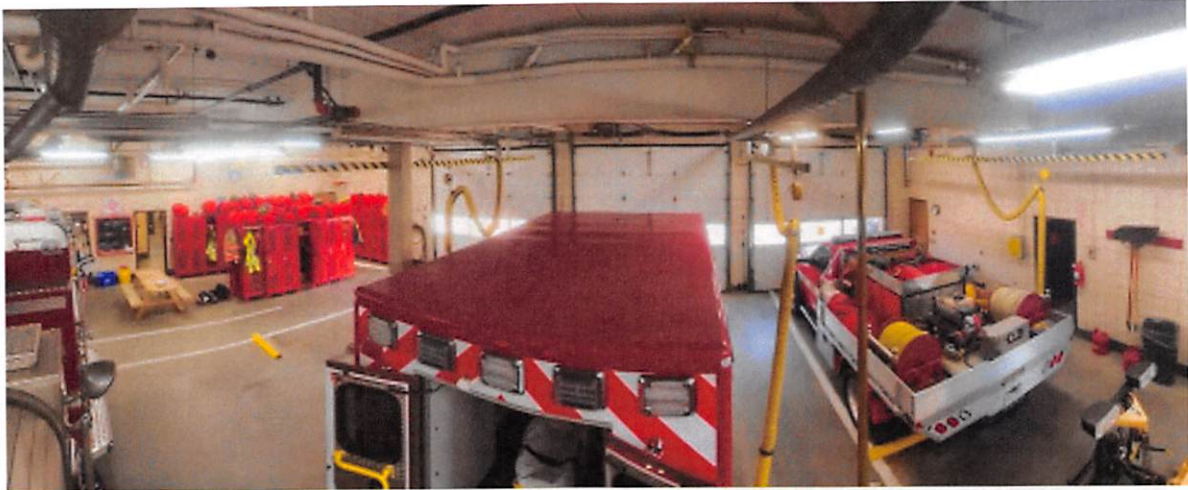


Figure 11 – Rear Response Risks - Rear facing response of EMS and forestry units requires vehicles to navigate the police/fire parking lot and enter onto Bow Street which can be congested with stopped traffic.

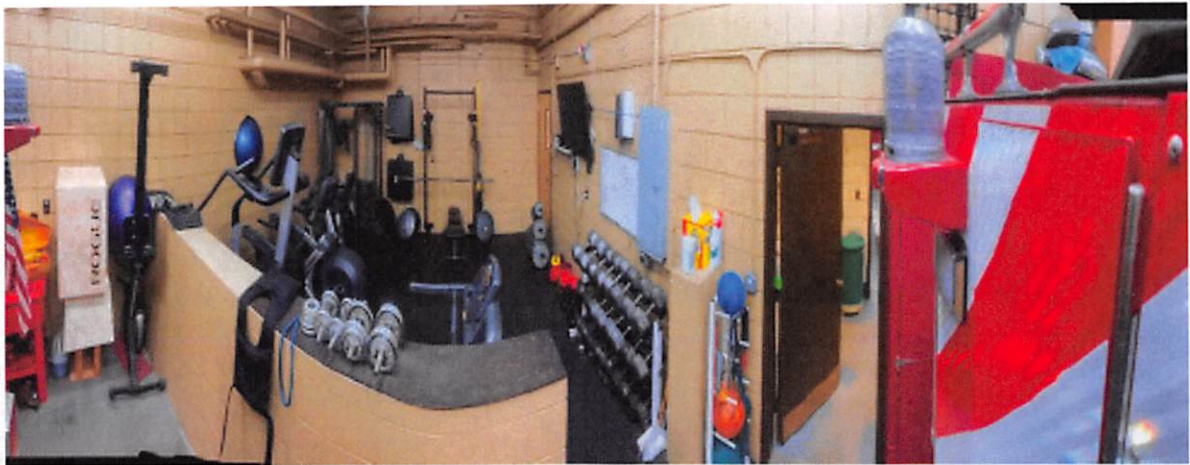


Figure 12 – Inappropriate and Undersized Space – The physical fitness area lacks sufficient space and is on the apparatus floor and exposed to dirt, soot and other particulates.

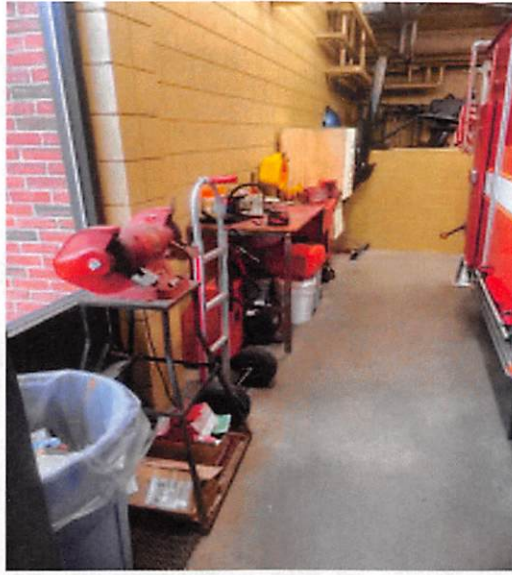


Figure 13 – Adapted Space - Adapted tool and maintenance are on the sides of the station. This presents an operational issue as well as the inability to properly store and secure vital tools.

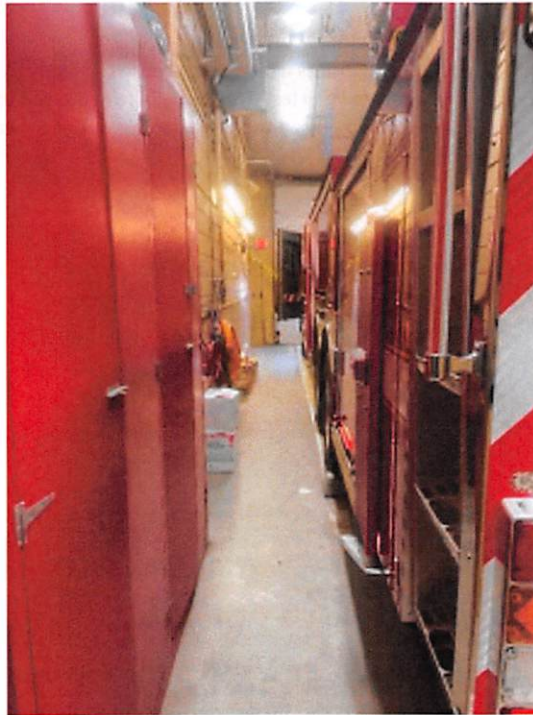


Figure 14 – Limited Space and Clearance – this image clearly shows the space limitations that have emerged as the size of apparatus has increased.



Figure 54 – Limited Clearance – this image demonstrates a lack of appropriate apparatus clearance which can complicate response and create difficult conditions to operate vehicles. This has already resulted in multiple incidents including one accident that caused \$27,000 in damage and placed the aerial ladder out of service for an extended period.

Backup Generator



Figure 16 – Unsecured utilities and backup generator

Parking Area/Response Path/Front Apron



Figure 17 – Rear response path through parking lot



Figure 18 – Aerial ladder barely fits on the front apron

Living Space



Figure 19 – Dorm room combined into the shift commander's office and dorm



Figure 20 – Cramped triple occupancy dorm room



Figure 21 – Limited clearance and walking space



Figure 22 – Kitchen/Dining area cramped based on current Staffing



Figure 23 – Small RV sink in the kitchen



Figure 24 – Adapted Multi use Space- Pantry, laundry, mailroom, restroom access space.

Training/EOC/Report Writing Area



Figure 245– Incident Report data Entry Space



Figure 26- Training room at capacity

Administrative Space



Figure 27 – Adapted Administrative Space



Figure 28 – Temporary office partitions

Conclusion

The Town of Exeter has supported the EFD and provided the necessary resources to provide the high level of fire and EMS services expected by the community. Service demand, and demographic changes will require that the staffing model utilized by Exeter Fire Rescue continue to evolve and move toward the strategic deployment of eight operational personnel and two staffed stations. This growth includes the development of a new appropriately sized and configured headquarters facility and a small two-unit quick response substation.

The fire service portion of the current Exeter Public safety Complex facility is constrained by space, lacks sufficient efficient configuration to optimize response and has limited, often congested parking. As the organization has grown the capacity of the public safety complex has been reached and, in some cases exceeded. The EFD has done a good job prolonging the life of this facility and improvising solutions that address a lack of sufficient or properly configured space. Although this public safety complex continues to serve as the only fire service facility, the spatial challenges outlined in this document will continue to intensify. Consideration should be given to developing a small two-unit quick response substation to minimize response times to developing areas of the community. The current public safety complex is rapidly approaching the end of its useful life.

Overall, It is our observation that the current facility does not provide an appropriate platform for modern fire service operations. As the Town continues to grow EFD operations will be constrained by continuing to use a facility that has exceeded its useful life.

Given the construction and limiting factors associated with this facility, if this location is to be utilized as a fire station or redeveloped public safety complex. As the EFD moves toward having two staffed stations, the Town should evaluate the impact of increasing automatic aid to enhance operational safety and meet the response requirements of OSHA 2 in 2 out and NFPA 1710.

Respectfully submitted,

Brian P. Duggan
Director of Fire Services

Recommendations

Exeter Public Safety Complex – 20 Court Street

- E-1: The Town of Exeter should evaluate the development of a modern combined public safety facility or separate police and fire facilities that provide a properly sized and configured headquarters for current and future fire rescue operations.*
- E-2: The Town of Exeter should evaluate the development of a two-unit substation that should be strategically located to reduce response times.*
- E-3: If the Town of Exeter elects to construct separate Police and Fire facilities, a two-unit substation could be located within a new Police facility should that facility be appropriately located.*
- E-4: The Exeter Emergency Operations Center (EOC) should be reorganized, and cabinets created for dedicated consoles and equipment. This would further restrict space and limit capacity but optimize the use of this space in the short term.*
- E-5: The Exeter Emergency Operations Center (EOC) size limitation would prevent effective use during a significant event. A larger backup EOC should be identified for use during a large, or long-term event.*
- E-6: Existing systems should be maintained and repaired to keep this facility functional in the short term.*
- E-7: The use of automatic aid from adjacent communities for any structural response should be expanded to enhance operational safety.*
- E-8: The personal protective clothing storage area should be partitioned off from the apparatus floor and properly climate controlled, ventilated and protected from UV light.*
- E-9: The use of double occupancy rooms should be limited and only occur when staffing exceeds the number of available bunk rooms.*
- E-10: Personnel and equipment decontamination areas should be marked.*

- E-11: *Turnout gear should be restricted to the apparatus bays and extractor area. Signs should be added indicating this policy.*
- E-12: *The physical fitness area should be partitioned from the apparatus floor separated from potential contaminates.*
- E-13: *Given space constraints and to repurpose existing space, secured storage should be shifted to exterior storage containers. This should be recognized as a temporary measure which will further reduce available parking but will maximize the use of the current structure while the public safety complex is being considered.*
- E-14: *The Police and Fire Chiefs should identify if any changes to the use and configuration of the current parking areas could reduce the risk of accidents and response. The Police and Fire Chiefs should identify overflow parking options and present these to the Town. This may include dedicating spaces at Town House Common or reserving on street spaces.*
- E-15: *Turnout gear storage should be separated and moved from the apparatus floor into an appropriate personnel protective equipment storage room.*
- E-16: *The generator and utilities on the side of the structure should be secured to limit tampering or access.*
- E-17: *A video monitoring system should be installed to provide a level of security in the rear parking lot and along the side of the building where the generator and communications tower is located.*

Town of Exeter, NH - Public Safety Study

Evaluation of Site Options

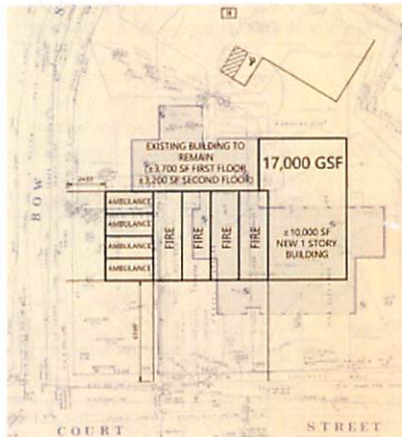
PROPOSED SITE OPTIONS – SUMMARY		
1	<p>20 Court Street - Explore renovation and additions to the existing PSC facility to accommodate the current and future programmatic needs of the PD and the FD.</p> <p>Options:</p> <ul style="list-style-type: none"> • New Combined PD/FD Facility • FD Only – new building with the demolition of the existing building or a combined existing/addition project • PD Only – new building or combined existing/addition 	<ul style="list-style-type: none"> • Combined PD/FD does not fit on the site • FD Main Station does fit • PD does fit on this site but the preference is to give priority to the FD
2	<p>6 Continental Drive @ Industrial Park - Renovate the existing PSC for the use of one department (PD or FD) and relocate the other department to a new site (PD or FD) – the 2-acre parcel at 24 Continental Drive in the Industrial Park. Options:</p> <ul style="list-style-type: none"> • New PD • New 2 Bay FD Substation • New PD with a 2 Bay FD Substation – combined 	<ul style="list-style-type: none"> • All three options work on this site. • The New PD with a 2 Bay FD Substation is a tight fit but it does appear to work
3	<p>Holland Way Lot - Relocate both PD/FD departments to a new site in a new combined Public Safety Complex (PSC) on a portion of the approximately 17-acre site on Holland Way adjacent to the Exeter Sportsman’s Club. This option will abandon the current PSC and make it available for other future Town uses. Based on review of the Town-provided GIS “heat maps” for service calls, this option may require a small FD Substation on the West Side, potentially on the 2-acre site on Continental Drive. Options:</p> <ul style="list-style-type: none"> • Main FD Station • Combined PD/FD 	<ul style="list-style-type: none"> • Based on the location of this site, we recommend a New Combined Public Safety Building • Based on the location of the site within the Town, a FD Substation at another location – 6 Continental Drive – would be required to address the response time.
4.	<p>32 Court Street - Existing Rec and Senior Center Site -this is a small site featuring two existing buildings and on grade parking. This is a small site. We explored the following option:</p> <ul style="list-style-type: none"> • PD Only - new building with the demolition of the existing building on site. The site will not accommodate the required parking and poses challenges with site access. 	<ul style="list-style-type: none"> • Combined PD/FD does not fit on the site • FD Main Station does not fit on the site • PD building only does fit on this site but the required parking, site access, and on-site vehicular access does not fit.
PHASED IMPLEMENTATION OPTIONS SUMMARY	<p>Proposed Phasing Options (all option are based on a two step / two building approach</p> <ol style="list-style-type: none"> Construct a new PD at 6 Continental Drive, relocate the entire PD, and renovate/add to the 20 Court Street facility for the FD Main Station Construct a new PD and a 2 Bay FD Substation at 6 Continental Drive, relocate the entire PD and part of the FD operations, and renovate/add to 20 Court Street for the FD Main Station Construct a new PD and a 2 Bay FD Substation at 6 Continental Drive, relocate the PD and part of the FD operations, demolish the existing building a 20 Court Street and construct a new one story FD Main Station Construct a new combined Public Safety Building (PD/FD) at Holland Way and abandon the existing building at 20 Court Street for reuse by the Town Construct a new combined Public Safety Building (PD/FD) at Holland Way and construct a new 2 Bay FD Substation at 6 Continental Drive. Abandon the existing building at 20 Court Street for reuse by the Town Construct a new PD and a 2 Bay FD Substation at 6 Continental Drive, relocate the entire PD and part of the FD operations, and construct a new FD Facility at the Holland Way location and relocate the Main FD there. Abandon the existing building at 20 Court Street for reuse by the Town. 	

RECOMMENDED TOP 3 OPTIONS - IN ORDER OF RANK

OPTION 1



6 Continental Drive @ Industrial Park



20 Court Street

This is a two-phase implementation process.

6 Continental Drive @ Industrial Park

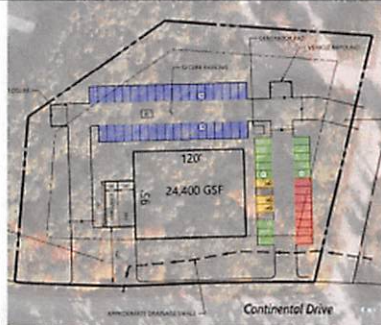
New 2 story PD w/ FD Substation on Continental Dr. PD Space Program - approximately 18,000 GSF. FD Substation Space Program – approximately 6,000 GSF. Total building – approximately 24,400 GSF. Parking for approximately 60 parking spaces. PD relocates to the new PD facility. A portion of the FD relocates to the new FD Sub Station.

20 Court Street

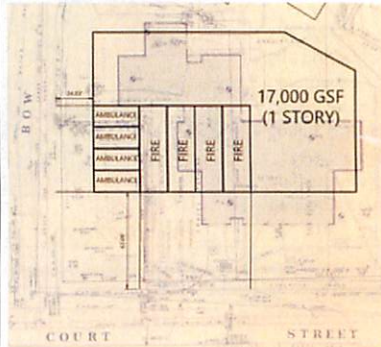
Renovation/addition to the Existing PSB for FD use only. This option requires the demolition of the existing apparatus bays and one story apparatus and support area. The 2 story PD area may remain and will be renovated into the new FD Admin space totaling approximately 6,900 GSF (*requires temporary accommodations for a portion of the FD operations for 12 to 18 months*). A portion of the FD operations relocates to the Sub Station. This option calls for an approximately 10,000 GSF one story of new construction for the FD apparatus bays, Fire and EMS support vehicles, and living quarters. Total FD Space Program - approximately 17,000 GSF. Parking for approximately 25 cars.

A one-story addition is preferred by the Fire Chief based on efficiency of operations and fire fighter safety.

OPTION 2



6 Continental Drive @ Industrial Park



20 Court Street

This is a two-phase implementation process.

6 Continental Drive @ Industrial Park

New PD w/ FD Substation on Continental Dr. PD Space Program - approximately 18,000 GSF. FD Substation Space Program – approximately 6,000 GSF. Total building – approximately 24,400 GSF. Parking for approximately 60 parking spaces. PD relocates to the new PD facility. A portion of the FD relocates to the new FD Sub Station.

20 Court Street

Demolish the existing PSB building and construct a NEW one story Main FD with 4 apparatus bays and 4 ambulance/EMS/Fire support vehicle bays (FD will require temporary accommodations for 12 to 18 months). Total Space Program calls for approximately 17,000 GSF on one level. Parking for approximately 25 cars.

A one-story addition is preferred by the Fire Chief based on efficiency of operations and fire fighter safety.

OPTION 3



6 Continental Drive @ Industrial Park

This is a two-phase implementation process.

6 Continental Drive @ Industrial Park

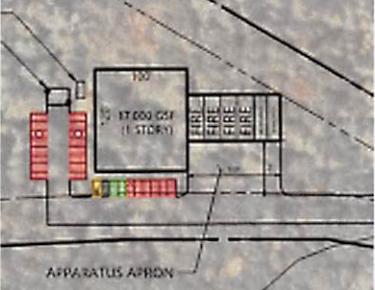
New PD w/ FD Substation on Continental Dr. PD Space Program - approximately 18,000 GSF. FD Substation Space Program – approximately 6,000 GSF. Total building – approximately 24,400 GSF. Parking for approximately 60 parking spaces. PD relocates to the new PD facility. A portion of the FD relocates to the new FD Sub Station.

Holland Way Lot

Build a new 1 story Main FD on Holland Way with 4 apparatus bays and 2 ambulance bays. Approximately 17,000 GSF with parking for 25 vehicles. Investigate the existing utilities near site and access to Holland Way with Blanchard and Osram (neighbors). New FD would be located as close to Holland Way as possible to minimize site work and to attempt to avoid potential lead contamination from adjacent to the gun club – Town needs to investigate this item along with potential site access/easement agreements with adjacent property owners.

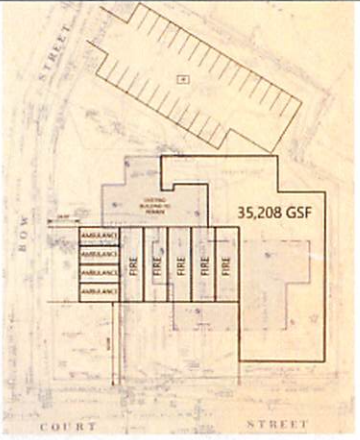

A one-story FD facility is preferred by the Fire Chief based on efficiency of operations and fire fighter safety.

PD relocates to the new PD facility. A portion of the FD operations relocates to the FD Sub Station. The remainder of the FD operations relocates to the new Main Station. This option does not require temporary facilities for the FD.



	 <p>Holland Way Lot</p>	<p>Building upon this site for a Public Safety use will eliminate any future use of this location for a Surface Water Treatment Plant (SWTP). A SWTP was previously designed for the site but never funded.</p>
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PRIMARY SITES CONSIDERED FOR THE STUDY

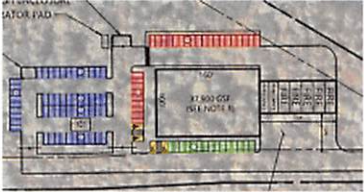
OPTIONS	GENERAL NOTES	ARCHITECTURAL - PRO	ARCHITECTURAL - CONS	CIVIL - PROS	CIVIL - CONS	RANKING
<p>EXISTING PSB SITE - COMBINED PD/FD 20 COURT STREET</p> 	<ul style="list-style-type: none"> • Site size: 1.18 buildable acre with an existing 17,000 SF 2 story building • Zoning District – C-1 Central Area Commercial • Site buffers • Site access 	<ul style="list-style-type: none"> • City Owned. • Located near Downtown and Town offices. • Access on 3 sides of the site allowing for multiple ingress and egress • Additional Public Parking adjacent to the site 	<ul style="list-style-type: none"> • Does not meet Space Program requirements for a combined PD/FD Public Safety Building • Site bounded on two sides with residential in residential neighborhood. • City access via residential & neighborhood streets. • Will require a 2 to 3 story facility plus structured parking to meet the parking requirements • Building mass needs to be close to the lot lines in a residential neighborhood 	<ul style="list-style-type: none"> • Site is already developed (urban/hard space). • Corner lot provides two existing access points (3rd access point may be considered). • Water, Sewer and Drain utilities already on site. • Proximity of public parking spaces at adjacent Town Recreation and Town Hall Complex, 	<ul style="list-style-type: none"> • Small parcel size. • Subsurface conditions expected based on previous work in the vicinity may include shallow groundwater, ledge (outcroppings observed on South Street) and/or marine clay. • Does not meet total combined parking requirements – significant deficiency 	

 <p>This Option is not recommended</p>					
<p>EXISTING PSB SITE - FD ONLY 20 COURT STREET</p> 	<ul style="list-style-type: none"> • Site size: 1.18 buildable acre with an existing 17,000 SF 2 story building • Zoning District – C-1 Central Area Commercial • Site buffers • Site access 	<ul style="list-style-type: none"> • City Owned. • Located near Downtown and Town offices. • Access on 3 sides of the site allowing for multiple ingress and egress • Site is adequate for a new or renovated/addition Main FD Station • It the current home of the FD • Additional Public Parking adjacent to the site 	<ul style="list-style-type: none"> • Site bounded on two sides with residential in residential neighborhood. • City access via narrow residential & neighborhood streets. • Existing building layout is not conducive to the FD Space Program – may require the demolition a portion of the existing building – the enclosed diagram indicates keeping the 2 story PD portion of the building, demolishing the FD sections, and constructing a new 1 story FD apparatus and living quarters 	<ul style="list-style-type: none"> • Site is already developed (urban/hard space). • Corner lot provides two existing access points (3rd access point may be considered). • Water, Sewer and Drain utilities already on site. • Proximity of public parking spaces at adjacent Town Recreation and Town Hall Complex, • Meeting parking requirement • Opportunity to duplicate lost municipal parking 	<ul style="list-style-type: none"> • Small parcel size. • Subsurface conditions expected based on previous work in the vicinity may include shallow groundwater, ledge (outcroppings observed on South Street) and/or marine clay.

<p>EXISTING PSB SITE - PD ONLY 20 COURT STREET</p> <p>This site will accommodate the new PD Facility per the approved Space Program</p>	<ul style="list-style-type: none"> • Site size: 1.18 buildable acre with an existing 17,000 SF 2 story building • Zoning District – C-1 Central Area Commercial District • Site buffers • Site access 	<ul style="list-style-type: none"> • City Owned. • Located near Downtown and Town offices. • Access on 3 sides of the site allowing for multiple ingress and egress • Zoned appropriately • Site is adequate for a new or renovated/addition PD Station • It the current home of the FD • Additional Public Parking adjacent to the site 	<ul style="list-style-type: none"> • Site bounded on two sides with residential in residential neighborhood. • City access via residential & neighborhood streets. • Will require a 2 story facility • Repurposing the existing combined Public Safety Building may not be economical based on the current building layout. It may be beneficial to demolish the existing combined PSB and construct a new PD facility. 	<ul style="list-style-type: none"> • Site is already developed (urban/hard space). • Corner lot provides two existing access points (3rd access point may be considered). • Water, Sewer and Drain utilities already on site. • Proximity of public parking spaces at adjacent Town Recreation and Town Hall Complex, • Meeting parking requirement • Opportunity to duplicate lost municipal parking 	<ul style="list-style-type: none"> • Small parcel size. • Subsurface conditions expected based on previous work in the vicinity may include shallow groundwater, ledge (outcroppings observed on South Street) and/or marine clay.

