

**Exeter Board of Selectmen Meeting  
Monday, January 25<sup>th</sup>, 2016, 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: January 11<sup>th</sup>, 2016
  - c. Budget/Bond Hearings: January 19<sup>th</sup>, 2016
  - d. Special Meetings: January 21<sup>st</sup>, 2016
5. Appointments – Conservation Commission
6. Discussion/Action Items
  - a. New Business
    - i. Town Moderator Update: 2016 Elections
    - ii. Downtown Sidewalks Project Update
    - iii. Citizens Petition Articles
    - iv. St. Vincent DePaul Proposal: Welfare Administration
  - b. Old Business-
    - i. None
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: 1/22/16 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**

January 11, 2016

**1. Call Meeting to Order**

Chairwoman Julie Gilman called the meeting to order at 6:45 pm in the Nowak Room of the Exeter Town Offices building. Other members present were Vice Chair Don Clement, Selectman Dan Chartrand, Selectwoman Nancy Belanger, and Selectwoman Anne Surman. Town Manager Russell Dean was also present.

**2. Stratham Water Purchase Agreement Signing**

The Exeter Board of Selectmen and Stratham Board of Selectmen came together for an official joint signing of the Stratham Water Purchase Agreement.

**3. Board Interviews – Conservation Commission**

The Board conducted a Board interview at 7pm in the Wheelwright Room with Andrew Koff for the Conservation Commission.

**4. Bid Openings/Awards**

There were no Bid Openings or Awards.

**5. Public Comment**

Acting Chief of Police Shupe spoke about his new role. He said he has been with the Exeter Police Department for 19 years. He is excited and anxious to get started as Chief of Police. He said he is excited to get started with the “boom” that is going on in Exeter. Chief Shupe said he is a family man, and thanked his wife for her support in his role as a police officer. He congratulated Chief Kane on his 35 year career and wished him the best. He said Chief Kane has left him with a well-equipped and well trained department. He said he wants this job as Chief, and the department wants him in this position. His focus going forward is on two priorities; one is the police department and the men and women of the department, and the other is the community. He has some ideas he wants to get rolling. One is “Coffee with the Chief”, and one is creating the position of a “POP” officer (a community officer). He said he wants his officers to work with compassion and he wants to continue to hire quality people. In all, he said Exeter has been good to him and he wants to return the favor.

The Board thanked Chief Shupe for stepping up as Acting Chief.

Jeff Turner (and his wife, Lori), owners of the Green Bean, were present to speak about their concerns with the removal of the dam. He said the wall beneath the Green Bean is around 200 years old and supports the Green Bean above. He has met with Paul Vlasich about his concerns. A VHB report that came out did not put his concerns at ease. He replied to Mr. Vlasich and said he was not satisfied with the report. He said Mr. Vlasich requested a waiver to bypass his permission, as all abutters need to give their permission for the permitting process, and Mr. Turner has yet to give his. He said the town asking for that waiver has hurt his trust for the town. He asked that the permitting process be stopped until he and his wife are assured their property is safe.

Vice Chair Clement said he knew about the waiver, as it was discussed at last Thursday's River Study Committee meeting. He said, however, that he was unsure they were going to move forward right away with the waiver. He said this is a process that needs to go forward.

Mr. Turner said he just wants reassurance that his business is safe, and he is not getting that.

Mr. Dean said he would like to go back and look at this process with DPW, saying he felt they were talking about this waiver without knowing all of the details.

Selectman Chartrand said he thinks the town needs to tend to the business owners concerns. He said the town voted overwhelmingly to remove the dam. However, the town needs to reassure the property owners that no financial damage will be suffered through the removal of the dam.

Mr. Turner said what triggered him to come to this meeting was the waiver request. He felt this was not fair to him, as he did not have a part in it. He said if the town received the waiver, he would not have had fair ground and he thought that was "dirty" on the town's part.

Vice Chair Clement said he thought this was a procedural process with the DES and that Mr. Vlasich was not trying to do anything "dirty". He did agree that the town needs to reassure Mr. Turner that his property will not be harmed.

## **6. Minutes and Proclamations**

### **a. Proclamations/Recognitions.**

There were no proclamations/recognitions.

**b. Regular Meetings: December 14, 2015 and December 28, 2015**

Chairwoman Gilman had an amendment to the December 14, 2015 minutes, on page 8, adding on to the end of the third paragraph. Vice Chair Clement had an amendment to these minutes as well, on page 5, adding wording to the first paragraph.

**Motion:** A Motion was made by Selectman Chartrand and seconded by Selectwoman Belanger to approve the minutes of the December 14, 2015 BOS meeting, as amended by Chairwoman Gilman and Vice Chair Clement, and as submitted by Nicole Piper. Motion carried – all in favor.

Vice Chair Clement had an amendment to the December 28, 2015 minutes, on page 5, changing the vote on the first Motion to 4-0 and adding “Vice Chair” before Clement in that Motion. Selectwoman Surman had an amendment to page 7, paragraph 8, striking some wording in the first sentence.

**Motion:** A Motion was made by Selectman Chartrand and seconded by Selectwoman Belanger to approve the minutes of the December 28, 2015 BOS meeting, as amended by Vice Chair Clement and Selectwoman Belanger, and as submitted by Nicole Piper. Motion carried – all in favor.

**7. Appointments**

There were no appointments.

**8. Discussion/Action Items**

**a. New Business**

**i) “Garrison Road” Discussion**

Chairwoman Gilman said a road was recently discovered by surveyors on Tom Monehan’s property.

Darren Winham said this situation was born on one of Mr. Monehan’s properties at the end of Continental Drive. He believed the roads discovered existed starting in 1609. He provided a map of the area and pointed out the area where the “3 Rod Road” and “Garrison Road” are.

Mr. Gagnon, the surveyor who discovered the roads, said he was walking out on the property and discovered evidence of a road (two stone walls). He did some research and read through the deeds and found the property once belonged to a Daniel Young. Mr. Young acquired the land in 1699. The deed from Mr. Young lays this road out very well. Mr. Gagnon

said it fits the stone walls perfectly. Mr. Gagnon said he came up with the names of 3 Rod Road and Garrison Road because there were no names for them.

Mr. Winham said they still need to legally discontinue the road in order for Mr. Monehan to develop his land. He said they are currently in negotiations with a huge developer. He is looking to put this discontinuation on the Town Warrant.

Mr. Dean said in the draft Town Warrant, which is provided in the packet, there is language to discontinue Garrison Road and 3 Rod Road.

Attorney Thomas Leonard (Mr. Monehan's attorney who has been working on this) said this has been an interesting discovery of history, but it does present a huge issue for the land owners. He explained that the purpose of being in front of the Board is to clear up any potential questions. This only affects Mr. Monehan's property.

Chairwoman Gilman asked if they are confident with the names of the roads. Mr. Leonard said he is confident that they are not named at all.

Barbara Rimkunas, of the Exeter Historical Society, said "Garrison Road" was abandoned between 1802-1845, but it was mentioned in a document in 1930. In her research, she has found no discontinuance of this road which is a problem. She said they do need to take care of this. Selectman Chartrand asked if there are any other roads like this. Ms. Rimkunas said you never know until you start looking.

The Board agreed that they are in support of this discontinuance.

Chairwoman Gilman said the next step is to put it on the Town Warrant.

## **ii) Wastewater Facility Update**

Jennifer Perry, Public Works Director, gave an update of the Wastewater Facility. She said after completion of the preliminary design report by Wright Pierce in October, they moved forward with a value engineering effort in mid-December. She said this was a week long process of looking for improvements to the facility plan. They were looking for some cost savings opportunities. Over 58 modifications were recommended. The value engineering report is still preliminary. Ms. Perry said they are at a challenging point driving to have a final number for the Warrant Article, but they do not have a final number tonight. She has submitted the recommendations to DES, and anticipated some comments tomorrow (January 12).

Ed Leonard, of Wright Pierce, said the preliminary design report has been prepared. There were 130 drawings that were submitted with the report. With regards to the value

engineering report, he said they are working to mesh all of the recommendations together. He said the preliminary design report is based on a long of field work when looking at numbers. He said they expect to be closer to the original estimate by the end. He said they will have that documentation this week. DES is the oversight agency for the Wastewater Treatment Facility. Mr. Leonard said DES has received the reports. He said they wrote Wright Pierce a comment letter back. He then said Wright Pierce has responded to that letter. Mr. Leonard said DES wants to make sure the design is consistent with their regulations.

Vice Chair Clement said they also took a look at efficiencies – not just cost savings. He said a portion of the cost would be used for things not associated with the building, but with decommissioning existing lagoons and other DES regulations. He said DPW and Wright Pierce have done a great job laying this all out.

Mr. Dean said the bond hearing has been advertised at \$51,870,000. He said he will get the actual number out to the Board as soon as possible. Vice Chair Clement asked why the bond hearing is before the article approval. Mr. Dean said legally it needs to be advertised. He read the RSA pertaining to this. He said they need to put people on notice that this bond will be proposed.

### **iii) CDBG Hearing: Energy Improvements Exeter Housing Authority**

Chairwoman Gilman said they would next do the CDBG hearings. There were information packets available at the meeting.

**Motion:** A Motion was made by Selectman Chartrand and seconded by Vice Chair Clement to open a public hearing on Energy Improvements to Exeter Housing Authority Properties. Motion carried – all in favor.

Donna Lane, CDBG Consultant, read the following:

Community Development Block Grant funds are available to municipalities through the NH Community Development Finance Authority. Up to \$500,000 annually is available on a competitive basis for housing and public facilities, up to \$500,000 for economic development, and up to \$350,000 for emergency activities. All projects must benefit primarily low and moderate income persons. Up to \$12,000 is available per planning study grants.

The purpose of this hearing is a proposed application to the Community Development Finance Authority for up to \$500,000 in Community Development Block Grant funds. The majority of the funds, up to \$475,000 of those funds, will be subgranted to Exeter Housing Authority for energy conservation improvements at Squamscott View Apts. 277 Water Street,

Linden Fields Apts. 82 Linden Street, Auburn Street Apts. 16-18-20 Auburn Street, and/or Portsmouth Ave. Apts. 11-13 Portsmouth Ave.

This project conforms with Exeter's Housing and Community Development Plans Goal of: GOAL – The Town of Exeter should seek to promote a varied stock of safe, sanitary, decent and affordable housing for persons of all age and income groups. (Short-term and Long-term goal).

Tony Texeira said most funds will be used to convert the heating systems. Funds will also be used for changing lighting to LED and changing bathroom fans to Energy Star, and other small energy efficient improvements.

Chairwoman Gilman asked for any public comment, of which there was none.

**Motion:** A Motion was made by Vice Chair Clement and seconded by Selectman Chartrand to close the public hearing on the Energy Improvements to Exeter Housing Authority Properties. Motion carried – all in favor.

**Motion:** A Motion was made by Selectman Chartrand and seconded by Vice Chair Clement to open the public hearing on Housing and Community Development Plan. Motion carried – all in favor.

Ms. Lane read the following:

Exeter has a Housing and Community Development Plan that was adopted in 2013. The HCDP plan, which outlines goals for the town, needs to be adopted every 3 years to be eligible to apply for CDBG funds.

We propose re-adopting the existing plan with the following change:

**Change from Goal:** The Town of Exeter should seek to promote an environment within which each resident can secure adequate affordable housing in safe, healthy and attractive neighborhoods. (Short-term and long term goal.) Change to **Goal** – The Town of Exeter should seek to promote a varied stock of safe, sanitary, decent and affordable housing for persons of all age and income groups. (Short-term and Long-term goal).

Mr. Dean said they will make sure this language gels with the Master Plan update.

Chairwoman Gilman called for public comment, of which there was none.

**Motion:** A Motion was made by Selectman Chartrand and seconded by Vice Chair Clement to close the public hearing on Housing and Community Development Plan. Motion carried – all in favor.

**Motion:** A Motion was made by Selectman Chartrand and seconded by Vice Chair Clement to open public hearing on Residential Antidisplacement and Relocation Assistance Plan. Motion carried – all in favor.

Ms. Lane read the following:

Although this project does not involve any displacement or relocation of persons (or businesses), if the Town were to undertake a CDBG project which involved displacement or relocation they would follow this plan. The plan outlines the measures they would take to find comparable, suitable housing for persons (or businesses) displaced or relocated.

Chairwoman Gilman called for any public comment, of which there was none.

**Motion:** A Motion was made by Selectman Chartrand and seconded by Vice Chair Clement to close the public hearing on Residential Antidisplacement and Relocation Assistance Plan. Motion carried – all in favor.

**Motion:** A Motion was made by Vice Chair Clement and seconded by Selectman Chartrand that the Exeter Selectboard vote to adopt the Housing and Community Development Plan. Motion carried –all in favor.

**Motion:** A Motion was made by Vice Chair Clement and seconded by Selectman Chartrand that the Exeter Selectboard vote to adopt the Residential Antidisplacement and Relocation Assistance Plan. Motion carried – all in favor.

**Motion:** A Motion was made by Vice Chair Clement and seconded by Selectman Chartrand that the Exeter Selectmen vote to approve the submittal of the application and vote to authorize the Town Manager to sign and submit the application, and upon approval of the CDBG application, authorize the Town Manager to execute any documents which may be necessary to effectuate the CDBG contract and any amendments thereto. Motion carried – all in favor.

#### **iv) FY16 Budget & Warrant Articles**

Mr. Dean said there is a latest January 11 draft Warrant in the packet. There is also a comparison budget. The proposed FY16 budget is a 2.04% increase over FY15.

Vice Chair Clement asked if January 12 is the deadline for Citizen's Petitions. Mr. Dean said yes, and that there are 8 total.

Chairwoman Gilman asked for comments from the Board on the Warrant Articles or budget.

Vice Chair Clement asked about the Warrant Article for the financial software. He said he is fine with the budget.

Selectwoman Surman asked if Article 23 passes, what would happen next. Chairwoman Gilman said this is the Petition for the Charter Commission, and if it passes then members of the Commission would be elected. They would need a Special Election to elect 9 members. Selectwoman Surman thought voters should know what would happen upon this Article's approval. Selectman Chartrand said the wording in the Article is how they chose to go with it. Vice Chair Clement said they typically put out a Warrant Article fact sheet and said maybe they could lay out specifics for Article 23 if it were to pass.

Mr. Dean said he has been thinking about the wording in the zoning Citizen's Petitions. He said they will clarify with rules.

Doreen Ravell, Finance Director, spoke about Article 16 for Financial Software. She said she has been asked to go back and find more information. She put together a PowerPoint with her findings. She came up with the top 15 reasons for the new software. The first was senior management at Harris Software has informed all Munismart customers that they are no longer investing money to many any major system improvements. These reasons were input by multiple different departments. The PowerPoint also showed a chart of the top 15 Towns by Population Using Munismart. Most of them show a plan to convert to another software system. The PowerPoint also shows a chart of quotes for different systems. The PowerPoint went on to show which Exeter Town Departments use financial management software and improvements afforded by a conversion.

Selectwoman Surman asked if the different systems are application or cloud based. Ms. Ravell said some are cloud based. Selectwoman Surman said she would be an advocate for cloud based. She asked Ms. Ravell if she has spoken with any of these groups listed. Ms. Ravell said she has seen three presentations. She said she saw Munis, BMSI, and Patriot Properties and is scheduling Blum Shapiro soon. She said the functionalities are very different.

Mr. Dean said Munismart cost \$65,000 and was purchased in 2008. He said the more functional the town's software is, the easier it will be to track things accurately.

Selectman Chartrand suggested just putting this in the Warrant Article so the town can get the software they need for the maximum amount of productivity.

Vice Chair Clement said he is reluctant to put this large number in the Warrant Article. He said he is still looking at what is best that will satisfy the town's needs at a lower cost.

Selectwoman Belanger asked if there is an interest rate on the four year lease. Ms. Ravell said there is one, and it is in the CIP packet. She said it is a very competitive rate. Mr. Dean said it is around 2.5%.

Chairwoman Gilman said she would like the ebill and credit card payment upgrades and asked Ms. Ravell to come back for the meeting on the 19<sup>th</sup> to answer any more questions.

Bob Kelly was present to speak about the Wastewater Treatment Facility funding. He said he has been to a lot of meetings talking about making the cost more palatable. However, he said the cost seems to keep rising. He said they are looking at around \$60 million now with all of the components. He proposed the idea of a joint meeting between the BOS and the Water/Sewer Advisory Committee to have a discussion about this. Chairwoman Gilman said she is interested in a joint meeting. Mr. Kelly said the next Water/Sewer Advisory Committee meeting is on Wednesday, January 13 at 6:30pm. Selectman Chartrand said he would be attending. Mr. Kelly said the focus of a joint meeting is to have a consensus as to what would be a reasonable way to go, instead of the Water/Sewer Advisory Committee just submitting something to the BOS. Vice Chair Clement said they need to have the actual language for the bond hearing. Chairwoman Gilman said she would see this as an informational meeting. Mr. Kelly said the W/S Committee is looking to have the BOS present to see if there are some alternative payment ideas. Mr. Kelly said otherwise he can put a sheet together for the BOS of the W/S Committee's discussions. He said he does have a PDF of the document that states the W/S Committee's position that he would send to Mr. Dean for distribution. Vice Chair Clement said this is a discussion that would need all of the BOS member's input and he is concerned about the January 13 W/S Committee's attendance. Selectwoman Belanger said she would attend as a citizen. Mr. Dean said he is concerned that if three BOS members were present and there was a decision made without the other two members, it may create an issue. Selectwoman Belanger said this would be an information meeting and she is not looking to make any decisions. Chairwoman Gilman suggested posting it as a joint meeting and there may or may not be a quorum. However, she said if the majority is there, there shouldn't be any consensus or decisions.

