

**Exeter Board of Selectmen Meeting  
Monday, June 30<sup>th</sup>, 2014, 6:50 p.m.  
Nowak Room, Town Office Building  
10 Front Street, Exeter, NH**

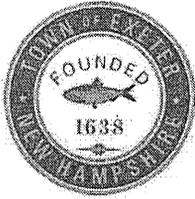
1. Call Meeting to Order
2. Board Interviews – Heritage Commission
3. Bid Openings/Awards
4. Public Comment
5. Minutes & Proclamations
  - a. Proclamations/Recognitions
  - b. Regular Meetings: June 2<sup>nd</sup>, 2014; June 16<sup>th</sup>, 2014
6. Appointments - ZBA
7. Discussion/Action Items
  - a. New Business
    - i. Public Hearing: 137 Linden Street Barn Easement
    - ii. Sidewalks Discussion – Engineering/Highway
    - iii. String Bridge Update/Great Dam Update
    - iv. 2014 Classification Plan Update
  - b. Old Business-
    - i. Swasey Parkway Speed/Bumpouts
8. Regular Business
  - a. Tax, Water/Sewer Abatements & Exemptions
  - b. Permits & Approvals
  - c. Town Manager’s Report
  - d. Selectmen’s Committee Reports
  - e. Correspondence
9. Review Board Calendar
10. Non Public Session
11. Adjournment

Julie Gilman, Chairwoman  
Exeter Selectboard

Posted: 6/27/14 Town Office, Town Website

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.

AGENDA SUBJECT TO CHANGE



Town of Exeter  
Boards, Commissions & Committees  
Appointment Application

Committee Selection:

1<sup>st</sup> Choice: Heritage Commission 2<sup>nd</sup> Choice: None

Name: Faith G Flythe

Address: 76 Washington St., Exeter

Email: wonniegflythe@comcast.net

Phone: 778-7432 Cell: \_\_\_\_\_

Please describe your interest in serving on this committee.

I have always had an interest in history. Promoting and maintaining the historical aspects of Exeter is an important activity. In addition, I hope to learn a great deal about Exeter's past.

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 a retired Community College professor. As such, I taught Cultural Anthropology + Sociology. A comprehensive understanding of a topic is important + I would bring this perspective to my view of Exeter.

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

None. I have a fairly open schedule

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: Faith G. Flythe Date: June 13, 2014

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

# Memo

To: Russell Dean, Town Manager  
Thru: Jennifer Perry, Public Works Director  
From: Kevin Smart, Maintenance Superintendent  
Cc: Exeter Board of Selectmen  
Exeter Conservation Commission  
Date: 25 June 2014  
Re: Exeter Conservation Barn Roof Replacement, AWARD RECOMMEND

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Pursuant to the bid opening of 16 June 2014, the apparent low bid of \$23,890 submitted by A and P Home Improvements, 285 Main Street, Salem, NH was found to be disproportionately low in comparison to the budget estimate of \$30,000 and the other bids received. Upon initial investigation it was found that A and P Home Improvements submitted, and priced, an alternate scope of work, not in conformance with the Town Project Manual. The changed scope of work omitted a major component of the project (plywood sheathing, material and labor) resulting in the disproportionately low bid. The contract document submitted by A and P Home Improvements did not provide a legal vendor name, signature or attest signature and date. Upon further investigation it was found that the business name of A and P Home Improvements is not registered with the NH Secretary of State, Corporate Division, as a legal business. It is for these reasons that we recommend rejection of the apparent low bid, in accordance with the Town Purchasing Policy, as "not in the best interests of the Town".

We recommend award to the next lowest bidder, Valliere Construction, LLC, 13 Depot Road, East Kingston, NH for their bid of \$33,350. The bid submitted by Valliere Construction has been found to be in conformance with the Project Manual, including specifications. Valliere Construction is in good standing with the NH Secretary of State, Corporate Division, and has provided past professional service to the Town.

Bid Tabulation

Order	Bidder	Bid Price
1	A&P Home Improvements, Salem, NH	\$23,890.00
2	Valliere Construction, LLC, East Kingston, NH	\$33,350.00
3	Exeter Roofing, Epping, NH	\$36,830.00
4	Kevin W. Smith & Son, Inc., Gorham, ME	\$56,000.00

Bid List for: Exeter Conservation Barn Roof

Opened: June 16, 2014

	Date Received	Organization	Price	Notes
1	6/16/2014	Kevin W. Smith & Son, Inc.	56,000	
2	6/16/2014	Valliere Construction	33,350	
3	6/16/2014	A & P Home Improvement	23,890	
4	6/16/2014	Exeter Roofing	36,830	

Recorded by Anne Surman, Clark  
 Referred to T.M. & Depts.

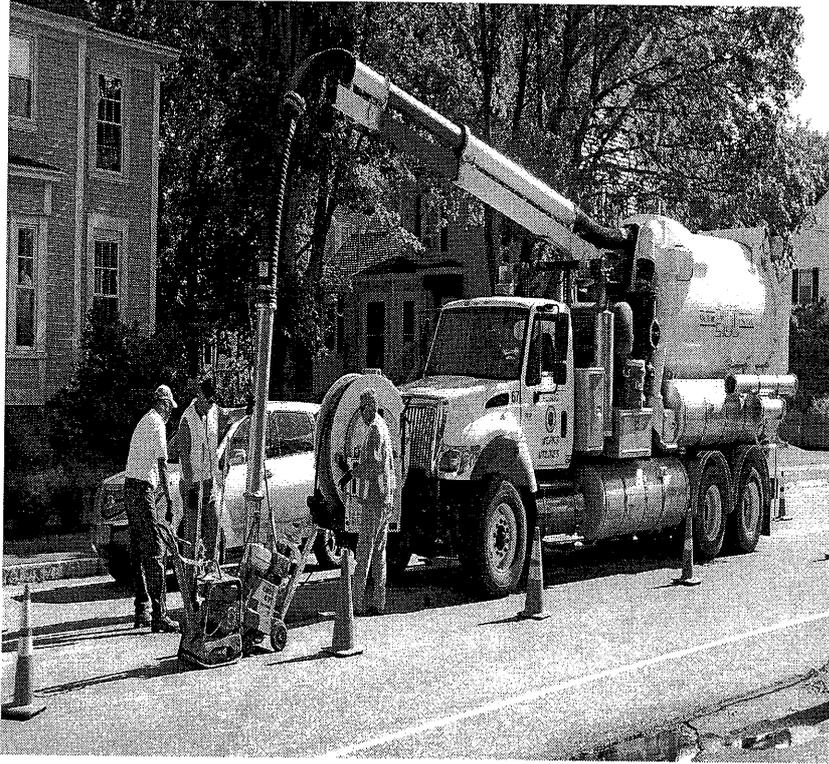
Legal Notice  
For Sale-Used Equipment

The following used equipment is being sold and may be viewed at the Public Works Facility, 13 Newfields Road Exeter, New Hampshire 03833 between the hours of 7:00 AM - 3:00 PM, Monday through Friday. Call 773-6157 for appointment.

**2004 Vactor Jet-Rodder Drain Cleaning Truck on International 7400 Chassis**

**Vehicle mileage 22,145, engine hours 5,051, spare cyclone separator, operation/Parts/Service manual**

Please mark outside of sealed envelope with specific description of equipment being bid. Sealed bids will be accepted until **4:00 p.m. on Monday, June 30, 2014** at the Office of the Exeter Town Manager, 10 Front Street, Exeter, NH, 03833 and Bids will be publicly opened. Following a review of all bids by the Public Works Director, a recommendation will be sent to the Board of Selectmen. This judgment shall be final and the right is reserved by the Town, through the Board of Selectmen, to reject any or all bids as determined where the best interest of the Town would be served. All equipment must be removed from the DPW facility by July 30, 2014. Payment other than cash or bank certified check will be held up to seven days, or until cleared, before releasing equipment. Certificate of Liability shall be required with payment to remove the vehicle from the Public Works site. Minimum bid amount is \$55,000.00.



## Draft Minutes

### Exeter Board of Selectmen

June 2, 2014

#### **1. Call Meeting to Order**

Chairwoman Julie Gilman called the meeting to order at 7:00 pm in the Nowak Room of the Exeter Town Offices building. Other members present were Vice Chair Dan Chartrand, Selectwoman Nancy Belanger, Selectwoman Anne Surman, and Selectman Don Clement. Town Manager Russell Dean was also present.

#### **2. Bid Openings**

There were no bid openings.

#### **3. Public Comment**

Jeff Turner, part owner of the Green Bean, spoke about the sidewalk issue in downtown and is hoping it will be a priority to fix them.

#### **4. Minutes & Proclamations**

##### **a. Proclamations:**

None.

##### **b. Regular Meeting: May 19, 2014**

Chairwoman Gilman had one amendment to the minutes, on page four, paragraph one, changing "Chairwoman Gilman said that the 40% would be..." to "Chairwoman Gilman said that some of the 40% would be...".

A Motion was made by Vice Chair Chartrand and seconded by Selectman Clement to accept the minutes as respectfully submitted by Nicole McCormack, recording secretary, as amended. Motion carried – all in favor.

#### **5. Appointments**

A Motion was made by Vice Chair Chartrand and seconded by Selectman Clement to appoint Kevin Baum as a Full Member to the Exeter Zoning Board of Adjustment with a term to expire 4/30/17. Motion carried – all in favor.

## 6. Discussion/Action Items

### **a. New Business**

#### **I. Herb Moyer re: 2014 Town Meeting Article 23**

Chairwoman Gilman spoke about Article 23, which voters passed in the March election. She said 54 NH communities have passed similar articles and NH Senators need to be made aware of this. She wrote a letter to President Obama to this effect, which is included in the packet.

#### **II. All Boards 2 Follow Up Discussions**

Chairwoman Gilman went through the beginning of the Agenda, talking about what happened at the first All Boards Meeting.

Vice Chair Chartrand said the two things he noted, which were agreed upon, were extending the water/sewer on Epping Road to 101 and the repairing of the sidewalks/curbing that needs to be done. He talked about being in a different time than the 1990's. We are in a slow or no growth period. He said they need to encourage developers to come in. He said there was also good discussion about rewriting the master plan.

Chairwoman Gilman said they need to review and update the master plan. She agreed that times have changed since it was written in the 1990's. She said they would work on the master plan and meet up again in 6 months.

Selectman Clement said it was a long meeting and asked if the minutes were out yet. Mr. Dean said they weren't yet but would be soon. Selectman Clement said rather than extending the water/sewer on Epping Road to 101 they need to get developers out there. He said the next steps are to update the master plan and Planning Board to review because maybe they'll sit down and review some aspects of zoning. Vice Chair Chartrand agreed they should do something to get developers out there and wants to act on this as soon as possible. Chairwoman Gilman said they could talk to property owners about this idea to get developers. Selectwoman Belanger talked about getting a cost/estimate for this. Chairwoman Gilman said that is their first step. They talked about getting Mr. Dean and Water/Sewer Advisory Committee on it. Mr. Dean said he would pass the message along to DPW.

Selectwoman Surman said one area that they didn't get into at the All Boards Meeting, which she thinks will be helpful, is talking about the whole process. She said it can be frustrating when people get the runaround. They need to come up with more of a flow chart for developers and get that streamlined.

### **III. NHDOT Grant: Welcome Center/Baggage Building Project**

Chairwoman Gilman talked about the grant for the Welcome Center, saying shortly after they were awarded the grant the process was changed. They went back and forth with DOT on how to achieve the process as fast as they wanted to. They had to do an engineering study that was presented in January, and Chairwoman Gilman said it was quite shocking. Mr. Dean said the construction cost went way up. Vice Chair Chartrand said he voted to move forward and he thinks they done that at this point.

A Motion was made by Vice Chair Chartrand and seconded by Selectman Clement that the Selectboard withdraw from the Transportation Enhancement Program Local Project Agreement dated December 29<sup>th</sup>, 2011 due to increased costs identified in the design and engineering phase and authorize the Town Manager to send a letter to NHDOT confirming the Town's withdrawal.

When the Motion was opened for discussion, Mr. Dean said the original estimate was \$403,000, of which \$282,240 was to be paid by the DOT grant. Now, the project estimate is coming in at close to \$700,000. Selectman Clement asked how much the Town has spent to date. Mr. Dean said \$30,000-35,000, but 70% of that will be reimbursed. Selectman Clement asked if they vote yes on this Motion, what are the next steps. Vice Chair Chartrand said the work that has been done is not lost. He said it is a great project so they need to figure it out without the NHDOT. He said they are now stepping back to move forward. Selectman Clement said they are going to have to fund it. He said the next step should be to get a new estimate and bring it back to the voters. Chairwoman Gilman agreed, saying most still want to see this happen. She talked about putting in on a warrant. Selectwoman Surman asked if there is a P&S on the actual building. Mr. Dean said not yet, that they are working with \$250,000 for the actual building. Chairwoman Gilman said they are having a tough time getting an appraisal. Selectman Clement described this withdrawal as dropping out and starting again under their own rules. Chairwoman Gilman said they would put this on the agenda soon. With a Motion on the floor, the Board voted and passed the Motion.

### **IV. Economic Development Administrator Update**

Chairwoman Gilman said they've gone through 48 applications for the positions and whittled them down to 13. She said now there needs to be a team to interview these 13 candidates, but asked the Board who they think should make up this team. Vice Chair Chartrand said he would like to hear from Mr. Dean on his process. He said he's wary of the Board driving this process and thinks Mr. Dean should handle it. Selectwoman Surman said she disagrees and thinks the position should report to the Board. Selectwoman Belanger asked historically, do department heads report to the Board? Vice Chair Chartrand answered no. Mr. Dean said the position will work closely with the EDC and the Board anyways. He went on to talk about the hiring process, which started on April 23. He said the 48 applications were screened by HR and 35 of those were eliminated. The position requires 5-8 years experience and a bachelor's degree. The 13 remaining will be whittled down again and final interviews will consist of two rounds. The goal is to have a final selection by the last week of June who will

start the first week of July. Selectman Clement said he was not aware anyone from the EDC was going to be involved in the screening process. He thinks they should have some input as a Board. Brandon Stauber spoke, saying as far as he knows no one from EDC has seen any resumes or applications. Selectman Clement thinks it is important to have a variety of people to screen applicants. Chairwoman Gilman said she is looking for ideas for the screening group and said she wants one person from the Board. Vice Chair Chartrand said they are making a strategic error if they, as a Board, step into this hiring process. He said ultimately it is Mr. Dean's hire and he said he has full faith in Mr. Dean. He stressed giving input and not direction in the hiring process. He suggested Chairwoman Gilman be the BOS rep for the hiring team. The Board agreed. Chairwoman Gilman said she would be the Board rep, along with two members of the EDC, and two members of the School Board or Administration, to make up this hiring team. A Motion was made by Selectman Clement and seconded by Selectwoman Surman to create a Screening Committee to review and recommend the hiring of an Economic Development Director, which consists of Chairwoman Gilman, two members of the EDC, members of the SAU School Administration, and another business member at large. Vice Chair Chartrand thinks this is a terrible idea. Selectwoman Belanger asked if this would be a recommendation committee or a selection committee. Selectman Clement said it would ultimately be a selection committee. With a Motion on the floor, the Board voted with 2 voting yes and 3 voting nay. Motion fails.

Selectman Clement asked since the Motion failed, will there be anyone who helps the screening process. Vice Chair Chartrand said Mr. Dean has a group. Mr. Dean said this is a process and that input is important.

**b. Old Business**

None.

**8. Regular Business**

**a. Tax, Water/Sewer Abatements & Exemptions**

A Motion was made by Selectwoman Surman and seconded by Selectman Clement to approve the abatement for map 111, lot 5, unit 7 in the amount of \$90.19. Motion carried – all in favor.

A Motion was made by Selectwoman Surman and seconded by Selectman Clement to grant the Current Use Release for map 13, lot 8 in the amount of \$0.00. Motion carried – all in favor.

A Motion was made by Selectwoman Surman and seconded by Vice Chair Chartrand to approve abatement for 11 Oaklands Road in the amount of \$9.04. Motion carried – all in favor.

**b. Permits & Approvals**

Mr. Dean said there is an amendment to a Buy Back Agreement in the packet. The amendment would allow for the sale of Paul Winkley's manufactured home. A Motion was made by Selectman Clement and seconded by Vice Chair Chartrand to approve the Second Amendment to Buy Back Agreement which adds paragraph 22. Motion carried – all in favor.

There is a list of items recommended by Andy Swanson to be surplus. A Motion was made by Vice Chair Chartrand and seconded by Selectwoman Surman to surplus this Electronic Data Processing equipment recommended by the Town's IT person Andy Swanson. Motion carried – all in favor.

A Motion was made by Vice Chair Chartrand and seconded by Selectman Clement to approve the application for use of the Town Hall by John Hauschildt for the Seacoast Photographers Group Meeting on the third Thursday of each month from 6-9 pm. Motion carried – all in favor.

A Motion was made by Vice Chair Chartrand and seconded by Selectman Clement to approve the application for use of the Town Hall by Rebecca Pawling for a lecture for New Heights on 10/23/14, 4/2/15, and 5/7/15 from 4:30-9 pm. Motion carried – all in favor.

**c. Town Manager's Report**

Mr. Dean provided his Manager's Update in the packet. He highlighted the following:

- The Sportsmen's Club project tree cutting commenced
- The Portsmouth Ave sewer line work finished the week of May 27
- Unitil is digging on High Street
- The SEIU contract was completed and signed May 23<sup>rd</sup>
- Mike Morgan alerted him to the fact that Kate Segal is leave the Co-op Board
- The grants approved by the Selectboard for DPW were submitted this week
- The Utility Services Group contract was signed and turned over to Public Works
- Completed participation on May 19<sup>th</sup> in the NHMA Legislative Committee on Government Affairs for 2014
- A Dept Head meeting was held on May 22
- He held a meeting with Mike Favreau and Greg Bisson on May 28<sup>th</sup> to discuss the CIP

- Julie and himself attended services for Officer Arkell
- Fielded questions from tax office about mobile homes owing taxes
- He attended Memorial Day ceremonies on May 26<sup>th</sup>

**d. Selectman's Committee Reports**

Selectwoman Belanger had nothing to report.

Vice Chair Chartrand had nothing to report.

Selectwoman Surman reported Conservation Commission met National Trails Day is June 7.

Selectman Clement reported Safety Committee met. Also, he went to two WISE meetings.

Chairwoman Gilman had nothing to report.

**e. Correspondence**

The following correspondence were included in the packet:

- A letter from the NH Dept of Safety
- A memo from DPW
- A letter from Newfields BOS
- A letter from Kate Segal
- A letter from the Historical District Committee
- Building Dept. monthly report
- Union agreement

**8. Review Board Calendar**

Chairwoman Gilman said the next BOS meeting will be June 16, 2014.

A Motion was made by Vice Chair Chartrand and seconded by Selectman Clement go into a non-public session under RSA 91-A:3 2B and D. Motion carried by roll call vote – all in favor.

The Board emerged from non public session. Motion by Vice Chair Chartrand to adjourn, second by Selectman Clement. The Board stood adjourned at approximately 9:25 p.m.

Respectively submitted,

Nicole McCormack  
Recording Secretary

Draft Minutes

**Exeter Board of Selectmen**

**June 16, 2014**

**1. Call Meeting to Order**

Vice Chair Dan Chartrand called the meeting to order at 5:45 pm in the Nowak Room of the Exeter Town Offices building. Other members present were Selectwoman Nancy Belanger, Selectwoman Anne Surman, and Selectman Don Clement. Town Manager Russell Dean was also present. Chairwoman Julie Gilman was absent.

**2. Bid Openings**

The following bids were opened and recorded for the Raynes Barn Roof replacement.

1.	Kevin W. Smith & Son, Inc.	\$56,000
2.	Valliere Construction	\$33,350
3.	A & P Home Improvement	\$23,890
4.	Exeter Roofing Corp.	\$36,830

A Motion was made by Selectman Clement and seconded by Selectwoman Surman to refer the bids to the Town Manager. Motion carried – all in favor.

**3. Public Comment**

Brian Griset spoke, asking for an update on the Hurricane Sandy grant for the river restoration. Vice Chair Chartrand declined to give a report because of the schedule but said he would refer this to Chairwoman Gilman.

Art Baillargeon spoke, asking if the sidewalk restoration issue will be on the agenda soon. Vice Chair Chartrand said he believes Chairwoman Gilman is working to put it on the agenda soon.

