

**Exeter Board of Selectmen Meeting
Monday, August 11th, 2014, 7:00 p.m.
Nowak Room, Town Office Building
10 Front Street, Exeter, NH**

1. Call Meeting to Order
2. Bid Openings/Awards
3. Public Comment
4. Minutes & Proclamations
 - a. Proclamations/Recognitions
 - b. Regular Meetings: July 28th, 2014
5. Appointments – Economic Development Commission, Arts Committee
6. Discussion/Action Items
 - a. New Business
 - i. Health Ordinance Update – Second Reading
 - b. Old Business-
 - i. Permits Policy Update
 - ii. Review NHMA Policy Positions
7. Regular Business
 - a. Tax, Water/Sewer Abatements & Exemptions
 - b. Permits & Approvals
 - c. Town Manager’s Report
 - d. Selectmen’s Committee Reports
 - e. Correspondence
8. Review Board Calendar
9. Non Public Session
10. Adjournment

Julie Gilman, Chairwoman
Exeter Selectboard

Posted: 8/8/14 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

Draft Minutes

Exeter Board of Selectmen

July 28, 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. Board Interviews – Economic Development Commission

The Board conducted an interview at 6:50 with John Mueller for a position on the Economic Development Commission.

3. Bid Openings/Award:

None.

4. Public Comment

James Knight, an Exeter resident, spoke about the town's water. He gave the Board two gallons of water. One was clear and was bought at Shaw's, and the other was cloudy and was taken from his tap one night last week. He said there was no notification that the water was going to be discolored. Nothing was said on the town website about a water alert. He said he talked to Exeter dispatch and he said a lot of people had called about the water. He told Mr. Knight that the water treatment plant had some issues that they were trying to sort out. Mr. Knight said he was advised not to drink the water. He said it would have been helpful if all the correct info was provided for residents.

Chairwoman Gilman said they have been working on a way to get that info out to everyone.

Brian Griset spoke, saying he was concerned that he did not see the Stoneybrook issue on the agenda. He said it was supposed to be on there. He said he hoped the Board would have a discussion about it since there was something in the Town Manager's report about it. Mr. Dean said he will talk about it when he goes through his report.

Dennis Brady spoke about the town's water. He explained his water filtration system and said he sees a lot of sediment in the water. He also spoke about the nomination process for the Budget Rec. Committee and said he hopes the voters stay in charge of nominations, and

not the BOS. Vice Chair Chartrand spoke, saying this is not an initiative of the Board, but an idea from the Budget Rec. Committee.

5. Minutes and Proclamations

a. Proclamations/Recognitions

None.

b. Regular Meeting: July 14, 2014

A Motion was made by Selectwoman Surman and seconded by Selectwoman Belanger to accept the minutes of the July 14 BOS meeting. Motion carried – all in favor, with one abstention from Vice Chair Chartrand.

6. Appointments

None.

7. Discussion/Action Items

a. New Business

i. 2014 FEMA Map Update - Review

Doug Eastman showed the updated Coastal Flood Insurance Rate Maps. He said FEMA has done a new mapping for Exeter's flood zones. He went over the maps and explained the sections that were changed. He said there are minor changes as to areas that will flood. He said they are being proactive with working on this. He is trying to get the word out to residents. He said info flyers will be available in his office for the residents. The maps haven't actually been adopted, and he explained the adoption process. He said the end of August until November is the appeal period. FEMA people will be hosting many public sessions to teach public officials how to give the residents information on this.

Selectman Clement said many communities have challenged the maps because they are coastal so Exeter can challenge them if needed. The new mapping did not take into consideration the new climate change data. CRS is a very good thing to do. He said there are things they can do to help citizens lower their premiums on their insurance.

Mr. Eastman said they are more prepared now to answer citizen's questions than they were a couple months ago. He said there will be more meetings about this.

Brian Griset spoke and said he thinks a third party tech should review the maps.

ii. Quarterly Financial Report – Finance Department

Ms. Ravell was absent so Mr. Dean gave the report. He said the budget is tracking and the revenue has an uptick in the motor vehicle registration and highway aid. All of the general fund is tracking well. Two areas of concern are natural gas and snow and ice budget. Snow and Ice is over 100% spent which was used in the earlier months of this year.

Water Fund is tracking.

Sewer is tracking and very consistent as well.

Revolving Funds are tracking.

Accounts receivable is doing well in water/sewer and property tax. There are no real problems.

iii. NH Charitable Health Grant

Ken Berkenbush said they applied for a grant that works with a Substance Misuse and Prevention Program.

A Motion was made by Vice Chair Chartrand and seconded by Selectman Clement that the Board accept a grant in the amount of \$20,000 from the New Hampshire Charitable Foundation. Said monies will be used to support the substance misuse and prevention program. Motion carried – all in favor.

iv. Health Ordinance – First Reading

Chairwoman Gilman said this was the first reading for the changes in the Health Ordinance for section 1204. Judy Jervis, the town's Health Officer, was there to answer any questions and gave a brief description of all the changes.

Selectwoman Surman read all the changes, word for word.

b. Old Business

i. 2014 Classification Plan

Chairwoman Gilman went briefly over the Classification Plan again. Vice Chair Chartrand said he was not at the last meeting, but he is in favor of the plan. He said everyone has done a good job with putting it together.

Selectwoman Surman talked about a current plan that was adopted in 2009. Mr. Dean said there is no Classification Plan in place now, only a pay scale that was adopted in 2009. He said the Classification Plan is only for non-union employees.

Selectwoman Surman asked if they have compared with all other towns before this plan was done. Mr. Dean said yes, that was part of the final report.

Selectman Clement applauded this whole process but said he was uncomfortable with some of the position grades. He is also concerned about the pay plan. He talked about doing this effective July 14, 2014 and it affecting the budget. He suggested starting it in 2015. Vice Chair Chartrand asked if there is money in the current budget for the increases. Mr. Dean said there is money in there for non-union increases.

Selectwoman Surman asked why there is no one in grade 9, 15 or 19. Mr. Dean answered those are spaces for positions should there be a need for this range.

Selectman Clement asked when the scoring was done. Mr. Dean said it was a continuous process over 12-18 months. He also mentioned this process has an appeals process. Selectwoman Belanger asked what the time frame is for the appeal. Mr. Dean said there is not usually a time frame; it could be done once a year or something like that.

A resident spoke, saying there was always a plan and appeals office. He was on the Board in the past and explained how they came up with pay scales in the past. He said the Board is doing a good job on salaries. He said by adopting the new plan, they are going backwards. He said the new plan is the one they got rid of in 2009.

Gerry Hamel spoke, and gave the Board a chart he made of different salaries over the past few years. He said they need to reclassify everyone; union and non-union. He said let's finish what was started in 2009.

Mr. Dean said historically, the town did have all groups grouped together, but bargaining changed that. The bargaining process is a very regulated process by state law. Non-union employees have no collective bargaining process. He said non-union positions were not classified in 2009. There was no system that went with the 2009 pay plan so that is why this Classification Plan is for non-union employees.

Ken Berkenbush said if the plan is adopted to let some time for appeals. He said on the fire side of things came out low.

Brian Griset said he hopes the Board does not adopt the plan and hopes they put it out for further study.

A Motion was made by Vice Chair Chartrand and seconded by Selectwoman Belanger that the Board of Selectmen adopt the Classification Plan as recommended by the Town

Manager, Human Resources, and MRI Consultants. Selectman Clement said he does not have a problem with the Classification Plan, but the problem is where some jobs have been slotted. He went through his particular concerns. Tom Stanek spoke, and said to pass the plan just so it can be appealed doesn't seem right. He urged the Board to take their time to put things in place. Vice Chair Chartrand said he is not adopting something he thinks needs to be changed. With a Motion on the table, the Board voted 3-2, with Selectman Clement and Selectwoman Surman voting nay. Motion passes.

ii. Review NHMA Policy Positions

Chairwoman Gilman asked the Board to go through the policy and bring back two points that they felt strongly about. She asked the Board who would be interested in being a delegate for Exeter. The meeting for this is November 26. Vice Chair Chartrand asked to push this agenda item until the next meeting, given the hour. Chairwoman Gilman agreed.

iii. Permits Policy

Chairwoman Gilman said she wanted to push this agenda item off until the next meeting as well, as she did not feel they had all the information.

8. Regular Business

a. Tax, Water/Sewer Abatements & Exemptions

A Motion was made by Vice Chartrand and seconded by Selectwoman Belanger to approve the Intents to Cut for the following map/lot number: 46/3, 46/1, 56/3/1, and 46/4. Motion carried – with a 4-1 vote, Surman a nay.

b. Permits & Approvals

A Motion was made by Vice Chair Chartrand and seconded by Selectwoman Belanger to approve the application for the use of the Town Hall by Keryn Kriegl for a concert fundraiser on April 11, 2015. Motion carried – all in favor.

A Motion was made by Vice Chair Chartrand and seconded by Selectwoman Belanger to approve the application for use of the Town Hall by Sandy Martin for the Seacoast River Festival to have multiple events from September 3-7. Motion carried – all in favor.

A Motion was made by Vice Chair Chartrand and seconded by Selectwoman Belanger to approve the application for use of the Town Hall by Sandy Martin for auditions of Seacoast Idol on April 17-19, 2015 from 8 am to 6 pm. Motion granted – all in favor.

A Motion was made by Vice Chair Chartrand and seconded by Selectwoman Belanger to approve the application for use of the Town Hall by Sandy Martin for Seacoast Idol event on May 3, 2015. Motion granted – all in favor.

c. Town Manager's Report

Mr. Dean talked about the following:

- Initiated review of "brown water" release from July 19 at the Water Treatment Plant
- Met with the Town Clerk to review suggestions for night hours for the public
- Met with the Chamber of Commerce and reps to discuss the Christmas Lights Program
- Received correspondence from town counsel supporting position of not charging additional sewer charges to Stoneybrook account per RSA 362:4
- Visited Fuller Lane tank site in response to a complaint

d. Selectmen's Committee Reports

Selectwoman Belanger had nothing to report.

Vice Chair Chartrand had nothing to report.

Chairwoman Gilman reported Historic District Commission and Form Base Code Subcommittee met.

Selectwoman Surman had nothing to report.

Selectman Clement had nothing to report.

e. Correspondence

The following correspondence were included in the packet:

- A letter from Tranquility Salon and Skin Care
- A letter from Joanna Pellerin
- A letter from NHDOT
- A Consent Decree in the matter of Local Government Center, Inc
- A letter from the Rockingham Nutrition and Meals on Wheels Program

5. Adjournment

A Motion was made by Vice Chair Chartrand and seconded by Selectwoman Surman to adjourn the meeting at 10:02 pm. Motion carried – all in favor.

Respectively submitted,

Nicole McCormack
Recording Secretary

Board Appointments

August 11th, 2014

Economic Development Commission

Move the Board of Selectmen appoint John Mueller to the Economic Development Commission to fill the unexpired term of Cynthia Tokos, with a term to expire April 30, 2016.

Arts Committee

Move the Board of Selectmen remove Rawson Webb from the Exeter Arts Committee effective August 11th, 2014, due to non-compliance with the Selectboard policy on committee attendance.

Move the Board of Selectmen appoint Francesca Fay to the Exeter Arts Committee, term to expire April 30, 2015.

Exeter Arts Committee

Request for removal of Committee Member

The Exeter Arts Committee respectfully requests the removal of Rawson Webb from the Exeter Arts Committee on the grounds of non-participation and failure to perform the duties associated with the mission and vision of the Exeter Arts Committee.

Rawson sporadically attended meetings when he was first appointed to the Committee. Shortly thereafter his attendance dropped.

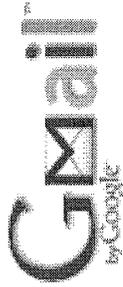
His participation in the planning, execution and follow thru for shows was non-existent. The one time that he was supposed to open the Gallery, he never showed up or notified a member of the Committee.

On several occasions I (on behalf of the Committee) left voice messages asking him to contact us to discuss his participation. The phone calls were not returned. I then sent an email to Rawson asking him to resign his position and return his key to the Gallery. He didn't respond to any of the communications.

Respectfully submitted,

Kathy Lewis Thompson, Chair EAC

On behalf of Exeter Arts Committee



Sheri Riffle <sriffle@exeternh.gov>

Fwd: Request for key return

Sheri Riffle <sriffle@exeternh.gov>
Draft

Mon, Jul 28, 2014 at 8:58 AM

----- Forwarded message -----

From: **Kathy Lewis Thompson** <kathylewisthompson@gmail.com>
Date: Fri, Jul 25, 2014 at 10:49 AM
Subject: Fwd: Request for key return
To: Sheri Riffle <sriffle@exeternh.gov>

Sheri: Below is the last email I sent to Rawson that went unanswered.

----- Forwarded message -----

From: **Kathy Lewis Thompson** <kathylewisthompson@gmail.com>
Date: Tue, Jan 28, 2014 at 3:01 PM
Subject: Request for key return
To: Rawson Webb <rieca@myway.com>
Cc: Don Clement <dclement43@comcast.net>, Jane Kiernan <exeter2arts@gmail.com>, Karen Desrosiers <kdesrosiers@mail.ttlc.net>, Karen Noonan <knoonan1@juno.com>, Lauren Chuslo-Shur <lcsbur@comcast.net>, Robert Richardson <bbr4@comcast.net>, vitolomarissa <vitolomarissa@gmail.com>

Rawson: We are understanding that your lack of response and lack of attendance at the last meeting means that you are resigning from the Exeter Arts Committee. After numerous attempts to contact you on several occasions both via phone and email with no response, we have determined that you are no longer interested in the Committee's Mission. Please return the key to The Gallery at your early convenience. You may do so by dropping it in the lock box at the Town Office Building (across the street from The Gallery). The lock box is located outside the main door on the right hand side of the building.

Also the selectmen would appreciate it if you would send an email stating your resignation. By doing so, others may apply. You may send your resignation via email to me or to Don Clement, our Selectman Representative. He along with The Committee are copied on this email.

Thank you in advance.
Sincerely,

Board of Selectmen

Front Street

Exeter NH 03833

Francesca Fay

5 Lexington Avenue

Exeter NH 03833

July 9, 2014

Dear Selectmen,

I would very much like to rejoin the Exeter Arts Committee. I understand there is current member, Rawson Webb, who has not attended meetings in some time and who has not responded to letters asking for his resignation. Sheri Riffle indicated that there is a policy in place to terminate a committee member who does not participate for a protracted period.

I very much hope that I might fill that potential opening on the Exeter Arts Committee. Please see my attached application.

I look forward to hearing from you.

Appreciatively,

A handwritten signature in cursive script that reads "Francesca Fay". The signature is written in black ink and is positioned above the typed name and contact information.

Francesca Fay 772-7290 ffay91443@aol.com

Town Manager's Office

JUL -9 2014

Received



Town of Exeter
Boards, Commissions & Committees
Appointment Application

JUL - 9 2014

Received

Committee Selection:

1st Choice: Exeter Arts Committee 2nd Choice: _____

Name: FRANCESCA FAY

Address: 5 Lexington Avenue, Exeter NH 03833

Email: FFAY91443@AOL.COM

Phone: 603-772-7290 Cell: _____

Please describe your interest in serving on this committee.

I have long-standing interest and continued participation in the arts in Exeter. I have been an EAC member in the past. Currently I am chairing an EAC-sponsored show: Exeter Inspires Art.

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)

Previous EAC member
Active participation in local art activities for many years

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

No

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

YES

NO

After submitting this application for appointment to the Town Manager:

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

Signature: Francesca Fay

Date: July 9, 2014

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

Subj: **Re: rejoin EAC**
Date: 7/6/2014 9:24:35 A.M. Eastern Daylight Time
From: kathylewisthompson@gmail.com
To: Ffay91443@aol.com, dchartra@rcn.com, exeter2arts@gmail.com, kdesrosiers@mail.ttlc.net,
knoonan1@juno.com, lcshur@comcast.net, bbr4@comcast.net, vitolomarissa@gmail.com

Francesca: I have been very diligent with trying to get Rawson to resign. I left voice messages and sent him multiple emails requesting his resignation. I received no response. Sheri and Russ are both well aware of this. Don Clement (former Selectmen Rep for the EAC) advocated for this and nothing ever got done from the town side. That is the scoop. Not sure what else I can do.

Sincerely,
KLT

On Wed, Jul 2, 2014 at 10:18 AM, <Ffay91443@aol.com> wrote:

Hi Kathy,

I went by the town offices today and picked up an application for being appointed to the EAC. Sheri was unsure if there was an opening before 2015. Has Rawson Web been attending? If not, then he needs to resign. I guess if any other member is not attending the same would be true. Please let me know the scoop.
many thanks, francesca

SAMPLE

4. All meetings will be open to the public, with notice posted at least 24 hours in advance of each meeting.
5. Committees will report their findings to the Board of Selectmen, along with recommendations for subsequent action as appropriate.
6. Public statements regarding Committee recommendations and policy positions will be prefaced with note of the Committee's role as advisor of the Board of Selectmen.
7. Committee members that fail to attend at least 60% of the meetings in any calendar year may forfeit their membership and be subject to removal by the Board of Selectmen. The Chairperson of each committee shall, in January, forward an annual report of member attendance to the Board of Selectmen for review.
8. Members of committees serve at the pleasure of the Board of Selectmen. Vacancies shall be filled, addition to committees may be made and member removal shall be done by vote of the Board of Selectmen.
9. The Board of Selectmen shall review the list of committees annually in April, and may vote to disband any committee of their creation.
10. Upon termination, all committees will turn over their files, records and notes to the Town Clerk for permanent filing.
11. The Board or Committee may vote to recommend to the Selectmen that an alternate member be appointed to full Board/Committee status.

6.0 Severability:

To the extent that any portion of this policy conflict with State law, State law will prevail.

Amended: 5/7/12

Memo

To: Russ Dean, Town Manager and Board of Selectmen

From: Judy Jervis, Health Officer

Date: July 22, 2014

Re: Town Health Ordinance 1204 proposed updates

Page 1: 1204.1.01 (b)(1) This section to be deleted. The NH Bureau of Food Protection has eliminated this section.

1204.1.01(b)(2) Change to 1204.1.01(b)(1) renumber as the first section has been eliminated.

Page 8: 1204.4.04(a)(4)d Eliminate this class category from Class D and move to Class F to adjust the fee

1204.4.04(a)(6)g Add this ClassF-7 category/moved from the Class D license for fee adjustment

Page 14: 1204.4.13(a)(2) Correction of the code number reference from the FDA Food Code/3-401.11(D)(3) change to 3-401.11(D)(4)

Page 17: 1204.5.01(i)(1) Wording changed/eliminated to reflect correct color score meaning

1204.5.01(i)(2) Wording changed/eliminated to reflect correct color score meaning

Page 18: 1204.5.01(i)(3) Wording changed to accord with definition of an imminent health hazard

1204.05.02(2) Eliminate/change time-frame for corrections of core items that may require extensive work or a capital expense

Page 29 1204.9.04(f) and (g) These two additions as required by the revised FDA CODE

Page 30 1204.10 and 1204.10.01 HeP 2300 reference eliminated as it does not reflect the state code

Page 33 1204.12 Temporary Food Service Event section to be added, to formalize the procedure

Changes to the Town Ordinance Health 1204 Sanitary Production and Distribution of Food

Page 1 1204.1.01 (b) (1) and (2)

Page 8 1204.4.04 (a) (4) d

1204.4.04 (a) (6) g

Page 14 1204.4.13 (a) (2)

Page 17 1204.5.01 (i) (1) and (2)

Page 18 1204.5.01 (i) (3)

Page 18 1204.05.02 (d)

Page 29 1204.9.04 (f) and (g)

Page 30 1204.10 and 1204.10.01

Page 33 1204.12

1204 SANITARY PRODUCTION AND DISTRIBUTION OF FOOD (Amended)

In accordance with R.S.A. 147:1 the Town of Exeter Board of Selectmen adopt the 2009 *FDA FOOD CODE* in accordance with the *New Hampshire Rules for the Sanitary Production and Distribution of Food He-P 2300; and all future revisions and amendments.*

1204.1(PART He-P 2301) DEFINITIONS

1204.1.01(He-P 2301.01 Definitions.) supplemental list to the FDA FOOD CODE DEFINITIONS

(a) "Applicant" means the owner of a food establishment or an officer of the legal ownership who applies for a license under these rules.

(b) "Approved source" means food that has been inspected by a federal, state, or local agency that has the authority, responsibility, and the technical ability to evaluate food for safety in protection of the public health;

(1) ~~*Raw agricultural plan commodities and products under the oversight of New Hampshire Dept. of Agriculture under RSA 426, RSA 427, RSA 428, RSA 429 and RSA 434 and do not require inspection shall be considered to be from an approved source; and*~~ *((THIS SECTION TO BE DELETED – NH BFP eliminated it))*

(2)(1)((RENUMBER)) Poultry that is exempt from federal inspection under the Poultry Products Inspection Act 21 USC 464(c) (4) shall not be considered to be from an approved source.

(c) "Bed and breakfast" means a type of food service establishment that is a transient lodging facility, which is the owner's or innkeeper's personal residence, is occupied by the owner or innkeeper at the time of rental to an in-house guest, and in which breakfast is the only meal served.

(d) "Beverage" means "beverage" as defined in RSA 143:9.

(e) "Bulk food" means processed or unprocessed food in aggregate containers from which quantities desired by the consumer or the employee is withdrawn. The term "bulk food" does not include fresh whole fruits or fresh whole vegetables.

(f) "Caterer" means a person or entity which provides meals or food at private functions at off-site locations.

(g) "Change of ownership" means any time a controlling interest in a sole proprietorship, joint venture, partnership, corporation, limited liability company, or any other kind of entity is transferred to another sole proprietor, joint venture, partnership, corporation, limited liability company or any other kind of entity.

(h) "Commissioner" means the commissioner of the New Hampshire department of health and human services, or his or her designee.

(i) "Continental breakfast" means a light breakfast that may include coffee, tea, juices, toasts, breakfast cereals, assorted pastries, and uncut fruit.

(j) "Corrective action plan (CAP)" means a plan developed and written by the licensee, which specifies the actions that will be taken to correct identified deficiencies.

(k) "Department" means the Exeter Health Department.

(l) "Food" means "food" as defined in RSA 143-A:3, III.

(m) "Food establishment" means "food service establishment" as defined in RSA 143-A:3, IV, and "retail food store" as defined in RSA 143-A:3, VII. "Temporary food service" as defined in RSA 143-A:3, VIII.

(n) "Food processing plant" means a type of food service establishment that is a commercial operation that manufactures, packages, labels, or stores food for human consumption, and provides food for sale and distribution to other business entities such as other food establishments. Food processing plants shall not include an operation that processes food under the oversight of NH Department of Agriculture for RSA's 426,427, 428,429, and 434

(o) "Food service establishment" means "food service establishment" as defined in RSA 143-A:3, IV.

(p) "Foodborne disease outbreak" means the occurrence of 2 or more cases of a similar illness resulting from the ingestion of a common food.

(q) "Homestead" means "homestead" as defined in RSA 143-A:12, which is a type of food service establishment. The Town of Exeter allows only home food manufacturers who prepare and package non-potentially hazardous foods (foods that do not need time/temperature control).

(r) "Immediately endangers public health or safety" means that a condition exists that is an imminent health hazard.

(s) "Imminent health hazard" means a significant threat or danger to health that is considered to exist when there is evidence sufficient to show that a product, practice, circumstance or event creates a situation that requires immediate correction or cessation of operation to prevent injury based on the number of potential injuries and the nature, severity, and duration of the anticipated injury.

(t) "License" means the document issued by the department or other regulatory agency, which authorizes a license holder to operate a food establishment.

(u) "License holder" means the entity legally responsible for the operation of a licensed food establishment, including, but not limited to, the owner, the owner's agent, or other person.

(v) "Mobile food unit" means a food service establishment mounted on wheels or otherwise designed to be immediately moveable.

(w) "Person in charge" means the individual present at a food establishment who is responsible for the operation of the establishment at the time of inspection, including the duties described in section 2-103.11 of the FOOD CODE, and who can demonstrate the knowledge required by section 2-1-2.11 of the FOOD CODE with are pertinent to the risks inherent to the specific food establishment.

(x) "Priority item" means a provision of the Food Code, marked with a superscript P, whose application contributes directly to the elimination, prevention, or reduction to an acceptable level, hazards associated with foodborne illness or injury and there is no other provision that more directly controls the hazard.(critical violation)

(y) "Public water system" means a public water system as defined in RSA 485:1-a.

(z) "Pushcart" means a type of food service establishment that is a non-self propelled vehicle limited to serving non-time/temperature control for safety foods, packaged time/temperature control for safety foods maintained at proper temperatures, or limited to the preparation and serving of frankfurters.

(aa) "Regulatory authority" means the local, state or federal enforcement body having jurisdiction over the food establishment. The Town of Exeter Health Department is the "regulatory authority" for the Town of Exeter.

(ab) "Remodeled" means having undertaken construction, which includes, but is not limited to, adding new seats, adding a food preparation area, or any construction affecting the kitchen or any other part of a food establishment that requires a plumbing modification.

(ac) "Retail food store" means "retail food store" as defined in RSA 143-A:3, VII.

(ad) "Risk Control Plan" means a plan developed and written by the licensee as a part of a CAP, which specifies the actions that will be taken to correct the uncontrolled hazards that were identified at inspection, and a repeat problem, known to contribute to foodborne illness (uncontrolled hazards include the occurrence of any risk factor or lack of public health interventions as described in the FOOD CODE)

(ae) "Servicing area" means an operating base location to which a mobile food unit or transportation vehicle returns regularly for such things as vehicle and equipment cleaning, discharging liquid or solid wastes, refilling water tanks and ice bins, and boarding food.

(af) "Sewage" means "sewage" as defined in RSA 485-A:2, X, namely "the water-carried waste products from buildings, public or private, together with such groundwater infiltration and surface water as may be present."

(ag) "Soup kitchen" means a food service establishment operated by a charitable organization including religious societies and fraternal organizations organized pursuant to RSA 292, RSA 306, and RSA 418, that prepares and serves meals to the poor without charge.

(ah) "Time/temperature control for safety (TCS) food" means a food that requires time/temperature control for safety to limit pathogenic microorganism growth or toxin formation. This term is also known as "potentially hazardous food."

1204.2(PART He-P 2302) LICENSE REQUIRED

1204.2.01(He-P 2302.01 License Required.) Unless exempted under RSA 143-A:5, RSA 143-A:5-a, or 1204.2.02(He-P 2302.02), no person shall operate a food establishment within the town of Exeter, New Hampshire without obtaining a license from the Town of Exeter Health Department

1204.2.02 Soup Kitchens Exempt from Licensure. In accordance with RSA 143-A:5-a, soup kitchens shall be exempt from licensure by the department provided:

- (a) They do not charge for meals; and
- (b) They submit to the Exeter Health Department a written notice which:

- (1) Identifies the name and address of the person operating the soup kitchen;
- (2) Identifies the clientele served by the soup kitchen;
- (3) Lists the hours the soup kitchen will operate; and
- (4) Provides a description of the food to be served.

1204.3(PART He-P 2303) INCORPORATION OF THE 2009 FOOD CODE

1204.3.01(He-P 2303.01) Incorporation of the 2009 Food Code.

(a) All licensees shall comply with the U.S. Department of Health and Human Services, Public Health Services, Food and Drug Administration, Food Code, 2009 edition, henceforth known as the Food Code, as amended in (b) below, unless exempted in (c) or (d) below.

(b) The following amendments shall apply to the document incorporated:

- (1) Amend section 3-201.11(A) so that (A) reads as follows: "Food shall be obtained from sources that comply with the law, except that the exemption under the Poultry Products Inspection Act at USC 464c)(4) shall not apply in New Hampshire";
- (2) Delete section 3-201.1
- (3) Delete Chapter 8

(c) Those food establishments applying for or licensed as bed and breakfasts shall comply with the Food Code. However, the exceptions to the Food Code listed in 1204.8.02(He-P 2308.02) shall apply.

(d) Those food establishments applying for or licensed as food processing plants or homesteads shall be exempt from the requirements of the Food Code, and shall instead comply with the requirements in 1204.9(He-P 2309) and 1204.10(He-P 2310), respectively.

(e) The 2009 Food Code is available on the web at <http://www.fda.gov/Food/FoodSafety/RetailFoodProtection/FoodCode/FoodCode2009/> or via mail from the United States Department of Commerce, National Technical Information Service, 5301 Shawnee Road, Alexandria, VA 22312 (refer to report number PB2009112613).

1204.4(PART He-P 2304) APPLICATION AND LICENSING PROCEDURE

1204.4.01(He-P 2304.01) Initial License Application Requirements.

(a) Each applicant for a license shall submit the following to the department:

- (1) A completed application form entitled "Application for Annual Food Service License", "Application for Annual Food Processing Plant License", "Application for Annual Homestead License", or "Application for Annual Mobile Food Unit License", as applicable, signed and dated by the applicant or the person who represents the applicant certifying the following:

"I certify that all information provided in or attached to this application is complete, accurate and up-to-date as of the date specified below. I further certify that there are no willful misrepresentations of the answers to questions herein, and that I have made no

omissions with respect to any of my answers to the questions presented. I understand that it is my responsibility to immediately notify the Exeter Health Department with regard to any changes, corrections or updates to the information provided.”;

(2) A check or money order for the applicable fees, in accordance with 1204.4.05(a) and (c) (He-P 2304.05(a) and (c));

(3) Water system documentation, in accordance with 1204.4.06(He-P 2304.06);

(4) Wastewater system documentation, in accordance with 1204.4.07(He-P 2304.07), except that food establishments applying to be licensed as a bed and breakfast or a homestead shall not be required to submit such documentation;

(5) A completed “Plan Review Application”, signed and dated by the applicant or the person who represents the applicant, if required by 1204.4.12(a) (He-P 2304.12(a)), and if not already submitted for review, except that food establishments applying to be licensed as a bed and breakfast, homestead, shall not be required to submit such an application;

(6) If the application is for a mobile food unit which uses a servicing area, one of the following:

- a. A copy of the food establishment license, from the appropriate regulatory authority, of the facility being used as a servicing area; or
- b. A separate license application for the facility to be used as a servicing area; and
- c. All other items as required listed in this section (a)

(7) A HACCP plan if required by 1204.4.13(He-P 2304.13).

(b) The applicant shall mail or hand-deliver the documents to:

Exeter Health Department
20 Court St
Exeter, NH 03833
603-773-6132

1204.4.02(He-P 2304.02) Processing of Initial Applications and Issuance of Licenses.

(a) Applications shall be processed in accordance with RSA 541-A:29.

(b) An application for an initial license shall be complete when the department determines that all items required by 1204.01.(a)(He-P 2304.01(a)) have been received.

(c) If an application does not contain all the items required by 1204.4.01(a)(He-P 2304.01(a)), the department shall:

(1) Not process that application; and

(2) Notify the applicant in writing of which items are required to be submitted before the application can be processed.

(d) Any licensing fee submitted to the department in the form of a check or money order and returned to the Town for any reason shall be processed in accordance with RSA 6:11-a.

(e) Licensing fees shall not be transferable to any other application(s).

(f) Following an inspection, conducted pursuant to RSA 143:4 and in accordance with 1204.5 (He-P 2305), a provisional license shall be issued if the department determines that an applicant is in full compliance with RSA 143, RSA 143-A, and these rules.

(g) Pursuant to RSA 143-A:6, I:

(1) A provisional license shall expire 90 days after the date of issuance; and

(2) If a license is not issued following the expiration of a provisional license, the food establishment shall cease operation the day after the provisional license expires and not operate until a license is obtained.

(h) If, within 45 days of issuance of a provisional license the department conducts an inspection in accordance with 1204.5 (He-P 2305) and determines that an applicant is in full compliance with RSA 143, RSA 143-A, and these rules, the department shall issue to the applicant a license valid for a time period of one year following the date of issuance of the provisional license.

