

**Exeter Board of Selectmen Meeting  
Monday, August 10<sup>th</sup>, 2015, 6:50 p.m.  
Nowak Room, Town Office Building  
10 Front Street, Exeter, NH**

1. Call Meeting to Order
2. Board Interviews – Arts Committee
3. Bid Openings/Awards – Public Safety Complex Boiler Replacement, Line Striping/Marking
4. Public Comment
5. Minutes & Proclamations
  - a. Proclamations/Recognitions
  - b. Regular Meetings: July 13<sup>th</sup>, 2015
6. Appointments
7. Discussion/Action Items
  - a. New Business
    - i. Lease Storage Agreement: Exeter Historical Society/Conservation Commission
    - ii. Town Clerk Update – Fees and Office Hours
    - iii. Quarterly Financial Report – Finance Department
    - iv. WWTF Update – Wright Pierce Engineers/Public Works
    - v. Preliminary Findings Report String Bridge – Hoyle Tanner Associates/Public Works
    - vi. Great Dam and Other Project Updates – Public Works
    - vii. Draft Policy – Unmanned Aircraft System (UAS)
    - viii. Draft Policy – Recreation Sponsorships
  - b. Old Business-
    - i. Personnel Policy Amendment: Hands Free Policy
8. Regular Business
  - a. Tax, Water/Sewer Abatements & Exemptions
  - b. Permits & Approvals
  - c. Town Manager's Report
  - d. Selectmen's Committee Reports
  - e. Correspondence
9. Review Board Calendar
10. Non Public Session
11. Adjournment

Julie Gilman, Chairwoman  
Exeter Selectboard

Posted: 08/07/15 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



Town of Exeter  
Boards, Commissions & Committees  
Appointment Application

Committee Selection:

1<sup>st</sup> Choice: Exeter Arts Committee<sup>nd</sup> Choice: \_\_\_\_\_

Name: Sharon Marcella Marston

Address: 50 Giles Road East Kingston NH 03827

Email: Artforgoodliving@gmail.com

Phone: 603-777-0998 Cell: \_\_\_\_\_

Web: www.Artforgoodliving.com

Please describe your interest in serving on this committee.

I am an artist and I have participated in past EAC Shows. I would like to become more involved in the planning of these shows and possibly contribute some new ideas to the group.

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

I am a professional licensed artist. My experience in the commercial art world would be an asset to the EAC. I am a founding member of the Art Licensing Group of NH. I would love to help the arts community flourish in Exeter

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

No conflicts

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

After submitting this application for appointment to the Town Manager:

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

Signature: Sharon Marston Date: 7/2/15

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



Town of Exeter  
Public Works Department

# Memo

To: Russell Dean, Town Manager  
From: Jennifer R. Perry, P.E., Public Works Director  
Date: July 30 2015  
Re: Striping & Street Marking, RECOMMENDATION OF AWARD

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The Public Works Department has completed reviews of the 2 bids received for the 2015 Striping and Street Marking. Please see the attached bid tabulation for detailed bid information. In summary, the bid totals are as follows:

1. Highway Safety Systems, Inc., Rockland, MA	\$20,251.69
2. Markings, Inc., Pembroke, MA	\$22,229.99

We have contacted a company that the low bidder did some work last year and we received a less than favorable reference with the quality of work. We also requested a reference list along other information and their response did not provide that. We are not satisfied that they can do the work in a timely fashion with the quality we expect. We recommend award of the contract to Markings Inc in Pembroke Ma . They have completed projects for the town in the past and have done top quality work.

	A	B	C	D	E	F
1		Markings		Hiway Safety		
2	Amount	Unit Cost	Total	Unit Cost	Total	
3	153695	0.041	6301.50	0.0385	5917.26	
4	118167	0.041	4844.85	0.0385	4549.43	
5	61	49.5	3019.5	48	2928.00	
6	46	25.5	1173	25	1150.00	
7	6	72.4	434.4	40	240.00	
8	50	14.5	725	15	750.00	
9	1	30.5	30.5	30	30.00	
10	6	75	450	75	450.00	
11	2	35	70	35	70.00	
12	10	37.5	375	35	350.00	
13	6	12.5	75	12	72.00	
14	15	28.5	427.5	32	480.00	
15	24	16.25	390	18	432.00	
16	87	18.25	1587.75	18	1566.00	
17	3760	0.165	620.4	0.15	564.00	
18	1	35	35	35	35.00	
19	334	5	1670	2	668.00	
20			0		0.00	
21		Total	22229.39		20251.69	
22						
23			Difference between them is \$1977.70			

Draft Minutes

**Exeter Board of Selectmen**

July 13, 2015

**1. Call Meeting to Order**

Chairwoman Gilman opened the meeting at 6:45 p.m.. Motion made to go into non public session under 91:A:3:2:c made by Selectman Chartrand, seconded by Selectwoman Belanger. Roll call: Chartrand aye, Clement aye, Gilman aye, Surman aye, Belanger aye.

Chairwoman Julie Gilman called the regular meeting to order at 7:05 pm in the Nowak Room of the Exeter Town Offices building, reconvening after a 6:45 non public session on tax deeding. 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. Chairwoman Gilman said she would be conducting the meeting a little different, and explained the new procedure.

**2. Bid Openings/Awards – Mower Surplus Bid**

The following bids were given for the Mower Surplus:

- |                |       |
|----------------|-------|
| 1) Wayne Almon | \$350 |
| 2) Jay Perkins | \$300 |

A Motion was made by Selectman Chartrand and seconded by Vice Chair Clement to award the bid for the surplus mower to Wayne Almon for \$350. Motion carried – all in favor.

**3. Public Comment**

Don Woodward asked the Board to consider lowering the speed limit along 108 during construction. He wants to have the State DOT look at this. He said it would be a safe thing to do.

Brian Griset said there is a memo in the correspondence regarding a drone. He asked when the Board would be discussing this. Chairwoman Gilman said she is waiting for more information. Vice Chair Clement said he thought this warranted a discussion that night. Chairwoman Gilman said she didn't have a complete story so she was going to wait to put it on the agenda. However, she said they would pull it out of correspondence and talk about it after New Business.

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

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

None.

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

A Motion was made by Selectman Chartrand and seconded by Selectwoman Belanger to accept the minutes of the June 29, 2015 BOS meeting. Motion carried – all in favor.

#### **5. Appointments**

None.

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

##### **a. New Business**

##### **i) Public Hearing : CDBG Application Avesta Housing Meeting Place**

A Motion was made by Vice Chair Clement and seconded by Selectman Chartrand to open a public hearing on Proposed Meeting Place IV Project. Motion carried – all in favor.

Donna Lane read the CDBG information pertaining to this public hearing:

Community Development Block Grant funds are available to municipalities through the NH Community Development Finance Authority. 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 purpose of this Community Development Block Grant funding request is 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.

This project conforms with Exeter's Housing and Community Development Plan's Goal of: GOAL – The Town of Exeter should seek to promote an environment within which each

resident can secure adequate affordable housing in safe, healthy and attractive neighborhoods, with good quality water and wastewater systems. (Short and long term goal.)

Chairwoman Gilman asked for comments from the Board. Vice Chair Clement asked about a timeframe for the construction on the fourth building. Ms. Lane said there is no financing yet for it. There was no public comment.

A Motion was made by Vice Chair Clement and seconded by Selectman Chartrand to close the public hearing. Motion carried – all in favor.

A Motion was made by Selectman Clement and seconded by Vice Chair Clement to open a public hearing on Residential Antidisplacement and Relocation Assistance Plan. Motion carried – all in favor.

Ms. Lane read the CDBG information pertaining to this public hearing:

Although this project does not involve any displacement or relocation of persons (or businesses), if the Town were to undertake a CDBG project which involved displacement or relocation they would follow this plan. The plan outlines the measures they would take to find comparable, suitable housing for persons (or businesses) displaced or relocated.

Chairwoman Gilman asked for comments, of which there were none.

A Motion was made by Vice Chair Clement and seconded by Selectman Chartrand to close the public hearing. Motion carried – all in favor.

A Motion was made by Selectman Chartrand and seconded by Vice Chair Clement to open a public hearing on Progress update on the Meeting Place III Affordable Family Housing project. Motion carried – all in favor.

Ms. Lane read the CDBG information pertaining to this public hearing:

Meeting Place III is the construction of 39 units of affordable family housing at Meeting Place Drive. The project is currently 99% complete and received its Certificate of Occupancy on 7/6/15. The remaining work involves finishing the installation of countertops on several units, finishing the sink area in the Gathering Room, and clearing the punchlist.

The project will be ready for rental starting on July 15<sup>th</sup>, 2015

Chairwoman Gilman asked for comments, of which there were none.

A Motion was made by Selectman Chartrand and seconded by Vice Chair Clement to close the public hearing. Motion carried – all in favor.

A Motion was made by Selectman Chartrand and seconded by Vice Chair Clement that the Exeter BOS vote to adopt the Residential Antidisplacement and Relocation Assistance Plan. Motion carried – all in favor.

A Motion was made by Selectman Chartrand and seconded by Vice Chair Clement that the Exeter BOS approve the submittal of the application and vote to authorize the Town Manager to sign and submit the application, and upon approval of the CDBG application, authorize the Town Manager to execute any documents which may be necessary to effectuate the CDBG contract. Motion carried – all in favor.

**ii) Accept PREP Grant**

Kristen Murphy, Natural Resource Planner, said the town applied for the grant and was awarded it. The money will be used to conduct an educational program to make people more aware of fertilizer and how it can impact water quality. After the study, an ordinance may be able to be put in place. She hoped the Board would support the grant application and have a BOS rep on a committee about this. She said the committee will be looking to start the first week of August. She said the award letter directed her to look at some specific examples of the fertilizer risks. Selectman Chartrand said he would like to volunteer to serve on this committee.

A Motion was made by Vice Chair Clement and seconded by Selectman Chartrand to accept the grant from Piscataqua Region Estuaries Partnership (PREP) to the Town of Exeter to address fertilizer application setbacks in accordance with the recommendations from the 2015 Piscataqua Region Environmental Planning Assessment, in the amount of \$6000. Motion carried – all in favor.

Vice Chair Clement asked if anyone else from other Boards and Committees would be joining this Committee. Ms. Murphy said they don't need to limit participation on this. It was discussed that members from Planning Board, ZBA, and Water/Sewer be involved. Mr. Dean thanked Ms. Murphy for stepping up with this.

**iii) Wastewater Facilities Update**

Chairwoman Gilman said there was a combined meeting between BOS and Water/Sewer Advisory Committee. She said many options have been looked at.

Vice Chair Clement said Wright-Pierce walked them through everything. They talked about capacity which brought them to Option 6. There is no price for this yet. The price to construct the plant is in the vicinity of \$50 million. Option 6 could reduce capital costs by several million.

Selectwoman Belanger talked about having another meeting once the cost comes out. Mr. Dean said they need to move things along to get to the next phases.

Selectwoman Surman said Option 6 is a scaled down version of Option 3, which is what they were looking at before. Selectman Chartrand said he is skeptical of Option 6. He said it is better to go for the whole system at once.

Chairwoman Gilman asked for comments from the public. There was no public comment.

Vice Chair Clement said the sooner they make a final decision, the faster they can start putting together the information. He said he isn't completely sold on Option 6 either. He said they should make a decision by fall so they can move forward. Selectman Chartrand agreed that the sooner they can inform the public, the better. His opinion was that the Portsmouth option isn't a good one, but they haven't officially voted yet.

#### **iv) Impact Fees Update**

Vice Chair Clement said they had a public meeting to talk about options to make Exeter more economically friendly. One thing that was talked about was Exeter's Impact Fees being too high. He said in looking around, he found that surrounding communities are similar to Exeter's. The last time the Impact Fees were updated was 2003. There is methodology for coming up with the fees. They gather data like how many school children are attending and the anticipated new capital spending. New Impact Fees have to be accepted by the BOS. He asked if the Board wants to update or stay with what they have. Mr. Dean talked to Vice Chair Clement about zoning ordinances that talk about the fees. He said if you look back you see senior buildings being approved with waivers for Impact Fees.

Selectwoman Belanger asked what the cost is of an Impact Fee study. Vice Chair Clement said he wasn't sure, but can find out. Ms. Belanger asked what happens if you don't use the fees in the 6 year period allowed to use them. Mr. Dean said they are refunded to the developer with interest, but he's never seen that done.

Selectman Chartrand thanked Vice Chair Clement for his work on this. He said he would like to hear from more staff members like the Economic Development Director and the Town Manager about this. Chairwoman Gilman agreed they should look at the fees.

Brian Griset said the Impact fees are used by state statute. He said if the methodology is out of date, then it can be challenged in court. He also asked when he would see the report for a consultant for water/sewer fees. Bob Kelly, Chair of Water/Sewer Advisory Committee, said they have selected a consultant. He said Jennifer Perry is in the process of negotiating a

contract now. They are probably a few weeks away from a contract. He said he is not sure if the rate analysis or the impact fee analysis would come out first, but thought the rate analysis might be first. He said it would probably be next year before they got a preliminary on the impact fees.

Vice Chair Clement said water/sewer impact fees are assessed at all development; commercial and residential. The CIP needs to be adopted, which it is. Chairwoman Gilman said when they do the study, they need to get some good Planning Board involvement.

#### **v) Hands Free Policy**

The State of NH just enacted a Hands Free Policy. Mr. Dean said all town employees are fully liable for any consequences if found breaking this law. This is a personnel policy amendment first reading.

The Board next went on to the drone discussion. Chairwoman Gilman said the IT Dept wants to use the drone to update the website. The Fire Dept. would also like to use it for flood damage research. The device will be beneficial in many ways. It will not fly at night or over people's property without their approval.

Mr. Dean read a memo from Andy Swanson about the drone, including the rules of it and what it is. He said he believes the cost was split between Fire and IT departments at \$1000.

Vice Chair Clement said they need a policy. People are concerned with safety. The public should voice their opinions. He asked who will operate it and what the town's liability is. He said he has a lot of questions before it is used. He thinks it should be a very public process.

Selectwoman Belanger thought the idea of a drone which was brought up by Mr. Winham was to use at the TIF and have walk throughs of property. She agreed there should be a specific policy in place.

Selectwoman Surman asked when the discussion began on purchasing the drone. She thought the Board should have been involved in it, as it was a purchase.