Gerry Hamel spoke, saying he had a positive experience with the assessor's office and everything worked out well for him.

Cathy Coloumbe, owner of Tranquility Salon, spoke about the sidewalk issue. She is a downtown business owner. She had prepared a letter about her concerns with the sidewalks and read it to the Board.

#### **4. Regular Business**

##### **a. Tax, Water/Sewer Abatements & Exemptions**

A Motion was made by Selectwoman Surman and seconded by Selectman Clement to approve abatement for map 11, lot 5, unit 8, in the amount of \$94.62. Motion carried – all in favor.

A Motion was made by Selectwoman Surman and seconded by Selectman Clement to deny two abatements for map 73, lot 1 and map 115, lot 31. Motion carried – all in favor.

##### **b. Permits & Approvals**

A Motion was made by Selectwoman Belanger and seconded by Selectwoman Surman to approve the 2014 Warrant for Unlicensed Dogs. Motion carried – all in favor.

A Motion was made by Selectwoman Belanger and seconded by Selectwoman Surman to appoint Judy Jervis as Exeter's Health Officer. Selectman Clement asked if this appointment has to be done every year. Mr. Dean said he we not sure but he will look into it. With a Motion on the table the Board voted. Motion carried – all in favor.

##### **c. Town Manager's Report**

Mr. Dean talked about the following:

- He received the bond issue for the Great Dam Removal and Water/Sewer Line Replacement projects. There is a 2.3% true interest cost and a \$421,731 premium. He said he will have cash in hand on 7/17 for those projects.
- The closing date for the Elliott property is June 20
- He welcomed the new full-time custodian
- The town's new website address has begun. It is Exeter.nh.gov
- The Town Clerk is interested in changing the office hours
- Parks/Rec completed a draft survey, they need assessment
- IT Dept. continues to work on upgrading email system to exeternh.gov
- Unitil is interested in extending gas lines up to Epping Road

- Budget Subcommittee has finished their work and will give an update to the Board soon
- CIP process is well underway
- He has had a couple meetings with Unitil over the last couple weeks
- He sat down with the EDC on June 5 to talk about the EDC ordinance
- The air conditioners in the Town Office were repaired which has led to the findings of some wiring issues in the building
- He is continuing to work on the swipe card security system

Selectman Clement asked when the last fire drill was for the town buildings. Mr. Dean said there hasn't been one for a couple years. Selectman Clement asked Mr. Dean to look into that.

Vice Chair Chartrand rolled the correspondence over to the next meeting.

## **5. Adjournment**

A Motion was made by Selectwoman Belanger and seconded by Selectman Clement to adjourn the business portion of the meeting at 6:15 pm to convene a work session tour of town facilities. Motion carried – all in favor.

The Board then went to a work session/tour of Town Departments. The tour ended at approximately 8:30 p.m. and included the sewer plant and lagoons, and the water treatment plant on Portsmouth Avenue and the water recycler, as well as the main sewer pump station in Swasey Parkway.

Respectively submitted,

Nicole McCormack  
Recording Secretary

**Appointments – Zoning Board of Adjustment**

Marc Carbonneau, Alternate Member, Term to Expire 4/30/17

Member whose term expired 4/30 but wishes to be re-appointed. Several year ZBA member.

## TOWN OF EXETER MEMORANDUM

**TO:** Russell Dean  
Town Manager

**FROM:** Scott P. Marsh., CNHA  
Municipal Resources, Inc.  
Contract Assessor

**DATE:** May 30, 2014

**RE:** Discretionary Preservation Easement Application  
Warren and Susan Hanson  
137 Linden Street  
Tax Map 112 Lot 9

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The above referenced application is attached.

Property was previously granted an easement, however the 10 year term has expired and applicant is now reapplying. Attached are the applicable documents as well as information from the Historic District Commission.

The Select Board will need to hold a public hearing and determine if the barn meets criteria for continued easement enrollment.

If it is decided that it does, then the term of the easement (a minimum of ten years) and the amount of assessment reduction 25%-75% of the barn and supporting land (a 50% reduction was previously granted) needs to be determined. A copy of the previous easement is also attached.

If there is any additional information needed or a meeting to discuss is desired, please let me know.

FORM

PA-36-A

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION  
**DISCRETIONARY PRESERVATION EASEMENT APPLICATION**

**STEP 1 PROPERTY OWNER (S)**

PLEASE TYPE OR PRINT	LAST NAME	HANSON	FIRST NAME	WARREN
	LAST NAME	HANSON	FIRST NAME	SUSAN
	STREET ADDRESS			
	137 LINDEN ST			
	STREET (continued)			
TOWN/CITY		EXETER	STATE	NH
			ZIP CODE	03833

**STEP 2 PROPERTY LOCATION OF LAND AND HISTORIC AGRICULTURAL STRUCTURE BEING CLASSIFIED**

PLEASE TYPE OR PRINT	STREET				
	137 LINDEN ST				
	TOWN/CITY			COUNTY	
	EXETER			ROCKINGHAM	
	NUMBER OF ACRES	MAP #	LOT #	BOOK #	PAGE #
	112	9			
CHECK ONE:			Tax Year		
Original Application <input type="checkbox"/>			Renewal <input checked="" type="checkbox"/>		
			2014		

**STEP 3 REASON FOR DISCRETIONARY PRESERVATION EASEMENT APPLICATION**

Describe how the Historic Agricultural Structure meets one of the tests of public benefit per RSA 79-D:3. Submit additional sheets, if necessary.

BARN APPROX. 84'x40' WITH FULL BASEMENT, 2ND STORY

FRONT AND BACK LOFTS PLUS CENTER 3RD FLOOR LOFT

How many square feet will be subject to the easement?

3360 sq ft

**STEP 4 SIGNATURES OF ALL PROPERTY OWNERS OF RECORD**

TYPE OR PRINT NAME (in black ink)	SIGNATURE (in black ink)	DATE
Warren L. Hanson	<i>Warren L. Hanson</i>	4/10/2014
TYPE OR PRINT NAME (in black ink)	SIGNATURE (in black ink)	DATE
Susan L. Hanson	<i>Susan L. Hanson</i>	4-10-2014
TYPE OR PRINT NAME (in black ink)	SIGNATURE (in black ink)	DATE
TYPE OR PRINT NAME (in black ink)	SIGNATURE (in black ink)	DATE

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION  
**DISCRETIONARY PRESERVATION EASEMENT APPLICATION**  
 (CONTINUED)

**STEP 5 TO BE COMPLETED BY THE LOCAL ASSESSORS**

<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED	Pending approval of Discretionary Preservation Easement Agreement by landowner and assessing officials.
Comments:	

**STEP 6 APPROVAL OF A MAJORITY OF SELECTMEN/ASSESSORS**

TYPE OR PRINT NAME (ink black ink)	SIGNATURE (in black ink)	DATE

**STEP 7 DOCUMENTATION**

Is a map of the entire parcel showing the property location, orientation, overall boundaries and acreages clearly showing easement area requested submitted?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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## Preservation of Historic Agricultural Structure

The property at 137 Linden Street (now under conservation easement granted by the town of Exeter) includes a colonial home, c.1800, and a barn situated on 37 + acres. The barn is rather unique. It was built in the early 1800's. In the mid 1800's, a barn owned by the brother of the owner was moved here and attached to the existing barn. From the outside, one cannot tell it is it is two barns joined into one. From the inside, if you look closely, you can see slight differences in the two sections. The farm once included 160 acres and was in operation until the 1950's. When we purchased the property there were 30 acres remaining. The barn is currently home to several goats. Approximately 1600 bales of hay are harvested from the rear field and stored in the barn for winter use.

We believe the barn is eligible for the Discretionary Preservation Easement for the following reasons:

There is scenic enjoyment of the structure by the general public -- walkers, joggers, cyclists and motorists -- from our designated scenic road (Linden Street). To the left of the barn there is a 4 acre pasture. Many people, both adults and children, stop and look at the livestock, the wildlife, and the barn. During the 40 years we have lived here there have been many paintings of the barn done by amateur and professional artists. Several of these paintings have been displayed in the town office building when local artists' works are exhibited. We are now pleased to own 3 such paintings. Many photographs of the barn have been taken with several being published in local newspapers. The barn is also a treasure for its hidden uniqueness of being two barns joined into one.

Barn location and land necessary to support function:

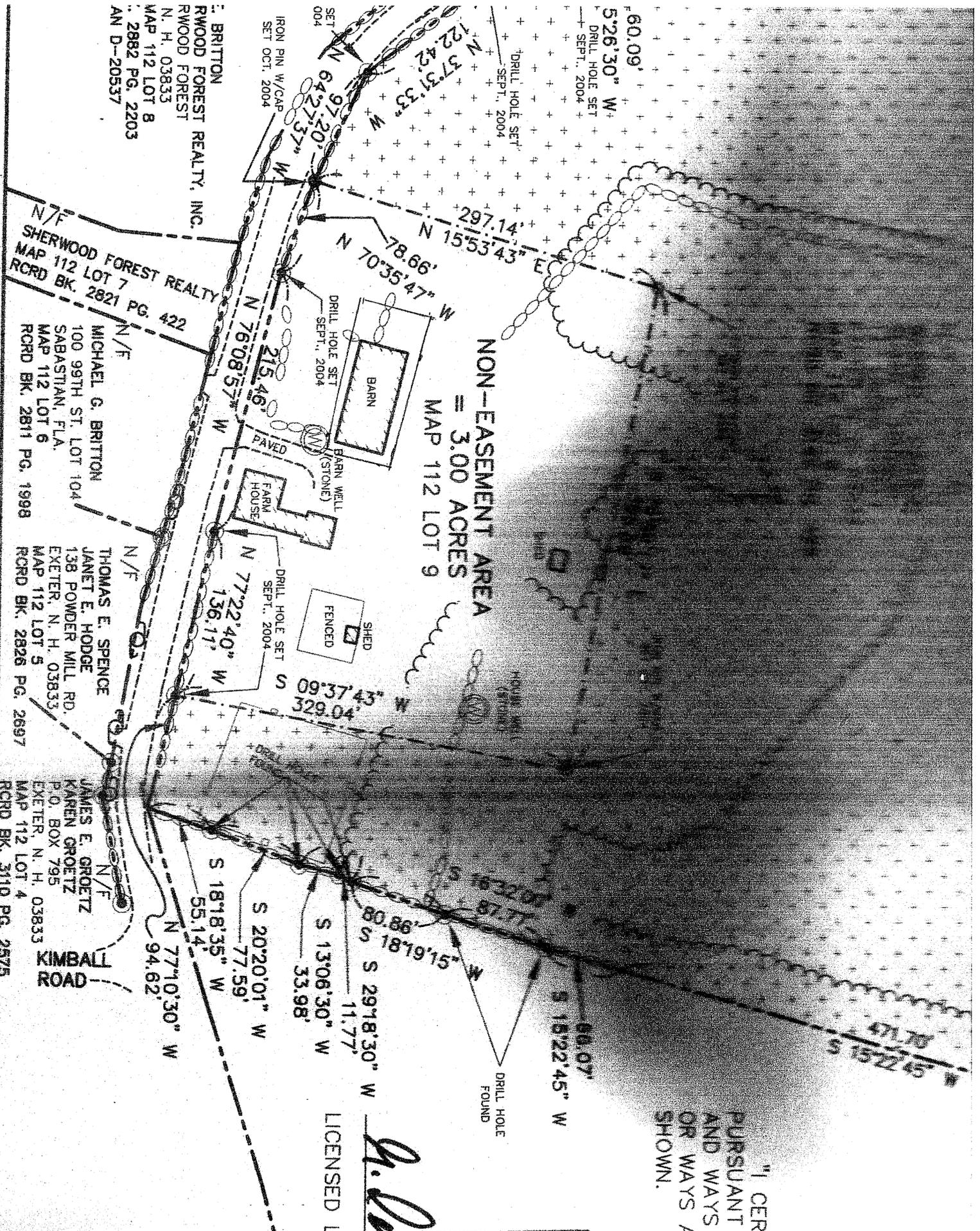
The barn is approximately 85 feet long and 45 feet wide. The long south side parallels the street. The north, south, and east sides require 8 feet for support of function. The west side requires 40 feet for support of function. Attached is a copy of the easement survey showing the location of the house and barn. The number of square feet to be included in the discretionary preservation easement is 8,113.

N/F  
 FREDERICK  
 WENDY L. N  
 135 LINDEN  
 EXETER, N.  
 MAP 112 LC  
 RCRD BK. 3

"I CERTIFY THAT  
 PURSUANT TO THIS  
 AND WAYS SHOWN A  
 OR WAYS ALREADY E  
 SHOWN.



*D. Mislod*  
 LICENSED LAND SUR



BRITTON  
 RWOOD FOREST REALTY, INC.  
 RWOOD FOREST  
 N. H. 03833  
 MAP 112 LOT 8  
 .. 2882 PG. 2203  
 AN D-20537

SHERWOOD FOREST REALTY  
 MAP 112 LOT 7  
 RCRD BK. 2821 PG. 422

MICHAEL G. BRITTON  
 100 99TH ST. LOT 104  
 SABASTIAN, FLA.  
 MAP 112 LOT 6  
 RCRD BK. 2811 PG. 1998

THOMAS E. SPENCE  
 JANET E. HODGE  
 138 POWDER MILL RD.  
 EXETER, N. H. 03833  
 MAP 112 LOT 5  
 RCRD BK. 2826 PG. 2697

JAMES E. GROETZ  
 KAREN GROETZ  
 P.O. BOX 795  
 EXETER, N. H. 03833  
 MAP 112 LOT 4  
 RCRD BK. 3110 PG. 2575



## TOWN OF EXETER, NEW HAMPSHIRE

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

[www.town.exeter.nh.us](http://www.town.exeter.nh.us)

### Historic District Commission Exeter, N.H.

To Russell Dean, Town Manager

Dear Mr. Dean,

Last night at our meeting of May 15, 2014 the Historic District Commission discussed extending the Discretionary Preservation Easement for the barn at 137 Linden Street.

We feel that the barn is indeed a scenic historical and architectural structure. It is lovely and has been well maintained; anyone walking, cycling or driving at that end of Linden Street surely enjoys it. It is historic, as we can date it to the 1820s and know that it was added to before the Civil War. The barn is still in use as home to horses and goats and as such is one of the very few working barns in the area. Exeter's reclusive artist, Willie White, painted pictures of the barn throughout his long life and even send home sketches drawn from memory during his service in World War II.

The Commission voted unanimously to express our support for extending this preservation easement.

Sincerely,

Pamela Gjettum  
Chairman

DISCRETIONARY PRESERVATION EASEMENT DEED  
(Revised Statutes Annotated 79-D)

~~X~~/We Warren L. & Susan L. Hanson (GRANTOR(s) of  
137 Linden Street, Exeter NH, County of Rockingham and State of  
New Hampshire, for [myself/ ourselves] successors and assigns, for consideration paid, grant to

The Town of Exeter, County of Rockingham, State of New Hampshire,

a discretionary Preservation Easement in accordance with the provisions of RSA 79-D for a term of  
ten (10) years on the following historic agricultural structure, including the land necessary for the  
function of the building (the PROPERTY), described as follows:

The Property is described as a portion of Tax map 112, Lot 9 in Exeter, NH. Also, reference  
GRANTOR's title by Warranty Deed recorded at Book 2192, Page 399, Rockingham County  
Registry of Deeds. (Reference also any survey information of record; Description of structure and  
appurtenant land, including source deed for property.) The Barn, measuring approximately  
85 feet in length and 45 feet in width, and associated land, in total an area  
of 6,885 square feet.

11/2/9

The GRANTEE agrees that the PROPERTY provides a demonstrated public benefit in accordance  
with the provisions of RSA 79-D:II.

The terms of the Discretionary Preservation Easement hereby granted with respect to the above-  
described PROPERTY are as follows:

MAINTENANCE OF THE PROPERTY: The GRANTOR agrees to maintain the PROPERTY in a  
use and condition in keeping with its historic integrity and character during the term of the  
easement, consistent with the purposes of RSA 79-D. ~~Here insert any particular restrictions such~~

W L H SLH  
LM  
SR

083662

REGISTRY OF DEEDS

~~as signage, maintenance of building and its surroundings, other structure and so forth, as may be agreed upon between the GRANTOR and GRANTEE.~~

John White LHM  
SLH AAB

ASSESSMENT OF THE PROPERTY: The GRANTEE agrees that the PROPERTY shall be assessed, during the term of the Discretionary Preservation Easement, based on Fifty Percent (50%) of full value assessment as provided by RSA-D:7.

The Assessment shall be based on the PROPERTY's public benefit as a historical agricultural structure, and shall not be increased because the Owner undertakes maintenance and repairs designed to preserve the structure.

RELEASE, RENEWAL, CONSIDERATION:

- I. RELEASE: The GRANTOR may apply to the local governing body of the Town of Exeter for a release from the foregoing Discretionary Preservation Easement upon a demonstration of extreme personal hardship. Upon release from such easement, the GRANTOR shall pay the following consideration to the tax collector of the Town of Exeter:
  - (a) For a release within the first half of the duration of the easement, 20 percent of the RSA 75:1 full value assessment of such structure(s) and land;
  - (b) For a release within the second half of the duration of the easement, 15 percent of the RSA 75:1 full value assessment of such structure(s) and land.
  
- II. RENEWAL: Upon the expiration of the term of the discretionary easement, the GRANTOR may apply for a renewal, and the GRANTOR and GRANTEE shall have the same rights and duties with respect to the renewal application as they did with respect to the original application.
  
- III. CONSIDERATION: The Tax Collector shall issue a receipt to the Owner of such property and a copy to the governing body of the Town of Exeter for the sums paid. The local governing body shall, upon receiving a copy of the above-mentioned consideration, execute a release or renewal of the easement to the GRANTOR who shall record such a release or

renewal. A copy of such release or renewal shall also be sent to the local assessing officials if they are not the same parties executing the release or renewal.

IV. In the event the structure is severely damaged or destroyed by fire, storm or other unforeseen circumstance not within the control of the GRANTOR, the preservation easement shall be released without penalty.

VI. If, during the term of the preservation easement, the GRANTOR shall fail to maintain the structure in conformity with the foregoing agreement, or shall cause the structure(s) to significantly deteriorate or be demolished or removed, the preservation easement shall be terminated and a penalty assessed in accordance with Paragraph I(a) and (b) above.

ENFORCEMENT:

*PAB*

When a breach of this Easement comes to the attention of the GRANTEE it shall notify the Owner of the property subject to the easement, in writing of such breach, delivered in hand or by certified mail, return receipt requested.

The Owner shall have sixty (60) days after receipt of such notice to ~~undertake~~ those actions, including restoration, which are reasonably calculated to cure the conditions constituting said breach and to notify the GRANTEE upon completion.

initiate

*W=C J  
WLT SK LCA  
PAB*

If the Owner fails to take such curative action, the GRANTEE may undertake any actions that are reasonably necessary to cure such breach, and the cost thereof, including GRANTEE's expenses, court costs and legal fees, shall be paid by the Owner, provided the said Owner is determined to be directly or indirectly responsible for the breach.

The GRANTEE, by accepting and recording this Discretionary Preservation Easement deed agrees to be bound by and to observe and enforce the provisions hereof and assumes the rights and responsibilities hereof and assumes the rights and responsibilities herein provided for and

incumbent upon the GRANTEE, all in furtherance of the preservation purposes for which this Discretionary Preservation Easement Deed is delivered.

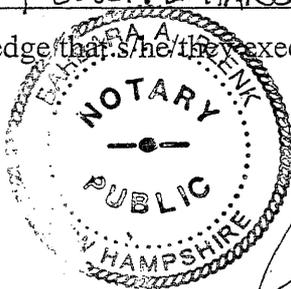
WITNESS MY HAND this 10<sup>th</sup> day of September, 2004.

Ross Quinn  
Witness

Warren L. Hanson & Susan L. Hanson  
GRANTOR

STATE OF NEW HAMPSHIRE  
COUNTY OF ROCKINGHAM

Appeared before me this 10<sup>th</sup> day of September, 2004, the above signed WARREN L. HANSON & SUSAN L. HANSON, known to me or satisfactorily proven to be the same, and acknowledge that s/he/they executed the same for the purposes contained therein.



