

**Exeter Board of Selectmen Meeting
Monday, April 23rd, 2012, 7:00 p.m.
Nowak Room, Town Office Building
10 Front Street, Exeter, NH**

1. Call Meeting to Order
2. Public Comment
3. Minutes & Proclamations
 - a. Regular Meeting: April 9th, 2012
4. Appointments
5. Discussion/Action Items
 - a. New Business
 - i. 56 Lincoln Street Egress Request
 - ii. Quarterly Financial Report: Finance Department
 - iii. Application for SRF Funds
 - iv. ROW Deeds: Rinny Lane, Wright Lane
 - b. Old Business-
 - i. BOS Goal Session Feedback
 - ii. Committee Appointments
 - iii. Committee Policies and Procedures
 - iv. Municipal Records Committee Update
6. 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
7. Review Board Calendar
8. Non Public Session
9. Adjournment

Matt Quandt, Chairman
Board of Selectmen

Posted: 4/20/12 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.

1. Call Meeting to Order

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

2. Public Comment – None.**3. Minutes & Proclamations****A. Regular Meeting: March 26, 2012**

Mr. Ferraro presents The Board with a printed copy of his proposed changes to the March 26, 2012 minutes. A short description of his proposed changes to the bottom of page 3 into page 4 in relation to the Committee Assignments and the discussion concerning the Policy and Procedure.

Mr. Ferraro moves to accept the March 26, 2012 minutes amended as he has proposed. Ms. Gilman Seconds. Vote: Unanimous.

Mr. Ferraro presents a short description of his proposed amendments to the March 26, 2012 minutes regarding the discussion on Jady Hill, specifically relating to the interest rates charged to homeowners for financing the \$1,000.00.

Mr. Ferraro moves to accept the March 26, 2012 minutes amended as he has proposed. Ms. Gilman Seconds. Vote: Unanimous

Mr. Chartrand also notes a proposed change to the discussion relating to Access Physical Therapy and the Right of Way signs. Mr. Chartrand wishes to credit Brian Griset with the reflection on the town ordinance relating to the sale of excess right of way property. The draft minutes currently indicate it was Mr. Hamel.

Mr. Chartrand moves to accept the March 26, 2012 minutes amended as he proposed. Ms. Gilman Seconds. Vote: Unanimous

B. Special Meeting: April 3, 2012

Mr. Clement moves to approve the minutes from April 3, 2012 as submitted. Ms. Gilman Seconds. Vote: Unanimous Mr. Ferraro Abstains.

4. Appointments – Conservation Commission

Mr. Clement moves to appoint Jay Gregoire to the Conservation Commission as an alternate. Mr. Chartrand Seconds. Vote: Unanimous

5. Department Reports - None**6. Discussion / Action Items****A. New Business****i. Accept Police Grand Funds: DWI Patrols**

Exeter Police Captain William Shupe presents a grand from the Highway Safety Patrol in the amount of \$7,500.00. This grant has been awarded to the Exeter Police Department to aid in the cost of safety enforcement along the Route 101 Corridor from Manchester to Hampton Beach. The grant is intended to be broken up between the months of May through September to allow for additional safety enforcement.

Ms. Gilman moves the Board of Selectman accepts the grant in the amount of \$7,500 in unanticipated revenue from the Highway Safety grant program for the purpose of conducting additional safety patrols in 2012. Mr. Clement Seconds. Vote: Unanimous

ii. Solid Waste Contract Extension

Jennifer Perry, Exeter public works director presents a notice of clarification from Northside Carting as requested by The Board of Selectman at the previous meeting. Both Robert George and Mark George are available at this meeting to answer any questions, or provide any additional clarification. The final costs have been clarified and confirmed and are reflected in a letter submitted to the Town of Exeter from Northside Carting. Mr. Clement wishes to extend his gratitude to the representatives from Northside Carting for their service. He reflects on comments from residents of the Town of Exeter who

have expressed their satisfaction in the level of service provided by Northside Carting over the period of the existing contract. Mr. Clement extends his gratitude and congratulations for a job well done.

Mr. Clement moves to approve the contract extension with Northside Carting as specified in the letter from Mr. Robert George dated October 26, 2011.

Mr. Clement reads the contract rates listing them by year. For the current year, the cost is \$665,564. For 2012, the cost is \$645,080. For 2013 the cost is \$655,080. For 2014 the cost is \$665,080. For 2015 the cost is \$675,080. For 2016 the cost is \$685,080.

Ms. Gilman Seconds. Vote: Unanimous

iii. Blue Bag Sales Discussion

Jennifer Perry, Director of Public Works requests that sales of blue bags be handled exclusively by retail stores in the Town of Exeter. The blue bags are described as the 'pay as you throw' bags that are available to all Exeter residents. The blue bags are currently available at a number of local retailers for the same cost as from the Town Office. The DPW is no longer stocking or carrying any inventory of the blue bags. There is currently a small inventory of bags still available at the Town Office. The inventory located at the Town Office is almost depleted. In order to re-supply, the Town of Exeter would need to re-order the bags directly from the manufacturer, WasteZero. There are currently 11 retail stores selling the bags with no price difference to residents. An analysis of how many bags were sold from the Town Office was performed. This analysis concluded that less than 2% of the sales of blue bags occurred at the Town Office. The DPW recommends the discontinuation of selling the bags at the Town Office. Mr. Clement inquires what the minimum order would need to be from WasteZero in order to restock the current supply. Ms. Perry indicates it is unknown what the minimum purchase would be to the price that is currently in place. The Town office has sold a total of 5 cases of small bags and 10 cases of large bags in the past year. She notes there is an inventory control and storage issue at play, discontinuing the sales of the bags at the Town Office would be beneficial to the Town Office. Mr. Chartrand points out that there are a number of retailers currently selling the bags and notes that they do offer a variety of hours and locations outside of the standard Town Office hours. He lists off the current vendors of the blue bags.

Brandon Stauber, 141 ½ Brentwood Road, expresses his concern regarding the revenue the Town receives from the sales of the blue bags. He wonders if discontinuing the sales of the bags at the Town Office will affect the revenue collected from distribution. Ms. Perry explains that the manufacturer receives payment from the retailers purchasing the bags. The payment goes to an account and once a month, there is a wire transfer to the Town of Exeter from the manufacturer. Chairman Quandt indicates no motion is required and it is agreed that the sale of blue bags at the Town Office will be discontinued.

B. Old Business

i. Mobile Communications Policy Update

Mr. Dean presents the draft mobile communications policy from a Board of Selectman discussion held in December 2011. Mr. Dean reports that he has received some feedback from the departments regarding the proposed policy. Mr. Dean offers a short summary of the current communications practices the Town of Exeter has in place. Currently the Town of Exeter funds many of the cell phones and cell phone plans utilized by Town Employees. Analysis of the necessity of mobile phones for Town Employees is currently underway. Several options were discussed such as The Town continuing to fund the cost of phones and cell phone plans, a stipend for Town Employees or a reimbursement plan. The necessity of a mobile phone in direct relation to job performance is being evaluated on a case by case basis. As an example, the cell phone usage for the DPW is heavy, as is the usage of the radios but for a different type of communication. There are several positions throughout the Town that would require the usage of a cell phone in order to perform the job. The cell phone budget for 2012 is \$12,361.00. Mr. Dean believes that more research is required in order to determine which phones are of absolute necessity and which are moderately necessary. Chairman Quandt questions the negotiation piece of the communications policy. He wonders if cell phones are considered an employee benefit. Mr. Dean explains there is nothing in the current contract that speaks to this issue. He explains that there are some positions in the Town that as things evolve the need will need to be evaluated. For example for the water treatment facility, the need for smart phones is there. This issue needs to be addressed in a more formal way. Mr. Dean envisions a list at the end of the process, with recommendations for various positions. At a department level there will be many personnel that will require cell phones, however the type of plan they will need is still to be determined. Mr. Chartrand points out that the discussion is relating to 1/10th of 1% of the Town budget. While this issue may have a high emotional charge, it is certainly not a big budget item. Mr. Ferraro expresses his desire to speak to several vendors to see what discounts they're willing to negotiate. He feels there is a way to approach this topic without the Town owning any cell phones or any cell phone plans. He suggests something like a reimbursement program that he has had personal experience dealing with. In this scenario, an employee would purchase a phone and a policy and be responsible for the cost and the Town of Exeter would reimburse the employee for the cost of the plan that is relevant to their job function. He agrees that analysis of the dollar amounts is good, he also suggests the need to review the minutes. He is concerned about spending \$215.00 a month on a cell phone plan when an unlimited plan runs around \$70.00 per month without a discount.

With an estimated 20% discount from a vendor, there is the opportunity to save around \$6,000 per year. Mr. Ferraro also feels a review of data plans is in order. Chairman Quandt expresses his interest in getting a policy for mobile communications in place. Mr. Ferraro feels that a policy can't be determined without the final analysis of the needs of the department employees. Mr. Dean reminds The Board that the current proposed policy is drawn up to apply to several scenarios. Each department would, in essence, need to establish a need for a cell phone before a reimbursement or purchase from the Town would be made. These scenarios would primarily only refer to basic voice plans as opposed to smart phones and data packs unless there is proven necessity. Mr. Clement points out that many phones are data driven with applications and software. He feels the analysis should include a report from each department beyond the basic voice plans. Chairman Quandt expresses his desire to write a policy to guide the Department heads in a cost-effective way. Mr. Dean agrees that each department needs to be broken down as part of the analysis. He points out that there are several cell phone vendors currently interested in providing the service to the Town of Exeter and this topic needs to be addressed again in the near future. The Board agrees this issue needs to be addressed again as the analysis is nearer to completion. Ms. Gilman inquires about the vendors interested in providing cellular service to the Town of Exeter. She wonders if these vendors are also capable of providing landline services for an even larger discount. Mr. Dean feels as though the guideline for negotiating a plan is unlimited, a plan can be custom designed to fit the needs of the Town of Exeter. Mr. Ferraro asks Mr. Dean to include the Ambulance in the 2012 numbers, as they were included in the 2011 numbers.

ii. Review Committee Vacancies

Chairman Quandt presents the list of current vacancies in the Town of Exeter Committees. Mr. Ferraro asks for clarification on the procedure for currently appointed committee members whose terms are about to expire. Chairman Quandt advises that the procedure is very informal. Sometimes the Committee member reaches out for reappointment and sometimes the Town of Exeter approaches them. Mr. Clement reminds The Board that he has been working closely with the Town Manager's Administrative Assistant to contact all committee members whose terms are about to expire. He indicates she has received responses from around 80% of them. There is no need to re-interview for reappointment. They only need to confirm that they wish to be re-appointed. Brandon Stauber, 141 ½ Brentwood Road, comes forward to express a concern. Mr. Stauber is a current member of the EDC with a term to expire this month and has not been contacted by the Administrative Assistant. Mr. Clement advises Mr. Stauber that records show his term is scheduled to expire in 2013. The expiration dates of terms is also under ongoing review, as sometimes the dates are not reflected accurately. The current vacancies are determined to be as follows: Cable Advisory Committee, Conservation Commission as an alternate, Council on Aging, 2 openings in the Exeter Arts Committee, 2 openings in the Exeter EDC, Housing Authority, 4 Alternate positions in the Heritage Commission, 3 Alternates in the Historic District Commission, 1 Voting and 2 Alternate positions on the Planning Board, Technology Committee, and 2 Alternate positions on the Zoning Board of Adjustment.

iii. BOS Goal Session

It is determined that Friday, April 13, 2012 is not a feasible date for all members of The Board. A new date of Friday, April 20, 2012 at 8:30am will be the new date and time. The location of the Goal Session will be one of the conference rooms at the DPW.

7. Regular Business

i. Bid Openings - None

ii. A/P and Payroll Manifests

Mr. Chartrand moves to accept an Accounts Payable warrant for checks dated 4/6/2012 in the amount of \$113,204.13. Ms. Gilman Seconds. Vote: Unanimous

Mr. Chartrand moves to accept an Accounts Payable warrant for checks dated 4/6/2012 in the amount of \$21,150.00. Mr. Clement Seconds. Vote: Unanimous

Mr. Chartrand moves to accept a weekly Payroll warrant for checks dated 4/4/2012 in the amount of \$152,601.80. Ms. Gilman Seconds. Vote: Unanimous

iii. Budget Updates

Mr. Dean advises The Board the finance department will provide a quarterly update for April 23, 2012.

iv. Tax Abatements & Exemptions

Mr. Chartrand moves to accept an Elderly Exemption for Map 104, lot 76/606 in the amount of \$182,251.00. Ms. Gilman Seconds. Vote: Unanimous

Mr. Chartrand moves to accept an Elderly Exemption for map 104, lot 79/510 in the amount of \$152,251.00. Ms. Gilman Seconds. Vote: Unanimous

Mr. Chartrand moves to accept an Elderly Exemption for map 104, lot 79/801 in the amount of \$152,251.00. Ms. Gilman Seconds. Vote: Unanimous

Mr. Chartrand moves to accept a Veterans Credit for map 104, lot 79/426. Ms. Gilman Seconds. Vote: Unanimous

Mr. Chartrand moves to accept a Veterans Credit for map 104, lot 79/418. Ms. Gilman Seconds. Vote: Unanimous

Mr. Chartrand moves to deny an Abatement for map 72, lot 105. Ms. Gilman Seconds. Vote: Unanimous

Mr. Chartrand moves to deny an Abatement for map 87, lot 23/3. Ms. Gilman Seconds. Vote: Unanimous

Mr. Chartrand moves to accept an Abatement for map 95, lot 51. Ms. Gilman Seconds. Vote: Unanimous

Mr. Chartrand moves to accept an Abatement for map 69, lot 2. Ms. Gilman Seconds. Vote: Unanimous

Mr. Chartrand moves to accept an Elderly Exemption for map 104, lot 79/2 in the amount of \$152,251.00. Ms. Gilman Seconds. Vote: Unanimous

Mr. Chartrand moves to accept a Veteran's Credit for map 81, lot 4. Ms. Gilman Seconds. Vote: Unanimous

Mr. Chartrand moves to accept a Veteran's Credit for map 64, lot 105/27, map 38, lot 2, map 60, lot 6 and map 68, lot 6/411. Ms. Gilman Seconds. Vote: Unanimous

Mr. Chartrand moves to accept a Disability Credit for map 55, lot 23. Ms. Gilman Seconds. Vote: Unanimous

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

vi. **Permits**

Mr. Dean presents a permit request not in the packet, on behalf of the Obama for America Campaign. Vice President Joe Biden will make a speech on April 11, 2012. The Campaign has requested use of the Town Hall from April 11th, 2012 at 7:00 a.m. until 6:00 p.m. on April 12th. There are no further details available for this permit.

Mr. Clement moves to approve the permit for the Obama for America Campaign for April 11, 2012, 7:00 am to 6:00 p.m. Ms. Gilman Seconds. Vote: Unanimous

A permit from the Exeter Theatre Coalition requesting use of the Town Hall for the purposes of Seacoast Idol on June 10, 2012. The request also asks for usage of the Town hall on June 8, 2012 and June 9, 2012 for the purpose of setting up. A second permit was received from the Exeter Theatre Coalition requesting use of the Town Hall for Seacoast Idol rehearsals in the case of inclement weather on the dates of May 7, 2012 through May 10, 2012. This permit request was not received in time to make it into the packet and can be voted upon at the next meeting.

Mr. Chartrand moves to approve the permit request for June 10, 2012 with set up dates on June 8, 2012 and June 9, 2012. Mr. Clement Seconds. Vote: Unanimous. Ms. Gilman Abstains.

The Exeter Brass Band requests use of the Town Hall on July 29, 2012 from 7:30 p.m. until 9:00 p.m. in the case of inclement weather.

Mr. Clement moves to approve the permit request for July 29, 2012. Mr. Chartrand Seconds. Vote: Unanimous

The Libertarian Party of New Hampshire requests use of the Town Hall on April 28, 2012 for the purpose of a Seacoast Annual Freedom Expo from 10:00 am to 10:00 p.m.

Mr. Chartrand moves to approve the permit request for April 28, 2012. Mr. Ferraro Seconds. Vote: Unanimous

Musical Arts requests the use of the Town Hall on June 7, 2012 at 3:00 p.m. for the purpose of a student performance.

Mr. Chartrand moves to approve the permit request for June 7, 2012. Ms. Gilman Seconds. Vote: Unanimous

The Seacoast Wind Ensemble requests the use of the Town Hall on April 24, 2012 from 6:00 p.m. to 10:00pm in the case of inclement weather for the purpose of a rehearsal. This permit is not in the packet.

Ms. Gilman moves to approve the permit request for April 24, 2012 from 6:00 p.m. to 10:00 p.m.. Mr. Chartrand Seconds. Vote: Unanimous.

Mr. Clement notes that in the packet this week is a listed agenda for the groups utilizing the Town Hall. He feels this is an excellent addition to the packet and wonders if the list can be made available on the Town of Exeter Website to allow the public a clear list of what is happening at the Town Hall. He hopes this will encourage residents to attend the events going on in the Town Hall. Mr. Clement reviews the list of events for the upcoming week. Special notice is taken of the April 14, 2012 Project Prom/Graduation event. In this event several spaces at the Town Office will be blocked off as a means of fundraising for the Senior Prom and Graduation. For a nominal fee of \$10, any Exeter resident can offer old electronics for disposal. All proceeds will go to the Prom and graduation fund.

vii. Town Manager's Report

Mr. Dean reports that he was contacted by Military Veteran John O'Hearn. Mr. O'Hearn is retiring from the United States Military, specifically Langley Air Force Base in Virginia, and was inquiring about a Town and State flag. His inquiry was driven by his desire to fly a Town and State Flag in honor of his retirement. The request was sent to the Veterans Council and Mr. Dean would like to express his gratitude to Sue Williams and the Council staff was able to handle his request. Mr. Dean defers to Ms. Gilman, as she is on several historical Committees to determine if the Town of Exeter has an official flag. Ms. Gilman does not believe there has ever been an Official flag for the Town of Exeter. Mr. Dean reports that people are beginning to call to volunteer for the Exeter 375th Committee. There have been four volunteers so far. Ms. Gilman wonders if any of the volunteers have expressed an interest in leading the Committee. Mr. Dean advises that none have expressed interest yet, but he is certain that someone will at some point. Mr. Dean reports that the Exeter Recreation Department is again successful in filling every opening in the summer recreation program. He reflects that this is the case in many years past. The Seacoast Small Business Showcase will be held this Wednesday April 11th, from 3 p.m. to 7 p.m. at the SST, and also reminds the Board of the upcoming Lions Club auction. In the case of inclement weather, the Talbot Gym will be the back up location. Mr. Dean reports that the arrival of Vice President Joe Biden is approaching and some arrangements have been made to move the finance department into the main building for the day. He also wishes to update The Board on the Right of Way discussion on a sign permit for 1 Hampton Road from the last meeting, regarding Access Sports Medicine. Jennifer Perry, Public Works Director has supplied very detailed maps of the area surrounding the location and a follow up meeting is in the works. Finally, Mr. Dean reports that the hours of the Town Clerk Office will be changing. Effective April 30, 2012, the Town Clerk Office will be open Monday through Friday from 8:15 am to 4:00 p.m..

viii. Legislative Update

Chairman Quandt indicates there is nothing to report. There is a small session this Wednesday including Senate Bills in the House and House Bills in the Senate.

ix. Selectmen's Committee Reports

Mr. Ferraro reports a Website Committee meeting for tomorrow, a Water & Sewer Advisory Committee meeting Wednesday night and a Planning Board meeting Thursday.

Vice Chairman Clement reports a Transport Committee meeting last week in which they discussed the revenue and expenditures and a possible 2013 pilot program for bus service loop in Town.

