

**Exeter Board of Selectmen Meeting
Monday, January 11th, 2016, 6:45 p.m.
Nowak Room, Town Office Building
10 Front Street, Exeter, NH**

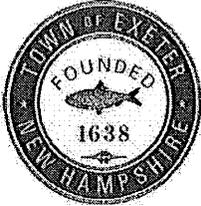
1. Call Meeting to Order
2. Stratham Water Purchase Agreement Signing
3. Board Interviews – Conservation Commission
4. Bid Openings/Awards
5. Public Comment
6. Minutes & Proclamations
 - a. Proclamations/Recognitions
 - b. Regular Meetings: December 14th, 2015, December 28th, 2015
7. Appointments
8. Discussion/Action Items
 - a. New Business
 - i. 'Garrison Road' Discussion
 - ii. Wastewater Facility Update
 - iii. CDBG Hearing; Energy Improvements Exeter Housing Authority Properties
 - iv. FY16 Budget & Warrant Articles
 - v. Collective Bargaining Cost Items
 - vi. Town Facilities Plan
 - b. Old Business-
 - i. None
9. Regular Business
 - a. Tax, Water/Sewer Abatements & Exemptions
 - b. Permits & Approvals
 - c. Town Manager's Report
 - d. Selectmen's Committee Reports
 - e. Correspondence
10. Review Board Calendar
11. Non Public Session
12. Adjournment

Julie Gilman, Chairwoman
Exeter Selectboard

Posted: 1/8/16 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
 Town Manager's Office
 10 Front Street, Exeter, NH 03833

**Statement of Interest
 Boards and Committee Membership**

Committee Selection: Conservation Commission

New **Re-Appointment** **Regular** **Alternate**

Name: Andrew Koff **Email:** drewkoff@gmail.com

Address: 47 Brentwood Road **Phone:** 603-244-8677

Registered Voter: Yes No

Statement of Interest/experience/background/qualification, etc. (resume can be attached).

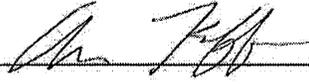
I am interested in becoming an active member of the Conservation Commission for two reasons: I'm passionate about environmental issues and am eager to become more involved in the local community. As an Exeter resident for nearly four years, I have come to appreciate the uniqueness of this special area and its natural resources. My family and I live adjacent to the Jolly Rand Road, on which I enjoy running and skiing year-round. We are members of SELT and feel strongly about the importance of maintaining the ecological integrity of this region. As a consulting geologist and former environmental educator, I am enthusiastic about environmental science and understanding of a wide variety of environmental issues at different scales, from industrial contamination to benthic macroinvertebrates. My excellent communication skills, in-depth understanding of science and desire to give back to the community will allow me to contribute greatly to Exeter's Conservation Commission.

I understand that: 1. this application will be presented to the Exeter Selectboard only for the position specified above and not for subsequent vacancies on the same board; 2. The Town Manager and Selectboard may nominate someone who has not filed a similar application; 3. this application will be available for public inspection.

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.

I certify that I am 18 years of age or older:

Signature:  **Date:** 12/7/15

Andrew T. Koff

46 Brentwood Road
Exeter, NH 03833
drewkoff@gmail.com
603.244.8677

Qualifications

Mr. Koff has an in-depth understanding of water quality analysis, environmental regulations, and industrial water treatment systems through diverse project management experiences as a geologist and environmental engineer. His strong interpersonal and problem solving skills allow him to effectively manage projects and deliver high-quality work products. As an environmental consultant and former mathematics and science educator, Mr. Koff has developed excellent written and oral communication skills, organization, and self-motivation. Mr. Koff's diverse skillset and range of experience provide the foundation for his detailed, yet holistic, view of the complex water quality issues that he is committed to tackling using innovative techniques and a collaborative, team-based approach.

Education

Master of Science in Geology, University of Vermont, 2011.

Relevant coursework: Hydrology (Environmental Engineering), Biogeochemical Cycling, Stream Ecology, Environmental Isotope Geochemistry, Hazardous Materials, Vermont Field Geology, GIS, Multivariate Statistics, and Writing in the Geosciences. GPA 3.96.

Bachelor of Arts in Geology, Colgate University, 2004.

Relevant coursework: Hydrology and Surficial Geology, Conservation Biology, Oceanography, Coastal Geology, Marine Environments, Human System and Ecosystems, Stratigraphy and Sedimentation, Mineralogy, Petrology, Techniques of Field Geology, Biology, Chemistry I and II, Number Theory and Mathematical Reasoning, Calculus I-III, Intro to Statistics, and Solid Earth Processes. GPA 3.33.

SEA Semester, Sea Education Association, Woods Hole, MA, 2002.

Studied Oceanography, Coastal Ecosystems and Management, Nautical Science, and Maritime Studies at the SEA campus. Applied scientific principles related to marine water quality protection through the collection and analysis of oceanographic data while sailing a brigantine tall ship.

Employment

Project Geologist/Environmental Engineer, Golder Associates, Manchester, NH, January 2012 to present.

Responsibilities include: developing and implementing surface and groundwater quality management programs and monitoring plans, writing technical water quality monitoring reports, operating groundwater remediation systems, collecting treatment system water quality samples, water quality and flow modeling, analytical data management/statistical analysis (including 95% confidence levels using EPA's ProUCL software) and development of recommendations for industrial clients to state/national agencies (including Superfund and RCRA Programs). Serves on a select national committee, publicly addressing groups of employees through formal presentations, and running monthly professional development meetings.

Environmental Field Technician, Crothers Environmental, Morrisville, VT, October – December 2011.

Performed air quality monitoring/reporting and mold assessment and remediation at the Vermont State Complex after flooding from Hurricane Irene.

Faculty, Darrow School, New Lebanon, NY, August 2005 – June 2008.

Taught mathematics, advised, tutored, and coached at a college preparatory high school with a focus on ecology and sustainability. Required high level of teamwork and oral/written communication in both formal and informal classroom settings. Performed maintenance on the centerpiece of the school's green infrastructure, the Living Machine, which treated the school's wastewater using aquatic biota in a series of tanks. Learned about other green infrastructure and alternative wastewater treatment technologies.

Field Teacher/Naturalist, University of Rhode Island's W. Alton Jones Campus, West Greenwich, RI.

Developed and taught lessons on freshwater watershed-scale ecosystems, wetland ecology and geology in a field environment.

Advanced Technical Skills

- Extensive water quality data analysis experience with Microsoft Excel, including analytical chemistry data tabulation with pivot tables/charts, macros, formulas, conditional formatting, and creation of interactive water quality data dashboards.
- 3-D Modeling using EVS/MVS software: Development of conceptual site models, 3-D geologic models and cross sections, pollution modeling, groundwater mapping, and visualization of complex three-dimensional datasets.
- Groundwater modeling using Groundwater Vistas and MODFLOW
- Statistical analysis of water quality data including 95% confidence level calculations (EPA's PRO UCL, JMP and R)
- Experience with GIS (ArcMap/ArcHydro)

Project Experience

Groundwater Treatment System Operations, Maintenance and Reporting: Bethel, CT and Natick, MA, 2012-2015. Collected water quality samples and maintained pump-and-treat groundwater and soil vapor remediation systems at industrial sites in Connecticut and Massachusetts. Reported water quality, aquatic toxicity and system issues to the Massachusetts and Connecticut Departments of Environmental Protection, ensuring effluent water quality was in compliance with the Massachusetts Remedial General permit and NPDES permit, respectively. Developed maintenance work plans and best management practices, and improved treatment technology to reduce phosphorus-based remedial additives.

Human Health Risk Assessment to Establish Effluent Limits: Delaware, 2014.

Part of a small team that developed risk-based Preliminary Remediation Goals (PRGs) through a human health risk assessment at an EPA Superfund Site in Delaware. Project included developing contaminants of potential concern, comparing groundwater concentrations to EPA's Maximum Contamination Levels (MCLs), Regional Screening Levels (RSLs), and other Applicable or Relevant and Appropriate Requirements, and the calculation of a 95% Upper Confidence level using EPA's PRO UCL software package. Extensive screening of historical groundwater and treatment system analytical data to established water quality standards.

Environmental Data and Groundwater Monitoring Program Management: Manassas, VA, 2013-2015.

Managed and analyzed extensive 30-year water quality database for an industrial site with contaminated groundwater in the RCRA Corrective Action Program. Created and ran automated reports and data dashboards, modeled water quality, developed annual goals and budgets, wrote technical reports for client, state and federal agencies (EPA), conducted independent technical review and analysis of reports and scientific literature to improve site conceptual models. Managed partnership building with stakeholders to improve the sampling and monitoring program and integrated best available technology including digital flow totalizers and wireless communication devices.

Environmental Data Analysis and Litigation Support : Portland, OR, 2012-2015.

Performed complex data analysis of multiple media (surface water, pore water, storm water, groundwater, soil, fill and sediment) with an extensive contaminant suite (PCB, pesticides, herbicides, SVOCs, VOCs, metals, and natural attenuation parameters). Prepared detailed comparisons of analytical data to site specific SLVs, state and EPA standards, modeled river dilution and stormwater discharge, developed environmental guidance for the site, and implemented stormwater controls and best management practices.

Phase 2 Site Investigations at Former Manufacturing Facilities: Brunswick, ME and Jefferson, IA, 2012-2015.

Developed and executed groundwater quality assessments and monitoring programs at polluted former industrial sites. Developed 3-D site model, analyzed groundwater quality data and compared to applicable and to EPA's MCLs and RSLs and independently developed conclusions for client and monitoring reports after effectively coordinating with a team of colleagues and partners. Completed a review of historical chemical usage, manufacturing processes, and environmental reports to enter the site into a state-run voluntary cleanup program.

Lake Sediment and Water Quality Assessment, Missisquoi Bay, Lake Champlain, VT, 2009-2011.

Principal investigator in a study of a eutrophic embayment of Lake Champlain with poor water quality and an impaired watershed. Non-point source pollution in Northern Vermont has severely impacted Lake Champlain's water quality, leading to the development of phosphorus total maximum daily loads (TMDLs). Study interpreted the sediment records to better understand historical ecological conditions and develop recommendations for ecological restoration and watershed planning programs. Project included extensive research of current scientific literature, watershed-scale land-use activities, and relevant environmental regulations concerning stormwater and wastewater. Other activities included: sediment core collection and processing, detailed laboratory analysis of samples, and complex statistical analysis of the resulting dataset.

Hazardous Materials Survey, Industrial facility in Worcester, MA, 2012.

Surveyed and sampled a large industrial complex for regulated and hazardous materials that may contain PCBs, RCRA 8 metals, VOCs, and SVOCs in order to assess the potential cost of demolition. Became familiar with RCRA and EPCRA regulations.

Certifications

- OSHA 40-hour HAZWOPER, 8-hour refresher
- OSHA 10-hour construction training
- e-RAILSAFE Training
- 4 hour RCRA/DOT training for hazardous waste shipping
- CPR and First Aid

Publications

Koff, A., Lini, A., Palmer, J. & S. Levine, 2011. A Paleolimnological Study of Holocene Sediments in Missisquoi Bay, Lake Champlain (USA-Canada). GSA Abstracts with Programs, Vol. 43, No. 1, p. 110.

Selleck, B. & A. Koff, 2008. Stable Isotope Signatures of Middle Devonian Seawater from the Hamilton Group Brachiopods, Central New York State. *Northeastern Geology & Environmental Sciences*, v. 30, no. 4, p. 330-343.

Volunteering/Personal Activities

Assisted with land conservation and habitat restoration projects with my wife, the former Assistant Director of the Lake Champlain Land Trust. This included annual ecological monitoring and planting of native trees and shrubs in riparian buffer zones as well as other green infrastructure planning and implementation.

Instructor, National Outdoor Leadership School (NOLS): led 20+ day courses in the Wind River Range, WY. Honed leadership and education skills in watershed-scale environments.

Other personal activities include: vegetable and fruit gardening, kayaking, hiking, rock climbing, and woodworking.

Draft Minutes

Exeter Board of Selectmen

December 14, 2015

1. Call Meeting to Order

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

2. Board Interviews – Conservation Commission

Postponed.

3. Bid Openings/Awards – Water/Sewer Chemical Bids

The following bids were given for the Water/Sewer Chemicals:

- | | |
|---------------------------------|------------------------|
| 1) Jones Chemicals - | Item 1 - \$.70/gallon |
| | Item 2 – no bid |
| | Item 3 – no bid |
| | Item 4 – no bid |
| | Item 5 - \$1.37/gallon |
| 2) Shannon Chemical Corporation | Item 1 – no bid |
| | Item 2 - \$1.22/pound |
| | Item 3 - \$2.01/pound |
| | Item 4 – no bid |
| | Item 5 – no bid |
| 3) Holland Company | Item 1 – no bid |
| | Item 2 – no bid |
| | Item 3 – no bid |
| | Item 4 – no bid |

- | | |
|---------------------------|-------------------------|
| | Item 5 - \$1.80/gallon |
| 4) Monson Companies | Item 1 – no bid |
| | Item 2 - \$1.179/pound |
| | Item 3 - \$2.029/pound |
| | Item 4 – no bid |
| | Item 5 – no bid |
| 5) Coyne Chemical | Item 1 – no bid |
| | Item 2 - \$1.2322/pound |
| | Item 3 - \$1.9013/pound |
| | Item 4 – no bid |
| | Item 5 – no bid |
| 6) Park Rose Chemicals | Item 1 - \$.6135/gallon |
| | Item 2 – no bid |
| | Item 3 - \$2.0345/pound |
| | Item 4 - \$.8528/gallon |
| | Item 5 – no bid |
| 7) Bordon & Remington | Item 1 - \$.7491/gallon |
| | Item 2 – no bid |
| | Item 3 - \$2.0592/pound |
| | Item 4 - \$.8471/gallon |
| | Item 5 – no bid |
| 8) TBS Chemical Solutions | Item 1 – no bid |
| | Item 2 – no bid |
| | Item 3 – no bid |
| | Item 4 – no bid |
| | Item 5 - \$1.40/gallon |

- 9) Haycarb USA
 - Item 1 – no bid
 - Item 2 - \$.85/pound
 - Item 3 – no bid
 - Item 4 – no bid
 - Item 5 – no bid

- 10) Unibar USA
 - Item 1 - \$1.1548/gallon
 - Item 2 - \$2.2645/pound
 - Item 3 - \$3.7126/pound
 - Item 4 - \$1.0744/gallon
 - Item 5 - \$1.7830/gallon

- 11) Estro Chemicals
 - Item 1 – no bid
 - Item 2 - \$1.238/pound
 - Item 3 - \$1.98/pound
 - Item 4 – no bid
 - Item 5 – no bid

Motion: A Motion was made by Vice Chair Clement and seconded by Selectman Chartrand to submit these bids to the DPW Water/Sewer for review and recommendation. Motion carried – all in favor.

4. Public Comment

Mike Dawley said he was at the Planning Board meeting last Thursday. He said there was a proposal for a zoning amendment on Epping Road and he wondered who brought that forward. It was discussed that the EDC had voted to bring this forward to the Planning Board. He also asked what the status is with the Strategic Development Plan. Chairwoman Gilman confirmed that it is in the works.

Chief Brian Comeau introduced Justin Pizon as the new Assistant Fire Chief. Mr. Pizon said he has been with the Fire Department for 13 years and that he appreciates this opportunity as he has made a home in Exeter. Chief Comeau said there will be a Promotional Ceremony for Mr. Pizon on Monday, December 21 at 10 am in the Fire Station at 20 Court Street. He invited the Board to attend. Chief Comeau also mentioned the Toy Drive, saying it

will be ending this week. He said they will be helping 88 kids in Exeter as a result of the Toy Drive. He said it has been a good Toy Drive so far and he appreciates everyone's help.

Mr. Dean said the Strategic Plan is in outline form and every 30 days it continues to evolve.

5. Minutes and Proclamations

a. Proclamations/Recognitions.

There were no proclamations.

b. Regular Meeting: November 30, 2015

Motion: A Motion was made by Selectman Chartrand and seconded by Selectwoman Belanger to approve the minutes of the November 30, 2015 BOS meeting, as submitted by Nicole Piper. Motion carried –all in favor.

6. Appointments

There were no appointments.

7. Discussion/Action Items

a. New Business

i) FY16 Budget & Warrant Articles

Chairwoman Gilman said that Mr. Dean had gone through and made the agreed upon changes to the budget. She said they still had a couple things to discuss.

Mr. Dean said there is a memo in the packet that tells where things stand.

Chairwoman Gilman said they needed to discuss snow removal. Vice Chair Clement said he had asked about trying to reduce the Snow Removal budget in the Snow/Ice OT line by \$10,000. Selectman Chartrand and Selectwoman Surman said they would go with this. Selectwoman Surman wondered if they should take it out of the budget or the Warrant. Vice Chair Clement thought the budget would be best.

Motion: A Motion was made by Vice Chair Clement and seconded by Selectman Chartrand to reduce line 4312-0603-1300 OT Snow to \$70,000. Motion carried – all in favor.

Next, Vice Chair Clement said he had missed something in the previous week that he wanted to speak about, and that it was in the DPW budget in Solid Waste on Page 27. It was proposed they would add part-time hours at the Transfer Station. He would like to reduce the

additional increase here. He said he would propose opening the Transfer Station only one day for a couple months out of the year.

Motion: A Motion was made by Vice Chair Clement and seconded by Selectwoman Surman to reduce line 014-323-0604-1200 from \$23,060 to \$17,060. Selectwoman Belanger asked how he came up with his number. Vice Chair Clement said he halved the increase. The vote was called. Motion passed by majority vote. Chartrand votes nay.

Chairwoman Gilman said they would next discuss the Stormwater Phase II Program line. Selectman Chartrand proposed putting some money in the budget and some in a capital reserves fund. He said he hadn't seen much support on this, so he would stand down. Selectwoman Surman said she would like to see a decrease in this line. She said she didn't want to put too much in this budget if it is not needed. Selectwoman Belanger said she wanted to leave this as it. She said they have to make sure they have money for this. Vice Chair Clement agreed they will need money for this, but not as much as is budget for next year. He said they will first need to identify the outfalls, then monitor them, then assess and develop a plan on how to improve storm water quality. He said he thinks they can get away with \$80,000 in the budget for FY16.

Motion: A Motion was made by Vice Chair Clement and seconded by Selectwoman Belanger to reduce this line to \$80,000. Motion passes with a 3-2 vote. Belanger and Chartrand vote nay.

Mr. Dean said with these Motions, they are at around a 2.06% increase over FY15. Laura Hill, Finance Department, said the new bottom line is \$17,576,735, which is a 2.04% increase over FY15.

Chairwoman Gilman next moved on to Water/Sewer.

Vice Chair Clement made an observation in the Water Fund on page 5. He said the Distribution total is a huge jump. He said it is an increase of \$164,047. He said he knows electricity costs have increased by \$28,000 and the contracted maintenance line has increased by \$98,000 for tank rehabilitation. However, this is a significant increase. Selectman Chartrand said most of the increased contract maintenance is for the Epping Road tank. He said this is a new reality they shouldn't touch. Vice Chair Clement said he understands tank maintenance, but in looking at other lines in distribution he couldn't point out any specific costs. He said this increase is just a general observation.

Bob Kelly, Chair of the Water/Sewer Advisory Committee, said he went to a meeting with DPW and DES about disinfection byproducts. He said they need to do some testing over the next year and make a recommendation to DES about how to move forward. In talking to

DPW and the Budget Rec. Water/Sewer Subcommittee, they came to the conclusion that if they bumped up the budget line from \$40,000 to \$75,000 they would have enough to start that testing on water quality. Again, this recommendation does come from the Water/Sewer Subcommittee. It is located on page 5 in Capital Outlay, lines 7425 and 7449 would come to a cumulative total of \$75,000. Selectman Chartrand asked if this came out of the meeting with DES. Mr. Kelly said yes, and that they need to do some pilot testing. They need to find out the proper blend to avoid violations of their permits, which the town will violate every quarter next year. DES said by the end of 2016 the town needs to come up with some sort of plan. Mr. Kelly said this is beyond in-house capabilities to fix and they need some assistance. Vice Chair Clement said he would feel more comfortable if he was getting this report some staff and getting specifics of this straight from DES. Mike Jeffers, Water Sewer Managing Engineer, said DPW felt comfortable with Mr. Kelly, as Chair of the Water/Sewer Advisory Committee and Chair of the Water/Sewer Budget Subcommittee, giving this report. He said they basically have until the end of January to give DES a schedule for the year and then a year to administer that schedule. Selectwoman Surman asked if DES would send a letter with specifics directly to the BOS. Mr. Jeffers said the next step DES would take would be issuance of an AOC, as they have already sent a letter of deficiency. Selectwoman Surman said she would like to see some documentation.

Motion: A Motion was made by Selectman Chartrand and seconded by Selectwoman Belanger to add \$35,000 to line 02-4900-0627-7425. Motion withdrawn.

Motion: A Motion was made by Selectman Chartrand and seconded by Selectwoman Belanger to add \$25,000 to line 02-4900-0627-7425. Chairwoman Gilman brought up Selectwoman Surman's concern of having no documentation. Mr. Jeffers said it was more of an informal meeting with the DES because the next formal action is an AOC which the town does not want. Mr. Dean said they have a letter of deficiency on Pickpocket Dam as well, as an example they do issue these kinds of things. Selectwoman Belanger asked what the fines would be. Mr. Jeffers said DES did not say. Vice Chair Clement said the town has been getting notices on municipal water that is not meeting standards on TTHMs. His concern is they are just plucking numbers out of the air. He said he will be voting for this because he knows the severity of this issue, but he will be looking at the budget more now for any deductions that could happen. Chairwoman Gilman called the vote. Motion carried – all in favor.

Ms. Hill said the new water total is \$2,975,555.

Next, Chairwoman Gilman moved on to the Sewer Fund. There were no comments from the Board.

Mr. Dean talked about putting notice out for a bond hearing on the wastewater facility. He said he advertised it at the CIP number because of the timing and necessity to get it out there.

The Board next discussed the Warrant Article for Light Duty Vehicles. Vice Chair Clement said he is concerned with assigning vehicles and suggested going back to a pool system. He also suggested changing the two new Jeep purchases to compact vehicles which would save \$4000 on each purchase. He said they should be thinking more fuel efficient. There is a state price that is being used for these numbers. He said he thought he was looking at a Ford Focus for a compact vehicle.

Motion: A Motion was made by Vice Chair Clement and seconded by Selectwoman Surman to reduce the Replacement Vehicles #7 and #51 from \$19,982 to \$16,100 in each instance. Selectwoman Belanger said they will need a reliable vehicle that will go places a compact vehicle might not. She said an employee has been using his personal vehicle because the one the town provides him isn't heavy enough. Chairwoman Gilman called the vote. Motion passes by majority vote. Chartrand and Belanger vote nay.

Chairwoman Gilman said they would next discuss Human Services. Vice Chair Clement said he did some research and has made some proposed changes to some agencies restoring numbers back to what they asked for in the first place. With his recommendations, the new Human Services number would be \$107,035. Selectman Chartrand said he thinks they should stick with what the subcommittee recommended. Selectwoman Belanger thought Child & Family Services number should go back up to the \$12,000 they requested.

Motion: A Motion was made by Vice Chair Clement and seconded by Selectwoman Belanger to change Human Service Agencies Warrant Article using the corrective list he has provided and changing the Child & Family Services back to \$12,000, making the new bottom-line \$108,035. Motion passes by majority vote. Chartrand votes nay.

The Board next discussed the Warrant Article for Master Plan Update CRF and Study. Chairwoman Gilman said this would start the updating process with \$50,000. Vice Chair Clement said the Master Plan Update is very critical. He said he would prefer to see money allocated in the budget under Planning Department where it has been in the past.

Motion: A Motion was made by Vice Chair Clement and seconded by Selectwoman Surman that the Master Plan Update CRF and Study Warrant Article be changed to \$25,000. Selectman Chartrand said this is critical and they should leave it as is. Vice Chair Clement said he doesn't think updating the chapters they will get to in 2016 will cost \$50,000. He said they need a plan for this and they have not gotten there yet. Motion fails by majority vote. Gilman, Chartrand and Belanger vote nay.

Next, the Board discussed the Warrant Article for Sick Leave Trust Appropriation. Vice Chair Clement asked if this is the same amount each year. Mr. Dean said yes, it is.