Selectman Chartrand said he liked the idea of staff scanning and using tools to cut costs. He is concerned about writing a policy so restricted the town doesn't get the full benefit of the drone. He also said he doesn't think everything needs to be routed through the Board. This is a purchase under \$1000.

Chairwoman Gilman said she is in favor of some kind of policy. She also agreed this purchase could be done without the BOS involvement. She said this is a topic for discussion because of its newness. She then opened up the discussion to the public.

Brian Griset said it's not an issue of it being under \$1000. He said it is about giving guidance. He has some questions regarding funding.

Vice Chair Clement said this is not an attempt to micromanage Mr. Dean, but the BOS are elected representatives.

Selectwoman Surman said it is not the price that concerned her. It was the drone itself and what it was.

Chairwoman Gilman said the next step is to hear more fully from the IT and Fire Depts.

Selectman Chartrand said a large part of why the IT Dept wants this is for dramatic photography to market the town.

Vice Chair Clement asked who writes the policy. Chairwoman Gilman said she wants to have the two departments come in and explain why they want it, then Mr. Dean and the Board can draft something.

## **b. Old Business**

### **i) Sponsorship Update**

Chairwoman Gilman said there was a Motion that terminated the sponsorship agreement with Convenient MD. She met with Mr. Dean and Convenient MD to discuss this and Convenient MD says they still want to be a sponsor.

Selectwoman Belanger said she was thankful Convenient MD came back to talk about this and renegotiate.

Selectwoman Surman said it wasn't exclusivity that was her concern, but she was also concerned with the banners because of the policy not allowing them. She was unaware of the meeting between Mr. Dean, Chairwoman Gilman and Convenient MD and she was concerned not all Board members were notified.

Selectman Chartrand said there is a waiver and appeal process for the banners. He had been in favor of not terminating the agreement and trying to talk to Convenient MD first. He said the publicity of this issue can hopefully lead to more sponsorships.

Brian Griset said he thought this was going to be a broader discussion of sponsorships. He said zoning prohibits offsite business signs.

Nelson Lourenco wants people to understand the distinction between sponsorship and advertisement.

Vice Chair Clement said he was confused with how it got to the point of just Mr. Dean, Chairwoman Gilman and Convenient MD talking about a new agreement. He talked about Mr. Lourenco's comments and said he doesn't want the town to be an advertising agent. He is against the signs.

Chairwoman Gilman said as far as the meeting herself, Mr. Dean and Convenient MD had, they didn't make any promises the Board would be tied to. It was just to inform them of the termination and tell them the town would like them to be sponsors again. She is having a struggle with the banners, as she knows there are zoning problems.

Selectwoman Belanger is in support of the Chair's meeting. She does believe policies can be updated. She said a sign won't stop her from voting for the sponsorship.

Selectwoman Surman said she is in support of short term signs promoting events and such.

Selectman Chartrand is also in support of the aforementioned meeting with MD. He said he is struggling to understand what the issues are here.

Mr. Dean talked about past sponsorships, and thanked the various sponsors of Parks and Recreation programs.

Chairwoman Gilman went back to the banner issue, and asked if they are appropriate.

Selectman Chartrand suggested having Mr. Dean make this systematic so they don't run in to this problem again. Mr. Dean said he is in the process of drafting three different sponsorship agreements.

Chairwoman Gilman said the next step is to have some formalization of how things are sponsored and make sure everyone is in understanding.

## **7. Regular Business**

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

A Motion was made by Selectwoman Belanger and seconded by Vice Chair Clement to approve a Land Use Change Tax for map 113, lot 3 in the amount of \$0.00. Motion carried – all in favor.

### **b. Permits & Approvals**

There were no permits or approvals.

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

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

- Sue Benoit's last day as Human Service Administrator was July 7
- The contract with MRI regarding the planning review has been countersigned and the process is underway
- The 2016-2021 CIP is being worked on with several departments submitting projects. Major projects include the Court St. culverts and the Wastewater facility
- He met with Kristen Murphy and Peter Richardson to review options relative to a bridge at the Little River property
- On July 1<sup>st</sup> the contract signing meeting was held with CMA regarding the Linden Street Bridge project at Public Works
- Met with BRC 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

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

Selectman Chartrand reported a EEDC meeting tomorrow morning.

Selectwoman Belanger reported a Conservation Commission meeting tomorrow.

Selectwoman Surman reported a Swasey Parkway Revolutionary War event this weekend.

Vice Chair Clement reported a Planning Board meeting where they did some site plan approvals. Water/Sewer also met last week and there was a presentation on THM. River Committee meets this Thursday morning.

Chairwoman Gilman reported a Heritage commission meeting and said they are applying for a grant. Historic District Commission meets this Thursday.

#### **e. Correspondence**

The following correspondence were included in the packet:

- A letter from Continental Paving, Inc.
- A letter from Seacoast Mental Health
- A letter from Mike Jeffers regarding NHDES permit

- A letter from the Town Clerk regarding HB258
- A letter from the Inn at the Bandstand
- A memo from Brian Comeau
- A letter to Convenient MD from Mr. Dean.
- A memo from Mr. Dean and letter of support for the sale of property on Holland Way. A Motion was made by Selectman Chartrand and seconded by Selectwoman Belanger that the BOS encourage and approve the sale of property to adjoining land owner. Motion carried – all in favor.
- A letter from Primex

### **8. Review Board Calendar**

The next BOS meeting will be July 27, 2015.

### **10. Adjournment**

A Motion was made by Selectwoman Surman and seconded by Selectman Chartrand to adjourn the meeting at 9:36pm. Motion carried – all in favor.

Respectfully submitted,

Nicole Piper,  
recording secretary

**TOWN OF EXETER  
CONSERVATION COMMISSION MEMORANDUM**

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Date: August 3, 2015  
To: Exeter Board of Selectmen *KM*  
From: Kristen Murphy, Natural Resource Planner for the Conservation Commission  
Subject: Storage of Historic Items in Raynes Barn

During their July 14<sup>th</sup> meeting, the Conservation Commission reviewed the latest draft lease between the Town and the Exeter Historic Society for the storage of historic items within Raynes Barn. This version incorporates input from the Historic Society, the Conservation Commission, and had received final approval from the Town's legal counsel.

During the meeting the Commission unanimously expressed support for execution of the lease in its current condition, should the Select Board feel it is warranted. The Commission believes this lease is mutually beneficial and supports entering into this lease for several reasons. First and foremost, the farmer, now using larger rolls of hay, no longer needs the entire barn for storage of the hay bales making storage of these items possible without impeding current agricultural activity at the property. Secondly, by having these artifacts in the barn, the Commission can allow viewing by the public during Commission-hosted events such as annual the Full Moon Snowshoe. As a result, sharing these artifacts with the public furthers a portion of the educational objectives of the Raynes Management Plan.

## STORAGE OF ARTIFACTS IN RAYNES BARN

This Lease Agreement made this \_\_\_\_\_ day of July 2015 (“Agreement”) by and between the Town of Exeter, a municipal corporation duly organized and existing in the County of Rockingham with a place of business at 10 Front Street, in said Exeter, acting by and through its Board of Selectmen (hereinafter referred to as “Town of Exeter”), and the Exeter Historical Society existing in Exeter, New Hampshire with a mailing address of P.O. Box 924, in said Exeter, acting by and through its trustee, Lionel Ingram (hereinafter referred to as “The Historical Society”).

### WITNESSETH

**WHEREAS**, the Town of Exeter is the owner of the Raynes Farm and the barn situated thereon pursuant to deed dated May 1, 2002, and recorded in the Rockingham County Registry of Deeds at Book 3764, Page 2337, and

**WHEREAS**, The Historical Society has several pieces of historic artifacts including, but not limited to, a carriage, horse-drawn sidewalk plow, and sleigh, among other items, and is seeking an appropriate location for storage while still allowing opportunities for them to be viewed by the public.

**NOW THEREFORE**, the parties agree as follows:

1. Use of Barn. The Historical Society may utilize the barn for storage and display of historic items. The Historical Society shall store all items in such a manner so as not to impair or conflict with the intended purpose of the barn as identified in the Raynes Farm management plan, the Warranty Deed of Executory Interest between the Town of Exeter and the Land and Community Heritage Investment Program Authority, Rockingham County Registry of Deeds, Book 3764, Page 2342, or the use of the barn by the tenant farmer. The Historical Society is aware that, as of the execution of this lease agreement, Stuart Farm, LLC has an agreement with the Town of Exeter for the storage of hay and equipment in the barn described herein. The Historical Society shall coordinate the use of the barn for display of artifacts and the opening of the barn to public viewing with a person designated by the Town of Exeter Conservation Commission. At all times the Historical Society shall bear sole responsibility for all items that it stores in the Raynes Farm barn, and the entire risk of loss for these items.
2. Term of Agreement. This Agreement shall be effective for a term of five years commencing upon the date of execution specified above and shall be further subject to an automatic five year renewal term upon mutual consent of the parties hereto. To exercise the renewal option, the parties must agree in writing ninety (90) days before the expiration date of this Agreement.
3. Liability. The Historical Society agrees to indemnify and hold harmless Exeter or any tenant farmer from any and all claims, demands, damages, attorneys’ fees, expenses or costs of every kind and nature arising out of damages to property or injuries to any persons including, but not limited to, employees, agents, members, managers or representatives of the Historical Society arising out of, resulting from, incident to, or connected with this Agreement, unless such injuries or property damage are caused solely by the negligent acts or omissions of the Town of Exeter, its employees, agents, or licensees.
4. Termination. Either party may terminate this Agreement upon ninety (90) days written notice to the other party.

5. Jurisdiction. This Agreement shall be construed in accordance with the laws of the State of New Hampshire without reference to its conflict of law principles.
6. Insurance. The Historical Society shall exercise and maintain all reasonable safeguards to protect the safety of its employees, agents, members or managers and the general public. The Historical Society shall provide to Exeter a certificate of insurance confirming it has a policy of liability insurance providing for a minimum of coverage consistent with that required by the Town of Exeter's insurance carrier. The Town of Exeter shall be named as an additional insured on such policy.
7. Payment of Real Estate Taxes. pursuant to RSA 72:23-V-a, the property is exempt from real estate taxes.

IN WITNESS WHEREOF, the parties have hereunto caused their names to be set and their signatures affixed as of the day and date first above-written.

TOWN OF EXETER  
BY ITS SELECTMEN

\_\_\_\_\_  
Julie Gilman,  
Chair

\_\_\_\_\_  
Anne Surman,  
Clerk

\_\_\_\_\_  
Dan Chartrand,  
Vice-Chair

\_\_\_\_\_  
Donald Clement

\_\_\_\_\_  
Nancy Belanger

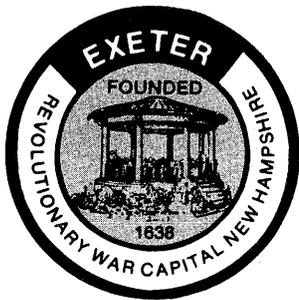
EXETER HISTORICAL SOCIETY

\_\_\_\_\_  
Lionel Ingram  
Chair of the Board of Trustees

WITNESS

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature



# 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

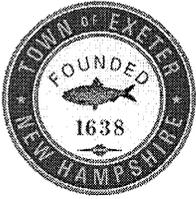
## CERTIFICATES OF TITLE AND REGISTRATION OF VEHICLES

### 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.



**TOWN OF EXETER**  
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**TO:** BOARD OF SELECTMEN AND RUSS DEAN, TOWN MANAGER  
**FROM:** DOREEN RAVELL, FINANCE DIRECTOR  
**SUBJECT:** BUDGET VS ACTUAL RESULTS AS OF JUNE 30, 2015  
**DATE:** AUGUST 10, 2015

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## **General Fund Budget vs. Actual**

### **Revenues**

As of June 30, 2015, General Fund (“GF”) revenues collected are \$ 8.4M or 49% of projected revenues compared to \$ 7.7M or 45% collected as of June 30, 2014. In general, revenues are flat with the exception of a few categories noted below that have increased over the prior year-to date:

- Motor vehicle revenues have increased by \$ 43K or 3.6%.
- Building Permits and Fees have increased \$ 223K or 228% due to many commercial and residential building projects around Town.
- State Highway Block Grant is up by \$53K or 107.4% due to timing of payments by the State.
- Healthtrust Refund increased by \$90K or 45%.
- Revenue Transfers-In increased by \$ 18K or 46% due to increased reimbursement by the Transportation Fund 05 of \$8K to the GF (01) due to higher usage of the fund for ridership and a \$ 10K Library turn-back to the Town’s GF.

### **Expenditures**

The overall GF expenditures are \$ 8.5M or 51% spent against budget compared to \$8.3M or 44% spent as of June 30, 2014. Items of note as of June 30, 2015 are:

- Snow and ice budget is overspent by \$ 168K or 163%. FEMA funds in the amount of \$ 59K are expected to offset the cost of heavy winter storms when the funds are received. Also, the BOS may vote to expend up to \$ 50K of the Snow and Ice Non-CRF.

- Natural Gas is spent by \$ 51K or 64% versus \$ 62K or 102% in the prior year.
- Electricity: \$ 144K or 66% versus \$ 120K or 56% in the prior year.
- Debt Service is \$ 883K or 94% paid which has increased by \$ 223K from the prior year due to new debt issued but to be offset by the payoff of the Conservation Bond of \$ 300K per year after 2015.

#### **Water Fund Budget vs Actual**

As of June 30, 2015, Water Fund (“WF”) revenues have decreased slightly from the prior year by approximately \$ 5K or 4%. Water consumption charges are down slightly by \$ 18K offset by revenues from a State Grant for Asset management of \$ 14K.

WF expenses are 8% or \$ 139K higher this year versus last year. Additional spending is mostly attributable to debt service which has increased by \$ 185K or 7% due to waterline projects on Lincoln & Main Streets and the water meter project debt payment commencing in 2015.

#### **Sewer Fund Budget vs Actual**

As of June 30, 2015, Sewer Fund (“SF”) revenues have slightly decreased by \$ 16k from the prior year. Although sewer usage charges have increased by \$ 16K over last year. Total sewer revenues are offset by decreased revenue of \$ 15K from the Meadowood Sewer Project fees that ended in 2014 and \$ 22K less year- to- date from the Jady Hill Project fees.

