

**Select Board Meeting**  
**Monday, June 27<sup>th</sup>, 2022, 6:40 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/89457422301>

To access the meeting via telephone, call +1 646 558 8656 and enter Webinar ID 894 5742 2301

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

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

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

Contact us at [extvg@exeternh.gov](mailto:extvg@exeternh.gov) or 603-418-6425 with any technical issues.

**AGENDA**

1. Call Meeting to Order
2. Non-Public Session – RSA 91-A:3 2 a
3. Board Interviews – Zoning Board of Adjustment
4. Public Comment
5. Proclamations/Recognitions
  - a. Proclamations/Recognitions
6. Approval of Minutes
  - a. Regular Meeting: June 13<sup>th</sup>, 2022
7. Appointments
8. Discussion/Action Items
  - a. Quarterly Financial Report – Q4 2021
  - b. Classification Plan Amendment – Assistant Engineer
  - c. Website & Social Media Update
  - d. ARPA Funds Request – Mapping/GIS
  - e. ARPA/SRF Grant/Loan Acceptances: Webster Avenue Pump Station, Squamscott River Sewer Siphons, Pickpocket Dam, Westside Drive
  - f. Congressional Direct Spending Update
  - g. ADA Report Update
  - h. Parking Issues
9. Regular Business
  - a. Tax Abatements, Veterans Credits & Exemptions
  - b. Permits & Approvals

- c. Town Manager's Report
  - d. Select Board Committee Reports
  - e. Correspondence
10. Review Board Calendar
  11. Non-Public Session
  12. Adjournment

Niko Papakonstantis, Chair  
Select Board

Posted: 6/24/22 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

*Interview w/ SB  
6/13/22 reschedule  
6:50 pm*

**Statement of Interest  
Boards and Committee Membership**

*6/27/22  
6:50 pm.  
Wheelwright Room*

Committee Selection: \_\_\_\_\_

New  Re-Appointment  Regular  Alternate

Name: David H. Mirsky Email: dmirsky@comcast.net

Address: P.O. Box 1063, Exeter NH 03833 Phone: 603-303-2421

Registered Voter: Yes  No

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

*I have work on the Exeter Zoning Board of Adjustment as both an alternate and regular member. I am an attorney. Admitted to the Massachusetts Bar in 1991 and admitted to the New Hampshire Bar in 1992. I was a judicial law clerk in the US District Court for the District of New Hampshire for the Hon. Stone Perine from Sept 1992 to Sept 1994, and for the Hon. Joseph A. D'Onofrio, Jr. as a temporary emergency law clerk in 1995.*

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: *David H. Mirsky* Date: 6/7/22

To be completed by Select Board upon appointment:

Date Appointed: \_\_\_\_\_ Term Ending: \_\_\_\_\_ Full: \_\_\_\_\_ Alternate: \_\_\_\_\_



## **Proclamations/Recognitions**

## Minutes

Select Board Meeting  
Monday June 13, 2022  
6:50 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 6:52 PM.

2. Public Comment

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

3. Proclamations/Recognitions

- a. Mr. Papakonstantis read the proclamation for Arbor Day:

*Whereas, In 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and Whereas, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and*

*Whereas, Arbor Day is now observed throughout the nation and the world, and Whereas, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce life-giving oxygen, and provide habitat for wildlife, and*

*Whereas, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products, and*

*Whereas, trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community, and*

*Whereas, trees, wherever they are planted, are a source of joy and spiritual renewal.*

*Now, therefore, I, Niko Papakonstantis, Select Board Chair of the Town of Exeter, do hereby proclaim the 21st of June, 2022 as Arbor Day in the Town of Exeter, and I urge all citizens to celebrate Arbor Day by supporting efforts to protect our trees and woodlands, and*

*Further, I urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.*

- b. Mr. Papakonstantis recognized Assistant Fire Chief Justin Pizon for winning the 2022 Southeast Region Champion for Children award from the NH School Administrators Association for his work with Covid vaccination and safety gear.

4. Approval of Minutes

- a. Regular Meeting: May 31, 2022

**MOTION:** Ms. Belanger moved to approve the minutes of May 31, 2022 as presented. Ms. Gilman seconded. The motion passed 5-0.

5. Appointments and Resignations

**MOTION:** Ms. Belanger moved to appoint Bob Dudra to the Rec Advisory Board, term to expire April 2024. Ms. Gilman seconded. Ms. Cowan said while she had been absent at the interview, she knows Bob well and is confident in his ability to serve. The motion passed 5-0.

**MOTION:** Ms. Belanger moved to accept the resignation of Bev Tappan from the Sustainability Committee. Ms. Gilman seconded. The motion passed 5-0.

## 6. Discussion/Action Items

### a. Public Hearing: Friends of Coastal Waters School

**MOTION:** Ms. Belanger moved to open the public hearing. Ms. Gilman seconded. The motion passed 5-0.

Bill Libby, the Board Chair of the Friends of Coastal Waters, was present to discuss the proposal. This is a new Charter School serving grades K-12, with 220 students enrolled. They follow the Waldorf education model, with lots of nature time. The curriculum is aligned with the State standards. School would take place 8:30 AM - 3 PM Monday through Friday. The school is looking at staggering family drop-off in the morning to reduce traffic. There will be no buses, but they're working with DOE to get a van or two. The location is the old Tyco building at 2 Holland Way, which has 14 acres of land with a field and woods. School will be aligning with the Exeter school calendar, and opening August 29. They haven't done any traffic studies, but in talking with Steve Haight of Civil Works, he didn't see the need due to the width of the road and breakdown lane. There would be up to 320 students, 20 for Kindergarten and 25 for each of the rest of the grades. They're working on putting up school zone signs.

Ms. Belanger said one of the pluses is that school starts later than the Middle School, so that traffic will have happened. Mr. Libby said drop offs will be staggered so there would be around 70 cars at a time.

Mr. Papakonstantis asked if the DPW has looked into putting a light at the nearby intersection on Hampton Road. Mr. Dean said he didn't think so. Mr. Papakonstantis asked when the traffic study will be done, and Mr. Libby said they're not required to do a traffic study, but will keep an eye on the traffic.

Mr. Papakonstantis opened the hearing to public comment, but there was none.

**MOTION:** Ms. Belanger moved to close the public hearing. Ms. Gilman seconded. The motion passed 5-0.

Mr. Dean said the Select Board can offer non-binding comments or echo what the Planning Board said. Mr. Papakonstantis said the Planning Board's recommendations were thorough. The Select Board can work with the school once we see what the traffic is like.

### b. Proposed Stoney Brook Development

Mr. Papakonstantis said the Board received word that the applicant requested this matter to be tabled.

**MOTION:** Ms. Cowan moved to table the discussion of the proposed Stoney Brook Development. Ms. Belanger seconded. The motion passed 5-0.

c. Accept Locality Equipment Purchase Grant \$50,000

Assistant Fire Chief Justin Pizon said that in 2006, Stryker, our Ambulance Cot provider, came out with a power cot which assisted with the lifting of up to 800 pounds. In 2007 or 2008, Exeter got its first power cots. In 2016, Stryker came out with a Powerloader system, which can lift cots into an ambulance with the press of a button, but at the time it was too expensive. With GOFFER funds and to some degree ARPA, we have a grant opportunity. This would be \$50,000, with a 10% matching component, or \$5,000, for the town. We were awarded that grant two weeks ago. The total cost for both ambulances with a 4 year warranty would be \$58,078.56. The Select Board should authorize \$8,078.56 out of the EMS revolving fund. There is currently \$170,000 in that account.

**MOTION:** Ms. Oliff moved to accept the Locality Equipment Purchase Program grant for \$50,000 for the purchase of 2 MTS Power Load systems to be installed in Ambulance 1 and 2. Ms. Belanger seconded. The motion passed 5-0.

**MOTION:** Ms. Oliff moved to expend \$8,078.56 from the EMS Revolving Fund which is the 10% matching obligation for the Locality Equipment Purchase program and the additional funds required to purchase 2 MTS Power Load Systems based on Stryker quote 10146884 dated June 7, 2022. Ms. Belanger seconded. The motion passed 5-0.

**MOTION:** Ms. Belanger moved to authorize the Town Manager to sign anything necessary to effectuate the previous two motions. Ms. Gilman seconded. The motion passed 5-0.

d. Primex CAP Agreements 2023 - 2025

Mr. Dean said there are two Primex resolutions, one for Worker's Comp and one for Property and Liability Insurance. The town has participated in the CAP (Contribution Assurance Program) for many years. This sets caps on increases of 6% for Workers Comp and 7% for Property and Liability Insurance.

Mr. Papakonstantis said Primex is the only insurance pool in NH that focuses on municipalities. In addition to their insurance offering, there's a training aspect that they offer.

Mr. Papakonstantis read the resolution for Workers' Compensation:  
*RESOLVED: To hereby accept the offer of the New Hampshire Public Risk Management Exchange (Primex) to enter into its Workers' Compensation Contribution Assurance Program (CAP) as of the date of the adoption of this resolution, and to be contractually bound to all of the terms and conditions of Primex risk management pool membership during the term of the Workers' Compensation Contribution Assurance Program (CAP). The coverage provided*



*by Primex in each year of membership shall be as then set forth in the Coverage Documents of Primex. I attest that the foregoing is a true copy of the Resolution of the Governing Board of the Town of Exeter adopted on June 13, 2022.*

**MOTION:** Ms. Belanger moved to authorize Mr. Dean to sign the resolution to enter the Primex Workers Compensation CAP. Ms. Gilman seconded. The motion passed 5-0.

Mr. Papakonstantis read the resolution for Property & Liability:

*RESOLVED: To hereby accept the offer of the New Hampshire Public Risk Management Exchange (Primex) to enter into its Property & Liability Contribution Assurance Program (CAP) as of the date of the adoption of this resolution, and to be contractually bound to all of the terms and conditions of Primex risk management pool membership during the term of the Property & Liability Contribution Assurance Program (CAP). The coverage provided by Primex in each year of membership shall be as then set forth in the Coverage Documents of Primex. I attest that the foregoing is a true copy of the Resolution of the Governing Board of the Town of Exeter adopted on June 13, 2022.*

**MOTION:** Ms. Belanger moved to authorize Mr. Dean to sign the resolution to enter Primex Property and Liability CAP. Ms. Gilman seconded. The motion passed 5-0.

e. Pickleball/Tennis

Mr. Papakonstantis said we've heard from both sides of the issue at a previous meeting, and he had asked Parks and Rec Director Greg Bisson to put forward more information and a recommendation.

Mr. Bisson discussed the tennis/pickleball courts. It requires half an acre for a court, but parking will be an issue. Parks and Rec put out a community survey that had 374 respondents, and 63% of those were Exeter residents. Mornings from 7-10 AM were the most popular time for both sports, then weekday evenings. 36% of respondents were tennis players, 20% were pickleball players, 14% were interested in playing both sports, 12% were interested in learning to play pickleball only, 3% were interested in learning to play tennis only, and 3% had no interest in either. When asked if we should keep the stand-alone tennis courts at the Rec Park, 74.19% said yes. 47.6% said we should separate pickleball from the tennis courts, but it would cost \$300,000 - \$500,000 for six pickleball courts, and that's in ideal construction conditions. He reviewed all town parks, and many have limitations that wouldn't allow pickleball courts to be built. Putting them at 10 Hampton Road would reduce the potential parking, prohibiting using it as a community center. At the Rec Park, there's green space, but this would need substantial engineering because it's a drainage area. In the wooded area behind the lower tennis courts, the topography is too difficult. Close to the pool, it could be too close to abutters and create noise. If we were to purchase property, it must be 1+ acres, and we run into residential issues.

He discussed some questions that the Select Board had asked him to address. Can pickleball and tennis function together? Yes. Can park staff set up

nets? Yes. We set up one net with success, but there is a need for more. Some ADA players wanted to use the net, but it was already in use. Can the lower courts be used for the pickleball program instead of the upper courts? Yes, there will be an ADA accessible ramp on order and we are widening the gate, so the lower courts will be ADA compliant. We're trying to get a tree company for quotes on addressing the hickory tree that overhangs the courts. The Tree Committee is in favor of addressing a hazardous tree. We can't reduce the noise coming from 101 without a serious investment in a sound barrier wall. Parks and Rec suggests purchasing 6 temporary pickleball nets to remain in place for the rest of the season in lower courts. There would be a 10 week lag time after we order them. We will move benches and bleachers, and install windscreens. We want to give a way for both pickleballers and tennis to give feedback, such as posting QR codes on site that link to a feedback form. This summer, people will be able to rent pickleball balls and paddles, as well as tennis balls and rackets. We will purchase a push broom and squeegee to clear off court debris. The nets would be \$13,794; this is the same cost from every vendor. Temporary fencing would be \$2,224.61. It would be \$750 for windscreens for the back courts. The total is \$16,768.61. We would take the remainder of the 2022 season to evaluate the programming and gather data for a better recommendation.

Ms. Oliff said if we converted the courts, would the nets we're buying be the permanent ones? Mr. Bisson said yes, you can bolt them down.

Ms. Cowan said this is a smart compromise.

Ms. Gilman said she's encouraged by the number of responses to the survey. If we set up these pickleball courts, are they semi-permanent? Mr. Bisson said there would be a trial period. The majority of people would rather play on the upper courts, so if we move pickleball to the lower courts that will give us an opportunity to assess it.

Ms. Oliff asked how long it takes to switch the courts from pickleball to tennis. Mr. Bisson said it's quick and takes one person. The net would be pushed parallel to the fence when not being used for pickleball.

Ms. Belanger said this leaves around \$10,000 in the Rec Revolving fund, is it typical to go so low? Mr. Bisson said yes, a few months ago it was down to \$500. We spend it down in upgrading the parks.

Mr. Papakonstantis said Mr. Bisson's report thoroughly explores all areas owned by the town for this proposal. Has Mr. Bisson reached out to the school or YMCA? Mr. Bisson said he talked to the SAU, but all of their property is valuable currently. The YMCA is interested in talking about a public-private partnership with the town, and he will be speaking with Kim Meyer of the YMCA this week.

Nancy Riccio of 25 Little Pine Lane said we've been coexisting for years. Pickleball players have said it's hard to set up the nets, but she's seen them do it in under two minutes. Rec staff can help with set up and takedown. They could have a sign that said if you need help, call this number. Don't spend \$16,000 for a study for 10 weeks and then decide not to do it. The survey was flawed because it was open to non-residents and there was no way to ensure the same

respondents didn't respond several times. 370 respondents is also a very small percentage of taxpayers. Other towns sell out all of their tennis lessons, so maybe the effort hasn't been put in in Exeter. The right thing to do is move forward with a warrant article in the next election to build stand-alone pickleball courts.

Pavel Pazourek of 5 Brookside Drive said he is a certified tennis teacher, and he reached out to the town but they weren't interested. He would like to coach. He's worked with ADA players. He would like to continue what Kyle Littlefield was doing. Tennis has been around for a long time and we should encourage it.

Deb Zollner of 48 Hampton Road said there are 3 courts above and 5 courts below. Since Pickleball is asking for 3 courts, why are they splitting it up this way?

Dan Kopanski of 5 Holly Court Exeter said he plays both and it takes him about 4 minutes to set up the pickleball net by himself, or 2 minutes with someone else. Regarding the parking issue, he counted 100 spaces at the Rec Park and he heard that they will keep 60 spaces reserved for pool and camp use and that pickleball has 45 people. Where will they park for the playground, tennis, and other sports? He's confused about the semi-permanent proposal, the nets are 230 pounds, so how can you move them? Right now, you can play pickleball or tennis at any court. If the proposal goes through, there will only be 5 courts to play tennis but you could play pickleball at any court. We should keep it the way it is. Mr. Bisson said pickleball is done by 10 AM, so the parking lot clears out. There are 109 spots. They are 230 pound nets, they are movable if we need to but we will be trialing not moving them.

Michelle Clock of 68 Park Street Unit 1, who was present remotely via Zoom, said she can't set up a net because she has a disability, although people have offered to help her. Regarding the visibility of the lines, she can't see them so wouldn't be able to play independently.

Don Cloutier of Prentiss Way said pickleball has become popular. He tried to bring before the Board an opportunity to change the courts to be permanent. He appreciates that they're trying to find an alternative, but he's not in favor of spending that much money. It clutters the courts up for the tennis players. Maybe we need just one or two semi-permanent pickleball courts. He can set up 16 nets in 30 minutes, but he doesn't want to do that.

Jay Childs of 7 Hunter Place said the survey reveals there's both an active pickleball and tennis community. We should work together to find a solution. This is about having tournaments, and we would need 12 courts to have maximum tournaments. This will take away tennis capacity and won't add pickleball capacity, it will just make the courts exclusive for their use. 2 seems more reasonable than 3.

Kevin Keaveney of 14 Exeter Farms Road said he's seen several times where all 8 courts are being used. With this arrangement, pickleball gets good

hours and good courts. To move down to the bottom would not be ideal for anyone. He wouldn't want to see 3 courts being pulled away from tennis.

Arlene Childs of 7 Hunter Place said we like to play tennis on the upper courts. The lower courts get more debris and light changes.

Don Cloutier of Prentiss Way said we [pickleball players] will take the bottom courts. We have been taking an additional 2 -4 courts on Mondays, Wednesdays and Fridays. If people go on off-times, he can tell them to use the bottom courts. The fundraisers did what they were led to believe was the correct way to do it. He wasn't trying to hide anything, and resents the implication that they were doing something sneaky.

Greg Bisson said the Select Board could modify the proposal to 2 courts. We could still provide windscreens and separation barriers.

Michelle Clock (via Zoom) said she wouldn't mind using the lower courts and would prefer to be in the shade when it's accessible. Right now it's only the upper courts that are accessible.

Jay Childs of 7 Hunter Place said he understands that the process the fundraisers were following was the way they thought they needed to go, so the issue is with Parks and Rec. The pickleball players need to accept there is a vibrant tennis community, and not "very few people" playing tennis.

Ann Cloutier said she's been involved with adaptive pickleball through the Y. We have many requests from organizations to come and play with us. We were thinking that on Wednesday nights from 6 - 8 we would like to play with these people.

Mr. Papakonstantis closed public comment. He said that at the Select Board meeting in March, Mr. Bisson came forward with a proposal to consider, in this case, accepting a donation. At the time, we talked about how generous a donation it was, but it was the first time the Select Board was hearing about a complete makeover of some of the tennis courts. Previous Boards have accepted donations from soccer and softball leagues to improve existing fields for existing play, but we paused because this would make over the tennis courts into something else. He has been walking down to the Rec Courts, and people are playing tennis and pickleball. The Board wanted to look at alternatives before doing something permanent. Mr. Bisson did his homework and eliminated places in town we can't put in courts. He came up with costs, and recommended a solution to expand our offering. Pickleball would now have an exclusive use of 3 courts. Or, we could keep things the way they are, and look at further sites to build permanent pickleball courts. We also should assess the breakdown in process internally.

Ms. Cowan said we're not the only community struggling with this. This compromise doesn't seem to make anyone happy, which might mean this is the right thing to do. This gives a dedicated space, which is what the pickleball players wanted. We can't just take something away permanently that's always been there. There are good courts and bad courts, so she's not in favor of changing something that's not the preferred thing, but we need to make some

changes to improve the lower courts either way. She's fine with purchasing these semi-permanent pieces of equipment, because it sounds like pickleball is growing and eventually we'll need a more permanent solution. We have tennis talent that we need to work and invest in. This season, we should invest the money in equipment we'll continue to use either in permanent pickleball courts or via this solution. Not everyone can set up pickleball nets in minutes, so she's in support of a solution that allows people to play in the manner that's best for them. She thinks the Board has learned a lot and she doesn't think this mistake will happen again.

Ms. Oliff said she's impressed with this proposal. She likes the idea of having two courts, which solves the issue of putting nets up quickly. She thinks we should also have two nets at the upper courts for ADA issues, maybe for just this summer. We should look further at other places for pickleball, such as the YMCA.

Mr. Papakonstantis said the Board already approved things to make the lower courts accessible. Mr. Bisson said the ramps have been ordered and the deposit has been mailed. The fence company is ready to go. The lower courts will be ADA accessible by the end of July. The path is 54" wide and meets ADA, and the slope to run meets code. It looks steep but is ADA Compliant.

Ms. Gilman said she agrees with Ms. Cowan that if no one's completely happy that's the solution. The equipment we'd be ordering will not be unused no matter what the solution.

Ms. Oliff said her proposal is that the first court from the playground would be two pickleball courts.

Ms. Belanger said she prefers the two for this summer and see how it turns out. She wants to see how a public/private partnership works out.

**MOTION:** Ms. Oliff moved that the town temporarily convert the first tennis court next to the parking lot at the Rec Park, or "Court 1," by placing two semi-permanent pickleball nets that will be used full time for pickleball, and to expend \$5,348 to purchase the two pickleball nets and windscreens of 180 square feet for the lower courts. Ms. Cowan seconded. Mr. Papakonstantis said he will vote nay because he thinks the bottom courts are the right place to start with dedicated pickleball courts, but the motion on the table is inclusive and a good compromise. The motion passed 4-1.

## 7. Regular Business

- a. Tax Abatements, Veterans Credits and Exemptions
  - i. There were no abatements considered at this meeting.
- b. Permits & Approvals
  - i. There were no permits or approvals considered at this meeting.
- c. Town Manager's Report
  - i. We had a successful bond issue. We went to market for 10 Hampton Road and Groundwater, and got an interest rate of 2.63%, which is a little higher than recent years.
  - ii. Town offices will be closed June 20 for Juneteenth.



- iii. He and Pam met with Seacoast Family promise and had a tour. They're looking to do more expansive housing.
  - iv. Mr. Papakonstantis asked for an update on Congressional Spending. Mr. Dean said he doesn't have an update but will get one. Mr. Papakonstantis asked if our DPW openings have been filled. Mr. Dean said no, we still have openings. Mr. Papakonstantis asked that parking and the ADA report be put on the next Select Board agenda.
- d. **Select Board Committee Reports**
- i. Ms. Belanger said the Housing Advisory Committee met June 10. Mark Connors, the Town Planner from Stratham, spoke. Mr. Sharples met with Horsley Whitten to work on a new zone draft for density purposes. He's looking for some funding. Rockingham Planning Commission is doing a follow-up to the Housing Advisory forum. In September, Housing Advisory will unveil a storyboard project done pre-Covid. That committee will also do a walk around town of the sites which are options for multi-family housing.
  - ii. Ms. Gilman said at the Facilities Advisory Committee, we went over the terms of the RFP for the Facilities Assessment program. The quotes were more than approved at Town Meeting and were from businesses that are not from NH. Town Meeting approved the purchase of 10 Hampton Road after we put out the RFP, which could add to the scope of the project. We may need to narrow the scope to those facilities which are critically used, such as Town Offices and Town Hall. Ms. Gilman discussed several bills active or vetoed on the State level.
  - iii. Ms. Cowan had no report.
  - iv. Ms. Oliff had no report.
  - v. Mr. Papakonstantis was unable to attend the Sustainability Advisory Committee, but that group did not have a quorum. They decided not to meet in July and August so the next meeting is in September.
- e. **Correspondence**
- i. The annual assessment schedule from the Exeter COOP and Exeter School District.
  - ii. Correspondence from the owner of Buxton Water proposing an alternate truck route. Mr. Dean said we need to have Police and DPW review this before making a recommendation.
  - iii. A notice from Xfinity on programming changes.
  - iv. A letter to Mr. Dean regarding school safety.
  - v. Several letters regarding parking
  - vi. A notice to a property owner in Exeter of an alleged violation with NHDES. Mr. Dean said Kristin Murphy will do the follow-up.
  - vii. A DOT notice of a sale of State-owned land in Exeter at 1 Cronin Road. Mr. Dean said he talked to Economic Development and Planning and neither expressed interest. Mr. Papakonstantis asked for a letter from Mr. Sharples regarding this property.

- viii. A letter from Department of Revenue regarding completion of cyclical inspections.
- ix. A letter from a Homeowner's Association Board of Directors.

8. Review Board Calendar

- a. The next Select Board meetings are June 27, July 18, July 25, and Aug 8.

9. Other Business

- a. Ms. Belanger said if we're going to kick off the new website July 1, we have to have the new Social Media policy in place. Mr. Papakonstantis said we can discuss it at the June 27 meeting. Mr. Dean said the July 1 go-live date is something we control.
- b. Mr. Papakonstantis said Mr. Glowacky offered to do a video of chairs of various boards for marketing. Mr. Papakonstantis thinks it's a good idea, and would like Melissa Roy to be involved.

10. Non-Public Session

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

11. Adjournment

**MOTION:** Ms. Cowan moved to adjourn. Ms. Belanger seconded. The motion passed 5-0 and the meeting was adjourned at 9:11 PM.

Respectfully Submitted,  
Joanna Bartell  
Recording Secretary

## Appointments

**Board and Committee Appointments**  
**June 27<sup>th</sup>, 2022**

**COAST Board of Directors**

Kristen Murphy



# TOWN OF EXETER

## *Planning and Building Department*

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

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

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**Date:** June 24, 2022  
**To:** Russell Dean, Town Manager  
**From:** Dave Sharples, Town Planner  
**Re:** COAST Board of Directors

As we discussed, I am writing this memorandum for you and the Select Board to consider appointing Kristen Murphy as the Town's representative on the COAST Board of Directors. At the present time, I am the appointee and you are the alternate. However, the COAST Board of Directors meets once a month on Wednesdays in Dover at 8:30am that conflicts with our monthly Department Head meetings on Wednesdays at 9am. As such, it is rare that I get to attend and feel that we should have regular representation on the COAST Board of Directors. Kristen is willing and able to be our representative. In the event the Select Board chooses to appoint Kristen, I have provided a motion below for their convenience.

**Motion:** I move to appoint Kristen Murphy as Exeter's representative on the COAST Board of Directors.

Thank You.



**Discussion /Action Items**

**Quarterly Financial Report – Q4 2021**



TOWN OF EXETER  
10 FRONT STREET • EXETER, NH • 03833-3792 (603) 778-0591 • FAX 772-4709  
[www.exeternh.gov](http://www.exeternh.gov)

TO: SELECT BOARD & RUSSELL DEAN, TOWN MANAGER  
FROM: COREY STEVENS, FINANCE DIRECTOR  
SUBJECT: BUDGET VS ACTUAL RESULTS (UNAUDITED) AS OF 12/31/21 WITH COMPARISON TO 12/31/20  
DATE: JUNE 27, 2022

## General Fund Budget vs. Actual Revenues and Expenses

### General Fund Revenues

For the year ended, December 31, 2021, Total General Fund Revenues & Appropriations were \$20.58M compared to budgeted revenues of \$20.17M. This resulted in a positive budget to actual revenue variance of \$411K for the year.

#### Highlights of General Fund revenues for 2021:

- **Property Tax Revenues**
  - The Town's portion of property tax revenues was \$12.4M, representing 100% of the budget for this category.
  - The Town assessed \$52.9M in property taxes in 2021:
    - Of the \$52.9M, the Town paid \$19.24M to Exeter School District, \$20.22M to Exeter Region Cooperative School District, and \$2.08M to Rockingham County.
    - 2021 property taxes were 97.2% collected as of 12/31/21, which is a slight improvement over 12/31/20 at 96.5%.
  - Other components of Property Tax Revenue totaling \$300K, compared to \$221K in 2020 included:
    - Current Use Tax \$88.7K, PILOT \$44K, Interest & Penalties \$166K, and other miscellaneous taxes of \$1.5K.
- **Motor Vehicle Revenues:** \$3.2M (\$145K over the budgeted amount for 2021).
- **Building & Permit Fees:** \$438.5K, which was \$38.5K over the budgeted amount and a strong rebound over 2020 to bring 2021 fees back in line with 2019 levels.
- **Other Permits and Fees:** \$219K for 2021 (\$9K over the budgeted amount for the year).
- **State Revenue Sharing:** Not included in the State's FY21 budget.
- **Meals & Rooms Tax Revenue,** \$1.126K for 2021, which was a \$347.5K increase over 2020. The State increased the portion of meals & rooms tax that it distributed back to local governments in 2021.
- **State Highway Block Grant:** \$296.5K (in line with projections for the year, and a decrease of \$8K from 2020).
- **FEMA:** \$127K received (Public Assistance Grant Program to aid communities responding to COVID-19).
- **Other State Grants:** \$21.6K (Railroad tax \$1K; Arts \$5K; RERP \$10K; Other \$5K).
- **Income from Departments:** \$1.33M, \$101K over the budget amount for the year, highlights include:
  - Insurance Reimbursements in excess of budget \$114K, related to worker's comp. and liability return premium, and Health Trust surplus return.

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- Blue Bag revenue in excess of budget \$37K.
- Fire General Revenue under budget by \$35K, Fire Department no longer collecting fees for master box alarm monitoring.
- Planning General Revenue under budget \$11K.
- **Sale of Town Property:** No activity in 2021
- **Interest Income:** \$11.3K (Slightly better than budget projection for 2021, but a decrease of \$43K or 79% from 2021. Interest rates decreased from .15% at the start of 2021 to .10% at the end of December).
- **Town Rental Revenues:** \$6K (Rental of Town Hall to Chamber of Commerce; various Rec. Dept. permits/rentals; rental of Historical Society building).
- **Transfers in from other Funds** is \$274K as follows:
  - EMS Revolving Fund \$221K (95% of EMS Revolving Fund Balance is moved to General Fund each year).
  - Trustee of Trust Funds \$54K (from the sick leave trust for 2021 retirements).
- **Use of Fund Balance:** Beginning with FY2021, use of fund balance approved by the Select Board is being separated out from Property Tax Revenue and shown as a revenue source. For 2021, that amount was \$800K.

**General Fund Expenditures**

Total General Fund Expenditures & Appropriations for 2021 were \$18.7M, equaling 93% spent against a budget of \$20.17M for the year. Highlights are detailed below.

**General Government Group (BOS, TM, HR, Legal, TC, EL)**

- **General Government Group** actual expenditures were \$933K versus the budget of \$935K, essentially 100% spent for the year. For comparison, the FY2020 budget was 94% spent at year end.
  - **Select Board** expenses were \$20K for 2021. 98% of the budget was expended.
  - **Town Manager** expenses were \$260K for 2021, representing 102% of the budgeted amount. Budget to actual variances of \$10K in wages and benefits were partially offset by underspending for Contract Services of \$6.5K.
  - **Human Resources** expenses were \$115K for 2021 with 87% of the \$132K annual budget spent. Actual part-time wages were \$5,700 lower than budgeted due to the timing of hiring for an open position in 2021. Actual Health Insurance premiums were \$9,800 lower than budgeted due to reorganization within the department. Education/Training was underspent by \$2,200.
  - **Legal** expenses were \$92K for 2021, representing 115% of the budget. Budgeting for legal activity can be challenging due to the unpredictability of events.
  - **Town Clerk** expenses were \$360K for 2021. 99% of the budget expended.

**Finance Group (Finance, Tax, Assessing and IT)**

- **Finance Group** actual expenditures were \$958K for 2021 versus the budget of \$983K, or 97% spent. For comparison, the FY2020 budget was 95% spent at year end.
  - **Finance/Accounting** expenses were \$323K for 2021. 95% of the budget was expended. Benefits and retirement were under budget by \$9,000. Audit fees came in under budget by \$7,000 as a result of not

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needing a Single Audit for 2020. Education/Training also came in under the budgeted amount by \$3,400.

- **Tax Collection** expenses were \$103.6K for 2021. 96% of the budget was expended. Variances to budget on the Deeded Property and Legal lines accounted for \$4K.
- **Assessing** expenses were \$233.5K for 2021. 99% of the budget was expended. No significant budget to actual variances were noted.
- **Information Technology** expenses were \$288K for 2021. 99% of the budget was expended. Wage and benefits came in under budget by \$29K. This was partially the result of a variance in health insurance costs related to a new hire. Contract Services was also under budget by \$8.5K. These savings were largely offset by other lines that were overspent, most notably Internet Services and Network Supplies (\$9.7K and \$19K respectively).

