

**Exeter Board of Selectmen Meeting
Monday, April 9th, 2012, 7:00 p.m.
Nowak Room, Town Office Building
10 Front Street, Exeter, NH**

1. Call Meeting to Order
2. Public Comment
3. Minutes & Proclamations
 - a. Regular Meeting: March 26th, 2012
 - b. Special Meeting: April 3rd, 2012
4. Appointments – Conservation Commission
5. Department Reports
6. Discussion/Action Items
 - a. New Business
 - i. Accept Police Grant Funds: DWI Patrols
 - ii. Solid Waste Contract Extension
 - iii. Blue Bag Sales Discussion
 - b. Old Business-
 - i. Mobile Communications Policy Update
 - ii. Review Committee Vacancies
 - iii. BOS Goal Session
7. Regular Business
 - a. Bid Openings
 - b. A/P and Payroll Manifests
 - c. Budget Updates
 - d. Tax Abatements & Exemptions
 - e. Water/Sewer Abatements
 - f. Permits
 - g. Town Manager's Report
 - h. Legislative Update
 - i. Selectmen's Committee Reports
 - j. Correspondence
8. Review Board Calendar
9. Non Public Session
10. Adjournment

Matt Quandt, Chairman
Board of Selectmen

Posted: 4/6/12 Town Offices, Library, and Departments

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

**DRAFT MINUTES
MINUES**

BOARD OF SELECTMEN

MARCH 26, 2012

1. Call Meeting to Order

Chairman Matt Quandt called the meeting to order at 6:30 p.m. in the Wheelwright Room of the Town Office Building. Other members of The Board present were Selectman Frank Ferraro, Vice-Chairman Don Clement, Selectman Dan Chartrand, Selectwoman Julie Gilman and Town Manager, Russ Dean.

2. Non – Public Session

Selectman Ferraro moved to go into non public session for the purpose of employee compensation. Selectwoman Gilman seconded. Roll call vote: Clement yes, Gilman yes, Ferraro yes, Quandt yes, and Chartrand yes. The Board entered non public session.

3. Board Interview: - Conservation Commission

The Board then interviewed John Gregoire, applicant for a position with the Conservation Commission. The Board then moved upstairs to the Nowak Room for the remainder of the meeting.

4. Public Comment

Mr. Brian Griset comes forward with concerns regarding the Water and Sewer under billing. Mr. Griset is concerned that the amounts relating to the Water and Sewer under billing were supposed to have been sent out in the January, February and March billing and he has yet to receive his. Mr. Dean advises him that the targeted date for the proposed credits will be the March 31, 2012 billing cycle. They will appear as credits and the departments are working hard to implement them prior to the March 31st billing. Mr. Griset points out that there appears to be plenty of reserve funds in the Water and Sewer Reserve funds based on the balance report prepared by Mr. Dean. He summarizes his perspective of the reserve funds, citing that the reserves in the water fund are approximately \$800,000 and \$1,050,000 in Sewer. He also notes that there are three accounts that still have a balance. The three accounts account for approximately \$55,000 in revenue. Mr. Griset is curious to know what steps are being taken to collect the funds, are liens being placed on the properties. Mr. Dean advises the Board that one of the accounts with an outstanding balance is a mobile home park that has appeared before the Water and Sewer Advisory Committee asking for relief. This group is currently paying their bill but have yet to make any new payments to the outstanding balance on their corrective bill. Mr. Ferraro asks if the outstanding balance is accruing interest. Mr. Dean is unsure, but agrees to look into it. Mr. Griset feels that collection efforts should be made. He indicates that based on the number of units in the park, if each tenant had paid \$5 per month since the under billing, the balance would be 50% paid off at this point. Mr. Griset seeks an updated spreadsheet. He feels that the schedule that was included with the under billed accounts marked a few accounts that do not reflect the usage amount for any abatements.

5. Minutes & Proclamations

a. Regular Meeting: March 12, 2012

Mr. Clement moves to approve the March 12, 2012 minutes as submitted. Ms. Gilman Seconds. Vote: Unanimous. Abstained: Mr. Ferraro and Mr. Chartrand

b. Regular Meeting: March 19, 2012

Mr. Clement notes that Selectman Chartrand needs to be added to the 'Called to Order Section as a Selectman.'

Mr. Ferraro moves to approve the March 19, 2012 minutes with Mr. Clement's suggested amendment. Ms. Gilman Seconds. Vote: Unanimous

6. Appointments - None

7. Discussion / Action Items

a. New Business

i. Request for Sign in ROW: Access Sports Medicine

Mr. Dean presents a request received from Access Sports Medicine regarding a new sign they wish to place in the public right of way. Access Sports Medicine has met with Mr. Doug Eastman in regards to this sign and together they have come up with several solutions that may be viable. Any signs placed in a public right of way must receive prior approval by vote of the Board of Selectmen. Dr. Josh Siegel, physician and owner of Access Sports Medicine, along with Eric Cimon, employee of Access Sports Medicine come forward to offer the details of their request. Mr. Cimon presents a printed presentation to The Board outlining their request including several pictures of the property and signage in its current condition. Dr. Siegel further explains that as the old Courthouse was renovated, Hampton Road was also evolved in the traffic pattern. He explains that as it stands, the sign to indicate the address of 1 Hampton Road is approximately 50 feet from the Roadside and is difficult to see. Access Sports Medicine, with the approval of the owner of the property requests the Board allows them to move the current sign closer to the roadside. Dr. Siegel explains that Access has explored moving the sign closer to the Road, as all the other signs on Hampton Road are closer. In exploring moving the sign it was determined the entire front of the building is now considered a right of way owned by the Town. Dr. Siegel is concerned that patients have had and expressed difficulty in identifying the property as the sign is set far back. As the lease of Access will expire next year, part of renegotiating the lease has also encumbered the moving of the sign. He wishes to move the sign as close to the Road as possible. Mr. Eastman had recommended moving it closer to the road by placing it in a few parking spaces in the lot. Dr. Siegel explains that the option was explored but was a failure in the attempt to mark the property properly. He indicated that any cars parked near those spaces also block the sign. Mr. Chartrand asks Access what percentage of the old Courthouse and current building Access Physical Therapy occupies. Dr. Siegel indicates they occupy 30% of the leaseable space in the Courthouse and about 40% of the remaining leaseable space in the main building. He also indicates there are roughly ten tenants in the entire property. Mr. Chartrand calls to Mr. Eastman to advise The Board on other signs for businesses in the area. He wonders how other businesses are permitted to have signs on the right of way. Mr. Doug Eastman indicates those signs in the example pictures presented by Access are not in the right of way. He further explains that the right of way in this circumstance is significantly wider than most. When Holland Way was gifted to the town, the end of the road went along with it. As the Courthouse was renovated and the Road traffic was redirected it created an exception to the right of way that isn't normally seen. Ms. Gilman comments that the size of the sign is regulated by the Zoning Board and prior to any approval from the Board of Selectman, the sign needs to be approved there. Mr. Ferraro expresses his concern that allowing a sign to be in the right of way may set a precedent for future businesses also seeking this type of relief. Dr. Siegel indicates that the current property owner has also addressed this issue. Going forward, signage will become a part of the lease agreement indicating there is no roadside signage available at the location. The current sign is grand-fathered. Dr. Siegel also expresses interest on behalf of Access and the property owner to possibly purchase a small portion of the right of way in order to place the sign there. Mr. Ferraro again raises his concern regarding a precedent being set for future businesses. Mr. Ferraro notes that the parking lot currently has more spaces than are required for this size building. Utilizing the parking spaces as Mr. Eastman suggested can eliminate the property owner from having to go through the Board. Dr. Segal indicates the property owner is prepared to address signage with perspective tenants and Access is prepared to add other business names to their sign as necessary. Ms. Gilman notes that the issue of signs is a property owner issue, it's unusual to see a tenant in lieu of an owner for this type of request. She feels that if the owner has given Access the opportunity to take of the sign, then future tenants with a sign issue should address it with the owner, not the Board of Selectman. Dr. Siegel further explains that this request is for one sign. He stresses the fact that this master sign will have the name and logo of Access on it, and any other building tenants can be added to the one sign. Mr. Clement brings up the example of Globe Plaza. He asks Mr. Eastman if each business in the plaza has its own sign. Mr. Eastman indicates they do, albeit they are small and not in the right of way. Dr. Siegel stresses the fact that the parking space solution has been explored. If the property owner chooses to build on the vacant part of the lot, the parking space number will aligned with the number of spaces currently there, this could be a problem in the future. Gerry Hamel, resident of Exeter comes forward to express his opinion. He feels that the Town has several small parcels of land that are currently just there. He wonders why these parcels can not be sold to an abutter or to the nearest owner. Mr. Hamel reminds The Board that had the traffic pattern not been changed, this parcel would never have come into question. There is an opportunity for revenue in these types of business ventures with the small parcels. Chairman Quandt wonders who cares for the property on the right of way. Dr. Siegel indicates he believes the property owner maintains it, but he is not positive. He also indicates that the parking lot is utilized on the weekends as an overflow lot for recreation events. Chairman Quandt asks Mr. Dean to get the value of the right of way property. Mr. Hamel reflects on an ordinance from a town meeting in 1929 or 1931. By citizen vote, all right of way that results in excess properties could be reduced to the standard right of way and abutting property owners would have the right to purchase the excess land.

ii. Solid Waste Contract Extension Proposal

Mr. Dean summarizes the contract extension proposal from Northside Carting. Northside has held the waste disposal contract with the Town of Exeter since 2008. The contract is slated to expire on May 31, 2013. Mr. Dean indicates the vendor has received nothing but positive feedback at a Department level and from residents. Northside has presented a proposal to extend the contract through 2016. In summary, the extension would result in a reduction of cost. The cost would be a set cost with an anticipated rate increase by \$10,000 per year and eliminating the CPI adjustment each year. Mr. Dean reminds The Board that at the time the bids were opened at 2008, Northside was the low bidder. Jennifer Perry, Director of Public Works comes forward to answer any questions relating to the specifics of the contract. She summarizes the intent of the contract as an increase of \$10,000 per year through the year of 2015. At the rates currently proposed, at the end of 2015, the Town of Exeter will be paying the rate that is currently paid for waste disposal. Mr. Clement acknowledges that the budget can be difficult when trying to predict future costs. Mr. Clement also points out that the letter from Northside and the spreadsheet do not concur. The spreadsheet indicates a cost increase of \$10,000 per year, and the letter indicates a \$20,000 increase for the 2014 year. He would prefer confirmation of the costs prior to the Board voting to accept an extension. Mr. Ferraro wishes to know if the extension would include any fuel or environmental adjustments. Ms. Perry indicates no environmental or fuel increases will be assessed if the extension is signed. She also indicates the pricing is valid through the end of May. The Board agrees to add it to the agenda for an upcoming meeting, pending confirmation of the figures from Northside.