Vice Chair Clement said he is not in favor of anyone paying for this besides the ratepayers. He has a problem with people who are not on the system paying for the system. He said this meeting is being done very last minute and it is a process issue. He said they need precise language for the public hearing. Mr. Kelly said they did discuss this at the September meeting and the October meeting, but other issues have gotten in the way. He said he is worried that people will wake up and see the \$50 million number and wonder how it will get paid for.

Vice Chair Clement asked if they are giving people enough notice to attend this joint meeting. Selectman Chartrand suggested the meeting be posted as a Conversation Between Members of the BOS and Members of the Water/Sewer Advisory Committee.

Selectwoman Surman said this is huge and that they have never asked the non-ratepayers to pay. She said she does not want any voters coming back concerned. She would like more of the public to attend.

Chairwoman Gilman said they will go ahead and have the meeting. She said it will just be more opportunity for discussion and they will not be deciding anything.

#### **v) Collective Bargaining Cost Items**

Mr. Dean gave a handout to the Board. He said there are two bargaining cost items for consideration. He is asking the Board to recommend them. The Exeter Firefighters' Association would be a two year contract.

**Motion:** A Motion was made by Selectman Chartrand and seconded by Selectwoman Belanger that the Exeter BOS recommend approval of the Exeter Professional Firefighters' Association, Local 3491 for the years 2016 and 2017. Motion carried – all in favor.

Mr. Dean said the next is the union contract for DPW and said he will put it online. It is a one year contract with a 2.23% step mid-year. There is a vacation adjustment which would add 2.5 vacation days. Vice Chair Clement asked if the changes to the memo were reflected on the memo the Board received. Mr. Dean said it is not in the memo. Vice Chair Clement asked if there are any other changes to the contract. Mr. Dean said the layoff language, probation language, and employee's language has all been altered a bit, just by adding language. Chairwoman Gilman said they would move this forward until Tuesday's meeting.

#### **vi) Town Facilities Plan**

Chairwoman Gilman said they would next discuss the Town Facilities Plan which looks at all the buildings in town and the condition they are in and who is using them. She said they have come up with some observations and recommendations on what needs to be done and why. She had the idea of forming a Committee to who would analyze and make recommendations to the BOS. They would look at all the data collected to come up with a plan for the CIP, or the budget.

Vice Chair Clement said the Facilities Plan is a comprehensive report which is available online. He said it is a good analysis. He said this is going to come down to what the town is going to set for priorities. The costs for these projects are significant. He said he would like to get more input from the Board before they turn this over to a Facilities Committee.

Mr. Dean said his only input would be to recommend that whatever forum of advice the BOS takes from the Facilities Plan, that the Facilities Committee pay attention to the Plan as a baseline to make recommendations back to the BOS. He said they may need a work session on this.

**b. Old Business**

There was no Old Business.

**8. Regular Business**

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

**Motion:** A Motion was made by Selectwoman Belanger and seconded by Vice Chair Clement to approve abatement for map 26, lot 19 in the amount of \$1,356.18. Motion carried – all in favor.

**Motion:** A Motion was made by Selectwoman Belanger and seconded by Vice Chair Clement to approve abatement for map 55, lot 48 in the amount of \$51.08. Motion carried – all in favor.

**Motion:** A Motion was made by Selectwoman Belanger and seconded by Vice Chair Clement to approve abatement for map 27, lot 4 in the amount of \$377.99. Motion carried – all in favor.

**Motion:** A Motion was made by Selectwoman Belanger and seconded by Vice Chair Clement to approve abatement for map 33, lot 11 in the amount of \$222.20. Motion carried – all in favor.

**Motion:** A Motion was made by Selectwoman Belanger and seconded by Vice Chair Clement to approve abatement for map 80, lot 6, unit 8 in the amount of \$270.72. Motion carried – all in favor.

**Motion:** A Motion was made by Selectwoman Belanger and seconded by Vice Chair Clement to approve abatement for map 73, lot 189 in the amount of \$482.71. Motion carried – all in favor.

**Motion:** A Motion was made by Selectman Chartrand and seconded by Selectwoman Belanger to approve a partial abatement for 43 West Side Drive in the amount of \$354.56. Motion carried –all in favor.

There is a memo in the packet from Mr. Dean that he recommend the town file for abatement to the town of Brentwood for two parcels of land that Exeter is being taxed for that

are situated in Brentwood. The parcels are no longer being used for flood control purposes and are exempt from property taxes under RSA 72:23. Mr. Dean said this has been reviewed by the town's assessors and they recommended submittal to Brentwood to see what they say.

**Motion:** A Motion was made by Selectman Chartrand and seconded by Vice Chair Clement that the Exeter BOS request abatement on two parcels of land which are situated in the abutting town of Brentwood on Pickpocket Road at tax map 220, lot 006 and tax map 220, lot 58. Motion carried –all in favor.

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

A Motion was made by Selectman Chartrand and seconded by Selectwoman Surman to approve an application for use of the Town Hall and five parking spaces by Zach Carrier for a Cruz for President Town Hall Meeting on January 20, 2016 from 10am to 12:30 pm. Motion carried –all in favor.

A Motion was made by Selectman Chartrand and seconded by Selectwoman Belanger to approve the application for use of the Town Hall by Kevin Myers for a NH Employment Security Job Fair on February 12, 2016 from 7am-3pm. Motion carried –all in favor.

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

Mr. Dean spoke about the following for his Town Manager's Report:

- Met with the Town Moderator. He will meet with the BOS on the 25<sup>th</sup> to talk about elections
- HB1119 - allowing the town to raise the Local Option Fee up to a maximum of \$10
- Parks & Rec changes to the camp registration process, moving it from February to March
- The town had a CSO yesterday because of the rain
- Town reports are now due
- Mike Favreau said the Council of Aging is looking to give money back from their account to the Town.
- Received a proposal from St. Vincent De Paul
- Lieutenant Bob Irish is retiring. He wished him well and said his farewell party will be January 22 from 11am-1pm at the Fire Station.

#### **d. Selectmen's Committee Reports**

Selectman Chartrand reported an EEDC meeting tomorrow (1/12) at 830am.

Vice Chair Clement reported a River Study Committee meeting last Thursday where a NOAA grant was accepted and approved. He said Planning Board will meet this Thursday (1/14).

Selectwoman Belanger had no report.

Selectwoman Surman had no report.

Chairwoman Gilman reported HDC and Heritage Committee will be meeting soon.

#### **e. Correspondence**

The following correspondence were included in the packet:

- Legislative Bulletin
- Historic Commission Public Notice
- Planning Board Legal Notice and Agenda
- Letter from Primex about Property and Liability Coverage Improvements

#### **10. Review Board Calendar**

The BOS will next meet on January 19 at 7pm for a Public Hearing.

#### **12. Adjournment**

A Motion was made by Selectman Chartrand and seconded by Selectwoman Belanger to adjourn the meeting at 10:12pm. Motion carried –all in favor.

Respectfully submitted,

Nicole Piper, Recording Secretary



Draft Minutes

**Exeter Board of Selectmen**

January 19, 2016

**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 Don Clement, Selectman Dan Chartrand, Selectwoman Nancy Belanger, and Selectwoman Anne Surman. Town Manager Russell Dean was also present.

The first order of business was the bond hearing on the new Wastewater Facility.

*Pursuant to New Hampshire RSA 33:8-a the Exeter Board of Selectmen hereby gives notice that will hold a public hearing on the following projects requiring bonds and notes as part of the FY16 Town Budget:*

*New Wastewater Facility \$51,870,000*

Chairwoman Gilman explained the protocol.

**Motion:** A Motion was made by Vice Chair Clement and seconded by Selectman Chartrand to open the Public Hearing for the bond for Article 7, Wastewater Facility and Main Pump Station Improvements. Motion carried – all in favor.

**Article 7**

Chairwoman Gilman read Warrant Article 7. Mr. Dean said they have been going through the Wastewater Facility process for a while now. He said Wright Pierce has just finished the cost estimates. The amount of the warrant article is construction and not design, these funds were approved already in 2014.

Brian Griset asked what the design capacity is for the plants proposed.

Ed Leonard, from Wright Pierce, said the design flow rate is at the initial capacity of 2.2 mgd.

Bob Kelly, Chair of the Water/Sewer Advisory Committee, said something was overlooked at last week's Water/Sewer meeting. He said they don't need to bond this for a while. He said they have at least 6-8 months. He said a Committee member said they should still research some options for payment. There is a rate consultant coming on board soon. He urged the BOS to strike the last sentence of this article, reading "Debt service to be paid by the Sewer Fund."

He said they still have more time to look into payment options. He urged they take the time they have to look at options. He said they should not pin themselves down. Frank Ferraro recommended not following through with Mr. Kelly's suggestion. He said it would be disingenuous as it would hide from the public who would pay for this. Mr. Ferraro said who is going to pay for this is an essential part of the Article. He said a bond that has been issued cannot be revoked.

**Motion:** A Motion was made by Selectman Chartrand and seconded by Vice Chair Clement for the Exeter Board of Selectmen to recommend the Article 7 – Wastewater Facility and Main Pump Station Improvements bond, as written. Motion carried –all in favor. Vote 5-0.

**Motion:** A Motion was made by Vice Chair Clement and seconded by Selectman Chartrand to close the bond hearing. Motion carried – all in favor.

The next order of business was on the FY16 budget.

*Pursuant to New Hampshire RSA 32:5, the Exeter Board of Selectmen hereby gives notice of a public hearing on the Town of Exeter Budget for the 2016 fiscal year.*

**Motion:** A Motion was made by Vice Chair Clement and seconded by Selectman Chartrand to open a Public Hearing for the 2016 Operating Budget for the General Fund, Water Fund, and Sewer Fund. Motion carried- all in favor. Vote 5-0.

## **Article 9**

Chairwoman Gilman read Article 9 – 2016 Operating Budget. She then asked the public for any Public Comment, of which there was none.

Vice Chair Clement asked what the default budget is. Mr. Dean said the default budget for FY16 is \$17,411,021. Vice Chair Clement asked why this default number is less than last year's operating budget. Mr. Dean said some things have not been included in this default. Selectman Clement sought clarification of the DPW budget. The Town Manager talked about the Pickpocket Dam LOR, which is in the operating budget, but not the default. However, he said health insurance, salaries and wages, and other such numbers are included. Doreen Ravell, Finance Director, said on page 4 of the MS-DT there are explanations for every variance.

**Motion:** A Motion was made by Selectman Chartrand and seconded by Selectwoman Belanger that the Exeter Board of Selectmen recommend the 2016 Operating Budget. Motion carried – all in favor. Vote 5-0.

## **Article 10**

Next, Chairwoman Gilman read Article 10 – 2016 Water Budget. She asked the public for any Public Comment, of which there was none.

**Motion:** A Motion was made by Selectman Chartrand and seconded by Selectwoman Belanger that the Exeter Board of Selectmen recommend Article 10 – 2016 Water Budget. Motion carried – all in favor. Vote 5-0.

### **Article 11**

Chairwoman Gilman read Article 11 – 2016 Sewer Budget.

Vice Chair Clement said the Sewer Budget shows a decrease of \$174,722. He asked why there is this decrease. Mr. Dean said this is mainly because of the I & I abatement line item of \$130,000 not included in the FY16 budget.

**Motion:** A Motion was made by Selectman Chartrand and seconded by Selectwoman Belanger that the Exeter Board of Selectmen recommend Article 11 – 2016 Sewer Budget. Motion carried – all in favor. Vote 5-0.

**Motion:** A Motion was made by Vice Chair Clement and seconded by Selectwoman Belanger to close the Public Hearing on the 2016 budgets. Motion carried –all in favor.

### **Article 12**

Chairwoman Gilman next read Article 12. Mr. Ferraro spoke, saying there was no Public Notice for the other Warrant Articles besides the budgets and bond. Mr. Dean said this is a public meeting. Mr. Ferraro said it wasn't posted. Brian Griset said last year this happened that the other articles weren't posted. The Board had agreed then that an error was made. He said no notice was made for a BOS meeting, other than a bond hearing, which has been opened and closed, and a budget hearing, which has been opened and closed. He said moving forward with the hearing would break the law.

Selectman Chartrand recommended closing the meeting and consulting town counsel about this.

Selectwoman Surman asked if this was because the Public Notice didn't have "Warrant Articles" in the wording.

Vice Chair Clement said they have to post all this information so many days before deliberative session. He said there is a timing issue.

Mr. Dean read the RSA on budget preparation and he said his sense is that it says the Board should go over all financial articles tonight, at a minimum. Vice Chair Clement said it would

have been better notice to put Warrant Articles on the agenda, especially since there are Citizen Petition Articles. He said he was not sure of the legality here.

Selectwoman Belanger asked if they don't discuss them tonight, if the deliberative session can be rescheduled. Mr. Dean urged the Board to move forward with their meeting.

Mr. Ferraro said if the Board moves forward and makes any actions, those actions would be invalid. He said the Board should put out a Notice for this tomorrow morning and hold a meeting Thursday morning. He said by the Board moving forward tonight, they are not allowing the public to be present.

Selectwoman Belanger asked what would happen if they don't move forward tonight. Selectman Chartrand said they have an option to recommend after the deliberative session. Vice Chair Clement said Monday, January 25 is the deadline to post the Warrant and Budget. He said they could schedule a Special Meeting before next Monday. Mr. Dean again suggested they discuss the financial articles, as there is a 7-day Notice minimum for a budget hearing. He said all DRA forms and present at this meeting for the public and that the Warrant Articles are part of this budget discussion. Mr. Ferraro said the town has satisfied its 7-day Notice for the budget, and now they need to do that for Warrant Articles.

Bill Campbell said he didn't think the BOS could vote on something that is not on the agenda. He said the Board has to have it on the agenda to talk about it. He said it is disingenuous to all the people that submitted Citizen's Petitions.

Mr. Griset said the BOS meetings and budget/bond hearings are for the BOS to take action and for the public to participate. He said the Board has failed to post a Public Notice for a BOS meeting tonight.

Mr. Dean read RSA 40:13, which he said includes all elements of the Warrant. Selectwoman Belanger did urge Chairwoman Gilman and the Town Manager to consult counsel in the morning. Mr. Dean said the Warrant has to be posted for the public by Monday, January 25 without a doubt it has to occur. Mr. Ferraro said the Board has dealt with the budget. He said there is not a 7-day requirement for the other Articles, whether they deal with money for not. He said the only requirement here is the 91-A Public Notice.

**Motion:** A Motion was made by Selectman Chartrand and seconded by Vice Chair Clement to reopen the budget hearing and take up the Warrant Articles that have financial impacts. Vice Chair Clement said this would have been a simple fix if the agenda read "Bond, Budget, and Warrant Articles." Mr. Dean said the DRA forms, budget, and Warrant Articles are all present for the public. Vice Chair Clement asked Mr. Dean if, in his opinion, they can go forward tonight with the Warrant Articles. Mr. Dean said yes, they can. Chairwoman Gilman

called the vote. Motion passes with a 3-2 vote. Selectwoman Surman and Vice Chair Clement vote nay.

Chairwoman Gilman said she thinks they are covered. Vice Chair Clement said since they will not move forward and act on any Articles with a financial impact, what about the Articles with no financial impact. Selectman Chartrand urged they get with town counsel in the morning for their recommendation.

Mr. Griset said any discussions with a majority of the Board without Public Notice is in violation of the law.

**Motion:** A Motion was made by Selectwoman Surman to adjourn the meeting. With no second, Motion fails.

Chairwoman Gilman said this meeting was posted for a Public Hearing for the budget and a bond hearing. She said the next Article for discussion is Article 12 – SEIU Bargaining Agreement.

At 7:59 pm, Selectwoman Surman left the meeting.

### **Article 12**

Chairwoman Gilman went on to read Article 12 – SEIU Bargaining. She then asked the public for any Public Comment, of which there was none.

Vice Chair Clement asked what other parts of the contract may have been altered. Mr. Dean said this is a one year contract. He said there is a 2.23% step scale. Also, the contract has added 2.5 days of vacation at 10 years of service and contains three minor language changes. Vice Chair Clement asked if the union members have ratified this contract. Mr. Dean said yes, they have.

**Motion:** A Motion was made by Selectman Chartrand and seconded by Selectwoman Belanger that the Exeter Board of Selectmen recommend Article 12 – SEIU Bargaining. Motion carries with a 4-0 vote.