Mr. Chartrand reports that Ms. Gilman introduced him to the Economic Development Commission.

Ms. Gilman reports a Transport Energy Solutions Meeting. She reflects on a conversation regarding idle school buses and what is done with them throughout the day. A program in Washington state worked an agreement to utilize a different vehicle, aside from the standard school bus, to serve the purpose of student transport and public transportation throughout the day. She defers to Mr. Clement in hopes that he can research the project to possibly share with the Transportation Committee. Ms. Gilman also reports a Technology Committee meeting in which they discussed a budget and wish list along with the possibility of a new vision statement.

Chairman Quandt has nothing to report.

x. Correspondence

A letter from Greater Exeter Region Public Health Network, serving as an update to their ongoing priorities and their accomplishments from 2011.

A letter from the Great Bay Municipal Coalition, detailing the study of the Squamscott River. The report was released last week and reflects on the nitrogen issues in the River that directly relate to the permit process. The Board is encouraged to become familiar with the report.

Mr. Dean advises The Board that Primex has entered into an agreement with the Secretary of State regarding the pool insurance programs. The Town of Exeter will not see any refund based on the agreement as the Town was not an active participant during the applicable refund period. LGC may have a different outcome, but that is still undetermined.

A letter from the Mitchell Municipal Group P.A. to the Rockingham County Sheriff, regarding evictions that need to be served on a tax deeded property at 29 Hampton Road.

A Memo from Assistant Fire Chief Berkenbush regarding mosquito control. The service will be provided by Municipal Pest Management, the company that has held the contract for mosquito control for over 5 years.

A letter from the Town of Epping regarding the statute that requires the Town of Epping to perform perambulation of Town lines.

A letter from Jeri Robertson-Hanson and Thomas Hanson regarding their overdue tax bill and requesting the remaining interest for late payment is waived. Mr. Dean advises that the tax bills have previously been mailed to the property address and the bill has always been paid on time. He advises he can not speak to people not receiving their original bills and that the Tax Office does not recommend waiving the interest based on remaining consistent. Mr. Clement seeks clarification on the interest they request relief from. The original calculation was \$172.90 and the current calculation is \$145.68. Mr. Dean indicates they wish for relief from the remaining interest amount of \$145.68. Mr. Ferraro asks Mr. Dean to clarify the situation. As he understands it they are indicating they did not receive the bill and did not know it was delinquent. Chairman Quandt expresses his concern regarding setting a precedent. Mr. Clement wishes to know if this was for the current or past tax year. He feels as though he would like more information and prefers The Board take no action at this time. He asks The Board to add this item to the agenda for next week.

8. Review Board Calendar

Chairman Quandt reviews the calendar and proposes that The Board meets twice and then has a week without a meeting. He proposes The Board meet again on Monday the 16th. Having the Goals session that Friday and taking the following Monday off. His suggestion of meeting three times per month is agreed to by the other Board members. He also expresses his desire to have even fewer meetings in the summer months. For the agenda next week, he would like to see an update from the Finance Department, a culvert update, a draft policy, municipal records update and Committee Appointments. Mr. Ferraro reminds him of adding Policies and Procedures to the agenda for discussion.

9. Non Public Session - None

10. Adjournment

Ms. Gilman moves to adjourn. Mr. Chartrand seconds. Vote: Unanimous

The Board stands adjourned at 8:30 p.m.

Respectfully Submitted,

Jennifer Pond
Recording Secretary

Board of Selectmen

AGENDA FACT SHEET for 4/23/12

Agenda Item: 56 Lincoln Street Egress Request

Presenter(s): Russell Dean, Town Manager

1. BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED:

Ed Doris, proprietor of a new business to be located at 56 Lincoln Street, will appear before the Board to request a license to place an egress on town property adjacent to 56 Lincoln Street.

2. VOTE REQUIRED BY BOARD OF SELECTMEN: YES [NO] (circle one)

Suggested Motion: No motion – discussion item. If approved, the Town Manager will present a license agreement with terms and conditions as approved by the Selectmen at a future meeting for approval.

3. BACK UP INFORMATION ATTACHED:

- a. Mortgage Plot Plan
- b. Drawings/Sketches by Ed Doris

SIGN OFF/APPROVAL REQUIRED:

a.	Town Manager	yes	(no)	NA	_____
b.	Town Counsel	yes	(no)	NA	_____
c.	Finance Director	yes	(no)	NA	_____
d.	_____	yes	no	NA	_____

Disposition by BOS

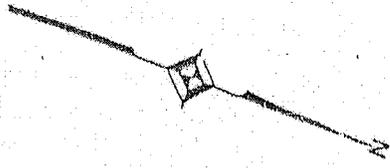
Action taken: _____ Present on future Agenda: _____

Refer to/Inform: _____ Report back to BOS on: _____

MORTGAGE PLOT PLAN

LOCATION: 56 LINCOLN STREET REGISTRY PLAN NO.: D6146
EXETER, N.H. LOT NO.: 6
 SUBDIVISION NAME: "LAPERLE PROPERTY" LOT AREA: 1,744 SF+-

FOR MORTGAGE PURPOSES ONLY
 (Not a Boundary Survey)

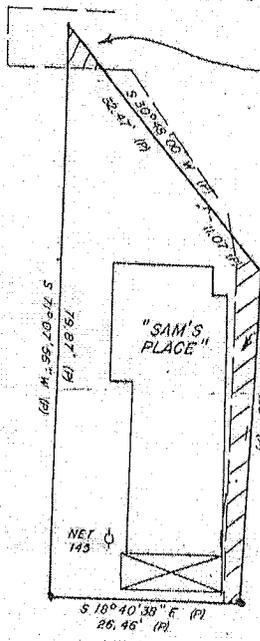


N/F EXETER
 HANDKERCHIEF CO.

LOT 1

NOTE: ASPHALT DRIVE OF
 ADJUTING LOTS ENCRACHING
 ONTO SUBJECT PARCEL
 APPROXIMATELY AS SHOWN

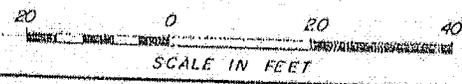
N/F EUSTIS



LOT 3

LINCOLN STREET

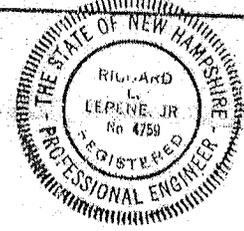
NOTE:
 THERE ARE NO
 APPARENT EASEMENTS
 OR ENCRACHMENTS
 EXCEPT AS SHOWN.



DEED REF.
 2440/385
 (PRIOR)

I Herby Certify That The Dwelling is Approximately Located
 On The Lot as Shown And Does Conform With The
 Town/City of EXETER, N.H.
 Zoning Regulations as They Pertain to Setbacks From Streets And
 Lot Lines. Also, That Dwelling is Not Located Within The 100
 Year Flood Boundary as Determined From The Flood Insurance
 Study Prepared by The Federal Insurance Administration as
 Shown on Map Dated 5/17/82
330130#

Richard Lepene Jr.
 5/24/80

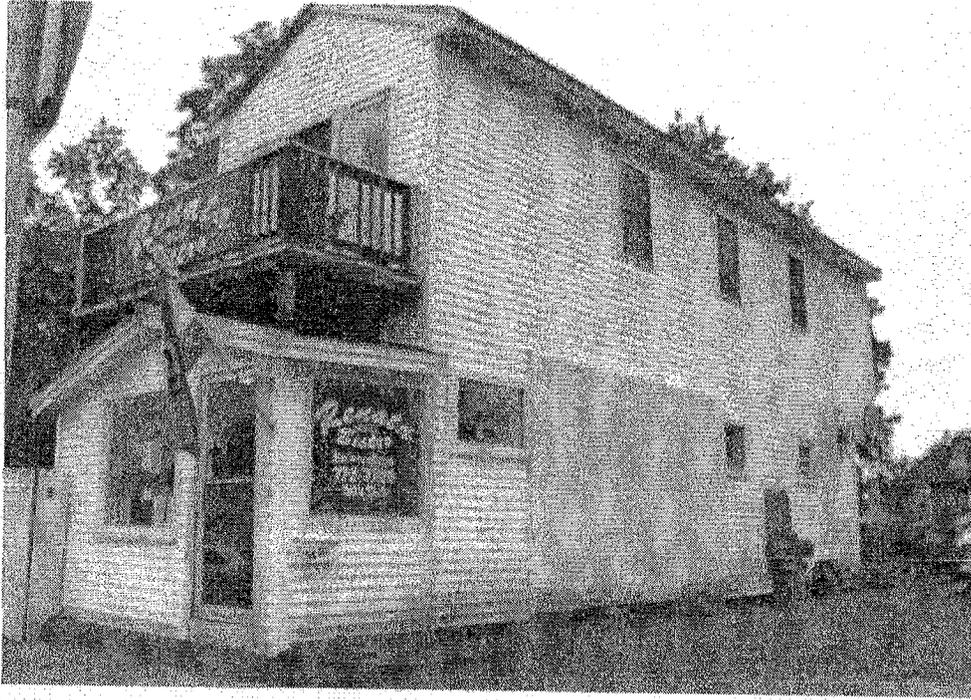


PROJECT FILE NO.:
 B3264/3080

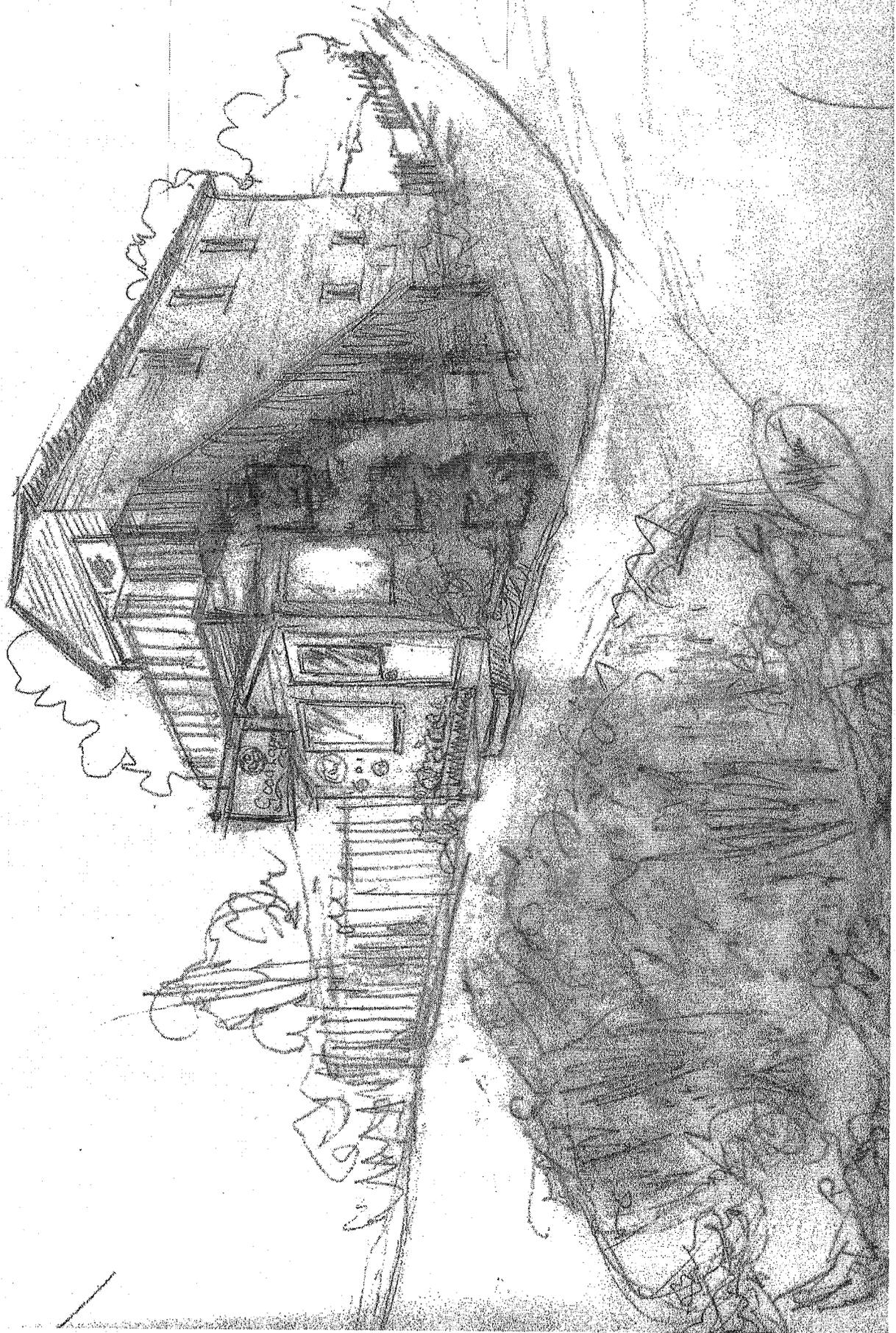


LEPENE KNOWLTON & DARBYSHIRE
 ASSOCIATES, INC.

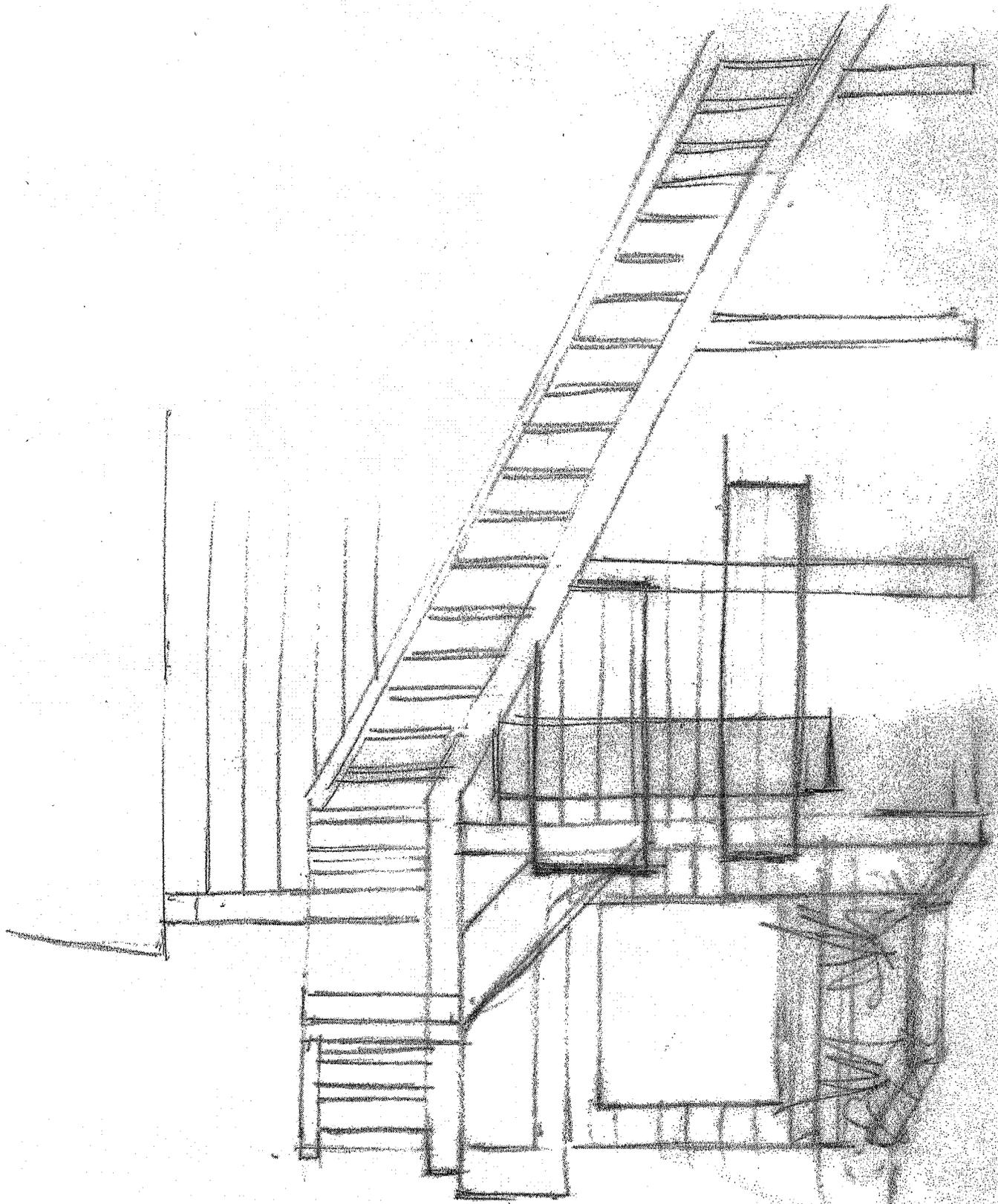
From: "Ed Doris" <edoris@comcast.net>
Subject: pic
Date: April 9, 2012 6:59:08 PM EDT
To: "Anna Hardy-Evans" <info@in-homedecorandmore.com>
1 Attachment, 342 KB



Good Karma
Good Deeds



Franklin
1900
of the
escape
only.



Height of landing 12' 144" 7" raiser 11" long head.

