

**Exeter Board of Selectmen Meeting  
Monday, March 7<sup>th</sup>, 2016, 7:00 p.m.  
Nowak Room, Town Office Building  
10 Front Street, Exeter, NH**

1. Call Meeting to Order
2. Public Comment
3. Minutes & Proclamations
  - a. Proclamations/Recognitions
  - b. Regular Meetings: February 22<sup>nd</sup>, 2016
  - c. Special Meetings: All Boards Meeting February 10<sup>th</sup>, 2016
4. Appointments
5. Discussion/Action Items
  - a. New Business
    - i. Swasey Parkway Trustees re: capital needs
    - ii. Town Building Defibrillators Discussion
    - iii. Town Facilities Plan Committee Discussion
  - b. Old Business-
    - i. None
6. Regular Business
  - a. Tax, Water/Sewer Abatements & Exemptions
  - b. Permits & Approvals
  - c. Town Manager's Report
  - d. Selectmen's Committee Reports
  - e. Correspondence
7. Review Board Calendar
8. Non Public Session
9. Adjournment

Julie Gilman, Chairwoman  
Exeter Selectboard

Posted: 3/4/16 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**

February 22, 2016

**1. Call Meeting to Order**

Chairwoman Julie Gilman called the meeting to order at 6:30 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. Tax, Water/Sewer Abatements & Exemptions**

Riverwoods was present to talk about their abatement application. There is a memo in the packet to this effect. **Motion:** A Motion was made by Vice Chair Clement and seconded by Selectwoman Belanger to request a continuance of the BTLA deadline and further sometime have a non-public meeting with Riverwoods, the BOS, the Town Manager, and the Assessing Department. Motion carried – all in favor. Riverwoods was comfortable with this Motion.

A Motion was made by Selectwoman Belanger and seconded by Selectman Chartrand to deny abatement for map 68, lot 6, unit 611. Motion carried – all in favor.

A Motion was made by Selectwoman Belanger and seconded by Selectman Chartrand to approve abatement for map 47, lot 4, unit 4 in the amount of \$251.02. Motion carried – all in favor.

A Motion was made by Selectwoman Belanger and seconded by Selectman Chartrand to approve abatement for map 64, lot 34 in the amount of \$326.91. Motion carried – all in favor.

A Motion was made by Selectwoman Belanger and seconded by Selectman Chartrand to approve abatement for map 63, lot 268 in the amount of \$186.44. Motion carried – all in favor.

A Motion was made by Selectwoman Belanger and seconded by Selectman Chartrand to approve three Veteran's Credits all in the amount of \$500.00 each, for the following map/lot/units: 21/31, 11/18/1, and 104/79/124. Motion carried – all in favor.

A Motion was made by Selectman Chartrand and seconded by Selectwoman Belanger to grant an Intent to Cut for map 46, lots 1&3. Motion carried – all in favor.

A Motion was made by Selectwoman Belanger and seconded by Selectman Chartrand to deny abatement for map 97, lot 5, unit 5. Motion carried – all in favor.

A Motion was made by Selectwoman Belanger and seconded by Selectman Chartrand to approve abatement for map 104, lot 78 in the amount of \$237.52. Motion carried – all in favor.

A Motion was made by Selectwoman Belanger and seconded by Selectman Chartrand to approve abatement for map 110, lot 2, unit 105 in the amount of \$76.62. Motion carried – all in favor.

A Motion was made by Selectwoman Belanger and seconded by Selectman Chartrand to approve abatement for map 29, lot 15 in the amount of \$899.01. Motion carried –all in favor.

A Motion was made by Selectwoman Belanger and seconded by Selectman Chartrand to approve three Veteran's Credits all in the amount of \$500 each, for the following map/lot/units: 70/119, 68/6/746, and 80/7/5. Motion carried – all in favor.

A Motion was made by Selectwoman Belanger and seconded by Selectman Chartrand to approve a Veteran's Credit for map 68, lot 6, unit 526 in the amount of \$2,000.00. Motion carried – all in favor.

A Motion was made by Selectwoman Belanger and seconded by Selectman Chartrand to approve an Elderly Exemption for map 104, unit 79, unit 115 in the amount of \$152,251. Motion carried – all in favor.

A Motion was made by Selectwoman Belanger and seconded by Selectman Chartrand to approve an Elderly Exemption for map 55, lot 46 in the amount of \$183,751. Motion carried – all in favor.

A Motion was made by Selectwoman Belanger and seconded by Selectman Chartrand to approve a Yield Tax for map 48, lot 4 in the amount of \$208.81. Motion carried – all in favor.

A Motion was made by Selectwoman Belanger and seconded by Selectman Chartrand to approve a Disability Exemption for map 104, lot 79, unit 1012 in the amount of \$125,000. Motion carried – all in favor.

A Motion was made by Selectman Chartrand and seconded by Selectwoman Belanger to waive interest on the property at map 24, lot 29 in the amount of \$658.41. Vice Chair Clement said they are setting precedent here. He said if they grant this, they are opening the possibility of others saying they didn't receive their tax bill and wanting the interest to be waived. He said property owners should be following up with the town if they do not receive their tax bill. Selectman Chartrand said this property owner has an excellent history of payment, which is

why he made the Motion. Selectwoman Surman said this is similar to a mortgage payment; the bill still needs to be paid. She said she is not in favor of granting this. Chairwoman Gilman called the vote. Motion passes, 3-2 vote. Surman and Clement voted nay.

Chairwoman Gilman said there is an applicant (at 120 Portsmouth Avenue) who is appealing the interest due to not receiving their bill because of an address error. They would like to have the interest waived because they are a good taxpayer and their bill came to them late. **Motion:** A Motion was made by Selectman Chartrand and seconded by Selectwoman Surman to deny this request. Motion carried – all in favor.

A Motion was made by Selectman Chartrand and seconded by Selectwoman Belanger to approve a Water/Sewer Abatement for 20 Pine Street in the amount of \$1,231.07. Vice Chair Clement said, again, he is going with precedent. He said it is the owner's responsibility to make sure their water systems on their properties are working properly. He said they have denied many of these before and he did not believe they should be approving this one. Chairwoman Gilman said her question would be why the memo in the packet says DPW recommends this approval, but doesn't say why. Selectwoman Surman said this is unfortunate, but said if they keep granting all these requests, who will be paying for the water. Selectwoman Belanger said she does not look at this as neglect. Chairwoman Gilman called the vote. Motion failed with a 1-4 vote. Gilman, Clement, Belanger and Surman voted nay.

