

**Exeter Board of Selectmen Meeting
Monday, August 12th, 2013, 7:00 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. Minutes & Proclamations
 - a. Regular Meetings: July 29th, 2013
4. Appointments
5. Discussion/Action Items
 - a. New Business
 - i. Discussion: Economic Development Resources
 - ii. Quarterly Financial Report
 - iii. Fund Balance Policy
 - b. Old Business-
 - i. NHDOT Grant Update: Welcome Center
 - ii. Ports Ave Water/Sewer Project Traffic Control Plan
 - iii. Third Reading: Epping Road Extension Parking Ordinance Amendment
 - iv. Amendment to Commerce Ordinance: Alcohol Consumption on Town Property
6. Regular Business
 - a. Bid Openings/Surplus Declarations
 - b. Tax, Water/Sewer Abatements & Exemptions
 - c. Permits & Approvals
 - d. Town Manager's Report
 - e. Legislative Update
 - f. Selectmen's Committee Reports
 - g. Correspondence
7. Review Board Calendar
8. Non Public Session
9. Adjournment

Don Clement, Chairman
Board of Selectmen

Posted: 8/9/13 Town Offices, Town Hall, and Departments

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

Draft Minutes

Exeter Board of Selectmen Meeting

July 29, 2013

1. Call Meeting to Order

Chairman Don Clement called the meeting to order at 7:00 pm in the Nowak Room of the Exeter Town Offices building. Other members present were Vice Chairman Dan Chartrand, Selectman Frank Ferraro, Selectwoman Julie Gilman, and Selectman Matt Quandt. Town Manager Russell Dean was also present.

3. Proclamations

a. Exeter High School Baseball Champions

Chairman Clement went right into a proclamation, recognizing the Exeter High School Baseball Champions. He turned the floor over to Coach McQueen, who introduced the present baseball team members. He talked about what a great season it was and said he was appreciative for all the support. He said he was proud of his team, saying they represented themselves, their families, friends, and town very well. Selectwoman Gilman read the proclamation, congratulated the team and coach, and presented them with a plaque.

2. Public Comment

No public comment.

3. Minutes & Proclamations

a. Regular Meeting: July 1, 2013

A Motion was made by Selectman Ferraro and seconded by Selectwoman Gilman to add the following amendment to Page 1, last paragraph:

“Mr. Griset had issues with the legality of the meeting which took place in the Wheelwright Room. He stated that between 6:20 and 6:30 the Board left the Nowak Room without comment to the public in attendance and conducted a meeting downstairs at 6:30 in non-compliance with the law. He said that the agenda posted on the town’s website stated that the meeting would start at 7:00 in the Nowak Room. He said that the Board was not in compliance with the law since they did not follow the posted public notice. Chairman Clement said the Board took a vote downstairs to go into a non-public session. Mr. Griset said the meeting downstairs was illegal. He asked the Chair to retake votes at this time. Mr. Clement said he would not. Selectman Quandt mentioned it is up to the Chair to declare where the non-

public meetings are held. Mr. Griset asked why they left the Nowak Rook for their non-public meeting. Chairman Clement answered that they are always held in the Wheelwright Room. Mr. Griset asked the Chair if he and the Board had the authority to meet anywhere other than the public notice location. Mr. Clement answered in affirmative." Motion fails.

A Motion was made by Selectman Ferraro and seconded by Selectwoman Gilman to add the following amendment to the Alcohol Ordinance agenda item, last paragraph:

"A majority of the Board agreed that the policy should include the names of the places where alcohol would be allowed. Applications would be vetted by the Police Chief and/or Parks Director and come to the Board for final approval and the requirement that the applicant provide an insurance certificate holding the town harmless." Motion carried with three in favor, two opposed.

A Motion was made by Selectman Ferraro and seconded by Selectwoman Gilman to approve the minutes as amended by Mr. Ferraro's second amendment on Public Drinking. Motion carries with four in favor, one opposed.

b. Regular Meeting: July 15, 2013

A Motion was made by Selectman Ferraro to add the following amendment to Page 3 after the last paragraph in the Groundwater Treatment Plant design agenda item:

"In response to a question from the Chairman, Ms. Perry stated that the plant was being designed for one million gallons a day with a future capacity for 1.5 million gallons per day. No second – motion fails.

A Motion was made by Vice Chair Chartrand and seconded by Selectwoman Gilman to accept the minutes as respectively submitted by Nicole McCormack, recording secretary. Motion carried with four in favor, one opposed.

4. Appointments

A Motion was made by Vice Chair Chartrand and seconded by Selectman Quandt to appoint Mimi Becker to the Commission established by Chapter 188, SB 163, laws of 2013. It is a Commission to recommend legislation to prepare for projected sea level rise and other coastal watershed hazards.

Selectman Ferraro asked if other nominations could be considered. He said this is an important Commission and would like to be nominated for it. Selectman Quandt said they could do other nominations. Chairman Clement opened the floor for any other nominations to the SB 163 Commission.

Selectman Ferraro made a Motion to nominate himself to the SB 163 Commission. No second.

Chairman Clement asked if anyone would like to speak on the first motion to appoint Mimi Becker. Selectman Quandt said Ms. Becker has a great resume, and he is confident she will do a great job and serve Exeter well. Vice Chair Chartrand said she is one of the most qualified people in Exeter for this commission.

All in favor with one abstention from Selectman Ferraro to appoint Mimi Becker to the SB 163 Commission.

5. Discussion/Action Items

a. New Business

I. Complete Streets Presentation: RPC

Selectwoman Gilman gave a brief explanation of Complete Streets and introduced Dave Werner from Complete Streets.

Dave Werner gave a detailed PowerPoint presentation. He explained what Complete Streets is; saying infrastructure can be designed to allow people on the streets to be accommodated whether in a wheelchair, on a bicycle, walking, etc. He gave different examples of this in busy cities and rural areas, even showing examples in Exeter. He talked about slowing traffic for pedestrian safety and gave statistics on how beneficial slowing the traffic flow in areas with pedestrians can be.

Mr. Werner went on to talk about all the significant benefits of adopting this policy. He gave some reasons for adopting it, saying it will save money and be a good change in practice. He showed the ASCE's policy and surrounding areas (i.e. Concord) policies. He ended by giving sources to find more information about this.

Vice Chair Chartrand said he appreciated the presentation. Selectwoman Gilman recommended Mr. Werner goes in front of the Planning Dept. Mr. Dean asked if this is something that would mean the Town is in a better position to get grant funding. Mr. Werner said it benefits the town to think about this and develop a policy of some sort. He said the State DOT doesn't grant funds as easily as they don't deal with pedestrians often.

Chairman Clement asked if any smaller communities like Exeter have adopted a policy. Mr. Werner answered not in NH, but there are many across the country. Chairman Clement thanked Mr. Werner for his presentation.

II. Jady Hill Area Sewer Project Update

Jennifer Perry, DPW Director, said the project is winding down. She said this is a project with a \$5 million investment designed to improve drainage and reduce inflow and

infiltration. She said the design has been a success. It has been a difficult job to work literally in people's front yards. They are working hard to make it "pain free". She went on to say they have completed 90% of the budgeted project; now just working on final landscaping and such. She said digging and construction is complete. She reported there have been no CSO's this year. They are finalizing what people owe in regards to sump pump replacements. There are 111 homes recommended for replacement. Out of the 111, 11 declined and 100 replaced. Out of the 100 who replaced, 55 opted to participate in the town's 10 year payback plan and 33 opted to pay lump sum up front. She is going to issue letter to the property owners to tell them the work they need to complete.

Vice Chair Chartrand, a resident of Jady Hill, said the workers have been outstanding. He thanked Ms. Perry for their work.

Chairman Clement addressed a couple "rumors" he had heard around town. The first being that the project was way over budget. Ms. Perry answered that is false and they are only at 90% of budget spent. Chairman Clement wondered if there are any easements for drainage and Ms. Perry answered there is. Chairman Clement thanked the residents of Jady Hill and said it's been a long project. He gave thanks to the Exeter DPW as well.

Mr. Dean talked about what contributed to the budget. He gave thanks to Ms. Perry and her group, saying it is a major upgrade.

Selectman Ferraro thanked the residents and said he is looking forward to a successful completion. He asked about the 11 that declined to replace their sump pumps. Mr. Dean said the town is giving them every opportunity to participate.

Ms. Perry went on to say the town has spent \$300,000 for the installations, recovering 27% of the cost of that with the town payback plan.

Brian Griset asked if the pipeline has changed the direction of flow, and if so, how much did it cost. Chairman Clement said they would get back to him on those questions.

III. Portsmouth Ave Water/Sewer Project Traffic Control Plan

Jennifer Perry talked about the project. It is a \$1.12 million project, predominately being sewer. She said they are finalizing the design and construction starts this fall. She showed a map of the proposed traffic plan. Basically, there are two options for the traffic control plan. The first being night time construction, but this will be more expensive and take longer. The second option being a longer detour. Ms. Perry showed a map to this effect.

Ms. Perry told the Board she does need to finalize decisions on the traffic control. She said the construction absolutely needs to happen because there are collapsed sewers and it will take place in September, October, and November.

Selectman Quandt asked if she was looking for a decision that night. Ms. Perry said she wasn't but needed a decision soon. Vice Chair Chartrand said while neither option is ideal, he would prefer night time construction. Chairman Clement asked how much longer/more expensive night time construction would be. Ms. Perry answered she has no numbers, it's just the general consensus. Selectman Ferraro mentioned he was worried the detour would call for some complaints from certain institutions because people might take short cuts. Chairman Clement said he was just hearing about this for the first time and he would like some time to think about it. Selectman Quandt said he would choose the detour. Selectwoman Gilman reluctantly voted for night time construction. Chairman Clement said no option is attractive and they will both be disruptive.

Ms. Perry said that because of some interruption of water services, some night time work would have to be done. Selectman Ferraro asked if Chief Kane could come up with a third option. Chairman Clement said he wasn't sure there could be another option but he needed to digest these options. Ms. Perry said she needs a decision at the next BOS meeting.

IV. Primex Board Goals Report – June 7, 2013

Mr. Dean said Primex had come back with their report. He talked about the goals Primex had laid out as of the BOS meeting in June. Chairman Clement pointed out Goal #3 because of a September 1 deadline associated with the goal. Mr. Dean said he would bring some models to the next meeting. Chairman Clement asked Mr. Dean to present the model variations on the economic development position on August 12.

b. Old Business

I. Bid Award: Colcord Pump Station Generator

A Motion was made by Vice Chair Chartrand and seconded by Selectwoman Gilman to award the bid for the Colcord pump station generator to Ewing Electrical Company for \$32,700. Motion carried – all in favor.

ii. Second Reading: Epping Road Extension Parking Ordinance

Mr. Dean said Chief Kane went to Derek's Automotive and talked to the owner. The Chief put a memo together after the meeting. He spoke with Mr. Winter about what he wanted changed in the parking ordinance. Mr. Kane agrees that there should be parking restrictions on the street. Mr. Kane took pictures of the area, which are located in the packet. One request Mr. Kane had of Mr. Winter was that he get rid of some of the cars he has there. The Board felt comfortable with Chief Kane's memo acting as the second reading.

iii. Social Media Policy

Mr. Dean said all departments are affected by this policy except the library. He tried to keep the policy simple and positive in approach. Mr. Dean went through the draft policy he developed.

Selectwoman Gilman asked about Procedure 5.2, asking if the wording should read “facebook/social media” so other social media sites would apply. She also asked if facebook had to be trademarked. Selectman Ferraro talked about Procedure 5.9, asking to change “facebook” to something more generic. He suggested changing all “facebook” to “social media”. Chairman Clement asked if 5.9 was needed at all. Mr. Dean said yes in case something needs to be reported. Selectwoman Gilman pointed out that there is nothing in the policy about soliciting funds. Mr. Dean said the social media sites are for town purposes only. Chairman Clement summarized, saying the only two changes would be generalizing “social media” on 5.2 and 5.9.

A Motion was made by Vice Chair Chartrand and seconded by Selectwoman Gilman to adopt the policy with the amendments discussed. Motion carried – all in favor.

iv. Amendment to Commerce Ordinance: Alcohol Consumption on Town Property

Mr. Dean said Concord is the community that has the most bases covered, so the amendment was modeled after Concord. Mr. Dean read Amend Chapter 8 – Commerce Regulations – Exeter Town Ordinances.

Selectwoman Gilman said that because state licensing rules apply, she is comfortable that all public areas apply to this. Vice Chair Chartrand said he trusts the judgment of the officials involved. Chairman Clement asked if limiting sites where licensing of alcohol is allowed was being suggested. Selectman Ferraro said he is not familiar with the state regulations and would like to look more at them. He would like 809.3 to include insurance and thinks all decisions should come to the Board for approval. Vice Chair Chartrand said the Board does not need to be involved unless the Town Manager’s office feels it needs the Board’s help. Selectwoman Gilman agreed, saying there needs to be a place for people to appeal their applications. She said if the Board is the final say, then they will be voting on their own vote.

Selectwoman Gilman said she would like 809.4 to be changed from “between the hours of 10...” to read “for the hours of 10...”.

Mike Schidlovsky from the Chamber of Commerce spoke, asking to define “voluntary non-profit organizations”. Mr. Dean said RSA 292 defines “voluntary non-profit organization” and said he would send the RSA to Mr. Schidlovsky.

6. Regular Business

a. Bid Openings /Surplus Declarations

Mr. Dean reported no bid openings/surplus declarations.

b. Tax, Water/Sewer Abatements & Exemptions

A Motion was made by Selectwoman Gilman and seconded by Selectman Quandt to approve an abatement for Map 47, Lot 1, Unit 1 in the amount of \$31,194.72. Motion carried – all in favor.

Mr. Dean said 156 Front Street is in a position to sell. He would like to get permission to put to bid with a minimum bid of \$55,807. Selectman Ferraro asked why it took 2 years to get to the point to sell. Mr. Dean answered he had to go through a long process and it took a long time to get from point A to point B.

A Motion was made by Selectman Quandt and seconded by Vice Chair Chartrand to sell the property under a sealed bid for a minimum bid of \$55, 807.59. Motion carried – all in favor.

c. Permits and Approvals

Mr. Dean said Ian's Grille is not operating. There is a permit application in the packet for Ian's from the new buyer. Mr. Dean also talked about a letter from the State Police Criminal Records Unit. The letter pertains to Hawkers and Peddlers and says all people asking for permits to do such must have a background check first.

Selectman Ferraro suggested acting on the permit and ask for a summary from Chief Kane.

A Motion was made by Selectman Quandt and seconded by Vice Chair Chartrand to grant the permit application as submitted by Mr. Rodriguez. Motion carried – all in favor.

d. Town Manager's Report

Mr. Dean talked about the following:

- Gave an update that they are still continuing the interview process for the open town employment positions
- Going back and forth with DOT regarding Welcome Center Project. He attended a meeting about it last week. He will report back soon.
- TIF work group continues, they had a meeting Wednesday, July 31. Meeting with the Planning Board next week on CIP.
- Wastewater Treatment Plant

- Town Hall work well under way and continues to encourage BOS to take a tour and see how it's coming along.
- Groundwater Plant is being rated at 1.56 million gallons a day with the potential of 2.06 million gallons a day as clarified and corrected by Ms. Perry.

e. Legislative Update

None.

f. Selectmen's Committee Reports

Selectman Ferraro reported no meetings but said Water/Sewer is meeting August 7 and Planning Board is meeting August 8.

Vice Chairman Chartrand reported no meetings but went on a tour of the Town Hall and said it is going well. He gave thanks to Mr. Dean.

Selectwoman Gilman said the Historic District Commission met. She gave thanks to everyone for attending the American Independence Festival. She said 375th made \$800. She is also asking the Chair to sign a letter supporting a grant application for the NH Arts. A Motion was made by Vice Chair Chartrand and seconded by Selectman Quandt to ask the Chair to sign the letter on behalf of the Board of Selectmen for the grant. Motion carried – two abstentions.

Selectman Quandt thanked Selectwoman Gilman for her part in the American Independence Festival. He said the Swazey Trustees will meet July 31 at the DPW in the conference room.

Chairman Clement reported the Exeter/Stratham Technical Subcommittee met, talking about tech concerns. He attended a CAPE citizens working group at the senior center. He attended an Eagle Scouts ceremony. He is going to see if the art show can be there.

j. Correspondence

Chairman Clement talked about the following correspondence:

- Letter to Chief Kane expressing gratitude to a patrolman.
- Letter from Mr. Robbins saying he is not in favor of the TIF
- Letter from Peter and Sherrie Goss
- Letter from Meals on Wheels thanking the Board for a donation
- Memo from Comcast
- Request from Brian Griset regarding the minutes
- Correspondence between Selectman Ferraro, Chairman Clement and Mr. Dean about meeting postings under RSA 91-A.

7. Review Board Calendar

Chairman Clement said the next BOS meeting will be August 12. He would like the following to be on the agenda:

- 2nd Reading about Epping Road Ext.
- Alcohol policy
- DPW detour decision
- Models for economic development goal
- Quarterly Financial report
-

A Motion was made by Selectman Quandt and seconded by Vice Chair Chartrand to adjourn the meeting at 9:45 pm. Motion carried – all in favor.

