

SELECT BOARD MEETING
Monday, April 13, 2026
7:00 pm
Nowak Room, Town Offices
10 Front Street, Exeter, NH 03833

REGULAR BUSINESS MEETING BEGINS AT 7:00 PM

Meetings can be watched on Ch 22 or Ch 6 or YouTube. Attendees can join in person or virtually via Zoom.

To access the meeting, click this link: <https://us02web.zoom.us/j/83899312861>

To access the meeting via telephone, call: +1 646 558 8656 and enter the Webinar ID: 838 9931 2861

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 instructions to access the meeting 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. Swearing In: Police Officers – Andie Kohler, Town Clerk
3. Public Comment
4. Approval of Minutes
5. Appointments/Resignations
6. Discussion/Action Items
 - a. Public Hearing – Utility Credits Acceptance – Parks and Recreation – Greg Bisson, Parks & Recreation Director
 - b. Philips Exeter Academy Update – Principal William Rawson
 - c. Credit Card Policy Approval – Corey Stevens
 - d. Select Board Board/Committee/Commission Representation Re-Organization
7. Tax Abatements, Veterans Credits & Exemptions
8. Permits & Approvals
 - a. Dan Healy Concession Stand Ceiling and HVAC Approval – Greg Bisson, Parks & Recreation Director
 - b. Contract Award for Groundwater Supply Improvements – Steve Cronin
 - c. Contract Award for Construction Phase Engineering Services for the Groundwater Supply Improvements Project – Steve Cronin
 - d. Outdoor Dining Permit Fee Waiver Request – Melissa Roy, Interim Town Manager
 - e. Pairpoint Park Donation Acceptance – Corey Stevens
9. Town Manager's Report
10. Select Board Committee Report
11. Correspondence
12. Review Board Calendar
13. Non-Public Session
14. Adjournment

Niko Papakonstantis, Chair

Select Board

Posted 4/10/26 Town Office, Town Website

Persons with a disabling condition may request accommodations in order to attend this meeting. Requests should be made with 72 hours notice.

AGENDA SUBJECT TO CHANGE

Swearing In

Public Comment

Approval of Minutes

Appointments/Resignations

Discussion/Action Items

Notice of Public Hearing

Town of Exeter, NH
Notice of Public Hearing Pursuant to RSA 31:95-b,III(a)

Notice is hereby given that the Select Board of the Town of Exeter will hold a public hearing in the Nowak Room, 10 Front Street, Exeter beginning at 7:00 PM on the 13th day of April 2026, for the purpose of complying with the provisions of RSA 31:95-b,III(a) for the following:

Acceptance of NH Saves rebate check in the amount of \$21,575.67 granted to the Town of Exeter for renovations of 10 Hampton Road.

Dated: April 7, 2026

Exeter Select Board
Niko Papakonstantis, Chair



EXETER PARKS & RECREATION

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TOWN OF EXETER MEMORANDUM

TO: Melissa Roy, Interim Town Manager
Corey Stevens, Finance Director
FROM: Greg Bisson, Director of Parks and Recreation
David Tovey, Assistant Director
RE: Rebates-10 Hampton Rd.
DATE: 03/30/2026

We are pleased to inform you that, through the NH Saves program and Unitil, we have successfully obtained approximately \$21,575.67 in rebates for the renovation of 10 Hampton Road. The rebate was awarded for the installation of heat pumps for heating and cooling, a heat pump hot water tank, improved building insulation, and the replacement of lighting with LED fixtures.

Motion: I move that the Selectboard accept the NH Saves Rebate Checks totaling \$21,575.67 for the renovation of 10 Hampton Road and allocate these funds back to the Recreation Revolving Fund.

Respectfully

Greg Bisson
Parks and Recreation Director

Phillips Exeter Academy Update

Proposed Credit Card Policy



TOWN OF EXETER, NEW HAMPSHIRE

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

www.exeternh.gov

TO: EXETER SELECTBOARD & MELISSA ROY, INTERIM TOWN MANAGER
FROM: COREY STEVENS, FINANCE DIRECTOR
SUBJECT: PROPOSED CREDIT CARD POLICY
DATE: APRIL 13, 2026

In your packet this evening there is a proposed policy for issuing town credit cards to employees for business purposes. The town has long used credit cards as a means of making purchases, however, we have not had a formal credit card policy. The proposed policy was drafted after reviewing other municipal card policies and with input from Exeter town staff. If acceptable to the Board, the policy would be placed in effect immediately.

Corey

| | | |
|--|---|-------------------------|
| Town of Exeter | Policy Number: 2026-01 | Adopted by: |
| Subject: Credit Card Policy | Adoption Date: Revision Date(s): Effective Date: | Supersedes: None |

1. PURPOSE

To establish a policy, procedures, and security measures for the use of town-issued Credit Cards by employees of the Town of Exeter.

2. APPLICATION

This policy will apply to all employees of the Town of Exeter who are being issued a town Credit Card.

3. DEFINITIONS

Cardholder – An authorized employee who is issued a town Credit Card.

Designee – An employee authorized to use the Cardholder’s Credit Card for a specific town-related purchase(s).

Credit Card – A card, which is the property of the Town of Exeter, issued by a financial institution for the purpose of making town-related purchases.

Credit Limit – The maximum monthly spending allowed on a particular Credit Card.

Grace Period – The period during which a Credit Card balance may be paid without being charged interest or penalties.

Transaction Limit – The maximum amount that may be charged on a Credit Card for one purchase.

4. POLICY

A. Credit Cards will be authorized and issued to town employees at the discretion of the Town Manager, with input from the supervising Department Head and the Finance Director.

- B. Credit Cards are to be used solely by the Cardholder or their Designee. All requirements of the Town of Exeter Purchasing Policy apply to the use of Credit Cards when making purchases.
- C. A Credit Card should only be used when it is not practical to use a standard Purchase Order.
- D. The Credit Card may not be used for personal purchases of any kind. Use of credit cards for personal purchases with the intention of reimbursing the town is prohibited.
- E. Misuse of a Credit Card by the Cardholder or their Designee may result in loss of use of the card and/or disciplinary action against the employee, up to and including termination of employment.
- F. Use of a Credit Card for the purchase of food or meals must have a town (business) related purpose. Except as provided below, the purchase of alcohol or entertainment using a Credit Card is strictly prohibited.
 - a. Notwithstanding the foregoing, alcohol and entertainment expenses may be permitted for town-sponsored Parks and Recreation Department programs, events and trips when such expenses are directly related to the event, approved in advance by the Town Manager (or their designee), and otherwise lawful and in compliance with all town policies and state and local regulations.
- G. Cash advances (ATM, travelers' checks, money orders, etc.) using a Credit Card are prohibited.
- H. Each Credit Card will have a Credit Limit, set by the Town Manager with input from the Finance Director. The Credit Limit will reflect the anticipated needs of the Cardholder, taking into consideration the overall credit limit of the town.
- I. Splitting individual purchases to avoid any Transaction Limits set for the Credit Card is prohibited.
- J. Monitoring Credit Card use is the responsibility of the Cardholder, and all purchases must be reviewed and approved by the Cardholder each month.
- K. All purchases made with a Credit Card shall be paid for within the card's Grace Period so that no interest charges or penalties accrue to the town's credit card account.
- L. Failure to submit a timely monthly statement with proper support documentation to the Finance Department may result in revocation of Credit Card privileges.
- M. Any incentive program benefits derived from using a Credit Card shall be property of the town. Such benefits will accrue to the town's general fund.

5. PROCEDURES:

- A. Each Cardholder is required to read the Town of Exeter Credit Card Policy. Cardholders will acknowledge and agree to the policy's terms by signing the Employee Agreement to Accept Town Credit Card prior to receiving a Credit Card. All signed Agreements will be kept on file in the Finance Department.
- B. All Credit Card purchases will be supported by detailed documentation. Such documentation will be used to verify the purchases listed on the Cardholder's monthly statement of account.
- C. When purchases are made over the counter, the invoice and customer copy of the charge slip will be retained. The Cardholder is responsible for checking that the vendor lists the quantity and description of the item(s) prior to the Cardholder signing the slip.
- D. When purchases are made online, a copy of the receipt and order confirmation will be printed before exiting the website.
- E. When purchases are made by telephone a copy of the receipt may be emailed or mailed to the Cardholder by the vendor.
- F. When purchases are made by mail, confirmations and shipping documentation will be retained and submitted as support.
- G. If support documentation has been lost, misplaced or was not provided by the vendor, the Cardholder must contact the vendor and attempt to obtain a replacement copy. If unsuccessful, the Cardholder will provide the Finance Director with a memo detailing the purchase (quantities and cost) and describe what attempt was made to retrieve proper documentation.
- H. The Cardholder is responsible for managing any returns or exchanges to ensure proper credit is received for returned purchases. The Cardholder will work with the vendor to obtain instructions for returns and to ensure that proper credit is received by the town.
- I. The supervising Department Head will review the Cardholder's monthly card statement and sign the accompanying accounts payable voucher prior to submitting to the Finance Department for payment.
- J. The Finance Department will reconcile the purchase activity per the Credit Card statement to the expense reports and support documentation forwarded by the Cardholder each month. Exceptions will be sent to the Cardholder for timely resolution. The Finance Department will verify the expense account designation for each transaction and adjust, if necessary.
- K. The Finance Department will be responsible for the timely payment of each monthly Credit Card balance.

6. CREDIT CARD SECURITY:

- A. It is the Cardholder' s responsibility to safeguard the Credit Card and account number to the same degree that a Cardholder safeguards his/her personal credit information. A violation of this trust will result in Cardholder having his/her card withdrawn and disciplinary action.
- B. If the Credit Card is lost or stolen the Cardholder shall immediately notify the Credit Card company and the Finance Director.
- C. A new Credit Card will promptly be issued to the Cardholder after a reported compromise, loss or theft. A Credit Card that was subsequently found by the Cardholder after being reported lost will be returned to the Finance Director for destruction.
- D. Upon separation of employment from the town, the Cardholder shall surrender the Credit Card to the Finance Director. Upon notification of termination, the Credit Card will be deactivated and destroyed. A Cardholder who fraudulently uses the Credit Card after separation from the town will be subject to legal action.

7. APPENDIX:

Employee Agreement to Accept Town Credit Card (next page).

TOWN OF EXETER
EMPLOYEE
AGREEMENT TO ACCEPT TOWN CREDIT CARD

I, _____, hereby acknowledge receipt of the Town of Exeter Credit Card, number _____.

I have received and read the Town of Exeter's Credit Card Policy, and I understand its terms and conditions. I agree to comply with the terms and conditions of this Agreement, and those of the Town of Exeter's Credit Card Policy in effect and as may subsequently be revised. I understand the Town of Exeter is liable to the financial institution for all charges made by me.

As holder of this Credit Card, I agree to accept responsibility for the protection and proper use of this Credit Card as outlined in the Town of Exeter Credit Card Policy. I understand that the town will audit the use of this Credit Card from time to time. I understand that I am responsible for retaining all receipts for purchases made by me or my Designee using this Credit Card. I understand that I CANNOT use the Credit Card for personal purchases even if the intent is to reimburse the town. I understand that certain commodities, where contracts are in place, must be purchased from the town's contract suppliers.

I further understand that improper use of this Credit Card may result in disciplinary action, up to and including termination of employment in accordance with applicable Town Personnel Policy and/ or Collective Bargaining Agreement. I also agree to allow the Town of Exeter to collect any amounts owed by me even if I am no longer employed by the town.

If the town initiates legal proceedings to recover amounts owed by me under this Agreement, I agree to pay all legal fees incurred by the town in such proceedings.

I understand the town may terminate my rights to use this Credit Card at any time for any reason. I agree to return the Credit Card to the Town of Exeter immediately upon request or upon termination of employment.

Employee Signature (Cardholder)

Date

Department Head Authorization (if not the Cardholder)

Date

Town Manager

Date

Select Board Board/Committee/Commission Representation Re-Organization

Select Board Representatives to Boards/Committees/Commissions

| <u>Select Board</u> | | | |
|---|--------------|------|--|
| Niko Papakonstantis | Chair | 2028 | |
| Molly Cowan | Vice Chair | 2027 | |
| Nancy Belanger | Clerk | 2029 | |
| Julie Gilman | | 2028 | |
| Daniel Chartrand | | 2029 | |
| <u>Planning Board</u> | | | |
| Nancy Belanger | SB Rep. | Term | |
| Dan Chartrand | SB Rep. Alt. | Term | |
| <u>Recreation Advisory Board</u> | | | |
| Nancy Belanger | SB Rep. | Term | |
| Molly Cowan | SB Alt. | Term | |
| <u>Conservation Commission</u> | | | |
| Dan Chartrand | SB Rep. | Term | |
| Nancy Belanger | SB Alt. | Term | |
| <u>Heritage Commission</u> | | | |
| Julie Gilman | SB Rep. | Term | |
| <u>Historic District Commission</u> | | | |
| Julie Gilman | SB Rep | Term | |
| <u>Rockingham Planning Commission</u> | | | |
| Julie Gilman | SB Rep. | Term | |
| <u>Swasey Parkway Trustees</u> | | | |
| Niko Papakonstantis | SB Rep. | Term | |
| Dan Chartrand | SB Alt. | Term | |
| <u>Communications Advisory Committee</u> | | | |
| Molly Cowan | SB Rep. | Term | |
| Nancy Belanger | SB Alt. | Term | |
| <u>E911 Committee</u> | | | |
| Molly Cowan | SB Rep. | Term | |
| <u>Energy Committee</u> | | | |
| Julie Gilman | SB Rep. | Term | |
| Niko Papakonstantis | SB Alt. | Term | |
| <u>Facilities Committee</u> | | | |
| Dan Chartrand | SB Rep. | Term | |
| Niko Papakonstantis | SB Alt. | Term | |

| | | | |
|--|---------|------|--|
| | | | |
| <u>Housing Advisory Committee</u> | | | |
| Nancy Belanger | SB Rep. | Term | |
| Dan Chartrand | SB Alt. | Term | |
| | | | |
| <u>River Advisory Committee</u> | | | |
| Niko Papakonstantis | SB Rep. | Term | |
| | | | |
| <u>Sustainability Advisory Committee</u> | | | |
| Dan Chartrand | SB Rep. | Term | |
| Niko Papakonstantis | SB Alt. | Term | |
| | | | |
| <u>Water/Sewer Advisory Committee</u> | | | |
| Molly Cowan | SB Rep. | Term | |
| Dan Chartrand | SB Rep. | Term | |
| | | | |
| <u>Tree Committee</u> | | | |
| Niko Papakonstantis | SB Rep. | Term | |
| | | | |
| <u>Arts and Culture Advisory Commission</u> | | | |
| Nancy Belanger | SB Rep. | Term | |
| | | | |
| <u>Tax, Exemption & Credit Advisory Committee</u> | | | |
| Julie Gilman | SB Rep. | Term | |
| Molly Cowan | SB Alt. | Term | |
| | | | |
| <u>Pairpoint Park Stakeholders Committee</u> | | | |
| Niko Papakonstantis | SB Rep. | Term | |
| | | | |
| <u>250th Celebration Commission</u> | | | |
| Julie Gilman | SB Rep. | Term | |

Tax Abatements, Veteran's Credits & Exemptions

List for Select Board meeting April 13, 2026

| All Veterans Credit | | | | |
|-----------------------------|-------------------------|------------|----------|---------|
| Map/Lot/Unit | Location | Amount | Tax Year | |
| 47-8-2432 | 24 Willey Creek Rd #302 | \$500.00 | 2026 | |
| 104-79-222 | 222 Robinhood Dr | \$500.00 | 2026 | |
| 104-79-136 | 136 Robinhood Dr | \$500.00 | 2026 | |
| Veterans Credit | | | | |
| Map/Lot/Unit | Location | Amount | Tax Year | |
| 80-6-31 | 15 Liberty Lane | \$500.00 | 2026 | |
| 104-79-16 | 16 Sir Lancelot Dr | \$500.00 | 2026 | |
| 96-2-6 | 6 Strout's Park | \$2,500.00 | 2026 | disable |
| Elderly Exemption | | | | |
| Map/Lot/Unit | Location | Amount | Tax Year | |
| 104-79-510 | 510 King Arthur Ct | 198,000 | 2026 | |
| 87-14-7B | 7 Second St | 238,000 | 2026 | |
| 104-79-14 | 14 Sir Lancelot Dr | 198,000 | 2026 | |
| 32-12 | 2 Old Town Farm Rd | 307,000 | 2026 | |
| 104-79-136 | 136 Robinhood Dr | 307,000 | 2026 | |
| 11-15 | 25 Oaklands Rd | 307,000 | 2026 | |
| 104-79-212 | 212 Robinhood Dr | 198,000 | 2026 | |
| Disability Exemption | | | | |
| Map/Lot/Unit | Location | Amount | Tax Year | |
| 104-79-703 | 703 Nottingham Dr | 125,000 | 2026 | |
| 104-79-113 | 113 Robinhood Dr | 125,000 | 2026 | |
| Abatement | | | | |
| Map/Lot/Unit | Location | Amount | Tax Year | |
| 110-2-33 | 204 Winding River | \$231.00 | 2025 | |
| 110-2-83 | 115 Winding River CG | \$271.00 | 2025 | |
| Charitable | | | | |
| Map/Lot/Unit | Location | Amount | Tax Year | |
| 97-23-E | Riverwoods | 24,200,000 | 2026 | |
| 87-36-E | 27 Hampton Rd | 812,000 | 2026 | |
| 86-8-1 | 25 Hampton Rd #1 | 240,100 | 2026 | |
| 86-8-2 | 25 Hampton Rd #2 | 239,400 | 2026 | |
| 18-3-EX | 51 Paws way | 455,300 | 2026 | |

Religious

| Map/Lot/Unit | Location | Amount | Tax Year |
|--------------|----------------------|-----------|----------|
| 91-35-E | 47A Hampton Falls Rd | 1,342,900 | 2026 |
| 69-3-13 | 37 Acadia Ln | 667,700 | 2026 |
| 73/299 | 93 Front St | 2,246,100 | 2026 |
| 73/300 | 91 Front St | 1,668,900 | 2026 |
| 73/5 | 11 Linden St | 564,100 | 2026 |

Educational

| Map/Lot/Unit | Location | Amount | Tax Year |
|--------------|--------------------|---------|----------|
| 86-11-11 | 19 Hampton Rd #11A | 119,300 | 2026 |
| 86-11-12 | 19 Hampton Rd #12A | 116,600 | 2026 |
| 86-11-14 | 19 Hampton Rd #14 | 116,600 | 2026 |
| 86-11-15 | 19 Hampton Rd #15 | 119,300 | 2026 |

Permits & Approvals

Dan Healy Concession Stand Ceiling and HVAC Approval



EXETER PARKS & RECREATION



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TOWN OF EXETER MEMORANDUM

TO: Melissa Roy, Interim Town Manager
Corey Stevens, Finance Director
FROM: Greg Bisson, Director of Parks and Recreation
David Tovey, Assistant Director
RE: Dan Healy Concession Stand Ceiling and Mini Split.
DATE: 04/13/2026

We seek your approval to complete the renovation of the Dan Healy Pool concession stand. After updating the paint and flooring, we aim to improve climate control, which will enhance staff safety and create a more comfortable environment, especially during hot days when appliances struggle to operate efficiently.

