

Select Board Meeting
Monday, November 14th, 2022, 6:50 p.m.
Nowak Room, Town Offices
10 Front Street, Exeter NH 03833

Meeting in the Nowak Room at the Town Office Building. For virtual access, see instructions below.

Watch this meeting on Channel 22, or EXTV Facebook <https://www.facebook.com/ExeterTV>, or YouTube <https://www.youtube.com/c/ExeterTV98>.

To access the meeting via Zoom, click this link: <https://exeternh.zoom.us/j/84658906556>

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

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

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

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

AGENDA

1. Call Meeting to Order
2. Board Interviews
3. Public Comment
4. Proclamations/Recognitions
 - a. Proclamations/Recognitions
5. Approval of Minutes
 - a. Regular Meeting: October 24th, 2022
6. Appointments
7. Discussion/Action Items
 - a. The Dollars And Sense Of Development, a presentation by Urban3
 - b. Letter of Support – Raynes Barn Repairs Grant
 - c. Town Ordinance First Reading: Single Use Plastics
 - d. Investment Policy Update
 - e. CATV Fund Update
 - f. Water/Sewer Rate Study Proposal
 - g. Schedule All Boards Meeting
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: 11/10/22 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
11/14/22 6:50 pm

Statement of Interest Boards and Committee Membership

Committee Selection: Alan Mangan Facility Advisory, Water-Sewer Advisory, or Conservation
New Re-Appointment Regular Alternate

Name: Alan Mangan Email: amangan32@gmail.com

Address: 217 Front street Exeter NH 03833 Phone: 6178162950

Registered Voter: Yes No

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

I hope that some of my background may be of use in some capacity on either of the above stated committees.
I have a background in heavy construction , facility management and project management to name a few .
~~I have traveled extensively both nationally and international on humanitarian missions with NGO's which utilized my previous international experiences .~~
I wrote a curriculum for a international NGO on "Chainsaw use and operations in a disaster zone " which has been taught to over 7000 volunteers internationally at this time .

Looking to be of service to the town

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: Alan J Mangan Date: 11/04/2022

To be completed by Select Board upon appointment:

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

Proclamations-Recognitions

*Town of Exeter, New Hampshire
A Proclamation*

In the year of our Lord, Two Thousand and Twenty-Two



- Whereas,* the municipality of the Town of Exeter celebrates our local small businesses and the contributions they make to our local economy and community; and,
- Whereas,* U.S. shoppers who shopped at independent retailers and restaurants on Small Business Saturday reported spending a record high total of an estimated \$23.3 billion; and
- Whereas,* 79% of consumers understood the importance of supporting small businesses in their community on Small Business Saturday and 66% reported that the day makes them want to Shop Small all year long; and
- Whereas,* 58% of Small Business Saturday shoppers reported they shopped online with a small business on the day, an increase from 56% in 2020 and 43% in 2019; and
- Whereas,* The Town of Exeter supports our local businesses that create jobs, boost our local economy, and preserve our communities; and
- Whereas,* advocacy groups, as well as public and private organizations, across the Country have endorsed the Saturday after Thanksgiving as Small Business Saturday.
- Now Therefore,* We, the Select Board of the Town of Exeter, New Hampshire, recognize November 26, 2022 as Small Business Saturday and encourage residents of our community to support small businesses and merchants on Small Business Saturday and throughout the year.

Dated this 14th day of November, 2022

Niko Papakonstantis
Select Board Chair, Exeter, New Hampshire



Minutes

Select Board Meeting
Monday October 24, 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 6:50 PM.

The Board went downstairs to the Wheelwright Room for an interview.

2. Board Interviews

- a. Chris Zigmont for the Communications Committee

The Board reconvened in the Nowak Room at 7 PM.

3. Police Department - Swearing In

- a. Chief Poulin introduced Connor Kennedy, and Town Clerk Andie Kohler swore him in as a Police Officer.
- b. Chief Poulin introduced Sergeant Devin West, and Town Clerk Andie Kohler swore him in as Lieutenant.

4. Public Comment

- a. There was no public comment.
- b. Mr. Papakonstantis mentioned that this is the last Select Board meeting before the election on November 8th.

5. Proclamations/Recognitions

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

6. Approval of Minutes

- a. Regular Meeting: October 11, 2022

MOTION: Ms. Belanger moved to approve the minutes of October 11, 2022 as presented. Ms. Gilman seconded. The motion passed 5-0.

7. Appointments

MOTION: Ms. Gilman moved to appoint Chris Zigmont to the Communications Committee, term to expire April 2025. Ms. Cowan seconded. The motion passed 5-0.

8. Discussion/Action Items

- a. Police Station/Fire Substation Discussion

Town Planner Dave Sharples, Fire Chief Eric Wilking, Assistant Fire Chief Justin Pizon, and Police Chief Stephan Poulin were present to discuss the proposal. Mr. Sharples said he has been assisting with this process, but the Chiefs have done most of the work with our architects, Lavallee Brensinger Architects (LBA).

Mr. Sharples discussed the history of the project. There was a Fire Infrastructure Study report in 2001 which looked at fire response times and the need for an additional fire station. This study recommended a second station on Epping Road and a possible third station in the western area of town. The second station proposal was voted down in 2003. A study done in 2007 looked at staffing levels and whether a second fire station was needed. This study recommended acquiring land on Epping Road for a future station. In 2010, the town purchased 6 Continental Drive specifically for Public Safety use. In 2018, the town adopted the Master Plan, which had two relevant action items: determine how to resolve issues with the Public Safety facilities through an evaluation, and, based on those findings, move forward with the top priority recommendations. In 2019, the town voted to fund a Public Safety department analysis. This work was done in 2020, and looked at response times in various parts of town as well as at facilities. The analysis identified several challenges with existing facilities and recommended conducting a space needs assessment. In 2020, the town voted to conduct a program and site evaluation for the Public Safety Complex. The town issued an RFQ and selected Lavallee Brensinger Architects (LBA) for this work. LBA developed a programmatic needs assessment for both Fire and Police.

Mr. Sharples said that the 2020 census showed a population in Exeter of 16,049, an increase of 46% over 1980. In 1979, the Police Department had 31 employees and the Fire Department had 13; today, the PD has 37 employees and FD has 35, a total increase of 64%. We've made multiple renovations to 20 Court Street to make more space, such as installing partitions to make smaller rooms and converting a closet into a kitchen.

Chief Wilking said we were predominantly a call volunteer Fire Department in 1980. 12 Firefighters fit into the four bunkrooms well. The department grew incrementally over the years due to more call volume; we've gone from 4 people per shift to 7 people per shift. Now we handle 4,000 calls a year with 35 people. We have had to make our EOC and training room smaller to accommodate bathrooms. In 1980, the fire apparatus was 8 feet tall, 8 feet wide, and 30 feet long. Today, the apparatus is 9.5 feet wide, 10.5 feet tall, and 33-35 feet long. The bays built in 1979 barely fit them. We can't work on the trucks inside the buildings. We need a building that meets our space needs for personnel and equipment.

Chief Wilking said regarding the proposed Fire substation, the Center for Public Safety Management study of 2020, using 2019 data, reinforced the idea that most calls are in the center of town, finding that 84% of calls could be reached in 4 minutes or less. The target is 90% within 4 minutes. In 2022, the

percentage of calls downtown dropped to 78%, and we're seeing more calls on the periphery of town. There are more housing proposals on Epping Road at Gateway and Ray Farm, and we're making more medical responses to the housing in that area. We're trending in the direction of growth on the outskirts of town. The substation is important to the delivery of service and would maximize space downtown. Moving staff and equipment out to the substation would give Court Street some breathing room and allow us to pause prior to making changes to the building.

Mr. Papakonstantis asked for further details about decreasing the call time in certain parts of town. Chief Wilking said currently, to get from the Court Street station to Epping Road/Brentwood Road/Watson Road, we have to travel through the congested downtown area and over railroad tracks where we can be delayed. Even without any delay, it takes over four minutes to get there. Park Street Common is normally the four-minute mark. Putting a Fire substation on Continental Drive allows us to get to the High School in the 4-5 minute mark. We could also work back to Park Street Common from Continental. With the substation, we could do 93% of calls within 4 minutes or less.

Mr. Papakonstantis asked about additional staff. Chief Wilking said there will be no additional staff for now. The town voted for 7 on both shifts, and we're currently at that level. The goal is to run two stations with 7 people. Due to time off and other issues, there will be a significant portion of the time with only 6 people, but 3 and 3 will work. The study said what would be best down the road would be an 8 person shift. With this substation proposal, each station would have a flex space to staff with an extra person.

Ms. Belanger said she's been asked about response times. Can trucks go underneath the railroad bridge on Newfields Road? Chief Wilking said everything but the ladder truck can go under there. We've tried different routes, but the shortest distance to 101 is still Epping Road.

Police Chief Stephan Poulin discussed the proposal. Policing is the highest liability department of any municipality, and the current building has high liability. There have been changes in the types of evidence and records retention requirements. In the study by MRI, there were concerns about witness privacy rights during interviews, juvenile privacy rights, and evidence such as firearms, drugs, money, and jewelry. He read the conclusion to the MRI report, which said that a study of Court Street revealed that every workspace is overcrowded. The security and safety of employees and visitors to the PD is not assured with the current structure. Compliance with current best practice is not assured. Chief Poulin said we're asking for a place to do things the right way and with low liability. Regarding concerns about moving the Police out of downtown, there will still be patrols downtown, and we will still have a small office at 20 Court Street for Detective Page or other Officers.

Mr. Dean said the PD is operating in 6,728 square feet, which is woefully undersized for a modern Police Department. Mr. Sharples said the square footage should be more like 16,000-20,000 feet.

Mr. Sharples said we looked at four different sites for a new Police station: the existing site at 20 Court Street, a town-owned parcel at Holland Way/Portsmouth Ave near the Gun Club, 6 Continental Drive, and 30-32 Court Street, which is the site of the Rec Department and Senior Center. Holland Way had access issues, and in 2000, a surface water treatment plant was designed for that site. Also, a Fire substation doesn't work there. Regarding 30-32 Court Street, at first it was occupied by Parks and Rec, but then 10 Hampton Road came up and the town voted to purchase the property. However, 30-32 Court Street is too small for the Fire Department; it could fit the Police only. The Select Board decided not to pursue putting the Police there. The Select Board supported looking for a site with a Fire substation option. The Facilities Advisory Committee held a public workshop on the options in March 2022, and a public forum at Town Hall in May 2022. The most desirable option was a new Police station and Fire substation at 6 Continental Drive, and either renovating or building a new main Fire station at 20 Court Street. This would happen in two phases: phase one would start with a \$15,950,000 warrant article in 2023 for a new Police station and Fire substation at 6 Continental Drive, and phase two would be to renovate 20 Court Street or raze it and build a new Fire station.

Mr. Papakonstantis said the Board received correspondence from the Chair of the Energy Committee, supporting the net zero option for the proposed Public Safety Complex. The letter stated that the 4% additional cost will be more than recovered over the life of the project. The Energy Committee will look into grants, rebates, etc.

Mr. Sharples presented the architectural proposal and conceptual level drawings. The proposed building will meet or exceed the current energy code. It will incorporate sustainable materials, low flow fixtures, and LED lights. Regarding sustainability, we will have more flexibility of materials outside of the Downtown Historic District.

Ms. Oliff asked how far you would walk into the building before seeing someone, and Mr. Sharples said the secure desk is about 20 feet in and you can see it from the entrance.

Chief Poulin said he wanted to emphasize the community room. The public and town staff could reserve that room for civic groups and meetings.

Mr. Sharples mentioned the shared fitness space. Ms. Oliff asked how much bigger this will be than the current space. Chief Poulin said currently, the PD has no fitness facility. Chief Wilking said there's a 12x12 space for FD behind the bays. Chief Poulin said PEA will let them use their gym. Mr. Sharples said the difference is about 600 square feet.

Dr. Zwaan said regarding the space for Dispatch, is that Police Dispatch only or all Dispatch? Chief Poulin said we would move all communications for both Police and Fire. He added that we currently have a female locker room with only five lockers, and need more space.

Ms. Oliff asked about the juvenile interrogation room. Chief Poulin said it would be in the first floor holding area, and would be sight- and sound-secure.

From the first floor booking area, people can only go back out, they can't get into other parts of the building. Right now, we're walking prisoners past Clerks and Admin Assistants.

Ken Berkenbush of 75A Newfields Road asked if there will be an elevator in this building, and Mr. Sharples said yes, it's all ADA accessible. It's also very secure.

Mr. Sharples mentioned that the space over the lobby is open in the design, but could potentially be turned into offices in the future.

Mr. Sharples discussed the costs. The proposed warrant article would be for \$15,950,000. LBA hired a cost estimator, who is confident that the project cost would be between \$12,929,000 and \$13,870,742 in today's dollars. With inflation, he adjusted the cost to between \$14,868,895 and \$15,951,353. The warrant article asks for \$1M more than the low-end estimate adjusted for inflation, because we are hopeful that inflation won't continue at the same rate. If we have the funds, we could also add covered parking for Police Vehicles or the implementation of a net zero approach.

Mr. Papakonstantis asked about the life estimate of the building. Mr. Sharples said until the year 2050 or so. Mr. Papakonstantis asked how much bigger equipment will get in 30 years. Chief Wilking said we did consider that, but we don't believe with the current road structure that the Federal Transportation Administration guidelines will allow us to exceed 9'6". In the proposed design, we have an 8-10 foot area to work between apparatus and 20 foot ceilings. It would have a 50 foot deep engine bay, and the engine is 33 feet long.

Chris Zigmont of 22 Crestview Drive, a member of the BRC and the Sustainability Advisory Committee, said the Master Plan says we should focus on natural resources and environmental concerns. He's concerned that net zero is an add-on to this design. "Net zero ready" is the lowest possible acceptable level you could put into a 30-50 year building. Construction projects rarely, if ever, come in on budget, and net zero could easily be scratched off.

Mr. Sharples said he shares those concerns. During the process, the Energy Committee wanted to ensure that this building will be sustainable. If the cost does come in exceeding what we have approved, we will have to make choices, but we don't have to cut net zero. We could make trade-offs with materials but keep the building envelope energy-efficient.

Mr. Sharples said he has been looking for funding for energy efficiencies. There's \$150,000 from Riverwoods from 2008 to fund a Fire Substation at their facility off of Kingston Road; he wrote to the CFO of Riverwoods and asked if they'd be willing for us to use this towards this project, and received a letter back saying that they would. The Planning Board will consider amending the agreement on Thursday. There may also be some energy grants through the new IRA [Inflation Reduction Act], but we're waiting on the rules.

Dr. Zwaan said 4% on \$15,951,000 is around \$600,000. We have to be judicious on what we ask for from the voters, but in an ideal world we'd include energy initiatives. Mr. Sharples said if you take the low-end estimate plus 4%

plus \$375,000 [for covered Police Parking], it will fit within \$15,951,000. We're hopeful that it doesn't escalate to the high end.

Dr. Zwaan said that when he was on the Planning Board, there was a lot of concern about emergency calls to Riverwoods, and there was discussion about putting an ambulance station there. Mr. Sharples said the latest analysis never suggested putting a station at Riverwoods, so the town was not going to put it there. We asked Riverwoods if we could move it and they agreed.

Mr. Zigmont said behind this proposal will have to be some money to renovate or raze 20 Court Street. We should try to come up with some language for the warrant that is clear and transparent that there's some additional number for 20 Court Street.

Judy Rowan of the Budget Recommendations Committee said the current Police Station doesn't feel safe or secure, and it must be a challenge to keep evidence safe. She asked for details on the Fire Department staffing plans. Chief Wilking said if we build a substation, we would split the forces and send 3 people to Epping Road. Three people make a company on an engine that can actually work. The station downtown could also respond. For a medical call, 2 people could go from each station, which would leave a third person behind. We have a callback policy to bring in off-duty personnel, so we can call in two off-duty people, and we would have another crew of 3 to man the engine. With this policy, we're only paying for time utilized, we're not staffing at 10 people. There will be a future time when we ask to move to 8 people per shift, but not in the next 2-4 years. We're not going to buy new fire apparatus, but perhaps we would not trade in the ambulance we have in order to keep a third ambulance. We're only getting \$8,000 in trade for the old ambulance. This year, we've asked our mutual aid partners to assist us in calls worth \$40,000, and we could recover most of that revenue if we had space for the third ambulance.

Dr. Zwaan said during the discussion, we've spent fairly little time discussing the PD, since it's so evident that we're due for a new Police facility. Also, if this were a private entity the Planning Board would be talking about pedestrian and bike access to the facility, so we should keep that in mind in the long run. Ms. Belanger said regarding sidewalks, the Town Planner has been working on the sidewalk plans out there. Mr. Sharples said that Epping Road has a consistent lack of sidewalks. He secured a TAP grant that put sidewalks from Brentwood Road to Aroma Joe's. Ray Farmstead Road has sidewalks down to Epping Road. The Gateway project and Nouria Energy will build sidewalks on their frontage. We're planning to use TIF money to provide a sidewalk from Gateway to the lights, but we're working through some right of way issues there.

Ms. Cowan said she wants to be sure we incorporate the net zero approach into costs. We're all supportive of this plan, but we should be thoughtful about how it's presented to the public. She disagrees that it's clear to everyone that the Police Station needs to be rehabbed. We'll have to have a compelling argument for it. The liability we would face could be compelling. It might be worth looking at what other towns have faced.

Mr. Papakonstantis asked about the debt service. Mr. Dean said it would be a 20 year bond with an estimated 4% interest rate, for a tax rate impact of 64 cents per thousand or \$192 for a \$300,000 home. A few hundred thousand dollars of debt service will come off the books in the next four years.

Chief Wilking said there is a Fire Department open house November 15 at 4:30 PM. He added that outcomes aren't great when the Fire Department is more than four minutes away. We've had great successes downtown within that limit. There's a compelling reason to have services further outside of town.

