

**Exeter Board of Selectmen Meeting
Monday, September 24th, 2012, 6:40 p.m.
Nowak Room, Town Office Building
10 Front Street, Exeter, NH**

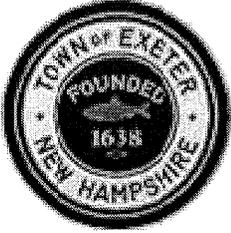
BUSINESS MEETING TO BEGIN AT 7:00 P.M.

1. Call Meeting to Order
2. Board Interview: Arts Committee, EDC
3. Public Comment
4. Minutes & Proclamations
 - a. Regular Meeting: September 10th, 2012
5. Appointments
6. Discussion/Action Items
 - a. New Business
 - i. Request Use of Recreation Impact Fees
 - ii. Gilman Park Deed
 - iii. Review Bow Street Lot Design
 - iv. Welfare Guidelines Update
 - v. FY13 Budget Update
 - b. Old Business
 - i. Victoria Arlen Parade Update
7. Regular Business
 - a. A/P and Payroll Manifests
 - b. Budget Updates
 - c. Tax Abatements & Exemptions
 - d. Water/Sewer Abatements
 - e. Permits
 - f. Town Manager's Report
 - g. Legislative Update
 - h. Selectmen's Committee Reports
 - i. Correspondence
8. Review Board Calendar
9. Non Public Session
10. Adjournment

Matt Quandt, Chairman
Board of Selectmen

Posted: 9/21/12 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.



Town of Exeter
Boards, Commissions & Committees
Appointment Application

Committee Selection:

1st Choice: EXETER ARTS COM. 2nd Choice: _____

Name: LAUREN CHUSLO-SHUR

Address: 24 CHESTNUT ST.

Email: lcshur@comcast.net

Phone: 778-9170 Cell: _____

Please describe your interest in serving on this committee.

I'VE BEEN PARTICIPATING IN SHOWS, HELPING OUT FOR THE LAST 3 YRS. AND NOW THAT I LIVE IN EXETER, I'D LIKE TO MAKE IT OFFICIAL AND LEND MORE ASSISTANCE

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

I'M AN EXHIBITING MEMBER & ON THE BOARD OF DIRECTORS AT SEACOAST ARTIST ASSOC, WHERE I DO MUCH OF THE MARKETING. I'M ALSO A GRAPHIC ARTIST & FORMER JOURNALIST, INCLUDING DOING SPOTLIGHT MAG. AND PORTSMOUTH HERALD FEATURES EDITOR.

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

NO

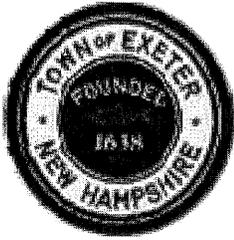
Are you aware of the meeting schedule and able to commit to attending regularly? YES NO

After submitting this application for appointment to the Town Manager:

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

Signature: Lauren Chuslo Shur Date: 9/12/12

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



Town of Exeter
Boards, Commissions & Committees
Appointment Application

Committee Selection:

1st Choice: Exeter Economic Dev. Commission 2nd Choice: _____

Name: David Hampson

Address: 23 Stonewall Way, Exeter, NH 03833

Email: dhampson@crossagency.com

Phone: 603-778-7304 Cell: 603-502-6730

Please describe your interest in serving on this committee.

As a businessman and resident of Exeter, I am interested in promoting economic development and growth in our town. Having grown up in Exeter, I have strong ties to the community.

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

- I'm currently the Branch Manager of Cross Insurance - Exeter
- I'm on the board of the Exeter Area Lions Club & NH Real Estate Investors Association
- I'm an Ambassador for the Exeter Area Chamber of Commerce

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

No

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

After submitting this application for appointment to the Town Manager:

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

Signature: David Hampson Date: 2/16/12

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

BOARD OF SELECTMEN DRAFT MINUTES SEPTEMBER 10, 2012

1. Call Meeting to Order

Chairman Matt Quandt reconvened the Board at 7:05 pm in the Nowak Room of the Town Offices after an interview for a budget committee member in the Wheelwright Room. Other members of the Board present were Selectman Frank Ferraro, Vice Chairman Don Clement, Selectman Dan Chartrand and Selectwoman Julie Gilman. Town Manager Russell Dean was also present.

2. Board Interview: Budget Recommendations Committee

Mr. Quandt noted that the meeting was starting a little late because the Board had interviewed Robert Wentworth at 6:50 p.m. for the Budget Recommendations Committee just prior to tonight's regular business meeting.

3. Public Comment

Kathy Corson requested that the Town plan a parade to honor Victoria Arlen who recently won a gold medal and 3 silver medals in swimming at the Paralympic Games in London. Mr. Ferraro said he had planned to also recommend an event in honor of Ms. Arlen. Mr. Dean agreed and said discussions for the event will begin soon and he will provide updates. Ms. Corson offered her assistance in coordinating the event.

4. Minutes & Proclamations

- a. Regular meeting: August 20, 2012 – Mr. Chartrand moved to accept the minutes as written, seconded by Mr. Clement. Motion carried.
- b. Regular meeting: August 27, 2012 – Mr. Chartrand moved to accept the minutes as written, seconded by Ms. Gilman. Motion carried.

5. Appointments

Mr. Clement reported, as noted above, that the Board had interviewed Robert Wentworth for a position on the Budget Recommendations Committee. Mr. Chartrand moved to appoint Mr. Wentworth to the Budget Recommendations Committee for the 2012-2013 term, seconded by Ms. Gilman. Motion carried.

6. Discussions/Action Items

a. New Business

i. Disband Energy Committee

Ms. Gilman explained that the mission of the committee to find energy saving methods in the municipal buildings has been achieved working with the DPW. The Energy Committee hasn't had a quorum to meet for some time so Ms. Gilman moved to disband this committee, Mr. Ferraro seconded with the caveat that a new Energy Committee can be created in the future. Ms. Gilman amended her motion to include future Energy Committees, Mr. Ferraro seconded. Motion carried.

ii. Gilman Park Transfer

Mr. Dean said the closing date for this transfer is scheduled for September 19, 2012. Mr. Dean noted that Donahue Tucker and Ciandella requested that the Town pay a portion of the legal fees for the transfer. The amount to be paid will be in the range of \$3,000.00-4,7000.00 and the funds will come from the legal budget. Mr. Dean will determine if the Town will receive a Warranty Deed at the closing.

There was discussion to clarify the order of the easement and transfer of property to the Town. Mr. Ferraro referred to the last section on page 2 of the Conservation Easement Deed which stated "conveyance of the Park to the Town of Exeter, subject to the within Conservation Easement".

Mr. Chartrand moved to authorize the completion of the transfer of Gilman Park to the Town of Exeter from the Gilman Park Trustees subject to the conditions documented in the 2008 warrant article 34 to include an easement on the property held by the Southeast Land Trust of New Hampshire. Ms. Gilman seconded the motion. Motion carried.

Mr. Clement acknowledged that Gilman Park is a wonderful asset to the Town of Exeter. Trustees have served as stewards of the property since 1892 and the Board extends thanks to both the current and past Trustees.

b. Old Business

i. Bid Award: Ambulance

Assistant Fire Chief Berkenbush provided the Board with information on the bids received and his recommendation for Sugarloaf Ambulance for a PL Custom ambulance. The bid from Sugarloaf is \$178,756.00 which is the lowest of the four received. Chief Berkenbush also provided the Overview of Manufacturer's Warranties for the vehicle. It was determined that the expenditures for the ambulance would come from the Revolving Fund.

Mr. Clement moved that the Board accept the bid from Sugarloaf Ambulance for the new vehicle in the sum of \$178,756.00. Ms. Gilman seconded. Motion carried.

Mr. Ferraro pointed out that, although the lease start date is in September 2012, the first payment is due in January 2013. Mr. Ferraro moved that, in accepting the lease terms, \$61,883.00 from the Revolving Fund, Year 2013, would be used to pay for the first year of the lease agreement. Ms. Gilman seconded. Motion carried.

ii. Town Seal Policy

Mr. Dean said the policy has been revised to describe the official town seal colors as they appear on the seal in the Nowak Room. Dr. Dean then read the revised description to the Board. Mr. Ferraro moved to accept the seal as now described in the policy. Mr. Clement seconded. Motion carried.

iii. Volunteer of the Year

Mr. Ferraro suggests that the Town create a Municipal Volunteer of the Year Award Program. He had provided Mr. Dean with information from the NH Local Government Center on NH programs. Mr. Dean drafted a policy for such a program for the Town of Exeter which the Board reviewed. The following changes to the draft policy were recommended:

- Anyone from the Town of Exeter may submit a nomination
- The nominee will be recognized for the work they performed in the prior year only, i.e., the January 2013 recipient will be recognized for work performed in 2012

Mr. Dean will make the requested changes to the draft policy and return it to the Board at the next meeting.

7. Regular Business

a. A/P and Payroll Manifests

Mr. Chartrand moves a 9/7/12 accounts payable warrant in the amount of \$15,000.00 for NH municipal bonds. Ms. Gilman seconded. Motion carried.

Mr. Chartrand moves a 8/31/12 accounts payable warrant in the amount of \$58,565.92 for Citizens VISA charges. Ms. Gilman seconded. Motion carried.

Mr. Chartrand moves an accounts payable warrant check in the amount of \$258,627.40 for Fire Department uniforms and water meter repairs. Ms. Gilman seconded. Motion carried.

Mr. Chartrand moves 9/5/12 payroll warrant checks in the amount of \$170,570.86. Mr. Ferraro seconded. Motion carried.

Mr. Chartrand moves 8/29/12 payroll warrant checks in the amount of \$104,959.41. Mr. Clement seconded. Motion carried.

Mr. Ferraro noted that, while it has been the practice of the Board to authorize the Treasurer to issue checks prior to Board review of those released funds, there is no written policy stating this is the process in place. Since checks are cashed before Board approval, he suggested that a written policy would be helpful to those involved in the process in the future. Mr. Dean will draft a policy for this procedure.

b. Budget Updates

Mr. Dean reported that, in addition to regular budget items such as health insurance and payroll, another item is improving the GIS system; a user group has been meeting to discuss updates. Other proposed items involve smaller capital items such as improving Swasey Parkway with more benches, more bike racks through Parks & Recreation, and exploring a Code Red system with which the Town can make calls to the public during storm emergencies and other potentially dangerous events.

c. Tax Abatements & Exemptions

Mr. Chartrand moved that the Town Manager collect \$132.87 for timber taxes concerning Map Lot 30-2, Mr. Clement seconded. Motion carried.

d. Water/Sewer Abatements – none

e. Permits

Mr. Dean said a yard sale permit had been received from the Women's Club scheduled for 9/22/12 in the Town Hall. This request has been granted numerous times in past years. Mr. Clement moved to grant the permit, Mr. Ferraro seconded. Motion carried.

Mr. Quandt noted that the Board had received a complaint about a primary voting sign posted in town that directed voters to bring their ID. Mr. Quandt confirmed that an ID is not need for the primary vote on 9/11/12 but IDs will be required for the general election.

f. Town Manager's Report

Mr. Dean reported that the Assessors have completed the MS1 form for 2012. The town evaluation was up \$14M from last year so the Assessors will research the details of that increase. Mr. Dean provided copies to the Board of the revised Department of Revenue form and said the form can now be files online.

Two employees who have been out on medical leave will be returning to work: Jennifer Perry and Sue Benoit. Mr. Dean thanked Paul Vlasich for his efforts and contributions while Ms. Perry who out and extended thanks also to all those who offered to help in Ms. Benoit's absence.

The 277 Water Street interceptor project is proceeding well; there is less water coming out than expected. Mr. Chartrand commended the Town Manager and Mr. Quandt for their great work with the Water Street interceptor project. He extended thanks for their rescue of the project plus saving the Town over \$300K.

Congratulations to the Blue Hawks Varsity football team in their victory over the Pinkerton team.

Mr. Dean has contacted the Christmas parade committee representative to honor Victoria Arlen in addition to an event for her at the Fall Festival. Mr. Ferraro suggested that the event honoring Ms. Arlen at the Fall Festival be a stand-alone event so it is not overshadowed by all the other Festival activities. He also suggested contacting the Governor to request that October 13th be proclaimed Victoria Arlen Day. Mr. Dean said there are a variety of events in the works to honor Ms. Arlen.

Mr. Dean reported there was one bid for the surplus mower despite advertisements on the website and in the newspaper. The bid is from Jay Perkins for \$350.00. Mr. Dean recommended sending the bid information to the Park & Recreation Department for review, Ms. Gilman seconded. Motion carried.

g. Legislative Update – no updates

h. Selectmen's Committee Reports

Mr. Ferraro reported that the Water/Sewer Committee is meeting on 9/12 at 6:30pm and the Planning Board will meet on 9/13 at 7pm. Mr. Ferraro requested to remember those lost on 9/11 on the morning of September 11, 2012.

Mr. Clement provided a packet that documents the questions and comments from the Town submitted to the River Study Committee and asked that the Board review this information. The River Study Committee will be at the next Board meeting. Ms. Gilman asked about the final River Study Committee report. Mr. Clement that the final *draft* report will be available in November and discussed in December. The Conservation Commission will meet on 9/11 and the Rockingham planning Commission meets on 9/12 at 7pm at the Library. There will be a presentation on plans for Portsmouth Ave.

Mr. Chartrand attended a Swasey Trustees meeting as a Board liaison. He stated the Trustees are very active and have many projects under consideration, including reviewing fees, fee structuring, their rules and regulations, and making improvements. He noted that the coordination between the Board and the Trustees is improving. Mr. Dean reported that a for-profit organization has plans to use Swasey Park so they have been notified that they must submit an application to the Swasey Trustees.

i. Correspondence

- o Note from Debbie Hill of Seacoast Family Promise thanking the Town for their support

- Letter from Regional Economic Development Center to Sylvia von Aulock thanking the Town for the projects submitted to them
- Email from Pamela Gjettum on their successful UFO day and thanking town employees for their help with the set up and the clean up
- Request from Tony Loch to place a marker on his family grave; he provided a copy of the marker. Ms. Gilman moved to approve the marker and its placement as presented by Mr. Loch, Mr. Chartrand seconded. Motion carried.
- Letter from Nelson Kinder & Mousseau on the UNH Eelgrass Monitoring Program for Great Bay Estuary
- Letter from Mr. York, President of the Exeter Sportsman's Club notifying the Board that the ESC has submitted a request to the Planning Board for improvements to be made. Mr. Clement noted that the ESC had been asked to submit their plans to the Planning Board. The Board will review the materials provide with Mr. York's letter and Mr. York will be invited to attend a Board meeting in a few weeks.

8. Review Board Calendar

The next meeting of the Board is scheduled for September 24, 2012. Mr. Chartrand said an email from Don Woodward was received late in the day which requests advice from the Board. Mr. Woodward was present and agreed that his request could be in the packet at the next Board meeting on 9/24. Mr. Dean mentioned a letter had been received from Brian Schwartz asking the Town honor Victoria Arlen with a parade.

9. Adjournment

Mr. Chartrand moved to go into non public session for legal matters. Mr. Clement seconded. Roll call vote: unanimous.

The Board emerged from non public session. Selectwoman Gilman moved to adjourn, seconded by Selectman Clement. The Board stood adjourned at 8:30 p.m.

Respectfully submitted,

Chris deZarn-O'Hare
Recording Secretary



TOWN OF EXETER, NEW HAMPSHIRE

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

www.town.exeter.nh.us

September 18, 2012

TO: Russ Dean
Board of Selectmen

FROM: Mike Favreau

RE: Use of Impact Fees

We have explored a more permanent solution to the pool bathhouse floors. Every spring we clean them and paint them, only to find it starts to wear off in 2-3 weeks. This summer we had 15,000 paying customers and counting the camp, swim lessons and rentals we have 30,000 people through the door.

We have found that the spring brings iffy weather and when the weather warms up the building “sweats” until the walls warm up. This gives us a very short window to get the work done. I have included two estimates for work. One is for quartz flooring but they only plan to pressure wash the floor. This estimate is for \$8834.00. The second estimate is for \$9613.00 but they plan on shot blasting the floor to get the old paint off and rough it up. I have also talked to Kevin Smart and he indicated that a painting contractor he uses has given him a price a while back but could not match what we have.

I would like to propose using \$8231.00 in impact fees currently in the account and make up the difference of \$1382.00 with our parks budget funds. This would allow us to go with the higher bid this fall while the weather is good. The contractor Associated Concrete Coatings has been the contractor for our pool painting for two different occasions and they do good work and are local.



TOWN OF EXETER, NEW HAMPSHIRE

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

www.town.exeter.nh.us

September 18, 2012

TO: Russ Dean
Board Of Selectmen

FROM: Mike Favreau

RE: Excess Pump

We are in the process of finishing up the filter replacement at the pool. The project ran into a few extra expenses. We found two loose fittings under the filter room floor that accounted for the main leaks and that was corrected and not totally planned for. We also found the removal of the old filter tank to be much more of a challenge taking the welders much longer to cut it out and remove it. We estimate it weighed over 3 tons.

All that said we now have the "old" pump that was replaced last June after a power surge knocked it out (insurance covered this). It is a 10 HP 3 Phase pump that can move over 400 GPM. I offered it to the Water Department and they have no need. I would like to have it declared excess so we could find a buyer. This pump will not fit into the new system (too small). I will put the pump on our New England Parks Association email network to see if there is a town that could use it.

THIS IS A NON-CONTRACTUAL TRANSFER; NO TRANSFER TAX
DUE PURSUANT TO NH RSA 78-B:2-I

WARRANTY DEED

KNOW ALL MEN BY THESE PRESENTS, that **JOANNA J. PELLERIN, MARTHA M. PENNELL, PETER A. SMITH and HARRY B. THAYER III, TRUSTEES OF GILMAN PARK**, with an address of c/o Joanna Pellerin, 175 High Street, Exeter, New Hampshire 03833, grant to the **TOWN OF EXETER**, a New Hampshire municipal corporation, with an address of 10 Front Street, Exeter, County of Rockingham, State of New Hampshire 03833, with **WARRANTY COVENANTS**, the following described premises, located in the Town of Exeter, County of Rockingham and State of New Hampshire:

SEE **EXHIBIT "A"** ATTACHED HERETO AND MADE A PART HEREOF.

Meaning and intending to describe and convey the same premises conveyed in the following Deeds, no matter how otherwise described:

i) Deed of Daniel Gilman to George E. Street, George W. Clark, William H.C. Follansby, Henry A. Shute, and William P. Chadwick, Trustees, dated July 8, 1892, recorded at the Rockingham County Registry of Deeds at Book 528, Page 453; and

ii) Deed of Lester A. Thompson and Muriel G. Thompson to Lewis C. Swain, Herman L. Smith, Edwin Winter Eastman, Roger P. Sloan, and Henry W. Shute, as Trustees of Gilman Park, dated May 10, 1962, recorded in said Registry of Deeds at Book 1624, Page 461.

See also Court Order in the matter of Joanna Pellerin, Trustee of Gilman Park Trust v. Attorney General of the State of New Hampshire (Director of Charitable Trusts), filed prior hereto in the NH 10th Circuit Court- Probate Division-Brentwood, Docket No. 318-2011-EQ-00477.

Subject to the matters shown and noted on Plan No. D-26827 referred to herein on Exhibit A.

Subject to the terms of a Conservation Easement Deed granted by the Trustees of Gilman Park to Southeast Land Trust of New Hampshire, dated _____, and recorded in said Registry of Deeds herewith, and as shown and noted on plan entitled, "Revised Conservation Easement Plan of Gilman Park Exeter, New Hampshire Assessor's Parcel 83-19 for The Trustees of Gilman Park," prepared by James Verra and Associates, Inc., dated May 22, 2012, recorded herewith in Rockingham County Registry of Deeds as Plan No. _____.

PURSUANT TO RSA 564-A:7, II, the undersigned Trustees, as Trustees of Gilman Park, have full and absolute power to convey any interest in real estate and improvements thereon held in said Trust, and no purchaser or third party shall be bound to inquire whether the Trustees have said power or are properly exercising said power, or to see to the application of any trust asset paid to the Trustees for a conveyance thereof.

The undersigned Trustees, upon oath, do depose and say that the said Trust is in full force and effect; that the same has not been amended, altered, dissolved or liquidated; that the said Trust is in good standing in the State of New Hampshire; and that they are the sole Trustees of said Trust.

EXECUTED this 19th day of Sept., 2012.

TRUSTEES OF GILMAN PARK

K. Bonnell
Witness

Joanna J. Pellerin
Joanna J. Pellerin

[Signature]
Witness

Martha M. Pennell
Martha M. Pennell

K. Bonnell
Witness

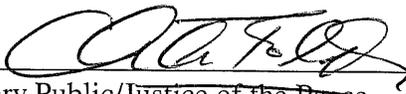
Peter A. Smith
Peter A. Smith

K. Bonnell
Witness

Harry B. Thayer, III
Harry B. Thayer, III

STATE OF NEW HAMPSHIRE
COUNTY OF ROCKINGHAM, ss

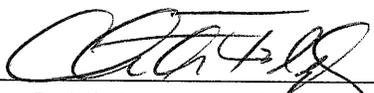
On this 19th day of Sept., 2012, before me, personally appeared **Joanna J. Pellerin**, Trustee of Gilman Park, known to me or satisfactorily proven to be the individual whose name is subscribed to the within instrument and acknowledged that she executed the same for the purposes therein contained.



Notary Public/Justice of the Peace
Printed Name: Christine A. Foley
My Commission expires: 8/19/14

STATE OF NEW HAMPSHIRE
COUNTY OF ROCKINGHAM, ss

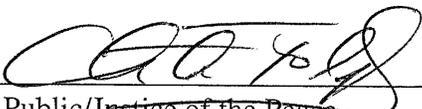
On this 19th day of Sept., 2012, before me, personally appeared **Martha M. Pennell**, Trustee of Gilman Park, known to me or satisfactorily proven to be the individual whose name is subscribed to the within instrument and acknowledged that she executed the same for the purposes therein contained.



Notary Public/Justice of the Peace
Printed Name: Christine A. Foley
My Commission expires: 8/19/14

STATE OF NEW HAMPSHIRE
COUNTY OF ROCKINGHAM, ss

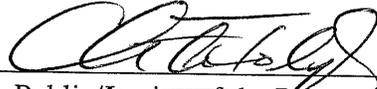
On this 19th day of Sept., 2012, before me, personally appeared **Peter A. Smith**, Trustee of Gilman Park, known to me or satisfactorily proven to be the individual whose name is subscribed to the within instrument and acknowledged that she executed the same for the purposes therein contained.



Notary Public/Justice of the Peace
Printed Name: Christine A. Foley
My Commission expires: 8/19/14

STATE OF NEW HAMPSHIRE
COUNTY OF ROCKINGHAM, ss

On this 19th day of Sept., 2012, before me, personally appeared **Harry B. Thayer, III**, Trustee of Gilman Park, known to me or satisfactorily proven to be the individual whose name is subscribed to the within instrument and acknowledged that she executed the same for the purposes therein contained.



Notary Public/Justice of the Peace

Printed Name: Christin A. Foley

My Commission expires: 8/19/14

Accepted by the Town of Exeter, pursuant to the Town's adoption of Article 34 at the balloting session of the Town Meeting on March 11, 2008.