Mini Split:

Scott Thomas, Parks Foreman, has secured 3 quotes.

MCP HVAC: \$6,925.00

Live Free Heating Cooling: \$10,492.00

Heritage Home Service: \$12,608.90

MCP HVAC was the trusted contractor who installed the heating and cooling systems at 10 Hampton Road. Their bid included both Mitsubishi and Samsung products, with Samsung offering a more affordable option that delivers higher BTU. We recommend choosing Samsung for consistency, as it allows easy control via phones and computers while keeping all equipment in parks and recreation facilities on a single brand. Internally, we discussed that this choice could help us open the concession stand earlier in the season and keep it open later if desired. It also supports preparations for senior lunches during the pool's off-season. Overall, we favor MCP HVAC for their competitive pricing, higher BTU capacity, and uniform equipment at both sites.

Motion: To authorize the Parks and Recreation Department to contract with MCP HVAC for \$6,925 from the Recreation Revolving Fund to install a Mini Split System in the Dan Healy Concession Stand.

Drop Ceiling:

After discussions with HVAC vendors, it was decided that blocking soffits and ridge vents might be necessary to prevent cold air loss. To ensure proper installation, the department consulted Doug Eastman, Building Inspector, who recommended installing a drop ceiling with insulation. This approach will help vent the roofline, prevent debris entry, and maintain a cooler environment in the concession area.

Unanimous vote in favor from the Recreation Advisory Board.

Scott Thomas, Parks Foreman, secured 3 quotes:

Honorable Dimensions, LLC: \$1,975.00

Pristine Acoustical Ceilings: \$2,100.00

John C. Pratt Company, LLC: \$3,255.00

Both sections of the concession stand will have 2'x2' vinyl rock ceiling tiles installed. These are the same tiles installed in various rooms at 10 Hampton Road—easy to wipe and mildew and mold-resistant. Mike Wissler, a member of the Recreation Advisory Board, had previously worked with Honorable Dimensions, LLC in his job and said they are a very good company to work with.

Unanimous vote in favor from the Recreation Advisory Board.

Motion: To authorize the Parks and Recreation Department to contract with Honorable Dimensions, LLC for the installation of the drop ceiling in the Dan Healy Concession Stand for \$1,975.00 from the Recreation Revolving Fund.

Respectfully submitted,

Greg Bisson
Parks and Recreation Director

Contract Award for Groundwater Supply Improvements



EXETER PUBLIC WORKS DEPARTMENT

13 NEWFIELDS ROAD • EXETER, NH • 03833-3792 • (603) 773-6157 • FAX 772-1355

www.exeternh.gov/publicworks • publicworks@exeternh.gov

TO: Select Board

FROM: Stephen Cronin, Public Works Director

CC: Melissa Roy, Interim Town Manager

DATE: April 9, 2026

RE: Contract Award – Water Supply Improvements Project Construction

SUGGESTED MOTION:

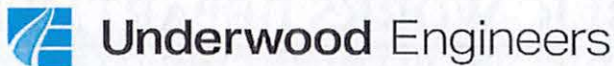
Motion to award a contract to N. Granese & Sons, Inc. for the Groundwater Supply Improvements Project in the amount of \$3,877,750, and to further authorize the Interim Town Manager or their designee to sign the associated contract documents.

In accordance with the Town of Exeter Purchasing Policy, the Public Works Department solicited sealed bids for the Groundwater Supply Improvements Project. Two bids were received and publicly opened at the March 29, 2026 Select Board meeting. The lowest responsive bidder was N. Granese & Sons, Inc. of Salem, MA, with a bid of \$3,877,770, inclusive of the base bid and Add Alternates 1 and 2.

Following a comprehensive review of the bids, the Town's design consultant, Underwood Engineers, Inc. (UE), in coordination with the Public Works Department, recommends awarding the contract to N. Granese & Sons, Inc. (Granese). Granese has a proven track record with the Town, having successfully completed prior projects, including the Squamscott River Sewer Siphons Improvement Project. The firm is also currently under contract for construction of the Westside Drive Drainage, Water, and Roadway Improvements Project.

Copies of UE's Recommendation to Award and the Notice of Award to N. Granese & Sons, Inc. are attached for reference.

Funding for project construction was authorized by voters at the 2025 Town Meeting under Article 3 and includes a \$6,800,000 Water Fund obligation bond.



3054

April 3, 2026

Stephen Cronin
Public Works Director
13 Newfields Road
Exeter, NH 03833

**Re: Recommendation of Contract Award
Groundwater Supply Improvements
Exeter, New Hampshire**

Dear Mr. Cronin:

Underwood Engineers (UE) has reviewed the bids for the Groundwater Supply Improvements project. Two bid proposals were received, and N. Granese & Sons, Inc. (Salem, MA) is the apparent low bid with an amount of \$3,877,750. No errors were found in the submitted bids. The bid tabulation dated 3/31/2026 is attached for reference.

N. Granese & Sons, Inc. has satisfactorily completed past projects of similar or greater scope with Underwood Engineers and is currently working for the Town of Exeter on other projects (West Side Drive Drainage, Water and Roadway Improvements). We contacted references for other projects who affirmed their quality of work was acceptable.

Based on the review of the information, we recommend awarding the contract to N. Granese & Sons Inc. including the Base Bid and Add-Alts 1 and 2 for **\$3,877,750**. We understand the Town intends to fund the project with local funds and the anticipated project costs as shown on the attached Project Budget are within available funding and allow for contingency. We also recommend the Town advance replacement of the Lary Lane well under separate contract.

Pending the Town's review and approval, we will assist to prepare the award documents. Please call if you have any questions.

Very truly yours,
UNDERWOOD ENGINEERS, INC.

A handwritten signature in blue ink that reads 'Thomas G. Page'.

Thomas G. Page, P.E. (NH, ME)
Senior Project Manager

TGP/LTO/MBL
Encl.

UnderwoodEngineers.com

25 Vaughan Mall, Portsmouth, NH 03801

| Groundwater Supply Improvement, Exeter NH | | | | | | | | | |
|---|--|--------|-------|----------------------------|--------------------|--|--------------------|--|--------------------|
| BID TABULATION | | | | | | | | | |
| Bid Opening: March 30, 2026 | | | | | | | | | |
| | | | | Engineer's Opinion of Cost | | N. Granese & Sons, Inc. 59 Jefferson Ave Salem, MA 01970 | | Northeast Earth Mechanics, LLC 159 Barnstead Road Pittsfield, NH 03263 | |
| Item No. | Description | Quant. | Units | Unit Price | Amount | Unit Price | Amount | Unit Price | Amount |
| SCHEDULE A - FACILITIES IMPROVEMENT + ALLOWANCES | | | | | | | | | |
| 1 | Furnish and install complete improvements at Lary Lane GWTP and Drinkwater Rd Well | 1 | LS | \$2,540,014 | \$2,540,014 | \$1,470,000 | \$1,470,000 | \$2,361,900 | \$2,361,900 |
| 2 | Utility Allowance | 1 | Allow | \$100,000 | \$100,000 | \$100,000 | \$100,000 | \$100,000 | \$100,000 |
| SCHEDULE A | | | | | \$2,640,014 | | \$1,570,000 | | \$2,461,900 |
| SCHEDULE B- SITE WORK | | | | | | | | | |
| 10 | Horizontal Directional Drill 8 inch dia. HDPE DR 11 Raw Water Main | 1 | LS | \$710,000 | \$710,000 | \$747,000 | \$747,000 | \$550,000 | \$550,000 |
| 11A | Furnish and install 8 inch dia. Class 52 DI water main | 350 | LF | \$200 | \$70,000 | \$180 | \$63,000 | \$190 | \$66,500 |
| 11B | Furnish and install 10 inch dia. Class 52 DI water Main | 25 | LF | \$250 | \$6,250 | \$220 | \$5,500 | \$1,000 | \$25,000 |
| 12 | Furnish and install hydrant assembly (inc. tee + 6" valve) | 3 | EA | \$10,000 | \$30,000 | \$15,000 | \$45,000 | \$12,500 | \$37,500 |
| 13 | Furnish and install 6 inch dia. gate valve and valve box | 5 | EA | \$2,200 | \$11,000 | \$4,000 | \$20,000 | \$3,800 | \$19,000 |
| 14 | Furnish and install 2 inch thick rigid insulation over water main | 250 | LF* | \$30 | \$7,500 | \$10 | \$2,500 | \$4 | \$1,000 |
| 202.43 | Removal of Asbestos Cement pipe | 30 | LF | \$120 | \$3,600 | \$30 | \$900 | \$100 | \$3,000 |
| 206.19 | Common Structure Excavation- exploratory | 50 | CY | \$150 | \$7,500 | \$10 | \$500 | \$30 | \$1,500 |
| 206.2 | Rock Structure Excavation | 20 | CY | \$300 | \$6,000 | \$250 | \$5,000 | \$250 | \$5,000 |
| 304.2 | Furnish and install bank run gravel | 250 | CY | \$100 | \$25,000 | \$90 | \$22,500 | \$38 | \$9,500 |
| 304.3 | Furnish and install crushed gravel | 600 | CY | \$70 | \$42,000 | \$90 | \$54,000 | \$44 | \$26,400 |
| 403.11A | Hot Bit. Pavement Machine Method (Binder Pavement) | 24 | Ton | \$300 | \$7,200 | \$300 | \$7,200 | \$300 | \$7,200 |
| 403.11B | Hot Bit. Pavement Machine Method (Wearing Course) | 14 | Ton | \$275 | \$3,850 | \$300 | \$4,200 | \$300 | \$4,200 |
| 403.12 | Hot Bit Pavement Hand Method | 20 | Ton* | \$325 | \$6,500 | \$300 | \$6,000 | \$300 | \$6,000 |
| 593.311 | Stabilization Class 1 Non-Woven Fabric | 1700 | SY* | \$8 | \$10,200 | \$15 | \$25,500 | \$3 | \$5,100 |
| 618.61 | Uniformed officers with vehicle | 1 | Allow | \$10,000 | \$10,000 | \$10,000 | \$10,000 | \$10,000 | \$10,000 |
| 618.7 | Uniformed Huggers | 200 | Hrs | \$46 | \$9,200 | \$55 | \$11,000 | \$65 | \$11,000 |
| SCHEDULE B | | | | | \$965,600 | | \$1,029,800 | | \$797,900 |
| SCHEDULE C- ALTERNATES | | | | | | | | | |
| Add Alt 1 | Lary Lane Well Improvements | 1 | LS | \$978,500 | \$978,500 | \$970,000 | \$970,000 | \$982,525 | \$982,525 |
| Add Alt 2 | Lary Lane FM | | | | | | | | |
| 30 | Furnish and install 6 inch dia. HDPE DR 11 Force main | 2010 | LF | \$90 | \$180,900 | \$110 | \$221,100 | \$90 | \$180,900 |
| 31 | Furnish and install 6 inch dia. Class 52 DI water main | 30 | LF | \$110 | \$3,300 | \$120 | \$3,600 | \$400 | \$12,000 |
| 32 | Furnish and install 6 inch dia. Gate valve and valve box | 1 | EA | \$1,600 | \$1,600 | \$13,000 | \$13,000 | \$2,900 | \$2,900 |
| 403.11A | Hot Bit. Pavement Machine Method (Binder Pavement) | 176 | Ton | \$300 | \$52,800 | \$250 | \$44,000 | \$200 | \$35,200 |
| 403.11B | Hot Bit. Pavement Machine Method (Wearing Course) | 105 | Ton | \$275 | \$28,875 | \$250 | \$26,250 | \$200 | \$21,000 |
| SUBTOTAL ALT 2 | | | | | \$287,475 | | \$397,950 | | \$252,000 |
| SCHEDULE C | | | | | \$1,245,975 | | \$1,277,950 | | \$1,234,525 |
| BASE BID TOTAL (SCHEDULE A + SCHEDULE B) | | | | | \$3,605,814 | | \$2,599,800 | | \$3,249,800 |
| TOTAL BID (SCHEDULE A + SCHEDULE B + SCHEDULE C) | | | | | \$4,851,789 | | \$3,877,750 | | \$4,484,325 |

Indeterminate Quantity

Tabulated By: Meredith B. Levesque 3/31/2026
Meredith B. Levesque Date

Checked By: Lance T. Olsen 3/31/2026
Lance T. Olsen Date

Approved By: Thomas G. Page 3/31/2026
Thomas G. Page, P.E. (NH, ME) Date

EXHIBIT A PROJECT BUDGET

PROJECT: Exeter NH
Groundwater Supply Improvements - Construction Phase

DATE: 3-Apr-26
Updated: _____
Prepared by: TGP

Printed: 4/3/26

| | Current Budget | Previous Earned to Date | Requested This Month | Total Earned to Date | Percent Complete | Balance to Finish |
|--|-----------------------|-------------------------|----------------------|----------------------|------------------|-----------------------|
| USE OF FUNDS: | | | | | | |
| Land acquisition, legal, admin | \$350,000.00 | | | | #DIV/0! | \$350,000.00 |
| | | | | | | |
| | | | | | | |
| ENGINEERING SERVICES | | | | | | |
| | | | | | | |
| Construction Admin (UE) | \$510,000.00 | | | | | \$510,000.00 |
| Hydrogeo for Lary Lane replacement (GZA) | \$399,000.00 | | | | | \$399,000.00 |
| Radio Communications (TCS) - TBD | \$5,000.00 | | | | | |
| SCADA Integration (WP) - TBD | \$50,000.00 | | | | | |
| CONSTRUCTION CONTRACT | | | | | | |
| | | | | | | |
| Groundwater Supply Improvements Including Add Alts 1 & 2 | \$3,877,750.00 | | | | | \$3,877,750.00 |
| | | | | | | |
| Subtotal | \$5,191,750.00 | | | | | \$5,191,750.00 |
| CONTINGENCY | \$1,608,250.00 | | | | | |
| TOTAL | \$6,800,000.00 | | | | | \$6,800,000.00 |
| FUNDING SOURCES: | | | | | | |
| | | | | | #DIV/0! | |
| March 2025 Warrant | \$6,800,000.00 | | | | | \$6,800,000.00 |
| | | | | | #DIV/0! | |
| | | | | | #DIV/0! | |
| | | | | | #DIV/0! | |
| TOTAL | \$6,800,000.00 | | | | | \$6,800,000.00 |

NOTICE OF AWARD

Dated: _____

TO: N. Granese & Sons, Inc.
 ADDRESS: 59 Jefferson Avenue Salem MA 01970
Street Address City/Town State ZIP

Project Number: _____ Owner Contract Number: _____
 Project Name: Groundwater Supply Improvements
 Contract For: Groundwater Supply Improvements – Exeter, New Hampshire
Insert the name of the contract as it appears on the bid documents

You are notified that your bid dated **March 30, 2026** for the above contract has been considered. You are the apparent successful bidder and have been awarded a contract for:

Groundwater Water Supply Improvements – Exeter, New Hampshire

The Contract Price of your contract is **Three Million Eight Hundred Seventy Seven Thousand Seven Hundred Fifty dollars (\$3,877,750) (Base Bid plus Add-Alt 1 plus Add-Alt 2)**. 3 copies of each of the proposed Contract Documents (except Drawings) accompany this Notice of Award. The same number of sets of the drawings will be delivered separately or otherwise made available to you immediately.

