

**Exeter Board of Selectmen Meeting**  
**Monday, February 13<sup>th</sup>, 2012, 6:45 p.m.**  
**Nowak Room, Town Office Building**  
**10 Front Street, Exeter, NH**

1. Call Meeting to Order
2. Board Interviews: HDC, River Study Committee
3. Public Comment
4. Minutes & Proclamations
  - a. Regular Session: February 6, 2012
5. Appointments
6. Department Reports
7. Discussion/Action Items
  - a. New Business
    - i. ER Zone Epping Road
    - ii. End of Year 2011 Budget Report
    - iii. Public Access Agreement
    - iv. Retirement Pre-Tax Agreement
    - v. Fire Grants
  - b. Old Business-
    - i. TBD
8. Regular Business
  - a. Bid Openings
  - b. A/P and Payroll Manifests
  - c. Budget Updates
  - d. Tax Abatements & Exemptions
  - e. Water/Sewer Abatements
  - f. Permits
  - g. Legislative Update
  - h. Town Manager's Report
  - i. Selectmen's Committee Reports
  - j. Correspondence
9. Review Board Calendar
10. Non Public Session
11. Adjournment

Matt Quandt, Vice-Chairman  
Board of Selectmen

Posted: 2/10/12 Town Office, Town Hall, Town Website, Library

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:

1<sup>st</sup> Choice: EXETER RIVER STUDY COMMITTEE 2<sup>nd</sup> Choice: \_\_\_\_\_

Name: RICHARD HUBER  
 Address: 3 STERLING HILL LANE UNIT 326 EXETER NH 03833  
 Email: huber@aem.org  
 Phone: 603-772-1989 Cell: 617-510-8823

Please describe your interest in serving on this committee.

I HAVE BEEN A RESIDENT OF EXETER FOR 6 YEARS AND AM NEWLY RETIRED.  
I HAVE BECOME INCREASINGLY AWARE OF WATER RESOURCE & QUALITY ISSUES  
I HAVE ATTENDED PREP & CAC MEETINGS AND TAKEN THE 5-HOUR GREAT BAY  
DISCOVERY CRUISE (UNH). I AM INTERESTED IN INVOLVEMENT IN COMMUNITY SERVICE.

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)

SERVED AS ELECTED TOWN MEETING MEMBER IN SWAMPSCOTT, MA  
FOR SEVERAL YEARS - ACADEMIC BACKGROUND - PHYSICS, PHILOSOPHY, SOFTWARE  
ENGINEERING - WORKED FOR CITE SYLVANIA, VARIAN, WANG, BELL LABS,  
RAYTHEON AS SOFTWARE ENGINEER

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: Richard Huber Date: 2/3/12

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

# RICHARD K. HUBER

3 Sterling Hill Lane, Unit 326  
Exeter, NH 03833

Office: 603.772.1989

[www.linkedin.com/in/RichardKHuber](http://www.linkedin.com/in/RichardKHuber)

Cell: 617.510.8823

Huber@acm.org

## SUMMARY

**Principal Software Engineer** with extensive experience in course development and effective course instruction with focus on software engineering best practices, experienced college professor and mentor to high school students, life-time learner with broad interests who can grasp complex ideas and effectively communicate them to diverse audiences, proven analytic, writing and presentation skills, well adapted to respond to diverse challenges.

- Analyst
- Developer
- Facilitator
- Writer / Presenter
- Instructional designer
- Process improvement advocate

## PROFESSIONAL EXPERIENCE

**RAYTHEON**, Tewksbury, MA

2003 – 2010

### Principal Software Engineer

Concurrent roles included Training Specialist, Process Simplification Advocate, and Software Metrics Analyst. Experienced, effective technical course developer, instructor and mentor, software process asset capture advocate, process improvement root cause analyst engaged to effect process improvement and simplification.

- Received Individual Performance Achievement Award and promotion to Principal Software Engineer for contributing to achievement of significant contract offset for own company awarded by foreign client company for developing and deploying software courses to provide training for the client's software engineers.
- Consistently achieved an average instructor rating of 5+ out of 6 while teaching 9 distinct software engineering courses repeatedly and at multiple corporate sites.
- Received a Spot Achievement Award for "ongoing commitment to outstanding job performance" exhibited in "ability to provide leads with guidance and results with which to simplify processes" for work as Process Simplification Advocate to investigate root cause of unfavorable team health surveys on major program, effectively engaged team members across diverse disciplines including systems, software, hardware, and finance, facilitated progress of several process simplification initiatives and reported results to senior program leaders.
- Authored checklist and guideline document that was well received by both in-house subject-matter-expert reviewers and visiting consultant / industry specialist and was included in division's software engineering standard as asset for community of software engineers. Resulted from individual R6sigma project to convert training materials related to real-time system software design into more widely available process asset.
- Dependably facilitated on-time periodic collection, analysis and reporting of software engineering metrics for large program involving multiple subcontractors and conducted root-cause analysis of issues that emerged in software development process.
- Mentored high school student in science, math, and writing throughout full academic year as volunteer participant in company's local Stand and Deliver program.

**SALEM STATE COLLEGE**, Salem, MA

2003 – 2004

### Visiting Lecturer in Philosophy

Taught semester-length university-level courses: Logic and Early Greek Thinkers in the Philosophy Department in the day time and evening programs.

**SELF-EMPLOYED**, Swampscott, MA

2001 – 2003

**Software Consultant:** Documented medical device for product qualification.

**Self-published Author:** Updated own Ph.D. dissertation in philosophy into a readable book, self published in 2004: *Plato's Secret*, ISBN: 1-59330-154-5.

LUCENT TECHNOLOGIES, Bell Labs, MTS, N. Andover, MA

1987 - 2001

### Member of the Technical Staff

Member of the Technical Staff (MTS), software engineer supporting development of software for telecommunication optical transmission equipment and secure terminals, qualified ISO 9001 Auditor, owner of the software development process.

- Nominated for Engineering Excellence Award for contributions to definition of the software development process. Led team that produced software process definition for large development project that spanned several locations. Conducted road show presentation to deploy software development process.
- Authored and maintained official process web sites and documents including coding standards for large project that spanned several years. Championed new technology transfer, trained and mentored colleagues and new hires, presented and facilitated deployment of process improvements.
- Designed, implemented, tested, and delivered various firmware modules using C and structured assembler for circuit packs in telecommunications-related embedded systems. Compiled builds, modified test scripts, executed regression tests and software integration tests, documented non-conformances and worked with developer team to expedite feature delivery.
- Coordinated a large team effort to retrofit secure terminal project with critical documentation for a government agency customer. Security clearance required.

### EDUCATION / CERTIFICATIONS

**MSE**, Software Engineering, Wang Institute of Graduate Studies,  
(Acquired by Boston University)

**MA, PhD**, Philosophy, Boston College

**BA**, Physics, Cum Laude, Hiram College

ASTD Design Learning week-long studies in Chicago

Raytheon Six Sigma Specialist

### AFFILIATIONS

Member, Institute of Electrical and Electronic Engineers (IEEE)

Member, Association for Computing Machinery (ACM)

Member, American Society for Training and Development (ASTD)

Member, Software Process Improvement Network (SPIN)

Member, Raytheon Physics Club



Sheri Riffle <twnmgr@town.exeter.nh.us>

## Exeter River Study Committee

rkhuber@comcast.net <rkhuber@comcast.net>  
To: Sheri Riffle <twnmgr@town.exeter.nh.us>

Wed, Feb 8, 2012 at 3:45 PM

Ms Riffle,

This meeting time will work for me. I'll be looking forward to it.

Dick Huber

603-772-1989

huber@acm.org

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**From:** "Sheri Riffle" <twnmgr@town.exeter.nh.us>  
**To:** huber@acm.org  
**Sent:** Wednesday, February 8, 2012 2:29:45 PM  
**Subject:** Exeter River Study Committee

Mr. Huber,

Thank you for your application for the Exeter River Study Committee. We would like to invite you for an informal interview with the Town Manager and the Board of Selectmen. I have scheduled you for 6:50pm on Monday, February 13th which is just before the Board of Selectmen meet. The interview will be held in the Nowak Room at the Town Office on 10 Front Street.

If you do not think you will be able to make the interview, if you could let me know so I can let the Board and the Town Manager when a better time would be for you.

--  
*Sheri Riffle*  
*Town of Exeter*

## DRAFT MINUTES

### CATV Advisory Committee Minutes

February 9, 2012

Place: Wheelwright Room, Town Offices

Time: 5:30 p.m.

Present: Matt Quandt, Nancy Belanger, Gerry Hamel, Anne Surman, Hope Godino.

Staff: Russ Dean, Andy Swanson,

Others: Frank Ferraro.

Absent: Candance Hoene (resigned)

Selectman Quandt called the meeting to order. The meeting relocates to the Nowak Room due to members of the public present to attend the meeting.

Mr. Quandt indicated there was one item on the agenda, the agreement with JBC. He asked for committee comments.

Mr. Hamel discusses his concerns. The arrangement was a la carte and now it has changed. He feels some things weren't needed. He would like to ask Doug York about whether some things are needed. For example more detail on the training schedules. He is unclear who does the training and how long it takes.

Mr. Dean clarified the agreement by stating it was an operating agreement to run the access channel, and the tasks to do this are all in the agreement in conjunction with Doug York.

Ms. Surman comments she was upset the committee did not see the contract in its final form. There is no statement of work, payment terms or deliverables. She does contracts for a living and this isn't the way she would do it. There is a set dollar amount. It is flawed from the get go, not correct.

Mr. Quandt relates his experience with military contracts. Tasks and conditions are spelled out, some things are done now, others wait for another time.

Ms. Godino comments that she thought the amount at one time was \$1,000 per month. Once a program is made it can be put on a DVD.

Mr. Hamel comments that Mr. York indicated it was one hour to go through a training session. This agreement calls for not more than two per month.

Ms. Belanger comments the training sessions were discussed and these are specialized training sessions not meant for the general public, they would involve the Exeter Hospital, or PEA, or something like that.

Mr. Quandt comments JBC is going to develop the training program and schedule under the contract.

Mr. Hamel comments if he presented this contract to a homeowner would you sign it. He has been a contractor for years and doesn't see any hourly rate. It's a great deal.

Ms. Surman comments there is no way to audit the contract or any deliverables.

Mr. Dean comments that there are several fixed fee contracts in Town departments. There are several examples of this and it is a common method used. The deliverables are in the agreement, under the tasks listed. There is a paragraph at the end which speaks to required reports.

Mr. Quandt asks Mr. Swanson to weigh in. Mr. Swanson comments we've spent a lot of time looking at this. We've been waiting eight months at some point you have to do something, you just can't stop.

Mr. Moyer comments. He has been working with Doug York by giving him programming. He feels someone needs to be available for channel 98. He has spoken to Ryan Lawrence at Exeter Hospital who is interested in providing programming. Mr. Moyer asked the committee if they felt 10 hours per week was enough to perform all of this work.

Mr. Hamel comments in his opinion this wasn't explained well enough and he thought there was a lot of misinformation about the employee and the hours.

Mr. Dean comments the cost of a full-time employee would be over \$75,000 annually including benefits. This contract is for \$24,000 and Doug York's allocation is \$10,000. The contract is 8 months, if it were for a full year at \$36,000 plus \$10,000 for Doug York this system is more cost effective than hiring a full time employee.

Mr. Ferraro wanted to echo what Mr. Hamel said. He comments the Town was told it would only be ten hours per week to support the access channel. Some tasks in the agreement are made up. He comments the JBC creation of a training video was discussed that could be used as a training tool so Mr. Childs would not have to be physically there to orient people. He comments for this work a college graduate could be hired instead of JBC at a lower rate for more hours. He comment that he has an issue with Doug York being subordinate to JBC. The agreement makes Doug York subordinate to JBC and this is totally backwards. Doug York is the employee.

Mr. Hamel comments as a committee member he doesn't know the charge. He does know his concerns now have made it to the Selectmen. He thinks productions could wait.

Mr. Dean comments on recent history on the issue. This conversation started in April, 2011 on the current agreement. In July a meeting was held at the High School. JBC presented a proposal to the committee that was discussed. A meeting was then held on August 11<sup>th</sup> and included discussion on the proposal, and it was discussed again on August 17<sup>th</sup>. The committee then met again on October 6<sup>th</sup> and discussed the proposal. The point is to explain this has been going on for months. Second point raised by Mr. Dean is to remember the whole foundation for the access channel was voted on by the Town in 2005. This is where access comes from. Everything that has been done has been voted on and confirmed by the Town.

Mr. Ferraro reads the cable committee charge. He points to the section where the final authority rests with the Board of Selectmen on all matters pertaining to the cable franchise.

Ms. Surman comments she has one more comment. On dragging our feet. She knows the committee met several times last year but did not see anything on this agreement that was described as having a sense of urgency. No emails saying it needed to get done. She wants to clear this up.

Mr. Moyer comments in his mind the process has been dragging on now for some time. Mr. Moyer recounts how when he first brought this issue to the committee several years ago it was his opinion it dragged. There is a sense of community through access and energy needs to be put into 98.

Mr. Dean hands out a task list prepared by JBC for next steps. There is an open house scheduled, along with several other tasks related to outreach and programming. This will occur in the next few months if everything stays in place.

Mr. Moyer comments about training and production.

Mr. Ferraro asks the committee as a whole or a subcommittee to redraft the entire agreement to address the needs of what is to be considered, and present it to the Selectmen.

Mr. Quandt asks the committee he wished to hear whether they would recommend the contract or not.

Mr. Hamel comments his list of concerns have been conveyed to the Selectmen. He was hoping Mr. Childs would be here to answer his questions. Mr. Quandt asked Mr. Hamel if he had spoken with Mr. Childs and he said yes. Mr. Hamel confirms his issues were discussed with Mr. Childs.

Ms. Godino comments that JBC has a signed agreement and it has been done in good faith. She mentioned some of her original comments were made months ago and he has a signed agreement.

Ms. Ilse Andrews comments she was confused by the reporting structure. If a consultant is in charge should this be changed. If it not clarified in the agreement it could be a problem.

Mr. Dean comments he had no problem with the structure. JBC and Doug York work as a team and so far that is how it has been. Mr. Childs met with Doug York last week and the result is the work plan people see here. That is how it is working. Mr. Dean comments he is comfortable with how the relationship is working.

Mr. Quandt asks for Mr. Swanson's opinion on this issue. Mr. Swanson states the structure makes no difference, JBC and Doug York are working together on the contract. There are no reporting issues he is aware of. JBC has the content and they should report back to the Selectmen. It makes sense.

Mr. Ferraro raises the issue of the contract being valid. The validity has been questioned this is something the Board will take up.

Mr. Hamel comments he thinks Doug York's name should be stricken from the contract, what if he leaves. It should not reference a person.

Mr. Dean comments the contract says "Doug York, EXT-V-P and E Coordinator" and both are mentioned.

Ms. Belanger comments that Doug York reports to Jay. Jay reports to the Selectmen. Doug York would have to take time out of his 10 hours per week to report to the Selectmen, leaving less time to do other things. She sees the contract and its intent and feels the intent of the contract is laid out as to what is to be done.

Ms. Surman comments her problem with the word oversight in the agreement and it should be stricken. Contracts need to be clear. Doug York is a Town employee.

Mr. Quandt commented he is seeking an official vote to recommend. Ms. Belanger moves to recommend. No second.

Mr. Hamel moves to not recommend. Second by Ms. Surman. Vote is 2 for, 2 against, motion fails.

Further discussion.

Ms. Godino comments if the Selectmen support the contract she can support the contract. She hopes it gets across to JBC they are wanted, they signed a contract in good faith, and she hopes they know we like the work they do and that is why we agreed to it.

Ms. Surman comments it isn't about that. Did governing body see contract before it was signed. Governing body did not see it.

Mr. Dean comments he tailored the agreement based on comments received throughout the process. It is an eight month contract.

Mr. Quandt indicates consensus seems to be to wait for Selectmen action.

Mr. Quandt moves on to the minutes of January 19<sup>th</sup>. Questions. Mr. Hamel asks a reference in the minutes to "a cheaper way" be stricken as his issue was maybe not that it could have been done cheaper but just another way.

Ms. Belanger moves to accept the minutes of January 19<sup>th</sup>. Second by Mr. Hamel. There not being enough members present to vote on the minutes due to lack of attendance at the meeting of the 19<sup>th</sup>, the minutes will be held.

Mr. Quandt mentions Ms. Hoene has resigned from the committee.

Meeting schedule is discussed. The third Thursday works for everyone. The next meeting will be the third Thursday in March. Topics will be committee charge, input, expansion, narrowing charge, etc.

Ms. Surman moves to adjourn. Mr. Hamel seconds. Committee is adjourned at 6:35 p.m.

Respectfully submitted,

Russell Dean  
Town Manager

### TAX SHELTER ELECTION FORM FOR POLITICAL SUBDIVISION EMPLOYERS

Required By Internal Revenue Code Section 414(h) For Employees' Retirement  
Contributions To Be Treated As Being Picked Up By The Employer

Tax sheltering of employee contributions is effective only on a prospective basis and only upon execution of this form by the New Hampshire Retirement System (NHRS) and receipt of a copy by the employer.

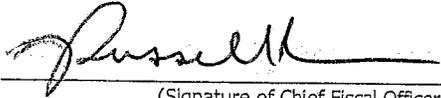
To the New Hampshire Retirement System Board of Trustees:

The Town of Exeter, NH hereby notifies the Board of Trustees of  
(Name of Employer)

its election to participate in the tax shelter program under RSA 100-A:16, I(e) with respect to all of its Employee, Teacher, Police Officer and Firefighter members of the NHRS.

The employer understands that by making this election, it will be required to make whatever changes are necessary to its tax reporting procedures so that payroll deductions for NHRS mandatory employee contributions for all NHRS membership classes will not be reported as taxable wages for Federal income tax purposes but will be reported as wages for purposes of F.I.C.A. and Medicare taxes, if required by Federal law. All NHRS members in the employ of the employer shall be included in the tax shelter program with no exceptions.

The employer is requesting that the tax sheltering of contributions be effective as of the beginning of the first payroll period commencing in the month of March 2012.  
(Prospective Date: Month and Year)



(Signature of Chief Fiscal Officer)

1/23/12

(Date Signed)

Russell Dean, Town Manager

(Print Chief Fiscal Officer's Name and Title)

Employer NHRS ID # \_\_\_\_\_ To be assigned by NHRS

#### CERTIFICATION OF ELECTION

I hereby certify that on \_\_\_\_\_ the governing body of Town of Exeter  
(Date) (Name of Employer)  
elected to participate **prospectively** in the New Hampshire Retirement System's tax shelter program under the provisions of RSA 100-A:16, I(e) and Internal Revenue Code Section 414(h).

(Signature of Administrative Authority)

(Title)

(Date Signed)

Please return this form with a copy of the document evidencing the governing body's adoption of the tax shelter program to: NHRS Field Audit Division, 54 Regional Drive, Concord, NH 03301-8507

#### FOR NEW HAMPSHIRE RETIREMENT SYSTEM USE ONLY

This acknowledges NHRS' receipt of the election by \_\_\_\_\_ to participate in the tax shelter provisions of the New Hampshire Retirement System. Effective with contributions for the first complete payroll period beginning in the month of \_\_\_\_\_, all deductions for members' mandatory retirement contributions shall be considered pre-tax contributions under the provisions of RSA 100-A:16, I (e) and Internal Revenue Code 414(h).

(Date Signed)

(NHRS Executive Director or Designee)

**1. Call Meeting to Order**

Vice Chairman Matt Quandt convened The Board at 7:00 p.m. in The Nowak Room of the Town Office Building. Other members of The Board present were Selectman Frank Ferraro, Selectwoman Julie Gilman, Selectman Don Clement and Town Manager, Russ Dean.

**2. Board Interview: Historic District Commission.** This interview did not take place. It will be rescheduled for the next meeting.

**3. Public Comment**

Don Woodward, of Hemlock Street, Exeter comes forward. He advises the Board that there is a current NH bill, number 1561 of concern to him. The bill seeks to eliminate regional planning commissions. He feels that local towns can not complete projects without these types of commissions. He points out that the Town of Exeter pays a fee to belong to this commission and in return, the State of New Hampshire provides funds for several types of projects. He hopes the Board will investigate the bill and consider sending an official letter of opposition.