Land 3' wide with ~~handrails~~

20' in length
20' ~~boards~~

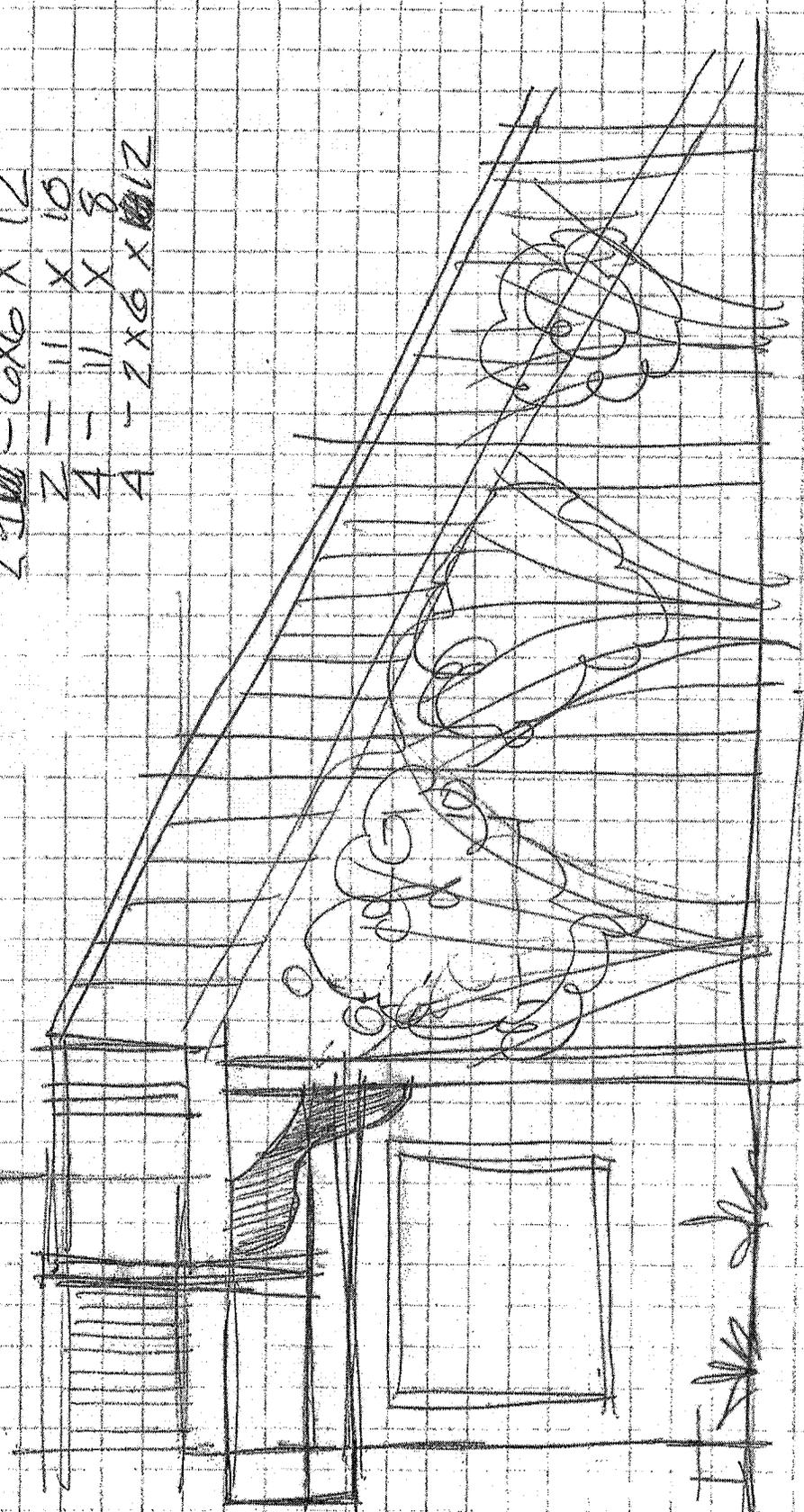
8-2x12x12

2-2x6x12

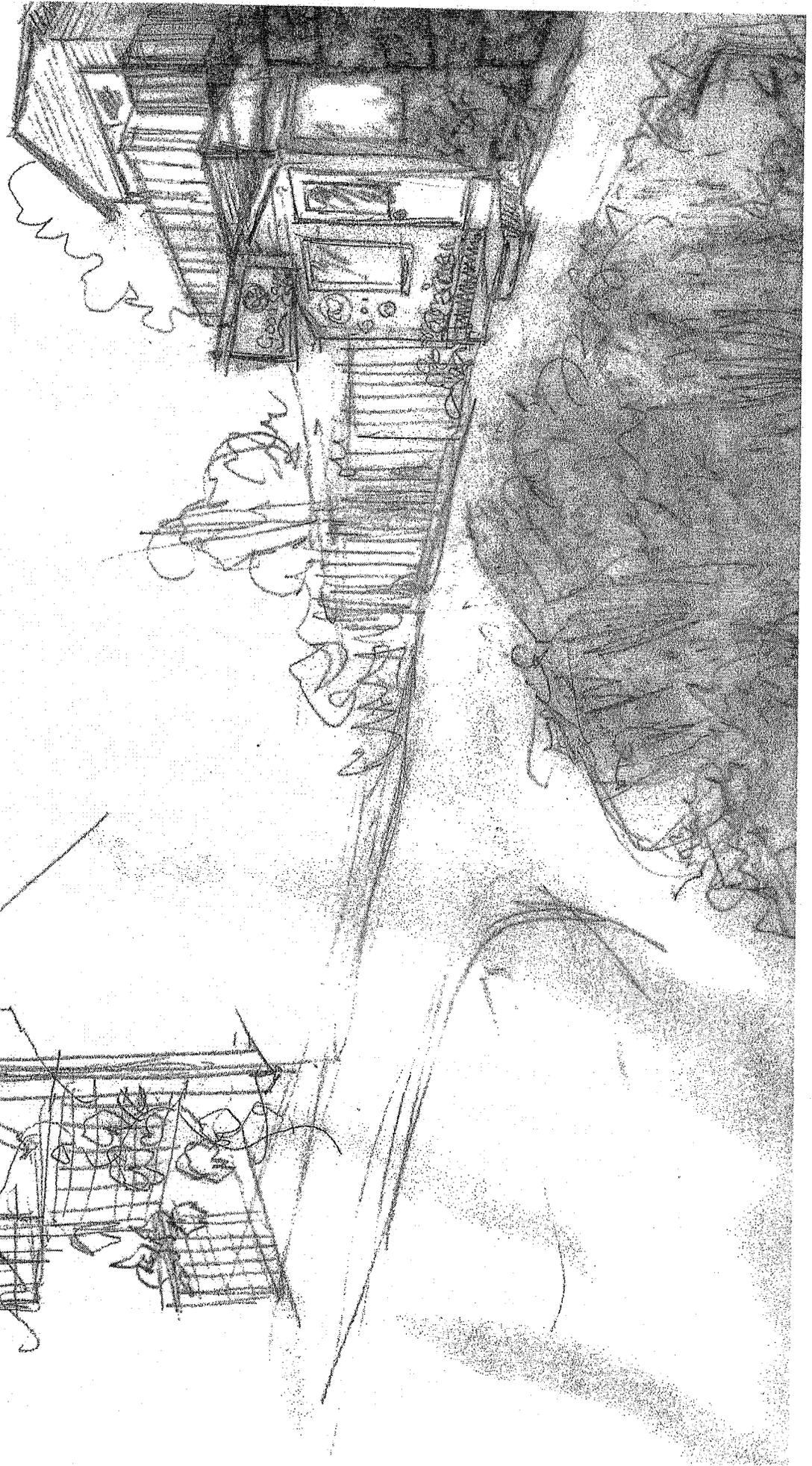
2-11x10

4-11x8

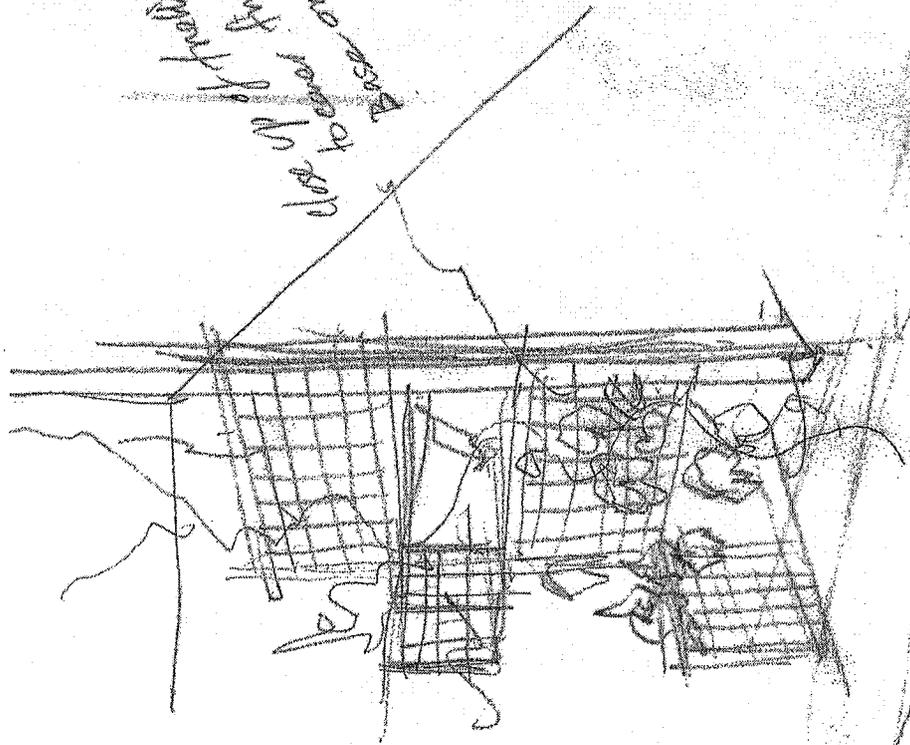
4-2x6x12

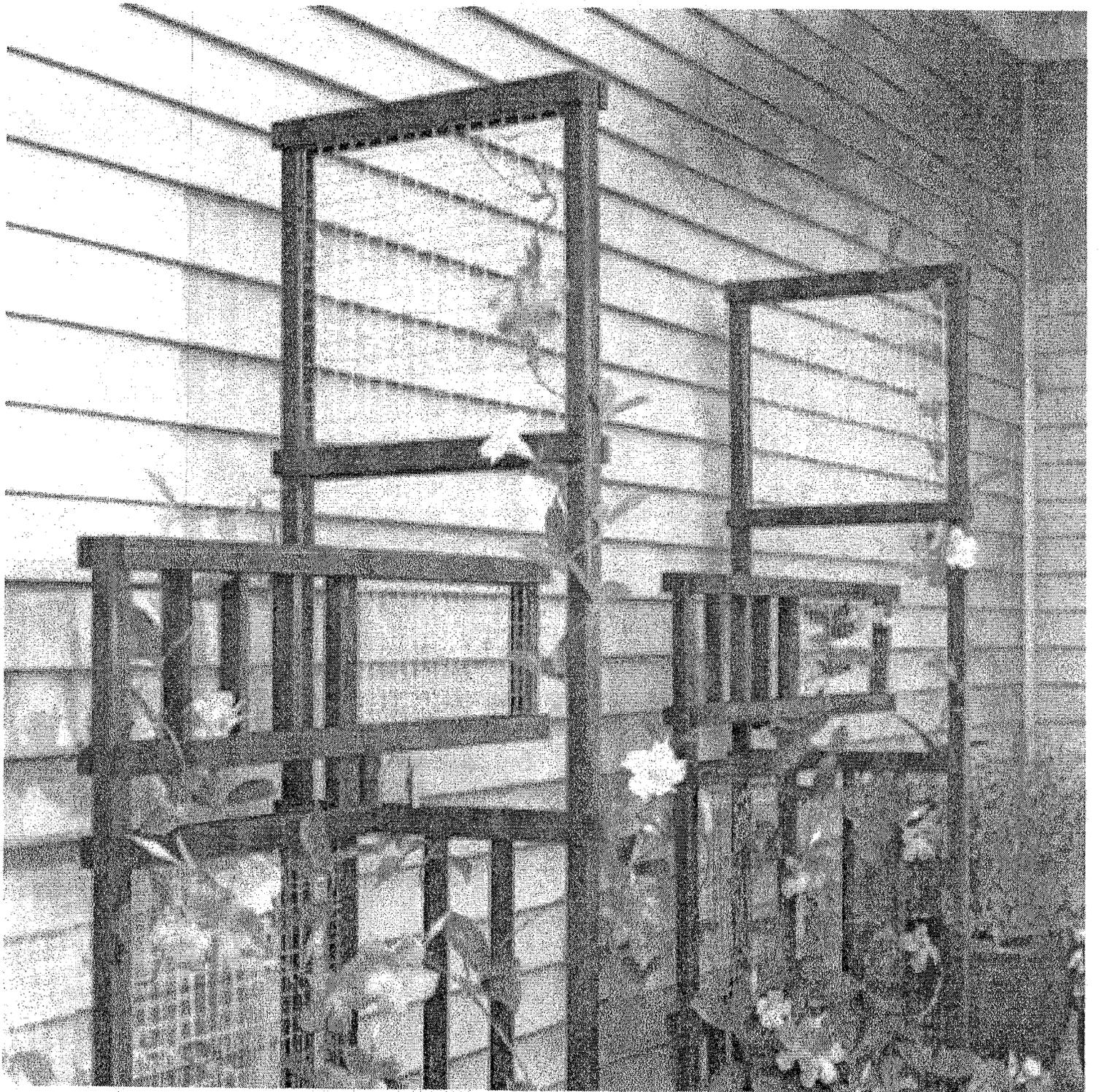


Good Kan
Good Day



Keep up the
Basement only!
to cover the escape
vents





Board of Selectmen

AGENDA FACT SHEET for 4/23/12

Agenda Item: Quarterly Financial Report
Presenter(s): Finance Department

1. BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED:

The Finance Department will be present to discuss the quarterly financial report with the Selectmen including revenues year-to-date, expenses year-to-date, and receivables year-to-date (taxes, water, and sewer).

2. VOTE REQUIRED BY BOARD OF SELECTMEN: YES [NO] (circle one)

Suggested Motion: No motion – discussion item.

3. BACK UP INFORMATION ATTACHED:

a. Quarterly Financial Report Documents.

SIGN OFF/APPROVAL REQUIRED:

a. Town Manager yes (no) NA
b. Town Counsel yes (no) NA
c. Finance Director yes (no) NA
d. yes no NA

Disposition by BOS

Action taken: Present on future Agenda:

Refer to/Inform: Report back to BOS on:

Town of Exeter

Report of Budgeted vs Actual Revenue (unaudited)

For the Quarter Ended March 31, 2012

DRAFT

Account Number	Description	Estimated Revenue	Actual Revenue	Balance	% Collected	Notes
3110-3191	Property Tax Revenue	11,970,662	39,549	12,044,913	0.33%	Includes property tax less overlay, jeopardy, yield, current use, payment in lieu of taxes, penalties and interest
3220	Motor Vehicle Permit Fees	1,950,000	502,077	1,447,923	26%	
3230	Building Permits & Fees	130,000	120,514	9,486	93%	Fees charged by Building & Code Enforcement - up significantly from estimate due to Cobham expansion permit \$ 31.5K and PEA permit \$ 42K
3290	Other Permits and Fees	125,000	12,014	115,711	10%	Includes GF portion of Cable TV & Vital Statistics Fees
3319	From the Federal Government	25,000	-	25,000	0%	Potential FEMA Reimbursement
3352	Meals & Rooms Tax Revenue	639,030	-	639,030	0%	Received near last day of the year
3353	State Highway Block Grant	258,871	59,931	198,940	23%	Received quarterly
3359	Other State Grants/Reimbursements	24,000	-	24,000	0%	Railroad, RERP, Mosquito, Other Misc
3401-3404	Income from Departments	969,058	335,125	633,933	35%	General Revenues charged by Town Departments
3501	Sale of Surplus Vehicles	10,000	-	10,000	0%	Proceeds from sale of Town vehicles
3502	Interest Income	10,000	1,360	8,640	14%	Interest income earned on sweep accounts
3503-3509	Other Miscellaneous Revenues		9,714	(9,714)	100%	Town Rental Property
4911	From Trust & Fiduciary Funds	20,000		20,000	0%	Estimated Funds from Sick Leave Trust
3402	Water Revenues	2,325,515	432,141	1,893,374	19%	Water Consumption and water-related fees
3403	Sewer Revenues	1,853,217	393,484	1,459,733	21%	Sewer Usage and sewer related fees
	Grand Total General, Water & Sewer Funds	20,310,353	1,905,910	18,520,968	9%	Total All 3 Funds

YTD Actual Expense Analysis thru March 31, 2012 (UNAUDITED)
 Updated April 6, 2012

DEPARTMENT	Budget	Actual	Balance Available	Percent Used	Notes
General Government					
100 Board of Selectmen	40,775	7,001	33,774	17.17%	
111 Town Manager	179,145	52,561	126,584	29.34%	
113 CATV	1	-	1	0.00%	
115 Human Resources	82,878	17,429	65,449	21.03%	
119 Transportation	20,919	-	20,919	0.00%	
120 Legal	70,000	12,418	57,582	17.74%	
125 Information Technology	136,763	24,570	112,193	17.97%	
130 Trustees of Trust Funds	891	891	-	100.00%	
140 Town Moderator	969	538	431	55.52%	
151 Town Clerk	318,104	85,197	232,907	26.78%	
152 Elections/Registration	38,490	9,718	28,772	25.25%	
Total General Government	888,935	210,323	678,612	23.66%	
Finance					
201 Finance/Accounting	257,287	62,289	194,998	24.21%	
202 Treasurer	9,542	2,386	7,156	25.01%	
203 Tax Collection	83,686	14,954	68,732	17.87%	
205 Assessing	211,595	53,425	158,170	25.25%	
Total Finance	562,110	133,054	429,056	23.67%	
Planning & Building					
301 Planning	206,568	53,437	153,131	25.87%	
302 Inspections/Code Enforcement	222,962	55,405	167,557	24.85%	
303 Board of Adjustment	4,200	5	4,195	0.12%	
304 Historic District Commission	1,480	23	1,457	1.55%	
305 Conservation Commission	9,605	32	9,573	0.33%	
306 Heritage Commission	800	-	800	0.00%	
Total Planning & Building	445,615	108,902	336,713	24.44%	
Economic Development Commission					
307 Economic Development Commission	3,500	14	3,486	0.40%	
Total Economic Development Commission	3,500	14	3,486	0.40%	
Police					
401 Administration	710,126	157,626	552,500	22.20%	
402 Staff	470,751	92,794	377,957	19.71%	
403 Patrol	1,792,634	382,251	1,410,383	21.32%	
404 Animal Control	1,250	750	500	60.00%	
405 Communications	434,490	101,540	332,950	23.37%	
Total Police	3,409,251	734,961	2,674,290	21.56%	

Town of Exeter

YTD Actual Expense Analysis thru March 31, 2012 (UNAUDITED)

Updated April 6, 2012

DRAFT

DEPARTMENT	Budget	Actual	Balance Available	Percent Used	Notes
Fire					
501 Administration	492,859	123,022	369,837	24.96%	
503 Fire Suppression	2,861,791	685,419	2,176,372	23.95%	Incl \$46.1k encumbered (\$26.0 vehicle maint., \$10k uniforms, \$10.1k equipment)
504 Emergency Management	19,333	1,951	17,382	10.09%	
505 Health	117,820	11,856	105,964	10.06%	
Total Fire	3,491,803	822,248	2,669,555	23.55%	
Public Works - General Fund					
601 Administration & Engineering	347,510	78,167	269,343	22.49%	
602 Highways & Streets	1,707,427	249,583	1,457,844	14.62%	
603 Snow Removal	305,785	117,968	187,817	38.58%	
604 Solid Waste Disposal	855,250	117,059	738,191	13.69%	
605 Street Lights	107,000	10,408	96,592	9.73%	
Total Public Works - General Fund	3,322,972	573,185	2,749,787	17.25%	
Maintenance					
606 General	550,171	131,382	418,789	23.88%	
607 Recreation Center	19,300	2,967	16,333	15.37%	
608 Town Hall	29,200	11,923	17,277	40.83%	
609 Town Office	28,600	7,371	21,229	25.77%	
610 Senior Center	14,150	2,845	11,305	20.11%	
611 Safety Complex	69,800	13,022	56,778	18.66%	
612 DPW Complex	42,800	9,737	33,063	22.75%	
613 Train Station	11,000	413	10,587	3.75%	
614 Other Town Structures	11,200	149	11,051	1.33%	
615 Mechanics/Garage	205,473	44,986	160,487	21.89%	
Total Maintenance	981,694	224,795	756,899	22.90%	
Welfare & Human Services					
710 Welfare	90,794	17,277	73,517	19.03%	
711 Human Service Grants	65,995	-	65,995	0.00%	Payments processed quarterly
Total Welfare & Human Services	156,789	17,277	139,512	11.02%	
Parks & Recreation					
801 Recreation	296,557	72,655	223,902	24.50%	
802 Parks	188,687	38,411	150,276	20.36%	
803 Pool	4,200	-	4,200	0.00%	
Total Parks & Recreation	489,444	111,066	378,378	22.69%	
Other Culture/Recreation					
116/804 Other Culture/Recreation	21,200	471	20,729	2.22%	
805 Special Events	14,000	7,000	7,000	50.00%	Revolutionary War Fest 100% (50/050 Act & Encum)
Total Other Culture/Recreation	35,200	7,471	27,729	21.22%	
Public Library					
901 Library	879,787	217,832	661,955	24.76%	
Total Library	879,787	217,832	661,955	24.76%	

Town of Exeter

DRAFT

YTD Actual Expense Analysis thru March 31, 2012 (UNAUDITED)

Updated April 6, 2012

DEPARTMENT	Budget	Actual	Balance Available	Percent Used	Notes
Debt Service & Capital					
921-23 Debt Service	666,273	51,979	614,294	7.80%	Payments processed per debt service schedule \$33.5k Engine II lease; Incl \$16.6k encumbered for
117 Vehicle Replacement	407,633	50,131	357,502	12.30%	FD Inspection vehicle
118 Capital Outlay - Other	49,811	-	49,811	0.00%	SCBA equipment
Total Debt Service & Capital	1,123,717	102,110	1,021,607	9.09%	
Benefits & Taxes					
931 Health Insurance Buyout	62,829	20,269	42,560	32.26%	Incl. \$7k in sick leave buyout
933 Unemployment	12,575	5,688	6,887	45.23%	Primex
937 Worker's Compensation	131,572	135,852	(4,280)	103.25%	Full year billing
114/941 Insurance	133,829	150,977	(17,148)	112.81%	Full year billing
Total Benefits & Taxes	340,805	312,786	28,019	91.78%	
Total General Fund	16,131,621	3,576,028	12,555,598	22.17%	Incl \$115.9k encumbered (\$56.6k WTP, \$54.5k Treatment)
Water Fund	2,325,515	529,855	1,795,660	22.78%	Incl \$39.4k encumbered (\$19.7k Collections, \$9.3k Treatment, \$10.3k WWTP)
Sewer Fund	1,853,217	389,319	1,463,898	21.01%	
Total All Funds	20,310,353	4,495,203	15,815,150	22.13%	
Other Appropriations - Warrant Articles					
Human Service Warrant Articles	38,400	-	38,400	0.0%	Payments processed quarterly
Supplemental Paving	250,000	-	250,000	0.0%	
Town Office Modular HVAC System	198,000	-	198,000	0.0%	
Getty Petroleum Land Purchase (Court S	49,000	-	49,000	0.0%	Funds to come from Fund Balance (Surplus)
Historical Society Roof Repl	99,900	-	99,900	0.0%	
Totals	635,300	-	635,300	0.0%	
Borrowing Other					
Jady Hill Utility Repl Phase II	200,000	-	200,000	0.0%	Sewer Fund \$2.650M/General Fund \$200k Bond
Totals	200,000	-	200,000	0.0%	

Notes:
 EMS/Ambulance moved to EMS Revolving Fund #30
 Includes current year encumbered funds
 Water/Sewer allocation processed quarterly
 Holiday and Longevity payments processed in Q4

Town of Exeter
 Analysis of Property Tax Receivables
 As of March 31, 2012

DRAFT

<u>Bill Year</u>	<u>Balance Outstanding as of 03/31/12</u>	<u>Balance Outstanding as of 12/31/11</u>	<u>Variance</u>	<u>% Change</u>
2009	200,800	239,942	39,142	16%
2010	371,428	459,287	87,859	19%
2011	828,065	1,697,762	869,697	51%
Grand Total	<u>1,400,293</u>	<u>2,396,991</u>	<u>996,698</u>	<u>42%</u>

As of March 31, 2012, 98% of all property taxes billed in 2011 have been collected.

