

**Exeter Board of Selectmen Meeting  
Monday, June 25<sup>th</sup>, 2012, 6:30 p.m.  
Nowak Room, Town Office Building  
10 Front Street, Exeter, NH**

**BUSINESS MEETING TO BEGIN AT 7:00 P.M.**

1. Call Meeting to Order
2. Board Interviews
3. Public Comment
4. Minutes & Proclamations
  - a. Regular Meetings: May 18<sup>th</sup>, 2012
  - b. Regular Meetings: June 4<sup>th</sup>, 2012
5. Appointments – Planning Board, Arts Committee
6. Discussion/Action Items
  - a. New Business
    - i. Public Hearing: Emergency Plan
    - ii. Interim Town Treasurer Appointment
    - iii. Formation of 375<sup>th</sup> Anniversary Committee
    - iv. Discussion: Employee of Year Award
  - b. Old Business-
    - i. Update on Commercial Dock Ordinance/Waiver
7. Regular Business
  - a. Bid Openings
  - b. A/P and Payroll Manifests
  - c. Budget Updates
  - d. Abatements & Exemptions
  - e. Permits
  - f. Town Manager's Report
  - g. Legislative Update
  - h. Selectmen's Committee Reports
  - i. Correspondence
8. Review Board Calendar
9. Adjournment

Matt Quandt, Chairman  
Board of Selectmen

Posted: 6/22/12 Town Office, Town Hall, Website  
Distribution: Town 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.

## Packet Overview – June 25<sup>th</sup>, 2012

Board Interviews – Allan Corey is scheduled to appear at 6:30 p.m. for an interview for the interim Town Treasurer appointment.

### New Business

Item #1 – Public hearing – Emergency Plan. This plan has already been introduced to the Board by the Fire Department, and a copy is online if the Board wishes to review it again prior to an adoption vote on Monday night.

Item #2 – Interim Treasurer Appointment. Suggested motion: Move the Board of Selectmen appoint \_\_\_\_\_ as Interim Town Treasurer until the 2013 Town Election.”

Item #3 – Formation of the 375<sup>th</sup> Anniversary Committee. The Board of Selectmen will be presented with a list of volunteers who have agreed to serve on the Town’s 375<sup>th</sup> anniversary committee. The charge will include planning and coordinating of events in 2013 to celebrate the Town’s 375<sup>th</sup> birthday.

**Suggested motion:** Move the Board of Selectmen appoint (see list of names) to the Town’s 375<sup>th</sup> Anniversary Committee (no terms would be set – the committee would disband per a vote of the Board after the events have been held).

**Suggested Motion:** Move the Board of Selectmen adopt the charge of the 375<sup>th</sup> Anniversary Committee as written.

Item #4 – **Discussion** – Employee of the Year Award. The Town Manager will bring forward some proposed guidelines for an ‘employee of the year award’ town-wide.

### Old Business:

Item #1 – Update on Commercial Dock Ordinance/Waiver. This is the answer to the question raised at last week’s meeting. Town counsel will be providing a recommendation on the issue.

### Other Business

- The Board needs to sign the PA-28 “Inventory Form” as the assessing officials of the Town. The Town does not use the inventory form, as it would require us to itemize every property, every year. We always opt out of this process and only the smallest Towns still utilize the inventory form for residents to report data.
- There are 3 water/sewer abatements and 3 tax abatements on the agenda. The water/sewer abatements have all been vetted by the Water/Sewer Committee. 70 Main Street and 14 Langdon Avenue are recommended for approval, 9 Whitley Road and 14 Bow Street are denials.

# DRAFT MINUTES

BOARD OF SELECTMEN MEETING

MINUTES

May 18, 2012

1. Call Meeting to Order

Chairman Matt Quandt convened the Board of Selectmen at 9:00 a.m. in the John Doyle Room of the Public Works Complex. Other members of the Board present were: Mr. Dan Chartrand, Ms. Julie Gilman, Mr. Don Clement, and Mr. Frank Ferraro. Town Manager, Russ Dean was also present. Facilitator was Rick Alpers of Primex.

2. Goals. Rick Alpers led the Board through a follow up on the goals session of April 20<sup>th</sup>. Mr. Chartrand reiterated his concern with pension funding. Selectman Clement remarked that for 2013 budget goals, these should go to the Town Manager and Department Heads from the Board of Selectmen. Further discussion on the goals continued, picking up from the last meeting. These focused on budget direction and economic development initiatives. The Board determined they would try to work up to a meeting with the planning board and economic development commission possibly in July to discuss the outcomes of their goal setting and solicit input. The issue of water and sewer on Epping Road was discussed and whether this needed to be settled prior to the outcome of the meetings with Stratham. On commercial development it was discussed that today it represented 16 percent of the tax base and should the Town strive to get to twenty percent. Housing was discussed. Mr. Alpers recommended contacting Steve Norton of the NH Public Policy Institute to present demographics to the Board, he could be of great assistance. Ms. Gilman discussed form based code and the complete streets policy, and whether this needed to be part of the Board's goals. Mr. Ferraro remarked on 1 million dollars of Town land and whether this could be auctioned or sold. He had a list with him which was distributed to the Board to review.

Mr. Alpers will condense into a report and provide it to the Town.

6. Adjournment

Selectwoman Gilman moves to adjourn at 12:26 p.m. Selectman Clement seconds. Motion carries.

Respectfully submitted,

Russell Dean  
Town Manager

**1. Call Meeting to Order**

Chairman Matt Quandt convened The Board at 7:00 pm 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, Russ Dean.

**2. Public Comment**

Gerry Hamel, Exeter resident comes forward to inquire about the recent properties the Town of Exeter now holds. He questions the status of the properties the Town took in November and wonders if it is costing the Town of Exeter money to have them? Chairman Quandt indicates that this topic is on the agenda under Tax Deed Updates and will be discussed this evening.

**3. Legislative Updates – None this evening.****4. Minutes & Proclamations****a. Regular Meetings: May 21, 2012**

The Board agrees there will be no vote this evening on the minutes. Mr. Ferraro has some proposed changes. He refers to page six of thirteen regarding the street sweeper. He wishes to replace the phrase “on requirement” with “to require.” He also wishes to replace “possibly present” with “develop”. In the following sentence he proposes the word “feels” and replace with “he respects” this is in regard to his statement that he respects Mr. Chartrand's statement but the statement is irrelevant with respect to the previous vote of The Board. In the last paragraph he wishes to change “economic plan” to “economic evaluation.” On page seven of thirteen, in the second paragraph, Ms. O'Barton was speaking of maintenance costs, not mechanical costs.