OPTIONS	GENERAL NOTES	ARCHITECTURAL - PRO	ARCHITECTURAL - CONS	CIVIL - PROS	CIVIL - CONS	RANKING
<p>6 Continental Drive @ Industrial Park PD ONLY</p> 	<ul style="list-style-type: none"> • Site size: 2.05 buildable acre vacant site • Zoning District – C-3 Epping Road Highway Commercial District • Site buffers • Site access 	<ul style="list-style-type: none"> • City Owned. • Access on 2 sides of the site allowing for multiple ingress and egress • Zoned appropriately • Site is adequate for a new PD Station • Site accommodates the entire PD Space Program and the required parking requirements • Site allows for secured parking and separation of public and PD parking 	<ul style="list-style-type: none"> • Site is located in an industrial park and some distance from the center of Exeter – perception by residents could be a challenge • May require a small PD touch-down space in the center of Exeter – perhaps located in the FD Main Station • Will require a 2 story facility 	<ul style="list-style-type: none"> • Meets parking requirements • Meets building requirements 	<ul style="list-style-type: none"> • Potential drainage swale (Dashed arrow line) in the front yard setback. Could have potential wetlands associated with poorly draining swale. This would have to be investigated by a wetland scientist to confirm. 	
<p>6 Continental Drive @ Industrial Park FD SUBSTATION ONLY</p> <p>This site will accommodate the small 2 bay FD Substation</p>	<ul style="list-style-type: none"> • Site size: 2.05 buildable acre vacant site • Zoning District – C-3 Epping Road Highway Commercial District • Site buffers • Site access 	<ul style="list-style-type: none"> • City Owned. • Access on 2 sides of the site allowing for multiple ingress and egress for apparatus • Zoned appropriately • Site is adequate for a new 2 Bay FD Substation • Site accommodates the entire FD Substation Space Programs and the required parking requirements 	<ul style="list-style-type: none"> • No cons for this option 	<ul style="list-style-type: none"> • Meets parking requirements • Meets building requirements 	<ul style="list-style-type: none"> • Potential drainage swale (Dashed arrow line) in the front yard setback. Could have potential wetlands associated with poorly draining swale. This would have to be investigated by a wetland scientist to confirm. 	
<p>6 Continental Drive @ Industrial Park PD with FD SUBSTATION</p> 	<ul style="list-style-type: none"> • Site size: 2.05 buildable acre vacant site • Zoning District – C-3 Epping Road Highway Commercial District • Site buffers • Site access 	<ul style="list-style-type: none"> • City Owned. • Access on 2 sides of the site allowing for multiple ingress and egress and separation of PD and FD traffic including FD apparatus • Zoned appropriately • Site is adequate for a new PD Station with 2 Bay FD Substation • Site accommodates the entire PD and FD Substation Space Programs and the 	<ul style="list-style-type: none"> • No cons for this option 	<ul style="list-style-type: none"> • Meets parking requirements • Meets building requirements 	<ul style="list-style-type: none"> • Potential drainage swale (Dashed arrow line) in the front yard setback. Could have potential wetlands associated with poorly draining swale. This would have to be investigated by a wetland scientist to confirm. 	

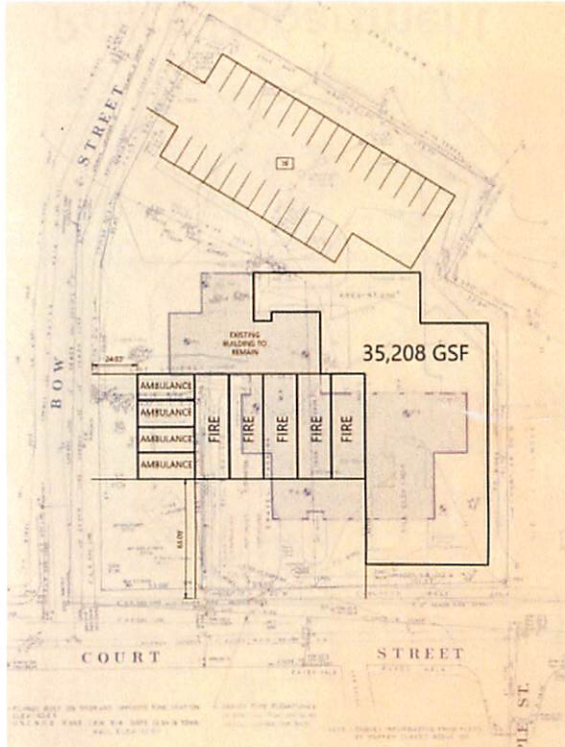
		<p>required parking requirements</p> <ul style="list-style-type: none"> • Site allows for secured parking and separation of public and PD parking 				
<p>6 Continental Drive @ Industrial Park FD MAIN STATION</p>  <p>Our team does not recommend this Option. This site is too remote for adequate FD response time for a Main Fire Station.</p>	<ul style="list-style-type: none"> • Site size: 2.05 buildable acre vacant site • Zoning District – C-3 Epping Road Highway Commercial District • Site buffers • Site access 	<ul style="list-style-type: none"> • FD site requirements appear to fit into this 2.05 acres site • Parking and apparatus apron appears to work • 2 Story Building • Car/ Small Vehicle traffic is separated from the Large Apparatus circulation • Continental Drive may not require an FD Signal to control traffic 	<ul style="list-style-type: none"> • Site is a tight fit for the Main FD Station Space Program • The extent of curb cuts on Continental Drive may be an issue to be explored further if this is a desired option • Location is not ideal and some distance from the center of Exeter impacting response time. If this option selected, would a small Sub Substation in the current location of the FD or another location? This needs to be discussed further. • Impact of the existing drainage swale on the large apparatus apron needs to be investigated further. 	<ul style="list-style-type: none"> • Meets parking requirements • Meets building requirements 	<ul style="list-style-type: none"> • Potential drainage swale (Dashed arrow line) in the front yard setback. Could have potential wetlands associated with poorly draining swale. This would have to be investigated by a wetland scientist to confirm. 	

OPTIONS	GENERAL NOTES	ARCHITECTURAL - PRO	ARCHITECTURAL - CONS	CIVIL - PROS	CIVIL - CONS	RANKING
<p>Holland Way Lot Combined New PSB</p> 	<ul style="list-style-type: none"> • Site size: 51.00 acre site currently partially used by the Exeter Water Works and the Exeter Sportsmans Club. • Zoning District – CT Corporate Technology Park • Site buffers • Site access 	<ul style="list-style-type: none"> • City Owned. • Access from one sides of the site allowing for multiple ingress and egress and separation of PD and FD traffic including FD apparatus • Site is adequate for a new PD Station with 2 Bay FD Substation • Site accommodates the entire PD and FD Substation Space Programs and the required parking requirements 	<ul style="list-style-type: none"> • Access from only one sides of the site including PD and FD FD apparatus – this may pose an issue if the access road is blocked for some reason. May require a separate connection thru the adjacent industrial site. • Access road may be need to be shared with industrial neighbors • Site development and environmental costs may be higher at this site. • Located at remote location from center of Exeter which may pose response time challenges for the FD • This location may require a FD Substation at Downtown or 6 Continental Drive locations to address response time. • Building upon this site for a Public Safety use will eliminate any future use of this location for a Surface Water Treatment Plant (SWTP). A SWTP was previously designed for the site but never funded. 	<ul style="list-style-type: none"> • Ability to expand entry road for future development on back of site • Potential access for abutting property • Meets parking requirements • Meets building requirements 	<ul style="list-style-type: none"> • Low clearance transmission lines as seen along Holland Way. The second set of overhead wires appears to be low relative to the roadway. Field measurements of height as well as survey of the grades would be needed to further investigate whether or not it would be feasible to construct a roadway beneath the wires without the need to relocate them. • Need to add Fire Emergency Signal at Holland Way • Site development costs would be higher as there is no water or sewer service in the vicinity of the area to be developed. • Potential wetlands located on site adjacent to potential developed area as indicated on the Exeter GIS Database. • Building upon this site for a Public Safety use will eliminate any future use of this location for a Surface Water Treatment Plant (SWTP). A SWTP was previously designed for the site but never funded. 	
<p>32 Court Street - current site of Rec/Sr Center NEW PD</p>	<ul style="list-style-type: none"> • Site size: .085 acres with two existing buildings: 1 story Senior Center and 2 story Rec Department • Zoning District – C-1 Central Area Commercial • Limited Site buffers • Limited Site access 	<ul style="list-style-type: none"> • City Owned • Currently houses Town functions - Rec and Senior Centers • Located near Downtown, existing PSB Building, and Town offices. 	<ul style="list-style-type: none"> • Does not meet PD Space Program requirements for a combined PD Building - site is too small to accommodate parking needs and multiple site access points to separate public and PD vehicular traffic. • Site bounded on two sides with residential in residential neighborhood. • City access via residential & neighborhood streets. 	<ul style="list-style-type: none"> • Site is already developed (urban/hard space). • Corner lot provides two existing access points - to State and Court Streets • Water, Sewer and Drain utilities already on site. • Proximity of public parking spaces at adjacent Town Recreation and Town Hall Complex, 	<ul style="list-style-type: none"> • Small parcel size. • Subsurface conditions expected based on previous work in the vicinity may include shallow groundwater, ledge (outcroppings observed on South Street) and/or marine clay. • Does not meet total combined parking requirements – significant deficiency 	



This Option is not recommended. The site is too small to accommodate the New PD building and parking needs

- Will require a 2 to 3 story facility plus alternative off-site parking to meet the PD Space Program total parking requirements
- Building mass needs to be close to the lot lines in a residential neighborhood

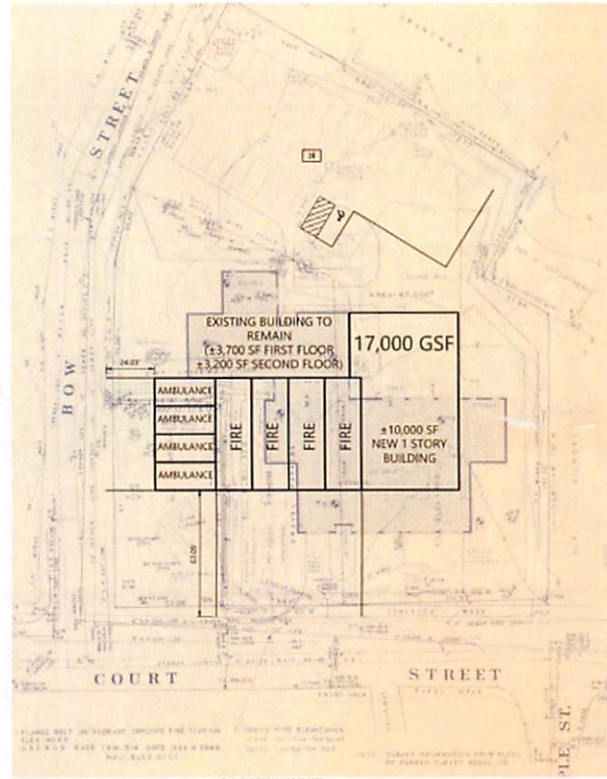


PARKING TOTAL - 28 SPACES
 FIRE DEPARTMENT STAFF
 REQUIRED - 22 SPACES
 PROVIDED - 22 SPACES
 POLICE DEPARTMENT STAFF
 REQUIRED - 37 SPACES
 PROVIDED - 6 SPACES
 PUBLIC
 REQUIRED - 14 SPACES
 PROVIDED - 0 SPACES
 ACCESSIBLE
 REQUIRED - 4 SPACES
 PROVIDED - 0 SPACES

vhb Police Department and Fire Department
 Conceptual Test Fit
 Court Street, Exeter, NH

Figure 1
 December 2021

1" = 30 Feet

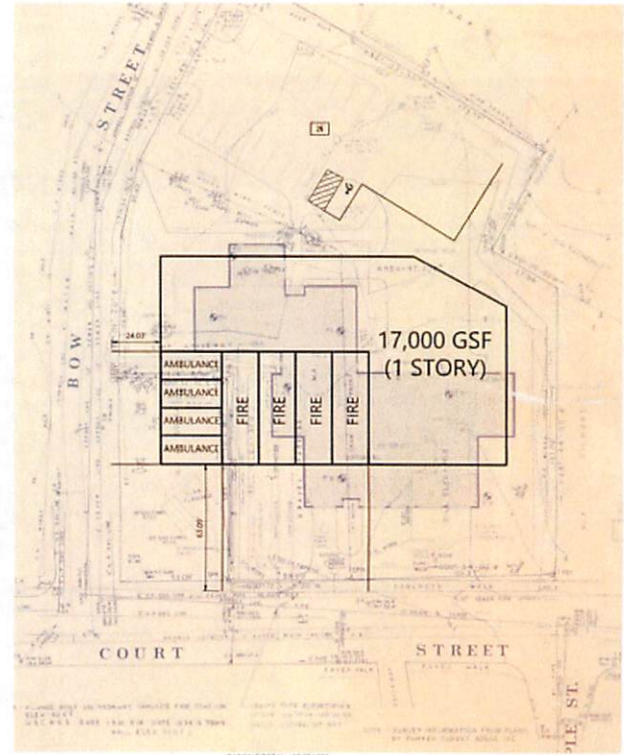


PARKING TOTAL - 25 SPACES
 FIRE DEPARTMENT STAFF
 REQUIRED - 22 SPACES
 PROVIDED - 22 SPACES
 PUBLIC
 REQUIRED - 2 SPACES
 PROVIDED - 2 SPACES
 ACCESSIBLE
 REQUIRED - 1 SPACES
 PROVIDED - 1 SPACES

vhb Fire Department
 Conceptual Test Fit

Figure 3

**FD MAIN STATION - 4 BAY (BASED ON SUBSTATION)
 PARTIAL DEMO EXISTING BUILDING - 1 & 2 STORY
 2 STORY PD SECTION REMAINS**

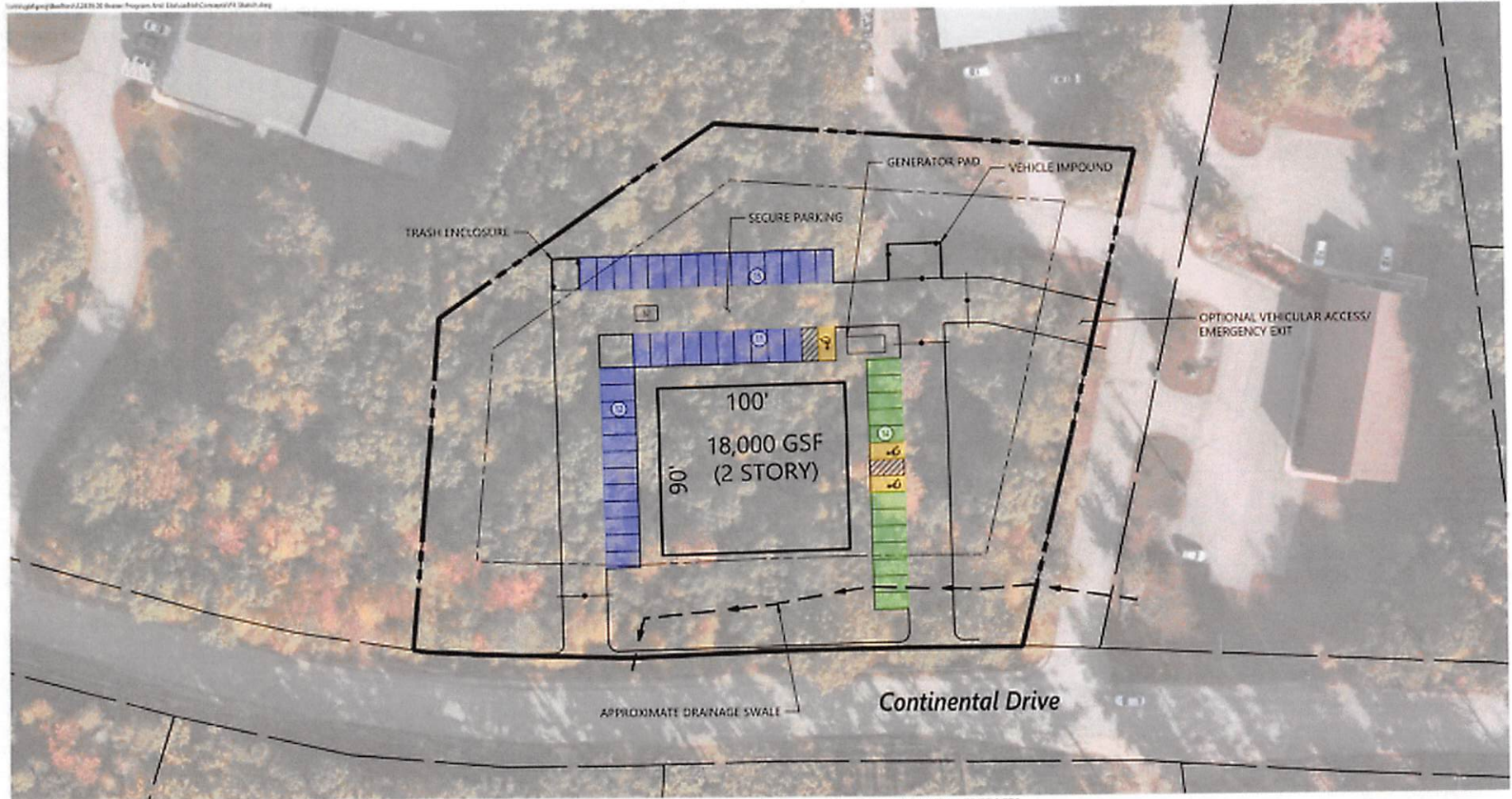


PARKING TOTAL - 25 SPACES
 FIRE DEPARTMENT STAFF
 REQUIRED - 22 SPACES
 PROVIDED - 22 SPACES
 PUBLIC
 REQUIRED - 2 SPACES
 PROVIDED - 2 SPACES
 ACCESSIBLE
 REQUIRED - 1 SPACES
 PROVIDED - 1 SPACES

vhb Fire Department
 Conceptual Test Fit
 Court Street, Exeter, NH

Figure 4
 December 2021

**FD MAIN STATION - 4 BAY (BASED ON A FD SUBSTATION)
 EXISTING BUILDING IS DEMOLISHED - NEW 1 STORY FD**



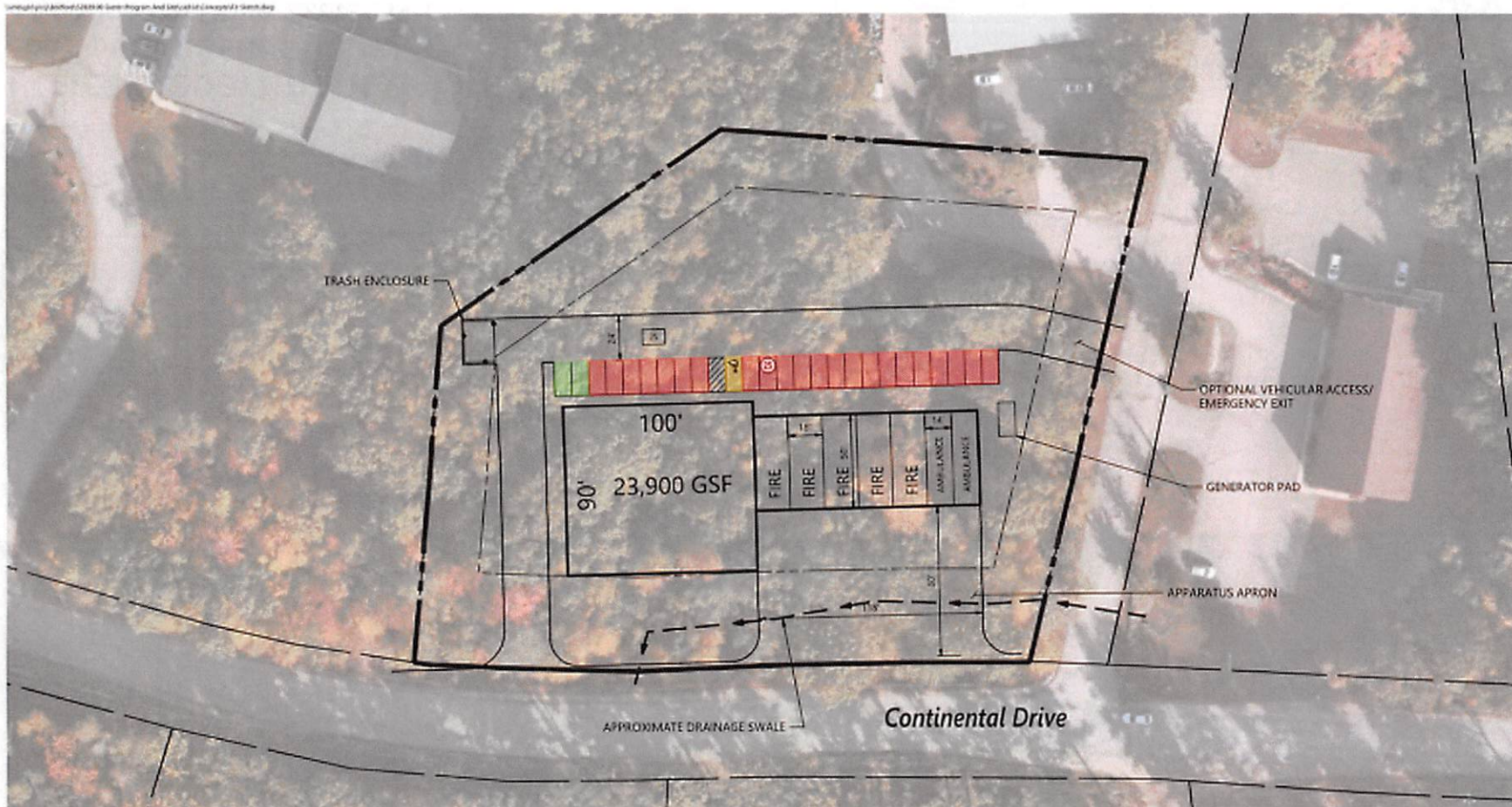
Police Department Conceptual Test Fit 6 Continental Drive, Exeter, NH

Source: VHB
Prepared for: Review
Date: November 24, 2021

PARKING TOTAL - 52 SPACES

- POLICE DEPARTMENT STAFF
REQUIRED - 37 SPACES
PROVIDED - 37 SPACES
- PUBLIC
REQUIRED - 12 SPACES
PROVIDED - 12 SPACES
- ACCESSIBLE
REQUIRED - 3 SPACES
PROVIDED - 3 SPACES





Central Fire Station

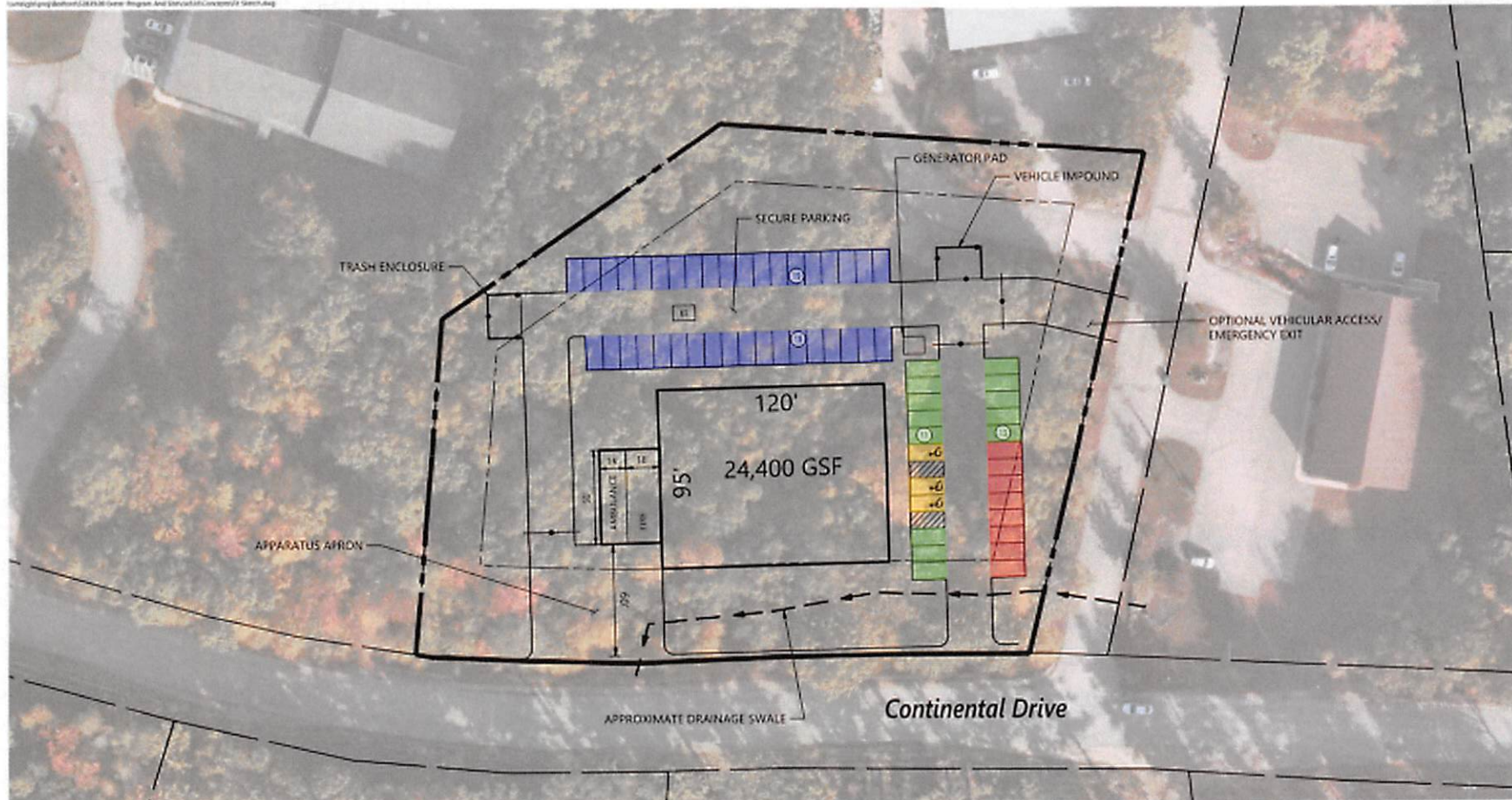
Conceptual Test Fit

6 Continental Drive, Exeter, NH

Source: VHB
 Prepared for: Review
 Date: November 24, 2021

PARKING TOTAL - 25 SPACES	
■ FIRE DEPARTMENT STAFF	REQUIRED - 22 SPACES PROVIDED - 22 SPACES
■ PUBLIC	REQUIRED - 2 SPACES PROVIDED - 2 SPACES
■ ACCESSIBLE	REQUIRED - 1 SPACES PROVIDED - 1 SPACES