Mr. Dean asked for the Board to email in suggestions about how to better engage the public on this project.

b. Police Department Operations Update

Chief Poulin said that the Police Department is now fully staffed, but with one Dispatcher in training and two Officers in training. The two Officers in training will attend Police academy in January and won't be solo until May, so we're still incurring overtime expenses. We're awaiting body camera funding. For accreditation, we enrolled in CALEA, which is a 3 year process. Devin West was promoted to second Lieutenant, so Lt. Bolduc will focus on professional standards and accreditation. K9 Officer Maple and Detective Texiera are working well together.

c. 2022 Fund Balance Discussion

Mr. Dean said the 2022 recommendation is to apply \$1M to lower the town's share of the tax rate. This would result in a town tax rate of \$6.02 per thousand for the next tax billing cycle, an increase of 23 cents per thousand, an increase of \$69.94 for \$300,000 home. There may be an additional tax rate increase from the schools and county. The net taxable value of Exeter has increased 0.85%. Gross General Fund appropriations in 2022 are \$20,917,800, up from \$20,153,701 in 2021. FY 22 revenues were relatively flat. We didn't have the Health Trust Surplus or Primex Dividend this year. He compared effect on the tax rate and fund balance of using \$800,000 or \$1M. He recommends using \$1M.

MOTION: Ms. Gilman moved to apply \$1M from the available Fund Balance to lower the town's share of the 2022 tax rate. Ms. Belanger seconded. The motion passed 5-0.

d. Town Office Second Floor Renovations

Ms. Roy said the HR office is a shared office space for the HR Assistant and HR Director, which makes it challenging to have confidential conversations. We reviewed lots of different options in the building. We decided that using the lobby area in front of the HR office and Town Manager's office and space over the stairwell would be the best option to keep the HR office next to the Town Manager's office. We met with maintenance and Emmanuel Engineering, and there were pilot holes drilled to ensure the area would support the work. Two offices would be constructed, one of which would span the open space over the stairway while maintaining code head height. In front of Town Manager's office, there would be a hallway with

entrance to two offices. There's \$35,000 left in this year's Maintenance project budget. The cost is estimated at \$35,000 from this year and \$15,000 from the FY23 project budget, which would cover building the two structures, updating the HVAC, and making the addition look like it is part of the original building. We don't have final numbers because not all of the quotes have come in yet.

Ms. Belanger asked how long the construction would take. Ms. Roy said that's part of what we're waiting for with the quotes.

Ms. Belanger asked if using \$35,000 from this year and \$15,000 from next year is a logical approach. We could cover the shortfall with ARPA funds rather than dip into the Maintenance budget. Ms. Roy said it would make things easier for the Maintenance Department not to split it between the years.

Ms. Belanger asked how office traffic would be affected by the construction. Ms. Roy said our goal is to find a contractor who could do work on the weekends.

Ms. Gilman said she doesn't like this but she doesn't have an alternative for them. This is much better than what was previously put up. She asked about having some daylight come in. Ms. Roy said we were talking about looking for some salvaged antique transoms.

This issue will be discussed again at the next meeting.

9. Regular Business

a. Tax Abatements, Veterans Credits and Exemptions

MOTION: Ms. Gilman moved to approve a Veteran's Credit for 52/37 in the amount of \$2,000 for tax year 2023. Ms. Belanger seconded. The motion passed 5-0.

Ms. Gilman said the Board needs to sign the MS1.

b. Permits & Approvals

- i. The Exeter Area General Federation of Women's Clubs would like to use small lawn signs advertising the annual Women's Club Yuletide Fair. The would be up November 13 - November 20. There would be one larger sign at the corner of Guinea Road and Hampton Road. Ms. Gilman said we approve this every year. They're good about removing their signs.

MOTION: Ms. Gilman moved to approve the Exeter Area General Federation of Women's Clubs to place their small signs as requested along the roadsides in the Exeter area as well as the larger sign at the corner of Guinea Road and Hampton Road, to be placed on November 13 and removed on November 20. Ms. Belanger seconded. The motion passed 5-0.

- ii. Tonry Tree Farm would like to place a sign at the end of Route 88 from November 24-December 24.

MOTION: Ms. Belanger moved to authorize Tonry Farm to place a Tonry Christmas Tree sign at the end of Route 88 from November 24 - December 24. Ms. Gilman seconded. The motion passed 5-0.

On behalf of the E911 Committee, Assistant Fire Chief Justin Pizon presented eight residential address changes to fix non-standard numbering. He reached out to all owners, and everyone's on board, including Deep Meadow Variety. Mr. Papakonstantis said these are all voluntary changes of address for emergency responders to easily locate the property.

MOTION: Ms. Belanger moved to approve the application for voluntary change of address from 93 Linden Street to 1 Deep Meadow Lane. Ms. Gilman seconded. The motion passed 5-0.

MOTION: Ms. Belanger moved to approve the application for voluntary change of address from 1 Deep Meadow Park to 103 Linden Street. Ms. Gilman seconded. The motion passed 5-0.

MOTION: Ms. Belanger moved to approve the application for voluntary change of address from 2 Deep Meadow Park to 101 Linden Street. Ms. Gilman seconded. The motion passed 5-0.

MOTION: Ms. Belanger moved to approve the application for voluntary change of address from 3 Deep Meadow Park to 99 Linden Street. Ms. Gilman seconded. The motion passed 5-0.

MOTION: Ms. Belanger moved to approve the application for voluntary change of address from 4 Deep Meadow Park to 97 Linden Street. Ms. Gilman seconded. The motion passed 5-0.

MOTION: Ms. Belanger moved to approve the application for voluntary change of address from 97 Linden Street to 105 Linden Street. Ms. Gilman seconded. The motion passed 5-0.

MOTION: Ms. Belanger moved to approve the application for voluntary change of address from 103 Linden Street to 107 Linden Street. Ms. Gilman seconded. The motion passed 5-0.

MOTION: Ms. Belanger moved to approve the application for voluntary change of address from 103A Linden Street to 109 Linden Street. Ms. Gilman seconded. The motion passed 5-0.

c. Town Manager's Report

- i. Mr. Dean attended the Budget Recommendations Committee General Government meeting on Friday, where there was a thorough discussion. The next BRC is this Wednesday for Police and Fire.
- ii. Interviews are being conducted for the full time HR Assistant Position and Deputy Tax Collector.
- iii. He will attend the NH Housing Solutions conference tomorrow in Concord along with the Human Services Director.
- iv. He's reviewing the financial policy with the Finance Director.
- v. The MRI Classification study got underway last Friday.
- vi. Trick or Treat is Monday 4-7 PM, and the Parks and Rec Halloween Parade is on Saturday the 29th.
- vii. There's an open house for Public Safety on November 15th from 4-6 PM.
- viii. The Linden Street project is currently getting paving and new sidewalks.

- ix. We have secured all the easements for the Kingston Road sidewalk project. Everything's into the State for approval. Work on that could start in the spring.
 - x. A petition has been filed by Counsel with Charitable Trust regarding Swasey Parkway.
 - xi. Mr. Papakonstantis asked about the search for new DPW Director. Mr. Dean said we have candidates and should be interviewing next week.
- d. Select Board Committee Reports
- i. Ms. Oliff had no report.
 - ii. Ms. Cowan said haven't been able to meet Communications Advisory. We want to rethink the Committee.
 - iii. Ms. Gilman had an Historic District Commission meeting where they considered an adjustment to a previously approved application for the building next to Citizen's bank. They are changing the building to put in retail, and would like to change the configuration of the windows. The new plan is actually more historically appropriate.
 - iv. Ms. Belanger attended a Planning Board meeting, where they discussed the TIF issue on Epping Road. The Public Hearing was closed and there was a motion to continue the conversation at the Nov 10 meeting. This Thursday the Planning Board is meeting to discuss a lot line adjustment on Hobart Street. On Oct 13 Mr. Sharples gave an update on the rezoning project. She also attended a webinar on RSA 91-A compliance, which she encouraged everyone to attend.
 - v. Mr. Papakonstantis attended the all-day BRC meeting, as well as a River Advisory meeting where Paul Vlasich gave updates on the siphon project. All easements have been completed and the project should be done by May of 2023. The Pickpocket Dam study contract was signed with VHB, paid for using grants and ARPA funding. In spring or early summer we'll invite folks from Brentwood to that meeting for an update. For the Exeter reservoir, VHB put in application for a \$172,000 grant to study discharge capacity. We received a grant for watershed assistance and survey work for stormwater. The revised MS4 is posted on the town website.
- e. Correspondence
- i. A letter from the Energy Committee regarding net zero at the proposed Public Safety building.
 - ii. A memo from Martha McEntee, the Chair of the Communications Committee, about their issues with getting a quorum.
 - iii. A notice of property liability insurance and worker's comp info from Primex. Our liability rates went down but worker's comp went up slightly.
 - iv. A notice from the NH Public Utilities Commission regarding the request for approval of the Exeter Community Power Plan.
 - v. An NHMA notice regarding disposition of legal files.

- vi. A memo from Paul Vlasich regarding the Exeter Reservoir Dam.
- vii. An announcement from NH Local Welfare Administration on Covid emergency rental assistance.
- viii. A letter from a citizen to the Chair of the Exeter Heritage Commission. Ms. Gilman said she would discuss it at the next Select Board meeting.

10. Review Board Calendar

- a. The next meetings are November 14, November 21, December 5, and December 19. Election Day is Nov 8.

11. Non-Public Session

- a. There was no non-public session.

12. Adjournment

MOTION: Ms. Belanger moved to adjourn. Ms. Gilman seconded. The motion passed 5-0 and the meeting was adjourned at 9:43 PM.

Respectfully Submitted,
Joanna Bartell
Recording Secretary

Appointments

The Dollars And Sense Of Development, a presentation by Urban3



TOWN OF EXETER

Planning and Building Department

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

www.exeternh.gov

Date: November 11, 2022
To: Russell Dean, Town Manager
From: Dave Sharples, Town Planner
Re: Urban3 Presentation

As you know, Urban3 has been working on a project with New Hampshire Housing that Exeter has participated in. The first part of the study was to examine the revenue side of land uses. In other words, what do different types of land use generate in revenue for a municipality. This first part of the study included 15 communities in NH.

The second part of the study examined the expense side of land uses. In other words, what do different types of land use cost cities and towns over the long-term? Exeter was fortunate enough to be asked by NH Housing to participate in the second part of the analysis that included four NH municipalities. They have now completed the second part of the analysis and will be attending the Select Board at their upcoming meeting on Monday November 14th to present their findings.

Joe Mancozzi from Urban3 will be presenting to the Board. The presentation will cover:

- How you currently fund your towns (value mapped spatially)
- The long-term costs of keeping the town functioning (utility analysis)
- How development choices dictate costs and revenues (utility costs on the map)

I believe this will be an informative presentation that will be helpful in future planning for Exeter and I would like to thank NH Housing for choosing us to participate. I will be attending the meeting and will provide a brief introduction before the presentation.

Thank You.

Letter of Support – Raynes Barn Repairs Grant



TOWN OF EXETER

Planning and Building Department

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

www.exeternh.gov

Date: November 9, 2022
To: Russ Dean and Exeter Select Board
From: Kristen Murphy, Conservation & Sustainability Planner
Re: Raynes Barn Repair and Improvements Project

As you are aware, through a combination of funding from a Land Community Heritage Investment Program grant (\$100,000), March voter-approved warrant article (\$100,000) and contribution from the Conservation Fund (\$50,000) we were poised to move forward with essential repairs to Raynes Barn.

In the spring I published two Request for Proposals (RFP) and one extension and did not receive any qualified applications. I presumed it was likely due to a combination of high-contractor demand and a budget shortfall. After regularly corresponding with the original consultant, Bedard Restoration and Preservation, who developed the original scope of work for repair needs, and was able to encourage him to provide a revised cost proposal. As expected, the cost of materials increased and exceed our budget by \$50,000.

We are prepared to move forward with a limited scope of work, but it would only address repair and painting of clapboards on the 2 most-deteriorated sides of the barn. In the meantime, I was able to locate a well-matched grant opportunity through T-Mobile Hometown Grants program. This program provides up to \$50,000 in grants to fund projects that build, rebuild, or refresh community spaces that help foster local connections in small towns (population < 50,000). The application deadline is December 31st, 2022 and recipients are informed in 30-60 days. This would allow us to enter into a contract for a limited scope of work before the end of December, and if successful we could amend that contract to cover the full scope of repairs.

I am seeking a letter of support to include with our grant application and have provided a draft letter for your consideration and convenience. I will be present to address any questions you may have.

Thank You.

enc (1)



TOWN OF EXETER, NEW HAMPSHIRE

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

www.exeternh.gov

November 14, 2022

T-Mobile Hometown Grant Program
Electronically Submitted

RE: Support for the “Repairs to the Historic Raynes Barn, Exeter NH” proposal.

Dear Members of the Review Panel,

I am writing on behalf of the Town of Exeter Select Board to submit this letter of support for the Exeter Conservation Commission’s submission for the Hometown Grants Program titled *Repairs to the Historic Raynes Barn, Exeter NH*.

The Conservation Commission has successfully established Raynes Farm and barn as a popular community gathering space since our acquisition in 2002. Unfortunately, due to the current condition of the barn, most events are required to be held in the agricultural fields. This means events need to be scheduled outside of the growing season so as not to impact the agricultural field and are therefore weather dependent. The Conservation Commission sought funding to make necessary repairs required to create a structurally sound and safe indoor space for public events within the barn. After several attempts, they were finally successful. Unfortunately, inflation-induced cost increases for materials are impeding their ability to complete the full project as proposed.

The T-Mobile Hometown Grant program aligns well with Exeter’s goals of revitalizing this unique community gathering space and could be a perfectly timed solution to provide the additional \$50,000 necessary to complete the project.

The Select Board recognize the importance of this property, and the potential for this grant to help expand current use of the barn and allow for larger indoor events and year-round programming. We thank you for considering this letter of support as evidence of endorsement from the Select Board of the Town of Exeter, New Hampshire.

Sincerely,

Niko Papakonstantis
Chair, Exeter Select Board

Town Ordinance First Reading: Single Use Plastics



TOWN OF EXETER

Planning and Building Department

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

www.exeternh.gov

Date: November 9, 2022
To: Russ Dean and Exeter Select Board Members
From: Kristen Murphy, Conservation & Sustainability Planner
Re: Single-Use Plastics Policy Town Ordinance

Prior to my position conversion the Sustainability Advisory Committee began work on a Single Use Plastics Town Ordinance, modeled after what was adopted by the City of Portsmouth NH. In April 2022, when my duties expanded, I worked with the committee to simplify the document and tailor it to better align within the Exeter Town Ordinance framework. In June 2022 I developed two surveys. One for Town Departments and another for individuals and organizations who received permits between 2019 and June 2022 for use of Town properties. These were developed in order to gain an understanding of potential concerns, areas for improvement and gauge level of support.

Since that time, we have further modified the ordinance to address a number of concerns and met with individuals who expressed an interest in one-on-one conversations about those concerns.

I am requesting an opportunity to present the results of that survey and draft town ordinance to the Select Board on November 14th. At that time, myself and two representatives of the Sustainability Advisory Committee will provide additional information about the purpose and intent, survey results and policy language.

Please find attached, a copy of the materials relevant for that presentation for your consideration.

Thank You.

enc (4)

DISTRIBUTION OF SINGLE-USE PLASTIC BAGS, FOOD SERVICE PRODUCTS, AND POLYSTYRENE FOOD CONTAINERS ON TOWN PROPERTY

24.00 PURPOSE:

The Town of Exeter recognizes that limiting the distribution and subsequent disposal of single-use plastics through reduction is necessary to protect human health, to preserve the natural environment, and to promote sustainable and ethical practices regarding material waste.

24.01 DEFINITIONS

For the purpose of this Section, the following definitions apply:

2401.01 *Distribution:* The act of selling, providing or supplying products for use by customers or intended recipients at a point of sale, gathering, event, or activity.

2401.02 *Human Service Organization:* An organization focused on providing services to people in order to help them stabilize their lives and find self-sufficiency through guidance, counseling, treatment, and/or the provision of basic needs

2401.03 *Reusable Bag:* a bag specifically designed for re-use, capable of being used one hundred and sixty (160) times and has stitched or woven handles. Reusable Bags include woven reusable plastic bags.

2401.04 *Single-Use Compostable Food Service Products:* a bag, bottle, food container, cup, utensil, straw or other similar food service product that is composed of one hundred percent (100%) Polylactic Acid (typically derived from plant-based starch such as corn) and provided by a vendor to a customer for the purpose of transporting or consuming food.

2401.05 *Single-Use Plastic Bag:* a bag that is made predominantly of polyethylene plastic derived from petroleum and provided at the check stand, cash register, point of sale or other point of departure for the purpose of transporting food or other goods. Trash bags used for disposing of waste are excluded.

2401.06 *Single-Use Plastic Food Service Products:* a bottle, food container, cup, utensil, straw or other similar food service product that is made predominantly of polyethylene plastic derived from either petroleum or natural gas, and provided by a vendor to a customer for the purpose of transporting or consuming food.

2401.07 *Single-Use Polystyrene Container:* a container or cup composed of synthetic aromatic hydrocarbon polymers that is made from the monomer styrene (often called Styrofoam) and provided by a vendor to a customer for the purposes of transporting food.

24.02 DISTRIBUTION OF SINGLE USE PLASTICS ON TOWN PROPERTY

No person shall distribute a prohibited single use disposable item at any town facility, town property, town-managed or sponsored event, or activity authorized through special permits issued under the authority of the Town of Exeter Select Board unless otherwise allowed under EXCEPTIONS 24.03.

Prohibited Single Use Disposables:

1. Single-Use Plastic Bags.
2. Single-Use Plastic Food Service Products.
3. Single-Use Polystyrene Containers.

24.03 PRODUCT EXCEPTIONS:

1. Reusable Bags
2. Single-Use Compostable Food Service Products
3. Packaging materials required for food safety reasons added at the site of the business or a processing facility. Examples: wrapping around meats, seafood, lettuce mix or other perishable products.
4. Products where alternatives to prohibited items do not exist, until an alternative is identified.