**Planning, Building Inspection, other Boards, and Commissions**

- Actual expenditures for this group were \$467K for 2021 versus a budget of \$534K, or 88% spent. In comparison, the FY2020 budget was 86% spent at year end. Details of these results are highlighted below.
  - **Planning** – Actual spending of \$218K, representing 89% of the 2021 category budget. 2020 spending equaled 87% of budget. In 2021, Part-Time wages were underspent by \$18.7K as part-time staff worked fewer hours than was projected for the year. The Studies budget of \$5K which was intended for use on a rezoning study went unspent in 2021. The study did not formally get underway until 2022.
  - **Inspections/Code Enforcement** – Actual spending of \$233K, representing 86% of the 2021 category budget. 2020 spending equaled 90% of budget. The 2021 budget to actual variance relates to salary and benefits for a vacant Part-Time position in the department during the year.

**Economic Development**

- Actual expenditures were \$145K for 2021 versus a budget of \$147K, or 98% spent. In comparison, the FY2020 budget was 93% spent at year end. For 2021, underspending on consulting services of \$1.4K made up the majority of the budget to actual variance.

**Police Department**

- Actual Police Department expenditures were \$3.5M for 2021 versus a budget of \$3.8M, or 93% spent. These results are consistent with those from FY2020. Specific division results are highlighted below.
  - **Police Administration** – Actual spending of \$816K, representing 99% of the 2021 budget. Slight savings in Computer Equipment, Conferences and General Expenses totaling \$10K brought this division in under budget.
  - **Police Staff Division** – Actual spending of \$631K, representing 95% of the 2021 budget.
    - Staffing changes through retirements and resignations resulted in underspending on wages, benefits and taxes of \$24K.
    - Prosecutorial Services – Less court time and the use of in-house staff and some contract services instead of Rockingham County prosecutor services resulted in savings of \$11K.
  - **Patrol Division** – Actual spending of \$1.7M, representing 89% of the 2021 budget.



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- Wages, taxes and benefits were significantly underspent due to several open positions during 2021. One Patrol position was unfilled from January thru August, while another remained open the entire year. In addition, a position for Animal Control Officer was unfilled in 2021. These vacancies resulted in budget to actual savings of \$190K in 2021.
- Actual Fuel costs came in under budget by \$13K. Fuel costs were budgeted at \$2.35 per gallon and 1,500 gallons per month for 2021. The average price assessed to the department was roughly \$2.00 per gallon and the approximate usage was 1,200 gallons per month.
- **Communications/Dispatch Division** – Actual spending of \$348K, representing 92% of the 2021 budget. An open dispatch position from March thru December created wages, tax and benefits savings of \$28K in 2021.

**Fire Department**

- Actual Fire department expenditures were \$3.7M for 2021 versus a budget of \$3.9M, or 95% spent. These budget to actual results were consistent with those from FY2020. Specific division results are highlighted below.
  - **Fire Administration** – Actual spending of \$688K, representing 92% of the 2021 Administration budget.
    - Wages, taxes and benefits were underspent by \$53K due in large part to the retirement of one administrator whose replacement was hired at a lower rate of pay. In addition, a part-time position was vacated and remained unfilled for 6 months in 2021.
    - Physicals was underspent by \$4.7K as a result of COVID related delays in scheduling medical evaluations.
  - **Fire Suppression** – Actual spending of \$2.86M, representing 96% of the 2021 Suppression budget.
    - Wages, taxes and benefits came in under budget by \$123K. This was primarily the result of retirements and resignations in the division during the year with some positions remaining vacant for part of 2021. Overtime spending was also reduced as a result of decommissioning fire alarm boxes in the fall of 2021.
    - Other Suppression line items that were underspent include:
      - Breathing Apparatus – \$1.8K in anticipation purchasing new equipment in 2022
      - Cistern Maintenance – \$1.2K
      - Hose Replacement – \$1.5K order cancellation due to supply chain issues
      - Fuel - \$2.5K
      - Supplies, Repairs & Maintenance – \$3.4K

**Public Works Department**

- Actual Department of Public Works expenditures were \$4.84M for 2021 versus a budget of \$5.56M, or 87% spent. In comparison, actual spending for FY20 was \$4.97M, or 89% of budget. Budget to actual variances were largely the result of open positions in Public Works during much of 2021. Specific division results are highlighted below.
  - **Administration** – Actual spending of \$289K, representing 71% of the 2021 budget. Underspending in Administration largely related to two vacant positions in 2021 totaling \$101K.

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An Engineering Technician position was vacant for the entire year and the Assistant Engineer position was vacant for November and December. Office Supplies was under spent by \$4.2K as was Education/Training by \$1.9K.

- **Highways and Streets Department** – Actual spending of \$1.9M, representing 93% of the 2021 budget. Lags in the hiring of new staff to replace outgoing employees during the year resulted in underspending on wages, tax and benefits of \$94K. Underspending on road paving/ maintenance of \$33K was due to timing issues with getting paving projects started. Tree Maintenance expense was \$11K less than budgeted in 2021.
- **Snow Removal** – Actual spending of \$250K, representing 83% of the 2021 budget and roughly the same as spending in FY2020. Snow and ice expenses vary from year-to-year depending upon the number and severity of winter storms.
- **Solid Waste Disposal** – Actual spending of \$1.17M, representing 85% of the 2021 budget for this category. Solid waste disposal/ collection was \$933K for the year, or \$96K under the budget of \$1.03M. The monthly cost to recycle dropped steadily throughout FY2021 which helps explain part of the savings in disposal/ collections. Other variable monthly costs in this category also contributed to the savings. Blue Bag expense of \$96K was \$18K less than budget due to favorable pricing that the department took advantage of at year end. Landfill Monitoring was \$83K under budget, however it is noted that the line was encumbered for \$58K at year end 2021.
- **Maintenance Department** – Actual spending of \$558K, representing 86% of the 2021 budget for this category. Maintenance had one open technician/HVAC position during all of 2021 resulting in wages, tax and benefits being underspent by \$81K. Contracted Services which covers cleaning of Town buildings was over spent by \$18K due to increased demands related to COVID-19.
- **Mechanics Garage** – Actual spending of \$185K, representing 68% of the 2021 budget. The Garage also suffered from open positions in 2021 leading to wages, tax and benefits coming in under budget by \$84K. Underspending within various other Garage lines amounted to \$4K for the year.

### Welfare

- Actual Welfare spending of \$96K was 131% of the 2021 Welfare budget. Welfare assistance fluctuates from year to year based on the needs of the community. The Town, in conjunction with local charities, assists residents with heat, electricity, gas, rent, medical, food as well as other miscellaneous expenses. In 2021, the Town continued to see an increase in the need for housing and rental assistance. Housing and rental assistance increased by approximately \$15K in 2021 over FY2020. The increase is attributed to availability shortages at homeless shelters, and the end of the CDC eviction moratorium in late summer 2021. The town continues to place clients in emergency hotel stays when other shelter options are not available. In 2021, the Town received \$7.7K in funds from the Wentworth Trust to help offset welfare expenses. The revenue is recorded in the general fund as welfare reimbursements under Income from Departments.

### Human Services

- Actual expenses of \$101K represented 95% of the 2021 Human Services budget. Expenditures are used to fund local non-profit organizations that assist in helping Exeter residents in need. The local non-profits often work closely with the Town's welfare department.

**Parks & Recreation**

- Actual expenses of \$559K representing 96% of the 2021 budget. Spending results are consistent with FY2020 when 97% of the budget was spent.
  - Recreation expenses of \$346K were 97% of budget for this category. This was the result of modest underspending on wages and benefits of \$9K, and \$2K of savings in the Senior Programming Services line.
  - Parks expenses of \$213K were 95% of budget for this category. Due to staffing challenges, the Parks department shifted toward a greater reliance on contracted services in 2021. Wages, benefits and taxes were underspent by \$16.5K for the year. These savings were offset by various equipment and supply lines which were over spent by \$6K.

**Debt Service**

- Debt service expense for capital projects was \$1.37M in 2021, an increase of \$317K over FY2020. The increase is attributable to the onset of repayment for the Library Addition Project. Combined principal and interest payments for the project were \$417K in 2021. This increase was offset by a reduction of \$59K related to interest on a bond anticipation note that was paid in FY2020. Year over year reductions in interest expense on outstanding debt amounted to \$40K.

**Capital Outlay**

- Actual capital outlay expenses were \$296K, representing 74% of the 2021 budget. Challenges with the supply of vehicles delayed spending on two new Police cruisers. \$96K was encumbered at year-end for these purchases.

**General Fund Net Income**

- As a result of the revenue and expense activity detailed above, General Fund Net Income for FY2021 was \$1.855M, versus \$2.23M in FY2020.

**Amounts Voted from Fund Balance**

- Various articles on the 2021 Town Warrant provided for the use Fund Balance to cover the expenditures listed below. These amounts are shown separately as a note below General Fund Expenditures because they have no impact on net income at 12/31/21.
  - Sick Leave Trust \$100K
  - Snow/Ice Non-CRF Funds, \$50K
  - Swasey Park \$1,300
  - Kingston Road bike paths/ sidewalks \$235,653

Sick Leave, Snow/Ice and Swasey Park are held and invested by the Trustees of Trust Funds.

### **Water Fund Budget vs. Actual Revenue and Expenditures**

#### **Water Fund Revenues**

- Water Fund Enterprise Revenues were \$3.93M for 2021, representing 97% collection against budget, and a 3% increase in revenues over FY2020. The increase in revenues is attributable in large part to the following line items:
  - Water Consumption Charges – \$3.2M collected, representing 95% of the FY2021 budget for this category, and an increase of \$103K over FY2020. Water rates were increased 11.2% in July.
  - Water Service Charges – \$631K collected, representing \$105% of the FY2021 budget, and an increase of \$22K over FY2020. The charge rate was increased by one dollar per meter as part of the July 2021 increase.
  - Water Misc. Revenue – Exceeded FY2020 by \$22K due to a one-time insurance reimbursement.

#### **Water Fund Expenses**

- Water Fund Enterprise Operating Expenses were \$3.54M for 2021, representing 87% of the year's budgeted amount.
  - Water Administration – Actual spending of \$406K representing 99% of the 2021 budget. No significant budget to actual expense variances were noted in this division.
  - Water Billing – Actual spending of \$171K representing 100% of the 2021 budget. Additional Software Costs of \$11K associated with implementing and operating the new Muni-Link billing software were mostly offset by savings in part-time wages and various supply/expense lines bringing overall spending for Billing in line with budget.
  - Water Distribution – Actual spending of \$761K representing 91% of the 2021 budget. Distribution saw two employee departures during 2021, positions which went unfilled for the remainder of the year. This resulted in wages, tax and benefits being underspent by \$45K in 2021. These positions are shared with the Sewer Department. Costs related to backflow meters, pump station towers, gas, and maintenance came in under budget by \$38K. Electricity was over budget by \$8.2K.
  - Water Treatment – Actual spending of \$825K representing 100% of the 2021 Treatment budget. Overtime wages were over budget by \$23K. Overtime is paid to staff to be on call after hours and will vary based on the volume of activity during the year. Spending on Consulting Services and Electricity also exceeded budgeted amounts by \$8.4K and \$6.8K respectively. Several operational budget lines came in under budget for 2021 including Chemicals \$6K, Lab Testing \$6K, Natural Gas \$6.5K, Software Services \$9.3 to balance out the overall spending in Water Treatment.
  - Water Debt Service expense was \$1.26M in 2021, a \$110K increase over FY2020. First year principal and interest payments on the Groundwater Sources bond were the primary reason for the expense increase, and were only slightly offset by a decrease in interest payments from the prior year.
  - Water Fund Capital Outlay – At the end of 2021, only \$125K of the \$550K Capital Outlay budget had been spent. However, \$386K of related encumbrances were in place at year-end.

#### **Water Fund Net Income**

- Water Fund net income was \$325K in 2021 compared to 671K in 2020. Many of the factors contributing this result are discussed in detail above. It is also worth noting that 2020 results include appropriations from warrant articles of \$200K related to ground water/ surface water exploration. This appropriation did not have related expenditure activity in 2020. \$58K of the 2020 appropriation was spent in 2021 and therefore impacts Net Income in 2021.

### **Sewer Fund Budget vs. Actual Revenues and Expenditures**

#### **Sewer Fund Revenues**

- Sewer Fund Enterprise Revenues were \$6.89M for 2021, representing 98% collection against budget, and a 10% increase in revenues over FY2020. The increase in revenues is attributable in large part to the following line items:
  - Sewer Usage Charges – \$5.8M collected, representing 93% of the FY2021 budget, and an increase of \$480K over FY2020. Sewer rates were increased 19.8% in July of 2021.
  - Sewer Service Charges – \$589K collected, representing 103% of the FY2021 budget, and a slight increase of \$10K over FY2020.
  - Sewer Septage Fees – \$242K collected, representing 162% of the FY2021 budget, and an increase of \$99K over FY2020. Collection of septage fees began in FY2020 when the Town established a septage receiving station at the wastewater treatment facility.
  - Sewer Lien Revenue increased slightly from \$195K in FY2020 to \$202K in FY2021. This is the second year of the Town’s new process for collecting sewer bills outstanding greater than 30 days.
  - New Hampshire’s State Aid Grant, meant to offset debt service for the waste water treatment facility, was on hold again in 2021. The State has indicated that the aid will begin in 2022 with the first payment in December.

#### **Sewer Fund Expenses**

- Sewer Fund Enterprise Operating Expenses were \$6.6M for 2021, representing 94% of the year’s budgeted amount. 2021 results also represent a \$605K decrease from FY2020 expenses due to the retirement of portions of the Town’s debt service.
  - Sewer Administration – Actual expenses of \$458K representing 99% of the 2021 budget. No significant budget to actual expense variances were noted in this division.
  - Sewer Billing – Actual spending of \$169K representing 101% of the 2021 budget. Additional Software Costs of \$11K associated with implementing and operating the new Muni-Link billing software were mostly offset by savings in part-time wages and various supply/expense lines, bringing overall spending for Billing generally in line with budget.
  - Sewer Collection – Actual spending of \$550K during 2021 representing 75% of the year’s budget for this category. It is noted that \$76K of expenses were encumbered at year-end which brings total 2021 related spending to 85% of budget. Contributing to the remaining budget to actual variance was unspent wages, tax and benefits totaling \$71K. As noted in Water Distribution above this relates to the cost for two shared employees who departed during 2021, and whose positions went unfilled for the remainder of the year.
  - Sewer Treatment – Actual spending of \$1.26M representing 94% of the 2021 budget. Savings related to sewer treatment process amounted to \$31K in 2021. Savings of \$40K in utility expenses, and \$10K in equipment maintenance also contributed favorably. These savings were somewhat offset by building maintenance costs that exceeded budget by \$11K.
  - Sewer Debt Service expense was \$4.07M in 2021, which was a decrease of \$739K from FY2020. The decrease primarily relates to interest expense on the waste water treatment facility. In 2020 interest expense on this debt was \$1.6M. Interest expense dropped to \$949K in 2021.
  - Sewer Fund Capital Outlay – At the end of 2021, \$96K of the \$215K Capital Outlay budget had been spent. The spending related to various maintenance projects on the Town’s waste water infrastructure.

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- **Sewer Fund Net Income**

- Sewer Fund Net Income for 2021 was \$292K compared to FY2020 when the Fund ran a deficit of \$901K. The increase in Sewer Fund revenue, driven by Usage, Service, and Septage charges was enhanced by underspending in several of the divisions as described above.

**Water/ Sewer Fund Accounts Receivable**

- Accounts receivable over 90 days have decreased by \$181.6K or 63% from December 31, 2020. The decrease is due to the Town's ability to resume water shut-offs on delinquent accounts in 2021. Governor's orders prevented shut-offs during 2020 due to the pandemic. The Water & Sewer Collections Office has resumed the shut-off process in 2021 and has reached out to ratepayers with overdue balances to set up payment plans.

## **Revolving Funds - Budget vs. Actual Revenues and Expenses**

### **Cable Television Revolving Fund (“CATV”)**

- CATV Franchise Fee Revenue was \$148K as of December 31, 2021, versus \$147K as of December 31, 2020. Actual revenues were 8% over the budgeted amount for 2021.
- CATV Wages, Tax and Benefits – Actual expenses of \$118K were 93% of budget for this category. Part-time wages were \$13K under the budgeted amount. This was due in part to less event coverage because of COVID during much of 2021, as well as a lack of available part-time staff to dedicate hours to CATV. Full-time wages, taxes and benefits are allocated: 40% to CATV, 50% to IT, 5% to Water and 5% to Sewer.
- CATV General Expenses – Actual expenses of \$42K, representing 56% of the 2021 General Expenses budget. General Expenses include costs to run channels 13, 22 and 98, contracted and legal services, capital outlay, internet services, software and equipment maintenance. The E Channel Assessment budget was underspent by \$10K as only one payment to the SAU was made in 2021 rather than the two that were budgeted. Capital Outlay for equipment was limited in 2021 (underspent by \$8K) in an effort to manage the overall CATV budget and minimize deficit spending.
- While 2021 CATV operations were run within budget (revenues were higher than budgeted, and expenses were lower) the department continues to run in an overall net deficit position. The deficit of \$12K for 2021 was roughly the same result as 2020.

### **Recreation Revolving Fund**

- Total Recreation Revolving Fund Revenues for 2021 were \$509K, compared to \$121K in FY2020. Revenue is broken into two major categories, Programs and Impact Fees. Revenue from Programs was \$490K for FY2021, representing 84% of the revenue budgeted for this category. This was a marked improvement over FY2020 when Program revenues were \$95K, but still below FY2019 Program revenues of \$681K. Despite improvements in Covid-19 pandemic conditions, 2021 was a recovery year for many Rec. Department programs and initiatives. Revenue from Impact Fees was \$18K in FY2021, versus \$26K in FY2020. Notable Program revenue highlights include:
  - The Town was able to hold its annual Powder Kcg event, which helped bring Special Events revenue to \$78K or 92% of budget.
  - General Program Revenue was \$328K, or 87% of budget for this category. After essentially taking a year off from participating in programs in 2020, people were slow to begin signing up for Rec. programs again in 2021, or found alternatives.
  - Swimming Program Revenues – while budgeted at \$32K, the swim programs did not run in 2021.
  - Pool Program Revenues – an increase in open swim sessions during the summer of 2021 helped buoy Pool revenues to \$45K, or 130% of budget for this category.
- Recreation Revolving Fund Expenses are broken out between Wages, Taxes and Benefits, and General Expenses.
  - Wages, taxes and benefits were \$150K, representing 63% of the 2021 budget for this category. As noted above under Revenues, the slow recovery from 2020 and the pandemic curtailed staffing needs for many Rec. programs and events. For example, the number of staff needed for Rec. sports as well as the number for summer camps was less than anticipated.

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- General Expenses were \$249K, representing 91% of the budget for this category. General expenses support Recreation programming and events and include pool supplies/maintenance, utilities, marketing, and costs to run programs such as Powder Keg. Most general expenses were in line with budget for 2021, however, notable exceptions include:
  - Rec. Programming – Actual expenses of \$93K, or 60% of budget. This was attributed to a slow rebound in program participation rates in 2021.
  - Special Events – Actual expenses of \$54K which exceeded the budget line of \$8,500 by \$45K. The Powder Keg event was not budgeted for in 2021, however the event was ultimately held.
  - Software – Actual expenses of \$11K exceeded budget by \$8.3K. Use of a new software solution for collecting participant registration information (\$7/ participant) drove this line over budget.
- Capital Outlay spending is broken into two categories. Capital outlays from the *Recreation Revolving Fund* was over budget by \$4.9K for expenses related to due diligence for the purchase of 10 Hampton Road. Conversely, capital spending from *Recreation Impact Fees* was under budget by \$8.3K.

**Net Income:** The Recreation Revolving Fund ended 2021 with net income of \$96K in comparison to FY2020 when the Fund ran a net deficit of \$119K.

**EMS Revolving Fund**

- EMS Revolving Fund Revenues related to transport were \$540K for FY2021, compared to \$480K for FY2020. 2021 revenues were 95% of the budgeted amount. 2021 results reflect a rebound from FY2020 when transport calls declined as a result of COVID.
- EMS Revolving Fund Expenses were \$362K in 2021, representing 96% of budgeted expenses. Results were in line with the budget to actual ratio in FY2020.
  - Wages, Tax and Benefits were \$172K, representing 85% of the 2021 budget for the category. Overtime spending of \$59K came in under budget by \$22K, while Health and Retirement combined spending was under budget by \$10K. These results are attributable to the cancellation of several all-department EMS trainings due to COVID, coupled with an overall decrease in rates of pay due to senior staff retirements.
  - General Expenses were \$190K, representing 109% of the 2021 budget for the category. A Capital Outlay of \$20K to take advantage of a vendor's discount offer on equipment replacement was an unanticipated expenditure. This was slightly offset by lower than anticipated Ambulance Refunds and 3<sup>rd</sup> Party Collection Fees of \$2.6K.
- 2021 EMS Revolving Fund Net Income was \$178K, versus \$160K in the prior year. This result was before transfers out of \$221K to the General Fund in 2021. The EMS Fund transfers 95% of the Fund's balance to the General Fund each year.



Town of Exeter  
 General Fund Revenues (unaudited)  
 As of December 31, 2021 and 2020

**DRAFT**

General Fund Revenues	Current Year 2021 Budget vs Actual				Prior Year 2020 Budget vs Actual				Comparison of Actuals	
	2021 Budget	Actual Revenue 12/31/21	\$ Budget Variance Over /(Under)	% Collected	2020 Budget	Actual Revenue 12/31/20	\$ Budget Variance Over /(Under)	% Collected	2021 vs 2020 \$ Variance	2021 vs 2020 % Variance
Property Tax Revenue	\$ 12,425,291	\$ 12,429,268	\$ 3,977	100%	\$ 13,285,745	\$ 13,282,762	\$ (2,983)	100%	\$ (853,494)	-6%
Motor Vehicle Permit Fees	3,080,000	3,225,709	145,709	105%	3,080,000	3,090,723	10,723	100%	\$ 134,986	4%
Building Permits & Fees	400,000	438,470	38,470	110%	205,000	241,143	36,143	118%	\$ 197,327	82%
Other Permits and Fees	210,000	219,424	9,424	104%	210,000	215,187	5,187	102%	\$ 4,237	2%
State Revenue Sharing	-	-	-		144,707	144,707	-	100%	\$ (144,707)	-100%
Meals & Rooms Tax Revenue	1,125,948	1,125,948	-	100%	778,371	778,371	-	100%	\$ 347,577	45%
State Highway Block Grant	296,552	296,477	(75)	100%	304,624	304,590	(34)	100%	\$ (8,113)	-3%
GOFERR Grant	-	-	-		-	362,525	362,525	100%	\$ (362,525)	-100%
FEMA	67,016	127,199	60,183	190%	16,505	16,505	-	100%	\$ 110,694	671%
Other State Grants/Reimbursements	50,330	21,650	(28,680)	43%	25,000	208,467	183,467	834%	\$ (186,817)	-90%
Income from Departments	1,225,000	1,326,470	101,470	108%	1,000,000	1,160,936	160,936	116%	\$ 165,534	14%
Sale of Town Property	-	-	-		50,000	50,000	-	100%	(50,000)	-100%
Interest Income	10,000	11,307	1,307	113%	55,000	54,500	(500)	99%	(43,193)	-79%
Rental & Misc Revenues	13,295	6,151	(7,144)	46%	145,000	26,687	(118,313)	18%	(20,536)	-77%
Revenue Transfers In/Out	187,650	274,485	86,835	146%	305,585	405,297	99,712	133%	(130,812)	-32%
Use of Fund Balance	800,000	800,000	-	100%					\$ 800,000	
<b>Total General Fund Revenues</b>	<b>\$ 19,891,082</b>	<b>\$ 20,302,558</b>	<b>\$ 411,476</b>	<b>102%</b>	<b>\$ 19,605,537</b>	<b>\$ 20,342,400</b>	<b>\$ 736,863</b>	<b>104%</b>	<b>\$ (39,842)</b>	<b>0%</b>
Appropriations for Warrant Articles	276,459	276,459	-	100%	663,164	663,164	-	100%	(386,705)	-58%
<b>Gross Revenues &amp; Appropriations</b>	<b>\$ 20,167,541</b>	<b>\$ 20,579,017</b>	<b>\$ 411,476</b>	<b>102%</b>	<b>\$ 20,268,701</b>	<b>\$ 21,005,564</b>	<b>\$ 736,863</b>	<b>104%</b>	<b>\$ (426,547)</b>	<b>-2.0%</b>

Town of Exeter General Fund Expenses (unaudited) As of December 31, 2021 and 2020		DRAFT									
		Current Year 2021 Budget vs Actual				Prior Year 2020 Budget vs Actual				Comparison of Actuals	
		2021 Budget	Actual Expenses 12/31/21	\$ Budget Variance Under /(Over)	% Spent	2020 Budget	Actual Expenses 12/31/2020	\$ Budget Variance Under /(Over)	% Spent	2021 vs 2020 \$ Variance	2021 vs 2020 % Variance
<b>Department</b>											
Total General Government	\$ 935,476	\$ 933,204	\$ 2,272	100%	\$ 948,110	\$ 892,164	\$ 55,946	94%	\$ 41,040	5%	
Total Finance	983,295	958,218	25,077	97%	963,748	918,286	45,462	95%	39,932	4%	
Total Planning & Building	533,540	466,869	66,671	88%	568,810	490,804	78,006	86%	(23,935)	-5%	
Total Economic Development	147,302	144,534	2,768	98%	151,341	140,952	10,389	93%	3,582	3%	
Total Police	3,781,444	3,503,290	278,154	93%	3,743,027	3,498,079	244,948	93%	5,211	0%	
Total Fire	3,903,592	3,698,682	204,910	95%	3,986,921	3,801,384	185,537	95%	(102,702)	-3%	
Total Public Works	5,560,195	4,843,775	716,420	87%	5,585,091	4,974,122	610,969	89%	(130,347)	-3%	
Total Welfare	73,120	95,861	(22,741)	131%	73,052	75,261	(2,209)	103%	20,600	27%	
Total Human Services	106,720	100,970	5,750	95%	103,805	103,430	375	100%	(2,460)	-2%	
Total Parks & Recreation	580,176	559,078	21,098	96%	562,592	545,343	17,249	97%	13,735	3%	
Total Other Culture/Recreation	33,500	37,374	(3,874)	112%	32,000	18,986	13,014	59%	18,388	97%	
Total Library	1,081,267	1,080,669	598	100%	1,032,885	1,012,365	20,520	98%	68,304	7%	
Total Debt Service	1,374,215	1,368,183	6,032	100%	1,055,140	1,050,613	4,527	100%	317,570	30%	
Total Capital Outlay & Leases	400,866	296,280	104,586	74%	421,159	425,755	(4,596)	101%	(129,475)	-30%	
Payroll Benefits & Taxes	396,374	338,576	57,797	85%	377,856	480,139	(102,283)	127%	(141,563)	-29%	
Total General Fund Expenses	\$ 19,891,082	\$ 18,425,563	\$ 1,465,518	93%	\$ 19,605,537	\$ 18,427,683	\$ 1,177,854	94%	\$ (2,120)	0%	
Warrant Articles	\$ 276,459	\$ 298,599	\$ (22,140)	108%	\$ 663,164	\$ 348,179	\$ 314,985	53%	(49,580)	-14%	
Total Expenditures & Appropriations	\$ 20,167,541	\$ 18,724,162	\$ 1,443,378	93%	\$ 20,268,701	\$ 18,775,862	\$ 1,492,839	93%	\$ (51,700)	0%	
Net Income/ (Deficit)	\$ -	\$ 1,854,855	\$ 1,854,854		\$ -	\$ 2,229,702	\$ 2,229,702		(374,847)	-17%	
Amounts Voted from Fund Balance	\$ 386,953	\$ 386,953	\$ -	100%	\$ 150,000	\$ 150,000	\$ -	100%	\$ 236,953	158%	

Town of Exeter  
Water Fund Revenues & Expenses (unaudited)  
As of December 31, 2021 and 2020

DRAFT

	2021 Budget vs Actual				2020 Budget vs Actual				Comparison of Actuals	
	2021 Budget	Actual Revenue 12/31/21	\$ Budget Variance Over /(Under)	% Collected	2020 Budget	Actual Revenue 12/31/20	\$ Budget Variance Over /(Under)	% Collected	2021 vs 2020 \$ Variance	2021 vs 2020 % Variance
<b>Water Fund Revenues</b>										
<b>Total Water Fund Operating Revenues</b>	\$ 4,054,184	\$ 3,934,590	\$ (119,594)	97%	\$ 3,552,795	\$ 3,816,695	\$ 263,900	107%	\$ 117,895	3%
<b>Appropriations from Warrant Articles</b>	\$ -	\$ -	\$ -		\$ 200,000	\$ 200,000	\$ -	100%	(200,000)	0%
<b>Water Fund Revenues &amp; Appropriations</b>	\$ 4,054,184	\$ 3,934,590	\$ (119,594)	97%	\$ 3,752,795	\$ 4,016,695	\$ 263,900	107%	\$ (82,105)	-2%
	2021 Budget vs Actual				2020 Budget vs Actual				Comparison of Actuals	
<b>Water Fund Expenditures</b>	2021 Budget	Actual Expenses 12/31/21	\$ Budget Variance Under /(Over)	% Spent	2020 Budget	Actual Expenses 12/31/20	\$ Budget Variance Under /(Over)	% Spent	2021 vs 2020 \$ Variance	2021 vs 2020 % Variance
<b>Water Administration</b>	\$ 409,340	\$ 405,808	\$ 3,532	99%	\$ 393,161	\$ 376,938	\$ 16,223	96%	\$ 28,870	8%
<b>Water Billing</b>	\$ 171,147	\$ 170,891	\$ 256	100%	\$ 179,553	\$ 159,651	\$ 19,902	89%	\$ 11,240	7%
<b>Water Distribution</b>	\$ 837,786	\$ 760,933	\$ 76,853	91%	\$ 836,826	\$ 779,210	\$ 57,616	93%	\$ (18,277)	-2%
<b>Water Treatment</b>	\$ 822,395	\$ 824,842	\$ (2,447)	100%	\$ 813,514	\$ 771,930	\$ 41,584	95%	\$ 52,912	7%
<b>Water Fund Debt Service</b>	\$ 1,263,186	\$ 1,263,181	\$ 5	100%	\$ 1,164,650	\$ 1,152,439	\$ 12,211	99%	\$ 110,742	10%
<b>Water Fund Capital Outlay</b>	\$ 550,330	\$ 125,566	\$ 424,764		\$ 165,091	\$ 105,721	\$ 59,370	64%	\$ 19,845	19%
<b>Total Water Fund Operating Expenses</b>	\$ 4,054,184	\$ 3,551,221	\$ 502,963	88%	\$ 3,552,795	\$ 3,345,889	\$ 206,906	94%	\$ 205,332	6%
<b>Appropriations from Warrant Articles</b>	\$ -	\$ 58,224	\$ (58,224)		\$ 200,000	\$ -	\$ 200,000		\$ 58,224	0%
<b>Water Fund Expenses &amp; Appropriations</b>	\$ 4,054,184	\$ 3,609,445	\$ 444,739	89%	\$ 3,752,795	\$ 3,345,889	\$ 406,906	89%	\$ 263,556	8%
<b>Net Income/(Deficit)</b>	\$ -	\$ 325,145	\$ 325,145	100%	\$ -	\$ 670,806	\$ 670,806	100%	(345,661)	-52%



Town of Exeter

CATV Revolving Fund - Revenue & Expenses (unaudited)

As of December 31, 2021 and 2020

DRAFT

	2021 Budget vs Actual				2020 Budget vs Actual				Comparison of Actuals	
	2021 Budget	Actual 12/31/21	\$ Variance	% Variance	2020 Budget	Actual 12/31/20	\$ Variance	% Variance	2021 vs 2020 \$ Variance	2021 vs 2020 % Variance
<b>CATV Revenues</b>										
Cable Franchise Fees	\$ 137,500	\$ 148,216	\$ 10,716	8%	\$ 150,000	\$ 147,260	\$ (2,740)	-2%	\$ 956	0%
<b>Total CATV Revenues</b>	\$ 137,500	\$ 148,216	\$ 10,716	8%	\$ 150,000	\$ 147,260	\$ (2,740)	-2%	\$ 956	100%
<b>CATV Expenses</b>										
Wages, Taxes & Benefits	\$ 127,434	\$ 118,181	\$ 9,253	93%	\$ 132,183	\$ 103,396	\$ 28,787	78%	\$ 14,785	14%
General Expenses	\$ 74,550	\$ 42,001	\$ 32,549	56%	\$ 78,921	\$ 56,070	\$ 22,851	71%	\$ (14,059)	-25%
<b>Total CATV Expenses</b>	\$ 201,984	\$ 160,182	\$ 41,802	79%	\$ 211,104	\$ 159,466	\$ 51,638	76%	\$ 715	0%
<b>Net Income/(Deficit)</b>	\$ (64,484)	\$ (11,966)	\$ 52,518	19%	\$ (61,104)	\$ (12,206)	\$ 48,898	20%	\$ 240	-2%

