

Exeter Board of Selectmen Meeting
Monday, September 9th, 2013, 6:40 p.m.
Wheelwright Room (Board Interviews) 6:40 p.m.
Nowak Room, Regular Business Meeting, 7:00 p.m.
10 Front Street, Exeter, NH

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

1. Call Meeting to Order
2. Board Interviews: Transportation Committee, Housing Authority
3. Public Comment
4. Minutes & Proclamations
 - a. Regular Meetings: August 26th, 2013
5. Appointments
6. Discussion/Action Items
 - a. New Business
 - i. Transportation Committee re: local option fee
 - ii. Investment Policy
 - iii. EEE Update
 - iv. SB197 Implementation
 - b. Old Business-
 - i. Discussion: Economic Development Resources
7. Regular Business
 - a. Bid Openings/Surplus Declarations
 - b. Tax, Water/Sewer Abatements & Exemptions
 - c. Permits & Approvals
 - d. Town Manager's Report
 - e. Legislative Update
 - f. Selectmen's Committee Reports
 - g. Correspondence
8. Review Board Calendar
9. Non Public Session – Fee Waiver
10. Adjournment

Don Clement, Chairman
Board of Selectmen

Posted: 9/6/13 Town Offices, Town Hall, Website, 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.

Meeting agenda is subject to change.



Town of Exeter Boards, Commissions & Committees Appointment Application

Committee Selection:

1st Choice: Housing Authority 2nd Choice: _____

Name: Pamela Gjetum

Address: 6 South St Exeter NH 03833

Email: Pgjetume@gmail.com

Phone: 603 772 2908 Cell: _____

Please describe your interest in serving on this committee.

I often visit at 277 Water Street and heard about an opening vacancy on the board. I talked with Tony T. and I would be willing to help out

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)

Historic District Commission
Trustee Exeter Historical Society; Trustee Rockingham Cleral Society
Exeter area Kiwanis

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

no

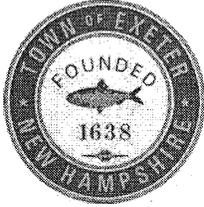
Are you aware of the meeting schedule and able to commit to attending regularly?

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: Pamela Gjetum Date: August 7, 2013



Town of Exeter
Boards, Commissions & Committees
Appointment Application

AUG 19 2013

Received

Committee Selection:

1st Choice: The Transportation Committee 2nd Choice: _____

Name: Sherry Mastromarino

Address: 12 Alder St. Exeter, NH 03833

Email: sherrymiracle04@myfairpoint.net

Phone: 603-580-2078 Cell: 603-583-6889

Please describe your interest in serving on this committee.

I would love to serve on this committee, and advocate for all of the residents. I believe my overall experience of being disabled, and not having access to a vehicle, would be very helpful to the committee itself.

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

I am currently a volunteer in our mobile home park here at Exeter River MHP Co-op. I chair the Social Committee, and other adhoc committees under it. I am the coordinator of all the volunteers. I also serve on our Grievance committee, and volunteer in our office.

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

NO NONE AT ALL.

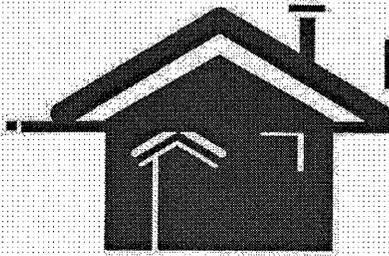
Are you aware of the meeting schedule and able to commit to attending regularly? YES NO

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: Sherry Mastromarino Date: 8/14/13

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



Exeter Housing Authority

277 Water Street, Exeter, NH 03833-1719

September 6, 2013

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

Dear Russ:

I am writing to let you know that George Bragg has informed us that due to health issues he will no longer be capable of serving on the Board of Commissioners for the Exeter Housing Authority. This is effective immediately.

I understand that Pam Gjettum has expressed interest in serving on our Board. I recently had the opportunity to meet with Pam to discuss the services that our Housing Agency provides and to also talk about the responsibilities of a Commissioner.

Based on my meeting with Pam I feel she should be given strong consideration for the position, she certainly has my support.

Please contact me if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read 'Antonio Teixeira', written over a horizontal line.

Antonio Teixeira
Executive Director
Exeter Housing Authority

Draft Minutes

Exeter Board of Selectmen Meeting

August 26, 2013

1. Call Meeting to Order

Chairman Don Clement called the meeting to order at 7:00 pm in the Nowak Room of the Exeter Town Offices building. Other members present were Vice Chairman Dan Chartrand, Selectman Frank Ferraro, and Selectman Matt Quandt. Town Manager Russell Dean was also present. Selectwoman Julie Gilman was absent.

2. Public Comment

Sandra Pease, of 131 Epping Road, spoke about her concerns about the no parking signs on Epping Road Ext. She wants the signs to stay. She went on to say Derek from Derek's Auto, who is asking the signs come down, drives fast in the area and has too many vehicles on the lot as it is. She said he is encroaching on his abutters (her being one) and is concerned for the safety of her family and visitors.

Gerry Hamel provided the Board with a sheet of information and lots of undeveloped land. He said not many people are aware of all this vacant property. He said he is a native Exeter resident and would like to see some of this land developed. He would like developers to come to Exeter. Selectman Quandt said the town has looked at these properties, talking about the town's regulations and asking what can be done. Mr. Hamel suggested sitting the EDC down with some developers and hear some ideas. Vice Chair Chartand commented he does not disagree with anything Mr. Hamel is suggesting. Selectman Ferraro thanked Mr. Hamel for putting this information together. He wants to invite some developers to come to meetings to hear some ideas. Chairman Clement said he does not agree, and this information should come before the Planning Board.

3. Minutes & Proclamations

a. Plaque Presentation: Southeast Land Trust

Mr. Bill Campbell spoke on behalf of the Board of Directors from the Southeast Land Trust. He said the Trustees of Gilman Park have turned the park over to the town. Part of the transaction is a conservation easement. The Southeast Land Trust is the holder of that easement. In recognition between the Land Trust and the town, the Land Trust presented the town with a plaque.

Vice Chair Chartrand wanted to recognize Mr. Campbell for his 9 years of service on the Board of Selectmen.

b. Regular Meeting: August 12, 2013

Selectman Ferraro had one amendment, on page 6 under Tax, Water/Sewer Abatements & Exemptions, changing "2a Gary Lane" to "29 Gary Lane".

A Motion was made by Vice Chair Chartrand and seconded by Selectman Quandt to accept the minutes as amended by Selectman Ferraro. Motion carried – all in favor.

4. Appointments

No appointments.

Vice Chair Chartrand asked to raise a point of privilege in order to make a motion. A Motion was made by Vice Chair Chartrand and seconded by Selectman Quandt that the Board authorizes Mitchell Municipal Group to appear for both defendants in the litigation filed by Mr. Ferraro and to take all the steps necessary to protect defendants interest. Motion carried – Mr. Ferraro abstains.

5. Discussion/Action Items

a. New Business

I. Code Enforcement Report: Winter Automotive

Mr. Dean said Doug Eastman, code enforcement officer, gave him a memo regarding the property. He gave a brief background; saying that at the last BOS meeting the third reading was tabled pending a review of the site. Mr. Dean went on to read the memo from Mr. Eastman. In the memo, Mr. Eastman said he has a verbal agreement with Mr. Winter that he will clean up the site and hopes he will do it in a timely manner. Mr. Eastman has had many conversations with Mr. Winter and they will continue.

Mr. Eastman provided a site plan from 1989. He talked about the site plan, saying that if the site matched the plan, they would not need a request for the signs to come down for more parking. There are 8 parking spots on said site plan.

Chairman Clement asked if there is any timeline for cleaning up the site. Mr. Eastman answered there was not. He went on to say Mr. Winter is trying to run a business as well, but he is hoping there will be some changes within the next week or two. He said that if there are no changes by the end of September he will follow-up with a letter.

Mr. Winter spoke, saying he is in the process of cleaning up but it is going to take a while. He has a lot of stuff. He said he restores a lot of classic cars so it gets messy. He has 22 years worth of stuff to clean through.

Mr. Clement said he would like an update by the end of September and they'll go from there. The Board agreed.

II. Sportsmen's Club – RAP Phase 1

Chief Corneau gave the Board a map from URS that defines the locations he would be talking about. The request is for Area 1 only, also known as the track range. He went on to give a description of Area 1. There is a 10' x 10' area that has an exceptional amount of lead in it. It is recommended to dig 8-9" to remove the lead in this area, and also pick up the berm and haul it away. He needs authorization to sign the agreement to move the process forward. He said the gun club wants this to move forward. He said Areas 2 and 3 will have to be put off until next year's budget. He is going to put in a recommendation to do that.

Selectman Quandt asked if they are looking for a budget transfer recommendation for funds. Mr. Dean replied yes, they need to move funds for this to be done.

A Motion was made by Selectman Quandt and seconded by Vice Chair Chartrand to transfer \$5300 from the emergency management budget to the health budget. Motion carried – all in favor.

b. Old Business

Chairman Clement recommended taking the agenda out of order to accommodate those in attendance. A Motion was made by Selectman Quandt and seconded by Vice Chair Chartrand to switch agenda item b. iv. to b. i. Motion carried – all in favor.

I. Third Reading Parking Ordinance: Epping Road Extension

A Motion was made by Selectman Quandt and seconded by Vice Chair Chartrand to take the Epping Road Extension third reading off the table for discussion. Motion carried – all in favor.

Selectman Quandt asked Mr. Winter if he still wants the no parking signs gone for parking. Mr. Winter said yes, it would alleviate a lot of phone calls. He said the phone calls are getting to be harassment. He said all he is asking for is two parking spots in front of his shop. Selectman Quandt reminded Mr. Winter that if the signs are taken down it becomes public parking so anyone could park there for any reason.

Mr. Winter had previously mentioned that he wanted to park his vehicles in these spots. Selectman Ferraro asked Mr. Winter what his actual plans were with these spots,

saying at first he wanted them for customer parking, then to move vehicles, then to park his vehicles there. He said the story doesn't match up. He thinks the parking needs to have a time limit on it so nobody can park there all day.

Selectman Quandt said he is not opposed to a time limit. Mr. Winter said two-hour parking would be ideal.

Sandra Pease spoke saying Mr. Winter does not do as he says. He encroaches. If you give him two hours he will park there for longer. She went on to say people speed out of there and she is scared her older relatives will get hurt. She said the street is small and narrow.

Selectman Quandt said he went down the road on Sunday and it is narrow. He said Mr. Winter's area is wider than Sandra's. Sandra said it is wider because he parks there and breaks down the grass and brush. She went on to say he has eight vehicles sticking out of a no parking area and she would like to keep the signs up.

Vice Chair Chartrand would like to table action until the end of September and see how Mr. Winters' clean up is going.

Chairman Clement said Mr. Winter and Mr. Eastman are in good discussion. He is comfortable with retabling this until the end of September. He asked if changing it to a time limit parking area would make it so they would have to do all the reading over again. Selectman Ferraro said they do not because the prior readings leading to the final reading gives an opportunity for amendments.

Chairman Clement said the no parking signs went up in 2006. The minutes reflected that the Selectmen reviewed and agreed they should go up.

A Motion was made by Selectman Quandt and seconded by Vice Chair Chartrand to table the third reading. Motion carried – all in favor.

ii. Discussion: Economic Development Resources

Mr. Dean talked about an EDC meeting on August 14. He said the minutes from that meeting are included in the packet. He also included the six page job description. Vice Chair Chartrand said the drafted description is spot on. He said the EDC feedback was extremely favorable.

Selectman Quandt asked when Mr. Dean will know about the labor grade. Mr. Dean said he would know by the first BOS meeting in September. Selectman Quandt said he is comfortable with the draft.

Selectman Ferraro said he wants to demonstrate the importance of this position. He would like #18 to say something other than "periodic". He would like to create a new bullet

so this person will know it is a top priority. He suggested changing “periodic” to “monthly”. Vice Chair Chartrand likes this idea but said monthly would be every other BOS meeting. He suggested it say “quarterly”. Selectman Ferraro suggested monthly reports to go to the town manager and be included in the packet.

Mr. Dean said this will be included in the 2014 budget under economic development. Selectman Ferraro asked if this will be voted on at the next meeting. Chairman Clement said Mr. Dean will come back with a pay range and the Board will either vote to go ahead or not and then put it in the budget. Mr. Dean mentioned it would not be a full year salary for the first year.

iii. Fogge Rollins Property Cemetery Update

Mr. Dean reminded the Board of a discussion on this a few months back. The town is being asked to take on the maintenance and upkeep of this cemetery. Mr. Dean reminded the Board what that entails. He said it is a small area which would not require a lot of work. Chairman Clement talked about what the cost would be for periodic upkeep. Mr. Dean said it is estimated around \$600/year. Vice Chair Chartrand said this is an important historic preservation, saying that there is a grave of a man who fought in the Revolutionary War in this cemetery.

Ed Rowan, of the Fogge Rollins trustees, offered \$10,000 to the town for upkeep. He said the trust is in the process of becoming dissolved.

Chairman Clement said they could figure proper financials out at a later time. Selectman Ferraro asked if the Parks and Rec would do the maintenance. Chairman Clement said they do most of the cemeteries. He asked if the Board felt comfortable with taking on the maintenance of this cemetery. Mr. Dean said he would work to finalize any details and bring back the particulars to the next meeting. Chairman Clement said they will need a motion eventually after Mr. Dean comes back with all the details. The Board is, however, looking in favor.

iv. Amendment to Commerce Ordinance: Alcohol Consumption on Town Property

Mr. Dean said he put the amended version in the packet. Selectman Ferraro had a question about 703.1, saying he thought 703.1 was included in 703 and they were going to strike 703.1. Mr. Dean said 703.1 includes vehicles which is the difference and why it needs to be included.

A Motion was made by Selectman Quandt and seconded by Vice Chair Chartrand to amend Chapter 7-Conduct Regulations- Exeter Town Ordinances. Motion carried – all in favor.

A Motion was made by Vice Chair Chartrand and seconded by Selectman Quandt to amend Chapter 8 – Conduct Regulations- Exeter Town Ordinances with all the changes that have been made and noted in boldface. Motion carried – all in favor.

v. Bid Award: Powder Activated Carbon System: WTP

Mr. Dean told the Board that DPW recommends Acrison be awarded the bid, with a bid price of \$40,583.

A Motion was made by Vice Chair Chartrand and seconded by Selectman Quandt to accept the bid as recommended. Motion carried – all in favor.

6. Regular Business

a. Bid Openings /Surplus Declarations – Tax Deed Property

Chairman Clement gave the following bids for 156 Front Street Unit 111 with a minimum bid requirements of \$55,807.29:

1) John Q Delsanto	\$80,100
2) Catherine Barber	\$56,000
3) Brendan Stauber	\$57,256
4) Samuel & Veronica Lewis	\$65,101
5) Joseph Delrico	\$60,100

A Motion was made by Selectman Quandt and seconded by Vice Chair Chartrand to award the bid to John Q. Delsanto for \$80,100 with a fall back of the second highest bidder. Motion carried – all in favor.

Mr. Dean said there is a provision if the high bidder does not close then the bid is awarded to the second highest bidder.

b. Tax, Water/Sewer Abatements & Exemptions

None.

c. Permits and Approvals

Mr. Dean said there is an Amendment to Conservation Easement Deed that was already approved, but the final draft needs to be signed.