A Motion was made by Selectman Chartrand and seconded by Selectwoman Belanger to approve a Water/Sewer abatement request for 24 Hampton Falls Road in the amount of \$119.39. Vice Chair Clement said by approving this, more people will come in with leaking toilets. Motion failed with a 1-4 vote. Gilman, Clement, Belanger and Surman voted nay.

A Motion was made by Selectman Chartrand and seconded by Selectwoman Belanger to approve a Water/Sewer abatement request for 8A Wentworth Street in the amount of \$121.51. Motion failed with a 1-4 vote. Gilman, Clement, Belanger and Surman voted nay.

### **3. Public Comment**

There was no Public Comment.

### **4. Minutes and Proclamations**

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

There were no proclamations/recognitions.

#### **b. Regular Meetings: January 25, 2016**

Vice Chair Clement had an amendment to page 7, changing "Logan's" to "Rogan's".

**Motion:** A Motion was made by Selectman Chartrand and seconded by Selectwoman Belanger to approve the minutes of the January 25, 2016 BOS meeting, as amended by Vice Chair Clement, and as submitted by Nicole Piper. Motion carried – all in favor.

## **5. Appointments**

There were no appointments.

## **6. Discussion/Action Items**

### **a. New Business**

#### **i) Quarterly Financial Report**

Doreen Ravell, Finance Director, included a report in the packet. She said as of 12/31/15 general fund revenues are \$17.98M. She said general fund revenues are relatively flat, coming in at a 1% increase over prior year. Motor vehicle revenues have increased by \$103,000 over prior year. Building permits and fees have increased by \$169,000 due to many commercial and residential building projects around town. There have been a few decreases in revenues, including a \$19,000 decrease in overall Police Department revenues. The general fund expenditures have decreased by \$48,000 over prior year. Mr. Dean also asked the Board to take into account the snow/ice budget overage for 2015. Ms. Ravell said the overspending on the snow/ice budget was \$208,000.

The water fund revenues are basically flat. There was a slight increase of \$46.8K, or 2%, mostly attributable to a \$14K Asset Management Grant. Water fund expenses have increased by \$430,000, or 17%, due to higher wages, taxes, benefits, legal, debt service, and utilities costs. Water fund net deficit as of 12/31/15 is \$428K, which has decreased by \$383K from prior year. Vice Chair Clement asked what year they are in on the five-year water replacement bond. Mr. Dean said he believes they are in year three. Vice Chair Clement said the Water/Sewer Department could get some data on revenues from that project. He said he had heard the project would pay for itself in three years. Mr. Dean said an analysis of the revenues from the new meter project was done.

Ms. Ravell said sewer fund revenues are relatively flat at \$2.5M. Revenues have decreased by 5%. Sewer fund expenses have decreased by \$27,000 over prior year. The sewer fund net deficit as of 12/31/15 is \$164.6K, which has increased by \$150K over prior year.

Ms. Ravell said the EMS revolving fund is relatively flat. She said the new billing company for the ambulance is all caught up. Mr. Dean said the Board also approved an expense for a transportation cot in 2015 which came out of this. Wages, taxes and benefits have decreased by \$33,000 due to less overtime, taxes and benefits. General expenses have

increased by \$12.3K. The net income is \$119.5K in 2015, which is a 23% increase over the prior year.

On the Cable TV revolving fund, Ms. Ravell said revenues have increased by \$7000. Expenses have decreased over prior year. Net income has increased \$48,000 over the \$41,000 for prior year.

Ms. Ravell said the recreation revolving fund revenues have increased by \$20,000 due to special event revenue. Expenses have increased by \$46.6L due to concrete in the pool and the tennis court resurfacing. The fund saw a \$11,000 deficit this year in net income.

Selectwoman Surman asked what line sponsorships would be in. Ms. Ravell said it would probably be a better idea to make that separate to track it more efficiently.

In the Water/Sewer outstanding accounts receivables, Vice Chair Clement made a comment about charging the Town Manager to collect that one long time outstanding bill.

#### **ii) Amtrak Sign Location Approval**

Bob Hall, from the Exeter Train Station Committee, was in front of the Board asking to place two more signs advertising Exeter as an Amtrak community up; one on Portsmouth Avenue and one on Kingston Road near the ball field. Chairwoman Gilman asked if Amtrak has looked at putting these signs on Route 101. Mr. Hall said the State has an agreement regarding that. Vice Chair Clement asked why this location on Portsmouth Avenue. Mr. Hall said they are concerned with an overabundance of signs. He said the Committee just wants the sign to be placed for when people come into town. Selectwoman Belanger asked if they considered any place along Hampton Road. Mr. Hall said they did consider that, but thought Portsmouth Ave and Kingston Road would be a better choice. Chairwoman Gilman said they should reconsider Hampton Road because of all of the traffic on that road.

**Motion:** A Motion was made by Selectman Chartrand and seconded by Selectwoman Belanger that the BOS approve placement of Amtrak signage on Portsmouth Avenue between Exeter Lumber and Monster Gas and on Kingston Road near Brickyard Park. Motion carried – all in favor.

#### **iii) HHW 2016 Grant Acceptance**

Vice Chair Clement said last year was their biggest turnout ever, for the Household Hazardous Waste Collection Day. He talked about the benefit of this program, as it keeps hazardous waste out of landfills and roads. Mr. Dean said Exeter is benefitting from by adding more communities to be involved. He said Exeter sees its contribution decrease a bit by doing this. Vice Chair Clement said this is a well-run and very efficient event.

**Motion:** A Motion was made by Vice Chair Clement and seconded by Selectman Chartrand to authorize the BOS to apply for, accept and expend money from the state, federal, or other governmental unit or a private source which set forth in NH RSA 31:95b; and further that the BOS accept Household Hazardous Waste Collection funds and enter into a contract with the NHDES; and further authorize the Town Manager to execute any documents which may be necessary for this contract. Motion carried – all in favor.

#### **iv) Public Works Mutual Aid Agreement**

Chairwoman Gilman said this is a program that the town gets reimbursed on. There is a list in the packet of other towns that participate in this program. There are some amendments to the Mutual Aid and Assistance Agreement, and Vice Chair Clement asked what those amendments are. Mr. Dean said he did not have the amendments on hand.