Respectively submitted,

Nicole McCormack
Recording Secretary

**TOWN OF EXETER
MEMORANDUM**

TO: Board of Selectmen
FROM: Town Manager 
RE: Economic Development Resources
DATE: August 9, 2013

During the Board's recent goal setting sessions for the coming year, Goal 3 was identified as a draft economic development position.

Goal #3: Draft Economic Development Position

The Board of Selectmen and Town Manager agree that the position of Economic Development Director is a position that needs to be added to the town staffing. For this position to be successfully added a job description and cost need to be established and reviewed prior to this position being added to the budget for 2014. This goal is to be completed by September 1, 2013. The following was identified of items that need to be reviewed and completed.

- What is the model for the Town of Exeter?
- Reporting structure from employee
- Job description
- Cost of the position
- Board of Selectmen to discuss in July of 2013
- To develop the framework and finalize the model for the Town of Exeter
- How to engage the EDC?
- BOS representative and Town Manager to present this to the EDC

The Town's Economic Development Commission has also had ongoing discussions about more permanent resources to support the Commission's mission of expanding the commercial tax base of the Town, recruiting businesses, retaining businesses, and coordinating other economic development efforts and initiatives. Many communities in NH have devoted at least a portion of their municipal budgets to funding positions that assist in these efforts. Other communities are contemplating such a position as they grow to ensure there is an active effort focused on enhancing the commercial base. If Exeter funded a position focused on economic development, that individual would be able to fulfill many of the Town's economic development initiatives faster, and with quality, by committing their full attention and resources to the efforts. The likely results would include, but not be limited to:

1. Overall enhancement of the Town's commercial base, resulting in a lower tax burden on residential taxpayers;
2. Better ongoing coordination between the Town and potential developers;
3. Better opportunity to fully explore and develop business opportunities;
4. A permanent face to communicate Exeter's message of being "Open for Business";
5. Active solicitation to companies of business opportunities in Exeter;
6. A full time resource to gather outside information to fully assess Exeter's strengths and weaknesses as it pertains to attracting and retaining businesses;
7. An independent resource for current businesses that have unmet needs within the Town;
8. Active recruitment of industries into Exeter;
9. A resource to properly assess Exeter's zoning to ensure Town is in the best position to attract and retain desired business uses;
10. An interface between Town regulatory offices (planning/building) and the business and development community.

There are several job descriptions, draft and actual, included for comparison between Exeter and other communities. After reviewing these job descriptions and duties, it is anticipated a similar position at a Director-type level would require wage funding from approximately \$55,000 to \$75,000 per year, depending on classification review. In order to properly attend to all issues, the position should ideally be full time. The salary should be commensurate with appropriate experience in the identified areas. It would be proposed for the position to report to the Town Manager, working on implementing goals set by the Board of Selectmen and Economic Development Commission. The position would also be responsible for implementing local economic development programs such as RSA 79-E (marketing the program and processing applications to the Selectmen), increasing the Town's direct presence with the Rockingham Economic Development Commission, and assisting Exeter businesses looking for a variety of assistance from the Town and other entities. The position would also closely analyze Exeter's development climate and offer recommendations for improvement in order to facilitate growth of the Town's commercial base through appropriate regulatory or zoning changes. These recommendations would be vetted by the Board of Selectmen, Planning Board, and Zoning Board. The position would also be responsible for the creation, coordination and maintenance of the Town's economic development chapter of the Master Plan (as yet to be written).

If Exeter were not to fund more permanent resources to support economic development efforts, it is likely the status quo would continue, and development and business needs would be addressed via either an exclusively regulatory manner (through Planning and Building), or piecemeal as events occur (recent Chemtan example). The Town would continue to add commercial development but in a reactionary manner. By funding such a position, the Town will be able to be more active in economic development issues and have a resource to work outside the typical regulatory framework to initiate results and be proactive to maximize opportunity. The expected result is Exeter will be competitive with other communities who have devoted resources on a permanent basis to economic

development and will be a player in recruiting and retaining businesses in order to expand the commercial tax base of the Town over time.

Since various models are included in the Board's packet I encourage a review of the job descriptions with input on Monday night as to the primary focus/activities you would see most attractive for a permanent economic development resource for Exeter.

JAN 24 2013

Draft Job Description – Durham Economic Development Director

ADMIN. OFFICE
TOWN OF DURHAM

The Town of Durham is looking for opportunities to increase its non-residential tax base, expand its economic identity and value proposition, and support a more vibrant downtown in a manner consistent with the Town's values and zoning.

Its well educated residential community, large graduate and undergraduate student population, its proximity to UNH and other Seacoast commercial activities, puts Durham into a unique position to recruit and support successful commercial endeavors in technology, healthcare, and other professional services, and to expand and diversify its retail opportunities identified in Market Analysis.

The Town previously decided to focus resources on Economic Development through the Director of Planning and Community Development. Due to increasing demands on Town planning functions and the limited capacity of current Town staff to develop and execute a comprehensive economic development strategy, Durham seeks to retain a part-time Economic Development Director in early 2013

The Economic Development Director will:

- Proactively recruit new businesses, support existing businesses, and encourage strategic development and redevelopment.
- Provide information about benefits for incoming businesses and existing business expansion.
- Prioritize key economic development initiatives consistent with the Master Plan and EDC and Town Council goals, and work tenaciously to bring them to fruition.
- Support the Town Administrator and staff, Town Council, and town committees to integrate and align economic development efforts with other Town priorities.

The Economic Development Director will work closely with the Town Administrator, Director of Planning, Code Enforcement Officer, and the Economic Development Committee. It is noted that the Town has essentially funded this position in the past through the work of the Director of Planning and Community Development. A modest amount of incremental commercial development will continue to be necessary to justify the position.

Specific responsibilities will include:

1. BUSINESS OUTREACH AND SUPPORT

Proactively recruit new businesses, support existing businesses, and encourage strategic redevelopment and development of property in appropriately zoned areas.

Existing Businesses:

- Develop profiles
- Develop and maintain positive relationships;
- Maintain communications to resolve business issues
- Direct businesses to appropriate resources such as but not limited to the SBDC
- Engage with local business associations and groups.
- Provide support for achieving town initiatives and programs.

New Businesses:

- Develop and nurture professional working relationships with business owners and managers, real estate developers, commercial realtors, and other local and regional entities, and encourage them to locate or expand business in the Town.
- Develop a Marketing Plan that both raises awareness about and promotes Durham
- Attend business, professional and association meetings and conferences to promote and raise awareness about Durham
- Develops, implement, and provide updates on Business Capture Plans for identified new business opportunities and tax base development within the town.
- Be the primary interface to business and developers making inquiries about Durham or the region.
- Develop and update an Economic Development Page on the Town's web site
- Serve as the Town's representative to Federal, State, County and local committees/associations impacting Economic Development and business relationships.

2. ECONOMIC DEVELOPMENT STRATEGY

Consistent with the Master Plan, EDC goals, and Town Council goals, prioritizes key economic development initiatives and works tenaciously to bring them to fruition.

- Develop and maintain the Town's Economic Development Plan and Marketing Strategy. Develop, organize and facilitate on-going comprehensive economic planning processes and procedures for current and long range needs to reach goals of the Town.
- Report on University activities and programs to commercialize and license intellectual property developed at the University that are potential opportunities for Durham. Establish on-going relationships with key University personnel involved

with commercialization. Integrate this information into the Economic Development and Marketing Strategy.

- Update Town's Market Analysis as new trend, demographic and other data becomes available.
- Coordinate, plan, and educate businesses on the Town's economic development programs and policies such as 79E, Tax Increment Finance Districts and HUB zone. Reports to the Economic Development Committee and Town Administrator on the success of the programs. Identify changes to improve their use and success.
- Identify and apply for appropriate Economic Development grants that are available from private institutions, the State of New Hampshire and the Federal Government.

3. TOWN SUPPORT & ALIGNMENT

Support the Town Administrator, Town Council, and other staff and committees to align and integrate economic development efforts with other Town priorities.

- Assess impact of Town and zoning ordinances on economic development; identify ordinance alternatives for converting policy ideas into action plans affecting Town developments, expansion, transportation and related programs.
- Provide reports and oral presentations as required. Work with the Town Administrator, Town Council, Economic Development Committee, Planning Board, Zoning Board of Adjustment and Town Planning staff to provide technical insight and recommendations related to planning, zoning, public infrastructure including parking, and ordinances affecting economic development.
- Prepare and manage annual Economic Development budget, and monitor expenditures for Economic Development by town government and the Economic Development Committee.
- Assist with public meetings of the Economic Development Committee, providing expertise and explanations of policy and project options; educate the EDC and public through presentations and discussions.
- Write Grant applications

CITY OF SOMERSWORTH, NEW HAMPSHIRE

POSITION: Economic Development Manager

DEPARTMENT: Development Services

FLSA: Exempt

REPORTS TO: Director of Planning &
Community Development & City Manager

GENERAL PURPOSE

Professional position that is responsible for providing project management for a variety of economic development activities; providing assistance to various City, local and economic development organizations and businesses. Performs work in encouraging and implementing an orderly economic development for the City; attracts new businesses and industries to Somersworth and assists existing business and industry attempts to develop for the purpose of strengthening the City's economic posture and base.

Requires occasional contact with public and daily contact with clients, other City Departments, and local, state and federal agencies and organizations, lending institutions. The purpose for contact is to respond to public inquiries, attend and participate in public meetings, make presentations to groups, negotiate loans, and attend business trade shows. Contacts are usually made in writing, in person, by email, and on the telephone.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Promote the City of Somersworth and its economic development climate by initiating contact with businesses, distributing economic and demographic information to a wide range of prospective business and industrial officials, and the media, responding to local citizen inquiries, addressing community and regional organizations and business groups.

Develops short-and-long range economic development plans; gather, interpret, and prepare data for studies, reports, and recommendations; coordinates activities with other departments and agencies as needed.

Develops marketing and relation materials for the City; coordinates economic development website information with Executive Assistant to City Manager.

Arrange financial and development packages for economic development projects which benefit the City.

Develop and maintain a comprehensive inventory of available buildings and sites in the community for economic development purposes.

Acts as liaison to the Chamber of Commerce, various professional economic development organizations, Small Business Association (SBA), Community Development Finance Authority (CDFA), Business Finance Authority (BFA), etc.

Works with businesses relocating to or expanding in the city.

Prepares reports and makes presentations to various groups regarding the City's economic initiatives.

Solicits public participation for economic programs, write press releases, etc.

CITY OF SOMERSWORTH, NEW HAMPSHIRE

POSITION: Economic Development Manager

DEPARTMENT: Development Services

FLSA: Exempt

REPORTS TO: Director of Planning & Community Development & City Manager

Some interstate travel may be required. Job involves attendance at meetings held after normal business hours.

Responds to directives from the City Manager and the Director of Planning & Community Development as assigned.

OTHER DUTIES AND RESPONSIBILITIES

Performs other related duties as required/assigned by City Manager and Community Development Director.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience

A candidate for this position should have a Bachelor's Degree in Business, Public Administration, or Community and Economic Development, and at least five (5) years of experience in community and economic development, or any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.

Knowledge, Skills and Abilities

A candidate for this position should have a thorough knowledge of business and municipal economic development strategies; thorough knowledge of government and non-government economic development funding sources and business assistance programs, requirements and regulations including Community Development Block Grant (CDBG), SBA, CDFIA, and BFA; knowledge of small business and micro enterprise lending; knowledge of word processing, spreadsheet, presentation, and database office software; strong project management skills, including contract negotiations, project oversight and completion; strong verbal and written communications skills; strong time management skills; strong meeting facilitation and public speaking skills; good credit analysis experience; strong business plan and financial analysis skills; the ability to prepare reports; and the ability to establish and maintain effective working relationships with employees, officials, and the public.

SUPERVISION EXERCISED

None

LICENSING AND CERTIFICATION

Bachelor's degree from an accredited college or university with major course work in economic development, planning, business administration, finance, or marketing, plus minimum five (5) years related experience, or any equivalent combination of education and experience which demonstrates possession of the required knowledge, skill and abilities.

TOOLS AND EQUIPMENT USED

Computer; telephone; calculator; typewriter; copy and facsimile machines; motor vehicles.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

CITY OF SOMERSWORTH, NEW HAMPSHIRE

POSITION: Economic Development Manager

DEPARTMENT: Development Services

FLSA: Exempt

REPORTS TO: Director of Planning &
Community Development & City Manager

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or hot/cold/humid conditions, or airborne particles.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

City of Claremont, New Hampshire Position Description

Position Title:	Planning & Development Director	Union/Merit:	Merit
Reports to:	City Manager	Grade Level-Points:	12 - 917
Department:	Planning & Development	Revised/Updated:	04/10/05
FLSA Status:	Exempt		

Job Summary

Performs professional work requiring considerable skill in managing the daily operations of the Community Development Department comprised of the divisions of building and code services, business development and community planning. Plans, schedules, organizes and evaluates work activities and projects to ensure quality standards and timely completion of work. Interacts with the public and collaborates with management staff and elected officials.

A successful Director will oversee the enhancement of the tax base, growth, employment opportunity and community progress toward the goals identified by the City Manager.

Essential Job Functions (Except as specifically noted, the following functions are considered essential to this position. The listed examples may not include all duties found in this class)

1. Works under the broad supervision of the City Manager who establishes long-range goals and objectives. Works independently on day-to-day activities; confers with the City Manager on policy review questions or to brief him or her on progress regarding various projects or programs.
2. Oversees the City's permitting function; Oversees the City's zoning administration; Oversees the City's Development Authority;
3. Oversees the City's interaction with the Planning Board, Zoning Board, Housing Board, Historic District Commission, Claremont Development Authority, River Road TIF District, Downtown TIF District and Conservation Commission.
4. Oversees various City Plans including Master Plan.
5. Exercises general supervision directly, over all employees in the department, including administrative support personnel, and employees of the divisions of building and code services, business development, and community planning.
6. Directs the operations of the department in order to insure the efficient and effective accomplishment of objectives.

Page 1 of 6

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City of Claremont, New Hampshire Position Description

7. Supervises and directs the work of the department staff; assigns work, monitors and evaluates performance; provides training and staff development; makes hiring recommendations to the City Manager; schedules and monitors workload of staff to insure timely completion of assigned projects.
8. Plans and implements department goals, objectives, and strategies, based upon the needs of the City as expressed by the City Manager goals and policies.
9. Consults with the City Manager on all policy matters; keeps Manager informed on key issues and progress toward objectives and to gain support and approval; makes recommendations to assist management in making needed improvements.
10. Conducts regular staff meetings to review progress, accomplishments, budgets, strategies, and plans for each department.
11. Prepares and presents agenda items on behalf of the department at City Council meetings.
12. Represents the City at various functions such as making speeches at civic and business associations, meeting with influential persons within the community, prospective business executives, developers, government officials, citizens and representatives of the media, to establish goodwill, promote the city and address/resolve issues.
13. Prepares operating budget for the department, including accomplishments, workload measurements, management goals; prepares work program for the Department.
14. Supervises preparation of agendas and minutes of the various boards, committees and commissions for which the department is responsible; prepares related reports and documents as required.
15. Performs special assignments as requested, to include researching and preparing reports and projects, developing and implementing programs, administering state and federal grants and presenting technical data to City Manager, elected officials, and others.
16. Supervises the City's Community Development Block grants applications and administration.
17. Oversee staff meetings. Prepare report of meeting and a critique of proposed projects.
18. Performs other related duties as assigned.

Peripheral Duties

Attend council meetings as requested.

Page 2 of 6

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City of Claremont, New Hampshire Position Description

Perform the duties of subordinate personnel as needed.
Analyze and recommend improvements to equipment and facilities, as needed.
Participate in various committees.

Desired Minimum Qualifications

Education and Experience:

Bachelor's degree (Master's preferred) or equivalent from an accredited college or university in planning, business development, community development, public administration or related field.

Progressively responsible management experience in planning, community and business development OR any combination of education and experience which provides the required knowledge, skills and abilities required for the job.

Necessary Knowledge, Skills and Abilities:

Knowledge in:

- The principles and practices of city planning, community and economic/business development.
- The principles and practices of accounting and budgeting.
- The statistical principles.
- The principles and practices of management, administration and supervision.
- Building and codes practices.
- Computer usage and applications.
- Applicable state, federal and local laws, rules and regulations relating to zoning, land use, building and life safety codes and business development.
- The methods and techniques of research, statistical analysis and report presentation.
- Thorough knowledge of applicable laws, ordinances, and department rules and regulations.
-

Ability to:

- Plan, organize, and evaluate the work activities of department personnel.
- Demonstrated ability to communicate both orally and in writing.
- Maintain electronic and written records and prepare reports and to document any and all information pertaining to the activities and responsibilities of the position.
- Maintain effective working relationships with department heads, employees, City Council and the public and to deal with service problems courteously and tactfully.

Page 3 of 6

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City of Claremont, New Hampshire Position Description

- Solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Apply logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate complicated policies, procedures and protocols.
- Speak effectively before public groups and respond to questions.
- Operate with multiple deadlines and competing demands.
- Read, analyze and interpret professional periodicals and journals, technical procedures and government regulations.
- Interpret a variety of technical instructions with abstract and/or concrete variables.

Skill in:

- Supervising and directing the work of others.
- Making oral presentations before groups of people.
- Preparing and monitoring budgets.
- Planning and conducting special projects.
- The use of the tools and equipment listed below.