Mr. Dean also said the Notice to Quit for 29 Gary Lane needs to be signed again because it was signed before the 30-day window last time.

d. Town Manager's Report

Mr. Dean talked about the following:

- He thanked all Exeter health officials for their work on the EEE found
- Exeter/Stratham Water/Sewer process continues. Financial group is looking at the way Stratham would tie into the system
- Last week he went to a meeting on Epping Road for Phase 3. He met with Kevin King who is the lease holder at Stop and Shop to get his views.

Selectman Ferraro said last meeting Mr. Dean said he would give a memo breaking up categories for the 2011 audit. Mr. Dean said it is online but he will get the numbers to Mr. Ferraro.

Vice Chair Chartrand congratulated Chief Comeau on his work for reverse 911. He asked what the process for registering a cell phone for reverse 911 is. Chief Comeau said to contact dispatch or use the town website to register a cell phone. Selectman Ferraro talked about reverse 911 and code red, saying they are two different things and code red will go directly to your cell phone.

Chief Comeau gave an update on mosquitoes. He said he has been receiving calls about positive hits on the Seacoast. Stratham and Kensington have positives hits for West Nile Virus and Kingston found EEE. He said schools have been forward about spraying in their areas. He recommends spraying soccer fields and playground areas. He has been working with the rec dept. He said if the area is sprayed at 8 am it is safe to play on the area by afternoon. The spraying is actually in the brush area around the field and playground. It is not directly on anything that will be touched.

e. Legislative Update

Selectman Ferraro mentioned a meeting on expanded Medicaid research the following day (August 27).

f. Selectmen's Committee Reports

Selectman Ferraro reported Planning Board was going to meet Thursday (August 29).

Vice Chairman Chartrand said EDC met and he missed the Water/Sewer Financial meeting.

Selectman Quandt had nothing to report.

Chairman Clement reported the Water/Sewer subcommittee met with Stratham. He said there was a Budget Recommendations Committee meeting Wednesday, August 28 at 6.

j. Correspondence

Chairman Clement talked about the following correspondence:

- A letter from the Sportsmen's Club about a requesting approval of exterior lighting to illuminate the existing target line.
- A letter from Todd Selig of Durham about concerns about rail lines
- A memo from Doug Eastman to Fenelon Auto about putting up temporary banner signs on the fence area located on his property
- A letter to Mr. Dean from Mr. McGregor from the YMCA
- An application for appointment from Sherry Mastromatino
- A letter to the BOS from Shirley Bingham about a Comcast bill dispute
- A letter from Pat Lowther to the Swazey Trustees about some suggestions for Swazey Parkway
- An annual emissions report letter
- Finance report of three revolving funds
- A from Mr. Dean to the International Paralympic Committee expressing outrage about Ms. Arlen's denied participation.

Selectman Ferraro asked why travel under the rec funds have gone up 2.5 times what was budgeted. He also had some questions about CT revolving funds questioning, Internet Services. He would like an update from Doug York to see how channel 98 is doing.

7. Review Board Calendar

Chairman Clement said the next BOS meeting will be September 9. He said Mr. Dean will not be available September 23. He did not need a decision right then but needs to figure out dates amongst the Board.

A Motion was made by Selectman Quandt and seconded by Vice Chair Chartrand to go adjourn the meeting at 8:45 pm. Motion carried – all in favor.

Respectively submitted,

Nicole McCormack
Recording Secretary



Town of Exeter Transportation Committee
MEMORANDUM

TO: Don Clement, Board of Selectmen Chairman
Russ Dean, Town Manager

FROM: Don Woodward, Transportation Committee Chairman

DATE: September 4th, 2013

RE: Recommended Registration Fee Increase To Cover Budget Increases

At the Transportation Committee's September 3rd meeting, the group discussed upcoming budget needs from the various transportation providers that service Exeter. For several years these providers have maintained a "level funded budget". However, due to increases in gasoline prices and other expenses, decreases in federal funds, and increases in service needs for ADA users at least two of Exeter's providers, Meals on Wheels and Coast have requested additional funding. These increases are \$2,000 to \$9,227 respectively.

One acknowledged solution to cover these increases is to increase the registration fee. After much discussion, the motion was made to raise the fee from its present rate of \$3.25 to \$4.00. The motion was seconded and the members unanimously supported the recommendation. It should be noted that .75 cents would yield approximately \$11,250 if an estimated 15,000 vehicles were registered, which would cover the increases.

Please consider this memo as the Transportation Committee's official recommendation to the Budget Committee and Board of Selectmen in support of a registration increase from \$3.25 to \$4.00.

Thank you for your consideration of this matter,

Don Woodward, Chairman



August 28, 2013

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

Dear Mr. Dean,

COAST continues to see a swell in demand for our services. During our FY2013 (Oct. 1, 2011 – Sept. 30, 2012) COAST is once again on track to provide over ½ million passenger trips in the Greater Seacoast. Notable for Exeter, since notable changes to COAST bus route 7 were made in April, ridership has increased an average of 26%. COAST offers an affordable, convenient and efficient way for individuals to access their jobs, education, medical services and commerce. Public transit, COAST, is an important part of your community and provides an essential service for thousands of the region's residents.

As I explained at our Community Leader Luncheon earlier this year, COAST also continues to experience an explosion of growth in our federally mandated van services for individuals with disabilities, averaging +50% annually between FY09 & FY12. These demand responsive services, which can provide up to door-to-door service under the Americans with Disabilities Act (ADA), are for people who cannot utilize the fixed-route bus system due to a functional limitation or disability. Unfortunately, this is the most complex and costly service COAST administers and operates. New Hampshire's rapidly aging population, growing knowledge of this service and the downshifting of state supported services to COAST are all driving this growth. Over the last four years, the annual costs associated with operating this service have gone from \$180,000 to almost \$875,000.

The funds contributed to COAST by the municipalities served by our core system are critical to matching and leveraging over \$850,000 in federal funds to support our regional public transit system.

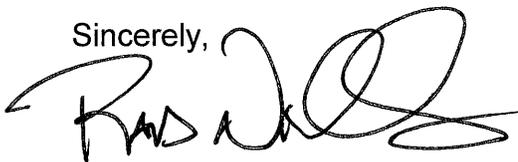
The continued success and growth of COAST and public mass transportation statewide in New Hampshire is indicative of the growing importance of this and other alternative modes of transportation to our residents and local businesses. The number one and two uses of COAST and public transit as a whole are for work and to access commerce. Public transit provides affordable access to employment opportunities and the ability to shop local, both critically important to our local and regional economies.

Public transit only exists through the public's recognition that it is an important component of the overall set of services that we support in our communities. Public transit, with a low fare to ride (e.g. \$1.50 or \$0.50), does not pay for itself through user fees, regardless of how many passengers are carried. COAST routes, despite all of our tremendous success, have farebox recovery ratios ranging from 28% to less than 10%. The fare to ride public transit is low so as to be affordable for anyone to take advantage of and utilize on a frequent basis. There is a public benefit to this. Without community-based public transportation options; (1) many of our region's residents would have extremely limited or no access to employment opportunities, healthcare and basic services, (2) some area employers would have a harder time attracting and accessing employees, (3) family transportation expenses would be much higher, (4) more disabled and elderly individuals would be unable to continue living independently in their own homes, and (5) our streets would be more crowded.

Without the continued support of communities like yours, we would not be able to provide essential public transit services to your residents and the greater Seacoast. In order to secure the federal funding needed to operate our system and based on the FY2014 municipal funding formula, COAST needs a commitment from the Town of Exeter in the amount of \$33,074. This represents a \$9,227 increase from our previous year's request of \$23,847 which the Town funded. The Town's funds this year will leverage approximately \$50,000 in Federal Transit Administration (FTA) funds to support our operation.

If you should have any questions, need more information, or if you would like me to make a presentation on our services and request, please do not hesitate to contact me. Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read 'Rad Nichols', with a large, stylized flourish extending from the end of the signature.

Rad Nichols
Executive Director

Attachments

cc: Sylvia vonAulock, Exeter Town Planner & COAST Board Member



2014 Municipal Funding Formula & Requests

(for the period 10/1/13 - 9/30/14)

Funding Formula

- For regional COAST bus service on Routes 1, 2, 6, 7 & ADA paratransit services for disabled individuals.
- Based on Blended Averages of 1/2 Mile Population & Employment, Weekly Service Miles & Ridership.

	Population Within 0.5 Mile (1)	Local % of Total Population	Employees Within 0.5 Mile (1)	Local % of Total Employment	Weekly Service Miles (2)	Local % of Total Service Miles	Ridership (3)	Local % of Total Ridership
Berwick	1,837	2.7	900	1.7	122	1.4	3,644	1.4
Dover	18,285	26.8	8,733	16.4	2,236	25.8	99,488	36.9
Exeter	5,764	8.4	5,814	10.9	298	3.0	2,756	1.0
Greenland	1,513	2.2	1,848	3.5	264	3.0	611	0.2
Farmington	2,907	4.3	747	1.4	543	6.3	9,159	3.4
Newington	35	0.1	4,243	7.9	487	5.6	21,025	7.8
Newmarket	5,372	7.9	863	1.6	469	5.4	2,613	1.0
Portsmouth	8,169	12.0	16,022	30.0	804	9.3	35,804	13.3
Rochester	12,422	18.2	8,092	15.2	1,726	19.9	49,958	18.5
Somersworth	9,236	13.5	4,364	8.2	1,277	14.7	44,167	16.4
Stratham	2,686	3.9	1,784	3.3	487	5.6	618	0.2
68,226	100.0	100.0	53,410	100.0	8,673	100.0	269,844	100.0

Proposed Funding Shares

	% of Total Budget	FY14 Request	FY13 Requested	\$ Change FY13 - FY14	FY13 Actual	\$ Change FY13 Act. - FY14 Req.
Berwick	1.8 %	\$ 10,108	\$ 6,827	\$ 3,281	\$ 6,827	\$ 3,281
Dover	26.4 %	\$ 149,963	\$ 142,394	\$ 7,569	\$ 142,394	\$ 7,569
Exeter	5.8 %	\$ 33,074	\$ 23,847	\$ 9,227	\$ 23,847	\$ 9,227
Greenland	2.2 %	\$ 12,690	\$ 8,470	\$ 4,221	\$ 3,000	\$ 9,690
Farmington	3.8 %	\$ 21,706	\$ 15,572	\$ 6,134	\$ 14,084	\$ 7,622
Newington	5.4 %	\$ 30,339	\$ 21,051	\$ 9,288	\$ 21,051	\$ 9,288
Newmarket	4.0 %	\$ 22,482	\$ 19,247	\$ 3,234	\$ 19,247	\$ 3,235
Portsmouth	16.1 %	\$ 91,447	\$ 59,770	\$ 31,677	\$ 59,770	\$ 31,677
Rochester	17.9 %	\$ 101,739	\$ 75,233	\$ 26,506	\$ 75,233	\$ 26,506
Somersworth	13.2 %	\$ 74,838	\$ 57,981	\$ 16,857	\$ 57,981	\$ 16,857
Stratham	3.3 %	\$ 18,599	\$ 13,408	\$ 5,191	\$ 6,000	\$ 12,599
100.0 %	\$ 566,985	\$ 443,800	\$ 123,185	\$ 429,434	\$ 137,551	

Sheet Notes:

1. Includes adjustments based on 2010 Census & Employment Security data.
2. Includes mileage adjustments for routing adjustments & ADA miles.
3. Although total system ridership for fiscal year 2012 was 506,514, ridership on the services included in the funding formula totaled 269,844. The remaining riders rode on services provided by COAST in which the operating costs are covered outside the funding formula.

COAST RIDERSHIP

Updated through 7/31/13

	Route 1	Route 2	Route 6	Route 7	Dover FastTrans	Dover Trans	PPT	DDT	Clipper XPRS	ADA	Other (Special & DR)	TOTAL	% inc/dec
FY82	-	-	-	-	-	-	-	-	-	-	-	387,657	*
FY83	-	-	-	-	-	-	-	-	-	-	-	452,687	*
FY84	-	-	-	-	-	-	-	-	-	-	-	413,110	*
FY85	-	-	-	-	-	-	-	-	-	-	-	354,390	*
FY86	-	-	-	-	-	-	-	-	-	-	-	426,705	*
FY87	-	-	-	-	-	-	-	-	-	-	-	440,576	*
FY88	-	-	-	-	-	-	-	-	-	-	-	162,094	*
FY89	25,336	103,064	-	-	-	-	-	-	-	-	33,694	176,653	7.22
FY90	18,310	122,215	18,588	-	-	-	-	-	-	-	36,128	194,692	3.73
FY91	23,627	133,590	9,311	-	-	-	-	-	-	-	37,475	197,767	1.58
FY92	29,221	129,644	2,955	-	-	-	-	-	-	-	38,902	198,983	0.61
FY93	32,186	129,841	0,115	-	-	-	-	-	-	-	36,956	197,373	-0.81
FY94	31,476	124,323	-4,255	-	-	-	-	-	-	-	41,574	184,534	-6.50
FY95	29,510	112,868	-9,211	-	-	-	-	-	-	-	37,822	166,151	-9.96
FY96	29,433	98,725	-12,933	2,282	104.82	-	-	-	-	-	30,716	167,299	0.69
FY97	28,876	94,314	-4,471	6,872	164.00	5,818	-	-	-	-	31,419	170,218	1.74
FY98	27,044	100,184	6,222	6,467	-5.89	6,711	-	-	-	-	29,812	179,831	5.65
FY99	32,541	97,824	2,366	7,743	19.73	6,267	84	4,214	-	-	31,158	199,967	11.20
FY00	37,828	89,379	-8,632	7,832	1.15	6,937	16,668	7,730	83.44	-	33,603	211,920	5.98
FY01	34,654	89,171	-0,233	7,779	-0.68	5,262	32,417	7,374	-4.61	-	35,283	212,502	0.27
FY02	37,819	89,083	-0,110	9,880	27.01	5,737	32,763	2,885	60.88	-	33,244	242,235	13.99
FY03	32,549	89,966	0,999	8,964	9.27	4,610	39,082	19,241	12.76	1,449	34,375	293,917	21.34
FY04	28,002	93,532	3,966	10,414	16.18	11,119	81,286	107,999	2,563	1,658	41,939	316,867	7.81
FY05	31,336	100,956	7,941	10,322	-0.88	4,976	93,781	15,377	2,505	1,598	24,836	375,535	5.95
FY06	30,803	118,413	17,299	9,842	-4.65	5,481	123,193	31,366	2,938	1,498	25,424	398,843	6.21
FY07	36,089	123,343	4,116	10,409	5.76	6,471	129,702	5,288	3,234	1,136	28,677	370,068	7.21
FY08	41,429	136,573	10,773	13,504	29.73	5,892	129,426	-0.21	2,856	1,770	22,210	416,942	12.67
FY09	46,501	127,520	-6,633	10,969	-18.77	7,423	103,144	-20.31	2,993	2,944	21,847	461,866	10.77
FY10	51,473	135,957	6,622	12,302	12.15	6,673	101,852	1,258	3,366	4,777	20,469		
FY11	60,216	154,124	13,366	14,125	14.82	8,245	107,435	5,488	4,929	7,104			
FY12	61,542	168,977	9,641	18,094	28.10	9,385	121,911	13,471	4,620	11,477	17,792	506,514	9.67
Oct-11	4,844	18,588	14,001	14,899	14.89	938	10,389	22,022	0.66	777	1,438	43,008	14.80
Nov-11	5,023	12,371	13,529	13,841	12.16	751	9,866	20,700	1.00	783	1,417	41,376	14.33
Dec-11	5,704	2,900	13,737	11,770	22.93	785	9,799	12,611	2.27	813	1,310	41,376	14.33
Jan-12	4,749	15,512	11,781	16,222	43.89	661	9,467	18,811	18.99	858	1,408	39,974	23.41
Feb-12	5,109	19,233	12,464	15,121	57.01	847	9,746	24,522	31.58	895	1,443	41,494	31.38
Mar-12	5,385	9,922	13,784	11,222	44.17	756	10,160	8,922	7.55	1,050	1,481	44,678	10.07
Apr-12	4,840	5,277	12,963	9,555	1,842	792	16,900	9,586	3.83	1,044	1,626	41,842	8.82
May-12	5,290	2,300	13,168	1,255	2,003	65.26	9,917	7,555	19.07	1,032	1,626	44,647	11.67
Jun-12	4,878	7,933	13,839	6,793	1,451	13.71	10,152	4,822	-14.32	1,098	1,626	41,078	-0.61
Jul-12	4,980	8,617	15,518	11,006	1,312	7.72	10,792	22,776	1,288	1,098	1,646	40,584	8.74
Aug-12	5,788	6,772	18,211	11,961	1,608	21.06	12,220	18,933	969	1,168	1,646	45,797	5.83
Sep-12	4,952	3,841	15,976	11,599	1,216	-18.02	9,817	1,022	-	1,005	1,388	37,591	-13.03
YTD	61,542	168,977	9,641	18,094	28.10	9,385	121,911	13,471	4,620	11,477	17,792	506,514	9.67
												42,210	