SF expenses have increased by \$ 49K or 4% over the prior year. Similar to the WF, this fund has increased debt service expenses in 2015 due to the debt associated with the wastewater facilities design and the sewerline project on Lincoln & Main that payments commenced in 2015.

## **Revolving Funds - Budget vs Actual**

### **EMS Revolving Fund**

The revenue is down by 71% or \$ 152K from the prior June 2014 due to a change in billing companies. The ramp up period is significant, but revenues are starting to catch up in the 3<sup>rd</sup> quarter of 2015. Overtime wages and retirement have increased by \$ 6.9K over the prior year.

### **Cable Television Revolving Fund ("CATV")**

CATV revenues have increased by \$ 2.2K or 7% over the prior year and expenses are up by \$2.3K resulting in very flat results for the 2<sup>nd</sup> quarter of 2015.

### **Recreation Revolving Fund ("RR")**

RR revenues are down by \$ 3K or 8% over the prior year. Concession stand and pool program revenues are less than the prior year by \$ 9.7K and are offset by an increase in Special Events of \$ 6K in June 2015. Expenses have increased by \$ 35K or 25% over the prior year. Expense increases are mostly due to the concrete work of for pool and tennis court resurfacing.

Town of Exeter  
 General Fund Revenues & Expenses (unaudited)  
 As of June 30, 2015 and June 30, 2014

DRAFT

Description	Current Year			Prior Year			Comparison		Notes
	2015 Budgeted Revenue	Actual Revenue 6/30/15	BVA Favorable/ (Unfavorable) Variance %	2014 Budgeted Revenue	Actual Revenue 06/30/14	BVA Favorable/ (Unfavorable) Variance %	2015 vs 2014 Favorable/ (Unfavorable) Variance	% Variance	
Property Tax Revenue	\$ 12,573,567	\$ 6,032,736	\$ (6,540,831) 47.98%	12,698,970	\$ 5,719,966	(6,979,004) 45.04%	312,770	5.5%	Includes property tax less overlay plus jeopardy, yield, current use and PILOT taxes, penalties and interest.
Motor Vehicle Permit Fees	2,200,000	1,232,153	(967,847) 56.01%	2,000,000	1,188,991	(811,009) 59.45%	43,162	3.6%	Motor vehicle registration and fees
Building Permits & Fees	170,000	320,828	150,828 188.72%	150,000	97,806	(52,194) 65.20%	223,022	228.0%	Fees charged by Building & Code Enforcement
Other Permits and Fees	150,000	72,336	(77,664) 48.22%	125,000	72,117	(52,883) 57.69%	219	0.3%	Includes GF portion of Cable TV & Vital Statistics Fees
Meals & Rooms Tax Revenue	696,839		(696,839) 0.00%	639,405		(639,405) 0.00%	-	0.0%	Meals & Rooms Revenue received from the State in December each year
State Highway Block Grant	290,000	102,789	(187,211) 35.44%	246,661	49,550	(197,111) 20.09%	53,239	107.4%	Federal Highway Grant Received quarterly
Other State Grants/Reimbursements	9,000	14,571	5,571 161.90%	25,000	63,084	38,084 252.34%	(48,513)	-76.9%	Railroad, RERP, Mosquito, Other Miscellaneous State Grants
Income from Departments	950,000	360,713	(589,287) 37.97%	1,000,000	326,263	(673,737) 32.63%	34,450	10.6%	General Revenues charged by Town Departments
Sale of Town Property	10,000	-	(10,000) 0.00%	133,010	2,104	(130,906) 1.58%	(2,104)	-100.0%	Includes sale of deeded property on Exeter Road
Interest Income	1,000	492	(508) 49.20%	2,000	512	(1,488) 25.60%	(20)	-3.9%	Interest income earned on sweep accounts
Other Miscellaneous Revenues	25,000	12,926	(12,074) 51.70%	25,000	12,026	(12,974) 48.10%	900	7.5%	Town Rental Property, Donated Property and Town Hall rental income
Healthtrust Refund		201,923	201,923 100.00%		111,050	111,050 100.00%	90,873	0.0%	Refunds of health and dental premiums paid by Town (used to lower tax rate)
Revenue Transfers In/Out	150,000	58,086	(91,914) 38.72%	30,000	39,633	9,633 132.11%	18,453	46.6%	Transfers in from Trustee of Trust Funds for Sick Trust/ Other Transfers
Total General Fund Revenues	\$ 17,225,406	\$ 8,409,553	(8,815,853) 48.82%	\$ 17,075,046	\$ 7,683,102	(9,391,944) 45.00%	\$ 726,451	9.5%	1st Half of 2015 property taxes to be billed in second quarter 2015
Appropriations for Warrant Articles	550,239	550,239	- 100%	272,909	272,909	-	277,330	101.6%	Includes Human Services, Land Purchase, SEIU contract, but not Capital Projects
Gross Revenues	\$ 17,775,645	\$ 8,959,792	(8,815,853) 50%	\$ 17,347,955	\$ 7,956,011	(9,391,944)	\$ 1,003,781	12.6%	

Town of Exeter  
General Fund Revenues & Expenses (unaudited)  
As of June 30, 2015 and June 30, 2014

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DEPARTMENT	Current Year			Prior Year			Comparison		
	2014 Budgeted Expenses 06/30/15	Actual Expenses 06/30/15	BVA Favorable/ (Unfavorable) Variance	% Spent	2014 Budgeted Expenses 06/30/14	Actual Expenses 06/30/14	2014 BVA Favorable/ (Unfavorable) Variance	2015 vs 2014 Favorable/ (Unfavorable) Variance	% Variance
Total General Government	\$ 762,374	\$ 365,129	\$ 397,245	47.89%	\$ 781,039	\$ 374,870	406,169	\$ 9,741	2.60%
Total Finance	757,554	349,758	407,796	46.17%	745,354	347,155	398,199	(2,603)	-0.75%
Total Planning & Building	487,931	232,820	255,111	47.67%	484,927	236,893	248,034	4,273	1.80%
Total Economic Development	125,862	64,128	61,734	50.95%	69,149	-	69,149	(64,128)	#DIV/0!
Total Police	3,647,486	1,681,791	1,965,695	46.11%	3,646,020	1,647,343	1,998,677	(34,448)	-2.05%
Total Fire	3,655,673	1,701,944	1,957,729	46.51%	3,696,775	1,674,021	2,022,754	(27,923)	-1.67%
Total Public Works	3,561,558	1,473,682	2,087,876	41.38%	3,554,798	1,561,380	1,993,418	87,698	5.62%
Total Maintenance	1,062,223	486,923	575,300	45.84%	942,666	462,750	479,916	(24,173)	-5.22%
Total Welfare	86,436	39,496	46,940	45.69%	86,855	36,142	50,713	(3,354)	-9.28%
Total Parks & Recreation	458,806	233,468	225,338	50.89%	448,673	222,128	226,545	(11,340)	-5.11%
Total Other Culture/Recreation	45,300	22,508	22,792	49.69%	36,300	18,212	18,088	(4,296)	-23.59%
Total Library	898,407	428,432	469,975	47.69%	910,837	440,601	470,236	12,169	2.76%
Total Debt Service & Capital	1,276,654	1,112,615	164,039	87.15%	1,311,292	952,399	358,893	(160,216)	-16.82%
Total Benefits & Taxes	395,142	357,320	37,822	90.43%	360,361	297,112	63,249	(60,208)	-20.26%
Total General Fund Expenses	\$ 17,225,406	\$ 8,549,814	\$ 8,675,592	49.63%	\$ 17,075,046	\$ 8,271,006	\$ 8,804,040	\$ (278,808)	-3.37%
Appropriation for Warrant Articles	\$ 550,239	\$ 183,983	\$ 366,256	33.44%	\$ 272,909	\$ 55,139	\$ 217,770	\$ (128,844)	-233.67%
Expenses After Warrant Articles	\$ 17,775,645	\$ 8,733,797	\$ 9,041,848	49.13%	\$ 17,347,955	\$ 8,326,145	\$ 9,021,810	\$ (407,652)	-4.90%
Net Income/ (Deficit)	\$ -	\$ 225,995	\$ 225,995		\$ -	\$ (370,134)	\$ (370,134)	\$ 596,129	-161.06%

Notes  
BOS, TM, HR, IT, TC, Elections, TTF, Transportation and Legal Expenses  
Finance, Treasurer, Tax Collection & Assessing  
Planning, Building, Conservation and other Commissions  
EDC position not hired as of 6/30/14  
Police Admin, Staff, Patrol, Communications Salaries, Benefits and General Expenses  
Includes wages, taxes, benefits and general expenses of the Fire Administration, Suppression, Health and Emergency Management Departments. Ambulance OT, benefits, taxes and expenses are included in the Ambulance Revolving Fund.  
Includes wages, benefits and general expenses of Public Works: Administration, Highway, Solid Waste, Street Lights and Snow Removal Departments.  
Includes wages, benefits, taxes, maintenance projects and related expenses of Maintenance Dept and Mechanic's Garage.  
Wages and Benefits of Welfare Director and Direct Relief Expenses  
Includes P&R wages, benefits and general expenses. Summer staff in rec revolving fund.  
Patriotic Purposes, Holiday Parade, Brass Band  
Library Wages & Benefits and Library Expense Budget Allocation  
All General Fund Debt Service Principal and Interest  
Payroll, Health Buyouts, WIC, UIC and Insurance  
Total of all General Fund Expenses  
Includes Human Services, PD union contract, transfers out to CRF and non-cr, sidewalk and culvert projects for 2015

Net increase/(decrease) in revenues over expenses



Town of Exeter  
Sewer Fund Revenues & Expenses (unaudited)  
As of June 30, 2015 and June 30, 2014

DRAFT

Description	Current Year				Prior Year				Comparison of Actuals		Notes
	2015 Budgeted Revenue	Actual Revenue 06/30/15	BVA Favorable/ (Unfavorable) Variance	BVA Favorable/ (Unfavorable) % Variance	2014 Budgeted Revenue	Actual Revenue 06/30/14	BVA Favorable/ (Unfavorable) Variance	BVA Favorable/ (Unfavorable) % Variance	2015 vs 2014 Favorable/ (Unfavorable) \$ Variance	2015 vs 2014 % Variance	
Sewer Fund Revenues	2,483,558	1,014,308	(1,469,250)	41%	2,393,284	1,035,936	(1,357,348)	43%	(21,628)	-2%	Service Charges, Impact and Assessment Fees and Wastewater Grant
	\$ 2,496,622	\$ 1,020,009	\$ (1,476,613)	41%	\$ 2,412,706	\$ 1,035,936	\$ (1,376,770)	43%	\$ (15,927)	-2%	
Sewer Revenues & Grants											
DEPARTMENT											
Sewer Administration Total	349,190	187,836	161,354	54%	364,652	182,501	182,151	50%	(5,335)	4%	Sewer Admin wages and expenses
Sewer Billing Total	132,733	59,326	73,407	45%	118,699	54,837	63,862	46%	(4,489)	-1%	Sewer Billing wages and expenses
Sewer Collection Total	655,988	284,943	371,045	43%	540,538	247,212	293,326	46%	(37,731)	-3%	Sewer collection wages and expenses
Sewer Treatment Total	490,187	209,699	280,488	43%	452,441	224,470	227,971	50%	14,771	-7%	Sewer treatment wages and expenses
Sewer Fund Debt Service Total	642,765	613,185	29,580	95%	729,706	541,585	188,121	74%	(71,600)	-21%	Sewer Fund Debt Service
Sewer Fund Capital Outlay	225,759	46,539	179,220	21%	206,670	101,230	105,440	49%	54,691	0%	Vehicles, Leases, and // Abatement for 2015
Total Sewer Fund Expenses	2,496,622	1,401,528	1,095,094	56%	2,412,706	1,351,834	1,060,872	56%	(49,694)	-4%	Total Expenses
Net Income/(Deficit)	-	(381,519)	(381,519)		-	(315,899)	(315,899)		(65,620)	21%	Net increase/(decrease) of Revenue over Expenses

Town of Exeter  
 Ambulance Revolving Fund - Revenues & Expenses (unaudited)  
 As of June 30, 2015 and June 30,

DRAFT

	Current Year			Prior Year			Comparison of Actuals			
	2015 Budgeted Revenue	Actual 6/30/15	BVA Favorable/(Unfavorable) \$ Variance	BVA Favorable/(Unfavorable) % Variance	2014 Budgeted Revenue/Expense	Actual 06/30/14	BVA Favorable/(Unfavorable) \$ Variance	BVA Favorable/(Unfavorable) % Variance	2015 vs 2014 Favorable/(Unfavorable) \$ Variance	
EMS- Ambulance Transport Revenue	\$ 445,612	\$ 62,992	\$ (382,620)	14%	\$ 462,000	\$ 215,644	(246,356)	47%	\$ (152,652)	-71%
										Ambulance Transport Revenue
Wages, Taxes & Benefits	\$ 186,595	\$ 70,142	\$ 116,453	38%	\$ 195,889	\$ 77,821	\$ 118,068	40%	\$ 7,679	10%
										Includes Wages for 1 Dispatcher and Ambulance OT for Suppression Dept
General Expenses	\$ 143,204	\$ 54,155	\$ 89,049	38%	\$ 142,545	\$ 54,058	\$ 88,487	38%	\$ (97)	-0.2%
										Includes Ambulance Lease
Total Expenses	\$ 329,799	\$ 124,297	\$ 205,502	38%	\$ 338,434	\$ 131,879	\$ 206,555	39%	\$ 7,582	6%
										Total of All Expenses
Net Income/(Deficit)	\$ 115,813	\$ (61,305)	\$ (177,118)	-53%	\$ 123,566	\$ 83,765	\$ (39,801)	68%	\$ (145,070)	-173%
										Net Increase/(Decrease) of Revenue over Expenses

\* Note: Transfers out equal 95% of Beginning Fund Balance.