**Town of Exeter**

**Recreation Revolving Fund Revenues & Expenses (unaudited)**

**DRAFT**

**As of December 31, 2021 and 2020**

	2021 Budget vs Actual				2020 Budget vs Actual				Comparison of Actuals	
	2021 Budget	Actual 12/31/21	\$ Variance	% Variance	2020 Budget	Actuals 12/31/20	\$ Variance	% Variance	2021/2020 \$ Variance	2021/2020 % Variance
<b>Total Rec. Revolving Revenue</b>	\$ 582,000	\$ 508,750	\$ (73,250)	87%	\$ 656,500	\$ 121,244	\$ (535,256)	18%	\$ 387,506	320%
<b>Wages, Taxes &amp; Benefits</b>	\$ 238,675	\$ 150,485	\$ 88,190	63%	\$ 240,625	\$ 37,318	\$ 203,307	16%	\$ 113,167	303%
<b>General Expenses</b>	\$ 273,525	\$ 249,333	\$ 24,192	91%	\$ 293,010	\$ 93,764	\$ 199,246	32%	\$ 155,569	166%
<b>Capital Outlay</b>	\$ 16,000	\$ 12,610	\$ 3,390	79%	\$ 35,000	\$ 108,955	\$ (73,955)	311%	\$ (96,345)	0%
<b>Total Rec. Revolving Expenses</b>	\$ 528,200	\$ 412,428	\$ 115,772	78%	\$ 568,635	\$ 240,037	\$ 328,598	42%	\$ 172,391	72%
<b>Net Income/(Deficit)</b>	\$ 53,800	\$ 96,322	\$ 42,522	179%	\$ 87,865	\$ (118,793)	\$ (206,658)	-135%	\$ 215,115	-181%

**Town of Exeter  
Ambulance Revolving Fund - Revenues & Expenses (unaudited)  
As of December 31, 2021 and 2020**

**DRAFT**

	2021 Budget vs Actual				2020 Budget vs Actual				Comparison of Actuals	
	2021 Budget	Actual 12/31/21	\$ Variance	% Variance	2020 Budget	Actual 12/31/20	\$ Variance	% Variance	\$ Variance	% Variance
<b>Total EMS Revolving Revenues</b>	\$ 566,000	\$ 540,386	\$ (25,614)	95%	\$ 566,000	\$ 505,929	\$ (60,071)	89%	\$ 34,457	7%
<b>Wages, Taxes &amp; Benefits</b>	\$ 203,121	\$ 171,997	\$ 31,124	85%	\$ 191,496	\$ 178,445	\$ 13,051	93%	\$ (6,448)	-4%
<b>General Expenses</b>	\$ 173,957	\$ 190,263	\$ (16,306)	109%	\$ 164,368	\$ 167,032	\$ (2,664)	102%	\$ 23,231	14%
<b>Total EMS Revolving Expenses</b>	\$ 377,078	\$ 362,260	\$ 14,818	96%	\$ 355,864	\$ 345,477	\$ 10,387	97%	\$ 16,783	5%
<b>Net Income/(Deficit)</b>	\$ 188,922	\$ 178,126	\$ (10,796)	94%	\$ 210,136	\$ 160,452	\$ (49,684)	76%	\$ 17,674	11%

Town of Exeter  
 Analysis of Property Tax/Liens Receivable  
 As of 12/31/21 and 12/31/20

DRAFT

<u>Type</u>	<u>Bill Year</u>	Balance	Balance	<u>\$</u>	<u>%</u>
		Outstanding as of <u>12/31/21</u>	Outstanding as of <u>12/31/20</u>		
Lien	2009	\$ 403	\$ 403	\$ -	0%
Lien	2010	839	839	-	0%
Lien	2011	5,599	6,189	(590)	(10)%
Lien	2012	4,408	5,604	(1,196)	(21)%
Lien	2013	9,494	11,848	(2,354)	(20)%
Lien	2014	16,093	18,973	(2,880)	(15)%
Lien	2015	20,787	27,038	(6,251)	(23)%
Lien	2016	29,649	61,491	(31,842)	(52)%
Lien	2017	37,697	99,203	(61,506)	(62)%
Lien	2018	55,078	199,008	(143,930)	(72)%
Lien	2019	166,955	518,935	(351,980)	(68)%
Lien	2020	260,114	1,865,534	(1,605,420)	(86)%
	<b>Subtotal</b>	<b>\$ 607,116</b>	<b>\$ 2,815,065</b>	<b>\$ (2,207,949)</b>	<b>(78)%</b>
Tax	2021	\$ 1,525,731	\$ -	\$ 1,525,731	N/A
	<b>Grand Total</b>	<b>\$ 2,132,847</b>	<b>\$ 2,815,065</b>	<b>\$ (682,218)</b>	<b>(24)%</b>

2021 property taxes were 97% collected as of 12/31/21, consistent with collections at 12/31/20.  
 Property tax liens receivable have decreased by 78% or \$2.2M from 12/31/20.  
 As of 4/30/22, \$441K of 2021 property taxes billed remained outstanding.



Town of Exeter

DRAFT

Accounts Receivable Aging Analysis - Water & Sewer  
As of 12/31/21 and 12/31/20

	<u>Current</u>	<u>31-60 Days</u>	<u>61-90 Days</u>	<u>Over 90 Days</u>	<u>Total</u>
As of 12/31/21	\$ 838,723	\$ 339,090	\$ 34,650	\$ 106,916	\$ 1,319,379
Percent Outstanding	64%	26%	3%	8%	100%
As of 12/31/20	\$ 868,126	\$ 47,341	\$ 54,080	\$ 288,464	\$ 1,258,011
Percent Outstanding	69%	4%	4%	23%	100%
Increase/(Decrease)	\$ (29,403)	\$ 291,749	\$ (19,430)	\$ (181,548)	\$ 61,368
% Increase/(Decrease)	-3%	616%	-36%	-63%	5%

Accounts receivable over 90 days have decreased by \$181.6K or 63% from December 31, 2020. The decrease is due to the Town's ability to begin water shut-offs again in 2021. Governor's orders prevented shut-offs during 2020 due to the pandemic. The Water & Sewer Collections Office has resumed the shut-off process in 2021 and has reached out to ratepayers with overdue balances to set up payment plans.

**Classification Plan Amendment – Assistant Engineer**



# EXETER PUBLIC WORKS DEPARTMENT

13 NEWFIELDS ROAD • EXETER, NH • 03833-4540 • (603) 773-6157 • FAX (603) 772-1355  
[www.exeternh.gov](http://www.exeternh.gov)

## MEMO

DATE: June 22, 2022

TO: Russell Dean, Town Manager  
Melissa Roy, Assistant Town Manager/HR Director

FROM: Jennifer R. Perry, P.E., Public Works Director

RE: Assistant Engineer Reclassification

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The Assistant Engineer position within the Public Works Department remains vacant since Jennifer Mates, P.E., resigned in November 2021. The Assistant Engineer vacancy has been posted for over 7 months, however the Department has received very few inquiries and has only conducted two interviews of qualified candidates. Those candidates interviewed indicated the wage scale was significantly below their current compensation and was not attractive enough to consider. Also, the prior Assistant Engineer received over a \$15,000 increase returning to NHDES, which historically has had a reputation of not paying as well as local government.

This Assistant Engineer position is critical to the functioning of the Department, including project management of Town capital projects, participation in the Technical Review Committee (TRC) and providing engineering assistance to the Town Engineer and other town staff. The significant volume of existing and proposed projects within the Public Works Department and the recent increase in the availability of funding for these projects from federal and state resources has magnified the importance of filling this position with a qualified candidate as soon as possible. Also, the Town needs to be more competitive with compensation offered in the private sector; the private sector in engineering and construction is also struggling with attracting and recruiting engineers and they are offering ever more attractive compensation, benefits and job flexibility.

Similar municipal assistant engineer positions have been posted recently in both Dover and Rochester. The Town of Exeter is directly competing, unsuccessfully, with those communities for the same candidates. The associated compensation ranges for those positions are

Assistant City Engineer, Dover (posted Dec. 2021) \$32.62 to \$47.33/hour  
Assistant City Engineer, Rochester (posted May 2022) \$69,369 to \$92,921

The Assistant Engineer is currently classified as Grade 11 in the Town of Exeter non-union classification plan, which ranges from the current minimum \$63,367 (\$30.4648/hour) to maximum \$87,352 (\$41.9961/hour); in July 2022 Grade 11 will increase 2% to minimum \$64,634 (\$31.0741/hour) to maximum \$89,099 (\$42.8360/hour). We recommend the Assistant Engineer be reclassified to Grade 12 with July 2022 wages of minimum \$68,711 (\$33.0340/hour) to maximum \$94,719 (\$45.5378/hour).

**CLASSIFICATION PLAN – TOWN OF EXETER  
NON UNION  
AS AMENDED THROUGH JUNE 27, 2022 (PROPOSED)**

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

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

Adopted: July 28, 2014

Amended: December 15, 2014

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

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

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

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

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

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

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

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

Amended June 14, 2021 (delete Human Resources Director Grade 11, add Assistant Town Manager/Human Resources Director at Grade 13).

Amended November 22, 2021 (add Senior Executive Assistant Grade 9, Highway Superintendent regrade from Grade 12 to Grade 13, add Assessor to Grade 13)

**Amended (proposed): June 27<sup>th</sup>, 2022 (regrade Assistant Engineer from Grade 11 to Grade 12)**

Town of Exeter Non Union Pay Plan - Effective July 2022

2.50% between steps  
2.00%

	Min	Step - 1	Step - 2	Step - 3	Step - 4	Step - 5	Step - 6	Step - 7	Step - 8	Step - 9	Step - 10	Step - 11	Step - 12	Max
<b>Grade 1</b>	14.5574	14.9214	15.2944	15.6768	16.0687	16.4704	16.8822	17.3042	17.7368	18.1802	18.6348	19.1006	19.5781	20.0676
	30,279	31,036	31,812	32,608	33,423	34,258	35,115	35,993	36,893	37,815	38,760	39,729	40,723	41,741
<b>Grade 2</b>	15.6772	16.0691	16.4709	16.8826	17.3047	17.7373	18.1807	18.6353	19.1011	19.5787	20.0681	20.5698	21.0841	21.6112
	32,609	33,424	34,259	35,116	35,994	36,894	37,816	38,761	39,730	40,724	41,742	42,785	43,855	44,951
<b>Grade 3</b>	16.7970	17.2169	17.6473	18.0885	18.5407	19.0042	19.4793	19.9663	20.4655	20.9771	21.5015	22.0391	22.5900	23.1548
	34,938	35,811	36,706	37,624	38,565	39,529	40,517	41,530	42,568	43,632	44,723	45,841	46,987	48,162
<b>Grade 4</b>	17.9167	18.3646	18.8237	19.2943	19.7767	20.2711	20.7779	21.2973	21.8298	22.3755	22.9349	23.5083	24.0960	24.6984
	37,267	38,198	39,153	40,132	41,136	42,164	43,218	44,298	45,406	46,541	47,705	48,897	50,120	51,373
<b>Grade 5</b>	19.5962	20.0861	20.5883	21.1030	21.6306	22.1713	22.7256	23.2938	23.8761	24.4730	25.0848	25.7120	26.3548	27.0136
	40,760	41,779	42,824	43,894	44,992	46,116	47,269	48,451	49,662	50,904	52,176	53,481	54,818	56,188
<b>Grade 6</b>	21.5560	22.0949	22.6472	23.2134	23.7938	24.3886	24.9983	25.6233	26.2639	26.9204	27.5935	28.2833	28.9904	29.7151
	44,836	45,957	47,106	48,284	49,491	50,728	51,996	53,296	54,629	55,995	57,394	58,829	60,300	61,807
<b>Grade 7</b>	23.2356	23.8165	24.4119	25.0222	25.6478	26.2889	26.9462	27.6198	28.3103	29.0181	29.7435	30.4871	31.2493	32.0305
	48,330	49,538	50,777	52,046	53,347	54,681	56,048	57,449	58,885	60,358	61,867	63,413	64,999	66,624
<b>Grade 8</b>	25.1954	25.8253	26.4709	27.1327	27.8110	28.5063	29.2190	29.9494	30.6982	31.4656	32.2523	33.0586	33.8850	34.7322
	52,406	53,717	55,060	56,436	57,847	59,293	60,775	62,295	63,852	65,449	67,085	68,762	70,481	72,243
<b>Grade 9</b>	26.8752	27.5470	28.2357	28.9416	29.6652	30.4068	31.1670	31.9461	32.7448	33.5634	34.4025	35.2625	36.1441	37.0477
	55,900	57,298	58,730	60,199	61,704	63,246	64,827	66,448	68,109	69,812	71,557	73,346	75,180	77,059
<b>Grade 10</b>	28.8346	29.5554	30.2943	31.0517	31.8280	32.6237	33.4393	34.2753	35.1321	36.0104	36.9107	37.8335	38.7793	39.7488
	59,976	61,475	63,012	64,588	66,202	67,857	69,554	71,293	73,075	74,902	76,774	78,694	80,661	82,677
<b>Grade 11</b>	31.0741	31.8509	32.6472	33.4634	34.3000	35.1575	36.0364	36.9373	37.8608	38.8073	39.7775	40.7719	41.7912	42.8360
	64,634	66,250	67,906	69,604	71,344	73,128	74,956	76,830	78,750	80,719	82,737	84,806	86,926	89,099
<b>Grade 12</b>	33.0340	33.8599	34.7064	35.5740	36.4634	37.3750	38.3093	39.2671	40.2488	41.2550	42.2863	43.3435	44.4271	45.5378
	68,711	70,429	72,189	73,994	75,844	77,740	79,683	81,676	83,717	85,810	87,956	90,154	92,408	94,719
<b>Grade 13</b>	36.0936	36.9960	37.9209	38.8689	39.8406	40.8366	41.8575	42.9040	43.9766	45.0760	46.2029	47.3580	48.5419	49.7555
	75,075	76,952	78,875	80,847	82,868	84,940	87,064	89,240	91,471	93,758	96,102	98,505	100,967	103,491
<b>Grade 14</b>	36.9531	37.8769	38.8238	39.7944	40.7893	41.8090	42.8542	43.9256	45.0237	46.1493	47.3031	48.4856	49.6978	50.9402
	76,862	78,784	80,754	82,772	84,842	86,963	89,137	91,365	93,649	95,991	98,390	100,850	103,371	105,956
<b>Grade 15</b>	38.6329	39.5987	40.5887	41.6034	42.6435	43.7096	44.8023	45.9224	47.0704	48.2472	49.4534	50.6897	51.9570	53.2559
	80,356	82,365	84,424	86,535	88,698	90,916	93,189	95,519	97,907	100,354	102,863	105,435	108,070	110,772
<b>Grade 16</b>	40.3125	41.3204	42.3534	43.4122	44.4975	45.6099	46.7502	47.9189	49.1169	50.3448	51.6035	52.8935	54.2159	55.5713
	83,850	85,946	88,095	90,297	92,555	94,869	97,240	99,671	102,163	104,717	107,335	110,019	112,769	115,588
<b>Grade 17</b>	41.4324	42.4682	43.5299	44.6182	45.7336	46.8770	48.0489	49.2501	50.4814	51.7434	53.0370	54.3629	55.7220	57.1150
	86,179	88,334	90,542	92,806	95,126	97,504	99,942	102,440	105,001	107,626	110,317	113,075	115,902	118,799
<b>Grade 18</b>	42.5522	43.6160	44.7064	45.8240	46.9696	48.1439	49.3475	50.5811	51.8457	53.1418	54.4704	55.8321	57.2279	58.6586
	88,508	90,721	92,989	95,314	97,697	100,139	102,643	105,209	107,839	110,535	113,298	116,131	119,034	122,010
<b>Grade 19</b>	43.6719	44.7637	45.8828	47.0299	48.2056	49.4108	50.6460	51.9122	53.2100	54.5402	55.9037	57.3013	58.7339	60.2022
	90,838	93,109	95,436	97,822	100,268	102,774	105,344	107,977	110,677	113,444	116,280	119,187	122,166	125,221
<b>Grade 20</b>	45.9115	47.0593	48.2358	49.4417	50.6777	51.9447	53.2433	54.5744	55.9387	57.3372	58.7706	60.2399	61.7459	63.2895
	95,496	97,883	100,330	102,839	105,410	108,045	110,746	113,515	116,353	119,261	122,243	125,299	128,431	131,642

## Website & Social Media Update





# Town of Exeter, NH Social Media Update



Bob Glowacky, Communications Coordinator



## Where are we today?

- 19 Facebook pages
- 6 Twitter accounts
- 5 Instagram Accounts
- 1 YouTube account
- Total of 27,801 followers/subscribers
  - not unique individuals
- Social Media Policy from 2013



# Town Social Media Policy

- Current Policy is from 2013
- Updates were proposed and tabled in 2019
  - Addition: "5.9...The establishment of any board, commission or committee facebook page or any similar page shall have a staff member assigned and the approval of the Select Board. Any board, committee, or commission page established that does not meet this criteria will not be considered affiliated with the town and may not use the town seal."
- Recommendation to approve the proposed addition with the following changes:
  - Replace "facebook page or any similar page" and other references with "social media account(s)" to be more broad and therefore include other social media platforms
- Two to Four social media accounts may be affected by the addition:
  - Energy Committee (Facebook), Conservation Commission (Facebook managed by Sustainability Coordinator), Exeter Memorial Day Parade (defunct Facebook), Exeter Holiday Parade (Facebook), Exeter Arts Committee (defunct Facebook page)



## CAC Report 2021

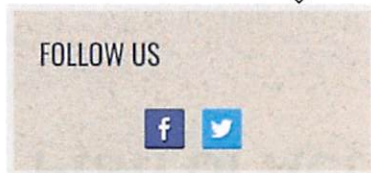
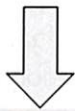
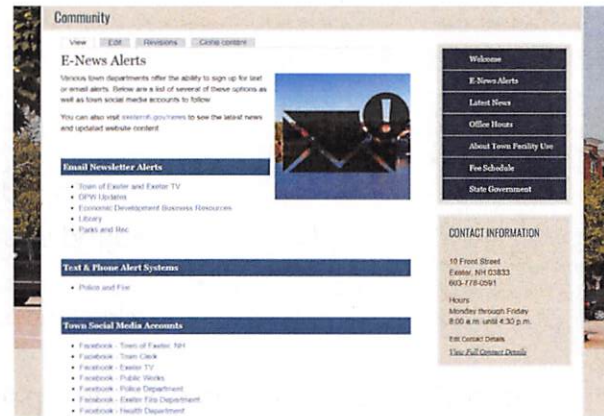
CAC identified the following needs in Aug 2021:

- Need to streamline outlets and evaluate possible changes
- Need to update policy to ensure the quality of the information provided
- Need to match social media content back to the Town website



# Social Media and the New Website

- Nothing new other than additional links on the homepage to Town social media
- Under Community we currently list nearly all Town social media accounts
- On individual “microsites” social media is already listed



No need to wait on the website refresh – social media not affected



## Plan of Action

1. Expanding use of main social media accounts by Communications Coordinator
  - Facebook page - Town of Exeter, NH
  - Twitter account - TownOfExeterNH
  - Using these platforms to share information from Town Website
2. Research and develop best practices and social media policy with CAC working group
  - What are other municipalities doing?
  - How can we better leverage social media to achieve our goals?
  - What are policy issues?
3. Town Manager and Select Board approve changes to policy
4. Work with staff to implement best practices and policy

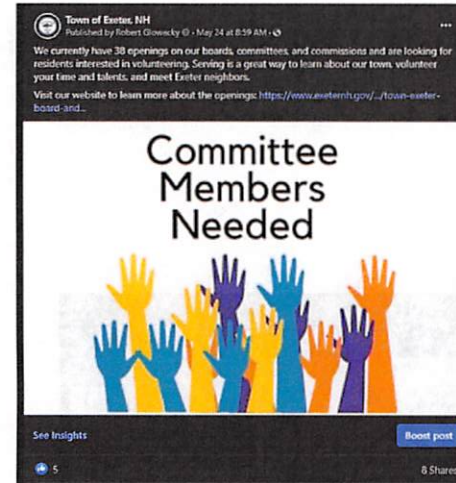
# Examples of Communication Coordinator Work



Town Manager's office updates a webpage with committee vacancies and asked to post on social media to get more reach

Posted on Facebook and shared to group

- 63 people clicked the link
- 101 engagements (comments, likes, shares, clicks, etc.)



# Examples of Communication Coordinator Work



Working with the Town Manager and Select Board to determine information that needs to be highlighted

- Posted picture from a DPW presentation on Facebook and shared to a Facebook Group with a link to the Select Board meeting on YouTube
  - 194 people clicked the video link
  - 2,589 engagements (comments, likes, shares, clicks, etc.)



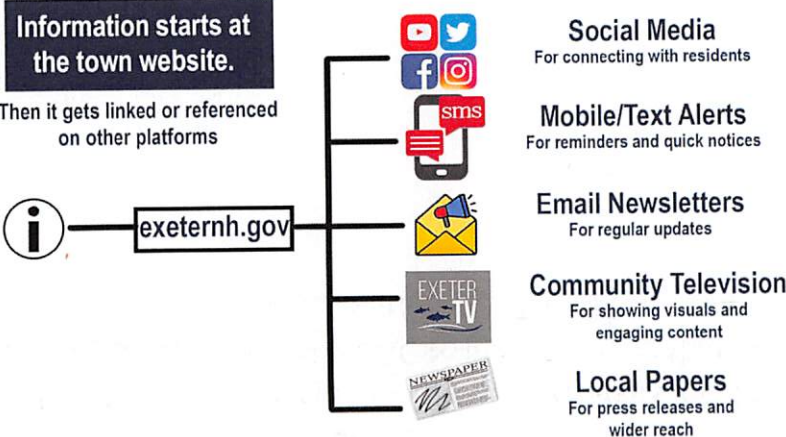




## Future Plans with Social Media

- Communications Coordinator works with departments to help highlight information on Town's official accounts
- Department staff maintain and curate their own social media accounts
- Possible external training (online classes, webinars, etc.) for department staff
- Continuing to work with the CAC to identify areas that need to be addressed
- Explore newer social media platforms... TikTok?

**End goal is to create a Town Communication Plan:** A document that helps to streamline best practices and policies for all of the Town's communication to serve as a resource for Town staff going forward.





## Questions for the board:

- What are your major concerns with regards to Town social media use?
- What outcomes do you want to see from the use of social media?
- Other thoughts?

Questions from the board?

## **Website:**

The Town website is the main source of information and communication for Town staff, committees, residents, and visitors to Exeter. The website is located at [exeternh.gov](http://exeternh.gov). Listed on the site are all Town departments and committees, services available to residents, and a calendar of events and meetings.

### **Website Policy:**

- Only Town Staff or other approved designees can post on the town website
- Department Managers shall assign at least one staff person to be responsible for the upkeep of information of their department page(s)
- Information on the Town website should be reviewed regularly and kept as up to date as possible

### **Best Practices:**

In order to keep the website more uniform, it is recommended that departments adhere to the following guidelines with their departmental or board pages on the town site.

- Create schedules for periodically checking and updating information
- Have a landing page with a brief introduction to your department
- Use embedded pages with buttons under intro on landing page for additional pages
- Update pages rather than creating new ones for similar information
- Create user-oriented content (what residents will be looking for)
  - Use visual hierarchy to place more important information front and center and less important information further down the page
- Title pages simply but accurately (what the residents would search for)
- Keep pages short--add extra information as attachments (PDFs)
- Use plain language, avoid or explain advanced terminology
- Create concise sections on the sidebar menu
- Learn and use the available tools to optimize your page (latest news, scheduling, embedded pages, maps, site activity report, etc.)
- Information posted on Social Media should also be posted on the Town Website
- Work with the Communications Coordinator to review analytics and suggest improvements
- Send important information from website to Communications Coordinator to be featured on the home page or town social media

## Accessibility best practices

- Avoid using all capital letters
- Input alt text for every photo added to the site
- Avoid using "click here" hyperlinks
  - Try not to say: "[Click here](#) to read about our company."
  - Instead, say: "To learn more about our company, read [About Us](#)."

## **The four most common page types are at the top of the dashboard:**



- 1) **Create Simple Page:** this is the most common use of the dashboard. It can be used to create any new pages that you need. It gives you the default page options.
- 2) **Create Meeting:** this is used to create a calendar event that will appear automatically on the calendar AND the [minutes & agendas page](#). This is most commonly used for government meetings or public information sessions. This page type gives you template options for uploading minutes, agendas, and meeting packets.
- 3) **Create General Event:** this page type will give you a template for event date, time, duration, etc. These pages will automatically appear on the Town calendar but will not show on the minutes & agendas page.
- 4) **Create News Release:** this can be used for public notices, press releases, etc. and will automatically appear in the [exeternh.gov/news](#) section of the website based on the date selected for the news release. This is an ideal way to share the success stories, new initiatives, and other updates with the community. Post the information as a News Release and share the link with a photo on Social Media for wider reach.

## **Creating a new page:**

- On the dashboard select [Create Simple Page](#)
- Enter a Title that is straightforward and simple (what would the user be looking for)
- Select a Microsite—in most cases this will be your department or the committee you are posting on behalf of

- **Body:** Use the Format button to create a header at the top of the text box. Keep text on pages as concise as possible. Use headers to separate sections. Avoid all capital letters. Use hyperlinks when possible
- **Files:** If additional information needs to be posted, use the files section to attach PDFs, PowerPoints, Word Docs, etc. These should be titled with the user in mind and avoid abbreviations
- **Images:** Primary Image/Video will allow you to add one photo or video to the top of the page. When using a photo, add descriptive text to the alt text box for visually impaired users. This text should describe what is in the photo and not simply title the photo. Additional images will appear at the bottom of the text on the page.
- **Customize Your Page:** clicking this will open up various additional options to add to your page.

### ***Creating a Meeting:***

- Click [Create Meeting](#) on the [Dashboard](#)
- Title the Meeting with the group or topic of the meeting
- **Microsite:** Select the committee or department hosting the meeting
- In the body of the text you can add basic information about the meeting or copy the agenda if needed
- On the Event/Meeting tab
  - Event/Meeting Basics is for the date and time of the meeting
  - Agendas, Minutes, Packets, etc are for additional documents—be sure to title these documents with residents in mind, avoiding abbreviations
  - These page types along with the uploaded documents and links will automatically appear on the [minutes and agendas page](#).
- **Map:** this can be used to add a location to the meeting. For meetings within a larger building, use the room name in the Location Name section.

### ***Creating a General Event:***

- Click [Create General Event](#) on the [Dashboard](#)
- Title the Event
- **Microsite:** Select the committee or department hosting the meeting
- In the body of the text you can add basic information about the meeting or copy the agenda if needed
- On the Event/Meeting tab
  - Event/Meeting Basics is for the date and time of the meeting
  - Agendas, Minutes, Packets, etc are for additional documents—be sure to title these documents with residents in mind, avoiding abbreviations
  - These page types along with the uploaded documents and links will automatically appear on the [minutes and agendas page](#).
- **Map:** this can be used to add a location to the meeting. For meetings within a larger building, use the room name in the Location Name section.

### **Creating a News Release:**

- Click [Create News Release](#) on the Dashboard
- Add a concise title and select the corresponding microsite
- For press release format, you can start the body of the text with “**Exeter NH - Month DD, YYYY:**” and try to write with the most important information first, keeping it as short as possible
- Add photos using the images tab and be sure to enter descriptive alt text
- Using the News tab, select the date you want it to show in the news feed (this is not the date it will be published but rather where it shows relative to other posts on the [exeternh.gov/news](http://exeternh.gov/news) fee).

### **Other Valuable Tools:**

- **Customize Your Page**
  - When editing an existing page or creating a new one, utilize the Customize Your Page button at the top to add extra features such as: marking your pages as news, creating a department wide alert, scheduling the page to automatically publish/unpublish, and more.
- **Featured Items on Home Page**
  - If you have important information that you want front and center, email the Communications Coordinator to feature it on the home page. This info can also be shared on social media.
- **Site Activity Report**
  - On the dashboard, use the Site Activity Report to search for and evaluate what content is published on the website. Checking this on a monthly basis will help you stay aware of what you have posted and what needs to be taken down or updated.
- **Training Tutorials**
  - From the Dashboard, visit the [Training Videos](#) to brush up on the basics of our website. If you still need assistance beyond the basics reach out to the Communications Coordinator or MuniCode support. Users can also watch the full [website training video online](#).

### **Important Contact Information:**

**Internal Support – Bob Glowacky, [rglowacky@exeternh.gov](mailto:rglowacky@exeternh.gov)**

**Municode Support – [support@municode.com](mailto:support@municode.com)**

**Account Manager – Mary Joy Gasdia, [MJGasdia@civicplus.com](mailto:MJGasdia@civicplus.com)**

**Chart of Website Staff**

<b><u>Microsite</u></b>	<b><u>Staff Member</u></b>	<b><u>2nd Staff Person</u></b>
Assessing	Janet Whitten	
Boards, Committees, and Commissions	Bob Glowacky	Pam McElroy – individual boards and commissions may have assistance from various Town staff
Building	Kathy Croteau	
Business	Darren Winham	Bob Glowacky
Community	Bob Glowacky	Nancy Bugbee
Economic Development	Darren Winham	Bob Glowacky
Finance	Corey Stevens	
Fire	Jenna Gosselin	Justin Pizon
Health	James Murray	Bob Glowacky
Human Resources	Melissa Roy	Rhea Brown
Information Technology	Andy Swanson	Bob Glowacky
Library	Beth Kendal	
Parks and Recreation	Nancy Bugbee	Intern(s)
Planning & Sustainability	Kristen Murphy	
Police	Norma Ryan	Stephan Poulin
Public Works	Trisha Allen	
Senior Center	Nancy Bugbee	Intern(s)
Tax/Water/Sewer Collection	Rachel Laughner	
Town Manager	Pam McElroy	Russ Dean
Welfare and Human Services	Pam McElroy	



<b>Town of Exeter</b>	Policy Number: <b>3.2.a</b>	Adopted by: <b>Select Board</b>
Subject: <b>Social Media Policy</b>	Adoption Date: <b>July 29, 2013</b> Effective Date: <b>August 5, 2013</b>	Supersedes: None

### **1.0 Purpose of the Policy:**

The purpose of this policy is to set policy guidelines related to Town of Exeter social media sites and applications.

### **2.0 Departments Affected:**

All Town Department, Boards and Committees, except the Exeter Public Library.

### **3.0 Definitions: None**

### **4.0 Policy:**

It is the policy of the Town of Exeter to ensure that certain standards are set with respect to social media to serve all its constituents in a positive, productive manner. The Town supports the use of social media as a method to communicate information to its citizens regarding its Town government.

### **5.0 Procedures:**

- 5.1 The primary mission of the Town's social media efforts will be focused on providing information on Town services and programs to the general public. Citizens are encouraged to use social media avenues to communicate with Town Departments on service related issues.
- 5.2 Town Departments will assign appropriate personnel to manage individual department social media sites. Service or information requests generated through social media will be referred to the appropriate department for a response.
- 5.3 Comments: Comments containing any of the following inappropriate forms of content shall not be permitted on Town of Exeter social media sites and are subject to removal by the Town Manager or their designees.
  - a. Comments not related to the original topic, including random or unintelligible comments.
  - b. Profane, obscene, or pornographic content and/or language;

- c. Content that promotes, fosters or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, or national origin;
- d. Defamatory or personal attacks;
- e. Threats to any person or organization;
- f. Comments in support of, or in opposition to any political campaigns or ballot measures;
- g. Conduct in violation of any federal, state or local law;
- h. Encouragement of illegal activity;
- i. Information that may tend to compromise the safety and security of public systems; or
- j. Content that violates a legal ownership interest, such as a copyright, of any party;
- k. Redundant or repetitive comments, with the same or similar content posted multiple times under various posts.