TOWN OF EXETER
By Its Board of Selectmen

Witness

Matthew Quandt, Chairman

Witness

Donald Clement, Vice Chairman

Witness

Daniel W. Chartrand, Clerk

Witness

Julie Gilman

Witness

Frank Ferraro

STATE OF NEW HAMPSHIRE
COUNTY OF ROCKINGHAM, ss

On this ____ day of _____, 2012, before me, personally appeared **Matthew Quandt, Donald Clement, Daniel W. Chartrand, Julie Gilman and Frank Ferraro**, all Selectmen of the Town of Exeter, known to me or satisfactorily proven to be the individuals whose names are subscribed to the within instrument, and acknowledged that they executed the same for the purposes therein contained.

Notary Public/Justice of the Peace

Printed Name: _____

My Commission expires: _____

S:\GA-GLGILMAN PARK\REAL ESTATE\DEED TO TOWN OF EXETER.DOC

EXHIBIT A

A certain tract or parcel of land known as "Gilman Park," located in the Town of Exeter, County of Rockingham and State of New Hampshire, depicted as **Lot 83/19** on plan entitled, "Plat of Land Gilman Park Bell Avenue & Crawford Avenue Exeter, New Hampshire for Trustees of Gilman Park," prepared by James Verra and Associates, Inc., dated 7/17/98, recorded in Rockingham County Registry of Deeds as Plan #D-26827, being more particularly bounded and described as follows:

Beginning at a concrete bound at the southerly corner of the within-described Lot 83/19 along the easterly sideline of Bell Avenue, as shown on said Plan; thence running along Bell Avenue in the following five (5) courses and distances:

N 51° 12' 01" E a distance of 53.02 feet to an iron rod & cap; thence
N 5° 33' 02" W a distance of 114.60 feet to an iron rod & cap; thence
N 13° 49' 33" W a distance of 41.37 feet to an iron rod & cap; thence
N 32° 55' 49" W a distance of 42.36 feet to an iron rod & cap; and
N 41° 04' 17" W a distance of 280.42 feet to an iron rod & cap;

thence turning and running, still along Bell Avenue, on a curve to the left having a radius of 200.00 feet and a length of 60.11 feet, to an iron rod & cap; thence running N 84° 30' 08" W a distance of 130.54 feet to an iron pipe; thence turning and running N 20° 28' 13" W a distance of 46.99 feet to an iron pipe at the westerly corner of the within described Lot, at the bank of Little River, as shown; thence turning and running in a generally northeasterly direction along the bank of Little River in the following three (3) courses and distances:

on a tie line of N 28° 31' 58" E a distance of 140.67 feet to a point; thence
on a tie line of N 23° 59' 37" E a distance of 103.35 feet to a point; and
on a tie line of N 13° 16' 24" E a distance of 214.64 feet to a point;

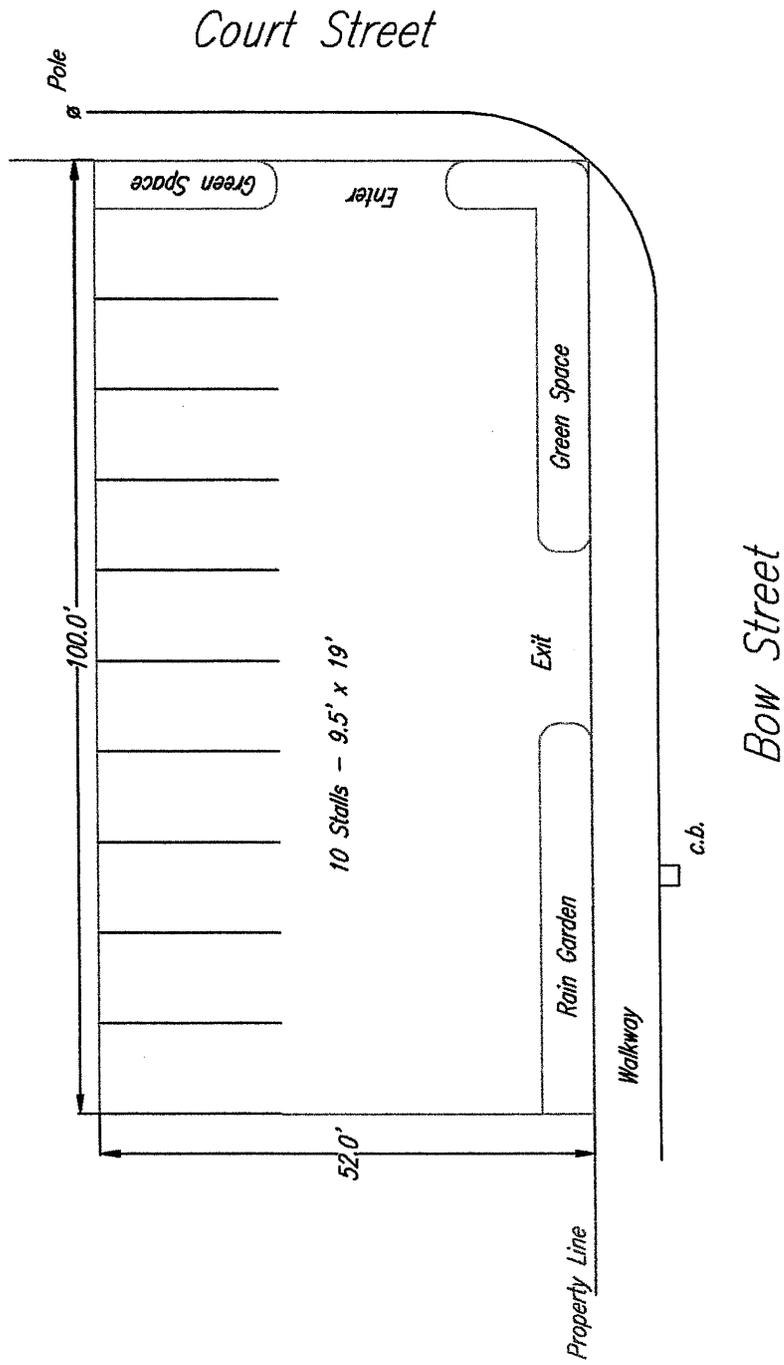
thence turning and running in a generally easterly direction, still along the bank of Little River, on a tie line of S 70° 16' 30" E a distance of 86.46 feet to a point; thence continuing on a tie line of S 73° 55' 32" E a distance of 205.13 feet to a point; thence continuing along said river bank in a generally northeasterly direction on a tie line of N 87° 01' 31" E a distance of 113.08 feet to a point; thence on a tie line of N 71° 44' 31" E a distance of 144.63 feet to a point along the bank of the Exeter River, as shown on said plan; thence turning and running in a generally southeasterly direction along the bank of the Exeter River in the following five (5) courses and distances:

on a tie line of S 36° 02' 18" E a distance of 285.26 feet to a point; thence
on a tie line of S 13° 13' 27" E a distance of 109.02 feet to a point; thence
on a tie line of S 88° 56' 52" E a distance of 97.09 feet to a point; thence
on a tie line of S 41° 49' 14" E a distance of 245.51 feet to a point; thence

on a tie line S 15° 24' 42" E a distance of 173.93 feet to a point at the easterly corner of the within-described Lot at land now or formerly of Phillips Exeter Academy, as shown; thence turning and running along said Phillips Exeter Academy land in the following five (5) courses and distances:

S 76° 10' 25" W a distance of 77.82 feet to a concrete bound; thence
S 76° 10' 25" W a distance of 128.95 feet to a point; thence
S 78° 03' 00" W a distance of 100.02 feet to a point; thence
S 76° 47' 00" W a distance of 270.15 feet to a point; thence
S 79° 43' 24" W a distance of 77.56 feet to a stone bound;

thence turning and running, still along said land now or formerly of Phillips Exeter Academy, S 13° 03' 38" W a distance of 52.33 feet to an iron rod & cap; thence turning and running, still along said Academy land, S 73° 57' 38" W a distance of 113.61 feet to a point at a concrete bound; thence continuing on a tie course N 78° 26' 41" E, a distance of 2.14 feet to a concrete bound at the southerly corner of the within-described Lot on the easterly sideline of Bell Avenue, being the point and place of beginning. Said Lot containing 14.14 acres, more or less, in accordance with said Plan.



Bow Street Parking - Conceptual View
1" = 20', 9/15/2012

Proposal

BELL & FLYNN, INC.

Bunker Hill Avenue
Stratham, New Hampshire 03885

Phone 778-8511 Fax 772-4396

Town of Exeter
Department of Public Works
Attn: Jay Perkins
13 Newfields Rd
Exeter, NH 03833

September 4, 2012

Pavement Improvements
former Getty parking lot
Court/Bow Sts., Exeter NH

Area Involved: Approx 600 SY

Work Involved:

- a) Adjust 1 manhole frame and cover to proposed finish grade
- b) Install Bituminous Concrete Pavement by machine method
- c) Install Bituminous Concrete Pavement by hand method

Price:

- | | |
|----------------|----------------------------------|
| a) \$250.00/EA | <u>Estimated</u> Quantity: 1 EA |
| b) \$72.90/T | <u>Estimated</u> Quantity: 100 T |
| c) \$113.00/T | <u>Estimated</u> Quantity: 10 T |

Total 8,670.00

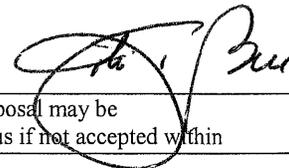
Notes:

- 1) Traffic Control as required to be provided by others.
- 2) Sawcutting/Milling of existing asphalt pavement as required to be performed by others
- 3) Adjustment of monitoring well casings to proposed finish grade to be performed by others
- 4) Sweeping of existing asphalt pavement prior to application of Bituminous Concrete Overlay to be performed by others

We propose hereby to furnish material and labor-complete in accordance with above specifications Payment to be made as follows:
Net 30. A finance charge of 1-1/2% (18%APR) will be applied to the unpaid balance after 30 days. The purchaser agrees to pay all costs and expenses of collection including reasonable attorney fee.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance

Signature



Note: This proposal may be
withdrawn by us if not accepted within _____ days.

Acceptance of Proposal-The above prices, specifications
And conditions are satisfactory and are hereby accepted. You are authorized
To do work as specified. Payment will be made as outlined above.

Date of Acceptance:

Signature:

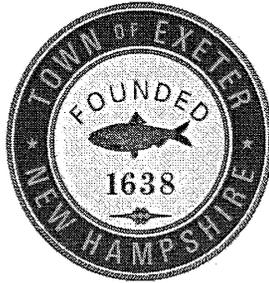
Court + Bow Getty Lot

Town Crews will do all milling and prep work.

Curbing we have at Simpson Pit and will be Installed by Highway Dept.

Plantings for rain garden and green space will be done in house and estimated cost of Material \$ 2500.00 and there is money in stormwater account.

Line Stripping will be done by town crews



Town of Exeter, New Hampshire
Human Services/ Welfare Guidelines

DRAFT

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I. Definitions

AGENCY: Any health, social service or other entity that provides services to a client; any such entity to which a welfare official may refer a client for additional resources and/or assistance.

APPLICANT: A person who expresses a desire to receive general assistance or to have his/her eligibility reviewed and whose application has not been withdrawn. This may be expressed either in person or by an authorized representative of the applicant.

APPLICATION (RE-APPLICATION): Written action by which a person requests assistance from a welfare official. This application must be made on a form provided by the welfare official. The application form may be written or completed electronically by means of an interview conducted by a welfare official and verified by the applicant's signature.

ASSETS: All cash, real property, personal property and future assets owned by the applicant.

AVAILABLE LIQUID ASSETS: Amount of liquid assets after exclusions enumerated in Section IX (D). Includes cash on hand, checking accounts, bank deposits, credit union accounts, stocks, bonds, and securities. IRA (Individual Retirement Account), 401k accounts, insurance policies with a loan value, and non-essential personal property shall be considered as available liquid assets when they have been converted into cash.

CASE RECORD: Official files containing forms, correspondence and narrative records pertaining to the application, including determination of eligibility, reasons for decisions and actions by the welfare official, and kinds of assistance given. The case record may be kept electronically. A hard copy of all signed documents should be kept.

CLAIMANT: A recipient or applicant who has requested, either in person or through an authorized representative, a fair hearing under Section XIV of these guidelines.

CLIENT: An individual who receives services from the welfare department. May be a single person or encompass a family.

ELIGIBILITY: Determination by a welfare official, in accordance with the guidelines, of an applicant's need for general assistance under the formula provided in Section IX.

FAIR HEARING: A hearing which the applicant or recipient may request to contest a denial, termination or reduction of assistance. The standards for such a hearing are in Section XIV.

GENERAL ASSISTANCE: Financial assistance provided to applicants in accordance with RSA 165 and these guidelines.

HOUSEHOLD: A household is defined as:

- The applicant/recipient and persons residing with the applicant/recipient in the relationship of father, mother, stepfather, stepmother, son, daughter, husband, wife, or domestic partner; and/or

- The applicant/recipient and any adult (including an unrelated person) who resides with the applicant/recipient “in loco parentis” (in the role of a substitute parent) to a minor child (a person under 18 years of age). A person “in loco parentis” is one who intentionally accepts the rights and duties of a natural parent with respect to a child not their own and who has lived with the child long enough to form a “psychological family.”

MINOR: A person under 18 years of age.

NEED: The basic maintenance and support requirements of an applicant, as determined by a welfare official under the standards of Section IX (E) of these guidelines.

RECIPIENT: A person who is receiving general assistance.

“RELIEVE AND MAINTAIN”: The sustaining of basic needs necessary to the health and welfare of the household. The intent is to provide for the basic needs to support and maintain health and life.

RESIDENCE: Residence or residency shall mean an applicant’s place of abode or domicile. The place of abode or domicile is that place designated by an applicant as their principal place of physical presence for the indefinite future to the exclusion of all others. Such residence or residency shall not be interrupted or lost by a temporary absence from it, if there is intent to return to such residence or residency as the principal place of physical presence. RSA 165:1 (I); 21:6-a.

RESIDENTIAL UNIT: All persons physically residing with the applicant, including persons in the applicant’s household and those not within the household.

SHELTER: A temporary housing provider through which an individual or family may seek emergency housing until permanent housing can be found.

UTILITY: Any service such as electric, gas, oil, water or sewer necessary to maintain the health and welfare of the household.

VENDOR/PROVIDER: Any landlord, utility company, store or other business which provides goods or services needed by the applicant/recipient.

VOUCHER SYSTEM: The system whereby a municipality issues vouchers to the recipient’s vendors and providers rather than cash to the recipient. RSA 165:1(III). See Section VIII.

WELFARE OFFICIAL: The official of the municipality, or designee, who performs the function of administering general assistance. Such person has the authority to make all decisions regarding the granting of assistance under RSA 165, subject to the overall fiscal responsibility vested in selectmen, board of aldermen, city or town manager, or city or town council. The term includes “overseers of public welfare” (RSA 165:1; 41:46) and “administrator of town or city welfare” RSA 165:2.

WORKFARE: Labor performed by welfare recipients at municipal sites or human service agencies as reimbursement for benefits received. RSA 165:31.

II. Severability

If any provision of these guidelines is held at law to be invalid or inapplicable to any person or circumstances, the remaining provisions will continue in full force and effect.

III. Confidentiality of Information

Information given by or about an applicant or recipient of general assistance is confidential and privileged, and is not a public record under the provisions of RSA 91-A. Such information will not be published, released, or discussed with any individual or agency without written permission of the applicant or recipient except when disclosure is required by law, or when necessary to carry out the purposes of RSA 165. RSA 165:2-c.

IV. Roles of Local Governing Body and Welfare Official

The responsibility of the day-to-day administration of the general assistance program should be vested in the elected or appointed welfare official. The welfare official shall administer the general assistance program in accordance with the written guidelines of the municipality. The local governing body (selectmen, board of aldermen, or town or city council) is responsible for the adoption of the guidelines relative to general assistance. RSA 165:1 (II).

V. Maintenance of Records

A. Legal Requirement

Each welfare official is required by law to keep complete paper and/or electronic records concerning the number of applicants given assistance and the cost for such support. Separate case records shall be established for each individual or family applying for general assistance. The purposes for keeping such records are:

1. To provide a valid basis of accounting for expenditure of the municipality's funds;
2. To support decisions concerning the applicant's eligibility;
3. To assure availability of information if the applicant or recipient seeks administrative or judicial review of the welfare official's decision;
4. To provide the welfare official with accurate statistical information; and
5. To provide a complete history of an applicant's needs and assistance that might aid the welfare official in ongoing case management and in referring the applicant to appropriate agencies.

B. Case Records

The welfare official shall maintain case records containing the following information:

1. The complete application including any authorizations signed by the applicant allowing the welfare official to obtain or verify any pertinent information in the course of assisting the recipient, to include a signed Authorization to Release Information from the New Hampshire Division of Health and Human Services.
2. Written grounds for approval or denial of an application, contained in a notice of decision.
3. A narrative history recording need for assistance, the results of investigations of applicants' circumstances, referrals, changes in status, etc.
4. A tally sheet, which has complete data concerning the type, amount and dates of assistance given; which may be kept on paper or electronically.

VI. Application Process

A. Right to Apply

1. Anyone may apply for general assistance by appearing in person or through an authorized representative and by completing a written or electronic application form. If more than one adult resides in a household, each may be required to appear at the welfare office to apply for assistance, unless one is working or otherwise reasonably unavailable. Unrelated adults in the applicant's residential unit may be required to apply separately if they do not meet the definition of household as defined in these guidelines. Each adult in the household may be requested to sign release of information forms.
2. The welfare official shall not be required to accept an application for general assistance from a recipient who is subject to a suspension pursuant to Section XIII(C) of these guidelines (RSA 165:1-b,VI); provided that any applicant who contests a determination of continuing noncompliance with the guidelines may request a fair hearing as provided in Section XIII(C)(7); and provided further that a recipient who has been suspended for at least six months due to noncompliance may file a new application.

B. Welfare Official's Responsibilities at Time of Application

When an application is made for general assistance, the welfare official shall inform the applicant of:

1. The requirements of submitting an application. The welfare official shall provide assistance to the applicant in completing the application, if necessary (e.g., applicant is physically or mentally unable, or has a language barrier);
2. Eligibility requirements, including a general description of the guideline amounts and the eligibility formula;

3. The applicant's right to a fair hearing, and the manner in which a review may be obtained;
4. The applicant's responsibility for reporting all facts necessary to determine eligibility, and for presenting records and documents as requested and as reasonably available to support statements;
5. The joint responsibility of the welfare official and applicant for exploring facts concerning eligibility, needs and resources;
6. The kinds of verifications needed;
7. The fact that an investigation will be conducted in order to verify facts and statements presented by the applicant;
8. The applicant's responsibility to notify the welfare official of any change in circumstances that may affect eligibility;
9. Other forms of assistance for which the applicant may be eligible;
10. The availability of the welfare official to make home visits by mutually-agreed appointment to take applications and to conduct ongoing case management for applicants who cannot leave their homes;
11. The requirement of placing a lien on any real property owned by the recipient, or any civil judgments or property settlements, for any assistance given, except for good cause;
12. The fact that reimbursement from the recipient will be sought if he/she becomes able to repay the amount of assistance given; and
13. The applicant's right to review the guidelines.
14. It is not the Welfare Official's responsibility to recruit or solicit applications from residents.

C. Responsibility of Each Applicant and Recipient

At the time of initial application, and at all times thereafter, the applicant/recipient has the following responsibilities:

1. To provide accurate, complete and current information concerning needs and resources and the whereabouts and circumstances of relatives who may be responsible under RSA 165:19;
2. To notify the welfare official promptly when there is a change in needs, resources, address or household size;
3. To apply for other assistance they may be entitled to receive **immediately at private charities, state and federal human service programs-**, no later than 7 days from completing their initial application for Town Welfare, and accept any benefits or resources, public or private, that will reduce or eliminate the need for general assistance. RSA 165:1-b, I (d);

4. To keep all appointments as scheduled. To speak respectfully with the welfare official, the welfare official will not conduct an interview or meet with a client who presents as intoxicated, incoherent or who is verbally abusive to the welfare official.
5. To provide records and other pertinent information and access to said records and information when requested;
6. To provide a doctor's statement if claiming an inability to work due to medical problems;
7. Following a determination of eligibility for assistance, to diligently search for employment and provide verification of work search (the number of work search contacts to be determined by the welfare official), to accept employment when offered (except for documented reasons of good cause (RSA 165:1-d)), and to maintain such employment. RSA 165:1-b, I (c);
8. Following a determination of eligibility for assistance, to participate in the workfare program (workfare) if physically and mentally able. RSA 165:1-b, I (b); and
9. To reimburse assistance granted if returned to an income status and if such reimbursement can be made without financial hardship. RSA 165:20-b.
10. To work toward economic sufficiency. Applicant commits to spending all income on basic needs. Basic needs are defined are those that support life and maintain health first.
11. Applicant strives to pursue economic self-sufficiency and eliminate dependence on Town Welfare.

An applicant shall be denied assistance if he/she fails to fulfill any of these responsibilities without reasonable justification. A recipient's assistance may be terminated or suspended for failure to fulfill any of these responsibilities without reasonable justification, in accordance with Section XIII(C).

Any recipient may be denied or terminated from general assistance, in accordance with Section XIII, or may be prosecuted for a criminal offense, if he/she, by means of intentionally providing false statements or intentional misrepresentation, or by impersonation or other willfully fraudulent act or device, obtains or attempts to obtain any assistance to which he/she is not entitled.

D. Actions on Applications

1. **Decision.** Unless an application is withdrawn, the welfare official shall make a decision concerning the applicant's eligibility immediately in the case of emergency, or within five working days after submission of the application. A written notice of decision shall be given in hand, delivered or mailed on the same day or next working day following the making of the decision. The notice of decision shall state that assistance of a specific kind and amount has been given and the time period of aid, or that the application has been denied, in whole or in part, with reasons for denial. A decision may also be made to append an application subject to receipt of specified information from the applicant. The notice of decision shall contain a first notice of conditions for continued assistance and shall notify the applicant of his/her right to a fair hearing if dissatisfied with the welfare official's decision. RSA 165:1-b, II, III.

2. **Emergency Assistance.** If, at the time of initial contact, the applicant demonstrates and verifies that an immediate need exists, **because of which the applicant may suffer a loss of a basic necessity of living or imminent threat to life or health (such as loss of shelter, utilities, heat, or lack of food or prescriptions)**, then temporary aid to fill such immediate need shall be given immediately, pending a decision on the application. Such emergency assistance shall not obligate the welfare official to provide further assistance after the application process is completed.
3. **Temporary Assistance.** In circumstances where required records are not available, the welfare official may give temporary approval of an application pending receipt of required documents. Temporary status shall not extend beyond two weeks. The welfare official shall not insist on documentary verification if such records are totally unavailable.
4. **Withdrawn Applications.** An application shall be considered withdrawn if:
 - a. The applicant has refused to complete an application or has refused to make a good faith effort to provide required verifications and sufficient information for the completion of an application. If an application is deemed withdrawn for these reasons, the welfare official shall so notify the applicant in a written notice of decision;
 - b. The applicant dies before assistance is rendered;
 - c. The applicant avails him/herself of other resources to meet the need in place of assistance;
 - d. The applicant requests that the application be withdrawn (preferably in writing); or
 - e. The applicant does not contact the welfare official after the initial interview after being requested to do so.

E. Home Visits

A home visit may be made by appointment at the request of any applicant, only when it is impossible for the applicant or their representative to apply in person.