iii. Paving Contract Extension Proposal

Mr. Dean proposes a contract extension from the current vendor of asphalt for the Town paving program. In recent years, the decision has been to extend the paving contract to Bell and Flynn. Mr. John Bell has proposed through a letter in the packet a price of \$72.90 per ton of asphalt. Mr. Dean reminds the Board that every year due diligence is performed to identify and compare market prices with the surrounding communities. In 2011 the price was \$69.90 from Bell and Flynn, and was comparable with surrounding towns. This decision is an annual decision. Jennifer Perry, Director of Public Works refers to the other proposals from various vendors in the area. She advises the Board that prices are currently increasing and wants to make the point that Bell and Flynn has been able to absorb about 50% of the cost increase. This would boil down to Mr. Bell only passing on a \$3.00 per ton increase through an extension to the current contract. Mr. Clement inquires how many tons of asphalt is predicted to be purchased this paving season. Ms. Perry feels this will depend on how many roads are completed throughout the paving season. She reminds the Board that \$850,000 is appropriated to paving, even though the DPW target was \$1,100,000. The cost of \$72.90 per ton would include castings and the Town performs traffic control. The rough estimate would be \$850,000 divided by \$72.90.

Mr. Clement moves to approve the contract extension between the Town of Exeter and Bell and Flynn at the contracted price of \$72.90 per ton. Mr. Chartrand Seconds. Vote: Unanimous

iv. Adopt BOS Committee Assignments

Chairman Quandt volunteers to the Cable Advisory Committee, as he is currently serving on this Committee.

Mr. Clement volunteers to serve on the Conservation Commission, Exeter Arts Committee, Exeter River Study, Exeter Transportation Committee and the Train Committee.

Ms. Gilman volunteers to serve on the Energy Committee, the Heritage Commission, the Historic District Commission, the Rockingham Planning Commission and the Technology Advisory Committee.

Mr. Ferraro volunteers to serve on the Planning Board, Water & Sewer Advisory Committee and the Health and Safety Committee.

Mr. Chartrand volunteers to serve on the Council of Aging, the Economic Development Commission and Emergency Management Committee.

Chairman Quandt reminds the Board that if a meeting must be missed, the Board member representing the Selectman should send an email to the Board and the Town Manager to see if an alternate Selectman can attend. Nothing prevents a Selectman from attending a meeting. He believes that if more than one Selectman representatives attend and participate in decisions in a meeting, one must leave the room while the other speaks. If the second Selectman attends a meeting but does not participate in the decision making process, this rule does not apply. Mr. Clement points out the level of current engagement of committees where new Selectman Representatives have been assigned. His example is the Economic Development Commission. Selectwoman Gilman has been deeply involved in this Commission and it has broken out into several sub-committees. How will this situation be managed? Ms. Gilman feels this decision should be left to the Board or Commission

involved. This raises a point from Mr. Ferraro. The former Chairman Aldrich had discussed reconstructing policies relating to this scenario. He believed the discussion was held last June or July. There were some comments prepared and the Board had their discussion by weighing in on those comments and presenting their own opinions. He agrees email those comments to Chairman Quandt to be distributed to the Board for the basis of a future discussion.

b. Old Business

i. Establish 2012 Goals Session

Chairman Quandt proposes holding the 2012 Goals Session on April 13, 2012 at 9:00 am. Mr. Clement reminds the Board that a location is needed, and the event needs to be publicized. The Board Members all agree to the date and time.

ii. Jady Hill Phase II- I and I Program

Mr. Dean presents the proposed repayment program for private work portion of the Jady Hill Phase II improvements program. The Water and Sewer Committee recommended a homeowner cost contribution of \$1,000. This program will address how the payment of the \$1,000 will be handled. Mr. Ferraro clarifies that the \$1,000 cost contribution was recommended and the Board of Selectmen adopted the recommendation. Mr. Dean proposes a model similar to that used in the Meadow Wood scenario. For Meadow Wood there is a seven and a half-year pay off schedule shared between the forty-three homes, billed annually. The model for Jady Hill is projected with a ten-year repayment schedule at \$25.00 quarterly. Non payment would be treated similarly to Meadow Wood. If the payments are not made, the Town has the right to place a sewer lien on the owners' account and the lien would accrue interest. In this model if a homeowner chooses not to participate the Town would reaffirm the ordinance disallowing sump pumps into the sewer. Mr. Ferraro asks what the anticipated interest rate is when the bond is issued for Phase II. Mr. Dean advises that interest rates are determined at the time the bond is issued. He indicates the last bond had an interest rate of 2.29%. Mr. Ferraro suggests that the interest rate for non-payment should be set at the same rate as the interest rate on the bond. He feels it is unfair for other ratepayers to absorb the interest rate of the bond on late payments. Mr. Ferraro also points out that an agreement entered into by a homeowner goes with the homeowner if the property is transferred or sold. He believes that typically, when municipalities put in sewers a lien is placed on the property, perhaps a charge of betterment on the sewer bill to keep it with the property as opposed to the homeowner. This, in effect, would engage a lien on the property that reflects mandatory payment. Mr. Dean advises the intent is to make the agreements with the homeowners. The agreement would be held to the property in the case of transfer or sale, but would not be held to the deed. Chairman Quandt questions the current procedure for property transfers. Mr. Dean indicates the process is that a final read out is performed and anything owed previous to the readout, the previous owner is responsible for. Anything from the read out forward is the new owners' responsibility. In Meadow Wood there is a master agreement with the Homeowners Association. Liens are not made on the EMHA unless they do not pay. The successor owner is billed under the Master Agreement. Mr. Chartrand suggests that a simple solution may be to incorporate a clause in the agreement indicating that if the property is transferred, the remaining balance is to be paid in full at that point. Mr. Ferraro expresses his concern that a property owner in an agreement who transfers the property and then moves out of state could be difficult to collect from. He feels the only way to encumber the funds is to encumber the property. Mr. Dean points out that between the two phases of Jady Hill this will affect over a hundred homes. In current procedure, if a past due balance is not resolved in the closing of a property sale or transfer, the property owner who inherits the property also inherits the balance. This procedure is currently enforced. Mr. Quandt defers to Ms. Perry to determine if the start of Phase II or the private lateral work is scheduled to begin in the next few weeks. Ms. Perry indicates the likely start time is months away. Mr. Clement agrees resolution to the payment plan is in order. He counter argues that an interest rate should not be charged. He feels the importance of having the later work performed is crucial to the success of the project. He recognizes the homeowners cost would have been more significant had a cap of \$1,000 not been placed. To make the process of paying \$1,000 as painless as possible, and to soften the blow to these residents, he is against charging an interest fee. The Board agrees to table this discussion pending information from the finance department. The Board agrees to see it on the agenda again within a month.

8. Regular Business

a. Bid Openings -None

b. A/P and Payroll Manifests

Mr. Chartrand moves to approve an accounts payable warrant for checks dated 3/23/2012 in the amount of \$148,526.59. Mr. Clement Seconds. Vote: Unanimous

Mr. Chartrand moves to approve an accounts payable warrant for checks date 3/23/2012 in the amount of \$2,052,363.00. Mr. Clement Seconds. Vote: Unanimous

Mr. Chartrand moves to approve a weekly payroll warrant for checks dated 3/21/2012 in the amount of \$154,720.61. Mr. Clement Seconds. Vote: Unanimous

c. Budget Updates

Mr. Dean reports that the Town is in the midst of diving into the 2012 budget. A number of requests have been received so far. Ms. Perry raised an issue last week regarding the DPW dump trucks. They are trying to work out some options to make them last longer. The Departments are all in implementation mode. Revenue and expenses are about what they are expected to be at this time. The first quarter closes March 31, 2012 and the reports should be in for the second or third week of April. Mr. Ferraro takes an opportunity to thank Mr. Dean for providing the information he requested at the last Selectman's Meeting. He wishes to meet with Mr. Dean to get some clarification. Mr. Dean urges the Board to develop a system for flow of financial information through the Board to the Town Manager to the Finance Department. Using a consistent system to get information to all Board members will be beneficial to everyone.

d. Tax Abatements & Exemptions

Mr. Chartrand moves to approve a Disability Exemption for map 68, lot 6/118 in the amount of \$107,800.00. Ms. Gilman Seconds. Vote: Unanimous

Mr. Chartrand moves to approve an Elderly Exemption for map 70, lot 94 in the amount of \$152,251.00. Mr. Clement Seconds. Vote: Unanimous

Mr. Chartrand moves to approve an Elderly Exemption for map 74, lot 10 in the amount of \$127, 200.00. Mr. Clement Seconds. Vote: Unanimous

Mr. Chartrand moves to approve a Veteran's Credit for map 81, lot 59 in the amount of \$2,000.00. Mr. Clement Seconds. Vote: Unanimous

Mr. Chartrand moves to approve an abatement for map 55, lot 60/9 in the amount of \$732.15. Mr. Clement Seconds. Vote: Unanimous

Mr. Chartrand moves to approve an abatement for map 97, lot 43 in the amount of \$5,083.61. Mr. Clement Seconds. Vote: Unanimous

Mr. Chartrand moves to approve an abatement for map 89, lot 4 in the amount of \$115,66. Mr. Clement Seconds. Vote: Unanimous

Mr. Chartrand moves to approve an abatement for map 32, lot 12/17/ABC in the amount of \$211.64. Mr. Clement Seconds. Vote: Unanimous

e. Water / Sewer Abatements - None

f. Permits - None

g. Town Manager's Report

Mr. Dean reports that the Town Hall permit requests are coming in regularly. He hopes to spend some time analyzing when the Town Hall is available for public use and get that information out to the public in hopes of soliciting more permits. The Key club from the Exeter High School will be holding a yard sale this Saturday, April 1st at the Town Hall. Mr. Dean also reports that the annual Easter Egg Hunt is scheduled for Friday, March 30th at 4:30 p.m. in Swasey Parkway. The weather is a bit colder than it has been recently and he hopes that residents will bundle up and attend this fun filled event. Mr. Dean reports that from 3:00pm to 6:00 p.m. on Friday, March 30th, a reception will be held at the Town Hall celebrating the retirement of Linda Hartson, Town Clerk.