Supervision Received

Works under the broad policy guidance and direction of the City Manager.

Supervision Exercised

Supervision is exercised over ten (10) subordinates.

Responsibility for Public Contact

Daily contact requiring courtesy, discretion, and sound judgment.

Licensing & Certification

Certified by the International/ American Economic Development Council as a Certified Economic Developer (preferred)

AICP Certification (preferred)

Must maintain any required approvals and designations as required.

Must maintain a valid motor vehicle operator's license.

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City of Claremont, New Hampshire

Position Description

Tools & Equipment Used

Personal computer including Microsoft Office software, accounting software, document printers, motor vehicle, telephone, typewriter, calculator, copy machine, and fax machine and associated office equipment.

Typical Work Surface(s): Standard office desk and chair; tables; computer work station, wood, tile, cement and carpeted floors.

Typical Controls & Equipment: Personal computer including Microsoft Office software, accounting software, document printers, motor vehicle, telephone, typewriter, calculator, copy machine, and fax machine and associated office equipment.

Typical Work Environment: Inside: 75% Outside: 25%

Summary of Occupational Exposures: May be exposed to cleaning fluids, copier toner, etc. Works in a normal office environment where there are little or no physical discomforts associated with changes in weather or discomforts associated with noise, dust, dirt and the like.

The incumbent's working conditions are typically quiet.

Physical Activity Requirements

Primary Physical Requirements

<u>LIFT up to 10 lbs.:</u>	Frequently required
<u>LIFT 11 to 25 lbs.:</u>	Occasionally required
<u>LIFT 26 to 50 lbs.:</u>	Rarely required
<u>LIFT over 50 lbs.:</u>	Not required

<u>CARRY up to 10 lbs.:</u>	Occasionally required
<u>CARRY 11 to 25 lbs.:</u>	Occasionally required
<u>CARRY 26 to 50 lbs.:</u>	Occasionally required
<u>CARRY over 50 lbs.:</u>	Rarely required

Other Physical Considerations

<u>Twisting:</u>	Occasionally required
<u>Bending:</u>	Occasionally required
<u>Crawling:</u>	Rarely required
<u>Squatting:</u>	Occasionally required
<u>Kneeling:</u>	Occasionally required
<u>Crouching:</u>	Occasionally required
<u>Climbing:</u>	Rarely required
<u>Balancing:</u>	Rarely required
<u>Grasping:</u>	Frequently required

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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City of Claremont, New Hampshire Position Description

<u>REACH above shoulder height:</u>	Occasionally required	<u>Handling:</u>	Frequently required
<u>REACH at shoulder height:</u>	Occasionally required	<u>Torquing:</u>	Occasionally required
<u>REACH below shoulder height:</u>	Occasionally required	<u>Fingering:</u>	Frequently required
<u>PUSH/PULL:</u>	Occasionally required		

During an 8-hour Day, Employee is Typically Required To:

	<u>Consecutive Hours</u>	<u>Total Hours</u>
Sit	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Stand	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Walk	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8

Cognitive and Sensory Requirements:

<u>Talking:</u>	Necessary for communicating with others.
<u>Hearing:</u>	Necessary for taking instructions and information.
<u>Sight:</u>	Necessary for performing job effectively and correctly.
<u>Tasting & Smelling:</u>	Not required for the performance of the functions of this position.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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**City of Claremont, New Hampshire
Position Description**

Position Title:	Business Development Specialist	FLSA Status:	Exempt
Reports to:	Planning & Development Director	Union/Merit:	Merit
Department:	Planning & Development	Grade Level-Points:	7 - 400
		Revised/Updated:	04/10/05

Job Summary

Works with the Business Development Coordinator, but under the Planning & Development Director in coordinating the efforts to assist existing businesses and attract new or expanding businesses to Claremont. Incumbent is responsible for assisting the Planning & Development Director in coordinating long-range business development for the City.

Essential Job Functions (Except as specifically noted, the following functions are considered essential to this position. The listed examples may not include all duties found in this class)

1. Visits firms within the City limits to assess business needs; current and future.
2. Visits firms outside of the City of Claremont for the sole purpose of attracting new business to the community.
3. Visit firms as they receive the certificate of occupancy to evaluate the effectiveness of City services and permitting procedures.
4. Conduct city tours for business prospects to show them specific sites and/or buildings that meet their space needs.
5. Perform special assignments as requested to include researching and preparing reports and projects, developing and implementing programs, and presenting technical data to staff, committees, elected officials, and others.
6. Write detailed or technical reports of all findings, conclusions, and recommendations based on a thorough analysis and interpretation of data for presentation to others.
7. Assist the Business Development efforts by preparing and updating the Planning & Development Director including number of sites visited, number of calls to prospective companies, quarterly to the Planning & Development Director.
8. Assists in implementing the City's Marketing Plan.

Page 1 of 5

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City of Claremont, New Hampshire Position Description

9. Assist the Business Development Coordinator, private property owners, and real estate brokers in maintaining and updating a current inventory data of sites for prospective development.
10. Responds to related inquiries on a daily basis.
11. Perform other related duties as assigned.

Peripheral Duties

Attend meetings as requested.
Perform the duties of subordinate personnel as needed.
Analyze and recommend improvements to equipment and facilities, as needed.
Participate in various committees.

Desired Minimum Qualifications

Education and Experience:

Bachelor's degree from a four-year college or university with major course work in business development, Planning & Development, business or public administration, or closely related field;

Two years of responsible experience with municipal, state, or federal government, or performing work related to business development in private business; or

Any combination of education, training and experience which provides the required knowledge, skills, and abilities required for the job.

Necessary Knowledge, Skills and Abilities:

Knowledge of:

- Business location decision factors and business development issues.
- Principles and practices of marketing techniques.
- Principles and practices of economics and finance.
- Record keeping, report preparation, filing methods and records management techniques.
- Correct English usage, including spelling, grammar, punctuation, and vocabulary.
- Methods and techniques of research, statistical analysis and report presentation.
- Computer applications related to the work. Specific skills related to Microsoft Word, Project, Schedule, Excel, Outlook, Power Point, and Access desired.
- Thorough knowledge of applicable laws, ordinances, and department rules and regulations.

Page 2 of 5

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City of Claremont, New Hampshire Position Description

Ability to:

- Read, analyze and interpret professional periodicals and journals, technical procedures and government regulations.
- Solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Define problems, collect data, establish facts and draw valid conclusions.
- Develop and interpret trend data.
- Demonstrated ability to communicate both orally and in writing.
- Maintain electronic and written records and prepare reports and to document any and all information pertaining to the activities and responsibilities of the position.
- Maintain effective working relationships with department heads, employees, City Council and the public and to deal with service problems courteously and tactfully.

Skill in:

- Organizing work, setting priorities, meeting critical deadlines, and following up assignments with a minimum of direction.
- Researching, compiling, and summarizing a variety of informational and statistical data and materials.
- Applying logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate complicated policies, procedures and protocols.
- Accurately proofreading copy with accompanying knowledge of grammar, punctuation and spelling.
- Skill in the use of the tools and equipment listed below.

Supervision Received

Works directly under the Director of Planning & Development in coordinating the efforts of business development related to Planning & Development in Claremont. Assigned work is performed independently following established routines and procedures. Advice and assistance are available when unusual or difficult matters arise and the employee is expected to recognize such situations and bring them to the supervisor's attention. The work is reviewed for accuracy and compliance with instructions on a spot check-basis, observation or subsequent processing.

Supervision Exercised

An incumbent may or may not supervise others, but in any event the element of supervision is minimal, usually not more than two subordinate employees being involved. Because the incumbent does make decisions that are far-reaching, the work directly impacts the management of the entire agency.

Page 3 of 5

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**City of Claremont, New Hampshire
Position Description**

Responsibility for Public Contact

Daily contact requiring courtesy, discretion, and sound judgment.

Licensing & Certification

Certified Economic Developer (desired)
New Hampshire Real Estate License (desired).
Must maintain any required approvals and designations as required.
Must maintain a valid motor vehicle operator's license.

Tools & Equipment Used

Personal computer including Microsoft Office software, accounting software, motor vehicle, telephone, typewriter, calculator, copy machine, and fax machine etc.

Typical Work Surface(s): Standard office desk and chair; tables; computer work station, wood, tile, cement and carpeted floors.

Typical Controls & Equipment: Calculator, computer, printers, telephone, typewriter, copy machine, fax machine, postage machine, folder/insertter, various office equipment etc.

Typical Work Environment: Inside: 60% Outside: 40%

Summary of Occupational Exposures: May be exposed to cleaning fluids, copier toner, etc. as well as exposure to construction equipment, sunlight, insects, domestic and wild animals, and all New England weather conditions.

Physical Activity Requirements

Primary Physical Requirements

Other Physical Considerations

<u>LIFT up to 10 lbs.:</u>	Frequently required	<u>Twisting:</u>	Occasionally required
<u>LIFT 11 to 25 lbs.:</u>	Occasionally required	<u>Bending:</u>	Occasionally required
<u>LIFT 26 to 50 lbs.:</u>	Rarely required	<u>Crawling:</u>	Rarely required
<u>LIFT over 50 lbs.:</u>	Not required	<u>Squatting:</u>	Occasionally required

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City of Claremont, New Hampshire Position Description

<hr/>	<u>Kneeling:</u> Occasionally required
<u>CARRY up to 10 lbs.:</u> Occasionally required	<u>Crouching:</u> Occasionally required
<u>CARRY 11 to 25 lbs.:</u> Occasionally required	<u>Climbing:</u> Rarely required
<u>CARRY 26 to 50 lbs.:</u> Occasionally required	<u>Balancing:</u> Rarely required
<u>CARRY over 50 lbs.:</u> Rarely required	<u>Grasping:</u> Frequently required
<hr/>	
<u>REACH above shoulder height:</u> Occasionally required	<u>Handling:</u> Frequently required
<u>REACH at shoulder height:</u> Occasionally required	<u>Torquing:</u> Occasionally required
<u>REACH below shoulder height:</u> Occasionally required	<u>Fingering:</u> Frequently required
<u>PUSH/PULL:</u> Occasionally required	
<hr/>	

During an 8-hour Day, Employee is Typically Required To:

	<u>Consecutive Hours</u>	<u>Total Hours</u>
Sit	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Stand	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Walk	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8

Cognitive and Sensory Requirements:

- Talking: Necessary for communicating with others.
- Hearing: Necessary for taking instructions and information.
- Sight: Necessary for performing job effectively and correctly.
- Tasting & Smelling: Not required for the performance of the functions of this position.

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City of Claremont, New Hampshire Position Description

Position Title:	Business Development Coordinator	FLSA Status:	Exempt
Reports to:	Planning & Development Director	Union/Merit:	Merit
Department:	Planning & Development	Grade Level-Points:	9 - 570
		Revised/Updated:	04/10/05

Job Summary

The incumbent is the Lead employee in the city business development efforts to attract new and expanding businesses. Incumbent is responsible for advising department on long-range economic forecasting and analysis.

Essential Job Functions (Except as specifically noted, the following functions are considered essential to this position. The listed examples may not include all duties found in this class)

1. Assists department to develop, analyze, and forecast key economic indicators.
2. Principle employee for business visitation program within the City and outside of the City.
3. Principle employee for business retention, expansion and relocation.
4. May serve as department liaison for the Claremont Development Authority.
5. Visits firms as they receive the certificate of occupancy to evaluate the effectiveness of City services and permitting procedures.
6. Conduct city tours for business prospects to show them specific sites and/or buildings that meet their space needs.
7. Analyzes proposed legislation affecting business development.
8. Performs special assignments as requested, to include researching and preparing reports and projects, developing and implementing programs, and presenting data to management, elected officials, and others.
9. Writes detailed or technical reports of all findings, conclusions, and recommendations based on a thorough analysis and interpretation of data for presentation to others.

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City of Claremont, New Hampshire Position Description

10. Prepares and updates the Planning & Development Business Development priorities including current data in a spreadsheet format; including businesses visited; and presents the information quarterly to the Planning & Development Director in a spreadsheet format.
11. Assists in the implementation of the City's Marketing Plan.
12. Maintains and updates a current inventory data of sites for prospective development.
13. Responds to related inquiries on a daily basis.
14. Performs other related duties as assigned.

Peripheral Duties

Attend meetings as requested.
Perform the duties of subordinate personnel as needed.
Analyze and recommend improvements to equipment and facilities, as needed.
Participate in various committees.

Desired Minimum Qualifications

Education and Experience:

Bachelor's degree (Master's degree preferred) from a four-year college or university with major course work in economics, statistics, business or public administration, or closely related field;

Five (5) years progressively responsible experience as an economist or in performing work related to economic impact analysis, long range forecasting, or business development;

Or any combination of education, training and experience which provides the required knowledge, skills and abilities required for the job.

Necessary Knowledge, Skills and Abilities:

Knowledge of:

- Computer applications related to the work.
- Record keeping, report preparation, filing methods and records management techniques.
- Correct English usage, including spelling, grammar, punctuation, and vocabulary.
- Basic budgetary principles and practices.

Page 2 of 5

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City of Claremont, New Hampshire Position Description

- Administrative principles and practices, including goal setting and program budget development and implementation.
- Methods and techniques of research, statistical analysis and report presentation.
- Considerable knowledge of principles and practices of marketing techniques.
- Considerable knowledge of principles and practices of economics and finance.
- Extensive knowledge of business location decision factors and business development issues.
- Extensive knowledge of relevant tax laws and other legislative issues effecting business development.
- Thorough knowledge of applicable laws, ordinances, and department rules and regulations.

Ability to:

- Maintain electronic and written records and prepare reports and to document any and all information pertaining to the activities and responsibilities of the position.
- Make accurate arithmetic calculations.
- Maintain effective working relationships with department heads, employees, City Council and the public and to deal with service problems courteously and tactfully.
- Demonstrated ability to communicate both orally and in writing.

Skill in:

- Organizing work, setting priorities, meeting critical deadlines, and following up assignments with a minimum of direction.
- Researching, compiling, and summarizing a variety of informational and statistical data and materials.
- Applying logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate complicated policies, procedures and protocols.
- Accurately proofreading copy with accompanying knowledge of grammar, punctuation and spelling.
- The use of the tools and equipment listed below.

Supervision Received

Works directly under the Director of Planning & Development in coordinating the efforts of special projects related to Planning & Development in Claremont. Assigned work is performed independently following established routines and procedures. Advice and assistance are available when unusual or difficult matters arise and the employee is expected to recognize such situations and bring them to the supervisor's attention. The work is reviewed for accuracy and compliance with instructions on a spot check-basis, observation or subsequent processing.

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City of Claremont, New Hampshire

Position Description

Supervision Exercised

An incumbent may or may not supervise others, but in any event the element of supervision is minimal, usually not more than two subordinate employees being involved. Because the incumbent does make decisions that are far-reaching, the work directly impacts the management of the entire agency.

Responsibility for Public Contact

Daily contact requiring courtesy, discretion, and sound judgment.

Licensing & Certification

Certified Economic Developer (desired).
New Hampshire Real Estate License (desired).
Must maintain any required approvals and designations as required.
Must maintain a valid motor vehicle operator's license.

Tools & Equipment Used

Personal computer including Microsoft Office software, accounting software, motor vehicle, telephone, typewriter, calculator, copy machine, and fax machine etc.

Typical Work Surface(s): Standard office desk and chair; tables; computer work station, wood, tile, cement and carpeted floors.

Typical Controls & Equipment: Calculator, computer, printers, telephone, typewriter, copy machine, fax machine, postage machine, folder/insertor, various office equipment etc.

Typical Work Environment: Inside: 30% Outside: 70%

Summary of Occupational Exposures: May be exposed to cleaning fluids, copier toner, etc. as well as exposure to construction equipment, sunlight, insects, domestic and wild animals, and all New England weather conditions.

The incumbent's working conditions are typically moderately quiet to very loud.

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City of Claremont, New Hampshire Position Description

Physical Activity Requirements

Primary Physical Requirements

<u>LIFT up to 10 lbs.:</u>	Frequently required
<u>LIFT 11 to 25 lbs.:</u>	Occasionally required
<u>LIFT 26 to 50 lbs.:</u>	Rarely required
<u>LIFT over 50 lbs.:</u>	Not required

<u>CARRY up to 10 lbs.:</u>	Occasionally required
<u>CARRY 11 to 25 lbs.:</u>	Occasionally required
<u>CARRY 26 to 50 lbs.:</u>	Occasionally required
<u>CARRY over 50 lbs.:</u>	Rarely required

<u>REACH above shoulder height:</u>	Occasionally required
<u>REACH at shoulder height:</u>	Occasionally required
<u>REACH below shoulder height:</u>	Occasionally required
<u>PUSH/PULL:</u>	Occasionally required

Other Physical Considerations

<u>Twisting:</u>	Occasionally required
<u>Bending:</u>	Occasionally required
<u>Crawling:</u>	Rarely required
<u>Squatting:</u>	Occasionally required
<u>Kneeling:</u>	Occasionally required
<u>Crouching:</u>	Occasionally required
<u>Climbing:</u>	Rarely required
<u>Balancing:</u>	Rarely required
<u>Grasping:</u>	Frequently required
<u>Handling:</u>	Frequently required
<u>Torquing:</u>	Occasionally required
<u>Fingering:</u>	Frequently required

During an 8-hour Day, Employee is Typically Required To:

	<u>Consecutive Hours</u>	<u>Total Hours</u>
Sit	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Stand	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Walk	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8

Cognitive and Sensory Requirements:

- Talking: Necessary for communicating with others.
- Hearing: Necessary for taking instructions and information.
- Sight: Necessary for performing job effectively and correctly.
- Tasting & Smelling: Not required for the performance of the functions of this position.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The use of an 8 hour day is to show the typical condition requirements for sitting, walking and standing and should not be construed that all jobs are 8 hours.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Epping welcomes industry, but with eye toward ecology

By **Rachel Grace Toussaint**

September 07, 2003 2:00 AM

Editor's Note: This is the third in a series of articles on land conservation issues in the town of Epping.

