

**Select Board Meeting**  
**Monday, July 25<sup>th</sup>, 2022, 7:00 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/81216569405>

To access the meeting via telephone, call +1 646 558 8656 and enter Webinar ID 812 1656 9405

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. Board Interviews
3. Public Comment
4. Proclamations/Recognitions
  - a. Proclamations/Recognitions
5. Approval of Minutes
  - a. Regular Meeting: July 18<sup>th</sup>, 2022
6. Appointments
7. Discussion/Action Items
  - a. Poll Pads Presentation – Andie Kohler, Town Clerk, Kate Miller, Town Moderator, Vicky Nawoichyk, Checklist Supervisor
  - b. Public Works Department – Salem Street at Oak Street Widening
  - c. Outdoor Water Restrictions – Jennifer Perry, DPW Director
  - d. Classification Study Proposal - MRI
8. Regular Business
  - a. Tax Abatements, Veterans Credits & Exemptions
  - b. Permits & Approvals
  - c. Town Manager's Report
  - d. Select Board Committee Reports
  - e. Correspondence
9. Review Board Calendar
10. Non-Public Session
11. Adjournment

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

**Posted: 7/22/22 Town Office, Town Website**

**Persons may request an accommodation for a disabling condition in order to attend this meeting. It is asked that such requests be made with 72 hours notice.**

**AGENDA SUBJECT TO CHANGE**

**Minutes**

**Select Board Meeting  
Monday July 18, 2022  
6:30 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, and Town Manager Russ Dean were present at this meeting. The meeting was called to order by Mr. Papakonstantis at 6:30 PM.

**2. Non-Public Session**

**MOTION:** Ms. Belanger moved to enter into non-public session under RSA 91-A:3II(a). Ms. Cowan seconded. In a roll-call vote, all were in favor and the meeting entered non-public session at 6:33 PM. The Board went downstairs to the Wheelwright Room. The Board emerged from non public session.

**3. Board Interviews**

- a. Dan Chartrand for the Planning Board
- b. Joanne Petito for the Zoning Board of Adjustment

The Board reconvened in the Nowak Room at 6:49 PM.

**4. Public Officer Swearing In - Carlos Garcia**

- a. Deputy Police Chief Josh McCain introduced Carlos Garcia, and Town Clerk Andie Kohler swore Mr. Garcia in as a Police Officer.

**5. Public Comment**

- a. Bill Murphy of 18 Oak Street expressed his concern about road widening in the repaving project on Oak Street and Salem Street. The work will shorten his driveway, which he already has trouble fitting his vehicles onto. He found that it would cost \$25,000 - \$50,000 to relocate or rebuild his garage structure to make his driveway longer.

Ms. Oliff asked what distance we have to allow for space from someone's house to a road. Mr. Murphy said the setback is 15 feet from the property line for a house structure, but most houses in the neighborhood are non-conforming.

Paul Vlasich, the Town Engineer, said that a couple months ago, met with Mr. Murphy, who was concerned about the catch basin being installed there and about the road encroaching by an additional 1.5 feet. As part of this project, he [Mr. Vlasich] found that the road's average width was 23.69 feet, with a median of 24 feet, so we wanted to even out the streets throughout the neighborhood. To match the road coming from Salem and Oak Streets this side of the road needed an additional 1.5 feet to line up.



Ms. Oliff asked if the Board could see more of a schematic of the proposed changes next Monday. Mr. Papakonstantis asked if road widening is crucial in this project. Mr. Vlasich said no, but it would make sense to have a four way intersection that is T'd off correctly. This issue will be on the agenda for July 25.

6. Proclamations/Recognitions

Mr. Papakonstantis recognized the DPW Employees of the Quarter: Highway Heavy Equipment Operator Wayne Almon, for Summer 2021; Water/Sewer Maintenance Technician Larry Pond, for Fall 2021; and Highway Foreman Dan Morrow for Winter 2021; and Heavy Equipment Operator Scott Butler, for Spring 2022.

7. Approval of Minutes

a. Regular Meeting: June 27, 2022

**MOTION:** Ms. Belanger moved to approve the minutes of June 27, 2022 as presented. Ms. Gilman seconded. Ms. Oliff abstained, as she had not been present June 27. The motion passed 4-0-1.

8. Appointments

a. Kyle Welch, Conservation Commission full member

**MOTION:** Ms. Belanger moved to change Kyle Welch from an alternate to a full voting member of the Conservation Commission, term to expire April 2024. Ms. Cowan seconded. The motion passed 5-0.

b. Dan Chartrand, Planning Board alternate

**MOTION:** Ms. Belanger moved to appoint Dan Chartrand as a Planning Board alternate member, term to expire April 2025. Ms. Cowan seconded. The motion passed 5-0.

c. Joanne Petito, ZBA alternate

**MOTION:** Ms. Belanger moved to appoint Joanne Petito as a ZBA alternate member, term to expire April 2024. Ms. Cowan seconded. The motion passed 5-0.

9. Discussion/Action Items

a. Sewer Lateral Program

Mr. Vlasich presented a proposal for homeowners who will be getting new sewer line in the Salem and Park Street Utility Project. Those residents can opt into a replacement of their sewer service from the main line until five feet from the house. This was done previously in the Jady Hill project, and was very successful. 52 parcels are eligible for this service replacement program. It would cost the town \$95 a foot to replace the service line from the right of way in; the Water/Sewer Advisory Committee recommended the homeowner pay the first \$1,000 over a 10 year period at 0% interest. The warranty for sewer service replacement would be for one year after overall project completion. The contractor will loam and seed, but not replace driveways, flowerbeds, etc. The

cost to the town with 100% participation would be \$99,418, but homeowners would pay back \$48,000 of that. Through Town Warrant vote, there's still a Sewer Fund balance of \$365,000 that could be used for this project.

Ms. Cowan asked what happens if a resident opts to not participate. Mr. Vlasich said nothing would happen, it's optional to participate. In that case, the homeowner would be responsible for the service's eventual replacement, not the town.

Mr. Dean said if the Board has a consensus, they will move ahead with this proposal, and the Board agreed.

b. Sidewalk Construction Funding Request, Demolition of 149 Kingston Road Garage

Public Works Director Jennifer Perry said Linden Street is ready for paving and the sidewalk is in poor condition. This project did not make the cut for CDS funding, so DPW proposes to complete the sidewalk work of \$296,000, using \$49,600 from the 2017 Special Highway Block Grant, \$145,000 from the Sidewalk Capital Reserve Fund, and \$87,000 in money set aside for road paving. We are also looking to pave the sidewalk on Colonial Way and Heritage Way using \$52,000 from the paving program.

**MOTION:** Ms. Belanger moved to authorize Public Works to use the balance of the Sidewalk Capital Reserve Fund up to the amount of \$145,370 and the balance of the 2017 Highway Block Grant money of \$49,600 towards reconstruction of sidewalks on Linden Street. Ms. Cowan seconded. The motion passed 5-0.

Ms. Perry said 149 Kingston Road, which is owned by the town, has a single-car garage that is in very poor condition and has become a safety concern. We can do demolition with the Public Works workforce. Regarding the debris, the concrete will go into the pit; the wood may be burned, but not in place.

**MOTION:** Ms. Belanger moved to authorize Public Works to perform demolition and removal of the garage at 149 Kingston Road. Ms. Cowan seconded. The motion passed 5-0.

Ms. Perry said the State declared a moderate drought in this part of the State two weeks ago, on July 5. We didn't have a large snowpack over the winter, so the river and groundwater were low to start with. We only received moderate rainfall and are at a 5-6" deficit, even with today's rain. The flow of Exeter River is at the level "low," which is well below average for this time of year. The outlook is for continued higher than average temperatures. Public Works recommends a level 2 watering restriction, which is watering on an alternating day by even/odd house number. There is severe drought in Massachusetts and on the border, so we may have to come back and make a higher recommendation.

Mr. Papakonstantis said this is a chronic problem; do we anticipate that these limits could become permanent? Ms. Perry said maybe not permanent, but

perhaps a regular seasonal restriction. The state's aquifers are small and easily impacted by drought.

Ms. Belanger asked if we can use the town's sign trailers to communicate this. Mr. Dean said yes, as well as the website and social media. Ms. Perry said we will also publish a notice in the newspaper.

Mr. Papakonstantis asked how long the restriction would last. Ms. Perry said probably until winter.