The Board next discussed Accounting, Tax, and Utility Billing Software Lease/Purchase Article. Selectman Chartrand suggested moving over this as Ms. Ravell was not present. The Board agreed and Chairwoman Gilman said she would ask Ms. Ravell for any more information she has.

Chairwoman Gilman said they would next discuss the Article for the Downtown Parking Study. She said this study will look at how parking work. Mike Dawley said he had met with Darren Winham and got some information from him. Mr. Dawley said that John Burke, former parking enforcer for Portsmouth, suggested taking the existing 2002 survey and updating it as Phase I. He said they should need \$12,000 for the downtown area and \$2,000 for Lincoln Street. So, this would be a \$12,000 expense instead of a \$35,000 expense to get back to an updated status. Mr. Dawley recommended taking this phased approach. Selectwoman Surman thanked Mr. Dawley for his efforts. She said this is some good research by a volunteer working with a staff member. Selectman Chartrand said they need this study for potential developers who are interested in Exeter and have questions about parking. Vice Chair Clement said he is doubtful this parking study will tell the town something different from the 2002 study. He said he doesn't think the \$35,000 is a good way to spend money. He said a new study isn't going to tell them anything they don't already know. Selectwoman Belanger said she thinks things have changed in terms of options. She said she is not sure on what the dollar amount should be here. Mr. Dean told the Board they don't need to decide on a dollar amount tonight. He also said in the 2002 study it said "you may want to look into that" on certain things. So, the idea is that this new study will be more precise. Mr. Ferraro said if there was a Phase I parking study for \$12,000, they could maybe throw in another \$3,000 to add in the Train Station. Chairwoman Gilman said the phased approach is a good idea. She said they would put this discussion off until the next meeting.

The next discussion was about the Sportsmen's Club Non-Capital Reserve Fund Warrant Article. Selectman Chartrand suggested forgoing this until after a meeting tomorrow night.

Next, Mr. Dean informed the Board about the Long Term Lease on Town Owner Property which is in regards to a cell phone tower.

Citizen's Petitions were next, and Vice Chair Clement said if no money is involved the Board doesn't have to give a recommendation.

ii) FY16 COLA

Mr. Dean enclosed a memo in the packet saying the FY16 COLA of 1% is scheduled to be implemented the first pay period of July, 2016 for all employees full and part time not subject to a collective bargaining agreement. This is the number Social Security is doing. Frank Ferraro said he had heard in 2017 Social Security will be at 0% so he would second following their numbers. Mr. Dean said he is recommending this 1% COLA increase. Vice Chair Clement said this would add \$14,491 to the budget for 2016, but pointed out this doesn't start until July 1 so it will impact 2017's budget as well, bringing the total to around \$30,000 for a year.

Motion: A Motion was made by Selectman Chartrand and seconded by Vice Chair Clement for the BOS to schedule non-union employees for a 1% COLA increase beginning July 1, 2016. Motion carried by majority vote, 4-1. Surman votes nay.

b. Old Business

i) Stratham Water Purchase Agreement

Chairwoman Gilman said they had some discussions at the last BOS meeting about daily flow. Mr. Dean said the maximum average daily flow is at 125,000 gallons/day and is referenced in paragraph 2.01.3 a. and b. of the Agreement. Selectwoman Surman suggested eliminating section a. of said paragraph and keep b. but change the number to 125,000. She was unsure when they made the jump from 125,000 to 150,000 gallons/day maximum daily flow, as it was originally supposed to be the 125,000 gallons/day. Mr. Kelly agreed this number should be 125,000 gallons/day, adding that that is the number Stratham requested. Vice Chair Clement also agreed he would like to stay at the 125,000 gallons/day maximum.

Motion: A Motion was made by Selectman Chartrand and seconded by Selectwoman Belanger that the BOS approve the Water Purchase Agreement, with the amendments noted in Section 2.01.3, between Exeter NH and Stratham NH, and further that this Selectboard authorizes our Board Chair to sign that Agreement after all proper reviews by the New Hampshire Attorney General. Motion carried – all in favor.

8. Regular Business

a. Tax, Water/Sewer Abatements & Exemptions

Motion: A Motion was made by Selectwoman Belanger and seconded by Selectman Chartrand to approve abatement for map 75, lot 8 in the amount of \$1,302.54. Motion carried- all in favor.

Motion: A Motion was made by Selectwoman Belanger and seconded by Selectman Chartrand to approve abatement for map 107, lot 5 in the amount of \$91.94. Motion carried- all in favor.

Motion: A Motion was made by Selectwoman Belanger and seconded by Selectman Chartrand to approve abatement for map 70, lot 23 in the amount of \$1,404.70. Motion carried- all in favor.

Motion: A Motion was made by Selectwoman Belanger and seconded by Selectman Chartrand to approve abatement for map 72, lot 46 in the amount of \$544.00. Motion carried- all in favor.

Motion: A Motion was made by Selectwoman Belanger and seconded by Selectman Chartrand to approve abatement for map 86, lot 75 in the amount of \$388.21. Motion carried- all in favor.

Motion: A Motion was made by Selectwoman Belanger and seconded by Selectman Chartrand to approve abatement for map 64, lot 11 in the amount of \$457.17. Motion carried- all in favor.

Motion: A Motion was made by Selectwoman Belanger and seconded by Selectman Chartrand to approve abatement for map 70, lot 118 in the amount of \$1,466.00. Motion carried- all in favor.

Motion: A Motion was made by Selectwoman Belanger and seconded by Selectman Chartrand to approve a Veteran's Credit for map 68, lot 6, unit 615 in the amount of \$500.00. Motion carried- all in favor.

Motion: A Motion was made by Selectwoman Belanger and seconded by Selectman Chartrand to approve a Veteran's Credit for map 68, lot 6, unit 628 in the amount of \$500.00. Motion carried- all in favor.

Motion: A Motion was made by Selectwoman Belanger and seconded by Selectman Chartrand to approve a Veteran's Credit for map 70, lot 27 in the amount of \$500.00. Motion carried- all in favor.

Motion: A Motion was made by Selectwoman Belanger and seconded by Selectman Chartrand to deny a Veteran's Credit for map 80, lot 6, unit 8. Motion carried- all in favor.

Motion: A Motion was made by Selectwoman Belanger and seconded by Selectman Chartrand to approve a Current Use Application for map 28, lot 17 for 20 acres. Motion carried – all in favor.

b. Permits & Approvals

Motion: A Motion was made by Selectman Chartrand and seconded by Vice Chair Clement to approve the Application for Use of the Town Hall by Nate Lamb for the Jeb 2016 Inc. on Saturday December 19, 2015 from 2-3:30pm. Motion carried – all in favor.

Motion: A Motion was made by Selectman Chartrand and seconded by Selectwoman Surman to approve the Application for Use of the Town Hall by Francis Ferraro for Carly for President on January 1, 2016 from 9am-6pm. Motion carried – all in favor.

Motion: A Motion was made by Selectman Chartrand and seconded by Selectwoman Belanger to waive the rental fee for the above Application requested by Francis Ferraro. Motion carried – all in favor.

c. Town Manager's Report

Mr. Dean spoke about the following for his Town Manager's Report:

- The Holiday Open House went well last week. He thanks Sheri, Donna, and Ginny Raub for their help putting it together.
- He also said the Town Office lunch went well.
- He attended a value engineering presentation last Friday and said they should be expecting a report within the next 10 days.

d. Selectmen's Committee Reports

Selectman Chartrand report EDC met last week.

Vice Chair Clement reported a Planning Board meeting last week. He also said he met with Kristen Murphy and staff to talk about CAPE. Lastly, he reported a Coastal Risk and Hazards meeting with Dick Huber.

Selectwoman Belanger forwent her report.

Selectwoman Surman had nothing to report.

Chairwoman Gilman reported a Historic District Commission meeting this Thursday.

e. Correspondence

The following correspondence were included in the packet:

- A letter from Hebert & Dolder regarding the Estate of Gail Groomes

- A letter from the NH Department of Transportation regarding the sale of State Owned Land in Exeter

9. Review Board Calendar

The BOS will next meet on December 28 and will discuss encumbrances.

11. Adjournment

A Motion was made by Selectman Chartrand and seconded by Selectwoman Belanger to adjourn the meeting at 10:02pm. Motion carried –all in favor.

Respectfully submitted,

Nicole Piper, Recording Secretary

Draft Minutes

Exeter Board of Selectmen

December 28, 2015

1. Call Meeting to Order

Chairwoman Julie Gilman called the meeting to order at 7:05 pm in the Nowak Room of the Exeter Town Offices building. Other members present were Vice Chair Don Clement, Selectman Dan Chartrand, Selectwoman Nancy Belanger, and Selectwoman Anne Surman. Town Manager Russell Dean was also present.

2. Board Interviews

None.

3. Bid Openings/Awards – Water/Sewer Chemicals

Vice Chair Clement said DPW has reviewed the bids and recommending awarding the bids to the low bidders.

Motion: A Motion was made by Vice Chair Clement and seconded by Selectman Chartrand to award the bid #1 to Harcross Chemicals of Nashua, NH at the annual projected total of \$19,632. Motion carried – all in favor.

Motion: A Motion was made by Vice Chair Clement and seconded by Selectman Chartrand to award the bid #2 to Monson Company of South Portland, Maine at the projected annual total of \$7,074. Motion carried – all in favor.

Motion: A Motion was made by Vice Chair Clement and seconded by Selectman Chartrand to award the bid #3 to Coyne Chemical at the projected annual total of \$3,764.57. Motion carried – all in favor.

Motion: A Motion was made by Vice Chair Clement and seconded by Selectman Chartrand to award bid #4 to Borden & Remington at the projected annual total of \$12,706.50. Motion carried – all in favor.

Motion: A Motion was made by Vice Chair Clement and seconded by Selectman Chartrand to award bid #5 to Jones Chemical Inc. at the projected annual total of \$9,590. Motion carried – all in favor.

4. Public Comment

None.

5. Minutes and Proclamations

a. Proclamations/Recognitions.

There were no proclamations/recognitions.

b. Regular Meetings: December 7, 2015 & December 14, 2015

Chairwoman Gilman had an amendment to the minutes of the December 7th meeting, on page 2, saying there is a Motion that should read "Motion passed, Chartrand and Belanger vote nay." Selectman Chartrand had an amendment on the second to last paragraph on page 2, saying he did not actually second the Motion. Selectwoman Belanger said she believed she seconded that Motion for discussion.

Motion: A Motion was made by Selectman Chartrand and seconded by Selectwoman Belanger to approve the minutes of the December 7, 2015 BOS minutes as amended in those two places, and as submitted by Nicole Piper. Motion carried – all in favor.

Mr. Dean said the minutes of the December 14, 2015 BOS meeting will be in the next packet.

c. Special Meeting: December 15, 2015

Selectwoman Belanger said she had an amendment on the fifth paragraph down, fourth line, correcting her wording to read "...we can't hear the negativity. It is an issue, but we need to listen and encourage conversation." Vice Chair Clement has an amendment to the same paragraph, saying it needs tweaking to read "Selectman Clement stated that the MRI report felt that the Boards were operating on silo mentalities. He felt the Selectboard and the Planning Board have not been actively engaged by the EDC in regards to the Epping Road proposed zoning change."

Motion: A Motion was made by Selectman Chartrand and seconded by Selectwoman Belanger to approve the minutes of the December 15, 2015 MRI Report Work Session, as submitted by Russ Dean, and as amended. Motion carried – all in favor.

6. Appointments

There were no appointments.

7. Discussion/Action Items

a. New Business

i) Stratham Water Purchase Agreement

David Canada, of the Stratham Selectboard, asked that this be postponed until later in the meeting.

ii) FY15 Encumbrances

Chairwoman Gilman said they do encumbrances each year when there are outstanding contracts. She said they have two this year. The first is the Planning Software for the Planning Department permit database. She said the vendor will complete this software conversion in 2016. The amount remaining is \$14,600.

Motion: A Motion was made by Selectman Chartrand and seconded by Vice Chair Clement that the BOS encumber \$14,600 from account #01-4191-0301-5681 to the 2016 fiscal year. Vice Chair Clement added that this will be a great addition to the software in the Planning Department. Motion carried – all in favor.

Chairwoman Gilman said the next encumbrance will be for a conservation contract for invasive plant oversight.

Motion: A Motion was made by Selectman Chartrand and seconded by Selectwoman Belanger to encumber \$1,900 from account #01-4611-0305-5200 to the 2016 fiscal year. Motion carried – all in favor.

iii) Snow-Ice Deficit Fund Withdrawal

Chairwoman Gilman said in FY15 the town exceeded their snow/ice budget. There is a memo in the packet saying the Town Manager seeks a withdrawal of \$50,000 from the Snow/Ice Deficit Fund to partially offset the overage.

Motion: A Motion was made by Selectman Chartrand and seconded by Selectwoman Belanger that the Exeter BOS authorize the withdrawal of \$50,000 from the Snow/Ice Deficit Fund to partially offset the overage in the 2015 Snow/Ice budget. Vice Chair Clement asked how much would be left in this fund. Mr. Dean said he wasn't sure on the exact number, but he thought it was less than \$5. Motion carried – all in favor.

b. Old Business

i) FY16 Budget Updates

Chairwoman Gilman said there will be a Public Hearing on the 19th of January for a final approval.

Mr. Dean said the minutes from the 12/14 BOS meeting reflected many changes including changes to the Stormwater line, the Solid Waste line, and the Snow/Ice line, so the new total budget they have to work with is \$17,576,735, which is a 2.04% increase over FY15. He said they also adjusted the Light Duty Vehicle line, which brought it to \$17,416 from \$18,292. He said they would save an amount each year of the lease. Selectman Chartrand asked if they'd save around \$900 each year. Vice Chair Clement said they reduced the proposed item from \$18,292 to \$17,416 which is approximately \$800 per year, or \$4000 overall. However, they knocked down two vehicles at around \$4000 a piece. Selectman Chartrand said to change a department request for a vehicle they are requesting, he is not sure this saving is worth it. He said they might want to take a second look. Mr. Dean said he would go back and check with Finance on the exact numbers on this. Vice Chair Clement said beyond the initial savings, they discussed that a compact vehicle would serve the same purpose as a Jeep. Mr. Dean said he spoke with Jennifer Perry and she had said she didn't have any comments one way or another on the issues the BOS brought up. He said he would get back to her and see if there is any more to come on that. Mr. Dean said one of his concerns is that the Jeep Patriot is supposed to be used for training and also to haul equipment. So, he said whether the Board feels comfortable with one compact vehicle instead of switching out both, may be something to discuss further.

Vice Chair Clement said on the Town Warrant draft, he thought they were going to discuss the accounting software further. Chairwoman Gilman said they are on January 11th.

Vice Chair Clement said he is hoping they will have more final numbers on the Wastewater Treatment Plant facility on the 11th as well. Also, he said there was talk of the value engineering report being out before the end of the year. He asked if there is anything to that effect. Chairwoman Gilman said Wright Pierce wants to meet on Wednesday, December 30 from 8-10:30, and said the BOS are invited to this meeting with DPW. Mr. Dean said one issue to ponder is there has been some talk about some wording in the Warrant Article saying there would be a special election if this Warrant Article does not pass. When the Warrant is reviewed by legal counsel, he said they can raise that issue.

Mr. Dean said another adjustment made to the Warrant Article today is on the Sick Leave Trust appropriation going up by \$25,000. He said they are trying to cover the retirements coming up in 2016. Also, page 5 Light Duty Vehicles will be adjusted when they have a final

number. Lastly, he said they did receive another Citizen's Petition today about Elderly Exemptions.

8. Regular Business

a. Tax, Water/Sewer Abatements & Exemptions

Motion: A Motion was made by Selectwoman Belanger and seconded by Selectman Chartrand to approve abatement for map 46, lot 7, unit 2 in the amount of \$7,532.65. Motion carried – 4-1 with Clement abstaining.

Motion: A Motion was made by Selectwoman Belanger and seconded by Selectman Chartrand to approve abatement for map 70, lot 129 in the amount of \$1,034.37. Motion carried – all in favor.

Motion: A Motion was made by Selectwoman Belanger and seconded by Selectman Chartrand to approve abatement for map 80, lot 13 in the amount of \$178.78. Motion carried – all in favor.

Motion: A Motion was made by Selectwoman Belanger and seconded by Selectman Chartrand to approve a Veteran's Credit for map 33, lot 11 in the amount of \$500. Motion carried – all in favor.

Chairwoman Gilman said there is a Timber Tax for the Conservation Timber Harvesting, but since it is on town property, it is not required to be paid. Selectwoman Belanger said there is RSA language backing this up. Kristen Murphy spoke with an attorney, who referenced RSA 79-1.

Motion: A Motion was made by Selectman Chartrand and seconded by Selectwoman Belanger that per the Conservation Commissions request, the Exeter BOS waive the Timber Tax Fee on the logging taking place in the Henderson Swasey town forest. Vice Chair Clement said they should waive that and the Intent to Cut Notice, but that can be done in a later Motion. Motion carried – all in favor.

Motion: A Motion was made by Vice Chair Clement and seconded by Selectwoman Belanger that the BOS be sure to waive, under the appropriate RSA, the requirement to file an Intent to Cut. Motion carried – all in favor.

b. Permits & Approvals

A Motion was made by Selectman Chartrand and seconded by Selectwoman Belanger to approve an application for use of the Town Hall by Robert Goodman for a political party rally for Rand Paul on January 5, 2016. Motion carried –all in favor.

i) Stratham Water Purchase Agreement

At this time, Chairwoman Gilman said they go back to the Stratham Water Purchase Agreement.

David Canada, of the Stratham BOS, said they are very excited about approving this Agreement, but they did have one concern. He said there was a change from the MOA about the water. He said the MOA called for 125,000 gallons/day on average based on 365 days in a year and what was ultimately approved at the last Exeter BOS meeting was a cap of 125,000 and he said he would like to have John Boisvert (Chief Engineer of Pennichuck and Chair of the Stratham Public Works Commission) speak about water use.

John Boisvert said a couple of things have come up at the last meeting. One is that the average daily flow and the maximum daily flow. He said Stratham had agreed to the 125,000 gallons/day average, but through correspondence there seemed to be concerns by Exeter. He said there are periods of time when the water need may go up or come down, so he looked at normal variations being between 30-70%. He said Bob Kelly had stated "Stratham is mostly commercial", so they looked at 150,000 gallons/day to allow for seasonal variations. He said they had been thinking of putting a time frame on the 150,000 gallons, and explained this is when the Exeter BOS started seeing the 150,000 gallons number. He said when they look at the Agreement and see the 125,000 gallons/day maximum they feel the intent of they are getting has been reduced. So, he said they asked themselves if they can live with the 125,000 maximum, and if not, what changes would have to be made to the Agreement that would make that number more reasonable. He said it is a concern for them.

Selectman Chartrand asked if they put a hard cap in of 150,000 gallons instead of the 125,000 gallons, if that would work for Stratham. Mr. Boisvert said that would be good. Selectman Chartrand said so if they get rid of the average daily flow and change the 125,000 hard to cap to 150,000 it would work. Mr. Boisvert said that is reasonable.

Selectwoman Surman said one draft of the MOU talked about 125,000 gallons/day and one draft of it talked about 150,000 gallons/day. She said she thought 125,000 gallons had been the number all along. Mr. Boisvert said the average is set because some days the use will increase and some days the use will decrease. He said there is a concern they would overdraw for a short period.

Selectman Chartrand said his suggestion is they go with a hard cap. He said he had thought the 150,000 gallons was not a problem for Exeter. He said the only critical number is the maximum of flow. Mr. Dean said the 150,000 gallons is not an issue from a DPW standpoint. He said the main issue has to do with the gallons per minute flow rate maximum to make sure that's preserved in the Agreement, which it is.

Vice Chair Clement said he is concerned with a maximum of 150,000 gallons, and he wants to go back and look to see if Exeter has that kind of capacity now and in the future with future growth.

Selectwoman Surman said there is language in the Agreement that allows for more than 125,000 gallons.

Mr. Boisvert said they still have to maintain 125,000 long term, but may go over that for 60 days or so.

Selectman Chartrand said Stratham wants to be Exeter's customer. He said when he hears them say what the Exeter BOS did 2 weeks prior with the Agreement doesn't work for them, he wants to listen and try to accommodate them.

Selectwoman Belanger asked if when Ms. Perry said the 150,000 wouldn't be problem, was she thinking of Exeter's needs too. Mr. Dean said yes she was, and she is being very conservative with Exeter's needs as well.

Mr. Dean stated that the MOA content has been out there for viewing in many instances now.

Mr. Canada said when you cap the top number at 125,000 and have no low number cap, you are going to come up with an average that is lower than 125,000.

Selectwoman Surman said the first MOA is not a document that is a contract they are signing. She said it is an idea of how they are going to do the Agreement. She wanted everyone to be clear of the difference between an MOA and a contract.

Mr. Canada said Stratham is back in front of Exeter to renegotiate this matter.

Selectman Chartrand said the reason Stratham is here is because they are a potential buy-in customer saying they are not comfortable with what the Exeter BOS discussed two weeks prior. He said Stratham is saying they want to land at a 125,000 gallons average and if they cap at 125,000 Stratham won't be able to get that average.

Vice Chair Clement asked Mr. Canada if he would be more comfortable with the language going back to the maximum AVERAGE daily flow. Mr. Canada said yes, they would. He said the Stratham BOS had taken a vote on the last draft of the Agreement with the language being maximum AVERAGE daily flow.

Chairwoman Gilman said she could go either way here, either changing the language back or putting a max cap of 150,000 gallons in the Agreement.

Paul Deschaine said Stratham is here because things have changed and there needs to be more clarity. He said they tried to use the MOU as a model. In the MOU the average daily flow was 125,000 gallons/day.

Motion: A Motion was made by Vice Chair Clement and seconded by Selectman Chartrand to change 2.01.3 Quantity of Water “maximum daily flow” to “maximum average daily flow” and also in the last paragraph change the language to say “no temporary supply beyond the maximum average daily flow of 125,000 gallons.” Selectwoman Surman said she would prefer they go with a fixed figure of 150,000 gallons because the average was problematic before. Chairwoman Gilman said that was the concern about the clarity of how it would be documented so that is why they started talking about a hard cap. Vice Chair Clement said if they use a hard cap, they are agreeing to sell 150,000 gallons/day every day because there is no average. Vice Chair Clement and Selectman Chartrand withdrew their Motion and second, to make a new Motion.

Motion: A Motion was made by Vice Chair Clement and seconded by Selectwoman Surman that the Exeter BOS change the language in 2.01.03 Quantity of Water, to state “Maximum daily flow of 125,000 gallons/day as determined by the daily average of 365 days within a calendar year.” Motion carried – all in favor.

Chairwoman Gilman stated they had the idea of a formal signing between the two Boards.

Now, the Board moved back to Regular Business.

c. Town Manager’s Report

Mr. Dean spoke about the following for his Town Manager’s Report:

- The stadium well work continues and is expected to be up and running soon
- The facility plan draft is in and will be out soon
- Police Chief Kane has announced his retirement. He wished Chief Kane well wishes.
- He thanked the Rotary for the great job with luminaries.