	Route 1	Route 2	Route 6	Route 7	Dover FastTrans	Dover Trans	PPT	DDT	Clipper XPRS	ADA	Other (Special & DR)	TOTAL	% inc/dec
Oct-12	5,702	17,771	19,297	27,883	1,565	25,200	947	9.96	20.24	1,217	1,023	44,757	4.07
Nov-12	5,350	6,511	17,233	37,318	1,392	7,829	903	-0.96	20.24	1,082	969	40,111	-3.06
Dec-12	5,400	-5,329	15,921	15,921	1,423	5,889	837	6.62	16.92	952	779	39,607	-10.89
Jan-13	5,357	12,810	16,024	36,024	1,479	8,113	794	-4.13	17.55	1,004	997	38,945	-2.57
Feb-13	5,103	13,971	12,009	15,533	1,533	13.39	743	-11.03	15.72	973	952	35,916	-13.44
Mar-13	5,461	1,411	16,328	18,466	1,353	-21.79	879	-4.96	11.02	1,090	1,047	42,722	2.00
Apr-13	5,648	16,669	17,320	33,661	1,471	-20.14	986	24.49	16.83	1,065	1,029	43,756	2.18
May-13	6,063	24,295	16,815	21,500	1,299	-30.05	858	-2.71	14.40	1,112	972	41,972	2.18
Jun-13	6,433	29,188	17,765	14,789	1,361	10.48	921	-8.69	19.27	969	1,051	46,240	-13.94
Jul-13	0	0	0	0	0	3.73	1,009	-100.00	0	0	0	0	-100.00
Aug-13	0	0	0	0	0	100.00	0	-100.00	0	0	0	0	-100.00
Sep-13	0	0	0	0	0	100.00	0	-100.00	0	0	0	0	-100.00
YTD	56,845	11,900	168,531	25,041	14,277	(6.50)	8,877	(14.08)	3,137	10,483	9,931	414,598	(2.02)

COAST Route 7

FY14 Ridership Projections

	Route 7	ADA
Oct-13	1,193	42
Nov-13	1,138	43
Dec-13	1,046	41
Jan-14	993	34
Feb-14	929	36
Mar-14	1,055	42
Apr-14	1,035	40
May-14	901	42
Jun-14	967	45
Jul-14	1,059	50
Aug-14	1,055	49
Sep-14	1,050	46
TOTAL	12,421	510
% Change	14.5%	43.3%

Town of Exeter	Policy Number TBD	Adopted by Board of Selectmen
Subject: Investment Policy	Adoption Date: XX/XX/20XX Revision Date: Effective Date: XX/XX/20XX	Supersedes:

1.0 Purpose of the Policy:

An investment policy establishes a framework for the safe and prudent investment of public funds. While attempting to achieve the best possible results, an investment program must consider the safety and liquidity necessary to effectively meet the operational needs of the Town. It shall provide guidance and direction for town officials in the daily conduct of investing activity; in addition to improving consistency, creating and defining accountability, and in ensuring that laws are followed.

The objectives of the policy are:

1. Security: Safety of principal is the foremost objective of the Town. Each investment transaction shall seek to ensure that capital losses are avoided.
2. Liquidity: Investments shall not be made that may have an adverse effect on the normal operations of the Town. Therefore, the length of all investments shall be dictated by cash flow needs.
3. Return on Investment: Return on investments should be maximized, but never to the extent that the security of principal or liquidity of funds is jeopardized. Town officials are encouraged to receive competitive proposals on prospective investments.

2.0 Departments Affected:

All departments that utilize the financial assets below.

This investment policy applies to all financial assets in the custody of the treasurer of the Town of Exeter, New Hampshire. These funds are accounted for in the Town’s annual audited financial reports and include:

- General Fund
- Special Revenue Funds
- Capital Projects Funds
- Enterprise Funds
- Agency and Escrow Funds
- Any new funds created by the Town, unless specifically exempted by the governing body, in accordance with law, or by law

DRAFT POLICY

Furthermore, the investment policy applies to all transactions involving the financial assets and related activity of all the foregoing funds. This investment policy does not apply to the Town of Exeter Trust Funds.

3.0 Definitions:

4.0 Policy:

- a) Legal basis:
New Hampshire RSA 41:29 is the legal authority under which the Town Treasurer operates.

- b) "Prudent Person" Standard
The investment policy shall be conducted in accordance with the "prudent person" standard, which requires that:

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

- c) Instruments of Investment
In accordance with RSA 41:29 IV, excess funds of the Town of Exeter shall be invested in:
 - a) United States Treasury securities maturing in less than one year; or
 - b) Savings bank deposits of banks incorporated under the laws of the State of New Hampshire; or
 - c) Fully insured or collateralized certificates of deposits of banks incorporated under the laws of the State of New Hampshire; or
 - d) Fully insured or collateralized certificates of deposits of national banks located within the State of New Hampshire, or in banks recognized by the State Treasurer; or
 - e) New Hampshire Public Deposit Investment Pool established pursuant to RSA 383:22; or
 - f) Short-term obligations of United States Government agencies; or
 - g) Repurchase agreements with banks chartered by the State of New Hampshire and fully collateralized by United States Treasury Bills and such other instruments as may be specifically authorized by the Revised Statutes of the State of New Hampshire.

Investment maturities for operating funds shall be scheduled to coincide with projected cash flow needs, taking into account large routine expenditures (payroll and accounts payable) as well as anticipated revenue inflows. At no time shall any investment be made exceeding a maturity date in excess of one year.

DRAFT POLICY

d) Diversification

The Town's investment portfolio shall be diversified. Overconcentration in a maturity, an instrument, or institution/issuer shall be avoided. The table below sets out the maximum percentage of the portfolio that may consist of investments within the listed classes of instruments.

	<u>Maximum Percent of Portfolio Permitted</u>
▪ Overnight Investments	100%
▪ U.S. Treasury Obligations	90%
▪ NH Public Deposit Investment Pool	50%
▪ Certificates of Deposit	75%

e) Depositories and Dealers

Unless otherwise in the best interest of the Town, the Town shall solicit cash management and banking services every three to five years. Proposals, therefore, will be accepted through a competitive bidding process.

Short-term investment of surplus funds may be made by contacting credible institutions to establish the best available instrument at that time. All investments must be backed by full third party collateral and consider cash flow needs prior to considering the return on that investment. Also, no investment shall be made that contradicts the section titled "instruments" in this policy

f) Safekeeping and Collateralization

Deposits shall be fully collateralized with the delivery of US government obligations, US government agency obligations, or obligations of the State of New Hampshire in market value at least equal to 102% of the cash deposit in each case. Collateral shall be wired to the municipality's joint custody account at the Federal Reserve Bank of Boston or Federal Reserve Bank of New York no later than the day cash deposits and/or investments are wired/transferred.

5.0 Procedures:

REPORTING: The Town Treasurer shall submit periodically to the Town Manager and Board of Selectmen an investment report that summarizes recent market conditions and anticipated investment conditions. The report shall summarize the investment strategies employed in the most recent quarter, and describe the portfolio in terms of investment securities, maturities, risk characteristics and other features. The report shall explain the quarter's total investment return and compare the return with budgetary expectations. The report shall include an appendix that discloses all transactions during the past quarter.

ETHICS AND CONFLICT OF INTEREST: Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of

DRAFT POLICY

the investment program, or which could impair their ability to make impartial investment decisions. Officers and employees involved in the investment process shall disclose to the Town Manager and Board of Selectmen any material financial interest in financial institutions that conducts business with the Town. Further, they shall report to the Town Manager any large personal financial investment position that could be related to the performance of the Town portfolio. Officers and employees involved in the investment process shall subordinate their personal investment transactions to those of this Town, particularly with regard to the timing of purchases and sales.

PERFORMANCE EVALUATION: The Town shall require, from any institution in which investing activity is conducted, sufficient routine reports/documentation to enable an accurate evaluation to be made as to the results of the Town's investment program as it relates to the Town's stated objectives, guidelines and policies, and to assist in revealing areas for potential improvement.

OTHER: The Board of Selectmen shall review this policy annually, with changes made as warranted, followed by re-adoption by the Board of Selectman.

The Board of Selectmen reserves the right to implement changes to this policy without prior notice if it is deemed in the Town's best interest.

This policy is available for public review and inspection. A copy may be obtained by contacting the Finance Director.

6.0 Severability

To the extent this policy is in conflict with State law, State law will prevail.

CHAPTER 191
SB 197 - FINAL VERSION

03/21/13 0894s
8May2013... 1448h

2013 SESSION

13-1011
06/09

SENATE BILL **197**

AN ACT relative to the inclusion of a default budget in separate warrant articles submitted by sewer and water commissions.

SPONSORS: Sen. Reagan, Dist 17; Rep. C. McGuire, Merr 29; Rep. D. McGuire, Merr 21

COMMITTEE: Public and Municipal Affairs

AMENDED ANALYSIS

This bill permits water and sewer commissions to submit separate warrant articles, which include default budgets, for approval by the legislative body of towns.

.....

Explanation: Matter added to current law appears in ***bold italics***.
Matter removed from current law appears [~~in brackets and struck through.~~]
Matter which is either (a) all new or (b) repealed and reenacted appears in regular type.

CHAPTER 191
SB 197 – FINAL VERSION

03/21/13 0894s
8May2013... 1448h

13-1011
06/09

STATE OF NEW HAMPSHIRE

In the Year of Our Lord Two Thousand Thirteen

AN ACT relative to the inclusion of a default budget in separate warrant articles submitted by sewer and water commissions.

Be it Enacted by the Senate and House of Representatives in General Court convened:

1 191:1 Sewer Funds; Separate Warrant Article; Default Budget. Amend RSA 149-I:10, II and III
2 to read as follows:

3 II. Except when a capital reserve fund is established pursuant to paragraph III, all sewer
4 funds shall be held in the custody of the municipal treasurer. Estimates of anticipated sewer rental
5 revenues and anticipated expenditures from the sewer fund shall be submitted to the governing body
6 as set forth in RSA [32:6] 32:4 if applicable, and shall be included *either* as part of the municipal
7 *operating* budget *or as a separate warrant article* submitted to the local legislative body for
8 approval. *In a town or district that has adopted the official ballot referendum form of*
9 *meeting, any such separate warrant article shall include a default amount as provided in*
10 *RSA 40:13, XI-a.* If the municipality has a properly-established board of sewer commissioners, then
11 notwithstanding RSA 41:29 or RSA 48:16, the treasurer shall pay out amounts from the sewer fund
12 only upon order of the board of sewer commissioners. Expenditures shall be within amounts
13 appropriated by the local legislative body. The sewer commission shall also remit to the municipality
14 those costs incurred by the municipality in support of sewer operations, including but not limited to
15 financial audit, facility insurance, treasurer compensation, and office support.

16 III. At the option of the local governing body, or of the board of sewer commissioners if any,
17 all or part of any surplus in the sewer fund may be placed in one or more capital reserve funds and
18 [placed] *held* in the custody of the trustees of trust funds pursuant to RSA 35:7. If such a reserve
19 fund is created, then the governing body, or board of sewer commissioners if any, may expend such
20 funds pursuant to RSA 35:15 without prior approval or appropriation by the local legislative body,
21 but all such expenditures shall be reported to the municipality pursuant to RSA 149-I:25. This
22 section shall not be construed to prohibit the establishment of other capital reserve funds for any
23 lawful purpose relating to municipal water systems.

24 191:2 New Paragraph; Use of Official Ballot; Default Amount for Water and Sewer Funds.
25 Amend RSA 40:13 by inserting after paragraph XI the following new paragraph:

26 XI-a. If a political subdivision maintains a separate fund for the revenues and expenditures
27 related to the operation, maintenance, and improvement of a water or sewer system, and if any

CHAPTER 191
SB 197 – FINAL VERSION
- Page 2 -

1 appropriation for such fund is to be raised through user fees or charges and is included in a warrant
2 article separate from the operating budget, the warrant article may include a default amount for
3 such appropriation, which shall be deemed to have been approved if the proposed appropriation is
4 not approved. The default amount shall be determined by the governing body, or by the budget
5 committee if the political subdivision has adopted the provisions of RSA 40:14-b, and shall equal the
6 amount of the same appropriation for the preceding fiscal year, reduced and increased, as the case
7 may be, by debt service, contracts, and other obligations previously incurred or mandated by law,
8 and reduced by one-time expenditures contained in the previous year's appropriation. The warrant
9 article shall state the default amount for the appropriation and shall state that if the appropriation
10 proposed in the article is not approved, the default amount shall be deemed to have been approved.

11 191:3 Water Funds; Separate Warrant Article; Default Budget. Amend RSA 38:29, II and III to
12 read as follows:

13 II. Except when a capital reserve fund is established pursuant to paragraph III, all water
14 funds shall be held in the custody of the municipal treasurer. Estimates of anticipated water rate
15 revenues and anticipated expenditures from the water fund shall be prepared and submitted to the
16 governing body as set forth in RSA ~~[32:3]~~ **32:4**, if applicable, and shall be included *either* as part of
17 the municipal *operating* budget *or as a separate warrant article* submitted to the local
18 legislative body for approval. *In a town or district that has adopted the official ballot*
19 *referendum form of meeting, any such separate warrant article shall include a default*
20 *amount as provided in RSA 40:13, XI-a.* If the municipality has a properly established board of
21 water commissioners, then notwithstanding RSA 41:29 or RSA 48:16, the treasurer shall pay out
22 amounts from the water fund only upon order of the board of water commissioners. Expenditures
23 shall be within amounts appropriated by the local legislative body. *The water commission shall*
24 *also remit to the municipality those costs incurred by the municipality in support of water*
25 *operations, including but not limited to financial audit, facility insurance, treasurer*
26 *compensation, and office support.*

27 III. At the option of the local governing body, or of the board of water commissioners, if any,
28 all or part of any surplus in the water fund may be placed in one or more capital reserve funds held
29 in the custody of the trustees of trust funds pursuant to RSA 35:7. If such a reserve fund is created,
30 then the governing body, or board of water commissioners, if any, may expend such funds pursuant
31 to RSA 35:15 without prior approval or appropriation by the local legislative body, but all such
32 expenditures shall be reported to the municipality pursuant to RSA 38:21. This ~~[paragraph]~~ *section*
33 shall not be construed to prohibit the establishment of other capital reserve funds for any lawful
34 purpose relating to municipal water systems.