Barbara A. Blenk  
Notary Public/Justice of the Peace  
My commission expires: **BARBARA A. BLENK, Notary Public**  
**My Commission Expires May 7, 2008**

ACCEPTED this 27<sup>th</sup> day of September, 2004.

Town of Exeter

By its Board of Selectmen (authorized officer)

William E. Campbell  
Paul A. Brette  
Kevin M.  
J. W. R.

CURRENT OWNER		TOPO.	UTILITIES	STRT./ROAD	LOCATION	CURRENT ASSESSMENT	
HANSON FAMILY 2004 REV TR HANSON WARREN L & SUSAN L TR 137 LINDEN ST		2 Above Street	5 Well 6 Septic	1 Paved		Code	Assessed Value
EXETER, NH 03833 Additional Owners:		SUPPLEMENTAL DATA				1010	197,200
Other ID: 0112 0009 0000		ASSOC PID#				1010	136,400
TYPE: 5						1010	40,600
USE: 1						6200	158,400
PLOT: AcC							4,123
CODE:							879
GIS ID: 112-009-0000							379,202

RECORD OF OWNERSHIP		BK-VOL/PAGE	SALE DATE	q/u	v/i	SALE PRICE	V.C.
HANSON FAMILY 2004 REV TR HANSON WARREN L		4399/2885	11/23/2004	U	1	0	IN

EXEMPTIONS		Amount	Description	Code	Number	Amount	Comm. Int.
Total:							

OTHER ASSESSMENTS		Amount	Description	Code	Number	Amount	Comm. Int.
Total:							

ASSESSING NEIGHBORHOOD		STREET INDEX NAME	TRACING	BATCH
4/06 AC CHANGE/ MAP		4/05 CU RECAL/STATE, JD		
4/00 CU FOREST LAND REVAL		4374/1397 10/04 BARN		
4/03 CU FOREST UPDATED,		DISCRETIONARY EASEMENT		
NO RESPONSE//BARN45X85/		4399/2889 11/04		
OWNER/9/04 BARN EASEMNT		CONSERVATION EASEMENT		
& LAND FOR 10YRS, JD				

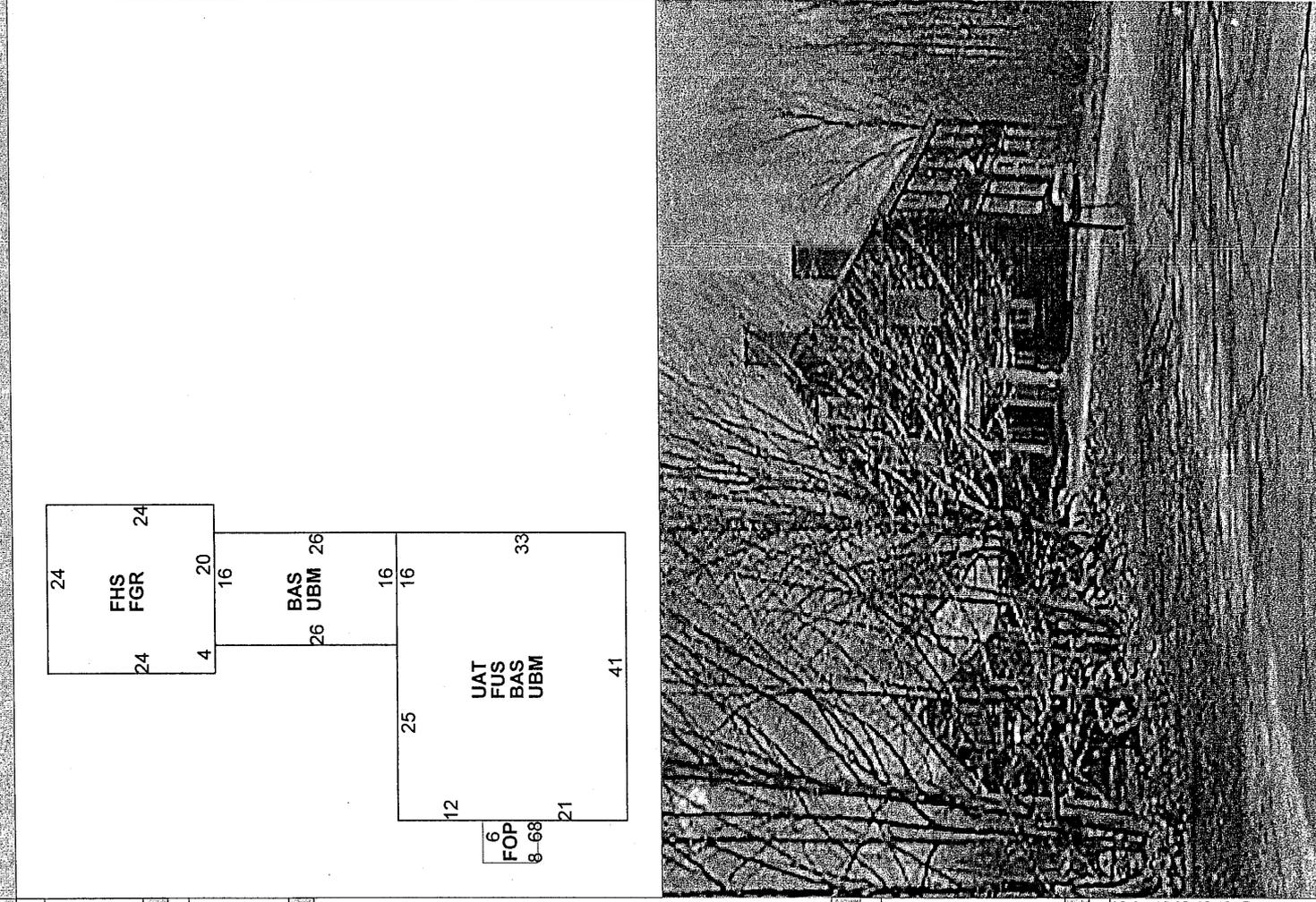
BUILDING PERMIT RECORD		Amount	Insp. Date	% Comp.	Date Comp.	Comments
Total:						

VISIT/CHANGE HISTORY		Date	Type	IS	ID	Cd.	Purpose/Result
Total:							
Appraised Bldg. Value (Card)		07/07/2010	PM			15	Res Field Revw
Appraised XF (B) Value (Bldg)		05/11/2004	DG			00	Measur+Listed
Appraised OB (L) Value (Bldg)		08/19/1997	RD			43	Change Reinspector
Appraised Land Value (Bldg)		03/27/1997	RD			00	Measur+Listed
Special Land Value		03/20/1997				03	Letter Sent
Total Appraised Parcel Value							
Valuation Method:							
Adjustment:							
Net Total Appraised Parcel Value							639,600

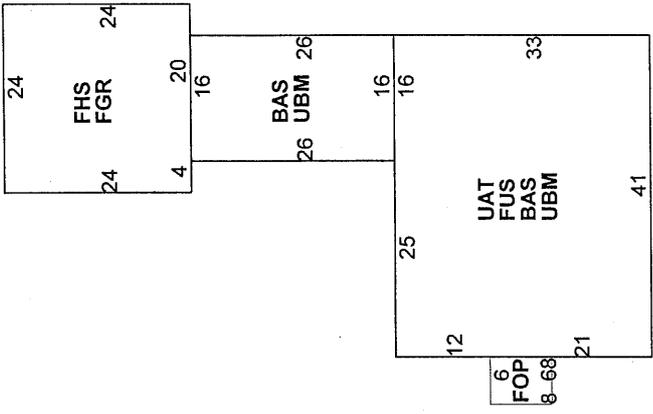
LAND LINE VALUATION SECTION		Unit Price	Units	Depth	Frontage	Zone	Use Description	Zone	Special Pricing	Adj. Unit Price	Land Value
1	1010 Single Fam MDL-01	324	36.675 SF			R-1		R-1		324	118,800
1	1010 Single Fam MDL-01	8,800.00 AC	2.00 AC			R-1		R-1	CU	8,800.00	17,600
1	6000 FARM LAND	8,800.00 AC	18.00 AC			R-1		R-1	CU	8,800.00	158,400
1	6223 ALL OTHER	8,800.00 AC	12.16 AC			R-1		R-1	CU	8,800.00	107,000
Total Card Land Units:			33.00 AC								
Parcel Total Land Area:			33 AC								
Total Land Value:											401,800

**VISION**

2211  
EXETER, NH



CONSTRUCTION DETAIL		CONSTRUCTION DETAIL (CONTINUED)								
Element	Ch. Description	Element	Ch. Description							
03	Colonial									
01	Residential									
04	Average +10									
2	2 Stories									
1	Occupancy									
14	Exterior Wall 1									
11	Exterior Wall 2									
03	Roof Structure									
03	Roof Cover									
03	Interior Wall 1									
09	Interior Wall 2									
02	Interior Flr 1									
02	Interior Flr 2									
05	Heat Fuel									
01	Heat Type									
04	AC Type									
04	Total Bedrooms									
2	Total Bthrms									
0	Total Half Baths									
10	Total Xtra Fixtrs									
10	Total Rooms									
02	Bath Style									
02	Kitchen Style									
MHP										
<b>MIXED USE</b>										
1010	Single Fam MDL-01									
<b>COST/MARKET VALUATION</b>										
	Adj. Base Rate:		73.50							
	Net Other Adj:		306,430							
	Replace Cost		11,000.00							
	AYB		317,430							
	EYB		1790							
	Dep Code		1970							
	Remodel Rating		A							
	Year Remodeled									
	Dep %		40							
	Functional Obslnc		0							
	External Obslnc		0							
	Cost Trend Factor		1							
	Condition									
	% Complete		60							
	Overall % Cond		190,500							
	Apprais Val		0							
	Dep % Ovr		0							
	Dep Ovr Comment									
	Misc Imp Ovr		0							
	Misc Imp Ovr Comment									
	Cost to Cure Ovr		0							
	Cost to Cure Ovr Comment									
<b>OB-OUTBUILDING &amp; YARD ITEMS(L) / XF-BUILDING EXTRA FEATURES(B)</b>										
Code	Description	Sub Descrpt	L/B Units	Unit Price	Yr	Grde	Dp Rt	Chd	%Chd	Apr Value
BRN4	1 STY LFT&B:		1	1800					50	40,200
LNT	LEAN-TO		1	2003					50	400
FPL3	2 STORY CHI		1	4,700.00	1970	1			100	2,800
FPL3	2 STORY CHI		1	4,700.00	1970	1			100	2,800
FPO	EXTRA FPL O		2	900.00	1970	1			100	1,100
<b>BUILDING SUB-AREA SUMMARY SECTION</b>										
Code	Description	Living Area	Gross Area	Eff. Area	Unit Cost	Undeprac. Value				
BAS	First Floor	1,769	1,769	1,769	73.50	130,025				
FGR	Garage, Framed	0	576	202	25.78	14,847				
FHS	Half Story, Finished	346	576	346	44.15	25,432				
FOP	Porch, Open, Finished	0	48	10	15.31	735				
FUS	Upper Story, Finished	1,353	1,353	1,353	73.50	99,448				
UAT	Attic, Unfinished	0	1,353	135	7.33	9,923				
UBM	Basement, Unfinished	0	1,769	354	14.71	26,020				
TVL Gross Liv/Unso Area:		3,468	7,444	4,169		317,430				



**Historic District Commission**

**Exeter, N.H.**

To Russell Dean, Town Manager

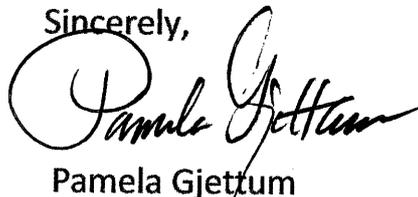
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We feel that the barn is indeed a scenic historical and architectural structure. It is lovely and has been well maintained; anyone walking, cycling or driving at that end of Linden Street surely enjoys it. It is historic, as we can date it to the 1820s and know that it was added to before the Civil War. The barn is still in use as home to horses and goats and as such is one of the very few working barns in the area. Exeter's reclusive artist, Willie White, painted pictures of the barn throughout his long life and even sent home sketches drawn from memory during his service in World War II.

The Commission voted unanimously to express our support for extending this preservation easement.

Sincerely,

A handwritten signature in black ink, appearing to read "Pamela Gjetlum". The signature is written in a cursive style with a large initial "P".

Pamela Gjetlum

Chairman

*Town Manager's Office*

**MAY 19 2014**

*Received*

**TOWN OF EXETER  
MEMORANDUM**

TO: Board of Selectmen  
FROM: Russ Dean  
RE: Sidewalks, Great Dam and String Bridge  
DATE: June 30, 2014

---

DPW will attend Monday night's Board meeting to provide an overview and update on the development of the sidewalk program. The presentation materials will be brought to the meeting.

In addition, Jennifer will give a brief update on the String Bridge project, which is now "on the street." The Town appropriated 1.13 million for this project back in the late 2000s, and we have been waiting for bridge aid to become available for the project, as it will pay for 80% of the total cost.

Finally, DPW will review the status of the Great Dam project with a brief update/discussion item on next steps associated with the project. The River Committee also discussed this at their meeting on June 26<sup>th</sup>.

**TOWN OF EXETER  
MEMORANDUM**

TO: Board of Selectmen

FROM: Russ Dean 

RE: Classification Plan

DATE: June 30, 2014

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Pursuant to the Town's Personnel Policy the Board of Selectmen are responsible for adoption of the classification system for all Town positions. For the better part of two years, the Town has been working through the Local Government Center (LGC) and then Municipal Resources, Inc. (MRI) for a full update of all non-union part time and full time job descriptions. This process included filling out position questionnaires by department personnel and submitting them to supervisors for approval. Then each questionnaire was converted into a job description. Each position was graded using the Factor Evaluation System (FES). At this time, Municipal Resources is reviewing the final report, which should be received this week.

As a result of their work, MRI has assigned a grade to each position in the Classification Plan. I have also included a sample job description prepared by MRI for a town position.

The last update of positions occurred in 2009. Much of this work was devoted solely to wage comparisons resulting in a new pay grid which did not take into account classification. The update does take into account position classification, and assigns Grades to each position based on the Factor Evaluation System.

Once the final report is prepared, I will circulate it to Town Departments and the Board.

## FACTOR EVALUATION SYSTEM

The Factor Evaluation System (FES) was developed by the U.S. Civil Service Commission (now the Office of Personnel Management) of the national government. It is the result of many years of research and field testing and is now considered the state-of-the-art in public personnel management.

The FES is based on the philosophy that one set of compensable factors should be used for all jobs (however, the national government does not use it for supervisory positions). The FES is a point-factor-comparison system that uses nine factors to determine compensation. To make the system flexible enough to use in local government jurisdictions a tenth factor covering supervisory and management responsibility has been added. Each factor has a fixed number of levels descriptive of the position being evaluated.

<u>Factor</u>	<u># Levels</u>
1. Knowledge Required by the Position	7
2. Supervisor Controls	5
3. Guidelines	5
4. Complexity	6
5. Scope and Effect	6
6. Personal Contacts	4
7. Purpose of Contacts	4
8. Physical Demands	3
9. Work Environment	3
10. Supervisory and Management Responsibility	7

Each job description is evaluated using each of these ten factors. The factors are weighted to reflect their relative value. For example, the most heavily weighted factor is Factor 1. A position requiring a great deal of knowledge obviously receives more points than one requiring limited knowledge. Under the FES, the total number of points for each job description determines the labor grade for that position within the classification plan. This same FES can be applied to new or revised job descriptions when there is a need to classify or reclassify positions.

## **FACTOR EVALUATION SYSTEM OUTLINE**

### Factor 1 – Knowledge Required by the Position

- Kind and level of knowledge and skills needed.
- How knowledge and skills are used in doing the work.

### Factor 2 – Supervisory Controls

- How the work is assigned.
- The employee's responsibility for carrying out the work.
- How the work is reviewed.

### Factor 3 – Guidelines

- The nature of guidelines for performing the work.
- Judgment needed to apply the guidelines or develop new guidelines.

### Factor 4 – Complexity

- Nature of the assignment.
- Difficulty in identifying what needs to be done.
- Difficulty and originality involved in performing the work.

### Factor 5 – Scope and Effect

- Purpose of the work.
- Impact of the work product or service.

### Factor 6 – Personal Contacts

- People and conditions under which contacts are made (except supervisor).

### Factor 7 – Purpose of Contacts

- Reasons for contacts in Factor 6.
- Skills needed to accomplish work through person-to-person activities.

### Factor 8 – Physical Demands

- The nature, frequency and intensity of physical activity.

### Factor 9 – Work Environment

- The risks and discomforts imposed by physical surroundings and the safety precautions necessary to avoid accidents or discomfort.

### Factor 10 – Supervisory and Management Responsibility

- The level of management responsibility assumed by the position.

## **FACTOR 1 - KNOWLEDGE REQUIRED BY THE POSITION**

Factor 1 measures the nature and extent of information or facts that the employee must understand to do acceptable work (e.g. steps, procedures, practices, rules, policies, theories, principles and concepts) and the nature and extent of the skills needed to apply that knowledge. To be used as basis for selecting a level under this factor, a knowledge must be required and applied.

### **Level 1-1**

Knowledge of simple, routine or repetitive tasks or operations that typically include following step-by-step instructions and require little or no previous training or experience;

OR

Skill to operate simple equipment, or equipment which operates repetitively, requiring little or no training or experience;

OR

Equivalent knowledge and skill.

### **Level 1-2**

Knowledge of basic or commonly used rules, procedures or operations that typically require some previous training or experience;

OR

Basic skill to operate equipment requiring some previous training or experience such as keyboard equipment;

OR

Equivalent knowledge and skill.

### **Level 1-3**

Knowledge of a body of standardized rules, procedures or operations requiring considerable training and experience to perform the full range of standard clerical assignments and resolving recurring problems;

OR

Skill acquired through considerable training and experience, to operate and adjust varied equipment for purposes such as performing numerous standard tests or operations;

OR

Equivalent knowledge and skill.

**Level 1-4**

Knowledge of an extensive body of rules, procedures or operations, requiring extended training and experience, to perform a wide variety of interrelated or nonstandard procedural assignments and resolve a wide range of problems;

OR

Practical knowledge of standard procedures in a technical field, requiring extended training or experience, to perform such work as adapting equipment when this requires considering the functioning characteristics of equipment; interpreting results of tests based on previous experience and observations (rather than directly reading instruments or other measures); or extracting information from various sources when this requires considering the applicability of information and the characteristics and quality of sources;

OR

Equivalent knowledge and skill.

**Level 1-5**

Knowledge (such as would be acquired through a pertinent baccalaureate educational program or its equivalent in experience, training or independent study) of basic principles, concepts and methodology of a professional or administrative occupation and skill in applying this knowledge in carrying out elementary assignments, operations, or procedures;

OR

In addition to the practical knowledge of standard procedures in Level 4, practical knowledge of technical methods to perform assignments such as carrying out limited projects that involve use of specialized, complicated techniques;

OR

Equivalent knowledge and skill.

**Level 1-6**

Knowledge of the principles, concepts and methodology of a professional or administrative occupation as described in Level 1-5 which has been either: (a) supplemented by skill gained through job experience to permit independent performance or recurring assignments, or (b) supplemented by expanded professional or administrative knowledge gained through relevant

graduate study or experience which has provided skill in carrying out assignments, operations and procedures in the occupation which are significantly more difficult and complex than those covered by level 1-5;

OR

Practical knowledge of a wide range of technical methods, principles and practices similar to a narrow area of a professional field and skill in applying this knowledge to such assignments as the design and planning of difficult projects;

OR

Equivalent knowledge and skill.

**Level 1-7**

Knowledge of a wide range of concepts, principles and practices in a professional or administrative occupation, such as would be gained through extended graduate study or experience and skill in applying this knowledge to difficult and complex work assignments;

OR

A comprehensive, intensive, practical knowledge of a technical field and skill in applying this knowledge to the development of new methods, approaches, or procedures;

OR

Equivalent knowledge and skill.

## **FACTOR 2 – SUPERVISORY CONTROLS**

Factor 2 covers the nature and extent of direct or indirect controls exercised by the supervisor, the employee's responsibility and the review of completed work. Controls are exercised by the supervisor in the way assignments are made, instructions are given to the employee, priorities and deadlines are set and objectives and boundaries are defined. Responsibility of the employee depends upon the extent to which the employee is expected to develop the sequence and timing of various aspects of the work, to modify or recommend modification of instructions and to participate in establishing priorities and defining objectives. The degree of review of completed work depends upon the nature and extent of the review (e.g. close and detailed review of each phase of the assignment; detailed review of the finished assignment; spot-checks of the finished work for accuracy; or review only for adherence to policy).

