

**Exeter Board of Selectmen Meeting
Monday, February 11th, 2013, 7:00 p.m.
Nowak Room, Town Office Building
10 Front Street, Exeter, NH**

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

1. Call Meeting to Order
2. Minutes & Proclamations
 - a. Regular Meetings: January 28th, 2013
3. Appointments: Arts Committee, Zoning Board of Adjustment
4. Discussion/Action Items
 - a. New Business
 - i. State Representative Donna Schlachman
 - ii. Quarterly Financial Report – Finance Director
 - iii. Deliberative Session Follow Up
 - b. Old Business-
 - i. TBD
5. Regular Business
 - a. Bid Openings – WTP Wastestream Project Pump Station
 - b. A/P and Payroll Manifests
 - c. Budget Updates
 - d. Tax Abatements & Exemptions
 - e. Water/Sewer Abatements
 - f. Permits
 - g. Town Manager's Report
 - h. Legislative Update
 - i. Selectmen's Committee Reports
 - j. Correspondence
6. Review Board Calendar
7. Non Public Session
8. Adjournment

Matt Quandt, Chairman
Board of Selectmen

Posted: 2/8/13 Town Offices, Library, and Departments

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

Draft Minutes

BOARD OF SELECTMEN

January 28, 2013

Call to Order

Chairman Matt Quandt called the business meeting to order at 7:01 p.m. in the Nowak Room in the Exeter Town Office building. Members present were: Don Clement, Dan Chartrand, Frank Ferraro, and Julie Gilman. Also present was Town Manager Russell Dean.

He announced that they had conducted a non meeting at 6:30 and an interview for the Arts Committee at 6:50 p.m.

Public Comment

Don Woodward requested that there be a non public session at the next selectmen's meeting to discuss abandoned tax deed property.

Minutes & Proclamations

Mr. Chartrand read the proposed GED Completion Proclamation. It was agreed it would be signed by the board and town manager.

Minutes of Meeting: January 15, 2013

Mr. Clement requested a correction on page 6 of the draft minutes. "Mr. Clement left at this time" should be replaced with "Mr. Clement recused himself at this time." A motion was made by Ms. Gilman and seconded by Mr. Chartrand to accept the minutes of January 15, 2013 with correction. Motion carried – all in favor.

Appointments

None.

Discussion/Action Items

New Business

- i. Groundwater Plant Design Contract

A motion was made by Mr. Ferraro and seconded by Ms. Gilman to approve the engineering contract with Weston & Sampson for \$566,700 and authorize the Town Manager to sign this contract. Motion carried – all in favor.

- ii. Recreation Department: Program Coordinator

A motion was made by Ms. Gilman and seconded by Mr. Chartrand to add the updated position of Recreation Program Director to the classification plan. Motion carried – all in favor.

- iii. Discussion: Involuntary Lot Mergers

The board discussed the need for a new form and process for the handling of these situations. It was agreed that Mr. Dean would provide the board with a rough draft of a form in February.

iv. Discussion: Downtown TIF

The Selectmen discussed the Downtown TIF District (Tax Increment Financing) as presented in his memo dated 1/28/13. It was agreed that this should be handled by a subcommittee of the EDC. Mr. Chartrand volunteered to be the selectman representative to that committee.

Old Business

i. Adoption of Sewer Ordinance

A motion was made by Mr. Ferraro and seconded by Mr. Clement to adopt Chapter 15 Sewer Regulations. Motion carried – unanimous vote.

Regular Business

a. Bid Openings

Chairman Quandt opened the following bids received for property at 29 Hampton Road:

Mark G. Phillips	\$83,000
Mr. & Mrs. MacGlashing	101,000
J. Longtin Architectural Renovations	77,102
Jeff Quirk	89,551
Soja Park Bennett & Gerry Hamel	100,101
Brett Scott	103,250
Seabrook Investment Trust	80,500
Jay Perkins	77,500
Robert Johnson	76,501
Jerry Russman	102,200
Scott Brady	86,500

A motion was made by Mr. Chartrand and seconded by Mr. Ferraro to refer the bids to the Town Manager for evaluation and recommendation at the next meeting. Motion carried – all in favor.

The following bids were opened for property at 9 Hayes Park:

Brenda Schrigley	\$800
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A motion was made by Mr. Ferraro and seconded by Ms. Gilman to accept the bid from Brenda Schrigley. Motion carried – 3 in favor; 1 abstained – Mr. Chartrand.

The following bids were opened for property at 23 Sumac Street:

Michael Mudge \$ 100
Samuel Tarr 1,132

A motion was made by Mr. Chartrand and seconded by Mr. Clement to accept the bid from Samuel Tarr. Motion carried – all in favor.

The following bids were opened for property at 10 Peach Street:

David Goodwin \$1,551

A motion was made by Mr. Chartrand and seconded by Mr. Ferraro to accept the bid from David Goodwin. Motion carried – unanimous vote.

Following a discussion relative to the removal of other mobiles that were not sold a motion was made by Mr. Ferraro and seconded by Mr. Chartrand that the Town Manager should put out to bid removal of mobile homes taken by tax deed. Motion carried – all in favor except Chairman Quandt who voted no.

b. A/P and Payroll Manifests

A motion was made by Mr. Chartrand and seconded by Ms. Gilman to approve the payroll manifest dated 1/16/13 in the amount of \$155,290.11. Motion carried – all in favor.

A motion was made by Mr. Chartrand and seconded by Ms. Gilman to approve the AP manifest dated 1/18/13 in the amount of \$357,451.01. Motion carried – all in favor.

A motion was made by Mr. Chartrand and seconded by Ms. Gilman to approve the payroll manifest dated 1/23/13 in the amount of \$162,948.67. Motion carried – all in favor.

A motion was made by Mr. Chartrand and seconded by Ms. Gilman to approve the AP manifest dated 1/25/13 in the amount of \$445,302.08. Motion carried – all in favor.

A motion was made by Mr. Chartrand and seconded by Ms. Gilman to approve the AP manifest dated 1/25/13 in the amount of \$139,044.79. Motion carried – all in favor.

Chairman Quandt was gone from the room from 8:18 – 8:20 p.m.

c. Budget Update

Russell Dean reported that the 2012 budget had almost been closed out and that a financial report would be provided at the next meeting.

d. Tax Abatements & Exemptions

It was agreed that these would be on hold at this time.

e. Water/Sewer Abatements

A motion was made by Mr. Chartrand and seconded by Mr. Ferraro to decline to grant the abatement request for property at 18A Hampton Road. Motion carried – all in favor.

f. Permits

A motion was made by Mr. Clement and seconded by Mr. Chartrand to approve the facility request from the Exeter Area Kiwanis for use of the town hall on August 31, 2013. Motion carried – all in favor.

A motion was made by Mr. Clement and seconded by Ms. Gilman to approve the facility request from Exeter Farms Homeowners Association for use of the Town Hall on April 11, 2013. Motion carried – all in favor.

A motion was made by Mr. Clement and seconded by Ms. Gilman to approve the facility request from Faith Church for use of the Town Hall on March 31, 2013. Motion carried – all in favor.

g. Town Manager's Report

Mr. Dean announced that the Deliberative Session was scheduled for February 2, 2013 at 9 a.m. and that all of the information was available on the town's website. He also stated that the filing period to run for open positions closes on Friday.

h. Legislative Updates

Mr. Dean updated the board about legislation relative to the idling of trains.

i. Selectmen's Committee Reports

Each selectman gave a brief update of their meeting attendance since the last meeting.

j. Correspondence

Chairman Quandt reviewed several pieces of correspondence that has been received.

The next Board of Selectmen's meeting will be held on Monday, February 11, 2013 at 7:00 p.m.

Mr. Ferraro inquired about a recommendation he had made relative to the town report and a brief discussion followed.

A motion was made by Mr. Ferraro and seconded by Mr. Clement to adjourn at 8:57 p.m. Motion carried – all in favor.

Respectfully submitted,

Carol J. Brickett
Recording Secretary

The available term on the Arts Committee is through 4/30/13.

Move the Board of Selectmen appoint Marissa Vitolo to the Arts Committee for a term to expire April 30, 2013.

Ms. Vitolo will need to be reappointed during the reappointment process for a term to expire 4/30/16.



TOWN OF EXETER
Planning and Building Department
Memorandum

DATE: January 29, 2013
MEMO TO: Board of Selectmen
CC: Russ Dean, Town Manager
FROM: John Hauschildt, ZBA Chairman
RE: ZBA Board Appointments

The Zoning Board of Adjustment, at its January 15, 2013 meeting, discussed filling the vacancy of the "regular" board member position previously held by Mr. Patrick Driscoll. Mr. Driscoll is no longer a resident of town and therefore unable to continue participating as a member of the board.

Board consensus was to recommend to the Board of Selectmen that Mr. Rick Thielbar, currently an "alternate" board member, be elevated to the "regular" board member position to fulfill the remaining term to expire April 30, 2014.

Subsequently, that would create a vacancy for an "alternate" board member position --- for a total of three vacant alternate positions.

I would request that this matter be addressed at the Board's earliest convenience. Thank you for your consideration in this matter.

John Hauschildt
Chairman, ZBA

LEGISLATIVE BULLETIN

Bulletin #08

2013 Session

February 8, 2013

INSIDE THIS ISSUE:

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NHMA Bill to Full Senate

The Senate Public & Municipal Affairs Committee voted 3-2 this week to recommend killing **SB 78**, the bill that, as introduced, seeks to define the New Hampshire Municipal Association, mandate rules for its board of directors, and impose additional restrictions on its lobbying activities. The recommendation of Inexpedient to Legislate will go to the full Senate next **Thursday, February 14.**

The two senators who voted against the ITL motion wanted instead to pass an amended version of the bill. The amended version, which we expect will be offered as an alternative to the ITL motion next week, would delete almost all of the original bill and instead make a simple amendment to RSA 31:8-a. That statute currently reads as follows:

31:8-a Authorization to Pay Dues. – The board of selectmen may vote to pay, from amounts appropriated by the town for town officers' expenses, such amounts as shall be payable for annual membership in the New Hampshire Municipal Association and expenses incurred in attending regular meetings of the said association, provided that the appropriation of such dues has not previously been rejected by a vote at the annual town meeting and provided further that the association shall not record association positions before the general court or committees thereof on matters which do not directly affect New Hampshire towns and cities, nor engage in partisan political activity by endorsing, or otherwise supporting, any political party or candidate.

The proposed amendment would merely delete the words “the New Hampshire Municipal Association” and replace them with “a nonprofit, nonpartisan membership organization of towns and cities,” and replace the word “association” with “organization” in each place it appears. Thus, it would make no substantive change at all to the existing statute, because NHMA already *is* “a nonprofit, nonpartisan membership organization of towns and cities.”

Government Affairs Contact Information

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NHMA Bill - continued

That seems harmless enough, but if the bill would not change anything, what is the point? Further, even if it passes the Senate in this seemingly harmless form, it could be further amended in the House, and there is no telling how it would end.

SB 78 is obviously not needed, and its existence in any form is an objectionable intrusion into municipal authority. Please urge your senator to vote to ***kill SB 78*** next week.

Senate to Hear Bill on Burning Lumber at Transfer Stations

The Senate Energy & Natural Resources Committee will hear testimony next week on **SB 31**, an **NHMA policy bill** that would make permanent the exemption that allows municipal transfer stations to burn incidental amounts of untreated waste lumber.

In 2007 the legislature enacted a ban on the combustion of the wood component of construction and demolition debris. This was in reaction to concerns about commercial enterprises burning large amounts of treated lumber, because of the lead, mercury, and other pollutants released by the combustion. However, the ban as enacted includes all C&D lumber, including untreated wood, wherever it is burned. This could apply even to the small amounts of untreated wood that are burned on the “burn piles” at municipal transfer stations.

To avoid the expense this would have created for municipalities—they would have to pay to have the lumber disposed of in some other manner—the 2007 legislation included an exception for “the incidental combustion, under the supervision of a solid waste facility operator, of untreated wood at any municipal transfer station.” That exception was originally scheduled to expire on January 1, 2011, but it was later extended to January 1, 2014. Thus, if no further action is taken, the transfer station exemption will expire at the end of this year.

We understand that the original reason for not making the exemption permanent was a concern about a potential constitutional challenge to the statute by out-of-state C&D combustion companies based on Commerce Clause arguments—a little complex for this publication. In any event, that challenge was indeed made, and the state prevailed, so we understand that this concern no longer exists.

In other words, it is now time to make the municipal exemption permanent, and **SB 31** would do that. We do not anticipate any opposition to this bill, but if this issue is important to your municipality, please let your senator know about it. The hearing is scheduled for **Wednesday, February 13, at 9:00 a.m., in LOB Room 101.**

Bill Would Change Meals and Rooms Tax Distribution Formula

SB 121 proposes to change the formula used in the meals and rooms tax distribution to municipalities. Under current law, the formula is based solely on population—that is, each municipality’s population as a percentage of the total state population, based on the latest resident population figures provided by the Office of Energy and Planning. The new formula would apportion 44 percent of the total amount to be distributed (currently \$58.8 million) based upon the proportion of meals and rooms tax revenue collected in each municipality, with the remaining 56 percent distributed based upon population. It is our understanding that the Department of Revenue Administration does not have, and/or cannot release under its confidentiality statutes, data necessary to compute the impact this proposed change would have on each municipality. ***NHMA is taking no position on this bill.*** The hearing on **SB 121** is scheduled before the Senate Ways and Means committee on **Tuesday, February 12, at 9:15 a.m. in State House Room 103.**

Retirement Bills

On Wednesday of this week, the Senate Executive Departments and Administration committee heard testimony on **SB 132**, dealing with part-time employment of New Hampshire Retirement System (NHRS) retirees. This bill removes the current limitation of “32 hours in each normal calendar week,” and replaces it with 1,600 hours in a calendar year, which averages out to approximately 30 hours per week. That change would provide greater flexibility in terms of week-to-week scheduling demands. While NHMA and representatives of schools boards and counties supported the bill, representatives of labor opposed the bill, stating that part-time employment of retirees increases the unfunded liabilities of the NHRS, a fact not supported by the fiscal note on this bill.

Several other retirement bills have hearings next week:

HB 342, another bill dealing with part-time employment of retirees, is scheduled for a hearing before the House Executive Departments and Administration committee on **Thursday, February 14, at 1:15 p.m., in LOB Room 306.** This bill changes the number of hours a retiree can work in a part-time position from 32 to 24 in a normal calendar week. It also requires that if a retiree works more than 24 hours but fewer than the number of hours required for active membership participation in the NHRS, then the employer will pay the unfunded liability portion of the NHRS employer contribution rate on the amount of compensation paid to that retiree. Finally, the bill requires that employers provide written notice of the rules on hourly limitations to a prospective employee who is a retired member of the NHRS.

HB 364, another bill requiring employers to notify prospective part-time employees of the limitations on part-time employment, is scheduled for a hearing on **Tuesday, February 12, at 11:00 a.m., in LOB Room 306,** again before the House Executive Departments and Administration Committee.

Retirement Bills - continued

If you have concerns about the part-time employment of NHRS retirees, please contact members of the Senate Executive Departments and Administration committee and express *support* for **SB 132**, and contact members of the House Executive Departments and Administration committee in *opposition* to **HB 342** and **HB 364**.

Finally, **HB 620** proposes to have both the employers' and employees' retirement contribution rates adjusted to share equally in any changes (increases or decreases) in the unfunded accrued liability as determined after each NHRS actuarial valuation. This bill is scheduled for a hearing before the House Executive Departments and Administration committee on **Thursday, February 14 at 2:00 p.m., in LOB Room 306**.

Members Support Restored Funding for Environmental Grants

On Thursday over 30 municipal officials and other supporters assembled at the House Finance Committee to testify in support of **HB 623**, an **NHMA policy bill** that seeks to restore funding for the environmental state aid grant (SAG) program. This advocacy effort paid off as the chairman of Division I (which handles DES's budget) indicated in his brief testimony to the full committee that funding for the SAG program would be a "top priority" for his division.

Historically, the legislature has supported municipal wastewater, public drinking water, and landfill closure projects through the SAG program administered by the New Hampshire Department of Environmental Services. This program allows municipalities to receive state assistance of 20 to 30 percent toward principal and interest payments on eligible and completed water infrastructure projects.

Since October 2008, the legislature has deferred most appropriations to the SAG program, resulting in 127 eligible projects not receiving any funding in fiscal years 2009- 2012. Municipalities were left with a heavy burden to pay the state's proportionate share of these mandated infrastructure improvements. As Jaffrey Selectman Don MacIsaac stated in his testimony, the state's proportionate share of \$6 million owed to the town for its \$18 million wastewater treatment plant approved by town voters in 2007 "represents the cost of four new town halls."