Town of Exeter

CATV Revolving Fund- Revenue & Expenses (unaudited)

As of June 30, 2015 and June 30, 2014

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Description	Current Year			Prior Year		Comparison of Actuals		Notes	
	2015 Budgeted Revenue 6/30/15	Actual 6/30/15	BVA Favorable/ (Unfavorable) \$ Variance	2014 Budgeted Revenue/ Expense	Actual 6/30/14	2015 vs 2014 Favorable/ (Unfavorable) \$ Variance	BVA Favorable/ (Unfavorable) % Variance		
CATV Revenue	\$ 140,000	\$ 36,683	\$ (103,317)	26%	131,000	\$ 34,403	\$ 2,280	7%	50% of Comcast Revenue to General Fund and 50% to CATV Fund
CATV Expenses									
Wages, Taxes & Benefits	\$ 61,143	\$ 32,198	\$ 28,945	53%	65,425	\$ 29,284	\$ 2,914	10%	20% of FT IT Wages & Benefits, PT Wages
General Expenses	\$ 56,375	\$ 26,102	\$ 30,273	46%	46,751	\$ 26,726	\$ (624)	-2%	Includes annual E-Channel Assessment
Total Expenses	\$ 117,518	\$ 58,300	\$ 59,218	50%	112,176	\$ 56,010	\$ 2,290	4%	Total of all expenses
Net Income/(Deficit)	\$ 22,482	\$ (21,617)	\$ (44,099)	-96%	18,824	\$ (21,607)	\$ (10)	0.05%	Net Increase/(Decrease) of Revenue over Expenses

Town of Exeter  
 Recreation Revolving Fund Revenues & Expenses(unaudited)  
 As of June 30, 2015 and June 30, 2014

DRAFT

Description	Current Year			Prior Year			Comparison of Actuals		Notes
	2015 Budgeted Revenue	Actual 6/30/15	BVA Favorable/ (Unfavorable) \$ Variance	2014 Budgeted Revenue/ Expense	Actual 06/30/14	BVA Favorable/ (Unfavorable) \$ Variance	2015 vs 2014 Favorable/ (Unfavorable) \$ Variance	BVA Favorable/ (Unfavorable) % Variance	
Total Revenue	\$ 488,200	\$ 277,206	\$ (210,994) 57%	\$ 510,800	\$ 285,593	\$ (225,207) 56%	\$ (8,387)	-3%	Special Events, Program, Pool and Trip Revenue
Wages, Taxes & Benefits	\$ 173,603	\$ 30,460	\$ 143,143 18%	\$ 162,545	\$ 24,881	\$ 137,664 15%	\$ 5,579	22%	Camp Salaries and OT for Rec Coordinator
General Expenses	\$ 328,060	\$ 147,555	\$ 180,505 45%	\$ 315,355	\$ 117,771	\$ 197,584 37%	\$ 29,784	25%	Expenses related to pool, camp and trips.
Total Expenses	\$ 501,663	\$ 178,015	\$ 323,648 35%	\$ 477,900	\$ 142,652	\$ 335,248 30%	\$ 35,363	25%	Total of All Expenses
Net Income/(Deficit)	\$ (13,463)	\$ 99,191	\$ 112,654 -737%	\$ 32,900	\$ 142,941	\$ 110,041 434%	\$ (43,750)	-31%	Net Increase(Decrease) of Revenue over Expenses

Town of Exeter  
 Analysis of Property Tax/Liens Receivable  
 As of 06/30/15 and 06/30/14

DRAFT

<u>Type</u>	<u>Bill Year</u>	<u>Balance Outstanding as of 6/30/15</u>	<u>Balance Outstanding as of 6/30/14</u>	<u>Increase/ (Decrease)</u>	<u>Increase/ (Decrease)</u>
Lien	2007	1,211	1,219	(8)	(0.7)%
Lien	2008			-	N/A
Lien	2009	2,513	10,754	(8,241)	(328)%
Lien	2010	50,289	66,094	(15,805)	(31)%
Lien	2011	76,029	125,329	(49,300)	(65)%
Lien	2012	115,731	239,422	(123,691)	(107)%
Lien	2013	218,792	396,857	(178,065)	(81)%
Tax	2014	452,059	3,515,238	(3,063,179)	(678)%
<b>Subtotal</b>		<b>\$ 916,624</b>	<b>\$ 4,354,913</b>	<b>\$ (3,438,289)</b>	<b>(375)%</b>
Tax	2015	4,257,653	-	4,257,653	N/A
<b>Subtotal</b>		<b>\$ 4,257,653</b>	<b>\$ -</b>	<b>\$ 4,257,653</b>	<b>N/A</b>
<b>Grand Total</b>		<b>\$ 5,174,277</b>	<b>\$ 4,354,913</b>	<b>\$ 819,364</b>	

\* The first half 2015 property tax billing totaled \$ 20,686,324 and were due July 1, 2015.

*As of June 30, 2014, 93% of property taxes billed were paid compared to 90% of first half 2015 property taxes that were paid as of July 1, 2015.*

Town of Exeter  
 Analysis of Accounts Receivable Aging - Water & Sewer  
 As of June 30, 2015 and June 30, 2014

DRAFT

	<u>Current</u>	<u>31-60 Days</u>	<u>61-90 Days</u>	<u>Over 90 Days</u>	<u>Total</u>	<u>Percent Over 90 Days</u>
As of 06/31/15	\$ 466,787	\$ 32,567	\$ 22,056	\$ 148,449	\$ 669,859	22%
As of 06/31/14	\$ 439,368	\$ 26,083	\$ 38,730	\$ 159,198	\$ 663,379	24%
(Favorable)/Unfavorable Variance	\$ (27,419)	\$ (6,484)	\$ 16,674	\$ 10,749	\$ (6,480)	-2%

Accounts receivable over 90 days represents 22% or \$ 148K of balance as of 6/30/15. The over 90 day balance has decreased by 2% or \$ 10.7K from the prior year. One W&S customer represents 70.4% or \$ 112K of the over 90 day balance.

Breakdown of Water/Sewer Accounts Receivable Outstanding by Year:				
	<u>Water</u>	<u>Sewer</u>	<u>Total</u>	
2008	-	226	226	0%
2009	4	140	144	0%
2010	(270)	173	(97)	0%
2011	1,412	75,433	76,845	11%
2012	242	40,184	40,426	6%
2013	468	618	1,086	0%
2014	1,551	2,938	4,489	1%
*2015	280,005	266,735	546,740	
<b>Total</b>	<b>283,412</b>	<b>386,447</b>	<b>669,859</b>	<b>100%</b>

\* Includes current month billing

**EXETER – WWTF AND MAIN PUMP STATION UPGRADE  
SUMMARY OF OPTION 3 VS OPTION 6  
Wright-Pierce, 20 July 2015**

**BACKGROUND**

During two meetings in May 2015 with DPW staff as well as some members of the BOS and WSAC, Wright-Pierce presented several options for WWTF Upgrades using either the Bardenpho process (flow-through) or the Sequencing Batch Reactor process (batch) and using various phased implementation approaches. By the end of the second meeting, the Town concluded that:

- The Bardenpho process was a better selection for the Town given the WWTF size and effluent requirements (Options 1, 2 or 3).
- The Bardenpho process constructed as one project (Option 3) was the preferred approach given the lowest life-cycle cost (Option 3).
- The same presentation should be made to the BOS and WSAC for their input and approval.

This combined BOS/WSAC meeting was held on June 17, 2015 to present the information (see attached Powerpoint presentation). At the conclusion of this meeting, the BOS/WSAC affirmed the conclusion to move forward with the design of a Bardenpho process (Option 3); however, while the BOS/WSAC agreed that phasing Options 1 and 2 were not ideal options, they wanted to continue to evaluate phasing options. During the meeting, Wright-Pierce outlined a potential phasing scenario that involved construction a larger influent equalization basin in a phase implementation approach (“Option 6”is). This memorandum provides a comparison of Option 3 vs Option 6.

**COMPARISON OF OPTION 3 VS OPTION 6**

It is important to note that both options ultimately provide for the following common features delivered under different timeframes:

- Design annual average capacity of 3.0-mgd;
- Peak hour capacity of up to 12.5-mgd (in combination with the Main Pump Station Upgrade and potential regional partners) through the screening and grit removal processes;
- influent equalization to minimize/eliminate CSOs (in combination with the Main Pump Station Upgrade) and to cap the peak day forward flow 6.6-mgd;
- Effluent TN <5-mg/l using the Bardenpho process;
- Three aeration tanks and three secondary clarifiers;
- Site layout which allows for *future* primary clarifiers, if desired;
- Site layout which allows for *future* fourth aeration tank and fourth secondary clarifier, if desired;
- Site layout which allow for *future* tertiary treatment to achieve effluent TN <3-mg/l, if required;

The differences between Option 3 and Option 6/ Phase 1 are identified below:

- The volume for influent equalization is increased from 2.0-MG (Option 3) to 4.0-MG (Option 6) in order to allow for a reduction in the peak day flow from 6.6-mgd (Option 3) to 6.0-mgd (Option 6).
- The reduction in the Phase 1 peak day flow rate allows for two aeration tanks and three secondary clarifiers to be constructed.

**EXETER – WWTF AND MAIN PUMP STATION UPGRADE  
SUMMARY OF OPTION 3 VS OPTION 6  
Wright-Pierce, 20 July 2015**

- The aeration tanks would be configured such that the operators can easily switch between a Bardenpho process and a MLE process (i.e., without moving large equipment or baffle walls). When operated as a Bardenpho process the Phase 1 annual average capacity is 2.2-mgd and when operated as an MLE process the Phase 1 annual average capacity is 2.65-mgd.
- Based on growth trends, it is anticipated that the Phase 1 annual average capacity would serve the Town's needs for 10 to 15 years. The intended approach would be for the Town to operate in a Bardenpho configuration until it reaches an annual average flow of 2.2-mgd (i.e., approximately 500,000 gallons per day of additional capacity over current flows). At that time, the Town would switch to the MLE process (effluent TN <8mg/l) and would begin the process of obtaining funding approvals through the municipal appropriations process for design and construction of the third aeration tank. Since switching to the MLE process provides for an additional 450,000 gallons per day of capacity with TN removal consistent with the AOC, we expect that NHDES and EPA will concur with this approach.
- When the third aeration tank is completed, the design annual average capacity will be 3.0-mgd, the design peak day flow rate will be increased to 6.6-mgd and the effluent TN will be reduced back to <5-mg/l.

**CONCLUSIONS**

Since the current annual average flow is approximately 1.7-mgd, the Town's interest in phasing is primarily in deferring the capital and operating costs associated with constructing treatment capacity that does appear to be needed for at least 10 to 20 years. It is important to note that, based on the requirements of the AOC and the NPDES permit, an upgrade could be required to address the <3-mg/l requirement; however, this treatment level is independent of treatment capacity.

A multi-page spreadsheet is attached which provides the details of the analysis. This analysis is summarized as follows:

- **Option 3** builds the above in a single project. The estimated project (capital) cost for this option is \$39.8M (ENR CCI 9846).
- **Option 6** builds the above in two phases. The estimated project (capital) cost for this option in two phases is \$40.4M; however, the first phase would be \$35.8M (ENR CCI 9846). Said another way, Option 6 will save \$4.0M now with the potential to cost an extra \$0.6M later.

**EXETER, NH WWTF  
CAPITAL COST COMPARISON**

	Units	OPTION 3 - BARDENPHO	OPTION 6 - BARDENPHO PHASED INSTALLATION	
		Bardenpho without Primary Clarifiers	PHASE 1 - Bardenpho and MLE Process	PHASE 2 - Bardenpho Process without Primary Clarifiers
Equalization Tanks (\$x/gal)				
Volume	mgal	0.00	4.00	4.00
Total Project Costs	\$	\$0	\$400,000	\$400,000
Primary Clarifiers (\$x/gal)	\$14.75			
Volume	mgal	0.00	0.00	0.00
Total Project Costs	\$	\$0	\$0	\$0
BNR Basins (\$x/gal)	\$4.10			
Volume	mgal	2.96	2.00	3.00
Total Project Costs	\$	\$12,140,000	\$8,200,000	\$12,300,000
Secondary Clarifiers (\$x/gal)	\$4.80			
Volume	mgal	1.38	1.38	1.38
Total Project Costs	\$	\$6,620,000	\$6,624,000	\$6,624,000
SBR Tanks	\$3.80			
Volume	mgal	0.00	0.00	0.00
Total Project Costs	\$	\$0	\$0	\$0
Gravity Thickener (\$x/gal)	\$14.75			
Volume	mgal	0.00	0.00	0.00
Total Project Costs	\$	\$0	\$0	\$0
Aerobic Sludge Storage Tank (\$x/gal)	\$5.00			
Volume	mgal	0.30	0.20	0.30
Total Project Costs	\$	\$1,500,000	\$1,000,000	\$1,500,000
<b>Total Project Cost **</b>		<b>\$20,260,000</b>	<b>\$16,224,000</b>	<b>\$20,824,000</b>

\*\* Note, project costs are only for comparison between options and do not include all project components (e.g., Influent Equalization, Headworks, Disinfection, Sludge Dewatering, facility-wide electrical service and distribution, etc.). Project costs include contingency and technical services.

<b>Overall Project Costs</b>			
BNR-Related Items	\$20,260,000	\$16,224,000	\$20,824,000
Est. Add. Project Components for WWTF ***	\$19,570,000	\$19,570,000	\$19,570,000
<b>Total Project Costs to Achieve 5-mg/l TN ***</b>	<b>\$39,830,000</b>	<b>\$35,794,000</b>	<b>\$40,394,000</b>
Est. Add. Project Components for 3-mg/l TN ****	\$6,070,000		\$6,070,000
<b>Total Project Costs to Achieve 3-mg/l TN</b>	<b>\$45,900,000</b>		<b>\$46,464,000</b>

\*\*\* Note, based on Wastewater Facilities Plan (March 2015) project costs for Option 3.

\*\*\*\* Note, based on Wastewater Facilities Plan (March 2015) project costs for advanced treatment steps.