The whole Board thanked Chief Kane for his service to the Town.

d. Selectmen’s Committee Reports

There were no Selectmen’s Committee Reports

e. Correspondence

The following correspondence were included in the packet:

- A letter from Mitchell Municipal Group regarding 2016 rates
- A letter from Riverwoods regarding support for a cell tower on town land
- A letter from Congressman Frank Guinta regarding a grant for the great dam
- An application for a volunteer for Conservation Commission from Andrew Koff
- A letter from Municipal Resources regarding valuations

9. Review Board Calendar

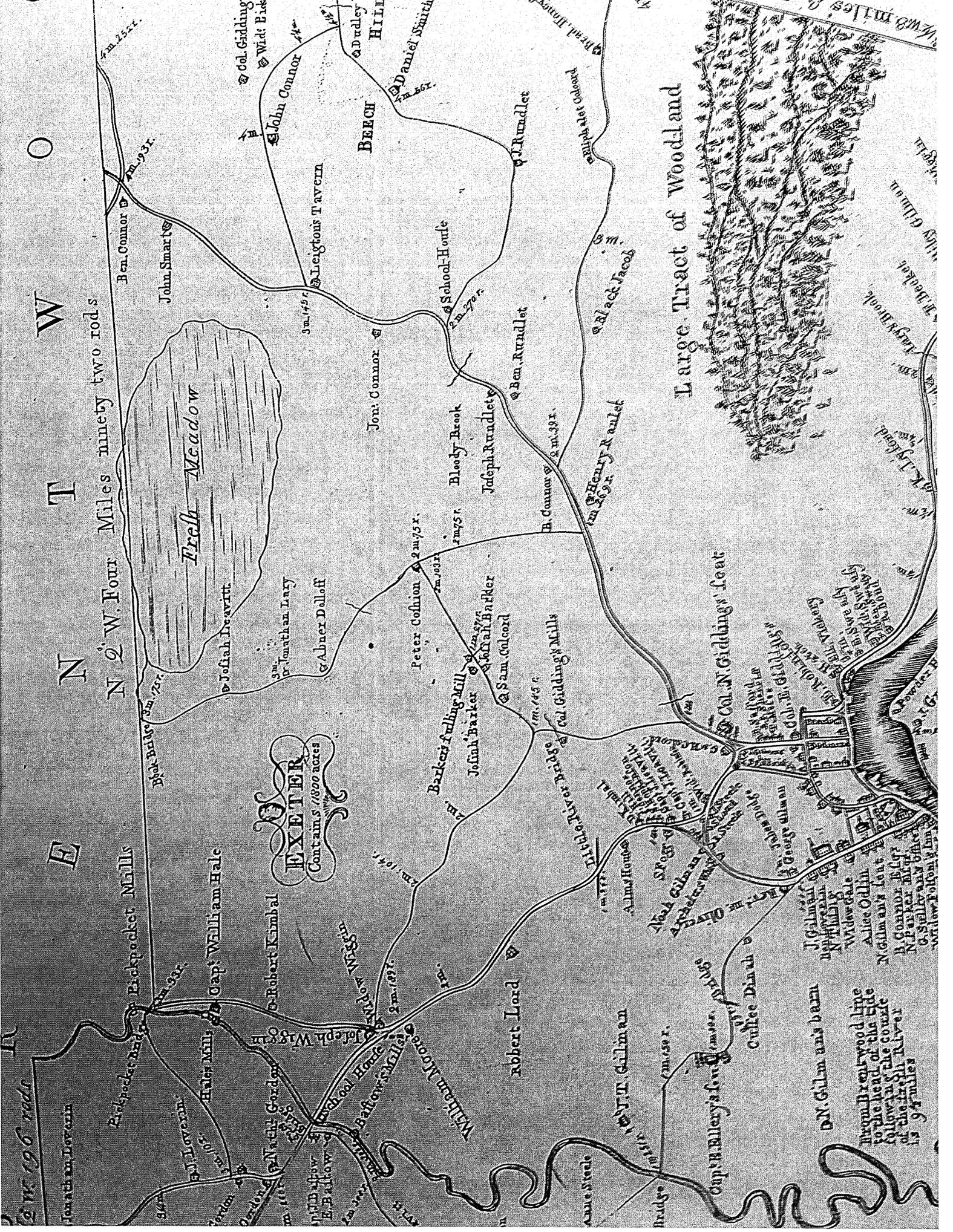
The BOS will next meet on January 11 and will have the Finance Director present to talk about new software. The BOS will also talk about the Facility Study. There is a public hearing on the budget on January 19.

11. Adjournment

A Motion was made by Selectman Chartrand and seconded by Selectwoman Belanger to adjourn the meeting at 8:36pm. Motion carried –all in favor.

Respectfully submitted,

Nicole Piper, Recording Secretary



EAST TOWN

N 2 1/4 W Four Miles ninety two rods

Fresh Meadow

Large Tract of Woodland

EXETER
Cont ains 1800 acres

BEECH HILL

Col. N. Giddings seat

Blackpocket Mills

Gap William Hale

Barkers falling Mill

Col. Giddings Mills

Hales Mill

Robert Kambal

Robert Lord

J. T. Gillman

J. J. Loveman

Joseph Gordon

Joseph W. O'Neil

William Moore

John Steele

Capt. R. Alley's farm

D. N. Gillman's barn

Irregular enclosure line to the head of the tide following the course of the Little River 1 1/2 miles

Ben. Connor

John Smarts

Col. Giddings

Wm. B. Black

John Connor

Dudley W

Daniel Smith E

Leighton's Tavern

John Connor

School House

Joseph Rundlet

Ben. Rundlet

Peter Colman

Jonathan Lany

Abner Daloff

Sam Colcord

Henry Rundlet

Ben. Connor

Alms House

2 m. 25 r.

2 m. 93 r.

2 m. 145 r.

2 m. 270 r.

2 m. 39 r.

2 m. 196 rods

2 m. 200 r.

High way laid out for 10 years of the town of ...
to run up the ... way ...
3 rods wide in all the ... Gillman ...
and to have a winter way through the great meadow
to the extent of the town bounds

High way laid out at the same time above ...
way be called 3 rods wide and to run up ...
Gillmans meadow to the extent of the town bounds

Laid out at the same time above ...
high way which turns out at the left hand of ...
3 rods wide to the extent of the town bounds

Laid out at the same time above ...
high way that turns out of the ...
end at ... Gillmans meadow 3 rods wide to the extent
of the town bounds

Laid out by us the ...
Black man ...

In the year 1699 then a highway laid out for the town
beginning at James Kings way ...
called Pariffs way across ...
Logging way 3 rods wide

Laid out at the same time above ...
the town of ... a long that which is called ...
way 3 rods wide to the extent of the town bounds

Laid out at the same time above ...
high way for the town
beginning at ... rods beyond ...
take stump ...
Logging way across ...
Logging way ... through ...
... 3 rods wide

Laid out by us the ...
...
...

**TOWN OF EXETER
MEMORANDUM**

TO: Board of Selectmen
FROM: Russell Dean, Town Manager
RE: Wastewater Facilities Update
DATE: January 8, 2016

At Monday night's meeting the Board will receive an update from Wright-Pierce and the Department of Public Works on the value engineering process regarding the new wastewater facility proposed for the 2016 town warrant.

In addition, Bob Kelly from the Water-Sewer Committee will be present to discuss methods of financing of the project.

TOWN OF EXETER

Public Hearings Notice

Community Development Block Grant Project

The Exeter Board of Selectmen will hold three consecutive Public Hearings on Monday, January 11, 2016 at 7:00 p.m. in the Nowak Room at the Town Offices, 10 Front Street, Exeter, New Hampshire for a proposed Community Development Block Grant application to the New Hampshire Community Development Finance Authority (NHCDFA). Up to \$500,000 annually is available on a competitive basis for housing and public facilities, up to \$500,000 for economic development, and up to \$350,000 for emergency activities. All projects must benefit primarily low and moderate income persons. Up to \$12,000 is available per planning study grants. The public hearings will hear public comment on the following:

1. A proposed application to the Community Development Finance Authority for up to \$500,000 in Community Development Block Grant funds. The majority of the funds, up to \$475,000, or the benefit of those funds, will be sub granted to Exeter Housing Authority for energy conservation improvements at Squamscott View Apts. 277 Water Street, Linden Fields Apts. 82 Linden Street, Auburn Street Apts. 16 -18-20 Auburn Street, and/or Portsmouth Ave. Apts. 11-13 Portsmouth Ave.
2. The Housing and Community Development Plan,
3. Residential Anti-displacement and Relocation Assistance Plan,

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

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

HANDOUT

TOWN OF EXETER CDBG Application

Public Hearings, January 11, 2016, 7:00pm

Public Hearing on Energy Improvements to Exeter Housing Authority Properties

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 hearing 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 Exeter Housing Authority for energy conservation improvements at Squamscott View Apts. 277 Water Street, Linden Fields Apts. 82 Linden Street, Auburn Street Apts. 16 -18-20 Auburn Street, and/or Portsmouth Ave. Apts. 11-13 Portsmouth Ave.

This project conforms with Exeter's Housing and Community Development Plan's Goal of: GOAL – The Town of Exeter should seek to promote a varied stock of safe, sanitary, decent and affordable housing for persons of all age and income groups. (Short-term and Long-term goal).

Public Hearing on Housing and Community Development Plan

Exeter has a Housing and Community Development Plan that was last adopted in 2013. The HCDP plan, which outlines goals for the town, needs to be adopted every 3 years to be eligible to apply for CDBG funds.

We propose re-adopting the existing plan with the following change:

Change from 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. (Short and long term goal.) **Change to Goal** - The Town of Exeter should seek to promote a varied stock of safe, sanitary, decent and affordable housing for persons of all age and income groups. (Short-term and Long-term goal).

Public Hearing on Residential Antidisplacement and Relocation Assistance Plan

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.

EXETER HOUSING AND COMMUNITY DEVELOPMENT PLAN

Re-adopted January 11, 2016

An essential first step in the master planning process is the setting of goals and objectives for the proper physical and socioeconomic development of the community. As these goals and objectives will provide the necessary guidance for preparation of the various sections of the Master Plan, and ultimately serve as a blueprint for residential, commercial and industrial development within the Town, it is vital that they reflect the priorities of the community as a whole.

The following goals and objectives reflect the input, received from six (6) master plan subcommittees, representing over sixty (60) Exeter residents and a citizen survey completed by 136 Exeter households. The goals listed can be viewed as “targets” and the objectives as specific steps required for reaching these targets.

LAND USE

GOAL – The Town of Exeter should seek to preserve and enhance its rich natural, cultural and historical heritage as a largely residential community supported by commerce and industry. (Short and long term goal.)

Objective: The Town should continue to pursue a careful balance between preserving the unique characteristics of Exeter and responsible well planned growth and development.

Objective: The Town should encourage the creation and retention of employment opportunities. Also, the Town should promote and pursue commercial and industrial development which reinforces Exeter’s status as a regional high technology, medical and professional/corporate office center.

Objective: The Town should continue to promote those measures which preserve and enhance the vitality of the downtown.

Objective: The Town should support the efforts of the Conservation Commission to protect and preserve those natural resource areas of significant value to the Town.

Objective: The Town should support the efforts of the Exeter Development Commission in the retention, expansion and development of business, trade and industry in the town

GOAL – The Town of Exeter should seek to promote a well balanced land use pattern which will meet the present and future needs of its residents. (Short and long term goal.)

Objective: Current zoning should be reviewed to insure that there is an adequate supply of suitably zoned land area to permit the necessary expansion of all land uses in the Town.

Objective: The Town should prepare a “vision” representing a community consensus of what Exeter should look like at full development. A careful review of current land use regulations, as well as a “build out” analysis projecting the full development potential of the Town, should be conducted to determine what, if any, adjustments need to be made to achieve this “vision”.

GOAL – The Town of Exeter should seek to encourage environmentally sound and economically productive residential, commercial and industrial growth and development that is both functional and aesthetically pleasing through the use of innovative planning, zoning and development techniques. (Short and long term goal.)

Objective: The Town should continue to review and modify its regulations, as needed, to insure the continued promotion of the highest quality development possible.

Objective: The Town’s future growth should occur at a planned rate, commensurate with the Town’s ability to provide services and in those areas most appropriately suited to the nature of proposed development.

Objective: The Town should discourage “strip” commercial development, along major corridors, such as Epping Road.

Objective: The Town should require that all commercial and industrial development along major corridors provided substantial landscaping buffers both along street frontages and within parking areas.

Objective: The Exeter Development Commission should prepare a cost/benefit analysis for development of a Town owned office/industrial park.

HOUSING

GOAL – The Town of Exeter should seek to promote a varied stock of safe, sanitary, decent and affordable housing for persons of all age and income groups. (Short-term and Long-term goal).

Objective: The Town should undertake an assessment of its housing needs and revise its zoning map accordingly to provide for such needs.

Objective: The Town should continue to encourage the conversion of older single family homes to multifamily use in order to meet the demand for affordable housing.

Objective: The Town should support incentives for the creation of affordable housing (as defined by the State Housing Finance Authority), such as density bonuses for developments containing a fixed percentage of affordable units.

Objective: The Town should modify its Zoning, Subdivision and Site Plan Review regulations to encourage residential development on smaller lots on narrower, tree-lined streets within walking distance of neighborhood services (e.g. convenience stores, florists, cleaners).

Objective: The Planning Board should require the submission of both “cluster” and standard subdivision design plans for all proposed residential subdivisions over ten (10) lots which will involve road construction, in order to assist the Board in determining which of these two approaches will be more beneficial in furthering the protection of environmentally sensitive areas and the preservation of open spaces.

Objective: The Town should support the introduction of flexible street width standards for residential subdivisions of vary sizes.

TRANSPORTATION

Goal – The Town of Exeter should promote a multi-modal transportation system which promotes the safe, efficient and effective movement of people and goods into, around and through the Town. (Short and Long-term Goal)

Objective: The Town should conduct a comprehensive analysis of existing and projected traffic volumes on Town roads for the purpose of identifying necessary modifications (i.e. street widenings, repairs, signalization and new roads) to accommodate such growth.

Objective: The Town should prepare both a short and long range plan for the maintenance of all Town roads along with a cost estimate for capital planning purposes.

Objective: The Town should encourage the use of alternate modes of transportation (i.e. mass transit, carpooling, bicycling, walking) through all available means in order to achieve reductions in both vehicular traffic and air pollution, consistent with the Clean Air Act of 1990 and the Intermodal Surface Transportation Efficiency Act (ISTEA) of 1991.

Objective: The Town should seek to promote the creation of transportation “corridors” along all major arterial streets. Such corridors would include requirements for substantial landscaping along rights-of-way, underground utilities, and combined access points to reduce the number of curb cuts.

Objective: The Town should continue to actively support the resumption of rail passenger service from Portland, Maine to Boston, Massachusetts, including the capital funding for construction of a rail station in Exeter as proposed by the Exeter Station Committee.

Objective: The Town should promote an integrated sidewalk network, connecting both new and existing residential neighborhoods with the downtown and other commercial corridors.

Objective: The Town should support the proposed improvements to Portsmouth Avenue, to be constructed in conjunction with the 101/51 expansion project, as recommended by the Portsmouth Avenue Committee.

Objective: The Town should continue to support the COAST subsidized taxi service for senior citizens.

Objective: The Town should request that COAST investigate the possibility of bus or van service between Exeter and the Pease International Tradeport.

Objective: The Town should appoint a study committee to investigate the need for additional downtown parking and make recommendations as appropriate.

UTILITIES AND PUBLIC SERVICES

Goal – The Town of Exeter should work together with all interested parties to insure the continued adequate provision of public and private utility services to the residential, commercial and industrial sectors. (Short and Long Term Goal)

Objective: The Town should identify those areas where town sewer and water service could be extended, either through municipal or private funding and encourage development in these areas.

Objective: The Town should prepare a long range plan to insure the continued provision of an adequate, safe drinking water supply for residential and commercial users.

Objective: The Town should conduct a comprehensive assessment of its water distribution and wastewater collection system for the purpose of establishing a long range plan for the maintenance and replacement of existing lines.

Objective: The Town should continue to actively enforce all local regulations which will insure the protection of the Town's drinking water supply.

Goal – The Town of Exeter should continue to plan for the solid waste needs of the community. (Short and Long Term Plan)

Objective: The Town should continue to pursue plans for the closure of the existing Town Landfill.

Objective: The Town should investigate all available options for future waste disposal in preparation for closure of the Town’s landfill.

Objective: The Town should seek to expand its recycling program in order to further reduce the volume of waste currently being disposed of.

COMMUNITY FACILITIES

Goal – The Town of Exeter should appoint a committee to investigate the future space requirements for all “municipal” community facilities and prepare a long range plan to address these needs. (Short and Long Term Plan)

Objective: The Town should conduct a survey of its residents to determine the demand for additional or expanded community facilities.

Objective: The Town should update its “Capital Improvement Program” per RSA 674:7.

RECREATION

Goal – The Town of Exeter should continue to promote and provide for both active and passive recreation opportunities for all residents of the community. (Short and Long Term Goal)

Objective: A study committee should be appointed to investigate the long term recreation needs of the community and identify strategies for addressing these needs.

Objective: The Town should promote and foster mutually beneficial cooperation between the Recreation Department and the School District in order to meet the recreation needs of both entities.

Objective: The Town should continue to promote the set aside of land by developers for future Town recreation needs.

Objective: The Town should seek to provide sidewalk, bikepath and/or trail connections between all residential neighborhoods and recreational facilities.

Objective: The Town should continue to support the maintenance of all recreation and park facilities.

CONSERVATION AND PRESERVATION

Goal – The Town of Exeter should continue to actively promote the conservation and preservation of its natural and manmade resources for the enjoyment and use of its residents through a variety of techniques, including regulatory measures, current use tax, open space set asides and land acquisition. (Short and Long Term Goal)

Objective: The Town should seek to conserve the quantity of both surface and groundwater resources and protect the quality of such resources from, detrimental land alteration, excessive development and point and non-point pollution sources.

Objective: The Town should encourage the preservation of significant and vital farmland areas for future agricultural production and the maintenance of rural character.

Objective: The Town should seek to preserve significant woodlands and forest areas for future resources protection, animal habitat and environmental quality maintenance.

Objective: The Conservation Commission should promote public use of existing conservation lands through preparation of a map depicting such lands and undertake a public education effort to provide this information to Town residents.

Objective: The Town should support the preservation and protection of habitats of rare and endangered plant and animal species, as identified by State and Federal law.

Objective: The Town should support the preservation and protection of natural habitats and wildlife migration corridors of exceptional value.

Objective: The Town should seek to retain scenic vistas and natural areas which enhance the aesthetic quality and visual character of the Town through easements, land purchases and necessary modifications to the “Subdivision” and “Site Plan Review”.

Objective: The Town should seek to preserve significant historical and archaeological sites.

Objective: The Town should seek to modify its zoning regulations to be consistent with State and Federal criteria for identifying wetlands.

CONSTRUCTION MATERIALS

Goal – The Town of Exeter should prepare an inventory of known construction (i.e. excavatable) materials to determine the availability of such materials for future construction material needs. (Short and Long Term Goal)

Objective: The Town should identify the location and estimated extent of both permitted (under RSA 155-E) and non-permitted excavation sites within the Town.

Goal – The Town should prepare excavation regulations consistent with the requirements of RSA 155-E for regulating mining and excavation operations within the Town. (Short and Long Term Goal)

WATER RESOURCE MANAGEMENT AND PROTECTION

A “Water Resource Management and Protection Plan” was prepared by the Rockingham Planning Commission in August of 1993 and approved by the Planning Board on September 9, 1993. Please see Chapter 9 for the specific goals of this plan.

CHILD CARE SERVICES

Goal – The Town of Exeter will encourage adequate daycare services to meet the needs of the community. (Short Term Goal)

As a matter of policy, the Town of Exeter will minimize the involuntary displacement of households from their neighborhoods.

These goals are consistent with Exeter’s Master Plan and Ordinances.

Any federal CDBG grant funds awarded to address any of these goals shall be expended consistent with national objectives and shall, at a minimum, provide improved housing in accordance with Section 8 standards, be used for public facility projects, employment opportunities, or feasibility studies. All CDBG funded projects, shall primarily benefit low and moderate income persons or households, and shall not benefit moderate income persons to the exclusion of low income persons.

Re-Adopted by the Board of Selectmen on January 11, 2016.

Russell Dean, Town Manager

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

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

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

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

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

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

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

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

CERTIFICATION OF COMPLIANCE

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

Printed Municipal Official Name: Russell Dean

Title: Town Manager

Signature: _____

Date of Adoption: January 11, 2016

MUNICIPAL CERTIFICATION

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

Furthermore, I certify that:

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

Russell Dean
Name of Designated CEO:

Town Manager
Title:

Signature

January 11, 2016
Date

NOTARY SECTION

State of New Hampshire

County of Rockingham

On this ___th day of _____, 2016 before me _____, the undersigned officer, personally appeared _____, who acknowledged him/herself to be the Town Manager of the Town of Exeter, and that he, as such, being authorized so to do, executed the foregoing certification for the purposes therein contained.

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

Notary Public/Justice of the Peace

Seal

My Commission expires: _____

Applicant/Recipient Disclosure/Update Report

U.S. Department of Housing
and Urban Development

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

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

Applicant/Recipient Information

Indicate whether this is an Initial Report or an Update Report

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

Part I Threshold Determinations

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

If you answered "No" to either question 1 or 2, **Stop!** You do not need to complete the remainder of this form. **However,** you must sign the certification at the end of the report.

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

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

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

(Note: Use Additional pages if necessary.)

Part III Interested Parties. You must disclose:

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

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

(Note: Use Additional pages if necessary.)

Certification

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

I certify that this information is true and complete.

Signature: X Town Manager	Date: (mm/dd/yyyy) January 11, 2016
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**Exemption Determination for Activities Listed at 24 CFR §58.34 and
Request for Release of Exempt Activities Funds**

Municipality: Exeter
 Project Name: EHA Energy Improvements, Exeter, New Hampshire
 Project Number: _____
 Activity Description: Energy Improvements
 Exempt CDBG Activity Estimated Amount: \$75,000+/-

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

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

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

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

AUTHORIZED CHIEF CERTIFYING OFFICER:

X
 Authorized Chief Certifying Signature

January 11, 2016
 Date

Russell Dean
 Authorized Chief Certifying Name (printed)

Town Manager
 Title (printed)

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

CDBG Environmental Review Compliance Checklist for 24 CFR §58.6

Other Requirements

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

Project Name: Affordable Housing at Meeting Place in Exeter

Project Number: _____

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

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

Yes No

If Yes, compliance with this section is complete.

If No, continue.

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

Yes No

If No, compliance with this section is complete.

If Yes, continue.

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

Yes No

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

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

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

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

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

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

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

Yes No

If No, compliance with this section is complete.

If Yes, continue below.

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

Yes No

If No, compliance with this section is complete.

If Yes, continue below.

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

Yes No

If No, compliance with this section is complete.

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

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

ENVIRONMENTAL REVIEW PREPARER:

Donna Lane

Environmental Review Preparer Signature

January 2, 2016

Date

Donna Lane

Environmental Review Preparer (printed)

CDBG Consultant

Title (printed)

EXETER TOWN WARRANT – 2016

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

First Session

You are hereby notified that the first session (the Deliberative Session) of the Annual Town Meeting will be held on Saturday, January 30, 2016 beginning at 9:00 a.m. at the Arthur L. Hanson III Center for the Performing Arts at Exeter High School, 1 Blue Hawk Drive. The first session will consist of explanation, discussion and debate of each of the following warrant articles, and will also afford voters who are present the opportunity to propose, debate and adopt amendments to warrant articles, except those articles in which wording is prescribed by state law.

Second Session

The second session of the annual town meeting, to elect town officers by official ballot and to vote on all warrant articles as they may have been amended at the first session, will be held on Tuesday, March 8, 2016 at the Talbot Gymnasium at the Tuck Learning Center, 30 Linden Street. Polls for voting by official ballot will open at 7:00 a.m. and close at 8:00 p.m.

Article 1

To choose the following: 2 Selectman for a 3-year term; 1 Checklist Supervisor for a 2-year term; 1 Checklist Supervisor for a 6-year term; 1 Trustee of Swasey Parkway for a 3-year term; 1 Trustee of the Robinson Fund for a 7-year term; 1 Trustee of Trust Funds for a 3-year term. XX Library Trustees for a 3-year term.

Article ___ Zoning Amendment

Zoning Amendment: Fertilizer (TBD)

Article ___ Petitioned Zoning Amendment: Are you in favor of the adoption of Amendment #__ submitted by Petition for the town zoning ordinance, as follows:

To see if the town will vote to Amend Article 4.2 Schedule I: Permitted Uses by adding the language: “A special exception for a community building in the R1; R2; R3; or R4 districts may not include a methadone clinic, marijuana dispensary; sexually oriented business; homeless shelter, nor homeless day-center”.

The Planning Board _____ recommend this article.

Article ___ Petitioned Zoning Amendment: Are you in favor of the adoption of Amendment #__ submitted by Petition for the town zoning ordinance, as follows:

On the petition of Christopher Surrette and other registered voters of the Town of Exeter, to see if the town will vote to:

Amend Article 2, Definitions by adding a definition for “Mixed Use” to read as follows: “Mixed Use: the combination of residential and non-residential uses on one or more lots.

