

**Exeter Board of Selectmen Meeting  
Monday, July 9<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. Public Comment
3. Bid Openings – 47 Front Street Roof Project
4. Minutes & Proclamations
  - a. Special Meeting: June 21<sup>st</sup>, 2012
  - b. Regular Meeting: June 25<sup>th</sup>, 2012
5. Appointments
6. Discussion/Action Items
  - a. New Business
    - i. Mikey Sales: Eagle Scout Project
    - ii. Jady Hill Phase II Engineering Contract Extension
    - iii. Review BOS Goals Report
    - iv. Deputy Treasurer Update
    - v. 375<sup>th</sup> Committee Charge
    - vi. Initial Discussion: FY13 Budget
  - b. Old Business-
    - i. None
7. Regular Business
  - a. A/P and Payroll Manifests
  - b. Budget Updates
  - c. Tax Abatements & Exemptions
  - d. Water/Sewer Abatements
  - e. Permits
  - f. Town Manager's Report
  - g. Legislative Update
  - h. Selectmen's Committee Reports
  - i. Correspondence
8. Review Board Calendar
9. Non Public Session
10. Adjournment

Matt Quandt, Chairman  
Board of Selectmen

Posted: 7/6/12 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.

## Packet Overview – July 9th, 2012

### Business Prior to Regular Meeting – 6:30 p.m.

Marilyn Erickson will be present to discuss a tax issue with the Board of Selectmen.

Rawson Webb has submitted an application for the EDC or Arts Committee. He has been contacted about coming in Monday evening.

### New Business

Bid openings have been moved up in the agenda. The Front Street Roof project will be open at Monday evening's meeting.

Item #1 – Mikey Sales, Eagle Scout project. Mikey is being sponsored by his troop for a trail improvement along Waterworks Pond. All the information is contained in the packet. Mikey is seeking Selectmen approval to do the project.

Item #2 – Jady Hill Phase II Engineering Contract Extension. This request is for Wright-Pierce to be confirmed as the engineer continuing into Phase II of the Jady Hill project. All information is contained in the packet through a memo from Paul Vlasich. **Suggested motion: Move the Board of Selectmen accept and extend the current contract with Wright-Pierce for construction services for Phase II of the Jady Hill project in the amount of \$165,402.**

Item #3 – **Review BOS Goals Report.** This agenda item is to discuss the goals report published by Primex and to outline next steps in the process on each goal that has been set.

Item #4 – **Deputy Treasurer Update.** The Town Manager has compiled a survey of other communities and will report findings about the Deputy Treasurer position for consideration and discussion.

Item #5 – 375<sup>th</sup> Committee charge. Selectwoman Gilman has drafted a charge for the 375<sup>th</sup> Committee. We also have had interest from Kathy McNeil and Roy Morrisette to represent the schools. **Suggested motion: Move the Board approve the charge of the 375<sup>th</sup> Committee as presented.**

Item #6 – Initial Budget Discussion FY2013. This is an initial discussion of budget direction and priorities for 2013. The Budget Recommendations Committee is scheduled to meet on July 18<sup>th</sup>, 2012 for their process kickoff.

Old Business:

There is no old business.

Other Business

- There are 2 jeopardy assessment warrants this week. In addition there is a yield tax warrant for signature.

- There are 3 water/sewer 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. Backup information is contained in the folder in the BOS office similar to the tax abatement backup.
- Permits – There is a request from the Women’s Club for signage to advertise an event on July 21<sup>st</sup> at the Town Hall.



**Town of Exeter**  
**Boards, Commissions & Committees**  
*Appointment Application*

Committee Selection:

1<sup>st</sup> Choice: Economic Development 2<sup>nd</sup> Choice: ARTS

Name: RAWSON L. Webb

Address: 18 Ash St Exeter

Email: Rlweb@myway.com

Phone: 778 4226 Cell: 603 531 9333

Please describe your interest in serving on this committee.

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Please provide any background information that would be of interest to the Board when considering your application, including previous committee service or other relevant experience. (resume can be attached)

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Are you aware of any conflicts that could arise affecting your service on this committee?

NO

Are you aware of the meeting schedule and able to commit to attending regularly?  YES  NO

After submitting this application for appointment to the Town Manager:

- The application will be reviewed and you will be scheduled for an interview with the Selectmen
- Following the interview the Board will vote on your potential appointment at the next regular meeting
- If appointed, you will receive a letter from the Town Manager and will be required to complete paperwork with the Town Clerk prior to the start of your service on the committee or board.

Signature: [Signature]

Date: 28 Jun 2012

Please submit to: **Town Manager, Town of Exeter 10 Front Street Exeter, NH 03833**

**Rawson Webb**

18 Ash Street  
Address Line 2  
Exeter, NH 03033  
Country  
Home Phone 6037784226  
Email rieca@myway.com

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**WORK HISTORY**

1999 - current, Air Export Agent, Phoenix International Freight Services  
Exporting freight by air to international destinations. responsible for compliance with USA Customs, Bureau of Census, TSA and carrier requirements, as well as import requirements of other countries. Negotiation rates with shipper and carriers, documentation preparation, including moving hazardous materials. Familiar with use of spreadsheet, word processing and commercial email

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**EDUCATION**

BA, Bradford College 1978 Individual Major in Literature, Philosophy and Writing

AA Bradford College 1976 Liberal Arts

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**LICENSES & CERTIFICATES**

- Security clearance for air freight TSA (current)
- Certified to ship Dangerous Goods via air (current).

# DRAFT MINUTES

BOARD OF SELECTMEN MEETING

MINUTES

June 21, 2012

1. Call Meeting to Order

Chairman Matt Quandt called the meeting to order at 2:30 p.m. in the Wheelwright Room of the Town Office. Present in addition to the Chair are Selectman Dan Chartrand, Selectman Don Clement, Selectwoman Julie Gilman, Selectman Frank Ferraro. Also present are Town Manager Russell Dean and Finance Director Doreen Ravell. Intern Tom Lamb also present.

2. Interview for Interim Town Treasurer. Sue Dillon was present to interview for the position of interim Town Treasurer. Chairman Quandt noted this interview was for an interim position to last until the next Town Election. He thanked Ms. Dillon for coming forward. Ms. Dillon outlined her qualifications for the Board including the fact she is currently performing the same duties for the Cooperative School District in her capacity as an accountant for the ECSD. She is an Exeter resident and believes she has the skills and background to fit the position. General discussion and questions from the Selectmen ensue and Ms. Dillon is thanked for her application and the Town Manager will be in touch with her.

3. Other Business

Chairman Quandt outlined a forum the group Patient Speaks wishes to have on Tuesday, June 26<sup>th</sup> at the Town Hall. He presents a permit to the Board for approval from the organization. Mr. Chartrand moves to approve the permit, seconded by Selectwoman Gilman. Motion carries unanimously.

Mr. Chartrand presents an accounts payable warrant for \$28,300 for approval by the Board. Mr. Chartrand moves to approve. Seconded by Selectwoman Gilman. The Town Manager describes the warrant as a payment to the company Exeter Roofing for materials, so they may get the water treatment plant roof project underway in a timely manner. The motion carries unanimously.

General discussion on the hep C outbreak at Exeter Hospital, an update on the status of the Welfare Director, and discussion on Victoria Arlen recognition.

2. Adjournment

Selectman Ferraro moved to adjourn. Selectman Chartrand seconded. The Board stood adjourned at 3:05 p.m.

Respectfully submitted,

Russell Dean  
Town Manager

**1. Call Meeting to Order**

Chairman Matt Quandt convened The Board at 6:30 p.m in the Wheelwright 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. Board Interviews**

The Board interviewed Allan Corey for position of interim town treasurer at 6:30 p.m.. They then moved to the Nowak Room for their regular business meeting at 7:00 p.m.

**3. Public Comment****a. None this evening****4. Minutes and Proclamations****a. Regular Meeting: May 18<sup>th</sup>, 2012**

These minutes are from the work session, minutes from the goal setting meeting. Mr. Russ Dean notes that the footer says the incorrect date and he will make revisions.

**Mr. Dan Chartrand motions to accept the minutes. Julie Gilman seconds. Vote: Unanimous**

**b. Regular Meeting: June 4<sup>th</sup> 2012**

Mr. Ferraro begs the board's indulgence with several minor revisions. Referring to page two, the discussion of the Exeter swim team, the sentence originally read, "the purpose of the proposal presented is to request approval for placement." He states they were not requesting approval at that time, it should've been, "The purpose of the presentation is to discuss a proposal for placement..." However Mr. Quandt states that he believes that is literally what Mr. Cronauer (presenter's name) said and therefore should be left alone. Therefore the statement was left alone until rechecked. On page three, third paragraph, line ten, he catches the board up to his location in the minutes and adds, "but reiterates his question asking if there would be any cost to the town." Mr. Ferraro explains that his question initially was not answered. He continues to read directly off the minutes until reaching his next correction where he indicates that Mr. Cronauer concurred that the Exeter Swim Team was going to cover maintenance and operating costs for the winter time period. In the fourteenth line he removes "just". He continues to page six line nine about the dog warrant, clarifying that, "the subcommittee might enlist a business owner or developer". Mr. Ferraro feels that it is important to try to get people that own the businesses of Portsmouth Avenue involved. Page seven of twelve under "tax deeds" in line four he inserted "and" to distinguish the difference in condo fees and lot fees. In line six on the same page he corrected spelling errors "of" to "on" and "done" to "one". Vice Chairman asks for Mr. Ferraro to show where the modification was made and is shown the change made with inserting "and" to make the statement "condo and lot fees". On page nine in the last paragraph, he notifies that it was not himself who raised the permit request for Stillwell's Ice Cream, but Mr. Dean. He further clarifies that initially, Stillwell's had wanted two benches however they only applied for one. He corrects the following sentence by stating, they are allowed seating outside in the form of a single bench. The final correction is on page ten, the first paragraph last sentence, where Mr. Dean stated \$177,000.00 was spent at on the project. Mr. Dean has no recollection and it could be incorrect. Mr. Ferraro corrects himself that it is

\$117,000.00. Mr. Chartrand inquires if that statement about the money can be left out since someone else was saying it. Mr. Ferraro concurs while Mr. Quandt suggests looking further into it.

**Mr. Frank Ferraro motions to accept the minutes. Julie Gilman seconds Vote: Unanimous**

**5. Appointments – Planning Board, Arts Committee**

Mr. Clement begins by informing the Board that there are two appointments this evening.