(i) All licenses and provisional licenses issued in accordance with RSA 143-A shall be issued for a specific license classification and category under 1204.4.04(He-P 2304.04).

(j) License holders shall operate in accordance with the class of license issued.

(k) All licenses and provisional licenses issued in accordance with RSA 143-A shall be non-transferable by person or location.

(l) Licenses shall be posted at all times in an area of the food establishment that is conspicuous to patrons.

1204.4.03(He-P 2304.03) License Expirations and Procedures for Renewals.

(a) All licenses issued shall be valid for one year following the date of issuance, or one year following the date of issuance of a provisional license, as applicable.

(b) Each licensee shall apply to renew their license via an application form pursuant to 1204.4.01(a)(1) (He-P 2304.01(a)(1)) at least 30 days prior to the expiration of the current license.

(c) The licensee shall submit with the renewal application:

(1) The materials required by 1204.4.01(a)(1),(2), and(3) (He-P 2304.01(a)(1), (2), and (3)); and

(2) A request for renewal of any existing variances previously granted by the department, in accordance with 1204.14 (He-P 2304.14), if applicable.

(d) A license shall be renewed if the department determines that the licensee:

- (1) Submitted an application containing all the items required by (c) above, as applicable, at least 30 days prior to the expiration of the current license;
- (2) Has submitted a CAP that has been accepted by the department and implemented by the licensee if deficiencies were cited at the last licensing inspection; and
- (3) Is found to be in compliance with RSA 143, RSA 143-A, and 1204/FDA Food Code/He-P 2300 at a renewal inspection, as applicable.

(e) If a license holder fails to submit a complete application for renewal as required under (b) and (c) above, the food establishment shall cease operation the day after the license expires, and shall not operate until a license is obtained.

(f) Any food establishment wishing to submit an application for a renewal license whose previous license has been expired in excess of 90 days shall apply in accordance with the requirements of an initial license in 1204.4.01 (He-P 2304.01).

1204.4.04(He-P 2304.04) License Classes.

(a) For the purpose of licensure, food establishments shall be divided into the following classes:

(1) Class A which shall include:

- a. Category A-1, food processing plants which commercially process 100,000 packages of food or more, per year;
- b. Category A-2, food service establishments with 200 or more indoor seats; or
- c. Category A-3, retail food stores with 4 or more food preparation areas;

(2) Class B which shall include:

- a. Category B-1, retail food stores with 2 to 3 food preparation areas; or
- b. Category B-2, food service establishments with 100 to 199 indoor seats;

(3) Class C which shall include:

- a. Category C-1, retail food stores with one food preparation area, including, but not limited to, an area for cutting cheese or fudge;
- b. Category C-2, caterers serving food off-site;
- c. Category C-3, food service establishments with 25 to 99 indoor seats;
- d. Category C-4, bars/lounges with a food preparation area, excluding areas used for preparing garnish such as limes and lemons; or
- e. Category C-5, food processing plants which commercially process less than 100,000 packages of food per year;

(4) Class D, which shall include:

- a. Category D-1, food service establishments with 0 to 24 indoor seats, including, but not limited to, bakeries;
- b. Category D-2, mobile food units which cook or prepare food;
- c. Category D-3, retail food stores that allow self-service of food, including, but not limited to, coffee, hot dogs, or soft drinks;
- ~~d. Category D-4, Level 2 homesteads—a homestead that sells its products at farmers' Markets, farm stands, residences or retail food stores or on-line; or ((MOVE THIS SECTION TO CLASS F-7))~~
- e. Category D-5((RE-NUMBER TO D-4)), servicing areas;

(5) Class E which shall include:

- a. Category E-1, bed and breakfasts;
- b. Category E-2, lodging facilities serving continental breakfasts; or
- c. Category E-3, ice cream vendors who scoop ice cream;

(6) Class F which shall include:

- a. Category F-1, home delivery services of packaged frozen food;
- b. Category F-2, pushcarts and other mobile food units, including, but not limited to, those serving packaged food and non-TCS/PHF unwrapped foods only;
- c. Category F-3, retail food stores with no food preparation areas;
- d. Category F-4, wholesalers/distributors of TCS/PHF food;
- e. Category F-5, on-site vending machines, which serve TCS/PHF food;
- f. Category F-6, bakeries which do not serve TCS/PHF food and have no seats;
- g. *Category F-7, Level 2 homestead-sells products at farmers' markets, farm stands, residents, retail food stores, on-line; ((MOVED FROM CLASS D- TO ADJUST FEE))*

(7) Class G shall include:

- a. Category G-1, bars/lounges without a food preparation area;
- b. Category G-2, sellers of pre-packaged frozen meat or poultry that is processed in a USDA –inspected plant;
- c. Category G-3, canteen/theater concessions serving non-TCS food;

- d. Category G-4, ice cream vendors/retail food stores serving pre-packaged ice cream;
- e. Category G-5, institutions whose food service is operated by a private, for-profit business, including but not limited to schools/public and private, colleges, hospitals, long term care facilities, fraternities and sororities;
- f. Category G-6, food processing plants that package non-TCS(PHF) bulk food;

(8) Class H, Category H-1, shall include:

- a. Category H-1, level 1 homesteads-homestead that sells products only at farmers' markets, farm stands, or residences;
- b. Senior meal sites;
- c. Institutions who prepare their own food, including but not limited to schools/public and private, colleges, hospitals, long term care facilities, fraternities and sororities

(b) When a food establishment operates more than one type of business, the higher class shall determine the class of license, with Class A being the highest.

(c) When a food establishment has an additional food processing business, each shall be licensed separately, requiring separate applications and separate fees.

(d) When a hospital or school offers food to the general public in addition to its population, then the license class shall be determined by the number of seats the food service establishment has.

1204.4.05(He-P 2304.05) Fees.

(a) For each class of license requested, the applicant shall pay the following annual fees:

- (1) Class A: \$875;
- (2) Class B: \$450;
- (3) Class C: \$350;
- (4) Class D: \$225;
- (5) Class E: \$175;
- (6) Class F: \$150;
- (7) Class G: \$100;
- (8) Class H: \$50

(b) Licensees shall be charged up to, and shall pay up to \$100 for each inspection conducted after the second inspection conducted in any licensing period, except that the inspections conducted during the provisional license period shall not be included in this count.

(c) An applicant or licensee shall pay a fee of \$75 for each plan review submitted under 1204.4.12(He-P 2304.12).

(d) All fees shall be non-transferable and non-refundable.

(e) Payment of any fee to the department shall meet the following requirements:

(1) Payment shall be made in the form of check or money order made payable to the "Town of Exeter, Health Dept." in the exact amount due;

(2) Money order or certified check shall be required when an applicant or licensee has issued payment to the department by check, and such check was returned for insufficient funds; and

(3) Any payment made to the department by check which is returned for insufficient funds, and which an individual, applicant, or licensee has not made good by submitting a money order or certified check within 2 business days of notification by the department, including any penalty assessment allowed by RSA 6:11-a, shall be grounds for denial of the license.

1204.4.06(He-P 2304.06) Water System Requirements.

(a) Food establishments which own and operate their own public water systems, as defined by RSA 485:1-a, XV, shall indicate, as part of their application for a license, the Public Water System (PWS) identification number which has been assigned by the New Hampshire department of environmental services (DES).

(b) For an application to be approved, food establishments which own and operate their public water systems regulated by DES shall:

(1) Be in compliance with all applicable water quality standards and monitoring and reporting requirements of Env-Dw 717 or successor rules in Subtitle Env-Dw; or

(2) Be in compliance with the requested actions in a letter of deficiency, or the required actions of an administrative order, issued by DES and established to obtain compliance with the regulations cited in (1) above.

(c) Food establishments which are classified as public water systems, as defined by RSA 485:1-a, XV, but whose water system infrastructure is owned by another party, shall indicate, as part of their application for a license, the PWS identification number which has been assigned by DES.

For an application under this paragraph to be approved, the owner of the water system infrastructure shall:

(1) Be in compliance with all applicable water quality standards and monitoring and reporting requirements of Env-Dw 717 or successor rules in Env-Dw; or

(2) Be in compliance with the requested actions in a letter of deficiency, or the required actions of an administrative order, issued by the DES and established to obtain compliance with the regulations cited in (1) above.

(d) Food establishments which purchase their water from other public water systems, as defined by RSA 485:1-a, XV, and therefore do not fall under (a) above, shall indicate this information on the application.

(e) Food establishments which do not fall under (a) through (d) above, and are instead served by a water source other than a public water system, shall submit with the initial and renewal application the written results of a laboratory analysis of the water intended for use, which tests the level of the following:

- (1) Bacteria;
- (2) Nitrates; and
- (3) Nitrites.

(f) The analyses required by (e) above shall be conducted not more than 6 months prior to the date of the application by a laboratory accredited by DES to perform such tests in accordance with Env-C 300.

(g) For an application to be approved, the results of the water analysis shall be as follows:

- (1) The bacteria test required under (e) above shall not exceed the maximum contaminant level (MCL) for drinking water prescribed by Env-Dw 700 and
- (2) The nitrate and nitrite tests required under (e) above shall not exceed the MCL for drinking water prescribed by Env-Dw 700 for those 2 contaminants.

1204.4.07(He-P 2304.07) Wastewater System Requirements.

(a) Food establishments which discharge their wastewater to either public or private wastewater systems which hold either a state surface water discharge permit or a groundwater discharge permit issued by the New Hampshire department of environmental services (DES), shall indicate this information on the application.

(b) Food establishments which do not discharge their wastewater as described in (a) above shall submit, as part of their application, one of the following:

- (1) Both:
 - a. A copy of the construction approval for the sewage or waste disposal system that indicates that the system is sufficient in capacity to serve the subject food establishment issued by DES in accordance with RSA 485-A:29 and Env-Wq 1000; and
 - b. A written statement signed by the applicant containing the following language: "I certify that there has been no increase in the loading on the wastewater system which would cause an exceedance of the capacity of the system approved by the NH department of environmental services under the provisions of Env-Wq 1000;" or

(2) A written statement signed by the applicant containing the following language: "I certify that the private sewage or waste disposal system serving this food establishment was constructed prior to 1971 and is presently not in failure. I further certify that I have not been notified by either the NH department of environmental services or the local health officer that the system serving this food establishment is in violation of any state or local statute, administrative rule, ordinance or bylaw."

(c) If there is no increase in the loading of the waste disposal system serving the food establishments in (b) above, and the applicant is unable to produce the documentation required, the department shall inform DES that the applicant has not complied with (b)(1) above. In this case, the requirement of (b)(1) above shall be waived.

(d) Any increase in seating capacity in a licensed food establishment which has a private wastewater system shall comply with Env-Wq 1000.

1204.4.08(He-P 2304.08) Change in Ownership of a Food Establishment.

(a) When there is a change of ownership of a food establishment, the new owner shall submit the items required for initial license applicants under 1204.4.01 (He-P 2304.01) to the department at least 30 days prior to the change of ownership.

(b) Upon receipt and processing of the items required by (a) above, and after an inspection conducted in accordance with 1204.5 (He-P 2305) which shall also determine compliance with Chapters 4, 5, and 6 of the Food Code, the department shall issue a provisional license reflecting the change in ownership.

(c) The issuance of a provisional license due to a change in ownership shall void the license of the previous owner on the date the change of ownership occurs.

1204.4.09(He-P 2304.09) Change in Name of a Food Establishment.

(a) When a license holder intends to change the name of a food establishment, that license holder shall submit a written request to the department for a new license at least 30 days prior to the intended date of change in name.

(b) The written request shall include:

- (1) The reason for requesting a new license;
- (2) The name of the food establishment as it appears on the existing license;
- (3) The name of the food establishment as the license holder requests it to appear on the new license; and
- (4) The date upon which the change in name is intended to occur.

(c) Following receipt of the items required by (b) above, the department shall issue a revised license reflecting the change in name. The establishment number and expiration date shall remain the same as it was on the immediately preceding license.

1204.4.10(He-P 2304.10) Change in Location of a Food Establishment.

(a) When there is a change of location of a food establishment, the license holder shall submit the items required for initial license applicants and plan review under 1204.4.01 (He-P 2304.01) to the department at least 45 days prior to the change of location.

(b) Upon receipt and processing of the items required under (a) above, and after an inspection conducted in accordance with 1204.5 (He-P 2305), the department shall issue a provisional license reflecting the change of location.

(c) The issuance of a provisional license due to a change in location shall void the previous license on the date the change of location occurs.

(d) This section shall not apply to mobile food units, pushcarts or vehicles used to sell retail food.

1204.4.11(He-P 2304.11) Change in License Class.

(a) A license holder wishing to request an upgrade to a higher-level class of license listed in 1204.4.04 (He-P 2304.04) shall:

- (1) Be treated as an applicant for a new license; and
- (2) Apply for a new license in accordance with 1204.4.01 (He-P 2304.01).

(b) The issuance of a provisional license due to an upgrade in license class shall void the previous license on the date the upgrade occurs.

(c) A license holder wishing to request a downgrade to a lower level class of license listed in 1204.4.04 (He-P 2304.04) shall submit a written request for downgrade to the department.

(d) The written request in (c) above shall include:

- (1) The reason for requesting a downgrade; and
- (2) The date upon which the downgrade is intended to occur.

(e) Following receipt of the request under (c) above the licensee shall be issued a revised license reflecting the downgrade in class of license. The establishment number and expiration date shall remain the same as it was on the immediately preceding license.

1204.4.12(He-P 2304.12) Submission of Plans and Specifications for New or Remodeled Food Establishments.

(a) An applicant or license holder shall complete and submit a "Plan Review Application" to the department for review and approval at least 45 days prior to:

- (1) Constructing a new food establishment; mobile or pushcart unit;
- (2) Converting an existing structure for use as a food establishment;
- (3) Remodeling a food establishment; or

(4) Relocating a food establishment when the relocation also involves (1), (2), or (3) above.

(b) Homesteads, and bed and breakfasts shall be exempt from submitting a plan review application.

(c) An applicant or licensee shall pay a fee of \$75, for each plan review application submitted.

(d) The department shall review plans for construction, renovation or structural alterations of a food establishment for compliance with all applicable sections of RSA 143, RSA 143-A, and Town 1204(He-P 2300) and notify the applicant or licensee as to whether the plan complies with these requirements.

1204.4.13(He-P 2304.13) Hazard Analysis and Critical Control Point (HACCP) Plan Requirements.

(a) The following applicants or licensees shall submit to the department a complete HACCP plan for approval prior to engaging in an activity that requires such a plan; such as but not limited to:

(1) Food processing plants;

(2) Any food establishment engaging in an activity that requires a variance as specified under Food Code subparagraph 3-401.11(D)(3)((CORRECTED NUMBER FROM 4)), § 3-502.11, or ¶ 4-204.110 (B);

(3) Any food establishment engaging in a food preparation or processing method that the department determines requires a variance, based on the submission of plans and specifications in accordance with 1204.4.12(He-P 2304.12), an inspection finding, or a variance request; and

(4) Any food establishment engaging in an activity specified under Food Code § 3-502.11 and 3-502.12.

(b) A complete HACCP plan shall include the following:

(1) A categorization of the types of TCS foods that are specified in the menu

(2) A flow diagram by specific food or category type identifying critical control points and providing information on the following:

a. Ingredients, materials, and equipment used in the preparation of that food; and

b. Formulations or recipes that delineate methods and procedural control measures that address the food safety concerns involved;

(3) Food employee and supervisory training plan that addresses the food safety issues of concern;

(4) A statement of standard operating procedures for the plan under consideration including clearly identifying:

a. Each critical control point;

- b. The critical limits for each critical control point;
- c. The method and frequency for monitoring and controlling each critical control point by the food employee designated by the person in charge;
- d. The method and frequency for the person in charge to routinely verify that the food employee is following standard operating procedures and monitoring critical control points;
- e. Action to be taken by the person in charge if the critical limits for each critical control point are not met; and
- f. Records to be maintained by the person in charge to demonstrate that the HACCP plan is properly operated and managed; and

(5) Additional scientific data or other information, as needed by the department to make its determination under (c) below, supporting the determination that food safety is not compromised by the proposal.

(c) The department shall review HACCP plans for compliance with all applicable sections of RSA 143, 143-A, and Town 1204(He-P 2300) and notify the applicant or licensee as to whether the plan complies with these requirements.

1204.4.14(He-P 2304.14) Variations.

(a) Applicants or license holders seeking variations from specific rules or Food Code items shall submit a "Variance Request" to the:

Exeter Health Department
20 Court St
Exeter, NH 03833
603-773-6132

- (b) The variance request shall include:
 - (1) Specific reference to the rule or Food Code item for which a variance is being sought;
 - (2) Full explanation of why a variance is necessary;
 - (3) Full explanation of alternatives proposed by the applicant or license holder, which shall be equally as protective of public health as the rule or Food Code item from which a variance is sought; and
 - (4) A HACCP plan if required under 1204.4.13(He-P 2304.13).
- (c) The department shall approve a request for variance if:
 - (1) The department concludes that authorizing deviation from strict compliance with the rule or Food Code item from which a variance is sought does not contradict the intent of the rule or Food Code item; and

- (2) The alternative proposed by the applicant or license holder ensures that the objective or intent of the rule or Food Code item from which a variance is sought will be accomplished.
- (3) An approved variance may not be applicable if there is a change in class and/or menu item(s) change.

(d) If a variance is approved, the license holder's subsequent compliance with the alternatives approved in the variance shall be considered equivalent to complying with the rule or Food Code item from which a variance was sought.

(e) A variance shall be approved for one year or until the expiration of the current license or unless specified by the department. The variance is not transferable.

(f) No request for a variance concerning the rules of other state agencies which are referred to in this chapter shall be approved.

1204.4.15(He P 2304.15) Trade Secrets and Confidentiality.

(a) The department shall treat as confidential, in accordance with RSA 350-B, information that meets the criteria specified in RSA 350-B for a trade secret and is contained on inspection report forms, in the plans and specifications submitted as specified under 1204.4.12(He P 2304.12), and in any HACCP plans submitted.

(b) Consumer complaints received regarding illness or sanitation of a food establishment shall have their name, address, and phone number or other identifying information of the individual making the complaint maintained as confidential and such information shall not be released without written permission of the complainant.

1204.5(PART He-P 2305) INSPECTIONS AND COMPLIANCE

1204.5.01(He-P 2305.01) Inspections.

(a) For the purpose of determining compliance with RSA 143, RSA 143-A, and Town 1204(He-P 2300), as authorized by RSA 143:4 and RSA 143-A:6, II, the applicant or licensee shall admit and allow any department representative at any time to enter and inspect the following:

- (1) The licensed food establishment, including any mobile food units or vehicles used by the licensee for the transportation or retail sale of food; and
- (2) Any records required by RSA 143-A and Town 1204(He-P 2300), or pertaining to food and supplies purchased and distributed by the food establishment.

(b) At the time of inspection, or upon request, the applicant or licensee shall provide the department with the following:

- (1) A list of persons employed; and
- (2) Samples of food for bacteriological, chemical, and physical examination.

(c) The department shall conduct an inspection to determine full compliance with RSA 143, RSA 143-A, and Town 1204(He-P 2300), prior to:

- (1) The issuance of a provisional license;
- (2) The issuance of a full license;
- (3) A change in ownership;
- (4) A change in the licensee's physical location;
- (5) An upgrade in the license class;
- (6) Occupation of space after construction, renovations or structural alterations; or
- (7) The renewal of a license.

(d) In addition to (c) above, the department shall conduct an inspection:

- (1) Whenever the department has reason to believe a condition exists that places the food establishment in non-compliance with RSA 143, RSA 143-A, or Town 1204(He-P 2300); and
- (2) As necessary to verify compliance with any corrective action plan (CAP) and/or Risk Control Plan accepted by the department as part of an inspection.

(e) The applicant, owner, or person in charge shall be present at time of inspection.

(f) Upon completion of the inspection, the department shall complete a written inspection report in accordance with Food Code Annex 7, Form 3-A and Guide 3-B, or in the case of food processing plants and homesteads a "Food Processing Plant Inspection Report".

(g) The inspection report shall contain:

- (1) Specific factual observations of deficiencies which violate Town 1204(He-P 2300) and/or the Food Code and which require correction; and
- (2) For all food establishments except food processing plants, a color designation, described in (i) below, based on the results of the inspection findings.

(h) The applicant, owner, or person in charge shall acknowledge receipt of the inspection report by signing the inspection report.

(i) Color Score Designation shall be as follows:

- (1) Green if there are no priority item violations identified ~~or if all priority/critical item violations identified are corrected immediately and permanently at the time of the inspection~~ (no priority/critical = no further action) *((ELIMINATE TO BE IN-LINE WITH THE FDA CODE))*
- (2) Yellow if there are priority/critical item violations and/or *repeat violations* ~~are not corrected immediately and permanently~~ at the time of inspection; and (priority/critical item

will trigger a follow-up inspection)((DELETE AND REWORD FOR COMPLIANCE WITH FDA CODE))

(3) Red if it is determined that an imminent health hazard exists at the time of the inspection or if the food establishment is found to be operating without a current, valid license.(follow-up inspection triggered *and closure of facility possible*)(WORDING CHANGED TO ACCORD WITH DEFINITION OF IMMINENT HEALTH HAZZARD))

1204.5.02(He-P 2305.02) Correction of Deficiencies Identified During an Inspection.

(a) All deficiencies identified in the inspection report shall be corrected at the time of inspection, as practicable.

(b) For all food establishments except food processing plants and homesteads, if a priority item violation and/or a priority foundation violation is found during an inspection and cannot be corrected immediately and permanently in the presence of the inspector, the applicant or licensee shall:

(1) Agree to temporarily correct the priority item violation and to permanently correct it in a specified time frame, not to exceed 10 calendar days after the inspection; or

(2) Complete a CAP in the presence of the inspector in accordance with 1204.5.03 (He-P 2305.03) Repeat violations of the same code #violation will be placed in a corrective action plan, or a Risk Control Plan for repeat risk factor violations and lack of proper public health interventions

(c) For all food establishments except food processing plants and homesteads, if a violation of any items in Chapter 4, 5, or 6 of the FOOD CODE is found during an inspection for an initial license or change of ownership license, and it cannot be corrected immediately in the presence of the inspector, the applicant or licensee shall:

(1) Agree to temporarily correct the deficiency and to permanently correct it in a specified time frame, not to exceed 10 calendar days after the inspection; or

(2) Complete a CAP in the presence of the inspector in accordance with 1204.5.03 (He-P 2305.03).

(d) All core items shall be corrected in a timely manner; ~~not to exceed 90 days; unless~~ (a CAP is *may be* completed and accepted by the inspector); not to exceed a 6 month period for corrective action.(ELIMINATE TO ALLOW ADEQUATE TIME FOR CORRECTIONS AND REWORD))

(e) For food processing plants and homesteads, if any violation is found during an inspection and cannot be corrected immediately and permanently in the presence of the inspector, the applicant or licensee shall:

(1) Agree to temporarily correct the violation and to permanently correct it in a specified time frame—Priority items not to exceed 10 calendars days after the inspection
Priority foundation items not to exceed 10 calendar days after the Inspection
Core items shall be corrected in a timely manner, not to exceed 90 days

(2) A CAP may be completed for a core item violation or a priority foundation item, at the discretion of the inspector

1204.5.03(He-P 2305.03) Corrective Action Plan.

(a) When a deficiency identified in the inspection report cannot be corrected either immediately and permanently in the presence of the inspector or permanently within 10 calendar days after the inspection, pursuant to 1204.5.02(b), (c),(d), or (e) (He-P 2305.02(b), (c), or (d)), the licensee shall complete, date, and sign, at the time of inspection, a Corrective Action Plan form provided by the inspector, including:

- (1) How the licensee intends to correct each deficiency;
 - (2) The date by which each deficiency shall be corrected; and
 - (3) What measures will be put in place to ensure that the deficiency does not recur.
- (b) The department shall review and accept each CAP that:
- (1) Achieves compliance with RSA 143, RSA 143-A, and Town 1204(He-P 2300);
 - (2) Addresses all deficiencies and deficient practices as cited in the inspection report;
 - (3) Prevents a new violation of RSA 143, RSA 143-A, or Town 1204(He-P 2300) as a result of the implementation of the CAP; and
 - (4) Specifies the date upon which the deficiencies will be corrected.
- (c) The department shall verify the implementation of any CAP that has been accepted by:
- (1) Reviewing materials submitted by the licensee;
 - (2) Conducting a follow-up inspection; or
 - (3) Reviewing compliance during a renewal inspection.
- (d) If the department finds the licensee to be out of compliance with the CAP by the specified completion date at the time of the next inspection, the department shall:
- (1) Impose applicable fines, in accordance with 1204.6.02(a)(13) (He-P 2306.02(a)(13));
 - (2) Revoke the license in accordance with 1204.6.03(a)(7) (He-P 2306.03(a)(7)); and
 - (3) Deny the application for a renewal of a license, as applicable, in accordance with 1204.4.03(d)(2) (He-P 2304.03(d)(2)).

1204.5.04 RISK CONTROL PLAN AS PART OF THE CAP 1204.5.03(a)-(d)

- (a) The Risk Control Plan will be indicated for repeat violations of the:
- (1) 5 CDC Risk Factors: improper holding temperatures; inadequate cooking; contaminated equipment; food from unsafe sources; and poor personal hygiene and/or

- (2) 5 Key Public Health Interventions: demonstration of knowledge; employee health; controlling hands as a vehicle of contamination; time and temperature parameters for controlling pathogens; and consumer advisory

(b) The Risk Control Plan will identify the risk factors, the uncontrolled process step or CCP, the hazard, the critical limit and the corrective action when the critical limits are not met: to establish active managerial control of the identified uncontrolled/repeat hazards.

(c) The Risk Control Plan delineates what needs to be controlled and how it will be controlled, along with necessary records and responsible personnel. It should also indicate what training is necessary.

1204.6(PART He-P 2306) ENFORCEMENT ACTIONS

1204.6.01(He-P 2306.01) Enforcement Actions and Notice of Right to Appeal.

(a) The department shall impose enforcement actions for violations of RSA 143, RSA 143-A, or Town 1204(He-P 2300), including the following:

- (1) Imposing fines upon an applicant, licensee, or unlicensed individual;
- (2) Denying a license application;
- (3) Revoking a license; or
- (4) Immediately closing the food establishment.

(b) When imposing a fine, denying a license application, or revoking a license, the department shall send to the applicant or licensee a written notice that sets forth:

- (1) The action to be taken by the department;
- (2) The reasons for the action, including the identification of each deficiency as applicable; and
- (3) The right of the applicant or licensee to request a hearing in accordance with RSA 541-A, He-C 200, and 1204.6.04 (He-P 2306.04) prior to the enforcement action becoming final.

(c) No ongoing enforcement action shall preclude the imposition of any remedy available to the department under RSA 143, RSA 143-A, RSA 541-A:30, III, or Town 1204(He-P 2300).

1204.6.02(He-P 2306.02) Administrative Fines.

(a) The department shall impose fines as follows:

- (1) For providing false or misleading information on or with an application, in violation of 1204.4.01(a) (He-P 2304.01(a)), 1204.11.01(a) (He-P 2311.01(a)), or 1204.4.12(a) (He-P 2304.12(a)), the fine shall be \$1,000;

- (2) For failure to operate a food establishment only in the manner in which licensed to do so, in violation of 1204.4.02(j) (He-P 2304.02(j)), the fine shall be \$500;
- (3) For failure to cooperate during an inspection of a food establishment, including but not limited to failing to allow department representatives or inspectors to inspect food establishment premises, vehicles, and records at all times, in violation of 1204.5.01 (He-P 2305.01), the fine shall be \$2,000;
- (4) For failure to notify the department by telephone within 24 hours of any fire or other disaster that jeopardizes the safety or sanitation of food provided in food establishments, in violation of 1204.6.06(a) (He-P 2306.06(a)), the fine shall be \$250;
- (5) For failure to notify the department pursuant to 1204.4.08(a) (He-P 2304.08(a)) at least 30 days prior to a food establishment ownership change, the fine shall be \$500;
- (6) For failure to notify the department pursuant to 1204.4.10(a) (He-P 2304.10(a)) at least 45 days prior to the change of location of a food establishment, the fine shall be \$500;
- (7) For failure to submit a plan for review as required in 1204.4.12(a) (He-P 2304.12(a)), the fine shall be \$300;
- (8) For failure to discard food as required by Food Code 3-701.11, and in the manner instructed to do so by the department, the fine shall be \$500;
- (9) For failure to cease operation upon notification by the department to do so, the fine shall be \$1000. Each day that a license holder fails to cease operation shall be considered a separate offense subject to an additional \$500 fine;
- (10) For failure to cease operation after a license has expired, when an application has been denied, or when a license has been revoked, the fine shall be \$1,000. Each day that a license holder fails to cease operation shall be considered a separate offense subject to an additional \$500 fine;
- (11) For a violation of the same priority item on more than 2 consecutive inspections, the fine shall be \$500;
- (12) For failure to pay an administrative fine within 30 days of its imposition, or within 30 days of the decision to uphold the imposition of a fine that was appealed, the fine shall be \$500. Each day until the expiration of the current license, that a license holder fails to pay such a fine shall be considered a separate offense subject to an additional \$500 fine;
- (13) For a failure to comply with any CAP or Risk Control Plan that has been accepted by the department, the fine shall be \$500;
- (14) For operation of a food service establishment without obtaining a food service license, as required by RSA 143-A:4, the fine shall be \$1,000. Each day that a food establishment operates without a license shall be considered a separate offense subject to an additional \$500 fine;

- (15) For failure to submit a HACCP plan for review if required by the department in accordance with 1204.4.13 (He-P 2304.13), the fine shall be \$500;
- (16) For failure to display a valid license, in accordance with 1204.4.02(I) (He-P 2304.02(I)), the fine shall be \$200;
- (17) For failure of an applicant, owner, or person in charge to be present at the time of inspection and demonstrate the knowledge required by section 2-102.11 of the Food Code which are pertinent to the risks inherent to the specific food establishment, in violation of 1204.5.01(e) ((He-P 2305.01(e)), the fine shall be \$250; and
- (18) For violating a variance approved in accordance with 1204.4.14 (He-P 2304.14), the fine shall be \$500.
- (b) Each day that an individual or licensee continues to be in violation of the provisions of RSA 143, RSA 143-A, or Town 1204(He-P 2300) shall constitute a separate violation and shall be fined in accordance with this section.
- (c) Payment of any imposed fine to the department shall meet the following requirements:
- (1) Payment shall be made in the form of check or money order made payable to the "Town of Exeter" in the exact amount due;
 - (2) Money order, or certified check shall be required when an applicant or licensee has issued payment to the department by check, and such check was returned for insufficient funds; and
 - (3) Any payment made to the department by check which is returned for insufficient funds, and which an individual, applicant, or licensee has not made good by submitting money order or certified check within 2 business days of notification by the department, including any penalty assessment allowed by RSA 6:11-a, shall be grounds for revocation of the license.

1204.6.03(He-P 2306.03) Denial or Revocation of a License.