EPPING - The word "growth" is no stranger in town; some speak about it with optimism, others with concern.

But according to the town's economic development director, Jim Boynton, the economic expansion of the town is rooted in smart growth.

"We're becoming the community some people say we're not," Boynton said.

That is, Epping is becoming a town where people will want to shop, live and build a business, he said.

More specifically, Boynton said, in the coming years Epping will have the reputation of having environmentally conscious but economically viable development that increases the tax base, provides jobs and garners affordable housing for those young and old.

In Boynton's mind, he sees "the environment, the town of Epping in its rural condition and economic development all co-existing in the same space."

Boynton also believes that the town is returning to its economic roots from the 19th century. At that time, Epping housed "the largest brick industry on the East Coast," operating roughly 52 brickyards.

"Those bricks built mills in most of the mill communities, including those in portions of Boston," Boynton said. The industries left a void when they shut down in the 20th century, but hope came in the late 1970s when an energy plant proposed moving into town.

"Ultimately, they decided not to and that was a big letdown for Epping," Boynton said. "So the Economic Development Commission decided they wanted to put up a sign, literally saying we're looking for industry."

Hence, the "Epping Welcomes Industry" sign on Route 125, which was erected in the late 1980s.

"But Epping's time was not right for that sign," Boynton said. "We weren't recognized until Route 101 was built out and we were seen as the economic and industrial hub at the crossroads of southern New Hampshire."

Now, with Wal-Mart on the verge of opening and 19 projects on the books, Boynton said much of the development for the town is already laid out and targeted at the commercial areas of town along routes 125, 101 and 27.

Current projects in the works include a 425,000-square-foot mall, which might also include a hotel, near the Boston and Maine Railroad bed and Route 125; a soccer field complex in the area of Indian River Road and Route 27; and a 485-acre, 36-hole golf course in the Mast Road area that will tap into water treated at the wastewater treatment plant to irrigate the fairways.

Aside from what's already in the works, "there isn't much buildable commercial land left in the town of Epping; as we look at it, we're very close to 70 percent built out for spoken land," Boynton said.

Much of the problem, he said, is that a good deal of the land zoned for commercial and/or industrial development is located in wetland areas, such as the West Epping business district and along Shirking and Martin roads.

"We have been very conscious and cautious about what we do with wetlands," Boynton said. "There are zones we've designated through the master-plan process and zoning that allow certain business in certain zones, and we want to protect natural resources through the Conservation Commission as much we can without making it a total open-space community."

Other land is residentially zoned and cannot be touched for economic development; other portions of town are zoned residential/commercial, which Boynton said only lends itself to businesses like doctor's offices.

In other words, Boynton says those concerned about the growth of Epping impinging upon natural resources needn't fear where economic development is concerned. Rather, it's the housing developments people should be

concerned about.

"If anything is sprawling, it's housing," Boynton said.

But, Rob Graham, chairman of the Planning Board, says his board is only acting in accordance with regulations voters set forth.

"Density is an issue, and you have to provide for it somewhere, Graham said. "The Planning Board's approach has been to try and at least be offensive in terms of having a plan. We're trying to provide for dwelling units, but also to zone and regulate in a way that provides for the rural nature of the town to co-exist with those growth pressures.

"People think the Planning Board has authority over whether or not to build homes - the authority is to stick to regulations. The board's not in the position to say no to growth. We're in a position to say these are rules town voters laid out for growth and administer them in this way."

Meanwhile, Boynton, a conservationist at heart, hopes the town doesn't go too far to the extreme of securing too much open space. Rather, he believes the town already has a good deal of conserved land and believes too much could actually hurt the community.

"Putting cash down to lock land up through land trusts, the town loses all control of that property forever," Boynton said. "Along the river, protection is 100 percent a good thing; along the watershed, we should protect it, keep it natural. We need to look at the right areas and protect what needs to be protected."

"The goal is to take advantage of the change within reason," he added. "We need the growth, we need to support the people living here, bring the taxes down, and bring the cost of housing down. We're balancing what we need for tax-dollar income, looking at elderly housing, supplying jobs, and I think Epping is acting extremely responsible in doing this - taking care of ecology, taking care of environment."

~

Director: No big payoff for development work

By **Jason Schreiber**

June 01, 2004 2:00 AM

EPPING — Jim Boynton says he won't be cashing in big time on the development boom that's hit Epping, despite rumors that he'll make off with hundreds of thousands of dollars for his role as the town's economic development director.

"People think I'm going to be rich, and that's not the case," Boynton said this week.

Hired by the town as an independent contractor six years ago to encourage sensible business development, Boynton is finally beginning to see the fruits of his labor. But he won't be making the big bucks some people might think, he said.

Boynton's first payment is expected to come from the new Wal-Mart Supercenter that opened in Epping Crossing in January. Planning for that project on property at the intersection of routes 101 and 125 took years.

Under his contract with the town, Boynton will be paid 10 percent of the first year's taxes paid by the owners of commercial buildings that he helped bring to town.

According to Town Clerk Linda Foley, Wal-Mart's first tax bill was \$105,276. The bill is for the first half of this year. Epping bills twice a year. Foley said she isn't sure how much the second tax bill will be later this year, but said it could be similar to the first one. That would mean Boynton would earn an estimated \$21,000 for the Wal-Mart project.

When Boynton was hired, Selectwoman Kim Sullivan initially proposed that Boynton receive 50 percent of the first year's tax bill on commercial projects. Boynton said he argued against that. "I was only interested in building the town economically so we could afford our tax base," he said.

Over the next few years, Boynton said he expects to benefit financially from approximately 15 other properties planned for commercial development. However, some of the projects are small and won't result in big payoffs, he said. About a year and a half ago, selectmen asked Boynton to prepare a list of all of the properties he was working to develop. Selectmen then asked Boynton not to add more projects to the growing list.

Since he took on the role of economic development director, Boynton said the town has only paid him a little more than \$10,000, which will be deducted from the money he will earn from the commercial properties in the future. He said he needed the advance payment to help him financially while he was in between jobs. He also works as a part-time college professor.

Boynton said that on average he has spent 20-25 hours a week working on development projects in Epping. By his own calculations, Boynton said he will only be earning about \$1.66 an hour for the time he has invested in projects over the last six years.

Town of Exeter
 Report of Budgeted vs Actual Revenue (unaudited)
 For the Quarter Ended June 30, 2013

Acct	Account Number	Description	Actual Revenue as of			Notes	Actual Revenue as of	
			Budgeted Revenue	6/30/2013	Variance		% Collected	6/30/2012
	3110-3191	Property Tax Revenue	\$ 12,637,933	\$ 6,386,753	\$ 6,251,180	50.5%	6,273,408	52%
	3220	Motor Vehicle Permit Fees	1,950,000	1,047,591	902,409	54%	1,515,158	78%
	3230	Building Permits & Fees	150,000	112,946	37,054	75%	209,586	161%
	3290	Other Permits and Fees	150,000	57,360	92,641	38%	87,313	70%
	3319	From the Federal Government	20,000	-	20,000	0%	-	0%
	3352	Meals & Rooms Tax Revenue	639,030		639,030	0%	-	0%
	3353	State Highway Block Grant	258,871	98,012	160,859	38%	183,599	71%
	3359	Other State Grants/Reimbursements	5,271	29,098	(23,827)	552%	22,026	92%
	3401-3404	Income from Departments	900,000	355,978	544,022	40%	521,680	54%
		Sale of Town Property	2,425	109,028	(106,603)	4496%	-	0%
	3502	Interest Income	5,000	1,326	3,674	27%	1,871	19%
	3503-3509	Other Miscellaneous Revenues	20,700	11,100	9,600	54%	14,675	100%
	4911	From Trust & Fiduciary Funds	30,000	-	30,000	0%	-	0%
		Total General Fund Revenues	\$ 16,769,230	\$ 8,209,191	\$ 8,560,039	49%	\$ 8,829,316	55%
	3402	Water Fund Revenues	\$ 2,302,127	\$ 1,096,137	\$ 1,205,990	48%	\$ 774,921	33%
	3403, 3359	Sewer Revenues	\$ 2,279,537	\$ 1,029,297	\$ 1,250,240	45%	\$ 681,027	37%
		Grand Total General, Water & Sewer Funds	\$ 21,350,894	\$ 10,334,625	\$ 11,016,269	48%	\$ 10,285,264	51%

Includes property tax less overlay/jeopardy, field, current use, payment in lieu of taxes, penalties and interest

Includes GF portion of Cable TV & Vital Statistics Fees

0% FEMA Reimbursement for Hurricane Sandy

0% Received in December each year

38% Received quarterly

552% Railroad, RERP, Mosquito, Other Misc

40% General Revenues charged by Town Departments

Includes sale of deeded property on Exeter Road

27% Interest income earned on sweep accounts

54% Town Rental Property

0% Estimated Funds from Sick Leave Trust

48% Total All 3 Funds

DEPARTMENT	Budget	Actual	Balance Available	Percent Used	Notes
General Government					
100 Board of Selectmen	21,774	31,367	(9,593)	144.06%	Bob's Heavy Equip \$17.5k; Hayes Mobile Park \$3.5k
111 Town Manager	192,738	102,494	90,244	53.18%	
113 CATV	1	-	1	0.00%	
115 Human Resources	82,942	36,445	46,497	43.94%	
119 Transportation	20,919	20,919	0	100.00%	
120 Legal	70,000	48,684	21,316	69.55%	
125 Information Technology	153,972	53,842	100,130	34.97%	
130 Trustees of Trust Funds	891	891	0	100.00%	
140 Town Moderator	431	323	108	74.94%	
151 Town Clerk	311,639	160,314	151,325	51.44%	
152 Elections/Registration	11,044	11,614	(570)	105.16%	Voting machine expenses
Total General Government	866,351	445,974	420,377	51.48%	
Finance					
201 Finance/Accounting	265,548	119,937	145,611	45.17%	
202 Treasurer	10,080	4,771	5,309	47.33%	
203 Tax Collection	93,708	40,452	53,256	43.17%	
205 Assessing	216,812	106,597	110,215	49.17%	
Total Finance	586,148	271,757	314,391	46.36%	
Planning & Building					
301 Planning	224,461	89,734	134,727	39.98%	
302 Inspections/Code Enforcement	227,197	102,515	124,682	45.12%	
303 Board of Adjustment	2,900	1,043	1,857	35.97%	
304 Historic District Commission	1,980	128	1,852	6.46%	
305 Conservation Commission	9,605	1,319	8,286	13.73%	
306 Heritage Commission	1,400	-	1,400	0.00%	
Total Planning & Building	467,543	194,739	272,804	41.65%	
Economic Development Commission					
307 Economic Development Commission	1,500	100	1,400	6.67%	
Total Economic Development Commission	1,500	100	1,400	6.67%	
Police					
401 Administration	716,940	308,317	408,623	43.00%	
402 Staff	534,133	205,346	328,787	38.44%	
403 Patrol	1,863,043	837,373	1,025,670	44.95%	
404 Animal Control	1,250	-	1,250	0.00%	
405 Communications	426,444	194,705	231,739	45.66%	
Total Police	3,541,810	1,545,741	1,996,069	43.64%	
Fire					
501 Administration	509,770	246,211	263,559	48.30%	
503 Fire Suppression	2,969,392	1,368,195	1,601,197	46.08%	Incl \$26.2k encumbered (Vehicle Maint. & Equipment)
504 Emergency Management	33,825	14,477	19,348	42.80%	
505 Health	126,616	46,087	80,529	36.40%	
Total Fire	3,639,603	1,674,970	1,964,633	46.02%	

DEPARTMENT	Budget	Actual	Balance Available	Percent Used	Notes
Public Works - General Fund					
601 Administration & Engineering	353,967	140,344	213,623	39.65%	
602 Highways & Streets	1,757,812	741,119	1,016,693	42.16%	
603 Snow Removal	275,810	255,313	20,497	92.57%	Incl \$4.9k encumbered for salt
604 Solid Waste Disposal	821,191	340,533	480,658	41.47%	Incl \$29.8k encumbered for blue bags
605 Street Lights	132,000	53,905	78,095	40.84%	
Total Public Works - General Fund	3,340,780	1,531,214	1,809,566	45.83%	
Maintenance					
606 General	553,363	273,095	280,268	49.35%	Incl \$29.3k encumbered for maintenance projects
607 Recreation Center	19,300	8,695	10,605	45.05%	
608 Town Hall	29,200	14,021	15,179	48.02%	
609 Town Office	28,600	17,061	11,539	59.65%	
610 Senior Center	14,150	4,864	9,286	34.37%	
611 Safety Complex	69,800	34,129	35,671	48.90%	
612 DPW Complex	42,800	21,839	20,961	51.03%	
613 Train Station	11,000	2,381	8,619	21.65%	
614 Other Town Structures	11,200	3,060	8,140	27.32%	
615 Mechanics/Garage	230,579	125,129	105,450	54.27%	
Total Maintenance	1,009,992	504,274	505,718	49.93%	
Welfare & Human Services					
710 Welfare	92,615	38,090	54,525	41.13%	
Total Welfare & Human Services	92,615	38,090	54,525	41.13%	
Parks & Recreation					
801 Recreation	288,635	128,925	159,710	44.67%	
802 Parks	158,024	84,294	73,730	53.34%	
Total Parks & Recreation	446,659	213,219	233,440	47.74%	
Other Culture/Recreation					
116/804 Other Culture/Recreation	22,300	3,820	18,480	17.13%	
805 Special Events	14,000	12,170	1,830	86.93%	Rev War Festival \$3.5k invoices, \$3.5k encumbered
Total Other Culture/Recreation	36,300	15,990	20,310	44.05%	
Public Library					
901 Library	894,822	394,121	500,701	44.04%	
Total Library	894,822	394,121	500,701	44.04%	
Debt Service & Capital					
921-23 Debt Service	754,041	393,924	360,117	52.24%	Payments processed per debt service schedule
117 Vehicle Replacement	426,830	361,994	64,836	84.81%	Incl \$36.7k encumbered
117 Disaster Repairs-Insured	-	7,380	(7,380)		Town Hall Fire repairs
118 Capital Outlay - Other	47,477	-	47,477	0.00%	SCBA equipment
Total Debt Service & Capital	1,228,348	763,298	455,050	62.14%	

Town of Exeter

DRAFT

YTD Actual Expense Analysis thru June 2013 (UNAUDITED)
 Updated Aug 9, 2013

DEPARTMENT	Budget	Actual	Balance Available	Percent Used	Notes
Benefits & Taxes					
931 Health Insurance Buyout	52,501	43,528	8,973	82.91%	Includes \$20k in sick-leave buyout
933 Unemployment	11,154	11,154	-	100.00%	Primex
937 Worker's Compensation	147,296	110,467	36,829	75.00%	
114/941 Insurance	141,709	137,154	4,555	96.79%	Full year billing
Total Benefits & Taxes	352,660	302,303	50,357	85.72%	
Total General Fund	16,505,130	7,895,790	8,609,341	47.84%	
Water Fund	2,302,127	825,935	1,476,192	35.88%	Incl. \$58.2k encumbered (Capital Outlay, Distribution & Treatment)
Sewer Fund	2,279,537	824,464	1,455,073	36.17%	Incl. \$60k encumbered (Capital Outlay, Collections, Treatment)
Total All Funds	21,086,794	9,546,189	11,540,605	45.27%	

Town of Exeter
 Analysis of Property Tax/Liens Receivable
 As of 6/30/13

DRAFT

<u>Type</u>	<u>Bill Year</u>	<u>Balance Outstanding as of 06/30/13</u>	<u>Balance Outstanding as of 12/31/12</u>	<u>\$ Change</u>	<u>% Change</u>
Lien	*2005-2008	11,676	19,790	8,114	41%
Lien	2009	70,284	103,628	33,344	32%
Lien	2010	180,155	210,629	30,474	14%
Lien	2011	292,560	346,374	53,814	16%
Lien	2012	521,141	1,582,530	1,061,389	67%
Subtotal		\$ 1,075,816	\$ 2,262,951	\$ 1,187,135	52%
Tax	2013	4,732,206	-	(4,732,206)	N/A
Grand Total		\$ 5,808,022	\$ 2,262,951	N/A	N/A

*As of June 30, 2013 77% of all property taxes billed in May 2013 were collected.
 On July, 1, 2013, the property tax due date, 92% of all first half 2013 property taxes were paid.
 Additionally there was a 52% decrease in property taxes in the first six months ended
 June 30, 2013.*

Draft

Town of Exeter
Ambulance Revolving Fund (Unaudited)
As of 6/30/13

EMS- Revenue	<u>236,113</u>
Wages, Taxes & Benefits	75,321
Maintenance	510
General Expenses	37,937
Ambulance Lease	30,969
Fuel	<u>3,805</u>
Total Expenses	<u><u>148,542</u></u>
Net Income/(Loss)	<u><u>87,571</u></u>

Town of Exeter
Recreation Revolving Fund (Unaudited)
As of 6/30/13

DRAFT

Revenue	<u>267,322</u>
Wages and Payroll Taxes	22,543
Maintenance	7,686
General Expenses	108,222
RR- Capital Outlay	19,564
Total Expenses	<u>158,015</u>
Net Income/(Loss)	<u><u>109,307</u></u>

Town of Exeter
CATV Fund (Unaudited)
As of 6/30/13

Draft

<u>Account Description</u>	<u>Total</u>
Cable Franchise Fee	<u>28,958</u>
Wages, Taxes & Benefits	15,483
General Expenses	14,328
CT - Capital Outlay CATV	418
Total Expenses	<u>30,229</u>
Net Income/(Loss)	<u><u>(1,271)</u></u>

Town of Exeter	Policy Number: TBD	Adopted by: Board of Selectmen
Subject: Fund Balance Policy	Adoption Date: Effective Date:	Supersedes: None

1.0 Purpose of the Policy:

The Town of Exeter (“Town”) through its Board of Selectmen establishes and will maintain reservation of Fund Balance, as defined herein, in accordance with Governmental Accounting Standards Board (“GASB”) Statement No. 54, Fund Balance reporting and Governmental Fund Type Definitions. This policy shall only apply to the Town’s governmental funds. In accordance with GASB 54, fund balance shall be composed of nonspendable, restricted, committed, assigned, and unassigned amounts.

