

**Exeter Board of Selectmen Meeting  
Monday, January 6th, 2014, 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: December 30, 2013
4. Appointments
5. Discussion/Action Items
  - a. New Business
    - i. Representative Donna Schlachman – Adult Day Care
    - ii. Great Dam Discussion
    - iii. Ed Doris – Lincoln Street Parking
    - iv. FY14 Budget & Warrant Articles
  - b. Old Business-
    - i. TBD
6. Regular Business
  - a. Bid Openings
  - b. A/P and Payroll Manifests
  - c. Budget Updates
  - d. Tax Abatements & Exemptions
  - e. Water/Sewer Abatements
  - f. Permits
  - g. Town Manager's Report
  - h. Legislative Update
  - i. Selectmen's Committee Reports
  - j. Correspondence
7. Review Board Calendar
8. Non Public Session
9. Adjournment

Don Clement, Chairman  
Board of Selectmen

Posted: 1/3/13 Town Offices, Library, and Departments

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

*Draft Minutes*

**Exeter Board of Selectmen  
December 30, 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 Office building. Members present were Vice Chairman Dan Chartrand, Selectman Frank Ferraro, and Selectman Matt Quandt. Also present: Town Manager Russ Dean.

**2. Public Comment**

There were no public comments at this time.

As a public announcement, Chairman Clement announced there were tickets still available for the 375<sup>th</sup> celebration New Year's Eve gala being held at the Exeter Inn from 9:00 pm to 12:00 pm on December 31, 2013. Tickets could be purchased at Churchill's, Trends and Water St. Bookstore.

**3. Minutes and Proclamations**

Vice Chairman Chartrand moved to accept the draft minutes of the December 16, 2013 as presented; seconded by Selectman Quandt. Motion carried.

There were no proclamations at this time.

**4. Appointments**

There were no appointments at this time.

**5. Discussion/Action Items**

**a. New Business**

**i. Fiscal Year 2013 Year End Encumbrances**

Mr. Dean referenced the six (6) Encumbrance Requests as outlined in members' packet for a total of \$30,151.83; amounts from the general fund. From the sewer fund, a request for \$41,000 for consulting services of Underwood Engineers. All funds requested are based on work(s) in progress not yet complete. Mr. Dean did wish to add to the requests, a \$150,000 amount approved at the 2013 Town meeting for the Linden/Court St. culvert work as stated in Article 23. This amount is separate from the list of general fund encumbrances and the sewer fund; will be carried over to next year.

Vice Chair Chartrand motioned to encumber \$30,151.83 from the general fund for the six items/projects as listed in prepared sheet in packet; seconded by Selectman Ferraro. Motion carried.

Vice Chair Chartrand motioned to encumber the \$41,000 from the sewer fund for work not yet complete on a consulting contract with Underwood Engineers for inflow and infiltration; seconded by Selectman Ferraro. Motion carried.

## *Draft Minutes*

Vice Chair Chartrand motioned to encumber the \$150,000 amount approved by the voters at Town meeting 2013 under Article 23 for Linden and Court St culvert (design) work; seconded by Selectman Ferraro. Motion carried.

### ii. Exeter Sportsman's Club: RAP Update.

The Chair referenced the RAP update as the Remedial Action Plan for the Exeter Sportsman's Club on the Town-owned property around the Exeter Water Works pond. At the request of Chair, Mr. Dean continued stating this is another meeting to discuss the details of the RAP the Town has with DES involving the building of the berm at Club site.

Stating there are three (3) components of the Plan:

- Removal of a portion of the trap range containing the clay targets for offsite disposal
- Removal of top soil from the stated area to a designated depth (until no clay fragments are visible) and relocation of the soil to a designated area.
- Backfill, loam and seed the excavated areas.

Meetings have taken place between the Town and Club officials and the Chair noted this meeting is to come to an understanding/agreement on the next steps and who was to do what and the financial responsibility of each party. The Chair referenced a memo from Assistant Chief Ken Berkenbush listing costs for the actions. Also noting, although there have been meetings and verbal offers extended, any final determination should be approved by the Board.

Mr. Butch York, president of the Exeter Sportsman's Club, took to the podium summarizing the topics covered at the different meetings and outlined what the club was willing to do but had questions on payment and amount and who was to be the contractor.

The Chair called on Assistant Chief Berkenbush to address the sequencing... what comes first. Mr. Berkenbush noted the area of clean up contains two separate issues. The remnants of the clay targets will be removed placed in dumpster and go to landfill; considered solid waste. Second task is the old shooting range where there is lead shot that needs to be excavated, taken and put into the construction of a berm (approximately 500-700 cubic yards), backfilled, loamed and seeded. Because of the locale being next to reservoir Mr. Berkenbush suggested the backfill come from the Town (Simpson pit) where the origin/history of the soil is known. Third item is the actual building and finishing of the berm.

Again it was determined no one contractor has been designated; did not want three different contractors working on different tasks in such a small area. When questioned, Assistant Chief Berkenbush said no conversations had been had with Town DPW other than possibly trucking in the dirt from Town pit.

With the completion of these tasks, confirmation samples collected and submitted to DES and an implementation report summarizing the work performed along with photos etc., will complete Phase 1 of the RAP. But the Chair noted until the responsibility is determined for each task, no completion date can be set and there is the need to get RAP done.