This backlog of municipal projects, affecting 60 municipal and other entities, includes 103 wastewater projects totaling \$47.7 million; 16 public water supply projects totaling more than \$3.8 million; and eight landfill projects totaling more than \$1 million in grant requests. The current list of "delayed and deferred" projects now totals \$52.6 million. These numbers differ slightly from previously-reported numbers as a result of DES's testimony to the committee and represent the most up-to-date financial obligations owed to cities and towns under existing statutory criteria.

Environmental Grants - continued

Municipal officials from Exeter, Manchester, Keene, Dover, Portsmouth, Amherst, Conway, Holderness, Jaffrey, North Conway Water Precinct, and Peterborough all testified in support of **HB 623**, while officials from Franklin, Newmarket, Tilton and the Lower Bartlett Water Precinct attended but did not testify, and written testimony was offered from Auburn, Franklin, Tilton, and Nashua. Many other organizations and officials offered oral or written testimony in support of the bill. No one opposed it.

Bi-partisan legislative support came from many senators and representatives. NHMA wishes to thank all our members, legislators, and industry, professional, and environmental groups for their support on **HB 623**.

Most of these infrastructure investments are required by Federal and/or state law, and cities and towns will continue to expend significant monies in the future to comply with regulations under the Federal Clean Water Act and the Safe Drinking Water Act. Several members, including officials from Portsmouth, Exeter, and Dover, discussed the need to maintain this program to offset future costs for new wastewater treatment plants in the Seacoast region to meet new nitrogen discharge limits imposed by the EPA.

Local government officials and citizens alike have long relied on the state's commitment to this funding partnership, which was created by the Legislature in 1959 to make environmental investments at the local level more affordable. A letter of support from the Auburn Board of Selectman summarizes the issue perfectly: *"We certainly understand these have been difficult times we are living in, and all of our public sector agencies, departments and communities have been asked to do more with less. But when local decisions are made based on existing state law and historical precedence, we strongly encourage the Legislature to adhere to the legal and policy decisions it has made and provide funding for those delay and deferred communities."*

Policy Bills Advance in Senate

Four **NHMA policy bills** will go to the Senate floor next week, all with favorable recommendations. They are:

- **SB 11**, which allows municipalities to establish water resources utility districts and to enter into inter-municipal agreements for the establishment of such districts;
- **SB 49**, which modifies the procedure for appealing planning board decisions to the zoning board of adjustment and the superior court;
- **SB 58**, which allows a municipality holding water works or flood control land in another municipality to enter into a voluntary agreement with the host municipality for payments in lieu of taxes; and

Policy Bills - continued

- **SB 64**, which changes the public notification requirements for the breaching of a dam or lowering of a water body.

All four bills are on the Senate's consent calendars with 5-0 recommendations for passage.

Understanding the Equalization Process and the Impact on County Taxes — An Informational Session for Municipal, County and State Officials from Cheshire County

The New Hampshire Municipal Association and Cheshire County are offering an informational session for Cheshire County municipal, county, and state officials to help in understanding the equalization process and how it affects shared property taxes, particularly county taxes. This presentation by the Department of Revenue Administration (DRA) is designed to provide easy-to-understand information about how local property taxes are calculated in light of lower property values and shrinking or level budgets. Click [here](#) for more information and registration.

Note: This session is limited to municipal, county and state officials from Cheshire County. Similar presentations may be offered in the future for officials from other counties.

New Discussion Group for Supervisors of the Checklist

After the great success of the NH Moderators e-mail discussion group, the New Hampshire Municipal Association (NHMA) has received several requests to set up a similar group for supervisors of the checklist. This will be a simple way for supervisors to communicate with one another by e-mail about matters related to the position.

If you have not received an invitation and would like to join, please contact Erica Johnson at ejohnson@nhlgc.org. We hope you will join the group and find it to be a helpful tool for New Hampshire supervisors of the checklist to discuss issues, ask questions, and share information about any aspect of the position.

HOUSE CALENDAR

Joint House/Senate Meetings Are Listed Under This Section

TUESDAY, FEBRUARY 12

COMMERCE AND CONSUMER AFFAIRS, Room 302, LOB

1:15 p.m. **HB 367**, relative to the municipal bond bank reserve process.

House Calendar - continued

TUESDAY, FEBRUARY 12**CRIMINAL JUSTICE AND PUBLIC SAFETY, Room 204, LOB**

- 3:00 p.m. **HB 673-FN**, requiring prosecution of a law enforcement officer for failure to enforce the crime of interference with custody.
- 3:30 p.m. Continued public hearing on **HB 504**, relative to official oppression.

ELECTION LAW, Room 308, LOB

- 10:00 a.m. **HB 595-FN**, relative to photo identification of voters.

ENVIRONMENT AND AGRICULTURE, Room 303, LOB

- 1:30 p.m. **HB 669-FN-L**, relative to nonpayment of property taxes on current use land.

EXECUTIVE DEPARTMENTS AND ADMINISTRATION, Room 306, LOB

- 10:30 a.m. **HB 473-FN**, relative to retirement system status for members of the university system police force.
- 11:00 a.m. **HB 364**, requiring New Hampshire retirement system employers to notify prospective part-time employees who are retired members of the limitations on part-time employment.

FINANCE, Rooms 210-211, LOB

- 10:00 a.m. **SB 40-FN-L**, relative to distribution of education funds for fiscal year 2013.

JUDICIARY, Room 208, LOB

- 1:30 p.m. **HB 610-FN**, relative to attorney's fees and costs in an action against a governmental unit for false arrest

LABOR, INDUSTRIAL AND REHABILITATIVE SERVICES**Room 307, LOB**

- 10:15 a.m. **HB 350**, prohibiting discrimination against the unemployed.
- 11:00 a.m. **HB 357**, prohibiting an employer from using credit history in employment decisions.
- 2:00 p.m. **HB 414**, relative to privacy in the workplace.
- 2:05 p.m. **HB 379**, prohibiting an employer from requiring an employee or prospective employee to disclose his or her social media passwords.

PUBLIC WORKS AND HIGHWAYS, Room 201, LOB

- 10:30 a.m. **HB 674-FN-L**, relative to state highway aid.

SCIENCE, TECHNOLOGY AND ENERGY, Representatives Hall

- 10:00 a.m. **HB 166**, requiring the public utilities commission to make specific findings as to the public need for proposed transmission lines.
- 10:15 a.m. **HB 568**, requiring new electric transmission lines in New Hampshire to be buried.
- 11:00 a.m. **HB 569**, relative to the placement of all new electric transmission lines in New Hampshire.
- 2:00 p.m. **HB 449**, relative to the application process for a certificate for an energy facility.

House Calendar - continued**TRANSPORTATION, Room 203, LOB**

2:00 p.m. **HB 567**, relative to identification of publicly owned vehicles.

THURSDAY, FEBRUARY 14

10:00 a.m. Governor's budget address to joint session of House and Senate.

ELECTION LAW, Room 308, LOB

1:00 p.m. **HB 600-FN**, relative to voter registration.

EXECUTIVE DEPARTMENTS AND ADMINISTRATION, Room 306, LOB

1:15 p.m. **HB 342-FN**, relative to part-time employment of retired members of the retirement system.

2:00 p.m. **HB 620-FN-L**, relative to the adjustment of member and employer contribution rates in the retirement system.

TUESDAY, FEBRUARY 19**FINANCE JOINT WITH SENATE FINANCE, Rooms 210-211, LOB**

10:00 a.m. Governor's budget presentation.

LABOR, INDUSTRIAL AND REHABILITATIVE SERVICES, Room 307, LOB

11:00 a.m. **HB 501-FN**, relative to the minimum wage.

2:15 p.m. **HB 591**, relative to an abusive work environment and the health and safety of public employees.

PUBLIC WORKS AND HIGHWAYS, Room 201, LOB

10:00 a.m. **HB 667-FN-A**, establishing a temporary surcharge to the road toll to be dedicated to funding the state 10-year transportation improvement plan for rural and town roads.

10:15 a.m. **HB 437-FN-A**, relative to the road toll. **NHMA Policy.**

10:30 a.m. **HB 617-FN-A-L**, increasing the rate of the road toll, increasing the vehicle registration fee, and establishing the New Hampshire state and municipal road and bridge account. **Includes NHMA Policy.**

SCIENCE, TECHNOLOGY AND ENERGY, Room 304, LOB

11:00 a.m. **HB 517**, relative to the incidental combustion of untreated wood at certain municipal transfer stations. **NHMA Policy.**

Representatives Hall

2:30 p.m. **HB 484-FN-L**, requiring public approval prior to issuance of certain site evaluation certificates.

THURSDAY, FEBRUARY 21**WAYS AND MEANS, Room 202, LOB**

10:00 a.m. **HB 662-FN**, requiring the department of revenue administration to collect and make available data on the amount of meals and rooms tax revenue generated in each municipality.

SENATE CALENDAR

TUESDAY, FEBRUARY 12

FINANCE, Room 103, SH

1:15 p.m. **SB 192-FN-L**, establishing a state infrastructure bank.

JUDICIARY, Room 100, SH

10:15 a.m. **SB 108**, relative to the liability of landowners who permit use of their land for recreational activities.

WAYS AND MEANS, Room 103, SH

9:00 a.m. **SB 128-FN-L**, relative to fees for vital records.

9:15 a.m. **SB 121-FN-L**, relative to the distribution formula for meals and rooms tax revenue.

WEDNESDAY, FEBRUARY 13

ENERGY AND NATURAL RESOURCES, Room 101, LOB

9:00 a.m. **SB 31**, relative to a ban on the incidental combustion of untreated wood at municipal transfer stations. **NHMA Policy.**

9:45 a.m. **SB 123-FN-L**, relative to the use of proceeds from the regional greenhouse gas initiative program.

10:00 a.m. **SB 131-FN-L**, relative to a permitting process for the removal of submerged logs from certain great ponds.

PUBLIC AND MUNICIPAL AFFAIRS, Room 102, LOB

9:00 a.m. **SB 172-FN-L**, relative to public funds.

9:15 a.m. **SB 102**, relative to the selection of members of the conservation commission.

9:30 a.m. **SB 111**, permitting municipalities to establish a capital reserve plan for expenditure of capital reserve funds.

NEW BILLS

House

HB 610 provides that a governmental unit held liable for damages for false arrest shall also be liable for reasonable attorney's fees and court costs incurred by the plaintiff. Rep. Itse of Fremont; **JUD-H.**

HB 641-FN-LOCAL increases the penalty for failure to license a dog. Rep. Cebrowski of Bedford; **M&CG.**

HB 655-FN requires that the amount of property taxes due pursuant to an elderly or disabled tax deferral be paid to the municipality upon sale of the property. Rep. Daniels of Milford; **M&CG.**

HB 662-FN requires the department of revenue administration to collect and make available data on the amount of meals and rooms tax revenue generated each month in each municipality. Rep. Cushing of Hampton; **W&M-H.**

New Bills - continued

HB 665-FN-A-LOCAL allows the construction and operation of 2 destination casinos in the state, with establishment of a casino in any municipality contingent upon approval by the voters. Portions of the proceeds would be paid to the municipality and to the state highway fund. Rep. Gionet of Lincoln; **W&M-H**.

HB 667-FN-A establishes a temporary surcharge to the road toll to be dedicated to funding the state 10-year transportation improvement plan for rural and town roads. Rep. Khan of Seabrook; **PW**.

HB 669-FN-LOCAL provides that the nonpayment of property taxes on land assessed under current use within 120 days of the due date shall result in the property's being deemed to have changed in use and assessed the land use change tax. Rep. Hansen of Amherst; **M&CG**.

HB 672-FN requires that the property tax exemption for water and air pollution control facilities shall apply only to the net book value of the facility or portion thereof. Rep. Walz of Bow; **M&CG. NHMA Policy**.

HB 673-FN establishes the crime of failure to enforce the law prohibiting interference with custody. Rep. Oligny of Hampstead; **CJ&PS**.

HB 674-FN-LOCAL modifies the formula for the computation of state highway aid. Rep. Campbell of Nashua; **PW**.

HB 675-FN authorizes and regulates the use of license plate scanning devices by law enforcement officers. Rep. Shurtleff of Concord; **CJ&PS**.

HB 678-FN-A-LOCAL authorizes and regulates video gaming. Establishment of a video gaming facility in any municipality would be subject to approval of the voters, and a portion of the net proceeds from the facility would be paid to the municipality. Rep. Vaillancourt of Manchester; **ED&A-H**.

Senate

SB 163 establishes a commission to recommend legislation to prepare for projected sea level rise and other coastal hazards. Sen. Watters of Dover; **ENR**.

SB 164 authorizes coastal management provisions in master plans, which may address planning needs and property loss resulting from projected coastal risks due to increased frequency of storm surge, flooding, and inundation. Sen. Watters of Dover; **ENR**.

SB 167 deletes large groundwater withdrawals as an exception to the authority of municipalities to enact local ordinances and regulations affecting groundwater. Sen. Reagan of Deerfield; **ENR**.

Senate Bills - continued

SB 168-FN-A-LOCAL appropriates funds to the department of environmental services for the purpose of funding state aid grant programs for water pollution control and public water systems. Sen. Sanborn of Bedford; **F-S. NHMA Policy.**

SB 172-FN-LOCAL modifies the investment options of the state treasurer and the treasurers of the political subdivisions of the state. Sen. Forrester of Meredith; **PMA.**

SB 179 clarifies the definition of “renewable generation facility” for purposes of payments in lieu of property tax payments. Sen. Larsen of Concord; **W&M-S.**

SB 182-FN changes the effective date of changes to voter identification requirements from September 1, 2013 to September 1, 2014. Sen. Prescott; **PMA.**

SB 183-FN repeals changes to laws requiring photo identification of voters scheduled to take effect September 1, 2013, and modifies various provisions relating to proving identity to obtain a ballot, obtaining a voter identification card, and penalties for voter fraud. Sen. Pierce of Hanover; **PMA.**

SB 185 establishes a commission on housing policy and regulation to identify and reduce legislative and administrative barriers to the creation of affordable housing. Sen. Odell of Lempster; **PMA.**

SB 188 defines “municipally-owned utility” for purposes of relocating underground utilities facilities as necessitated by certain highway projects. Sen. Gilmour of Hollis; **ENR.**

SB 192-FN-LOCAL establishes a state infrastructure bank. Sen. Carson of Londonderry; **F-S.**



FLOOR ACTION
Wednesday, February 6, 2013

HOUSE

CACR 1, relating to taxation. Providing that a 3/5 vote is required to pass legislation imposing new or increased taxes or license fees, or to authorize the issuance of state bonds and providing that the general court shall appropriate funds for payment of interest and installments or principal of all state bonds. **Inexpedient to Legislate.**

CACR 2, relating to taxation. Providing that taxes imposed by the state of New Hampshire or its subdivisions may be graduated. **Inexpedient to Legislate.**

Floor Action - continued

HB 123, relative to the limitation of liability for negligence regarding firefighters. **Ought to Pass with Amendment.**

HB 144, prohibiting the state, counties, towns, and cities from implementing programs of, expending money for, receiving funding from, or contracting with the International Council for Local Environmental Initiatives. **Inexpedient to Legislate.**

HB 147-FN, establishing a formula for reimbursing municipalities for assessment expenses. **Ought to Pass with Amendment.**

HB 176, allowing towns and cities to grant a part year veterans credit during the year of acquisition of property. **Inexpedient to Legislate.**

HB 181, repealing the equalization standards board. **Ought to Pass.**

HB 191, relative to conformity of governmental land uses to land use regulations. **Inexpedient to Legislate.**

HB 193, relative to registration of vehicles by residents without a permanent street address. **Ought to Pass.**

HB 194, relative to collection of permit fees paid with insufficient fund checks. **Ought to Pass.**

HB 252, consolidating the property appraisal division and the municipal services division of the department of revenue administration. **Ought to Pass with Amendment; referred to Finance.**

2013 Moderators Workshops

SB 2 Meeting
Saturday, January 19
(Snow date: Saturday, January 26)

Traditional Town Meeting
Saturday, February 23
(Snow date: Saturday, March 2)

9 a.m. – 12:30 p.m. • Local Government Center, Concord, NH
Cost: \$40

Registration and continental breakfast begin at 8:30 a.m.
Attendees will receive a copy of NHMA's 2013 edition *Town Meeting and School Meeting Handbook*.

Topics include:

The Basic Law of Town, Village District and School District Meeting

Statutes governing the moderator's duties at town, village district and school district meetings will be discussed along with issues related to warrant articles, the operating budget, secret ballot voting and other town meeting issues. This topic will be offered in two concurrent sessions tailored for new and experienced moderators. Ample time will be devoted to questions and answers.

Strategies for Running a Smooth Meeting

Moderators are faced with a challenging task: keeping meetings focused and fair to all participants, while effectively facilitating the flow of debate. This session will highlight suggested strategies for running respectful and efficient meetings.