The home visit shall be conducted in such a manner as to preserve, to the greatest extent possible, the privacy and dignity of the applicant. To this end, the person conducting the visit shall not be in uniform or travel in a law enforcement vehicle, shall be polite and courteous, and shall not knowingly discuss or mention the application within the listening area of someone who is not a member of the household.

VII. Verification of Information

Any determination or investigation of need or eligibility shall be conducted in a manner that will not violate the privacy or personal dignity of the individual or harass or violate his or her individual rights.

A. Required Verifications

Verification will normally be required of the following:

1. Applicant's address;

2. Facts relevant to the applicant's residence, as set forth in sections IX (B) and X;
3. Names of persons in applicant's residential unit;
4. Applicant's and household's income and assets;
5. Applicant's and households financial obligations;
6. The physical and mental condition of household members, only where relevant to their receipt of assistance, such as ability to work, determination of needs, or referrals to other forms of assistance;
7. Any special circumstances claimed by applicant;
8. Applicant's employment status and availability in the labor market;
9. Names, addresses, and employment status of potentially liable relatives;
10. Utility costs;
11. Housing costs;
12. Prescription costs; and
13. Any other costs that the applicant wishes to claim as a necessity. If a medical disability claim is made it must validated by a state licensed medical doctor.

B. Verification Records

Verification may be made through records provided by the applicant (for example, birth and marriage certificates, pay stubs, pay checks, rent receipts, bankbooks, etc.) as primary sources. The failure of the applicant to bring such records does not affect the welfare official's responsibility to process the application promptly. The welfare official shall inform the applicant what records are necessary, and the applicant is required to produce records possessed as soon as possible. However, the welfare official shall not insist on documentary verification if such records are not available, but should ask the applicant to suggest alternative means of verification.

C. Other Sources of Verification

Verification may also be made through other sources, such as relatives, employers, former employers, banks, school personnel, and social or government agencies. The cashier of a national bank or a treasurer of a savings and trust company is authorized by law to furnish information regarding amounts deposited to the credit of an applicant or recipient. RSA 165:4.

D. Written Consent of Applicant

When information is sought from such other sources, the welfare official shall explain to the applicant or recipient what information is desired, how it will be used, and the necessity of obtaining it in order to establish eligibility. Before contact is made with any other source, the welfare official shall obtain written consent of the applicant or recipient, unless the welfare official has reasonable grounds to suspect fraud. In the case of suspected fraud, the welfare official shall carefully record his/her reasons and actions, and before any accusation or confrontation is made, the applicant shall be given an opportunity to explain or clarify the suspicious circumstances.

E. Legally Liable Relatives

The welfare official may seek statements from the applicant's legally liable relatives regarding their ability to help support the applicant. RSA-165:19

F. Refusal to Verify Information

Should the applicant or recipient refuse comment and/or indicate an unwillingness to have the welfare official seek further information that is necessary, assistance may be denied for lack of eligibility verification/noncompliance.

VIII. Disbursements

The municipality pays in a voucher system. RSA 165:1 (III). Vouchers are payable directly to the vendors (utilities, landlords, stores, etc.) involved.

The amount shown on the voucher is the maximum amount to be used for payment. In accordance with the municipality's accounting practices, a recipient may be required to sign the voucher to insure proper usage. The vendor returns the voucher with the required documentation, for payment, to the welfare official. After the initial transaction, if there is any unspent money, the voucher shall be returned to the municipality for payment of the actual amount listed on an itemized bill or register tape. Vouchers altered by the recipient or vendor may not be honored.

IX. Determination of Eligibility and Amount

A. Eligibility Formula

An applicant is eligible to receive assistance when:

1. He/she meets the non-financial eligibility factors listed in Section C below; and
2. The applicant's basic maintenance need, as determined under Section E below, exceeds his/her available income (Section F below) plus available liquid assets (Section D below). If available income and available liquid assets exceed the basic maintenance need (as determined by the guideline amounts), the applicant is not eligible for general assistance. If the need exceeds the available income/assets, the amount of assistance granted to the applicant shall be the difference between the two amounts, in the absence of circumstances deemed by the welfare official to justify an exception.

B. Legal Standard and Interpretation

"Whenever a person in any town is poor and unable to support himself he shall be relieved and maintained by the overseers of public welfare of such town, whether or not he has residence there." RSA 165:1.

1. An applicant cannot be denied assistance because he/she is not a resident. See Section X.

2. "Whenever" means at any or whatever time that person is poor and unable to support him or herself.
 - a. The welfare official, or a person authorized to act on his/her behalf, shall provide during normal business hours the means to apply for general assistance/relief. Town Welfare Applications will be available during normal operating hours of the Town Hall.
 - b. The eligibility of any applicant for general assistance shall be determined no later than five (5) working days after the application is completed. If the applicant has an emergency need, then assistance for such emergency need shall be immediately provided in accordance with Section VI (D) (1), (2).
 - c. Assistance shall begin as soon as the applicant is determined to be eligible.
3. "Poor and unable to support" means that an individual lacks income and available liquid assets to adequately provide for the basic maintenance needs of him/herself or family as determined by the guidelines.
4. "Relieved" means an applicant shall be assisted to meet those basic needs.

C. Non-Financial Eligibility Factors

1. **Age.** General assistance cannot be denied any applicant because of the applicant's age; age is not a factor in determining whether or not an applicant may receive general assistance. Minor children are assumed to be the responsibility of their parent(s) or legal guardian(s), unless circumstances warrant otherwise.
2. **Support Actions.** No applicant or recipient shall be compelled, as a condition of eligibility or continued receipt of assistance, to take any legal action against any other person. The municipality may pursue recovery against legally liable persons or governmental units. See Section XVI.
3. **Eligibility for Other Categorical Assistance.** Recipients who are, or may be, eligible for any other form of public assistance must apply for such assistance immediately, but no later than seven days after being advised to do so by the welfare official. Failure to do so may render the recipient ineligible for assistance and subject to action pursuant to Section XIII of these guidelines. No person receiving Old Age Assistance (OAA) or Aid to the Permanently and Totally Disabled (APTD) **CASH or monetary recipients only**, under RSA 167 or 161, shall at the same time be eligible for general assistance, except for emergency medical assistance as defined in Section IX (E)(8)(a) of these guidelines. RSA 167:27.
4. **Employment.** An applicant who is gainfully employed, but whose income and assets are not sufficient to meet necessary household expenses, may be eligible to receive general assistance. However, recipients who without good cause refuse a job offer or referral to suitable employment, participation in the workfare program, or who voluntarily leave a job without good cause may be ineligible for continuing general assistance in accordance with the procedures for suspension outlined in the guidelines. The welfare official shall first determine whether there is good cause for such refusal, taking into account the ability and physical and mental capacity of the applicant, transportation problems, working conditions that might involve risks to health or safety, lack of

adequate child care, or any other factors that might make refusing a job reasonable. These employment requirements shall extend to all adult members of the household.

5. Registration with the New Hampshire Department of Employment Security (NHES) and Work Search Requirements. All unemployed recipients and adult members of their households shall, within seven days after having been granted assistance, register with NHES to find work and must conduct a reasonable, verified job search as determined by the welfare official which includes **5 verifiable jobs searches a day**. Each recipient must apply for employment to each employer to whom he/she is referred by the welfare official and actively seek out other sources of employment. These work search requirements apply unless the recipient and each other adult member of the household are:

- a. Gainfully employed full-time;
- b. A dependent 18 or under who is regularly attending secondary school;
- c. Unable to work due to illness or mental or physical disability of him/herself or another member of the household, that prevents them from working as verified by a medical doctor in writing to the welfare official;
- d. Is solely responsible for the care of a child under the age of five. RSA 165:31, III. A recipient responsible for the care of a child aged five to twelve shall not be excused from work search requirements, but shall be deemed to have good cause to refuse a job requiring work during hours the child is not usually in school, if there is no responsible person available to provide care, and it is verified by the welfare official that no other care is available. **The parent of this young child shall be required to apply for state subsidized child care within 7 days in-order to secure meaningful employment.**

The welfare official shall give all necessary and reasonable assistance to ensure compliance with registration and work requirements, including the granting of allowances for transportation and work clothes. Failure of a recipient to comply with these requirements without good cause will be reason for denial of assistance.

6. Students. Applicants who are college students not available for or refusing to seek full-time employment are not eligible for general assistance.

7. Non-Citizens. The welfare officer may, in his/her sole discretion, provide limited assistance to non-citizens not otherwise eligible for general assistance.

- a. A non-citizen who is not:
 - A qualified alien under 8 USCA 1641,
 - A non-immigrant under the federal Immigration and Nationality Act, or
 - An alien paroled into the United States for less than one year under 8 USCA 1182(d) (5) is not eligible for general assistance from the municipality. 8 USCA 1621(a).
- b. Qualified aliens include aliens who are lawfully admitted for permanent residence under the Immigration and Nationality Act (8 USCA 1101 et seq.), aliens who are granted asylum under that act, certain refugees, and certain battered aliens. 8 USCA 1641.

- c. A non-citizen who is not eligible for general assistance may be eligible for state assistance with health care items and services that are necessary for the treatment of an emergency medical condition, which is defined as a medical condition (including emergency labor and delivery) manifesting itself by acute symptoms of sufficient severity (including severe pain) such that the absence of immediate medical attention could reasonably be expected to result in:
 - Placing the patient's health in serious jeopardy;
 - Serious impairment to bodily functions; or
 - Serious dysfunction of any bodily organ or part. 8 USCA 1621(b) and 42 USCA 1396(v) (3).
- d. A non-citizen may also be eligible for general assistance for treatment of an emergency medical condition, pursuant to Section IX (E) (8) (a) of these guidelines.
- e. Non-citizen applicants for general assistance may be required to provide proof of eligibility. 8 USCA 1625.

8. Property Transfers. No applicant who is otherwise eligible shall receive such assistance if he/she has made an assignment, transfer, or conveyance of property for the purpose of rendering him/herself eligible for assistance within three years immediately preceding his/her application. RSA 165:2-b.

9. Employment of Household Members. The employment requirements of these guidelines, or participation in the workfare program, shall be required for all adults aged 18 to 65 years residing in the same household, except those regularly attending secondary school or employed on a full-time basis, who are:

- a. Members of the recipient's household;
- b. Legally liable to contribute to the support of the recipient and/or children of the household; and
- c. Not prevented from maintaining employment and contributing to the support of the household by reason of physical or mental disability or other justifiable cause as verified by the welfare official.

The welfare official may waive this requirement where failure of the other household members to comply is not the fault of the recipient and the welfare official decides it would be unreasonable for the recipient to establish a separate household. RSA 165:32.

10. Disqualification for Voluntary Termination of Employment. Any applicant eligible for assistance who voluntarily terminated employment shall be ineligible to receive assistance for 90 days from the date of employment termination, provided the applicant:

- a. Has received local welfare within the past 365 days; and
- b. Has been given notice that voluntary termination of employment without good cause could result in disqualification; and
- c. Has terminated employment of at least 20 hours per week without good cause within 60 days of an application for local welfare; and
- d. Is not responsible for supporting minor children in his/her household; and
- e. Did not have a mental or physical impairment which caused him/her to be unable to work.

Good cause for terminating employment shall include any of the following: discrimination, unreasonable work demands or unsuitable employment, retirement, leaving a job in order to accept a bona-fide job offer, migrant farm labor or seasonal construction, and lack of transportation or child care. An applicant shall be considered to have voluntarily terminated employment if the applicant fails to report for work without good cause. An applicant who is fired or resigns from a job at the request of the employer due to applicant's inability to maintain the employer's normal work productivity standard shall not be considered to have voluntarily terminated employment. RSA 165:1-d.

D. Available Assets

1. **Available Liquid Assets.** Cash on hand, bank deposits, credit union accounts, securities and retirement plans (i.e., IRA's, deferred compensation, Keogh's, etc.) are available liquid assets. Insurance policies with a loan value, and non-essential personal property, may be considered as available liquid assets when they have been converted into cash. The welfare official shall allow a reasonable time for such conversion. However, tools of a trade, livestock and farm equipment, and necessary and ordinary household goods are essential items of personal property which shall not be considered as available assets.
2. **Automobile Ownership.** The ownership of one automobile by an applicant/recipient or his/her dependent does not affect eligibility if it is essential for transportation to seek or maintain employment, to procure medical services or rehabilitation services, or if its use is essential to the maintenance of the individual or the family. The Town will not allow the payments of car payments as a basic need; public transportation is available and accessible in Town.
3. **Insurance.** The ownership of insurance policies does not affect eligibility. However, when a policy has cash or loan value, the recipient will be required to obtain and/or borrow all available funds, which shall then be considered available liquid assets.
4. **Real Estate.** The type and amount of real estate owned by an applicant does not affect eligibility, although rent or other such income from property shall be considered as available to meet need. Applicants owning real estate property, other than that occupied as their primary residence, shall be expected to make reasonable efforts to dispose of it at fair market value. Applicants shall be informed that a lien covering the amount of any general assistance they receive shall be placed against any real estate they own. RSA 165:28.

E. Standard of Need

The basic financial requirement for general assistance is that an applicant be poor and unable to support him/herself. Clients are expected to use all income and resources to support their basic needs (those costs that support and maintain health and life) first. An applicant shall be considered poor when he/she has insufficient available income/assets to purchase either for him/herself or dependents any of the following.

1. **Shelter.** The amount to be included as "need" for shelter is the actual cost of rent or mortgage necessary to provide shelter in that municipality. Such cost shall be determined in accordance with subparagraph 11 below. See Appendix A.

- a. **Shelter Arrearages.** Shelter arrearages will be included in the “need” formula if, and only if, such payment is necessary to prevent eviction or foreclosure or to protect the health and safety of the household. However, if the amount of such mortgage or rental arrearage substantially exceeds the cost of alternative, available housing which complies with local health and housing code standards, or if the payment of arrears will not prevent eviction or foreclosure, the welfare official may instead authorize payment of security deposit, rent, and/or reasonable relocation expenses for such alternative housing if, under the circumstances of the case, it is reasonable to do so and would not cause undue hardship to the applicant household. Alternative housing may include transitional housing as an option.
 - b. **Security Deposits.** Security deposits may be included in the ‘need’ formula if, and only if, the applicant is unable to secure alternative shelter for which no security deposit is required or is unable to secure funds, either him/herself or from alternative sources, for payment of the deposit. Any security deposit provided by the general assistance program which is returned under RSA 540-A:7 shall be returned to the municipality, not the recipient.
 - c. **Relative Landlords.** Whenever a relative of an applicant is also the landlord for the applicant, a financial analysis shall be made in accordance with RSA 165:19.
2. **Utilities.** When utility costs are not included in the shelter expense, the most recent outstanding monthly utility bill will be included as part of “need” by the welfare official. Arrearages will not normally be included in “need” except as set forth below.

NOTE: The New Hampshire Public Utilities Commission (PUC) has established comprehensive rules governing the provision of some utility services. Generally speaking, the PUC governs electric, telephone, water, and sewer; it does not govern any municipal utilities, propane tanks, or fuel oil. With the exception of telephone, the rules are consistent across utilities. These rules and regulations cover the initiation of service, payment arrangements, termination of service, the terms of restoration of service, the requirement of deposits, municipal guarantees and guarantees from other third parties. There are special rules as to winter termination. The welfare official should be familiar with these rules in order to ensure that needs are properly met at the lowest available cost. The PUC has a toll-free consumer assistance number: 800/852-3793.

- a. **Arrearages.** Arrearages will not be included except when necessary to ensure the health and safety of the applicant household or to prevent termination of utility service where no other resources or referrals can be utilized. In accordance with the rules of the PUC relating to electric utilities, arrearages for electric service need not be paid if the welfare official notifies the electric company that the municipality guarantees payment of current electric bills as long as the recipient remains eligible for general assistance.
- b. **Restoration of Service.** When utility service has been terminated and the welfare official has determined that alternative utility service is not available and alternative shelter is not feasible, arrearages will be included in “need” when restoration of service is necessary to ensure the health and safety of the applicant household. The welfare official may negotiate with the utility for payment of less than the full amount of the arrears and/or may attempt to arrange a repayment plan to obtain restoration of service.

been investigated and that there is no source of assistance other than local welfare. Other sources to be considered shall include state and federal programs, local and area clinics, area service organizations and area hospital indigent programs designed for such needs. When an applicant requests medical service, prescriptions, dental service or eye service, the local welfare official may require verification from a doctor, dentist or person licensed to practice optometry in the area, indicating that these services are absolutely necessary and cannot be postponed without creating a significant risk to the applicant's well-being specifically their life or health will be placed in serious jeopardy.

- b. **Legal Expenses.** Except for those specifically required by statute, no legal expenses will be included.
 - c. **Clothing.** If the applicant has emergency clothing need they will be referred to a local clothing closet or consignment store. If there is a cost involved which cannot be met in a timely fashion by other community resources (i.e.: Salvation Army, Red Cross, church group), the expense of reasonably meeting that emergency clothing need will be included.
 - d. **Other.** The Town does not included credit card payments or any other loan payments in their basic need calculations. It is not the Town's responsibility to maintain an applicant's credit rating or support the repayment of credit or loans. Town Welfare is to support and maintain basic life and health only.
9. **Unusual Needs Not Otherwise Provided For in These Guidelines.** If the welfare official determines that the strict application of the standard of need criteria will result in unnecessary or undue hardship (e.g. needed services are inaccessible to the applicant), such official may make minor adjustments in the criteria, or may make allowances using the emergency need standards stated in Section VI(D)(2) of these guidelines. Any such determination and the reasons therefore, shall be stated in writing in the applicant's case record.
10. **Shared Expenses.** If the applicant/recipient household shares shelter, utility, or other expenses with a non-applicant/recipient (i.e.: is part of a residential unit), then need should be determined on a pro rata share, based on the total number of adults in the residential unit (e.g.: three adults in residential unit, but only one applies for assistance—shelter need is 1/3 of shelter allowance for household of three adults).
11. **Payment Levels for Allowable Expenses.** When adopting these guidelines, the municipal governing body shall establish payment levels for various allowable expenses which shall be based on actual local market conditions and costs. The payment levels shall be reviewed by the welfare official annually and modifications presented to the municipal governing body where market conditions have changed. In Exeter the costs for utilities expenses will reflects the amounts allowed under federal Section 8 Housing guidelines as updated annually. RSA 165:1, II.

F. Income

In determining eligibility and the amount of assistance, the standard of need shall be compared to the available income/assets. Clients are expected to utilize all income and resources to support their basic needs first. Examples of basic needs include those that support life and health specifically: shelter, food, electricity,

heat, and medication as prescribed by a licensed medical doctor. Computation of income and expenses will be by the week or month. The following items will be included in the computation:

- 1. Earned Income.** Income in cash or in-kind earned by the applicant or any member of the household through wages, salary, commissions, or profit, whether self-employed or as an employee, is to be included as income. Rental income and profits from items sold are considered earned income. With respect to self-employment, total profit is arrived at by subtracting business expenses from gross income in accordance with standard accounting principles. When income consists of wages, the amount computed should be that available after income taxes, social security and other payroll deductions required by state, federal, or local law, court ordered support payments and child care costs, and work related clothing costs have been deducted from income. Wages that are trusted, or income similarly unavailable to the applicant or applicant's dependents, should not be included.
- 2. Income or Support from Other Persons.** Contributions from relatives or other household members shall be considered as income only if actually available and received by the applicant or recipient. The income of non-household members of the applicant's residential unit shall not be counted as income. (Expenses shared with non-household members may affect the level of need, however. See Section IX (E) (10) regarding determination of need in cases of non-household residential units.)
- 3. Income from Other Assistance or Social Insurance Programs.**
 - a. State categorical assistance benefits, OASDI payments, Social Security Payments, VA benefits, unemployment insurance benefits, and payment from other government sources shall be considered income.
 - b. Food Stamps cannot be counted as income pursuant to federal law. (7 USC 2017(b))
 - c. Fuel assistance cannot be counted as income pursuant to federal law. (42 USC 8624(f) (1))
- 4. Court-Ordered Support Payments.** Alimony and child support payments shall be considered income only if actually received by the applicant or recipient.
- 5. Income from Other Sources.** Payment from pension, trust funds, and similar programs shall be considered income.
- 6. Earnings of a Child.** No inquiry shall be made into the earnings of a child 14 years of age or less unless that child makes a regular and substantial contribution to the family.
- 7. Option to Treat a Qualified State Assistance Reduction as Deemed Income.** The welfare official may deem as income all or any portion of any qualified state assistance reduction pursuant to RSA 167:82, VIII. The following criteria shall apply to any action to deem income under this section. RSA 165:1-e.
 - a. The authority to deem income under this section shall terminate when the Qualified State Assistance Reduction no longer is in effect.
 - b. Applicants for general assistance may be required to cooperate in obtaining information from the Department of Health and Human Services as to the existence and amount of any Qualified State Assistance Reduction. No applicant for general assistance may be

considered to be subject to a Qualified State Assistance Reduction unless the existence and amount has been confirmed by the Department of Health and Human Services.

- c. The welfare official shall provide the applicant with a written decision which sets forth the amount of any deemed income used to determine eligibility for general assistance.
- d. Whenever necessary to prevent an immediate threat to the health and safety of children in the household, the welfare official shall waive that portion, if any, of the Qualified State Assistance Reduction as necessary.

G. Residents of Shelters for Victims of Domestic Violence and Their Children

An applicant residing in a shelter for victims of domestic violence and their children who has income, and owns resources jointly with the abusive member of the applicant's household, shall be required to cooperate with the normal procedures for purposes of verification. Such resources and income may be excluded from eligibility determinations unless the applicant has safe access to joint resources at the time of application. The verification process may be completed through an authorized representative of the shelter of residence. The normal procedures taken in accordance with these guidelines to recover assistance granted shall not delay such assistance.

X. Non-Residents

A. Eligibility

Applicants who are temporarily in a municipality which is not their municipality of residence and who do not intend to make a residence there are nonetheless eligible to receive general assistance, provided they are poor and unable to support themselves. RSA 165:1-c. No applicant shall be refused assistance solely on the basis of residence. RSA 165:1.

B. Standards

The application procedure, eligibility standards and standard of need shall be the same for nonresidents as for residents.

C. Verification

Verification records shall not be considered unavailable, nor the applicant's responsibility for providing such records relaxed, solely because they are located in the applicant's municipality of residence.

D. Temporary or Emergency Aid

The standards for the fulfilling of immediate or emergency needs of nonresidents and for temporary assistance pending final decision shall be the same as for residents, as set forth in Section VI (D)(2).

E. Determination of Residence

Determination of residence shall be made if the applicant requests return home transportation (See paragraph F below), or if the welfare official has reason to believe the applicant is a resident of another New Hampshire municipality from which recovery can be made under RSA 165:20.

1. **Minors.** The residence of a minor applicant shall be presumed to be the residence of his/her custodial parent or guardian.
2. **Adults.** For competent adults, the standard for determining residence shall be the overall intent of the applicant, as set forth in the Section I definition of "residence." The statement of an applicant over 18 as to his/her residence or intent to establish residence shall be accepted in the absence of strongly inconsistent evidence or behavior.

F. Return Home Transportation

At the request of a nonresident applicant, any aid, temporary or otherwise, to which he/she would be otherwise entitled under the standards set forth in these guidelines, may be used by the welfare official to cause the applicant to be returned to his/her municipality of residence. RSA 165:1-c.

G. Recovery

Any aid given to a nonresident, including the costs of return home transportation, may be recovered from his/her municipality of residence using the procedures of Section XVI (B).