The purpose of this policy is to establish a key element of the financial stability of the Town by setting guidelines for fund balance. Unassigned fund balance is an important measure of economic stability. It is essential that the Town maintain adequate levels of unassigned fund balance to mitigate financial risks that can occur from unforeseen revenue fluctuations, unanticipated expenditures, emergencies, and similar circumstances. The fund balance also provides cash flow liquidity for the Town’s general operations.

2.0 Definitions:

1. **Nonspendable Fund Balance** - includes amounts that are not in spendable form (such as inventory or prepaid expenses or assets held for future sale such as tax deeded properties) or are required to be maintained intact (such as principal of an endowment fund).
2. **Restricted Fund Balance** – includes amounts that can only be spent for the specific purposes stipulated by external resource providers (such as grantors, creditors, contributors) or enabling legislation (Town Meeting or BOS action). Restrictions may be changed or lifted only with the consent of the resource providers or enabling legislation.
3. **Committed Fund Balance** – includes amounts that can be used only for specific purposes imposed by a formal action of the Town’s highest level of decision making authority. Commitments may be changed or lifted only by taking the same formal action that imposed the constraint originally. The action must be approved or rescinded, as applicable, prior to the last day of the fiscal year for which the commitment is made. The amount subject to the constraint may be determined in a subsequent period.

4. Assigned Fund Balance: - includes amounts the Town intends to use for a specific purpose. For all governmental funds, other than the General Fund, any remaining positive amounts are to be classified as “assigned.” Items that fall under this classification for the General Fund would be encumbrances properly approved by contract, purchase order, or other such action as required.
5. Unassigned Fund Balance – includes amounts that are not obligated or specifically designated for a specified use and are available for any purpose. The residual classification of any General Fund balance is to be reported here. Any deficit fund balance of another fund is also classified as unassigned.

3.0 Policy:

Spending Prioritizations

When expenditures are incurred for purposes for which both restricted and unrestricted fund balance is available, restricted fund balance is considered to have been spent first.

When expenditures are incurred for the purposes for which amounts in any of the unrestricted fund balance classifications can be used, committed amounts should be reduced first, followed by assigned amounts and the unassigned amounts.

Minimum Level of Unassigned Fund Balance

The Town will strive to maintain an unassigned fund balance in its General Fund equal to 5-17% of the total appropriations of the community (this is calculated by adding the municipality’s appropriations, the statewide enhanced education amount, the local school net tax commitment, and the county appropriation). The Board of Selectmen will review this information each year in order to determine the amount, if any, of unassigned fund balance to use to balance the budget and to reduce the property tax rate.

Annual Review

Compliance with the provisions of this policy should be reviewed as part of the annual budget adoption process.

4.0 Severability:

To the extent that any provisions of this policy conflict with NH Law, then State law shall prevail.



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

Exeter 16045 Project Meeting Summary

William Rose <WRose@dot.state.nh.us>

Tue, Jul 30, 2013 at 6:58 PM

To: "Russell Dean (rdean@exeter.nh.gov)" <rdean@exeter.nh.gov>, "svonaulock@exeter.nh.gov" <svonaulock@exeter.nh.gov>, "sbogle@rpc-nh.org" <sbogle@rpc-nh.org>

Cc: Nancy Mayville <NMayville@dot.state.nh.us>

All –

Thanks for coming in today to discuss issues and next steps regarding the Exeter 16045 project. I have provided a summary of the discussion below, and welcome any comments regarding additions, deletions or clarifications. I appreciate your patience as we work to transition this project from one project manager to another at NHDOT, and I look forward to working with you on this effort.

In attendance for the meeting were the following:

Town of Exeter: Russ Dean & Sylvia VonAulock

RPC: Scott Bogle

NHDOT: William Rose & Nancy Mayville

The meeting began with a brief discussion of the project status to date and issues encountered in the process thus far.

Issues identified by the Town as concerns:

- Disqualification of intended in-kind match on the project.
- Lack of clear & consistent direction from NHDOT regarding next steps.
- Lack of clarity regarding Exeter's fiscal responsibility should the project be determined to be too expensive or otherwise infeasible.
- Lack of clarity regarding TE funding in general, and how much additional funding could be available to Exeter in particular.

As the discussion progressed, several points were raised regarding possible project options, including:

- Splitting the project to allow for TE funds to acquire the building, which would then be renovated by the Town at Town expense. *William and Nancy noted that before any ROW funds could be utilized for property acquisition, the NEPA process must be completed on the project. They then noted that MAP-21 (the most recent federal funding authorization) extends federal oversight to all phases covered under NEPA approval – meaning a project purchased w/ federal funds (following NEPA approval) would still be subject to federal regulations even if federal funds were not utilized. He noted that this meant the Town would still have to follow all of the same rules, but without the benefit of the 70% federal funds participation.*
- Adding additional TE funds to address apparent project funding shortfall. *William explained that while this was an option given the recent addition of previously unavailable TE funds, the project is not yet in a position to justify any funding increases without supporting details.*
- Reducing Exeter's match from 30% to the more standard 20%. *William and Nancy noted that this was not an option going forward.*

Also a feature in this discussion was mention that there had been a QBS process conducted both for an appraiser as well as for an engineer/architect that had led to negotiations over a proposed scope and fee. It was noted that this scope and fee - along with the supporting selection details – had been submitted to Dean while he was still the project manager at NHDOT. The discussion also noted that the proposed scope and fee was well in excess of the budgeted funds for the project. William explained that he had not seen any of these details in the project file and requested that supporting information re: consultant selection process be forwarded. A copy of the proposal from the architect was provided at the meeting.

William suggested that given the number of unknowns on the project, paired with the fiscal insecurity the town was feeling in re: those same unknowns and their financial liabilities – the most practical next step would be to engage a consultant and develop the Engineering study phase of design. William noted that this approach would allow pertinent details to be fleshed out that would better facilitate a discussion about the project's next steps i.e.: possible segmentation, additional TE funds, as well as open the door for potential ROW acquisition with the completion of the NEPA process. William further explained that this engineering study effort would be considered a 'good faith' effort – meaning the Town would not have to repay NHDOT the funds expended on the project for the engineering study if the project did not progress further, and that he would commit to this in writing to the Town.

The group also discussed the past offers to utilize NHDOT Bureau of ROW appraisers for the review appraisal, and to undertake both the engineering study and appraisal at the same time. William confirmed that both of these were still options moving forward.

William also went on to address the Town's concerns moving forward:

- Disqualification of intended in-kind match on the project. *William noted that he would like to review the in-kind proposal, noting that use of town staff time as match on a project is fairly typical on LPA projects – provided that FHWA concurs with a supportive Public Interest Finding (PIF) to that effect.*

- Lack of clear & consistent direction from NHDOT regarding next steps. *William committed to providing clear and timely feedback. The discussion also veered to the ability of NHDOT staff to communicate directly with the proposed consultant. William noted that he has no problem with that, but would keep the Town in the communications loop to ensure there would be no surprises for the project sponsor as a result of consultant/NHDOT discussions.*
- Lack of clarity regarding Exeter's fiscal responsibility should the project be determined to be too expensive or otherwise infeasible. *William clarified that the engineering study would provide much of the detail required to make decisions about which next steps make the most sense for all involved, and that the Town would not be asked to reimburse the federal funds expended on any approved engineering study efforts for this project.*
- Lack of clarity regarding TE funding in general, and how much additional funding could be available to Exeter in particular. *William noted that the engineering study would provide better information regarding any needs for additional TE funding – and would support any discussions in that direction for this project. Both William and Nancy stressed that there was currently a surplus of TE funds available to be reallocated to existing projects.*

William noted that he would follow-up the meeting with a written summary that included next steps.

Next Steps:

- Town will provide copies of the following for review and approval:
 - QBS process summary (see LPA Manual Section 13, page 2, bullet #6 for details)
 - Summary of negotiations process and IGE (see LPA Manual Section 14, page 4 for details)
 - Formal correspondence requesting approval to execute contract between THA and the Town of Exeter.
- Following provision of the above, William will review the proposed contract and provide approval to execute and a notice-to-proceed with the engineering study, or requests for changes to the contract. I can generally get that approval or requested changes/comments turned around in 24-48 hours after submission. I note *generally* because I will be out of the office Thurs. & Friday this week.

Also – while we didn't discuss it today, I need to have a proposed project schedule by 8/6 showing how the project will meet the required TE milestones moving forward. The schedule doesn't have to go into great length on each step, but should outline the general plan the Town wants to engage to complete the project.

Again, thank you for coming in to meet and discuss this project. Should any of you have any questions regarding any of the above information, please don't hesitate to contact me.

-William

William Rose
Senior Planner
NHDOT Bureau of Planning & Community Assistance

(P) 603.271.6581

(F) 603.271.8093

(E) wrose@dot.state.nh.us





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

Fwd:

Sheri Riffle <sriffle@exeternh.gov>
To: Russ Dean <rdean@exeternh.gov>

Fri, Aug 9, 2013 at 10:03 AM

Sheri Riffle

Town of Exeter
10 Front Street
Exeter, NH 03833
773-6102

----- Forwarded message -----

From: **The Town of Exeter New Hampshire** <webfeedback@town.exeter.nh.us>
Date: Fri, Aug 9, 2013 at 10:00 AM
Subject:
To: sriffle@town.exeter.nh.us

You may view the completed form here:
<http://exeternh.gov/node/9717/submission/383> Details:

–Contact Information–

First Name: Rachael
Last Name: Gloss
Street Address: 9 Haven Lane
City, State, Zip: Exeter NH 03833
Phone number: 6033120789
Email address: rkegloss@gmail.com
Comment:

Please enter your requests and comments here
I live in the Jady hill neighborhood and have been thinking about your plans to close 108 to outgoing traffic for construction. I am very worried about the number of fast driving cars that will be going through our neighborhood. Cars already drive too fast for the safety of our children in the neighborhood. Would it be possible to install speed bumps during this construction time in our neighborhood? Thank you.

Charter Street	East side of street from Front Street to a point 90 feet south of Vine Street. West side of street between Vine and Myrtle Streets
Chestnut Street	East side of street from Pleasant Street to Jady Hill Avenue and west side of street from 380' north of String Bridge to Jady Hill Avenue.
Clifford Street	East side of Street. Loading zone on west side of street.
Cottage Street	East side of street.
Court Street	East side of street from South Street to Front Street. West side of street from intersection of Front Street to 180' feet south of Maple Street.
Elliot Street	West side from Front Street to Grove Street.
Elm Street	West side of street from 15' north of Gilman House parking lot entrance to 15' south of entrance to Student Center/Library/Dining Hall driveway; 15' north and south of entrance to parking area behind Elm Street dining hall.
Epping Road Extension	Both sides of street the length of Epping Road Extension.
Front Street	South side of street for a distance of 60 feet west of Linden Street and between Elm Street and Post Office driveway. North side from Kossuth Street to B&M Railroad Crossing. From Arbor Street to hydrant across from Inn at Exeter. South side from point approximately 100 feet east of Pine Street for approximately 25 feet in easterly direction. South side from Elliot Street westerly for 50'. South side from Elliot easterly for 220'. South side from Elm Street westerly for 50'. North side from Tan Lane westerly for 50'. North side from Tan Lane intersection easterly for 80'. Northerly side of street from approximately 100 feet west of the PEA arches to Tan Lane.
Garfield Court	Entire side of street.
Gill Street	North side of Gill Street (extension) for a distance of 50 feet from Linden. Entire south side of Gill Street (extension). Entire west side from Front Street.
Gilman Street	Both sides from Court Street to the entrance to the foot-bridge.
Green Street	Southerly side of Green Street, entire length 7:30 a.m. to 3:30 p.m. on school days only. Both sides 100 feet from intersection of Green and Cass Streets.
Hall Court	Both sides of street from High Street to Hall Place.
Hall Place	Both sides of street from Pleasant Street east 340 feet and 100 feet southerly.
Hampton Road	Both sides of street from High Street to Exeter/Hampton town line.
High Street	Both sides of street from Clifford Street to Portsmouth Avenue. North curb line from Portsmouth Avenue to Hampton Road. South curb line from 180' east of Gardner Street to Hampton Road. South curb line from 180' east of Gardner Street to Hampton Road.

AMEND CHAPTER 1 PARKING REGULATIONS – EXETER TOWN
ORDINANCES

Add (amendment in boldface type):

101.2 Parking Prohibited on Specific Streets

Epping Road Extension

Both sides of street the length of Epping Road Extension **except for 50 feet on the west side of the road, off pavement parking only.**

Signed this _____ day of _____, 2013

Exeter Board of Selectmen:

Don Clement, Chairman

Dan Chartrand, Vice Chairman

Julie Gilman, Clerk

Matt Quandt

Frank Ferraro

Effective Date: _____



EXETER POLICE DEPARTMENT



Memorandum

July 23, 2013

To: Russ Dean Town Manager

From: Chief Kane

Ref: Derek's Auto Request

I met with Mr. Winter at his place of employment Derek's Auto on July 23 2013 and we went over what he was trying to accomplish with a change in the parking ordinance. His business is located on 135 Epping Road Extension which is a small off shoot to Epping road. The street has one residence on it and another business building that currently has no business in it and is for sale. The road is narrow and I agree that there should be parking restrictions in place on the street.

In past conversations Mr. Winter has told me that he has issues trying to park his customers in his lot because both sides of the street are currently no parking. So when his lot is full he has no place for his customers to park. During my visit with him today we looked over a section of the street seen in picture number two that is approximately 50 feet long and across from the entrance to his business. This could hold off the pavement parking for 4-5 vehicles depending on the type of vehicle.

What I would recommend to be changed is the following. In that 50 foot stretch there are 3 no parking signs, remove the middle sign, change the other signs to no parking here to corner with the appropriate arrow. This would allow Mr. Winter to use the space in between for off the pavement parking only.

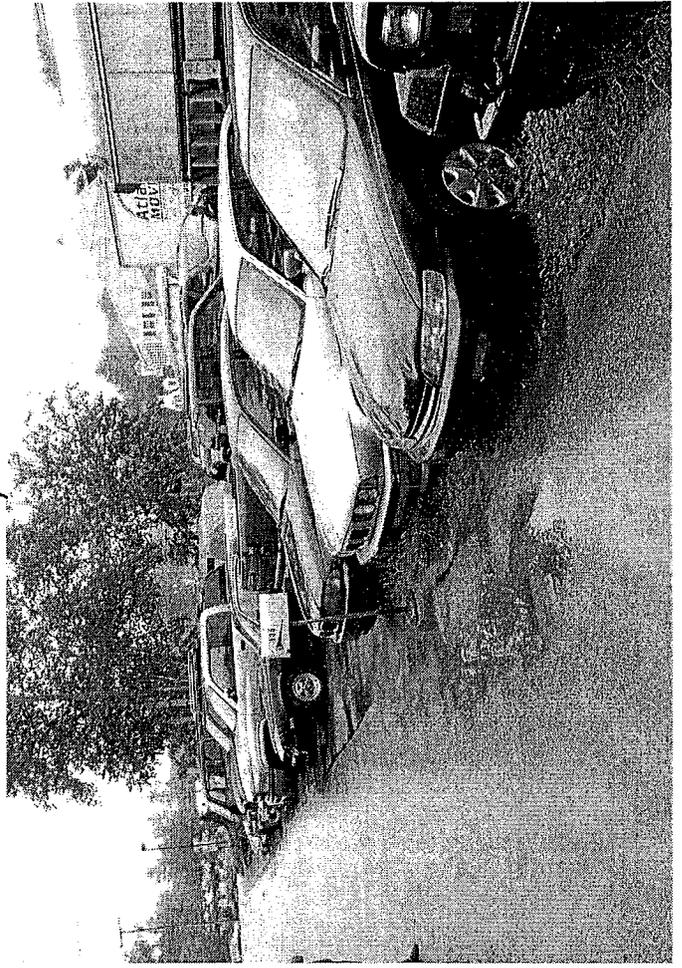
Under the town ordinances section 101.2 Epping Road Extension it would read, No parking on both sides for the length of Epping Road Extension except for 50 feet on the West side of the road, off pavement parking only.

