

**Exeter Board of Selectmen Meeting  
Monday, July 13<sup>th</sup>, 2015, 6:45 p.m.  
Nowak Room, Town Office Building  
10 Front Street, Exeter, NH**

1. Call Meeting to Order
2. Bid Openings/Awards – Mower Surplus Bid
3. Public Comment
4. Minutes & Proclamations
  - a. Proclamations/Recognitions
  - b. Regular Meetings: June 29<sup>th</sup>, 2015
5. Appointments
6. Discussion/Action Items
  - a. New Business
    - i. Public Hearing: CDBG Application Avesta Housing Meeting Place Phase IV
    - ii. Accept PREP Grant
    - iii. Wastewater Facilities Update
    - iv. Impact Fees Update
    - v. Hands Free Policy
  - b. Old Business-
    - i. Sponsorship Update
7. Regular Business
  - a. Tax, Water/Sewer Abatements & Exemptions
  - b. Permits & Approvals
  - c. Town Manager's Report
  - d. Selectmen's Committee Reports
  - e. Correspondence
8. Review Board Calendar
9. Non Public Session
10. Adjournment

Julie Gilman, Chairwoman  
Exeter Selectboard

Posted: 07/10/15 Town Office, Town Website

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.

AGENDA SUBJECT TO CHANGE

Draft Minutes

**Exeter Board of Selectmen**

June 29, 2015

**1. Call Meeting to Order**

Chairwoman Julie Gilman called the meeting to order at 7:00 pm in the Nowak Room of the Exeter Town Offices building. Other members present were Vice Chair Don Clement, Selectman Dan Chartrand, Selectwoman Nancy Belanger, and Selectwoman Anne Surman. Town Manager Russell Dean was also present.

**2. Bid Openings/Awards – Fire Alarm Bucket Truck, Linden Street Bridge**

The following bids were given for the Street Marking:

- 1) Markings, Inc.                      \$22,229.99
- 2) Highway Safety Systems      \$20,251.61

A Motion was made by Selectman Chartrand and seconded by Vice Chair Clement to refer the bids to DPW for evaluation and a recommendation. Motion carried –all in favor.

A Motion was made by Selectman Chartrand and seconded by Vice Chair Clement to accept the recommendation of the Fire Department and award the bid of the Fire Alarm Bucket Truck to RBG, Inc. for \$92,291 after a \$6,000 trade-in. Motion carried - all in favor.

Mr. Dean said the town is saving \$100,000 on purchases over the life of the lease/purchases because of the low bids they have been getting (on the sno-pro and bucket truck), favorable interest rates, and the 20% forgiveness from NHDES on the sweeper.

A Motion was made by Selectman Chartrand and seconded by Vice Chair Clement to award the bid for the Linden Street Bridge to CMA Engineers in the amount of \$674,895. Motion carried – all in favor.

**3. Public Comment**

Mike Dawley said it had been 13 days since he inquired about getting the consultants proposal for Planning. He asked if it was public. The Board said it was in the packet. Mr. Dawley asked if there is a policy on that kind of document. Mr. Dean said he would look into it.

Brian Griset asked if it is a formal policy for the packet to go online the Friday before the meeting, as opposed to the Monday of the meeting. Chairwoman Gilman said it is not a formal

policy. Mr. Dean said Sheri was on vacation that week and that it why the packet came out Friday instead. Selectwoman Surman asked about a policy. Mr. Dean said there is no policy on the packet. Vice Chair Clement said the agenda has to be out by noon on Friday, but not the packet.

Mike Carbone voiced his disappointment in the ZBA in regards to the Seacoast Family Promise matter. He said they will be seeking legal appeal in Superior Court. He said the ZBA operated out of the scope of their scope of authority.

#### **4. Minutes and Proclamations**

##### **a. Proclamations/Recognitions**

None.

##### **b. Regular Meetings: June 15, 2015**

Vice Chair Clement had some amendments. The first was on page 2, paragraph 1, changing the second sentence to "He asked if that would include what is in the pipeline and the status of the development." He had three amendments on page 2. The first was to change "The Bandstand is working on development" to "The Inn at the Bandstand is working on development". The second amendment was to change "Gary Blake is looking to retrofit their property for offices" to "Gary Blake is looking to retrofit their property on the east side of Portsmouth Ave. for offices." The third amendment was to strike "to make it into 2" from the first full paragraph, sentence two. He had an amendment on page three, adding "Planet" in front of "Playground", and also to strike the sentence "Selectwoman Surman thinks they are far behind on the notion of an indoor facility". He added wording to a sentence, making it read "Selectwoman Surman said she didn't want the indoor facility to be redundant with the YMCA and the Swim & Racquet Club. Selectwoman Surman agreed with these changes. The last amendment was on page 9, adding wording to read "...about a St. Vincent DePaul poverty simulation..."

A Motion was made by Selectman Chartrand and seconded by Selectwoman Belanger to accept the minutes of the June 15, 2015 BOS meeting, as amended by Mr. Clement and Ms. Surman. Motion carried – all in favor.

#### **5. Appointments**

None.

## **6. Discussion/Action Items**

### **a. New Business**

#### **i) Budget Recommendations Committee Procedure**

Chairwoman Gilman said the Chair of the Budget Recommendations Committee could not attend, so she pushed this agenda item back until the next BOS meeting.

#### **ii) 2015 Dog Warrant for Unlicensed Dogs**

Mr. Dean gave some stats for licensed dogs in Exeter, saying they have seen an increase on licensed dogs.

The Board signed the Dog Warrant for Unlicensed Dogs.

A Motion was made by Selectman Chartrand and seconded by Selectwoman Belanger to approve the Dog Warrant for 2015. Motion carried – all in favor.

#### **iii) COAST Representative**

Chairwoman Gilman said the Town Planner's departure means the town is without a representative for the COAST Board of Directors. Mr. Dean said they have 9am meetings. Selectman Chartrand volunteered to be the new representative until a new Town Planner comes in.

A Motion was made by Vice Chair Clement and seconded by Selectwoman Surman that Mr. Chartrand be Exeter's Interim Representative to the COAST Board of Directors. Motion carried – all in favor.

Mr. Dean said the new route is up online.

#### **iv) Planning/Land Use Review Study**

Chairwoman Gilman said a review of the Planning Department had already been planned prior to the departure of the Town Planner. Ms. Von Aulock happened to be leaving at the same time. There is a response to a proposal from MRI in the packet. In the end, they will provide a report.

Mr. Dean said they haven't had a review in a number of years. He said the Economic Development Director position should be accounted for in the review. They are looking to get a series of recommendations to consider. They hired Glenn Greenwood from Rockingham Planning Commission to serve a tech support to the Planning Board.

Vice Chair Clement said he liked what MRI has put together. He thinks they will make good recommendations. He is concerned with timing. Mr. Greenwood will be limited to the amount of time to spend here. Chairwoman Gilman also said the three month timeframe was concerning. She said she has talked to others, however, and three months seems like a reasonable timeframe. Selectwoman Surman said she was looking to add a timeframe into the Operations Review, i.e. no longer than three months. Selectman Chartrand said it will be tough to go that long without that position, but he wants to give MRI the time they need to observe. He said this exercise is critical for the town's future. Mr. Dean said he can discuss the schedule with MRI. He said he can stress to them that three months is when a product should be out. He said one benefit of using MRI is they have a broad base to work from. Vice Chair Clement asked if Mr. Greenwood is prepared to commit extra hours to accomplish what needs to be accomplished. Mr. Dean said they have not discussed that yet, but he will. He said they are going to talk about how things are going so far and see if he needs to commit more time. Selectman Chartrand asked how last week's Planning Board meeting went. Vice Chair Clement said it went well, that there was nothing amiss. Mr. Dean said Mr. Greenwood is close by, so he can be somewhat flexible.

Brian Griset said he is concerned with the financial aspect of the contract. His second issue is timing. He said there are no goals established for deadlines. He suggested taking the marketing aspect and facility issues and doing them at the end of the phase.

Selectwoman Surman said they can wordsmith the contract until they are all comfortable. She said timing and money need to be addressed.

Mike Dawley said they need to push this along.

A Motion was made by Selectwoman Surman and seconded by Selectwoman Belanger to approve the Professional Services Agreement, dated May 19, 2015, put before the Board of Selectmen from MRI in the amount not to exceed \$10,000 without prior authorization from the Board of Selectmen, and that the Board of Selectmen authorize the Town Manager to sign this Agreement on behalf of the Board of Selectmen. Motion carried – all in favor.

## **b. Old Business**

### **i) Recreation Park Feasibility Study**

Mike Favreau reminded how he came to the Board two weeks prior to talk about using Impact Fees to do a study. However, it was found that he cannot use them for this. He still feels it is important to do the study. He recommended using money from the Revolving Fund. He thinks they can afford it because they are holding off on the tennis court resurfacing which is \$20,000. The study is important because they have the land and it is zoned recreation only.

They need to see if they can move forward with everything. Selectman Chartrand asked what the cost of the study was. Mr. Favreau said between \$10,000 and \$15,000. He is looking for approval to use the Revolving Fund money to do the study. He doesn't see getting to the point of an interview until the fall. This means they may not get the study back until next Spring.