**Motion:** A Motion was made by Selectman Chartrand and seconded by Vice Chair Clement to have the Selectboard approve and direct the Town Manager, Russell Dean, to sign the New Hampshire Public Works Mutual Aid Program Mutual Aid and Assistance Agreement. Motion carried – all in favor.

#### **v) Town Hall Use Fees**

Chairwoman Gilman said the Board has talked about changing the Town Hall use fees in the past. Mr. Dean said there is an Application for Special Event form and an Application for Use of Town Facility included in the packet. The changes to the Application for Use of Town Facility are an increase in the rental fee to \$125/day and the addition of tech/av services at \$100/hour. Vice Chair Clement asked what the current rental fee is. Mr. Dean said it is \$75/day and added there is no current tech/av services fee. Selectman Chartrand said he is in favor of these two forms and the fee increases. Chairwoman Gilman said they need to look at all the different groups who would apply, and determine the status of non-profits, as their rental fee is waived. Selectman Chartrand said any political party event needs to pay. Selectwoman Surman said they need a really good definition of non-profit. Mr. Dean said the purpose of tonight is just to get input on the two revised forms. He said there would need to be a public hearing if they were to change the rental fee.

Vice Chair Clement asked if there is anything that talks about how to get reimbursed for costs like police detail. Mr. Dean said Fire/Ambulance/Police details are handled by those departments so they send out bills.

Vice Chair Clement asked if it is necessary to have two forms, and asked if they can incorporate everything into one form. Selectman Chartrand said they are getting input from Ms. Riffle that two forms are better to sort out events. Mr. Dean added that the checkboxes

are good because they will hopefully take out issues and make the process more efficient. Chairwoman Gilman said if they add some more checkboxes the form can be clearer and stronger if all the information is incorporated into one form. She said they will have a discussion with Ms. Riffle and move forward.

Overall, the Board agreed they are comfortable with the new changes.

**vi) All Boards Meeting Recap**

Chairwoman Gilman said the All Boards meeting was a great meeting and a lot of good ideas came of it. She said they will be meeting again on June 15. She said folks were given three assignments to bring back to the June meeting and they were: suggestions for better training, put together an orientation package, and to make recommendations on a Planning Flow Chart.

Vice Chair Clement said the Planning Board met after and they put together a booklet with all necessary regulations and information for new members. He said they talked about all land use committees updating their policies, procedures, and bylaws.

Vice Chair Clement said orientation packets need to be better defined. He said there should be one big book with all the different orientation packets for the different committees.

Chairwoman Gilman said there are educational opportunities out there to become further educated/trained for land use boards.

Chairwoman Gilman added that it was a very productive meeting.

**b. Old Business**

**i) 2016 Health Insurance Agreement**

Mr. Dean said there is an Exhibit A Certificate of Authorizing Resolution which involves all the active insurance memberships and an Addendum A Certificate of Authorizing Resolution which allows the town to combine with Housing Authorities.

**Motion:** A Motion was made by Selectman Chartrand and seconded by Vice Chair Clement that the Town of Exeter shall participate as a Member in the HealthTrust pooled risk management program for the provision of group medical and/or other benefit plans in accordance with the "Application and Membership Agreement" and NH RSA 5-B, and that Russell Dean, Town Manager, is hereby authorized and directed to execute and deliver to HealthTrust, on behalf of Town of Exeter, the "Application and Membership Agreement" in substantially the form presented to this meeting. Motion carried – all in favor.

**Motion:** A Motion was made by Selectman Chartrand and seconded by Vice Chair Clement that the Town of Exeter shall participate in the combined rating arrangement for medical coverage offered by HealthTrust to Exeter Housing Authority and Town of Exeter. Further, that the "Agreement Regarding Combination of members for Rating Purposes" between Town of Exeter, HealthTrust, and the other combining HealthTrust member(s) (the "Combination Agreement") is hereby approved in the form presented to this meeting and that Russell Dean, Town Manager, is hereby authorized and directed to execute and deliver to HealthTrust (i) an acknowledgment of the terms and (ii) a certificate of this resolution. Motion carried – all in favor.

## **7. Regular Business**

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

These were taken up at the beginning of the meeting.

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

There were no permits or approvals.

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

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

- The new Town Planner started today. He urged all to come meet him
- Begun review of the Town Facilities Plan which is looking very comprehensive. He said there is a lot of good info in it and there will be a work session
- Ballots have come back from the printer and are available to look at online at [exeternh.gov](http://exeternh.gov)
- A Police Chief forum at the Town Hall was held and he has had positive feedback from that
- A Seabrook drill on 2/10 at the Fire Department. The latest drill was an "all-in" situation. These are important drills
- There is an issue with Fairpoint where they want Exeter to sign a pole attachment agreement that the town didn't have to sign before. They have given the town a proposed agreement to look at. He is working on trying to find a solution for this.
- There is an issue where Plaistow is looking to bring more attention to the lighting fixtures issue. They are looking to have others join them to find a solution.

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

Selectman Chartrand reported an EEDC meeting last week that he missed.

Vice Chair Clement reported a Planning Board meeting where they approved a cooling tower at the Mill. They also had a preliminary review. Exeter Housing Authority met and is looking to expand properties off Linden fields. The Safety Committee met last week and talked about a slip and fall that happened in front of the Town Offices building and how to make the steps more safe.

Selectwoman Belanger reported a Conservation Committee meeting where they talked about firearms discharge at Raynes Farm. They also talked about trail closures during harvesting and advised people not to go on trails that are marked closed.

Selectwoman Surman reported Swasey Trustees will be meeting tomorrow morning.

Chairwoman Gilman reported a Heritage Committee meeting that was cancelled. On the next agenda they will be talking about the dam. She said HDC met on Thursday and talked about the expansion of Whirly Gigs.

#### **e. Correspondence**

The following correspondence were included in the packet:

- A letter from Xfinity
- A letter from Jeffrey Tamkin
- A letter from Riverwoods

#### **8. Review Board Calendar**

The BOS will next meet on March 7 at 7pm.

#### **10. Adjournment**

A Motion was made by Selectman Chartrand and seconded by Selectwoman Belanger to adjourn the meeting at 9:16pm. Motion carried –all in favor.