**Ms. Gilman moves to table the May 21, 2012 minutes for the next meeting. Mr. Clement Seconds. Vote: Unanimous.**

**b. Regular Meetings: May 18, 2012****5. Appointments – None this evening.****6. Discussion / Action Items****a. New Business****I. Exeter Swim Team re: Bubble Proposal**

Mr. Dean introduces the members of the Exeter Swim Team and advises the Board they've come to discuss the possibility of a partnership with the Town to place a bubble over the current recreation pool. Initially, the proposal for the bubble was referred to the Parks and Recreation Department and the Exeter Swim Team has been discussing the partnership with Mike Favreau of the Recreation Department.

Greig Cronauer, EST Coach, comes forward to present the proposal of the Exeter Swim Team. He is prepared to offer a presentation to the Board and advises he has had several conversations and meetings in regard to the relative site.

**Mr. Clement moves to allow Mr. Cronauer to speak before the Board. Ms. Gilman Seconds. Vote: Unanimous.**

Mr. Cronauer advises he has come with Karen Bouvier, EST President, Larry Arend, EST Vice President and several of the Board members. The purpose of the proposal presented is to request approval for placement of a temporary structure to place over the recreation pool for use by residents, during the spring and fall months. Exeter Swim Team is a not for profit organization. They offer learn to swim programs and water safety for all ages. The swim team currently rents the pools of Phillips Exeter Academy to hold their swim team practices and other various offered programs. In 2010, the PEA "B" pool was closed temporarily, and it has since been closed on a permanent basis without plan for replacement. EST has been unable to run swim lessons for over a year due to this pool closure and he notes there is a current wait list for the Exeter Swim Team. Mr. Cronauer informs the Board that Emanuel Engineering has been hired to verify the feasibility of the cost. The architect is also present for the conversation this evening. He advises the Board that these types of structures are currently used and successful all over New England. The structure will allow for an outdoor pool to be covered in the winter and open air in the summer with no changes to the current structure. This would provide nine extra months of usage for the year. The Exeter Swimming Association will pay for the bubble and the lease, along with the chemicals and the staff. The Association is currently seeking the approval of the Board to continue moving forward with the Recreation Department toward the goal of installing the bubble for this coming fall.

Fred Emanuel comes forward to present the site plan. He explains the bubble will cover the pool and its current decking entirely. The bubble measures around 95 by 110 feet and is approximately 30 feet tall. He notes it's about half the size of a hockey rink. The bubble is inflatable and the lease agreement between the vendor and the EST would include the mechanical equipment, and a heater for the water which would be housed in the present bath house. There would be a blower for air treatment, and an emergency generator and this equipment would be located to the north side of the pool. The site would require some adjustment to the existing concrete apron. A four foot deep foundation would be constructed and would be smoothed flush with the current apron. The Bubble would then be unwrapped. The bubble itself has a double membrane for energy conservation. The inner layer can be deflated for faster snow melting. Upon deflating both layers, the bubble can be folded into a 10x10x12 box. This would need to be stored in the warmer months and the Association is planning to construct a small shed for storage on the west side of the parking lot. Snow removal would be by natural melt and by snow blower. The Association would make provisions for that snow blower and the removal of the snow upon its sliding off of the structure. With approval, the EST would expand the site plan to include the parking lot and walkway.

Tom House, THA Architects comes forward to speak on the proposed changes to the site. The current bath house would need to be winterized. Mr. House notes that in conversations with the Mr. Favreau, there is a possibility of insulating and shingling the bath house. The interior would need to be insulated and the eaves would need to be ventilated, and the exterior of the structure could be shingled to insulate from the outside. The dome would need to be pressurized at all times. There is a need to coordinate the winterization of the bath house in its existing form. There are some sketches available in the documented presentation submitted to the Board. The sketches also introduce the emergency egress as part of the plan proposal. He also notes the Swim Team will have a snow blower available for the snow removal in the winter months. Ms. Gilman questions the mechanical pad in the drawing; it appears as though the fence will be relocated. She wonders how this would affect the slides. Mr. Emanuel indicates there are a couple of options available. Relocating the fence would allow for the bleachers to be brought inside the fencing

area, thus making them more enjoyable for spectators. The mechanical pieces could be either located in or outside the fence depending on need or desire. He notes another option, should more room be necessary, is moving the fence out on the sides of the pool. Because of the size of the pool and membrane, there would be some areas in which snow removal could prove difficult. Moving the fence out a few more feet would eliminate the problem and allow for some extra deck space surrounding the pool. Ms. Gilman asks if the moving of the fence would encumber where the slides are put in, and would this move be permanent. Mr. House explains that the space surrounding the slides would be expanded. As part of the criteria for design, the slides would stay in their current location and not be affected. The sliding structure and the umbrella will not interfere with the bubble structure.

Mike Favreau, Recreation Director also offers his expertise and opinion. He recognizes that it could be difficult to visualize all of the suggestions at first. There have been several meetings already had, to determine how to do this. He feels they've worked out as many of the structural changes as they could brainstorm. The increase of a fair amount of deck space was a priority in the planning of this project. As for snow removal, he notes there has been discussion of moving the fence out six to eight feet to allow room for snow blowing and for a grass apron in the summer months. Mr. Favreau does not believe there are any negative effects to the summer programs. The summer programs needed to remain intact as part of the spec. The pool is a large revenue source for Parks and Recreation. Mr. Favreau is comfortable that there will be a fully functional facility when the pool is opened in open air during the summer months. Mr. Chartrand asks for clarification on the summer months, would the EST be sharing the pool with the Recreation Department. Mr. Favreau indicates the lease would allow the Swim Association management from September 1, through June 1. In the summer months, the pool would be managed by Parks and Recreation. It would be more of a public project share. An agreement will be pressed to the Board and to Town Counsel. He recognizes the project still needs to go through the Planning Board and the lease management is still under review. Mr. Chartrand asks if he is currently seeking approval. Mr. Favreau advises he is looking for a vote to continue to move forward, he is not seeking approval, he is seeking support.

Mr. Cronauer explains that the structure will only improve the current structure including a single fence line with a stream line. The pool apron will not interfere and everything will be flush with the current deck. The advantage of this would be the deck and structures would be covered for the winter eliminating maintenance surprises in the spring. It will run all year, so there is no start up cost for the spring or summer season. Mr. Ferraro notes this is an intriguing proposal and seems to be a win win for both sides. He asks Mr. Cronauer to define the cost of this project to the Town of Exeter. Mr. Cronauer indicates this is a matter of fund raising. He would like to have the dome up and running by October and in order to do so, fund raising will need to begin quickly. No fund raising can take place without a show of support from the Board of Selectman. Chairman Quandt clarifies that the Board will need to vote on the project and the understanding of an agreement in the end. Mr. Ferraro is in favor of the idea of the project. Mr. Cronauer advises that the Town would provide nothing up front. The light posts will be sunk and the electricity for lighting the parking lot could be covered by the Association. Mr. Ferraro clarifies that all maintenance and operating costs for the winter time period would be covered by the swim team. As a simple process, the Association would just assume responsibility of the utilities. Mr. Dean indicates it's almost a natural switchover and there is typically no activity in that time frame. Mr. Dean notes the agreement would outline the responsibility of the utilities. Mr. Ferraro asks about winter parking lot snow removal and plowing. Mr. Favreau acknowledges that the

Recreation Department cares for that lot in the winter months. Mr. Ferraro notes that in preparation of the five year lease agreement, provision should be made in the event that the Association can no longer fund this project; the Town of Exeter cannot be found the alternative financially responsible party. Mr. Cronauer notes that these worst case scenarios will be highlighted in the proposal. He also notes that in this case, the Town of Exeter would get \$50,000 - \$100,000 in improvements and the leasing company would come and take the bubble away. Mr. Ferraro also notes a Town Warrant from a few years ago regarding multi-year agreements and the need to have them reviewed prior to approval.