### **Level 2-1**

For both one-of-a-kind and repetitive tasks the supervisor makes specific assignments that are accompanied by clear, detailed and specific instructions.

The employee works as instructed and consults with a supervisor as needed on all matters not specifically covered in the original instructions or guidelines.

For all positions the work is closely controlled. For some positions, the control is through the structured nature of the work itself; for others, it may be controlled by the circumstances in which it is performed. In some situations, the supervisor maintains control through review of the work that may include checking progress or reviewing completed work for accuracy, adequacy and adherence to instructions and established procedures.

### **Level 2-2**

The supervisor provides continuing or individual assignments by indicating generally what needs to be done, limitations, quantity and quality expected, deadlines and priority of assignments. The supervisor provides additional, specific instructions for new, difficult or unusual assignments including suggested work methods or advice on source material available.

The employee uses initiative in carrying out recurring assignments independently without specific instruction, but refers deviations, problems and unfamiliar situations not covered by instructions to the supervisor for decision or help.

The supervisor assures that finished work and methods used are technically accurate and in compliance with instructions or established procedures. Review of the work increases with more difficult assignments if the employee has not previously performed similar assignments.

### **Level 2-3**

The supervisor makes assignments by defining objectives, priorities and deadlines; assists the employee with unusual situations that do not have clear precedents.

The employee plans and carries out the successive steps and handles problems and deviations in the work assignment in accordance with instructions, policies, previous training or accepted practices in the occupation.

Completed work is usually evaluated for technical soundness, appropriateness and conformity to policy and requirements. The methods used in arriving at the end results are not usually reviewed in detail.

#### **Level 2-4**

The supervisor sets the overall objectives and resources available. The employee and supervisor, in consultation, 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.

#### **Level 2-5**

The supervisor provides administrative direction with assignments in terms of broadly defined missions or functions.

The employee has responsibility for planning, designing and carrying out programs, projects, studies or other work independently.

Results of the work are considered as technically authoritative and are normally accepted without significant change. If the work should be reviewed, the review concerns such matters as fulfillment of program objectives, effect of advice and influence of the overall program, or the contribution to the advancement of technology. Recommendations for new projects and alterations of objectives are usually evaluated for such considerations as availability of funds and other resources, broad program goals or organizational priorities.

## **FACTOR 3 – GUIDELINES**

Factor 3 covers the nature of guidelines and the judgment needed to apply them. Guides include, for example: desk manuals, established procedures and policies, traditional practices and reference materials such as dictionaries, style manuals, engineering handbooks, etc.

Individual jobs in different occupations vary in the specificity, applicability and availability of the guidelines for performance of assignments. Consequently, the constraints and judgmental demands placed upon employees also vary. For example, the existence of specific instructions, procedures and policies may limit the opportunity of the employee to make or recommend actions. However, in the absence of procedures or under broadly stated objectives, employees in some occupations may use considerable judgment in researching literature and developing new methods.

Guidelines should not be confused with the knowledge described in Factor 1, Knowledge Required by the Position. Guidelines either provide reference data or impose certain constraints on the use of knowledge. For example, in the field of medical technology, for a particular diagnosis there may be three or four standardized tests set forth in a technical manual. A medical technologist is expected to know these diagnostic tests. However, in a given laboratory the policy may be to use only one of the tests; or the policy may state specifically under what conditions one or the other of these tests may be used.

### **Level 3-1**

Specific, detailed guidelines covering all the important aspects of the assignment are provided to the employee.

The employee works in strict adherence to the guidelines; deviations must be authorized by the supervisor.

### **Level 3-2**

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.

**Level 3-3**

Guidelines are available, but are not completely applicable to the work or have gaps in specificity.

The employee uses judgment in interpreting and adapting guidelines such as agency policies, regulations, precedents and work directions for application to specific cases or problems. The employee analyzes results and recommends changes.

**Level 3-4**

Administrative policies and precedents are applicable but are stated in general terms. Guidelines for performing the work are scarce or of limited use.

The employee uses initiative and resourcefulness in deviating from traditional methods or researching trends and patterns to develop new methods, criteria, or to propose new policies.

**Level 3-5**

Guidelines are broadly stated and nonspecific, i.e., broad policy statements and basic legislation which require extensive interpretation.

The employee must use judgment and ingenuity in interpreting the intent of the guides that do exist and in developing applications to specific areas of work. Frequently, the employee is recognized as a technical authority in the development and interpretation of guidelines.

## **FACTOR 4 – COMPLEXITY**

Factor 4 covers the nature, number, variety and intricacy of tasks, steps, processes or methods in the work performed; the difficulty in identifying what needs to be done; and the difficulty and originality involved in performing the work.

### **Level 4-1**

The work consists of tasks that are clear-cut and directly related. There is little or no choice to be made in deciding what needs to be done. Actions to be taken or responses to be made are readily discernible. The work is quickly mastered.

### **Level 4-2**

The work consists of duties that involve related steps, processes or methods.

The decision regarding what needs to be done involves various choices requiring the employee to recognize the existence of, and differences among, a few easily recognizable situations.

### **Level 4-3**

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.

### **Level 4-4**

The work typically includes varied duties requiring many different and unrelated processes and methods such as those relating to well-established aspects of an administrative or professional field.

Decisions regarding what needs to be done include the assessment of unusual circumstances, variations in approach and incomplete or conflicting data. The work requires making many decisions concerning such things as the interpreting of considerable data, planning of the work, or refining the methods and techniques to be used.

### **Level 4-5**

The work includes varied duties requiring many different and unrelated processes and methods applied to a broad range of activities or substantial depth of analysis, typically for an administrative or professional field.

Decisions regarding what needs to be done include major areas of uncertainty in approach, methodology or interpretation and evaluation processes resulting from such elements as continuing changes in programs, technological developments, unknown phenomena or conflicting requirements. The work requires originating new techniques, establishing criteria or developing new information.

**Level 4-6**

The work consists of broad functions and processes of an administrative or professional field. Assignments are characterized by breadth and intensity of effort and involve several phases being pursued concurrently or sequentially with the support of others within or outside of the organization.

Decisions regarding what needs to be done include largely undefined issues and elements, requiring extensive probing and analysis to determine the nature and scope of the problems. The work requires continuing efforts to establish concepts, theories, programs, or to resolve unyielding problems.

## **FACTOR 5 – SCOPE AND EFFECT**

Factor 5 covers the relationship between the nature of the work (e.g. the purpose, breadth and depth of the assignment, and the effect of work products or services both within and outside the organization).

Effect measures such things as whether the work output facilitates the work of others, provides timely services of a personal nature or impacts on the adequacy of research conclusions. The concept of effect alone does not provide sufficient information to properly understand and evaluate the impact of the position. The scope of the work completes the picture, allowing consistent evaluations. Only the effect of properly performed work is to be considered.

### **Level 5-1**

The work involves the performance of specific, routine operations that include a few separate tasks or procedures.

The work product or service is required to facilitate the work of others; however, it has little impact beyond the immediate organizational unit or beyond the timely provision of limited services to others.

### **Level 5-2**

The work involves the execution of specific rules, regulations or procedures, and typically comprises a complete segment of an assignment or project of broader scope.

The work product or service affects the accuracy, reliability, or acceptability of further processes or services.

### **Level 5-3**

The work involves treating a variety of conventional problems, questions or situations in conformance with established criteria.

The work product or service affects the design or operation of systems, programs or equipment; the adequacy of such activities as field investigations, testing operations or research conclusions; or the social, physical and economic well-being of persons.

### **Level 5-4**

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.

**Level 5-5**

The work involves isolating and defining unknown conditions, resolving critical problems or developing new theories.

The work product or service affects the work of other experts, the development of major aspects of administrative or scientific programs or missions, or the well-being of substantial numbers of people.

**Level 5-6**

The work involves planning, developing and carrying out vital administrative or scientific programs.

The programs are essential to the missions of the agency or affect large numbers of people on a long-term or continuing basis.

## **FACTOR 6 – PERSONAL CONTACTS**

Factor 6 includes face-to-face contacts and telephone and radio dialogue with persons not in the supervisory chain. (NOTE: Personal contacts with supervisors are covered under Factor 2, Supervisory Controls). Levels described under this factor are based on what is required to make the initial contact, the difficulty of communicating with those contacted and the setting in which the contact takes place, i.e., the degree to which the employee and those contacted recognize their relative roles and authorities.

Above the lowest level, points should be credited under this factor only for contacts which are essential for successful performance of the work and which have a demonstrable impact on the difficulty and responsibility of the work performed.

The relationship of Factors 6 and 7 presumes that the same contacts will be evaluated for both factors. Therefore, use the personal contacts that serve as the basis for the level selected for Factor 7 as the basis for selecting a level for Factor 6.

### **Level 6-1**

The personal contacts are with employees within the immediate organization, office, project or work unit and in related or support units;

AND/OR

The contacts are with members of the general public in very highly structured situations, i.e., the purpose of the contact and the question of who to deal with are relatively clear.

### **Level 6-2**

The personal contacts are with employees in the same agency, but outside the immediate organization. People contacted generally are engaged in different functions, missions and kinds of work.

AND/OR

The contacts are with members of the general public, as individuals or groups, in a moderately structured setting (e.g., the contacts are generally established on a routine basis, usually at the employee's work place; the exact purpose of the contact may be unclear at first to one or more of the parties; and one or more of the parties may be uninformed concerning the role and authority of other participants).

### **Level 6-3**

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).

**Level 6-4**

The personal contacts are with high-ranking officials from outside the employing agency at state levels in highly unstructured settings (e.g., contacts are characterized by problems such as: the officials may be relatively inaccessible; arrangements may have to be made for accompanying staff members; appointments may have to be made well in advance; each party may be very unclear as to the role and authority of the other; and each contact may be conducted under different ground rules).

## **FACTOR 7 – PURPOSE OF CONTACTS**

Factor 7 involves the purpose of personal contacts that range from factual exchanges of information to situations involving significant or controversial issues and differing viewpoints, goals or objectives. The personal contacts which are the basis for the level selected for this factor must be the same as the contacts that are the basis for the level selected for Factor 6.

### **Level 7-1**

The purpose is to obtain, clarify or give facts or information regardless of the nature of those facts, i.e., the facts or information may range from easily understood to highly technical.

### **Level 7-2**

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.

### **Level 7-3**

The purpose is to influence, motivate, interrogate or control persons or groups. At this level the persons contacted may be fearful, skeptical, uncooperative or dangerous. Therefore, the employee must be skillful in approaching the individual or group in order to obtain the desired effect, such as, gaining compliance with established policies and regulations by persuasion or negotiation, or gaining information by establishing rapport with a suspicious informant.

### **Level 7-4**

The purpose is to justify, defend, negotiate or settle matters involving significant or controversial issues. Work at this level usually involves active participation in conferences, meetings, hearings or presentations involving problems or issues of considerable consequence or importance. The persons contacted typically have diverse viewpoints, goals or objectives requiring the employee to achieve a common understanding of the problem and a satisfactory solution by convincing them, arriving at compromise or developing suitable alternatives.

## **FACTOR 8 – PHYSICAL DEMANDS**

Factor 8 covers the requirements and physical demands placed on the employee by the work assignment. This includes physical characteristics and abilities, i.e., specific agility and dexterity requirements and the physical exertion involved in the work (e.g., climbing, lifting, pushing, balancing, stooping, kneeling, crouching, crawling or reaching). To some extent, the frequency or intensity of physical exertion must also be considered, i.e., a job requiring prolonged standing involves more physical exertion than a job requiring intermittent standing.

### **Level 8-1**

The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as papers, books, small parts; driving an automobile; etc. No special physical demands are required to perform the work.

### **Level 8-2**

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.

### **Level 8-3**

The work requires considerable and strenuous physical exertion such as frequent climbing of tall ladders, lifting heavy objects over 50 pounds, crouching or crawling in restricted areas and defending oneself or others from physical attack.

## **FACTOR 9 – WORK ENVIRONMENT**

Factor 9 considers the risks and discomforts in the employee's physical surroundings or the nature of the work assigned and the safety regulations required. Although the use of safety precautions can practically eliminate a certain danger or discomfort, such situations typically place additional demands upon the employee in carrying out safety regulations and techniques.

### **Level 9-1**

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.

### **Level 9-2**

The work involves moderate risks or discomforts that require special safety precautions (e.g., working around moving parts, carts or machines; with contagious diseases or irritant chemicals; etc.). Employees may be required to use protective clothing or gear such as masks, gowns, coats, boots, goggles, gloves or shields.

### **Level 9-3**

The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress, which require a range of safety and other precautions (e.g. working at great heights under extreme outdoor weather conditions, subject to possible physical attack or mob conditions, or similar situations where conditions cannot be controlled).

## **FACTOR 10 – SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

Factor 10 measures job responsibility for supervising subordinates. Measurement of supervisory responsibility involves consideration of the authority granted for determining, controlling and evaluating employee work performance and impacting upon personnel management action. Additionally, the type and difficulty of work performed by the employees supervised should be considered.

### **Level 10-1**

Positions at this level have no formal assigned supervisory responsibility or authority. Employees are responsible only for the performance of their own assigned work. They may be asked to train new employees in the fundamentals of the job or to participate in cross-training of other employees in the department, but such assignments do not include the on-going authority to assign and review the work of other employees or to recommend or take corrective action with regard to the performance of other employees.

### **Level 10-2**

Lead workers at this level possess the authority to assign, coordinate and review the quality and quantity of the work of other employees. They instruct employees in specific techniques or technical methods for accomplishing work assignments. They usually perform the same type of work as the employees supervised, but may be responsible for performance of the more technically difficult, controversial or sensitive work assigned to the unit or group. They are not normally responsible for counseling or disciplining employees or for performing personnel management functions such as evaluating performance, recommending hiring or discharge or making salary decisions, etc.

### **Level 10-3**

First line supervisors at this level are usually responsible for the work performance of a small group of employees or a larger group of employees with a homogeneous objective, i.e., employees all perform the same basic type of work. They are responsible for planning, organizing and monitoring day-to-day work on a short-term cycle. They assign work to subordinates, adjust workflow to maintain balance among positions and meet priorities or deadlines and make minor changes in structure, methods or procedures as necessary to accommodate changes in work pattern, emphasis or capability. They may recommend major changes for higher-level action. They usually counsel employees, hear and resolve minor complaints and grievances, participate in performance evaluations and personnel management recommendations.

### **Level 10-4**

Second line supervisors at this level are usually responsible for the work performance of one or more first line supervisors or of a group of complex and heterogeneous positions, i.e., employees all perform basically different types of work. They are responsible for planning and organizing

work functions, priorities, etc. and recommending significant changes in structure, methods or procedures necessary to meet objectives. They usually are responsible for interviewing and counseling employees, performance evaluations, and participation in hiring, discharge, discipline and similar personnel management actions.

**Level 10-5**

Assistant department heads at this level have responsibility for the performance of one or more second line supervisors or a group of complex and heterogeneous positions. They usually possess similar authority to that of second line supervisors, but also act for the department head in his/her absence.

**Level 10-6**

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.

**Level 10-7**

Executives at this level have responsibility and authority for the work performed by more than one departmental area. They are usually responsible for monitoring overall operations, developing or approving recommendations on major policy issues for all departments and representing the organization with elected officials and the public.



**FACTOR EVALUATION SYSTEM  
POSITION EVALUATION SUMMARY**

**Position Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

<b>Evaluation Factors</b>	<b>Level</b>	<b>Points</b>	<b>Comments</b>
1. Knowledge Required			
2. Supervisory Controls			
3. Guidelines			
4. Complexity			
5. Scope and Effect			
6. Personal Contacts			
7. Purpose of Contacts			
8. Physical Demands			
9. Work Environment			
10. Supervisory and Management Responsibility			
<b>Total Points</b>		<b>Grade Conversion:</b>	

**TOWN OF EXETER  
MEMORANDUM**

TO: Board of Selectmen

FROM: Russ Dean 

RE: Swasey Parkway

DATE: June 30, 2014

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The Swasey Parkway discussion on Monday night is an update on traffic counts. Chief Kane has been working on this and will provide a memo at Monday's meeting with the latest counts. As you recall, one sample in the prior memo was skewed by Water Street being closed to traffic resulting in high traffic counts. Also a new number from 2014 is needed.

In addition, Selectwoman Surman expressed a concern about the bumpout (or lack of one) at the end of the Parkway. This adjustment was made during the Water Street/Parkway construction back in 2012.

## List for Selectmen's meeting June 30, 2014

### Abatements

<u>Map/Lot</u>	<u>Location</u>	<u>Refund</u>
49/3 and 64/1,2	Various	Denial

### Jeopardy Bill

<u>Map/Lot</u>	<u>Location</u>	<u>Amount Due</u>
87/14/2A	2 First Street Pinecrest	186.11



# 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](mailto:townmgr@town.exeter.nh.us)

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

Signboard Requested: Poster Board  Week: Aug. 11-17 Plywood Board  Week: \_\_\_\_\_

### Representative Information:

Name: Jay Craven Address: 949 Somers Rd.  
Town/State/Zip: Barnet, VT 05821 Phone: 802-274-1974  
Email: jcraven@marlboro.edu Date of Application: 6/23/14

### Organization Information:

Name: Kingdom County Productions Address: 949 Somers Rd.  
Town/State/Zip: Barnet, VT Phone: 802-357-4616

### Reservation Information:

Type of Event/Meeting: Film screening // Northern Borders Date: Sun. Aug. 17, 2014  
Times of Event: 7:30pm Times needed for set-up/clean-up: 6:00pm - 10:30pm  
# of tables: 2 # of chairs: 200

List materials being used for this event: we bring HD projector & movie screen (if needed)  
Will food/beverages be served? NO Description: Film screening & discussion w/ direct  
Film shot in VT & NH

### Requirements:

**Cleaning Deposit:** A cleaning deposit of \$100 is required of any user serving food or beverages. If the town determines after use that the building was acceptably cleaned, the deposit fee will be returned to the user. No food is allowed in Main Hall of the Town Hall. If food is to be served and/or prepared in foyer of Town Hall, the electrical outlet cannot exceed 20 amps. For more information call Kevin Smart, Maintenance Superintendent at 773-6162 prior to use.  
**Liability Insurance Required:** The Town requires liability insurance to be submitted with this completed application. Required insurance amounts: General Liability/Bodily Injury/Property Damage: \$300,000/\$1,000,000. The Town of Exeter must be listed as additional insured.  
**Rental Fee:** For Town Hall use there is a fee of \$75.00 per day, a payment of \$250 may be required for use of main floor and stage for more than a single day. You may request a waiver of the rental fee in writing.  
**Keys:** Access to a town building after normal business hours requires a key sign out. Forms and keys can be obtained from the Town Manager's office at the Town Office during normal business hours (there is no other option for obtaining a key). A key can be collected up to 24 hours before your event (with the exception of Sunday events).

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

Applicant signature: [Signature] Date: 6/23/2014

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

*Thanks! Shem!  
Look forward to hearing from you.*

**TOWN OF EXETER  
MEMORANDUM**

TO: Board of Selectmen  
FROM: Russ Dean  
RE: MRI Assessing Agreement Amendment  
DATE: June 30, 2014

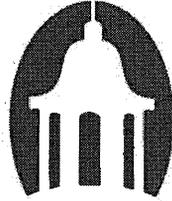
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I am seeking Board approval of an addendum to the assessing services agreement with MRI. This amendment would change the fee to \$6,500 per month but allow the Town to move ahead in updating values prior to the MS1 being prepared this September. This will also help the Town get a jump on the statutorily required statistical update required in 2015.

As you recall the MRI agreement called for months with cyclical inspections to be \$7,350 per month. This would replace that requirement at the \$6,500 per month cost but start sooner.

Thank you.