**He moves that the board approves the appointment of Bob Richardson to the Arts Committee for term to expire April 30<sup>th</sup> 2015. Julie Gilman seconds the motion: Vote unanimous.**

**Mr. Clement moves that the board appoint Jeff Dube as an alternate to the Planning Board. His term to expire April 30<sup>th</sup> 2013. Julie Gilman seconds the motion: Vote unanimous.**

**6. Discussions/Action Items – motion to open the public hearing**

**a. New Business**

**Motion to Open the Public Hearing from Ms. Gilman and Mr. Chartrand seconds. Vote: Unanimous**

**i. Public Hearing: Emergency Plan**

The Fire Chief stands with his plans and brings them to the board. The public hearing this evening is the final step to approve the revised Town Natural Hazard Mitigation plan. There were several meetings to revise it. He informs the board that every five years it needs to be updated. He brings the final draft copy and once approved it will be sent off to Rockingham County Planning Commission and FEMA for approval. If approved, the plan will be sent back to the Board for signatures. Finally, the plans will be kept on file in the town of Exeter and also be actively in effect. A copy will be sent to the Office of Environmental Management in NH. The Chief highlights some changes made. He notes now having a more water issues, floods, and ice storms over the last five years, and they updated accordingly. Maps are now much more accurate as far as homes within the 100 year flood plain and 500 year flood plain and areas that they always had issues with wind or ice storms. He believes the information is more accurate. This will be put on file with the fire department, police department, and DPW. Mr. Clement inquires regarding page forty-three, how it talks about one of the mitigation strategies or actions, study, use and management of Exeter River. The plan defers this on the grounds that it needs to be researched more. Mr. Clement brings to the Chief's attention that the Exeter River local advisory committee in conjunction with the state of NH DES did a fluvial geomorphic study of the entire Exeter River regarding the River over the past several years. It was a very extensive survey that he feels would detail a lot about the study, use, and management of the Exeter River. Mr. Clement thinks the plan could reference this study somewhere in the mitigation plan to bring awareness that it exists. The Chief replies that under the 2012 status in the far right hand column, where it talks about being deferred, he comments that the thought behind deferring it was until more information was achieved on the river to be able to start making better decisions on how to deal with it. The Chief explains that the plan is a combination of the highway department, fire and police departments, with input from the town manager, as the things that the community would like to see be looked at to help lessen the damage done by natural

disasters. He describes the plans as a roadmap of things to work on. The Chief mentions some changes that can take place such as possibly seeing things for river monitoring or dam repair or better ways to release water from flooding areas, as part of highway plans. He then reiterates that this plan has merely guidelines for what to do should these situations present themselves. Mr. Clement confirms and just tries to point out to the Chief that there are significant research materials available to the chief between state grants and the town of Exeter. Both Mr. Clement and Mr. Dean reference the Bear Creek study and note that it has great observations and detailed recommendations that are good to mitigate flooding. He continues to add that one of the mitigations was to look into the possibility of creating a fluvial motion hazard zone. Mr. Clement has one more note on pg 58 Chapter 9, implementation schedule for priority mitigation strategies. He says there are two interesting things, the second to last project evaluates sea level rise impacts current and future water and sewer treatment facilities. The Boston Globe had an interesting article today about sea water rising on the East Coast. He continues speculating that it can be more severe here than on the Gulf Coast or anywhere else. There is another state group called the Coastal Adaptation Work Group (CAW). Steve Miller, UNH, part of this group is doing a lot with the sea rise and they hold many workshops at the Hugh Gregg Costal Center. Different towns are trying to recognize the different possibilities with this and what they are doing to protect infrastructure and so on. Essentially Mr. Clement implores to stay in touch with CAW or reach out to them. One reason he gives is that of a college professor who is a climatologist. Climatologists have very good insight and he has gathered a lot of information for the Great Bay Communities. Surprisingly if you live in Portsmouth, Hampton, Seabrook, or Rye sea rise is something to be aware of however don't discount sea rise in towns such as Durham, Newmarket, and Exeter, to name a few. Even though the impact would be less it is still something that the communities should be prepared for. Again Mr. Clement exclaims the need to look for more information. The Chief replies that was the reason for it being highlighted by the DPW in the planning department because they really have a lot more involvement in the avenues Mr. Clement mentioned. Mr. Clement states they had people from other towns show up and list different infrastructures that could be impacted by minimal sea rise, and it gets very extensive. The effects have been more prominent over the last few years. Other than that the emergency plan has a lot of good stuff in it.

**Motion to close from Ms. Gilman and Mr. Chartrand seconds the motion. Vote: Unanimous**

**ii. Interim Town Treasurer Appointment**

Mr. Quandt starts with that the two applicants were very qualified. He then opens up to the board for discussion. Mr. Clement begins by agreeing that it was a difficult decision.

**Mr. Clement then moves that the Board appoint Allan Corey as the interim treasurer until the March election. Ms. Gilman seconds the motion.**

Mr. Quandt inquires for further discussion and Mr. Ferraro reiterates that the candidates are both qualified. He also thinks that both would make an excellent treasurer. Mr. Clement feels fortunate with having two qualified individuals. Mr. Quandt calls the vote. **The motion passes to appoint Allan Corey as Interim Treasurer.**

Mr. Quandt continues by explaining that the outgoing town treasurer brought up the position called a deputy town treasurer. He believes that the RSA allows for the town to have one and asks the board to discuss. It can be appointed by treasurer and approved by the board. When asking if they should ask the newly appointed treasure to consider someone to fill this role the Mr. Clement replies with having Mr. Dean put together some information and data about this new position. They also feel that Mr. Corey should "get his feet wet" as a treasurer. Furthermore, the appointment should be explored once more detail about the position is obtained. Mr. Chartrand expresses interest imploring that the other candidate was extremely well qualified. He would like to see a Deputy Town Treasurer in place even without knowing the mechanics for it are. It would be one more layer of internal control and would be a wise thing to pursue. Mr. Dean adds that many towns have Deputy Town Treasurers; it's fairly common to have a backup in the event that the treasurer is incapacitated. Mr. Ferraro agrees with Mr. Clement. Need to give the treasurer time in his position so we can receive input from the treasurer. Not opposed but like to get more information.

Mr. Dean is going to put more information about the position together about the position and get busy with the transfer. Mr. Quandt asks when he will start and Mr. Dean clarifies that as soon as the board votes on it, he will be appointed and then need to take the oath of office and so forth, pass that down to the town clerk, the mechanics work such as bank statement, signature form, and things like that, will have to get done over the next couple of days.

**iii. Formation of 375<sup>th</sup> Anniversary Committee**

Ms. Gilman is recognized for the organization of the 375<sup>th</sup> anniversary committee. She begins by apologizing for lack of information. She typed a mission statement yet accidentally deleted it. All that she has is the list of those who already agreed to volunteer. She wishes to make it a standing committee every year until the events are done and disband unless it's decided that these celebrations occur every three years. Mission is just to develop, organize, and have events to celebrate the 375<sup>th</sup> anniversary of the towns founding. Ms. Gilman has a list of the current committee members but they are not limiting it to only them. The Heritage Commission also has shown interest to be a part of the celebration.

**Ms. Gilman motions to create the 375th anniversary subcommittee and Mr. Chantrand seconds.**

Mr. Ferraro clarifies that it would be a good idea to formalize the committee more with a charge and duration. **Ms. Gilman agrees and the motion is passed unanimously.**

**Motion to create the 375<sup>th</sup> anniversary committee. Vote: Unanimous**

**Motion to appoint Sheila Roberge, Eileen Flockhart, Maureen Armstrong, Judy Rowan, Mary Dupre, and herself as selectman representative, Mr. Chantrand seconds and the motion passed unanimously. She also recommends additional support from the Exeter Historical Society. Mr. Chantrand seconds the motion and the motion is passed unanimously.**

Mr. Quandt asks if the Heritage Committee will also be assisting and she concurs. Mr. Dean states that Hope Godino, Library Director, has also volunteered to assist. Other communities spent three years to plan the event so the public is encouraged for input.

**iv. Discussion: Employee of Year Award**

Mr. Quandt put the idea in for a town wide employee of the year. He explains how each department has their own little things that they do such as having an employee of the month or employee of the quarter. He asked Mr. Dean to look into making an outline of possible criteria for this new idea. He requests feedback from the board on the concept and if they want to continue pursuing it. Mr. Clement had a conversation about this with Mr. Dean and thinks it's a wonderful idea. There are many dedicated staff and feels they need to reach out to those few with a small token of recognition. He feels Mr. Dean has put a good boilerplate together on how to approach it. Mr. Clement feels there is a need to do it. Yes they're employed and they work and everyone knows that there are certain individuals who go above and beyond their jobs. More recognition for these individuals is a wonderful thing. Mr. Quandt begins discussing the outline. The first option would be to have a nominating process through interviews. The second other would be having employees to vote or use an electronic ballot. Mr. Quandt inquires to Mr. Dean on his ideas to which Mr. Dean responds by discussing his assistant Sheri whom has coordinated a similar program in her previous position in South Carolina. Along with feeling it to be a good idea, he echoes Mr. Clement in that there are many individuals who do go above and beyond and it would be nice to have recognition for that at a single point during the year. This would be done through a nomination process and it's been laid out as the nominations would be from either from an employee to include a department head or the town manager. Nominations must have two signatures from department heads. The idea is that if someone is nominated that the department head would be in support for the nomination, hence why it is written that way. Nominations could be also be submitted from members of town board committees or commissions where a majority of that board supports nominations. It would essentially open the door for that majority of the board to nominate someone as well for something they did within the community or as part of their job. Nominations would contain a narrative about all the things that you would expect to hear about the individual which Mr. Clement and Mr. Dean have already specified such as going above and beyond the normal requirements of their job description. Mr. Dean has wrote it up as an instance however he feels there is a reality that during the narrative process there will probably be more than one instance identified to help rank the nominees. The narrative would also discuss how the individual has a positive impact on the town and also a full description of what lead to the nomination. So if it was policy developed or a cost saving measure or an extraordinary community effort, these would all be elements of a nomination. However, this doesn't mean they need all of these qualifiers. The nominations would need to be submitted by Dec 1<sup>st</sup> and hardest part would be the selection process. There are several options on how to pick the nominees. One option, "Option A" is to make a panel with all the nominees. The panel could be a few town employees, town manager, and community members, these would total an odd number such as five. The community members could be from a local business, clergy, or other discipline. Under this option the award would be

