

**Exeter Board of Selectmen Meeting  
Monday, March 19<sup>th</sup>, 2012, 7:00 p.m.  
Nowak Room, Town Office Building  
10 Front Street, Exeter, NH**

1. Call Meeting to Order
2. Swearing in of Town Officials
3. Board of Selectmen Reorganization
4. Public Comment
5. Minutes & Proclamations
  - a. Regular Meeting: March 5<sup>th</sup>, 2012
  - b. Regular Meeting: March 12<sup>th</sup>, 2012
6. Appointments – Conservation Commission
7. Department Reports
8. Discussion/Action Items
  - a. New Business
    - i. Review Warrant Results 2012
    - ii. Sign 2012 MS2 Report of Appropriations
    - iii. Review BOS Committee Assignments
    - iv. Plan 2012 Goals
  - b. Old Business-
    - i. Tattoo Ordinance Third Reading
9. Regular Business
  - a. Bid Openings
  - b. A/P and Payroll Manifests
  - c. Budget Updates
  - d. Tax Abatements & Exemptions
  - e. Water/Sewer Abatements
  - f. Permits
  - g. Town Manager's Report
  - h. Legislative Update
  - i. Selectmen's Committee Reports
  - j. Correspondence
10. Review Board Calendar
11. Non Public Session
12. Adjournment

Matt Quandt, Acting Chairman  
Board of Selectmen

Posted: 3/16/12 Town Offices, Library, and Departments

Persons may request an accommodation for a disabling condition in order to attend this meeting. It is asked that such requests be made with 72 hours notice. If you do not make such a request, you may do so with the Town Manager prior to the start of the meeting. No requests will be considered once the meeting has begun.

**DRAFT MINUTES**  
**BOARD OF SELECTMEN MEETING**

**MINUTES**

**MARCH 5, 2012**

**1. Call Meeting to Order**

Vice Chairman Matt Quandt convened The Board at 7:00 p.m. in The Nowak Room of the Town Office Building. Other members of The Board present were Selectman Frank Ferraro, Selectwoman Julie Gilman, Selectman Don Clement and Town Manager, Russ Dean.

**2. Public Comment**

Renee O'Barton, of 5 Blanche Lane, Exeter comes forward. Ms. O'Barton remarks she has been looking online at the Town's website. There are several links not working or broken. Ms. O'Barton remarks on an RSA she hands to the Board, 41:61, which speaks to records leaving the public buildings that are public records. Mr. Quandt states the budget committee minutes discussed last week are online.

Mr. Alan Bailey, 7 Green Street, Exeter comes forward. Mr. Bailey asks about the Town Report, when it will be available. Mr. Dean informs the Board according to the printer it will be here tomorrow morning. Hopefully all will go well.

Ms. Priscilla Eddy, 21 Crawford Avenue, comes forward. Ms. Eddy asks what the process is for filing a formal complaint against the Exeter Police Department. Mr. Quandt replies she can send a letter to the Board. Ms. Eddy states she has gone to the public library and has been told they are out of the police department surveys. She asked and she says she was told twice they asked for more but did not get any. She states the Police Department is real problem in Town and people have their head in the sand.

Mr. Quandt thanked all for their comments. He moves on to minutes and proclamations.

**3. Minutes & Proclamations**

**a. Regular Session: February 27, 2012**

Mr. Quandt notes the minutes from February 27<sup>th</sup> are not yet available. They will be held until next week.

**4. Appointments** – There are no appointments this evening.

**5. Department Reports** - None

**6. Discussion / Action Items**

**a. New Business**

**i. Bid Opening: Norris Brook Culverts**

Mr. Quandt proceeds to the bid opening for the Norris Brook Culvert project. Mr. Quandt opens the bids and the following bids are received: Brown Industrial Group: \$388,250 and \$304,300. Clarification is sought from DPW Director Perry on the two numbers. She states one is a base bid, the other includes raising Water Street to alleviate drainage and flooding concerns. The higher number includes the alternate. Mr. Bailey asks the Board to cite what the total dollar figure is. Mr. Clement repeats the first set of bid numbers for Mr. Bailey. The bids continue. JA Polito & Sons, \$613,000 and \$690,500. MAS Building and Bridge: \$420,500 and \$514,400. Earth NE Mechanics Inc. from Pittsfield NH: \$423,500 and \$351,600. Jamco Excavators \$533,600 and \$454,550. CPM Constructors \$633,570 and \$566,870. T Buck Construction from Auburn ME \$698,858 and \$650,358.

Selectman Clement moved to refer the bids to the DPW and Town Manager for review and recommendation. Selectwoman Gilman seconded. Motion carried unanimously.

Mr. Ferraro asks about other pieces to this project. Ms. Perry reminds that CMA Engineers is the engineer and all permits are in place.

**ii. Bid Opening: WTP Filter #3**

Mr. Quandt proceeds to the second bid opening, a rebuild of Water Treatment Plant Filter #3. The following bids are received: RH White Construction, \$25,396. Penta Corporation, \$31,000. Waterline Services, LLC, Seabrook, NH \$27,150. PRB Construction, Gilford, NH \$26,400. Methuen Construction, Methuen MA \$31,300.

Selectman Clement moved to refer the bids to the DPW Water Department and Town Manager for review and recommendation. Selectwoman Gilman seconded. Motion carried unanimously.

**iii. Website RFP Update**

Mr. Ferraro remarks the RFPs for the website update project were opened today in the Nowak Room at 4:00 p.m.. The following proposals were received: Local Link Internet, \$14,000; Blue Liner Marketing, \$30,256; Bad Dad Design, \$18,000; Park Group Solutions, \$38,500; Tidal Media Group, \$22,200; Municipal CMS, \$14,495, Aha Consulting, \$9,000; and Harbour Light Strategic Marketing, \$21,690.

Selectman Clement moves to refer the proposals to the working committee of Mr. Ferraro, Mr. Dean, Mr. Clement and IT Coordinator Swanson for review and recommendations. Ms. Gilman seconds. Motion carries unanimously.

**b. Old Business**

**i. Tattoo Ordinance**

Mr. Dean indicates this is the formal first reading, nothing on language has changed since last week. Mr. Quandt asks for public comments. Ms. O'Barton of 5 Blanche Lane approaches the Board and refers to the date of February 27<sup>th</sup> at the bottom of the page. It says first reading, and she wishes to confirm that tonight is the first reading. Mr. Quandt and the other members concur tonight is the first reading. Mr. Clement confirms this will take three readings. Mr. Quandt mentions 2 readings and a public hearing. Mr. Dean indicates all readings are public. Mr. Clement asks that this proposed ordinance be put on the website so people can see it. Mr. Dean indicates he will follow up.

**Return to New Business.** Mr. Quandt remarks he skipped over something on the agenda and goes back to the LGC agreements. Mr. Dean reviews the agreements with the Board and indicates the Town now has moved over to Primex for Worker's Compensation, Unemployment, and Property/Liability Insurance as of January 1<sup>st</sup>. These used to be with LGC. Through the last process Primex bid very favorably and the Town saved money by switching over to Primex. This amended agreement is with LGC, reflecting the Town continuing with LGC on Health Insurance, Dental Insurance, and Life Insurance, and other services such as COBRA billing and Retiree Health Insurance billing administrative services. The HealthTrust handles this now, retiree health plans are through the Health Trust and are not part of the Town budget. Mr. Clement asks if there are changes in coverage. Mr. Dean states no, the COBRA is opt in, but health, dental, life is the same. The HealthTrust won't handle the other services excluded and have not been since January 1<sup>st</sup>. Mr. Dean states the Board needs to authorize the signing of the documents so the changes can be finalized with the LGC. He refers to Exhibit A and reads the resolution and the details of the changes in service.

Selectwoman Gilman moves the Town Manager be authorized to sign the resolutions for the Local Government Center HealthTrust. Selectman Clement seconds the motion. Motion carries unanimously.

Mr. Ferraro asks about who carries liability for Town Officials. Mr. Dean indicates Primex does this, it used to be the LGC, but has switched to Primex as part of the property/liability policy.