Vice Chair Clement said he was having a hard time wrapping his head around the \$10,000-\$15,000 for a study. He said he didn't know why it would take so much money. He said they should do an RFQ first. That will help him wrap his head around what the study will consist of. Mr. Favreau said he was good with that, unless they go through the RFQ and interviewing process just to hear he can't expend the money. He said they can't really move forward without the study. Mr. Dean said you want to be able to put it out there that there's money available before you do an RFQ and interview.

Selectwoman Surman asked if the demand for fields is there. Mr. Favreau said yes, programs are not decreasing at all.

Mr. Dawley said he sees this as a simple fix. He said everything is irrelevant if the land isn't buildable. Mr. Favreau said they need to find out if the land is buildable.

A Motion was made by Vice Chair Clement and seconded by Selectman Chartrand that Mike Favreau and Russ Dean draft an RFQ to address the suitability of the remaining recreation land for any future development. Motion carried- all in favor.

## **7. Regular Business**

### **a. Tax, Water/Sewer Abatements & Exemptions**

A Motion was made by Selectwoman Belanger and seconded by Selectman Chartrand to approve abatement for map 110, lot 2, unit 85 in the amount of \$92.15. Motion carried- all in favor.

A Motion was made by Selectwoman Belanger and seconded by Selectman Chartrand to approve abatement for map 110, lot 2, unit 85 in the amount of \$323.91. Motion carried – all in favor.

A Motion was made by Selectwoman Belanger and seconded by Selectman Chartrand to approve abatement for map 98, lot 37 for 2014 in the amount of \$7,895.76. Motion carried – all in favor.

A Motion was made by Selectwoman Belanger and seconded by Selectman Chartrand to deny the following abatements for map 98, lot 37: 2009 for \$6,853.50, 2010 for \$7,456.44, 2011 for \$7,659.44, 2012 for \$7,853.35, and 2013 for \$7,886.67. Motion carried – all in favor.

A Motion was made by Selectman Chartrand and seconded by Selectwoman Surman to deny abatement for map 72, lot 117, unit 6 in the amount of \$293.17. Motion carried- all in favor.

**b. Permits & Approvals**

A Motion was made by Selectman Chartrand and seconded by Vice Chair Clement to approve the application for use of the Town Hall, Bandstand, and Parking by Milton T. "Sandy" Martin, Jr. for the New England Antique Radio Club to have an Enactment of "War of the Worlds" on October 30 and 31, 2015. Motion carried – all in favor.

A Motion was made by Selectman Chartrand and seconded by Selectwoman Surman to approve the application for use of the Town Hall by Jill Neunaber for the Believe Again Town Hall Meeting of July 25, 2015. Motion carried- all in favor.

Chairwoman Gilman talked about a letter in the packet from Carl Stevens requesting a donation of the discarded but serviceable water meters for use at Rancho Santa Fe in Honduras. Mr. Dean said there are 30 old meters that Mike Jeffers said could be donated for this.

A Motion was made by Selectman Chartrand and seconded by Selectwoman Belanger that the Town provide 30 swapped out water meters, that are no longer used, to Mr. Stevens. Motion carried – all in favor.

Next, Chairwoman Gilman talked about the Convenient MD hanging banner issue, which was brought up at the last meeting. Mr. Dean said the Rec Dept has had sponsorship opportunities for many years. Convenient MD has been a sponsor for almost a year. There had been no other sponsors that came forward at the time. Vice Chair Clement expressed his dislike with the sponsorship agreement. Selectman Chartrand recommended sitting down with Convenient MD before doing anything with the agreement. Selectwoman Surman said they are operating under this agreement currently and she agreed it needs to be rescinded.

A Motion was made by Selectwoman Surman and seconded by Vice Chair Clement to terminate this agreement, dated August 19, 2014, effective immediately. Mr. Dean said this is a three years locked in, guaranteed, contract with that he believes to be a good sponsor. Selectwoman Belanger asked if Mr. Favreau has the authority to sign into a contract like this and if the Board can rescind it. Mr. Dean said yes, it is within his purview. Selectwoman Surman said she has no issue with Convenient MD, just an issue with the agreement. She said it was ill-drafted. With a Motion on the table, the Board voted, 3-2, with Belanger and Chartrand voting nay. Motion passes.

Brian Griset said there is a lot of liability in this agreement.

Mr. Dean said part of the reason they stepped in with Convenient MD is because they had no other sponsors at the time.

The Board agreed to continue this discussion to the next meeting.

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

Mr. Dean included his report in the packet, and talked about the following:

- The workgroup minutes from the BRC are in the Board's packet
- Eagle Scout Nick Brooks has requested permission to put a kiosk up at Gilman Park
- He attended an economic development seminar hosted by Optima Bank
- In the process of evaluating deduct meters
- The UNH Cooperative has requested the ability to place an oyster cage off the Town Dock
- Road Paving on Crawford Ave is underway

### **d. Selectmen's Committee Reports**

Selectman Chartrand passed on his report due to the late hour.

Selectwoman Belanger reported a PREP grant was provided to the town.

Selectwoman Surman had nothing to report.

Vice Chair Clement reported a Planning Board meeting.

Chairwoman Gilman reminded of the July 1 "Hands Free" coming into effect.

### **e. Correspondence**

The following correspondence were included in the packet:

- A letter from Jen Kimball
- The Minutes from the Budget Recommendation Committee

**8. Review Board Calendar**

The next BOS meeting will be July 13, 2015.

**10. Adjournment**

A Motion was made by Selectwoman Surman and seconded by Selectman Chartrand to adjourn the meeting at 9:30pm. Motion carried – all in favor.

Respectfully submitted,

Nicole Piper,

recording secretary

TOWN OF EXETER  
Public Hearings Notice  
Community Development Block Grant Project

The Exeter Board of Selectmen will hold three consecutive Public Hearings on Monday, July 13, 2015 at 7:00pm in the Nowak Room at the Town Offices, 10 Front Street, Exeter, New Hampshire for a proposed Community Development Block Grant application to the New Hampshire Community Development Finance Authority (NHCDFA). Up to \$500,000 annually is available on a competitive basis for housing and public facilities, up to \$500,000 for economic development, and up to \$350,000 for emergency activities. All projects must benefit primarily low and moderate income persons. Up to \$12,000 is available per planning study grants. The public hearings will hear public comment on the following:

1. A proposed application to the Community Development Finance Authority for up to \$500,000 in Community Development Block Grant funds. The majority of the funds, up to \$475,000, or the benefit of those funds, will be subgranted to Avesta Housing, or a subsidiary, for the construction of 43 units of affordable housing, Meeting Place IV, at One Meeting Place Drive in Exeter. The CDBG funds will finance acquisition costs.
2. The Residential Antidisplacement and Relocation Assistance Plan,
3. And Progress update on the Meeting Place III Affordable Family Housing project.

For persons with special needs, provisions can be made by contacting Sheri Riffle at the Selectmen's Office via telephone (778-0591) or mail, at least five days prior to the public hearing.

Exeter Board of Selectmen  
10 Front Street, Exeter, New Hampshire 03833  
(603) 778-0591

**TOWN OF EXETER**  
**RESIDENTIAL ANTIDISPLACEMENT AND RELOCATION ASSISTANCE PLAN**

Every effort will be made to minimize temporary or permanent displacement of persons due to a CDBG project undertaken by the municipality.

However, in the event of displacement as a result of a federally funded award, the Town of Exeter will comply with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, to any household, regardless of income which is involuntarily and permanently displaced.

If the property is acquired, but will not be used for low/moderate income housing under 104(d) of the Housing and Community Development Act of 1974, as amended, the displacement and relocation plan shall provide that before obligating and spending funds that will directly result in such demolition or conversion the municipality will make public and submit to CDFA the following information:

- a. Comparable replacement housing in the community within three (3) years of the commencement date of the demolition or rehabilitation;
- b. A description of the proposed activity;
- c. The general location on a map and appropriate number of dwelling units by number of bedrooms that will be demolished or converted to a use other than as low and moderate income dwelling units as a direct result of the assisted activity;
- d. A time schedule for the commencement and completion date of the demolition or conversion;
- e. The general location on a map and appropriate number of dwelling units by number of bedrooms that will be provided as replacement dwelling units;
- f. The source of funding and a time schedule for the provision of replacement dwelling units;
- g. The basis for concluding that each replacement dwelling unit will remain a low and moderate income dwelling unit for at least ten (10) years from the date of initial occupancy;
- h. Relocation benefits for all low or moderate income persons shall be provided, including reimbursement for moving expenses, security deposits, credit checks, temporary housing, and other related expenses and either:
  1. Sufficient compensation to ensure that, at least for five (5) years after being relocated, any displaced low/moderate income household shall not bear a ratio of shelter costs to income that exceeds thirty (30) percent, or:
  2. If elected by a family, a lump-sum payment equal to the capitalized value of the compensation available under subparagraph 1. above to permit the household to secure participation in a housing cooperative or mutual housing association, or a Section 8 certificate of voucher for rental assistance provided through New Hampshire Housing Finance Authority.
- i. Persons displaced shall be relocated into comparable replacement housing that is decent, safe, and sanitary, adequate in size to accommodate the occupants, functionally equivalent, and in an area not subject to unreasonably adverse environmental conditions;
- j. Provide that persons displaced have the right to elect, as an alternative to the benefits in

subparagraph 2. above, to received benefits under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 if such persons determine that it is in their best interest to do so; and

k. The right of appeal to the executive director of CDFA where a claim for assistance under subparagraph 2. above, is denied by the grantee. The executive director's decision shall be final unless a court determines the decision was arbitrary and capricious.

l. Paragraphs a. through k. above shall not apply where the HUD Field Office objectively finds that there is an adequate supply of decent, affordable low/moderate income housing in the area.