24.04 ORGANIZATIONAL EXCEPTIONS:

1. All town departments/vendors may distribute their remaining inventory for 9 months following policy adoption
2. Items used by emergency responders or human service non-profit organizations.
3. Prohibited Single Use Containers brought by staff/customers themselves
4. Exeter Parks and Recreation Department will work with the Sustainability Committee to develop a transition plan.

24.05 PENALTIES AND REMEDIES

In addition to any other penalty or remedy permissible by law for violation of this ordinance, the following shall apply:

1. If the Town determines a violation of this ordinance has occurred, a written warning will be issued.
2. Upon a second or subsequent infraction of this ordinance, the Town interprets this as a direct violation of the vendor permit and cause for refusal to approve use permit.

*"To do good, you actually have to do something."
Yvon Chouinard, founder of Patagonia*

Attachment 2

Proposed Ordinance: Single Use Plastics On Town Property

Presentation to: Exeter Select Board
November 14, 2022

Impacts of Plastic Pollution

88%

of every piece of plastic ever generated, still exists somewhere

1 Truck EVERY minute



Impacts of Plastic Pollution

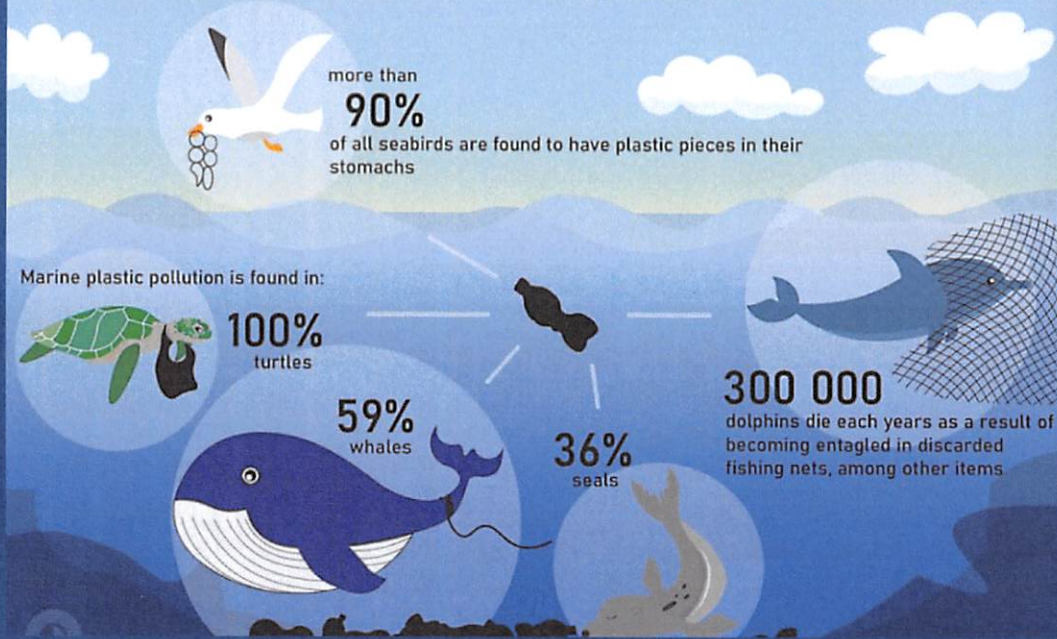
Figure 2: Estimated microplastics ingested through consumption of common foods and beverages (particles (0-1mm) per week)



* Drinking water includes both tap and bottled water

Impacts of Plastic Pollution

100 MILLION MARINE ANIMALS DIE EACH YEAR FROM PLASTIC WASTE



Impacts of Plastic Pollution

300
MILLION
TONS OF PLASTIC
PRODUCED
YEARLY

50%
OF ALL PRODUCED
PLASTIC
ONLY USED
ONCE

8
MILLION
TONS OF PLASTIC
END UP
IN OUR OCEANS
EVERY YEAR

Impacts of Plastic Pollution


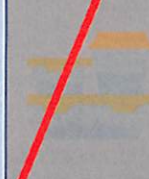
The plastics that come into your home every week:

 PET	 HDPE	 PVC	 LDPE	 PP	 PS	 OTHER
POLYETHYLENE TEREPHTHALATE	HIGH-DENSITY POLYETHYLENE	POLYVINYL CHLORIDE	LOW-DENSITY POLYETHYLENE	POLYPROPYLENE	POLYSTYRENE	OTHER
WATER BOTTLES; JARS; CAPS	SHAMPOO BOTTLES; GROCEY BAGS	CLEANING PRODUCTS; SHEETINGS	BREAD BAGS; PLASTIC FILMS	YOGURT CUPS; STRAWS; HANGERS	TAKE-AWAY AND HARD PACKAGING; TOYS	BABY BOTTLES; NYLON; CDS
						

Impacts of Plastic Pollution

The plastics that come into your home every week

Only 3 are eligible for recycling in Exeter

 PET	 HDPE	 PVC	 LDPE	 PP	 PS	 OTHER
POLYETHYLENE TEREPHTHALATE	HIGH-DENSITY POLYETHYLENE	POLYVINYL CHLORIDE	LOW-DENSITY POLYETHYLENE	POLYPROPYLENE	POLYSTYRENE	OTHER
WATER BOTTLES; JARS; CAPS	SHAMPOO BOTTLES; GROCEY BAGS	CLEANING PRODUCTS; SHEETINGS	BREAD BAGS; PLASTIC FILMS	YOGURT CUPS; STRAWS; HANGERS	TAKE-AWAY AND HARD PACKAGING; TOYS	BABY BOTTLES; NYLON; CDS
						

Impacts of Plastic Pollution

DID YOU KNOW?
Plastic cannot be recycled
It can only be downcycled



Unlike glass or aluminium,
plastic loses quality through
the recycling process

Plastic can only be downcycled into lower
quality plastic, clothing, lumber, etc.

! But this process is not infinite,
so always reuse first if you can!

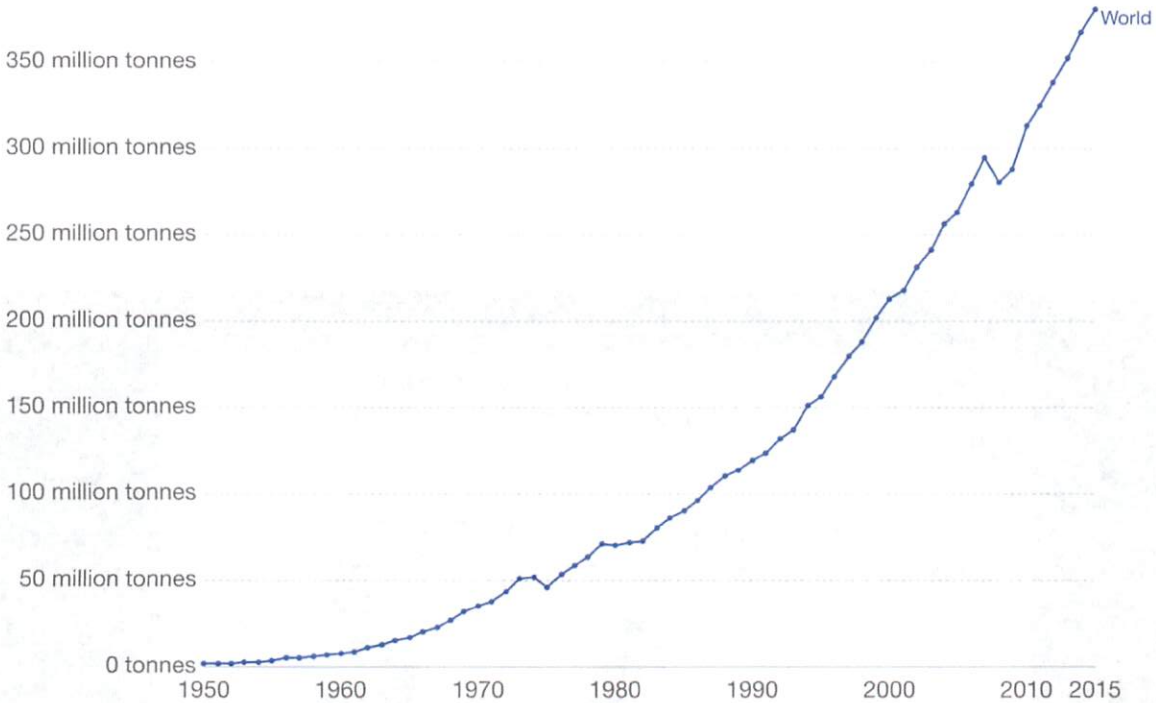


Our History of Plastics Use

Global plastics production

Annual global polymer resin and fiber production (plastic production), measured in metric tonnes per year.

Our World
in Data



Source: Geyer et al. (2017)

CC BY

Presentation to: Exeter Select Board
November 14, 2022

An Opportunity to Change

CHANGE
IS AN
OPPORTUNITY
TO DO
SOMETHING
AMAZING.

~George Couros



WWW.TAMARALETTER.COM

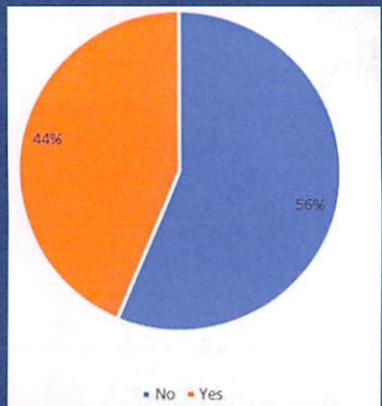
Presentation to: Exeter Select Board
November 14, 2022

Ordinance Development and Outreach

- Modeled after Portsmouth, Adopted Oct 2019
- Simplified
- Created a Staff and Permittee Survey
- Met with Individuals
- Modified Policy to Address Concerns

Permittee Results

- Obtained All Permits Issued 2019 – June 2022
- Surveyed Those Issued ≥ 4
- Used A Variety of Town Properties
- SUP: Plastic Food Service Products Most Common
- Negative Impact?
- Recommendations



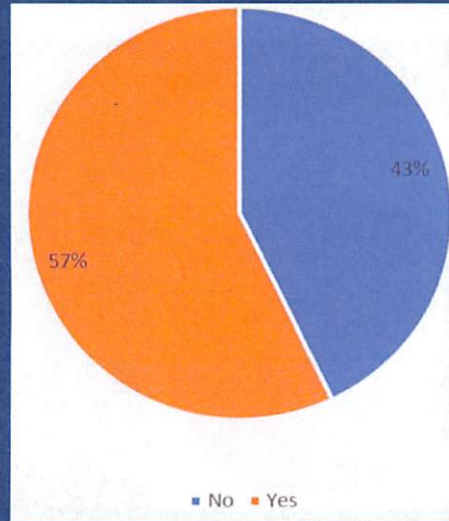
Event Permit summary (2019 – 2 June 2022)

68 Individual Permittees
 4 or More Permits During Evaluation Period

PERMITTEE	# Permits
Exeter TV	107
Farmers Market	104
Exeter Parks & Recreation	103
Team	70
NH Society of photographic	61
Prescott Park Arts Festival	59
Exeter Power Yoga	52
Pine St Players	31
Community Arts Initiative of	28
Seacoast Photographers A	20
Pine St Players at Christ Ch	16
Exeter Brass Band	15
Swag on Swasey	15
Main St Art	14
Seacoast Artist Assoc	13
Racial Unity Team	12
Heronfield Academy	11
Exeter Holiday Parade	9
PAGE, BRUCE	9
Assessing	8
Exeter Area Chamber of Co	7
LitFest	7
Exeter Town Office	6
Exeter Historical Society	5
Fiddle Ensemble/ Fiddle Le	5
Seacoast area CROP Hunger Walk	5
Exeter Area Kiwanis Club	4
Memorial Day Parade Com	4

Staff Results

- Surveyed Those Who Distribute (or work with Distributors)
- SUP: Plastic Food Service Products Most Common
- Negative Impact?
- Recommendations



2. What Department are you representing?

- Public Works
- Town Manager & Welfare/Human Services
- Parks and Recreation
- Highway Department
- Fire/EMS/Emergency Management/Health
- EXTV/IT
- Economic Development

Individual Meetings & Modifications

- Amended Title to State DISTRIBUTION of SUPs
- Added An Allowance for Food Safety Requirements
- Exception for Emergency Responders & Human Service Non-Profits
- Elimination of Fine
- Transition Plan Subcommittee To Work With Parks and Rec
- Starting to Explore Potential for Swasey Drinking Water Source
- Clarified Town policy on recycling bins at events

Draft Ordinance

DISTRIBUTION OF SINGLE-USE PLASTIC BAGS, FOOD SERVICE PRODUCTS, AND POLYSTYRENE FOOD CONTAINERS ON TOWN PROPERTY

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Draft Ordinance

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Draft Ordinance

24.04 ORGANIZATIONAL EXCEPTIONS:

1. All town departments/vendors may distribute their remaining inventory for 9 months following policy adoption
2. Items used by emergency responders or human service non-profit organizations.
3. Prohibited Single Use Containers brought by staff/customers themselves
4. Exeter Parks and Recreation Department will work with the Sustainability Committee to develop a transition plan.

24.05 PENALTIES AND REMEDIES

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1. If the Town determines a violation of this ordinance has occurred, a written warning will be issued.
2. Upon a second or subsequent infraction of this ordinance, the Town interprets this as a direct violation of the vendor permit and cause for refusal to approve use permit.

POLICY FAQs

Would this apply everywhere in town?

- *No, this policy only applies to TOWN-OWNED property.*

just stocked up / I can't find a replacement.

- *Policy allows distribution of existing supply. For products without replacements there are exceptions until a solution is identified. The intention is a transition process. SAC willing to help find solutions.*

What about items brought from home?

- *Policy would not apply. Only covers *distribution* of SUPs.*

Would this apply to [k-cups / trash bags / packing materials]?

- Yes, if k-cups are purchased to provide to others (for use by self, no). Trash bags for waste disposal are exempt. Bubble wrap, styrofoam packing materials, ice bags, etc are not food service products.

FAQs cont'd

Is a large plastic bottle of water used to fill other cups considered allowed?

- A reusable container would be permitted but a large single use water bottles are not. Where alternatives do not exist (ex: water cooler jug) it would be exempt until an alternative is identified.

Isn't recycling a plastic bottles sufficient?

- Less than 30% of plastic water bottles are recycled, of those recycled, most are down-cycled (re-made into a lower quality non-recyclable plastic product).

The Town should provide drinking water source at all sites before enacting.

- Most parks recently had drinking fountains installed. We are exploring the potential of adding a fountain at Swasey Parkway and are meeting with Trustees on 11/16.

The Town should provide recycling bins at events.

- DPW will provide bins for events if permittee commits to having a designated person to ensure proper recycling without contamination

Additional Plans

- Developing a Source List for Product Alternatives
- 2022 Chili Fest as Model for Future Events
- Lessons learned from Covid

Exeter Community Survey: Single Use Plastics at Town Permitted Events

Event Permit summary (2019 – 2 June 2022)

68 Individual Permittees

4 or More Permits During Evaluation Period

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Exeter Area Kiwanis Club	4
Memorial Day Parade Com	4

Survey Results

1. **The draft policy can be viewed at the following link: SUP Draft Policy**
Have you reviewed the draft single-use plastics policy?