**Return to Old Business.**

**Proposed Pawnbroker Ordinance**

Mr. Quandt then opens discussion on the first reading of the proposed pawnbroker ordinance amendment. Mr. Dean reports the Police Department will be present next week to speak to this item. Ms. Shirley Pitts, a resident and merchant who owns Two Flights Down, appears before the Board. She notes the ordinance includes second hand dealers. She is a consignment shop and wonders if she would be included. She is concerned about having to keep additional paperwork and has not had an issue in her store in 24 years. Mr. Quandt is not clear whether it applies to Ms. Pitt's store. Ms. Gilman believes it does. Ms. Pitts says she does not take things she does not know the value of. She believes bookkeeping is fine but photos would be difficult. Mr. Clement suggests any exchange of money is what triggers the dealer responsibility to seek proof of identification from someone. It is additional paperwork, each transaction must be recorded. Ms. Pitts indicates each transaction is recorded already. Ms. Pitts does a total inventory, has names, addresses and phone numbers. Ms. Pitts asks

who at the police department has the time to take this on and is it necessary. Ms. Gilman indicates this is when theft occurs when the department knows they have items that have been pawned or sold it will be easier for the Police to recover property. Ms. Pitts indicates she keeps an inventory already. Mr. Ferraro asks Chief Kane be present at the next reading. Mr. Ferraro asks that consignment and secondhand dealers should be told Chief Kane will be here. Mr. Dean refers to RSA 322, and he will ask the Chief what the differences are between the proposed ordinance and the RSA. Is it additional or is it access to information already kept on file. Ms. Pitts in her first five years had 2 to 3 break ins, and she would like the Police to come in to visit. Mr. Brandon Stauber, 141 ½ Brentwood Road appears. He asks as a member of the EDC this be referred to the EDC for review and comment. Mr. Dean states the EDC already has a copy of the ordinance and perhaps it just needs to be put on their agenda. Ms. Gilman indicates the next EDC meeting is tomorrow. Mr. Clement asks that staff makes copies of the proposed ordinance. Mr. Dean reports yes, and copies are already online, and any citizen can weigh in on this. Mr. Stauber suggests that since specific stores are impacted the Town should be going to stores and telling them. He feels it is unfair if they are not notified. Mr. Stauber asks it be tabled until the EDC comes up with a recommendation. Mr. Ferraro asks for feedback from the EDC. He asks several questions about the ordinance and why the Town needs an ordinance if state law already covers this topic. Mr. Dean says the Police Department will have representatives from the Police Department here next week. One protection in the ordinance is it allows the Police Department to go in and follow evidence procedures. Mr. Clement cites other Towns such as Pelham and Plaistow that have the exact same language in their ordinances. Mr. Clement cites the language is boilerplate and models others. Mr. Stauber asks why Plaistow has an ordinance. Mr. Dean reads a memo that cites the need for the ordinance that originated with the Police Department. He clarifies differences between the state RSA and the local ordinance. This is an issue that requires follow up. Ms. Gilman states the RSA in her view is not specific. Mr. Ferraro has questions and would like to wait for the Police Department, like what is the definition of fitness. Mr. Stauber asks about antiques, what constitutes furniture versus regular antiques. There is a store down the street that has collectibles and how does the law handle that. Ms. Gilman cites the legislative intent has not been updated since 1890. Mr. Quandt remarks he sees bills on this issue every session in the legislature. Ms. Pitts states she would never have known about this unless someone brought this to her store. She is a bit computer illiterate. It would be nice if people got a heads up.

**7. Regular Business**

**a. Bid Openings - None**

**b. A/P and Payroll Manifests**

**Mr. Ferraro moves to approve a weekly payroll warrant for checks dated 2/29/12 in the amount of \$153,175.81. Ms. Gilman Seconds. Vote: Unanimous**

**Mr. Ferraro moves to approve an accounts payable warrant for checks dated 3/2/12 in the amount of \$55,896.01. Ms. Gilman Seconds. Vote: Unanimous**

**c. Budget Updates – None.** Mr. Dean has information that Mr. Ferraro has requested and he will send it to the Board and Mr. Ferraro. Mr. Ferraro asks about the fund balance for the general fund. Mr. Dean says it is unaudited and draft but he will provide it.

**d. Tax Abatements & Exemptions**

Elderly Exemptions: Mr. Ferraro moves to accept Map 64, Lot 105, Unit 103. Gilman second. Motion carries. Mr. Ferraro moves Map 104, Lot 79, Unit 133. Gilman second. Motion carries. Mr. Ferraro moves to grant Map 65, Lot 124, Unit 15. Gilman seconds. Motion carries. Abatements. Mr. Ferraro moves Map 115, Lot 25 amount of \$150.61. Gilman second. Motion carries. Mr. Ferraro moves Map 115, Lot 28 in the amount of \$20.54. Gilman seconds. Motion carries. Mr. Ferraro moves denial of Map 98, Lot 35. Gilman seconds. Motion carries. Mr. Ferraro moves denial of Map 64, Lot 55, Ms. Gilman seconds. Motion carries. Mr. Ferraro moves to accept a supplemental tax warrant on Map 115, Lot 31 in the amount of \$71,137.92. Ms. Gilman seconds. Mr. Dean comments this is the collector's warrant for the Fairpoint tax on utility poles. This money will be put in a side account and held onto while the process unfolds, but we will have it in the event we get a challenge. Motion carries.

**e. Water / Sewer Abatements - None**

- f. **Permits** – None. Mr. Clement discusses an approval from last week for work done on Front Street. Mr. Dean reports it will actually be next week not this week. Mr. Clement strongly suggests it not be done Tuesday, election day. Mr. Dean will follow up.

#### Reports

##### a. **Town Manager**

Mr. Dean reports the Town Hall will be used Sunday for a Court of Honor. This past weekend was busy with the IOKA rally and Stephen King speaking in Stratham. He reports that the Town has taken several initiatives to get information out to voters prior to next week's Town Election. The website has sample ballots for both the Town and the School Districts. The Town Report as reported earlier is on its way and should be here tomorrow morning. The DPW finished their work on the video on the warrant articles and are to be commended, this is running on Channel 22 and 98. The candidates forum will continue to run on Channel 22 and 98. The deliberative session replays continue to educate the public on the articles. The Town website also has information on all of the articles. Mr. Dean reports on the broken links on the website. We have interns creating a minutes archive and we're asking for patience while that work gets done.

##### b. **Selectmen's Committee Reports**

Mr. Ferraro reports no committee meetings this week or last week, that the website RFP has been his main focus.

Ms. Gilman cites zoning review committee work with form based code. They are looking at Portsmouth Avenue and will bring a presentation to zoning board, planning board, and here. First target is Portsmouth Avenue, they see potential there. It could be good timing with the Portsmouth Avenue project. Mr. Clement mentions EDC is tomorrow as well.

Acting Chairman Quandt has nothing to report.

Mr. Clement reports he is attending the Conservation Commission is meeting tomorrow night.

##### c. **Legislative Update**

Mr. Dean discusses a vote on Wednesday on the spiking bill. He explains the spiking bill, it would make municipalities responsible for any amounts over 125% of base pay. It applies mainly to public safety employees. Exeter is doing better than others on the topic but it is still a major concern as it downshifts pension costs to municipalities so there is a push to see it repealed until the formula can be improved. Mr. Quandt reports many bills will be heard this week, legislature is in a heavy session, House bills are finished this week and next week is crossover.

##### d. **Correspondence**

There is no correspondence this evening.

#### 8. **Review Board Calendar**

The Board will meet again on Monday, March 12, 2012 at 7pm. Mr. Ferraro remarks he will not be in attendance. Mr. Clement asks about the culvert bids, there may be a recommendation. The citizens of the Town are anxious that work begin so it can be completed. He asks whether Mr. Ferraro has any issues with awarding the bid. Mr. Ferraro cites his main concerns were aired regarding staying within the total budget of \$575,000 including the \$70,000 in the capital reserve fund. Mr. Dean agrees the culvert funds available in the capital reserve fund will be used to cover part of the project cost and in total will be used against the total project cost. Mr. Ferraro confirms yes, the funds would be used and it will not exceed \$575,000 in total. Mr. Dean reports the \$67,800 contract for engineering is included, and adding the low bid amount and the lowest two bids, we are under the \$575,000. Mr. Ferraro suggests proceeding if the bids are evaluated and under those total numbers he is OK.

#### 9. **Non Public Session**

Ms. Gilman moves to go to a non-public session under the 91A:3 II a exception e pending claims and litigation. Mr. Clement Seconds. Vote: Clement yes, Quand yes, Gilman yes, Ferraro yes.

#### 10. **Adjournment**

The Board emerged from non public session at 8:25 p.m.. Selectman Clement moved to adjourn. Selectman Quandt seconds. The Board stands adjourned.

Respectfully submitted,

Russell Dean  
Town Manager



**ABSENTEE  
OFFICIAL BALLOT  
ANNUAL TOWN ELECTION  
EXETER, NEW HAMPSHIRE  
MARCH 13, 2012**

BALLOT 1 OF 2

*Andrea J. Kohler*  
ACTING TOWN CLERK

**INSTRUCTIONS TO VOTERS**

- A. TO VOTE, completely fill in the OVAL to the RIGHT of your choice(s) like this: ●
- B. Follow directions as to the number of candidates to be marked for each office.
- C. To vote for a person whose name is not printed on the ballot, write the candidate's name on the line provided and completely fill in the OVAL.