Respectfully submitted,

Nicole Piper, Recording Secretary

## All Boards Meeting - Feb. 10, 2016 – Summary

Meeting convened at 6:00 p.m. Selectboard members Julie Gilman, HDC, Heritage Commission rep. Don Clement, Planning Board Rep, Dan Chartrand, EDC Rep, Anne Surman, Selectboard, Water/Sewer Committee, Swasey Park Rep, Nancy Belanger, Selectboard, Conservation Commission Rep  
Planning Board members Lang Plumer, Gwen English  
Conservation Commission members Peter Richardson, Ginny Raub, Alyson Eberhardt, Bill Campbell, Andrew Koff,  
ZBA members John Haushildt, Martha Pennell, Laura Davies, Bob Prior  
HDC members Patrick Gordon, Pam Gjetum  
Heritage Commission member Mary Dupre,  
Economic Development Commission members John Mueller, Madeleine Hamel  
Bob Hall, Exeter Train Station Committee  
**Staff:** Russ Dean, Town Manager  
Dave Sharples, Town Planner  
Doug Eastman, Building Inspector/Code Enforcement Officer  
Darren Winham, Econ Dev Director  
Kristen Murphy, Natural Resources Planner  
Barb McEvoy, Deputy Code Enforcement Officer  
Resident Justin Archambeault

Vice Chair Clement began the meeting by introducing the meeting's goal. Town Manager Russ Dean introduced Dave Sharples, the new town planner who is beginning on February 22<sup>nd</sup>. Dave said a few words and introduced himself to the audience.

The town manager went over events since the last all boards meeting. RSA-79e enacted, Economic Revitalization Zone established on Epping Road, Epping Road TIF enacted, Economic Development Director hired, new town planner, wetlands issues discussed/debated, master plan update put on the table, a process review and report written by MRI reflecting input from many different sources. The town manager also reviewed all the topics from the May 2014 meeting and the notes associated with that meeting.

Chairwoman Gilman outlined the goals of this meeting were to emphasize communication and process. She encouraged everyone to read the master plan. This is the main document regarding community development and we each bring different perspectives. The goal is for everyone to communicate in a good and thorough way. Ms. Gilman went through the different documents and suggested all become aware/familiar with them. Includes Master Plan, Zoning Ordinance, Site and Subdivision Regulations, HDC Preservation Guidelines. She reviewed the example of the HDC going forward with an update of their regulations as an example for what Boards can do.

Discussion regarding Selectboard and Planning Board representatives on boards. Need to take more advantage as it can assist Inter-board communications. Mr. Clement suggested written memos to assist communication. It was suggested the Selectboard and Planning Board set joint

meeting to set mutual goals. Consideration of joint meetings with other Boards to establish understanding of purpose and working towards mutual goals. Question joint meeting or designate representatives.

The topic of board training was discussed. What is needed? Boards are encouraged to develop a training plan for members that can be budgeted. Availability of board members for training needs to be understood. Webinars through NHMA are an option, The Office of Energy and Planning and Local Government Center opportunities was discussed. There is a need to establish training routines with volunteers. The Selectboard is also tasked to deliver expectations of current and new volunteers.

Next it turned to the planning process. The bubble diagram of the planning process was discussed. It has a lot of pieces missing and needs expansion. The CUP process that is required is not measured out in how long it takes. Town Manager states staff is looking for predictability so if an applicant comes to Exeter there is an 'average understanding' of how many days it will take to get projects 'shovel ready.' This will help us compete. It is understood projects are different but we'd like to develop a basic message. Mr. Campbell suggests a work session on process with the Planning Board and Selectboard. Mr. Hall suggests looking at the Plan NH charrette result as it is still valid and should be used as a tool for development in that area.

Mr. Prior observed concerns regarding renewal of membership on boards. Current alternates feel obligated to stay but suggest limited involvement. There needs to be a broader program of community wide recruitment and a process by which boards are filled. Ms. Eberhardt raised the issue of child care and the problem of younger volunteers limited by this issue. Town manager says it's a hard one but understands – that Parks/Rec is not in a position to offer this – they are not qualified to care for infants/toddlers as an example. There are also potential liability issues. However outside the box thinking is needed and this should be discussed further. Different meeting times was also a suggestion.

Mr. Haushildt advocated for a return of the Zoning Ordinance Review Committee. It was understood the Planning Board would lead this effort. Mr. Hauschildt feels that when this was active it successfully coordinated input from other boards and assisted the Zoning Board's work. The town manager stated this is a good idea. Previous concerns were how that committee prioritized items – it hadn't been well understood. Business performance zoning was mentioned as a specific example of something that did not seem to be on the radar.

Master planning was discussed and the role of schools. Mr. Richardson said schools should be invited to be involved in this process as there are many school issues like full day kindergarten and middle school expansion being discussed. John Mueller indicated most of our tax dollars go to education so they should be part of the planning process. Exeter Hospital was also recommended for participation. Will these groups share their plans?

Application forms were discussed and how to improve them, to make it easier for applicants and staff to "check the box" to ensure applications are complete and more "user friendly". Discussion centered around the 65 day window of the Planning Board and the issue of length of approvals. The town had an issue with requiring waiver of timelines of approval not in concert

with the RSA's. Ms. English reminded the Boards that the process works well when applicants are well prepared. Difficult process happens when applicants are poorly prepared. Several Board members remarked on similar experiences.

Mr. Gordon mentioned the Town does not celebrate positive outcomes. There is much good work that doesn't get reported on, just problems in the headlines. It's up to each board in his view to carry that message forward. Mr. Prior mentioned technology fixes. Mr. Dean mentioned the idea of requiring CAD submittals and shared project drives to increase staff understanding of the "left foot/right foot." Mr. Prior suggested to rename "All Boards" to "land use community" for future meetings. It's a positive representation of the community efforts by all Boards. The ZBA and where they are in the process was discussed as it pertained to the Planning Board. Further topics discussed were developing a framework for a board like an orientation for new members. Ms. Gjetton discussed her mentoring. There should be an understanding of workload and what is required reading prior to a board member committing. Board members have a learning curve. Suggested to use a person to introduce someone don't just hand them a book. The system should support this orientation process. Chairwoman Gilman suggests there is a difficulty in understanding the role of the EDC and where it fits in. Recommended it visit each Board.

Selectman Chartrand added it was a good point to celebrate the successes. This needs to be done more frequently with a more positive view of town government, staff, etc. The town manager suggested he is a resource and wants to hear from board members who have ideas of how we can improve our process to meet their needs, so everyone is on the same page.