9 Total Responses

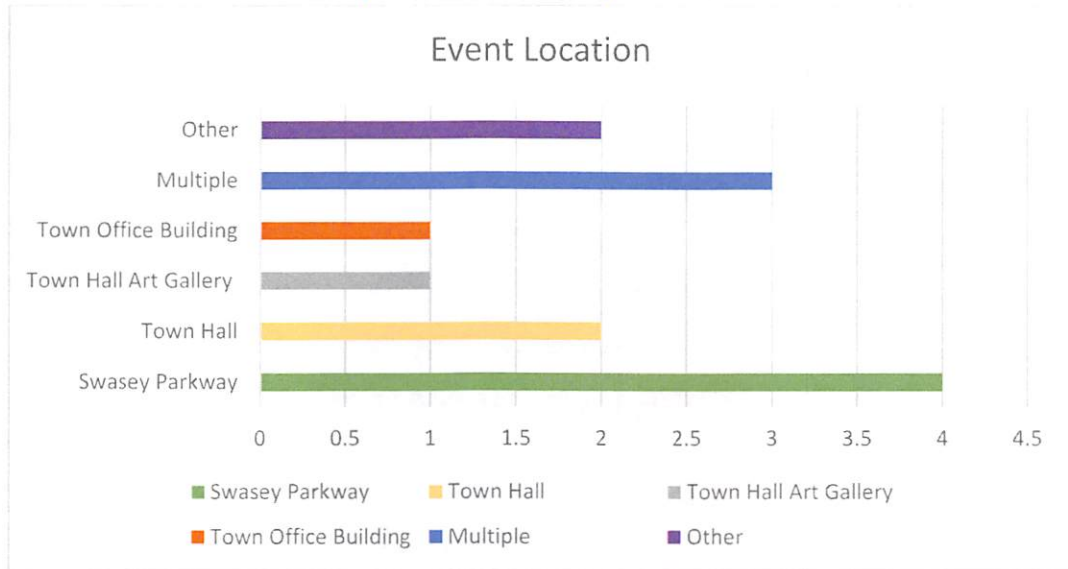
7 – YES

2 – NO (link to draft policy was down briefly)

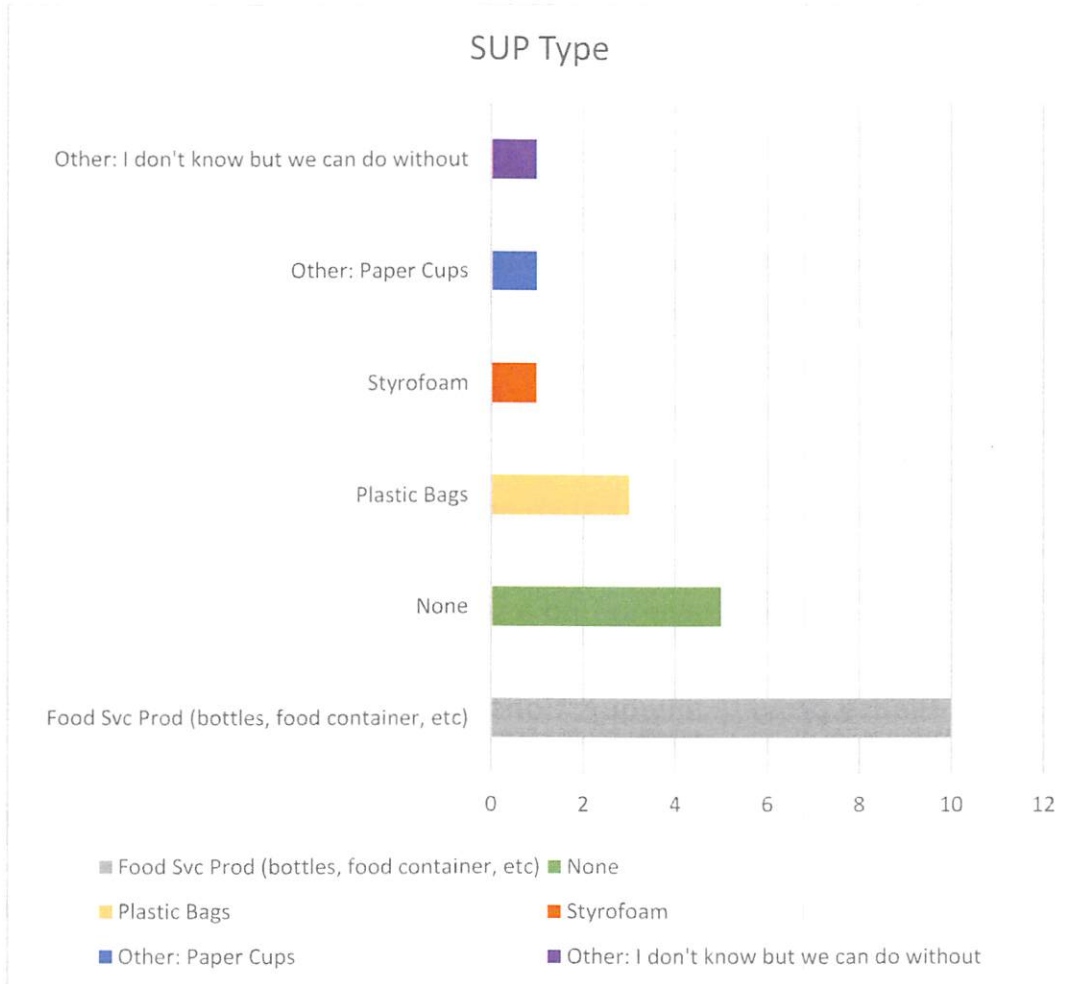
2. Please Describe your business/organization

- a. Bakery
- b. Kiwanis
- c. Non-Profit Scholarship
- d. Exeter Historical Society
- e. Arts Group
- f. Art Promoter
- g. CROP Hunger Walk
- h. Yoga Studio/Retail
- i. Energy Committee
- j. Racial Unity Team
- k. NGO Promoting Racial and Cultural Diversity
- l. Meals on Wheels
- m. Seacoast East Local (Exeter Farmers Market)
- n. I serve on multiple non-profit organizations, including Exeter Baha’l Community, Exeter Historical Society, Racial Unity Team
- o. Racial Unity Team

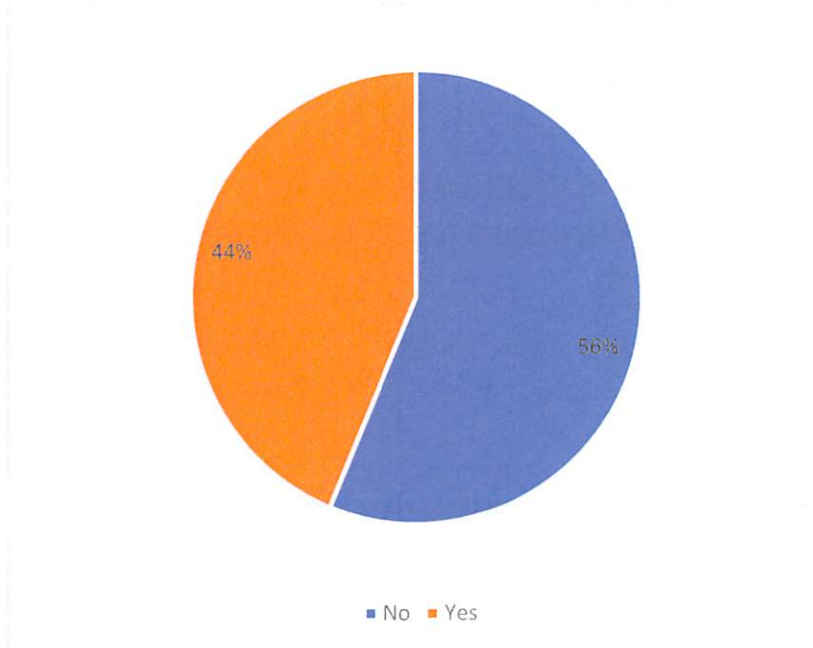
3. Please Indicate where you host events/activities



4. Please Indicate the type of Single Use Plastics You Use



5. Do you believe limiting the use of single-use plastic bags, food service products, or polystyrene containers on Town property or for Town-permitted events will harm your business or organization?



Individual Responses Added:

- We will adapt. Wax paper bags for single serve snacks. Not sure yet what we'll do about water, maybe switch a large jug & compostable cups.
- We already do this and applaud the broadening of such initiatives.
- It will require change and effort, but will not have any negative impacts.
- We will have to find a substitute for water bottles.

6. Please provide any questions or clarification you need about this policy.

- Ban single use plastic bags in the entire Town, including all stores - please !!!!!
- Please make it accessible. *[NOTE: I believe this refers to being unable to read the policy]*

- COVID 19 demands that we protect the food, water and other services we use at our events. We should encourage better and improved recycling services.
- Is single use compostable food service products the only alternative to single use plastic and Styrofoam? Or are biodegradable products an option as well? Will the town require that compostable products be separated from other trash? If so, will the town provide special bins for compostable goods or would they just get added to other recyclables?
- Would there be a limit? for example, at an event we would providing less than a single case of water to our participants.
- We'll adapt.

7. **Do you have suggestions for modification to this policy?**

- Possibly apply limits that only small amounts could be used rather than a complete ban
- Will we be able to bring a large bottle of water to serve from? (i.e. one big Poland Spring bottle rather than 30 single serve?)
- You may want to speak to proper gathering and disposal of customers' recyclable plastics and anyone's compostable containers.
- It would be great to extend this beyond Town property
- Love it.
- This statement in the draft policy ignores the impact of COVID "The Town of Exeter recognizes that limiting the distribution and subsequent disposal of single-use plastics through reduction is necessary to protect human health," They provide no solution to this problem.
- Study how to expand it.
- Additional exemptions are needed, such as packaging used to sell meat, lettuce mix, seafood, and other perishable products. These are all items that were packaged at the site of the business or a processing facility for food safety reasons.

- Yes, ban single use bags in the entire Town of Exeter, including all stores!

8. Any additional feedback?

- Good plan, as I said, we'll be fine & easily adapt to rules.
- Glad to see this initiative.
- Thank you for setting a great example for others to hopefully follow!
- Single use water bottles are over. RIP
- The draft policy should require the town to have a safe drinking water source available at all of its meeting locations should the policy in its current state be approved.
- 'DNS server is not responding,' so I couldn't access the policy.
- Meals on Wheels provides home delivered meals to home bound residents of Exeter. We use plastic and Styrofoam to package our food for delivery and to serve meals at the Exeter Senior Center. The cost increase to switch to compostable products is substantial and could have a negative impact on our program, as we are a non-profit.
- Placing compostable item bins and recycling bins at town events would greatly help. Contracting with a business such as Mr. Fox composting would be necessary.
- Thank you for taking action! Now!!
- Could compost bins be available on Swasey Parkway for events? Just a thought! Thanks so much!

Exeter Staff Survey: Single Use Plastics at Town Permitted Events

Survey Results

1. The draft policy can be viewed at the following link: [SUP Draft Policy](#)
Have you reviewed the draft single-use plastics policy?

8 Total Responses

8 – YES

0 – NO

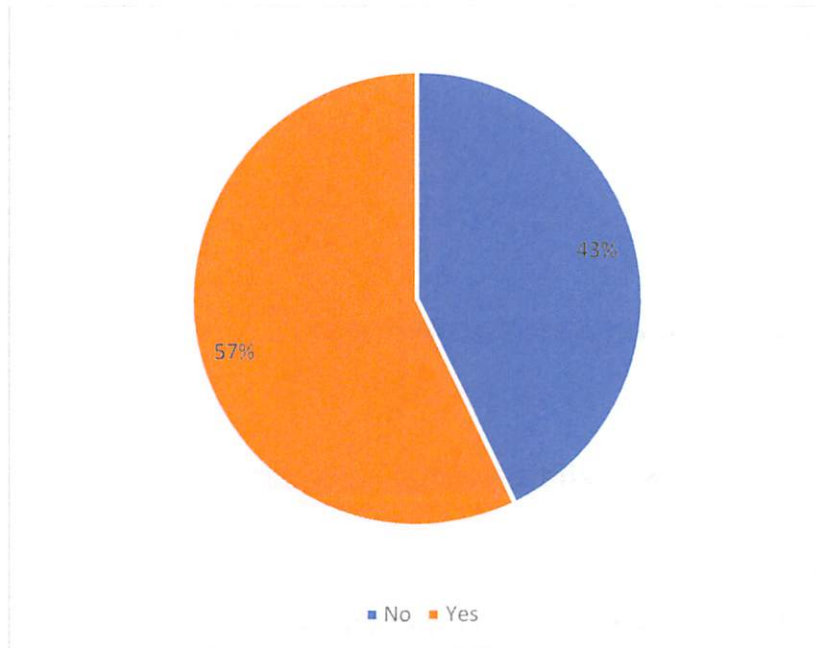
2. What Department are you representing?

- a. Public Works
- b. Town Manager & Welfare/Human Services
- c. Parks and Recreation
- d. Highway Department
- e. Fire/EMS/Emergency Management/Health
- f. EXTV/IT
- g. Economic Development

3. Please Indicate the types of single-use plastics purchase (or distributed by your department)



4. Do you believe limiting the use of single-use plastic bags, food service products, or polystyrene containers on Town property or for Town-permitted events will harm your department?



Individual Responses Added:

- Answered above. No impact to EconDev unless food vendors avoid Exeter because of the inconvenience; I suspect some may.
- There would be no financial impact on the Health Department
- We rely on selling water at our pool to supplement patron and participates water consumption. The department needs to generate revenue to help pay for the operations of the pool. Along with it being a safety concern as parent, patrons and participants often forget water and in temps in the 80's and 90's, we need to make sure they have access to water
- Compostable bags are more expensive and not strong or large enough for litter barrels and pet waste stations.
- While I do not feel the policy would necessarily cause a financial hardship, I am very concerned of the optics of the policy. Fire/EMS and Emergency Management uses single use water bottles, Gatorade, and other such products at emergency

incidents throughout town. In addition, it is not un common for food to be distributed in single use containers to first responders.

5. Please provide any questions or clarification you need about this policy.

- How do coffee pods fit into the policy? Single use half & half pods? If I bring a sandwich in a plastic bag to work will I be fined?
- Does this include the single use Easter eggs we use for our hunts?
- Would this policy include employees that bring single use cups or other things with their lunch? And would it prevent them from getting a cup of coffee or soda in a Styrofoam cup when at work?
- The penalties and remedies section does not indicate who would be enforcing the policy.
- Who is the enforcement authority for this policy? If an out-of-town or out-of-state vendor is serving food at an event on Swasey Parkway, for example, would I be required to deny food vendor permits based on this?
- How does this affect plastic packaging? Nearly everything we order from amazon comes in a plastic bag or plastic bubble wrap. If Town departments are in violation, who will pay the fine? Are we going to fine ourselves? Does this affect town staff who bring in take-out food for lunch or for snacks? Many people in the break room get single-use food packages.

6. Do you have suggestions for modification to this policy?

- Maybe an exception for the pool/camp operations. We can [response cut off]
- I think you should look at all products the town currently uses and work with the department manager to make changes. We all want to do the right thing and I feel we don't need a policy to achieve this in a small town like ours.
- Indicate in the exceptions section that single use items, bought during, or delivered to emergency incidents/training are exempt

from the policy. Additionally, indicate a process for enforcement, and/or corrective actions recommended.

- I may after the food vendors weigh in.
- Enforcement needs clarification.
- Work in exceptions for town staff who bring in single-use plastics or other items for personal use? We require staff to use reusable water bottles on Town property if they don't want to, or can we?

7. Any additional feedback?

- If I purchase something from a store or restaurant (private property) and bring it back to work (or have it delivered) in the plastic container it came in, will I be fined?
- Who is going to manage this? And what if we cannot find a certain product that is not in a single use bag? Like ice melt or other materials? Also what if a compostable item is out of stock or double the cost? As you know we have very limited budgets.
- We are absolutely supportive of the initiative to reduce the use of plastics of any kind, but currently we are still very dependent on the products discussed above in our daily delivery of service.

8. Departments wishing further discussion

- Parks and Rec
- Health Department

Investment Policy Update



TOWN OF EXETER, NEW HAMPSHIRE

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

www.exeternh.gov

TO: RUSSELL DEAN, TOWN MANAGER
FROM: COREY STEVENS, FINANCE DIRECTOR
SUBJECT: UPDATES TO THE TOWN'S INVESTMENT POLICY
DATE: NOVEMBER 9, 2022

In coordination with the town Treasurer, we are requesting consideration of an update to the town's Investment Policy (adopted 10/07/2013). The update would be to Section 3b Instruments of Investment.

Section 3b of the Policy defines the permitted investment options for the town's excess funds. Section 3b references RSA 41:29 IV (attached) for a list of these investment options. Paragraph IV primarily focuses on banks and institutions within the State of NH. By specifically referencing paragraph IV, the Policy seems to omit other opportunities for investment provided under RSA 41:29 V. Paragraph V, while still requiring funds be invested through banks chartered in New Hampshire, allows for funds in excess of federal deposit insurance limits to be swept to other federally insured financial institutions located within the United States.

The town Treasurer and I are requesting an update to Section 3b of the Investment Policy to allow for investment options under paragraph V of RSA 41:29. Section 3b as it is currently written, and the proposed new language are attached.

Thank you.

UPDATED LANGUAGE - 11/2022

3.0 Investment Policy:

- a) Legal basis:
New Hampshire RSA 41:29 is the legal authority under which the Town Treasurer operates.

- b) "Prudent Person" Standard
The investment policy shall be conducted in accordance with the "prudent person" standard, which requires that:

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

<u>Instruments of Investment</u>

Excess funds of the Town of Exeter shall be invested in accordance with the provisions of RSA 41:29 IV and V. Investment maturities for operating funds shall be scheduled to coincide with projected cash flow needs, taking into account large routine expenditures (payroll and accounts payable) as well as anticipated revenue inflows. At no time shall any investment be made exceeding a maturity date in excess of one year.

CURRENT POLICY

ADOPTED

Town of Exeter	Policy Number 3.1.e	Adopted by Board of Selectmen
Subject: Investment Policy	Adoption Date: 10/7/13 Revision Date: None Effective Date: 10/7/13	Supersedes: None

1.0 Purpose of the Policy:

1. The purpose of this policy is to meet requirements set forth in RSA 41:9 VII, which requires the Board of Selectmen (the "Board") to annually review and adopt an investment policy for the investment of public funds, and to provide a framework for the Town Treasurer (the "Treasurer") to carry out the policy objectives.

2.0 Scope:

This investment policy applies to all public funds in the custody of the treasurer of the Town of Exeter, New Hampshire. These funds are accounted for in the Town's annual audited financial reports and include:

- General Fund
- Special Revenue Funds
- Capital Projects Funds
- Enterprise Funds
- Agency and Escrow Funds
- Any new funds created by the Town, unless specifically exempted by the governing body, in accordance with law, or by law

Furthermore, the investment policy applies to all transactions involving the financial assets and related activity of all the foregoing funds. This investment policy does not apply to the Town of Exeter Trust Funds.

Delegation of Authority

The investment policy delegation of authority is stated below:

- In accordance with RSA 41:29 VI, the responsibility for conducting investment transactions resides with the Treasurer, with the approval of the Board. However, the Treasurer may delegate investment functions to other town officials or employees provided such delegation is in writing and includes written procedures acceptable to the Board, and is agreeable to all parties involved. Any such delegation shall only be made to a town official or employee bonded in accordance with RSA 41:6 and rules adopted by the Commissioner of Revenue Administration under RSA 541-A. Such delegation

ADOPTED

shall not eliminate the responsibility of the Treasurer to comply with all statutory duties required by law, and

- No person may engage in an investment transaction except as provided under the terms of this policy and the internal procedures and controls hereby established.

3.0 Investment Policy:

a) Legal basis:

New Hampshire RSA 41:29 is the legal authority under which the Town Treasurer operates.

b) "Prudent Person" Standard

The investment policy shall be conducted in accordance with the "prudent person" standard, which requires that:

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

Instruments of Investment

In accordance with RSA 41:29 IV, excess funds of the Town of Exeter shall be invested in:

- United States Treasury securities maturing in less than one year; or
- Savings bank deposits of banks incorporated under the laws of the State of New Hampshire; or
- Fully insured or collateralized certificates of deposits of banks incorporated under the laws of the State of New Hampshire; or
- Fully insured or collateralized certificates of deposits of national banks located within the State of New Hampshire, or in banks recognized by the State Treasurer; or
- New Hampshire Public Deposit Investment Pool established pursuant to RSA 383:22; or
- Short-term obligations of United States Government agencies; or
- Repurchase agreements with banks chartered by the State of New Hampshire and fully collateralized by United States Treasury Bills and such other instruments as may be specifically authorized by the Revised Statutes of the State of New Hampshire.