Mr. Dean cites the warrant provides for leases up to five years can be executed by the Board of Selectmen without a town meeting. Mr. Clement finds this concept fascinating. He expresses his concern regarding parking in the months that the parking lot is also used for community sports. He wonders if there is enough capacity for all of the parking that will need to be there. Mr. Cronauer believes the pool average, during peak hours to be twenty to thirty cars in the parking lot. The lighting the Association intends to install would illuminate 65-70 spaces. Mr. Favreau notes he does not believe this project will affect the summer traffic and on the weekends in the seasons where sporting events would be a consideration, he believes the lot can accommodate the parking for all of the events. He notes the pool would not only be used for swim team in the winter months. There would be offerings of lap swimming, public swim, swim lessons, open swim and additional offerings like aqua jogging, aquacize and all open to the public. Mr. Clement notes that for night time lighting, the Planning Board would need to approve the project and the neighborhood professional lighting standard would need to be followed. Mr. Favreau notes that the Planning Board has been approached and a meeting was held last week including the Town Planner and the Town Building Inspector. Mr. Clement asks Mr. Favreau if he is comfortable saying the parking capacity is there for recreation events and swim association. Mr. Favreau notes he is comfortable. He does not feel as though general swims and public activities on the weekends will not have a large impact on this parking. Chairman Quandt wonders if the bath house, which would be run by the association in the winter would be including concessions. Mr. Favreau indicates this is still up for discussion. It will be heated at the least; there would be an attendant for fees. If they ran concessions it would be scaled back from summer.

Mr. Chartrand notes that the ESA is a powerhouse in the arena of not for profit groups in the area. He is impressed by their tenure and notes they've trained several national class swim athletes. He congratulates Mr. Favreau and notes he has found himself a great partnership and their innovative work has been recognized. He wonders what percentage of the total number of people served by this project are residents of Exeter. Mr. Cronauer indicates the current swim team consists of 50% or more, are residents of Exeter. Further, over 90% of the swim team participants attend the Exeter School Districts. Mr. Chartrand notes, presuming the project is approved by the Planning Board and the details are worked out with the Recreation Department, he is in favor of this project.

Ms. Gilman echoes Mr. Chartrand's sentiment. She wonders if meets will be held at this location. Mr. Cronauer indicates no meets will be held at the Recreation Pool, they would continue to use PEA for the senior team and the meets. Mr. Favreau notes the highlights of this project. The bath house can be easily winterized by insulating the ceiling from the inside and the rest from the outside. The Recreation Department currently spends four to five weeks cleaning and preparing the pool for summer usage and then closing it down in the fall. In theory the pool could open, providing there is staffing available, several weeks earlier. Mr. Dean advises that the next step is

to propose the project to the Planning Board and put together a formal agreement. In the terms of the remainder of process, the insurance company needs to be contacted. Mr. Cronauer notes that the group is scheduled to go before the Planning Board who meets again in July. The Association would like to begin collaborations during the pool filter replacement. To do that, there is a significant amount of work that needs to be done with fund raising. The Association needs to start fund raising now, we can do that with proviso that all money will be refunded if the project fails.

**Mr. Clement wishes to encourage the Association and Recreation Department to move forward with this project and Mr. Ferraro agrees. The board consensus is that they will move forward.**

**ii. Recreation Director – Pool Filter Replacement**

Mike Favreau, Recreation Director gives a summary of the need for a pool filter replacement. This replacement would go hand in hand with bubble project but it does stand alone. He explains that the current pool filter is 38 years old, and is a sand filter. It has PVC piping that the water flows through. The sand was replaced a number of years ago. The Recreation Department has tried to replace the sand again this year, and there has been enormous difficulty finding a vendor to replace the sand. The laterals in the PVC make it impossible. The solution is replacement of the filter. The current turnover of the pool water is every 8 hours, if the pool were to be run 365 days per year, there would be a need to change from 8 to every 6 hours. Mr. Favreau feels the only solution is to replace the filter and recommends the project to the Board. Chairman Quandt indicates the project was offered for bid and one bid has been received. The bid for replacement was received from Northern Pool and Spa, Inc. for \$48,000.

**Ms. Gilman moves to refer the bid to the Recreation Department. Mr. Clement Seconds. Vote: Unanimous.**

Mr. Ferraro asks how many firms were sent the request for bid. Mr. Favreau indicates they advertised the bid and sent a request, by mail, to three local companies. Northern Pool has performed services for the Town of Exeter recently and they have recently completed a similar project at UNH. Further, Custom Pools and Aqua Paradise specialize more in residential pools as opposed to commercial pools. Mr. Favreau further notes the money set in the budget for painting the pool would be eliminated should the project with the Exeter Swim Team be recommended and approved.

**iii. Planning Grant Application: Form Based Code**

Ms. Gilman presents a summary on the NH Community Grant Planning. The planning is important for municipalities working on master plans. The form based code assistance grant has been a collaborative effort between the Town Planner and a subcommittee. The objective is to get a consultant to review zoning ordinance and site design to see how easily the Town can incorporate a form based code to enhance the transition from a commercial zone to a more residential area down town. This would in turn make new development with respect to what's already there. Form based code is a tool to define those kinds of things. The grant would cover the cost of the consultant and a presentation preparation. Mr. Clement notes the plan would divide Portsmouth Avenue corridor into three distinct areas. He points out the transition zone would be from Green Hill Road to High Street. The second zone goes from High Street to Holland Way and the highway zone would go from Holland Way to Route 101. He wonders if the grant will only cover the transition zone. Ms. Gilman advises the grant amount is minimal and

there are three zones with three different types of architectural designs which are distinct. The plan is to look at all three, with the transition zone being the primary targeted area. The only changes to be made are the uses allowed. Mr. Clement reflects on a time a few years ago that the area was looked at for zone recognition and it is a fairly new concept. Ms. Gilman notes that Seabrook, Dover and Somersworth have adopted it so there are examples to use. Mr. Ferraro points out the application are for a grant in the amount of \$10,000 with a \$2,500 match. He asks where the \$2,500 will be drawn from. Ms. Gilman advises the Town Planner has some funding available and the HDC will cover the cost of the remaining balance. Mr. Ferraro notes his suggestion from a Zoning Ordinance Review Committee. He suggests again, the subcommittee might enlist a business developer on Portsmouth Avenue to join the Committee. Ms. Gilman indicates they've reached out to some of the business owners and agrees having them on the committee is a good idea.