- (a) The department shall deny an application or revoke a license if:
- (1) The operation of the licensed establishment immediately endangers public health or safety;
 - (2) An applicant or licensee has failed to pay any applicable fee in accordance with 1204.4.05 (He-P 2304.05) or any administrative fine imposed under 1204.6.02 (He-P 2306.02) or any other court authorized sanction or fee;
 - (3) An applicant or a licensee has had a check returned to the department for insufficient funds and has not re-submitted the outstanding fee and additional charges in the form of money order or certified check within 2 business days of notification by the department;
 - (4) After being notified of and given an opportunity to supply missing information, an applicant or licensee fails to submit an application that meets the requirements of 1204.4.02(c) (He-P 2304.02(c));

(5) An applicant, licensee or any representative or employee of the applicant or licensee:

- a. Provides false or misleading information to the department;
- b. Prevents or interferes, or fails to cooperate with any inspection or investigation conducted by the department; or
- c. Fails to provide, upon request, information or documents to the department;

(6) There is a deficiency identified in the inspection report and the applicant or licensee does not either correct it or complete a CAP in accordance with 1204.5.02(b) or (c) (He-P 2305.02(b) or (c));

(7) The licensee fails to implement or continue to implement a CAP that has been accepted by the department in accordance with 1204.5.03(d) (He-P 2305.03(d));

(8) The licensee is cited 2 or more times under RSA 143, RSA 143-A, or Town 1204(He-P 2300) for the same critical/priority violation within the last 12 months or the last 5 inspections;

(9) A licensee has had a license revoked and submits an application during the 3-year prohibition period specified in (b) below; and

(10) A food establishment fails to implement an approved HACCP plan in accordance with 1204.4.13 (He-P 2304.13);

(b) When a food establishment's license has been denied or revoked, the applicant or licensee shall be prohibited from reapplying for a food establishment license for 3 years at a different location, if the enforcement action pertained to their role in the food establishment.

(c) The 3-year period referenced in (b) above shall begin on:

(1) The date of the department's decision to revoke or deny the license, if no request for an administrative hearing is requested or if the request is withdrawn; or

(2) The date a final decision upholding the action of the department is issued, if a request for a hearing is made and a hearing is held.

(d) Notwithstanding (b) and (c) above, the department may consider an application submitted after the decision to revoke or deny becomes final, if the applicant provides proof that circumstances have changed and that the applicant has obtained the requisite degree of knowledge, skills and resources necessary to maintain compliance with the provisions of RSA 143, RSA 143-A, and Town 1204(He-P 2300).

(e) Reapplication for a license after revocation, pursuant to RSA 143-A:6, I, shall require submission of:

(1) A written application for a license to the department, completed in accordance with 1204.4.01 (He-P 2304.01);

(2) A corrective action plan, completed in accordance with 1204.5.03 (He-P 2305.03); and

(3) Written proof that subsequent to the revocation, the person in charge has taken and passed a food safety class that meets the standards of The Conference for Food Protection.

1204.6.04(He-P 2306.04) Request for an Administrative Hearing.

(a) An applicant or licensee shall have 10 calendar days after receipt of the notice of an enforcement action to request in writing a hearing to contest the action.

(b) If a written request for a hearing is not received pursuant to (a) above, the applicant or licensee waives his right to a hearing and the action of the department shall become final.

(c) Hearings under this section shall be conducted in accordance with RSA 541-A and He-C 200.

(d) For administrative fines, the fines shall be paid to the department no later than 30 days from the receipt of the notice, unless a hearing has been requested.

1204.6.05(He-P 2306.05) Effect of Denial of License Application, Revocation of License, or Expired License.

(a) Any applicant who has been denied a license or renewal license shall not operate or shall cease operation of the food establishment for which the license or renewal license was denied within 10 calendar days after receipt of the denial notice, unless a timely appeal is submitted.

(b) If a license is revoked by the department, the food establishment shall cease operation of the food establishment within 10 calendar days after receipt of the revocation notice, unless a timely appeal is submitted.

(c) If a food establishment is subject to immediate closure as defined in RSA 143:5-a, the food establishment shall immediately cease operation pending reinspection and pursuant to the adjudicative proceedings provisions of RSA 541-A.

(d) If a license expires without a timely application for renewal having been made, the food establishment shall immediately cease operation of the food establishment.

1204.6.06(He-P 2306.06) Closure.

(a) A licensee shall immediately discontinue operations and notify the department at 603-773-6132, or if at night or during weekends at 603-772-1212, if an imminent health hazard may exist because of an emergency such as, but not limited to:

- (1) Interruption of water service that lasts for 2 or more hours;
- (2) Whenever a drinking water sample is found to have E.coli bacteria or exceed the MCL for nitrates or nitrites described by 1204.4.06(f) (He-P 2304.06(f));
- (3) A failed sewer system or a sewage backup into the food establishment;
- (4) Interruption of electrical service for 2 or more hours;

- (5) A fire affecting a food establishment;
- (6) Flooding in a food establishment;
- (7) Chemical exposure in a food establishment;
- (8) Any other natural disaster or catastrophic event that could result in contamination of the food supply;
- (9) An employee has been found to be infected with a communicable disease as described in Food Code subparagraph 2-201.11 (A)(2); or
- (10) Any other severe unsanitary conditions that threaten to contaminate the food establishment and its food supply.

(b) A licensee shall not be required to discontinue operations in an area of the food establishment that is unaffected by the imminent health hazard.

(c) If operations are discontinued as specified in (a) above, the licensee shall obtain approval from the department before resuming operations.

(d) The department shall approve the resumption of operations if the imminent health hazard no longer exists or the licensee has offered a plan to mitigate all threats to health and safety

(e) The failure to include other violations, practices, circumstances, or events in this section shall not be construed as a determination that other violations, practices, circumstances, or events are not or shall not be considered an imminent health hazard.

(f) The commissioner's (Exeter Health Department) order of an immediate closure of a food establishment shall be in accordance with the provisions of RSA 143:5-a.

1204.7(PART He-P 2307) EMPLOYEE HEALTH

1204.7.01(He-P 2307.01) Suspected or Confirmed Foodborne Disease Outbreaks.

(a) Pursuant to RSA 141-C:9, II, during a suspected or confirmed foodborne disease outbreak, as determined by the department, all food employees in the implicated food establishment shall submit biological specimens upon department request.

(b) During a suspected or confirmed foodborne disease outbreak, as determined by the department, any food employee who has had any of the symptoms specified in Food Code subparagraph 2-201.11 (A)(1) within the previous 2 weeks shall be excluded from work until the appropriate biological specimens requested by the department under RSA 141-C:9, II, are submitted and found to be negative.

1204.7.02(He-P 2307.02) Reporting by the Person in Charge.

(a) The person in charge shall notify the department's bureau of communicable disease control at 603-271-4496, or if at night or during weekends at 603-271-5300; the person in charge will also notify the Exeter Health Department at 603-773-6132, of a food employee, or a person who applies for a job as a food employee, who is diagnosed with, or suspected of having, an illness or condition specified in Food Code subparagraph 2-201.11 (B), including:

- (1) Jaundiced;
- (2) Norovirus;
- (3) Hepatitis A virus;
- (4) Shigella spp.;
- (5) Enterohemorrhagic or shiga toxin-producing Escherichia coli; or
- (6) Salmonella Typhi.

(b) The person in charge shall report infectious and communicable disease as required by He-P 301 Communicable Disease rules, as applicable.

1204.8(PART He-P 2308) SPECIAL REQUIREMENTS FOR BED AND BREAKFAST FACILITIES

1204.8.01(He-P 2308.01) Application Requirements. Food service establishments applying for a license as a bed and breakfast facility shall comply with all of the application requirements of 1204.4.01 (He-P 2304.01), except that they shall not be required to submit a plan review application as required under 1204.4.01(a)(5) (He-P 2304.01(a)(5)) and wastewater items as required under 1204.4.01(a)(4) (He-P 2304.01(a)(4)) and 1204.4.07(He-P 2304.07).

1204.8.02(He-P 2308.02) Basic Requirements. A bed and breakfast facility shall comply with 1204.2 through 1204.7 (He-P 2302 through He-P 2307), however the following exceptions to the Food Code shall apply:

- (a) Commercial equipment shall not be required;
- (b) The kitchen shall be equipped with either:
 - (1) A 2-compartment sink; or
 - (2) A residential model dishwasher and a one-compartment sink;
- (c) A sink used for food preparation shall not be required to be equipped with an indirect wasteline;
- (d) A backflow device shall not be required for kitchen sinks provided with a spray hose;
- (e) Coved base at the juncture of the floor and wall shall not be required;
- (f) Only those bathrooms which open directly into the kitchen or into any hallway leading into the kitchen shall be required to have self-closing doors and mechanical ventilation;
- (g) The kitchen shall not be required to be separated from any living area or sleeping area by complete partitioning or solid, self-closing doors; and
- (h) Laundry facilities shall:
 - (1) Be allowed in the kitchen; and

(2) Not be used during processing, preparing, serving, or packaging of foods related to the business.

1204.8.03(He-P 2308.03) Sanitization. Dishes, utensils, and food contact equipment and surfaces shall undergo sanitization as required in Food Code 4-703.11, except that sanitization, if done in the 2 compartment sink, shall occur in the second compartment after the dishes, utensils, and food contact equipment have been rinsed with clean water.

1204.9(PART He-P 2309) SPECIAL REQUIREMENTS FOR FOOD PROCESSING PLANTS

1204.9.01(He-P 2309.01) Application Requirements. Food service establishments applying for a license as a food processing plant shall:

- (a) Comply with all of the application requirements described in 1204.4.01 (He-P 2304.01);
- (b) Submit with their application a list of all food products to be produced in the food processing plant; and
- (c) Submit a HACCP plan as part of the application as required by 1204.4.13 (He-P 2304.13).

1204.9.02(He-P 2309.02) Basic Requirements. Food processing plants shall:

- (a) Provide an updated list of food products to the department whenever new products are added;
- (b) If thermally processing and packaging low-acid foods in hermetically sealed containers, comply with applicable federal regulations under the Code of Federal Regulations in 21 CFR 113 and 21 CFR 110;
- (c) If processing acidified foods, comply with applicable federal regulations under Code of Federal Regulations in 21 CFR 114 and 21 CFR 110; and
- (d) Maintain production records and distribution records of all products produced.

1204.9.03(He-P 2309.03) Food Processing Plant Standards.

- (a) Those food establishments licensed as food processing plants shall be exempt from the requirements of the Food Code and shall instead comply with the requirements in this section.
- (b) All food shall be from an approved source-as defined 1204.1.01(b)(1)(2)(3)
- (c) All food products shall be stored in original containers. If food products are removed from the original container, they shall be stored in labeled and closed containers. Containers shall be of a material that will not cause the food to become adulterated.
- (d) All food shall be in sound condition, free from spoilage, filth, or other contamination, and shall be safe for human consumption.
- (e) All TCS food shall be refrigerated at 41°F or lower, or held at 135°F or higher, to control bacterial growth.

- (f) Food storage facilities shall be kept clean and located to protect food from unsanitary conditions or contamination from any source at all times.
- (g) The floors, walls, ceilings, utensils, machinery, equipment, and supplies in the food preparation area and all vehicles used in the transportation of food shall be kept thoroughly clean.
- (h) All food contact surfaces shall be kept clean and undergo sanitization as frequently as necessary to protect against contamination of food—maximum 4 hour intervals
- (i) All food contact surfaces shall be easy to clean, smooth, nonabsorbent, and free of cracks or open seams. Sanitation shall comply with applicable federal regulations under the Code of Federal Regulations in 21 CFR:110.
- (j) All food shall be protected against insects and rodents at all times. Outside doors, windows, and other openings shall be fitted with screens and self-closing doors, if not otherwise protected. No dogs, cats, or other pets shall be allowed in the room where food is prepared or stored.
- (k) All garbage and refuse shall be kept in containers and removed from the premises regularly to prevent insects and rodents, offensive odors, or health or fire hazards. Garbage and refuse containers shall be durable, easy to clean, insect- and rodent-resistant, and of material that neither leaks nor absorbs liquid.
- (l) Employees shall be free from contagious or communicable diseases, sores, or infected wounds, and shall keep their hair covered and restrained.
- (m) Employees shall keep themselves and their clothing clean. Hands shall be washed as frequently as necessary to maintain good sanitation.
- (n) Employees shall not smoke while handling or preparing food or in food preparation or storage areas.
- (o) All establishments shall have an adequate supply of hot and cold potable water under pressure from an approved source.
- (p) All establishments shall have toilet facilities, which do not open directly into food processing areas, equipped with a hand washing lavatory, complete with hot and cold potable water under pressure and hand soap. A supply of sanitary towels or a hand-drying device providing heated air shall be conveniently located near the hand-washing facility.
- (q) Poisonous or toxic materials shall be stored so they cannot contaminate food, equipment, utensils, linens, and single-service, and single-use articles.
- (r) Hand sinks shall be conveniently located to all food processing areas.
- (s) Adequate lighting shall be provided where food is stored, processed, or examined
- (t) Adequate ventilation shall be provided to eliminate objectionable odors and vapors, including steam and constructed in such a manner as to avoid possible contamination.
- (u) Food processing plants shall comply with all provisions of the state plumbing code as included as part of the state building code defined in RSA 155-A:1, IV, as amended by the Building Code Review Board pursuant to RSA 155-A:10, V.

1204.9.04(He-P 2309.04) Labeling of All Packaged Foods. All packaged food shall bear a label showing:

- (a) The common or usual name of the product;
- (b) The name and address of the manufacturer's, packer's, or distributor's business which shall:
 - (1) In the case of an individual, partnership, or association be the name under which the business is conducted;
 - (2) In the case of a corporation, be the name of the parent corporation; or
 - (3) Where the food is not processed by the person whose name appears on the label, the name on the label shall be qualified by a phrase which reveals the connection such a person has with the food, including but not limited to, "Manufactured for _____", "Distributed by _____", or any other wording which expresses the facts;
- (c) The ingredients in descending order of predominance by weight; and
- (d) The net weight, volume, or numerical count in both U.S. customary and metric; and
- (e) A product code which includes date of manufacture, container size, and product lot or batch number to aid in a recall of product in case of a public health hazard; and
- (f) **Allergen information ie; WHEAT, SOY ...((NEW ADD REQUIRED BY CODE))**
- (g) **Directions as needed; reheat, refrigerate, cook....((NEW REQUIRED BY CODE))**

1204.9.05(He-P 2309.05) Recall Procedure.

(a) The food processing plant shall develop and maintain on file a written procedure for the recall of their product, including procedures for the notification of the department and consumers and the removal of the product from commerce.

(b) Production and distribution records shall be used to enable location of products if a recall is initiated.

(c) A food processing plant shall recall any product which the food processing plant or the department knows or has reason to believe might adversely affect the health and safety of the public.

(d) A food processing plant that knows that the standard of quality has been violated or has reason to believe that circumstances exist which might adversely affect the safety of the product shall notify the department within 24 hours of learning of the violation or circumstances.

(e) Circumstances in (d) requiring notification shall include, but are not limited to, source contamination, spills, accidents, natural disasters, or breakdowns in treatment processes.

(f) If the department determines that the circumstances present an imminent health hazard and that consumer notification and/or product recall can significantly minimize the threat to health and safety of the public, the department shall advise the food processing plant to initiate a product recall.

(g) In cases of a product recall, the food processing plant shall disseminate notification of the recall to all wholesale and retail outlets to which the product was distributed.

(h) If directed by the department, the food processing plant shall issue notification to consumers who might be affected by the recall using such methods, including the media, as will assure timely notification to the consumers.

1204.10(PART ~~He-P-2310~~) SPECIAL REQUIREMENTS FOR LEVEL ONE AND LEVEL TWO
HOMESTEADS PRODUCING FOOD IN A RESIDENTIAL NON-COMMERCIAL
KITCHEN((ELIMINATE REFERENCE NOT ACCURATE))

1204.10.01(~~He-P-2310.01~~) Application Requirements. ((ELIMINATE REFERENCE))

(a) Food service establishments applying for a license as a level one or level two homestead shall comply with all of the application requirements of 1204.2.04 (He-P 2302.04) except that they shall not be required to submit the plan review application required under 1204.4.01(a)(5) (He-P 2304.01(a)(5)) and wastewater items required under 1204.4.01(a)(4) (He-P 2304.01(a)(4) and 1204.4.07(He-P 2304.07).

(b) Level One Homestead license holder-offers product only at a farm stand, farmers' market or from the holder's residence/Class H-1 license

(c) Level Two Homestead license holder-may offer product to other food establishments and retail food stores, as well as farmers markets, farm stands, or license holder's residence/Class D-4 license

(d) Finished product label

1204.10.02(He-P 2310.02) Approved Products. Only the following food products shall be produced and sold from a homestead:

(a) Baked items, including, but not limited to, breads, rolls, muffins, cookies, brownies, and cakes;

(b) Double-crust fruit pies;

(c) Candy and fudge;

(d) Packaged dry products, which include, but are not limited to, spices and herbs;

(e) Acid foods, including, but not limited to, vinegars and mustards; and

(f) Jams and jellies-process review required(1204.10.06/He-P 2301.05)

1204.10.03(He-P 2310.03) Prohibited Products. License holders producing food in a homestead shall not produce or sell TCS food, including any food which requires refrigeration.

1204.10.04(He-P 2310.04) Basic Requirements.

(a) Homesteads shall comply with all requirements of Town 1204.9.04(He-P 2309.04) and 1204.9.05(He-P 2309.05) regarding labeling of products and recall of products respectively.

(b) Homesteads shall label each product with the following statement: "This product is made in

a residential kitchen". Labels shall contain ingredients list in order, Name and address for identification, as (a) above

- (c) Level Two Homesteads selling to retail shall also submit:
- (1) Copies of all finished product labels
 - (2) A list of sources of all ingredients to be used
 - (3) A flow chart describing the manufacturing steps for each product to be made
 - (4) A description of how each product is packaged; and
 - (5) A description of the records that are maintained during production including but not limited to temperatures and pH readings, where applicable

1204.10.05(He-P 2310.06) Homestead Standards.

(a) Those food establishments licensed as homesteads shall be exempt from the requirements of the Food Code, and shall instead comply with the requirements of 1204.9.03(He-P 2309.03) and the requirements in this section.

(b) Commercial equipment shall not be required.

(c) The kitchen shall be equipped with either:

- (1) A 2-compartment sink; or
- (2) A residential model dishmachine and a one-compartment sink.

(d) A sink used for food preparation shall not be required to be equipped with an indirect wasteline.

(e) A backflow device shall not be required for kitchen sinks provided with a spray hose.

(f) Coved base at the juncture of the floor and wall shall not be required.

(g) Only those bathrooms which open directly into the kitchen or into any hallway leading into the kitchen shall be required to have self-closing doors and mechanical ventilation.

(h) The kitchen shall not be required to be separated from any living area or sleeping area by complete partitioning or solid, self-closing doors.

(i) Laundry facilities shall:

- (1) Be allowed in the kitchen; and
- (2) Not be used during processing, preparing, serving, or packaging of foods related to the business.

1204.10.06(He-P 2310.05) Process Review Required

(a) Level One or Level Two homesteads producing foods listed in 1204.10.02(f) that do not use recipes approved by the National Center for Home Food Preservation shall comply with the following:

- (1) A process review shall be conducted by a food processing authority on each product prior to its being produced by the license holder. If the food processing authority declares in writing that there are no biological concerns with the food after evaluating the scheduled process, the food shall be allowed to be produced;
- (2) License holders shall keep records of all pHs on file and available for review by the regulatory authority upon request;
- (3) A process review shall be conducted for a product that has been previously tested if the ingredients are altered or the process changes;
- (4) License applicants shall submit process review documentation with the license application in accordance with Town 1204.10.01;
- (5) License holders shall keep all process review information on file and available for review by the regulatory authority upon request.

1204.11(PART He-P 2312) OUT-OF-STATE FOOD PRODUCERS IN RESIDENTIAL, NON-COMMERCIAL KITCHENS

1204.11.01(He-P 2312.01) Registration of Out-of-State Producers in Residential, Non-Commercial Kitchens.

(a) All applicants registering their products in accordance with RSA 143:29 shall submit the following to the department:

- (1) A completed "Application for Registration of Out-of-State Producers in Residential, Non-Commercial Kitchens" (OSPAPP, 01-01-11);
- (2) One of the following:
 - a. A copy of a sanitary inspection conducted within the previous 12 months by the regulatory authority with jurisdiction;
 - b. A letter from the regulatory authority confirming compliance with local regulations;
or
 - c. A health certificate for the facility issued within the previous 12 months; and
- (3) A fee in the amount of \$25, pursuant to RSA 143:29, payable by check or money order, in the exact amount of the fee made payable to the "Town of Exeter".

1204.11.02(He-P 2312.02) Processing of Registrations.

(a) The registration application required by 1204.11.01(He-P 2312.01) shall be processed in accordance with RSA 541-A:29.

(b) If the registration application does not contain all of the items required by 1204.11.01(He-P 2312.01), the department shall:

(1) Not process the registration application; and

(2) Notify the registrant in writing that all required items shall be submitted within 30 days in order for the registration application to be processed.

(c) If all the items required by 1204.11.01(He-P 2312.01) are received, the application shall be deemed to be complete.

1204.11.03(He-P 2312.03) Registration Issuance and Duration.

(a) A registration shall be issued if the registration application meets the requirements of 1204.11.01(He-P 2312.01).

(b) All registrations shall remain in effect until the first day of January of the year following issuance unless revoked prior to that date.

(c) Registrations shall not be transferable with respect to persons or locations.

1204.11.04(He-P 2312.04) Denial of Registration Applications. The department shall deny a registration application when the application submitted is incomplete and any information requested in accordance with 1204.11.02(b) ((He-P 2312.02(b)) is not provided.

1204.11.05(He-P 2312.05) Renewal of Registrations.

(a) Registration applications for renewal of registrations shall be completed as required in 1204.11.01(He-P 2312.01).

(b) There shall be no fee for renewal of registrations.

(d) Registration renewal applications shall be processed and issued or denied in accordance with 1204.11.02(He-P 2312.02) through 1204.11.04(He-P 2312.04).

*****NEW SECTION TO BE ADDED TO CONFORM TO WHAT IS ACTUALLY DONE*****

1204.12 TEMPORARY FOOD SERVICE EVENT PERMIT REQUIREMENTS

RSA143-A:3 VIII “Temporary food service establishment means any food service establishment which operates at a fixed location for a temporary period of time not to exceed 2 weeks, in connection with a fair, carnival, circus, public exhibition, or similar transitory gathering”

The event may be held indoors or outdoors. Vendor types may include, but not limited to one selling or offering any prepared, prepackaged potentially hazardous or non-hazardous foods, as well as cooking.

The *Coordinator* of the event must submit a completed *Coordinator’s Application* at least one month prior to the event to the Exeter Health Department.

All *vendors* must submit a completed *Temporary Food Service Application* at least 14 days prior to the event to the Exeter Health Department.

Applications not received in the Health Department by the deadline date will not be considered for permitting.

Vendor and event requirements may include, but not limited to the following; having a current food service license, commissary agreement, foods from an approved source, hand wash station, ground covering, overhead protection, food thermometers, sanitize solution, hot/cold hold equipment, single service customer items, extra utensils, disposable gloves, garbage and trash disposal. This is not a complete listing.

The Health Department may impose additional requirements to protect against a health hazard related to the conduct of the temporary food service establishment, prohibit the sale of some or all potentially hazardous foods, and when no health hazard will result, may modify requirements of the regulations when warranted.

PART He-P 2313-He-P 2331 RESERVED

PART He-P 2350 NEW HAMPSHIRE COLD STORAGE RULES

1204 Town Health Ordinance Sanitary Production and Distribution of Food

Adopted 08-12-1998

Revised 09-11-2001

Revised 09-2003

Revised/renumbered 01-2011

Revised -2014

APPENDIX

RULE	STATUTE RULE IMPLEMENTS
He-P 2301.01	RSA 143-A; RSA 143-A:3
He-P 2302.01	RSA 143-A:4; RSA 143-A:5; RSA 143-A:12, II
He-P 2302.02	RSA 143-A:5-a
He-P 2303.01	RSA 143-A:9, V
He-P 2304.01	RSA 143-A:6, I, V
He-P 2304.02	RSA 143-A:4, II; RSA 143-A:6, I-V
He-P 2304.03	RSA 143-A:6, I-V
He-P 2304.04	RSA 143-A:9, I; RSA 143-A:12, II
He-P 2304.05	RSA 143-A:6, V; RSA 143-A:9, I-a; RSA 143-A:13, V
He-P 2304.06	RSA 143:3; RSA 143-A:9, V
He-P 2304.07	RSA 143:3; RSA 143-A:9, V
He-P 2304.08	RSA 143-A:6; RSA 143-A:9, V
He-P 2304.09	RSA 143-A:6; RSA 143-A:9, V
He-P 2304.10	RSA 143-A:6; RSA 143-A:9, V
He-P 2304.11	RSA 143-A:6; RSA 143-A:9, V
He-P 2304.12	RSA 143-A:9, V
He-P 2304.13	RSA 143-A:9, V
He-P 2304.14	RSA 143-A:9, V
He P 2304.15	RSA 143-A:9, V
He-P 2305.01	RSA 143:4; RSA 143-A:6
He-P 2305.02	RSA 143:4; RSA 143-A:6
He-P 2305.03	RSA 143:4; RSA 143-A:6
He-P 2306.01	RSA 143:5-a; RSA 143-A:6; RSA 143-A:7; RSA 143-A:9-a, I
He-P 2306.02	RSA 143:7-a; RSA 143-A:10-a
He-P 2306.03	RSA 143-A:6; RSA 143-A:7; RSA 143-A:9-a, I
He-P 2306.04	RSA 143-A:9, IV-c
He-P 2306.05	RSA 143-A:4; RSA 143-A:6; RSA 143-A:11
He-P 2306.06	RSA 143:5-a; RSA 143-A:9, V
He-P 2307.01	RSA 141-C:9, II; RSA 143:5
He-P 2307.02	RSA 141-C:6, III
He-P 2308.01 – He-P 2308.03	RSA 143-A:9, V
He-P 2309.01 – He-P 2309.05	RSA 143-A:9, V
He-P 2310.01 – He-P 2310.05	RSA 143-A:12-13
He-P 2311.01 – He-P 2311.05	RSA 143:29

Town of Exeter	Policy Number 06-01	Adopted by Board of Selectmen
Subject: Delegating to the Town Manager the authority to Issue Certain Permits	Adoption Date: September 18, 2006 Revision Date: Effective Date:	Supersedes:

1.0 Purpose of the Policy:

2.0 Departments Affected:

All Departments

3.0 Definitions:

4.0 Policy:

1. It is recognized that the Board of Selectmen are responsible for the issuance of certain permits under the New Hampshire state statutes.
2. As a practical matter, the Town Manager may issue temporary approval for permits for the following activities, and in the absence of the Town Manager, the ranking member of the Board of Selectmen shall have approval authority pursuant to this policy. The Board of Selectmen will be notified of the temporary approval at their next regular meeting under the permits section of the agenda:

Banners across Water Street
Plywood Signs and Poster Board Signs
Structures on Sidewalk, Blocking Off Streets, and Blocking Off Parking Spaces
Road Races, Raffles, Walkathons, and Parades
Pyrotechnics (Fireworks)
Auctions
Block Parties

3. Permit requests for the following must be approved at regular meetings of the Board:

Use of Town Hall or Town Office (NOTE in extreme circumstances the Town Manager is authorized to approve these permits).

4. Prior to approval, the Town Manager will make certain all conditions have been met for any permit, such as a fee being paid, certificate of insurance provided, and that any necessary department approvals are obtained, such as the Police Department for road races/walkathons, etc..

5. If an issue has been raised regarding a permit, the Town Manager shall not issue the permit but it shall be referred back to the Board of Selectmen for their review and action.

5.0 Procedures:

6.0 Severability:

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

Town of Exeter	Policy Number 06-01	Adopted by Board of Selectmen
Subject: Permits Issued Under Authority of the Selectboard	Adoption Date: September 18, 2006 Revision Date: August, 2014 Effective Date:	Supersedes:

1.0 Purpose of the Policy:

The purpose of this policy is to create an efficient, workable permitting process for those permits issued under the authority of the Selectboard.

2.0 Departments Affected:

Town Manager, Police, Public Works, Parks/Recreation, General Government, Fire/EMS

3.0 Definitions:

4.0 Policy:

1. It is recognized that the Board of Selectmen (Selectboard) are responsible for the issuance of certain permits under the New Hampshire state statutes.
2. The Town Manager shall act as permit designee for the following property use and activity permits, and in the absence of the Town Manager, the ranking available member of the Selectboard shall act as designee.
 - a. Plywood Signs and Poster Board Signs (ref: Use of Town Property Policy)
 - b. Use of Bandstand (ref: Use of Town Property Policy)
 - c. Structures on Sidewalk, Blocking Off Streets (Road Closures), and Blocking Off Parking Spaces, Extended Parking, Winter Overnight Parking (Pleasant Street only)
 - d. Road Races, Walkathons, and Parades (RSA 286:2, Town Ordinance Section 807)
 - e. Raffles (RSA 287 A-7)
 - f. Pyrotechnics (Fireworks) (RSA 160-B:7, Town Ordinance 805)
 - g. Auctions (Town Ordinance Section 808)
 - h. Block Parties (RSA 41:11-a)
 - i. Use of Town Office (ref: Use of Town Property Policy)
 - j. Use of Town Hall (ref: Use of Town Property Policy)
 - k. Solicitation/Peddler/Vending (RSA 31:102-a, Town Ordinance Section 802)
 - l. Temporary Signs in Public Right of Way (Town Ordinance Chapter 5)
3. Should the Town Manager deny any of the permits listed above, those aggrieved may appeal to the Selectboard at their next regular meeting. All permit requests shall conform to the ordinances, rules, and regulations of the Town.



- Prior to approval, the Town Manager will ensure all conditions have been met for any permit, such as a fee being paid, a certificate of insurance provided, and that any necessary department approvals are obtained, such as the Police Department for road races/walkathons, etc..
- The Parks/Recreation Department shall issue property use permits for the Senior Center in accordance with the rules and regulations for use of the Senior Center.
- A monthly report will be provided to the Selectboard for all permits issued in the prior month under this policy.
- The Board may review or amend this policy at its discretion.

5.0 Procedures:

1. The Town Manager's Office, on behalf of the Selectboard, will administer permit issuance through the Executive Assistant.
2. Where practical applications will be made available through the Town's website, exeternh.gov.
3. All permit applications will be reviewed to ensure compliance with federal, state and local regulations.
4. No road closure permit will be issued without at least a five (5) working day notice to the Town.
5. No fee waivers will be considered for use of town facilities, including the Town Hall, unless the organization requesting the waiver is a certified not for profit agency. The Town may require proof of this certification. Non payment of fees may result in future denial of use of a town facility.

6.0 Severability:

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

Permit Approvals

RSA 41:8 states that the selectmen shall manage the prudential affairs of the town and perform the duties by law prescribed.

Other Specific ^{Statutory}~~Statutory~~ Duties of the Selectmen

Regulation of town highways and commons RSA 41:11
(Includes setting speed limits, enacting winter storm parking controls, road closures and regulating sidewalks and bridges.)
Licensing; Community Events RSA 31:100.
Transient vendors RSA 31:102-a.
Parades and other types of shows RSA Chapter 286.
Manage and regulate use of town property RSA 41:11-a.