35 191:4 Effective Date. This act shall take effect 60 days after its passage.

36 Approved: July 2, 2013

Effective Date: August 31, 2013

**TOWN OF EXETER
MEMORANDUM**

TO: Board of Selectmen
FROM: Russell Dean, Town Manager 
RE: Economic Development Job Description
DATE: September 6, 2013

After the last meeting of the Board, Barry Cox of MRI Associates reviewed the job description under the current classification formula and assigned the position the equivalent of a Grade 13. This would establish the wage range for the position between \$58,240 and \$102,124.

TOWN OF EXETER

JOB TITLE: Economic Development Director

DRAFT

8/28/13

POSITION NUMBER: 102

DEPARTMENT: Administration

EMPLOYMENT STATUS: Full-Time, Non-Union

EXEMPT STATUS: Administrative Exemption

LABOR GRADE: 13

JOB SUMMARY: This position is responsible for leading a variety of economic development activities for the Town. Performs work in encouraging and implementing economic development initiatives, goals and objectives, including attracting new businesses and industries and assisting existing business and industries for the purpose of strengthening the Town's overall economic and commercial base.

SUPERVISION RECEIVED: The Economic Development Director receives general supervision and policy direction from the Town Manager, exercises a considerable degree of independent judgment and is evaluated by the Town Manager based upon the achievement of assigned goals and objectives. The position works closely with the Town's Economic Development Commission.

SUPERVISION EXERCISED: Provides no formal assigned supervisory responsibility or authority.

ESSENTIAL DUTIES: (The listed examples may not include all duties of the position)

1. Serves as the Town's main point of contact for developers, businesses, and those seeking to locate businesses to the Town of Exeter.
2. Coordinates and facilitates activities between businesses and developers with the Planning, Zoning, and Building Departments.
3. Itemizes and evaluates needs of existing and potential businesses, compares with Town guidelines and makes recommendations for changes as needed.
4. Serves on the Town's technical review committee as needed.
5. Proactively recruits new businesses, supports existing businesses, and encourages strategic development and redevelopment; maintains communications to resolve business issues.

6. Prioritizes key economic development initiatives consistent with the Master Plan, Board of Selectmen, Town Manager, and Economic Development Commission goals.
7. Supports the Town Manager and staff, Board of Selectmen, the Economic Development Commission, and Town committees to integrate and align economic development efforts with other Town priorities.
8. Assesses Exeter's strengths and weaknesses relative to business attraction and retention, makes recommendations as required.
9. Develops and maintains professional working relationships with business owners, managers, real estate developers, commercial realtors, and other local and regional entities, and encourages them to locate or expand business in Town.
10. Arranges financial and development packages for economic development projects which benefit Exeter.
11. Develops marketing and promotion materials for the Town; coordinates economic development website information with the Town Manager and Economic Development Commission.
12. Provides information about benefits for incoming businesses and existing business expansion.
13. Develops and maintains a comprehensive inventory of available buildings and land in the community for development purposes.
14. Develops short and long range economic development plans; gathers, interprets and prepares data for studies, reports and recommendations.
15. Seeks opportunities to increase the Town's commercial tax base.
16. Provides support for achieving Town initiatives and programs.
17. Coordinates, plans and educates businesses on the Town's economic development programs and policies, such as RSA 79-E and Tax Increment Finance Districts, and identifies and recommends changes to improve their use and success.
18. Provides ~~periodic~~ **monthly quarterly** updates on economic development initiatives to the Board of Selectmen, Planning Board, and Economic Development Commission.
19. Provides reports and oral presentations as required. Works with the Town Manager, boards and committees, and other staff to provide technical insight and recommendations related to planning, zoning, public infrastructure including parking, and ordinances impacting economic development.

20. Attends meetings of the Economic Development Commission (EDC), provides expertise and explanations of policy and project options; educates the EDC and public through presentations and discussions.
21. Works with the Rockingham Economic Development Commission (REDC) to represent and assist Exeter businesses looking for a variety of assistance from the Town and other entities.
22. Works with the Chamber of Commerce, various professional economic development organizations, Small Business Association, Community Development Finance Authority, Business Finance Authority to meet the goals of Exeter businesses.
23. Acts as the Town's representative as needed to Federal, State, county and local committees/associations impacting Economic Development and business relationships.
24. Updates the Town's market analysis as new trend, demographic and other data becomes available.
25. Identifies appropriate Economic Development grants that are available from private institutions, the State of New Hampshire, the Federal Government and other organizations or government entities.
26. Assesses the impact of Town and zoning ordinances on economic development; identifies and recommends ordinance alternatives for converting policy ideas into action plans affecting Town development, expansion, transportation and related programs.
27. Solicits public participation for economic programs, writes press releases, etc.
28. Prepares and manages the annual Economic Development budget, and monitors expenditures for Economic Development.
29. Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED BY THE POSITION:

1. Knowledge of town policies and procedures, ordinances and state and federal statutes.
2. Knowledge of zoning ordinances, site plan regulations, land use regulations, subdivision regulations and appropriate state regulations relating to planning and zoning activities.
3. Knowledge of building codes and processes.
4. Knowledge of business and municipal economic development strategies.
5. Knowledge of small business and micro enterprise lending.

6. Knowledge of government and non-government economic development funding sources and business assistance programs, requirements and regulations including CDBG, SBA, CDFIA and BFA.
7. Knowledge of legal processes and legal terminology.
8. Knowledge of town geography, streets and zoned areas.
9. Knowledge of building construction and engineering principles, concepts and methods.
10. Knowledge of the budgetary process.
11. Skill in project management.
12. Skill in business plan and financial analysis.
13. Skill in managing multiple and concurrent projects.
14. Skill in management, leadership and supervision.
15. Skill in planning, organizing, analyzing, decision making and problem solving.
16. Skill in public and interpersonal relations.
17. Skill in reading and understanding development plans, maps, charts and surveys.
18. Skill in the use of office equipment, such as a digital camera, computer, calculator, printer, relevant software, data base programs, spreadsheets and G.I.S. programs.
19. Skill in oral and written communication.
20. Skill in budgetary preparation and administration.
21. Ability to read and understand architectural and construction plans, engineering drawings, tax maps and technical reports.
22. Ability to analyze credit history.
23. Ability to formulate recommendations and decisions.
24. Ability to maintain accurate records and files.
25. Ability to negotiate and resolve disputes effectively.
26. Ability to communicate effectively, both verbally and in writing.
27. Ability to delegate responsibility.

28. Ability to prepare and present technical and statistical reports.
29. Ability to exercise sound and mature judgment and discretion.
30. Ability to demonstrate good teamwork, leadership, interpersonal and customer-service skills and attitude.
31. Ability to establish and maintain effective working relationships with employees, town officials, property owners, contractors, realtors, the business community, the general public, regional, state and federal officials.

SUPERVISORY CONTROLS: The supervisor sets the overall objectives and resources available. The Supervisor and employee develop the deadlines, projects and work to be done. At this level, the employee, having developed expertise in the line of work, is responsible for planning and carrying out the assignment; resolving most of the conflicts which arise; coordinating the work with others as necessary and interpreting policy on own initiative in terms of established objectives. In some assignments, the employee also determines the approach to be taken and the methodology to be used. The employee keeps the supervisor informed of progress, potentially controversial matters, or far-reaching implications. Completed work is reviewed only from an overall standpoint in terms of feasibility, compatibility with other work, or effectiveness in meeting requirements or expected results.

GUIDELINES: Procedures for doing the work have been established and a number of specific guidelines are available. The number and similarity of guidelines and work situations requires the employee to use judgment in locating and selecting the most appropriate guidelines, references and procedures for application and in making minor deviations to adapt the guidelines in specific cases. At this level, the employee may also determine which of the several established alternatives to use. Situations to which the existing guidelines cannot be applied, or significant proposed deviations from the guidelines, are referred to the supervisor.

COMPLEXITY: The work includes various duties involving different and unrelated processes and methods. The decision regarding what needs to be done depends upon the analysis of the subject, phase or issues involved in each assignment and the chosen course of action may have to be selected from many alternatives. The work involves conditions and elements that must be identified and analyzed to discern interrelationships.

SCOPE AND EFFECT: The work involves establishing criteria; formulating projects; assessing program effectiveness; or investigating or analyzing a variety of unusual conditions, problems or questions. The work product or service affects a wide range of agency activities, major activities of industrial concerns or the operation of other agencies.

PERSONAL CONTACTS: The personal contacts are with individuals or groups from outside the employing agency in a moderately unstructured setting (e.g., the contacts are not established on a routine basis; the purpose and extent of each contact is different and the role and authority of each party is identified and developed during the course of the contact).

PURPOSE OF CONTACTS: The purpose is to plan, coordinate or advise on work efforts or to resolve operating problems by influencing or motivating individuals or groups who are working toward mutual goals and who have basically cooperative attitudes.

PHYSICAL DEMANDS: The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching or similar activities; recurring lifting of moderately heavy items such as books and record boxes. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity.

WORK ENVIRONMENT: The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries and residences or commercial vehicles (e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc.). The work area is adequately lighted, heated and ventilated.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: Department heads at this level have final responsibility and authority for the accomplishment of objectives, utilization of resources and personnel administration decisions within a major jurisdictional subdivision. They are accountable for the effective and efficient management of work to achieve goals and objectives. They usually receive guidance in the form of approval/denial on matters of policy, service levels and goals or objectives from higher authorities.

MINIMUM QUALIFICATIONS:

1. Knowledge and level of competency commonly associated with the completion of a bachelor's degree with course work in community development, business administration, public administration, community planning, or related occupational field.
2. Experience sufficient to understand the diverse objectives and functions of the position, usually interpreted to require five to eight years of progressively responsible administrative and supervisory experience, preferably in a municipal environment; or any equivalent combination of education or experience which demonstrates possession of the required knowledge, skills and abilities.
3. Possession of, or ability to readily obtain, a valid driver's license for the type of vehicle or equipment operated.

List for Selectmen's meeting September 9, 2013

Abatement

<u>Map/Lot</u>	<u>Location</u>	<u>Abatement Amount</u>
90/33/2	3 Wright Lane	489.89



Application for Use of Town Facility

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

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

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

Signboard Requested: Poster Board Week: 6-2-14 Plywood Board Week:

Representative Information:

Name: Evelyn Orr Address: 277 Water St. Apt. 214
Town/State/Zip: Exeter NH 03833 Phone: 778-1287
Email: evelynorr@hotmail.com Date of Application: 8/29/13

Organization Information:

Name: CFE Exeter Women's Club Address: as above
Town/State/Zip: _____ Phone: _____

Reservation Information:

Type of Event/Meeting: Yard Sale Date: June 7, 2014
Times of Event: 8-2 PM Times needed for set-up/clean-up: June 6 8 AM
of tables: All # of chairs: 0
List materials being used for this event: _____
Will food/beverages be served? No Description: _____

Requirements:

Cleaning Deposit: A cleaning deposit of \$100 is required of any user serving food or beverages. If the town determines after use that the building 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: Evelyn J Orr Date: 8/29/13

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

**Fogg-Rollins Trust
c/o Pat Qualter
PO Box 1074
Newfields, NH 03856**

September 3, 2013

Russ Dean, Town Manager
Town of Exeter
10 Front Street
Exeter, NH 03833

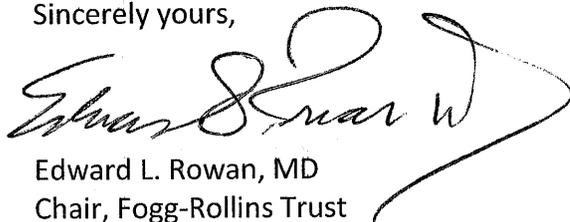
Re: Fogg-Rollins cemetery

Dear Russ:

In follow-up of the recommendation of the Board of Selectmen at their meeting on August 26, the Fogg-Rollins Trustees formally request that the town assume responsibility for maintenance of the Rollins cemetery at 44 Hampton Road.

Enclosed is a check for \$10,000 to establish a trust fund managed by the Trustees of Trust Funds in support of that request.

Sincerely yours,



Edward L. Rowan, MD
Chair, Fogg-Rollins Trust

EXTV Monthly Report

Month: August

Year: 2013

I met with Richard Mathews on August 7th and he returned some recommendations. Richard Mathews is an independent Audio Engineer who resides in New Hampshire. He does the EAHS sound for graduation every year. Richard's work experience is varied however he does a large number of Court Room and Video Conferencing systems.

About the voltage hum we experience: Using CTRL OUT instead of XLRs will eliminate the humming on the audio channels.

As for inconsistent Audio levels, He has recommended we look at a device designed specifically to level audio. They should be available for about \$500 and we would need two. Alternatively we can hire him to come in and look at the problem in more detail.

One microphone has some issues, we both recognized that and a rewiring is in the works.

There is no form of communication between the Control Room and the meeting coordinator. Richard says he has never seen a setup that lacked one. At a minimum would be a signal light.

The microphones have on/off switches which can lead to the microphone being accidentally being turned off. He recommends we change to momentary contact type, aka a cough switch.

Richard has a copy of the draft RFP and will review it and pass it on to whomever he thinks would be best for the job. He is not sure that there is anyone in the area, or anywhere for a reasonable budget, that can do a total review of the overall operations.

The Conservation Commission meeting held August 13th never got scheduled for streaming. This meeting was not on the Town Calendar at the beginning of August as noted in my July report. We restreamed it.

EXTV got a phone message from Exeter Resident Marylyn Wood on 8/22. Ms. Wood was concerned that during meetings, exhibits were often not on camera as much as they need to be. Often the speaker is all that is shown. I returned her call on the 23rd and thanked her for her feedback and told her that I will talk to the camera crew about this.

PowerPoint presentations do not show well from a camera feed. There is an upgrade we can do in the Nowak Room that will remedy this (within our broadcast definition limitations) and the cost will not be unreasonable.

Artworks, often the preferred medium for engineers, architects and planners will only show as well as standard def TV and the use of long zoom cameras will allow. In order to address this issue, for TV broadcast, we would need a document camera and would need to project the drawings on our screen and feed them to the control room. The main problem with this solution is while the images will be better, fine details that are often important to the exhibit will still not show well on our standard

definition broadcast signal no matter what type of television they end up being viewed with. Comcast wouldn't even talk about a high definition feed for EXTV during the last contract negotiations.

Marylyn was also concerned about the very high cable television cost in Exeter. I did tell her that EXTV has no control over this.

EXTV has setup a twitter account for the purpose of sending out broadcast schedules. Public Access and the Ed channel will also do this.

Met with Russ Dean and Doug York on August 30 to discuss operational needs at Channel 98.