Investment maturities for operating funds shall be scheduled to coincide with projected cash flow needs, taking into account large routine expenditures (payroll and accounts

ADOPTED

payable) as well as anticipated revenue inflows. At no time shall any investment be made exceeding a maturity date in excess of one year.

d) Diversification

The Town's investment portfolio shall be diversified. Overconcentration in a maturity, an instrument, or institution/issuer shall be avoided. The table below sets out the maximum percentage of the portfolio that may consist of investments within the listed classes of instruments.

	<u>Maximum Percent of Portfolio Permitted</u>
▪ Overnight Investments	100%
▪ U.S. Treasury Obligations	90%
▪ NH Public Deposit Investment Pool	50%
▪ Certificates of Deposit	75%

e) Depositories and Dealers

Unless otherwise in the best interest of the Town, the Town shall solicit cash management and banking services every three to five years. Proposals, therefore, will be accepted through a competitive bidding process.

Short-term investment of surplus funds may be made by contacting credible institutions to establish the best available instrument at that time. All investments must be backed by full third party collateral and consider cash flow needs prior to considering the return on that investment. Also, no investment shall be made that contradicts the section titled "instruments" in this policy

f) Safekeeping and Collateralization

Deposits shall be fully collateralized with the delivery of US government obligations, US government agency obligations, or obligations of the State of New Hampshire in market value at least equal to 102% of the cash deposit in each case. Collateral shall be wired to the municipality's joint custody account at the Federal Reserve Bank of Boston or Federal Reserve Bank of New York no later than the day cash deposits and/or investments are wired/transferred.

Internal Controls

- The internal controls for the Town of Exeter shall be designed to prevent losses of public funds arising from fraud, employee error, misrepresentation by third parties, unanticipated changes in financial markets, and imprudent actions by employees and officers of the Town.
- The Treasurer will be responsible for establishing and maintaining an internal control policy designed to provide reasonable assurances that these objectives are met. The internal control policy shall address the following:

ADOPTED

- Control of collusion
- Separation of transaction authority
- Custodial safekeeping of assets
- Written confirmation of transactions for investments and wire transfers
- Dual authorizations of wire transfers
- This policy will be reviewed annually by the Town's independent auditors.

4.0 Procedures:

REPORTING: The Town Treasurer shall submit semi-annually to the Town Manager and Board of Selectmen an investment report that summarizes recent market conditions and anticipated investment conditions. The report shall summarize the investment strategies employed in the most recent quarter, and describe the portfolio in terms of investment securities, maturities, risk characteristics and other features. The report shall explain the quarter's total investment return and compare the return with budgetary expectations. The report shall include an appendix that discloses all transactions during the past quarter.

ETHICS AND CONFLICT OF INTEREST: Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Officers and employees involved in the investment process shall disclose to the Town Manager and Board of Selectmen any material financial interest in financial institutions that conducts business with the Town. Further, they shall report to the Town Manager any large personal financial investment position that could be related to the performance of the Town portfolio. Officers and employees involved in the investment process shall subordinate their personal investment transactions to those of this Town, particularly with regard to the timing of purchases and sales.

PERFORMANCE EVALUATION: The Town shall require, from any institution in which investing activity is conducted, sufficient routine reports/documentation to enable an accurate evaluation to be made as to the results of the Town's investment program as it relates to the Town's stated objectives, guidelines and policies, and to assist in revealing areas for potential improvement.

OTHER: The Board of Selectmen shall review this policy annually, with changes made as warranted, followed by re-adoption by the Board of Selectman.

The Board of Selectmen reserves the right to implement changes to this policy without prior notice if it is deemed in the Town's best interest.

This policy is available for public review and inspection. A copy may be obtained by contacting the Finance Director.

ADOPTED

5.0 Severability

To the extent this policy is in conflict with State law, State law will prevail.

Original adopted by the Board of Selectmen at the meeting of October 7, 2013.

RSA 41:29

**View the 2021 New Hampshire Revised Statutes | View Previous Versions of the
New Hampshire Revised Statutes**

2016 New Hampshire Revised Statutes Title III - TOWNS, CITIES, VILLAGE DISTRICTS, AND UNINCORPORATED PLACES

Chapter 41 - CHOICE AND DUTIES OF TOWN OFFICERS

Section 41:29 - Duties of Elected and Appointed Town Treasurers.

Universal Citation: NH Rev Stat § 41:29 (2016)

41:29 Duties of Elected and Appointed Town Treasurers. –

I. The town treasurer shall have custody of all moneys belonging to the town, and shall pay out the same only as follows:

- (a) Upon orders of the selectmen in a public meeting or by a noncontemporaneously signed manifest signed by a majority of the board; or,
- (b) In the case of a conservation fund established pursuant to RSA 36-A:5, upon the order of the conservation commission; or
- (c) In the case of a heritage fund established pursuant to RSA 674:44-d upon the order of the heritage commission; or
- (d) In the case of fees held pursuant to RSA 673:16, II, upon the order of the local land use board or its designated agent; or
- (e) In the case of a recreation revolving fund established pursuant to RSA 35-B:2, upon the order of the recreation or park commission; or
- (f) In the case of fees deposited by the town clerk pursuant to RSA 41:25, upon the

invoice of the town clerk, or other board or body designated by the town to expend such a fund.

II. The treasurer shall deposit all such moneys in participation units in the public deposit investment pool established pursuant to RSA 383:22 or in federally insured banks chartered under the laws of New Hampshire or the federal government with a branch within the state, except that funds may be deposited in federally insured banks outside the state if such banks pledge and deliver to a third party custodial bank or the federal reserve bank collateral security for such deposits of the following types:

- (a) United States government obligations;
- (b) United States government agency obligations; or
- (c) Obligations of the state of New Hampshire in value at least equal to the amount of the deposit in each case.

III. The town treasurer shall keep in suitable books provided for the purpose a fair and correct account of all sums received into and paid from town treasury, and of all notes given by the town, with the particulars thereof. At the close of each fiscal year, the treasurer shall make a report to the town and to the department of revenue administration, giving a particular account of all his or her financial transactions during the year and account balances at year end. The treasurer shall furnish to the selectmen statements from the treasurer's books, and submit the books and vouchers to them and to the town auditors for examination, whenever so requested.

IV. Whenever the town treasurer has in custody an excess of funds which are not immediately needed for the purpose of expenditure, the town treasurer shall invest the same in accordance with the investment policy adopted by the selectmen under RSA 41:9, VII. The treasurer may invest in the public deposit investment pool established pursuant to RSA 383:22, or in deposits, including money market accounts, or certificates of deposit, or repurchase agreements, and all other types of interest bearing accounts, of federally insured banks chartered under the laws of New Hampshire or the federal government with a branch within the state, or in obligations fully guaranteed as to principal and interest by the United States government. The obligations may be held directly or in the form of securities of or other interests in any open-end or closed-end management-type investment company or investment trust registered under 15 U.S.C. section 80a-1 et seq., if the portfolio of the investment company or investment trust is limited to such obligations and repurchase agreements fully collateralized by such obligations.

V.(a) The treasurer shall insure that prior to acceptance of any moneys for deposit or investment, including repurchase agreements, the federally insured bank shall make available at the time of such deposit or investment an option to have such funds secured by collateral having a value at least equal to the amount of such funds. Such collateral shall be

segregated for the exclusive benefit of the town. Only securities defined by the bank commissioner as provided by rules adopted pursuant to RSA 383-B:3-301(e) shall be eligible to be pledged as collateral.

(b) As an alternative to the option of collateralization for excess funds provided in subparagraph (a), the town treasurer may also invest public funds in interest-bearing deposits which meet all of the following conditions:

(1) The funds are initially invested through a federally insured bank chartered under the laws of New Hampshire or the federal government with a branch within the state, selected by the treasurer.

(2) The selected bank arranges for the redeposit of funds which exceed the federal deposit insurance limitation of the selected bank in deposits in one or more federally insured financial institutions located in the United States, for the account of the treasurer.

(3) The full amount of principal and any accrued interest of each such deposit is covered by federal deposit insurance.

(4) The selected bank acts as custodian with respect to each such deposit for the account of the treasurer.

(5) On the same date that the funds are redeposited by the selected bank, the selected bank receives an amount of deposits from customers of other federally insured financial institutions equal to or greater than the amount of the funds initially invested through the selected bank by the treasurer.

VI. The treasurer may delegate deposit, investment, recordkeeping, or reconciliation functions to other town officials or employees provided such delegation is in writing and includes written procedures acceptable to the selectmen, or in the case of a town operating under RSA 37, to the town manager, and is agreeable to all parties involved. However any such delegation shall only be made to a town official or employee bonded in accordance with RSA 41:6 and rules adopted by the commissioner of revenue administration under RSA 541-A. Such delegation shall not eliminate the responsibility of the treasurer to comply with all statutory duties required by law.

VII. The treasurer shall ensure that all moneys remitted shall be deposited at least on a weekly basis, or daily whenever funds remitted from all departments collectively totals \$1,500 or more. Such deposit function may be delegated pursuant to paragraph VI. However, failure to ensure that funds are being deposited on a timely basis as required by this paragraph shall be cause for immediate removal from office pursuant to RSA 41:26-d. In any municipality where there is either no bank or other depository institution within the municipality the treasurer shall make deposits consisting of funds remitted from all departments and collectively totaling \$1,500 or more on a weekly basis or more frequently

as directed by the board of selectpersons in the investment policy adopted pursuant to RSA 41:9, VII.

Source. 1869, 26:2-4. GL 40:8. 1883, 111:1. PS 43:20. PL 47:24. 1931, 177:3. 1939, 170:2. RL 59:24. RSA 41:29. 1959, 197:3. 1971, 158:1. 1973, 490:1. 1977, 139:1. 1987, 318:3. 1991, 268:8; 377:6; 383:9. 1992, 64:3. 1993, 161:2. 1996, 209:10. 1997, 208:8. 1998, 40:2. 2003, 100:2. 2007, 35:6; 246:3, 4. 2008, 120:25; 174:5. 2009, 14:1. 2010, 7:3, eff. July 3, 2010. 2013, 97:3, eff. Aug. 19, 2013; 124:1, eff. Aug. 24, 2013. 2015, 272:43, eff. Oct. 1, 2015.

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CATV Fund Update

CATV Fund Balance & Budget Analysis:

Below is an analysis that projects spend down of the CATV Fund under the current operating structure. Currently CATV is allocated 50% of the the Town's annual cable franchsie fee revenue. This analysis includes a \$10K decline in annual receipts starting in 2023 on the assumption that viewers will continue to seek alternatives to cable television. Expenses in 2024 are increased 5% over 2023. The analysis does not include fully saving the projected amount (\$15K-\$25K annually) to replace aging CATV equipment/infrastructure. Under these assumptions, the CATV fund balance will be depleted sometime in 2025.

**CATV Fund Balance Spend Down
under Current Operating Structure**

2023/ 2024 Annual Franchise Fee: 280,000 est.

	2021	2022	2023	2024	
CATV Franchise Fees		151,000	140,000	140,000	50% of annual franchise fee
Total Expenses		167,161	191,041	200,593	5% increase for FY24
Net Deficit - projected		(16,161)	(51,041)	(60,593)	
Ending Fund Balance	147,500	131,339	80,298	19,705	fund balance spent out in 2025

CATV Operating Restructure

Below is an analysis that shows the cost to operate CATV over the next three years. The analysis includes changes to the current allocation of staff to CATV, and committing approx. \$24K annually for the replacement of CATV equipment/infrastructure (between capital outlay and fund balance replacement). Specific assumptions are as follows:

2023: The IT Coordinator is allocated to CATV at 20% for only 6 months; the full-time IT Technician is allocated at 75% for the full year.

2024: The IT Coordinator is removed from the CATV budget; the full-time IT Technician continues at 75% for the full year.

Cost Increase: 5% over prior year for 2024 and 2025.

The results show an average need of approx. \$210K in each of the three years, or 75% of the total estimated annual franchise fee of \$280K. The need is likely to rise in the future with inflation. In this analysis, given the assumptions, the CATV fund balance grows by \$8K each year in order to prepare for future investment.

	2023	2024	2025
Operating Expenses - projected			
Wages/Tax/Benefits	158,172	151,189	158,749
General Exps.	28,373	29,792	31,281
Capital Outlay	15,000	15,750	16,538
Annual addition to CATV Fund Balance	8,000	8,000	8,000
Franchise Fee Needed	209,545	204,731	214,567
Percent	75%	73%	77%
2022			
CATV Ending Fund Balance	131,339	139,339	147,339
Franchise Fee to General Fund	70,455	75,269	65,433

Water/Sewer Rate Study Proposal

**ENGINEERING SERVICES REQUEST
AUTHORIZATION TO PROCEED**

To: Underwood Engineers
25 Vaughan Mall
Portsmouth, New Hampshire 03801

ESR No.: 196
File No.: N3060
Date: November 8, 2022
Description: **Water and Sewer Rate
Study 2022**

From: Town of Exeter
10 Front Street
Exeter, New Hampshire 03833

Town of Exeter Contact (s) (this project):

Underwood Engineers Contact (s) (this project):

Matthew Berube, Water & Sewer Manager

Keith A. Pratt, P.E., President

Meagan L. McCowan, P.E., Senior Project
Engineer

Under agreement for Professional Services as Consulting Engineer for the Town of Exeter, (Underwood File #2415), you are authorized to proceed with the following work:

BACKGROUND

The Town of Exeter has requested engineering services to perform a Water and Sewer Rate Study for the Town of Exeter. Previous rate analysis by Municipal & Financial Services Group was performed in 2016 which projected revenues, expenses, and rate increase needs out through FY2021. For this project, UE will create new water & sewer rate models based on information to be provided by the Town to project expenses, revenues, and recommended rate adjustment options for the Water and Sewer departments for the next five years. Additionally, UE will review and provide recommendations to update miscellaneous and impact fees. UE's Excel spreadsheet model will be used.

SCOPE OF WORK

The following services will be provided:

Task 1 – Rate Models – Water & Sewer

- Based on information provided by the Town, UE will create water and sewer rate models and project what rate increases may be necessary to meet the Town's operating and capital needs for up to 5-years. (see attached sample table of contents)
- The model will be developed with current consumption and financial information to be provided by the Town.
- Recommendations will be issued in a letter report format. The report will provide the following:

- Up to three rate scenarios for consideration by the Town
- Rate calculation sheets
- Sample bill calculations
- Model in printed and digital format
- Rate recommendations projected for up to 5 years
- Review and provide recommendations regarding tiered rate structure.
- Attend up to three meetings with Town staff (two virtual, one in person).

Task 2 – Review Miscellaneous Charges

- Review other/miscellaneous fees (connection, septage, etc.) and recommend changes using a benchmark approach using cost information from nearby towns.
- Review and recalculate Impact (System Development) fees and recommend updates to the fee schedule.

Task 3 – Presentation to Board of Selectmen (Allowance)

- Task 3 includes an allowance for UE to present rate options at a Select Board meeting, if requested.

Task 4 – System Asset Value Calculation (Allowance)

- Task 4 includes an allowance for UE to calculate the system asset values for the Exeter Water and Sewer systems, if they are not included in the Auditor's report.

Information to be provided by the Town:

- Current and five-year history of water and sewer rates and fees
- Current water and sewer account information and data by user class (residential, seasonal, deduct, commercial, industrial, municipal, single units, multi-units, sprinklers, hydrants) including number of accounts, and meter sizes. Note any projected annual growth in water and sewer accounts.
- Water and sewer billing/consumption data (2019-present)
- WTP production data (2019-present)
- WWTF influent data (2019-present)
- List of ten largest services and consumption data (both water and sewer).
- Revenues and expenditures for water and sewer departments (2019-present)
- Budgets for water and sewer departments for next fiscal year
- Description of any reserve or fund balance accounts for water and sewer departments
- End of Fiscal Year Capital Reserve Account Balance and/or Fund Balance for water and sewer departments (2019-present)
- Existing and upcoming/proposed debt service schedules for water and sewer
- Approved 5-year CIP for water and sewer
- Note any significant budget changes anticipated for water and sewer department O&M budget (i.e., new facilities, labor, equipment, or other projects)

- Description of fiscal year (i.e. start and stop)
- Average day design capacity of each water supply and WWTF.
- Current Net Asset Value of the water and sewer systems (may be in Auditor's report).
If this is not available, the following information will need to be provided:
 - Pipes: diameter, length, year installed, original installation cost if available
 - Other system assets (e.g. wells, treatment facilities, pump stations, storage tanks etc.): year installed, original installation cost
- Provide information on grant money or other funding sources (such as the tax base) used to pay for any of the system asset items. If so, how much.

Note: List above may not be all inclusive. UE may also already have some information. UE will coordinate with the Town to collect needed information.

Summary of Deliverables:

- Rate model (printed copy and digital copy).
- Letter report and/or technical memorandum with recommendations.

Items Not Included:

- Non-Revenue Water Study
- Cost of Service Study
- Field work
- CIP preparation or system evaluation

Budget Cost:

Budget estimates for the tasks outlined in the Scope of Work are:

Task 1 – Water and Sewer Rate Model Update	\$ 32,000
Task 2 – Miscellaneous Charges Update	\$ 5,200
Task 3 – Presentation to Select Board (Allowance)	\$ 2,000
Task 4 – System Asset Value Calculation (Allowance)	\$ 4,000
Total	\$ 43,200

Fees also include reimbursement for transportation expenses, out-of-pocket travel expenses (tolls), prints, telephone calls and miscellaneous materials that may be required to complete the work.

Fees for engineering services will be on an hourly basis for the personnel involved. Such hourly fees will be based on the Engineer's technical payroll plus an allowance to cover overhead and profit, all of which is in accordance with standard practice of the American Council of Engineering Companies.