XI. Municipal Work Programs

A. Participation

Any recipient of general assistance who is able and not gainfully employed may be required to work for the municipality or an appropriate local human service agency at any available bona fide job that is within his/her capacity (RSA 165:31) for the purpose of reimbursement of benefits received. Participants in the workfare program are not considered employees of the municipality, and any work performed by workfare participants does not give rise to any employee-employer relationship between the recipient/workfare participant and the municipality.

B. Reimbursement Rate

The workfare participant shall be allotted the prevailing municipal wage for work performed, but in no case less than the minimum wage. No cash compensation shall be paid for workfare participation; the wage value of all hours worked shall be used to reimburse the municipality for assistance given. No workfare participant shall be required to work more hours than necessary to reimburse aid rendered.

C. Continuing Financial Liability

If, due to lack of available municipal work or other good cause, a recipient does not work a sufficient number of hours to fully reimburse the municipality for the amount of his/her aid, the amount of aid received less the value of workfare hours completed shall still be owed to the municipality.

D. Allowance for Work Search

The municipality shall provide reasonable time during working hours for the workfare participant to conduct a documented employment search.

E. Workfare Program Attendance

With prior notice to the welfare official, a recipient may be excused from workfare participation if he/she:

1. Has a conflicting job interview;
2. Has a conflicting interview at a service or welfare agency;
3. Has a medical appointment or illness;
4. As a parent or person "in loco parentis," must care for a child under the age of five. A recipient responsible for a child age five but under 12 shall not be required to work during hours the child is not in school, if there is no responsible person available to provide care, and no other care is available;
5. Is unable to work due to mental or physical disability, as verified by the welfare official;
6. Must remain at home because of illness or disability to another member of the household, as verified by the welfare official; or
7. Does not possess the materials or tools required to perform the task and the municipality fails to provide them. However, the workfare participant should attempt to schedule appointments so as not to conflict with the workfare program and must notify his/her supervisor in advance of the appointment. The welfare official may require participants to provide documentation of their attendance at a conflicting interview or appointment.

F. Workfare Hours

Workfare hours are subject to approval of the supervisor and the welfare official. Failure of the participant to adhere to the agreed workfare hours (except for the reasons listed above) will prompt review of the recipient's eligibility for general assistance, and may result in a suspension or termination of assistance. See Section XIII (C) (2) (b).

G. Workers Compensation

The municipality shall provide workers compensation coverage to participants in workfare programs in the same manner such coverage is provided to other municipal employees, unless the local governing body of the municipality has voted to adopt a guideline making the provisions of the workers compensation laws not applicable to workfare program participants. RSA 281-A: 2, VII (b).

XII. Burials & Cremations

The welfare official shall provide for proper burial or cremation, at municipal expense, of persons found in the municipality at time of death, regardless of whether the deceased person ever applied for or received general assistance from any municipality. In such cases, assistance may be applied for on behalf of the deceased person, however the application should be made before any burial or cremation expenses are incurred. The expense may be recovered from the deceased person's municipality of residence, or from a liable relative pursuant to RSA 165:3, II. If relatives, other private persons, the state or other sources are unable to cover the entire burial/cremation expense, the municipality will pay up to \$750 for burial/cremation. (See Appendix A.) RSA 165:3 and RSA 165:1-b; see also RSA 165:27 and 165:27-a.

XIII. Right to Notice of Adverse Action

A. Right to a Written Decision

All persons have a constitutional right to be free of unfair, arbitrary or unreasonable action taken by government. This includes applicants for and recipients of general assistance, whose aid has been denied, terminated or reduced. Every applicant and recipient shall be given a written notice of every decision regarding assistance (See Section VI (D) for notice where application is granted.) The welfare official will make every effort to ensure that the applicant understands the decision.

B. Action Taken for Reasons Other Than Noncompliance with the Guidelines

1. Whenever a decision is made to deny assistance or to refuse to grant the full amount of assistance requested, a notice of the decision shall be given or mailed to the applicant either the same day or next work day following the making of the decision or within five working days from the time the application is filled out and submitted, whichever occurs first.
2. In any case where the welfare official decides to terminate or reduce assistance for reasons other than noncompliance with the guidelines, the official shall send notice at least seven days in advance of the effective date of the decision to the recipient stating the intended action.
3. The notice required by paragraphs 1 and 2 above shall contain:
 - a. A clear statement of the reasons for the denial or proposed termination or reduction.

- b. A statement advising the recipient of his/her right to a fair hearing and that any request for a fair hearing must be made in writing within five working days.
- c. A form on which the recipient may request a fair hearing.
- d. A statement advising the recipient of the time limits which must be met in order to receive a fair hearing.
- e. A statement that assistance may continue, if there was initial eligibility, until the date of hearing, if requested by the claimant. Aid must be repaid if the claimant fails to prevail at the hearing.

C. Suspension for Noncompliance with the Guidelines

NOTE: This procedure has been developed by LGC in an effort to set forth a clear process for suspension of assistance for willful noncompliance with guidelines, under RSA 165:1-b. There are differing opinions as to the intent and interpretation of the statute. There are differing opinions as to the specific procedures required by the statute. The procedures outlined in this section are not specifically mandated by RSA 165:1-b, but are LGC's attempts to create a legally sound compromise. See also Appendix B.

1. **Due Process.** Recipients must comply with these guidelines and the reasonable requests of welfare officials. Welfare officials must enforce the guidelines while ensuring that all recipients and applicants receive due process. Recipients should be given reasonable notice of the conditions and requirements of eligibility and continuing eligibility and notice that noncompliance may result in termination or suspension.
2. **Conditions.** Any applicant/recipient otherwise eligible for assistance shall become ineligible under RSA 165:1-b if he/she willfully and without good cause fails to comply with the requirements of these guidelines relating to the obligation to:
 - a. Disclose and provide verification of income, resources or other material financial data, as set out in Sections VI(C) and VII of these guidelines, including any changes in this information;
 - b. Participate in the work program under Section VI(C), to the extent assigned by the welfare official;
 - c. Comply with the work search requirements imposed by the welfare official under Section VI(C); and
 - d. Apply for other public assistance, as required by the welfare official under Section VI(C).
3. **First Notice.** No recipient otherwise eligible shall be suspended for noncompliance with conditions unless he/she has been given a written notice of the actions required in order to remain eligible and a seven-day period within which to comply. The first notice should be given at the time of the notice of decision and thereafter as conditions change. Additional notice of actions required should also be

given, as eligibility is re-determined, but without an additional seven day period unless new actions are required. RSA 165:1-b, II.

4. Noncompliance.

- a. If a recipient willfully and without good cause fails to come into compliance during the seven day period, or willfully falls into noncompliance within 30 days from receipt of a first notice, the welfare official shall give the recipient a suspension notice, as set forth in paragraph 5; see Appendix B.
- b. If a recipient falls into noncompliance for the first time more than 30 days after receipt of a first notice, the welfare official shall give the recipient a new first notice with a new seven day period to comply before giving the recipient the suspension notice. RSA 165:1-b, III.

5. Suspension Notice. Written notice to a recipient that he/she is suspended from assistance due to failure to comply with the conditions required in a first notice shall include:

- a. A list of the guidelines with which the recipient is not in compliance and a description of those actions necessary for compliance;
- b. The period of suspension (See paragraph 6 below);
- c. Notice of the right to a fair hearing on the issue of willful noncompliance and that such request must be made in writing within five days of receipt of the suspension notice;
- d. A statement that assistance may continue in accordance with the prior eligibility determination until the fair hearing decision is made if the recipient so requests on the request form for the fair hearing, however, if the recipient fails to prevail at the hearing: 1) the suspension will start after the decision, and 2) such aid must be repaid by the recipient; and
- e. A form on which the individual may request a fair hearing and the continuance of assistance pending the outcome.

6. Suspension Period. The suspension period for failure to comply with these guidelines shall last:

- a. Either seven days, or 14 days if the recipient has had a prior suspension which ended within the past six months, and
- b. Until the recipient complies with the guidelines if the recipient, upon the expiration of the seven or 14-day suspension period, continues to fail to carry out the specific actions set forth in the notice.
- c. Notwithstanding paragraph C(6)(b) above, a recipient who has been suspended for noncompliance for at least six months may file a new application for assistance without coming back into compliance.

7. Fair Hearing on Continuing Noncompliance. A recipient who has been suspended until he/she complies with the guidelines may request a fair hearing to resolve a dispute over whether or not

he/she has satisfactorily complied with the required guidelines, however no assistance shall be available under paragraph C (5)(d) above.

8. **Compliance after Suspension.** A recipient who has been subject to a suspension and who has come back into compliance shall have his/her assistance resumed, provided he/she is still otherwise eligible. The notice of decision stating that assistance has been resumed should again set forth the actions required to remain eligible for assistance, but need not provide a seven-day period for compliance unless new conditions have been imposed.

XIV. Fair Hearings

A. Requests

A request for a fair hearing is a written expression, by the applicant or recipient, or any person acting for him/her, to the effect that he/she wants an opportunity to present his/her case to a higher authority. When a request for assistance is denied or when an applicant desires to challenge a decision made by the welfare official relative to the receipt of assistance, the applicant must present a request for a fair hearing to the welfare official within five (5) working days of receipt of the notice of decision at issue. RSA 165:1-b, III.

B. Time Limits for Hearings

Hearings requested by claimants must be held within seven (7) working days of the receipt of the request. The welfare official shall give notice to the claimant setting the time and location of the hearing. This notice must be given to the claimant at least forty-eight (48) hours in advance of the hearing, or mailed to the claimant at least seventy-two (72) hours in advance of the hearing.

C. The Fair Hearing Officer(s)

The fair hearing officer or officers may be appointed by the Town Manager, Administrative Assistant, Human Resource Manager or the Chairman of the Board of Selectmen. The person(s) serving as the fair hearing authority must:

1. Not have participated in the decision causing dissatisfaction;
2. Be impartial;
3. Be sufficiently skilled in interviewing to be able to obtain evidence and facts necessary for a fair determination; and
4. Be capable of evaluating all evidence fairly and realistically, to explain to the claimant the laws and regulations under which the welfare official operated, and to interpret to the welfare official any evidence of unsound, unclear or inequitable policies, practices or action.

D. Fair Hearing Procedures

1. All fair hearings shall be conducted in such a manner as to ensure due process of law. Fair hearings shall not be conducted according to strict rules of evidence. The burden of proof shall be on the claimant, who shall be required to establish his/her case by a preponderance of the evidence.
2. The welfare official responsible for the disputed decision shall attend the hearing and testify about his/her actions and the reasons therefore.
3. Both parties shall be given the opportunity to offer evidence and explain their positions as fully and completely as they wish. The claimant shall have the opportunity to present his/her own case or, at the claimant's option, with the aid of others, and to bring witnesses, to establish all pertinent facts, to advance any arguments without undue interference, to question or refute testimony or evidence, including the opportunity to confront and cross-examine adverse witnesses.
4. A claimant or his/her duly authorized representative has the right to examine, prior to a fair hearing, all records, papers and documents from the claimant's case file which either party may wish to introduce at the fair hearing, as well as any available documents not contained in the case file but relevant to the welfare official's action of which the claimant complains. The claimant may introduce any such documents, papers or records into evidence. No record, paper or document, which the claimant has requested to review but has not been allowed to examine prior to the hearing, shall be introduced at the hearing or become part of the record.
5. The welfare official (or a duly authorized representative) shall have the right to examine at the fair hearing all documents on which the claimant plans to rely at the fair hearing and may request a 24-hour continuance if such documents contain evidence not previously provided or disclosed by the claimant. Should the applicant have new documentation relevant to the disputed decision, he/she may reapply for assistance and file a written withdrawal of the fair hearing request.
6. The decision of the fair hearing officer(s) must be based solely on the record, in light of these guidelines. Evidence, both written and oral, which is admitted at the hearing, shall be the sole contents of the record. The fair hearing officer shall not review the case record or other materials prior to introduction at the hearing.
7. The parties may stipulate to any facts.

E. Decisions

1. Fair hearing decisions shall be rendered within seven (7) working days of the hearing. Decisions shall be in writing setting forth the reasons for decision and the facts on which the fair hearing officer relied in reaching the decision. A copy of the decision shall be mailed or delivered to the claimant and to the welfare official.
2. Fair hearing decisions will be rendered on the basis of the officer's findings of fact, these guidelines and state and federal law. The fair hearing decision shall set forth appropriate relief.

3. The decision shall be dated. In the case of a hearing to review a denial of aid, the decision is retroactive to the date of the action being appealed. If a claimant fails to prevail at the hearing, the assistance given pending the hearing shall be a debt owed by the individual to the municipality.
4. The welfare official shall keep all fair hearing decisions on file in chronological order.
5. None of the procedures specified herein shall limit any right of the applicant or recipient to subsequent court action to review or challenge the adverse decision.

XV. Liens

A. Real Estate

The law requires the municipality to place a lien for welfare aid received on any real estate owned by an assisted person in all cases except for just cause. (This section does not authorize the placement of a lien on the real estate of legally liable relatives, as defined by RSA 165:19.) The selectmen, city council, or alderman shall file a Notice of Lien with the County Registry of Deeds, complete with the owner's name and a description of the property sufficient to identify it. Interest at the rate of 6% per year shall be charged on the amount of money constituting the lien commencing one year after the date the lien is filed, unless waived by the municipality. The lien remains in effect until enforced or released or until the amount of the lien is repaid to the municipality. The lien shall not be enforced so long as the real estate is occupied as the sole residence of the assisted person, his/her surviving spouse, or his/her surviving children who are under age 18 or blind or permanently and totally disabled. At such time as the lien may become enforceable, the welfare officer shall attempt to contact the attorney handling the real estate or estate before enforcing the lien. Upon repayment of a lien, the municipality must file written notice of the discharge of the lien with the County Registry of Deeds. RSA 165:28.

B. Civil Judgments – RSA 165:28-a.

1. A municipality shall be entitled to a lien upon property passing under the terms of a will or by intestate succession, a property settlement, or a civil judgment for personal injuries (except Workers Compensation) awarded any person granted assistance by the municipality for the amount of assistance granted by the municipality.
2. The municipality shall be entitled to the lien only if the assistance was granted no more than 6 years before the receipt of the inheritance or the award of the property settlement or civil judgment. When the welfare officer becomes aware of such a claim against a civil judgment, he/she shall contact the attorney representing the recipient.
3. This lien shall take precedence over all other claims.

XVI. Recovery of Assistance

The welfare official shall seek to recover money expended to assist eligible applicants. There shall be no delay, refusal to assist, reduction or termination of assistance while the welfare official is pursuing the procedural or statutory avenues to secure reimbursement. Any legal action to recover must be filed in a court within six (6) years after the expenditure. RSA 165:25.

A. Recovery from Responsible Relatives

The amount of money spent by a municipality to assist a recipient who has a father, mother, stepfather, stepmother, husband, wife or child (who is no longer a minor) of sufficient ability to also support the recipient, may be recovered from the liable relative. Sufficient ability shall be deemed to exist when the relative's weekly income is more than sufficient to provide a reasonable subsistence compatible with decency and health. The welfare official may determine that "in kind" assistance or the provision of products/services to the client is acceptable as a relative's response to liability for support. Written notice of money spent in support of a recipient must be given to the liable relative. The welfare official shall make reasonable efforts to give such written notice prior to the giving of aid, but aid to which an applicant is entitled under these guidelines, shall not be delayed due to inability to contact possibly liable relatives. RSA 165:19.

B. Recovery from the Municipality of Residence

The welfare official shall seek to recover from the municipality of residence the amount of money spent by the municipality to assist a recipient who has a residence in another municipality. Written notice of money spent in support of a recipient must be given to the welfare official of the municipality of residence. In any civil action for recovery brought under RSA 165:20, the court shall award costs to the prevailing party. RSA 165:19 and 20. (See RSA 165:20-a providing for arbitration of such disputes between communities.) RSA 165:20.

C. Recovery from Former Recipient's Income

A former recipient who is returned to an income status after receiving assistance may be required to reimburse the municipality for the assistance provided, if such reimbursement can be made without financial hardship. RSA 165:20-b.

D. Recovery from State and Federal Sources

The amount of money spent by a municipality to support a recipient who has made initial application for SSI and has signed HHS FORM 151 "AUTHORIZATION FOR REIMBURSEMENT OF INTERIM ASSISTANCE" shall be recovered through the SSA and the New Hampshire Department of Health and Human Services. Prescription expenses paid by the municipality for applicants who have applied for Medicaid shall be recovered through the New Hampshire Department of Health and Human Services if and when the applicant is approved for medical coverage.

E. Delayed State Claims

For those recipients of general assistance deemed eligible for state assistance, New Hampshire Department of Health and Human Services shall reimburse a municipality the amount of general assistance as a result of delays in processing within the federally mandated time periods. Any claims for reimbursement shall be held until the end of the fiscal year and may be reimbursed on a pro-rated basis dependent upon the total claims filed per year. RSA 165:20-c. A Form 340 "REQUEST FOR STATE REIMBURSEMENT" may be obtained from the New Hampshire Department of Health and Human Services for this purpose.

XVII. Application of Rents Paid by the Municipality

Whenever the owner of property rented to a person receiving general assistance from the municipality is in arrears in sewer, water, electricity, or tax payments to the municipality, the municipality may apply the assistance which the property owner would have received in payment of rent on behalf of such assisted person to the property owner's delinquent balances, regardless of whether such delinquent balances are in respect of property occupied by the assisted person. RSA 165:4-a.

A. Payment Arrears

A payment shall be considered in arrears if more than thirty (30) days have elapsed since the mailing of the bill, or in the case of real estate taxes, if interest has begun to accrue pursuant to RSA 76:13. RSA 165:4-a.

B. Procedure

1. The welfare official will issue a voucher on behalf of the tenant to the landlord for the allowed amount of rent. The voucher will indicate any amount to be applied to a delinquent balance owed by the landlord, specifying which delinquency and referring to the authority of RSA 165:4-a.
2. The welfare official will issue a duplicate voucher to the appropriate department (i.e.: tax collector, sewer department, water precinct, municipal electric facility), which shall forward the voucher to the treasurer or finance director for payment. Upon receipt of payment, the department will issue a receipt of payment to the delinquent landlord.

C. Non Communicative Landlord

If a landlord refuses to provide the Town with information required to complete the application process and the client is determined otherwise eligible for assistance - the landlord if refusing to communicate or accept payment, the town welfare official shall have at their option the ability to write a letter to the court indicating that the individual was eligible for assistance under Town Welfare Guidelines RSA 165, however; the landlord is refusing to accept payment from the Town. This action is therefore denying the tenant, the client of the Town their ability to pay their shelter. These cases are rare but the welfare official must have this option at his/her discretion. The Town may withhold 20% of the rental amount for tax purposes if the landlord chooses not to provide their Tax id number and the welfare official deems that payment should be issued.

APPENDIX A

ALLOWABLE LEVELS OF ASSISTANCE PAYMENTS FOR THE
MUNICIPALITY OF
EXETER, NEW HAMPSHIRE

Established by vote of the Governing Body, date: _____

FOOD/NON-FOOD

The monthly food allotment will follow exactly the maximum allowable dollar figure used by the state of New Hampshire Division of Human Services- Food Stamp Guideline. This figure is updated annually utilizing the federal thrifty food plan, and when the state amount is updated or increased the town will automatically reflect this change. The Welfare official will include all full time household members in making this determination to adequately provide for food and nutrition.

Clients will be given lists of local food pantries and other resources and therefore be expected to avail themselves of these local resources to support their basic needs.

HOUSEHOLD <u>SIZE</u>	MONTHLY (Health and Hygiene items to support basic needs only) <u>NON-FOOD</u>
1	\$25.
2	\$50

MONTHLY SHELTER ALLOWANCES

The Town will follow exactly New Hampshire Housing Authorities Fair Market Rents for Rockingham County. Rental Amounts are adjusted annually and published on their website. The Town will adhere to these standards in determining if a rental property is within a fair market rent and follow their identical calculations in terms of deductions for utilities if not included. **In keeping with this policy the Town will not over house applicants.** If a client(s) is a single person or married couple they would be eligible for the rental amount corresponding to a 1 bedroom rental, if a client is a single parent with 2 children of the same sex they would be eligible for a 2 bedroom. The Town will mirror the policies established by NH Housing in their Section 8 program in terms of rental amounts paid and size of rental units to be considered. If a client is over deemed to be over housed the welfare official will give them 30 days' notice to rectify the situation which may include finding a roommate to share costs and or relocating to an acceptable unit.

BURIAL ALLOWANCE: \$750.

TELEPHONE ALLOWANCE: Since the statewide inception of 911 if an individual has a phone in their home they can plug it into a phone jacket and dial 911 for health and life emergencies. It is therefore not a basic need for the town to consider a phone and telephone payments will not be paid by the Town. The individual may be referred to the state for a free phone program.

APPENDIX B

Explanation for Disqualification for Noncompliance with Guidelines

NH RSA 165:1-b

The following is written to help explain and standardize the process of "Disqualification for Noncompliance with Guidelines," RSA 165:1-b. Please refer to **FORM L - NOTICE OF DECISION** which may be used by your local welfare office.

Once you determine that an applicant is eligible and you provide assistance, you can impose conditions on the person's continued receipt of assistance. The conditions may require the recipient to comply with written guidelines relating to:

- 1) Disclosure of income and resources,
- 2) Participation in a work program,
- 3) Conducting an adequate work search, and/or
- 4) Applying for public assistance through other agencies as outlined in the Model Guidelines.

Willful failure to comply with the conditions imposed can lead to the suspension of a recipient's assistance, but there is a process which must be followed. Prior to suspension, a recipient must be given written notice from the local welfare office of the specific actions which must be taken and the recipient must be given at least seven (7) days in which to comply prior to suspension. There can be no exception.

The **Notice of Decision** form may be used to grant an assistance application and *simultaneously* give notice of the conditions imposed on the recipient's continued receipt of assistance. The **Notice of Decision** form may also be used to give notice of the conditions that must be complied with, if that notice was not given at the time assistance was granted or if the conditions to be complied with have changed.

If a recipient does not comply with the conditions in the time period allowed, he/she can be "sanctioned" and his/her assistance suspended. How long the suspension lasts depends on whether there have been other suspensions within the previous 6 months and whether there are actions the recipient can take to come into compliance. A written decision (the **Notice of Decision** form can be used) must be given notifying the recipient of the term of the suspension, the specific reason(s) for the suspension citing the guidelines, any action(s) which must be taken to come back into compliance, and notice of the right to request a fair hearing within 5 days of receipt of the notice.

If this is a first sanction, assistance may be suspended for seven (7) days. If it is possible for the recipient to take action(s) to come into compliance, then assistance can remain suspended after the seven (7) day period *and until* such time as the recipient takes the action(s) required to come into compliance (e.g. recipient only made 3 work search contacts instead of 10-the recipient must complete 7 more work search contacts; e.g. the recipient failed to apply for food stamps-if the recipient applies within the initial 7 day suspension, then the suspension ends after 7 days, otherwise, the suspension continues until the recipient applies). After the 7 day suspension period, the sanction must be lifted upon compliance with the condition.

If this is the second sanction (or more) for the recipient within a 6 month period, assistance may be suspended for 14 days. The reason for the sanction need not relate to previous sanctions to extend the suspension period to 14 days. If it is possible for the recipient to take action to come into compliance, then assistance can remain suspended after the 14 day period and until compliance, as described above.

If more than six months elapses between the first and second sanctions, follow the procedures for a first sanction.