Amend Article 4, Section 4.2 Schedule I: Permitted Uses to allow "Mixed Use Multi-family Residential development" as a permitted use in the C-3, Epping Road Highway Commercial zoning district.

Amend Article 4, Section 4.4 Schedule III: Density and Dimensional Regulations – Non-Residential Minimum Lot Area/Dwelling Unit (Sq. Ft.) by adding reference to Note #21 to read as follows: Residential density for multi-family development is 5,000 square feet per dwelling unit.

Amend Article 4, Section 4.4 Schedule III: Density and Dimensional Regulations – Non-Residential Minimum Lot Area/Municipal Water & Sewer by adding a reference to Note #22. Amend Schedule III: Notes by adding Note #22 to read as follows: Municipal water and sewer and underground utilities are required.

Amend Article 4, Section 4.4 Schedule III: Density and Dimensional Regulations – Non-Residential Minimum Yard Setbacks – Front by adding reference to Note #23. Amend Schedule III Notes by adding Note #23, to read as follows: Minimum front yard setback of 500 feet required from Epping Road for Mixed Use Multi-family Residential development.

The Planning Board _____ recommend this article.

Article 5 – Wastewater Facility and Main Pump Station Improvements

To see if the Town will vote to raise and appropriate the sum of _____ million and _____ dollars (\$ _____) for the construction of a Wastewater Treatment Facility, Main Pump Station, and CSO Abatement Upgrades. The Town will authorize the issuance of not more than (\$ _____) of bonds or notes in accordance with the provisions of the Municipal Finance Act (RSA 33) and to authorize the Board of Selectmen to issue and negotiate such bonds or notes and to determine the rate of interest thereon; Debt service will be paid from the sewer fund (\$ _____).

(3/5 ballot vote required for approval.)

_____ by the Board of Selectmen

Article 6 – Choose Officers

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

Article 7 – 2016 Operating Budget

Shall the Town of Exeter raise and appropriate as an operating budget, not including appropriation by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by vote of the first session, for the purposes set forth therein, totaling 17,576,735. Should this article be defeated, the default budget shall be \$17,411,021 which is the same as last year, with certain adjustments required by previous action of the Town of Exeter or by law, or the governing body may hold one special meeting, in accordance with RSA 40:13, X and XVI, to take up the issue of a revised operating budget only.

(Majority vote required)

_____ by the Board of Selectmen

Article 8 – 2016 Water Budget

Shall the Town of Exeter raise and appropriate as a water operating budget, not including appropriation by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by vote of the first session, for the purposes set forth therein, totaling \$2,975,555. Should this article be defeated, the water default budget shall be \$2,946,611 which is the same as last year, with certain adjustments required by previous action of the Town of Exeter or by law.

(Majority vote required)

_____ by the Board of Selectmen

Article 9 – 2016 Sewer Budget

Shall the Town of Exeter raise and appropriate as a sewer operating budget, not including appropriation by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by vote of the first session, for the purposes set forth therein, totaling \$2,400,549. Should this article be defeated, the default budget shall be \$2,321,900 which is the same as last year, with certain adjustments required by previous action of the Town of Exeter or by law.

(Majority vote required)

_____ by the Board of Selectmen

Article 10 – Firefighters Bargaining Agreement

To see if the Town will vote to approve the cost items included in the collective bargaining agreement reached between the Board of Selectmen and the Exeter Professional Firefighters Local 3491 which calls for the following salaries and benefits at the current staffing levels:

Year	Estimated Salary/Benefits Increase
FY16	\$11,484
FY17	\$35,260

And further, to raise and appropriate the sum of eleven thousand four hundred and eighty-four dollars (\$11,484) for the 2016 fiscal year, such sum representing the additional costs attributable to the increase in salaries and benefits over those of the appropriation at current staffing levels.

(Majority vote required)

_____ by the Board of Selectmen

Article 11 – SEIU Bargaining Agreement

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

Year	Estimated Salary/Benefits Increase
FY16	\$

And further, to raise and appropriate the sum of _____ dollars (\$_____) for the 2016 fiscal year, such sum representing the additional costs attributable to the increase in salaries and benefits over those of the appropriation at current staffing levels.

(Majority vote required)

_____ by the Board of Selectmen

Article 12 – 2016 Human Service Agencies

To see if the Town will vote to raise and appropriate, through special warrant article, the sum of one-hundred eight thousand and thirty five dollars (\$108,035), for the support of various human service agencies that will serve Exeter residents in 2016:

Agency	
A Safe Place	\$7,334
Area Home Care	\$10,334
Big Brother/Big Sister	\$7,500
CASA (Court Appointed Special Advocates)	\$500
Child and Family Services	\$12,000
Crossroads House	\$3,500
Families First	\$5,000
Friends Program (formerly RSVP)	\$2,200
Meals on Wheels – Food	\$9,200
New Generation Shelter	\$2,000
New Heights (formerly New Outlook)	\$3,000
NHSPCA	\$1,400
Richie McFarland Center	\$9,900
Rockingham Community Action	\$11,000
Seacoast Family Promise	\$1,500
Seacoast Mental Health	\$8,500
Seacoast VNA	\$4,167
St. Vincent De Paul	\$5,000
Womenade of Greater Squamscott	\$3,000
End 68 Hours of Hunger	\$1,000
 Total	 \$108,035

(Majority vote required)

_____ by the Board of Selectmen

Article 13 – Sick Leave Trust Appropriation (\$75,000)

To see if the Town will vote to raise and appropriate the sum of seventy five-thousand dollars (\$75,000) to be added to the Sick Leave Expendable Trust Fund previously established. This sum to come from general fund surplus.

(Majority vote required)

_____ by the Board of Selectmen

Article 14 -- Master Plan Update CRF and Study (\$50,000)

To see if the Town will vote to establish a non capital reserve fund under RSA 35:1-c for the purpose of making updates to the Town’s Master Plan under the jurisdiction of the planning board, and to raise and appropriate the sum of fifty-thousand dollars (\$50,000) to be placed in this fund and further the Board of Selectmen shall be named agents of the fund and be authorized to make expenditures from the fund.

(Majority vote required)

_____ by the Board of Selectmen

Article 15 – Snow/Ice Deficit Fund (\$50,000)

To see if the Town will vote to raise and appropriate the sum of fifty-thousand dollars (\$50,000) to be added to the Snow and Ice Deficit Non-Capital Reserve Fund previously established. This sum to come from general fund surplus.

(Majority vote required)

_____ by the Board of Selectmen

Article 16 – Accounting, Tax and Utility Billing Software Lease/Purchase (\$38,386)

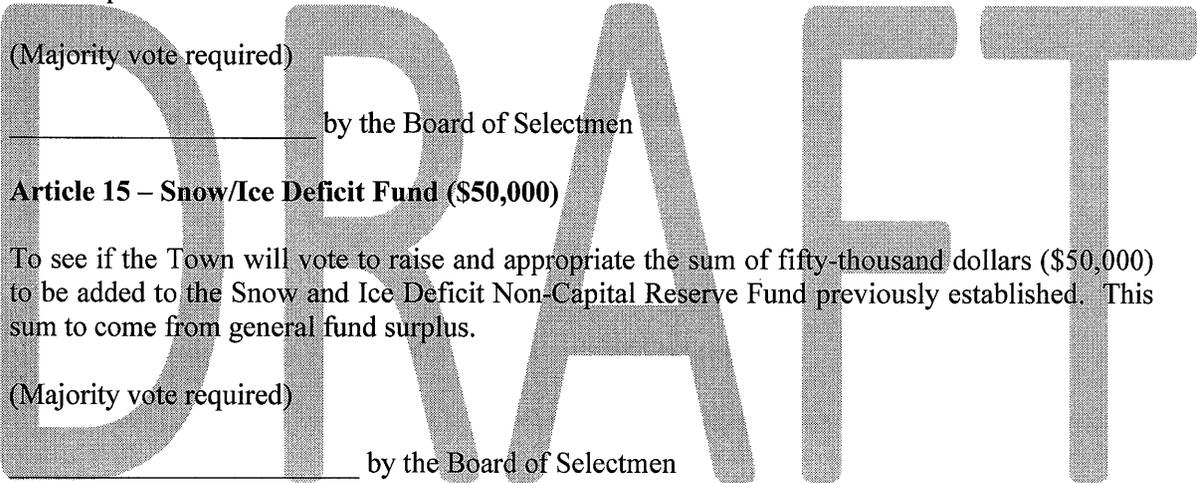
To see if the Town will vote to authorize the Board of Selectmen to enter into a lease/purchase agreement for \$170,000 for the purpose of lease/purchasing fund accounting, tax and utility billing software for the Finance, Tax, and Water/Sewer Departments, and to raise and appropriate the sum of thirty eight thousand three hundred eighty six dollars (\$38,386), which represents the first of 5 annual payments for that purpose. This lease/purchase will contain an escape (non-appropriation) clause. Appropriation amounts \$28,790 general fund; \$4,798 water fund; \$4,798 sewer fund.

(Majority vote required)

_____ by the Board of Selectmen

Article 17 – Highway Department Dump Truck Lease/Purchase (\$36,001)

To see if the Town will vote to authorize the Board of Selectmen to enter into a lease/purchase agreement for \$159,438 for the purpose of lease/purchasing a dump truck for the Exeter Highway



Department, and to raise and appropriate the sum of thirty-six thousand and one dollars (\$36,001), which represents the first of 5 annual payments for that purpose. This lease/purchase will contain an escape (non-appropriation) clause.

(Majority vote required)

_____ by the Board of Selectmen

Article 18 - Downtown Parking Study (\$35,000)

To see if the Town will vote to raise and appropriate via special warrant article the sum of thirty-five thousand dollars (\$35,000) for the purpose of conducting a parking study of the central downtown area of Exeter to include Water Street and all municipal parking lots.

(Majority vote required)

_____ by the Board of Selectmen

Article 19 – Light Duty Vehicle Lease/Purchase Program (\$21,052)

To see if the Town will vote to authorize the Board of Selectmen to enter into lease/purchase agreements for \$93,229 for the purpose of replacing various light duty vehicles within the Exeter Public Works Department, and to raise and appropriate the sum of twenty-one thousand and fifty two dollars (\$21,052), which represents the first of 5 annual payments for that purpose. This lease/purchase will contain an escape (non-appropriation) clause. Appropriation amounts \$17,416 general fund; \$1,818 water fund; \$1,818 sewer fund.

(Majority vote required)

_____ by the Board of Selectmen

Article 20 – Long Term Lease Town Owned Property

To see if the Town will authorize the Board of Selectmen to negotiate and enter into a long term lease of up to 99 years on Town owned land described as Tax Map 100 Lot 4, for the purpose of installing a cellular tower on the property, a portion of which will benefit the Town of Exeter communications systems.

(Majority vote required)

_____ by the Board of Selectmen

Article 21 – Discontinue Garrison Road

To see if the Town will vote to discontinue as public highways the following two ancient, abandoned roadways:

- a. 3 Rod Road from its easterly starting point at its intersection with Garrison Lane to its westerly terminus at the boundary between Lot 4 on Tax Map 46 and the Town Conservation

land, Lot 2 on Tax Map 56. This road was laid out in 1699, as documented in Book 2, Page 136, N.H. State Records.

- b. Garrison Road from its northerly intersection with 3 Road Road to its southwesterly intersection with the boundary between Lot 3, Tax Map 56 and the Town Conservation land, Lot 2, Tax Map 56. This road was laid out in 1699, as documented in Book 2, Page 90, N.H. State Records.

_____ by the Board of Selectmen

Article 22 – Citizen’s Petition Drones

By petition of Robert Eastman and others, “Shall the Town of Exeter affirms that, within the town limits, the navigable airspace for done aircraft shall not be expanded below the long-established airspace for manned aircraft; and that the Town of Exeter affirms that within the town limits, landowners have exclusive control of the immediate reaches of the airspace and that no drone aircraft shall have the “public right to transit” through this private property.”

Article 23 – Citizens Petition Charter Commission

By petition of Daniel W. Chartrand and others, “Shall a charter commission be established for the purpose of establishing a municipal charter?”

Article 24 – Citizens Petition Get Big Money Out of Politics

By petition of 25 or more eligible voters of the Town of Exeter to see if the town will urge: That the next President and Congress fight big money politics and restore government of, by, and for the people by championing the We the People agenda: 1. Ban Super PACs and overturn Citizens United; 2. Expose secret donors and require full transparency; 3. Ban bribes from big-money lobbyists and government contractors; 4. Establish small-donor, citizen funded elections; 5. End gerrymandering and modernize voter registration; 6. Close loopholes and enforce campaign finance laws.

That the New Hampshire State Legislature support concrete legislation to enact the We the People agenda. The record of the vote approving this article shall be transmitted by written notice from the selectmen to the NH congressional delegation and to Exeter’s state legislators, and to the President of the United States informing them of the instructions from their constituents within 30 days of the vote.

Article 25 – Citizen’s Petition Elderly Exemptions

On the petition of Andrew F. Hirst and others, due to the high increase in the cost of living in the past eight years to see if the town will vote: For the purpose of amending Article 43: from 2/2/08

Which reads as follows:

“Shall the voters modify the elderly exemption from property tax in the Town of Exeter, based on assessment for qualified taxpayers, to be as follows: for a person 65 years of age and up to age 75 years, \$152,251; for a person; 75 years of age up to 80 years \$183,751; for a person 80 years of age and over \$236,251. To qualify person must have been a resident of New Hampshire for at least three (3) consecutive years, own the real estate individually or if owned by such person’s spouse, they must be have been married to each other for at least five (5) consecutive years. In

addition the taxpayer must have a net income of no more than \$40,426; or if married, a combine net income of not more than \$51,976; and own net assets not in excess of \$194,251; excluding the value of the persons residence. The combined net asset amount for married persons shall apply to a surviving spouse until the sale or transfer of the property by the surviving spouse or until the remarriage of the surviving spouse.”

Amend to read as follows:

“Shall the voters modify the elderly exemption from property tax in the Town of Exeter, based on assessment for qualified taxpayers, to be as follows: for a person 65 years of age and up to age 75 years, \$152,251; for a person; 75 years of age up to 80 years \$183,751; for a person 80 years of age and over \$236,251. To qualify person must have been a resident of New Hampshire for at least three (3) consecutive years, own the real estate individually or if owned by such person’s spouse, they must be have been married to each other for at least five (5) consecutive years. In addition the taxpayer must have a net income of no more than \$50,426; or if married, a combine net income of not more than \$61,976; and own net assets not in excess of \$194,251; excluding the value of the persons residence. The combined net asset amount for married persons shall apply to a surviving spouse until the sale or transfer of the property by the surviving spouse or until the remarriage of the surviving spouse.”

Article 26 – Citizen’s Petition Downtown Sidewalks

On petition of Joan E. Sullivan and others, to see if the Town will vote to: raise and appropriate the sum of \$175,000 for the purpose of adding brick paver enhancements to the downtown area sidewalk project.

_____ by the Board of Selectmen

Article 27 - Citizen’s Petition Travel Lanes

On petition of John M. Maull and others, to see if the Town will vote to place road markings (center yellow lines and side shadow lines) in a manner to enhance the safety of the motoring public and those using the town roads for bicycles, jogging and walking. This will involve adopting a 10 foot travel lane for vehicles (which has been shown to reduce vehicle speed) and placing shadow lines to provide room for safer use of the shoulders for pedestrians, joggers and cyclists.

As background, narrower vehicle travel lanes on town roads encourage vehicles to travel at slower, safer speed. This enhances the safety of all and can require less speed enforcement. Currently the town is marking the travel lane at a 12-14 foot width in areas where the speed limit is 25 MPH. these wider travel lanes present the appearance of a high speed highway and encourage travel at a speed that exceeds the speed limit. The current wider travel lanes have left inadequate space outside the white “shadow” lines. Leaving more space outside of the vehicle travel lanes provides enhanced safety for walkers, joggers, citizens using scooters and bicycles. Many towns in New Hampshire have adopted this approach to enhance safety. This measure will not cost the town any more money than the placement of current lines; it will require a consistent focus on the part of the Exeter Highway Department to see that the lines are placed properly to enhance safety in our town.

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

Given under our hands and seal this _____th day of January, 2016.

Julie Gilman, Chairwoman

Don Clement, Vice-Chairman

Nancy Belanger, Clerk

Anne Surman

Daniel W. Chartrand

We certify that on the ___th of January, 2016, we caused a true copy of the within warrant to be posted at the Exeter Town Hall on Front Street, the Exeter Public Library at Founder's Park, Exeter High School at 1 Blue Hawk Drive, Talbot Gymnasium at Tuck Learning Campus, 30 Linden Street, and the Town Clerk's Office, 10 Front Street.

Given under our hands and seals this _____th day of January, 2016.

Julie Gilman, Chairwoman

Don Clement, Vice-Chairman

Nancy Belanger, Clerk

Anne Surman

Daniel W. Chartrand

Town of Exeter		2016 Preliminary Budget Summary					2016 Default Budget				
2016 Preliminary Budget Summary		UPDATED: 12/14/15									
DEPARTMENT	2013 Actual	2014 Actual	2015 Budget	2016 Prelim Budget	2016 BRC Budget	2016 BOS Budget	2016 Default Budget				
Police											
401 Administration	671,345	725,192	735,183	749,691	758,696	758,696	758,286				
402 Staff	468,898	587,871	574,876	611,259	621,424	621,424	621,424				
403 Patrol	1,771,474	1,831,254	1,896,840	1,928,635	1,976,677	1,951,495	1,951,495				
404 Animal Control	1,072	1,249	1,250	1,250	1,250	1,250	1,250				
405 Communications	406,725	422,349	439,338	469,797	462,065	462,065	462,066				
Total Police	3,319,514	3,567,915	3,647,487	3,760,631	3,820,112	3,794,930	3,794,520				
Fire											
501 Administration	502,940	533,238	518,214	522,536	525,063	525,063	530,936				
503 Fire Suppression	2,907,970	2,889,933	2,951,935	2,937,366	2,974,449	2,999,632	2,973,613				
504 Emergency Management	24,170	25,449	28,816	28,432	25,932	25,932	25,932				
505 Health	122,369	141,763	160,708	179,057	179,057	179,057	179,257				
Total Fire	3,557,449	3,590,383	3,659,673	3,667,391	3,704,501	3,729,684	3,709,738				
Public Works - General Fund											
601 Administration & Engineering	325,560	382,090	383,395	471,108	441,269	416,007	415,807				
602 Highways & Streets	1,745,757	1,911,935	1,950,118	1,925,769	1,999,475	1,974,475	1,937,073				
603 Snow Removal	343,513	319,504	264,044	343,764	293,764	281,882	279,168				
604 Solid Waste Disposal	813,117	829,897	834,001	857,749	854,224	847,765	843,574				
605 Street Lights	139,445	151,257	130,000	150,000	150,000	150,000	150,000				
Total Public Works - GF	3,367,392	3,594,683	3,561,557	3,748,389	3,738,732	3,670,129	3,625,622				
Maintenance											
606 General	431,607	388,969	434,638	441,000	447,004	447,004	446,704				
607-614 Town Buildings	226,902	275,939	243,700	293,500	271,800	271,800	270,400				
616 Maintenance Projects	123,951	100,240	175,000	125,000	100,000	100,000	100,000				
615 Mechanics/Garage	224,791	207,652	208,885	232,824	239,414	239,414	211,409				
Total Maintenance	1,007,251	972,800	1,062,222	1,092,324	1,058,218	1,058,218	1,028,514				

Town of Exeter							
2016 Preliminary Budget Summary							
UPDATED:12/14/15							
DEPARTMENT	2013 Actual	2014 Actual	2015 Budget	2016 Prelim Budget	2016 BRC Budget	2016 BOS Budget	2016 Default Budget
Welfare							
710 Welfare	77,619	75,062	86,436	64,666	64,666	64,666	86,436
Total Welfare	77,619	75,062	86,436	64,666	64,666	64,666	86,436
Parks & Recreation							
801 Recreation	256,941	272,251	291,145	297,675	303,539	303,539	303,539
802 Parks	151,014	175,153	167,661	187,989	182,464	182,464	176,634
Total Parks & Recreation	407,955	447,404	458,806	485,664	486,003	486,003	480,174
Other Culture/Recreation							
116/804 Other Culture/Recreation	21,848	23,636	31,300	30,951	30,951	30,951	30,951
805 Special Events	12,399	12,255	14,000	14,500	14,500	14,500	14,000
Total Other Culture/Recreation	34,247	35,891	45,300	45,451	45,451	45,451	44,951
Public Library							
901 Library	894,822	910,837	898,407	920,400	927,413	927,413	921,413
Total Library	894,822	910,837	898,407	920,400	927,413	927,413	921,413
Debt Service & Capital							
921-923 Debt Service	749,038	721,289	943,758	780,691	780,691	780,691	780,691
117 Vehicle Replacement/Lease	416,505	531,830	284,293	391,222	376,710	376,710	345,706
117 Misc. Expense	17,957	(3,357)	3	3	3	3	3
118 Capital Outlay - Other	48,601	48,601	48,601	-	-	-	-
Total Debt Service & Capital	1,232,101	1,298,363	1,276,655	1,171,916	1,157,404	1,157,404	1,126,400
Benefits & Taxes							
931 Health Insurance Buyout	68,501	123,577	94,567	241,187	98,087	92,486	98,087
933 Unemployment	11,154	7,042	4,067	4,270	2,725	2,725	2,725
937 Worker's Compensation	147,288	160,356	174,514	186,730	186,384	186,384	186,384
114/941 Insurance	142,355	115,722	124,323	129,295	133,272	133,272	133,272
Total Benefits & Taxes	369,298	406,697	397,471	561,482	420,468	414,867	420,468
Total GF Operating Budget	16,190,014	16,922,947	17,225,406	17,753,250	17,651,172	17,576,735	17,411,021

Town of Exeter		2013 Actual	2014 Actual	2015 Budget	2016 Prelim Budget	2016 BRC Budget	2016 BOS Budget	2016 Default Budget
2016 Preliminary Budget Summary								
UPDATED:12/14/15								
DEPARTMENT								
Water Fund								
621	Administration	302,839	380,450	367,790	396,533	389,885	386,447	386,447
624	Billing and Collection	108,418	115,295	132,733	139,931	142,358	142,358	142,358
622	Distribution	508,272	667,139	658,034	853,992	822,081	822,081	789,612
623	Treatment	668,451	715,686	739,035	760,869	741,065	741,065	764,590
625-626	Debt Service	468,941	531,691	821,369	808,604	808,604	808,604	808,604
627	Capital Outlay	107,825	114,589	72,500	55,000	50,000	75,000	55,000
Total WF Operating Budget		2,164,742	2,524,848	2,791,462	3,014,929	2,953,993	2,975,555	2,946,611
Sewer Fund								
631	Administration	349,417	349,389	349,190	350,477	350,217	346,779	352,279
634	Billing and Collection	104,863	104,499	132,733	139,931	142,358	142,358	142,358
632	Collection	504,181	547,003	653,688	634,271	708,309	708,309	686,739
633	Treatment	447,986	441,005	492,487	471,476	467,635	467,635	482,135
635-636	Debt Service	549,042	1,020,404	642,765	658,388	658,388	658,388	658,388
637	Capital Outlay	244,205	191,283	225,759	157,079	77,079	77,079	-
Total SF Operating Budget		2,199,692	2,653,583	2,496,622	2,411,622	2,403,987	2,400,549	2,321,900

PETITION FOR SUBMISSION ON THE TOWN MEETING WARRANT

On petition of Jean E. Sullivan and others, to see if the Town will vote to:
 (Unless stated, the first name on the list will be used)

28

raise and appropriate the sum of \$175,000⁰⁰ for the purpose of
 (ex. Use term that best fits: "Raise and appropriate the sum of \$ _____ for the purpose of _____"; or "support _____"; or "adopt _____")

adding brick paver enhancements to the downtown
 area sidewalk project.