### **Article 13**

Chairwoman Gilman read Article 13 – Firefighters Bargaining Agreement. Mr. Dean said this is a step increase of 2.23% for each year of the contract. He said there is an additional 1% employee contribution for health insurance in the second year.

**Motion:** A Motion was made by Selectman Chartrand and seconded by Selectwoman Belanger that the Exeter Board of Selectmen recommend Article 13 – Firefighters Bargaining Agreement. Motion carried with a 4-0 vote.

Vice Chair Clement said a lot of the other Articles should include the general public's input. He said he may be abstaining in some votes to come. Selectman Chartrand said the general public does have the opportunity to give input at the deliberative session. Mr. Dean said the DRA forms all include the appropriations being reviewed tonight. He said if changes are made to these forms, this is the night to do them. Vice Chair Clement said the MS636 form does have all of the budget items. He said he still feels unsettled about the lack of public notice. Mr. Dean read the Municipal Budget Law again, trying to reassure the Board that in his opinion the Board was within their boundaries to continue their discussion.

#### **Article 14**

Chairwoman Gilman read Article 14 – 2016 Human Services Agencies. She then asked the public for their comments.

Mike Dawley said all he is hearing with the Board is defiance and silence. He was uneasy about being down a Board member for voting. He said he was disappointed.

Selectman Chartrand urged the Board to stay with the Article at hand. He said he was not speaking in defiance, but suggested they keep moving forward.

**Motion:** A Motion was made by Selectman Chartrand and seconded by Selectwoman Belanger that the Exeter Board of Selectmen recommend Article 14 – 2016 Human Service Agencies. Motion passes with a 3-0-1 vote. Vice Chair Clement abstained.

#### **Article 15**

Chairwoman Gilman read Article 15 – Sick Leave Trust Appropriation. She asked for Public Comment, of which there was none.

**Motion:** A Motion was made by Selectman Chartrand and seconded by Selectwoman Belanger that the Exeter Board of Selectmen recommend Article 15 – Sick Leave Trust Appropriation. Motion carried with a 3-0-1 vote. Vice Chair Clement abstained.

#### **Article 16**

Chairwoman Gilman read Article 16 – Master Plan Update CRF and Study. She asked for Public Comment.

Mr. Dawley asked if \$10,000 was spent on the first two chapters' updating. Mr. Dean said around \$8,000 was spent. Mr. Dawley asked if they will need an additional \$50,000 for this Article, or \$42,000 with the \$8,000 already spent. Chairwoman Gilman said it would be an additional \$50,000. Mr. Dawley said they have never spent more than \$10,000 to update a Master Plan. He asked the Board to reconsider this Article amount and reduce it.

Mr. Campbell spoke, saying he too thought the \$50,000 for this Article was too high. He said he couldn't see spending that much money on the updating in the next year.

Selectman Chartrand said the Master Plan has not been updated since 2002. He said this is an attempt to accelerate the updating process as the Master Plan is a key document.

Mr. Dawley asked what the difference is with this Master Plan and said they should not need a drastic amount of money.

Vice Chair Clement said this is an update. He said they are updating existing chapters. There are nine chapters. He explained the chapters and how they will be updated. He too thought the \$50,000 was too high. He said he knows they need to move forward. He said they should not completely rely on consultants. He would reduce this Article to \$25,000.

Selectman Chartrand said this figure has been vetted thoroughly through the Budget Recommendations Committee. He said this updating needs to be accelerated. The Planning Board cannot do this updating themselves as they are too busy. He said this money is to bring in more help.

Vice Chair Clement said \$50,000 is too much to spend on this. He said they can do this for \$25,000. He said a comment was made at the last Planning Board meeting about the Economic Master Plan. He wondered when that would be done. Mr. Winham said he is working on the EDSP. He also added that it is crucial they keep the \$50,000 on this Article. He said it will be money well spent and that the old Master Plan is outdated.

Chairwoman Gilman said the HDC was quoted close to \$30,000 for updating their guidelines. As this is a much smaller 30 page document, she thought it was appropriate to keep the \$50,000 on Article 16.

**Motion:** A Motion was made by Selectman Chartrand and seconded by Selectwoman Belanger that the Exeter Board of Selectmen recommend Article 16 – Master Plan Update CRF and Study. Motion carried with a 3-0-1 vote. Vice Chair Clement abstained.

## **Article 17**

Chairwoman Gilman read Article 17 – Snow/Ice Deficit Fund. She asked for Public Comment, of which there was none.

**Motion:** A Motion was made by Selectman Chartrand and seconded by Selectwoman Belanger that the Exeter Board of Selectmen recommend Article 17 – Snow/Ice Deficit Fund. Motion carried with a 3-0-1 vote. Vice Chair Clement abstained.

### **Article 18**

Chairwoman Gilman read Article 18 – Townwide Accounting, Tax and Utility Billing Software Lease/Purchase.

Vice Chair Clement said he is concerned about spending this amount of money. He said they did have a presentation from Ms. Ravell at their last BOS meeting. He said he would still like to forgo spending money on this this year. He said Mr. Dean, Ms. Ravell, and the IT Director should investigate more financial software packages. He said they should see what we need and what is out there to support those needs. He said they should spend some time to get a good evaluation. He thinks they should take the time to pick the right package and that they should not move forward this year.

Ms. Ravell said she has spoken with a lot of surrounding towns about what systems they use. She said recently Somersworth and Goffstown are on board with the Munis system. She said also that she does include all the town's departments who use the system in this process. She asked they recommend the Article, as they do not need to spend all of the funds if they find this system does not work. Selectwoman Belanger asked Ms. Ravell if they could live another year on Munismart. She said she could, but productivity would not be at its best. Selectman Chartrand said a lot of people hours are being lost by staying on Munismart. He said they will lose a lot more over the next year. He suggested they move forward with this conversion.

Ms. Ravell said she has tried to talk the top company down. She said they have agreed to waive the first year of annual maintenance, which is a saving of \$25,000.

Mr. Dean said he does not want to be in a situation where they do not have an appropriation for this if Harris pulls out in the middle of the year. He said it is important to stay current with the audit and GASB requirements and wants to avoid any issues.

**Motion:** A Motion was made by Selectman Chartrand and seconded by Selectwoman Belanger that the Exeter Board of Selectmen recommend Article 18 – Townwide Accounting, Tax and Utility Billing Software Lease/Purchase. Motion carried with a 3-0-1 vote. Vice Chair Clement abstained.

### **Article 19**

Chairwoman Gilman read Article 19 – Highway Department Dump Truck Lease/Purchase. She asked for Public Comment, of which there was none.

**Motion:** A Motion was made by Selectman Chartrand and seconded by Selectwoman Belanger that the Exeter Board of Selectmen recommend Article 19 – Highway Department Dump Truck Lease/Purchase. Motion carried with a 3-0-1 vote. Vice Chair Clement abstained.

## **Article 20**

Chairwoman Gilman read Article 20 – Downtown Parking Study.

Mike Dawley asked the Board to reduce this to \$15,000.

Selectman Chartrand referenced a letter from Don Briselden. Mr. Dawley said the \$15,000 he is recommending includes Lincoln Street and the downtown. Mr. Dean said this Article started at \$50,000, and has been reduced to \$35,000. He said in looking at the cost, they looked at the cost estimates of Dover, which is a comparable town.

Selectwoman Belanger read the letter from Mr. Briselden. The letter talks about including the Train Station in the Parking Study.

Vice Chair Clement said he feels they do not need to spend \$35,000 on this. He said they did a study in 2002 that they have and he doesn't think much will change from that study.

Selectman Chartrand said this study is crucial. He said Mr. Winham says they need this study because folks will not develop downtown because they are concerned with the parking situation.

Chairwoman Gilman supports Mr. Briselden's comments. She said the 2002 study did not include weekends, and that is important to include. She said a lot has changed since then and she thinks the \$35,000 is a good amount.

**Motion:** A Motion was made by Selectman Chartrand and seconded by Selectwoman Belanger to amend Article 20 to read "To see if the Town will vote to raise and appropriate via special warrant article the sum of thirty-five thousand dollars (\$35,000) for the purpose of conducting a parking study of the downtown area of Exeter to include Water Street, Lincoln Street, and all municipal parking lots." Motion carried with a 4-0 vote.

**Motion:** A Motion was made by Selectman Chartrand and seconded by Selectwoman Belanger that the Exeter Board of Selectmen recommend Article 20, as amended. Motion and second withdrawn.

**Motion:** A Motion was made by Selectman Chartrand and seconded by Selectwoman Belanger that the Exeter Board of Selectmen recommend Article 20 – Downtown Parking Study. Motion carried with a 3-0-1 vote. Vice Chair Clement abstained.

### **Article 21**

Chairwoman Gilman read Article 21 – Light Duty Vehicle Lease/Purchase Program. She asked for Public Comment, of which there was none.

**Motion:** A Motion was made by Selectman Chartrand and seconded by Selectwoman Belanger that the Exeter Board of Selectmen recommend Article 21 – Light Duty Vehicle Lease/Purchase Program. Motion carried with a 3-0-1 vote. Vice Chair Clement abstained.

### **Article 28**

Chairwoman Gilman read Article 28 – Citizen’s Petition Downtown Sidewalks. She asked for Public Comment.

Mr. Campbell spoke, saying he is in favor of this. He asked what the tax rate increase is for \$100,000. Mr. Dean said it is approximately 6 cents on the tax rate and the project would be around 11 cents per 1,000 in total. Mr. Campbell said this is a chance to do something to beautify the town. He asked the Board to consider backing this up, as the petitioner was not present to speak.

Mr. Winham supports this Article. He said it helps from a development standpoint to see the town investing in their community.

Selectman Chartrand asked if this will push back the start date for the sidewalks if this passes. Jennifer Perry said they are scheduled to be in front of the BOS on Monday night to talk about sidewalks. She said she did not think it would push back the start date. She said it might just prolong the project.

Selectwoman Belanger said she would support this. She asked if the concern about this last year was the longevity of the brick. Ms. Perry said the brick will last longer than the asphalt.

Vice Chair Clement said in his opinion this would make the town look better.

Chairwoman Gilman said she is in favor of this as well. She said the brick is more attractive than concrete and agreed it would beautify the town.

**Motion:** A Motion was made by Selectwoman Belanger and seconded by Chairwoman Gilman that the Exeter Board of Selectmen recommend Article 28 – Citizen’s Petition

Downtown Sidewalks. Motion carries with a 2-0-2 vote. Vice Chair Clement and Selectman Chartrand abstained.

**Motion:** A Motion was made by Selectman Chartrand and seconded by Selectwoman Belanger to close the Public Hearing on Exeter's 2016 budget. Motion carried – all in favor.

There was discussion amongst the Board of whether or not to move forward with more Warrant Articles. They still have two Article and two Citizen's Petitions to discuss. Vice Chair Clement said on the Citizen's Petitions, the petitioners might want to speak. Mr. Dean suggested putting the Citizen's Petitions on Monday's agenda. The Board decided to meet on Thursday, January 21 at 6:30pm to deal with the Articles 22 and 23.

Mr. Dean reiterated the components of RSA 32:5 and said he felt this meeting followed procedure and was conducted in accordance with the RSA.

**Motion:** A Motion was made by Selectman Chartrand and seconded by Selectwoman Belanger to adjourn the meeting at 9:44pm. Motion carried – all in favor.

Respectfully submitted,

Nicole Piper, Recording Secretary



# DRAFT MINUTES

BOARD OF SELECTMEN MEETING

MINUTES

January 21, 2016

1. Call Meeting to Order

Chairwoman Gilman convened the Board of Selectmen at 6:30 p.m. in the Nowak Room. Also present were Selectwoman Anne Surman, Selectman Dan Chartrand, Vice Chair Selectman Don Clement, and Selectwoman Nancy Belanger. Town Manager Russell Dean was also present.

The Board reviewed two warrant articles for the 2016 Town Warrant.

The first was Article 22, long term lease proposal for town property for a cell tower. This article would expand the available option for location of a cell tower on the town landfill property off Kingston Road. The Town Manager described that any tower would be subject to the Town's zoning ordinance covering same. Chairwoman Gilman asked for public comment on the article. There was none.

Selectman Chartrand moved to recommend Article 22. Selectman Clement seconded. Motion carries 5-0.

The second was Article 23, the discontinuance of Garrison Road and 3 Rod Road. Selectman Clement asked about the wording 'ancient.' Selectman Chartrand described that this was presented in detail to the Board at their meeting of January 11<sup>th</sup> and was important for Epping Road development. Chairwoman Gilman asked for public comment. There was none.

Selectman Chartrand moved that the Selectboard recommend Article 23. Selectman Clement seconded. Motion carries 5-0.

Mr. Winham asked about the article and it was clarified it was one article to discontinue both roads.

Chairwoman Gilman concluded the business of the warrant.

Selectwoman Belanger described that counsel's opinion was received regarding Tuesday and her understanding was a motion was requested of the Board.

Selectwoman Belanger moved the Board confirm all actions and votes taken at the budget and bond hearings Tuesday, January 19<sup>th</sup>, 2016. Selectman Chartrand seconded.

Selectman Clement said he was glad Selectwoman Belanger read what she did but he had not seen the legal opinion. Selectwoman Belanger said she hadn't either. Selectman Clement indicated he was hesitant to vote on something he had not seen. The Town Manager reviewed the details from town counsel, and read through counsel's comments for the board regarding the issues. Counsel recommended this motion as a 'belt and suspender' from Tuesday. Selectman Clement said he was still confused, and discussed his concerns regarding Tuesday night's meeting.

Selectwoman Belanger read the motion again. Selectman Chartrand said this is advice from legal counsel and this puts a little extra safety on what was done Tuesday night and he will be voting affirmative.

# DRAFT MINUTES

Selectwoman Surman asked why it was necessary. If what went on Tuesday is legal, it's legal. She is not in favor of the motion because it's fine what was done. Her main concern was that warrant article was not in the notice. People don't know that budget means warrant articles and she wished counsel was present.

The Board discussed the motion again. Selectman Clement felt he didn't need to do this. He wouldn't vote to confirm actions taken at a subsequent meeting for a previous meeting. Selectwoman Belanger said we asked counsel their opinion and this was it. They asked us to reaffirm the actions the board took were correct. This is part of the opinion, and so that's why she made the motion.

Chairwoman Gilman called the question. Motion carries.

## 2. Adjournment

Selectman Chartrand moved to adjourn. Selectwoman Belanger seconded. Motion carried. The Board stood adjourned at 6:45 p.m..

Respectfully submitted,

Russell Dean  
Town Manager

Board Appointments – January 25<sup>th</sup>, 2016

Conservation Commission – Andrew Koff, Alternate Member, Term to Expire April 30, 2017





## EXETER PUBLIC WORKS DEPARTMENT

13 NEWFIELDS ROAD • EXETER, NH • 03833-4540 • (603) 773-6157 • FAX (603) 772-1355

[www.exeternh.gov](http://www.exeternh.gov)

DATE: January 22, 2016

TO: Russell Dean, Town Manager

FROM: Jennifer R. Perry, Public Works Director *JRP*

RE: Downtown Sidewalk Project - Contractor Recommendation

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The Public Works Department has reviewed a cost proposal received from Bell & Flynn for the construction of concrete sidewalks with granite curbing along Water Street and Front Street in the downtown area starting in April 2016. Although a final total cost for the complete project is not available yet, we would like to discuss our recommended approach with the Board of Selectmen before we proceed further.

We recommend the Town work with Bell & Flynn to develop a full cost proposal for the downtown sidewalk project, rather than going through the traditional sealed bid procurement process. The downtown sidewalk project is a challenging project that will require working closely with a contractor who is able to deliver a cost-competitive project, willing to be flexible, listen to the requests of the Town, work diligently to make business accessibility during construction a priority, deliver a quality product they will stand behind and stick to the project schedule. We believe Bell & Flynn is capable of all of the above.

Bell & Flynn has developed and proposed unit costs for sidewalk items (see attached) that are cost competitive and consistent with local project unit costs. These are consistent with the Town's projected costs. Their costs have proven to be competitive on prior projects and they have successfully conducted the majority of the Town's paving for many years. This is the same contractor team who completed the High Street sidewalks in 2014.

Bell & Flynn has also provided a draft schedule that indicates they could complete the project, starting the first week in April and finishing by the end of June.

One of the stated purposes of the Town's purchasing policy is to ensure the best overall value to the Town, which includes not only price, but quality, warranty, service, availability and past performance with the Town of Exeter. We recommend that Bell & Flynn is the best local contractor situated to meet the Town's needs for schedule, quality and cost.

If the Board concurs, the Department will continue to work with Bell & Flynn to develop a full cost proposal and return to the Board for approval and start planning for a March public meeting to further detail project schedule.