**EXETER, NH WWTF  
ANNUAL O&M COST COMPARISON**

	Levelized Unit Cost    Unit		OPTION 3 - BARDENPHO	OPTION 6 - BARDENPHO PHASED INSTALLATION	
			Bardenpho without Primary Clarifiers	PHASE 1 - Bardenpho and MLE Process	PHASE 2 - Bardenpho Process without Primary Clarifiers
<b>Electricity for Mechanical Equipment</b>					
Annual Average		scfm	2,065	1,600	2,150
Total Operating Horsepower - Blowers		HP	92.6	71.7	96.4
Energy Use - Blowers		kwh/d	1,657	1,284	1,725
Energy Use - Mixers, IR, RS		kwh/d	779	627	779
Influent Equalization		kwh/d		224	
Energy Use - Total		kwh/d	2,436	2,134	2,504
Annual Power Cost	\$0.13 /kWh		<b>\$116,500</b>	<b>\$102,100</b>	<b>\$119,700</b>
<b>Methanol</b>					
Annual Average		gpd	115	70	100
Annual Cost of Methanol	\$1.89 /gal		<b>\$79,000</b>	<b>\$48,000</b>	<b>\$69,000</b>
<b>Sludge Processing</b>					
Total Sludge Production		lbs/day	4,067	2,800	4,000
Dewatered Sludge Percent Solids		%	19%	19%	19%
Dewatered Sludge		wtpd	11	7	11
Polymer of Dewatering at BFP's		gpd	16	11	16
Annual Polymer Cost	\$5.50 /gal		\$33,000	\$22,000	\$32,000
Annual Cost for Sludge Hauling/Dewatering	\$100 /WT		\$391,000	\$269,000	\$384,000
Total Annual Cost			<b>\$424,000</b>	<b>\$291,000</b>	<b>\$416,000</b>
<b>Personel</b>					
Additional Manhours		people/yr	0.0	0.0	0.0
Annual Cost	\$70,400 per yr		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Hydraulic Grade Line</b>					
Hydraulic Grade Line Adjustment		ft	0	0	0
Total Operating Horsepower		HP			
Annual Pumping Cost	\$0.13 /kWh		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Total Annual O&amp;M Costs **</b>			<b>\$619,500</b>	<b>\$441,100</b>	<b>\$604,700</b>

\*\* Note, project costs are only for comparison between options and do not include all project components (e.g., Influent Equalization, Headworks, Disinfection, Sludge Dewatering, facility-wide electrical service and distribution, etc.). Project costs include contingency and technical services.

**EXETER, NH WWTF  
PRESENT WORTH COMPARISON OF ALTERNATIVES**

	OPTION 3 - BARDENPHO	OPTION 6 - BARDENPHO PHASED INSTALLATION	
	<b>Bardenpho without Primary Clarifiers</b>	PHASE 1 - Bardenpho and MLE Process	PHASE 2 - Bardenpho Process without Primary Clarifiers
<b>Capital Costs **</b>	\$20,260,000	\$16,224,000	\$20,824,000
SRF Loan Rate	3.168%	3.168%	3.168%
Loan Term, years	20	20	20
Capital Recover (A/P, i%, n)	0.068	0.068	0.068
<b>Annual Debt Payment **</b>	<b>\$1,383,000</b>	<b>\$1,108,000</b>	<b>\$1,422,000</b>
Annual O&M Costs	\$619,500	\$441,100	\$604,700
Discount Rate	3.70%	3.70%	3.70%
Term, years	20	10	10
Uniform Series Present Worth (P/A, i%, n)	13.959	8.233	8.233
Single Payment Present Worth (P/F, i%, n)			0.695
Present Worth of O&M Costs	\$8,647,400	\$3,631,800	\$3,462,000
<b>Total Present Worth of O&amp;M Costs **</b>	<b>8,647,400</b>	<b>3,631,800</b>	<b>7,093,800</b>
<b>Total Present Worth **</b>	<b>\$28,907,400</b>	<b>\$19,855,800</b>	<b>\$27,917,800</b>
Cost per Nitrogen Removed			
Effluent Total Nitrogen Achieved, mg/l	3.5	3.5	3.5
lbs Nitrogen Removed per Year (Total, inf to eff)	333,329	244,441	333,329
Construction Cost/lbs of Nitrogen Removed per year	\$61	\$66	\$62
O&M Cost/lbs of Nitrogen Removed per year	\$1.86	\$1.80	\$1.81
Total Present Worth/lbs of Nitrogen Removed per year	\$87	\$81	\$84

\*\* Note, project costs are only for comparison between options and do not include all project components (e.g., Influent Equalization, Headworks, Disinfection, Sludge Dewatering, facility-wide electrical service and distribution, etc.). Project costs include contingency and technical services.

Draft Minutes  
River Study Committee  
July 16, 2015

Great  
Dam  
Update

**1. Convene the Meeting**

Chairman Lionel Ingram called the meeting to order at 9:00 AM in the Nowak Room of the Exeter Town Office building. Members present were Rod Bourdon, Frank Ferraro, Roger Wakeman, Virginia Raub, and Richard Huber. Also in attendance was Paul Vlasich, Town Engineer, Jake St. Antonio of VHB, Eric Hutchins of NOAA, and Selectman Don Clement.

**2. Minutes of the April Meeting**

A Motion was made by Mr. Huber and seconded by Mr. Bourdon to accept the minutes of the April 30, 2015 meeting, as presented. Motion carried – all in favor, with Ferraro abstaining.

**3. Report on the Status of Dam Removal (Paul Vlasich)**

**a. Mill Agreement**

Paul Vlasich talked about a new condenser cooling system not needing the use of town water. He said the Board of Selectmen approved that agreement. He said the town would contribute \$437,500, which is good as the warrant was for \$542,000. He said this is a good solution.



**b. Permitting**

Mr. Vlasich talked about wetlands permitting. He said the removal of the dam is straight forward. They need to come up with a solution that is going to last a long time, let fish pass, and reduce flooding. The town applied for a wetlands permit on April 20. On May 28, DES held a meeting at Fish & Game. He said they have another month to go with the permitting process.

Jake St. Antonio, of VHB, went over the design which was submitted with the permit application in April. He talked about the river bottom. There is a 6 ½ foot drop post dam removal without doing any grading. The fish won't be able to pass through. If there is a fully graded river channel there is a potential for not having water at the intake. They are looking to grade a channel that would be passable by fish. They are aiming for a slope below 3%. It is a v-shaped channel with depths of 3 ½ feet to the top of the slope. The design also included a series of boulder clusters. They are proposing randomly placed boulders. During the May meeting, they talked about grading being more minimalistic. They need further discussions with fish biologists and NOAA to talk about design enhancement. There was concern about the boulder clusters placed in a linear fashion because of turbulence. He said they are looking to refine this. They are looking to submit revised plans back to the DES by July 27.

Mr. Ferraro asked a few questions pertaining to the map shown. Mr. St. Antonio explained.

Mr. Vlasich said they are still in the process of the design with no wetlands permit. There isn't a final design yet. They will not be taking the dam down in September. There was a NOAA grant due by July 2. He said they put in an application for \$610,960. He talked about how they came up with that figure. If awarded, he said they can't use the money until December/January.

Going back to the wetlands permit, Mr. Vlasich said they still have to get some abutter agreements. One big concern is a retaining wall. It is a concern that the vibrations from removal of the dam may move the retaining wall. He said he is getting another consultant to further investigate.

### **c. Design**

Mr. Vlasich said they want the design so they won't have to do anything to the river. He met with the Abenaki Nation and had talked about a ceremony for the removal of the dam. They didn't want to do their ceremony until there is a firm date. They were most concerned with the impact of the fish in the river. Their request was to allow them to do their ceremony with little fanfare.

### **d. Grants**

Mr. Ferraro suggested the Board of Selectmen send a letter State elected officials, such as Governor Hassen, explaining the history of why the Town is taking out the dam, and in applying for the grant say any assistance from them would be appreciated. Selectman Don Clement said he was going to ask what the BOS can do to prompt the grant. Mr. Vlasich said that sounds like a reasonable request. He said one requirement of the grant was to have a letter of support from Senator Ayotte. Selectman Clement said he thinks it is important that agencies that provide the grant know the Town is in full support. He said he will bring it forth to the BOS at their next meeting. NOAA Fish Biologist Eric Hutchins said a letter wouldn't work right now, from the ranking perspective. He said this grant only has \$4 million available. There is going to be another round of funding. The application process is 95% identical to the one the town just applied for. He suggested the town think about applying, just in case. He also suggested the town get debriefed on any grant that has been turned down, so as to learn what they can improve for the next application. Mr. Ferraro said it might still be good to ask for the letters generically, for future NOAA grants.

Selectman Clement asked about the concerns pertaining to the retaining wall. He asked if there is going to be a performance bond. Mr. Vlasich said every project they bid out there is a performance bond.

Mr. St. Antonio gave a 106 update. He said they have been working with CORE to update the language of the MOA. Chair Ingram asked who signs the MOA for the town. Selectman Clement said the Board of Selectmen would sign. Mr. Ingram asked Mr. St. Antonio

if anything has come up that is of concern. Mr. St. Antonio said there is nothing of concern. He did talk about historical markers, saying the State has one marker, and DHR requires another.

Mr. Huber, representative for the Great Dam Remembrance Committee said they have not gotten a CAPE update. Selectman Clement said Paul Kirshen has been talking about a preliminary meeting with staff to talk about a definite date. Kristen Murphy and Selectman Clement are coordinating with him.

Mr. Wakeman said he gets questions about the schedule. He said it should be communicated in some way because now they are hearing the dam removal date is being pushed back a year. Mr. Vlasich said this meeting was the first step in the information going out to the public. He talked about putting together a press release. Selectman Clement wanted confirmation the dam will not be removed in September. Mr. Vlasich confirmed, saying there a 0% chance to start in September. Selectman Clement asked for a timeframe. Mr. Vlasich said they need to get the permits. They are looking at July 1 now. He said they need to have a more complete talk about what the issues are with the plan before going to the BOS. Mr. Ferraro suggested an email go out to the BOS to let them know the September start date has been delayed.

Mr. Vlasich thanked the water resource people from DPW for coming up with a way to supply water to the town without their biggest resource.

#### **4. Other Business**

None.

#### **5. Public Comment**

None.

#### **6. Adjourn the Meeting**

Mr. Vlasich said he will have some more information on the wetlands permit in September. The next River Study Committee will be on Thursday September 3, 2015 at 9 am.

Chair Ingram adjourned the meeting at 10:14am.

Respectively submitted,

Nicole Piper,  
Recording Secretary

**TOWN OF EXETER  
MEMORANDUM**

TO: Board of Selectmen  
FROM: Russell Dean, Town Manager  
RE: Draft Policy - UAS  
DATE: August 7, 2015

---

Per the Board's request a policy has been drafted to govern the use of the recently purchased UAS system.

In addition, draft forms have been attached which clearly outline the terms of use, the operators, etc.

# Town of Exeter: Rules for use of Unmanned Aircraft System (UAS)

## Purpose:

The purpose of this policy is to provide operational guidelines for the use of the unmanned aircraft system.

## Scope:

This UAS provides the Town of Exeter an additional tool to extend our capabilities, to make tasks both more efficient and safer for personnel. This policy is meant to ensure safe, legal use and address concerns about its use.

## Policy:

Operator will fill out a flight plan for every mission. Post mission data logs shall be downloaded and printed. These logs will be attached to the flight plan and all logs/plans shall be kept on file for a minimum of 12 months.

UAS shall be preflight inspected by the operator following a pre-flight checklist. Signature on checklist required.

At all times the operator must remain close enough to be able to see the aircraft with vision unaided by any device other than corrective lenses (Line of sight). For our purposes it is highly recommended not to exceed 300 yards between operator and the UAS but 300 yards may be exceeded as long as line of sight is maintained and that it is a requirement of the mission.

Operator must not directly overfly any person not involved with the mission at any height less than 100 ft.

Operator shall not film over private structures without prior permission, with signature, on flight plan. Operator will be respectful of citizen's privacy and/or privacy concerns and discontinue operation if requested by an abutter.

Operators must not fly in weather conditions unsuitable for filming or unsafe for flying.

Missions limited to daylight-only (official sunrise to official sunset, local time).

Operator must yield right-of-way to other aircraft, manned or unmanned (see and avoid). First-person view camera cannot satisfy "see-and-avoid" requirement but can be used as long as requirement is satisfied in other ways. If there is any danger of collision, immediately evade and attempt to return to home.

Mission can include a visual observer other than the operator and this is recommended. Additional observers are acceptable if needed. Visual observers do not negate the operator needing to maintain line of sight with the UAS. Visual observers will maintain communications with operator at all times without the use of electronic devices.

The maximum airspeed will be either limited by the aircraft or FAA regulations, whichever is less (current unit is capable of 35 MPH).

Operator should only fly as high as required for the mission and shall not exceed a maximum altitude of 400 feet above ground level.

Operate only with a minimum weather visibility of 1 plus miles from control station.

No operator shall operate more than one aircraft at a time.

No careless or reckless operations allowed.

Operator shall obey all TFRs/FRZs (Temporary Flight Restrictions/Flight Restricted Zones), checking for these restrictions as part of a pre-flight checklist. The operator shall not override any failsafe or safety control.

Operator must have complete knowledge gained from reading the documentation included with the aircraft and spent time practicing operations using built in "learning modes", two hours on the in-app simulator and two hours flying time. The FAA is currently proposing rules and the operator may be required to be tested and certified. If and when this happens operators will have to meet these requirements before operating the UAS.

#### Fire Department Special Addendum

##### General:

1. UAS will only be deployed, during an emergency, at the request of the Incident commander and with approval of the Fire Chief or Assistant Chief.
2. The mission will be clearly defined to the operator prior to the flight.
3. A flight plan can be filled post mission depending on the urgency of the mission.
4. UAS will not be flown over residential areas for non-emergent reasons, example training.
5. Operators that are not department members will operate from the command post or the safest location possible.
6. Fire personnel trained to operate the UAS will not become involved in police operation as per GERNERAL ORDER # 13.



# 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)

## EXTV Flight Operator Approval

Full Name \_\_\_\_\_  
Department \_\_\_\_\_ Position \_\_\_\_\_  
Purpose of Operation \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Has the operator...

- Read the Phantom III Professional User Manual
- Read the complete Town of Exeter policy regarding flight of UAS devices
- Demonstrated an understanding of flight controls to the IT Coordinator and the Fire Chief

SIGNATURE OF EXTV MANAGER \_\_\_\_\_  
DATE \_\_\_\_\_

SIGNATURE OF FIRE CHIEF \_\_\_\_\_  
DATE \_\_\_\_\_

This operator agrees to abide by the Town of Exeter policy regarding flight of all UAS devices and understands that this approval will expire two years from approval date. By signing this, the operator also certifies that they have no knowledge of any medical condition that would prevent them from flying in a safe manner and agrees to abide by all FAA regulations regarding micro-UAS flight.