#### CERTIFICATION OF COMPLIANCE

The Town of Exeter anticipates no displacement or relocation activities will be necessitated by this project. Should some unforeseen need arise, the town certifies that it will comply with the Uniform Relocation Act and Section 104 (d) of the Housing and Community Development Act of 1974, as amended.

Printed Municipal Official Name: Russell Dean

Title: Town Manager

Signature: \_\_\_\_\_

Date of Adoption: July 13, 2015

# MUNICIPAL CERTIFICATION

To the best of my knowledge, the data in this application is true and correct, and this application submittal has been authorized by the Town of Exeter, New Hampshire. The Town of Exeter will comply with all federal and state laws, rules, regulations and requirements, including those in PART Cdfa 300 - CDBG Administrative Rules.

Furthermore, I certify that:

- The municipality affirmatively furthers fair and affordable housing;
- Where applicable, the proposed project is consistent with the municipal master plan, the Housing and Community Development Plan (HCDDP), the Residential Antidisplacement & Relocation Assistance (RARA) Plan and that all planning and zoning requirements have been, or will be, met;
- Where applicable, the municipality shall provide adequate funds to operate and maintain the public facility or improvement after the completion of the project. Not Applicable.

Russell Dean  
Name of Designated CEO:

Town Manager  
Title:

\_\_\_\_\_  
Signature

July 13, 2015  
Date

## NOTARY SECTION

State of New Hampshire

County of Rockingham

On this 13th day of July, 2013 before me \_\_\_\_\_, the undersigned officer, personally appeared \_\_\_\_\_, who acknowledged him/herself to be the Town Manager of the Town of Exeter, and that he, as such, being authorized so to do, executed the foregoing certification for the purposes therein contained.

IN WITNESS WHEREOF I hereunto set my hand and official seal.

Seal

\_\_\_\_\_  
Notary Public/Justice of the Peace

My Commission expires: \_\_\_\_\_

# Applicant/Recipient Disclosure/Update Report

U.S. Department of Housing and Urban Development

OMB Approval No. 2510-0011 (exp. 10/31/2012)

**Instructions.** (See Public Reporting Statement and Privacy Act Statement and detailed instructions on page 2.)

## Applicant/Recipient Information

Indicate whether this is an Initial Report  or an Update Report

1. Applicant/Recipient Name, Address, and Phone (include area code) Town of Exeter 10 Front Street Exeter, New Hampshire 03833 (603) 778-0591	2. Social Security Number or Employer ID Number:
3. HUD Program Name CDBG	4. Amount of HUD Assistance Requested/Received Up to \$500,000
5. State the name and location (street address, City and State) of the project or activity: Exeter-Hampton Cooperative	

## Part I Threshold Determinations

1. Are you applying for assistance for a specific project or activity? These terms do not include formula grants, such as public housing operating subsidy or CDBG block grants. (For further information see 24 CFR Sec. 4.3). X Yes <input type="checkbox"/> No	2. Have you received or do you expect to receive assistance within the jurisdiction of the Department (HUD), involving the project or activity in this application, in excess of \$200,000 during this fiscal year (Oct. 1 - Sep. 30)? For further information, see 24 CFR Sec. 4.9 X Yes <input type="checkbox"/> No.
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If you answered "No" to either question 1 or 2, **Stop!** You do not need to complete the remainder of this form. **However,** you must sign the certification at the end of the report.

## Part II Other Government Assistance Provided or Requested / Expected Sources and Use of Funds.

Such assistance includes, but is not limited to, any grant, loan, subsidy, guarantee, insurance, payment, credit, or tax benefit.

Department/State/Local Agency Name and Address	Type of Assistance	Amount Requested/Provided	Expected Uses of the Funds
NH CDFA	CDBG	Up to \$500,000	Sitework in Support of Housing

(Note: Use Additional pages if necessary.)

## Part III Interested Parties. You must disclose:

- All developers, contractors, or consultants involved in the application for the assistance or in the planning, development, or implementation of the project or activity and
- any other person who has a financial interest in the project or activity for which the assistance is sought that exceeds \$50,000 or 10 percent of the assistance (whichever is lower).

Alphabetical list of all persons with a reportable financial interest in the project or activity (For individuals, give the last name first)	Social Security No. or Employee ID No.	Type of Participation in Project/Activity	Financial Interest in Project/Activity (\$ and %)
Will be put out to bid			

(Note: Use Additional pages if necessary.)

## Certification

**Warning:** If you knowingly make a false statement on this form, you may be subject to civil or criminal penalties under Section 1001 of Title 18 of the United States Code. In addition, any person who knowingly and materially violates any required disclosures of information, including intentional non-disclosure, is subject to civil money penalty not to exceed \$10,000 for each violation.

I certify that this information is true and complete.

Signature:  X <span style="float: right;">Town Manager</span>	Date: (mm/dd/yyyy)  July 13, 2015
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**Exemption Determination for Activities Listed at 24 CFR §58.34 and**

**Request for Release of Exempt Activities Funds**

Municipality: Exeter

Project Name: Meeting Place IV, Exeter, New Hampshire

Project Number: \_\_\_\_\_

Activity Description: Affordable Housing at Meeting Place in Exeter

Exempt CDBG Activity Estimated Amount: \$50,000+/-

As Chief Certifying Official of the Applicant, I hereby certify that the activities from the above mentioned project have been reviewed and determined to be Exempt activity(ies) per 24 CFR 58.34 as follows (check those that apply):

<input checked="" type="checkbox"/>	58.34(a) (1). Environmental & other studies, resource identification & the development of plans & strategies;
<input type="checkbox"/>	58.34(a) (2) Information and financial services;
<input checked="" type="checkbox"/>	58.34(a) (3) Administrative and management activities;
<input type="checkbox"/>	58.34(a) (4) Public services that will not have a physical impact or result in any physical changes, including but not limited to services concerned with employment, crime prevention, child care, health, drug abuse, education, counseling, energy conservation and welfare or recreational needs;
<input checked="" type="checkbox"/>	58.34(a) (5) Inspections and testing of properties for hazards or defects;
<input type="checkbox"/>	58.34(a) (6) Purchase of insurance;
<input type="checkbox"/>	58.34(a) (7) Purchase of tools;
<input checked="" type="checkbox"/>	58.34(a) (8) Engineering or design costs;
<input type="checkbox"/>	58.34(a) (9) Technical assistance and training;
<input checked="" type="checkbox"/>	58.34(a) (10) Assistance for temporary or permanent improvements that do not alter environmental conditions and are limited to protection, repair, or restoration activities necessary only to control or arrest the effects from disasters or imminent threats to public safety including those resulting from physical deterioration;
<input type="checkbox"/>	58.34(a) (11) Payment of principal and interest on loans made or obligations guaranteed by HUD;
<input type="checkbox"/>	58.34(a) (12) Any of the categorical exclusions listed in §58.35(a) provided that there are no circumstances that require compliance with any other Federal laws and authorities cited in §58.5. Requires CDFA approval

The responsible entity must also complete and attach the **58.6 Compliance Checklist**.

With reference to the above Program activity(ies)/Project, I, the undersigned officer of the grantee, accept responsibility under the National Environmental Policy Act for environmental reviews, decisions and actions. By my signature below, I certify that I am authorized to, and do personally accept the jurisdiction of the Federal Court for enforcement of the aforesaid responsibilities. In addition we request that the environmental conditions attendant to the above referenced grant activities be released so that, upon Governor and Council approval, funds may be drawn down for exempt project activities. I understand that any activities not listed above are subject to all rules applicable to 24CFR58 and that funds may be not be obligated without a notice of removal of environmental conditions from CDFA

AUTHORIZED CHIEF CERTIFYING OFFICER:

X \_\_\_\_\_  
Authorized Chief Certifying Signature

July 13, 2015  
Date

Russell Dean  
Authorized Chief Certifying Name (printed)

Town Manager  
Title (printed)

Any costs incurred prior to contract approval by the Governor and Executive Council of the State of New Hampshire will be at the risk of the applicant. You **may not** incur any cost except for those authorized by CDFA prior to release of funds notification. All applicable State and Federal regulations including but not limited to procurement and debarment apply to the activities stated above.

## **CDBG Environmental Review Compliance Checklist for 24 CFR §58.6**

### **Other Requirements**

Complete for all projects, including Exempt (§58.34), Categorically Excluded Subject to §58.5 [§58.35(a)], Categorically Excluded Not Subject to §58.5[§58.35(b)], and Projects Requiring Environmental Assessments (§58.36). Must be completed for each individual property address included within the project.

Project Name: Affordable Housing at Meeting Place in Exeter

Project Number: \_\_\_\_\_

1. §58.6(a) and (b) Flood Disaster Protection Act of 1973, as amended; National Flood Insurance Reform Act of 1994

- a. **Does the project involve: Formula grants made to states, State-owned property, small loans (\$5,000 or less), assisted leasing that is not used for repairs, improvements, or acquisition?**

Yes  No

If Yes, compliance with this section is complete.