Ms. Cowan asked if we can keep this restriction as a baseline. Ms. Perry said we have to be careful if we don't have a real need, since people will start to ignore the guidelines. There's an enforcement issue, and Public Works is short staffed. Ms. Oliff said it would be part of a shift in direction that's more globally conservative. We should change the message rather than be in crisis mode. Ms. Perry said if we're the only community doing this, it could become a development/business issue.

Ms. Cowan said it might help residents with planning plantings that can be supported. It should be part of a larger discussion regionally.

Ms. Belanger said the Planning Board talks a lot about plantings, so they should weigh in as well.

**MOTION:** Ms. Belanger moved to Implement a level 2 outdoor water use restriction in the town of Exeter to allow landscape watering every other day (even/odd usage) and not restrict other outdoor water use at this time. Water users are encouraged by the Select Board to practice effective water conservation. Ms. Gilman seconded. The motion passed 5-0.

c. Community Power Aggregation Committee Plan Amendments

Lew Hitzrot and Cliff Sinnott of the Community Power Aggregation Committee were present to discuss updates; Henry Herndon was present via Zoom. Mr. Hitzrot said last month, he mentioned that there would be two amendments to approved documents. One amendment was to the Joint Power Agreement amending process. The original said that the Joint Power agreement could only be amended at the annual April meeting, but that seemed like a roadblock to any community that had a project needing a minor change at other times of the year.

**MOTION:** Ms. Belanger moved to approve the amendment to Article 16 section 2 of the Joint Power Agreement of the Community Power Coalition of NH as presented in the packet supplied for this meeting. Ms. Gilman seconded. The motion passed 5-0.

Mr. Hitzrot said regarding the Electric Aggregation Plan, the PUC proposed two amendments that address concerns about how individual consumer data would be handled and how the plan would serve as a provider of electricity. The new rules were supposed to come out on July 5 but have been delayed; the earliest they could be released now is July 27 and there could be changes at that time. Waiting for them to be released would put us further behind

on our timeline. We should pass these amendments with the hope that the amended plan will meet the requirements of the PUC.

Ms. Cowan said she would rather ask for forgiveness than permission. If we have to change the plan again, we can.

**MOTION:** Ms. Belanger moved to approve the amendments to the Electric Aggregation Plan for Exeter Community Power as presented in the agenda packet for this meeting which includes the July 12, 2022 memo from Community Power Coalition of NH Director Nick Devonshire as well as the Exeter Community Power Aggregation Plan with draft amendments from 7/12/2022. Ms. Cowan seconded. The motion passed 5-0.

d. CDBG Public Hearing on 10 Hampton Road

**MOTION:** Ms. Belanger moved to open the public hearing on the proposed Hampton Road Community Center Community Block Grant Application. Ms. Gilman seconded. The motion passed 5-0.

Donna Lane, Grant writer, read the public hearing information:

*Community Development Block Grant funds are available to municipalities through the NH Community Development Finance Authority. Up to \$500,000 annually is available for Economic Development Projects, up to \$500,000 for Housing Projects, up to \$500,000 for Public Facility Projects, up to \$500,000 in Emergency Funds, and up to \$25,000 per Planning Study Grant. Also, up to \$750,000 is available per public facility project under CDBG-Covid (CDBG-CV) funding. All projects must directly benefit a majority of low and moderate income persons.*

*This public hearing is on the proposed application to the New Hampshire Community Development Finance Authority for up to \$750,000 in CDBG-CV, up to \$500,000 in CDBG Public Facilities Funds towards the rehabilitation of 10 Hampton Road into an ADA accessible community center that would serve the aging population of the Greater Exeter Community. The town will collaborate with various non-profit agencies to expand upon its senior services which follow the six dimensions of wellness, focusing on occupational, physical, social, intellectual, spiritual, and emotional programming. For example, some additional services would be a Meals on Wheels lunch site, social services such as mental health and wellness classes, and tax assistance. The public hearing notice that was in the newspaper and posted referenced childcare and other activities. The majority of people expected to be served at the center will be of low- or moderate-income. Seniors are a HUD presumed low- and moderate-income group.*

*This project conforms with Exeter's proposed Housing and Community Development Plan's goal of: Evaluate the needs of all residents, including seniors and children today and in the future. Determine if existing programs and services in the community and around the region (public private, and non-profit) are meeting/will meet those needs. Consider needs around housing, day care, lifelong learning, recreation, social interaction and stimulation, and health and wellness, among other issues (short term).*

Mr. Papakonstantis asked for public comment, but there was none.

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

**MOTION:** Ms. Belanger moved to open the public hearing on the Housing and Community Development Plan. Ms. Gilman seconded. The motion passed 5-0.

Ms. Lane read the public hearing information:

*The Housing and Community Development Plan was last adopted in 2019. Day care has been added to goals. CDFA has requested the HCDDP plans include the national and State objectives and include a CDBG Citizen Participation Plan outlining required public hearings to update the public on the progress of CDBG projects, so those have been added.*

Mr. Papakonstantis asked for public comment, but there was none.

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

**MOTION:** Ms. Belanger moved to open the public hearing on the Residential Antidisplacement and Relocation Assistance Plan. Ms. Gilman seconded. The motion passed 5-0.

Ms. Lane read the public hearing information:

*This plan outlines measures, under the Uniform Relocation Act, required for CDBG projects that involve any displacement or relocation of persons (or businesses), if the Town were to undertake a CDBG project which involved displacement or relocation they would follow this plan. The plan outlines the measures they would take to find comparable, suitable housing for persons (or businesses) displaced or relocated. This project does not anticipate displacement or relocation.*

Mr. Papakonstantis asked for public comment, but there was none.

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

**MOTION:** Ms. Belanger moved to open the public hearing on the Progress of the Icey Hill Cooperative CDBG Project. Ms. Gilman seconded. The motion passed 5-0.

Ms. Lane read the report:

This is a project progress update on the tying in of the water and septic systems into the municipal systems at Icey Hill Cooperative, a 15 unit manufactured housing park located at 55 Deep Meadows Road in Exeter. Construction started in April. The water main, sewer main, sewer lift station, valve vault, sewer services, water services, expansion tanks, blowoffs, and fire hydrant are all installed. The project is substantially complete.

Mr. Papakonstantis asked for public comment, but there was none.

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

**MOTION:** Ms. Belanger moved to approve the submittal of the CDBG application and vote to allow the Town Manager to sign and submit the CDBG application, and upon approval of the CDBG application authorize the Town Manager to execute any documents that may be necessary to effect the CDBG contract and any amendments thereto. Ms. Gilman seconded. The motion passed 5-0.

**MOTION:** Ms. Cowan moved to adopt the Housing and Community Development Plan. Ms. Gilman seconded. The motion passed 5-0.

**MOTION:** Ms. Belanger moved to accept the Anti-displacement and Relocation Assistance Plan. Ms. Gilman seconded. The motion passed 5-0.

e. Park Street Common Playground Update

Parks and Rec Director Greg Bisson said that the Park Street Common Playground project is almost complete. Construction began on June 6, with Public Works removing the old equipment. We could only salvage the rocker and the digger, which are being reinstalled. We put in fencing, which looks great. Due to delays, construction of the playground started June 27. Park and Play Structures sent the wrong posts, but now they're in.

Parks and Rec are asking for a change of funding. On March 28, approved Parks and Rec to expend \$4,000 from the Parks Improvement Fund for playground chips. At that time, we had 50 volunteers from Bauer Hockey to install them, but with the delay we had to re-assign that group. Also, the chips must be spread correctly and evenly. We found a vendor, ProTurf Landscaping, with a large capacity blower truck. This will save time and do it right. We're asking to allocate the funding from the Rec Impact fees for the purchase of chips and installation.

**MOTION:** Ms. Belanger moved to allow Parks and Rec to expend \$8,960 from the Recreation Impact Fees to purchase and install wood chips from ProTurf Landscaping for Park Street Common Playground, and to rescind the previously authorized \$4,000 to be expended from the Parks Improvement Fund for the same project. Ms. Gilman seconded. The motion passed 5-0.

f. Emergency Management Performance Grant Acceptance

Chief Wilking was present to discuss this grant. The funds that were approved last year to do security upgrades at the Public Safety Complex fell short by \$7,300. We have the opportunity for grant funding; the Grant Administrator for EMPG is confident that the grant will fund the necessary \$7,300. According to Police CALEA guidelines, we should harden the fencing around the communication tower and add fencing to the backup power generator. The best quote was \$5,982 for fencing, and all together \$13,300.