You must comply with the following conditions precedent within 10 days of receiving this Notice of Award.

1. You must deliver to the OWNER all of the fully executed counterparts of the Agreement including all the Contract Documents. This includes the sets of drawings. Each of the Contract Documents must bear your signature on (the cover) and (every) page.
2. You must deliver with the executed Agreement the Contract Security (Bonds) as specified in the Information for Bidders and General Conditions.
3. List all other conditions of precedent.

Failure to comply with these conditions within the time specified will entitle **OWNER** to consider your bid abandoned, to annul this Notice of Award and to declare your Bid Security forfeited.

Within 10 days after receipt of acceptable performance **BOND**, payment **BOND** and agreement signed by the party to whom the Agreement was awarded, the **OWNER** will return to you one fully signed counterpart of the Agreement with the Contract Documents attached.

Town of Exeter

Authorized Signature

Melissa Roy, Interim Town Manager

B-1.2

ACKNOWLEDGEMENT OF NOTICE

Receipt of the above NOTICE OF AWARD is hereby acknowledged:

By: N. Granese & Sons, Inc., The ___ day of _____, 20___ by
_____ title _____.

Copy to ENGINEER (Use Certified Mail, Return Receipt Requested).

**Contract Award for Construction Phase Engineering Services
For the Groundwater Supply Improvements Project**



EXETER PUBLIC WORKS DEPARTMENT

13 NEWFIELDS ROAD • EXETER, NH • 03833-3792 • (603) 773-6157 • FAX 772-1355

www.exeternh.gov/publicworks • publicworks@exeternh.gov

TO: Select Board

FROM: Stephen Cronin, Public Works Director

CC: Melissa Roy, Interim Town Manager

DATE: April 9, 2026

RE: Contract Award – Water Supply Improvements Construction Phase Engineering

SUGGESTED MOTION:

Motion to award a contract to Underwood Engineers, Inc. for Construction Phase Engineering Services for the Groundwater Supply Improvements Project in the amount of \$510,000, and to further authorize the Interim Town Manager or their designee to sign the associated contract documents.

The Public Works Department has reviewed the attached contract, scope of services, and fee summary from Underwood Engineers, Inc. for Construction Phase Engineering Services to support the Town during construction of the Water Supply Improvements Project. These services will include full-time, on-site inspection, as well as office related construction administration tasks, including reviewing shop drawings and submittals, responding to Contractor's Requests-For-Information, project management and coordination with the contractor and utility companies, scheduling construction progress meetings, review of payment applications, and final project inspection. The Department recommends the approval of this contract to ensure the successful completion of this project. A copy of the proposed contract has been attached for reference.

Funding for project construction was authorized by voters at the 2025 Town Meeting under Article 3 and includes a \$6,800,000 Water Fund obligation bond.

**ENGINEERING SERVICES REQUEST
AUTHORIZATION TO PROCEED**

| | |
|--|---|
| To: Underwood Engineers, Inc. (Engineer) 25 Vaughan Mall Portsmouth, New Hampshire 03801 | ESR No.: ESR-EX-241 File No.: 3054 Date: April 3, 2026 Project Name: <u>Groundwater Supply Improvements Construction Administration</u> |
|--|---|

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

| | |
|--|---------------------------------------|
| Owner's Contact(s) (this project): | Stephen Cronin, Public Works Director |
| Engineer's Contact(s) (this project): | Thomas Page, Senior Project Manager |

Under agreement for Professional Services as Consulting **Engineer** for the **Owner** (General Services Agreement dated March 12, 2019), **Engineer** is authorized to proceed with the following work:

Description:

Final design of the Groundwater Supply Improvements project was completed by UE under ESR-EX-202 Amendment 1 and the project was bid in March 2026. Construction Phase Engineering Services will be provided for the work shown on the drawings entitled Groundwater Supply Improvements. The work includes a gravel access road from Drinkwater Road to the Drinkwater Road Production Well, the Drinkwater Road well control building, and a transmission main from the Drinkwater Road Well to the Lary Lane Groundwater Treatment Plant by directional drill under the Exeter River. The project also includes improvements at the existing Lary Lane Groundwater Treatment Plant, a new Lary Lane well control building, and demolition of the existing Lary Lane Wellhouse. The project also includes a force main for water treatment plant residuals on Lary Lane. The Town is considering installing a replacement Lary Lane well under separate contract.

Completion time for the project from the date specified in the "Notice to Proceed" is as follows:

- | | |
|---------------------------|---|
| 1. Substantial Completion | <u>360 Calendar Days (Inc. Add Alts)</u> |
| 2. Final Completion: | <u>420 Calendar Days (Inc. Add Alts)</u> |

Scope of Work:

Engineer will provide the following engineering services:

Task 1: Construction Administration

- Prepare Preconstruction Meeting Agenda
- Attend Pre-Construction meeting with Contractor and Town of Exeter representatives and prepare meeting notes.
- Review shop drawings and Contractor submittals, and prepare comments and/or approvals.
- Review monthly Contractor Payment Applications and make recommendations for payment. Twelve (12) payment applications assumed.

- Prepare Field Change Directives (WCDs) or Engineers Supplemental Information (ESIs) to address minor changes and clarifications required during construction. A total of (12) are budgeted.
- Prepare Change Orders and clarification documentation during construction. A total of 4 are budgeted. Note, a change order is anticipated to connect to a future replacement Lary Lane well by others instead of the existing Lary Lane well, including a new well pump and appurtenances.
- Attend progress meetings with the Contractor and Owner as required regarding construction related issues.
 - A total of 12 progress meetings are budgeted, which are planned on an approximately monthly basis as needed.
- Attend additional on-site meetings with the Contractor and Owner to discuss construction items.
 - A total of 12 on-site meetings are budgeted.
- Provide general contract administration including coordination with Town and Resident Project Representative (RPR).
- Perform site visits to check progress of work when appropriate based on engineering judgment.
- Perform one (1) Substantial Completion and one (1) Final Completion site visit with the Contractor, Owner, and Funding partners.
- Create punch list as necessary with appropriate retainage. Track completion of punch list items and release of punch list retainage.
- Coordination of Utility Easement with Unitil for the primary service from Drinkwater Road to the Drinkwater Road Well Control Building if required.
- Other services upon request.

Task 2 - Resident Project Representative (RPR)

- Provide a Resident Project Representative (RPR). The RPR personnel will be subject to Town of Exeter approval.
 - A total of **1600 hours** are budgeted based on the estimated completion time for construction and **estimated 8 months of work onsite**.
 - 800 hours (8 hours/day) for full time observation (5 months) plus travel time
 - 400 hours for part time observation (3 months)
 - 400 hours for contingency, record drawings, QA/QC and warranty period
- The RPR's duties will include:
 - Monitor work for conformance with specifications.
 - Monitor and document construction chronology and daily estimates of quantities for payment.
 - Prepare daily field progress reports.
 - Obtain and field verify record drawing information.
- The amount of RPR time will be monitored as the work progresses. Depending on the contractor's performance and schedule and the desired level of effort by Town, additional time may be necessary.
- The RPR will generally be onsite during the Contractor's work. There may be times when RPR coverage is not necessary. Appropriate coverage will be provided based on engineering judgment.

Task 3 – Startup Services

Warranty and start-up services during the one-year warranty period to include:

- Attend and coordinate initial startup and training to be completed by Contractor and equipment manufacturers: three (3) full days assumed.

- Provide an additional two (2) full days of on-site start-up assistance and coordination during the initial period of operation of the proposed system, including training meetings with operators.
- Provide assistance and part-time resident observation during the one-year warranty period.
- Perform the one-year warranty walk-through of the completed work with the Owner and the Contractor and prepare project close-out documentation required by NHDES.

Task 4 – Operation and Maintenance Manual

- Prepare an Operation and Maintenance (O&M) Manual for the new facilities to supplement existing O&M manuals.
- The O&M Manual will include equipment submittals, manufacturers' equipment-specific O&M manuals, a general O&M written by UE, and appendices as required.
- The manual will be prepared in accordance with NHDES guidelines and will be submitted for their approval if required. The Owner will be provided a draft manual concurrent to NHDES review.
- Following NHDES review and approval, up to two (2) final paper copies and one (1) digital copy (PDF) of the O&M manual will be provided to the Owner.

Task 5 - Record Drawings

- Prepare record drawings documenting the construction of the buildings, utilities, and appurtenances based on field measurements by the Contractor and the Resident Project Representative.
- Provide up to two (2) sets of record drawings. Record drawings will also be provided in electronic form (PDF).
- Provide submittals and shop drawings in PDF form plus one (1) paper copy.
- Provide CAD files with record information to the Town's GIS coordinator.

Task 6 – Field Testing

- A **\$10,000 allowance** has been included to cover geotechnical (soils) and concrete testing fees. Depending on actual construction schedule and progress, additional budget may be required.
- UE coordination is included
- No special inspections per IBC are assumed to be required.

Owners Responsibility

Owner shall make available to the Engineer the following:

- Access to site
- Project related correspondence
- Identify Exeter contact person and authorized signatory

Work Not Included

The following is not included in the Scope of Work:

- Legal services.
- Boundary survey, easements, definitive ROW determinations or resolution of boundary disputes, other than specifically noted above.
- Permitting, other than specifically noted above.

- Permit/Application fees (if applicable).
- User rate studies and impacts.
- Water quality sampling/analysis.
- Hydrogeological services including permitting and installation of Lary Lane replacement well.

UE assumes the Town will contract with their hydrogeologist (EGGI/GZA) to provide other services as required for this project, including:

- Lary Lane Well Replacement permitting and installation.
- Monitoring in accordance with the Large Groundwater Withdrawal Permit.

Budget Costs:

| | |
|--|------------------|
| Task 1 – Construction Administration | \$170,000 |
| Task 2 – Resident Project Representative (RPR) | \$265,000 |
| Task 3 – Startup Services | \$20,000 |
| Task 4 – Operation and Maintenance Manual | \$25,000 |
| Task 5 – Record Drawings | \$20,000 |
| Task 6 – Field Testing | \$10,000 |
| TOTAL | \$510,000 |

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. Fees also include reimbursement for transportation expenses (per mile), out-of-pocket travel expenses (tolls), prints, telephone calls and miscellaneous materials that may be required to complete the work. Subconsultants and certain other reimbursables are subject to a 10% mark-up according to UE’s current rate schedule.

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. Budget will not be exceeded without written authorization.

Schedule:

The anticipated schedule is as follows:

| | |
|------------------------|------------|
| Open Bids | March 2026 |
| Notice of Award | April 2026 |
| Construction Start | May 2026 |
| Substantial Completion | May 2027 |
| Final Completion | July 2027 |

Construction Administration and Resident Project Representative (RPR) tasks and engineering fees are based on the anticipated schedule, **with up to 8 months of work on site**, for the engineering services below. Actual costs may vary based on the Contractors schedule and the level of effort required to administer and monitor construction in accordance with the Contract Documents.

Outdoor Dining Permit Fee Waiver Request



TOWN OF EXETER, NEW HAMPSHIRE

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

www.exeternh.gov

MEMORANDUM

TO: Select Board

DATE: April 13, 2026

**FROM: Pam McElroy
Senior Executive Assistant**

**RE: Outdoor Dining Permit
Fee Waiver Request**

Please see the attached letter from Mr. Jamie Lopez, Inn by the Bandstand/Ambrose Restaurant, requesting an Outdoor Dining Permit fee waiver. Mr. Lopez is requesting a fee waiver as the outdoor dining location is shared land between the Town of Exeter and Inn by the Bandstand.

The annual Outdoor Dining Permit fee is \$200 per calendar year and may be prorated on a per month basis. Mr. Lopez is requesting an Outdoor Dining Permit for May 1, 2026 through October 31, 2026, 7:00 am – 10:00 pm daily. The prorated fee would be \$100.00 for 2026.

Mr. Lopez has provided all other necessary information pertaining to the Outdoor Dining Permit Application, and Fire, Police, Public Works and Health Departments have approved this application request.

Upon approval from the Select Board for the fee waiver, the Town Manager will approve and sign the permit application.

Thank you.

SUGGESTED MOTION:

The Exeter Select Board approves the Outdoor Dining Permit fee waiver request of Mr. Jaime Lopez, The Inn by the Bandstand/Ambrose Restaurant, and hereby waives the 2026 Outdoor Dining Permit Fee of \$100.00, as prorated for May 1 through October 31, 2026.



March 23rd, 2026

To whom it may concern:

This is to respectfully request to have the outdoor dining permit fees waived for the reason of having invested 100% of the cost in the new parking lot and pavers area that are also part of the Town of Exeter.

This new improvement has positively enhanced the public spaces of the Town itself as well as the overall value perspective of both properties, that is the Exeter Town Offices Building and the Inn by the Bandstand. We hope you are enjoying the upgrade.

We would greatly appreciate your consideration for the 2026 season.

Sincerely,

Jaime Lopez

Inn by the Bandstand

Ambrose Restaurant



TOWN OF EXETER, NEW HAMPSHIRE

10 FRONT STREET • EXETER, NH • 03833-3792 • (603) 773-6102

Outdoor Dining Application

Please send completed applications to Pam McElroy at the Office of the Town Manager
pmcelroy@exeternh.gov (603) 773-6102

FEE: \$200.00 each calendar year. Fee may be prorated on a per month basis.

Address of Proposed Outdoor Dining Area: 6 Front st. Exeter

Assessor's Map: _____ Lot: _____ Zoning District: _____

Applicant: Jaime Lopez

Address: 6 Front st. Exeter

Phone: 603 772 6352 Email: welcome@innbythebandstand.com

Property Owner: Jaime Lopez Phone: same

Address: same

Sunday - Saturday ~~6am - 12 am~~ for MAY - October ^{Change per email dated 3/24/26 attached. PAME}
7:00 am - 10:00 pm

The requested Outdoor Dining permit is issued to the applicant/business listed on this permit application for the purpose indicated on this application.

The requested Outdoor Dining permit shall be valid for said applicant/business only during the time and dates indicated on this permit application.

Once the requested Outdoor Dining permit is approved, it is non-transferable.

Applicant/business shall not conduct their outdoor dining business in such a way as would restrict or interfere with the ingress or egress of the abutting property owner or tenant, create or become a public nuisance, increase congestion or delay, or constitute a hazard to traffic, life or property, or an obstruction to adequate access to Fire, Police or Town/State vehicles and/or employees.

Applicant is solely responsible for cleaning the outdoor dining space (including removal of trash/dropped items). Dumping of grease, oil or greywater is strictly prohibited.

Applicant/business may be required to relocate outdoor dining location if the Town requires access to the space for any reason, including, but not limited to cleaning, maintaining or repairing the location or adjacent space.

Applicant shall defend and indemnify the Town of Exeter, its officials, employees and volunteers against all demands, claims, suits and actions seeking damages, penalties, costs, interest, statutory relief and/or equitable relief on account of bodily injury, death, personal injury, property damage and/or economic injury arising out of or related to the permit or the activities of the permit applicant.

Applicant will adhere to all pertinent Town Ordinances, including Chapter 7 (Conduct Regulations) and if applicant intends to serve alcohol, will adhere to Chapter 809 (Licensing of Alcohol Use on Town Property).

The Town has the right to revoke any outdoor dining permits at any time.

REQUIRED DOCUMENTATION TO SUBMIT WITH APPLICATION

Completed permit application with payment (payable to Town of Exeter).

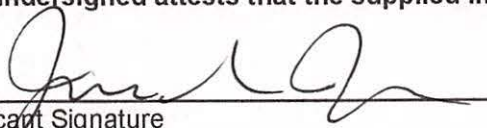
Certificate of Liability Insurance, providing General Liability/Bodily Injury/Property Damage: \$200,000/\$1,000,000. If applicant intends to serve alcohol, additional liquor liability with reasonable limits of coverage with minimum coverage of \$1,000,000 per occurrence and \$2,000,000 in the aggregate. **The Town of Exeter must be named on the certificate as additional insured.**

Copy of New Hampshire Liquor Commission license if applicant intends to serve alcohol.

Dimensional Site Plan depicting the following: existing conditions including public infrastructure such as curb lines, light poles, bike racks, trees, manhole covers, meters, licensed A-frame signs, post office boxes, etc; as well as proposed table/chair layout plan, trash receptacles, tents/canopies, heaters/outdoor firepits, routes of travel within outdoor dining area and on public sidewalk. Include existing lighting and proposed lighting.