<p align="center"><b>FOR SELECTMEN</b></p> <p align="center">Vote for not Three Year Term more than ONE</p> <p>ROBERT "BOB" EASTMAN <u>800</u> ○</p> <p>DANIEL CHARTRAND <u>1400</u> ○</p> <p>____ ○</p> <p align="center">(Write-in)</p>	<p align="center"><b>FOR TRUSTEE OF THE TRUST FUNDS</b></p> <p align="center">Vote for not Three Year Term more than ONE</p> <p>MARK M. ROLLICK <u>391</u> ○</p> <p>NANCY BATCHELDER <u>1152</u> ○</p> <p>____ ○</p> <p align="center">(Write-in)</p>	<p align="center"><b>FOR TRUSTEES OF THE ROBINSON FUND</b></p> <p align="center">Vote for not Seven Year Term more than ONE</p> <p>HARRY B. THAYER III ○</p> <p><u>1624</u> ○</p> <p>____ ○</p> <p align="center">(Write-in)</p>
<p align="center"><b>FOR TOWN CLERK</b></p> <p align="center">Vote for not Two Year Term more than ONE</p> <p>ANDREA KOHLER <u>1299</u> ○</p> <p>JULIE GILMAN <u>842</u> ○</p> <p>____ ○</p> <p align="center">(Write-in)</p>	<p align="center"><b>FOR SUPERVISOR OF THE CHECKLIST</b></p> <p align="center">Vote for not Six Year Term more than ONE</p> <p>WINIFRED "FRITZI" BERNARD ○</p> <p><u>1513</u> ○</p> <p>____ ○</p> <p align="center">(Write-in)</p>	<p align="center"><b>FOR TRUSTEES OF THE LIBRARY</b></p> <p align="center">Vote for not Three Year Term more than THREE</p> <p>MARY LAFRENIERE <u>987</u> ○</p> <p>DEBORAH FORD JOHNSON <u>878</u> ○</p> <p>DEBORAH "DEBBIE" KANE <u>1081</u> ○</p> <p>GWEN KENNEY <u>1034</u> ○</p> <p>____ ○</p> <p align="center">(Write-in)</p> <p>____ ○</p> <p align="center">(Write-in)</p> <p>____ ○</p> <p align="center">(Write-in)</p>
<p align="center"><b>FOR TRUSTEE OF SWASEY PARKWAY</b></p> <p align="center">Vote for not Three Year Term more than ONE</p> <p>RUTHANNE C. ROGERS <u>1100</u> ○</p> <p>BJARNI J. BROWN <u>385</u> ○</p> <p>____ ○</p> <p align="center">(Write-in)</p>	<p align="center" style="font-size: 4em;"><i>Sample</i></p>	

**ARTICLES**

**Article 2: Zoning Amendment #1:** Are you in favor of the adoption of Amendment #1 as proposed by the Planning Board for the Town Zoning Ordinance as follows:

Amend Article 2 Definitions by adding a definition for "Abandonment" as follows: "Abandonment: To stop the use of property or activity without the intent to resume. When the use of a property has ceased for a period of 12 consecutive months, intent to abandon will be presumed unless the owner can show that a diligent effort has been made to sell, rent, or use the property for that use. Signs that are not in use for greater than one year will be deemed abandoned regardless of the intention of the owner." (Also renumber sections in Article 2 and correct definition references throughout the ordinance as needed.)

1521  
YES ●  
NO ○  
571

**Article 3: Zoning Amendment #2:** Are you in favor of the adoption of Amendment #2 as proposed by the Planning Board for the Town Zoning Ordinance as follows:

Amend Article 5.7.3.D.1, Right-of-Way Limitations: to read as follows: "No sign shall be erected or placed within a public street, sidewalk, bicycle path or any Town right-of-way except as provided in Section 502.2 of the Town Ordinance."

1653  
YES ●  
NO ○  
441

**Article 4: Zoning Amendment #3:** Are you in favor of the adoption of Amendment #3 as proposed by the Planning Board for the Town Zoning Ordinance as follows:

Amend Article 5.7.7, Sign Ordinance for the Historic District-Commercial Zoning Districts: revise the title "Commercial" to "Non-Residential" to make the title consistent with the title of Article 5.7.5.

1742  
YES ●  
NO ○  
323

**TURN BALLOT OVER AND CONTINUE VOTING**

ARTICLES CONTINUED

Article 5: Shall the Town vote to raise and appropriate the sum of six-million three-hundred fifty thousand dollars (\$6,350,000) for the design and construction of a new groundwater treatment facility on property around the Lary Lane Well, equipping and upgrading the Lary Lane, Gilman Park, and Stadlum Well facilities, together with necessary water main upgrades? These additions and changes will significantly improve the potable water quality and improve the system's overall reliability. The Town will authorize the issuance of not more than (\$6,350,000) of bonds or notes in accordance with the provisions of the Municipal Finance Act (RSA 33) and to authorize the Board of Selectmen to issue and negotiate such bonds or notes and to determine the rate of interest thereon; furthermore, to authorize the Board of Selectmen to accept any state or federal grants, including an approved grant of 20% debt forgiveness from the NHDES, to reduce the cost of this project. Debt service will be paid from the water fund. (3/5 ballot vote required for approval.) Recommended by the Board of Selectmen

1629  
YES   
NO   
578

Sample

Article 6: Shall the Town vote to raise and appropriate the sum of two million eight hundred and fifty thousand (\$2,850,000) for the purpose of making water, sewer, and drainage improvements to the Jady Hill area, including replacement and repair of water and sewer lines to address inflow and infiltration problems to the Town's sewer system, and to authorize the issuance of not more than (\$2,850,000) of bonds or notes in accordance with the provisions of the Municipal Finance Act (RSA 33) and to authorize the Board of Selectmen to issue and negotiate such bonds or notes and to determine the rate of interest thereon; furthermore, to authorize the Board of Selectmen to accept any state or federal grants related to the project? Debt service will be paid \$2,650,000 from the sewer fund, \$200,000 from the general fund. (3/5 ballot vote required for approval.) Recommended by the Board of Selectmen

1528  
YES   
NO   
661

Article 7: Shall the Town vote to raise and appropriate the sum of (\$750,000) for the purpose of replacing water meters throughout the Town, and to authorize the issuance of not more than seven hundred fifty thousand dollars (\$750,000) of bonds or notes in accordance with the provisions of the Municipal Finance Act (RSA 33) and to authorize the Board of Selectmen to issue and negotiate such bonds or notes and to determine the rate of interest thereon; furthermore, to authorize the Board of Selectmen to accept any state or federal grants, including an approved grant of 20% debt forgiveness from the NHDES, to reduce the cost of this project? Debt service will be paid from the water fund. (3/5 ballot vote required for approval.) Recommended by the Board of Selectmen

1361  
YES   
NO   
806

Article 8: Shall the Town vote to raise and appropriate the sum of (\$375,000) for the purpose of creating a Wastewater Facilities Plan to meet the requirements of the Town's EPA wastewater discharge permit, and to authorize the issuance of not more than three hundred seventy five thousand dollars (\$375,000) of bonds or notes in accordance with the provisions of the Municipal Finance Act (RSA 33) and to authorize the Board of Selectmen to issue and negotiate such bonds or notes and to determine the rate of interest thereon; furthermore, to authorize the Board of Selectmen to accept any state or federal grants related to the project? Debt service will be paid from the sewer fund. (3/5 ballot vote required for approval.) Recommended by the Board of Selectmen

1640  
YES   
NO   
544

Article 9: Shall the Town vote to raise and appropriate the sum of (\$284,625) for the purpose of design and construction on a waste stream reduction system at the Town's Water Treatment Plant on Portsmouth Avenue? These waste streams can represent over 39% of the daily flow entering Exeter's Wastewater Plant on a non-rain event day. The recycling of this water at the Water Treatment Plant will significantly increase capacity at the Wastewater Plant. The Town will authorize the issuance of not more than two hundred eighty four thousand six hundred twenty five dollars (\$284,625) of bonds or notes in accordance with the provisions of the Municipal Finance Act (RSA 33) and to authorize the Board of Selectmen to issue and negotiate such bonds or notes and to determine the rate of interest thereon; furthermore, to authorize the Board of Selectmen to accept any state or federal grants, including an approved grant of 20% debt forgiveness from the NHDES, to reduce the cost of this project. Debt service will be paid from the water fund. (3/5 ballot vote required for approval.) Recommended by the Board of Selectmen

1671  
YES   
NO   
501

Sample

Article 10: Shall the Town choose all necessary Town Officers, Auditors or Committees for the ensuing year, including the following: Budget Recommendations Committee: Carol Walker Aten, Donald Brabant, Daniel Chartrand, Allan Corey, Robert Kelly, Mark Leighton, Corey Stevens, Harry Thayer, Donald Woodward Measurer of Wood & Bark: Douglas Eastman Welgher: Jay Perkins Fence Viewer: Douglas Eastman