Meetings Broadcast Live

Date	Board/Meeting	Shown on (22,98,13) THS	Reported Issues	Broadcast Team/Person
8/7/2013	Water/Sewer	22-THS	None	John Grinde
8/8/2013	Planning	22-THS	None	John Grinde
8/12/2013	Selectmen	22-THS	None	Kyrra
8/13/2013	Conservation	22-THS	Did Not Make Town Hall Streams. – We will restream	Collopy
8/15/2013	HDC	22-THS	None	Chelsey
8/20/2013	ZBA	22-THS	None	Collopy
8/22/2013	Planning	22-THS	None	Chelsey
8/26/2013	Selectmen	22-THS	None	Kyrra

Community Events Recorded:

Date	Event	Shown on (22, 98, 13) THS	Reported Issues	Broadcast Team/Person
8/1/2013	Swasey Concert	Recorded for 98	none	Mike Collopy
8/6/2013	Library Concert	Recorded for 98	none	Mike Collopy

For meetings with reported issues:

Description of problem:

Reason for problem (equipment, operator, other): describe in detail:

Resolution of problem:

THS = Town Hall Streams

Other EXTV activities (channel 22, 98 or 13) related:

Submitted By: Andy Swanson



**Richie McFarland
Children's Center**

Building Brighter Futures for Children
and their Families

August 23, 2013

Board of Selectmen
Town of Exeter
Attn: Russell Dean, Town Manager
10 Front Street
Exeter, NH 03833

Dear Board of Selectmen,

Our sincerest thanks to you and the residents of Exeter for \$2250.00 in social service funding for the programs offered by the Richie McFarland Children's Center.

As we enter RMCC's 42nd year, we are reminded of the thousands of families whose lives have been touched by this agency. We also can't help but think of the thousands of friends like you, who helped to make it all possible.

Sincerely,

Peggy Small-Porter
Executive Director

HALL & ASSOCIATES

Suite 701

1620 I Street, NW

Washington, DC 20006-4033

Telephone: (202) 463-1166

Web: <http://www.hall-associates.com>

Fax: (202) 463-4207

Reply to E-mail:

jhall@hall-associates.com

August 28, 2013

Via Electronic Filing:

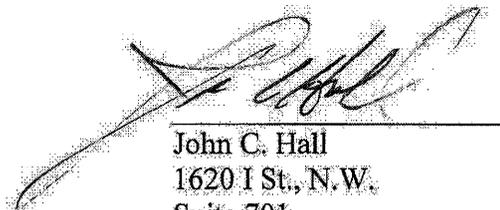
U.S. Environmental Protection Agency
Clerk of the Board
Environmental Appeals Board 1103M
1200 Pennsylvania Avenue, N.W.
East Building
Washington, D.C. 20460-0001

Re: Town of Newmarket Wastewater Treatment Plant
Permit Number: NH0100196
Appeal Number: NPDES 12-05

Dear Ms. Durr,

Please find the Petitioners' Motion to Dismiss the Petition for Review of the Town of Newmarket NPDES permit, and accompanying Certificate of Service regarding NPDES Appeal No. 12-05.

Sincerely,



John C. Hall
1620 I St., N.W.
Suite 701
Washington, D.C. 20006
Tel: (202) 463-1166
Fax: (202) 463-4207
jhall@hall-associates.com

**BEFORE THE ENVIRONMENTAL APPEALS BOARD
UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C.**

In re:)
Town of Newmarket)
NPDES Permit No. NH0100196)
_____)

NPDES APPEAL No. 12-05

**PETITIONERS' MOTION TO DISMISS THE PETITION FOR REVIEW OF THE
TOWN OF NEWMARKET NPDES PERMIT**

The Great Bay Municipal Coalition (the "Coalition" or "Petitioners") respectfully moves to dismiss the above-captioned appeal, pursuant to 40 C.F.R. § 124.19(k). As the Board is aware, the key scientific and factual disputes underlying the appeal all relate to whether or how nutrients have adversely impacted the Great Bay system, in violation of the applicable state narrative criteria. The document at the heart of the dispute was the 2009 numeric nutrient criteria document developed by the New Hampshire Department of Environmental Services, which was used for a host of regulatory decisions (e.g., impairment listing, WLA development and permitting). New Hampshire Department of Environmental Services and the Coalition have agreed to conduct an updated peer review of the science underlying the 2009 numeric nutrient criteria document, looking at the most current information for this system. The peer review will be comprehensive, including a "weight of evidence" assessment to determine whether or not the available data and studies reasonably support a conclusion that nutrients are causing eelgrass and dissolved oxygen impairments in the system. This review will, in essence, cover the central regulatory, scientific and factual disputes of this permit appeal. The new peer review will also render moot the legal and factual issues surrounding the prior limited peer review conducted by EPA which excluded participation by the Coalition. At a recent meeting of the parties discussing the peer review, EPA Regional Administrator Spaulding agreed to consider the outcome of the updated peer review in issuing any further NPDES permits to the Great Bay communities.

Therefore, in light of these events which will (1) provide new scientific information based on the most current data relevant to the development of permits for the Petitioners and (2) address key legal/regulatory issues raised in the Newmarket appeal, the Coalition moves to have the Board dismiss the above-captioned appeal.

Respectfully submitted,



John C. Hall
1620 I St., N.W.
Suite 701
Washington, D.C. 20006
Tel: (202) 463-1166
Fax: (202) 463-4207
jhall@hall-associates.com

Date: Aug 28, 2013

CERTIFICATION OF SERVICE

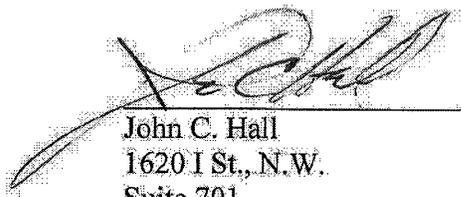
I hereby certify the copies of the foregoing Petitioners' Motion to Dismiss the Petition for Review in connection with NPDES Appeal No. 12-5, were sent to the following persons in the manner indicated:

By Electronic Filing:

Clerk of the Board
U.S. Environmental Protection Agency
Environmental Appeals Board 1103M
1200 Pennsylvania Avenue, N.W.
East Building
Washington, D.C. 20460-0001

By First Class U.S. Mail:

Mr. Samir Bukhari
U.S. Environmental Protection Agency
Office of Regional Counsel, Region 1
5 Post Office Square- Suite 100
Mail Code: ORA 18-1
Boston, MA 02109-3912



John C. Hall
1620 I St., N.W.
Suite 701
Washington, D.C. 20006
Tel: (202) 463-1166
Fax: (202) 463-4207
jhall@hall-associates.com

Date: Aug 28, 2013



Town Manager's Office

AUG 28 2013

Received

August 27, 2013

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

Dear Mr. Dean:

As outlined in our letter of June 19, 2013, Local Government Center HealthTrust (HealthTrust) is issuing checks to distribute CY2010 surplus to HealthTrust Member Groups as required by the Hearing Officer's Order in the Bureau of Securities Regulation administrative proceeding, unless Member Groups specifically requested the return as a *Contribution Holiday*. The check for your calculated return is enclosed.

If you have any questions regarding the distribution, please do not hesitate to contact your Benefits Advisor.

Sincerely,

A handwritten signature in cursive script that reads "Wendy Lee Parker".

Wendy Lee Parker
Deputy Director for Risk Pool Operations

Enclosure



Town Manager's Office

AUG 29 2013

August 27, 2013

Received

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

RE: Notice of Assignment

Dear Mr. Dean:

I am writing to inform you that effective September 1, 2013, Local Government Center HealthTrust, LLC is assigning all of its interests in your current Application and Participation Agreement together with all other agreements relating to the coverages and services provided to you as a participant in the Local Government Center HealthTrust, LLC to HealthTrust, Inc., a New Hampshire non-profit (voluntary) corporation. In connection with this assignment, HealthTrust, Inc. will assume responsibility for and will continue the existing HealthTrust risk pool management program pursuant to NH RSA 5-B.

The assignment described above includes the following agreements, if applicable, that you have with Local Government Center HealthTrust, LLC, including but not limited to the:

Application and Participation Agreement,

- COBRA Administrative Services Agreement (Addendum 1),
- Retiree Billing Administrative Services (Addendum 2),
- Combination of Entities for Rating and Participation (Addendum 3),
- Self-Funded Plus Agreement,

Flexible Benefits Plan Administrative Service Agreement,

- HIPAA Business Associate Agreement (for FSA Services),

COMPASS Smart Shopper Program Services Agreement,

Early Retiree Reinsurance Program (ERRP) Services Agreement,

Medicare Part D Retiree Drug Subsidy Program Services Agreement,

- Request for Actuarial Testing for Medicare Retiree Subsidy,

Medical Plan Subscriber Certificates,

Dental Plan Documents,

Group Short-Term Disability Benefits Agreement,

Group Long-Term Disability Insurance Certificates,

Group Term Life Insurance Certificates of Insurance,

Annual Transmittal Forms, and

All amendments, certificates of coverage, endorsements and other documents related thereto.

Going forward any reference to Local Government Center HealthTrust, LLC in these agreements should now be considered to be HealthTrust, Inc.

If you have any questions, feel free to contact me. Thank You.

Local Government Center HealthTrust, LLC

By: Wendy Lee Parker
Deputy Director for Risk Pool Operations

Local Government Center HealthTrust, LLC

PO Box 617 • Concord, NH 03302-0617 • Tel. 603.226.2861 • Toll Free 800.527.5001 • Fax: 603.226.2988

Email: info@healthtrustnh.org • Website: www.healthtrustnh.org



THE STATE OF NEW HAMPSHIRE
Town Manager's Office
DEPARTMENT OF TRANSPORTATION



SEP - 3 2013

Received

CHRISTOPHER D. CLEMENT, SR.
COMMISSIONER

JEFF BRILLHART, P.E.
ASSISTANT COMMISSIONER

Bureau of Planning & Community Assistance
Tel: (603) 271-3344
August 29, 2013

To Whom It May Concern:

We are sending the enclosed notice to your organization in an effort to encourage your participation regarding transportation projects planned between 2015-2024 throughout the State of New Hampshire.

Attached is a listing of all the dates, times and locations of public meetings planned throughout NH for review of the State of New Hampshire Transportation Ten Year Plan. In order to develop the best transportation solutions for your community, our Department needs your help. Experience has shown that the best transportation projects evolve as a result of close cooperation between planners, designers, and policy makers, and the residents, business owners, and interest groups who know and care about their residents and communities. The meetings are being hosted by the Department of Transportation, your Executive Councilor, and Regional Planning Commissions. We invite you, your residents and communities to actively participate in this meeting. Our goal is to hear from you what your transportation needs are.

If you have questions regarding these meetings or the scope of planned projects in your area, please contact me at (603) 271-3344.

Sincerely,

William E. Watson, PE
Administrator

Enclosure

WEW/sa

~ PUBLIC NOTICE ~

Pursuant to RSA 228:99 and RSA 240, the Governor's Advisory Commission on Intermodal Transportation (GACIT), which is composed of the five Executive Councilors and the Commissioner of the New Hampshire Department of Transportation announces that Public Hearings will be held to review and receive input on the update of the State's Ten Year Transportation Improvement Plan (2015-2024).

The purpose of these Public Hearings is to receive public comments/testimony on transportation projects and priorities included in the draft 2015-2024 Ten-Year Transportation Improvement Plan as recommended by the New Hampshire Department of Transportation to GACIT. Those not able to attend the meetings can submit written testimony within 10 days of the completion of the Public Hearings. (no later than October 31, 2013 at 4 PM)

Copies of any documents related to the Ten-Year Transportation Improvement Plan (2015-2024) will be available for review on the NHDOT website prior to the first Public Hearing:

<http://www.nh.gov/dot/org/projectdevelopment/planning/typ/index.htm> or by contacting the Bureau of Planning & Community Assistance at the Department of Transportation (603-271-3344).

Written Comments should be addressed to:

William E. Watson, P.E.
Bureau of Planning and Community Assistance
New Hampshire Department of Transportation
John O. Morton Building, 7 Hazen Drive
P.O. Box 483
Concord, NH 03302-0483

Any individuals needing assistance or auxiliary communication equipment due to sensory impairment or other disability, should contact Sharon Allaire, (603) 271-3344, NHDOT, P.O. Box 483, Concord, N.H. 03302-0483 -

TDD access: Relay N.H. 1-800-735-2964.

The projects developed through the Ten Year Plan process will be administered according to the requirements of Title VI of the Civil Rights Act of 1964 and related statutes to ensure non-discrimination.

Executive Councilor Raymond Burton
Chairman, Governor's Advisory Commission on Intermodal Transportation (GACIT)
Dated at Concord, NH
this 29th day of August 2013

Public Hearings are scheduled statewide as follows:

Public Hearing Schedule for 2015 - 2024 Ten Year Plan

Executive Councilor	Date	Town/City	Time	Location
District 2 Cnclr. Colin Van Ostern Co-Hosted with District 1 Cnclr. Raymond Burton	(Mon) 9/9/13	Charlestown	8:00 AM	Charlestown Town Hall 19 Summer Street
District 1 Cnclr. Raymond Burton	(Mon) 9/9/13	Lebanon	11:00 AM	Lebanon City Hall 51 Park Street – 5 th Floor
District 1 Cnclr. Raymond Burton	(Mon) 9/9/13	Littleton	3:00 PM	Littleton Community Center Community House Annex 126 Main Street
District 4 Cnclr. Christopher C. Pappas	(Wed) 9/11/13	Manchester	7:00 PM	Aldermanic Chambers – 3 rd Floor City Hall, 1 City Hall Plaza
District 4 Cnclr. Christopher C Pappas	(Thur) 9/12/13	Londonderry	7:00 PM	Town Office – Council Chambers Moosehill Room 268B Mammoth Road
District 1 Cnclr. Raymond Burton	(Mon) 9/16/13	Andover	9:00 AM	Town Hall 31 School Street
District 1 Cnclr. Raymond Burton	(Mon) 9/16/13	Meredith	1:00 PM	Wicwas Lake Grange 151 Meredith Center Road
District 2 Cnclr. Colin Van Ostern	(Wed) 9/18/13	Somersworth	4:30 PM	City Council Chambers One Government Way
District 4 Cnclr. Christopher C Pappas	(Wed) 9/18/13	Hooksett	7:00 PM	Hooksett Town Hall – Chambers 35 Main Street
District 1 Cnclr. Raymond Burton	(Thur) 9/19/13	Berlin	10:00 AM	City Hall Auditorium 168 Main Street
District 1 Cnclr. Raymond Burton	(Thur) 9/19/13	Pittsburg	3:00 PM	Fire Station 1684 North Main Street
District 2 Cnclr. Colin Van Ostern	(Wed) 9/25/13	Hinsdale	12:00 PM	Town Hall Auditorium 2 nd Floor 11 Main Street
District 2 Cnclr. Colin Van Ostern	(Wed) 9/25/13	Franklin	4:30 PM	City Hall Council Chambers 316 Central Street
District 2 Cnclr. Colin Van Ostern	(Wed) 9/25/13	Concord	7:00 PM	NH Department of Transportation 7 Hazen Drive Room 114
District 3 Cnclr. Christopher Sununu	(Wed) 9/25/13	Derry	7:00 PM	Derry Municipal Center 3 rd Floor 14 Manning Street
District 1 Cnclr. Raymond Burton	(Thur) 9/26/13	Wakefield	10:00 AM	Town Hall Conference Room 2 High Street
District 1 Cnclr. Raymond Burton	(Thur) 9/26/13	Conway	3:00 PM	Town Hall – Upstairs 1634 Main Street