The staff made comments. Mr. Eastman commented that the Zoning Ordinance is a good document, works well and is well organized. Mr. Winham discussed the Economic Development Strategic Plan SWOT analysis. There is a public meeting on February 24<sup>th</sup> and he encourages participation. Mr. Winham was encouraged to offer a wide advertisement of this meeting on the website, and social media.

The next meeting was discussed. Scheduled for June 15<sup>th</sup> as it will give boards 2-3 meetings to get recommendations on training and process diagram developed. At the next meeting we can work to complete it and the Master Plan warrant article for funding updates will be settled by then. Members present were charged with discussing this meeting with their boards.

Meeting adjourned 8:45pm.

- **Action Items for Land Use Boards:**

Add the following to your agendas in the next three months of meetings:

- review the planning process flow chart - how does your board fit in - who should see the application first
- review and discuss revisions to your application - reference the new HDC applications – recognize options to support preparedness of applicants that make meetings successful or problematic
- discuss pertinent information to successfully train a new member
- designate a mentor to each new board member

- **Action Item for individual board members:**

- Please read the Master Plan, Zoning Ordinance, HDC Guidelines, Site & Subdivision Regulations and the Plan NH Lincoln St. Charette - documents are available on-line and in the Exeter Town Library.

- **Discussion topics for Boards and Commissions:**

- recognize the advantage of joint board meetings
- schedule meetings with other boards
- seek out education opportunities for boards – NH Office of Energy and Planning, Local Government Center, NH Division of Historical Resources hold conventions or seminars in the Fall and Spring- webinars are also available
- Seek out memberships to related organizations
- review goals achieved from the Master Plan - set new goals

- **Research and Bright Ideas:**

- we need a quarterback to guide the planning projects
- add to the Master Plan a section(s) for Education, what are plans at SAU 16, Exeter School District, Institutions (PEA), Exeter Hospital
- Master Plan revision and visioning - Where do we want to go as a Town? What do we want to be? What's the Big Picture?
- Restart Zoning Ordinance Review Committee - it needs more structure, regular meetings
- Need to push Board project status information out to all through email not just Chairs
- Research providing childcare for volunteers of Boards
- How do we make the Town Boards and Commissions more attractive to potential volunteers?
- Bad press will come and go. Let's start celebrating the successes of the Town to help change the public perspective of the Town Government.
- review the use of electronic submittals by developers
- review the use of GIS for the Town

- **Other:**
  - All future meetings should be titled Land Use Community Meetings
  - Russ is a resource. Please go to him with recommendations regarding the planning process.
  - Please designate spokesperson from your Board or Commission to speak with Russ.
  - Darren is hosting a public meeting on Feb. 24th to administer a SWOT on the Strategic Plan.
  - Selectmen create Community ---- Board to hold quarterly meetings.
  
- **Next meeting 15 June 2016**
  - Planning process flow chart
  - Pertinent information to successfully train a new member

# Memo

**To:** The Board of Selectmen  
**From:** Brian Comeau, Fire Chief  
**CC:**  
**Date:** 3/11/2016  
**Re:** AED's

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The town of Exeter currently has Automatic External Defibrillators in the following areas

- public library (2 units)
- recreation department (1) at the rec field /pool in season
- public works office (1)
- town office (1)

I would recommend adding six units in the following areas

- 1 highway foreman's truck
- 1 water foreman's truck
- 1 recreation van
- 1 DPW repair shop
- 1 Surface water treatment plant
- 1 Town hall

The cost averages \$800.00 depending on the case we order, soft or wall mount.

The cost for this project would be \$4800 "estimated" - all units are maintenance free and battery life is about 3 years.

The Fire Department staff will provide training in CPR and the use of these units and can provide inspection and maintenance.

# FINAL TOWN WIDE FACILITIES PLAN

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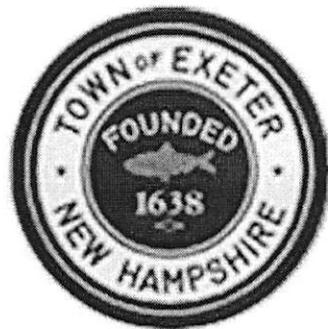
TOWN OF EXETER

SPACE NEEDS AND BUILDING ASSESSMENTS

EXETER, NEW HAMPSHIRE

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DECEMBER 16, 2015



The H.L. Turner Group Inc.

ARCHITECTS ▪ ENGINEERS ▪ BUILDING SCIENTISTS

**TABLE OF CONTENTS**

EXECUTIVE SUMMARY..... 1

OBSERVATIONS/RECOMMENDATIONS/COSTS ..... 13

TOWN OF EXETER SPACE NEEDS ASSESSMENT & PRIORITIES ..... 32

FACILITIES AND MECHANICAL SYSTEMS ASSESSMENTS ..... 34

ELECTRICAL ASSESSMENTS..... 107

APPENDIX A - DRAWINGS



## EXECUTIVE SUMMARY

The H.L. Turner Group Inc. (TTG) along with its consulting team conducted both a general facility systems assessment and a space needs assessment for the Town of Exeter, New Hampshire. The building systems and components were observed and reviewed via drawings, review of existing reports, discussion with maintenance staff and on-site visits. The Department of Public Works provided the Towns' annual Maintenance Project List for 2014 which identified proposed projects for reference. This list is created for each budget cycle and is capped at \$125,000 annually.

In addition, TTG conducted site visits to each building and interviewed with staff using the various buildings to assess the space programming needs from the perspective of the actual occupants. We also spoke with the Facility Director for the SAU #16 School District.

The buildings which were reviewed include:

- Town Offices
- Town Hall
- Parks and Recreation:
  - Administration Building
  - Recreation Park – Hampton Road
- Public Works:
  - Highway
  - Maintenance
  - Water & Sewer
  - Technicians garage/workshop
  - Water Treatment Plant
  - Ground Water Treatment Plant
- Public Safety:
  - Police Department
  - Fire Department
- Library
- Senior Center
- 47 Front Street – Historical Society
- Storage Barns
- Schools – Cursory review



Previous reports which were referenced include:

- 2014-2015 Recreation Needs Assessment and Planning Report, Town of Exeter NH, by UNH, March 2015.
- An Organizational, Effectiveness, and Efficiency Study of the Fire Department, Town of Exeter, NH, by MMA Consulting Group, Inc., August 2007.
- Exeter Public Library – Schematic Design Report, by SMP Architecture, March 27, 2015.
- Town Building Advisory Committee, Town Office Building Study Report, Town of Exeter, NH, by Town Advisory Committee, August 25, 2008. Volumes 1 and 2. SMRT consulted with Committee.
- Security Risk Assessment, September 2014, by Primex, NH Public Risk Management Exchange.
- Exeter Fire Department PowerPoint® Presentation, October 20, 2005.