**Mr. Chartrand moves that the Board of Selectman authorize the Board Chairman to sign the application for the Form Based Code assistance grant. Mr. Clement Seconds. Vote: Unanimous.**

#### **iv. Dog Warrant 2012**

Mr. Dean presents a summary on the Town Warrant for Unlicensed Dogs. This Warrant is an annual rite of passage and the Board authorizes the town to exercise the authority to register the unlicensed dogs in town. Brandon Stauber, Exeter resident comes forward to voice his concerns. He asks if letters are sent to current delinquent residents prior to the dog enforcement coming to the resident's homes. Mr. Dean indicates the Town typically sends a card in the mail as a reminder. Mr. Stauber asks if a phone call is warranted in order to determine if the dog is still alive and living in the home. Mr. Dean agrees to look into the answer. Mr. Stauber further asks if the Board is authorizing the enforcement to be overtime hours to the dog enforcement officer during non regular business hours. He also asks if it is customary to show up prior to 9:00 am on a Saturday or if the enforcement officer has professionalism training for dog licensing. Mr. Dean advises that there is an overtime budget, but primarily Saturday visits are based on the concept of best chance of someone being at the home. Chairman Quandt agrees to look into Mr. Stauber's concerns.

**Mr. Chartrand moves the Board approve the 2012 Dog Warrant. Ms. Gilman Seconds. Vote: Unanimous.**

#### **b. Old Business**

##### **I. Bid Award: WTP Roof Replacement**

Mr. Clement reminds the Board the budgeted amount for the WTP Roof Replacement is \$41,150. He notes the recommended bid was awarded at \$46,200. He expresses his concern that the recommended bid award will exceed the budget. Mr. Smart noted in his memo that \$5,000 would come from the Maintenance account. Mr. Dean advises that Building Maintenance is not committed to a specific item; the funds can be used throughout the year to perform general maintenance. Mr. Ferraro points out that Mr. Smart and Ms. Perry are unavailable to speak to this evening and he is concerned that the bid was not awarded to the lowest qualified bidder. He wonders why an alternative vendor was not considered with a \$7,000 price difference between the bids. Mr. Dean states that in review of bids, past projects are also reviewed, and beyond that he has no additional or specific information. Ms. Gilman points out that requests for proposals typically have a scoring point system, and based on the responses the points are added up and the bid is awarded with that in mind.

Mr. Chartrand is also concerned that alternative vendors were not considered. He also notes that

the policy in regard to going with a local vendor advantage clause has been noted in the memo from Mr. Smart.

**Mr. Chartrand moves to award the bid for the WTP Roof Replacement to Exeter Roofing, of Exeter NH in the amount of \$47,000. Ms. Gilman Seconds. Vote: Unanimous**

## **ii. Tax Deeds**

Mr. Dean summarizes a review and walk through recently performed in some of the tax deeded mobile homes the Town now owns at Exeter River Mobile Home Park. He has provided an up to date list of status reports for each of the units walked through. The list includes an assessed value, tax due and condo lot fees associated with each unit. A repurchase amount is now available and the other costs are legal and filing fees. He hopes the Board will take the action of voting to dispose of the properties by the recommended action n the list. The properties sent to auction will go to a done day event and publication will be available. The vote of The Board will trigger sending repurchase letters to the former owners. Mr. Ferraro asks for clarification on the thirty day repurchase period. Mr. Dean advises that the there is a thirty day period after the letter is sent to a previous owner in which they can decide if they would like to repurchase the unit and notify the Town. The owner would then have ninety days in which to fund the purchase. Mr. Dean also clarifies that sealed bids and auctions will have a minimum bid for these properties. Ms. Gilman asks if the recommended action is demolition; will this be a requirement of the purchase? Mr. Dean indicates it will be a stipulation of purchase and one demo has already been performed. Mr. Clement notes that several of the properties are classified as abandoned. Mr. Dean explains that none of the properties he toured were occupied. There is one property on the list that is under eviction notice, the rest are vacant. Mr. Ferraro notes these properties represent a cost the Town incurs on regular basis and this cost will continue to rise the longer The Town keeps the properties. Mr. Dean indicates this could be the case. The Town has not paid anything as of yet, with the exception of condo fees for 156 Front Street. The Town will attempt to recapture those fees in the sale.

**Mr. Ferraro moves to authorize the Town Manager to send repurchase letters to include the all of the addresses on the list. Mr. Clement seconds. Vote Unanimous.**

## **7. Regular Business**

### **a. Bid Openings – Previously discussed in Pool Filter Replacement.**

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

**Mr. Chartrand moves to accept a payroll warrant for checks dated 5/20/2012 in the amount of \$152.00. Mr. Clement Seconds. Vote: Unanimous**

**Mr. Chartrand moves to accept a payroll warrant for checks dated 5/20/2012 in the amount of \$157,849.97. Mr. Clement Seconds. Vote: Unanimous**

**Mr. Chartrand moves to accept an accounts payable warrant for checks dated 5/25/2012 in the amount of \$103,308.31. Mr. Clement Seconds. Vote: Unanimous**

**Mr. Chartrand moves to accept a warrant for a Capital Fund Disbursement for a check dated 5/25/2012 in the amount of \$11,430.00. Mr. Clement Seconds. Vote: Unanimous**

**Mr. Chartrand moves to accept a weekly payroll warrant for checks dated 5/30/2012 in the amount of \$158,855.12. Mr. Clement Seconds. Vote: Unanimous**

**Mr. Chartrand moves to accept an accounts payable warrant for checks dated 6/1/2012 in the amount of \$2,052,339.00. Ms. Gilman Seconds. Vote: Unanimous**

**Mr. Chartrand moves to accept an accounts payable warrant for checks dated 6/1/2012 in the amount of \$32,829.40. Mr. Clement Seconds. Vote: Unanimous**

**c. Budget Updates**

Mr. Dean reminds the Board that the Bond Sale will be happening soon and when it occurs, the Bond will come before the Board of Selectman. He also advises that the first half of the tax bills have gone out and people should already have them. He urges residents who have not received it yet to call the Tax Office and request another be sent out.