Mr. Dean wishes to welcome Jason Brown to the Town of Exeter as an intern for the Economic Development Commission. Mr. Brown will be working three days a week and is involved in a number of projects. Mr. Brown is currently working on refining the business inventory database and analysis of developable land in the current business districts.

Mr. Dean is happy to report the relocation of the Finance Department is complete. There are a few parking issues that need resolution but all in all, it is working as expected so far. The Town Clerk has been aggressive in the efforts to secure a debit/credit card payment processing system. The Town Clerk is meeting with a potential provider of this service later this month. Mr. Dean remarks that 2013 is the 375th Anniversary of the Incorporation of the Town of Exeter. As Ms. Gilman indicated last year, he suggests a Committee should be created to possibly manage a Town celebration. Ms. Gilman agrees that a Committee is a good idea and recommends that this could be a project for the EDC. Mr. Ferraro inquires as to a timeframe for the remaining Departments to be moved in the Town Office now that the Finance Department move is complete. Mr. Dean reflects that an immediate reaction is unnecessary. There are some design and layout issues to still resolve and new issues have been brought up regarding the Town Clerk's area. Mr. Clement wishes to have this topic added to a future agenda for discussion.

h. Legislative Update

Chairman Quandt reports that this is a busy week. A session begins on Wednesday at 9:00 am where the big item on the agenda will be the gambling vote.

i. Selectman's Committee Reports

Mr. Ferraro reports that he was unable to make the Planning Board Meeting last week.

Mr. Clement reports that he participated in the Mayors Ride for Meals on Wheels last week. He felt the experience was very rewarding and the driver he was assigned to was remarkable. He feels that Exeter is very fortunate to have this type of program that provides meals along with social interaction and even sometimes wellness checks.

Chairman Quandt reports the two open houses had by Channel 98. He was unable to attend himself but understood that the open houses were well attended by local residents. The next item for Channel 98 will be orientations to teach people how to use the equipment in the studio and possibly work on a public show. Anyone wishing to participate can attend this orientation on Thursday, March 29 at 6:00 p.m.

Mr. Chartrand has nothing to report but wishes to offer his appreciation to the residents of Exeter. The number of well wishes he has received since his election has been remarkable and he wishes to thank anyone that has supported him.

Ms. Gilman reports that she met with EDC and the Sub-Committee regarding Business Retention and Recruitment project. This project allows the Committees to reach out to local businesses and a letter offering a meet and greet with the Committee will go out this week. Follow up meetings will be scheduled according to availability of businesses and the Committee. Ms. Gilman also reports the Heritage Commission met and discussed two grant opportunities they plan to pursue. The first is a grant to assist in the second phase of Town wide mapping.

The second is through the Historic District Commission. This grant would help fund a project that will help identify each building in the Historic District of Exeter. It will identify contributing pieces of history, including photographs, and indicate why the building is important to the Historic District. This would result in a manual to give to each member of the Committee. If renovations are proposed this would help to immediately identify the features of a property that mark it as a historical building. The hope would be to dissuade property owners from changing the historic integrity of a building.] The HDC has also looked into grants to offset the cost of the slate roof of the Historical Society. As LCHIP is not funded this year, there is no grand money available there. The grant writing cycle is different than the RFP and Town Meeting cycle. This makes it difficult in that a grant can not be issued for a project that is already in process.

j. Correspondence

Chairman Quandt calls upon Mr. Dean to read a letter received from a resident in regard to the efforts of the DPW. Leo and Lorraine Burch wish to express their appreciation and gratitude to the DPW employees who helped to make their lives a little brighter. While the DPW were repairing a portion of the Burch's' street, they responded to Mrs. Burch's' request to clean off

the sidewalk in front of her home so her elderly husband could take his daily walk safely. In her opinion, the DPW Employees complied in a very timely fashion and went above and beyond to help her and her husband. Chairman Quandt calls upon Mr. Perkins to explain the best way for residents to submit complaints regarding potholes. Mr. Perkins indicates that for fastest results, a resident may email him directly at Jperkins@town.exeter.nh.us. Residents can also call into the DPW during regular business hours. Ms. Gilman reflects on a time when there was a link to report potholes on the Town of Exeter Website. She inquires if it is still there. Ms. Perry indicates she is unsure if the link is still there, and if so, if it is functional.

A letter from Donahue, Tucker and Ciandella, PLLC commending the excellence of the Town of Exeter's Presidential Primary Polling place on behalf of the Attorney General's Office.

A letter regarding the cellular towers from the correspondence at a previous Selectman's Meeting. This letter indicates that all municipalities in a 20-mile radius of the proposed construction are to be notified of the construction in writing.

An email from David Walker regarding revisions to the Transportation Improvement Program. This is a follow up request from the Department of Transportation.

A letter from Donahue, Tucker and Ciandella, PLLC regarding the easement relief that currently covers Gilman Park as recorded at the Registry of Deeds.

A letter from Andrew Stollar, PhD thanking the Town Employees and Officials for their professionalism, pleasantness and friendliness. The letter also thanks the Exeter Police Department, especially Bruce Page, the Exeter Fire Department, and the EMT's for the Town of Exeter.

An Unaudited Unassigned Funds Balance Report from the Town Manager's Office.

An Unaudited YTD Expense Analysis from the Town Manager's Office.

A spreadsheet identifying the Town of Exeter Water and Sewer corrective billing figures from the Town Manager's Office.

9. Review Board Calendar

Chairman Quandt indicates there will be no meeting on Monday, April 2, 2012. The Board will convene again on Monday, April 9, 2012 at 7:00 p.m.

A special meeting for warrants will be held on Tuesday April 3, 2012 at 9am.

10. Non – Public Session - None

11. Adjournment

Ms. Gilman moves to adjourn. Mr. Clement Seconds. Vote: Unanimous

The Board stood adjourned at 8:59 p.m.

Respectfully Submitted,

Jennifer Pond
Recording Secretary

DRAFT MINUTES

BOARD OF SELECTMEN MEETING

MINUTES

April 3, 2012

1. Call Meeting to Order

Acting Chairman Don Clement convened the Board of Selectmen at 8:30 a.m. in the Nowak Room of the Town Office. Other members of the Board present were: Ms. Julie Gilman, Mr. Dan Chartrand. Also present: Town Manager, Russ Dean.

2. Warrants. Mr. Chartrand moved to approve payroll checks dated March 28, 2012 in the amount of \$154,586.30. Ms. Gilman seconded. Motion carries. Mr. Chartrand moved to approve accounts payable for the week ending March 30th, 2012 in the amount of \$101,158.36. Selectwoman Gilman seconded. Motion carries.

3. The Board signed an eviction notice for 29 Hampton Road. Town counsel requested two copies. Town Manager reports staff is reviewing the deed listing again for disposition. Mr. Clement and the Town Manager updated Mr. Chartrand on deeding process issues from last year.

Selectwoman Gilman moved to adjourn, second by Selectman Chartrand. The Board stood adjourned at 8:45 a.m.

Respectfully submitted,

Russell Dean
Town Manager

Appointment
April 9, 2012

Name: Jay Gregoire
Position: Conservation Commission Alternate
Term: TBD pending review of openings

Board of Selectmen

AGENDA FACT SHEET for 4/9/12

Agenda Item: Police Department Grant: DWI Patrols

Presenter(s): William Shupe, Exeter Police Captain

1. BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED:

The Town was recently notified of a grant award of \$7,500 for additional DWI patrols in 2012. This is a Highway Safety Grant. Captain Shupe will be present to discuss the grant with the Board of Selectmen. A vote is required to accept and expend the funds.

2. VOTE REQUIRED BY BOARD OF SELECTMEN: [YES] NO (circle one)

Suggested Motion: Move the Board of Selectmen accept the amount of \$7,500 in unanticipated revenue from the Highway Safety grant program for the purpose of conducting additional DWI patrols in 2012.

3. BACK UP INFORMATION ATTACHED:

- a. Grant notification from March 9, 2012 through Peter Thomson Highway Safety Agency Grant Coordinator.

SIGN OFF/APPROVAL REQUIRED:

a.	Town Manager	yes	(no)	NA	_____
b.	Town Counsel	yes	(no)	NA	_____
c.	Finance Director	yes	(no)	NA	_____
d.	_____	yes	no	NA	_____

Disposition by BOS

Action taken: _____ Present on future Agenda: _____

Refer to/Inform: _____ Report back to BOS on: _____



John H. Lynch
GOVERNOR

STATE OF NEW HAMPSHIRE
OFFICE OF THE GOVERNOR
HIGHWAY SAFETY AGENCY
78 REGIONAL DRIVE, BUILDING 2
CONCORD, N.H. 03301-8530

TDD Access: Relay NH 1-800-735-2964
603-271-2131
FAX 603-271-3790

RECEIVED
MAR 14 2012
TOWN OF EXETER

Peter M. Thomson
COORDINATOR

March 9, 2012

Chief Richard Kane
Exeter Police Department
20 Court Street
Exeter, NH 03833

Dear Chief Kane:

Please be advised that your contract for federal funds for Highway Safety Project #315-12A-114 entitled "Exeter Route 101 East Corridor Enforcement Patrols" has been officially approved by this Office, and will be reimbursed to the extent described in the approved project application. You will note the effective date is **May 1, 2012**.

Reimbursement will be made after payment in full has been made and copies of invoices which have been paid are forwarded to this Office. Reimbursement procedures issued by the US Office of Management and Budget require that **billing for reimbursement for this contract must be received by the NH Highway Safety Agency within 20 days of the end of the contract period, or the purchase of equipment, whichever occurs first**. A copy of the "Procedure for Reimbursement of Federal Highway Safety Funds for Municipal Projects" is enclosed along with the questionnaire entitled "Project and Audit Information" which is to be completed and returned to this Agency.

Also find enclosed quarterly report forms for your use in reporting the progress being made as the result of this contract. The information is required for our reports to the National Highway Traffic Safety Administration to demonstrate the overall effectiveness of the State's Highway Safety Program. Please return the report to us as soon as possible after the end of each quarterly period.