Town of Exeter
 Analysis of Accounts Receivable Aging - Water & Sewer
 As of March 31, 2012

DRAFT

	<u>Current</u>	<u>31-60 Days</u>	<u>61-90 Days</u>	<u>Over 90 Days</u>	<u>Total</u>	<u>Percent Over 90 Days</u>
As of 12/31/11	\$ 404,408	\$ 30,187	\$ 48,667	\$ 285,290	\$ 768,552	37%
As of 03/31/12	\$ 217,146	\$ 31,804	\$ 32,028	\$ 264,611	\$ 545,589	49%
Variance	\$ (187,262)	\$ 1,617	\$ (16,639)	\$ (20,679)	\$ (222,963)	9%

Accounts receivable over 90 days makes up 37% and 49% of the total balance as of 12/31/11 and 3/31/12, respectively.

	<u>Water</u>	<u>Sewer</u>	<u>Total</u>	
2008	2,238	2,612	4,850	1%
2009	5,941	18,032	23,973	4%
2010	11,716	15,361	27,077	5%
2011	84,207	151,515	235,722	43%
2012	135,908	118,060	253,968	47%
Total	240,010	305,580	545,590	100%

Board of Selectmen

AGENDA FACT SHEET for 4/23/12

Agenda Item: SRF Applications

Presenter(s): Town Manager

1. BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED:

The Town Manager is requesting authority from the Board of Selectmen to apply for funds from the State Drinking Water Revolving Fund. This will confirm application to the SRF for the following projects approved by the voters in March 2012: Groundwater Treatment Plant, Water Meter Replacements, and Wastestream Reduction Project, Water Treatment Plant. Timely filing of the applications are necessary to go before the Governor and Council in May of 2012 for approval.

2. VOTE REQUIRED BY BOARD OF SELECTMEN: [YES] NO (circle one)

Suggested Motion: The Board should read the resolutions contained in the packet for each project and vote accordingly. The Chairman of the Board should sign the documents. The Town Clerk will sign a document attesting to the Board's vote.

3. BACK UP INFORMATION ATTACHED:

a. Applications

SIGN OFF/APPROVAL REQUIRED:

a.	Town Manager	yes	(no)	NA	_____
b.	Town Counsel	yes	(no)	NA	_____
c.	Finance Director	yes	(no)	NA	_____
d.	_____	yes	no	NA	_____

Disposition by BOS

Action taken: _____ Present on future Agenda: _____

Refer to/Inform: _____ Report back to BOS on: _____

FINAL APPLICATION FOR THE STATE REVOLVING FUND – MUNICIPAL APPLICANTS
DRINKING WATER: FORM 2 (part 1)

**AUTHORITY TO FILE AND DESIGNATION OF AUTHORIZED
REPRESENTATIVE**

WHEREAS, Town of Exeter (the Applicant)
(legal name of Applicant)

after thorough consideration of the nature of its drinking water system needs, hereby determines that the construction of certain works, generally described as:

Water Meters
(the Project)

is desirable and in the public interest, and to that end it is necessary to apply for assistance from the State Revolving Fund (SRF); and

WHEREAS, the Applicant has examined and duly considered the provisions of RSA 486:14 and the New Hampshire Code of Administrative Rules Chapter Env-Dw 1100, which relate to loans from the State Revolving Fund and deems it to be in the public interest to file a loan application and to authorize other actions in connection therewith;

NOW, THEREFORE, BE IT RESOLVED BY Board of Selectmen

the governing body of said Applicant, as follows:

1. That Russell Dean, Town Manager, is hereby authorized on behalf of the Applicant to file an application for a loan to be made in accordance with New Hampshire Code of Administrative Rules Chapter Env-Dw 100;
2. That if such loan be made, the Applicant agrees to repay the loan as stipulated in the loan agreement;
3. That the said Town Manager is hereby authorized to furnish such information and to take such other action as may be necessary to enable the Applicant to qualify for the loan;
4. That the said Town Manager is hereby designated as the authorized representative of the Applicant for the purpose of furnishing such information, data, and documents pertaining to the applicant for a loan as may be required; and otherwise to act as the authorized representative of the Applicant in connection with this application.
5. That certified copies of this resolution be included as part of the application to be submitted for a loan;
6. That if such loan be made, the applicant agrees to make provisions for assuming proper and efficient operation and maintenance of the facilities after completion of the construction thereof.

FINAL APPLICATION FOR THE STATE REVOLVING FUND – MUNICIPAL APPLICANTS
DRINKING WATER: FORM 2 (part 1)

VOTED:

Russell Dean, Town Manager, is hereby authorized to execute a State Revolving Fund (SRF) loan agreement with the State of New Hampshire for the Water Meters project.

I certify that said vote has not been amended or repealed and remains in full force and effect as of the date of this Certification and that Russell Dean is the Town Manager of the Town of Exeter, New Hampshire

ATTEST:

Date: _____

Matthew Quandt, Chairman of Selectmen

FINAL APPLICATION FOR THE STATE REVOLVING FUND – MUNICIPAL APPLICANTS
DRINKING WATER: FORM 2 (part 2)

CERTIFYING AUTHORIZATION TO BORROW

I, the undersigned, the duly qualified and acting Town Clerk

(title of officer)
of the Town of Exeter, New Hampshire

(applicant)

herein called the Applicant and keeper of the records of the Applicant, including the journal of the
proceedings of the Town of Exeter

(governing body of the Applicant)

herein called the Governing Body do hereby certify:

1. That the attached resolution is a true and correct copy of the resolution as finally adopted at a meeting of the Governing Body held on the 23rd day of April, 2012, and duly recorded in my office;
2. That said meeting was duly convened and held in all respects in accordance with law and to the extent required by law, due and proper notice of such meeting was given; and a legal quorum was present throughout the meeting; and a legally sufficient number of members of the governing body voted in the proper manner and for the adoption of said resolution; that all other requirements and proceedings under the law incident to the proper adoption or passage of said resolution including publication, if required, have been duly fulfilled, carried out, and otherwise observed; and that I am authorized to execute this certificate;
3. That if an impression of the seal has been affixed below, it constitutes the official seal of the Applicant and this Certificate is hereby executed under such official seal; but if no seal has been affixed, the Applicant does not have an official seal;

IN WITNESS WHEREOF, I have hereunto set my hand this _____ day of _____, 20____.

If the Applicant has an official seal, impress here.

(seal)

(signature of officer)

Andrea Kohler

(type or print name of officer)

Town Clerk

(title of officer)

TOWN OF EXETER, NH
SECOND SESSION, ANNUAL TOWN ELECTION
TUESDAY, MARCH 13, 2012

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

[Article passed as 3/5 vote met: YES: 1,361 NO: 806]

FINAL APPLICATION FOR THE STATE REVOLVING FUND – MUNICIPAL APPLICANTS
DRINKING WATER: FORM 2 (part 1)

**AUTHORITY TO FILE AND DESIGNATION OF AUTHORIZED
REPRESENTATIVE**

WHEREAS, Town of Exeter (the Applicant)
(legal name of Applicant)

after thorough consideration of the nature of its drinking water system needs, hereby determines that the construction of certain works, generally described as:

Groundwater Treatment Facility and Improvements

(the Project)

is desirable and in the public interest, and to that end it is necessary to apply for assistance from the State Revolving Fund (SRF); and

WHEREAS, the Applicant has examined and duly considered the provisions of RSA 486:14 and the New Hampshire Code of Administrative Rules Chapter Env-Dw 1100, which relate to loans from the State Revolving Fund and deems it to be in the public interest to file a loan application and to authorize other actions in connection therewith;

NOW, THEREFORE, BE IT RESOLVED BY Board of Selectmen

the governing body of said Applicant, as follows:

1. That Russell Dean, Town Manager, is hereby authorized on behalf of the Applicant to file an application for a loan to be made in accordance with New Hampshire Code of Administrative Rules Chapter Env-Dw 100;
2. That if such loan be made, the Applicant agrees to repay the loan as stipulated in the loan agreement;
3. That the said Town Manager is hereby authorized to furnish such information and to take such other action as may be necessary to enable the Applicant to qualify for the loan;
4. That the said Town Manager is hereby designated as the authorized representative of the Applicant for the purpose of furnishing such information, data, and documents pertaining to the applicant for a loan as may be required; and otherwise to act as the authorized representative of the Applicant in connection with this application.
5. That certified copies of this resolution be included as part of the application to be submitted for a loan;
6. That if such loan be made, the applicant agrees to make provisions for assuming proper and efficient operation and maintenance of the facilities after completion of the construction thereof.

FINAL APPLICATION FOR THE STATE REVOLVING FUND – MUNICIPAL APPLICANTS
DRINKING WATER: FORM 2 (part 1)

VOTED:

Russell Dean, Town Manager, is hereby authorized to execute a State Revolving Fund (SRF) loan agreement with the State of New Hampshire for the Groundwater Treatment Facility and Improvements project.

I certify that said vote has not been amended or repealed and remains in full force and effect as of the date of this Certification and that Russell Dean is the Town Manager of the Town of Exeter, New Hampshire

ATTEST:

Date: _____

Matthew Quandt, Chairman of Selectmen

FINAL APPLICATION FOR THE STATE REVOLVING FUND – MUNICIPAL APPLICANTS
DRINKING WATER: FORM 2 (part 2)

CERTIFYING AUTHORIZATION TO BORROW

I, the undersigned, the duly qualified and acting Town Clerk
(title of officer)

of the Town of Exeter, New Hampshire
(applicant)

herein called the Applicant and keeper of the records of the Applicant, including the journal of the proceedings of the Town of Exeter
(governing body of the Applicant)

herein called the Governing Body do hereby certify:

1. That the attached resolution is a true and correct copy of the resolution as finally adopted at a meeting of the Governing Body held on the 23rd day of April, 2012, and duly recorded in my office;
2. That said meeting was duly convened and held in all respects in accordance with law and to the extent required by law, due and proper notice of such meeting was given; and a legal quorum was present throughout the meeting; and a legally sufficient number of members of the governing body voted in the proper manner and for the adoption of said resolution; that all other requirements and proceedings under the law incident to the proper adoption or passage of said resolution including publication, if required, have been duly fulfilled, carried out, and otherwise observed; and that I am authorized to execute this certificate;
3. That if an impression of the seal has been affixed below, it constitutes the official seal of the Applicant and this Certificate is hereby executed under such official seal; but if no seal has been affixed, the Applicant does not have an official seal;

IN WITNESS WHEREOF, I have hereunto set my hand this _____ day of _____, 20____.

If the Applicant has an official seal, impress here.

(seal)

(signature of officer)

Andrea Kohler
(type or print name of officer)

Town Clerk
(title of officer)

TOWN OF EXETER, NH
SECOND SESSION, ANNUAL TOWN ELECTION
TUESDAY, MARCH 13, 2012

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 Stadium 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

[Article passed as 3/5 vote met: YES: 1,629 NO: 578]

FINAL APPLICATION FOR THE STATE REVOLVING FUND – MUNICIPAL APPLICANTS
DRINKING WATER: FORM 2 (part 1)

**AUTHORITY TO FILE AND DESIGNATION OF AUTHORIZED
REPRESENTATIVE**

WHEREAS, Town of Exeter (the Applicant)
(legal name of Applicant)

after thorough consideration of the nature of its drinking water system needs, hereby determines that the construction of certain works, generally described as:

Water Treatment Plant Waste Stream Reduction
(the Project)

is desirable and in the public interest, and to that end it is necessary to apply for assistance from the State Revolving Fund (SRF); and

WHEREAS, the Applicant has examined and duly considered the provisions of RSA 486:14 and the New Hampshire Code of Administrative Rules Chapter Env-Dw 1100, which relate to loans from the State Revolving Fund and deems it to be in the public interest to file a loan application and to authorize other actions in connection therewith;

NOW, THEREFORE, BE IT RESOLVED BY Board of Selectmen

_____ ,
the governing body of said Applicant, as follows:

1. That Russell Dean, Town Manager, is hereby authorized on behalf of the Applicant to file an application for a loan to be made in accordance with New Hampshire Code of Administrative Rules Chapter Env-Dw 100;
2. That if such loan be made, the Applicant agrees to repay the loan as stipulated in the loan agreement;
3. That the said Town Manager is hereby authorized to furnish such information and to take such other action as may be necessary to enable the Applicant to qualify for the loan;
4. That the said Town Manager is hereby designated as the authorized representative of the Applicant for the purpose of furnishing such information, data, and documents pertaining to the applicant for a loan as may be required; and otherwise to act as the authorized representative of the Applicant in connection with this application.
5. That certified copies of this resolution be included as part of the application to be submitted for a loan;
6. That if such loan be made, the applicant agrees to make provisions for assuming proper and efficient operation and maintenance of the facilities after completion of the construction thereof.

FINAL APPLICATION FOR THE STATE REVOLVING FUND – MUNICIPAL APPLICANTS
DRINKING WATER: FORM 2 (part 1)

VOTED:

Russell Dean, Town Manager, is hereby authorized to execute a State Revolving Fund (SRF) loan agreement with the State of New Hampshire for the Water Treatment Plant Waste Stream Reduction project.

I certify that said vote has not been amended or repealed and remains in full force and effect as of the date of this Certification and that Russell Dean is the Town Manager of the Town of Exeter, New Hampshire

ATTEST:

Date: _____

Matthew Quandt, Chairman of Selectmen

FINAL APPLICATION FOR THE STATE REVOLVING FUND – MUNICIPAL APPLICANTS
DRINKING WATER: FORM 2 (part 2)

CERTIFYING AUTHORIZATION TO BORROW

I, the undersigned, the duly qualified and acting Town Clerk
(title of officer)
of the Town of Exeter, New Hampshire
(applicant)

herein called the Applicant and keeper of the records of the Applicant, including the journal of the
proceedings of the Town of Exeter
(governing body of the Applicant)

herein called the Governing Body do hereby certify:

1. That the attached resolution is a true and correct copy of the resolution as finally adopted at a meeting of the Governing Body held on the 23rd day of April, 2012, and duly recorded in my office;
2. That said meeting was duly convened and held in all respects in accordance with law and to the extent required by law, due and proper notice of such meeting was given; and a legal quorum was present throughout the meeting; and a legally sufficient number of members of the governing body voted in the proper manner and for the adoption of said resolution; that all other requirements and proceedings under the law incident to the proper adoption or passage of said resolution including publication, if required, have been duly fulfilled, carried out, and otherwise observed; and that I am authorized to execute this certificate;
3. That if an impression of the seal has been affixed below, it constitutes the official seal of the Applicant and this Certificate is hereby executed under such official seal; but if no seal has been affixed, the Applicant does not have an official seal;

IN WITNESS WHEREOF, I have hereunto set my hand this _____ day of _____, 20____.

If the Applicant has an official seal, impress here.

(seal)

(signature of officer)

Andrea Kohler
(type or print name of officer)

Town Clerk
(title of officer)

TOWN OF EXETER, NH
SECOND SESSION, ANNUAL TOWN ELECTION
TUESDAY, MARCH 13, 2012

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 eight four thousand six hundred twenty five dollars (\$285,625) 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

[Article passed as 3/5 vote met: YES: 1,671 NO: 501]

Board of Selectmen

AGENDA FACT SHEET for 4/23/12

Agenda Item: Deeds: Rinny Lane, Wright Lane

Presenter(s): Town Manager

1. BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED:

The Board of Selectmen approved acceptance of Rinny Lane and Wright Lane at their meeting on November 28th and December 12th, respectively. However, there was not a notary available to notarize the documents at those meetings. This request asks the Board to reconfirm the acceptance of the ways and to sign the deeds, which will be notarized.

2. VOTE REQUIRED BY BOARD OF SELECTMEN: [YES] NO (circle one)

Suggested Motion: Move the Board of Selectmen reconfirm the acceptance of Rinny Lane as a public way on November 28th, 2011, and the acceptance of Wright Lane as a public way on December 12th, 2011.