Brian Griset, of Cullen Way, Exeter comes forward. He expresses his concerns in regards to the authority and performance of the town manager. He seeks clarification of the Selectmen's oversight. He offers his opinion regarding the line item in the general fund budget that is labeled as a bonus for the town manager. He feels that the performance of the Town Manager, paired with some, in his opinion questionable decisions should be considered when the Town Managers performance is evaluated. He also expresses his concern in regard to a water abatement memo from January 19, 2012. Mr. Quandt advises him that the Board has not yet voted on the abatement. Mr. Griset also expresses his concern in regard to the warrant for replacement water meters. He tells the Board the Town is going to monthly water billing if the warrant article passes. He advises the Board that the Town of Newmarket has recently turned down the idea of restructuring the water billing from quarterly to monthly. Mr. Griset asks where Mr. Jeffers gets the authority to do this. Mr. Quandt responds the Selectmen make this decision. Mr. Griset expresses his concern regarding a memo from the February 1, 2012 Selectman's Meeting packet indicating a \$100 membership was purchased at the IOKA Theatre. He wishes to know under whose authority this membership was purchased. Ms. Gilman informs him the membership was purchased from funds of the Economic Development Commission and was voted upon by the Commission. Mr. Griset expresses his concern in the packet distributed to the Selectmen. He indicates that between January 7, 2012 and February 2, 2012 he sent emails to Mr. Dean, specifically on January 25<sup>th</sup> and 26<sup>th</sup>. Those emails were not included as correspondence in the packet. He questions who is responsible for deciding what does and what does not go into the packet distributed to the public and the Selectmen. Mr. Griset questions the town manager's failure on back tax collections and claims the Town is writing off \$100,000 in back taxes and water bills that have not been paid. Mr. Griset feels the performance review of the Town Manager should be a public discussion, open to public comment. He asks the Board to keep in mind a request for resignation.

Mr. Quandt asks Mr. Griset about his 91-A requests as he makes a lot. Mr. Griset suggests he has requested specific background documents but has not received a single document from the town manager's office. Mr. Clement asks Mr. Griset if he has taken any action. Mr. Griset says no. It is up to the selectmen to ensure 91A is adhered to. Mr. Griset references a form on the website that is there for 91A requests. Mr. Griset states the form or the town office does not have a disclosure stating the supreme court has ruled the person does not have to disclose their identity or the reason they are making a request. Mr. Griset claims this has opened the Town up for a lawsuit, in his opinion. Mr. Clement asks Mr. Griset if he does not believe someone has to give their name to get a 91A request. Mr. Griset says yes. Mr. Clement comments about the water bills, and says the Board established the back billing time frame so the Board made the decision about the time frame, not the town manager. Mr. Griset comments the town manager did this without the Board's knowledge.

Vice Chairman Quandt agrees to take Mr. Griset's comments into consideration prior to the performance review of the Town Manager.

**4. Minutes & Proclamations**

a. Regular Session: January 23, 2012

Mr. Clement moves to approve the Minutes for January 23, 2012. Ms. Gilman seconds. Vote: Unanimous.

**b. Non public Session: January 23, 2012**

Ms. Gilman moves to approve the Minutes from January 23, 2012, non-public session. Mr. Clement seconds. Vote: Unanimous.

**c. Non public Session December 5, 2011**

Mr. Ferraro suggests a change in the December 5, 2011 non-public session minutes to reflect the Board's general consensus for the Town Manager to proceed toward negotiating a purchase and sales agreement on behalf of the Town of Exeter. A short discussion ensues regarding the authority of the Town Manager to execute purchase and sales agreements absent an official vote from The Board of Selectmen. Mr. Ferraro suggests the verbiage be changed from 'authorized the Town Manager' to 'encouraged the Town Manager' and strike the verbiage relating to the purchase process as it pertains to an environmental and legal review. Mr. Ferraro says no vote was taken. Mr. Clement recalls consensus was reached to move forward with the process and make it happen. Mr. Ferraro says there was no mention of a purchase and sales. Mr. Ferraro says they were in general agreement with this and says they moved ahead with a public hearing process but signing the purchase and sales would have prejudged the public input. Mr. Quandt clarifies the effect of the purchase and sales. Mr. Ferraro says when we get to old business he will bring it back up. Mr. Clement's opinion was moving forward if it took sitting down with the seller and making the arrangement would be fine with him. Mr. Quandt suggests encouraged. Mr. Ferraro comments you cannot sign a purchase and sales without a vote of the Board on that purchase and sales. Mr. Dean comments that Mr. Ferraro's view contradicts prior practice, and several different instances where the town manager with board consensus, approval, authorization, etcetera. The job is always more difficult with lack of clarity. When Mr. Olson was town manager he would sign deeds. Maybe there is a lack of understanding. A P&S is part of the process. Mr. Ferraro comments about continuing bad, illegal or improper action. Mr. Ferraro called legal services at the local government center, and specifically asked if the town manager absent a vote of the board of selectmen could a town manager sign a purchase and sales and they said no. Mr. Ferraro suggests his integrity is being questioned. He has gone through videotapes and has been questioned about these things at past meetings. Mr. Ferraro is talking about past practices not authorized by the RSAs. Mr. Ferraro has taken more action on this property than anyone to make sure it goes forward.

Mr. Ferraro moves to approve the Minutes, including his suggested amendment. There is no second.

Mr. Clement moves to amend the minutes to reflect the word 'encouraged' in place of the word 'Authorized' and leave the verbiage relating to the purchase process. Ms. Gilman seconds. Vote: Unanimous.

5. Appointments - None

6. Department Reports - None

7. Discussion / Action Items

**a. New Business**

**i. Review Pawnbroker Ordinance Proposal**

Police Chief Kane submitted a proposal to the Board regarding the current Town Ordinances relating to the regulation of retail transactions of a pawn or secondhand nature for the purpose of identifying stolen property. The Chief wishes the Board will consider reviewing the new ordinance an enacting it as an official Town of Exeter ordinance. Vice Chairman Quandt advises the Board the state law allows for each town to formulate their own policy. Regardless of what a town policy may regulate, any law enforcement authority in the State can enforce the state law within the Town limits. Mr. Clement expresses his desire to prepare his thoughts and questions prior to Chief Kane making his appearance to present his opinion to the Board.

**ii. Tattoo Parlor Ordinance Follow up**

Mr. Dean advises the Board of an interested party who inquired about opening a tattoo establishment in the Town of Exeter. He reminds The Board of a town vote in 1998 that enforce prohibiting these types of establishments, unless a licensed physician performed the tattoo. The Town Counsel reviewed the Article and confirmed that the Article is valid. The Article needs to be added to the Health Ordinances as soon as possible. The staff will present the Board with an amended ordinance. Mr. Dean also indicates a review of current ordinances may be necessary to see if there have been any other changes since 1998.

**b. Old Business**

**i. Town Wide Mapping**

Ms. Gilman advises the Board of the Heritage Commission's request for proposals for presentation planners. She indicates the RFP's were due last Monday and she recruited Mr. Dean and his administrative assistant to aid her in opening them. Three bids were received. A bid from Emma Diehl, offering no bid. A bid from Preservation Company offering the service for \$12,820. A bid from Bruce Harvey offering the service for \$12,500.

**Mr. Clement moves to send the bids to The Heritage Commission for review. Ms. Gilman seconds. Vote: Unanimous**

A short discussion regarding the purchase and sales agreement for the Getty property ensues.

**Mr. Ferraro moves that the Town Manager bring the purchase and sales agreement he negotiated before the Board for review. Ms. Gilman seconds for discussion.**

The discussion continues and Mr. Ferraro reminds the Board that the Department of Environmental Services has indicated that not all of the Getty's had control of the properties. Mr. Clement attempts to clarify what Mr. Ferraro is looking for. Mr. Quandt asks Mr. Dean about the purchase and sales and he indicates it exists.

**Mr. Ferraro moves to authorize the Town Manager to negotiate a purchase and sales agreement and bring it before the Board for review. Ms. Gilman seconds. Vote: Unanimous.**

**8. Regular Business**

**a. Bid Openings - None**

**b. A/P and Payroll Manifests**

**Mr. Ferraro moves to approve an accounts payable warrant article for checks dated 1/27/2012 in the amount of \$116,613.33. Ms. Gilman seconds. Vote: Unanimous**

**Mr. Ferraro moves to approve an accounts payable warrant article to the Regional Co-Op for a check dated 1/27/2012 in the amount of \$2,052,363.00. Ms. Gilman seconds. Vote: Unanimous**

**Mr. Ferraro moves to approve a payroll warrant for checks dated 1/25/2012 in the amount of \$167,536.16. Ms. Gilman seconds. Vote: Unanimous**

**Mr. Ferraro moves to approve a payroll warrant for checks dated 2/1/2012 in the amount of \$175,370.10. Ms. Gilman seconds. Vote: Unanimous**

**Mr. Ferraro moves to approve an accounts payable warrant for checks dated 2/3/2012 in the amount of \$286,197.43. Ms. Gilman seconds.**

A discussion in regards to this warrant ensues. Mr. Ferraro advises The Board that the original warrant amount was \$287,697.43. He advises the invoice from JBC Communications in the amount of \$1,500, has been removed from the warrant amount. He further explains that the invoice is for consulting. There is no agreement in place between JBC Communications and the Town of Exeter that either the Cable Advisory Committee or the Board of Selectmen has approved. The invoice, by statute is not eligible for reimbursement. The agreement that is currently in place was signed by the Town Manager. The Warrant Article for the General Fund only indicates expenditures approved by The Board of Selectmen. The Board defers to Vice Chairman Quandt to offer his opinion of where the Cable Advisory Committee stands on the agreement. Vice Chairman Quandt believes the Cable Advisory Committee has made no recommendation. He also believes no formal vote has been counted. Mr. Dean reminds The Board that this is an 8-month contract, totaling \$24,000 in bi-weekly payments of \$1,500. The Board needs to vote to expend the funds, but the contract is an operating agreement for the access channel and services have already been rendered on it.

Mr. Childs, of JBC Communications comes forward to speak. He is the owner of the business that rendered the services on this contract. He advises The Board that the contract was entered into in good faith on behalf of both parties. He feels that signing a contract and then denying an invoice is almost encouraging a breach of contract. As a vendor he feels it will make it

difficult for future vendors to contract with the Town of Exeter. He has complied with all the terms of the contract. He states it was written as a service agreement with bi-weekly installments so the Board would have control of the contract, as it can be cancelled at any time. Vice Chairman Quandt asks Mr. Childs if he would be available to come and speak before the Cable Advisory Committee to answer any questions in regard to the terms and conditions of the contract. Mr. Ferraro first and foremost, wishes to state that his opinion regarding the invoice in no way reflected on the performance of Mr. Childs, nor his company JBC Communications. His concerns relate specifically to the contract. There appear to be no terms and conditions in the contract, no provisions or liabilities are spelled out. A bi-weekly invoice does not necessarily mean that any work was performed. Mr. Dean advises the Board that fixed fee contracts are common. Vice Chairman asks the Board for a vote on the contract, and opens this idea for comments from the Board. Mr. Ferraro feels that the contract was not listed on the agenda, it should not be voted on this evening. He feels the residents should have the opportunity to speak in the public forum prior to the vote. Ms. Gilman agrees. Mr. Quandt agrees to add the contract to an upcoming agenda for discussion and a vote.

**Ms. Gilman moves to approve the JBC Communications invoice for \$1,500 to be expended from Cable Access funds, without setting precedent for future invoices. Mr. Clement seconds. Vote: Unanimous.**

Mr. Quandt asks Mr. Dean to schedule a CATV meeting. Ms. Gilman asks to clarify the Board signing the warrant indicates expending from the cable fund. Mr. Quandt clarifies and comments that it is. Mr. Ferraro believes the Board has to vote on the contract. Mr. Clement disagrees with that view. Mr. Childs comes forward and asks how many transactions follow the process he is following. There are many other vendors that should know how it works. Mr. Dean advises there are over 700 vendors who come through the warrant just like the cable fund or like the recreation fund. He cites the example of recreation instructors in the recreation fund, which are done by the Recreation Director and don't come to the Town Manager. We have a pyramid process set up for this in the departments where departments approve expenses they come up to the Board. He cites an example of Palmer and Sicard where the Town paid \$21,000 and it came from the DPW. They submitted an invoice, which was reviewed and submitted to the Board of Selectmen. It just so happened the money spent cumulatively was \$21,000. Mr. Quandt indicates this is a procedural hiccup. Mr. Ferraro comments that pushing this issue to legal counsel under RSA 37 and if the issue comes back as he has been advised then we have to look at the other revolving funds. If it comes back and says no then under 37 we don't have a problem with it. Mr. Quandt suggests the warrant article may have been written too narrow. Mr. Ferraro comments that some funds list the Town Manager as being able to expend, he is just going on the legal advice from the LGC and the way the article is written. Mr. Quandt suggests reviewing the matter with town counsel and it will be brought back before the Board. Mr. Griset comments about contracts under \$25,000. He questions why it is an 8 month contract. Will there be a new contract? Can a contract be broken down into 6 months? Mr. Quandt suggests addressing this when the Board takes this up again.

c. Budget Updates - None

d. Tax Abatements & Exemptions

**Mr. Ferraro moves to approve a supplemental tax collector warrant for Map 74, lot 71 in the amount of \$500. Mr. Clement seconds. Vote: Unanimous.**

**Mr. Ferraro moves to approve abatement for Map 58, lot 6 in the amount of \$298.30. Ms. Gilman seconds. Vote: Unanimous.**

e. Water/Sewer Abatements

Number 70 Main Street requested abatement in the amount of \$317.82. The Water and Sewer Advisory Committee recommended the request for the full amount. The abatement was not recommended by the DPW. Vice Chairman Quandt questions if this abatement falls under the one time abate in ten years terms. Mr. Ferraro indicates it does not. The cause of the leak was internal to the house. The leak was due to customer negligence.

**Mr. Clement moves to table this abatement for a future Board of Selectman meeting. Mr. Ferraro seconds. Vote: Unanimous.**

Number 21 Spruce Street requested abatement in the amount of \$422.05. The Water and Sewer Advisory Committee recommended the request for the full amount. The abatement was not recommended by the DPW. Mr. Clement feels this abatement falls into the one time abate in ten years terms. The family went on vacation and the house sitter didn't notice the toilet was running. Mr. Ferraro feels the cause of the leak was internal to the house, and due to customer negligence.

**Ms. Gilman moves to deny this abatement. Mr. Ferraro seconds. Vote: In favor, Ms. Gilman and Mr. Ferraro. Opposed, Mr. Clement. Motion carries.**

Number 14 Langdon Ave requested abatement. The Water and Sewer Advisory Committee recommends this abatement in the amount of \$112.00, representing four quarters of service fees. The DPW recommends this abatement as the problem was identified and correction efforts were documented.

**Mr. Ferraro moves to table this abatement for a future Board of Selectman meeting. Ms. Gilman seconds. Vote: Unanimous.**

Mr. Clement suggests The Board ask the Water and Sewer Advisory Committee to begin producing a memo explaining why they voted to recommend for or against an abatement. Mr. Dean feels the process of abatements is flawed. Residents can sometimes wait several months while the DPW makes a determination, followed by the Water and Sewer Advisory Committee, followed by the Board of Selectman. Mr. Quandt agrees to add this process issue to a future agenda for discussion.

**f. Permits**

Amare Cantare of Durham, NH applied for a permit to use the Town Hall May 11, 2012 from 5pm to 8pm for a concert. The Exeter Kiwanis Club applied for a permit to use the Town Hall September 1, 2012 from 7:30am to 7:30pm for a UFO festival.

**Mr. Ferraro moves to accept the Amare Cantare permit contingent to appropriate insurance forms being filed, and identifying if the group will be paying a fee. Mr. Clement seconds. Vote: Unanimous**

**Mr. Clement moves to approve the Exeter Kiwanis Club permit. Ms. Gilman seconds. Vote: Unanimous.**

**g. Legislative Update**

Vice Chairman Quandt agrees to look into the suggestion of Don Woodward from earlier in the evening. He advises The Board that there are a lot of bills in process, this will be very full three days.

**h. Town Managers Report**

Mr. Dean would like to extend a thank you to the people who turned out for deliberative session. The fact sheets regarding the different Warrant Articles are updated and available on the Town Website. He wishes to encourage people to review them for information.

**i. Selectman's Committee Reports**

Mr. Ferraro reports a Planning Board meeting this week. He reports the Budget Committee had a successful wrap up. He looks forward to getting together in April to work on improving information gathering for charitable contributions.

Ms. Gilman reports an Economic Development Meeting. She reports a Business Retention and Recruitment letter will be sent to local businesses Tuesday morning. She reports a Zoning Ordinance Committee meeting on Wednesday. The Zoning Committee is pursuing development for Portsmouth Avenue and a presentation should be available in a few weeks. She reports a Heritage Commission meeting for Wednesday.

Mr. Clement reports a Conservation Commission Meeting.

**j. Correspondence**

1. A letter from the Rockingham Planning Commission in regards to the expiration of the appointed Town Representatives in April 2011.
2. Town Clerk correspondence to and from David Morris in regards to the \$1.00 E-Registration fee.
3. A letter from a resident, praising the volunteer group TASC.
4. A letter from The American Red Cross, thanking the Town of Exeter for the donation.

5. A letter from Seacoast Family Promise, thanking the Town of Exeter for the donation.
6. A letter from Families First, thanking the Town of Exeter for the donation.
7. A letter from Start Something, Big Brothers Big Sisters of the Greater Seacoast, thanking the Town of Exeter for the donation.
8. A letter from the Town Manager to resident John Haslam.
9. A letter from John Haslam, a resident, to the Board of Selectman.
10. A letter from Angell & Company, LLC Certified Public Accountants regarding House Bill 1619.
11. An annual notice from Comcast regarding customer privacy policy, payment procedure, equipment compatibility, billing dispute and complaint procedures.
12. A power point presentation from New Hampshire Economic Outlook.
13. CEDS Steering Committee Minutes from February 1, 2012.
14. A letter from New Hampshire Department of Environmental Services to Mike Jeffers, regarding the approval of the Groundwater Discharge permits. The permit copy includes all of the conditions NH DES requires.
15. A notice of reminder that a Job Fair will be held by New Hampshire Employment Security on February 8, and February 9, 2012.

**9. Review Board Calendar**

The Board of Selectman will meet Monday, February 13, 2012 at 7:00 p.m.

**10. Non Public Session - None**

**11. Adjournment**

**Ms. Gilman moves to Adjourn. Mr. Clement seconds. Vote: Unanimous.**

The Board stood adjourned at 8:50pm.

Respectfully Submitted,

Jennifer Pond  
Recording Secretary

### Eligibility Requirements:

Unused or underutilized industrial parks, vacant land or structures: There are several parcels within the corridor that have not been developed. Although there have been a variety of zoning changes to create incentives for development resulting in the recent development of multifamily housing within the corridor, many areas still remain quite dormant. In some instances businesses have been vacated and buildings have been demolished only to leave the land barren and unattractive.

On several occasions, a land owner or developer has gone through the expense of designing and engineering a project only to be stalled due to issues likely connected to the financial aspects of the project. Specifically, three different development teams with projects within the Epping Road corridor, put a hold on site improvements and were not developed.

Finally, due to the incentives, conveniences and other lures of the Pease Tradeport, Exeter is concerned as to the potential loss of its industries.