We ask that you pay special attention to the audit report requirement appearing on the enclosed project addendum – HS-4(a).

Your cooperation will expedite the processing of reimbursements. If you have any questions concerning any aspects of this contract, please let me know at once so that we may complete the contract in an orderly fashion.

Sincerely,

Peter M. Thomson
Coordinator

/djf
Enclosures
cc: Russell Dean, Town Manager ✓

Board of Selectmen

AGENDA FACT SHEET for 4/9/12

Agenda Item: Solid Waste Contract Extension

Presenter(s): Russell Dean, Town Manager

1. BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED:

This item was discussed by the BOS at the meeting of March 26th. At that meeting, Northside Carting was asked to correct an issue with their proposed extension in the letter. Northside has made the correction and submitted their letter again to the Town, dated October 6th, 2011.

2. VOTE REQUIRED BY BOARD OF SELECTMEN: [YES] NO (circle one)

Suggested Motion: Move the Board of Selectmen approve the contract extension for solid waste collection and recycling services with Northside Carting, Inc. for the period beginning June, 2013 through May, 2016, at the costs proposed and per the current operating agreement.

3. BACK UP INFORMATION ATTACHED:

- a. Letter from Robert A. George, President, Northside Carting, Inc.
- b. Costing Information prepared by DPW

SIGN OFF/APPROVAL REQUIRED:

a.	Town Manager	yes	(no)	NA	_____
b.	Town Counsel	yes	(no)	NA	_____
c.	Finance Director	yes	(no)	NA	_____
d.	_____	yes	no	NA	_____

Disposition by BOS

Action taken: _____ Present on future Agenda: _____

Refer to/Inform: _____ Report back to BOS on: _____

Memo

To: Russell Dean, Town Manager
Board of Selectmen

From: Jennifer Perry, P.E., Public Works Director

Cc: Phyllis Duffy, Engineering Technician

Date: March 29, 2012

Re: Solid Waste & Recycling, Contract Extension

Northside Carting, Inc. has corrected their contract extension pricing to reflect the \$20,484 decrease for 2012, and the \$10,000 annual increase for 2013, 2014, 2015, and 2016. Please see their corrected letter dated October 6, 2011, which is attached.



Waste Disposal & Recycling

Northside Carting Inc.

Robert A. George

210 HOLT ROAD

NORTH ANDOVER, MA 01845

PHONE: (978) 686-8604

FAX: (978) 686-3086

Email address robgeorge@northsidecarting.com

October 6, 2011

Town of Exeter

13 Newfields Rd.

Exeter, NH 03833

Attn: Ms. Phyllis Duffy

Dear Phyllis;

It was great to get together with everyone the other day, to brain storm some ideas moving forward. It is amazing that it has been almost 5 years since we started. We have enjoyed every day in Exeter, dealing with the folks, but most of all of the personnel at the DPW. It is pleasure to deal with you and all of the other folks at the DPW, very professional, but in a light way. It is clear to me that everyone enjoys coming to work each and every day, and that is a credit to all of you.

I listened closely to the discussion that day, and tried to come up with a custom approach to the extension with Exeter. What I came away with was, plain vanilla, no frills, money is what is going to move this forward.

So rather than talking about all of the bells and whistles, I truly believe to keep the same operational system, it is in place, the residents are comfortable with and it works. Now is not the time to think outside the box, but to stay fixed. Below are the charges I would propose, based on the same system as we now provide.

Current	Extension				
Year 2011	Year 2012	Year 2013	Year 2014	Year 2015	Year 2016
\$665,564	\$645,080	\$655,080	\$665,080	\$675,080	\$685,080

Should you have any questions do not hesitate to contact me on my cell phone at 508-726-1288. I look forward to your call.

Sincerely,

Robert A. George

Board of Selectmen

AGENDA FACT SHEET for 4/9/12

Agenda Item: Blue Bag Sales Discussion

Presenter(s): Town Manager

1. BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED:

The DPW has requested that blue bag sales be handled exclusively by stores. This change in operations is also supported by the Town Clerk. The rationale is current inventory is low, and the Town has fully implemented the "door to store" program where bags go direct to stores from the manufacturer for sale. In addition, store hours are available the same hours as the Town Office (usually much longer hours) and therefore offer more of an opportunity for bag purchase off hours. This will also reduce the cash handling requirements and inventory requirements of various Town departments, strengthening internal financial controls, and lowering risk.

2. VOTE REQUIRED BY BOARD OF SELECTMEN: YES NO (circle one)

Suggested Motion: No vote required.

3. BACK UP INFORMATION ATTACHED:

- a. Memo from DPW regarding door to store and blue bag program.

SIGN OFF/APPROVAL REQUIRED:

a.	Town Manager	yes	(no)	NA	_____
b.	Town Counsel	yes	(no)	NA	_____
c.	Finance Director	yes	(no)	NA	_____
d.	_____	yes	no	NA	_____

Disposition by BOS

Action taken: _____ Present on future Agenda: _____

Refer to/Inform: _____ Report back to BOS on: _____

Memo

To: Russ Dean, Town Manager
Board of Selectmen

From: Jennifer R. Perry, P.E., Public Works Director

Date: April 6, 2012

Re: Blue Bag Sales

The Public Works Department no longer stores, inventories, or delivers blue bags from the 13 Newfields Road location. We converted to a "Store Door Delivery" or "Retail Store Distribution" program in 2010. This program takes the Town out of the "middle" and puts the bag manufacturer, WasteZero, in direct contact with the stores. WasteZero warehouses the bags, receives orders and payments from the local retailers, and delivers to the store. WasteZero wires cash from these sales directly to the Town's bank account. DPW and Finance receive monthly reports from WasteZero that detail all transactions. We are satisfied with this program and recommend taking the next step.

The Department recommends discontinuing blue bags sales at Town Office for several reasons.

1. Public Works can no longer keep Town Office stocked with blue bags. Town Office would need to order directly from the bag manufacturer.
2. Residents can purchase bags at 11 retail or convenience stores in the Exeter area, including Arjays, Convenient Grocer, Deep Meadow Variety, Extra Mart, Gerry's Variety, High St Market, On the Vine, Shaw's, Market Basket (Stratham & Epping), and Stop & Shop. All of these stores offer more convenient hours and locations than Town Office, and residents visit these stores much more frequently than Town Office.
3. Only a small percentage of bags are sold out of Town Office. In 2011, out of the 283 cases of small bags sold, only 5 (1.8%) were sold at Town Office. Similarly, out of the 795 cases of large bags sold, only 10 (1.2%) were sold at Town Office (there are 250 bags per case).
4. The issues of storage space, inventory and cash control that existed for Public Works are similar for Town Office.

List of Stores Selling Exeter Blue Bags

Updated April 9, 2012

1. Arjay's Hardware (Tremont Street)
2. Convenient Grocer (Front Street)
3. Deep Meadow Variety (Deep Meadow Drive Area)
4. Xtra Mart (72 Main Street)
5. Gerry's Variety (Lincoln Street)
6. High Street Market (High Street)
7. On the Vine (Portsmouth Avenue)
8. Shaw's (Portsmouth Avenue, Stratham)
9. Market Basket (Stratham and Epping)
10. Stop & Shop (Portsmouth Avenue, Exeter)

All stores open more hours than Exeter Town Offices, and are open Saturday/Sunday.

**TOWN OF EXETER
MEMORANDUM**

TO: Board of Selectmen
FROM: Russell Dean, Town Manager 
RE: Mobile Communications Policy
DATE: April 6, 2012

The Mobile Communications Policy has been distributed to Departments for feedback and comment. All comments thus far have been of value.

Some issues that have been identified include:

- How the policy treats business related calls on a cell phone during the day (allowance versus reimbursement)
- Employee election of allowance versus reimbursement
- Personal phone ownership versus Town phone ownership and "take home nature" of Town owned phones.

In the past there has been some confusion on the last issue. If the Town pays for the plan does it own the phone.

Since the policy provides for different options, a number of avenues can be accommodated. One position in Town service may more appropriately qualify for an allowance (which is taxable), versus cell phone reimbursement for business calls. Under the policy the Town could accommodate both scenarios. However, in either policy, the Town would not be paying for 100% of any plans.

We are also continuing to work on issues within Departments and access outside of regular Town business hours. For example, which positions in each department need to be available outside regular working hours, how those persons are able to be contacted (email, versus cell phone, or both) and how those situations will be handled with the policy.

A further alternative is the Town contracts with a vendor (Verizon, Sprint, etc.) for provision of cell phones/communications devices. This could be in the form of an employee discount program (employee buys plan, but gets discount through Town) and/or Town purchasing plans/phones. In the discount program model, employees could avail themselves of the discount and still qualify if appropriate for reimbursement for business related calls or a stipend (taxable allowance) if justified after filling out the proper forms.