120 Daniel Webster Highway  
Meredith, NH 03253



tel: 603.279.0352 • fax: 603.279.2548  
toll free: 866.501.0352

Municipal Resources  
www.municipalresources.com

June 17, 2014

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

Re: Professional Services Agreement - Assessing Services for 2014  
Addendum to contract: Scope of Services and Fees

Dear Mr. Dean:

This letter will serve as an Addendum to MRI's Professional Services Agreement for Assessing Services, dated February 14, 2014, by adding the following language:

**ADDENDUM II TO EXISTING AGREEMENT**

**Scope of Services:**

As a result of the 60 day review of Exeter's assessing operations recently completed by Joseph Lessard, the work associated with the cyclical review of 25% of the properties outlined in the services agreement will be eliminated and replaced with:

1. Conducting an update of values for all condominium projects and mobile homes located in mobile home parks (this will require a separate agreement per DRA requirements);
2. Reviewing all exempt property applications and making recommendations regarding their viability and whether or not to continue each; and
3. Reviewing all current use assessments to ensure conformity to the 'Marlow' decision.

Russell Dean, Town Manager  
June 23, 2014  
Page 2

The result of this modification is a reduction in the average number of days per week during the contract term from 3.5 days to 3 days.

**Fees and Charges:**

The monthly fee will be \$6,500.00 per month, as of the effective date of the agreement. All payments received to date will be credited towards your account, and the July invoice will be adjusted to reflect any difference remaining unbilled for the past 4 months. Beginning in August, we will invoice \$6,500.00 per month to be paid by the 10th of each month thereafter. Any reimbursable charges and other extras (see Special Conditions) will be invoiced in the month following the expense, and will be paid within 15 days of invoice. Invoices not paid within fifteen (15) days will accrue interest at the rate of 1.5% per month.

**ACCEPTED AND AGREED**

FOR THE TOWN OF EXETER

FOR MUNICIPAL RESOURCES, INC.

\_\_\_\_\_  
Russell Dean, Town Manager

  
\_\_\_\_\_  
Donald R. Jutton, President

Date: \_\_\_\_\_

Date: 8/24/14

\_\_\_\_\_  
Julie Gilman, Select Board Chairman

Date: \_\_\_\_\_



June 18, 2014



UNITED STATES DEPARTMENT OF COMMERCE  
National Oceanic and Atmospheric Administration  
NATIONAL MARINE FISHERIES SERVICE  
NORTHEAST REGION  
55 Great Republic Drive  
Gloucester, MA 01930-2276

Elizabeth Muzzey, Director  
NH Division of Historical Resources  
19 Pillsbury Street  
Concord, NH 03301-3570

RE: RPR #3280 Exeter Great Dam

Dear Ms. Muzzey:

With the completion of the Great Dam Removal Feasibility and Impact Study in October 2013, and the subsequent passage of Article 8 on the Exeter Town Warrant on March 11, 2014, the Town intends to pursue removal of the Great Dam from the Exeter River and restore the river bed at the dam site.

As discussed in the Feasibility and Impact Study, the Great Dam is located within the Exeter Waterfront Commercial Historic District, which was originally listed in the National Register of Historic Places in 1980, with a boundary increase that added the former Exeter Manufacturing Company property in 1986. The dam has been determined eligible as a contributing resource to this district. Thus, its removal would represent an impact to a historic structure in downtown Exeter. Continued consultation with the NH Division of Historical Resources (NHDHR) and consulting parties will therefore continue for this project.

The work plan contained in this letter is intended to outline the key actions needed to comply with Section 106 of the National Historic Preservation Act, including additional survey efforts, completion of the Determination of Effect, and development of an appropriate set of mitigation measures in preparation for a Memorandum of Agreement. This letter is intended to inform the NHDHR about the expected process for the Section 106 consultation and to allow for feedback at this point in the project planning stage. We are contacting you initially, however, we intend to coordinate and consult with other consulting parties once we have received your comments to the Work Plan as outlined.

### **Project Description**

The project area is bounded by the High Street Bridge upstream of the dam, the String Bridge downstream of the dam, and is generally limited to an area within approximately 75 ft. of the dam structure or the riverbank. The project would involve the following elements:

- Remove the entire existing dam structure, including the fish ladder and lower dam. Portions of the headgate/penstock opening may remain in place.



- Reshape the river channel within the footprint of the existing dam and immediately upstream and downstream in order to ensure upstream fish passage through the restored reach.
- Develop plans for the retrofit/relocation of an existing dry hydrant located at Founders Park.
- Develop plans for the retrofit of the existing Exeter Mills water intake associated with the dam penstock.
- If needed, stabilize retaining walls/foundation structures in the immediate vicinity of the dam, from the High Street Bridge to the String Bridge.

The attached figure shows the existing dam site and also accounts for potential disturbances to areas adjacent to the dam that may have some level of construction related impact due to construction access.

It is understood that the project will be funded in part from Town funds with portions provided by possible state, federal and/or non-governmental grant sources, but that the work would be directed by the Town of Exeter Department of Public Works. Public involvement would be coordinated through the Exeter River Study Committee (ERSC).

### **Section 106 Coordination**

Section 106 coordination for the dam removal feasibility study commenced with the preparation and submission to New Hampshire Division of Historical Resources (NHDHR) of a Request for Project Review form on September 27, 2011 and subsequent submission on May 9, 2012 of a NHDHR individual inventory form for the dam and a NHDHR project area form. Section 106 coordination will continue with NOAA serving as the lead federal agency, with the Town of Exeter and NH Department of Environmental Services a key participant involved in discussions with NHDHR. Additional federal agency involvement will be necessary when, and if, additional federal funding is secured. Coordination will also include the consulting parties, previously identified as:

- The Town of Exeter Board of Selectmen;
- Donald S. Robie, Exeter Investment Company;
- Exeter Historic District Commission;
- Exeter Heritage Commission;
- Brian Griset, a private citizen; and
- Exeter Historical Society.

The consultation process would include the following:

- The Consultant would issue final cultural resource survey documents in the form of a completed Project Area Form, Individual Inventory Form for the dam and a completed Phase IB Archaeological Survey (see scope below).
- Additional Individual Inventory Forms may be prepared if required to determine the eligibility of potentially historic properties affected by the project.

- Because the dam removal is assumed to represent an Adverse Effect (*sensu* Section 106), both to the dam and to the historic district to which it contributes, the Consultant would prepare a draft narrative describing the effects for use by NOAA in issuing a formal Determination of Effects.
- NOAA would develop a set of mitigation measures in collaboration with the NHDHR, Town of Exeter, New Hampshire Department of Environmental Services and the consulting parties. A Memorandum of Agreement (MOA) would be prepared to memorialize the mitigation measures. The Consultant would assist in this process by developing an initial draft of the MOA for review and comments by project stakeholders and incorporating stakeholder edits and comments in order to finalize the MOA. Consulting parties would be given the opportunity to become signatories to the MOA as appropriate.
- It is anticipated that the ERSC would meet regularly throughout the process and would serve as a conduit to communicate with the general public on the Section 106 consultation process. Additionally, at least one public meeting would be held to discuss the draft MOA, prior to its execution.

### **Phase IB Archaeological Survey**

Vanasse Hangen Brustlin, Inc. (VHB) provided a Phase IA Archaeological report (Clements 2012) during the feasibility phase and the NHDHR concurred with that study's recommendation for further assessment work. VHB will work with Independent Archaeological Consulting, LLC of Portsmouth, NH to conduct this additional archaeological work. The intent of this scope is to provide a work plan for conducting various Phase IB tasks on the east and west banks of the Exeter River between the String Bridge and the Great Bridge (High Street) in the vicinity of the dam. See the attached figure for a proposed Area of Potential Effects (APE), which will serve to delineate the area of the Phase IB survey.

The eastern and western banks of the Exeter River in the vicinity of the Great Dam are considered to be of high archaeological sensitivity (Clements 2012). The report research included a review of a series of historic maps of the project area. Based on historical and environmental review, and information gathered from the NHDHR archaeological site files, the APE at the Great Dam should be considered archaeologically sensitive for both Pre-Contact Native American and Post-Contact Euro-American archaeological sites resources.

At present, project engineers anticipate that the dam site would be accessed primarily via the eastern bank of the river adjacent to Founders Park. A vacant lot on the western bank adjacent to Water Street may also be needed as an access, storage, and staging area. One of the goals of the work proposed herein is to determine if subsurface remnants of buildings are present in the Project area. The Phase IB report will include preparation of an NHDHR individual site form for any buried foundations or other discovered artifacts (if present).

Clements (2012) documents the possible presence of Pre-contact and Post-Contact historic buildings and features on the east and west banks within or adjacent to the Great Dam. The Phase IB tasks outlined below will be guided by a research design. There are two questions to be answered in the Phase IB work. These are:

- Do building and feature remnants remain in the proposed staging area on the east or west bank in areas to be affected by the dam project?
- Are there buried, intact cultural layers present within the work areas?

The design will outline the issues that may need to be addressed by cultural features and deposits identified within the APE. In short, if identified cultural features and deposits possess sufficient data integrity, then they may be considered eligible for the National Register of Historic Places and will be determined through additional coordination with NHDHR. The second part of the work details the field, analysis, or research methods which will be used to acquire the field data.

Fieldwork: Once the work plan is approved and field conditions are appropriate, a field reconnaissance of the staging area, ingress/egress area, and the dam abutment areas will be conducted. The purpose of this fieldwork is to determine the presence or absence of elements of the various buildings and features depicted on the Sanborn and other historic maps and to determine if the potential exists for intact subsurface deposits. This process will entail tight interval walkover of the staging area and buffer.

The APE will be systematically walked using 8-meter (26-foot) interval transects. The systematic investigations will include the excavation of up to 36, 50 by 50 centimeter (20 by 20 inch) shovel test pits across the potential east and west bank staging and storage area(s), the ingress/egress area, the dam abutment and penstock areas. Probes and augers will be used to augment the shovel tests and to aid in the definition of subsurface features such as foundation lines. Particular attention will be paid to purported building locations based on the historic map overlay.

The goals of this phase of the work are:

1. to determine the horizontal extent of buried features and building foundations, if present;
2. to determine the depth of the cultural deposits both outside and within buildings and features, if present; and
3. to acquire a representative artifact sample to allow for temporal and functional assignments.

The archaeological investigations will adhere to the Secretary of the Interior Standards and to the NHDHR guidelines for the completion of archaeological investigations.

There are two possible outcomes to this field investigation:

1. No buildings, features, or intact cultural deposits are identified in the study area.
2. Evidence of buildings, cultural features, and intact cultural deposits are found. Some of these may be recommended as (a) not eligible to the NRHP, (b) potentially eligible to the

NRHP, or (c) requiring additional evaluation. These recommendations will be evaluated by the lead agency and the NHDHR.

The resultant report of investigations will be a combined Phase IA/IB report. The report will detail all of the work completed as part of both investigations. The report will include site recommendations and any illustrations necessary to document project findings. If structure foundations are identified, then a NHDHR site form for a Post-Contact (historic) archaeological site will be prepared. If Pre-Contact materials are recovered, an NHDHR site form for prehistoric archaeological sites also will be prepared. Both will be presented as an appendix to the report.

I look forward to working with NHDHR and other interested parties on this project that will help restore the historical ecology of the Exeter River while addressing a variety of dam safety, water quality and liability issues. Please feel free to reach me at 978-281-9313 if you would like to discuss this letter and project review.

Sincerely,



Eric Hutchins  
Gulf of Maine Habitat Restoration Coordinator

Attachment

cc: Town of Exeter, Board of Selectman ✓  
Exeter Historical Society  
Exeter Historic District Commission  
Exeter Heritage Commission  
Brian Griset  
Don Robie



## CONTRACT FOR CONSTRUCTION

This agreement made on the date first written below, by and between THE TOWN OF EXETER NEW HAMPSHIRE hereinafter called "OWNER") and THE EXETER SPORTSMANS CLUB INC. (hereinafter called TENANT), binding themselves, their successors and assigns and all others claiming under them.

For the consideration hereinafter named, said Owner and Tenant covenant as follows:

SECTION 1: Tenant will supply on Owner's behalf, construction supervision, and equipment and labor in connection with certain remediation works (hereinafter called "The Project") required by a certain Remedial Action Plan (RAP) approved by the New Hampshire Department of Environmental Services (NHDES). Said remediation work is to be done on property leased from Owner by Tenant, and located at Water Works Pond Road so-called, #111 Portsmouth Avenue in Exeter New Hampshire..

SECTION 2: Owner and Tenant agree that nothing in this agreement shall alter, modify, change, amend or otherwise affect any provision, nor the spirit and intent of any provision of a lease between Owner and Tenant signed on April 1, 2009. Further agreed that this contract is to set forth the duties and obligations of each party hereto solely with regard to The Project.

### SECTION 3:

- A) Owner has designated Deputy Chief Berkenbush of the Exeter Fire Department to serve as Project Manager for Owner. Said Project Manager shall be the contact person for Tenants Construction Manager, Kenick & Tomilson, Inc., who shall coordinate the work of Tenants Subcontractors. All instructions or inquiries to Tenant's Subcontractors by Owner or to Owner's consultants, engineers, contractors or employees by Tenant shall be channeled through Owners Project Manager and Tenants Construction Manager.
- B) The scope of the work for the Project is to remove certain fragments of clay targets from the property to the satisfaction of the NH Department of Environmental Services, and to incorporate certain soil containing lead shot into a shooting range side-berm being constructed by Tenant.
- C) Owner's Project Manager shall cause Owners Remediation Consultant to provide field engineering controls defining the areas containing said clay target fragments to be removed, and soil containing lead shot to be relocated. Also to furnish instruction for proper incorporation of the lead bearing soil into Tenants side berm.
- D) Tenant shall provide all equipment and labor required to excavate and load aforesaid fragments of clay targets into containers and to have them removed from the property.
- E) Tenant shall bear all expense of excavating and loading said fragments and shall be reimbursed by Owner at Tenants invoiced cost for hauling and disposal

- F) Tenant shall bear all costs of excavating lead bearing soil and for incorporating it into said side-berm.
- G) Owner shall approve, which approval shall not be unreasonably withheld, such additional tree removal and other construction measures as will promote the most cost-effective incorporation of the lead-bearing soil into the side-berm.
- H) Owner shall furnish and load clean earth material at Owner's borrow pit located on NH Rt. 111, sufficient in quantity to restore excavated portions of the leased property to the grades and elevations existing prior to The Project. The earth material furnished by Owner shall include good quality topsoil sufficient to restore affected areas to their previous condition.
- I) Tenant shall furnish trucking of aforesaid earth materials from Owners borrow pit to Project Site, and placement of said materials in the affected areas of Project Site.

SECTION 4: The furnishing of aforesaid services and materials shall constitute the entire compensation of each party hereto for The Project. Tenant shall not be responsible for any remedial actions required by the NHDES other than those actions set forth herein.

SECTION 5: Owner and Tenant each agree to hold the other harmless for any and all damages arising out of this contract.

OWNER: Town of Exeter

BY: \_\_\_\_\_  
Duly Authorized TITLE DATE

TENANT: Exeter Sportsman's Club Inc.

BY: *J. Kent J. Pres* *Pres* *6-18-14*  
Duly Authorized TITLE DATE

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SECTION 5: Owner and Tenant each agree to hold the other harmless for any and all damages arising out of this contract.

OWNER: Town of Exeter

BY: \_\_\_\_\_  
Duly Authorized TITLE DATE

TENANT: Exeter Sportsman's Club Inc.

BY: Joseph J. Keen J. Pres. 6-18-14  
Duly Authorized TITLE DATE



State of New Hampshire  
Department of Revenue Administration



109 Pleasant Street  
PO Box 487, Concord, NH 03302-0487  
Telephone (603) 230-5000  
www.revenue.nh.gov

John T. Beardmore  
Commissioner

June 24, 2014

MUNICIPAL AND PROPERTY  
DIVISION  
Stephan W. Hamilton  
Director

Kathryn E. Skouteris  
Assistant Commissioner  
Board of Selectmen  
Town of Exeter  
10 Front St  
Exeter, NH 03833

David M. Cornell  
Assistant Director

Re: Technical Assistance  
• Miscellaneous

Dear Governing Body:

The Municipal and Property Division is required by RSA 21-J:35 to review estimated revenues, voted appropriations and the manner in which appropriations are voted. During this review, we attempt to determine whether the voted appropriations comply with various RSA's. As a result of our review, we have discovered the following:

**ISSUE #1:** Warrant article 17 was amended at the deliberative session to only raise and appropriate the amount to be raised by taxation (\$26490). The gross appropriation of \$149,500 must be raised and appropriated to be offset by the various revenues mentioned in the article.

**PERTINENT STATUTE:** Per RSA 32:5, III. All appropriations recommended shall be stipulated on a "gross" basis, showing anticipated revenues from all sources, including grants, gifts, bequests, and bond issues, which shall be shown as offsetting revenues to appropriations affected. The budget shall be prepared according to rules adopted by the commissioner of revenue administration under RSA 541-A, relative to the required forms and information to be submitted for recommended appropriations and anticipated revenues for each town or district.

**SUGGESTION:** I have increased WA 17 by \$123,010 on the MS 2 increasing the bottom line voted appropriation to \$30,808,886. An MS 2R is included with this letter

I may be reached at 230-5096 or by email to [jean.samms@dra.nh.gov](mailto:jean.samms@dra.nh.gov) if you have any questions or concerns.

Sincerely,

Jeane Samms  
Municipal Accounts Advisor

*Town Manager's Office*

JUN 25 2014

*Received*

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

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

## 2014 APPROPRIATIONS MS-2 - As Adjusted

**Town/City**    Exeter

In accordance with RSA 21-J:35, the department is notifying you of the following changes in the appropriations used in computing the tax rate.

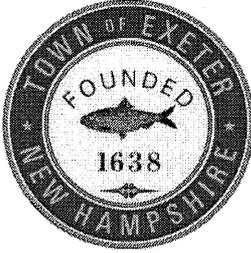
**RETAIN FOR YOUR  
AUDITOR**

Acct. #	Purpose of Appropriation (RSA 32:3, V)	Appropriations as Voted and Submitted on MS-2	Change Amount (+ or -)	Appropriations Adjusted (RSA 21-J:35)
A4130	Executive	\$227,534	\$0	\$227,534
A4140	Election, Reg. and Vital Statistics	\$360,472	\$0	\$360,472
A4150	Financial Administration	\$743,853	\$0	\$743,853
A4152	Revaluation of Property	\$1,500	\$0	\$1,500
A4153	Legal Expenses	\$80,000	\$0	\$80,000
A4155	Personnel Administration	\$323,767	\$0	\$323,767
A4191	Planning and Zoning	\$227,097	\$0	\$227,097
A4194	General Government Buildings	\$942,667	\$0	\$942,667
A4195	Cemeteries	\$0	\$0	\$0
A4196	Insurance	\$122,709	\$0	\$122,709
A4197	Advertising and Regional Assoc.	\$0	\$0	\$0
A4199	Other General Government	\$83,743	\$0	\$83,743
A4210	Police	\$3,205,181	\$0	\$3,205,181
A4215	Ambulance	\$0	\$0	\$0
A4220	Fire	\$3,510,344	\$0	\$3,510,344
A4240	Building Inspection	\$225,148	\$0	\$225,148
A4290	Emergency Management	\$26,186	\$0	\$26,186
A4299	Other (Including Communications)	\$439,589	\$0	\$439,589
A4301	Airport Operations	\$0	\$0	\$0
A4311	Administration	\$376,954	\$0	\$376,954
A4312	Highways and Streets	\$1,960,711	\$0	\$1,960,711
A4313	Bridges	\$0	\$0	\$0
A4316	Street Lighting	\$130,000	\$0	\$130,000
A4319	Other	\$267,070	\$0	\$267,070
A4321	Administration	\$0	\$0	\$0
A4323	Solid Waste Collection	\$820,063	\$0	\$820,063
A4324	Solid Waste Disposal	\$0	\$0	\$0
A4325	Solid Waste Clean-up	\$0	\$0	\$0
A4326	Sewage Coll. and Disposal and Other	\$0	\$0	\$0
A4331	Administration	\$0	\$0	\$0
A4332	Water Services	\$0	\$0	\$0
A4335	Water Treatment, Conserv. and Other	\$0	\$0	\$0
A4351	Electrical Operations	\$0	\$0	\$0
A4411	Administration	\$160,245	\$0	\$160,245
A4414	Pest Control	\$1,250	\$0	\$1,250
A4415	Health Agencies and Hosp. and Other	\$109,595	\$0	\$109,595
A4441	Administration and Direct Assistance	\$86,855	\$0	\$86,855
A4444	Intergovernmental Welfare Payments	\$0	\$0	\$0