Typically EMPG is a 50/50 split, which is referenced in the grant approval motion, but because we spent \$2,807 already, that should meet our part. There will be no additional cost to the town.

Chief Wilking added that the Fire Department is in full support of the garage demolition efforts at 149 Kingston Road, but the garage in its current location is too close to the road to burn, and would have to meet NHDES burn requirements by removing any treated or roofing material. The FD would not be opposed to the burning of unpainted and untreated materials, which would reduce the cost of demolition to the town.

**MOTION:** Ms. Belanger moved to accept the terms of the Emergency Management Performance Grant as presented in the amount of \$13,300 for purchasing and installation of equipment at the community's EOC. Further, the Board acknowledges that the total cost of this project will be \$13,300 of which the town will be responsible for a 50% match and also authorize the Town Manager to sign the grant application. Ms. Gilman seconded. The motion passed 5-0.

Mr. Papakonstantis asked about the drought and its effect on those applying for permits to burn. Chief Wilking said the FD is still issuing permits to burn, and deals with the brush/leaf/limbs burning on a case by case basis. Right now the drought has not affected that.

g. Welfare Quarterly Report

Human Services and Welfare Administrator Pam McElroy presented a report comparing 2020, 2021, and 2022 through June, showing direct assistance, or the monetary amount paid by Exeter, as well as the assistance given by Human Service Agencies on our behalf. We are trending significantly higher this year. Rent assistance and mortgage assistance may end this calendar year. With inflation, many people have come in requesting assistance with electricity and household fuel. Ms. McElroy said that the Select Board previously asked why Human Services was underpaid in 2021, and the reason is that Crossroads did not invoice until 2022

Mr. Papakonstantis asked if Ms. McElroy has increased her hours on this work. Ms. McElroy said yes, it has increased. She's able to take care of both positions, but some days are spent entirely on welfare. That said, she's not working overtime other than on special projects such as annual reports. The time spent varies by season and other factors.

h. Select Board 2022 Goals Report

Mr. Papakonstantis introduced a report from the Primex rep that facilitated the Select Board goal setting session back in April. Many of the goals were consistent amongst the five Board members. Goals include studying reclassification to aid recruitment; consider the number of volunteers on Boards and Committees; look at affordable housing projects; work on following the Master Plan; improve communications and transparency; and consider the parking question. The Board can use this report as a tool for the year as we set

the agenda for meetings. Mr. Dean said we're looking at using ARPA funds for a study of reclassification. The all-Boards meeting is a matter of coordinating everyone for 1 - 2 hours. In the past, we used the library and the Town Hall as venues. Mr. Papakonstantis suggested early to mid-fall for the all-Boards meeting.

#### 10. Regular Business

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

**MOTION:** Ms. Gilman moved to approve a solar exemption for 70/37 in the amount of \$8,500 for tax year 2023. Ms. Belanger seconded. The motion passed 5-0.

**MOTION:** Ms. Gilman moved to accept a timber tax for 97/23 in the amount of \$491.13 for tax year 2022. Ms. Belanger seconded. The motion passed 5-0.

##### b. Permits & Approvals

- i. There were no permits or approvals considered at this meeting.

##### c. Town Manager's Report

- i. Mr. Dean recognized Renay Allen and Amy Farnham, who worked with Jeff Beck to insulate Town Hall.
- ii. We made it through the July 1 wage increase process, which was a challenge for HR and Finance.
- iii. We have two easements left to get on the Kingston Road project. We have not heard from either property owner. We're considering sending a letter talking about eminent domain, hoping that that will get a response.
- iv. We received Until's report on the Solar array project estimating the system upgrade at \$600,000. We're going to bring in a consultant to review their report and will engage with the Energy Committee.
- v. The CIP work continues. The Planning Board will review it Aug 11.
- vi. National Night Out for the Police Dept is Aug 2 at Swasey Parkway.

##### d. Select Board Committee Reports

- i. Ms. Belanger attended a Housing Advisory Committee meeting where they continued the conversation on regional housing. RPC has two events coming up. Town Planner Dave Sharples has been working on a draft map for possible zoning changes. The Housing Advisory Committee has a working session and walking tour on missing middle housing. The Conservation Commission met Tuesday but she was not present. Kyle whom we moved from alternate to full member did a Geocaching project Saturday morning. The Conservation Commission approved a wetland conditional use permit for Unitil and 19 Continental Drive. There was correspondence requesting a rehearing that they denied; the Chair went to the Planning Board meeting Thursday to be available for questions. At



the Planning Board, the applicant at the last minute asked to table until Aug 25. A Wetlands conditional use permit was approved for Unitil.

- ii. Ms. Gilman said the Facilities Committee talked about reducing the scope of the Facilities Condition Assessment, as the money approved was \$45,000 and quotes came in over \$200,000. Jeff Beck from Maintenance will come in to talk about their list of ADA compliance projects. They discussed the Public Safety Complex and whether to go forward in the warrant with a new Police Station with Fire Station, as well as a study on how to use the Court Street property for the FD. Court Street will need a lot of upgrades, and it may turn out that demolition is the best approach. The Energy Committee heard that update from earlier in this meeting. The NH Rep has brought up a proposal on letting municipalities rent out basements and upper floors of buildings for housing.
- iii. Ms. Cowan had no report.
- iv. Ms. Oliff said the Tuesday meeting was canceled. The Board should discuss a summer hiatus for some groups, since some members are unavailable. There was a meeting on Wednesday for the Swasey Parkway Trustees.
- v. Mr. Papakonstantis had no report, but thanked the Energy Committee for their work.

e. Correspondence

- i. A quarterly update from Rockingham Nutrition Meals on Wheels
- ii. An email from Renay Allen on the Pocket Park in Swasey Parkway. This project can't move forward until the Swasey warrant article has gone through probate and the Trust. Mr. Dean will call Attorney Mitchell for an update.
- iii. A memo from the Town Manager's Office winter parking ban and the Pleasant Street winter parking permits.
- iv. A report from DES on an alleged violation on 95/64.
- v. A letter from a resident on Drinkwater Road. Mr. Papakonstantis said he has talked with the PD and the Town Manager, who reported they have spoken to this resident on multiple occasions. Mr. Dean said the PD issue citations when warranted. Regarding no parking signs, if we put them up in one particular spot, where will people park?
- vi. A letter from a resident re obstructed parking. Mr. Dean said this is an old issue resurfacing. He had a meeting out there pre-Covid. There was an agreement between the two parties, but it seems to have gone by the wayside. He will follow up.

11. Review Board Calendar

- a. The next meetings are July 25, Aug 8, Aug 22, and Tuesday Sept 6.

12. Non-Public Session

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

13. Adjournment

**MOTION:** Ms. Belanger moved to adjourn, Ms. Gilman seconded. The meeting was adjourned at 9:09 PM.

Respectfully Submitted,  
Joanna Bartell  
Recording Secretary

## Appointments

**Poll Pads Presentation – Andie Kohler, Town Clerk**

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- Sets up Easily & Seamlessly
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- Created by an Election Director





# SUCCESS in Numbers

Jefferson County, MO | CASE STUDY

**Poll Workers:**

2008 - 1200  
2012 - 1200  
2016 - 700

**500 Pollworkers**  
X \$175  
\$87,500  
+ \$6,693.75 FICA  
**\$94,193.75 SAVINGS**  
÷ 220 Poll Pads  
**\$428 SAVED** per Poll Pad per Election

**150,000 Voters Processed on Poll Pad**  
at  
**60 Voting Locations**  
using  
**220 Poll Pads**



## LARGEST POLL

- **5,398** Voters - St. Joe's Catholic School
- **14** Pollworkers in 2016 vs. **30** in 2012
- **6** Poll Pads Deployed
- **3,700** Ballots Cast Nov 2016
- **400** Voters Checked in Between 6AM - 8AM
- **20** Seconds Average Check-in

## MISCELLANEOUS

- **2012** - 400 Paper Rosters
- **2012** - 60 Overtime Hours to Produce Roster
- **2012** - 3 Weeks to Post Voting History
- **2016** - All Completed in **30 Minutes**



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Parallel Pilot Elections in 2017

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-Timothy Spanos, City Clerk, Peabody, MA

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*"All political subdivisions will be saving money on this. Judges will love them, and voters will really love them because they can go to any line they want to."*

-Rich Chrismer, Elections Director, St. Charles, MO

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*"We are happy to be on the cutting edge of this technology. It will increase accuracy while processing voters more quickly. Bedford is paving the way for the future."*

- Lori Radke, Town Clerk, Bedford, NH

## Rhode Island Pilot Program 2016

- Bristol	- North Kingstown	- Providence
- Burrillville	- North Providence	- Richmond
- Cranston	- North Smithfield	- Warwick
- Cumberland	- Pawtucket	- Westerly
- East Providence	- Portsmouth	- West Greenwich
- Middletown		- West Warwick

*"Based on the lessons learned in 2016 pilot we plan on expanding the program statewide during the 2018 elections."*

- Secretary of State Nellie Gorbea, Rhode Island





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**MANUAL ENTRY OR ID SCAN**

methods. Also, electronically-recorded totals means no counting and tallying voters per page on a paper list.