Sample Scenarios

A series of sample scenarios will help attendees prepare for a wide range of meeting challenges.

Presenters:

Barrett M. Christina, Staff Attorney, New Hampshire School Boards Association
C. Christine Fillmore, Staff Attorney, New Hampshire Municipal Association
Paul G. Sanderson, Staff Attorney, New Hampshire Municipal Association

Register online today at
www.nhlgc.org/moderators

Space is limited. Questions?
Call 800.852.3358, ext. 3350 or
email registrations@nhlgc.org.

Town of Exeter

Report of Budgeted vs Actual Revenue (unaudited)
For the Year Ended December 31, 2012

DRAFT

Acct	Account Number	Description	Estimated Revenue	Actual Revenue	Variance	% Collected	Notes
	3110-3191	Property Tax Revenue	12,816,933	13,139,477	(322,544)	-2.52%	Includes property tax less overlay/jeopardy, yield, current use, payment in lieu of taxes, penalties and interest
	3220	Motor Vehicle Permit Fees	1,950,000	2,035,171	(85,171)	104%	
	3230	Building Permits & Fees	130,000	278,713	(148,713)	214%	Fees charged by Building & Code Enforcement - up significantly from estimate due to Cobham expansion permit \$ 31.5K and PEA permit \$ 42K, AMIM Irish (new dance studio) \$ 6K and Chinburg Builders (various homes built Linden Commons)
	3290	Other Permits and Fees	125,000	151,629	(26,629)	121%	Includes GF portion of Cable TV & Vital Statistics Fees
	3319	From the Federal Government	25,000	30,165	(5,165)	121%	FEMA Reimbursement for Hurricane Sandy
	3352	Meals & Rooms Tax Revenue	639,030	640,328	(1,298)	100%	Received near last day of the year
	3353	State Highway Block Grant	258,871	257,598	1,273	100%	Received quarterly
	3359	Other State Grants/Reimbursements	24,000	74,140	(50,140)	309%	Railroad, RERP, Mosquito, Other Misc
	3401-3404	Income from Departments	969,058	859,523	109,535	89%	General Revenues charged by Town Departments
	3501	Sale of Surplus Vehicles	10,000	1,921	8,079	19%	Proceeds from sale of Town vehicles
	3502	Interest Income	10,000	4,363	5,637	44%	Interest income earned on sweep accounts
	3503-3509	Other Miscellaneous Revenues	20,471	20,471	(20,471)	100%	Town Rental Property
	4911	From Trust & Fiduciary Funds	20,000	45,578	(25,578)	228%	Estimated Funds from Sick Leave Trust
		Total General Fund Revenues	16,977,892	17,539,077	(561,185)	103%	
	3402	Water Fund Revenues	2,325,515	2,083,382	242,134	90%	Water Consumption and water-related fees, reflects credits issued of \$ 325K
	3403	Sewer Fund Revenues	1,853,217	1,840,723	12,494	99%	Sewer Collection and sewer-related fees, reflects credits issued of \$ 334K
		Grand Total General, Water & Sewer Funds	21,221,724	21,489,465	(267,741)	101%	Total All 3 Funds

Town of Exeter
 Report of Budgeted vs Actual Revenue (unaudited)
 For the Year Ended December 31, 2012

DRAFT

Acct	Account Number	Description	Estimated Revenue	Actual Revenue	Variance	% Collected	Notes
	07-3290	CATV Fund	108,100	108,050	50	100%	50% of Revenue to General Fund and 50% to CATV Fund
	08-3401	Recreation Revolving Fund Revenue	389,835	476,346	(86,511)	122%	The bulk of the revenue is collected during the spring and summer months
	30-3401	EMS- Ambulance Transport Revenue	448,971	448,107	864	100%	2012 Revenues included in Ambulance Revolving Fund - new for 2012

Town of Exeter

YTD Actual Expense Analysis thru December 31, 2012 (UNAUDITED)

DRAFT

DEPARTMENT	Budget	Actual	Balance Available	Percent Used	Notes
General Government					
100 Board of Selectmen	40,775	38,577	2,198	94.61%	
111 Town Manager	179,145	186,460	(7,315)	104.08%	Contracted services
113 CATV	1	-	1	0.00%	
115 Human Resources	82,878	81,632	1,246	98.50%	Includes \$5.5K Encumbrance
119 Transportation	20,919	20,919	-	100.00%	
120 Legal	70,000	99,938	(29,938)	142.77%	
125 Information Technology	136,763	138,645	(1,882)	101.38%	
130 Trustees of Trust Funds	891	891	-	100.00%	
140 Town Moderator	969	1,086	(117)	112.07%	
151 Town Clerk	318,104	298,061	20,043	93.70%	
152 Elections/Registration	38,490	29,986	8,504	77.91%	
Total General Government	888,935	896,195	(7,260)	100.82%	
Finance					
201 Finance/Accounting	257,287	245,228	12,059	95.31%	
202 Treasurer	9,542	9,542	-	100.00%	
203 Tax Collection	83,686	95,451	(11,765)	114.06%	Lien/Legal; Contracted services
205 Assessing	211,595	207,763	3,832	98.19%	
Total Finance	562,110	557,984	4,126	99.27%	
Planning & Building					
301 Planning	206,568	189,437	17,131	91.71%	\$ 4.9K Encumbrance for Planning Studies
302 Inspections/Code Enforcement	222,962	222,140	822	99.63%	
303 Board of Adjustment	4,200	1,312	2,888	31.24%	
304 Historic District Commission	1,480	416	1,064	28.11%	
305 Conservation Commission	9,605	8,170	1,435	85.06%	
306 Heritage Commission	800	115	685	14.38%	
Total Planning & Building	445,615	421,590	24,025	94.61%	
Economic Development Commission					
307 Economic Development Commission	3,500	309	3,191	8.83%	
Total Economic Development Commission	3,500	309	3,191	8.83%	
Police					
401 Administration	717,226	655,492	61,734	91.39%	
402 Staff	470,751	443,379	27,372	94.19%	
403 Patrol	1,785,534	1,696,677	88,857	95.02%	
404 Animal Control	1,250	905	345	72.40%	
405 Communications	434,490	399,017	35,473	91.84%	
Total Police	3,409,251	3,195,470	213,781	93.73%	

Town of Exeter

YTD Actual Expense Analysis thru December 31, 2012 (UNAUDITED)

DRAFT

DEPARTMENT	Budget	Actual	Balance Available	Percent Used	Notes
Fire					
501 Administration	492,859	487,974	4,885	99.01%	
503 Fire Suppression	2,861,791	2,854,358	7,433	99.74%	
504 Emergency Management	19,333	14,162	5,171	73.25%	
505 Health	117,820	109,247	8,573	92.72%	
Total Fire	3,491,803	3,465,741	26,062	99.25%	
Public Works - General Fund					
601 Administration & Engineering	347,510	328,672	18,838	94.58%	
602 Highways & Streets	1,713,427	1,700,875	12,552	99.27%	
603 Snow Removal	305,785	162,861	142,924	53.26%	
604 Solid Waste Disposal	849,250	799,109	50,141	94.10%	
605 Street Lights	106,130	131,070	(24,940)	123.50%	
Total Public Works - General Fund	3,322,102	3,122,587	199,515	93.99%	
Maintenance					
606 General	534,895	516,167	18,728	96.50%	
607 Recreation Center	22,925	24,615	(1,690)	107.37%	
608 Town Hall	35,651	33,350	2,301	93.55%	
609 Town Office	38,251	35,638	2,613	93.17%	
610 Senior Center	14,314	12,725	1,589	88.90%	
611 Safety Complex	68,948	57,728	11,220	83.73%	
612 DPW Complex	45,083	40,843	4,240	90.60%	
613 Train Station	11,000	5,617	5,383	51.06%	
614 Other Town Structures	8,569	7,345	1,224	85.72%	
615 Mechanics/Garage	207,128	210,925	(3,797)	101.83%	
Total Maintenance	986,764	944,953	41,811	95.76%	
Welfare & Human Services					
710 Welfare	90,794	82,960	7,834	91.37%	
711 Human Service Grants	65,995	65,995	-	100.00%	Payments processed quarterly
Total Welfare & Human Services	156,789	148,955	7,834	95.00%	
Parks & Recreation					
801 Recreation	296,557	288,450	8,107	97.27%	
802 Parks	188,687	154,399	34,288	81.83%	
Total Parks & Recreation	485,244	442,849	42,395	91.26%	

Town of Exeter

YTD Actual Expense Analysis thru December 31, 2012 (UNAUDITED)

DRAFT

DEPARTMENT	Budget	Actual	Balance Available	Percent Used	Notes
116/804 805 Other Culture/Recreation	21,200	18,509	2,691	87.31%	
Special Events	14,000	12,356	1,644	88.26%	
Total Other Culture/Recreation	35,200	30,865	4,335	87.68%	
901 Public Library	879,787	879,787	-	100.00%	Includes transfer of Fund Balance in the amount of \$ 21,865
Total Library	879,787	879,787	-	100.00%	
921-23 Debt Service & Capital	666,273	652,784	13,489	97.98%	Payments processed per debt service schedule
117 Vehicle Replacement	407,633	395,792	11,841	97.10%	
118 Capital Outlay - Other	49,811	48,601	1,210	97.57%	SCBA equipment
Total Debt Service & Capital	1,123,717	1,097,177	26,540	97.64%	
Benefits & Taxes	62,829	88,950	(26,121)	141.57%	Incl. \$45.6k in sick leave buyout
931 Health Insurance Buyout	12,575	11,375	1,200	90.46%	Primex
933 Unemployment	131,572	135,852	(4,280)	103.25%	Full year billing
937 Worker's Compensation	133,829	146,139	(12,310)	109.20%	Full year billing
114/941 Insurance	340,805	382,316	(41,511)	112.18%	
Total Benefits & Taxes	16,131,621	15,586,779	544,844	96.62%	
Total General Fund	2,325,515	2,297,149	28,366	98.78%	Incl \$19,557 Encumbrance
Water Fund	1,853,217	1,927,130	(73,913)	103.99%	Consulting Services & Legal expenses
Sewer Fund	20,310,353	19,811,058	499,295	97.54%	
Total All Funds					

Town of Exeter
 Analysis of Accounts Receivable Aging - Water & Sewer
 As of December 31, 2012

DRAFT

	<u>Current</u>	<u>31-60 Days</u>	<u>61-90 Days</u>	<u>Over 90 Days</u>	<u>Total</u>	<u>Percent Over 90 Days</u>
As of 12/31/11	\$ 404,408	\$ 30,187	\$ 48,667	\$ 285,290	\$ 768,552	37%
As of 12/31/12	\$ 434,770	\$ 30,181	\$ 47,292	\$ 158,434	\$ 670,677	24%
(Favorable)/Unfavorable Variance	\$ 30,362	\$ (6)	\$ (1,375)	\$ (126,856)	\$ (97,875)	129%

Accounts receivable over 90 days makes up 24% of the total balance as of 12/31/12
 The 13% decrease is attributed to the continuation of shut off notices and actions taken by both the DPW Water/Sewer Department and the Water & Sewer Collections Department.

	<u>Water</u>	<u>Sewer</u>	<u>Total</u>	
2008	1,101	1,410	2,511	0%
2009	1,612	1,666	3,278	0%
2010	2,982	2,504	5,486	1%
2011	4,866	81,610	86,476	13%
*2012	273,633	299,293	572,926	85%
Total	284,194	386,483	670,677	100%

* Includes current month billing

Town of Exeter
 Analysis of Property Tax/Liens Receivable
 As of 12/31/12

DRAFT

<u>Type</u>	<u>Bill Year</u>	<u>Balance Outstanding as of 12/31/12</u>	<u>Balance Outstanding as of 12/31/11</u>	<u>Variance</u>	<u>% Change</u>
Lien	*2005-2008	19,790	46,260	26,470	57%
Lien	2009	103,628	239,942	136,314	57%
Lien	2010	210,629	459,287	248,658	54%
Lien	2011	346,374	1,697,762	1,351,388	80%
Subtotal		<u>\$ 680,421</u>	<u>\$ 2,443,251</u>	<u>\$ 1,762,830</u>	<u>72%</u>
Tax	2012	<u>1,582,530</u>		<u>(1,582,530)</u>	<u>N/A</u>
Grand Total		<u>\$ 2,262,951</u>	<u>\$ 2,443,251</u>	<u>\$ 180,300</u>	

As of December 31, 2012, 96% of all property taxes billed in 2012 were collected.

Town of Exeter
 CATV Fund (Unaudited)
 FYE 12/31/12

Draft

<u>Account Number</u>	<u>Account Description</u>	<u>Total</u>
07-3290-5020-0400	CT Fund-Cable Franchise Fee	108,050
07-4130-0113-1110	CT Fund-Sal/Wages FT	15,977
07-4130-0113-1200	CT Fund - Sal/Wages PT	10,032
07-4130-0113-2100	CT Fund- Health Insurance	3,556
07-4130-0113-2110	CT Fund- Dental Insurance	99
07-4130-0113-2120	CT Fund- Life Insurance	24
07-4130-0113-2200	CT Fund - FICA	1,522
07-4130-0113-2210	CT Fund - Medicare	356
07-4130-0113-2300	CT Fund - Town Retirement	1,406
07-4130-0113-5000	CT Fund - Supplies	4,169
07-4130-0113-5200	CT Fund- Consulting Services	18,000
07-4130-0113-5202	CT Fund - Contracted Services	11,189
07-4130-0113-5450	CT Fund - Dues	250
07-4130-0113-5683	CT Fund - Internet Services	4,175
07-4130-0113-7303	CT - Capital Outlay CATV	2,816
		73,571
	Net Income	34,479
	Beginning Fund Balance 1/1/12	13,234
	Ending Fund Balance 12/31/12	47,713

Town of Exeter
 Ambulance Revolving Fund (Unaudited)
 FYE 12/31/12

DRAFT

<u>Account Number</u>	<u>Account Description</u>	<u>Total</u>
30-3401-5077-0450	EMS- Ambulance Transport	448,107
30-4215-0520-1110	EMS - Salaries/Wages FT	38,979
30-4215-0520-1300	EMS-Salaries/Wages OT	68,089
30-4215-0520-1400	EMS- Longevity Pay	300
30-4215-0520-1420	EMS- Holiday Pay	1,643
30-4215-0520-2100	EMS-Health Insurance	23,923
30-4215-0520-2110	EMS-Dental Insurance	1,615
30-4215-0520-2120	EMS- Life Insurance	60
30-4215-0520-2200	EMS- FICA	2,416
30-4215-0520-2210	EMS-Medicare	1,554
30-4215-0520-2300	EMS-Retirement Town	3,603
30-4215-0520-2320	EMS-Retirement Fire	16,802
30-4215-0520-4320	EMS-Vehicle Maintenance	5,300
30-4215-0520-5003	EMS-Third Party Collection	17,133
30-4215-0520-5010	EMS-Postage	107
30-4215-0520-5160	EMS-Paramedic Training	249
30-4215-0520-5161	EMS- Emergency Medical S	19,328
30-4215-0520-5162	EMS-Medical Equipt Maint	17,370
30-4215-0520-5163	EMS-Contracted Training	5,120
30-4215-0520-5310	EMS- Cell Phones	1,540
30-4215-0520-5915	EMS - Ambulance Refunds	1,297
30-4215-0520-6260	EMS - Fuel	5,247
		<u>231,675</u>
	Net Income	<u>216,432</u>
	95% of Revenue	205,611
	Balance of Fund	<u>10,822</u>

Town of Exeter
 Recreation Revolving Fund (Unaudited)
 FYE 12/31/12

DRAFT

<u>Account Number</u>	<u>Account Description</u>	<u>Total</u>
08-3401-5079-0450	Rec -Special Events	14,108
08-3401-5084-0450	Rec Concession Stand Rev	30,549
08-3401-5086-0450	Rec Pool Program	42,415
08-3401-5087-0450	Rec Program Revenue	306,529
08-3401-5088-0450	Rec Swimming Program	30,685
08-3401-5089-0450	Rec Trips Program	13,162
08-3502-0012-0460	Interest Income-Fund 08	9
08-4911-6000-0280	Rec Rev Transfers In	38,890
		<hr/> 476,346 <hr/>
08-4520-0810-1210	RR- Sal/Wages Temp	142,826
08-4520-0810-2200	RR- FICA	8,855
08-4520-0810-2210	RR- Medicare	2,071
08-4520-0810-4110	RR- Water/Sewer Bills	10,156
08-4520-0810-4302	RR - Pool Maintenance	6,881
08-4520-0810-5000	RR- Supplies	42
08-4520-0810-5012	RR - Pool Supplies	6,481
08-4520-0810-5015	RR- Pool Food Supplies	13,631
08-4520-0810-5090	RR- Equipment & Supplies	111
08-4520-0810-5151	RR- Bank Card Fees	4,516
08-4520-0810-5310	RR- Cell Phones	1,346
08-4520-0810-5400	RR- Advertising	214
08-4520-0810-5450	RR- Dues	565
08-4520-0810-5500	RR- Printing	12,343
08-4520-0810-5612	RR- Public Safety Detail	1,032
08-4520-0810-5732	RR- Trips	8,020
08-4520-0810-5733	RR- Rec Programs	142,456
08-4520-0810-5734	RR- Special Events	17,186
08-4520-0810-5740	RR- Software Contract	5,779
08-4520-0810-5800	RR- Travel Reimbursement	41
08-4520-0810-5810	RR- Conf/Room/Meals	1,874
08-4520-0810-6220	RR-Electric	65
08-4520-0810-7301	RR- Capital Outlay	91,501
		<hr/> 477,992 <hr/>
	Net Income/(Net (Loss))	(1,646)
	Beginning Fund Balance 1/1/12	81,902
	Ending Fund Balance 12/31/12	<hr/> 80,256 <hr/>

**ARTICLES AMENDED AT DELIBERATIVE SESSION: 26 and 31
February 2, 2013**

EXETER TOWN WARRANT – 2013

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

First Session

You are hereby notified that the first session (the Deliberative Session) of the Annual Town Meeting will be held on Saturday, February 2, 2013 beginning at 9:00 a.m. at the Arthur L. Hanson III Center for the Performing Arts at Exeter High School, 1 Blue Hawk Drive. The first session will consist of explanation, discussion and debate of each of the following warrant articles, and will also afford voters who are present the opportunity to propose, debate and adopt amendments to warrant articles, except those articles in which wording is prescribed by state law.