5.4 A comment stating an opinion, posted by a member of the public on any Town of Exeter social media site, is the opinion of the commentator or poster only, and publication of a comment does not imply endorsement of, or agreement by, the Town of Exeter, nor do such comments necessarily reflect the opinions or policies of the Town of Exeter.

5.5 The Town of Exeter reserves the right to deny access to Town of Exeter social media sites for any individual who violates the Town of Exeter's Social Media Policy at any time and without prior notice.

5.6 Town of Exeter Department Managers shall monitor their social media sites periodically during normal business hours for comments requesting responses from the Town and for comments in violation of this policy.

5.7 Town of Exeter Department Heads, employees and officials may post content on their respective department pages in their official capacity, if authorized to do so by their Department Head. Comments made by individual employees from their personal accounts are personal expressions and not Town representations.

5.8 Multiple member Boards, Committees, and Commissions should be sensitive to the use of social media in such a way so as not to inadvertently violate the spirit and intent of RSA 91-A, the State's Right to Know Law, particularly as it pertains to public meetings.

5.9 All comments posted to any Town of Exeter social media sites are bound by the respective statements of rights and responsibilities associated with those sites and the Town of Exeter reserves the right to report any violation of these statements to the appropriate social media site with the intent of the site taking appropriate and reasonable responsive action. This provision includes Twitter and similar services utilized by the Town.

5.10 This policy shall be administered through the Town Manager's Office. Specific questions regarding this policy may be directed to the Town's Information Technology Department through the Technology Coordinator, or to the Town Manager's Office.

**6.0 Severability:**

To the extent that any provisions of this policy conflict with NH Law, then State law shall prevail.

Social Media Policy –FINAL

Town of Exeter	Policy Number: <b>3.2.a</b>	Adopted by: <b>Board of Selectmen</b>
Subject: <b>Social Media Policy</b>	Adoption Date: <b>July 29, 2013</b>  Effective Date: <b>August 5, 2013</b>	Supersedes: None

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  - b. Profane, obscene, or pornographic content and/or language;

## Social Media Policy –FINAL

- c. Content that promotes, fosters or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, or national origin;
  - d. Defamatory or personal attacks;
  - e. Threats to any person or organization.
  - f. Comments in support of, or in opposition to, any political campaigns or ballot measures;
  - g. Conduct in violation of any federal, state or local law;
  - i. Encouragement of illegal activity;
  - j. Information that may tend to compromise the safety and security of public systems; or
  - k. Content that violates a legal ownership interest, such as a copyright, of any party;
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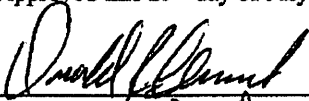
Social Media Policy –FINAL


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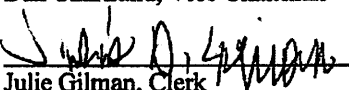
**6.0 Severability:**

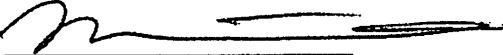
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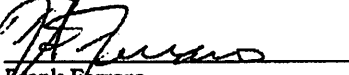
Approved this 29<sup>th</sup> day of July, 2013

  
\_\_\_\_\_  
Don Clement, Chairman

  
\_\_\_\_\_  
Dan Chartrand, Vice Chairman

  
\_\_\_\_\_  
Julie Gilman, Clerk

  
\_\_\_\_\_  
Matt Quandt

  
\_\_\_\_\_  
Frank Ferraro

**ARPA Funds Request – Mapping/GIS**



# TOWN OF EXETER, NEW HAMPSHIRE

10 FRONT STREET • EXETER, NH • 03833-3792 • (603) 778-0591 • FAX 777-1514

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

June 27, 2022

To: Exeter Select Board

From: Andy Swanson

Subj: ARPA Funds and Exeter Maps

Cc: Russell Dean

The mapping systems used by the Town of Exeter were implemented over 20 years ago. They have served us well and the cost of this service has remained level for the last two decades. While originally rolled out as a tool for the Planning Department, it has been put to good use by many departments; notably Water/Sewer and Assessing.

The Town has a standard geo database that is updated by an Assessing Contractor (Cartographic Associates) and is used "as is" by staff members in the Planning Department. Other staff uses the same information that has been moved to the Maps-On-Line product (from People GIS) which is the "Cloud" version of our mapping systems. Maps-On-Line is used for maps and maintenance schedules for all of Water/Sewer, reference for Economic Development, permitting software for Planning, facilities and vehicle maintenance, the Town's vehicle tracking program, provides citizen service, as well as miscellaneous other uses. Recently Emergency Services has also expressed interest in the system.

Over the years, standards, vendors and applications have changed. Recently the Assessing Contractor made some major changes to the data scheme and dropped a key product. This has caused problems. Recent years have shown some cracks in the system, particularly the synchronizing of the data provided to us by the Assessing Contractor and our Maps-On-Line database. This has continued to become less reliable over time. After much digging, both in-house and by our vendors, problems have been identified, and there is a plan to get this fixed and develop a process to keep it from happening again.

People GIS, our lead vendor for Maps-On-Line applications, quoted \$4,800 to update the Town's mapping systems. I am requesting that this be paid from the ARPA funds awarded to the Town. As I read it, in the Coronavirus State and Local Fiscal Recovery Funds (SLFRF) of ARPA (American Rescue Plan), we qualify to use these funds under the SPENDING ON GOVERNMENT SERVICES section.

I am requesting authorization from the Select Board to expend up to \$4,800 from the ARPA funds to move forward with People GIS (Maps-On-Line) in updating the Town's mapping systems.

Andy Swanson



**ARPA/SRF Grant/Loan Acceptances: Webster Avenue Pump Station, Squamscott River Sewer Siphons,  
Pickpocket Dam, Westside Drive**



# EXETER PUBLIC WORKS DEPARTMENT

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

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

## MEMO

DATE: June 24, 2022

TO: Russell Dean, Town Manager

FROM: Paul Vlasich, P.E., Town Engineer  
Melissa Roy, Assistant Town Manager/HR Director

THROUGH: Jennifer Perry, P.E., Public Works Director

RE: Select Board Approval of Grants and Loans

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The Town of Exeter has been awarded various grants and loan forgiveness from the State of New Hampshire DES. Below are the motions to accept these funds for Town projects.

### 1. Webster Ave Pump Station:

Acceptance of NHDES Wastewater Infrastructure CWSRF Loan and ARPA Grant

**Motion:** Motion to enter into and approve a loan agreement with the NH Department of Environmental Services in the amount of \$2,929,500 to the Town of Exeter and to authorize the Town Manager, Mr. Russell Dean, to sign the paperwork associated with such agreement on behalf of the Town for the Webster Ave Pump Station and Force Main project.

**Motion:** Motion to accept a State ARPA grant from the NH Department of Environmental Services in the amount of \$1,395,000 to the Town of Exeter and to authorize the Town Manager, Mr. Russell Dean, to sign the paperwork associated with such agreement on behalf of the Town for the Webster Ave Pump Station and Force Main project.

### 2. Squamscott River Sewer Siphons:

Acceptance of NHDES Wastewater Infrastructure CWSRF Loan and ARPA Grant

**Motion:** Motion to accept a State ARPA grant from the NH Department of Environmental Services in the amount of \$180,000 to the Town of Exeter and to authorize the Town Manager, Mr. Russell Dean, to sign the paperwork associated with such agreement on behalf of the Town for the Squamscott River Sewer Siphons project

**Motion:** Motion to approve the use of local ARPA funds in the amount of \$420,000 to fund the balance of the Squamscott River Sewer Siphons project cost and to authorize the Town Manager, Mr. Russell Dean, to sign any paperwork associated with such usage on behalf of the Town.

3. Pickocket Dam Reconstruction/Removal:

Acceptance of NHDES ARPA Stormwater Planning Grant & Coastal Resiliency Grant

**Motion:** Motion to accept a State ARPA grant from the NH Department of Environmental Services in the amount of \$100,000 to the Town of Exeter and to authorize the Town Manager, Mr. Russell Dean, to sign the paperwork associated with such agreement on behalf of the Town for the Pickocket Dam Reconstruction/Removal project.

**Motion:** Motion to accept a Coastal Resiliency grant from the NH Department of Environmental Services in the amount of \$40,000 to the Town of Exeter and to authorize the Town Manager, Mr. Russell Dean, to sign the paperwork associated with such agreement on behalf of the Town for the Pickocket Dam Reconstruction/Removal project.

**Motion:** Motion to approve the use of local ARPA funds in the amount of \$185,000 to fund the balance of the \$325,000 Pickocket Dam Reconstruction/Removal project cost and to authorize the Town Manager, Mr. Russell Dean, to sign any paperwork associated with such usage on behalf of the Town

4. Westside Drive:

Acceptance of NHDES Stormwater Infrastructure CWSRF Loan and ARPA Grant

**Motion:** Motion to enter into and approve a loan agreement with the NH Department of Environmental Services in the amount of \$208,350 to the Town of Exeter and to authorize the Town Manager, Mr. Russell Dean, to sign the paperwork associated with such agreement on behalf of the Town for the Westside Drive Project Design.

**Motion:** Motion to accept a State ARPA grant from the NH Department of Environmental Services in the amount of \$99,215 to the Town of Exeter and to authorize the Town Manager, Mr. Russell Dean, to sign the paperwork associated with such agreement on behalf of the Town for the Pickocket Dam Reconstruction/Removal project.

## ✓ Congressional Direct Spending Update



# TOWN OF EXETER, NEW HAMPSHIRE

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

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

## MEMORANDUM

**TO:** Russ Dean, Town Manager  
**FROM:** Melissa Roy, Assistant Town Manager/ HR Director  
**RE:** Congressional Directed Spending FY22 & FY23 Update  
**DATE:** 6/24/2022

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### 2022 Congressional Directed Spending Update

The Town of Exeter was awarded Congressional Directed Spending money from the Federal 2022 budget. We were awarded 1.05 million dollars for a new force main for the Webster Ave pump station upgrades. Senator Shaheen championed this project. The Town also received \$600,000 to offset the increased cost of the Squamscott River Sewer Siphon project, which Congressman Pappas supported. The third and final project funded \$230,000 to implement a new body-worn camera program by our Police Department.

At this time, we have not received any of the funding. However, we have completed the application for fund disbursement for the body-worn cameras through the Department of Justice. We are still awaiting further instructions for the other two projects.

### 2023 Congressional Directed Spending Update

Since Exeter successfully secured approval for Congressional Directed Spending money for FY22, we submitted again for FY23. The first project request was for new radios for the Police Department, and the second was money for replacing the HVAC system in the newly acquired 10 Hampton Road building.

We were notified approximately two weeks ago that Senator Shaheen had selected both projects to bring down to Washington as she begins to advocate for their inclusion in the FY23 Federal Budget. We will know more in the next few months if we have received the FY23 funding award.

## ADA Report Update



# TOWN OF EXETER

## *Planning and Building Department*

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

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

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**Date:** June 24, 2022  
**To:** Russell Dean, Town Manager  
**From:** Dave Sharples, Town Planner  
**Re:** ADA study update

I am writing this memorandum in response to your request for an update regarding the ADA study the Town conducted in 2020. As you know, the Town hired Disability Access Consultants to perform an ADA Evaluation and Transition Plan that is required by federal law. I initially spearheaded this project as it is something Exeter needed to do to be compliant with federal law. It is my opinion that we are now in compliance with federal law and have an evaluation and transition plan in place. The next steps in the process is to evaluate and prioritize the deficiencies and start implementation.

As I have stated to the Facilities Advisory Committee (FAC), the next steps are in the hands of Doug Eastman, the ADA Coordinator, and Jeff Beck, the DPW Maintenance Superintendent. The FAC recently indicated that they want to incorporate the findings of the study into the annual list of maintenance priorities created by DPW each year as part of their budget submittal. The FAC has also stated that they would like to invite Mr. Eastman and Mr. Beck to a future meeting to discuss a plan of action.

While I am only cursorily involved in this project at this point, I will attend the Select Board meeting in the event I can be helpful in answering any questions.

Thank You.





Town of Exeter  
10 Front Street  
Exeter, New Hampshire 03833  
**DRAFT**

**EXECUTIVE SUMMARY**  
Americans with Disabilities Act  
and Section 504 Of the Rehabilitation Act  
**SELF-EVALUATION AND TRANSITION PLAN**

December 2019



**DAC**  
DISABILITY ACCESS  
CONSULTANTS



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The Town of Exeter ADA Title II Self-evaluation was prepared by Disability Access Consultants, LLC with the collaboration and assistance of Town of Exeter staff and input by other interested persons and community members.

Dave Sharples served as the primary contact and facilitator for the Americans with Disabilities Act (ADA) and Section 504 Self-evaluation.

A copy of the Town of Exeter Self-evaluation and Transition Plan is available from Dave Sharples, Town Planner or Richard Kane, Chief of Police and the ADA/504 Coordinator. Accessible alternate formats are available.

Disability Access Consultants, LLC (DAC)  
(800) 743-7067

**Purpose of the ADA/504 Self-evaluation and Transition Plan**

The purpose of the Town of Exeter Americans with Disabilities Act (ADA) Title II and Section 504 (504) Self-evaluation is to document the results of the Town of Exeter's review of access to programs, services, activities, events, facilities, parks, and public rights-of-way by persons with disabilities in order to determine if any discriminatory or potentially discriminatory practices, policies or procedures exist that may deny access for persons with disabilities. This report contains findings and recommendations based on the ADA/504 review of the Town of Exeter and includes a review of potential programmatic and physical barriers that may deny access for persons with disabilities.

To further the Town's commitment and access to provide programs, services and activities in a nondiscriminatory manner for persons with disabilities, the Town conducted the 2019 ADA/504 Self-evaluation and Transition Plan of programs, services, activities and facilities to identify any programmatic or physical barriers that may deny access for persons with disabilities. The Town of Exeter contracted with Disability Access Consultants, LLC (DAC) to conduct an accessibility review of programs, services and activities of the Town in accordance with Title II of the ADA. Town buildings, parks, and public rights-of-way were assessed in addition to the programmatic accessibility review. The study included accessibility requirements for the Americans with Disabilities Act (ADA) Title II, the New Hampshire Building Code, International Building Code, Manual on Uniform Traffic Control Devices (MUTCD) and the Public Right-of-Way Accessibility Guidelines (PROWAG).

As evidenced by this study, the Town of Exeter (Town) is committed to complying with the tenets of Title II of the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973 (504), and other federal, state statutes and regulations to provide accessibility for persons with disabilities. The Town of Exeter ADA/504 Self-evaluation and Transition Plan further serves to demonstrate the ongoing compliance efforts by the Town. One goal of the Town is that all potential physical and programmatic barriers for accessibility are identified and removed over time in accordance with a plan that is approved and funded by the Town.

The Town of Exeter ADA/504 Self-evaluation and Transition Plan provides a current benchmark for accessibility efforts by the Town and provides an updated framework for implementation. The current study also incorporates recent code changes, updates in accessibility standards and regulations in addition to accessibility trends. The ADA Self-evaluation and Transition Plan activities work together to address the requirements of the ADA. The Town of Exeter understands that the ADA/504 Compliance Plan is not a static document but requires ongoing implementation and periodic updates.

As public input is important to develop and prioritize the plan, the Town plans to conduct public outreach. It is recognized that input from stakeholders is a valuable component for an updated, usable and realistic plan. Input that is received either from the public input process or from stakeholders on an ongoing basis is reviewed and incorporated by the ADA Coordinator or designated person as appropriate.

**Background**

The ADA and Section 504 of the Rehabilitation Act require state and local governments (public entities) such as the Town of Exeter to ensure that their facilities, public rights-of-ways, policies, procedures and practices are accessible and do not discriminate against persons with disabilities. The ADA and Section 504 require the Town to provide access to Town programs, services and activities that are available to the public. Facilities and public rights-of-way are assessed for compliance with accessibility standards and regulations. A noncompliant facility or policy may deny access to a program, service or activity of the Town.

The ADA has five separate titles:

- Title I: Employment
- Title II: Public Services: State and Local Government
- Title III: Public Accommodations and Services Operated by Private Entities
- Title IV: Telecommunications
- Title V: Miscellaneous Provisions

The focus of the current study is on Title II of the ADA to provide access to public areas of facilities and access to all Town programs, services and activities. Title III requirements are reviewed in selected cases due to the Town's use of outside vendors and private groups and agencies during the provision of Town programs, services and activities. Thus, requirements of Title III do overlap and integrate into the current study in cases where Town contracts with outside vendors. Title I of the ADA provides requirements for employees and is not the focus of this study, but components of Title I were assessed. Specific individual employee access accommodations are handled on a case-by-case basis under Title I of the ADA.

In addition to the Department of Justice (DOJ), the Federal Highway Administration (FHWA) and the United States Department of Transportation (USDOT) have requirements for accessibility in accordance with the Americans with Disabilities Act (ADA) and Section 504. Pedestrians with disabilities should have an equal opportunity to use the pedestrian access routes in an accessible and safe manner. As part of FHWA's regulatory responsibility under Title II of the ADA and Section 504 of the Rehabilitation Act of 1973 (504), the FHWA and USDOT are required to ensure that recipients of federal aid and state and local entities that are responsible for roadways and pedestrian facilities do not discriminate on the basis of disability in any highway transportation program, activity, service or benefit they provide to the general public; and to ensure that persons with disabilities have equitable opportunities to use the public rights-of-way system. Furthermore, laws and regulations require accessible planning, design, and construction to integrate persons with disabilities and that the public entity does not discriminate.

The Department of Justice (DOJ) has rulemaking authority and enforcement responsibility for Title II, while USDOT is legally obligated to implement compliance procedures relating to transportation, including those for highways, streets, and traffic management. The Federal Highway Administration (FHWA) Office of Civil Rights oversees the DOT requirements in these areas. In order to ensure compliance, NHDOT conducts reviews to ensure that:

- FHWA recipients and subrecipients are informed of their responsibilities to provide accessibility in their programs, activities, facilities and public rights-of-way
- Recipients and subrecipients comply with the ADA and Section 504
- Recipients and subrecipients are applying appropriate accessibility standards to all public rights-of-way and transportation facilities
- All complaints filed under Section 504 or the ADA are processed in accordance with established complaint procedures

Section 504 of the 1973 Rehabilitation Act (Public Law 93-112) prohibits discrimination on the basis of disability in federally assisted programs. Section 504 requirements for USDOT are covered under 49 CFR Part 27 (USDOT), Nondiscrimination on the Basis of Disability in Programs and Activities Receiving or Benefiting from Financial Assistance. The Americans with Disabilities Act (Public Law 101-336) is a broader civil rights statute that prohibits discrimination against people with disabilities. Section 504 requires public entities that receive federal or state funding to ensure that they do not have any discriminatory practices. As such, the requirements of Section 504 are very similar to those of the ADA that was passed by congress in 1990. Section 504 of the Rehabilitation Act of 1973 (Public Law 93-112) prohibits discrimination based on disability in federally assisted programs

and the flow through subrecipients, such as the Town of Exeter. The nondiscriminatory requirements of subrecipients include contractors and vendors of the Town.

As the New Hampshire Department of Transportation (NHDOT) is a recipient of federal funds and the Town of Exeter is a subrecipient of the flow through funding, public entities are required to demonstrate their compliance with the ADA and Section 504 of the Rehabilitation Act. A component of the NHDOT requirement is the development of a comprehensive ADA and Section 504 Self-evaluation and Transition Plan. As such, completion of a comprehensive ADA Self-evaluation and Transition Plan is an accepted practice to take the place of an updated Section 504 plan. Section 504 is referred to as "504" in the report. As such, the Town of Exeter ADA/504 Self-evaluation and Transition Plan meets the requirements of not only the ADA plan, but the Section 504 plan as well. By completing this comprehensive plan, the Town will not only meet its ADA and Section 504 compliance requirements, but will have a seamless and sustainable plan that can be updated, monitored, managed and will document progress for ongoing accessibility compliance.

### **Differences Between a Self-evaluation and Transition Plan**

The self-evaluation component of the ADA/504 plan identifies any barriers or potential barriers for persons with disabilities and includes a review of policies, programs, activities, services, facilities and public rights-of-way. Barriers identified may include policies or procedures that may inadvertently discriminate against persons with disabilities. An example of a self-evaluation component that was reviewed is the Town's website. The accessibility review of the website was conducted to determine if changes are needed to make the website accessible for persons with disabilities. Many persons with disabilities use the information on the website to view activities, enroll in courses or to provide, apply for services and provide input. Another example may be the use of inappropriate terminology such as the word "handicapped" instead of the term "person with a disability."

The transition plan on the other hand, assigns estimated dates for the removal of all physical barriers identified in the plan as required by the ADA for public entities with more than 50 employees. The Town, using DAC's recommended priority worksheet and other methods will be assigning estimated or projected dates for barrier removal in the Town Transition Plan in the DACTrak accessibility management software to develop an implementation plan for the removal of barriers. The ADA implementation plan is initially projected over a period of time that will incorporate priorities identified by the public and staff, concerns or complaints, prevalence of use by persons with disabilities, current remodeling and construction projects, funding sources, resources and other variables related to the removal of physical barriers. The plan is a planning document that will change over time to meet the needs of the Town and does not need to be approved by the Town Select Board or other governing authority. Immediate accessibility needs may change the projected barrier removal dates. As such, the plan is a "living" and working document for the removal of barriers.

### **Self-evaluation Plan**

The self-evaluation portion of the project identifies any accessibility barriers that may deny access to programs, services, activities or facilities for persons with disabilities.

### **Transition Plan**

The ADA requires state and local governments to develop and implement a transition plan schedule to achieve accessibility. After conducting a self-evaluation, a public entity is required in accordance with Title II of the ADA to develop a transition plan for structural changes and work with the public entity's departments and agencies to modify policies and procedures. In essence, the transition plan attaches a schedule to remove the physical barriers that were identified during the self-

evaluation portion of the project. Physical barriers that were identified during the project are contained in the DACTrak accessibility management software in use by the Town.

The term "transition plan" comes from the terminology in the 1990 Americans with Disabilities Act (ADA) that describes how public entities would be "transitioning" into compliance during the timelines of 1992 to 1995. The term "barrier removal plan" is used in addition to the term transition plan, as public entities are no longer transitioning into compliance during the three years set aside in the law. The transition/barrier removal plan identifies the noncompliant barrier that may deny access to goods and services, the proposed method to remove the barrier, the identity of the responsible person to oversee the implementation of the plan and the projected schedule for barrier removal of "structural" barriers. The self-evaluation, on the other hand focuses on programmatic barriers that may deny access to programs services and activities. The two plans work congruently to remove the structural and programmatic barriers.

To effectuate Title II of the ADA, Department of Justice regulation *28 CFR 35.150(d) Transition Plan* requires public entities to review and identify physical barriers and steps needed to enable accessible programs when viewed in their entirety. Public entities must ensure that people with disabilities are not excluded from programs, activities and services because of inaccessible facilities. Each facility is not necessarily required to be accessible. A public entity's services, programs, or activities, when "viewed in their entirety," must be accessible. This standard is known as "program accessibility" and is a key requirement under Title II of the ADA.

A comprehensive transition plan should contain the following:

1. A list of the physical barriers in a public entity's facilities that limit the accessibility of its programs, activities, or services to persons with disabilities;
2. A detailed outline of the methods to be utilized to remove these barriers and make the facilities accessible;
3. The schedule for taking the necessary steps to achieve compliance with Title II of the ADA and the plan should identify the interim steps that will be taken during each year of the transition period; and,
4. The name of the official responsible for the plan's implementation. (Usually the ADA Coordinator)

Structural changes are not always required where there are other feasible solutions such as moving a recreational class to an accessible location. However, structural changes leading to increased integration should be considered where feasible.

Where structural modifications are required to achieve program accessibility, a public entity must complete a transition plan that provides for the removal of these barriers. Any structural modifications must be completed as expeditiously as possible and are required to be in the Town's transition plan.

### **Prior ADA Self-evaluation and Transition Plans**

The 2019 study conducted by DAC updates and/or augments selected accessibility surveys and may be incorporated into studies that were conducted previously.

### **Project Scope of Services**

The Town of Exeter issued a request for proposal for an ADA Accessibility Self-Evaluation and Transition of Public Facilities. Disability Access Consultants, LLC (DAC) was selected. The request for proposal initiated as a result of the February 2018 Town of Exeter Updated Master Plan. An action agenda item in the plan states, Exeter will: "Prioritize public facilities and spaces (including

recreational sites) where ADA improvements are needed or could be improved. Estimate costs and develop a 6-year schedule that can be incorporated into the CIP.”

Excerpt from the Town of Exeter Master Plan

for this demand range from simple convenience to more complex social expectations. Regardless, the Town of Exeter is unlikely to see any decline in the demand for programs and facilities related to youth recreation even though a slight decrease is anticipated for the number of households with school age children.

*Adults*

Population estimates for adults in Exeter do not show a dramatic increase in the coming decade, however discussions in the community suggest a pent up demand for recreational opportunities. Demand among the adults in Exeter included active recreation fields and facilities, with several participants calling for more opportunities for adults to swim, play volleyball, and generally take advantage of athletic facilities. Adults engaged in the Master Plan process also focused on “place-based” outdoor opportunities. Park improvements, trails, river access, dog parks, and bike path connections were recurring focal points in the community discussion.

*Seniors*

A recurring theme related to seniors in this document will be the power of this growing demographic group. With regard to recreation, the growing senior population will continue to create demand for active and passive facilities. Exeter will need to examine its existing facilities to find opportunities for expanding access to sites already in place.

*People with Disabilities*

Along with seniors who may have issues getting around or who have other physical limitations, residents of all ages who have disabilities should be a focus of the Town’s recreational programming and facility improvements. Advances in “universal design” techniques in recent years have greatly increased access for people with disabilities. Future planning efforts by the Town’s Parks and Recreation staff could include the development of a Transition Plan that shows how various facilities in the community will come into compliance with ADA.

**Exeter understands the value of our parks and recreation opportunities:**

- High quality parks and recreation facilities are important to the health of our residents.
- Understanding the needs of residents will require continued investment in outreach.
- Increased access to existing and future facilities for our seniors and people with disabilities is a high priority.
- Exeter has many youth and adult sport organizations that the Town collaborates with to ensure diverse opportunities and programming for residents.

**“Nut & Bolts” Infrastructure**

At the core of Exeter’s public services are the hard infrastructure systems that meet some of the most important everyday needs for residents and business owners.

*Public Works*

The Department of Public Works houses the divisions that maintain the Town’s infrastructure. The office is located on 13 Newfields Road. Since the building was constructed in 2003, the department’s functions have evolved and grown. The *Final Town Wide Facilities Plan: Space Needs and Building Assessments* (December 2015) recommends additional space for equipment storage, maintenance, and employee areas such as locker rooms and meeting space.

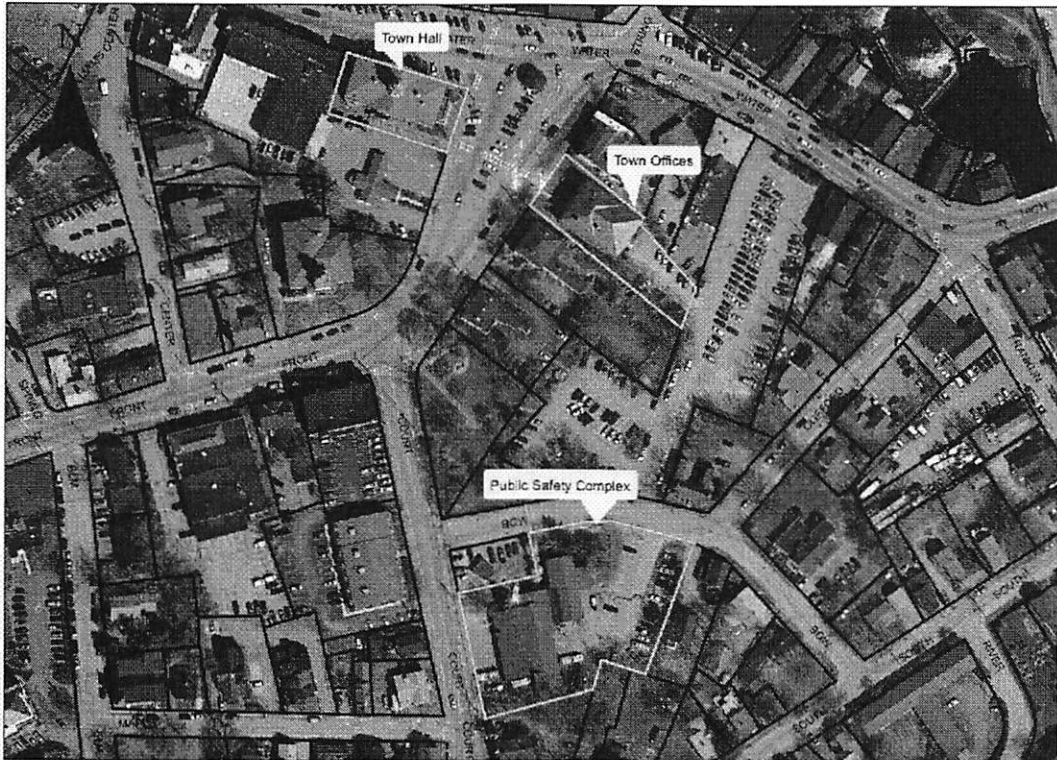
*Water Supply and Wastewater*

The primary water supply source for Exeter is the Exeter River. The Town also uses the Exeter Reservoir, which is fed by Dearborn Brook, and groundwater

To meet this objective, the Town has established a capital reserve fund for a Town-wide ADA accessibility project. The self-evaluation and improvement recommendations will be based on the Americans with Disabilities Act of 1990 (ADA). Priorities for corrective actions and available cost estimates are included. The scope of services included a review of the Town’s policies and programs, three (3) Town buildings, eight (8) recreation parks and their programs, the downtown sidewalk network, and the downtown on and off-street public parking facilities. A self-evaluation and transition plan that complies with current ADA standards, including identifying actions required to comply with the ADA, estimated costs and the review of selected Town sites and the selected Town public rights-of-way (PROW) was included in the scope and were listed in the request for proposal and identified in the attached maps.



Map 2 Town Buildings



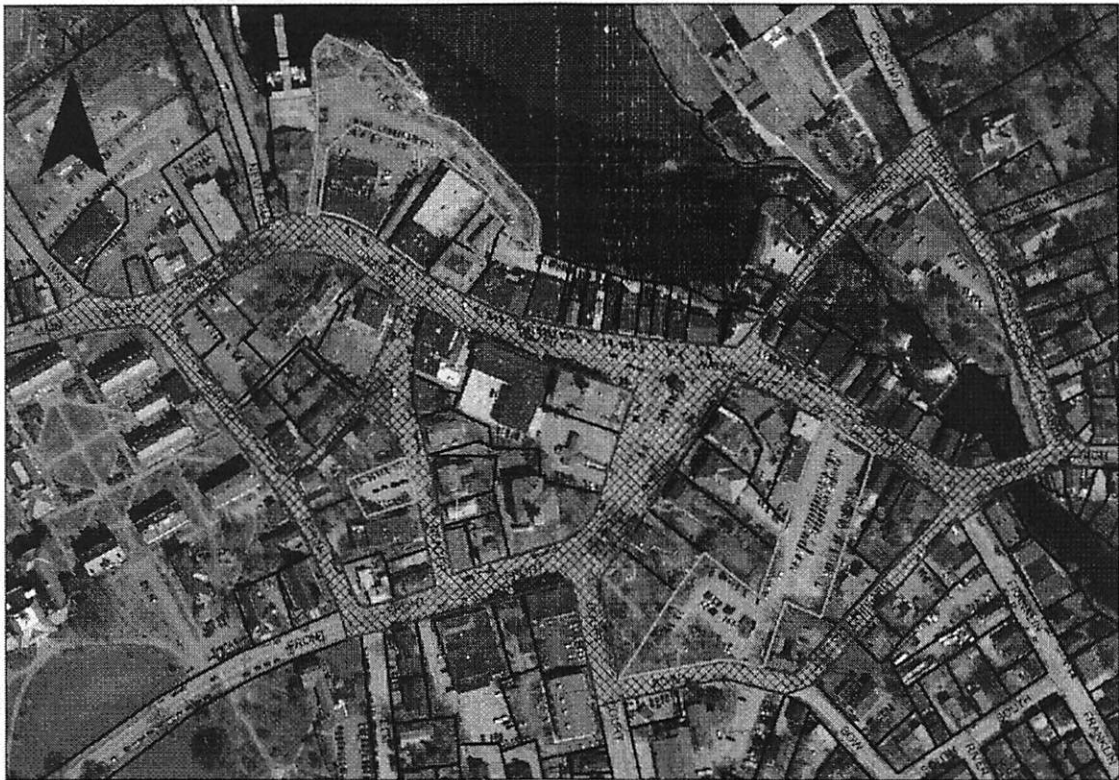
Map 1 Town Parks





Town Offices	10 Front St.
Town Hall	9 Front St.
Public Safety Complex	20 Court St.
Brickyard Park	Kingston Rd.
Kid's Park	Front St./Winter St.
Founders Park	Chestnut St./Water St.
Town House Commons	Court St./Bowe St.
Gale Park	Front St./Linden St.
Gilman Park	Bell Ave.
Stewart Park	Water St.
Park Street Common	Park St./Main St.
Downtown Sidewalks	Indicated on the map
Downtown On and Off Street Public Parking	Indicated on the map

Map 3 Downtown Sidewalks and Public Parking



Public Parking Lot  
 ADA evaluation limits

### **Dates of Self-evaluation and Transition Plans**

The ADA self-evaluation and transition/barrier removal plans were prepared using information and input during 2019 in accordance to the scope in the Town's request for proposal. As the Town understands the commitment for regular updates and annual reports, the Town has committed to a process to update its plan on a regular basis.