**d. Abatements**

**Mr. Chartrand moves a warrant for a Collection Jeopardy Assessment for Demo in the amount of \$380.47 Mr. Clement Seconds. Vote: Unanimous**

**Mr. Chartrand moves to deny an abatement for the Meeting Place at Exeter, Unit 1. Ms. Gilman Seconds. Vote: Unanimous**

**Mr. Chartrand moves a warrant to Intent to Cut for map 12 lot 153-01. Ms. Gilman Seconds.**

**Mr. Chartrand moves abatement for 141 ½ Brentwood Road in the amount of \$2,244.43 for the tax year 2010. Mr. Ferraro Seconds. Vote: Unanimous**

**Mr. Chartrand moves an abatement for 141 ½ Brentwood Road in the amount of \$2,305.54 for the tax year 2011. Mr. Ferraro Seconds. Vote: Unanimous**

**Mr. Chartrand moves an abatement for 9 Commercial Street map 47, lot 1 unit 2 in the amount of \$9,848.92 for the tax year 2010. Ms. Gilman Seconds. Vote: Unanimous**

**Mr. Chartrand moves and abatement for 9 Commercial Street map 47, lot 1 unit 2 in the amount of \$10,117.06 for the tax year 2011. Mr. Clement Seconds. Vote: Unanimous**

**e. Permits**

Ms. Gilman summarizes the permit request for Sugar & Ice, an ice cream parlor on Water Street. The business is seeking approval for a bench to be placed in front of the store. There are two options for placement available with this permit request and the bench will be brought into the shop at night. Chairman Quandt wonders if the benches in the request meet the requirement of the 24 inch standard set forth by the Board of Selectman in previous requests. Mr. Clement notes that typically, all standard benches for purchase meet this requirement. Ms. Gilman notes there are two types of benches and she would prefer the business purchase the more modern version. Mr. Ferraro notes that as long as the benches meet the 24 inch standard, the selection of the type of bench should be left to the business owner.

**Mr. Chartrand moves to approve the permit, contingent on the 24inch requirement for the two benches. Mr. Clement Seconds.**

Mr. Ferraro notes the motion should include that the benches be brought in every evening.

**Mr. Chartrand amends his motion to approve the permit, contingent the benches meet the 24 inch requirement, and are brought in every evening. Mr. Clement amends his second. Vote: Unanimous.**

There is a peddler's permit request from Pinnacle Security. Ms. Gilman advises that Police Chief Kane has done some research on this outfit, and is not in favor of issuing a permit for this activity. Mr. Chartrand notes that according to the research performed by Chief Kane, 1,186 complaints closed with the Better Business Bureau in the last 3 years. Of those, 201 were closed in the last twelve months. Chairman Quandt notes that other towns have had complaints regarding this company in the State of New Hampshire. Mr. Clement indicates he is uncomfortable and skeptical of door to door solicitation and the Better Business Bureau reports indicate this permit should not be approved.

**Mr. Clement moves to deny this permit request and cites Town Ordinance Section 802; 4-C for Town Vending. Mr. Chartrand Seconds. Vote: Unanimous**

Mr. Ferraro raises the permit request from the previous meeting for Stillwell's Ice Cream. Stillwell's was granted a permit for outdoor seating in the form of a bench, similar to the current request from Sugar & Ice. The Permit was approved for one bench, and there are currently two benches in front of Stillwell's. Mr. Ferraro reminds the Board that the application was for one bench, the motion was made for one bench and the vote was awarded for one bench.

**Ms. Gilman moves to amend the previous permit approved to Stillwell's to allow for two benches. Mr. Chartrand Seconds.**

Mr. Ferraro asks Ms. Gilman to amend the motion to reflect the 24 inch requirement and moving the benches indoors every evening.

**Ms. Gilman amends her motion to reflect the approval of two benches to Stillwell's, contingent that the benches meet the 24 inch Town requirement, and the benches are brought indoors every evening. Mr. Chartrand amends his Second. Vote: Unanimous.**

An application for peddling and vending was received for Sully's Ice Cream. From May 14, through September 3<sup>rd</sup>, Sully's Ice Cream wishes to sell Italian Ice from a pedal cart on the Sidewalk in Swasey Parkway. The Parkway has a current two way traffic pattern and this will remain the case until the Water Street Culvert Project is completed. Mr. Chartrand feels that if the permit is requested for the sidewalk by the Pavilion, this would be under the jurisdiction of the Swasey Parkway Trustee's. Mr. Clement notes that the Board of Selectman must approve the permit for vending, and the Board of Trustees must approve the location of the vendor should the solicitation be on Swasey Parkway. Mr. Ferraro questions the authority of the approval. The Trustee's have the authority to approve or deny request in the Park and the Board of Selectman have the authority in the Park Way. If the Board of Selectman approves a mobile food vendor, the vendor is subject to location approval from the Board of Trustee's. In the future would this leave the Board of Selectman the responsibility of approving future permit requests in the Park, or would the Board of Trustee's approval be adequate. Mr. Dean advises that anything in the Public Way the

Board of Selectman would need to approve the location on the Park Way land. In the Park itself, the Trustee's would need to approve. In either circumstance, the vending permit needs to be approved by the Board of Selectman. Mr. Dean also advises that The Police Department and the Public Health Department have approved this vendor.

**Mr. Ferraro moves to approve the Mobile Food Vending Establishment application for vending, for Sully's Ice Cream to sell Italian Ice and would be located in Swasey Park on the Swasey Park Land and subject to approval by the Swasey Park Trustees. Mr. Clement Seconds. Vote: Unanimous.**

#### **f. Town Manager's Report**

Mr. Dean reports there is a new intern working in the Town Office, named Tom Lamb. Mr. Lamb comes through the Municipal Managers Program and is currently pursuing an MPA at UNH. As part of his assignment he will be helping out with the website project. He is also working with purchasing process reviews from the Board of Selectmen's Goal Setting Session. Mr. Dean welcomes Mr. Lamb and appreciates his hard work. Mr. Dean reports that the office of the Town Treasurer is still vacant. There has been one application received and he has had a conversation with the applicant. Mr. Dean would like to thank the Veterans Council Parade Organizers for all their hard work for the Memorial Day Parade.

Mr. Dean summarized the memo received by Jennifer Perry, Director of DPW regarding the request on Water Street for an interceptor. The project is outlined in steps from starting point, to present time. He intends to follow up with the DPW with resolutions or anticipated goals to have something to present in a few weeks. The authorized cost for this project is \$700,000. Mr. Clement notes that the project site has been a challenge due to it previously having been used as a town dump and a manufactured gas facility. Water quality has become a stumbling block. He wonders if the Board comes to a decision point, can a projected time line be produced or will it depend on options? Mr. Dean advises he has been talking with DPW and the Town Engineer. They're working hard at giving a thorough evaluation and he does not wish to speculate. Mr. Chartrand notes the last line on the Engineering Report is labeled ARRA reimbursement and indicates it must be spent by October 30<sup>th</sup>. Mr. Dean indicates this is a 50% a matter of execution and taking advantage of the funding.