Acct. #	Purpose of Appropriation (RSA 32:3, V)	Appropriations as Voted and Submitted on MS-2	Change Amount (+ or -)	Appropriations Adjusted (RSA 21-J:35)	
A4445	Vendor Payments and Other	\$0	\$0	\$0	
A4520	Parks and Recreation	\$448,674	\$0	\$448,674	
A4550	Library	\$910,837	\$0	\$910,837	
A4583	Patriotic Purposes	\$14,000	\$0	\$14,000	
A4589	Other Culture and Recreation	\$22,300	\$0	\$22,300	
A4611	Admin. and Purch. of Nat. Resources	\$32,682	\$0	\$32,682	
A4619	Other Conservation	\$0	\$0	\$0	
A4631	Redevelopment and Housing	\$0	\$0	\$0	
A4651	Economic Development	\$69,149	\$0	\$69,149	
A4711	Princ. - Long Term Bonds and Notes	\$592,600	\$0	\$592,600	
A4721	Interest - Long Term Bonds and Notes	\$128,689	\$0	\$128,689	
A4723	Int. on Tax Anticipation Note	\$5,000	\$0	\$5,000	
A4790	Othe Debt Service	\$0	\$0	\$0	
A4901	Land	\$26,490	\$123,010	\$149,500	
A4902	Machinery, Vehicles and Equipment	\$585,001	\$0	\$585,001	
A4903	Buildings	\$0	\$0	\$0	
A4909	Improvements other than Buildings	\$0	\$0	\$0	
A4912	To Special Revenue Fund	\$0	\$0	\$0	
A4913	To Capital Projects Fund	\$8,386,758	\$0	\$8,386,758	
A4914	To Proprietary Fund	\$0	\$0	\$0	
A4914S	Sewer-	\$2,412,706	\$0	\$2,412,706	
A4914W	Water-	\$2,538,457	\$0	\$2,538,457	
A4914E	Electric-	\$0	\$0	\$0	
A4914A	Airport-	\$0	\$0	\$0	
A4915	To Capital Reserve Fund	\$80,000	\$0	\$80,000	
A4916	To Exp. Tr. Fund - except #4917	\$0	\$0	\$0	
A4917	To Health Maint. Trust Funds	\$0	\$0	\$0	
A4918	To Nonexpendable Trust Funds	\$0	\$0	\$0	
A4919	To Agency Funds	\$0	\$0	\$0	
<b>TOTALS</b>		<b>\$30,685,876</b>	<b>\$123,010</b>	<b>\$30,808,886</b>	<b>\$0</b>

### Explanation of Adjustments

Town Code	Account#	Reason for Adjustment	WA#
153	4901	DRA Adjustment	17



## TOWN OF EXETER, NEW HAMPSHIRE

10 FRONT STREET • EXETER, NH • 03833-3792 • (603) 778-0591 • FAX 772-4709 [www.town.exeter.nh.us](http://www.town.exeter.nh.us)

June 26, 2014

Mr. William Rose, Senior Planner  
New Hampshire Department of Transportation  
Bureau of Planning and Community Assistance  
John O. Morton Building  
7 Hazen Drive, Room G01  
P.O. Box 483  
Concord, New Hampshire 03302

Subject: Exeter Welcome Center Rehabilitation  
NHDOT Project No. 16045 / FHWA Project No. X-A001(105)  
Reimbursement Request No. 5

Dear Mr. Rose:

This letter is to serve as an official reimbursement request regarding engineering services completed by DuBois & King, Inc. for the period of February 1, 2014 to February 28, 2014.

During this period, \$11,207 of the project funds were expended for services related to the engineering study phase of the project. Please note that the check to DuBois and King was \$10,523 as an over-payment was made on the last billing by \$684. We have reviewed the Consultant's invoice and it reflects the work performed to-date. We have enclosed the following items for your review and file.

1. Invoice Tasks Summary
2. Invoice Summary Sheet
3. Project Status Report
4. Copy of the Consultant's Invoice
5. Copy of the issues check as proof of payment to the Consultant

We are formally requesting reimbursement of 70% of the funds expended in the amount of \$7,844.90. If you have any questions or comments, please feel free to contact me at your earliest convenience.

Sincerely,

Town of Exeter, NH

Sylvia von Aulock  
LPA Sponsor Project Manager

**New Hampshire Department of Transportation (NHDOT) – Planning Bureau  
Federal Highway Administration Funded Projects  
Invoice Summary Sheet**

Sponsor Name: Town of Exeter, NH  
 Project Name: Exeter Welcome Center Rehabilitation  
 NHDOT Project No.: 16045  
 FHWA Project No.: X-A001(105)

PE	\$	40,800.00
Construction	\$	0.00
CE	\$	0.00
ROW	\$	0.00
<b>Sub-total</b>	<b>\$</b>	<b>48,800.00</b>

Federal share (70%)	\$	28,560.00
Less Payment	\$	11,207.00
<b>TOTAL Due</b>	<b>\$</b>	<b>8,078.00</b>

PE	Invoice No.:
\$5,785.00	1113097
\$5,755.00	1113132
\$5,071.00	1213216
\$12,982.00	114156
11,207.00	214111
0.00	
0.00	
0.00	
0.00	
0.00	
0.00	
0.00	
0.00	
0.00	
<b>\$40,800.00</b>	

Construction	Invoice No.:
\$0.00	
0.00	
0.00	
0.00	
0.00	
0.00	
0.00	
0.00	
0.00	
0.00	
0.00	
0.00	
0.00	
<b>\$0.00</b>	

CE	Invoice No.:
\$0.00	
0.00	
0.00	
0.00	
0.00	
0.00	
0.00	
0.00	
0.00	
0.00	
0.00	
<b>\$0.00</b>	

ROW	Invoice No.:
\$0.00	
0.00	
0.00	
0.00	
0.00	
0.00	
0.00	
0.00	
0.00	
0.00	
0.00	
<b>\$0.00</b>	



**New Hampshire Department of Transportation (NHDOT) – Planning Bureau  
Federal Highway Administration Funded Projects  
Billing Task Summary**

Sponsor Name: Town of Exeter, NH  
10 Front Street  
Exeter, NH 03833

Invoice No.: 214111  
Invoice Date: March 5, 2014

Project Name: Exeter Welcome Center Rehabilitation  
NHDOT Project No.: 16045  
FHWA Project No.: X-A001(105)

For Professional Services completed during the period of Feb. 1, 2014 to Feb. 28, 2014.

Task	Budget Amount	Billed to Date	Total Prior Invoices	Current Invoice	Percent Complete
<b>1. Engineering Study</b>	<b>\$40,800</b>	<b>\$40,800</b>	<b>\$29,593</b>	<b>\$11,207</b>	<b>100%</b>
Task 1 – Base Map					
1.1 ROW and Deed Info.	\$312	\$312	\$312	\$0	100%
1.2 Topographic Survey	\$3,392	\$3,392	\$3,392	\$0	100%
1.3 Basemap Prep.	\$3,116	\$3,116	\$3,116	\$0	100%
Task 2 – Concept. Conf.					
2.1 Conference	\$1,680	\$1,680	\$1,680	\$0	100%
2.2 Monthly Meeting 01	\$688	\$688	\$688	\$0	100%
2.2 Monthly Meeting 02	\$1,178	\$1,178	\$1,178	\$0	100%
Task 3 – Ex. Conditions					
3.1 Design Std / Guide	\$546	\$546	\$546	\$0	100%
3.2 Civil / Site Review	\$899	\$899	\$899	\$0	100%
3.3 Arch. Evaluation	\$1,141	\$1,141	\$1,141	\$0	100%
3.4 MEP Evaluation	\$2,775	\$2,775	\$2,775	\$0	100%
3.5 Structural Evaluation	\$1,088	\$1,088	\$1,088	\$0	100%
3.6 Section 106 Review	\$1,415	\$1,415	\$1,415	\$0	100%
Task 4 – Alt. Analysis					
4.1.a No Build	\$0	\$0	\$0	\$0	0%
4.1.b Exp. Exist. RR Plat.	\$1,607	\$1,607	\$1,607	\$0	100%
4.1.c New at Alt. Loc.	\$0	\$0	\$0	\$0	0%
4.1.d Raze/Rebuild	\$0	\$0	\$0	\$0	0%
4.1.e Rehabilitation	\$1,732	\$1,732	\$1,732	\$0	100%
4.2.a No Build	\$0	\$0	\$0	\$0	0%
4.2.b Exp. Exist. RR Plat.	\$2,100	\$2,100	\$2,100	\$0	100%
4.2.c New at Alt. Loc.	\$0	\$0	\$0	\$0	0%
4.2.d Raze/Rebuild	\$0	\$0	\$0	\$0	0%
4.2.e Rehabilitation	\$2,225	\$2,225	\$2,225	\$0	100%
4.3.a No Build	\$0	\$0	\$0	\$0	0%
4.3.b Exp. Exist. RR Plat.	\$1,970	\$1,970	\$0	\$1,970	100%
4.3.c New at Alt. Loc.	\$0	\$0	\$0	\$0	0%
4.3.d Raze/Rebuild	\$0	\$0	\$0	\$0	0%
4.3.e Rehabilitation	\$1,970	\$1,970	\$0	\$1,970	100%



**New Hampshire Department of Transportation (NHDOT) – Planning Bureau  
Federal Highway Administration Funded Projects  
Billing Task Summary – Continued**

Sponsor Name: Town of Exeter, NH  
10 Front Street  
Exeter, NH 03833

Invoice No.: 214111  
Invoice Date: March 5, 2014

Project Name: Exeter Welcome Center Rehabilitation  
NHDOT Project No.: 16045  
FHWA Project No.: X-A001(105)

For Professional Services completed during the period of Feb. 1, 2014 to Feb. 28, 2014.

Task	Budget Amount	Billed to Date	Total Prior Invoices	Current Invoice	Percent Complete
<b>Task 5 – NEPA Review</b>					
5.1.a Hist./Archaeological	\$1,925	\$1,925	\$0	\$1,925	100%
5.1.b Endangered Species	\$133	\$133	\$133	\$0	100%
5.1.c Lot-Line Adjustment	\$503	\$503	\$503	\$0	100%
5.1.d Section 4(f)	\$210	\$210	\$0	\$210	100%
5.1.e Section 6(f)	\$210	\$210	\$0	\$210	100%
5.1.f Water Quality	\$0	\$0	\$0	\$0	0%
5.1.g Wetlands	\$0	\$0	\$0	\$0	0%
<b>Task 6 – Report</b>					
6.1 70% Engineering Report	\$5,184	\$5,184	\$3,000	\$2,184	100%
6.2 80% Engineering Report	\$520	\$520	\$0	\$520	100%
6.3 Public Presentation	\$1,731	\$1,731	\$0	\$1,731	100%
6.4 90% Engineering Report	\$275	\$275	\$0	\$275	100%
6.5 Final Report	\$275	\$275	\$0	\$275	100%
<b>2. Preliminary Design</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>
<b>3. ROW / Easement</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>
<b>4. Permits</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>
<b>5. Final Design</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>
<b>6. Bid Phase</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>
<b>7. Const. Engineering</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>
<b>Total Invoice</b>	<b>\$40,800</b>	<b>\$40,800</b>	<b>\$29,593</b>	<b>\$11,207</b>	<b>100%</b>



**New Hampshire Department of Transportation (NHDOT) – Planning Bureau  
Federal Highway Administration Funded Projects  
Project Status Report**

Sponsor Name: Town of Exeter, NH  
Project Name: Exeter Welcome Center Rehabilitation  
NHDOT Project No.: 16045  
FHWA Project No.: X-A001(105)

**1. Tasks completed during the period of Feb. 1, 2014 to Feb. 28, 2014.**

- Tasks 4.3.b, 4.3.e (OPCC for Expansion of the Existing Railroad Platform Structure and Rehabilitation).
- Tasks 5.1.d, 5.1.e, 5.1.f and 5.1.g of the NEPA conceptual evaluation.
- Task 6.2 (80% Draft Engineering Report)
- Task 6.3 (Public Presentation)
- Task 6.4 and 6.4 (Final submission of Engineering Report).

**2. Tasks scheduled for completion**

- None

**3. Immediate action items**

Pending from Project Sponsor

- None

Submittals to Project Sponsor

- None

**4. Status**

Proceed with Preliminary Design and NEPA Documentation for the subsequent interim deadline of June 30, 2014.

**5. Schedule Summary**

<u>Phase</u>	<u>Original Completion Date</u>	<u>Estimated Completion Date</u>
Engineering Study	February 28, 2014	February 26, 2014
Preliminary Design	June 30, 2014	
ROW / Easements	TBD	
Permits	TBD	
Final Design	TBD	
Bid Phase	TBD	
Construction	TBD	

Exeter Farms Homeowners Association  
P.O. Box 541  
Exeter, NH 03833-0541

## Exeter Farms Homeowners' Association, Corporation

June 12, 2014

To: Jay Perkins, Town of Exeter Highway Superintendent  
From: Exeter Farms Homeowner's Association  
Subject: Shrub Located in the Town of Exeter Right Of Way, 29 Exeter Farms Road

Dear Superintendent Perkins,

The Exeter Farms Homeowner's Association (EFHA) Board of Directors (BOD) is forwarding to you a concern expressed by an EFHA member at our April 22, 2014 Annual Meeting.

The member identified a lone shrub located in the town right of way in front of the residence at 29 Exeter Farms Road. This EFHA member publicly stated that she believes the shrub poses a safety hazard as it creates an obstruction to vision for vehicular traffic due to its close location to the street curb.

The EFHA BOD sent a letter to the residents of 29 Exeter Farms Road on May 15, 2014 informing them of the concern expressed at the Annual Meeting. Our intention was to afford the homeowner at 29 Exeter Farms Road an opportunity to address this matter before involving the Town of Exeter. The homeowner pruned the shrub in response to our letter. The shrub is considerably smaller after the pruning and the EFHA BOD believes that the shrub, in its present state, does not represent a safety concern. However, the shrub remains at its original location in the town right of way. Because the original EFHA member concern was tied to the location of the shrub, which has not changed, we are forwarding this matter to your department and requesting you take whatever actions you deem appropriate.

The residents at 29 Exeter Farms Road have expressed a desire to be present during any evaluation the town may conduct in regard to the shrub and to be informed prior to any action the town might take in this matter.

The EFHA BOD has no jurisdiction, authority, or involvement in this matter other than ensuring that an EFHA member's publicly stated concern is forwarded to the appropriate department within the Town of Exeter.

Sincerely,

  
Kurt Virkaitis, President

Copy to: Mr. Russell Dean, Town Manger  
Scott & Audra Dickinson



## Memorandum

**TO:** All NHMA Members

**FROM:** Judy Silva, Executive Director  
Cordell A. Johnston, Government Affairs Counsel

**DATE:** June 17, 2014

**RE:** 2015-2016 Legislative Policy Process *Important Dates!*

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**FLOOR POLICIES DUE: August 15** ♦ **POLICY CONFERENCE: September 26**

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The NHMA legislative policy process is moving forward! Enclosed with this memo is a copy of the policy recommendations made by NHMA's three policy committees. This document will also be posted on NHMA's website, [www.nhmunicipal.org](http://www.nhmunicipal.org).

The policy recommendations are listed by committee: (1) General Administration and Governance; (2) Finance and Revenue; and (3) Infrastructure, Development and Land Use. Each committee's recommendations are listed in order of priority, as "action," "priority," or "standing" policy recommendations. You will see that some of the policy recommendations have a statement of the municipal interest to be served and a further explanation of the proposal, while others do not. The policy recommendations that include this additional information are new recommendations this year; the ones without the additional information are existing policies that are recommended for re-adoption. Also enclosed is a list of NHMA's Legislative Principles, which will be considered for re-adoption.

*We urge each municipality's governing body, prior to the Legislative Policy Conference, to vote a position on the recommendations and floor proposals (see below) to provide direction to your voting delegate at the Conference.* Otherwise, your delegate is free to cast your municipality's vote as he/she

*Town Manager's Office*

**JUN 23 2014**

*Received*

chooses. For more information about the legislative policy process and the Policy Conference, please see the enclosed Questions and Answers document.

### **Floor Proposals**

Please note that the deadline for submitting floor proposals is **Friday, August 15**. A floor proposal will be accepted only if it is *approved by a majority vote of the governing body* (Board of Selectmen, Aldermen, or Council) of the town or city submitting the proposal, is submitted in writing, and is received **no later than August 15**. We will mail all floor proposals to each municipality so there will be an opportunity to take a position on them before the Policy Conference. Floor proposals should be in the same format as proposals submitted to the policy committees.

A Floor Policy Proposal form has been included for your convenience, or you may find it on the NHMA website. (Go to [www.nhmunicipal.org](http://www.nhmunicipal.org), click on "Advocacy," then "Policy-Setting Process," then "Floor Policy Proposals.") To submit a floor proposal, please send it to NHMA, Government Affairs Department, 25 Triangle Park Drive, Concord, NH 03301, or fax it to 224-5406, or e-mail it to [governmentaffairs@nhmunicipal.org](mailto:governmentaffairs@nhmunicipal.org).

### **Legislative Policy Conference**

The 2015-2016 Legislative Policy Conference is scheduled for **Friday, September 26, 2014, at 9:00 a.m. at NHMA's office, 25 Triangle Park Drive in Concord**. We will include with the floor proposal mailing a card for each town or city to return indicating who has been appointed as the municipality's voting delegate.

Please call the Government Affairs Department at 800-852-3358, ext. 3408, if you have any questions.

# 2015-2016 Legislative Policy Recommendations

## General Administration and Governance

### Action Policy Recommendations

#### 1. Right to Know Costs and Specificity Required

To see if NHMA will SUPPORT amendments to RSA 91-A allowing municipalities to recover the actual costs of retrieving, reviewing and reproducing documents, and clarifying the level of specificity required when requesting public records.

#### 2. Regulation of Weapons in the Workplace

To see if NHMA will SUPPORT legislation to provide immunity to local and county governments against acts committed by employees with firearms (except for those employees authorized by that governmental entity to carry a firearm in the course of their official responsibilities).

**Municipal interest to be accomplished by proposal:** To limit the exposure of municipalities in circumstances where an employee brings a firearm into the workplace, which the municipality cannot prohibit, and injures a citizen or co-worker by discharging the firearm. Example: a firefighter takes a weapon to the workplace and while training on a ladder, someone below is accidentally shot by the holstered gun above. Example: a town office employee brings a weapon to the town office, as it is town property, but accidentally or intentionally shoots a co-worker or citizen.

**Explanation:** In ordinary non-municipal circumstances, employers can easily and lawfully prohibit weapons in the workplace for safety reasons and more (unless the employee has a special permit to do so). In municipal government the law provides that individuals can carry on town property; some employees translate that law into allowing them to carry guns while they are at their municipal workplace. The present wording of RSA 159:26 appears to prohibit local and county governments from prohibiting the possession of firearms in the workplace. This statute leaves local and county governments exposed to significant liability from acts committed by employees with firearms against citizens and other employees. These employees have not been authorized by the municipality to possess or use a firearm in the workplace, nor have they been trained by the municipality in the use of firearms, nor have the firearms been issued or approved by the municipality. This policy recommendation is not intended to affect workers compensation. **Submitted by: Joel Bourassa, Selectman, Woodstock**

#### 3. Welfare Lien Priority

To see if NHMA will SUPPORT legislation to give liens for local welfare payments arising under RSA 165:28 a higher priority position, so that those liens fall immediately after the lien for the first mortgage.

## Priority Policy Recommendations

### 4. Cross-Border Liability.

To see if NHMA will SUPPORT legislation to encourage cooperation between emergency response entities from New Hampshire and bordering states by affording municipalities from bordering states the same limitations on monetary damages in civil actions that are afforded to New Hampshire municipalities.

**Municipal interest to be accomplished by proposal:** Remove a disincentive for cooperation between emergency responders in New Hampshire and neighboring states.

**Explanation:** New Hampshire law limits the liability of “governmental units” for bodily injury, personal injury or property damage in civil actions, but the definition of “governmental unit” is limited to political subdivisions “within the state.” In one case, the New Hampshire Superior Court ruled that a town in a neighboring state, which had cooperated with a New Hampshire town in responding to an emergency, was not protected by the liability cap. A similar issue could arise in many situations in which New Hampshire municipalities work with neighboring municipalities in Maine, Massachusetts, or Vermont in responding to emergencies. For example, New Hampshire police officers were called upon to assist after the Boston Marathon bombings in 2013, and Maine police officers have responded to recent shooting incidents in New Hampshire. Municipalities are less likely to provide cross-border assistance if they do not have the benefit of liability protection under the neighboring state’s laws. Any legislation providing liability protection to municipalities in neighboring states should require reciprocity from the neighboring states. **Submitted by:** NHMA staff, based on request from other state municipal leagues.