Town Ordinances

Section 502.2D - Banners and flags to be approved by Selectmen
Section 502 - waivers from sandwich board sign requirements to be approved by Selectmen
Section 805.1 - Fireworks shows permit issued by Selectmen
Section 807 - Parade permits issued by Selectmen
Section 807.3 - Competitive Races require written approval by Selectmen

**Town Facilities / Permits
July & August 2014**

Date	Event Hours	Facility/Permit	Group	Purpose
7-5 through 7-13	7-11@7pm / 7-12@1pm & 7pm / 7-13 @ 1pm	Town Hall	Oyster River Players	Play - Carousel
7/7	7 - 9pm	Bandstand	Brass Band	Music
7/14	7 - 9pm	Bandstand	Brass Band	Music
7/15	6 - 9:30pm	Town Hall	Seacoast Wind Ensemble	Concert
7/16 & 7/17	9am - noon	Peddling	Gideon	Distribution of flyers
7/17	6-9pm	Town Hall	Seacoast Photography Group	Meeting
7/19	8am - 1:30pm	Parking spaces	Annie's Angels	Book sale
7/21	7 - 9pm	Bandstand	Brass Band	Music
7/22	6 - 9:30pm	Town Hall	Seacoast Wind Ensemble	Concert
7/28	7 - 9pm	Bandstand	Brass Band	Music
8/16	8-10am	Road	MDA Boot Drive	Fundraiser
8/21	6-9pm	Town Hall	Seacoast Photography Group	Meeting
8/23	10am - 6pm	Town Hall	Exeter Republican Committee	Voter Education
8/30	8am - 7pm	Town Hall/Bandstand/Parking	Kiwanis	UFO Festival

**Town Facilities / Permits
June 2014**

Date	Event Hours	Facility/Permit	Group	Purpose
6/6/14	6-11pm	Town Hall	Parks and Rec.	Building Tour
6/7/14	8am-2pm	Town Hall	GFWC	Yard Sale
6/8/14	8am-12pm	Road Permit	Loco Sports	5k
6/10/14	6:30-7:30pm	Town Hall	DPW W&S	Public Information
6/10/14	5-8pm	Block Parking Spaces	Boy Scouts 322	Collecting old flags
6/14/14	8am-12pm	Road Permit	Exeter Firefighter Assoc.	Boot Drive
6/14/14	11:30am-2pm	Town Hall	Schwartz/Fay	Wedding
6/14/14	3:30-9pm	Town Hall	Parks and Rec.	Movie Camp
6/17/14	5:30-9pm	Town Hall	Relaxed Homeschoolers	Talent Show
6/19/14	6-9pm	Town Hall	Seacoast Photography Group	Monthly Meeting
6/24/14	4:30-8:30pm	Road Permit	Exeter Classic	Bike Race
6/30/14	6:30-9:30pm	Town Hall	Brass Band	Rain Shelter



TOWN OF EXETER

DRAFT

TERMS AND CONDITIONS FOR USE OF TOWN HALL

PURPOSE:

It is the desire of the Exeter Board of Selectmen that the Town Hall be a place that will be used by Exeter-based educational, cultural, civic, philanthropic, and social organizations, both for-profit and non-profit. **It is the intent that these facilities are not to be used for individual purposes and functions.** As well as, the Town Hall meet fire and safety codes and are handicapped accessible.

TERMS AND CONDITIONS:

1. Applications are to be made at the Selectmen's Office at least three (3) weeks in advance. The Lessee agrees to conform to all Town of Exeter rules, regulations, codes, and statutes.
2. The 'name of applicant' as requested on the application indicates the person completing the documentation for the event. This person is required to be an Exeter resident and **will be held responsible for payment of additional charges, custodial or otherwise, should the organization or contact person listed on the application not pay said charges.** The 'contact name' as requested on the application (if different than the 'name of applicant') indicates the person that will be coordinating the event and will be available at the telephone numbers listed to answer any questions that may arise regarding the event.
3. **Groups of 200 or more are required to have an Exeter police officer present** unless this requirement is specifically waived by Town Administration and/or the Police Department. Police coverage, when required, is to be requested/coordinated by the applicant directly with the Exeter Police Department (772-1212).
4. The Lessee shall indemnify and hold the Town of Exeter harmless for damage to persons and property resulting from the use of the Town Hall facilities by the Lessee and shall, when requested, at its own expense, provide the **Town with a Certificate of Liability Insurance against accident with limits of no less than \$300,000/1,000,000 combined single-limit coverage with the Town of Exeter listed as additionally insured. This Certificate must be delivered to the Town Manager's Office prior to the use of the Town Hall.**
5. The Lessee agrees to obtain all necessary copyright licenses and to defend the Town against all claims arising because of its failure to do so. The Lessee further agrees to hold the Town harmless from all loss, liability, damage, and expenses, including reasonable attorney fees, for which the Town may become liable because of the failure of the Lessee to acquire said copyright license.
6. In the event of a concern that weather or other related cancellation of an event might need to take place it is the responsibility of the designated contact person for the organization reserving the facility to notify the Town Manager's Office during normal office hours (M - F 8:00 am to 4:30 pm) to discuss the options of the situation prior to the event being cancelled. Failure to notify the Town Manager's Office in the timely manner may result in billing for custodial time.
7. Non-profits charging a fee to attend their function will be charged a fee for hall rental. Non-profit groups requesting **room fee waiver must provide** documentation of their non-profit status as part of the application process (official federal or state documentation). **Custodial fees are required for all profit and non-profit functions.**
8. Unless sponsored by an Exeter-based political organization, groups endorsing political candidates are not allowed use of the facilities; however, meetings, presentations or caucuses by municipal party organizations are permitted. This permission does not, however, constitute an endorsement of the group's objectives or philosophy by the Town of Exeter or its Board of Selectmen. Further, the exhibition or display of advertising materials endorsing political candidates is not allowed in Town Facilities.

9. No food or beverages are to be consumed in the Auditorium without specific permission. Food in the Auditorium will require a separate fee (see fee schedule).
10. Payment of room fees and food in auditorium fees, are due at the time of application submission, unless other arrangements have been made with the Town Manager's Office.
11. A custodian is required for all profit and non-profit functions except Town government-related events. The custodian shall be in attendance at least ½ hour prior to the rental period, during the full rental period, and at least ½ hour after the rental period. Dependent on the nature of the event, additional custodian(s) may be required.
12. **Custodian services are charged on a flat rate basis and will be billed separately (see fee schedule).** Custodial charges, if applicable, will be billed to the organization listed on page 3 of the Application, after the event, following completion of custodial services.
13. The Town Hall shall be left in the same condition it was in prior to rental. The Lessee shall be responsible for any and all damages incurred in conjunction with the use of the facility and agrees to compensate the Town for such damage upon presentation of an invoice. The Town reserves the right, depending upon the nature of the event, to charge a security deposit.
14. Smoking and alcoholic beverages are **prohibited** in the building and it shall be incumbent upon the Lessee to enforce these provisions; unless, a temporary Premise License Agreement has been approved.
15. No nails, tacks, staples, transparent tape, or any other type of tape shall be affixed to any wall, ceiling, floor, or woodwork. Hay, glitter, confetti, rice, or materials of a similar nature are not allowed in the Town Hall facilities. Use of such materials will necessitate additional custodial fees being charged. For safety reasons open flame sources (candle, oil lamps, etc.) are not permitted in the Town Hall facilities. All decorating plans must be submitted as soon as possible for review and approval but not later than one week in advance of the scheduled event. Decorations are to be removed the same day of the event in order to facilitate next-day facility use. For special functions - and upon the request of the renter - the day before the function(s) may generally be reserved for decorating. Only in very rare cases will earlier decorating be authorized, as this would reduce the availability of the space to other renters.
16. **The Lessee shall, at the end of the event, be responsible for the collection of all rubbish generated by the function,** and all Town Hall space used by the Lessee is to be left in a clean, neat, and orderly condition. Failure to do so may result in additional charges being assessed.
17. The balcony in the Auditorium is not available for rental or for general public use.
18. All equipment, props, etc. owned by the Lessee must be removed from the premises the evening of the last performance or event unless other arrangements have been made in advance with the Town Manager's Office. The Town assumes no responsibility for the safe keeping of any private property brought onto the premises.
19. Organizations using musical instruments, amplifiers, speakers, or other gear on the stage must provide rugs or mats to preclude scratching or damaging the stage or Auditorium floor.
20. Tables and chairs may be available depending on the nature and size of the function. The Lessee shall be responsible for providing all required equipment for any function. Please inquire at the time of application as to the availability and number of tables and chairs within Town Hall.
21. In winter months, please be certain to carefully clean shoes upon entering Town Hall in order to preclude salt and sand damage to the Auditorium floors.

BUILDING CAPACITY (FIRE CODE BASED):

DRAFT

- Total capacity of the Auditorium is 450 individuals.
- Final capacity determination is the **sole jurisdiction** of the Exeter Fire Chief.
- The approximate dimensions of the Auditorium are 54' x 55' = 2,970 ft.

	<u>Auditorium</u>	<u>Balcony</u>
Chairs Only	200 Individuals	
Tables & Chairs	10 Individuals	
Electrical	20 Amps	

FEE SCHEDULE:

Rental Fee for Non-Profit Organizations (e.g. 501-C-3)	\$100.00 (see terms & conditions #7)
Rental Fee for All Others	\$250.00 per event
Police Detail	\$ 50.00/hour per officer

Note: There will be an additional \$75.00 fee if food is to be served in the Auditorium.

Custodial Fees:

A custodian is required for **all profit and non-profit functions except Town government-related events**. The custodian shall be in attendance at least ½ hour prior to the rental period, during the full rental period, and at least ½ hour after the rental period. Dependent on the nature of the event, additional custodian(s) may be required.

Custodial fees are required for profit and non-profit functions:

1 to 50 people in attendance	Setup fee and take down fee =	\$60 per function
51 to 100 people in attendance	Setup fee and take down fee =	\$90 per function
101 to 300 people in attendance	Setup fee and take down fee =	\$120 per function

Other Fees and Notes:

- Additional fees may be assessed, at the discretion of the Board of Selectmen, depending on nature of the event. **In the event that the custodians are asked to setup for additional people after an event has been established, fees will be adjusted according to attendance.**
- There will be an additional \$75.00 fee if food is to be served.
- Payment for rental charges and food in auditorium fees are due at the time of application submission, unless other arrangements have been made in advance with the Town Manager's Office.
- Fees for the use of the facilities on a long-term basis may be reviewed and a rate determined by the Board of Selectmen.
- **Keys** can be signed out up to 24 hours before the event from the Town Manager's Office Monday-Friday from 8 a.m. to 4:30 p.m.
- The Board of Selectmen may, at its sole discretion, amend the application process and requirements based on the needs of the applicant and event.
- There is a handicap ramp and elevator on the side of the Town Hall.

TOWN OF EXETER
APPLICATION FOR USE OF TOWN HALL



Application is to be made to: Town of Exeter, Town Manager's Office, 10 Front Street, Exeter, NH 03833

Event Details:

Name of the event: _____ Purpose of the event: _____

Date of Function: _____ Hours of function: _____

Room(s) Requested: Auditorium _____ Stage _____

Exeter Representative:

Name of Applicant: _____ Name of Contact Person: _____

Organization: _____

Address: _____

Contact Person Telephone: (Home) _____ (Work) _____

Name of Organization: _____

Registered Non-Profit Organization (e.g. 501-C-3): Y ___ N ___ Copy Provided?: Y ___ N ___

Will you arrive early to set-up? Y ___ N ___ If Yes, indicate time: ___ : ___ to: ___ : ___ on Date(s): _____

Will admission be charged? Y ___ N ___ # of People Expected: _____ Police Coverage Coordinated?: _____

If this is a Town Function, will there be a Town Employee present until the conclusion of the event? Y ___ N ___

Will you be serving food: Y ___ N ___ If Yes, an additional \$75.00 fee will be charged.

If there are any changes to the above, please contact the Town's Executive Assistant at least one week prior to the event. The number is 603-773-6102.

The undersigned has read the Town of Exeter Terms and Conditions for Use of Town Hall and agrees to the terms and conditions outlined therein.

Signature of Applicant

Date

----- ADMINISTRATION USE ONLY BELOW THIS LINE -----

Estimated Custodial Fees for this event are: (___ hours at \$30 = \$ ___) - **Actual** Custodial Fees = \$

Additional Fees:

Space Rental Fee: \$ _____ Food in Aud. (\$75) _____ Steinway Rental (\$50) _____ Other Fees: \$ _____

Total Additional Fees: \$ _____ Certificate of Insurance Required? _____ Certificate of Insurance Received? _____

Space Reservation Processed: _____ Custodian Confirmed: _____

The granting of this application by the Town of Exeter for the use of the requested space is for the purpose / organization stated above indicates neither endorsement nor support by the municipality and it's Board of Selectmen of the views or activities of the applicant or applicants.

Application Approved: _____
Signature

Date

Yes

No

Actual Function Start Time: _____

Actual Function End Time: _____

Rooms Used/Cleaned: Auditorium _____ Balcony _____ Stage _____

Custodian	Date	Clocked In	Clocked Out	Total Hours

Damages to the facility: Yes _____ No _____

If yes, itemize the damage: _____

Additional Notes: _____

Town Rentals			
Task Performed	Estimated time (in min.)	Persons Involved	Est. Cost
Administrative Side		25	\$12.47
Call from group to determine availability of facility	5	Sheri	\$1.63
Receive the form and ensure fees and COI has been submitted then submit for approval	3	Sheri	\$0.98
Fees are submitted with Revenue Form	3	Sheri	\$0.98
Review and sign forms, unless they are for the Town Hall	3	Russ	\$2.43
Town Hall forms are included in the BOS packets	2	Russ	\$1.62
Signed approved applications returned for processing	1	Russ	\$0.81
Information for the rental gets posted on the calendar with all necessary details	3	Sheri	\$0.98
Copy and scan the approved application then email to applicant and copy goes to DPW and Maintenance	5	Sheri	\$1.63
If email is not provided then mailing is required plus the cost of postage	3	Sheri	\$1.43
Maintenance Side		216	\$64.58
Review form to determine applicants needs	3	Kevin	\$1.71
Review form to determine set up needs	3	Doug	\$0.89
Needs depending - room set-up	60	Doug	\$17.71
Needs depending - room break-down	60	Doug	\$17.71
Cleaning	90	Doug	\$26.57
Total Rental Costs			\$77.05
Special Circumstances			
Police Chief Coordination	60		\$47.56
Public Works Road Set-up	120		\$42.50
IT Set-up	120		\$72.22
Approximate Special Circumstances Total			\$162.28



TOWN OF EXETER

DRAFT

TERMS AND CONDITIONS FOR USE OF TOWN HALL

PURPOSE:

It is the desire of the Exeter Board of Selectmen that the Town Hall be a place that will be used by Exeter-based educational, cultural, civic, philanthropic, and social organizations, both for-profit and non-profit. **It is the intent that these facilities are not to be used for individual purposes and functions.** As well as, the Town Hall meet fire and safety codes and are handicapped accessible.

TERMS AND CONDITIONS:

1. Applications are to be made at the Selectmen's Office at least three (3) weeks in advance. The Lessee agrees to conform to all Town of Exeter rules, regulations, codes, and statutes.
2. The 'name of applicant' as requested on the application indicates the person completing the documentation for the event. This person is required to be an Exeter resident and **will be held responsible for payment of additional charges, custodial or otherwise, should the organization or contact person listed on the application not pay said charges.** The 'contact name' as requested on the application (if different than the 'name of applicant') indicates the person that will be coordinating the event and will be available at the telephone numbers listed to answer any questions that may arise regarding the event.
3. **Groups of 200 or more are required to have an Exeter police officer present** unless this requirement is specifically waived by Town Administration and/or the Police Department. Police coverage, when required, is to be requested/coordinated by the applicant directly with the Exeter Police Department (772-1212).
4. The Lessee shall indemnify and hold the Town of Exeter harmless for damage to persons and property resulting from the use of the Town Hall facilities by the Lessee and shall, when requested, at its own expense, provide the **Town with a Certificate of Liability Insurance against accident with limits of no less than \$300,000/1,000,000 combined single-limit coverage with the Town of Exeter listed as additionally insured. This Certificate must be delivered to the Town Manager's Office prior to the use of the Town Hall.**
5. The Lessee agrees to obtain all necessary copyright licenses and to defend the Town against all claims arising because of its failure to do so. The Lessee further agrees to hold the Town harmless from all loss, liability, damage, and expenses, including reasonable attorney fees, for which the Town may become liable because of the failure of the Lessee to acquire said copyright license.
6. In the event of a concern that weather or other related cancellation of an event might need to take place it is the responsibility of the designated contact person for the organization reserving the facility to notify the Town Manager's Office during normal office hours (M - F 8:00 am to 4:30 pm) to discuss the options of the situation prior to the event being cancelled. Failure to notify the Town Manager's Office in the timely manner may result in billing for custodial time.
7. Non-profits charging a fee to attend their function will be charged a fee for hall rental. Non-profit groups requesting **room fee waiver must provide** documentation of their non-profit status as part of the application process (official federal or state documentation). **Custodial fees are required for all profit and non-profit functions.**
8. Unless sponsored by an Exeter-based political organization, groups endorsing political candidates are not allowed use of the facilities; however, meetings, presentations or caucuses by municipal party organizations are permitted. This permission does not, however, constitute an endorsement of the group's objectives or philosophy by the Town of Exeter or its Board of Selectmen. Further, the exhibition or display of advertising materials endorsing political candidates is not allowed in Town Facilities.

9. No food or beverages are to be consumed in the Auditorium without specific permission. Food in the Auditorium will require a separate fee (see fee schedule).
10. Payment of room fees and food in auditorium fees, are due at the time of application submission, unless other arrangements have been made with the Town Manager's Office.
11. A custodian is required for all profit and non-profit functions except Town government-related events. The custodian shall be in attendance at least ½ hour prior to the rental period, during the full rental period, and at least ½ hour after the rental period. Dependent on the nature of the event, additional custodian(s) may be required.
12. **Custodian services are charged on a flat rate basis and will be billed separately (see fee schedule).** Custodial charges, if applicable, will be billed to the organization listed on page 3 of the Application, after the event, following completion of custodial services.
13. The Town Hall shall be left in the same condition it was in prior to rental. The Lessee shall be responsible for any and all damages incurred in conjunction with the use of the facility and agrees to compensate the Town for such damage upon presentation of an invoice. The Town reserves the right, depending upon the nature of the event, to charge a security deposit.
14. Smoking and alcoholic beverages are **prohibited** in the building and it shall be incumbent upon the Lessee to enforce these provisions; unless, a temporary Premise License Agreement has been approved.
15. No nails, tacks, staples, transparent tape, or any other type of tape shall be affixed to any wall, ceiling, floor, or woodwork. Hay, glitter, confetti, rice, or materials of a similar nature are not allowed in the Town Hall facilities. Use of such materials will necessitate additional custodial fees being charged. For safety reasons open flame sources (candle, oil lamps, etc.) are not permitted in the Town Hall facilities. All decorating plans must be submitted as soon as possible for review and approval but not later than one week in advance of the scheduled event. Decorations are to be removed the same day of the event in order to facilitate next-day facility use. For special functions - and upon the request of the renter - the day before the function(s) may generally be reserved for decorating. Only in very rare cases will earlier decorating be authorized, as this would reduce the availability of the space to other renters.
16. **The Lessee shall, at the end of the event, be responsible for the collection of all rubbish generated by the function,** and all Town Hall space used by the Lessee is to be left in a clean, neat, and orderly condition. Failure to do so may result in additional charges being assessed.
17. The balcony in the Auditorium is not available for rental or for general public use.
18. All equipment, props, etc. owned by the Lessee must be removed from the premises the evening of the last performance or event unless other arrangements have been made in advance with the Town Manager's Office. The Town assumes no responsibility for the safe keeping of any private property brought onto the premises.
19. Organizations using musical instruments, amplifiers, speakers, or other gear on the stage must provide rugs or mats to preclude scratching or damaging the stage or Auditorium floor.
20. Tables and chairs may be available depending on the nature and size of the function. The Lessee shall be responsible for providing all required equipment for any function. Please inquire at the time of application as to the availability and number of tables and chairs within Town Hall.
21. In winter months, please be certain to carefully clean shoes upon entering Town Hall in order to preclude salt and sand damage to the Auditorium floors.

BUILDING CAPACITY (FIRE CODE BASED):

DRAFT

- Total capacity of the Auditorium is 450 individuals.
- Final capacity determination is the **sole jurisdiction** of the Exeter Fire Chief.
- The approximate dimensions of the Auditorium are 54' x 55' = 2,970 ft.

	<u>Auditorium</u>	<u>Balcony</u>
Chairs Only	200 Individuals	
Tables & Chairs	10 Individuals	
Electrical	20 Amps	

FEE SCHEDULE:

Rental Fee for Non-Profit Organizations (e.g. 501-C-3)	\$100.00 (see terms & conditions #7)
Rental Fee for All Others	\$250.00 per event
Police Detail	\$ 50.00/hour per officer

Note: There will be an additional \$75.00 fee if food is to be served in the Auditorium.

Custodial Fees:

A custodian is required for all profit and non-profit functions except Town government-related events. The custodian shall be in attendance at least ½ hour prior to the rental period, during the full rental period, and at least ½ hour after the rental period. Dependent on the nature of the event, additional custodian(s) may be required.

Custodial fees are required for profit and non-profit functions:

1 to 50 people in attendance	Setup fee and take down fee =	\$60 per function
51 to 100 people in attendance	Setup fee and take down fee =	\$90 per function
101 to 300 people in attendance	Setup fee and take down fee =	\$120 per function

Other Fees and Notes:

- Additional fees may be assessed, at the discretion of the Board of Selectmen, depending on nature of the event. **In the event that the custodians are asked to setup for additional people after an event has been established, fees will be adjusted according to attendance.**
- There will be an additional \$75.00 fee if food is to be served.
- Payment for rental charges and food in auditorium fees are due at the time of application submission, unless other arrangements have been made in advance with the Town Manager's Office.
- Fees for the use of the facilities on a long-term basis may be reviewed and a rate determined by the Board of Selectmen.
- **Keys** can be signed out up to 24 hours before the event from the Town Manager's Office Monday-Friday from 8 a.m. to 4:30 p.m.
- The Board of Selectmen may, at its sole discretion, amend the application process and requirements based on the needs of the applicant and event.
- There is a handicap ramp and elevator on the side of the Town Hall.

TOWN OF EXETER
APPLICATION FOR USE OF TOWN HALL

DRAFT

Application is to be made to: Town of Exeter, Town Manager's Office, 10 Front Street, Exeter, NH 03833

Event Details:

Name of the event: _____ Purpose of the event: _____

Date of Function: _____ Hours of function: _____

Room(s) Requested: Auditorium _____ Stage _____

Exeter Representative:

Name of Applicant: _____ Name of Contact Person: _____

Organization: _____

Address: _____

Contact Person Telephone: (Home) _____ (Work) _____

Name of Organization: _____

Registered Non-Profit Organization (e.g. 501-C-3): Y ___ N ___ Copy Provided?: Y ___ N ___

Will you arrive early to set-up? Y ___ N ___ If Yes, indicate time: _____ : _____ to: _____ : _____ on Date(s): _____

Will admission be charged? Y ___ N ___ # of People Expected: _____ Police Coverage Coordinated?: _____

If this is a Town Function, will there be a Town Employee present until the conclusion of the event? Y ___ N ___

Will you be serving food: Y ___ N ___ If Yes, an additional \$75.00 fee will be charged.

If there are any changes to the above, please contact the Town's Executive Assistant at least one week prior to the event. The number is 603-773-6102.

The undersigned has read the Town of Exeter Terms and Conditions for Use of Town Hall and agrees to the terms and conditions outlined therein.

Signature of Applicant

Date

-----**ADMINISTRATION USE ONLY BELOW THIS LINE**-----

Estimated Custodial Fees for this event are: (___ hours at \$30 = \$ ___) - **Actual** Custodial Fees = \$

Additional Fees:

Space Rental Fee: \$ _____ Food in Aud. (\$75) _____ Other Fees: \$ _____

Total Additional Fees: \$ _____ Certificate of Insurance Required? _____ Certificate of Insurance Received? _____

Space Reservation Processed: _____ Custodian Confirmed: _____

The granting of this application by the Town of Exeter for the use of the requested space is for the purpose / organization stated above indicates neither endorsement nor support by the municipality and it's Board of Selectmen of the views or activities of the applicant or applicants.

Application Approved: _____

Signature

Date

Yes

No

Actual Function Start Time: _____

Actual Function End Time: _____

Rooms Used/Cleaned: Auditorium _____ Balcony _____ Stage _____

Custodian	Date	Clocked In	Clocked Out	Total Hours

Damages to the facility: Yes _____ No _____

If yes, itemize the damage: _____

Additional Notes: _____

2013 Permit History

Permit	# of Instances	Total Hours	Average Length of Time
Solicitation	3	6	2
Parade	2	5.5	2.75
Fireworks	1	2	2
Structure	10	96	9.6
Blocking Road	4	44	11
Blocking Swasey	37	202	5.46
Road Races	12	60	5
Block Party	5	26	5.2

Monthly Report - Permits

April 2014

Date(s)	permit	Group
3/30 to 4/5	Signboard - Plywood	Seacoast School of Technology
3/31 to 4/6	Signboard - Poster	Seacoast School of Technology
4/3	Wheelwright Rm	Planning - Raynes Farm
4/4	Nowak Room	TIF Group
4/4	Wheelwright Rm	Town Clerk's Office
4/4	Nowak Room	Town Clerk's Office - Boat Training
4/5	Auction	Lion's Club
4/6	Signboard - Plywood	Seacoast Idol
4/7	Signboard - Poster	Womenade
4/7	Nowak Room	BOS Meeting
4/8	Nowak Room	EDC Meeting
4/8	Nowak Room	Conservation Meeting
4/9	Wheelwright Rm	Walk-in (Planning)
4/9	Nowak Room	Water Sewer Advisory Meeting
4/10	Nowak Room	Planning Board Meeting
4/11	Town Hall	Children's Concert
4/13 - 4/26	Signboard - Plywood	Seacoast Idol
4/14 - 4/20	Signboard - Poster	Seacoast Idol
4/15	Nowak Room	ZBA Meeting
4/16	Nowak Room	Budget Committee Meeting
4/17	Nowak Room	River Committee Meeting
4/17	Nowak Room	Historic District Commission Meeting
4/17	Raffle	EHS Band
4/18	Wheelwright Rm	Swasey Trustee Meeting
4/19-4/20	Town Hall	Seacoast Idol
4/19-4/20	Parking	Seacoast Idol
4/20-5-3	Signboard - Plywood	Seacoast Idol
4/20	Town Hall	Faith Lutheran
4/21	Wheelwright Rm	Budget Committee Meeting
4/21	Nowak Room	BOS Meeting
4/22	Wheelwright Rm	TRC (Planning)
22-Apr	Town Hall	Seacoast Wind Ensemble
23-Apr	Wheelwright Rm	Theater Company
24-Apr	Nowak Room	Planning Board Meeting
25-Apr	Parking	Estate Sale
28-Apr	Signboard - Poster	Exeter Hospital

USE OF TOWN PROPERTY

The purpose of this policy is to define the approved uses of Town buildings and equipment.

1. Town Buildings:

All Town buildings shall be used solely for the public business functions that they were intended. Use of the buildings for any other purpose requires prior approval by the Board of Selectmen. Application for public uses of Town buildings may be made at the Town Manager's office on the applicable form. Liability insurance must be provided by the petitioner and a fee for rental and custodial services may be assessed. Approval of applications for use will normally take place at the regularly scheduled meeting of the Board of Selectmen. The Board of Selectmen may authorize the Town Manager to execute applications for use of Town buildings.

The Town of Exeter maintains an open forum policy. This policy allows any group or organization to use Town buildings, so long as the group or organization does not sell goods or services for profit. When non-municipal groups use Town buildings, they do so under this open forum policy.

The use of Town buildings by any non-municipal group or organization for any activity or expression of any viewpoint does not constitute an endorsement of that activity or viewpoint(s) by the Town.

A. Criteria for Approval:

- (1) Applications for building use are approved on a first come-first served basis;
- (2) First preference should be given to events that are of interest to the largest number of people;
- (3) Second preference should be given to events that would benefit the greatest number of participants.

- B. Specific Listing of Priorities:
- (1) Any and all regular or special Town Meetings; any regular or special elections; any meeting of a duly constituted Town board;
 - (2) Any use by a school group for plays or other such activities; any bona fide state or federal agency meeting for Town purposes;
 - (3) Use by lecture groups (i.e. Merrill Lectures Series); use by players groups (i.e. Exeter Area Art Association);
 - (4) Any other group of Exeter residents.
- C. There shall be no use of Town buildings allowed for the purpose of sales of goods or services for profit.
- D. Application for building use shall be limited to four uses by the same user. Reapplication for subsequent use is permitted.

2. Loan of Town Equipment

Town equipment shall only be used by authorized personnel for Town functions. No Town equipment shall be loaned for personal or commercial use unless:

- A. authorized by the Board of Selectmen;
- B. in the event of an emergency or a compelling need, the Town Manager or a Department Head finds it appropriate to honor a request for loan or exchange from another municipality or vendor;
- C. small hand equipment may be loaned by department heads to other municipalities or a vendor if the equipment is used for an appropriate public function.

All loans shall be subject to the following criteria:

- A. the equipment is subject to immediate recall by the Town of Exeter if needed for an appropriate Town function;
- B. insurance coverage is in effect by the borrower;
- C. an inventory and receipt exchange is made on the equipment;
- D. damages, if they occur, are paid by the party borrowing the equipment.

3. Solicitation

Solicitations in Town of Exeter buildings shall be prohibited unless authorized by the Board of Selectmen or conducted in compliance with ordinary business or personal function of Town Government. Exceptions to this section may be granted under the following conditions:

- A. solicitation is conducted for or by town-related subjects and specifically authorized by the Town Manager;
- B. specific instances with the approval of a department head, when such action is in the best interest of personnel and/or the department, provided the activity does not disrupt the work site.

4. Use of Swasey Bandstand

The Swasey Bandstand shall not be used for any function without the approval of the Board of Selectmen. Applications for use may be made at the office of the Town Manager on the applicable form. Liability insurance must be provided by the petitioner and a fee for custodial services may be assessed. Approval of the application for use will normally take place at a regularly scheduled meeting of the Board of Selectmen.

5. Signs on Swasey Bandstand

No signs, banners, hangers or other devices may be attached to the Swasey Bandstand. Two sign boards for the use of public groups are available adjacent to the Town Hall.

Sign Board Case (right of Town Hall):

- a. signs shall be limited to 35" x 47" in size, poster board only;
- b. shall be placed in the sign case for no longer than seven (7) days;
- c. shall not be placed without proper written approval of the Town Manager on the applicable form;
- d. sign will be available to be picked up at the Town Office for one week after it is removed from the sign case, then it will be destroyed.

Sign board (to left of Town Hall):

- a. Sign insert material must be 1/4" or 3/8" waterproof plywood or hardboard;
- b. Drill four 1/2" holes in locations shown (on available sheet with application);
- c. Lettered insert attaches to sign w/existing wing nuts and 3/8" bolts;
- d. User is responsible for putting up and taking down sign.

Application for placement of signs at the Town Hall may be made at the Office of the Town Manager on the applicable form.

The following language was approved by the Board of Selectmen at their regular meeting of January 5, 2004 concerning the use of free standing signs for events held in Town facilities:

“Free standing signs are permitted advertising an event to be held in a Town facility.

Such signs may only be placed immediately in front of the facility or the entrance to the Bandstand. In the case of the Town Hall, signs may be placed on the porch and/or steps. Event signs may not be placed off site or to the side of the facility being used. Such signs will be limited to a total of 72 square feet per event, regardless of the number of Town facilities being used.

All signs will be free standing and in **no** case will signs be affixed to any Town property.

A sign is defined as any device providing identification, advertising or directional information for a specific business, service, product, person, organization, place or building. Included in this definition are graphic devices such as logos, attention-attracting media such as banners, pennants, flags or logo sculpture, and obtrusive colored fascia or architectural elements.”

Political campaigns are reminded that New Hampshire Revised Statute Annotated 664:17 provides in pertinent part: “No political advertising shall be placed on or affixed to any public property including highway rights-of-way or private property without the owner’s consent.” In general, the public right-of-way runs from the street to the building side of the sidewalk or telephone poles.

SAMPLE

Town of Exeter	Policy Number	Adopted by Board of Selectmen
Subject: Rules for Renters of Town Hall	Adoption Date: Revision Date: 10-7-2013 Effective Date:	Supersedes:

1.0 Purpose of the Policy:

The following policy shall serve as the rules and regulations for the persons, groups or corporations who rent the Exeter Town Hall for various events.