### **ADA/504 Self-evaluation and Transition Plan**

To further the Town's commitment to provide programs, services and activities in a nondiscriminatory manner for persons with disabilities, the Town decided to conduct an updated Americans with Disabilities Act (ADA) and Section 504 Self-evaluation of programs, services, activities, parks and facilities.

The updated ADA/504 Self-evaluation provides a current benchmark for accessibility efforts by the Town and provides an updated framework for implementation. The current study also incorporates recent updates in the ADA, New Hampshire Building Code, NHDOT and accessibility trends.

The self-evaluation of policies, procedures and activities was conducted in 2019 under the direction of Dave Sharples, Town Planner for the Town of Exeter. Disability Access Consultants, LLC (DAC) was contracted to conduct a comprehensive survey of all Town programs, services, activities, polices, buildings, parks, parking lots and public rights-of-way. The goal of the Town is that all potential physical and programmatic barriers for accessibility are identified and removed.

### **Regular Self-evaluation and Transition Plan Updates**

The ADA/504 plan is a living, on-going document and requires regular updates to keep it current. As barriers are removed it is important to update the plan to reflect the current barrier removal progress. If for some reason existing sites are acquired by the Town, new facilities are built, sidewalks are added or other factors change, the Town will need to update the ADA Plan. Many town and county governments have a practice of updating their plan on an ongoing basis but prepare a progress update. The Town understands that the ADA/504 plan is a living, on-going document and requires regular updates to keep it current.

In its continuing efforts to maintain compliance, the Town has several mechanisms in place to provide for an ongoing update of the self-evaluation and transition plan in order to provide a realistic and manageable plan to remove barriers. The Town has the use of a secure online accessibility management software called DACTrak, to update, document and track the findings and the implementation of the plan, including progress reports. Accessibility standards and regulations may change and will be incorporated into the plan as appropriate. DACTrak can be updated as codes change, which allows the ADA plan to stay current without the need to do any re-inspections.

The Town's designated ADA Coordinator is empowered with oversight responsibility for implementation of the requirements of the ADA, 504 and related accessibility standards and regulation.

As public input is important to develop and prioritize the plan, the Town plans to solicit input from the public. It is recognized that input from stakeholders is a valuable component of an updated, usable and realistic plan.

Updates may also be necessitated by changes in the ADA, New Hampshire Accessibility Codes, PROWAG or MUTCD. An example requiring updates that was facilitated by litigation is on-street parking. Another example is the FHWA and DOT memorandum clarifying what is maintenance and what is an alteration and when alterations trigger curb ramp installations.

### **Classification of the Town of Exeter**

The Town of Exeter is classified as a "public entity" pursuant to Title II of the Americans with Disabilities Act which applies to state and local governments. A public entity covered by Title II is defined as a state or local government.

As defined, the term "public entity" does not include the federal government. Title II, therefore, does not apply to the federal government, which is covered by sections 501 and 504 of the Rehabilitation Act of 1973. Title II is intended to apply to all programs, activities, and services provided or operated by state and local governments. It also applies to contractors and vendors of the public entity. As Section 504 of the Rehabilitation Act applies to programs or activities receiving Federal financial assistance, the Town understands that compliance with Section 504 is required.

Title II of the ADA covers programs, activities, and services of public entities. Title II is divided into two subtitles. This study focuses on subtitle A of Title II, which is implemented by the Department of Justice's Title II regulation. Subtitle B, covering public transportation, and the Department of Transportation's regulation implementing that subtitle, are not addressed in this study. The Town did, however survey and incorporate findings from Town owned and maintained public rights-of-way. In accordance with the ADA and Section 504, public rights-of-way are considered programs, services and activities of the public entity.

Subtitle A, the focus of the Town of Exeter self-evaluation, is intended to protect qualified persons with disabilities from discrimination on the basis of disability in the services, programs, or activities of all state and local governments. It additionally extends the prohibition of discrimination on the basis of disability established by section 504 of the Rehabilitation Act of 1973, as amended, to all activities of State and local governments, including those that do not receive Federal financial assistance. By law, the Department of Justice's Title II regulation adopts the general prohibitions of discrimination established under Section 504 and incorporates specific prohibitions of discrimination from the ADA. Section 508 standards for website accessibility are also incorporated into the study.

### **General Information about the Town of Exeter**

According to information on the Town's website:

Welcome to Exeter – one of the most beautiful historic towns in New Hampshire. We are located in the seacoast area of Southeastern New Hampshire, with a year-round population of nearly 15,000 residents. Exeter has a diverse housing mix and a diverse population, with a combination of seniors, young families, and millennials that call Exeter home.

Exeter is ideally situated 50 miles north of Boston, MA and 50 miles south of Portland, ME along Interstate 95.

Exeter is home to many beautiful natural resources, including Fort Rock Farm, the Exeter/Squamscott River, Swasey Parkway, the Oaklands and Henderson-Swasey Town Forests, Raynes Farm, the Jolly Rand Trail, and the Dolloff Conservation Easement. Exeter has a series of wonderful trails for both residents and visitors to enjoy.

Exeter enjoys the four seasons with flowers in the spring, beach weather and local festivals and farmers markets in the summer, beautiful fall foliage and a beer and chili festival in the fall, and of course the classic New England winter!

In addition to natural beauty, Exeter is also a community with an amazing history. Exeter served as New Hampshire's Revolutionary War Capital. The American Independence Museum on Water Street is caretaker of one of the rare original versions of the Declaration

of Independence, which was found in the wall during a renovation in 1983! Abraham Lincoln gave a speech at the Exeter Town Hall located at 9 Front Street in 1860, five years after its opening, as part of his 'Cooper Union' speaking tour, and Lincoln's son Robert attended Phillips Exeter Academy. George Washington had an overnight in the Folsom Tavern, located today on Water Street, on his way through Town. Exeter also routinely attracts presidential candidates during the New Hampshire Primary season every presidential election cycle, and many candidates have spoken at various venues in the community over the years.

Exeter is also a community dedicated to a high quality of life and education. Our public-school system, part of the SAU16, is consistently rated among the best in New Hampshire. Our town is also home to Phillips Exeter Academy, one of the premier preparatory institutions in the world. PEA has a number of famous graduates who have left their mark in all walks of life. Exeter is proud of its educational heritage.

Residents of Exeter also appreciate our historic downtown, our stores and restaurants, and the Downeaster, which includes a stop in Exeter and travels from Brunswick, ME to Boston, MA, every day. Drive through Exeter each day and you'll see busy streets, with people running, walking and biking -- just to get out and enjoy what we have to offer. We have community events year-round, including a farmer's market and annual fireworks as part of the annual Independence Museum Festival. There is also the great Beer and Chili Festival on beautiful Swasey Parkway held the first Saturday in October.

### **Town Government**

According to the Town's website, the Select Board serves as the governing body of the Town of Exeter. Members are elected annually in March to staggered 3-year terms. The Select Board are the appointing authority for several boards and committees in Exeter including the Planning Board, Conservation Commission, Zoning Board of Adjustment, Economic Development Commission, Heritage Commission, and Historic District Commission. The Board also is responsible for appointing several advisory committees of the town. The Board is also responsible for appointing the town manager under NH RSA

37.

- Selectmen
- Town Clerk
- Treasurer
- Supervisors of the Checklist
- Trustees of Robinson Fund
- Trustees of Trust Funds
- Library Trustees
- Trustees of Swasey Parkway

### **Town Departments**

- Assessing Department
- Building Department
- Economic Department
- Exeter TV
- Finance Department
- Fire Department/EMS
- Emergency Management

- Health Department
- Human Resources
- Human Services Department
- Information Technology Department
- Library
- Parks and Recreation Department
- Planning Department
- Police Department
- Public Works Department
- Tax/Water/Sewer Collection
- Town Clerk's Office
- Town Manager's Office

**Committees, Commissions and Boards**

- Arts Committee
- Budget Recommendations Committee
- Conservation Commission
- Exeter Economic Development Commission
- Exeter Memorial Day Parade Committee
- E911 Committee
- Facilities Advisory Committee
- Heritage Commission
- Historic District Commission
- Housing Advisory Committee
- Planning Board
- River Advisory Committee
- Rockingham Planning Commission
- Train Committee
- Transportation Committee
- Water and Sewer Advisory Committee
- Zoning Board of Adjustments

**Focus of the Updated ADA Self-Evaluation and Transition Plan**

Barriers that deny or limit access to programs, services or activities may be structural or nonstructural. Nonstructural barriers may be due to policies, practices or procedures that may inadvertently limit, segregate or discriminate against persons with disabilities.

The focus of the Town of Exeter ADA/504 Self-evaluation and Transition Plan targets access to the Town's programs, services and activities in nonstructural or programmatic areas as defined by Title II of the ADA and Section 504 of the Rehabilitation Act. Structural barriers are referenced in the transition plan by site and are contained in detail in individualized Transition/Barrier Removal reports of sites inspected and are available from the ADA Coordinator and in the DACTrak Accessibility Management System. It is important to note that some structural barriers may be addressed by using a programmatic methodology if they did not involve new construction or new remodeling and renovation. Findings, recommendations and other pertinent information from the study has been loaded into the online DACTrak Accessibility Management System developed by Disability Access Consultants (DAC) and licensed to the Town of Exeter.

### **Methodology for the Self-evaluation and Transition Plan**

A Town of Exeter staff member was designated to provide oversight representation and direction regarding the study of Town programs, services, activities and events. Dave Sharples was designated as the Town staff member to serve as the Town contact for the ADA/504 Self-evaluation.

Several methods have been used to provide input regarding the public's accessibility to programs, services and activities offered by the Town, including:

- Review of policies, procedures and other documents
- Review of website
- Review of accessibility of the Town's website
- Review of the previous efforts by the Town and the Town's updated Master Plan
- Inspection of Town facilities, parks and public rights-of-way

A key and required component of the self-evaluation is the opportunity for input by the public, organizations that represent persons with disabilities, staff and other interested persons. The Town will be conducting activities to solicit comments and input by the public using a variety of methodologies in order to incorporate comments into the overall content and to assist with the prioritization of the plan. DAC will be providing the Town with suggested methods and samples of surveys and postings. Public input meetings and open houses were held as a part of the development of an updated Town of Exeter Master Plan in 2018. Although the information collected did not specifically target persons with disabilities, many of the items had a relationship for accessibility and may be considered to be an opportunity for public input.

Using the features available in the DACTrak accessibility management software, the Town can generate compliance assessment reports that provide the following information:

- A description of the noncompliant physical element
- Identification of the reason(s) a physical element is considered noncompliant
- Applicable federal and state accessibility code references that apply to the element
- Digital photographs of the noncompliant physical element
- Summary and detail aerial maps depicting the location of the noncompliant physical element, which can be exported into an ArcGIS file format
- Recommended method to bring the item into compliance
- A construction cost estimate when applicable

Barrier removal activities can be scheduled by the Town, monitored for compliance and progress reports can be generated.

### **Transition/Barrier Removal Plan**

The term "transition plan" comes from the terminology in the 1990 Americans with Disabilities Act (ADA) that describes how public entities would be "transitioning" into compliance during the timelines of 1992 to 1995. The term barrier removal plan is used in addition to the term transition plan, as public entities are no longer transitioning into compliance during the three years set aside in the law. The transition/barrier removal plan identifies any noncompliant barriers that may deny access to programs and services, the proposed method to remove the barrier, the identity of the responsible person to oversee the implementation of the plan and the projected schedule for barrier removal of "structural" barrier. The self-evaluation, on the other hand focuses on programmatic barriers that may deny access to programs services and activities. The two plans work congruently to remove the structural and programmatic barriers.

Public entities, such as the Town of Exeter, are required to provide access to Town programs, services and activities for members of the public. Thus, the Town must provide access for persons with

disabilities and document areas of noncompliance that may deny access. Estimated barrier removal dates are required to be a part of the transition plan to demonstrate the proposed schedule for barrier removal. Documentation of barrier removal is incorporated into the plan as barriers are removed. Plans are updated, for example, as the Town acquires additional properties, remodels facilities, removes properties from its inventory list or if accessibility codes and standards change.

The findings and recommendations for the Town buildings, parks and public rights-of-way (PROW) inspected are contained in the DACTrak Accessibility Management Software. The DACTrak software program provides the Town with an online tool to update its plan, document progress, estimate costs and schedule barrier removal. DACTrak allows the user to prioritize in a variety of methods. Different report formats can be printed from the DACTrak Accessibility Management Software provided by Disability Access Consultants.

### **Facilities, Parks, Parking Lots and Public Right-of-Way Surveyed by DAC**

#### **Facilities, Parks and Parking Lots**

Public Safety Complex	20 Court Street
Brickyard Park	Kingston Road
Kid's Park	Front Street-Winter Street
Gale Park	Front Street-Linden Street
Gilman Park	Bell Avenue
Center Street Parking Lot	Center Street
Town Houses Commons	Court Street-Bowe Street
Founders Park	Chestnut-Water Street
Stewart Park and Parking Lot	Water Street
Park Street Common	Park Street-Main
Municipal Parking Lot	
Town Offices	10 Front Street
Town Hall	9 Front Street

#### **Public Rights-of-Way**

Water Street - Main Street to Pleasant Street - Northside  
 Water Street - Pleasant Street to Main Street - Southside  
 Front Street - Water Street to Elm Street - Southside  
 String Bridge - Chestnut Street to Water Street - Westside  
 String Bridge - Water Street to Chestnut Street - Eastside  
 Chestnut Street - String Bridge to High Street - Southside  
 Pleasant Street - High Street to String Bridge - Northside  
 Spring Street - Water Street to Front Street - Westside  
 Spring Street - Front Street to Water Street - Eastside  
 Center Street - Front Street to Water Street - Westside  
 Center Street - Water Street to Front Street - Eastside  
 Williams Court - Center Street to Spring Street - Northside  
 Front Street - Spring Street to Water Street - Northside  
 Court Street - Front Street to Bow Street - Westside  
 Court Street - Bow Street to Front Street - Eastside  
 Bow Street - Court Street to Clifford Street - Northside  
 Clifford Street - Water Street to Bow Street - Westside  
 Clifford Street - Bow Street to Water Street - Eastside

### **Bus Stops**

Bus Stop #7157-Water Street & Sting Bridge  
Bus Stop #7290-Front Street & Elm Street  
Bus Stop #7302-Front Street & Exeter Bandstand

### **Select Board Policies and Procedures**

Acting through their responsibilities under RSA 41:8, the Select Board have adopted a series of policies and procedures regarding town finances, personnel, and other areas of board policy responsibility. Many of the policies and procedures facilitate the Town's compliance with the ADA and civil rights laws to prohibit discrimination regarding persons with disabilities to access programs, services, activities and facilities of the Town.

### **Executive Summary of the ADA/504 Self-evaluation and Transition Plan**

The Executive Summary contains findings regarding the extent to which the Town of Exeter's policies and practices provide access to the Town's programs, services and activities for persons with disabilities. Both programmatic and physical barriers are discussed in the executive summary. Recommendations may not necessarily indicate corrective action, but in many cases are recommendations that may enhance the current compliance activities.

Findings and recommendations for potential physical barriers are found in the online DACTrak software program. DACTrak contains photographs of physical barriers, GIS information, findings, recommendations, estimated costs and other information. Custom reports and transition plan information can be generated from DACTrak to monitor and track the implementation of the plan.

Noncompliant findings regarding physical barriers that may deny access for persons with disabilities are documented in the updated Town of Exeter ADA/504 Transition/Barrier Removal Plan that is contained in the DACTrak Accessibility Management Software. Access to information contained in the DACTrak program is available from the Town of Exeter ADA/504 Coordinator. The Town of Exeter Executive Summary serves as a roadmap to assist the Town with ongoing compliance.

The results from the ADA/504 Self-evaluation demonstrate not only the commitment by the Town to provide access to Town programs, services and activities, but documentation of the overall compliance by the Town of Exeter.

### **Location of Self-Evaluation**

The ADA/504 Self-evaluation and Transition Plan will be maintained and made available for public inspection by Dave Sharples, Town Planner and the Town's ADA Coordinator, Chief Richard Kane. The ADA/504 Self-evaluation and Transition Plan is available in alternate formats, as requested.

### **Designation of ADA Coordinator**

The regulations implementing the ADA and 504 require any public entity with fifty or more employees to designate at least one employee to coordinate ADA/504 compliance (28 CFR §35.107(a)). In addition, federal regulations require public entities to make available to interested persons the name, office address and telephone number of the ADA Coordinator. Furthermore, in providing for notice, a public entity must comply with the requirements for effective communication in Section 35.160.

The requirements for effective communication and other ADA and 504 requirements are discussed in more detail in this Executive Summary Report.

### **Compliant Findings**

- ✓ The Select Board Policies and Procedures designated an ADA Coordinator and states:  
"Pursuant to Section 35.107 of the ADA, the Town of Exeter has designated Richard Kane



as the person to coordinate its efforts to comply with the Americans with Disabilities Act, including investigation of any complaint alleging non-compliance or actions that would be prohibited by this act.”

- ✓ The ADA/504 Coordinator’s name and contact information is:

Chief Richard Kane  
Exeter Police Department  
20 Court St (PO Box 127)  
Exeter NH 03833 772-1212  
Phone: 603-772-1212

- ✓ As required by Title II of the ADA and Section 504 of the Rehabilitation Act of 1974, the Town has designated an ADA and Section 504 Coordinator. Chief Richard Kane is designated as the ADA/504 Coordinator for the Town. The ADA Coordinator provides centralized oversight and coordination of ADA compliance efforts with Town departments.
- ✓ The identity of the ADA Coordinator as well as the address, phone number, and email address were noticed and posted on the Town’s website and on grievance procedures and forms.

### **Noncompliant Findings**

- ✓ The identity and contact information for the ADA/504 Coordinator was not easy to find and readily available.
- ✓ There is no designation of a Section 504 Coordinator.

### **Recommendations**

Additional recommendations listed will maintain and enhance the requirements and do not reflect corrective action, except for the need to provide more information in multiple methods regarding the identity of the ADA/504 Coordinator.

- Information regarding the identity of the Town’s ADA Coordinator should be provided to staff, posted at all Town locations, incorporated into new employee orientation and volunteer packets, and placed in frequently used publications, on the website and in staff and public directories.
- It is recommended that the Town continue to publish the name, address, e-mail address and phone numbers of the Town ADA Coordinator in appropriate public notices, brochures, pamphlets, press releases and other documents frequently distributed to the general public. Publications should also include a TDD/TYY and/or a relay phone number.
- Publications should be updated if the identity of the ADA/504 Coordinator changes or if more than one ADA Coordinator is designated.
- It is recommended that the Town continue to publish the name, address, e-mail address and phone numbers of the Town of Exeter ADA/504 Coordinator in appropriate public notices, brochures, pamphlets and other documents frequently distributed to the general public. Publications should also include the Telecommunications Device for the Deaf or Teletypewriter (TDD/TTY) and/or a relay phone number.

### **Posting of Identity of ADA/504 Coordinator and Notice of Rights**

Federal regulations require public entities to make available to interested persons the name, office address and telephone number of the ADA/504 coordinator (28 CFR §35.107(a)).

In addition, Section 35.106 requires a public entity to disseminate information to applicants, participants, beneficiaries and other interested persons to inform them of the rights and protections afforded by the ADA/504. Furthermore, in providing for notice, the Town must comply with the requirements for effective communication in Section 35.160.

### **Noncompliant Findings**

- ✓ The identity of the ADA/504 Coordinator and the notice of the rights afforded persons with disabilities were posted and noticed were limited.
- ✓ There was no information identifying a 504 Coordinator on the Town website or in other documents reviewed.

### **Recommendations**

- The Town should provide ongoing notice of the identity of the Town of Exeter ADA/504 Coordinator on its website and in frequently used publications or documents accessed by the general public and by recipients of programs, services and activities.
- The notice may also be provided in newspaper advertisements, on applications, at program sites, in program handbooks, in regular mailings, on legal notices, in requests for proposals/qualifications, on facility use agreements, and in contracts.
- The notice should include the name, title, address and phone numbers of the ADA/504 Coordinator. The notice should include a TDD/TTY number and/or a Relay number to ensure equally effective communication. Although not required, it is recommended that the notice include the e-mail address for the ADA/504 Coordinator.
- Notices should be posted in conspicuous locations on a regular basis.
- Information regarding the requirement to post the identity of the ADA/504 Coordinator, notice of rights in accordance with the ADA/504 and related information should be sent to each department by the ADA/504 Coordinator or other appropriate official. A standard notice should be given as an example. Each department could add specific information applicable to the provision of programs, services and activities.
- Posting and notice requirements should be updated if the identity of the ADA/504 Coordinator changes or if more than one ADA/504 Coordinator is designated.

### **Statement of Accommodations on Public Notices**

Statements of accommodations should be available on public notices and agendas. The Town is required to provide Title II information in alternative formats to ensure that information is accessible to people with disabilities.

### **Noncompliant Findings**

- ✓ A statement of accommodations was not found on the majority of high-use public facing publications.

### **Partial Compliance**

- ✓ Although not consistent and not available on public facing documents, the Town of Exeter Town Policy and Procedures Manual addresses Rules of Conduct for Selectmen's Meetings in Policy 94-14 and includes a statement of accommodations that states the following:  
"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. If you do not make such a request, you may do so with the Town Manager prior to the start of the meeting. No requests will be considered once the meeting has begun."
- ✓ Some agendas, such as the Select Board Meeting, included a variation of the accommodations statement of the statement in the Town Policy and Procedures Manual and states:  
"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."

Town of Exeter	Policy Number <b>94-14</b>	Adopted by <b>Board of Selectmen</b>
Subject: <b>Rules of Conduct for Selectmen's Meetings</b>	Adoption Date: 1987 Revision Date: <b>6/27/94</b> Effective Date:	Supersedes:

**1.0 Purpose of the Policy:**

In the interest of promoting orderly and meaningful selectmen's meetings, the following rules of conduct are hereby adopted:

**2.0 Departments Affected:**

All Departments

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. If you do not make such a request, you may do so with the Town Manager prior to the start of the meeting. No requests will be considered once the meeting has begun.

The above statement, with appropriate reference to Chairman, Moderator or staff, shall be shown on all public meeting agendas for Town Board and Committees.

- ✓ There is a statement of accommodation on the Application for Employment found on the Town's website. However, the intent of Title II of the ADA and Section 504 is that statements of accommodations should be readily available to members of the public and not be limited to employees only.

**Recommendations**

- It is recommended that the current statement of accommodation be revised to include prior notice of 48-72 hours, contact information and reworded to state that "A qualified person with a disability that needs an accommodation to participate should contact \_\_\_\_ (name, email, phone number).
- It is recommended that the Town include a standardized or consistent statement of accommodation and compliance on all agendas, meeting announcements and other public facing documents.
- Information regarding the uniform statement of accommodation should be developed and disseminated to all Town departments with information as to the purpose of the accommodations statement.
- The statement of accommodations should provide a notice being required to state either 48 hours but not more than 72 hours is required. It is not recommended that members of the public are allowed to make a request for an accommodation at the start of the meeting. A request for a sign language interpreter, without prior notice, would be difficult to achieve.

### **Statement of Nondiscrimination**

All public entities are required to provide information to applicants, participants, beneficiaries, employees and other interested persons of the rights and protections afforded by Title II of the ADA (26 CFR §35.106).

### **Partial Compliance**

1. A nondiscrimination statement was found on the Town of Exeter application for employment:  
"The Town of Exeter is an equal opportunity employer and does not discriminate in hiring, promotion or other employment decisions on the basis of race, sex, color, pregnancy, religion, national origin, sexual orientation, marital status, disability, age, veteran or military status, or any other basis protected by law. Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application or interview process should notify a representative of the Human Resources Department."  
<https://www.exeternh.gov/hr/employment-application>
- ✓ A statement of accommodation was not found in other areas of regarding access to Town programs, services and activities for the general public.

### **Recommendations**

- Nondiscrimination statements should be posted on frequently used publications for the public.
- Policies, practices and procedures for nondiscrimination should refer to members of the public, in addition to employees, and address nondiscrimination regarding access to all programs, services and activities for persons with disabilities and not be limited to employment. The Town should consider adopting a general nondiscrimination policy for access to programs, services, activities, applicants and employees.
- Statements of nondiscrimination should be included on selected publications, brochures describing programs, services and activities offered by the Town, new employee materials, recruitment materials; publications and frequently used forms and documents.
- Departments should be directed to include the statement in selected publications, documents and forms.
- Contracts and vendors that provide printing and publication services should be notified of required statements, required font and required contrast for accessible publications.
- The new employee orientation packet and volunteer information should include a statement of nondiscrimination by the Town regarding the public's access to programs, services, activities, recruitment and employment.

### **Input into the Self-Evaluation Process**

The regulations which implement the ADA require public entities to provide an opportunity to interested persons and organizations to participate in the Self-evaluation process. For three years after completion of the Self-evaluation, the public entity must keep records of any problems identified. (28 CFR §35.105)

### **In Progress and Planned by the Town**

- ✓ The Town is planning to provide opportunities to collect input from the public and organizations that represent persons with disabilities.
- ✓ Methods may include a posting on the website, online and hard copy surveys and other methods.

### **Grievance/Uniform Complaint Procedures**

A public entity that employs fifty or more people must adopt and publish grievance procedures which provide for the prompt and equitable resolution of complaints alleging any action that would be prohibited by the ADA (28 CFR §35.107(b)).

### **Partial Compliance**

Findings were partially compliant in terms of the designation of the ADA Coordinator included a statement that grievance procedures were required, however, grievance procedures and forms were not readily available to members of the public.

- ✓ The purpose of the grievance procedure is stated that under the ADA the grievance procedure is mandated by federal law for any public entity employing fifty (50) or more person.
- ✓ The Select Board Policies and Procedures contains information on page 124 and 125 regarding Grievance Procedures under the ADA that were adopted by the Board of Selectmen with a subject title of Grievances Under the Americans with Disabilities Act with a Town of Exeter Policy Number 00-24. The effective date is 8/13/92 and is designated to pertain to all Town departments.
- ✓ The Select Board Policies and Procedures outlines the procedure to contact the ADA Coordinator to determine the validity and to conduct a potential litigation.
- ✓ The Select Board Policies and Procedures states that within 10 business days, the ADA Coordinator shall meet with the grievant to discuss the findings of the investigation. The ADA Coordinator may attempt to resolve the grievance.

### **Recommendations**

- The identity of the ADA and 504 Coordinator should be readily apparent to members of the public.
- The Town should make efforts to inform staff and the public of the existence of the Town's ADA/504 Coordinator, grievance procedures, the steps for handling grievances, and the Town policies for remediation of grievances.
- Information regarding complaint procedures should be readily available to members of the public, as well as to employees and applicants.
- Procedures should outline the steps needed to resolve a complaint.
- Grievance procedures and forms should be available in accessible alternate formats.
- A method to collect data and collect a profile of complaints and grievances should be developed.
- The status of the complaint and the time from complaint to resolution should be documented and tracked to assist with interventions and staff development to reduce or eliminate repeated complaints.
- Complaint procedures and forms should be available at all Town buildings and in all departments and on the Town's website.
- Training should be provided to staff regarding the requirement and purpose of the grievance procedure.
- The Town might consider the centralization of complaint handling to assist with the tracking of complaint resolution. A centralized database and analysis of types and locations of complaints may also assist with developing profiles to assist with targeting quality control and training measures. Centralized record keeping of such information will help the Town to regularly update its compliance efforts, and plan for additional compliance implementation for training and budget considerations.
- The ADA/504 Coordinator or designated staff can develop updated reports based on a profile of concerns or complaints to determine the needs for proposed training materials, agenda items, and proposed budget expenditures.
- Procedures should continue to be developed, implemented and institutionalized to provide consistency for complaint resolution and record keeping.
- Grievance procedures should also provide an alternate point of contact other than the ADA/504 Coordinator.

### **Access to Programs, Services, Activities and Events**

A public entity may not adopt official policies that are discriminatory or engage in practices that are discriminatory. This prohibition applies to policies that are explicitly exclusionary and to those which appear to be neutral but have a discriminatory effect (28 CFR §35.130(b)(3)).

The ADA/504 prohibits public entities from excluding persons with disabilities from programs, activities or services offered by the public entity. The law allows a public entity to use both structural and nonstructural methods to achieve accessibility to programs, services and activities (28 CFR §35.150(a)(1); (b)(1)).

### **Compliant Findings**

- ✓ Town programs, services and activities were reviewed and overall were found to be conducted in a nondiscriminatory manner.
- ✓ The Town's website provides information on Senior Transportation as it relates to access to programs, services and activities and states: "Transportation for Seacoast Citizens is a non-profit supported by the Town of Exeter and serving Exeter residents age 55 and older and adults with disabilities that prevents them from driving. Their mission is to help people maintain the health, independence and dignity by mobilizing volunteer drivers to provide rides to eligible residents."
- ✓ The Town's website contains information and forms for persons with Alzheimer's and Individuals with Special Needs for participation in Town programs.
- ✓ A statement is listed on the Town's application for employment found on the Town's website, that states "Equal access to programs, services and employment is available to all persons."

### **Recommendations**

Recommendations listed are not intended to be corrective action items, but to enhance the access to programs, services, activities and events by persons with disabilities.

- The ADA/504 Coordinator should continue to monitor and receive information regarding concerns or issues about access to programs, services and activities and take the appropriate action regarding any potential discriminatory practices for persons with disabilities.
- The ADA/504 Coordinator should continue to monitor programmatic access.
- Additional and ongoing training should be provided regarding the requirements of the Americans with Disabilities Act and accommodations that provide equal access to programs, services and activities.
- Meetings and events open to the public should be held in buildings that meet accessibility requirements, or in the accessible portion of the building with accessible elements that serve the area where the meeting or event is held. For example, parking, restrooms and drinking fountains that serve the area where the meeting and event is held should also be accessible.
- Information regarding the facility or event site should include information regarding accessible features and elements of the site. For example, accessible parking, accessible restrooms and other items and elements should be indicated on documents and on the website. Indicating accessible paths of travel and accessible entrances also provides valuable information for persons with disabilities. A contact number and email address should be provided for additional assistance.
- Information about how to request accommodations should appear on all public notices, announcements and agendas. Information should be disseminated to all departments and divisions regarding the statement for accommodations requirement.
- The Town should provide training for staff and volunteers regarding accommodations for persons with disabilities. All frontline staff such as receptionists and staff with high public contact, should receive training on interacting and accommodating persons with disabilities.
- Additional training materials should be purchased or developed to assist with training efforts.