Applicant will adhere to Town Ordinance Chapter 7 (Conduct Regulations) and if applicant intends to serve alcohol, Chapter 809 Licensing of Alcohol Use on Town Property.

The undersigned attests that the supplied information is accurate and complete.

 3/23/26
Applicant Signature Date



For Town Use:

Date Application Received: 3/23/26

Fee Received: \$ _____ Cash: Check #: fee waiver requested Pamc

Approval: Code Enforcement Officer: approved via email attached Date: 4/3/26

Health Officer: approved via email attached Date: 4/6/26

Highway Superintendent: approved via email attached Date: 4/3/26

Exeter Police Chief: approved via email attached Date: 4/6/26

Exeter Fire Chief: approved via email attached Date: 4/3/26

Approved as authorized by the Select Board/Designee: _____ Date _____



State of New Hampshire Liquor Commission



EXONIAN HOSPITALITY LLC
EXONIAN HOSPITALITY
6 FRONT ST
EXETER NH 03833

RESTAURANT

ON-PREMISES BEVERAGE/WINE/LIQUOR

License No. **1602803** Effective Date: **03/01/2026** Expires: **02/28/2027**

MAIN SEATS: 24 ADDITIONAL DINING ROOM SEATS: 12 OUTSIDE SEATS: 40

This license is issued and is subject to the conditions prescribed in Title XIII of the revised statutes annotated and regulations enacted by the commission thereunder. This license is effective for the period specified above unless sooner revoked and is not transferable.

State Liquor Commission

Joseph W. Mollica, Chairman

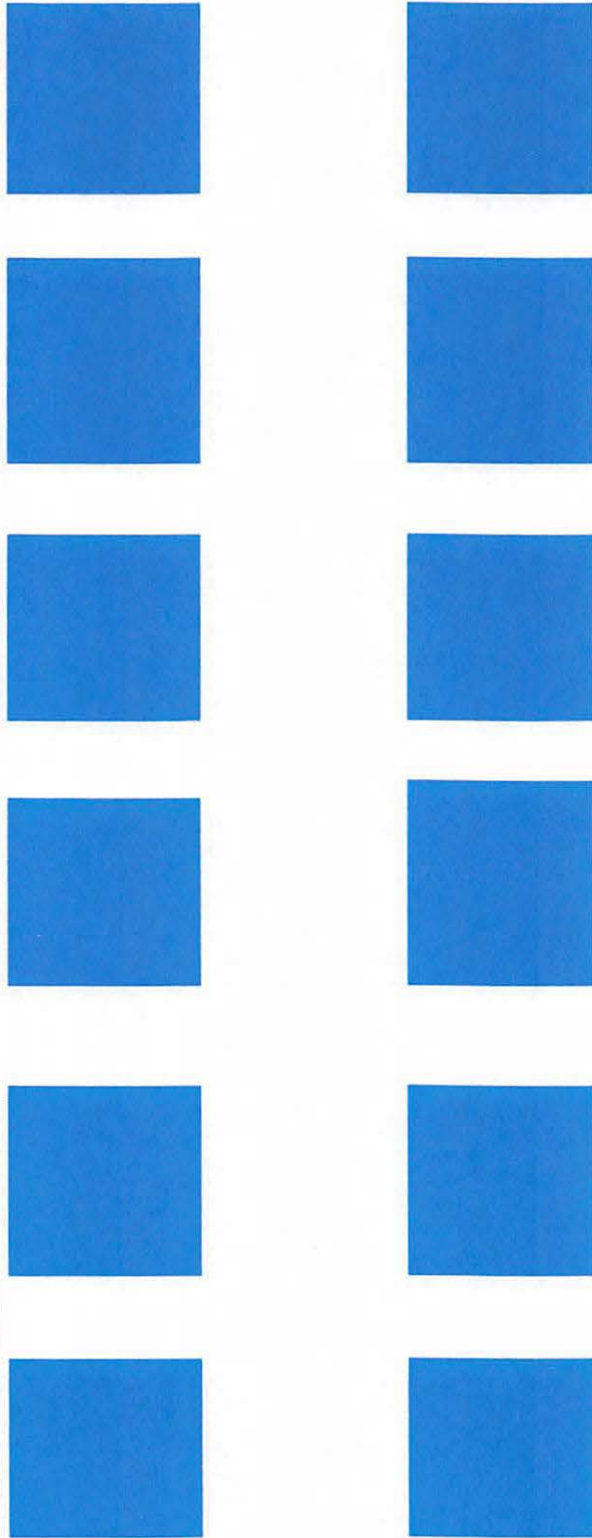
Nicole Brassard Jordan Dep Commissioner

This document and any addendum must be conspicuously displayed on the described premises.

AUDIT NO. 1612529

Ambrose
Restaurant/
Inn by the
Bandstand

Town
Offices



up to 12 Outdoor Tables and chairs

sidewalk



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
05/21/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

| | | | |
|---|--|--|--|
| PRODUCER CUNNINGHAM ASSOCIATES INSURANCE 1 Cate Street, Unit #520 Portsmouth NH 03801 | | CONTACT NAME: Joseph Cunningham PHONE (A/C, No, Ext): (603) 334-3343 FAX (A/C, No): (603) 334-3341 EMAIL ADDRESS: jcunningham@cai-ins.com | |
| | | INSURER(S) AFFORDING COVERAGE | |
| | | INSURER A: Co-Operative Insurance Company | |
| | | INSURER B: | |
| | | INSURER C: | |
| | | INSURER D: | |
| | | INSURER E: | |
| | | INSURER F: | |
| INSURED Exonian Hospitality, LLC & Bandstand Holdings, LLC Jaime Lopez 6 Front St Exeter NH 03833-2737 | | NAIC # 18688 | |

COVERAGES **CERTIFICATE NUMBER:** CL2552101880 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INBR LTR | TYPE OF INSURANCE | ADSL SUBN INSD WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS |
|----------|--|-------------------------------------|---------------|-------------------------|-------------------------|--|
| A | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GENT. AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO. JECT <input type="checkbox"/> LOC OTHER: | | BOP0279374 | 06/25/2025 | 06/25/2026 | EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPROP AGG \$ 4,000,000 Liquor Liability \$ 1,000,000 |
| | AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY | | | | | COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ |
| | <input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$ | | | | | EACH OCCURRENCE \$ AGGREGATE \$ |
| | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below | Y/N <input type="checkbox"/> N/A | | | | PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$ |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

| | |
|--|---|
| Town Of Exeter 10 Front St Exeter NH 03833 | SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE |
|--|---|

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Pam McElroy <pmcelroy@exeternh.gov>

Outdoor Dining Permit

10 messages

Pam McElroy <pmcelroy@exeternh.gov>

Fri, Apr 3, 2026 at 11:35 AM

To: Justin Pizon <jpizon@exeternh.gov>, Josh McCain <jmccain@exeternh.gov>, Madison Bailey <Mbailey@exeternh.gov>, Doug Eastman <deastman@exeternh.gov>, Jay Perkins <jperkins@exeternh.gov>, Darren Winham <dwinham@exeternh.gov>

Good morning.

Please see the attached Outdoor Dining Application from Inn by the Bandstand. Please note this application will go before the Select Board on 4/13 to request a fee waiver. We must receive approvals from each of the Departments before going to the SB.

This request was approved by the Select Board last year (with the times of 7:00 am to 10:00 pm, which is outside Ordinance 809.4). Mr. Lopez's reasoning for this is breakfast hours.

Please let me know if you have any questions.

Thanks.

Pam McElroy

Town of Exeter

Senior Executive Assistant, Town Manager's Office

603-773-6102

 **Outdoor Dining Permit Application - Inn by the Bandstand.pdf**
1183K

Justin Pizon <jpizon@exeternh.gov>

Fri, Apr 3, 2026 at 11:42 AM

To: Pam McElroy <pmcelroy@exeternh.gov>

No issues here, approved.

Hope you have a good weekend, Pam.

[Quoted text hidden]

Jay Perkins <jperkins@exeternh.gov>

Fri, Apr 3, 2026 at 12:53 PM

To: Pam McElroy <pmcelroy@exeternh.gov>

Cc: Justin Pizon <jpizon@exeternh.gov>, Josh McCain <jmccain@exeternh.gov>, Madison Bailey <Mbailey@exeternh.gov>, Doug Eastman <deastman@exeternh.gov>, Darren Winham <dwinham@exeternh.gov>

DPW Approves.

Jay

On Fri, Apr 3, 2026 at 11:35 AM Pam McElroy <pmcelroy@exeternh.gov> wrote:

[Quoted text hidden]

--
Jay Perkins
Highway Superintendent
Email : jperkins@exeternh.gov
Phone : 603-773-6157 ext 163
Fax : 772-1355
Cell : 603-512-1974

Doug Eastman <deastman@exeternh.gov>
To: Jay Perkins <jperkins@exeternh.gov>, Pam McElroy <pmcelroy@exeternh.gov>

Fri, Apr 3, 2026 at 1:06 PM

[Quoted text hidden]

Doug Eastman <deastman@exeternh.gov>
To: Jay Perkins <jperkins@exeternh.gov>, Pam McElroy <pmcelroy@exeternh.gov>

Fri, Apr 3, 2026 at 1:07 PM

Building is good
[Quoted text hidden]

Darren Winham <dwinham@exeternh.gov>
To: Pam McElroy <pmcelroy@exeternh.gov>
Cc: Justin Pizon <jpizon@exeternh.gov>, Josh McCain <jmccain@exeternh.gov>, Madison Bailey <Mbailey@exeternh.gov>, Doug Eastman <deastman@exeternh.gov>, Jay Perkins <jperkins@exeternh.gov>

Mon, Apr 6, 2026 at 7:30 AM

All good here.

Thanks!

Darren Winham
Economic Development Director
Exeter, NH
603.773.6122 cell
dwinham@exeternh.gov

On Fri, Apr 3, 2026 at 11:35 AM Pam McElroy <pmcelroy@exeternh.gov> wrote:
[Quoted text hidden]

Madison Bailey <mbailey@exeternh.gov>
To: Darren Winham <dwinham@exeternh.gov>
Cc: Pam McElroy <pmcelroy@exeternh.gov>, Justin Pizon <jpizon@exeternh.gov>, Josh McCain <jmccain@exeternh.gov>, Doug Eastman <deastman@exeternh.gov>, Jay Perkins <jperkins@exeternh.gov>

Mon, Apr 6, 2026 at 10:15 AM

Health Approves

Madison Bailey, MPH
Health Officer
Exeter Health Department
20 Court St, Exeter, NH 03833
(603) 770-0613
Email: mbailey@exeternh.gov



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[Quoted text hidden]

Pam McElroy <pmcelroy@exeternh.gov>
To: Josh McCain <jmccain@exeternh.gov>

Mon, Apr 6, 2026 at 4:36 PM

Chief would you please send your approval or concerns? This will go to the Select Board on Monday, 4/13.

Thanks so much.

Pam

[Quoted text hidden]

--

[Quoted text hidden]

Josh McCain <jmccain@exeternh.gov>
To: Pam McElroy <pmcelroy@exeternh.gov>

Mon, Apr 6, 2026 at 4:40 PM

Yes, I approve.

[Quoted text hidden]

Pam McElroy <pmcelroy@exeternh.gov>
To: Josh McCain <jmccain@exeternh.gov>

Tue, Apr 7, 2026 at 8:39 AM

Thank you.

[Quoted text hidden]

Donation Acceptance Approval



TOWN OF EXETER, NEW HAMPSHIRE

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

www.exeternh.gov

TO: EXETER SELECTBOARD & MELISSA ROY, INTERIM TOWN MANAGER
FROM: COREY STEVENS, FINANCE DIRECTOR
SUBJECT: PAIRPOINT PARK DONATION ACCEPTANCE
DATE: APRIL 13, 2026

In your packet this evening is a roster of donations that were collected during the month of February related to the Pairpoint Park project. In addition, I've included a Donation Acceptance Form in the amount of \$13,017.00 for Board signature if the donations are approved. Please consider accepting these donations toward the park project.

Move that the Selectboard accepts the donations received during the month of March 2026 totaling \$13,017.00 for the design and construction of Pairpoint Park and direct the funds to be held by the trustees of trust funds in the Pairpoint Park Fund. Disbursement of the funds shall be made by authorization of the Town Manager for the purpose of designing and/or constructing Pairpoint Park.

Corey



TOWN OF EXETER, NEW HAMPSHIRE

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

www.exeternh.gov

DONATION ACCEPTANCE FORM

Name of Donor: _____ Multiple - See Attached List _____

Contact Information (address, phone, email): __Detail Available Upon Request _____

Description of Donation: _____ \$13,017.00 _____

Conditions of Acceptance or Donor Designation: ____For the Design & Construction of Pairpoint Park _____

Intended Use: ____ For the Design & Construction of Pairpoint Park _____

Donor Estimate of Current Value (non-cash): _____

TOWN USE ONLY

Potential immediate or initial acquisition or installation cost, any on-going maintenance or replacement cost:

Remarks: _____

Selectboard: **ACCEPTED / DENIED** Date: _____

**PairPoint Park
Design & Construction Donations
March, 2026**

| Last Name | First Name | Amount Paid |
|------------------|-------------------|--------------------|
| Mahata | Mini | \$100.00 |
| Adams | Katie | \$50.00 |
| Compton | William | \$200.00 |
| Sorenson | Leona | \$50.00 |
| Bentley | Alice | \$100.00 |
| Miller | Jeffrey | \$100.00 |
| Cooper | George | \$100.00 |
| Hall | Francine | \$51.00 |
| Beardsley | Barbara | \$1.00 |
| Smith | Bill | \$50.00 |
| Marquis | Tina | \$5.00 |
| Moore | Dylan | \$10.00 |
| Cooper | Lisa | \$100.00 |
| Merle-Smith | Barbara | \$100.00 |
| O'Day | Kristin | \$100.00 |
| Reid | Samuel | \$150.00 |
| Johnson | Bruce | \$250.00 |
| Currier | Peter | \$100.00 |
| Siegel | Josh | \$10,000.00 |
| Kilbourne | Dick | \$1,000.00 |
| Kemp | Joyce | \$100.00 |
| Rose | Kyle | \$100.00 |
| Nelson | Sarah | \$50.00 |
| Dolan | Mary Pat | \$50.00 |
| Raub | Virginia | \$100.00 |
| Total: | | \$13,017.00 |

Town Manager Report

Select Board Committee Reports

Correspondence



TOWN OF EXETER, NEW HAMPSHIRE

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

www.exeternh.gov

EMPLOYMENT AGREEMENT

PAUL COHEN AND THE TOWN OF EXETER, NH

May 26, 2026 to May 25, 2031

This Agreement, made and entered in to this May 26, 2026, by and between the Town of Exeter, NH a municipal corporation formed under the laws of the State of New Hampshire (hereinafter called "TOWN"), and Paul Cohen (herein after called "EMPLOYEE") an individual who has the education, training, and experience in local government management to serve as Town Manager, both of whom agree as follows:

WHEREAS, the Town of Exeter wishes to employ Paul Cohen as Town Manager under the terms herein:
and

WHEREAS, Paul Cohen desires to accept employment as Town Manager of the Town of Exeter; and

WHEREAS, it is the desire of the Exeter Select Board (hereinafter called the "BOARD") to provide certain benefits, establish certain conditions of employment, and to set the working conditions of said Manager.

NOW, THEREFORE, in consideration of mutual covenants herein contained, the parties agree as follows:

ARTICLE I

Section 1.01: Term

- A. This Agreement will remain in full force and effect from May 26, 2026 until May 25, 2031 unless terminated earlier pursuant to Article IV of this Agreement.
- B. On or before May 25, 2030, the BOARD shall advise the EMPLOYEE if it desires to extend the Agreement.

Section 1.02: Duties and Authority of the Town Manager

- A. TOWN agrees to employ Paul Cohen as Town Manager and in that capacity to perform the duties and functions specified in relevant New Hampshire statutes, including RSA Chapter 37, Town of Exeter Ordinances, and to perform other legally permissible duties and functions as assigned by the TOWN or as necessary for the Town. TOWN may not reassign EMPLOYEE to another position in the absence of EMPLOYEE'S express written consent to such assignment. TOWN shall not unreasonably interfere with EMPLOYEE'S performance of such duties.
- B. EMPLOYEE shall be the chief executive officer of the TOWN and faithfully perform EMPLOYEE'S lawfully prescribed and assigned duties with reasonable care, diligence, skill, and expertise in

compliance with all applicable, lawful governing body directives; state, local, and federal laws; and TOWN policies, rules, and ordinances as they exist or may hereafter be amended.