2.0 Departments Affected: All Departments

3.0 Definitions:

4.0 Policy:

1. All users of the Town Hall must obtain a permit from the Town Manager's Assistant at the Town Office for each use (per Selectmen's policy 04-01).
2. A separate permit is required for each use of the Hall.
3. Each permit will state, in specific terms, what use is to be made of the Hall (i.e. play, dance, lecture, etc.), and will list all modifications required to the existing condition of the Hall.
4. The user will be responsible for seeing that ALL of the following conditions are met:
 - A. No smoking anywhere in the building - this applies also to characters in a play;
 - B. No alcoholic beverages anywhere in the building; with exception of a special permit;
 - C. No open flame allowed - also applies to scenes in plays;
 - D. No firearm capable of firing live ammunition may be used, even as a set decoration or unused prop;
 - E. No nails or screws are to be used to secure scenery to walls or floors. No alteration to drapes or walls allowed without prior written permission;
 - F. No spray paints are to be used;

- G. Any other paints used within the rooms must be used with extreme caution, proper ventilation and use of proper protective measure to ensure against damage to the buildings floors/walls;
 - H. The renter is responsible for any and all damages from use of the building and will be billed for same if damage cannot be considered as a normal maintenance item. Items such as damaged furniture, chipped or marred paint on floors or walls will NOT be considered as normal maintenance items.
 - I. The user will be responsible for locking all doors and windows and will clean the hall in a totally acceptable manner within 24 hours of use. (Unless renter opts to pay for custodial services through the Town of Exeter. Rates/terms listed on application form).
 - J. The Town of Exeter may request of any user a \$100.00 deposit fee. If the Town of Exeter agrees after use that the building was cleaned in a totally acceptable manner, the \$100.00 deposit fee will be returned to user.
5. Any user may be requested to post a bond in an amount determined by the Board of Selectmen to protect the Town from damage arising from and caused by said user.

These rules are a part of any agreement to rent out or otherwise allow the use of the Town Hall and a copy of these rules should become a part of and attachment to the permit application.

The permit application should indicate that the applicant has read these rules, understands these rules and agrees to abide by them, which will be indicated by the applicant's signature on the permit application.

The use of Town buildings by any non-municipal group or organization for any activity or the expression of any view point does not constitute an endorsement of the activity or view point by the Town of Exeter.

NO signs allowed on or adjacent to Town Hall property without separate permit approved by the Town Manager and/or Board of Selectmen. Signboards to the left and right of the Town Hall may be used upon proper application and approval by the Town Manager. [Refer to Selectmen's Policy 04-01 regarding the use of free standing signs on Town property.]

The Town of Exeter maintains an "open forum policy". This policy allows any group or organization to use Town building so long as the group or organization does not sell goods and/or services for profit. When non-municipal groups use Town buildings, they do so under this "open forum policy".

5.0 Procedures: Fire Alarm Activations: Per the Board of Selectmen and the Fire Chief, all occupants of the Town Hall are required to evacuate the building when the fire alarm system sounds. Failure to evacuate the Town Hall is a violation to the NH State Fire Code.

6.0 Severability:

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

Town of Exeter	Policy Number 93-08	Adopted by Board of Selectmen
Subject: Rules for Use of the Senior Citizen's Center	Adoption Date: Revision Date: Effective Date:	Supersedes:

1.0 Purpose of the Policy:

The purpose of this policy is to establish a uniform method of authorizing use of the Exeter Senior Citizen's Center by the general public.

2.0 Departments Affected: All Departments

3.0 Definitions:

4.0 Policy:

5.0 Procedures:

1. In a cooperative agreement, the Town has made the Center available as a site for serving noon meals as part of the Rockingham Nutrition Program.
2. The Center shall be available from 8AM to 4PM for leisure time or organized activities of senior citizens who are members of the Council on Aging, except that no event shall effectively interfere with meal serving.
3. The Center shall be available for meetings of any Senior Citizen or Council on Aging-recognized groups at hours other than those assigned to items 1 & 2 above.
4. Events scheduled shall not require the services of a Custodian and events shall not be for profit or be of the nature that would subject the building to damage or abuse. Scheduling of events shall be accomplished by the Recreation Department.
5. Groups other than those listed above shall obtain a permit for use in accordance with Selectmen's Policy #04-01 (as amended from time to time).
6. General Rules:
 - a) No smoking will be allowed:

- b) No alcoholic beverages will be allowed;
- c) No machinery or equipment of a hazardous nature shall be used or placed in the Center.

7. Specific Rules:

Specific regulations concerning operation, internal equipment and staff functions shall be developed by the Recreation Department and approved by the Town Manager.

6.0 Severability:

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



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: twnmgr@town.exeter.nh.us

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

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

Representative Information:

Name: _____ Address: _____

Town/State/Zip: _____ Phone: _____

Email: _____ Date of Application: _____

Organization Information:

Name: _____ Address: _____

Town/State/Zip: _____ Phone: _____

Reservation Information:

Type of Event/Meeting: _____ Date: _____

Times of Event: _____ Times needed for set-up/clean-up: _____

of tables: _____ # of chairs: _____

List materials being used for this event: _____

Will food/beverages be served? Description: _____

Requirements:

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

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

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

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

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

Applicant signature: _____ Date: _____

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



TOWN OF EXETER, NEW HAMPSHIRE

10 FRONT STREET • EXETER, NH • 03833-3792 • (603) 773-6103 • FAX 772-4709
sriffle@town.exeter.nh.us

Applications for Use of Signboard

Plywood Sign:

2 week limit

Size: 4'x6'

Sunday – Saturday _____

Poster Board Sign:

1 week limit

Size: 24"x36"

Monday - Sunday _____

Representative Information:

Name: _____ Address: _____

Town/State/Zip: _____ Phone: _____

Email: _____ Date of Application: _____

Organization Information:

Name: _____ Address: _____

Town/State/Zip: _____ Phone: _____

Type of Event: _____

This permit is issued to the representative/organization listed on this permit for the purpose indicated on this permit. This permit shall be valid for said representative/organization only during the times and dates indicated on this permit.

As authorized by the Board of Selectmen/Designee:

_____ Date

TITLE III TOWNS, CITIES, VILLAGE DISTRICTS, AND UNINCORPORATED PLACES

CHAPTER 41 CHOICE AND DUTIES OF TOWN OFFICERS

Selectmen

Section 41:11

41:11 Regulation of Use of Highways, Etc. – Unless regulated by the commissioner of the department of transportation as provided in RSA 236:1, the selectmen may regulate the use of all public highways, sidewalks, and commons in their respective towns and for this purpose may exercise all the powers conferred on city councils by RSA 47:17, VII, VIII, and XVIII, and by any other provisions of the laws upon the subject.

Source. 1885, 44:1. PS 43:9. 1915, 98:2. PL 47:15. 1927, 83:1. 1933, 119:1. 1935, 117:3. RL 59:15. 1945, 188:3. RSA 41:11. 1993, 183:2, eff. Aug. 8, 1993.

TITLE III

TOWNS, CITIES, VILLAGE DISTRICTS, AND UNINCORPORATED PLACES

CHAPTER 41

CHOICE AND DUTIES OF TOWN OFFICERS

Selectmen

Section 41:11-a

41:11-a Town Property. –

I. The selectmen shall have authority to manage all real property owned by the town and to regulate its use, unless such management and regulation is delegated to other public officers by vote of the town, or is governed by other statutes, including but not limited to RSA 31:112, RSA 35-B, RSA 36-A:4, and RSA 202-A:6.

II. The authority under paragraph I shall include the power to rent or lease such property during periods not needed for public use, provided, however, that any rental or lease agreement for a period of more than one year shall not be valid unless ratified by vote of the town.

III. Notwithstanding paragraph II, the legislative body may vote to authorize the board of selectmen to rent or lease municipal property for a term of up to 5 years without further vote or ratification of the town. Once adopted, this authority shall remain in effect until specifically rescinded by the legislative body at any duly warned meeting provided that the term of any lease entered into prior to the rescission shall remain in effect.

Source. 1994, 17:1. 2009, 121:1, eff. Aug. 21, 2009.

TITLE III

TOWNS, CITIES, VILLAGE DISTRICTS, AND UNINCORPORATED PLACES

CHAPTER 47

POWERS OF CITY COUNCILS

Bylaws and Ordinances

Section 47:17

47:17 Bylaws and Ordinances. – The city councils shall have power to make all such salutary and needful bylaws as towns and the police officers of towns and engineers or firewards by law have power to make and to annex penalties, not exceeding \$1,000, for the breach thereof; and may make, establish, publish, alter, modify, amend and repeal ordinances, rules, regulations, and bylaws for the purposes stated in this section. Provisions in this section granting authority to establish and collect fines for certain violations shall not be interpreted to limit the authority hereunder to establish and collect fines for any other violations:

I. In General. To carry into effect all the powers by law vested in the city.

II. Order and Police Duty. To regulate the police of the city; to prevent any riot, noise, disturbance, or disorderly assemblages; to regulate the ringing of bells, blowing of horns or bugles, and crying goods and other things; and to prescribe the powers and duties of police officers and watchmen.

III. Disorderly Houses and Gaming. To suppress and restrain disorderly houses and houses of ill-fame, gambling houses and places, billiard tables, nine or ten pin alleys or tables and ball alleys, and all playing of cards, dice or other games of chance; to restrain and prohibit all descriptions of gaming and fraudulent devices; and to authorize the destruction and demolition of all instruments and devices used for the purpose of gaming.

IV. Sale of Liquor. To establish regulations for groceries, stores, restaurants, and places of public amusement; to authorize the entry of proper officers into all such places to inspect the same, and the seizure and forfeiture of all liquors and the instruments used or designed to be used in the manufacture or sale of the same, in violation of law.

V. Shows. To regulate or prohibit the exhibitions of natural or artificial curiosities, caravans, circuses, theatrical performances, or other shows.

VI. Porters, Vehicles, Etc. To license and regulate porters, cartmen and cartage, runners for boats, stages, cars, and public houses, hackney coaches, cabs, and carriages, and their drivers; the care and conduct of all animals, carriages, and teams, standing or moving in the streets; to prevent horse-racing and immoderate riding or driving in streets and on bridges; and to prevent cruelty to animals.

VII. Use of Public Ways. To regulate all streets and public ways, wharves, docks, and squares, and the use thereof, and the placing or leaving therein any carriages, sleds, boxes, lumber, wood, or any articles or materials, and the deposit of any waste or other thing whatever; the removal of any manure or other material therefrom; the erection of posts, signs, steps, public telephones, telephone booths, and other appurtenances thereto, or awnings; the digging up the ground by traffic thereon or in any other manner, or any other act by which the public travel may be incommoded or the city subjected to expense thereby; the securing by railings or otherwise any well, cellar, or other dangerous place in or

near the line of any street; to prohibit the rolling of hoops, playing at ball or flying of kites, or any other amusement or practice having a tendency to annoy persons passing in the streets and sidewalks, or to frighten teams of horses within the same; and to compel persons to keep the snow, ice, and dirt from the sidewalks in front of the premises owned or occupied by them.

VIII. Traffic Devices and Signals.

(a) To make special regulations as to the use of vehicles upon particular highways, except as to speed, and to exclude such vehicles altogether from certain ways; to regulate the use of class IV highways within the compact limits and class V highways by establishing stop intersections, by erecting stop signs, yield right of way signs, traffic signals and all other traffic control devices on those highways over which the city council has jurisdiction. The erection, removal and maintenance of all such devices shall conform to applicable state statutes and the latest edition of the Manual on Uniform Traffic Control Devices.

(b) The commissioner of transportation shall only approve the installation and modification of traffic signals as to type, size, installation, and method of operation.

IX. Combustibles. To regulate the keeping, conveying and places of deposit of gunpowder and other combustible and dangerous materials; the use of candles, lights, and matches in barns, stables, and other buildings containing combustible and dangerous materials; to regulate the erection or use of buildings within the most compact part of the city, for any purpose which in the opinion of the city councils shall more immediately expose said city to destruction by fire, and to define the limits of such compact part.

X. Stock at Large. To regulate, restrain, or prohibit the keeping or running at large of horses, cattle, sheep, swine, geese, goats and other poultry and animals, or any of them, to create the limits of districts within which the same may be kept and the conditions and restrictions under which they may be kept.

XI. Dogs. To regulate the keeping of dogs and their running at large, require them to be licensed, and authorize the destruction of those kept or running at large contrary to the ordinance.

XII. Markets, Sales. To establish markets and market-places; regulate the place and manner of selling and weighing hay, selling pickled and other fish, and salted and fresh provisions; selling and measuring wood, lime, coal, and other heavy articles; and to appoint suitable persons to superintend and conduct the same; to prevent and punish forestalling and regrating; and to restrain every kind of fraudulent device and practice.

XIII. Vagrants, Obscene Conduct. To restrain and punish vagrants, mendicants, street beggars, strolling musicians, and common prostitutes, and all kinds of immoral and obscene conduct, and to regulate the times and places of bathing and swimming in the canals, rivers and other waters of the city, and the clothing to be worn by bathers and swimmers.

XIV. Nuisances. To abate and remove nuisances; to regulate the location and construction of slaughterhouses, tallow chandlers' shops, soap factories, tanneries, stables, barns, privies, sewers, and other unwholesome or nauseous buildings or places, and the abatement, removal or purification of the same by the owner or occupant; to prohibit any person from bringing, depositing, or having within the city any dead carcass or other unwholesome substance; to provide for the removal or destruction, by any person who shall have the same upon or near such person's premises, of any such substance, or any putrid or unsound beef, pork, fish, hides, or skins, and, on such person's default, to authorize the removal or destruction thereof by some officer of the city; to authorize and provide for the collection, removal, and destruction of garbage and other waste material, to make necessary regulations relative thereto, and to provide for payment therefor by assessment, or appropriation, or both. A municipality may create fines for violations related to garbage and other waste material regulations and a procedure for the administrative enforcement of such violations and collection of penalties as provided in RSA 48-A:8, VI, or in any other manner authorized by law.

XIV-a. Interfering With Voters. To regulate the distribution of campaign materials or

electioneering or any activity which affects the safety, welfare and rights of voters at any election held for any purpose in such city. Such power shall not extend to the display of printed or written matter attached to any legally parked motor vehicle, nor shall such power extend to activities conducted wholly on private property so as not to interfere with people approaching or entering a polling place.

XIV-b. Local Election Reporting Requirements. Requiring the reporting of contributions to, and expenditures by, any candidate or political committee made for the purpose of influencing the election of any candidate for local elective office, or any person or committee for the purpose of influencing the vote on any local ballot or referendum question.

XV. Miscellaneous. Relative to the grade of streets, and the grade and width of sidewalks; to the laying out and regulating public squares and walks, commons, and other public grounds, public lights, and lamps; to trees planted for shade, ornament, convenience, or use, and the fruit of the same; to trespasses committed on public buildings and other public property, and in private yards and gardens; in relation to cemeteries, public burial grounds, the burial of the dead, and the returning and keeping records thereof, and bills of mortality, and the duties of physicians, sextons and others in relation thereto; relative to public wells, cisterns, pumps, conduits, and reservoirs; the places of military parade and rendezvous, and the marching of military companies with music in the streets of the city; relative to precautions against fire; relative to oaths and bonds of city officers, and penalties upon those elected to such offices refusing to serve; and relative to licensing and regulating butchers, petty grocers, or hucksters, peddlers, hawkers, and common victualers; dealers in and keepers of shops for the purchase, sale or barter of junk, old metals or second-hand articles, and pawnbrokers; under such limitations and restrictions as to them shall appear necessary. They may make any other bylaws and regulations which may seem for the well-being of the city; but no bylaw or ordinance shall be repugnant to the constitution or laws of the state; and such bylaws and ordinances shall take effect and be in force from the time therein limited, without the sanction or confirmation of any other authority whatever.

XVI. Warnings and Citations. To establish a procedure for the issuance of warnings and citations for the violation of health, fire, planning board, building, licensing, zoning, and housing codes and ordinances.

XVII. Drug-Free Zones. Establish as a drug-free zone any area inclusive of public housing authority property and within 1,000 feet of such public housing authority property. If such drug-free zones are established, the municipality shall publish a map clearly indicating the boundaries of such drug-free zone, which shall be posted in a prominent place in the district or municipal court of jurisdiction, the local police department, and on the public housing authority property. The municipality shall also develop signs or markings for the drug-free zone which shall:

(a) Be posted in one or more prominent places in or near the public housing authority property; and

(b) Indicate that the posted area is a drug-free zone which extends to 1,000 feet surrounding such property; and

(c) Warn that a person who violates RSA 318-B, the controlled drug act, within the drug-free zone, shall be subject to severe criminal penalties under RSA 318-B and a penalty of up to \$1,000 under this paragraph.

XVIII. Automobile Parking Controls. The city councils shall have the authority to adopt such bylaws and ordinances as are necessary to control the parking, standing and stopping of automobiles within the city limits, including ordinances allowing for the towing or immobilization of automobiles for nonpayment of parking fines and creating parking fines recoverable by means of civil process.

XIX. Businesses Obtaining City Permits. To establish regulations relative to businesses obtaining city permits.

TITLE III

TOWNS, CITIES, VILLAGE DISTRICTS, AND UNINCORPORATED PLACES

CHAPTER 37

TOWN OR VILLAGE DISTRICT MANAGERS

Section 37:5

37:5 General Authority. – The town manager shall be the administrative head of all departments of the town and be responsible for the efficient administration thereof, except as herein otherwise provided. He shall have general supervision of the property and business affairs of the town and of the expenditure of moneys appropriated by it for town purposes, but his authority shall not extend to warning town meetings, making bylaws, borrowing money, assessing or collecting taxes, except as otherwise provided in RSA 37:16, granting licenses, laying out highways, assessing damages, or any other functions of a judicial character vested by law in the selectmen or other town officers, nor to supervision of the offices of town clerk and town treasurer.

Source. 1929, 69:5. RL 55:5. 1947, 236:1, eff. June 26, 1947.

TITLE III

TOWNS, CITIES, VILLAGE DISTRICTS, AND UNINCORPORATED PLACES

CHAPTER 37

TOWN OR VILLAGE DISTRICT MANAGERS

Section 37:6

37:6 Powers and Duties in Particular. – The town manager shall have the power and it shall be his duty:

I. To organize, continue, or discontinue, from time to time, such departments as the selectmen may from time to time determine.

II. To appoint, upon merit and fitness alone, and to remove, all subordinate officers and employees under his control, and to fix their compensation.

III. To attend such regular or special meetings of the selectmen as they shall require.

IV. To keep full and complete records of the doings of his office, and to render to the selectmen an itemized monthly report in writing, showing in detail the receipts and disbursements for the preceding month; and annually, or oftener at the request of the selectmen, to make a synopsis of all reports for publication.

V. To keep the selectmen fully advised as to the needs of the town, within the scope of his duties, and to furnish them on or before the thirty-first day of January of each year a careful, detailed estimate in writing of the probable expenditures of the town government for the ensuing fiscal year, stating the amount required to meet the interest on maturing bonds and notes or other outstanding indebtedness of the town, and showing specifically the amount necessary to be provided for each fund and department; and to submit at the same time an estimate in writing of the amount of income from all sources of revenue, exclusive of taxes upon property, and of the probable amount required to be levied and raised by taxation to defray all expenses and liabilities of the town. For the purpose of enabling the town manager to make up the annual estimate of expenditures, all boards, officers, and committees of the town shall, upon his written request, furnish all information in their possession and submit to him in writing a detailed estimate of the appropriations required for the efficient and proper conduct of their respective departments during the fiscal year.

VI. To examine or cause to be examined, with or without notice, the affairs of any department under his control, or the conduct of any officer or employee thereof; and for that purpose he shall have access to all town books and papers, for the information necessary for the proper performance of his duties.

VII. To have charge, control, and supervision, subject to the direction of the selectmen and to the bylaws of the town, if any, of the following matters:

(a) The management of municipal water works, lighting, and power systems.

(b) The construction, maintenance, and repairing of all town buildings and of all town roads, highways, sidewalks, and bridges, except as otherwise specially voted by the town.

(c) The purchase of all supplies for the town.

(d) The police and fire departments of the town, if any.

(e) The system of sewers and drainage, if any.

(f) The lighting of streets, highways, and bridges.

(g) The sprinkling of streets and highways, the laying of dust, and the removal of snow.

- (h) The maintenance of parks, commons, and playgrounds.
- (i) The care of cemeteries when the town has adopted the provisions of RSA 289:6, II.
- (j) The letting, making, and performance of all contracts for work done for the town.

In municipalities adopting the provisions hereof, the town manager shall supersede any board of commissioners or other supervisory officer or officers previously established, elected, or appointed to have superintendence of any of the matters specified in the foregoing paragraphs (a) to (j) inclusive; except that he shall not supersede, nor shall adoption of this chapter in any way impair the authority and duties of, fire engineers, the commissioner of transportation and his assistants, or any police commission created by act of the legislature.

VIII. To administer the poor relief of the town, either directly or through a person or persons appointed by him, and under the supervision of the selectmen.

IX. To perform such other duties, consistent with his office, as may be required of him by vote of the selectmen.

Source. 1929, 69:6. RL 55:6. RSA 37:6. 1994, 318:4, eff. Aug. 7, 1994. 2004, 257:33, eff. June 15, 2004.

TITLE III

TOWNS, CITIES, VILLAGE DISTRICTS, AND UNINCORPORATED PLACES

CHAPTER 31

POWERS AND DUTIES OF TOWNS

Miscellaneous

Section 31:100

31:100 Street Fairs. – The selectmen of a town or governing body of a city may grant a license in writing to any person or persons to use and occupy a portion of any street or sidewalk, as may be designated in general or in specific terms, for the purpose of conducting thereon street fairs or other community events, including but not limited to the sale of merchandise by commercial retailers, or by community associations conducting street fairs or other promotions. Such licenses may include the right to encumber the designated area with boxes, shelves, stands and other devices useful in conducting such sales and shall be issued for not in excess of 3 consecutive business days. Licenses may also be subject to such other terms and conditions, to be expressed in the license, as the public convenience and safety may require.

Source. 1971, 278:1. RSA 570:8-a. 1973, 532:1, eff. Nov. 1, 1973.

TITLE XXIV
GAMES, AMUSEMENTS, AND ATHLETIC EXHIBITIONS

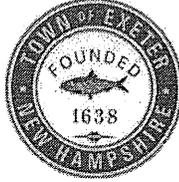
CHAPTER 287-A
RAFFLES

General Provisions

Section 287-A:7

287-A:7 Permit Required. – Any charitable organization desiring to conduct a raffle under the provisions of this chapter shall first obtain a permit therefor from the selectmen or designee of the town, or the mayor and aldermen or designee of the city where the drawing for prizes is to be held. Except as otherwise provided in this section, the permit shall expire at the time of the drawing and shall not be transferable. At the request of the charitable organization to conduct more than one raffle, the governing body may extend the permit to one year from the date of issuance.

Source. 1971, 43:1, eff. April 5, 1971. 2011, 94:1, eff. July 1, 2011.



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

Raffle Permit Application

RSA Chapter 287-A General Provisions – Section 287-A:7 Permit Required: any charitable organization desiring to conduct a raffle under the provisions of this chapter shall first obtain a permit therefore from the Selectmen of the Town, or the Mayor and Aldermen of the City where the drawing for prizes is to be held. The permit shall expire at the time of the drawing, and shall not be transferable. Source 1971, 43:1, eff. April 5, 1971.

Representative

Name: _____ Email: _____

Street/Town/State/Zip: _____

Phone#: _____

Organization/Company

Name: _____ Email: _____

Street/Town/State/Zip: _____

Phone#: _____

Describe activity: _____

Location: _____

Dates of Activity: _____ Time of Activity: _____

Applicant Signature

Date

This permit is issued to the representative/organization listed on this permit for the purpose indicated on this permit. This permit shall be valid for said representative/organization only during the time and dates indicated on this permit.

As authorized by the Board of Selectmen/Designee:

Date

TITLE XII PUBLIC SAFETY AND WELFARE

CHAPTER 160-B FIREWORKS

Section 160-B:7

160-B:7 Requirements for Display of Fireworks. –

I. The commissioner may issue a certificate of competency to display fireworks as provided in RSA 158:9-f to a person who meets the requirements established under that section.

II. Any municipality, fair association, amusement park or other organization may apply for a permit to display fireworks and shall include in the application the name of a person who has been issued a certificate of competency who shall be responsible for conducting the display and a copy of that individual's certificate.

III. The chief of police, licensing board, or governing body of the municipality, after an inspection has been conducted by the fire chief, may issue a permit to display fireworks. The permit shall specify the date on which the display is to be conducted and any other conditions that may be imposed.

IV. The display shall be of such a character, and so located and displayed, as in the opinion of the chief of the fire department or fire ward, after proper inspection, that it shall not be hazardous to property or endanger any person.

V. An application for a display permit shall be made in writing at least 15 days in advance of the date of the display. The town, city, or village district may charge a reasonable fee for a permit to display fireworks. No display permit granted under this section shall be transferable, and each display permit shall be valid for only one display to be held on the date permitted. If, in the opinion of the chief of the fire department, conditions deteriorate during the 15 days before the date for which such permit is granted so that a fire hazard exists, the chief may revoke the permit. At least 72 hours prior to the date of display, the operator of the display shall transmit a copy of the completed display permit, with proof of insurance for the display, approved by the town, city, or village district, to the department of safety.

Source. 1991, 286:2. 1998, 37:7, eff. May 5, 1998. 2008, 192:1, eff. June 11, 2008.

TITLE XXIV GAMES, AMUSEMENTS, AND ATHLETIC EXHIBITIONS

CHAPTER 286 LICENSING SHOWS, OPEN-AIR MEETINGS, BILLIARD TABLES, AND BOWLING ALLEYS

Shows and Open-Air Meetings

Section 286:2

286:2 Theatricals; Parades; Meetings. – No theatrical or dramatic representation shall be performed or exhibited, and no parade or procession upon any public street or way, and no open-air public meeting upon any ground abutting thereon, shall be permitted, unless a special license therefor shall first be obtained from the selectmen of the town, or from a licensing committee for cities hereinafter provided for.

Source. 1850, 971. CS 131:12. GS 100:2. GL 110:2. PS 114:2. 1919, 150:1. PL 145:2. RL 174:2.



Application for Fireworks/Parade Requests

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

Phone: 603-778-0591 Fax: 603-772-4709

Fireworks
 Parade

Other _____

Liability Insurance Required: Certificate of Insurance to be submitted with completed application. Required Amounts: General Liability/Bodily Injury/Property Damage (combined): \$300,000-\$1,000,000 with additional personal injury of \$300,000; the Town of Exeter must be listed as an additional insured.

If permit involves overnight use of blocking off an area then it is suggested to have them in place before dark, applicants are responsible for all barricades.

Applicant Information:

Name: _____ Address: _____

Town/State: _____ Phone: _____ Email: _____

Organization/Company Information:

Name: _____ Address: _____

Town/State/Zip: _____ Phone: _____

Describe Activity: _____

Describe Location: _____

Date(s) of Activity: _____ Time of Activity: _____

Blocking Off: (location and /or quantity of parking spaces) _____

Applicant Signature

Date

Highway Superintendent (Perkins): _____

Date

Code Enforcement (Eastman): _____

Date

Police Chief (Kane): _____

Date

Comments: _____

This permit is issued for the purpose indicated and shall be valid only during the times/dates indicated on this permit.
As authorized by the Board of Selectmen/Designee (Dean):

Date

TITLE III

TOWNS, CITIES, VILLAGE DISTRICTS, AND UNINCORPORATED PLACES

CHAPTER 31

POWERS AND DUTIES OF TOWNS

Miscellaneous

Section 31:102-a

31:102-a Hawkers, Peddlers and Vendors. – The governing board of a city, town or village district may adopt, by ordinance or regulation, provisions for the licensure and regulation of itinerant vendors, hawkers, peddlers, traders, farmers, merchants, or other persons who sell, offer to sell, or take orders for merchandise from temporary or transient sales locations within a town or who go from town to town or place to place within a town for such purposes. Any person who violates any provision of such ordinance or regulation shall be guilty of a class B misdemeanor, and each continuing day of violation after notice shall constitute a separate offense. A city, town, or village district shall be specifically prohibited, however, from licensing or regulating a candidate for public office in the process of obtaining signatures on nomination papers, who seeks to have the candidate's name placed on the ballot for the state general election by submitting nomination papers under RSA 655:40. Provisions adopted under this section shall be in addition to any requirements imposed by the state under either RSA 320 or RSA 321 and may include, but shall not be limited to:

- I. Classification of licensees consistent with constitutional requirements of equal protection;
- II. Imposition of reasonable requirements, including fees, for the issuance of a license;
- III. Restrictions as to the areas of the municipality open to licensees and the hours and days of their operation; and
- IV. Other reasonable conditions and terms deemed necessary for public convenience and safety as the governing board determines.

Source. 1973, 558:9. 1981, 515:1. 1993, 164:1, eff. July 23, 1993. 2001, 274:2, eff. Jan. 1, 2002. 2010, 298:1, eff. Sept. 11, 2010.



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

PERMIT APPLICATION FOR PEDDLING – SOLICITING – VENDING 802

PERMIT FEE: To be submitted with permit application. Permit fee is non-refundable.

Fee: \$25.00 per day or \$100.00 per week or \$250.00 per calendar year or any part thereof, in accordance with Town Ordinance 802.

Today's Date: _____

Representative Information:

Name: _____

Street Address: _____ Town/State/Zip: _____

Phone#: _____ Email: _____

Organization Information:

Name: _____

Street Address: _____ Town/State/Zip: _____

Phone#: _____ Email: _____

Organization Tax ID#: _____

Dates of Activity: _____ Times of Activity: (9AM to 9PM limit): _____

Type of Activity: _____

At what Town Parks, parking lots, commons, will peddling, soliciting or vending occur:

Method of Peddling/Soliciting: _____

Attach copies of any proposed contracts, agreements, promotional materials, or other materials designed to be used in peddling/soliciting or vending.

Complete the following information for each individual involved:

Name: _____ DOB: _____ SS#: _____

Name: _____ DOB: _____ SS#: _____

Name: _____ DOB: _____ SS#: _____

Continue on other side of this form.....

Motor Vehicle Information:

License plate#: _____ State: _____ Vehicle Description: _____

License plate#: _____ State: _____ Vehicle Description: _____

Attach additional information sheet if necessary.

This permit is issued to the representative/organization listed on this permit for the purpose indicated on this permit. This permit shall be valid for said representative/organization only during the time and dates indicated on this permit. This permit is non-transferable.

Town of Exeter Ordinance: 802

To regulate Vendors, Hawker, Peddlers, Solicitors, and other Itinerant Vendors, and Door-to-Door Solicitations and Canvassing.

Town of Exeter Ordinance: 802.1

Requirement: No person, partnership, corporation, or other entity, whether maintaining permanent location in the Town of Exeter or not, may sell, barter, purchase, or otherwise carry on commerce in goods or services within the Town of Exeter, or attempt to do so, through door-to-door solicitations, or on the streets, sidewalks, or other property of the Town without first applying for and receiving a permit to do so from the Town of Exeter.

Complete Ordinance 802 available upon request.

.....

Date Application Received: _____

Fee Received: \$ _____ Cash: _____ Check: _____

Approved by Police Chief: _____

Police Dept Notes: _____

As authorized by the Board of Selectmen/Designee:

_____ Date

807 Special Events

No person, firm, corporation or group shall organize a parade, demonstration or picketing process in the Town of Exeter without having first obtained a permit from the Board of Selectmen.

807.1 Order and Public Convenience:

Any such person, firm, corporation or group receiving a permit shall make provisions for suitable safety for persons engaged in the event and shall not impede any traffic, motor vehicle, pedestrian or otherwise, nor shall anyone engage in any unlawful acts against the peace and dignity of the community.