SIGNATURE OF OPERATOR \_\_\_\_\_  
DATE \_\_\_\_\_



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## Town of Exeter UAS Flight Plan

Date of Flight: \_\_\_\_\_

Time of Take-off: \_\_\_\_\_ Time of Landing: \_\_\_\_\_

Location/Flight Path: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Purpose for Flight: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Will the flight path film structures on private property?      YES      NO

Approval of Property Owner(s) (See back for additional property owners):

Name: \_\_\_\_\_ Address: \_\_\_\_\_

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

Name: \_\_\_\_\_ Address: \_\_\_\_\_

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

Flight Operator:

- Chelsey Gosselin, EXTV Supervisor
- Ryan Booth, Firefighter

Pre-Flight Signature of Operator: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Approval: \_\_\_\_\_ Date: \_\_\_\_\_

- UAS was inspected post-flight for damage or defect
- Flight Log is printed and attached

Post Flight Summary: \_\_\_\_\_  
\_\_\_\_\_

Post Flight Signature of Operator: \_\_\_\_\_ Date: \_\_\_\_\_



# TOWN OF EXETER, NEW HAMPSHIRE

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

## DJI PHANTOM 3 PROFESSIONAL PRE-FLIGHT CHECKLIST

### **BEFORE Departing for Flight Location:**

- Inspect the UAS for damage or defect
- Aircraft and Remote Controller batteries fully charged
- Tablet fully charged
- SD card empty and inserted in the camera
- Firmware for Aircraft and Remote Controller is updated
- Cache location maps into all DJI Pilot app devices
- Double-check that flight location is not within a No-Fly Zone
- Check weather is appropriate for flight
  - Precipitation is less than 5-10%
  - Winds are under 20kts
  - Cloud layer is above 500 feet (152 meters)
  - KP (global geomagnetic storm) index is 5 or less
  - 1+ statute mile of visibility
  - Flight will begin after sunrise and end before sunset
- Confirm that flight plan has been reviewed and approved by supervisor(s)

### **ON-SITE Check:**

- There are no overhead obstructions such as wires, low flying aircrafts, trees, or tall buildings
- There are no antennas that may interfere with the compass and GPS reception
- Weather on-site meets pre-determined appropriate conditions
- Confirm flight plan with Visual Observer

### **Physical Aircraft Check:**

- Desired ND filter attached to camera
- Camera has free range of motion and is locked in place on the UAS
- SD Card is in place

- Motors are clear of foreign object debris
- Propellers are not melted, misshapen, or cracked
- Propellers are hand tightened and have full range of motion without obstruction
- Prop locks are firmly attached

### **Remote Controller Check:**

- Antennas are oriented properly (not touching one another, angled outward with the broad side against the remote controller at 45 degree angles)
- Remote control is switched to P-GPS mode
- Tablet is secured and plugged in to the remote controller
- There is no visible damage to the controller
- Battery is above 75%

### **DJI Pilot App Check:**

- Maximum flight altitude set (121 meters = 400 feet)
- Failsafe Mode is set for 10 meter clearance above lowest obstacle in flight plan (1 meter = 3/3 feet)
- Remote Control Signal Lost is set to Return-to-Home
- Check Sensors
  - Gyroscope between “-1.0 to +1.0”
  - Acceleration between “-1.0 to +1.0”
  - Compass MOD between “1400 – 1599”
  - Check IMU
- Image Transmission Channel set (watch channels for 30 seconds to ensure selected channel is stable)
- Adjust Gimbal Roll to make level
- Set Camera Orientation mode (recommended “follow-mode” for solo and “free-mode” with camera)
- Turn all devices to airplane mode to minimize interference with UAS
- Face aircraft into the wind (allows for aircraft to float back to operator in case of emergency)
- Check heading of aircraft
- Start video recording
- Start propellers with the Combined Stick Command
- Ensure the blue dot representing the remote control is accurately located on the map
- Ensure home point is accurately set on the map
- Ensure elevation reads 0 (zero)



**TOWN OF EXETER  
MEMORANDUM**

TO: Board of Selectmen  
FROM: Russell Dean, Town Manager  
RE: Draft Policy – Recreation Sponsorships  
DATE: August 7, 2015

---

Per the Board's request a policy has been drafted to govern recreation sponsorships into the future.

If this policy is adopted the Parks/Recreation Department will use it as their regular policy governing sponsorships.

As has been stated previously, we wish to pursue appropriate sponsorships in order to offset the cost of our Parks/Recreation programs and events for residents and participants.

# Draft Sponsorship Policy

Town of Exeter	Policy Number: TBD	Adopted by: Board of Selectmen
Subject: Parks/Recreation Sponsorship Policy	Adoption Date: Effective Date:	Supersedes: None

## 1.0 Purpose of the Policy:

The purpose of this policy is to provide specific guidelines for developing and managing sponsorships for Town parks, facilities, events, programs and services.

## 2.0 Departments Affected: Parks and Recreation Department.

## 3.0 Definitions: None.

## 4.0 Policy:

It is the policy of the Exeter Parks and Recreation Department to actively pursue sponsorships for Town parks, facilities, programs, services and events from individuals, foundations, corporations, nonprofit organizations, service clubs, and other entities in order to enhance and sustain Exeter's parks and recreation system, community facilities, community programs, community services, and community events. All such sponsorships shall comply with the guidelines established by this policy. The Selectboard, at its discretion, may grant variances to this policy.

## 5.0 Parks/Recreation Department Responsibility

5.1 The Parks/Recreation Department is responsible for marketing Town sponsorship opportunities, and for soliciting, negotiating and administering all sponsorships and agreements. Staff approving sponsorship proposals must ensure that all relevant ordinances and policies are adhered to, appropriate consultation and authorities are respected, and where applicable that insurance, indemnification, ethical scans, business good standing status, and permits have been obtained. The Department shall also maintain a log of all sponsorship contributions, and issue a written acknowledgement of the agreement to each sponsor.

## 6.0 Guidelines

All proposed sponsorship relationships will be considered on an individual, case-by-case basis, and should be consistent with the Town's Mission, Values and/or Strategic Plan.

## Draft Sponsorship Policy

- A. The following criterion form the basis of the Town's consideration when establishing sponsorship relationships:
1. Is the mission of the sponsor organization consistent with the Town's Mission?
  2. Are the products, services, and marketing goals of the potential sponsor compatible with the Town's Mission, policies and ordinances?
  3. Does the sponsorship enhance the Town's community facilities, community programs, community events, community services, and/or the parks and recreation system?
  4. Are the tangible and intangible benefits balanced for both the Town and the sponsor?
  5. Are the conditions of the sponsorship consistent with the standards, aesthetic values, and visual integrity of Town property and expectations of users?
  6. Does the sponsorship commit the Town to additional responsibilities, legal liability, operations and maintenance costs?
  7. Does the sponsorship create a conflict of interest for the Town?
  8. Does the sponsorship in any way invoke future consideration, influence, or perceive to influence the day to day operations of the Town.
  9. Is the sponsorship opportunity appropriate to the target audience?
  10. Will the results of the sponsorship relationship deliver a positive and desirable image for the Town?
- B. Additional considerations when establishing sponsorship relationships include:
1. Agreements shall not limit the Town's ability to seek other sponsors.
  2. The sponsorship cannot be made conditional on the Town's performance.
  3. The evaluation of the potential sponsor shall include, but not be limited to the individual's or the organizations: values and principles; products and services offered; record of environmental stewardship and responsibility; rationale for its interest in partnering with the Town; expectations; and ability, timelines and readiness to enter into an agreement.
  4. Ineligible sponsorships include, but are not limited to any potential sponsor whose primary products or services are substantially derived from the sale of alcohol, drugs, tobacco, gambling, firearms, or sexually explicit or inappropriate materials.
  5. The Town will not solicit nor accept sponsorships from individuals, foundations, corporations, nonprofit organizations, service clubs, or other entities whose reputation could provide detrimental to the Town's public image. The Town will not allow advertising, either directly or through third party arrangements, which present demeaning or derogatory portrayals or individuals or groups or contain anything which, in light of generally

prevailing community standards, is likely to cause deep or widespread offense. The Town may, as its discretion, bring any proposals to the Board of Selectmen for their approval even if they do not meet the guidelines of this Policy. The Board of Selectmen may also consider or direct staff to pursue any opportunities for sponsorship that do not strictly adhere to this Policy.

- C. The Town retains the right to accept or reject any sponsorship submitted for approval. If the proposal is rejected, a notification of refusal will be sent outlining the reasons.

## 7.0 Types of Sponsorships

Sponsorships are negotiated and tailored to each event, program, facility or service. A hierarchy of benefits is associated with the different types of sponsorships, often providing more branding and visibility with higher levels of support. Each type of sponsorship will have specific levels detailing the value of the sponsorship.

### A. Events, Programs and Services Sponsorships

#### 1. Title Sponsorship

A type of sponsorship in which the individual, foundation, corporation, nonprofit organization, service club, or other entity purchases the exclusive right to be named as the Title Sponsor of an event, program, or service.

The following guidelines shall be applied when entering into a title sponsorship agreement for Town events, programs, and services:

1. Recognition as Title Sponsor for a specific event, program or service
2. Mention in media releases and promotional material as Title Sponsor for the event, program or service
3. Title Sponsor signage/display at the event or program location for a period not to exceed the length of the event.
4. Recognition as Title Sponsor on event/program website
5. Category/product exclusivity for the event, program or service
6. Other possible benefits as negotiated

#### 2. Cash Sponsorship

A type of sponsorship in which an individual, foundation, corporation, nonprofit organization, service club, or other entity provides cash in support of a Town event, program or service.

The following guidelines shall be applied when entering into a cash sponsorship agreement for Town events, programs, and services:

## Draft Sponsorship Policy

1. Recognition as a sponsor for a specific event, program or service
2. Appropriate mention in media releases and promotional material as a Sponsor for the event, program or service.
3. Appropriate Sponsor signage/display at the event or program location for a period not to exceed the length of the event.
4. Appropriate recognition on event/program website as a Sponsor for the event, program or service.
5. Other possible benefits as negotiated

### 3. In Kind Sponsorship

A type of sponsorship in which an individual, foundation, corporation, nonprofit organization, service club or other entity provides a good or service in exchange for sponsorship recognition of a Town event, program or service. There is no monetary exchange within this agreement. Firms agree to provide a good or service in exchange for sponsorship recognition.

The following guidelines shall be applied when entering into an in-kind sponsorship agreement for Town events, programs and services:

1. Recognition as a sponsor for a specific event, program or service
2. Appropriate mention in media releases and promotional material as a Sponsor for the event, program or service.
3. Appropriate Sponsor signage/display at the event or program location for a period not to exceed the length of the event.
4. Appropriate recognition on event/program website as a Sponsor for the event, program or service
5. Other possible benefits as negotiated

### 8.0 Procedures for Establishing Sponsorship Relationships

Sponsorships relationships are established primarily through initiation by the Town informally or formal via a Request for Sponsors process, or through initiation by a potential sponsor.

Interested sponsors are encouraged to contact the Parks and Recreation Department at any time to discuss potential sponsorship opportunities. A completed sponsorship application must be submitted along with a letter detailing the specifics of the proposed sponsorship.

Additionally, sponsorship relationships for a specific park, facility, project, program, service or event may be initiated by organizations that the Town partners with via Parks/Recreation agreements, or Facilities Utilization Agreements; however they must be turned over to the Town for processing and negotiating once initiated. At no time shall the organization speak on behalf of, or negotiate on behalf of the Town.

## Draft Sponsorship Policy

### 9.0 Approvals

A. The Board of Selectmen will approve all sponsorships related to:

1. Sponsorships that exceed \$10,000; or
2. Naming Rights; or
3. Agreements that exceed three (3) years in length of term.

B. The Town Manager will approve all sponsorships related to:

1. Sponsorships valued between \$5,001 - \$9,999; or

Provided that Board of Selectmen approval is not otherwise required.

C. The Parks/Recreation Director will approve all sponsorships related to:

1. Sponsorships up to \$5,000; and
2. Parks/recreation events; and
3. Parks/recreation programs; and

Provided that neither Selectboard approval nor town manager approval is not otherwise required.

### **10.0 Termination of Sponsorships**

A. The Town of Exeter reserves the right to accept or reject any sponsorship proposal submitted for approval, and while every intention is to accept and fulfill all sponsorship agreements, the Town reserves the right to terminate the agreement at any time if, in the Town's sole discretion, continuation of the sponsorship is determined not to be in the best interests of the Town.

B. The Sponsor reserves the right to withdraw the sponsorship proposal at any time during the approval process.

C. The Sponsor may also withdraw from the agreement with thirty (30) days of execution of the agreement. However, no refund will be given on any funds received by the Town prior to receipt of the notification of withdrawal.

### **11.0 Severability:**

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

Approved this \_\_\_\_<sup>th</sup> day of \_\_\_\_\_, 2015

Draft Sponsorship Policy

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Julie Gilman, Chairwoman

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Don Clement, Vice Chairman

---

Nancy Belanger, Clerk

---

Anne Surman

---

Daniel Chartrand

DRAFT

**TOWN OF EXETER  
MEMORANDUM**

TO: Board of Selectmen

FROM: Russell Dean, Town Manager

RE: Personnel Policy – Hands Free Amendment

DATE: August 7, 2015

---

Attached is the final language for the personnel policy amendment regarding the use of electronic devices in vehicles. Adoption of this amendment will ensure Town policy is updated with respect to the “Hands Free” law that went into effect in July, 2015.

CURRENT:

### **CELL PHONE/PDA POLICY**

Drivers may not use their phones or other personal digital 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 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.**

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

PROPOSED:

### **~~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 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.~~**

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

Personnel Policy Amendment adopted by the Board of Selectmen, August 10, 2015.

CHAPTER 256  
HB 1360 – FINAL VERSION

5Mar2014... 0376h  
04/17/14 1334s

2014 SESSION

14-2002  
03/01

HOUSE BILL            **1360**

AN ACT                relative to use of certain electronic devices while driving.

SPONSORS:            Rep. Pantelakos, Rock 25; Rep. Theberge, Coos 3; Rep. Burrige, Ches 16

COMMITTEE:          Transportation

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AMENDED ANALYSIS

This bill prohibits the use of certain electronic devices while driving.