determined by an interview process. For instance, if you had five nominees, they would meet with a panel and maybe a selectman sits in. Mr. Dean closes this option explaining that this is how it was done in another place and that he is not excluding other ideas. The other option "Option B" is to have employees conduct an electronic vote on the top 3 nominees determined by a panel. It could be an award mechanism and a narrowing mechanism which could then be sent to employees to have a vote on. The winners would have a plaque in the town office similar to the year to year name recognition. Mr. Dean closes with that there is more that can be done for the winner and that his outline is meant to be a starting point. Mr. Clement states that the local Chamber has a process. They have a citizens of the year award, certain businesses by category award. He assumes there is a panel that reviews and makes their recommendation. However they do not go through an interview process. He ponders that if you have several employees that are nominated and bringing them in for an interview to a panel, what would the panel be? He likes the idea of having a panel, some people being in the community but outside of elected office but he is unsure and has difficulty making the award be through an interview process. Overall Mr. Clement likes "Option A" better than "Option B". Ms. Gilman agrees with Mr. Clement on "Option A". Mr. Clement continues with that the nominees could feel that they need to lobby for the award. Ms. Gilman explains that having "Option B" with the electronic vote would have unfair advantages. Some departments are larger than others and they can stack the numbers in their favor. Mr. Ferraro concurs with "Option A" likes the panel idea but would make the panel entirely outside people to completely prevent favoritism. This would mean the panel would not have a town employee, elected official, or staff person on the panel. People he considered would be the head of Chamber of Commerce or whomever at that time is the State Senator, maybe a clergy person. He is sure that the board can come up with five persons in Exeter working or residing, that would be independent to formulate the panel. Mr. Quandt suggests using state representatives however Mr. Ferraro replies that only choosing one and not others could pose conflict which is why he brought up the state senator, there is only one of him. Mr. Chartrand worries if you bring everyone outside of town government to the panel, there might be a lack of context. He suggests having a mix of people who are and are not involved with government. Ms. Gilman thinks if narratives are relied on instead of interviews there will be things that the general public may not understand what makes the individual so outstanding especially if the achievement is something done internally in a business. She understands that the narrative will inquire how what the nominee did affects the town, such as saving money or efficiency. Mr. Chartrand adds to possibly have a majority of people on the panel from the outside and some from inside the government. Mr. Quandt thinks if there will be something like staff support then it would be Human Resources. Mr. Clement suggests that part of the panel review that the individual who nominated the nominee, approach the panel or committee and explain why the individual was nominated. He feels that should be the interaction and Mr. Ferraro thinks that the person who is to be interviewed is not the nominee but bringing in the person who did the nominating would make more sense. Mr. Quandt asks if it is something the board should continue to look into and the board agrees with saying it is a great idea and has good framework.

Mr. Ferraro branches away from the employee aspect of the idea to focus on if or should there be a volunteer of the year. Ms. Gilman states that the local government center does have one. The board

feels they should use the same concept for volunteers. Mr. Ferraro expresses the need to show how important being a volunteer is and to consider putting something similar together for volunteers.

Ms. Gilman feels the need to try and time it so it is not around the budget crunch time so they might have to do something like this around December, January. A pro to this time span would be the decision would be done by deliberative town meetings. The cons are doing all of these things at the same time.

**v. Old Business**

**Update on Commercial Dock Ordinance/Waiver**

Mr. Dean begins by stating the board received correspondence from Mr. Mitchell. Mitchell Group looked into the issue, having a brief conversation about it and Walter Mitchell, Town Counsel, wrote back saying thank you for the request for guidance. He reviewed the minutes of the meeting on June 18<sup>th</sup> and related papers that were provided to the board as part of the packet. Mr. Mitchell states that he does not recommend that the board handle this matter by waiver at least in the way that procedure seems referred to in the minutes. The town's present ordinance about dock use contains nothing to suggest that the waiver may be asked for and no standards that must be considered when deciding to grant such a waiver. Mr. Mitchell believes that the first appropriate step is for the board to fully consider in a context broader than merely this one request, whether it wants to change the town's policy and allow commercial use of the dock, as surely if the board grants Mr. Noyes' request there will be other persons requesting commercial use of the dock and perhaps even persons wanting to compete with Mr. Noyes. Part of that consideration should be to evaluate how much use the dock gets for non commercial use and whether that use would be impacted by opening the dock to commercial uses. If the board is then inclined to change its policy, the simpler approach to a new ordinance can be drafted then the Wolfeboro sample. Then the suggestions by Mr. Noyes may be appropriate but some are not and some seem to speak just to his proposal. That concludes the town counsel's feedback.

Mr. Quandt believes in Mr. Mitchell's recommendation after listening to the letter however Ms. Gilman states that while he recommends against a waiver saying the board has no provisions about what would make the waiver. She feels that is something to look at. Mr. Clement adds that Mr. Mitchell has also given some thoughts, but what could happen if the board changes the ordinance to allow commercial use. Such as more requests for use. Mr. Clement inquires if there is a way to get into selectmen's mailbox? Mr. Clement recalls getting a phone call yesterday afternoon from an individual who has a boat there and was having a nice evening. The person on the phone tells Mr. Clement that right now he is tied up at the dock trying to load his passengers, there's another boat docked and there are three people trying to launch their boats, on high tide, on a beautiful day. It gets used at the high time since that is when boats can leave dock. Ms. Gilman is reminded if they go through with some kind of waiver process and have the right to limit the number of waivers given any given year for commercial activity. Ms. Gilman feels that the board should still look at a waiver.

Mr. Chartrand heads in a different direction in suggestion that the facilities need to be upgrading seeing as the current facilities cannot handle Mr. Noyes' request. Exeter historically is a seaport. He feels the board should look at upgrading within limits of what the Conservation Commission will approve the board to do. The dock is a commercial and natural resource. He thinks there are economic development opportunities with better facilities with a better dock. Mr. Quandt completely agrees. He concurs that it is an old dock that needs to be upgraded. He suggests talking with a harbor master about maybe putting in another dock. Mr. Chartrand states that he wants what Mr. Noyes wants which is running tours and educating people about the Exeter River. Mr. Quandt inquires to Mr. Dean on what steps would have to be taken to proceed with the idea to upgrade the docks. Mr. Dean thinks first step would be talking to different departments, probably all of them and tap their knowledge base and see what they know. Mr. Dean explains that when you walk around the dock and think "is the dock an appropriate size?" The process would start there and the board then would look at different options on how to expand it such as if there is a CIP request and looking into possible grants. It's alluded to in Mr. Mitchell's statement about what the board would be looking at as far as use. Proposal is good and start thinking about what else is coming in. That is unknown and given physical limitations and what do we need to study and look into what to do to expand it. Mr. Clement states that DES would have to regulate the dock and DES permitting. He is unsure what department the harbor master would fall under. Mr. Dean informs that it is the Port Authority and Mr. Clement continues. Several organizations such as Fish and Game may want to weigh in. They are always involved. There are ADA requirements for new docks built. The dock needs to be ADA compliant, which needs to be looked into. The dock currently is maintained by recreation department. The board is going to need several people to look into several different aspects. Some of these aspects being: what can be done given the regulations, what do us as the board want to do about it. Mr. Dean implores that they need to look at the permits for boats that are out there now.

Mr. Ferraro agrees with what everyone is saying however he agrees with Ms. Gilman in that a waiver provision is the way to go. Do it responsibly by addressing Mr. Mitchell's concerns and adopting that provision. The board can also limit the number of waivers in physical and operational aspects of what the dock is now. He feels there is the need to look into long term opportunities such as kayak rentals and bringing additional business. That is a long term solution that needs to get started now but I would hate to see opportunity for business development and environmental educational opportunities pass because of plans to do something down the road. Want to continue pursuing this application with a modification of the board's ordinance to allow for a waiver with limitations and controls on it. Mr. Dean can work with the guidelines and even if there is a way to address as is and maybe there is a way to limit the commercial use of the dock.

## **7. Regular Business**

### **a. Bid Openings**

**None this evening.**

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

Mr. Chartrand has a weekly payroll warrant that is a bit astray. Check dated 6/6/2012 \$165,277.58 in case it was missed. **Motion by Mr. Chartrand to pass, Ms. Gilman seconds Vote: Unanimous.** Weekly payroll warrant 6/20/2012 \$177,070.99. Mr. Chartrand moves to pass it. **Motion by Mr. Chartrand to pass, Ms. Gilman seconds Vote: Unanimous**

An accounts payable warrant from the Capital Fund 6/22/2012 \$96,660.00 to Brown industrial Group. **Motion by Mr. Chartrand to pass, Mr. Clement seconds Vote: Unanimous.** Accounts payable warrant 6/22/2012 \$2,714,692.00. **Mr. Chartrand moves to pass, Mr. Clement seconds Vote: Unanimous.** Accounts payable warrant 6/22/2012 \$645,244.74. **Mr. Chartrand to pass, Ms. Gilman seconds Vote: Unanimous**

**c. Budget Updates**

Mr. Dean mentioned at the prior meeting that May 31<sup>st</sup> expense update was out and was sent to the board. He requests the board looks through them and inquire to him with any questions. The budget year to date is where it should be. There hasn't been anything that has jumped off the page. The paving program is well underway. So far it has been a fairly standard year on the expense side.

**d. Abatements and Exemptions**

Mr. Chartrand starts by saying there are four tax abatements, Matt Blat 27/12 \$313.99

**Mr. Chartrand moves to pass, Ms. Gilman seconds. Vote: Unanimous**

Tax abatement Map/Lot 47/4/11 in the amount of \$3,159.93

**Mr. Chartrand moves to pass, Ms. Gilman seconds. Vote: Unanimous**

Tax abatement Map/Lot 47/4/11 \$1,579.96

**Mr. Chartrand moves to pass, Ms. Gilman seconds. Vote: Unanimous**

Tax abatement Map/Lot 100/ 4/1 \$6,037.94

**Mr. Chartrand moves to pass, Mr. Ferraro seconds. Vote: Unanimous**

Next were some water and sewer abatements which Mr. Chartrand was going to reference from his list. Mr. Dean clarifies that they want to do the water and sewer abatements in a similar fashion to how the tax abatements are done. Two are recommended, one is 14 Langdon and the other is 70 Main St and two are recommended for denial, 9 Whitley Avenue and 14 Bow Street. Mr. Ferraro states there is a question on Langdon and also see the paper on 70 Main St. Mr. Clement states that the board is not ready to do the water/sewer abatements and to push it to the next meeting.