I informed Mr. Winter that no unregistered vehicles can be parked in that section, all vehicles have to be off the pavement and that he would be required to clear the area of snow to make room for the parking. He agreed to all of these requirements.

#2



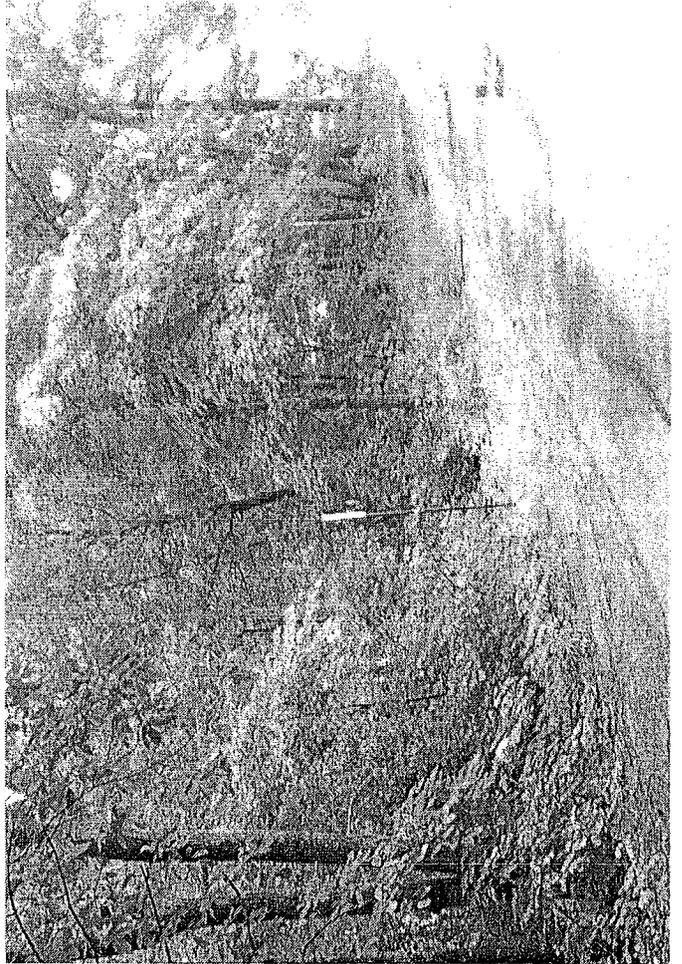
#4



#1



#3



946



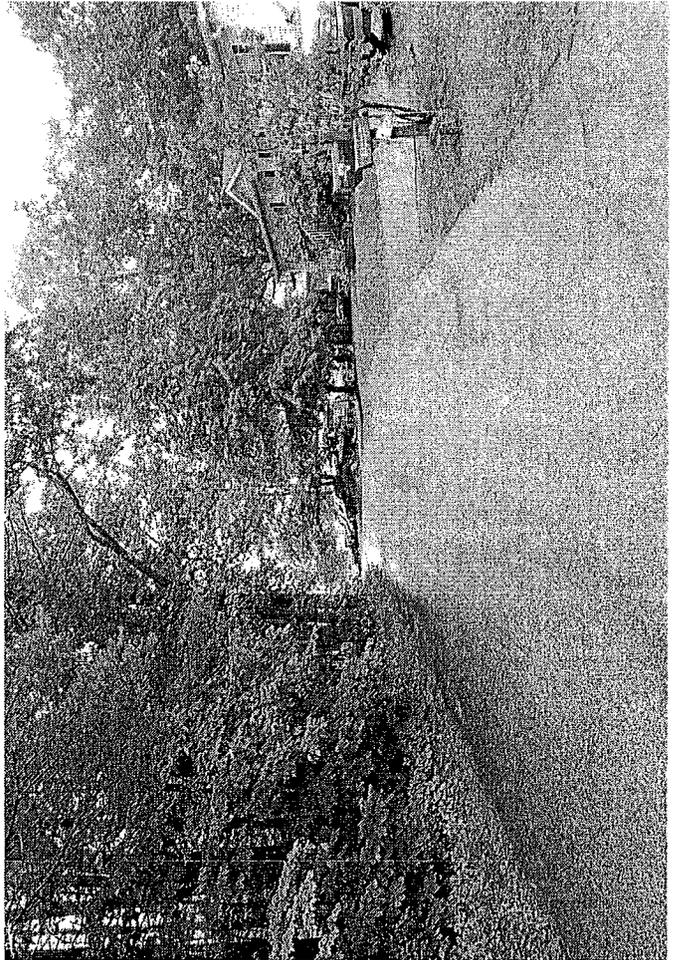
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945



947



AMEND CHAPTER 8 – COMMERCE REGULATIONS – EXETER TOWN
ORDINANCES

Add a new section 809:

809 Licensing of Alcohol Use on Town Property

809.1 In accordance with the provisions of sections _____ and RSA 178:22(I), any voluntary non profit organization seeking to serve and offer alcohol for consumption on closed Town streets, in Town buildings, and in Town parks shall first apply for the applicable license with the Town Manager's Office.

809.2 To qualify for a license under this Chapter, the voluntary nonprofit organization shall obtain a license from the New Hampshire Liquor Commission under RSA 178:22(I).

809.3 The Town shall create a license application process, which shall include standards for issuance of the license to serve and offer alcohol for consumption on Town property.

809.4 No license to serve and offer alcohol for consumption on Town property shall be **granted for the hours between 10:00 p.m. and 10:00 a.m..**

809.5 Applications for a license under this section may be made at the Office of the Town Manager.

809.6 The Police Chief, Health Officer, and Parks/Recreation Director (where applicable for Town parks) shall review the application for completion and transfer it to the appropriate authority for review and approval as follows:

- a. License to serve alcohol on closed Town streets, submitted by the Police Chief and Health Officer to the Town Manager for review and approval;
- b. License to serve alcohol in Town buildings submitted by the Police Chief and Health Officer to the Town Manager for review and approval;
- c. License to serve alcohol in Town parks submitted by the Health Officer to the Director of Parks and Recreation and Town Manager for review and approval.

809.7 To the extent the applicant meets all of the standards for issuance of a license, the Town Manager may conditionally issue the license, which shall not become valid until the applicant provides the Town Health Officer with an RSA 178:22(I) license from the New Hampshire Liquor Commission for the applicable license issuance time period.

809.8 The fee for said license shall be two-hundred (\$200.00).

809.9 Appeals of a denial of a license under this section may be made to the Exeter Board of Selectmen at a regular public meeting.

Signed this _____ day of _____, 2013

Exeter Board of Selectmen:

Don Clement, Chairman

Dan Chartrand, Vice Chairman

Julie Gilman, Clerk

Matt Quandt

Frank Ferraro

Effective Date: _____

Instructions for Facility/Premises License Agreement

A temporary license to use public facilities or premises in the Town of _____ for private functions is permissible with approval of _____. To submit a request for a temporary license to use the Town of _____ facilities or premises, please follow the instructions below.

1. Provide all of the information requested in the Facility/Premises License Agreement.
2. Submit one (1) copy of your certificate of liability coverage, in which _____ is listed as an additional insured, and attach the actual additional insured provision or endorsement from your liability policy. Liability coverage limits must be no less than \$1,000,000 per occurrence. Your request will not be considered without proper proof of insurance.
3. You will be required to carry insurance, indemnify the Town and provide a security deposit and rental fee. Requests to waive any of these requirements must be made to _____ and will be granted only when based on substantial hardship.
4. Return the completed Facility/Premises License Agreement to _____ for review. Please allow _____ days for review and approval.
5. If you have questions regarding the Facility/Premises License Agreement, please contact _____.
6. Carefully review the attached policy and rules regarding private use of public premises in the Town of _____.

**TOWN OF _____, NEW HAMPSHIRE
FACILITY/PREMISES LICENSE AGREEMENT**

This Agreement, dated _____, 20__ by and between the Town of _____, and _____ (“User”), is for a temporary revocable license to use a public facility or premises in the Town of _____ for a private function.

In consideration of the mutual covenants and conditions stated herein, the parties agree as follows:

1. FACILITY/PREMISES. The Town allows use of _____ for the Event described below, subject to the terms and conditions set forth below.

2. EVENT. Describe the Event for which the Facility/Premises will be used:

3. DATE and TERM of LICENSE. The date of the Event will be _____, from _____ (a.m./p.m.) until _____ (a.m./p.m.), at which time the LICENSE expires.

4. NATURE OF LICENSE. License to use the Facility/Premises will be temporary, revocable and conditional. The Town of _____ reserves the authority to revoke the license in its sole discretion at any time prior to expiration without penalty or liability, and to impose conditions upon the license in the public interest.

5. SMOKING and ALCOHOL. Smoking is prohibited in the Facility/Premises. Possession, service and consumption of Alcohol is prohibited in the Facility/Premises unless specifically approved.

Alcohol service requested _____

Name of alcohol vendor _____

Vendor’s insurance & licensing proven _____

Alcohol service approved _____

Alcohol service denied _____

Reasons for denial _____

Conditions of alcohol service approval:

- Alcohol may only be served by a single licensed, insured and approved vendor, which will be the sole source of alcoholic beverages at the function.
- The service vendor must include the Town of _____ as an additional insured on its liability policies in relation to the function.
- Alcohol service must strictly comply with all applicable laws and regulations.
- Alcohol service will occur in a single designated and secure area, and shall be distributed to legally appropriate persons only by the vendor.
- Intoxication is prohibited.
- Persons who are intoxicated or who appear intoxicated shall not possess or consume alcohol, and must safely leave the event without operating a motor vehicle.
- Additional Conditions: _____

6. INSURANCE. User will procure and maintain at its sole cost and expense, comprehensive general liability insurance in which the Town of _____ is an additional insured with coverage of \$1,000,000 per occurrence. User will furnish the Town with a certificate of insurance and endorsement. If you cannot provide proof of insurance, you can purchase a Tenant User Liability Insurance Policy (TULIP) through a special program. For more information about how to purchase your TULIP please contact _____ at _____.

If the function and vendor are approved for alcohol service, the vendor serving alcohol will be required to submit proof of licensure and insurance, to include general liability, liquor liability, automobile liability, property, and workers compensation. The Town of _____ shall be included in the vendor's liability policies as an additional insured for the event.

7. SECURITY DEPOSIT & RENTAL FEE. _____.

8. CLEAN-UP. User will leave the facility/premises in a neat, orderly and clean condition. User will be responsible for, and liable to, the Town for all repairs to the Facility/Premises required as a result of damage caused by User and/or User's guests or vendors.

9. RETURN OF SECURITY DEPOSIT. Within three (3) business days following the Event, the Town will inspect the Facility/Premises. If User and/or User's guests or vendors have not caused any damage to the Facility/Premises, the Town will return the security deposit to User by first class mail within five (5) business days. If User and/or User's guests or vendors have caused damage to the Facility/Premises, the Town may retain all or a portion of the security deposit. If the Town retains any of the security deposit, it will give written notice to User specifying the amount retained and the reasons therefore. The Town's remedies for damage shall not be limited to retention of the security deposit and the Town may pursue any additional remedies authorized by law to recover its damages or losses.

10. INDEMNIFICATION AND HOLD-HARMLESS. To the fullest extent permitted by law, User shall protect, indemnify, save, defend and hold harmless the Town of _____, including its officials, agents, volunteers and employees ("Indemnified Parties"), from and against any and all liabilities, obligations, claims, damages, penalties, causes of action, costs, interest and expenses, including but not limited to reasonable attorney and paralegal fees, which Indemnified Parties may become obligated or suffer by reason of any accident, bodily injury, personal injury, death of person, or loss of or damage to property, arising indirectly or directly under, out of, in connection with, or as a result of this Agreement or the activities of User or its agents,

employees, guests, vendors, contractors or subcontractors, and even if allegedly or actually caused in whole or in part by any negligent or intentional act or omission of Indemnified Parties.

11. ASSIGNMENT. This Agreement is not assignable to any other person or entity.

12. RIGHT OF ENTRY AND TERMINATION. The Town, its officers, agents, and employees shall have the right to enter the Facility at all times during the Event to confirm User's conformance to this Agreement. If the Town determines, in its sole judgment, that it would like to terminate the License for any reason it shall have the right to immediately terminate this Agreement at any time without penalty or liability and User, its guests and vendors shall cease the event and exit in an orderly manner.

13. CONFORMANCE WITH LAW AND RULES. User agrees that User will abide by and conduct its affairs in accordance with this Agreement and all policies, laws, rules, regulations, and ordinances. User shall not engage in or allow any disorderly, unruly, loud, unsafe or illegal activity to occur at the Town facility/premises.

14. MODIFICATION/AMENDMENT/MERGER. This Agreement constitutes the entire merged Agreement between the parties. Any modification, amendment or supplementary provisions must be in the form of a writing signed by the parties and which expressly modifies this agreement.

15. SEVERABILITY. If a Court determines that any provision of this Agreement is unlawful or unenforceable, such provision shall be stricken and the remainder of the Agreement shall be enforceable. A Court may reasonably reform any stricken provision in order to effectuate the parties' intent.

16. CHOICE OF LAW/FORUM. This Agreement shall be construed under New Hampshire substantive law without regard to any rules governing choice of law. Any court action regarding this Agreement must be filed and litigated in the New Hampshire Superior Court in Rockingham County, New Hampshire.

17. ATTORNEY'S FEES AND COSTS. In regard to any legal proceedings regarding this Agreement, the Town shall be entitled to recover from User the Town's reasonable attorney's fees and costs to the extent the Town is a prevailing party.

The parties have executed this Agreement at _____, New Hampshire this ____ day of _____, 20__.

TOWN OF _____

RESPONSIBLE PARTY

By _____

[Duly authorized Agent] [Name]

[Organization, if applicable]

[Address]

[City, State, Zip]

Phone and Email: _____

CHAPTER 7 CONDUCT REGULATIONS**700 Purpose**

The purpose of this Chapter is to define the various sections relative to public conduct and action within the geographical limits of Exeter.

701 Unnecessary Noise

It shall be unlawful for any person, firm or corporation to make, create, maintain or simulate any excessive, unnecessary or unusually loud noises which are prolonged, unusual and unnatural in their time, place and use effect, and are a detriment to public health, comfort, convenience, safety, welfare and prosperity of the residents of the Town of Exeter.

The following acts, among others, are declared to be loud, disturbing and unnecessary noises in violation of the ordinance, but said numeration shall not be deemed to be exclusive namely:

- 701.1 Radios, Stereos, etc:** The using or operating of any radio receiving set, musical instrument, phonograph or other machine or device for producing or reproducing the sound in such manner as to disturb the peace, quiet and comfort of the neighboring inhabitants or at any time with louder volume than is necessary for convenient hearing for the person or persons who are in the room, vehicle or chamber in which such machine or device is operated and who are voluntary listeners thereto. The operation of such between the hours of eleven (11:00) o'clock PM and seven (7:00) o'clock AM in such a manner as to be plainly audible beyond the noisemaker's premises, building, structure or vehicle, as applicable and which is unreasonable and offensive as above described shall be prima facie evidence for a violation of this Section.
- 701.2 Loud Speakers, Amplifiers, Public Address Systems and etc., for Advertising.** The using, operating or permitting to be played, used or operated of any radio receiving set, musical instrument, phonograph, loudspeaker or other machine or device for the producing or reproducing of sound which is used upon the public streets for the purpose of commercial advertising or attracting the attention of the public to any building or structure, without a permit and only between the hours of 8AM and 7PM.
- 701.3 Yelling, Shouting, etc:** Yelling, shouting, hooting, whistling or singing on the public streets between the hours of 11PM and 7AM or at any time or place so as to annoy or disturb the quiet, comfort or repose of persons in any office, or in any dwelling, hotel or other type of residence, or of any persons in the vicinity.
- 701.4 Exhausts and Unloading: Loading, unloading, opening boxes:** The creation of a loud and excessive noise in connection with loading or unloading any vehicle or the opening and destruction of bales, boxes, crates and containers

between the hours of 11PM and 7AM.

Open Exhausts: The discharge into the open air of any unmuffled exhaust from any engine, mobile or stationary or any compressor unit that emits a noise level at a distance of 50 feet or greater.