# BELL & FLYNN, INC.

Pavement Reclamation  
Engineers & Contractors

Planning • Testing • Design • Engineered/Reconstruction • Construction

Telephone  
(603) 778-8511

Bunker Hill Avenue  
STRATHAM, NH 03885

**Water Street Rehabilitation 2016**  
**Exeter, NH**

File: Water Street 2016.xls Sheet 3

<u>ITEM DESCRIPTION</u>	<u>UNIT</u>	<u>UNIT PRICE</u>
Sawcut / Excavate Existing Curb / Pvmnt.	LF	\$3.00
Excavate Existing Walk / Pvmnt.	SY	\$6.00
Concrete Disposal (Allowance)	Ton	\$40.00
New V.G.C. (Exclude concrete backfill)	LF	\$23.00
Fine Grade & Compact Walk / Apron	SY	\$9.00
Processed gravel (Allowance)	CY	\$20.00
New Concrete Walk (Include Sealant)	SY	\$45.00
Cast Iron Warning Plate (Allowance)	SF	\$30.00
New Bit. Conc. Apron (100sy)	Ton	\$113.00
Adjust Man Hole	EA	\$250.00
Adjust Catch Basin	EA	\$250.00
Adjust W.G. / W.S.O.	EA	\$100.00
Water Hardware (Allowance)	LS	\$1,000.00
Concrete Backfill (Allowance)	CY	\$125.00
Cold Plane	SY	\$2.50
Truck Rental	HR	\$80.00
Machine Paving	Ton	\$71.90
Traffic Control : Uniformed	HR	\$70.00
Traffic Control : Flag Person	HR	\$35.00
Layout & Grade Control	HR	\$50.00





By petition of Robert Eastman and others, "Shall the Town of Exeter affirm that, within the town limits, the navigable airspace for drone aircraft shall not be expanded below the long-established airspace for manned aircraft; and that the Town of Exeter affirms that within the town limits, landowners have exclusive control of the immediate reaches of the airspace and that no drone aircraft shall have the "public right to transit" through this private property."

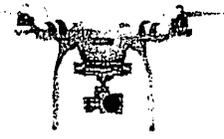
Print Name:	Address:	Signature:
✓ ROBERT EASTMAN	19 HAMPTON FALL RD	[Signature]
✓ HERBERT S. MOYER	51 WESTSIDE DR. EXETER	Herbert S. Moyer
✓ CURTIS GROWER	33 Westside Dr Exeter	Curtis E. Grower
✓ PAUL SANBORN	277 KATER ST. APT 303 EXETER	Paul Sanborn
✓ Gerry Hamel	17 Little Pine Lane	Gerry Hamel
✓ Renee O'Brien	5 Blanche Ln	Renee O'Brien
✓ Marge Stinson	4 Stony Brook Ln	Marge Stinson
✓ James Batchelder	2 Ridgecrest Dr	James Batchelder
✓ Barbara Sturman	4 Stonybrook Ln	Barbara Sturman
✓ BRANDON STAUBER	14 1/2 BRENTWOOD RD	[Signature]
✓ JAMES KOLGHT	12 OAK ST	[Signature]
✓ Diane Platt	20 Folsom Ct. Exeter.	[Signature]
✓ John Dodge	3 Bayberry Ln Exeter	John Dodge
✓ Nancy Dodge	~ ~ ~	Nancy Dodge
✓ PAULA HAMEL	17 Little Pine Lane	Paula Hamel







## RESOLUTION ON "UNMANNED AIRCRAFT SYSTEMS" (UAS)



**WHEREAS**, Calvin Coolidge, as President of the United States, signed into law the Air Commerce Act of 1926<sup>1</sup>, establishing the national airspace system in the United States; and

**WHEREAS**, this act declared that the airspace above the minimum safe altitudes of flight, generally understood to be about 500 feet or more above the surface<sup>2</sup>, is "navigable airspace", and

**WHEREAS**, aircraft, including drone aircraft<sup>3</sup>, have the "public right of transit" through navigable airspace<sup>4</sup>, and

**WHEREAS**, navigable airspace is preempted by federal laws and therefore not generally subject to state and local control; and

**BE IT RESOLVED**, that the Town of Exeter affirms that, within the town limits, the navigable airspace for drone aircraft shall not be expanded below the long-established airspace for manned aircraft; and

**BE IT FURTHER RESOLVED**, that the Town of Exeter affirms that within the town limits, landowners have exclusive control of the immediate reaches of the airspace and that no drone aircraft shall have the "public right to transit" through this private property.

---

<sup>1</sup> Air Commerce Act of 1926 (44 Stat. 568), May 20, 1926

<sup>2</sup> *Griggs v. Allegheny County*, 369 U.S. 84 (1962); *California v. Ciraolo*, 476 U.S. 207 (1987); *Florida v. Riley*, 488 U.S. 445 (1989); *Argent v. United States*, 124 F. 3d 1277 (1997)

<sup>3</sup> The term "drone aircraft" in this resolution includes the classes of aerial vehicles defined by the FAA as "unmanned aircraft", "small unmanned aircraft", "model aircraft", and "remotely piloted aircraft".

<sup>4</sup> United States Code, Title 49, § 40103 (a) (2). The "public right of transit" through navigable airspace applies to aircraft that are being operated by U.S. citizens in accordance with FAA safety regulations.



Each of the undersigned voters requests the municipal officers to submit to the voters, at the next municipal election, the question of establishment of a charter commission to draft a municipal charter.

Print Name                      Address                      Signature

DANIEL W. CHARTRAND 603 JADY HILL AVE. Daniel W. Chartrand ✓

Elizabeth M. MacDonald 131 Court St., #13 Elizabeth M. MacDonald ✓

Robert H. Richards 25 Cass Street Exeter N.H. RGH ROB RICHARDS ✓

MARSHALL E QUARET 45 FRANKLIN ST Exeter Marshall E. Quaret ✓

Debbie Quaret 45 Franklin St Exeter Debbie Quaret ✓

RANDALL RAYMOND 196 WATER ST. Randall Raymond ✓

Karen B Smith 196 Water St Karen B Smith ✓

Caroline Sieck 19 Webster Ave Christie ✓

Susan Gorman 19 Garfield St Susan Gorman ✓

Roby & Pouley 8 Coast St Ave Roby & Pouley ✓

Alice Ann 15 Cass St Jean Marie Ann ✓

DON BRISSELDEN 12 GILL ST Don Brisselden ✓

Harvard Knowles 4 Sterling Hill Lane #438 Exeter ✓

ANTHONY C. ZWAAN 7 MARLBORO ST Anthony C. Zwaan ✓

LAURIE ZWAAN 7 MARLBORO ST Laurie Zwaan ✓

Steve Ramsay 2 Indian Trail Exeter Steve Ramsay ✓

Jim Mills 11 Lincoln St Jim Mills ✓

Barbara D. Richards the 7th St. Exeter #1203 Barbara D. Richards ✓

Diabeta Klunkmuller 10 Chestnut St. APT. 1205 E. KLUNKMUELLER ✓

Nancy Phillips 703 70 Exeter, NH. M. Phillips ✓

SARAH ANDERSON 66 Newfields Rd. Exeter, NH Sarah Anderson ✓



# New Hampshire Resolution to Get Big Money Out of Politics

By petition of 25 or more eligible voters of the town of Exeter to see if the town will urge:

That the next President and Congress fight big money politics and restore government of, by, and for the people by championing the We the People agenda:

1. Ban Super PACs and overturn Citizens United
2. Expose secret donors and require full transparency
3. Ban bribes from big-money lobbyists and government contractors
4. Establish small-donor, citizen-funded elections
5. End gerrymandering and modernize voter registration
6. Close loopholes and enforce campaign finance laws

(30)

That the New Hampshire State Legislature support concrete legislation to enact the We the People agenda. The record of the vote approving this article shall be transmitted by written notice from the selectmen to the NH congressional delegation and to Exeter's state legislators, and to the President of the United States informing them of the instructions from their constituents within 30 days of the vote.

Name	Signature	Address	Email
✓ HERB MOYER	Herbert S. Moyer	51 Westwood Dr. Exeter, NH 03833	herb.moyer@comcast.net
✓ WILSE ANDREWS	Wise Andrews	277 Water St., Exeter NH	ilse.andrews@myfairpoint.net
✓ Ruth Wendell	Ruth R. Wendell	7 Rivet Woods Drive F 114 Exeter, NH 03833	
✓ Aimee Beave	Aimee Beave	20 Hill Place Exeter NH 03833	
✓ Paula Frances	Paula Frances	181 High St Exeter NH	
6. Masha Nolte	Masha Nolte	9 Drinkwater Rd Exeter, NH	wnolte@comcast.net
7. ....			
8. ....			
9. ....			
10. ....			
11. ....			

# New Hampshire Resolution to Get Big Money Out of Politics

By petition of 25 or more eligible voters of the town of Exeter to see if the town will urge:

That the next President and Congress fight big money politics and restore government of, by, and for the people by championing the We the People agenda:

1. Ban Super PACs and overturn Citizens United
2. Expose secret donors and require full transparency
3. Ban bribes from big-money lobbyists and government contractors
4. Establish small-donor, citizen-funded elections
5. End gerrymandering and modernize voter registration
6. Close loopholes and enforce campaign finance laws

That the New Hampshire State Legislature support concrete legislation to enact the We the People agenda.

The record of the vote approving this article shall be transmitted by written notice from the selectmen to the NH congressional delegation and to Exeter's state legislators, and to the President of the United States informing them of the instructions from their constituents within 30 days of the vote.

Name	Signature	Address	Email
WILLIAMS HOWELL	<i>[Signature]</i>	4 Pleasant View Dr, Exeter, NH	SPHOWELL@COMCAST.NET
2. I.N.A. HOWELL	<i>[Signature]</i>	Pleasant View Dr, Exeter, NH	SPHOWELL@COMCAST.NET
Schanna K. Rice	<i>[Signature]</i>	PO Box 407, Exeter, NH	chinkb20@gmail.com
DARIUS X THOMPSON	<i>[Signature]</i>	15 DRINKWATER RD, EXETER, NH 03803	DARIUS.THOMPSON@GMAIL.COM
Kathy Lewis Thompson	<i>[Signature]</i>	15 Drinkwater Rd, Exeter, NH	KathyLewisThompson@gmail.com
6. Penney A Hitzrot	<i>[Signature]</i>	165 High St Exeter	emalleen11@gmail
Yvonne C Pratt	<i>[Signature]</i>	7 Wentworth St Exeter	
Walter Alice	<i>[Signature]</i>	173 High St. Exeter	marialicelapointe@gmail.com
James Breelin	<i>[Signature]</i>	7 Nelson Dr Exeter	jbreelin54@comcast.net
Nancy Crawford	<i>[Signature]</i>	2 Seneca Farm Exeter	
J. Gageborg	<i>[Signature]</i>	7 Rosewoods Dr Exeter	

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Name	Signature	Address	Email
✓ Karen Moore	<i>Karen Moore</i>	51 WEST DEPAIVE, EXETER, NH 03833	Karen.moore@comcast.net
✓ Alexis Simpson	<i>Alexis Simpson</i>	20 Main St. Exeter, NH, 03833	ahksimpson@gmail.com
3. Stephanie Marshall	<i>Stephanie Marshall</i>	7 Nelson Drive Exeter	stephmarshall@myfairpoint.net
✓ Frank Heffron	<i>Frank Heffron</i>	10 Chestnut St. # 1114	theffron@comcast.net
✓ WILLIAM CARTER	<i>William A. Carter</i>	7 RIVERWOODS DR., #C125, EXETER	gilliam.carter@nyu.edu
✓ DOUGLAS FLOCKHART	<i>Douglas Flockhart</i>	62 PARK CT. EXETER	
✓ Eileen Flockhart	<i>Eileen Flockhart</i>	62 Park Ct.	hartflock@comcast.net
✓ DONALD NOLTE	<i>Donald Nolte</i>	9 DRINKWATER RD	dnolte46@comcast.net
✓ Joan Biluch	<i>Joan Biluch</i>	277 Water St #222	jubiliche@cloudfire.com
✓ Shirley Frederick	<i>Shirley Frederick</i>	7 River Woods Dr Apt C104	shirleyfredrick@ 118@jmwadcom
11. Stephanie Marshall	<i>Stephanie Marshall</i>	7 Nelson Dr. Exeter, NH 03833	stephmarshall@myfairpoint.net

# New Hampshire Resolution to Get Big Money Out of Politics

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Name	Signature	Address	Email
1.		11 Ash St., Exeter, NH	dauidmrcy@cs.c.yahoo.com
2.			
3.		5 Clara St. Exeter NH	
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			

# New Hampshire Resolution to Get Big Money Out of Politics

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Name	Signature	Address	Email
1.	<i>Vandy Leigh</i>	<i>26 Hampton Rd. Exeter, NH 03833</i>	<i>vandy.cad@yahoo.com</i>
2.	<i>MARION MENEERT</i>	<i>26 Hampton Rd. Exeter, NH 03833</i>	<i>marionm1@gmail.com</i>
3.	<i>Aimee Barber</i>	<i>45 Dyer Meadow Exeter, NH 03833</i>	<i>auntieanne22@yahoo.com</i>
4.	<i>Christi Cline</i>	<i>75 High St. G4 Exeter, NH 03833</i>	<i>ccplance33@hotmail.com</i>
5.	<i>Denise R. Gaud</i>	<i>4 Samba Drive Exeter NH 03833</i>	<i>denise_shonta@hotmail.com</i>
6.	<i>Dan Hummel</i>	<i>54 Columbus Ave Exeter, NH 03833</i>	<i>hummel.d@concast.net</i>
7.	<i>Adrienne Drouhin</i>	<i>18 Liberty Ave Exeter, NH 03833</i>	
8.	<i>Garry Barnes</i>	<i>7 Coach Rd Exeter</i>	<i>v.barnes1@concast.net</i>
9.			
10.			
11.			

603-778-8874  
Andy Hirst

PETITION FOR SUBMISSION ON THE TOWN MEETING WARRANT

On the petition of Andrew F. Hirst and others, **due to the high increase in the cost of living in the past eight years** to see if the town will vote: For the purpose of amending Article 43: from 2/2/08

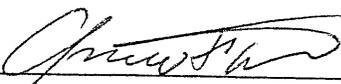
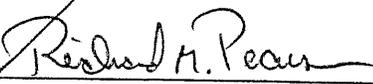
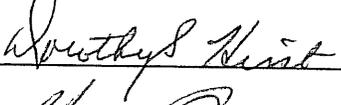
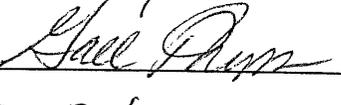
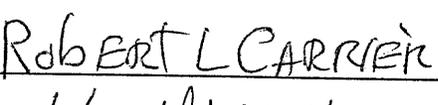
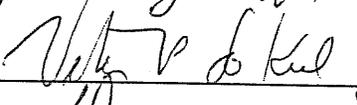
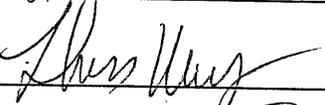
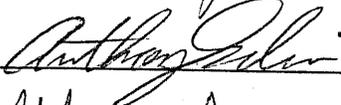
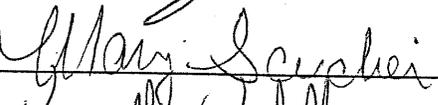
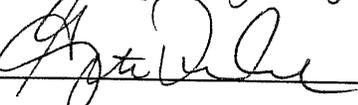
Which reads as follows:

“Shall the voters modify the elderly exemption from property tax in the Town of Exeter, based on assessment for qualified taxpayers, to be as follows: for a person 65 years of age and up to age 75 years, \$152,251; for a person, 75 years of age up to 80 years \$183,751; for a person 80 years of age and over \$236,251. To qualify person must have been a resident of New Hampshire for at least three (3) consecutive years, own the real estate individually or if owned by such person’s spouse, they must be have been married to each other for at least five (5) consecutive years. In addition the taxpayer must have a net income of no more than ~~\$50,426~~; or if married, a combine net income of not more than **\$51,976**; and own net assets not in excess of \$194,251; excluding the value of the persons residence. The combined net asset amount for married persons shall apply to a surviving spouse until the sale or transfer of the property by the surviving spouse or until the remarriage of the surviving spouse.”

**Amend to read as follows:**

Shall the voters modify the elderly exemption from property tax in the Town of Exeter, based on assessment for qualified taxpayers, to be as follows: for a person 65 years of age and up to age 75 years, \$152,251; for a person, 75 years of age up to 80 years \$183,751; for a person 80 years of age and over \$236,251. To qualify person must have been a resident of New Hampshire for at least three (3) consecutive years, own the real estate individually or if owned by such person’s spouse, they must be have been married to each other for at least five (5) consecutive years. In addition the taxpayer must have a net income of no more than ~~\$50,426~~; or if married, a combine net income of not more than **\$61,976**; and own net assets not in excess of \$194,251; excluding the value of the persons residence. The combined net asset amount for married persons shall apply to a surviving spouse until the sale or transfer of the property by the surviving spouse or until the remarriage of the surviving spouse.”