Mr. Dean wants to make sure the Board knows these have been through the different stages of the process, through the DPW, and the water sewer committee. Hence what the board has is a reflection of the water sewer committee recommendation on each one. Mr. Clement adds that these become trickier to view at our level and feel the board should develop a little more straight forward review process. Mr. Ferraro mentions that the water and sewer advisory committee developed this way because apparently in the past there was some feeling that a water or sewer user could come in can get a one-time abatement every 10 years regardless of what happened.

Mr. Ferraro believes there is some confusion with Langdon Ave as the applicant asked for \$112.00 abatement and there is a \$238.00 number in the write up on it. Water department recommended not approving of it at all. Yet the water and sewer advisory committee recommended the \$238.00 even though what was asked for was the \$112.00. Mr. Ferraro suggests continuing discussing this further at the next water and sewer advisory committee. However Mr. Clement states that the final decision should be the Selectmen's and that they have the final say whether to grant the water and sewer abatements.

**e. Permits**

**None this evening.**

**f. Town Manager's Report**

Mr. Dean walks the board through what he did about the incident from the public comment on things being padlocked at the PEA boathouse. He went to town clerk's office got a folder from the office that referred to the PEA boathouse and found that there are deeds that date in the 80s that outline the right of way next to what is now Stillwells Ice Cream. There are three easements that have been granted and other than that there's another easement that looks like a construction easement and it was to allow PEA to build what they did. Beyond that there is no reference to a walkway or anything like that. He is not able to find any agreement that talks to that issue. On the original plan, there are two parcels, lot A and A1. Lot A is town lot and part of town lot is in water. The issue is back into the court of planning board where the board can do more research to see if there is more on record. The agreement may have been at that time. Mr. Dean has heard that the gates are being locked for liability reasons. There are things there and they have had issues with theft. That is all that is known for right now. Mr. Clement asks if that property is PEA's and Mr. Dean thinks it is. Mr. Chartrand also asks if there is a town right way across the shore and Mr. Dean hasn't come across anything stating anything relating that idea. What he hasn't yet researched is there is a file on Stewart Park. When that project occurred there may have been something reduced to an agreement at that time so Mr. Dean wants to go back to town clerk office and see what they have on that. Mr. Quandt acknowledges that padlocks have not just been put there so he understands the inquiries on them. Mr. Dean states that there is a fence as you go through the walkway but it's basically a yard that can be subject to issues. Mr. Clement follows with that sometimes members of the younger public have been sitting on "their" dock. Mr. Dean closes with that he needs to keep digging.

Tomorrow night is the bike race starts at 6:00 please come downtown and take a look. Mr. Clement comments that in the past the route has been Water Street to Front Streets and Tan Lane, down Water street back up again. He asks if parts of Front Street and Tan Lane also closed. Why is Swazey Park closed? Mr. Quandt states that if Water Street is closed then Swazey Park would be too because there is no access. Mr. Dean doesn't know the answer to Mr. Clement's inquiries. Mr. Dean was told the bike race would be the same route as last year. Water Street will be paved later in the week with weather permitting. He reports that the Getty building has been demolished and is gone. Also, tomorrow will be technical review meeting for the pool bubble. It hasn't been without its challenges. There is a staff meeting that should tell a lot more about it tomorrow. This is the pre

planning board process. Finally, intern Tom is working on the purchasing process and dock research and doing a great job. He closes mentioning the continuing of work on CIP knowing that it is almost that time of year again.

**g. Legislative Update**

Mr. Quandt mentions that Wednesday the House will be in session for Veto Day. Some of the Vetoes are Charter schools, labor issues coming up, a new processes is activists who call people and tell them to push numbers on phones to get representatives office when those representatives don't have offices.

**h. Selectmen's Committee Reports**

Mr. Ferraro discusses that the Exeter Hospital came in to talk about their plans for the Synergy building and the parking lot. The Synergy building is closing and will take about two years. It will not be opening back up how it was. There will be some limited amount of health club but most of the building will be devoted to other hospital care activities. Mr. Clement comments that this information was contrary to a letter he received and Mr. Ferraro continues that it will not be a two story Synergy building. Mr. Clement thinks that he missed an Arts Committee meeting and would like to take a moment to recognize some volunteers who did some work at the parkway. They had 10 volunteers that stained approximately 32 wooden benches in Swasey parkway. Members were the first Unitarian Universalist Society of Exeter, a service group, and had the blessing and support of the Exeter Swasey Parkway Trustees. Gerry Hamel of the board provided supplies which were donated by Exeter Paint. The group included Jim Schlough, John Bilich, Sally Coleman, Alorah Duffy, JB Gardner, Frank Heffron, Marian Mengert, Karen Patnaude, Lorraine Petzy, Marina Stanton, they did a fantastic job. Mr. Chartrand had a Council on Aging meeting that conflicted with one of the interviews for the treasurer candidates so he missed it. He apologized to them for missing the meeting. Ms. Gilman mentions that the HDC met this weekend and it was the same night as the planning board so they had to relocate into the Wheelwright room and had the full complement of members. They had a few applications such as a new sign for the D square coffee shop that's going where the Copper Canoe was. The solar project is officially online for a week and generated about fifteen hundred kilowatt hours. One week of power is the same as one month's usage of 4-5 pump stations. Another analogy is a month of the senior center, the power that they use. Mr. Quandt has nothing to report.

**i. Correspondence**

Mr. Dean explains a letter from the department of revenue. It is a part of the inventory form. It is some of the small communities that use the inventory form. They send it to everyone in town each year have them fill it out and return it for inventory of their taxable property with 6,300+ parcels. Exeter does not opt into this. Mr. Dean states that it is far too bureaucratic. Also, Exeter already has a process they utilize resulting in them opting out of the inventory form. Basically the letter is a form that needs to be signed every year that the town is not going to use it. Mr. Quandt mentions an article written about an individual who shattered two global world swimming records in North

Dakota. She will be going to London and her name is Victoria Arlen. Mr. Clement wishes her good luck and she receives the board's congratulations. The next correspondence is the NH Divisions of Historical Resources to Rita Walsh of VHB dealing with notification about the Great Dam project. Ms. Gilman states that this is a part of the Section 106 historical review that federally funded projects have to go through. The VHB produced survey forms and area form for the general historical area that the Dam is in that they've identified and also as a single resource the dam itself. In their findings they also recognize that the dam added a contributing factor to the area. Otherwise it wasn't much to speak of. However the Division of Historical Resources has found differently saying that the dam and the district both are eligible for listing with the national registry. Even though they don't know when it was constructed, they feel it's enough to be able to see how the town was structured physically. Mr. Ferraro asks if being nationally registered for the dam, if that would impede the town should the study find a need to take the dam down. Ms. Gilman states if the dam is taken down then it would be taken off the registry. It doesn't prohibit what is done to the historical piece.

Mr. Quandt brings up an email between himself and Mr. Ferraro, the town manager, and the cable committee. There was a reference to an article in the newsletter about a film camp being held at the high school for \$300. It is sponsored by Doug York who's the director for Channel 13 and Channel 98, and Bethany Constance. The answer is that it's a camp being put on by the school just as it would for a sports camp. It will be held from July 9<sup>th</sup> to the 13<sup>th</sup>. They will learn how to write a script, edit, direct, and star in their own movie that will air on channel 98. Lastly there is a retirement social at 4:00 Wednesday for Don Brabant to reflect his 30 years of support to the Town.

**8. Review Board Calendar**

Not meeting next week for the fourth of July, meeting the week after.

**9. Adjournment**

**Mr. Chartrand moves to adjourn Mr. Clement seconds. Vote: Unanimous. The meeting is adjourned at 8:40 p.m.**

Respectfully submitted,

Eileen Ferro

# Eagle Scout Service Project Proposal

## Project Description and Benefit

Eagle Scout candidate: Michael F. Sales

Briefly describe the project. Attach sketches or "before" photographs if these will help others visualize it.

The project can be split into two sections. One section will mark the trail, clean up the garbage, and fix up the general quality of the trail. The other section will fix a steep, challenging part of the trail by putting in a railing and steps.

Tell how your project will be helpful to the beneficiary. Why is it needed?

Many members of the Sportsman's Club as well as many other members of the community use the trail to walk and fish. Besides being unmarked, one particular area needs a more solid solution to the steepness.

When do you plan to begin work on the project? Mid August

How long do you think it will take to complete? 2-3 Weekends

## Giving Leadership

Approximately how many people will be needed to help on your project? 10

Where will you recruit them (unit members, friends, neighbors, family, others)? Explain:

I will recruit members of my troop, as well as some of my friends. The younger scouts will be responsible for marking the trail, while the older scouts will be responsible for putting in the railing and the steps.

What do you think will be most difficult about leading them?

I think the most difficult part will be organizing them while they are spread across the trail.

## Materials

*(Materials are things that become part of the finished project, such as lumber, nails, and paint.)*

What types of materials, if any, will you need? You do not yet need a detailed list of exact quantities, but you must show you have a reasonable idea of what is required.

Rope Sealant  
Stakes  
Paint  
Cut Logs

## Supplies

*(Supplies are things you use up, such as masking tape, tarps, and garbage bags.)*

What kinds of supplies, if any, will you need? You do not yet need a detailed list or exact quantities, but you must show you have a reasonable idea of what is required.

Marking Tape  
Garbage Bags  
Rubber Gloves

# Eagle Scout Service Project Proposal

## Tools

What kinds of tools, if any, will you need?

Shovels	Rakes	Drill
Paint Brushes	Mallets	

## Permits and Permissions

*(Note that property owners normally secure permits.)*

Will you need to secure permissions or permits (for example, building permits)? Who will obtain them?  
How much will they cost? How long will it take to secure them?

I will need permission from the Board of Selectmen of the Town of Exeter, and The Exeter Sportsman's Club. I will obtain the permission of the Board of Selectmen, and Mr. Joe Kenick Jr. will obtain the permission of the Sportsman's Club as the leaseholder.