## *Draft Minutes*

Asking for comments from the Board, Selectman Ferraro conceded it becomes a complex matrix of possibilities and then presented various scenarios for both parties. The premise was for the Town to supply the dirt and the Club's contractor to provide the manpower and heavy equipment but take the soil from the Town: costs were discussed. Mr. York spoke of the variables in amount of soil that may be needed; not an exact amount thus making it difficult to assign a specific dollar amount.

Selectman Chartrand raised an ongoing question for him, at what point do the taxpayers no longer subsidize the Gun Club and the Club takes responsibility for its' activities and the results of its' activities. He feels the action of charging/accepting funds may put taxpayers in harm's way further on down the line. He values the Club and its location and activities but does not feel taxpayers should subsidize the Club and its' activities. He does acknowledge the Town is the landlord and there are obligations under the lease and that there are obligations of the tenant; wants to start dividing out the activities.

Chairman Clement stated he wanted to take into consideration the comments of the BOS and understands Selectman Chartrand's comment but is trying to separate the responsibility and activities required to implement to the RAP; monetarily and physically. In spite of having similar discussions at previous meetings, he wished to do this in a transparent manner.

Additional comments from Board members reflected their tentativeness and wondered if this was the place and format to decide such. Selectman Chartrand asked if not an ad hoc committee be formed with the appropriate representatives to bring a plan back to the BOS.

Selectman Quandt expanded the suggestion of an ad hoc subcommittee and return to BOS to see if it was something members could approve. Selectman Chartrand added the provision to have the proposal vetted by Town Counsel. As to transparency, the report of the subcommittee could be brought back to the BOS for presentation with the details and could be approved or not approved at that time.

Chairman Clement recognized Assistant Chief Berkenbush who offered his opinion on a possible solution with the accompanying caveat that he normally doesn't offer personal comments but because of his longtime involvement with the project was willing to do so. The tasks were itemized and the associated projected costs and added the Club should build the berm and but suggested the soil from the Town pit may not be suitable as a more clay-like soil is needed (Mr. York replied clay type soil on top of berm is needed; interior could be mixed.)

Asking for further comments from the public:

Ms. Lynda Beck of Robin Lane, Exeter echoed the sentiments of the three members present but strongly recommended getting legal opinion first and not run the risk of developing a proposal only to have rejected by Town Counsel; suggested to be proactive.

Mr. Jim Cimilion of Robin Lane, Exeter echoed Ms. Beck's comments. He referenced the indemnification clause in the lease; has been asking for clarification at three previous meetings and is awaiting an answer.

## *Draft Minutes*

Mr. Len Benjamin of Exeter, spoke to Article 20 in the lease referencing indemnification and demise of the premises (with no reference to when it occurred). As to activities of the Club, that provision references after the signing of the lease.

He does understand the Town has a responsibility to the State (DES) but feels the Club has a responsibility to the Town. He and others would like the berm built to attenuate the sound coming from the Club's activities.

He had two suggestions for the interim. The Club received approval from Planning Board for night lights and was to be in conjunction with the other projects in RAP but are in use at this time. That being said, he would ask the Club, when the lights are on and functioning, to limit the shooting to the smaller size caliber of gun for less noise; would be a gesture of good will to the neighbors/abutters.

As for the second suggestion, Mr. Benjamin referenced the length of time from the signing of the lease and the time lapse of three years before an application was made (for the improvements). He urged the BOS to set a timetable for construction/completion of the berm.

Selectman Ferraro, after hearing the conversations at the meeting wanted to make a two part suggestion. Initially, have Town counsel or an outside counsel review the responsibility/indemnification article as referenced in lease. He would also volunteer to be a member of a small group, along with Assistant Chief Berkenbush, a member from the neighborhood/abutters to work together to draw a proposal to bring back to BOS for approval; did emphasize the need for legal opinion first to know where are the responsibilities. .

Selectman Chartrand asked to make a suggestion and if approved by the Chair, frame into a motion; a subcommittee of Selectman Ferraro, Ms. Beck, a representative of the Club chosen by the Club, and Assistant Chief Berkenbush to work on a proposal and give the group access to Town Counsel for opinions as needed. Chairman Clement asked that Mr. Dean be included in the work group as he as well as Mr. Berkenbush have a long history of being involved in the project.

Selectman Quandt liked what Assistant Chief Berkenbush had outlined (on possible division of tasks) but asked that any motion include an end date for the proposal to come back to the BOS for final approval. In discussion with Assistant Chief Berkenbush, the Chair and Mr. Dean, the first meeting of the BOS in February was deemed feasible for a report date.

Selectman Ferraro agreed with Assistant Chief Berkenbush's remarks but did not want them to be the baseline for the work group; conversation with Town Counsel may determine a different avenue.

Selectman Chartrand then motioned for the Chairman to appoint a subcommittee of a representative of the neighborhood (Ms. Beck indicated she was not available to serve in this time period), a representative of the Gun Club, Selectman Ferraro, the Town Manager and Assistant Chief Berkenbush to be the Chair of the work group to come up with a proposal vetted by Town Counsel. Motion seconded by Selectman Quandt.

## *Draft Minutes*

Selectman Ferraro clarified that Town Counsel be available throughout the process; Selectman Chartrand replied that was his intent.

Calling for a vote on the motion, all members voted in the affirmative. Motion carried.

The Chair acknowledged Assistant Chief Berkenbush as the designated Chair but added he would like the focus (of the work group) be the implementation of the RAP and the subsequent building of the berm.

At the request of Selectman Chartrand, Chairman Clement declared a 5 minute recess.

Reconvening, The BOS resumed addressing the item remaining under New Business.