Run: 4/06/12
2:52PM

Current Year Expenditures

Town of Exeter
As Of: April 2012, GL Year 2012

cell phones
2012 YTD
Page: 1
rdean
Report Sorted Actual Exp
Electricity Summary

Account Number	Budget	MTD Exp	YTD Exp	Balance	%Used
General Fund					
01-4150-0125-5310	300.00	0.00	0.00	300.00	0.000
01-4191-0301-5310	0.00	0.00	0.00	0.00	0.000
01-4210-0401-5310	420.00	0.00	109.95	310.05	26.179
01-4210-0402-5310	828.00	0.00	219.87	608.13	26.554
01-4210-0403-5310	828.00	0.00	219.87	608.13	26.554
01-4220-0503-5310	2,547.00	0.00	685.50	1,861.50	26.914
01-4221-0501-5310	864.00	0.00	278.10	585.90	32.188
01-4240-0302-5310	600.00	0.00	82.15	517.85	13.692
01-4290-0504-5310	828.00	11.24	196.83	631.17	23.772
01-4311-0601-5310	2,080.00	0.00	255.71	1,824.29	12.294
01-4414-0505-5310	1,226.00	0.00	284.74	941.26	23.225
01-4441-0710-5310	240.00	0.00	15.58	224.42	6.492
Totals	10,761.00	11.24	2,348.30	8,412.70	21.822
Water Fund					
02-4330-0621-5310	1,000.00	0.00	196.03	803.97	19.603
02-4331-0624-5310	0.00	0.00	0.00	0.00	0.000
Totals	1,000.00	0.00	196.03	803.97	19.603
Sewer Fund					
03-4320-0631-5310	600.00	0.00	90.41	509.59	15.068
03-4321-0634-5310	0.00	0.00	0.00	0.00	0.000
Totals	600.00	0.00	90.41	509.59	15.068
Rec Revolving Fund					
08-4520-0810-5310	0.00	0.00	312.34	-312.34	0.000
Totals	0.00	0.00	312.34	-312.34	0.000
Health Dept Grant					
11-4414-0510-5310	0.00	0.00	208.83	-208.83	0.000
Totals	0.00	0.00	208.83	-208.83	0.000
Grand Total	12,361.00	11.24	3,155.91	9,205.09	25.531

Current Year Expenditures

*Cell
 phones
 2011*

Town of Exeter

As Of: December 2011, GL Year 2011

Run: 4/06/12
 2:52PM

Account Number	Budget	MTD Exp	YTD Exp	Balance	%Used
General Fund					
01-4150-0125-5310	0.00	0.00	0.00	0.00	0.000
01-4191-0301-5310	0.00	32.25	32.25	-32.25	0.000
01-4210-0401-5310	420.00	41.36	425.27	-5.27	101.255
01-4210-0402-5310	828.00	82.74	755.10	72.90	91.196
01-4210-0403-5310	828.00	82.74	694.23	133.77	83.844
01-4215-0502-5310	1,648.00	148.65	1,729.70	-81.70	104.958
01-4220-0503-5310	3,290.00	240.84	2,579.53	710.47	78.405
01-4221-0501-5310	1,298.00	77.20	1,099.94	198.06	84.741
01-4240-0302-5310	600.00	31.67	355.17	244.83	59.195
01-4290-0504-5310	970.00	83.05	1,301.99	-331.99	134.226
01-4311-0601-5310	2,000.00	153.51	911.29	1,088.71	45.565
01-4414-0505-5310	901.00	93.46	1,223.33	-322.33	135.775
01-4441-0710-5310	240.00	25.07	174.73	65.27	72.804
Totals	13,023.00	1,092.54	11,282.53	1,740.47	86.635
Water Fund					
02-4330-0621-5310	360.00	138.64	710.65	-350.65	197.403
02-4331-0624-5310	0.00	0.00	0.00	0.00	0.000
Totals	360.00	138.64	710.65	-350.65	197.403
Sewer Fund					
03-4320-0631-5310	120.00	68.72	377.18	-257.18	314.317
03-4321-0634-5310	0.00	0.00	0.00	0.00	0.000
Totals	120.00	68.72	377.18	-257.18	314.317
Rec Revolving Fund					
08-4520-0810-5310	2,100.00	147.34	1,773.47	326.53	84.451
Totals	2,100.00	147.34	1,773.47	326.53	84.451
Health Dept Grant					
11-4414-0510-5310	210.16	71.24	1,043.91	-833.75	496.722
Totals	210.16	71.24	1,043.91	-833.75	496.722
Grand Total	15,813.16	1,518.48	15,187.74	625.42	96.045

DRAFT MOBILE COMMUNICATIONS POLICY

Town of Exeter	Policy Number TBD	Adopted by:
Subject: Mobile Communications Policy	Adoption Date: Revision Date: Effective Date:	Supersedes: None

1.0 Purpose of the Policy:

The purpose of this policy is to allow the Town to meet Internal Revenue Service (IRS) regulations and provide guidelines for the use of mobile communication devices for Town business purposes. This policy covers the following types of mobile communication device arrangements: 1) Personally owned device with taxable allowance paid to employee to cover business use; 2) Personally owned device with non-taxable reimbursement for business use; 3) Town owned device with employee reimbursing Town for personal calls.

2.0 Departments Affected: All Town Departments except the Public Library.

3.0 Definitions:

4.0 Policy:

In general, the Town will not own mobile communication devices or service plans for permanent assignment to individual employees. Employees whose job duties include the frequent need for a mobile communication device may receive extra compensation, in the form of a mobile communication device allowance, to cover business-related use of their personally owned device and service plan. No further reimbursement for mobile communication device costs is available to employees who receive such an allowance. All other employees may submit records of their expenses for reimbursement of infrequent, business-related use of their personal mobile communication devices.

Transition: The Town will no longer purchase any new mobile communications devices or service contracts, nor will any existing mobile communication device contracts be renewed or extended. The Town's IT Department will work with departments to convert Town service contracts to personal contracts in an orderly fashion.

5.0 Procedures:

Frequent use of Mobile Communications Devices for Business Purposes

1. Establishment and payment of Allowance. If a Town employee's job duties include the frequent need for a mobile communication device, the employee is eligible for an allowance to cover mobile communication device expenses. An allowance may be requested using the Town Mobile Communication Device

DRAFT MOBILE COMMUNICATIONS POLICY

Allowance Authorization Form. The request may be made any time during the year and must be updated annually by January 15th of each year. The dollar amount requested is monthly amount based on the reimbursement table found in Appendix A. A copy of the current personal service contract or the most recent billing statement must accompany the Allowance Form.

2. Mobile Communication Device Allowance Authorization Forms for newly qualified employees go into effect within 30 days of receipt in the Finance office.
3. Once an allowance is established it will continue until the end of the calendar year or until a new allowance form is submitted, documenting a change or termination. The employee is required to notify his/her department head or director immediately when a decrease in business use occurs, and is required to submit a revised allowance form immediately.
4. This allowance does not constitute an increase to base pay, and will not be included in the calculation of retirement contributions or of percentage increases to base pay due to annual raises, job upgrades, etc.
5. Per Treas. Reg. 1.132-5 c 1, allowances for mobile communication devices, as outlined in this policy, are treated as paid under a non-accountable plan and treated as taxable income even if the device is required for the employee's job. Mobile communication devices are considered by the IRS to be "listed property" under IRC Sec. 280F(d)(4)(A)(iv).

Determination of Dollar Amount of Allowance

1. The dollar amount of the mobile communication device allowance selected should cover the employee's projected business-related expenses only. In no case shall the amount exceed the cost of the employee's monthly mobile communication service plan. Determination of the dollar amount of the allowance is made at the department level prior to submitting a request for a mobile communication device allowance. At the discretion of the department head or director, a one-time allowance amount may be approved to cover a pro-rata share of the purchase price of the device itself. A receipt for the purchase of the device must accompany the Allowance Form.
2. The Department Head is responsible for notifying the Finance Department annually of all allowance amounts and changes in allowance amounts or eligibility. Allowances will expire in January if the Finance Department does not receive a form each year – on or before January 15th.
3. Use of Device. The employee must retain an active mobile communication service contract as long as a mobile communication device allowance is in place. Because the employee owns the mobile communication device personally and the allowance provided is taxable income, the employee may use the device for both business and personal purposes, as needed. The employee may, at his or her own expense, add extra services or equipment features, as desired.
4. Use of the device in any manner contrary to local, state, or federal laws will constitute misuse, and will result in immediate termination of the mobile communication device allowance.

DRAFT MOBILE COMMUNICATIONS POLICY

5. Employee is responsible for safeguarding any data on the mobile communication device and controlling its use.

Documentation and Review Requirements

1. When services are initiated or reviewed, a copy of the Town Mobile Communication Device Allowance Authorization Form, and of the employee's related mobile communication device contract or most recent billing statement, must be submitted with the Allowance Form and a copy must be kept on file in the employee's department. Department files are subject to audit at any time by the Town Internal Audit function or external auditors engaged by the Town.
2. The Department Head or director is responsible for an annual review of employee business-related mobile device use, to determine if existing mobile communication device allowances should be continued as is, changed, or discontinued. The Town Mobile Communication Device Allowance Authorization Form must be signed by the employee and the department head or director annually and must have attached evidence (a page from the most recent billing statement) to document that the employee still has the device and active service.

Fees for Contract Changes or Cancellations

1. If for any reason unrelated to Town business needs the mobile communication service contract is modified or terminated prior to the end of the contract period, the employee will bear the cost of any fees associated with that change or cancellation. For example, the employee quits and no longer wants to retain the current mobile communication service plan for personal purposes.
2. If, prior to the end of the mobile communication service contract period, a Town decision makes it necessary or desirable for the employee to terminate or change the mobile communication service contract, the Town will bear the cost of any fees associated with that change or cancellation. For example, the employee's department head or director has changed the employee's duties and the mobile communication device is no longer needed for Town purposes. If the employee does not want to retain the current contract for personal use, the Town will reimburse any change or cancellation fees.

Infrequent Use of Mobile Communication Devices for Business Purposes

1. If a Town employee's job duties do not include the frequent need for a mobile communication device, then the employee is not eligible for an allowance to cover mobile communication device expenses. Such employees may request reimbursement for the actual extra expenses of business calls made using their own mobile communications devices with the proviso that reimbursement for per minute "air time" charges is limited to the total overage charge plus any roaming charges shown on the invoice, i.e., expenses for minutes included in the plan will not be reimbursed. The individual should make personal payment to the provider, and then should submit the appropriate Town form requesting reimbursement from the Town. The form should list the individual as the payee. A copy of the billing statement must be attached to the form, with the separate business-use

DRAFT MOBILE COMMUNICATIONS POLICY

charges clearly marked. Please note to whom the call was made and the business purpose of the call.

Exceptions to the Allowance Method

While the Town generally will not provide mobile communications devices to employees, there are some exceptions to this rule.

The Town, through the IT Department, may own and retain a certain number of mobile communications devices as departmental pool phones and for emergency use, or disaster response/recovery purposes.

In all cases when the Town provides mobile communications devices for use by employees, the use of those devices is strictly limited to official Town business and essential personal calls, as defined above. All non-essential personal call usage will be reimbursed to the Town on a pro-rata basis, within 30 days of receipt of the billing statement. Departments with Town provided mobile communication devices will also be required to implement monthly review procedures to provide reasonable assurance that billing arrangements are cost-effective, and also to identify patterns of misuse or abuse, such as when the Town pays for personal calls.

Requests for other exceptions to this policy may be made by submitting a written request to the Town Manager or Human Resources. All exception requests require the signature of the Department Head. The Town Manager may require that the employee submit relevant auditable documents to substantiate any exception request, and may consult with other Departments in determining the propriety of the exception.