**ADOPTED ETHICS RESOLUTION ON RESPONSIBILITY FOR
PERSONS WHO CHANGE THEIR RESIDENCE WHILE,
OR AS A RESULT OF, APPLYING FOR LOCAL WELFARE**

(New Hampshire Local Welfare Administrators Association)

I. "Dumping" is hereby declared to be an unethical practice. For purposes of this resolution, "dumping" consists of attempting to end, or avoid acquiring, a local welfare financial responsibility by encouraging, persuading or pressuring a client:

- A. not to establish, or to discontinue, a residence in the town which he/she has applied for assistance, or
- B. to establish a residence in another town.

II. In order to avoid "dumping" the following standards should be observed:

A welfare administrator should not encourage, direct, or knowingly allow a client who has applied for assistance in his/her town to apply for assistance in another town without making a good faith effort to contact the welfare administrator in that other town to explain why the person is coming to the other town. This applies whether or not the welfare administrator has accepted initial financial responsibility for the person (i.e. treat him/her as a resident) unless:

- A. he/she has an established place of abode (specific address, place to sleep) in another town which he/she intends to return to (even for just one night – i.e., hasn't moved out of yet), or
- B. he/she has NO established place of abode ANYWHERE, (i.e., any prior specific address was in some other town and has been abandoned) AND has a specific intent to go somewhere else rather than staying in the town for any time.

(Even when an applicant falls into A. or B. above, some temporary, non-resident assistance may be necessary, depending on the circumstances, in order to send the person on his/her way.)

III. Where a town has accepted initial financial responsibility under paragraph II above, the welfare administrator should not grant any assistance which he/she knows will be used so as to help establish the recipient's residence in another town, unless:

- A. a good faith effort is made to explore local resources, after which it is discovered that none within reason is available, or
- B. unless the client has indicated an intent to move to another town for some non-welfare-related reason.

In either case the welfare administrator who has accepted initial financial responsibility should contact the official of the other town and offer to pay up to one month's assistance following the move if necessary.

Towns must avoid "special" treatment. If a town never pays security deposits, the town must not pay security deposits in special instances to establish a client's residence elsewhere. The sending town should pay actual allowable shelter costs as determined by the receiving town's guidelines.

IV. Residency

According to RSA 126-A:43-h, persons receiving emergency housing (shelter) shall continue to maintain their legal residence as it existed at the time of entering the emergency housing facility. When a person leaves the originating shelter of their own free will, the liability no longer remains the responsibility of the original town. A person does not gain or lose residency while in a shelter, hospital or treatment center.

Persons who are sanctioned by local welfare, and arrive in another community, are not the liability of the community where the sanction originated. However, arrangements may be made between the two communities to have the sanction resolved.

APPENDIX D

New Hampshire Welfare Benefit Programs

Government Benefit	Person who sets Eligible Standards	Source of Funds	Which Type of Government Program / Administrator of Program
Town Welfare	RSA 165:1 Town Guidelines/to maintain and support the poor and in need	Local Property Tax Dollar	Town Welfare
State			
APTD State Aid to the Permanently and totally disabled	RSA 167:6VI Adults 18-64 who are permanently and totally disabled	County and State	State
OAA State Old Age Assistance	RSA 167:6I Low income adults over 65	County and State	State
ANB State Aid to the Need and Blind	RSA 167:6 IV Blind Adults	State	State
TANF Temporary Assistance to Needy Families	42 USC 601 Low income families with dependent children	State and Federal	State
Federal			
Food Stamps	7 USC 2011 Lower income households	Federal	Federal access through State DHHS Office
SSI Supplemental Security Income	42 USC 183 Low income individuals	Federal	Federal access through Social Security Office

**2013 Exeter Town Budget Request
September 20, 2012**

To the Board of Selectmen and Budget Recommendations Committee,

Attached you will find the Town of Exeter preliminary budget request for the Fiscal Year 2013. The fiscal year begins on January 1, 2013 and ends December 31, 2013. I would like to acknowledge the efforts of all Town Departments, in particular, the Finance Department, for coordinating this initial budget request. This request should be seen as a starting point in the 2013 budget process, which will include a recommendation from the Budget Recommendations Committee, meetings with Town Departments, and ultimately a final recommendation from the Board of Selectmen to the voters.

The total general fund budget request is \$16,930,042, an increase of 4.95%, or \$798,418, over the FY12 budget. Of the additional \$798,418, a total of \$425,115 is attributable to two items: health insurance costs projected at a 12.0% increase over FY12 (\$280,214) and increased retirement costs beginning July 1, 2013 (6 month impact is \$144,901). The increased benefit costs represent 2.64% of the total 4.95% increase. A more favorable health insurance rating in October, 2012, will move the budgeted number for health insurance in 2013. This budget request also includes several items identified in the budget initiatives section of this document. The Board of Selectmen indicated during their May, 2012 goal setting session that the operating budget would be a main focus during the 2012-2013 process. Given that direction, departments have reviewed their areas of operation and have brought forth several proposals described herein.

The total water fund budget request is \$2,502,720, an increase of 7.62%, or \$177,205, over FY12. The total sewer fund budget request is \$2,542,269, a 37.18%, or \$689,052 increase over FY12. Both water and sewer funds receive all revenues through water and sewer rates, not the property tax. There are several items for consideration in the water/sewer budgets for 2013, including several capital projects, and two additional personnel requests (net one additional with the proposed elimination of a part-time meter reader position).

In addition to the above, five non-bond issue warrant articles are itemized for discussion. The total amount of these warrant articles is \$561,700. They include: \$61,700 for human service agencies (customary article), \$250,000 for paving town roads, \$150,000 for the design of the Linden/Court Street culverts, \$30,000 for the Raynes Barn roof and silo connector work, and \$70,000 to fund a first year payment for a new vactor truck to be used by the sewer department. Additional CIP items have been deferred in the request including the \$40,000 to paint the Parks/Recreation building, and \$110,957 for boiler replacements in the public safety building. In the 2012 warrant article process, the Town approved a total of \$635,300 in general fund warrant articles, with \$49,000 of this amount funded from surplus to pay for the former Getty property.

As mentioned in prior meetings, there are also three bond issues contemplated for 2013: a second fire station/substation (\$2.5m), replacement of the water/sewer line on Portsmouth Avenue (\$1.12m), and a new ladder truck for the Fire Department (880K).

Revenues

Budgeted revenues are expected to remain somewhat flat in 2013. The town operates with limited revenue sources other than property taxes. The revised MS4 submitted in September, 2012 anticipates \$4,762,889 in revenues including \$299,000 in available general fund balance to offset the 2012 tax rate. In the 2013 budget, revenues are forecast at \$4,567,026. Three categories of revenue continue to decline: meals and rooms tax distribution, highway aid, and income from departments. The income from departments line has been dropped from \$969,058 to \$900,000, primarily to acknowledge the first year payment of the ambulance out of the EMS fund in 2013. Building this payment into the EMS revolving fund budget will mean less revenue to return to the general fund.

Budget Overview

The budget is the financial work plan for all Town departments. It contains the means, methods, and funding for all Town operations throughout the year. The Town has several operating departments. The three largest functions within the Town budget continue to be Police, Fire/EMS, and Public Works. These three functions alone make up 69.18% of the Town's general fund operating budget in 2013.

The Town's executive functions are administered by the Board of Selectmen and the Town Manager's Office. In addition the Town Manager's Office provides support to the Economic Development Commission, Arts Committee, Council on Aging, Budget Recommendations Committee, and Water/Sewer Advisory Committee. Other administrative support to Town Departments is provided through the Human Resources, Information Technology, and Finance functions. Financial operations in addition to Finance (which primarily handles budget administration, payroll, accounts payable, and cash management, includes the Tax/Water/Sewer Collections Office, and the Assessing Office. The Town Clerk's Office provides motor vehicle registration, vital records research, records retention, town meeting, and voting coordination and oversight for the community.

Land use, including regulation, code enforcement, and planning, is administered through the Planning and Building Office. This office also supports several volunteer boards, committees and commissions in their statutory missions including the Zoning Board of Adjustment, Planning Board, Conservation Commission, Historic District Commission, and Heritage Commission.

The Exeter Police Department provides service 24 hours per day, seven days per week. Fire and EMS services (to the paramedic level) are also provided 24/7 by four shifts of 6 Firefighter/EMT's per shift. The Police Department budget contains the Animal Control function and the Dispatch operations, which also run 24/7, 365 days per year. One dispatch position is funded through the EMS (ambulance) revolving fund. The Town is staffed using full time and part time dispatchers. The Fire Department, in addition to providing EMS services to the paramedic level, provides Town's health and emergency management functions. The public safety complex on Court Street, built in 1979, houses the Town's current Emergency Operations Center (EOC). Emergency Management is an active function in Exeter due to the makeup of the community (rural and urban areas) and the impacts felt during major events. The Town's health department provides support to several activities including mosquito control, regional health planning, and sanitary code enforcement.

The Public Works functions of Administration/Engineering, Highway, Maintenance, Solid Waste, Snow Removal, and Street Lights are all part of the general fund budget. DPW also supports a full water and sewer department, which manages the public water supply and distribution systems, and the Town's wastewater treatment and collection system.

The Town administers a welfare system as required by state law. The Department has a part time Welfare Director, and is indirectly supported by the Town Manager's assistant and the Human Resources Director. The Town Manager's assistant also coordinates the human service grant application process, by which several agencies each year submit directly to the Town government for funding. These requests are reviewed annually by the Budget Recommendations Committee.

The Town's Parks/Recreation Department, located at 32 Court Street, provides a full range of recreation programs. The Department also manages its properties and maintains the Town's parks. Periodically the Department provides cemetery support when needed, and is active at overseeing the Senior Center and its activities. In recent years, the Parks/Recreation Department has made extensive use of their revolving fund to support programs and services, while their portion of the general fund budget has decreased.

The Exeter Public Library is open year round, and is located on Chestnut Street. The Department has submitted a budget increase for 2013 of 4.37%. The Public Library serves the general public and has a series of educational and reading programs for all ages. The library serves as a cornerstone of the community in its location at Founders Park.

FY2013 Budget Notes

There are several items worth noting that are part of the 2013 budget dynamic. These include:

Wages. Open collective bargaining agreements (DPW/SEIU, Fire Association). The current Fire Agreement expires December 31, 2012. The current DPW/SEIU agreement expired December 31, 2010. The Town will be bargaining throughout the Fall of 2012 with these two units which represent a large portion of the Town's employee base. Any settlements with these units would need to be funded through separate warrant articles on the March, 2013 Town Warrant above the base budget request. Other wages have been included in the 2013 budget as follows: non-union COLA, 2.43%. This matches the last Fire COLA granted on July 1, 2012, which reflected the 10-year rolling average of the CPI (consumer price index). Police Association members are budgeted at a 3.0% COLA effective January 1, 2013 via their last settled agreement. The Police contract expires December 31, 2013. The Police Association contribution to health insurance will also rise to 12% on January 1, 2013.

Benefits.

Health insurance rates will be delivered to the Town on October 12, 2012 for Fiscal Year 2013. For the purposes of this preliminary budget a 12.0% increase in health insurance premiums is planned for 2013, reflecting the ongoing, increasing cost of health insurance. The 12.0% increase represents a \$280,214 portion of the requested general fund budget increase for 2013.

Retirement costs. The Town recently received its new retirement rates for Group I and II employees. These new rates represent a significant increase from those enacted in 2011 under retirement reform. Police rates will climb from 19.95% to 25.30%, a 26.8% increase. Fire rates will climb from 22.89% to 27.74%, a 21.2% increase. The Group I rates will climb from 8.80% under retirement reform to 10.77%, a 22.4% increase in these rates. The *six month* impact on the budget of these increases is \$144,901.

General Expenses. The Town has sought to hold the line on expense budgets in recent years by looking at other areas of the budget for potential savings. This has resulted in favorable electricity contracts, natural gas contracts, and solid waste disposal contracts. However, as upward pressures continue on other budgeted items, such as gasoline, the cost of paper, postage, and the cost of various contracted services, budgets are still feeling this pinch. Therefore, certain supply line items and postage accounts have been increased to reflect either increased activity, inflation, or both.

2013 Budget Initiatives

Departments were asked to review their current operations and provide requests based on areas that were designed to enhance their operations for public benefit, address inflationary pressures, and increase quality of service. Several requests are therefore contained in the 2013 budget for review and consideration by the Budget Recommendations Committee and Board of Selectmen. These include:

- Additional hours for the Town Manager's Office. The proposed budget includes adding 6 hours per week to the Administrative Assistant position to provide coverage throughout the day five days per week. The position is now backing up both Welfare and Human Resources and performing various administrative and customer service functions, as well as serving as the building's point person for ordering supplies, facilitating day to day building issues, and maintaining all board and town manager business. The position is also now coordinating the annual town report, scheduling of recording secretaries, and coordinating permits, along with other committee activities.
- Additional hours for the Deputy Town Clerk. The proposed budget increases this position from 34 to 40 hours per week. The position was recently hired and filled by a Town resident. A full-time deputy town clerk will allow the office to fully implement a third service window and add evening hours for enhanced service to residents.
- Vital records binding funds are included in the Town Clerk's budget request. This is the first time a request has come forward for this item in several years. This was an initiative in prior years through the Town Clerk's Office but was dropped due to budget constraints.
- The Town Clerk is proposing to enhance revenue through adopting a civil forfeiture system similar to the Town of Hampton. This would increase revenues generated through fines approximately \$10,000 in 2013 if fully implemented.
- The IT budget is carrying funds to update the GIS needs assessment from 2000. The Town has had a user group meeting on a regular basis and has identified several GIS issues that involve more effectively integrating the tax maps, day-to-day maps, DPW utility layers, etc.. A consultant would be hired under this program to update the needs assessment and make recommendations for more effective integration of the current system.

- The IT Department is budgeting funds to update the Town's voice mail and auto attendant. This will be a onetime expense and improve customer service as well as our voice mail system.
- The IT budget is carrying ongoing costs related to the recent upgrade of the Town's website, which is scheduled to be online by the end of September, 2012.
- The Finance budget includes funds for implementing credit and debit card acceptance in 2013. The funds are included in the Finance budget as they would be making the necessary arrangements through Munismart and the Town's current financial institutions. The initial office to focus on will be the Town Clerk.
- A \$1,000 stipend has been requested for a Deputy Treasurer. This position would support the Town Treasurer, a part-time, elected position. It would perform the same duties as the Treasurer under the New Hampshire RSAs.
- The board of selectmen budget is carrying funds related to tax deeded properties, such as mobile home demolition. In addition, legal fees have been increased relating to tax deeded properties. There is often a lengthy legal process once a property has been taken for taxes.
- The Building Inspector budget is carrying a new \$1,000 line item for vehicle maintenance to reflect work done on the vehicle assigned to that department.
- The Planning Department has requested upgrading the current copier to a color copier to meet printing and copying needs. The money budgeted is the difference between the current black and white copier and the color copier requested. The copier is located in the Planning Department on the second floor of the Town Office building and serves as the main copier for all departments on the second floor (Town Manager, Human Services, Human Resources, and Planning).
- The Planning Department has requested funds for a form based code analysis of Portsmouth Avenue (\$8,000) and noise consulting related to the Sportsmen's Club activities (\$12,000). The form based code evaluation may lead to zoning changes on Portsmouth Avenue being proposed to encourage development. The noise consulting is related to the barrier being proposed for the ESC property, and the need to have ongoing, independent noise testing of the grounds.
- The Police Department has requested the motorcycle to be added to the patrol function as they did last year.
- The Police Department is seeking reinstatement of the detective cut from the 2012 budget for six months (funding to begin July, 2013).
- The Police Department through the Communications budget is requesting the purchase a "code red" type system of reverse 9-1-1 for notifying the public regarding community emergencies, road closures, snow related emergencies, etc. The budget is carrying \$8500 for this purpose.
- The Fire Department emergency management program is requesting \$16,000 for an emergency lighting system to be used during night work and emergencies. The system would be shared amongst Town departments depending on the situation (flooding, night work, etc.).
- The Fire Department is proposing changing the current cell phone system to a flat \$32 per month reimbursement rate for Fire Department employees that carry phones. The Town is currently funding these plans in their entirety. A change in this manner would result in a budgetary savings.

- The Fire Department has increased the mosquito control budget by \$5,000 to fund additional barrier spraying. This is in the health budget.
- The DPW Administration budget is requesting funds for additional in-house engineering support, to assist with multiple capital projects in the general, water and sewer areas. This FT position would report to the Town Engineer. The Town has a full ongoing capital projects program underway that requires a new level of support within the department. The Board of Selectmen eliminated a position from the Highway Department during the 2012 budget process with the support of the Budget Recommendations Committee.
- The DPW Highway budget is carrying \$600,000 for budgeted paving funds in the operating budget. Another \$250,000 is proposed as a separate warrant article in 2013, making the total paving request \$850,000.
- The DPW Maintenance projects list budget is requested at \$146,800 for 2013. This includes \$21,700 in deferred 2012 projects that were deferred to accommodate the 47 Front Street roof project overruns. The DPW Maintenance projects list includes money for redesign of the Town Office entryway to meet ADA requirements, painting the Town Hall auditorium, constructing a dormer and access second floor at the DPW building to store IT equipment (IT), design of a compliant rear staircase for the Town Hall, expanding the clerical office space at DPW, purchasing 4 key punch lockset doors for the Town Office (to enhance security due to key duplication), and expanding the Town Clerk service counter to meet the "3 window" service set up envisioned by the Town Clerk including evening hours.
- The DPW Maintenance budget has increased custodial supplies to \$13,500 to reflect inflation.
- The DPW Maintenance budget is now carrying \$5,000 for ongoing software maintenance related to the purchase of the new TMA system for work orders and DPW garage activities.
- The Parks/Recreation budget is carrying an additional \$1,000 in funds to purchase 3 bike racks to place around destination areas/public property.
- The Chamber of Commerce has requested the Town increase its donation to the annual Christmas Lights hanging and lighting by \$2100, from \$3900 to \$6000.
- The Debt Service budget includes first year payment of the Norris Brook culverts project, and the drainage portion of the Jady Hill capital water/sewer/drains project.
- The vehicle replacement budget includes the following vehicles: 2 cruisers plus 1 motorcycle for the Police Department (in lease budget), electrician van (\$22,600), 6 Wheel Dump Truck (\$132,109), Replacements for Cars #1 and #54 at DPW (\$17,875 each), Parks/Recreation Truck Replacement (\$25,500) and replacing the Fire Chief vehicle (\$17,875). These vehicles are all highlighted in the 2013-2018 CIP document.
- The Benefits and Taxes budget includes funds for the health insurance buyout program, unemployment, worker's compensation, and property/liability insurance. Primex is the current carrier for the Town's insurance other than health insurance, which is obtained through the Health Trust at LGC.

Water and Sewer Enterprise Budgets

- The Water/Sewer operations have requested 1 additional FT water/sewer system operator and 1 FT utilities clerk. If approved the PT meter reader position would be eliminated.
- DPW Water/Sewer has requested a GPS and plotter/scanner to scan maps and make them electronically available. Currently all maps are only manually available.
- DPW Water/Sewer has requested to set up an emergency fund for unforeseen repairs for water/sewer (such as the furnaces at the Water Treatment Plant in 2011, and manganese issues related to a pump failure in 2011).
- DPW Sewer has budgeted several capital projects to improve the system in 2013.
- DPW Water/Sewer has allocated funds for a note taker for Water/Sewer Committee meetings into the department budgets (water and sewer) for 2013. Currently the Town Manager's budget picks up this expense.
- DPW Sewer is budgeting funds for legal expenses and consulting services related to the EPA permit for wastewater and ongoing activities in that area.
- DPW Water/Sewer has requested a warrant article for replacement of the current sewer vector truck.

As always, these requests are meant to create a framework for a meaningful budget deliberation throughout the budget season. I would like to recognize the department efforts at putting forth meaningful requests for consideration in 2013.

Respectfully submitted,

Russell Dean
Town Manager

Town of Exeter
 2013 Budget Summary Preliminary
 Updated September 19, 2012

DEPARTMENT	2012 Budget	2012 Actual	2013 Budget	2013 vs. 2012 \$ Increase/- (Decrease)	2013 Percent Difference	% of GF Budget
General Government						
100 Board of Selectmen	40,775	25,240	30,774	(10,001)	-24.53%	
111 Town Manager	179,145	133,202	195,741	16,596	9.26%	
113 CATV	1	-	1	-	0.00%	
115 Human Resources	82,878	52,663	84,739	1,861	2.25%	
119 Transportation	20,919	5,230	23,847	2,928	14.00%	
120 Legal	70,000	59,600	70,000	-	0.00%	
125 Information Technology	136,763	79,516	171,409	34,646	25.33%	
130 Trustees of Trust Funds	891	891	891	0	0.04%	
140 Town Moderator	969	538	431	(538)	-55.56%	
151 Town Clerk	318,104	203,786	354,620	36,516	11.48%	
152 Elections/Registration	38,490	13,816	19,096	(19,394)	-50.39%	
Total General Government	888,935	574,482	951,550	62,615	7.04%	5.62%
Finance						
201 Finance/Accounting	257,287	176,430	270,521	13,234	5.14%	
202 Treasurer	9,542	6,361	10,080	538	5.64%	
203 Tax Collection	83,686	62,683	95,228	11,542	13.79%	
205 Assessing	211,595	135,841	221,769	10,174	4.81%	
Total Finance	562,110	381,315	597,598	35,488	6.31%	3.53%
Planning & Building						
301 Planning	206,568	126,201	240,014	33,446	16.19%	
302 Inspections/Code Enforcement	222,962	150,231	231,696	8,734	3.92%	
303 Board of Adjustment	4,200	598	2,900	(1,300)	-30.95%	
304 Historic District Commission	1,480	274	1,980	500	33.78%	
305 Conservation Commission	9,605	2,384	9,605	-	0.00%	
306 Heritage Commission	800	-	1,400	600	75.00%	
Total Planning & Building	445,615	279,688	487,594	41,979	9.42%	2.88%
Economic Development Commission						
307 Economic Development Commission	3,500	59	3,500	-	0.00%	
Total Economic Development Commission	3,500	59	3,500	-	0.00%	0.02%
Police						
401 Administration	710,126	454,841	727,925	17,799	2.51%	
402 Staff	470,751	287,238	544,041	73,290	15.57%	
403 Patrol	1,792,634	1,082,833	1,890,764	98,130	5.47%	
404 Animal Control	1,250	905	1,250	-	0.00%	
405 Communications	434,490	258,433	434,072	(418)	-0.10%	
Total Police	3,409,251	2,084,250	3,598,052	188,801	5.54%	21.25%