Budgets:

Suggested budgets, as used herein, are best estimates by Underwood Engineers. The budgets are based on available information and prior to a detailed research on the Project. Budgets are not intended to be fixed prices but are reasonable estimates of average costs to complete projects of similar size. Engineer will not exceed the budget without written authorization.

Schedule:

The proposed schedule for this work is as follows:

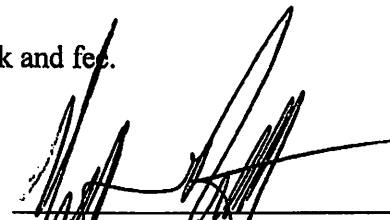
Collect Rate Model Update Information	November 2022
Rate Model Update	December 2022/January 2023
Draft Report to Town	February 2023
Final Report to Town	March 2023
Board of Selectmen Presentation (if needed)	March 2023

UE will complete the work within 150 days following receipt of needed information.

Approval:

Approval and authorization to proceed with the work and fee.

Russell Dean, Town Manager Date
Town of Exeter



Keith A. Pratt, P.E., President Date
Underwood Engineers, Inc. 11/8/22

TABLE OF CONTENTS
City of Laconia, NH

1	Notes
2	Revision Information
3	Instructions
4	Sewer Account Data
5A	Sewer Consumption Records - Monthly Readings
5B	Quarterly Flows and I/I Estimates (Figure)
6A	Current Rates Structure
6B	Rate Comparison to Similar/Surrounding Communities
7	Prior Sewer Dept. Revenues and Account Balances
8	Prior Sewer Dept. Expenditures
9	Long Term Debt - Sewer Dept.
10	Capital Improvements Program
11A	Estimated Debt Schedule-Elm Street Sewer
11B	Estimated Debt Schedule-N Lakeport Area Sewer
12A	Projected Sewer Dept. Expenditures
12B	Projected Sewer Dept. Expenditures (Figure)
13A	Current Rates and Projected Revenues - Option 1 (Full CIP)
13B	Current Rates and Projected Revenues - Option 2 (Priority 1 CIP Only)
13C	Current Rates and Projected Revenues - Option 3 (Partial CIP)
14A	Rate Setting A - Option 1 (Full CIP)
14B	Rate Setting B - Option 2 (Priority 1 CIP Only)
14C	Rate Setting C - Option 3 (Partial CIP)
15	Sample Sewer Bills

Schedule All Boards Meeting

Tax Abatements, Veterans Credits & Exemptions

Permits & Approvals



Town of Exeter
 10 Front Street
 Exeter, NH 03833
sriffle@exeternh.gov
 603-778-0591 fax 603-777-1514

Special One-Day Malt/Wine License Application

Name of Applicant and/or Organization Applying: Arts Industry Alliance / TEAM
 (To appear on license)

Full Address: 111R Water St, Exeter, NH

Applicant's Cell Number: 603-512-8396 Organization Phone: _____

Applicant's Email: ScottRuffner@mac.com Organization Email: _____

Type of Event: Exeter Scholarship Fundraiser Admission Fee: _____

Type of Alcohol to be served: Beer & Wine Wine Beer

Type of Alcohol to be tasted: Beer & Wine Wine Beer

Event Date: Dec 6, 2022 Hours of Event (to & from): 6-9pm

Location of event within the Town: Auditorium Art Gallery & Backroom Swasey Parkway

Expected number of attendees: 50-75 Age Range of Attendees: 35-75

TOWN OF EXETER LIABILITY DISCLAIMER FOR SPECIAL ONE-DAY LICENSES

By exercising the privileges of this Special One-Day License in serving persons with alcoholic beverages, the Licensee is potentially exposed to significant liability for injuries and damages to the persons served or to others who are injured or damaged by the persons served. Your acceptance and exercise of this Special One-Day License will be deemed to be acknowledgement that you are aware of this potential liability.

You are encouraged to discuss the risks associated with exercising your privileges of this Special One-Day License and the appropriate precautions to avoid injuries, damage and liability to others with your legal advisor.

The Town of Exeter and the Select Board, acting as the Local Licensing Authority, shall not be liable to the Licensee or to others if injury or damage shall result from the exercise of this Special One-Day License.

By signing this form, the Applicant acknowledges that he/she understands and will comply with all applicable liquor regulations set forth by the NH Liquor Commission and the Town of Exeter.

Scott Ruffner
 Applicant's Signature

November, 4, 2022
 Date

REQUIRED DOCUMENTATION TO SUBMIT WITH APPLICATION: All on file

- Completed license application with cash/check fee, made payable to *Town of Exeter*.
- Invitation/flyer/letter of explanation regarding event.
- Certificate of Liability Insurance, providing General Liability/Bodily Injury/Property Damage: \$300,000/\$1,000,000, and liquor liability with reasonable limits of coverage, except that liquor liability shall have minimum coverage of \$1,000,000 per occurrence and \$2,000,000 in the aggregate, whereas the policy shall carry an endorsement that the Town of Exeter shall be notified by the insurer no less than ten days prior to the cancellation of said coverage. **The Town of Exeter must be named on the certificate as an additional insured for the event.**
- Procedures of premises of a reasonable precise nature that clearly delineates the location and manner in which Alcoholic beverages will be served, delivered, and/or dispensed.
- On a separate piece of paper, please **describe the manner in which alcohol will be served** to your guests to ensure compliance with existing laws (check IDs, table service/bar, etc.) and specify the manner by which service of such beverages, if minors are in attendance, will be controlled. Minors are not allowed within the area where alcohol beverages are dispensed.
- On a separate piece of paper, please **attach a floor plan** (8.5x11 white paper) of the event area, showing the exact location where alcoholic beverages will be delivered, served and consumed. This can be hand-drawn, if necessary.

GUIDELINES:

- Application for Special One-Day License must be submitted no less than two weeks prior to event.
- Application must be submitted with the one day fee of: \$100
- Malt/wine may only be served at an open bar if a bona fide invitation is received by all attendees.
- Events can only be held on day and date approved on license. No refund is possible after a Special One-Day License has been issued if not used on date specified.
- Malt/wine must be delivered the day of the event and removed from the premises after the event, by the expiration of the Special One-Day License.
- Special One-Day Licenses can only be issued for events occurring between 11:00 a.m. - 11:00 p.m., Monday -Sunday.
- No person/organization shall be granted a special license more than five (5) times in a calendar year.
- License must be posted in the most conspicuous place at the location of event.
- DO NOT allow anyone to bring their own alcoholic beverages to your event.
- Control and properly police the area where the alcoholic beverages are being dispensed. Do not permit persons to carry their alcoholic beverages outside the approved area for consumption.
- Unless waived by the Police Chief in writing, a police detail is required, beginning ½ hour prior to guest arrival and continuing until all guests have left the premises. It is the applicant's responsibility to coordinate these details. The payment of the detail is the responsibility of the applicant at applicable rates.

For Official Use Only

Police Acknowledgement:

Police Chief Signature: _____ Date: _____

Security Concerns: _____

Select Board's Actions: (List date below)

Granted: _____ Rejected: _____

Restrictions/Conditions/Remarks: _____



TOWN OF EXETER, NEW HAMPSHIRE

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

www.exeternh.gov

TOWN OF EXETER MEMORANDUM

TO: Russ Dean, Town Manager

CC: Corey Stevens, Finance Director

FROM: Greg Bisson, Director of Parks and Recreation

RE: Tree work at Recreation Park

DATE: 11/14/2022

Exeter Parks and Recreation requests approval to expend \$6,615 out of the Park Improvement Fund for tree trimming around the lower tennis courts. As previously reported, the area is shaded, with several trees and limbs hanging over the courts. Unfortunately, due to the topography of the area around the courts, special equipment is required to navigate the terrain. Only one tree company has the equipment needed to access the site safely. Seacoast Tree Care, Stratham, has the equipment and the skills required to complete the job safely and effectively while preventing damage to the facility. Winter is the preferred season to conduct this work to lessen the impact on the trees.

Motion:

To allow the Parks and Recreation Department to expend \$6,615 from Park Improvement Fund to contract with Seacoast Tree Care to trim trees around the lower tennis courts at the Recreation Park.

Respectfully Yours,
Greg Bisson
Director of Parks and Recreation





EXETER PUBLIC WORKS DEPARTMENT

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

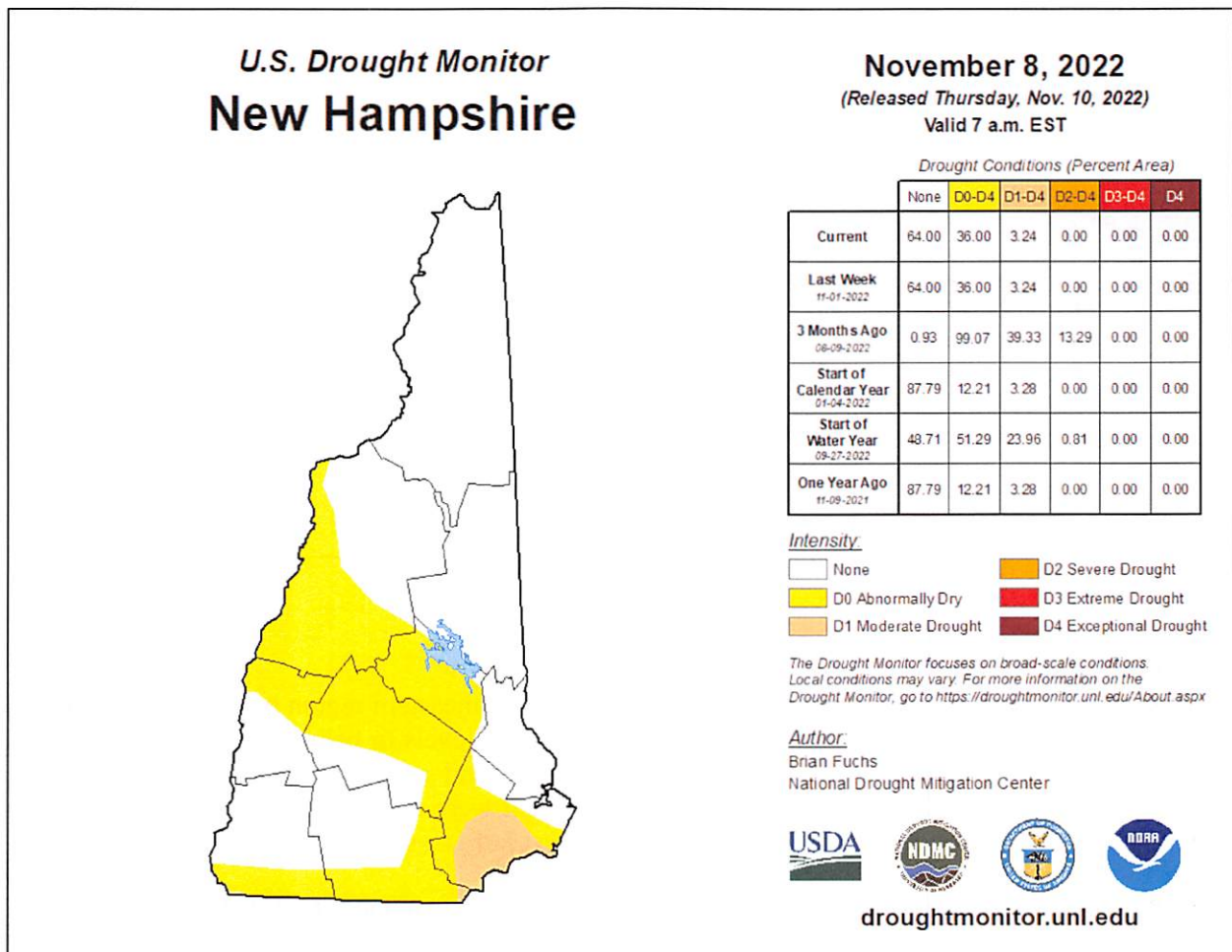
www.exeternh.gov

MEMO

DATE: November 10, 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

New Hampshire Drought Conditions

The U.S. Drought Monitor dated November 8, 2022, indicates 36% of the State of New Hampshire is abnormally dry (D0) and 3% in moderate drought (D1) condition. The Town of Exeter and the upper reaches of the Exeter River watershed are within this abnormally dry and moderate drought area. Abnormally dry and drought conditions have persisted here since May 2022, but are improving.

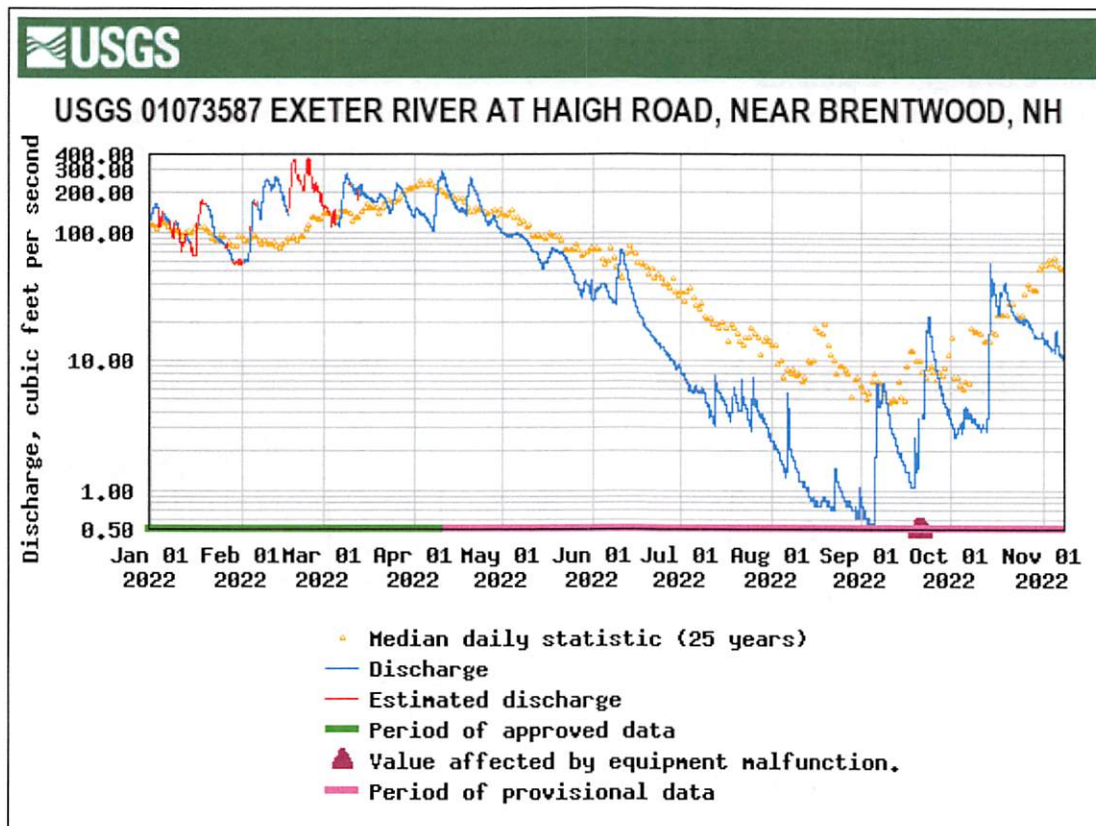


The U.S. Drought Monitor is jointly produced by National Drought Mitigation Center at University of Nebraska-Lincoln, U.S. Department of Agriculture, and National Oceanic and Atmospheric Administration. Map courtesy of NDMC.
<https://droughtmonitor.unl.edu/CurrentMap/StateDroughtMonitor.aspx?NH>

River Flow

The USGS stream flow gauge on the Exeter River at Haigh Road in Brentwood (drainage area 63.5 square miles) indicates current instantaneous discharge is 10.7 cubic feet per second (cfs) (at 14:15 on 11/8/2022) which is below the 25th percentile. The water supply intake for the Town of Exeter is located several miles downstream of the gauging station, with a contributing watershed of 107 square miles. The flow rates at the intake location are estimated to be 1.69 times higher than at Haigh Road, or approximately 18.1 cfs (11.7 MGD).

The instantaneous Exeter River flow rate is **below normal for this time of year**.