3. BACK UP INFORMATION ATTACHED:

- a. Deed to Rinny Lane
- b. Deed to Wright Lane (will be provided)

SIGN OFF/APPROVAL REQUIRED:

a.	Town Manager	yes	(no)	NA	_____
b.	Town Counsel	yes	(no)	NA	_____
c.	Finance Director	yes	(no)	NA	_____
d.	_____	yes	no	NA	_____

Disposition by BOS

Action taken: _____ **Present on future Agenda:** _____

Refer to/Inform: _____ **Report back to BOS on:** _____

WARRANTY DEED

KNOW ALL MEN BY THESE PRESENTS that **Compadres, L.L.C.**, a New Hampshire limited liability company of 40 Windsor Green Road, Greenland, New Hampshire 03840

for consideration paid, hereby grants to **Town of Exeter**, a municipal corporation with a principal office at 10 Front Street, Exeter, New Hampshire 03833

with WARRANTY COVENANTS the following described premises:

A certain tract or parcel of land situate in Exeter, County of Rockingham, and State of New Hampshire, on the easterly side of Beech Hill Road and shown as **Rinny Lane** on a plan entitled "Subdivision Plan, Beech Hill Estates Subdivision, Beech Hill Road, Exeter, NH, dated February 19, 2003, as revised," prepared by Jones and Beach Engineers, Inc. and recorded in the Rockingham County Registry of Deeds as Plan #D-34815 and more particularly bounded and described as follows:

BEGINNING on the easterly side of said Beech Hill Road at a granite bound and running on a curve to the right with a radius of 30.00' a distance of 48.26 feet to a concrete bound; thence running S 75° 00' 00" E a distance of 68.91 feet to an iron pin/iron rod; thence continuing S 75° 00' 00" E along Lot 13 as shown on said plan a distance of 72.65 feet to a granite bound; thence running on a curve to the left with a radius of 225.00' along Lot 12 as shown on said plan a distance of 106.57 feet to an iron pin/iron rod; thence running in an easterly direction along Lot 11 as shown on said plan to a granite bound; thence running N 74° 02' 19" E along said Lot 11 a distance 50.00 feet to a granite bound; thence running in an easterly direction along said Lot 11 to an iron pin/iron rod; thence running on a curve to the right with a radius of 250.00' along Lot 10 as shown on said plan a distance of 157.59 feet to an iron pin/iron rod; thence continuing on said curve to the right with a radius of 250.00' along Lot 9 as shown on said plan a distance of 100.84 feet to a granite bound; thence running S 35° 46' 29" E along said Lot 9 a distance of 5.91 feet to a granite bound; thence running on a curve to the right with a radius of 25.00' along said Lot 9 a distance of 26.18 feet to a granite bound; thence running on a curve to the left with a radius of 75.00' along said Lot 9 a distance of 85.01 feet to an iron pin/iron rod; thence running on a curve to the left with a radius of 75.00' along Lot 8 as shown on said plan a distance of 50.00 feet to an iron pin/iron rod; thence continuing on said curve to the left with a radius of 75.00' along Lot 7 as shown on said

plan a distance of 50.00 feet to an iron pin/iron rod; thence continuing on said curve to the left with a radius of 75.00' along Lot 6 as shown on said plan a distance of 70.15 feet to an iron pin/iron rod; thence running on said curve to the left with a radius of 75.00' along Lot 5 as shown on said plan a distance of 137.55 feet to an iron pin/iron rod; thence running on a curve to the right with a radius of 25.00' along said Lot 5 a distance of 26.18 feet to a granite bound; thence running N 35° 46' 29" W along said Lot 5 a distance of 5.91 feet to a granite bound; thence running on a curve to the left with a radius of 300.00' along said Lot 5 a distance of 39.19 feet to an iron pin/iron rod; thence continuing on a curve to the left with a radius of 300.00' along Lot 4 as shown on said plan a distance of 213.18 feet to an iron pin/iron rod; thence continuing on a curve to the left with a radius of 300.00' along Lot 3 as shown on said plan a distance of 115.12 feet to a granite bound; thence running S 74° 02' 19" W along said Lot 3 a distance of 38.07 feet to an iron pin/iron rod; thence continuing S 74° 02' 19" W along Lot 2 as shown on said plan a distance of 11.93 feet to a granite bound; thence running on a curve to the right with a radius of 175.00' along said Lot 2 a distance of 94.57 feet to a granite bound; thence running N 75° 00' 00" W along said Lot 2 a distance of 24.89 feet to an iron pin/iron rod; thence continuing N 75° 00' 00" W along Lot 1 as shown on said plan a distance of 120.52 feet to a granite bound; thence running on a curve to the right with a radius of 30.00' along said Lot 1 a distance of 45.98 feet to a granite bound at the easterly side of said Beech Hill Road; thence turning and running S 12° 49' 23" W along said Beech Hill Road a distance of 110.08 feet to the granite bound at the point of beginning.

SUBJECT TO such matters as are shown on said Plan #D-34815.

SUBJECT TO matters of record.

Meaning and intending to convey a portion of the premises conveyed to the grantor herein by Warranty Deed of Donald McMurchy, Successor Trustee of the 55 Beech Hill Road Realty Trust dated June 27, 2007 and recorded in the Rockingham County Registry of Deeds at Book 4816, Page 722.

In accordance with New Hampshire RSA 78-B:2,I, this deed is recorded without the payment of New Hampshire transfer tax.

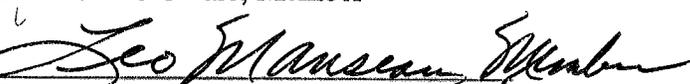
Signed this 21st day of SEPTEMBER, 2011.



Witness


Witness

Compadres, L.L.C.
By 

Bruce Delle Chiaie, Member
By 

Leo Manseau, Member

STATE OF NEW HAMPSHIRE
COUNTY OF Rockingham

On this the 21st day of September, 2011, before me, the undersigned officer, personally appeared Bruce Delle Chiaie and Leo Manseau, who acknowledged themselves to be Members of Compadres, L.L.C., a New Hampshire limited liability company, and that they, as such Members, being authorized to do so, executed the foregoing instrument for the purposes therein contained, by signing the name of the company by themselves as Members.

Sharon Peterson

Notary Public / Justice of the Peace
My commission expires _____

SHARON PETERSON, Notary Public
My Commission Expires August 24, 2016

Accepted by the Town of Exeter by vote of the Board of Selectmen on _____,
2012.

TOWN OF EXETER BY ITS BOARD OF
SELECTMEN

Matthew Quandt, Chairman

Donald Clement, Selectman

Frank Ferraro, Selectman

Julie Gilman, Selectwoman

Daniel Chartrand, Selectman

STATE OF NEW HAMPSHIRE
COUNTY OF ROCHINGHAM, ss

On this _____ day of _____, 2012, before me, personally appeared
Matthew Quandt, Donald Clement, Frank Ferraro, Julie Gilman and Daniel Chartrand in their
capacity as Selectmen of the Town of Exeter, known to me or satisfactorily proven to be the
person whose names are subscribed to the within instrument and acknowledged that they
executed the same for the purposes therein contained on behalf of the Town of Exeter.

Notary Public/Justice of the Peace

Printed Name: _____

My Commission expires: _____

Accepted by the Town of Exeter by vote of the Board of Selectmen
on _____, 2011.

TOWN OF EXETER BY ITS BOARD OF
SELECTMEN

Robert Aldrich
Robert Aldrich, Chairman

Matthew Quandt
Matthew Quandt, Selectman

Frank Ferraro
Frank Ferraro, Selectman

Donald Clement
Donald Clement, Selectman

Julie O. Gilman
Julie Gilman, Selectman

STATE OF NEW HAMPSHIRE
COUNTY OF ROCKINGHAM, ss

On this _____ day of _____, 2011, before me,
personally appeared Robert Aldrich, Matthew Quandt, Frank
Ferraro, Donald Clement and Julie Gilman in their capacity as
Selectmen of the Town of Exeter, known to me or satisfactorily
proven to be the person whose names are subscribed to the within
instrument and acknowledged that they executed the same for the
purposes therein contained on behalf of the Town of Exeter.

Notary Public/Justice of the Peace
Printed Name: _____
My Commission expires: _____

OLD BUSINESS

Member's with Terms Ending in 2012

Board/Committee/Commission	First Name	Last Name	Address	Address 1	Membership	Appt	Term End	Interest
Cable TV Advisory Committee	Gerry	Hamel	17 Little Pine Lane	Exeter, NH 03833	Member at Large	8/1/2011	4/30/2012	
Conservation Commission	Sean	Lyons	47 Westside Drive	Exeter, NH 03833	Voting	4/20/2009	4/30/2012	
Conservation Commission, Clerk	Virginia	Raub	3 Kathleen Drive	Exeter, NH 03833	Voting	4/20/2009	4/30/2012	Yes - email alternate
Conservation Commission	Don	Briselden	12 Gill Street	Exeter, NH 03833	Alternate	4/20/2009	4/30/2012	Yes - email 4-6
Council On Aging	Jill	Compton	1 Wheelwright Ave	Exeter, NH 03833	Voting	6/13/2011	4/30/2012	Yes - 3-27 letter
Exeter Arts Committee	Francesca	Fay	1 Melody Lane	Exeter, NH 03833	Voting	12/6/2010	4/30/2012	No email 3-30
Exeter Arts Committee, chair	Jane	Kiernan	3B Woodlawn Circle	Exeter, NH 03833	Voting	4/20/2009	4/30/2012	
Exeter Economic Development Commission	Lizabeth	MacDonald	131 Court Street, Unit 13	Exeter, NH 03833	Voting	12/20/2010	4/30/2012	Yes 3-28 email
Exeter Economic Development Commission	Brandon	Huber			Voting	5/2/2011	4/30/2012	Yes - email 4-20
Exeter River Study Committee	Richard	Huber	3 Starting Hill Lane 326	Exeter, NH 03833	Voting		4/30/2012	Yes 3-29 email
Exeter River Study Committee	Dr. Mimi	Larsen Becker	15 Coach Road	Exeter, NH 03833-4303	Voting	5/11/2009	4/30/2012	Yes - email 4-7
Heritage Commission, Chair	John	Merkle	63 Park Street	Exeter, NH 03833	Voting	4/20/2009	4/30/2012	
Historic District Commission	Pam	Gjettum	6 South Street	Exeter, NH 03833	Voting	4/6/2009	4/30/2012	Yes -3-28 email
Planning Board	Carol	Sideris	11 Cullen Way	Exeter, NH 03833	Voting	4/20/2009	4/30/2012	Yes - 4-2 email
Planning Board	Katherine	Woolhouse	34 Lincoln Street	Exeter, NH 03833	Voting	4/20/2009	4/30/2012	Yes - email 4/2
Planning Board	Pete	Cameron			Alternate	11/15/2010	4/30/2012	
Rockingham Planning Commission	Gwen	English	44 Brentwood Road	Exeter, NH 03833	PB Rep		4/30/2012	Yes - email 3-30
Technology Committee	David	Briden	6 Hunter Place	Exeter, NH 03833	Voting	5/18/2009	4/30/2012	Yes 3-28 email
Technology Committee	Darius	Thompson	15 Drinkwater Road	Exeter, NH 03833	Voting	11/9/2009	4/30/2012	
Zoning Board of Adjustment	Robert	Prior	16 Prickpocket Road	Exeter, NH 03833	Voting	4/20/2009	4/30/2012	Yes 3-28 email
Zoning Board of Adjustment	John	Hanschmidt	11 Parker Street	Exeter, NH 03833	Voting	4/20/2009	4/30/2012	Yes 3-28 email
Zoning Board of Adjustment	Rick	Thielbar			Alternate	8/1/2011	4/30/2012	
Water and Sewer Advisory Committee	Bob	Kelly	59 Columbus Avenue	Exeter, NH 03833		4/20/2011	4/30/2012	Yes 3-28 email
Water and Sewer Advisory Committee	Colleen	St. Onge	43 Bell Ave	Exeter, NH 03833		4/20/2011	4/30/2012	No - email 4-4

Board/Committee/Commission	First Name	Last Name	Street Address	Town Address	Membership	Appointment	Term Expiration
Budget Recommendation Committee	Carol	Aten			Voting	3/1/2011	3/1/2012
Budget Recommendation Committee	Donald	Brabant			Voting	3/1/2011	3/1/2012
Budget Recommendation Committee	Allen	Corey			Voting	3/1/2011	3/1/2012
Budget Recommendation Committee	Robert	Kelly	59 Columbus Avenue	Exeter, NH 03833	Voting	3/1/2011	3/1/2012
Budget Recommendation Committee	Mark	Leighton			Voting	3/1/2011	3/1/2012
Budget Recommendation Committee	Harry	Thayer			Voting	3/1/2011	3/1/2012
Budget Recommendation Committee	Corey	Stevens			Voting	3/1/2011	3/1/2012
Budget Recommendation Committee	Donald	Woodward			Voting	3/1/2011	3/1/2012
Budget Recommendation Committee	VACANT				Voting		3/7/2011
Budget Recommendation Committee	VACANT				Voting		3/7/2011
Budget Recommendation Committee	VACANT				Voting		3/7/2011
Budget Recommendation Committee	VACANT				Voting		3/7/2011
Budget Recommendation Committee	VACANT				Voting		3/7/2011
Budget Recommendation Committee	VACANT				Voting		3/7/2011
Budget Recommendation Committee	Board of	Selectmen			BOS	Non-voting	Ex-Officio
Budget Recommendation Committee	Doreen	Ravell			Finance Director	Non-voting	Ex-Officio
Budget Recommendation Committee	Russell	Dean			Town Manager	Non-voting	Ex-Officio
Cable TV Advisory Committee	Gery	Hamel	17 Little Pine Lane	Exeter, NH 03833	Member at Large	8/1/2011	4/30/2012
Cable TV Advisory Committee	Nancy	Belanger			Voting	6/13/2011	4/30/2013
Cable TV Advisory Committee	Anne	Surman			Voting	4/25/2011	4/30/2014
Cable TV Advisory Committee	Vacant				Voting		4/30/2012
Cable TV Advisory Committee	Sam	Bruno			SAU Rep		Ex-Officio
Cable TV Advisory Committee	Matt	Quandt			BOS Rep		Term
Cable TV Advisory Committee	Hope	Godino			Public Library Rep		No Term

Board/Committee/Commission	First Name	Last Name	Street Address	Town Address	Membership	Appointment	Term Expiration
Conservation Commission	Margaret	Manick			Voting		4/30/2014
Conservation Commission, Chair	Peter	Richardson			Voting	4/26/2010	4/30/2013
Conservation Commission	Carlos	Guindon			Voting		4/30/2014
Conservation Commission	Russell	Kaphan			Voting		4/30/2014
Conservation Commission	Kevin	Keaveney			Voting		4/30/2013
Conservation Commission, Clerk	Virginia	Raub	3 Kathleen Drive	Exeter, NH 03833	Voting	4/26/2010	4/30/2012
Conservation Commission	Alyson	Eberhardt	11 Kossuth Street	Exeter, NH 03833	Voting	4/20/2009	4/30/2013
Conservation Commission	Don	Clement			Voting - BOS Rep		Term
Conservation Commission	Cynthia	Field	7 Sandstone Way	Exeter, NH 03833	Alternate	2/27/2012	4/30/2014
Conservation Commission	Robert	Field	7 Sandstone Way	Exeter, NH 03833	Alternate	2/27/2012	4/30/2013
Conservation Commission	Don	Briselden	12 Gill Street	Exeter, NH 03833	Alternate	4/20/2009	4/30/2012
Conservation Commission	Jay	Gregoire			Alternate	4/9/2012	4/30/2013
Conservation Commission - Posting Contact	Terry	Delaney	terrydelaney@comcast.net				
Council On Aging	Jill	Compton	1 Wheelwright Ave	Exeter, NH 03833	Voting	6/13/2011	4/30/2012
Council On Aging - Posting Contact	Diane	Kollmorgen	dhkoll1@gmail.com		Voting	4/25/2011	4/30/2013
Council On Aging	Vacant				Voting		4/30/2013
Council On Aging	Vacant				Voting		4/30/2014
Council On Aging	Betsy	McDonald			Voting		4/30/2014
Council On Aging	Vacant				Voting		4/30/2012
Council On Aging	Michael	Favreau			Voting, P&Rec Rep		Ex-Officio
Council On Aging	Frank	Kozacka			Alternate		Life Member
Council On Aging	Margaret	Duhamel			Voting		Life Member
Council On Aging	Alma	Hall			Voting		Life Member
Council On Aging	Sandra	Cross			Voting	12/13/2010	Life Member
Council On Aging	Evelyn	Zarnowski			Voting		Life Member
Council On Aging	Dan	Chartrand			Voting, BOS Rep		Term

Board/Committee/Commission	First Name	Last Name	Street Address	Town Address	Membership	Appointment	Term Expiration
Exeter Arts Committee	Karen	Noonan			Voting	4/26/2010	4/30/2013
Exeter Arts Committee	Francesca	Fay	1 Melody Lane	Exeter, NH 03833	Voting	12/6/2010	4/30/2012
Exeter Arts Committee	Karen	Destroiers			Voting	4/25/2011	4/30/2014
Exeter Arts Committee	Gillian	Fournier			Voting	11/15/2010	4/30/2013
Exeter Arts Committee - Posting Contact	Kathy	Thompson	Kathylewisthompson@gmail.com		Voting	4/25/2011	4/30/2014
Exeter Arts Committee, chair	Jane	Kiernan	3B Woodlawn Circle	Exeter, NH 03833	Voting	4/20/2009	4/30/2012
Exeter Arts Committee	Vacant				Voting		4/30/2012
Exeter Arts Committee	Vacant				Voting		4/30/2014
Exeter Arts Committee	Jane	Bentley					Emeritus
Exeter Arts Committee	Don	Clement			Voting, BOS Rep		Term
Exeter Economic Development Commission	Lizabeth	MacDonald	131 Court Street, Unit 13	Exeter, NH 03833	Voting	12/20/2010	4/30/2012
Exeter Economic Development Commission	Len	Benjamin			Voting	2/28/2011	4/30/2013
Exeter Economic Development Commission - posting notices contact	Barry	Sandberg	barry.sandberg@comcast.net		Voting	9/20/2010	3/1/2013
Exeter Economic Development Commission	Madeleine	Hamel			Voting	3/7/2011	4/30/2014
Exeter Economic Development Commission	Vacant				Voting		4/30/2013
Exeter Economic Development Commission	Brandon	Stauber			Voting	4/25/2011	4/30/2012
Exeter Economic Development Commission	Christine	Davis			Voting	4/25/2011	4/30/2014
Exeter Economic Development Commission	Brian	Lortie			Voting	4/25/2011	4/30/2015
Exeter Economic Development Commission	Vacant				Voting		4/30/2015
Exeter Economic Development Commission	Mike	Schidlovsky			Chamber of Comm.		4/30/2014
Exeter Economic Development Commission	Alison	Field			Chamber of Comm.		Ex-Officio
Exeter Economic Development Commission	Russell	Dean			Town Manager		Ex-Officio
Exeter Economic Development Commission	Ken	Knowles			PB Rep		Term
Exeter Economic Development Commission	Kathy	Corson			PB Rep Alt		Term
Exeter Economic Development Commission	Dan	Chartrand			Voting BOS Rep		Term
Exeter Economic Development Commission - posting minutes contact	Gimny	Raub	coreyraub@comcast.net				