Police Department & Fire Substation

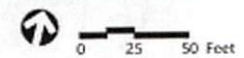
Conceptual Test Fit

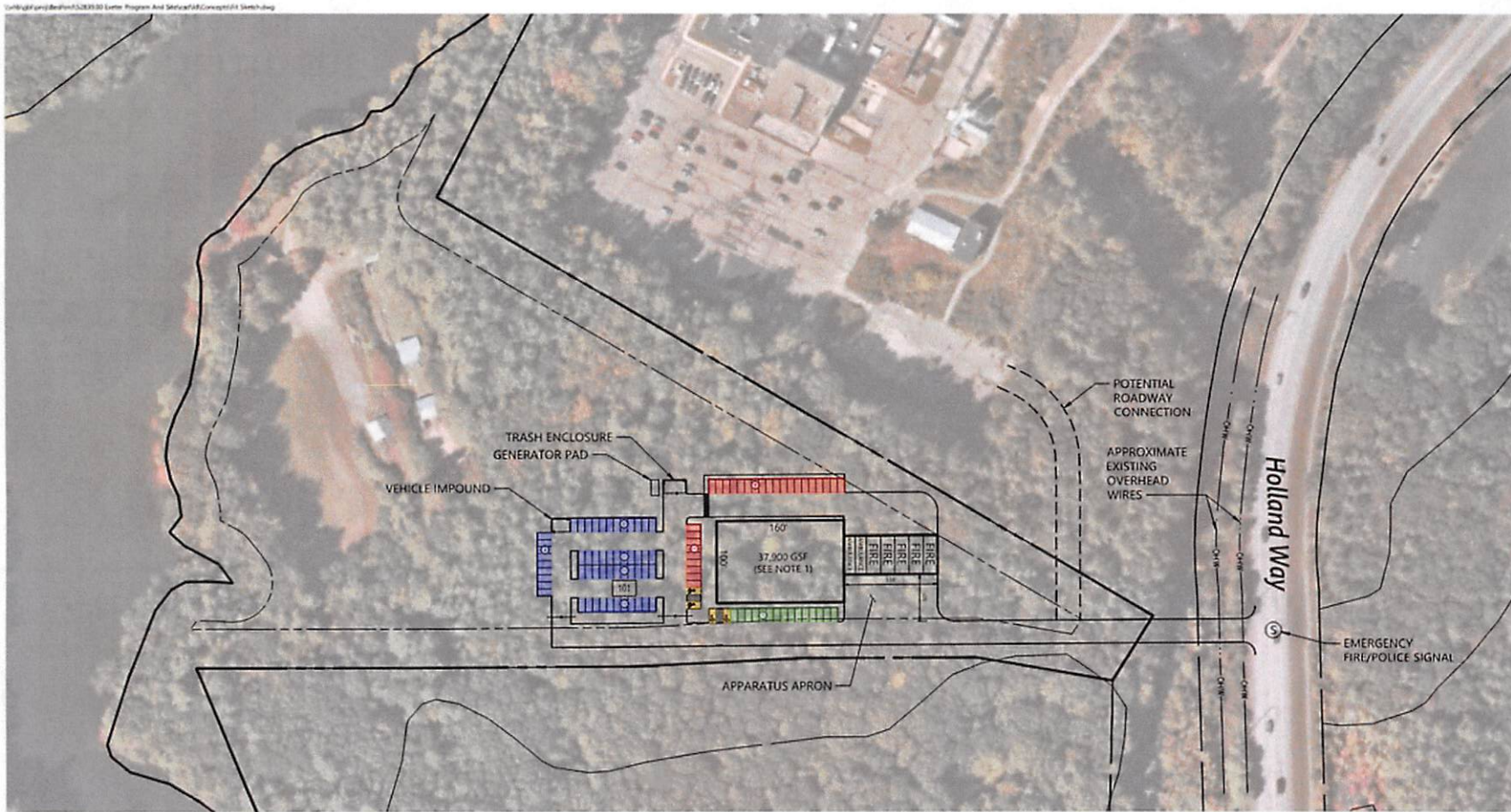
6 Continental Drive, Exeter, NH

Source: VHB
 Prepared for: Review
 Date: November 24, 2021

PARKING TOTAL - 61 SPACES

<p>■ FIRE DEPARTMENT STAFF REQUIRED - 8 SPACES PROVIDED - 8 SPACES</p> <p>■ POLICE DEPARTMENT STAFF REQUIRED - 37 SPACES PROVIDED - 37 SPACES</p> <p>■ PUBLIC REQUIRED - 12 SPACES PROVIDED - 12 SPACES</p>	<p>■ ACCESSIBLE REQUIRED - 3 SPACES PROVIDED - 3 SPACES</p>
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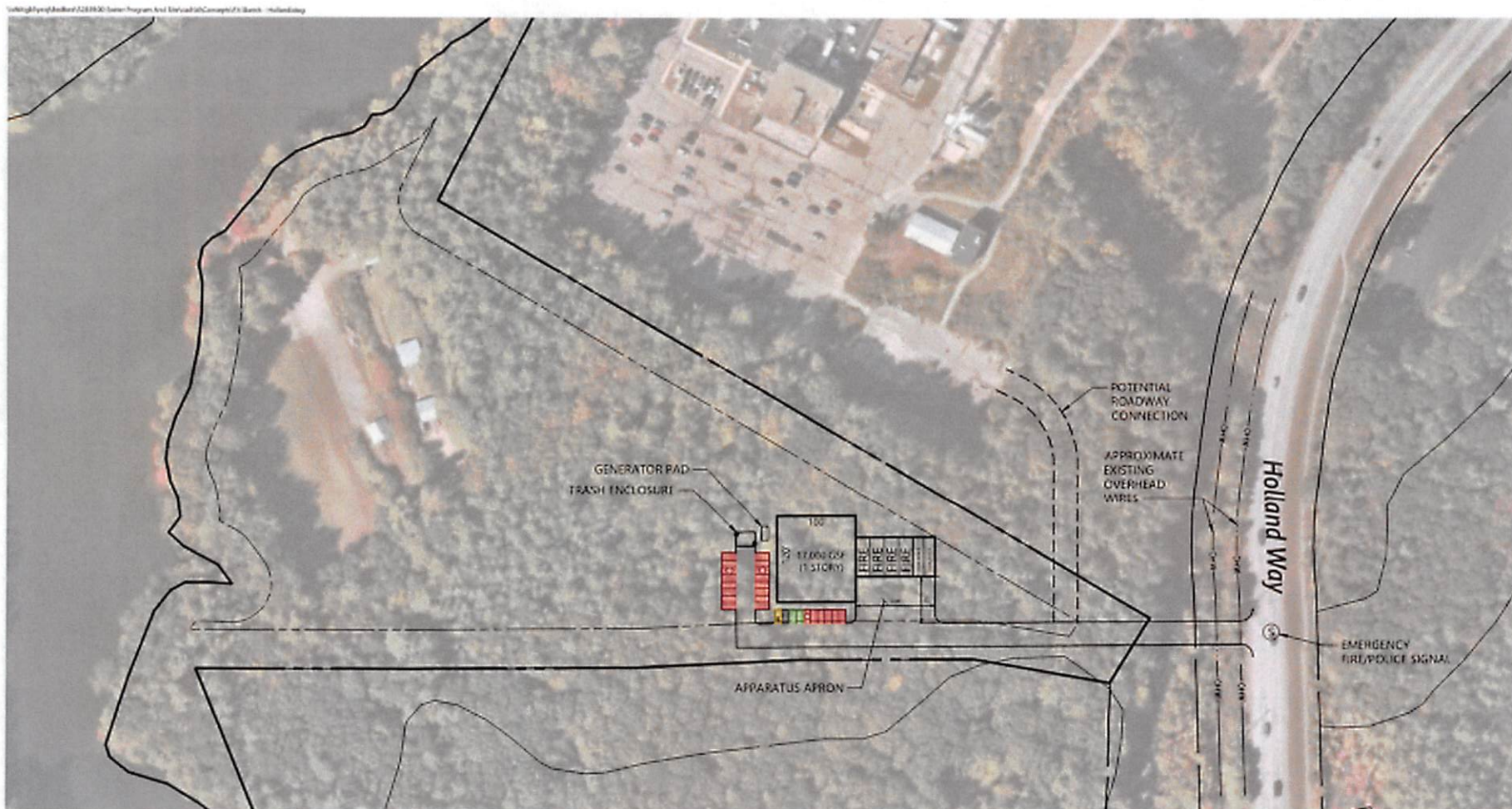
Police Department and Fire Department Conceptual Test Fit Holland Way, Exeter, NH

Source: VHB
Prepared for: Review
Date: November 24, 2021

NOTES:
1) 22,278 SF FIRE DEPARTMENT + 17,714 SF POLICE DEPARTMENT = 39,992 SF. TOTAL BUILDING AREA IS LESS THAN COMBINED BUILDINGS TO ACCOUNT FOR SHARED USE SPACES BETWEEN THE FIRE AND POLICE DEPARTMENT

PARKING TOTAL - 101 SPACES	
 FIRE DEPARTMENT STAFF REQUIRED - 22 SPACES PROVIDED - 28 SPACES	 ACCESSIBLE REQUIRED - 4 SPACES PROVIDED - 4 SPACES
 POLICE DEPARTMENT STAFF REQUIRED - 37 SPACES PROVIDED - 54 SPACES	
 PUBLIC REQUIRED - 14 SPACES PROVIDED - 15 SPACES	





Fire Department Conceptual Test Fit Holland Way, Exeter, NH

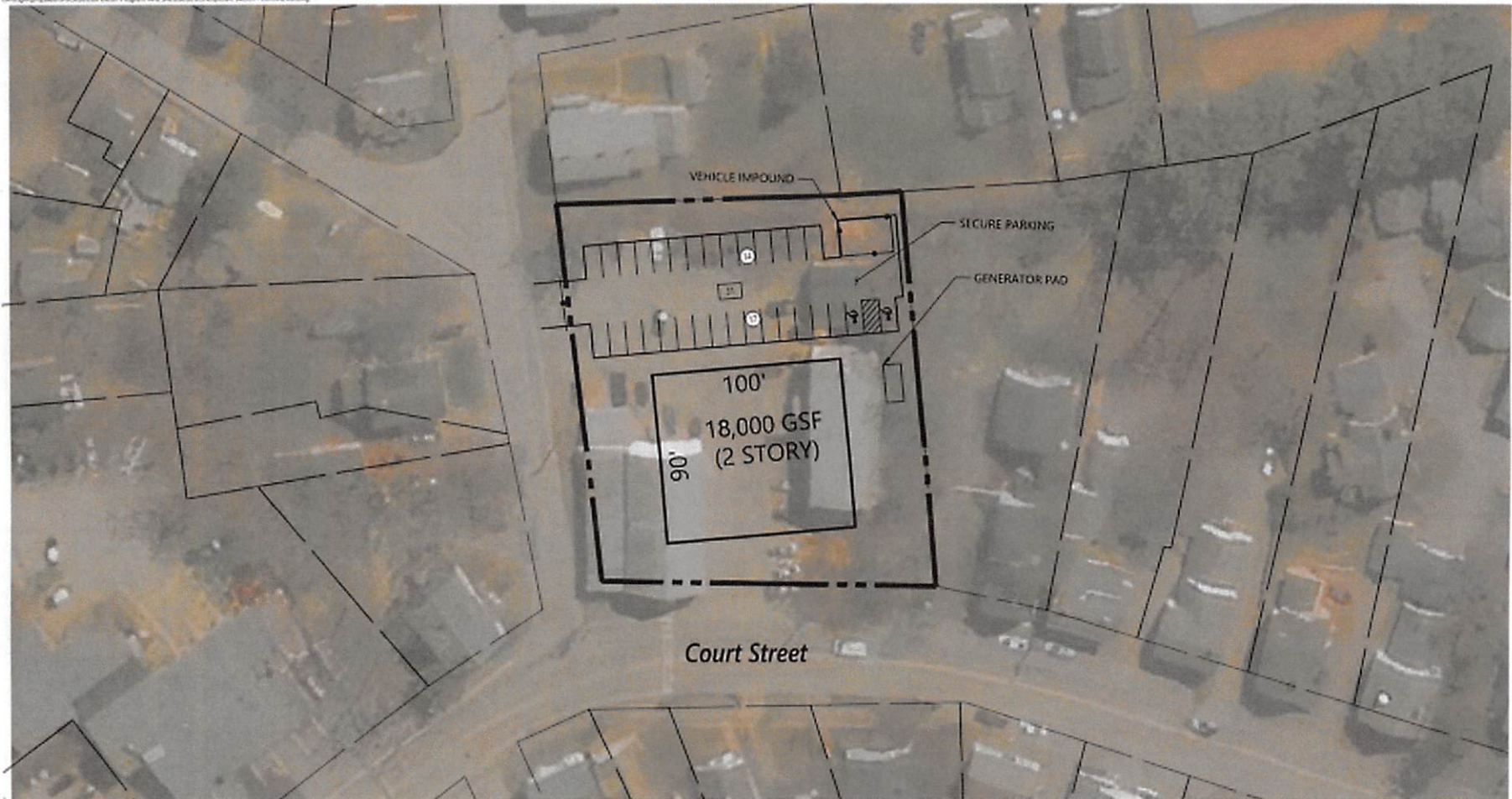
Source: **VHB**
Prepared for: **Review**
Date: **December 2021**

PARKING TOTAL - 25 SPACES

- FIRE DEPARTMENT STAFF
REQUIRED - 22 SPACES
PROVIDED - 22 SPACES
- PUBLIC
REQUIRED - 2 SPACES
PROVIDED - 2 SPACES
- ACCESSIBLE
REQUIRED - 1 SPACES
PROVIDED - 1 SPACES



30 Court Street Conceptual Test Fit Program and Structural/Conceptual Sketch - Continuing



Police Department Conceptual Test Fit 30 Court Street, Exeter, NH

Source: VHB
Prepared for: Review
Date: January 11, 2022

PARKING TOTAL - 31 SPACES

POLICE DEPARTMENT STAFF
REQUIRED - 37 SPACES
PROVIDED - 29 SPACES

PUBLIC
REQUIRED - 12 SPACES
PROVIDED - 0 SPACES

ACCESSIBLE
REQUIRED - 3 SPACES
PROVIDED - 2 SPACES



TOWN OF EXETER, NH - PUBLIC SAFETY STUDY

January 14, 2022

OPTION 1		Low		High	
6 Continental Drive					
Site Development		\$ 1,000,000		\$ 1,100,000	
Police Station - 18,000 s.f.	\$ 325-350 psf	\$ 5,850,000		\$ 6,300,000	
Fire Substation - 6,000 s.f.	\$ 325-350 psf	\$ 1,950,000		\$ 2,100,000	
Design and Construction Contingency - 10%		\$ 880,000		\$ 950,000	
Contractor General Conditions		\$ 560,000		\$ 560,000	
Construction Management Fee - 5%		\$ 512,000		\$ 550,500	
Subtotal Construction Costs:		\$ 10,752,000	\$ 448/sf	\$ 11,560,500	\$ 482/sf
Project Soft Costs - 20% of Construction Costs		\$ 2,150,400		\$ 2,312,100	
6 Continental Drive - Conceptual Level Project Costs:		\$ 12,902,400	\$ 538/sf	\$ 13,872,600	\$ 578/sf
20 Court Street					
Site Development		\$ 850,000		\$ 875,000	
Demolition of Portions of Existing Building		\$ 140,000		\$ 160,000	
New 10,000 s.f. Fire Station Addition	\$ 350-370 psf	\$ 3,500,000		\$ 3,700,000	
Renovation to Existing 7,000 s.f. Facility	\$ 180-190 psf	\$ 1,260,000		\$ 1,330,000	
Design and Construction Contingency - 10%		\$ 575,000		\$ 606,500	
Contractor General Conditions		\$ 720,000		\$ 720,000	
Construction Management Fee - 5%		\$ 352,250		\$ 369,575	
Subtotal Construction Costs:		\$ 7,397,250	\$ 435/sf	\$ 7,761,075	\$ 457/sf
Project Soft Costs - 20% of Construction Costs		\$ 1,479,450		\$ 1,552,215	
20 Court Street - Conceptual Level Project Costs:		\$ 8,876,700	\$ 522/sf	\$ 9,313,290	\$ 548/sf
OPTION 1 - Total Project Cost:		\$ 21,779,100		\$ 23,185,890	

This conceptual level budget assumes a mid-2023 buy out of the PD/FD Substation project and 2025 for the Court Street project, however, construction industry pricing remains volatile due to inflation, material/labor shortages, and shipment delays. It is expected that this budget will be updated as project details become available.

The budget assumes mid-level construction materials including; masonry veneer, metal stud framing, with a structural steel superstructure and standard foundation systems, pending further geotechnical investigation.

Land acquisition costs are not included in this budget

Any temporary accommodations, relocations, and facility rental costs during construction are not included in this budget

TOWN OF EXETER, NH - PUBLIC SAFETY STUDY

January 14, 2022

OPTION 2		Low		High	
6 Continental Drive					
Site Development		\$ 1,000,000		\$ 1,100,000	
Police Station - 18,000 s.f.	\$ 325-350 psf	\$ 5,850,000		\$ 6,300,000	
Fire Substation - 6,000 s.f.	\$ 325-350 psf	\$ 1,950,000		\$ 2,100,000	
Design and Construction Contingency - 10%		\$ 880,000		\$ 950,000	
Contractor General Conditions		\$ 560,000		\$ 560,000	
Construction Management Fee - 5%		\$ 512,000		\$ 550,500	
Subtotal Construction Costs:		\$ 10,752,000	\$ 448/sf	\$ 11,560,500	\$ 482/sf
Project Soft Costs - 20% of Construction Costs		\$ 2,150,400		\$ 2,312,100	
6 Continental Drive - Conceptual Level Project Costs:		\$ 12,902,400	\$ 538/sf	\$ 13,872,600	\$ 578/sf
20 Court Street					
Site Development		\$ 900,000		\$ 925,000	
Demolition of Existing Building		\$ 225,000		\$ 250,000	
New 17,000 s.f. Fire Station Addition	\$ 350-370 psf	\$ 5,950,000		\$ 6,290,000	
Design and Construction Contingency - 10%		\$ 707,500		\$ 746,500	
Contractor General Conditions		\$ 720,000		\$ 720,000	
Construction Management Fee - 5%		\$ 425,125		\$ 446,575	
Subtotal Construction Costs:		\$ 8,927,625	\$ 525/sf	\$ 9,378,075	\$ 552/sf
Project Soft Costs - 20% of Construction Costs		\$ 1,785,525		\$ 1,875,615	
20 Court Street - Conceptual Level Project Costs:		\$ 10,713,150	\$ 630/sf	\$ 11,253,690	\$ 662/sf
OPTION 2 - Total Project Cost:		\$ 23,615,550		\$ 25,126,290	

This conceptual level budget assumes a mid-2023 buy out of the PD/FD Substation project and 2025 for the Court Street project, however, construction industry pricing remains volatile due to inflation, material/labor shortages, and shipment delays. It is expected that this budget will be updated as project details become available.

The budget assumes mid-level construction materials including; masonry veneer, metal stud framing, with a structural steel superstructure and standard foundation systems, pending further geotechnical investigation.

Land acquisition costs are not included in this budget

Any temporary accommodations, relocations, and facility rental costs during construction are not included in this budget

TOWN OF EXETER, NH - PUBLIC SAFETY STUDY

January 14, 2022

OPTION 3		Low		High	
6 Continental Drive					
Site Development		\$ 1,000,000		\$ 1,100,000	
Police Station - 18,000 s.f.	\$ 325-350 psf	\$ 5,850,000		\$ 6,300,000	
Fire Substation - 6,000 s.f.	\$ 325-350 psf	\$ 1,950,000		\$ 2,100,000	
Design and Construction Contingency - 10%		\$ 880,000		\$ 950,000	
Contractor General Conditions		\$ 560,000		\$ 560,000	
Construction Management Fee - 5%		\$ 512,000		\$ 550,500	
Subtotal Construction Costs:		\$ 10,752,000	\$ 448/sf	\$ 11,560,500	\$ 482/sf
Project Soft Costs - 20% of Construction Costs		\$ 2,150,400		\$ 2,312,100	
6 Continental Drive - Conceptual Level Project Costs:		\$ 12,902,400	\$ 538/sf	\$ 13,872,600	\$ 578/sf
Holland Way					
Site Development		\$ 1,400,000		\$ 1,500,000	
New 17,000 s.f. Fire Station	\$ 350-370 psf	\$ 5,950,000		\$ 6,290,000	
Design and Construction Contingency - 10%		\$ 735,000		\$ 779,000	
Contractor General Conditions		\$ 720,000		\$ 720,000	
Construction Management Fee - 5%		\$ 440,250		\$ 464,450	
Subtotal Construction Costs:		\$ 9,245,250	\$ 544/sf	\$ 9,753,450	\$ 574/sf
Project Soft Costs - 20% of Construction Costs		\$ 1,849,050		\$ 1,950,690	
Holland Way - Conceptual Level Project Costs:		\$ 11,094,300	\$ 653/sf	\$ 11,704,140	\$ 688/sf
OPTION 3 - Total Project Cost:		\$ 23,996,700		\$ 25,576,740	

This conceptual level budget assumes a mid-2023 buy out of the PD/FD Substation project and 2025 for the Holland Way project, however, construction industry pricing remains volatile due to inflation, material/labor shortages, and shipment delays.

It is expected that this budget will be updated as project details become available.

The budget assumes mid-level construction materials including; masonry veneer, metal stud framing, with a structural steel superstructure and standard foundation systems, pending further geotechnical investigation.

Land acquisition costs are not included in this budget

Environmental site testing and mitigation is not included in this budget

EXETER FACILITIES ADVISORY COMMITTEE

Town Offices, 10 Front Street, Exeter NH 03833

March 29, 2022

Select Board
Town of Exeter
Town Offices
10 Front Street
Exeter, NH 03833

Dear Members of the Select Board:

The Facilities Advisory Committee (FAC), ably assisted by Town Planner Dave Sharples, had the opportunity last month to hear Lavallee Brensinger Architects (LBA) present their preliminary findings regarding the Public Safety Center Feasibility Study.

In response, and by a vote of 4-0 (Amanda Kelly not present), we would like to report our recommendations for the next phase of the Feasibility Study:

1. Community Input

First and foremost, we continue to advocate for community input throughout this process. We think it is important to show all options in a public format.

This is a critical first step to raise public awareness of the project and solicit feedback from Exeter's citizens. We recommend a combination of in-person meetings and a project web site and survey where people can provide feedback to the Town on the specific facilities options emerging from the Feasibility Study. The Town can post responses to citizens' comments on the project web site. Digital engagement should start now.

2. Presentation Material and Facilities Options

We recommend these changes/additions to the presentation materials and facilities options:

- a. In addition to the three facilities options presented by LBA, we recommend that 3 additional options be developed and presented to the voters –

- (1) **Option 1 Hybrid:** Build a new 18,000 square foot Police Department (PD) headquarters at 6 Continental Drive and include a new 6,000 square foot, two-bay Fire Department (FD) substation for a total of 24,000 square feet; move the PD from 20 Court Street and turn over the 6,000-7,000 square foot PD spaces to the FD at that location. Renovations to 20 Court Street to be studied and further defined by LBA and the FD.

The theoretical price tag for the Continental Drive facility is **≤\$12,902,400**. A goal would be to further reduce the \$12,902,400 throughout the preconstruction process. The FD renovations at 20 Court Street need to be further identified, developed, and priced by the design team.

To maintain a downtown presence, the PD would establish a low-cost 1-2 officer, part-time Community Policing Bureau, or regular part-time office hours, in the Wheelwright Room in the Town Offices, or in Town Hall, as a base for citizen drop-ins and walking patrols. Police cruisers parked in front of Town Offices or Town Hall would serve as a crime deterrent along with roving vehicles and walking patrols.

- (2) **Option 2 Hybrid:** Build a new 18,000 square foot facility on the Continental Drive property for the PD. No FD substation will be built at this time. The cost allocated to the substation in Option 1 is to be applied to the renovations of the 20 Court Street

FD building.

- (3) 30-32 Court Street PD Option:** The PD would relocate to a new building at 30-32 Court Street location with parking workarounds and give the FD the PD spaces at 20 Court Street under the same conditions as in the Option 1 Hybrid. No downtown Community Policing Bureau or office hours would be necessary.

Recent voter approval of the acquisition of 10 Hampton Road for a new Parks & Recreation Department headquarters permits the Town to examine seriously the advantages and disadvantages of keeping the PD downtown at this location.

- b. Using the LBA Executive Summary breakdown for the PD, and an expanded Executive Summary breakdown for the Central FD Station, provide a clear accounting of current, existing spaces on the assessment charts that show future space planning needs. We would like to see current sizes along with the needed sizes for now and in the future. Include parking spaces. This will make clear what kind of space increase is being sought.

The Central FD Station Executive Summary needs an expanded, more operationally oriented breakdown as was provided for the PD.

In addition to the information about current and future spaces we recommend providing, the charts or matrices should include current and future Town population and current and future PD and FD personnel levels and vehicle inventories.

Parking data should differentiate among covered parking, secured parking, and unsecured parking, and should differentiate between official vehicle parking and personal vehicle parking.

The data called for in this sub-paragraph should be arrayed in the same format for each of the five facility options.

- c. Create an overall "conditions for success" criteria for the project. Regardless of location, what goals and benefits are to be derived from this project.
- d. When showing cost estimates to the public, we recommend using the larger cost ranges. In a public forum, make clear what the numbers include and do not include.
- e. Remove escalation from the cost estimates and use current-year dollars. Show escalation as a separate line item. Escalation is very high now but may vary in the future. This needs to be tracked separately and reflects current practices by building owners and contractors.
- f. Show separate costs for Fire and Police facilities for each option as well as total project costs for each option.
- g. Add a brief narrative on project phasing/sequencing/implementation for all options both in terms of how the PD and FD will maintain operations during construction and in terms of funding. Also provide a schedule for each project that identifies key project dates and phases, including funding years and preliminary and final design and construction dates/phases. The public needs to understand the operational impacts from project execution, how funding warrant articles might be sequenced during all project phases, and when initial beneficial occupancy and final completion occur.
- h. In addition to the data called for in the above paragraphs, a matrix should be provided that displays:
- (1) Mission response times for each facilities option to various meaningful Town locations (Downtown, West Side, Riverwoods, Portsmouth Avenue, High Street, etc.) compared with national standards and NH averages; and

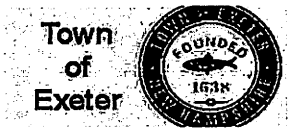
- (2) Based on the above information, or any other metrics used to assess meaningfully police and fire department operations and capabilities, the amount (% or other measure) of mission or program requirements met by each facilities option now and in the future.

We believe that these recommendations will provide Exeter's citizens with important information they need to evaluate the operational and financial implications of acquiring updated Police and Fire Department facilities.

Cordially,

Kris Weeks, Chair
Peter Lennon, Vice Chair
Rob Corson
Mark Leighton

Cc: Russ Dean
Dave Sharples



David Sharples <dsharples@exeternh.gov>

Fwd: Please share with the Facilities Advisory Committee

1 message

Melissa Roy <mroy@exeternh.gov> Tue, Apr 5, 2022 at 2:29 PM
To: Kris Weeks <krisweeks12@gmail.com>, Peter Lennon <orvamdogs@gmail.com>, Robert Corson <robjcorson@msn.com>, "Leighton, Mark F." <mleighton@exeter.edu>, Amanda Kelly <amanda@gardenmakeoversnh.com>
Cc: Eric Wilking <ewilking@exeternh.gov>, David Sharples <dsharples@exeternh.gov>, Stephan Poulin <spoulin@exeternh.gov>, Russ Dean <rdean@exeternh.gov>

Good Afternoon Facility Advisory Committee,

Please see the letter below from an abutter of the 30/32 Court Street property.