Printed Name	Signature	Street Address
Jean E. Sullivan	Jean E Sullivan	13 Pine Grove Rd. Exeter, NH
FLORENCE M. WILBER	Florence M. Wilber	12 Judy Hill Ave Exeter, N.H.
Anne Tufts	anne Tufts	2 Blossom Lane Exeter NH
JANARA SULLIVAN	Belinda Sullivan	104 FRONT ST EXETER
Klorance Raffner	[Signature]	5 Pine St. Exeter
Patricia H. Thayer	Patricia H. Thayer	9 Liberty Lane
HERBERT SEARS	[Signature]	33 PINE ST.
Claire L. Burton	Claire L. Burton	131 Linden St., Exeter, NH
KAREN TOWLE	[Signature]	10 Chestnut St Exeter NH
Andri Baillargeon	Andri Baillargeon	128 Watson Rd Exeter
Susan Baillargeon	Susan Baillargeon	128 Watson Rd Exeter
Lynn Donnell	Lynn Donnell	25 High St. Exeter
Barbara Richards	Barbara Richards	10 Chestnut St. Exeter
ELLIOTT BERKOWITZ	[Signature]	139 WATER ST EXETER
Paula S. Welsh	Paula S. Welsh	7 Half Penny Ln
Connie Morse	CMorse	1 Veteran Hwy Exeter

Jean Sullivan Salon Petition for Submission on the Town Meeting Warrant

137 water street
exeter, nh 03833
778-8424

on Petition of Jean E. Sullivan, and others, to see if the
Town will vote to raise and appropriate the sum of \$175,000⁰⁰ for the
purpose of adding Brick Paver enhancements to the downtown area sidewalk
Project.

Printed Name	Signature	Street Address
<u>Aune Campbell</u>	<u>Aune Campbell</u>	<u>111 High St.</u>
<u>Kristen Letourneau</u>	<u>Klet</u>	<u>80 Newfields Rd</u>
<u>Karin Behrens</u>	<u>Kari Behs</u>	<u>133 Water St</u>
<u>Margery Brazar</u>	<u>Margery Brazar</u>	<u>2 Millsman Dr.</u>
<u>Medra Tilton</u>	<u>Medra Tilton</u>	<u>74 Linden St.</u>
<u>Kathleen Yazinka</u>	<u>KO Yazinka</u>	<u>10 Appledore Ave</u>
<u>Laura M. Smith</u>	<u>Laura M. Smith</u>	<u>4 Langdon Ave.</u>
<u>PATRICIA Q. DAWSON</u>	<u>Patricia Dawson</u>	<u>1 Sterling Hill Ave #131</u>
<u>Lauree Barone</u>	<u>LAURA BRONTE</u>	<u>14 Custview Dr. Exeter NH</u>
<u>Ellen Booth</u>	<u>Ellen Booth</u>	<u>18 Prospect Ave</u>
<u>Jacqueline H. Thomas</u>	<u>Jacqueline H. Thomas</u>	<u>2 Riverwoods Pt. F112 EXETER, N.H. 03833</u>
<u>EVA BAUGHMAN</u>	<u>Eva</u>	<u>1 Split Rock Road Exeter NH 03833</u>
<u>JANICE BOOTH</u>	<u>Janice Booth</u>	<u>Prospect St Exeter NH</u>
<u>Greg Brazar</u>	<u>Greg Brazar</u>	<u>Millsman Dr Exeter</u>

December 24, 2015

I, John M. Maull, a resident of Exeter at 21 Colonial Way, and the below signed fellow Exeter citizens petition the Town of Exeter to place road markings (center yellow lines and side shadow lines) in a manner to enhance the safety of the motoring public and those using the town roads for bicycles, jogging and walking. This will involve adopting a 10 foot travel lane for vehicles (which has been shown to reduce vehicle speed) and placing shadow lines to provide room for safer use of the shoulders for pedestrians, joggers and cyclists.

As background, narrower vehicle travel lanes on town roads encourage vehicles to travel at a slower, safer speed. This enhances the safety of all and can require less speed enforcement. Currently the town is marking the travel lane at a 12-14 foot width in areas where the speed limit is 25 MPH. These wider travel lanes present the appearance of a high speed highway and encourage travel at a speed that exceeds the speed limit. The current wider travel lanes have left inadequate space outside the white "shadow" lines. Leaving more space outside of the vehicle travel lanes provides enhanced safety for walkers, joggers, citizens using scooters and bicycles. Many towns in New Hampshire have adopted this approach to enhance safety. This measure will not cost the town any more money than the placement of current lines; it will require a consistent focus on the part of the Exeter Highway Department to see that the lines are placed properly to enhance safety in our town.

John Maull 603-303-0671

Name	Address
✓ Martha J. Fountain	21 Colonial Way Exeter
✓ John M. Maull	21 Colonial Way Exeter
✓ Mary J. Maull	21 Colonial Way, Exeter
✓ Amy Pennington	18 Heritage Way Exeter
✓ BRIAN BRAND	18 Heritage way Exeter
✓ Bonnie Mamey	19 Heritage Way, Exeter
✓ Edith May	19 Heritage Way, Exeter
Cris May	17 Heritage way, Exeter
Elyse Jones	17 Heritage Way, Exeter
Brian Ruth	15 Heritage Way, Exeter

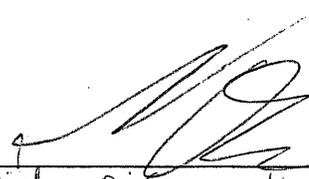
Safe Street Marking Petition.

Name	Address
Maureen	15 Heritage Way, Exeter
Brenda Carter	" "
✓ John	26 Colonial Way EXETER
✓ Maureen	26 Colonial Way Exeter
✓ Beth Richards	22 Colonial Way Exeter
✓ John Richards	22 Colonial Way Exeter
✓ Angela Plo	? GARY LANE EXETER
✓ Karen Plumer	7 Hay Lane Exeter
✓ David Corbett	1 Lady Hill Ave, Exeter
✓ Barbara Corbett	1 Lady Hill Exeter
✓ R.A. Ranemede	18 Meadowood Pr. EXETER
Corinne Ranemede	18 Meadowood Drive, Exeter
✓ D.C. W.J.	77 WATSON RD EXETER
✓ Kathy Bruyette	4 Colonial Way Exeter
✓ Gary St John	19 Colonial Way Exeter
✓ Janet L. Stephens	19 Colonial Way, Exeter
✓ Michael H. Lush	18 Colonial Way, Exeter
✓ Sandra Crosbie	18 Colonial Way, Exeter
✓ Bernad O'Connell	17 Colonial Way, Exeter
✓ Berni L. O'Connell	17 Colonial Way, Exeter

Safe Street Marking Petition

Name

Address

✓  17 Colonial Way, Exeter

✓ Ann McKeon 12 Colonial Way Exeter

✓ Karen Noonan 28 South St. Exeter

✓ Mary Ferrell 44 BRENTWOOD RD., EXETER

Judy Lamphar 17 Greenleaf Dr., Exeter

Mary Lamphar 17 Greenleaf Drive, Exeter

Town of Exeter
 Exeter Professional Firefighters' Association, Local 3491
 For the years 2016 and 2017

Suppression	2016		
	Preliminary Budget	Budget Proposed Contract	Increase/ (Decrease)
Wages	1,763,309	1,770,427	7,118
Taxes	24,493	24,597	104
Retirement	511,994	516,257	4,263
Health Insurance	445,438	445,438	(0)
	<u>2,745,234</u>	<u>2,756,718</u>	<u>11,484</u>
EMS			
Wages (OT)	81,441	81,441	-
Taxes	1,181	1,181	-
Retirement	23,748	23,748	-
	<u>106,370</u>	<u>106,370</u>	<u>-</u>
2016 Total	<u>2,851,604</u>	<u>2,863,088</u>	<u>11,484</u>

Suppression	2017		
	Preliminary Budget	Budget Proposed Contract	Increase/ (Decrease)
Wages	1,770,427	1,801,002	30,575
Taxes	24,597	25,040	443
Retirement	516,257	525,172	8,916
Health Insurance	445,438	443,101	(2,337)
	<u>2,756,718</u>	<u>2,794,315</u>	<u>37,597</u>
EMS			
Wages (OT)	81,441	81,441	-
Taxes	1,181	1,181	-
Retirement	23,748	23,748	-
	<u>106,370</u>	<u>106,370</u>	<u>-</u>
2017 Total	<u>2,863,088</u>	<u>2,900,685</u>	<u>37,597</u>

Note:

All eligible employees receive a step (2.23%) July 2016 and July 2017
 0.75% Stipend each year for employees who do not receive a step because at top step;
 paid out 1/2 in Jan and 1/2 in July
 No change in Other wages -OT, Sick Repl, Vaca Repl
 No change in Health premiums for 2017

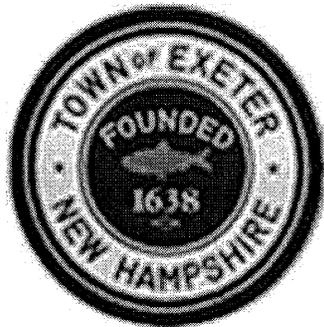
FINAL TOWN WIDE FACILITIES PLAN

TOWN OF EXETER

SPACE NEEDS AND BUILDING ASSESSMENTS

EXETER, NEW HAMPSHIRE

DECEMBER 16, 2015



The H.L. Turner Group Inc.

ARCHITECTS ■ ENGINEERS ■ BUILDING SCIENTISTS

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APPENDIX A - DRAWINGS



EXECUTIVE SUMMARY

The H.L. Turner Group Inc. (TTG) along with its consulting team conducted both a general facility systems assessment and a space needs assessment for the Town of Exeter, New Hampshire. The building systems and components were observed and reviewed via drawings, review of existing reports, discussion with maintenance staff and on-site visits. The Department of Public Works provided the Towns' annual Maintenance Project List for 2014 which identified proposed projects for reference. This list is created for each budget cycle and is capped at \$125,000 annually.

In addition, TTG conducted site visits to each building and interviewed with staff using the various buildings to assess the space programming needs from the perspective of the actual occupants. We also spoke with the Facility Director for the SAU #16 School District.

The buildings which were reviewed include:

- Town Offices
- Town Hall
- Parks and Recreation:
 - Administration Building
 - Recreation Park – Hampton Road
- Public Works:
 - Highway
 - Maintenance
 - Water & Sewer
 - Technicians garage/workshop
 - Water Treatment Plant
 - Ground Water Treatment Plant
- Public Safety:
 - Police Department
 - Fire Department
- Library
- Senior Center
- 47 Front Street – Historical Society
- Storage Barns
- Schools – cursory review



Previous reports which were referenced include:

- 2014-2015 Recreation Needs Assessment and Planning Report, Town of Exeter NH, by UNH, March 2015.
- An Organizational, Effectiveness, and Efficiency Study of the Fire Department, Town of Exeter, NH, by MMA Consulting Group, Inc., August 2007.
- Exeter Public Library – Schematic Design Report, by SMP Architecture, March 27, 2015.
- Town Building Advisory Committee, Town Office Building Study Report, Town of Exeter, NH, by Town Advisory Committee, August 25, 2008. Volumes 1 and 2. SMRT consulted with Committee.
- Security Risk Assessment, September 2014, by Primex, NH Public Risk Management Exchange.
- Exeter Fire Department PowerPoint® Presentation, October 20, 2005.

Site and Building Issues

The assessment effort has revealed and confirmed several issues which will need to be addressed as the Town plans its development. Site issues at the various properties include parking, building access, building security, ADA access, vehicular circulation and storage.

Condition of the building's system components vary widely across the various building types. Some systems (boilers) are new where other components have reached the end of their useful life. It is apparent the Town has methodically been identifying, and for the most part, is keeping up with maintenance and equipment replacement/upgrades as permitted by the annual budget allocations. Mechanical, plumbing, fire protection, electrical, and life safety issues are identified in more detail in the summary of each building in the report.

Space Programming

The assessment confirmed some significant and immediate inadequacies with regard to current use of spaces and the need for the buildings to meet the minimum expectations and basic functional requirements. It has been observed that due to the inadequacies and/or lack of space, some of the Town departments are operating inefficiently, and in some cases cannot properly provide the required services.



In general terms, the building structures and spaces have adequately served their purpose, occupants and users, for years. The staff and users have done extremely well to make the best use of their facility. The original design and layout of some of the buildings was based on programming needs, department structures, number of staff, or services offered which has changed and evolved over time, and the physical building and layout has not necessarily kept pace with the changing needs and times.

Town Offices: 10 Front Street

Built in 1892 as a two-story records and deeds storage facility, it has been converted over time to an office building. The basement is approximately 3,320 SF, first floor is 4,700 SF, and second floor is 4,700 SF, for a total of 12,720 SF. The building's occupants include: the Town Manager, Town Clerk, Human Resources, Economic Development, Planning, Code Enforcement, Town IT Office, and Public Access TV. The Selectmen, along with any other groups, conduct their meetings in the Nowak Room. The remaining spaces which make-up the building include a clerk vault, conference rooms, storage, restrooms, basement archival storage, mechanical and electrical rooms. Current space needs include:

1. Relocation/or expansion of IT operations. The space is currently shared with Public Access TV where five to eight people may occupy the space at one time. Possible relocation to opposite side of Nowak Room. Current space doubles as an emergency safety space for selectmen.
2. Nowak Room too small to accommodate large public meetings. Need a larger accessible meeting room (200-400 people).
3. Need for smaller conference rooms to conduct confidential meetings for Human Services and other group meetings.
4. Employee room.
5. Need for regular and archival storage.
6. Public restrooms.
7. Improved entrance/egress.
8. Need for more controlled public access and upgrades to security.



Town Hall: 10 Front Street

The Town Hall was built in 1855 as a two-story meeting place for the Town and as a courthouse for Rockingham County. The basement is approximately 5,741 SF, the first floor is 5,741 SF, the mezzanine is 1,741 SF, and the second floor is 5,741 SF for a total of 18,964 SF. The building currently houses the Finance Department in the lower level facing Water Street. The second floor is occupied by a successful and well used Art Gallery. The main meeting room is used for a number of Town events and community organizations. Space needs which have been mentioned include:

1. Upgraded public ADA accessible restrooms on the lower level.
2. Rear egress stair renovation and upgrades.
3. Proposed relocation of Code Enforcement and Planning from Town Offices into vacant space next to the Town Finance Department on the lower level.

Parks and Recreation Administration Building: 32 Court Street

The facility at 32 Court Street was built in 1848 as a high school. In 1912, it was converted into an elementary school. In 1959, the building was converted into a Community Center. On or about 1985, the historic building was then occupied by the Parks and Recreation Department, and this continues to present day. The building is used throughout the year for various classes, toddler programs, aerobics, and summer camps that typically have up to 250 participants. Parks and Recreation initiated UNH to do a study which further details space and program needs. Part of the recommendations from the earlier study includes relocating the administrative operations to a central building at the recreation fields. Space needs which have been mentioned during this process include:

1. Lack of a gym space to accommodate recreation programs.
2. Lack of a fully handicap accessible building.
3. Severely inadequate sports equipment storage.
4. Grounds keeping equipment storage (currently temporary, not secure, inadequate).
5. Lack of a serving kitchen.



Recreation Park: 4 Hampton Road

The property was acquired in 1974, and is approximately 26 acres, with eight undeveloped acres. The property contains eight tennis courts, three soccer fields, two baseball fields, and one softball field. Planet playground is part of the facility and is located on leased land adjacent to the Town owned fields. The outdoor pool is located here along with a bath house and small concession stand. The pool house has had a few recent renovations including a new filter room, electrical room addition, and bathroom upgrades. Space needs which have been mentioned regarding this property include:

1. Antiquated playground – upgrades required.
2. Lack of adequate parking.
3. Need for a central administration building, central storage, and indoor multi-purpose space.
4. Expanded field space.
5. Accessible swimming pool.

Department of Public Works Office: 13 Newfields Road

The building was constructed in 2003 and is a single-story, 2,000 SF, slab-on-grade, wood framed structure. The building houses the Department of Public Works with 12 staff consisting of engineers, administration, director, and engineering technicians. Since the buildings completion, the functions and departments have evolved and grown, and now require additional space considerations. Expressed space needs include:

1. Larger conference meeting space.
2. Drawing/print plan room.
3. File storage, secure archival storage.
4. Larger waiting area.
5. Separate staff room.
6. IT room separated from water heater.
7. Secure access to public meeting room.

The Highway Department, Water/Sewer Department, and Maintenance Department occupy other separate buildings on the property. See the attached site plan.



A single-story, pre-engineered, metal sided building constructed in the 1970's, contains nine garage bays. Bays #1 thru #4 are used by the Highway Department. Bays #5 and #6 are maintenance areas. Bays #7 thru #9 are used for Highway equipment storage. Meeting rooms and offices are contained in the central section of the building with parts of the mezzanine storage space above. The building is approximately 14,400 SF.

A single-story, pre-engineered, metal sided building constructed in the 1970's is located on the site. This building is used by the Water/Sewer Department and contains five garage bays. One bay is used solely as a required wash-bay for the various Town vehicles. Consideration should be given to the appropriateness of the equipment wash-bay sharing space with the Water Department. The building is approximately 6,000 SF.

The existing Wastewater Treatment building is located on the site as well and was built in 1990. It is a single-story concrete block building housing pumps and controls. As part of the new WWT building project, the building is proposed to be renovated to house offices, new restrooms, conference room, and testing laboratory. The lower level basement area is designated to be used for storage and mechanical space.

Both pre-engineered metal buildings have reached the end of their useful life. Adjacencies of each building are not ideally arranged and reconfiguration/relocation of space should be considered and/or a new building. This would also improve efficiencies of work flow. A VAC truck occupies one of the bays which is better suited to move to the new proposed Wastewater Treatment Plant.

The new Wastewater Treatment Plant is being designed by another consultant. Consideration for future site needs as it relates to the existing departments on the adjacent site is necessary.

There is also a single-story concrete block building containing two garage bays. It is occupied by the Public Works carpentry, plumbing, and electrical technicians. Workshop and storage spaces are utilized in the building. The building is 1,225 SF.

Two storage containers are located at the end of the Highway Department garage and contain Police, Fire Department, and Public Works storage overflow.



The Town will be acquiring approximately four acres of land adjacent to their existing property. This space may be used for future needs of the Public Works, but needs further study to confirm its adequacy.

Expressed and observed needs for space for the above buildings include:

1. The need for six bays next to each other for the Highway Department.
2. Three bays for maintenance next to each other (currently only two bays).
3. Space to store equipment inside.
4. Addition of two garage bays on the Water/Sewer Department building.
5. Highway Department renovation/upgrades to employee area, restrooms, and locker spaces.
6. Seasonal equipment storage bay – now housed at the Simpson barn.

Public Safety: 20 Court Street

The Police Department and Fire Department share the two-story, brick and concrete block building built in 1979. The building is approximately 18,000 SF in total. The Police Department occupies 6,428 SF on the first and second floors. The Fire Department occupies 11,555 SF on the first and second floor. The building serves as Central Command during emergency events.

The Police Department's first floor space contains a sally port, four holding cells, booking area, lobby, reception, sergeant's room, evidence room, officer desk area, records room and small kitchen/staff area. Dispatch is located in the Police Department section of the building and is shared by both services.

Second floor space consists of a Chief's office, small meeting room, Deputy Chief, Detective offices, locker room, Prosecutor Office, and small conference room. Police Department space needs in the building include:

1. Patrol meeting space.
2. Detective's office space.
3. Locker room expansion.
4. Larger evidence room.
5. Secure window/public interaction.
6. Uniform/equipment storage.



7. Interview room.
8. Interior equipment storage for vehicles, ATV, trailer.
9. Shared training room, gym.
10. Upgraded shared communications room.
11. Improved, expanded parking.

The Fire Department first floor contains five equipment bays, hose tower, parts storage and mechanical space. The second floor consists of office space, Chief's office, Captain's office, training room (Emergency Command), dayroom, and six dormitory style bedrooms with a shared restroom. The Community Health Department is also located on the second floor. The Fire Department and MMA Consulting Group Inc., has completed an extensive analysis of the building and services and the results can be found in the report dated August 2007. Issues identified as a result of the study, current observations, and discussions include:

1. Shared training room, gym.
2. Interior storage for HazMat trailers, equipment.
3. Improved, expanded parking.
4. Upgraded shared communications room.
5. Garage bay height and length issues.

Library: 4 Chestnut Street

The building was constructed in 1987 and is a three-story brick and concrete block structure. The ground floor (entry level) consists of a children's area, small group meeting, story room, offices, circulation desk and support offices. Second floor (main level) consists of stack space, circulation desk, open reading area, and support offices, along with accessible roof terraces. The mezzanine level contains small study and meeting rooms. The total square footage of the building is approximately 20,046 SF. The library in general needs upgrades to the existing systems of the building since most have reached the end of their useful life and are inefficient. These systems include HVAC, windows, lighting, roof, and finishes. Space needs observed and discussed include:

1. Larger meeting room and support spaces.
2. Enlarged teen room.
3. Reconfigured children's room.
4. Expanded stack space to accommodate future collection growth.
5. New entry/security.



6. Restroom/ADA upgrades.
7. Small group study rooms.

Senior Center: 30 Court Street

Building was constructed in 1841 as a Town Hall and has housed the Rockingham County Meals on Wheels program since 1985. Prior to 1985, the building was the Town Fire Station and a side garage bay is still used for storage of an antique piece of fire equipment in the Fire Museum. The Senior Center is used by numerous community groups today. Recent renovations include bathroom upgrades. Space needs which have been identified for this building include:

1. Interior partitions for a separate office space.
2. Separation of the serving and prep kitchen.
3. Lockable storage space for the various groups which use the function room.

47 Front Street: Historical Society

The building was originally the Town Library and has since been occupied by the Historical Society. The building houses archives, small meeting hall, offices, and has a lower level museum. The building is masonry with a brick exterior and slate roof. Several upgrades and renovations have been done including new attic insulation, new boiler flue, new slate roof, new granite steps, and entry door repairs.

The space needs include:

1. ADA restroom upgrades.
2. ADA building access.
3. Climate controlled archive storage.
4. Reconfigured office space.

Simpson Storage Barn: Route 111

The 24 x 120, single-story, wood framed barn is located on the Town Transfer Station property and was evaluated by a structural engineer in June of 2005. The barn is used to store seasonal Town owned equipment. The report states the barn is not safe for storage or occupants due to multiple structural issues. The area in and around the barn is used for



storage of additional items from various organizations including Parks and Recreation, Highway and Water. The Fire Department parks several emergency trailers on the property as well. The structure is not safe for use. The recommendation is to demolish the structure.

Space needs as a result of proposed demolition include:

1. Provisions for a permanent seasonal equipment storage building.
2. Indoor space or secure storage space for Fire Department equipment trailers.

General Information

Public Schools

The Exeter School Board owns Main Street Elementary School which is a K-2 school, Lincoln Street School which is a grade 3-5 school, and the School Street property which houses special education programs. The buildings are managed and operated by SAU #16. There is a six town Co-op that manages the middle school and the high school.

Parks and Recreation programs run many of their programs in the schools throughout the year. Recent addition of parking areas at the Main Street School has eliminated another baseball field used by Town youth organizations. The Town currently suffers from not having enough baseball fields.

Conclusions

There are some general observations that are worth noting as a result of our discussions and observations during the space planning study. It is our understanding that, in theory, all Town owned buildings and properties fall under the management of the Department of Public Works.

Each year there is a Project List and a Maintenance List, created by Public Works, which identifies both infrastructure and space needs for each Town organization. The list is typically generated by an informal request or observation made by an individual department of staff of Public Works. The Town Planner and Director of Public Works are involved in the development of the list to some extent. The lists are dynamic and ever changing during the course of a fiscal cycle.



For a more significant project to be funded (over \$25,000), there is a C.I.P. application developed and submitted to the Planning Board for review. Essentially, this Board are the “gatekeepers” of the Capital Improvement Program. Usually, the Town Manager will take a cursory look at the application before or simultaneously with the Board. Public meetings may be held to discuss the proposed projects. The Planning Board then forwards their recommendations to the Selectmen. The Select Board upon approval, will create a warrant article for each project for public voter approval.

Currently, there is a limited system in place which rationally and logically prioritizes the list of needs for the Town. The lists are based on life safety, code issues, and systems operations, but there are many competing interests. It appears decisions on which project to do is based on emotion, or who has the loudest voice. Several of the Town organizations have on their own initiated renovation, building upgrade projects, or studies, with sometimes limited participation by Public Works or the Town Planner.