- 701.5 **Construction or Repairing of Buildings:** The erection (including excavation), demolition, alteration or repair of any building other than between the hours of 7AM and 10PM except in case of urgent necessity in the interest of public health and safety, and then only with a permit from the Building Inspector should s/he determine that the public health and safety will not be impaired by the erection, demolition, alteration or repair of any building or the excavation of streets and highways between the hours of 10PM and 7AM and if he shall further determine that loss or inconvenience would result to any party in interest, s/he may grant permission for such work to be done within the hours of 10PM and 7 AM upon application being made at the time the permit for the work is awarded or during the progress of the work.
- 701.6 **Schools, Courts, Churches, Hospitals:** The creation of any excessive noise on any street adjacent to any school, institution of learning, church or court while the same are in use, or adjacent to any hospital, which unreasonably interferes with the workings of such institution, or which disturbs or unduly annoys patients in the hospital, provided conspicuous signs are displayed in such streets indicating that the same is a school, hospital, church or court.
- 701.7 **Pile Drivers, Hammers, etc:** The operation between the hours of 10PM and 7 AM of any pile driver, shovel, pneumatic hammer, derrick, steam or electric hoist or other appliance, the use of which is attended by loud or unusual noise
- 701.8 **Exemptions:** Public Works and Public Safety equipment required for the effective delivery of public services shall be exempt from the provisions of this Section.
- 702 **Loitering**
Two or more persons shall not loiter, assemble or congregate on any public way or sidewalk, or in any public place in the Town of Exeter, in such a way as to impede the progress of, or cause annoyance to any person, nor shall any person remain upon any public street after being ordered by a Police Officer to move on. Violation of this Section shall be deemed disorderly conduct.
- 703 **Public Drinking**
No person shall consume any alcoholic beverage, or have in his/her possession any open container of alcoholic beverage, while upon any public park, playground, sidewalk, commons, town-owned property or any public way within the geographic limits of Exeter.
- 703.1 No person shall consume any alcoholic beverage, or have in his/her

possession any open container of alcoholic beverage while in any vehicle or while upon a public park, playground, sidewalk, common, town-owned property or any public way within the geographical limits of Exeter.

703.2 Exemptions to this section may be granted by the director of Parks and Recreation and/or the Chief of Police of the Town of Exeter provided, however, that application for same is made in writing fifteen (15) days prior to the scheduled event.

This section shall not apply to events ~~permitted~~ licensed under Section 809 of the Exeter Town these ordinances

705 Discharging Firearms
No person shall discharge any cannon, pistol or other firearms on the property of GTE Osram/Sylvania located on Portsmouth Avenue in Exeter.

705.1 No person, firm or corporation shall fire or discharge any cannon, gun pistol or other firearm, rocket or squibs within the compact area of the Town of Exeter.

No person, firm or corporation shall, while on the property of another, fire or discharge any cannon, gun pistol or other firearm, rocket or squib within three hundred (300) feet of a dwelling, building or person.

705.2 Compact Area Defined:
Compact area shall mean the area bounded by the Department of Public Works and Highways compact zones.

705.3 Discharge of firearms on town property:
Notwithstanding the provisions of 705.1 above, no person, except a Law Enforcement Officer in the proper execution of his duties, firm or corporation shall fire or discharge any cannon, gun, pistol or other firearm, rocket or squibs upon any property owned or leased by the Town of Exeter except that at the following locations the following activities shall be permitted:

- a. A designated firing range approved by the Board of Selectmen upon recommendation of the Chief of Police with the concurrence of the Town Manager at which instruction in the use of firearms shall be allowed as part of the Police Department's training procedures:
- b. The Sportsman's Club maintained on the Water Works property, so-called, off Portsmouth Avenue, at which Sportsman's Club, the Club members shall be allowed to carry out their customary firearms activities;
- c. The following properties under the supervision of the Exeter Conservation Commission, on which property hunting for birds and mammals according to New Hampshire State Law shall be allowed:

Oaklands Town Forest

Little River Conservation Area
Smith-Page Conservation Area

- 706 Standard of Conduct – Municipal Officers
No Town officer, employee or agent shall solicit or accept any gratuity, favor or anything of monetary value from any contractor or potential contractor with the Municipality relative to the procurement of any State and/or federal grant funds; and the offering and/or giving of any such matter of monetary value by such a contractor or their agents to any Municipal Officer, employee or agent is hereby prohibited. In addition to any penalties which may be provided by law, any appropriate disciplinary action including, in the case of an officer, removal from office; in the case of employees, termination of such agency.
- 707 Use of Waterways
The purpose of this ordinance is to regulate the activity on Town property associated with bodies of water under the Town's control.
- 707.1 Areas affected:
Water Works Pond
Pickpocket Dam Pond
Brickyard Pond
Colcord Pond
Clemson Dam
- 707.2 Fishing allowed:
Fresh water line fishing will be allowed on these areas provided all persons conform to NH Revised Statutes Annotated and Fish and Game Regulations.
- 707.3 Prohibited Acts:
No person, firm or corporation shall operate any boat, float, canoe, raft or kayak with a motor on these water ways.
- 707.4 Prohibited Areas for Health & Safety Concerns:
Dikes, dams, berms, sewer lagoons, holding ponds and the structures of any spillways shall be prohibited areas for persons fishing. Persons found in violation of this Section shall be considered trespassing.
- 707.5 Other Laws Prevail:
Town and State laws and regulations governing littering, liquor laws, health and open lewdness shall prevail and will be strictly enforced.
- 708 Use of Water Works Pond
- 708.1 No person, firm or corporation shall operate any vehicle on the open or ice covered waters of the Water works pond, so-called.

- 708.2 No person, firm or corporation shall kindle a fire of any kind on the shores of or on the ice covering of the Water Works pond.
- 708.4 No person shall fish within 300 feet of the Water Works Pond dam.
- 708.5 No person, while fishing, shall litter the waters of Water Works pond.
- 708.6 No recreational use of the public water supply known as "Water Works Pond" is permitted with the exception of fishing from the shore of the Pond where not excluded by other ordinance(s).

709 Smelt Shack Regulations

- 709.1 During temporary ice loss on the River, smelt shacks may be removed to the Town parking lot adjacent to the landing. Such shacks shall be allowed to remain there for no more than twenty-four (24) hours, at which time they shall either be placed back on the ice or removed from the lot.
- 709.2 Smelt shacks not removed from the Town parking lot adjacent to the Town landing within twenty-four (24) hours, will be removed to Town custody. Smelt shacks will be released to their owners only upon payment of the penalty described in 710 below, and costs assessed by Public Works.
- 709.3 Smelt shacks shall not be launched onto or removed from the ice from any town-owned or maintained property with the exception of Stewart/Waterfront Park Boat Ramp.
- 709.4 Smelt shacks shall not be anchored or affixed to any town-owned or maintained property.

710 **Penalties**

Any person violating any provision of Chapter 7 shall be punished by a fine of not more than one hundred (\$100) dollars for each offense.

711 Town Conservation Land

No person shall operate a motorized vehicle on posted Town Conservation Land without the written permission of the Town Manager. Human powered wheeled vehicles (such as bicycles) are permitted only on well-established, marked trails where noted. Off trail biking is prohibited.

712 **Drug Paraphernalia**

It shall be a violation of this section for any person to retain or possess Drug Paraphernalia with the intent to use, sell, employ or allow the same to be used, sold or employed for an unlawful purpose. An Unlawful purpose shall mean any act prohibited pursuant to RSA 318-B:2.

Drug Paraphernalia means any tool, equipment, product or implement adapted or designed to make, store, dispense, ingest or conceal a controlled substance. The definition of Drug Paraphernalia includes all equipment, products and materials as described by RSA 318-B:1, X-a.

A controlled substance means any controlled drug or controlled drug analog as defined by RSA 318-B:1, VI and VI-a.

The District Court having jurisdiction may order Drug Paraphernalia forfeited and destroyed in the manner of controlled drugs prescribed by RSA 318-B:17. "



*Formed by the merger of the Rockingham Land Trust and Seacoast Land Trust
to conserve the significant land and natural resources of southeastern New Hampshire*

August 7, 2013

Terry M. Knowles
Division of Charitable Trusts
Office of the Attorney General
33 Capitol Street
Concord, NH 03301-6397

Re: NH Fish and Game Conservation Easement (fka as TNC or Webb parcel): Proposed Amendment to allow snowmobile use on snowmobile trails that were pre-existing to the recording of the conservation easement.

Dear Ms. Knowles,

This letter outlines the proposed amendment for a conservation easement deed to address an allowed use of the property that was mistakenly removed prior to the recording of the conservation easement. The easement to be amended is referred to as The Nature Conservancy (TNC) easement which was recorded at the Rockingham County Registry of Deeds on January 22, 2004 at Book 4224 and Page 0236 (enclosed). This property was acquired by The Nature Conservancy from Robert Webb; after the conveyance of the conservation easement, it was conveyed by TNC to NH Fish and Game.

The affected conservation easement does not contain an amendment clause; therefore the review and consent of the Attorney General's office is required. The error involves original language, approved by all parties involved, that was mistakenly removed due to a misunderstanding with respect to the location of pre-existing snowmobile trails on the Property, and the amendment has no effect on the conservation purposes of, or the land that is subject to, the respective deed.

Description of omission

The relevant section of the easement deed is that which prohibits the use of snowmobiles on the property. Initial drafts of the conservation easement anticipated that there was an existing snowmobile trail on the property, and were drafted to allow such use to continue. The reference to existing trails was removed by NH Fish and Game staff after determining that the trail likely ran along a public road, and not through the property. The confusion is not surprising, given the poor quality state snowmobile maps depicting official state-designated snowmobile trails (versus user created or local trails). NH Fish and Game's opinion and review of the correspondence and draft easements indicates that at the time of the easement all parties believed there was no designated snowmobile trail on the Webb property. Therefore at the time of the easement conveyance, the easement contained language that did not allow for continued snowmobile use. However, after the easement was recorded it was discovered that a snowmobile trail on Parcel 1

of the property is maintained by the Exeter Snow Hounds Snowmobile Club, who has maintained the trail since about 1974. Had that been known, continued use of the pre-existing trail would have been allowed.

Proposed Amendment

The amendment simply replaces the paragraph in Section 2.L. in its entirety with language that was mistakenly removed. I have enclosed a draft of the proposed amendment that has been reviewed and approved by the Land Trust, the Town of Exeter, and NH Fish and Game.

Consistency with the Seven Principles

Per the document *Amending or Terminating Conservation Easements: Conforming to State Charitable Trust Requirements*, the amendment must be consistent with the following principles (our explanation follows in italics):

1. Clearly serve the public interest and be consistent with the easement holder's mission.
Because the proposed amendment allows for the continued use of a pre-existing public trail for recreation, it enhances the allowable uses of the subject property and as it does not otherwise affect the natural resources, conservation values or purposes of the easement, the conservation easement continues to serve the public interest and continues to be consistent with the easement holder's mission.
2. Comply with all applicable federal, state, and local laws.
The proposed amendment complies with federal, state, and local laws.
3. Not jeopardize the holder's tax exempt status or status as a charitable organization under either federal or state law (if the holder is a land trust or other charitable organization).
Because the proposed amendment is correcting an inadvertent error, and by doing so benefits the general public, the amendment does not jeopardize the Land Trust's tax-exempt status or status as a charitable organization.
4. Not result in "private inurement" or confer impermissible "private benefit" (as those terms are defined for federal tax law purposes and N.H. RSA 7:19-a).
The proposed amendment is correcting an inadvertent error. There is no private inurement, as the amendment is not unduly benefiting any individual but rather the general public who will have the right to use the snowmobile trail. In addition, there is no impermissible private benefit for the proposed amendment, because no additional benefits for an individual are being created.
5. Be consistent with the conservation purpose(s) and intent of the easement.
Because the proposed amendment is allowing a pre-existing use on a trail that pre-existed the conservation easement, it will not create any new impacts to the conservation purposes of the easement or the intent of the easement. Further, it is consistent with provision 1.G., that allows for the public to enjoy the property for other limited low impact non-commercial outdoor recreational activities on the property. The snowmobiling is not commercial and is low impact, as it is done at a time of year with frozen ground on existing trails.

6. Be consistent with the documented intent of the donor, grantor, and any direct funding source.

Earlier drafts of the conservation easement included the use of snowmobiles on pre-existing trails. All parties have agreed that had the correct location of the snowmobile trail been known, its continued use would have been allowed by the terms of the conservation easement. Please see correspondence from the Great Bay Resource Protection Partnership, who coordinated the property's acquisition, and from The Nature Conservancy, prior owner, confirming their consent to this amendment.

7. Have a net beneficial or neutral effect on the relevant conservation values or attributes protected by the easement.

Because the proposed amendment is allowing the continuation of a pre-existing use on a pre-existing trail location during a time of year when impacts on the wetlands and wildlife habitat will be at a minimum or non-existent, there is a neutral effect on the conservation values of the easement.

Consistency with Requirements for "Low Risk Amendments"

The amendments are simply to correct a scrivener's error and therefore would qualify as "low risk amendments."

- The amendment clearly and unquestionably complies with all of the seven principles listed in step one. *Please see above.*
- The amendment either does not affect or has only positive effects on the conservation purposes of the easement and the conservation values (attributes) of the property. *As this amendment allows for a continuation of a pre-existing use and location during a time of year when impacts on the wetlands and wildlife habitat will be at a minimum or non-existent, there is no effect on the conservation purposes or values of the property.*
- The holder clearly has the commitment and the capacity to enforce the easement's restrictions. *As the use of snowmobiles on the property has been granted several times since the conservation easement has been recorded under the Discretionary Consent clause in the deed, there is no increased capacity needed to enforce this allowed use. In fact, this amendment reduces the stewardship burden on the Land Trust. The Southeast Land Trust has a dedicated fund for monitoring and enforcing conservation easements, with a balance of more than \$400,000. We have successfully monitored each conservation easement each year since 2008.*
- There are clearly no private inurement issues (as that term is defined for federal tax law purposes and N.H. RSA 7:19-a) because no "insider" associated with the holder is involved.
- There is clearly no private benefit (as that term is defined for federal tax law purposes) provided to any person as a result of the amendment. *Please see #4 above.*
- The amendment is consistent with any solicitations for donations toward the purchase of the easement made by the holder when the easement was acquired. *No private funds were used in the conservation of the subject property. Snowmobiling on existing trails is an allowed*

use under the funding sources used by the Great Bay Resource Protection Partnership to acquire the subject property.

- The amendment is consistent with local law and meets current zoning and similar requirements. *The proposed amendment does not affect any provision of the easement that is governed by local law, zoning, or similar requirements.*
- The amendment is simple and easily understood. *The proposed amendment is replacing one paragraph with another paragraph and is quite straightforward.*
- The amendment is approved by all necessary persons, such as holders of any contingent rights or executory interests and the owner of the encumbered land. *Both the current owner (NH Fish and Game) and the Executory Interest Holder (Town of Exeter) have approved of the Amendment. In addition, the prior owner, The Nature Conservancy, and the project manager, the Great Bay Resource Protection Partnership, have consented to the snowmobile use, although they have not read the specific amendment.*
- There is a low probability of relevant funders, the easement grantor, the grantor's heirs, neighbors, or members of the community objecting to the amendment. *Because we contacted the original grantor as well as the funder for the project for their consent, and the amendment was reviewed and approved by the Town of Exeter Board of Selectmen, and the amendment allows for a pre-existing use of the property to continue, the probability of an objection from any party is very low.*
- The amendment has been reviewed and approved by the holder's board of trustees or board of directors. *As required by our organization's amendment policy, the Land Trust's Board of Directors reviewed and approved of the proposed amendment at its June 27, 2013 meeting.*
- The amendment has been reviewed by relevant experts or such review is clearly not needed. *Attorney Thomas N. Masland of Ransmeier & Spellman has provided guidance to the Southeast Land Trust regarding this matter and has reviewed the proposed amendment.*

Sincerely,



Brian Hart
Executive Director

Enclosures

cc: Thomas Masland, Esq. w/ amendment only
Russ Dean, Town Manager, Town of Exeter, w/ amendment only
Betsy McNaughton, NH Fish and Game Department, w/ amendment only

THIS IS A NON-CONTRACTUAL TRANSFER, IS EXEMPT FROM THE NEW HAMPSHIRE REAL ESTATE TRANSFER TAX.PURSUANT TO NEW HAMPSHIRE RSA 78-B:2 IX

AMENDMENT TO CONSERVATION EASEMENT DEED

This Amendment to Conservation Easement Deed is made as of _____, 2013 by and between the **STATE OF NEW HAMPSHIRE acting by and through its FISH AND GAME DEPARTMENT**, with an address of 11 Hazen Drive, Concord, County of Merrimack, State of New Hampshire 03301, (“Grantor” or “Fish & Game”), the **SOUTHEAST LAND TRUST OF NEW HAMPSHIRE**, a New Hampshire not-for-profit corporation (formerly known as the Rockingham Land Trust), with an address of 12 Center Street, Second Floor, P. O. Box 675, Exeter, County of Rockingham, State of New Hampshire 03833 (“Grantee” or “SELTNH”), and the **TOWN OF EXETER**, a municipal corporation duly organized under law and situated in the County of Rockingham, State of New Hampshire, with a mailing address of 10 Front Street, Exeter, New Hampshire 03833 (“Executory Interest Holder” or “TOWN”).