As always please do not reply all on any response so as to not violate 91A.

Thank you,

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

From: **Dr. Nicole L. Sawyer** <dr.sawyerpsyd@gmail.com>
Date: Sun, Apr 3, 2022 at 7:48 PM
Subject: Please share with the Facilities Advisory Committee
To: Melissa Roy <mroy@exeternh.gov>

Good evening Melissa!

I hope you are well. Would you be willing to share this note (below) with the FAC for me and Sam? I searched and searched for contact information for the committee and found nothing. I am certain that you have much more important things to do than shuttle emails around. If I missed a directory or some other contact, please let me know!

Thank you very much. Again, I hope you and your family are well! Happy Spring!

-Nicole

April 3, 2022

Dear Facilities Advisory Committee,

We are writing to express our concerns regarding notions put forth for a police station being erected at the 32 Court Street site (formerly the Exeter Recreation offices). We are the primary abutters, at 34 Court Street, a privately-owned, single-family residence of Exeter historical significance (Daniel Chester French historical plaque). The length of our property running perpendicular from Court Street runs the full length of the 32 Court Street property.

While we are in agreement that a downtown public safety facility is desirable (though not likely feasible), we have a number of concerns for this possible location.

Concerns as Town residents:

- It is difficult to imagine that the lot size is amenable to the needs of the Exeter Police Dept.
- While the current location is just a few doors down, moving to the 30/32 Court lot places the bustle of a police department even more firmly in a residential setting with homes and families on all sides that will be impacted by the noise, lights and general operations of a police department.
- To build such a facility on the 32 Court Street lot would require the demolition of a beautiful and historically relevant building (32 Court). It is hard to imagine destroying a beautiful old schoolhouse. On an 1896 map of the Town, this building is listed as the high school (see attached). On a John Dow plan for the Town from 1845 the building is listed as the Town Hall and Court Room (see attached).

Personal concerns for impact on our property:

- A police department abutting our property would bring with it extensive illumination and surveillance, 24/7. The privacy of our beautiful backyard would be all but eliminated with the amount of lighting and surveillance required to maintain safety and function of a police department. These factors would have a dramatic impact on our property value, making what was a desirable downtown property with a surprisingly large back yard, feel like a parking lot. We certainly would not have invested in this particular property if the police station had been on the other side of the fence.
- The constant comings and goings, car doors and impound gate opening and closing at all hours of the night, voices of police officers and members of the public so engaged with them, at all hours of the night would be highly disturbing to what has historically been a quiet property, particularly in the evening.
- The financial investment that would be required to preserve as much privacy as possible (installation of tall fencing and thick shrubbery, sound-proofing windows, and darkening blinds and shades, etc) is not only prohibitive, but would dramatically reduce the pleasant and warm atmosphere of this historic downtown property.

Thank you for taking the time to consider this note regarding the new public safety/police station. We voted to support a new complex and stand by our public safety professionals. Quite frankly they deserve better than to squeeze a building onto a postage stamp lot. No one wins in this scenario, not the police department, not the residents of the Town, and certainly not the neighborhood. We are opposed to any consideration of the 32 Court lot for this purpose.

Respectfully,

Nicole L Sawyer & Samuel J Lemeris
 Property owners: 34 Court Street
 dr.sawyerpsyd@gmail.com dr.lemeris@gmail.com

2 attachments

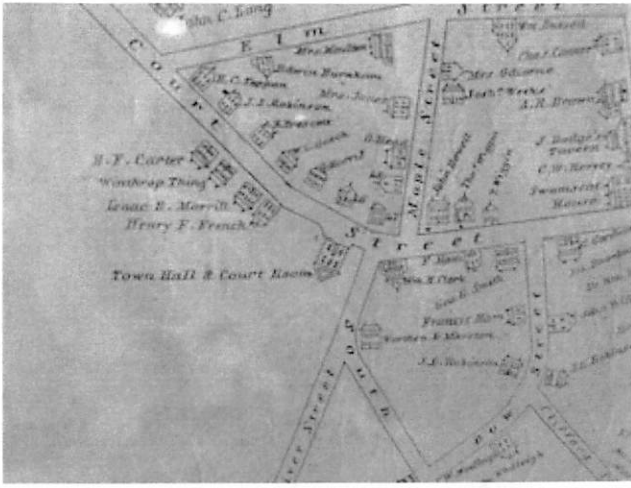


1896 32 Court.jpg
155K



1845 32 Court.jpg
29K





FIRE STAFFING AND DEPLOYMENT ANALYSIS

EXETER, NEW HAMPSHIRE

Final Report: December, 2020



CPSM[®]

CENTER FOR PUBLIC SAFETY MANAGEMENT, LLC
475 K STREET NW, STE. 702 • WASHINGTON, DC 20001
WWW.CPSM.US • 716-969-1360

ICMA

Exclusive Provider of Public Safety Technical Services for
International City/County Management Association

The current facility has several challenging issues that include:

- A general lack of administrative space for both fire and police. This was observed by CPSM staff and confirmed through discussion with staff on duty while CPSM staff toured the facility. Several EFD and EPD offices are congested and have been established by erecting walls in open areas. This has created a cut-up office/administrative area for both departments and there is limited to no space for expansion.
- The EFD training room doubles as the Emergency Operations Center (EOC), which in smaller operations is acceptable. However, this is not a best practice as an EOC should be ready, set up, and accessible to activate during an emergency.
- The EFD portion of the facility has only one shower area for the five to eight staff on duty. There is no gender-separate shower facility and all on-duty staff cannot shower efficiently if they have been exposed to products of combustion or other contaminants. Additionally, there is no gender-specific and separate bunkroom facility. Although there are separate bunkroom areas, these bunkrooms have two beds and at full staffing may not accommodate gender separation adequately. EPD gender-separate locker space is also limited.
- Storage areas have reached capacity for both the EFD and EPD.
- There is very little to no ADA accommodation.
- The EFD apparatus garage area is at capacity. No additional fleet can be added or stored under current conditions.
- The town's backbone for IT is located in a closet/storage area in this facility. Space is limited for expansion.
- The ECC area is undersized. The current space is too limited for any expansion of consoles and hardware.

Additional Facility Discussion

The town advised CPSM that there has been and still remains contemplation of adding an additional fire station, which would improve service levels in terms of response times. This, of course, is dependent on the location of an additional fire facility and what areas of the town the EFD is considering. Another option that has been discussed is the relocation of the public safety facility out of the downtown corridor to a new facility. This is being considered since the departments have outgrown the current facility, and the congestion that occurs downtown can hamper response of emergency units.

Regarding the EFD, the following two figures review where the demand for service is and what the response travel times are to the entire town from the current fire facility. The demand maps illustrate that fire and EMS incident demand is highest in the core downtown area, with additional higher demand in the central, southeast, and southwest portions of the town (that is, built upon areas south of Route 101). The response maps illustrate that the core incident demand and population density are serviced within 240 seconds of travel time from the current EFD facility, and almost all of the town is serviced within 480 seconds of travel time, other than the northeast portion. As the report highlighted in the previous section, according to NFPA 1710, travel time shall be less than or equal to 240 seconds for the first arriving engine company 90 percent of the time and the second due engine 360 seconds 90 percent of the time. Additionally, the initial first alarm assignment should be assembled on scene in 480 seconds, 90 percent of the time for low/medium hazards.

FIGURE 6-1: Fire and EMS Demand

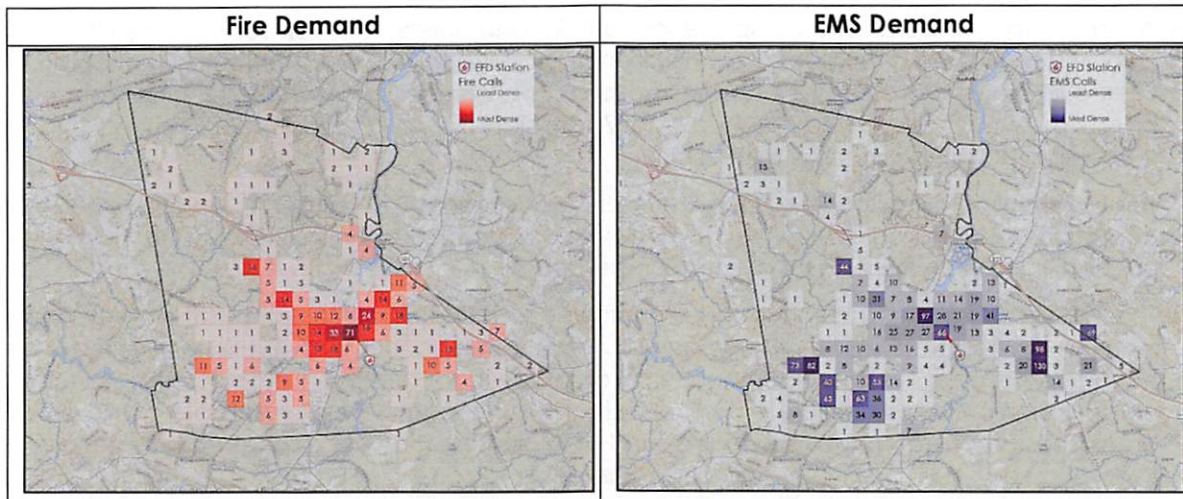
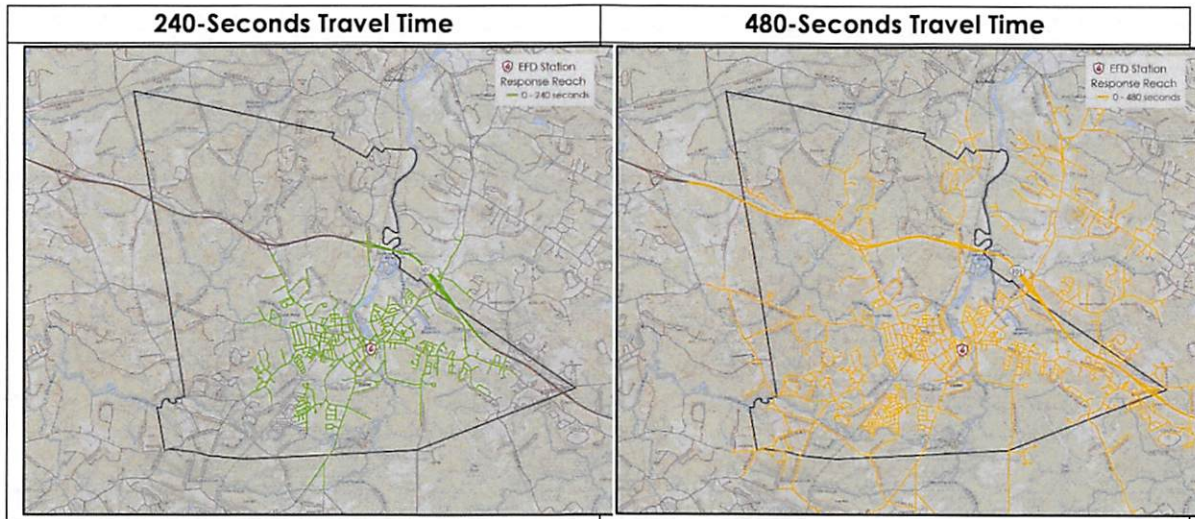


FIGURE 6-2: Travel Time of 240- and 480-Seconds from the Current EFD Facility



The town needs to complete a space needs assessment for fire, police, the emergency operations center, and emergency communications along with a location study for a facility to adequately house and accommodate necessary parking for fire, police, emergency communications, and the emergency operations center. There are additional critical factors to consider when determining the next location for a new fire station or combined public safety facility (should the town move in this direction). These factors include the time-distance from the station to the points that are to be served, to include those of high demand, high value, and high risk.

CPSM provides the following options with regards to the current public safety facility and construction of a new facility (combined public safety, or police, or fire):

- Construct a new public safety facility to adequately accommodate contemporary police, fire, EMS, emergency communications, and emergency management operations.

- Construct a new fire station large enough to accommodate a contemporary fire, EMS, and emergency management operation. Rehabilitate the existing public safety building to accommodate a contemporary police and emergency communications operation.
- Construct a new police station large enough to accommodate police and emergency communications. Rehabilitate the existing public safety building to accommodate a contemporary fire, EMS, and emergency management operation.

When considering these options, a thorough review of the literature should be conducted to include NFPA standards that reference fire station design and the International Association of Chiefs of Police, *Police Facility Planning Guidelines* manual as starting points.

The following figures illustrate the three facility location options the town has identified. The town can choose to exercise any of the options outlined above regarding what type of facility to place on another optional site. The purpose of this discussion is not to recommend a single option, as community expectations and input, internal stakeholder input, a separate facility needs assessment and site review, and availability of funds all have substantial weight in the decision-making process.

This study identifies commonalities in agency needs that should be considered as well when contemplating efficiencies of a new facility. Examples of this are:

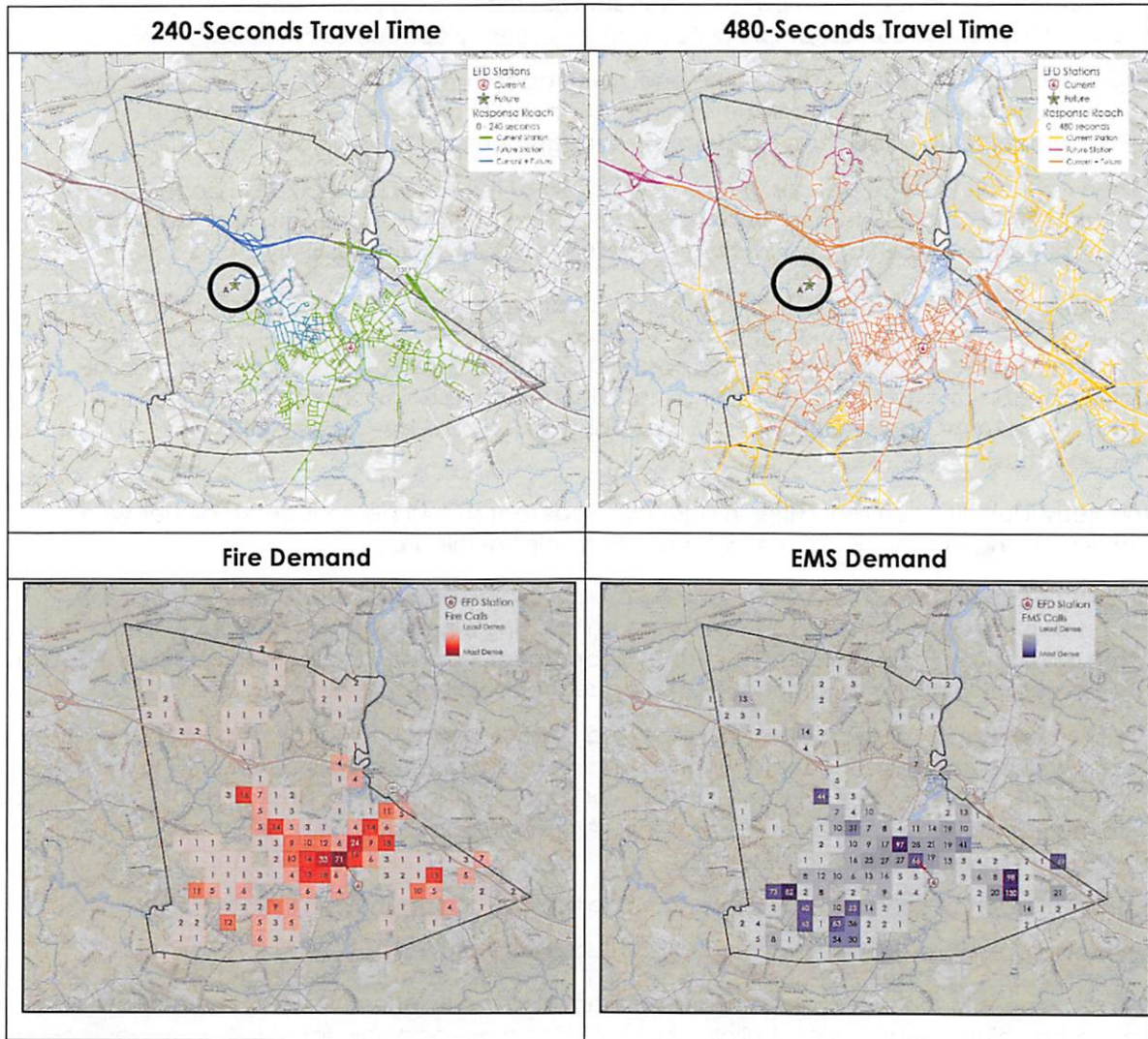
- A single building would require a single design and architectural fee, as well as single-site construction costs. If a decision is made to build a single new police or fire facility and renovate the existing facility for the other department, this would require an additional design and architectural fee, and of course the added renovation/construction costs.
- Commonalities of needs between police and fire include such things as training space, fitness and well-being space, decontamination and uniform laundry space, community room space, conference room space, locker room/shower space, visitor parking, and closed cover parking for equipment and vehicles to name a few. A combined public safety facility can accommodate joint use of these areas.
- The emergency communications center is central to both agencies' missions.
- Emergency management is central to both agencies' missions.

The remainder of this section is dedicated to analyzing the response of the EFD, whether it be from a combined public safety building or from a separate and new facility. The analysis looks at call demand and the travel time to various segments of the town from the location options.

The following three figures illustrate three new facility location options the town has identified, travel times from these locations of 240 and 480 seconds, and existing EMS and fire call demand.

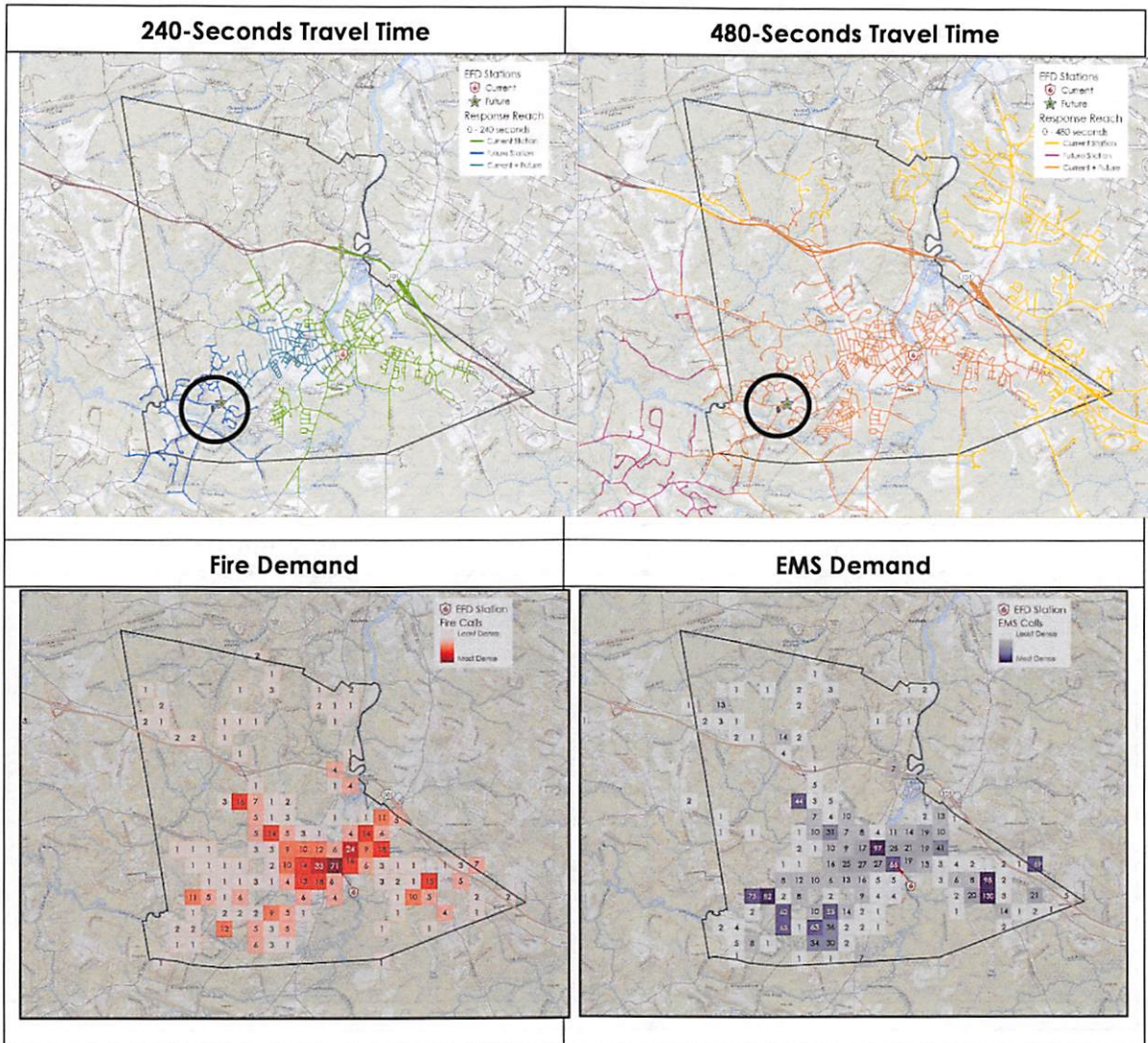
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FIGURE 6-3: Alternate Public Safety Building Location: Option A



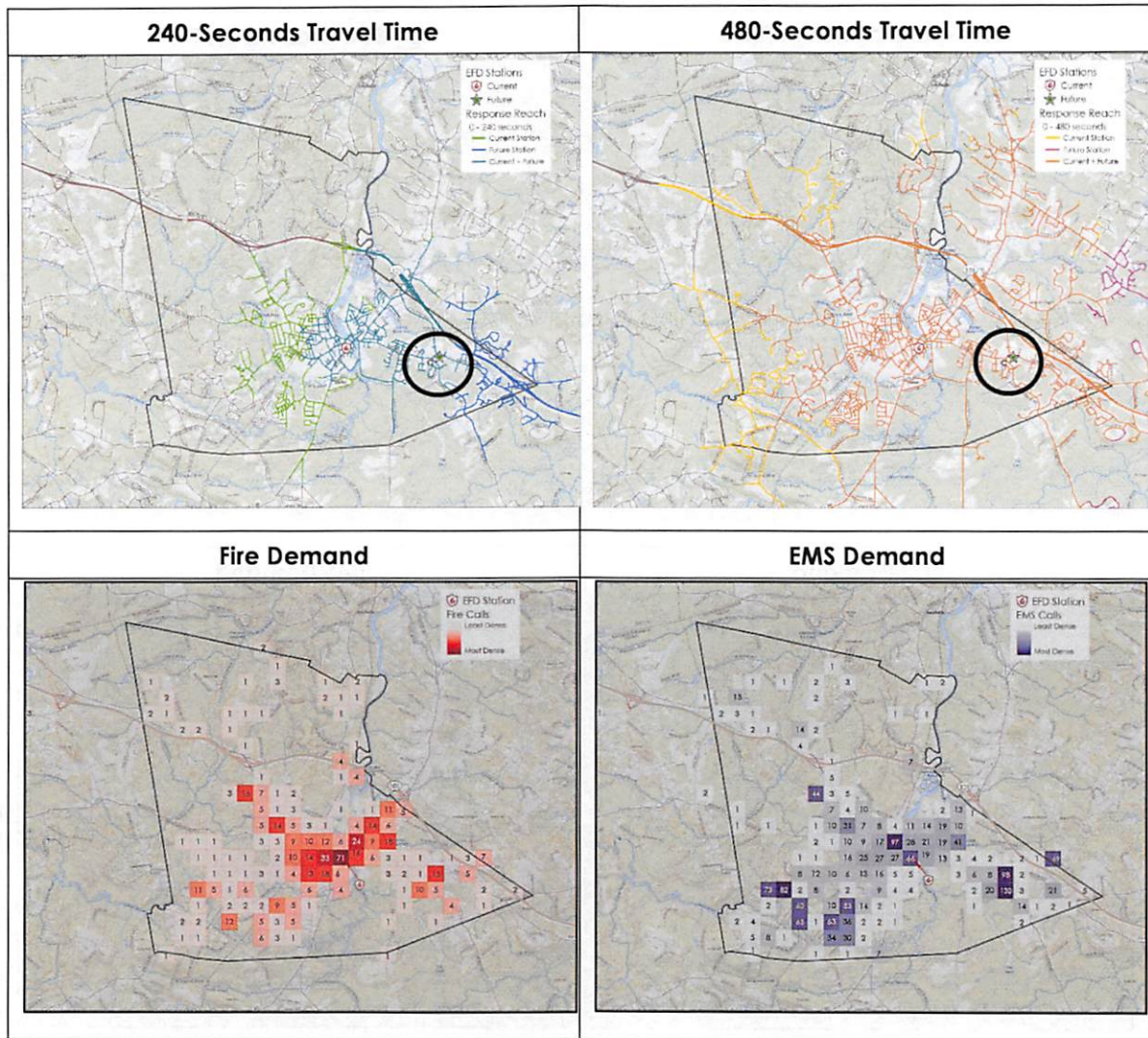
Option A is more centrally located within the town. From a fire department response standpoint, this location can enable service to some of the core demand for fire and EMS within 240 seconds (northwest portion of highest demand area), all of the core demand area for fire and EMS within 480 seconds, as well as almost all of the town within 480 seconds.

FIGURE 6-4: Alternate Public Safety Building Location: Option B



Option B is located in the southwest portion the town. From a fire department response standpoint, this location can enable service to the western portion of the core demand area for fire and EMS within 240 seconds, all of the core demand for fire and EMS within 480 seconds, as well as almost all of the town within 480 seconds.

FIGURE 6-5: Alternate Public Safety Building Location: Option C



Option C is located in the southeast portion the town. From a fire department response standpoint, this location can enable service to almost all of the core demand area for fire and EMS within 240 seconds, all of the core demand for fire and EMS within 480 seconds, as well as almost all of the town within 480 seconds.

An analysis of each option shows that, from a fire protection and EMS perspective, Option C provides the optimal response location for the current, core demand area for fire and EMS. However, this location may create unintended consequences for travel of fire apparatus north and west of the facility during congested times of the day.

An alternate concept could also be contemplated wherein a new facility is staffed while the current public safety facility is maintained with unmanned fire apparatus for callback staffing when needed. Under this scenario, Option A potentially may provide the greatest utility for fire and EMS service delivery, combined with maintaining the current public safety facility for use of additionally staffed units (future considerations), or for staffing with call back personnel, as is common on certain incidents. This would provide the greatest coverage for fire and EMS service

delivery. Additionally, and for longer term planning considerations for when there may be increased built upon property and population/demand increases, Options A and C expand service delivery coverage for Fire and EMS even more, providing response coverage at increased levels, with units responding into the dense core downtown area as opposed to out of and through heavier traffic patterns, to incidents in other areas of the town. Of course, this would mean two new public safety facilities (one combined police and fire and one fire).