1721  
YES   
NO   
340

Article 11: Shall the Town of Exeter raise and appropriate as an operating budget, not including appropriation by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by vote of the first session, for the purposes set forth therein, totalling \$20,310,353? Should this article be defeated, the default budget shall be \$20,579,921, which is the same as last year, with certain adjustments required by previous action of the Town of Exeter or by law, or the governing body may hold one special meeting, in accordance with RSA 40:13, X and XVI, to take up the issue of a revised operating budget only. (Majority vote required) Recommended by the Board of Selectmen and Budget Recommendations Committee

1787  
YES   
NO   
323

Article 12: Shall the Town raise and appropriate the sum of two hundred fifty thousand dollars (\$250,000), to be added to the Town's paving budget, for the purpose of paving town roads? (Majority vote required) Recommended by the Board of Selectmen

1629  
YES   
NO

532

GO TO NEXT BALLOT AND CONTINUE VOTING



**ABSENTEE  
OFFICIAL BALLOT  
ANNUAL TOWN ELECTION  
EXETER, NEW HAMPSHIRE  
MARCH 13, 2012**

BALLOT 2 OF 2

*Andrea J. Keller*  
ACTING TOWN CLERK

**ARTICLES CONTINUED**

**Article 13:** Shall the Town vote to raise and appropriate the sum of one hundred ninety eight thousand dollars (\$198,000), for the purpose of installing a new heating, venting and air conditioning system, including replacing the boilers, at the Town Offices at 10 Front Street? (Majority vote required) Recommended by the Board of Selectmen

1338  
YES   
NO   
858

**Article 14:** Shall the Town vote to raise and appropriate the sum of ninety-nine thousand nine hundred dollars (\$99,900), for the purpose of replacing the slate roof on the Town owned building at 47 Front Street? (Majority vote required) Recommended by the Board of Selectmen

1284  
YES   
NO   
990

**Article 15:** On petition of Robert Eastman and others, to see if the Town of Exeter will vote to raise and appropriate the sum of forty-nine thousand dollars (\$49,000) for the purpose of purchasing the Getty Petroleum Property Tax Map 72 Lot 129. The sum to come from fund balance (surplus) and no amount to be raised from taxation. Recommended by the Board of Selectmen

1198  
YES   
NO   
652

**Article 16:** Shall the Town vote to raise and appropriate, through special warrant article, the sum of thirty-eight thousand, four hundred dollars (\$38,400), for the support of various Human Service agencies that will serve Exeter residents in 2012?

Agency	Amount
A Safe Place	\$5,500
Area Homecare	\$13,000
Seacare Health Service	\$5,000
Sexual Assault Support Services	\$3,000
Crossroads House	\$3,500
Seacoast VNA	\$5,000
NHSPCA	\$1,400
Seacoast Family Promise	\$2,000
<b>Total</b>	<b>\$38,400</b>

*Sample*

1953  
YES   
NO   
304

(Majority vote required) Recommended by the Board of Selectmen

**Article 17:** On petition of Mr. Donald Woodward and others, to see if the Town will vote to investigate the budget impact of amending Water & Sewer billing rates etc. such that Single-Metered, Multi-Residence customers would be billed by total usage divided by the number of households served per R.S.A. Section 38:28. The single connection and billing charge would remain unchanged. This would apply to meters that serve multiple residential units, which are independently owned or rented such as manufactured housing, residential condominiums, apartments and nursing home units. Mixed-use commercial/residential units with a separate single meter for all of the residential units would qualify under this provision.

1043  
YES   
NO   
936

**Article 18:** On petition of Shirley A. Pitts and others, "Shall the Town of Exeter, NH be required to hold all Local, Municipal, State, Primary, and Federal elections as well as Town Deliberative Sessions at the Exeter Town Hall, located on Front Street, Exeter, NH?"

668  
YES   
NO   
1510

**YOU HAVE NOW COMPLETED VOTING**

**ABSENTEE  
OFFICIAL BALLOT  
ANNUAL ELECTION  
EXETER SCHOOL DISTRICT  
EXETER, NEW HAMPSHIRE  
MARCH 13, 2012**

*Susan E.H. Bendroth*  
SCHOOL DISTRICT CLERK

**INSTRUCTIONS TO VOTERS**

- A. TO VOTE, completely fill in the OVAL to the RIGHT of your choice(s) like this: ●
- B. Follow directions as to the number of candidates to be marked for each office.
- C. To vote for a person whose name is not printed on the ballot, write the candidate's name on the line provided and completely fill in the OVAL.

**FOR EXETER  
SCHOOL DISTRICT  
SCHOOL BOARD MEMBER**

For Term Ending 2015 Election  
VOTE FOR NOT MORE THAN ~~ONE~~ TWO

M. KATHY McNEILL 1172 ○

DARRELL J. CHICHESTER 595 ○

JOHN J. MAXWELL 932 ○

(Write-In)

*Sample*

**ARTICLES**

1. Shall the District raise and appropriate as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by vote of the first session, for the purposes set forth therein totaling \$15,154,706? Should this article be defeated, the default budget shall be \$15,213,157 which is the same as last year, with certain adjustments required by previous action of the District or by law; or the governing body may hold one special meeting, in accordance with RSA 40:13, X and XVI, to take up the issue of a revised operating budget only. (The School Board recommends \$15,154,706 as set forth on said budget.)

1775  
YES ●  
NO ○  
351

2. Shall the District approve the cost items included in the collective bargaining agreement reached between the Exeter School Board and the Exeter Education Association covering the two year period from September 1, 2012 to August 31, 2014 containing, in summary: an increase in the salary schedule of 1.5% in 2012-2013 (over 2011-2012) and a increase in the salary schedule of 1.6% in 2013-2014 (over 2012-2013) with a continuation of other non-salary benefits and salary increases so that the approximate increase in the cost of teacher salaries and salary related benefits because of this agreement and step increases for each of the two years (subject to change resulting from changes in the number of and in the educational degrees and years of experience of teachers employed) over the preceding year will be:

2012-2013: \$124,291 over 2011-2012. This results from \$196,172 in salary schedule changes (including additional taxes and retirement obligations) minus \$71,881 in medical insurance savings due to negotiated changes in medical insurance coverage (including higher co-pays on office visits and prescriptions and increased contributions paid by teachers to premiums on indemnity plans).

2013-2014: \$167,716 over 2012-2013. This results from \$189,928 in salary schedule changes (including additional taxes and retirement obligations) minus \$22,212 in medical savings (due to negotiated increases in the percentage paid by teachers to premiums on point of service plans).

And, further to raise and appropriate the sum of \$124,291 for the 2012-2013 year, such sum representing the additional costs attributable to the increase in salaries and salary related benefits over those included as part of the 2012-2013 operating budget? (The School Board recommends that the School District approve these cost items and make the appropriation of \$124,291.)

1471  
YES ●  
NO ○  
657

3. Shall the District authorize the School Board to spend \$373,673 from the fund established by the voters in 1997 to offset the 2012-2013 Exeter Taxpayers share of the Exeter Region Cooperative School District's bond payment (principal and interest) for the Cooperative Middle School building? (The School Board recommends the approval of this article.)

1824  
YES ●  
NO ○  
307

EXETER

ABSENTEE  
OFFICIAL BALLOT  
ANNUAL ELECTION  
EXETER REGION COOPERATIVE SCHOOL DISTRICT  
MARCH 13, 2012

Susan E.H. Bendroth  
TOWN CLERK

INSTRUCTIONS TO VOTERS

- A. TO VOTE, completely fill in the OVAL to the RIGHT of your choice(s) like this: ●
- B. Follow directions as to the number of candidates to be marked for each office.
- C. To vote for a person whose name is not printed on the ballot, write the candidate's name on the line provided and completely fill in the OVAL.