RECITALS

A. The Nature Conservancy, as the fee owner, granted a Conservation Easement to SELTNH, f/k/a Rockingham Land Trust, with an Executory Interest to the TOWN, by Conservation Easement Deed dated January 22, 2004, recorded in the Rockingham County Registry of Deeds on that date at Book 4224, Page 0236, with respect to approximately 454 acres of land located off Cubie and Beech Hill Roads partially in the Town of Exeter and partially in the Town of Newfields, County of Rockingham, New Hampshire, more particularly described in Exhibit “A” of said deed (“the Conservation Easement Deed”);

B. The Rockingham Land Trust, the Grantee of the conservation easement, is now known as Southeast Land Trust of New Hampshire;

C. The Nature Conservancy subsequently conveyed fee title to the Property to the State of New Hampshire, acting by and through the Fish and Game Department, by Warranty Deed dated January 22, 2004, and recorded in the Rockingham County Registry of Deeds on that

date at Book 4224, Page 0258, and as a result of the conveyance, Fish and Game, by the terms of the Easement thereby became the "Grantor";

D. SELTNH has determined original language allowing the use of snowmobiles on pre-existing trails on the Property was mistakenly removed in **Section 2.L** of the Conservation Easement Deed because of a mutual mistake with respect to the location of the trails, thereby inadvertently preventing the use of snowmobiles on public snowmobile trails on the Property that pre-existed the conveyance of the Conservation Easement;

E. Fish & Game, SELTNH, and the TOWN agree that had the correct location of the pre-existing snowmobile trails been known at the time of the execution and recording of the Conservation Easement Deed, the use of snowmobiles on said trails would have been allowed on the trails; and

F. Fish & Game, SELTNH, and the TOWN wish to amend said Conservation Easement Deed to correct the inadvertent prohibition of snowmobiles on said pre-existing trails;

NOW THEREFORE, each in consideration of the agreements of the other herein contained, Fish & Game, as the Grantor and SELTNH as the Grantee, with the consent of the Town as the Executory Interest Holder, hereby amend said Conservation Easement Deed, by deleting the existing **Section 2.L** in its entirety and replacing it in its entirety as follows:

There shall be no permission granted for 1) riding or use of snowmobiles, except on trails established prior to the execution of this Easement, such trails shown on a map dated June 10, 2013 herewith on file with the Grantor and Grantee; 2) riding or use of horses or bicycles; or 3) operation of motorized all terrain vehicles or other off highway recreational vehicles, as defined in FSA 215-A:1 as of the date of execution of this Easement and attached hereto as Appendix B or such successor definition as may be mutually agreed to by the Grantor and the Grantee, and except as provided in Section 4.E. below.

AS SO AMENDED, the Conservation Easement Deed, is hereby ratified and reconfirmed, and shall in all other respects remain unchanged and in full force and effect.

IN WITNESS WHEREOF, we have hereunto set our hands this ____ day of _____, 2013.

ACCEPTED: STATE OF NEW HAMPSHIRE, acting by and through its FISH AND GAME DEPARTMENT. GRANTOR

By: _____
Glenn Normandeau, Executive Director

Title: Executive Director, Duly Authorized

Date: _____

STATE OF NEW HAMPSHIRE
COUNTY OF _____, ss.

On this _____ day of _____, 2013, before me personally appeared Glenn Normandeau, the Executive Director of the New Hampshire Fish and Game Department, known to me, or satisfactorily proven, to be the person whose name is subscribed to the foregoing instrument, and acknowledged that he executed the same as his free act and deed for the purposes therein contained.

Notary Public/Justice of the Peace

Approved as to form, substance, and execution on this _____ day of _____, 2013

Assistant Attorney General

**ACCEPTED: SOUTHEAST LAND TRUST OF NEW HAMPSHIRE, f/k/a
ROCKINGHAMLAND TRUST. GRANTEE**

By: _____
Roger W. Stephenson

Title: President, Duly Authorized

Date: _____

STATE OF NEW HAMPSHIRE
COUNTY OF ROCKINGHAM, ss.

On this _____ day of _____, 2013, before me personally appeared Roger W. Stephenson, the President of the Southeast Land Trust of New Hampshire, f/k/a Rockingham Land Trust, known to me, or satisfactorily proven, to be the person whose name is subscribed to the foregoing instrument, and acknowledged that he executed the same as his free act and deed for the purposes therein contained.

Notary Public/Justice of the Peace

**ACCEPTED: TOWN OF EXETER BOARD OF SELECTMEN.
EXECUTORY INTEREST HOLDER**

By: _____
Donald Clement

Title: Selectman, Duly Authorized

Date: _____

By: _____
Dan Chartrand

Title: Selectman, Duly Authorized

Date: _____

By: _____
Julie Gilman

Title: Selectman, Duly Authorized

Date: _____

By: _____
Matthew Quandt

Title: Selectman, Duly Authorized

Date: _____

By: _____
Frank Ferraro

Title: Selectman, Duly Authorized

Date: _____

STATE OF NEW HAMPSHIRE
COUNTY OF ROCKINGHAM, ss.

On this _____ day of _____, 2013, before me personally appeared Don Clement of the town of Exeter Board of Selectmen, known to me, or satisfactorily proven, to be the person whose name is subscribed to the foregoing instrument, and acknowledged that he executed the same as his free act and deed for the purposes therein contained.

Notary Public/Justice of the Peace
My commission expires:

STATE OF NEW HAMPSHIRE
COUNTY OF ROCKINGHAM, ss.

On this _____ day of _____, 2013, before me personally appeared Dan Chartrand of the town of Exeter Board of Selectmen, known to me, or satisfactorily proven, to be the person whose name is subscribed to the foregoing instrument, and acknowledged that he executed the same as his free act and deed for the purposes therein contained.

Notary Public/Justice of the Peace
My commission expires:

STATE OF NEW HAMPSHIRE
COUNTY OF ROCKINGHAM, ss.

On this _____ day of _____, 2013, before me personally appeared Julie Gilman of the town of Exeter Board of Selectmen, known to me, or satisfactorily proven, to be the person whose name is subscribed to the foregoing instrument, and acknowledged that he executed the same as her free act and deed for the purposes therein contained.

Notary Public/Justice of the Peace
My commission expires:

STATE OF NEW HAMPSHIRE
COUNTY OF ROCKINGHAM, ss.

On this _____ day of _____, 2013, before me personally appeared Matthew Quandt of the town of Exeter Board of Selectmen, known to me, or satisfactorily proven, to be the person whose name is subscribed to the foregoing instrument, and acknowledged that he executed the same as his free act and deed for the purposes therein contained.

Notary Public/Justice of the Peace
My commission expires:



Application for Use of Town Facility

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

Facility Requested: Town Hall (Main Floor) Town Hall Stage Bandstand
Signboard Requested: Poster Board Week: _____ Plywood Board Week: _____

Representative Information:

Name: Carol Murray Address: 74 Kingston Rd
Town/State/Zip: Exeter NH 03833 Phone: 603-778-1703
Email: CJMurray@hotmail.com Date of Application: Aug 2 2013

Organization Information:

Name: Cub Scouts Address: _____
Town/State/Zip: Exeter NH Phone: 607-872-9317

Reservation Information:

Type of Event/Meeting: Rummage sale Date: Oct 26 2013
Times of Event: 7-3 Times needed for set-up/clean-up: 7-8 2-3
of tables: 12 # of chairs: _____
List materials being used for this event: _____
Will food/beverages be served? yes Description: Bake Sale

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 was acceptably cleaned, the deposit fee will be returned to the 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: [Signature] Date: Aug 2 2013

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

EXTV Monthly Report

Month: July

Year: 2013

As of 10am, July 31, 2013 there are no Board of Selectmen, Conservation Committee, River Study, Library Trustees or Water/Sewer Advisory Meetings on the Calendar in August. This is exactly the situation that caused the last set of issues resulting in no live streaming and delayed video on demand availability for the May 6th, 2013 BOS meeting.

We have added equipment and procedures to better monitor the Town Hall Streams signal and to recover in the event that the meeting stream was not scheduled in advance.

Starting in August we will be adding chapter links to a limited subset of the Town Hall Stream's playbacks. The links will be added within 72 hours of meeting's live recording. Once the procedures have been finalized we will be adding chapter links to all new Town Hall Streams playbacks, most likely starting with the September meetings. This will require that agendas be available on the website before chaptering work can begin.

We lost power on the 18th for about 20 minutes and the bulletin board went down. When power was restored the bulletin board came back up but would not feed to the broadcast side. I worked on this issue with tech support from Tightrope and this issue was resolved on the morning of the 19th. We will need to check how the emergency power is being routed as TV broadcast equipment is supposed to be provided with electricity during an outage

I met with Doug York, director at Channel 98. There is an ongoing problem with video noise on both channel 98 and channel 13. This noise is most likely picked up on the very long analog video feed. The cure would be to move the broadcast server to the room where the existing Comcast demarc resides and convert the feeds into digital command and control lines. This would cost at most about \$1000, less if we did some of the work ourselves.

I have left word with Rich Mathews, a production sound expert, that EXTV would like to hire him or one of his reps for a day to help us sort out some sound issues. He did have someone that was going to contact us but at the time of this writing, this has still not happened. Keep in mind that late May through September tends to be the busiest time of the year for these people.

We should start to consider the purchase of a new Tricaster video production box. These units are PC based and have a similar lifespan to a PC. This unit did experience a hardware failure that we fixed in house a couple of years ago but we may not be as lucky next time. If the Tricaster goes down we would have extremely limited capabilities for four to six weeks while it was serviced. Pricing of a replacement unit will depend on capabilities desired. I will detail this in next month's report.

I have reviewed the RFP for an Exeter CATV Ops Review and sent my comments along.

Meetings Broadcast Live

Date	Board/Meeting	Shown on (22,98,13) THS	Reported Issues	Broadcast Team/Person
7/1/2013	Selectmen	22-THS	None	Kyrra
7/9/2013	Conservation	22-THS	Stream didn't "catch" – restarted and it was 5 minutes in – we will restream to repair. Implemented a new method of monitoring THS	John Grinde
7/11/2013	Planning Board	22-THS	None	John Grinde
7/15/2013	Selectmen	22-THS	None	Kyrra
7/16/2013	ZBA	22-THS	Mike called in 45 minutes before the meeting to say he forgot he was on vacation – Andy took care of production – no broadcast issues	Collopy Swanson
7/18/2013	HDC	22-THS	None	Chelsey
7/29/2013	Selectmen	22-THS	None	Kyrra

Community Events Recorded:

Date	Event	Shown on (22, 98, 13) THS	Reported Issues	Broadcast Team/Person
7/1/2013	Brass Band	Recorded for 98	none	Robert Glowacky
7/8/2013	Brass Band	Recorded for 98	none	Robert Glowacky
7/9/2013	Library Concert	Recorded for 98	None	Chelsey
7/10/2013	River/Dam with Kristen	Recorded for 98	None	Mike Collopy
7/11/2013	Swasey Concert	Recorded for 98	None	Robert Glowacky
7/15/2013	Brass Band	Recorded for 98	None	Robert Glowacky
7/16/2013	Library Concert	Recorded for 98	None	
7/18/2013	Swasey Concert	Recorded for 98	None	Robert Glowacky
7/20/2013	Swasey Concert	Recorded for 98	None	Collopy
7/22/2013	Brass Band	Recorded for 98	None	Robert Glowacky
7/23/2013	Library Concert	Recorded for 98	None	Collopy

7/25/2013	Swasey Concert	Recorded for 98	None	Robert Glowacky
7/29/2013	Brass Band	Recorded for 98	None	Robert Glowacky
7/31/2013	Delivered 9 produced videos to Channel 98		None	Andy Swanson
7/31/2013	Meet with Doug at Channel 98			Andy Swanson

For meetings with reported issues:

Description of problem:

Reason for problem (equipment, operator, other): describe in detail:

Resolution of problem:

THS = Town Hall Streams

Other EXTV activities (channel 22, 98 or 13) related:

Submitted By: Andy Swanson



Town of Exeter
Boards, Commissions & Committees
Appointment Application

Committee Selection:

1st Choice: Housing Authority 2nd Choice: _____

Name: Pamela Gjetum

Address: 6 South St Exeter NH 03833

Email: Pgjetum@gmail.com

Phone: 603 772 2908 Cell: _____

Please describe your interest in serving on this committee.

I often visit at 277 Water Street and heard about an opening vacancy on the board. I talked with Tony T. and I would be willing to help out.

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)

Historic District Commission
Trustee Exeter Historical Society; Trustee Rockingham Choral Society
Exeter Area Kiwanis

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: Pamela Gjetum Date: August 7, 2013

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



State of New Hampshire Department of Safety

John J. Barthelmes, Commissioner

Earl M. Sweeney, Assistant Commissioner

Homeland Security and Emergency Management

Perry E. Plummer, Acting Director

Steven H. Temperino, Assistant Director *Town Manager's Office*



JUL 29 2013

Received

July 22, 2013

Brian Comeau, Director
Exeter Emergency Management
20 Court Street
Exeter, NH 03833

Dear Director Comeau:

In accordance with RSA 107-B, the Commissioner of Safety has determined that the allocation of funds to support the Radiological Emergency Response Plan (RERP) in Exeter for the State of New Hampshire Fiscal Year 2014 (July 1, 2013-June 30, 2014) is \$27,469.00. (Details are on attachment.)

These funds are available in order to cover the incremental costs incurred by Exeter associated with maintaining/improving an emergency preparedness capability commensurate with the requirements of the New Hampshire RERP and RSA 107-B and take into account that we are beginning an exercise sequence. A breakdown of this allocation of funds by program activity area is attached.

We also note that services and equipment are provided directly by NH Homeland Security and Emergency Management (HSEM) to Exeter to support, protect and enhance the response capability of Exeter emergency responders.

We look forward to continue working with you in developing an annual work plan and associated performance schedule to address the preparedness requirements of Exeter in support of the New Hampshire RERP. Your Field Representative and the staff of the Technological Hazards Section at HSEM stand ready to assist you and your emergency management team with the activities associated with your role and responsibilities as an important partner in the Offsite Response Organization (ORO). The Annual Briefing Book also has information that will be helpful in the development and carrying out of your annual REP work plan.

Brian Comeau, Director

Page 2

July 22, 2013

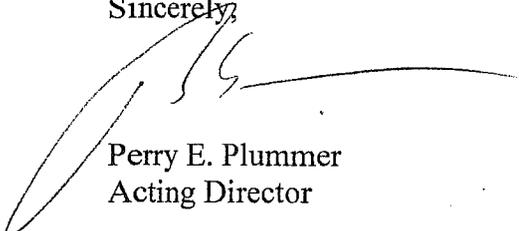
As a participant in the Radiological Emergency Response Plan, the following program areas must be specifically addressed in the annual work plan:

- Revision and update of the Radiological Emergency Response Plan, procedures, and contact information. Revision 14 (or any other previous revision) is no longer valid.
- Assignment and training of emergency response organization staff.
- Scheduling of and participation in emergency response training, tests, drills and exercises.
- Inventory of emergency response equipment and supplies, equipment operability checks, maintenance and replacement.
- Review, update and distribution of emergency public information, maps and supporting documents.

Please contact your assigned Field Representative or Diane Becker, Chief, Technological Hazards Section, at HSEM (603-223-3616) if you have any questions concerning this allocation.

Thank you.

Sincerely,



Perry E. Plummer
Acting Director

PEP/SHT/dpm

Enclosure

cc: Donald Clement, Chair, Board of Selectmen
Russell Dean, Town Manager, Town of Exeter ✓



Steven H. Temperino
Assistant Director

Attachment: Exeter 2014 SS RERP Assessment Allocation

Fiscal Year 2014 allocation of funds pursuant to RSA 107-B for Exeter to support participation and preparedness in the New Hampshire Radiological Emergency Response Plan for Seabrook Station:

Total Amount Allocated: \$27,469.00

Allocation Breakdown:

• Maintenance of Facilities:	\$ 0.00
• Purchase of Equipment:	\$ 0.00
• Exercise, Meeting & Training Participation:	\$18,053.00
• Supplies & Services:	\$ 1,500.00
• Planning & Administration:	\$ 7,916.00

Total: \$27,469.00

NH RSA 107-B: The NHRERP Program is a **reimbursement program**. In order for your community to receive the allocated funding, you must submit a request for reimbursement of the allowable expenses under this program accompanied by appropriate documentation. ** SEE BELOW.

- **Submissions for reimbursement should occur soon after an expense is incurred and/or on a regular, i.e., monthly or quarterly basis, to NH Homeland Security and Emergency Management (HSEM).**
- Funds expended beyond the budgeted amount for the year will **NOT** be reimbursed unless otherwise approved by Chief of Tech Hazards, **IN ADVANCE**.
- Reimbursement for expenses cannot be carried forward into the next fiscal year.
- Reimbursements cannot be transferred from one category to another without **prior** approval from the Chief of Tech Hazards. Equipment cannot be purchased unless requested and approved through your request.

The State fiscal year runs from July 1 to June 30 of each year. Billings for reimbursement must be received by **HSEM on or before June 1**. Exceptions for those year-end expenditures which occur during the month of June should be discussed with HSEM prior to the commitment of funds.

With respect to a municipality's ability to accept and expend unanticipated funds beyond the municipal budget cycle, municipalities should consider the adoption of NH RSA 31:95-B, which allows Selectmen to accept and expend unanticipated funds.

Attachment: Exeter 2014 SS RERP Assessment Allocation

**** IMPORTANT INFORMATION

**** REQUIRED DOCUMENTATION FOR REIMBURSEMENT:

The State of New Hampshire, in conjunction with HSEM, has issued a briefing book which describes the documentation required for reimbursement. The documentation will clearly describe the request for reimbursement letter or invoice content, the requested presentation of your supporting documentation and the State's acceptable forms of required proof of payments. This may include copies of cancelled checks, payroll registers, etc. Please notify or forward this important information to your town's finance officer or office. We appreciate your cooperation regarding this matter.

THANK YOU.