Second Session

The second session of the annual town meeting, to elect town officers by official ballot and to vote on all warrant articles as they may have been amended at the first session, will be held on Tuesday, March 12, 2013 at the Talbot Gymnasium at the Tuck Learning Center, 30 Linden Street. Polls for voting by official ballot will open at 7:00 a.m. and close at 8:00 p.m.

Article 1

To choose the following: 1 Moderator for a 2-year term; 2 Selectmen for a 3-year term; 1 Town Treasurer for a 2-year term; 1 Supervisor of the Checklist for a 5-year term; 1 Supervisor of the Checklist for a 1-year term; 3 Trustees of the Library for a 3-year term; 2 Trustees of the Library for a 1-year term; 1 Trustee of Trust Funds for a 3-year term; 1 Trustee of the Robinson Fund for a 7-year term; 1 Trustee of Swasey Parkway for a 3-year term.

Article 2: Zoning Amendment #1: Are you in favor of the adoption of Amendment #1 as proposed by the Planning Board for the town zoning ordinance, as follows: Amend Article 2 Definitions by adding a definition for “Two-Family” as follows: “Two-family home (Duplex): A building designed for residential purposes and containing two principal dwelling units separated by a common interior wall (including ceiling/floor) and supported with a common foundation..” (Also renumber sections in Article 2 and correct definition references throughout the ordinance as needed.)

Article 3: Zoning Amendment #2: Are you in favor of the adoption of Amendment #2 as proposed by the Planning Board for the town zoning ordinance, as follows: Amend Article 2 Definitions by adding a definition for “Veterinarian” as follows: “Veterinarian: An establishment where animals or pets are given medical or surgical treatment and are cared for during the time of such treatment. Use as a kennel or overnight services are prohibited.” (Also renumber sections in Article 2 and correct definition references throughout the ordinance as needed.)

Article 4: Zoning Amendment #3: Are you in favor of the adoption of Amendment #3 as proposed by the Planning Board for the town zoning ordinance, as follows: Amend Article 2

Definitions by revising existing definition 2.2.21 as follows: “Elderly/Senior: For the purpose of this ordinance, elderly or senior shall be defined as persons fifty-five (55) years of age or older.”

Article 5: Zoning Amendment #4: Are you in favor of the adoption of Amendment #4 as proposed by the Planning Board for the town zoning ordinance, as follows: Amend Article 2 Definitions by revising existing definition 2.2.22 as follows: Elderly Congregate Health Care Facilities (ECHCF): A multi-dwelling residential facility providing various housing options to meet the spectrum of needs and interests from active adults through skilled nursing facilities. ECHCF’s primary feature is the provision of “lifetime” supportive services at each stage of a senior’s later life. The facility is generally intended for persons fifty-five (55) years of age or older which provides on-site nursing home facilities as licensed by the State of New Hampshire.

Article 6: Zoning Amendment #5: Are you in favor of the adoption of Amendment #5 as proposed by the Planning Board for the town zoning ordinance, as follows: Amend Article 2 Definitions by deleting existing definition 2.2.55 Nursing Home and replacing it with the following definition : A long-term care facility licensed by the state that offers 24-hour room and board and health care services, including basic and skilled nursing care, rehabilitation, and may also offer a full range of other therapies, treatments, and programs. Nursing homes may or may not cater exclusively to seniors.

Article 7: Zoning Amendment #6: Are you in favor of the adoption of Amendment #6 as proposed by the Planning Board for the town zoning ordinance, as follows: Amend Article 2 Definitions by adding a definition for “Active Adult Community” as follows: A community or living facility designed specifically for the interests of seniors age 55 and older, which may include recreational amenities and support services for maintenance-free living for older adults who are healthy, active, and capable of living independently. (Renumber sections in Article 2 and correct definition references throughout the ordinance as needed.)

Amend Article 4.2 Schedule I: Permitted Uses by adding “Active Adult Community” as an allowed principal use in the R-4, R-5, and R-6 districts.

Amend Article 5.6.6 Off-Street Parking Schedule by adding the use “Active Adult Community” with the parking requirement of 1 space for each 1 bedroom unit, 2 for each 2+ bedroom unit, plus 1 for every 4 units for guest parking.

Article 8: Zoning Amendment #7: Are you in favor of the adoption of Amendment #7 as proposed by the Planning Board for the town zoning ordinance, as follows: Amend Article 2 Definitions by adding a definition for “Independent Living Facilities” as follows: Similar to the Active Adult Community but provides some support services such cleaning, laundry, food, transportation, and other services. Group facilities may be provided on premises for recreation and social interaction. (Renumber sections in Article 2 and correct definition references throughout the ordinance as needed.)

Amend Article 4.2 Schedule I: Permitted Uses by adding “Independent Living Facilities” as an allowed principal use in the R-4, R-5, and R-6 districts.

Amend Article 5.6.6 Off-Street Parking Schedule by adding the use “Independent Living Facilities” with the parking requirement of 1 space for unit, plus one space per employee on maximum shift, plus 1 for every 5 units for guest parking.

Article 9: Zoning Amendment #8: Are you in favor of the adoption of Amendment #8 as proposed by the Planning Board for the town zoning ordinance, as follows: Amend Article 2 Definitions by adding a definition for “Assisted Living Facility” as follows: Housing primarily for elderly persons, who require some support services for their daily living activities including basic medical assistance. Assisted Living Facilities typically require residents to be mobile and capable of performing most routine tasks. (Renumber sections in Article 2 and correct definition references throughout the ordinance as needed.)

Also amend Article 4.2 Schedule I: Permitted Uses by adding “Assisted Living Facility” as an allowed principal use in the NP, C-3, R-4, R-5, and R-6 districts.

Amend Article 5.6.6 Off-Street Parking Schedule by adding the use “Assisted Living Facility” with the parking requirement of 1 space for every 5 units, 1 space for every 6 units for guest parking, plus one per employee on maximum shift.

Article 10: Zoning Amendment #9: Are you in favor of the adoption of Amendment #9 as proposed by the Planning Board for the town zoning ordinance, as follows: Amend Article 3.2 Zoning Map by adjusting the zone district boundary line between the PP-Professional Technology Park and CT-Corporate Technology Park zoning districts to follow the common property line between Tax Map Parcel # 70-103 and Tax Map Parcel # 66-1 located on Holland Way. (See attached map.)

Article 11: Zoning Amendment #10: Are you in favor of the adoption of Amendment #10 as proposed by the Planning Board for the town zoning ordinance, as follows: Amend Article 3.2 Zoning Map by rezoning parcels fronting on Portsmouth Ave from High Street (35-41 High Street) to the intersections of Green Hill Road (48 Portsmouth Ave) and Highland Street (49 Portsmouth Ave) as depicted on the attached map from their current zoning designation to the C-1, downtown commercial district. Note: New zone district boundaries are proposed to follow property lot lines.

Article 12: Zoning Amendment #11: Are you in favor of the adoption of Amendment #11 as proposed by the Planning Board for the town zoning ordinance, as follows: Amend Article 4.2 Schedule I: Permitted Uses, add “Veterinarians and garden supply establishments” to allowed principal uses in the C-1 district.

Article 13: Zoning Amendment #12: Are you in favor of the adoption of Amendment #12 as proposed by the Planning Board for the town zoning ordinance, as follows: Amend Article 4.3 Schedule II Density and Dimensional Regulations –Residential, by revising the chart to reflect the density required for a two-family in the R-2 district as 12,000 sq. ft./unit.

Article 14: Zoning Amendment #13: Are you in favor of the adoption of Amendment #13 as proposed by the Planning Board for the town zoning ordinance, as follows: Amend Article 4.4

Schedule III Notes: #20 to read as follows: Residential density for “multi-use” building is 5,000 square feet (sq.ft.) of lot area per unit.

Article 15: Zoning Amendment #14: Are you in favor of the adoption of Amendment #14 as proposed by the Planning Board for the town zoning ordinance, as follows: Amend Article 5.6.6 Off-Street Parking Schedule by deleting the reference to “Elderly Housing” use and its associated parking requirement; and revise the parking requirement for “Elderly Congregate Healthcare/Retirement Planned Community as follows:

Elderly Congregate Healthcare Retirement Planned Community	1 space for each 1 bedroom dwelling unit, 2 for each 2+ bedroom dwelling unit, 1 per 4 beds, 1 per 6 units for guest parking, plus 1 per employee on the maximum shift
---	--

Article 16: Zoning Amendment #15: Are you in favor of the adoption of Amendment #14 as proposed by the Planning Board for the town zoning ordinance, as follows: Amend Article 2 by removing the definition for “Retirement Planned Community”. Also amend Article 5.6.6 by removing “Retirement Planned Community” from the parking regulations.

Article 17: Zoning Amendment #16: Are you in favor of the adoption of Amendment #14 as proposed by the Planning Board for the town zoning ordinance, as follows: Amend Article 5.3.5 Demolition Review by amending various references to the ‘business/calendar day’ requirements required for the demolition review process.

Article 18 – Portsmouth Avenue Water/Sewer Line Replacement

To see if the Town will vote to raise and appropriate the sum of one-million one hundred and twenty thousand dollars (\$1,120,000) for replacement and rehabilitation of water mains and sewer lines on Portsmouth Avenue from the High Street and Portsmouth Avenue intersection to the surface water treatment plant. The Town will authorize the issuance of not more than (\$1,120,000) of bonds or notes in accordance with the provisions of the Municipal Finance Act (RSA 33) and to authorize the Board of Selectmen to issue and negotiate such bonds or notes and to determine the rate of interest thereon; Debt service will be paid from the water fund (\$180,000) and from the sewer fund (\$940,000) via water fees and sewer fees.

(3/5 ballot vote required for approval.)

Recommended by the Board of Selectmen

Article 19

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

Article 20 – Operating Budget

Shall the Town of Exeter raise and appropriate as an operating budget, not including appropriation by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by vote of the first session, for the purposes set forth therein, totaling \$21,086,794. Should this article be defeated, the default budget shall be \$20,845,576 which is the same as last year, with certain adjustments required by previous action of the Town of Exeter or by law, or the governing body may hold one special

meeting, in accordance with RSA 40:13, X and XVI, to take up the issue of a revised operating budget only.

(Majority vote required)

Recommended by the Board of Selectmen

Article 21 – Exeter Fire Association and Town of Exeter Collective Bargaining Agreement

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

Year	Estimated Salary and Benefits Increase	Town Health Care Savings
FY13	\$28,802	(\$21,466)
FY14	\$10,518	(\$42,932)
FY15	\$30,567	(\$42,932)

And further, to raise and appropriate the sum of seven thousand three hundred and thirty six dollars (\$7,336) for the 2013 fiscal year, such sum representing the additional costs attributable to the increase in salaries and benefits over those of the appropriation at current staffing levels.

(Majority vote required)

Recommended by the Board of Selectmen

Article 22 – Supplemental Paving

To see if the Town will raise and appropriate the sum of two-hundred fifty thousand dollars (\$250,000), to be added to the Town's paving budget, for the purpose of paving town roads.

(Majority vote required)

Recommended by the Board of Selectmen

Article 23 – Linden Street – Court Street Culverts

To see if the Town will vote to authorize the sum of one-hundred and fifty thousand dollars (\$150,000) for the purpose of designing necessary improvements to defective culverts located under Court Street and under Linden Street.

(Majority vote required)

Recommended by the Board of Selectmen

Article 24 – Ladder Truck – Fire Department

To see if the Town will vote to authorize the Board of Selectmen to enter into a lease/purchase agreement for the purpose of lease/purchasing a replacement for the 1994 Ladder Truck for the Exeter Fire Department, and to raise and appropriate the sum of one-hundred seven thousand and two hundred fifty dollars (\$107,250), which represents the first of 10 annual payments (a total of

\$961,125), for that purpose. This lease/purchase will contain an escape (non-appropriation) clause.

(Majority vote required)

Recommended by the Board of Selectmen

Article 25 – Human Service Agencies

To see if the Town will vote to raise and appropriate, through special warrant article, the sum of one-hundred three thousand and three hundred ninety-five dollars (\$103,395), for the support of various human service agencies that will serve Exeter residents in 2013:

Agency	Amount
A Safe Place	\$5,500
Area Home Care	\$13,000
Big Brother/Big Sister	\$9,000
Child and Family Services	\$11,000
Crossroads House	\$3,500
Families First	\$3,000
Great Bay Kids	\$2,495
Meals on Wheels – Food	\$7,800
New Generation Shelter	\$2,000
New Outlook Teen Center	\$2,700
NHSPCA	\$1,400
Richie McFarland Center	\$6,300
Rockingham Community Action	\$11,000
RSVP Friends Program	\$2,200
Seacare Health Services	\$5,000
Seacoast Family Promise	\$1,000
Seacoast Mental Health	\$8,500
Seacoast VNA	\$5,000
Sexual Assault Support Services (SASS)	\$3,000
Total	\$103,395

(Majority vote required)

Recommended by the Board of Selectmen

Article 26

To see if the Town will vote to authorize the Board of Selectmen to enter into a lease/purchase agreement for the purpose of lease/purchasing a replacement for the sewer system “vector truck” for the Exeter Sewer Department, and to raise and appropriate the sum of eighty-nine thousand six hundred and forty three dollars (\$89,643), which represents the first of 5 annual payments (a total of \$424,831), for that purpose. The lease/purchase payments will be paid for by the sewer fund, with this first year payment coming from sewer fund surplus. This lease/purchase will

contain an escape (non-appropriation) clause. (Majority vote required) Recommended by the Board of Selectmen

(Majority vote required)

Recommended by the Board of Selectmen

Article 27 – Raynes Property Barn Roof Replacement

To see if the Town will raise and appropriate the sum of thirty thousand dollars (\$30,000) for the purpose of replacing the roof on the town owned Raynes Barn located on Newfields Road. The current roof was installed in 1991.

(Majority vote required)

Recommended by the Board of Selectmen

Article 28 – 375th Anniversary Celebration

To see if the Town will raise and appropriate the sum of twenty thousand dollars (\$20,000) for the purpose of funding events related to the 375th anniversary of the founding of the Town of Exeter.

(Majority vote required)

Recommended by the Board of Selectmen

Article 29 – Re-establish Blind Exemption

Shall the Town approve the re-establishment of the Exemption for the Blind provided for in RSA 72:37, which states, every inhabitant who is legally blind as determined by the blind services program, bureau of vocational rehabilitation, department of education, shall be exempt each year on the assessed value, for property tax purposes, of his or her residential real estate to the value of \$15,000.

(Majority vote required)

Recommended by the Board of Selectmen

Article 30 – Petition Article: Additional Funds Richie McFarland Center

On petition of Helen Crowe and others, to see if the town will vote to raise and appropriate the sum of two thousand seven hundred dollars (\$2,700) for the Richie McFarland Children's Center's early intervention program that serves children from birth to three years of age and their families. This amount will augment the recommendation from the Selectman and Budget Committee already included in the warrant article for social service agencies. This additional funding is requested due to the marked increase in the number of children served and will support the cost of providing early childhood special education, pediatric therapies and family support services to fifty-four (54) Exeter residents this past year.