THESE POSITIONS ARE ELECTED BY THE VOTERS OF ALL SIX TOWNS OF THE  
EXETER REGION COOPERATIVE SCHOOL DISTRICT

FOR EXETER MEMBER  
ON COOPERATIVE  
SCHOOL BOARD

For Term Ending 2015 Election  
VOTE FOR NOT MORE THAN ONE

TOWNLEY CHISHOLM 863 ○

MARGARET BISHOP 893 ○

(Write-in)

FOR COOPERATIVE  
SCHOOL DISTRICT  
MODERATOR

For Term Ending 2013 Election  
VOTE FOR NOT MORE THAN ONE

CHARLES F. TUCKER 1767 ○

(Write-in)

FOR EXETER MEMBER  
ON COOPERATIVE  
SCHOOL DISTRICT  
BUDGET COMMITTEE

For Term Ending 2015 Election  
VOTE FOR NOT MORE THAN ONE

CARL ROBERTSON 1619 ○

(Write-in)

FOR NEWFIELDS MEMBER  
ON COOPERATIVE  
SCHOOL BOARD

For Term Ending 2015 Election  
VOTE FOR NOT MORE THAN ONE

ALICIA K. HESLOP 1345 ○

(Write-in)

FOR EAST KINGSTON  
MEMBER ON COOPERATIVE  
SCHOOL DISTRICT  
BUDGET COMMITTEE

For Term Ending 2015 Election  
VOTE FOR NOT MORE THAN ONE

DAVID PENDELL 1324 ○

(Write-in)

FOR STRATHAM MEMBER  
ON COOPERATIVE  
SCHOOL DISTRICT  
BUDGET COMMITTEE

For Term Ending 2015 Election  
VOTE FOR NOT MORE THAN ONE

SUSAN CANADA 1374 ○

(Write-in)

FOR STRATHAM MEMBER  
ON COOPERATIVE  
SCHOOL BOARD

For Term Ending 2015 Election  
VOTE FOR NOT MORE THAN ONE

HELEN M. JOYCE 1367 ○

(Write-in)

Sample

TURN BALLOT OVER AND CONTINUE VOTING

ARTICLES

1. Shall the District raise and appropriate as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant, or as amended by vote of the first session, for the purposes set forth therein, totaling \$49,945,945? Should this article be defeated, the operating budget shall be \$49,365,552, which is the same as last year, with certain adjustments required by previous action of the District or by law; or the governing body may hold one special meeting, in accordance with RSA 40:13, X and XVI, to take up the issue of a revised operating budget only. (The School Board and Budget Advisory Committee both recommend \$49,945,945 as set forth on said budget.)

1327  
YES   
NO   
650

2. Shall the District approve the cost items included in the collective bargaining agreement reached between the Exeter Region Cooperative School Board and the Exeter Area Administrators' Association covering the two-year period from September 1, 2012 to August 31, 2014 which calls for the following increases in salaries and benefits at the current staffing levels:

Year	Estimated Increase
2012-13	\$ 27,863
2013-14	\$ 30,592

Sample

1301  
YES   
NO   
665

and further raise and appropriate the sum of \$27,863, for the 2012-13 fiscal year, such sum representing the additional costs attributable to the increase in salaries and benefits over those of the appropriation at current staffing levels paid in the prior fiscal year? Pursuant to RSA 273-A:12, if approved, the terms of this collective bargaining agreement, including the pay plan, but excluding cost of living increases, will continue in force and effect until a new agreement is executed. (The School Board and the Budget Advisory Committee both recommend this appropriation.)

3. Shall the District approve the cost items included in the collective bargaining agreement reached between the Exeter Region Cooperative School Board and the Exeter Cooperative Paraprofessional Association covering the three-year period from September 1, 2012 to August 31, 2015 which calls for the following increases in salaries and benefits at the current staffing levels:

Year	Estimated Increase
2012-13	\$ 44,962
2013-14	\$ 69,641
2014-15	\$ 70,863

Sample

1277  
YES   
NO   
693

and further raise and appropriate the sum of \$44,962 for the 2012-13 fiscal year, such sum representing the additional costs attributable to the increase in salaries and benefits over those of the appropriation at current staffing levels paid in the prior fiscal year? Pursuant to RSA 273-A:12, if approved, the terms of this collective bargaining agreement, including the pay plan, but excluding cost of living increases, will continue in force and effect until a new agreement is executed. (The School Board and the Budget Advisory Committee both recommend this appropriation.)

4. Shall the District approve the cost items included in the collective bargaining agreement reached between the Exeter Region Cooperative School Board and the Exeter Education Association covering the two-year period from September 1, 2012 to August 31, 2014 which calls for the following increases in salaries and benefits at the current staffing levels:

Year	Estimated Increase
2012-13	\$ 357,836
2013-14	\$ 601,800

Sample

1246  
YES   
NO   
742

and further raise and appropriate the sum of \$357,836 for the 2012-13 fiscal year, such sum representing the additional costs attributable to the increase in salaries and benefits over those of the appropriation at current staffing levels paid in the prior fiscal year? Pursuant to RSA 273-A:12, if approved, the terms of this collective bargaining agreement, including the pay plan, but excluding cost of living increases, will continue in force and effect until a new agreement is executed. (The School Board and the Budget Advisory Committee both recommend this appropriation.)

5. Shall the District raise and appropriate to the expendable trust fund known as the "Maintenance Fund" (established by the 2001 District meeting under RSA 198:20-c for the purpose of funding long term and/or unexpected maintenance/repair projects of school buildings and grounds) the sum of the amount of the June 30, 2012 undesignated fund balance (surplus) up to \$150,000? (The School Board and Budget Advisory Committee both recommend this appropriation.)

1501  
YES   
NO   
439

6. Shall the District approve the transfer of duties for the Trustee of Trust Funds for the Cooperative School District from the East Kingston Trustees to the Exeter Trustees?

1574  
YES   
NO   
291

YOU HAVE NOW COMPLETED VOTING

Sample

# REPORT OF APPROPRIATIONS ACTUALLY VOTED

(RSA 21-J:34)

Date of Meeting: March 13, 2012

Town/City Of: Town of Exeter County: Rockingham

Mailing Address: 10 Front Street, Exeter, NH 03833

Phone #: 603-778-0591 Fax #: 603-772-4709 E-Mail: dravell@town.exeter.nh.us

## Certificate of Appropriations

(To be Completed After each Annual and Special Meeting)

This is to certify that the information contained in this form, appropriations actually voted by the town/city meeting, was taken from official records and is complete to the best of our knowledge and belief.

### Governing Body (Selectmen)

*Please sign in ink.*

Under penalties of perjury, I declare that I have examined the information contained in this form and to the best of my belief it is true, correct and complete.

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

FOR DRA USE ONLY

NH DEPARTMENT OF REVENUE ADMINISTRATION  
MUNICIPAL SERVICES  
P.O. BOX 487, CONCORD, NH 03302-0487  
(603)230-5090

1	2	3	4	5
Acct.#	PURPOSE OF APPROPRIATIONS (RSA 32:3,V)	WARR. ART.#	Appropriations As Voted	For Use By Department of Revenue Administration
<b>GENERAL GOVERNMENT</b>				
4130-4139	Executive	11	220,812	
4140-4149	Election, Reg. & Vital Statistics	11	357,563	
4150-4151	Financial Administration	11	697,390	
4152	Revaluation of Property	11	1,483	
4153	Legal Expense	11	70,000	
4155-4159	Personnel Administration	11	289,854	
4191-4193	Planning & Zoning	11	213,048	
4194	General Government Buildings	11	992,644	
4195	Cemeteries			
4196	Insurance	11	133,829	
4197	Advertising & Regional Assoc.			
4199	Other General Government	11	478,363	
<b>PUBLIC SAFETY</b>				
4210-4214	Police	11	2,973,511	
4215-4219	Ambulance		-	
4220-4229	Fire	11	3,354,650	
4240-4249	Building Inspection	11	222,962	
4290-4298	Emergency Management	11	19,333	
4299	Other (Including Communications)	11	434,490	
<b>AIRPORT/AVIATION CENTER</b>				
4301-4309	Airport Operations			
<b>HIGHWAYS &amp; STREETS</b>				
4311	Administration	11	347,510	
4312	Highways & Streets	11,12	2,263,211	
4313	Bridges			
4316	Street Lighting	11	107,000	
4319	Other			
<b>SANITATION</b>				
4321	Administration			
4323	Solid Waste Collection	11	855,250	
4324	Solid Waste Disposal			
4325	Solid Waste Clean-up			
4326-4329	Sewage Coll. & Disposal & Other			
<b>WATER DISTRIBUTION &amp; TREATMENT</b>				
4331	Administration			
4332	Water Services			
4335-4339	Water Treatment, Conserv. & Other			
<b>ELECTRIC</b>				
4351-4359	Electrical Operations			

1	2	3	4	5
Acct.#	PURPOSE OF APPROPRIATIONS (RSA 32:3,V)	WARR. ART.#	Appropriations As Voted	For Use By Department of Revenue Administration
<b>HEALTH</b>				
4411	Administration	11	117,820	
4414	Pest Control	11	1,250	
4415-4419	Health Agencies & Hosp. & Other	11, 16	104,395	Human Service WAR Included
<b>WELFARE</b>				
4441-4442	Administration & Direct Assist.	11	90,794	
4444	Intergovernmental Welfare Pymnts			
4445-4449	Vendor Payments & Other			
<b>CULTURE &amp; RECREATION</b>				
4520-4529	Parks & Recreation	11	489,444	
4550-4559	Library	11	879,787	
4583	Patriotic Purposes	11	14,000	
4589	Other Culture & Recreation	11	10,250	
<b>CONSERVATION</b>				
4611-4612	Admin. & Purch. of Nat. Resources	11	9,605	
4619	Other Conservation			
<b>DEBT SERVICE</b>				
4631-4632	Redevelopment and Housing			
4651-4659	Economic Development	11	3,500	
<b>OPERATING TRANSFERS OUT</b>				
4711	Princ.- Long Term Bonds & Notes	11	504,640	
4721	Interest-Long Term Bonds & Notes	11	156,633	
4723	Int. on Tax Anticipation Note	11	5,000	
4790-4799	Other Debt Service			
<b>CAPITAL OUTLAY</b>				
4901	Land	15	49,000	
4902	Machinery, Vehicles & Equipment			
4903	Buildings	13,14	297,900	
4909	Improvements Other Than Bldgs			
<b>OPERATING TRANSFERS OUT</b>				
4912	To Special Revenue Fund			
4913	To Capital Projects Fund	5,6,7,8,9,	10,609,625	and Jady Hill Improvements, New Motors, Waste Stream Design, VWW Facilities
4914	To Proprietary Fund			
	Sewer-	11	1,853,217	
	Water-	11	2,325,515	
	Electric-			
	Airport-			
4915	To Capital Reserve Fund			
4916	To Exp.Tr.Fund-except #4917			
4917	To Health Maint. Trust Funds			
4918	To Nonexpendable Trust Funds			
4919	To Agency Funds			
<b>TOTAL VOTED APPROPRIATIONS</b>			<b>31,555,278</b>	