-----

Explanation:          Matter added to current law appears in ***bold italics***.  
                         Matter removed from current law appears ~~[in brackets and struckthrough]~~  
                         Matter which is either (a) all new or (b) repealed and reenacted appears in regular type.

CHAPTER 256  
HB 1360 – FINAL VERSION

5Mar2014... 0376h  
04/17/14 1334s

14-2002  
03/01

STATE OF NEW HAMPSHIRE

*In the Year of Our Lord Two Thousand Fourteen*

AN ACT relative to use of certain electronic devices while driving.

*Be it Enacted by the Senate and House of Representatives in General Court convened:*

1       256:1 New Section; Serious Traffic Offenses; Use of Mobile Electronic Devices. Amend RSA 265  
2 by inserting after section 79-b the following new section:

3       265:79-c Use of Mobile Electronic Devices While Driving; Prohibition.

4           I.(a) No person, while driving a moving motor vehicle upon a way or temporarily halted in  
5 traffic for a traffic control device or other momentary delay, shall use any hand-held mobile  
6 electronic device capable of providing voice or data communication, including but not limited to:  
7 reading, composing, viewing, or posting any electronic message; or initiating, receiving, or  
8 conducting a conversation; or initiating a command or request to access the Internet; or inputting  
9 information into a global positioning system or navigation device; or manually typing data into any  
10 other portable electronic device. An operator of a motor vehicle who holds a cellular telephone or  
11 other electronic device capable of voice communication in the immediate proximity of his or her ear  
12 while such vehicle is in motion is presumed to be engaging in a call within the meaning of this  
13 section.

14           (b) "Driving," for the purposes of this section, shall not include when a person is behind  
15 the controls of a vehicle that has pulled to the side of or off the road at a location where it is legal to  
16 do so and where the vehicle remains stationary.

17           II. It shall not be an offense under this section for any person driving a motor vehicle upon a  
18 way:

19           (a) To make use of a cellular telephone or other electronic device capable of voice  
20 communication to report an emergency to the enhanced 911 system or directly to a law enforcement  
21 agency, fire department, or emergency medical provider.

22           (b) To use one hand to transmit or receive messages on any non-cellular 2-way radio.

23           (c) To use a Bluetooth enabled or other hands-free electronic device, or a similar device  
24 that is physically or electronically integrated into a motor vehicle, for such a purpose to send or  
25 receive information provided the driver does not have to divert his or her attention from the road  
26 ahead. As used in this section, "hands-free electronic device" means a mobile electronic device that  
27 has an internal feature or function, or that is equipped with an attachment or addition, whether or  
28 not permanently part of such mobile electronic device, by which a user engages in conversation

**CHAPTER 256**  
**HB 1360 – FINAL VERSION**  
**- Page 2 -**

1 without the use of either hand; provided, however, this definition shall not preclude the use of either  
2 hand merely to activate, deactivate, or initiate a function of the telephone.

3 III. Any person who violates this section shall be guilty of a violation and shall be fined \$100  
4 plus penalty assessment for a first offense, \$250 plus penalty assessment for a second offense, and  
5 \$500 plus penalty assessment for any subsequent offense within a 24-month period.

6 IV. No person less than 18 years of age shall use a cellular or mobile telephone or other  
7 mobile electronic device, whether hands-free or not, while driving a motor vehicle in motion or  
8 temporarily stopped in traffic upon any way, except to report an emergency to the enhanced 911  
9 system or any public safety agency. A person violating this paragraph shall be subject to the fines in  
10 paragraph III and license suspension or revocation under RSA 263:14, III.

11 256:2 Public Education Program. The commissioner of safety, with the assistance of the  
12 highway safety agency, the department of transportation, and other available public and private  
13 sector participation, and subject to funding including any federal funds, shall, prior to the effective  
14 date of section 1 of this act, develop and initiate a targeted public education program including, but  
15 not limited to, media releases, participation in available talk shows and public service  
16 announcements, driver education classes, signage, use of electronic message boards, notices or  
17 handouts at division of motor vehicles facilities, roadside rest area buildings, and other state-owned  
18 facilities, and other available means to alert the driving public to the passage of this act.

19 256:3 Effective Date.

20 I. Section 1 of this act shall take effect July 1, 2015.

21 II. The remainder of this act shall take effect upon its passage.

22 Approved: July 25, 2014

23 Effective Date: I. Section 1 shall take effect July 1, 2015

24 II. Remainder shall take effect July 25, 2014

## List for Selectmen's meeting Aug 10, 2015

### Abatement

<u>Map/Lot</u>	<u>Location</u>	<u>Amount</u>
52/112	129-131 Portsmouth Ave	26,781.86

### MS1 Extension

Needs selectmen approval for extension



# 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: [sriffle@exeternh.gov](mailto:sriffle@exeternh.gov)

Facility:  Town Hall (Main Floor)  Bandstand  Parking - # Spaces \_\_\_\_\_ Location \_\_\_\_\_

Signboard Requested:  Poster Board Week: \_\_\_\_\_  Plywood Board Week: \_\_\_\_\_

### Representative Information:

Name: Kristen Murphy Address: 10 Front Street

Town/State/Zip: Exeter, NH 03833 Phone: (603) 773-6112

Email: kmurphy@exeternh.gov Date of Application: 7/27/15

### Organization Information:

Name: Planning Department Address: see above

Town/State/Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

### Reservation Information:

Type of Event/Meeting: Fertilizer Outreach/Education Committee (PREP Grant) Date: 8/12/15

Times of Event: 9-11 Times needed for set-up/clean-up: 15 min

# of tables: 2 # of chairs: 15 Will food/beverages be served? No

List Town equipment you request to use: \_\_\_\_\_

Comments: \_\_\_\_\_

### 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: *Kristen Murphy* Date: 7/27/15

Authorized by the Board of Selectmen/Designee: \_\_\_\_\_ Date: \_\_\_\_\_

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Office Use Only:

Liability Insurance: On file  In-process  Will receive by \_\_\_\_\_

Fee: Paid  Will pay by \_\_\_\_\_ Non-profit fee waiver requested

JUL 13 2015



# 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: [riffle@exeternh.gov](mailto:riffle@exeternh.gov)

Received

Facility:  Town Hall (Main Floor)  Bandstand  Parking - # Spaces 2 Location side

Signboard Requested:  Poster Board Week: 4-25-5/1  Plywood Board Week: \_\_\_\_\_

### Representative Information:

Name: Laura Martin Address: Exeter Historical Society, PO Box 924  
Town/State/Zip: Exeter, NH 03833 Phone: 603-778-2335  
Email: programs@exeterhistory.org Date of Application: July 7, 2015

### Organization Information:

Name: Exeter Historical Society Address: PO Box 924; 47 Front Street  
Town/State/Zip: Exeter, NH 03833 Phone: 603-778-2335

### Reservation Information:

Type of Event/Meeting: Annual Meeting, historical presentation Date: Tues. May 3, 2016  
Times of Event: 7:00 pm Times needed for set-up/clean-up: 6:00 - 9:00  
# of tables: 2 # of chairs: 75 Will food/beverages be served? yes  
List Town equipment you request to use: if you have projector/screen, mic & speakers, podium  
Comments: Please waive the fee, as you've kindly done in the past.

### 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.

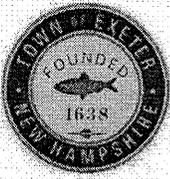
Applicant signature: Laura Martin Date: 7/7/15

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



# Application for Use of Town Facility

Forms can be mailed: Town of Exeter, 10 Front Street, Exeter, NH 03833

Faxed #: 603-772-4709 or emailed: [townmgr@town.exeter.nh.us](mailto:townmgr@town.exeter.nh.us)

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

Signboard Requested: Poster Board  Week: \_\_\_\_\_ Plywood Board  Week: \_\_\_\_\_

### Representative Information:

Name: Susan Roman Address: 117 Manchester St  
Town/State/Zip: Concord NH 03301 Phone: 603 531-0157  
Email: SusanRoman@bernieanders.com Date of Application: 7/21/15

### Organization Information:

Name: Bernie 2016 Address: PO Box 905  
Town/State/Zip: Burlington VT 05402 Phone: 802 862-1505

### Reservation Information:

Type of Event/Meeting: political speech Date: 8/1/15  
Times of Event: 4:30 or 5 pm Times needed for set-up/clean-up: 2 - 8 PM  
# of tables: 4 # of chairs: 350+  
List materials being used for this event: need podium  
Will food/beverages be served? no Description: \_\_\_\_\_

Requirements: Checks are being sent separately.

**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: Susan Roman, NH Operations Director Date: 7/21/15

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 7/31 Non-profit fee waiver requested

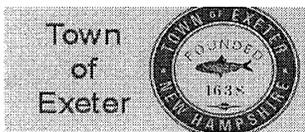
**TOWN OF EXETER  
MEMORANDUM**

TO: Board of Selectmen  
FROM: Russell Dean, Town Manager  
RE: Signs in Public ROW  
DATE: August 7, 2015

---

Bob Hall has submitted a request for a total of two signs be allowed in the public right of way one on Epping Road, and one on Portsmouth Avenue, highlighting Exeter as an "Amtrak Community." A sample of similar signs in Durham is attached.

Bob respectfully requests approval. Thank you.



Russ Dean &lt;rdean@exeternh.gov&gt;

---

**FW: Amtrak Served Community signs.**

1 message

---

**Donna Hall** <halland@comcast.net>  
To: Russ Dean <rdean@exeternh.gov>  
Cc: SRiffle@exeternh.gov

Mon, Aug 3, 2015 at 8:15 PM

---

**From:** Hollister, William [mailto:HollisW@amtrak.com]  
**Sent:** Friday, July 31, 2015 3:07 PM  
**To:** Donna Hall  
**Subject:** RE: Amtrak Served Community signs.

Hi Bob, thank you for contacting me. I can supply you with the Amtrak Served Community Signs and the hardware to fasten them to a standard channel pole that is used for regular road signs. Just let me know how many you need and provide me with a name, address, and phone number of who I should send them to. I have attached pictures of a sign in Durham, NH as a sample so you get the idea of what they look like and the sizing. Once they are placed in Exeter if you could send me some pictures of them I would greatly appreciate it.

Again, thank you for contacting me and most importantly for your support of the Amtrak Downeaster Service in Exeter.

Sincerely,

Bill Hollister

*M. William Hollister*

*Principal Officer*

*Amtrak Government Affairs*

*525 East Street*

*Rensselaer, NY 12144*

*518-462-5760 - Office*

[Hollisw@amtrak.com](mailto:Hollisw@amtrak.com)

---

**From:** Donna Hall [mailto:halland@comcast.net]  
**Sent:** Friday, July 31, 2015 1:56 PM

**To:** Hollister, William

**Subject:** Amtrak Served Community signs.

Hello Bill,

I was given your name and contact information by Wayne Davis in Portland. We both are on the Board of Directors of Trainriders?Northeast.

I chair the Exeter Station Committee in Exeter, NH. Thanks to the State of Maine and the Downeaster Exeter has 5 Amtrak roundtrips a day connecting our community to Boston and Maine Destinations.

We have warmly welcomed Amtrak here and would like to continue getting that word out to our many tourists and visitors throughout the year.

We have two highway routes into Exeter Route 33 (Portsmouth Avenue) and Route 27 (Epping Road). We would like to install The Amtrak Served Community signs on those two routes into Exeter.

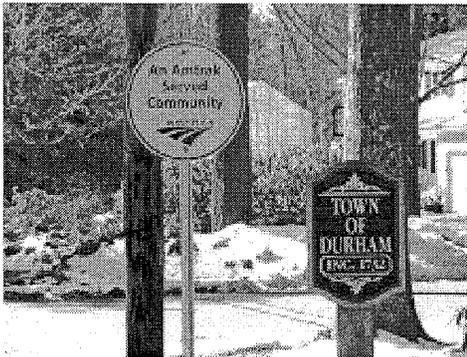
Please let me know if this is possible and what else you would need from me.

Thank You,

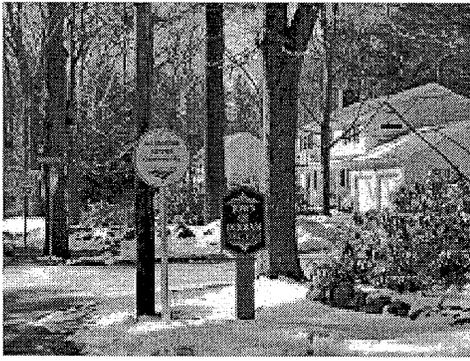
Bob Hall

---

## 2 attachments



**Durham - Amtrak Community Sign #2.JPG**  
3439K



**Durham - Amtrak Community Sign #1.JPG**  
3832K

## Town Manager Updates

Submitted by: Russell Dean, Town Manager

Week Ending: August 7<sup>th</sup>, 2015

### Updates

Planning Review Process. The land use survey board/committee survey has been distributed. Due to some technological glitches, the survey was re-distributed on Friday August 7<sup>th</sup>. Those that already completed the survey need not do it again. There are 53 potential board members participating in the survey from various land use boards (also including Concom). In addition, MRI began its interviews of staff in the planning, zoning, building, and conservation areas.

Welfare/Human Services. Needs are currently being met via Sheri Riffle assisting with and processing applications. Town Manager is approving vouchers for direct relief.

The 2016-2021 draft capital improvement program was completed and distributed on August 6<sup>th</sup>. The initial public hearing on the 2016-2021 CIP is August 13<sup>th</sup> before the planning board.

The new collective bargaining agreement between the Exeter Police Association and the Town was signed by both parties. The new agreement runs through June 30, 2017.

The Budget Recommendations Committee had its annual kickoff meeting on July 22<sup>nd</sup>. At this meeting several items were reviewed including the first six months of FY15 budget to actuals. The committee had several process initiatives it settled on for the upcoming budget season.

FY16 Budget instructions and templates were worked on and sent out to departments. The town manager conducted a meeting with departments on August 4<sup>th</sup> to review this year's instructions and answer questions. FY16 budget requests are due to the town manager and finance for initial review on August 21<sup>st</sup>.

Town Manager attended a health trust board of directors retreat July 29<sup>th</sup> – 31<sup>st</sup>.

Town Manager was invited to and participated in a focus group regarding the UNH MPA program on August 3<sup>rd</sup> along with the Durham Town Administrator, Portsmouth City Manager, and Concord Assistant City Manager.