District 4 Cnclr. Christopher C Pappas	(Mon) 9/30/13	Loudon	7:00 PM	Loudon Town Office – Barn 29 South Village Road
District 4 Cnclr. Christopher C Pappas Co-Hosted with District 5 Cnclr. Debora B Pignatelli	(Wed) 10/2/13	Bedford	7:00 PM	Bedford Cable TV Meeting Room 10 Meetinghouse Road
District 2 Cnclr. Colin Van Ostern Co-Hosted with Cnclr Debora B Pignatelli	(Tue) 10/8/13	Keene	6:30 PM	Keene Parks and Recreation Room 14 312 Washington Street
District 3 Cnclr. Christopher Sununu	(Wed) 10/9/13	Epping	7:00 PM	Town Hall Upstairs Auditorium 157 Main Street
District 5 Cnclr. Debora B Pignatelli	(Thur) 10/10/13	Nashua	6:30 PM	City Auditorium – 3 rd Floor (use Elm Street Entrance) 229 Main Street
District 3 Cnclr. Christopher Sununu	(Wed) 10/16/13	Portsmouth	7:00 PM	Terminal at Pease Transit Center 185 Grafton Drive
District 5 Cnclr. Debora B Pignatelli	(Thur) 10/17/13	Milford	6:30 PM	Town Hall – Banquet Room 1 Union Square
District 2 Cnclr. Debora B Pignatelli	(Mon) 10/21/13	Peterborough	6:30 PM	Town Hall – Upper Hall 1 Grove Street



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

Town Accessibility Issues

Don or Mary Jo Briselden <briseldens-exeter@myfairpoint.net>

Tue, Sep 3, 2013 at 10:14 AM

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

Cc: Dan Chartrand <dchartra@rcn.com>

Good morning Russ:

A short note on a subject that I have discussed with Dan Chartrand

I am sure you are aware that the town offices or the public bathrooms are not accessible for people with disabilities. While there is a ramp to the front door of the town offices, the door does not have a powered door opener. The bathrooms are not accessible at all, which has been an issue for people, especially during events such as the festivals. There may be accessibility issues in other town facilities. While the Town may not be required by law to meet the ADA requirements, I suggest that it has a public responsibility to do so.

While it may not be timely to insert project funds in this year's budget, there may be funds available to conduct a survey of town facilities and then develop an improvement plan that addresses all appropriate accessibility needs. Should you need recommendations of a qualified person(s) to assist, please let me know.

My interest in this is just as a citizen who has been an ADA advocate over the years, especially at PEA.

The improvements that need to be accomplished do not appear to be extensive and thus not major capital improvements. However, in my opinion, they need to be addressed.

Thanks for considering this request.

Don



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

Fogg rollins cemetery

Greg Bisson <gbisson@town.exeter.nh.us>

Fri, May 31, 2013 at 10:24 AM

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

Hi Russ,

Mike is out today but he wanted me to send you these figures for work at the Fogg Rollins Cemetery.

\$50 (includes pay, benefits, gas, etc) per hour X 1.5 hours once a month X 9 months for a total of \$675 a year to maintain it.

--

Greg Bisson

Assistant Director

Exeter Parks and Recreation

Please note my new address is Gbisson@exeternh.gov

Please Join us on Facebook:<https://www.facebook.com/ExeterParksandRecreationNH>



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

lighting at ESC

Sylvia VonAulock <svonaulock@town.exeter.nh.us>

Tue, Aug 27, 2013 at 9:46 AM

To: Butch York <president@exetersportsmansclub.com>

Cc: Barb McEvoy <bmcevoy@town.exeter.nh.us>, Doug Eastman <deastman@town.exeter.nh.us>, Russ Dean <rdean@town.exeter.nh.us>

Butch,

I had a chance to review your submittal and recommend this go before the Planning Board for a minor site plan review.

I would suggest that you amend your submittal, including showing the location of the proposed lights on the previously approved surveyed plan and provide the required documents and plans as outlined in Site and Subdivision regs, 9.20 Outdoor Lighting.

thanks, Sylvia

9.20 Outdoor Lighting

9.20.1. Purpose: The purposes of this regulation is to avoid negative impacts resulting from excessive outdoor lighting, light trespass on adjacent properties, or safety concerns resulting from glare. This regulation is further intended to preserve Exeter's rural character and dark night sky, to minimize the impact of artificial lighting on wildlife, and to conserve energy and natural resources.

9.20.2. Applicability of Lighting Standards: The Planning Board may require lighting in any new development, or any change to or addition of new lighting fixtures to an existing site, based on the Board's evaluation of the submitted plan. This section applies to non-residential uses and any structure with 3 or more residential units.

9.20.3. Plan Requirements: For review of lighting designs the following information must be provided on a separate sheet submitted as part of the plan:

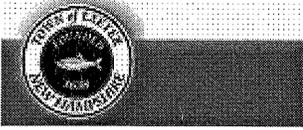
1. A visual photometric plan that demonstrates both light coverage and light spillage resulting from the proposed lighting plan;
2. Photometric data, such as that furnished by manufacturers, showing the angle of cut off or light emissions;
3. Plans indicating a description and location on the premises, of illuminating devices, fixtures, lamps, supports, reflectors, and other devices. The description may include, but is not limited to pictures and drawings supplied by manufacturers
4. Proposed lighting schedule that includes style, housing and bulb action, when units are on and off, and what will remain on, if any after 10:00 pm.

9.20.4. General Lighting Requirements:

1. All new outdoor lighting for non-residential structures or residential structures with three or more units is required to have full-cutoff shielding (including wallpack fixtures), and the design of the fixture shall be approved by the Planning Board.
2. The new installation of up-lighting, by any method, is prohibited; however, the limited use of upward landscape lighting on a case-by-case basis may be approved provided the lighting does not spill onto neighboring properties or public ways
3. Lighting should be designed to provide the minimum illumination standards by the Illuminating Engineering Society of North America (IESNA) and shall follow the recommended practices for controlling light pollution of the International Dark Sky Association.
4. Lights shall be turned off or reduced in intensity at 10 p.m. or a reasonable hour as determined by the Planning Board. A note on the plan shall specify the hours of operation for any proposed lighting.
5. Emergency and Security lighting may be permitted on a case by case basis.

9.20.5. Prohibitions: The following types of lighting are prohibited:

1. Mercury Vapor Lamps or Fixtures. The installation of any mercury vapor fixture or lamp for use as outdoor lighting is prohibited.
2. Source Light. The use of laser source light or any similar high intensity light for outdoor advertising or entertainment, when projected above the horizontal plane is prohibited.
3. Searchlights. The operation of searchlights is not permitted.
4. Neon. Neon lighting on buildings or signs is prohibited, unless the sign is located inside a building. It is permissible for a neon sign to be visible through or placed in a building's window.
5. Security Lighting. Security lighting shall be limited in such as fashion so as to not direct light onto neighboring property. Continual lighting must be shielded so as to not produce glare or light trespass onto neighboring property.



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

lighting at ESC

B M York <bmyork321@gmail.com>

Wed, Aug 28, 2013 at 3:22 PM

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

Cc: Silvia vonAulock <svonaulock@town.exeter.nh.us>, joe.kenickjr@myfairpoint.net

Russ,

Although I am always available to meet with you or the BOS, I think this request is one that should be granted without a lot of additional discussion. The shooting hours are spelled out in the lease and were part of the lease negotiations. Historically, the Exeter Sportsman's Club, Inc. has shot trap well after dark (sometimes up to 10PM or later) even during the summer months as the light fixtures, which are still on the poles in the trap field, will attest. So, since this has all been debated before, I see little justification for further delay based on additional debate.

Thank you for your consideration. If you wish to discuss this matter further, please do not hesitate to contact me.

B. M. (Butch) York

President Emeritus

Exeter Sportsman's Club, Inc.

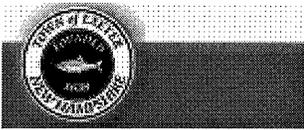
www.exetersportsmansclub.com

Club (603) 772-7468

Cell (781) 277-1209

From: Sylvia VonAulock [mailto:svonaulock@town.exeter.nh.us]**Sent:** Wednesday, August 28, 2013 2:44 PM**To:** bmyork321@gmail.com**Cc:** Russ Dean**Subject:** Fwd: lighting at ESC

[Quoted text hidden]



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

Exeter Sportsman's Club clean-up costs and and lighting request

Marbet Wolfson <lilygilder@gmail.com>

Sat, Aug 31, 2013 at 4:26 PM

To: Susan Ratnoff <sratnoff_gcs@yahoo.com>

Cc: "educ8@comcast.net" <educ8@comcast.net>, "m.c.wilson@comcast.net" <m.c.wilson@comcast.net>,"suetomfitz@comcast.net" <suetomfitz@comcast.net>, "beth.brosnan@comcast.net"

<beth.brosnan@comcast.net>, "tjwarr@comcast.net" <tjwarr@comcast.net>, "hwarr@comcast.net"

<hwarr@comcast.net>, "jillcapitani@yahoo.com" <jillcapitani@yahoo.com>, "pmeras@hotmail.com"

<pmeras@hotmail.com>, "lben3065@gmail.com" <lben3065@gmail.com>, "bobgh@yahoo.com"

<bobgh@yahoo.com>, "susanriley01@gmail.com" <susanriley01@gmail.com>, "rileymovitz@sbcglobal.net"

<rileymovitz@sbcglobal.net>, "csamiljan@yahoo.com" <csamiljan@yahoo.com>, "sherri.nixon1@gmail.com"

<sherri.nixon1@gmail.com>, Russell Dean <rdean@town.exeter.nh.us>, Donald Clement

<dclement43@comcast.net>, Julie Gilman <juliedgilman@comcast.net>, Dan Chartrand <dchartra@rcn.com>,"

Matthew Quandt <mjquandt@comcast.net>, Frank Ferraro <fferraro2010@gmail.com>, Sylvia von Aulock

<svonaulock@town.exeter.nh.us>

To all who received Sue Ratnoff's letter today-

I agree with what Sue Ratnoff wrote and I would like to add that I was bothered by the paragraph towards the end of the Exeter News-Letter article Fri., Aug. 30 about the "Gun Club" cleanup, "They would then fill the trap area in and club members could begin full use of it again, Comeau said."

That area is right on the water and will not be part of the bermed-in firing range.

During the March 28 Planning Board meeting a representative of the Sportsman's Club (the tape is mangled at 70:00 on the tape, clock time 8:04, when he began and I couldn't identify him) said they looked forward to using the cleaned-up trap shooting area for "shooting trap down the road or whatever we manage to use it for" (78:50 on the tape, clock 8:14:00).

I expressed my concern about this (84:28 on the tape, clock 8:19:30).

Assistant Fire Chief Ken Berkenbush responded (85:09 tape, clock 8:20:10) that "we're not going to allow shooting there again, nor do they have any plans to do that".

As we are all proceeding with the cleanup and sound attenuation project, I want to be assured that shooting is not one of the uses included in the "full use" of the cleaned up ex-trap shooting range.

Marbet Wolfson
15 Thornton St.
Exeter, NH 03833
603 778-9820

[Quoted text hidden]



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

Exeter Sportsman's Club clean-up costs and and lighting request

Susan Ratnoff <sratnoff_gcs@yahoo.com>

Sat, Aug 31, 2013 at 1:22 PM

Reply-To: Susan Ratnoff <sratnoff_gcs@yahoo.com>

To: "educ8@comcast.net" <educ8@comcast.net>, "lilygilder@gmail.com" <lilygilder@gmail.com>, "m.c.wilson@comcast.net" <m.c.wilson@comcast.net>, "suetomfitz@comcast.net" <suetomfitz@comcast.net>, "beth.brosnan@comcast.net" <beth.brosnan@comcast.net>, "tjwarr@comcast.net" <tjwarr@comcast.net>, "hwarr@comcast.net" <hwarr@comcast.net>, "jillcapitani@yahoo.com" <jillcapitani@yahoo.com>, "pmeras@hotmail.com" <pmeras@hotmail.com>, "lben3065@gmail.com" <lben3065@gmail.com>, "bobgh@yahoo.com" <bobgh@yahoo.com>, "susanriley01@gmail.com" <susanriley01@gmail.com>, "rileymovitz@sbcglobal.net" <rileymovitz@sbcglobal.net>, "csamiljan@yahoo.com" <csamiljan@yahoo.com>, "sherri.nixon1@gmail.com" <sherri.nixon1@gmail.com>, Russell Dean <rdean@town.exeter.nh.us>, Donald Clement <dclement43@comcast.net>, Julie Gilman <juliedgilman@comcast.net>, Dan Chartrand <dchartra@rcn.com>, Matthew Quandt <mjquandt@comcast.net>, Frank Ferraro <fferraro2010@gmail.com>, Sylvia von Aulock <svonaulock@town.exeter.nh.us>

Dear Russ and Selectmen,

Through various channels, it has come to my attention that the Exeter Sportsman Club has filed a request to add lighting to the site that will enable them to see their target after dark. I realize that their lease allows for use of the range until 7:30 p.m. weekdays. However, I believe that the Board of Selectmen and the Town need to consider other commitments (of the lease) before the request to install lighting is furthered.

First, I do not understand why the Town, not the Club, is financially responsible for the clean-up that has been approved. According to the lease Article 11, the Club is responsible for the cleaning and maintenance of demised premises. Would not the lead abatement fall under that responsibility?

In addition, Article 12 of the lease says that," the tenant shall adopt, implement and update as appropriate an environmental stewardship program consistent with similar programs recommended for active shooting ranges by the National Shooting Sports Foundation. I understand that a plan has been filed (2011), but who oversees and monitors its implementation?

Lastly, Article 20 of the lease indemnifies the Landlord (i.e. the TOWN) from claims, expenses, damages, loss or liability paid, suffered or incurred by the Landlord as a result of any such damage or harmful activity occasioned to abutting properties. I believe that some of the harmful materials that need to be cleaned up are on abutters' properties. Why would the Town have to bear the expense of that clean-up?

In addition, I urge the Town to deny this latest's request and any further requests for additions or improvements to the Club's facilities until the noise issue is settled. The Club has stated on more than one occasion that they have limited resources. They have also stated that they will do "what it takes" to lessen the noise impact on its neighbors.

Although the delay in building the berm has been due to outside forces, until it is built AND sound tested, we will not know if any additional work must be done for the Club to meet its obligations for noise abatement. I would hate to think that they are given the go-ahead to add expensive lighting and

then discover that the berm is not a sufficient noise barrier. Would they be allowed to "plead poverty" about providing further noise abatement structures if their resources were diverted to a new project before previous obligations have been met?

The lease was enacted April 1, 2009. It is now Early September 2013. The Selectmen have a fiduciary responsibility to the residents of Exeter to ensure that Town resources are used properly and that tenants of the Town meet their obligations. PLEASE ensure that the Club meets its obligations for sound abatement and site clean-up/stewardship before it is allowed to make any other alterations that are its priorities, but not the Town's.