- The Town of Exeter does not currently have an ADA/504 accessibility or accommodation request form on their website.
- The ADA/504 Coordinator should maintain records of requests, concern and comments and the status and method to resolve the concerns.
- The Town should assist departments with planning and budgeting for selected accommodations, such as large print, CD-ROMs and Braille materials.
- A centralized method for producing alternate formats may provide a cost savings and reduce the timelines to produce alternate formats.
- A policy regarding shared mobility devices should be reviewed and consideration given for use in certain cases by persons with disabilities as a reasonable accommodation. The Town should consider developing an overall policy regarding "other power-driven mobility devices" (OPDMD) in accordance with the Department of Justice (DOJ) requirement for OPDMDs.

### Service Animals

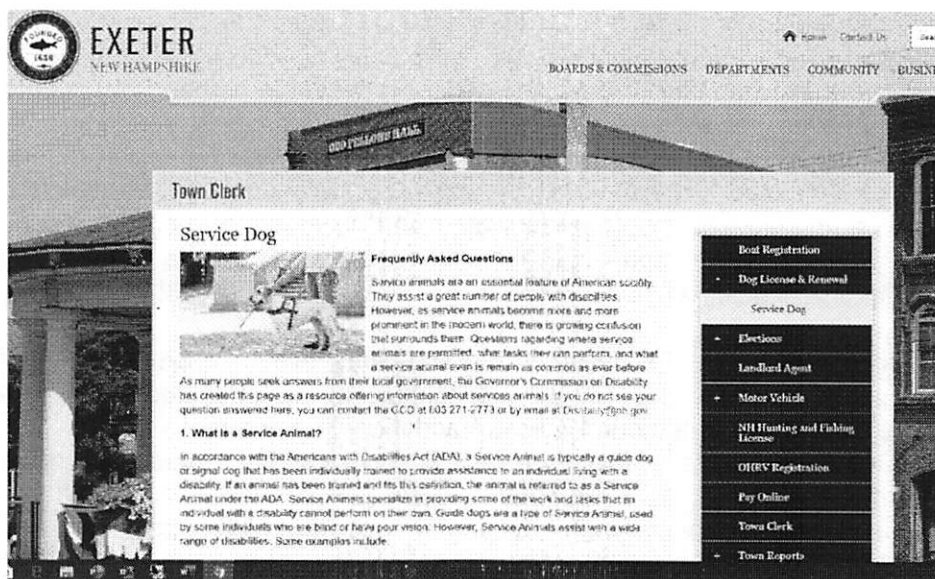
The Department of Justice (DOJ) published revised final regulations implementing the Americans with Disabilities Act (ADA) for Title II (State and local government services) and Title III (public accommodations and commercial facilities) on September 15, 2010, in the Federal Register. These requirements, or rules, clarify and refine issues that have arisen over the past 20 years and contain new, and updated, requirements, including the 2010 Standards for Accessible Design (2010 Standards).

Beginning on March 15, 2011, only dogs and miniature horses are recognized as service animals under Titles II and III of the ADA.

A service animal is a dog (in some cases a miniature horse) that is individually trained to do work or perform tasks for a person with a disability. Public entities, such as the Town, must permit service animals to accompany people with disabilities in all areas where members of the public are allowed.

### Compliant Findings

- ✓ The Town has published information on its website regarding service animals. The Town has a specific section covering information about service animal on the website, including what classifies as a service dog, registering a service dog, as well as town policies and frequently asked questions: <https://www.exeternh.gov/townclerk/service-dog>



### **Recommendations**

- Staff should be provided additional information or training regarding service animals to understand the definition of a service animal and that service animals must be permitted to go to all public areas with only a few exceptions.

### **Eligibility Criteria**

Public entities cannot use eligibility criteria that tend to exclude or screen out persons with disabilities (28 CFR §35.130(b)(8)).

### **Compliant Findings**

- ✓ No discriminatory practices were noted regarding eligibility criteria for program access.

### **Recommendations**

- Program eligibility criteria should be reviewed as they are drafted or modified to ensure that eligibility criteria do not put additional burdens or requirements on persons with disabilities.
- The Town should continue to ensure that all eligibility criteria allow for accommodations for persons with disabilities.

### **Equally Effective Communication**

Public entities must ensure that applicants, participants and members of the public with disabilities have communication access that is equally effective as that provided to persons without disabilities (28 CFR §35.160(a)).

### **Auxiliary Aids and Services**

#### **Partial Compliance**

- ✓ The Town does have some auxiliary aids and services available to persons with disabilities.

#### **Recommendations**

- The Town should provide staff training and information regarding auxiliary aids and effective communication to employees and volunteers.
- The Town's policy directives should require equally effective communications for programs, services and activities provided for the public by the Town of Exeter.
- The Town could purchase a portable indoor-outdoor assistive listening system that could be checked out from the ADA/504 Coordinator on an as-needed basis. Information should be sent to departments regarding the availability of assistive listening systems.

### **Interpreter Services**

#### **Partial Compliance**

- ✓ Interpreter services are generally handled individually by departments on a case-by-case basis.
- ✓ An on-call contract is currently not in place.

#### **Recommendations**

- Interpreters should be provided as determined through the request for accommodation process or in circumstances where an interpreter is known to be required. The Town may want to inquire about a contract for Town-wide interpreter services for departments to utilize as needed to provide a quicker response at a lower cost.
- The Town must ensure that those persons utilizing a language other than English and are deaf, are also provided interpreter services that specialize in signing for that language.
- The Town may consider the use of a video relay interpreter system to augment the current contract and arrangements for interpreters.



## **Telecommunications Devices for the Deaf**

### **Compliant Findings**

- ✓ TTY/TDD numbers were not found to be available in some departments, Town publications, website pages or in staff or service directories, however, the Town uses the relay system.

### **Recommendations**

- All staff responsible for responding to incoming telephone calls should be trained in the proper use and protocol of TDD/TTYs. Information and training should be provided on an ongoing basis.
- The Town should install additional telecommunications devices for the deaf (TTY/TDD) phone lines in several areas or purchase a network compatible system that would reside on the server.
- Departments with high public use should purchase a unit or a network system. The Town might consider the purchase of a network PC compatible TTY/TDD system that would allow individual computers to be networked and access TTY/TDD calls, instead of purchasing separate TTY/TDD units that require a dedicated line. The advantages of the networkable system are allowing the user to transfer calls, conduct conference calls and utilize voice mail.
- Employees who communicate with the public should become familiar with the use of TDD/TTY communications and how to maintain the TDD/TTY in an operable condition. The development of TDD/TTY help sheets noting abbreviated words commonly used in TDD/TTY communications would be helpful to staff when communicating via TDD/TTY. Posting the help sheet near TDD/TTY's would also be helpful to the user.
- Procedures should be developed and institutionalized to ensure that TDD/TTY and other communication devices are maintained in working and operable order at all times.
- The Town may wish to purchase additional back up TDD/TTYs for replacement, in the event that permanently located TDDs may be temporarily out of commission.
- If available, publication of all TDD/TTY numbers can be provided in program literature, in phone directories and on selected publications.

### **Website Accessibility**

There are three levels of website accessibility recognized by the World Wide Web Consortium (W3C). The standards are referred to as Web Content Accessibility Guidelines 2.0 (WCAG 2.0). Websites for Title II entities such as the Town of Exeter are required to comply with WCAG 2.0 Level AA. Level AA requirements include all minimum standards of Level A as well.

### **Partial Compliance**

- ✓ The Town website was found to be reasonably compliant regarding website accessibility to meet WCAG 2.0 Level AA protocols.
- ✓ A comprehensive analysis of the Town of Exeter's website was completed and is available as a separate document.

### **Recommendations**

- The Town should make the revisions to its website in order for it to be fully compliant.
- The Town should continue to monitor its website accessibility.
- The Town should ensure that the website vendor/contractor provide a compliant website and issue a statement of accessibility.

### **Alternate Formats**

#### **Partial Compliance**

- ✓ Not all statements of accommodations or nondiscrimination statements do not specify to persons with disabilities that alternate formats are available and it is not known what alternate formats may be available for public documents.

### **Recommendations**

- The Town should consider a method to centralize a department, possibly connected to information services or printing, that would provide documents and materials in alternate accessible formats. The centralized approach to developing and maintaining alternate accessible formats may be more cost effective and timely.
- The Town should continue to provide staff training regarding the requirements for accessible alternate formats, what accessible alternate formats are and how to provide accessible alternate formats. Procedures should be put in place for the development of accessible alternate formats.
- The Town should produce accessible alternate formats for high use areas where the probability for a request for an alternate format is high. Examples include provision of audiocassettes, large print, information that sent via e-mail, screen readers, Braille, and pictograms.
- It is recommended that the Town consider contracting out selected services to organizations that have the ability to develop Braille documents for brochures, pamphlets, applications, documents and other public information written in text.

### **Availability of Online Information and Services**

Information regarding Town of Exeter programs, services and activities should be available in alternate formats to assist persons with disabilities.

### **Partial Compliance**

- ✓ The accessibility of Town of Exeter information, meetings, agendas and minutes is more accessible due to the online availability of documents for meetings that are archived. The Town's website has pages for upcoming and archived meetings that includes agendas, minutes and video files of previously held meetings. A video archive of meetings provides a significant step to accessibility of actual meetings, in addition to other methods of providing information to members of the public. No option for viewing the archived meeting with closed captioning was located.

### **Recommendations**

- It is recommended, however, that not all information and forms that the public would need to access are not exclusively available online only. For example, some persons may not have access to the internet and therefore may be denied access. It is recommended that both online and hard copy forms and applications be used, not only online.
- Public notices regarding meetings and other methods for input should have a statement of accommodations that includes who to contact for an accommodation. A TTY/TDD number, if used, should also be included. To meet the Title II public entity requirements of WCAG 2.0 Level AA, recordings of meetings and videos are required to be closed or open captioned.
- Regarding input for public meetings and agendas, the methods for submitting information should also be expanded to include a system for online input in addition to appearing in person and submitting written comments when appropriate.

### **Acceptable Terminology**

#### **Noncompliant Findings**

- ✓ The use of the term "handicapped" was used in the description of some of the public works project and in the Capital Improvement Plan posted on the website.

### **Recommendations**

- Town publications and documents should be reviewed to see if the word "handicapped" is used. The words "individuals with disabilities" or "persons with disabilities" should replace "handicapped". The term "disabled person" should also be avoided. Information regarding acceptable terminology in "people first language" should also be provided to Town staff. Publications should be updated as they are reprinted.

- It is recommended that the ADA/504 Coordinator disseminate information or provide training regarding acceptable terminology to be utilized by departments and staff.

### **Staff Training**

On-going compliance with the ADA/504 can only be achieved if Town staff and officials receive ongoing and updated training about the rights of persons with disabilities and the obligations of public employees under the ADA/504. Although training is not required by the ADA/504, training regarding the requirements of the ADA/504 is recommended.

### **Recommendations**

- The Town should continue to provide ongoing training regarding the ADA/504 for facilities, public rights-of-way and outdoor recreation standards. Suggested training topics should include, but are not limited to:
  - Requirements of the ADA/504 for the Town of Exeter
  - Persons with Disabilities
  - Acceptable Terminology and Expressions
  - Noncompliance Consequences
  - Accessible vs. Compliant
  - Barriers – Programmatic or Physical
  - Providing Services for Persons with Disabilities
  - Service animals
  - Other
  - Leased Sites
  - Special Events
  - Accessible Locations for Meetings
  - Events & Voting
  - Auxiliary Aids and Services
  - Construction & Remodeling
  - Maintenance of Accessible Features
  - Community Donations and Construction Projects
  - Town of Exeter Responsibilities
  - Notice of the ADA/504 Coordinator
  - Notice and Rights Posted for persons with disabilities
  - TDD/TTY
  - Assistive Listening
  - Grievance Complaint Procedures
  - Statement of Accommodations
  - Persons with Disabilities Participation
  - Use of Town Facilities by Organizations and Individuals
  - Reasonable Accommodations
  - Statement of Accommodations
  - Effective Communication
  - Alternate and Accessible Formats
  - Accessible Websites
  - Volunteers
  - Accessibility standards and regulations
- The Town should provide staff training in additional formats other than a classroom session, if needed. Training methodologies could include videos (captioned) that could be viewed at the training or checked out by departments and agencies.
- Handouts and training materials should be prepared, if needed, in alternate accessible formats.

- The ADA/504 Coordinator should continue to provide or coordinate additional ADA/504 training to all management and staff who have regular contact with the public.

### **New Employee and Volunteer Orientation**

#### **Partial Compliance**

- ✓ The Town's Volunteer information does not include a statement of nondiscrimination or reasonable accommodations.

#### **Recommendations**

- The Town should add information as to the identity, title, address, phone number and e-mail address of the ADA/504 Coordinator to new employee orientation and volunteer information.
- The Town should develop training materials and videos for new employees and volunteers regarding information and requirements of Title I and Title II of the ADA and Section 504. Materials could also be offered on providing accommodations for persons with disabilities.

### **Outreach Materials and Activities**

The ADA/504 does not specifically state how a public entity provides for accessibility to the Town's programs, services and activities. One method is to disseminate information in a variety of locations and formats to enhance the access to programs, services and activities of the Town.

#### **Partial Compliance**

- ✓ No specific outreach activities were noted regarding providing activities and materials for persons with disabilities. However, when meetings and activities are scheduled, a member of the Public Works Department reviews the location to determine accessibility. In addition, a statement of accommodation is included on public outreach meeting notices.

#### **Recommendations**

- The Town should consider including additional pictures and references to persons with disabilities in publications, brochures and materials.
- Organizations representing persons with disabilities and areas with an increased population of persons with disabilities could be targeted for input regarding additional methods to disseminate information regarding programs, services and activities of the Town.
- In Town publications, areas or services that are accessible should be indicated with descriptive text and the International Symbol of Accessibility (ISA). For example, accessible restrooms and routes can be designated on the website, on maps and in publications.

### **Distribution and Location of Publications**

Publications, documents and brochures are required to be accessible for persons with disabilities.

#### **Partial Compliance**

- ✓ Most publications, brochures and documents are displayed in departments and areas that were accessible for persons with disabilities. Displays should also allow for retrieval of the information without utilizing a tight pinching or grasping motion and be within a compliant reach range not to exceed 48 inches in height on an accessible route in order to access the information.

#### **Recommendations**

- The ADA/504 Coordinator should continue to provide information to departments regarding the placement of brochures, pamphlets and information in accessible locations and in accessible containers or displays for persons with disabilities. Including requirements for reach ranges and clear floor space to access publications would also be helpful.
- Counters and areas that are lowered for access by persons with disabilities should be maintained and kept clear of display and work items.

### **Fees and Surcharges**

Public entities may not charge a fee or add a surcharge to a fee to cover the cost of making its facilities, programs, services or activities accessible to persons with disabilities. (28 CFR §35.130(f)).

### **Compliant Findings**

- ✓ There was no evidence of fees charged to persons with disabilities that were not charged to persons without disabilities to access programs, services and activities.
- ✓ The Town nondiscrimination statement states:  
"The Town of Exeter will not place a surcharge on a particular individual with a disability or any group of persons with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs".

### **Recommendations**

- The ADA/504 Coordinator should continue to randomly review policies and practices to ensure that fees and surcharges are not charged to persons with disabilities that are not charged to persons without disabilities.

### **Emergency Evacuation Procedures**

As a public entity, the Town is required to plan to meet the needs of persons with disabilities in an emergency and provide access to emergency shelter services.

### **Partial Compliance**

- ✓ The Town has emergency evacuation procedures but planning and procedures were not evident regarding persons with disabilities.

### **Recommendations**

- The Town should provide additional training and information regarding emergency evacuation procedures, particularly regarding the evacuation of persons with disabilities.
- The Town should continue to post evacuation routes and procedures continue to be posted at all Town sites and on the website.
- All staff should be made aware of the location of the posted evacuation routes within their facilities.
- The Town should develop procedures and a mechanism to monitor the posting of emergency evacuation routes and procedures.
- The Town should consider the development of a voluntary registry for persons that may need additional assistance that may not have access to technology.
- Shelters should be surveyed to determine that they are accessible for persons with disabilities prior to be designated as an evacuation shelter. A provision should be noted to allow service animals and training should be provided to shelter staff to understand the difference between pets and service animals.
- Designated evacuation shelter sites should also be inspected on a regular basis to determine that the shelter continues to be accessible for persons with disabilities. Noncompliant findings for designated shelters can be found in the Town Transition Plan.

### **Organizations Representing Persons with Disabilities**

The ADA/504 does not require the Town staff or teams to directly participate with organizations representing persons with disabilities. The Town, however, has an opportunity to network and develop collaborative partnerships with persons and organizations representing persons with disabilities. Through the network, partnerships, the Town has provided an additional mechanism for public input to ensure that current and future programs, services and activities are accessible.

### **Partial Compliance**

- ✓ Information regarding the representation of persons with disabilities on committees was not available. However, information was not present regarding non-inclusion of persons with disabilities.

### **Recommendations**

- The Town should continue to include persons with disabilities on committees and advisory boards.

### **Policies for the Use of Town Facilities**

#### **Partial Compliance**

- ✓ The Town does have an application for the use of Town facilities but does not have information regarding assurance of nondiscriminatory practices by users of Town facilities.

#### **Recommendations**

- The Town should consider the inclusion of a nondiscrimination clause in their facility rental policy. The inclusion of nondiscrimination language in policy and on forms would help ensure that outside groups and organizations would agree to abide by all applicable local, state and federal laws and Town policy regarding nondiscriminatory practices during the utilization of Town facilities.
- The Town should make the application form and facility use agreement available in multiple formats, ensuring at least one is accessible, and offer multiple methods to submit the application. A policy that would prohibit pets in a facility or park should include a notice allowing service dogs, when appropriate.

### **Facilities Leased by the Town**

Under Title II of the ADA, the Town is responsible for providing access to its programs, services and activities in both owned and leased facilities.

#### **Partial Compliance**

- ✓ Some noncompliant findings for leased spaces can be found in the Town ADA/504 Transition Plan.

#### **Recommendations**

- The Town should review the accessibility of sites that are and may be leased in the future prior to engaging in a lease or renewal and establish a procedure for a pre-lease inspection.
- When considering a leased space, the ADA/504 Coordinator, or designated staff member, should be trained to conduct or have a designee or consultant conduct a field inspection of the prospective building to assess the building for a general, functional level of accessibility. The ADA/504 Coordinator could utilize an abbreviated checklist to determine general accessibility of facilities that the Town is considering to lease. A more comprehensive inspection could be conducted if the initial review appears to be favorable.

### **Selection of Contractors and Contracted Services**

Public entities cannot use contract procurement criteria that discriminate against persons with disabilities (28 CFR 35.130(b) (5)). Contractors should be held to the same nondiscrimination rules that apply to Town employees.

#### **Compliant Findings**

- ✓ No discriminatory or exclusionary practices were evident in the selection of contractors and contracted services.

### **Recommendations**

- The Town should continue to monitor use of standard agreements and leases by all Town departments.
- It is recommended that the Town consider one or more of these avenues to maintain compliance when contracting for services or when leasing facilities:
  - Include ADA/504 compliance requirements in new requests for proposals.
  - Review ADA/504 requirements when contracts or leases are negotiated, revised or renewed.

### **Building and Construction**

Construction of each new facility or part of a facility, or the alteration of existing facilities after January 26, 1992, are required to conform to the ADA Standards. Construction and major remodeling after these dates are required to be accessible and to meet all applicable accessibility standards and regulations.

### **Partial Compliant Findings**

- ✓ Some noncompliant findings were noted in newly constructed and major remodeling projects that should have been compliant. However, the Town has made a commitment to improve accessibility by its ongoing efforts to improve accessibility by adding accessible features and removing barriers to accessibility. The Town has comprehensive accessible standards and operating procedures that describe procedures for remodeling and new construction. The Town continues to add accessible features to areas in the Town to improve accessibility for persons with disabilities.

### **Recommendations**

- Due to the findings of the review of new construction and remodeling, the Town should enhance their oversight of projects to ensure that remodeling and new construction meet applicable accessibility standards.
- The Town should review policies, practices and procedures, remodeling and construction activities to ensure that they meet the applicable accessibility standards.
- Internal policies and procedures focusing on the review of design and construction activities specific to ADA compliance and Accessibility compliance should be added.
- The Town should ensure that accessibility inspections are conducted as work progresses and is completed.
- It is recommended that the Town contract for an independent review of plans, remodeling efforts and new construction for accessibility requirements of the Americans with Disabilities Act Standards (ADA) and related accessibility codes, standards and regulations.
- Language in contracts with outside vendors should state that work will be performed with all applicable state and federal accessibility standards and regulations.
- The Town should ensure that contractors are informed when performing construction activities adjacent to or within the public right-of-way that accessible and safe pedestrian routes must be maintained throughout the project. Information on alternate accessible pedestrian routes and detours should be posted on the Town's website, as well as at the site during construction.
- Procedures should be established to ensure alteration projects which affect usability of facilities containing a primary function; that the path of travel to the altered area including restrooms, telephones, and drinking fountains serving the altered area be brought into compliance with ADA Standards to the extent of 20% of the cost of the alteration.

## **Maintenance of Accessible Features**

The ADA requires (35.133) public entities to maintain their accessible features and elements.

### **Compliant Findings**

- ✓ The Town has formal policies and procedures to maintain accessible features as required by the ADA.
- ✓ The Town also includes accessibility improvements and renovation in their overall Capital Improvement Plans.
- ✓ The Town has regularly scheduled practices to maintain day-to-day maintenance of accessible features, such as re-striping of parking, trimming vegetation or items that interfere with sidewalks, elevators and paths of travel.
- ✓ The Town has policies, procedures and methods to maintain the accessibility of streets and sidewalks.

### **Recommendations**

- The Town should continue to monitor accessible items and elements that are required to be accessible and therefore need to be maintained in an accessible manner.

## **Planning and Budgeting for Accessibility**

There is not a specific requirement in the ADA or Section 504 for planning and budgeting for barrier removal. There is a requirement for public entities to incorporate a projected schedule for barrier removal into the transition/barrier removal plan. A public entity that is budgeting or seeking funds to use for ADA/504 barrier removal and to improve access to programs, services and activities shows intent to implement the barrier removal/transition plan.

### **Compliant Findings**

- ✓ There is evidence that the Town is incorporating the removal of barriers to accessibility on an ongoing basis and plans to remove additional barriers to Town programs, services and activities.
- ✓ The Town has established a capital reserve fund for a Town-wide ADA accessibility project.
- ✓ The Capital Improvement Program has designated funding for ADA improvements and renovations.
- ✓ The Town's budget reflects funds for ADA improvements.

### **Recommendations**

- Although the current funding for the removal of accessibility barriers is incorporated into existing projects, the Town can plan to set aside additional funds for an ADA budget to augment other ADA activities. Accommodations for a sign language interpreter, for example, that are needed but are not a part of a current project, may be able to be addressed with additional or a dedicated ADA budget.
- The Town should continue to maintain an ongoing barrier removal implementation plan and document the Town's progress, initiatives and funds expended.
- In appropriate cases, it is recommended that the Town contract for an independent review of plans, remodeling efforts and new construction for accessibility requirements for the Americans with Disabilities Act Standards (ADA) and related codes and accessibility regulations. It is important and required that the accessibility barrier removal efforts meet federal and state accessibility codes.
- The ADA/504 Coordinator, or designated staff, should be empowered with the authority to make recommendations and monitor the current Town of Exeter ADA/504 Self-Evaluation and Transition Plan.



- In addition to the removal of structural barriers, departments should consider budgeting for accessibility items, especially in the area of communication, such as TTY/TDD's and alternate formats.

### **Implementation and Conclusion**

As evidenced by this study and update, the Town of Exeter is committed to complying with the tenets of Title II of the ADA, Section 504, and other federal, state statutes and regulations to provide access for persons with disabilities. The Town of Exeter has demonstrated an ongoing commitment to provide equal access to its programs, services and activities to maintain and enhance compliance with the requirements of the Americans with Disabilities Act. This commitment is evident throughout the organizational structure and is demonstrated by its outreach efforts and involvement of the community. The Town continues to embrace a concept of full and equal access for all the people it serves.

As further evidence of its efforts for compliance with the Americans with Disabilities Act and related accessibility legislation, the Town of Exeter has continued to prioritize and develop funding projections for implementation of the ADA Self-evaluation and barrier removal/transition plan.

Implementation of the recommendations in the Self-evaluation will continue to require planning, resources, staff training, interdepartmental coordination and collaboration throughout the organizational structure and the public. The Town should develop methods and procedures to update and maintain a current plan, budget funds, schedule, implement, document, and monitor barrier removal activities.

## **Parking Issues**

**List of Parking Issues (and related)**

- 1. Creating more winter parking spaces at Town lots;**
- 2. Painting parking spaces (or not) along Front Street;**
- 3. Through trucking request (Buxton Water)**



# Parking Plan for Winter Overnight Parking



FRONT STREET

WATER

STREET

WATER ST LOTS

(67 Spaces left open)  
Proposed  
Overnight  
Parking

(22) + ADA

Proposed  
Overnight  
Parking (11)  
(41 Spaces left open)

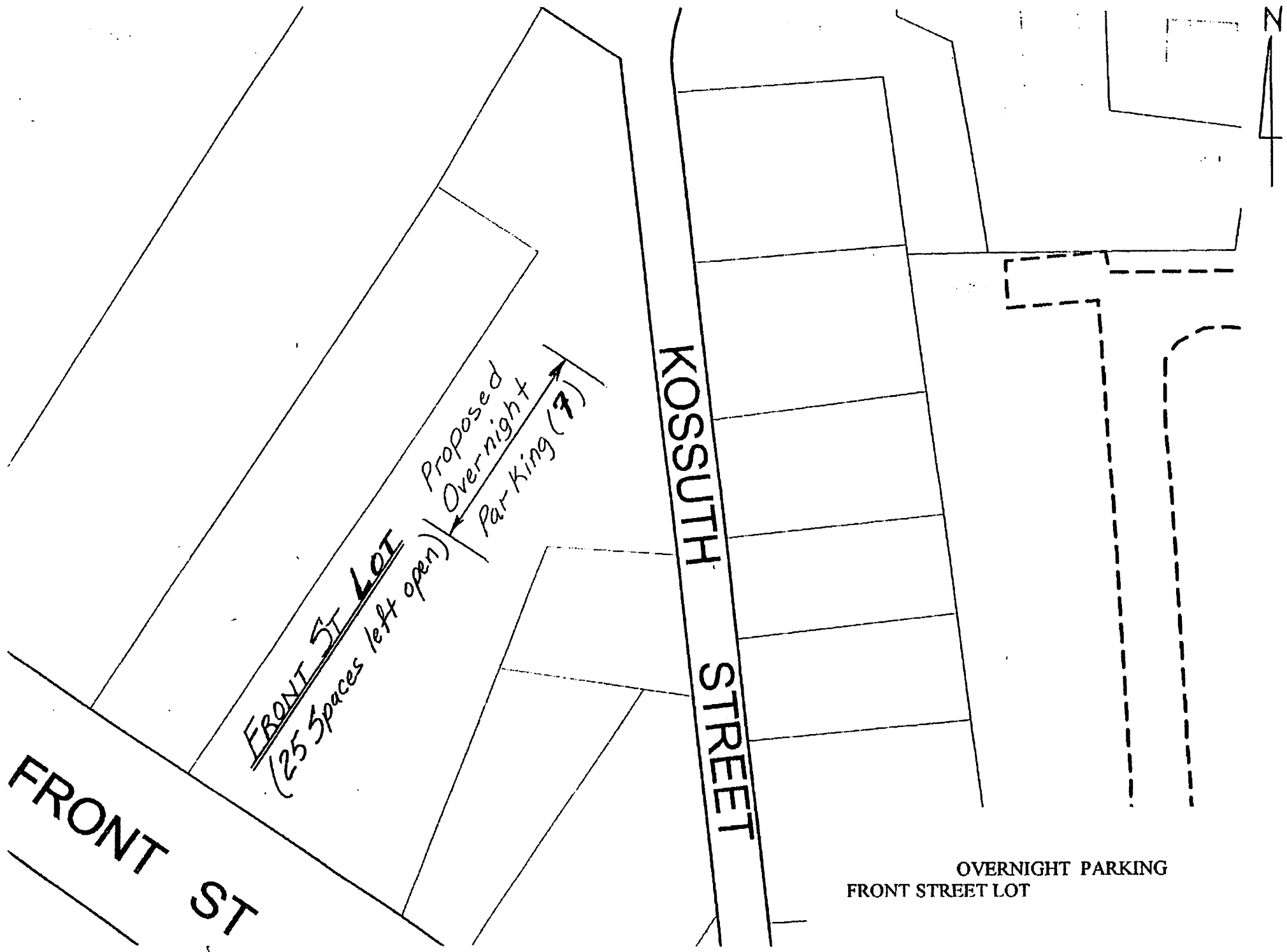
CLIFFORD STREET

15' RW

BOW

Court

OVERNIGHT PARKING  
WATER STREET LOTS



FRONT ST

FRONT ST LOT  
(25 Spaces left open)

Proposed  
Overnight  
Parking (7)

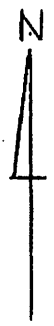
KOSSUTH  
STREET

OVERNIGHT PARKING  
FRONT STREET LOT



LINCOLN STREET

DANIEL ST



OVERNIGHT PARKING  
TRAIN STATION LOT



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

## Re: Overnight parking - First Baptist Church - 43 Front Street - Proposed Redevelopment

10 messages

Jennifer Perry &lt;jperry@exeternh.gov&gt;

Tue, Apr 19, 2022 at 10:00 AM

To: David Cowie &lt;dac@plumislandllc.com&gt;, Florence Ruffner &lt;florenceruffner@gmail.com&gt;

Cc: Russ Dean &lt;rdean@exeternh.gov&gt;, Melissa Roy &lt;mroy@exeternh.gov&gt;, Jay Perkins &lt;jperkins@exeternh.gov&gt;, Dave Sharples &lt;dsharples@exeternh.gov&gt;

Good morning David and Florence,  
Last week Jay Perkins, Highway Superintendent, reviewed the following Exeter municipal parking lots and the overnight parking spaces currently available:

- Water St front lot 18 spaces
- Water St back lot 12 spaces
- Train Station lot 31 spaces
- Kossuth/Front St west end lot 7 spaces
- Center St lot 11 spaces
- Total 79 spaces



The Public Works Department suggests the following could be added to provide more overnight parking spaces without affecting winter maintenance operations, if the Town Manager and Select Board agree:

- Center St lot 10 on the left side of the lot
- Center St lot 4 in the center
- Water St / Boathouse lot 4 on the left side of the entrance
- Potential additional overnight parking spaces 18

Please let me know if we can be of further assistance.

Thank you,  
Jennifer

Jennifer Perry, Director  
Exeter Public Works  
13 Newfields Road  
Exeter, NH 03833  
(603) 773-6157  
*Enhancing, Preserving Community & Environment*

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On Mon, Apr 18, 2022 at 5:54 PM David Cowie <dac@plumislandllc.com> wrote:

Hi Jenn – Just left you a voicemail message in follow-up to the below email from Florence last week. If there is any chance of a response it will be most appreciated. We understand that any additional designated public parking spaces for the winter season would be available on a first-come-first-serve basis.

Undoubtedly, the current and foreseeable demand for housing across all pricing levels in NH has never been higher. Adding housing capacity through our proposed development plans for the church is in keeping with the Town's Master Plan to deter urban sprawl and stimulate downtown activity. A deteriorating historic building receives a new path forward and joins the tax paying community.

Best regards - David



David A. Cowie, Owner



Exeter Station Properties, LLC

1 Rockingham Street

Exeter, NH 03833

(603) 583-5394

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**From:** Florence Ruffner <floenceruffner@gmail.com>

**Date:** Wednesday, April 13, 2022 at 7:21 PM

**To:** Jay Perkins <jperkins@exeternh.gov>, Jennifer Perry <jperry@exeternh.gov>, Russ Dean <rdean@exeternh.gov>, Melissa Roy <Mroy@exeternh.gov>

**Cc:** David Cowie <dac@plumislandllc.com>

**Subject:** Overnight parking

Hello Jenn and Jay,

In preparing for our next meeting with the ZBA we understand from Russ that the Select Board would need to approve expanding overnight winter parking in municipal lots upon receiving a recommendation by DPW to do so.