## Preliminary Cost Estimate

*(You do not need exact costs. Reviewers will just want to see if you can reasonably expect to raise enough money to cover an initial estimate of expenses.)*

*(Enter your estimated expenses)*     **Fundraising** *Explain where you will get the money for total costs indicated below, left.*

Items	Cost	
Materials	\$120	Due to the relatively low cost of my project, I plan on asking for donations from local businesses.
Supplies	\$20	
Tools	\$0	
Other*	\$20	
<b>Total costs:</b>	160	

*\*Such costs as food, water, gasoline, parking, permits, equipment rental, sales tax, etc.*

## Project Phases

Think of your project in terms of phases and list what they might be. The first might be to complete your final plan. Others might include fundraising, preparation, execution, and reporting. You may have as many phases as you want, but it is not necessary to become overly complicated.

1. Complete final plan
2. Send letters to local businesses asking for donations
3. Assemble the railings
4. Coat the logs with the sealant
5. Mark the trail and rake out the leaves
6. Put in the railings and the steps
7. Put in the sign
8. Report

## Logistics

*(A Tour Plan has also been called a "Tour Permit." Check with your council service center to determine if one is required.)*

How will you handle transportation of materials, supplies, tools, and helpers? Will you need a Tour Plan?

The tools can be stored at my house, as can the materials. We won't need a tour plan. The volunteers can meet at the Sportsman's Club.

# Eagle Scout Service Project Proposal, continued

## Safety Issues

*(The Guide to Safe Scouting is an important resource in considering safety issues.)*

Describe the hazards and safety concerns you and your helpers should be aware of as this project is conducted.

As always, Scouts must use common sense, but the biggest safety concern would be Scouts slipping down while they are working on the steps as that area is fairly steep and has lots of leaves on the ground.

## Further Planning

*(You do not have to list every step, but it must be enough to show you have a reasonable idea of how to complete a final plan.)*

List some action steps you will take to complete a final plan. For example, "Complete a more detailed set of drawings."

- Take measurements for the steps.
- Decide which trees will be marked.
- Remove the current rope strung to make a makeshift railing.

## Candidate's Promise

*(Signed before approvals below are granted)*

On my honor as a Scout, I have read this entire workbook, including the "Message to Scouts and Parents or Guardians" on page 21. I promise to be the leader of this project, and to do my best to carry it out for the maximum benefit to the religious institution, school, or community I have chosen as beneficiary.

Signed

Date

## Unit Leader Approval\*

I have reviewed this proposal and discussed it with the candidate. I believe it provides impact worthy of an Eagle Scout service project, and will involve planning, development, and leadership. I am comfortable the Scout understands what to do, and how to lead the effort. I will see that the project is monitored, and that adults or others present will not overshadow him.

Signed

*Ernest T. Anderson*

Date

*6/28/12*

## Unit Committee Approval\*

This Eagle Scout candidate is a Life Scout, and registered in our unit. I have reviewed this proposal, I am comfortable the project is feasible, and I will do everything I can to see that our unit measures up to the level of support we have agreed to provide (if any). I certify that I have been authorized by our unit committee to provide its approval for this proposal.

Signed

Date

## Beneficiary Approval\*

This service project will provide significant benefit, and we will do all we can to see it through. We realize funding on our part is not required, but we have informed the Scout of the financial support (if any) that we have agreed to. We understand any fundraising he conducts will be in our name and that funds left over will come to us. We will provide receipts to donors as required.

Signed

Date

## Council or District Approval

I have read sections 9.0.2.0 through 9.0.2.15, regarding the Eagle Scout Service Project, in the *Guide to Advancement*, No. 33088. I agree on my honor to apply the procedures as written, and in compliance with the policy on "Unauthorized Changes to Advancement." Accordingly, I approve this proposal. I will encourage the candidate to complete a final plan and further encourage him to share it with a project coach.

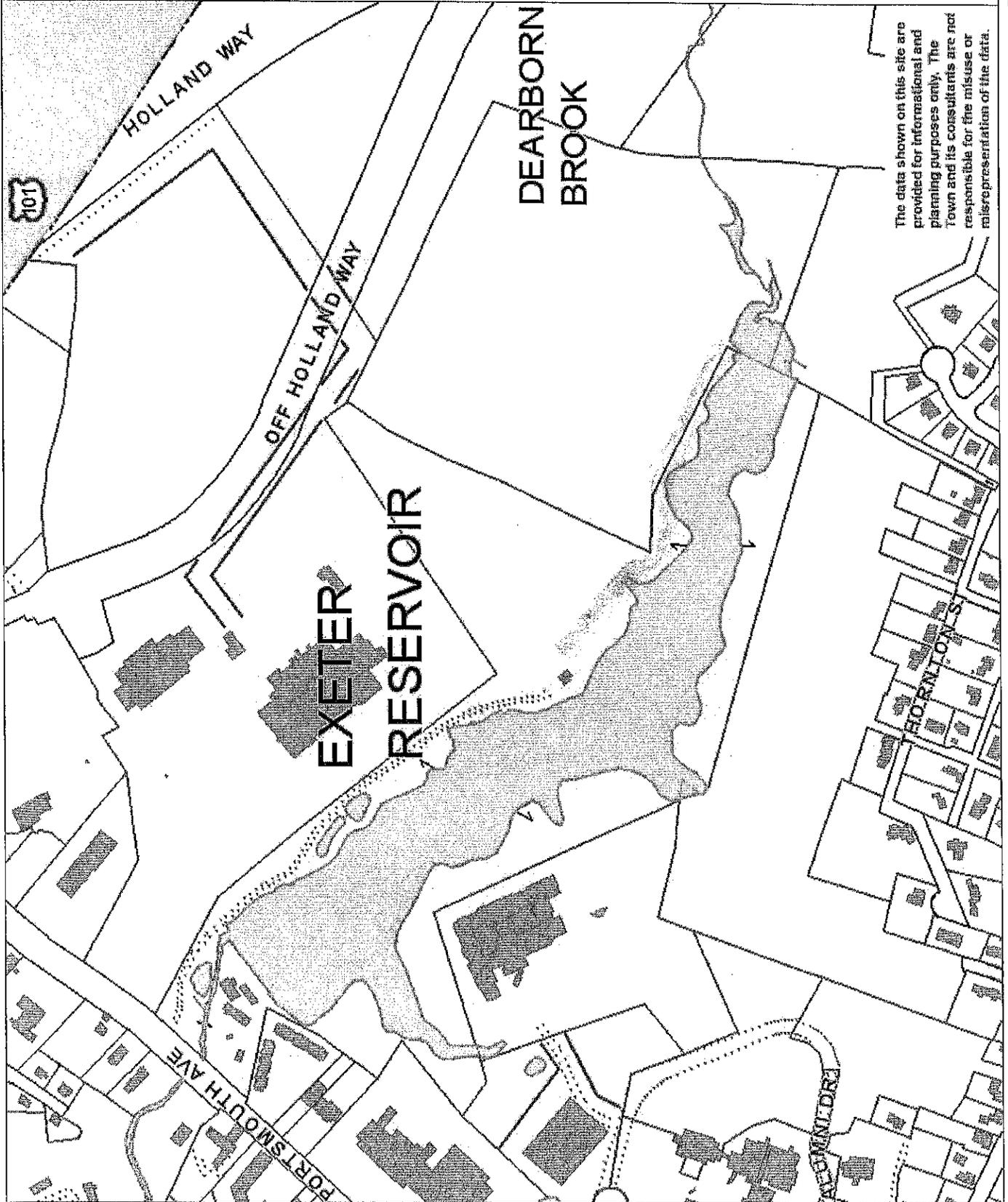
Signed

Date

*\*While it makes sense to obtain them in the order they appear, there shall be no required sequence for the order of obtaining approvals marked with an asterisk (\*). However, council or district approval must come after the others.*



- Town Boundary
- Abutting Towns
- Streams
- Open Water
- Buildings
- Roads
- Miscellaneous Lines
- Bridge
- Hooks
- Private RD ROW
- ROW
- Utility ROW
- Parcels
- Private Road
- Railroad ROW
- Road
- Undeveloped Road
- Property Line



The data shown on this site are provided for informational and planning purposes only. The Town and its consultants are not responsible for the misuse or misrepresentation of the data.



# MEMORANDUM

Date: July 6, 2012

To: Russ Dean – Town Manager

From: Paul Vlasich, PE – Town Engineer

Re: Contract Amendment – Jady Hill Area Utility Replacement Project – Phase II  
Construction Administration and Inspection - Wright-Pierce

The department recommends the contract amendment for the construction administration and inspection engineering services for the Jady Hill Area Utility Replacement Project – Phase II to Wright-Pierce in the amount of \$165,402.

The proposed funding sources are as follows:

\$ 9,891	- 2010 Waterline Replacement \$1.6M Warrant
\$ 11,165	- 2012 Jady Hill \$200,000 Warrant – Gen. Fund
<u>\$ 144,346</u>	- 2012 Jady Hill \$2.65M Warrant – Sewer Fund
\$ 165,402	

As you may recall from the Phase I inspection services award, the Phase I cost of \$125,400 represents 7.1% of the estimated construction cost of \$1,770,763. The Phase II construction work was awarded to J.A. Polito at the May 21, 2012 board meeting for \$2,756,241. This recommended construction administration contract amendment of \$165,402 represents 6.0% of the Phase II construction estimate.

Wright-Pierce is the most qualified firm to perform the construction phase engineering services as they developed the plans for both phases of work. As such, the company is best suited to provide interpretations on the design and project specifications to field personnel. Wright-Pierce is already performing the construction administration and inspection of Phase I. The same inspector will be utilized in Phase II.

The Town has not yet received the June 2012 project invoices. Based upon the May 2012 invoices the following are the contract expenditures:

	<u>Encumb.</u>	<u>Expended</u>	<u>% Expend</u>
Design Contract:	\$ 343,000	\$343,000	100%
Design Contract Amendment:	\$ 24,952	\$ 0	0%
Phase I Construct. Admin. & Insp.:	\$ 125,400	\$ 42,751	34.1%
Phase I Construction:	\$1,770,763	\$845,776	47.7%
Phase II Construction:	\$2,756,241	\$ 0	0%

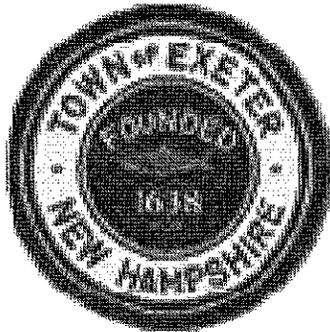
Also attached, please find a spreadsheet showing an update of the anticipated expenditures for the 2010 Waterline Replacement, 2010 Sewer Line Replacement and 2012 Jady Hill Phase II Warrants.