Recommendation:

- CPSM recommends the town complete a space needs assessment for fire, police, emergency operations center, and emergency communications along with a location study for a facility to adequately house and accommodate necessary parking for fire, police, emergency communications, and the emergency operations center. Once these studies are completed, CPSM further recommends the town consider the concept of a single public safety building if the concept proves to be cost efficient, as such a facility would meld joint use areas where applicable for staff and cost efficiencies. (Recommendation No. 17.)

**FIRESCOPE, INC.
FIRE PROTECTION CONSULTANTS**



TOWN OF EXETER

FIRE INFRASTRUCTURE STUDY REPORT

NOVEMBER 2001

FIRESCOPE, INC.

P.O. BOX 437

HINGHAM, MA 02043

Tel 781.749.9928

Fax 781.749.7808

TOWN OF EXETER

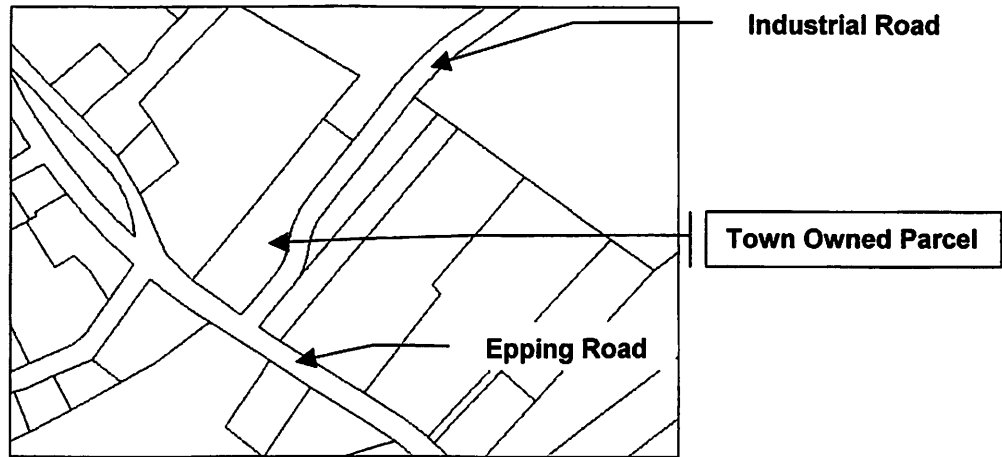
COMMENTS AND DISCUSSION ON THE PRESENT SYSTEM OF ONE FIRE STATION AND THE FUTURE FIRE STATIONS

A. Present Fire Station

The location of the present fire station is good and provides good coverage to the central portion of the Town. This is illustrated by the coverage shown on Map 2 with a 4 minute travel time coverage. Maps 3, 4 and 5 show the coverage provide at 5, 6, and 7 minute travel times.

B. Second Fire Station

Review of the maps showing the coverage provided by the present fire station show that there is a deficiency of coverage to the west and northern portions of the Town. The Town currently owns a piece of land located at the northeast corner of the intersection of Epping Road and Industrial Road. This location is identified as the Station 2 location on the maps. This parcel has an area of approximately 1.25 acres. The parcel is shown on the map below.



This location was examined as a possible second station location. Another possible location that was examined is located on Epping Road in the vicinity of the Route 101 interchange.

Recommendations:

1. It is recommended that a second fire station location be considered. There are two reasons for this recommendation. The first is that a second location is needed to provide the delivery of fire and emergency medical services in a minimum amount of time. The addition of the second station will

11-01

TOWN OF EXETER

decrease the overall response time to the west and north portions of the Town.

The second reason is to address the railroad tracks that intersect the Town. With increased rail traffic there is the possibility that one of the surface crossings could be blocked thus delaying response from the present fire station to the area to the west of the tracks.

2. It is recommended that the Station 3 location be considered as the second fire station location. There are several reasons for this recommendation.

The first and primary reason is that a fire station located farther to the north and west will provide better coverage to the residential area north of Route 101, and still provide coverage to the Epping Road corridor.

The other reasons relate to the Epping Road and Industrial Road site. The reasons for not considering this site are:

- Size 1.30 acres or 56,628 square feet with 145 feet facing Epping Road.
- The site has underground telephone lines through the center of the lot.
- Adjacent to the parcel is a 36 inch high pressure natural gas pipeline.
- The fire department has estimated that the second fire station location will require a building of at least 35,000 square feet. Even if the building is two story this will leave a footprint of 17,500 square feet which does not include parking for on duty personnel and visitors. In addition, most fire stations require at least a 50 foot setback to accommodate apparatus in front of the building.

3. It is also recommended that consideration be given to the examination of a location for a third fire station. Based on the computer analysis it was determined that a fire station in the vicinity of Kingston and Riverwood Drive would be a good location. This fire station should be constructed and staffed when the population and demand for services dictate. The following are some items that may be used to determine when this fire station should become operational.

When To Add Fire Stations

At present there is no standard method that is used to determine when a new fire station or stations should be added to a system. The computer analysis can be used to assist in identifying where a new station should be located in order to provide service within a specified time. However, a location may be identified where there is no development or demand for service. When a location of the fire station is identified there must be some method to determine when the planning and construction of new fire station should start. One method may be to establish a system of threshold values that will initiate the planning and construction of new fire stations. Some of these areas may be:

- Population for a specified area.
- Assessed valuation of the structures in the area.
- Number of structures in the area.
- Number of first response incidents in the area per year.
- Number of expected total responses (first response and assist) per year.
- First response by adjacent stations to this area.
- Fire and Rescue service demands.
- Work load on adjacent stations.
- Response/Travel Times.
- Installation of built-in fire protection systems such as automatic sprinkler system.
- Building construction.
- Type of access - streets, roads, terrain.
- Others.

TOWN OF EXETER

definitions do not agree with the definitions contained in NFPA 1710. Response Time in NFPA 1710 is defined as "The time that begins when units are en route to the emergency incident and ends when units arrive at the scene." This is essentially the same definition as "Travel Time" that is used in the body of the report.

In order to gain a visual perspective on this please refer to Map 2 in the Map Book. Map 2 shows the streets that can be reached within a 4 minute Travel Time (Response Time - NFPA 1710). If 90 percent of all of the incidents in the Town of Exeter occurred in this area then the 4 minute requirement in NFPA 1710 would be met. However, this area most likely does not represent the area where 90 percent of the incidents occur. Thus the one station concept does not meet the requirements for NFPA 1710.

Paragraph 5.2.3.1.1 further states that " and/or the initial full alarm assignment within an 8-minute response time to 90 percent of the incidents....."

The problem wording in NFPA 1710 paragraph 5.2.3.1.1 is the use of the term "and/or". Some people are interpreting the standard to mean that requirements of the standard can be met if the initial full alarm assignment arrives in eight minutes or less. The author of this report is a member of the committee that wrote NFPA 1710 and was present for most of the committee discussions related to this item, and is of the opinion that in most cases the fire department should strive to meet the 4 minute time requirement.

In order to cover as much of the Town or incidents within the 4 minute Travel Time (Response Time - NFPA 1710) two fire station locations would provide better coverage in a shorter period of time. To illustrate this look at Map 6 which shows 4 minute coverage from the present fire station (1) and the proposed fire station (2) location. With this configuration of fire stations it is doubtful that 90 percent of all incidents in the Town can be reached within the 4 minute period of time.

An alternative is to look at Map 12 which shows 4 minute coverage from a proposed location number (3) This is a two station scenario using the present fire station (1) and proposed location (3). Again, with this configuration of fire stations

TOWN OF EXETER

it is doubtful that the 90 percent of all incident in the Town can be reached within the 4 minute period of time.

The next alternative is to examine Map 18 which shows a three fire station configuration using the present fire station location (1), the proposed site (3) and the proposed site (5). This configuration shows that most of the Town is covered within the 4 minute time period. Thus with this configuration of fire stations the odds are that the Town could meet the provisions of NFPA 1710, paragraph 5.2.3.1.1.

Conclusion

1. With the current single fire station the Town cannot meet the provisions of NFPA 1710, paragraph 5.2.3.1.1.
2. Examination of either of the two fire station configurations reveals that the Town may not meet the provisions of NFPA 1710, paragraph 5.2.3.1.1.
3. The three fire station configuration presented in the report shows that the Town can meet the provisions of NFPA 1710, paragraph 5.2.3.1.1.

EXETER, NEW HAMPSHIRE

AN ORGANIZATIONAL, EFFECTIVENESS,
AND EFFICIENCY STUDY OF THE
FIRE DEPARTMENT

AUGUST 2007

MMA CONSULTING GROUP, INC.
41 WEST STREET
BOSTON, MASSACHUSETTS 02111

III-23	The Department should continue to promote new programs to identify, train, qualify, and use call members to respond to calls for mutual aid and for the RIT team.	2
III-24	The Fire Department should work within the Seacoast Mutual Aid System to develop a regional Incident Management Team (IMT).	2
IV-1	The Department should retain the current emergency medical system and increase the billing rates, as planned.	1
IV-2	The Department should train and certify more call members as EMS providers, in order to assist career personnel with the EMS workload. Paramedic call members might be assigned to an ALS fly car.	2
IV-3	The Department should develop a system to reduce EMS call response time by receiving notice of EMS calls prior to completion of the EMD process.	2
IV-4	The Fire Department should continue the quality assurance review process for EMS service delivery.	1
V-1	The Town should review the staffing of the dispatch center.	1
V-2	The Town should consider employing additional dispatchers during peak activity periods.	
V-3	Members of the call component of the Fire Department should be trained as dispatchers.	1
V-4	The Police Department and the Fire Department should establish an emergency communications committee consisting of command personnel to ensure effective management of the emergency dispatch system.	2
V-5	The Town should explore the development of new a Computer Aided Dispatch (CAD) system.	3
V-6	An Assistant Chief should be designated as the Fire Department's liaison to the police and fire emergency communications committee.	2
VI-1	The Town should acquire enough land in the Epping Road area so that, if a new fire station is needed in the future, land will be available.	1
VI-2	A low-cost (temporary) two-bay station, or a permanent two-bay station, which may be expanded, should be constructed.	2
VI-3	As part of a long-term plan, the Town should employ a minimum of eight additional full-time firefighters to staff the second station.	4
VI-4	The new station in the Epping Road area should house an ambulance to provide quicker response to the northern, central, and western parts of the Town.	3

VI-5	Living quarters in a new station should include enough space and facilities for call personnel.	4
VI-6	When a new pumper is purchased for the second station, it should be a Quint vehicle (both pump and aerial capability).	2
VI-7	The Department should establish a specific apparatus inventory for the two-station configuration model.	1
VII-1	The Department should require that at least one company officer and/or crew chief per shift is trained to the Fire Inspector I level. Qualified call personnel should be included in the program.	1
VII-2	The Fire Prevention Office should develop checklists, forms, and schematics so that emergency response personnel can participate in pre-planning. The Department's call personnel should participate in pre-planning activities.	2
VII-3	The Department should seek funds and authorization to consult with a Fire Protection Engineer to assist in the review of technical or unusual development plans.	2
VII-4	The Department should develop a public education program which addresses all hazards and focuses on the community at large.	3
VII-5	The Town should plan to employ a full-time Health Officer, so that the Assistant Chief can devote all of his or her efforts to Fire Department activities.	1
VII-6	The Department should require one company officer and/or firefighter on each shift to be trained to the Fire Instructor I level, with the capability of instructing personnel from a defined lesson plan.	2
VII-7	The Department should develop and implement a basic skill refresher training program, followed by NIMS training.	2
VII-8	The Assistant Chief should develop a program to evaluate training provided to personnel. Individual and company training levels can be measured at company drills.	1
VII-9	Consideration should be given to discontinuing the street box system and developing a master box system which is not hardwired.	3
VIII-1	The Fire Chief, chief officers, and company officers should review the survey and discuss its findings to determine if the results suggest specific areas for training or improvement.	2
IX-1	The Town should create an implementation committee to review the recommendations in this report. The committee should consider the interrelationships of the staffing recommendations.	1

EXETER FACILITIES ADVISORY COMMITTEE
Town Offices, 10 Front Street, Exeter NH 03833

March 29, 2022

Select Board
Town of Exeter
Town Offices
10 Front Street
Exeter, NH 03833

Dear Members of the Select Board:

The Facilities Advisory Committee (FAC), ably assisted by Town Planner Dave Sharples, had the opportunity last month to hear Lavallee Brensinger Architects (LBA) present their preliminary findings regarding the Public Safety Center Feasibility Study.

In response, and by a vote of 4-0 (Amanda Kelly not present), we would like to report our recommendations for the next phase of the Feasibility Study:

1. Community Input

First and foremost, we continue to advocate for community input throughout this process. We think it is important to show all options in a public format.

This is a critical first step to raise public awareness of the project and solicit feedback from Exeter's citizens. We recommend a combination of in-person meetings and a project web site and survey where people can provide feedback to the Town on the specific facilities options emerging from the Feasibility Study. The Town can post responses to citizens' comments on the project web site. Digital engagement should start now.

2. Presentation Material and Facilities Options

We recommend these changes/additions to the presentation materials and facilities options:

- a. In addition to the three facilities options presented by LBA, we recommend that 3 additional options be developed and presented to the voters –

- (1) **Option 1 Hybrid:** Build a new 18,000 square foot Police Department (PD) headquarters at 6 Continental Drive and include a new 6,000 square foot, two-bay Fire Department (FD) substation for a total of 24,000 square feet; move the PD from 20 Court Street and turn over the 6,000-7,000 square foot PD spaces to the FD at that location. Renovations to 20 Court Street to be studied and further defined by LBA and the FD.

The theoretical price tag for the Continental Drive facility is **≤\$12,902,400**. A goal would be to further reduce the \$12,902,400 throughout the preconstruction process. The FD renovations at 20 Court Street need to be further identified, developed, and priced by the design team.

To maintain a downtown presence, the PD would establish a low-cost 1-2 officer, part-time Community Policing Bureau, or regular part-time office hours, in the Wheelwright Room in the Town Offices, or in Town Hall, as a base for citizen drop-ins and walking patrols. Police cruisers parked in front of Town Offices or Town Hall would serve as a crime deterrent along with roving vehicles and walking patrols.

- (2) **Option 2 Hybrid:** Build a new 18,000 square foot facility on the Continental Drive property for the PD. No FD substation will be built at this time. The cost allocated to the substation in Option 1 is to be applied to the renovations of the 20 Court Street

FD building.

- (3) **30-32 Court Street PD Option:** The PD would relocate to a new building at 30-32 Court Street location with parking workarounds and give the FD the PD spaces at 20 Court Street under the same conditions as in the Option 1 Hybrid. No downtown Community Policing Bureau or office hours would be necessary.

Recent voter approval of the acquisition of 10 Hampton Road for a new Parks & Recreation Department headquarters permits the Town to examine seriously the advantages and disadvantages of keeping the PD downtown at this location.

- b. Using the LBA Executive Summary breakdown for the PD, and an expanded Executive Summary breakdown for the Central FD Station, provide a clear accounting of current, existing spaces on the assessment charts that show future space planning needs. We would like to see current sizes along with the needed sizes for now and in the future. Include parking spaces. This will make clear what kind of space increase is being sought.

The Central FD Station Executive Summary needs an expanded, more operationally oriented breakdown as was provided for the PD.

In addition to the information about current and future spaces we recommend providing, the charts or matrices should include current and future Town population and current and future PD and FD personnel levels and vehicle inventories.

Parking data should differentiate among covered parking, secured parking, and unsecured parking, and should differentiate between official vehicle parking and personal vehicle parking.

The data called for in this sub-paragraph should be arrayed in the same format for each of the five facility options.

- c. Create an overall "conditions for success" criteria for the project. Regardless of location, what goals and benefits are to be derived from this project.
- d. When showing cost estimates to the public, we recommend using the larger cost ranges. In a public forum, make clear what the numbers include and do not include.
- e. Remove escalation from the cost estimates and use current-year dollars. Show escalation as a separate line item. Escalation is very high now but may vary in the future. This needs to be tracked separately and reflects current practices by building owners and contractors.
- f. Show separate costs for Fire and Police facilities for each option as well as total project costs for each option.
- g. Add a brief narrative on project phasing/sequencing/implementation for all options both in terms of how the PD and FD will maintain operations during construction and in terms of funding. Also provide a schedule for each project that identifies key project dates and phases, including funding years and preliminary and final design and construction dates/phases. The public needs to understand the operational impacts from project execution, how funding warrant articles might be sequenced during all project phases, and when initial beneficial occupancy and final completion occur.
- h. In addition to the data called for in the above paragraphs, a matrix should be provided that displays:
- (1) Mission response times for each facilities option to various meaningful Town locations (Downtown, West Side, Riverwoods, Portsmouth Avenue, High Street, etc.) compared with national standards and NH averages; and

- (2) Based on the above information, or any other metrics used to assess meaningfully police and fire department operations and capabilities, the amount (% or other measure) of mission or program requirements met by each facilities option now and in the future.

We believe that these recommendations will provide Exeter's citizens with important information they need to evaluate the operational and financial implications of acquiring updated Police and Fire Department facilities.

Cordially,

Kris Weeks, Chair
Peter Lennon, Vice Chair
Rob Corson
Mark Leighton

Cc: Russ Dean
Dave Sharples

Fwd: Please share with the Facilities Advisory Committee

5 messages

Melissa Roy <mroy@exeternh.gov> Tue, Apr 5, 2022 at 2:29 PM
 To: Kris Weeks <krisweeks12@gmail.com>, Peter Lennon <orvamdogs@gmail.com>, Robert Corson <robjcorson@msn.com>, "Leighton, Mark F." <mleighton@exeter.edu>, Amanda Kelly <amanda@gardenmakeoversnh.com>
 Cc: Eric Wilking <ewilking@exeternh.gov>, David Sharples <dsharples@exeternh.gov>, Stephan Poulin <spoulin@exeternh.gov>, Russ Dean <rdean@exeternh.gov>

Good Afternoon Facility Advisory Committee,

Please see the letter below from an abutter of the 30/32 Court Street property.

As always please do not reply all on any response so as to not violate 91A.

Thank you,

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

From: Dr. Nicole L Sawyer <dr.sawyerpsyd@gmail.com>
Date: Sun, Apr 3, 2022 at 7:48 PM
Subject: Please share with the Facilities Advisory Committee
To: Melissa Roy <mroy@exeternh.gov>

Good evening Melissa!

I hope you are well. Would you be willing to share this note (below) with the FAC for me and Sam? I searched and searched for contact information for the committee and found nothing. I am certain that you have much more important things to do than shuttle emails around. If I missed a directory or some other contact, please let me know!

Thank you very much. Again, I hope you and your family are well! Happy Spring!

-Nicole

April 3, 2022

Dear Facilities Advisory Committee,

We are writing to express our concerns regarding notions put forth for a police station being erected at the 32 Court Street site (formerly the Exeter Recreation offices). We are the primary abutters, at 34 Court Street, a privately-owned, single-family residence of Exeter historical significance (Daniel Chester French historical plaque). The length of our property running perpendicular from Court Street runs the full length of the 32 Court Street property.

While we are in agreement that a downtown public safety facility is desirable (though not likely feasible), we have a number of concerns for this possible location.

Concerns as Town residents:

- It is difficult to imagine that the lot size is amenable to the needs of the Exeter Police Dept.
- While the current location is just a few doors down, moving to the 30/32 Court lot places the bustle of a police department even more firmly in a residential setting with homes and families on all sides that will be impacted by the noise, lights and general operations of a police department.
- To build such a facility on the 32 Court Street lot would require the demolition of a beautiful and historically relevant building (32 Court). It is hard to imagine destroying a beautiful old schoolhouse. On an 1896 map of the Town, this building is listed as the high school (see attached). On a John Dow plan for the Town from 1845 the building is listed as the Town Hall and Court Room (see attached).

Personal concerns for impact on our property:

- A police department abutting our property would bring with it extensive illumination and surveillance, 24/7. The privacy of our beautiful backyard would be all but eliminated with the amount of lighting and surveillance required to maintain safety and function of a police department. These factors would have a dramatic impact on our property value, making what was a desirable downtown property with a surprisingly

large back yard, feel like a parking lot. We certainly would not have invested in this particular property if the police station had been on the other side of the fence.

- The constant comings and goings, car doors and impound gate opening and closing at all hours of the night, voices of police officers and members of the public so engaged with them, at all hours of the night would be highly disturbing to what has historically been a quiet property, particularly in the evening.
- The financial investment that would be required to preserve as much privacy as possible (installation of tall fencing and thick shrubbery, sound-proofing windows, and darkening blinds and shades, etc) is not only prohibitive, but would dramatically reduce the pleasant and warm atmosphere of this historic downtown property.

Thank you for taking the time to consider this note regarding the new public safety/police station. We voted to support a new complex and stand by our public safety professionals. Quite frankly they deserve better than to squeeze a building onto a postage stamp lot. No one wins in this scenario, not the police department, not the residents of the Town, and certainly not the neighborhood. We are opposed to any consideration of the 32 Court lot for this purpose.

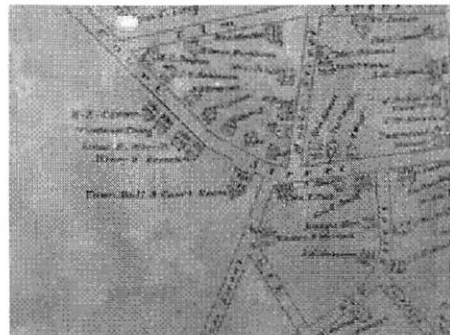
Respectfully,

Nicole L Sawyer & Samuel J Lemeris
Property owners: 34 Court Street
dr.sawyerpsyd@gmail.com dr.lemeris@gmail.com

2 attachments



1896 32 Court.jpg
155K



1845 32 Court.jpg
29K

Lease/Purchase Financing – Engine 5, Fire SCBA Equipment



203 E. PARK AVENUE, LIBERTYVILLE, ILLINOIS 60048



847-247-0771



847-247-0772



www.taxexemptleasing.com

March 30, 2022

VIA E-MAIL: rdean@exeternh.gov

Russ Dean, Town Manager
Town of Exeter
Exeter, New Hampshire

Dear Russ:

I am pleased to provide the following quote for Town of Exeter for the financing of a new Pumper/Tanker Fire Apparatus. This quote is valid for 7 days and is subject to credit review and proper documentation.

Equipment Cost (Approximate):	\$635,000.00
Down Payment:	\$0.00
Financed Amount:	\$635,000.00
Payment Frequency:	Annual, in advance (first payment due at lease signing)
Term:	10-years
Rate*:	3.24%
Payment*:	\$72,990.19
Factor^:	.11495

** Rate and payment assume that the Customer is a tax-exempt entity and the purchase of the equipment falls within the type of equipment allowed as tax-exempt under the I.R.S. Code. In the event this purchase is not exempt, the rate and payments will be adjusted accordingly. Further, it is assumed that the transaction will be "bank-qualified" and that the customer will not issue more than \$10 million in tax-exempt leases or bonds in the current calendar year.*

^ Factor is based on quoted rates. If the equipment cost changes or a down payment is made, the new payment amount can be calculated by multiplying the new financed amount by the rate factor.

Note: If the equipment will require a "build-out period", the financed amount will be placed into an escrow account at lease signing and funds disbursed as instructed by the customer.

I have attached an application that must be completed in order to proceed with the credit process. In addition, we will need copies of the Town's last 2-years of audited financial statements, along with a copy of its current interim financial statement. Once these items are gathered, please fax all of the information to 866-2-FAX-APP (866-232-9277) or e-mail to markz@taxexemptleasing.com.

I appreciate this opportunity and look forward to proceeding. Please let me know if I can answer any questions. I can be reached at 847-247-0771.

Kind Regards,

Mark M. Zaslavsky
President



203 E. PARK AVENUE, LIBERTYVILLE, ILLINOIS 60048



847-247-0771



847-247-0772



www.taxexemptleasing.com

March 30, 2022

VIA E-MAIL: rdean@exeternh.gov

Russ Dean, Town Manager
Town of Exeter
Exeter, New Hampshire

Dear Russ:

I am pleased to provide the following quote for Town of Exeter for the financing of a new SCBA. This quote is valid for 7 days and is subject to credit review and proper documentation.

Equipment Cost (Approximate):	\$328,835.00
Down Payment:	\$0.00
Financed Amount:	\$328,835.00
Payment Frequency:	Annual, in advance (first payment due at lease signing)
Term:	7-years
Rate*:	3.37%
Payment*:	\$51,773.77
Factor^:	.15745

** Rate and payment assume that the Customer is a tax-exempt entity and the purchase of the equipment falls within the type of equipment allowed as tax-exempt under the I.R.S. Code. In the event this purchase is not exempt, the rate and payments will be adjusted accordingly. Further, it is assumed that the transaction will be "bank-qualified" and that the customer will not issue more than \$10 million in tax-exempt leases or bonds in the current calendar year.*

^ Factor is based on quoted rates. If the equipment cost changes or a down payment is made, the new payment amount can be calculated by multiplying the new financed amount by the rate factor.

Note: If the equipment will require a "build-out period", the financed amount will be placed into an escrow account at lease signing and funds disbursed as instructed by the customer.

I have attached an application that must be completed in order to proceed with the credit process. In addition, we will need copies of the Town's last 2-years of audited financial statements, along with a copy of its current interim financial statement. Once these items are gathered, please fax all of the information to 866-2-FAX-APP (866-232-9277) or e-mail to markz@taxexemptleasing.com.

I appreciate this opportunity and look forward to proceeding. Please let me know if I can answer any questions. I can be reached at 847-247-0771.

Kind Regards,

Mark M. Zaslavsky
President



Russ Dean <rdean@exeternh.gov>

Fwd: Town of Exeter lease/purchase quotes

1 message

Laura Zogopoulos <lzogopoulos@exeternh.gov>
 To: Russell Dean <rdean@exeternh.gov>

Tue, Apr 5, 2022 at 8:19 AM

Forwarding TD bank's updated quotes for the two lease/purchase items. I have contacted two more banks but have not heard back yet.

Laura Hill Zogopoulos
 Sr. Accountant
 Town of Exeter, NH 03833
 603-418-6418
 lzogopoulos@exeternh.gov

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

From: Pike, Keith G <Keith.Pike@td.com>
 Date: Tue, Apr 5, 2022 at 7:45 AM
 Subject: RE: Town of Exeter lease/purchase quotes
 To: Laura Zogopoulos <lzogopoulos@exeternh.gov>

Good Morning Laura

Below is updated Lease budgeted rate information. Again this is for budget/discussion purposes and is not a commitment to lend. Rates are very volatile and changing daily. Let me know if you are interested in next steps. I can provide you with the information needed for underwriting. Any questions let me know. Have a nice afternoon!!