Town Manager spoke at a ceremony recognizing the Exeter 12 year old Cal Ripken New England Champions on August 5<sup>th</sup>. Congratulations!!!

Town Manager reviewed Christmas Eve closure issue with Chair. Request is to simulate last year and allow town offices to close Christmas Eve with employees using leave time for closure.

Town Manager one week vacation from July 14<sup>th</sup> through the 21<sup>st</sup>.

### Capital Project Updates (through August 8<sup>th</sup>)

1. Road Paving – Portsmouth Avenue paving was to be complete this week. Line striping award at BOS meeting on August 10<sup>th</sup>. Lary Lane, Water street paving schedule for later in 2015.
2. Downtown Sidewalks – HERON meeting held July 23<sup>rd</sup> to hear merchant concerns. Public Works working on revised timelines. Work being done exposing and raising water curb stops in sidewalk.
3. Lincoln/Daniel/Tremont Street water/sewer lines – Neighborhood meeting was held on August 4<sup>th</sup>. Project still planned to commence this fall.
4. Linden Street Bridge – Completion of water division, rip-rapped slopes, pile driving began week of August 4<sup>th</sup>.
5. String Bridge – Hoyle Tanner to present preliminary findings report to the Selectboard on August 10<sup>th</sup>.
6. Great Dam – NHDES has extended wetlands permit application by 11 month; abutter concerns are being addressed. Dam removal now scheduled for 2016.
7. Lary Lane Groundwater Treatment Plant – On schedule. Scheduling initial pre-construction meeting with Apex and PEA for Stadium Well.
8. Wastewater Facility – Option 6 presented to the Board on August 10<sup>th</sup>. Project included in CIP for 2016.
9. Town Offices Wiring Project – Work continues on this project by Reilly. Work is being done on weekends. In addition, the interior of the Town Office main areas were recently painted.
10. Kingston Road Project – Received state agreements.
11. Tree Program – developing a job description for an intern who would conduct a tree inventory in the spring of 2016.

### Citizen requests/complaints

1. Dow Lane resident complaint regarding decrepit housing. Referred to code enforcement and health.
2. Exeter Mills crosswalk puddling issue – referred to DPW for resolution.
3. Citizen complaint of couches left out on Auburn Street unattended. Code and DPW assistance resulted in resolution.
4. Assistance on a Linden Commons issue.
5. Fielded YMCA request for signage on Linden Street to alert that YMCA is accessible during Linden Street construction. Thanks to Jay Perkins for assisting.

### Other

1. Receive and Review Monthly Department Reports
2. New Hire(s) – Highway HMEO
3. Promotions – None
4. Retirements/Resignations – Skip Galvin, Fire

### Upcoming Calendar

1. BOS Regular Meeting – August 10<sup>th</sup>
2. Planning Board Public Hearing CIP – August 13<sup>th</sup>
3. Joint Work Session WWTF – Selectboard/WSAC (tentative August 19<sup>th</sup>)
4. BOS Regular Meeting – August 24<sup>th</sup>



# BUILDING DEPARTMENT

*Douglas Eastman, Building Inspector/Code Enforcement Officer*

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**DATE:** August 5, 2015

**MEMO TO:** Russ Dean, Town Manager  
Board of Selectmen

**FROM:** Douglas Eastman, Building Inspector/Code Enforcement Officer

**RE:** Restoration of Involuntarily Merged Lot – 1 Little Pine Lane  
Tax Map Parcel #86-72

Our office has received a "Restoration of Involuntarily Merged Lot" application for the property located at 1 Little Pine Lane, currently owned by Carl L. and Pamela J. Pufahl.

In accordance with RSA 674:39-aa, this application is being submitted to the Board of Selectmen for consideration. It has been requested that the application be placed on the agenda for the Board's August 24<sup>th</sup>, 2015 meeting. Abutter notification and posting of the legal notice, including publication in the newspaper, will be prepared by our office.

Please be advised that the application has been reviewed for compliance with the zoning and found to be acceptable.

If you should have any questions, please do not hesitate to contact our office.



**CASA**

Court Appointed Special Advocates  
**FOR CHILDREN**

NEW HAMPSHIRE

800.626.0622

[www.casanh.org](http://www.casanh.org)

July 10, 2015

Selectmen  
Town of Exeter  
10 Front St  
Exeter, NH 03833

Dear Selectmen,

Please allow me to express our profound gratitude on behalf of the Board and staff of CASA of New Hampshire for your recent gift of \$125.00. It is because of your support and shared concern for our state's vulnerable children that we are able to ensure dedicated advocates are by the sides of so many children who need a voice.

Your gift will have a direct impact on the lives of New Hampshire children victimized by abuse and neglect. While CASA volunteer Guardians ad Litem (GALs) cover nearly 80% of the child abuse and neglect cases in the New Hampshire Court System, we aim to provide advocacy for 100% of the cases that need one. Your gift helps bring CASA closer to realizing this goal.

Thank you for your generous contribution. We appreciate partnering with the Town of Exeter in our united vision of a safe, permanent home for every child in New Hampshire.

Gratefully,

Marcia R. Sink  
President/CEO

No goods or services were provided in exchange for your contribution. Tax ID: 02-0432242.

*Thank you for your support.*

*Town Manager's Office*

JUL 15 2015

*Received*

**BERLIN** (603) 752-9670 **COLEBROOK** PO Box 24, Colebrook, NH 03576 (603) 237-8411

**DOVER** PO Box 205, Dover, NH 03821 (603) 617-7115 **KEENE** 39 Central Square, Room 303, Keene, NH 03431 (603) 358-4012

**MANCHESTER** PO Box 1327, Manchester, NH 03105 (603) 626-4600 **PLYMOUTH** 258 Highland Street, Plymouth, NH 03264 (603) 536-1663

JUL 13 2015

Received



**Big Brothers Big Sisters**  
of New Hampshire

July 07, 2015

Mr. Russell Dean, Town Manager  
Town Of Exeter  
10 Front Street  
Exeter, NH 03833-2792

Dear Russell,

Thank you for your recent \$2,250.00 donation! Your gift has a tremendous impact as we strive to recruit volunteer mentors for not only the children on our waiting list, but all children in the greatest need.

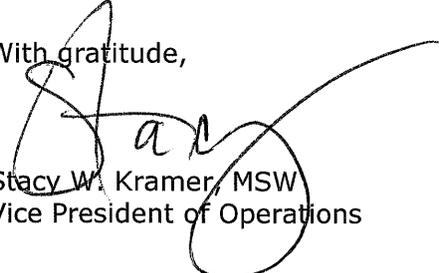
*"My Big Sister is like family and I never expected that," says a 16-year old Little Sister who's been matched for 7 years. "She has taught me a lot and we have been through a lot together. I really enjoy her company and she's been a blessing."*

We are very excited to share the news that our BBBS family just got bigger! On January 1<sup>st</sup>, we consolidated the four New Hampshire Big Brother Big Sister agencies to form one state-wide agency, now known as Big Brothers Big Sisters of New Hampshire (BBBSNH).

The BBBSNH merger will create greater financial sustainability while strengthening the ability to help more New Hampshire children reach their potential through professionally supported one-to-one mentoring relationships. The merger will make even more of a difference to the children of our communities and in turn to the whole of our state. When it comes to serving the children of New Hampshire, every Little counts!

Thank you again for your generous support!

With gratitude,

  
Stacy W. Kramer, MSW  
Vice President of Operations

*Thank you  
so much!*

Our Federal Tax ID number for your records is: 02-0348477



*Town Manager's Office*

JUL 13 2015

*Received*

Dear Members of the Board,

You make a difference, thanks to you, Jamie and her daughter were able to move to an affordable and beautiful apartment. They are safe and have a bright future.

Your recent generous gift of \$375 on June 25, 2015 to the SFP Annual Fund allows us to do the important work needed to stabilize and serve local families with children experiencing homelessness.

Would you like to tour our facility and see who and what your dollars support? Please contact the office to schedule an appointment. Our door is always open to share with you how, with your support, we guide families home.

Warm regards,

*Pati Frew-Waters*

Pati Frew-Waters, Executive Director

*Thank you so  
much!*



25 MANCHESTER STREET  
PO BOX 1947  
MERRIMACK, NH 03054-1947

(603) 882-5191  
FAX (603) 913-2305

WWW.PENNICHUCK.COM

July 14, 2015

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

Dear Mr. Dean:

I am pleased to inform you that the Board of Directors of Pennichuck Corporation has appointed Larry D. Goodhue as the Chief Executive Officer of the Company effective November 6, 2015, succeeding me upon my retirement.

The Board of Directors began an executive search process during the month of January by advertising this position on the American Water Works Association job site. The Board received 15 resumes and interviewed three candidates for the position. The Board of Directors participated in the interviews and unanimously selected Mr. Goodhue.

Mr. Goodhue has been the Chief Financial Officer and Treasurer of Pennichuck Corporation and its subsidiaries since March 2012 and Controller since December 2006. Prior to joining Pennichuck, Mr. Goodhue served in executive positions for both private and public companies for nearly twenty years. He brings important financial expertise coupled with valuable business experiences and perspectives from both inside and outside of Pennichuck Corporation. Mr. Goodhue holds a Bachelor of Science degree in Business Administration from Merrimack College.

Mr. Goodhue and I will be working together in the upcoming months to provide an orderly transition.

Regards,

A handwritten signature in black ink, appearing to read 'John L. Patenaude'.

John L. Patenaude  
Chief Executive Officer

*Town Manager's Office*

**JUL 17 2015**

*Received*

# Families First

*support for families...health care for all*

July 13, 2015

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

Dear Mr. Dean,

Thank you again for the allocation of \$3,000 to Families First Health & Support Center from the Town of Exeter. We received the second quarter disbursement of \$750 on June 30, 2015.

I am writing to request the release of the third quarter disbursement of \$750 to Families First.

Thank you for supporting programs that strengthen Exeter families and the community.

Sincerely,



Julia Minchew  
Administrative Assistant & Volunteer Coordinator  
jminchew@familiesfirstseacoast.org  
603-422-8208 ext. 126

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## RECEIPT

Contribution Amount: \$750  
Check #: 29830  
Check Date: 6/25/2015

Please retain this information for your tax files. IRS regulations require us to inform you that Families First of the Greater Seacoast did not provide any goods or services in consideration, in whole or in part, for your contribution. Our tax i.d. number is 22-2757341.

*Town Manager's Office*

JUL 17 2015

*Received*



# AMERICAN INDEPENDENCE MUSEUM

ONE GOVERNORS LANE ★ EXETER, NH 03833-2420 ★ 603-772-2622 ★ WWW.INDEPENDENCEMUSEUM.ORG

July 24, 2015

Mr. Russell Dean  
Town of Exeter  
10 Front Street  
Exeter, NH 03833

Dear Russ,

Thank you, thank you so much for your participation in the 25<sup>th</sup> Anniversary American Independence Festival which took place Saturday, July 18<sup>th</sup>.

Despite the pouring rain which finally subsided by about 10:15 in the morning, we saw more than 1,000 visitors to the Museum grounds alone. We estimate that more than double this amount visited the Water Street and Swasey Parkway events as well.

The 100+ re-enactors, artisans, and roleplayers kept the crowds constantly absorbed in activity and immersed in history. At any given point throughout the day one would see British soldiers angrily marching throughout downtown Exeter; John Stark recounting days of battle; children singing at our amphitheater, or learning to muster in front of the Tavern; adults enjoying Independence Ale in the Tavern while listening to harp music; a huge line out the door of the Ladd-Gilman House to see the documents; more and more and more.

This year we had more re-enactors and artisans than ever before in honor of our 25th celebration, and it did show. Our presentation at 11am was the liveliest yet - with some hecklers from the crowds who were eventually overpowered by the Huzzahs of patriots and our visitors. Exeter's own Gilman descendant, Greg Gilman, read the Declaration aloud as John Taylor Gilman with such life it moved many in the audience.

A welcome addition to this year's offerings, we created a make-shift amphitheater on the grounds. Not knowing what to expect, we arranged for some re-enactors to give presentations throughout the day including the Loyalist Point of View; Meet John Stark, a children's sing along and a musket ball removal demonstration. As the day grew, so did the crowds until there was not one seat left on the hay bales. This is certainly something we will need to repeat for next year.

We are so grateful to the Town of Exeter for all that you do for AIM on Festival day, and the days leading up to the event. The day runs so smoothly because of all of the wonderful help - from Judy's great guidance for our food vendors, to Dan's help from the Department of Public Works. We cannot thank you enough for your support of our work.

Thank you so much for all you do for AIM.

Sincerely,



Julie Hall Williams  
Executive Director

*Town Manager's Office*

JUL 27 2015

*Received*

PS – This year we want to conduct a full digest of the Festival and its importance to the Museum and the community. If you have any comments or thoughts about the future of the Festival, please do not hesitate to contact me at (603) 772-2622 or [jwilliams@independencemuseum.org](mailto:jwilliams@independencemuseum.org). Thank you.

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CONNECTING AMERICA'S REVOLUTIONARY PAST WITH THE PRESENT



568 Portsmouth Avenue • P.O. Box 676 • Greenland, NH 03840 • Phone/Fax 603.436.4989 • [www.newgennh.org](http://www.newgennh.org)

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July 21, 2015

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

Dear Mr. Dean,

Thank you so much for your most kind and generous \$500 donation to New Generation.

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Your gift enables New Generation to provide critically needed programs for homeless, pregnant mothers or mothers to be and their babies. The vision for the organization was established in 1987 by Ruthie Ford, and today this vision is still being carried out, and New Generation has been able to have a positive impact on the lives of over 1,200 women and their babies.

With your help, it is possible to transform the lives of women who are struggling to overcome the cycle of poverty. Thank you for your commitment to enhancing the quality of life in the seacoast region and turning many dreams into reality.

Gratefully,

Meg Connelly, MSW  
Executive Director

*Thank you SO much!*

**FOR YOUR TAX INFORMATION**

Tax ID# 02-0409655

No goods or services of any kind were provided in exchange for this gift.

Amount: \$500

Check Date: June 25, 2015

Check #: 00029853

*If you wish for this gift to remain anonymous, please contact [fundraising@newgennh.org](mailto:fundraising@newgennh.org)*

*Town Manager's Office*

**JUL 27 2015**

*Received*