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Street Address: \_\_\_\_\_

1. Andrew F. Hirst  5 WAYSIDE DRIVE ✓
2. Richard H. Pearson  27 Ernest Ave # 17 ✓
3. Richard K. Shelton  15 Second St.
4. Dorothy S. Hirst  5 Wayside Drive ✓
5. Gae Phillips  4 Wayside Drive ✓
6. Robert L. Carrier  40 LINDENSHIRE AVE ✓
7. Harold J. Mills SR.  21 Robin Hood Dr.
8. Victor P. Sokul, JR.  2 Wayside Drive
9. Thomas Winget  3 Westworth St.
10. ANTHONY SCUDIERI  3 WAYSIDE DR.
11. MARY SCUDIERI  3 WAYSIDE DR.
12. Kenneth Verhelle  7 Wayside Dr.
13. Georgette Verhelle  7 Wayside Dr.
15.  Wendy Blanchard 9 Wayside Dr.

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Street Address: \_\_\_\_\_

16. Eileen C. O'Donnell, Eileen O'Donnell, 10 Wayside Drive

17. Michael D. O'Donnell, Michael O'Donnell, 10 Wayside Drive

18. James P. George, Jim P. George, 17 Fuller Lane

19. Lumberman George, [Signature], 17 Fuller Lane

20. ANTHONY CHAUMARD, [Signature], 9 FULLER LANE

21. Karen Chaumard, Karen Chaumard, 9 Fuller Lane

22. Jon Topitzer, [Signature], 6 Wayside Drive

23. Kim Gorman Topitzer, [Signature], 6 Wayside Drive

24. Carole Smith, Carole Smith, 61 Jody Hill Ave

25. PAUL W. SMITH, Paul W. Smith, 61 Jody Hill Ave

26. Kent A. Freshour, Kent A. Freshour, 1 Eno Drive

27. JULIAN LOVERING, [Signature], 14 COLUMBUS AVE

28. Cathy Stickney, Cathy Stickney, 8 Wayside Dr.

29. Matthew Verhelle, [Signature], 21 Cherry St

30. DWANE STAPLES, Dwane Staples, 33 Ashbrook Rd.

31. Deborah L. Staples, Debbi L. Staples, 33 Ashbrook Rd.

PETITION FOR SUBMISSION ON THE TOWN MEETING WARRANT

On petition of Joan E. Sullivan and others, to see if the Town will vote to:  
(Unless stated, the first name on the list will be used)

20

raise and appropriate the sum of \$175,000<sup>00</sup> for the purpose of  
(ex. Use term that best fits: "Raise and appropriate the sum of \$ \_\_\_\_\_ for the purpose of \_\_\_\_\_"; or "support \_\_\_\_\_"; or "adopt \_\_\_\_\_")

Printed Name	Signature	Street Address
area <u>side walk - project.</u>		
<u>Joan E. Sullivan</u>	<u>Joan E Sullivan</u>	<u>13 Pine Grove Rd. Exeter, NH</u>
<u>J FLORENCE M. WILBER</u>	<u>Florence M. Wilber</u>	<u>12 Lady Hill Lane Exeter, N.H.</u>
<u>J Anne Tufts</u>	<u>anne Tufts</u>	<u>2 Blossom Lane Exeter NH</u>
<u>JANIS SULLIVAN</u>	<u>Janis Sullivan</u>	<u>104 FRONT ST EXETER</u>
<u>J Florence Ruffner</u>	<u>J Ruffner</u>	<u>5 Pine St. Exeter</u>
<u>Patricia H. Thayer</u>	<u>Patricia H. Thayer</u>	<u>9 Liberty Lane</u>
<u>J HERBERT SEARS</u>	<u>H Sears</u>	<u>35 PINE ST.</u>
<u>J Claire L Burton</u>	<u>Claire L Burton</u>	<u>131 Linden St., Exeter, NH</u>
<u>J KAREN TOWLE</u>	<u>Karen Towle</u>	<u>10 Chestnut St Exeter NH</u>
<u>Andri Baillargeon</u>	<u>Andri Baillargeon</u>	<u>128 Watson Rd Exeter</u>
<u>Susan Baillargeon</u>	<u>Susan Baillargeon</u>	<u>128 Watson Rd Exeter</u>
<u>LYNN DONNELL</u>	<u>Lynn Donnell</u>	<u>25 High St. Exeter</u>
<u>Barbara Richards</u>	<u>Barbara Richards</u>	<u>10 Chestnut St. Exeter</u>
<u>ELLIOTT BARKOWITZ</u>	<u>E Barkowitz</u>	<u>139 WATER ST EXETER</u>
<u>Paula S. Walsh</u>	<u>Paula S Walsh</u>	<u>7 Half Penny Ln</u>
<u>Connie Morse</u>	<u>C Morse</u>	<u>1 Veteran Way Exeter</u>

# Jean Sullivan Salon Petition for Submission on the Town Meeting Warrant

137 water street  
exeter, nh 03833  
778-8424

ON Petition of Jean E. Sullivan, and others, to see if the  
Town will vote to: raise and appropriate the sum of \$175,000<sup>00</sup> for the  
purpose of adding Brick Paver enhancements to the downtown area sidewalk  
Project.

Printed Name	Signature	Street Address
<u>Aime Campbell</u>	<u>Aime Campbell</u>	<u>111 High St.</u>
<u>Kristen Letourneau</u>	<u>K Let</u>	<u>80 Newfields Rd</u>
<u>Karin Behrens</u>	<u>Kari Behs</u>	<u>133 Water St</u>
<u>Margery Prazar</u>	<u>Margery Prazar</u>	<u>2 Millsman Dr.</u>
<u>Medra Tilton</u>	<u>Medra Tilton</u>	<u>74 Linden St.</u>
<u>Kathleen Yazinka</u>	<u>K Yazinka</u>	<u>10 Appledore Ave</u>
<u>Laura M. Smith</u>	<u>Laura M. Smith</u>	<u>4 Langdon Ave.</u>
<u>PATRICIA Q. DAWSON</u>	<u>Patricia Dawson</u>	<u>12 Sterling Hill Ave #131</u>
<u>Sheree Barone</u>	<u>LAURA BRONTE</u>	<u>14 Custview Dr. Exeter NH</u>
<u>Ellen Booth</u>	<u>Ellen Booth</u>	<u>18 Prospect Ave</u>
<u>Jacqueline H. Thomas</u>	<u>Jacqueline H. Thomas</u>	<u>2 Riverwinds Pt. F112 EXETER, N.H. 03833</u>
<u>EVA BAUGHMAN</u>	<u>Eva Baughman</u>	<u>1 Split Rock Road Exeter NH 03833</u>
<u>LANCE BOOTH</u>	<u>Lance Booth</u>	<u>Prospect St Exeter</u>
<u>Greg Prazar</u>	<u>Greg Prazar</u>	<u>Milkman Dr Exeter</u>

December 24, 2015

I, John M. Maull, a resident of Exeter at 21 Colonial Way, and the below signed fellow Exeter citizens petition the Town of Exeter to place road markings (center yellow lines and side shadow lines) in a manner to enhance the safety of the motoring public and those using the town roads for bicycles, jogging and walking. This will involve adopting a 10 foot travel lane for vehicles (which has been shown to reduce vehicle speed) and placing shadow lines to provide room for safer use of the shoulders for pedestrians, joggers and cyclists.

As background, narrower vehicle travel lanes on town roads encourage vehicles to travel at a slower, safer speed. This enhances the safety of all and can require less speed enforcement. Currently the town is marking the travel lane at a 12-14 foot width in areas where the speed limit is 25 MPH. These wider travel lanes present the appearance of a high speed highway and encourage travel at a speed that exceeds the speed limit. The current wider travel lanes have left inadequate space outside the white "shadow" lines. Leaving more space outside of the vehicle travel lanes provides enhanced safety for walkers, joggers, citizens using scooters and bicycles. Many towns in New Hampshire have adopted this approach to enhance safety. This measure will not cost the town any more money than the placement of current lines; it will require a consistent focus on the part of the Exeter Highway Department to see that the lines are placed properly to enhance safety in our town.

John Maull 603-303-0671

Name	Address
✓ Martha J. Fountain	21 Colonial Way Exeter
✓ John M. Maull	21 Colonial Way Exeter
✓ Mary J. Maull	21 Colonial Way, Exeter
✓ Amy Pennington	18 Heritage Way Exeter
✓ BRIAN BRAND	18 Heritage way Exeter
✓ Bonnie Mancey	19 Heritage Way, Exeter
✓ Edith May	19 Heritage Way, Exeter
✓ Cice Wy	17 Heritage way, Exeter
✓ Elyse Jones	17 Heritage Way, Exeter
✓ Brian Ruth	15 Heritage Way. Exeter

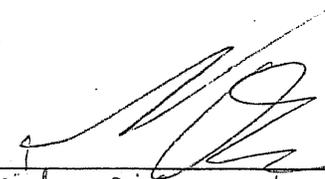
Safe Street Marking Petition.

Name	Address
Maureen	15 Heritage Way, Exeter
Brenda Carter	" "
✓ John	26 Colonial Way Exeter
✓ Maureen	26 Colonial Way Exeter
✓ Beth Richards	22 Colonial Way Exeter
✓ John Richards	22 Colonial Way Exeter
✓ Angela Plo	? Gary Lane Exeter
✓ Karen Plumer	7 Hay Lane Exeter
✓ David Corbett	1 Lady Hill Ave Exeter
✓ Barbara Corbett	1 Lady Hill Exeter
RR Ransomedor	18 Meadowood Pr. Exeter
Corinne Ransomedor	18 Meadowood Drive Exeter
Dr C. W. J. J.	77 WATSON RD Exeter
✓ Kathy Bruyette	4 Colonial Way Exeter
✓ Gary St John	19 Colonial Way Exeter
✓ Janet L. Stephens	19 Colonial Way, Exeter
✓ Michael H. Fisher	18 Colonial Way, Exeter
✓ Sandra Crosbie	18 Colonial Way, Exeter
✓ Bernadette O'Connell	17 Colonial Way, Exeter
✓ Brian L. O'Connell	17 Colonial Way, Exeter

Safe Street Marking Petition

Name

Address

✓  17 Colonial Way, Exeter

✓ Ann McKeown 12 Colonial Way Exeter

✓ Karen Noonan 28 South St. Exeter

Amy Ferrell 44 BRENTWOOD RD., EXETER

Judy Lamphar 17 Greenleaf Dr., Exeter

Mary Lamphar 17 Greenleaf Drive, Exeter

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2016 Exeter NH Citizens Petition Warrant Article

PETITION TO THE BOARD OF SELECTMEN/TOWN CLERK TO INSERT A WARRANT ARTICLE

We, the undersigned registered voters of the Town of Exeter, NH request you to insert into the warrant for the 2016 Town Meeting, the following article:

On the petition of Christopher Gilroy representing 25 Hampton Road #A3 in Exeter, NH and others; to see if the town will vote to amend Article 4.2 Schedule 1 Permitted Uses by adding the language: "A special exception for a community building in the R1; R2; R3; or R4 districts may not include a methadone clinic, marijuana dispensary; sexually oriented business; homeless shelter, nor homeless day-center".

27

NAME (PLEASE PRINT)	SIGNATURE	ADDRESS
1 CHRIS GILROY		25 HAMPTON RD #A3 EXETER NH 03833
2 Jennifer Gilroy		8 Hampton Falls Rd. Exeter
3 MJ LODICO		1 Hunter Pl. Exeter
4 Arlene E Childs		7 Hunter Pl. Exeter
5 James M Ouellet		14 Hunter Place Exeter
6 Maureen Ouellet		14 Hunter Place Exeter
7 Linda Allen		8 Hunter Place
8 Boyd Allen		8 Hunter Place
9 Courtney Corey Lodico		1 Hunter Pl Exeter NH
10 Matthew Carbone		21 Exeter Farms Rd Exeter, NH
11 Kerry Lyons		29 Pleasant St. Exeter, NH
12 Meghan Herring		3 Hunter Pl. Exeter
13 Joseph Stagnone		9 Exeter Farms Rd Exeter, NH
14 SUSAN STAGNONE		9 EXETER FARMS RD
15 Ann Murphy		7 Exeter Farms Rd. Exeter, NH
16 Malinda Virkaitis		26 Exeter Farms Rd Exeter, NH 03833
17 Karin Tenney-Helfrich		5 Exeter Farms Rd 03833
18 Eugene Helfrich		5 Exeter Farms Rd Exeter 03833
19 Margaret Smith		6 WYNDBROOK CIR
20 DOBBI RENSELAER		49 EXETER FARMS RD
21 DANIELA RYAN		36 EXETER FARMS RD
22 JACQUELINE RYAN		36 EXETER FARMS RD
23 JULIA LAMBERT		2 EXETER FARMS RD.
24 BOB BEAL		23 Exeter Farms
25 Myrna Beal		23 Exeter Farms Rd.
26 EUGENE LAMBERT		2 EXETER FARMS RD.
27 MARY RENSELAER		48 EXETER FARMS RD.
28 Gregory E. Stone		13 Exeter Farms Rd, Exeter NH
29 Christina M. Stone		13 Exeter Farms Rd, Exeter, NH
30 BOB SILLUSAN		17 Exeter Farms Rd, Exeter NH
31		
32		
33		
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35		
36		
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38		

**CITIZEN'S PETITION FOR TOWN OF EXETER 2016 TOWN WARRANT**

On the petition of Christopher Surette and other registered voters of the Town of Exeter, to see if the town will vote to:

Amend Article 2, Definitions by adding a definition for "Mixed Use" to read as follows: "Mixed Use: the combination of residential and non-residential uses on one or more lots.

Amend Article 4, Section 4.2 Schedule I: Permitted Uses to allow "Mixed Use Multi-family Residential development" as a permitted use in the C-3, Epping Road Highway Commercial zoning district.

Amend Article 4, Section 4.4 Schedule III: Density and Dimensional Regulations – Non-Residential Minimum Lot Area/Dwelling Unit (Sq. Ft.) by adding reference to Note #21. Amend Schedule II: Notes by adding Note #21 to read as follows: Residential density for multi-family development is 5,000 square feet per dwelling unit.

Amend Article 4, Section 4.4 Schedule III: Density and Dimensional Regulations – Non-Residential Minimum Lot Area/Municipal Water & Sewer by adding a reference to Note #22. Amend Schedule III: Notes by adding Note #22 to read as follows: Municipal water and sewer and underground utilities are required.

Amend Article 4, Section 4.4 Schedule III: Density and Dimensional Regulations – Non-Residential Minimum Yard Setbacks – Front by adding reference to Note #23. Amend Schedule III Notes by adding Note #23. to read as follows: Minimum front yard setback of 500 feet required from Epping Road for Mixed Use Multi-family Residential development.

<u>NAME</u> (Signature)	<u>PRINTED NAME</u>	<u>ADDRESS</u>	
	Frederick Robert F.R. AMEY	42 LINCOLN ST	✓
	<sup>Bridges, Bryan</sup> BRIDGES, BRYAN	8 HALF PLYMOUTH EXETER	
	Alistair Ryan	148 High street	no water found
		3 Epping farms Rd.	no water found
	Alison Kobray	5 Live! St.	✓
	Linnea Hutten	37 Crawford Ave	Can't read name
	Jason Hobbs	6 Icey Hill MHP	✓
	Judson Lovering	11 Columbus Ave	✓



NAME (Signature)	PRINTED NAME	ADDRESS	
Peter [Signature]	Peter Thun <sup>Ihm</sup>	2 Colonial Way Exton	
Susanne Lovering	[Signature]	14 Columbus Ave	Nota Vote
Barb Mull	Bebare Madel	30 River Road Exton	
Margaret Bateman	Margaret Bateman	6 Bellwood Dr	
Gene Lachance	Irene Lachance	2 Half Penny Ln	
Tim [Signature]	Timothy Bateman	6 Peerhaven Pr	
[Signature]	Stephen Lachance	2 Half Penny Ln	
G. H. Benson	Eun BENSON	2 Thelma Drive	
Juli Benson	Juli Benson	2 Thelma Drive	
[Signature]	Gaby Grossman	31 Winter St	
[Signature]	Dan Grossman	11	
Watty Surtth	Patty Surette	32 Captains Way, Exton	
Chris Surtth	CHRISTOPHER SURTTH	32 CAPTAINS WAY	





Society of  
Saint Vincent  
de Paul Exeter

**We Help People**  
Community Assistance Center

# Exeter Human Resource Proposal

---

January 11, 2016

Presented by:

Cleo Castonguay

53 Lincoln Street, Exeter, NH • (603) 772-9922 • [svdp@svdpexeter.com](mailto:svdp@svdpexeter.com)

[www.svdpexeter.com](http://www.svdpexeter.com)



Society of  
Saint Vincent  
de Paul Exeter

**We Help People**  
Community Assistance Center

January 11, 2016

Russ,

As per your request, in regards to our numerous conversations pertaining to the Exeter Human Services Department, enclosed you will find our proposal.