Individual Responsibilities

When using mobile communications devices for Town business, employees have the following responsibilities:

1. Avoid using the device under any circumstances where such use might create or appear to create a hazard, including use while operating a motor vehicle.
2. Remember that mobile communication device technology is susceptible to being intercepted or overheard. Refrain from discussing business of a confidential or proprietary nature while using the device.
3. Replacing lost or damaged equipment at the employee's expense.

APPENDIX A

**Town of Exeter
Mobile Communication Device Policy**

**APPENDIX A
Effective Date: TBD**

Reimbursement Rates

Mobile Communication Device (MCD) allowances can be set at any whole dollar amount to reimburse an employee for the anticipated amount of business usage (voice, data and text messaging) of their personal MCD. Total reimbursement cannot exceed the base monthly charge for the services, excluding discounts, taxes, and surcharges.

Reimbursement rates will be reviewed on an annual basis by the Finance Department to most closely match current mobile communication device rates. Rates could go up, down or stay the same. Please check the current Appendix A when doing your annual allowance review.

DRAFT

Exeter Mobile Communication Device Allowance Authorization Form

Employee Name: _____ Employee ID#: _____

Employee Job Title: _____ Position #: _____

Department Name: _____ Dept Phone #: _____

Munismart account to charge allowance: _____

_____ Fund Dept Object Code

This is a: New Allowance Change in an existing allowance

Total monthly allowance: \$ _____ (Attach a copy of the summary page for the phone # receiving the allowance; if you are on a family plan, please also attach the Overview of Lines page)

One-time equipment allowance: \$ _____ (attach copy of purchase invoice)

Please list your Current Plan features:

Mobile service provider: _____ Monthly Base Charge: \$ _____

Device telephone number: _____

Description of plan features:

I have read the Mobile Communications Device Policy and agree to follow all employee responsibilities as described.

Employee Signature: _____ Date: _____

Supervisory certification of the business purpose for this allowance (mark all that apply):

- This employee is a key staff member needed in the event of an emergency
- This employee is frequently away from access to traditional land based phone services
- This employee is involved in frequent off-hours/on-call activity
- The nature of this employee's work is critical and immediate response is required
- The related cost is justified when compared with alternative communication choices
- Other – please state why the device is necessary, why it is essential in carrying out job responsibilities and why job responsibilities could not be carried out without it.

Approval Signatures: _____ Date: _____

(Town Manager and Department Head signature required for approval)

Retain a copy of this form and route the original to the Town Manager's Office, 10 Front Street, with plan information and purchase invoice for equipment (if needed) attached.

DATA

Committee Vacancies

Committee	Status	Current Term	Updated Term
Cable TV Advisory Committee	Voting	4/30/2012	4/30/2015
Conservation Commission	Alternate	4/30/2013	
Council On Aging	Voting	4/30/2012	4/30/2015
Exeter Arts Committee	Voting	4/30/2012	4/30/2015
Exeter Arts Committee	Voting	4/30/2014	
Exeter Economic Development Commission	Voting	4/30/2013	
Exeter Economic Development Commission	Voting	4/30/2014	
Exeter Housing Authority	Voting	4/30/2012	4/30/2015
Heritage Commission	Alternate	4/30/2011	4/30/2014
Heritage Commission	Alternate	4/30/2012	4/30/2015
Heritage Commission	Alternate	4/30/2013	
Heritage Commission	Alternate	4/30/2013	
Historic District Commission	Alternate	4/30/2011	4/30/2014
Historic District Commission	Alternate	4/30/2011	4/30/2014
Historic District Commission	Alternate	4/30/2012	4/30/2015
Planning Board	Voting	4/30/2011	4/30/2014
Planning Board	Alternate	4/30/2012	4/30/2015
Planning Board	Alternate	4/30/2013	
Technology Committee	Voting	4/30/2013	
Zoning Board of Adjustment	Alternate	4/30/2011	4/30/2014
Zoning Board of Adjustment	Alternate	4/30/2012	4/30/2015

Member's with Terms Ending in 2012

Board/Committee/Commission	First Name	Last Name	Address	Address I	Membership	Appi	Term End
Cable TV Advisory Committee	Gerry	Hamel	17 Little Pine Lane	Exeter, NH 03833	Member at Large	8/1/2011	4/30/2012
Conservation Commission	Sean	Lyons	47 Westside Drive	Exeter, NH 03833	Voting	4/20/2009	4/30/2012
Conservation Commission, Clerk	Virginia	Raub	3 Kathleen Drive	Exeter, NH 03833	Voting	4/20/2009	4/30/2012
Conservation Commission	Don	Briselden	12 Gill Street	Exeter, NH 03833	Alternate	4/20/2009	4/30/2012
Council On Aging	Jill	Compton	1 Wheelwright Ave	Exeter, NH 03833	Voting	6/13/2011	4/30/2012
Exeter Arts Committee	Francesca	Fay	1 Melody Lane	Exeter, NH 03833	Voting	12/6/2010	4/30/2012
Exeter Arts Committee, chair	Jane	Kiernan	3B Woodlawn Circle	Exeter, NH 03833	Voting	4/20/2009	4/30/2012
Exeter Economic Development Commission	Lizabeth	MacDonald	131 Court Street, Unit 13	Exeter, NH 03833	Voting	12/20/2010	4/30/2012
Exeter River Study Committee	Richard	Huber	3 Starting Hill Lane 326	Exeter, NH 03833	Voting		4/30/2012
Exeter River Study Committee	Dr. Mirni	Larsen Becke	15 Coach Road	Exeter, NH 03833-4303	Voting	5/11/2009	4/30/2012
Heritage Commission, Chair	John	Merkle	63 Park Street	Exeter, NH 03833	Voting	4/20/2009	4/30/2012
Historic District Commission, Chair	Wendy	Bergeron	30 Pine Meadows Drive	Exeter, NH 03833	Voting	8/3/2010	4/30/2012
Historic District Commission	Pam	Gjertum	6 South Street	Exeter, NH 03833	Voting	4/6/2009	4/30/2012
Planning Board	Carol	Sideris	11 Cullen Way	Exeter, NH 03833	Voting	4/20/2009	4/30/2012
Planning Board	Katherine	Woolhouse	34 Lincoln Street	Exeter, NH 03833	Voting	4/20/2009	4/30/2012
Planning Board	Pete	Cameron			Alternate	11/15/2010	4/30/2012
Rockingham Planning Commission	Gwen	English	44 Brentwood Road	Exeter, NH 03833	PB Rep		4/30/2012
Technology Committee	David	Briden	6 Hunter Place	Exeter, NH 03833	Voting	5/18/2009	4/30/2012
Technology Committee	Darius	Thompson	15 Drinkwater Road	Exeter, NH 03833	Voting	11/9/2009	4/30/2012
Zoning Board of Adjustment	Robert	Prior	16 Pickpocket Road	Exeter, NH 03833	Voting	4/20/2009	4/30/2012
Zoning Board of Adjustment	John	Hauschildt	11 Parker Street	Exeter, NH 03833	Voting	4/20/2009	4/30/2012
Water and Sewer Advisory Committee	Bob	Kelly	59 Columbus Avenue	Exeter, NH 03833		4/20/2011	4/30/2012
Water and Sewer Advisory Committee	Colleen	St. Onge	43 Bell Ave	Exeter, NH 03833		4/20/2011	4/30/2012

List for Selectmen's meeting April 9, 2012

Disability Exemption

<u>Map/Lot</u>	<u>Location</u>	<u>Amount</u>
----------------	-----------------	---------------

Elderly Exemption

<u>Map/Lot</u>	<u>Location</u>	<u>Amount</u>
104/79/606	606 Exeter River Landing	182,251
104/79/510	510 Exeter River Landing	152,251
104/79/801	801 Exeter River Landing	152,251

Veteran's Credit

<u>Map/Lot</u>	<u>Location</u>	<u>Amount</u>
104/79/426	426 Exeter River Landing	500.00
104/79/418	418 Exeter River Landing	500.00

Abatements

<u>Map/Lot</u>	<u>Location</u>	<u>Refund</u>
72/105	40 South St	Denial
87/23/3	31 Hampton Rd	Denial
95/51	76 Linden St	3,549.31
69/2	2 Holland Way	8,398.02

List for Selectmen's meeting April 9, 2012

Elderly Exemption

<u>Map/Lot</u>	<u>Location</u>	<u>Amount</u>
104/79/2	2 Exeter River Landing	152,251

Veteran's Credit

<u>Map/Lot</u>	<u>Location</u>	<u>Amount</u>
81/4	7 Scammon Ln	500.00
64/105/27	27 Hayes MH Pk	500.00
38/2	26 Newfields Road	500.00
60/6	124 Brentwood Road	500.00
68/6/411	4 Sterling Hill Ln Unit 411	500.00

Disability

<u>Map/Lot</u>	<u>Location</u>	<u>Refund</u>
55/23	10 Colcord Pond Dr	125,000

3 Fox Chapel Court
Exeter, NH 03833

March 12, 2012

The Board of Selectman
Town of Exeter
10 Front Street
Exeter, NH 03833

Ladies and Gentlemen:

Today we received a "notice of tax delinquencies and unredeemed tax liens" stating that the second half of property taxes had not been paid. Along with the bill of \$4869.52 was a charge of \$172.90 for interest. We were shocked to receive this statement as we had never received an original tax bill.

Even though we were certain that we did not receive the bill, we searched our files and checkbook statements to be sure that it wasn't an oversight on our part. We found nothing. We can only surmise that it must have gotten lost in the mail.

We immediately wrote a check for the amount due and brought it to the Carole at the tax office the same day. Carole explained to us that since we are paying on the same day we would receive a small discount, so we paid \$145.68 in interest instead of the \$172.90. We explained the situation and she instructed us that in order to receive a refund on the interest, we must contact you.

We have lived in the same house in Exeter for 16 years and have never missed a single payment. Given the circumstances, we would very much appreciate your refunding the \$145.68 we had to pay in interest.

Thank you.

Very Truly,

A handwritten signature in black ink, appearing to read "JRH", with a long horizontal line extending to the right.

Jeri Robertson-Hanson

A handwritten signature in black ink, appearing to read "T Hanson", with a long horizontal line extending to the right.