If No, continue.

- b. **Is the project located in a FEMA identified Special Flood Hazard Area?**

Yes  No

If No, compliance with this section is complete.

If Yes, continue.

- c. **Is the community participating in the National Flood Insurance Program (or has less than one year passed since FEMA notification of Special Flood Hazards)?**

Yes  No

If Yes, Flood Insurance under the National Flood Insurance Program must be obtained. If HUD assistance is provided as a grant, insurance must be maintained for the economic life of the project and in the amount of the total project cost (or up to the maximum allowable coverage, whichever is less). If HUD assistance is provided as a loan, insurance must be maintained for the term of the loan and in the amount of the loan (or up to maximum allowable coverage, whichever is less). A copy of the flood insurance policy declaration must be kept on file in the ERR.

If No, Federal assistance may not be used in the Special Flood Hazards Area.

Cite and attach source documentation: (Documentation should include a FEMA Flood Map showing project location in reference to flood zone designation. If flood map is not available, use best available information.)

2. §58.6(c) Coastal Barrier Improvement Act, as amended by the Coastal Barriers Improvement Act of 1990 (16 U.S.C. 3501) Not Applicable *Please Move on to the next section CDFA 11/13/14.*

*Per FEMA's and the US Fish & Wildlife Service's web sites; New Hampshire does not have designated Coastal Barrier Resource System areas/communities. (Per Federal Consistency Coordinator, New Hampshire Coastal Program DES 11/13/2014).*

3. §58.6(d) Runway Clear Zones and Clear Zones [24 CFR §51.303(a) (3)]

a. **Is your project located in Concord, Manchester or Portsmouth?**

Yes  No

If No, compliance with this section is complete.

If Yes, continue below.

b. **Does the project involve the sale or purchase of existing property?**

Yes  No

If No, compliance with this section is complete.

If Yes, continue below.

c. **Is the project located within 2,500 feet of the end of a civil airport runway (Civil Airport's Runway Clear Zone) or within 15,000 feet of the end of a military runway (Military Airfield's Clear Zone)?**

Yes  No

If No, compliance with this section is complete.

If Yes, Notice must be provided to buyer. The notice must advise the buyer that the property is in a Runway Clear Zone or Clear Zone, what the implications of such a location are, and that there is a possibility that the property may, at a later date, be acquired by the airport operator. The buyer must sign a statement acknowledging receipt of this information, and a copy of the signed notice must be maintained in this ERR.

To determine if your project falls in the Clear zone please use the following link. Radius Tool: <http://www.freemaptools.com/radius-around-point.htm> input your address on top, go below the map and fill in the feet space, click on map and the radius will be shown. If you have questions please call CDFA.

ENVIRONMENTAL REVIEW PREPARER:

Donna Lane \_\_\_\_\_ July 7, 2015  
Environmental Review Preparer Signature Date

Donna Lane \_\_\_\_\_ CDBG Consultant  
Environmental Review Preparer (printed) Title (printed)



June 26, 2015

Kristen Murphy, Natural Resource Planner  
10 Front Street  
Exeter, NH 03833

Dear Kristen Murphy,

We are pleased to inform you that the Piscataqua Region Estuaries Partnership (PREP) has approved the grant application for the Town of Exeter in the amount of \$6,000 for a project to address fertilizer application setbacks in accordance with the recommendations from the 2015 Piscataqua Region Environmental Planning Assessment.

Grant disbursement will be provided as follows:

50% grant payment at 50% project completion. Request must be accompanied by summary of project milestones completed to the 50% mark, along with 50% match documentation.

Final 50% grant payment at completion of project once PREP has received and approved all deliverables. Payment request must be accompanied by remaining 50% match documentation in the budget form provided to you by PREP.

**Some specific guidance from our grant reviewers that we would like you to address by July 1, 2015 includes:**

- **PREP would like to see a layout of specific workshops and meetings as well as a timeline of expected milestones within the first month of grant period**
- **Utilize intelligence from 2013 Lawn Care Attitude Survey in Durham, NH**
- **Utilize the Natural Resource Outreach Coalition as a resource for workshops and meetings**

PREP Staff will be reaching out to you in the coming weeks (by August 1, 2015) to request a more specified timeline and project work plan for your grant project. PREP is going to help you implement your project using the Natural Resource Outreach Coalition (NROC) and/or NH Coastal Adaptation Workgroup (NHCAW) and therefore a timeline with associated milestones (i.e. workshops, mailings, and public hearings) will help us coordinate the assistance partners.

Sincerely,

A handwritten signature in black ink, appearing to read "R. Rouillard", written in a cursive style.

Rachel Rouillard  
Director

## REVIEW OF DESIGN CONSIDERATION & ALTERNATIVES

A phased approach to secondary treatment will be provided as follows:

- Phase 1: 2 trains of Four-Stage Bardenpho (rated for 2.2 MGD) with a total aeration tank volume of 2 MG. Process capability to change to MLE (rated for 2.65 MGD)
- Phase 2: 3 trains of Four-Stage Bardenpho (rated for 3 MGD) with a total aeration tank volume

### Process Configuration

The first-phase would include:

- two rectangular aeration tanks (each 199 feet long by 38 feet wide by 18 feet sidewater)
- internal recycle pumps
- anoxic mixing
- three circular secondary clarifiers (70-foot diameter by 16-foot sidewater depth with rapid sludge removal withdrawal mechanism)
- secondary scum pump station
- three return sludge pumps (two duty/one standby)
- two waste sludge pumps (one duty/one standby)
- three aeration blowers (two duty/one standby).

This equipment will be in the Solids Process Building, the Aeration Tanks and Clarifiers.

The second phase will consist of a third train of Four-Stage Bardenpho tanks, mixers, and a fourth aeration blower.

### Aeration System

Blower alternatives include traditional positive displacement (Roots style), screw hybrid blowers (Aerzen, Atlas-Copco), multi-stage centrifugal (Spencer, Hoffman-Lamson), geared high-speed single-stage centrifugal (Siemens Turblex), and high-speed turbo blowers (Aerzen, HSI).

Alternatives for providing air to the system include fine- and coarse- bubble diffused aeration, mechanical aerators (traditional and slow-speed mixer-aerators). *Fine-bubble diffusion is selected as it provides the highest efficiency of aeration with the least capital cost.*

### Anoxic Mixing

Anoxic mixing can be provided by the following:

- Submersible mixers
- Hyperboloid mixers
- Large bubble mixing

### Secondary Clarification

Major alternatives to secondary clarification include shape of basins (rectangular, circular) and sludge withdrawal mechanism types. Mechanism types include:

- Suction header (Towbro)
- Spiral blades
- Draft tubes

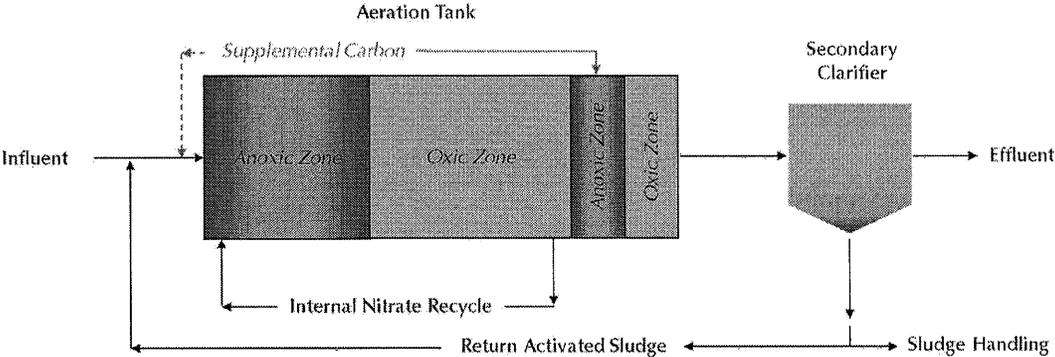
*Circular clarifiers with draft tube sludge withdrawal mechanisms are selected for ease of sludge collection, maintenance, and equipment reliability.*