### iii. Department of HHS Grant Acceptance

Assistant Chief Berkenbush requested the Town accept a grant for \$10,000 from the Department of Health and Human Services. The grant will support the Medical Reserve Corp Division of the Citizen Corp Team; recruitment and development of such Team. The Team is already in place and the grant will allow Team development. Grant is to be administered through the Public Health Division of the Health Department.

Selectman Chartrand moved to accept the \$10,000 grant from the Department of Health and Human Services; seconded by Selectman Quandt. Motion carried.

## **b. Old Business**

### 1. Water/Sewer Chemicals Bid Award

Chairman Clement referenced the time spent at previous BOS meeting opening the bids for the chemicals requested by the Department of Public Works. The bid totals were forwarded onto the Department for the review. In a memo dated December 17, 2013 in members' packet, Mr. Matthew Berube, Water and Sewer Engineering Technician, stated the DPW had review the bid results and recommended awarded to the lowest bidders to the companies as listed.

Selectman Chartrand motioned to accept the bids as noted in memo; seconded by Selectman Ferraro. Motion carried.

## **6. Regular Business**

### a. Bid Openings/Surplus Declarations

Mr. Dean replied there were none at this time

### b. Tax, Water, Sewer Abatements & Exemptions

None at this time

### c. Permits and Approvals

A request for the use of the Town Hall for the Festival of Trees event on the dates December 2- 5, 2014 was received.

## *Draft Minutes*

Selectman Chartrand moved to accept the application for the Festival of Trees event; seconded by Selectman Ferraro. Motion carried

d. **Town Manager's Report**

Mr. Dean commented on the winter wonderland appearance of the Town on Christmas Eve and thanked all the volunteers who placed the luminaries along the streets of the downtown that always adds the finish touch to the holiday atmosphere for the Town.

e. **Legislative Update**

No updates at this time

f. **Committee Reports**

There were no Selectmen Committee reports at this time

g. **Correspondence**

- The Chair noted a letter was received from Jan Russell, Chairman of the Festival of the Trees, expressing their appreciation for the assistance of Mr. Doug Rich, Town Custodian, in setting up this year's event.
- A letter of appreciation sent to Chief Richard Kane, Exeter Police Department, from Bob Bilharz, President of the Exeter Farms Homeowners' Association, thanking Officer Saluto and members of the Department for their timely assistance and rapid results with an incidence occurring in their neighborhood on December 12, 2013.
- Correspondence from Comcast notifying the Town of the price adjustments for equipment and services to become effective January 22, 2014.
- Not in members packet, but a notice was received that Wayne Almon, a member of the Town DPW, has advanced to a higher level with the NH Roads Scholar program, a not-for-profit educational travel program.

**7. Non- Public session**

The Chair asked for a motion to go into a non-public session as permitted under RSA 91-A under the exception of land acquisition and fee waiver. So moved by Selectman Chartrand; seconded by Selectman Ferraro. As required, Selectman Chartrand called the roll of Board members for their vote. All voted in affirmative.

**8. Adjournment**

The Board emerged from non public session. With no further business, meeting was adjourned at 8:46 pm.

Respectfully submitted,

Ginny Raub  
Recording secretary

## **TOWN OF EXETER MEMORANDUM**

TO: Board of Selectmen

FROM: Russ Dean

RE: 2014 Budget Reductions

DATE: January 6, 2014

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As directed by the Board, a list of reductions to the budget has been created in a “menu format” that meets the Board’s goal of 1 to 1.5% for the FY14 budget. A brief narrative has been provided to describe the reductions. The Board in its review may choose to accept any combination of the reductions to meet the stated goal.

A 1% budget reduction to the general fund equals \$173,579. A 1.5% reduction equals \$260,368. The list of options below totals \$456,402.

The list of potential reductions is as follows:

### Human Resources

The FY14 budget contains \$4,000 for flex spending fees. The Town’s open enrollment ended on December 31<sup>st</sup>. The actual number of enrollees for FY14 has been counted and this budget can support a reduction of \$2,000 as a result.

### Information Technology

The IT Director has provided a list of reductions totaling \$4,900. These are from a combination of line items. Most of the reduction is in software, which will result in deferrals until 2015 for some software updates.

### Tax

The legal allocation for bankruptcies and deeding is reduced by \$10,000 from \$14,000 to \$4,000. The general legal budget has been increased by \$10,000 and any overages above \$4,000 would be absorbed by the general legal budget.

### Planning

The studies budget is reduced by a further \$5,000. This will mean one less study funded for FY14. A total of \$10,000 would be maintained in this budget.

### Building

As a result of a schedule modification, the electrical inspector is working two days per week as he works for another community (the position is part time). This allows a reduction in the wage budget of 3 hours per week. Including FICA, the total reduction to the budget would be \$4,198.

### Police Department

The Police Department has agreed to defer hiring of an officer vacancy until July. Deferring this hire will assist in offsetting the increase of the 53<sup>rd</sup> payroll, and would result in a reduction of \$44,108 to the FY14 budget.

### Fire Department

The Fire Department had very recent turnover (post Budget Recommendations Committee process) that included replacement of a retiring Lieutenant with a new Lieutenant, and hiring of a beginning step officer to replace that promoted firefighter. In addition, two firefighters have chosen to take the Town health buyout in 2014. This results in a savings of \$67,022. In addition the Town recently ran its final payroll for 2013, and reviewing the actuals for the prior three years in fire overtime suggests a reduction of \$20,000 in the line is manageable. Given the medicare and retirement reductions associated with this cut, the total reduction would equal \$25,838. The Fire Department has also re-reviewed their expense accounts at my request and has reduced their discretionary spending items by another \$10,000 to support the budget reduction goal of the Board.