- C. Except as may be provided otherwise by applicable law, regulation, or TOWN's agreement with any other person, EMPLOYEE shall have supervisory and managerial authority and responsibility to hire, direct, assign, reassign, evaluate, change the terms and conditions of employment, and terminate the employment of all other EMPLOYEES of TOWN consistent with the policies of the governing body, ordinances of the TOWN and TOWN Personnel Policies, which authority may be delegated by EMPLOYEE to such other employee as EMPLOYEE deems appropriate.
- D. Except as may be provided otherwise by applicable law, regulation, or TOWN's agreement with any other person, EMPLOYEE shall have the authority to establish internal regulations, rules, and procedures which the EMPLOYEE deems necessary for the efficient and effective operation of the TOWN.
- E. TOWN agrees to promptly communicate and provide EMPLOYEE a reasonable opportunity to cure all substantive criticisms, complaints, and suggestions with respect to EMPLOYEE's performance of services pursuant to this Agreement.
- F. Except as may be provided otherwise by applicable law, regulation, or this Agreement, EMPLOYEE shall carry out TOWN's lawful policy directives, goals, and objectives, as communicated to EMPLOYEE by TOWN's governing body, while presenting information and recommendations that allow for fully informed policy decisions that both address immediate needs and anticipate future conditions.

Section 1.03: Ethical Commitments

The TOWN expects the EMPLOYEE to adhere to the highest professional standards. The EMPLOYEE's actions will always comply with those standards. The EMPLOYEE agrees to follow the Code of Ethics of the International City/County Management Association ("ICMA") and the ethics rules, regulations, and laws of the State of New Hampshire. The TOWN shall support the EMPLOYEE in keeping these commitments by refraining from any order, direction or request that would require the EMPLOYEE to violate the ICMA Code of Ethics. Neither the governing body nor any individual member thereof shall request the EMPLOYEE to endorse any candidate, make any financial contribution, sign or circulate any petition, or participate in any fundraising activity for individuals seeking or holding elected office, nor to handle any personnel matter on a basis other than fairness, impartiality, and merit.

ARTICLE II: COMPENSATION AND BENEFITS

Section 2.01: Compensation

- A. **Base Salary:** The TOWN agrees to pay the EMPLOYEE an annual base salary of \$180,000 per year, subject to all applicable withholdings and deductions, payable in installments at the same time that the other non-union employees of the town are paid.
- B. The TOWN agrees that, after the initial year (12 months) of employment, the EMPLOYEE shall receive a performance review. Subject to a satisfactory twelve (12) month review, EMPLOYEE shall be entitled to a three percent (3%) increase to base salary at the TOWN'S discretion. Such increases shall be considered inclusive of a cost-of-living increase.

- C. Subsequent to EMPLOYEE'S first anniversary, the TOWN agrees that subject to the TOWN's fiscal condition and receipt of a satisfactory performance evaluation, the EMPLOYEE'S base salary shall be increased annually, by 3%.
 - a. May 26, 2027 - 3% with satisfactory performance review
 - b. July 1, 2028 - 3% with satisfactory performance review
 - c. July 1, 2029 - 3% with satisfactory performance review
 - d. July 1, 2030 - 3% with satisfactory performance review
- D. At any time during the term of the Agreement, TOWN may, in its discretion, review and adjust the salary of the EMPLOYEE, but in no event shall the EMPLOYEE be paid less than the salary set forth in Section 2.01.A. of the Agreement except by mutual written agreement between EMPLOYEE and TOWN. Such adjustments, if any, shall be made pursuant to a lawful governing body action. In such event, TOWN and EMPLOYEE agree to provide their best efforts and reasonable cooperation to execute a new agreement incorporating the adjusted salary.

Section 2.02: Health, Disability, and Life Insurance

- A. The TOWN agrees to provide and to pay a percentage of the premiums for health and dental insurance for the EMPLOYEE, equal to that which is provided to all other non-union employees of the Town of Exeter.
- B. The TOWN agrees to put into force and to make required premium payments for long-term disability coverage for the EMPLOYEE in the amount of equal to other department heads.
- C. The TOWN shall pay the amount of premium due for life insurance in the amount of \$50,000.
- D. Except as otherwise provided in this Agreement, the EMPLOYEE shall be entitled, at a minimum, to the highest level of benefits enjoyed by and/or available to other non-union employees as provided by the TOWN's policies, ordinances, or personnel rules and regulations or other practices.

Section 2.03: Vacation and Sick

- A. Upon commencing employment, the EMPLOYEE shall be credited with 200 accrued vacation leave hours.
- B. In addition, beginning the first day of employment, EMPLOYEE shall be eligible to accrue and use sick leave and vacation leave on an annual basis, at a minimum, at the highest rate provided or available to any other non-union EMPLOYEES, and under the same rules and provisions applicable to other EMPLOYEES.

Section 2.04: Automobile

The TOWN agrees to pay to the EMPLOYEE, during the term of this Agreement and in addition to other salary and benefits herein provided, the sum of \$3,600 per year, payable monthly, as a vehicle allowance to be used to purchase, lease, or own, operate, and maintain a vehicle. The EMPLOYEE shall be responsible for paying for liability, property damage, and comprehensive insurance coverage upon such vehicle and shall further be responsible for all expense's attendant to the purchase, operation, maintenance, repair, and regular replacement of said vehicle. The TOWN shall reimburse the EMPLOYEE at the IRS standard mileage rate for any business use of the vehicle beyond the Town Boundaries.

Section 2.05: Retirement

The EMPLOYEE has voluntarily made an irrevocable election not to participate in the New Hampshire Retirement System. As such, the TOWN agrees to provide a retirement benefit, in the form of a deferred compensation plan, comparable to what the EMPLOYEE would be entitled to if the EMPLOYEE was a participant in the New Hampshire Retirement System. The EMPLOYEE will contribute 7% of their gross salary into the deferred compensation plan; and the TOWN will contribute an amount equal to 12.75% of the EMPLOYEE'S gross salary into the deferred compensation plan on the EMPLOYEE'S behalf, in equal proportionate amounts each pay period. If the New Hampshire Retirement System changes the levels of its annual withholdings and contribution, the parties agree to meet and confer with the intent of amending this Agreement to continue to provide the EMPLOYEE with a benefit comparable to what the EMPLOYEE would be entitled to if the EMPLOYEE was a participant in the New Hampshire Retirement System.

The TOWN agrees to exempt this position from the New Hampshire Retirement System in accordance with the provisions of RSA 100-A:22.

Section 2.06: General Business Expenses

- A. TOWN agrees to pay, within budgetary constraints and subject to BOARD approval, for professional dues, including but not limited to ICMA, and subscriptions of the EMPLOYEE necessary for continuation and full participation in national, regional, state, and local associations, and organizations necessary and desirable for the EMPLOYEE's continued professional participation, growth, and advancement, and for the good of the Town.
- B. TOWN agrees to pay, within budgetary constraints and subject to BOARD approval, for travel and subsistence expenses of EMPLOYEE for professional and official travel, meetings, and occasions to adequately continue the professional development of EMPLOYEE and to pursue necessary official functions for TOWN, including but not limited to ICMA annual, regional, and affiliate conferences.
- C. TOWN also agrees to pay, within budgetary constraints and subject to BOARD approval, for travel and subsistence expenses of EMPLOYEE for short courses, institutes, and seminars that are necessary for the EMPLOYEE'S professional development and for the good of the TOWN.
- D. TOWN shall not require EMPLOYEE to use vacation leave when participating in professional development activities.
- E. The TOWN recognizes that certain expenses of a non-personal but job-related nature are going to be incurred by the EMPLOYEE and agrees to reimburse or to pay said general expenses, upon receipt of duly executed expense vouchers, receipts, statements or personal affidavits. Such expenses may include meals where Town business is being discussed or conducted and participation in social events of various organizations when the EMPLOYEE is representing the TOWN. Such expenditures are subject to annual budgetary constraints and subject to BOARD approval, as well as, State and Town ethics and purchasing policies. The Town's Finance Director is authorized to distribute such moneys upon receipt of duly executed expense vouchers, receipts, statements, or personal affidavits.
- F. The TOWN acknowledges the value of having EMPLOYEE participate and be directly involved in local civic clubs or organizations. Accordingly, TOWN shall pay, within budgetary constraints and

subject to BOARD approval, for the reasonable membership fees and/or dues, to enable the EMPLOYEE to become an active member in local civic clubs or organizations.

- G. Recognizing the importance of constant communication and maximum productivity, TOWN shall provide EMPLOYEE, for business use, a laptop computer, software, and mobile phone, required for the EMPLOYEE to perform their duties and to maintain communication with TOWN's staff and officials, as well as other individuals who are doing business with TOWN. Upon termination of EMPLOYEE'S employment, the equipment described herein shall remain the property of the TOWN.

ARTICLE III: GENERAL WORK CONDITIONS

Section 3.01: Performance Evaluation

- A. The BOARD shall review the performance of the EMPLOYEE in May 2027 subject to a process, form, criteria, and format for the evaluation, which shall be mutually agreed upon by the BOARD and EMPLOYEE.
- B. The BOARD shall review the performance of the EMPLOYEE annually after first anniversary.
- C. The evaluation process, at a minimum, must include the opportunity for both parties to:
1. Conduct a formulary session where the BOARD and the EMPLOYEE meet first to discuss goals and objectives of both the past twelve (12) month performance period, as well as the upcoming twelve (12) month performance period.
 2. Following that formulary discussion, prepare a written evaluation of goals and objectives for the past and upcoming year.
 3. Next meet and discuss the written evaluation of these goals and objectives, and present a written summary of the evaluation results to the EMPLOYEE.
 4. The final written evaluation should be completed and delivered to the EMPLOYEE within 30 days of the initial formulary evaluation meeting.
- D. Unless the EMPLOYEE expressly requests otherwise in writing, the evaluation of the EMPLOYEE shall at all times be conducted in a non-public session of the governing body and shall be considered confidential to the extent permitted by law. Nothing herein shall prohibit the BOARD or EMPLOYEE from sharing the content of the EMPLOYEE's evaluation with their respective legal counsel.

Section 3.02: Hours of Work

EMPLOYEE shall work such hours as are necessary to perform the duties of the office. It is recognized that the EMPLOYEE must devote a great deal of time outside the normal office hours on business for the TOWN, and to that end the EMPLOYEE shall be allowed to have flexibility in scheduling work, so long as the time off does not interfere with the normal conduct of the office of the Town Manager.

Section 3.03: Outside Activities

The employment provided for by this Agreement shall be the EMPLOYEE's primary employment. The EMPLOYEE will not engage in any outside work without receiving prior approval from the BOARD.

Section 3.04: Residency

The EMPLOYEE shall not be required to establish or maintain residency in the Town of Exeter as a condition of obtaining or retaining employment as Town Manager for the Town of Exeter.

ARTICLE IV: EMPLOYMENT SEPARATION

Section 4.01: Resignation

- A. In the event the EMPLOYEE voluntarily resigns from employment with the Town, the EMPLOYEE shall give the TOWN not less than six (6) months written notice in advance, unless the TOWN and EMPLOYEE agree otherwise. Such notice of resignation shall be delivered to the Chair of the BOARD, with a copy filed with the Town Clerk. In the event of a voluntary resignation, EMPLOYEE shall not be entitled to salary after the effective date of resignation or to the severance benefits described in Section 4.03, except that EMPLOYEE shall be paid for all unused, accrued vacation leave.
- B. If the TOWN, its citizens, or its legislature amends any provisions of the FORM OF GOVERNMENT pertaining to the role, powers, duties, authority, and/or responsibilities of EMPLOYEE'S position that substantially changes the form of government, EMPLOYEE shall have the right to declare that such amendments constitute removal.

Section 4.02: Termination

- A. In the event the EMPLOYEE is terminated prior to the expiration of this Employment Agreement by the TOWN for reasons other than "cause" the TOWN agrees to pay the EMPLOYEE the Severance Benefits outlined in Section 4.03 of this Agreement. For purposes of this Employment Agreement, the definition of cause shall be limited to the conviction of a felony or intentional gross misconduct on the part of the EMPLOYEE in carrying out their duties to the TOWN.
- B. For the purpose of this Agreement, termination shall occur when:
 - 1. The majority of the BOARD votes to terminate the EMPLOYEE in accordance with applicable local law at a properly posted and duly authorized public meeting.
 - 2. If the TOWN, citizens or legislature acts to amend any provisions of the RSA:37 pertaining to the role, powers, duties, authority, or responsibilities of the EMPLOYEE's position that substantially changes the form of government, the EMPLOYEE shall have the right to declare that such amendments constitute termination.
 - 3. If the TOWN reduces the base salary, compensation or any other financial benefit of the EMPLOYEE, unless it is applied in no greater percentage than the average reduction of all department heads, such action shall constitute a breach of this Agreement and will be regarded as a termination.

Section 4.03: Severance

Severance shall be paid to the EMPLOYEE when employment is terminated for reasons other than cause.

- A. If the EMPLOYEE is terminated without cause, the TOWN shall provide a severance payment equal to twelve (12) months base salary. This severance shall be paid in a lump sum or in a continuation of salary on the existing [biweekly] basis, at the EMPLOYEE's option.
 - a. For a minimum period of twelve months following termination, the TOWN shall pay their portion of the premiums cost to continue the following benefits:
 - i. Health and dental insurance for the EMPLOYEE and all dependents as provided in Section 2.02.
 - 1. After which time, EMPLOYEE will be provided access to health insurance pursuant to the Consolidated Omnibus Budget Reconciliation Act ("COBRA").
- B. If the EMPLOYEE is terminated with cause then the TOWN is not obligated to pay severance under this section.

ARTICLE V: GENERAL COVENANTS

Section 5.01: Indemnification

To the maximum extent permitted by law, the TOWN must defend, save harmless, and indemnify the EMPLOYEE from and against any costs, fines, judgments, fees, expenses, damages, suits, claims, demands, actions, or awards, including but not limited to EMPLOYEE's reasonable attorney's fees incurred in such action and in enforcing this indemnification provision, incurred in connection with any tort, statutory, constitutional, professional liability, or other cause of action, or other legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of EMPLOYEE's duties as Town Manager, even if said claim is brought/filed following EMPLOYEE's separation from employment or based upon EMPLOYEE's own alleged negligence or misconduct, provided that at the time of the alleged act or omission, the EMPLOYEE was then acting within the scope of his/her duties. Under these circumstances only, the TOWN (and/or its insurer) must pay the amount of any settlement or judgment rendered thereon, and further, the TOWN (and/or its insurer) may compromise and settle any such claim or suit and pay the amount of any settlement or judgment rendered thereon without recourse to the EMPLOYEE.

In connection with those claims or suits involving the EMPLOYEE in his professional capacity, the TOWN must defend the EMPLOYEE and/or must retain and pay for an attorney to represent the EMPLOYEE (including all fees and costs) in connection with any such suit, claim, complaint, mediation, arbitration, or similar actions.

This Section survives the termination of this Agreement.

The TOWN shall indemnify the EMPLOYEE to the full extent authorized by N.H. RSA 31:105, which authorizes cities and towns to indemnify EMPLOYEES from claims arising from accidents occurring in the scope of their employment. Such indemnification shall not include intentional or grossly negligent acts of the EMPLOYEE.

Section 5.02: Bonding

TOWN shall bear the full cost of any bonds that EMPLOYEE is required to obtain by any law or ordinance.

Section 5.03: Other Terms and Conditions of Employment

The BOARD shall fix any such terms and conditions of employment, as it may determine from time to time, relating to the performance of the EMPLOYEE, provided such terms and conditions are not inconsistent with or in conflict with the provisions of this Agreement, the Town Ordinances, or any other law.

Section 5.04: General Provisions

A. Integration.

- a. This Agreement sets forth and establishes the entire understanding between the TOWN and the EMPLOYEE relating to the employment of the EMPLOYEE by the TOWN. Any prior discussions or representations by or between the TOWN and EMPLOYEE are merged into and rendered null and void by this Agreement. This Agreement may be amended only by an express written agreement signed by the TOWN and EMPLOYEE. Such amendments must be incorporated and made a part of this Agreement.

B. Effective Date.

- a. This Agreement becomes effective on May 26, 2026 and will continue until May 25, 2031 or until terminated.

C. Severability.

- a. The invalidity or partial invalidity of any portion of this Agreement will not affect the validity of any other provision. In the event that any provision of this Agreement is held to be invalid, the remaining provisions are deemed to be in full force and effect as if they have been executed by both TOWN and EMPLOYEE subsequent to the expungement or judicial modification of the invalid provision.

D. Precedence.

- a. In the event of any conflict between the terms, conditions, and provisions of this Agreement and the provisions of TOWN's policies, or TOWN's ordinance or TOWN's rules and regulations, or any permissive state or federal law, then, unless otherwise prohibited by law, the terms of this Agreement must take precedence over contrary provisions of TOWN's policies, ordinances, rules, and regulations or any such permissive law during the term of this Agreement.