### 5. Consultation with Counsel Expansion Under RSA 91-A

To see if NHMA will SUPPORT legislation to amend RSA 91-A so that exempt consultation with legal counsel would also include discussions about written legal correspondence provided by legal counsel, without requiring the presence of counsel at the meeting.

### 6. Petition Signature Requirements

To see if NHMA will SUPPORT legislation amending RSA 39:3 to require that in towns with an official ballot referendum town meeting (SB2/RSA 40:13), petitioned warrant articles must be signed by not less than 2% of registered voters, but in no case fewer than 10 voters or more than 150 voters.

### 7. Clarifying What Information Is to be Included in Town Reports in SB2 Towns

To see if NHMA will SUPPORT legislation to clarify which version of the budget and warrant articles is to be included in town reports in SB2 towns.

## 8. Public Notice Requirements

To see if NHMA will SUPPORT legislation to amend all public notice requirements to allow the choice of electronic notification and/or newspaper print, as well as posting in public places, for official public legal notification.

## 9. Amended Warrants in SB 2 Towns

To see if NHMA will SUPPORT statutory changes allowing SB 2 communities to post changes to the warrant to reflect amendments to warrant articles by action of the voters at deliberative session. Further to allow the governing body and the budget committee to change their recommendation due to amendments made at deliberative session.

**Municipal interest to be accomplished by proposal:** These changes would allow the amended language and dollar amounts to be correctly warned prior to the second session of town meeting. The recommendations of the governing body and the budget committee are there to provide guidance to the voters. Changes made at deliberative session in some cases would cause the governing body and/or the budget committee to change their recommendation. The statutes presently do not allow this change. Therefore the recommendation of those boards may be erroneous. A system that relies on direct democracy is based upon an informed/educated citizenry. If the voters are relying on a warrant that is posted and is no longer correct due to changes made, then citizens cannot properly educate themselves. Additionally, those citizens who value the recommendation of the governing body and/or the budget committee may have an incorrect recommendation before them when they decide which way to vote.

**Explanation:** During the 2014 deliberative session the voters made changes to the language of several of the warrant articles. The voters present also made amendments to the town and school budgets. Money was added to the town budget and substantial cuts were made to the school budget. After consultation with DRA, NHMA legal staff, and town counsel, it was clear that we could not post an "amended" warrant after the deliberative session that would indicate the changes made. In the case of the school budget the amended budget number was significantly different than what the school board recommended. The warrant still showed the old budget and the previous recommendation. The ballot showed the new budget numbers and language changes; however, the ballot still showed that the school board recommended the budget article, which was no longer the case due to the drastic changes made. **Submitted by: Shaun Mulholland, Town Administrator, Allenstown**

## 10. Long-Term Storage of Records

To see if NHMA will SUPPORT legislation modifying the requirement that municipal records retained for longer than ten years be transferred to paper, microfilm, or both.

**Municipal interest to be accomplished by proposal:** Save space and cost, and allow a more practical way to store records.

**Explanation:** RSA 33-A governs the retention of municipal records, establishing retention periods for many classes of records. Section 5-a states that electronic records must be transferred to either paper or microfilm or both if they are required to be retained longer than ten years. Permanent

storage of paper records creates serious space problems. Storing records on microfilm has been a practical alternative, but microfilm is becoming harder to find and may soon be unavailable entirely. Some within the document storage business have indicated that microfilm may be impossible to obtain within a year. If microfilm is not available, paper storage becomes the only legally permitted method. **Submitted by: NHMA staff, based on inquiry from Linda Smith, Board Administrator, Northwood**

#### **11. Building Plans Under 91-A**

To see if NHMA will SUPPORT an amendment to RSA 91-A:5, IV to specifically add “building plans/construction drawings contained within a building permit file and/or building plans/construction drawings submitted as part of a building permit application” as an exempt record under this chapter.

**Municipal interest to be accomplished by proposal:** There is uncertainty within RSA 91-A:5 as to the status of building plans and/or construction drawings in the possession of municipalities and their code enforcement officials or building inspectors. Since “...personnel practices; confidential commercial, or financial information; test questions, scoring keys, and other examination data used to administer a licensing examination, examination for employment, or academic examinations; and personnel, medical, welfare, library user, videotape sale or rental...” files are specifically exempted from the statute, one would think building plans on file with building permits would fall under the remaining exemption of “...other files whose disclosure would constitute invasion of privacy.” We were ordered by a district court to release such plans when an unrelated party requested them.

**Explanation:** The district court rationale was that the legislature had constructed the statute with specific records stated as being exempt. Conversely, building plans were not expressly exempt so their disclosure had to be subject to a balancing test of the full disclosure vs. the privacy rights of the building owner. The court sided with full disclosure due to the absence of a specific exemption. Building plans can contain a wealth of information considered private. Alarms systems, communication access points, physical access points, safe rooms, structural components like vaults, built-in safes, and secure storage areas are only some of the features that could be exploited if plans showing these features were readily available to the public. Many commercial sites like banks, medical facilities, and defense and Homeland Security contractors would be appalled to know the building plans for their facilities were open to public access. Access to building permit applications would still be available. It is only the plans that are being exempted. The additional benefit would be solving in part the problems of copy right infringement. Many designers (engineers, architects, and the like) have expressed concern about the wide distribution of their work and possible copy right infringement by having publicly accessible building plans on file with municipalities. There is no way for them to enforce their copy right without knowing what unrelated parties are accessing and copying their work product. **Submitted by: Paul Deschaine, Town Administrator, Stratham**

#### **12. Municipal Departments and MV Information**

To see if NHMA will SUPPORT legislation to make it clear that municipalities may obtain information about motor vehicles registered to an individual for the purposes of verifying asset levels when the individual is applying for general assistance or asset-based tax relief and in order to determine the ownership of vehicles for official purposes.

**Municipal interest to be accomplished by proposal:** Allow access to motor vehicle registration and licensing information by municipal departments to verify asset levels when administering public assistance and tax relief programs and when needed for other proper governmental purposes.

**Explanation:** As RSA260:14 is administered and interpreted departments which administer public assistance programs are denied access to motor vehicle registration records and the opportunity to verify statements made by the applicant(s). It has become problematic as folks game the system and lie about the cars parked or the ownership of the cars parked in their yards. **Submitted by: Susan Snide, Pelham Assessing, Pelham**

### **13. Blue Lights on Fire Department Vehicles**

**To see if NHMA will SUPPORT** amending RSA ch. 265 and RSA 266:78-b, “Blue Lights Restricted to Law Enforcement,” to allow for the inclusion and use of a single rear-facing blue colored light panel on emergency response vehicles owned or leased by municipal, village district or federal fire departments.

**Municipal interest to be accomplished by proposal:** To enhance the visibility and safety of public emergency responders and the public they are serving by allowing fire and emergency medical vehicles to include a single rear-facing blue colored light panel among the red or amber lights on municipally-owned emergency vehicles to provide clearer and more distinct warnings to the motoring public at various emergency response scenes in all types of lighting and weather conditions. There is significant data documenting the mix of colors utilized in various light and weather conditions (i.e. – dusk, dawn, fog, cloudy, rain, etc.) provides for enhanced safety for emergency responders and the motoring public.

**Explanation:** This proposal is the result of some experiences the Auburn Fire Department has had at some emergency & motor vehicle accident scenes, particularly on NH Route 101 (from the intersection of I-93 through to Exit 3 / Candia town line. Our firefighters have experienced that the visual of all red flashing emergency lights do not always seem to encourage the motoring public to maintain a safe distance from the emergency responders as they are driving past. The Auburn Fire Chief has indicated other states allow fire and emergency medical vehicles to include a blue light/lens in their light bars and it provides a stronger safety presence for both the emergency responders and the motoring public. This would be similar to the provisions of RSA 266:78-c, where red lights are allowed for police, fire and rescue vehicles. **Submitted by: William Herman, Town Administrator, Auburn**

## **Standing Policy Recommendations**

### **14. Counting Absentee Ballots**

**(Legislation pending—SB 271)** **To see if NHMA will SUPPORT** legislation to eliminate the requirement that absentee ballots cannot be counted prior to 1:00 P.M., and instead allow them to be counted throughout the time when polls are open.

15. Swearing in Town Officers

To see if NHMA will SUPPORT legislation to reconcile RSA 669 with RSA 42:3 regarding when certain town officers may be sworn in.

16. Human Resources Record Retention

To see if NHMA will SUPPORT legislation that amends the record retention requirements for successful job applications and personnel records from 50 years after termination or retirement to 20 years after termination or retirement.

17. Modifying the Adoption, Revision, and Amendment of Municipal Charters

(Legislation pending—HB 422) To see if NHMA will SUPPORT legislation similar to HB 379 in 2008 that modifies the adoption, revision, and amendment of municipal charters.

18. Consolidated Policy on Collective Bargaining Items

Evergreen Clause: To see if NHMA will OPPOSE legislation to enact a mandatory so-called "evergreen clause" for public employee collective bargaining agreements.

Binding Arbitration: To see if NHMA will OPPOSE mandatory binding arbitration as a mechanism to resolve impasses in municipal employee collective bargaining.

Right to Strike: To see if NHMA will OPPOSE a right to strike for public employees.

Mandated Employee Benefits: To see if NHMA will OPPOSE any proposals to mandate employee benefits, including any proposal to enhance retirement system benefits which may increase employer costs in future years, for current or future employees.

19. Contracted Services and Bargaining

To see if NHMA will SUPPORT legislation to give public employers greater flexibility to privatize or use contracted services.

20. Maintenance and Policing of State-Owned Property

To see if NHMA will SUPPORT legislation to enable municipalities to recover the expenses of policing publicly-owned land against all illegal activity (including public consumption of alcohol and littering), including the ability to receive reimbursement/compensation from individuals engaged in the illegal activity.

21. Supervisor of the Checklist Sessions

To see if NHMA will SUPPORT legislation to reduce to one the number of required sessions that the supervisors of the checklist must hold prior to town elections.

## **22. Municipal Recreation Programs**

To see if NHMA will SUPPORT the continued exemption from state child care licensing for municipal recreation department programs and also supports the exemption from state camp licensing for municipal recreation department summer programs.

## **23. Requirement to Hold Elected Office**

To see if NHMA will SUPPORT legislation clarifying that to run for and hold a local elected office, one must be a registered voter.

## **24. Appointment of Town Clerks and Town Clerks/Tax Collectors**

To see if NHMA will SUPPORT legislation to allow the legislative body to authorize the governing body to appoint or elect town clerks and town clerk/tax collectors.

## **25. Warrant Article Language; Adoption by Reference**

To see if NHMA will SUPPORT legislation to amend RSA 48-A, Housing Standards, to allow a town to adopt a proposed housing standards ordinance on the ballot by reference, as opposed to printing the entire ordinance on the warrant.

## **26. Perambulation**

To see if NHMA will SUPPORT legislation to eliminate the RSA 51:2 requirement to perambulate town boundaries every 7 years when the abutting municipalities have identified the boundaries and markers by survey quality GPS coordinates or by a certified survey and have filed a return including the survey or GPS coordinates as required by RSA 51:4.

**Municipal interest to be accomplished by proposal:** Saving of dollars (for repeated surveys) and the saving of substantial time to coordinate with others. Also to determine boundaries by easily reproducible means.

**Explanation:** This procedure has become increasingly archaic over time with a declining number of communities faithfully following the requirement. There is no longer a need to continue to physically walk boundaries given “modern” technology. It is time, at best, to abolish it as Maine has or, at worst, provide an opportunity to be relieved of the obligation upon the filing of a mutual report accompanied by GPS documentation. **Submitted by: Carter Terenzini, Town Administrator, Moultonborough**

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## Finance and Revenue

### Action Policy Recommendations

#### 1. Tax Rate Setting

**TO SEE IF NHMA WILL SUPPORT** legislation that expedites the receipt of information, including utility values as determined by the Department of Revenue Administration, necessary for the Department to set tax rates beginning October 1<sup>st</sup> and to improve the overall efficiency and timeliness of the tax rate setting process.

#### 2. Use of RSA 83-F Utility Values

**TO SEE IF NHMA WILL SUPPORT** changing RSA 83-F to prevent any determination of utility value by the Department of Revenue Administration from being used in any way by either the utility taxpayer or the municipality in any application for abatement of tax under RSA 76:16 or any appeal thereof under RSA 76:16-a or RSA 76:17.

**Municipal interest to be accomplished by proposal:** To see that any opinion of value generated by the State's Department of Revenue Administration for imposition of the State's Utility Tax under RSA 83-F is not used against another subdivision of the State in a legal proceeding. By eliminating that use, the state and municipalities avoid the expense of all necessary discovery associated with the DRA's 83-F process and the trial testimony of the DRA's representatives concerning the same.

**Explanation:** The Berlin City Council passed a motion in support of the above amendment to RSA 83-F at their April 21, 2014 City Council Meeting. **Submitted by: James A. Wheeler, City Manager, City of Berlin**

#### 3. Real Estate Income and Expense Statements on Appeal

**TO SEE IF NHMA WILL SUPPORT** legislation that prohibits the use of real estate income and real estate expense information by a taxpayer in any appeal of value if the taxpayer, after request by the municipality, has not submitted the requested information.

### Priority Policy Recommendations

#### 4. Clarification of Elderly Exemption.

**TO SEE IF NHMA WILL SUPPORT** changes in language for RSA 72:39-a, 72:29, and 72:39-b that define and recognize a household as occupying a property and increasing tenancy requirements for elderly exemption tax relief.

**Municipal interest to be accomplished by the proposal:** Equitable distribution of property taxes, consistency between statutes offering relief from property taxes.

**Explanation:** Elderly exemptions are granted for elderly home owners who qualify per income and asset criteria established by the town. Often an extended family will move in and occupy the home and also enjoy the benefit of reduced taxes. The law as currently interpreted does not allow for income or assets from all members of the home to be considered as part of the income or asset test. **Submitted by: Susan Snide, Assessing Assistant, Pelham**

#### **5. Separate Ballot Boxes for Bond Votes.**

**TO SEE IF NHMA WILL SUPPORT** legislation clarifying that separate ballot boxes are not required for bond articles in SB 2 towns.

**Municipal interest to be accomplished by proposal:**

Avoid confusion and impracticality.

**Explanation:**

RSA 33:8-a, which governs the procedure for authorizing a bond or note in excess of \$100,000, states that articles proposing a bond or note shall appear in consecutive order on the warrant and shall be acted upon before most other business (with exceptions), that polls shall remain open for each article for at least one hour, and that “a separate ballot box shall be provided for each bond article to be voted on pursuant to this section.” This statute was enacted before the SB 2 form of town meeting existed and obviously did not contemplate such a system. It makes no sense to require separate ballot boxes when all votes are made on a single ballot. Presumably no SB 2 town actually follows this requirement. **Submitted by: NHMA staff, based on inquiry from Lynne Bonitatibus, Administrative Assistant, Kensington**

#### **6. Expanding 10% Limitation**

**TO SEE IF NHMA WILL SUPPORT** amending RSA 32:18 to expand the 10 percent limitation on increasing the budget committee’s appropriation recommendation to include both increasing and decreasing the total amount to be appropriated.

**Municipal interest to be accomplished by the proposal:** With fewer voters and taxpayers actually participating in the local deliberative forms of municipal government – both traditional town meetings and SB2 communities’ Deliberative Sessions – the 10% rule should be expanded to limit both any increase or decrease in proposed appropriations to ensure that a small minority not be able to dramatically alter what the silent majority likely supports.

**Explanation:** An Auburn resident spoke with me about some sort of protection such as this following the 2014 Allenstown School District Deliberative Session, where a very small number of voters approved by a one-vote margin a near \$1 million reduction to the proposed school district budget of approximately \$9 million. The Deliberative Session action left the School Board and the Budget Committee with a budget proposal going forward to the voters that neither board supported. As I understand part of the historic logic of the 10% Rule is that voters not present at the meeting had been forewarned of proposed spending levels and their absences could be viewed as a form of support. The limitation protected them. I believe the same could be said in reverse with respect to drastic cuts. **Submitted by: Bill Herman, Town Administrator, Town of Auburn**

7. All Public Real Estate Taxable if Used by Private Occupants

**TO SEE IF NHMA WILL SUPPORT** legislation to clarify that taxation of a private occupant on public land is required by statute, even if an agreement or lease does not include a tax provision or the specific wording of RSA 72:23, I(b).

**Municipal interest to be accomplished by proposal:** The amendment would make it clear that taxation of a private occupant on public land is required by statute, even if an agreement or lease does not include a tax provision or specific wording of RSA 72:23, I(b). This amendment should even the playing field for all municipalities and all tenants occupying public land, so that all are treated similarly under the same set of laws. It would also help to ensure that municipalities receive tax revenue from private tenants that would pay taxes anyway to the municipality if they owned the real estate.

**Explanation:** The proposed amendment is intended to make legislative intent clear that all public real estate is taxable if used by private occupants, unless the occupant qualifies for a tax exemption. The use of public land by a private occupant should be deemed to be its consent to the tax by operation of law. It does not make sense for a private company to be tax-free just because it occupies public real estate and does not agree to pay taxes, but the same or similar company on private land has to pay taxes, regardless whether it agrees or not. The current situation is not fair to taxpayers who do have to pay taxes. This amendment also addresses inequity between tenants, if one tenant gets a tax exemption while using public land while a similar tenant of public land must pay taxes. The proposed amendment is patterned after the policy statement made by the Supreme Court in Rochester I. Recent confusion about legislative intent makes this amendment necessary.

**Submitted by:** Adele Fulton, Attorney, on behalf of City of Lebanon

8. Pollution Control Exemption

**TO SEE IF NHMA WILL SUPPORT** repeal of the so-called "pollution control exemption" (RSA 72:12-a) or amendment of the statute to impose a term limitation on any exemption granted.

9. Prorating Disabled Exemption

**TO SEE IF NHMA WILL SUPPORT** legislation prorating the disabled exemption under RSA 72:37-b when a person entitled to the exemption owns a fractional interest in the residence, in the same manner as is allowed for the elderly exemption under RSA 72:41.

10. Penalty for Failure to Submit Current Use Information

**TO SEE IF NHMA WILL SUPPORT** legislation imposing a penalty for failure to submit current use information as needed to update municipal records—*i.e.*, Marlow matrix.

11. Recording Fees for Elderly Deferrals

**TO SEE IF NHMA WILL SUPPORT** legislation to reimburse municipalities for recording fees related to the establishment and release of elderly and disabled deferrals under RSA 72:38-a.

## **12. Flood Control Payments**

**TO SEE IF NHMA WILL SUPPORT** legislation to fully fund flood control payments in lieu of taxes to municipalities, including retroactive payments from the state for Fiscal Years 2012 and 2013.

## **Standing Policy Recommendations**

## **13. Downshifting of State Costs and State Revenue Structure**

**TO SEE IF NHMA WILL OPPOSE** legislation which will downshift state costs or state program responsibilities, either directly or indirectly, to municipalities and/or counties, resulting in increased municipal and/or county expenditures, whether in violation of Article 28-a or not, and **OPPOSE** any reductions, deferrals and/or suspensions of state revenue to political subdivisions, such as revenue sharing, meals and rooms tax distribution, highway block grants, environmental state aid grant programs, adequate education grants, catastrophic aid, or any other state revenues.

## **14. State Revenue Structure and State Education Funding**

**TO SEE IF NHMA WILL SUPPORT** asking the state to use the following principles when addressing the state's revenue structure in response to its responsibility to fund an adequate education:

- a) That revenues are sufficient to meet the state's responsibilities as defined by constitution, statute, and common law;
- b) That revenue sources are predictable, stable and sustainable and will grow with the long term needs and financial realities of the state;
- c) That changes to the revenue structure are least disruptive to the long-term economic health of the state;
- d) That the revenue structure is efficient in its administration;
- e) That changes in the revenue structure are fair to people with lower to moderate incomes.

**TO SEE IF NHMA WILL SUPPORT** legislation prohibiting retroactive changes to the distribution formula for adequate education grants after the notice of grant amounts has been given.