SVdP Exeter is in its 27<sup>th</sup> year of assisting our neighbors struggling with poverty. Our staffed Community Assistance Center is open Monday through Friday from 8:30 AM to 4 PM. Due to our long history of serving the needs of our neighbors struggling with poverty we are effective at identifying clients' needs when in crisis, analyzing problems and applying efficient cost effective solutions.

If provided the opportunity to manage Exeter Human Services, SVdP Exeter can offer the following;

- 20 hour a week part time Welfare Director with vast experience with social services whose only responsibility would be Exeter Human Services. Exeter Human Services would be relocated to 53 Lincoln Street freeing up much space at the Exeter Town Hall. This location would provide support outside the Director's hours. SVdP Exeter would continue to administer emergency assistance outside business hours to Exeter Police Department and Exeter Fire Department when our most exposed neighbors are facing crisis.
- SVdP Exeter would offer critically needed case management to welfare applicants in order to fully evaluate the household's dilemma, financial or otherwise. This would include; extensive analysis including financial with budget counseling, identify any/all applicable resources the Welfare Director could recommend for additional financial assistance or support services, make pertinent referrals to medical or social services as well as coordinate care. The Welfare Director would make referrals and perform related activities to help obtain critical services as well as monitor client outcomes and follow ups to avoid repeat requests and to ensure client stability.
- SVdP Exeter Community Assistance Center offers in-house office hours for NH Employment Security, Rockingham Community Action Homeless Assistance, Rockingham Community Action Fuel Assistance, Families First Emergency Dental Services & Hygiene Dental Services, Families First Medical Services, VITA Volunteer Tax Preparation, Families First Medicaid Enrollment. Numerous services under one roof.
- SVdP Exeter Welfare Director would become a member of the NH Local Welfare Administrators Association, initiate a coalition of all local applicable social service agencies and area churches in order to mainstream communications in regard to outreach assistance. The SVdP Exeter Welfare Director would regularly attend relevant meetings, workshops & seminars to stay abreast.

We look forward to further discussion about the future of Exeter Human Services and hope you agree SVdP Exeter is the best option to facilitate welfare services to our most vulnerable neighbors.

Thank you in advance,

Cleo Castonguay

President

53 Lincoln Street, Exeter, NH • (603) 772-9922 • [svdp@svdpexeter.com](mailto:svdp@svdpexeter.com)

[www.svdpxeter.com](http://www.svdpxeter.com)

## AGREEMENT

This Agreement is entered into this February 1, 2016, by and between the Town of Exeter NH , with a mailing address 10 Front St Exeter NH 03833 (hereinafter Town, and Society of St Vincent de Paul Exeter Inc., with a street address of 53 Lincoln S ,and a mailing address of P O Box 176 in Exeter New Hampshire 03038 (hereinafter “SVdP”).

### RECITALS

1. The Town administers a program of general assistance in accordance with the provisions of RSA chapter 165 (hereinafter the “Program”) to assist residents of the Town who are indigent and unable to support themselves (hereinafter “Clients”).
2. The Town has adopted a set of written guidelines governing, *inter alia*, the process for application, management and eligibility for general assistance (hereinafter the “Guidelines”).
3. SVdP is a non-profit organization which offers case management services and facilitates referral services and financial assistance, food, medical and health services for low-income residents in the Town.
4. SVdP understands, and is governed by rules of confidentiality.
5. The Human Services Director for SVdP is willing to serve as the Town’s welfare administrator.
6. The Town desires to secure the services of SVdP to administer its program, and it’s Human Services Director as the Town’s welfare administrator.
7. SVdP desires to provide to the Town management services of its Program.

**NOW THEREFORE**, for and in consideration of the mutual promises and covenants contained herein the parties agree as follows:

1. Term. The term of this Agreement shall be for a period of one (1) year, beginning on February 1, 2016, and terminating on February 1, 2017.

2. Services Provided by SVdP. SVdP, through the welfare administrator (hereinafter "welfare administrator"), shall be authorized to provide the following services to the Town:

- (a) Management of all applications for general assistance in strict compliance with the Guidelines.
- (b) Processing applications on forms provided by, and strictly in accordance with, the Guidelines.
- (c) Seeking and securing all available, alternative forms of assistance, housing and services.
- (d) Case management of all Clients who qualify for assistance.
- (e) Performing home visits, if necessary, as required by the Guidelines.
- (f) Identifying and recommending the placement of liens on all real property owned by a Client.
- (g) Ensuring that all Clients comply with the Guidelines, including disqualification of an applicant or Client as provided in RSA 165:1-b and 1-d, or as otherwise provided in the regulations.
- (h) Identifying other persons, in accordance with RSA 165:19, who may be liable for the assistance and maintenance of an applicant or Client.

(i) Identifying opportunities for recovery of expenses as provided for in RSA 165:20, 20-b, 20-c, 27 and 28-a.

(j) Administration of the Program in a cost-efficient manner.

3. To the extent an applicant of Client files a request for fair hearing following a written decision:

(a) the Human Services Director for SVdP shall inform the Town of the request as soon as practicable, but no later than two business days, after the request is received by SVdP or the welfare administrator, and forward a copy of the request to the Town.

(b) the Town shall be responsible for scheduling the fair hearing as required by the Guidelines;

(c) the Town shall appoint a hearing officer to adjudicate the fair hearing;

(d) the SVdP Executive Director, or designee, shall be responsible for participating in the fair hearing and defending the decision being appealed; and

(e) The appointed hearing officer shall be responsible for issuing a written decision following the fair hearing, as required by the guidelines.

4. Fee. The Town will pay to SVdP the total amount of \$49,000.00 for the services provided for in this Agreement, payable in twelve (12) equal installments of \$4083.33. payable on the fifteenth (15<sup>th</sup>) day of each month.

5. Confidentiality. SVdP and its employees shall maintain strict confidentiality with respect to all services provided under the terms of this Agreement, in accordance with the provisions of RSA chapter 165, except that the Town Manager of the Town, or his/her

designee, shall be privy to all files created and services provided under the terms of this Agreement, in the possession, custody and control of SVdP.

6. Personnel. SVdP shall assign such staff and administrative support as may be necessary to administer the program at such times and locations and in a manner provided for in this Agreement. SVdP shall be responsible for all personnel costs, including, but not limited to, salaries, benefits, taxes and insurance.

7. Location and Hours of Services. SVdP shall provide, at its sole expense, an office at 53 Lincoln St in Exeter, or temporary office, open Monday through Friday, from 8:30 a.m. to 12:00 p.m., which will present a comfortable and confidential atmosphere for meeting with and serving applicants and Clients.

8. Monthly Reports. SVdP shall provide to the Town Manager on the fifteenth (15<sup>th</sup>) day of each month a report of the services provided, including a summary as provided by sample in this agreement of the call volume, appointment volume, instances of assistance granted and numbers of missed appointments as well as the amount of granted aid. Additionally, SVdP will provide an annual summary report to the Town.

9. Maintenance of Records. SVdP shall generate and maintain records of all applications, supporting data, decisions, and contacts with and management of Clients in a form which will be sufficient for the Town to assess the administration of the Program and determine compliance with this Agreement, the Guidelines, and state law. Records in the possession, custody or control of SVdP shall be the property of the Town and the Town reserves the right to inspect or review records with minimal notice.

10. Town Responsibilities.

- (a) The Town will be responsible for the costs of all services provided in a timely manner to Clients.
- (b) The Town shall make available to SVdP the services of the Town attorney for legal advice, defense and advocacy. Prior to contacting the Town's attorney, SVdP shall contact the Town Manager, or his/her designee, to discuss the reason for seeking the assistance of the Town attorney. If the matter cannot be resolved, then the Town may authorize SVdP to contact the Town attorney on a case-by-case basis.
- (c) Town will provide SVdP MAPS (Municipal Assistance Program Software) program and associated database to SVdP to reside in the SVdP human services office computer.
- (d) Copy of the Town's written crisis plan in place for dealing with employees, victims, parents, authorities, and the media if a Client has incident of abuse
- (e) Copy of the Town's written complaint procedures
- (f) The Town will provide the following, we would appreciate a copy so that we may follow the same procedures
  - i. A written supervision plan that monitors staff in day-to-day relationships with clients, both on and off premises?
  - ii. Formal staff training for volunteers and staff on child/sexual abuse, including how to recognize the signs?  
  
Procedures are in place to make sure no relationship occurs between staff and clients

11. Relationship Between Parties. SVdP is retained only for the purposes and to the extent set forth in this Agreement, and its relationship to the Town shall be that of an independent contractor. As such, SVdP shall be responsible for performing the duties described hereunder without supervision by the Town, and shall be expected to exercise independent judgment in all matters entrusted to it by this Agreement. As an independent contractor, neither SVdP nor its employees shall be entitled to any retirement contributions, tax withholding, health insurance, and similar benefits that are available to full-time employees of the Town. SVdP acknowledges that neither it nor its employees is covered as an employee of the Town under the Town's liability insurance policies, except as otherwise provided herein.

12. Indemnification. The Town shall indemnify and hold harmless SVdP and its employees for any and all claims which may arise out of the administration of the Program, as provided in this Agreement, so long as SVdP and its employees are acting in good faith and within this scope of their authority.

13. Insurance. SVdP shall maintain, at its own expense, for the life of this Agreement, Workers' Compensation Insurance in such amounts as are required by State law. In addition, SVdP shall maintain for the life of this Agreement, suitable liability insurance for claims for damages because of bodily injury, including death, and for all property damages, including without limitation, damages to buildings, which might arise from and during the performance of services under this agreement. SVdP will provide Abuse and Molestation Coverage in their insurance program. SVdP shall name the Town as an additional insured on all insurance policies maintained in accordance with this paragraph.

14. Termination of Contract. Either party may at any time, upon thirty (30) days' prior written notice to the other party, terminate this Agreement. Upon such termination, the Town shall pay to SVdP all amounts owing to SVdP under this Agreement, for all work performed up to the effective date of termination. This contract may also be terminated for failure of either party to perform the obligations provided under this agreement. Upon termination or expiration of this Agreement, SVdP shall forward to the Town all files relating to all then-existing Clients and applicants that are currently receiving or seeking assistance, for any purpose.

15. Assignment. SVdP shall not assign this contract.

16. Entire Agreement. This Agreement states the entire Agreement between the parties, and may not be modified, changed or limited, except in writing signed by both parties.

**IN WITNESS WHEREOF**, the parties signed this Agreement as of the date written above.

**Town of Exeter**

**Society of St Vincent de Paul Exeter**

\_\_\_\_\_  
*Russ Dean , City Manager*

\_\_\_\_\_  
*Cleo Castonguay Conference President*

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

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



January 6, 2016

**Town Budget:**

Salary:

Benefits:

Non scheduled work hours , (emergencies, homeless)

After hours emergencies

Operation:

- Office supplies
- Postage
- Communications
- Insurance
- Dues
  - NH Local Welfare Administrators Association
  - CRN
- Travel,
  - Meetings,
    - Agencies, Churches form coalition
    - Transportation Homeless
  - Conferences
  - Seminars
- Office space, utilities, communications (except direct line to Town Hall)
- Receptionist,
- SVdP staff (referrals, etc.)

Direct Aid.....Town Treasurer

# List for Selectmen's meeting January 25, 2016

## Abatements

<u>Map/Lot</u>	<u>Location</u>	<u>Refund</u>
85/91	13 Drinkwater Road	2,811.95

## Veteran's Credit

<u>Map/Lot</u>	<u>Location</u>	<u>Credit Amount</u>
70/137	8 Pleasntview Dr	500.00
73/148	8 Columbus Ave	500.00

## Elderly Exemption

<u>Map/Lot</u>	<u>Location</u>	<u>Exemption Amount</u>
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# 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: [sriffle@exeternh.gov](mailto:sriffle@exeternh.gov)

Facility:  Town Hall (Main Floor)     Bandstand     Parking - # Spaces \_\_\_\_\_ Location \_\_\_\_\_

Signboard Requested:     Poster Board Week: \_\_\_\_\_     Plywood Board Week: \_\_\_\_\_

### Representative Information:

Name: Beth Dupell - HERON    Address: 2 Center Street

Town/State/Zip: Exeter, NH 03833    Phone: 603.778.7147

Email: beth@ecm-design.com    Date of Application: 12/28/15

### Organization Information:

Name: HERON    Address: same as above

Town/State/Zip: \_\_\_\_\_    Phone: \_\_\_\_\_

### Reservation Information:

Type of Event/Meeting: Ring In The Season 2016    Date: 12/2PM, 12/3Day, 12/4Da

Times of Event: varies    Times needed for set-up/clean-up: \_\_\_\_\_

# of tables: \_\_\_\_\_ # of chairs: \_\_\_\_\_ Will food/beverages be served? \_\_\_\_\_

List Town equipment you request to use: \_\_\_\_\_

Comments: EPRD may have already reserved for 12/3. HERON considering a "gift wrapping" station.

### 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



The State of New Hampshire  
DEPARTMENT OF ENVIRONMENTAL SERVICES



Thomas S. Burack, Commissioner

December 29, 2015

*Town Manager's Office*

DANA ANDERSON  
COURT STREET CAMP LLC  
190 COURT ST  
EXETER NH 03833

JAN - 5 2015

*Received*

Subject: Transient Non-Community Public Water System, PWS ID 0807020, Exeter Elms Family Campground, Exeter NH

Dear Mr. Anderson:

This is to inform you that the **Exeter Elms Family Campground** has been an active public water system on the NH Public Drinking Water Inventory. We have recently updated our database to list you as the owner. Your Public Water System (PWS) number is 0807020. This identifier is used by State and Federal governments to track your water system. It identifies the water system, not the residence or business associated with it. Therefore, this identifier is not transferable and, if you should sell the system, the following information should be passed on to the new owner and this office notified of any changes per Env-Dw 503.05.

**Exeter Elms Family Campground** is classified as a "transient non-community water system". Such a system is defined as a public drinking water system designed to serve at least 25 people for at least 60 days a year. Examples include campgrounds, motels, restaurants, and state parks.

The following sections describe the responsibilities of a transient non-community water system. Within this packet, please find a listing of the names and phone numbers for the staff member(s) most knowledgeable with the topic covered in each section.

**Please Note: The DES Drinking Water and Groundwater Bureau (DWGB) has assigned sample site(s) for bacteria and chemical. Pursuant to Env-Dw 708.04, you must obtain DES approval in advance, if you wish to change the assigned locations.**

**Master Sampling Schedule** - Enclosed is the Master Sampling Schedule, which includes all sampling requirements for which the system is responsible. Note that the sampling schedules and all analysis request forms are now available on line at <http://www2.des.state.nh.us/DESOnestop/BasicSearch.aspx>. We strongly encourage you to use the current Analysis Request form since the fields are pre-populated to include your exact sampling site identifier, location, and description. It is critical that this information is correct for the electronic transfer of data. Ensure that any change(s) or correction(s) are submitted to us in writing.

**Bacteria Monitoring** - Microbiological organisms in a single glass of water can cause illness, thus water quality testing for bacteria is required of all public water systems. Depending on the type of system, each **system must sample either monthly or once each quarter** when operating. Monitoring frequency may be increased if certain conditions occur at or above certain trigger levels. If this happens you will be notified that increased sampling is required. The number of required samples is based on population served and the configuration of the system. The rules for bacteria monitoring may be found in NH Admin Rule Env-Dw 709.

**Chemical Monitoring** - Water quality testing for chemical contaminants on the other hand, is much less frequent. Chronic exposure over a long period of time is usually necessary to experience a risk to health. Nitrate sampling is required once a year and nitrite sampling needs to be done once every three years.

DES Web site: [www.des.nh.gov](http://www.des.nh.gov)

P.O. Box 95, 29 Hazen Drive, Concord, New Hampshire 03302-0095

Telephone: (603) 271-2513 • Fax: (603) 271-5171 • TDD Access: Relay NH 1-800-735-2964

**Laboratory Services** - NH Administrative Rule Env-Dw 719 requires owners of public water systems, who have samples analyzed by a commercial laboratory, to enter into a written agreement with the accredited lab to have the samples analyzed according to the proper methods, and reported to this office within 2 business days. In the event that an acute contaminant is detected, they are required to notify us within 24 hours. Please note that while there are contractual obligations between you and your laboratory, you, as the owner, are ultimately responsible for compliance with all state and federal rules.

Be sure to submit your sample(s) and completed paperwork to the State Laboratory or a State-accredited laboratory during your scheduled quarter(s) or month(s). **It is important that you sample within the designated quarter** to ensure compliance with Env-Dw 708. To prevent an unnecessary burden on the laboratory at the end of the quarter(s), and ensure that your samples are processed within the required time frame, please plan accordingly. Sample bottles, specific to each test, should be obtained from your laboratory. A list of State-accredited laboratories is available at <http://www4.egov.nh.gov/DES/NHELAP/labsview.asp>. If you use the State Laboratory, contact them by phone at 603.271.3445 or through OneStop Query <http://www2.des.state.nh.us/DESONestop/BasicSearch.aspx>.