Section 5.05: Notices

All notices and requests pursuant to this Agreement must be sent as follows:

(a) TOWN: Town of Exeter Select Board
10 Front Street
Exeter, NH, 03833

(b) EMPLOYEE: Paul Cohen,
35 Candleberry Lane
Harvard, MA 01451

Alternatively, notice required pursuant to this AGREEMENT may be served personally via e-mail. Notice must be deemed given as of the date of personal service, Federal Express, certified mail or as the date of deposit of such written notice in the course of transmission in the United States Postal Service.

PAUL E. COHEN
35 Candleberry Lane
Harvard, MA 01451
978-808-9401
paulcohen1965@gmail.com

February 3, 2026

Exeter Select Board
10 Front Street
Exeter, NH 03833

Dear Members of the Exeter Select Board,

I am writing to express my interest in the position of Town Manager for the Town of Exeter. With more than thirty-six years of municipal management experience in Massachusetts, including nineteen years as Town Manager of Chelmsford, I am eager for a new opportunity to continue my passion to serve as a town chief administrative officer. Exeter offers strong civic traditions, engaged citizenry, and commitment to long range planning.

My experience includes leading municipalities through complex operational, financial, and regulatory challenges, advancing major capital projects, developing and implementing a strategic plan, securing state and federal funding, improving the bond rating, and navigating emergencies such as the COVID 19 pandemic. My leadership style is grounded in providing a supportive workplace, transparency, communication, and respect for community values.

I am particularly drawn to Exeter's strong commitment to planning, its historic character, and its proactive approach to infrastructure, water resources, and environmental stewardship. Exeter's forward looking initiatives, including ongoing financial planning, capital investments, and water management priorities, reflect a community that values professional administration. My background aligns well with supporting these efforts.

Thank you for your consideration. I would welcome the opportunity to discuss how my experience can support Exeter during this leadership transition and into the future.

Sincerely,

Paul E. Cohen

PAUL E. COHEN

35 Candleberry Lane
Harvard, MA 01451
978-808-9401 (mobile)

EXPERIENCE

NOVEMBER 2006 – PRESENT

TOWN MANAGER, TOWN OF CHELMSFORD

Responsible for the administration of all Town operations, budgeting, finance, personnel, and policy implementation for a full-service municipal government.

- Directed municipal operations for a community of 36,000 residents, including public safety, finance, public works, and community development.
- Improved and maintained the Town's bond rating to AAA, the highest possible rating for the first time in the Town's history.
- Received annual strong financial audits.
- Created and maintained a healthy General Stabilization Fund.
- Developed and funded a long-term Other Post Employment Benefits (OPEB) strategy.
- Implemented municipal health insurance reform to manage health insurance premiums.
- Weathered the Great Recession by imposing budget cuts and a 5% reduction in personnel. Provided an energy aggregation program to lower residential electricity supply bills.
- Implemented a \$18M energy management performance contract to achieve energy savings and infrastructure investment.
- Oversaw the construction of a new fire department headquarters and a DPW facility.
- Oversaw the restoration of two historic Town Hall buildings.
- Led the Town's efforts to acquire numerous open space/conservation land parcels.
- Obtained federal and state grant moneys to address a Town-owned brownfields site, which was then sold for private commercial use.
- Achieved certification in the initial round of Massachusetts Green Communities program.
- Qualified as a Housing Choice Community to expand housing opportunities.
- Created the stormwater management public works division to comply with new federal and state regulations.
- Participated in the Municipal Vulnerability Preparedness program to obtain grant funding to address the impacts of climate change.

2001 – 2006

TOWN ADMINISTRATOR, TOWN OF HARVARD

- Led the development of the Town's operating budget, capital plan, and other town meeting warrant articles.
- Assisted in the redevelopment and disposition efforts at Devens.
- Served on the public safety and library building committees.
- Chairman of the Minuteman-Nashoba Health Group.
- Led the Town's participation in a tri-town Community Development Block Grant housing rehabilitation grant.

- Co-Chairman of the North Central Regional Solid Waste Cooperative.
- Initiated a fuel assistance program for low-income residents.

1998 – 2001

DEPUTY TOWN ADMINISTRATOR, TOWN OF NATICK

(Served as Acting Town Administrator from 5/00 – 5/01)

- Prepared and obtained town meeting approval for the operating budget.
- Developed the capital expenditure plan.
- Served as the Town’s Personnel Administrator.
- Chaired the Steering Committee of the West Suburban Health Group.
- Oversaw the construction of the Sassamon Trace golf course.
- Assisted in the negotiations for the sale of the former central fire station to the Center for Arts in Natick.
- Renewed the cable television license with AT&T and licensed RCN as a second provider.

1990 – 1998

TOWN ADMINISTRATOR, TOWNS OF DOVER, CARLISLE, AND MILLVILLE

EDUCATION

JUNE 1989

MASTER IN PUBLIC POLICY, KENNEDY SCHOOL OF GOVERNMENT, HARVARD

MAY 1987

B.S. PUBLIC POLICY AND MANAGEMENT & ECONOMICS, CARNEGIE MELLON

CURRENT LEADERSHIP POSITIONS

- Chair of the Massachusetts Interlocal Insurance Association (MIIA) Boards
- President of the Middlesex 3 Coalition
- Member of the Northeast Regional Homeland Security Advisory Committee
- Member of the Massachusetts Municipal Association Personal and Labor Relations Policy Committee
- Member of the Massachusetts Municipal Management Association Form of Government Committee

CURRENT CIVIC ACTIVITIES

Member and former President of the Chelmsford Rotary Club
 Member of the Community Teamwork, Inc. Board of Directors



Bulletin #13: Liability Bill Will Increase Local Costs

1 message

NHMA Advocacy <advocacy@nhmunicipal.org>

Fri, Mar 27, 2026 at 11:23 AM

To: Pam McElroy <pmcelroy@exeternh.gov>

New Hampshire Municipal Association

THE SERVICE AND ACTION ARM OF NEW HAMPSHIRE MUNICIPALITIES

LEGISLATIVE BULLETIN

Legislative Bulletin 13

2026 Session

March 27, 2026



[Live Bill Tracker](#)
[Bill Hearings Schedule](#)

In this issue:

- HB 1064 Will Increase Municipal Costs
- And More Legal Exposure for Municipalities
- Hearings on Multiple Election-Related Bills
- Crossover Day in House, Senate
- Legislative Policy Proposals Welcome
- How to Make Your Voice Heard
- Follow Bills That Matter to You Online
- New Email Address!

HB 1064 Will Increase Municipal Costs

On **Thursday, April 2, at 1:00 p.m., in State House (SH) Room 100**, the [Senate Judiciary Committee](#) will hold a public hearing on [HB 1064](#), a bill **opposed** by NHMA that expands municipal liability, increases damage caps, and mandates indemnification of employees.

Please attend this hearing to share your concerns about this bill; if that's not possible, [sign in](#) to oppose the bill or [contact members](#) of the committee. For detailed instructions

on ways to share your position on these and any other bills, see “*How to Make Your Voice Heard*” below.

While intended to expand liability and improve compensation for injured parties, **HB 1064 goes too far and creates serious financial risks for municipalities**. Significantly raising liability caps will increase insurance and risk pool costs, which will lead to a combination of property tax increases and reductions in municipal services.

Also, **HB 1064** limits a municipality’s ability to claim immunity as a defense in negligence claims, meaning municipalities will have greater financial exposure. **Small communities will be disproportionately impacted**, as a single large claim could force cuts to public safety, roads, or education. Further, mandatory indemnification removes important local discretion and weakens accountability.

And More Legal Exposure for Municipalities

On **Thursday, April 2, at 1:40 p.m., in State House (SH) Room 100**, the [Senate Judiciary Committee](#) will hold a public hearing on [HB 1788](#), which prohibits the state and political subdivisions from entering into or renewing any contract that includes diversity, equity and inclusion (DEI)-related provisions, including requirements for contractors to implement DEI programs, conduct DEI training, or comply with DEI-related reporting obligations and require contracts to be void if they contain such language. The bill is similar to language included in the state budget last year that is on hold pending the outcome of a lawsuit filed in federal court. NHMA **opposes HB 1788** due to the potential cost issues.

HB 1788 also empowers any “citizen” to bring a cause of action against **any public entity, state agency, or political subdivision** if they believe the law has been violated.

If you are coming to Concord for **HB 1064** (above), please **attend this hearing to share your concerns about HB 1788**; if not, [sign in to oppose the bill](#) or [contact members of the committee](#).

Hearings on Multiple Election-Related Bills

The [Senate Election Law and Municipal Affairs Committee](#) will hold public hearings on multiple bills on **Tuesday, March 31, in State House (SH) Room 122-123**.

The two most concerning bills are:

HB 1131 (1:00 p.m. hearing), **opposed** by NHMA, changes the process for adopting the official ballot referendum form of meeting (usually called “SB 2”) by placing the question on the official ballot for electing officers. Currently, the question would be placed on the warrant at the traditional town meeting and debated like any other matter of business to be acted upon. The current process provides a vital forum for open debate on the question, which is especially valuable when voters are considering a significant change to a municipality’s form of government.

HB 686 (1:45 p.m.), **opposed** by NHMA, expands the definition of electioneering by prohibiting a public body or public employee acting in an official capacity from conducting or sponsoring surveys, polls, or questionnaires concerning candidates, political parties, ballot measures, or policies reasonably anticipated to be submitted to voters. In other words, a municipality would not be able to gather information from the public concerning ballot measures or any topic that could become a ballot measure. This prevents much needed information gathered by public employees and public bodies about community issues.

We're asking municipalities impacted by either or both of these bills to testify against these bills, or [sign in online](#) in opposition.

Other election-related bills being heard throughout the day on which NHMA has a position include:

- [HB 1541](#) (9:00 a.m.), requiring the secretary of state to provide all voting precincts with secure containers for storing ballots. (**Support**)
- [HB 1309](#) (10:15 a.m.), relative to town meeting warrants. (**Oppose**)
- [HB 1076](#) (10:45 a.m.), relative to authorizing or rescinding the use of electronic ballot counting devices. (**Oppose**)
- [HB 1187](#) (1:15 p.m.), relative to the time in which candidates for state representative may file their candidacy for a special election. (**Oppose**)
- [HB 1272](#) (1:30 p.m.), providing an option for each candidate's party affiliations to be printed on the town or school district ballot. (**Oppose**)

The same committee meets again on **Wednesday, April 1, in SH Room 103** to hear three more bills:

- [HB 1266](#) (1:00 p.m.), allowing election moderators access to the area designated for counting votes during the performance of their duties. (**Support**)
- [HB 1306](#) (1:45 p.m.), relative to the counting of absentee ballots. (**Oppose**)
- [HB 1325](#) (2:00 p.m.), enabling supervisors of the checklist to correct the checklist on any day of the week. (**Support**)

Crossover Day in House, Senate

The House and Senate held crossover sessions on Thursday. Crossover is the legislative deadline when the House must send its final passed bills to the Senate, and the Senate sends its bills to the House. It's essentially the midpoint of the session, when the final remaining bills move to the other chamber for a new round of scrutiny.

For municipalities, crossover is an inflection point. Priorities that had strong early momentum may stall. Amendments that seemingly come from nowhere may catch fire. And the window to influence outcomes is narrowing fast.

Once a bill crosses over, it enters a new committee in the other chamber, often with different priorities, different constituencies, and a different appetite for amendments. Municipal officials who haven't yet weighed in should do so when hearings are scheduled on these bills. It's the best way to make sure the local voices are helping to share the conversations. [Click here](#) to learn more about what crossover means for NHMA and its member municipalities.

Here are updates on some key bills NHMA has been following that were voted on in the crossover sessions:

Senate

[HB 164](#) was **passed** with amendment. The bill, **supported** by NHMA, authorizes the state archives to create and maintain a website for the retention and public access of local electronic records and specifies that municipalities may store electronic records on the website. Because the bill was amended, it will return to the House.

[HB 173](#) was referred to **interim study**. The bill, **opposed** by NHMA, prevents amendments to a petitioned warrant article that eliminate its subject matter or change the purpose of the article.

HB 348 was **passed** with amendment. The bill, **supported** by NHMA and many local welfare officials, will allow municipalities to adopt an optional proof of residency requirement as part of their local welfare guidelines. Temporary emergency assistance still must be provided, but a municipality would then coordinate with the alleged municipality of residency by either seeking reimbursement of costs, requesting that the municipality of residency undertake ongoing relief and maintenance of the applicant pursuant to the municipality of residency's welfare guidelines, or request an intermunicipal hearing to determine residency and financial responsibility of the applicant. Because the bill was amended, it will return to the House.

SB 441 **passed** with a floor amendment. The bill, **opposed** by NHMA, requires a municipality that intends to transport a homeless individual or other person showing symptoms of addiction or incapacitation from substance use unrelated to an application for general assistance to another municipality for the purpose of receiving housing, shelter, addiction treatment, or related services to have in place a memorandum of understanding (MOU) with the receiving municipality. A \$5,000 fine will be assessed by DHHS on the sending municipality for a transfer to a municipality without an MOU. The state is charged with adopting rules regarding transportation of individuals covered in this bill. The bill will go to the House.

HB 488 was **killed**. The bill, **opposed** by NHMA, addresses potential municipal conflicts of interest and bans elected officials and municipal employees from concurrently serving in certain positions and roles. Regardless of intent, the bill goes too far and has the potential to hamstring small-town government operations.

SB 593 was **passed** with amendment. This bill, **supported** by NHMA, addresses a loophole in the solid waste surcharge enacted last year that inadvertently left solid waste districts out of the state rebate process. NHMA remains concerned that the effective date is January 1, 2027. The bill will go to the House.

SB 661 was **passed** with amendment. The bill, **opposed** by NHMA, introduces assessable risk pools into the NH statutory scheme, which subjects members to potential unbudgeted, mid-year assessments. Under **SB 661**, assessable pools would be the only model allowed. NHMA opposes the bill because it does not properly address all types of risk pools and therefore does not properly address the needs of our members and adds uncertainty to municipal budgeting. The bill will go to the House.

House

HB 1602 **passed** with amendment. The bill, **supported** by NHMA, creates a manufacturer-funded, third-party battery recycling program for specific types of batteries. The goal is to transfer the burden and costs associated with disposing batteries from municipalities and solid waste districts onto manufacturers. The bill will go to the Senate.

HB 1622 was **passed**. The bill, **supported** by NHMA, is a landfill-siting bill that—unlike other proposals on this topic—does not give the state the power to override existing municipal agreements with landfill operators. The bill will be sent to the Senate.

Legislative Policy Proposals Welcome

NHMA has a member-driven process by which it establishes the legislative policy positions to guide staff advocacy activities over the coming legislative biennium.

If there is a law affecting municipal government that you think needs to be fixed, or if you have an idea for how the functions of local government might be improved with legislation, this is **your opportunity to propose a change**. To share your proposal, complete this **Legislative Policy**

Proposal Form. Include a brief (one or two sentence) policy statement, a statement about the municipal interest served by the proposal and an explanation that describes the nature of the problem or concern from a municipal perspective and discusses the proposed action that is being advocated to address the problem. Mail to NHMA, [25 Triangle Park Drive, Concord, NH 03301](#); or e-mail to advocacy@nhmunicipal.org no later than the close of business on **April 17, 2026**.

Learn more about NHMA's 2027-2028 Legislative Policy Process in this [Questions and Answers fact sheet](#).

How to Make your Voice Heard

If a bill is of importance to your municipality, it's always best to make your case – for or against – in person. Every Friday, NHMA posts a [Bill Hearings Schedule](#) for the upcoming week. However, if you can't make it to Concord, you can use the Legislature's online portal to put your position on the hearing record.

The House has an [online testimony submission system](#) that allows you to indicate your position on the bill with an option to attach testimony. If you want to email all the members of a House committee, you will have to copy their email addresses individually from the [committee page](#).

The Senate has a [remote sign-in sheet](#) where you can indicate whether you are supportive of a bill, opposed, or neutral. Written testimony can be submitted via the "Email Entire Committee" link found on the [Senate committee page](#).

If you have time to follow along, livestreams of [House](#) and [Senate](#) sessions and committee meetings are available on YouTube. Prior sessions and committee meetings are also archived.

Finally, if you just want to contact your local legislators, there are [Contact a Senator](#) and [Contact a Representative](#) links on the [General Court](#) website.

Note: For any readers who print these emails out, all of the above links can be found on the General Court website at: <https://gc.nh.gov/>

Follow Bills That Matter to You Online

In addition to our weekly Legislative Bulletin, NHMA provides members access to FastDemocracy, an online bill tracking platform, for efficient, real-time updates to legislative activity of interest to members. Visit our online [Bill Tracker](#) page to learn more and feel free to subscribe to weekly or daily updates on subjects and bills of interest.

New Email Address!

There is a new email address to contact NHMA's legislative advocacy team: advocacy@nhmunicipal.org

The address was created to better reflect the work of the team. Messages sent to the government affairs email will be forwarded to the new mailbox for the foreseeable future, but please update your contacts now.