Board/Committee/Commission	First Name	Last Name	Street Address	Town Address	Membership	Appointment	Term Expiration
Exeter Housing Authority	Vacant				Voting		4/30/2012
Exeter Housing Authority	George	St. Armour			Voting	4/2/2007	4/30/2013
Exeter Housing Authority	Barbara	Chapman			Voting, Resident	4/26/2010	4/30/2013
Exeter Housing Authority	George	Bragg			Voting	4/25/2011	4/30/2016
Exeter Housing Authority	Renee	O'Barton			Voting	4/11/2011	4/30/2014
Exeter Housing Authority - posting contact	Claire	Purple	claire@exeterhousingauthority.com				
Exeter River Study Committee V-Chair	Peter	Richardson			Voting	4/26/2010	4/30/2013
Exeter River Study Committee	Frank	Patterson			Voting	4/26/2010	4/30/2013
Exeter River Study Committee	Rod	Bourdon			Voting	4/25/2011	4/30/2014
Exeter River Study Committee, Chair	Lionel	Ingram			Voting	4/25/2011	4/30/2014
Exeter River Study Committee	Richard	Huber	3 Starting Hill Lane 326	Exeter, NH 03833	Voting	2/27/2012	4/30/2012
Exeter River Study Committee	Dr. Mimi	Larsen Becker	1.5 Coach Road	Exeter, NH 03833--	Voting	5/11/2009	4/30/2012
Exeter River Study Committee					W/S Rep		Ex-Officio
Exeter River Study Committee	Roger	Wakeman			Voting, PEA Rep	4/25/2011	Ex-Officio
Exeter River Study Committee	Kristen	Murphy			Natural Resource Plnr		Ex-Officio
Exeter River Study Committee	Paul	Vlasich			DPW Rep		Ex-Officio
Exeter River Study Committee	Ginny	Raub			Cons Comm Rep		Ex-Officio
Exeter River Study Committee	Don	Clement			BOS Rep		Term
Exeter River Study Committee - reserves room	Phyllis	Duffy	pduffy@town.exeter.nh.us				
Exeter River Study Committee - posting contact	Jennifer	Perry	jperry@town.exeter.nh.us				
Heritage Commission	Peter	Smith			Voting	4/28/2008	4/30/2013
Heritage Commission	Mary	Dupre			Voting	4/25/2011	4/30/2014
Heritage Commission, Chair	Peter	Michaud			Voting	4/25/2011	4/30/2014
Heritage Commission					Voting		4/30/2012
Heritage Commission	Jaime	Lopez			Voting	2/27/2012	4/30/2014
Heritage Commission	John	Merkle	63 Park Street	Exeter, NH 03833	Alternate	4/20/2009	4/30/2012
Heritage Commission	Vacant				Alternate		4/30/2014
Heritage Commission	Vacant				Alternate		4/30/2013
Heritage Commission	Vacant				Alternate		4/30/2013
Heritage Commission	Kathy	Corson			PB Rep		Ex-Officio
Heritage Commission, Clerk - Posting contact	Ron	Schutz	allan@awccpa.com		HDC Rep		Ex-Officio
Heritage Commission, Vice Chair	Julie	Gillman			BOS Rep		Ex-Officio

Board/Committee/Commission	First Name	Last Name	Street Address	Town Address	Membership	Appointment	Term Expiration
Historic District Commission	Len	Benjamin			Voting	11/28/2011	4/30/2014
Historic District Commission, Chair	Wendy	Bergeron	30 Pine Meadows Drive	Exeter, NH 03833	Voting	8/3/2010	4/30/2013
Historic District Commission	Ron	Schutz			Voting	4/25/2011	4/30/2014
Historic District Commission	Pam	Gjettum	6 South Street	Exeter, NH 03833	Voting	4/6/2009	4/30/2012
Historic District Commission	Nicole	Martineau			Voting	8/22/2011	4/30/2013
Historic District Commission	Fred	Kollmorgen			Alternate	4/26/2010	4/30/2013
Historic District Commission	Vacant				Alternate		4/30/2014
Historic District Commission	Vacant				Alternate		4/30/2014
Historic District Commission	Vacant				Alternate		4/30/2012
Historic District Commission	Pete	Cameron			Voting PB Rep		Ex-officio
Historic District Commission	Julie	Gilman			Voting BOS Rep		Ex-officio
Planning Board	Kenneth	Knowles			Voting	4/26/2010	4/30/2013
Planning Board	Gwen	English			Voting	7/19/2010	4/30/2013
Planning Board	Ian Jonathan	Raum			Voting	4/25/2011	4/30/2014
Planning Board	Elise	Kesseli			Voting	9/19/2011	4/30/2014
Planning Board	Carol	Sideris	11 Cullen Way	Exeter, NH 03833	Voting	4/20/2009	4/30/2012
Planning Board	Katherine	Woolhouse	34 Lincoln Street	Exeter, NH 03833	Voting	4/20/2009	4/30/2012
Planning Board	Pete	Cameron			Alternate	11/15/2010	4/30/2012
Planning Board	Langdon	Plumer			Alternate	4/26/2010	4/30/2013
Planning Board	Kathy	Corson			Alternate	4/25/2011	4/30/2014
Planning Board	Vacant				Alternate		4/30/2012
Planning Board	Vacant				Alternate		4/30/2013
Planning Board	Frank	Ferraro			Voting BOS Rep		Term

Board/Committee/Commission	First Name	Last Name	Street Address	Town Address	Membership	Appointment	Term Expiration
Rockingham Planning Commission	Gwen	English	44 Brentwood Road	Exeter, NH 03833	PB Rep		4/30/2012
Rockingham Planning Commission	Landgon	Plumer			Alternate		4/30/2013
Rockingham Planning Commission	Katherine	Woolhouse			BOS Appt	2/2/2009	4/30/2014
Rockingham Planning Commission	Julie	Gilman			BOS Rep		Term
Technology Committee	Vacant				Voting		4/30/2013
Technology Committee	Rod	Danielson			Voting	4/25/2011	4/30/2014
Technology Committee	Chris	Suprock			Voting	4/25/2011	4/30/2014
Technology Committee	David	Briden	6 Hunter Place	Exeter, NH 03833	Voting	5/18/2009	4/30/2012
Technology Committee	Darius	Thompson	1.5 Drinkwater Road	Exeter, NH 03833	Voting	11/9/2009	4/30/2012
Technology Committee	Sylvia	von Aulock	svonaulock@town.exeter.nh.us		Planning Director	6/28/2010	7/1/2013
Technology Committee	Russ	Dean	rdean@town.exeter.nh.us		Town Manager	6/28/2010	7/1/2013
Technology Committee	Julie	Gilman			BOS Rep		Term
Zoning Board of Adjustment	Hank	Quimet			Voting	6/7/2010	4/30/2013
Zoning Board of Adjustment	Patrick	Driscoll			Voting	4/25/2011	4/30/2014
Zoning Board of Adjustment	Martha	Pennell			Voting	4/25/2011	4/30/2014
Zoning Board of Adjustment	Robert	Prior	16 Pickpocket Road	Exeter, NH 03833	Voting	4/20/2009	4/30/2012
Zoning Board of Adjustment	John	Hauschildt	11 Parker Street	Exeter, NH 03833	Voting	4/20/2009	4/30/2012
Zoning Board of Adjustment	Marc	Carbonneau			Alternate	4/25/2011	4/30/2014
Zoning Board of Adjustment	Stephen	Cole			Alternate	4/25/2011	4/30/2014
Zoning Board of Adjustment	Rick	Thielbar			Alternate	8/1/2011	4/30/2012
Zoning Board of Adjustment	Vacant				Alternate		4/30/2014
Zoning Board of Adjustment	Vacant				Alternate		4/30/2012
Water and Sewer Advisory Committee	Bob	Kelly	59 Columbus Avenue	Exeter, NH 03833		4/20/2011	4/30/2012
Water and Sewer Advisory Committee	Colleen	St. Onge	43 Bell Ave	Exeter, NH 03833		4/20/2011	4/30/2012
Water and Sewer Advisory Committee	Paul	Scafi				4/20/2011	4/30/2013
Water and Sewer Advisory Committee	Jim	Tanis				4/20/2011	4/30/2013
Water and Sewer Advisory Committee	Boyd	Allen				4/20/2011	4/30/2014
Water and Sewer Advisory Committee - posting agenda contact	Gene	Lambert	elambert5@comcast.net				
Water and Sewer Advisory Committee	Don	Clement			BOS Rep	4/20/2011	4/30/2014
Water and Sewer Advisory Committee - posting minutes contact	Jennifer	Pond	ikc1010@yahoo.com				

Board/Committee/Commission	First Name	Last Name	Street Address	Town Address	Membership	Appointment	Term Expiration
Standing Committees (no terms)							
Emergency Management Committee	Brian	Comeau			Fire Chief/Emer. Mgmt Dir.		
Emergency Management Committee	Eric	Wilking			Asst Fire Chief/ Asst Emer. Mgmt		
Emergency Management Committee	Richard	Kane			Police Chief		
Emergency Management Committee	George	Bragg II			PEA		
Emergency Management Committee	Richard	Wendell			School District		
Emergency Management Committee	Dan	Chartrand			BOS Rep		
Emergency Management Committee	Rob	Debarnado			Exeter Hospital		
Emergency Management Committee	Vacant				DPW Rep		
Emergency Management Committee	Peter	Stroup			North Atlantic Energy		
Energy Efficiency Committee	Kent	Anson					
Energy Efficiency Committee	Michael	Drusic					
Energy Efficiency Committee	Rebecca	Audet					
Energy Efficiency Committee	Jennifer	Wilhelm					
Energy Efficiency Committee	Lloyd	Hunt					
Energy Efficiency Committee	Corey	Stevens					
Energy Efficiency Committee	Wood	Turner					
Energy Efficiency Committee	Julie	Gilman			BOS Rep		
Energy Efficiency Committee	Kevin	Smart			DPW Rep		
Christmas Parade Committee	Donald	Brabant					
Christmas Parade Committee	Eileen	Blanchard					
Christmas Parade Committee	David	Black					
Christmas Parade Committee	Beth	Dupell					
Christmas Parade Committee	David	Gleason					
Christmas Parade Committee	Darius	Thompson					
Christmas Parade Committee	Kathy	Thompson					
Christmas Parade Committee	William	Bernier					
Christmas Parade Committee	Sharon	Bernier					

Board/Committee/Commission	First Name	Last Name	Street Address	Town Address	Membership	Appointment	Term Expiration
Health and Safety Committee	Russ	Dean			Town Manager		
Health and Safety Committee	Michael	Favreau			Parks & Rec.		
Health and Safety Committee	Jay	Perkins			Police Department		
Health and Safety Committee	Paul	Morin			DPW		
Health and Safety Committee	Frank	Ferraro			Fire Department		
Health and Safety Committee	Richard	Rowe			BOS Rep		
Health and Safety Committee	Pam	Darlington			DPW		
Health and Safety Committee					Library		
Transportation Committee	Don	Briselden			Train Committee Rep		
Transportation Committee					COA Rep		
Transportation Committee	Don	Clement			Planning Dept Rep		
Transportation Committee	Scott	Bogle			BOS Rep		
Transportation Committee					RPC Representative		
Transportation Committee					Housing Auth. Rep.		
Transportation Committee					Recreation Rep		
Transportation Committee					COAST Rep		
Transportation Committee					Spec Needs Transp.		
Transportation Committee	Deb	Bartley			Lamprey Health Care representative		
Transportation Committee	Carol	Gulla			TASC representative		
Transportation Committee	Deb	Perou			Meals on Wheels representative		
Transportation Committee	Sylvia	von Aulock			Downtown Proj Rep		
Transportation Committee	Mike	Schidlovsky			Chamber Rep		
Transportation Committee					Human Services Dir		
Transportation Committee - posting contact	Don	Woodward	donwoodward28@yahoo.com		Resident Rep	4/20/2009	
Transportation Committee					Resident Rep		
Transportation Committee					Resident Rep		

Board/Committee/Commission	First Name	Last Name	Street Address	Town Address	Membership	Appointment	Term Expiration
Train Committee	Robert	Hall			Chairman		
Train Committee	Russ	Dean			Town Manager		
Train Committee	Scott	Bogle			RPC		
Train Committee					Exeter Business Owner		
Train Committee	Bill	Coffey					
Train Committee	Joy	Tinker			Train Rider		
Train Committee - posting contact	Don	Briselden	briseldens-exeter@myfairpoint.net				
Train Committee	Cliff	Sinnott			RPC		
Train Committee	Cary	Einhaus			PEA Rep		
Train Committee	Athur	Baillargeon					
Train Committee	Peter	Meras					
Train Committee	Michael	Schidlovsky			Chamber of Commerce		
Train Committee	Don	Clement			BOS Rep		
375th Anniversary Committee							
	Maureen	Armstrong	105 Portsmouth Avenue	Exeter, NH 03833			

FINAL MINUTES

Revitalization Zones. He recommended that Exeter set up Economic Revitalization Zones and advertise that it has them. Exeter should encourage real estate owners to advertise on the wider market. He commented that Exeter's grey sign coming in from Route 101 is rather drab and not easy to see, especially in the daytime. He recommended spicing it up somehow, perhaps by adding another more colorful sign to it.

There should be a checklist of the approval process that is easily accessible from the Town's website. Town government should be friendly and committees should work well together. Exeter should work with the media to highlight good things happening in Town and partner with local companies that provide services to attract companies. Mr. Bergeron recommended that the Town invest some time to upgrade its website to include a bit more of a business/marketing approach. He feels that the current website is rather busy and has a stiff government feel. It needs some focus on economic development, as well as images of smiling people to establish a human connection.

Board members thanked Mr. Bergeron for his presentation. Ms. Gilman said that the EDC recently had a similar presentation from a developer in the area who reiterated many of the same things that Mr. Bergeron has included in his report. Mr. Dean said that he appreciated many of Mr. Bergeron's comments and that DRED does great work. Exeter has a few small ER zones right now and would like to get more. The tax credit programs that go with them are all State credits. The EDC is looking into ER zones and will likely have something to bring before the Board of Selectmen soon. They also recently discovered that Pease has some sort of agreement where they can attract businesses in and not have them pay school tax. This is something that they will look further into.

Mr. Dean asked Mr. Bergeron why New Hampshire's unemployment rate is so much lower than other states. Michael Bergeron said that there are many factors. New Hampshire has the highest per capita income in the United States. We are close to Boston's metro market and have good schools, safe communities and good medical care. We are close to the mountains as well as the ocean. New Hampshire is attracting a lot of productive, smart people because of its consistent long term tax policy and the proximity of infrastructure in education and healthcare. Chairman Aldrich said that he expects that they will see the website project come to fruition sometime in the near future.

Barry Sandberg, EDC Chairman, was happy to hear that many of the things on Mr. Bergeron's checklist are items that the EDC is currently working on. He appreciates DRED's work and is thankful that the Town can continue to partner with them.

Mr. Ferraro volunteered to help take on the website issue. Chairman Aldrich will put this on an agenda in the near future to discuss and talk about gathering volunteers.

b. Old Business**i. BCC Policy**

The Board discussed proposed revisions to BCC Policy # 92-13 Appointments to Boards and Commissions and BCC Policy # 89-19 Appointed Town Boards and Committees, based on the conversation they had last month. Ms. Gilman commented that most land use boards have their own rules and procedures which may have some differences. Terms of office and consecutive terms may be a little bit different than state statute because they can do that internally. Chairman Aldrich said that once the Board modifies this policy the hope is that the other boards, committees and commissions will adopt similar procedures and get everyone on the same page.

Mr. Clement had some issues with some of the procedures in Policy # 89-19. Some committees have

BCC 8/1/11

FINAL MINUTES

written charges set by state statute which do not require approval by the Board of Selectmen. Chairman Aldrich will add in language that says "unless defined by state statute" to section 5.0 item # 2. Some committees are not bound to give a recommendation or act as advisor to the Board of Selectmen and so language will be changed to reflect this. A differentiation will be made between a committee and commission. Chairman Aldrich will revise these policies to reflect the comments and edits made tonight and bring it back for another review on August 15th.

Renee O'Barton clarified that an individual can serve on up to two Town Boards and Committees but only one land use board as detailed in Policy # 92-13.

ii. Tax Liens / Deed Process Update

Chairman Aldrich said that the Board of Selectmen met with counsel in May to talk about the legal process that is required under tax deeding for properties that have failed to pay property taxes for more than 2 years from the date of the first lien. At that time there were approximately 90 properties in Town owing a total of about 1.4 million dollars that were eligible to be deeded. The Board decided to move forward with the process that is very clearly spelled out in law as to what the Town is required to do under the tax deeding process. The owners of those approximately 90 properties received letters on June 1st advising that if they didn't clear the liens on their property that had been placed by the Town for the 2009 or earlier tax years, the Town would be given the Tax Collector's Deed on October 31st. Some property owners have come in and paid. Others have come in to discuss their situation with the Board of Selectmen. The issue remains that on October 31st the Board is going to be presented with a large number of tax deeds which they are going to have to take action on. They need to start talking about a plan for what happens on November 1st when the Town potentially becomes the owner of 70 or 80+ properties.

Mr. Quandt asked how many of these properties have lot rents or condo fees that the Town would become responsible for. Chairman Aldrich said this is a question that needs to be answered. They would look at working with the parks to mitigate that.

Mr. Dean said that when the notification process began in June there were 103 properties that were reviewed for potential deeding. The Town's attorneys performed a due diligence review of the properties. Two were deemed ineligible due to bankruptcy which stops the process. Fourteen property owners have paid their liens in full for the deed years in the aggregate amount of \$ 33,199. Currently the balance of the eligible properties that remain uncollected is \$ 241,762 or 76% of what is outstanding. Eighty-seven properties remain on the list and will be eligible for deeding on October 31st.

Mr. Dean explained some of the options once the tax deeds are presented to the Selectmen. The Selectmen have to make the determination to execute those deeds. Once they do that and the Town becomes the primary owner of the property, there is a statutory right of repurchase process that would commence. The owners would be notified of the tax deed being executed and the Town would pursue alternatives available under the RSA's for conducting a tax sale of the properties. The owners have certain rights of repurchase under that process. They can buy it back but after the tax deed is executed the repurchase is far more expensive. It is not just the outstanding taxes but also 15% of the current assessed value plus any fees that the Town incurs in marketing and selling the property.

Mr. Ferraro said that it would be good if some departments could assist in looking at exclusion criteria as detailed in section 3a & 3b of the tax deeding process so they can know the potential ramifications of each property before they have to vote on whether or not to take them. Ms. Gilman said that the building inspector has looked at all of the properties.

Town of Exeter	Policy Number 92-13	Adopted by Board of Selectmen
Subject: Appointments to Boards and Commissions	Adoption Date: 5/5/86 Revision Date: 9/9/92; 3/29/10 Effective Date:	Supersedes: None

1.0 Purpose of the Policy:

The purpose of this policy is to define the procedure used by the Board of Selectmen to make appointments to public boards, committees and commissions within the authority of the selectmen.

2.0 Departments Affected:

All Departments

3.0 Definitions:**4.0 Policy:****5.0 Procedures:**

Authority: The Board of Selectmen has appointment authority for Boards and Commissions specified in NH Revised Statutes Annotated and Town Ordinances. The Board may, at its discretion, establish other local committees and make appointments thereto.

Term of Office: All terms of office created by such appointments shall be consistent with the length of office determined by the Statutes, ordinance or action of the Board of Selectmen.

Consecutive Terms: Consecutive terms shall be consistent with the Statutes, ordinance or action of the Board of Selectmen.

Appointment Date: Applicants to a Board or Committee shall apply for appointment using an application provided by the Town Manager's Office.

Current regular and alternate members wishing to continue their membership shall, in March of the year in which their term ends, submit a written request to the Board of Selectmen for re-appointment.

Terms of office shall begin on May 1st, unless a person is appointed to fill an unexpired term.

Multiple Positions: A person may serve on up to two Town Boards and Committees provided that he/she can only serve on one land use board (defined as Planning Board, Zoning Board of Adjustment, Heritage Commission, and Historic District Commission).

Ferraro

~~Disbanding Boards & Commissions: The Board of Selectmen shall vote annually in May to review or disband each Board and Committee of their creation.~~

6.0 Severability:

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

Town of Exeter	Policy Number 89-19	Adopted by Board of Selectmen
Subject: Appointed Town Boards and Committees	Adoption Date: Revision Date: Effective Date:	Supersedes:

1.0 Purpose of the Policy:

The purpose of this policy is to define the general rules of organization and protocols associated with Town Boards and Committees appointed by the Selectmen.