Whereas we need to address the ZBA's concerns for accommodating winter overnight parking for our proposed redevelopment, we would like to report that in having met with the Town Manager, and having held discussions with the DPW, we have confirmed that the two closest municipal lots (Center Street and rear of Water Street), have physical capacity, as needed, for the DPW to add designated overnight parking spaces during the winter months, with Center Street alone being able to add another 10 spaces.

Can you please confirm if the above is an accurate understanding that we can report to the ZBA?

Best regards,

Florence Ruffner

Florence C. Ruffner CRS

Owner

Ruffner Real Estate LLC

185 Water Street

Exeter, NH 03833

Office: (603)-772-6675 x4

Cell: (603)-674-5440

florenceruffner@gmail.com

www.ruffner-re.com

In the State of NH, we are required to give every consumer a brokerage relationship disclosure form prior to our first business meeting. You can access that form by clicking here: <https://www.oplc.nh.gov/sites/g/files/ehbemt441/files/inline-documents/sonh/brokerage-relationship-disclosure-form.pdf>

David Cowie <dac@plumislandllc.com>

Tue, Apr 19, 2022 at 10:20 AM

To: Jennifer Perry <jperry@exeternh.gov>, Florence Ruffner <florenceruffner@gmail.com>, Russ Dean <rdean@exeternh.gov>, Melissa Roy <mroy@exeternh.gov>, Jay Perkins <jperkins@exeternh.gov>, Dave Sharples <dsharples@exeternh.gov>

Good morning Jennifer and Thank You for getting back to us on this matter.

We have appreciated everyone's time and assistance in guiding Florence and me through this process.

Best regards - David

David A. Cowie, Owner

Exeter Station Properties, LLC  
.....

[Quoted text hidden]

Florence Ruffner <florenceruffner@gmail.com>

Tue, Apr 19, 2022 at 10:52 AM

To: Jennifer Perry <jperry@exeternh.gov>

Cc: David Cowie <dac@plumislandllc.com>, Russ Dean <rdean@exeternh.gov>, Melissa Roy <mroy@exeternh.gov>, Jay Perkins <jperkins@exeternh.gov>, Dave Sharples <dsharples@exeternh.gov>

Hi,

Thank you all for your help with this parking request.

Best,  
Florence

Florence C. Ruffner CRS  
Owner

Ruffner Real Estate LLC  
185 Water Street  
Exeter, NH 03833  
Office: (603)-772-6675 x4  
Cell: (603)-674-5440  
florenceruffner@gmail.com  
www.ruffner-re.com

In the State of NH, we are required to give every consumer a brokerage relationship disclosure form prior to our first business meeting. You can access that form by clicking here: <https://www.oplc.nh.gov/sites/g/files/ehbemt441/files/inline-documents/sonh/brokerage-relationship-disclosure-form.pdf>

On Apr 19, 2022, at 10:01 AM, Jennifer Perry <jperry@exeternh.gov> wrote:

[Quoted text hidden]

[Quoted text hidden]

[Quoted text hidden]

David A. Cowie, Owner



Exeter Station Properties, LLC

1 Rockingham Street

Exeter, NH 03833

(603) 583-5394

[Quoted text hidden]

**Russ Dean** <rdean@exeternh.gov>  
To: Nancy Belanger <nbelanger@exeternh.gov>

Wed, Apr 20, 2022 at 9:48 AM

This came through yesterday. Let me know if this is enough or you would like more from last night.

Russ

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

From: **Jennifer Perry** <jperry@exeternh.gov>  
Date: Tue, Apr 19, 2022 at 10:01 AM  
Subject: Re: Overnight parking - First Baptist Church - 43 Front Street - Proposed Redevelopment  
To: David Cowie <dac@plumislandllc.com>, Florence Ruffner <florenceruffner@gmail.com>  
Cc: Russ Dean <rdean@exeternh.gov>, Melissa Roy <mroy@exeternh.gov>, Jay Perkins <jperkins@exeternh.gov>, Dave Sharples <dsharples@exeternh.gov>

[Quoted text hidden]

---

**Russ Dean** <rdean@exeternh.gov> Wed, Apr 20, 2022 at 9:58 AM  
To: Nancy Belanger <nbelanger@exeternh.gov>, Nancy Belanger <nbelanger411@gmail.com>

FYI

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

From: **Jennifer Perry** <jperry@exeternh.gov>  
Date: Tue, Apr 19, 2022 at 10:01 AM  
Subject: Re: Overnight parking - First Baptist Church - 43 Front Street - Proposed Redevelopment  
To: David Cowie <dac@plumislandllc.com>, Florence Ruffner <florenceruffner@gmail.com>  
Cc: Russ Dean <rdean@exeternh.gov>, Melissa Roy <mroy@exeternh.gov>, Jay Perkins <jperkins@exeternh.gov>, Dave Sharples <dsharples@exeternh.gov>

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---

**Nancy Belanger** <nbelanger@exeternh.gov> Wed, Apr 20, 2022 at 10:00 AM  
To: Russ Dean <rdean@exeternh.gov>

Got it! Thank you. Would you please send to the other Select Board members as an fyi. Appreciate it.

[Quoted text hidden]

—  
Nancy A. Belanger

---

**Russ Dean** <rdean@exeternh.gov> Wed, Apr 20, 2022 at 11:05 AM  
To: Lovey Oliff <loliff@exeternh.gov>, Niko Papakonstantis <npapakonstantis@exeternh.gov>, Molly Cowan <mcowan@exeternh.gov>, "Julie Gilman (Town)" <jgilman@exeternh.gov>, Pam McElroy <pmcelroy@exeternh.gov>, Nancy Belanger <nbelanger@exeternh.gov>, Melissa Roy <mroy@exeternh.gov>

Good morning all, at Nancy's request I am sharing this with the rest of the Board as well as Melissa.

Thank you,

Russ

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

From: **Jennifer Perry** <jperry@exeternh.gov>  
Date: Tue, Apr 19, 2022 at 10:01 AM  
Subject: Re: Overnight parking - First Baptist Church - 43 Front Street - Proposed Redevelopment  
To: David Cowie <dac@plumislandllc.com>, Florence Ruffner <florenceruffner@gmail.com>  
Cc: Russ Dean <rdean@exeternh.gov>, Melissa Roy <mroy@exeternh.gov>, Jay Perkins <jperkins@exeternh.gov>, Dave Sharples <dsharples@exeternh.gov>

[Quoted text hidden]

---

**Nancy Belanger** <nbelanger@exeternh.gov> Wed, Apr 20, 2022 at 11:20 AM  
To: Russ Dean <rdean@exeternh.gov>

Thank you...again!

[Quoted text hidden]

--

Nancy A. Belanger

---

**Russ Dean** <rdean@exeternh.gov>  
To: Nancy Belanger <nbelanger@exeternh.gov>

Wed, Apr 20, 2022 at 11:21 AM

You're very welcome.

[Quoted text hidden]

---

**Nancy Belanger** <nbelanger@exeternh.gov>  
To: Russ Dean <rdean@exeternh.gov>, Jennifer Perry <jperry@exeternh.gov>, Melissa Roy <mroy@exeternh.gov>  
Cc: Niko Papakonstantis <npapakonstantis@exeternh.gov>

Thu, May 26, 2022 at 11:37 AM

Hi Jenn,

Is there any current data that shows how many overnight parking spots are being utilized now? It would be helpful to have this information so we know not only what we have but what we may need with the former loka and the former church on Front Street parking.

This information may not be available at the moment but I'm asking in case it is.

I've included Niko in this email as well. I'm anticipating this issue needing to be addressed at the Select Board level in the near future.

Thank you,

Nancy Belanger

[Quoted text hidden]

--

Nancy A. Belanger



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

---

## Parking Spaces needed on Front Street

---

rose bryant. art up front street <artupfrontstreet@gmail.com>  
To: Darren Winham <dwinham@exeternh.gov>, rdean@exeternh.gov  
Cc: Mal Argondizza <ndizza@gmail.com>

Wed, May 18, 2022 at 4:37 PM

Hello Darren and Russ,

How are you?!  
Hope you got a chance to step outside today.

I have a question about installing parking spaces on Front Street.

Do you have time for a chat? I would love to talk with one or both of you. Or if you could direct me where I should address the concerns, that would be great.

Basically, I think we REALLY need them.

Here are a few of my thoughts:

1. Speed is a problem at this end of Front Street. I see so many cars' brake lights flash as they head to town and suddenly realize there is a bend in the road as they approach Lincoln Street.(especially in morning and evening work traffic).

Marked parking spaces could visually "squeeze" the road to appear narrower and hopefully slow traffic.

2. Cars frequently pass around a turning vehicle without slowing. (I cringe every time I see that because the front of our building is only a few feet from the street. So far no one has accidentally jumped the curb. ....which could possibly take a porch roof post out.)

Sometimes cars pull around school buses as they are turning on to School Street (which is directly across the street). I think marked parking spaces would help slow some of those thoughts down a little.

3. People continually ask us if it is "ok" to park on the street. Having marked spaces would be beneficial to our business because it helps to visually validate "this a business" and "you can park here". (And we need that!)

4. Safety is always a concern of anyone currently parking on the street. It can feel like there is no barrier between their car and fast moving traffic. Having that visual line would provide a visual boundary to the cars passing by.

I don't know if you know that we live our apartment above the studio, so we see almost everything up and down this part of Front Street. I feel like we have really gotten a sense of the flow for this part of the community. Looking forward to many more years at this spot!

Thank you for taking the time....  
I appreciate any advice or direction you can give me.

Hope all is really well with both of you! Look forward to hearing from you.

Rose  
603-418-6286, Tuesday - Saturday 11-5

Rose Bryant  
ART UP FRONT STREET studios & gallery



120 front street  
exeter, nh 03833  
603.418.6286

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

---

## Parking Spaces needed on Front Street

---

Jay Perkins &lt;jperkins@exeternh.gov&gt;

Thu, May 19, 2022 at 9:39 AM

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

Cc: "rose bryant. art up front street" &lt;artupfrontstreet@gmail.com&gt;, Darren Winham &lt;dwinham@exeternh.gov&gt;, Mal Argondizza &lt;ndizza@gmail.com&gt;

Good morning All

Russ you are correct that folks can park on both sides of Front St in that area . The reason we have not painted parking lines is it's really not necessary and where do we start and stop ? I don't believe painted lines will change driver behavior or make it any safer. We also have many painted charros in each lane for bicycles along with some sidewalk painted lines, crosswalks, and RR crossing symbols so painting spaces would take a lot of time, labor, and expense. Rose is concerned and rightfully so because of the speeds some drivers go but I do not think adding more paint will solve it . When we paved Front St last year we relocated some of the crosswalks including the one in front of her business. We also added painted warning symbols along with new bright signs highlighting the crosswalks.

Jay

[Quoted text hidden]

—

Jay Perkins

Highway Superintendent

Email : jperkins@exeternh.gov

Phone : 603-773-6157 ext 163

Fax : 772-1355

Cell : 603-512-1974





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

## Parking Spaces needed on Front Street

rose bryant. art up front street <artupfrontstreet@gmail.com>

Thu, May 19, 2022 at 3:28 PM

To: Jay Perkins <jperkins@exeternh.gov>

Cc: Russ Dean <rdean@exeternh.gov>, Darren Winham <dwinham@exeternh.gov>, Mal Argondizza <ndizza@gmail.com>

Thank you, all very much.

I appreciate and understand the implications of everything mentioned.  
And I did not know the Asst. Highway Director left Exeter. Sorry to hear that.

I would still love to discuss this further with someone about presenting some part of this to a planning or budgeting process (whatever the best route). I totally understand there is a process to follow and that it could take time.

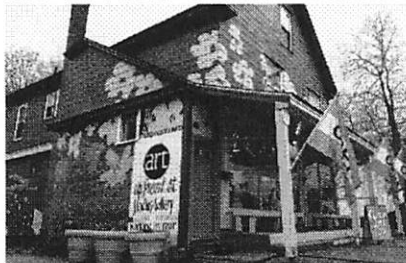
This part of Front Street needs a movement toward a softer, slower street environment. Perhaps a consideration for trees, traffic calming, and marked parking spaces? To answer Jay's question, "where to stop and start?", maybe we look at the C-1 zones? This part of Front Street, from roughly Union Street to Charter Street, is fully in C-1....compared to Lincoln Street which is about 1/2 in C-1. The "squeeze" of a narrower driving lanes helps to slow Lincoln Street. Perhaps that same feeling of "squeeze" would help this part of Front Street?

Is there a public conversation coming up anytime soon about the progress of Master Plan suggestions?  
Or is there a meeting I should attend to present my thoughts and seek info?

Thank you Jay and the Town for the fantastic road and crosswalk improvements plus the conversation that led up to the construction. We are so grateful for all of it. The crosswalk visibility is amazing.

Thank you all again,  
Rose

Rose Bryant  
ART UP FRONT STREET studios & gallery



120 front street  
exeter, nh 03833  
603.418.6286

artupfrontstreet.com  
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[Quoted text hidden]

Town Planner/ Exeter

10 Front St.

Exeter, NH 03833

June 2, 2022

RECEIVED

JUN 7 2022

EXETER PLANNING OFFICE

To whom it may concern,

I am writing regarding the "Truck route" in Exeter. Buxton Water has an 18-wheeler tractor trailer truck that carries water. Our Water plant is located on Charter St. Exeter since 1960. Buxton provides drinking water for Municipalities, Hospitals, Cisterns, Rinks, Fire Mutual Aide and much more.

**Problems with the current route.** Currently, we travel thru town stopping along the many cross walks for students and residences then around the bandstand (when taking Left) it is extremely tight due to parking and extended sidewalks and by a narrow patch near St. Anthony's bakery or (when turning Right) thru a squeezed area by Seadogs it is dangerous and difficult truck route.

Difficult maneuvering thru a busy town, PEA students at cross walks, construction on the route, downtown parking, tight streets and corners, congestion at a max.

Now, with the proposed rotary by St. Michaels church it would be almost impossible along this truck route.

**A solution** to this ordeal would be to allow Buxton Water to exit Charter St. and turn left to Railroad Ave/Winter St. to the truck route. This will allow Buxton not to be going thru an already busy and cramped down town area. This also reduces congestion for the downtown areas.

This solution is the best for the safety of the drivers, best for the pedestrians of Exeter and parking along the truck route. This change will impact the least amount of people.

**Trucks already travel Winter/ Railroad Ave.** to deliver product to McCoy's, RE Prescott and Cotes Auto.

Just yesterday, I witnessed a Tractor trailer truck trying to maneuver a Left turn around the bandstand. An accident was almost caused due to the very tight constraints due to parking and wide turns of commercial vehicles.

**Common sense solution would be to allow Buxton to exit the town safely with the least amount of impact for a busy downtown. Please consider this necessary change.**

Best,

Donna Buxton

**BUXTON WATER**

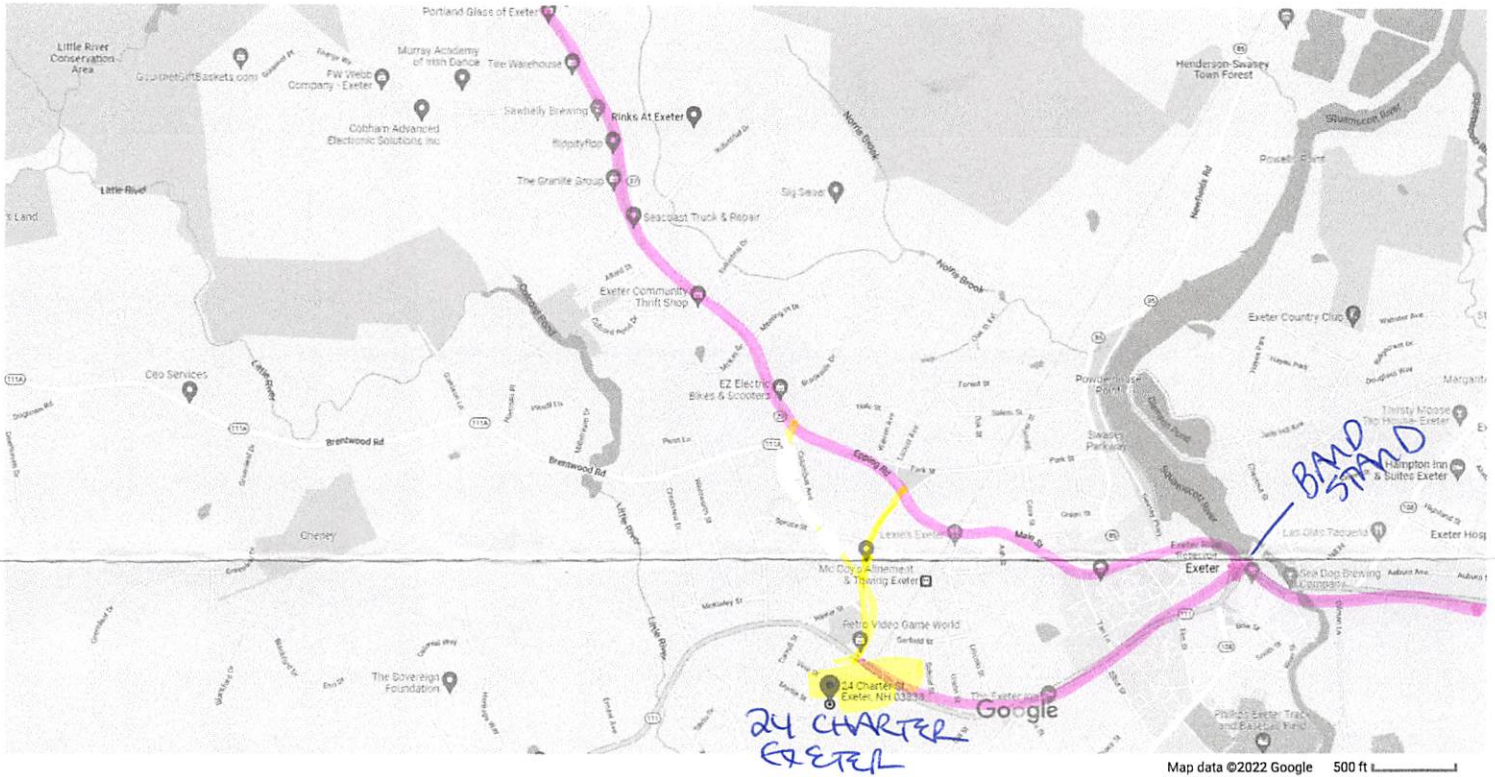
*Donna Buxton*

PO BOX 8  
EXETER, NH  
03833

603-772-3400

WWW.BUXTONWATER.NET





PINK: CURRENT TRUCK ROUTE

YELLOW: PROPOSED SAFE/SHORTEST ROUTE  
(Railroad Ave to Winter St. to Epping Rd.)

(CURRENTLY TRACTOR TRAILER ALREADY  
USE THIS ROUTE)  
TO DELIVER PRODUCT TO BUSINESS'S.  
WE WOULD BE THRU TRUCKING



**BUXTON WATER**

PO BOX 8

EXETER, NH

603-772-3400

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

## List for Select Board meeting June 27 2022

### Timber Tax

Map/Lot/Unit	Location	Amount
51-17	Holland Way	297.14

### Abatement

Map/Lot/Unit	Location	Amount	Tax Year
65-113	58 Portsmouth Ave	Denial	2021
70-87	8 Appledore Ave	Denial	2021
70-78	11 Langdore Ave	Denial	2021
95-64-214	21 Hilton Ave	865.23	2015
95-64-214	21 Hilton Ave	934.04	2016
104-79-229	229 Robinhood Dr	518.45	2017
104-79-229	229 Robinhood Dr	498.84	2018
104-79-229	229 Robinhood Dr	747.32	2019
104-79-229	229 Robinhood Dr	786.47	2020
104-79-229	229 Robinhood Dr	776.19	2021
104-79-230	230 Robinhood Dr	646.72	2018
104-79-230	230 Robinhood Dr	823.16	2019
104-79-230	230 Robinhood Dr	883.89	2020
104-79-230	230 Robinhood Dr	854.81	2021
104-79-419	419 Friar Tuck Dr	793.65	2020
104-79-419	419 Friar Tuck Dr	766.06	2021
104-79-421	421 Friar Tuck Dr	699.33	2013
104-79-421	421 Friar Tuck Dr	600.47	2014
104-79-421	421 Friar Tuck Dr	560.73	2015
104-79-421	421 Friar Tuck Dr	592.95	2016
104-79-421	421 Friar Tuck Dr	571.29	2017
104-79-421	421 Friar Tuck Dr	570.68	2018
104-79-421	421 Friar Tuck Dr	854.82	2019
104-79-421	421 Friar Tuck Dr	917.40	2020
104-79-421	421 Friar Tuck Dr	887.79	2021
104-79-513	513 Canterbury Dr	782.15	2010
104-79-513	513 Canterbury Dr	798.22	2011
104-79-513	513 Canterbury Dr	815.83	2012
104-79-513	513 Canterbury Dr	858.88	2013
104-79-513	513 Canterbury Dr	602.51	2014
104-79-513	513 Canterbury Dr	426.34	2015
104-79-513	513 Canterbury Dr	462.65	2016
104-79-513	513 Canterbury Dr	424.75	2017
104-79-513	513 Canterbury Dr	420.98	2018
104-79-513	513 Canterbury Dr	864.47	2019
104-79-513	513 Canterbury Dr	912.79	2020
104-79-513	513 Canterbury Dr	900.46	2021

### Abatement

Map/Lot/Unit	Location	Amount	Tax Year
104-79-524	524 Canterbury Dr	254.94	2016
104-79-524	524 Canterbury Dr	418.88	2017
104-79-524	524 Canterbury Dr	414.98	2018

104-79-524	524 Canterbury Dr	883.72	2019
104-79-524	524 Canterbury Dr	933.42	2020
104-79-524	524 Canterbury Dr	920.75	2021
104-79-701	701 Nottingham Dr	65749	2013
104-79-701	701 Nottingham Dr	300.89	2014
104-79-701	701 Nottingham Dr	289.04	2015
104-79-701	701 Nottingham Dr	318.99	2016
104-79-701	701 Nottingham Dr	298.78	2017
104-79-701	701 Nottingham Dr	292.25	2018
104-79-701	701 Nottingham Dr	681.13	2019
104-79-701	701 Nottingham Dr	719.43	2020
104-79-701	701 Nottingham Dr	710.27	2021

### Jeopardy Tax

Map/Lot/Unit	Location	Amount	Tax Year
104-79-515	515 Canterbury Dr	70.83	2022

### Veterans Credit

Map/Lot/Unit	Location	Amount	Tax Year
70-135	4 Pleasantview Dr	500.00	2022

## Permits & Approvals





Russ Dean <rdean@exeternh.gov>

## Mileage Reimbursement Rates

**Corey Stevens** <cstevens@exeternh.gov>

Fri, Jun 24, 2022 at 8:16 AM

To: Andie Kohler <akohler@exeternh.gov>, Andy Swanson <aswanson@exeternh.gov>, Darren Winham <dwinham@exeternh.gov>, David Sharples <dsharples@exeternh.gov>, Doug Eastman <deastman@exeternh.gov>, Eric Wilking <ewilking@exeternh.gov>, Greg Bisson <gbisson@exeternh.gov>, Hope Godino <deweyexeter1@comcast.net>, Janet Whitten <jwhitten@exeternh.gov>, Jennifer Perry <jperry@exeternh.gov>, Stephan Poulin <spoulin@exeternh.gov>, Jenna Gosselin <jgosselin@exeternh.gov>, Nancy Bugbee <nbugbee@exeternh.gov>, Norma Ryan <nryan@exeternh.gov>, Rhea Brown <rbrown@exeternh.gov>, Trisha Allen <tallen@exeternh.gov>, Melissa Roy <mroy@exeternh.gov>, Gail Morin <gmorin@exeternh.gov>, Laura Zogopoulos <lzogopoulos@exeternh.gov>, Rachel Laughner <r laughner@exeternh.gov>  
Cc: Russ Dean <rdean@exeternh.gov>, Pam McElroy <pmcelroy@exeternh.gov>

Morning Folks,

IRS mileage reimbursement rates are increasing effective 7/1/2022. Below is a link to the announcement and a chart showing rates for all of 2022. Please implement the new rates beginning with travel by employees on/after 7/1/22. Any questions, let me know.

<https://www.irs.gov/newsroom/irs-increases-mileage-rate-for-remainder-of-2022>

### Mileage Rate Changes

Purpose	Rates 1/1 through 6/30/2022	Rates 7/1 through 12/31/2022
Business	58.5	62.5
Medical/Moving	18	22
Charitable	14	14

Thanks,

**Corey Stevens**  
Finance Director, Town of Exeter  
603-773-6109 | cstevens@exeternh.gov  
10 Front Street, Exeter, NH 03833



# TOWN OF EXETER

## *Planning and Building Department*

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

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

---

**Date:** June 24, 2022

**To:** Russ Dean, Town Manager

**From:** Dave Sharples, Town Planner

**Re:** Transportation Alternatives Program Final Acceptance

I am writing this memorandum to request that the Select Board vote to accept the constructed Transportation Alternatives Program sidewalk project as required to close out the project with the NHDOT.

A final walkthrough was performed on October 21, 2021, where a few minor items were noted. Due to the time of the year, we needed to hold off until this spring to address the punch list items that required minor pavement installation to correct some ponding issues.

These items have now been completed and I need to submit several documents to close out the project and receive the final reimbursement. One of the documents, the Certificate of Final Completion of Work, is the subject of this request and is enclosed for your review. As you will note in the enclosed document, both the contractor and the project Engineer have signed the Certificate to verify that the project was constructed per the terms of the Agreement. Page 2 of the document is where I need to put in the date of acceptance of the Select Board.

I have reviewed the project and found it to be constructed in accordance with the Agreement and recommend the Select Board accept the project so the Town can receive the final reimbursement. I have provided a motion below for your convenience in the event the Board decides to act upon the request. I will attend the Select board meeting in the event the Board has any questions on this request.

**Proposed motion:** *I move accept the Transportation Alternatives Program sidewalk project as constructed and authorize the Town manager to sign the Certificate of Final Completion of Work on our behalf.*

Thank you.

enc (1)

**SECTION 00970**  
**CERTIFICATE OF FINAL COMPLETION OF WORK**  
(Page 1 of 2)

OWNER'S CONTRACT NO.: N/A

ENGINEER' PROJECT NO.: 095224

AGREEMENT DATE: 2/11/2021

CONTRACT TITLE: Epping Road, Winter Street, Spring Street TAP Sidewalk Project

FINAL COMPLETION DATE PER AGREEMENT AND CHANGE ORDERS: May 31, 2022

ACTUAL DATE OF FINAL COMPLETION: 5/19/2022

FINAL CERTIFICATION OF CONTRACTOR

I hereby certify that the Work as identified in the Final Payment Request dated 5/24/2022 for the above-noted construction Contract represents full compensation for the actual value of work completed. Additionally, all work completed conforms to the terms of the Agreement and authorized changes.

Northeast Earth Mechanics, LLC

6/8/2022

CONTRACTOR

Date



Authorized Representative's Signature

Rodney Stockman / Project Manager

Name & Title

FINAL CERTIFICATION OF ENGINEER

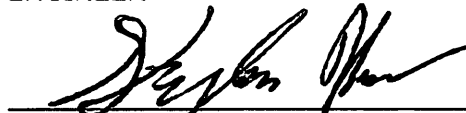
I have reviewed the Contractor's Final Payment Request dated 5/24/2022 and hereby certify that to the best of my knowledge, the cost of the work identified on the Final Payment Request represents full compensation for the actual value of work completed and that the work has been completed in accordance with the terms of the Agreement and authorized changes.

Hoyle, Tanner and Associate, Inc.

6/10/2022

ENGINEER

Date



Authorized Representative's Signature

Stephen Haas, PE - Project Manager

Name & Title

**CERTIFICATE OF FINAL COMPLETION OF WORK**  
(Page 2 of 2)

FINAL ACCEPTANCE OF OWNER

I, as representative of the Owner, accept the above Final Certifications and authorize Final Payment in the amount of \$\_\_\_\_\_ and direct the Contractor's attention to the General Conditions. The guaranty for all Work completed subsequent to the date of Substantial Completion, expires \_\_\_\_\_year from the date of this Final Acceptance.

At a meeting of the \_\_\_\_\_(Town Council/Selectmen/Alderman), the Owner, \_\_\_\_\_(Name of the community) has accepted the constructed project.

Town of Exeter  
OWNER \_\_\_\_\_

\_\_\_\_\_ Date

\_\_\_\_\_  
Authorized Representative's Signature

\_\_\_\_\_  
Name & Title

END OF SECTION



# TOWN OF EXETER, NEW HAMPSHIRE

10 FRONT STREET • EXETER, NH • 03833-3792 • (603) 778-0591 • FAX 777-1514

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

TO: Select Board

FROM: Pam McElroy, Senior Executive Assistant to the Town Manager

DATE: June 27, 2022

RE: Donation of Antique Watering Trough

In September, 2021, Mrs. Robert Webb requested to donate an antique watering trough her husband acquired from the Town of Exeter back to the Town. She requested a plaque be attached to the trough and that it be placed in a visible location in Town.

Troughs like this one were used throughout the country for horses to drink from after long trips into town. As seen in the attached photos, one of these troughs was located between the Town Hall and the old Court House on Front Street.

Jay Perkins, Highway Superintendent, and I have discussed possible uses and locations for the trough.

Attached is a photo of an antique watering trough located at Union Chapel in North Hampton that has been filled with flowers. This is the suggested use for the Exeter trough.

One of the locations considered is in front of the Town Office Building on the cement pad. Currently, there is a bench and bike rack on the cement pad. We would suggest turning the bike rack toward the back, facing Court Street, and placing the trough length-wise, facing Front Street. This is the preferred location, as the pad is strong enough to hold the weight of the trough, soil and water, and it is a similar location to where the trough would have been located historically.

The second location that was considered was at Town House Common. Although this location makes sense historically, the weight of the trough, soil and water would not be supported by the brick pathway nor the grass; and locating it on the grass would make mowing difficult for the Parks and Recreation Department.

Crown Trophy in Portsmouth has been contacted in reference to how a plaque would best be affixed to the antique trough without damage to the piece. I also inquired about weather proof attachment since the trough will be outside in all types of weather year-round. Attached is suggested wording for the plaque. Crown Trophy would be contacted at a later date for creation of the small plaque.

The Town Manager's Office is requesting permission from the Select Board to plant flowers inside, affix a small plaque and place the antique watering trough donated by Mrs. Robert Webb on the cement pad in front of the Town Office Building at 10 Front Street.

Thank you.










9-15-2021

Received from Robert  
& Leslie Webb one granite  
watering trough by  
the Town of Euter as  
a gift to the town.

  
Jay Perkins



9-20-21

Dear Mrs Webb,

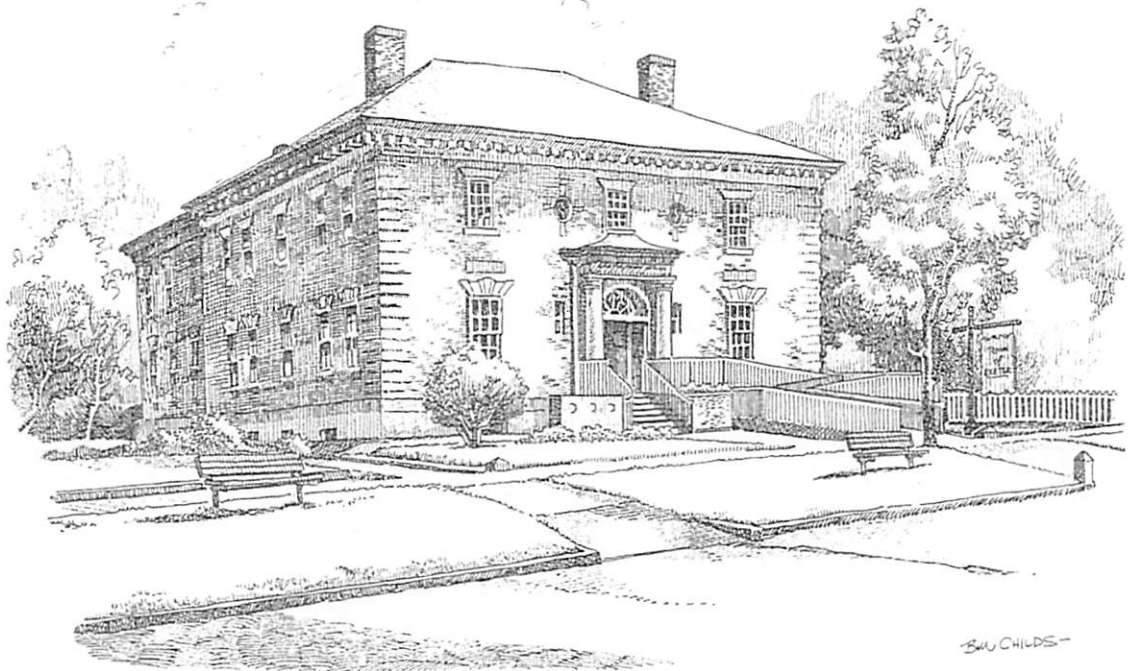
Thank you for your donation of the antique, granite watering trough to the Town of Exeter. It's exciting to have the trough back in Exeter after all these years.