## **BASIS OF DESIGN**

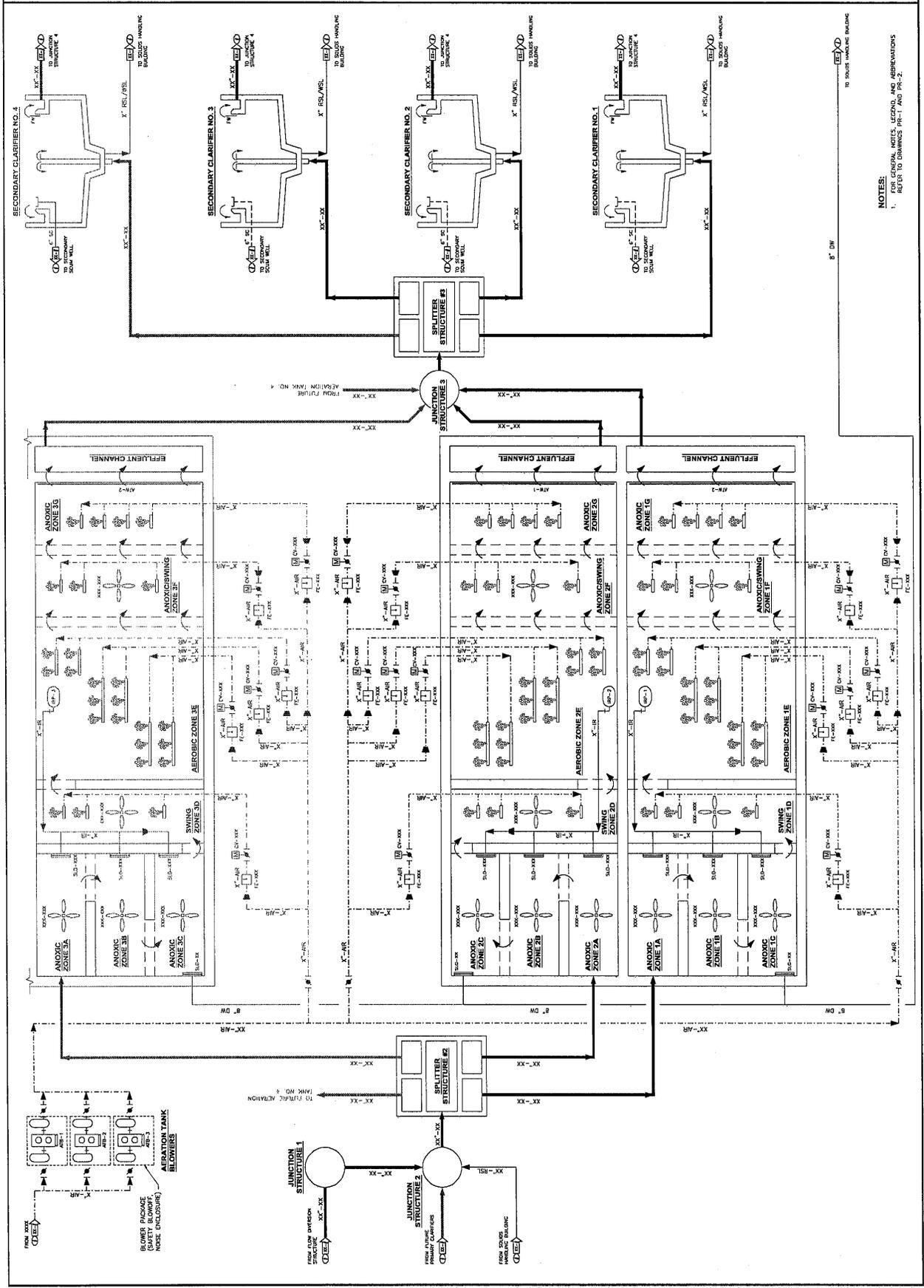
This section outlines the preliminary design basis for the activated sludge process at Exeter.

The aeration tanks will be conventional plug flow employing the Four-Stage Bardenpho process. A schematic of the process is illustrated in Figure X.

**FIGURE X**  
**4-STAGE BARDENPHO PROCESS SCHEMATIC**







## EXECUTIVE SUMMARY

This report provides a detailed methodology for the calculation of proportionate impact fees to offset the school capital cost impacts of new residential development in Exeter. Detailed research was conducted as part of that study to: (1) document the average enrollment impact of housing development in Exeter using actual public school enrollment and property assessment data; and (2) review several options for school impact fee assessments; and (3) provide documentation of the preferred impact fee assessment method.

These impact fees may be assessed to new residential development as building permits are issued. The resulting revenues and interest on impact fee accounts may be used to construct school facility capacity, or to recoup capital expenditures made in the past to create sufficient capacity to accommodate enrollment generated by new development.

The primary determinants of the school impact fee schedules developed in the study are: (1) enrollment generated per housing unit; (2) quantity of school floor area required per pupil; (3) cost of school development per square foot less state building aid; and (4) credit allowances in the formula for past and future property tax payments by the assessed property to provide adequate capacity to serve existing enrollment. The school impact fee schedule supported by the preferred alternative for assessment is based on the average enrollment characteristics of housing in Exeter. Supportable impact fees per dwelling unit for standard structure types are summarized below:

Type of Structure	Exeter School Impact Fee Assessment Per Dwelling Unit
Single Detached	\$ 4,012
Single Attached (Townhouse)	\$ 1,006
Duplex/ 2- Unit Structure	\$ 2,902
Multifamily 3+ Unit Structure	\$ 1,344
Manufactured Housing	\$ 3,301

Alternative methods considered included fees based on the number of bedrooms and the living area of dwelling units (fees per square foot). The alternatives that were considered are illustrated in the Appendix.

## EXECUTIVE SUMMARY

The purpose of this report is to provide a basis for the assessment of impact fees for public recreation facilities in Exeter. Recreation impact fees would be assessed per dwelling unit to new residential development using the schedule of fees below. The recreation impact fee schedule below is supported by this report and its assumptions as the basis of assessment. The impact fees are based on the estimated cost per capita to provide recreation facilities in Exeter, less an allowance for the cost to provide new facilities already needed to serve the existing population.

### Exeter Recreation Impact Fee Schedule

Type Structure	Recreation Impact Fee Assessment Per Dwelling Unit
Single Family Detached	\$620
Townhouse	\$421
Two Family	\$847
Three or More Family	\$711
Manufactured Housing	\$730

Once a recreation impact fee methodology is adopted, the fee schedule should be applied to all new residential development, taking the place of any other exactions from residential development for recreation facilities. Land dedication requirements could remain within the subdivision regulations for the purpose of preserving open space, and in some cases to preserve opportunities for public park and recreation sites. However, the practice of assessing recreation fees should be converted to the process supported by the Town's impact fee ordinance and the standardized impact fee schedules supported this report or by other future reports that provide for a proportionate basis of assessment.



# IMPACT FEES

## WHAT IS NEW DEVELOPMENT?

An activity that results in:

- a. The creation of a new dwelling unit or units; or
- b. The conversion of a legally existing use, or additions thereto, which would result in a net increase in the number of dwelling units; or
- c. Construction resulting in a new non-residential building or a net increase in the floor area of any non-residential building; or
- d. The conversion of an existing use to another use if such change creates a net increase in the demand on public capital facilities that are the subject of impact fee assessments.

New development shall not include the replacement of an existing mobile home, or the reconstruction of a structure that has been destroyed by fire or natural disaster where there is no change in its size, density or type of use, and where there is no net increase in demand on public capital facilities.

### For More Information:

Department of Planning and Community Development  
 288 Central Ave.  
 Dover, NH 03820  
 (603) 516-6008

## Fees Explained

### Projects That Are Affected: Purpose of the Fees

Impact fees may be assessed to new development to compensate the City and the School District for the proportional share of capital facilities generated by new development in the City of Dover. Any person who seeks a building permit for new development may be required to pay an impact fee in the manner set forth.

- Promote the public health, safety, convenience, welfare, and prosperity;
- Insure that adequate and appropriate public facilities are available
- Provide for the harmonious development of the City and its environs.

normally assessed:

- a. For those residential units that are lawfully restricted to occupancy by senior citizens age 62 or over in a development that is also maintained in compliance with the provisions of RSA 354-A: 15, Housing For Older Persons.
- b. For construction within a subdivision or site plan approved by the Planning Board prior to the effective date of this ordinance, if exempt per RSA 674:39. This waiver shall not be applicable to phases of a phased development project where active and substantial development, building and construction has not yet occurred in the phase for the proposed construction.
- c. In lieu of a cash payment, a proposed contribution of real property or facility improvements of equivalent value and utility to the public.

### Why Do We Need Them?

The City felt that Impact Fees were a way to mitigate unintended consequences of growth. Fees are meant to pay for the impacts to capital facilities caused by development.

The enabling legislation also requires that the fees only be used for the purposes for which they are collected.

### When is the Fee Assessed?

All impact fees shall be assessed prior to, or as a condition for, the issuance of a building permit or other appropriate permission to proceed with development, as determined by the Building Inspector.

### Can I get a waiver?

Full or partial waivers of impact fees may be granted when the Planning Board finds that one or more of the following criteria are met with respect to the particular public capital facilities for which impact fees are

## Fee Schedule

Type of Development	Recreation	Police	Fire	Schools	Total Impact Fee Assessments
<b>RESIDENTIAL PER UNIT</b>					
Single Detached	\$1,184	\$276	\$530	\$3,654	\$5,644
Townhouse	\$1,068	\$276	\$467	\$1,340	\$3,151
Two to Three Family	\$1,169	\$418	\$419	\$3,618	\$5,624
Apartments 4+ Units	\$870	\$407	\$377	\$1,054	\$2,708
Manufactured Housing	\$1,137	\$166	\$598	\$3,110	\$5,011
Accessory Dwelling Unit	\$527	\$635	\$297	\$275	\$1,734
<b>NON-RESIDENTIAL PER SQ. FT.</b>					
Retail, Including Restaurants, Clubs		\$0.37	\$0.37		\$0.74
Offices and Commercial Services		\$0.14	\$0.12		\$0.26
Industrial, Transportation, Whse, Commu-nic.	no fee	\$0.08	\$0.05	no fee	\$0.13
Nursing Homes & Assisted Living		\$0.00	\$0.61		\$0.61
Other Institutional Uses		\$0.33	\$0.31		\$0.64

## **CELL PHONE/PDA POLICY—ELECTRONIC DEVICES**

Drivers may not use their phones or other ~~personal digital~~ electronic devices (e.g., Blackberries) in any manner, including but not limited to making or receiving calls; sending, viewing or receiving text or voice messages of any kind; checking time; looking up information contained on phone or personal digital devices while operating a Town vehicle, while operating any vehicle on Town related business, or while operating any Town machinery or equipment with the exception of police and fire personnel who may receive work-related calls in their official capacity.