#### **g. Selectman's Committee Reports**

Mr. Ferraro notes it's nice to see Swasey Parkway open in two directions again and he notes everyone is looking forward to all of the roads being opened back up in that area. He wonders what will happen with the Farmer's Market. Mr. Dean notes the Farmers Market is still not opening in their former location on Swasey Parkway. Practically speaking, the Market cannot return to Swasey Parkway at the time which was originally intended of the end of June. The water culvert project prevents them from returning to that location at this time. Ms. Gilman wonders if an alternative location can be found for this group. Mr. Dean indicates he has spoken with Mr. Jennings of the Farmers Market several times and the Town has offered to assist in locating an alternate site. Options were put forth to the group last year and all of those options are still open for discussion. The Town is working hard to ensure the Market Vendors know the possibility is there for them to open in alternative locations.

Mr. Ferraro reports the Planning Board meeting he attended in which the YMCA presented a proposal to acquire the old Junior High School to make a local YMCA. They were seeking input at that time, and not action. The Planning Board encouraged the YMCA to continue looking into working toward tearing down the previous structure and building a new facility. He reports he attended the Congressional

Hearing located in the Town Offices. The building had reached capacity and was overly crowded. Some of the hearing was videotaped and the 2 Congressmen spoke about the Great Bay Estuary.

Mr. Clement also reports he attended the Congressional Hearing. It agrees it was a challenge and was over populated. He notes that the Town of Exeter had no say on the location of the Hearing. He apologized to the community members who were unable to gain access to the Hearing and thanked Tom the intern for setting up a live video feed for those who were unable to get into the event. He reports a River Study Public Hearing on May 23<sup>rd</sup>. He has an upcoming Conservation Commission Meeting and also noted that a Historical Evaluation has been performed in the Franklin Street area and it has been determined to have great historical significance. He feels that should be documented.

Mr. Chartrand also reports attendance at the Congressional Hearing. He was disappointed at the lack of access as well. He notes that security was performed by the National Capital Police and he was barred from entering the immediate area due to over capacity. He noted the justified frustration of himself and many other residents. He also wishes to thank Tom the intern for setting up the live video feed on such short notice to help the public who couldn't gain access see as much as possible.

Ms. Gilman reports the Historical Review of Franklin Street area discussed at the River Study Public Hearing is available on the Town Website. She also notes that consultant did mention that the dam itself does not contribute to the historical value of the area. There are 2 weeks left in the comment period for the questionnaire available on the website. There is a meeting coming up regarding the Town Wide Mapping and color coding and she is hoping to have a presentation prepared by October. She also reports there is an All District Music Festival at the High School at 6:00 pm.

Chairman Quandt would like to thank the Veterans group for all of their efforts to organize the Memorial Day Parade.

#### **h. Correspondence**

Mr. Dean reports a 91A request, from Brian Griset that came to the Town Office on Saturday and was not included in the packet, as it was received during regular business hours, and was submitted via email to the Board. He advises the letter indicates the requests previously sent to the Board are not limited to communications between Board Members. Ms. Gilman notes she does not speak for the entire Board, and did not in her communications with Mr. Griset after the last Selectman's Meeting. Mr. Chartrand remarks that he has thought deeply about this topic. He has decided on his own behalf how he will handle 91A requests going forward. As many of these requests were made prior to his participation on the Board, he finds them chilling. Mr. Chartrand notes he is uncomfortable receiving these requests in his personal email. Going forward he will handle them as follows: all 91A requests should be routed through Town Manager and the Chair. All 91A requests land in the packet at each meeting and read into the record in full. He will personally no longer be reading any emails regarding 91a requests. He advises they will be deleted without reading them and further requests should be sent to the Town Manager and the Board Chair. Mr. Clement asks Mr. Dean to clarify what Mr. Griset is requesting. Mr. Dean indicates that all electronic communication that occurred during the Board Meeting is requested for his review. Mr. Clement further asks for clarification in regard to his personal communications (i.e. Facebook updates that have come to his phone during a meeting); Mr. Griset wishes to review these as well? Mr. Dean indicates he has prepared a response to the request which will go out in the morning and the Town Attorney has been consulted.

An Email was received from Renee O'Barton regarding 91A violations.

A letter of response to Ms. O'Barton's request was included in the correspondence section of the packet.

An Email from Brian Griset regarding a 91A request was received.

A letter of response to Mr. Griset's request was included in the correspondence section of the packet.

An Email from Brian Griset clarifying his request regarding 91A violations was received.

A letter of response to Mr. Griset's request was included in the correspondence section of the packet.

A letter from Wonderland Thrift Shop asking for community donation to the shop.

A letter from Mike Favreau, Recreation Director, indicating the Senior Class, in conjunction with Bernier Corp has completed the Summerwind Landscaping at the Planet Playground.

A letter highlighting route changes for the COAST public transit system.

Ms. Gilman notes a letter of notice has been received indicating the Cemetery is now listed as a NH Historical landmark. The packet includes a list of options available from Sagmore Signs to purchase a sign to indicate the historical site. She feels the choice of signage should be left to the HDC.

**Mr. Clement moves to forward the notice to the Historic Commission. Mr. Chartrand Seconds. Vote: Unanimous.**

**8. Review Board Calendar**

The Board will meet again on June 18<sup>th</sup>, 2012

**9. Adjournment**

**Mr. Chartrand moves to adjourn. Ms. Gilman Seconds. Vote: unanimous**

The Board stood adjourned at 9:26pm.

Respectfully Submitted,

Jennifer Pond  
Recording Secretary

Appointments

June 25, 2012

Arts Committee – Bob Richardson, Term to Expire April 30, 2015

Planning Board – Jeff Dube, Alternate, Term to Expire April 30, 2013

List of Volunteers – “375<sup>th</sup> Committee”

Sheila Roberge  
Eileen Flockhart  
Maureen Armstrong  
Judy Rowan  
Julie Gilman  
“Others as they come forward!”

Additional:

Historical Society Representation:

Lionel Ingram  
Laura Gowing  
Barbara Rimkunas

Staff Support:

Russell Dean, Town Manager

“Employee of the Year Award”

Criteria

- Person must be an active employee of the Town in the year preceding the award for the year granted;
- Nominations must be from an Employee, Department Head, or Town Manager (must have at least 2 signatures including that of the department head). Nominations may also be submitted from members of Town, Boards, Committees or Commissions where a majority of that Board supports nomination.

Content

- Nominations must contain a narrative that describes at least one of the following:
- An instance of the employee going above and beyond the normal requirements of the job description;
- The positive impact on the Town as a result of his/her actions;
- A full description of events and efforts that led to the nomination (a description of a project worked on, policy developed, cost saving measure, extraordinary community effort, etc.)

Delivery

- Nominations would be due each year by December 1<sup>st</sup>.