2.0 Departments Affected:

All Departments

3.0 Definitions:

4.0 Policy:

5.0 Procedures:

1. All appointed Town Boards and Committees ("committee") will elect from among their regular membership, a Chairperson, Vice Chairperson and Clerk. The Committee may elect other officers as appropriate.
2. Each Committee will maintain a written charge, approved by the Board of Selectmen, describing the role and function(s) of the Committee.
3. Official, written minutes will be kept of all committee and sub-committee meetings. Draft minutes shall be filed with the Town Manager's office within five (5) business days following the meeting so that they are available for review and release in compliance with state law. Once meeting minutes are approved, copies shall be forwarded and filed with the Board of Selectmen, the Town Manager's office and the Town Clerk. *within _____ days of approval of the minutes.*
4. All meetings will be open to the public, with notice posted at least 24 hours in advance of each meeting.
5. Committees will report their findings to the Board of Selectmen, along with recommendations for subsequent action as appropriate.
6. Public statements regarding the Committee's recommendations and its policy positions will be prefaced with note of the Committee's role as advisor to the Board of Selectmen.

7. Committee members that fail to attend at least 60% of posted meetings in any calendar year shall forfeit their membership and be subject to removal by the Board of Selectmen. The Chairperson of each committee shall, in January, forward an annual report of member attendance to the Board of Selectmen for review.
8. Members of committees serve at the pleasure of the Board of Selectmen. Vacancies shall be filled, addition to committees may be made and member removal shall be done by vote of the Board of Selectmen.
9. The Board of Selectmen shall review the list of boards, committees and commissions annually, in March, and may vote to disband any committee of their creation.
10. Upon termination, all committees will turn over their files, records and notes to the Town Clerk for permanent filing.
11. The Board or Committee may vote to recommend to the Selectmen that an alternate member be appointed to full Board/Committee status.

6.0 Severability:

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

Ferraro

Policy Number 89-19

Subject: Appointed Boards and Town Committees

- 1. All appointed Town Boards and Committees ("Committee") will elect from among their regular membership, a Chairman, Vice Chairman, and Clerk. The Committee may elect other officers as appropriate. The Board of Selectman representative shall not be elected to office of a Committee.

- 3. Official, written minutes will be kept of all committee and sub-committee meetings. Draft minutes shall be filed with the Town Manager within five (5) days of the meeting. A copy of each set of approved minutes shall~~should~~ be placed on file with the Town Clerk and one set with the Board of Selectmen within five (5) days of approval.

- 6. Public statements regarding Committee recommendations and policy positions [note: whose "policy positions"; BOS?] will

- 7. Committee members that fail to attend at least 60 percent of scheduled meetings in any year shall forfeit their membership.

- 87. Vacancies or additions.....

- 9. Disbanding Boards & Commissions: The Board of Selectmen shall vote annually in March to review or disband each Board and Committee of their creation. [note: moved from 92-13 and changed BOS vote from May to March]

Policy Number 92-13

Appointments to Boards and Committees

5.0 Procedures

Appointment Date: Terms of office.....

Applicants for appointment to a Board or Committee shall request appointment using an application provided by the Town Manager.

Current regular and alternate members wishing to continue their membership shall, in March of the year in which their term ends, submit a written request to the Board of Selectmen for reappointment.

Multiple Positions: A person may serve.....

~~Disbanding Boards & Commissions: The Board of Selectmen shall vote annually in May to review or disband each Board and Committee of their creation.~~

******What about Commissions?**

TITLE III TOWNS, CITIES, VILLAGE DISTRICTS, AND UNINCORPORATED PLACES

CHAPTER 33-A DISPOSITION OF MUNICIPAL RECORDS

Section 33-A:1

33-A:1 Definition of Terms. – In this chapter:

I. "Board" means the municipal records board.

II. "Municipal" refers to a city or town, county or precinct.

III. "Municipal officers" means:

(a) In the case of a town, the board of selectmen.

(b) In the case of a city which has adopted the council manager plan under RSA 49-A, the city manager.

(c) In the case of any other city, the mayor.

(d) In the case of a county, the county commissioners.

(e) In the case of a precinct, the precinct commissioners.

IV. "Municipal records" means all municipal records, reports, minutes, tax records, ledgers, journals, checks, bills, receipts, warrants, payrolls, deeds and any other written or computerized material that may be designated by the board.

V. "Active" means until termination or expiration of obligations or services, cessation of need for further attention, and completion or release of any pending legal processes.

Source. 1967, 105:1. 1977, 358:1, eff. July 1, 1977. 2005, 187:1, eff. Aug. 29, 2005.

Section 33-A:2

33-A:2 Authority Granted. – [Repealed 1977, 358:7, I, eff. July 1, 1977.]

Section 33-A:3

33-A:3 Municipal Committees. – The municipal officers or their designee together with the clerk, treasurer, an assessor, and tax collector of each city or town shall constitute a committee to govern the disposition of municipal records pursuant to this chapter. Unless otherwise provided by a municipal ordinance, the committee shall designate the office responsible for the retention of each type of record created for the

municipality.

Source. 1967, 105:1. 1977, 358:2, eff. July 1, 1977. 2005, 187:2, eff. Aug. 29, 2005. 2006, 119:1, eff. May 12, 2006.

Section 33-A:3-a

33-A:3-a Disposition and Retention Schedule. – The municipal records identified below shall be retained, at a minimum, as follows:

- I. Abatements: 5 years.
- II. Accounts receivable: until audited plus one year.
- III. Aerial photographs: permanently.
- IV. Airport inspections-annual: 3 years.
- V. Airport inspections-daily, including fuel storage and vehicles: 6 months.
- VI. Annual audit report: 10 years.
- VII. Annual reports, town warrants, meeting and deliberative session minutes in towns that have adopted official ballot voting: permanently.
- VIII. Archives: permanently.
- IX. Articles of agreement or incorporation: permanently.
- X. Bank deposit slips and statements: 6 years.
- XI. Blueprints-architectural: life of building.
- XII. Bonds and continuation certificates: expiration of bond plus 2 years.
- XIII. Budget committee-drafts: until superseded.
- XIV. Budgets: permanently.
- XV. Building permits-applications and approvals: permanently.
- XVI. Building permits-lapsed: permanently.
- XVII. Building permits-withdrawn, or denied: one year.
- XVIII. Capital projects and fixed assets that require accountability after completion: life of project or purchase.
- XIX. Cash receipt and disbursement book: 6 years after last entry, or until audited.
- XX. Checks: 6 years.
- XXI. Code enforcement specifications: permanently.
- XXII. Complaint log: expiration of appeal period.
- XXIII. Contracts-completed awards, including request for purchase, bids, and awards: life of project or purchase.
- XXIV. Contracts-unsuccessful bids: completion of project plus one year.
- XXV. Correspondence by and to municipality-administrative records: minimum of one year.
- XXVI. Correspondence by and to municipality-policy and program records: follow retention requirement for the record to which it refers.
- XXVII. Correspondence by and to municipality-transitory: retain as needed for reference.
- XXVIII. Current use applications and maps: until removed from current use plus 3 years.

XXIX. Current use release: permanently.

XXX. Deed grantee/grantor listing from registry, or copies of deeds: discard after being updated and replaced with a new document.

XXXI. Deferred compensation plans: 7 years.

XXXII. Underground facility damage prevention forms: 4 years.

XXXIII. Dredge and fill permits: 4 years.

XXXIV. Driveway permits and plans: permanently.

XXXV. Easements awarded to municipality: permanently.

XXXVI. Elections-federal elections: ballots and absentee ballot applications, affidavit envelopes, and lists: by the town clerk until the contest is settled and all appeals have expired or at least 22 months after the election, whichever is longer.

XXXVII. Elections-not federal: ballots and absentee ballot applications, affidavit envelopes, and lists: by the town clerk until the contest is settled and all appeals have expired or at least 60 days after the election, whichever is longer.

XXXVIII. Elections-challenge affidavits by the town clerk:

(a) Federal elections: until the contest is settled and all appeals have expired or 22 months after the election, whichever is longer.

(b) Non-federal elections: until the contest is settled and all appeals have expired or 60 days after the election, whichever is longer.

XXXIX. Elections-ward maps: until revised plus 1 year.

XL. Emergency medical services run reports: 10 years.

XLI. Equipment maintenance: life of equipment.

XLII. Excavation tax warrant and book or list: permanently.

XLIII. Federal form 1099s and W-2s: 7 years.

XLIV. Federal form 941: 7 years.

XLV. Federal form W-1: 4 years.

XLVI. Fire calls/incident reports: 10 years.

XLVII. Grants, supporting documentation: follow grantor's requirements.

XLVIII. Grievances: expiration of appeal period.

XLIX. Health-complaints: expiration of appeal period.

L. Health-inspections: 3 years.

LI. Health-service agreements with state agencies: term plus 7 years.

LII. Health and human services case records including welfare applications: active plus 7 years.

LIII. Inspections-bridges and dams: permanently.

LIV. Insurance policies: permanently.

LV. Intent to cut trees or bushes: 3 years.

LVI. Intergovernmental agreements: end of agreement plus 3 years.

LVII. Investigations-fire: permanently.

LVIII. Invoice, assessors: permanently.

LIX. Invoices and bills: until audited plus one year.

LX. Job applications-successful: retirement or termination plus 50 years.

LXI. Job applications-unsuccessful: current year plus 3 years.

LXII. Labor-public employees labor relations board actions and decisions:

permanently.

LXIII. Labor union negotiations: permanently or until contract is replaced with a new contract.

LXIV. Ledger and journal entry records: until audited plus one year.

LXV. Legal actions against the municipality: permanently.

LXVI. Library:

(a) Registration cards: current year plus one year.

(b) User records: not retained; confidential pursuant to RSA 201-D:11.

LXVII. Licenses-all other except dog, marriage, health, and vital records: duration plus 1 year.

LXVIII. Licenses-dog: current year plus one year.

LXIX. Licenses-dog, rabies certificates: disposal once recorded.

LXX. Licenses-health: current year plus 6 years.

LXXI. Liens-federal liens upon personal property, other than IRS liens: permanently.

LXXII. Liens-hospital liens: 6 years.

LXXIII. Liens-IRS liens: one year after discharge.

LXXIV. Liens-tax liens, state liens for support of children: until court order is lifted plus one year.

LXXV. Liens-tax liens, state meals and rooms tax: until release plus one year.

LXXVI. Liens-tax sale and record of lien: permanently.

LXXVII. Liens-tax sales/liens redeemed report: permanently.

LXXVIII. Liens-Uniform Commercial Code leases: lease term plus 4 years; purge all July 1, 2007.

LXXIX. Liens-Uniform Commercial Code security agreements: 6 years; purge all July 1, 2007.

LXXX. Meeting minutes, tape recordings: keep until written record is approved at meeting. As soon as minutes are approved, either reuse the tape or dispose of the tape.

LXXXI. Minutes of boards and committees: permanently.

LXXXII. Minutes of town meeting/council: permanently.

LXXXIII. Minutes, selectmen's: permanently.

LXXXIV. Motor vehicle-application for title: until audited plus one year.

LXXXV. Motor vehicle-titles and voided titles: sent to state division of motor vehicles.

LXXXVI. Motor vehicle permits-void and unused: until audited plus one year.

LXXXVII. Motor vehicle permits and registrations-used: current year plus 3 years.

LXXXVIII. Municipal agent daily log: until audited plus one year.

LXXXIX. Notes, bonds, and municipal bond coupons-cancelled: until paid and audited plus one year.

XC. Notes, bonds, and municipal bond coupon register: permanently.

XCI. Oaths of office: term of office plus 3 years.

XCII. Ordinances: permanently.

XCIII. Payrolls: until audited plus one year.

XCIV. Perambulations of town lines-copy kept by town and copy sent to secretary of state: permanently.

- XCV. Permits or licenses, pole: permanently.
- XCVI. Personnel files: retirement or termination plus 50 years.
- XCVII. Police, accident files-fatalities: 10 years.
- XCVIII. Police, accident files-hit and run: statute of limitations plus 5 years.
- XCIX. Police, accident files-injury: 6 years.
- C. Police, accident files-involving arrests: 6 years.
- CI. Police, accident files-involving municipality: 6 years.
- CII. Police, accident files-property damage: 6 years.
- CIII. Police, arrest reports: permanently.
- CIV. Police, calls for service/general service reports: 5 years.
- CV. Police, criminal-closed cases: statute of limitations plus 5 years.
- CVI. Police, criminal-open cases: statute of limitations plus 5 years.
- CVII. Police, motor vehicle violation paperwork: 3 years.
- CVIII. Police, non-criminal-internal affairs investigations: as required by attorney general and union contract and town personnel rules.
- CIX. Police, non-criminal-all other files: closure plus 3 years.
- CX. Police, pistol permit applications: expiration of permit plus one year.
- CXI. Property inventory: 5 years.
- CXII. Property record card: current and last prior reassessing cycle.
- CXIII. Property record map, assessors: until superceded.
- CXIV. Property tax exemption applications: transfer of property plus one year.
- CXV. Records management forms for transfer of records to storage: permanently.
- CXVI. Road and bridge construction and reconstruction, including highway complaint slips: 6 years.
- CXVII. Road layouts and discontinuances: permanently.
- CXVIII. Scenic roads: permanently.
- CXIX. School records: retained as provided under RSA 189:29-a.
- CXX. Septic plan approvals and plans: until replaced or removed.
- CXXI. Sewer system filtration study: permanently.
- CXXII. Sign inventory: 7 years.
- CXXIII. Site plan review: life of improvement plus 3 years.
- CXXIV. Site plan review-lapsed: until notified that planning board action and appeal time has expired plus one year.
- CXXV. Site plan review-withdrawn or not approved: appeal period plus one year.
- CXXVI. Special assessment (betterment of property): 20 years.
- CXXVII. Street acceptances: permanently.
- CXXVIII. Street signs, street lights and traffic lights-maintenance records: 10 years.
- CXXIX. Subdivision applications-lapsed: until notified that planning board action and appeal period has expired plus one year.
- CXXX. Subdivision applications-successful and final plan: permanently.
- CXXXI. Subdivision applications-withdrawn, or not approved: expiration of appeal period plus one year.
- CXXXII. Subdivision applications-working drafts prior to approval: expiration of appeal period.

CXXXIII. Summary inventory of valuation of property: one year.

CXXXIV. Tax maps: permanently.

CXXXV. Tax receipts paid, including taxes on land use change, property, resident, sewer, special assessment, and yield tax on timber: 6 years.

CXXXVI. Tax-deeded property file (including registered or certified receipts for notifying owners and mortgagees of intent to deed property): permanently.

CXXXVII. Time cards: 4 years.

CXXXVIII. Trust fund minutes, quarterly reports, and bank statements: permanently.

CXXXIX. Vehicle maintenance records: life of vehicle plus 2 years.

CXL. Voter checklist-marked copy kept by town pursuant to RSA 659:102: 7 years.

CXLI. Voter registration:

(a) Forms, including absentee voter registration forms: until voter is removed from checklist plus 7 years.

(b) Same day, returned to undeclared status, form and report from statewide centralized voter registration database: 7 years.

(c) Party change form: until voter is removed from checklist plus 7 years.

(d) Forms, rejected, including absentee voter registration forms, and denial notifications: 7 years.

(e) Qualified voter affidavit: until voter is removed from checklist plus 7 years.

(f) Domicile affidavit: until voter is removed from checklist plus 7 years.

(g) Overseas absentee registration affidavit: until voter is removed from checklist plus 7 years.

(h) Absentee ballot voter application form in the federal post card application format, for voters not previously on the checklist: until voter is removed from checklist plus 7 years.

(i) Absentee ballot affidavit envelope for federal post card applicants not previously on the checklist: until voter is removed from checklist plus 7 years.

(j) Notice of removal, 30-day notice: until voter is removed from checklist plus 7 years.

(k) Report of death: until voter is removed from checklist plus 7 years.

(l) Report of transfer: until voter is removed from checklist plus 7 years.

(m) Undeliverable mail or change of address notice from the United States Postal Service: until voter is removed from checklist plus 7 years.

CXLII. Vouchers and treasurers receipts: until audited plus one year.

CXLIII. Warrants-land use change, and book or list: permanently.

CXLIV. Warrants-property tax, and lists: permanently.

CXLV. Warrants-resident tax, and book or list: permanently.

CXLVI. Warrants-town meeting: permanently.

CXLVII. Warrants-treasurer: until audited plus one year.

CXLVIII. Warrants-utility and betterment tax: permanently.

CXLIX. Warrants-yield tax, and book or list: permanently.

CL. Welfare department vouchers: 4 years.

CLI. Work program files: current year plus 6 years.

CLII. Writs: expiration of appeal period plus one year.

CLIII. Zoning board of adjustment applications, decisions, and permits-unsuccessful: expiration of appeal period.

CLIV. Intent to excavate: completion of reclamation plus 3 years.

CLV. Election return forms, all elections: permanently.

Source. 2005, 187:3, eff. Aug. 29, 2005. 2006, 119:2-5, eff. May 12, 2006. 2010, 172:1-3, eff. Aug. 16, 2010; 191:1, eff. Aug. 20, 2010.

Section 33-A:4

33-A:4 Disposition Schedule. – [Repealed 1977, 358:7, II, eff. July 1, 1977.]

Section 33-A:4-a

33-A:4-a Municipal Records Board. –

I. There is hereby established a municipal records board consisting of the following persons or their designees:

(a) The director of the division of archives and records management.

(b) The director of the New Hampshire Historical Society.

(c) The state librarian.

(d) The presidents of the New Hampshire Tax Collectors' Association, the New Hampshire City and Town Clerks' Association and the Association of New Hampshire Assessors.

(e) The registrar of vital records.

(f) The secretary of state.

(g) A municipal treasurer or finance director appointed by the president of the New Hampshire Municipal Association for a 3-year term.

(h) A professional historian appointed by the governor and council for a 3-year term.

(i) A representative of the Association of New Hampshire Historical Societies appointed by its president for a 3-year term.

(j) A representative of the department of revenue administration.

(k) The state records manager.

II. The board shall elect its own chairman and vice-chairman. The board shall meet at the call of the chairman, but not less than once every 2 calendar years. Five members of the board shall constitute a quorum for all purposes. Board members shall serve without compensation. Administrative services for the board shall be provided by the director of the division of archives and records management who shall serve as secretary of the board.

Source. 1977, 358:3. 1985, 102:1. 1991, 197:1, eff. July 27, 1991. 2003, 97:4, eff. Aug. 5, 2003; 319:56, eff. July 1, 2003.

Section 33-A:4-b

33-A:4-b Powers and Duties of Board. – The board shall advise the secretary of state on standards and procedures for the effective and efficient management of municipal records. Such standards and procedures shall govern the retention, preservation and disposition of municipal records. The board shall oversee the local government records management improvement program as provided in RSA 5:47-5:51.

Source. 1977, 358:3, eff. July 1, 1977. 2002, 145:3, eff. July 12, 2002. 2005, 187:4, eff. Aug. 29, 2005.

Section 33-A:5

33-A:5 Microfilming. – If municipal records are disposed of by microfilming, 2 films shall be produced. One film shall be retained by the municipality in a fireproof container and properly labeled. One shall be transferred to a suitable location for permanent storage.

Source. 1967, 105:1. 1977, 358:4, eff. July 1, 1977.

Section 33-A:5-a

33-A:5-a Electronic Records. – Electronic records as defined in RSA 5:29, VI and designated on the disposition schedule under RSA 33-A:3-a to be retained for more than 10 years shall be transferred to paper, microfilm, or both. Electronic records designated on the disposition schedule to be retained for less than 10 years may be retained solely electronically if so approved by the record committee of the municipality responsible for the records. The municipality is responsible for assuring the accessibility of the records for the mandated period.

Source. 2005, 187:5, eff. Aug. 29, 2005. 2006, 275:6, eff. June 15, 2006.