## 2010 Water and Sewer Line Replacements and Jady Hill Phase II

7.6.12

	<u>Water</u>	<u>Sewer</u>	<u>Gen. Fund</u>
<b>2010 Warrant</b>	\$ 1,600,000	\$ 1,050,000	\$ -
<b>2012 Jady Hill PhII Warrant</b>	<u>\$ -</u>	<u>\$ 2,650,000</u>	<u>\$ 200,000</u>
	<b>\$ 1,600,000</b>	<b>\$ 3,700,000</b>	<b>\$ 200,000</b>
 <b>Other Utility Projects</b>			
	\$ 34,470	\$ 21,612	
 <b>Legal &amp; Bond Expenditures</b>			
Devine, Mill. & Branch	\$ 2,496	\$ 1,648	
Bond Issue	\$ 7,929	\$ 5,203	
 <b>Jady Hill Utility Project</b>			
Design (\$343,000)	\$ 102,900	\$ 240,100	
Design Amend (\$24,952)		\$ 24,952	
Construction (\$1,770,763)	\$ 1,190,536	\$ 580,227	
Constr. Eng (\$125,000)	\$ 84,310	\$ 41,090	
 <b>Phase II Jady Hill Project</b>			
Construction (\$2,756,241)	\$ 164,827	\$ 2,405,419	\$ 185,995
Constr. Eng. (\$165,402)	<u>\$ 9,891</u>	<u>\$ 144,346</u>	<u>\$ 11,165</u>
	<b>\$ 1,597,359</b>	<b>\$ 3,464,597</b>	<b>\$ 197,160</b>
 Balance	<b>\$ 2,641</b>	<b>\$ 235,403</b>	<b>\$ 2,840</b>

# Town of Exeter



## Long Range Planning Session Summary Report

May 18, 2012

**Primex**  
NH Public Risk Management Exchange

Trust. Excellence. Service.

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## **Introduction**

At the invitation of the Town Manager and Board of Selectmen, Primex<sup>3</sup> was asked to facilitate a long-range planning session for the Town of Exeter. Primex<sup>3</sup> was pleased to be a part of this process to assist the Town in this important endeavor.

## **Purpose and Intended Result**

The purpose of the session was for the Board and Town Manager to come together to lay the horizon for the Town and establish goals and strategies that will help guide the Town over the next twelve (12) months, three (3) years and five (5) years.

## **Participants**

Russ Dean, Town Manager  
Matthew Quandt, Chairman  
Donald Clement, Vice-Chairman  
Dan Chartrand, Clerk  
Julie Gilman, Board of Selectmen  
Frank Ferraro, Board of Selectmen

The exercise was facilitated by:

Rick Alpers, Primex<sup>3</sup> Member Services Consultant

# Goals

## Goal #1: Economic Development

The group had discussion on what areas to review and how to bring economic development to additional areas for the Town of Exeter. The areas that are currently in review include the following:

- Epping Road
- Holland Way
- Portsmouth Ave
- Hampton Road

Other areas that are also being considered include the following areas:

- Downtown
- West Exeter

Zoning will need to be reviewed for all locations to ensure that it is development friendly. It was noted though that portions of Epping Road and Portsmouth Avenue will need zoning revisions in order to meet the needs of future development. In addition to reviewing the zoning, the Town is currently working on an Economic Revitalization Zone Tax Credit (ERZ) for Epping Road.

## Goal #2: Regionalization

The Manager and Board had discussion regarding regionalization and what the Town should be concentrating on to begin these efforts and where they can easily expand. The group noted that the Town of Exeter has begun regionalizing its efforts around the potential treatment plant upgrades being desired by the EPA. The regional group that formed out of opposition is Exeter and its neighboring communities have been named The Great Bay Coalition.

In addition, the Board and Manager believe there is a need to develop a plan on how to begin regionalizing town services as long as it benefits both sides of the effort. For example, are there services that could be shared with a neighboring community to help save dollars and become more efficient? The topic of sharing police and fire dispatch services was discussed as a place to start. The Town Manager was assigned the task of reaching out to neighboring communities to see if they would be interested in exploring ways to share town services regionally.

### **Goal #3: Purchasing Process and Policy**

The Board and Manager discussed the possibility of the Town implementing a town-wide purchasing policy for all departments. The Manager stated that efforts are underway and being practiced in the area of central purchasing, specifically office supplies. The Manager's Assistant regularly purchases office supplies for most, if not all, departments at this time. The Manager noted his intent to have the summer Intern focus on this issue and bring recommendations on how to enhance the process.

### **Goal #4: Communication Plan**

The Board and Manager discussed the need for a town-wide Media Policy. A policy that would deal with employees and departments using social media and look at how the administration could push information to its residents at a minimal cost. The Primex<sup>3</sup> representative mentioned that he has a template from another community and will forward the policy to the Manager.

There was great discussion on how information could be given to the Manager and Board without being overwhelming. The Board is open to all mediums, including but not limited to, email, memos, and phone calls. The community has many committees, commissions, and boards that meet regularly and the need to stay up-to-date to on all happening is ever important and constantly evolving. The Manger and his staff will continue to share all pertinent information regarding the Town to the Board on a monthly basis by written report.

The Board and Manager discussed the need to complete the upgrade to the town website since it is generally the first medium any visitor or resident encounters when looking for pertinent information. The Manager discussed that the process has begun and will keep the board up-to-date in all upgrades as the process moves forward.

### **Goal #5: Sidewalk Plan**

Discussion was also held regarding maintenance, replacement, and expansion of all the sidewalks in the community. Over the years, Exeter has been deemed a "walk-able community" by its residents and visitors. The group believes they could do a better job at creating additional sidewalks and repairing the ones they have. Over the year's, sidewalk maintenance, repair, and expansion has been poorly funded. Board members would like to find new revenues to help fund these projects. One revenue generating option that was briefly discussed would be installing parking meters throughout the town. It was mentioned that this is how Portsmouth has been so successful in the quest to keep their sidewalks well maintained.

The group decided that there was a need for an Intermodal Summit. This would entail bringing together the community, business owners, Board and Manager to discuss the future of our sidewalks and remaining a walk-able community.

## **Goal #6: 2013 Budget**

The Board and Manager discussed goals and strategy for budget year 2013. The group believes that this is a year that they should begin to focus on improving the operating budget rather than capital projects, which has been the focus of funding over the last few years. Capital projects have been approved while the operating budget has continued to shrink. The group feels that the operating budget could not sustain another year of cutting and still continue to provide the services that are desired and expected for its residents. There were a couple of capital project discussed that met the level of importance to be included in the 2013 budget or warrant. They are as follows:

- Sidewalks
- Lincoln Street water line

The Board and Manager discussed the need to educate the voters about the 2013 budget and the articles that will be on the warrant along with it. Limiting the overall number of articles on the warrant should be explored in order to keep the voters from being overwhelmed at the booth. This seemed to work well for the voters last year and all major articles passed including the operating budget.

## **Goal Overview**

**The Town prioritized the goals for 2012 -2013 into three categories:**

- 1 year
- 3 years
- 5 years

### **One-Year Goals**

- 2013 budget expectations
- Meet with Planning Board and Economic Development Commission
  - Possible zoning rewrite
  - Discussion with DPW Direction regarding infrastructure expansions in future economic development
  - Steve Norton (NH Policy)
- Meet with Heron
- Explore revenue streams outside of property taxes
- Need for volunteers

- Town Manager to have discussion with area towns about regionalization by September 1, 2012
- Street lights
  - How many
  - Where do we need them?
- Intern to review purchasing policy
- Monthly department report to Board – Strengthening communications to the Board and Manager.

### Three-Year Goals

- Communications town-wide
- Sidewalk replacement and repairs

### Five-Year Goals

- Expansion in economic development areas
- Downtown revitalization

Thank you for allowing me to be a part of this goal setting session for the Town of Exeter.

Respectfully submitted,

Rick Alpers

**TOWN OF EXETER**  
**MEMORANDUM**

TO: Board of Selectmen  
FROM: Russell Dean, Town Manager  
RE: Deputy Town Treasurer  
DATE: July 6, 2012

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As a follow up to the last meeting, I have surveyed multiple communities and found that most have a Deputy Treasurer to complement the Treasurer (see survey). In very few cases is the Deputy another person in the organization. In Goffstown the Town Administrator serves the Deputy Treasurer function. In Exeter this would not be possible as the Town Manager serves as statutory Tax Collector under RSA 37:16.

It is my opinion the Town would benefit greatly from having a qualified Deputy Treasurer to serve in the event the Treasurer is unavailable or incapacitated. I would suggest setting an acceptable rate of compensation for the Deputy and requesting an appointment through the process. Based on the duties and the size of Exeter's budget, this compensation may be in the range of \$750 to \$1,000 per year.

The statutory process calls for the Treasurer to appoint the Deputy, to be confirmed by the Board of Selectmen.

Deputy Treasurer Survey		Annual	Annual	Annual	Notes
Town	Deputy? (Y/N)	Treasurer Wage	Deputy Wage		
Exeter	N	8,864	TBD		
Gilford	Y	3,000	600		
Fremont	Y	6,000	500		
Litchfield	Y	7,000	1,000		
Chichester	Y	4,105	550		
Auburn	Y	2,300	300		
Temple	Y	3,970	11.67 per hour		
Goffstown	Y		Zero		TA is Deputy Treasurer
Sunapee	Y	3,538	140		
Moultonborough	Y	4,500	200		
Northwood	Y	9,750	300		
Pelham	N	4,500	N/A		
Holderness	Y	2,100	Zero		Rarely used

# Memorandum

**To:** Board of Selectmen  
**CC:** Committee Members  
**From:** Julie Gilman  
**Date:** 7/6/2012  
**Re:** 375<sup>th</sup> Anniversary Committee

---

The charge of the 375<sup>th</sup> Anniversary Committee shall be to regularly meet to plan, coordinate and present an event or series of events which will lead to an awareness and appreciation by all about the rich, 375 year growth of the town of Exeter. The event(s) shall be presented during the 2013 calendar year and offer learning activities and social/cultural opportunities.