807.2 Added Costs to Town:

Any such person, firm, corporation or group receiving a permit shall be liable for any additional costs incurred by the Town of Exeter because of such parade, demonstration or picketing.

807.3 Competitive Races:

No person shall conduct or participate in any competitive race using a public way unless such race is sponsored by a recognized organization and prior written approval of the Board of Selectmen is granted. The Town may require insurance, police coverage and other measures to insure the safety and protection of the public.

807.4 Provisions included: The authority of New Hampshire Revised Statutes Annotated 286.3, 286.4, 286.4-A and 47.17 shall be the guide for the issuance and enforcement.

807.10 Penalty:

Failure to comply with the provisions of Section 807 shall be guilty of a violation and shall be fined not more than one hundred (\$100.00) dollars.

808 Public Auctions

No person, firm, corporation or group shall conduct an auction in the Town of Exeter unless they have obtained a permit to do so from the Board of Selectmen.

808.1 Definitions: As used in this Chapter, the following words shall have the following meanings:

- a. **Auctioneer** means a person who engages in the Town of Exeter in the business of selling for another real, personal or mixed property by auction.
- b. **Auctioneering** means the business or act of selling for another real, personal or mixed property by auction.
- c. **Board** means the Board of Selectmen.

801.4 Standards:

Before issuing a permit, the Chief of Police shall require that in addition to being in conformance with all Planning, Zoning, Building, Health and Safety and all other ordinances and regulations of the Town and State, the proposed use of the structure as a dance hall will:

- a. Not create a public nuisance by excessive noise, congregating of patrons, parking or traffic congestion or otherwise, and;
- b. Have specific hours of operation which shall be no longer than 12 noon to the following: 1AM on all days except operation on Sunday, which is limited to the hours of 6PM to 12 Midnight.

801.5 Revocation and Appeal:

Upon the issuing authority receiving written complaints of operation of any dance hall in violation of the standards herein described, he may, after his own independent investigation, revoke the permit of any dance hall subject to the right of the permit holder to appeal the revocation to the Board of Selectmen. Any such revocation shall be in writing, shall state the grounds thereof, and shall be sent by certified mail to the last known address of the permit holder.

801.6 Hearing:

Upon appeal of revocation by any permit holder, the Board of Selectmen shall promptly schedule a hearing with notice thereof, as above provided, which will be open to the public. Unless it appears from the information presented at the hearing that the decision to revoke the permit was unjust or unreasonable, the revocation will be sustained.

801.7 Exemption:

Notwithstanding the definition of Section 801.7, the provisions of this ordinance shall not be applicable to any private residential structure where dancing by ten or fewer individuals occurs, nor shall this Ordinance be applicable to any dance hall as defined herein which during actual hours of operation is subject to regulation or license by the State of New Hampshire under Title XIII of the Revised Statutes Annotated, Chapter 175-182, or their successors.

801.10 Penalty:

The failure to obtain a permit as required by Section 801.3 of this Chapter shall be punishable by a fine of not more than one hundred (\$100) dollars with each day of operation of a dance hall without a permit constituting a separate offense. Additionally, the Chief of Police is empowered, upon approval of the Board of Selectmen, to seek injunctive relief in the Rockingham County Superior court to enforce the terms and conditions of this Chapter.

802 Ordinance to Regulate Vendors, Hawkers, Peddlers, Solicitors, and other Itinerant Vendors, and Door-to-Door Solicitations and Canvassing

802.1 Requirement

No person, partnership, corporation, or other entity, whether maintaining permanent location in the Town of Exeter or not, may sell, barter, purchase, or otherwise carry on commerce in goods or services within the Town of Exeter, or attempt to do so, through door-to-door solicitations, or on the streets, sidewalks, or other property of the Town without first applying for and receiving a permit to do so from the Town of Exeter.

802.2 Exemptions

No permit is required under this ordinance for the following:

- a. The solicitation of signatures for political purposes.
- b. Any public event sponsored by a non-profit organization, provided that any concessions or sales must be directly connected to the event and must be included in the public assemblage permit approved for the event under Town Ordinance 807. A list of vendors must be provided to the Town Office before the event.
- c. Any event taking place in Town recreation areas and is part of a Town-sponsored event or has the express written permission of the Board of Selectmen or designee.
- d. Any event taking place on land owned or controlled by the public school system and has the express written permission of the School Board or Principal of the school in question.

802.3 Procedure for Obtaining Permit

Persons or entities subject to this Ordinance shall apply during normal business hours (8:00AM-4:30PM at the Town Office) to the Office of the Selectmen or designee for a permit, utilizing the application form prescribed. If vending food, the applicant must first obtain all applicable licenses from the Exeter Health Department located at the Exeter Fire Department.

The application for the permit shall include, but is not limited to, the following information:

- a. the name of the person applying and the name of the entity, if different, for whom the application is made;
- b. the local address of the person applying, the permanent address of the person applying, and of the entity, if different, from the person making the application;
- c. the local and permanent telephone and fax numbers of said person and/or entity;
- d. the date of birth and social security number of all persons to be involved

- and taxpayer's identification number of the entity;
- e. vehicle information, including the license plate number, state of issue, and physical description of all vehicles involved;
 - f. the nature of the goods or services involved;
 - g. the method of solicitation to be used and copies of any proposed contracts, agreements, promotional materials, or other materials designed to be used in solicitation.
 - h. the dates upon which solicitations, canvassing, or vending are to occur and the location and times on each of those dates.
 - i. the names of Town parking lots, commons, or parks at which vending is proposed to occur.
 - j. information required to be supplied under NH RSA 321:19 as to the advertising, representing or holding forth of any sale as an insurance, bankrupt, insolvent, assignee's, trustee's, testator's, executor's, administrator's, receiver's, wholesale, manufacturer's or closing-out sale, or as a sale of goods damaged by fire, smoke, water or otherwise, or in any similar form, the following information is required to be supplied under NH RSA 321:19- all the facts relating thereto, the reason for and the character of such sale, including a statement of the names of the persons from whom the goods were obtained, the date of their delivery to the applicant, the place from which they were last taken and all the details necessary to locate and identify them.
 - k. a non-refundable permit fee of twenty-five (\$25) dollars per day, one hundred (\$100) dollars per week, or two hundred fifty (\$250) dollars per year or any part thereof, payable at the time of application.

802.4 Official Action on the Permit

- A. Before granting any permit under this chapter, the Board of Selectmen of the Town of Exeter, or designee shall:
 - i. determine whether the applicant has submitted a complete and accurate application;
 - ii. determine whether the applicant has met all requirements and purposes of this chapter;
 - iii. forward application and information to the Chief of Police or designee for review.

- B. After the application for a permit has been reviewed by the Board of Selectmen or designee and the Chief of Police or designee, the permit will be approved or disapproved. The decision to approve or disapprove will be based on the findings of the Board of Selectmen or designee. A decision shall be made no later than five (5) working days after receipt of application. If the permit is denied, the Board of Selectmen or designee shall provide reasons for the denial to the applicant.
- C. Reasons for denial may include but are not limited to any one of the following:
- i. conviction of any offense which would warrant such denial;
 - ii. evidence that the permittee has accepted or solicited money, otherwise than through a bonafide sale or barter of goods, wares, or merchandise, or has in any manner solicited same from the public;
 - iii. evidence of any falsification of information on the application;
 - iv. evidence that the permittee is insane, a sexual psychopath, is or has been guilty of assault upon others or whose conduct has been otherwise disorderly and is of such violent or offensive demeanor that to grant such permit would constitute a threat to the peace or safety of the public;
 - v. the permittee is at large pending appeal from a conviction for a violation of the law involving extreme moral turpitude; or
 - vi. failure to supply the information required under NH RSA 321:19
 - vii. any negative past experience with the organization's or individual's conducting of activities either in the Town of Exeter or elsewhere, that would require a permit under this ordinance.

802.5 Revocation of Permit

- A. Upon receipt of any complaint concerning nuisance, hazard, annoyance, or disorderly conduct concerning any section of this Chapter, any or all solicitors may be asked to stop solicitation.
- B. The Town of Exeter may amend or revoke a permit if any of the following occur:
- i. The existence of any of the reasons for denial listed above in 802.4C.
 - ii. Failure to supply the identification required under 802.8 below.

- iii. The occurrence of any prohibited conduct as set forth below under 802.9

802.6 Appeal Process

A person may appeal to the Board of Selectman from the denial, revocation or amendment of a permit by filing a written notice within five (5) working days of denial, revocation or amendment of the permit. The Board of Selectmen may affirm or reverse the decision, or attach such additional conditions to the permit as will, in their best judgment, protect the health and safety of the public and the persons required to apply for the permit.

802.7 Notification of Police

Upon the issuance of a permit to any person, firm, corporation, or other entity, the Board of Selectmen or designee shall notify the Police Department of the same.

802.8 Identification Required

Any person, firm, corporation, or other entity granted such a permit shall upon demand show suitable identification to any person demanding same and shall at each solicitation or inquiry identify the entity benefiting from the funds received.

802.9 Prohibited Conduct under a Permit

- A. No door-to-door solicitation or canvassing regulated under this chapter is to occur before 9 AM or after 9PM on any given date.
- B. Sidewalk Vendors: A vendor selling on the sidewalk shall not:
 - i. Vend at any location where the unobstructed sidewalk area after deducting the area occupied by the stand is less than three (3) feet in width;
 - ii. Vend within thirty (30) feet of any driveway entrance to a police or fire station, or within ten (10) feet of any other driveway;
 - iii. Allow the stand or any other item relating to the operation of the vending business to lean against or hang from any building or other structure lawfully placed on public property, without the building or structure owner's written permission.
- C. Motor Vehicle Vendors: A vendor selling from a motor vehicle shall not:
 1. Conduct his motorized business in such a way as would restrict or interfere with the ingress or egress of the abutting property owner or tenant, create or become a public nuisance, increase traffic congestion

or delay, or constitute a hazard to traffic, life or property, or an obstruction to adequate access to Fire, Police or Town/State vehicles;

2. Stop, stand, or park his vehicle upon any street for the purpose of selling or sell on any street under any circumstances during the hours when parking, or stopping or standing has been prohibited or is prohibited by statute by signs or curb markings or ordinance;
3. Remain in any one location for longer than is authorized by the parking ordinances of the Town unless specifically authorized to do so. In areas not covered by the parking ordinances, parking shall be limited to thirty (30) minutes.

802.10 Penalty

Any person, partnership, corporation, or other entity that conducts activities that require a permit under this chapter without a valid permit shall be guilty of a violation punishable by a fine or not more than \$200.00 for each violation.

805 Fireworks

No person shall possess any fireworks as defined in 160.1 New Hampshire Revised Statutes Annotated unless said person is in the business of the sale of fireworks for pyrotechnic displays as licensed by the Federal and State Government, or holds a valid permit for display of fireworks as provided elsewhere in this section.

805.1 Permit for Pyrotechnic Displays:

A permit for "fireworks" displays shall be issued by the Board of Selectmen for special events in which a fireworks display is in the best interests of the general public. No permits shall be issued without the approval of the Chiefs of the Fire and Police Departments who will render a decision based on the competence of the operator, the protection factors and the availability of manpower and equipment.

806 Public Dances

No person, firm, corporation or organization shall conduct a public dance, carnival or circus in which the attendance may be greater than two hundred (200) people unless a police officer is on duty at such an event. When the attendance increases by any group to three hundred (300) or more, a police officer shall be on duty at such event for each three hundred (300) persons in attendance.

806.1 Costs:

The costs of such police services shall be paid by the person, firm or corporation sponsoring the event.

806.2 Penalty:

Failure to comply with the provisions of Section 806 shall be guilty of a violation, and shall be fined not more than one hundred (\$100) dollars.



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

Road Race/Walkathon 807.3

This permit application is to be submitted to the Town Office with a clearly marked map of the route of your event along with your Certificate of Insurance. Your permit will be forwarded to the Police Chief for approval, then be to the Board of Selectmen for approval. Please be sure to submit your paperwork to allow time for this process.

The Certificate of Insurance amounts required: General Liability/Bodily Injury/Property Damage (combined) \$300,000-\$1,000,000 with additional personal injury of \$300,000 and the Town of Exeter must be listed as an additional insured.

Application Date: _____

Representative Information:

Name: _____ Address: _____

Town/State/Zip: _____ Phone: _____

Email: _____

Organization Information:

Name: _____ Address: _____

Town/State/Zip: _____ Phone: _____

Describe Activity: _____

Date of Activity: _____ Time of Activity: _____

MARKING THE ROAD AND/OR SIDEWALK WITH PAINT, TAPE, ETC. IS PROHIBITED. YOU ARE RESPONSIBLE FOR PICKING UP ANY SIGNS AND/OR LITTER AFTER THE EVENT.

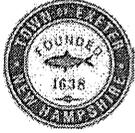
This permit is issued to the representative/organization listed on this permit for the purpose indicated on this permit. This permit shall be valid for said representative/organization only during the time and dates indicated on this permit.

Police Chief Approval: _____

As authorized by the Board of Selectmen/Designee:

_____ Date

Town of Exeter Ordinance: 807.3 Competitive Races: No person shall conduct or participate in any competitive race using a public way unless such race is sponsored by a recognized organization and prior written approval of the Board of Selectmen is granted. The Town may require insurance, police coverage and other measures to insure the safety and protection of the public.



Application for Road/Sidewalk Requests

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

Phone: 603-778-0591 Fax: 603-772-4709

Block Off Street/Road

Structure on Sidewalk

Liability Insurance Required: Certificate of Insurance to be submitted with completed application. Required Amounts: General Liability/Bodily Injury/Property Damage (combined): \$300,000-\$1,000,000 with additional personal injury of \$300,000; the Town of Exeter must be listed as an additional insured.

If permit involves overnight use of blocking off an area then it is suggested to have them in place before dark, applicants are responsible for all barricades.

Applicant Information:

Name: _____ Address: _____

Town/State/Zip: _____ Phone: _____ Email: _____

Organization/Company Information:

Name: _____ Address: _____

Town/State/Zip: _____ Phone: _____

Description:

Blocking/Structure Off: (location) _____

Describe Activity: _____

Date(s) Requested: _____ Times Requested: _____

Applicant Signature Date

Highway Superintendent (Perkins): _____ Date _____

Code Enforcement (Eastman): _____ Date _____

Police Chief (Kane): _____ Date _____

Comments: _____ Date _____

This permit is issued for the purpose indicated and shall be valid only during the times/dates indicated on this permit.
As authorized by the Board of Selectmen/Designee (Dean):

Date



Town of Exeter, NH
 10 Front Street
 Exeter, NH 03833
 Phone: 773-6103 Fax: 772-4709
 Email: twnmgr@town.exeter.nh.us

Parking Permit Request

Permission to block off parking spaces near the Bandstand will include blocking off parking spaces from the Bandstand steps to the crosswalk only, not beyond the crosswalk.

Applicant Information:

Name: _____ Address: _____

Town/State/Zip: _____ Phone: _____

Email: _____

Vehicle Information:

Plate #: _____ State: _____ Registered To: _____

Town: _____ Description: _____

Organization/Company Information:

Name: _____ Address: _____

Town/State/Zip: _____ Phone: _____

Description:

Blocking Off _____ Parking Spaces (quantity) Location: _____

Describe Activity: _____

Date(s) of Activity: _____ Time of Activity: _____

If permit involves overnight use of blocking off an area, barricades must be in place before dark. This permit is issued for the purpose indicated above and shall be valid only during the times/dates indicated on this permit.

 Applicant Signature Date

.....

Window permit issued:

As authorized by the Board of Selectmen/Designee (Dean):

 Date

CHAPTER 5 HIGHWAY USE REGULATIONS

501 Snow Removal

No person, firm or corporation engaged in the operation of snow plowing, blowing or removing shall allow, or cause any accumulations of snow to obstruct or impair any town-maintained street, roadway, sidewalk, parking lot or right-of-way, unless such operations are approved by the Director of the Exeter Public Works Department.

501.1 Fire Hydrants

No person, firm or corporation shall place any object, item or material, or allow or cause any object, item or material to be placed upon any town-maintained street, roadway, right-of-way, sidewalk or parking lot, so as to obstruct vehicle or pedestrian traffic. Such objects shall include, but not be limited to, snow ice, dirt, gravel, sand, signs or other obstructions.

502 Highway and Sidewalk Obstruction

No person, firm or corporation shall place any object, item or material, or allow or cause any object, item or material to be placed, upon any town-maintained street, roadway, right-of-way, sidewalk or parking lot, so as to obstruct vehicle or pedestrian traffic. Such objects shall include, but not be limited to, snow, ice, dirt, gravel, sand, signs or other obstructions.

502.1 Damage to Surface

No person, firm or corporation shall place any object, item or materials, or allow or cause any object, item or material to be placed upon any town-maintained street, roadway, right-of-way, sidewalk or parking lot so as to damage the surface thereof.

502.2a Signs and Displays

502.2a(1) Sandwich board or A-frame signs are allowed only along the Waterfront Commercial zone and along the following downtown streets: Water Street between Great Bridge and Main Street, Center Street, and Front Street from Spring Street to Water Street. Only one sandwich board sign per business establishment shall be permitted. All sandwich board signs shall be removed at the end of the business day for the respective business.

502.2a(2) Dimensions and placement

To encourage signs that are of a quality design, and are appropriate in size and materials, sandwich board signs shall meet the following criteria:

(A) A sandwich board sign shall have dimensions no greater than 42 inches in height, 24 inches in width, and shall extend into the right-of-way or sidewalk no more than 24 inches.

(B) No balloons, flags, illumination or other decorations may be placed upon a sandwich board sign.

(C) Sandwich board signs may not be permitted on sidewalks where the width of the sidewalk will be significantly diminished by placement of the sign.

(D) Business establishments requesting a permit for a sandwich board sign shall demonstrate that the business has premises and general liability insurance in the amount of \$300,000/\$1 million, which contains coverage for said business' use and activity upon the right-of-way or sidewalk, and shall cause the Town of Exeter to be named as an additional insured under the policy.

502.2a(3) Permit Required

Any person, firm or corporation seeking to place a sandwich board sign in or on a public right-of-way or sidewalk under 502.2a shall apply to the Town's Building Inspector for a permit for such sign. Such application shall specify the proposed location of the sign and the design and materials of the sign along with a dimensioned drawing of the proposed sign. Any modifications to the sign after approval by the Building Inspector must be re-submitted for approval. If approved, the applicant will be issued a Town sandwich board sign sticker to be placed prominently on the outside surface of the sign.

502.2a(4) Any person, firm or corporation seeking to place a merchandise display in or on a public right-of-way or sidewalk shall apply to the Town's Building Inspector for a permit for such display. Such display shall also be limited to 24 inches in width and shall extend into the right-of-way or sidewalk no more than 24 inches.

(A) Any person, firm or corporation seeking the use of the sidewalk for an infrequent sidewalk sale shall petition the Board of Selectman, in a regular session, for permission to do so.

502.2b Directional Signs ("Blue Signs")

Any person, firm or corporation seeking the installation of a directional sign, also known as a "Blue Sign," to a place or establishment shall petition the Board of Selectman, in a regular session, for permission. Permission will only be considered for purposes of directing the public to a place or establishment that is not on a primary Town road. The petition shall clearly state the need of the posting places affected, the duration of the posting and pay the cost of the sign(s), which will be installed by the Department of Public Works after approval by the Board.

502.2c Political Campaign Signs

Political campaign signs are allowed pursuant to RSA 664:17.

502.2d Banners, Flags and Balloons

Flags, balloons or banner-type signs extending above or across the town's sidewalks are allowed provided that the lowest portion of any such object shall be no less than 7 feet above a sidewalk, and in no event shall such object extend over any town-maintained street, roadway or parking lot so as to obstruct vehicle or pedestrian traffic or the view of the street, roadway or parking lot. Any person, firm or corporation seeking the installation of a special event banner extending across the town's roadways or rights-of-way shall petition the Board of Selectman, in a regular session, for permission.

502.2e Right-of-Way and Sidewalk Maintenance

All obstructions must be removed from town rights-of-way and sidewalks for winter maintenance during inclement weather. This includes sandwich board signs, planters, merchandise, tables, etc. In addition, all awnings must be retracted during inclement winter weather to allow safe passage for the maintenance vehicles and equipment.

502.2f Removal

Signs, flags or banners found in violation of this section shall be subject to removal at any time by the Department of Works, the Code Enforcement Officer or the Police Department. Such signs, flags or banners will be removed to the Department of Public Works and stored for one week so that the owner may retrieve the item. Items not retrieved after one week will be recycled or disposed of.

502.2g Town signs and poles

No one shall affix any sign, flag or other material to a Town of Exeter street sign, traffic sign or other town-owned structure located on town property or in the public right-of-way.

502.3 Waiver and Appeal

Any person, firm or corporation seeking an exemption from this section shall petition the Board of Selectman, in a regular session, for a waiver. The petition shall clearly state the need of the posting places affected, and the duration of the posting. Any person, firm or corporation having been denied a permit under 502.2a may appeal that denial to the Board of Selectmen in a regular session. The written appeal petition shall clearly state the reasons why the denial should be reversed and the permit should be granted.

South curb line from Portsmouth Avenue to Hampton Road.

503 Weight Limits

No person, firm or corporation shall operate any vehicle on or over any bridge or elevated road-way in the Town of Exeter when such vehicle weighs more than the weight limits posted by the Director of the Exeter Public Works Department or the Commissioner of the NH Department of Public Works and Highways.

503.1 Prohibition of Through Trucks on Public Ways

No person, firm or corporation shall operate a truck with an empty weight in excess of 8 tons on any public street or highway except under one of the following conditions:

- 503.1.1 Vehicle being operated point to point in Exeter for the purpose of local deliveries:
- 503.1.2 Vehicle is being operated to a designated point in Exeter to make a delivery.
- 503.1.3 Vehicle is being operated from a permanent base of operation in Exeter to the designated truck route;
- 503.1.4 Vehicle being operated on the following named streets or highways:
 - Epping Road
 - Main Street
 - Pickpocket Road
 - Pine Road
 - Route 108
 - Route 111 from Kingston town line to Water St/Bandstand, so-called
 - Water Street from Spring Street to the Bandstand, so-called.

503.2 Exemptions

Restrictions described in this section shall not apply to emergency vehicles, Town highway, building and maintenance vehicles, or school buses in the normal process of their duties.

504 Excavation of Town Streets, Rights-of-Way

No person, firm or corporation shall excavate, construct, alter or conduct any operations that alter or damage any town-owned or maintained streets, roadways, sidewalks, parking lots or rights-of-way without a valid permit issued by the Public Works Department.

Contractors excavating in town streets and/or rights-of-way must maintain minimum insurance and surety coverage as follows:

1. Liability Coverage: General liability \$500,000 combined Single Limit Comprehensive Form; Broad Form Property Damage; Independent contractor's Insurance, product/completed operations insurance. (If work involves the following, appropriate coverage is necessary: explosion, collapse, underground).
2. Vehicle Insurance: \$500,000 Combined Single Limit, Comprehensive Form, Owner, Hired/Non-owned.
3. Worker Compensation: Statutory limits, Employer liability \$100,000.

List for Selectmen's meeting July 28, 2014

Land Use Change Tax

Map/Lot	Address	Amount
32/23	Cragmere Heights	0.00

Jeopardy Tax

Map/Lot	Address	Amount
104/84	97 Linden Street	262.90



Application for Use of Town Facility

Forms can be mailed: Town of Exeter, 10 Front Street, Exeter, NH 03833
Faxed #: 603-772-4709 or emailed: townmgr@town.exeter.nh.us

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

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

Representative Information:

Name: Robert Prior Address: 16 Pick pocket Rd.
Town/State/Zip: Exeter NH 03833 Phone: 772-0406
Email: bobprior@comcast.net Date of Application: 7/29/14

Organization Information:

Name: Exeter Democratic Committee Address: 16 Pick pocket Rd
Town/State/Zip: _____ Phone: _____

Reservation Information:

Type of Event/Meeting: Meet the Candidates Night Date: 9/3/14
Times of Event: 6-8 pm Times needed for set-up/clean-up: 5-8:30
of tables: 2 # of chairs: 50

List materials being used for this event: _____

Will food/beverages be served? No Description: _____

Requirements:

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

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

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

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

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

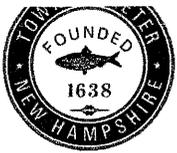
Applicant signature: [Signature] Date: 7/29/14

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

Office Use Only:

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

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



Application for Use of Town Facility

Forms can be mailed: Town of Exeter, 10 Front Street, Exeter, NH 03833
Faxed #: 603-772-4709 or emailed: twnmgr@town.exeter.nh.us

Facility Requested: *see over* Town Hall (Main Floor) Town Hall Stage Bandstand

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

Representative Information:

Name: Karen Prior Address: 16 Pickpocket Rd.
Town/State/Zip: Exeter, NH 03833 Phone: 772-0406
Email: Kcprior@comcast.net Date of Application: 7-30-14

Organization Information:

Name: Friends of Taggie Hassan Address: 40 Karen Prior
507e as above
Town/State/Zip: _____ Phone: _____

Reservation Information:

Type of Event/Meeting: Ice Cream Social Date: Sunday, Aug. 10, 2014
Times of Event: 12:30-2 Times needed for set-up/clean-up: 12:00 - 2:30
of tables: 2 # of chairs: 0

List materials being used for this event: _____

Will food/beverages be served? yes Description: ice cream

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.

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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: *Karen Prior* Date: 7-30-14

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

We would like to use the plaza area in front of Elysee Town Hall as well as the stairs and covered entryway that is outdoors. Additionally, if we could have access to the front foyer and adjoining room - in case of bad weather - that would be helpful.

Town Manager Updates

Submitted by: Russell Dean, Town Manager

Week Ending: August 8th, 2014

- Received and reviewed July monthly reports from town departments.
- Implemented non union pay increases.
- Met with resident Vic Lachance to review several issues Mr. Lachance has raised with respect to jurisdiction over various items, including ROW maintenance, downtown area cleanup and catch basins, etc.
- Took 1 day of personal leave Friday, August 1st.
- Met with DPW and representative from Wright-Pierce to get an update on timelines for the wastewater facility plan work.
- Fielded several DPW-related issues regarding capital projects.
- Reviewed CIP draft materials for 2015-2020 CIP.
- Reviewed draft budget forms for 2015 budget, which are to be distributed shortly.
- Reviewed status of the transportation fund, transportation requests, Munismart transportation budget, and applications.
- Approved hiring of a new recording secretary for committee minute work.
- 22 Cherry Street property closure – sale.
- Reviewed status of Starr Barn Easement 32 Hampton Road – referred to HDC and Heritage Commission.
- Seabrook Drill August 20th.
- Met with Julie Gilman and others on Kingston Road bike path application. See letter of interest in packet for this project. Letter went out on August 6th. Thanks to all involved who helped pull it together!
- Reviewed employer contribution rates for New Hampshire retirement for 2015 second half budget (July to December).
- Reviewed several issues related to the Stoneybrook Agreement, including PUC approvals and the surcharge issues.
- Reviewed new draft of the Town-wide Facilities Plan RFP.

**TOWN OF EXETER
MEMORANDUM**

TO: Board of Selectmen
FROM: Town Manager 
RE: Stoneybrook Agreement
DATE: August 8, 2014

Various questions were raised over the last few meetings relative to the “Stoneybrook Agreement” so called.

In response to these questions I sent both the 1972 Agreement and the 1985 Agreement to town counsel to review. I raised several questions including how the Agreement related to RSA 362:4. This RSA concludes that you cannot charge out of Town customers more than you charge your own customers for sewer, and allows for a 15 percent surcharge on water. The Stoneybrook Agreement which dates to 1985 includes a provision to charge an additional \$1,000 beyond rates for sewer use.

As you will note counsel’s recommendation is to not charge this additional fee and remove it from the next Agreement negotiated regarding Stoneybrook Lane. Whether or not the Town can charge the \$160 water premium is still an open question as we research what kind of paperwork needs to be filed with the PUC.

The Agreement contains a provision that new owners will notify the Exeter Town Manager of the intended use of the building. Last year, several notifications were made regarding the property to various town agencies (DPW, Planning) and I was also contacted directly by the realtor marketing the site. The Town Planner also visited a Stratham Zoning Board meeting. The developers have been working with DPW Water Department and Building on relevant parts of the project.

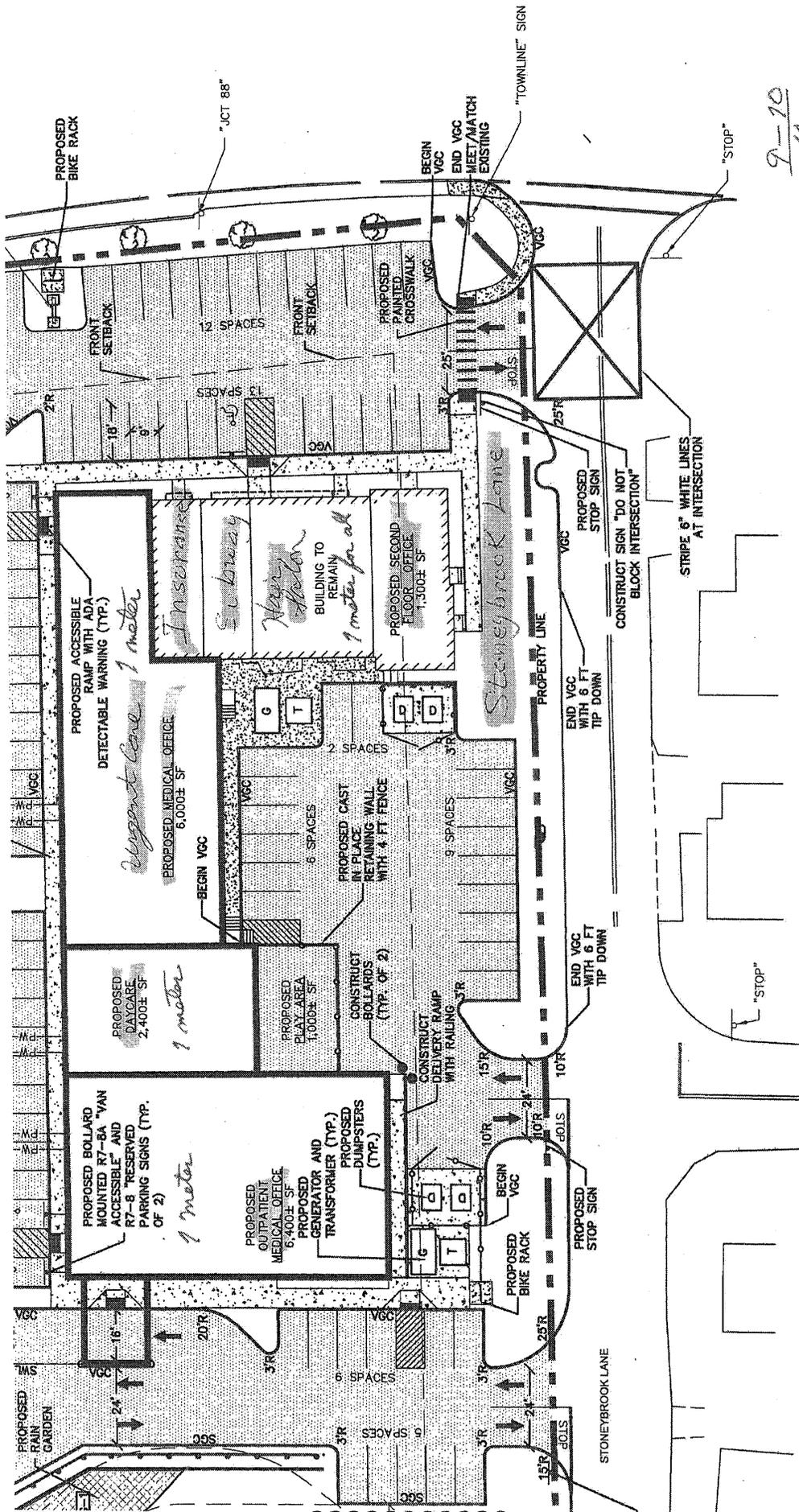
As far as connections, my understanding from DPW is there will be a net decrease in connections to the site as a result of the development. The site currently has five accounts and is being reduced to four accounts. I also understand that the impact fees are a “wash” compared to prior usage amounts, and we would only charge impact fees if there was an additional impact from the new development.