(Majority vote required)

Recommended by the Board of Selectmen

Article 31 – Petition Article: Additional Funds Child and Family Services

On petition of Stephanie Cook and others, to see if the Town will vote to raise and appropriate the sum of \$1,000 to support a share of the services provided to Exeter residents to access counseling and family support services, without regard to income from Child and Family Services. Child and Family Services provides accessible and affordable programs to children, youth and their families leading to stronger family connections, improved school performance and better citizenship. From July 1, 2011 – June 30, 2012, eighty-four (84) Exeter residents received 903 units of free or reduced social and mental health services valued at over \$98,000 from Child and Family Services. This represented a 13% increase in services requested and delivered over the previous year.

(Majority vote required)

Not recommended by the Board of Selectmen

Article 32 – Petition Article: Additional Funds Meals on Wheels Food Program

On petition of Lanie Smith Burke and others, to see if the Town of Exeter will vote to raise and appropriate through special warrant article, an additional \$800 to support Rockingham Nutrition & Meals On Wheels Program's service providing meals for older, homebound and disabled Exeter residents in the Town's 2013 budget.

(Majority vote required)

Recommended by the Board of Selectmen

Article 33 – Petition Article – St. Vincent De Paul

On petition of Douglas Flockhart and others, to see if the Town of Exeter will vote to raise and appropriate through special warrant article \$5,000 to support the Society of St. Vincent de Paul Exeter providing food from the Community Assistance Center's food pantry to Exeter residents in the Town's 2013 budget.

(Majority vote required)

Recommended by the Board of Selectmen

Article 34 – Petition Article – Womenade Funding (\$2,000)

On petition of Judith A. O'Reilly and others, to see if the town will vote to raise and appropriate, through special warrant article, the sum of \$2,000 for support of Womenade of Greater Squamscott, a non-profit that provides direct aid to community members in crisis situations requiring immediate financial assistance.

(Majority vote required)

Recommended by the Board of Selectmen

Article 35 – Petition Article

On petition of Gail Ferraro and others, to see if the Town will vote to add the function and job responsibilities of Town Office Building Receptionist/Telephone Operator to the position of Collection Specialist to better serve Exeter residents and visitors to Exeter.

(Majority vote required)

Given under our hands and seal this _____th day of February, 2013.

Matt Quandt, Chairman

Don Clement, Vice-Chairman

Daniel W. Chartrand, Clerk

Julie Gilman

Frank Ferraro

We certify that on the _____st of January, 2013, we caused a true copy of the within warrant to be posted at the Exeter Town Hall on Front Street, the Exeter Public Library at Founder's Park, Exeter High School at 1 Blue Hawk Drive, Talbot Gymnasium at Tuck Learning Campus, 30 Linden Street, and the Town Clerk's Office, 10 Front Street.

Given under our hands and seals this _____st day of January, 2013.

Matt Quandt, Chairman

Don Clement, Vice-Chairman

Daniel W. Chartrand, Clerk

Julie Gilman

Frank Ferraro

List for Selectmen's meeting January 28, 2013

Veteran's Credits

<u>Map/Lot</u>	<u>Location</u>	<u>Credit</u>
63/102/66	6 Brookside Dr Unit 6	1,000.00
68/6/212	2 Sterling Hill Ln Unit 212	500.00
85/66	22 Pleasantview Dr	500.00
86/46	15 Hampton Falls Rd	500.00
95/64/16	22 Lindenshire Ave	500.00
104/79/416	416 Exeter River Landing	500.00
62/87	4 Little River Road	500.00
71/98/7	75 High St GA/U3	500.00
72/150	8 Maple Street	500.00

Disabled Exemption

<u>Map/Lot</u>	<u>Location</u>	<u>Exemption</u>
95/66	87 Linden Street	125,000

Elderly Exemption

<u>Map/Lot</u>	<u>Location</u>	<u>Exemption</u>
55/24	8 Colcord Pond Dr	152,251
95/64/65	3 Willow Street	236,251
104/79/5	5 Exeter River Landing	152,251
104/79/706	706 Exeter River Landing	152,251
104/79/6	6 Exeter River Landing	183,751
102/9	13 Powder Mill Road	152,251

Abatement

<u>Map/Lot</u>	<u>Location</u>	<u>Refund</u>
91/38	43 Hampton Falls Road	Denial

List for Selectmen's meeting February 11, 2013

Abatements

Map/Lot	Location	Refund
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Elderly Exemption

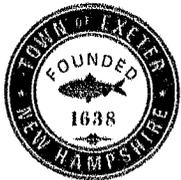
Map/Lot	Location	Exemption
104/79/604	604 Exeter River Landing	183,751
95/71	100 Linden Street	183,751
73/206	11 1/2 Kossuth Street	236,251
104/79/218	218 Exeter River Landing	152,251
104/79/321	321 Exeter River Landing	152,251
104/79/1	1 Exeter River Landing	152,251
62/8	61 Washington Street	152,251
73/66	19 Carroll Street	236,251
104/79/801	801 Exeter River Landing	152,251
95/64/237	21 Cornwall Ave.	152,251
54/4/125	50 Brookside Dr O5	236,251
69/27	5 Wayside Dr	Denial
87/20/10	10 Pine Grove Road	152,251
81/40	23 Westside Dr	236,251
63/176	21 Walnut Street	183,751
64/105/93	93 Hayes MH PK	152,251
81/31	39 Westside Dr	152,251
104/79/1002	1002 Exeter River Landing	152,251
104/79/309	309 Exeter River Landing	152,251
104/79/219	219 Exeter River Landing	183,751
95/64/301	39 Hilton Ave	152,251
104/79/318	318 Exeter River Landing	236,251
54/105/24	24 Hayes MH Pk	236,251

Veteran's Credit

Map/Lot	Location	Credit
104/79/64	604 Exeter River Landing	500.00
64/105/42	42 Hayes MH Pk	500.00
87/20/10	10 Pine grove Road	500.00

Disability Exemption

Map/Lot	Location	Exemption
95/64/80	9 Wanda Lane	125,000
95/64/257	16 Peach Street	125,000
64/105/86	86 Hayes MH Pk	125,000



Application for Use of Town Facility

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

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

we're still working on that ... any chance there's a non-profit deal?

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

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

Representative Information:

Name: Karen Lazerowich Address: 1 Wingate Landing

Town/State/Zip: Stratham, NH 03885 Phone: 603-778-7816

Email: hlfhlt@comcast.net Date of Application: 1-25-13

Organization Information:

Name: Womenade of Greater Squamscott Address: PO Box 653

Town/State/Zip: Stratham, NH 03885 Phone: -0-

Reservation Information:

Type of Event/Meeting: Fiber Arts Sale Date: 4-1-13

Times of Event: 10 am Times needed for set-up/clean-up: 8am set-up

of tables: 0 # of chairs: 0

List materials being used for this event: Knitted and crocheted art

Will food/beverages be served? no Description: _____

Requirements:

Cleaning Deposit: A cleaning deposit of \$100 is required of any user serving food or beverages. If the town determines after use that the building was acceptably cleaned, the deposit fee will be returned to the user. No food is allowed in Main Hall of the Town Hall. If food is to be served and/or prepared in foyer of Town Hall, the electrical outlet cannot exceed 20 amps. For more information call Kevin Smart, Maintenance Superintendent at 773-6162 prior to use.

Liability Insurance Required: The Town requires liability insurance to be submitted with this completed application. Required insurance amounts: General Liability/Bodily Injury/Property Damage: \$300,000/\$1,000,000. The Town of Exeter must be listed as additional insured.

Rental Fee: For Town Hall use there is a fee of \$75.00 per day, a payment of \$250 may be required for use of main floor and stage for more than a single day. You may request a waiver of the rental fee in writing.

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

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

Applicant signature: [Signature] Date: 1-25-13

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

Office Use Only:

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

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

Vernon R. Sherman
166 Front Street
Exeter, NH 03833

February 6th, 2013

Members of The Board of Selectmen
Town Office Building
10 Front Street
Exeter, NH 03833

Dear members of the Board of Selectmen,

I was the Executive Director of The Town of Exeter Housing Authority for the sixteen years before my retirement on the first of October 2012. Prior to that time I was in the in the Insurance business for over 30 years working as a property-casualty underwriter with the companies and as an insurance agent. I have lived in Exeter over 35 years.

I would like to volunteer for appointment to The Board of Commissioners of the Exeter Housing Authority when they have their next vacancy. I believe my experience as a previous board member as well as as executive Director of the EHA will be invaluable to the Board.

I have previously served the Town of Exeter as a member of The Parks and Recreation Advisory Board, the Historical District Commission, The Town of Exeter Master Plan Committee, The Exeter School Board Budget Committee, The Town of Exeter Police & Fire Department Building Planning Committee (Court Street). I was also a commissioner of the Board of Commissioners of the Town of Exeter Housing Authority for two years before becoming the Executive Director.

I am enclosing my completed Town of Exeter Boards, Committees Appointment Application. Thank you for your consideration.

Sincerely



Vernon R. Sherman



Town of Exeter

Boards, Commissions & Committees

Appointment Application

Committee Selection:

1st Choice: TOWN OF EXETER HOUSING AUTHORITY 2nd Choice: _____

Name: VERNON R. SHERMON

Address: 166 FRONT STREET EXETER NH 03833

Email: OLDHORSEHIDE@COMCAST.NET

Phone: 603-772-4860 Cell: _____

Please describe your interest in serving on this committee.

I BELIEVE MY PREVIOUS EXPERIENCE AS A HOUSING BOARD MEMBER FOR
TWO YEARS AND EXECUTIVE DIRECTOR FOR 16 YEARS WILL BE IN VALUABLE
TO THE BOARD

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)

SPENT 2 YEARS AS A COMMISSIONER OF EHA + 16 YEARS AS EXECUTIVE DIRECTOR
PREVIOUS BOARDS & COMMISSIONS - HISTORIC DISTRICT COMMISSION, TOWN OF EXETER MASTER PLAN
COMMANDER EXETER SENIOR BUDGET COMMITTEE, PARKS & REC ADVISORY COMMITTEE, POLICE & FIRE
PLANNING COMMISSIONS FOR COMPLEX ON COURT ST.

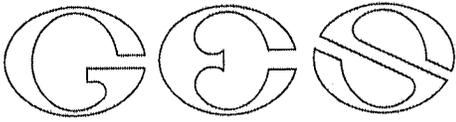
Are you aware of any conflicts that could arise affecting your service on this committee?
NO

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: Vernon R. Shermon Date: 2-6-2013

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



GOVE ENVIRONMENTAL SERVICES, INC.

January 30, 2013

Town of Exeter
10 Front Street
Exeter, NH 03833

Re: Rollinsford Associates, LLC
146 Portsmouth Avenue (Lot 15-1)
Exeter, NH 03833

Dear Abutter:

This purpose of this letter is to inform you that Rollinsford Associates, LLC is submitting a Wetlands Dredge and Fill Application to the NH Department of Environmental Services for the development of property located at 146 Portsmouth Avenue in Exeter and identified on the Exeter assessor's maps as lot 1 on map 15. DES requires this notice for work within wetland resources areas.

After filing, a copy of the final Application, including plans, will be made available for your review at the Exeter town offices and at the NH Department of Environmental Services Wetlands Bureau, 29 Hazen Drive, in Concord.

If you have any questions that we might be able to answer, please feel free to contact our office.

Sincerely,

Brendan Quigley, PWS, CWS
Gove Environmental Services, Inc.

GES 2008131

8 Continental Dr Bldg 2 Unit H, Exeter, NH 03833-7526
Ph (603) 778 0644 / Fax (603) 778 0654
www.gesinc.biz
info@gesinc.biz

Families First

support for families...health care for all

January 18, 2013

Town of Exeter
10 Front Street
Exeter, NH 03833

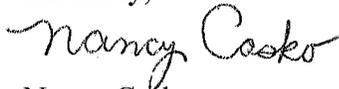
Dear Selectmen,

We recently received your check in the amount of \$750.

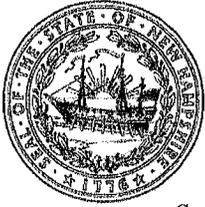
All of us at Families First are grateful for the support of the Town of Exeter.

Thank you.

Sincerely,



Nancy Casko
Administrative Assistant



THE STATE OF NEW HAMPSHIRE

Water Council

John A. Gilbert, Chairman

PO Box 95, 29 Hazen Drive, Concord, New Hampshire 03302-0095
Council Clerk/Secretary (non-appeal related): (603) 271-3434; Appeals Clerk (appeal related only): (603) 271-6072
TDD Access: Relay NH 1-800-735-2964
Council Website: <http://www.des.nh.gov/councils/>

January 25, 2013

Via E-mail and Regular Mail

Andrew Serell, Esq.
Sherilyn Burnett Young, Esq.
Rath, Young and Pignatelli, P.C.
One Capital Plaza
Concord, NH 03302-1500

John Peltonen, Esq.
Robert Lucic, Esq.
Sheehan Phinney Bass & Green, P.A.
PO Box 3701
Manchester, NH 03105-3701

Via E-mail and Regular Mail

E. Tupper Kinder, Esq.
Nelson Kinder & Mosseau PC
99 Middle Street
Manchester, NH 03101

Via E-mail and Messenger Mail

Harry Stewart, Director
NHDES-Water Division
PO Box 95
Concord, NH 03302-0095

Re: Docket No. 12-20 WC – Cities of Rochester, Dover and Portsmouth, NH

Dear Attorneys Serell, Young, Peltonen, Lucic, Kinder and Mr. Stewart:

The Notice of Appeal of the Department of Environmental Services Water Division's ("DES") 11/5/12 Certification of NPDES Permit No. NH0100871 issued to the Town of Exeter, was received by my office on January 18, 2013. A Preliminary Notice of Appeal was filed on the December 5, 2012 and was assigned **Docket No. 12-20 WC**. Please refer to this docket number in all future correspondence relative to this appeal. I have forwarded the Notice of Appeal to the NH Water Council ("the Council"), which I expect will decide to accept or dismiss the appeal at its next regular meeting, currently scheduled for February 13, 2013 at 9:00 a.m. in Rooms 112-114 of the offices of the Department of Environmental Services, 29 Hazen Drive, Concord, NH. This meeting is simply a regular Council business meeting, not a hearing; therefore your attendance is not required. If the Council accepts this appeal a Pre-hearing Conference will be scheduled and you will receive written notice of the same.

In accordance with NH Code of Administrative Rules Env-WC 100 and 200 any party wishing to participate in this appeal must file a motion to intervene and/or an Appearance with the Council.

Please note that any document filed in conjunction with this appeal shall be filed by mailing or delivering the **original and 20 copies** of the document to the Council Appeals Clerk. Additionally, a copy of the document must be sent to all parties to the appeal and to any person who has a motion to intervene pending before the Council. Every document filed with the Council, and required to be served upon the parties to the appeal, shall be accompanied by a certificate of service, signed by the person making service, attesting to the method and date of service, and the persons served. Documents filed with, or issued by the Council relative to this appeal are available for viewing and printing via the internet at <http://des.nh.gov/organization/councils/water/index.htm>.

If you have any questions, please contact me at (603) 271-6072 or by e-mail at paula.scott@des.nh.gov.

Sincerely,


Paula Scott, Appeals Clerk
NH Water Council

cc: ✓ Russell Dean, Town Manager, Town of Exeter, 10 Front St., Exeter, NH 03833
Jennifer Perry, P.E. Director, Department of Public Works, 13 Newfields Rd., Exeter, NH 03833

cc: Harry Stewart, Director
Peter Demas, Legal Coordinator
Allen Brooks, AGO
Patrick Queenan, Esq., AGO
NH Water Council

Memo

To: Board of Selectmen, Russ Dean Town Manager,
From: Assistant Fire Chief Berkenbush
CC: File,
Date: February 8, 2013
Re: Sportsmen's Club

This is a synopsis of the letter coming to the Town from DES regarding the Sportsmen's Club site. As of Friday morning I am still not in receipt of this letter, however I have spoken with Mr. Liptak regarding this issue and these are the main points that he has brought up.

- DES is requiring an R.A.P. (remedial action plan) for the site. The Town has done work in the past at this site. This work has included soil testing, water testing and clean up of the intermittent stream at the property. DES however would now like a plan for the rest of the site.
- Additional soil that is being brought into the site needs to be tested. All soil brought onto the site needs to be tested to ensure that it is not contaminated. There has been some soils brought to the site that will need to be tested prior to use. The Sportsmen's Club has stopped bringing soil into the site as I had requested.
- Any site work on any area that encompasses the old skeet range needs to be addressed in the R.A.P prior to any work being done. In addition, walking on any portion of the old trap range should be stopped due to the possibility of a direct human health contact with the lead.