### ER Zone Justification:

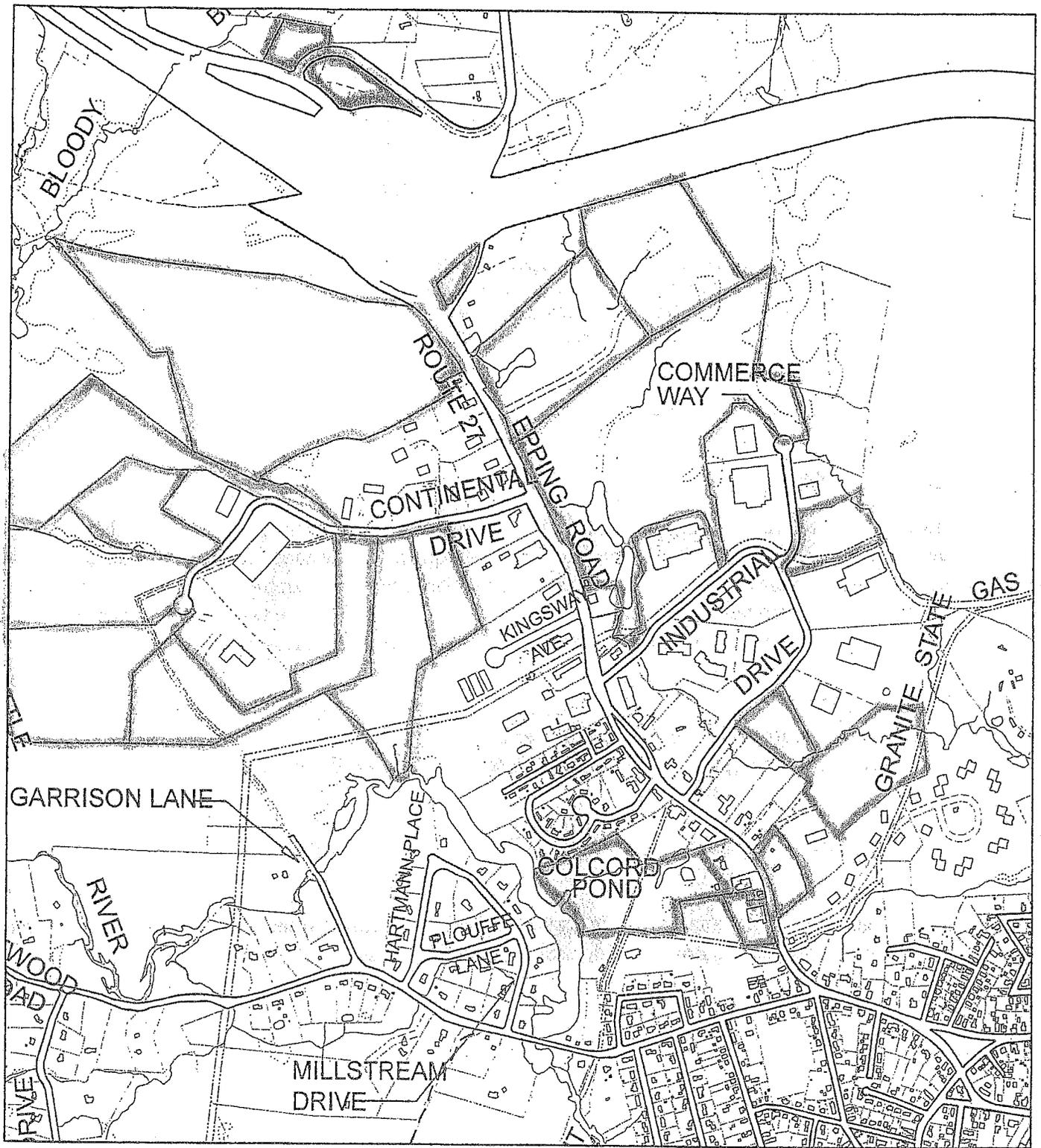
Designation of the zone as an ERZ Tax Credit Zone would likely result in the reduction of the rate of vacant or demolished structures or the rate of tax delinquency in the zone. Recently, one of our growing companies within the corridor requested tax credits. Certainly, this is an indication that the program is sought after and even needed to provide incentives for development. The tax credit program could be the difference maker between a project that is shelved and a project that is implemented.

### ER Zone Support:

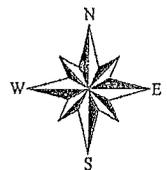
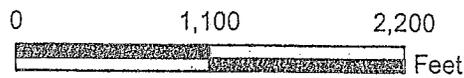
At their January 10th, 2012 meeting, the Exeter Economic Development Committee voted to support the application of the Epping Road Corridor ER Zone. See attached minutes.

At their February 9<sup>th</sup> meeting, the Exeter Planning Board also voted to support the application.

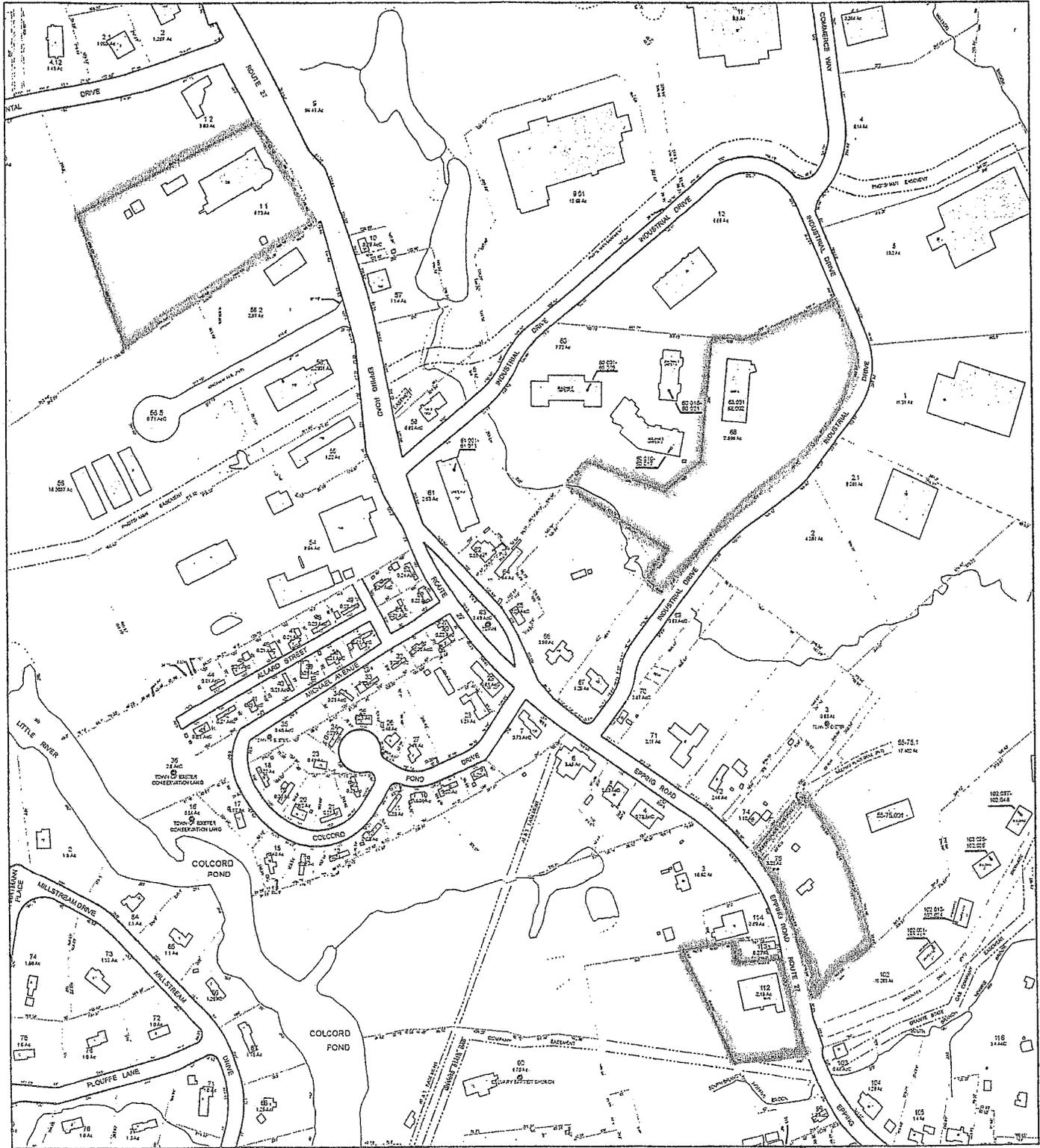
At their February \_\_, 2012 meeting, the Exeter's Board of Selectmen voted to support the application of an ER Zone for the Epping Road Corridor. See attached minutes



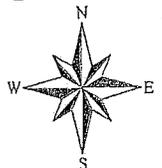
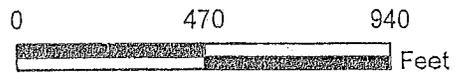
**Epping Rd Corridor, Vacant Lands**  
Town Name



12/15/2011



Epping Rd Corridor, Demolished or Vacant Buildings  
Exeter



12/15/2011

Town of Exeter  
 Revenue Report (Unaudited)  
 As of 12/31/2011

Description	Budgeted Revenue	Actual Revenue	Variance	% Collected	Explanation
Fund Balance used to reduce tax rate	-	-	-	#DIV/0!	Use of fund balance toward 2011 tax rate
3120-3189 Other Taxes	51,447	50,087	(1,360)	97%	Current Use, PILOT, Jeopardy Tax
3190-3191 Interest & Penalties on Delinquent Taxes	213,000	250,671	37,671	118%	Interest and fees on overdue property taxes
3220 Motor Vehicle Permit Fees	1,938,000	1,990,860	52,860	103%	Fees Collected by Town Clerk
3230 Building Permits & Fees	100,000	100,149	149	100%	Fees Collected by Building Inspector
Permits and Fees	2,038,000	2,091,009	53,009	103%	
3290 Other Town Clerk Fees/Licenses	43,980	45,080	1,100	103%	Birth, Death, Marriage Certificates, Dog Licenses
Cable Franchise Fee	81,020	84,904	3,884	105%	50% of Comcast Franchise Fees
Other Licenses, Permits & Fees	125,000	129,984	4,984	104%	
3352 Meals & Rooms Tax Revenue	639,030	639,030	0	100%	Received last day of the year
3359 State Grant Revenue	319,960	312,466	(7,494)	98%	Highway Block, Water Pollution, Other
3401-3404 Income from Departments	1,200,000	1,235,594	35,594	103%	solid waste permits/stickers, parking tickets, ambulance fees, blue bag revenue
3501 Sale of Surplus Vehicles	18,714	18,714	-	100%	Sale of Fire Truck
3502 Interest Income	10,000	8,543	(1,457)	85%	Interest on Town Operating Fund
3503 Town Rental Property	22,525	11,554	(10,971)	51%	Includes rental of all Town Buildings
3508 and 3640 Donated Revenue	13,475	13,769	294	102%	NH Charitable Foundation, Park & Rec Donations
3916 Transfers in Trust Funds	24,600	165,173	140,573	671%	Reimbursements from TTTF
General Fund Revenue	4,675,751	4,926,594	250,843	105%	
3402-3502 Water Fund Revenue	2,018,276	2,480,537	462,261	123%	Water Consumption, Service Fees, Misc.
3359 State Grant - Wastewater	63,602	63,602	-	100%	
3403-3502 Sewer Usage & Services	1,669,548	2,313,215	643,667	139%	
Sewer Fund Revenue	1,733,150	2,376,817	643,667	137%	Sewer Usage, Service Fees, Misc.
Total Revenue	8,427,177	9,783,949	1,356,772	116%	

Town of Exeter

YTD Actual Expense Analysis (UNAUDITED)  
Updated thru 12/31/2011

DEPARTMENT	2011 Budget	2011 YTD Expenses	Balance Available	Percent Used	Notes
<b>General Government</b>					
100 Board of Selectmen	20,950	27,497	(6,547)	131.25%	Special expense (\$5k Land Deposit)
111 Town Manager	164,866	167,042	(2,176)	101.32%	Wages part-time & over-time, contracted services
112 Town Office	73,769	78,806	(5,037)	106.83%	Supplies
113 CATV	1	-	1		
115 Human Resources	82,064	79,193	2,871	96.50%	Change in health insurance
119 Transportation	20,930	20,930	-	100.00%	Payments processed quarterly
120 Legal	60,000	92,299	(32,299)	153.83%	
125 Information Technology	145,778	145,345	433	99.70%	
130 Trustees of Trust Funds	891	891	(0)	100.04%	
140 Town Moderator	431	1,165	(734)	270.55%	Special elections
151 Town Clerk	315,310	300,817	14,493	95.40%	Wages part-time
152 Elections/Registration	18,058	21,016	(2,958)	116.38%	Special elections
<b>Total General Government</b>	<b>903,048</b>	<b>935,001</b>	<b>(31,954)</b>	<b>103.54%</b>	
<b>Finance</b>					
201 Finance/Accounting	255,704	246,876	8,828	96.55%	Change in health insurance
202 Treasurer	9,542	9,542	-	100.00%	
203 Tax Collection	60,275	58,738	1,537	97.45%	Wages
205 Assessing	210,628	206,614	4,014	98.09%	Revaluation
<b>Total Finance</b>	<b>536,149</b>	<b>521,770</b>	<b>14,379</b>	<b>97.32%</b>	
<b>Planning &amp; Building</b>					
301 Planning	201,355	187,618	13,737	93.18%	Wages part-time and vaca repl; Incl \$2k encumbered
302 Inspections/Code Enforcement	221,822	217,180	4,642	97.91%	Health insurance
303 Board of Adjustment	4,200	3,019	1,181	71.88%	Legal/Public notices
304 Historic District Commission	1,530	643	887	42.03%	All expense categories
305 Conservation Commission	10,105	9,841	264	97.39%	Contracted services
306 Heritage Commission	900	191	709	21.22%	All expense categories
<b>Total Planning &amp; Building</b>	<b>439,912</b>	<b>418,492</b>	<b>21,420</b>	<b>95.13%</b>	
<b>Police</b>					
401 Administration	453,759	441,738	12,021	97.35%	
402 Staff	678,292	558,363	119,929	82.32%	Staffing
403 Patrol	1,797,526	1,717,426	80,100	95.54%	Staffing
404 Animal Control	1,250	1,172	78	93.76%	
405 Communications	412,862	402,102	10,760	97.39%	
<b>Total Police</b>	<b>3,343,689</b>	<b>3,120,801</b>	<b>222,888</b>	<b>93.33%</b>	

Town of Exeter

YTD Actual Expense Analysis (UNAUDITED)

Updated thru 12/31/2011

DEPARTMENT	2011 Budget	2011 YTD Expenses	Balance Available	Percent Used	Notes
<b>Fire</b>					
501 Administration	472,795	475,408	(2,613)	100.55%	
502 EMS/Ambulance	233,411	237,213	(3,802)	101.63%	All expense categories
503 Fire Suppression	2,767,510	2,729,286	38,224	98.62%	
504 Emergency Management	20,025	20,180	(155)	100.77%	FEMA debris removal
505 Health	116,482	105,000	11,482	90.14%	Wages, water quality testing
<b>Total Fire</b>	<b>3,610,223</b>	<b>3,567,087</b>	<b>43,136</b>	<b>98.81%</b>	
<b>Public Works - General Fund</b>					
601 Administration & Engineering	306,557	290,870	15,687	94.88%	Fuel allocation, retirement, EPA storm water
602 Highways & Streets	1,783,319	1,755,942	27,377	98.46%	Various accounts
603 Snow Removal	263,373	278,967	(15,594)	105.92%	High volume of snow storms
604 Solid Waste Disposal	839,748	802,912	36,836	95.61%	Various accounts
605 Street Lights	119,000	136,336	(17,336)	114.57%	Traffic signal/emergency light issues
<b>Total Public Works - General Fund</b>	<b>3,311,997</b>	<b>3,265,027</b>	<b>46,970</b>	<b>98.58%</b>	
<b>Maintenance</b>					
606 General	724,727	713,192	11,535	98.41%	Retirement, maintenance projects
607 Recreation Center	15,900	18,983	(3,083)	119.39%	
608 Town Hall	26,500	24,645	1,855	93.00%	
609 Town Office	29,600	28,440	1,160	96.08%	
610 Senior Center	13,950	13,350	600	95.70%	
611 Safety Complex	67,500	69,594	(2,094)	103.10%	
612 DPW Complex	38,500	45,337	(6,837)	117.76%	
613 Train Station	14,500	10,877	3,623	75.01%	
614 Other Town Structures	14,600	13,713	887	93.92%	
<b>Total Maintenance</b>	<b>945,777</b>	<b>938,131</b>	<b>7,646</b>	<b>99.19%</b>	
<b>Welfare &amp; Human Services</b>					
710 Welfare	85,138	82,924	2,214	97.40%	Burial expense
711 Human Service Grants	86,900	86,900	-	100.00%	Payments processed quarterly
<b>Total Welfare &amp; Human Services</b>	<b>172,038</b>	<b>169,824</b>	<b>2,214</b>	<b>98.71%</b>	
<b>Parks &amp; Recreation</b>					
801 Recreation	298,694	291,619	7,075	97.63%	Wages, retirement
802 Parks	189,231	179,674	9,557	94.95%	Various accounts
803 Pool	43,307	43,132	175	99.60%	
<b>Total Parks &amp; Recreation</b>	<b>531,232</b>	<b>514,425</b>	<b>16,807</b>	<b>96.84%</b>	

Town of Exeter

YTD Actual Expense Analysis (UNAUDITED)

Updated thru 12/31/2011

DEPARTMENT	2011 Budget	2011 YTD Expenses	Balance Available	Percent Used	Notes
<b>Other Culture/Recreation</b>					
116/804 Other Culture/Recreation	20,700	20,950	(250)	101.21%	Christmas Lights
805 Special Events	13,000	11,076	1,924	85.20%	Veteran's activities
<b>Total Other Culture/Recreation</b>	<b>33,700</b>	<b>32,026</b>	<b>1,674</b>	<b>95.03%</b>	
<b>Public Library</b>					
901 Library	879,028	879,028	-	100.00%	
<b>Total Library</b>	<b>879,028</b>	<b>879,028</b>	<b>-</b>	<b>100.00%</b>	
<b>Debt Service &amp; Capital</b>					
921-23 Debt Service	766,226	763,255	2,971	99.61%	Payments processed per debt service schedule
117 Vehicle Replacement	240,612	235,161	5,451	97.73%	\$117.4k Fire Engine Leases, \$117.8k Police Vehicles
<b>Total Debt Service &amp; Capital</b>	<b>1,006,838</b>	<b>998,416</b>	<b>8,422</b>	<b>99.16%</b>	
117 Default Budget Reserve	68,500	-	68,500	0.00%	Variance between default budget and BoS proposed
<b>Default Budget Reserve</b>	<b>68,500</b>	<b>-</b>	<b>68,500</b>		
<b>Benefits &amp; Taxes</b>					
931 Health Insurance Buyout	67,799	90,826	(23,027)	133.96%	Incl \$24.7k sick leave buyout and \$5.1k misc taxes
933 Unemployment	14,264	-	14,264	0.00%	
937 Worker's Compensation	178,797	152,373	26,424	85.22%	Full year billing
114/941 Insurance	165,699	168,558	(2,859)	101.73%	
<b>Total Benefits &amp; Taxes</b>	<b>426,559</b>	<b>411,757</b>	<b>14,802</b>	<b>96.53%</b>	
<b>Total General Fund</b>	<b>16,208,687</b>	<b>15,771,785</b>	<b>436,904</b>	<b>97.30%</b>	
<b>Water Fund</b>	<b>2,018,276</b>	<b>2,089,405</b>	<b>(71,129)</b>	<b>103.52%</b>	Incl. \$11.4k in encumbrances (WTP Upgrades/Maint). Incl. \$47.5k appropriated from reserves for boiler repl.
<b>Sewer Fund</b>	<b>1,733,150</b>	<b>1,721,545</b>	<b>11,605</b>	<b>99.33%</b>	Incl. \$29.8k in encumbrances (I/I Abatement).
<b>Total All Funds</b>	<b>19,960,113</b>	<b>19,582,735</b>	<b>377,377</b>	<b>98.11%</b>	
<b>Other Appropriations - Warrant Articles</b>					
Human Service Warrant Articles	21,695	21,695	-	100.0%	Payments processed quarterly
Christmas Parade	500	500	-	100.0%	
Supplemental Paving	250,000	222,852	27,148	89.1%	
Train Station Baggage Building (Note 1)	354,200	354,200	-	100.0%	Encumbered

Town of Exeter

YTD Actual Expense Analysis (UNAUDITED)

Updated thru 12/31/2011

DEPARTMENT	2011 Budget	2011 YTD Expenses	Balance Available	Percent Used	Notes
Town Hall Exterior Brick Repair	147,000	147,000	-	100.0%	Incl. \$49.3k encumbered
Rider Property Land Acquisition	40,000	40,000	-	100.0%	Encumbered
<b>Totals</b>	<b>813,395</b>	<b>786,247</b>	<b>27,148</b>	<b>96.7%</b>	
<b>Borrowing Other</b>					
SCBA Fire	62,843	48,601	14,242	77.3%	
<b>Totals Borrowing Other</b>	<b>62,843</b>	<b>48,601</b>	<b>14,242</b>	<b>77.3%</b>	

Note 1. Actual Town share would be \$120,960 with some of these dollars being offered "in kind" to complete project

Note: Includes current year encumbered funds

Note: Water/Sewer allocation processed quarterly

Note: Holiday and Longevity payments processed in Q4



# EXETER POLICE ASSOCIATION

P.O. Box 485, Exeter, New Hampshire 03833-0485

(603) 772-1212

January 13, 2012

Donna Cisewski, HR Director  
Town of Exeter  
10 Front St.  
Exeter, NH 03833

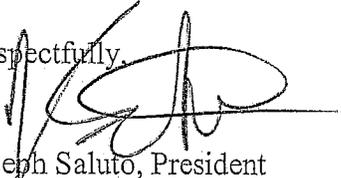
Dear Donna,

The members of the Exeter Police Association are requesting a change regarding our contributions to the NH Retirement System. As you know, we currently contribute on a post-tax basis. We would like to change that to a pre-tax contribution with an effective date of February 1, 2012. I would further agree with your suggestion that the change take effect at the beginning of a month in the event the change is not made on February 1.