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<https://www.linkedin.com/company/new-hampshire-municipal-association>

NHMA Events Calendar 2025 Final Legislative Bulletin

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Bulletin #14: Post-Crossover Update; Big Hearings Next Week

1 message

NHMA Advocacy <advocacy@nhmunicipal.org>

Fri, Apr 3, 2026 at 1:51 PM

To: Pam McElroy <pmcelroy@exeternh.gov>

New Hampshire Municipal Association

THE SERVICE AND ACTION ARM OF NEW HAMPSHIRE MUNICIPALITIES

LEGISLATIVE BULLETIN

Legislative Bulletin 14

2026 Session

April 3, 2026



[Live Bill Tracker](#)
[Bill Hearings Schedule](#)

In this issue:

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- SB 441 Meddles with Intermunicipal Relations
- Hearing Set on Risk Pool Amendment
- Upcoming Hearings on Multiple Municipal Bills
- Session Update: Where Things Stand
- Governor Signs Three Bills
- Quick Hits
- Legislative Policy Proposals Welcome
- How to Make Your Voice Heard
- Follow Bills That Matter to You Online
- New Email Address!

Oppose Removal of Limits on Dead-End Roads

On **Wednesday, April 8, at 11:00 a.m. in Government Place (GP) Room 231**, the [House Housing Committee](#) will hold a public hearing on SB [SB 564](#), prohibiting municipal limits on dead-end road length if the road is compliant with the state fire code, and also prohibiting the number of

lots allowed on such roads. Additionally, the bill allows the placement of utilities within designated open space or perimeter buffer areas of subdivisions.

NHMA **opposes SB 564** because it would **undermine safe and effective local planning, creating safety risks, hindering emergency access, and encouraging poorly connected, high-density development**. The bill also conflicts with RSA 674:36, which allows municipalities to prevent scattered or premature development lacking adequate infrastructure or public services. Allowing utilities in open-space buffers could disrupt conservation easements and weaken long-standing planning tools such as open-space and cluster developments used by many municipalities. Overall, **SB 564** promotes unsafe, inefficient development patterns and imposes a **one-size-fits-all mandate** that ignores local conditions and established planning practices.

Please attend the hearing to oppose this new universal mandate; if that's not possible, **sign in** to oppose the bill and **email committee members**.

SB 441 Meddles with Intermunicipal Relations

On **Tuesday, April 8, at 11:30 a.m. in GP Room 158**, the **House Health, Human Services and Elderly Affairs Committee** will hold a public hearing on **SB 441**. The bill, **opposed** by NHMA, requires a municipality that intends to transport a homeless individual or other person showing symptoms of addiction or incapacitation from substance use unrelated to an application for general assistance to another municipality for the purpose of receiving housing, shelter, addiction treatment, or related services to have in place a memorandum of understanding (MOU) with the receiving municipality. A \$5,000 fine will be assessed by the state Department of Health and Human Services (DHHS) on the sending municipality for a transfer to a municipality without an MOU. The state is charged with adopting rules regarding transportation of individuals covered in this bill.

The bill also provides a local option allowing a municipality to regulate or disallow messaging and harm reduction materials distributed by treatment or recovery organizations that operate under the Opioid Abatement Trust Fund or syringe service programs.

Please attend this hearing to share any concerns you have about this bill; if that's not possible, **sign in** to **oppose** the bill.

Hearing Set on Risk Pool Bill, Amendment

On **Tuesday, April 7, at 1:30 p.m. in Stae House (SH) Room 103**, the **Senate Finance Committee** will hold public hearing on **HB 1491**, dealing with the oversight and regulation of risk pools, followed immediately by a public hearing on a proposed Senate **amendment (am-1316s)** that significantly changes the bill.

Risk pools are created by cities, towns, counties, and school districts to reduce risks and associated insurance costs, shifting risk from an individual political subdivision to the pool. Across the country, two primary types of risk pools exist: assessable and non-assessable. The Association of Governmental Risk Pools (AGRIP) recognizes both models.

HB 1491, as adopted by the House and **supported** by NHMA, introduces assessable risk pools into the statutory scheme, but as an alternative to non-assessable risk pools. Allowing both models provides clarity to local governments, helping them decide which model, if any, best suits their needs. Assessable pools would remain under the authority of the Secretary of State, while non-assessable pools will shift oversight to the Department of Insurance (DOI). However, NHMA has **serious concerns with the Senate amendment**.

If your community has been impacted by assessments or is concerned about the viability of risk pools, please **attend the hearing** and **reach out to your local Senator** to share your concerns.

NHMA supports the ability of members to establish and govern the pools and understands that clear regulations that protect the members and allow the pools to operate are necessary. With health insurance being a huge driver of municipal costs, regularly outpacing inflation, providing legislative clarity is crucial. It is important to keep in mind that the stability of healthcare risk pools is tied to the future stability of healthcare for thousands of public employees in our state.

The House has not yet scheduled a hearing in Senate-approved risk pool bill, **SB 661**, which makes assessable pools the only model allowed and is **opposed** by NHMA.

Upcoming Hearings on Multiple Municipal Bills

The **Senate Election Law and Municipal Affairs Committee** will hold public hearings on five bills beginning at **9:15 a.m. on Tuesday, April 7, in SH Room 122-123**.

- **HB 1516 (9:15 a.m.), opposed** by NHMA, allows municipalities to vote to require that pie charts, bar charts, and QR codes be placed on property tax bills depicting where and how tax dollars are being allocated.
- **HB 1581 (9:30 a.m.), opposed** by NHMA, allows municipalities to adopt a requirement that property owners be given notice when the assessed value of their property changes by certain amounts.
- **HB 1711 (9:45 a.m.), supported** by NHMA, amends RSA 674:54 to define “agents” as it relates to the governmental use of certain lands and requires that a public hearing be held regarding any change in use or new use of those properties. Currently, municipalities may hold a public hearing, but it is not required. The bill also lowers the standard for when the governing body must be provided written notification and hold a public hearing on any proposed governmental use of property within its jurisdiction from a “substantial” change in use or a “substantial” new use to any change of use or new use.
- **HB 1756 (10:00 a.m.)** allows organizations to file for property tax exemptions once and receive those exemptions unless and until a town assessor finds the organization ineligible for an exemption. NHMA is **neutral** on this bill, which was requested by some member municipalities.
- **HB 1759 (10:15 a.m.), opposed** by NHMA, makes a land use board’s vote on whether a member should be disqualified binding rather than advisory, requiring recusal if a majority finds disqualification is warranted.

For detailed instructions on ways to share your position on these and any other bills, see *“How to Make Your Voice Heard”* below.

Post-Crossover Update: Where Things Stand

As the legislature moves into the home stretch, more than 200 of the 362 bills NHMA is following have been killed, tabled or referred to interim study. Our focus now is on the remaining 150-plus bills still in play. Here is an overview of the legislative landscape, organized by topic, with details on the most impactful remaining bills:

Town Meeting/Municipal Budgeting

A handful of legislators in the House are pushing to require that more questions be placed on the official ballot rather than on the warrant in towns that operate under the traditional form of town meeting. These same legislators also want more questions to use specific language prescribed by law, which may make it easier to introduce petitioned warrant articles. There are also the usual pushes to limit municipal and local decision-making over governing or spending. Key bills include:

HB 1131 requires municipalities to place the question for adopting the official ballot referendum form of meeting (usually called “SB 2”) on the official ballot for electing officers. Currently, under the

traditional form of town meeting, the question would be placed on the warrant and debated like any other matter of business to be acted upon. The current process provides a vital forum for open debate on the question, which is especially valuable when voters are determining a municipality's form of government. NHMA **opposes**.

HB 1066 would greatly limit municipalities' ability to enter into lease agreements, including those with non-appropriation clauses, which are not debt. The bill would require leases for building or facility improvements that become "fixtures" to be placed on a special warrant article, like a bond, and approved by a three-fifths vote of the legislative body. It also requires all leases of \$500,000 to be placed on a special warrant article, like a bond, subject to its own public hearing, and approved by a three-fifths vote of the legislative body. Additionally, HB 1066 appears to inadvertently exempt cities from any process for approving leases of \$500,000 or more, which could be interpreted as allowing no process for entering into such leases. NHMA **opposes**.

HB 1526 would overhaul the process for adopting a budget committee in RSA 32:14 and other statutes. The bill repeals and replaces the straightforward language in current law, which states that the voting on the question shall be by ballot and voting will be open for an hour, and replaces it with a new process, mandating that one of four legally prescribed questions be used and placed on the official ballot for electing officers. This means the question wouldn't be a warrant article taken up at the business session, but would be acted on with no context in the voting booth. NHMA **opposes**.

HB 1309 requires municipalities to not only state the subject matter of all warrant articles to be acted upon, but also "the intent and effect ... stated clearly and without commentary or ambiguity." Currently, the selectmen are required to "distinctly state" each question on the warrant. While the intent of the bill was to prohibit commentary or ambiguity, the bill inadvertently requires commentary on the "intent and effect" or each warrant article. NHMA **opposes**.

SB 2 Annual Town Meeting/Default Budget

Members of the House regularly attempt to amend the default budget calculations for the official ballot referenda form of annual meeting (SB 2) in an effort to limit local spending. Many believe the default budget should never increase more than the proposed budget, if at all. Some even believe the default budget should result in an automatic decrease from the previous year's approved budget. In reality, the needs of communities do not change simply because the state has limited municipalities' ability to raise and effectively appropriate funds. Key bills include:

HB 1224 would greatly impact the default budget calculation for SB 2 towns. The bill requires the default budget to be reduced by the amount equal to any reductions to line items for transfers made for one-time expenditures, by the amount of any positions that have been vacant for more than a year (excluding public safety positions and town positions with snow removal duties under recruitment), and prohibits the default budget from including any salary or benefit increases issued after the last budget was adopted. In a nutshell, HB 1224 would micromanage municipalities' ability to adjust their budgets to meet ongoing and fluid needs and make it harder to hire necessary staff for unfilled positions or retain existing staff. NHMA **opposes**.

HB 1355 would eliminate the inclusion of a default budget in the operating budget warrant article for SB 2 towns. The bill would make it so that if the proposed operating budget fails, then the previous year's budget would be adopted. The bill also updates the procedures for holding a special meeting if the operating budgets fails and prohibits petitioned warrant articles from being amended if it would change the petitioned warrant article's purpose. HB 1355 would significantly limit a municipality's ability to meet all its voter-approved contractual obligations. NHMA **opposes**.

HB 1575 transfers the determination of the default budget to the budget committees. Under current law, the governing body prepares the default budget unless the legislative body adopts the provisions

of RSA 40:14-b, which allows the legislative body to delegate the preparation of the default budget to the municipal budget committee. NHMA **opposes**.

Zoning/Planning/Land Use

While some state policymakers continued their efforts to override local decision-making concerning zoning, planning, and land use, there was much less appetite in the legislature this year for more statewide, universal mandates.

There was a push by some legislators in the House, supported by pro-business and free market organizations, to mandate commercial uses by right on all land where residential uses are permitted. Most of the bills enabling these uses—**HB 1023**, **HB 1351**, and **HB 1050**—did not make it out of the House. However, **HB 1195**—which overrides local zoning to permit more commercial child care centers—advanced to the Senate despite some significant flaws (*see below*).

In the Senate, an effort to limit municipal authority to cap dead-end road lengths or prevent connectivity requirements for roads once they reach a certain length advanced to the House. Additionally, there has been an effort to significantly limit or outright prohibit most subdivision or site plan regulations. The Senate has passed bills for the last two years attempting to make it so planning boards can only review subdivision or site plans once and to place limitations on conservation or open-space subdivisions and cluster development regulations. Not only do these bills run contrary to other existing statutes or good municipal planning practices, they also could force planning boards to deny more incomplete subdivision or site plans because the plans do not meet local requirements, turning what should be a collaborative process into a bureaucratic nightmare for both landowners and municipalities.

Interestingly, statewide data released in January showed that New Hampshire's cities and towns issued building permits for 5,822 housing units in calendar year 2024, which was the highest annual number since 2006. This data is from the year before the state passed a plethora of bills preempting local choice on zoning and land use. The fact that such a high number of permits were issued before the state enacted several statewide land-use mandates in 2025 reinforces the argument made in NHMA's recent whitepaper, *Room for Everyone*, which traces the state's housing deficit back to nearly two decades of economic, demographic, and market pressures. Key bills include:

SB 508, relative to the zoning board of adjustments appeal period, requires municipalities to stamp and accept revised plans submitted by an applicant within 10 business days of submission. The acceptance of the plans would be contingent upon the revised plans reflecting specific requests made during the planning board's initial review, and the planning board would be prohibited from making any further requests to ensure the plans are compliant with local regulations. NHMA **opposes**.

SB 564, *see article above*. NHMA **opposes**.

HB 1195 greatly expands the current universal zoning mandates for commercial child care. The bill requires municipalities to permit home-based child care as an accessory use to any residential use, and updates it to:

- Require the municipality to allow the use by right rather than as a conditional use.
- Allow home-based child care to operate in an accessory structure by right, even if the structures violate current zoning ordinances.
- Prohibit municipalities from adopting additional requirements or enforcing existing ones greater than the rules adopted by the Department of Health and Human Services for child care.

Additionally, **HB 1195** includes a second section that requires municipalities to permit commercial child care centers by right on land zoned to permit commercial uses. However, like the first section of the bill, it goes much further to:

- Prohibit municipalities from adopting additional requirements or enforcing existing ones greater than the rules adopted by the Department of Health and Human Services for commercial child care centers.
- Requires municipalities to permit commercial child care centers on land that permits industrial and manufacturing uses, as long as the child care center is for the exclusive use of employees of a business located in one of those zones.
- Allow an existing building or portion thereof to be converted to a child care center, provided that the exterior dimensions of the building do not change, even if it's a change of use.
- Exempt commercial child care centers with a licensed capacity of the 30 children or less from local site plan review regulations.

NHMA **opposes** the bill due to unaddressed concerns with tying local zoning and site plan review regulations to state rulemaking and exempting large commercial uses from local site plan review regulations.

SB 439 would define “data center” and require municipalities to permit data centers on land that permits commercial or industrial uses. It would also allow planning boards to adopt regulations through rulemaking. Currently, municipalities can determine whether to permit data centers, and planning boards can adopt local administrative procedures in accordance with state law without approval from the legislative body. NHMA **opposes**.

HB 1196 repeals the Housing Champion programs, which incentivizes municipalities to implement local policies to encourage residential development, earn a Housing Champion designation, and receive state grants to invest in infrastructure supporting residential development. NHMA **opposes**.

HB 1681 establishes standards for innovative housing structures, including tiny houses, tiny houses on wheels, and yurts, authorizes their use as single-family or accessory dwellings, sets construction, inspection, and off-site manufacturing requirements, and directs related rulemaking under the state building code and wastewater and modular building statutes. The bill is a local option; however, the bill’s requirements for assessing innovative housing structures are placed in RSA 674, the Local Land Use and Regulatory Powers, and need to be significantly updated to address technical flaws. NHMA **opposes** the bill unless the assessing language is updated to make **HB 1681** a workable local option for municipalities.

HB 1079 allows accessory dwelling units (ADUs) to be built within or attached to certain non-conforming structures. Although the bill was requested by NHMA to clarify a specific section of the state’s ADU law, the House amended the bill to apply the vesting procedures for approved subdivisions to approved building permits for ADUs. We are unsure how this could possibly work in practice. NHMA **opposes** the House version of **HB 1079** and will seek to get the bill fixed in the Senate.

HB 1010 makes significant positive updates to the 2025 universal zoning mandate requiring municipalities to permit multi-family residential uses on all land zoned to permit commercial uses. The bill:

- Allows planning boards to require applicants to demonstrate that existing infrastructure is adequate to support the proposed residential development on commercially zoned land.
- Allows municipalities to require the applicants to provide infrastructure if the existing infrastructure is not adequate.
- Requires the applicant to receive permission from the operator of a public water or sewer system to connect.
- Clarifies that nonconforming structures converted to multi-family dwelling units or mixed use provided that the structure is not altered to further violate zoning district dimensional requirements.

- Clarifies that multi-family residential development is multi-family dwelling units, as defined in RSA 674:43, I.
- Ensures that multi-family dwelling units on commercially zoned land are still subject to subdivision or site plan review regulations.

NHMA **supports**.

Legal Issues

HB 1064 eliminates municipal immunity regarding negligence that results in personal injury or property damage. It will allow liability for damages caused by municipal officials or employees acting within the scope of their authority and require that those officials and employees be indemnified provided those actions were within the scope of their employment. It also increases the liability limits from \$325,000 to \$475,000 per claimant and from \$1 million to \$1.425 million per incident, or the proceeds from any insurance policy, whichever is greater. Additionally, it clarifies that the provisions do not apply to claims based on acts of employees exercising due care or performing discretionary functions. While intended to expand liability and improve compensation for injured parties, **HB 1064** goes too far and creates serious financial risks for municipalities. Significantly raising liability caps will increase insurance and risk pool costs, which will lead to a combination of property tax increases and reductions in municipal services. NHMA **opposes**.