## CLERK

Load Voter History into the VR System post-election in

**MINUTES INSTEAD OF DAYS**

Also, get streamlined access to check-in totals, turnout data, and reports from the administrative dashboard.

**MODERNIZE YOUR ELECTIONS**

## WHERE IN NEW ENGLAND IS THE POLL PAD?

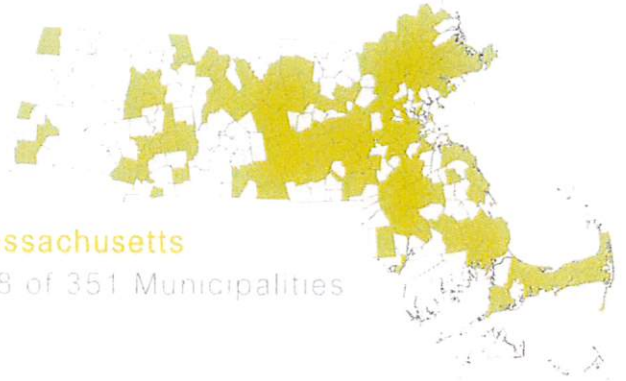
### New Hampshire

Bedford, NH (Trial)  
Londonderry, NH



### Massachusetts

178 of 351 Municipalities



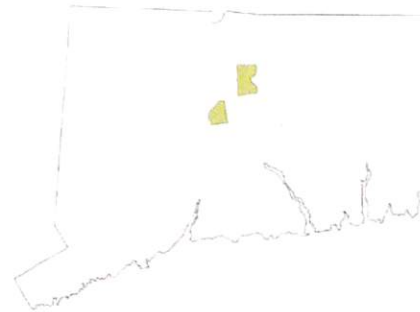
### Rhode Island

All 39 Municipalities



### Connecticut

Hartford, CT  
New Britain, CT



#### PROCESS CHALLENGED VOTERS

Indicate a challenged voter with the click of a button and generate complete Challenged Voter Reports and absolve.

#### UPDATE VOTER REGISTRATION

Seamlessly update a voter's name and address right in the Poll Pad application within minutes.

#### PROCESS ABSENTEE VOTERS

Authorized only for members of the Clerk staff, easily mark a voter as Absentee and generate a complete list of Absentee Voters.

#### TRACK OUT-OF-STATE LICENSES

The Total Barcode feature automatically matches the ID with the correct voter and notifies them of their out-of-state license.



Whatever the need, the Poll Pad® by KNOWiNK is there for you

# ANY LINE, ANY TIME

Email [bcm@lhsassociates.com](mailto:bcm@lhsassociates.com) or call 978-651-2511 for more information



# WHAT ARE CLERKS SAYING ABOUT THE POLL PAD®?

LHS Associates is honored to lead the way with Poll Pads in New Hampshire! We have partnered with LHS Associates for the last three years and together we have been the pioneers introducing the necessary updates in election technology to our great state. **The support that LHS offers day and night goes above and beyond our expectations. We are in this together!** An 88-year-old resident once wrote in a letter to me that she "almost didn't" vote for the first time since she was 18 years old because she feared the long lines. When she entered our polling area and realized that the letter system was gone and replaced by Poll Pads allowing her to check-in without waiting, she was grateful. Poll Pads are user-friendly and all of our poll workers want to use them—**our only problem has been giving everyone an opportunity to use them!** An exceptional time-tested election product and support from a New Hampshire-based company and family that is vested in the success and transparency of our elections in New Hampshire reads: "right!"



Sherry Farrell  
Town Clerk  
North Ferrisburgh, NH

From the first time Poll Pads were allowed and used for early voting at the 2016 Presidential Election, their value was immediately evident. The Poll Pads will display all choices available for each voter as they check-in. The display will indicate what party ballot they may receive for primaries. If they are an inactive voter and require additional action before receiving a ballot, and if they are in the wrong precinct their correct precinct can be seen to direct them—**thus taking away all these elements subject to human error.** We have continuously used our Poll Pads not only for all early voting sessions since 2016, but also for checking-in voters at every election and town meeting since then, as well as for scanning all mailed-in ballot envelopes from the 2020 primary and election—**our reliance and confidence with the Poll Pads is far greater than that with the paper voting list.**



Barbara Stas  
Town Clerk  
North Ferrisburgh, NH

Their ease-of-use and accuracy is immediately apparent, the running totals of voters on each device available for open town meeting votes, and the straightforward uploading of data into the State VRIS system following each event makes scanning a voting list obsolete. **Not only did our mostly-senior election workers adapt to their use from the beginning, they have looked forward to using them for every event since then**—so much so that their positions are rotated to give everyone a chance to be on a device!

In addition, the training, documentation and support from the LHS Team has prepared us for every event without fail; the natural anxiety felt prior to their first use at early voting in 2016 was quickly replaced with reliance and confidence. **Our continued experience with both the Poll Pads and the LHS support team has been both flawless and outstanding!**

After four years of great success using two Poll Pads primarily for Early Voting, the City of Merrimack recently ramped up its commitment to Poll Pad technology by acquiring twelve new machines to be used at all precincts on election days. **Poll Pads allow our election workers, all of whom have embraced the technology, to manage the voter check-in process not only more efficiently, but in an exceptionally user-friendly manner.** Going forward, the new Poll Pads will enable the City to optimize overall election and post-election management, including reporting voting activity and integration with the Massachusetts Central Voter Registry. Most importantly—and what really distinguishes the LHS Associates relationship—is exemplary customer service. **Turnaround time and quality results are what set LHS apart.**



Jack Wilson  
Town Clerk  
Merrimack, NH



Richard Jones  
Town Clerk  
Merrimack, NH

Our experience with the Poll Pad has been very good. We started using them during the Presidential election and it has helped expedite the voting process and it is a lot more efficient. From early voting through 4 days of early voting and our senior citizens center, the party here is essential. Day or night we can rotate the parts and bring them to residents to take orders. **In short, the poll workers fell in love with them and could not imagine doing another election without them.**

I am happy to attest to the efficiency of our 3 new Poll Pads. We have only had the opportunity to use them for our back-to-back Annual Town Meetings as check-in devices, and *my staff as well as the public checking in absolutely loved them*. My Finance Director already said to order more. He was that impressed at the speed and accuracy of our check-in process. He particularly loved the option for a driver's license to be scanned and used as check in. It was especially important, as our last meeting with COVID (masks being worn, eyeglasses getting fogged) our check-in was long and drawn out with errors being made. I would love nothing more than to be able to have these machines at all our elections. I look forward to using these even more in the future in my role as Clerk.



Cara Dahill  
Town Clerk  
Carver, MA

In 2018 Rehoboth had the wonderful opportunity to purchase our first set of three Poll Pads in an effort to streamline the antiquated "paper" check-in / check-out process of our Elections and Town Meetings. Since that time, we have purchased a total of eight Poll Pads for our three precincts and have been extremely pleased with the product and the professionalism, accessibility / response time and expertise of the Poll Pad Staff. Through the use of the Poll Pads, we have increased the speed in which a voter is processed, improved the accuracy of processing the voters throughout the day, and eliminated the need to spend hours at the end of the Election Day reconciling the paper check-in and check-out tally numbers with the ballot scanner totals.