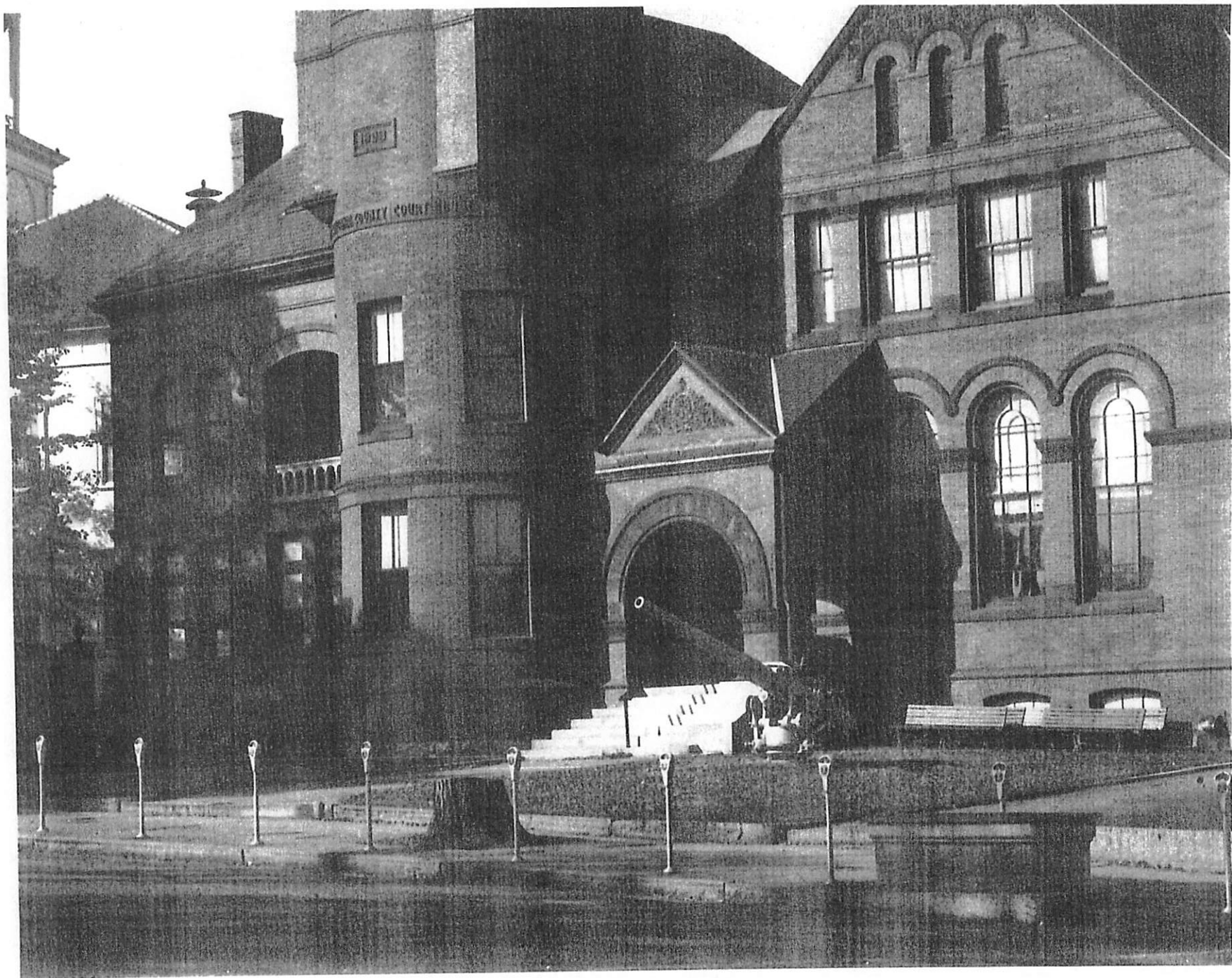
As you know, the trough was originally located between the Town Hall and the old County Courthouse on Front Street. Before automobiles, horses pulling carriages would stop along their route for water that was supplied in the trough.

We appreciate you reaching out to make the donation. We will be sure it is cared for.

Sincerely,  
Russell Dean  
Town Manager

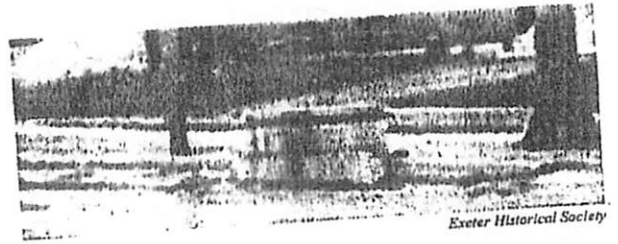
TOWN OFFICE BUILDING  
EXETER, NEW HAMPSHIRE  
1996





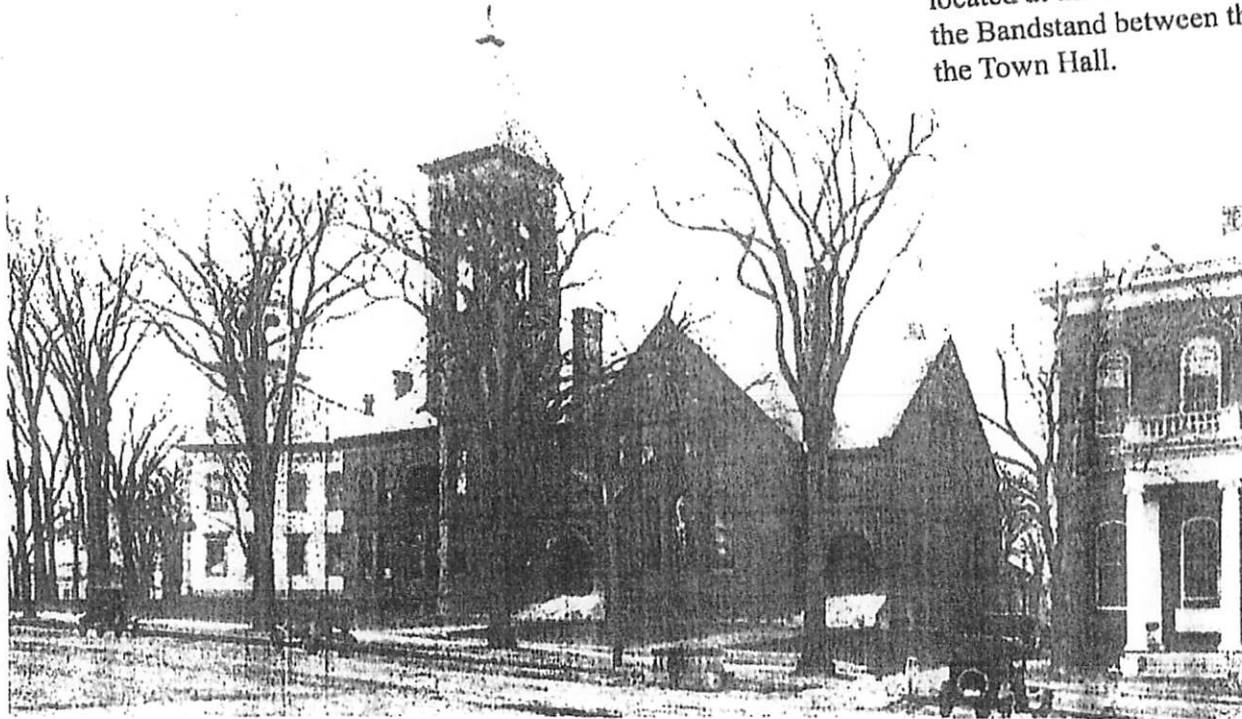
Oct  
1957

Beris  
Foto Shop



*Exeter Historical Society*

There was a large stone horse-watering trough located at the curb on Front Street across from the Bandstand between the Court House and the Town Hall.



*Exeter Historical Society*

1950 to 1975





Antique watering trough located in North Hampton  
at Union Chapel.

Suggested use for donated antique watering trough  
in Exeter.

Suggested wording for antique watering trough plaque.

*Antique Watering Trough*

*Circa: 1800's*

*Donated to the Town of Exeter*

*by Mr. & Mrs. Robert Webb*

## Correspondence



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

---

**Fwd: Exeter Fire Department**

2 messages

---

**Justin Pizon** <jpizon@exeternh.gov>  
To: Russ Dean <rdean@exeternh.gov>

Thu, Jun 16, 2022 at 9:43 AM

Just an FYI. I wanted to share this with you

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

From: **Stephen J. Smirti, Jr.** <Steve.Smirti@rivkin.com>  
Date: Mon, Jun 13, 2022 at 10:48 AM  
Subject: Exeter Fire Department  
To: jpizon@exeternh.gov <jpizon@exeternh.gov>

Good Morning Chief Pizon - -

I write to express my wife's and my sincere appreciation to the heroic first responders in the Exeter Fire Department.

My wife, Katherine, and I are New York residents. In early May of this year, we visited our son and daughter-in-law who live in Exeter, and were expecting their second child. While baby-sitting for their 2-1/2 year old son in their home, on May 12, 2022 at approximately 7.45 PM, my wife fell down a half-flight of stairs. We immediately called 911, and the wonderful first responders of the Exeter Fire Department promptly arrived at the home, took charge, assessed my wife's injury, kept her as calm as she could be under the circumstances, and gave her superb professional care.

Part of that assessment included the determination that, in light of her apparent injuries (turned out to be two broken legs), the best place for treatment was Portsmouth Regional Hospital and its trauma unit. That was the absolute right call; during the three weeks of her stay there, my wife received excellent medical care at Portsmouth. She is now in Northeast Rehab in Portsmouth - - a long road ahead but every day making progress.

We have your dedicated members of the Exeter Fire Department to thank for their prompt and excellent care of my wife in the first moments immediately following this (what has been for us) life-changing traumatic event. Because of the circumstances, I can't recall how many members responded (best recollection is 5 or more, and two or more emergency vehicles). I do know that one of the responders, Officer Matt (don't know his last name), earlier that very



day, was so kind as to give my 2-1/2 year old grandson a tour of the Exeter Fire Station - - and even let him sit in one of the fire trucks (my grandson was thrilled - - he loves going to the Exeter Fire House).

Chief - - My wife and I very much want to show our appreciation to these wonderful first responders by making a contribution for the benefit of the First Responders of the Exeter Fire Department. When my grandson and I visited the Exeter Fire Department on Saturday June 11 (every time we go near the Fire Station, my grandson says we have to stop and pay a visit), one of the Officers gave me your contact information and suggested that I email you with this request. Please let me know how we might make a small contribution for the benefit of these wonderful servants of the people, to whom my wife and I owe so much.

Thank you - - Steve



Stephen J. Smirti, Jr.  
Partner  
926 RXR Plaza, Uniondale, NY 11556-0926  
D 516.357.3351 T 516.357.3000 F 516.357.3333  
[Steve.Smirti@rivkin.com](mailto:Steve.Smirti@rivkin.com)  
[www.rivkinradler.com](http://www.rivkinradler.com)



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NOTICE: This message may contain information that is confidential or privileged. If you are not the intended recipient, please advise the sender immediately and delete this message. See: <http://www.rivkinradler.com/disclaimer-electronic-communications/> for further information on confidentiality.

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**Russ Dean** <[rdean@exetermh.gov](mailto:rdean@exetermh.gov)>  
To: Justin Pizon <[jpizon@exetermh.gov](mailto:jpizon@exetermh.gov)>

Thu, Jun 16, 2022 at 9:48 AM

Wonderful. Nice tribute to all involved! Thanks for sharing.

Russ  
[Quoted text hidden]



# TOWN OF EXETER

## *Planning and Building Department*

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

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

---

**Date:** June 15, 2022  
**To:** Russell Dean, Town Manager  
**From:** Dave Sharples, Town Planner  
**Re:** Sale of parcel at 1 Cronin Road

I am writing this memorandum in response to your request for an analysis of the lot the NHDOT is offering for sale as outlined in the attached letter dated May 24, 2022. The letter states that the NHDOT "is proposing to sell 2.82 acres of state-owned vacant land located at 1 Cronin Road in Exeter." The list price for the parcel is \$500,000 and the buyer is required to pay an additional \$1,100 in administrative fees and prepare a boundary line adjustment and record the plan at the buyer's expense. In accordance with state law, the NHDOT first solicits interest from the municipality in which the property is located and requests a response within thirty (30) days.

The parcel is 2.82 acres and includes Tax Map 45 Lot 9 which is 1.2 acres and an additional 1.62 acres of land from the Route 101 Right-of-Way. Access to the parcel is via Cronin Road, a dead-end public road without a turnaround at the end. The ROW width is approximately 40' along its entire length which is 10' short of the current required width of 50'. The pavement is approximately 18' wide along the roadway which is also narrower than our current minimum pavement width requirement of 24'. There is a commercial business at the end of the road. There are wetlands present on the land and the State is retaining two drainage easements along the Epping road frontage.

While the parcel is almost three (3) acres, the buildable area is much less than that. The plan attached to the letter faintly shows two wetland areas and they are flagged in the field. I contacted the NHDOT and they were unable to share with me their wetland survey as they indicated it was done via a handheld GPS and shouldn't be relied upon. As such, I am unable to definitively determine the buildable area but our wetland buffers may cover most of the property and may even overlap in some places. The parcel also has a "finger" of land in the northeasterly corner of the property that does not have much development potential but could be utilized for a future turnaround for Cronin Road.

I do not see any value in pursuing this land nor can I envision any viable municipal use for the parcel. That said, you may want to solicit other department heads to see if they have a use or uses for the property for their respective departments.

Barring any other interest from department heads, I would recommend that we ask the NHDOT if they would be willing to reconfigure the parcel by retaining the "finger" as described above (or an area for a cul-de-sac/turnaround) and reserving a 10' strip along Cronin Road and dedicate these areas to the Town. This would avoid the Town having to request another boundary line adjustment and land dedication for the turnaround and widening of the ROW from the future owner. I have attached a map showing the turnaround area and the location of the 10' strip.

Thank You.

Enclosures (2)



THE STATE OF NEW HAMPSHIRE  
DEPARTMENT OF TRANSPORTATION



Victoria F. Sheehan  
Commissioner

May 24, 2022

William Cass, P.E.  
Assistant Commissioner

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

Re: Sale of State Owned Land in Exeter

Dear Mr. Russell:

The New Hampshire Department of Transportation is proposing to sell 2.82 +/- acres of state-owned vacant-land located at 1 Cronin Road in Exeter. This parcel is identified on the Exeter Tax Records as Map 40, Lots 9.

The Department is proceeding with listing this parcel through NAI Norwood Group (pending Governor and Executive Council approval), at the listing price of \$500,000.00. In addition to the listing price, the Department will also assess an administrative fee of \$1,100.00. The sale will include the following conditions:

- The buyer is required to solicit a NH Licensed Land Surveyor, to survey and prepare a Boundary Line/Right-of-Way Adjustment plan, to be submitted to the Department for review and approval. Upon approval by the Department, the Buyer is required to record the plan in the Rockingham County Registry of Deeds, from which the Department will prepare the conveyance deed. The Buyer will supply a full size copy of the recorded plan and draft description of the surveyed parcel(s).
- The State will retain a 400 and 4,275 SF Drainage easement, and a 4,000 SF Slope easement as shown on the plan titled Exhibit 3.

Pursuant to RSA 4:39-c: 1, the Department first solicits interest from the municipality in which the property is located, prior to it being sold to the general public. I am request that the Town of Exeter please contact me within thirty (30) days concerning their interest in the purchase of this State owned property for the listed value.

If you have any questions, please feel free to contact either Andrew R. Pacuk, Property Agent for the Department, or myself, at the phone number listed below.

Sincerely,

Stephen G. LaBonte  
Administrator  
Bureau of Right of Way

SGL/ARP/jl  
Enclosures

**Certified Mail**

cc: Adam Smith, Assistant Bureau Administrator  
Lisa Weir, Chief of Property Management

*Town Manager's Office*

Bureau of Right of Way  
JO Morton Building – Room 100  
7 Hazen Drive PO Box 483  
Concord, NH 03302-0483  
Tel: (603)271-3222 Fax: (603)271-6915

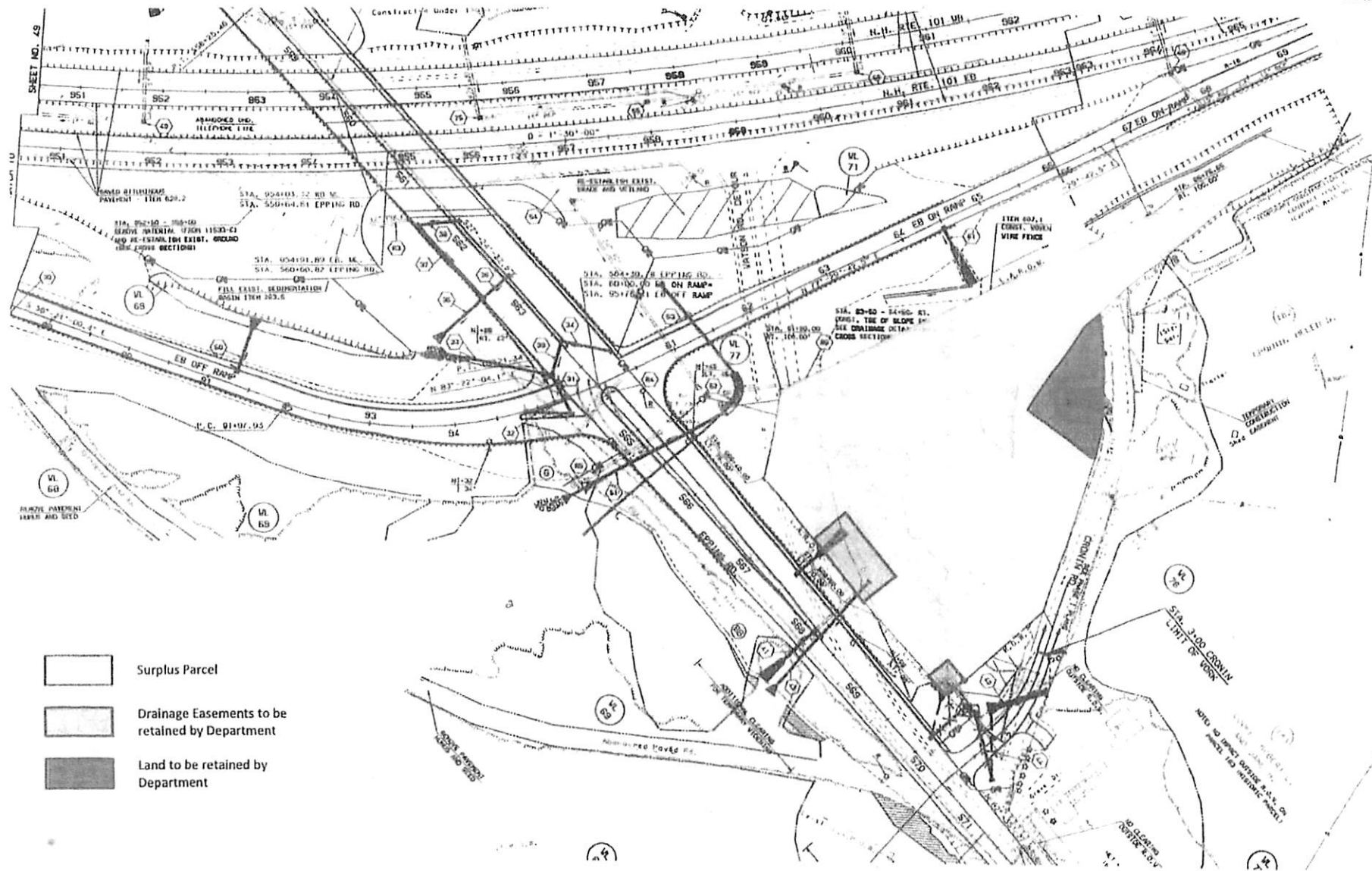
JUN - 1 2022

*Received*

603-271-3987

Project NHS-018-2(114), 11533-G, Portions of Sheets 50, 51, & 52 with Surplus Parcel and Drainage Easements

Exhibit 3





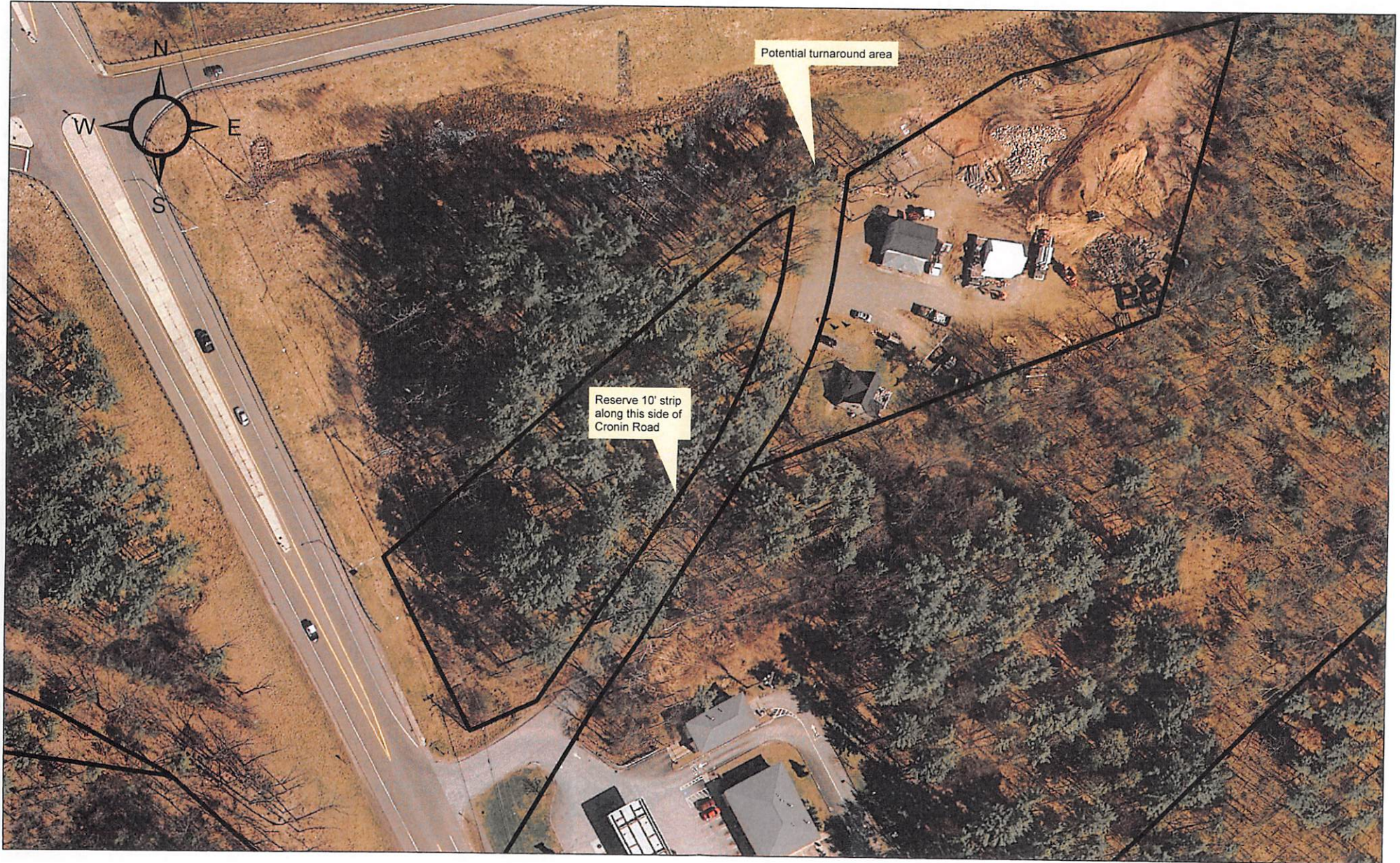


Find address or place





# 1 Cronin Road







THE STATE OF NEW HAMPSHIRE  
DEPARTMENT OF TRANSPORTATION



Victoria F. Sheehan  
Commissioner

May 24, 2022

William Cass, P.E.  
Assistant Commissioner

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

Re: **Sale of State Owned Land in Exeter**

Dear Mr. Russell:

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The Department is proceeding with listing this parcel through NAI Norwood Group (pending Governor and Executive Council approval), at the listing price of \$500,000.00. In addition to the listing price, the Department will also assess an administrative fee of \$1,100.00. The sale will include the following conditions:

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If you have any questions, please feel free to contact either Andrew R. Pacuk, Property Agent for the Department, or myself, at the phone number listed below.

Sincerely,

Stephen G. LaBonte  
Administrator  
Bureau of Right of Way

SGL/ARP/jl  
Enclosures

**Certified Mail**

cc: Adam Smith, Assistant Bureau Administrator  
Lisa Weir, Chief of Property Management

Bureau of Right of Way  
JO Morton Building – Room 100  
7 Hazen Drive PO Box 483  
Concord, NH 03302-0483  
Tel: (603)271-3222 Fax: (603)271-6915

*Town Manager's Office*

JUN - 1 2022

*Received*

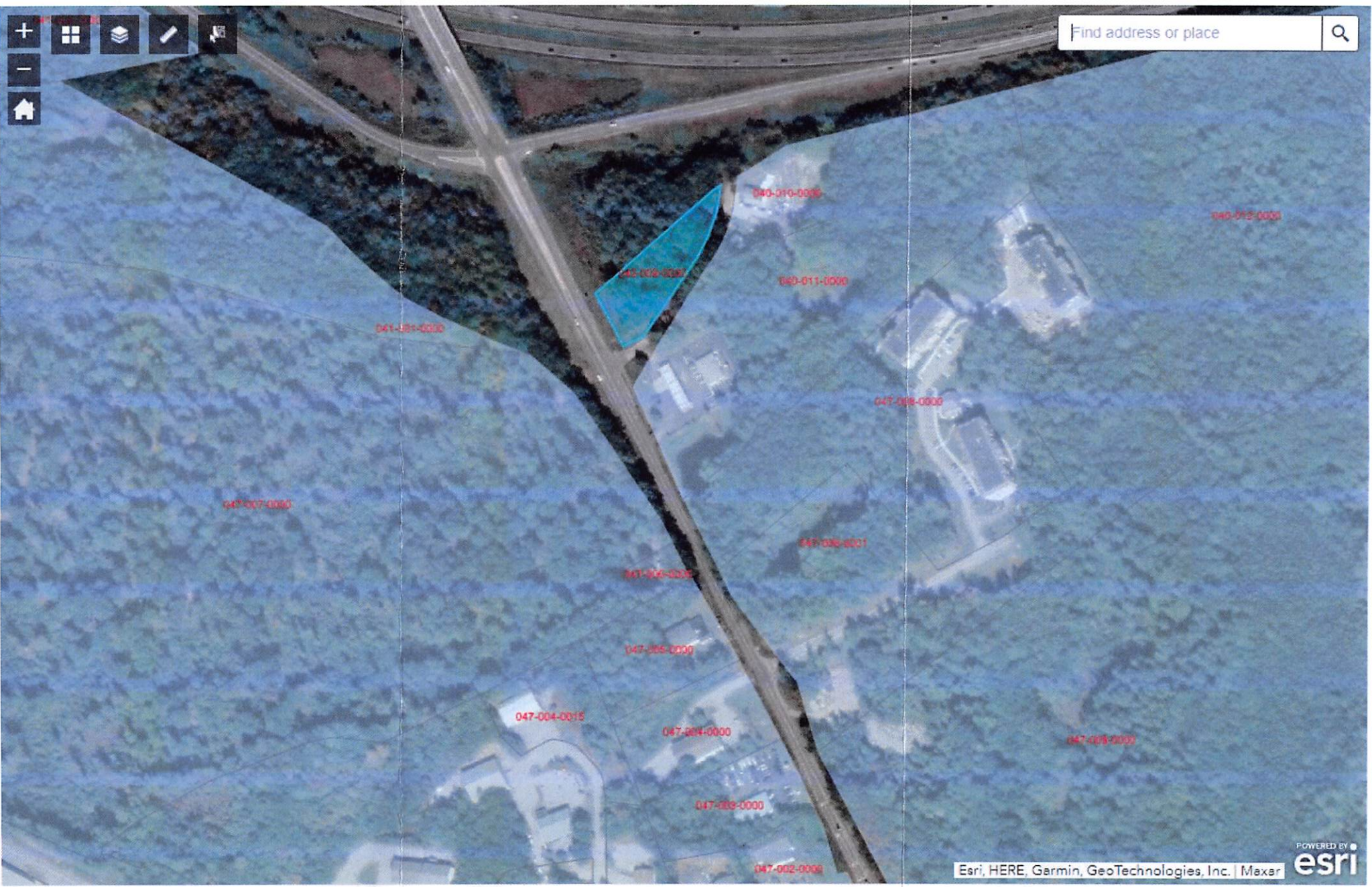








Find address or place



ANDREW PACUK  
7 HAZEN DR RM 100  
NH DEPARTMENT OF TRANSPORTATION  
CONCORD NH 03301-6502

**USPS CERTIFIED MAIL**



**9414 8118 9876 5874 0650 74**

TOWN OF EXETER  
DEAN RUSSELL TOWN ADMINISTRATOR  
10 FRONT ST  
EXETER NH 03833-2792



**\$6.13 US POSTAGE**  
**FIRST-CLASS**  
May 24 2022  
Mailed from ZIP 03301  
1 oz First-Class Mail Letter

11923275



062S0012913542

RE SALE OF STATE OWNED LAND A PACUK



JUN 13 2022

Received

To: Select Board Members  
From: Kathleen (Kathy) McDonnell  
Re: Traffic "Fixes"  
Date: June 10, 2022

Dear Members,

My concerns about recommendations are questioning why not less cost effective ways to resolve traffic concerns in some of the town areas written about in today's Exeter News Letter.

Front/Pine/Linden

Why not - flashing stop signs at Linden and Pine Streets and a traffic light at that intersection on Front Street with a flashing yellow arrow from Front to Linden and Front to Linden and/or Pine St. ???

A round about is extreme.

Winter St/Rockingham St/Columbus Ave.  
Stop sign at Rockingham. Revert Winter back to Thruway. Columbus Avenue (ask house owners to shorten fence so that people driving on to Winter or Rockingham St. can see traffic headed West onto Winter St.

The other areas written about in article are NOT major.



The left turn on Front to go around Bandstand on to Water Street has always been tricky - the only way that I see is common courtesy.

Thank you for your time and consideration.

Sincerely,  
Kathy McJonnell  
& Nelson Drive  
Exeter

P.S. My partner's way of resolving the Pine/Chincken/Front is to drive down Elliot then take left on to Front (west).

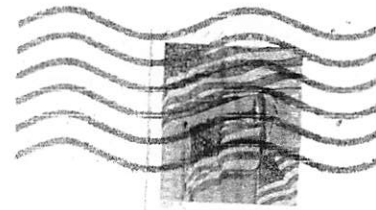
P.P.S. The other consideration at Linden/Pine/Front would be to take away parking places in front of Exeter Inn adjacent to Pine. Not all, but those closest to Pine St. Not everyone drives an SUV or a truck - and visibility to drive on to Front St to take turn is almost non-existent. Speed from Front to Linden is also a concern.



Kathleen A. McDonnell  
6 Nelson Dr.  
Exeter, NH 03833-2616

BOSTON MA 020

11 JUN 2022 PM 6 L



Exeter Select Board  
Exeter Town Office  
10 Front Street  
Exeter, N.H.  
03833

03833-279299