When I have the letter I will pass it along to anyone who is interested.



**Federal Communications Commission
Washington, DC 20554**

Informational Notice of Section 106 Filings

Date: 01/23/2013
Reference Number: 748223

Matthew Quandt
Town of Exeter Board of Selectmen
10 Front Street
Exeter, NH 03833

The following Section 106 filing has been updated:

FILE NUMBER: 0005609033
Purpose: Collocation Submission Packet
Notification Date: 7AM EST 01/22/2013
Applicant: AT&T Mobility, LLC (EBI#61126864)
Consultant: EnviroBusiness Inc. d/b/a EBI Consulting, Inc.
Site Name: AWE-Exeter Mill
Site Address: Stack COLO @ Bridge Street, 61126864
Site Coordinates: 42-58-57.0 N, 070-56-45.0 W
City: Exeter
County: ROCKINGHAM
State: NH
Lead SHPO/THPO: New Hampshire Division of Historical Resources

Consultant Contact Information:

Name: Meghan Bezio
Title: Architectural Historian
PO Box:
Address: 21 B Street
City: Burlington
State: MA
Zip: 01803
Phone: (781) 273-2500
Fax:
Email: jdavis@ebiconsulting.com

NOTICE OF FRAUDULENT USE OF SYSTEM, ABUSE OF PASSWORD AND RELATED MISUSE

Use of the Section 106 system is intended to facilitate consultation under Section 106 of the National Historic Preservation Act and may contain information that is confidential, privileged or otherwise protected from disclosure under applicable laws. Any person having access to Section 106 information shall use it only for its intended purpose. Appropriate action will be taken with respect to any misuse of the system.



Town of Exeter

Boards, Commissions & Committees

Appointment Application

Committee Selection:

1st Choice: Budget Recommendations 2nd Choice: _____

Name: Francine S Hall, Ph.D.

Address: 6 Gardner St.

Email: fran.hall@myfairpoint.net

Phone: 772-1458 Cell: 498-5673
(603)

Please describe your interest in serving on this committee.

I want to contribute in a meaningful way and this committee is important to the town's finances and taxes. This also an opportunity for me to learn about the departments and "workings" of the town.

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)

Professor of Organizational Behavior (Emeritus) in WSBE at UNH (25 years on faculty full time) • Served on Planning Board for Ry, NH (late '80's) and VP of Pro Portsmouth (late 80's) • Chaired Academic Senate - UNH • Taught @ West Coast (1979/80); Currently Asst @ Currier Museum.

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

I am committed to be in California from November 17 on to end of month • I can attend all other mee tings. (2013 only)

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

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: Francine S. Hall

Date: January 25, 2013

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



January 24, 2013

Board of Selectmen
Town of Exeter
10 Front Street
Exeter, NH 03833

Re: Annual Customer Notice

Dear Chairman and Members of the Board:

Each year Comcast provides its customers with annual notices, including such information as Comcast's customer privacy policy, payment procedures, equipment compatibility and billing dispute and complaint procedures.

In accordance with RSA 53-C:3-d, enclosed please find a copy of the inserts received by customers in their bills during 2012. In addition, please find a copy of the Affidavit submitted to the Attorney General's Office certifying the inclusion of such documents into customer bills during the 2012 calendar year.

Please do not hesitate to contact me if you have any questions at 603.334.3603.

Sincerely,

Jay Somers

Jay Somers, Sr. Manager
Government & Regulatory Affairs

Enclosures

How To Use Your Cable Service

on your choice of one of the world's best entertainment and information media - cable TV! We have designed our Comcast cable television service to be as simple to use as it is exciting to explore!

This information is provided to enable you to be more knowledgeable about your service and to answer any questions you may have about it.

How Cable Television Works

Cable television brings you more channels and generally better reception than off-air reception of broadcast television because the television signals travel to your home by way of cable, rather than through the air. Because, television stations are brought into your home through miles of high-technology cable, your television reception is uninterrupted by trees, buildings and other surface obstacles.

In addition to certain local television stations, communications satellites allow you to receive many additional channels through cable television. A large selection of viewing choices is available from your cable company. Here is how these channels are received:

1. Individual television programs are produced in many locations around the world.
2. These programs are transmitted to communication satellites that orbit the earth. These satellites stay in a fixed position 22,300 miles above the earth, allowing them to transmit signals to your community.
3. Local satellite dishes receive these signals.
4. The cable television control center - the "head-end" - processes these satellite signals, along with the signals from your local television stations and other sources, so they can be transmitted over our cable system to your home.
5. These quality television programs are brought to your home by way of hundreds of miles of cable, either strung on poles or buried underground.



Complaint Procedures

If you have a complaint regarding your cable television service or your bill, please call the local customer service number listed below or our toll-free telephone number which is available 24 hours a day, seven days a week. You can also visit our local business office listed on your billing statement. Alternatively, if you wish to put your comments in writing, your letter should be addressed to Comcast at the local address listed on your billing statement. We will promptly try to resolve your complaint. If we are unable to resolve your complaint, we will notify you that we are unable to do so and explain the reason why. If you are dissatisfied with our resolution of your complaint, or we are unable to resolve your complaint, you may contact the local franchising authority to discuss your complaint. Please refer to your monthly cable bill or call the local customer service number listed below for the name and address of your local franchising authority.

Installation

Someone over 18 years of age must be home during the installation of your cable television service. This will ensure a thorough and complete installation and will allow you to become more familiar with your cable service and equipment.

General Do's and Don'ts

We have installed cable in your home in a manner that is consistent with Federal Communications Commission ("FCC") rules. Here are a few tips to keep it operating safely and reliably:

1. During severe electrical storms you should unplug your television set and cable converter to avoid damage. Comcast and your set manufacturer are not responsible for damage which occurs due to acts of nature.
2. Your cable converter operates on 110 volts. Please take all the same precautions you would for any small appliance, such as checking the cord to make sure it is not worn or damaged.
3. For your own safety, do not attempt to open or otherwise tamper with your cable converter.
4. If you have someone other than Comcast install the inside wiring in your home, or if you do it yourself, you are responsible for ensuring that the installation:
 - a. complies with all applicable governmental regulations (FCC signal leakage rules, for example), and
 - b. does not interfere with the normal operations of the cable system or any other communications systems, such as those used by police and fire departments.

Billing

Your monthly cable bill not only gives you a listing of your current charges, payments and credits, but it may also contain special messages to our customers. Take time to review your bill to make sure your name, address and other information are correct. You generally will be billed at the same time each month unless you are notified otherwise.

Your first statement will include a monthly charge for the upcoming month. It may also include:

1. Your installation charge,
2. A partial charge for your first month's service if you are connected in the middle of a billing cycle; for example, if your monthly cable fee is \$24.00 and you connect to cable on the tenth day of a 30-day month, you would be billed for 2/3 of a month. The amount shown next to the line entry "prorate" or "partial month" would be \$16.00,
3. Your payment due date,
4. An address to send any written requests in a separate letter to Comcast, and
5. All prices for services (these may be subject to applicable franchise fees and taxes).

Theft of Service

The Cable Act (47 USC § 533) created both civil and criminal penalties for manufacturers, suppliers and users of unauthorized cable devices. This federal theft of service law supplements any existing state or local laws, and provides a federal remedy against any person who, without authorization, intercepts or receives any communication service which is provided over a cable system.

This federal law prohibits the unauthorized interception or receipt of any communications service over a cable system. This would include the theft of audio, video,

textual data or other service, including data transmitted to or from a customer over a system that has interactive capability. The law applies to both manufacturers and distributors of equipment, as well as individual subscribers.

The Cable Act provides both civil and criminal penalties for theft of cable services. Under this federal legislation, a cable operator may seek substantial monetary damages for the theft of its cable services. In addition, if the violations are willful and for commercial advantage or private financial gain, the court may award damages of up to \$50,000 in civil cases and a maximum of \$100,000 for certain criminal violations, in addition to a maximum of five years imprisonment for subsequent offenses.

Theft of service creates unfair burdens on cable subscribers who are forced to subsidize the benefits that other individuals are getting by receiving cable service without paying for it.

About Your Converter

Many television sets cannot receive the large number of channels offered by cable television. In order to receive these channels, as well as to descramble certain optional premium or pay-per-view services, you may require an electronic channel selection device called a "converter." A converter and a remote control are available from Comcast on a lease basis or may be purchased at certain retail outlets, including consumer appliance or electronics stores.

Some television components like VCRs, cable-ready sets and remote control devices may not be compatible with your cable television service. We encourage you to make certain components you purchase are compatible with your cable television service prior to making a purchase. For further information, please refer to the Equipment Compatibility section of this notification, or call your local Comcast office.

Converters that unscramble services also provide our customers with the option to use "parental control" to block channels they wish not to view.

It is easy to watch your television after connecting to cable using a converter. Just turn on both your television set and the converter. Make sure that your television is tuned to the output channel of your converter (Ch. 2, 3 or 4), and then select the channel you want to watch by using the controls on either the converter or the hand-held remote control device. To ensure reliable operation, make sure the converter is plugged into a "live" electrical outlet, rather than one controlled by a light switch. Loss of power to some converters may result in a temporary loss of cable service, even after the power is restored.

IF YOUR CONVERTER IS PROVIDED TO YOU BY COMCAST, YOU MUST RETURN IT ONCE YOU ARE NO LONGER A CUSTOMER.

If You Have Problems

If you experience a problem with picture or signal quality, you should review your television and/or VCR owner's manual for proper adjustment or please try the troubleshooting information below. If your service problem does not clear up you should call the local customer service number listed below and describe the problem to a customer service representative.

In order to correct the problem, we may need access to your premises. If required, a service call will be scheduled at a time convenient to you. We will make all reasonable efforts to resolve any complaints you have concerning the quality of our signals promptly and efficiently. Excluding conditions beyond our control, we will respond to a service interruption no later than twenty-four hours after receipt of notification. We respond to other service problems no later than the next business day after notification. If our service technician is unable to correct the problem to your satisfaction we will, at your request, schedule a second service appointment. If we remain unable to correct the problem you will be notified of this fact and the reason why. If you are dissatisfied with our resolution of your service problem, you may contact the local franchising authority to discuss the problem with your service. Please refer to your monthly cable bill or call the local customer service number listed below for the name and address of your local franchising authority.

IMPORTANT: Is your television set dial set on the converter output channel (example: Ch. 2, 3 or 4)?



Wrong Channel:

- Check television set dial and converter for channel setting.



No Picture, No Sound:

- Make sure the television set is plugged into a "live" electrical outlet, and not controlled by a wall switch.
- Push red "reset" button on back of television set, if your set has one.
- Adjust "brightness" control on television set, if your set has one.



Snow on Screen:

- Check to make sure converter is plugged into a working outlet.



Picture Shrinks:

- May be an overloaded circuit in your television set, or
- Electric company power cutback.



No Picture

- Check channel setting on converter and television set.
- Check listing to make sure channel is broadcasting during this time slot.
- Wait for the television station announcement of difficulty.
- Check other channels to compare reception.

Cable And Your VCR, DVD Player, DVD Recorder

If you are a VCR, DVD Player, DVD Recorder owner, you can use your VCR, DVD Player, DVD Recorder to receive additional enjoyment from your cable television service.

Comcast wants to help you understand how to make your VCR, DVD Player, DVD Recorder and cable television service compatible entertainment components. With your cable service VCR, DVD Player, DVD Recorder combination, you can record your favorite movies and cable programs for later viewing. We want you to have maximum flexibility in watching what you want, when you want to watch it.

VCR, DVD Player, DVD Recorder-Cable Hookup Warnings

1. Additional equipment, such as coaxial cables, signal splitters or A/B switches, may cause picture distortion if it does not meet Comcast systems' standards. Please call our repair department before you purchase additional hookup equipment.
2. We recommend against cutting cable wire connectors. An improperly cut cable may cause picture distortion.
3. All cable connections must be fitted "wrench tight."

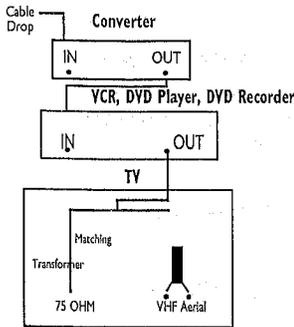
Installing Your VCR, DVD Player, DVD Recorder

Installation of your VCR, DVD Player, DVD Recorder can be completed through a variety of different methods depending upon your viewing and recording requirements. The various options available for connecting your VCR, DVD Player, DVD Recorder are described below.

SA7CF03X

To Record What You View

The diagram below shows how to install your VCR, DVD Player, DVD Recorder so you may view and record the same channel. When using this option, be sure you have both your TV and VCR, DVD Player, DVD Recorder set to the proper channel.



Step 1: The coaxial cable from the wall connects to the "in" terminal on the converter.

Step 2: A coaxial cable is connected from the converter "out" terminal to the "in" terminal on your VCR, DVD Player, DVD Recorder.

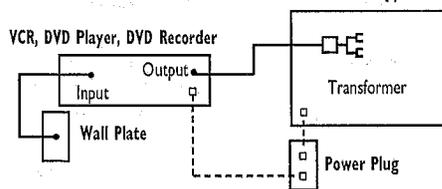
Step 3: A second coaxial cable is connected from the "out" terminal of your VCR, DVD Player, DVD Recorder to the back of your television set.

Step 4: The coaxial cable is then either attached to the 75 OHM input terminal if you have a cable-ready television, or a "matching transformer" is installed on the end of the cable connector, and the transformer is then attached to the VHF aerial terminals.

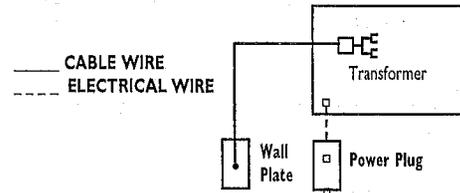
True Cable Compatibility

Please refer to the Equipment Compatibility section in this notice regarding cable compatibility, or call your Comcast office if you have questions. If your service level and your equipment are compatible, then generally you can be hooked up to cable service according to the following diagrams:

Cable-Compatible TV & VCR, DVD Player, DVD Recorder-Cable Connection



Cable-Compatible TV Cable Connection



Installing Digital Cable Service

Upon request for an upgrade to Comcast Digital Cable, self-installation kits and manuals for Digital Consumer Terminals ("DCT") are available from your local Comcast cable office for a separate charge. The installation and other instructions relating to DCTs differ from those set forth above due to the uniqueness of the DCT and the digital and other services and functions that may be received through it. Contact your local Comcast cable office for further details.

A Brief Note About The Services We Offer

Not all services are available in all areas. Please call your local Comcast office for details.

Basic Service

Basic Service is one of our most viewed levels of service. Basic Service may include off-air broadcast stations and franchise-required public, educational and government access channels. All such programming varies on a community-by-community basis and is subject to change at any time. Currently, our cable customers must subscribe to Basic Service in order to subscribe to any tiers of video service offered by Comcast.

Expanded Basic Service

Expanded Basic Service is the level of service that generally carries all non-premium cable channels, such as The Discovery Channel, Lifetime, ESPN, A&E, USA, TNT and, where available, regional sports services. All such programming varies on a community-by-community basis and is subject to change at any time.

Expanded Basic Service, where available, is an optional level of service above and beyond Basic Service. A customer must receive Basic Service in order to be eligible to receive Expanded Basic Service.

Premium Services

Premium Services are generally available to customers who receive Basic Service. Customers typically do not need to receive Expanded Basic Service in order to get premium channels. Premium channels generally include Home Box Office (HBO), Showtime, Cinemax, STARZ!, and Encore. All premium services may not be available in all areas. There is a separate monthly charge for each premium channel a customer receives.

Digital Cable Services

Many of our customers have chosen Comcast Digital Cable. It provides a special interest and other channels, digital music channels and access to multiple pay-per-view channels and multiplexed services, among other features, in addition to the analog service our customers already receive.

In addition, interactive television services may be available in some areas.

Other Optional Services

In addition to these programming services, we may also offer our customers the option of renting converters or remotes for an additional monthly charge; the Cable Guide, Pay-Per-View or other services, including ordering and downloading pay-per-view services; and optional interactive television services, such as e-mail and access to the Internet.

We may also have available Comcast High-Speed Internet Service for personal computers that offers content-enhanced access to the Internet; full motion video; national, regional, and local content; e-mail; personalized browsers; and other exciting features at unprecedented speed and convenience. Comcast High-Speed Internet service may not be available in all areas and is subject to certain terms and conditions.

SA7CF03Y

A Note About Programming

We receive programming from various non-cable and cable networks. We are not responsible for the content of programs aired by these networks. Programming complaints or questions should be directed to the particular cable or broadcast networks.