### Public Works

The proposed reductions are as follows. The replacement of the 1999 dump truck could be converted from a cash purchase to a lease purchase. Spreading the cost of this vehicle over five years is reasonable given the total cost of purchase (\$151,846) compared to other vehicles and equipment. If the lease/purchase method is adopted a warrant article would be required. It would reduce the budget for FY14 by \$116,921. If approved, the annual payments of approximately \$35,000 would become part of the vehicle replacement budget in the subsequent four years. Dump trucks are estimated to last 10 years by the department (see CIP). Given all of these options, a lease/purchase would be a reasonable alternative. The interest charge over the 5 years is estimated at \$13,666, or a little more than \$2,700 per year. This presumes a 3.0% interest rate, which is conservative given the latest interest rates quoted the Town on lease/purchases.

The EPA stormwater phase II line item was increased by \$25,000 for FY14. Reducing this line item to FY13 levels would reduce the budget by \$25,000.

Public Works highway temporary wages have been reduced by 50% to \$7,500. These wages are paid to summer assistance and interns, including engineering. The Town has a new Assistant Engineer and therefore these reductions could be made while that person is integrated into the operation. The net reduction is \$8,073 including FICA.

The paving budget recommended by the Budget Recommendations Committee is reduced by \$50,000 as part of reaching the Board's reduction goal. This would preserve a budget of \$750,000 in paving for FY14. Some roads scheduled for FY14 were paved in FY13, making this reduction an option for the coming year.

The Department currently has a vacancy in the HVAC/Plumber position. If this hire is deferred until July, the net reduction would equal \$37,342 in the FY14 budget.

The maintenance projects budget is reduced by \$25,000 to \$100,000 even. This reduction would result in the deferral of four projects to 2015: fire kitchen window replacement, Fire EOC partition work, Town Office interior door upgrades/modifications,

and exterior preparation/repair for painting in 2015. While all of these projects are justifiable and needed, they would be deferred to 2015 if the cut is adopted.

A year end review of the natural gas accounts suggests a variety of reductions could be made totaling \$10,000. This is due to the current fixed price contract. This will tighten the natural gas budget considerably.

The platform lease at the train station is suggested for a \$1,000 reduction to reflect the actual lease cost of \$3,000 per year.

#### Welfare

A review of the Welfare budget showed at year end spending in the direct relief account of approximately \$17,000. Therefore a level fund budget of \$25,000 for FY14 is manageable, and would still allow for a "bad year." Some of this decrease is attributable to Sue Benoit's excellent work finding alternate resources for those in need, which continues to assist our direct relief budget.

#### Library

The library increased their public services budget by \$5,000, and it has been requested to reduce the number by \$2,500. This is taking into account the anticipated library surplus for FY13 that will be going back to the library. This number was unknown until the end of the current fiscal year.

The total budget reductions presented for consideration total \$456,402. If all the reductions were implemented the new budget total would be \$16,901,497, a 1.70% increase over FY13.

Presuming the dump truck becomes a warrant article and passes, \$34,925 would be added to the warrant article total for FY14 increasing the warrant articles from \$266,185 to \$301,110.

Total appropriations if all changes were adopted would equal \$17,202,607, an increase of .28% over the FY13 appropriations of \$17,154,611.

Potential Reductions

TOE FY14 Budget

	Target Goal	1.50%	1%	Reduction amts based on percentages
115-5421	HR - Flex Spending Fees	2,000	2,000	Reflects actual enrollees for FY14
125-5750	IT - Various	4,900	4,900	Reduce service contract hours to support IT operations, software deferrals
203-5224	TX - Legal	10,000	10,000	Reduce legal funds for tax deed/bankruptcy issues from 14K to 4K
301-5571	PL - Studies	5,000	5,000	MS4 - defer, still leaves 10K in account
302-1200	BI - Sal/Wages PT	4,198	4,198	Reduce electrical inspector 3 hours/week
403-1110 (plus various)	PD - Sal/Wages FT	44,108	44,108	Defer filling vacancy until July 2014 (current vacancy)
503-1100	FD - Sal/Wages FT	67,022	67,022	Lieutenant/Hiring at starting step plus 2 new health buyouts
503-1300	FD - Sal/Wages OT	25,838	25,838	20K reduction (plus RET and MED allocation)
503-4341, 4330, 4320, 504-5810, 5918	FD, EM - Expenses	10,000	10,000	Cistern maintenance, vehicle maintenance reductions
117-7420	PW - Dump Truck Lease/Purchase	116,921	116,921	Based on 5 year proposed lease/purchase budget differential
601-5446	PW - EPA Storm Phase II	25,000	25,000	Reduce 50K request to FY13 funding level of 25K
602-1210	PH - Sal/Wages Temp	8,073	8,073	Summer engineering help reduction (7500 wages, plus FICA)
602-7503	PH - Road Paving/Maintenance	50,000	50,000	1 year paving reduction (restore FY15)
606-1110 (plus various)	PW - Sal/Wages - FT	37,342	37,342	Defer filling vacancy until July 2014 (current vacancy)
606-7501	PM - Maintenance Projects	25,000	25,000	Reduce 125K request by \$25,000, defer 4 projects until 2015
607-612-Various	PW - Natural Gas	10,000	10,000	Reduce based on fixed price contract (multiple accounts)
613-7623	PW - Platform Lease - Train Station	1,000	1,000	Lease actual payment to NHDOT is \$3,000 not \$4,000
901-5547	LB - Public Services	2,500	2,500	Reduce 5,000 increase by 50% (\$2,500) subject to Trustee approval
710-5703	WE - Direct Relief	7,500	7,500	Level fund at FY13 amount of \$25,000 (YTD expense \$16,504.60)
		456,402	456,402	