Thomas Hanson

TOWN OF EXETER, NEW HAMPSHIRE

10 Front Street Exeter, NH 03833

Phone: 778-0591 Fax: 772-4709

Application for Use of Town Facility (incomplete applications will not be accepted)

Facility Requested: Wheelwright Room ___ Nowak Room ___ Bandstand ___
Town Hall Main Floor ___ Town Hall with stage use X

APPLICATION DATE: 3-26-12

APPLICANT INFORMATION:

Name: "Sandy" Martin Street: 127 Water Street
Town/State/Zip: Exeter, NH 03833 Phone: 603-778-0822 Cell: ___

ORGANIZATION INFORMATION:

Name: Exeter Theater Co. aka TOKA Street: Water Street
Town/State/Zip: Exeter, NH 03833 Phone: 603-770-6290 (cell)

RESERVATION INFORMATION:

Type of Event/Meeting: Seacoast Idol Date: Sunday June 10th } Need access June 8th/9th for set-up!
Time of Event: From Noon on # of tables: TBD # of chairs: TBD

For Town Hall use only: Is set-up/breakdown needed? TBD If yes, you must contact Kevin Smart, Maintenance Superintendent at 773-6162 in advance of your event.

List materials being used for this event: Sandwich Board on handing - Signage
Are you serving food/beverages? outdoors Description: Soft drinks + light fare

REQUIREMENTS:

CLEANING DEPOSIT: A cleaning deposit of \$100 is required of any user serving food or beverages. If the Town agrees after use that the building was cleaned in a totally acceptable manner, the deposit fee will be returned to user.

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 and the Town of Exeter must be listed as additional insured.

RENTAL FEE: for Town Hall use is \$75.00 per day, a payment of \$250 may be required for use of main floor & stage for more than a single day. You may request a waiver of the rental fee in writing. limited use... we request a waiver due to the Exeter Theater Company's Non-Profit Status

KEYS: If you need to access a town building after normal business hours, you need to sign-out a key for that facility at the Reception desk at the Town Office during normal business hours up to 24 hours before your event (with the exception of Sunday events). There is no other option for obtaining a key to a facility except at the Town Office during normal business hours.

Applicant please sign below acknowledging receipt of and agreement to all rules, regulations & requirements pertaining to use of a town facility

Applicant Signature: [Signature] Date: 3-26-12

As authorized by the Board of Selectmen/Designee:

Board of Selectmen/Designee Date: ___

bldg use revised 5-11



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
11/10/2011

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER DeMeritt Agency, Inc. 6 Center Street Exeter NH 03833	CONTACT NAME: Linda Marshall	
	PHONE (A/C No. Ext): (800) 536-4080	FAX (A/C No.): (603) 772-8339
E-MAIL ADDRESS: lmarshall@crossagency.com		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A: Massachusetts Bay Ins Co		22306
INSURER B: Hanover Insurance Group, Inc.		22292
INSURER C:		
INSURER D:		
INSURER E:		
INSURER F:		

COVERAGES CERTIFICATE NUMBER: **CL11111056704** REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY			ODV8853503	12/7/2011	12/7/2012	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY	X					DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person) \$ 5,000
							PERSONAL & ADV INJURY \$ 1,000,000
	GENERAL AGGREGATE \$ 2,000,000						
GEN'L AGGREGATE LIMIT APPLIES PER:							PRODUCTS - COMP/OP AGG \$ 2,000,000
<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC							\$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS						BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS						PROPERTY DAMAGE (Per accident) \$
							\$
	UMBRELLA LIAB						EACH OCCURRENCE \$
	EXCESS LIAB						AGGREGATE \$
	DED						\$
	RETENTION \$						\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			WZV9030828	2/5/2011	2/5/2012	WC STATUTORY LIMITS
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)		N/A				E.L. EACH ACCIDENT \$ 500,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$ 500,000
							E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
Refer to policy for exclusionary endorsements and special provisions. American Idol Audition
5/12-13/2012, Exeter Town Hall. Certificate to be updated at 2/5/12 Workers Comp renewal term.

CERTIFICATE HOLDER sandym@mfe.com Town of Exeter 10 Front St Exeter, NH 03833	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE Linda Marshall/SF4 <i>Linda Marshall</i>



Application for Use of Town Facility

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

Faxed #: 603-772-4709 or emailed: townmgr@town.exeter.nh.us

Facility Requested: Town Hall (Main Floor) ^{independent weather} Town Hall Stage Bandstand

Representative Information:

Name: Charles MacDougal Address: ? School St.
Town/State/Zip: Exeter, NH. 03833 Phone: 772-4967
Email: _____ Date of Application: _____

Organization Information:

Name: Exeter Brass Band Address: Same
Town/State/Zip: Same Phone: _____

Reservation Information:

Type of Event/Meeting: Band Concerts Date: July 29
Times of Event: 7:30 - 9:20 PM # of tables: _____ # of chairs: 35

List materials being used for this event: _____

Will food/beverages be served? No Description: _____

Requirements:

Cleaning Deposit: A cleaning deposit of \$100 is required of any user serving food or beverages. If the town determines after use that the building acceptably cleaned, the deposit fee will be returned to 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.

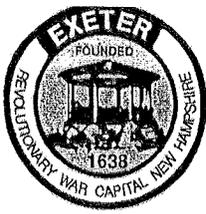
Applicant signature: Charl MacDougal Date: 3/30/12

Authorized by the Board of Selectmen/Designee: _____ Date: _____

Office Use Only:

Liability Insurance: On file In-process Will receive by _____

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



Application for Use of Town Facility

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

Faxed #: 603-772-4709 or emailed: townmgr@town.exeter.nh.us

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

Representative Information:

Name: Brendan Kelly Address: 17 Ayer Circle
Town/State/Zip: Seabrook, New Hampshire 03874 Phone: 603-474-8283
Email: brendanfk@comcast.net Date of Application: April 5, 2012

Organization Information:

Name: Libertarian Party of New Hampshire Address: PO Box 5293
Town/State/Zip: Manchester, New Hampshire 03108 Phone: 800-559-5764

Reservation Information:

Type of Event/Meeting: Seacoast Annual Freedom Expo Date: April 28, 2012
Times of Event: 10am-10pm # of tables: 8-12 # of chairs: 100+
List materials being used for this event: tables, banners, brochures, handouts, stickers
Will food/beverages be served? no Description: not applicable

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 acceptably cleaned, the deposit fee will be returned to 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.

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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: *Brendan Kelly* Date: 4/5/12

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

April 5, 2012

To Whom It May Concern:

We are requesting the use of the Exeter Town Hall facility for April 28th, 2012, for the Seacoast Annual Freedom Expo. The purpose of this free entrance event is to educate members of the public on both early American history and matters of public policy, namely:

1. presumption of innocence
2. common law rights
3. the Bill of Rights and the controversies surrounding its enactment
4. contemporary interpretation of said rights by the courts
5. the legislative process in New Hampshire and other New England states
6. drug policy, international affairs, and other matters of current discussion

For this purpose, we intent to offer speakers, panel discussions, workshops, and lively debate covering those matters that interest the inhabitants of New Hampshire who may be interested in the process, but may not otherwise have time to transit to Concord during the week to see the process in person. In particular, we would like to give the average listener a better understanding of the present state of the law in New Hampshire and other New England states, both under Criminal Code and municipal statutes affecting the budget process for towns and cities.

As an educational event sponsored by a not for profit organization, we are requesting a waiver for the fee for this event. In addition, all who read this are cordially invited to attend the Seacoast Annual Freedom Expo on the 28th. While it is true that the LPNH is a prime sponsor of the event, the S.A.F.E. event is aimed primarily at educational intent, rather than discussion of any political campaign.

With Great Sincerity,



Albert: Abramson
Libertarian Party of N.H.
Vice-Chair (alternate)



Application for Use of Town Facility

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

Faxed #: 603-772-4709 or emailed: townmgr@town.exeter.nh.us

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

Representative Information:

Name: Katherine Roberts Address: 30 Linden St

Town/State/Zip: Exeter, NH 03833 Phone: 6032359893

Email: director@musicalarts.org Date of Application: 03/28/12

Organization Information:

Name: MusicalArts Address: 30 Linden St

Town/State/Zip: Exeter Phone: 6037784862

Reservation Information:

Type of Event/Meeting: student performance Date: 6/7/12

Times of Event: 3:00 # of tables: 0 # of chairs: 60

List materials being used for this event: _____

Will food/beverages be served? no Description: _____

Requirements:

Cleaning Deposit: A cleaning deposit of \$100 is required of any user serving food or beverages. If the town determines after use that the building acceptably cleaned, the deposit fee will be returned to 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: Katherine Roberts Date: 4/2/12

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

Town Facilities / Permits
Week of April 9, 2012

Date	Time	Facility/Permit	Group/Purpose
4/10	8-10am	Nowak Room	Planning Board Public Hearing
4/10	12-5pm	Nowak Room	Website Interviews
4/12	6:30-8:30pm	Town Hall	Exeter Farm's Homeowners
4/13	all day	Town Hall	Fiddler's Concert
4/14	all day	Auction	Lion's Club
4/14	8am-4pm	Block Parking Spaces	Project Prom/Graduation



Public Health Network

Greater Exeter Region Public Health Network

Serving: Brentwood, East Kingston, Epping, Exeter, Fremont, Hampton, Hampton Falls, Kensington, Kingston, Newfields, Newmarket, Newton, Nottingham, Raymond, Seabrook, South Hampton and Stratham

Greater Exeter Region Public Health Network 2012 Annual Update

Dear Chairman:

This letter serves to update you on the public health preparedness initiatives of the Greater Exeter Public Health Region. Your Fire Chief/Emergency Management Director and/or health officer is a member of our council and attends quarterly meetings. If you have any questions or comments, please refer to my contact information below. I enjoy working with your town representative in the preparation, response, and recovery of public health emergencies. A regional approach assures and strengthens regional and local emergency preparedness response capacities for both naturally and manmade events. In addition, it can help access additional public health resources in a more timely and organized manner.

The Greater Exeter Region Public Health Network is one of 14 public health regions in the state created to help the residents in our regions to prepare for, respond to and recover from public health emergencies. Each region has a coordinator who is funded through a Centers for Disease Control (CDC) and Prevention Preparedness and Response grant. The Town of Exeter accepted this grant for our region's first full-time coordinator. Mary Cook started work as the coordinator for the 17 towns in this region on May 1, 2011. Ms. Cook has worked in public health and health education for over twenty years and has her Master's in Education with an emphasis in Health Promotion and Wellness and is a Certified Health Education Specialist.