Town of Exeter
 2013 Budget Summary Preliminary
 Updated September 19, 2012

DEPARTMENT	2012 Budget	2012 Actual	2013 Budget	2013 vs. 2012 \$ Increase/- (Decrease)	2013 vs. 2012 Percent Difference	% of GF Budget
Fire						
501 Administration	492,859	329,147	519,898	27,039	5.49%	
503 Fire Suppression	2,861,791	1,834,678	3,030,390	168,599	5.89%	
504 Emergency Management	19,333	13,461	43,825	24,492	126.68%	
505 Health	117,820	71,306	124,616	6,796	5.77%	
Total Fire	3,491,803	2,248,592	3,718,729	226,926	6.50%	21.97%
Public Works - General Fund						
601 Administration & Engineering	347,510	251,192	383,910	36,400	10.47%	
602 Highways & Streets	1,707,427	1,328,419	1,733,431	26,004	1.52%	
603 Snow Removal	305,785	119,478	275,810	(29,975)	-9.80%	
604 Solid Waste Disposal	855,250	469,125	821,232	(34,018)	-3.98%	
605 Street Lights	107,000	86,553	137,000	30,000	28.04%	
Total Public Works - General Fund	3,322,972	2,254,767	3,351,383	28,411	0.85%	19.80%
Maintenance						
606 General	550,171	345,526	583,352	33,181	6.03%	
607 Recreation Center	19,300	15,192	19,300	-	0.00%	
608 Town Hall	29,200	22,467	29,200	-	0.00%	
609 Town Office	28,600	28,655	29,200	600	2.10%	
610 Senior Center	14,150	6,534	14,150	-	0.00%	
611 Safety Complex	69,800	36,937	69,800	-	0.00%	
612 DPW Complex	42,800	27,344	42,800	-	0.00%	
613 Train Station	11,000	4,691	11,000	-	0.00%	
614 Other Town Structures	11,200	1,645	11,200	-	0.00%	
615 Mechanics/Garage	205,473	143,108	233,798	28,325	13.79%	
Total Maintenance	981,694	632,099	1,043,799	62,105	6.33%	6.17%
Welfare & Human Services						
710 Welfare	90,794	53,906	94,087	3,293	3.63%	
711 Human Service Grants	65,995	32,998	58,295	(7,700)	-11.67%	
Total Welfare & Human Services	156,789	86,904	152,382	(4,407)	-2.81%	0.90%
Parks & Recreation						
801 Recreation	296,557	195,120	320,054	23,497	7.92%	
802 Parks	188,687	113,200	165,593	(23,094)	-12.24%	
803 Pool	4,200	-	-	(4,200)	-100.00%	
Total Parks & Recreation	489,444	308,320	485,647	(3,797)	-0.78%	2.87%

Town of Exeter
 2013 Budget Summary Preliminary
 Updated September 19, 2012

DEPARTMENT	2012 Budget	2012 Actual	2013 Budget	2013 vs. 2012 \$ Increase/- (Decrease)	2013 vs. 2012 Percent Difference	% of GF Budget
Other Culture/Recreation						
116/804 Other Culture/Recreation	21,200	6,013	23,300	2,100	9.91%	
805 Special Events	14,000	12,356	14,000	-	0.00%	
Total Other Culture/Recreation	35,200	18,369	37,300	2,100	5.97%	0.22%
Public Library						
901 Library	879,787	544,897	918,222	38,435	4.37%	
Total Library	879,787	544,897	918,222	38,435	4.37%	5.42%
Debt Service & Capital						
921-23 Debt Service	666,273	588,770	754,041	87,768	13.17%	
117 Vehicle Replacement	407,633	391,740	426,830	19,197	4.71%	
118 Capital Outlay - Other	49,811	-	47,477	(2,334)	-4.69%	
Total Debt Service & Capital	1,123,717	980,510	1,228,348	104,631	9.31%	7.26%
Benefits & Taxes						
931 Health Insurance Buyout	62,829	76,585	52,939	(9,890)	-15.74%	
933 Unemployment	12,575	5,688	12,575	-	0.00%	
937 Worker's Compensation	131,572	135,852	136,000	4,428	3.37%	
114/941 Insurance	133,829	154,110	154,423	20,594	15.39%	
Total Benefits & Taxes	340,805	372,235	355,937	15,132	4.44%	2.10%
Total General Fund	16,131,621	10,766,484	16,930,042	798,421	4.95%	100.00%
Water Fund	2,325,515	1,726,553	2,502,720	177,205	7.62%	
Sewer Fund	1,853,217	1,218,662	2,542,269	689,052	37.18%	
Total All Funds	20,310,353	13,711,699	21,975,031	1,664,678	8.20%	
Other Appropriations - Warrant Articles						
Human Service Warrant Articles	38,400	19,200	61,700	23,300	60.68%	
Supplemental Paving	250,000	116,423	250,000	-	0.00%	
Town Office Modular HVAC System	198,000	7,500	-	(198,000)	-100.00%	
Getty Petroleum Land Purchase (Court S	49,000	44,000	-	(49,000)	-100.00%	
Historical Society Roof Repl	99,900	-	-	(99,900)	-100.00%	
Linden St & Court St Culverts	-	-	150,000	150,000		
Raynes Farm Improvements	-	-	30,000	30,000		
Vacuum Utility Truck #67	-	-	70,000	70,000		
Totals	635,300	187,123	561,700	(73,600)		
Borrowing Other						
Jady Hill Utility Repl Phase II	200,000	-	-	-		
Totals	200,000	-	-	-		

Parks Mower Sealed Bid

The Town of Exeter is offering a mower for sealed bid. The mower was last used 3 years ago by the Parks and Recreation Department. It has been in storage since that time. It is a Toro with 72" mowing deck.

It may be viewed by contacting the Parks and Recreation Department at 773-6151. All bids should be sealed and marked "Parks Mower Bid" and sent to the Town Manager's office no later than Friday September 7 at 4:00 PM.



Please see attached note to R. Dean

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:

Oyster River Players
Name: Kitty Beller-McKenna Address: 8 Beech Hill Rd.
Town/State/Zip: Durham NH 03824 Phone: (603) 969-6286
Email: kbmck@comcast.net Date of Application: 9/7/12

Organization Information:

Kelly Eggers, Director
Name: Oyster River Players Address: 44 Birch Hill Rd.
Town/State/Zip: Lee, NH 03861 Phone: (603) 659-8304

Reservation Information:

Type of Event/Meeting: play Date: January 12-20 *#Shows*
Times of Event: weekend: afternoon & evening performances* *Fr 1/12 7pm*
Weekday rehearsal *Sat 1/19 1pm*
of tables: _____ # of chairs: _____ *Sun 1/20 7pm*
List materials being used for this event: sets, furniture, props *Will contact Kevin about plans for set*
Will food/beverages be served? NO Description: Just snacks outside or in foyer *1pm*

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: Kitty Beller-McKenna Date: 9/7/12

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

Catherine Beller-McKenna
8 Beech Hill Road Durham, NH 03824
(603) 868-2911 kbmck@comcast.net

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

September 7, 2012

Dear Mr. Dean,

Thank you so much for accommodating Oyster River Players last fall by reviewing and approving our application for the use of the Town Hall in January earlier than the main batch of permit requests. This really made it possible for us to obtain the rights for a show in time to do the set designs early enough to get them to Kevin for his approval in a timely fashion. I believe we got our permit well before the end of November last year, which was really helpful.

It is just this one permit application for January that is a concern to us – the spring and summer permit applications are fine. I hope it will be convenient for you to do the same thing again this year, that is, reviewing and approving our January application early.

Thank you so much. My impression is that things have been going particular well with Oyster Rivers and the town of Exeter in the last couple of years, which has been nice. Thank you so much. We value the opportunity to use such a wonderful spaced very highly.

Sincerely,



Kitty Beller-McKenna
House Manager, Oyster River Players



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: twmng@town.exeter.nh.us

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

Representative Information: *Oyster River Playes*
Name: *Kitty Beller-McKenna* Address: *8 Beech Hill Rd.*
Town/State/Zip: *Durham, Ntt 03824* Phone: *(603) 969-6286*
Email: *kbmcke@comcast.net* Date of Application: *9/7/12*

Organization Information: *Kelly Egges, Director*
Name: *Oyster River Playes* Address: *44 Birch Hill Rd.*
Town/State/Zip: *Lee, Ntt 03861* Phone: *659-8304*

Reservation Information:
Type of Event/Meeting: *Play* Date: *June 29-July 7* *Shows: *Fr 7/5 7pm, Sat 7/6 1pm + 7pm, Sun 7/7, 1pm*
Times of Event: *Afternoon + evening performances** Times needed for set-up/clean-up: _____
of tables: _____ # of chairs: _____
List materials being used for this event: *Sets, props, furniture - about plans for set* *Will contact Kevin*
Will food/beverages be served? *No* Description: *Just snacks outside or in foyer*

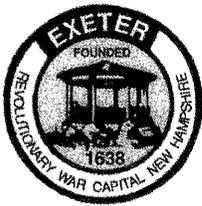
Requirements:
Cleaning Deposit: A cleaning deposit of \$100 is required of any user serving food or beverages. If the town determines after use that the building acceptably cleaned, the deposit fee will be returned to user. No food is allowed in Main Hall of the Town Hall. If food is to be served and/or 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: *Kitty Beller-McKenna* Date: *9/7/12*

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: twmng@town.exeter.nh.us

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

Representative Information:

Name: Carol Murray Address: 74 Kingston RD
Town/State/Zip: Exeter NH 03833 Phone: 603-778-1703
Email: CJ.Fornash@hotmail.com Date of Application: 9/17/2012

Organization Information:

Name: Cub Scouts Address: Pine St
Town/State/Zip: Exeter NH 03833 Phone: 603-778-1703

Reservation Information:

Type of Event/Meeting: Cub Scout yard sale Date: OCT 27, 2012
Times of Event: 8 AM - 2 PM Times needed for set-up/clean-up: Friday Oct 28 for set up in the evening if ok.
of tables: _____ # of chairs: _____
List materials being used for this event: Just Donated Home and toy items
Will food/beverages be served? Description: a Bake sale as well

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: [Signature] Date: 9/17/2012

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

Office Use Only:

Liability Insurance: On file In-process Will receive by 9/17
Fee: Paid Will pay by _____ Non-profit fee waiver requested

Town Facilities / Permits
September 24 - October 8, 2012

Date	Event Hours	Length of Rental	Facility/Permit	Group/Purpose
10/3	10:30am - 1:30pm	8:30am - 3pm	Town Hall	HR - Benefit's Fair
10/7	12 - 5pm		Town Hall	Antique Appraisals



Local Government Center

September 20, 2012

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

Dear Mr. Dean:

Local Government Center HealthTrust (LGC HealthTrust) is making changes to the *Slice of Life* program to better serve enrollees, dependents and retirees. Starting on January 1, 2013, we will be rolling out an enhanced, three-year program. While we continue to offer financial incentives and reimbursements to enrollees, dependents and retirees who participate in health-promoting activities and classes, we will also be moving beyond focusing on just participation.

Supported by data confirming that healthy individuals spend fewer healthcare dollars, reduce overall claims, and contribute to higher productivity, we will be introducing programs that enable enrollees to make long-term behavior changes. We understand that change is a slow process that runs a predictable and measurable course. So we have revised our *Slice of Life* program to provide learning opportunities that help people succeed.

Our new regional biometrics screening program, for example, will provide locations close to home where enrollees, covered spouses and retirees can get screened for blood pressure, blood cholesterol, blood glucose and BMI, measures that predict risk for diabetes, heart disease, and other chronic and lifestyle-related conditions. Individuals who attend regional screening sites can meet with a health counselor and use the visit as a starting point for making healthy changes. Those who submit their results along with their LGC HealthTrust Health Assessments will receive a \$50 check, double the current reward for submitting biometrics results.

In the weeks ahead, we will be announcing updates to the *Slice of Life* program aimed at maximizing our resources and your benefits. You will see some reimbursements increase and others get redirected. You will find new programs and creative strategies for dealing with common health challenges, and you will see how *Slice of Life* reflects LGC HealthTrust's values of service, collaboration, innovation, and integrity.

At the same time, we will continue to remind you that while it is impossible to put a price tag on health, we are committed to responsible spending to give enrollees, dependents and retirees what they need to get healthy and stay that way. Healthy living reduces claims, saves money, and multiplies happiness, goals we will continue to promote and share with you.

On the reverse side of this letter, please find a table showing current and updated incentives for the *Slice of Life* program. We will be following up with a detailed account of changes planned for the next three years.

Best wishes for good health,

Wendy L. Parker
Deputy Director for Risk Pool Operations

NH Municipal Association

Property-Liability Trust

HealthTrust

Program	2013 Incentives	2012 Incentives
Personal Health Assessment	\$75 Electronic or \$50 Paper	\$75 Electronic or \$50 Paper
Biometrics	\$50	\$25
Health Awareness – Physical Activity Classes and Self-Reported Physical Activity	\$100 annual, \$25 per quarter.	\$150 annual, \$37.50 per quarter
Health Awareness – Lifestyle Classes	\$100	\$150
Dependents Under 18 – Lifestyle and Physical Activity Classes	\$200	\$300
Future Mom's Program	\$100 Savings Bond – NEW for 2013!	\$0
24/7 Nurse Care Line	Portal Points – NEW for 2013!	\$0
Preventative Care Screenings	Portal Points – NEW for 2013!	\$0
Annual Physical Appointment	Portal Points – NEW for 2013!	\$0
Live On Portal Usage	Portal Points – NEW for 2013!	\$0
Portal Point Incentives – NEW for 2013!	Quarterly drawings for Visa gift cards based on a minimum portal point accumulation. Ten \$1,000 winners drawn per quarter.	\$0

ROCKINGHAM



PLANNING COMMISSION

156 Water Street, Exeter, NH 03833
Tel. 603-778-0885 ♦ Fax: 603-778-9183
email@rpc-nh.org ♦ www.rpc-nh.org

September 19, 2012

Matt Quandt, Chairman
Board of Selectmen
10 Front Street
Exeter, New Hampshire 03833

Dear Mr. Quandt:

I am writing to thank you for Exeter's continued support and membership in the Rockingham Planning Commission and to provide you with updated information as you budget for membership for the coming year. Our services are available to Exeter and the other towns in the region through continued financial support in the form of dues paid by our member communities. Local dues provide our most important source of funding. They support the core operation of the agency and allow us to match grant funding from other sources.

Our dues request from Exeter for the coming year will be \$11,325. This is calculated based on the 2011 Office of Energy and Planning population estimate for Exeter of 14,354 and a per capita dues rate of .93 cents. In recognition of the ongoing financial stresses facing local government, our dues rate will remain unchanged next year, as it has for the past five years.

Attached for your information is our work program for the current fiscal year, which summarizes the regional and local projects that we are presently working on.

The dues support we receive is more important than ever. As always, the Commission is grateful for your support and is eager to assist your town. If you would like to discuss this request or any other aspect of RPC membership or the work we are doing, please feel free to call me at 382-5078, or call Cliff Sinnott, our Executive Director, at the RPC office at 778-0885. We will be pleased to meet with you at your request and convenience.

Sincerely,



Timothy Moore
Chairman

cc: Kathy Corson, Planning Board Chair
Sylvia von Aulock, Town Planner
Russell Dean, Town Manager
Gwen English, Don Clement, Langdon Plumer and Katherine Woolhouse, RPC
Commissioners

Encl.

REGIONAL WORK PROGRAM FOR FISCAL YEAR 2012
July 1, 2012 - June 30, 2013
ROCKINGHAM PLANNING COMMISSION

Land Use Planning

TARGETED BLOCK GRANT

(Funding Source: NHOEP)

Task A – Geographic Information System Support (26% of TBG work program*)

- **Standard Map Set Update – LiDAR / Topographic Maps:**
The RPC Standard Map Set will be updated to include higher resolution digital topographic maps based on the recently released LiDAR data set for southeast and coastal New Hampshire. Other updates will be made as data become available.
- **Local Technical Assistance and Support:**
The balance of funding set aside for Task A will be utilized to support general day-to-day support in responding to requests for assistance on municipal mapping projects and local GIS support.

Task B - Developments of Regional Impact (5% of TBG work program)*

To assist in fulfilling RPC obligations under RSA 36:58, conduct reviews of development of regional impact. This task will include providing RPC DRI committee support; convene Committee as needed; prepare written responses and attend local land use board meeting concerning developments of regional impact as required. Monitor and amend rules of procedure and DRI community guidance documents for the DRI Committee as needed.

Task C - Matching Planning Grant Assistance Program for Member Communities
(60% of TBG work program)*

Continue the matching grant program the RPC makes available for planning assistance projects in member communities. These funds will be made available to the communities on a 50/50 matching basis for projects to be completed by RPC staff. Specific projects will be solicited from the communities and evaluated for funding based on the project description, demonstrated need, past TBG supported project assistance and availability of local match. Non-dues paying- members are ineligible for these matching grant funds. Maximum matching amounts per project has been reduced to \$2500

Task D - Support for Sustainable Communities Initiative (9% of TBG work program*)

The RPC will utilize \$1000 in FY-2013 targeted block grant funds for staff time associated with Statewide Coordination component of the Granite State Future project. These funds are reserved to fulfill the commitment for matching funds made in the 2011 Sustainable Communities Initiative application to HUD submitted by NRPC on behalf the New Hampshire regional planning commissions and statewide partner consortium.

NH COASTAL PROGRAM

(Funding Source: NH CZP; Local Dues, Community match)

1. **Planning Assistance for Coastal Communities** (0% of CZP RPC Grant)
Due to budget reductions, grant funds to provide technical planning assistance matching grants to coastal communities are not longer available through the NH Coastal Program.
2. **Regional Water Studies** (50% of Grant)
(Funding: NH Coastal Program; Local Dues; RPC In-kind match)
RPC will provide staff support for regional water-related programs in the seacoast. Grant funds will be used to provide limited assistance to various regional water initiatives, including the Southeast Watershed Alliance (SWA) and the Coastal Adaptation Workgroup (CAW), and to continue outreach work regarding the USGS groundwater sustainability project. RPC will also assist with the organization and start-up tasks associated with the new Winnicut River Local Advisory Committee.
3. **Community Assistance for Climate Change Adaptation Planning** (50% of Grant)
(Funding: NH Coastal Program; Local Dues; UPWP leverage match)
RPC will continue to assist member communities in planning for the future impacts of climate change. This assistance will be based on prior projects RPC has engaged in including the RPC/Town of Seabrook assessment of sea level rise, the PREP/COAST assessment for Hampton and Seabrook, the UNH/CICEET Lamprey Flood Assessment study. Information and techniques from these studies will be extended throughout the RPC coastal communities on an as-requested basis.

Natural Resources and Environmental Planning

REGIONAL ENVIRONMENTAL PLANNING PROGRAM (REPP)

(The REPP program has been eliminated from NHDES budget)

Exeter River Management Plan; Assistance to ERLAC (604B)

(Funding: EPA 604B Program; Local Dues)

The RPC will conclude its project to provide direct technical assistance to the Exeter River Local Advisory Committee (ERLAC) under the provisions of the New Hampshire Rivers Management and Protection Program. For 15 years the RPC has provided organizational and technical planning assistance to ERLAC, which is responsible for developing, adopting and monitoring the management plan for the river. Work tasks for the grant's 2 year period of 2011-12 has included:

- Developing an expanded watershed management plan for the Exeter/Squamscott River watershed. This will incorporate the Squamscott River (tidal reach of the Exeter) watershed area into the plan including portions of Exeter, Stratham and Newfields.
- Continuing to provide technical and administrative support for monthly ERLAC meetings.
- Providing RPC staff reviews of land development proposals and draft letters to relevant parties regarding development proposals and submit these and minutes from meetings with developers, Planning Boards, and Conservation Commissions in both electronic and hard-copy to DES on or before the project completion date.

- Prepare grant requests to the NH Coastal Program, NH Estuaries Project, New Hampshire Charitable Foundation, State Conservation Committee and other organizations to secure funding for implementation of Management Plan recommendations.

PREP Management Committee

(Funding: Local Dues)

The RPC will continue to participate on the Piscataqua River Estuaries Program (formerly NH Estuaries Program) Management Committee and in the Great Bay Initiative sponsored by PREP representing RPC communities and regional interests.

Southeast Watershed Alliance

(Funding: Local Dues; CZP; UPWP)

RPC staff is increasingly active in the Southeast Watershed Alliance, a multi-jurisdictional organization authorized by legislation in 2009 for the purpose of coordinating water quality planning and implementation in the NH Coastal Watersheds (Great Bay and Hampton-Seabrook estuary watersheds). RPC staff participates on the groups Advisory Committee and has provided technical assistance on a variety of subjects related to non-point source pollution and stormwater management. As funding permits, this will continue in FY 2012.

EPA Brownfields Site Assessment Program

(Funding: EPA; RPC Dues)

Additional funding was approved in FY2010 to continue and expand the program to include both hazardous substance and petroleum contamination sites, RPC staff will continue to work with the RPC Brownfields Advisory Committee who has selected and prioritized sites for further investigation and assessments. Phase 1 assessments of candidate brownfields sites will be conducted after securing the interest and cooperation of the individual landowners. Phase 2 assessment will be completed as warranted. Candidate assessment sites are located in Portsmouth, Hampton, Exeter, Fremont, Epping, Sandown and Plaistow. Others will be added in the coming year. Staff also participates in Statewide Brownfields Advisory Committee.

Agriculture Resource Master Chapter

(Funding: NH Charitable Foundation)

The project will complete development of a model agriculture resources master plan chapter begun in FY 12 for use by communities as a template in preparing town-specific chapters. The model will be developed with the help and guidance of an advisory committee, and once completed will be presented to communities in two regional meetings.

Green Infrastructure for Sustainable Coastal Communities

(Funding: UNH Stormwater Center, NOAA/NSC)

RPC will provide staff assistance to an overall 2 year project to assist communities in the NH Coastal Watershed to develop and implement low-impact-development and green infrastructure projects to reduce stormwater and other non-point source pollution, and improve water quality. The project is intended to build a cooperative framework between communities, regional planning commissions and the UNH Stormwater Center to address non-point pollution in the coastal watersheds.

Transportation Planning

UNIFIED PLANNING WORK PROGRAM FOR FY-2012 & 2013

(Funding Sources: FHWA; FTA; NHDOT; Local Dues)

The RPC's transportation planning work program is developed and adopted by the Commission in its capacity as the metropolitan planning organization (MPO) for the region. This transportation planning work program, called the Unified Planning Work Program, covers a two year period and was last adopted and approved in May 2011 to cover the period July 2011 through June 2013. Planning priorities or emphasis areas covering this two year period were jointly developed by the RPC, FHWA and NHDOT and are summarized as follows:

1. **SAFETEA-LU Compliance:** Ensure that the MPO maintains compliance with the provisions of SAFETEA-LU and the planning regulations developed by FHWA and FTA.
2. **Fiscal Constraint and Financial Planning:** Continue to improve methods and practices regarding showing fiscal constraint of planning documents and of projecting finances available to the MPO.
3. **Project Monitoring:** Take a more active role in tracking projects as they move from planning to implementation.
4. **Travel Demand Modeling:** Ensuring that the MPOs are maintaining the function and capacity of their travel demand models and keeping them up-to-date.
5. **HPMS and CMP Data Collection and Monitoring:** Continue to assist with the collection of Highway Performance Monitoring System data and implement the data collection necessary for the Congestion Management Process.
6. **2010 Census Data:** Work to integrate the forthcoming 2010 census data into transportation planning activities such as the Travel Demand Model and Long Range Plan.
7. **Planning and Environmental Linkages:** Work with Federal and State planning partners to deploy innovative planning techniques that can shorten project delivery times.
8. **Planning Performance Measures:** Develop and implement planning performance measures and integrating a performance based approach into MPO activities.
9. **Climate Change:** Address climate change mitigation and adaptation in the planning process.
10. **Livability:** Integrate the livability principles of more transportation choices, equitable, affordable housing, enhanced economic competitiveness, support for existing communities, coordinated policies, leveraging investments, and valuing communities and neighborhoods into the transportation planning process.