## EXETER TOWN WARRANT – 2014

To the inhabitants of the Town of Exeter, in the County of Rockingham, in the said State, qualified to vote in Town affairs:

### **First Session**

You are hereby notified that the first session (the Deliberative Session) of the Annual Town Meeting will be held on Saturday, February 1, 2014 beginning at 9:00 a.m. at the Arthur L. Hanson III Center for the Performing Arts at Exeter High School, 1 Blue Hawk Drive. The first session will consist of explanation, discussion and debate of each of the following warrant articles, and will also afford voters who are present the opportunity to propose, debate and adopt amendments to warrant articles, except those articles in which wording is prescribed by state law.

### **Second Session**

The second session of the annual town meeting, to elect town officers by official ballot and to vote on all warrant articles as they may have been amended at the first session, will be held on Tuesday, March 11, 2014 at the Talbot Gymnasium at the Tuck Learning Center, 30 Linden Street. Polls for voting by official ballot will open at 7:00 a.m. and close at 8:00 p.m.

### **Article 1**

To choose the following: 2 Selectmen for a 3-year term; 1 Town Clerk for a 3-year term; 1 Supervisor of the Checklist for a 4-year term; 1 Supervisor of the Checklist for a 1-year term; 3 Trustees of the Library for a 3-year term; 1 Trustee of Trust Funds for a 3-year term; 1 Trustee of the Robinson Fund for a 7-year term; 1 Trustee of Swasey Parkway for a 3-year term (Andie K. to review)

**Article 2: Zoning Amendment #1:** Are you in favor of the adoption of Amendment #1 as proposed by the Planning Board for the town zoning ordinance, as follows: Amend Article 4, District Regulations, Schedule I Notes: Conversions by revising subsection (b) and (e) to read as follows: b) The minimum lot size required shall be such that each dwelling unit is provided with thirty percent (30%) of the minimum lot size (per unit) required for the district. For example, the minimum lot size for the R-2 district is 15,000 square feet; therefore each unit would require 4,500 sq ft (.30 x 15,000). If the applicant wanted 4 units within the R-2 district, they would require an 18,000 sq ft. lot or larger (4,500 x 4 = 18,000). If the lot was only 15,000 sq. ft, then they could only get 3 units (15,000/4,500 = 3.33 units) e) One of the dwelling units shall remain owner-occupied.

**Article 3: Zoning Amendment #2:** Are you in favor of the adoption of Amendment #2 as proposed by the Planning Board for the town zoning ordinance, as follows: Amend article 5.6.3 Off-Street Parking by adding the following language to subsection A: "The Planning Board may grant a reduction in the size of the space if circumstances on the site, such as perimeter parking which allows overhang, can be provided."

**Article 4: Zoning Amendment #3:** Are you in favor of the adoption of Amendment #3 as proposed by the Planning Board for the town zoning ordinance, as follows: Amend article 5.6.4 Shared Parking to read as follows: "Shared parking is parking on a single site utilized by two or

more uses in a 24 hour period. It is an allowance to fulfill their individual parking requirements as their prime operational hours may not overlap and their parking demands may vary from specified standards due to the scale of the project. Share parking recognizes complimentary parking characteristics that may be unique for each case and for the specific users of the site.”

**Article 5: Zoning Amendment #4:** Are you in favor of the adoption of Amendment #4 as proposed by the Planning Board for the town zoning ordinance, as follows: Amend article 5.6.5 by revising the first sentence to read as follows: “The Planning Board may grant reductions in the number and size of required off-street parking spaces in conjunction with its site plan review.”

**Article \_\_\_ – Bond Issue**

To see if the Town will vote to raise and appropriate the sum six million and zero dollars (\$6,000,000) for the design and engineering of a new wastewater facility to be located in the area of Newfields Road. The Town will authorize the issuance of not more than (\$6,000,000) of bonds or notes in accordance with the provisions of the Municipal Finance Act (RSA 33) and to authorize the Board of Selectmen to issue and negotiate such bonds or notes and to determine the rate of interest thereon; Debt service will be paid from the sewer fund (\$6,000,000).

(3/5 ballot vote required for approval.)

\_\_\_\_\_ by the Board of Selectmen

**Article \_\_\_ – Bond Issue**

To see if the Town will vote to raise and appropriate the sum of one-million four hundred thousand and zero dollars (\$1,400,000) for replacement and rehabilitation of water mains on Lincoln Street from Front Street to Main Street, Railroad Avenue, and Winter Street. The Town will authorize the issuance of not more than (\$1,400,000) of bonds or notes in accordance with the provisions of the Municipal Finance Act (RSA 33) and to authorize the Board of Selectmen to issue and negotiate such bonds or notes and to determine the rate of interest thereon; Debt service will be paid from the water fund (\$1,400,000).

(3/5 ballot vote required for approval.)

\_\_\_\_\_ by the Board of Selectmen

**Article \_\_\_ – Choose Officers**

To choose all other necessary Town Officers, Auditors or Committees for the ensuing year.