<https://waterdata.usgs.gov/usa/nwis/uv?01073587>

Groundwater Levels

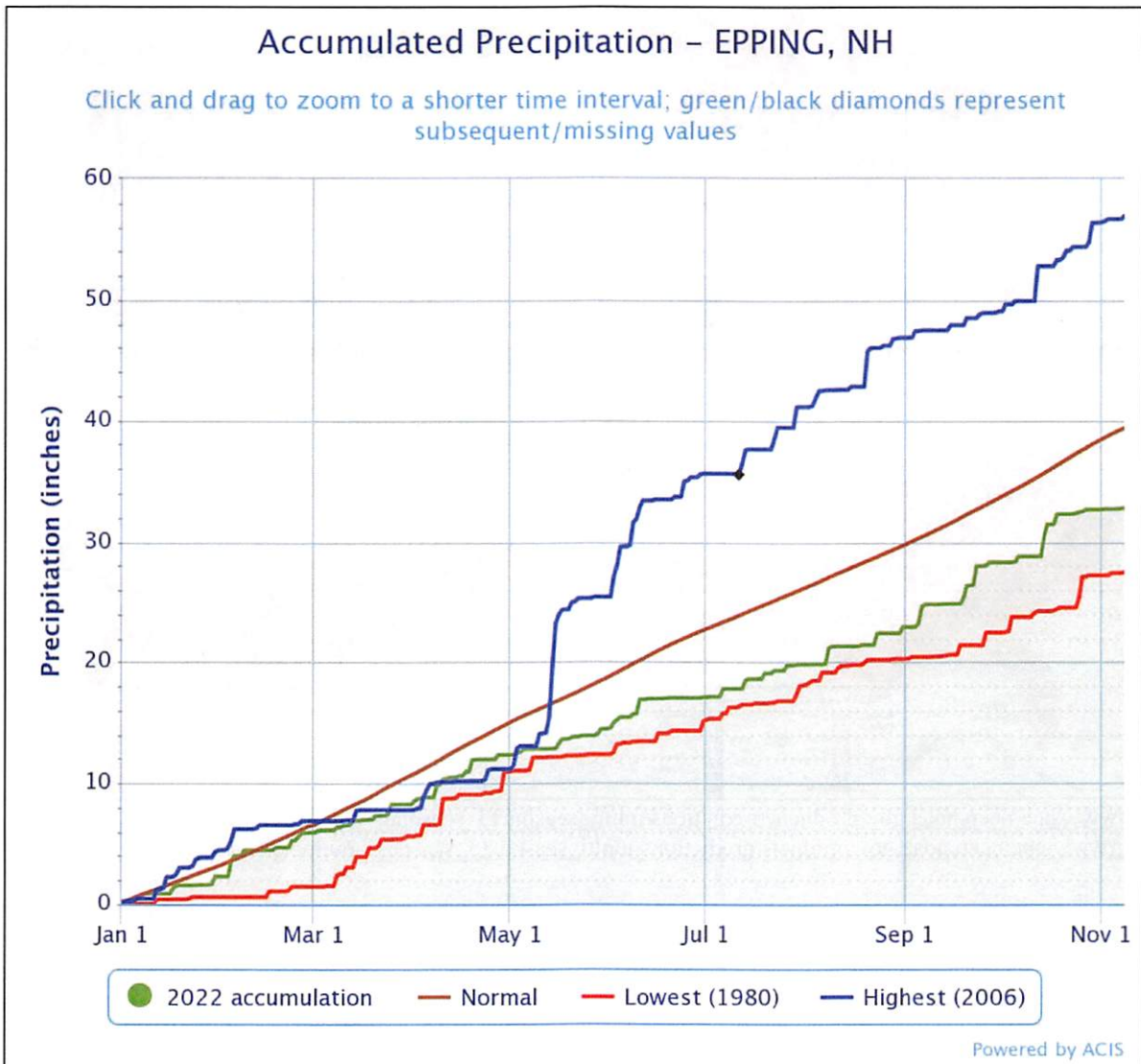
At the end of October, long-term monitoring wells in the southeastern region of the state improved to below normal and normal groundwater levels. Groundwater levels in bedrock and overburden wells in Deerfield were below normal (10th to 25th percentile) and an overburden well in Epping and bedrock wells in East Kingston, Northwood, and Hooksett were normal (25th to 75th percentile) (see <https://www.des.nh.gov/sites/g/files/ehbemt341/files/documents/nhgs-gwlevels-oct2022.pdf>).

Current groundwater levels in the region have improved to **below normal to normal**.

Precipitation

Total precipitation received since January 1 through November 8 is 32.76 inches. There is a rainfall deficit of 6.57 inches below the average of 39.33 inches for this time of year (Source: National Weather Service NOWData for Epping, NH). Up to 1 to 2 inches of precipitation associated with tropical cyclone Nicole is predicted over this weekend and will reduce this deficit. The total annual precipitation mean is 45.17 inches for this site (records started 1963).

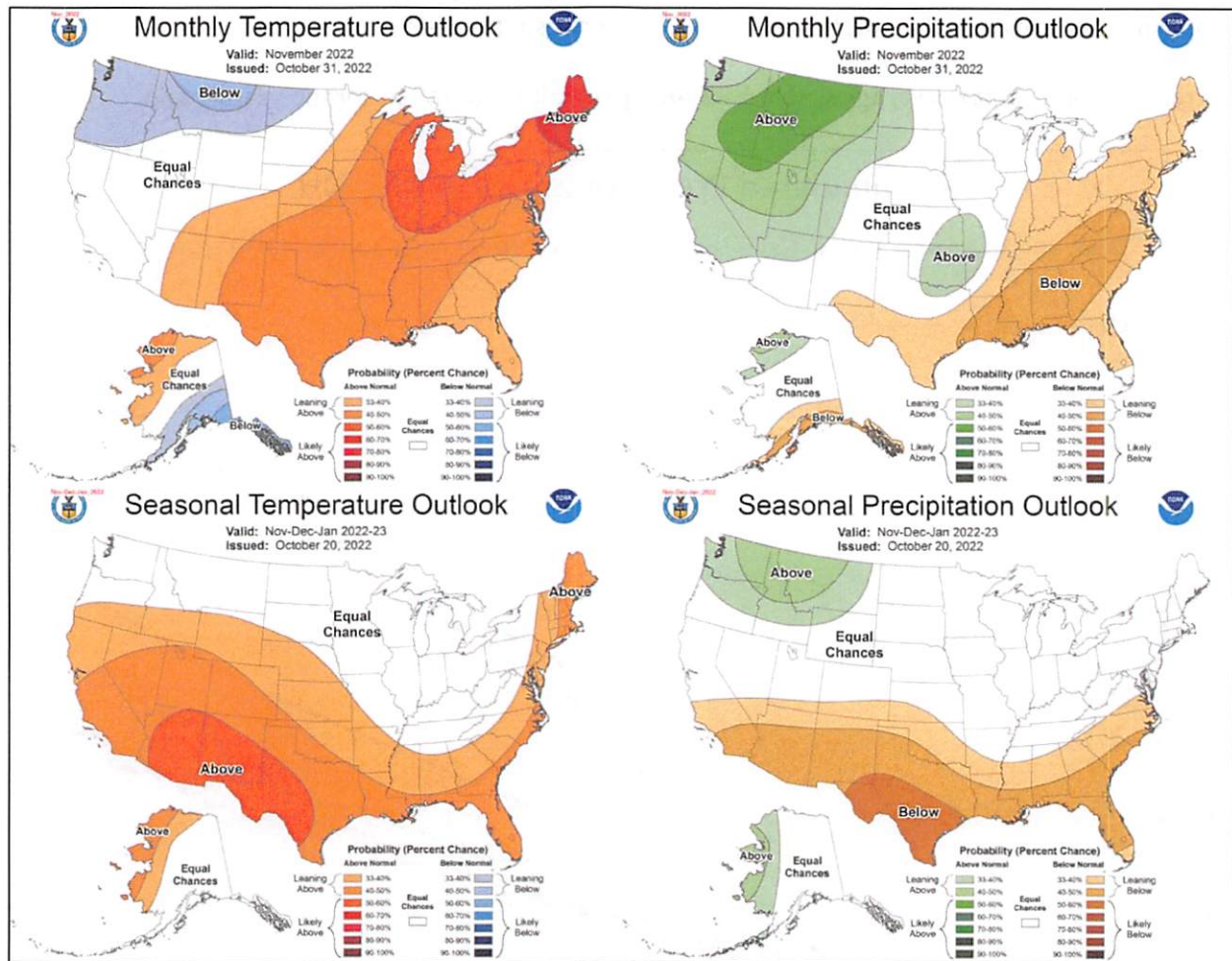
Precipitation is **below average** with a **6.57 inch precipitation deficit** for the year to date.



NOAA/National Weather Service, Gray/Portland Office. NOWData for Epping, NH.

Drought Outlook

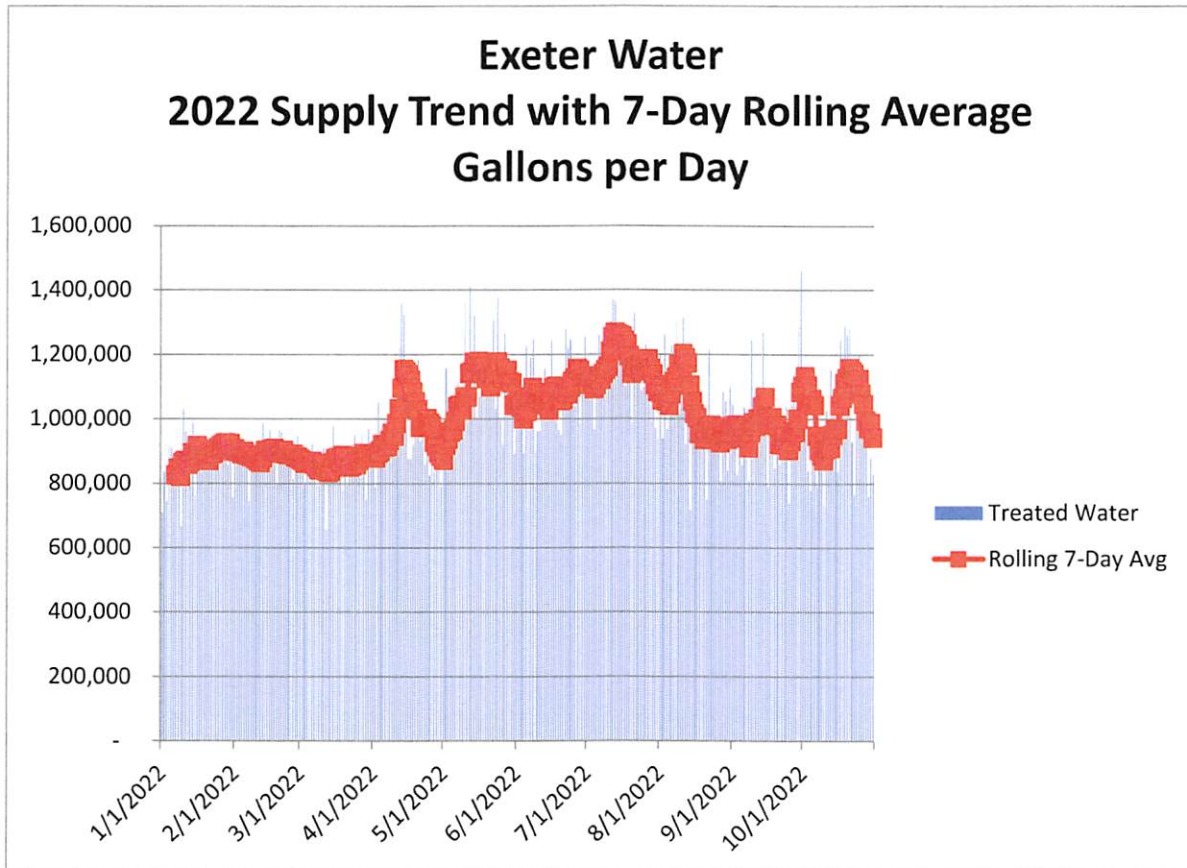
November and the 3 month outlook (November through January) **temperatures** are predicted to continue to be **above normal**. November precipitation is leaning below average and the 3 month outlook (November through January) is equal chance to be above, normal or below normal.



http://www.cpc.ncep.noaa.gov/products/predictions/multi_season/13_seasonal_outlooks/color/churchill.php
https://www.cpc.ncep.noaa.gov/products/predictions/multi_season/13_seasonal_outlooks/color/page2.gif

Exeter Water Supply

Water usage or demand in the Exeter public water system reflects non-summer flows with some additional use for fall hydrant flushing. The seven day average on October 31 was 0.94 MGD. To date in 2022 the surface water treatment plant (SWTP) produced 198 MG, supplying 65% of demand. The groundwater treatment plant (GWTP) produced 105 MG, supplying 34% of demand.



Summary

Drought conditions in Exeter and the upper reaches of the Exeter River watershed have improved to moderate drought or abnormally dry. Temperatures have been above average and are predicted to continue to be above normal through January. Precipitation is below average and there is a 6.57 inch precipitation deficit for the year to date, although this will likely improve with precipitation this weekend. Surface water flows are below normal and estimated to be 18.1 cfs (11.7 MGD) at the Exeter River intake. Groundwater levels in the region have improved to below normal to normal. Exeter water usage reflects non-summer flows with the most recent 7 day average of 0.94 MGD.

Recommendations

We recommend ending the Level 4 outdoor water use restrictions that were instituted on July 21 and not institute any other water restrictions at this time. Recent rain events have provided a much-needed relief to surface waters and groundwater levels prior to the onset of winter. Water resource conditions should be reviewed again in the spring. Water users are always encouraged to practice effective water conservation. For helpful tips on water use and conservation go to <https://www.epa.gov/watersense>.

Correspondence



Town Manager's Office

OCT 28 2022

Received

October 26, 2022

Town of Exeter
10 Front Street
Exeter, NH 03833

Dear Officials,

This letter is part of a proactive effort to reach out to town and state officials within Unitil service territory about planting the right tree in the right place. Enclosed is a suggested list of small trees and shrubs recommended for planting under power lines. Most of the recommended plants do not exceed 20' in height at maturity and the ones that do exceed 20' can be managed with infrequent pruning.

We hope that commercial and residential customers will consider where power lines are located on properties and plan landscaping designs accordingly. It is not uncommon to find trees that grow to excessive heights at maturity planted directly under power lines following construction. While they are not immediate hazards at the time of planting, these trees eventually become perpetual maintenance issues, potential safety concerns, and occasionally issues of public relations.

Our hope is to increase awareness of the problem and to plan ahead. By planting the right tree in the right place we can avoid future tree conflicts with wires and allow for the unimpeded growth, health, and beauty of a tree that is appropriate for the site.

More information about our Forestry Department can be found at <https://unitil.com/safety-preparedness/tree-pruning>.

Sincerely,

A handwritten signature in blue ink, appearing to read "Chris Moultrou".

Christopher Moultrou
Manager- Forestry Operations



Recommended Small Trees/Shrubs for Planting Under Overhead Utility Lines

Selections Recommended for USDA Planting Zones 5 or Below

Suitable to be planted under Utility lines (generally do not exceed 20' in mature height or may need infrequent crown reduction)

*for more information, please visit the Morton Arboretum and/or Arbor Day Foundation websites

Common Name	Scientific Name	Mature Zone	Mature Height	Mature Spread	Comments	Salt Tolerance		
						Native	Shade Tolerance	Tolerance
Deciduous Trees/Shrubs								
Arrowwood Viburnum	<i>Viburnum dentatum</i>	3	6-10'	6-12'	Valued for its durability and utility in the landscape. Ornamental features include white, flat-topped flowers in late spring, ink-blue fruits in September, and wine-red fall color. The native shrub makes a great screen, informal hedge, and is useful in groupings and masses, or as filler in the border.	Native	full sun, partial sun/shade	Tolerant
Sargents Crabapple	<i>Malus sargentii</i>	4	6-10'	6-12'	In spring, pink buds open to a profusion of fragrant, white flower clusters. The persistent, 1/3-inch red fruits attractive birds and other wildlife. The foliage is dark green, turns yellow in the fall, and contrasts nicely with the red fruit. An excellent choice for the shrub border, in mass, or near patios.		full sun	
Common Lilac	<i>Syringa vulgaris</i>	3	8-12'	6-10'	Old-fashioned, long-lived, and well-loved lilac best known for its fragrant flowers. It is extremely hardy and thrives with little care which make it a lovely shrub for a specimen planting, in masses, screens, hedges, or mixed in shrub borders. The May blooming flowers are typically purple to lilac but cultivars also come in magenta, pink and white.		full sun	Tolerant
Rose-of-Sharon	<i>Hibiscus syriacus</i>	5	8-12'	6-10'	Upright, narrow shrub or small tree valued for its mid-summer to late season prolific blooms. A wide range of flower colors vary by cultivar. Plants are late to leaf out in the spring.		full sun, partial sun/shade	Tolerant
Shadblow Serviceberry	<i>Amelanchier canadensis</i>	3	10-20'	10-20'	Large deciduous shrub or small tree, with many colony-forming erect stems is often found growing in swampy, wet sites in eastern North America. In yards and landscapes in the Midwest, Canada serviceberry is best suited for wet sites. It has white blooms in early spring followed by oval green leaves and edible red fruit, attractive to birds, in mid to late summer. The fall color is orange-red.	Native	full sun, partial sun/shade	Tolerant
Spicebush	<i>Lindera benzoin</i>	4	8-10'	6-8'	Yellow flowers in spring followed by ornamental red berries. Foliage has a spicy fragrance.	Native	full sun, partial sun/shade	
Kwanzan Cherry	<i>Prunus serrulata</i> 'Kwanzan'	5	15-20'	15-20'	The most widely available cultivar. It has dark pink, double flowers and produces them in great abundance. Good fall color.		full sun	Tolerant
Star Magnolia	<i>Magnolia stellata</i>	4	15-20'	10-15'	Small, compact ornamental tree grown for its early spring flowers. Opening in early spring before the leaves unfurl, the flowers are clusters of white petals sometimes touched with pink. Star magnolia is best planted in a sheltered location such as near a patio, an entryway, or in a shrub border.		full sun, partial sun/shade	Intolerant
Common Witchhazel	<i>Hamamelis virginiana</i>	3	15-25'	15-20'	The yellow, strap-like flowers of this native shrub are among the last blooms to appear in fall, but are often hidden by the leaves. Common witchhazel is a large shrub with a picturesque irregular branching habit that naturally grows along woodland edges. The large, rounded, dark green leaves often hang onto the winter branches. The fruit capsules mature a year after flowering, splitting open to expel seeds that are attractive to birds. Tolerant of road salt and clay soil, this is a great specimen plant, or for naturalized landscape.	Native	full sun, partial shade/shade, full shade	Tolerant
Japanese Maple	<i>Acer palmatum</i>	5	15-25'	15-35'	Varying in size from large shrub to small tree, Japanese maple is a species with many variations. Many cultivars are available with different characteristics such as finely dissected leaves and weeping branches.		partial sun/shade	Intolerant
Paperbark Maple	<i>Acer griseum</i>	5	20-30'	10-30'	This attractive small- to medium-sized ornamental tree is excellent for a small area or for adding structure to a mixed perennial garden. Paper-barked maple is a great plant for four seasons: Winter and spring are highlighted with cinnamon-colored, exfoliating bark that is accentuated by light snow, while summer brings delicate leaves with a bluish cast that can turn bronze in fall. Fall color is not consistent from year to year.		full sun, partial sun/shade	Moderately tolerant
Kousa Dogwood	<i>Cornus kousa</i>	4	20-30'	20-30'	Excellent small specimen tree. Two outstanding characteristics are the four-petaled, white flowers that appear above the foliage in June and reddish-purple fall color.		full sun, partial sun/shade	Intolerant
American Redbud	<i>Cercis canadensis</i>	4	20-30'	25-35'	In April and May, many neighborhoods are brightened by the purplish-pink flowers lining the dark branches of redbuds before their leaves open. Evolved in the understory and along wood edges of forests. It works especially well among evergreens that contrast with its color and shelter it from intense sunlight.	Native	full sun, partial sun/shade	Intolerant
Washington Hawthorn	<i>Crataegus phaenopyrum</i>	3	25-30'	20-25'	Washington hawthorn is one of the commonly planted hawthorn species. It has the typical white flowers, followed by red fruit that persist into winter.	Native	full sun, partial sun/shade	Intolerant
Evergreen Trees/Shrubs								
Common Boxwood	<i>Buxus sempervirens</i>	5	3-4'	3-4'	Broadly rounded evergreen shrub or small tree. Native to Europe, Asia and Africa found in open woodlands and rocky hillsides. A popular ornamental evergreen used as hedges, borders and topiary.		full sun, partial shade/shade, full shade	Tolerant
Dwarf Alberta Spruce	<i>Picea glauca</i> 'Conica'	2	6-8'	4-5'	This popular garden conifer is native to Canada and the northwestern United States. Good for small spaces.	Native	full sun, partial sun/shade	Intolerant
Catawba Rhododendron	<i>Rhododendron catawbiense</i>	4	6-10'	6-10'	A large-leaved, evergreen shrub reaching 6 to 10 feet high with large, lilac-purple flowers borne in clusters (trusses) in mid-to late spring. Excellent for shade gardens or in a sheltered site.	Native	partial sun/shade, full shade	
Meserve Holly	<i>Ilex x meserveae</i>	5	6-10'	varies by cultivar	The Meserve hollies are hybrids that do well in northern climates. Dark, lustrous blue-green leaves are evergreen and spiny. Like all hollies, there are separate male and female plants and both must be planted for the female plant to produce the showy fruit.		full sun, partial sun/shade	
Mountain Laurel	<i>Kalmia latifolia</i>	4	7-15'	7-15'	This broadleaf Evergreen bears attractive pink to deep rose flowers beginning in May or June. This shrub is considered both an evergreen shrub and a flowering shrub. It keeps its foliage year-round and blooms in a profusion of spring flowers.	Native	full sun, partial sun/shade	
Bosnian Pine	<i>Pinus leucodermis</i> , <i>P. Heldreichii</i>	4	6-12'	6-8'	Compact form develops into a broad pyramid at maturity. Their spread is usually less than half their height, ideal for use as a specimen or for screening.		full sun	Tolerant
Emerald Arborvitae	<i>Thuja occidentalis</i> 'Emerald Green'	3	10-15'	3-4'	An extremely common evergreen tree or shrub, used often as a specimen, in hedges, or for privacy.	Native	full sun, partial sun/shade	Tolerant
Mugo Pine	<i>Pinus mugo</i>	3	5-20'	5-20'	Mugo pine is a small to large-sized, shrubby pine adapted for the home landscape. Plants vary in height, texture, and year-round color. Needles remain on plant for up to 5 years.		full sun, partial sun/shade	