The full UPWP document which includes nearly 100 separate tasks and task categories can be found on the RPC website at the following location:

[www.rpc-nh.org/PDFs/transportation/Final Draft RPC FY2012-2013 UPWP.pdf](http://www.rpc-nh.org/PDFs/transportation/Final_Draft_RPC_FY2012-2013_UPWP.pdf)

Hampton Intermodal Transportation Feasibility Study

(Funding Sources: FHWA; FTA; NHDOT; Local Dues)

The Hampton Intermodal Transportation Feasibility Study is included as a Special Study within the Unified Planning Work Program as described above.

The Rockingham Planning Commission, on behalf of the Town of Hampton, will conduct a combination Feasibility Study and Conceptual Planning Study to evaluate the potential of establishing an intermodal transportation facility at the present interchange of US 1 and NH 101 adjacent to Hampton's town center. The proposed intermodal center has been identified in multiple regional plans, and is seen by the Town, the Planning Commission, and other public and private stakeholders as supporting a range of regional transportation goals. Chief among these are improved access to intercity and regional transit for residents of Seacoast communities south of Portsmouth, and economic and environmental benefits associated with improved access to Hampton Beach State Park for visitors and residents alike. Key components of the study will include demand assessments for intercity, regional and local circulator transit services; a Brownfields site assessment of the NH101/US1 interchange area, and conceptual design of the interchange and the intermodal facility itself. The Planning Commission will be responsible for managing the study; one or more consultants will be retained for the site assessment and interchange conceptual design components.

Coastal Route 1A/1B Scenic Byway Management Plan Update

(Funding Sources: FHWA; FTA; NHDOT; Local Dues)

The current Coastal Scenic Byways Management Plan was completed by the RPC in 1995. It is now considered too outdated to support project funding applications made under the FHWA Scenic Byways program. In response to several project application rejections and the need to consider the disposition of excess rights of way in parts of Rye and North Hampton, the RPC successfully applied for a grant to update the management plan. The project has faced considerable delay in receiving project scope and process approval from the NHDOT operating under the new "Local Project Administration" manual. As a result project timeline has been delayed by one year and will commence in the Fall of 2012 and be concluded in 2014. The update will follow the general format of the previous Plan, but incorporate relevant recommendations and elements of the Hampton Beach Master Plan, East Coast Greenway, bicycle and pedestrian needs and other supporting projects.

Economic Development Planning

Comprehensive Economic Development Strategy (CEDS)

(Funding: Rockingham Economic Development Corp., Local Dues)

Provide assistance to the REDC in updating of the 2012 Rockingham County Comprehensive Economic Development Strategy (CEDS), in support of on-going regional economic development planning efforts. The RPC's responsibilities will include updating demographic and economic data and associated analyses, assisting with reviewing and updating goals, objectives and recommendations, including the priority project list, researching status of major regional economic development projects and providing support and input at Steering Committee and REDC Board meetings. The original CEDS was completed in 2000; a major rewrite was completed in 2005; annual updates are completed for intervening years.

EPA Brownfields Site Assessment Program

(Funding: EPA; RPC Dues)

See the program description above under “*Natural Resources & Environmental Planning*”

Broadband Mapping and Planning

(Funding: SWRPC/UNH/National Telecommunications & Information Administration/US Dept. of Commerce)

The New Hampshire Broadband Mapping & Planning Program (NHBMP) is a multi-year, multi-agency effort to map areas in the state that are currently served and underserved by the State’s 70+ broadband providers. The initial broadband access mapping effort was completed in 2011 with annual updates in subsequent years. The Broadband Planning effort is now underway to help the region plan for existing and future broadband capacity and infrastructure by enhancing town and regional master plans to address broadband barriers and needs and create appropriate development strategies.

Other Regional Programs

Hazard Mitigation Planning

(Funding: NH Office of Emergency Management, RPC)

Continue development and begin an update cycle of Natural Hazard Mitigation Plans for communities in the region. In FY 2012-2013, the RPC will complete Hazard Mitigation Plan updates for North Hampton and Seabrook and perform the 5-year updates for Newington, East Kingston, Hampstead, Stratham, Atkinson, Kensington and Windham.

Developments of Regional Impact Review

(Funding: Local Dues)

Continue to staff the Developments of Regional Impact Review Committee which reviews and comments on proposed development in the region that may have region-wide impact. (RSA 35:54-58). Work on strengthening the regional impact review process and local awareness, and complete follow-up on Planning Advisory on Regional Impact Guidelines distributed in FY 07. Attend local planning board meetings as warranted to provide testimony on regional impact projects.

Energy Planning

(Funding: NH Office of Energy & Planning/US DOE/CLF Ventures)

The RPC with the other 8 regional planning commissions have partnered with CLF Ventures and Peregrine Energy Group to implement the NH OEP’s Energy Technical Assistance Partnership Program (ETAP). The RPC is assisting communities in carrying out energy inventories for municipal buildings and facilities, identify funding sources and prepare grant applications, develop energy master plans, prepare related ordinances and develop town wide energy strategies. The project concluded in the Spring of 2012. The Commission is seeking alternative funding sources to be able to continue this form of technical assistance.

Hazardous Waste Collection: (Exeter, Stratham, Newfields, East Kingston)

(Funding: Local Dues)

Coordinate multi-town cooperative hazardous waste collection each year, including grant application, volunteer and other logistics coordination.

Regional Planning Program: Regional Sustainable Development Plan

(Funding: through NRPC from HUD Sustainable Communities Initiative; TBG; UPWP; Local Dues)

Over the next three years the RPC will develop a new comprehensive regional master plan that will address the regional master plan chapter and component defined in RSA RSA 36:47 and 9:B. The Plan will consist of elements including regional vision, goals, housing transportation, water resources and infrastructure, environmental quality, economic development, adaptation and climate change. The RPC will also participate in statewide coordination efforts involving all nine RPCs and several state agencies working to develop shared statewide elements, templates and a common framework for the Regional Sustainable Development Plans (RSDPs) in New Hampshire. This will include elements for outreach and communication, community engagement, data collection and assessment, scenario planning methodology and others.

Legislative Policy Development

(Funding: Local Dues)

Develop and distribute RPC legislative policy priorities for the 2011-2012 Legislative Session.

Information Distribution

(Funding Source: Local; NHDOT; FHWA; OSP)

Newsletters; Website updates; Zoning Amendment Calendar; Other Planning Advisory Memos; Census Distribution; Law Lecture Series; Press Releases

Commission Support

(Funding: Local; Administrative overhead)

Provide staff support as needed to the Commission and its standing committees, including Executive, Personnel, Nominating, Legislative and Regional Impact Committees. Support includes preparing for and attending meetings, preparing meeting agendas and materials, and carrying out other tasks as requested.

LOCAL WORK PROGRAM FOR FY 2012-2013
Rockingham Planning Commission

July 1, 2012 – June 30, 2013

- Atkinson:** Circuit rider services; assistance to planning board including revisions to zoning and regulations; review of Site Plan and Subdivision applications; TA contract to provide assistance on Master Plan update including the preparation of a new Community Vision Chapter and update of the Future Land Use Chapter; assistance with Old Stage Coach (NH121A) scenic byways designation; general transportation planning (MPO) assistance; update to the Town's Hazard Mitigation Plan;
- Brentwood:** Circuit rider services; Site Review and Subdivision regulation amendments as necessary and Zoning amendments as necessary; general transportation planning (MPO) assistance; 604-B Water Quality Planning Support via the Exeter-Squamscott River Local Advisory Committee; start work on Hazard Mitigation Plan update (Spring 2013).
- Danville:** General technical assistance as requested; assistance to Planning Board in revisions in Zoning Ordinance as requested; update Site Review and Subdivision regulations as requested; general transportation planning (MPO) assistance; 604-B Water Quality Planning Support via the Exeter-Squamscott River Local Advisory Committee; start work on Hazard Mitigation Plan update (Spring 2013).
- East Kingston:** Circuit rider services; assistance to planning board with revisions to Zoning Ordinance; review of Site Plan and Subdivision applications; update of Subdivision Regulations in 2012; general transportation planning (MPO) assistance; coordination of and informational presentations to the Agriculture Commission; coordination of Exeter/Stratham/Newfields/East Kingston and Epping household hazardous waste collection; 604-B Water Quality Planning Support via the Exeter-Squamscott River Local Advisory Committee; update the Town's Hazard Mitigation Plan.
- Epping:** Non – dues paying member status expected in FY 2013; general transportation planning (MPO) assistance; follow-through with Hazard Mitigation Plan update begin in FY 2012 as needed.
- Exeter:** Technical assistance as requested; coordination of the Exeter/Stratham-/Newfields/East Kingston and Epping household hazardous waste collection; TASC volunteer driver program assistance; staff support for COAST; Exeter Local Transportation Committee assistance; downtown bicycle parking planning assistance; participation in the Regional Brownfields site assessment program; participation in the Exeter Station Committee (Downeaster) and West Ex Committee and assistance with economic development planning process; 604-B Water Quality Planning Support via the Exeter-Squamscott River Local Advisory Committee; Project management of the Exeter/Stratham Sewer and Water feasibility study for shared services.
- Fremont:** Circuit rider services; assistance to Planning Board in revisions to Zoning Ordinance, Site Review and Subdivision regulations and applications; general transportation planning (MPO) assistance; Safe Routes to School technical assistance; conduct public input sessions and update the Vision/Goals Chapter of

Master Plan; participation in the Regional Brownfields site assessment program; 604-B Water Quality Planning Support via the Exeter-Squamscott River Local Advisory Committee.

Greenland: Circuit rider services; assistance to Planning Board on revisions to Zoning Ordinance, review of Site Review and Subdivision regulations and applications; general transportation planning (MPO) assistance; transit coordination assistance; update of Stormwater Regulations; TASC volunteer driver program assistance; staff support for COAST; participation in the Regional Brownfields site assessment program; participation in the Energy Technical Assistance Program.

Hampstead: Technical assistance as requested; general transportation planning (MPO) assistance; CART regional transit system implementation; update to the Town's Hazard Mitigation Plan; assistance with the Old Stage Coach (NH121A) Scenic Byways designation.

Hampton: Technical assistance as requested; general transportation planning (MPO) assistance; Safe Routes to School technical assistance; TASC volunteer driver program assistance; completion of Route 1 Corridor Study and implementation strategy; initial work on NH Coastal Byway (NH1A/NH1B) Corridor Management Plan update; completion and followup to the HBAC parking study; carryout the Hampton Intermodal Facility feasibility and conceptual planning study; participation in the Regional Brownfields site assessment program; technical assistance and participation in Coastal Adaptation Workgroup and community outreach.

Hampton Falls: Circuit rider services; assistance to Planning Board in revisions to Zoning Ordinance; review of Site Review and Subdivision regulations and applications; general transportation planning (MPO) assistance; parcel map updates; continue Route 1 Corridor Study outreach; TASC volunteer drive program assistance; develop a new Route 1 Corridor Commercial District(s); assistance via special contract to implement NHHFA Community Planning Grant re: Route 1 Corridor.

Kensington: Circuit rider services; assistance to Planning Board in revisions to Zoning Ordinance; Site Review and Subdivision regulations and applications; general transportation planning (MPO) assistance; Re-codification of zoning ordinance; 604-B Water Quality Planning Support via the Exeter-Squamscott River Local Advisory Committee; update the Town's Hazard Mitigation Plan; Natural Resource Inventory and Natural Resource Master Plan Chapter; TASC volunteer driver program assistance.

Kingston: Circuit rider services; assistance to Planning Board in revisions to Zoning Ordinance, Site Review and Subdivision regulations; general transportation planning (MPO) assistance; assistance with CIP; assistance with NH 125 project implementation; 604-B Water Quality Planning Support via the Exeter-Squamscott River Local Advisory Committee.

New Castle: Technical assistance as requested; general transportation planning (MPO) assistance; assistance with addressing workforce housing compliance options as requested; initial work on NH Coastal Byway (NH1A/NH1B) Corridor Management Plan update; possible assistance with evaluating advisability of allowing flag lots; possible assistance with CIP framework; start work on Hazard Mitigation Plan update (Spring 2013).

- Newfields:** Technical assistance as requested; general transportation planning (MPO) assistance; coordination of Exeter/Stratham/Newfields/East Kingston and Epping household hazardous waste collection; participation in the Regional Brownfields site assessment program; 604-B Water Quality Planning Support via the Exeter-Squamscott River Local Advisory Committee.
- Newington:** Technical assistance as requested; general transportation planning (MPO) assistance; monitoring of Newington-Dover bridge expansion project, and COAST service expansion; GIS assistance as requested; staff support for COAST; preparation of a 5 year update to the Town's Hazard Mitigation Plan.
- Newton:** Circuit rider services; assistance to Planning Board in revisions to Zoning Ordinance, Site Review and Subdivision regulations; general transportation planning (MPO) assistance; Safe Routes to School technical assistance; provide assistance to the local Master Plan committee.
- North Hampton:** Circuit rider services; assistance to Planning Board in revisions to Zoning Ordinance, Site Review and Subdivision regulations; general transportation planning (MPO) assistance; complete Route 1 Corridor Study and work with Town on access management strategy and MOU; transit coordination assistance; initial work on NH Coastal Byway (NH1A/NH1B) Corridor Management Plan update; TASC volunteer drive program assistance; preparation of revised Master Plan including Future Land Use Chapter as it relates to the recommendations of the Route 1 Corridor study; participation in the Energy Technical Assistance Program.
- Plaistow:** Technical assistance as requested; general transportation planning (MPO) assistance; assistance with NH 125 project implementation, and MBTA commuter rail extension project; (layover and station site assessments, participation in environmental assessments and alternatives analysis); Safe Routes to School technical assistance; assistance with implementation of traffic calming study on portions of NH 121A; participation in the Regional Brownfields site assessment program.
- Portsmouth:** Technical assistance as requested; project contract with funds from NOAA to complete the Coastal Resilience Initiative which will evaluate vulnerability and impacts to critical assets from future sea level rise and storm surge scenarios; assistance with re-establishing Seacoast Commuter Options TMA; staff support for COAST; downtown bicycle parking planning assistance; general transportation planning (MPO) assistance; initial work on NH Coastal Byway (NH1A/NH1B) Corridor Management Plan update; participation in the Regional Brownfields site assessment program as well as with specific project sites identified in Portsmouth; technical assistance and participation in Coastal Adaptation Workgroup and community outreach.
- Rye:** Technical assistance as requested; general transportation planning (MPO) assistance; complete Route 1 Corridor Study; TASC volunteer driver program assistance; Safe Routes to School assistance; initial Master Planning assistance to the Rye Long Range Planning Committee; initial work on NH Coastal Byway (NH1A/NH1B) Corridor Management Plan update; technical assistance and participation in Coastal Adaptation Workgroup and community outreach.
- Rye Beach District:** Zoning Ordinance amendment assistance as requested.

- Salem:** (NON-MEMBER); Participation in MPO transportation planning process; Participation in Granite State Future/Regional Plan development.
- Sandown:** Technical assistance through a UPWP Planning grant and additional contract to support a comprehensive Master Plan update as requested; general transportation planning (MPO) assistance; participation in the Regional Brownfields site assessment program; 604-B Water Quality Planning Support via the Exeter-Squamscott River Local Advisory Committee; provide technical assistance.
- Seabrook:** Followup technical assistance through a UPWP Planning grant creating new Smithtown Village zoning district on Route 1 and to finalize an Access Management MOU with NH DOT as requested; implementation of NHHFA Community Planning Grant for planning and zoning study northern segment of Route 1; general transportation planning (MPO) assistance; TASC volunteer driver program assistance; Safe Routes to School technical assistance; NH Seacoast Greenway/Seabrook Rail Trail planning assistance; transit coordination and service expansion through COAST/Lamprey Health Care; initial work on NH Coastal Byway (NH1A/NH1B) Corridor Management Plan update; traffic impact review for developments as requested; provide technical assistance; annual conversion of CAD based tax maps to GIS format and linkage of assessing data; provide mapping assistance to compile and review an updated zoning map; technical assistance and participation in Coastal Adaptation Workgroup and community outreach.
- South Hampton:** Technical assistance as requested; general transportation planning (MPO) assistance; review of development plans as requested.
- Stratham:** Technical assistance as requested; general transportation planning (MPO) assistance; coordination of Exeter/Stratham/Newfields/East Kingston and Epping household hazardous waste collection; TASC volunteer driver program assistance; staff support for COAST; tax map update; participation in the Regional Brownfields site assessment program; 604-B Water Quality Planning Support via the Exeter-Squamscott River Local Advisory Committee; project management of the Exeter/Stratham Sewer and Water feasibility study for shared services; update the Town's Hazard Mitigation Plan.
- Windham:** Technical assistance as requested; provide technical assistance to revise Open Space Subdivision ordinance; general transportation planning (MPO) assistance; CART regional transit system implementation; assistance with preparation of amendments to the village district resulting from the NH 111 Wall Street Corridor Study and other studies undertaken in the recent past; assistance with the development of amendments to the existing elderly housing ordinance; assistance with development of amendments to the existing conservation subdivision ordinance; update the Town's Hazard Mitigation Plan; assistance with questions regarding changes regional planning district boundaries & affiliation.



YOU'RE INVITED!

- WHO:** State of New Hampshire, Granite State Transmission pipeline and Unitil gas service territory Police/Fire/Emergency Management Personal and Elected Officials
- WHAT:** Unitil's Annual Gas Emergency Preparedness Meeting
- WHEN:** November 8, 2012
- WHERE:** Portsmouth Courtyard by Marriott, 1000 Market Street, Portsmouth, NH 03801. Telephone: 603-436-2121
- TIME:** 8:00 AM to 9:30 AM. Please arrive by 7:30 AM, so we can register everyone. The buffet will be served at 8:00 AM and the presentation will start at 8:15 AM sharp.
- FEATURING:** Important updates on Unitil's gas system initiatives and reliability, storm emergency plan, and safety

RSVP to Cindy Ratcliffe via either of the following:

E-mail: Ratcliffe@unitil.com
Phone: 603.294.5135

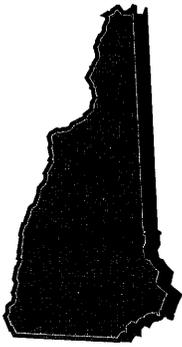
Looking forward to seeing you!

A handwritten signature in cursive script that reads "Cindy L. Carroll".

Cindy L. Carroll
Director, Business Development
Unitil

A handwritten signature in cursive script that reads "Richard Francozio".

Richard Francozio
Director, Emergency Management
Unitil



CONTINENTAL PAVING, INC.

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

September 18, 2012

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

RE: Project Notification – District 5 & 6 Resurfacing #23141 Section (6-101)

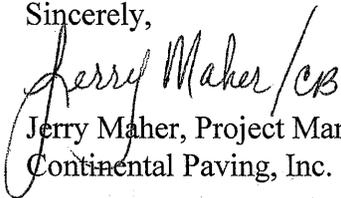
Gentlemen,

This is to notify you that Continental Paving, Inc. will be working on the State of NH D.O.T. Project #23141, “Resurfacing District 5 & 6”, in the Towns of Exeter, and East Kingston on NH Route 108 for 4.4 miles, 3/4” Paver Shim, (Rockingham County). Working from the intersection of NH Route 107 in East Kingston going northerly for 4.4 miles to the intersection of Crawford Ave (Urban Compact) in Exeter.

This work will begin on or about September 24th and continue through the week, “weather pending.”

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

Sincerely,


Jerry Maher, Project Manager
Continental Paving, Inc.



Russ Dean <rdean@town.exeter.nh.us>

Do I have a conflict of interest?

Don Woodward <dwoodward@berkshiremfp.com>

Mon, Sep 10, 2012 at 12:31
PM

To: rdean@town.exeter.nh.us, selectmen@town.exeter.nh.us, sriffle@town.exeter.nh.us
Cc: mjquandt@comcast.net, dclement43@comcast.net, dchartra@rcn.com,
juliedgilman@comcast.net, fferraro2010@gmail.com

Would there be a conflict of interest were I to be nominated to ran as our co-op's president of our board of directors?
We currently don't have one.

Should this be a non-public hearing or discussion?

Our Co-op really does need an advocate.

also is there an auction schedule for the town-owned homes in the co-op?

I'll be at tonights meeting by 6:30.

respectfully,
Mr. Don Woodward



Russ Dean <rdean@town.exeter.nh.us>

Do I have a conflict of interest?

Russ Dean <rdean@town.exeter.nh.us>

Mon, Sep 10, 2012 at 1:00 PM

To: Don Woodward <dwoodward@berkshiremfp.com>

Hi Don,

Why don't we start by me asking what the conflict would be? I can't see one (financial interest or otherwise).

Russ

PS - Co op homes should be auctioned by end of this month.

[Quoted text hidden]



Russ Dean <rdean@town.exeter.nh.us>

Do I have a conflict of interest?

Don Woodward <dwoodward@berkshiremfp.com>

Mon, Sep 10, 2012 at 1:06 PM

To: Russ Dean <rdean@town.exeter.nh.us>

I suppose if there were a specific spending article related to Manufactured Housing Cooperatives, I could recuse myself.

I just wanted to make sure there wouldn't be the perception of not working in the best interest of the Town.

[Quoted text hidden]



Russ Dean <rdean@town.exeter.nh.us>

FW: Oak St Ext.

Kenny-Lynn Dempsey <KDempsey@e911.nh.gov>

Thu, Sep 20, 2012 at 11:03
AM

To: jdevonshire@town.exeter.nh.us

Cc: Jim Nelson <jnelson@e911.nh.gov>, Kelly Teeter <KTeeter@e911.nh.gov>, rdean@town.exeter.nh.us

Good morning Jim:

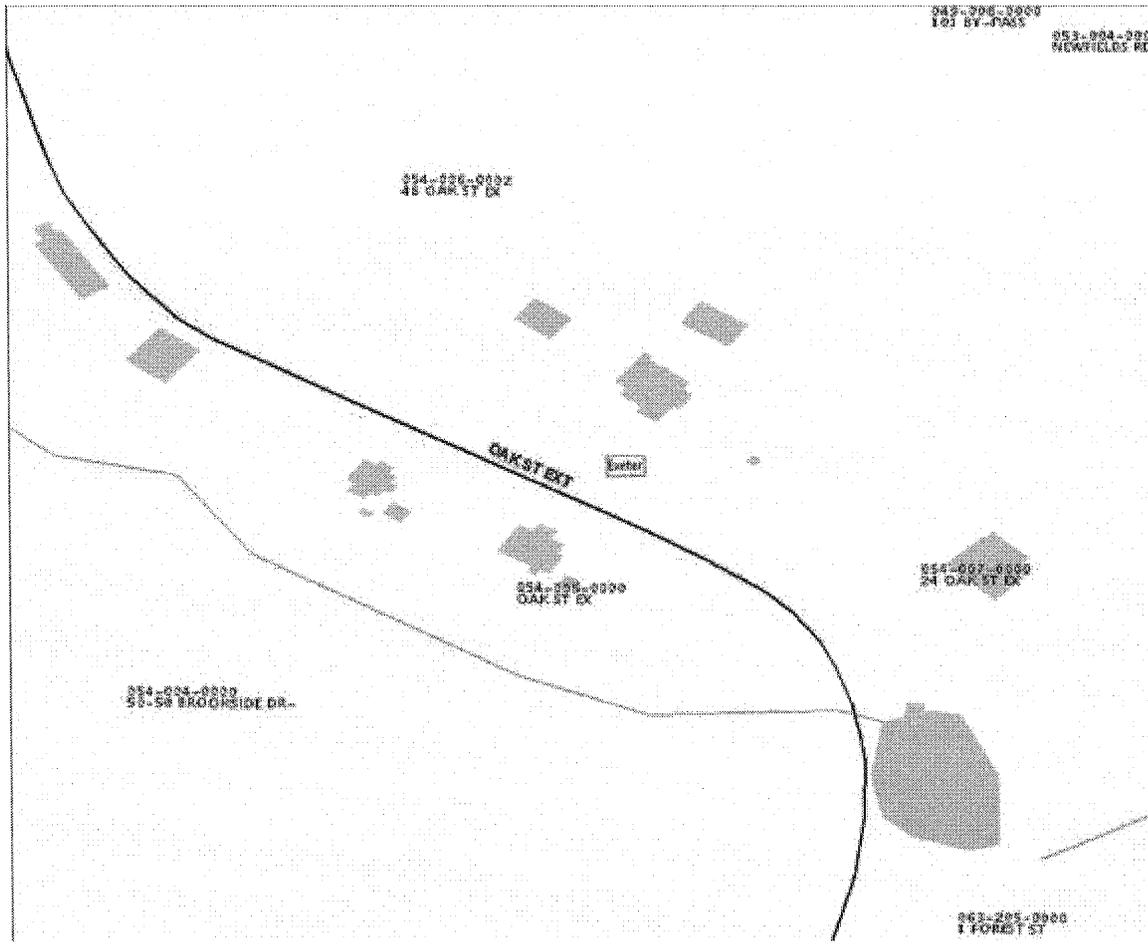
I wanted to let you know that I reviewed the parcel map we have for the town of Exeter and concur that the potential range for Oak St Ext does appear to be 1-48. The first property on the Oak St Ext is addressed as 24 and it is approximately 1,125' up the road. There is also a 24 Oak St that is located at the intersection of Forest St.