Laura Schwall  
Town Clerk  
Rehoboth, MA

My only concern when deciding to use Poll Pads in Rehoboth was my election workers, as most are retired and a bit technophobic. *Thanks to the in-person hands-on training by the wonderful LHS staff, this concern never materialized.* All Rehoboth election workers are now able to set up, operate, problem solve, breakdown and securely store away the Poll Pads with ease.

The final benefit of the LHS Poll Pad is the ePulse managing software. This is an up-to-the-minute voter check-in program, which provides endless reports, dashboards and helpful voter and election information at a click of the button. *The LHS Poll Pads, Poll Pad Staff and e-Pulse management software are truly one of those "priceless", timesaving, user-friendly, accurate, professional and secure packages that has streamlined the election process over the years.*

I can truly say that I and my poll workers love using the Poll Pads! I have been using the Poll Pads I believe now going on 4 years and *I cannot imagine running elections or town meetings without them*. The checking-in process is so much quicker and efficient—not only do the workers like it but the voters do as well. I like being able to compare the Poll Pad figures throughout the day to the ballots processed. Post-election/town meeting uploading voter history and *BOOM! No scanning! How great is that!*



Kathy Kelly-Regan  
Town Clerk  
Granby, MA

My help has caught on very easily and enjoy using the Poll Pads—*it is so much easier than flipping through a paper book!* I am not a savvy computer person and the LHS support group has explained the process so even I can understand how things work. They've always been there for me!

I have worked with LHS Associates since becoming a Town Clerk for Wenham, MA in 2010, from printing ballots and programming the memory cards used in their tabulators.



Trudy Reid  
Town Clerk  
Wenham, MA

While I was the Town Clerk in Lynnfield, MA, we were introduced to the Poll Pads and in 2018, purchased several. *Knowing the customer service of LHS, I did not hesitate to purchase the Poll Pads.* At that time, we were able to look up voter information on the day of the election instead of using paper lists. We also used the Poll Pads for voter check-in during early voting for the November 2018 State Election. In 2020, during a very busy election year, the Poll Pads, along with a paper list, were used during the early voting sessions and on Election Day to check the voters in, which helped to move the voters through the line at a quicker pace while making the voters feel confident their name was processed accordingly.

Former Town Clerk  
North Andover, MA

Former Town Clerk  
Lynnfield, MA

*I have been the Town Clerk in several municipalities since 2010, and I have continued to use the Poll Pads in every one.* The customer service at LHS has continued to be top notch, from updating the software on the poll pads, to helping me prepare for an election, and walking me through any issues that may arise during the election season.

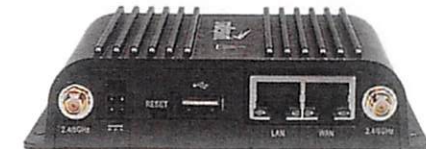
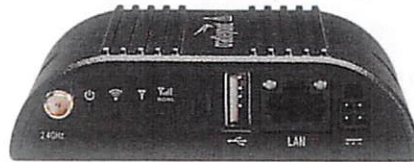


# CRADLEPOINT FEATURES COMPARISON

500.00 + 500.00 annually

800.00 + 500.00 annually

1,650.00 + 500.00 annually



FEATURES	IBR200 SERIES	IBR600C SERIES	IBR900 SERIES
Cloud Management	Yes	Yes	Yes
Wireless Connectivity	LTE	LTE	Gigabit-Class LTE
Form Factor	Metal	Metal	Ruggedized Metal
Wi-Fi	802.11 b/g/n (Wi-Fi 4)	802.11 b/g/n (Wi-Fi 4)	Dual-band, dual-concurrent; 802.11ac Wave 2 (Wi-Fi 5)
Special Features	Reliable, entry-level Cat 1 connectivity	Add second modem, semi-ruggedized form factor and portability	Add second modem, 2 Ethernet ports, dual-SIM
Devices	Up to 5	Up to 10	Up to 15
Best for	Rich-signal environment	Medium-rich signal environment	Rich-low signal environment

**Public Works Department – Salem Street at Oak Street Widening**





## 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: July 21, 2022

TO: Russell Dean, Town Manager

FROM: Paul Vlasich, P.E., Town Engineer

RE: Salem St – Edge of Proposed Pavement along the 18 Oak St parcel

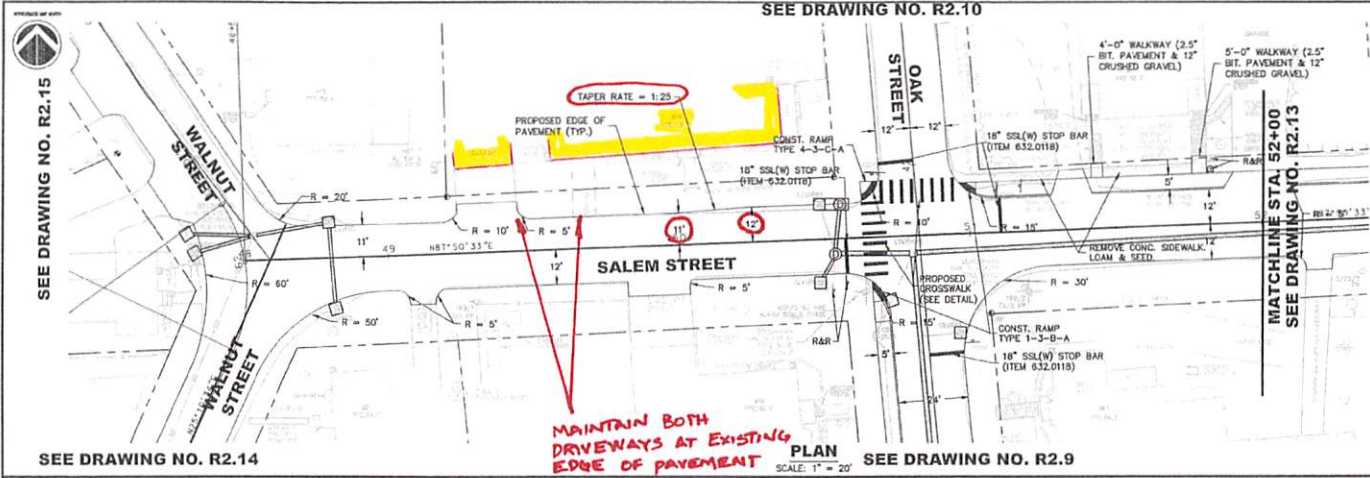
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This is a follow up from the discussion at the Select Board meeting on July 18, 2022. The resident was concerned that the roadway will be widened next to his driveway and thus shorten some overall needed length of his driveway.

I had expressed concerns of needing a consistent roadway width through the Oak St intersection.

Our consultants have modified the edge of pavement design to accommodate both needs. The Salem St westbound lane will maintain the original lane width design of 12 feet within 45 feet of the Oak Street intersection. Then the edge of pavement will taper at a rate of 1:25 for a distance of 25 feet to a lane width of 11 feet. This lane width will remain consistent and match the current edge of pavement at both driveways at 18 Oak St.

The revised roadway layout sketch is attached with some of my highlighted notes.