Thank you,
 Keith

		Amortization		Rate - 2.91%	
date	funding	payment	interest	principal	balance
3/28/2022	\$ 635,000.00				\$ 635,000.00
3/28/2022		\$ 72,004.53	\$ -	\$ 72,004.53	\$ 562,995.47
3/28/2023		\$ 72,004.53	\$ 16,383.17	\$ 55,621.36	\$ 507,374.11
3/28/2024		\$ 72,004.53	\$ 14,764.59	\$ 57,239.94	\$ 450,134.17
3/28/2025		\$ 72,004.53	\$ 13,098.90	\$ 58,905.62	\$ 391,228.54
3/28/2026		\$ 72,004.53	\$ 11,384.75	\$ 60,619.78	\$ 330,608.76
3/28/2027		\$ 72,004.53	\$ 9,620.72	\$ 62,383.81	\$ 268,224.95
3/28/2028		\$ 72,004.53	\$ 7,805.35	\$ 64,199.18	\$ 204,025.77
3/28/2029		\$ 72,004.53	\$ 5,937.15	\$ 66,067.38	\$ 137,958.39
3/28/2030		\$ 72,004.53	\$ 4,014.59	\$ 67,989.94	\$ 69,968.45
3/28/2031		\$ 72,004.53	\$ 2,036.08	\$ 69,968.45	\$ (0.00)

\$ 720,045.29 \$ 85,045.29 \$ 635,000.00

date	funding	Amortization		Rate - 2.91%	
		payment	interest	principal	balance
3/28/2022	\$ 328,835.00				\$ 328,835.00
3/28/2022		\$ 51,113.81	\$ -	\$ 51,113.81	\$ 277,721.19
3/28/2023		\$ 51,113.81	\$ 8,081.69	\$ 43,032.13	\$ 234,689.06
3/28/2024		\$ 51,113.81	\$ 6,829.45	\$ 44,284.36	\$ 190,404.69
3/28/2025		\$ 51,113.81	\$ 5,540.78	\$ 45,573.04	\$ 144,831.66
3/28/2026		\$ 51,113.81	\$ 4,214.60	\$ 46,899.21	\$ 97,932.44
3/28/2027		\$ 51,113.81	\$ 2,849.83	\$ 48,263.98	\$ 49,668.46
3/28/2028		\$ 51,113.81	\$ 1,445.35	\$ 49,668.46	\$ (0.00)
		\$ 357,796.70	\$ 28,961.70	\$ 328,835.00	

Keith Pike | Vice President | Government Banking |
 Senior Government Banking Relationship Manager
 TD Bank, America's Most Convenient Bank
 143 North Main Street Concord, NH,03301
 T: 603-228-9162 | C:603-660-3719 | Mailstop NH1-080-000

PTO Alert:

From: Laura Zogopoulos <lzogopoulos@exeternh.gov>
Sent: Monday, April 4, 2022 3:29 PM
To: Pike, Keith G <Keith.Pike@td.com>
Subject: Town of Exeter lease/purchase quotes

CAUTION: EXTERNAL MAIL. DO NOT CLICK ON LINKS OR OPEN ATTACHMENTS YOU DO NOT TRUST
 ATTENTION: COURRIEL EXTERNE. NE CLIQUEZ PAS SUR DES LIENS ET N'OUVREZ PAS DE PIÈCES JOINTES AUXQUELS VOUS NE FAITES PAS CONFIANCE.

Hi Keith,

The Select Board approved the amounts of \$635,000 for the Engine 5 replacement (10-year lease/purchase) and \$328,835 for the SCBA equipment (7-year lease/purchase).

Household Hazardous Waste Agreement



Fwd: *FY 2023 HHW Grant Contract*****

1 message

Russ Dean <rdean@exeternh.gov>
To: Pam McElroy <pmcelroy@exeternh.gov>

Wed, Mar 30, 2022 at 1:00 PM

Forwarding for review. I believe we'll need to put this on the next Select Board agenda.

Russ

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

From: **Robinson, Dean** <DEAN.F.ROBINSON@des.nh.gov>

Date: Wed, Mar 30, 2022 at 11:04 AM

Subject: ***FY 2023 HHW Grant Contract***

To: troache@therpc.org <troache@therpc.org>, apettengill@therpc.org <apettengill@therpc.org>, Russ Dean <rdean@exeternh.gov>

Dear HHW Coordinator:

Attached to this e-mail you will find your FY 2023 HHW contract. The Attorney General's Office recently required us to update our state grant contract form and the language contained within the certificate of authority.

Included with this email you will find your copy of the new G-1 Grant Contract, and two templates of the updated versions of the required certificate of authority (by bylaw, or by vote). **THESE ARE NEW DOCUMENTS; PLEASE DISCARD ANY PREVIOUS TEMPLATES YOU MAY HAVE SAVED. THEY WILL NO LONGER BE ACCEPTED BY THE DEPT. OF ADMINISTRATIVE SERVICES OR THE EXECUTIVE COUNCIL.**

I have outlined the basic changes below.

Changes to the contract:

- Under Block 1.11, of the G-1 grant contract there are now multiple places to sign the contract. We (NHDES) only require one valid signature for the HHW grant contract. It is OK to leave two signature lines empty. If you choose to have multiple signatures on your contract, those names and/or positions must also appear on the certificate of authority.
- The G-1 grant contract no longer requires notarization.
- Please leave Block 1.7 blank. This date will always be one-year from the contract's approval date.
- Exhibits A, B, and C have changed order, but their wording remains unchanged.

Changes to the certificate of authority:

- The certificate of authority no longer requires notarization.
- All certificates of authority expire after 90 days and must state this in the certificate.

Please don't forget:

- Please remember to include a copy of your current insurance paperwork including General Liability and Worker's Compensation with NHDES listed as the certificate holder.
- Exhibit B, Paragraph 3 requires the grantee to confirm their third-party vendor's liability coverage, but NHDES does not require you to submit copies of their certificates.
- Physical copies of the contracts and certificate of authority (with original wet signatures) must be returned to NHDES. We cannot use photocopies or emailed versions of those documents.
- NHDES' senior leadership has chosen not to accept digital signatures for financial contracts at this time.

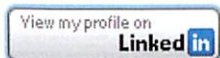
If you have any questions, please let me know.

Sincerely,

Dean F. Robinson II, Coordinator
Used Oil Grant Program
Household Hazardous Waste Program
New Hampshire Department of Environmental Services
Concord, NH 03302-0095

Phone: (603) 271-2047

Fax: (603) 271-2867



dean.robinson@des.nh.gov

Household Hazardous Waste Program: hhw@des.nh.gov

Used Oil Program: UsedOilGrants@des.nh.gov

DES E-news: <http://des.nh.gov/media/enews/index.htm>


DES on Twitter: www.twitter.com/nhdes

This e-mail and any files transmitted with it are intended for the use of the persons to whom it is addressed. It may contain information that is privileged, confidential or otherwise protected by law. Please notify me at (603) 271-2047 or reply to dean.robinson@des.nh.gov if you believe that you have received this e-mail accidentally or in error, and delete or destroy all copies of this electronic message and any attachments or printed copies.

please do not print this email unless necessary.

2 attachments

 **Exeter.pdf**
222K

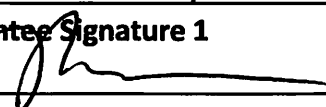
 **new_certificate_of_authority_2022.docx**
46K

GRANT AGREEMENT

The State of New Hampshire and the Grantee
hereby Mutually agree as follows:

GENERAL PROVISIONS

1. Identification and Definitions.

1.1. State Agency Name Department of Environmental Services		1.2. State Agency Address 29 Hazen Drive Concord, NH 03301	
1.3. Grantee Name Town of Exeter		1.4. Grantee Address 10 Front Street Exeter, NH 03833	
1.5 Grantee Phone # 603-658-0518	1.6. Account Number 177386-B001	1.7. Completion Date	1.8. Grant Limitation \$4,570
1.9. Grant Officer for State Agency Dean F. Robinson II		1.10. State Agency Telephone Number 603-271-2047	
If Grantee is a municipality or village district: "By signing this form we certify that we have complied with any public meeting requirement for acceptance of this grant, including if applicable RSA 31:95-b."			
1.11. Grantee Signature 1 		1.12. Name & Title of Grantee Signor 1 Russell Dean, Town Manager	
Grantee Signature 2		Name & Title of Grantee Signor 2	
Grantee Signature 3		Name & Title of Grantee Signor 3	
1.13 State Agency Signature(s)		1.14. Name & Title of State Agency Signor(s) Robert R. Scott, Commissioner	
1.15. Approval by Attorney General (Form, Substance and Execution) (if G & C approval required)			
By:		Assistant Attorney General, On: / /	
1.16. Approval by Governor and Council (if applicable)			
By:		On: / /	

2. **SCOPE OF WORK:** In exchange for grant funds provided by the State of New Hampshire, acting through the Agency identified in block 1.1 (hereinafter referred to as "the State"), the Grantee identified in block 1.3 (hereinafter referred to as "the Grantee"), shall perform that work identified and more particularly described in the scope of work attached hereto as EXHIBIT B (the scope of work being hereinafter referred to as "the Project").

3. **AREA COVERED.** Except as otherwise specifically provided for herein, the Grantee shall perform the Project in, and with respect to, the State of New Hampshire.

4. **EFFECTIVE DATE: COMPLETION OF PROJECT.**

4.1. This Agreement, and all obligations of the parties hereunder, shall become effective on the date on the date of approval of this Agreement by the Governor and Council of the State of New Hampshire if required (block 1.16), or upon signature by the State Agency as shown in block 1.14 ("the Effective Date").

4.2. Except as otherwise specifically provided herein, the Project, including all reports required by this Agreement, shall be completed in ITS entirety prior to the date in block 1.7 (hereinafter referred to as "the Completion Date").

5. **GRANT AMOUNT: LIMITATION ON AMOUNT: VOUCHERS: PAYMENT.**

5.1. The Grant Amount is identified and more particularly described in EXHIBIT C, attached hereto.

5.2. The manner of, and schedule of payment shall be as set forth in EXHIBIT C.

5.3. In accordance with the provisions set forth in EXHIBIT C, and in consideration of the satisfactory performance of the Project, as determined by the State, and as limited by subparagraph 5.5 of these general provisions, the State shall pay the Grantee the Grant Amount. The State shall withhold from the amount otherwise payable to the Grantee under this subparagraph 5.3 those sums required, or permitted, to be withheld pursuant to N.H. RSA 80:7 through 7-c.

5.4. The payment by the State of the Grant amount shall be the only, and the complete payment to the Grantee for all expenses, of whatever nature, incurred by the Grantee in the performance hereof, and shall be the only, and the complete, compensation to the Grantee for the Project. The State shall have no liabilities to the Grantee other than the Grant Amount.

5.5. Notwithstanding anything in this Agreement to the contrary, and notwithstanding unexpected circumstances, in no event shall the total of all payments authorized, or actually made, hereunder exceed the Grant limitation set forth in block 1.8 of these general provisions.

6. **COMPLIANCE BY GRANTEE WITH LAWS AND REGULATIONS.** In connection with the performance of the Project, the Grantee shall comply with all statutes, laws regulations, and orders of federal, state, county, or municipal authorities which shall impose any obligations or duty upon the Grantee, including the acquisition of any and all necessary permits and RSA 31-95-b.

7. **RECORDS and ACCOUNTS.**

7.1. Between the Effective Date and the date seven (7) years after the Completion Date, unless otherwise required by the grant terms or the Agency, the Grantee shall keep detailed accounts of all expenses incurred in connection with the Project, including, but not limited to, costs of administration, transportation, insurance, telephone calls, and clerical materials and services. Such accounts shall be supported by receipts, invoices, bills and other similar documents.

7.2. Between the Effective Date and the date seven (7) years after the Completion Date, unless otherwise required by the grant terms or the Agency pursuant to subparagraph 7.1, at any time during the Grantee's normal business hours, and as often as the State shall demand, the Grantee shall make available to the State all records pertaining to matters covered by this Agreement. The Grantee shall permit the State to audit, examine, and reproduce such records, and to make audits of all contracts, invoices, materials, payrolls, records of personnel, data (as that term is hereinafter defined), and other information relating to all matters covered by this Agreement. As used in this paragraph, "Grantee" includes all persons, natural or fictional, affiliated with, controlled by, or under common ownership with, the entity identified as the Grantee in block 1.3 of these provisions **PERSONNEL.**

8.1. The Grantee shall, at its own expense, provide all personnel necessary to perform the Project. The Grantee warrants that all personnel engaged in the Project shall be qualified to perform such Project, and shall be properly licensed and authorized to perform such Project under all applicable laws.

8.2. The Grantee shall not hire, and it shall not permit any subcontractor, subgrantee, or other person, firm or corporation with whom it is engaged in a combined effort to perform the Project, to hire any person who has a contractual relationship with the State, or who is a State officer or employee, elected or appointed.

8.3. The Grant Officer shall be the representative of the State hereunder. In the event of any dispute hereunder, the interpretation of this Agreement by the Grant Officer, and his/her decision on any dispute, shall be final.

9. **DATA: RETENTION OF DATA: ACCESS.**

9.1. As used in this Agreement, the word "data" shall mean all information and things developed or obtained during the performance of, or acquired or developed by reason of, this Agreement, including, but not limited to, all studies, reports, files, formulae, surveys, maps, charts, sound recordings, video recordings, pictorial reproductions, drawings, analyses, graphic representations,

computer programs, computer printouts, notes, letters, memoranda, paper, and documents, all whether finished or unfinished.

9.2. Between the Effective Date and the Completion Date the Grantee shall grant to the State, or any person designated by it, unrestricted access to all data for examination, duplication, publication, translation, sale, disposal, or for any other purpose whatsoever.

9.3. No data shall be subject to copyright in the United States or any other country by anyone other than the State.

9.4. On and after the Effective Date all data, and any property which has been received from the State or purchased with funds provided for that purpose under this Agreement, shall be the property of the State, and shall be returned to the State upon demand or upon termination of this Agreement for any reason, whichever shall first occur.

9.5. The State, and anyone it shall designate, shall have unrestricted authority to publish, disclose, distribute and otherwise use, in whole or in part, all data.

10. **CONDITIONAL NATURE OR AGREEMENT.** Notwithstanding anything in this Agreement to the contrary, all obligations of the State hereunder, including, without limitation, the continuance of payments hereunder, are contingent upon the availability or continued appropriation of funds, and in no event shall the State be liable for any payments hereunder in excess of such available or appropriated funds. In the event of a reduction or termination of those funds, the State shall have the right to withhold payment until such funds become available, if ever, and shall have the right to terminate this Agreement immediately upon giving the Grantee notice of such termination.

11. **EVENT OF DEFAULT: REMEDIES.**

11.1. Any one or more of the following acts or omissions of the Grantee shall constitute an event of default hereunder (hereinafter referred to as "Events of Default"):

11.1.1 Failure to perform the Project satisfactorily or on schedule; or

11.1.2 Failure to submit any report required hereunder; or

11.1.3 Failure to maintain, or permit access to, the records required hereunder; or

11.1.4 Failure to perform any of the other covenants and conditions of this Agreement. Upon the occurrence of any Event of Default, the State may take any one, or more, or all, of the following actions:

11.2.1 Give the Grantee a written notice specifying the Event of Default and requiring it to be remedied within, in the absence of a greater or lesser specification of time, thirty (30) days from the date of the notice; and if the Event of Default is not timely remedied, terminate this Agreement, effective two (2) days after giving the Grantee notice of termination; and

11.2.2 Give the Grantee a written notice specifying the Event of Default and suspending all payments to be made under this Agreement and ordering that the portion of the Grant Amount which would otherwise accrue to the Grantee during the period from the date of such notice until such time as the State determines that the Grantee has cured the Event of Default shall never be paid to the Grantee; and Set off against any other obligation the State may owe to the Grantee any damages the State suffers by reason of any Event of Default; and

11.2.4 Treat the agreement as breached and pursue any of its remedies at law or in equity, or both.

12. **TERMINATION.**

12.1. In the event of any early termination of this Agreement for any reason other than the completion of the Project, the Grantee shall deliver to the Grant Officer, not later than fifteen (15) days after the date of termination, a report (hereinafter referred to as the "Termination Report") describing in detail all Project Work performed, and the Grant Amount earned, to and including the date of termination. In the event of Termination under paragraphs 10 or 12.4 of these general provisions, the approval of such a Termination Report by the State shall entitle the Grantee to receive that portion of the Grant amount earned to and including the date of termination.

12.3. In the event of Termination under paragraphs 10 or 12.4 of these general provisions, the approval of such a Termination Report by the State shall in no event relieve the Grantee from any and all liability for damages sustained or incurred by the State as a result of the Grantee's breach of its obligations hereunder.

12.4. Notwithstanding anything in this Agreement to the contrary, either the State or, except where notice default has been given to the Grantee hereunder, the Grantee, may terminate this Agreement without cause upon thirty (30) days written notice. **CONFLICT OF INTEREST.** No officer, member of employee of the Grantee, and no representative, officer or employee of the State of New Hampshire or of the governing body of the locality or localities in which the Project is to be performed, who exercises any functions or responsibilities in the review or

approval of the undertaking or carrying out of such Project, shall participate in any decision relating to this Agreement which affects his or her personal interest or the interest of any corporation, partnership, or association in which he or she is directly or indirectly interested, nor shall he or she have any personal or pecuniary interest, direct or indirect, in this Agreement or the proceeds thereof. GRANTEE'S RELATION TO THE STATE. In the performance of this Agreement the Grantee, its employees, and any subcontractor or subgrantee of the Grantee are in all respects independent contractors, and are neither agents nor employees of the State. Neither the Grantee nor any of its officers, employees, agents, members, subcontractors or subgrantees, shall have authority to bind the State nor are they entitled to any of the benefits, workmen's compensation or emoluments provided by the State to its employees.

14. ASSIGNMENT AND SUBCONTRACTS. The Grantee shall not assign, or otherwise transfer any interest in this Agreement without the prior written consent of the State. None of the Project Work shall be subcontracted or subgranted by the Grantee other than as set forth in Exhibit B without the prior written consent of the State.

15. INDEMNIFICATION. The Grantee shall defend, indemnify and hold harmless the State, its officers and employees, from and against any and all losses suffered by the State, its officers and employees, and any and all claims, liabilities or penalties asserted against the State, its officers and employees, by or on behalf of any person, on account of, based on, resulting from, arising out of (or which may be claimed to arise out of) the acts or omissions of the Grantee or subcontractor, or subgrantee or other agent of the Grantee. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the sovereign immunity of the State, which immunity is hereby reserved to the State. This covenant shall survive the termination of this agreement.

16. INSURANCE. The Grantee shall, at its own expense, obtain and maintain in force, or shall require any subcontractor, subgrantee or assignee performing Project work to obtain and maintain in force, both for the benefit of the State, the following insurance:

17.1.1 Statutory workers' compensation and employees liability insurance for all employees engaged in the performance of the Project, and

17.1.2 General liability insurance against all claims of bodily injuries, death or property damage, in amounts not less than \$1,000,000 per occurrence and \$2,000,000 aggregate for bodily injury or death any one incident, and \$500,000 for property damage in any one incident; and

17.2. The policies described in subparagraph 17.1 of this paragraph shall be the standard form employed in the State of New Hampshire, issued by underwriters acceptable to the State, and authorized to do business in the State of New Hampshire. Grantee shall furnish to the State, certificates of insurance for all renewal(s) of insurance required under this Agreement no later than ten (10) days prior to the expiration date of each insurance policy.

18. WAIVER OF BREACH. No failure by the State to enforce any provisions hereof after any Event of Default shall be deemed a waiver of its rights with regard to that Event, or any subsequent Event. No express waiver of any Event of Default shall be deemed a waiver of any provisions hereof. No such failure of waiver shall be deemed a waiver of the right of the State to enforce each and all of the provisions hereof upon any further or other default on the part of the Grantee.

19. NOTICE. Any notice by a party hereto to the other party shall be deemed to have been duly delivered or given at the time of mailing by certified mail, postage prepaid, in a United States Post Office addressed to the parties at the addresses first above given.

20. AMENDMENT. This Agreement may be amended, waived or discharged only by an instrument in writing signed by the parties hereto and only after approval of such amendment, waiver or discharge by the Governor and Council of the State of New Hampshire, if required or by the signing State Agency.

21. CONSTRUCTION OF AGREEMENT AND TERMS. This Agreement shall be construed in accordance with the law of the State of New Hampshire, and is binding upon and inures to the benefit of the parties and their respective successors and assignees. The captions and contents of the "subject" blank are used only as a matter of convenience, and are not to be considered a part of this Agreement or to be used in determining the intent of the parties hereto.

22. THIRD PARTIES. The parties hereto do not intend to benefit any third parties and this Agreement shall not be construed to confer any such benefit.

23. ENTIRE AGREEMENT. This Agreement, which may be executed in a number of counterparts, each of which shall be deemed an original, constitutes the entire agreement and understanding between the parties, and supersedes all prior agreements and understandings relating hereto.

24. SPECIAL PROVISIONS. The additional or modifying provisions set forth in Exhibit A hereto are incorporated as part of this agreement.

EXHIBIT A
Special Terms and Conditions

1. The State reserves the right to audit the Grantee's expenditures for the Project and to retract and/or seek reimbursement for Grant Monies paid to the Grantee whenever, subsequent to payment of Grant Monies, it becomes known that any of the terms and conditions of this agreement were, in fact, not fulfilled.

2. Paragraph 15 of the General Provisions is amended in that the parties intend the Grantee to retain a Contractor in accordance with Exhibit A of this agreement.

EXHIBIT B
Scope of Services

1. The Grantee shall conduct the collection portion of its Project for **Exeter, Stratham, Newfields, East Kingston, Epping, Seabrook, and South Hampton** in accordance with the terms and conditions of a contract which incorporates, at a minimum, all of the provisions set forth in Section 3 below between the Grantee and its contracted permitted hazardous waste transporter (the contractor). For purposes of this agreement, the contractor shall mean the primary contractor and the Subcontractor means all additional contractors that the contractor hires for participating in the Project.
2. The Grantee shall spend its grant monies solely for the purpose of paying the Project's contractor and/or for paying the expenses associated with conducting the Project's educational component, as required under the NH Hazardous Waste Rules Env-Hw 1003.07.
3. The Grantee shall enter into a contract with a contractor to perform the household hazardous waste collection project that includes, as a minimum, the following provisions:
 - a. That the contractor shall handle all household hazardous wastes collected at the project site as hazardous wastes, and shall comply with all state and federal laws and regulations governing hazardous waste, including but not limited to, the provisions of RSA 147-A and Chapter Env-Wm 100 through Chapter Env-Hw 1000 involving hazardous waste safety standards, transportation requirements, and requirements for proper generation, treatment, storage, and disposal of hazardous wastes. Said requirements shall include RSA 147-A, Chapter Env-Hw 100 through Chapter Env-Wm 1000, and those of the state(s) through which and to which the waste has been sent;
 - b. That the contractor must act as the generator of the hazardous wastes that it collects at the project site and that the contractor must sign the Project's manifest forms as such generator;
 - c. That the contractor must have all necessary permits and licenses to handle and transport hazardous wastes in New Hampshire and other states associated with the conduct of the project;
 - d. That the contractor may not assign or subcontract any of the duties to be performed under the contract without prior written approval by the Grantee and by the Department. Further, that any additional Subcontractor must also have all necessary permits and licenses to carry out the functions that are the subject of the subcontract;
 - e. That the contractor shall, at its sole expense, obtain and maintain in force, and shall require all Subcontractors to obtain and maintain in force, comprehensive public liability insurance against all claims of bodily injuries, death, or property damage, in amounts and terms complying with, at a minimum, all applicable state requirements for hazardous waste transporters, including NH Code of Administrative Rules Env-Hw 603.12. Such policies shall cover the State and the Grantee as additional insured parties and shall comply, in form and substance, with all applicable provisions of the NH Liability Insurance Act, RSA Ch. 412, and the rules thereunder;
 - f. That the contractor shall transport all household hazardous wastes collected at the project site to an authorized treatment, storage, or disposal facility. Said facility shall be in compliance with appropriate state and federal requirements.

EXHIBIT B continued

- g. That the Grantee shall not pay the contractor until after (1) the Department has received copies of all Project manifest forms required under Part Env-Hw 510, including Copy #2 of all Project manifest forms signed by the operator of the permitted hazardous waste facility or facilities to which the Project's collected hazardous wastes were delivered, and (2) the Department has reviewed the Project's collection, handling, transportation, storage, treatment, recycling and disposal of hazardous waste for compliance with applicable state and federal requirements. The Department's payment of funds to the Grantee shall not be construed as a waiver of any past, present or future right, claim, or cause of action related to the performance of this agreement or the enforcement of any applicable State or federal law;
 - h. That the contractor shall adhere to a work plan and a site safety plan, such plans may be reviewed by the Department.
 - i. That the Department may exercise its authority to modify, suspend or terminate the Project if it decides that the Project poses a threat to human health or the environment; and
4. The Grantee shall conduct public education activities regarding household hazardous waste in accordance with the provisions of RSA 147-B:6, I-a and Section Env-Hw 1003.07. Said activities shall include those set forth in the Grantee's application for Grant Monies, as approved by the Department.
5. The Grantee shall keep a count of persons participating in the Project and to conduct a questionnaire of said persons incorporating, at a minimum, the questions set forth on the Participant Exit Survey.
6. The Grantee shall conduct the collection portion of its project on or before the completion date shown in Section 1.6 of the contract. Failure to do so may result in termination of this agreement.
7. The Grantee shall allow the Department to have access to and conduct any monitoring of the Project deemed necessary by the Department to ensure its compliance with the terms of the contract and with state and federal statutes and regulations.