Decisions to spend or not spend money on the buildings have been made in the past without the full picture of the overall Town needs and may have resulted in inefficiencies and unintended consequences with deferred problems or less than perfect working environments. Doing business this way typically results in overspending, underspending, poor planning, safety issues, dissatisfied staff and community members, and operational inefficiencies. Management off a list of projects is more reactionary versus a thoughtful, well supported, proactive approach.

There is no question that each department in town provides valuable, vital and appreciated services to the community. The dedicated staff continues to work to provide the best for the Town despite some significant spatial and facility challenges. Each department, when observed as a stand-alone entity, can present a legitimate case for space needs and facility improvements. The reality is such that all Departments have to be considered within the framework of the existing governing and budgetary structure.

In order to improve the process and decision making regarding the building and infrastructure of Exeter, it is our recommendation to create a *Comprehensive Planning Committee or Advisory Committee*. The charge of the *Advisory Committee*, working under and reporting to Public Works, would be to assess, analyze, and through an agreed to criteria, prioritize the space and facility needs of the Town. This effort would keep in mind the Town’s exceptional history and any current or future Master Planning or Economic Development goals. All building projects would be submitted and presented for



consideration on an annual basis. The impartial committee, made up of qualified members knowledgeable about the Town and building space and building systems, would fairly and responsibly identify the order of projects. Furthermore, they could assist in the management of the solicitation process with regards to selecting and working with outside consultants depending on the scope of the project. It would be assumed that recommendations from this group would be valued and trusted, acknowledging their intimate understanding of each project.

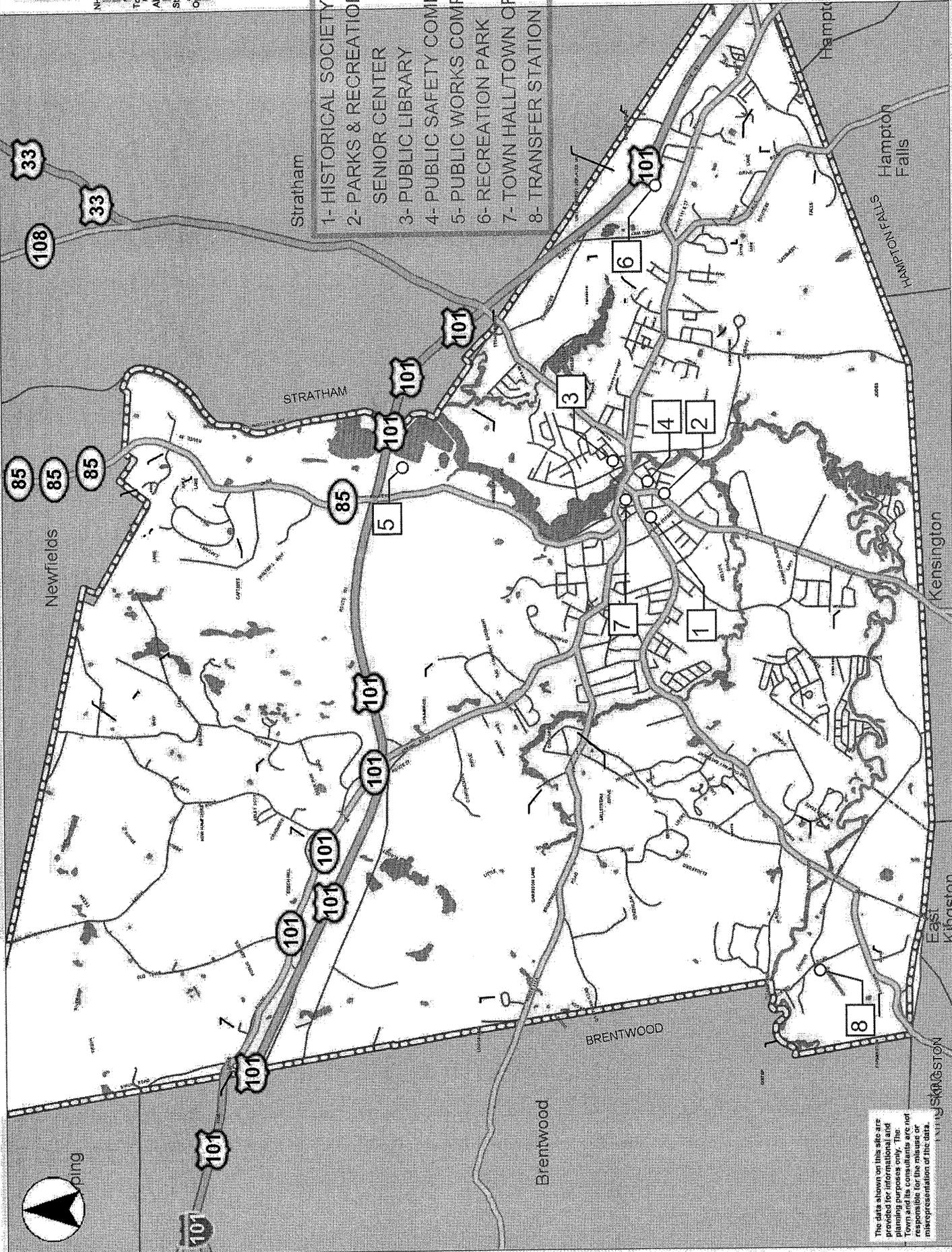
It is our opinion; the Town should consider a more formal approach to management of their facilities and reduce the separate competing efforts of each department. This way, the Town of Exeter could enhance the use and conditions of their buildings and continue to provide exemplary services to the community now and in the future.





NH Highways
 Interstate
 US Highway
 State Highway
 Town Boundary
 Abutting Towns
 Streets
 Open Water

- Stratham
- 1- HISTORICAL SOCIETY
 - 2- PARKS & RECREATION/
SENIOR CENTER
 - 3- PUBLIC LIBRARY
 - 4- PUBLIC SAFETY COMPLEX
 - 5- PUBLIC WORKS COMPLEX
 - 6- RECREATION PARK
 - 7- TOWN HALL/TOWN OFFICES
 - 8- TRANSFER STATION



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

0 500' 1000' ft

Printed on 10/20/2015 at 10:55 AM

List for Selectmen's meeting January 11, 2016

Abatements

<u>Map/Lot</u>	<u>Location</u>	<u>Refund</u>
26/19	Watson Road	1,356.18
55/48	5 Allard St	51.08
27/4	44 Beech Hill Road	377.99
33/11	6 Deer Run Road	222.20
80/6/8	19 Coach Road	270.72
73/189	163 Front Street	482.71

Veteran's Credit

<u>Map/Lot</u>	<u>Location</u>	<u>Credit Amount</u>
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Elderly Exemption

<u>Map/Lot</u>	<u>Location</u>	<u>Exemption Amount</u>
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List for Selectmen's meeting January 11, 2016

Water / Sewer Department Abatement's

Approval suggestion

<u>Name</u>	<u>Location</u>	<u>Amount</u>
Glen Trumen	43 Westside Dr.	\$354.56

Disapproval suggestion

<u>Name</u>	<u>Location</u>	<u>Amount</u>
-------------	-----------------	---------------

Town of Exeter
Water/Sewer Abatement Request & Receipt Form

Please Print:

Full Name: Glen Trueman
Mailing Address: 43 Westside Drive
Exeter, NH 03833
Service/Property Address: same as above

Today's Date: 12/22/15
Account Number: 212108900
Route Number: _____
Phone Number: 603-944-3698

Utility Abatement Requested for: Water _____ Sewer _____ Water & Sewer X
Date of Bill: 12/30/15 Billing Period from 9/16/15 to 12/15/15 Amount of Bill: \$987.94

Owner's reason for the abatement request (Please be as specific as possible): ***Outside water spigot split. Neighbor noticed and informed me. Was shut off and repaired immediately.***

Glen Trueman
Signature of Applicant

12/23/15
Date

Do not write below this line

Receipt Portion

Reviewed by: Michael Jeffers/Matthew Berube Date of Review: 1/5/16
Comments: It has been noted that some "freeze proof" hose bibs still freeze, split and then flow when temperature rises.

Dept. of Public Works Recommendation: _____ Disapprove _____ X Approve

W/S Advisory Committee Recommendation: _____ Disapprove _____ Approve

Board of Selectmen Recommendation: _____ Disapprove _____ Approve

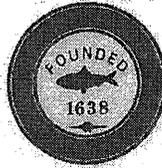
Abatement Amount (if approved): \$ 354.56

New bill total (if approved): \$ 633.38

BOS Approval/Disapproval Signature: _____

Date: _____

Town of Exeter



RECEIVED
DEC 28 2015

BY: _____

Water/Sewer Abatement Request Form

Please Print:

Full Name: Glen Trueman
Mailing Address: 43 Westside Dr
Exeter NH 03833
Service/Property Address: 43 Westside Dr
Exeter NH 03833

Today's Date: 12/22/15
Account Number: 212108900
Route Number: _____
Phone Number: 603-944-3698

Utility Abatement Requested for: Water _____ Sewer _____ Water & Sewer _____
Date of Bill: _____ Billing Period from _____ to _____ Amount of Bill: \$ _____

Owner's reason for the abatement request (Please be as specific as possible): Outside water spicket
split. Neighbor noticed & informed me. Wash shut off
and repaired immediately

Glen Trueman
Signature of Applicant

12/23/15
Date

Signature of Billing Office

Date

Do not write below this line

Reviewed by: _____ Date of Review: _____
Comments: _____

Total Usage= _____ gallons
-Q- year Average- (_____ + _____ + _____) / _____ = _____ gallons
Excess above average- _____ gallons
Half of Excess gets abated- _____ gallons

Due
Remaining excess- _____ gal -yr average- _____ gal Billable usage- _____ gal
Tier 1-- rates
water _____ gal * \$ _____ /1000 gal = \$ _____
sewer _____ gal * \$ _____ /1000 gal = \$ _____
Tier 2-- rates
water _____ gal * \$ _____ /1000 gal = \$ _____
sewer _____ gal * \$ _____ /1000 gal = \$ _____

Total due= _____

Recommendation: _____ Disapprove _____ Approve _____ Amount: \$ _____

Approval/Disapproval Signature: _____ Date: _____

If you disagree with the decision of the Department of Public Works & the Finance Department, you may appeal to the Town of Exeter Board of Selectmen. If you wish to appeal, please sign below and return this form to the Finance Department at 10 Front Street.

Signature of Applicant

Date

Meter History

Start Date

Town of Exeter

PrintMeterHist

End Date 12/31/2099

Name: TRUEMAN GLEN

Acct#: 000212108900

Loc: 43 WESTSIDE DRIVE

Meter# 17775860

Previous 3 years same quarter.

Read Date	Prev Read	Reading	Usage	Est
8/13/2013	1,122,500	1,147,100	24,600	N
6/20/2013	1,092,300	1,122,500	30,200	N
3/21/2013	1,061,900	1,092,300	30,400	N
12/18/2012	1,033,900	1,061,900	28,000	N
9/17/2012	1,000,200	1,033,900	33,700	N
6/14/2012	971,500	1,000,200	28,700	N
3/13/2012	942,900	971,500	28,600	N
12/14/2011	919,300	942,900	23,600	N
9/13/2011	896,900	919,300	22,400	N
6/15/2011	876,300	896,900	20,600	N
3/15/2011	855,400	876,300	20,900	N
12/14/2010	834,400	855,400	21,000	N
9/15/2010	815,000	834,400	19,400	N
6/16/2010	788,400	815,000	26,600	N
3/10/2010	765,600	788,400	22,800	N
12/24/2009	727,900	765,600	37,700	N
8/24/2009	706,900	727,900	21,000	N
6/15/2009	691,900	706,900	15,000	N
4/22/2009	651,700	691,900	40,200	N
11/30/2008	0	651,700	23,500	N
8/31/2008	0	628,200	20,300	N
5/31/2008	0	607,900	25,600	N
2/29/2008	0	582,300	29,100	N
11/30/2007	0	553,200	24,900	N
8/30/2007	0	528,300	17,900	N
5/31/2007	0	510,400	27,400	N
2/28/2007	0	483,000	29,500	N
11/30/2006	0	453,500	31,900	N
8/31/2006	0	421,600	26,900	N
5/31/2006	0	394,700	24,700	N
2/28/2006	0	370,000	26,000	N
11/30/2005	0	344,000	32,400	N
8/31/2005	0	311,600	26,700	N
5/31/2005	0	284,900	24,200	N
2/28/2005	0	260,700	41,200	N

Meter Total: 927,600

Meter# 1834793760

Read Date	Prev Read	Reading	Usage	Est
12/15/2015	272,810	355,730	82,920	N
9/16/2015	244,410	272,810	28,400	N
6/16/2015	220,290	244,410	24,120	N
3/18/2015	196,850	220,290	23,440	N
12/17/2014	170,520	196,850	26,330	N
9/17/2014	111,730	170,520	58,790	N
6/18/2014	75,310	111,730	36,420	N

Meter History

Town of Exeter

PrintMeterHist

Start Date

End Date 12/31/2009
2009

3/18/2014	45,740	75,310	29,570	N
← 12/19/2013	13,760	45,740	31,980	N
9/23/2013	0	13,760	13,760	
		Meter Total:	355,730	
		Acct Total:	1,283,330	

43 Westside Drive

Total Usage= 82920 gallons

Previous 4 year 4th-Q usage average- (26,330 + 28,000 + 23,600 + 21,000) / 4= 24,733 gallons

Excess above average- 58,187 gallons

Half of Excess gets abated- 29,094 gallons

What is Due vs Abatement?

Due

Half of excess	29,094	
Prev4th-Q usage average	24,733	
	<u>53,827</u>	billable gallons

Tier 1--2015 rates

Water	29,999 gal * \$5.72/1000 gal =	\$171.59
Sewer	29,999 gal * \$4.44/1000 gal =	\$133.20
		<u>\$304.79</u>

Tier 2--2015 rates

Water	23,828 gal * \$6.21/1000 gal =	\$147.97
Sewer	23,828 gal * \$5.23/1000 gal =	\$124.62
		<u>\$272.59</u>

Total due= \$577.38

Abatement

Total water/sewer bill = \$987.94 - \$56.00

\$931.94 less service fees & certified mailing

Abate = \$931.94 - \$577.38= \$354.56

Abate = \$354.56

New Bill Total with service fees added back

\$577.38 + \$56.00= **\$633.38**



**TOWN OF EXETER
WATER AND SEWER COLLECTION**

10 FRONT STREET
EXETER, NH 03833-2792
For Billing Questions: (603)773-6157 7:00am -3:00 pm
EMAIL: watersewerbilling@exeternh.gov

**FOR PAYMENT QUESTIONS
(603) 773-6108
8:15 AM - 4:00 PM**

Note to Residents:

NEW 2012 WATER & SEWER RATES EFFECTIVE AS OF APRIL 2012

Water

Tier 1: \$5.72 per 1,000 gallons of use up to 29,999.
Tier 2: \$6.21 per 1,000 gallons of use 30,000 to 194,999.
Tier 3: \$6.67 per 1,000 gallons of use 195,000 and above.
Service Fee: \$28.00 per quarter (no change).

Sewer

Tier 1: \$4.44 per 1,000 gallons of use up to 29,999.
Tier 2: \$5.23 per 1,000 gallons of use 30,000 to 194,999.
Tier 3: \$5.62 per 1,000 gallons of use 195,000 and above.
Service Fee: \$28.00 per quarter (no change).

839 1 AV 0.388

P:839 / T:4 / S:



TRUEMAN GLEN
43 WESTSIDE DR
EXETER NH 03833-4220



BILL DETAILS 90 Days of Water Usage Previous Read Date: 09/16/2015 - Read Date: 12/15/2015

ACCOUNT NO.	BILLING PERIOD	BILLING CYCLE	METER READINGS		USAGE
			PREVIOUS	PRESENT	
212108900	09/16/2015 - 12/15/2015	Quarterly	272810	355730	82920

Your average daily use was 921.33 gallons
BILL DATE:
12/30/2015

WATER CONSUMPTION	5.720	\$	171.59
WATER CONSUMPTION	6.210	\$	328.64
WATER SERVICE FEE		\$	28.00
SEWER CONSUMPTION	4.440	\$	133.20
SEWER CONSUMPTION	5.230	\$	276.78
SEWER SERVICE FEE		\$	28.00
INTEREST		\$	0.44

BILLED TO:

SERVICE ADDRESS:
43 WESTSIDE DRIVE

TOTAL CURRENT CHARGES	\$	966.21
PAST DUE	\$	21.29

Last Payment: \$344.55 made 11/27/2015

**12% ANNUAL INTEREST CHARGED
IF NOT PAID BY DUE DATE.**

TOTAL AMOUNT DUE \$ 987.94

OWNER is liable for all water bills even if not received & OWNER is responsible for preventing service pipes & meter from freezing during cold weather.
All water passing through meter will be charged, whether used, wasted, irrigation system malfunction or lost by leakage.
If we are unable to gain access to meter, or if meter is not working properly, an estimated bill will be mailed.
FAILURE to make payment may result in disconnection of service.

PLEASE SEPARATE REMITTANCE STUB AT THIS PERFORATION AND RETURN WITH PAYMENT

REMITTANCE STUB



**TOWN OF EXETER
WATER AND SEWER COLLECTION**
10 FRONT STREET
EXETER, NH 03833-2792

SERVICE LOC: 43 WESTSIDE DRIVE
BILL#: 116743
ACCOUNT NO.: 212108900
AMOUNT DUE BY 01/29/2016 : \$987.94

MAKE CHECKS PAYABLE TO: TOWN OF EXETER
Please include your account number on your check.

AMOUNT ENCLOSED

\$

CHECK HERE FOR ADDRESS CHANGES AND COMPLETE REVERSE SIDE.

TRUEMAN GLEN
43 WESTSIDE DRIVE
EXETER, NH 03833

TOWN OF EXETER
WATER AND SEWER COLLECTION
PO BOX 9520
MANCHESTER NH 03108-9520

24 0000116743 0000098794 ?

**TOWN OF EXETER
MEMORANDUM**

TO: Select Board

FROM: Paul R. McKenney., CNHA
Municipal Resources, Inc.
Contract Assessor

DATE: January 8, 2016

RE: Tax Map 220 Lot 006 and Lot 058

The town of Exeter is currently being taxed on two parcels of land which are situated in the abutting town of Brentwood on Pickpocket Road.

It is my understanding that these two parcels may have been used at one point in time for flood control purposes and Map 220 Lot 006 does have a dam on the property. In checking with Jay Perkins at Public Works, the town no longer uses these parcels for flood control purposes and are therefore it is our opinion that they are exempt from property taxes in accordance with RSA 72:23.

I recommend that the town file a request for abatement to the town of Brentwood for these two parcels. I have provided an abatement application for your review and signature.

FOR MUNICIPALITY USE ONLY:
Town File No.: _____
Taxpayer Name: _____

RSA 76:16 ABATEMENT APPLICATION TO MUNICIPALITY

SECTION A. Party(ies) Applying (Owner(s)/Taxpayer(s))

Name(s): Town of Exeter

Mailing Address: 10 Front St. Exeter, NH 03833

Telephone Nos.: (Home) _____ (Cell) _____ (Work) 773-6111 (Email) assessor@exeternh.gov

Note: If an abatement is granted and taxes have been paid, interest on the abatement shall be paid in accordance with RSA 76:17-a. Any interest paid to the applicant must be reported by the municipality to the United States Internal Revenue Service, in accordance with federal law. Prior to the payment of an abatement with interest, the taxpayer shall provide the municipality with the applicant's social security number or federal tax identification number. Municipalities shall treat the social security or federal tax identification information as confidential and exempt from a public information request under RSA 91-A.

SECTION B. Party's(ies)' Representative if other than Person(s) Applying (Also Complete Section A)

Name(s): _____

Mailing Address: _____

Telephone Nos.: (Home) _____ (Cell) _____ (Work) _____ (Email) _____

SECTION C. Property(ies) for which Abatement is Sought

List the tax map and lot number, the actual street address and town of each property for which abatement is sought, a brief description of the parcel, and the assessment.

<u>Town Parcel ID#</u>	<u>Street Address/Town</u>	<u>Description</u>	<u>Assessment</u>
<u>220-6</u>	<u>Pickpocket Rd</u>	<u>Land</u>	<u>98,700</u>
<u>220-58</u>	<u>Pickpocket Rd</u>	<u>Land</u>	<u>13,500</u>

TAXPAYER'S RSA 76:16 ABATEMENT APPLICATION TO MUNICIPALITY

TAX YEAR APPEALED 2015

INSTRUCTIONS

1. Complete the application by typing or printing legibly in ink. **This application does not stay the collection of taxes; taxes should be paid as assessed. If an abatement is granted, a refund with interest will be made.**
2. File this application with the municipality by the deadline (see below). Date of filing is the date this form is either hand delivered to the municipality, postmarked by the post office, or receipted by an overnight delivery service.

DEADLINES: The "notice of tax" means the date the board of tax and land appeals (BTLA) determines the last tax bill was sent by the municipality. (If your municipality bills twice annually, you must apply after the bill that establishes your final tax liability and not before.)

Step One: Taxpayer must file the abatement application with the municipality by March 1 following the notice of tax.
Step Two: Municipality has until July 1 following the notice of tax to grant or deny the abatement application.
Step Three: Taxpayer may file an appeal either at the BTLA (RSA 76:16-a) or in the superior court (RSA 76:17), but not both. An appeal must be filed:

- 1) no earlier than: a) after receiving the municipality's decision on the abatement application; or b) July 1 following the notice of tax if the municipality has not responded to the abatement application; and
- 2) no later than September 1 following the notice of tax.

EXCEPTION: If your municipality's final tax bill was sent out after December 31 (as determined by the BTLA), the above deadlines are modified as follows (RSA 76:1-a; RSA 76:16-d, II):

Step One: 2 months after notice of tax;
Step Two: 6 months after notice of tax; and
Step Three: 8 months after notice of tax.

FORM COMPLETION GUIDELINES:

1. **SECTION E.** Municipalities may abate taxes "for good cause shown." RSA 76:16. Good cause is generally established by showing an error in the assessment calculation or a disproportionate assessment. Good cause can also be established by showing poverty and inability to pay the tax.
2. **SECTION G.** If the abatement application is based on disproportionate assessment, the taxpayer has the burden to show how the assessment was disproportionate. To carry this burden the taxpayer must show: a) what the property was worth (market value) on the assessment date; and b) the property's "equalized assessment" exceeded the property's market value. To calculate the equalized assessment, simply divide the assessment by the municipality's equalization ratio (assessment ÷ ratio). Because a property's market value is a crucial issue, taxpayers must have an opinion of the market value estimate. This value estimate can be shown by obtaining an appraisal or presenting sales of comparable properties.
3. **SECTION H.** The applicant(s) must sign the application even if a representative (e.g. Tax Representative, Attorney, or other Advocate) completes Section I.
4. Make a copy of this document for your own records.

SECTION D. Other Property(ies)

List other property(ies) in the municipality owned in the same name(s), even if abatements for the other property(ies) have not been sought. The taxpayer's entire real property estate must be considered in determining whether the appealed property(ies) is (are) disproportionately assessed.

<u>Town Parcel ID#</u>	<u>Street Address/Town</u>	<u>Description</u>	<u>Assessment</u>

SECTION E. Reasons for Abatement Application

RSA 76:16 provides that an abatement may be granted for "good cause shown." "Good cause" generally means:
1) establishing an assessment is disproportionate to market value and the municipality's level of assessment; or
2) establishing poverty and inability to pay the tax. This form can be utilized for either basis of requesting an abatement. The taxpayer has the burden to prove good cause for an abatement.

- 1) If claiming disproportionality, state with specificity all the reasons supporting your application. Statements such as "taxes too high," "disproportionately assessed" or "assessment exceeds market value" are insufficient. Generally, specificity requires the taxpayer to present material on the following (all may not apply):
 - 1. physical data – incorrect description or measurement of property;
 - 2. market data – the property's market value on the April 1 assessment date, supported by comparable sales or a professional opinion of value; and/or
 - 3. level of assessment – the property's assessment is disproportionate by comparing the property's market value and the town-wide level of assessment.

Note: If you have an appraisal or other documentation, please submit it with this application.

- 2) If claiming poverty or inability to pay, state in detail why abatement of taxes is appropriate as opposed to some other relief such as relocating, refinancing or obtaining some alternative public assistance. Ansara v. City of Nashua, 118 N.H. 879 (1978).