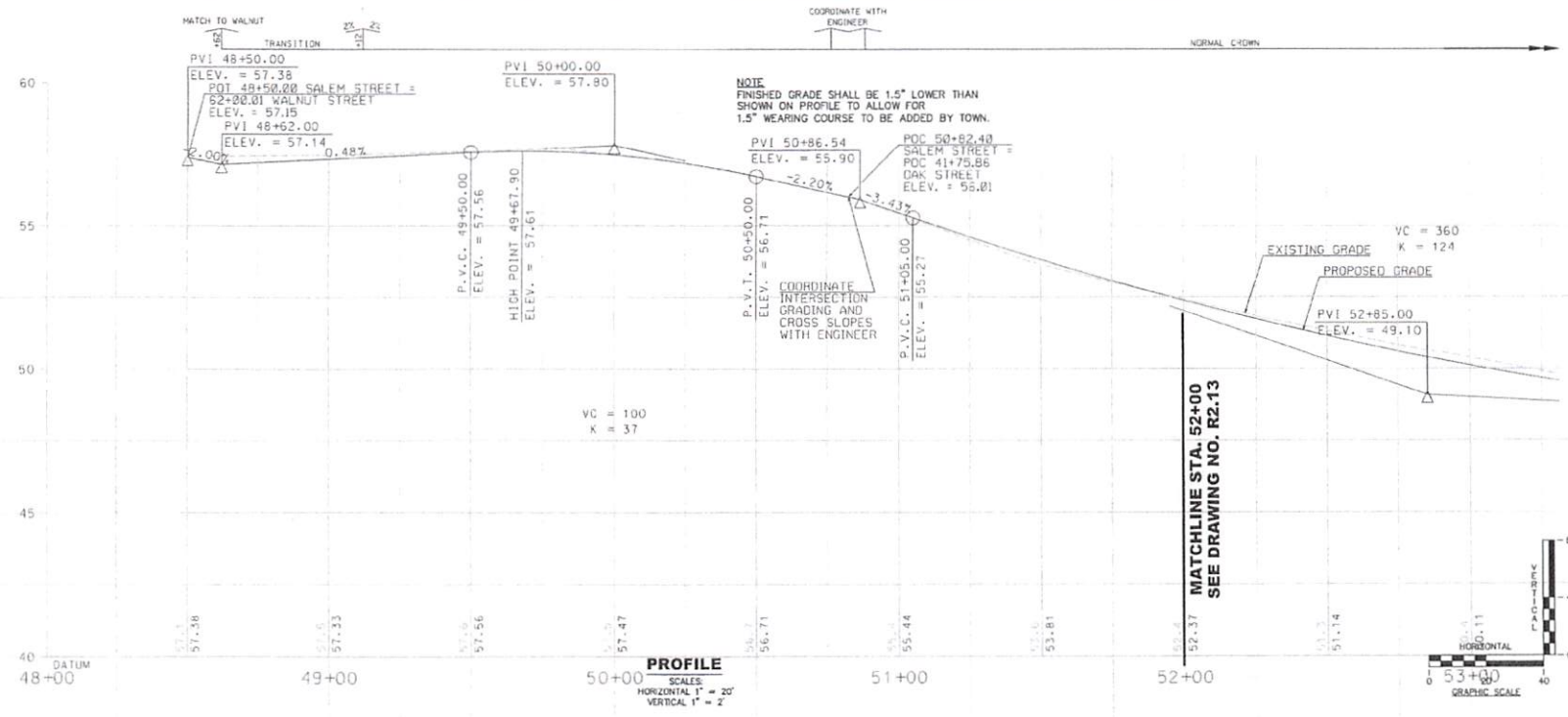


SEE DRAWING NO. R2.14

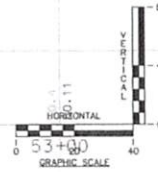
SEE DRAWING NO. R2.9

**MAINTAIN BOTH DRIVEWAYS AT EXISTING EDGE OF PAVEMENT**

PLAN  
SCALE: 1" = 20'



PROFILE  
SCALES:  
HORIZONTAL 1" = 20'  
VERTICAL 1" = 2'



ENGINEER	
DATE	
DESCRIPTION	
SHEET	
HOYLE, TANNER	PROJECT NO.
024124	FILE NAME
024124-02.12	DATE
DESIGNED BY	SCALE
AS SHOWN	DATE
APR. 2021	DATE
APR. 2021	DATE
EXETER PUBLIC WORKS, EXETER, NH	
SALEM STREET AREA UTILITIES IMPROVEMENT PROJECT	
SALEM STREET	
PROPOSED ROADWAY LAYOUT	
PLAN AND PROFILE	
DRAWING NO.	
R2.12	
SHEET 48 OF 61	

**Hoyle, Tanner & Associates, Inc.**  
150 Bow Street, Manchester, NH 03101-1227  
Tel: (603) 888-5555 Fax: (603) 888-1108 Web: www.hoyletanner.com



STOP























610LE



## Outdoor Water Restrictions



# 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: July 22, 2022  
TO: Russell Dean, Town Manager  
Exeter Select Board  
FROM: Jennifer R. Perry, P.E., Public Works Director  
RE: Water Resources Status Update & Recommended Water Use Restrictions

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The heat wave this week is predicted to continue through this weekend with day-time temperatures in the mid to high 90's. Low water levels and flows in the Exeter River are approaching record lows set during the drought of 2016. Other than passing thunderstorms, there is no significant or sustained rainfall predicted in the near-term. These conditions necessitate an escalation of outdoor water use restrictions from Level 2 (odd-even landscape watering) to Level 4 in accordance with Town of Exeter Ordinance 1610.

Level 4 water use restrictions include:

Landscape watering is prohibited.

The filling of swimming pools greater than 100 gallons capacity is prohibited.

Washing of streets, driveways, sidewalks or other impervious areas is prohibited.

Washing of vehicles or boats at a non-commercial facility shall be prohibited.

Exceptions to the restrictions include:

Hand irrigation of crops used for food by residents at residential property is not restricted.

Water to sustain animal life is not restricted.

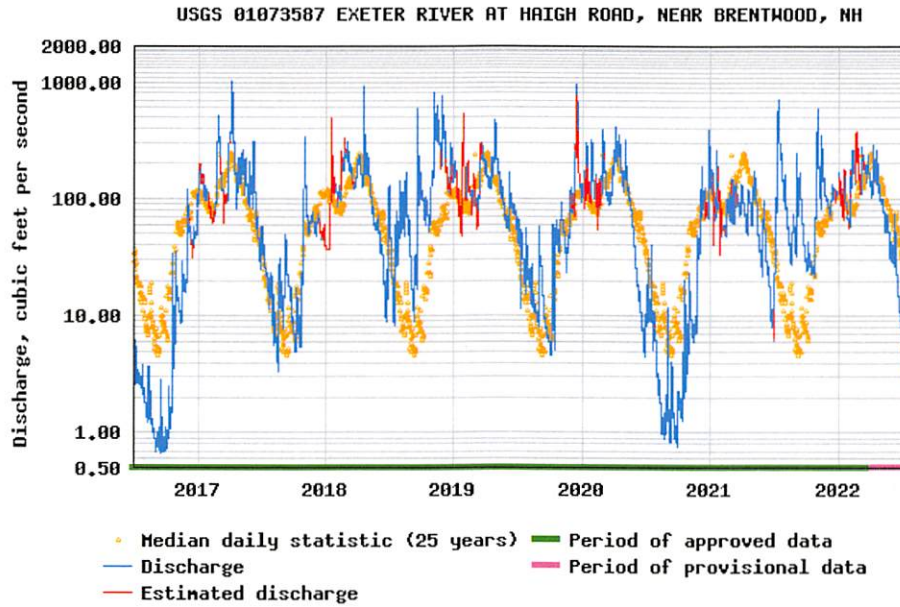
Commercial car washes, cash crops, farms, flower shops or garden centers are not restricted.

Grass playing turf of a recreational field, grass playing surfaces of a golf course, and grass agricultural fields including sod may be excluded.

In addition, municipalities have the authority to implement lawn watering restrictions in accordance with NH RSA 41:11-d applicable to all water users including those using private wells under state declared drought conditions. The entire State of New Hampshire is in moderate (D1) to severe (D2) drought. We recommend lawn watering restrictions be extended to private wells.

### Discharge, cubic feet per second

Most recent instantaneous value: 3.42 07-21-2022 14:15 EDT



Create [presentation-quality](#) / [stand-alone](#) graph. Subscribe to [WaterAlert](#)

See this graph on the [Monitoring Location Pages](#)

[+ Share this graph](#) | [f](#) [t](#) [g](#) [e](#)

### Daily discharge, cubic feet per second -- statistics for Jul 21 based on 26 water years of record [more](#)

Min (2016)	Most Recent Instantaneous Value Jul 21	25th percentile	Median	Mean	75th percentile	Max (2021)
2.69	3.42	7.1	14	29	36	234

**Classification Study Proposal - MRI**



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66 Main Street, Suite B  
Plymouth, NH 03264

International Drive  
Portsmouth, NH



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Telephone: (603) 279-0352  
Toll Free: (866) 501-0352

all@mrgov.com  
www.mrigov.com

June 23, 2022

SUBMITTED VIA EMAIL: [rdean@exeternh.gov](mailto:rdean@exeternh.gov)

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

RE: **Letter Proposal Agreement for Pay and Classification Update Study**

Dear Russ:

Municipal Resources, Inc. (MRI) is pleased to submit this letter proposal agreement to conduct a Salary Market Analysis/Pay and Classification Update Study, encompassing 50 non-union classification positions 42 union classification positions The parameters of the project are provided in the following Scope of Work which includes some varied options as requested.