Moving

BEFORE YOU MOVE, please call Comcast. This is the best way for us to disconnect your service, recover your converter and arrange for cable television service in your new home. Call us in advance, and we will schedule a new installation if your new home is in our service area.

If you decide to disconnect your cable television service, converters, remote control devices and any other equipment provided by Comcast should be returned to us immediately. Customers are liable for these items and will continue to be billed until the equipment is returned, or, if you have lost it or are otherwise unable to return it, paid for.

Emergencies

Emergencies such as fallen utility lines, violent storms or sub-freezing weather may interfere with reception of cable service. We will promptly have one of our crews correct an emergency situation as soon as it is safely possible.

Important Notice To Our Customers Regarding Equipment Compatibility

"Cable Ready" and "Cable Compatible Equipment"

Many subscribers currently rent or own set-top converters to receive our cable services. Because a set-top converter functions as the channel tuner on your television or VCR, it may prevent you from using some of the special features and functions of your television or VCR. For example, you may not be able to view one program while recording another, record two or more consecutive programs that appear on different channels, use advanced picture generation and display features such as "picture in picture," channel review or use other features that necessitate channel selection by the television set or VCR. Some of these problems may be resolved by the use of A/B switches, signal splitters, and/or other supplemental equipment that can be purchased from Comcast or at electronic stores. Please call us if you would like to discuss the type of special equipment needed to resolve individual compatibility problems or if you have any questions regarding other equipment compatibility issues.

In order to enable you to utilize special features, which your television and VCR may have, we will make available, upon your request, equipment which will allow for simultaneous reception of two or more scrambled or encrypted signals and for tuning to alternative channels on a pre-programmed schedule. This equipment could include for example, set-top converters and multiple descrambler/decoders and/or timers (or if such devices are not available, multiple set-top devices will be provided), and signal bypass switches.

If you plan to purchase cable services that we scramble or encrypt, such as premium, pay-per-view or digital services, you should make sure that any set-top converter, or navigation device or Digital-cable-ready television (which can receive digital cable services using a device that we must provide called a CableCard in place of a converter) that you purchase from a retail outlet is compatible with our system or Note: CableCards will not support two-way, interactive services such as On Demand, pay-per-view and the Comcast interactive program guide. Sets capable of supporting two-way services will be available in the future, and Comcast is committed to supporting that technology when it becomes available.

Upon your request, we will provide you with the necessary technical parameters necessary for any set-top converter rented or acquired from retail outlets to operate with our cable system. If you see advertisements for set-top converters that have descramblers in them, you should understand that these devices may be illegal to use. Because of the need to protect our scrambled services, we will not authorize the use of any converter/descrambler which does not conform to all required signal security specifications. People who use illegal converters/descramblers may be subject to prosecution for theft of cable service. It is unlawful to alter or tamper with any device belonging to a cable operator in order to receive, intercept or assist in receiving or intercepting any communications service offered over a cable system. People who take such actions may be subject to fines or imprisonment.

Availability of Special By-Pass Equipment

Some of the channels offered on the Comcast cable system may also be scrambled and viewed only if a set-top converter is used. However, as described above, a converter may limit your ability to use certain advanced features on your television set VCR, DVD Player, DVD Recorder. If you use a converter and you have problems using the special features, additional special equipment may be necessary to regain some or all of these features. Comcast will consult with you in order to determine what specific equipment may be available to solve your particular situation. This equipment may include an additional converter, or, if you have a receiver that can tune our cable channels, possibly a switch (or a special converter with a switch) that will enable you to by-pass the converter and tune all unscrambled channels with your television set VCR, DVD Player, DVD Recorder.

Please contact Comcast regarding your needs, and we will be happy to discuss alternative solutions with you and give you a schedule of applicable charges. In addition, you may purchase by-pass switches and additional converters at retail outlets. Cable converters that have descramblers in them (so-called "pirate boxes" or "black boxes") may be illegal to sell or use, unless authorized by Comcast. Because of the need to protect our scrambled services, we will not authorize the use of any converter descramblers which does not conform to all required signal security specifications.

Pay-Per-View Programming

Comcast may not have the right to distribute pay-per-view programming to commercial establishments, and you may not order or request pay-per-view programming for receipt, exhibition or taping in a commercial establishment. You may neither exhibit nor assist in the exhibition of pay-per-view programming in a commercial establishment unless explicitly authorized to do so in advance, by Comcast and our program provider. If you fail to abide by this restriction, you will be held liable for any claims made against you or Comcast on account of any unauthorized commercial exhibition.

Remote Controls

If you use a converter with remote control capability, Comcast provides remote control devices for a monthly charge. In some areas, you may also be able to buy them from us. It is also possible the remote control that came with your TV or VCR is capable of controlling the converter box. In that case, please feel free to use it. Finally, you may choose to buy a "universal" remote control device capable of working with our converters at retail outlets, including many appliance or consumer electronics stores. Examples of compatible universal remote control devices include: Zenith, including Gemini's "Rabbit" series; the Mac-10 and the Mac-20; Mentek Memorex CP-8; Universal Electronics One Four All III; and Tandy Corporation 15902. Others may be available as well.

Any or all of the above remote control devices may not be compatible with the DCTs required for optional services voluntarily requested by you.

We hope this information has been useful. If you have any questions, please contact us. The phone number of your Comcast office is contained on your monthly bill, or in your monthly billing mailing.

Important Information

Service Area(s)

MA/NH/ME

Phone Numbers

Billing/Repair

1-800-COMCAST (266-2278)

New Services/Sales

1-800-COMCAST (266-2278)

After-Hours Repair

1-800-COMCAST (266-2278)

Mailing/Office Address

Comcast

1 Comcast Center

Philadelphia, PA 19102

Public Information Offices Franchise Authorities

Consumer Division

of the Department of

Telecommunications and Cable

1-800-392-6066

1000 Washington St., Ste. 820

Boston, MA 02118

Office of the Attorney General
Consumer Protection and Antitrust Bureau

33 Capital St.

Concord, NH 03301

Office of the Attorney General

Consumer Information and

Mediation Service

6 State House Station

Augusta, ME 04333



Comcast Privacy Notice for Cable Television, High-Speed Internet and Phone Services

Why is Comcast providing this notice to me?

As a subscriber to cable service or other services provided by Comcast, you are entitled under Section 631 of the federal Cable Communications Policy Act of 1984, as amended, (the "Cable Act") to know the following:

- the limitations imposed by the Cable Act upon cable operators in the collection and disclosure of personally identifiable information about subscribers;
- the nature of personally identifiable information we collect;
- the nature of the use of personally identifiable information;
- under what conditions and circumstances we may disclose personally identifiable information and to whom;
- the period during which we maintain personally identifiable information;
- the times and place at which you may have access to your personally identifiable information; and
- your rights under the Cable Act concerning personally identifiable information and its collection and disclosure.

Personally identifiable information is information that identifies a particular person; it does not include aggregate data that does not identify a particular person or persons. This notice is also provided to you in accordance with applicable California law, which only applies to our customers located in California who are served by a cable television corporation.

In addition, Section 702 of the federal Telecommunications Act of 1996, as amended, (the "Telecommunications Act") provides additional privacy protections for certain information related to our phone services:

- information about the quantity, technical configuration, type, destination, location, and amount of your use of the phone services; and
- information contained on your telephone bill concerning the phone services you receive.

That phone information, when matched to your name, address, and telephone number is known as customer proprietary network information or CPNI for short. This notice, which includes our CPNI Policy, describes what CPNI information we obtain, how we protect it, and how it may be used. If you are a customer of our phone services, you have the right, and Comcast has a duty, under the Telecommunications Act, to protect the confidentiality of CPNI. We will also honor any restrictions applied by state law, to the extent applicable. WE EXPLAIN BELOW UNDER "HOW DO I GIVE OR WITHHOLD MY APPROVAL FOR COMCAST TO USE CPNI TO MARKET ADDITIONAL PRODUCTS AND SERVICES TO ME?" HOW YOU CAN APPROVE OUR USE OF CPNI OR WITHDRAW YOUR APPROVAL.

Special Note: Our CPNI Policy applies to the communications-related services provided by Comcast Business Communications, Comcast Digital Phone, Comcast Digital Voice, and Comcast Long Distance.

In this notice, the terms "Comcast," "we," "us," or "our" refer to the operating company subsidiary or subsidiaries of Comcast Corporation that (i) owns and/or operates the cable television system in your area pursuant to a cable television franchise with the local franchising authority, or (ii) is operating in your area as Comcast Business Communications, Comcast Digital Phone, Comcast Long Distance, or Comcast Digital Voice. The term "you" refers to you as a subscriber to one or more of our cable service and other services.

I. Collection

What kind of information does this notice apply to?

The Cable Act applies to personally identifiable information that you have furnished to Comcast, or that Comcast has collected using the cable system, in connection with the provision of cable service or other services. The Telecommunications Act applies to CPNI related to our regulated phone services, and certain orders of the Federal Communications Commission apply the CPNI rules to our interconnected voice over Internet protocol communications services. This notice applies to our cable television service, our high-speed Internet service, and our phone services as provided for by applicable law and except as otherwise noted.

Special Note: This notice only covers information that is collected by Comcast in connection with the provision of our cable television service, our high-speed Internet service, and our phone services to you as a subscriber to one or more of these services. It does not cover information that may be collected through any other products, services, or websites, even if accessed through our services and even if co-branded with them. You should read the privacy policies for these other products, services, and websites to learn how they handle your personal information.

For what purposes may Comcast collect personally identifiable information and CPNI?

The Cable Act authorizes Comcast as a cable operator to use the cable system to collect personally identifiable information concerning any subscriber for the following purposes:

- in order to obtain information necessary to render our cable service or other services to our subscribers; and
- to detect unauthorized reception of cable communications.

The Cable Act prohibits us from using the cable system to collect personally identifiable information concerning any subscriber for any purposes other than those listed above without the subscriber's prior written or electronic consent.

The Telecommunications Act authorizes us to use, disclose, or permit access to individually identifiable CPNI in our provision of:

- the telecommunications service from which this information is derived; or
- services necessary to, or used in, the provision of these services, including the publishing of directories.

The Telecommunications Act prohibits us from using CPNI for any purposes other than those listed above except as permitted or required by law or with your approval.

What kind of personally identifiable information and CPNI does Comcast collect?

Comcast collects information from you at several different points when you initiate and use our services. Some of this information is personally identifiable information, but much of it is not. We collect certain personally identifiable information that our subscribers furnish to us in connection with the provision of cable service or other services. In order to provide reliable, high quality service to you, we keep regular business records containing information about you that may constitute personally identifiable information. These records include some, but typically not all, of the following information:

- your name;
- service address;
- billing address;
- e-mail address;
- telephone number;
- driver's license number;
- social security number;
- bank account number;
- credit card number; and
- other similar account information.

With respect to phone services, examples of CPNI include information typically available from telephone-related details on your monthly bill, such as:

- location of service;
- technical configuration of service;
- type of service;
- quantity of service;
- amount of use of service;
- calling patterns; and
- other information contained on your bill for local and long distance services.

CPNI does not include your name, address, and telephone number, because the Telecommunications Act classifies that information as "subscriber list information" which is not subject to the protections applicable to CPNI. However, that information is also subject to certain protections as described below under "To whom may Comcast disclose personally identifiable information?"

We also collect and maintain certain other information about your account. For example, this information may include:

- billing, payment, and deposit history;
- additional service information;
- customer correspondence and communications records;
- maintenance and complaint information;
- records indicating the number of television sets, set-top boxes, modems, or telephones connected to our cable system; and
- additional information about the service options you have chosen.

Some of our services permit you to establish secondary accounts, and if you do so we collect similar information in order to establish and service the secondary accounts. During the initial provisioning of our services, and during any subsequent changes or updates to our services, Comcast may collect technical information about your televisions, any set-top boxes, computer hardware and software, cable modems, telephones, and/or other cable or other service-related devices, and customization settings and preferences. Additionally, if you rent your residence, we may have a record of whether landlord permission was required prior to installing our cable facilities as well as your landlord's name and address.

What kind of information do you collect if I use interactive or transactional services or television viewing controls?

When you use our interactive or other transactional services such as video on demand, for example, our systems may automatically collect certain information about your use of these services. Most of this information is not personally identifiable information and it is simply used, for example, to carry out a particular request you make using your remote control, set-top box, or other equipment. This may include information required to change your television channel, review listings in an electronic program guide, pause or fast forward through certain on demand programs, or invoke a calling feature, among other things. It may also include other in-

formation such as the time you actually use our services and the use of other features of our services, and which menus and menu screens are used most often and the time spent using them.

In order to carry out a particular request you make to watch a pay-per-view program or purchase a product, service, or feature, for example, our system may collect certain personally identifiable information. This information typically consists of account and billing-related information such as the pay-per-view programs or other products, services, or features ordered so that you may be properly billed for them. Follow your program guide commands or any special instructions on your video screen when you make these transactional requests. These commands and instructions will explain your choices so that you can complete or cancel your requests as you wish.

What kind of information do you collect and use to improve your cable services and deliver relevant advertising?

Our cable systems may collect anonymous and/or aggregate information using set-top boxes and other equipment. We use this information to determine which programs are most popular, how many people watch a program to its conclusion, and whether people are watching commercials, for example. As described below under "How does Comcast use personally identifiable information and CPNI?", we may provide subscriber lists or certain anonymous and/or aggregate information to third parties working on our behalf such as audience measurement or market research firms, for example. These firms may combine this information with other aggregated or non-aggregated demographic information (such as census records) to provide us with audience analysis data though we will require them to remove personally identifiable information about our subscribers from this data. We use this information to improve our cable television service and other services and make programming and advertising more relevant to our subscribers. We may also use this information to distribute and deliver relevant programming and advertising to you without disclosing personally identifiable information about you to programmers or advertisers. In addition to this privacy notice, we may provide additional notices to you regarding specific advertising or other initiatives. These notices will describe the initiatives in greater detail and may, as appropriate, contain information you can use to choose to participate, or not participate, in these initiatives.

II. Use

How does Comcast use personally identifiable information and CPNI?

We collect, maintain, and use personally identifiable information and CPNI as permitted by the Cable Act and the Telecommunications Act and other applicable laws. We use this information primarily to conduct business activities related to providing you with our cable service and other services, and to help us detect theft of service. Generally speaking, we use personally identifiable information in connection with:

- billing and invoicing;
- administration;
- surveys;
- collection of fees and charges;
- marketing;
- service delivery and customization;
- maintenance and operations;
- technical support;
- hardware and software upgrades; and
- fraud prevention.

More specifically, we also use personally identifiable information to:

- install, configure, operate, provide, support, and maintain our cable service and other services;
- confirm you are receiving the level(s) of service requested and are properly billed;
- identify you when changes are made to your account or services;
- make you aware of new products or services that may be of interest to you;
- understand the use of, and identify improvements to, our services;
- detect unauthorized reception, use, or abuse of our services;
- determine whether there are violations of any applicable policies and terms of service;
- manage the network supporting our services;
- configure cable service and other service-related devices; and
- comply with law.

The Telecommunications Act further permits Comcast to use, disclose, and permit access to CPNI obtained from our customers, either directly or indirectly, to:

- initiate, render, bill, and collect for telecommunications services;
- protect our rights and property, and protect our users of these services and other carriers from fraudulent, abusive, or unlawful use of, or subscription to, these services;
- provide any inbound telemarketing, referral, or administrative services to you for the duration of the call, if you initiated the call and you approve of the use of this information to provide these services; and
- to provide call location information concerning the user of a commercial mobile phone service.

With respect to phone services, unless we obtain your approval in accordance with our policies described below under "How do I give or withhold my approval for Comcast to use CPNI to market additional products and services to me?" Comcast may not use CPNI to market products and services to you other than the phone services.

Comcast transmits, and may collect and store for a period of time, personally identifiable and non-personally identifiable information about you when you use our high-speed Internet and phone services to:

- send and receive e-mail, video mail, and instant messages;
- transfer and share files;
- make files accessible;
- visit websites;
- place or receive calls;
- leave and receive voice mail messages;
- use the SmartZone Communications Center or Comcast Digital Voice Center, as applicable;
- establish custom settings or preferences;
- communicate with us for support; or
- otherwise use the services and their features.

Our transmission, collection, and storage of this information is necessary to render the services. In certain situations, third-party service providers may transmit, collect, and store this information on our behalf to provide features of our services. These third parties are not permitted to use your personally identifiable information except for the purpose of providing these features. We may also combine personally identifiable information, which we collect as described in this notice as part of our regular business records, with personally identifiable information obtained from third parties for the purpose of creating an enhanced database or business records. We may use this database and these business records in marketing and other activities related to our cable service and other services. We also maintain records of research concerning subscriber satisfaction and viewing habits, which are obtained from subscriber interviews and questionnaires.

III. Disclosure

Under what circumstances may Comcast disclose personally identifiable information to others?