### **Site and Building Issues**

The assessment effort has revealed and confirmed several issues which will need to be addressed as the Town plans its development. Site issues at the various properties include parking, building access, building security, ADA access, vehicular circulation and storage.

Condition of the building's system components vary widely across the various building types. Some systems (boilers) are new where other components have reached the end of their useful life. It is apparent the Town has methodically been identifying, and for the most part, is keeping up with maintenance and equipment replacement/upgrades as permitted by the annual budget allocations. Mechanical, plumbing, fire protection, electrical, and life safety issues are identified in more detail in the summary of each building in the report.

### **Space Programming**

The assessment confirmed some significant and immediate inadequacies with regard to current use of spaces and the need for the buildings to meet the minimum expectations and basic functional requirements. It has been observed that due to the inadequacies and/or lack of space, some of the Town departments are operating inefficiently, and in some cases cannot properly provide the required services.

In general terms, the building structures and spaces have adequately served their purpose, occupants and users, for years. The staff and users have done extremely well to make the best use of their facility. The original design and layout of some of the buildings was based on programming needs, department structures, number of staff, or services offered which has changed and evolved over time, and the physical building and layout has not necessarily kept pace with the changing needs and times.

### **Town Offices: 10 Front Street**

Built in 1892 as a two-story records and deeds storage facility, it has been converted over time to an office building. The basement is approximately 3,320 SF, first floor is 4,700 SF, and second floor is 4,700 SF, for a total of 12,720 SF. The building's occupants include: the Town Manager, Town Clerk, Human Resources, Economic Development, Planning, Code Enforcement, Town IT Office, and Public Access TV. The Selectmen, along with any other groups, conduct their meetings in the Nowak Room. The remaining spaces which make-up the building include a clerk vault, conference rooms, storage, restrooms, basement archival storage, mechanical and electrical rooms. Current space needs include:

1. Relocation/or expansion of IT operations. The space is currently shared with Public Access TV where five to eight people may occupy the space at one time. Possible relocation to opposite side of Nowak Room. Current space doubles as an emergency safety space for selectmen.
2. Nowak Room too small to accommodate large public meetings. Need a larger accessible meeting room (200-400 people).
3. Need for smaller conference rooms to conduct confidential meetings for Human Services and other group meetings.
4. Employee room.
5. Need for regular and archival storage.
6. Public restrooms.
7. Improved entrance/egress.
8. Need for more controlled public access and upgrades to security.



### **Town Hall: 10 Front Street**

The Town Hall was built in 1855 as a two-story meeting place for the Town and as a courthouse for Rockingham County. The basement is approximately 5,741 SF, the first floor is 5,741 SF, the mezzanine is 1,741 SF, and the second floor is 5,741 SF for a total of 18,964 SF. The building currently houses the Finance Department in the lower level facing Water Street. The second floor is occupied by a successful and well used Art Gallery. The main meeting room is used for a number of Town events and community organizations. Space needs which have been mentioned include:

1. Upgraded public ADA accessible restrooms on the lower level.
2. Rear egress stair renovation and upgrades.
3. Proposed relocation of Code Enforcement and Planning from Town Offices into vacant space next to the Town Finance Department on the lower level.

### **Parks and Recreation Administration Building: 32 Court Street**

The facility at 32 Court Street was built in 1848 as a high school. In 1912, it was converted into an elementary school. In 1959, the building was converted into a Community Center. On or about 1985, the historic building was then occupied by the Parks and Recreation Department, and this continues to present day. The building is used throughout the year for various classes, toddler programs, aerobics, and summer camps that typically have up to 250 participants. Parks and Recreation initiated UNH to do a study which further details space and program needs. Part of the recommendations from the earlier study includes relocating the administrative operations to a central building at the recreation fields. Space needs which have been mentioned during this process include:

1. Lack of a gym space to accommodate recreation programs.
2. Lack of a fully handicap accessible building.
3. Severely inadequate sports equipment storage.
4. Grounds keeping equipment storage (currently temporary, not secure, inadequate).
5. Lack of a serving kitchen.

### **Recreation Park: 4 Hampton Road**

The property was acquired in 1974, and is approximately 26 acres, with eight undeveloped acres. The property contains eight tennis courts, three soccer fields, two baseball fields, and one softball field. Planet playground is part of the facility and is located on leased land adjacent to the Town owned fields. The outdoor pool is located here along with a bath house and small concession stand. The pool house has had a few recent renovations including a new filter room, electrical room addition, and bathroom upgrades. Space needs which have been mentioned regarding this property include:

1. Antiquated playground – upgrades required.
2. Lack of adequate parking.
3. Need for a central administration building, central storage, and indoor multi-purpose space.
4. Expanded field space.
5. Accessible swimming pool.

### **Department of Public Works Office: 13 Newfields Road**

The building was constructed in 2003 and is a single-story, 2,000 SF, slab-on-grade, wood framed structure. The building houses the Department of Public Works with 12 staff consisting of engineers, administration, director, and engineering technicians. Since the buildings completion, the functions and departments have evolved and grown, and now require additional space considerations. Expressed space needs include:

1. Larger conference meeting space.
2. Drawing/print plan room.
3. File storage, secure archival storage.
4. Larger waiting area.
5. Separate staff room.
6. IT room separated from water heater.
7. Secure access to public meeting room.

The Highway Department, Water/Sewer Department, and Maintenance Department occupy other separate buildings on the property. See the attached site plan.



A single-story, pre-engineered, metal sided building constructed in the 1970's, contains nine garage bays. Bays #1 thru #4 are used by the Highway Department. Bays #5 and #6 are maintenance areas. Bays #7 thru #9 are used for Highway equipment storage. Meeting rooms and offices are contained in the central section of the building with parts of the mezzanine storage space above. The building is approximately 14,400 SF.

A single-story, pre-engineered, metal sided building constructed in the 1970's is located on the site. This building is used by the Water/Sewer Department and contains five garage bays. One bay is used solely as a required wash-bay for the various Town vehicles. Consideration should be given to the appropriateness of the equipment wash-bay sharing space with the Water Department. The building is approximately 6,000 SF.