We have further notified the Union President with the Fire Dept. as well as the Police administration of this request.

Thank you in advance for your assistance.

Respectfully,

  
Joseph Saluto, President  
Exeter Police Association



# EXETER PROFESSIONAL FIREFIGHTERS IAFF LOCAL 3491

Mr. Russ Dean  
Town Manager  
Town of Exeter  
10 Front St.  
Exeter, NH 03833

October 6, 2011

Dear Mr. Dean;

This letter is to inform you that the Exeter Professional Firefighters Association unanimously requests that the Town of Exeter change our New Hampshire State Retirement deductions from post-tax to pre-tax. If we as a union, can help you accomplish this change in any way, please contact me. Thank you for your assistance in this matter.

Sincerely yours,

Kevin P. St. James  
President - Local 3491

# Memo

**To:** Board of Selectmen, Russ Dean Town Manager  
**From:** Assistant Fire Chief Berkenbush   
**CC:** Chief Comeau, File  
**Date:** February 10, 2012  
**Re:** Grant Acceptance

---

Here is a summary of the two grants that are up for acceptance.

**National Association of County and City Health Officials \$5000.00:** This grant is for the ongoing development of a Medical Reserve Corp/ Citizen Corp volunteer team within the All Health Hazards Region. This money is to recruit, train, and coordinate the volunteers. This is part of the ongoing process that started with the Boards acceptance of the 2010 All Health Hazards grant from the State of New Hampshire.

**Assistance to Fire Fighters Grant \$100,000:** This grant was applied for to place an automatic sprinkler system throughout the Public Safety Complex at 20 Court Street. This is for the installation of a water main, automatic sprinkler system and fire alarm up grades. The grant is for \$95,000.00 with \$5,000.00 in matching funds coming from either in kind work or cash.

# TOWN OF EXETER, NEW HAMPSHIRE

10 Front Street Exeter, NH 03833  
Phone: 778-0591 Fax: 772-4709

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

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

APPLICATION DATE: 2 Feb 2012

### APPLICANT INFORMATION:

Name: Stephen Tatorczuk Street: 34 Mohawk Lane  
Town/State/Zip: Brentwood NH 03811 Phone: 603 772 1018 Cell: 603 770 1677

### ORGANIZATION INFORMATION:

Name: Troop 323 Street: \_\_\_\_\_  
Town/State/Zip: Exeter Phone: \_\_\_\_\_

### RESERVATION INFORMATION:

Type of Event/Meeting: Eagle Scout Court of Honor Date: 11 March 2012  
Time of Event: 1 PM # of tables: \_\_\_\_\_ # of chairs: 50

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

List materials being used for this event: Podium, chairs, 3 Tables for food

Are you serving food/beverages? Y Description: Cold non-alcoholic drinks - Sandwiches  
TYPE food

### REQUIREMENTS:

**CLEANING DEPOSIT:** A cleaning deposit of \$100 is required of any user serving food or beverages. If the Town agrees after use that the building was cleaned in a totally acceptable manner, the deposit fee will be returned to user. No food allowed in Main Hall of Town Hall. If food is to be served and/or prepared in foyer of Town Hall, the electrical outlet cannot exceed 20amps. 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 and the Town of Exeter must be listed as additional insured. FOY ins with supply certificate.

**RENTAL FEE:** for Town Hall use is \$75.00 per day, a payment of \$250 may be required for use of main floor & stage for more than a single day. You may request a waiver of the rental fee in writing.

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

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

Applicant Signature: Stephen Tatorczuk Date: 2 Feb 2012

As authorized by the Board of Selectmen/Designee:

Board of Selectmen/Designee \_\_\_\_\_ Date: \_\_\_\_\_

bldg use revised 6-11

Applicant Dispatch Custodian DPW

*His Project is in the Tuesday newsletter*



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
2/8/2012

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

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

PRODUCER Foy Insurance - Exeter 64 Portsmouth Ave PO Box 1030 Exeter NH 03833	CONTACT NAME: Cari Brooks	
	PHONE (A/C, No, Ext): (603) 772-4781 FAX (A/C, No): (603) 772-3246 E-MAIL ADDRESS: cari.brooks@foyinsurance.com PRODUCER CUSTOMER ID #: 00011506	
INSURED Stephen Tatarczuk Marian Tatarczuk 34 Mohawk Ln Brentwood NH 03833-6427	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: Concord General Mutual Ins Co	20672
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	

COVERAGES CERTIFICATE NUMBER: CL122810020 REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY		1068171 - 4	2/27/2012	2/27/2013	EACH OCCURRENCE \$ 500000
	<input type="checkbox"/> COMMERCIAL GENERAL LIABILITY					DAMAGE TO RENTED PREMISES (Ea occurrence) \$
	<input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR					MED EXP (Any one person) \$ 2000
	<input checked="" type="checkbox"/> 3, Special Form					PERSONAL & ADV INJURY \$
GENL AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$
<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG \$
AUTOMOBILE LIABILITY						
<input type="checkbox"/> ANY AUTO						COMBINED SINGLE LIMIT (Ea accident) \$
<input type="checkbox"/> ALL OWNED AUTOS						BODILY INJURY (Per person) \$
<input type="checkbox"/> SCHEDULED AUTOS						BODILY INJURY (Per accident) \$
<input type="checkbox"/> HIRED AUTOS						PROPERTY DAMAGE (Per accident) \$
<input type="checkbox"/> NON-OWNED AUTOS						\$
UMBRELLA LIAB						
<input type="checkbox"/> EXCESS LIAB		<input type="checkbox"/> OCCUR				EACH OCCURRENCE \$
<input type="checkbox"/> DEDUCTIBLE		<input type="checkbox"/> CLAIMS-MADE				AGGREGATE \$
<input type="checkbox"/> RETENTION \$						\$
WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						
ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)		<input type="checkbox"/> Y/N	N/A			WC STATUTORY LIMITS
If yes, describe under DESCRIPTION OF OPERATIONS below						OTH-ER
						E.L. EACH ACCIDENT \$
						E.L. DISEASE - EA EMPLOYEE \$
						E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)  
Rental of Town Hall on 3/11/12 for Eagle Scout Court of Honor.

CERTIFICATE HOLDER Town of Exeter 10 Front St Exeter, NH 03833	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE Cari Brooks/ECARI <i>Cari D. Brooks</i>



**THE STATE OF NEW HAMPSHIRE**  
**DEPARTMENT OF TRANSPORTATION**



**CHRISTOPHER D. CLEMENT, SR.**  
**COMMISSIONER**

**JEFF BRILLHART, P.E.**  
**ASSISTANT COMMISSIONER**

(48,162-126)

February 3, 2012

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

Re: **Sale of State Owned Land in Exeter**  
**Brentwood-Hampton 11324, Parcel 126**

Dear Mr. Dean:

The New Hampshire Department of Transportation (DOT) in working with the New Hampshire Fish and Game Department (NHFG) is proposing to sell a parcel of State owned land consisting of approximately 5 acres located in the Town of Exeter. This parcel will be a subdivided parcel to be proposed from a larger parcel of State owned land located on the southerly side of NH Route 101. The larger parcel, from which this 5-acre parcel will be subdivided, is identified on Exeter Tax Map 31, Lot 1. The approximate shape and location of the parcel to be sold is shown on the enclosed maps.

Conditions of this sale will include:

- The purchaser of this parcel would go through Town subdivision requirements to create this parcel at their expense and have a survey plan prepared by a licensed land surveyor describing the parcel being sold. This survey will be recorded in the Rockingham County Registry of Deeds. The DOT will use this survey to prepare a deed for the sale of this parcel.
- The purchaser of this parcel would at their expense construct fencing along the established subdivided boundary line that would meet the approval of the New Hampshire Division of Historic Resources (DHR), NHFG and DOT.
- Historic covenants would remain on the farmhouse and property. The purchaser would restore the farmhouse and property, as noted in the historic covenants that would remain on the property held and monitored by DHR.

The Department is proceeding with the sale of this property to Edward J. Conner or assigns (pending Governor and Executive Council Approval), for \$121,100.00. Mr. Conner is a descendant of Cornelius Conner who purchased this land in/or around 1630 and it remained in the Conner family until Arthur J. Conner, Edward's grandfather, sold it in 1945.

By statute, the Town of Exeter must be notified of this proposed sale to determine if the Town of Exeter has an interest in purchasing this property before it is sold to the general public. I request that the Town of Exeter please contact me within thirty (30) days concerning their interest in the purchase of this State owned property for the listed value.

If you have any questions, please feel free to contact either Phillip J. Miles, Chief of Property Management for the Department, or myself, at the phone number listed below.

Sincerely,

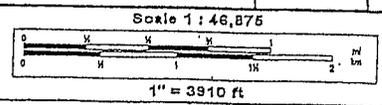
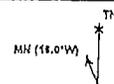
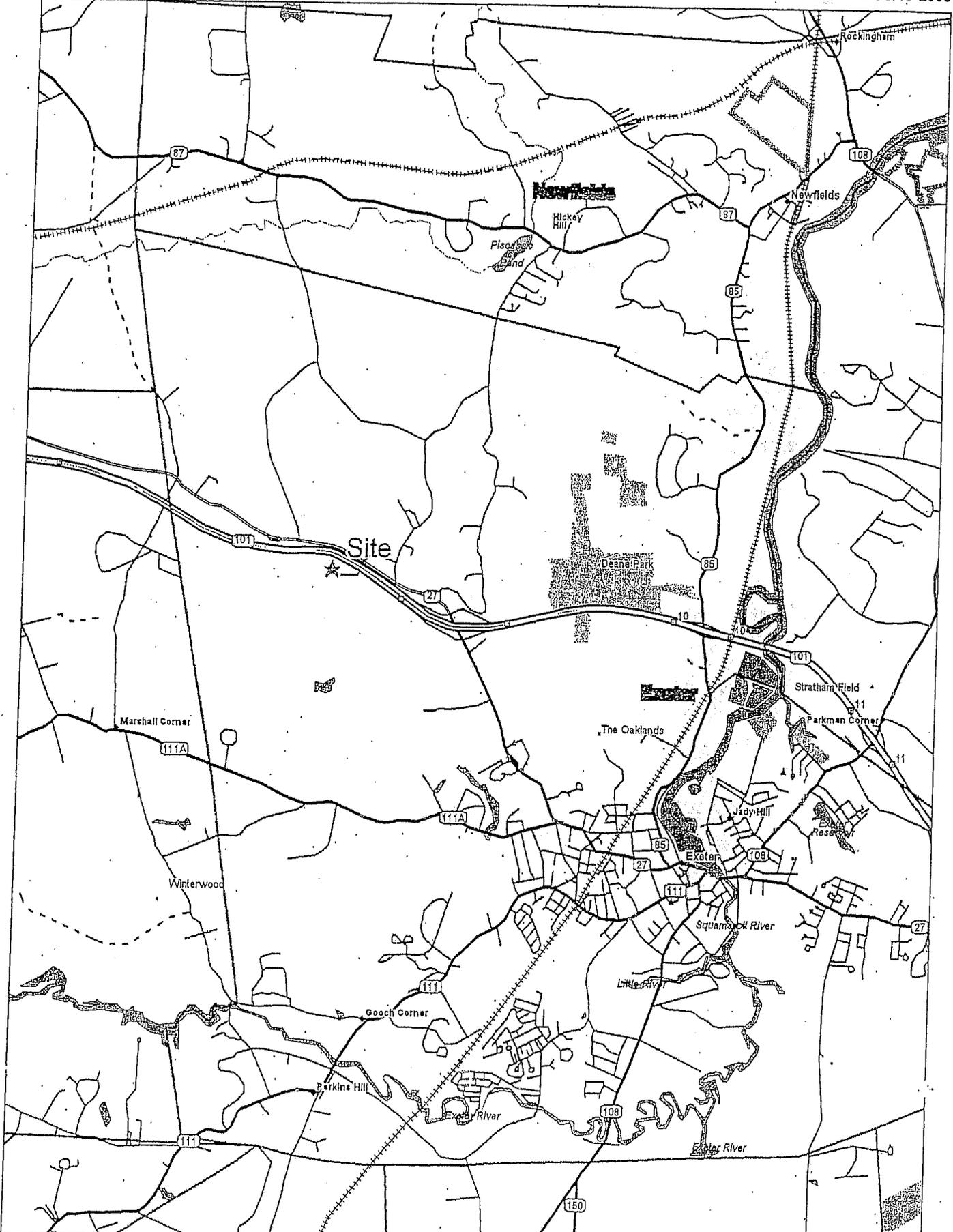


Charles R. Schmidt, PE  
Administrator

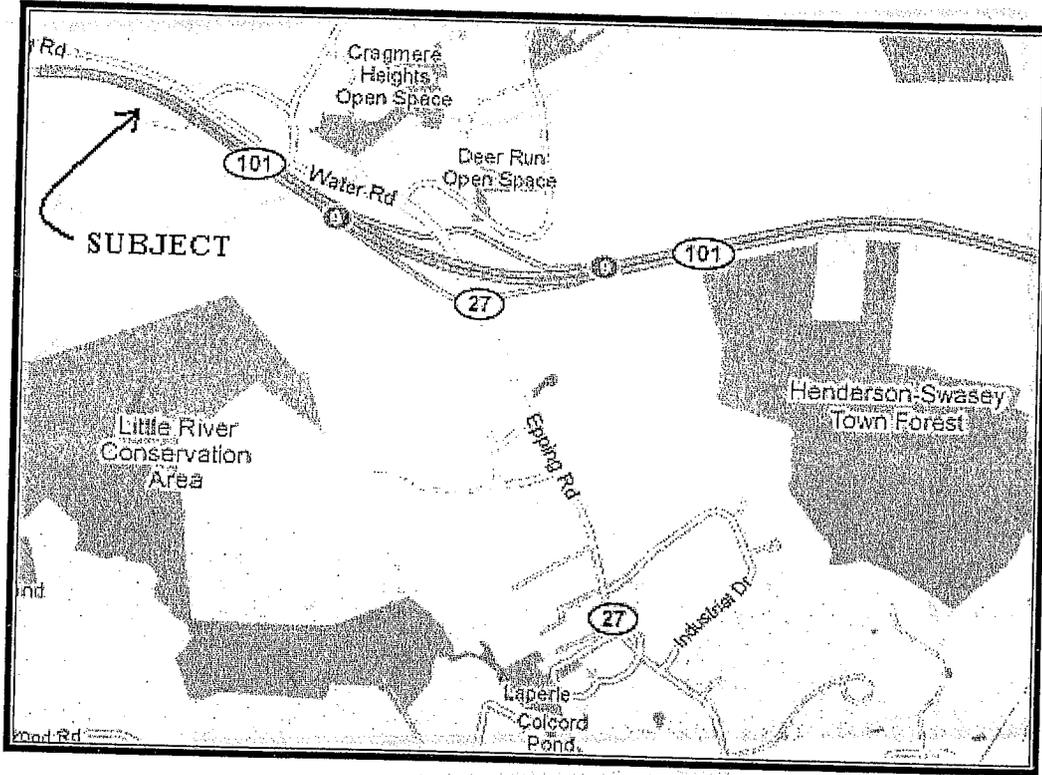
CRS/PJM/dd  
Enclosures

cc: Phillip J. Miles, Chief of Property Management  
Betsey McNaughten, Land Agent, NH Fish and Game Department, 11 Hazen Drive, Concord, NH  
03301

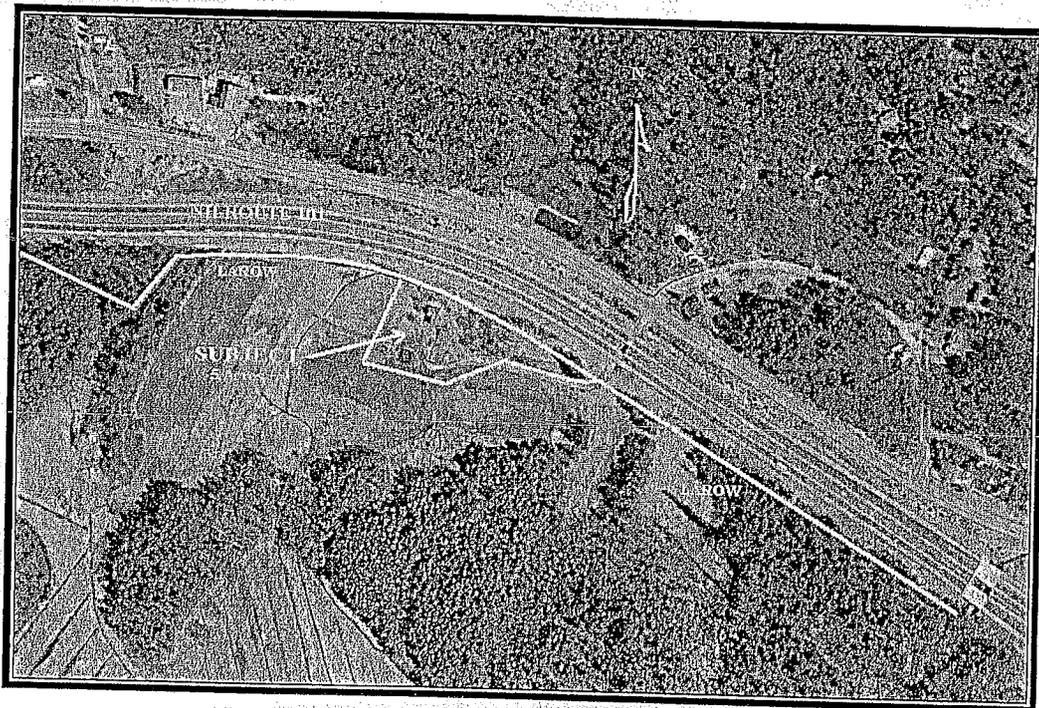
Bureau of Right-of-Way  
JO Morton Building-Room 100  
7 Hazen Drive PO Box 483  
Concord, NH 03302-0483  
Tel: (603) 271-3222  
Fax: (603) 271-6915