Option A

- Interviews would be conducted by a panel with all nominees (panel would be made up of 2-3 town employees, town manager, and community members, but an odd number such as 5). Community members could come from local business sector, clergy, or other discipline.
- Award would be made by panel following interview process.

Option B

Employees conduct electronic vote on Top 3 nominees determined by panel.

- Announcement of winner would be made in January of following year.

Winners would be recognized on a plaque in the the Town Office by year (similar to current plaque showing Board membership).

# List for Selectmen's meeting June 25, 2012

## Tax Abatement

<b>Map/Lot</b>	<b>Location</b>	<b>Amount</b>
27/12	Beech Hill Road	313.99
47/4/11	6 Continental Drive	3,159.93
47/4/11	6 Continental Drive	1,579.96
100/4/1	149 Kingston Road	6,037.94

## Water/Sewer Abatement

<b>Map/Lot</b>	<b>Location</b>	<b>Amount</b>
	14 Langdon Ave	238.00
	14 Bow Street	644.97
	9 Whitley Road	2,198.97
	70 Main Street	317.82



# State of New Hampshire Department of Revenue Administration



109 Pleasant Street  
PO Box 1313, Concord, NH 03302-1313  
Telephone (603) 230-5950  
www.nh.gov/revenue

Kevin A. Clougherty  
Commissioner

PROPERTY APPRAISAL DIVISION  
Stephan W. Hamilton  
Director

Margaret L. Fulton  
Assistant Commissioner

6/6/2012

David M. Cornell  
Assistant Director

TOWN OF EXETER  
OFFICE OF SELECTMEN  
10 FRONT STREET  
EXETER NH 03833

Re: PA-28 Inventory of Taxable Property Form for **2013**

Dear Assessing Official,

This is our annual request to municipalities to determine whether the municipality will be utilizing the Form PA-28, Taxpayer Inventory Blank in accordance with RSA 74:4 for **2013**. If Yes, please check the "**WILL**" Box below and indicate the number of forms needed. If your municipality has elected Not to use the Inventory form, in accordance with RSA 74:4-a, please check the "**WILL NOT**" Box below.

Please return this entire form with the section below completed and **signed** no later than **August 17, 2012** to the Department of Revenue Administration, PO Box 1313, Concord NH 03302-1313.

If you are electing to use the form, it is our suggestion that you indicate your municipalities telephone number on your return-mailing label, should the taxpayers need to contact your municipality.

Please feel free to contact Cindy Paige at (603) 230-5971 if you require additional information.

Sincerely,

  
Linda C. Kennedy  
Manager

<input checked="" type="checkbox"/> <b>WILL NOT</b> be using the PA-28 Form in 2013 Or <input type="checkbox"/> <b>WILL</b> be using the PA-28 Form in 2013  Number of PA-28 Forms Requested by the Municipality for 2013 # _____ (Our print order is based upon what is needed, so please be sure to order an adequate amount.)
---

\_\_\_\_\_  
Print Name of Contact Person

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contact Telephone #

\_\_\_\_\_  
Signature of Assessing Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Assessing Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Assessing Official

\_\_\_\_\_  
Date



# Paralyzed teen breaks world swimming records

## Exeter teenager heading to Paralympic Games

UPDATED 8:40 AM EDT Jun 19, 2012

### EXETER, N.H. -

An Exeter high school senior is grabbing global attention after shattering two world swimming records at the U.S. Paralympic Trials in North Dakota.

"After I broke the record, there was about 15 articles in all these different newspapers and websites all around the world about this New Hampshire teenager," Victoria Arlen said.

Arlen, 17, will head to London later this summer to compete in the Paralympic Games on Team USA.

"I'm going to London. Like, this is really cool," she said.

Arlen was paralyzed after suffering complications from a rare spinal cord inflammation when she was 11 years old. She said there were times that she was near death.

"I managed to prove them all wrong because I was determined to live," she said.

The teen said her mother helped encourage her to chase her dreams.

"She stopped the car and said, 'Don't you ever let anyone tell you you can't do something. If you think you can do it, you can do it,'" Arlen said.

Arlen has since broken world records in 100- and 400-meter Paralympic swimming and set 11 American and Pan Am records. She is ranked first in the world in some events.

The teen said she is excited to do her best at the upcoming games.

"[I will] hopefully [win a] medal, but we'll see what happens. I'm just happy to go there. The bottom line is, I did it, so I'm just going to enjoy the rest of it," she said.

Arlen will head to Germany in August for training before heading to London for the Paralympics, which take place in the same venue following the Olympics.

Opening ceremonies are August 29.

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## NEW HAMPSHIRE DIVISION OF HISTORICAL RESOURCES

State of New Hampshire, Department of Cultural Resources  
19 Pillsbury Street, Concord, NH 03301-3570  
TDD Access: Relay NH 1-800-735-2964  
[www.nh.gov/nhdhr](http://www.nh.gov/nhdhr)

603-271-3483  
603-271-3558  
FAX 603-271-3433  
[preservation@dcr.nh.gov](mailto:preservation@dcr.nh.gov)

June 4, 2012

Rita Walsh  
Nicole Benjamin  
Vanasse Hangen Brustlin, Inc.  
101 Walnut St  
PO Box 9151  
Watertown, MA 02471-9151

Re: RPR #3280

Dear Ms. Benjamin;

Thank you for requesting a determination of National Register eligibility for the property listed below. As requested, the Division of Historical Resources' Determination of Eligibility Committee has reviewed the *DHR Inventory Form* prepared by you; based on the information available, the DOE Committee's evaluation of National Register eligibility is:

TOWN/CITY	PROPERTY	DETERMINATION
Exeter	Exeter Great Dam Project Area	Eligible-District
Exeter	Great Dam	Eligible

A copy of the DHR evaluation form is attached for your use. Please refer to the "Follow-up" section for an explanation of the additional data needed for the "more information" request. The inventory data and the evaluation will also be added to the statewide survey database for historic properties in New Hampshire.

Please contact Mary Kate Ryan at 271-6435 or [MaryKate.Ryan@dcr.nh.gov](mailto:MaryKate.Ryan@dcr.nh.gov) if you have questions.

Sincerely,

Christina St.Louis  
Program Specialist

Enclosure

cc: Elizabeth Muzzey, Director / State Historic Preservation Officer  
NOAA



**Determination of Eligibility (DOE)**

**Inventory #: EXE0043**

Review Date: 5/23/2012 DOE Date: 5/14/2012

Final DOE Approved

DHR Staff: MKR



Property Name: Exeter Great Dam  
Area: Exeter Waterfront Commercial Historic Distric  
Address: 200 ft downstream of High Street Bridge  
Town: Exeter County: Rockingham

Reviewed For: R&C DOE Program(s): RPR 3280  
NOAA

**DETERMINATION OF ELIGIBILITY**

Contributes to a National Register/

Integrity: Yes

Level: Local

Criteria: A: Yes B: C: Yes  
D: E:

**STATEMENT OF SIGNIFICANCE:**

A dam has existed at this location since the 1640s. The current run-of-river concrete gravity dam "Great Dam" at Great Falls in Exeter was constructed in 1914. It was repaired (content of that repair unknown at this time) in 1938, and a fish ladder was added in 1968.