**See Separate Instructions**

**NH DEPARTMENT OF REVENUE ADMINISTRATION  
MUNICIPAL SERVICES  
P.O. BOX 487, CONCORD, NH 03302-0487  
(603)230-5090**

## Selectmen Representatives to the Committees

Committee	2011	2012
Budget Recommendations Committee	Bobby Aldrich	
	Matt Quandt	
	Frank Ferraro	
	Donald Clement	
	Julie Gilman	
Capital Improvement Committee	Frank Ferraro	
	Bobby Aldrich	
Conservation Commission	Bobby Aldrich	
Council On Aging	Donald Clement	
Economic Development Commission	Julie Gilman	
	Donald Clement	
Emergency Management Committee	Bobby Aldrich	
	Don Clement	
Energy Efficiency Committee	Julie Gilman	
Exeter Arts Committee	Bobby Aldrich	
Exeter River Study Committee	Donald Clement	
	Matt Quandt	
Exeter Transportation Committee	Julie Gilman	
Health & Safety Committee	Frank Ferraro	
Heritage Commission	Julie Gilman	
Historic District Commission	Julie Gilman	
Planning Board	Frank Ferraro	
	Donald Clement	
Rockingham Planning Commission	Julie Gilman	
Technology Advisory Committee	Matt Quandt	
Train Committee	Julie Gilman	
Water & Sewer Advisory Committee	Don Clement	
	Frank Ferraro	

**TOWN OF EXETER  
MEMORANDUM**

TO: Board of Selectmen  
FROM: Russell Dean, Town Manager  
RE: 2012 Goals  
DATE: March 16, 2012

---

The Board is planning on discussing 2012 goals at your meeting of March 19<sup>th</sup>. As you know, by virtue of the Town voting on Tuesday, we have an extremely full plate of projects in front of us. I wanted to pass along a "list" of items to generate some discussion and thought.

- Water Street Interceptor Project Construction
- Norris Brook Culvert Construction
- Jady Hill Phase I Construction
- Jady Hill Phase II Design/Construction
- Wastestream Reduction at WTP
- Groundwater Treatment Design
- Wastewater Facilities Plan
- Water Meter Replacement Plan/Implementation
- Getty land purchase
- Baggage Building Project/Train Station
- Historical Grants/Surveys and associated projects
- Ongoing Great Dam project/committee work
- Reviewing GIS systems
- 2012 Paving Program
- Solid Waste Contract Evaluation
- Exeter/Stratham Water/Sewer Study
- Website upgrade and update
- Business forums/planning (and other EDC initiatives)

These projects are examples (and not exhaustive) in addition to our regular workload and other committee and department initiatives, so it is important when planning 2012 goals these items are kept in mind. Wherever possible we should be keeping in mind our department heads and staff, many of whom will have significant roles in these projects whether it be plan design and coordination, neighborhood communications, administration/finance, public safety reviews of plans and infrastructure, etc.. My goal would be to ensure effective processes so the projects can be completed timely and effectively (many are multi-year) and we ensure the best utilization of staff resources. We are grateful to have this work in front of us.

# List for Selectmen's meeting March 19, 2012

## Elderly Exemption

<u>Map/Lot</u>	<u>Location</u>	<u>Amount</u>
32/12/22	20 Beech Hill Rd Lot 22	152,251
64/58	8 Woodlawn Cir	236,251
104/79/16	16 Exeter River Landing	152,251

## Disabilty Exemption

<u>Map/Lot</u>	<u>Location</u>	<u>Amount</u>
87/14/4B	4 Second St Pinecrest Pk	

## Veteran's Credit

<u>Map/Lot</u>	<u>Location</u>	<u>Amount</u>
----------------	-----------------	---------------

## Abatements

<u>Map/Lot</u>	<u>Location</u>	<u>Refund</u>
74/119	13 McKinley Street	905.02
104/36	155 Court Street	1,362.59
63/1	46 Main Street	4,211.65
64/82	43 Jady Hill Ave	738.18
52/107	138 Portsmouth Ave	Denial
90/22	3 Ashbrook Rd	Denial



# Application for Use of Town Facility

Forms can be mailed: Town of Exeter, 10 Front Street, Exeter, NH 03833  
Faxed #: 603-772-4709 or emailed: [townmgr@town.exeter.nh.us](mailto:townmgr@town.exeter.nh.us)

Facility Requested: Town Hall (Main Floor)  Town Hall Stage  Bandstand

### Representative Information:

Name: John Hauschildt Address: 11 Parker Street  
Town/State/Zip: Exeter, NH 03833 Phone: 603-686-8090  
Email: John@RumDoodle.com Date of Application: 15-Mar-2012

### Organization Information:

Name: Seacoast Artists Association Address: 225 Water Street  
Town/State/Zip: Exeter, NH 03833 Phone: 603-778-8856

### Reservation Information:

Type of Event/Meeting: Monthly Photo Group meeting Date: 3rd Thu each month  
Times of Event: 6:00PM - 8:30PM # of tables: 0 # of chairs: 70  
List materials being used for this event: Projector and screen (provided by us)  
Will food/beverages be served? No Description: \_\_\_\_\_

### Requirements:

**Cleaning Deposit:** A cleaning deposit of \$100 is required of any user serving food or beverages. If the town determines after use that the building acceptably cleaned, the deposit fee will be returned to user. No food is allowed in Main Hall of the Town Hall. If food is to be served and/or prepared in foyer of Town Hall, the electrical outlet cannot exceed 20 amps. For more information call Kevin Smart, Maintenance Superintendent at 773-6162 prior to use.

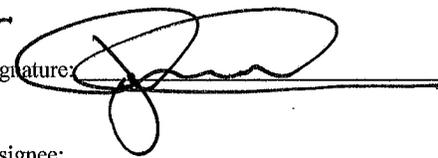
**Liability Insurance Required:** The Town requires liability insurance to be submitted with this completed application. Required insurance amounts: General Liability/Bodily Injury/Property Damage: \$300,000/\$1,000,000. The Town of Exeter must be listed as additional insured.

**Rental Fee:** For Town Hall use there is a fee of \$75.00 per day, a payment of \$250 may be required for use of main floor and stage for more than a single day. You may request a waiver of the rental fee in writing.

**Keys:** Access to a town building after normal business hours requires a key sign out. Forms and keys can be obtained from the Town Manager's office at the Town Office during normal business hours (there is no other option for obtaining a key). A key can be collected up to 24 hours before your event (with the exception of Sunday events).

Signing below acknowledges receipt of and agreement to all rules, regulations and requirements pertaining to the use of a town facility. Permit approvals are contingent upon proper insurance and fees paid to the Town of Exeter.

*ATT: Explanatory addendum*

Applicant signature:  Date: 15-Mar-2012

Authorized by the Board of Selectmen/Designee: \_\_\_\_\_ Date: \_\_\_\_\_

#### Office Use Only:

Liability Insurance: On file  In-process  Will receive by \_\_\_\_\_

Fee: Paid  Will pay by \_\_\_\_\_ Non-profit fee waiver requested

## Seacoast Photographers Association

c/o Seacoast Artists Association  
225 Water Street, Exeter, NH 03833

March 15, 2012

Exeter Board of Selectmen  
Exeter Town Offices  
10 Front Street  
Exeter, NH

Re: Addendum to Application to Rent Town Hall

Dear Exeter Board of Selectmen,

Thank you for your consideration of our request to utilize the Town Hall building for our group's meetings and learning sessions. I'm attaching this note to my application for use of the Town Hall to provide adequate background information on who we are, what we do and offer, and what we are requesting.

### Executive Summary

We are requesting use of the first floor of the Town Hall building from 6:00PM-8:30PM on the third Thursday of each month. We hope to begin meeting in the Town Hall at our April 19<sup>th</sup> meeting.