Sincerely,

Sue Ratnoff

Susan R. Ratnoff
Taking Shape Designs
4 Robin Lane
Exeter, NH 03833
603-772-6160 (home)
603-770-4158 (cell)

Snow removal shall be provided by the Landlord along Water Works Pond Road from Portsmouth Avenue to the border of the demised premises to the same standards of operation used by the Public Works Department in the Town of Exeter. Specifically, the Landlord shall provide removal from Portsmouth Avenue to the present turn-around adjacent to the sedimentation pools. The Tenant shall be responsible for any other snow removal or snow plowing it may wish to undertake within the demised premises necessary to facilitate the use of the same during winter months.

8. RENOVATIONS, ALTERATIONS AND IMPROVEMENTS

At any time during the term of this Lease should the Tenant be desirous of undertaking any renovation, alteration or improvement to the demised premises or should the Tenant wish to construct any additional facilities to render it more suitable for the Tenant's purposes, all such renovations, alterations, improvements and construction made by the Tenant shall be subject to the following conditions:

The Town of Exeter shall be notified in writing of any renovations, alterations or improvements prior to said improvements being undertaken. The Club will not begin any improvements until proper approvals are received from the Town, either through the Board of Selectmen or other designee as the scope of the improvement may ordinarily require. No work of significance will be done on site without proper approvals from state or federal agencies, if required.

All plans or proposals submitted by the Tenant must be considered by the Town of Exeter Planning Board and shall be subject to that Board's provisions for site plan review and approval. Any material utilized by the Tenant in conjunction with such proposed renovations, alterations, improvements or construction, specifically including dirt, gravel or similar material, must not be considered to be harmful by federal or state regulations and shall not pose a threat to Water Works Pond or the immediate area. Any removal of trees for relocation of earth materials or the erection of berms or other shot and bullet containment or noise management structures, or additional exterior lighting shall be subject to site plan review of the Planning Board.

Should the additional improvements or construction on the premises include an indoor firing range, such facility shall be equipped with an appropriate air handling system to ensure that trace amounts of lead that may become airborne in the course of discharging firearms shall not be considered to be harmful by federal or state and shall not exit the area of the range so as to pose a threat to Water Works Pond or the immediate area.

Upon the termination of this Lease, all such renovations alterations and improvements shall become the property of the Landlord and may not be removed without the Landlord's written consent.

9. REMOVAL OF IMPROVEMENTS



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

lighting at ESC

B M York <bmyork321@gmail.com>

Tue, Sep 3, 2013 at 6:55 AM

To: Sylvia VonAulock <svonaulock@town.exeter.nh.us>

Cc: Russell Dean <rdean@town.exeter.nh.us>, Barbra McEow <bmceow@town.exeter.nh.us>, Douglas Eastman <deastman@town.exeter.nh.us>, joe.kenickjr@myfairpoint.net, Tom Wharton VP <vicepresident@exetersportsmansclub.com>, Mike Rowe <treasurer@exetersportsmansclub.com>, Joe Kilbane <Secretary@exetersportsmansclub.com>

Sylvia,

Thank you for forwarding this information to me. I copied you on the email sent to Russell Dean expressing my opinion that a meeting with the BOS was not necessary because the details of what is allowed is clearly spelled out in the existing lease agreement. Any attempts to forestall this approval will most likely result in totally unnecessary legal expenses. The Exeter Sportsman's Club, Inc. (ESC) expects to be held to the same standard as any other applicant of a similar request, but nothing more!

The placement of the three poles to be used to hold the LED lighting fixtures is in the process of being added to the existing ESC drawing as you requested. I will deliver those drawings to you once they are completed; my best guess is it will be sometime this week (week of 9/2).

I have reviewed the **9.20** regulations below and have the following comments:

9.20.1 LED lighting is the most advanced lighting currently available. Narrow spot reflector fixtures have been intentionally designed to put the light only where it is needed.

9.20.2 Plan submitted August 14th, 2013 with notification also given to the Board of Selectmen as required by the afore mentioned lease agreement.

9.20.3

1. Already submitted
2. Already submitted
3. In process as mentioned above
4. Already submitted

9.20.4

1. Already submitted
2. N/A
3. Already submitted
4. Already submitted
5. N/A

9.20.5 LED lighting is not on the list.

Please let me know if I have missed anything, other than the drawing, what the next steps are and when.

Best regards,

[Quoted text hidden]



Select Service Changes & Fare Increase Approved

Tight Municipal Budgets and Increasing
Operating Costs Spur Changes

FOR IMMEDIATE RELEASE

Friday, September 6, 2013

Contact: Rad Nichols, Executive Director, COAST

603-743-5777

Dover, NH – After considering the very limited feedback received on the select service changes and fare increases proposed in early July to offset strained municipal budgets and increasing operating costs, the COAST Board of Directors voted to approve the proposed changes at their August meeting. The approved service changes will be limited to the “Dover *FastTrans*” Routes 33 & 34-35. Fare increases are proposed to be limited to Dover *FastTrans* Route 33 and the Portsmouth-Pease Trolley Routes 40 and 41.

Rad Nichols, COAST’s Executive Director, commented, “the very limited public comment received on the proposed changes seems to indicate an understanding that COAST had to make changes and that the proposed increases in fares on these select routes was preferred over service cuts.” Mr. Nichols continued, “we are acutely aware however, that this creates a very challenging transportation scenario for those limited few who used the services being cut.”

Approved Service Changes

Due to a very tight municipal budget in the City of Dover, COAST has been forced to take action and reduce service operated on the *FastTrans* network of routes.

The Route 34-35 *FastTrans* Commuter Connector will be eliminated entirely.

Additionally, four (4) trips on Route 33 will be suspended. Route 33 connects downtown Dover with the business parks on Sixth Street and the Strafford County Complex. The trips slated for elimination on Route 33, which has operated hourly from 6:30am to 7:00pm since its creation in 2008, experience the lowest average ridership. The eliminated runs are the 11:05am, 12:05pm, 5:30pm, and 6:35pm.

These reductions in service are necessary in order for COAST to operate within the budget available for *FastTrans*. *FastTrans* is supported financially by rider fares, local subsidies from project partners, and Federal Transit Administration funding. The service has been a successful partnership between COAST, the City of Dover, and Strafford County. To ensure the majority of the Route 33 service would remain in operation, the Dover Housing Authority has stepped in to provide additional financial support.

Approved Fare Increases

In order to better support operating expenses on both Route 33 and the Portsmouth-Pease Trolley Routes 40 & 41, the COAST Board adopted a new base cash fare of \$1.50 on these routes. The base fare for all COAST routes is now the same system wide. No other routes will experience a fare increase at this time.

The fares on *FastTrans* and the Trolleys have been handled differently from other routes in the past because those routes were funded directly by the project partners, independent of the regional COAST routes 1, 2, 6 and 7. In the past the project partners sponsoring these routes were able to subsidize the operation of these routes at a level that made it possible to charge a lower fare.

The increase in the base cash fare for Route 33 will also include the elimination of the 50-cent surcharge on that route for any on-call stops.

COAST tickets, multi-ride punch cards and monthly passes will remain at their current rates as their face value is set based on COAST's base cash fare of \$1.50.

Timeline

Service changes on Routes 33 & 34-35 and the new base cash fare to board Routes 33, 40 & 41 will take effect on Monday, September 30, 2013.

The Cooperative Alliance for Seacoast Transportation (COAST) has provided public transit service to the Seacoast New Hampshire region since 1982. Over that time 12.2 million passengers have ridden COAST buses. COAST is a public, non-profit regional public transit system with the mission of promoting and/or providing public mass transit services in Southeastern New Hampshire. As a non-profit public agency, COAST relies primarily on passenger fares, federal grants, local government support and advertising revenues to support its services.

Riding and supporting public transit is one of the best ways to advocate for more convenient, green, and affordable alternatives to driving your car. To find out more about the COAST system and its work to improve public transportation options in Southeastern New Hampshire, visit www.coastbus.org or call 603-743-5777.

Questions from BOS meeting of August 26th.

Rec Revolving Fund – Assistant Director attended Director’s School, expense was not known until well after budget was established (acceptance early 2013 for 2013 year). Also revolving numbers not “concrete” per Parks/Rec – they are estimates based on year, but things change based on program enrollments, etc.

CATV Fund – Expenses for internet – Town Hall Streams \$250 per month or \$3,000 per year. Comcast Internet/phone at EXTV 98 studio runs \$115-\$118 per month, or another \$1400 (approximate per year). Line item will be over at year’s end by approximately \$200.

No direct charge for website for 98 – cost built into server support.



National Recreation and Park Association

NRPA

Directors School

August 23 - August 29, 2014

Oglebay Resort and Conference Center
Wheeling, West Virginia

"I have finally found the professional development driver I desperately needed! Not only is the curriculum current, pertinent, and competent, the ongoing resource of my fellow classmates raised the bar for creative and useful implementation of the CAPRA standards. This experience will help me institute a culture change in my department." - 2012 participant

All park and recreation professionals know the value of professional development. The challenge is finding the right professional development to meet your needs and provide you with the knowledge, content and network you need to succeed.

The NRPA Directors School is an exclusive professional development opportunity designed to prepare new and potential directors of park and recreation agencies for the challenges of leading and managing effectively. This two-year program is aimed at

Current park or recreation directors;
Current park or recreation assistant/deputy directors; and
Mid-level managers being groomed for a park and recreation director position.

"This has been an awesome and wonderful experience. I only wish I had attended sooner. The classmates, instructors, accommodations and observers were great. The diversity of the school is an invaluable asset as practices, views, philosophies, differences, and commonalities are all brought together for the enrichment of all. My spark is now a healthy flame that is burning bright and hot and my aim is to re-light the flame in those I manage and lead in hopes of motivating in spite of our challenges. Thank you NRPA and Oglebay for a wonderful experience." --2012 participant

This is a two-year professional development commitment for which all potential participants must first apply and provide supporting documentation. After careful review, accepted participants will be notified and invited to register.

Show your commitment to the park and recreation industry by participating in this exclusive and unique professional development program where you will learn valuable content, but more importantly, enhance your professional network.

"My favorite aspect of the Directors School is [the] ability to network and share with some awesome people. 'D School' is a special place." -2012 participant

Here is a peek at the Directors School content. The learning objectives are based on the CAPRA standards and the Management of Parks and Recreation Agencies text.

Learning Objectives:

Identify qualities of a good manager and develop the management skills required to run a successful park and recreation agency.

Develop the skills necessary to evaluate a park and recreation agency's organizational structure and administrative procedures.

Develop proficiency in designing and implementing agency strategic and marketing plans.

Build an improved leadership skill set.

Evaluate and identify the legal responsibilities and implications related to park and recreation agency operation.

Develop and implement performance management systems to evaluate the performance of agency personnel and the overall success of the agency itself.

Prioritize programs and services in order to maximize positive impact on their communities.

Year One Session Topics:

Management

Responding to Economic Crisis

Social Networking

Organization & Admin. Operations

Strategic Planning

Leadership

Human Resources Management

Legal Issues

Public Relations, Marketing & Customer Service

Year Two Session Topics:

Agency Accreditation

Partnerships

Physical Resources Planning and Management

Maintenance and Operations

Information Systems Management

Supervision

Recreation Program Management

Fiscal Resources Management

Evaluation and Action Research

Risk Management, Safety & Security

Special Interest Topics:

Alternative Fund Dev.

Agency Repositioning

Surviving Political Quicksand

"I am very impressed with the NRPA Directors School. Although the program was intense it was worth every moment."
-2012 participant

Apply Today

To be considered for the school, interested applicants must submit the online application form and supporting documents. In addition to completing this online application, you will need to provide a copy of your updated resume and organizational chart. You will have an opportunity to upload those documents and attach them at the end of the online application. Year I and Year II schools will be conducted simultaneously. Apply for the 2014 Directors School [here](#).

Qualification Requirements:

A current park or recreation director;

A current park or recreation assistant/deputy director;

A mid-level manager being groomed for a park and recreation director position.

To Register:

Year One Students - Registration Closed for Year 1 for 2013. Register for 2014 [here](#).

Year Two Students - Contact Oglebay directly at ntc@oglebay-resort.com or 304-243-4126.

"The expertise offered during Directors School is exceptional and the networking opportunity is invaluable." -2012 participant

Future Directors School Dates:

August 23 to 29, 2014

August 22 to 28, 2015

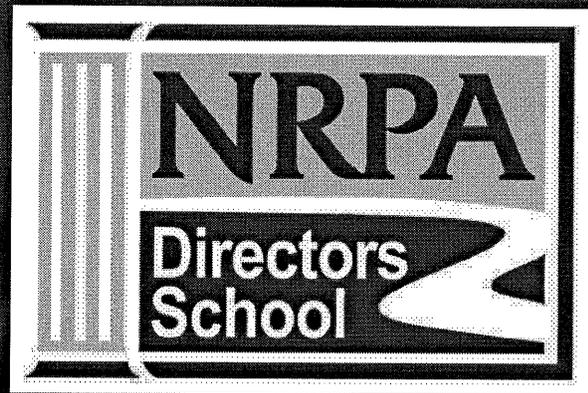
For more information about the program content, contact customer service at customerservice@nrpa.org

For more information on registration and other details, contact Oglebay Resort and Conference Center at ntc@oglebay-resort.com

The three sponsoring organizations of this event are: The Oglebay National Training Center, National Recreation and Park Association, and The Department of Parks, Recreation and Tourism Management at North Carolina State University.

**Qualified applicants who submit an application and get accepted are not obligated to attend.

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August 24–30, 2013

Oglebay Resort and Conference Center
Wheeling, West Virginia

If your actions inspire others to dream more, learn more, do more and become more, you are a leader.

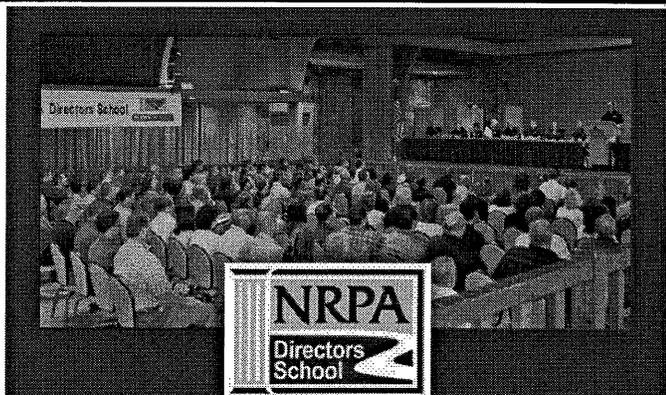
– John Quincy Adams



**National Recreation
and Park Association**

"This school is a must for any current or aspiring Director. The curriculum far surpasses anything else that I have been exposed to in my 20+ year park and recreation career. The teaching staff and attendees bring a depth of knowledge and experience approached by no other school."

– Jack Sebastia, Crystal Lake Park District



The **NRPA Directors School** is a dynamic two-year educational experience that focuses on providing new and upcoming park and recreation directors with the required skills sets and knowledge base to successfully lead and manage park and recreation agencies. The NRPA Directors School is sponsored by the Oglebay National Training Center, National Recreation and Park Association, and the Department of Parks, Recreation, and Tourism Management at the North Carolina State University.

■ Who Should Attend

Those interested in applying must submit an online admission application and must be one of the following to qualify to attend the school:

- Current park and recreation directors.
- Current park and recreation assistant/deputy directors.
- A mid-level manager being groomed for a park and recreation director position.

Admissions applications will be accepted via our website, www.nrpa.org/directors.