**Article \_\_\_ – Operating Budget**

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

(Majority vote required)

\_\_\_\_\_ by the Board of Selectmen

**Article \_\_\_ – Water Operating Budget**

Shall the Town of Exeter raise and appropriate as a water operating budget, not including appropriation by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by vote of the first session, for the purposes set forth therein, totaling \$2,542,298. Should this article be defeated, the water default budget shall be \$2,413,655 which is the same as last year, with certain adjustments required by previous action of the Town of Exeter or by law, or the governing body may hold one special meeting, in accordance with RSA 40:13, X and XVI, to take up the issue of a revised operating budget only.

(Majority vote required)

\_\_\_\_\_ by the Board of Selectmen

**Article \_\_\_ – Sewer Operating Budget**

Shall the Town of Exeter raise and appropriate as a sewer operating budget, not including appropriation by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by vote of the first session, for the purposes set forth therein, totaling \$2,416,547. Should this article be defeated, the default budget shall be \$2,436,140 which is the same as last year, with certain adjustments required by previous action of the Town of Exeter or by law, or the governing body may hold one special meeting, in accordance with RSA 40:13, X and XVI, to take up the issue of a revised operating budget only.

(Majority vote required)

\_\_\_\_\_ by the Board of Selectmen

**Article \_\_\_ – Exeter SEIU 1984 and Town of Exeter Collective Bargaining Agreement**

To see if the Town will vote to approve the cost items included in the collective bargaining agreement reached between the Board of Selectmen and the Exeter SEIU 1984 which calls for the following salaries and benefits at the current staffing levels:

Year	Estimated Salary and Benefits Increase	
FY14	\$X	(\$X)
FY15	\$X	(\$X)

And further, to raise and appropriate the sum of \_\_\_\_\_ dollars (\$X) for the 2014 fiscal year, such sum representing the additional costs attributable to the increase in salaries and benefits over those of the appropriation at current staffing levels.

(Majority vote required)

\_\_\_\_\_ by the Board of Selectmen

**Article \_\_\_ – Exeter Police Association and Town of Exeter Collective Bargaining Agreement**

To see if the Town will vote to approve the cost items included in the collective bargaining agreement reached between the Board of Selectmen and the Exeter Police Association which calls for the following salaries and benefits at the current staffing levels:

Year	Estimated Salary and Benefits Increase	
FY14	\$X	(\$X)
FY15	\$X	(\$X)

And further, to raise and appropriate the sum of \_\_\_\_\_ dollars (\$X) for the 2014 fiscal year, such sum representing the additional costs attributable to the increase in salaries and benefits over those of the appropriation at current staffing levels.

(Majority vote required)

\_\_\_\_\_ by the Board of Selectmen

**Article \_\_\_ – Human Service Agencies**

To see if the Town will vote to raise and appropriate, through special warrant article, the sum of \_\_\_\_\_ and \_\_\_\_\_ dollars (\$\_\_\_\_\_), for the support of various human service agencies that will serve Exeter residents in 2014:

Agency	Amount
A Safe Place	\$5,500
Area Home Care	\$13,000
Big Brother/Big Sister	\$9,000
Child and Family Services	\$12,000
Crossroads House	\$3,500
Families First	\$3,000
Friends Program (formerly RSVP)	\$2,200
Great Bay Kids	\$2,495
Meals on Wheels – Food	\$9,200
New Generation Shelter	\$2,000
New Outlook Teen Center	\$2,700
Richie McFarland Center	\$9,000
Rockingham Community Action	\$11,000
Seacoast Family Promise	\$1,500
Seacoast Mental Health	\$8,500
Seacoast VNA	\$5,000
Sexual Assault Support Services (SASS)	\$3,000
St. Vincent De Paul	\$5,000
Womenade of Greater Squamscott	\$2,000
<b>Total</b>	<b>\$109,595</b>

(Majority vote required)

Recommended by the Board of Selectmen

**Article \_\_\_ – Reserved – Sidewalks Capital Reserve Fund and Funding**

To see if the Town will vote to establish a capital reserve fund under RSA 35:1 for the purpose of making capital improvements to town sidewalks including construction and replacement of new town sidewalks, and repair and replacement of existing town sidewalks and to raise and appropriate the sum of *eighty-thousand (\$80,000)* to be placed in this fund and further the Board of Selectmen shall be named agents of the fund and be authorized to make expenditures from the fund.

(Majority vote required)

\_\_\_\_\_ by the Board of Selectmen

**Article \_\_\_ – Reserved – Town-wide Facilities Plan**

To see if the Town will raise and appropriate the sum of fifty-thousand dollars (\$50,000), for the purpose of conducting a Town-wide Facilities Plan, to include building use recommendations on short and long term needs for all town buildings.

(Majority vote required)

\_\_\_\_\_ by the Board of Selectmen

**Article \_\_\_ - Growing Oaklands Elliott Property Acquisition**

To see if the Town will vote to raise and appropriate, through special warrant article, the sum of twenty-six thousand and five hundred dollars (\$26,500) for the purpose of purchasing for conservation the approximately 34-acre Elliott property (Tax Map 26, Lot 15) (known as the 'Growing Oaklands' project) located east of Watson Road and abutting the western portion of the Oaklands Town Forest. The Growing Oaklands project adds a critical portion of a popular trail into town ownership and conserves wildlife habitat for several rare species. The total cost of the project is \$149,500, with the following funding sources: \$33,500 from 2003 conservation bond proceeds; \$25,000 from the Conservation Commission's Conservation Fund; \$54,000 from a US Natural Resources Conservation Service grant; and \$10,500 to be privately raised by Southeast Land Trust of New Hampshire. As part of this purchase, the property will be subject to a conservation easement granted to the US Natural Resources Conservation Service.