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& Ports
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4	10/7/13
3	9/27/13
2	8/27/13
1	7/18/13
Mark	Date



9-10
14

PARKING SUMMARY:

REQUIRED	PROVIDED
35 SPACES	162,000 SF
27 SPACES	100 FT
48 SPACES	254 FT
25 SPACES	415 FT
20 SPACES	
6 SPACES	
21 SPACES	
182 SPACES	
55 SPACE REDUCTION	
128 SPACES	

SITE DATA

LOCATION: ROUTE 108
STRATHAM, NH
TAX MAP: 4
LOTS: 3, 4, 5, 6
ZONING DISTRICT: SPECIAL COMMERCIAL

DIMENSIONAL REQUIREMENTS:

MINIMUM LOT DIMENSIONS	43,560 SF
LOT AREA:	100 FT
CONTINUOUS FRONTAGE:	254 FT
DEPTH	100 FT
MINIMUM YARD DIMENSIONS	

REQUIRED:

6,400 S.F. @ 5.5/1000 S.F.	35 SPACES
6,000 S.F. @ 4.5/1000 S.F.	27 SPACES
13,800 S.F. @ 3.5/1000 S.F.	48 SPACES
1,750 S.F. @ 14/1000 S.F.	25 SPACES
6,700 S.F. @ 3/1000 S.F.	20 SPACES
1,500 S.F. @ 4/1000 S.F.	6 SPACES
60 PEOPLE @ 0.35/PERSON	21 SPACES
30% OF 182 SPACES	55 SPACE REDUCTION
	128 SPACES

PROVIDED:

1 OUTPATIENT MEDICAL OFFICE:	162,000 SF
2 MEDICAL OFFICE:	100 FT
3 RETAIL:	254 FT
4 SUBWAY (FAST FOOD):	415 FT
5 OFFICE:	
6 HAIR SALON (PERSONAL SERVICE):	
7 DAY CARE:	

TOTAL SPACES PROVIDED

WATER AND SEWER AGREEMENT

THIS AGREEMENT made the 22nd day of Apr, 1985 by and between the TOWN OF STRATHAM, a municipal corporation duly existing in the County of Rockingham, The State of New Hampshire, and the TOWN OF EXETER, a municipal corporation duly existing in said County and State,

WHEREAS STRATHAM voted at the Annual Town Meeting of March, 1972 to negotiate with Exeter to allow residents of Stratham to tie into Exeter's sanitary sewer line on Stoneybrook Lane in Exeter, and

WHEREAS the Town of Exeter has had a sewer agreement with Stratham since April 25, 1972, and

WHEREAS, the Town of Exeter is desirous of updating that agreement upon the anniversary date in order to establish an equitable rate structure, and

WHEREAS, the Town of Exeter is willing to allow sanitary sewerage to enter its system and to convey, treat, and dispose of the sewerage therefrom, and

WHEREAS, the Town of Exeter is willing to supply water to the streets;

NOW THEREFORE, in consideration of the premises and the mutual promises hereinafter set forth, the parties agree as follows:

That upon adoption of this agreement by and between the Town of Stratham and the Town of Exeter, the Selectmen of the Town of Stratham will notify all owners of property presently connected to the system of the existence and conditions of the agreement;

That no connections to the sewer and water system shall be allowed unless authorized by the Selectmen of the Town of Exeter;

That connections authorized by the Board of Selectmen shall comply with the regulations of the Exeter Public Works Department and the connection fee shall be \$350.00 per service;

That water and sewer system uses shall conform to the regulations of the Exeter Public Works Department;

That this agreement shall be reviewed annually and shall continue in full force and effect from year to year until revoked; provided, however, that Exeter or Stratham may revoke this agreement, if in the opinion of the Exeter Selectmen or the Stratham Selectmen, continued participation should become unduly burdensome to Exeter or Stratham, but if revoked by Exeter, written notice thereof must be given to Stratham providing a reasonable time in which to make other arrangements.

In the event ownership of any building hooked to the Exeter sewer system changes, the new owners shall notify the Exeter Town Manager of the intended use for the building.

Schedule of User Fees:

a. Residential Dwelling units

Sewer Rate: Normal Sewer Rate + \$150.00 annually
Water Rate: Normal Water Rate

b. Commercial Users

Sewer Rate: Normal Sewer Rate + \$1,000.00 annually
Water Rate: Normal Water Rate

Definitions:

a. Residential/Dwelling Unit:

Any building designed to be an abode constructed with living quarters or sleeping compartments;

b. Commercial Building:

Any building occupied for the purpose for conducting business transactions whether retail, wholesale, service or otherwise.

IN WITNESS WHEREOF, the parties hereunto set their hands and seals by their respective selectmen the day and year above set forth.

Witness:

[Handwritten signature]

TOWN OF EXETER

Richard M. Heath
Sherman E. Chester
Helen Carr Dix
Robert H. Stewart
Evilyp H. Barnowski
BOARD OF SELECTMEN

Witness:

Jayce A. Rose

TOWN OF STRATHAM

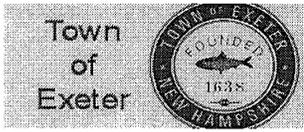
John A. Keating Jr.
Harriet K. Kottin
Horton A. Barker
BOARD OF SELECTMEN

04/23/85

Attest:

Shirley M. Whittington
Notary Public

Received in the office of Town Clerk
on April 23, 1985
Shirley M. Whittington, Town Clerk



Russ Dean <rdean@exeternh.gov>

Stoneybrook Lane

Laura Spector <laura@mitchellmunigroup.com>
To: Russ Dean <rdean@exeternh.gov>

Fri, Jul 18, 2014 at 1:46 PM

Hi Russ. Okay, first of all, you do need PUC approval to serve any customers outside of town. Was that obtained in 1972? If not, that is very easy to get and we should apply for it. I have a standard petition I file for such approvals, and once we get all the paperwork in order for that, it's a fairly simple and straightforward thing.

As for the surcharge, while you can charge customers outside the town a higher fee for water without being deemed a public utility (with PUC approval), you cannot do so for sewer. I would not charge this additional fee, and would remove that from the next contract you execute.

Laura

Laura Spector-Morgan, Esquire

Mitchell Municipal Group, P.A.

25 Beacon Street East

Laconia, NH 03246

(603) 524-3885

fax (603) 524-0745

From: Russ Dean [mailto:rdean@exeternh.gov]
Sent: Wednesday, July 16, 2014 9:16 AM
To: Laura Spector
Subject: Stoneybrook Lane

[Quoted text hidden]

362:4 Water Companies, When Public Utilities. –

I. Every corporation, company, association, joint stock association, partnership, or person shall be deemed to be a public utility by reason of the ownership or operation of any water or sewage disposal system or part thereof. If the whole of such water or sewage disposal system shall supply a less number of consumers than 75, each family, tenement, store, or other establishment being considered a single consumer, the commission may exempt any such water or sewer company from any and all provisions of this title whenever the commission may find such exemption consistent with the public good.

II. A municipal corporation furnishing water or sewage disposal services outside its municipal boundaries shall not be considered a public utility under this title for the purpose of accounting, reporting, or auditing functions with respect to said service.

III. A municipal corporation furnishing sewage disposal services shall not be considered a public utility under this title:

(a) If it serves customers outside its municipal boundaries, charging such customers a rate no higher than that charged to its customers within the municipality, and serves those customers a level of sewage disposal service equal to that served to customers within the municipality. Nothing in this section shall exempt a municipal corporation from the franchise application requirements of RSA 374.

(b) If it supplies bulk sewage disposal services pursuant to a wholesale rate or contract to another municipality, village district, or water precinct.

III-a. (a) A municipal corporation furnishing water services shall not be considered a public utility under this title:

(1) If it serves new customers outside its municipal boundaries, charging such customers a rate no higher than 15 percent above that charged to its municipal customers, including current per-household debt service costs for water system improvements, within the municipality, and serves those customers a quantity and quality of water or a level of water service equal to that served to customers within the municipality. Nothing in this paragraph shall exempt a municipal corporation from the franchise application requirements of RSA 374.

(2) If it supplies bulk water pursuant to a wholesale rate or contract to another municipality, village district, or water precinct. This subparagraph shall not apply to bulk water contracts which were in effect before July 23, 1989, or to the renewal of said bulk water contracts.

(b) The commission may exempt a municipal corporation from any and all provisions of this title except the franchise application requirements of RSA 374, and may authorize a municipal corporation to charge new customers outside its municipal boundaries a rate higher than 15 percent above that charged to its municipal customers, if after notice and hearing, the commission finds such exemption and authorization to be consistent with the public good. The commission may not authorize a municipal corporation to charge existing customers outside its municipal boundaries a rate higher than 15 percent above that charged to its municipal customers until any rate agreements in effect for those customers on May 13, 2002 shall have expired.

(c) A municipal corporation's authority to charge higher rates for new customers outside of its municipal boundaries shall be applied prospectively to new customers taking water service provided by means of a main extension or an expansion of the municipal corporation's system after the effective date of this paragraph.

(d) A municipal corporation's authority to charge higher rates for existing customers outside of its municipal boundaries shall not become effective until any rate agreements in effect on May 13, 2002 have expired.

(e) A municipal corporation serving customers outside of its municipal boundaries and charging a rate no higher than 15 percent above that charged to its municipal customers prior to July 1, 2002, may also be exempted from regulation as a public utility, except for the franchise application requirements of RSA 374, if after notice and hearing, the commission finds such exemption and authorization to be consistent with the public good.

IV. (a) Any customer of a water utility shall have the right to terminate water service and secure water from an alternate source, if the customer can demonstrate the ability to comply with the requirements of RSA 485-A:29 and RSA 485-A:30-b, and the administrative rules adopted to implement these sections.

(b) Any covenant in a deed or contract that restricts the right to terminate water service from a water utility or in any way limits that right, shall be void as against public policy.

V. No property owner shall be required to connect to a municipal corporation furnishing water, provided such property owner can demonstrate the ability to comply with the requirements of RSA 485-A:29 and RSA 485-A:30-b.

VI. (a) For purposes of this chapter, a municipal corporation shall include a regional water district.

(b) During the initial 4 years of its operation, if a regional water district seeks to alter rates other than in a manner that uniformly impacts all customers within the district, any municipality that is a member of the regional water district may seek commission review of the proposed rate change. In order for the proposed rate change to take effect, the commission must determine that the proposed rates are cost-based and that they are not unduly discriminatory.

(c) A regional water district shall adopt and enforce quality of water service standards consistent with the commission's administrative rules.

(d) With respect to regional water districts, the 15 percent benchmark employed in this section shall be calculated in relation to an average of the regional water district's relevant rates as determined by the public utilities commission.

VII. (a) A homeowners association, including but not limited to a condominium unit owners association, shall not be considered a public utility under this title by virtue of providing water service if:

(1) The service is furnished only to members of the association or the occupants of their residential units; and

(2) The association is organized on a not-for-profit basis and is democratically controlled by the owners of the residential units and not the developer or subdivider thereof.

(b) Such a homeowners association is one consumer for purposes of paragraph I, and its individual members or their lessees shall not be treated as individual consumers.

Source. 1913, 145:1. 1917, 76:1. PL 236:5. RL 285:5. 1951, 203:9 par. 4. RSA 362:4. 1957, 33:1. 1971, 333:1. 1973, 546:1. 1988, 134:1. 1989, 240:1. 1992, 170:1. 1993, 248:1. 2001, 237:2. 2002, 141:4, 52; 174:3. 2003, 178:15; 281:12. 2007, 25:2, eff. May 11, 2007.

Sarnia Properties

Exeter crossing - 1 Portsmouth Ave, Stratham, NH
Water Calculations

Prior Uses

Address

5 Stoneybrook (Rental Home)

7 Stoneybrook (Daycare)

1 Portsmouth Ave (former Exeter Paint)

Description

1,968 4 Bed 2.5 Bath home on separate water meter

3,000 Daycare for 60 kids on separate water meter

7,000 Retail space on separate water meter

Status

Demolished Jan 2014 300gpd + 1

Demolished Jan 2014 10 gpd/pe

Demolished Jan 2014 5gpd/100

Proposed Uses

Address

1 Portsmouth Ave (Convenient Md)

1 Portsmouth Ave (Daycare)

Description

6,000 Medical clinic on separate water meter

8,800 Daycare for 97 kids on separate water meter

Status

Construction in Proce: 10 gpd/100

Construction in Proce: 10 gpd/pe

150gpd/bedroom over 2	600
erson	600
sf	350
total	1550
0sf	600
erson	970
total	1570

WASH

A

JUL 14 2014

Received

Tranquility Salon & Skin Care

117 Water Street

Exeter, NH 03833

June 2, 2014
Exeter Board of Selectmen
Exeter Town Hall
10 Front Street
Exeter, NH 03833

Ladies & Gentlemen of Exeter's Select Board,

As a downtown business owner, I find the condition of the town's sidewalks worrisome. My concern goes beyond the beautification of the downtown, which this would also address, but the safety.

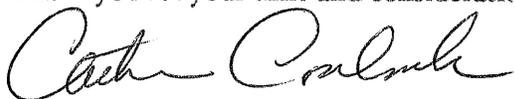
My business is in the basement, with no windows or obvious doorway, so my clients walk looking upwards for the hanging sign. I know this now especially since a recent windstorm brought my sign down. I've had a few instances where clients have arrived late, saying that they had walked back and forth, looking up for the sign as their marker to enter the building. That made me realize, that if everyone tends to be looking up at signs, when not texting while walking, that they're not looking at the sidewalks they're traveling. These sidewalks a full of potential hazards, from cracks to large holes.

Three years ago, the town decided to create a new ordinance for sidewalk signs. The new ordinance dictated what size and style our signs could be that were placed on the town's sidewalks, causing many of us the need to replace what we had considered to be perfectly good signs. I feel the issue sidewalk repairs has all the same concerns.

I do not feel downtown is more important than the main roadways leading into it. If there are concerns on routes 27 or 108, they need to be equally addressed.

But many consider downtown the heart of Exeter, and downtown Exeter is not doing fine. Many are struggling. Town sidewalks are the responsibility of the town and do need repair. And any improvement to the downtown area will also help to bring new customers and keep existing ones, increasing and sustaining our overall economic health.

Thank you for your time and consideration,



Catherine Coulombe, owner
Tranquility Salon & Skin Care

Joanna Pellerin, Corresponding Secretary,
RFS Alumnae Association
175 High Street, Exeter, NH 03833

Michael Favreau, Director of Parks & Recreation
32 Court Street
Exeter, NH 03833

July 11, 2014

Dear Director Favreau:

The Officers of the Robinson Seminary Alumnae Association wish to thank you for the improvements to and upkeep of the Seminary Memorial off Seminary Lane. We were extremely pleased with our recent inspection of the area. We appreciate your willingness to take on another responsibility for your very busy department.

The 124th annual meeting of the RFS Alumnae Association will be held August 9 this year. It will be a pleasure to have the memorial looking well cared for at that time.

With many thanks.
Sincerely,



Joanna Pellerin, Corresponding Secretary

✓Cc: Russell Dean, Exeter Town Manager

Town Manager's Office

JUL 14 2014

Received



THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



July 18, 2014

CHRISTOPHER D. CLEMENT, SR.
COMMISSIONER

JEFF BRILLHART, P.E.
ASSISTANT COMMISSIONER

Julie Gilman, Chairman of Selectmen
Town of Exeter
10 Front Street
Exeter, NH 03833

Re: Exeter Highway Block Grant Aid – in Accordance with RSA 235:23
Payment for Maintenance, Construction and Reconstruction of Class IV and V Highways

Dear Ms. Gilman:

The following is notification of State Highway Block Grant Aid available to your town in State Fiscal Year 2015 (July 1, 2014 thru June 30, 2015) based on estimated revenues through June 30, 2014. The total could possibly change based on final audited State FY 2014 revenues. The resulting adjustment will be reflected in the April payment.

State Highway Block Grant Aid available to the Town of Exeter during Fiscal Year 2015 (July 1, 2014 to June 30, 2015) is as follows:

Table with 2 columns: Payment Period, Amount. Rows: July 2014 Actual Payment: \$75,351.72; October 2014 Actual Payment: \$75,351.72; January 2015 Actual Payment: \$50,234.48; April 2015 Estimated Payment: \$50,234.49

TOTAL FOR FY 2015: \$251,172.41

In generalized terms and in accordance with statutory provisions for distribution of Apportionment "A" funds, a disbursement is made of approximately \$1,258.00 for each mile of Class IV and Class V highway inventoried by each municipality and approximately \$11.00 for each person residing in a municipality based on the state planning estimate of population. Apportionment "B" is distributed this year to 20 small towns under a somewhat more complicated formula as specified in RSA 235:23, which recognizes the economics of maintaining their Class V highway mileage when considered in relationship to their equalized valuation tax base.

Please contact us at 271-2107 if you have any questions.

Sincerely,

Handwritten signature of Nancy J. Mayville

Nancy J. Mayville, PE
Municipal Highways Engineer
Bureau of Planning and Community Assistance

Town Manager's Office

NJM/dmp

JUL 25 2014

Received



AMERICAN INDEPENDENCE MUSEUM

ONE GOVERNORS LANE ★ EXETER, NH 03833-2420 ★ 603-772-2622 ★ WWW.INDEPENDENCEMUSEUM.ORG

Town Manager's Office

August 5, 2014

AUG - 7 2014

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

Received

Dear Russ,

Thank you so very much for the Town of Exeter's support as a John Adams Circle member of the American Independence Museum! We appreciate your membership gift of \$250 received on August 5, 2014. Enclosed you will find your new membership card which is valid until **August 31, 2015**.

Your membership benefits for the John Adams Circle level are as follows:

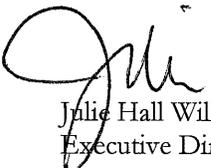
- Free admission for two adults and their children under 18, as well as 2 guests, to the Ladd-Gilman House and Folsom Tavern, as well as the American Independence Festival
- 5 guest passes for Museum Tours
- 10% off Museum store purchases
- Advance invitations and FREE admission to Special Events & Invitation to Members Only Event
- Subscription to *The Broadside*, our bi-annual Museum e-newsletter
- 2014 American Independence Museum Holiday Ornament (at your request – to be mailed in Dec, 2014)

As a member of the American Independence Museum, you are showing your support for our work of educating so many-- from Exeter's schoolchildren, to tourists from around the globe - about New Hampshire's role in the founding of our great nation. It is because of our members that we are able to illuminate this history in exciting and innovative ways, and allow many the chance to *experience Revolutionary history* for themselves.

We hope you will get a chance to *experience Revolutionary history* this year, we still have a number of events remaining in 2014 which includes Ghosts at the Museum, esteemed authors and lectures on Revolutionary history, and a few chances to meet George Washington! Please check our website, and your inbox for updates on all of these events. As a special thank you for being a member, save the date for our Annual Member's party on Thursday, September 25th - where you will get a chance to try out our hands-on children's activities.

We hope to see you for many of these events and more, and that you will get great use out of your membership this year. If you have any ideas, questions or concerns, or would like to volunteer at the museum, please do not hesitate to reach out to me by emailing jwilliams@independencemuseum.org or by calling (603) 772-2622. Thank you so much once again for being a member of the American Independence Museum. We look forward to seeing you soon!

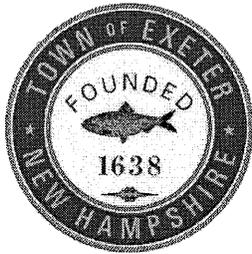
Best Wishes,



Julie Hall Williams
Executive Director

*Thank you for your
continued support!*

P.S. We would like to recognize your contribution to our work in our **2014 Annual Report**. You will be listed as Town of Exeter. Please let us know if you would like any changes to the way your name is listed, or if you wish to be Anonymous by contacting us at (603) 772-2622 or jwilliams@independencemuseum.org. Thank you!



TOWN OF EXETER, NEW HAMPSHIRE

10 FRONT STREET • EXETER, NH • 03833-2792 • (603) 778-0591 • FAX 772-4709

www.exeternh.gov

August 5, 2014

Thomas Jameson, PE
TAP Program Manager
NHDOT Bureau of Planning and Community Assistance
John O. Morton Building
7 Hazen Dr, P.O. Box 483
Concord, NH 03302-0483

Re. Transportation Alternatives (TA) Program Letter of Intent

Dear Mr. Jameson,

Please consider the following the "Letter of Intent" under the TA Program for Exeter's Bicycle and Pedestrian Improvements for Kingston Road (SR 111). I have organized the required information in a statement style format for ease of review. If you have any questions please call me at (603) 778-0591.

Municipality: Town of Exeter, NH

Contact Person: Jennifer Perry, Department of Public Works Director
10 Front St., Exeter, NH. 03833
jperry@exeternh.gov
603-773-6161

Project Title: Bicycle and Pedestrian Improvements for Kingston Road (SR 111)

Project Description: In 2004, during Exeter's public master plan visioning process, shoulder widening for improved multi-modal roadway systems was identified as a high priority. In 2005, Exeter established a shoulder widening capital reserve fund, focused on widening arterial roadway shoulders in order to improve safety for walkers, bicyclists and motorists alike. In addition to safety, the concept of linking residential neighborhoods with recreational opportunities was deemed a high priority. Since then, Exeter has allotted \$150,000 to that fund.



The present proposal has been identified for over a decade as the highest priority shoulder widening roadway section in Exeter. In that decade, much growth has occurred within the corridor. A large senior housing complex has tripled in size, creating a hub of senior residents in the area, many of whom are avid walkers. Improvements to recreation areas and trails has also occurs in that time.

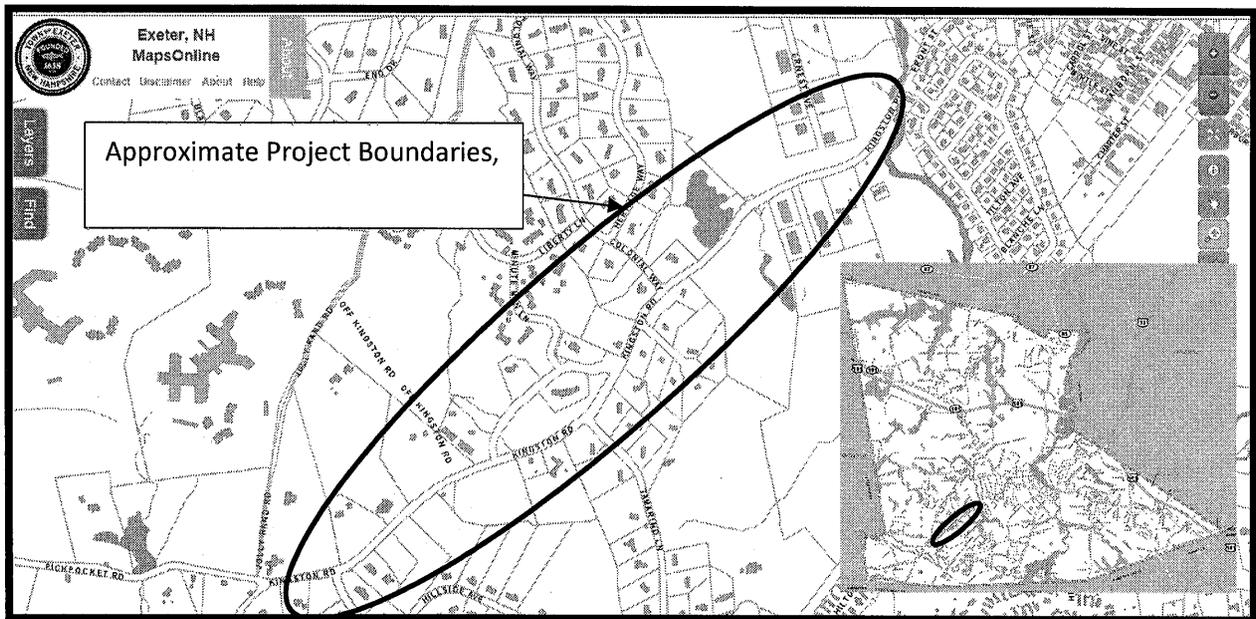
The specific stretch of roadway identified in this proposal is approximately 1.1 miles, or 5,800 linear feet. The neighborhoods within the project boundaries vary in housing types from single family to multifamily including a very large concentration of senior housing. This project will link multiple neighborhoods as well as recreational areas. These recreational sites include Brickyard Pond, Brickyard Park Athletic Fields, Jolly Rand Road and somewhat further and beyond the scope of the project, Pickpocket Dam.

Eligible TAP Activities:

Construction, planning, and design of on-road and off-road trail facilities for pedestrians, bicyclists, and other non-motorized forms of transportation

Construction, planning, and design of infrastructure-related projects and systems that will provide safe routes for non-drivers, including children, older adults, and individuals with disabilities to access daily needs.

Project Map and Boundaries: Kingston Road, State Route 111, Maximum total length 1.1 miles, from Westside Drive to Pickpocket Road, please note, final linear length to be determined based on the outcome of the engineering study and alternative design chosen.



Funding Estimate: Total: \$750,000

Municipal Match (20% of total): \$150,000

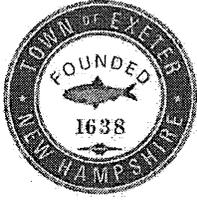
TAP Grant Total (80 % of total): \$600,000

Draft Cost Break-Outs:

- Engineering Study and Survey: \$20,000
- Preliminary Design, NEPA process and final design: \$50,000
- Inspection/Construction Administration \$30.00 per linear foot
- Installation: \$100 per linear foot of road, NOTE: length of roadway depends on the engineering study and alternative design chosen.

Thank you for your consideration of this project.

Jennifer Perry



EXETER PUBLIC WORKS DEPARTMENT

13 NEWFIELDS ROAD • EXETER, NH • 03833-3792 • (603) 773-6157 • FAX 772-1355

www.exeternh.gov

August 4, 2014

NHDES Dam Safety and Inspection
Mr. Steve N. Doyon, P.E., Administrator
PO Box 95
29 Hazen Drive
Concord, NH 03302-0095

Re: Great Dam, No. 082.01

Dear Mr. Doyon:

The purpose of this letter is to provide your department with a general plan of action and schedule for the removal of the Great Dam as requested in your March 19, 2014 letter to the town engineer. The town was able to secure the \$1,786,758 in funds approved by the voters on March 11, 2014 for the removal of the dam. Unfortunately, the town learned in mid-June that the National Fish and Wildlife Foundation grant application was not approved for the 75% request for the dam removal costs. The town will continue to apply, where appropriate, for grant funds throughout the project to ease the cost burden to the town tax payers. I appreciate your offer for dam bureau personnel to help with additional grant applications.

There are several key components associated with the dam removal project listed below:

1. Mill Intake Cooling Water Supply – The Exeter Mills currently use river water, whose intake is at the penstock, to provide cooling to their condensers and to provide some emergency fire protection. The town is working with the Mills to solve this situation.
2. Town Water Supply River Intake – The town's river intake will need to be lowered in the river and the pump station will need some modification.
3. Town Groundwater Treatment Plant – The Lary Lane Water Treatment Plant is currently under construction. This treatment plant is a necessary component to the town's water supply situation and will need to be operational for the dam to be removed.
4. Dry Hydrant – The dry hydrant in the dam created impoundment will need to be relocated to another part of the river system for emergency use by the Fire Department.
5. Design and Permitting – Various environmental and cultural processes and permits will be required. The design will not only concentrate on dam removal and improvements for river restoration and fish passage but it will also address the intake situations for the Mills, town and Fire Department.
6. Dam Removal – Bidding documents will be prepared to obtain a qualified contractor for the required work. Then obviously, constructing or de-constructing the needed improvements.



TOWN OF EXETER, NEW HAMPSHIRE

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

www.exeternh.gov

Russ

July 31, 2014

Richard Skarinka
NH Department of Environmental Services
29 Hazen Drive
PO Box 95
Concord, NH 03302-0095

Subject: Exeter Water Department: PWS #0801010
Meter Replacement Project: DWSRF Loan Project #0801010-03

Dear Rick:

This letter is to inform NH DES of the completion of the Meter Replacement Project which was financed by a Drinking Water State Revolving Fund Loan (DWSRF). The project is completed; \$637,936.29 was expended & disbursed of the total \$750,000 under the loan, so the project was \$112,063.71 under budget. The project was eligible for 20% forgiveness of the loan. Please call the Town of Exeter Water & Sewer Department with any questions at (603) 773-6157.

Sincerely,

Michael Jeffers
Water & Sewer Managing Engineer

cc: Russell Dean, Town Manager
Jennifer Perry, Public Works Director
Doreen Ravell, Finance Director

Town Manager's Office

AUG - 4 2014

Received

SEACOAST
MENTAL
HEALTH
CENTER
Inc.

July 30, 2014

Selectmen
Town of Exeter
10 Front Street
Exeter, NH 03833

1145 Sagamore Avenue
Portsmouth, N.H. 03801-5503
(603) 431-6703
Administrative FAX
(603) 433-5078
Clinical FAX
(603) 430-3753
www.smhc-nh.org

Dear Selectmen:

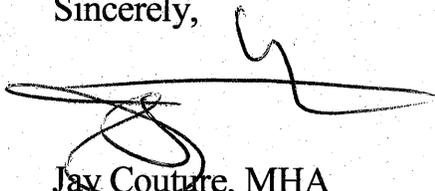
On behalf of everyone at the Seacoast Mental Health Center, thank you for your recent allocation of \$2,125.00. We have received your payment and are grateful for your support.

Board of Directors

John Pendleton, *President*
Carole Bunting, *Vice President*
Jason Coleman, *Treasurer*
Paul Sorli, *Secretary*
Timothy Black
Susan Craig
Kathleen Dwyer
Kimberly A. Hyer
Lindsay Josephs
Monica Kieser
Edward Miller
Nike Speltz
Robert F. Stomiersosky

I would like to take the opportunity to express our appreciation for the support that the Town has given our agency throughout the years. We look forward to providing continued comprehensive mental health services to residents of your community.

Sincerely,



Jay Couture, MHA
Executive Director



30 Prospect Avenue
Exeter, N.H. 03833
(603) 772-2710
FAX (603) 772-4975

SMHC is an Equal
Opportunity Provider

Town Manager's Office

AUG - 4 2014

Received

SEACOAST
MENTAL
HEALTH
CENTER
Inc.

1145 Sagamore Avenue
Portsmouth, N.H. 03801-5503
(603) 431-6703
Administrative FAX
(603) 433-5078
Clinical FAX
(603) 430-3753
www.smhc-nh.org

Board of Directors

John Pendleton, *President*
Carole Bunting, *Vice President*
Jason Coleman, *Treasurer*
Paul Sorli, *Secretary*
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Susan Craig
Kathleen Dwyer
Kimberly A. Hyer
Lindsay Josephs
Monica Kieser
Edward Miller
Nike Speltz
Robert F. Stomierosky

July 29, 2014

Selectmen
Town of Exeter
10 Front Street
Exeter, NH 03833

Dear Selectmen:

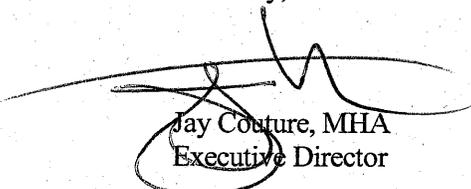
I am requesting that the Town of Exeter allocate **\$11,000** to Seacoast Mental Health Center, Inc. in its 2015 budget. Our statistics indicate that in FY 2014, we provided 7,891 hours of service to 611 residents from the community.