(Attach additional sheets if needed.)

SEE ATTACHED LETTER

SECTION F. Taxpayer's(s') Opinion of Market Value

State your opinion of the market value of the property(ies) appealed as of April 1 of the year under appeal.

Town Parcel ID# _____ Appeal Year Market Value \$ _____

Town Parcel ID# _____ Appeal Year Market Value \$ _____

Explain the basis for your value opinion(s). (Attach additional sheets if necessary.)

SECTION G. Sales, Rental and/or Assessment Comparisons

List the properties you are relying upon to show overassessment of your property(ies). If you are appealing an income producing property, list the comparable rental properties and their rents. (Attach additional sheets if needed.)

Town Parcel ID#	Street Address	Sale Price/Date of Sale	Rents	Assessment
-----------------	----------------	-------------------------	-------	------------

SECTION H. Certification by Party(ies) Applying

Pursuant to BTLA Tax 203.02(d), the applicant(s) **MUST** sign the application. By signing below, the Party(ies) applying certifies (certify) and swear(s) under the penalties of RSA ch. 641 the application has a good faith basis, and the facts stated are true to the best of my/our knowledge.

Date: _____

(Signature)

(Signature)

SECTION I. Certification and Appearance by Representative (If Other Than Party(ies) Applying)

By signing below, the representative of the Party(ies) applying certifies and swears under penalties of RSA ch. 641:

1. all certifications in Section H are true;
2. the Party(ies) applying has (have) authorized this representation and has (have) signed this application; and
3. a copy of this form was sent to the Party(ies) applying.

Date: _____

(Representative's Signature)

SECTION J. Disposition of Application* (For Use by Selectmen/Assessor)

*RSA 76:16, II states: the municipality "shall review the application and shall grant or deny the application in writing by July 1 after notice of tax date"

Abatement Request: GRANTED _____ Revised Assessment: \$ _____ DENIED _____

Remarks:

Date: _____

(Selectmen/Assessor Signature)

(Selectmen/Assessor Signature)

(Selectmen/Assessor Signature)

(Selectmen/Assessor Signature)



TOWN OF EXETER, NEW HAMPSHIRE

10 FRONT STREET • EXETER, NH • 03833-3792 • (603) 773-6110 • FAX 772-4709

www.exeternh.gov

Town of Exeter, NH

10 Front Street

Exeter, NH 03833

Re: Section E. - Reason for Abatement application

The Town of Exeter owns 2 parcels of land in the town of Brentwood being Map 220 Lot 006 and Map 220 Lot 058, on Pickpocket Road. The town of Exeter is no longer utilizing these parcels for water supply or flood control purposes. Under the following RSA it is apparent that the town of Exeter is exempt from taxation.

72:23 Real Estate and Personal Property Tax Exemption. – The following real estate and personal property shall, unless otherwise provided by statute, be exempt from taxation:

I. (a) Lands and the buildings and structures thereon and therein and the personal property owned by the state of New Hampshire or by a New Hampshire city, town, school district, or village district unless said real or personal property is used or occupied by other than the state or a city, town, school district, or village district under a lease or other agreement the terms of which provide for the payment of properly assessed real and personal property taxes by the party using or occupying said property. The exemption provided herein shall apply to any and all taxes against lands and the buildings and structures thereon and therein and the personal property owned by the state, cities, towns, school districts, and village districts, which have or may have accrued since March 31, 1975, and to any and all future taxes which, but for the exemption provided herein, would accrue against lands and buildings and structures thereon and therein and the personal property owned by the state, cities, towns, school districts, and village districts.



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

Signboards
not available.

Facility: Town Hall (Main Floor) Bandstand Parking - # Spaces 5 Location side

Signboard Requested: Poster Board Week: 1/18 - 1/20 Plywood Board Week: 1/18 - 1/20

Representative Information:

Name: Zach Carriss Address: 531 Front St. (rear)

Town/State/Zip: Manchester, NH 03102 Phone: 404-817-1062

Email: zcarriss@tcacur2.org Date of Application: 1/7/16

Organization Information:

Name: Carz for President Address: 531 Front St. (rear)

Town/State/Zip: Manchester, NH 03102 Phone: 404-817-1062

Reservation Information:

Type of Event/Meeting: Town Hall Meeting Date: 1/20/16

Times of Event: 10:00 AM - 12:30 PM Times needed for set-up/clean-up: 8:30 AM

of tables: 0 # of chairs: 250 Will food/beverages be served? 0

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: [Signature] Date: 1/7/16

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: sriffle@exeternh.gov

Facility: Town Hall (Main Floor) Bandstand Parking - # Spaces 10 Location front of Hall

Signboard Requested: Poster Board Week: _____ Plywood Board Week: _____

Representative Information:

Name: Kevin Myers Address: 45 S. Fruit St
Town/State/Zip: Concord NH 03301 Phone: 603-238-7887
Email: Kevin.A.Myers@nhes.nh.gov Date of Application: 12/22/2015

Organization Information:

Name: NH Employment Security Address: 45. S Fruit St
Town/State/Zip: Concord NH 03301 Phone: 603-238-7887

Reservation Information:

Type of Event/Meeting: 2016 Job Fair Date: February 12, 2016
Times of Event: 7AM - 3PM Times needed for set-up/clean-up: February 11, - 10 AM to 1PM
of tables: _____ # of chairs: all Will food/beverages be served? _____
List Town equipment you request to use: chairs
Comments: Use of the Town Hall conference room

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.

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Keys: Access to a town building after normal business hours requires a key sign out. Forms and keys can be obtained from the Town Manager's office at the Town Office during normal business hours (there is no other option for obtaining a key). A key can be collected up to 24 hours before your event (with the exception of Sunday events).

Signing below acknowledges receipt of and agreement to all rules, regulations and requirements pertaining to the use of a town facility. Permit approvals are contingent upon proper insurance and fees paid to the Town of Exeter.

Applicant signature: [Signature] Date: 12/22/2015

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

LEGISLATIVE BULLETIN

NHMA Webinar

2016 State Legislative Preview: What's All the Excitement About?

Staff and officials from NHMA member municipalities are invited to join us on **Monday, January 11, from noon to 1:00 p.m.** for a webinar presentation highlighting the bills and issues that will be of importance to municipalities during this legislative session, along with suggestions on how best to connect with legislators to get your municipal vote heard! [Register here](#) by **9:30 a.m. on Monday.**

Also, please note that the webinar that was scheduled for this past Wednesday, "Makes Your City or Town 'Election Ready' in 2016," has been rescheduled to next **Wednesday, January 13, from noon to 1:00 p.m.** [Register here](#) by **noon on Tuesday, January 12.**

Hearings Begin Next Week!

House and Senate committees begin hearings on new bills next week. There is a *huge* number of hearings on municipal bills, and it is impossible to comment on all of them here. The following articles describe some of the more important bills of municipal interest that are scheduled for hearings. Please see the House and Senate calendars later in this *Bulletin* for a full listing.

State Aid Grant Funding

The House Finance Committee will hear testimony next week on **HB 1428**, an **NHMA policy bill** dealing with funding for specific water and wastewater projects currently on the Department of Environmental Services delayed and deferred list. These are all projects that received financing approval from their legislative bodies (town meetings or city councils) prior to December 30, 2008 (the effective date of the state aid grant moratorium), with the understanding that state grants would be available to pay at least 20 percent, and in some cases 30 percent, of the annual debt

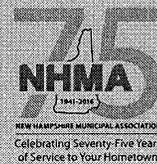
Bulletin #3, 2016 Session
January 8, 2016

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GOVERNMENT AFFAIRS CONTACT INFORMATION

- Judy A. Silva**, Executive Director
- Cordell A. Johnston**, Government Affairs Counsel
- Barbara T. Reid**, Government Finance Advisor
- Timothy W. Fortier**, Communications & Member Services Coordinator



25 Triangle Park Dr., Concord NH 03301
Tel: 603.224.7447, Fax: 603.415.3090
EM: governmentaffairs@nhmunicipal.org
Website: www.nhmunicipal.org

(State Aid Grant—Continued from Page 1)

on those projects. However, grant money for those projects was *not* included in the state's 2016-2017 operating budget enacted last year. The hearing on **HB 1428** is scheduled for **1:00 p.m. on Wednesday, January 13, in LOB Room 210**. Officials from the affected municipalities are urged to contact Finance Committee members about the need for the state to honor its financial commitments for water and wastewater infrastructure.

Committee Will Hear Pollution Control Exemption Bill

Yes, it's back. On **Tuesday, January 12, at 1:00 p.m., in LOB Room 301**, the House Municipal and County Government Committee will hear testimony on **HB 1427**, relative to the pollution control exemption under RSA 72:12-a. Unlike a bill that was killed last year, which would have repealed the exemption entirely, **HB 1427** would merely suspend the exemption until June 30, 2017. But there's more.

At the local level, the pollution control exemption does not reduce total revenue; rather, it raises tax rates for all taxpayers by reducing the tax bills for multi-billion-dollar corporations. At the *state* level, however, it *does* reduce revenue, by over \$3.5 million per year. This is because the exemption is applied to the statewide utility property tax, which is imposed at a flat rate of \$6.60 per thousand dollars of value. An exemption from the utility property tax does not change the rate of the tax; it reduces the amount of revenue raised.

Under **HB 1427**, the state revenue recovered from suspending the exemption would be appropriated to the Department of Environmental Services to fund state grants to municipalities for the acquisition and construction of water pollution control facilities under RSA 486:1. The bill specifically directs funding to 74 projects in **30 cities and towns** around the state. Please check the text of the bill to see whether your municipality is among those that would receive funding.

The bill thus advances two important **NHMA policies**: eliminating (temporarily) the taxpayer-funded corporate welfare under RSA 72:12-a and funding state aid grants for water and wastewater facilities. It would benefit taxpayers not only in those municipalities that host property subject to the exemption, but in many others as well, including almost all of the largest cities and towns.

We know legislators are tired of this issue. They could make it go away by doing what they know is the right thing: end this corporate welfare scheme and cast a vote for the taxpayers of New Hampshire by **supporting HB 1427**. Although the bill is only a temporary measure, it is certainly a step in the right direction.

THE EDGE

Where can I find my legislator's voting record?

With state elections coming up in 2016, maybe you want to know how your representatives and/or your senator have voted on issues that matter to you. How can you find out?

Well, it's complicated. Finding the roll call vote on a specific bill is easy enough—find the bill on the legislature's website and click on "roll calls"—but finding out how a legislator voted on every bill that had a roll call vote takes a little more work. Here's how:

From the legislature's home page, go to the House's home page either by clicking on "House of Representatives" on the left side of the page, or by clicking on the picture on the House of Representatives Dash Board. Near the top of that page, click on "Roll Call Votes" to go to the roll call search page. Choose the House or the Senate, highlight the year you're interested in, and click on "Search." If you then highlight your senator / representative's name and click on "Search," you will see a list of all roll call votes for the year and how he or she voted on each.

(continued on next page)

Bill Marginalizes City Clerks

Does your city clerk do a good job running local and state elections? If your answer is yes, you might want to take a look at **SB 349**, which is scheduled for a hearing before the Senate Public and Municipal Affairs Committee next **Wednesday, January 13, at 9:45 a.m., in LOB Room 102.**

Current law states that the city clerk shall be the city's chief elections officer. **SB 349** would change that to provide that the clerk is the chief elections officer *only if he or she is a registered voter in the city*. If the clerk resides outside the city, the governing body would be required to elect a registered voter—any registered voter, regardless of qualifications—to serve as the chief elections officer, and presumably to supervise the clerk.

What's the point? Well, recall that two years ago, **HB 541** would have required the city clerk to be a resident of the city. Only one person spoke in support of that bill, while city officials from around the state rallied against it and in support of their clerks. The bill died on a 20-0 committee vote of Inexpedient to Legislate.

But some bills never go away. **SB 349** seems a pretty clear attempt to implement, indirectly, the same bad idea that the legislature has already rejected overwhelmingly. City officials, please contact members of the committee and your own senator and urge them to *oppose SB 349*.

Local Option Hotel Occupancy Fee

On **Wednesday, January 13, at 1:30 p.m., in LOB Room 301**, the Municipal and County Government Committee will hear testimony on **HB 1214**, which authorizes a local option surcharge on hotel occupancy of up to \$2 per 24-hour period. Hotel operators would collect this local surcharge and pay it to the Department of Revenue Administration under the current provisions of the meals and rooms tax statute, RSA 78-A. The Department would then remit the funds generated from the surcharge back to the municipality for deposit into a capital reserve, revolving, or special revenue fund from which the legislative body could appropriate it for any specific purpose.

This past fall, a legislative study committee considered several options to address concerns raised by municipalities that incur increased costs associated with tourism-related services. **HB 1214** is one of several bills filed in response to that review. New Hampshire is one of the few states that do not currently allow some form of local option tax or fee to help offset the cost of vital public services (such as police, fire, water/sewer, waste disposal) that are stressed due to tourism-related activities. For example, in Vermont 14 municipalities have adopted a local optional hotel tax of either 1

THE EDGE (Continued)

This provides a wealth of information. Interpreting it is the difficult part. You may see a bill titled, "relative to capital punishment," and see that your representative voted "Yea." But was the bill to repeal capital punishment, or to expand it? If the title says nothing more, you will need to find the bill and read it.

Even then, be sure to check what motion the legislator was voting on. If he voted "Yea" on an "Inexpedient to Legislate" motion, that means he was voting against the bill. And, of course, there may be several different votes—on amendments, on procedural maneuvers, and on the main bill. Figuring all of this out can be more than a little complicated; as a result, compiling a useful voting record for any legislator—let alone all 424 of them—is almost impossible. But with enough time and patience, you at least can figure out how your own legislators voted on issues you care about.

◆◆◆◆◆

(Hotel Occupancy—Continued from Page 3)

percent or 2 percent, in addition to the 9 percent state tax. In Massachusetts approximately half of the municipalities have enacted a local option tax of 2 percent to 6 percent.

While it may not be worthwhile for many New Hampshire municipalities to exercise this option, there are a good number of cities and towns that are economic engines of the state's tourism industry, benefiting not only the municipality, but the region and the entire state. These municipalities should be given the option to raise additional funds to provide the expanded public services needed to promote and support a vibrant tourism industry.

Municipal Transportation Improvement Fee

On **Tuesday, January 12, at 3:00 p.m., in LOB Room 301**, the House Municipal and County Government Committee will hear testimony on **HB 1119**, an **NHMA policy bill** that would increase from \$5 to \$10 the maximum fee that a municipality may collect under RSA 261:153, VI. For those unfamiliar with that statute, it allows a municipality, by vote of the legislative body, to establish a transportation improvement fund "to fund, wholly or in part, improvements in the local or regional transportation system, including roads, bridges, bicycle and pedestrian facilities, parking and intermodal facilities and public transportation." Money for the fund comes from an additional motor vehicle registration fee, established by the legislative body, not to exceed \$5 per vehicle.

With local roads and bridges badly in need of repair, and with state funding coming nowhere close to keeping up with the need, allowing municipalities the option of increasing this local charge (in most cases by vote of the town meeting) is a sensible approach to providing a modest amount of additional funding. Please ask committee members and your own legislators to support HB 1119.

Uber Bill Tramples Local Authority

The House Transportation Committee will hear testimony next Tuesday on **HB 1697**, which would regulate "transportation network companies" (TNCs) and, most notably, would completely preempt local regulation of such companies.

What is a TNC? Well, it's Uber. The bill is the product of a "Committee to Study the Adequacy and Safety of Services to the Public Through Uber and Existing Taxi Services." One of the concerns expressed to that committee was that Uber has "a different business model" from "traditional" taxi companies and therefore should not be regulated in the same manner. Thus, under the bill, a TNC must obtain a permit from the Department of Safety to operate in the state, but would be exempt from any regulation in the municipalities where it operates.

What remains unexplained is why Uber's "different business model" makes local regulation inappropriate. Although **HB 1697** proclaims that "No TNC or TNC driver . . . provide[s] taxicab services," that is exactly what they do. State law defines a taxicab as "any rubber-tired motor vehicle, having a manufacturer's rated capacity of not more than 7 passengers, used in the call and demand transportation of passengers for compensation to or from points chosen or designated by the passengers and not operated on a fixed schedule, between fixed termini." The use of a smartphone app and a credit card does not exempt anyone from this definition. Uber is a taxi service, just like any other.

(Uber Bill—Continued from Page 4)

This bill—which was drafted by Uber—seems an unnecessary capitulation to a large company that doesn't want to play by the rules that apply to everyone else. Any municipality that has existing taxi service, or in which a "TNC" currently operates or is likely to operate, should take an interest in this bill. The hearing is scheduled for **Tuesday, January 12, at 3:00 p.m., in LOB Room 203**. Please attend the hearing or contact committee members and your own legislators with your concerns.

Agritourism, Take 1

On **Tuesday, January 12, at 1:30 p.m., in LOB Room 303**, the House Environment and Agriculture Committee will hear testimony on **HB 1141**, which would amend the definition of "agriculture" under state law to include "agritourism."

Some background may help. In response to a New Hampshire Supreme Court decision last summer, two bills—one in the House and one in the Senate—have been introduced dealing with "agritourism." A number of legislators were concerned that the court's decision did not give appropriate protection to activities that many farmers have been pursuing to keep their farms economically viable, such as on-site farm stands, tours, farm-related recreational activities, overnight stays, and serving of meals.

Both bills seek to encourage these activities by giving them a level of protection under the zoning laws. Recognizing the importance of agriculture to the state and local economies—as well as the political reality that legislation in some form is likely to pass—NHMA worked with other interested parties on a Senate bill that defines agritourism and protects agritourism activities without enabling farms to reinvent themselves as hotels, restaurants, or function halls. The Senate bill has not yet been scheduled for a hearing.

The House bill is considerably simpler than the Senate bill. It does not re-define agritourism, which under current law is defined as "attracting visitors to a working farm for the purpose of eating a meal, making overnight stays, enjoyment of the farm environment, education on farm operations, or active involvement in the activity of the farm which is ancillary to the farm operation." **HB 1141** merely incorporates that definition of agritourism in the definition of agriculture, "where permitted by local regulation."

Under state land use statutes, agricultural activities are afforded favorable treatment. Thus, under **HB 1141**, agritourism would benefit from the same treatment if "permitted by local regulation."

NHMA's goal is to make sure that whichever bill passes will preserve an appropriate level of local control. We believe both bills do that, but we will continue to watch them carefully. If you have any concerns, please contact committee members and your own legislators (and NHMA), and consider attending the hearing.

Cash Balance Pension Plan

HB 1673, relative to establishing a cash balance pension plan for New Hampshire Retirement System members, is scheduled for a hearing before the House Special Committee on Public Employee Pension Plans at **9:00 on Friday, January 15, in LOB Room 202**. Participation in the cash balance plan, as opposed to the current defined benefit plan, would be mandatory for all new state employees who begin service on or after January 1, 2017, and optional for teachers, police, firefighters and other local government employees, with that option elected by the local governing body of the employer (board of selectmen, city council, school board, etc.). If you are not familiar with the characteristics of a cash balance pension plan versus defined benefit or defined contribution plans, please read the recent article from the November/December issue of *Town & City* magazine titled *Somewhere in the Middle: Cash Balance Plans*.

House Passes Accessory Dwelling Unit Bill

The House this week passed **SB 146**, the bill retained from last year that requires municipalities to allow accessory dwelling units in all residential districts, either as a matter of right or by special exception. As we have mentioned previously, the House made several changes to the bill, so it will now go back to the Senate, which will decide whether to concur or request a committee of conference. One of the most important changes is that the House version has an effective date of June 1, 2017, which will give all towns a full town meeting season to amend their zoning ordinances if necessary.

HOUSE CALENDAR

TUESDAY, JANUARY 12

ELECTION LAW, Room 308, LOB

- 10:10 a.m. **HB 1144-LOCAL**, relative to notice for sessions of correction of the check list.
- 10:20 a.m. **HB 1467**, relative to notice of village district elections.
- 10:30 a.m. **HB 1468**, relative to sessions for correction of the checklist.
- 10:45 a.m. **HB 1529-FN**, relative to reporting of felony convictions for voter checklist updates.
- 11:00 a.m. **HB 1534**, relative to reports of death of voters.
- 1:00 p.m. **HB 1377**, relative to receipt of absentee ballots.
- 1:10 p.m. **HB 1378**, relative to disabled voters requiring assistance.
- 1:30 p.m. **HB 1532**, permitting state or county prisoners to vote by absentee ballot.
- 2:00 p.m. **HB 1482**, establishing a committee to study improving the statewide voter registration database.

ENVIRONMENT AND AGRICULTURE, Room 307, LOB

- 1:00 p.m. **HB 1292**, relative to the use of abandoned agricultural property.
- 1:30 p.m. **HB 1141**, defining "agritourism."

HEALTH, HUMAN SERVICES AND ELDERLY AFFAIRS, Room 205, LOB

- 1:30 p.m. **HB 1668-FN**, establishing a registry for persons convicted of heroin-related offenses and requiring registration of heroin offenders.

MUNICIPAL AND COUNTY GOVERNMENT, Rooms 301-303, LOB

- 1:00 p.m. **HB 1427-FN-A-LOCAL**, suspending the water and air pollution control facility property tax exemption and appropriating certain revenues for water pollution control grants to municipalities. **NHMA Policy.**
- 2:30 p.m. **HB 1505**, allowing municipalities to exempt water and sewer pollution control facilities owned by educational institutions from the local property tax.
- 3:00 p.m. **HB 1119-LOCAL**, relative to the maximum optional fee for transportation improvements charged by municipalities when collecting motor vehicle registration fees. **NHMA Policy.**
- 3:30 p.m. **HB 1123**, relative to a property tax exemption for certain stand-by generators.

RESOURCES, RECREATION AND DEVELOPMENT, Room 305, LOB

- 1:15 p.m. **HB 1693-FN-LOCAL**, abolishing fluoridation in water.

TRANSPORTATION, Room 203, LOB

- 10:00 a.m. **HB 1430-FN**, relative to registration of compact utility tractors.
- 10:20 a.m. **HB 1438-FN-LOCAL**, relative to the registration of antique trailers.
- 10:40 a.m. **HB 1649-FN**, relative to state inspection of new motor vehicles.
- 1:00 p.m. **HB 1154-FN**, authorizing and regulating the use of license plate scanning devices.
- 2:40 p.m. **HB 1583-FN**, allowing for voluntary donations to veterans' organizations through a check-off box on driver's license applications and automobile registration forms.
- 3:00 p.m. **HB 1697-FN**, relative to the operation and insurance of transportation network companies.

WAYS AND MEANS, Room 202, LOB

- 10:30 a.m. **HB 1436-FN**, relative to exemption from the yield tax on timber for clearing for solar energy.

WEDNESDAY, JANUARY 13

FINANCE, Rooms 210-211, LOB

- 1:00 p.m. **HB 1428-FN-A-LOCAL**, making appropriations to the department of environmental services for the purpose of funding eligible and completed drinking water and wastewater projects under the state aid grant program. **NHMA Policy.**
- 3:45 p.m. **HB 1686-FN**, repealing the community heritage investment program. **NHMA Policy to Oppose.**

MUNICIPAL AND COUNTY GOVERNMENT, Room 301, LOB

- 1:30 p.m. **HB 1214**, allowing towns and cities to authorize an additional surcharge on hotel occupancy under the meals and rooms tax. **NHMA Policy.**
- 2:45 p.m. **HB 1402**, prohibiting the state and political subdivisions from acquiring military-equipped vehicles or equipment which are not readily available in an open national commercial market.
- 3:15 pm **HB 1621-FN-LOCAL**, relative to sanctuary cities.

THURSDAY, JANUARY 14

JUDICIARY, Room 208, LOB

- 2:00 p.m. **HB 1125**, requiring law enforcement officers to return stolen property.

MUNICIPAL AND COUNTY GOVERNMENT, Room 301, LOB

- 1:00 p.m. **HB 1243-FN-LOCAL**, relative to storm water or sewage penalties.
1:30 p.m. **HB 1576-FN-LOCAL**, repealing the licensure of dogs.
2:15 p.m. **HB 1230**, relative to information on dog licenses.