HB 1184 establishes a process for issuing no trespass orders (NTOs) on public property. It sets out that the governing body responsible for public property, or a person designated by the governing body, may issue an “emergency” NTO good for 72-hours “when immediate action is reasonably necessary to protect public safety, prevent substantial disruption of governmental operations, or prevent damage to public property.” The NTO must be in writing and require certain details; it expires after 72 hours unless the governing body meets at a duly noticed public meeting and approves the continuance of the NTO for a period up to 90 days by a three-fifths vote. The bill also establishes administrative appeal rights for the individual issued the NTO to appear before the governing body, as well as to appeal to superior court. The bill requires that the governing body seek a restraining order should it find that extension of the NTO beyond 90 days is necessary. NHMA **opposes**.

HB 1788 prohibits the state and political subdivisions from entering into or renewing any contract that includes diversity, equity and inclusion (DEI)-related provisions, including requirements for contractors to implement DEI programs, conduct DEI training, or comply with DEI-related reporting obligations and require contracts to be void if they contain such language. It also allows any citizen to file a lawsuit against a municipality for having a contract that contains—or that someone thinks contains—DEI language. The bill is similar to language included in the state budget last year that is on hold pending the outcome of a lawsuit filed in federal court. NHMA **opposes**.

Local Welfare

How municipalities provide services for indigent persons was a surprisingly hot topic in 2026, with a pair of bills filed to address anecdotal claims that some municipalities send individuals seeking services to larger or more affluent communities.

HB 348, a bill supported by many local welfare officials, allows municipalities to adopt an optional proof of residency requirement as part of their local welfare guidelines. Temporary emergency assistance still must be provided, but a municipality would then coordinate with the alleged municipality of residency by either seeking reimbursement of costs, requesting that the municipality of residency undertake ongoing relief and maintenance of the applicant pursuant to the municipality of residency’s welfare guidelines, or request an intermunicipal hearing to determine residency and financial responsibility of the applicant. Should a municipality adopt proof of residency requirements, the bill requires a municipality to accept certain documentation or an attestation by specific public officials/social service providers to establish residency. It also creates exceptions to any

residency requirements for an individual who is the victim of domestic violence, stalking, sexual assault or human trafficking. Because the bill was amended by the Senate, it was sent back to the House, which must concur, non-concur or request a committee of conference on the amended bill. NHMA supports.

SB 441 creates a more heavy-handed state intervention. (*See separate article above.*) NHMA **opposes**.

Risk Pools

See related article above.

Other Bills to Watch

HB 164 authorizes the state to create and maintain a website for electronic records and allows municipalities to store electronic records on the website. This option could be useful for municipalities to be able to refer right-to-know requests to a website managed by State Archives instead of having to compile and supply the information directly. NHMA **supports**.

HB 340 updates the statute regarding electioneering by public employees. While this bill is an improvement on another electioneering bill vetoed by the governor last year, NHMA believes the existing statute is effective and supports leaving it as-is. Because the bill was amended by the Senate, it was sent back to the House, which must concur, non-concur or request a committee of conference.

HB 1602 creates a manufacturer-funded, third-party battery-recycling program for specific types of batteries. The bill would transfer the costs and burdens associated with battery disposal from municipalities and solid waste districts to manufacturers. Additionally, it would reduce fire hazards at municipal transfer stations. NHMA **supports**.

SB 538 extends the eligibility terms for municipal energy projects to receive net metering compensation under alternative tariffs approved by the Public Utilities Commission. The bill will be heard by the **House Science, Technology and Energy Committee on Monday, April 6, 2026, at 9:30 a.m. at Granite Place Room 229**. NHMA **supports**.

Note: For the first time since the truncated COVID-19 legislative session in 2020, no bills related to the New Hampshire Retirement System (NHRS) advanced out of the House or Senate this year. The last “normal” session without a change to the NHRS statute was 2015. After the knock-down fight over benefit increases for a subset of first responders last year, only seven bills were filed this year. With the next decennial retirement commission set to convene to review NHRS funding and benefits in the summer of 2027, it’s likely to be another light session for retirement bills next year.

Governor Signs Trio of Bills

The governor recently signed into law three bills NHMA is following:

- **SB 94** (Chapter 0017), repealing the allowance for municipal amendments to the technical requirements of the state building code under certain conditions. Specifically, it removes the provision that allowed municipalities to make amendments if the state building code was more than two editions behind the published model codes, as long as those amendments were not more or less stringent than the state code. The new language establishes that no amendments to the technical requirements of the state building code are permitted. Additionally, the bill clarifies that municipalities may still make amendments related to the issuance of permits and the collection of fees, provided these amendments are not less stringent than the state building code. Effective July 1, 2026.
- **SB 103** (Chapter 0007), mandates that towns and cities provide a minimum of one polling location for every 15,000 registered voters during general elections for President of the United

States. Municipalities with a single polling location serving more than 15,000 voters must submit a detailed plan for approval by the secretary of state and the attorney general. Effective September 16, 2026.

- **SB 189** (Chapter 0002), revises the procedures for the disposition of fetal remains, requiring an electronically generated burial permit from town clerks or licensed funeral directors. Effective June 6, 2026.

Quick Hits

Sessions next week: The House and Senate will each meet on **Thursday, April 9**. Both agendas are fairly light on significant municipal bills, but one bill opposed by NHMA, **HB 1137**, is on the Senate consent calendar as inexpedient to legislate. The bill would make the representative of the governing body on the municipal budget committee an ex-officio, non-voting member.

Committee nixes electioneering bill: A Senate committee also recommended another problematic bill opposed by NHMA, **HB 686**, as inexpedient to legislate this week. The bill expands the definition of electioneering by prohibiting a public body or public employee acting in an official capacity from conducting or sponsoring surveys, polls, or questionnaires concerning candidates, political parties, ballot measures, or policies reasonably anticipated to be submitted to voters. The recommendation will be voted on at a future Senate session.

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NHMA Events Calendar 2025 Final Legislative Bulletin

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Bulletin #15: Final Hearing on Risk Pool Bill

1 message

NHMA Advocacy <advocacy@nhmunicipal.org>

Fri, Apr 10, 2026 at 1:33 PM

To: Pam McElroy <pmcelroy@exeternh.gov>

New Hampshire Municipal Association

THE SERVICE AND ACTION ARM OF NEW HAMPSHIRE MUNICIPALITIES

LEGISLATIVE BULLETIN

Legislative Bulletin 15

2026 Session

April 10, 2026



[Live Bill Tracker](#)
[Bill Hearings Schedule](#)

Editor's Note: As the New Hampshire legislature heads into the home stretch, hundreds of bills with municipal impact are still in play. Do you know which ones will affect your community's operations or bottom line? Check out NHMA's recently recorded [Legislative Half-Time Webinar](#) for the scoop on the most impactful bills.

In this issue:

- House Hearing on Risk Pool Bill
- New Lease on Life? Ask Senate to Just Say No
- Senate, House Roundup
- Upcoming Hearings on Multiple Municipal Bills
- Senate Meets Next Week
- Quick Hits
- Last Call for Legislative Policy Proposals
- 2026 Legislative Calendar
- How to Make Your Voice Heard
- Follow Bills That Matter to You Online
- New Email Address!

House Hearing on Risk Pool Bill

On **Tuesday, April 14, at 1:15 p.m. in Government Place (GP) Room 229**, the **House Commerce and Consumer Affairs Committee** will hold public hearing on **SB 661**, the Senate's take on updating the regulation of public risk pools. **SB 661**, opposed by NHMA, introduces assessable risk pools into the NH statutory scheme, which subjects members to potential unbudgeted, mid-year assessments. Under **SB 661**, assessable pools would be the only model allowed. NHMA **opposes** the bill because it does not properly address all types of risk pools and therefore does not properly address the needs of our members and adds uncertainty to municipal budgeting.

Risk pools are created by cities, towns, counties, and school districts to reduce risks and associated insurance costs, shifting risk from an individual political subdivision to the pool. Across the country, two primary types of risk pools exist: assessable and non-assessable. The Association of Governmental Risk Pools (AGRIP) recognizes both models. It is important to keep in mind that the stability of healthcare risk pools is tied to the future stability of healthcare for thousands of public employees in our state. In 2025, one of the three then-existing healthcare pools in the state issued a surprise \$30 million assessment on members and another pool went out of business, also leaving its members on the hook for an assessment.

The House risk pool bill, **HB 1491**, had a public hearing in the **Senate Finance Committee** this week, held concurrently with a hearing on a proposed Senate **amendment (am-1316s)** that attempts to bridge the gap between the House and Senate positions. NHMA has concerns with the Senate amendment, which creates nearly insurmountable hurdles for a non-assessable pool to exist. More negotiation to hammer out a compromise—if possible—is expected in the coming weeks.

If your community has been impacted by assessments or is concerned about the viability of risk pools, please **reach out to your local Senator** to share your concerns.

NHMA supports the ability of members to establish and govern the pools and understands that clear regulations that protect the members and allow the pools to operate are necessary. With health insurance being a huge driver of municipal costs, regularly outpacing inflation, providing legislative clarity is crucial.

New Lease on Life? Just Say No

HB 1066, a bill **opposed** by NHMA and unanimously recommended for interim study by a Senate committee, was pulled from the Senate consent calendar this week and moved back to next **Thursday, April 16**, when a floor amendment is expected to be introduced.

HB 1066 would greatly limit municipalities' ability to enter into lease agreements, including those with non-appropriation clauses, which are not debt. The bill would require leases for building or facility improvements that become "fixtures" to be placed on a special warrant article, like a bond, and approved by a three-fifths vote of the legislative body. It also requires all leases of \$500,000 to be placed on a special warrant article, like a bond, subject to its own public hearing, and approved by a three-fifths vote of the legislative body.

Rather than ramming through a floor amendment that **municipalities will never have an opportunity to testify on**, please **contact your local Senator** and ask him or her to **support the interim study recommendation** so the conversation can continue this fall with input for all affected parties.

Senate, House Roundup

The Senate and House held sessions Thursday and acted on several bills NHMA is following:

Senate

- **HB 1113** was **passed**. The bill, **supported** by NHMA, enables towns to establish a 3-year term for town moderators. The bill will go to the governor.
- **HB 1118** was **passed**. The bill, **supported** by NHMA, increases the threshold for funds that must be remitted to municipal treasurers at least weekly or daily from \$500 to \$3,500. The change applies to remittances from various town departments, including the tax collector and town clerk. The bill will go to the governor.
- **HB 1134** was **referred to interim study**. The bill, **opposed** by NHMA, would mandate how appropriations for warrant articles shall accumulate in the order in which articles are approved at an annual meeting or in the order in which articles appear on an official ballot for purposes of determining when a warrant article will trigger an override vote of a local tax or budget cap.
- **HB 1137** was **killed**. The bill, **opposed** by NHMA, would make the representative of the governing body on the municipal budget committee an ex-officio, non-voting member.
- **HB 1468** was **passed with amendment**. The bill, **supported** by NHMA, enables municipalities to incorporate flood resilience planning into their master plans and broadens the eligibility criteria for state housing planning grants aimed at supporting flood hazard mitigation and related land use updates. The bill will go back to the House, which can concur with the amendment, non-concur, or request a committee of conference.
- **HB 1541** was **passed with amendment**. The bill, **supported** by NHMA, requires the secretary of state to provide all voting precincts with secure containers for storing ballots. The bill will go back to the House, which can concur, non-concur, or request a committee of conference.

House

- **SB 527** was passed. The bill allows written notices from state agencies to municipalities to be sent via electronic mail unless the town or city clerk notifies the state agency that it objects to emailed written notices. NHMA is neutral on this bill, which will go to the governor.
- **SB 592** was passed with amendment. The bill, **opposed** by NHMA, prohibits municipalities from using the “inventory of habitat strongholds and wildlife corridors... as the basis for municipal zoning or planning purposes,” which would prevent municipalities from protecting valuable wildlife corridors and habitat through zoning. The bill will go back to the Senate, which can concur, non-concur, or request a committee of conference.

Senate Hearings on Municipal Bills

The **Senate Election Law and Municipal Affairs Committee** will hold public hearings on multiple bills beginning at 9:15 a.m. on Tuesday, April 14, in State House (SH) Room 122-123.

- **HB 1604** (9:15 a.m.), **supported** by NHMA, requires suitable public facilities such as schools and town halls to be made available as polling places upon request by local election officials.
- **HB 1021** (9:45 a.m.), **supported** by NHMA, amends the date to provide written notice to a municipality of a taxpayer's election to be assessed under the low-income housing tax credit program.
- **HB 1526** (10:00 a.m.), a bill **opposed** by NHMA, overhauls the process for adopting a budget committee in RSA 32:14 and other statutes.
- **HB 1575** (10:15 a.m.), **opposed** by NHMA, transfers the determination of the default budget to the budget committees. Under current law, the governing body prepares the default budget unless the legislative body adopts the provisions of RSA 40:14-b, which allows the legislative body to delegate the preparation of the default budget to the municipal budget committee.

For detailed instructions on ways to share your position on these and any other bills, see “*How to Make Your Voice Heard*” below.

Senate Meets Next Week

The Senate will meet on **Thursday, April 16**, and is scheduled to act on several bills NHMA is watching:

- **HB 686**, on the consent calendar as refer to interim study. The bill, **opposed** by NHMA, prohibits certain public entities from conducting or sponsoring political surveys, polls, or questionnaires in their official capacities.
- **HB 1309**, on the consent calendar as ought to pass (OTP). The bill, **opposed** by NHMA, requires municipalities to not only state the subject matter of all warrant articles to be acted upon, but also “the intent and effect ... stated clearly and without commentary or ambiguity.” Currently, the selectmen are required to “distinctly state” each question on the warrant. While the intent of the bill was to prohibit commentary or ambiguity, the bill inadvertently requires commentary on the “intent and effect” or each warrant article.
- **HB 1516**, on the consent calendar as refer to interim study. The bill, **opposed** by NHMA, allows municipalities to vote to require that pie charts, bar charts, and QR codes be placed on property tax bills depicting where and how tax dollars are being allocated.
- **HB 1581**, on the consent calendar as refer to interim study. The bill, **opposed** by NHMA, allows municipalities to adopt a requirement that property owners be given notice when the assessed value of their property changes by certain amounts.
- **HB 1788** on the consent calendar as refer to interim study. The bill, **opposed** by NHMA, prohibits the state and political subdivisions from entering into or renewing any contract that includes diversity, equity and inclusion (DEI)-related provisions, including requirements for contractors to implement DEI programs, conduct DEI training, or comply with DEI-related reporting obligations and require contracts to be void if they contain such language. It also allows any citizen to file a lawsuit against a municipality for having a contract that contains—or that someone thinks contains—DEI language.
- **HB 1066**, see above.

Quick Hits

Brief updates on other bills NHMA is following:

Dead-end roads: **SB 564**, prohibiting municipal limits on dead-end road length if the road is compliant with the state fire code and requiring municipalities allow developers to treat perimeter buffers as developable land, sailed through the House Housing Committee this week, 17-0. The bill would allow the placement of utilities within designated open space or perimeter buffer areas of subdivisions. The bill also prohibits limiting the number of lots allowed on dead end roads. NHMA **opposes** SB 564 because it would **undermine safe and effective local planning, creating safety risks, hindering emergency access, encouraging poorly connected, high-density development, and defeating the purpose of perimeter buffers, which serve to protect natural resources, separate incompatible uses, or block out light and noise for neighboring properties**. The House is expected to act on the bill on Thursday, April 23. Please **contact your local House members to oppose this bill**, which, according to testimony, was introduced on behalf of a single landowner.

Battery recycling: On **Wednesday, April 15, at 10:00 a.m. in SH Room 122-123**, the **Senate Ways and Means Committee** will hold a public hearing on **HB 1602**, a bill supported by NHMA creating a safe battery recycling stewardship program funded by manufacturers. Please sign in to support this bill, which is facing headwinds from out-of-state special interest groups.

Last Call for Legislative Policy Proposals

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2026 Legislative Calendar

House Schedule

- Thursday, April 16, 2026—Last day to report Senate Bills going to a second committee.
- Thursday, April 23, 2026—Last day to act on Senate Bills going to a second committee.
- Thursday, May 7, 2026—Last day to report all Senate Bills.
- Thursday, May 14, 2026—Last day to act on all Senate Bills.
- Thursday, May 21, 2026—Last day to form committee of conference.
- Thursday, May 28, 2026—Last day to sign committee of conference reports (4:00 p.m.).
- Thursday, June 4, 2026—Last day to act on committee of conference reports.

Senate Schedule

- Thursday, April 30, 2026—Deadline for Policy Committees to ACT on all House bills with a fiscal impact, except bills exempted pursuant to Senate Rule 4-5.
- Thursday, May 14, 2026—Deadline to ACT on all House bills.
- Thursday, May 21, 2026—Deadline to FORM Committees of Conference.
- Thursday, May 28, 2026—Deadline to SIGN Committee of Conference Reports. (4:00 p.m.)
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Review Board Calendar

Non-Public Session