EXHIBIT C
Price and Payments

1. The State agrees to pay the Grantee the Grant Monies upon the successful completion of the Project. Successful completion shall mean that (1) the Grantee has fulfilled the terms and conditions of this agreement, (2) the Grantee's accounting records, submitted to the Department have been reviewed by the Department, (3) the contractor has fulfilled the terms and conditions of its contract with the Grantee, and (4) the State has received and reviewed all Project manifest forms required in accordance with this contract and all applicable state and federal requirements. No Grant Monies shall be paid to the Grantee until the Department has determined that all the Project's collected hazardous wastes have been delivered to a permitted hazardous waste facility and the Department has reviewed the handling, transportation, and storage, treatment, recycling and/or disposal of the Project's collected hazardous wastes for compliance with applicable state and federal requirements. Said requirements shall include RSA 147-A, Chapter Env-Wm 100 through Chapter Env-Wm 1000, and those of the state(s) through which and to which the waste has been sent. However, the payment of funds to the Grantee shall not be construed as a waiver by the Department of any past, present or future right, claim or cause of action related to the performance of this agreement or the enforcement of all applicable state or federal laws.
2. Upon fulfillment of the terms and conditions of this contract, including all of the conditions of a successful completion of the Project, the Department shall pay to the Grantee Grant Monies in the amount not to exceed **\$4,570**. This amount is based on a rate of **\$0.2524 cents per capita** and on a population base of **18,106** to be made to the Grantee within 30 days of either the Department's receipt of the Grantee to be served by this Project. However, in no case shall the Department pay more than fifty percent (50%) of the total costs of the Project. All invoices must be submitted no more than 45 days past the completion date of the contract. Invoices greater than 180 days past the completion date will not be accepted or paid. Payment shall be made to the Grantee within 30 days of either the Department's receipt of the Grantee's invoice or the Department's determination that the Project has been successfully completed in accordance with this contract, whichever is later.
3. Grantee expenses not directly associated with the Project shall not be reimbursable by the Department. Only costs that otherwise would not have been spent by the Grantee were it not for the Project, and the Grantee's coordination thereof, shall be reimbursed by the Department. Nonreimbursable items shall include, but not be limited to, the following: employee benefits, payroll taxes, insurance, rent, utilities, dues, and depreciation.
4. The Grantee agrees to expend monies on the Project in an amount not less than the Project's Grant Monies, in fulfillment of the matching requirement set forth in RSA 147-B:6, I-a and in Part Env-Wm 1003.
5. The Grantee agrees to pay for all Project costs beyond the amount of Grant Monies.
6. Prior to the Department's awarding of the Grant Monies specified in this agreement, the Grantee agrees to provide the Department with records showing an accounting for all monies spent and/or costs incurred from the Project, including the Project's Grant Monies. Further, the Grantee agrees that no Grant Monies shall be paid by the Department unless and until the Department has reviewed and determined that such costs or expenditures qualify for funding under the terms of this agreement, and all applicable state and federal requirements; provided that the Department's payment of funds to the Grantee shall not be construed as a waiver of any past, present or future right, claim or cause of action related to the performance of this agreement or any applicable state or federal law.
7. The Grantee agrees to submit an invoice to the State for the Grant Monies specified in this agreement. Said invoice shall be submitted to the NH Department of Environmental Services, 29 Hazen Drive, Concord, NH 03301-6509.

Certificate of Authority by Vote

I, _____, hereby certify that I am duly elected Clerk/Secretary of
(Name)
_____. I hereby certify the following is a true copy of a vote taken at
(Name of Municipality)
a meeting of the Board of Directors, duly called and held on _____, 20__,
at which a quorum of the Directors were present and voting.

VOTED: That _____ (may list more than one person) is
(Name and Title)

duly authorized to enter into contracts or agreements on behalf of

_____ with the State of New Hampshire and any of
(Name of Municipality)

its agencies or departments and further is authorized to execute any documents
which may in his/her judgment be desirable or necessary to affect the purpose of
this vote.

I hereby certify that said vote has not been amended or repealed and remains in full force
and effect as of the date of the contract to which this certificate is attached. This authority
remains valid for thirty (90) days from the date of this Certificate of Authority. I further certify
that it is understood that the State of New Hampshire will rely on this certificate as evidence that
the person(s) listed above currently occupy the position(s) indicated and that they have full
authority to bind the corporation. To the extent that there are any limits on the authority of any
listed individual to bind the corporation in contracts with the State of New Hampshire, all such
limitations are expressly stated herein.

DATED: _____

ATTEST: _____
(Name & Title)

Certificate of Authority by Bylaws

I, _____, hereby certify that I am duly elected Clerk/Secretary of
(Name)
_____. I hereby certify the following is a true copy of the
(Name of Municipality)
current Bylaws and that the Bylaws authorize the following person or position to bind the
Municipality for contractual obligations _____.
(list title or position)

I further certify that the following individuals currently hold the office or positions
authorized: _____.
(list individuals holding positions authorized)

I further certify that it is understood that the State of New Hampshire will rely on this
certificate as evidence that the person listed above currently occupies the position indicated
and that they have full authority to bind the corporation. This authority **shall remain valid**
for thirty (90) days from the date of this certificate.

DATED: _____

ATTEST: _____
(Name & Title)

Boards and Committees 2022 Discussion

Current Position**New Term****No Extension**

as of 4/8/22

Planning Board

Langdon Plumer		2025
Gwen English		2025
Marc Dettore	Alt.	2025
VACANT		2025
VACANT		2024
VACANT	Alt.	2023

Recreation Advisory Board

Mike Wissler		2025
Jennifer Harrington		2025
VACANT		2024
VACANT	Alt.	2024
VACANT	Alt.	2024

Zoning Board of Adjustment

Laura Davies		2025
Christopher Merrill	Alt.	2025
VACANT	Alt.	2023
VACANT	Alt.	2024

Conservation Commission

Andrew Koff		2025
Conor Madison		2025
VACANT	Alt.	2025
VACANT	Alt.	2023

Thomas Patterson

Heritage Commission

Bill Campbell		2025
VACANT		2025
VACANT		2025
VACANT		2023
VACANT		2024
VACANT		2024

Historic District Commission

Curtis Boivin		2025
VACANT		2025
VACANT		2023
VACANT	Alt.	2025
VACANT	Alt.	2023

Duncan (Doug) McCallum

Current Position**New Term****No Extension**

as of 4/8/22

Communications Advisory Committee

VACANT 2025

Facilities Advisory Committee

VACANT 2025 Peter Lennon

Housing Advisory Committee

Lindsey Sonnett 2025

Kathy Corson 2025

VACANT 2024

VACANT

Human Services Funding Committee

VACANT

VACANT

River Advisory Committee

Terrie Harman 2025

Sustainability Advisory Committee

Christopher Zigmont 2025

Jackie Ojala 2025

Water/Sewer Advisory Committee

Carl Wikstrom 2025

Mark Fabian 2025

VACANT 2023

VACANT 2024

Arts & Culture Advisory Commission

Todd Hearon 2025

VACANT Alt. 2025

VACANT 2025

David Drouin

Community Power Aggregation Committee

VACANT 12/31/2023

Tax Abatements, Veterans Credits & Exemptions

List for Select Board meeting April 11, 2022

Intent to Excavate

Map/Lot/Unit	Location	Year
113/5	Powder Mill Road	2022-2023

Disability Exemption

Map/Lot/Unit	Location	Amount	Year
95/64/331	72 Hilton Ave	\$ 125,000.00	2022
104/79/217	217 Robinhood Dr	\$ 125,000.00	2022

Elderly Exemption

Map/Lot/Unit	Location	Amount	Year
95/64/381	21 Juniper St	\$ 152,251	2022
95/64/301	39 Hilton Ave	\$ 152,251	2022
104/79/143	143 Robinhood Dr	\$ 183,751	2022

Veteran's Credit

Map/Lot/Unit	Location	Amount	Year
103/15/3	3 Icey Hill	\$ 500.00	2022
114/1	12 John West Rd	\$ 500.00	2022
63/102/48	4 Brookside Dr #12	\$ 500.00	2022
63/102/48	4 Brookside Dr #12	\$ 2,000.00	Disable
104/79/143	143 Robinhood Dr	\$ 500.00	2022
103/13/2	2 Deep Meadows	\$ 500.00	2022

Solar Exemption

Map/Lot/Unit	Location	Amount	Year
29/25	6 Anna Louise Dr	\$ 12,500.00	2022
85/21	6 Pumpkin Circle	\$ 36,000.00	2022

Land Use Change Tax

Map/Lot/Unit	Location	Amount	Year
17/2/1	73 Old Town Farm Rd	\$ 19,500	2007

This was billed in 2007 and paid in 2009 but was never recorded with the Rockingham Registry of Deeds. The original can not be located.
Only an original release can be recorded.

Permits & Approvals

BIANCO PROFESSIONAL ASSOCIATION

ATTORNEYS AT LAW

18 CENTRE STREET

CONCORD, NEW HAMPSHIRE 03301-6315

JAMES J. BIANCO, JR.
LISA A. RULE (RETIRED)
STEPHEN R. GOLDMAN
K. GARTH CORRIVEAU
BRENDAN L. WILE
LISA M. BIANCO

TELEPHONE
603-225-7170

FACSIMILE
603-226-0165

TOLL FREE
800-262-8112

March 24, 2022
Via USPS and E-mail

Russell Dean, Town Manager
Town of Exeter
10 Front Street
Exeter, NH 03833

Re: 602 Canterbury Drive, Exeter, NH

Dear Mr. Dean:

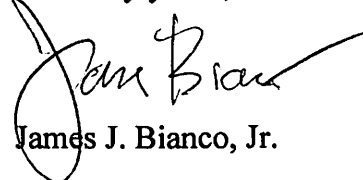
We represent River Run MHC, which operates the manufactured housing park formerly known as Exeter River Landing. I am reaching out to you to request a full property tax abatement for the manufactured home located at 602 Canterbury Drive.

As you may know, the home at 602 Canterbury Drive was abandoned several years ago. Peter Abbott, the former owner of the home, passed away in 2005. His wife, Patricia Abbott, has since relocated to Florida and has not lived in the home for at least three years. The home has fallen into disrepair and is uninhabitable. According to the most recent Town tax appraisal, the home was valued at approximately \$600.00. Mrs. Abbott recently gave River Run MHC permission to remove the home from the property, due to its poor condition and the fact that it was in danger of sliding down an embankment into the nearby river.

It is our understanding that property taxes have continued to accrue on this home over the past few years and that the Town has not received any amount of payment from the owner. We also understand that at this point, the taxes owed on the home exceed its current value. Therefore, we kindly request that the property taxes on the home be abated in full. This will allow River Run MHC to remove the uninhabitable home from the site and replace it with a new, revenue-generating manufactured home.

We appreciate your consideration of this request. If you have any questions or need additional information, please don't hesitate to contact me.

Sincerely yours,


James J. Bianco, Jr.

Town Manager's Office

JJB/lmb

MAR 31 2022

Received

AGREEMENT REGARDING
REMOVAL OF MANUFACTURED HOME

To Whom it May Concern:

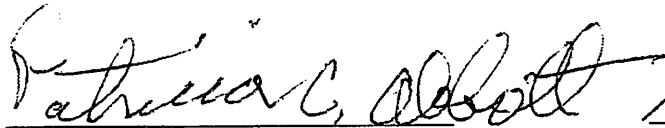
My name is Patricia Abbott. I am the current owner of a manufactured home located at 602 Canterbury Drive in Exeter, New Hampshire.

The manufactured home is a 1971 New Yorker, Model #10, Serial No. 55531.

I have not lived in the manufactured home for at least three or four years. I currently live in Florida.

I understand the home has fallen into disrepair and has become uninhabitable. I further understand the manufactured home should be removed from the property.

I consent to the removal of the manufactured home from the property and give permission for River Run MHC to remove and dispose of the manufactured home and all of its contents.


Patricia Abbott


Witness

2/15/2022
Date

2-15-2022
Date

Town Manager's Office

MAR 24 2022

Received

04/05/2022 08:46 | Town of Exeter
 rlaughner | Real Estate Tax Statement

| P 1
 | txtaxstm

PARCEL: 104-79-602

LOCATION: 602 CANTERBURY DR

OWNER:
 ABBOTT PETER J
 ABBOTT PATRICIA A
 3550 US HYWY 1 LOT 83
 MIMS FL 32754

STATUS:
 SQUARE FEET 0
 LAND VALUATION 0
 BUILDING VALUATION 600
 EXEMPTIONS 0
 TAXABLE VALUATION 600
 INTEREST PER DIEM .61

LEGAL DESCRIPTION:

DEED DATE: 07/09/1997 BOOK/PAGE: 3229/2672 INTEREST DATE: 04/05/2022

YEAR	TYPE	BILL	BILLED	PRIN DUE	INT DUE	TOTAL DUE
2021	RE-R	111				
1	RE TAX		7.35	7.35	.45	7.80
2	RE TAX		7.06	7.06	.18	7.24
			14.41	14.41	.63	15.04
2020	LIEN	2				
1	RE TAX		606.62	606.62	71.66	678.28
	SHRFEE		20.00	20.00	.00	20.00
			626.62	626.62	71.66	698.28
			626.62	626.62	71.66	698.28
2019	LIEN	5				
1	RE TAX		514.27	514.27	132.75	647.02
	LNNOTC		19.40	19.40	5.01	24.41
	LIEN COST		18.50	18.50	4.78	23.28
	INTDATE		25.76	25.76	6.65	32.41
	SHRFEE		18.00	18.00	.00	18.00
			595.93	595.93	149.19	745.12
			595.93	595.93	149.19	745.12
2018	LIEN	23				
1	RE TAX		403.02	403.02	157.98	561.00
	DNOTFEE		17.50	17.50	.00	17.50
			420.52	420.52	157.98	578.50
			420.52	420.52	157.98	578.50

04/05/2022 08:46
rLaughner

Town of Exeter
Real Estate Tax Statement

P 2
txtaxstm

YEAR TYPE	BILL	BILLED	PRIN DUE	INT DUE	TOTAL DUE
INST CHARGE					
GRAND TOTALS		1,657.48	1,657.48	379.46	2,036.94

Correspondence



Town Manager Russ Dean
10 Front St
Exeter, NH 03833

Dear Tree City USA Community Member,

On behalf of the Arbor Day Foundation, I congratulate Exeter on earning recognition as a 2021 Tree City USA and receiving a Growth Award. We are so thrilled that Exeter takes pride in creating a community that places unique value on the planting and caring of trees.

Exeter is part of an incredible network of more than 3,600 Tree City USA's, with a combined total population of 155 million. The Tree City USA program is one of the Arbor Day Foundation's earliest programs. We are proud to partner with the U.S. Forest Service and the National Association of State Foresters to maintain this community.

Over the last few years, it has become increasingly clear of the value and importance that trees hold for our future. Cities and towns across the globe are facing challenges when it comes to air quality, water resources, personal health and well-being, and energy use. Exeter shows its residents and peers that they are forward-thinking and eager to combat these issues. By showing your dedication to urban forestry, you demonstrate a commitment to a brighter, greener future.

We hope you are as excited as we are to share this accomplishment with your local media and your residents. Enclosed in this packet is a press release for you to distribute at your convenience.

State foresters will receive the Tree City USA recognition materials and coordinate on how to distribute them. We will forward information about your awards to your state forester's office to facilitate the presentation. Your community's Arbor Day ceremony would be the best time to mention the Tree City USA award.

Again, we are excited to celebrate your commitment to the people and trees of Exeter and thank you for helping us plant, nurture and celebrate trees.

Best Regards,

A handwritten signature in black ink, appearing to read 'DL' or 'Dan Lambe'.

Dan Lambe
Arbor Day Foundation Chief Executive

Town Manager's Office

APR 04 2022

Received



FOR IMMEDIATE RELEASE

Contact:

Arbor Day Foundation

Lauren Weyers

lweyers@arborday.org

Exeter Earns Mark of Distinction, Receives Tree City USA Growth Award from Arbor Day Foundation

Small percentage of Tree City USA participants ultimately earn Growth Award Honor due to a continued dedication towards building a sustainable community

LINCOLN, Nebraska (3/11/2022) – Exeter received a Tree City USA Growth Award by the Arbor Day Foundation to honor its commitment to effective urban forest management.

A Growth Award is bestowed to a community alongside their Tree City USA recognition for demonstrating environmental improvement and a higher level of tree care. The Growth Award recognizes major milestones and annual activities in [five categories](#) on a point based system to build sustainable community forestry programs over the long term such as: building a team, measuring trees and forests, planning the work, performing the work, and building the community framework.

"Tree City USA communities can experience the positive effects that an urban tree canopy has year after year," said Dan Lambe, chief executive of the Arbor Day Foundation. "The trees being planted and cared for by Exeter are ensuring that generations to come will enjoy a better quality of life. Additionally, participation in this program helps cultivate a sense of stewardship and pride for the trees the community plants and cares for."

With the additional recognition of a Growth Award, Exeter has demonstrated their expediency towards building framework for sustainable urban forest management. Urban tree plantings help reduce energy consumption by up to 25%, which will reduce general energy costs and help with the overall cooling of the city as well. In addition, members of the community benefit from properly placed trees as they increase property values from 7–20%. Trees also positively affect the local ecosystem by helping to clean water and create animal habitats to encourage biodiversity.

More information on the program is available at arborday.org/TreeCityUSA.

About the Arbor Day Foundation

Founded in 1972, the Arbor Day Foundation has grown to become the largest nonprofit membership organization dedicated to planting trees, with more than one million members, supporters and valued partners. Since 1972, almost 500 million Arbor Day Foundation trees have been planted in neighborhoods, communities, cities and forests throughout the world. Our vision is to lead toward a world where trees are used to solve issues critical to survival.

As one of the world's largest operating conservation foundations, the Arbor Day Foundation, through its members, partners and programs, educates and engages stakeholders and communities across the globe to involve themselves in its mission of planting, nurturing and celebrating trees. More information is available at arborday.org.



Society of
Saint Vincent de Paul Exeter
Cleo Castonguay Community Assistance Center and Food Pantry

March 30, 2022

Town of Exeter Human Services
Attn: Russell Dean, Town Manger
10 Front Street
Exeter, NH 03833

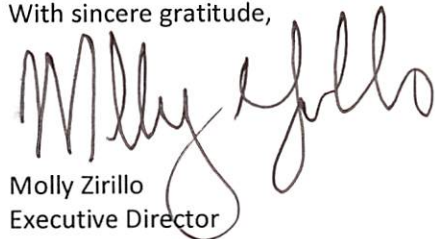
Dear Dean,

On behalf of SVdP Exeter, I would like to extend my sincerest gratitude for gifting the Society of St Vincent de Paul Exeter the Town of Exeter Human Services grant in the amount of \$2000 in March 2022. Nothing impacts our cause more than the support shown by community members/groups such as yourself.

This care has resulted in our being able to give our hungry Exeter area neighbors food for their families' tables for 33 years without interruption. Over the years, SVdP Food Pantry has grown to not only provide healthy staples foods but fresh produce, fresh dairy products, meats and personal care items. Since we do not receive any state or federal funding, this would not be possible without the support from people like you.

The passion and care of our community keeps SVdP Exeter going. Our clients rely on your generosity so they can access nutritious foods and supplies year round. We appreciate your commitment in supporting our Exeter area neighbors in need and looking forward to your continued benevolence.

With sincere gratitude,



Molly Zirillo
Executive Director

Town Manager's Office

APR 04 2022

Received

This letter is to serve as your tax receipt. No goods or services were received in return.



Russ Dean <rdean@exeternh.gov>

Tennis Courts conversion to Pickleball Courts

Dick Matthews <dickm@spectrummarketing.com>

Wed, Mar 30, 2022 at 6:20 PM

To: "loliff@exeternh.gov" <loliff@exeternh.gov>, "jgilman@exeternh.gov" <jgilman@exeternh.gov>, "mcowan@exeternh.gov" <mcowan@exeternh.gov>, "nbelanger@exeternh.gov" <nbelanger@exeternh.gov>, "Rdean@exeternh.gov" <Rdean@exeternh.gov>, "NPapakonstantis@exeternh.gov" <NPapakonstantis@exeternh.gov>
Cc: Greg Bisson <gbisson@exeternh.gov>, Don Cloutier <doaouie@gmail.com>

To the Board of Selectman:

This email is to give you an overview of the process we went through to raise private funds to convert the upper tennis courts to permanent Pickleball courts at the Recreation Park.

We will also have a short presentation for you at the April 11th meeting.

Some quick observations you may not be aware of:

- Last spring, summer and fall the upper tennis courts were dedicated as temporary Pickleball courts 5 days a week for from 7 to 10 am, often running longer as there were no tennis players waiting for the courts. Evening play was 6 to dusk on Wed. evenings.
- No fewer than 40+ people of all ages and abilities participated each day. We have record of more than 150 players who signed up on the Town website and paid a small fee to help defray the cost of equipment. Many others played throughout the seasons but we did not get names or fees from them so as to remain open and accessible to all.
- These large numbers were possible because we had 6 temporary courts with 24 people going at all times. All were (and are) welcome.

- We also hosted our first successful tournament sponsored by Big Brother-Big Sister with in excess of 200 players and spectators. Local businesses saw an increase in visitors throughout the town.
- Many tennis players join us regularly because of the inclusive and social nature of the sport-4 players can finish a game in 12-15 minutes, then rotate out to socialize and wait for their next turn.
- Ages of participants range from 16 to 91 with a higher percentage over 60, thus serving the growing elder population while introducing the younger generation to something fun but not too competitive. Many neighboring cities and towns have already converted or are in the process of converting and/or building new courts.

This year we have two commitments for tournament play in large part due to accessibility and the availability of 18 courts based on the conversion plus the use of the lower tennis courts.

The Exeter Pickleball Club will provide lessons for beginners at no cost through our numerous volunteers. This could even be added to the summer camp program.

We look forward to addressing your concerns and questions April 11.

Dick Matthews
Director of Business Development
Spectrum Marketing Companies
781.835.7707
spectrummarketing.com

We Are Direct.
Advanced Direct Marketing Solutions

Direct Mail | Data | Creative | Printing | Signs



Russ Dean <rdean@exeternh.gov>

Fwd: Pollution in Exeter

1 message

Niko Papakonstantis <npapakonstantis@exeternh.gov>
To: Russ Dean <rdean@exeternh.gov>

Tue, Apr 5, 2022 at 1:45 PM

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

From: **Phineas Reardon** <5preardon25@sau16.org>
Date: Tue, Apr 5, 2022 at 1:09 PM
Subject: Pollution in Exeter
To: <NPapakonstantis@exeternh.gov>

Dear Exeter Selectboard,

Hello, we are William Mclroy, Phineas Reardon, and Griffin Weber, 9th graders at Exeter High School. Right now in history class, we are researching littering in Exeter and the effects it has on the environment. Driving to school everyday we can't help but notice the piles of trash on the side of the road, and we would like to do something about this. We are reaching out to ask if we could speak in front of you on April 11 at the Selectboard meeting. Our main call of action is to raise the littering fines in Exeter from around \$100 to \$500-\$1,000. We hope that this will make it more worthwhile to punish those who litter. We were wondering if this would be a correct course of action, in lowering the littering rates.

Sincerely,

William Mclroy, Phineas Reardon, Griffin Weber

--

Phineas Reardon
Class of 2025

SAU 16 does not discriminate on the basis of race, color, national origin, gender, sex, sexual orientation, religion, nationality, ethnic origins, country of origin, economic status, status as a victim of domestic violence, harassment, sexual assault, or stalking, disability, age or other protected classes under applicable law in its educational programs and activities. SAU 16 also provides equal access to buildings for youth groups. Questions about Title IX can be referred to the SAU 16 District Coordinator, Ellen Riiska, at titleix@sau16.org, (603) 775-8426, or the assistant secretary for civil rights. On the SAU 16 District website, find the Statement of Non-discrimination notice. Included in the statement are the following: 1. The link to the materials SAU 16 utilized to train school district personnel in the Title IX process. 2. The link to the form used by SAU 16 to report a concern.

TOWN OF KINGSTON, N. H.

Office of the Board of Selectmen

PO Box 716, 163 MAIN STREET
KINGSTON, NEW HAMPSHIRE 03848-0716

Town Manager's Office

APR 07 2022

Received

April 4, 2022

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

Dear Board Members,

We, as a Board, are reaching out to your town on a subject that has become more and more common all over the country: staffing shortages. As our towns continue to grow in population and industry, it seems more staffing is needed; at the same time, it is becoming more difficult to fill and fund these positions. We are seeing this trend across our town departments, and especially within our fire department.

After speaking with our Fire Chief, Graham Pellerin, we are interested in sitting down with our surrounding communities to develop solutions to these immediate issues that our towns are facing. We hope to come up with solutions that will help each community. I think we are all aware that our community budgets will continue to increase as we strive to add the staffing that is crucial in order to properly handle emergencies in our respective towns. During these financially difficult times we must come up with solutions that will ensure the utmost safety for our communities while also remembering the financial impact to our taxpayers.

Chief Pellerin has suggested several options which he feels could benefit all of our towns. One suggestion is to explore the possibility of combining daily staffing to enhance the coverage between our communities. Chief Pellerin has also begun to explore the possibility of combining all aspects of our departments' resources including but not limited to staffing, billing, apparatus, etc.

Regionalizing is not necessarily something new in the fire service, although it is not yet common practice in the northeast region. There are a few towns that have combined in a more definitive aspect over the years. Thornton/Campton and Tilton/Northfield are examples of New Hampshire towns that seemed to have benefitted from the combining of their fire services. We have reached out to these towns to inquire how combining their departments has evolved through the years. Our goal is to start an open discussion and to determine a solution that will continually ensure the safest outcomes for all emergencies in our communities.

If you are interested in sending a Board representative and a Fire Department representative to attend a round table discussion of this topic, please let us know via our Administrative Assistant's email: admin@kingstonnh.org. Please also include the days and times (i.e. no Mondays, evenings vs. daytimes, etc.) that you would be available to come to Kingston for an hour-long meeting, so that we can set a date that will accommodate everyone that is interested.

We hope that this initial discussion will lead to further exploration of how our communities can continually work together, for the benefit of all. Thank you for your consideration.

Sincerely,

Kingston Select Board:



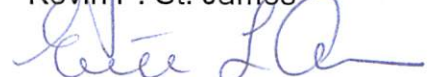
Richard G. Wilson



Phillip A. Coombs



Kevin P. St. James



Electra L. Alessio

Charles A. Hart



PUBLIC NOTICE

TOWN OF EXETER

Mosquito Control

The Mosquito Control program begins the week of April 11, 2022 in the Town of Exeter. Crews from Dragon Mosquito Control, Inc. will be checking swamps, salt marshes, woodland pools, catch basins, ditches, storm drains and other shallow, stagnant water for mosquito larvae. When mosquito larvae are found, treatment may occur using one or more of the following insecticides:

VectoBac (Bacillus thuringiensis israelensis 2.8%)
VectoBac 12 AS (Bacillus thuringiensis israelensis 11.61%)
Fourstar Bti CRG (Bacillus thuringiensis israelensis 10%)
Natular (spinosad 2.5%)
BVA 2 Mosquito Larvicide Oil (mineral oil 97.0%)
SunSpray MLO (mineral oil 98.8%)

There is no schedule at this time to conduct emergency spraying for disease carrying mosquitoes. The determination to spray adult mosquitoes at town and school owned property is based upon mosquito surveillance data, disease test results and weather conditions upon concurrence with town officials. Diseases such as EEE and West Nile Virus are found in mosquitoes during the latter part of the summer and early fall. Further communication will be given if emergency spraying is going to take place.