(Majority vote required)

\_\_\_\_\_ by the Board of Selectmen

**Article \_\_\_ – Adopt RSA 79-E**

To see if the Town will adopt the Community Revitalization Tax Relief Incentive outlined in Chapter 79-E of state law and to designate four commercial areas as meeting the standards for an eligible district as set forth in RSA 79-E:2? (The four districts will consist of areas zoned C-1 "Central Area Commercial" and WC "Waterfront Commercial". A map of these districts is available on the Town's website and Town Clerk's Office.)

Majority vote required.

\_\_\_\_\_ by the Board of Selectmen

**Article \_\_\_ – Adopt RSA 162-K**

To see if the Town will vote to adopt RSA 162-K of the New Hampshire Revised Statutes, which if adopted will allow the Town to establish tax increment financing districts upon approval of the legislative body.

Majority vote required.

\_\_\_\_\_ by the Board of Selectmen

**Article \_\_\_ - Greater Downtown Area TIF (Reserved)**

**Article \_\_\_ – Increase Local Option Fee to Fund Transportation**

To see if the Town will vote to increase the current motor vehicle local option fee from \$3.25 to \$4.00 to fund transportation services for senior and disabled residents and transportation service needs consistent with RSA 261:153 VI. Proceeds from the fee will be deposited into the Town's Municipal Transportation Improvement Fund. This article will not impact the tax rate.

To transact any other business which may legally come before this meeting.

Given under our hands and seal this \_\_\_\_<sup>th</sup> day of January, 2014.

\_\_\_\_\_  
Don Clement, Chairman

\_\_\_\_\_  
Daniel W. Chartrand, Vice-Chairman

\_\_\_\_\_  
Julie Gilman, Clerk

\_\_\_\_\_  
Matt Quandt

\_\_\_\_\_  
Frank Ferraro

We certify that on the \_\_\_\_<sup>st</sup> of January, 2014, we caused a true copy of the within warrant to be posted at the Exeter Town Hall on Front Street, the Exeter Public Library at Founder's Park, Exeter High School at 1 Blue Hawk Drive, Talbot Gymnasium at Tuck Learning Campus, 30 Linden Street, and the Town Clerk's Office, 10 Front Street.

Given under our hands and seals this \_\_\_\_<sup>st</sup> day of January, 2014.

\_\_\_\_\_  
Don Clement, Chairman

\_\_\_\_\_  
Daniel W. Chartrand, Vice-Chairman

\_\_\_\_\_  
Julie Gilman, Clerk

\_\_\_\_\_  
Matt Quandt

\_\_\_\_\_  
Frank Ferraro

## List for Selectmen's meeting January 6, 2014

### Abatements

<b>Map/Lot</b>	<b>Location</b>	<b>Refund</b>
68/2	14 Guinea Road	285.66
68/2	14 Guinea Road	292.90
68/2	14 Guinea Road	294.14

### Veteran's Credit

<b>Map/Lot</b>	<b>Location</b>	<b>Credit Amount</b>
71/85	5 Laurel Ct	2,000.00
64/4	19 Green St	500.00
63/167	12 Walnut St	500.00
86/31	16 Carriage Dr	500.00
104/79/130	130 Exeter River Landing	500.00
29/17	5 Birch Road	500.00
90/18/8	7 Twin Pond Circle	500.00
74/32	65 Westside Dr	500.00



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

**Facility Requested:** Town Hall (Main Floor)  Town Hall Stage  Bandstand   
**Signboard Requested:** Poster Board  Week: \_\_\_\_\_ Plywood Board  Week: 8-17-14 to 8/30-14

### Representative Information:

Name: Pam Gjettum Address: 6 South Street  
Town/State/Zip: Exeter Phone: 772-2908  
Email: \_\_\_\_\_ Date of Application: 12-30-13

### Organization Information:

Name: Kiwanis Address: \_\_\_\_\_  
Town/State/Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

### Reservation Information:

Type of Event/Meeting: UFO Festival Date: 8-30-14  
Times of Event: 8am - 7pm Times needed for set-up/clean-up: 8-29-14  
# of tables: 10 # of chairs: all  
List materials being used for this event: \_\_\_\_\_  
Will food/beverages be served? no Description: \_\_\_\_\_

### Requirements:

- Cleaning Deposit:** A cleaning deposit of \$100 is required of any user serving food or beverages. If the town determines after use that the building 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: *Pamela Gjettum* Date: Dec 30 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

**MITCHELL MUNICIPAL GROUP, P.A.**

ATTORNEYS AT LAW  
25 BEACON STREET EAST  
LACONIA, NEW HAMPSHIRE 03246

*Town Manager's Office*

**DEC 31 2013**

*Received*

WALTER L. MITCHELL  
JUDITH E. WHITELAW  
LAURA SPECTOR-MORGAN  
STEVEN M. WHITLEY

TELEPHONE (603) 524-3885  
FACSIMILE (603) 524-0745

December 30, 2013

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

Re: Hourly Rate Adjustments

Dear Russ:

As you know, we have not increased our rates over the past few years in order to keep them steady during the challenging economy; 2013 was the third year without a rate change. However, we find we must now make a \$10 per hour adjustment, effective January 1, 2014. This increase will first appear in bills sent in early February.

Thank you for your understanding.

Sincerely,



EXTV Monthly Report

Month: December

Year: 2013

Phone calls:

12/05 9:57am – During the broadcast of the River Committee meeting report received of a body floating in the river. This was reported to dispatch.