Funding we receive from the Town of Exeter helps to subsidize medically necessary services required by residents who are not supported by private insurance, public insurance, state or grant funds. Diagnosed with a variety of mental illnesses, including depression, anxiety, and Post Traumatic Stress Disorder (PTSD), these individuals can and do recover with the appropriate services provided by our center.

SMHC greatly appreciates the assistance the Town of Exeter has provided in the past. In recognition of our critical role within the community, it is my hope you will continue to support SMHC, which provides comprehensive community mental health services to Exeter residents regardless of their ability to pay. We understand these are still challenging economic times and greatly appreciate your support of the work we do to help those in need recover from mental illness.

If you have any questions, please feel free to contact me or Rob Levey, Director of Development and Communications, at (603) 957-5743.

Sincerely,


Jay Couture, MHA
Executive Director



30 Prospect Avenue
Exeter, N.H. 03833
(603) 772-2710
FAX (603) 772-4975

SMHC is an Equal
Opportunity Provider

Town Manager's Office

JUL 31 2014

Received



State of New Hampshire Department of Safety
John J. Barthelmes, Commissioner
Earl M. Sweeney, Assistant Commissioner
Homeland Security and Emergency Management
Perry E. Plummer, Director
Steven H. Temperino, Assistant Director



July 29, 2014

Brian Comeau, Director
Exeter Emergency Management
20 Court St.
Exeter, NH 03833

Dear Director Comeau:

In accordance with RSA 107-B, the Commissioner of Safety has determined that the allocation of funds to support the Radiological Emergency Response Plan (RERP) in Exeter for the State of New Hampshire Fiscal Year 2015 (July 1, 2014-June 30, 2015) is \$38,944.00.

These funds are available in order to cover the associated costs incurred by Exeter for maintaining/improving an emergency preparedness capability commensurate with the requirements of the New Hampshire RERP. A breakdown of this allocation of funds by program activity area is attached. In addition, services and equipment are provided directly by NH Homeland Security and Emergency Management (HSEM) to Exeter to support, protect and enhance the response capability of Exeter emergency responders.

We look forward to continue working with you in the continued development and enhancement of your REP program capabilities and associated activities. Your Field Representative and the staff of the Technological Hazards Section at HSEM stand ready to assist you and your emergency management team with the responsibilities associated with your role as a very important partner in the Offsite Response Organization (ORO). The enclosed RERP Maintenance Checklist must be completed and sent to Technological Hazards, NH Homeland Security and Emergency Management at the mailing address below or via e-mail. Due dates are identified on the bottom of the last page.

Town Manager's Office

AUG -6 2014

Received

Office: 110 Smokey Bear Boulevard, Concord, N.H.
Mailing Address: 33 Hazen Drive, Concord, N.H. 03305
603-271-2231, 1-800-852-3792, Fax 603-223-3609
State of New Hampshire TDD Access: Relay 1-800-735-2964

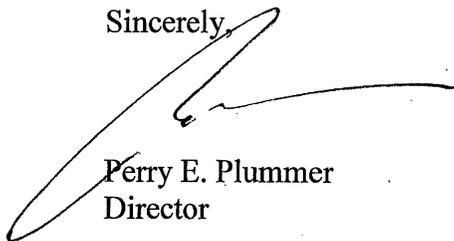
Brian Comeau, Director

Page 2

July 29, 2014

Should you have any questions or concerns, please do not hesitate to contact us through your Field Representative or directly to Diane Becker, Chief of Technological Hazards, at 223-3616 or diane.becker@dos.nh.gov. Again, thank you for your continuing support.

Sincerely,



Perry E. Plummer
Director



Steven H. Temperino
Assistant Director

PEP/SHT/dpm

Enclosures

cc: Julie Gilman, Chair
Exeter Board of Selectmen
Russell Dean, Town Manager ✓
Town of Exeter

Attachment: Exeter 2015 SS RERP Assessment Allocation

Fiscal Year 2015 allocation of funds pursuant to RSA 107-B for Exeter to support participation and preparedness in the New Hampshire Radiological Emergency Response Plan for Seabrook Station:

Total Amount Allocated: \$38,944.00

Allocation Breakdown:

• Flat Rate:	\$ 8,500.00
• Training:	\$ 14,220.00
• Drills and Exercises:	\$ 15,120.00
○ TTX (moved into FY 2015):	\$ 1,104.00
• Equipment:	\$ 0.00

Total: \$38,944.00

NH RSA 107-B: The NHRERP Program is a **reimbursement program**. In order for your community to receive the allocated funding, you must submit a request for reimbursement of the allowable expenses under this program accompanied by appropriate documentation. ** SEE BELOW.

- **Submissions for reimbursement should occur soon after an expense is incurred and/or on a regular, i.e., monthly or quarterly basis, to NH Homeland Security and Emergency Management (HSEM).**
- Funds expended beyond the budgeted amount for the year will **NOT** be reimbursed unless otherwise approved by Chief of Tech Hazards, **IN ADVANCE**.
- Reimbursement for expenses cannot be carried forward into the next fiscal year.
- Reimbursements cannot be transferred from one category to another without **prior** approval from the Chief of Tech Hazards. Equipment cannot be purchased unless requested and approved through your request.

The State fiscal year runs from July 1 to June 30 of each year. Billings for reimbursement must be received by **HSEM on or before June 1**. Exceptions for those year-end expenditures which occur during the month of June should be discussed with HSEM prior to the commitment of funds.

It will be the responsibility of each municipality to maintain supporting documentation for all expenses related to assessment awards. The New Hampshire Department of Safety Business Office will randomly choose a number of communities to audit, at which time documentation will be requested for review.

Attachment: Exeter 2015 SS RERP Assessment Allocation

With respect to a municipality's ability to accept and expend unanticipated funds beyond the municipal budget cycle, municipalities should consider the adoption of NH RSA 31:95-B, which allows Selectmen to accept and expend unanticipated funds.

****** IMPORTANT INFORMATION**

****** REQUIRED DOCUMENTATION FOR REIMBURSEMENT:**

Because of the newly instituted flat rate process for Seabrook Station EPZ communities, there is now an Emergency Management Director RERP Maintenance Checklist which must be completed and submitted by the due dates, in order for a community to be reimbursed for the quarterly payment of \$2,125.00. Reporting deadlines are no later than **October 15, January 15, April 15 and June 1**. We recommend that you complete the form for the appropriate quarter, make a copy, sign the copy and mail, fax or send it electronically to Tech Hazards. You will then retain the original with all your entries. Please contact your field representative if you have any questions about completing this important form.

We appreciate your cooperation regarding this matter.

THANK YOU.



PENNICHUCK

25 MANCHESTER STREET
PO BOX 1947
MERRIMACK, NH 03054-1947
(603) 882-5191
FAX (603) 913-2305
WWW.PENNICHUCK.COM

VIA MAIL AND E-MAIL

July 29, 2014

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

Re: Rate Case – Pennichuck East Utility, Inc. (DW 13-126)

Dear Mr. Dean:

On July 25, 2014, the New Hampshire Public Utilities Commission issued Order No. 25,696 approving an 11.52% rate increase for Pennichuck East Utility, Inc., which is comprised of a permanent rate increase of 9.91% and a step increase of 1.62%, together with the approval of certain clarifications pertaining to its previous Order No. 25,292 (Docket 11-026). The permanent rate increase is effective for service rendered after July 1, 2013. The step increase is effective as of the date of the Order, July 25, 2014.

The Order also provides that 86.4% of the approved required revenues be collected from General Metered customers and 13.6% of the revenues be collected from the Company's fire protection customers.

In earlier correspondence, the Company informed its customers that the Public Utilities Commission approved a temporary 7% increase in November of 2013. The Order issued on July 25, 2014 requires the Company to file its calculation and reconciliation of temporary and permanent rates with the Commission within thirty days of the Order. The Company will seek to recover the difference between temporary and permanent rates over a period of time to be determined by the Commission.

The Order is posted on the PUC website (www.puc.state.nh.us) and on the Company's website (www.pennichuck.com under the "Company Reports" caption). If possible, the Company would appreciate your posting this letter on the Town's website in order to inform customers being served by the Company. Please feel free to contact me at 913-2301 if you need any further information.

Sincerely,

John L. Patenaude
Chief Executive Officer

Town Manager's Office

JUL 30 2014

Received



**Richie McFarland
Children's Center**

Building Brighter Futures for Children
and their Families

July 25, 2014

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

Dear Mr. Dean and Board of Selectmen,

Please, extend our sincerest thanks to the residents of Exeter and the town officials for approving \$9,000.00 per our Social Service Funding Request. On behalf of the families we served in your town last year, we truly appreciate your support and quarterly installment of \$2,250.00 (Check #00025609).

Thank you for your commitment to the youngest residents of Exeter and your part in helping families have access to early intervention services through the Richie McFarland Children's Center. This investment makes a significant difference in our ability to help children enter school ready to learn.

Please, do not hesitate to contact me. If you have any questions or concerns, I can be reached at 603-778-8193.

Sincerely,

Peggy Small-Porter
Executive Director

Town Manager's Office

JUL 29 2014

Received



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

July 23, 2014

Mr. Raymond Wallace, Historic Preservation Technician
Office of Federal Agency Programs
Advisory Council on Historic Preservation
401 F Street NW, Suite 308
Washington, DC 20001-2637

RE: Exeter River Great Dam Removal Project, Exeter, New Hampshire, ACHP Request for Additional Information

Dear Mr. Wallace:

I am in receipt of your July 16, 2004 letter that is requesting additional information with regard to the removal of the Exeter Great Dam by the Town of Exeter. I appreciate the interest and need by the ACHP to review the detailed feasibility documents that lead the Town of Exeter to vote to fund and remove the Exeter Great dam on March 11, 2014. The Great Dam is a contributing resource to the National Register-listed Exeter Waterfront Commercial Historic District. The National Oceanic and Atmospheric Administration (NOAA) does not have any funds associated with the final design and/or construction phase for this project, but at the Town's request we have decided to continue in role as the lead agency for this project. As part of the process of inviting you to participate in the Section 106 review of this undertaking per 36 CFR 800.2 of the regulations governing the National Historic Preservation Act, I am enclosing copies of the following documents for your review and comment:

- Exeter River Great Dam Removal Feasibility and Impact Analysis, Final Technical Report, October 2013
- Exeter River Great Dam Removal Feasibility and Impact Analysis, Final Technical Appendices, October 2013
- Letter from NOAA to Elizabeth Muzzey, Director, NH Division of Historical Resources; June 18, 2013

The above documentation and correspondence includes all the technical documentation, including alternative analysis, detailed cultural resource information as well as recent correspondence to NH DHR and consulting parties. If you have any questions about the Section 106 process as it pertains to this project, or have any further information you can offer, please contact me at 978-281-9313 by phone and Eric.Hutchins@noaa.gov by email.

Town Manager's Office

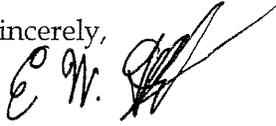
JUL 28 2014

Received



I look forward to your response to our invitation to participate in the Section 106 review. Please respond to me either by email or in writing regarding your interest, or not, in the review of this undertaking.

Sincerely,



Eric W. Hutchins
Gulf of Maine Habitat Restoration Coordinator

Enclosures

- cc: Exeter Board of Selectmen w/o encl. ✓
Elizabeth Muzzey, NH DHR w/o encl.
Exeter Historical Society, w/o encl.
Exeter Historic District Commission, w/o encl.
Brian Griset, w/o encl.
Don Robie, w/o encl.
Exeter River Study Committee, w/o encl.
Miguel Aparicio, NOAA Historic Preservation Officer w/o encl.



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

Kathryn E. Skouteris
Assistant Commissioner

MUNICIPAL AND PROPERTY
DIVISION
Stephan W. Hamilton
Director

David M. Cornell
Assistant Director

July 23, 2014

BOARD OF SELECTMEN
TOWN OF EXETER
10 FRONT STREET
EXETER, NH 03833

Re: Municipal Accounts Advisor Reassignment

Dear Governing Body:

The Municipal and Property Division is pleased to announce that Jeane Samms will be retiring at the end of this month. In an effort to lessen the impact of her departure, we have distributed her municipalities to the remaining Municipal Accounts Advisors. Effective August 1, 2014 your advisor with the department will be Jamie Dow

The Municipal and Property Division strives to provide a high level of service to all New Hampshire municipalities and we will work diligently to make this transition as seamless as possible during the ensuing tax rate setting and budget seasons.

Jamie Dow may be reached at 230-5092 or by email to jamie.dow@dra.nh.gov if you have any questions, concerns or just want to introduce yourself. They look forward to working with you. I'm certain that you join us in offering Jeane our hardest congratulations for a job well done and wishing her well in her retirement.

Sincerely,

Stephan W. Hamilton, Director
Municipal and Property Division

Town Manager's Office

JUL 28 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.



568 Portsmouth Avenue • P.O. Box 676 • Greenland, NH 03840 • Phone/Fax 603.436.4989 • www.newgennh.org

July 22, 2014

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

Dear Mr. Dean,

Thank you so much for your recent \$500 quarterly payment to New Generation. Your support not only helps to provide for the basic human needs of shelter and food, but also helps to *lift up* each mother by providing them with case management, re-housing services, parenting education, life-skills coaching, and transportation. We also offer developmental screening for all babies, and financial literacy education to all mothers. Since 1987, New Generation has helped change the lives of over 700 women and babies. New Generation creates a real impact on the lives of mothers and children, as noted in some of the following statements below:

"I am proud of what New Generation has helped me and many other women to do: become positive, educated parents and role models for our children, and productive members of our communities." - Nicole, former resident

Thank you for your commitment to helping those less fortunate in our community. To learn more, visit us at newgennh.org or follow us at www.facebook.com/newgenerationshelter. And please do not hesitate to contact me directly at (603) 436-4989 or ed@newgennh.org if you have questions, or would like to tour our facility.

Warmly,

Meg Connelly, MSW
Executive Director

*Thank You for
Your continued
generosity!*

Town Manager's Office

JUL 24 2014

Received



July 22, 2014

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

Dear Members of the Board,

Your recent gift of \$375 dated July 11, 2014, and your willingness to help displaced families with children experiencing homelessness in our community is appreciated more than you can know.

Thanks to donors like you, SFP has been able to provide safe and effective services to local families with children experiencing homelessness. Additionally, you have allowed SFP to successfully fulfill its mission to empower families experiencing homelessness to achieve lasting self-sufficiency.

Please plan a visit to our Day Center in Stratham. Meanwhile, we will keep you updated on our SFP families through our annual report, e-newsletter and weekly update emails.

Again, thank you.



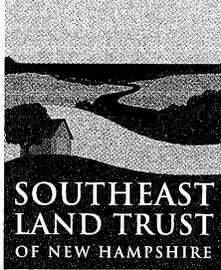
Pati Frew-Waters
Executive Director

Thank you

Town Manager's Office

JUL 24 2014

Received



Conserving the region's special places since 1980.

July 22, 2014

Russell Dean
Town Manager
10 Front Street
Exeter, NH 03833

Dear Russ,

As you know the "Growing Oaklands: Our Forest, Our Trails" initiative is complete! The Town of Exeter now owns the Elliott parcel as an addition to the Oaklands Town Forest.

The Town's support and gifts from nearly 60 other supporters helped make this happen – thank you again! Private donations combined with the funding approved by the Town of Exeter voters and the Exeter Conservation Commission, and a grant from the Wetlands Reserve Program of the US Natural Resources Conservation Service allowed the Town to acquire this 40-acre tract and continue its use as a public trail system, while protecting its critical habitat and wetlands.

I hope you can join us for a public celebration of this project on Saturday, August 9th at 10am (rain date is Sunday, August 10th at 10am). Please share this invitation with the members of the Selectboard, all of whom played an important role in making this project a reality. This celebration will include a ribbon cutting and your choice of a family-friendly hike or intermediate/advanced bike-ride at the Oaklands Town Forest. For more details, including meeting location, and to sign up, visit our website www.seltnh.org or email us at register@seltnh.org.

The Growing Oaklands initiative was a wonderful community effort for Exeter and the region. Thank you again for your support!

Sincerely,

Brian Hart
Executive Director

Town Manager's Office

JUL 24 2014

Received

STATE OF NEW HAMPSHIRE
DEPARTMENT OF ENVIRONMENTAL SERVICES



Clean Water State Revolving Loan Fund
DRAFT Intended Use Plan
Federal Fiscal Year 2014
Capitalization Grant

Appendix I (cont.)

Proposed Use of Funds Federal Fiscal Year 2014 Capitalization Grant

Loan Recipient	Project Description	Loan Amount	Forgiveness Amount*	Green Project Reserve Value***
Ashland	Septage Receiving Station	\$1,386,000	TBD	
Colebrook	Main St. Sewer Improvements	\$2,064,000	TBD	
Dover	Broadway Culvert Reconstruction	\$2,113,000	TBD	\$2,113,000
Eastman Village Dist.	System Improvements and Subsurface Disposal System	\$845,000	TBD	
Exeter	WWTF and Main PS Upgrades (Design)	\$5,000,000	TBD	
Exeter	Street Sweeper Replacement	\$235,000	TBD	\$235,000
Exeter	Westside Drive Area I/I Program and CSO LTCP Implementation	\$375,000	TBD	
Exeter	Downing Court Area I/I Program and CSO LTCP Implementation	\$375,000	TBD	
Exeter	Sewer Line Replacement - Lincoln & Winter Streets	\$200,000	TBD	
Exeter	Sewer and Drainage Projects - Summer, Salem & Park Street Area	\$1,388,000	TBD	
Jaffrey	WW Asset Management & Facility Planning	\$100,000	TBD	
Londonderry	Plaza 28 Pump Station Replacement	\$4,650,000	TBD	
Milford	Stormwater Asset Management Program	\$216,000	TBD	\$216,000
Nashua	Headworks Upgrade	\$3,150,000	TBD	
Nashua	Rehabilitation of Pump Stations	\$6,950,000	TBD	
Newington	WWTF and PS Upgrades	\$8,181,000	TBD	
Portsmouth	Peirce Island WWTF Upgrade (Design)	\$4,840,000	TBD	
Portsmouth	Corporate Drive Complete Roadway Green Infrastructure Pilot Design	\$150,000	TBD	\$150,000
Portsmouth	Asset Inventory, Conditional Assessment and Outfall Inspection	\$19,200	TBD	\$19,200
Portsmouth	Portsmouth Industrial Park Stormwater Treatment and Infrastructure Improvements	\$80,000	TBD	\$80,000
Portsmouth	Lafayette Road Pump Station Upgrade	\$3,025,000	TBD	
Rochester	Stormwater Improvements for the Western/Adams Neighborhood	\$1,620,000	TBD	\$1,620,000
Rochester	Vac-Truck for Drainage/Stormwater Applications	\$350,000	TBD	\$350,000

Stratham	Design of Municipal WW System	\$2,235,000	TBD	
Wolfeboro	Infiltration/Inflow Rehabilitation	\$1,000,000	TBD	
Wolfeboro	Pine Street Sewer Rehabilitation	\$208,000	TBD	
TOTAL		\$50,755,200*	**	\$4,783,200

- * An additional \$67,919,872 will be reserved to provide support for emergency projects, additional funding to existing projects should the need arise. Funding may also be provided for additional projects for communities on the extended project priority list that should the need arise.
- ** The amount of principal forgiveness to be offered will be determined after public comments are received in August 2014. An addendum to this IUP will be submitted that presents this information. In addition, up to \$300,000 has been set aside for principal forgiveness for loan recipients that conduct or have conducted an energy audit and/or implement an asset management plan.
- *** Green Project Reserve Values listed are derived from preliminary information provided by the potential loan applicants during the pre-application project. Those projects that indicated a GPR percentage of less than 20% of the total loan value will be required to present a business case if the project is to be counted toward the GPR requirement. Actual value of GPR components will be determined after the project designs are completed, and construction costs are known.

Appendix II

**Federal Fiscal Year 2014 Capitalization Grant
Specific Project Information**

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Appendix II

FEDERAL FISCAL YEAR 2014 CAPITALIZATION GRANT
Specific Project Information

Municipality	Project Description	Needs Category	NPDES/NH Permit No.	Assistance Amount	Estimated Start Date
Asland	Septage Receiving Station	I	NH0100005	\$1,386,000	2015
Conway VFD	Peguawket Drive Sewer Extension Phase III	IV-A	NH0100412	\$3,462,000	2015
Colebrook	Main St. Sewer Improvements	III-B	NHG580315	\$2,064,000	2015
Dover	Broadway Culvert Reconstruction	VI	N/A	\$2,113,000	2016
Eastman Village Dist.	System Improvements and Subsurface Disposal System	I	NHG640008	\$845,000	2015
Exeter	WWTF and Main Pump Station Upgrades (Design)	II	NH0100871	\$5,000,000	2014
Exeter	WWTF and Main Pump Station Upgrades (Construction)	II	NH0100871	\$35,000,000	2015
Exeter	Street Sweeper Replacement	VI	N/A	\$235,000	2015
Exeter	Westside Drive Area I/I Program and CSO LTCP Implementation	III-A, V	NH0100871	\$375,000	2015
Exeter	Downing Court Area I/I Program and CSO LTCP Implementation	III-A, V	NH0100871	\$375,000	2015
Exeter	Sewer Line Replacement - Lincoln & Winter Streets	III-B	NH0100871	\$200,000	2014
Exeter	Sewer and Drainage Projects - Summer, Salem &+ Park Street Area	III-B, VI	NH0100871	\$1,388,000	2015
Jaffey	WW Asset Management & Facility Planning	N/A	NH0100595	\$100,000	2015
Londonderry	Plaza 28 Pump Station Replacement	III-B		\$4,650,000	2014
Milford	Stormwater Asset Management Program	N/A	NH0100471	\$216,000	2015
Nashua	Headworks Upgrade	I	NH0100170	\$3,150,000	2014
Nashua	Rehabilitation of Pump Stations	III-B	NH0100170	\$6,950,000	2014
Newington	WWTF and PS Upgrades	I, III-B	NHG581141	\$8,181,000	2014
Portsmouth	Peirce Island WWTF Upgrade (Design)	II	NH0100234	\$4,840,000	2014
Portsmouth	Peirce Island WWTF Upgrade (Construction)	II	NH0100234	\$72,460,000	2015
Portsmouth	Corporate Drive Complete Roadway Green Infrastructure Pilot Design	VI	N/A	\$150,000	2015
Portsmouth	Asset Inventory, Conditional Assessment and Outfall Inspection	VI	N/A	\$19,200	2015
Portsmouth	Portsmouth Industrial Park Stormwater Treatment and Infrastructure Improvements	VI	N/A	\$80,000	2014

Portsmouth	Lafayette Road Pump Station Upgrade	III-B	NH0100234	\$3,025,000	2014
Rochester	Stormwater Improvements for the Western/Adams Neighborhood	VI	N/A	\$1,620,000	2015
Rochester	Vac-Truck for Drainage/Stormwater Applications	VI	N/A	\$350,000	2015
Stratham	Design of Construction of Municipal WW System	II	N/A	\$2,235,000	2016
Stratham	Construction of Municipal WW System	II	N/A	\$15,645,000	Unk.
Wolfeboro	WWTF Drip Dispersal Effluent Disposal	I	N/A	\$5,100,000	2016
Wolfeboro	Infiltration/Inflow Rehabilitation	III-A	N/A	\$1,000,000	2015
Wolfeboro	Pine Street Sewer Rehabilitation	III-B	N/A	\$208,000	2015

Appendix III

**Federal Fiscal Year 2014 Capitalization Grant
Project Priority List**

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Appendix IV

**Federal Fiscal Year 2014 Capitalization Grant
Public Hearing**

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Appendix V

**Federal Fiscal Year 2014 Capitalization Grant
State Match Information**

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Budget Recommendations Committee

2015 Budget Year

Chairman – Corey Stevens

Vice-Chairman – Harry Thayer

Subcommittees

Police/Fire – Bob Wentworth (lead), Allan Corey, Judy Rowan

Public Works General – Rob Corson (lead), Bill Campbell, Phil Johnson

Public Works Water/Sewer – Bob Kelly (lead), Peter Lennon, Ton Zwaan

Recreation/Welfare/Library/Social Services – Don Woodward (lead), Nelson Lourenco, Stephanie Canty

General Government – Corey Stevens (lead), Harry Thayer, Fran Hall

Notes:

All meetings of the full Budget Recommendations Committee will begin at 6:30pm, except for the all day meeting on 10/22 which will begin at 8:30am.

The 2015 proposed budget will be available from the Town Manager's office during the week of September 22nd.

All subcommittee meetings/ notes will be posted/ coordinated through Sheri Riffle.

Subcommittees will be responsible for meeting with Departments. All requests for information from subcommittees should go through the subcommittee's "lead" member. Subcommittee reports must be submitted to departments for their review 48 hrs. prior to the presentation date below.

Schedule of Meetings is as follows:

9/24 – Meeting for initial review of the 2015 budget

10/22 – General Government subcommittee reports to full committee. All day meeting starts at 8:30am
Assessing presents first, to explain the latest valuation figures to the committee.

10/29 – Police/Fire subcommittee reports to full committee (televised)

11/5 – Public Works General subcommittee reports to full committee (televised)

11/12 – Rec, Welfare, Library, Social Service subcommittee reports to full committee (televised)

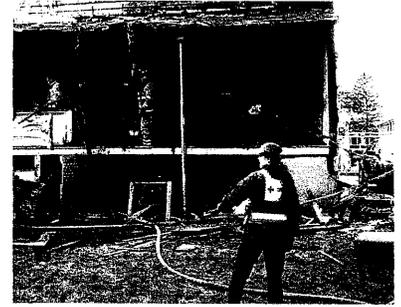
11/13 – Water/Sewer subcommittee reports to full committee (televised)

11/18 – CIP, Wrap up of outstanding items (televised)

11/20 – Reserved (if needed)



August 5, 2014
Russel J. Dean
Town Manager
10 Front Street
Exeter, NH 03833



Dear Russel J. Dean,

The American Red Cross of NH is a non-profit organization dedicated to helping the NH community prepare for, respond to and recover from local disasters. Services are offered statewide, and this would not be possible without the help of hundreds of local volunteers, and generous donors working together 365 days a year.

Please accept this letter as a request for funds from the Town of Exeter for the upcoming fiscal year in the amount of \$1500.

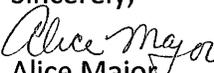
In FY14, as of June 30, the American Red Cross provided the following services throughout the state:

- Red Cross disaster volunteers responded to 173 local disasters, helping a total of 570 people. Almost all of the disasters were residential fires.
- We trained 301 students in medical careers, including Nurse Assistant Training and Phlebotomy.
- We gave 8,114 transportation services to residents in Cheshire, Sullivan and Hillsborough Counties
- We held 1,479 blood drives and collected 60,254 units of blood.
- We connected 278 families with their loved ones through our Service to the Armed Forces.

The American Red Cross provides all its emergency relief services free to disaster clients, and we do not receive federal funding. In order to be able to provide these services, the Red Cross reaches out to partners in the community for funding. It is for this reason that the American Red Cross of NH respectfully requests a donation of \$1500.

Volunteers and staff throughout the state look forward to serving the residents of Exeter during the next fiscal year.

Thank you for your consideration of this request to support the humanitarian work of the American Red Cross of NH.

Sincerely,

Alice Major
Major Gift Officer

Town Manager's Office

AUG - 8 2014

Received



American Red Cross

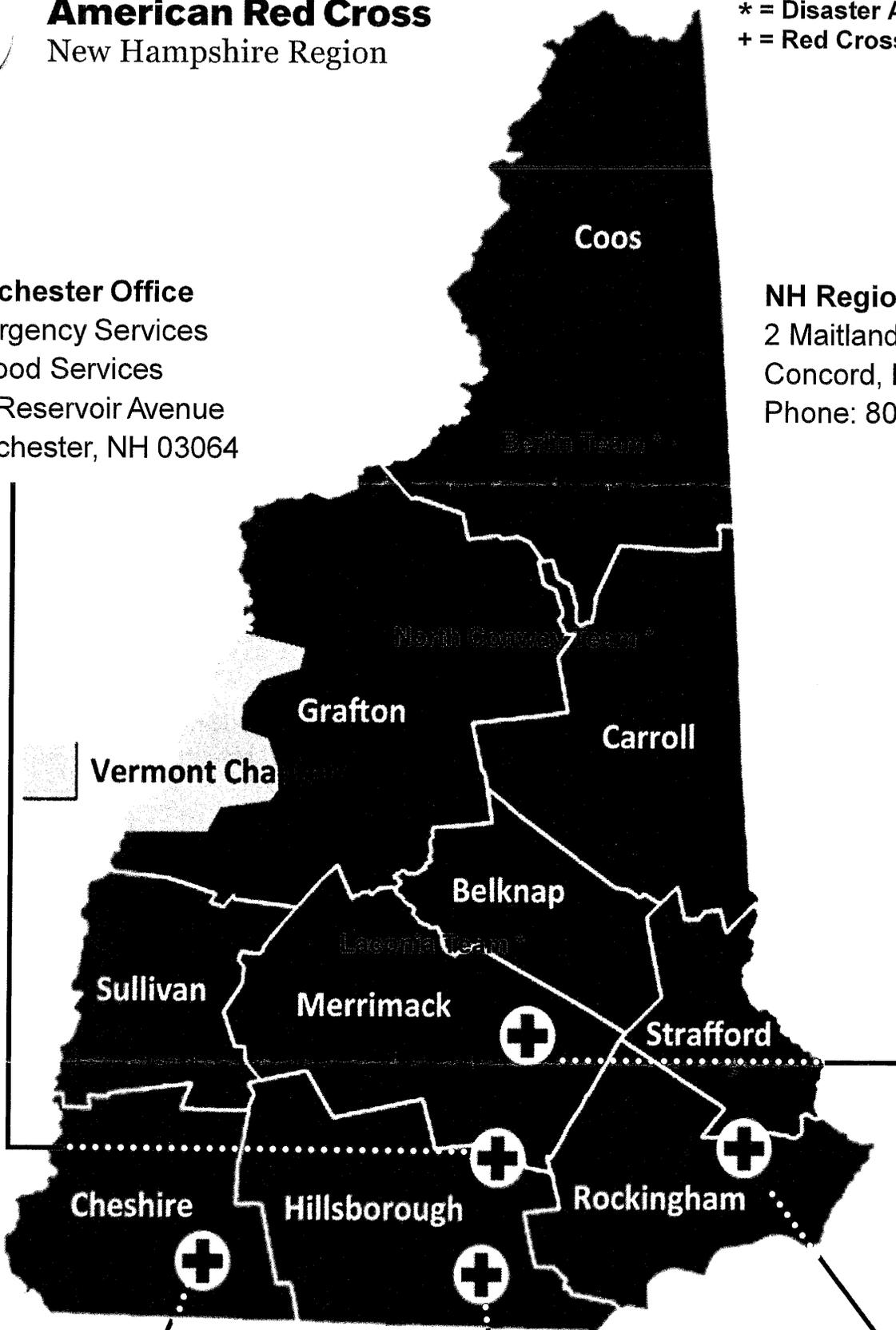
New Hampshire Region

* = Disaster Action Teams

+ = Red Cross Offices

Manchester Office
Emergency Services
& Blood Services
425 Reservoir Avenue
Manchester, NH 03064

NH Regional Office
2 Maitland Street
Concord, NH 03301
Phone: 800-464-6692



Keene Office
83 Court Street
Keene, NH 03431
Phone: 603-352-3210

Nashua Office
28 Concord Street
Nashua, NH 03064
Phone: 603-889-6664

Portsmouth Office
600 Lafayette Road
Portsmouth, NH 03801
Phone: 603-436-2218