Comcast considers the personally identifiable information contained in our business records to be confidential. The Cable Act authorizes Comcast as a cable operator to disclose personally identifiable information concerning any subscriber for the following purposes if the disclosure is:

- necessary to render, or conduct a legitimate business activity related to, the cable service or other services provided to the subscriber;
- required by law or legal process (described below under "When is Comcast required by law to disclose personally identifiable information and CPNI by law?"); or
- of the names and addresses of subscribers for "mailing list" or other purposes (subject to each subscriber's right to prohibit or limit this disclosure and the CPNI Policy described below under "How do I place myself on Comcast's 'do not call' and 'do not mail' lists?").

The Cable Act prohibits us from disclosing personally identifiable information concerning any subscriber for any purposes other than those listed above without the subscriber's prior written or electronic consent.

To whom may Comcast disclose personally identifiable information?

We may disclose personally identifiable information as provided for in the Cable Act when it is necessary to render, or conduct a legitimate business activity related to, the cable service or other services we provide to you. These kinds of disclosures typically involve billing and collections, administration, surveys, marketing, service delivery and customization, maintenance and operations, and fraud prevention, for example. We may also collect, use, and disclose information about you in non-personally identifiable or aggregate formats, such as ratings surveys and service usage and other statistical reports, which do not personally identify you, your particular viewing habits, or the nature of any transaction you have made over the cable system. The frequency of any disclosure of personally identifiable information varies in accordance with our business needs and activities. The Cable Act authorizes Comcast as a cable operator to disclose limited personally identifiable information to others, such as charities, marketing organizations, or other businesses, for cable or non-cable "mailing list" or other purposes. From time to time we may disclose your name and address for these purposes. However, you have the right to prohibit or limit this kind of disclosure by contacting us by telephone at 1-800-COMCAST or by sending us a written request as described below under "How do I contact Comcast?" Any "mailing list" and related disclosures that we may make are limited by the Cable Act to disclosures of subscriber names and addresses where the disclosures do not reveal, directly or indirectly, (i) the extent of any viewing or other use by the subscriber of a cable service or other service provided by us; or (ii) the nature of any transaction made by the subscriber over our cable system.

We may sometimes disclose personally identifiable information about you to our affiliates or to others who work for us. We may also disclose personally identifiable information about you to outside auditors, professional advisors, service providers and vendors, potential business merger, acquisition, or sale partners, and regulators. We make these disclosures as provided for in the Cable Act. Typically, we make these disclosures when the disclosure is necessary to render, or conduct a legitimate business activity related to, the cable service or other services we provide to you. We may be required by law or legal process to disclose certain personally identifiable information about you to lawyers and parties in connection with litigation and to law enforcement personnel.

If we (or our parent company) enter into a merger, acquisition, or sale of all or a portion of our assets, subscribers' personally identifiable information will, in most instances, be one of the items transferred as part of the transaction. If this notice will be changed as a result of a transaction like that, you should refer below under "Will Comcast notify me if it changes this notice?"

We may also use or disclose personally identifiable information about you without your consent to protect our customers, employees, or property, in emergency situations, to enforce our rights under our terms of service and policies, in court or elsewhere, and as otherwise permitted by law.

When may Comcast disclose personal information to others in connection with phone service?

Comcast may disclose to others personally identifiable information in connection with features and services such as Caller ID, 911/E911, and directory services as follows:

- We may transmit your name and/or telephone number to be displayed on a Caller ID device unless you have elected to block such information. Please note that Caller ID blocking may not prevent the display of your name and/or telephone number when you dial certain business or emergency numbers, 911, 900 numbers, or toll-free 800, 888, 877, or 866 numbers.
- We may provide your name, address, and telephone number to public safety authorities and their vendors for inclusion in E911 databases and records, inclusion in "reverse 911" systems, or to troubleshoot 911/E911 record errors.
- We may publish and distribute, or cause to be published and distributed, telephone directories in print, on the Internet, and on disks. Those telephone directories may include subscriber names, addresses, and telephone numbers, without restriction to their use.
- We may also make subscriber names, addresses, and telephone numbers available, or cause such subscriber information to be made available, through directory assistance operators.
- We may provide subscribers' names, addresses, and telephone numbers to unaffiliated directory publishers and directory assistance providers for their use in creating directories and offering directory assistance services.
- Once our subscribers' names, addresses, and telephone numbers appear in telephone directories or directory assistance, they may be sorted, packaged, repackaged and made available again in different formats by anyone.

We take reasonable precautions to ensure that non-published and unlisted numbers are not included in our telephone directories or directory assistance services, but we cannot guarantee that errors will never occur.

When is Comcast required to disclose personally identifiable information and CPNI?

We make every reasonable effort to protect subscriber privacy as described in this notice. Nevertheless, we may be required by law to disclose personally identifiable information or individually identifiable CPNI about a subscriber. These disclosures may be made with or without the subscriber's consent, and with or without notice, in compliance with the terms of valid legal process such as a subpoena, court order, or search warrant.

For subscribers to our cable television service, the Cable Act requires Comcast as a cable operator to disclose personally identifiable information to a third-party or governmental entity in response to a court order. If the

court order is sought by a non-governmental entity, we are required to notify the subscriber of the court order. If the court order is sought by a governmental entity, the Cable Act requires that the cable subscriber be afforded the opportunity to appear and contest in a court proceeding relevant to the court order any claims made in support of the court order. At the proceeding, the Cable Act requires the governmental entity to offer clear and convincing evidence that the subject of the information is reasonably suspected of engaging in criminal activity and that the information sought would be material evidence in the case.

For subscribers to our high-speed Internet and phone services, the Cable Act requires Comcast to disclose personally identifiable information and individually identifiable CPNI to a private third party in response to a court order, and we are required to notify the subscriber of the court order. The Cable Act requires us to disclose personally identifiable information and individually identifiable CPNI about subscribers to high-speed Internet and phone services to a government entity in response to a subpoena, court order, or search warrant, for example. We are usually prohibited from notifying the subscriber of any disclosure of personally identifiable information to a government entity by the terms of the subpoena, court order, or search warrant.

How does Comcast protect personally identifiable information?

We follow industry-standard practices to take such actions as are necessary to prevent unauthorized access to personally identifiable information by a person other than the subscriber or us. However, we cannot guarantee that these practices will prevent every unauthorized attempt to access, use, or disclose personally identifiable information.

How long does Comcast maintain personally identifiable information?

Comcast maintains personally identifiable information about you in our regular business records while you are a subscriber to our cable service or other services. We also maintain this information for a period of time after you are no longer a subscriber if the information is necessary for the purposes for which it was collected or to satisfy legal requirements. These purposes typically include business, legal, or tax purposes. If these purposes no longer apply, we will destroy the information according to our internal policies and procedures.

IV. Customer Access and Choice

How can I see my personally identifiable information or CPNI and correct it, if necessary?

You may examine and correct, if necessary, the personally identifiable information regarding you that is collected and maintained by Comcast in our regular business records. In most cases, the personally identifiable information contained in these records consists solely of billing and account information. We will correct our records if you make a reasonable

showing that any of the personally identifiable information we have collected about you is inaccurate.

If you have Internet access, you can view and change certain information yourself as follows:

- For accounts you have established at the Comcast.com website, use the Sign In or My Account (or similar) feature at www.comcast.com;
- For high-speed Internet accounts, use the Sign In or My Account (or similar) feature at www.comcast.net;
- For Comcast Digital Voice accounts, use the SmartZone Communications Center or Comcast Digital Voice Center, as applicable, using the Sign In or My Account (or similar) feature at www.comcast.net/digitalvoicecenter.

You may also examine the records containing your personally identifiable information at your local Comcast office upon reasonable prior notice to us and during our regular business hours. If you wish to examine these records, please contact us by mail or telephone at 1-800-COMCAST, giving us a reasonable period of time to locate and, if necessary, prepare the information for review, and to arrange an appointment. You will only be permitted to examine records that contain personally identifiable information about your account and no other account.

If you make an affirmative, written request for a copy of your CPNI, we will disclose the relevant information we have to you at your account address of record, or to any person authorized by you, if we reasonably believe the request is valid. However, subscribers to our phone services should be aware that we generally do not provide them with records of any inbound or outbound calls or other records that we don't furnish in the ordinary course of business (for example, as part of a bill) or which are available only from our archives, without valid legal process such as a court order. In addition, we cannot correct any errors in customer names, addresses, or telephone numbers appearing in, or omitted from, our or our vendors' directory lists until the next available publication of those directory lists. Further, we may have no control over information appearing in the directory lists or directory assistance services of directory publishers or directory assistance providers which are not owned by us or our subsidiaries.

Comcast reserves the right to charge you for the cost of retrieving and photocopying any documents that you request.

How do I give or withhold my approval for Comcast to use CPNI to market additional products and services to me?

In addition to Comcast Digital Phone and Comcast Digital Voice, various direct and indirect subsidiaries of Comcast Corporation offer many communications-related services, such as Comcast High-Speed Internet services. From time to time we would like to use the CPNI information we

have on file to provide you with information about our communications-related products and services or special promotions. Our use of CPNI may also enhance our ability to offer products and services tailored to your specific needs.

We would like your approval so that we, our agents, affiliates, joint venture partners, and independent contractors may use this CPNI to let you know about communications-related services other than those to which you currently subscribe that we believe may be of interest to you. If you approve, you must affirmatively tell us by opting in to this use of CPNI. You may approve (and later deny or withdraw a prior approval) our right to use your CPNI for this purpose by calling the numbers listed below. Our CPNI Policy contained in this notice is effective December 8, 2007.

Service	Call this Number
Comcast Digital Phone & Comcast Digital Voice	1-800-COMCAST
Comcast Business Communications & Comcast Long Distance	1-888-262-7300

Comcast also offers various other services that are not related to the services to which you subscribe. Under CPNI rules, some of those services, such as Comcast cable television services, are considered to be non-communications related products and services. Occasionally, you may be asked during a telephone call with one of our representatives for your oral consent to Comcast's use of your CPNI for the purpose of providing you with an offer for non-communications related products and services. If you provide your oral consent for Comcast to do so, Comcast may use your CPNI only for the duration of that telephone call in order to offer you additional services.

If you deny or restrict your approval for us to use your CPNI, you will suffer no effect, now or in the future, on how we provide any services to which you subscribe. Any denial or restriction of your approval remains valid until your services are discontinued or you affirmatively revoke or limit such approval or denial.

How do I place myself on Comcast's "do not call" and "do not mail" lists?

You may contact Comcast at 1-800-COMCAST to ask us to put your name on our internal company "do not call" and "do not mail" lists so that you do not receive marketing or promotional telephone calls or postal mail from us or made at our request. You also have the right to prohibit or limit disclosure of your personally identifiable information for "mailing list" or other purposes as described above in this notice by contacting us at 1-800-COMCAST.

Comcast's use of your account information for marketing and promotional activities is also subject to your right to limit or restrict us from making those offers as described above in "How do I give or withhold my approval for Comcast to use CPNI to market additional products and services to me?" in this notice.

If you prefer to contact Comcast in writing instead of by telephone, you may send a written request to the address listed below under "How do I contact Comcast?". Be sure to include your name and address, your Comcast account number, and a daytime telephone number where you can be reached in the event we have any questions about your request. The written request should be signed by the person who is identified in our billing records as the subscriber. If you have a joint account, a request by one party will apply to the entire account. If you have multiple accounts, your notice must separately identify each account covered by the request.

What e-mail communications will Comcast send to me and how do I manage them?

We may send a welcome e-mail and sometimes other information to new subscribers to our cable service and other services (including each new secondary account holder, where applicable). We may also send service-related announcements to our subscribers from time to time. For example, we may send you an e-mail announcement about a pricing change, a change in operating policies, a service appointment, or new features of one or more of the cable service or other services you receive from us. You may not opt-out of these service-related communications. If you fail to check your primary e-mail address for service-related announcements, you may miss important information about our services, including legal notices, for example.

We reserve the right to send you promotional or commercial e-mail as permitted by applicable law. You can manage the promotional or commercial e-mails Comcast may send to you by following the instructions contained in the e-mails or by going to the web page located at www.comcast.com/preferences and following the directions there. We may ask for additional information on this preferences page such as your zip code, for example. By providing this additional information to us we will be able to better inform you of the availability of special offers and promotions in your area. If you no longer wish to receive these e-mails you may opt-out of receiving them by going to the same page and changing your contact preferences.

What can I do if I think my privacy rights have been violated?

If you believe that you have been aggrieved by any act of ours in violation of the Cable Act, we encourage you to contact us directly as described below in "How do I contact Comcast?" in order to resolve your question or concern. You may also enforce the limitations imposed on us by the Cable Act as applicable with respect to your personally identifiable information through a civil lawsuit seeking damages, attorneys' fees, and lit-

igation costs. Other rights and remedies may be available to you under federal or other applicable laws as well.

Will Comcast notify me if it changes this notice?

As required by the Cable Act, we will provide you with a copy of this customer privacy notice at the time we enter into an agreement to provide any cable service or other service to you, and annually afterwards, or as otherwise permitted by law. You can view the most current version of this notice by going to www.comcast.com, searching for "privacy policy," and selecting the appropriate link.

We may modify this notice at any time. We will notify you of any material changes through written, electronic, or other means and as otherwise permitted by law. If you find the changes to this notice unacceptable, you have the right to cancel your service. If you continue to use the service following notice of the changes, we will consider that to be your acceptance of and consent to the changes in the revised privacy notice. This includes your consent for any personally identifiable information that we may collect and use starting on the effective date of the revised notice, as well as for any personally identifiable information that we have collected prior to the effective date of the revised notice. However, we will only consider your continued use of the service to be your acceptance of and consent to changes in the revised privacy notice for changes made after December 31, 2006.

How do I contact Comcast?

If you have any questions or suggestions regarding this privacy notice, or wish to contact us about your personal information, please reach us as follows:

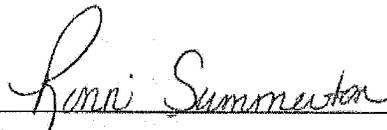
Phone: 1-800-COMCAST
Web site: www.askcomcast.com/contactus.asp
Mail: Comcast Cable Communications, LLC
Attn: Law Department - Customer Privacy Notice
One Comcast Center
Philadelphia, PA 19103-2838

Revised and effective: January 1, 2009

AFFIDAVIT

Customer Annual Notice

I, Ronni Summerton, certify that Comcast of Connecticut/Georgia/ Massachusetts/New Hampshire/New York/North Carolina/Virginia/Vermont, LLC, Comcast of Maine/New Hampshire, Inc., Comcast of Massachusetts/New Hampshire, LLC and Comcast of New Hampshire, Inc. complied with New Hampshire RSA 53-C:3-d (Notice to Subscribers Regarding Quality of Service) by providing each customer located in the communities attached hereto an insert regarding 1) **Customer Privacy Notice**, 2) **Important Information** and 3) **Notice to Customers Regarding Equipment Compatibility & Important Information**. Each notice was submitted with subscriber bills in February, September and September of 2012 respectively.



Signature

Ronni Summerton

Print Name

January 14, 2013

Date

Attachment

Re: Customer Annual Notice: Affidavit Attachment

Comcast customers in the following communities received an insert in their monthly billing statement during 2010 regarding 1) *Customer Privacy Notice*, 2) *Important Information* and 3) *Notice to Customers Regarding Equipment Compatibility & Important Information*:

Allenstown	Epping	Londonderry	Sandown
Alstead	Epsom	Loudon	Seabrook
Amherst	Exeter	Madbury	Somersworth
Andover	Francestown	Manchester	South Hampton
Antrim	Fremont	Meridan	Stratham
Atkinson	Gilsum	Merrimack	Sunapee
Auburn	Goffstown	Milford	Temple
Bedford	Grantham	Mont Vernon	Walpole
Bennington	Greenland	Nashua	Weare
Boscawen	Greenville	New Boston	Wilmot
Bow	Hampstead	Newcastle	Wilton
Brentwood	Hampton	New Ipswich	Winchester
Canaan	Hampton Falls	Newfields	Windham
Candia	Hancock	Newington	
Charlestown	Hanover	Newmarket	
Chester	Henniker	Newport	
Chesterfield	Hill	Newton	
Chichester	Hillsborough	North Hampton	
Claremont	Hinsdale	Nottingham	
Concord	Hooksett	Pelham	
Cornish	Hopkinton	Pembroke	
Danbury	Hudson	Peterborough	
Danville	Jaffrey	Plaistow	
Deering	Kensington	Portsmouth	
Derry	Kingston	Portsmouth Naval Shipyard	
Dover	Langdon	Raymond	
Durham	Lebanon	Rollinsford	
East Kingston	Lee	Rye	
Enfield	Litchfield	Salem	