The committee's charge encompasses those strategies that allow opportunities for the greatest amount of town wide participation. It will further seek public and private contributions in its effort to highlight Exeter's rich political, social, cultural, economic, educational, agricultural and religious history.

The Committee shall consist of volunteer residents of the Town and such interested representatives of other entities as approved by the Committee.

The Committee, at its first meeting shall elect a Chairperson, Vice-Chairperson and Secretary for the purpose of organizing and recording meetings. Such meetings shall be noticed and open to the public.

The Committee shall disband on 31 December 2013.



DEPARTMENT	Budget	Actual	Balance Available	Percent Used	Notes
<b>General Government</b>					
100 Board of Selectmen	40,775	15,014	25,761	36.82%	
111 Town Manager	179,145	90,615	88,530	50.58%	
113 CATV	1	-	1	0.00%	
115 Human Resources	82,878	33,600	49,278	40.54%	
119 Transportation	20,919	5,230	15,689	25.00%	
120 Legal	70,000	33,505	36,495	47.86%	
125 Information Technology	136,763	45,193	91,570	33.04%	
130 Trustees of Trust Funds	891	891	-	100.00%	
140 Town Moderator	969	538	431	55.52%	
151 Town Clerk	318,104	135,162	182,942	42.49%	
152 Elections/Registration	38,490	11,409	27,081	29.64%	
<b>Total General Government</b>	<b>888,935</b>	<b>371,157</b>	<b>517,778</b>	<b>41.75%</b>	
<b>Finance</b>					
201 Finance/Accounting	257,287	114,082	143,205	44.34%	
202 Treasurer	9,542	3,976	5,566	41.67%	
203 Tax Collection	83,686	38,603	45,083	46.13%	
205 Assessing	211,595	86,693	124,902	40.97%	
<b>Total Finance</b>	<b>562,110</b>	<b>243,354</b>	<b>318,756</b>	<b>43.29%</b>	
<b>Planning &amp; Building</b>					
301 Planning	206,568	71,518	135,050	34.62%	
302 Inspections/Code Enforcement	222,962	93,739	129,223	42.04%	
303 Board of Adjustment	4,200	62	4,138	1.48%	
304 Historic District Commission	1,480	219	1,261	14.80%	
305 Conservation Commission	9,605	370	9,235	3.85%	
306 Heritage Commission	800	-	800	0.00%	
<b>Total Planning &amp; Building</b>	<b>445,615</b>	<b>165,908</b>	<b>279,707</b>	<b>37.23%</b>	
<b>Economic Development Commission</b>					
307 Economic Development Commission	3,500	59	3,441	1.69%	
<b>Total Economic Development Commission</b>	<b>3,500</b>	<b>59</b>	<b>3,441</b>	<b>1.69%</b>	
<b>Police</b>					
401 Administration	710,126	263,876	446,250	37.16%	
402 Staff	470,751	156,957	313,794	33.34%	
403 Patrol	1,792,634	658,440	1,134,194	36.73%	
404 Animal Control	1,250	890	360	71.20%	
405 Communications	434,490	160,530	273,960	36.95%	
<b>Total Police</b>	<b>3,409,251</b>	<b>1,240,693</b>	<b>2,168,558</b>	<b>36.39%</b>	

DEPARTMENT	Budget	Actual	Balance Available	Percent Used	Notes
<b>Fire</b>					
501 Administration	492,859	208,129	284,730	42.23%	
503 Fire Suppression	2,861,791	1,150,423	1,711,368	40.20%	Incl \$17.9k encumbered (of this \$16.1 in equipment)
504 Emergency Management	19,333	6,147	13,186	31.80%	
505 Health	117,820	39,464	78,356	33.50%	
<b>Total Fire</b>	<b>3,491,803</b>	<b>1,404,163</b>	<b>2,087,640</b>	<b>40.21%</b>	
<b>Public Works - General Fund</b>					
601 Administration & Engineering	347,510	158,662	188,848	45.66%	
602 Highways & Streets	1,707,427	646,126	1,061,301	37.84%	
603 Snow Removal	305,785	119,284	186,501	39.01%	
604 Solid Waste Disposal	855,250	260,162	595,088	30.42%	
605 Street Lights	107,000	43,363	63,637	40.53%	
<b>Total Public Works - General Fund</b>	<b>3,322,972</b>	<b>1,227,597</b>	<b>2,095,375</b>	<b>36.94%</b>	
<b>Maintenance</b>					
606 General	550,171	254,999	295,172	46.35%	Incl \$28.0k encumbered (of this \$27.2k in maintenance projects)
607 Recreation Center	19,300	9,383	9,917	48.62%	
608 Town Hall	29,200	19,012	10,188	65.11%	
609 Town Office	28,600	16,589	12,011	58.00%	
610 Senior Center	14,150	4,313	9,837	30.48%	
611 Safety Complex	69,800	21,306	48,494	30.52%	
612 DPW Complex	42,800	18,723	24,077	43.75%	
613 Train Station	11,000	1,201	9,799	10.92%	
614 Other Town Structures	11,200	717	10,483	6.40%	
615 Mechanics/Garage	205,473	80,911	124,562	39.38%	
<b>Total Maintenance</b>	<b>981,694</b>	<b>427,154</b>	<b>554,540</b>	<b>43.51%</b>	
<b>Welfare &amp; Human Services</b>					
710 Welfare	90,794	31,322	59,472	34.50%	
711 Human Service Grants	65,995	16,499	49,496	25.00%	Payments processed quarterly
<b>Total Welfare &amp; Human Services</b>	<b>156,789</b>	<b>47,821</b>	<b>108,968</b>	<b>30.50%</b>	
<b>Parks &amp; Recreation</b>					
801 Recreation	296,557	122,279	174,278	41.23%	
802 Parks	188,687	71,240	117,447	37.76%	
803 Pool	4,200	-	4,200	0.00%	
<b>Total Parks &amp; Recreation</b>	<b>489,444</b>	<b>193,519</b>	<b>295,925</b>	<b>39.54%</b>	
<b>Other Culture/Recreation</b>					
116/804 Other Culture/Recreation	21,200	1,269	19,931	5.99%	
805 Special Events	14,000	7,000	7,000	50.00%	Revolutionary War Fest 100% (50/050 Act & Encum)
<b>Total Other Culture/Recreation</b>	<b>35,200</b>	<b>8,269</b>	<b>26,931</b>	<b>23.49%</b>	

DEPARTMENT	Budget	Actual	Balance Available	Percent Used	Notes
Public Library	879,787	332,034	547,753	37.74%	
Library	879,787	332,034	547,753	37.74%	
<b>Total Library</b>	<b>879,787</b>	<b>332,034</b>	<b>547,753</b>	<b>37.74%</b>	
<b>Debt Service &amp; Capital</b>	<b>666,273</b>	<b>398,779</b>	<b>267,494</b>	<b>59.85%</b>	<b>Payments processed per debt service schedule \$83.9k for Fire Engine leases; Incl \$16.6k encumbered for FD Inspection vehicle and \$48.9k for</b>
Debt Service	666,273	398,779	267,494	59.85%	
117 Vehicle Replacement	407,633	149,413	258,220	36.65%	2 POL Vehicles
118 Capital Outlay - Other	49,811	-	49,811	0.00%	SCBA equipment
<b>Total Debt Service &amp; Capital</b>	<b>1,123,717</b>	<b>548,192</b>	<b>575,525</b>	<b>48.78%</b>	
<b>Benefits &amp; Taxes</b>	<b>62,829</b>	<b>28,234</b>	<b>34,595</b>	<b>44.94%</b>	<b>Incl. \$7k in sick leave buyout</b>
931 Health Insurance Buyout	62,829	28,234	34,595	44.94%	
933 Unemployment	12,575	5,888	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
<b>Total Benefits &amp; Taxes</b>	<b>340,805</b>	<b>320,751</b>	<b>20,054</b>	<b>94.12%</b>	
<b>Total General Fund</b>	<b>16,131,621</b>	<b>6,530,675</b>	<b>9,600,951</b>	<b>40.48%</b>	
<b>Water Fund</b>	<b>2,325,515</b>	<b>769,983</b>	<b>1,555,532</b>	<b>33.11%</b>	<b>Incl \$79.0k encumbered (\$48.8k WTP, \$39.1k Treatment, \$10.7k Distribution)</b>
<b>Sewer Fund</b>	<b>1,853,217</b>	<b>576,900</b>	<b>1,276,317</b>	<b>31.13%</b>	<b>Incl \$20.3k encumbered (\$13.8k Collections)</b>
<b>Total All Funds</b>	<b>20,310,353</b>	<b>7,877,555</b>	<b>12,432,798</b>	<b>38.79%</b>	
<b>Other Appropriations - Warrant Articles</b>					
Human Service Warrant Articles	38,400	9,600	28,800	25.0%	Payments processed quarterly
Supplemental Paving	250,000	-	250,000	0.0%	
Town Office Modular HVAC System	198,000	7,500	190,500	3.8%	Incl \$7.5k encumbered
Getty Petroleum Land Purchase (Court)	49,000	44,000	5,000	89.8%	Funds to come from Fund Balance (Surplus)
Historical Society Roof Repl	99,900	-	99,900	0.0%	
<b>Totals</b>	<b>635,300</b>	<b>61,100</b>	<b>574,200</b>	<b>9.6%</b>	
<b>Borrowing Other</b>					
Judy Hill Utility Repl Phase II	200,000	-	200,000	0.0%	Sewer Fund \$2.650M/General Fund \$200k Bond
<b>Totals</b>	<b>200,000</b>	<b>-</b>	<b>200,000</b>	<b>0.0%</b>	

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

# List for Selectmen's meeting July 9, 2012

## Abatement

<u>Map/Lot</u>	<u>Location</u>	<u>Amount</u>
27/12	Beech Hill Road	279.34

## Jeopardy Tax

<u>Map/Lot</u>	<u>Location</u>	<u>Amount</u>
95/64/260	12 Cedar Street	350.13
104/79/310	310 Exeter River Landing	331.17

## Yield Tax

<u>Map/Lot</u>	<u>Location</u>	<u>Amount</u>
477	Epping Road	771.86



# 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: [twmng@town.exeter.nh.us](mailto:twmng@town.exeter.nh.us)

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

### Representative Information:

Name: Evelyn Orr Address: \_\_\_\_\_  
Town/State/Zip: 18r Higblead St Exeter Phone: 778-1287  
Email: \_\_\_\_\_ Date of Application: 6/29/12

### Organization Information:

Name: Exeter Women's Club Address: as above  
Town/State/Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

### Reservation Information:

Type of Event/Meeting: Annual  
Antique Appraisals Date: 10/7/12  
Times of Event: noon - 5 pm Times needed for set-up/clean-up: \_\_\_\_\_  
# of tables: 3 # of chairs: 35 (set up center of room)  
List materials being used for this event: \_\_\_\_\_  
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: Evelyn Orr Date: 6/29/12

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

Date: June 28, 2012

To Whom it May Concern:

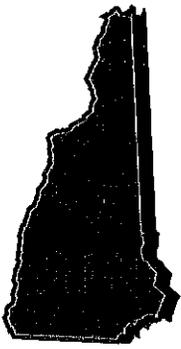
I am submitting a letter of request to the Town of Exeter for the use of signs to advertise the Exeter Area General Federation of Women's Clubs Summer Arts & Crafts Festival that will be held at the Town Hall on Saturday, July 21, 2012. This will be the fourth year that our organization has held this event as a primary fundraiser for our Scholarship Fund for graduating seniors from both Exeter High School and the Seacoast School of Technology.