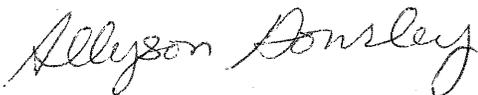
**Field Inspections** - The Department of Environmental Services (DES) Drinking Water Groundwater (DWGB) staff inspects all transient non-community water systems every five years. There is no cost for this inspection.

**Design Approval or Changes to Existing Systems** - Design review approval is required for all changes to the water system. This includes expansion of the system to new customers, adding new treatment equipment, adding new wells, or adding to or altering distribution or storage of water in any public water system.

**Administrative Record Keeping System** - Documentation relative to the systems sampling requirements (sites and schedules), **all water quality information (laboratory reports)**, compliance information, any improvements, and expansions must be maintained. **It is important for the owner to notify this office of address changes and other significant changes affecting the water system.**

As the water system's owner, it is ultimately your responsibility to ensure these requirements are implemented regardless of whether you occupy the facility or lease/rent it to other parties. Please read the enclosed information, fill out the necessary forms, and return them to the Water Division address listed on the first page. When necessary, representatives from this office will contact you regarding the various sampling schedules. If you have questions, please contact the appropriate staff member as listed on the attached table of phone numbers. Thank you for your attention to these matters.

Sincerely,



Allyson Gourley  
Drinking Water and Groundwater Bureau

Owner Encl:    Lab Fees  
                  Staff Listing  
                  Contact Form and Instructions  
                  Master Sampling Schedule  
                  OneStop Query Instructions

cc:             DWGB File  
                  Town Health Officer  
                  Town Board of Selectmen



# Drinking Water and Groundwater Bureau Master Sampling Schedule

December 29, 2015

Page 1 of 1

PWS ID: 0807020

Name: **EXETER ELMS FAMILY CAMPGROUND**

System Type: **Non Community/Transient**

PWS Town: **EXETER**

System Open: **MAY**

Closed: **OCTOBER**

Duration: **6 Months**

Questions? Please call (603) 271-3544.

### TOTAL COLIFORM RULE (TCR)

Sampling Months:

1 Routine sample(s) per sampling month

[Routine Analysis Request Form](#)

MAY JUN JUL AUG SEP OCT

3 Repeat samples for each positive routine\*

[Repeat Analysis Request Form](#)

1 Routine samples the month following a positive routine sample

\* GWR Triggered Monitoring also required

Sample Site Number(s)

Sample Sites

001

SITE 97

This schedule reflects your routine sampling requirements. Additional samples will be required following a positive bacteria result.

Questions? Please call (603) 271-2542

### GROUNDWATER RULE (GWR)

Use the Ground Water Rule forms for source samples (raw water) only.

[Triggered Monitoring \(TM\) Analysis Request Form](#)

[Investigative Monitoring \(IM\) Analysis Request Form](#)

Triggered Monitoring (TM): Effective December 1, 2009, use this form to collect samples from your source(s) after you have been notified of a positive bacteria sample collected in compliance with the TCR schedule noted above. You must collect 1 source sample from each well for each positive TCR sample. Use the TCR Repeats Form for all other bacteria repeat samples.

Investigative Monitoring (IM): Samples are required for groundwater systems that install new disinfection or new well(s) after December 1, 2009.

Questions? Please call (603) 271-0672 or (603) 271-2542.

### CHEMICAL MONITORING

T = Taken in Assigned Quarter

Q = Assigned Quarter - system must collect samples

[Analysis Request Form](#)

Q1 = Jan, Feb, Mar

Q3 = Jul, Aug, Sep

Q2 = Apr, May, Jun

Q4 = Oct, Nov, Dec

Year	Sample Site Number(s)	Sample Site(s)	Sampling Quarter	Special Conditions*
2014	001	SITE 97		
		NITRATE	---T2-----	
2015	001	SITE 97		
		NITRATE	---T2-----	
2016	001	SITE 97		
		NITRATE	---Q2-----	
		NITRITE	---Q2-----	

Only required radionuclides will be shown beyond the CURRENT compliance sampling schedule.

Questions? Please call (603) 271-6703 or (603) 271-3907.

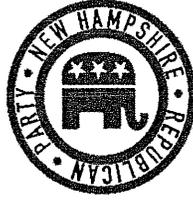
\*Special Conditions: Renew Waiver, note that sampling may not be required if renewal completed on time. If applicable, see Chemical Monitoring Waivers below. Waste Management Involvement, contractor may sample, please call (603) 271-6542.

### CHEMICAL MONITORING WAIVER

No Waiver on File

Participation could save money. Questions? Please call (603) 271-2862.

Note: This schedule is effective as of the date shown at the top. DES recommends that you review your Master Sampling Schedule on a regular basis to ensure that you have the most recent schedule before you collect your samples.



New Hampshire Republican State Committee  
10 Water Street  
Concord, NH 03301

**Russell J. Dean**  
Tax Collector  
Tax Collector's Office of Exeter  
10 Front Street  
Exeter, NH 03833

December 12<sup>th</sup>, 2015

Dear Russell,

This is a request under the New Hampshire Right To Know Law (RSA 91-A).

I am formally requesting the list of all addresses that qualify for Military Veterans' property tax credits and exemptions in Exeter, NH. In particular, I'm interested in each of the following tax credits and exemptions:

- Standard Veteran's Tax Credit (as defined in RSA 72:28)
- Service Connected Total and Permanent Disability (as defined in RSA 72:35)
- Surviving Spouse of Veteran Who was Killed or Who Died While on Active Duty (as defined in RSA 72:29-a)
- Certain Disabled Veterans (as defined 72:36-a)

The lists should include the complete address of the property receiving the tax credit and which tax credit it received. Please provide this information in a digital excel format (.xls, .xlsx, or .csv).

If there are any fees for supplying these records, please inform me of the cost.

The New Hampshire Right to Know Law requires a response time of five business days. If access to the records I am requesting will take longer than this amount of time, please contact me with information about when I might expect a copy of the list.

Feel free to reply via email to both my Data Director Alec Bingham ([alec@nhgop.org](mailto:alec@nhgop.org)) and me ([ross@nhgop.org](mailto:ross@nhgop.org)).

Please be aware that we have received similar information from other towns/cities and I would like a detailed explanation for any information your agency chooses not to provide.

Thank you for considering my request.

Sincerely,

**Ross Berry**  
Executive Director  
New Hampshire Republican State Committee

Fulfilled  
FYI

Town Manager's Office

JAN -7 2015

Received

# LEGISLATIVE BULLETIN

## NHMA Supports Medicaid Expansion Reauthorization

At its January 2016 meeting, the NHMA Board of Directors discussed one of the big issues to come before the New Hampshire legislature this year: the reauthorization of the New Hampshire Health Protection Plan (NHHPP), also known as Medicaid expansion. The board voted to **support** the reauthorization due to its beneficial impact on municipalities.

After just one year of operation, local welfare administrators in the state's 13 cities have noted that their expenditures, particularly for prescriptions, have dropped dramatically. It is always difficult to quantify costs and savings in local welfare programs, which are administered by each municipality and provide the state's "safety net." In this case, however, the prescription savings are quantifiable.

Local welfare savings also come from the availability of medical coverage for individuals who are not otherwise able to get care, which then allows those individuals to return to work, thus eliminating the need for continued local welfare assistance. These savings are less quantifiable, but local welfare officials know that these results of Medicaid expansion do occur. NHMA board members also noted that Medicaid expansion will soon be covering substance abuse treatment, which they believe will help to curb the increasing demands on municipal first responders dealing with addiction-related issues.

The reauthorization bill, **HB 1696**, is scheduled for a hearing before the House Health and Human Services Committee on **Thursday, January 28, at 9:00 a.m., in Representatives' Hall**, and will be the subject of much discussion throughout the session.

## Charging for Right-to-Know Law Costs

The House Judiciary Committee heard this week from plenty of supporters and opponents of **HB 1611**, NHMA's policy bill that would allow public bodies and agencies to recover a small portion of the labor cost involved in responding to Right-to-Know Law requests. Please see last week's Legislative Bulletin for

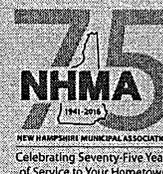
Bulletin #5, 2016 Session  
January 22, 2016

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### GOVERNMENT AFFAIRS CONTACT INFORMATION

- Judy A. Silva**, Executive Director
- Cordell A. Johnston**, Government Affairs Counsel
- Barbara T. Reid**, Government Finance Advisor
- Timothy W. Fortier**, Communications & Member Services Coordinator



25 Triangle Park Drive  
 Concord NH 03301  
 Tel: 603.224.7447  
 Fax: 603.415.3090  
[governmentaffairs@nhmunicipal.org](mailto:governmentaffairs@nhmunicipal.org)  
 Website: [www.nhinunicipal.org](http://www.nhinunicipal.org)

more information about the bill.

The committee is scheduled to discuss the bill in executive session on **Tuesday, February 2**. Please contact members of the Judiciary Committee before then to let them know how important this bill is to your municipality.

## Close Vote on Transportation Fee Increase

As we reported in last week's *Legislative Bulletin*, the House Municipal and County Government Committee heard overwhelming support for **HB 1119**, which would raise from \$5 to \$10 the maximum optional fee charged by municipalities for transportation improvements. Despite this support, the committee recommended Ought to Pass by only an 8-7 margin, with one opposing committee member absent when the vote was taken. Had that member been present, the tie vote would have sent the bill to the full House without recommendation.

Reasons stated for opposing the bill were that it's a fee increase, that it's a tax increase, that the funds can be used for transportation purposes other than roads and bridges (such as bus services for the elderly), and that money for these transportation costs can be paid from property taxes rather than this fee. These reasons seem to ignore the fact that a vote of the local legislative body is necessary both to establish and/or increase this fee and to decide the exact purpose of expenditures.

The bill goes to the House floor next **Wednesday, January 27**, and we expect pressure to overturn the committee recommendation of Ought to Pass. We ask all municipalities, whether you currently use this fee to fund local transportation needs or may consider doing so in the future, to please contact your representatives and urge them to **support the committee recommendation of Ought to Pass on HB 1119**.

## Taxation of Manufactured Housing

The House Municipal and County Government Committee will hear a bill next week on taxation of manufactured housing, which should be of interest to many municipalities. Under existing law, whenever a person has taxable property on the land of another, the tax on the property may be assessed to the landowner if the property owner does not pay it. The only exception to this is manufactured housing, which is taxable only to the owner of the manufactured housing, not to the landowner. The inability to tax the landowner leaves many municipalities holding the bag when a manufactured housing owner fails to pay his property taxes.

## THE EDGE

### *Large bodies*

Maybe you've heard someone say that New Hampshire has the second largest, or third or fourth largest, legislative body in the world, or perhaps in the English-speaking world. And that is exactly right. It's one of those. Sort of.

According to our research, here is where things stand:

The New Hampshire General Court, with 424 members (24 senators, 400 representatives), is the largest state legislature in the country. No other state comes close. (Pennsylvania is a distant second, with 203 in the General Assembly and 50 in the Senate.)

Of course, the largest elected legislative body in the United States is the U.S. Congress, with 435 representatives and 100 senators.

But Congress and the N.H. legislature pale in comparison to the British Parliament, which comprises approximately 1,440 members. There are 650 members in the House of Commons and "about 790" in the House of Lords, according to its website. The number varies, for reasons we haven't tried to understand.

If we confine our survey to the English-speaking world, there is one more candidate. Under the Indian constitution, English is one of two official languages (the other being Hindi), so India is generally included in "the English-speaking world." The Indian Parliament comprises a

*(continued on next page)*

**HB 1179** deletes this exception and makes the landowner liable for the tax. This would help to address a perennial problem for many cities and towns. We expect stiff resistance to this bill, but manufactured housing park owners should be able to make arrangements with their tenants to ensure that property taxes are paid on time. It should not be the municipality's problem. If your city or town is affected by this issue, please contact members of the Municipal and County Government Committee. The hearing is scheduled for **Thursday, January 28, at 10:00 a.m., in LOB Room 301.**

### Road Agent Bill Returns

Next Thursday the House Municipal and County Government Committee will hear **HB 1284**, which would eliminate the local governing body's ability to remove an elected highway agent. This issue has come up several times in the last decade, and a similar bill came close to passing at least once. If the bill passes, the governing body would have no ability to remove a highway agent for any reason, no matter how extreme or dangerous the person's conduct. It would also make the highway agent the only local official who is not subject to removal under any circumstances.

If your town has an elected highway agent, we encourage you to weigh in on this bill. Please contact committee members or attend the hearing, which is scheduled for **Thursday, January 28, at 2:00 p.m., in LOB Room 301.**

### Camel's Nose Under the Tent

On Tuesday, the Municipal and County Government Committee recommended Inexpedient to Legislate by a vote of 10-6 on **HB 1214**, an NHMA policy bill that would authorize a local option surcharge on hotel occupancy of up to \$2 per 24-hour period. As reported in Legislative Bulletin #3, New Hampshire is one of the few states that do not allow some form of local option tax or fee to offset the cost of vital public services (such as public safety, drinking water/wastewater, roads) that are stressed due to tourism-related activities. New Hampshire's municipalities and the state have a shared responsibility in delivering these essential public services to our residents and visitors alike. However, in recent years a deterioration in this state-local partnership has resulted in significant reductions in financial support to municipalities. In fact, municipalities today receive \$40 million dollars less per year in state aid than in 2009. A local option such as this to raise revenues, *other than through property taxes*, would help to offset this loss of state aid—and support services to tourism, the state's second-largest industry.

### THE EDGE (Continued)

maximum of 802 members, with up to 552 in the Lok Sabha (lower house) and up to 250 in the Rajya Sabha (upper house).

The bottom line, then, is that New Hampshire has the fourth-largest elected legislative body in the English-speaking world, after the British Parliament, the Indian Parliament, and the U.S. Congress.

But wait! Notice the qualifier "elected." Can you think of an *unelected* legislative body that is larger than some of these? Well, if you live in one of New Hampshire's larger towns, you probably have participated in one—namely, your town meeting.

Of the towns that still have a traditional town meeting, some are large enough to attract more than 500 to a town meeting; and even if you are in an SB 2 town, voting at the town election is still part of the town meeting and therefore constitutes participation in a legislative body—and there are plenty of SB 2 towns in which more than 1,000 people vote in town elections.

So it turns out that New Hampshire may have *several* of the largest legislative bodies in the world—not only in the state house, but also in places like Hudson and Goffstown and Hanover.



Influenced by representatives from the lodging industry, several committee members expressed concern that this bill gets the “camel’s nose under the tent,” suggesting that passage will lead to additional local fees, surcharges and taxes. However, not all New Hampshire municipalities would exercise this option—only those cities and towns that are economic engines of the state’s tourism industry, which benefits not only the municipality, but the region and the entire state. The more significant impact of passing this bill would have been tax relief for local property taxpayers. If the state continues to reduce aid to municipalities to balance the state budget, it should at least give cities and towns revenue options such as this to offset the loss of state funding. This legislation would recognize the critical role municipalities play in nurturing, supporting, and enhancing local economies, from which all state revenue is derived.

The bill was originally scheduled to go to the full House for a vote next week, but apparently has been postponed to the following week. **Please urge your representatives to support tax relief for local property taxpayers by voting *against* the committee recommendation and supporting an Ought to Pass motion.**

### More Right-to-Know Law Bills

The House Judiciary Committee will hear a number of bills dealing with the Right-to-Know Law next week. Here they are (all hearings are in **LOB Room 208**):

#### Tuesday, January 26

**2:00 p.m.** -- **HB 1216** requires a public body or agency, upon request, to “compile, cross-reference, or assemble information into a form in which it is not regularly kept or reported by that body or agency.” This would be a direct reversal of existing law, which expressly states that public entities do not have that obligation. Although the bill requires the public body or agency to compile the information only if it is “reasonably practical to do so,” and allows it to charge for the cost of providing the information, we believe this would lead to a significant increase in the workload of public employees and officials. The purpose of the Right-to-Know Law is to require that *existing* records be made available, not to require that *new* records be created upon request. We will oppose this bill.

**3:00 p.m.** -- **HB 1413** establishes a commission to study processes to resolve Right-to-Know Law complaints. We think this is a good idea, but the proposed composition of the commission is conspicuously skewed to exclude any representation for local government. We will support the bill with an appropriate amendment, and otherwise oppose it.

#### Thursday, January 28

**10:00 a.m.** -- **HB 1417** requires a public body to keep a record, and disclose it within 72 hours, of any consultation with legal counsel or collective bargaining session that is exempt from the definition of a “meeting.” The record must include the names of members participating, other persons in attendance, the meeting place, and the beginning and ending time of the meeting. NHMA believes this is unnecessary and burdensome, and may force the disclosure of confidential information.

**11:00 a.m.** -- **HB 1418** amends the law to state explicitly that minutes of non-public sessions must contain the same information as minutes of public sessions. We believe this is implicit in the existing law and is generally understood, so the change is not necessary, but we see no harm in making it explicit.