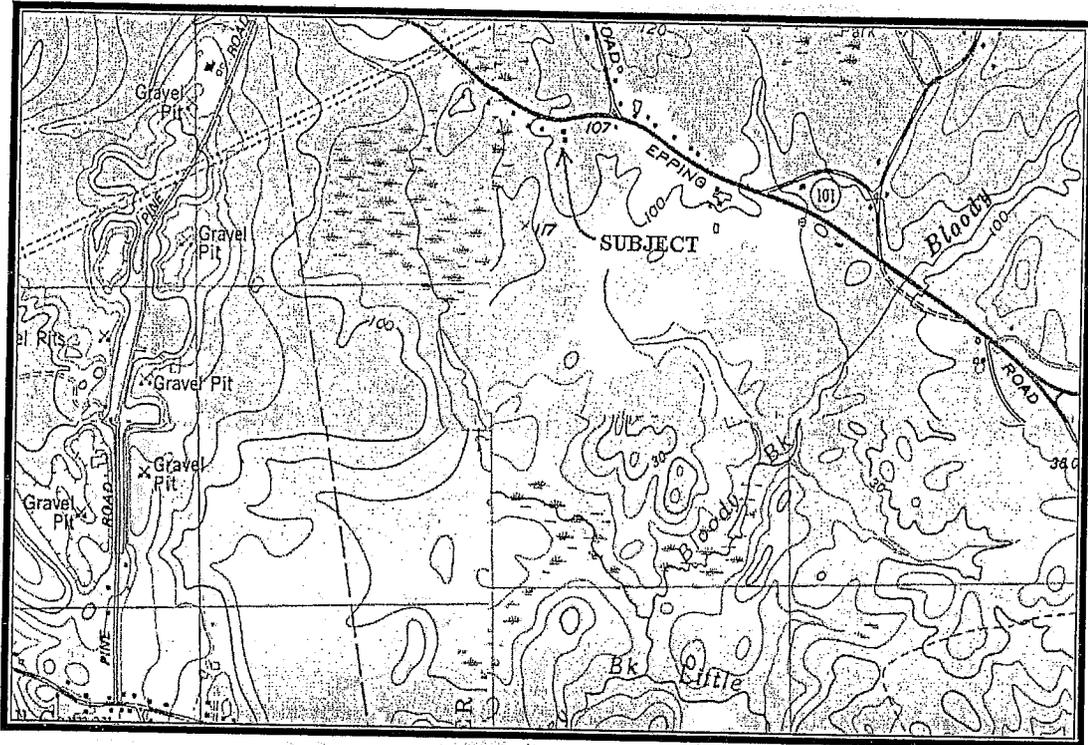
GOOGLE MAP SHOWING SUBJECT NEIGHBORHOOD



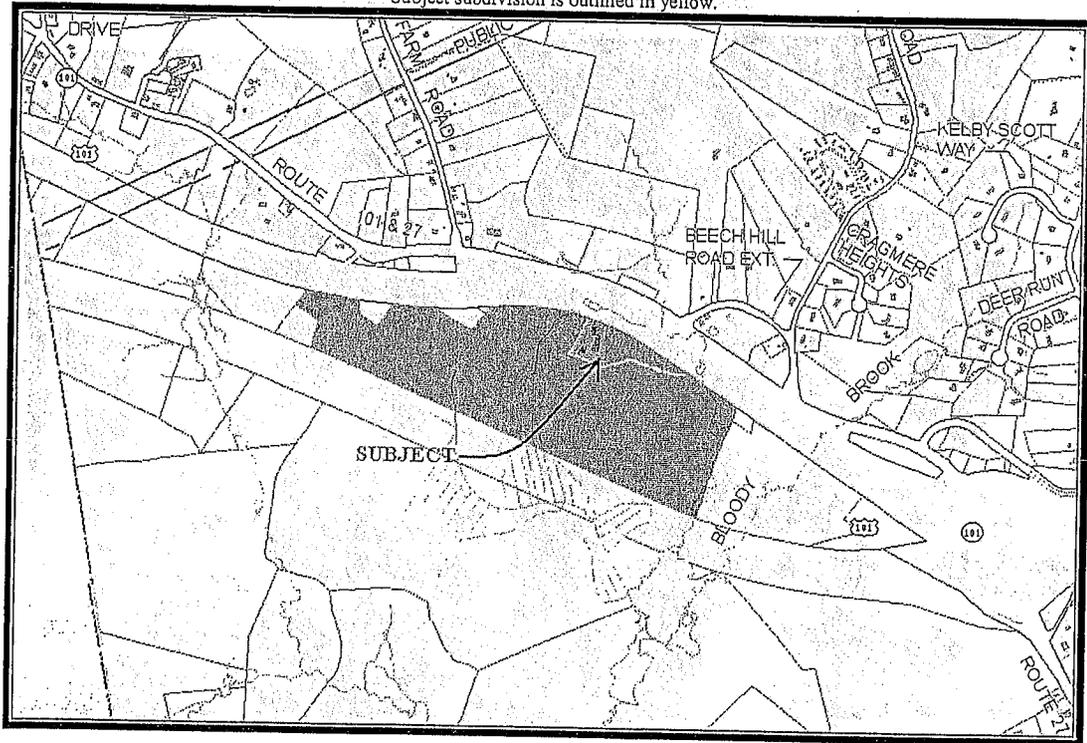
AERIAL MAP OF NEIGHBORHOOD



TOPOGRAPHICAL MAP SHOWING AREA OF SUBJECT



THE TOWN OF EXETER TAX MAP (Lot 1 on Map 31)  
Subject subdivision is outlined in yellow.





*Utilities:* Public services available include telephone and electricity. Water is via an existing well and there is an existing private septic system.

*Zoning:* The Town of Exeter most recently amended the zoning ordinance in March of 2009. The town is divided into 9 residential zoning districts, 5 commercial districts, 3 technology districts, 1 industrial and healthcare district and 5 overlay districts. The subject is located in the Residential Rural (RU) District. There are no overlay districts that directly affect the subject, although a state-owned Wildlife Management Area and conservation land owned by the town boarder the subject on the south and west.

The dimensional requirements for conforming lots in this district, without municipal water or sewer are 2.0 acres of area with a minimum width and depth of 200 feet. Legal, conforming lots in this zone are also required to have setbacks of 50 feet in the front and rear and 30 feet on the sides. Permitted uses in the Residential (RU) district include the following:

- Single Family Dwellings including detached dwellings but excluding mobile homes.
- Farms and farm uses with the exception of piggeries.
- Accessory uses customarily associated with farm uses - buildings and farm stands
- By Special Exception – bed and breakfast, churches, community buildings, etc.

As a part of this appraisal it is assumed that the proposed subdivided lot will have shared access from the existing access for the larger parcel off Old NH Route 101. Therefore, in summary, the subject property (as proposed) is a legal use in the Residential Rural District (RU).



FEMA FLOOD MAP # 330015CO410 E SHOWING AREA OF SUBJECT



**Flood Hazard Status:** The subject is located in the Zone X flood hazard classification indicated by the Flood Insurance Rate Map (FIRM) 33015C0410 E, with an effective date of May 17, 2005. This zone indicates an area outside the 500-year floodplain.

**Subject Description and Site Analysis:** The subject, known historically as the Nathaniel Conner Farm, consists of a 5 +/- acre parcel of land (to be subdivided). It is improved with a two-story post and beam colonial residence built circa 1805 that qualifies for the National Register of Historic Places. Transfer of deed is conditional upon adherence to provisions with regard to maintenance of the residence as well as other requirements under the direction of the New Hampshire Division of Historical Resources and the New Hampshire State Historic Preservation Officer (SHPO). This site together with the improvements and the larger parcel

consisting of approximately 226 acres was acquired originally by the State of New Hampshire in 1988 for mitigation purposes related to the construction of Route 101.

The Town of Exeter Assessor's Office indicates the subject as being a portion of Lot 1 on Map 31 with a parcel size of 84.72 acres. The physical address is listed as 230 Epping Road, although the actual residence is located south of realigned NH Route 101 and is accessed (existing access) through an underpass off of Old New Hampshire Route 101.

The proposed 5 +/- acre lot is irregular in shape with a dogleg portion that follows a shared driveway accessing other land that is owned by New Hampshire Fish and Game. Total frontage along the NH Route 101 Limited Access Right-of-Way (LAROW) is approximately 700'. The proposed site is approximately 350' deep along its western boundary.

The topography is level and dry with portions of exposed bedrock that were integrated into the original foundation of the residence.

The landscaping includes some overgrown (invasive) buckthorn bushes, a few small evergreen shrubs, a lawn area, and several mature rock maple trees that provide partial buffer to Route 101.

Soils indigenous to the subject parcel are predominantly in the Chatfield-Hollis-Canton complex. This soil type is generally well drained, may have rock outcroppings, and is suited for either agriculture or urban development, according to the Soil Conservation Service of the US Department of Agriculture.

**Subject Improvements:** The subject improvements consist of a 3,418 sf, two-story residence in the Georgian Colonial style built circa 1805 by the original owner, Nathaniel Conner, who was recognized as a master builder. Many historic features and characteristics that make the house unique, including Federalist era influences, have been retained and preserved. The residence's condition is poor, having been badly neglected over a period of 8 or 9 years and, partly because of its age, exhibits both curable and incurable functional obsolescence.

The residence has 9 rooms, total. The 4 bedrooms are on the 2<sup>nd</sup> floor, which includes the "L" section. There is 1 full bath and 2 half baths, all in poor condition. There are 3 fireplaces. The heat source is oil-fired forced hot water, however the residence has not been occupied for many years and it is doubtful that the furnace operates in its present condition. Electrical service is a 200-amp circuit breaker panel. Plumbing is a mix of copper and plastic. There is a private well and a private septic system.

There have been updates and remodeling over the years with some major improvements done probably as late as the 1960's. Much of the reconstruction was done without consideration for the original historic quality of construction, as would probably be done by a restorer today with appreciation for the period and style that the house was originally built.

The chimneys and fireplaces (including the dining room mantel piece) have been rebuilt and all appear to be in working condition. Flooring is both wide pine and hardwood in the main section of the house, although the kitchen has a composition tile covering and there is deteriorated composition flooring in the "L" section bedrooms. There is wainscoting with chair rails in the main section. Interior walls and ceilings in the main section are plaster and are in mostly fair condition where moisture has not caused damage. As determined from the

inspection, parts of the residence are in very poor condition and would require extensive renovations to be made livable.

In particular, the "L" section of the structure has had no functional roof for an extended period of time. A fire has caused substantial damage in the attic of this section and the rafters and roof have never been repaired/replaced. Although the roof has been covered with plastic on this "L" section (as can be seen from the photograph), there have been leaks causing severe damage to the drywall ceilings of the upper rooms. There appears to be extensive black mold both in the insulation and the areas in contact with it. As mentioned previously, the appraiser claims no expertise with regard to the identification or hazards of mold. Deterioration and destruction from moisture is also evident in the lower level (kitchen and pantry area) of the "L" section.

There is evidence of deterioration (and possibly black mold) from moisture also in the northeast corner of the main section of the colonial house. Over time roof leaks have followed the walls of the interior northeast corner all the way to foundation area. It is believed that this is the cause of rot in the sills, as can be seen in the photographs of the cellar. The structural integrity of other floor beams is average considering the age of the structure, however there are other areas of rot in the cellar area that would require repair/restoration. The foundation under the main house section is cut granite.

There is one open porch about 130 sf in area and a closed in porch about 10' x 14' in dimension.

Roof cover is asphalt over the main section and the exterior walls are clapboard. The windows are narrow 2 over two double hung, wooden, with aluminum storm windows.

The exterior doors are wooden, although they probably have been replaced over the years. The original main entrance exhibits the classic architectural influence of flat columns supporting a modest pediment, as was common in residences of the Georgian Colonial era. The secondary entrance on the east side features similar classic architectural appeal with details indicating the influence of the Federalist era.

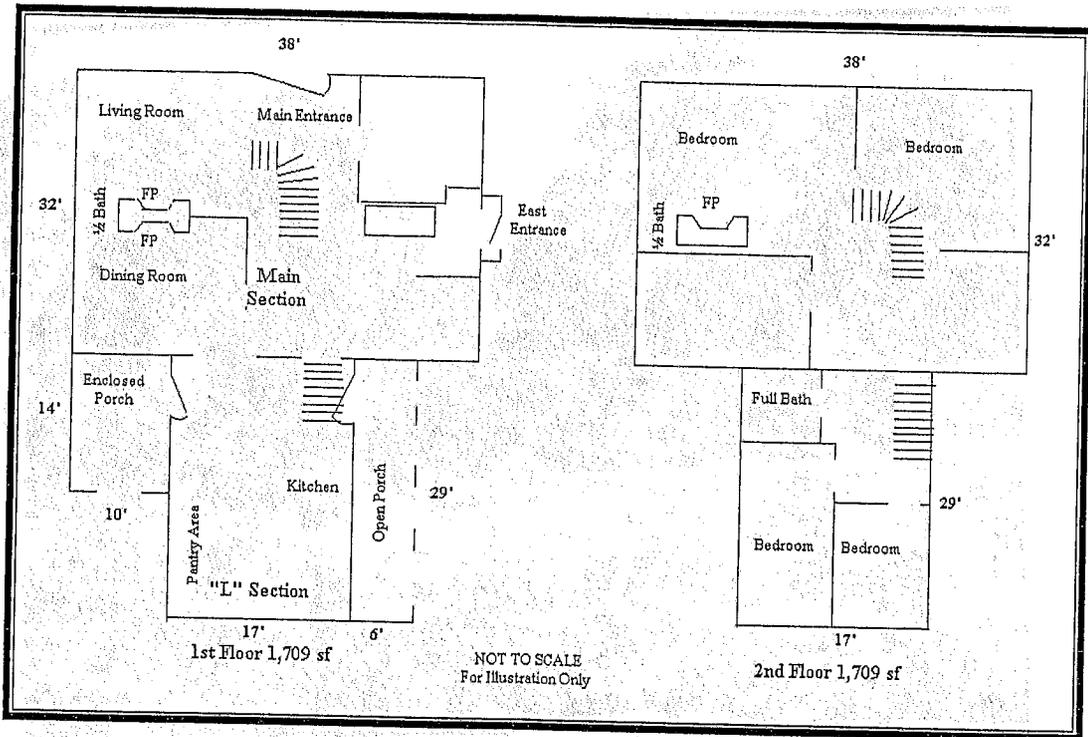
The roofing over the main section consists of asphalt shingles. Insulation is fiberglass in some of the walls and over the attic floors as well as in the basement.

The residence has been unoccupied for a lengthy period and, overall, the structure is in need of extensive rebuilding/repairs in some areas and overall cleaning and repairs in others. The "L" section and kitchen, for example, would need near complete rebuilding/restoration.

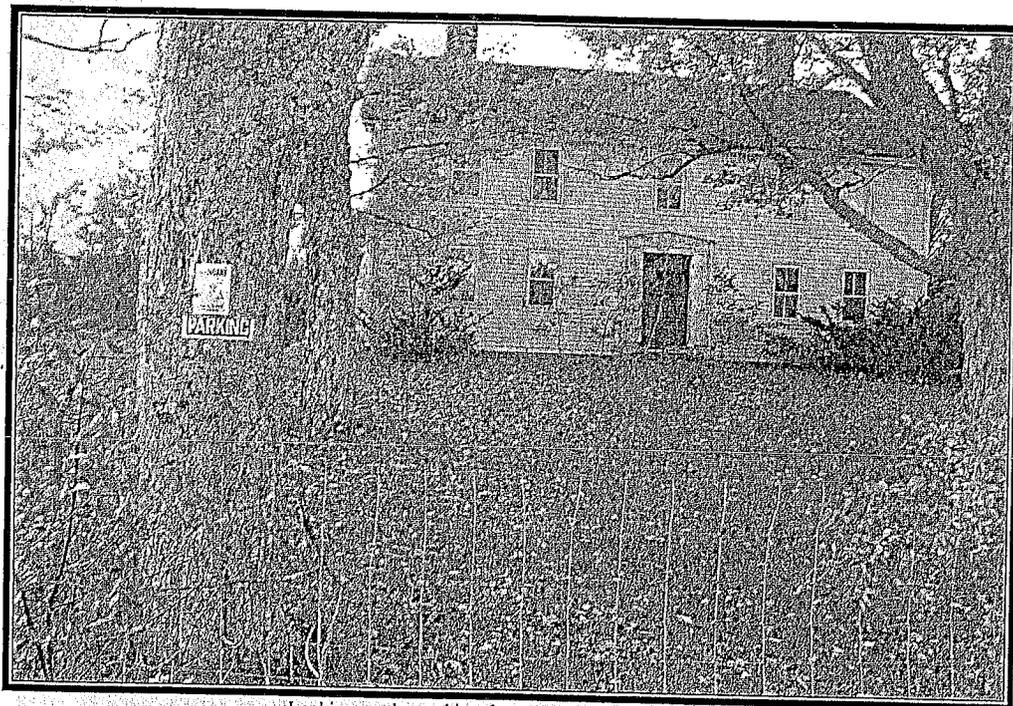
The New Hampshire State Historic Preservation Officer (SHPO) under the auspices of the New Hampshire Division of Historic Resources would be required to authorize any restoration or changes. It is not known how strict the oversight to these guidelines would be. Many buyers would consider these types of restrictions and resulting uncertainties as deterrents and an encumbrance to ownership.

A floor plan of the subject colonial and subject photographs can be seen on the following pages.

FLOOR PLAN OF SUBJECT



SUBJECT PHOTOGRAPHS  
Taken by M. deMartelly 7/8/10 & 10/19/10



Looking south at subject from the LA Right-of-Way limit.

SUBJECT PHOTOGRAPHS

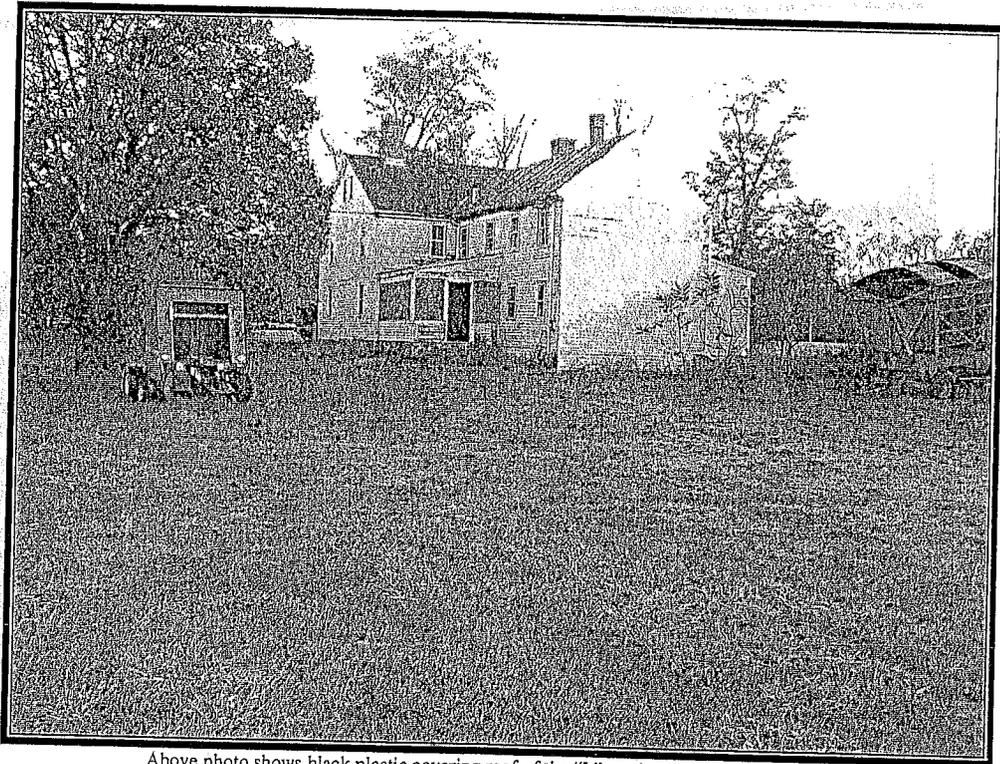


Looking southeasterly. Subject as seen from the edge of NH Route 101 pavement.

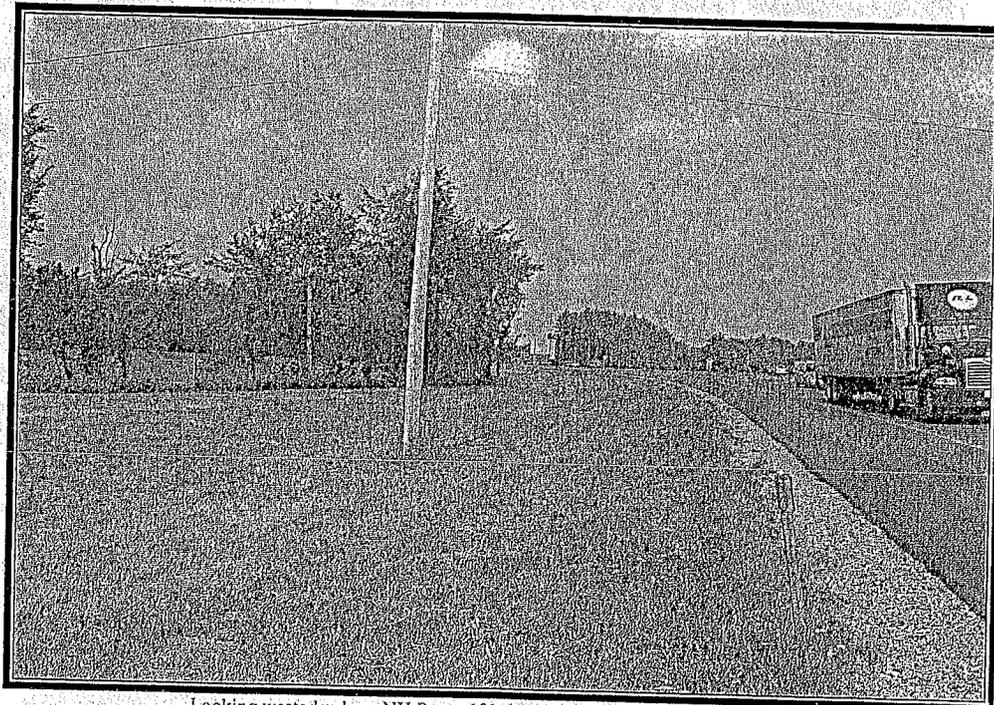


A view looking east at the subject. Note secondary entrance.

SUBJECT PHOTOGRAPHS



Above photo shows black plastic covering roof of the "L" section. Looking northeasterly.