We would like to request the use of small framed lawn signs, measuring 21" x 18" that would be placed along the roadsides in the Exeter area. These would be put out on July 15th and removed by July 22nd. We would also like to use of 2 A-Frame signs to advertise our fair on July 21st. One sign would be placed in or near the road that is blocked off for the American Independence Festival. The second one would be placed on sidewalk on/near the Town Hall. These A-frame signs would be removed after our craft fair ends at 4 PM on 7/21/12.

Thank you very much for considering our request. You may contact me at 772-9334 for further information.

Sincerely,

Martha Kirsch, Co-Chair  
EAGFWC Summer Arts & Crafts Festival



# CONTINENTAL PAVING, INC.

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- Asphalt Products
- Crushed Stone
- Road Construction
- Water, Sewer, Drainage
- Site Preparation
- Airports
- Equipment Rentals

June 27, 2012

Town of Exeter  
Office of the Selectmen  
10 Front Street  
Exeter, NH 03833

RE: Project Notification – District VI #16166-A (6-04)

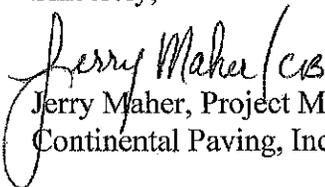
Gentlemen,

This is to notify you that Continental Paving, Inc. will be working on the State of NH D.O.T. Project #16166-A, "Resurfacing District VI", in the Towns of Exeter, Stratham, and North Hampton on NH 111 for 2.7 miles (3/4" PMST), from NH 27 in Exeter easterly to NH 151 in North Hampton.

This work will begin on or about July 9<sup>th</sup> "weather pending" and continue through the week.

Thank you for your cooperation on this project. If you have any questions please feel free to call the office at 603-437-5387.

Sincerely,

  
Jerry Maher, Project Manager  
Continental Paving, Inc.

Bow Brook Place  
46 Donovan Street  
Concord, NH 03301-2624

(603) 225-2841  
(800) 698-2364

www.nhprimex.org

Fax Numbers

Claims  
(603) 228-3833

Education, Training & Consulting  
(603) 228-3905

Primex<sup>3</sup> Finance & Health  
(603) 226-6903

Member Services/  
Risk Management Services  
(603) 228-0650

June 29, 2012

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

RE: 2012 Premium Holiday for the Workers' Compensation Program

Dear Russell:

In April, Primex<sup>3</sup> announced that it entered into a Risk Pool Practices Agreement with the New Hampshire Secretary of State that includes a return of surplus to our members this year through Premium Holiday. Premium Holiday is the Secretary of State's preferred methodology for returning risk pool surplus, and Primex<sup>3</sup> has agreed to return surplus in this manner. Primex<sup>3</sup> and the Secretary of State determined that this return of surplus would be available to an eligible entity participating in a qualifying coverage program. This return of surplus is specifically for members who participated in the Workers' Compensation Program and were a Primex<sup>3</sup> Workers' Compensation Program member on June 29, 2009, and have continued membership through the date of the Premium Holiday.

As noted in our April 4, 2012 letter, members who joined Primex<sup>3</sup> after June 29, 2009, left Primex<sup>3</sup> prior to June 29, 2009, or leave Primex<sup>3</sup> prior to a Premium Holiday are not eligible for this return of surplus. The coverage in the Primex<sup>3</sup> Workers' Compensation Program for the **Town Of Exeter** is effective **1/1/2012**. Therefore, the **Town Of Exeter** is not eligible for this Premium Holiday, but as part of our ongoing reserving practice, subsequent years of participation may be eligible for returns. We hope to offer Premium Holidays in subsequent years based on each member's as well as the pool's overall performance.

Our partnership and mutual commitment to risk management will certainly make the odds of future Premium Holidays higher, and our history has demonstrated that attentive risk management throughout the pool creates opportunities for returns. In addition, as our programs continue to grow and each member commits to best practices, chances of subsequent year returns will become more likely.

Please let us know if you have any questions. We appreciate your continued trust in, and commitment to, the Primex<sup>3</sup> Workers' Compensation Program.

Sincerely,



Ty Gagne, CEO

Enclosure: January 1, 2012 to December 31, 2012 Workers' Compensation Invoice



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

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## Commercial Docks in Exeter?

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Walter Mitchell <walter@mitchellmunigroup.com>

Mon, Jun 25, 2012 at  
3:32 PM

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

Russ – Thank you for your request for guidance, and I have now had the opportunity to review not only the board's minutes of its 6/18 meeting but also the related papers that were provided to the board as part of its packet.

I do not recommend that the board handle this matter by "waiver", at least in the way that procedure seems referred to in the minutes. The Town's present ordinance about dock use contains nothing to suggest that a waiver may be asked for, and no standards that must be considered when deciding to grant such a waiver.

I believe the first appropriate step is for the board to fully consider, in a context broader than merely this one request, whether it wants to change the town's policy and allow commercial use of the dock, as surely if the board grants Mr. Noyes's request there will be other persons requesting commercial use of the dock (perhaps even persons wanting to compete with Mr. Noyes). Part of that consideration should be to evaluate how much use the dock presently gets for non-commercial use, and whether that use would be impacted by opening the dock to commercial uses.

If the board is then inclined to change its policy, a simpler approach to a new ordinance can be drafted than the Wolfeboro sample. However, while some of the suggestions by Mr. Noyes may be appropriate, some are not; some seem designed to speak just to his proposal.

I look forward to addressing this with you further after the board has the opportunity to review it again.

Walter

Walter L. Mitchell

Mitchell Municipal Group, P.A.

25 Beacon Street East

Laconia, NH 03246

(603) 524-3885

walter@mitchellmunigroup.com

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**From:** Russ Dean [mailto:rdean@town.exeter.nh.us]

**Sent:** Tuesday, June 19, 2012 12:29 PM

**To:** Walter Mitchell; Laura Spector

**Subject:** Commercial Docks in Exeter?

[Quoted text hidden]



Russ Dean &lt;rdean@town.exeter.nh.us&gt;

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**Fw: Tour boat business at the town docks**

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dclement43@comcast.net &lt;dclement43@comcast.net&gt;

Fri, Jun 29, 2012 at 3:11 PM

Reply-To: dclement43@comcast.net

To: Russ Dean &lt;rdean@town.exeter.nh.us&gt;

Sent via BlackBerry from T-Mobile

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**From:** David O'Hearn <dohearn@wtgnh.com>**Date:** Fri, 29 Jun 2012 11:54:07 +0000**To:** 'mjquandt@comcast.net' <mjquandt@comcast.net>;

'dclement43@comcast.net' &lt;dclement43@comcast.net&gt;;

'dchartra@rcn.com' &lt;dchartra@rcn.com&gt;;

'juliedgilman@comcast.net.' &lt;juliedgilman@comcast.net.&gt;;

'fferraro2010@gmail.com' &lt;fferraro2010@gmail.com&gt;

**Subject:** Tour boat business at the town docks

*Dear Honorable Exeter Selectmen,*

*I am writing to you today to express my comments about the proposed commercial tour boat business slated for upcoming action from the board. I am a lifelong resident and current property tax payer of Exeter. I grew up on the banks of Wheelwright Creek in the Allen St neighborhood. The Squamscott River and the Great Bay still play a big part in my life. I am currently a boat owner with a slip on the Squamscott River in Newfields.*

*I do not believe a commercial tour boat operation based at the Exeter town docks is in the best interest of recreational boaters for whom the town docks were developed and upgraded for. It was the intent of the current ordinance not to allow commercial operations. The Steward Waterfront Park is a beautiful attraction to downtown Exeter. A commercial tour boat operation will put strains on the existing parking along with added services the town provides such as trash cleanup. There are no public restrooms at the facility. Traffic is already at a max in downtown during the 5 to 6 PM range.*

*My fear is that if a commercial operation is allowed the town will not be able to say no to anyone else requesting the same. If the Board votes to allow this operation and another*

*commercial operation applies and is denied, lawsuits may be filed adding more burden to Exeter taxpayers to defend the suit.*

*I am told that the person requesting the commercial operation does not currently own a pontoon boat. His purchase is dependent on approval by the Exeter Selectmen. I see this as the Town of Exeter being a cosigner to the investment. I am also told that the applicant has already rented a mooring in the river from the NH Port Authority but does not own a watercraft to currently utilize the ball. If the town is to deny the permit what says then that a lawsuit isn't eminent that the town is hindering his earning ability?*

*I would like you to consider my situation concerning the Squamscott River. As previously mentioned I have a rented boat slip at the Great Bay Camping Area. I have held this slip since 1997. I have extensive knowledge of the Squamscott River and the Great Bay. What's to say that I couldn't also apply to be a commercial tour boat operator at the town docks? It is not going to happen but who is next?*

*I plead with you as a board to leave the town docks recreational as the previous board did in the best interest of town residents in writing the ordinance as it stands today.*

*Thank you for your time.*

*Very respectfully,*

David O'Hearn

9 Hale St

Exeter, NH

mountaingobbler@comcast.net

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WTG Logistics, Inc. and Atlantic Distribution Services, Inc. are SmartWay™ Transport Partners.

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