**1:00 p.m.** -- **HB 1419** adds the following sentence to the section on non-public sessions: “Minutes of such sessions shall record all actions in such a manner that the vote of each member is ascertained and recorded.” We get the point: Because the public is excluded, the only way to know how board members voted is to include it in the minutes. It makes sense on its face, and as of this writing, we have no problem with it; but it’s possible that there’s something we’re missing, so we reserve the right to change our minds. If members have any concerns, they are encouraged to let us know **before Thursday**.

**2:00 p.m.** -- **HB 1510** requires a public body to review sealed non-public session minutes every three years to determine whether they should be unsealed. That seems reasonable. It also requires that if a public body is going to discuss dismissal, promotion, compensation or discipline of a public employee, and if the employee has a right to a meeting, the public body must notify the employee in advance before holding the discussion in non-public session. That merely codifies case law and therefore is not objectionable.

However, we are concerned with a third provision of the bill, which requires that if a public body is going to enter non-public session to discuss a matter that could adversely affect someone’s reputation, it must notify the person in advance of the meeting. That presents practical problems and, in our view, is unworkable. We will oppose this part of the bill.

Finally, the House Legislative Administration Committee will hear **HB 1593**, which prohibits charging for any labor costs for retrieving or copying records. It is unclear why the bill was sent to that committee, instead of Judiciary. In any event, the bill is directly at odds with our policy bill, **HB 1611**, discussed above, so obviously we will oppose it. The hearing is scheduled for **Wednesday, January 27, at 2:00 p.m., in LOB Room 307**.

## **Fudged Budgets Debated Again**

On Tuesday the House Municipal and County Government Committee heard testimony on several bills dealing with official ballot (SB 2) procedures. **HB 1221** would amend the law governing computation of the default budget by requiring that all items in the previous year’s budget with a useful life of three years or longer be removed as “one-time” expenditures. Supporters asserted that few default budgets reflect any reductions for one-time expenditures, and that these budgets are “fudged.” Further testimony stated that default budgets do not give voters any choice on run-away spending (as evidenced by default budgets being so close to recommended budgets), and that default budgets should be adjusted down to reflect savings from things such as staff reductions or energy improvements. One speaker went so far as to drop the f-bomb – accusing school officials of committing fraud!

Fortunately, a number of committee members and other speakers countered these accusations, pointing out that many capital items are voted via separate or special warrant articles, would not

be included in the previous year's operating budget, and therefore would not need to be adjusted out as a one-time expenditure. Additionally, what may be a capital item in one municipality could easily be a maintenance item in another, such as police cruisers, road paving, or computers. Further, there are already several measures in the law for citizens to address concerns with the SB 2 budget process: adopt an official budget committee; authorize the budget committee to prepare the default budget; participate in the deliberative session; enact a tax cap; adopt a charter.

Complaints about the default budget are not new. In the twenty-one years since enactment of the official ballot form of town meeting, there probably hasn't been a single legislative session without a bill tweaking some part of SB 2, mostly dealing with the default budget. As we pointed out in our testimony (and we were there twenty-one years ago), what some people today perceive as the purpose of the default budget is very different from the original intent; and adhering to the intent of the law should not be characterized as fraud!

The committee also heard **HB 1375**, which allows an SB 2 town to adopt a charter for the sole purpose of modifying the procedures for the consideration, amendment and adoption of an operating or default budget. NHMA testified in support of this bill as a reasonable method of addressing the types of concerns described above in **HB 1221**. Among other benefits, this would provide flexibility for municipalities and schools districts to establish a method of computing a default budget and define for their own budget purposes what constitutes one-time expenditures. Adoption of **HB 1375** would introduce a degree of local choice into the SB 2 process, making it more effective, efficient, and responsive to the concerns of a particular community.

Please contact members of the House Municipal and County Government Committee and urge them to recommend *Inexpedient to Legislate* on **HB 1221** and *Ought to Pass* on **HB 1375**!

### Senate Concurs on Accessory Dwelling Units

The Senate concurred this week with the House amendment to **SB 146**, the bill that requires municipalities to allow accessory dwelling units as a matter of right or by special exception or conditional use permit in all residential districts. The bill will go next to the Governor, and there is no reason to believe she will not sign the bill.

*This legislation may require many municipalities to amend their zoning ordinances to comply with the new requirements. It is not too early to review the bill as amended and consult with your municipality's legal counsel about what changes to your zoning ordinance may be required. (If your ordinance already allows ADUs without limitation, then no changes should be necessary.)*

The bill as amended does not take effect until June 1, 2017, so municipalities will have time to amend their ordinances if necessary. This is likely to be a topic in NHMA publications and in state and regional planning workshops and publications over the next several months, so please be on the lookout.

## Get Involved in NHMA's Legislative Policy Process

NHMA's biennial legislative policy process is getting underway. As a first step, we are recruiting volunteers to serve on our three legislative policy committees. These committees will review legislative policy proposals submitted by local officials and NHMA affiliate groups and make recommendations on those policies, which will go to the NHMA Legislative Policy Conference in September.

*If you are a local official in an NHMA member municipality and are interested in serving on one of the policy committees, please contact the Government Affairs staff at 800-852-3358, ext. 3408, or [governmentaffairs@nhmunicipal.org](mailto:governmentaffairs@nhmunicipal.org).*

Each of the committees deals with a different set of municipal issues. The committees and their subject areas are as follows:

- Finance and Revenue – budgeting, revenue, tax exemptions, current use, assessing, tax collection, retirement issues, education funding.
- General Administration and Governance – elections, Right-to-Know Law, labor, town meeting, charters, welfare, public safety.
- Infrastructure, Development, and Land Use – solid/hazardous waste, transportation, land use, environmental regulation, housing, utilities, code enforcement, economic development.

When you contact us, please indicate your first and second choices for a committee assignment. We will do our best to accommodate everyone's first choice, but we do need to achieve approximately equal membership among the committees. We hope to have 15-20 members on each committee.

There will be an organizational meeting for all committees on April 8. After that, each committee will meet separately as many times as necessary to review the policy proposals assigned to it—typically three to five meetings, all held on either a Monday or Friday, between early April and the end of May.

### HOUSE CALENDAR

Joint House/Senate Meetings Are Listed Under This Section

#### MONDAY, JANUARY 25

**ASSESSING STANDARDS BOARD, Department of Revenue Administration,  
109 Pleasant Street, Concord**

9:30 a.m. Poles Subcommittee Meeting

#### TUESDAY, JANUARY 26

**ELECTION LAW, Room 308, LOB**

10:00 a.m. **HB 1642-FN-L**, relative to persons executing election affidavits.

10:10 a.m. **HB 1223**, relative to changes of address on election day.

10:20 a.m. **HB 1503**, relative to distributing campaign materials at the polling place.

10:30 a.m. **HB 1511-FN-L**, relative to hours of polling.

11:00 a.m. **HCACR 23**, relating to the warning of biennial meetings. Providing that the selectmen are not required to be present to receive the votes.

11:20 a.m. **HCACR 17**, relating to domicile for the purpose of voting. Providing that only a resident of the state may establish a domicile for the purpose of voting.

**EXECUTIVE DEPARTMENTS AND ADMINISTRATION, Room 306, LOB**

10:00 a.m. **HB 1187-FN-L**, repealing licensure of showmen.  
10:15 a.m. **HB 1433-FN**, establishing the office of ombudsman in the department of state.  
10:45 a.m. **HB 1424-FN**, establishing an office of program evaluation and government accountability.

**JUDICIARY, Room 208, LOB**

2:00 p.m. **HB 1216-FN**, requiring public bodies and agencies to provide information which is not regularly kept or reported upon payment by the requestor.  
3:00 p.m. **HB 1413**, establishing a commission to study processes to resolve right-to-know complaints.

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

10:00 a.m. **HB 1376**, relative to temporary workers.  
11:00 a.m. **HB 1252**, permitting employers to pay wages to employees weekly or biweekly.  
2:30 p.m. **HB 1463**, relative to mandatory vaccines.

**MUNICIPAL AND COUNTY GOVERNMENT, Room 301, LOB**

10:20 a.m. **HB 1164**, relative to contributions by a city to the county or state.

**SCIENCE, TECHNOLOGY AND ENERGY, Room 304, LOB**

1:00 p.m. Continued public hearing on **HB 1134**, relative to open access to broadband infrastructure.

**WEDNESDAY, JANUARY 27**

**LEGISLATIVE ADMINISTRATION, Room 307, LOB**

2:00 p.m. **HB 1593-FN-L**, restricting fees for obtaining copies of public records and requiring certain information on public official and legislative financial disclosure forms.

**MUNICIPAL AND COUNTY GOVERNMENT, Room 301, LOB**

1:00 p.m. **HB 1222**, relative to procedures for appraisals by assessing officials.  
1:20 p.m. **HB 1296**, requiring the legislative body to approve the appointment of town managers and prohibiting town managers from hiring contractors to perform the duties of town managers.  
1:40 p.m. **HB 1363**, relative to filling of vacancies in town offices.  
2:00 p.m. **HB 1380**, relative to duties of police commissions.

**THURSDAY, JANUARY 28**

**CRIMINAL JUSTICE AND PUBLIC SAFETY, Room 204, LOB**

2:00 p.m. **HB 1297**, relative to harm to unalienable rights of inhabitants.

**HEALTH, HUMAN SERVICES AND ELDERLY AFFAIRS, Representatives Hall, SH**

9:00 a.m. **HB 1696-FN**, requesting a modification of the New Hampshire health protection program.

**JUDICIARY, Room 208, LOB**

10:00 a.m. **HB 1417**, relative to records of convenings of public bodies.  
11:00 a.m. **HB 1418-L**, relative to the minutes of nonpublic sessions of public bodies.  
1:00 p.m. **HB 1419**, relative to voting records in nonpublic sessions of public bodies.  
2:00 p.m. **HB 1510**, relative to the review of minutes of nonpublic sessions.

**MUNICIPAL AND COUNTY GOVERNMENT, Room 301, LOB**

- 10:00 a.m.     **HB 1179-L**, relative to the taxation of manufactured housing on the land of another.  
10:40 a.m.     **HB 1293**, relative to the procedure for charter amendments.  
11:00 a.m.     **HB 1382**, relative to the referendum procedure for public water systems.  
1:00 p.m.      **HB 1181**, relative to designating an alternate cemetery trustee.  
1:20 p.m.      **HB 1253-L**, relative to the removal of land use board members and municipal officers.  
1:40 p.m.      **HB 1260**, repealing the authority of assessing officials to obtain administrative inspection warrants to complete property appraisals.  
2:00 p.m.      **HB 1284**, relative to highway agents.

**FRIDAY, JANUARY 29**

**ASSESSING STANDARDS BOARD (RSA 21-J:14-a), Room 304, LOB**

- 9:30 a.m.      Regular meeting.

**SENATE CALENDAR**

**TUESDAY, JANUARY 19**

**COMMERCE, Room 100, SH**

- 1:30 p.m.      **SB 306**, enabling the sampling of beer or wine at farmers' markets.

**EDUCATION, Room 103, LOB**

- 9:00 a.m.      **SB 328-L**, relative to school districts exercising joint powers with other public agencies.  
9:50 a.m.      **SB 473-FN-A-L**, repealing the cap on adequate education grant payments and making an appropriation therefor.

**FINANCE, Room 103, SH**

- 1:30 p.m.      **SB 412**, establishing a minimum wage.  
2:20 p.m.      **SB 485-FN-A**, establishing a state grant program to assist state and local law enforcement agencies in addressing the opioid crisis and making an appropriation therefor.

**TRANSPORTATION, Room 103, LOB**

- 1:10 p.m.      **SB 471-FN**, relative to parking for persons with disabilities.

**WAYS AND MEANS, Room 103, SH**

- 9:30 a.m.      **SB 497-FN-A-L**, relative to disposition of meals and rooms tax revenues to towns and cities.

**WEDNESDAY, JANUARY 27**

**ENERGY AND NATURAL RESOURCES, Room 100, SH**

- 9:00 a.m.      **SB 380**, establishing the drinking water and groundwater trust fund and establishing the New Hampshire drinking water and groundwater advisory commission.  
9:15 a.m.      **SB 377**, relative to emission levels of municipal waste combustion units.  
9:30 a.m.      **SB 381**, relative to the combustion of the wood component of construction and demolition debris.

**PUBLIC AND MUNICIPAL AFFAIRS, Room 102, LOB**

- 9:15 a.m.      **SB 482-FN-L**, enabling municipalities to license and regulate short-term rental businesses.  
9:45 a.m.      **SB 507-FN**, authorizing online voter registration.  
10:45 a.m.     **SB 509-FN**, relative to voter registration forms and relative to voter identity verification.

THURSDAY, JANUARY 28

**COMMERCE, Room 100, SH**

9:00 a.m. **SB 395**, relative to minimum housing standards for tenants with health or respiratory issues.

**JUDICIARY, Room 100, SH**

1:00 p.m. **SB 475-FN**, requiring law enforcement agencies to file crime reports with the department of safety.

TUESDAY, FEBRUARY 2

**WAYS AND MEANS, Room 103, SH**

9:30 a.m. **SB 445-FN-L**, suspending the registration fee for the sale of municipal bonds in New Hampshire for 2 years. (The previous hearing for **SB 445-FN -L** was recessed on Jan. 19)

9:45 a.m. **SB 511-FN-A**, establishing a refund of a portion of state education property taxes for child and dependent care expenses.

**House Bills**

CACR 14 provides that the people of New Hampshire have the right to enact local laws that cannot be preempted or nullified by any international, federal, or state law. Rep. Emerson of Rindge; **LEGIS. ADMIN.**

CACR 17 provides that a person must be a resident to establish a domicile for the purpose of voting. Rep. Bates of Windham; **EL.**

CACR 22 provides that there is a fundamental right to live free of governmental interference that shall not be restricted unless the government demonstrates that the restriction is the least intrusive means to fulfill a compelling state interest. Rep. Kurk of Weare; **JUD-H.**

CACR 23 deletes the constitutional requirement that selectmen be present to receive votes in biennial elections. Rep. Hunt of Ridge; **EL.**

**Senate Bills**

CACR 27 provides that expenditures may not exceed revenue in any state operating budget. Sen. Sanborn of Bedford; **F-S.**

**SB 507** authorizes online voter registration. Sen. Lasky of Nashua; **PMA.**

**SB 509** modifies the voter registration form and changes the procedure for investigating new voters who do not confirm their status after receiving letters of identity verification. Sen. Carson of Londonderry; **PMA.**

**SB 511** establishes a refund, to be paid from the education trust fund, of a portion of state education property taxes paid by taxpayers who claimed the federal child and dependent care tax credit. Sen. Hosmer of Laconia; **W&M-S.**

HOUSE FLOOR ACTION  
Wednesday, January 20, 2016

HB 240, prohibiting law enforcement agencies from using a drone to collect evidence. **Tabled.**

HB 359, allowing municipalities in Carroll County to offer property tax exemptions to foster commercial and industrial construction. **Passed with Amendment.**

HB 475, prohibiting the state from engaging in acts of civil forfeiture. **Tabled.**

HB 586-FN-L, relative to registration of automobile utility trailers. **Passed with Amendment. Referred to W&M-H.**

SENATE FLOOR ACTION  
Thursday, January 21, 2016

SB 4, relative to domicile for voting purposes. **Passed with Amendment.**

SB 335-FN-A, transferring administration of the building code review board to the office of professional licensure and certification, and relative to appeals of decisions of the state fire marshal. **Inexpedient to Legislate.**

SB 359, relative to funding electric vehicle charging stations with municipal registration permits. **Passed.**

SB 364, establishing a committee to study the feasibility of incorporating complete streets into the 10-year transportation improvement plan. **Passed.**

SB 390-FN, relative to the procedure in retirement system hearings concerning qualification for disability retirement benefits. **Passed.**

SB 411, relative to the merger of lots that are mortgaged. **Passed.**

HB 192, relative to the valuation of utility property. **Inexpedient to Legislate.**

HB 613, relative to governmental records exempted under the right-to-know law. **Referred to Interim Study.**

**Upcoming NHMA Workshop**

February 20, 2016 Town & School Moderators (Traditional Meeting) [click [here](#) to register]

For more information please access our website: [www.nhmunicipal.org](http://www.nhmunicipal.org) and scroll down on the left to CALENDAR OF EVENTS, *View the Full Calendar.*

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**NHMA WEBINAR**

**How to Ensure a "Clean" Vote in Your Municipality**

Event Date: Wednesday, February 3, 2016

Time: 12:00 PM - 1:00 PM

Contact Phone: 603.224.7447

As election day nears, electioneering and improper influences becomes a prominent issue that municipalities must understand and address. Spend an hour with Legal Services Counsel Stephen Buckley and experienced moderator Lynne Christensen to learn about voter guides, political advertising near polling stations, political signs, advocacy and conduct of public officials, electioneering by municipal employees, and local electioneering rules under RSA 31:41-c.

This webinar will benefit local election officials such as moderators, town and city clerks, supervisors of the checklists and any other local officials working the polls on election day.

**REGISTER HERE!**

***Registration deadline is noontime, February 1, 2016.***