There are three major concerns with Oak Street Ext.

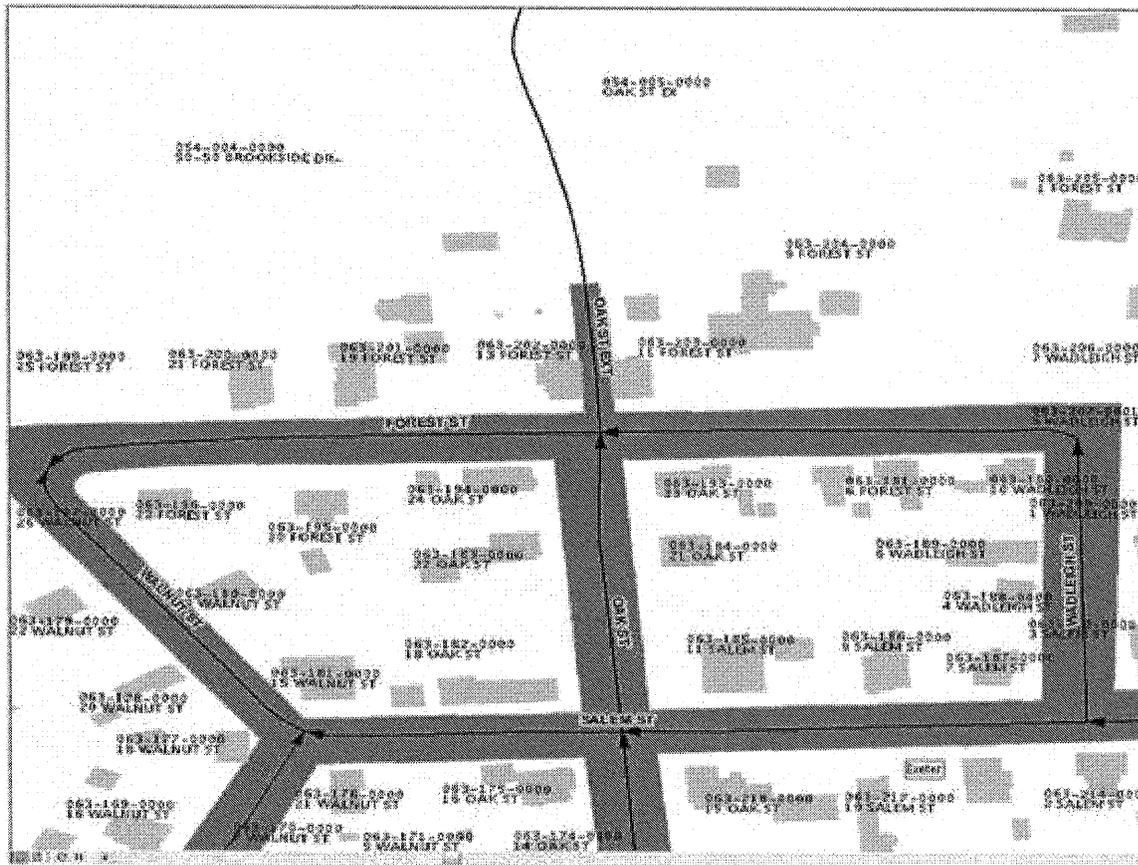
1. Duplicate road names
2. Overlapping road range which allows duplicate addressing; e.g. 24 Oak St and 24 Oak Street Ext
3. The evens are on the left on Oak St, and the even are on the right on Oak Street Ext.

It would be our recommendation to the town to re-name one of these roads to prevent confusion and a possible delay in emergency response.

Oak Street Ext:



Oak St:



Please let me know if you have any questions.

Respectfully,

Kenny-Lynn Dempsey

Kenny Lynn Dempsey

E9-1-1 Field Representative

Data Operations Unit

State of New Hampshire



THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



September 10, 2012

CHRISTOPHER D. CLEMENT, SR.
COMMISSIONER

JEFF BRILLHART, P.E.
ASSISTANT COMMISSIONER

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

RE: BRIDGE DEFICIENCY
Exeter Bridge # 087/062
Linden Street over Little River

Dear Mr. Dean:

During a recent municipal bridge inspection, the following bridge deficiency was noted:

Areas of the twin corrugated steel culverts are heavily rusted with many areas of the invert deeply pitted or rusted through due to continued corrosion. There are areas of undermining with signs of water piping beneath the invert. Additionally, there are beaver dams in each barrel.

The bridge is currently posted "E-2."

We recommend that this bridge continue to be posted "E-2" for the short-term. However, this bridge will likely require a reduced Weight Limit posting or closure in the near future. This structure should be monitored closely for signs of further deterioration.

Due to this structural deficiency this bridge is included on the Department's Municipal Red List of deficient bridge structures. It is in need of complete replacement or extensive rehabilitation to continue to carry all legal loads.

We are enclosing a copy of the inspection report for your use. Please keep us informed of any actions taken by the Town so we can keep our records current. If you have any questions or comments, please contact us.

Sincerely,

Nancy J. Mayville, P.E.
Municipal Highways Engineer
Bureau of Planning & Community Assistance
Tel.: (603) 271-2107 / Fax: (603) 271-8093

NJM/sa

Enclosures

cc: Exeter Public Works Director
Commissioner, Department of Education
Risk Management Representative, Local Government Center

M:\1-Municipalities\Exeter\Bridge Insp\Deficiency 087-062 9-10-12.doc

Bridge Inspection Report

Exeter 087/062

Date of Inspection: 08/29/2012

Date Report Sent: 9/10/2012

Picture taken during inspection

Owner: Municipality

LINDEN STREET

Over

LITTLE RIVER

*BRIDGE DEFICIENCY SENT 9/10/12 DUE TO CONTINUING
COROSSION-RELATED DETERIORATION.*

Recommended Postings:

Weight: E2

Weight Sign OK

Width: Not Required

Width Sign OK

Primary Height Sign Recommendation: *None*

Clearances: Over:
(Feet) Under: 0.00
Route:

Height Signs OK

Optional Centerline Height Sign Rec: *None*

Condition: Municipal Redlist

Deck: N N/A (NBI)

Superstructure: N N/A (NBI)

Substructure: N N/A (NBI)

Culvert: 3 Serious

Structure Type and Materials:

Number of Spans Main Unit: 2

Number of Approach Spans: 0

Main Span Material and Design Type

Steel Culvert

Sufficiency Rating: 51.6%

NBI Status: Structurally Deficient

Bridge Rail: Substandard

Rail Transition: Substandard

Bridge Approach Rail: Substandard

Approach Rail Ends: Substandard

NH Bridge Type: Metal Pipe

Deck Type: No Deck (N/A - NBI)

Wearing Surface: No Deck (N/A - NBI)

Membrane: No Deck (N/A - NBI)

Deck Protection: No Deck (N/A - NBI)

Pavement thickness: 3.0 in

Curb Reveal: Not Applicable

Plan Location: Unknown

Bridge Dimensions:

Length Maximum Span: 13.0 ft

Left Curb/Sidewalk Width: 0.0 ft

Width Curb to Curb: 0.0 ft

Approach Roadway Width (W/ Shoulders): 24.0 ft

Total Bridge Length: 29.0 ft

Right Curb/Sidewalk Width: 7.0 ft

Total Bridge Width: 29.0 ft

Median: No median

Bridge Skew: 0.00 °

Bridge Service:

Type of Service on Bridge: Highway and Pedestrian

Type of Service under: Waterway

Lanes on bridge: 2

Lanes Under: NA

AADT: 3900

Percent Trucks: 4 %

Year of AADT: 2009

Future AADT: 5772

Year of Future AADT: 2032

Year Built: 1967

Year Rebuilt: Not Rebuilt

Detour Length: 2.0 mi

Bridge Inspection Report

Exeter 087/062

Federal or State Definition Bridge: Fed. Definition Bridge
 Roadway Functional Class: Rural Local
 New Hampshire Highway System and Class: Municipal Highway
 Eligibility for the National Register of Historic Places: Possibly eligible.
 Traffic Direction: Two-way traffic

National Bridge Inventory (NBI) Appraisal Ratings:

Deck Geometry: Not Applicable (NBI)
 Underclearances: Not Applicable (NBI)
 Approach Alignment: Equal Desirable Criteria
 Structural Evaluation: Intolerable, Correctable
 Channel/Channel Protection: Bank Slumping
 Waterway Adequacy: Equal Desirable Criteria
 Bridge Scour Critical Status: Stable for extreme flood
 Riprap Condition: Good Condition
 Debris Present: Debris Present
UNDERMINED AT ENDS OF PIPES 6 INCHES TO 1 FOOT.
 Date of Underwater Inspection: Not Applicable

AASHTO CoRe Element Condition State Data:

No.	Description	Env.	Material Notes and Condition Notes
240	Culvert (includes Steel, Aluminum and Galvanized)	Moderate	MP 6" X 2" X 3/16" PLATE. UNDER 3 FEET OF FILL. BOTH METAL PIPES ARE HOLED IN SEVERAL AREAS. 40 TO 50 % SECTION REMAINING. HEAVY RUSTING, SCALING AND PITTING WITH MODERATE SECTION LOSS ON INVERT. MINOR INSTALLATION DAMAGE AND SAG IN ROOF. FEW VOIDS BETWEEN STONES BETWEEN BARRELS. UNDERMINED 6 INCHES AT ENDS.
361	Scour Condition Warning Flag	Moderate	Element record added 2012-01-09. UNDERMINED AT ENDS OF PIPES 6 INCHES TO 1 FOOT.
363	Section Loss Condition Warning Flag	Moderate	Element record added 2012-01-09. MPS HOLED IN SEVERAL AREAS. HEAVY RUSTING AND PITTING.

No.	Description	Env.	Quantity	Units	State 1	State 2	State 3	State 4	State 5
240	Culvert (includes Steel, Aluminum and C	Moderate	89	(LF)	0 %	0 %	0 %	100 %	
361	Scour Condition Warning Flag	Moderate	1	(EA)	100 %	0 %	0 %		
363	Section Loss Condition Warning Flag	Moderate	1	(EA)	0 %	0 %	100 %	0 %	

Bridge Notes:
 ADDED TO RED LIST 01/09/2012.

Approach and Roadway Notes: ASPHALT - OK. W- BEAM / CHANNEL - DAMAGED.

Bridge Inspection Report

Exeter 087/062

Inspection History:

Inspection Date: 08/29/2012	Inspector: MAS	Deck: N N/A (NBI)
Notes: MAS - inspection comments - CULVERT: ASPHALT - GOOD CONDITION. MP'S - BOTH MP'S HOLED, PERFORATED IN SEVERAL AREAS. HEAVY RUSTING, SCALING AND PITTING. MODERATE SECTION LOSS ON INVERT. VERY THIN IN AREAS. MINOR INSTALLATION DAMAGE AND SAG IN ROOF. FEW VOIDS IN STONES BETWEEN BARRELS. UNDERMINED 6 INCHES AT ENDS.		Super: N N/A (NBI) Substr: N N/A (NBI) Culvert: 3 Serious
PICTURES: C462- 24. SOUTH MP HOLED AT SPRING LINE, TYPICAL OF SEVERAL AREAS IN BOTH MP'S. 25. SOUTH MP PERFORATED IN SEVERAL AREAS. TYPICAL OF NORTH MP 26. BEAVER DAM IN SOUTH MP, TYPICAL OF NORTH MP.		
Inspection Date: 01/09/2012	Inspector: KJT	Deck: N N/A (NBI)
Notes: KJT inspection comments - CULVERT- METAL PIPE AT SOUTH HOLED IN SEVERAL AREAS. HAS HEAVY RUSTING AND PITTED. WITH MODERATE SECTION LOSS ON INVERT. MINOR INSTALLATION DAMAGE AND SAG IN ROOF. FEW VOIDS IN STONES BETWEEN BARRELS. UNDERMINED 6 INCHES AT ENDS.		Super: N N/A (NBI) Substr: N N/A (NBI) Culvert: 4 Poor
PICTURES:C443. 09.MP HOLED AT NORTHWEST. 10.HEAVY RUSTING AND PITTING. 11.WEST ELEVATION. 12.SOUTH APPROACH.		
Inspection Date: 01/27/2010	Inspector: DPC	Deck: N N/A (NBI)
Notes: DPC inspection comments - CULVERT- ELEMENTS IN FAIR CONDITION. METAL PIPE HAS HEAVY RUSTING WITH LIGHT SECTION LOSS ON INVERT. MINOR INSTALLATION DAMAGE AND SAG IN ROOF. FEW VOIDS IN STONES BETWEEN BARRELS. UNDERMINED 6 INCHES AT ENDS.		Super: N N/A (NBI) Substr: N N/A (NBI) Culvert: 5 Fair
Inspection Date: 01/31/2008	Inspector: DPC	Deck: N N/A (NBI)
Notes: DPC - inspection comments - CULVERT- ELEMENTS IN FAIR CONDITION. METAL PIPE HAS HEAVY RUSTING WITH LIGHT SECTION LOSS ON INVERT. MINOR INSTALLATION DAMAGE AND SAG IN ROOF. FEW VOIDS BETWEEN STONES BETWEEN BARRELS. UNDERMINED 6 INCHES AT ENDS.		Super: N N/A (NBI) Substr: N N/A (NBI) Culvert: 5 Fair
Inspection Date: 09/06/2006	Inspector: RLM	Deck: N N/A (NBI)
Notes: RLM inspection comments - CULVERT- ELEMENTS IN SATISFACTORY CONDITION. METAL PIPE HAS HEAVY RUSTING WITH MINOR SECTION LOSS ON INVERT. MINOR INSTALLATION DAMAGE AND SAG IN ROOF. FEW VOIDS BETWEEN STONES BETWEEN BARRELS.		Super: N N/A (NBI) Substr: N N/A (NBI) Culvert: 6 Satisfactory
PIC(S): C324- 40.		
Inspection Date: 03/04/2002	Inspector: DPC	Deck: N N/A (NBI)
Notes: Sufficiency Rating Calculation Accepted by DEP at 09/12/2002 08:24:07 DPC inspection comments - CULVERT- ELEMENTS IN SATISFACTORY CONDITION. METAL PIPE HAS HEAVY RUSTING WITH MINOR SECTION LOSS ON INVERT. MINOR INSTALLATION DAMAGE AND SAG IN ROOF.		Super: N N/A (NBI) Substr: N N/A (NBI) Culvert: 6 Satisfactory

Bridge Inspection Report

Exeter 087/062

Inspection History:

Inspection Date: 09/12/2000	Inspector: DPC	Deck: N N/A (NBI)
Notes: Sufficiency Rating Calculation Accepted by DEP at 04-09-2001 12:43:16 DPC inspection comments - CULVERT: METAL PIPE HAS HEAVY RUSTING WITH MINOR SECTION LOSS ON INVERT. MINOR INSTALLATION DAMAGE AND SAG IN ROOF.		Super: N N/A (NBI)
		Substr: N N/A (NBI)
		Culvert: 6 Satisfactory
Inspection Date: 09/01/1996	Inspector: Not Available	Deck: N N/A (NBI)
Notes: Sufficiency Rating Calculation Accepted by DEP at 12-23-98 08:00:31		Super: N N/A (NBI)
		Substr: N N/A (NBI)
		Culvert: 6 Satisfactory
Inspection Date: 09/01/1994	Inspector: Not Available	Deck: N N/A (NBI)
Notes:		Super: N N/A (NBI)
		Substr: N N/A (NBI)
		Culvert: 6 Satisfactory
Inspection Date: 01/01/1993	Inspector: Not Available	Deck: N N/A (NBI)
Notes:		Super: N N/A (NBI)
		Substr: N N/A (NBI)
		Culvert: N N/A (NBI)

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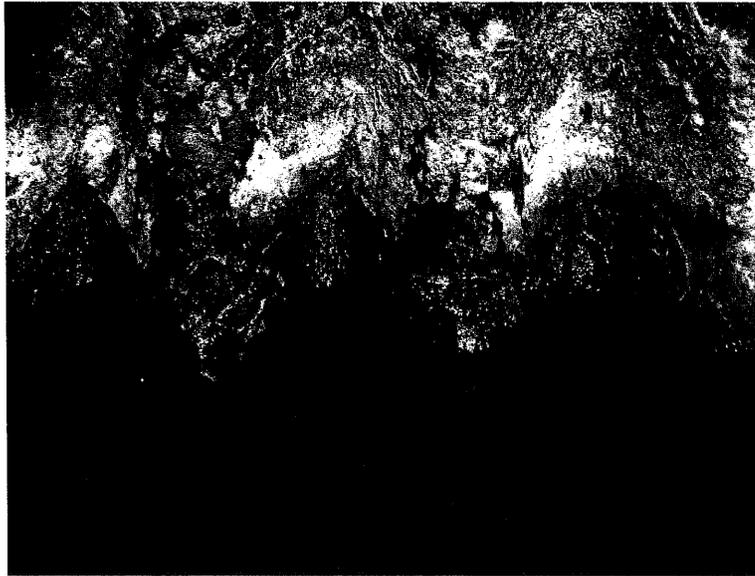
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| <input type="checkbox"/> Bureau of Turnpikes | <input type="checkbox"/> Army Corps Of Engineers | <input type="checkbox"/> USDA Forest Service |
| | <input type="checkbox"/> Railroad | <input type="checkbox"/> Bureau of Traffic |

EXETER 087/062
LINDEN STREET over LITTLE RIVER

Wednesday, August 29, 2012

SOUTH MP HOLED AT
SPRING LINE, TYPICAL OF
SEVERAL AREAS IN BOTH
MP'S (RL)

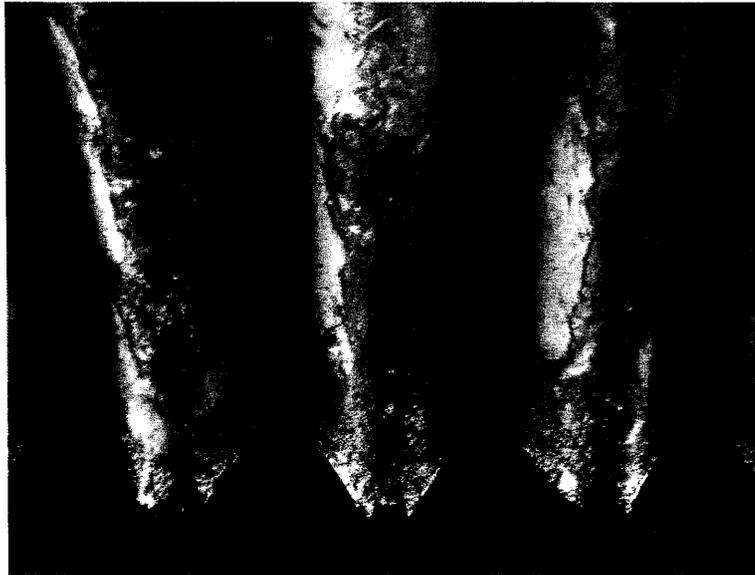
C462 24



Wednesday, August 29, 2012

SOUTH MP PERFORATED IN
SEVERAL AREAS, TYPICAL
OF NORTH MP (RL)

C462 25



Wednesday, August 29, 2012

BEAVER DAM IN SOUTH MP,
TYPICAL OF NORTH MP (RL)

C462 26





Exeter 087/062 (E-2)

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Image MassGIS, Commonwealth of Massachusetts, EOEPA

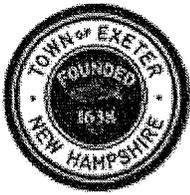
Google earth

Imagery Date: 4/10/2008

1992

42°58'19.07" N 70°57'30.59" W elev 27 ft

Eye alt 4052 ft



TOWN OF EXETER, NEW HAMPSHIRE

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September 6, 2012

Thomas Burack, Commissioner
NH Department of Environmental Services
29 Hazen Drive, P.O. Box 95
Concord, NH 03302-0095

Re: Request for Meeting on Great Bay Estuary Nutrient Issues and a Continuing Request for an Independent Peer Review

Dear Commissioner Burack:

I join my colleagues from the Cities of Dover, Portsmouth and Rochester in strongly encouraging you to join us in a focused, substantive discussion on the recently emerging data on eel grass health and nitrogen levels in the Great Bay Estuary. As the Mayors of the three cities said in letters that were submitted to you under cover of a letter from Tupper Kinder on August 14, 2012, this new information raises additional meaningful questions on the fundamental health of Great Bay and the Great Bay Estuary, and the validity and wisdom of the nutrient criteria document that your agency published in 2009. From my point of view, the newly developing information showing the rebound of eelgrass beds and the dramatic reduction in inorganic nitrogen levels since 2008 must necessarily lead you to review and reconsider the basis of the 2009 Nutrient Criteria Document. This new data, coupled with continuing questions on the fundamental soundness of the DES analysis that correlates nitrogen levels with eel grass-related impairments in Great Bay are a compelling reason for DES to stand behind our efforts to urge EPA undertake a new, independent and full peer review of your agency's 2009 Criteria Document.

I know that you and your colleagues at DES and from the Attorney General's Office have been working on a response to the Mayors' August 14, 2012 requests, and we have been advised that you intend fully to meet with the municipalities to discuss the issues we have raised. On behalf of the Town of Exeter, I want first to thank you and your staff for your efforts in doing so. I also exhort you to schedule that meeting expeditiously (I am aware of no scheduled date for the meeting at this time) and, more importantly, independent of any such meeting, to lead the effort to reconsider the basis of the 2009 Great Bay Estuary Nutrient Criteria Document, including a robust peer review of that document.

I look forward to hearing from you very soon about a meeting and about positive progress on our request for a re-look at the nutrient criteria.

Very truly yours,

Matt Quandt
Chairman, Exeter Board of Selectmen