■ Admission Application

All interested Year One applicants must submit the online application with a valid e-mail. An updated resume along with a current organizational chart showing his/her position within the agency/organization. Applicants that do not currently hold a director, assistant director, or deputy director position must submit a letter of recommendation from their agency director. Recommendation letters should include an explanation of why the agency director feels the applicant should attend this school as well as show that the applicant is on the path to becoming a park and recreation director.

Schedule at a Glance

Schedule subject to change.

Attendance at all sessions is mandatory.

SATURDAY • AUGUST 24

4:00 – 8:00 p.m.	Registration
5:00 – 7:00 p.m.	Dinner (<i>on your own</i>)
7:30 – 9:30 p.m.	Welcome, Student Dessert/Coffee Reception

SUNDAY • AUGUST 25

6:30 a.m.	Breakfast
9:00 a.m. – 5:00 p.m.	Education Sessions
Noon	Lunch
Evening	Cookout/BBQ

MONDAY • AUGUST 26

6:30 a.m.	Breakfast
8:30 a.m. – 5:00 p.m.	Education Sessions
Noon	Lunch
5:00 – 7:00 p.m.	Dinner (<i>on your own</i>)
7:00 – 8:30 p.m.	Special-Interest Topic Sessions

TUESDAY • AUGUST 27

6:30 a.m.	Breakfast
8:30 a.m. – Noon	Education Sessions
Noon	Lunch
Afternoon	Activity Day
Evening	<i>on your own</i>

WEDNESDAY • AUGUST 28

6:30 a.m.	Breakfast
8:30 a.m. – 5:00 p.m.	Education Sessions
Noon	Lunch
Evening	<i>on your own</i>

THURSDAY • AUGUST 29

6:30 a.m.	Breakfast
8:30 a.m. – Noon	Education Sessions
Noon	Lunch
1:30 – 4:45 p.m.	Evaluation – Group Case-Study Presentations
6:00 – 7:00 p.m.	Social
7:00 – 9:00 p.m.	Banquet

FRIDAY • AUGUST 30

6:30 a.m.	Continental Breakfast
<i>All Day Depart</i>	

"Classes were well done. Instructors were top notch. I learned something new every day that I could take back to my organization to make it better! Well worth the time and cost—highly recommend for all professionals in the field! Can't wait to come back next year!"

– Nancy McShea, Wayland Recreation Department

School Curriculum

The curriculum is based on the content of Management of Park and Recreation Agencies, the authoritative publication on park and recreation administration, developed around the Agency Accreditation (CAPRA) standards.

YEAR I

Management

- Emphasis on gaining an understanding of management including current issues and trends, roles and core qualities of effective managers, issues affecting the park and recreation profession, and ethical principles and professionalism.

Responding to Economic Crisis

- An interactive discussion of the impacts of national, state and local economic crisis, how to prepare for pending crisis, and creative actions resulting in maximizing agency effectiveness.

Social Networking

- The potential benefits, challenges and risks associated with the use of social networking in the management of park and recreation programs and services.

Organization and Administrative Operations

- Overview of evolving agency administrative structures to meet the changing and expanding expectations of citizens given limited resources. Various organizational structures are presented with associated advantages and disadvantages. Emphasis on practical examples of organizational communications, staff involvement and empowerment.

Strategic Planning

- Participants will be taught to develop strategic plans to create paths for the future of their respective organizations. Guidance is provided in developing organizational vision, mission, goals and objectives combined with an action plan to ensure implementation.

Leadership

- This session emphasizes the importance of leadership, the development of leadership goals, characteristics of leaders, and strategies for improving individual leadership skills.

Human Resources Management

- An overview of the importance of employing qualified personnel to achieve the mission, goals, and objectives of recreation and park organizations while providing needed services to its customers.

Legal Issues

- An overview of the legal authority and jurisdiction related to park and recreation agencies including how laws are derived; legal responsibilities of citizen boards, the director and staff. Legal case studies are presented as examples. Participants are encouraged to discuss case studies from their respective agencies.

Public Relations, Marketing and Customer Service

- This session covers the components of marketing plans and strategies for effective public relations and customer service. Emphasis on the use of the Internet and social networking to maximize the effectiveness of public relations, marketing and customer service.

YEAR II

Agency Accreditation

- An overview of agency accreditation including the process, potential benefits to the respective accredited agencies, time frame, and costs.

Partnerships

- Basic concepts, guidelines, advantages and concerns associated with the development of partnerships for the delivery of recreation and park services, including agreements, cooperative ventures, joint arrangements, alliances, collaborations and coalitions.

Physical Resources Planning and Management

- An overview of physical resources planning and management. Specific attention on the major areas of planning, and the management of natural areas as well as developed park and recreation facilities.

Maintenance and Operations

- Emphasis on the development of maintenance and operations plans. Topics include organization and operation of maintenance services, maintenance standards, service levels, preventive maintenance and fleet management.

Information Systems Management

- An overview of how technology affects park and recreation managers and organizations in the delivery of park and recreation services.

Supervision

- An introduction to supervision concepts, principles, and basic practices to become a good supervisor.

Recreation Program Management

- An overview of the elements in the comprehensive planning for recreation programs and services, as well as the specific operational planning determinants and guidelines involved in the implementation of the comprehensive plan.

Fiscal Resources Management

- An overview of the processes involved in the planning, acquisition and management of financial resources.

Evaluation and Action Research

- Emphasis on the development of a systematic evaluation plan to assess outcomes and the operational efficiency and effectiveness of the agency.

Risk Management, Safety and Security

- An overview of risk management, safety and security issues in park and recreation services, including risk identification and assessment, risk response strategies, visitor and employee safety and security, controlling disruptive behavior, resource protection, and natural and other disasters.

Special Interest Topics:

- Alternative Fund Development
 - The identification of techniques and strategies for non-tax fiscal resource development with emphasis on the development and implementation of individual and community-based foundations.
- Agency Repositioning
 - Strategies for raising the relative stature of the park and recreation agency to gain resources for maximizing individual and community services.
- Surviving Political Quicksand
 - Personal case studies of difficult political situations with reflective comments as to how they might have been handled more effectively. Advice for minimizing political situations that can compromise one's career and the effectiveness of the agency's services.

"As a graduate of the Revenue Development and Management School, you have raised the bar for the profession once again. I think NRPA, Oglebay, and NCSU partnered to present a very professional, comprehensive, and industry-focused seminar for the next generation of parks and recreation leaders."

– Jerry Smith, City of North Miami Beach

Tuition and Room & Board Package Rates

SINGLE STANDARD:

Room & Board	\$1,251.60
Taxes	\$103.25
Tuition (NRPA member rate)	\$925.00
Tuition (non-member rate)	\$1,060.00
TOTAL (member)	\$2,279.85
TOTAL (non-member)	\$2,414.85

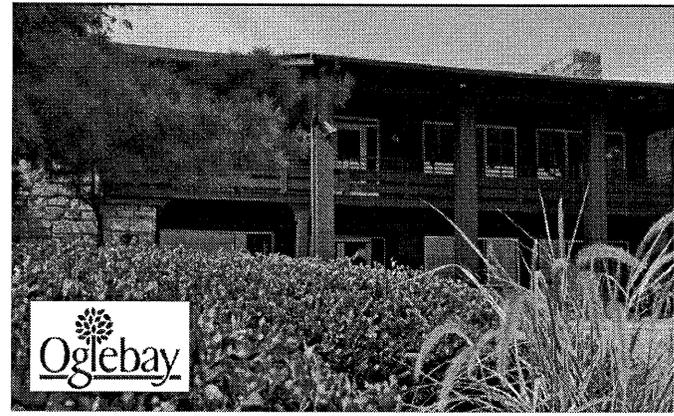
SINGLE PREMIUM:

Room & Board	\$1,431.60
Taxes	\$124.85
Tuition (NRPA member rate)	\$925.00
Tuition (NRPA non-member rate)	\$1,060.00
TOTAL (member)	\$2,481.45
TOTAL (non-member)	\$2,616.45

RATES INCLUDE: Six nights lodging, breakfast and lunch Sunday–Thursday, Saturday Reception, dinner on Sunday and Monday, Thursday Banquet, and continental breakfast on Friday.

Faculty

- Sara Hensley, Director
Austin Parks and Recreation Department
- Carolyn McKnight-Bray, Superintendent
BREC
- James Garges, Director
Parks and Recreation Department
Mecklenburg County Government
- Tom O'Rourke, Executive Director
Charleston County Park and Recreation Commission
- Rafael Payan, Director
Pima County Natural Resources, Parks and Recreation
- John Henderson, Research and Evaluation Manager
Maryland National Capital Park and Planning Commission
- Layne Young, Business Relationship Manager
Information Services Agency
- Steve Kleinman, General Counsel
Park District Risk Management Agency
- Tom Lovell, Administrator
Lee's Summit Parks and Recreation Department
- Judy Weiss, Director
Coconino County Parks and Recreation
- Jan Geden, Former Director
City of Boulder Parks and Recreation
- Barry Weiss, Former Director
City of San Carlos Parks and Recreation



About Oglebay

Oglebay Resort and Conference Center
465 Lodge Drive
Wheeling, WV 26003
Tel: 800.624.6988, ext. 4126

Oglebay Resort and Conference

Center offers 1,700 acres of year-round recreational opportunities and excellent overnight accommodations but has retained its picturesque natural beauty. Situated on a hilltop in the heart of Oglebay is the 271-room Wilson Lodge. The new 5,000 sq. ft. West Spa offers the finest in relaxing and therapeutic services. Additional amenities at the lodge include casual and fine dining, an indoor pool, Jacuzzi, sauna, and wireless Internet. Oglebay features two championship golf courses. There are also seven specialty shops, a zoo, gardens, Mansion Museum, fishing, tennis, swimming, stables, pedal boating, and miles of walking and jogging trails.

Location and Directions

Oglebay is located in Wheeling, West Virginia on Rt. 88 N, just 4 miles off I-70 at exit 2A.

- One hour from Pittsburgh via I-79 S to I-70 W to Wheeling Exit 2A.
- Two and one-half hours from Columbus via I-70 E to Wheeling Exit 2A.
- Three hours from Cleveland via I-77 S to I-70 E to Wheeling Exit 2A.

Airport Shuttle

Reservations for shuttle transportation can be made by phoning Wheeling Airport Shuttle Service at 800.326.2907 or by completing the fax shuttle form included in the student confirmation letter. The Pittsburgh International Airport is an outlet for all major car rental agencies.

TOWN OF EXETER, NEW HAMPSHIRE

GOVERNMENTAL FUNDS

BALANCE SHEET

DECEMBER 31, 2011

ASSETS	<u>General</u>	Nonmajor Governmental <u>Funds</u>	Total Governmental <u>Funds</u>
Cash and short-term investments	\$ 12,419,464	\$ 341,611	\$ 12,761,075
Investments	7,366	345,194	352,560
Receivables:			
Property taxes	2,367,900	-	2,367,900
Departmental	138,290	-	138,290
Intergovernmental	45,028	52,775	97,803
Due from other funds	52,088	-	52,088
Other assets	80,802	-	80,802
TOTAL ASSETS	\$ 15,110,938	\$ 739,580	\$ 15,850,518
 LIABILITIES AND FUND BALANCES			
Liabilities:			
Accounts payable	\$ 443,965	\$ 14,118	\$ 458,083
Deferred revenue	1,976,831	12,279	1,989,110
Accrued liabilities	174,183	-	174,183
Due to other governments	12,162,637	-	12,162,637
TOTAL LIABILITIES	14,757,616	26,397	14,784,013
Fund Balances:			
Nonspendable	345,243	53,454	398,697
Restricted	-	1,159,109	1,159,109
Committed	366,931	-	366,931
Assigned	443,521	-	443,521
Unassigned	(802,373)	(499,380)	(1,301,753)
TOTAL FUND BALANCES	353,322	713,183	1,066,505
TOTAL LIABILITIES AND FUND BALANCES	\$ 15,110,938	\$ 739,580	\$ 15,850,518

See notes to financial statements.

Following is a breakdown of the Town's fund balances at December 31, 2011:

	General Fund	Nonmajor Governmental Funds	Total Governmental Funds
Nonspendable			
Advance to other funds	\$ 345,243	\$ -	\$ 345,243
Nonexpendable permanent funds	<u>-</u>	<u>53,454</u>	<u>53,454</u>
Total Nonspendable	345,243	53,454	398,697
Restricted			
Bonded projects	-	379,645	379,645
Special revenue funds	-	359,950	359,950
Expendable permanent funds	<u>-</u>	<u>419,514</u>	<u>419,514</u>
Total Restricted	-	1,159,109	1,159,109
Committed			
Capital reserve funds	<u>366,931</u>	<u>-</u>	<u>366,931</u>
Total Committed	366,931	-	366,931
Assigned			
Encumbrances	<u>443,521</u>	<u>-</u>	<u>443,521</u>
Total Assigned	443,521	-	443,521
Unassigned			
Total Unassigned	<u>(802,373)</u>	<u>(499,380)</u>	<u>(1,301,753)</u>
Total Fund Balance	<u>\$ 353,322</u>	<u>\$ 713,183</u>	<u>\$ 1,066,505</u>

19. General Fund Unassigned Fund Balance

The unassigned general fund balance reported on the balance sheet is stated in accordance with generally accepted accounting principles (GAAP), which differs in respect to how unassigned fund balance is reported in accordance with the budgetary basis for reporting for the State of New Hampshire for tax rate setting purposes. The major difference is the State of New Hampshire considers revenues in connection with property tax receivables to be available to liquidate liabilities when billed rather than received.

The following summarizes the specific differences between GAAP basis and budgetary basis of reporting the general fund unassigned fund balance:

GAAP basis balance	\$ (802,373)
Deferred revenue	<u>1,976,831</u>
Tax Rate Setting Balance	<u>\$ 1,174,458</u>

20. Commitments and Contingencies

Outstanding Legal Issues - There are several pending legal issues in which the Town is involved. The Town's management is of the opinion that the potential future settlement of such claims would not materially affect its financial statements taken as a whole.

Grants - Amounts received or receivable from grantor agencies are subject to audit and adjustment by grantor agencies, principally the federal government. Any disallowed claims, including amounts already collected, may constitute a liability of the applicable funds. The amount of expenditures which may be disallowed by the grantor cannot be determined at this time, although the Town expects such amounts, if any, to be immaterial.

21. Retirement System

The Town follows the provisions of GASB Statement No. 27, Accounting for Pensions for State and Local Government Employees, with respect to the employees' retirement funds.

A. Plan Description

Full-time employees participate in the State of New Hampshire Retirement System (the System), a multiple-employer contributory pension plan and trust established in 1967 by RSA 100-A:2 and is qualified as a tax-exempt organization under Sections 401(a) and 501(a) of the Internal Revenue Code. The plan is a contributory, defined benefit plan providing service, disability, death and vested retirement benefits to members and their beneficiaries. Substantially all full-time state employees, public school teachers and administrators, permanent firefighters and permanent police officers within the State of New Hampshire are eligible and required to participate in the system. Full-time employees of political subdivisions, including counties, municipalities and school districts, are also eligible to participate as a group if the governing body of the political subdivision has elected participation.

The New Hampshire Retirement System, a Public Employees Retirement System (PERS), is divided into two membership groups. State or local employees and teachers belong to Group I. Police officers and firefighters belong to Group II. All assets are held in a single trust and are available to each group, funding policies, vesting requirements, contribution require-