**Please be aware that ~~texting~~ the use of handheld electronic devices while driving is against the law in New Hampshire and in many other states. Drivers are expressly prohibited from ~~texting while operating Town vehicles or while operating any vehicle while on Town related business.~~ Any employee found in violation of the law will be responsible for all penalties.**

Per NH State law (This is not verbatim): No use of hand held electronic devices capable of providing voice or data communication while driving or temporarily halted in traffic for a stop sign or traffic signal or other momentary delays. This includes cell phones, GPS, tablets, ipods, ipads or other devices that require data entry. Emergency calls to 911 or other public safety agencies will be allowed. One hand non-cellular 2-way radio use will be allowed. Teen drivers under the age of 18 will not be allowed to use any electronic devices (hand held or not) except to report an emergency.

Failure to comply with this policy may result in disciplinary action, up to and including termination of employment.

**TOWN OF EXETER  
MEMORANDUM**

TO: Board of Selectmen

FROM: Town Manager 

RE: Sponsorship Update

DATE: July 10, 2015

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Per the Board's direction of last week, Convenient MD were notified of the termination of the sponsorship agreement that was contained in the Board packet of June 29th.

Convenient MD subsequently met with the Chair of the Board and myself last week and the issues that were identified with the Board were reviewed.

As a result of the meeting, Convenient MD would like to continue their sponsorship of Parks/Recreation programs and events. In our discussions, this was seen as a positive result. As the Board Chair pointed out at the meeting of the 29<sup>th</sup>, and others pointed out, the issue was not with the sponsorship itself but with the wording of some of the Licensor (Exeter Rec) responsibilities. In our discussions Convenient MD offered to submit a revised agreement striking all of these items.

Therefore, Convenient MD would like to continue its sponsorship of Parks/Recreation and as part of this would be to seek Board approval to hang 3 banners – 2 at the Recreation Park, and 1 at Brickyard Park, via whatever route the Board feels is appropriate.

Thank you.

**Banner Sponsorship:** Sponsor's sponsorship includes 3 year-round banners, as described below:

*Exeter Recreation Park*

Banner 1: 20'W x 5'H, Tennis court fence, facing playground and parking lot

Banner 2: 20'W x 5'H, Tennis court fence,, facing the pool

*Brickyard Park*

Banner 3: 20'W x 5'H, Brickyard Park back fence, facing Kingston Road.

Convenient MD will pay for banner production and provide the banners for Exeter Parks and Recreation to hang on the agreed-upon locations. Sponsor has the option to change out the banners twice per year at Sponsor's expense.

**Banner Renewal:** If the Town of Exeter determines to continue banner sponsorships at the fields, Convenient MD would have the opportunity to continue the Sponsorship Agreement at its existing locations and terms.

# ConvenientMD

**URGENT CARE**

**JUST WALK IN!**

*9am - 9pm, 7 days a week*



*Proud Sponsor of Exeter Parks & Recreation*



# List for Selectmen's meeting July13, 2015

## Land Use Change Tax (A-5)form

<b>Map/Lot</b>	<b>Location</b>	<b>Amount</b>
113/3	142 Powder Mill Road	0.00

## Town Manager Updates

Submitted by: Russell Dean, Town Manager

Week Ending: July 10<sup>th</sup>, 2015

### Updates

Sue Benoit's last day as Human Services Administrator was July 7<sup>th</sup>. We wish Sue all the best in her retirement!

The contract with MRI regarding the planning review has been countersigned and the process is now formally underway.

The 2016-2021 capital improvement program is being worked on with several departments submitting projects.

Met with Kristen Murphy and Peter Richardson to review options relative to a bridge at the Little River property that was deeded to the Town via a conservation easement. The bridge was not included in the property transfer. DPW reports the bridge is in good condition and will not cost anything to maintain.

On July 1<sup>st</sup> the contract signing meeting was held with CMA regarding the Linden Street Bridge project at Public Works. The detour will be up July 20<sup>th</sup> and work has begun on the project.

Met with Budget Recommendations Committee Chair to review items from the June 10<sup>th</sup> Budcom meeting relative to budget process and information.

Met with RPC to discuss master plan update on July 7<sup>th</sup>.

### Project Updates

1. Road Paving – Shimmed Portsmouth Avenue and Waston Road, paved Crawford Avenue.
2. Downtown Sidewalks – Elevation surveys continue, meeting with HERON scheduled for 7/23 to discuss next steps.
3. Kingston Road Project – Received state agreements.
4. Linden Street Bridge – Project underway. Neighborhood Meeting was held on July 9<sup>th</sup> by DPW in Nowak Room. Detour will be up July 20<sup>th</sup>.
5. String Bridge – HTA completed engineering study, NHDOT approved, schedule for BOS presentation July 27<sup>th</sup>.
6. Great Dam – Permitting continues, working with property owners in anticipation of doing work along river occupied by Dam. Also additional grant application has been submitted.
7. Lincoln/Daniel/Tremont Street water/sewer lines – Engineering agreement with CMA approved.

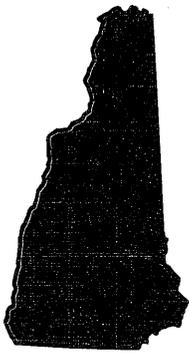
8. Groundwater Treatment Plant – Lary Lane facility on schedule for fall startup. Awaiting Stadium Well construction schedule. Anticipate substantial completion December 2015.
9. Tree Program – developing written tree maintenance/replacement program with Kristen Murphy. Starting tree ID inventory in Swasey Parkway with Fred Borman, Rockingham County Forester.

#### Other

1. Review Monthly Department Reports
2. Town Planner Transition/Planning Board/RPC/Outside Review
3. New Hire(s) –
4. Promotions – Trish Allen, from DPW Office Clerk to DPW Office Manager
5. Retirements – Sue Benoit, Grace Rogers, Skip McEvoy
6. Resignations – Call Firefighter.
7. Citizen requests/complaints – issue raised regarding ownership of Dow Lane. Investigated with Code Enforcement.
8. Tax issues – deeding/late tax issues, camper tax issues.

#### Upcoming Calendar

1. BOS Regular Meeting – July 27<sup>th</sup>
2. BOS Regular Meeting – August 10<sup>th</sup>



# CONTINENTAL PAVING, INC.

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

July 8, 2015

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

RE: Project Notification – District 6 (6-DS01)

Gentlemen,

This is to notify you that Continental Paving, Inc. will be working on the State of NH D.O.T. Project #16166-D, "Resurfacing District VI", in the Towns of Kingston and Exeter, on NH 111 for 5.1 miles. To place 900 tons of Paver Drag Shim working from the pavement joint east of the intersection of NH 125 in easterly direction to approximately 150 feet west of the intersection of Westside Drive (Urban Compact).

This work will begin on or about July 10<sup>th</sup> and continue through the week.

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

Sincerely,

*Jerry Maher / cs*  
Jerry Maher, Project Manager  
Continental Paving, Inc.

*Town Manager's Office*

**JUL 10 2015**

*Received*

SEACOAST

MENTAL

HEALTH

CENTER

*Inc.*

July 8, 2015

Selectmen  
Town of Exeter  
10 Front Street  
Exeter, NH 03833

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

Dear Selectmen:

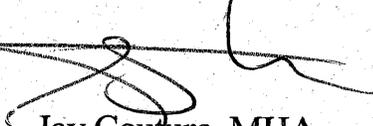
On behalf of everyone at the Seacoast Mental Health Center, thank you for your recent allocation of \$2,125.00. We have received your payment and are grateful for your support.

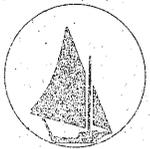
Board of Directors

John Pendleton, *President*  
Carole Bunting, *Vice President*  
Jason Coleman, *Treasurer*  
Paul Sorli, *Secretary*  
Timothy Black  
Susan Craig  
Kathleen Dwyer  
Kimberly A. Hyer  
Lindsay Josephs  
Monica Kieser  
Edward Miller  
Ned Reynolds  
Nike Speltz  
Robert F. Stomierosky

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

Sincerely,

  
Jay Couture, MHA  
Executive Director



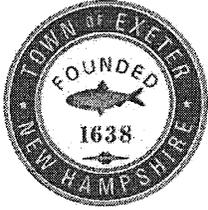
30 Prospect Avenue  
Exeter, N.H. 03833  
(603) 772-2710  
FAX (603) 772-4975

SMHC is an Equal  
Opportunity Provider

*Town Manager's Office*

JUL 10 2015

*Received*



## EXETER PUBLIC WORKS DEPARTMENT

13 NEWFIELDS ROAD • EXETER, NH • 03833-4540 • (603) 773-6157 • FAX (603) 772-1355

[www.exeternh.gov](http://www.exeternh.gov)

July 1, 2015

United States Environmental Protection Agency  
Region I – New England  
5 Post Office Square – Suite 100  
Boston, MA 02109-3912  
Attn: Joy Hilton, Water Technical Unit (Mail Code: OES04-3)

Re: **NPDES Permit No. NH0100871**  
**Administrative Order on Consent Docket No. 13-010**  
**Quarterly Progress Report, 2nd Quarter, 2015, Eighth Report**

Dear Ms. Joy Hilton:

This report is being made in accordance with the Administrative Order on Consent, Section IV.C., for the second quarter period of April 1, 2015 to June 30, 2015.