SCIENCE, TECHNOLOGY AND ENERGY, Room 304, LOB

- 1:30 p.m. **HB 1134**, relative to open access to broadband infrastructure.
2:00 p.m. **HB 1479**, establishing a broadband study committee.
3:00 p.m. **HB 1502**, establishing a committee to study odor emissions from landfills.

WAYS AND MEANS, Room 202, LOB

- 2:00 p.m. **HB 1689**, relative to operator requirements under the meals and rooms tax.

TUESDAY, JANURY 19

CRIMINAL JUSTICE AND PUBLIC SAFETY, room 204, LOB

- 10:00 a.m. **HB 1675-FN-A**, relative to the legalization and taxation of marijuana.
10:15 a.m. **HB 1694-FN-A-LOCAL**, relative to the legalization and regulation of marijuana.
1:00 p.m. **HB 1626-FN**, relative to drug take-back programs.

PUBLIC WORKS AND HIGHWAYS, Room 201, LOB

- 9:30 a.m. **HB 1602-FN-A-LOCAL**, establishing a road usage fee and making an appropriation therefor.
11:00 a.m. **HB 1568-FN-A**, relative to prepaid road tolls for certain alternative energy vehicles.
1:30 p.m. **HB 1251-FN-A**, requiring the department of transportation to upgrade a portion of road in the town of Pittsfield.

WAYS AND MEANS, Room 202, LOB

- 1:30 p.m. **HB 1544-FN-A-LOCAL**, establishing a tax on revenues from natural gas transmission.

SENATE CALENDAR

TUESDAY, JANUARY 12

COMMERCE, Room 100, SH

- 1:00 p.m. **SB 393**, relative to data privacy in the workplace.
3:15 p.m. **SB 411**, relative to the merger of lots that are mortgaged.

TRANSPORTATION, Room 103, LOB

- 1:00 p.m. **SB 364**, establishing a committee to study the feasibility of incorporating complete streets into the 10-year transportation improvement plan. **NHMA Policy**.

WEDNESDAY, JANURY 13

ENERGY AND NATURAL RESOURCES, Room 100, SH

- 9:00 a.m. **SB 333**, relative to net energy metering.

EXECUTIVE DEPARTMENTS AND ADMINISTRATION, Room 101, LOB

- 9:45 a.m. **SB 335-FN-A**, transferring administration of the building code review board to the office of professional licensure and certification, and relative to appeals of decisions of the state fire marshal.
- 10:15 a.m. **SB 390-FN**, relative to the procedure in retirement system hearings concerning qualification for disability retirement benefits.

PUBLIC AND MUNICIPAL AFFAIRS, Room 102, LOB

- 9:00 a.m. **SB 4**, relative to domicile for voting purposes.
- 9:45 a.m. **SB 349**, relative to city chief elections officers.
- 10:00 a.m. **SB 418**, relative to obtaining a ballot to vote and adding National Guard members to the absentee voting laws.
- 10:15 a.m. **SB 346-FN-L**, relative to hours of polling.

TUESDAY, JANUARY 19

WAYS AND MEANS, Room 103, SH

- 9:30 a.m. **SB 442-FN-L**, relative to property taxation of public real estate used or occupied by a private person. **NHMA Policy**.
- 9:45 a.m. **SB 443**, relative to taxation of qualifying historic residential structures.

House Bills

HB 1602 establishes a road usage fee for motor vehicles based on a vehicle's miles per gallon, to be collected at the time of annual registration and deposited in a separate restricted account within the highway fund. Rep. Major of Plaistow; **PW**.

HB 1603 requires certain convicted drug offenders to register with the state and provide address information to local law enforcement agencies. Rep. J. Belanger of Hollis; **CJ&PS**.

HB 1611 allows public bodies and agencies to charge for the costs of retrieval of public records under the Right-to-Know Law under certain circumstances. **NHMA POLICY**. Rep. P. Long of Manchester; **JUD-H**.

HB 1621 prohibits a municipality from adopting an ordinance stating that it will not enforce federal immigration laws, and prohibits the state from distributing federal aid to a municipality that does so. Rep. Potucek of Derry; **M&CG**.

HB 1624 expands the prohibition on using government property for electioneering, currently applicable to public employees, to apply to any person. Rep. Gray of Rochester; **EL**.

HB 1626 requires governmental and private entities to establish drug take-back programs enabling individuals to return unused drugs, and requires the facility at which the drugs are surrendered to have an on-site abuse counselor available. Rep. V. Sullivan of Manchester; **CJ&PS**.

HB 1630 increases the amount of per pupil adequacy aid, increases the amount of aid to certain third grade pupils, provides aid for exceptional pupils, and provides fiscal capacity disparity aid to certain school districts. Rep. Ladd of Haverhill; **EDUC-H**.

HB 1633 prohibits an employer from requiring an employee to file an application for, or accept time off under, the Family and Medical Leave Act as a result of a workers' compensation injury. Rep. Webb of Derry; **LABOR**.

HB 1641 requires the payment of a minimum prevailing hourly wage to workers engaged in public works construction projects that are funded wholly or in part with state-administered funds. Rep. Cilley of Barrington; **LABOR**.

HB 1642 requires persons executing election affidavits to provide proof of qualifications within 10 days after the election. Rep. Bates of Windham; **EL**.

HB 1643 permits vehicles to proceed straight through an intersection after stopping for a red light. Rep. Danielson of Bedford; **TRANS-H**.

HB 1647 repeals provisions for state licensure and regulation of hawkers and peddlers and itinerant vendors. Rep. Fromuth of Bedford; **COM-H**.

HB 1649 provides that a new motor vehicle shall not be required to be reinspected during the two years following the manufacturer's model year. Rep. Spillane of Deerfield; **TRANS-H**.

HB 1654 prohibits a person from flying a drone above or near a state or county correctional facility or a municipal jail. Rep. Cushing of Hampton; **CJ&PS**.

HB 1657 prohibits the carrying of a firearm in certain places, including a polling place. Rep. Rogers of Concord; **CJ&PS**.

HB 1660 allows an owner of land to require a pipeline company to take an entire tract of land under eminent domain, prohibits a pipeline company from taking public land by eminent domain without consent of the legislative body, and provides for assessment of the land use change tax for certain eminent domain takings of land for energy infrastructure. Rep. J. Belanger of Hollis; **JUD-H**.

HB 1666 limits the definition of "motor vehicle" for registration and other purposes to commercial vehicles. Rep. Goulette of Milford; **TRANS-H**.

HB 1668 requires persons convicted of heroin-related offenses to register with the state and to provide notice of his or her address to the local law enforcement agency. Rep. Flanagan of Brookline; **HHS&EA**.

HB 1673 establishes a cash balance pension plan for retirement system members who begin service on or after January 1, 2017. Rep. Hess of Hooksett; **SCPEPP**.

HB 1675 legalizes the personal use of marijuana, authorizes the licensing of marijuana facilities subject to local approval, with a portion of licensing fees to be paid to the municipality, and imposes a tax on marijuana sales. Rep. Brewster of Barnstead; **CJ&PS**.

HB 1678 requires property tax bills to include information about applying for an abatement. Rep. Fromuth of Bedford; **M&CG**.

HB 1679 expands the prohibition on electioneering by public employees to include elected officials and constitutional officials. Rep. Lachance of Manchester; **EL**.

HB 1682 adds public servants to the prohibition on electioneering while performing official duties or on government property and repeals provisions authorizing a governing body or budget committee to recommend an amended operating budget warrant article, establishing requirements for special warrant articles, and authorizing legislative bodies to require recorded votes. Rep. Hull of Grafton; **EL**.

HB 1683 lowers the rate of interest charged to payments in the redemption or repurchase of property subject to a tax lien or tax deed, and removes the additional 15 percent penalty added to the cost to repurchase such property. Rep. Hull of Grafton; **M&CG**.

HB 1686 repeals the land and community heritage investment program (LCHIP). **NHMA POLICY TO OPPOSE**. Rep. Ammon of New Boston; **F-H**.

HB 1687 provides that municipalities and school districts may be held liable for certain injuries resulting from the use of playground equipment. Rep. Hopper of Weare; **JUD-H**.

HB 1688 provides that municipalities may be held liable for injuries in negligence actions not arising from the ownership, occupation, maintenance, or use of motor vehicles or premises. Rep. Woodbury of New Boston; **JUD-H**.

HB 1689 requires an operator under the meals and rooms tax who rents rooms in a hotel or hotels with more than one physical address under a single license to provide the department of revenue administration with a schedule of the physical address of each hotel. Rep. Sterling of Jaffrey; **W&M-H**.

HB 1690 extends the New Hampshire health protection program (expanded Medicaid). Rep. Sherman of Rye; **HHS&EA**.

HB 1693 prohibits the introduction of fluoride into the drinking water of the state. Rep. Marple of Hooksett; **RR&D**.

HB 1694 legalizes the personal use of marijuana, authorizes the licensing of marijuana facilities subject to local approval, with a portion of application fees to be paid to the municipality, and imposes a tax on marijuana sales. Rep. Hirsch of Bradford; **CJ&PS**.

HB 1697 requires the department of safety to regulate the operation and insurance of “transportation network companies,” and preempts municipal regulation of such companies. Rep. Hunt of Rindge; **TRANS-H**.

Senate Bills

SB 347 authorizes the state and municipalities to adopt regulations or ordinances regulating the attire to be worn on beaches and other state or municipal property. Sen. Stiles of Hampton; **PMA**.

SB 348 authorizes a municipality to adopt an additional property tax exemption for the homestead of a totally and permanently disabled veteran. Sen. Daniels of Milford; **PMA**.

SB 380 establishes a drinking water and groundwater trust fund. Sen. Morse of Salem; **ENR**.

SB 381 excludes the combustion of wood residue from certain air pollution control regulations. Sen. Bradley of Wolfeboro; **ENR**.

SB 410 authorizes municipalities to adopt ordinances prohibiting the distribution of disposable plastic shopping bags to consumers. Sen. Fuller Clark of Portsmouth; **PMA**.

SB 412 establishes a state minimum wage. Sen. Soucy of Manchester; **F-S**.

SB 413 prohibits employers from inquiring into a job applicant's criminal record during the initial employment application process, and prohibits municipalities from adopting any ordinance or regulation regarding criminal histories in the employment context. Sen. Feltes of Concord; **COM-S**.

SB 416 requires employers to consider employee requests for flexible working arrangements. Sen. Feltes of Concord; **COM-S**.

SB 421 Increases the limit on liability for municipalities and other government entities and makes other changes to the law on governmental liability in tort actions. Sen. Carson of Londonderry; **PMA**.

SB 442 Clarifies that all real property owned by the state or a municipality and used or occupied by another party shall be taxable to the occupant, regardless of whether there is a lease providing for the payment of property taxes. **NHMA POLICY**. Sen. Pierce of Hanover; **W&M-S**.

SB 443 enables municipalities to reduce the assessed value of qualifying historic residential structures. Sen. Carson of Londonderry; **W&M-S**.

SB 445 suspends the registration fee for the sale of municipal bonds in New Hampshire for 2 years. Sen. Sanborn of Bedford; **W&M-S**.

HOUSE FLOOR ACTION

Wednesday, January 6, 2016

Thursday, January 7, 2016

CACR 2, Relating to dedicated funds. Providing that funds shall be used solely for the purpose of the fund. **Inexpedient to Legislate**.

CACR 5, relating to legal actions. Providing that taxpayers have standing to bring actions against the government. **Tabled**.

(Floor Action—Continued from Page 12)

HB 110, relative to placement of political advertising. **Passed with Amendment.**

HB 183, relative to voter registration forms. **Passed with Amendment.**

HB 226, allowing municipalities to borrow from any fund controlled by such municipality under certain conditions. **Inexpedient to Legislate.**

HB 229, relative to increasing the maximum amount of the optional veterans tax credit. **Inexpedient to Legislate.**

HB 240, prohibiting law enforcement agencies from using a drone to collect evidence. **Tabled.**

HB 288-L, relative to the code for energy conservation in new building construction. **Inexpedient to Legislate.**

HB 295, removing a reference in the housing law to municipal agreements regarding the construction of parking facilities. **Passed with Amendment.**

HB 312, relative to registration of voters. **Inexpedient to Legislate.**

HB 324, relative to membership in a union. **Inexpedient to Legislate.**

HB 369-FN-A-L, establishing a defined contribution retirement plan for public employees. **Referred to Interim Study.**

HB 376-FN-A, appropriating funds to the department of environmental services for the purpose of funding eligible and completed drinking water, wastewater, and landfill closure projects under the state aid grant program. **Inexpedient to Legislate.**

HB 430, relative to extending the veterans' property tax credit to all honorably discharged veterans. **Passed.**

HB 475, prohibiting the state from engaging in acts of civil forfeiture. **Tabled.**

HB 501, allowing municipalities to grant a veterans property tax credit to residents who served not less than one year active duty in the armed forces. **Inexpedient to Legislate.**

HB 512, prohibiting confiscation of firearms, ammunition, or firearms accessories during a state of emergency. **Passed with Amendment.**

HB 546, relative to exactions for improvements related to innovative land use controls. **Inexpedient to Legislate.**

HB 556-FN-L, establishing a cash balance plan for public employees in the retirement system. **Referred to Interim Study.**

(Floor Action—Continued from Page 13)

HB 562-FN-L, repealing the limitation on the total education grant distributed to a municipality in a fiscal year and reducing the stabilization grants to certain municipalities. **Inexpedient to Legislate.**

HB 582-FN, repealing the license requirement for carrying a concealed pistol or revolver. **Passed with Amendment.**

HB 596-FN-L, relative to health insurance plans of public employers. **Inexpedient to Legislate.**

HB 602-FN, relative to the use of drones. **Passed with Amendment.**

HB 619-FN-L, establishing noise barrier programs and making an appropriation therefor. **Inexpedient to Legislate.**

HB 634-FN-A, relative to applying the interest and dividends tax to trusts, increasing exemptions, and extending the tax to capital gains; and relative to homeowners property tax relief. **Inexpedient to Legislate.**

HB 636-FN, relative to forfeiture of property. **Passed with Amendment. Referred to F-H.**

HB 659-FN-L, allowing all voters to vote by absentee ballot. **Passed with Amendment.**

SB 146, relative to accessory dwelling units. **Passed with Amendment.**

SB 219-FN, relative to breastfeeding. **Tabled.**

SB 227, relative to calculating the cost of an adequate education. **Passed with Amendment.**

Senate Floor Action
Wednesday, January 7, 2016

SB 175, relative to the regulation of blighted property. **Inexpedient to Legislate.**

SB 198-FN-L, allowing all voters to vote by absentee ballot. **Inexpedient to Legislate.**

SB 260-FN, relative to the authority of the public utilities commission to regulate telecommunications service providers. **Inexpedient to Legislate.**

HB 331, relative to absences among selectmen on election day. **Passed.**

HB 463, relative to state agency communications. **Inexpedient to Legislate.**

HB 689, relative to adoption of a default budget. **Referred to Interim Study.**

Upcoming NHMA Workshops

- January 9, 2016 Town & School Moderators (SB 2) [[click here](#) to register]
- January 15, 2016 A Hard Road to Travel [[click here](#) to register]
- February 20, 2016 Town & School Moderators (Traditional Meeting) [[click here](#) to register]

For more information please access our website: www.nhmunicipal.org and scroll down on the left to CALENDAR OF EVENTS, *View the Full Calendar*.

NHMA WEBINARS

2016 STATE LEGISLATIVE PREVIEW: *WHAT'S ALL THE EXCITEMENT ABOUT?*

Event Date: **Monday**, January 11, 2016
Time: 12:00 PM - 1:00 PM

As the New Hampshire General Court begins to wrestle with over 800 new bills, legislators need to hear from local government officials regarding the policy implications of bills affecting cities and towns. To help you connect better with legislators, this webinar will:

- * include a preview of legislation filed
- * outline the messages legislators need to hear from you
- * recommend grassroots action to get the municipal voice heard

Join Government Affairs Counsel Cordell Johnston and Government Finance Advisor Barbara Reid for a look at the latest legislative developments in Concord.

[Click here to register](#)

MAKE YOUR CITY OR TOWN "ELECTION READY" IN 2016

Event Date: Wednesday, January 13, 2016 (*Rescheduled from Jan. 6th*)
Time: 12:00 PM - 1:00 PM

Join Legal Services Counsel Stephen Buckley and Staff Attorney Margaret Byrnes for a detailed look at election procedure, including voter registration and identification; absentee voting procedures and requirements; ballot counting and recounts; arrangement of the polling station; and the duties and roles of various election officials, including the moderator, supervisors of the checklist, and town/city clerk.

[Click here to register](#)



TOWN OF EXETER, NEW HAMPSHIRE

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

www.exeternh.gov

PUBLIC NOTICE EXETER HISTORIC DISTRICT COMMISSION AGENDA

The Exeter Historic District Commission will meet on Thursday, January 21, 2016 at 7:00 P.M. in the Nowak Room of the Exeter Town Office Building, 10 Front Street, Exeter, to consider the following:

NEW BUSINESS: PUBLIC HEARINGS

Continued public hearing on the application of Leavitt Farm Condominiums Association for new construction/change in appearance to exterior entryway/door at 89 High Street. The subject property is located in the R-2, Single Family Residential zoning district. Tax Map Parcel #71-96. Case #15-12.

The application Robert Garneau (d/b/a Travel & Nature) for new signage on the building located at 45 Water Street. The subject property is located in the WC-Waterfront Commercial zoning district. Tax Map Parcel #72-35. Case #15-17.

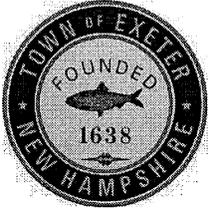
The application of Adrian Fieldhouse (Yard Arm Construction) for replacement of three (3) existing windows and installation of one (1) new window in the residence located at 70 Front Street. The subject property is located in the R-2, Single Family Residential zoning district. Tax Map Parcel #72-187. Case #15-18.

OTHER BUSINESS

- First reading of revised HDC applications
- Approval of Minutes: December 17, 2015

EXETER HISTORIC DISTRICT COMMISSION

Patrick Gordon, Chairman



TOWN OF EXETER, NEW HAMPSHIRE

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LEGAL NOTICE EXETER PLANNING BOARD AGENDA

The Exeter Planning Board will meet on Thursday, January 14, 2016 at 7:00 P.M. in the Nowak Room of the Exeter Town Office Building, 10 Front Street, Exeter, to consider the following:

NEW BUSINESS: PUBLIC HEARINGS

Public hearing on the proposed zoning amendments for 2016 Town Meeting warrant. *Copies of the full text of the proposed amendments are available in the Planning Office.*

1. Amend Article 9.2 to prohibit the use of fertilizer within the Aquifer Protection District and include a temporary waiver provision to this prohibition.

Amend Article 9.3 to prohibit the use of fertilizer within the Shoreland Protection District and include a temporary waiver provision to this prohibition.

2. Citizens Petition: On the petition of Christopher Surrette and other registered voters of the Town of Exeter, to see if the town will vote to:

Amend Article 2, Definitions by adding a definition for “Mixed Use” to read as follows: “Mixed Use: the combination of residential and non-residential uses on one or more lots.

Amend Article 4, Section 4.2 Schedule I: Permitted Uses to allow “Mixed Use Multi-family Residential development” as a permitted use in the C-3, Epping Road Highway Commercial zoning district.

Amend Article 4, Section 4.4 Schedule III: Density and Dimensional Regulations – Non-Residential Minimum Lot Area/Dwelling Unit (Sq. Ft.) by adding reference to Note #21. Amend Schedule II: Notes by adding Note #21 to read as follows: Residential density for multi-family development is 5,000 square feet per dwelling unit.

Amend Article 4, Section 4.4 Schedule III: Density and Dimensional Regulations – Non-Residential Minimum Lot Area/Municipal Water & Sewer by adding a reference to Note #22. Amend Schedule III: Notes by adding Note #22 to read as follows: Municipal water and sewer and underground utilities are required.

Amend Article 4, Section 4.4 Schedule III: Density and Dimensional Regulations – Non-Residential Minimum Yard Setbacks – Front by adding reference to Note #23. Amend Schedule III Notes by adding Note #23. to read as follows: Minimum front yard setback of 500 feet required from Epping Road for Mixed Use Multi-family Residential development.

3. Citizens Petition: On the petition of Christopher Gilroy representing 25 Hampton Road #A3 in Exeter, NH and other registered voters of the Town of Exeter, to see if the town will vote to “Amend Article 4.2 Schedule I: Permitted Uses by adding the language: “A special exception for a community building in the R-1, R-2, R-3 & R-4 districts may not include a methadone clinic, marijuana dispensary, sexually oriented business, homeless shelter, nor homeless day-center.”

OTHER BUSINESS

EXETER PLANNING BOARD

Kelly Bergeron, Chairwoman



TOWN OF EXETER, NEW HAMPSHIRE

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www.exeternh.gov

LEGAL NOTICE EXETER PLANNING BOARD AGENDA

The Exeter Planning Board will meet on Thursday, January 28, 2016 at 7:00 P.M. in the Nowak Room of the Exeter Town Office Building, 10 Front Street, Exeter, to consider the following:

NEW BUSINESS: PUBLIC HEARINGS

The application of Soja Park-Bennett Revocable Trust for a design review of a proposed five (5) lot subdivision of property located at 153 High Street (and Folsom Way). The subject property is located in the R-2, single Family Residential zoning district. Tax Map Parcel #70-144, #70-145 and #71-72. Case #21526.

The application of Garrison Glen, LLC for a non-residential site plan review and Conditional Use Permit for the proposed construction of a 106,000 s.f. light manufacturing/distribution facility & associated site improvements on the property located at 12 Continental Drive. The subject property is located in the CT-1, Corporate Park Technology-1 Park zoning district. Tax Map Parcel # 46-1. Case #21525.

The application of Tuck Realty Corp. for a minor subdivision of a 16⁺ acre parcel located at 80 Epping Road (and a portion of 5 Brentwood Road) into three lots. The subject property is located in the C-2, Highway Commercial and R-4, Multi-Family Residential zoning districts. Tax Map Parcels 55-3 and #62-111. Case #21527.

OTHER BUSINESS

EXETER PLANNING BOARD

Kelly Bergeron, Chairwoman

Bow Brook Place
46 Donovan Street
Concord, NH 03301-2624
www.nhprimex.org

603-225-2841
800-698-2364

January 4, 2016

RE: Property and Liability Coverage Improvements

Dear Primex³ Property and Liability Member,

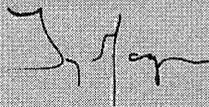
In response to member feedback and an ongoing assessment of our coverage and services, we've made a number of valuable coverage improvements that will better protect members in providing services to their communities.

The enhancements are listed in the enclosed flyer, and more details are available on the Primex³ Partner Platform (P³), or feel free to contact us with any questions.

Our goal with coverage is to meet the needs of our members and to adapt as the public environment and members' needs change. We are sincerely grateful to members who provided us with information and perspective as we worked on the coverage improvements. Your engagement and input matter to us.

Again, feel free to contact either of us with any questions, and we thank you for your continued partnership with us.

Sincerely,



Ty Gagne, CEO



Tammy Denver, Director of Claims and Coverage

Enclosure

PROPERTY AND LIABILITY COVERAGE IMPROVEMENTS

In response to member feedback and an ongoing assessment of our coverage and services, we've made a number of valuable coverage improvements that will better protect members in providing services to their communities.

WHAT DOES THIS MEAN FOR YOU?

Effective immediately, we are excited to provide members with coverage enhancements in the following areas:

- cyber liability and damage,
- unmanned aircraft ("drones") liability and damage, and
- veterinary care for injuries to working dogs and horses.

Beginning in July 2016, we will provide additional coverage enhancements:

- doubling the limit of property coverage for qualifying bridges, and
- substantially broadening the scope of contractual indemnification coverage.

Also, we added to our coverage the following in July 2015:

- fault-based sewer backup coverage to complement the existing no-fault coverage,
- defense coverage for employed lawyers facing administrative complaints, and
- numerous improvements to our boiler and machinery coverage.

We are sincerely grateful to members who provided us with information and perspective as we worked on the coverage improvements. *Your engagement and input matter to us.*

The updated property and liability coverage documents and declarations pages are available for your review on the Primex³ Partner Platform (P³). Please contact our Director of Claims and Coverage, Tammy Denver, if you have any questions or would like to discuss the coverage improvements.

Trust. Excellence. Service.