We will use the space for monthly meetings and lectures of the Seacoast Photographers Group, a part of Exeter's Seacoast Artists Association. We require the space because we have outgrown the second floor space in the Town Hall as our group continues to draw interest and grow in active membership. Our group consists of roughly 380 members, of which 50-60 (and growing) regularly attend monthly meetings during this time slot.

We see this as a win-win-win alternative. Our group will continue to draw and serve more active photographic artists and enthusiasts in and around Exeter in a comfortable and aesthetic central setting. Local members continue to have a place to socialize and learn in (and become ever more aware of) accessible downtown Exeter instead of needing to drive to Portsmouth or Manchester. Local merchants will continue to benefit from hundreds upon hundreds of local and distant visiting members seeking to eat and shop before and after meetings and events. The Town will benefit from increased usage of its historic central meeting space.

### Who Are We?

The Seacoast Photographers Association is a growing group of photographers based in and around the Seacoast New Hampshire area. Together with a smaller sister group, the Seacoast Creative Lighting Group, we number about 380 members of which more than 25% are actively involved in monthly activities. We also draw on participation from the 290 member Cape Ann Photographic Expeditions group based in Cape Ann, Massachusetts, with whom we have shared outings and activities since January 2011.

Our group was created under, and continues to be supported by, the Seacoast Artists Association (SAA), a 501(c)3 Charitable Non-Profit Organization located in downtown Exeter. The main purpose of the SAA is to provide scholarships to young, local, graduating High School seniors who will be attending an art college. It is my great pleasure to say that despite the long economic downturn, we've increased our scholarship fund over 400% in the past year, and anticipate even larger increases over the next year.

### What Do We Do?

Our activities include mainly "meetups" where we choose a location and topic of interest to shoot, and coordinate participation for that event. Many of our activities are right here in Exeter, and all are in within an hour's drive from Exeter. Sample meetups include the Revolutionary War Festival, the Pittsfield Balloon Festival, the NH Orchid Society Orchid Show, use of the UNH Observatory, and the annual Worldwide Photowalk Tour (in Exeter, of course). It is a testament to this group's enthusiasm that Exeter had the largest WorldWide Photowalk Tour attendance (which totaled 30,000 worldwide) in all of New Hampshire in 2011. Most meetups include an après function meal at an Exeter eatery.

We meet at least once a month in Exeter, generally excepting July and August due to the heat and humidity in the Town Hall Gallery during those months. Our members come from Exeter and its surrounds, and from as far away as Portland, ME; Boston's South Shore; and Wilton and Concord, NH.

Our meetings' activities comprise announcements of activities of interest to the group, learning sessions on photographic topics, question-and-answer sessions, lectures by prominent local photographers and artists, and projected slideshows of the results of the previous meeting's monthly challenge and other photographic challenges we run throughout the year.

We do not charge fees, but do pass a hat for donations at meetings to offset costs we incur for services through our coordination website, Meetup.com, and other minor costs. Any balances at year end are donated to a local art charity, typically the Seacoast Artists Association Scholarship Fund, based on a vote by our annual meeting's attending members.

### Why Do We Need a Larger Space?

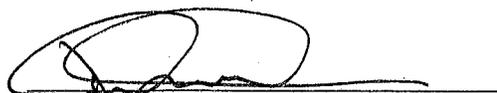
We began monthly meetings in the old SAA lower-level space with monthly meetings of 8-12 members in September 2009, expanded to the current SAA space in January 2010 until we reached maximum capacity of 20 attendees, and then moved to the Town Hall Gallery (second floor of the Town Hall) in the Spring of 2011 to accommodate our growing attendance.

Now, a year later, the popularity of our group has swelled monthly attendance to beyond a comfortable capacity for our current space. We need to find a space that will comfortably accommodate 60 now, with the expectation that our ranks will grow to 75 or more before this time next year.

Our needs are simple. We require sufficient chairs and space to accommodate our attendees, handicap access, an electric outlet and space to accommodate our projector and screen, and reasonable heat and minimal lighting during winter months. We wish to begin meeting in the Town Hall at our April 19<sup>th</sup> meeting. Because we are a non-profit that works diligently to put every penny into scholarships, and because we believe our membership provides substantial benefit to the Town, and because we will only use the facility for a couple hours each month, we respectfully request a waiver of the daily rental fee of \$75.

Thank you for your consideration of this request. I am available for any questions you may have by phone, email, or personal meeting.

Respectfully submitted,



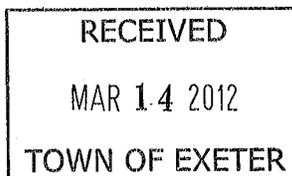
John Hauschildt  
President, Seacoast Artists Association  
Founder, Seacoast Photographers Association



John H. Lynch  
GOVERNOR

STATE OF NEW HAMPSHIRE  
OFFICE OF THE GOVERNOR  
HIGHWAY SAFETY AGENCY  
78 REGIONAL DRIVE, BUILDING 2  
CONCORD, N.H. 03301-8530

TDD Access: Relay NH 1-800-735-2964  
603-271-2131  
FAX 603-271-3790



Peter M. Thomson  
COORDINATOR

March 9, 2012

Chief Richard Kane  
Exeter Police Department  
20 Court Street  
Exeter, NH 03833

Dear Chief Kane:

Please be advised that your contract for federal funds for Highway Safety Project #315-12A-114 entitled "Exeter Route 101 East Corridor Enforcement Patrols" has been officially approved by this Office, and will be reimbursed to the extent described in the approved project application. You will note the effective date is **May 1, 2012**.

Reimbursement will be made after payment in full has been made and copies of invoices which have been paid are forwarded to this Office. Reimbursement procedures issued by the US Office of Management and Budget require that **billing for reimbursement for this contract must be received by the NH Highway Safety Agency within 20 days of the end of the contract period, or the purchase of equipment, whichever occurs first**. A copy of the "Procedure for Reimbursement of Federal Highway Safety Funds for Municipal Projects" is enclosed along with the questionnaire entitled "Project and Audit Information" which is to be completed and returned to this Agency.

Also find enclosed quarterly report forms for your use in reporting the progress being made as the result of this contract. The information is required for our reports to the National Highway Traffic Safety Administration to demonstrate the overall effectiveness of the State's Highway Safety Program. Please return the report to us as soon as possible after the end of each quarterly period.

We ask that you pay special attention to the audit report requirement appearing on the enclosed project addendum – HS-4(a).

Your cooperation will expedite the processing of reimbursements. If you have any questions concerning any aspects of this contract, please let me know at once so that we may complete the contract in an orderly fashion.

Sincerely,

Peter M. Thomson  
Coordinator

/djf  
Enclosures  
cc: Russell Dean, Town Manager ✓



John H. Lynch  
GOVERNOR

STATE OF NEW HAMPSHIRE  
OFFICE OF THE GOVERNOR  
HIGHWAY SAFETY AGENCY  
78 REGIONAL DRIVE, BUILDING 2  
CONCORD, N.H. 03301-8530

TDD Access: Relay NH 1-800-735-2964  
603-271-2131  
FAX 603-271-3790

Peter M. Thomson  
COORDINATOR

**FUNDABLE PROGRAM AREAS**  
(October 1, 2011 – September 30, 2012)

Federal Highway Safety funds are “seed” monies awarded to state and local government agencies to initiate highway safety related activities. Through an application process, agencies must clearly identify a specific problem, propose a solution, and state the anticipated results. Final approval is contingent upon the availability of funds, federal funding guidelines and Highway Safety Agency policies.

1. Overtime Enforcement Patrols. Departments must identify their town’s priority enforcement problem area (i.e. alcohol, speed enforcement, pedestrian/bicycle) based on statistics and local needs. Funds will not be provided for concurrent overtime patrols.

A. DWI Over-Time Patrols. A maximum of 120 hours of overtime patrols dedicated to enforcement of the drinking laws can be funded at time and a half for full-time and regular pay for part-time officers. Police departments must identify those times, based on local situations and conditions, when problems exist with impaired drivers. These patrols must be in addition to those patrols normally conducted during the project period.

Applications must include a clear description of the alcohol problem, and quantitative goals and objectives for the patrol project (i.e. # of DWI arrests, illegal possession, open container, illegal transportation, etc., anticipated during project period).

B. Selective Traffic Enforcement Over-Time Patrols. Funds can be provided for a maximum of 120 hours of overtime patrol activity to address specific traffic problems in your community (i.e. speed, child seat/seat belt, traffic lights or pedestrian/bicycle patrols). Examples of patrol objectives which have been funded are commuter time speed enforcement, school zone speed enforcement, and enforcement in high crash locations. You must identify and substantiate the need for overtime activity, and submit a proposed schedule of patrol times to address the identified problem.