### **SCOPE OF WORK**

#### **Option A – Full Study (50) Non-Union positions**

The project will commence within one week of signed contract, with a duration of approximately four months. Each position will be classified within a new updated Classification and Pay Plan with updated market data. A pay plan matrix will be developed that will be based on market average or a higher percentile up to 75<sup>th</sup> percentile as agreed to. A salary and benefits survey will be developed and conducted using communities that are jointly agreed to by MRI and the Town. A Rating Manual will be provided if desired. Job descriptions will be updated, as necessary. An Orientation on the study will be provided in-person or via Zoom. Employees will complete a Position Analysis Questionnaire (PAQ) pertaining to their position and follow-up interviews may take place, as necessary. A cost estimate for implementation of the study will be provided. A report will be generated at the conclusion of the study that will include a proposed updated pay and classification plan recommended, along with projected cost impact.

**Inclusive Fee: \$20,750**

#### **Option B – Full Study (42) Union positions**

The project will commence within one week of signed contract, with a duration of approximately four months. Each position will be classified within a new updated Classification and Pay Plan with updated market data. A pay plan matrix will be developed that will be based on market average or a higher percentile up to 75<sup>th</sup> percentile as agreed to or one in accordance with union contract. A salary and benefits survey will be developed and conducted using communities that are jointly agreed to by MRI and the Town. A Rating Manual will be provided to be used by Human Resources, if desired. Job descriptions will be updated, as necessary. An Orientation on the study will be provided in-person or via Zoom. Employees will complete a Position Analysis Questionnaire (PAQ) pertaining to their position and follow-up interviews may take place, as necessary. A cost estimate for implementation of the study will be provided. A report will be generated at the conclusion of the study that will include a proposed updated pay and classification plan recommended, along with projected cost impact.

**Inclusive Fee: \$17,430**

**Option C – Full Study of (92) Non-Union and Union Positions**

The project will commence within one week of signed contract, with a duration of approximately six months. Each position will be classified within a new updated Classification and Pay Plan with updated market data. A pay plan matrix will be developed that will be based on market average or a higher percentile up to 75<sup>th</sup> percentile as agreed to. A salary and benefits survey will be developed and conducted using communities that are jointly agreed to by MRI and the Town. A Rating Manual will be provided to be used by Human Resources, if desired. Job descriptions will be updated, as necessary. An Orientation on the study will be provided in-person or via Zoom. Employees will complete a Position Analysis Questionnaire (PAQ) pertaining to their position and follow-up interviews may take place, as necessary. A cost estimate for implementation of the study will be provided. A report will be generated at the conclusion of the study that will include a proposed updated pay and classification plan recommended, along with projected cost impact.

**Inclusive Fee: \$35,000**

**Option D: Salary Market Analysis Update of (50) Non-Union Positions**

The project will commence within one week of signed contract, with a duration of approximately two months. Each position will be classified within a new updated Classification and Pay Plan with updated market data. A pay plan matrix will be developed that will be based on market average or a higher percentile up to 75<sup>th</sup> percentile as agreed to. A salary survey will be developed and conducted using communities that are jointly agreed to by MRI and the Town. A cost estimate for implementation of the study will be provided. A report will be generated at the

conclusion of the study that will include a proposed updated pay and classification plan recommended, along with projected cost impact.

**Inclusive Fee: \$12,500**

**Option E: Salary Market Analysis Update of (42) Union Positions**

The project will commence within one week of signed contract, with a duration of approximately two months. Each position will be classified within a new updated Classification and Pay Plan with updated market data. A pay plan matrix will be developed that will be based on market average or a higher percentile up to 75<sup>th</sup> percentile as agreed to. A salary survey will be developed and conducted using communities that are jointly agreed to by MRI and the Town. A cost estimate for implementation of the study will be provided. A report will be generated at the conclusion of the study that will include a proposed updated pay and classification plan recommended, along with projected cost impact.

**Inclusive Fee: \$10,500**

**Option F: Salary Market Analysis Update of (92) Non-Union and Union Positions**

The project will commence within one week of signed contract, with a duration of approximately three months. Each position will be classified within a new updated Classification and Pay Plan with updated market data. A pay plan matrix will be developed that will be based on market average or a higher percentile up to 75<sup>th</sup> percentile as agreed to. A salary survey will be developed and conducted using communities that are jointly agreed to by MRI and the Town. A cost estimate for implementation of the study will be provided. A report will be generated at the conclusion of the study that will include a proposed updated pay and classification plan recommended, along with projected cost impact.

**Inclusive Fee: \$20,000**

**FEES AND CHARGES**

Our services for this project will be provided on a lump sum basis that is intended to cover all professional time and expenses. The study will be completed for a lump sum fee as listed in options A – F as listed.

**50 percent upon execution of contract; and**

**50 percent upon submission of the final report to the Town.**

For additional services that are not covered in the scope of services, the Town will be billed on an hourly basis at the rate of **\$135 per hour**.

Payments will be made within thirty (30) days of receipt of the invoice unless otherwise agreed. Invoices not paid within thirty (30) days will accrue interest at the rate of 1.5% per month.

**MRI PERSONNEL IN CHARGE**

I will serve as the Principal-in-charge of this engagement, interfacing directly with the client. Depending on Option selected, additional consultants may assist with some phases of the project.

Sincerely,

*Carol M. Granfield, ICMA-CM*  
Project Manager, Senior Management Consultant  
Director of Human Resource Services

**UNDERSTOOD AND APPROVED AS CONTRACT AGREEMENT**

By:

\_\_\_\_\_ List Option Selected: Option \_\_\_\_\_

Russell Dean, Town Manager

Date:

\_\_\_\_\_

cc: Melissa Roy, Assistant Town Manager/HR

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

## List for Select Board meeting July 25 2022

### Solar Exemption

Map/Lot/Unit	Location	Amount	Tax Year
19/16/10	2 Wood Ridge Ln	\$ 8,000	2023

## Permits & Approvals



# 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)

July 20, 2022

To: Exeter Select Board

From: Andy Swanson

Subj: ARPA Funds expenditure request

Cc: Russell Dean

During the COVID crisis, we added Splashtop software to allow staff to remotely connect to their desktop PCs. This allowed us to keep moving along with town business while keeping staff safely out of the building. This year, 2022, we have paid the expense of \$1,577.24 for Splashtop service. .

The other service important to getting us through the COVID crisis was Zoom. While not an expensive product, by the time we upgraded it to allow us more control and keep out potential Zoom bombers the price came to \$2,998.90. This has been paid in 2022 as well.

Both items were paid from the Internet Services account which has been increasing for years and is not likely to slow down. Most years this line item gets overspent, partially because IT pays the bill and doesn't have control over the demand. A recent example were changes that required that we have an email account for every employee.

Since both services were related to the COVID outbreak, I am requesting that this expense be reallocated to 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 reallocate \$4576.14 from the Internet Services expenditures to ARPA funds.**

We will continue to use these services in the post COVID era but at a lower level of service. Starting with the 2023 budget these items will reside under the Internet Services Account

Andy Swanson



<b>Memo</b>
Date: July 20, 2022
To: Town of Exeter Select Board
From: Rachel Laughner, Deputy Tax Collector
Re: Outstanding Water/Sewer Bill- Unit A-16, Exeter- Hampton Co-op

The prior owner of A-16 passed away in June 2021. He had struggled to keep up with the water/sewer bills and was on a monthly payment plan with the Town to reduce his balance while avoiding water shut off at the time of his passing.

In a normal circumstance, the water bill would be paid at closing when the home is purchased by a new homeowner. Seeing that the home was obtained by writ of possession by the Co-op and has been demolished, I am requesting that the balance of the water/sewer bill be abated as to not pass the financial burden to the members of Exeter-Hampton Co-op.

The total balance includes 7 quarterly bills, the oldest due in July 2020.