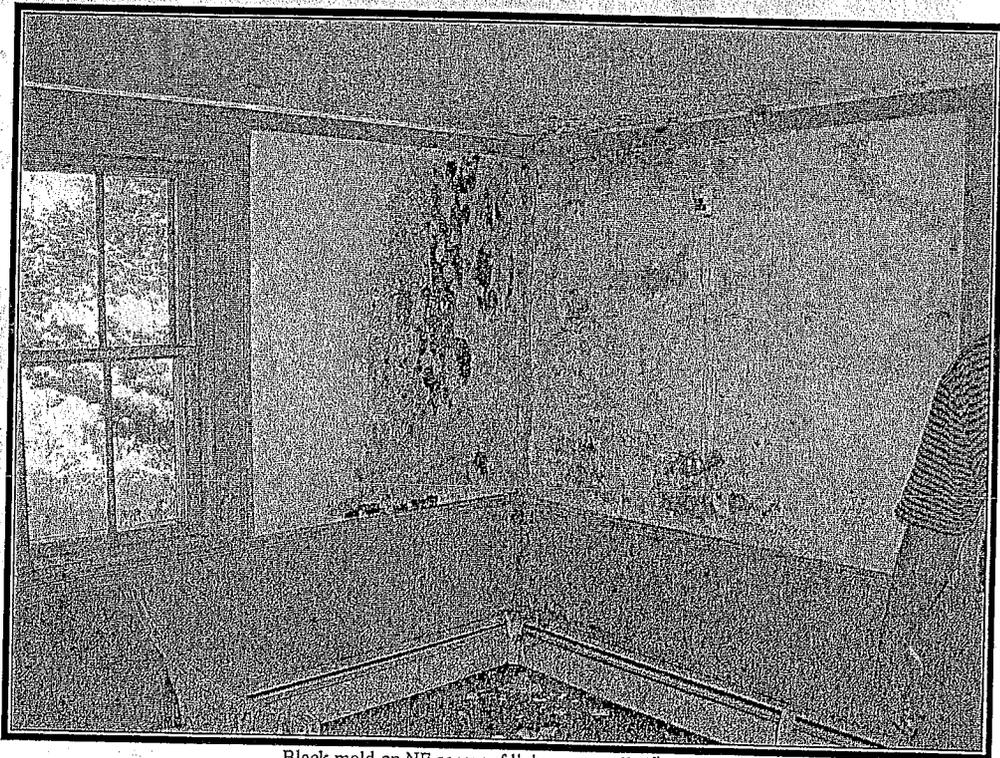


Looking westerly along NH Route 101 that abuts the subject to the north.

SUBJECT PHOTOGRAPHS

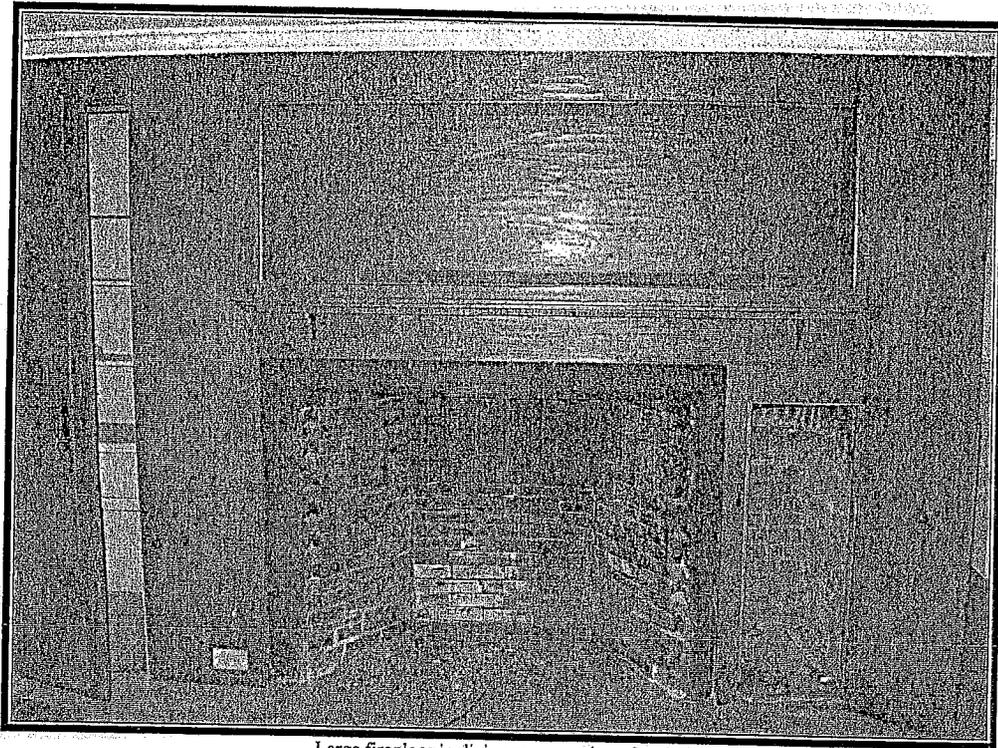


A view southwesterly at farmland/conservation area abutting subject.

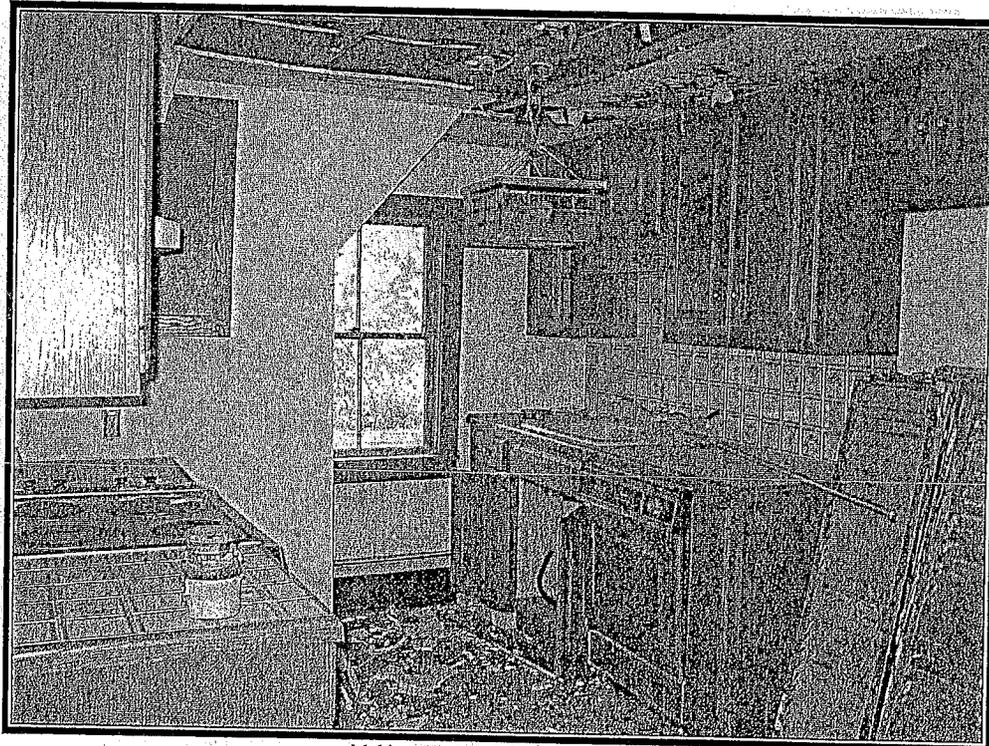


Black mold on NE corner of living area wall, 1<sup>st</sup> floor.

SUBJECT PHOTOGRAPHS



Large fireplace in dining room section of main house.



Mold on Kitchen Ceiling in "L" section.

SUBJECT PHOTOGRAPHS



Electrical service (pantry area) of "L" section.

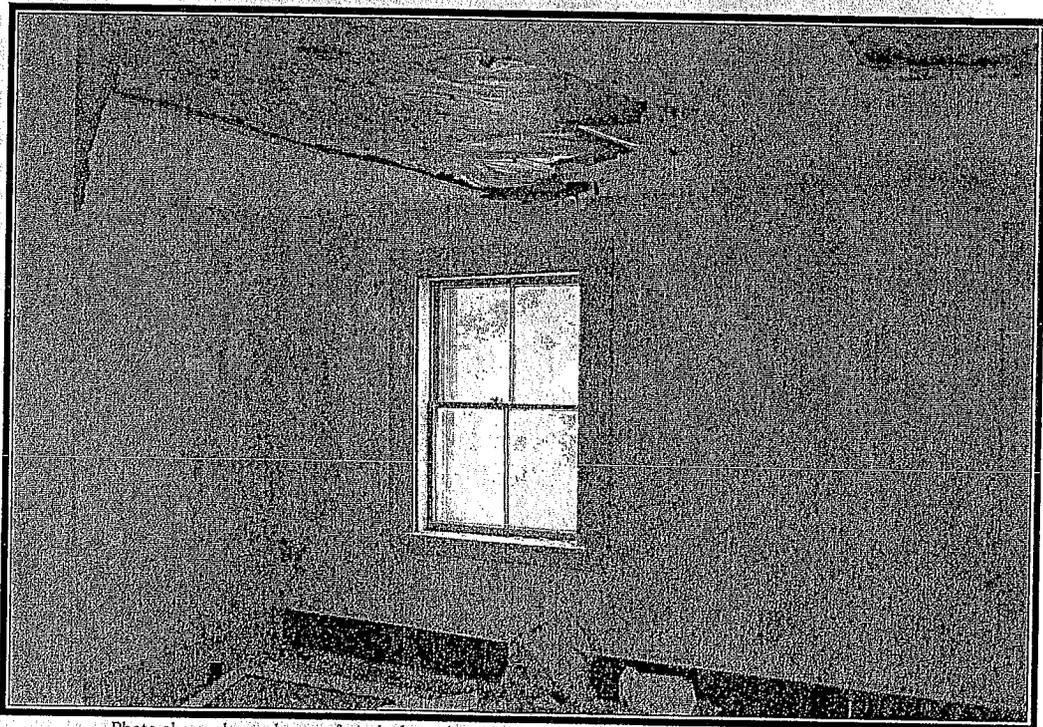
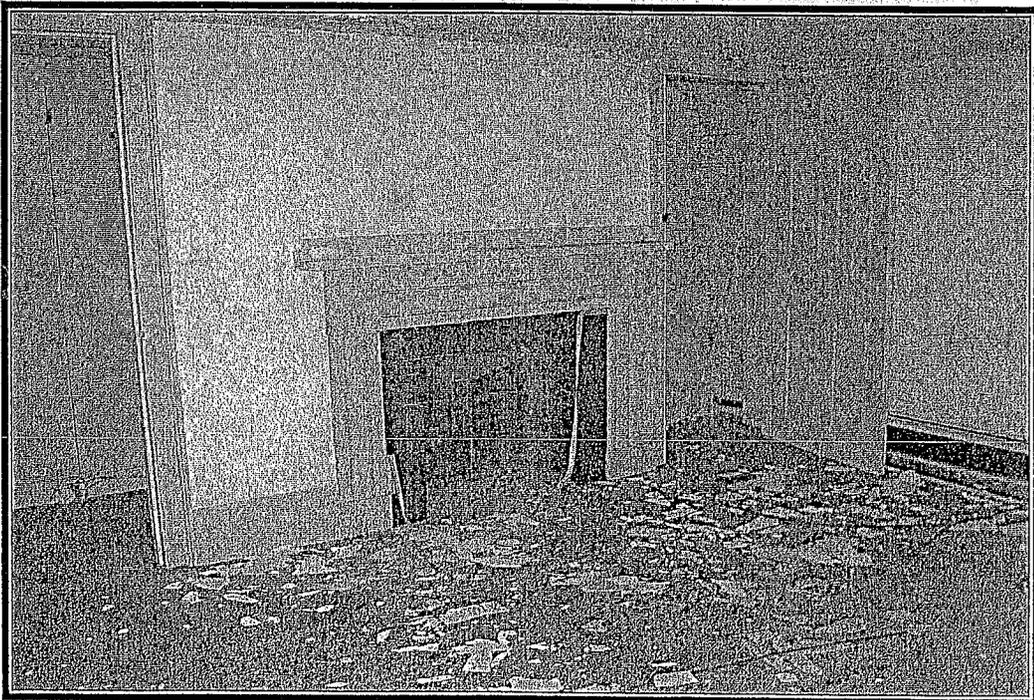


Photo above shows damage from leaks and mold in ceiling and walls of southern bedroom ("L" Section).

SUBJECT PHOTOGRAPHS



Moisture and mold in southern bedroom ceiling due leaks of the "L" section roof.



Fireplace in main section living room. Note moisture damage from leaks around chimney

SUBJECT PHOTOGRAPHS

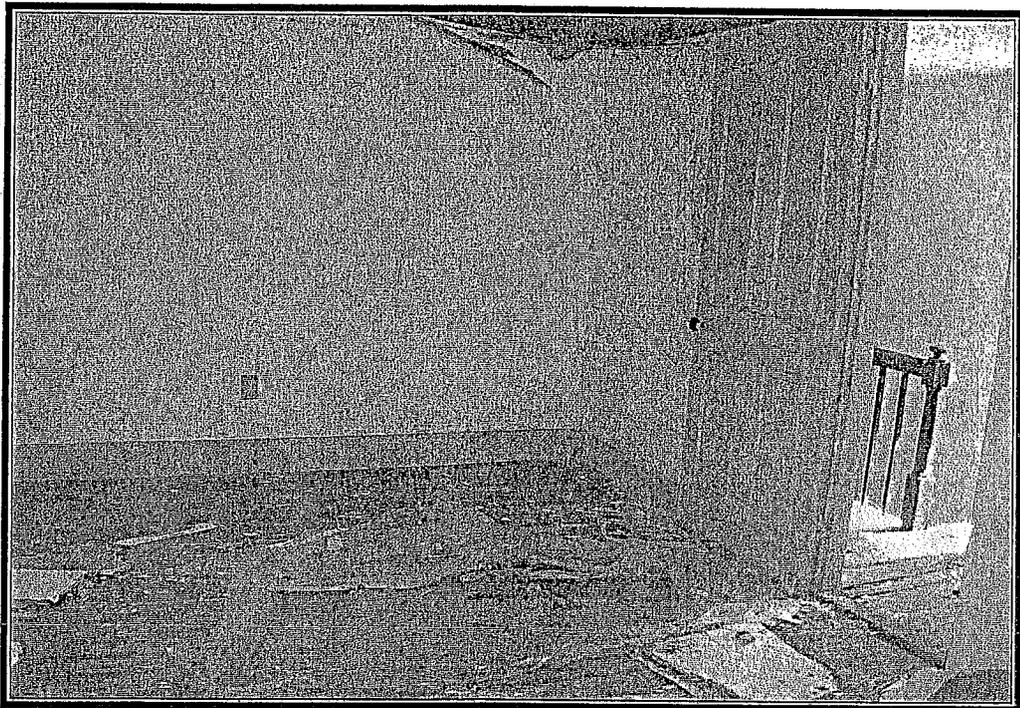
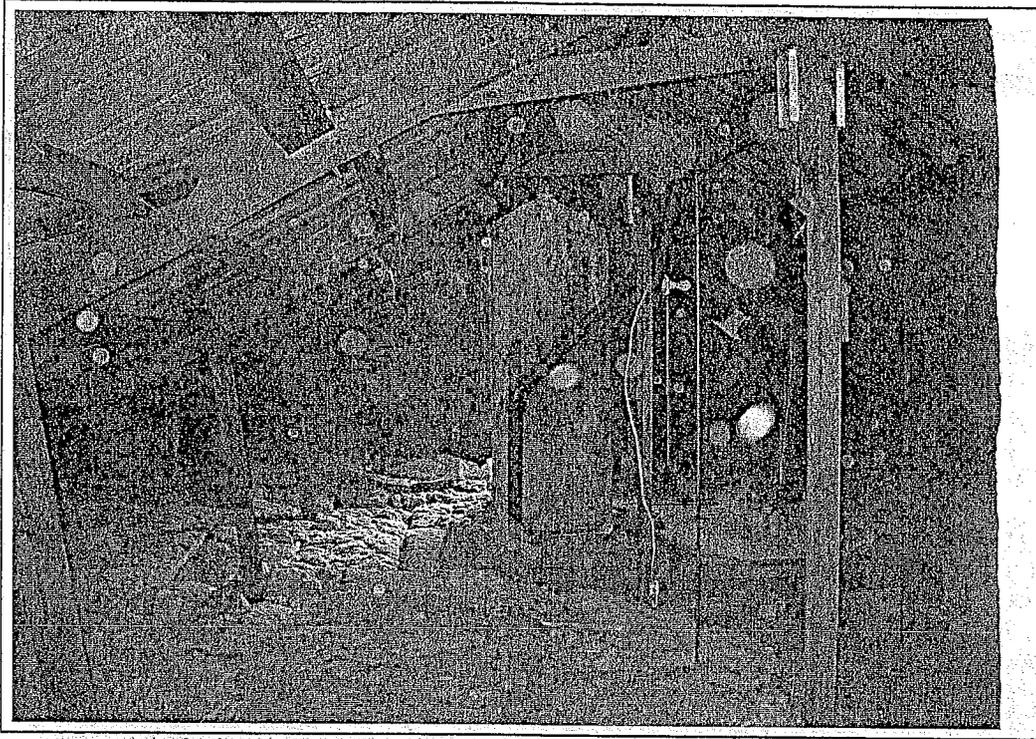


Photo showing more damage to main section 2<sup>nd</sup> floor ceiling.



Attic of "L" section showing evidence of fire damage in rafters.

SUBJECT PHOTOGRAPHS



Attic of main section showing mortise and tenon construction of post and beam colonial structure.



Photo taken from cellar of main section. Note sill rot in corner.

SUBJECT PHOTOGRAPHS

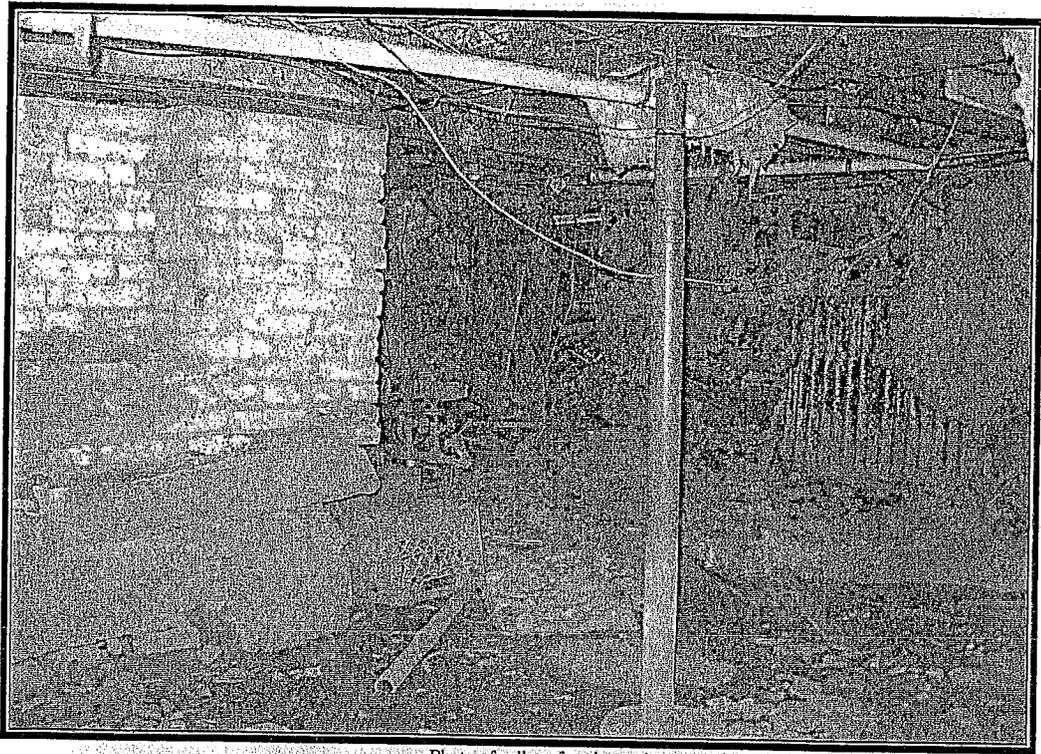


Photo of cellar of main section.



Another photo of main section cellar.