Per Section IV.C.1.a., activities undertaken during this reporting period directed with achieving compliance with this Order include:

- On April 7<sup>th</sup> a contract was signed with Wright-Pierce Engineering for (titled) *Engineering Design Phase Contract for Professional Services for Treatment Works* at \$3,211,300.
- On April 7<sup>th</sup> the final draft of the *Wastewater Facilities Plan* by Wright-Pierce was mailed to NHDES and EPA.
- On April 15<sup>th</sup> a “Full Design” kick-off meeting was held with Wright-Pierce Engineering.
- On April 20<sup>th</sup> Town Water & Sewer staff met with Haley & Aldrich Geo-Technical Engineers (subcontractor for Wright-Pierce Engineers) for boring site utilities locating and Digsafes.
- On April 22<sup>nd</sup> a nitrogen tracking meeting was held.
- On May 13<sup>th</sup> Town water & wastewater staff toured the Durham, NH bardenpho and Pease Development Authority sequential batch reactor activated sludge plants with Wright-Pierce Engineering.
- On May 22<sup>nd</sup> a “Presentation of Findings” by Wright-Pierce meeting was held with the Department of Public Works (DPW), two Water & Sewer Advisory

Committee members, one Selectman and one Conservation Committee member in attendance. A copy of that Power Point presentation is attached to the email that this quarterly report is attached to.

- On May 29<sup>th</sup> a follow up meeting to discuss “Presentation of Findings” was held with Wright-Pierce, Department of Public Works (DPW), DES-WWEB (Gloria Andrews, PE) two Water & Sewer Advisory Committee members, one Selectman and one Conservation Committee member in attendance. Treatment options and construction phasing discussed in detail with a ranking of options and projected costs.
- On June 10<sup>th</sup> a meeting was held with Wright-Pierce and water & sewer operational staff to review/discuss wastewater design options for generators, sludge dewatering, etc.
- On June 17<sup>th</sup> a presentation was made to the Board of Selectmen and Water & Sewer Advisory Committee at a public meeting by Wright-Pierce. An updated version of the “presentation of Findings” Power Point (used previously on May 22<sup>nd</sup>) followed by a question and answer session.
- The Town continues to participate in WISE (Water Integration Squamscott (River) Exeter), principal members are Rob Roseen and Renee Bourdeau, both of Geosyntec.
- Weekly 24-hour composite total nitrogen influent sampling resumed on June 15<sup>th</sup>.

- Wright-Pierce Engineering activities completed for the Town’s Wastewater Facilities Plan/Full Design in the past quarter:
- All dates are 2015, unless otherwise noted.
- Coordinated contract approval with NHDES. Initiated project. Executed subcontracts with Doucet Survey, TMD Utility Marking, Gove Environmental.
- Decision making meeting with DPW (Apr 15)
- Initiated Biowin modeling for concept design task.
- Coordinated with Town staff.

Budget Status:

- See below.

Wastewater Facilities Plan		Original		Current	Total	
Task	Description	Budget	Added	Budget	Expended	Status
1000	Survey	\$60,000	\$0	\$60,000	\$907	On-going
2000	Geotech	\$85,000	\$0	\$85,000	\$1,200	On-going
3000	Preliminary Design	\$435,200	\$0	\$435,200	\$26,087	On-going
4000	Final Design	\$2,432,500	\$0	\$2,432,500	\$0	Hold
5000	Invasive Species Mgmt Plan	\$43,500	\$0	\$43,500	\$759	On-going
6000	Grants	\$24,800	\$0	\$24,800	\$0	Hold

7000	Value Engineering	\$45,200	\$0	\$45,200	\$0	Hold
8000	Bidding	\$90,100	\$0	\$90,100	\$0	Hold
		<b>\$3,211,300</b>	<b>\$0</b>	<b>\$3,211,300</b>	<b>\$28,953</b>	<b>1%</b>

Notes:

- 1) Tasks 1000/2000/3000 were from the original contract (Dec 2013).
- 2) Task 3000 was stopped by agreement with the Town and EPA/NHDES (Apr 2014).
- 3) Task 4000/5000 were requested by the Town by draft Amendment #1 (Dec 2014). These tasks were authorized by the Town, but the Amendment was not executed.
- 4) Task 6000 was requested by the Town. The budget allowance is based on an email from the Town to Wright-Pierce (Mar 2015) identifying 10 scope items.

- 
- On-going coordination with WWTF influent sampling program.
- Coordinated with Town staff.
- All dates are 2015, unless otherwise noted.
- Initiated work with multiple subconsultants. Topographic survey (Doucet Survey) and utility marking (TMD Utility Marking) tasks were started. Subcontracts were executed for geotechnical engineering (Haley & Aldrich), hazardous materials survey (Northeast Test Consultants) and invasive species management (Gove Environmental) were prepared and executed.
- Continued Biowin modeling for the concept design task for the biological nutrient removal activated sludge process. Prepared concept design tank sizes, site layouts and capital/O&M/present worth cost estimates.
- Coordinated and attended site tours with the DPW staff to the Durham NH WWTF (Bardenpho process) and the Pease Portsmouth WWTF (sequencing batch reactor process).
- Prepared for and presented the results and recommendations of the concept design task results to Town and DES (May 22).
- Prepared for and attended a follow-up meeting to discuss the concept design task and recommendations. Also discussed additional preliminary design items related to the Main Pump Station and biosolids dewatering (May 29).
- Coordinated with Town staff.

Budget Status:

WWTF & Main PS Upgrade Design		Original		Current	Total	
Task	Description	Budget	Added	Budget	Expended	Status
1000	Survey	\$60,000	\$0	\$60,000	\$17,930	On-going
2000	Geotech	\$85,000	\$0	\$85,000	\$2,466	On-going
3000	Preliminary Design	\$435,200	\$0	\$435,200	\$67,734	On-going
4000	Final Design	\$2,432,500	\$0	\$2,432,500	\$0	Hold
5000	Invasive Species Mgmt Plan	\$43,500	\$0	\$43,500	\$1,069	On-going
6000	Grants	\$24,800	\$0	\$24,800	\$0	Hold
7000	Value Engineering	\$45,200	\$0	\$45,200	\$0	Hold
8000	Bidding	\$90,100	\$0	\$90,100	\$0	Hold
		<b>\$3,211,300</b>	<b>\$0</b>	<b>\$3,211,300</b>	<b>\$89,199</b>	<b>3%</b>

Per Section IV.C.1.b., no plans, reports or other deliverables required by this order were completed or are submitted during this reporting period, with the exception of DMRs.

Per Section IV.C.1.c., expected activities to be taken during the next quarter to achieve compliance with the Order include:

- Design of treatment facilities will continue as well as meetings with Town operational staff to determine design schemes and processes.
- In July another Wright-Pierce presentation will be made at a public meeting with both the Board of Selectmen and Water & Sewer Advisory Committee.
- The Town continues to report (on the DMR), monthly average, daily max loadings and daily max concentrations for total nitrogen.

Please call if you have any questions or need any additional information.

Sincerely,



Michael Jeffers  
Water & Sewer Managing Engineer  
Town of Exeter, New Hampshire

cc. Tracy Wood, P.E., NHDES Wastewater Engineering Bureau  
Russell Dean, Town Manager  
Jennifer Perry, DPW Director  
Paul Vlasich, P.E., Town Engineer  
Michael Jeffers, Water & Sewer Managing Engineer  
Scott Butler, Senior Operator



# TOWN OF EXETER

10 FRONT STREET EXETER, NH 03833-2792 (603) 778-0591 Ext. 403 FAX (603) 418-6424  
[www.town.exeter.nh.us](http://www.town.exeter.nh.us)

July 6, 2015

Board of Selectmen & Town Manager:

HB 258 has passed and the Governor has signed the bill. This will allow the State of NH DVM to raise the Town Clerk Fee from \$1 to \$2. This will generate \$16,163 in revenue. We will be implementing this fee the first of August. I am recommending an increase of \$.50 of the Municipal Agent Fee from \$2.50 to \$3.00 per RSA 261:74-d as of August 1, 2015. I only need approval from the Board of Selectmen to raise the fee.

In 2014, we registered 16,163 vehicles and we are on schedule to register as many next year. Raising the Municipal Agent Fee will generate approximately \$8,081.50 in revenue. In total, we have the potential to collect \$24,244.50 next year. In my opinion, it makes sense to raise the Municipal Agent Fee at the same time the State implements the Town Clerk Fee.

My next concern is changing the Town Clerk's Office hours. I am proposing the following change with a 30 min lunch:

Monday	Tuesday, Wednesday, Thursday	Friday
9:00 am – 6:30 pm	8:00 am – 5:30 pm	8:00 am – 12:00 pm
9 hrs w ½ hr lunch	9 hrs w ½ hr lunch	4 hrs no lunch

Counter hours:

Monday	Tuesday, Wednesday, Thursday	Friday
9:15 am – 6:00 pm	8:15 am – 5:00 pm	8:15 am – 11:30 pm

These hours will include a late night (Monday) and an extra hour Tuesday-Thursday. The Union Contract requires a 2 week notice that hours of operation will be changing. I look forward to any discussion for implementation of new office hours.