## **15. New Hampshire Retirement System (NHRS)**

**TO SEE IF NHMA WILL SUPPORT** the continuing existence of a retirement system for state and local government employees that is strong, secure, solvent, fiscally healthy and sustainable, that both employees and employers can rely on to provide retirement benefits for the foreseeable future. Further, **TO SEE IF NHMA WILL SUPPORT** continuing to work with legislators, employees, and the NHRS to accomplish these goals.

To that end, **TO SEE IF NHMA WILL:**

- a) **SUPPORT** legislation that will strengthen the health and solvency of the NHRS and ensure the long term financial sustainability of the retirement system for public employers;
- b) **OPPOSE** any legislation that: 1) expands benefits that would result in increases to municipal employer costs; 2) assesses additional charges beyond NHRS board approved rate changes on employers; or 3) expands the eligibility of NHRS membership to positions not currently covered.
- c) **SUPPORT** the restoration of the state's 35% share of employer costs for police, teachers, and firefighters in the current defined benefit plan and any successor plan; and
- d) **SUPPORT** the inclusion of municipal participation on any legislative study committee or commission formed to research alternative retirement system designs (such as a defined contribution or a hybrid plan) and the performance of a complete financial analysis of any alternative plan proposal in order to determine the full impact on employers and employees.

#### **16. Utility Appraisal Method**

**TO SEE IF NHMA WILL OPPOSE** mandating the exclusive use of the unit method of valuation in the appraisal of utility property, by either administrative or legislative action, and **SUPPORT** the continuing right of municipalities to use any method of appraisal upheld by the courts.

#### **17. Modifying Post-Municipal Appeal Deadline Date**

**TO SEE IF NHMA WILL SUPPORT** legislation to modify the post-municipal appeal deadline date as called for under RSA 72:34-a- "Appeal from Refusal to Grant Exemption, Tax Deferral, or Tax Credit".

**Municipal interest to be accomplished by proposal:** The current appeal date of a municipal denial of a property tax exemption/credit/deferral is September 1 of the following tax year. For example, municipality A denies a vet credit in March of 2014, the applicant has until September 1, 2015 to appeal that, that is 18 months of appeal window, that sort of timeframe is not found within the property tax appeal RSA's, nor current use appeal RSA's etc. There is no rational basis to have that long a window leaves the municipality at risk on such a long view that it makes it difficult to plan for with legal costs, overlay cost and the like.

**Explanation:** The appeal window under this RSA for tax exemptions/credits/deferrals should mirror the property tax window. The communities by law have until July 1<sup>st</sup> to issue a decision, taxpayers have until September 1<sup>st</sup> to perfect their appeal, the same should be true under RSA 72:34-a as it is under RSA 76:16-a & RSA 76:17. **Submitted by: Jim Michaud, Assistant Assessor, Town of Hudson**

#### **18. Charitable Definition and Mandated Property Tax Exemptions**

**TO SEE IF NHMA WILL OPPOSE** legislation that expands the definition of "charitable" in RSA 72:23-1, unless the state reimburses municipalities for the loss of revenue, and **SUPPORT** creating a method of reimbursement to municipalities for state-owned property.

**19. Telecom Company Property Tax Exemption**

**TO SEE IF NHMA WILL OPPOSE** any exemption from the property tax for poles, wires, and conduits owned by telecom companies.

**20. Collection of Statewide Education Property Tax**

**TO SEE IF NHMA WILL TAKE NO POSITION** on the collection of the statewide property tax by the state or by municipalities, but will continue to work to ensure that any system based on the property tax coordinates and synchronizes as seamlessly as possible with existing local property tax assessment and collection procedures.

**21. Negotiated PILOTs for Water System Property**

**TO SEE IF NHMA WILL OPPOSE** legislation that eliminates the current obligation of the public water entity to make a PILOT equal to what the property taxes would be for the property in the absence of a negotiated PILOT.

**22. State Budget Cap**

**TO SEE IF NHMA WILL OPPOSE** the adoption of any variation of a state budget cap which will impose on the Legislature pre-established limitations on state spending.

**23. Budget Year Conversion**

**TO SEE IF NHMA WILL SUPPORT** legislation to simplify the process of a municipality's converting from a calendar year budget cycle to a fiscal year budget cycle.

**24. Management of Trust Funds**

**TO SEE IF NHMA WILL SUPPORT** amendments to RSA 292-B:2 to include funds held by a town or other municipality under RSA 31:19, RSA 202-A:23, or a fund created by a town or other municipality under RSA 31:19-a to be included in those institutional funds subject to the Uniform Prudent Management of Institutional Funds Act.

**25. Minimum Vote Required for Bond Issues**

**TO SEE IF NHMA WILL OPPOSE** legislation to increase the 60% bond vote requirement for official ballot communities.

**26. Mandatory Tax Liens**

**TO SEE IF NHMA WILL SUPPORT** legislation to change RSA 80:59 to read: "The real estate of every person or corporation shall be subject to the tax lien procedure by the collector, in case all taxes against the owner shall not be paid in full on or before December 1 next after its assessment, provided that the municipality has adopted the provisions of RSA 80:58-86 in accordance with RSA

80:87. A real estate tax lien imposed in accordance with the provisions of RSA 80:58-86 shall have priority over all other liens.”

## **27. Tax Bill Information**

**TO SEE IF NHMA WILL SUPPORT** legislation to amend RSA 76:11-a to allow those municipalities which have adopted the deaf exemption to include the word “deaf” following the word “blind” in the information contained on tax bills.

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# **Infrastructure, Development, and Land Use**

## **Action Policy Recommendations**

### **1. Restoration of Full General Revenue Funding for Municipal State Aid Grant (SAG) Programs**

**TO SEE IF NHMA WILL SUPPORT** legislation to restore full general revenue funding of municipal wastewater, public drinking water and landfill closure grants administered by the NH Department of Environmental Services.

### **2. Municipal Use of Structures in the Right-of-Way**

**TO SEE IF NHMA WILL SUPPORT** legislation to authorize municipalities to use, for any municipal purpose, the space designated for municipal good upon all poles, conduit and other structures within their rights-of-way without paying unreasonable make-ready costs. This includes the right to use that space for data and voice transmission to, from, and by the municipal government, schools, library, and other governmental institutions. This includes a requirement that the owners of utility poles and conduit do the necessary work for that space to be available.

### **3. Regional Water Quality**

**TO SEE IF NHMA WILL SUPPORT** legislation to encourage the State of New Hampshire and its political subdivisions to work cooperatively on a watershed or regional basis in addition to dealing with all water quality issues as individual communities.

**Municipal interest to be accomplished by proposal:** More efficient use of limited taxpayer resources to deal with achieving compliance under Clean Water Act requirements and state regulations.

**Explanation:** Many of the impaired water bodies in the state have numerous contributors to the impairments and no individual community can deal with all of the water quality issues within a water body. Also, limited resources should be targeted to the largest water quality improvements to provide the cleanest water resources to our citizens. Around the country various models have been

established, and New Hampshire should assess these various alternatives to see if one or a combination of several models would work for the state. **Submitted by: Carl Quiram, Director of Public Works, Goffstown.**

### Priority Policy Recommendations

#### **4. Diversion of Highway Funds.**

**TO SEE IF NHMA WILL SUPPORT** legislation and administrative action to limit or eliminate the diversion of highway funds for non-highway purposes.

#### **5. Site Evaluation Committee and Local Input**

**TO SEE IF NHMA WILL SUPPORT** legislation establishing a procedure similar to RSA 674:54 requiring applicants to the state's Site Evaluation Committee (SEC) to notify and appear before the local planning board prior to the issuance by the SEC of certificates for the construction of energy facilities under RSA 162-H.

#### **6. RSA 162-K: Authority for Inter-municipal Cooperation**

**TO SEE IF NHMA WILL SUPPORT** legislation to provide more explicit authority for inter-municipal cooperation in economic development and revitalization districts (*see* RSA 162-K).

#### **7. Solid Waste Revolving Funds**

**TO SEE IF NHMA WILL SUPPORT** legislation to allow municipalities to establish, by vote of the legislative body, revolving funds for their solid waste programs, including solid waste collection, disposal, and the operation of any municipally operated transfer station, in addition to recycling.

#### **8. Clarify Establishing Highways**

**TO SEE IF NHMA WILL SUPPORT** legislation clarifying that the dedication and acceptance method of highway creation requires express acceptance by vote of the legislative body, or the board of selectmen if so delegated.

#### **9. Water Fund**

**TO SEE IF NHMA WILL SUPPORT** legislation to implement the recommendations of the Commission on Water Infrastructure Sustainability Funding (the "SB 60 Commission"), including (1) the establishment of a water trust fund to ensure adequate annual investment in water infrastructure, and (2) a sustainable revenue source for the water trust fund.

**Municipal interest to be accomplished by proposal:** Long-term investment in the infrastructure that cleans and carries water is essential to the health and economy of New Hampshire. Water is a resource that cannot be neglected, and a water trust is essential to ensure that large and small

communities can maintain the infrastructure to meet the regulatory limits, and the social and economic goals of communities.

**Explanation:** The SB 60 Commission worked for three years to develop findings and recommendations for the establishment of a sustainable trust for water infrastructure. NHMA should support this initiative as it affects all New Hampshire municipalities. **Submitted by:** Shelagh Connelly, Chair, New Hampshire Water Pollution Control Association.

### Standing Policy Recommendations

#### **10. Adequate Highway Funding**

**TO SEE IF NHMA WILL SUPPORT** legislation to ensure adequate state revenue dedicated to highway improvements, which may include the road toll (gas tax) under RSA 260:32, increased motor vehicle registration fees, or any other source, so long as all additional revenues are used for highway purposes, and provided that the proportionate share of such additional revenues is distributed to cities and towns as required by existing law.

#### **11. Alternative Funding for Transportation**

**TO SEE IF NHMA WILL SUPPORT** the establishment of alternative funding sources to ensure the maintenance and improvement of existing and future state and local transportation infrastructure and to provide greater focus and financial support for all modes of transportation.

#### **12. Conservation Investment**

**TO SEE IF NHMA WILL SUPPORT** permanent funding for the Land and Community Heritage Investment Program and **OPPOSES** any diversion of such funds to other uses.

#### **13. Environmental Regulation and Preemption**

**TO SEE IF NHMA WILL SUPPORT** legislation that (a) recognizes municipal authority over land use and environmental matters, (b) limits state preemption of local environmental regulation, and (c) recognizes that even when local environmental regulation is preempted, compliance with other local laws, such as zoning and public health ordinances and regulations, is still required.

#### **14. Underground Utilities**

**TO SEE IF NHMA WILL SUPPORT** legislation clarifying that municipalities may incur debt for the purpose of removing overhead utilities and replacing them with underground utilities.

#### **15. Energy, Renewable Energy and Energy Conservation**

**TO SEE IF NHMA WILL SUPPORT** legislation encouraging state and federal programs that provide incentives and assistance to municipalities to adopt energy use and conservation techniques that will manage energy costs and environmental impacts, promote the use of renewable energy

sources, and promote energy conservation, and opposes any legislation that overrides local regulation.

#### **16. Open Space Retention and Sprawl Prevention**

**TO SEE IF NHMA WILL SUPPORT** legislation encouraging statewide programs that provide incentives and assistance to municipalities to adopt land use planning and regulatory techniques that will better prevent sprawl, retain existing tracts of open space, and preserve community character.

#### **17. Sludge/Biosolids**

**TO SEE IF NHMA WILL SUPPORT** reliable enforcement of scientifically based health and environmental standards for the management of sludge, septage, and biosolids; and **OPPOSE** any state legislation that would curtail the ability of municipalities to dispose of municipally-generated biosolids through land spreading, when done in accord with such scientifically based health and environmental standards.

#### **18. Current Use**

**TO SEE IF NHMA WILL OPPOSE** any legislative attempt to undermine the basic goals of the current use program and **OPPOSE** any reduction in the 10-acre minimum size requirement for qualification for current use, beyond those exceptions now allowed by the rules of the Current Use Board.

#### **19. Complete Streets**

**TO SEE IF NHMA WILL SUPPORT** legislation providing for consideration and possible implementation of a Complete Streets Policy at the state level, to include accommodating the input and needs of, and the financial impact on, political subdivisions.

**Municipal interest to be accomplished by proposal:** There is a growing awareness that conventional design, operation and maintenance of transportation facilities have been biased toward accommodating speed and capacity for motor vehicles, and that a more comprehensive approach is needed to adequately support mobility and quality of life for all members of the community. The Complete Streets concept is a response to this concern, which focuses on ensuring that streets are safe, comfortable and convenient for travel for everyone, including motorists, pedestrians, bicyclists and public transportation users, and for all ages and abilities.

In recent years, the City of Portsmouth has been designing its street improvement projects with an increased attention to pedestrian and bicycle safety and convenience, and in 2013 the City adopted a formal Complete Streets policy to formalize this approach. However, it is important that local initiatives such as Portsmouth's be supported by a statewide Complete Streets policy.

**Explanation:** A statewide Complete Streets policy would require transportation agencies to approach every transportation improvement and project phase as an opportunity to create safer, more accessible streets for all users. These phases include planning, programming, design, right-of-way acquisition, construction engineering, construction, reconstruction, operation and maintenance.

Complete Streets principles can be applied on new projects, but also can be applied incrementally on existing streets through a series of improvements and activities over time.

An effective Complete Streets policy is sensitive to community context. A strong statement about context can help align transportation and land use planning goals, creating livable and resilient villages, towns and neighborhoods.

To date, 27 states have adopted statewide Complete Streets policies, including the New England states of Vermont, Massachusetts, Connecticut and Rhode Island. **Submitted by: Rick Taintor, Planning Director, Portsmouth; Christopher Parker, Director of Planning and Community Development, Dover; Thomas J. Aspell, Jr., City Manager, Concord.**



## Legislative Principles

In addition to the established Legislative Policy positions adopted by the New Hampshire Municipal Association membership, the following principles should guide staff in setting priorities during any legislative biennium:

1. Consider unfunded mandate issues that violate Part 1, Article 28-a of the New Hampshire Constitution to be paramount. Identify them and oppose them.
2. Work to maintain existing revenue streams to municipalities, (i.e. revenue sharing, meals and rooms tax, highway, and other state aid). Be especially watchful of proposals to reduce local aid in order to meet other funding commitments.
3. Advocate to maintain existing local authority.
4. Support issues which provide greater authority to govern more effectively, efficiently and flexibly at the local level, including local option legislation. If the legislature is considering adopting a program that is particularly controversial at the local level, support a requirement that a local legislative body vote is necessary before full implementation of the measure.
5. Support bills proposed by individual municipal members, except when they conflict with these principles or other NHMA policies. Staff should prioritize time and resources when there are competing demands in order to focus on NHMA's broad agenda first.
6. Encourage exemptions from state taxes rather than local property taxes when legislative intent is to preserve statewide resources.
7. Advocate for municipal representation on all state boards, commissions, and study committees which affect municipal government and have non-legislative members.
8. Work cooperatively with other groups and associations to support efforts to improve the delivery of services at the local level.
9. Support municipal efforts toward effective regional cooperation and delivery of municipal services.
10. Support efforts to develop a statewide technology network that fosters increased communication and greater compatibility among levels of government and within and between agencies in all levels of government.

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NEW HAMPSHIRE MUNICIPAL ASSOCIATION

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New Hampshire Municipal Association  
2015-2016 Legislative Policy Process

Floor Policy Proposal

Submitted by (name) \_\_\_\_\_ Date \_\_\_\_\_

City or Town \_\_\_\_\_ Title of Person Submitting Policy \_\_\_\_\_

Floor Policy Proposal approved by vote of the governing body on (date) \_\_\_\_\_

To see if NHMA will SUPPORT/OPPOSE:

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Municipal interest to be accomplished by proposal:

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Explanation:

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A sheet like this should accompany each proposed floor policy and should record the date of the governing body vote approving the proposal. It should include a brief (one or two sentence) policy statement, a statement about the municipal interest served by the proposal, and an explanation which describes the nature of the problem or concern from a municipal perspective and discusses the proposed action which is being advocated to address the problem. Fax to 224-5406; mail to 25 Triangle Park Drive, Concord, NH 03301; email to [governmentalaffairs@nhmunicipal.org](mailto:governmentalaffairs@nhmunicipal.org). **Must be received by August 15, 2014.**

## 2015-2016 NHMA Legislative Policy Process Questions & Answers

**1. What is the purpose of establishing NHMA legislative policy?** The New Hampshire Municipal Association (NHMA) is the voice of New Hampshire's cities and towns before the state legislature and state agencies. Adoption of legislative policy allows your municipal voice to be heard through the actions of your organization – NHMA. By adopting legislative policy, local officials can tell elected representatives what they feel are the major concerns of cities and towns.

The NHMA Board of Directors oversees NHMA's advocacy activities. Legislative policy positions direct the board and NHMA staff in representing municipalities before the legislature and state agencies.

**2. How are legislative policy recommendations prepared?** In the spring of each even-numbered year, NHMA forms legislative policy committees addressing different aspects of municipal government. The three committees this year are:

1. Finance and Revenue;
2. General Administration and Governance; and
3. Infrastructure, Development and Land Use.

These three policy committees consider issues and problems derived from their own experience as local officials, issues sent in by other members or brought to them by staff, past policy positions, and issues resulting from the most recent legislative session. Each committee holds several meetings during the spring and develops policy recommendations to be voted on by member municipalities at the Legislative Policy Conference.

**3. Who votes on adoption, amendment, or rejection of these recommendations, and when?** On Friday, September 26, 2014, at 9:00 a.m., the 2015-2016 NHMA Legislative Policy Conference will be held at NHMA offices (25 Triangle Park Drive) in Concord. *Each member municipality will be asked to appoint a voting delegate to cast its vote at this conference.* Each member municipality, regardless of size, has one vote on all policy matters.

In the absence of any other designation by the Board of Selectmen, Aldermen, or Council, a voting delegate card will be issued at the door (in order of priority determined by the NHMA Municipal Officials Directory) to:

Mayor/Chair of Board of Selectmen/Council Chair

**OR**

Mayor Pro Tem/Vice or Assistant Mayor/Council Vice Chair

**OR**

Selectman/Alderman/Councilor

**OR**

City or Town Manager/Administrative Assistant

**4. Will other policy proposals be voted on at the conference?** Yes, municipalities will have the opportunity to submit floor policy proposals for consideration at the conference. Each floor policy proposal must be approved by the governing body of the municipality submitting it, but the

proposals will not be reviewed or recommended by NHMA's legislative policy committees. Floor policy proposals will be voted on separately at the conference.

**5. How does our voting delegate determine a position on these recommendations?** We urge each municipality's governing body to discuss the recommendations in advance of the Legislative Policy Conference and vote to take a position on each one, in order to give direction to the voting delegate. Otherwise, your voting delegate is free to cast your municipality's vote as he or she desires.

**6. How are the policy recommendations presented and voted on at the Legislative Policy Conference?** The chair of the board of directors, as the presiding officer of the Legislative Policy Conference, introduces the entire set of recommendations of each policy committee, one committee at a time, as a slate. The co-chairs of each committee will be available to address questions. Any voting delegate may ask that a recommendation be set aside to be debated and voted on separately. The remaining recommendations are voted upon as a slate. When the slate from each policy committee has been voted, the voting delegates will then return to those items set aside for separate debate and vote. It is at this time that individual items can be killed, amended, passed over, laid on the table, etc. Votes are by a display of special voting delegate cards.

**7. Are policies adopted by a simple majority vote?** No. NHMA's by-laws require a two-thirds affirmative vote of all members present and voting for approval of any NHMA legislative policy.

**8. Why is the Legislative Policy Conference separate from the November annual meeting?** The Legislative Policy Conference must be held before the annual conference in order to meet the legislative deadlines for the filing of new bills. The staff needs time after adoption of policies to draft bills and secure sponsors.

**9. How will I know what policies are adopted if I don't go to the Legislative Policy Conference?** The final 2015-2016 NHMA Legislative Policies will be printed as a supplement in the November/December, 2014 issue of *Town & City* magazine. We will also post them on the NHMA's web site at [www.nhmunicipal.org](http://www.nhmunicipal.org).

**10. What happens if an issue that is not covered by any of these policies comes before the legislature?** The NHMA Board determines the position that the staff will advocate on issues not covered by specific NHMA Legislative Policy. The policy conference also endorses a set of 10 Legislative Principles, which augment the specific legislative policy positions by setting forth general principles that guide staff in their advocacy efforts.