**INVITATION TO BID**  
**Town of Exeter, New Hampshire**  
**Swasey Parkway and Water Street Culvert Replacements**  
**Exeter, New Hampshire**

Sealed bid proposals for the replacement of the Swasey Parkway and Water Street Culvert over Norris Brook in Exeter, New Hampshire will be received at the Exeter Town Office ("the OWNER"), 10 Front Street, Exeter, New Hampshire 03833, until **4:00 p.m., Monday, March 5, 2012**. Bids received after the specified time will not be accepted. Bids will be opened at the Selectmen's meeting on March 5, 2012 at 7:00p.m.

The project is to replace existing culverts at two separate locations on Norris Brook in Exeter. The Water Street culvert replacement is a 10-ft wide by 5-ft tall precast concrete box culvert. The Swasey Parkway culvert replacement is a 5-ft 3-in wide by 6-ft 3-in tall concrete box culvert. The concrete box culverts will have a cast bottom which simulates round river stones. The project includes installation of the culverts, reconstruction of the paved roadway with profile adjustments, installation of guardrail, slope protection, relocation of a gas and water mains, and other ancillary work. The bid alternate, if authorized, will reduce the scope of work for the Water Street culvert project.

All work must be substantially completed within 145 calendar days of the start date of the Notice to Proceed or by August 17, 2012. This period includes 45 days before work commences in the field for approval of shop submittals and fabrication of structures. All work shall be finally completed 10 days after the date of substantial completion. The CONTRACTOR should note that liquidated damages in the amount of \$500/day will be levied for every calendar day in excess of the specified contract times.

Plans and specifications may be viewed at the offices of:

- (1) Exeter Department of Public Works, Town of Exeter, 13 Newfields Road, Exeter, NH 03833
- (2) CMA Engineers, Inc., 55 South Commercial Street, Manchester, NH 03101
- (3) CMA Engineers, Inc., 35 Bow Street, Portsmouth, NH 03801
- (4) Construction Summary of New Hampshire, 734 Chestnut Street, Manchester, NH 03104
- (5) Signature Press, 45 Londonderry Turnpike, Hooksett, NH 03106
- (6) Associated General Contractors of NH, 48 Grandview Road, Bow, NH 03304

A pre-bid conference is scheduled for Thursday, February 16, 2012 at 2:00 p.m. at the Department of Public Works, Exeter, New Hampshire. Conference attendance is **mandatory**.

Copies of the plans and specifications may be obtained from CMA Engineers, Inc., 35 Bow Street, Portsmouth, NH 03801 for a non-refundable cost of \$40.00 per set, with an additional non-refundable cost of \$30.00 per set if requested by postal or overnight delivery.

Bidders will be required to furnish a bid bond in the amount of 10% of the total bid, and the successful bidder will be required to furnish a Performance Bond and a Payment Bond each in the amount of 100% of the Contract Price.

The OWNER reserves the right to waive any informalities in any or all proposals, to reject any or all proposals, or accept any proposal submitted for the project, as deemed by the Town of Exeter to be in its best interests based upon qualifications, experience, demonstrated ability to perform, cost, and other factors deemed by the Town to bear on the successful outcome of the Contract.

Jennifer R. Perry, P.E.  
*Department of Public Works Director*  
*Town of Exeter*



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

## Elimination of Reception Position-Monday's Testimony

8 messages

Brian Griset <grisetandsons@comcast.net>

Wed, Jan 25, 2012 at 12:14 PM

To: Exeter Selectmen <selectmen@town.exeter.nh.us>, Russ Dean <rdean@town.exeter.nh.us>

Exeter Board of Selectmen,

I have reviewed online the discussion of the re-organization of staff at this past Monday's Board Meeting.

I would like the opportunity to go on record with my comments.

Mr. Dean testified that the website is working well and there were apparently no problems with the automated phone system and the calls directed to his office, as the designated "operator number", were answered timely.

In rebuttal I submit the following.

Website- For the past two Selectmen meetings no packet has been posted on the website. I have seen no vote taken by the Board to change the policy established over 8 months ago. This is clearly a failure of the trial period.

"Operator" response- Contrary to the directions by the Board in November, the Town Manager's implementation removed all phone duties from the receptionist. Mr. Dean arbitrarily instituted the practice that the operator function would be handled by his office. This is surprising as previously the Town Managers office rarely answered direct calls when actually staffed.

Since the implementation of the "temporary" transfer of the receptionist, over the past 7 weeks I have repeatedly called the Town Office with questions on multiple issues and have requested the operator. Each of these 17 attempts to speak with an operator/Town Manager was met with a recorded message, to "record a message". Not once was the phone answered. In one instance, I followed up the phone attempt immediately with an email to Russ Dean with a question regarding failures to post on the website. Within 4 minutes I received an email (partial response) with limited attachments. It is obvious that Mr. Dean was present but not answering the phone.

As the Selectmen determined that a personal operator would be available to the public I do not believe a recorded message complies with the directive.

Based upon the failures to post Selectmen packets on the website and failure to provide a

live operator when requested over the past 7 weeks clearly demonstrate that the present practices instituted by the Town Manager are contrary to the public's vote that a receptionist will remain a part of the Town administrative function.

I would like to know what actions the Board will take to comply with the voter's decision.

Respectfully,

Brian Griset

---

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

**Wed, Jan 25, 2012 at 12:54 PM**

To: bobbyaldrich@hotmail.com, "Quandt, Matt" <mjquandt@comcast.net>, Frank Ferraro <fferraro2010@gmail.com>, "Julie D. Gilman" <juliedgilman@comcast.net>, Don Clement <dclement43@comcast.net>

FYI,

As a matter of interest, when you call, the menu allows for an operator. It's not clear to me whether Brian spoke to a person (he "requested an operator") or just pressed zero. Either way, if he pressed zero, the call would come up here, and Sheri has been diligently checking the mailbox. I'm not sure why Brian didn't leave a message because we have no record of any. If we did, he would not have had to call 17 times of course, if this is what happened.

Thanks,

Russ

[Quoted text hidden]

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

**Wed, Jan 25, 2012 at 12:54 PM**

To: Town Manager Administrative Assistant <twnmgr@town.exeter.nh.us>

Any thoughts?

Russ

[Quoted text hidden]

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

**Wed, Jan 25, 2012 at 12:58 PM**

To: bobbyaldrich@hotmail.com, "Quandt, Matt" <mjquandt@comcast.net>, Frank Ferraro <fferraro2010@gmail.com>, "Julie D. Gilman" <juliedgilman@comcast.net>, Don Clement <dclement43@comcast.net>

Almost forgot.

As a further FYI, there was no packet for the 17th meeting as you recall.

Also when I came into work on Monday, the network was down. Andy spent about half the day fixing it. We did not put the packet online for Monday night's meeting as Sheri's computer was down for even longer than the main network.

We will put that up today to preserve the continuity.

Russ

[Quoted text hidden]

---

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

**Wed, Jan 25, 2012 at 5:15 PM**

To: Brian Griset <grisetandsons@comcast.net>

Cc: Exeter Selectmen <selectmen@town.exeter.nh.us>

Brian, I checked with my assistant who checks the general voice mailbox daily, she has been answering the phones, etc. and has no recollection of you calling. If you had left a message you can be sure someone would have returned the call. She has mentioned several "hang ups" to me so I don't know if it is related to this or not.

There was no BOS packet for the meeting of the 17th. It was a budget hearing and materials were brought to the meeting.

On Monday we had a server issue and our computers were down for a good portion of the day. The packet is now online but could not be put up on Monday.

Thanks,  
Russ

[Quoted text hidden]

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**Brian Griset <grisetandsons@comcast.net>**

**Thu, Jan 26, 2012 at 9:12 AM**

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

Cc: Exeter Selectmen <selectmen@town.exeter.nh.us>

Exeter Board of Selectmen,

I would like to thank the Town Manager for responding and confirming my impression that he instituted policies and practices contrary to the directive from the Board.

His statement that his assistant "...mentioned several "hang ups" to me..." confirms that she was in the office but was not answering the phone but waiting for recorded messages. I am sure she did not make this decision on her own. I can believe that taking only recorded messages is more "productive" for the staff, but the effect is terrible customer service for the residents of the town.

Mr. Dean's statement also confirms that he was aware that people were not happy with receiving a recording and were not leaving messages but neglected, at Monday night's

meeting, to make the Board aware of this problem .

Respectfully,

Brian Griset

[Quoted text hidden]

---

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

**Thu, Jan 26, 2012 at 9:17 AM**

To: Brian Griset <grisetandsons@comcast.net>

Cc: Exeter Selectmen <selectmen@town.exeter.nh.us>, bobbyaldrich@hotmail.com

Brian I think you misunderstood.

The hang ups I referred to included when my assistant actually answered the phone. She experienced the hang ups after picking up the phone.

Russ

[Quoted text hidden]

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**Robert J. Aldrich <bobbyaldrich@hotmail.com>**

**Thu, Jan 26, 2012 at 9:44 AM**

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

Just so you know this is going to be a never ending back and forth.

**From:** [Russ Dean](#)

**Sent:** Thursday, January 26, 2012 9:17 AM

**To:** [Brian Griset](#)

**Cc:** [Exeter Selectmen](#) ; [bobbyaldrich@hotmail.com](#)

**Subject:** Re: Elimination of Reception Position-Monday's Testimony

[Quoted text hidden]

RECEIVED  
FEB 06 2012  
TOWN OF EXETER

Board of Directors

February 2, 2012

Tony Callendrello, Exeter,  
*Chair*  
Betsy Doolan, Exeter,  
*Treasurer*  
Wendie Leweck, Exeter,  
*Secretary*

Jay Childs, Exeter  
Merril Dwyer, Brentwood  
Gemma Waite French, Exeter  
Julie Gilman, Exeter  
Roger Goun, Brentwood  
Emily Meehan, Exeter  
Mark Paige, Exeter  
Carter Siegel, Exeter  
Marc Wilson, Brentwood

Commission Members  
Exeter Development Commission  
10 Front Street  
Exeter, NH 03833

Carol Walker Aten  
*Project Manager*

Beth MacDonald DTC Lawyers  
Pat Closson, McLane Law Firm  
- *Of Counsel*

Dear Friends,

Thank you for becoming a *Premiere Member* of the Exeter Theater Company with a contribution of \$100.00. At the \$100+ - Lobby level, you will receive our e-mail newsletter, invitations to upcoming events and community sessions, and special recognition when the Ioka Theater reopens to the public. No gifts or services were received by you in exchange for this contribution.

We have a *great deal of work* ahead of us to establish an exciting program, develop solid business plans, research and develop a restoration plan for the Ioka Theater. Your input and support is crucial. Please spread the word to your friends and neighbors so that we can meet our membership goal of 1,000 committed supporters by March 31<sup>st</sup>, 2012.

Here is to a new year, and a new Ioka!  
With thanks,



Carol Walker Aten  
and the Exeter Theater Company

*To each + everyone of  
you - I know you all  
understand the economic impact  
of the success of the Ioka.  
Spread the word! -*

*The*  
EXETER THEATER  
COMPANY  
*at the*



P.O. Box 275, Exeter, NH 03833 . info@exetertheater.org

January 14, 2012

Mr. Robert Aldrich, Chairman of Selectmen  
Town of Exeter  
10 Front Street  
Exeter, NH 03833

Dear Mr. ~~Aldrich~~: *Bobby*

I would like to start up a small part-time business named "Great Bay Tours & Charters" offering boat tours of the Squamscott River and Great Bay Estuary. I intend to use a pontoon boat carrying a maximum of 8 people. I would like to utilize the Town of Exeter dock at Waterfront Park for loading and unloading passengers.

Presently town ordinances prohibit the use of commercial craft using the dock. I would like to request the Board of Selectmen consideration to amend the town ordinances to allow the short term (30 minute max.) use of the dock for loading and unloading of passengers to a boat.

I have a mooring in Exeter and have received permission from the NH Port Authority to use my mooring for anchoring a commercial pontoon boat. I have also spoken to Harbor Master Bud Field and he is supportive of me using the town dock for this limited purpose.

I believe the town dock has been very much underutilized and this proposed use would be a good thing for the town. The selectmen can rest assured that allowing the limited commercial use of the dock would not set a precedent that could become out of control. As you may know the railroad tracks cross the Squamscott River and prevents most boats from traveling up the river beyond the Route 108 Bridge. In addition, any boat traveling up the river needs to contend with high and low tides.

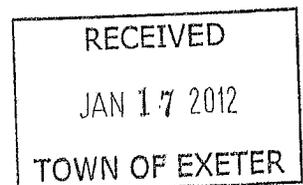
I have discussed my idea with a number of town residents and they have all offered support and enthusiasm.

I would be happy to attend a selectmen's meeting to further discuss my request and idea. Please feel free to contact me by phone to discuss further.

Thank you in advance for your consideration.

Sincerely,

*Keith Noyes*  
Keith Noyes



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ASSESSING OFFICE MEMORANDUM

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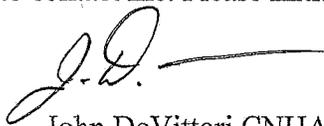
TO BOARD OF SELECTMEN  
FROM: JOHN DEVITTORI  
SUBJECT: 2011 STATE EQUALIZATION RATIO  
DATE: 1/24/2012  
CC: RUSS DEAN

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Dear Board,

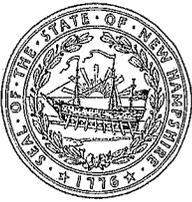
Attached, please find the 2011 Dept. of Revenue equalization ratio study results. As a brief summary to the letter, the Towns overall weighted mean [average] was established at 100.0 %, while the median, the most typical measurement, was calculated at 101.8 %. The ratios are the relationship between 159 valid 2011 Exeter market sales and the 2011 assessment values.

If additional questions or concerns arise, regarding this survey, please don't hesitate to contact me. Please initial this sheet to indicate you have read the material. Thank you.



John DeVittori CNHA

Town Assessor



# State of New Hampshire Department of Revenue Administration



109 Pleasant Street  
PO Box 1313, Concord, NH 03302-1313  
Telephone (603) 230-5950  
www.nh.gov/revenue

Kevin A. Clougherty  
Commissioner

1/13/2012

PROPERTY APPRAISAL DIVISION  
Stephan W. Hamilton  
Director

Margaret L. Fulton  
Assistant Commissioner

David M. Cornell  
Assistant Director

TOWN OF EXETER  
OFFICE OF SELECTMEN  
10 FRONT STREET  
EXETER

NH 03833

Dear Selectmen/Assessing Officials:

The Department of Revenue Administration is charged with the responsibility of annually equalizing the local assessed valuation of municipalities and unincorporated places throughout the state. The Department has conducted a sales-assessment ratio study using market sales, which have taken place in your municipality between October 1, 2010 and September 30, 2011. Based on this information, we have determined the average level of buildings and manufactured housing as of April 1, 2011.

The sales values have been determined from revenue stamps and verified whenever possible. When it appears that changes in the assessed values of properties have been made solely because of the sale price, the assessed values prior to the sale have been used.

Based on the enclosed survey, we have determined the overall equalization assessment - sales ratio for the land, buildings and manufactured housing in your municipality for Tax Year 2011 to be **100.0 %**. This ratio will be used to equalize the modified local assessed valuation for all land, buildings and manufactured housing in your municipality. This ratio does not include any public utility property in your municipality, nor will it be used to equalize assessed value of public utilities.

We have also determined a median ratio for the land, buildings and manufactured housing in your municipality for Tax Year 2011 to be **101.8%**. The median ratio is the generally preferred measure of central tendency for assessment equity, monitoring appraisal performance, and determining reappraisal priorities, or evaluating the need for reappraisal. The median ratio, therefore, should be the ratio used to modify the market value of properties under review for abatement to adjust them in accordance with the overall ratio of all properties in your municipality.

In an effort to provide municipalities with more detailed information regarding their level of assessment (i.e. equalization ratio) and dispersion (i.e. coefficient of dispersion and price-related differential), we have prepared separate analysis sheets for various property types (stratum). See attached summary sheet showing your municipality's figures and a further explanation of the D.R.A.'s stratified analysis.

**Please review the enclosed list of sales used in determining your assessment-sales ratio. If any incorrect data has been used, or if you would like to meet with me to discuss this ratio or an alternate ratio methodology as outlined in the accompanying information sheet, please contact me immediately.**

You will be notified of your municipality's total equalized valuation when the Department has completed its process of calculating the total equalized valuation.

Sincerely,

Linda C. Kennedy,  
Manager

TDD Access: Relay NH 1-800-735-2964

*Individuals who need auxiliary aids for effective communication in programs and services of the Department of Revenue Administration are invited to make their needs and preferences known to the Department.*

EXETER ANY ALL PROPERTY USE CODES (Approved by

*Sandra C. Beaudry* 1.10.12

REPORT CRITERIA

Ratios For Date Range: 10-01-2010 thru 09-30-2011 Sorted by: TID.EQYR.VERNO LOW-TO-HIGH  
Ratios were calculated using stipulated year assessments.

CODES BELOW-LEFT WERE USED CODES BELOW-RIGHT WERE NOT USED

[ANY] CLASS CLASS []  
[ANY] PROPS PROPS []  
[ANY] MODS MODS []  
[ANY] SPCLS SPCLS []

CUSTOMIZED SELECT STATEMENTS AND SORTING PHRASES

No special select or sorting command statements were used

RATIO(S) USED FOR EQUALIZATION

2011 2010 2009  
Indicated Ratio: 100\* 97.9 100.0

See Extended Statistics "\*" below for 2011 ratio source.

BASIC STATISTICS SECTION (Not Trimmed)

SALES IN DATE RANGE	SALES USED	RESULTS
#Vernos: 295	#Sales in Strata: 295	Mean Ratio: 111.0%
XXMoved: 0	#Sales Used: 166	Median Ratio: 101.8%
#Sales: 295	%Sales Used: 56%	WtMean Ratio: 101.3%
#SALES w/PA34: 231	#Sales Used W/PA34: 147	COD (median): 19.1
%Sales w/PA34: 78.3%	%Sales Used W/PA34: 89%	Price Related Differential (PRD): 1.10

EXTENDED STATISTICS SECTION

RDC Town Code: 081	Weighted Mean: 100.9*	COD: 13.7	PRD: 1.04
Valid Sales: 166	Wt.Mean lo 90%CI: 98.7	COD lo 90%CI: 12.1	PRD lo 90%CI: 1.02
Trimmed Sales: 7	Wt.Mean up 90%CI: 103.2	COD up 90%CI: 15.8	PRD up 90%CI: 1.06
Untrimmed Sales: 159	Median Ratio: 101.8	Weighted COD: 11.1	COV: 19.1
Trim Factor: 3.0	Median lo 90%CI: 100.8	Med. Abs. Dev.: 10.3	25th Percentile: 92.6
Lo Trim Point: 25.36	Median up 90%CI: 105.4	Med. Pct. Dev.: 10.2	75th Percentile: 115.0
Up Trim Point: 182.3	Mean Ratio: 105.0	Coef. Conc. 10%: 47.0	Broaden Median: 101.9
Minimum Ratio: 45.1	Mean lo 90%CI: 102.4	Coef. Conc. 15%: 68.7	Geometric Mean: 103.1
Maximum Ratio: 428.8	Mean up 90%CI: 107.7	Coef. Conc. 20%: 78.9	Harmonic Mean: 101.3
Minimum Sale\$: 5,000	Av. Sale Price: 260,847	Coef. Conc. 50%: 91.0	Std. Deviation: 20.0
Maximum Sale\$: 1,495,000	Av. Market Value: 263,159	Coef. Conc. 100%: 97.6	Normality Test: Reject

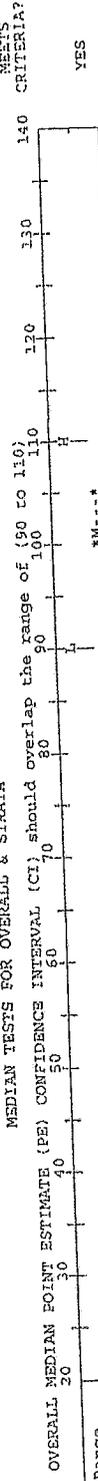
The general descriptive and median ratio statistics are not trimmed of outliers and are based on all valid sales in the sample.