\* **Note: Patrol grants are limited to no more that 120 hours within an agreed dollar amount and patrols must be conducted during the agreed upon time periods. Patrols will be conducted on an overtime basis and officers will be paid at their overtime (1.5) rate for work exceeding their normal 40 hours per week. Part-time officers will be paid at their normal hourly rate.**

C. Low Staffing Sobriety Checkpoints. Funds can be provided for a maximum of 6 hours of overtime for 8 officers per night (which includes 1 officer-in-charge and 1 safety officer) to conduct sobriety checkpoints in accordance with state guidelines. Officers will be paid at their overtime (1.5) rate for work exceeding their normal 40 hours per week. Part-time officers will be paid at their normal hourly rate. The officer-in-charge (OIC) must have attended a sobriety checkpoint training offered by the NH Highway Safety Agency.

Patrol activity must be recorded on Form HS-200 provided by this Agency. We will reimburse the wages of the officer(s) based on receipt of a covering letter signed by the chief requesting reimbursement and supported by completed original patrol activity reports (HS-200). However, monthly reports (HS-7b) must be submitted by the 15<sup>th</sup> of the month following the period covered.

2) Radar Equipment. 50% reimbursement, up to \$2,500.00, for the purchase of radar units to outfit existing patrol units without radar capability. We cannot fund more radar units than the department has patrol vehicles. You must document the number of patrol vehicles and radar units currently owned by the department for enforcement. We can replace equipment in accordance with established criteria (see #14 below).

3) Radar Display/Traffic Monitoring Devices. 50% reimbursement, up to \$6,000.00, for the purchase of radar display boards or trailers, traffic data collection devices, etc.

- 4) Video Equipment. 50% reimbursement, up to \$2,500.00, for video equipment to be used to record DWI booking procedures, accident reconstruction/investigation activities or in-cruiser video equipment. Reimbursement of purchase of the in-cruiser video is limited to outfitting existing patrol units that do not have this capability. We can replace equipment in accordance with established criteria (see #14 below).
- 5) PBT Devices. 50% reimbursement for the purchase of preliminary breath testing devices.
- 6) Computer Software. 50% reimbursement, up to \$2,500.00, to purchase computer software related to highway safety issues (i.e. crash investigation, reporting or reconstruction).
- 7) Mobile Data Terminal Software. 50% reimbursement, up to \$6,000.00, to purchase computer software related to mobile data terminals (i.e. mobile digital communicator, computer aided dispatch, state interface computer software programs, etc.) including first-year annual support.
- 8) Laptop Computers. 50% reimbursement, up to \$2,500.00, for purchase of tough-book type laptop computer to outfit existing patrol units that do not have this capability. We can replace equipment in accordance with established criteria (see #14 below). However, we cannot fund more laptop computers than the department has patrol vehicles. You must document the number of patrol vehicles and laptop computers currently owned by the department for enforcement.
- 9) Extrication Equipment. 50% reimbursement, up to \$4,500.00, to purchase equipment to assist in extrication of victims of motor vehicle crashes. These projects are usually conducted through the municipal fire department or rescue organization.
- 10) Motorcycle Leases. Funds can be provided for the lease of a police motorcycle for up to six (6) months (effective April 1 – September 30) with reimbursement of the monthly cost limited to a maximum of \$250.00 per month.
- 11) Tire Deflation Devices. 50% reimbursement for purchase of pursuit stopping spike devices.
- 12) Traffic Accident Reconstruction Equipment (TAR). 50% reimbursement for reconstruction equipment to include total station computer/laser equipment.
- 13) Bicycle Helmets. Available through application to the NH Highway Safety Agency. To be used in conjunction with a community bike safety program. Limited to a maximum of 25 per community at no charge.
- 14) Replacement Equipment. Purchase of replacement equipment is limited to one of each type of equipment per year (i.e. one radar, one in-cruiser video, etc.) and must meet the following criteria: a) state will not certify equipment or equipment cannot be calibrated; b) equipment cannot be repaired/replacement parts are no longer available; and/or c) cost of repair exceeds value of equipment.

We will consider any other highway safety related request which addresses a specific identified highway safety problem through additional manpower or equipment and through public information & education campaigns. Federal guidelines do not allow us to fund road improvements, signs or lighting, bridge repair, or other construction/engineering projects. It is up to you to identify and substantiate the need/or intervention and to propose a solution which can be monitored for effectiveness in reducing highway crashes, injuries, and deaths. Usually we can pay 100% of overtime wages and/or 50% of highway safety equipment. All of our financial involvement is based on reimbursement, most commonly within 4-6 weeks of presentation of a written request for reimbursement supported by copies of checks and invoices.

We maintain a highway safety video library and also have limited handout materials which you may obtain free of charge upon request and availability.

Should you have any questions or if you would like to discuss programs, please feel free to call the Highway Safety Agency at 271-2131.

Local Financial Assistance – FY 2013

January 13, 2012

Page 2

Funds will be disbursed only to communities which have active Highway Safety Committees appointed by the governing body. Therefore, your local highway safety committee plays an important role in the development of programs designed to benefit all citizens. In the near future your highway safety committee should meet to: 1) update your community's long-range highway safety planning; 2) determine the type of projects you plan to develop that qualify for funding; and 3) complete and return the enclosed questionnaire.

The information you provide will be used for **planning purposes only** and will not constitute any commitment on your part, either expressed or implied. Individual project applications will be required for specific funding requests and should be submitted as close to the beginning of the federal fiscal year as possible.

I must stress the importance that your Highway Safety Committee return the questionnaire as soon as possible, **but no later than March 31, 2012**. Failure to provide the information could result in the unavailability of federal highway safety funds for your community during the federal fiscal year October 1, 2012, through September 30, 2013.

The Highway Safety Agency staff will assist you in any way possible. **If you wish further information or need our assistance, do not hesitate to contact one of our highway safety field representatives** by personal visit to our office at 78 Regional Drive, Building #2 in Concord or by calling us at 271-2131. Your cooperation in this important matter is very much appreciated.

/df

Enclosures



John H. Lynch  
GOVERNOR

STATE OF NEW HAMPSHIRE  
OFFICE OF THE GOVERNOR  
HIGHWAY SAFETY AGENCY  
78 REGIONAL DRIVE, BUILDING 2  
CONCORD, N.H. 03301-8530

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603-271-2131  
FAX 603-271-3790

RECEIVED  
JAN 17 2012  
TOWN OF EXETER

Peter M. Thomson  
COORDINATOR

January 13, 2012

**AN IMPORTANT  
NOTICE TO:**

Chairmen, Highway Safety Committees  
Mayors/Chairmen, Board of Selectmen  
City/Town Managers  
Police Chiefs  
County Sheriffs

**FROM:**

Peter M. Thomson, Coordinator, NH Highway Safety Agency

**SUBJECT:**

**FINANCIAL ASSISTANCE FOR CITIES AND TOWNS - IMPORTANT NOTICE**

Since 1967 the NH Highway Safety Agency has assisted state agencies, cities and towns with the purchase of equipment, funding of personnel and support of programs related to highway safety. Funds authorized by Congress (USC 23 – 402) are allocated to the states by the National Highway Traffic Safety Administration (NHTSA) in the US Department of Transportation.

We are now implementing the planning process for the allocation of federal funds starting October 1, 2012 – the beginning of the Federal Fiscal Year 2013. If you are interested in federal funding during the period October 1, 2012, through September 30, 2013, it is important that you submit to us information pertaining to your community's highway safety needs as soon as possible.

Projects must relate directly to problems – or potential problems – which are identified through the analysis of available traffic records data. All projects will be judged on their cost effectiveness and impact on traffic crashes, and those which appear to contribute in greatest measure will be submitted for approval by NHTSA.

The Federal government limits the program areas eligible for funding and has placed particular emphasis on 1) impaired driving, 2) occupant protection, 3) speed enforcement, 4) motorcycle safety, 5) school bus safety, 6) police traffic services, and 7) pedestrian/bicycle safety. We are unable to provide assistance for some pieces of equipment such as ambulances and police cruisers, and federal funds cannot be used for construction projects.

I have enclosed a questionnaire which will help provide the information we need for planning the disbursement of federal highway safety funds by this Agency.

(OVER)



ANNUAL HIGHWAY SAFETY PROGRAM  
FOR THE TOWN/CITY OF:

Submitted By: \_\_\_\_\_ Date: \_\_\_\_\_

Our Highway Safety Committee has met and proposes the following project(s) for the upcoming federal fiscal year (October 1, 2012– September 30, 2013). (Please give a brief description of the project(s) planned for the up-coming fiscal year.)

Project Description	Local Share*	Federal Share	Total
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
Totals			

\*Maximum matching allowed – 50% of total project cost for equipment. In some instances, the federal share will be reduced to the highway safety related portion of the project, resulting in less than 50% of federal funds for the total project.

Please return no later than March 31, 2012, to:  
NH Highway Safety Agency  
78 Regional Drive, Building #2  
Concord, NH 03301

(OVER)