The dam provided power to the Exeter Manufacturing Company from construction in 1914 through 1949. The mills were in service until 1983, but the dam and water rights were donated to the town of Exeter in 1981. It is currently used as an impoundment dam for the town's water supply.

As part of the significant Exeter Manufacturing Company complex, the dam is a contributing resource to the National Register listed Exeter Waterfront Commercial Historic District, listed in 1980 and expanded in 1986 to include the Exeter Manufacturing Company complex. Though the form does not address this, it is likely that the granite retaining walls along the river are also significant structures relating to this context within the district.

**AREAS OF SIGNIFICANCE(S)**

Industry

Period of Significance: 1914 to 1949

Period not applicable

Boundary: dam, retaining walls, not including fish passage+

Follow Up: Notify appropriate parties.

Comments:

## AROUND THE TOWN

### Film camp for SAU 16 students

EXETER — Students interested in film are invited to attend a special film camp being put on by Film Producer Bethany Constance and Doug York, director & television channel coordinator, SAU 16 and EXTV 98.

The camp will be held the week of July 9-13 at Exeter High School. comcast.net or call 603-978-3662. The price for this camp is \$300.

The camp is open to anyone entering Grade 6-12, from any school district.

The class will include writing, directing, acting and shooting a film. It will also include a 'crash course' in camera work and filming techniques using digital video equipment.

To register, contact Bethany Constance at a/13production@



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

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## EXTV

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**Frank Ferraro** <fferraro2010@gmail.com>

Thu, Jun 21, 2012 at 7:56 AM

To: Matt Quandt <mjquandt@comcast.net>, Russ Dean <rdean@town.exeter.nh.us>

Cc: dewey@exeterpl.org, nbelanger411@gmail.com, homerebuilder@comcast.net, Anne Surman <beautifuljoe@myfairpoint.net>

I noticed in Tuesday's News-Letter that Doug York and another person are holding a "film camp" in July and that they are charging \$300 per student.

I thought these "training" sessions were part of Doug's normal duties and part of what we were paying JBC to do. Therefore, why is there a cost for this training?

Was the cable committee advised of this fee-based activity?

Are they using equipment paid for from the cable franchise fee? If so, how much is Exeter being reimbursed from this \$300.

Is Doug doing this on SAU 16 time or on EXTV time?

Seems like there is now a separate enterprise being run out of the studio being paid for by SAU 16 towns and with equipment paid for by Exeter residents, and I don't recall the Board authorizing any fee-based programs.

Frank Ferraro



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

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## EXTV

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**Douglas York** <dyork@sau16.org>  
To: Russ Dean <rdean@town.exeter.nh.us>  
Cc: Jay Childs <jchilds@jbccom.com>

Fri, Jun 22, 2012 at 10:38 AM

Hi Russ,

The film camp is an Educational Channel sponsored SAU16 event that does not have anything to do with the Public Access channel or the town's cable franchise fees. The camp will take place in and around the school but we will not be using any Town owned, studio equipment for the camp. We will show campers the studio and it's function to further promote it's capability but it is not the primary objective of the camp. By comparison, it is similar to the basketball, football and band camps the school hosts through out the summer.

I will be working at the camp on SAU16 time. I have attached the flyer for the camp to this email to further clarify the details regarding the camp.

If you have any questions please email me.

Thank you,  
Doug

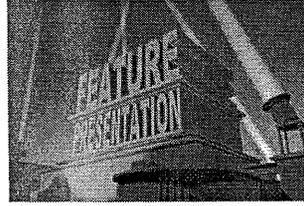
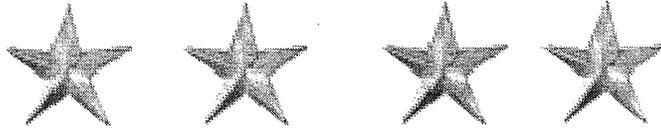
[Quoted text hidden]

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*Production Coordinator*  
SAUTV13 / EXTV98  
1 Blue Hawk Dr.  
Exeter, NH 03833  
p: 603-395-2500  
p: 603-583-5398  
e: dyork@sau16.org

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 **FILM CAMP\_Exeter doc-1.doc**  
52K

# Want To Be In a Movie ?



## Film Camp With

**Bethany Constance, Talent Manager & Film Producer**

**And**

**Doug York, Director & TV Channel Coordinator, SAU 16 /EXTV 98**

When: Week of July 9<sup>th</sup>-July 13<sup>th</sup> (10:00am-3:00pm)  
Where: Exeter High School, 1 Blue Hawk Drive, Exeter, NH 03833  
What to bring: Paper and pencil, current picture of yourself, snack/drinks/lunch

The Camp is open to anyone entering 6<sup>th</sup> grade through 12<sup>th</sup> grade. (from any school district) We will write, direct, act and shoot a film together. We will create our story, develop our characters and design sets. Then we will get a crash course in camera work and filming techniques using digital video equipment. Putting all the skills together we will spend the week making our film. All participants will spend time in front of and behind the camera with the opportunity to focus on the parts of film making they enjoy most.

### CAMP WEEK AT A GLANCE

**Day #1-** We work on script structure through writing exercises and other techniques and will have a rough draft of the script by the end of the day.

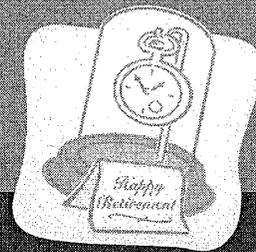
**Day #2-** Is all about the ACTOR. We will work on improv, audition technique for Film/TV, Commercial Copy/scenes. We will do our first read of the final draft of our script to shoot and discuss wardrobe, make-up and props.

**Day #3-** Is about Film Making. We will learn about the camera, camera angles, shots, soundtracks, locations, terminology, breaking down a script and the shooting schedule.....We begin to shoot our film.

**Day #4-** We shoot!

**Day #5-** Let's edit, add sound and the credits! We will make a rough cut. Parents, friends and fans are all welcome to a screening at 2:30 of our film.

A copy of the final edit will be given to everyone and the film will be aired on our Public Access channel.



# RETIREMENT SOCIAL FOR DON BRABANT

Please join us for a Strawberry  
Shortcake Social to celebrate Don's  
Retirement.

DATE: WEDNESDAY, JUNE 27, 2012

TIME: 4 TO 6 P.M.

Town Office  
Nowak Room  
10 Front Street  
Exeter, NH 03833

RSVP: SHERI RIFFLE 603-773-6102