Residents who do not want their wetlands treated may use our No-Spray Registry online at www.dragonmosquito.com/no-spray-registry or write to Dragon Mosquito Control, P.O. Box 46, Stratham, NH 03885. Be sure to include your name, physical address, phone number, house color and acreage. Call 603-734-4144 or email Help@DragonMosquito.com for more information on spray dates, location, material used, precautions or other concerns.

House Supports State Retirement Contribution

Yesterday, the House again voted to overturn an Inexpedient to Legislate committee recommendation on HB 1417, reinstating a portion (7.5 percent) of the state contribution to the employer's share of the New Hampshire Retirement System contribution for teachers, police, and firefighters beginning on July 1, 2023.

The passionate floor speeches outlined the history of the state contribution; the effects of its demise on New Hampshire cities, towns, and taxpayers; and the expected savings for a number of municipalities throughout the state. The fiscal note states municipalities will see a reduction in expenditures amounting to \$27.7 million in fiscal year 2023, and \$28.47 million in fiscal year 2024. Just as the elimination of the state contribution increased property taxes, restoration of a portion of that state contribution will provide some level of property tax relief across the state.

Yesterday's vote was the second time this session that the House voted to support reinstating a portion of the state contribution to the employer's share of the New Hampshire Retirement System. On March 16, the House voted to overturn the Executive Departments & Administration Committee's recommendation of Inexpedient to Legislate, as we wrote about in Bulletin #9. The bill now heads to the Senate.

Please take the time to thank your representatives who voted for passage of the bill in the roll call vote, and contact your Senator to ask for his or her support for the bill in the Senate.

April 7 Hearing on Short-Term Rentals Bill

The House committee hearing on SB 249, the bill that prohibits a municipality from banning short-term rentals, has been scheduled for next Thursday, April 7, at 11:30 a.m., in LOB Rooms 301-03. The hearing is before the Municipal and County Government Committee. *Please plan to attend and speak against this bill.*

We have written about this bill before. (See Bulletin #4, Bulletin #7.) As we have explained, it would prohibit a municipality's legislative body from restricting the use of *any building or structure* as a "vacation rental or short-term rental." No ordinance could prohibit the use of any house, barn, garage, or shed as a vacation/party destination for any number of people.

This violates New Hampshire's long tradition of local control over land use matters. Other than "the tilling of soil and the growing and harvesting of crops," there is no other form of land use that is exempt from local zoning. Not farms, not churches, not hospitals, not even single-family homes. And yet, while towns have authority, and still would, to prohibit single-family homes in some areas, under SB 249 they could not prohibit the conversion of a single-family home, anywhere, to a rental property for tourists and vacationers.

The bill also contradicts basic principles of zoning under New Hampshire law. RSA 674:16, which grants zoning authority to cities and towns, states that a zoning ordinance may be adopted or amended for the "purpose of promoting the health, safety, or general welfare of the community." To that end, the statute further states that a zoning ordinance "shall be designed to regulate and restrict" among other things, "The location and use of buildings, structures and land used for business, industrial, residential, or other purposes."

Therefore, the question SB 249 presents is why should this one use of property, above all others, be exempt from zoning? Supporters have presented a variety of arguments, most recently in a newspaper op-ed.

One such argument is that the bill "grants municipalities new authority to require a registration process while also allowing towns to inspect the property for certain minimum health and safety requirements." As such, it has been touted as a compromise.

2022 NHMA Legislative Bulletin 15

April 1, 2022

Inside this Issue

Municipal Committee Hearings

Remote Meetings

Property Tax Relief

Telephones vs. Broadband

House Calendar

Senate Calendar

House Floor Action

Senate Floor Action

NHMA Events

GOVERNMENT AFFAIRS CONTACT INFORMATION

Margaret M.L. Byrnes
Executive Director

Natch Greyes
Government Affairs Counsel

Katherine Heck
Government Finance Advisor

Timothy W. Fortier
Communications Coordinator

Pam Valley
Administrative Assistant



25 Triangle Park Drive
Concord NH 03301
603.224.7447
governmentaffairs@nhmunicipal.org

But this is *not* new authority. Cities (RSA 47:17, XIX) and towns (RSA 41:11-c) already have express authority to "establish regulations relative to businesses obtaining municipal permits," and at least a few municipalities are exercising this authority by requiring a registration process for short-term rental businesses. Municipalities also have authority to require health and safety inspections as a condition to granting a special exception or conditional use permit; and again, some municipalities already do this. Similarly, the section of the bill that allows municipalities to regulate noise, parking, health, sanitation, and enforce other town regulations merely restates authority cities and towns already possess.

Next, the argument for exempting short-term rentals from zoning regulation always brings up the example of a homeowner struggling to pay his property taxes. The op-ed mentioned above stated, "Removing their ability to rent could, in fact, force them out of their primary residences."

This is a red herring. We know of no zoning ordinance in any municipality that imposes significant restrictions on a homeowner's ability to rent a room or two in the owner's primary residence. Indeed, in an editorial written by a group of concerned local officials, our members explained, "We are not seeking 'bans' on short-term rentals, but we are seeking appropriate ways to incorporate them into our communities, rather than allowing them to overrun our communities." To do so, these municipalities have "used various measures, such as limiting where short-term rentals are allowed; limiting them to owner-occupied houses in some areas; limiting how many days a year a house may be rented; requiring registration with the town; requiring safety inspections; and imposing limits on occupancy and parking."

But SB 249 makes no distinction between the rental of owner-occupied homes and the proliferation of investor-owned rentals, and it does not allow municipalities to take into account the effects of this use on the greater community. As such, SB 249 will enable investors to make money by buying houses and using them exclusively as vacation rentals, regardless of what the residents in that community want.

We have also mentioned previously that the widespread conversion of homes into vacation rentals constricts the supply of housing available for permanent residents. New Hampshire is already experiencing a housing crisis that can only be described as dire, and SB 249 would make it worse. Our members continue to ask us why this issue is not a bigger part of the discussion about short-term rentals.

The answer we have heard is that primary residences and short-term rental properties "exist in different markets." We're not sure what that means, although it does belie the claim that that this has anything to do with homeowners renting space in their primary residences. The point, apparently, is that short-term rental properties are not marketed to residents looking for a place to live. But isn't that, in fact, the point?

Finally, a recurring argument against local control—especially favored by out-of-state businesses—on all kinds of issues is that a "patchwork of local regulations" is too burdensome, and only statewide standards can work. Predictably, that argument has been made repeatedly in support of SB 249.

A patchwork of regulations is exactly what local zoning is. Every town has its own ordinance, and while there are plenty of similarities, there are plenty of differences, too. This reflects the basic philosophy that each municipality should determine what best suits its own needs. As our members wrote, "Local government officials are properly situated to respond to the concerns of citizens and balance the many nuances of the short-term rental business industry through local regulation, including zoning, just as they do with other uses of property."

We continue to hear from both local officials and New Hampshire residents who are deeply concerned and opposed to SB 249. New Hampshire laws should be made to protect and benefit New Hampshire residents; therefore, any legislation relative to short-term rentals must preserve zoning authority and the ability of municipalities to regulate short-term rentals of residential properties, including licensing requirements and health and safety protections.

We urge individuals concerned about this bill to attend the hearing on April 7; contact members of the Municipal and County Government Committee; and talk to your own representatives and urge them to oppose SB 249 when it goes to the House for a vote.

A Full Day of Hearings in Municipal & County Government Committee

On Thursday, April 7, the Municipal & County Government Committee will hear testimony on a number of bills of municipal interest in LOB 301-303.

At 10:00 a.m., the committee will hear SB 239, which adds a requirement that municipalities provide the DRA with copy of the municipal audit upon its completion. Current law requires that municipalities complete an audit within one year of the fiscal year closing and publish the findings in their annual reports. The concerning part of the bill is that it would allow DRA to assess a fine of up to \$250 per day for every day of noncompliance. This fine would commence 90 days after the DRA has provided the municipality written notice of the intent to levy such fine. NHMA opposes any such fine.

At 11:00 a.m., the committee will hear SB 246, a bill that defines and regulates "qualified private communities." The bill defines "qualified private community" as a condominium or homeowners association consisting of at least four units, where the residents do not receive any tax abatement or tax exemption related to its construction. The issue the bill is trying to address is that homeowners in a "qualified private community" pay the same tax rate, but do not receive road repair and maintenance services. The bill would require developers of a "qualified private community" to place funds into an escrow account to be used for future road repair and maintenance.

At 11:30 a.m., the committee will hear SB 249, the bill that prohibits a municipality from banning short-term rentals. Please see the above article for more information on this bill.

At 1:30 p.m., the committee will hear SB 273, which would amend RSA 31:5, I(a) to permit towns to authorize broadband infrastructure bonds at special meetings without court approval. This bill is meant to compliment SB 445, legislation that would create a broadband infrastructure matching grant program for municipalities. The purpose is to allow projects to proceed in an expeditious manner without having to wait for the next annual meeting process. This is particularly timely, with more than \$200 million in federal funds being awarded to New Hampshire for broadband expansion projects over the next five years and the 25 percent local match requirements proposed in SB 445. The availability of these funds could significantly reduce the bonded debt municipalities would have to issue, making a special meeting reasonable given the scope of these projects and the timeline available to complete them.

At 2:00 p.m., the committee will hear SB 312, which provides that the assessors and selectmen shall, as part of creating an annual revised inventory of taxable property, correct any errors in existing appraisals. NHMA supports SB 312 as it allows errors in assessments to be corrected on an annual basis rather than requiring the town to wait for the 5-year reappraisal, rectifying the effect of the recent New Hampshire Supreme Court decision in *Merrimack Premium Outlets, et al. v. Town of Merrimack*.

At 2:30 p.m., the committee will hear SB 317, a NHMA Policy Bill that would reduce the interest rate for abatements of property taxes from six percent to four percent. This reduction reflects the proportional adjustments that the legislature made to the late property tax bill interest rate in 2018.

At 4:00 p.m., the committee will hear SB 400, the omnibus housing bill, which we wrote about in Bulletin #4 and Bulletin #9. This bill seeks to incentivize municipalities to undertake policy changes to address housing shortages. Our members recognize the need for diverse and affordable housing in New Hampshire and the responsibility of each municipality to afford reasonable opportunities for the development of diverse and affordable housing. They also believe that municipalities should have discretion—not statewide zoning mandates—in how to satisfy this responsibility and support legislation that enables municipalities to find innovative ways to ensure an adequate supply of housing.

Remote Meetings Legislation Goes to the House

Yesterday, the Senate passed SB 344 by a 13-11 vote with a floor amendment. As amended, the bill now adds new paragraph IV to RSA 91-A:2, creating a local option for allowing remote meeting participation where less than a quorum of a public body is physically present. The new authority must be adopted by the legislative body before it can be used, and it has a variety of safeguards, including requiring at least one quarter of the body to be present at the physical location, adjourning the meeting if the public cannot access the virtual platform, and taking all votes by roll call.

The bill does not affect existing authority that authorizes a public body to allow remote participation where a quorum is physically present or to allow remote participation where a quorum is not physically present when there is an emergency.

When the bill comes up for its hearing in the House, it will be crucial for local officials who would wish to exercise this authority to testify about how this local option can be used effectively and for the benefit of their community.

State Revenue Surplus Generates Property Tax Relief Proposal

Yesterday, the Senate unanimously passed SB 401, a bill focused on property tax relief. SB 401, as amended, completely replaced the original version of the bill and creates significant one-time property tax relief. Using state general fund surplus generated in fiscal year 2022, this bill proposes to appropriate \$36 million in municipal bridge aid, \$30 million in municipal highway block grants, and \$1 million toward the body worn and dashboard camera fund.

Municipal Bridge Aid. Currently, there are 222 municipally-owned, red-listed bridges, and the current biennium budget appropriates \$6.8 million each year in municipal bridge aid. With an estimated 10-year wait for red listed bridge funding, \$36 million in additional aid would significantly increase the bridge projects that can be completed. The most updated list of red-listed bridges can be found [here](#).

Highway Block Grants. SB 401 would also appropriate an additional \$30 million in municipal highway block grants. Due to concerns about state revenue, the legislature appropriated \$2.8 million less in highway block funds in the current biennium budget. In fiscal year 2022, \$34.3 million was appropriated and in \$35.4 million in fiscal year 2023. This legislation will almost double the highway block grant allocations in fiscal year 2023.

Under RSA 235:23, highway block grants funds can only be used for construction, reconstruction, and maintenance of each municipality's Class IV and V roads. It can also be used as the match for a project in the bridge aid program. Equipment purchases for maintaining local roads are also an eligible use of funds. For allocation purposes, this bill identifies the "Apportionment A" formula. Therefore, funds will be distributed among the municipalities based on their population in proportion to the entire state's population and the other half is disbursed based on a municipality's Class IV and V road mileage in proportion to the total statewide Class IV and V mileage.

Body & Dash Cameras. The body-worn and dashboard camera fund allows local law enforcement agencies to apply for grants for the purchase and use of body-worn and dashboard cameras. Municipalities can be reimbursed up to \$50,000 for the purchase of body-worn or dashboard cameras, software maintenance for the cameras, and maintenance and storage of data related to the cameras. SB 401 would appropriate \$1 million dollars toward this fund.

A separate bill, SB 420, establishes "extraordinary need grants" for schools within the education funding adequacy formula. Although NHMA does not usually write about legislation involving education funding or policy, it is worth noting that in fiscal years 2022 and 2023, this bill would provide \$25 million in property tax relief to towns with a low property tax base. The calculation is based on a municipality's equalized valuation and the number of students eligible for free and reduced-price meals. On March 24, this bill passed the Senate on a 21-1 bipartisan vote and is now in the House Education Committee. The municipalities that are anticipated to receive funds, along with the estimated allocation, are listed in the fiscal note of the bill.

Moving Away from Telecommunications & Toward Broadband

On Tuesday, March 29, the Senate Energy and Natural Resources Committee held a public hearing on HB 1328, which would allow the New Hampshire Department of Energy to relieve a utility of its "carrier of last resort" (COLR) obligations.

Eliminating COLR obligations of incumbent telephone companies would potentially leave residents in rural areas without access to 911 or without any telephone service at all. In some areas, competitive phone services, cell phone coverage, or alternative services—such as broadband—are not yet available to all households within a municipality. As such, NHMA opposed this bill.

Under current state law, the telephone company, as carrier of last resort, is *required* to provide and maintain phone service to all households. If HB 1328 passed, a telephone carrier could petition the New Hampshire Department of Energy on a town-by-town basis to be relieved of its COLR obligations if 95 percent of the households are covered by a telephone company other than the incumbent COLR telephone company *and* a cell phone service covers 97 percent of the households in the municipality.

Telephone companies across the U.S. are lobbying to have these obligations lifted as cell coverage and broadband becomes more readily available. If done without proper planning to ensure all residents are 100 percent served by some form of telephone, cellular, or broadband, households in some rural areas could be entirely cut off from accessing emergency services.

If you are concerned that your municipality currently has no competitive phone service and is unserved or underserved by a cellular carrier or broadband options, leaving 3 to 5 percent households without 911 access, please contact the Senate Energy and Natural Resources Committee and your Senator.

Speaking of broadband, yesterday the Senate unanimously passed SB 445. This bill would appropriate \$122 million for broadband matching grants using American Rescue Plan Act funds dedicated through the Capital Projects Fund. This bill would allow any broadband provider, municipality, or communications district to apply for a grant of up to 75 percent of the total eligible costs of the project. Using federal funding, the state is actively working to address last mile broadband service and cellular coverage. This work includes the comprehensive mapping of broadband access state-wide. Detailed mapping information will provide the state and municipalities the data needed to deploy broadband in unserved and underserved areas. Mapping will also highlight areas where a disparity in traditional telephone and 911 service would exist if HB 1328 allows telephone companies to be relieved of their carrier of last resort obligations and broadband or cellular services are not available to households.

TUESDAY, APRIL 5, 2022

EXECUTIVE DEPARTMENTS AND ADMINISTRATION, Room 302-304, LOB	
10:00 a.m.	SB 223, relative to requirements for recovery houses.
10:30 a.m.	SB 398, relative to building code and fire code enforcement.
FINANCE, Room 210-211, LOB	
10:00 a.m.	SB 227-FN, relative to death benefits for first responders who die from suicide.
10:30 a.m.	SB 409, relative to disaster relief loans.
HEALTH, HUMAN SERVICES AND ELDERLY AFFAIRS, Room 205-207, LOB	
9:30 a.m.	SB 275, relative to the opioid abatement trust fund.
SCIENCE, TECHNOLOGY AND ENERGY, Room 306-308, LOB	
11:00 a.m.	SB 259, relative to the definition of "municipal host" for purposes of limited electrical energy producers.
1:30 p.m.	SB 261-FN, relative to net metering participation.
2:30 p.m.	SB 262, relative to customer generators of electric energy.
WAYS AND MEANS, Room 202-204, LOB	
11:00 a.m.	SB 343, establishing a committee to study room occupancy tax revenues and fees and the formula for distribution to municipalities.
<u>WEDNESDAY, APRIL 6, 2022</u>	
EDUCATION, Room 205-207, LOB	
1:30 p.m.	SB 410, relative to public comment periods at school district meetings and meetings of the state board of education.
ELECTION LAW, Room 306-308, LOB	
9:30 a.m.	SB 242, relative to the disqualification of certain persons from performing the duties of an election official.
9:45 a.m.	SB 328, relative to the date of the state primary election.
10:00 a.m.	SB 364, relative to the use of electronic poll books.
10:30 a.m.	SB 365, relative to absentee ballot outer envelopes.
10:45 a.m.	SB 366-FN, requiring an audit of ballots cast in the 2022 primary and general election.
11:15 a.m.	SB 405-FN, relative to fines and penalties for election law violations.

11:30 a.m.	SB 427-FN, modifying the absentee voter registration process, absentee ballot application, and absentee ballot voting process.
JUDICIARY, Room 206-208, LOB	
10:30 a.m.	SB 301-FN-L, relative to the procedure for violations under the right to know law.
RESOURCES, RECREATION AND DEVELOPMENT, Room 305-307, LOB	
9:00 a.m.	SB 257, enabling municipalities to incorporate sewage disposal systems as part of their stormwater utility.
<u>THURSDAY, APRIL 7, 2022</u>	
JUDICIARY, Room 206-208, LOB	
1:00 p.m.	SB 302-FN, establishing the personal privacy protection act.
MUNICIPAL AND COUNTY GOVERNMENT, Room 301-303, LOB	
10:00 a.m.	SB 239-FN, relative to noncompliance with municipal audit requirements.
10:30 a.m.	SB 245, establishing a committee to study agreements between developers and municipalities on municipal trash removal fees paid by condominium owners and renters.
11:00 a.m.	SB 246, relative to qualified private communities.
11:30 a.m.	SB 249, prohibiting planning and zoning ordinances that prohibit short-term rentals.
1:00 p.m.	SB 251, relative to the advisory board of a tax increment financing district.
1:30 p.m.	SB 273-A, relative to broadband infrastructure funding.
2:00 p.m.	SB 312, relative to adjusted assessments of taxable property.
2:30 p.m.	SB 317-L, reducing the interest rate for abatements of paid property taxes.
3:00 p.m.	SB 329, establishing a commission to study barriers to housing development in New Hampshire, including workforce and middle-income housing.
3:30 p.m.	SB 334-L, establishing a committee to study property blight in New Hampshire cities and towns.
4:00 p.m.	SB 400-FN, relative to training and procedures for zoning and planning boards and relative to financial investments and incentives for affordable housing development.
<u>MONDAY, APRIL 11, 2022</u>	
SCIENCE, TECHNOLOGY AND ENERGY, Room 306-308, LOB	
1:00 p.m.	SB 395, relative to the broadband matching grant initiative.

TUESDAY, APRIL 12, 2022

EXECUTIVE DEPARTMENTS AND ADMINISTRATION, Room 302-304, LOB	
11:15 a.m.	SB 383-FN, relative to land surveying services.

Senate Calendar

MONDAY, APRIL 4, 2022**ELECTION LAW AND MUNICIPAL AFFAIRS, Room 100, SH**

1:00 p.m.	HB 1153, relative to absentee ballot requests.
1:15 p.m.	HB 1157, relative to electronic ballot counting devices.
1:30 p.m.	HB 1203-FN, relative to domicile residency, voter registration, and investigation of voter verification letters.
1:45 p.m.	HB 1457-FN, relative to chain of custody of ballot boxes after an election.
2:00 p.m.	HB 1527-FN, relative to vote returns.
2:15 p.m.	HB 1467-FN, requiring partial audits of additional offices on ballots involved in recounts.

TUESDAY, APRIL 5, 2022**COMMERCE, Room 100, SH**

9:30 a.m.	HB 1282, relative to the records of communication common carriers.
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ENERGY AND NATURAL RESOURCES, Room 103, SH

9:00 a.m.	HB 1454-FN, relative to permits for the siting of new landfills.
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JUDICIARY, Room 100, SH

2:00 p.m.	HB 1614-FN, requiring the recording and storing of digital video in all state-funded juvenile detention facilities.
2:30 p.m.	HB 1296-FN, relative to the forfeiture of items used in connection with a drug offense.

TRANSPORTATION, Room 101, LOB

1:30 p.m.	HB 1188, establishing a commission to study OHRV use in the state.
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WEDNESDAY, APRIL 6, 2022**EXECUTIVE DEPARTMENTS AND ADMINISTRATION, Room 103, SH**

10:30 a.m.	HB 1375, relative to the definition of veteran.
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HEALTH AND HUMAN SERVICES, Room 100, SH

11:20 a.m.	HB 1495-FN, prohibiting the state from requiring businesses to require vaccine or documentation related to vaccination or immunity status.
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THURSDAY, APRIL 7, 2022	
ENERGY AND NATURAL RESOURCES, Room 103, SH	
9:00 a.m.	HB 169 , establishing a commission to study the removal of unused utility poles following the transition of equipment, lines, and cables to new utility poles.
9:15 a.m.	HB 410 , establishing a commission to study the assessing of power generation and utility transmission.

House Floor Action

Thursday, March 31, 2022

HB 1064-FN, requiring the use of hand-marked, durable paper ballots in elections. **Laid on Table.**

HB 1155, relative to persons elected to a local board serving on another board. **Interim Study.**

HB 1302-FN, relative to the weighing of vehicles. **Passed.**

HB 1339, relative to the Winnepesaukee River basin control replacement fund. **Passed.**

HB 1417-FN-LOCAL, relative to payment by the state of a portion of retirement system contributions of political subdivision employers. **Passed. NHMA Policy.**

HB 1473-FN, authorizing a forensic audit of the November 3, 2020 election results in Merrimack county for president, governor, and United States senate races. **Laid on Table.**

HB 1496-FN, requiring political subdivisions to make voter checklists available in spreadsheet form to any resident. **Passed.**

HB 1535-FN, relative to cost of living adjustments for retirees in the state retirement system. **Passed with Amendment.**

HB 1547-FN, setting maximum contaminant levels for perfluorochemicals in the soil. **Passed.**

HB 1552-FN, establishing a board for the certification of assessors. **Passed.**

HB 1598-FN, legalizing the possession and use of cannabis. **Passed with Amendment.**

HB 1665-FN-A-LOCAL, establishing a municipal road and bridge disaster relief fund. **Interim Study.**

HB 1682-FN-A, establishing the law enforcement conduct review committee in the New Hampshire police standards and training council and making an appropriation therefor. **Passed with Amendment.**

Senate Floor Action

Thursday, March 31, 2022

HB 536-FN, relative to death benefits for public works employees killed in the line of duty, and relative to workers' compensation offsets for certain retirement system benefits. **Passed.**

HB 1020, relative to additional lights on emergency vehicles. **Tabled.**

HB 1026, relative to budget information provided to a budget committee. **Inexpedient to Legislate.**

HB 1040, establishing a commission to study revenue alternatives to the road toll for the funding of improvements to the state's highways and bridges and their resulting improvements to the environment. **Passed with Amendment.**

HB 1318-FN-L, relative to penalties for employer noncompliance with retirement system requirements. **Passed with Amendment.**

HB 1497-FN, relative to optional allowances in the retirement system. **Passed.**

HB 1553-FN, relative to roadside memorials. **Inexpedient to Legislate.**

HB 1681-FN, relative to the state building code and the state fire code. **Passed with Amendment.**

SB 267-FN-A, establishing the upland invasive species program, program fund, and program coordinator in the department of agriculture, markets, and food. **Passed with Amendment.**

SB 344, relative to the quorum requirements under the right to know law of meetings open to the public. **Passed with Amendment.**

SB 376-FN, establishing a committee to study the creation of a board to study mental health incidents among law enforcement officers. **Passed with Amendment.**

SB 379-FN, establishing the solid waste management fund and establishing a solid waste disposal surcharge. **Passed.**

SB 401-FN, (New Title) making appropriations to the department of transportation for local highway aid and to the body-worn and dashboard camera fund and permitting the department of transportation to operate dash cameras in fleet vehicles. **Passed with Amendment.**

SB 402-FN, granting disaster relief for two presidentially declared disasters in response to July-August 2021 flood damage sustained by communities in Cheshire and Sullivan counties. **Passed with Amendment.**

SB 418-FN, relative to verification of voter affidavits. **Passed with Amendment.**

SB 425-FN, relative to the establishment of an election information portal. **Passed.**

SB 434-FN, relative to the reduction in the calculation of state retirement annuities at age 65. **Interim Study.**

SB 438-FN-L, establishing state procurement policies intended to promote the use of American materials. **Passed.**

SB 443-FN, relative to municipal authority regarding the state building code. **Passed.**

SB 445, (New Title) relative to the broadband matching grant initiative. **Passed with Amendment.**

NHMA Upcoming Events

Apr. 4	Webinar: Legislative Half-Time – 12:00 – 1:00
Apr. 5	2022 Local Officials Workshop (Virtual) – 9:00 – 4:00
Apr. 13	Webinar: ZBA Basics- 11:30 – 1:00
Apr. 28	2022 Right-to-Know Law Workshop (Hybrid) – 9:00 – 1:00
May 5	2022 A Hard Road to Travel Workshop (Hybrid) – 9:00 – 12:30
May 17	2022 Local Officials Workshop (Virtual) – 9:00 – 4:00
May 18	Webinar: Investigations 101 – 12:00 – 1:00
<p>Please visit www.nhmunicipal.org for the most up-to-date information regarding our upcoming events. Click on the Events and Training tab to view the calendar.</p> <p>For more information, please call NHMA's Workshop registration line: (603) 230-3350.</p>	