The existing Wastewater Treatment building is located on the site as well and was built in 1990. It is a single-story concrete block building housing pumps and controls. As part of the new WWT building project, the building is proposed to be renovated to house offices, new restrooms, conference room, and testing laboratory. The lower level basement area is designated to be used for storage and mechanical space.

Both pre-engineered metal buildings have reached the end of their useful life. Adjacencies of each building are not ideally arranged and reconfiguration/relocation of space should be considered and/or a new building. This would also improve efficiencies of work flow. A VAC truck occupies one of the bays which is better suited to move to the new proposed Wastewater Treatment Plant.

The new Wastewater Treatment Plant is being designed by another consultant. Consideration for future site needs as it relates to the existing departments on the adjacent site is necessary.

There is also a single-story concrete block building containing two garage bays. It is occupied by the Public Works carpentry, plumbing, and electrical technicians. Workshop and storage spaces are utilized in the building. The building is 1,225 SF.

Two storage containers are located at the end of the Highway Department garage and contain Police, Fire Department, and Public Works storage overflow.

The Town will be acquiring approximately four acres of land adjacent to their existing property. This space may be used for future needs of the Public Works, but needs further study to confirm its adequacy.

Expressed and observed needs for space for the above buildings include:

1. The need for six bays next to each other for the Highway Department.
2. Three bays for maintenance next to each other (currently only two bays).
3. Space to store equipment inside.
4. Addition of two garage bays on the Water/Sewer Department building.
5. Highway Department renovation/upgrades to employee area, restrooms, and locker spaces.
6. Seasonal equipment storage bay – now housed at the Simpson barn.

#### **Public Safety: 20 Court Street**

The Police Department and Fire Department share the two-story, brick and concrete block building built in 1979. The building is approximately 18,000 SF in total. The Police Department occupies 6,428 SF on the first and second floors. The Fire Department occupies 11,555 SF on the first and second floor. The building serves as Central Command during emergency events.

The Police Department's first floor space contains a sally port, four holding cells, booking area, lobby, reception, sergeant's room, evidence room, officer desk area, records room and small kitchen/staff area. Dispatch is located in the Police Department section of the building and is shared by both services.

Second floor space consists of a Chief's office, small meeting room, Deputy Chief, Detective offices, locker room, Prosecutor Office, and small conference room. Police Department space needs in the building include:

1. Patrol meeting space.
2. Detective's office space.
3. Locker room expansion.
4. Larger evidence room.
5. Secure window/public interaction.
6. Uniform/equipment storage.

7. Interview room.
8. Interior equipment storage for vehicles, ATV, trailer.
9. Shared training room, gym.
10. Upgraded shared communications room.
11. Improved, expanded parking.

The Fire Department first floor contains five equipment bays, hose tower, parts storage and mechanical space. The second floor consists of office space, Chief's office, Captain's office, training room (Emergency Command), dayroom, and six dormitory style bedrooms with a shared restroom. The Community Health Department is also located on the second floor. The Fire Department and MMA Consulting Group Inc., has completed an extensive analysis of the building and services and the results can be found in the report dated August 2007. Issues identified as a result of the study, current observations, and discussions include:

1. Shared training room, gym.
2. Interior storage for HazMat trailers, equipment.
3. Improved, expanded parking.
4. Upgraded shared communications room.
5. Garage bay height and length issues.

#### **Library: 4 Chestnut Street**

The building was constructed in 1987 and is a three-story brick and concrete block structure. The ground floor (entry level) consists of a children's area, small group meeting, story room, offices, circulation desk and support offices. Second floor (main level) consists of stack space, circulation desk, open reading area, and support offices, along with accessible roof terraces. The mezzanine level contains small study and meeting rooms. The total square footage of the building is approximately 20,046 SF. The library in general needs upgrades to the existing systems of the building since most have reached the end of their useful life and are inefficient. These systems include HVAC, windows, lighting, roof, and finishes. Space needs observed and discussed include:

1. Larger meeting room and support spaces.
2. Enlarged teen room.
3. Reconfigured children's room.
4. Expanded stack space to accommodate future collection growth.
5. New entry/security.

6. Restroom/ADA upgrades.
7. Small group study rooms.

#### **Senior Center: 30 Court Street**

Building was constructed in 1841 as a Town Hall and has housed the Rockingham County Meals on Wheels program since 1985. Prior to 1985, the building was the Town Fire Station and a side garage bay is still used for storage of an antique piece of fire equipment in the Fire Museum. The Senior Center is used by numerous community groups today. Recent renovations include bathroom upgrades. Space needs which have been identified for this building include:

1. Interior partitions for a separate office space.
2. Separation of the serving and prep kitchen.
3. Lockable storage space for the various groups which use the function room.

#### **47 Front Street: Historical Society**

The building was originally the Town Library and has since been occupied by the Historical Society. The building houses archives, small meeting hall, offices, and has a lower level museum. The building is masonry with a brick exterior and slate roof. Several upgrades and renovations have been done including new attic insulation, new boiler flue, new slate roof, new granite steps, and entry door repairs.

The space needs include:

1. ADA restroom upgrades.
2. ADA building access.
3. Climate controlled archive storage.
4. Reconfigured office space.

#### **Simpson Storage Barn: Route 111**

The 24 x 120, single-story, wood framed barn is located on the Town Transfer Station property and was evaluated by a structural engineer in June of 2005. The barn is used to store seasonal Town owned equipment. The report states the barn is not safe for storage or occupants due to multiple structural issues. The area in and around the barn is used for



storage of additional items from various organizations including Parks and Recreation, Highway and Water. The Fire Department parks several emergency trailers on the property as well. The structure is not safe for use. The recommendation is to demolish the structure.

Space needs as a result of proposed demolition include:

1. Provisions for a permanent seasonal equipment storage building.
2. Indoor space or secure storage space for Fire Department equipment trailers.

### **General Information**

#### **Public Schools**

The Exeter School Board owns Main Street Elementary School which is a K-2 school, Lincoln Street School which is a grade 3-5 school, and the School Street property which houses special education programs. The buildings are managed and operated by SAU #16. There is a six town Co-op that manages the middle school and the high school.

Parks and Recreation programs run many of their programs in the schools throughout the year. Recent addition of parking areas at the Main Street School has eliminated another baseball field used by Town youth organizations. The Town currently suffers from not having enough baseball fields.