12/09 10:42am - inquiry as to when the Parade would be televised on 22. We called them back with the info. In total we got 14 calls requesting times that the Christmas Parade would be televised. We called everyone back who left a call back number.

The Selectmen might want to mention sometime during a meeting that there is a phone number to call with concerns about 22. The number is 418-6425. There is usually no one available to answer it however we will call you back if you leave a message and your call back number.

Date	Board/Meeting	Shown on (22,98,13) THS	Reported Issues	Broadcast Team/Person
12/2/2013	Selectmen	22-THS	<b>Comcast</b> volume issues – see page 2	Chelsey
12/3/2013	HDC	22-THS	None	Tiffany/David P
12/5/2013	River	22-THS	None	Andy
12/10/2013	Conservation	22-THS	None	Tiffany
12/11/2013	Water/Sewer	22-THS	None	Tiffany
12/12/2013	Planning	22-THS	None	Chelsey/Max
12/16/2013	Selectmen	22-THS	None	Kyrra
12/17/2013	ZBA	22-THS	None	John Grinde
12/19/2013	HDC	22-THS	Very minor problem with the streaming - see page 3	Max
12/19/2013	Planning		Canceled	
12/30/2013	Selectmen	22-THS	None	Tiffany

Community Events Recorded:

Date	Event	Shown on (22, 98, 13) THS	Reported Issues	Broadcast Team/Person
12/05/2013	Festival of Trees	98	None	Tiffany
12/07/2013	Run Equipment for Children's movies at Town Hall	Not for rebroadcast	None	David T /Andy / Chelsey
12/07/2013	Holiday Parade & Bonfire	98	None	Chelsey, D Prior & MAX

Submitted By: Andy Swanson

### **Inconsistent volume levels during live broadcast of Selectmen's meeting held 12/02/2013**

For the Selectmen's meeting, held 12/02/2013, we had two reports of sound issues during the meeting. I observed the same thing from my home. While reports vary slightly it would appear the volume was variable between too soft and too loud.

Comcast Live broadcasts feed directly from the video encoder as does Town Hall Streams, so if there is a problem on our side of the broadcast then the recording will have the same problems as will the Town Hall streams. I have reviewed the playbacks and Town Hall Streams and the volume is consistent throughout the production indicating **a problem at the Comcast Head end on Epping Road**. We had sound problems exactly a year ago that were ultimately found to be caused by problems at Comcast.

The recording did exhibit some electrical/grounding noise that expressed as a hum throughout the entire production. I have seen this before and this is under investigation and I used this opportunity to check our overall sound processing systems.

#### **Findings on review of our sound processing:**

We had an inexpensive mixer that was 6 years old and there was some noise in the sliders, the controls were not operating nearly as smoothly as they should and there was some volume level variation between channels. **I have now replaced this mixer**. NOTE: This is not the mixer that I have in my funding proposal and does not negate this need. The original and the identical replacement mixers are not high quality mixers and were purchased based on low cost and minimally meeting our needs.

The table microphone mounts are showing significant wear. The wiring is in a precarious state and the physical condition ranges from OK to flat out broken. We have replaced two of these mounts and have one spare in reserve. At this time, I have Rusty Lyster from Exeter TV scheduled to come in and improve this wiring during Christmas week. This is a stop gap measure to keep the microphone systems working while I research and install a new solution.

These microphone mounts have proven very good at reducing the table top noise that plagued productions from 2009 and earlier when we used cast iron base microphone stands. The problem is that these microphone mounts are not robust enough to handle the constant reconfiguration that we do in the Nowak room.

Another problem, with the microphone mounts, has been the on/off switches, they are turned off during meetings, either on purpose or by mistake, and there have been problems when they have not been turned back on. It is not always easy for the operator to identify this as nearby microphone(s) will pick up the speaker but requires boosting of the audio levels and the next speaker will then be too loud or even distorted. I am searching for replacement mounts that are not only more durable in our application but also include a press and hold button to mute, commonly referred to as a cough switch.

The microphones and cabling have been tested and found to be operating properly. There is however a good chance that our 3 year old microphones may be subject to noise caused by radio waves from nearby cell phones and/or WiFi. Newer microphones models offer shielding for this. I am not convinced

that this is a problem for us but I will make sure the next set of room microphones we purchase includes this shielding.

I have also noted that Channel 22 has lower average volume than neighboring channels. We drive our sound levels as high as we can without adding distortion and noise. Our old Comcast feed had the ability to boost the volume however the new fiber feed does not. I will contact Comcast tech support about this issue.

There is also some variability in our programming as to the volume of the productions. There is a device called an audio leveler that boosts the lower volume signals (different microphone or soft voice) and lowers the loudness of the loudest sounds and then outputs a standard volume for all media. This does reduce dynamic range some but provides much more consistent volume across all productions shown on the channel. Audio levelers are commonly used in broadcast situations and I will be adding one to my funding request.

### **Streaming problem on HDC meeting of December 19<sup>th</sup>**

We had a problem with the stream from the HDC meeting on the 19<sup>th</sup>. Originally we were going to be streaming the Planning meeting in that time slot since there was both Planning Board and HDC meetings scheduled at the same time. The Planning Board meeting was cancelled on the day of the meeting. The stream description was changed to HDC however due to the way content is managed on Town Hall streams the browsers identified the meeting as Planning board.

This was minor because the correct label was also on screen and the selection menu showed as HDC. There was no method for us to fix this short of deleting the stream and restreaming it. I contacted Town Hall Streams and they said they could and will fix the issue.