Section 33-A:6

33-A:6 Exception. – Notwithstanding any other provision hereof, original town meeting and city council records shall not be disposed of but shall be permanently preserved. Such records prior to 1900 need not be microfilmed unless legible.

Source. 1967, 105:1, eff. July 10, 1967.

List for Selectmen's meeting April 23, 2012

Elderly Exemption

<u>Map/Lot</u>	<u>Location</u>	<u>Amount</u>
87/14/6B	6 Second St Pinecrest	152,251
85/42	3 Meadow Lane	236,251
71/30	25 Auburn Street	152,251
52/100	15 Allen Street	Denied
76/11	29 Greenleaf Drive	152,251
104/79/525	525 Exeter River Landing	152,251
65/25	1 Douglass Way	236,251

Veteran's Credit

<u>Map/Lot</u>	<u>Location</u>	<u>Amount</u>
104/79/108	108 Exeter River Landing	500.00

Disability Exemption

<u>Map/Lot</u>	<u>Location</u>	<u>Amount</u>
51/6	6 Stoneybrook Lane	125,000
64/105/97	97 Hayes MH Pk	125,000

Abatements

<u>Map/Lot</u>	<u>Location</u>	<u>Refund</u>
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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: twningr@town.exeter.nh.us

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

Representative Information:

Name: Mimi Becker Address: 15 Coach Road
Town/State/Zip: Exeter, NH Phone: 778-0061
Email: mimilarsenbecker@comcast.net Date of Application: 4-18-12

Organization Information:

Name: River Study Committee Address: _____
Town/State/Zip: _____ Phone: _____

Reservation Information:

Type of Event/Meeting: Public Meeting Date: 5-23-12
Times of Event: 5:30 pm # of tables: 4 # of chairs: 100
List materials being used for this event: Need televised, microphones
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.

Applicant signature: Mimi S. Becker Date: 4-18-12

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

EVENING WITH THE ARTS

To The Selectmen of the Town of Exeter, NH:

Re: Sign permission request

"Evening with the Arts" is a series of community events designed to enrich and inspire people of our area with musical and visual arts. The goal of the series is to raise funds in support of the Cooperative Middle School music education program, to provide scholarships to students for music lessons, and to purchase needed equipment for the music department.

In cooperation with the CMS music department, the CMS Music Boosters will produce four concerts during the school year that will feature superb musical entertainment, as well as exhibits of art by local artists. Concerts will be headlined by a diverse range of talented musicians including Seacoast Wind Ensemble, Livingston Taylor, Grupo Mofungo, and Rhythm and Brass. The concerts are scheduled for Oct. 14th, Dec. 2nd, Jan. 27th, 2012 (with a snow date of Feb. 3), and May 4th.

In addition to their stage performances, the featured musicians will become part of the school curriculum as "Artists in Residence" on the day of the concert. Integrating the musicians into the classroom is a core element of the series, adding tremendous value to the CMS music education program. Various student groups also perform on stage with the featured artists.

The concerts will be held in the 600-seat, Thomas Meehan Performing Arts Center in the Cooperative Middle School in Stratham. The theater's convenient location and our affordable ticket prices make these concerts accessible to people of all ages and backgrounds.

To help promote our event, I am requesting permission to place our A-frame sign at the intersection of Hampton Road and Guinea Road on Monday, November 28, 2011. The CMS Music Boosters will remove the sign immediately after the concert on December 2, 2011.

Please contact me if you have any questions or need further information.

Many thanks for your consideration!

My best to you,
Jill Sweeney-Bosa, CMS Music Boosters
2 Captain's Way
Exeter, NH 03833
jinish@comcast.net
778-6176

**Town Facilities / Permits
Week of April 23, 2012**

Date	Time	Facility	Group/Purpose
4/25	6-10pm	Town Hall	Seacoast Wind Ensemble
4/26	7-8:30pm	Nowak Room	Planning Board Public Hearing
4/28	all day	Town Hall	Seacoast Annual Freedom Expo

THE EXETER SPORTSMAN'S CLUB, Inc.

P.O. Box 1936

Exeter, New Hampshire 03833

Clubhouse at Waterworks Pond

(603) 772-7468

<http://www.exetersportsmansclub.com>



April 1, 2012

Board of Selectmen
Town of Exeter
10 Front Street
Exeter, New Hampshire 03833

Dear Board of Selectmen:

In compliance with paragraph 13 of the lease agreement, the Exeter Sportsman's Club, Inc. (ESC) has undertaken the following activities of public benefit in the 2011-2012 lease period;

1. ESC has again hosted the increasingly popular annual fishing derby for the youth of Exeter and surrounding communities. ESC in concert with local businesses and New Hampshire Fish and Game stock the Water Works Pond with fish and award various prizes (e.g. first fish, biggest fish, etc.) to the youth who participate.
2. ESC has trained about 80 persons in the safe handling of firearms. Although residency statistics are not readily available, the presumption is that most are Exeter residents because there is no advertising, except on the sign at the entrance to Water Works Pond Road and "word of mouth".

If you have any questions or comments, please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read 'B. M. York', written in a cursive style.

B. M. York
President

THE EXETER SPORTSMAN'S CLUB, Inc.

P.O. Box 1936

Exeter, New Hampshire 03833

Clubhouse at Waterworks Pond

(603) 772-7468

<http://www.exetersportsmansclub.com>



March 20, 2012

Membership Information for Exeter Sportsman's Club

This is to certify that the following information regarding the membership of Exeter Sportsmans Club is true and correct as of this date.

Of our membership of 336, 112 members, or 33%, are residents of the town of Exeter NH. This fulfills the requirement of our lease that at least 20% of members be residents of Exeter.

Of our 11 member Board of Directors, 6 are residents of the town of Exeter NH. This fulfills the requirement of our lease that at least 2 members of our Board of Directors be residents of Exeter.

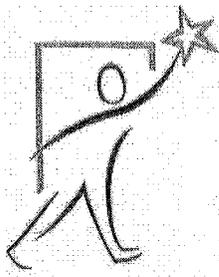
Sincerely,

A handwritten signature in cursive that reads "Thomas P. Wharton Jr".

Thomas P. Wharton Jr
Vice President, Exeter Sportsman's Club

ANNAMARIE STEELE
Notary Public - New Hampshire
My Commission Expires December 18, 2015

A handwritten signature in cursive that reads "Annamarie Steele".



Seacoast Family Promise

"A Community Response to Homeless Families"

6 Emery Lane, PO Box 233, Stratham, NH 03885
603-658-8448, fax 603-658-8447
sihnnh@comcast.net - www.sfpnh.org

April 13, 2012



Town of Exeter
Board of Selectmen
10 Front Street
Exeter, NH 03833

Dear Members of the Board,

We cannot thank you enough for your donation of \$500.00 to Seacoast Family Promise on April 5, 2012.

Seacoast Family Promise's mission is to empower families experiencing homelessness to achieve lasting self-sufficiency.



When you support Seacoast Family Promise you become part of a family that reaches across the region. Your donation directly impacts each family in our program, helping Seacoast Family Promise provide them with safe housing, warm and secure family sleeping quarters, and individualized family services so that they can begin the work necessary to regain self-sufficiency and return to the community as engaged members.

Please include a tour of our Day Center in your 2012 plans. Stop by or call me personally to schedule an appointment to see just what your investment supports.



Warm personal regards,

Pati Frew-Waters

Pati Frew-Waters
Executive Director



**Richie McFarland
Children's Center**

Building Brighter Futures for Children
and their Families

April 11, 2012

Board of Selectmen
Town of Exeter
Attn: Russell Dean, Town Manager
10 Front Street
Exeter, NH 03833

Dear Board of Selectmen,

Our sincerest thanks to you and the residents of Exeter for \$1575.00 in social service funding for the programs offered by the Richie McFarland Children's Center.

As we enter RMCC's 41st year, we are reminded of the thousands of families whose lives have been touched by this agency. We also can't help but think of the thousands of friends like you, who helped to make it all possible.

Sincerely,

Peggy Small-Porter
Executive Director

SEACOAST

MENTAL

HEALTH

CENTER

Inc.

April 17, 2012

Selectmen
Town of Exeter
10 Front Street
Exeter, NH 03833

1145 Sagamore Avenue
Portsmouth, N.H. 03801-5503
(603) 431-6703
Administrative FAX
(603) 433-5078
Clinical FAX
(603) 430-3753
www.smhc-nh.org

Board of Directors

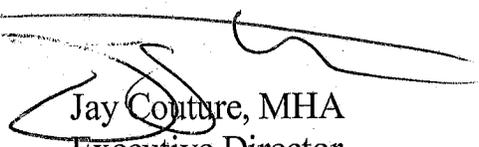
Nike Speltz, *President*
John Pendleton, *Vice President*
Jason Coleman, *Treasurer*
Paul Sorli, *Secretary*
Carole Bunting
William Davis
Steven Dunfey
Timothy Graff
Kimberly A. Hyer
Patricia Schwartz
William G. Scott
C. G. Shaffer
Robert F. Stomierosky

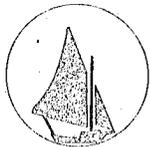
Dear Selectmen:

On behalf of everyone at the Seacoast Mental Health Center, thank you for your recent allocation of \$2,125.00. We have received your payment and are grateful for your support.

I would like to take the opportunity to express our appreciation for the support that the Town has given our agency throughout the years. We look forward to providing continued comprehensive mental health services to residents of your community.

Sincerely,


Jay Couture, MHA
Executive Director



30 Prospect Avenue
Exeter, N.H. 03833
(603) 772-2710
FAX (603) 772-4975



568 Portsmouth Avenue • P.O. Box 676 • Greenland, NH 03840 • Phone/Fax 603.436.4989 • www.newgennh.org

April 11, 2012

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

Dear Mr. Dean,

Thank you so much for your donation to New Generation. Your support is crucial to the mission of New Generation, which is to provide a safe, family-oriented shelter for homeless pregnant women and their babies, helping to prepare and empower them to be successful in life.

With your contribution, you are providing so much to homeless pregnant and parenting women and their babies. In addition to providing a warm, safe home for these families, New Generation also works one-on-one with each woman to help them become confident, self-sufficient individuals. Each woman receives intensive case management, parenting support and education, life skills coaching, job skills instruction, referrals, and transportation. A pregnant woman often enters the shelter as someone who has been living out of her car, or from couch to couch, with no medical care and no education. New Generation prepares these women so that when they leave our shelter, they have achieved their educational and vocational goals, have a permanent home to move into, and have all the skills they need to be an effective and nurturing parent to their healthy and happy baby.

Please visit our website, www.newgennh.org, to keep up to date on news and information about the shelter and thrift shoppes. Thank you again for your help, and we look forward to your continued involvement.

Warmly,

Jennifer Bisson, MSW, Executive Director

FOR YOUR TAX INFORMATION

Tax ID# 02-0409655

No goods or services of any kind were provided in exchange for this gift.

Amount: \$500.00

Check Date: April 5, 2012

Check #: 15177

If you wish for this gift to remain anonymous, please contact our office at (603) 436-4989 or email office@newgennh.org

Many thanks to the town of Exeter!

Families First

support for families...health care for all

April 16, 2012

Selectmen
Town of Exeter
10 Front Street
Exeter, NH 03833

Dear Selectmen:

We recently received your check in the amount of \$750.

All of us at Families First are grateful for the support of the Town of Exeter.

Thank you.

Sincerely,



Nancy Casco
Administrative Assistant



Russ Dean <rdean@town.exeter.nh.us>

FW: Announcement - RPCs Regional Energy Workshop

Julie LaBranche <jlabranche@rpc-nh.org>

Wed, Apr 11, 2012 at 1:12 PM

To: "Annette Pettengill (staff)" <apettengill@rpc-nh.org>, "Brian Groth (staff)" <bgroth@rpc-nh.org>, "Chrono (archival)" <chrono@rpc-nh.org>, "Cliff Sinnott (staff)" <csinnott@rpc-nh.org>, "David Walker (staff)" <dwalker@rpc-nh.org>, "Dylan Smith (staff)" <dsmith@rpc-nh.org>, "Glenn Greenwood (staff)" <ggreenwood@rpc-nh.org>, "Julie LaBranche (staff)" <jlabranche@rpc-nh.org>, "Robert C Pruyne (staff)" <rpruyne@rpc-nh.org>, "Roxanne Rines (staff)" <rrines@rpc-nh.org>, "Scott Bogle (staff)" <sbogle@rpc-nh.org>, "Theresa Walker (staff)" <theresawalker@comcast.net>, "Tom Falk (staff)" <tfalk@rpc-nh.org>

Hello Commissioners, Municipal Staff and Board/Commission Members,

Please join us on Monday April 30th from 6pm - 8:45pm at the Brentwood Recreation Center for a regional workshop to discuss important issues relating to energy planning, conservation and security. Learn from communities in the region about successful implementation of cost saving projects and initiatives. Participate in a discussion about next steps for energy committees/commissions and think outside the box about how energy influences life in our region. This workshop will be the final event in RPCs implementation of the Energy Technical Assistance Partnership (ETAP) Program, funded by the NH Office of Energy and Planning with funds from the ARRA Energy Efficiency Conservation Block Grant.

This event is free and a complimentary dinner will be provided from 6:00-6:30pm. Please RSVP to Julie LaBranche via email or at (603) 778-0885.

The Brentwood Recreation Center is located at 190 Route 125.

Thank you and hope to see you there!

Julie LaBranche and Theresa Walker
ETAP Program Coordinators

Rockingham Planning Commission
156 Water Street
Exeter, NH 03833
Phone: (603) 778-0885
Fax: (603) 778-9183

 Let's Talk Energy Workshop.v2.pdf
299K



**GETTING AHEAD OF THE CURVE:
Anticipating Workforce Housing Proposals**

**Getting Ahead of the Curve:
Anticipating Workforce Housing Proposals**

**Affordable Housing
Workshop**

Attention municipal planners and board members AND housing developers! NH's workforce housing statute (RSA 674:58-61) outlines specific actions which must be followed by both an applicant and a local land use board when considering any workforce housing application. *Is your town ready? Is your development team ready?*

Tuesday, May 8th, 2012
6:30-8:30 PM

The Exeter Town Offices
10 Front Street, Exeter, NH

Join us for a lively, interactive forum on Tuesday, May 8th from 6:30-8:30pm at the Exeter Town Offices (Nowak Room). We'll portray a scenario in which a developer introduces a workforce housing proposal in a small Seacoast-area community. What are the procedures to be followed? Will the developer and planning board agree on the "economic viability" of the project? Don't miss Oscar-worthy performances by: Kenn Ortmann, Director of Planning and Development for the City of Rochester, Sylvia von Aulock, Planner for the Town of Exeter and Ben Frost, Director of Public Affairs at New Hampshire Housing.

If you have questions, please call
Glenn Greenwood at 778-0885 or
send an email to ggreenwood@rpc-nh.org

Workforce Housing Coalition
of the Greater Seacoast

Rockingham Planning Commission



Please RSVP to:

Roxanne Rines, (603) 778-0885 or email@rpc-nh.org



Local Government Center

April 3, 2012

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

Dear Mr. Dean,

As you know, Local Government Center staff provides services to support NH Municipal Management Association's activities. These services, provided at no cost to your organization, are specified in the Services Selection Agreement NHMMA signs annually. What you may not know is the value of these services and the fact that this value should be recorded as an in-kind revenue and an in-kind expense on NHMMA's financial statements.

Our records indicate that your group's fiscal year ends on December 31, 2011. This letter is provided to you to indicate the value of the in-kind services provided to NHMMA through the end of the fiscal year ending on December 31, 2011. The value of the staff services is measured using only the Local Government Center's staffs' hourly rate. The value of benefits and payroll taxes are not included. The following provides a summary of the categories and amounts of in-kind services provided to NHMMA during the past year:

Staff Services:	\$2,359.39
Value of Copies Provided:	107.52
Fleet Vehicle Mileage	204.51
Envelopes Provided:	<u>8.34</u>
Total In-Kind Services	\$2,679.76

We encourage you to include this on your year-end financial statements and on any tax return NHMMA is required to file. This would be recorded as both revenue and an expense. The value of these services will be recognized on NHMMA's financial statements and/or tax returns that Local Government Center prepares.

Please let me know if you have any questions regarding the value of the in-kind services provided to NHMMA by Local Government Center.

Very truly,

Sandal R. Keeffe

Deputy Executive Director/Chief Financial Officer

NH Municipal Association
Fax: 603.224.5406

Workers' Compensation Trust
Fax: 603.226.2322

Property-Liability Trust
Fax: 603.226.2322

HealthTrust
Fax: 603.226.2988

Memo

To: Russell Dean, Exeter Town Manager
Exeter Board of Selectmen

Thru: Jennifer Perry, Public Works Director

From: Kevin Smart, Maintenance Superintendent

Date: 5 April 2012

Re: Exeter Public Works 2012 Vehicle Replacements

Cc: Jay Perkins, Highway Superintendent
Michael Jeffers, W/S Managing Engineer

Pursuant to the annual budget requisition process, and favorable passage of the DPW Operating Budget, the following vehicles are recommended for purchase. The vehicles have been found to be in complete conformance with the Town of Exeter Purchasing Policies and Procedures, to include Local Advantage, and competitive pricing as conducted by the State of New Hampshire Administrative Services, State Bid Process. It has been determined that the vehicle pricing offered by the State Bid Contractor is well below "Dealer Invoice". The State Bid Contractor, John Grappone Ford has also offered a combined total of \$6,100.00 in trade-in value for the four vehicles to be replaced. The trade-ins have been subtracted from the individual totals. The 4 purchase prices combined are \$11,390.00 below the total 2012 vehicle budget amount.

1. Truck number 14 for service to the Water Treatment Plant, and pumping stations. 2012, F250, 2wd, Line-x bed liner, tool box, Tommy gate power tailgate, 1300 lbs. cap.
Budget amount \$26,000.00 Purchase Order Number 4311112 \$23,925.00
2. Truck number 16 for service to the Waste Water Treatment Plant, and pumping stations. 2012, F250, 4X4, Fisher Plow with snow foil, Line-x bed liner, Tool box
Budget amount \$30,000.00 Purchase Order Number 490240 \$27,240.00
3. Truck number 52 for service to the Highway Department. 2012, F350, 4X4 Diesel, Donovan Equipment ¾ yard electric dump body, 9' Fisher plow with snow foil, strobe lights, receiver tube.
Budget amount \$45,300.00 Purchase Order Number 419496 \$40,062.00
4. Truck number 5 for service to the Highway Department. 2012, 4X2 regular cab, F150 8' bed, limited slip axle, tow package.
Budget amount \$16,900.00 Purchase Order Number 419495 \$15,583.00

Memo

To: Board of Selectmen, Town Manager Russ Dean
From: Assistant Fire Chief Berkenbusk 
CC: Chief Comeau, File
Date: April 12, 2012
Re: Acceptance of Grants

Below is a list of three grants that the Health Department has been awarded that need acceptance by the Board of Selectmen.

- **Public Health Network Grant:** This grant is for the amount of \$87,500.00. The purpose of this grant is to provide All Health Hazards Planning for the Greater Exeter Region. With this grant the Town hires Mary Cook to coordinate the planning for the 23 communities within the region. This money also provides for meeting expenses as well as printing and plan revision. This grant is from the State of NH DHHS.
- **Citizen Corps Grants:** The next two grants are from Volunteer New Hampshire. One grant is for \$5000.00 and the second one is for \$2500.00. This money is to help recruit, train and retain volunteers to be used in the event of an emergency. We are currently holding a training class, after the graduation of this class there will be 50 volunteer members in the region.

If you have any questions please feel free to contact me.