The focus of the coordinator's work is to:

- Ongoing improvements to the public health preparedness and response plans, which are integrated into the emergency operations plan of each town in the region; coordinate and/or participate in regional trainings and exercises related to public health preparedness.
- Oversee a Regional Coordination Council made up of government, health care, behavioral health, schools, nonprofit and community representatives to focus on public health preparedness issues.
- Establish and maintain a cadre of medical and non-medical volunteers through the Greater Exeter Region Citizen Corps unit (Community Emergency Response Team and Medical Reserve Corps).
- Assist in the coordination of resources and communication during public health emergencies through the Multi-Agency Coordination Entity (MACE); serve as a liaison between local entities and the State of New Hampshire, Division of Public Health Services.

Accomplishments 2009-2011:

The region focused primary on a mass vaccination campaign for H1N1, and included securing and managing three short-term grants from the CDC to help purchase clinical and administrative supplies; staff clinics; write and update public health response plans and start a volunteer group.

Additionally, the region:

- Conducted more than 35 H1N1 clinics across the region between November 2009-March 2010; providing vaccines to more than 2,500 residents in target groups.
- Developed a procedure to help towns with supportive care/medical needs sheltering.
- Secured grant funding to establish the Greater Exeter Citizen Corps, a group of medical and non-medical volunteers who support local responders during emergencies and promote emergency preparedness in their communities.
- Participated in trainings and exercises on food-borne illness; emergency preparedness; medical surge; volunteer management; and exercise evaluation and planning.
- Member of Exeter Hospital's emergency management team and medical surge subcommittee.
- A workshop on ticks, bed bugs and mosquitoes was held in Newmarket in September, 2010 for health officers and other partners in the Greater Exeter and Strafford County regions.
- Two workshops were well attended on using social media in emergencies.
- Two shelter workshops were conducted in February, 2012 that trained staff and volunteers to work at a shelter.

Activities and Priorities for 2012:

- Ongoing improvements to the regional mass health care plans through a regional committee with Exeter Hospital. These plans help to determine how to alleviate surge at the hospital during large-scale emergencies. In addition, plans for points of dispensing and how to dispense medications or vaccinations to first responders and the public is reviewed twice per year through a Technical Assistance Review (TAR) by state officials and the CDC. Each Region is given a score and the goal is to make improvements to the plan to increase the TAR score.
- Develop training and exercises for regional partners. Upcoming trainings include public information officer training, an Alternate Care Site exercise, and trainings on compassion fatigue and Psychological First Aid.
- Continue to develop agreements with strategic partners for services and use of facilities during public health emergencies.
- Continue to secure grant funds for the Medical Reserve Corps/Greater Exeter Citizen to fund a part-time volunteer coordinator who recruits, trains, and manages medical and non-medical volunteers. The MRC is working on establishing an Advisory Council and continues to provide community emergency response team training that is approved by the NH Fire Academy as well as other regional trainings with the Strafford County and Portsmouth Regions.

CONTACT INFORMATION: Mary Cook, M.Ed, CHES
Exeter Fire Department
20 Court Street, Exeter NH 03833
mcook@town.exeter.nh.us
603-418-6404



GREAT BAY MUNICIPAL COALITION

March 23, 2012

Thomas Burack, Commissioner
Department of Environmental Services
29 Hazen Drive; PO Box 95
Concord, NH 03302-0095

Harry T. Stewart, P.E., Director
NHDES Water Division
29 Hazen Drive; PO Box 95
Concord, NH 03302-0095

Re: Squamscott River Report

Dear Commissioner Burack and Mr. Stewart:

In accordance with the Memorandum of Agreement (MOA) between the Department and the Coalition, a detailed study of the Squamscott River was initiated. The final report is attached for your review. As demonstrated by the detailed monitoring and analysis conducted by HydroQual, with assistance from the Jackson Marine Laboratory, the DO regime of the Squamscott River is far more complicated than originally determined by the Department in its 2009 Numeric Nutrient Criteria for Great Bay (2009 Criteria Report). This new information confirms that periodic low DO and elevated algal growth does occur, but not as a direct result of elevated TN levels as originally assumed in the 2009 Criteria Report. The low DO occurs primarily when algal levels *decrease* and therefore less oxygen is pumped into the system from photosynthesis. High algal levels occur primarily as a result of greatly elevated algal levels discharged from the City of Exeter lagoon system. This external algal input skewed the dataset for this river system (in comparison to other tidal areas within the Great Bay system). This artifact, unique to the Squamscott River, made it wholly inappropriate for that data to be plotted along with data from other tidal areas of the bay to predict DO changes due to changing algal growth. Therefore, the Department's prior conclusions that (1) instream TN levels causing increased algal growth was the direct cause of periodic low DO readings in the river and (2) reducing algal levels and TN will achieve the 5 mg/l DO criteria were misplaced. Thus, this Squamscott River study confirms that the 2009 Criteria Report needs to be updated to be scientifically defensible.

We fully expect that DO will increase when the existing Exeter algal discharge is eliminated once the upgraded facilities are constructed. However, modeling the further effects of TIN reduction on the system is not practical at this time since the impact of TIN is masked by the high algal levels that artificially occur due to the lagoon

system. Once those system inputs are eliminated, and the system sediment oxygen demand has stabilized, it will be possible to accurately model the improvements that would be anticipated by reducing TIN levels from the Exeter WWTF discharge. Until that point, we suggest an adaptive management approach be utilized to institute common-sense improvements that will help to protect this system.

Please let the Coalition know if you have any questions regarding this report and whether the Department plans to update the 2009 Criteria Report to reflect this new information as required by the MOA.

Sincerely,

Dean Peschel for the Coalition

cc. Coalition Members
John C. Hall
Thomas Gallagher

MITCHELL MUNICIPAL GROUP, P.A.

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

RECEIVED

APR - 5 2012

TOWN OF EXETER

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

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

April 4, 2012

Michael Downing, Sheriff
Rockingham County Sheriff
101 North Road
Brentwood, NH 03833

Re: Service of Eviction Notices

Dear Sheriff Downing:

I enclose a service and a return copy of three eviction notices to be served on the following individuals:

Karen Brown, 151 Farm Lane, Seabrook

Michael Doan, 29 Hampton Road, Exeter

Heather Doan, 29 Hampton Road, Exeter

Would you please arrange for service on each of these individuals as soon as possible but in any event no later than April 13, 2012? Please then make your return and forward the same to me, along with your invoice, which I will promptly pay.

Thank you for your assistance and please do not hesitate to contact me with any questions or concerns regarding the enclosed.

Sincerely,



Laura Spector-Morgan
laura@mitchellmunigroup.com

Enc.

cc: Russell Dean, Town Manager, w/o enc.
Richard Kane, Police Chief, w/o enc.

Memo

To: Town Manager, Board of Selectmen
From: Assistant Fire Chief Berkenbush *ZED*
CC: File
Date: April 6, 2012
Re: Mosquito Control

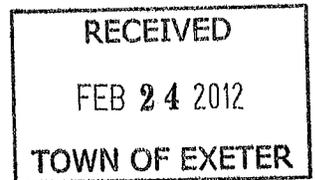
Once again it is time to start mosquito control in Exeter. Municipal Pest Management will be providing the service. Municipal Pest Management has worked in the Town of Exeter for over 25 years. In that time no one has become ill and we have never had a major complaint about this company. They are a sole source company. They currently hold a permit from the State of New Hampshire for the application of pesticides for the Town of Exeter. The DPW and the Health Department are conducting meetings with Mike Morrison from Municipal Pest Management to look at combining services and other maintenance items as a way of reducing costs for both departments. If you have any questions please feel free to contact me.



Town of Epping

157 Main Street
Epping, New Hampshire 03042-2440

Telephone (603) 679-5441
Fax # (603) 679-3302



February 22, 2012

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

Dear Mr. Dean:

We have recently reviewed our perambulation file and discovered that we are out of compliance with R.S.A. 51:2, in that a perambulation of town lines must be conducted every seven (7) years forever. Our records indicate that the last perambulation was completed in 1995.

The Board of Selectmen has appointed Mr. Gerald B. Langdon to act in the stead of the Board of Selectmen in completing this project. I ask that you kindly contact me so that we can coordinate a time to commence the perambulation.

You may call me at your convenience at, 679-5441, extension 22.

Sincerely,

Gregory C. Dodge
Town Administrator

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APR - 5 2012
TOWN OF EXETER

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

April 4, 2012

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

www.nhprimex.org

Fax Numbers

Claims
(603) 228-3833

Education, Training & Consulting
(603) 228-3905

Primex³ Finance & Health
(603) 226-6903

Member Services/
Risk Management Services
(603) 228-0650

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

RE: Eligibility for Risk Pool Practices Agreement

Dear Russell:

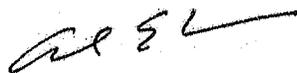
We recently announced that we entered into a Risk Pool Practices Agreement with the New Hampshire Secretary of State that includes a return to our members over the next few years through Premium Holiday. Premium Holiday is the Secretary of State's preferred methodology for returning risk pool surplus, and Primex³ has agreed to return its surplus in this manner. The Secretary of State's authority over risk pools began on June 29, 2009. The parties to the Risk Pool Practices Agreement determined that this return of surplus would be available to an eligible entity participating in a qualifying coverage program. The eligible entity must have been a Primex³ member on June 29, 2009, and has continued membership through the date of future Premium Holidays.

Members that joined Primex³ after June 29, 2009, left Primex³ prior to June 29, 2009, or leave Primex³ prior to a Premium Holiday are not eligible for this return of surplus. This phased return of surplus is specifically for members who participated in the Workers' Compensation Program.

The coverage in the Primex³ Workers' Compensation Program for the **Town Of Exeter** is effective **1/1/2012**. Therefore, the **Town Of Exeter** is not eligible for this phased return, but as part of our ongoing reserving practice, subsequent years of participation may be eligible for returns. Our partnership and mutual commitment to risk management will certainly make the odds of future returns higher, and our history has demonstrated that attentive risk management throughout the pool creates opportunities for returns. In addition, as our programs continue to grow in membership and each member commits to best practices, chances of subsequent year returns will become more likely.

Please let us know if you have any questions. We appreciate your continued trust and commitment.

Sincerely,



Carl Weber
Director of Member Services