New Hampshire Department of Revenue Administration  
 2011 Assessment Review Summary  
 EXETER  
 (FINAL DRA version)

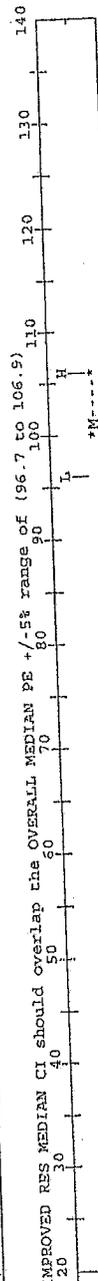
DATE 01-11-12

Type	Description	Low Median Ratio	90%CI High Median Ratio	Low PRD	90%CI High PRD	Coefficient of Dispersion	# Untrimmed Sales
ANY	FULL REPORT (NO STRATIFICATION)	100.8	101.8	1.02	1.04	13.7	159
GA1	AREV IMPROVED RES	100.8	101.8	1.03	1.07	13.6	149
GA2	AREV IMPROVED NON-RES	NA	111.0	NA	1.04	29.5	5
GA3	AREV UNIMPROVED	NA	96.2	NA	1.00	8.6	6
GA4	AREV MISCELLANEOUS	NA	NA	NA	NA	NA	NA

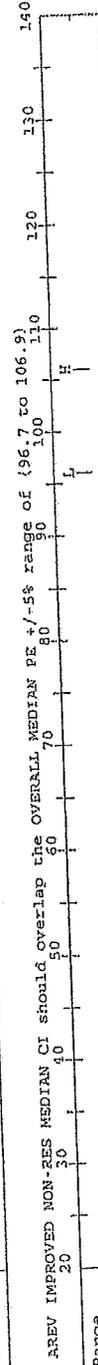
MEDIAN TESTS FOR OVERALL & STRATA



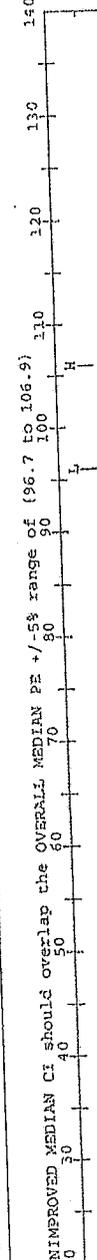
Type	Criteria Low-High Range
ANY	FULL REPORT (NO STRATIFICATION)



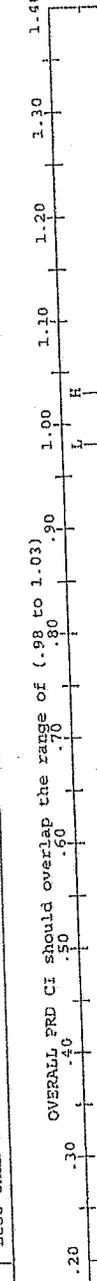
Type	Criteria Low-High Range
GA1	AREV IMPROVED RES



Type	Criteria Low-High Range
GA2	AREV IMPROVED NON-RES



Type	Criteria Low-High Range
GA3	AREV UNIMPROVED



Type	Criteria Low-High Range
ANY	FULL REPORT (NO STRATIFICATION)

The Full Report (overall) COD should be 20.0 or below. IS IT?

HAVE ALL CRITERIA ABOVE THIS LINE BEEN MET?

<u>Call Number</u>	<u>Time</u>	<u>Call Reason</u>	<u>Action</u>	<u>Duplicate</u>
12-2482	1214	911 - FIRE, STRUCTURE-Transmitted b Transmitted Box		
Call Taker:		Dispatcher Timothy J Galvin		
Call Closed By:		Dispatcher Anthony J Dickens 02/07/2012 1515		
Call Modified By:		Dispatcher Anthony J Dickens		
Location/Address:		6 POWDER MILL RD		
Party Entered By:		02/07/2012 1214 Dispatcher Timothy J Galvin		
Calling Party:		(cell: 36 GUINEA ROAD - S) 603-247-0834		
Fire Unit:		19L1-Aerial-19 LADDER 1		
		Disp-12:14:00 Enrt-12:29:19 Arvd-12:34:08	Clrd-14:51:23	
		InQrtsUnavl-14:57:06 InSrvce-14:57:06		
Fire Unit:		19E2-Pumper-19 ENGINE 2		
		Disp-12:14:00 Enrt-12:16:36 Arvd-12:21:34	Clrd-14:14:06	
		InQrtsUnavl-14:24:17 InSrvce-14:24:17		
Fire Unit:		19C3-Staff-19C3 ASST. CHIEF EXPLORER		
		Disp-12:14:00 Arvd-12:22:49	Clrd-14:23:17	
		InQrtsUnavl-14:54:15 InSrvce-14:54:15		
Fire Unit:		19C2-Staff-19C2 ASST. CHIEF EXPLORER		
		Disp-12:14:00 Arvd-12:17:54	Clrd-15:15:20	
		InSrvce-15:15:20		
Cleared By:		Dispatcher Anthony J Dickens		
Fire Unit:		19C1-Staff-19C1 CHIEF'S CROWN VIC		
		Disp-12:14:00 Arvd-12:18:53	Clrd-14:25:56	
		InQrtsUnavl-14:54:11 InSrvce-14:54:11		
Fire Unit:		19E1-Pumper-19 Engine 1		
		Disp-12:16:42 Enrt-12:16:47 Arvd-12:22:38	Clrd-14:18:13	
		InQrtsUnavl-14:24:32 InSrvce-14:24:32		
Fire Unit:		19E5-Pumper-19 Engine 5		
		Disp-12:19:37 Arvd-12:22:35	Clrd-13:52:51	
		InQrtsUnavl-13:58:43 InSrvce-13:58:43		
Fire Unit:		36E-Pumper-North Hampton Engine		
		Disp-12:18:00 Arvd-12:36:31	Clrd-15:06:55	
		InSrvce-15:06:55		
Cleared By:		Dispatcher Anthony J Dickens		
Fire Unit:		28E-Pumper-Lee Engine		
		Disp-12:18:00	Clrd-14:25:05	
		InSrvce-14:25:05		
Fire Unit:		24T-Tanker-Kensington Tanker		
		Disp-12:18:00 Enrt-12:28:24 Arvd-12:33:40	Clrd-14:09:50	
		InQrtsUnavl-15:07:02 InSrvce-15:07:02		
Fire Unit:		23T-Tanker-South Hampton Tanker		
		Disp-12:18:00	Clrd-14:02:10	
		InSrvce-14:02:10		
Fire Unit:		18T-Tanker-Epping Tanker		
		Disp-12:18:00 Arvd-12:39:17	Clrd-15:07:16	
		InSrvce-15:07:16		
Cleared By:		Dispatcher Anthony J Dickens		
Fire Unit:		19S3-Pumper-19 Squad 3		
		Disp-12:26:14 Enrt-12:26:22 Arvd-12:30:48	Clrd-14:17:42	
		InQrtsUnavl-14:24:46 InSrvce-14:24:46		
Fire Unit:		40E-Pumper-Portsmouth Engine		
		Disp-12:29:07 Enrt-12:29:09	Clrd-12:34:23	
		InSrvce-12:34:23		
Fire Unit:		32E-Pumper-Newfields Engine		
		Disp-12:18:00 Enrt-12:32:26 Arvd-12:35:44	Clrd-13:40:36	
		InQrtsUnavl-14:06:44 InSrvce-14:06:44		
Fire Unit:		15E-Pumper-Durham Engine		
		Disp-12:18:00	Clrd-14:25:01	
		InSrvce-14:25:01		
Fire Unit:		1909-Staff-1909 Fire Inspector		
		Disp-12:18:00 Arvd-12:21:06	Clrd-15:15:23	
		InSrvce-15:15:23		
Cleared By:		Dispatcher Anthony J Dickens		
EMS Unit:		AMB1-Ambulance 1		
		Disp-12:37:13 Enrt-12:39:14 Arvd-12:45:05	Clrd-13:50:25	
		InQrtsUnavl-13:58:07 InSrvce-13:58:07		
Fire Unit:		19U1-Support-19 UTILITY 1		
		Disp-13:28:14 Enrt-13:28:17 Arvd-13:34:43	Clrd-14:10:28	
		InQrtsUnavl-14:54:19 InSrvce-14:54:19		
Fire Unit:		53L-Aerial-Amesbury Ladder		
		Disp-13:38:18	Clrd-13:38:37	
		InSrvce-13:38:37		

and 1909 responding. Snap page sent to 10 all. 1217 19c2,  
heavy black smoke in the sky from that area. 1218 19c1, this  
is a working fire; mutual aid started. 1221 command, laying  
a 4 inch line across kingston rd, fire in the roof. 1231  
command, all responding units to stage on kingston rd. 1232  
command, all fire units switch to channel 2. 1237 command,  
19a1 to respond and stage by the ladder. 1245 command,  
contact until for a live wire, done. 1258 command, fire  
knocked down at this time, companies tied up with extensive  
overhaul. 1304 command, until oos. 1324 command, have in  
house personnel respond with utility to pick up hose, done,  
will be opening kingston rd shortly. 1325 command, under  
control. 1348 19a1 released by command and rtq. 1351 19e2  
clear and rtq. 1359 snap page sent fd all. 1409 24e3 clear  
of scene, returning to kensington. 1410 19u1 released by  
command and rtq. 1414 19e2 rtq. 1417 19s3 and 19e1 rtq, 19s3  
in service. 1423 19c3 clear and rtq. 1425 19c1 clear. 1451  
19L1 command terminated, property returned to homeowner.

Refer To Fire Case: 12-127-IN

*Firefighters  
for woodshop  
incident*

On Duty Personnel

Chief Brian Comeau  
Asst. Chief Ken Berkenbush  
Asst. Chief Eric Wilking  
Lt. Paul Morin

On Duty Shift

Lt. Ward Byrne  
Crew Chief Lee Dawson  
FF Jason Fritz  
FF Mike Avellino  
FF Steve Holmes

Recall Personnel

Lt. Don Matheson  
Lt. Jason Greene  
Crew Chief Jeff Liporto  
Crew Chief Skip Galvin  
FF Pete Wasiewski  
FF Pat Robicheau  
FF Ryan Booth  
FF Steve Turner  
FF Mark Bradford  
FF Drew Martin  
FF Rich Curtis

Call Department

FF Matt Greene  
FF Bryan French  
FF Brandon Lisowski  
FF Matt Slattery  
FF Wayne Raymond

Mutual Aid at Scene

Lee Engine  
Kensington Tanker  
So. Hampton Tanker  
Epping Tanker  
Portsmouth Engine  
Newfields Engine  
Durham Engine

Mutual Aid Station Coverage

Amesbury Ladder  
Kingston Ambulance  
Hampton Engine



John H. Lynch  
GOVERNOR

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

RECEIVED  
JAN 17 2012  
TOWN OF EXETER

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

Peter M. Thomson  
COORDINATOR

January 13, 2012

**AN IMPORTANT  
NOTICE TO:**

Chairmen, Highway Safety Committees  
Mayors/Chairmen, Board of Selectmen  
City/Town Managers  
Police Chiefs  
County Sheriffs

**FROM:**

Peter M. Thomson, Coordinator, NH Highway Safety Agency

**SUBJECT:**

**FINANCIAL ASSISTANCE FOR CITIES AND TOWNS - IMPORTANT NOTICE**

Since 1967 the NH Highway Safety Agency has assisted state agencies, cities and towns with the purchase of equipment, funding of personnel and support of programs related to highway safety. Funds authorized by Congress (USC 23 – 402) are allocated to the states by the National Highway Traffic Safety Administration (NHTSA) in the US Department of Transportation.

We are now implementing the planning process for the allocation of federal funds starting October 1, 2012 – the beginning of the Federal Fiscal Year 2013. If you are interested in federal funding during the period October 1, 2012, through September 30, 2013, it is important that you submit to us information pertaining to your community’s highway safety needs as soon as possible.

Projects must relate directly to problems – or potential problems – which are identified through the analysis of available traffic records data. All projects will be judged on their cost effectiveness and impact on traffic crashes, and those which appear to contribute in greatest measure will be submitted for approval by NHTSA.

The Federal government limits the program areas eligible for funding and has placed particular emphasis on 1) impaired driving, 2) occupant protection, 3) speed enforcement, 4) motorcycle safety, 5) school bus safety, 6) police traffic services, and 7) pedestrian/bicycle safety. We are unable to provide assistance for some pieces of equipment such as ambulances and police cruisers, and federal funds cannot be used for construction projects.

I have enclosed a questionnaire which will help provide the information we need for planning the disbursement of federal highway safety funds by this Agency.

(OVER)

Local Financial Assistance – FY 2013

January 13, 2012

Page 2

Funds will be disbursed only to communities which have active Highway Safety Committees appointed by the governing body. Therefore, your local highway safety committee plays an important role in the development of programs designed to benefit all citizens. In the near future your highway safety committee should meet to: 1) update your community's long-range highway safety planning; 2) determine the type of projects you plan to develop that qualify for funding; and 3) complete and return the enclosed questionnaire.

The information you provide will be used for **planning purposes only** and will not constitute any commitment on your part, either expressed or implied. Individual project applications will be required for specific funding requests and should be submitted as close to the beginning of the federal fiscal year as possible.

I must stress the importance that your Highway Safety Committee return the questionnaire as soon as possible, **but no later than March 31, 2012**. Failure to provide the information could result in the unavailability of federal highway safety funds for your community during the federal fiscal year October 1, 2012, through September 30, 2013.

The Highway Safety Agency staff will assist you in any way possible. **If you wish further information or need our assistance, do not hesitate to contact one of our highway safety field representatives** by personal visit to our office at 78 Regional Drive, Building #2 in Concord or by calling us at 271-2131. Your cooperation in this important matter is very much appreciated.

/df

Enclosures

ANNUAL HIGHWAY SAFETY PROGRAM  
FOR THE TOWN/CITY OF:

Submitted By: \_\_\_\_\_ Date: \_\_\_\_\_

Our Highway Safety Committee has met and proposes the following project(s) for the upcoming federal fiscal year (October 1, 2012– September 30, 2013). (Please give a brief description of the project(s) planned for the up-coming fiscal year.)

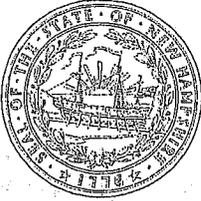
Project Description	Local Share*	Federal Share	Total
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
Totals			

\*Maximum matching allowed – 50% of total project cost for equipment. In some instances, the federal share will be reduced to the highway safety related portion of the project, resulting in less than 50% of federal funds for the total project.

Please return no later than March 31, 2012, to:  
NH Highway Safety Agency  
78 Regional Drive, Building #2  
Concord, NH 03301

(OVER)





John H. Lynch  
GOVERNOR

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

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603-271-2131  
FAX 603-271-3790

Peter M. Thomson  
COORDINATOR

**FUNDABLE PROGRAM AREAS**  
(October 1, 2011 – September 30, 2012)

Federal Highway Safety funds are “seed” monies awarded to state and local government agencies to initiate highway safety related activities. Through an application process, agencies must clearly identify a specific problem, propose a solution, and state the anticipated results. Final approval is contingent upon the availability of funds, federal funding guidelines and Highway Safety Agency policies.

1. Overtime Enforcement Patrols. Departments must identify their town’s priority enforcement problem area (i.e. alcohol, speed enforcement, pedestrian/bicycle) based on statistics and local needs. Funds will not be provided for concurrent overtime patrols.

A. DWI Over-Time Patrols. A maximum of 120 hours of overtime patrols dedicated to enforcement of the drinking laws can be funded at time and a half for full-time and regular pay for part-time officers. Police departments must identify those times, based on local situations and conditions, when problems exist with impaired drivers. These patrols must be in addition to those patrols normally conducted during the project period.

Applications must include a clear description of the alcohol problem, and quantitative goals and objectives for the patrol project (i.e. # of DWI arrests, illegal possession, open container, illegal transportation, etc., anticipated during project period).

B. Selective Traffic Enforcement Over-Time Patrols. Funds can be provided for a maximum of 120 hours of overtime patrol activity to address specific traffic problems in your community (i.e. speed, child seat/seat belt, traffic lights or pedestrian/bicycle patrols). Examples of patrol objectives which have been funded are commuter time speed enforcement, school zone speed enforcement, and enforcement in high crash locations. You must identify and substantiate the need for overtime activity, and submit a proposed schedule of patrol times to address the identified problem.

\* Note: Patrol grants are limited to no more that 120 hours within an agreed dollar amount and patrols must be conducted during the agreed upon time periods. Patrols will be conducted on an overtime basis and officers will be paid at their overtime (1.5) rate for work exceeding their normal 40 hours per week. Part-time officers will be paid at their normal hourly rate.

C. Low Staffing Sobriety Checkpoints. Funds can be provided for a maximum of 6 hours of overtime for 8 officers per night (which includes 1 officer-in-charge and 1 safety officer) to conduct sobriety checkpoints in accordance with state guidelines. Officers will be paid at their overtime (1.5) rate for work exceeding their normal 40 hours per week. Part-time officers will be paid at their normal hourly rate. The officer-in-charge (OIC) must have attended a sobriety checkpoint training offered by the NH Highway Safety Agency.

Patrol activity must be recorded on Form HS-200 provided by this Agency. We will reimburse the wages of the officer(s) based on receipt of a covering letter signed by the chief requesting reimbursement and supported by completed original patrol activity reports (HS-200). However, monthly reports (HS-7b) must be submitted by the 15<sup>th</sup> of the month following the period covered.

2) Radar Equipment. 50% reimbursement, up to \$2,500.00, for the purchase of radar units to outfit existing patrol units without radar capability. We cannot fund more radar units than the department has patrol vehicles. You must document the number of patrol vehicles and radar units currently owned by the department for enforcement. We can replace equipment in accordance with established criteria (see #14 below).

3) Radar Display/Traffic Monitoring Devices. 50% reimbursement, up to \$6,000.00, for the purchase of radar display boards or trailers, traffic data collection devices, etc.

(over)

- 4) Video Equipment. 50% reimbursement, up to \$2,500.00, for video equipment to be used to record DWI booking procedures, accident reconstruction/investigation activities or in-cruiser video equipment. Reimbursement of purchase of the in-cruiser video is limited to outfitting existing patrol units that do not have this capability. We can replace equipment in accordance with established criteria (see #14 below).
- 5) PBT Devices. 50% reimbursement for the purchase of preliminary breath testing devices.
- 6) Computer Software. 50% reimbursement, up to \$2,500.00, to purchase computer software related to highway safety issues (i.e. crash investigation, reporting or reconstruction).
- 7) Mobile Data Terminal Software. 50% reimbursement, up to \$6,000.00, to purchase computer software related to mobile data terminals (i.e. mobile digital communicator, computer aided dispatch, state interface computer software programs, etc.) including first-year annual support.
- 8) Laptop Computers. 50% reimbursement, up to \$2,500.00, for purchase of tough-book type laptop computer to outfit existing patrol units that do not have this capability. We can replace equipment in accordance with established criteria (see #14 below). However, we cannot fund more laptop computers than the department has patrol vehicles. You must document the number of patrol vehicles and laptop computers currently owned by the department for enforcement.
- 9) Extrication Equipment. 50% reimbursement, up to \$4,500.00, to purchase equipment to assist in extrication of victims of motor vehicle crashes. These projects are usually conducted through the municipal fire department or rescue organization.
- 10) Motorcycle Leases. Funds can be provided for the lease of a police motorcycle for up to six (6) months (effective April 1 — September 30) with reimbursement of the monthly cost limited to a maximum of \$250.00 per month.
- 11) Tire Deflation Devices. 50% reimbursement for purchase of pursuit stopping spike devices.
- 12) Traffic Accident Reconstruction Equipment (TAR). 50% reimbursement for reconstruction equipment to include total station computer/laser equipment.
- 13) Bicycle Helmets. Available through application to the NH Highway Safety Agency. To be used in conjunction with a community bike safety program. Limited to a maximum of 25 per community at no charge.
- 14) Replacement Equipment. Purchase of replacement equipment is limited to one of each type of equipment per year (i.e. one radar, one in-cruiser video, etc.) and must meet the following criteria: a) state will not certify equipment or equipment cannot be calibrated; b) equipment cannot be repaired/replacement parts are no longer available; and/or c) cost of repair exceeds value of equipment.

We will consider any other highway safety related request which addresses a specific identified highway safety problem through additional manpower or equipment and through public information & education campaigns. Federal guidelines do not allow us to fund road improvements, signs or lighting, bridge repair, or other construction/engineering projects. It is up to you to identify and substantiate the need/or intervention and to propose a solution which can be monitored for effectiveness in reducing highway crashes, injuries, and deaths. Usually we can pay 100% of overtime wages and/or 50% of highway safety equipment. All of our financial involvement is based on reimbursement, most commonly within 4-6 weeks of presentation of a written request for reimbursement supported by copies of checks and invoices.

We maintain a highway safety video library and also have limited handout materials which you may obtain free of charge upon request and availability.

Should you have any questions or if you would like to discuss programs, please feel free to call the Highway Safety Agency at 271-2131.