Andrea Kohler  
Town Clerk

**OFFICE OF THE TOWN CLERK**

Andrea J. Kohler - Town Clerk  
[akohler@town.exeter.nh.us](mailto:akohler@town.exeter.nh.us)

# TITLE XXI

# MOTOR VEHICLES

## CHAPTER 261

## CERTIFICATES OF TITLE AND REGISTRATION OF

## VEHICLES

### Registration by Municipal Agents

#### Section 261:74-d

**261:74-d Additional Fees Charged by Agents.** – Each registration agent may charge an applicant not more than \$3, \$.50 of which is to recover local production and administrative costs, that shall be in addition to the fees otherwise required to issue, renew, or transfer a motor vehicle registration. The remaining \$2.50 of this fee shall be retained either by the municipality if the registration agent receiving the fee is on salary to the municipality, or by the agent if the agent is not on salary to the municipality but is paid on a fee basis.

**Source.** 1981, 439:4. 1987, 404:26. 2008, 366:1, eff. Sept. 9, 2008.

INN BY THE BANDSTAND  
EXETER, NEW HAMPSHIRE



June 23, 2015

Russell Dean, Town Manager  
Exeter, New Hampshire

Dear Town Manager Dean:

This is in follow up to our telephone conversation last week regarding the Inn's request that any mowing at the Town Office building next to the Inn, and around the Inn, be conducted during a more convenient time for our guests.

As I mentioned to you, we had a similar agreement last year. Although we understand that the Parks and Recreation Department staff may have a more difficult time finding a parking space in front of the Town Office building, we appreciate your understanding that we are conducting business and having someone mow and blow at 7:30AM is not the most welcoming thing to wake up to in the morning. We would appreciate it and most of all; our guests would appreciate it, also.

We thank you for contacting the Parks and Recreation Department on our behalf and appreciate the Town's consideration to its business owners.

Sincerely,

A handwritten signature in black ink that reads "Jaime Lopez". The signature is written in a cursive, flowing style.

Jaime Lopez  
Owner

*A Boutique Bed and Breakfast in Historic Downtown Exeter*

# Memo

**To:** Russell Dean, Town Manager  
**From:** Brian Comeau, Fire Chief  
**CC:**  
**Date:**  
**Re:** Drone use in the Fire Service

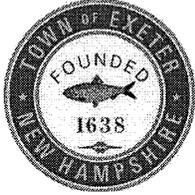
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Russ, I wanted to share my thoughts on the drone topic after Mr. Clement stated that he may have some concerns at last night's meeting.

Fire Departments across the country are embracing this technology for both training and emergency response. The fire department is interested in using this technology for:

- Conducting surveys of flooded areas to record damage for FEMA.
- Videotaping hazardous materials emergencies and transportation accident's shortening the Haz – Mat teams response times by hours.
- Videotaping fire and EMS training
- Filming a 360° view after a fire for the investigation team
- Filming promotional spots and public service announcements for Emergency Management

We support the IT Department in this project and believe that in time this will be a valuable tool for all departments.



## TOWN OF EXETER, NEW HAMPSHIRE

10 FRONT STREET • EXETER, NH • 03833-3792 • (603) 778-0591 • FAX 772-4709

[www.exeternh.gov](http://www.exeternh.gov)

Mr. Ben Collins  
Convenient MD  
1 Portsmouth Avenue  
Stratham, NH 03885

July 1, 2015

Dear Ben,

This letter is to inform you that the Board of Selectmen voted 3-2 at their meeting on June 29, 2015, to terminate the current sponsorship agreement between the Parks and Recreation Department and Convenient MD dated August 2014.

We look forward to continuing to work with you on next steps including continued sponsorship opportunities with the Town including Parks and Recreation.

We also thank you for being a valued sponsor of Exeter Parks and Recreation and the contributions Convenient MD has made to Parks and Recreation programs in the past year.

Very truly yours,

Russell Dean  
Town Manager

**TOWN OF EXETER  
MEMORANDUM**

TO: Board of Selectmen

FROM: Town Manager 

RE: State Property

DATE: July 10, 2015

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Attached is a letter regarding State owned property on Holland Way. As we understand it the State is prepared to surplus the property.

Therefore, a letter from the Town to the State is being proffered to reinforce the notion the Town prefers the site be developed to realize its commercial potential.

If the property is sold, our understanding is this will assist a potential commercial project in the future.

TOWN OF EXETER LETTERHEAD:

July 10, 2015

Dear Administrator Schmidt:

The Town of Exeter supports the sale of state-owned property (roughly 3 acres) at the southwest corner of the intersection of Route 88 (Holland Way) and Route 111/27 (Hampton Road) to Mr. Lou Gargiulo.

As we understand it, this transaction between the state and Mr. Gargiulo would see Mr. Gargiulo construct a new building to house local and regional employees and expand Exeter's commercial tax base.

The Town of Exeter and Mr. Gargiulo have been made aware of the State of New Hampshire land acquisition process. The Selectboard is committed to making this project a priority and pledge to provide all requested information and perform all suggested actions in a timely manner. We appreciate the Department of Transportation's guidance and assistance in this endeavor.

Please feel free to contact me at your convenience.

Sincerely,

Russell Dean  
Town Manager  
Town of Exeter, NH

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

June 24, 2015

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

www.nhprimex.org

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

RE: 2015 Premium Holiday for the Unemployment Compensation Program

Dear Russell:

On May 12, 2015 at our Board of Trustees meeting, the Board of Trustees approved a Premium Holiday distribution for the Unemployment Compensation Program, based on the financial results from 2014.

I am pleased to inform you the **Town of Exeter** will be receiving a Premium Holiday distribution in the amount of \$8,799.46 effective July 1, 2015.

Enclosed is your entity's revised Unemployment Compensation invoice for January 1, 2015 to January 1, 2016 with the Premium Holiday applied. If the applied Premium Holiday has resulted in a credit balance for your Unemployment Compensation Program account, this credit balance will be applied to the January 1, 2016 to January 1, 2017 contribution. We are pleased to be able to provide this Premium Holiday, and hope to offer Premium Holidays in subsequent years based on each member's as well as the pool's overall performance.

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

Sincerely,



Ty Gagne, CEO

Enclosure: January 1, 2015 to January 1, 2016 Revised Unemployment Compensation Invoice

June 24, 2015

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

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

www.nhprimex.org

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

RE: 2015 Premium Holiday for the Workers' Compensation Program

Dear Russell:

On May 12, 2015 at our Board of Trustees meeting, the Board of Trustees approved a Premium Holiday distribution for the Workers' Compensation Program, based on the financial results from 2013 and 2014.

I am pleased to inform you the Town of Exeter will be receiving Premium Holiday distributions as follows:

2013 Premium Holiday Distribution \$ 157.53 effective June 30, 2015  
2014 Premium Holiday Distribution \$ 663.90 effective July 1, 2015

Enclosed is your entity's revised Workers' Compensation invoice for January 1, 2015 to January 1, 2016 with the total Premium Holiday amount of \$ 821.43 applied. If the applied Premium Holiday has resulted in a credit balance for your Workers' Compensation Program account, this credit balance will be applied to the January 1, 2016 to January 1, 2017 contribution. We are pleased to be able to provide this Premium Holiday, and hope to offer Premium Holidays in subsequent years based on each member's as well as the pool's overall performance.

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

Sincerely,



Ty Gagne, CEO

Enclosure: January 1, 2015 to January 1, 2016 Revised Workers' Compensation Invoice



NH Public Risk Management Exchange

Bow Book Place  
 46 Donovan Street  
 Concord, NH 03301-2624  
 (603) 225-2841  
 (800) 698-2364

Invoice Date	Invoice Number	Member Number
7/1/2015	101656	00170

M Town of Exeter  
 E 10 Front Street  
 M Exeter, NH 03833  
 B  
 E  
 R

Invoice Date	Coverage Period	Terms
7/1/2015	Coverage Period: January 1, 2015 - January 1, 2016	See Schedule Below
<b>Program</b>		
<b>Workers' Compensation Coverage</b>		
DESCRIPTION		AMOUNT
Contribution	\$ 215,100.00	
Premium Holiday	\$(821.43)	
Previously Paid	\$(161,324.00)	
Net Contribution		\$52,954.57
<p>The contribution above includes the following discounts            PL Package Discount</p>		
<u>Payment Schedule</u>		
Jan	\$ 0.00	May \$ 0.00
Feb	\$ 0.00	Jun \$ 0.00
Mar	\$ 0.00	Jul \$ 13,237.57
Apr	\$ 0.00	Aug \$ 13,239.00
		Sep \$ 13,239.00
		Oct \$ 13,239.00
		Nov \$ 0.00
		Dec \$ 0.00
Payments are due by the 15th of each month		\$52,954.57
<p>Please make checks payable to "Primex".            For payment questions, please call the Finance Department.            For contribution questions, please call your Member Services Representative.</p>		Remit this amount

*Thank you for your business!*