Principal: \$1,458.77

Interest: \$235.85

Total: \$1,694.62



# TOWN OF EXETER

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

## Special Event Application

The Town of Exeter requires licensing for all Special Events where the Select Board is the licensing authority. Return all Special Event applications to Exeter Parks and Recreation, at 32 Court Street, Exeter NH. For information or questions concerning the application call 603-773-6151 or email [community.permits@exeternh.gov](mailto:community.permits@exeternh.gov) Special Event License (Reference RSA 286 1-5, Town Ordinance Chapter 807)

**Please note: Application must be received by the Parks and Recreation Office at least 14 business days prior to event and at least 30 business days prior to event if food will be distributed/sold**

### TYPE OF EVENT

- Special Event  
  Road/Bike Race  
  Parade  
  Protest/Rally  
  Fireworks

### LOCATION OF SPECIAL EVENT

- Town Hall  
  Bandstand  
  Art Gallery  
 Swasey Parkway  
  Senior Center
- Town Hall Upstairs Back Rm  
  Town Hall Small Front Green Rm  
  Founders Park  
  Swasey Pavilion  
  Townhouse Common
- Parks/Rec Property

Organization Name: EXETER PARKS + RECREATION

Organization Address: 32 COURT ST, EXETER, NH 03833

Event Representative Name: GREG BISSON

Event Representative Title: PAR DIRECTOR Phone # 603-773-6151

Day of Contact Name: GREG BISSON Day of Contact Phone # 603-781-7904

Event Representative Email: G.BISSON@EXETERNH.GOV

Please Check One:

Are you a Exeter, Non-Profit Group: Yes \_\_\_\_\_

Are you a Non-Exeter, Non-Profit Group: Yes \_\_\_\_\_

Are you a Exeter For Profit Group: Yes \_\_\_\_\_

Are you a Non-Exeter For Profit Group: Yes \_\_\_\_\_

NA

### EVENT DETAILS

Date of Event: 10/1/2022

Start Time: 7:00 AM End Time: 7:00 PM

Name of Event: Powder Keg Beer + Festival

Number of Anticipated Attendees (Including Volunteers and Staff): 2,000-4,000

Describe the Proposed Event: Powder Keg Beer + Chili festival serving beer + chili, 2 sessions, live music, beer samples.

Blocking Off Road(s):  Yes  No If yes, which one(s) Swasey Parkway

# of Parking Spaces: \_\_\_\_\_ Locations: \_\_\_\_\_



# Special Event Application

**WILL YOUR EVENT INVOLVE ANY OF THE FOLLOWING?** (Please check all that apply)

Food/Beverage/Concessions/Vendors/sales  
(Inspection by Health Officer)

Yes  No

Alcoholic Beverages Served

Yes  No

State Liquor Permit Received  Yes  No

Date Rcvd: \_\_\_\_\_

Town Liquor Permit Approved  Yes  No

Date Rcvd: \_\_\_\_\_

Electronic sound amplification equipment, speakers, public address system (must follow noise ordinance)

Yes  No

Propane/Charcoal BBQ grills (inspection by Health Officer)

Yes  No

Electrical set up/ electrical cords run to the site  
(inspection needed by Electric Inspector)

Yes  No

Fire pits, bonfires, kindle fire, campfire and other outdoor burning  
(must have permit from Fire Department)

Yes  No

Tents/canopies If so, list quantity and size

Yes  No

# & Size \_\_\_\_\_

Animals at the event. If so, describe

Yes  No

Motorized Vehicles. If so, describe

Yes  No

## ADDITIONAL DOCUMENTATION NEEDED TO COMPLETE/ATTACH TO PERMIT APPLICATION

All applicants for Special Events need to provide WRITTEN ANSWERS TO THE QUESTIONS BELOW.

1. **Site Plan:** Please attach a drawing of the event layout, including parking, facilities, vendor setup etc. (even if you supplied one in previous years).

2. **Security/Crowd Control Plan:** Describe how you plan to manage event goers while not surpassing the maximum seating capacity of indoor events or how you will secure, control, and assure compliance with laws and licensing conditions in the case of an outdoor event.

4 police officers will be requested

3. **Traffic Control/ Parking Plan:** The estimated number of vehicles, provisions for parking, number of police officers or employees necessary to control traffic, type and location of any signs, and any other accommodations or procedures planned to handle attendees and their vehicles.

~~Propane~~ No parking signs on water St. Vendors to park right on parkway



## Special Event Application

**4. Fire Emergency Plan:** The estimated number of occupants of all indoor events to assure compliance with the laws and permit rules and conditions required by the NH State Fire Code and its adopted references for places of assembly.

*Working with fire to have a detail there*

**5. Ambulance/ Medical Service Plan:** Detail the on-site emergency medical services and transportation plan.

*Working with Police/Fire to have coverage*

**6. Ticket Distribution Plan:** Outline the distribution of tickets prior to the event and/or at the time and place of the event, including provision for a limitation on ticket sales to maintain required occupancy levels and provision for the refund of ticket costs in the event of cancellation of the event.

*Tickets will be on sale*

**7. Sanitary Facilities Plan:** A plan appropriate for the number of attendees, which will include information relative to portable toilet facilities, trash containers, and a provision that the property and surrounding areas and roadways shall be cleared of all debris within 12 hours following the event.

*40 Porta Potties*

**8. Food Service Plan:** A food service plan, which may require review and acceptance by the Exeter Health Officer or a vendor permit from the Fire Department. Please list what types of food will be served and where it will be served within the facility.

*yes. Working with health officer of chili vendors and food vendors*

**9. Special Duty Service Fees:** The application fee does not include the cost of Fire or Police protection/detail, or any other extra Town expense required to protect the health and safety of the public which can reasonably be attributed to the event. All such costs associated with the use of active and stand-by emergency and other services provided by the Town of Exeter, or by other towns' emergency services, shall be borne by the applicant, promoter or sponsor.

After the event, billing for the Special Duty Services will be based on actual hours incurred by Town personnel. The total will be invoiced. A history of non-payment or late payment of any application fee and or Special Duty Services is grounds to deny your request for future event permits.

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

**11. A performance bond** for events over 5,000 participants per day and or other security acceptable to the Town may be required in an amount equal to the amount estimated for Special Duty Services Fees as described above.





# Special Event Application

By signing below, I confirm that all information provided herein and in all attachments as true and accurate, acknowledge that this application will not be reviewed by the Recreation Department until considered complete by Town review staff, and state that all liability for this event is assumed and accepted by the applicant.

Print Name GREG BISSON Organization EXETER PARKS+REC

Applicant Signature [Signature] Date 2/7/2022

I also confirm that I am responsible for all costs incurred for this event including all special duty police, fire and health/safety services. All services must be paid in full upon receipt of the invoice. If not paid in full, the Town will charge 2% interest per month.

The Town may request/sue for legal expenses if the Town has to go to collections for unpaid amounts. I am responsible for all fees, which may include interest, attorney and court fees.

The Town reserves its rights to pursue all available legal remedies for damage to Town property or violation of any laws, rules or conditions applicable to use of Town property. In addition, such conduct may result in revocation of permission and/or denial of future requests for permission to use Town property.

It is understood that this is a temporary permit in which can be revoked, eliminated or extended due to the fluidity of COVID-19 and/or non-compliance.

Print Name GREG BISSON

Applicant Signature [Signature] Date 2/7/2022

## Please make Checks payable to Exeter Parks & Recreation

### FOR OFFICE USE ONLY

Cost For Event: \$ MA

Entered Into RecTrac:  Yes  No

Sent Invoice:  Yes  No N/A

Received Insurance:  Yes  No N/A

### DEPARTMENT HEAD SIGNED OFF

Police Chief  Yes  No *→ need 6 officers on detail.*  
Via Email

Health Inspector  Yes  No  
Via Email

Fire  Yes  No  
Via Email

DPW  Yes  No  
Via Email

Parks & Rec  Yes  No  
Via Email

**APPROVED**  
MAY 16 2022  
By: [Signature]

## Correspondence



# Richie McFarland Children's Center

*Early Supports. Community Connections. Family Strength.*

July 18, 2022

Russ Dean, Town Administrator  
Pam McElroy, Executive Assistant  
Town of Exeter  
10 Front Street  
Exeter, NH 03833

***RE: Richie McFarland Center Quarter 2***

Dear Pam & Russ,

I hope you are both enjoying the summer and getting some well-deserved time off.

We received a check (#57396) in the amount of \$2,500.00 for Quarter 1 and we can't seem to find documentation that we acknowledged payment. Please accept this very late thank you letter.

Included in this mailing is the invoice for Quarter 2. Thank you again for your ongoing support.

Sincerely,

*Peggy Small-Porter*

Peggy Small-Porter  
Development Coordinator

Enclosures

*Town Manager's Office*

**JUL 20 2022**

*Received*