October 25, 2022

Niko Papakonstantis, Chairman
Board of Selectmen
10 Front Street
Exeter, New Hampshire 03833

RE: Dues Request for 2023

Dear Mr. Papakonstantis:


I am writing to thank you for Exeter's continued support and membership in the Rockingham Planning Commission and to provide you with updated information as you budget for membership for the coming year. The next year is shaping up to be pivotal for planning in the RPC region. With the updated regional housing needs assessment nearing completion and the new federal transportation infrastructure bill in place a seat at the regional planning table for Exeter is more important than ever. We are also building our capacity to leverage more funding for communities through the development of a 501c(3) partner organization. The RPC is also moving towards adding Community Development Block Grant writing and administration capacity to add value to your membership in the RPC. These are just few of the many ways local dues help ensure a resilient region.

Our dues request from Exeter for the coming year will be \$13,127. This is calculated based on the 2021 Office of Strategic Initiatives population estimate for Exeter of 16,253 and a dues rate of \$1.00 per capita for the first 10,000 in population and .50 for the second 10,000.

Local dues provide our most important source of funding. In addition to allowing us to provide much needed economic and planning support, local dues support the core operation of the agency and allow us to match grant funding from other sources. The dues support we receive ensures that the region's transportation projects continue to move forward and allows the RPC staff to address regional planning initiatives in the region.

As always, we are grateful for your support and participation in the Commission and eager to assist your town. If you would like to discuss this request or any other aspect of RPC membership or the work we are doing, please feel free to call me, or Tim Roache, Executive Director, at the RPC office at 778-0885. We will be pleased to meet with you at your request and convenience. Attached for your information is a summary of the RPC services available to your community.

Sincerely,


Alan Davis
Chairman

cc: Langdon Plumer, Planning Board Chair & RPC Commissioner
Russ Dean, Town Manager
Gwen English, RPC Commissioner

➤ What is the RPC?

The Rockingham Planning Commission (RPC) is one of nine regional planning commissions in New Hampshire established by RSA 36:46. The Commission's region consists of 27 communities in southeastern New Hampshire. We are uniquely positioned as a regional resource to support cooperative planning efforts and offer strategies that benefit multiple communities. Commissioners are the volunteers representing the local and regional interests of member communities. Collectively, we serve in an advisory role as a resource, a forum and a voice.



A RESOURCE

A staff of professional planners to provide technical planning assistance to communities and facilitate regional coordination.



A FORUM

A place for community representatives to gather and address issues that transcend municipal boundaries.



A VOICE

We carry the message of our region's needs and priorities to the legislature, and state and federal agencies.

➤ What are the RPC's primary services?

- **Community Master Plans**
- **Municipal Planner Consulting**
- **GIS and Mapping**
- **Hazard Mitigation Plan Updates**
- **Housing Needs Assessment**
- **Site Plan Reviews**
- **Land Use Studies, Plans and Inventories**
- **Capital Improvement Programs**
- **Water and Natural Resource Plans**
- **Zoning Ordinances and Regulation**
- **Energy Planning**
- **Climate Resilience Planning**

Learn more and contact us at

www.theRPC.org

603-778-0885

156 Water Street, Exeter NH



@RockinghamPlanning



@RPC_NH

Serving: Atkinson • Brentwood • Danville • East Kingston • Epping • Exeter • Fremont • Greenland • Hampstead • Hampton • Hampton Falls • Kensington • Kingston • New Castle • Newfields • Newington • Newton • North Hampton • Plaistow • Portsmouth • Raymond • Rye • Salem • Sandown • Seabrook • South Hampton • Stratham

➤ What is the MPO?

The Rockingham Metropolitan Planning Organization (MPO) is the federally-designated transportation planning agency for 27 communities in southeastern New Hampshire. The MPO ensures local and regional input on federal transportation funding priorities. We support communities in addressing issues such as road safety, traffic congestion, access for all residents, and transportation system interactions with land use, economic development, climate change, the environment and public health.



A RESOURCE

The MPO provides transportation planning services to meet local safety, mobility and accessibility needs.



A FORUM

The MPO facilitates collaboration of communities, transit providers, State and Federal agencies, and other interested parties to help allocate limited transportation funding resources.



A VOICE

The MPO provides a regional voice to communicate our local transportation priorities and needs at the state and national level.

➤ What are the MPO's primary services?

- **Project Prioritization for Federal Funding**
- **Traffic Data Collection**
- **Intersection Analysis**
- **Bicycle/Pedestrian Planning**
- **Road Surface Management Systems**
- **Complete Streets Assessment**
- **Traffic Impact Studies**
- **Transit Studies**

Learn more and contact us at

www.theRPC.org

603-778-0885

156 Water Street, Exeter NH



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Town Manager's Office

OCT 28 2022

Received

October 28, 2022

VIA HAND DELIVERY

Russell Dean, Town Manager
Niko Papakonstasis, Chairman of the Selectboard
Town of Exeter, New Hampshire
10 Front Street
Exeter, New Hampshire 03833

Re: Announcement and Notice of Planned Action

Dear Messrs. Dean and Papakonstasis:

We are writing to inform you that Vapotherm, Inc.'s manufacturing facility, located at 100 Domain Drive, Exeter, New Hampshire 03833, will substantially close and cease operations effective December 30, 2022. This plant closure will be permanent, and will result in a layoff of employees at the facility on December 30, 2022. The employment of approximately 49 employees will be terminated as a result of this plant closure. This letter constitutes notice of this action by Vapotherm, Inc., under RSA 275-F:3.

If you have any questions or want additional information concerning this matter, please contact me by email or telephone as indicated below.

Sincerely,

Lindsay Becker
Vice President of Human Resources
Vapotherm, Inc.
lbecker@vtherm.com
603-658-0412



THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



Victoria F. Sheehan
Commissioner

October 20, 2022

William Cass, P.E.
Assistant Commissioner

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

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

Dear Mr. Russell.

I write in response to the memo from Dave Sharples, dated June 15, 2022, regarding the sale of state-owned land on Cronin Road, and the Town of Exeter's request to reconfigure the subject parcel and dedicate two portions of the subject parcel to the Town. Unfortunately, the Department must decline your request.

The Department is governed by RSA 4:39-c, II, when disposing of surplus land. The statute requires the sale of highway, federal or turnpike-funded real estate be at not less than the current market value. Perhaps the Town's request can be addressed directly with the purchaser through the site plan approval process.

Please feel free to contact me should you have any comments or concerns. I can be reached at 603-271-3222 or you may contact Andrew Pacuk the agent assigned to this sale via email at Andrew.R.Pacuk@dot.nh.gov or by phone at 603-271-3987.

Sincerely,

Stephen G. LaBonte
Administrator
Bureau of Right-of-Way

SGL/ARP/jl

cc: Town of Exeter. Dave Sharples, Town Planner
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

OCT 26 2022

Received



Important Funding Update

1 message

NH Local Welfare Administrators Association <info@nhlwaa.org>

Fri, Oct 28, 2022 at 11:36 AM

Reply-To: info@nhlwaa.org

To: pmcelroy@exeternh.gov



New Hampshire Local Welfare
Administrators Association

\$35M In Funding for Emergency Energy Assistance for New Hampshire

Municipal Welfare Officials and Administrators,

Thank you for your continued commitment to meet your legal and humanitarian obligations. Municipal local welfare continues to be locally accessible, aware, accountable, and an inside voice of social services within our city and town halls.

Please review the below link information from the New Hampshire Department of Energy, regarding emergency energy assistance.

\$35M in funding for emergency energy assistance for New Hampshire residents now available to help with high energy prices this fall and winter.

Who Is Eligible?

Households with incomes between 60% and 75% of the state median income may qualify for:

- A one-time credit of \$450 for heating assistance.
- A one-time credit of \$200 on electric bills.

[State of NH Emergency Energy Assistance | NH Department of Energy](#)

I am honored to serve as president of our association and with an elected board of directors that, like you, also believes in continuous improvement and will continue to strive to assist your efforts.

I hope this information is helpful.

Respectfully,

Todd Marsh

NHLWAA, President

info@nhlwaa.org

<https://nhlwaa.org/>



OPEN MENU

Home > Consumers > Help With Energy and Utility Bills > State of NH Emergency Energy Assistance

State of NH Emergency Energy Assistance

\$35M in funding for emergency energy assistance for New Hampshire residents now available to help with high energy prices this fall and winter.

New Hampshire residents are seeing higher energy bills due to the current high energy prices. Energy markets worldwide are volatile, and the higher prices we are seeing are the result of an energy supply crunch brought about by increased energy usage as the economy recovers from the COVID pandemic, uncertainties in supply stemming from the ongoing war in Ukraine, and growing inflation.

Although these factors are out of our control, the State of New Hampshire has recently adopted legislation to provide emergency energy assistance to qualifying households. The State of New Hampshire will provide this assistance through the local [Community Action Agencies](#).

Who Is Eligible?

Households with incomes between 60% and 75% of the state median income may qualify for:

- A one-time credit of \$450 for heating assistance.
- A one-time credit of \$200 on electric bills.

Households with incomes below 60% of State Median Income may be eligible for assistance through:

- [Fuel Assistance Program](#) - provides benefits to qualified New Hampshire households to assist with heating costs.
- [Electric Assistance Program](#) - provides eligible customers with a discount on their monthly electric bills.
- [Gas Assistance Program](#) - provides eligible customers with a discount on their natural gas winter heating bills.

How to Apply

To apply for assistance or to learn more about the application process, households should contact their local [Community Action Agency](#) to set up an appointment.

75% New Hampshire State Median Income Guidelines

Income eligibility based on family size and gross annual income.

- For a family of 1, a maximum gross annual income of \$48,711
- For a family of 2, a maximum gross annual income of \$63,699
- For a family of 3, a maximum gross annual income of \$78,688
- For a family of 4, a maximum gross annual income of \$93,676
- For a family of 5, a maximum gross annual income of \$108,664
- For a family of 6, a maximum gross annual income of \$123,653
- For a family of 7, a maximum gross annual income of \$126,463
- For a family of 8, a maximum gross annual income of \$129,274



OCT 20 2022

Received

October 19, 2022

Jay Myers
Exeter Heritage Commission
10 Front Street
Exeter, NH, 03833

Dear Jay,

First, allow me to thank the other members of the Exeter Heritage Commission (EHC) at last month's meeting, each of whom welcomed my presence in the Wheelwright Room at the town offices. I realize no formal meeting took place, but one had been formally (and legally) announced on the town website, with agenda. And ExeterTV had told me you had asked not to record the meeting because you intended for it to be a workshop-style session, which would not convey well on television. Despite the posted notice, you told me in the hallway that that the meeting had been cancelled.¹

As you likely know, I have spent the last year working to ensure that there is a recording of each EHC meeting – preferably one made and broadcast by ExeterTV on behalf of the town and later made available for streaming. This is because of the EHC's multi-year project to impose New Hampshire's first Neighborhood Heritage District (NHD) in an arbitrary, EHC-selected portion of town in the vicinity of Park/Cass (and Oak/Salem/Locust/Main/etc.) Streets. Under the EHC's approach, the town would forcibly take a variety of owners' property rights and *essentially* impose a town-controlled homeowners association, except that homeowners could not opt out and the rules are made up after-the-fact and homeowners (vs. Exeter) bear all of the costs.

As such, I need to address your statement to me while everyone was in the hallway which – closely paraphrased – was, "You're literally the only person in town who cares about this Neighborhood Heritage District." To be clear, I am guessing that you meant that I am the only person that various town employees now know by name and (increasingly) face to be gathering facts and public records related to the EHC-initiated and now-mostly-abandoned NHD project. But to your literal statement, and as I said to you at the time: I am definitely *not* the only person in town concerned about the NHD. And to state the obvious: even if I was, I am still entitled – like any member of the public – to attend and make recordings of the EHC's meetings.

I appreciate that you and other members of the town-appointed EHC may feel like there is no reason for members of the public to still be interested in its meetings since the EHC has announced that it won't make a recommendation to the Planning Board to try and establish *this* NHD *now*. And I appreciate that you may feel that those of us who still want to see this project end – not just end *for now* but to actually end *for good* – are like the houseguests who won't leave. But consider that, from the

¹ You will have to forgive my skepticism at that statement. After all, the town website clearly announced there would be a meeting rather than marking it "cancelled". And you clearly had a quorum to hold a meeting. And the EHC has a habit of making its meeting announcements *right* before the legally-mandated 24-hour deadline to hold meetings. (And there have been occasions where it seems unlikely that adequate notice was provided *and the town would not directly answer repeated questions about whether it actually had or had not.*) And the EHC has even held back-to-back meetings – in the same room – where only one was announced in advance (and recorded by ExeterTV) but the unannounced one included NHD discussion.

perspective of many of us, it is the EHC and its members who are the houseguests who were never invited in the first place and won't stop talking about their displeasure with homeowners' choices of siding, siting, sizing, and window pane geometry.

As a reminder, EHC members repeatedly and publicly claimed that basically everyone in the NHD boundaries supported the NHD – except for a small but vocal minority that no one should listen to because they can't understand an NHD's benefits. Benefits so self-evident the EHC never bothered to articulate them. 18 months in, the town did a mail-in survey of property owners within the EHC-drawn NHD boundaries. As you know, a 70% supermajority of those respondents said they do *not* want this NHD. And setting aside EHC's public information sessions and hearings, my quick count is that at least half a dozen members of the public attended EHC meetings over the past 18 months, most of them at least twice. The EHC also received verbal and written feedback from other concerned parties. And all of that is despite the EHC meeting, in the midst of a global pandemic, in a room where social distancing is barely possible. My perspective: the 'disinterest' is because everyone is sick of the EHC's astrofurfed NHD project, the town has been semi-reliable the past six months at recording the EHC's meetings, the EHC has been so broadly dismissive of citizen feedback and homeowner property rights for two+ years now, and there is still a pandemic going on – so why coordinate childcare and then risk your family's health to attend in person?

For the record: I have no interest in attending EHC meetings – whether virtually or physically. (I realize that may come as a shock given that my attendance record the past 18 months would be the envy of many of its actual members.) It has been tiring. And it has been tiresome. But returning to the analogy above: the EHC showed up on our collective doorstep, uninvited, more than two years ago. And it has not left. And while it finally declared in May that it will leave, a review of members' statements at the June and July meetings (and statements made to me in the hallway prior to the September meeting) make clear that – from your collective perspective – the EHC's pursuit of a town-imposed, non-voluntary NHD is not really 'over'. It is just postponed until fresh blood in some town group tries again.

Exeter should renounce this approach once and for all and put formal protections in place to safeguard homeowners from the overreach we have seen from the EHC the past few years. And it should collect copies of all the NHD-related public records not already in the town's possession. In the meantime, the town should make and post recordings of *all* EHC meetings as public records so that its citizens can reliably witness what actually happens there (or anywhere else NHDs come up). But if the town is unwilling to do so, then it seems that its citizens have the unfortunate fate to continue to exercise our rights to attend, record, and publish those meetings.

Sincerely yours,

Joel Schander
Park St., Exeter

CC:
Exeter Planning Board
Exeter Select Board