### **Conclusions**

There are some general observations that are worth noting as a result of our discussions and observations during the space planning study. It is our understanding that, in theory, all Town owned buildings and properties fall under the management of the Department of Public Works.

Each year there is a Project List and a Maintenance List, created by Public Works, which identifies both infrastructure and space needs for each Town organization. The list is typically generated by an informal request or observation made by an individual department or staff of Public Works. The Town Planner and Director of Public Works are involved in the development of the list to some extent. The lists are dynamic and ever changing during the course of a fiscal cycle.

For a more significant project to be funded (over \$25,000), there is a C.I.P. application developed and submitted to the Planning Board for review. Essentially, this Board are the "gatekeepers" of the Capital Improvement Program. Usually, the Town Manager will take a cursory look at the application before or simultaneously with the Board. Public meetings may be held to discuss the proposed projects. The Planning Board then forwards their recommendations to the Selectmen. The Select Board upon approval, will create a warrant article for each project for public voter approval.

Currently, there is a limited system in place which rationally and logically prioritizes the list of needs for the Town. The lists are based on life safety, code issues, and systems operations, but there are many competing interests. It appears decisions on which project to do is based on emotion, or who has the loudest voice. Several of the Town organizations have on their own initiated renovation, building upgrade projects, or studies, with sometimes limited participation by Public Works or the Town Planner.

Decisions to spend or not spend money on the buildings have been made in the past without the full picture of the overall Town needs and may have resulted in inefficiencies and unintended consequences with deferred problems or less than perfect working environments. Doing business this way typically results in overspending, underspending, poor planning, safety issues, dissatisfied staff and community members, and operational inefficiencies. Management off a list of projects is more reactionary versus a thoughtful, well supported, proactive approach.

There is no question that each department in town provides valuable, vital and appreciated services to the community. The dedicated staff continues to work to provide the best for the Town despite some significant spatial and facility challenges. Each department, when observed as a stand-alone entity, can present a legitimate case for space needs and facility improvements. The reality is such that all Departments have to be considered within the framework of the existing governing and budgetary structure.

In order to improve the process and decision making regarding the building and infrastructure of Exeter, it is our recommendation to create a *Comprehensive Planning Committee or Advisory Committee*. The charge of the *Advisory Committee*, working under and reporting to Public Works, would be to assess, analyze, and through an agreed to criteria, prioritize the space and facility needs of the Town. This effort would keep in mind the Town's exceptional history and any current or future Master Planning or Economic Development goals. All building projects would be submitted and presented for



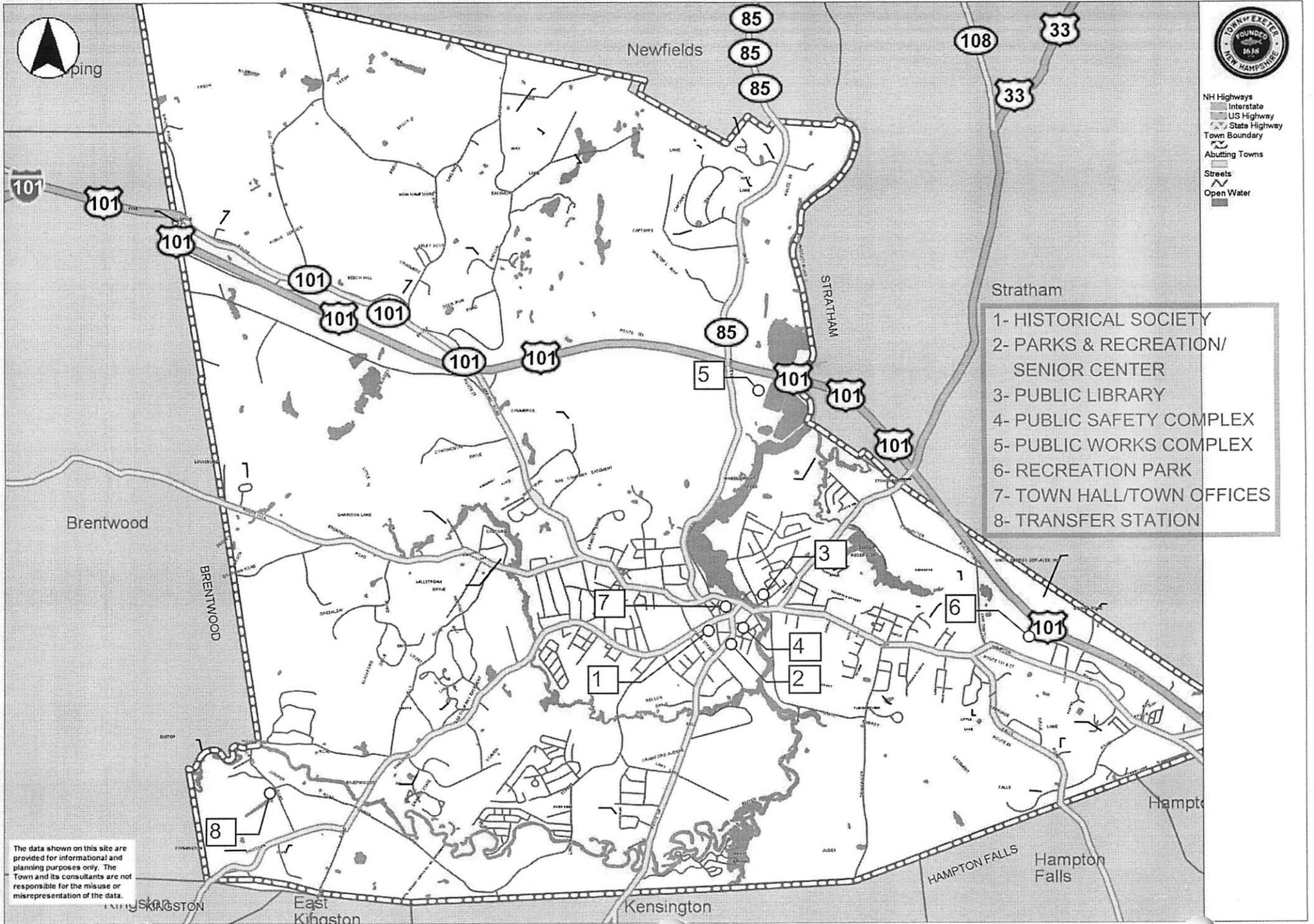
consideration on an annual basis. The impartial committee, made up of qualified members knowledgeable about the Town and building space and building systems, would fairly and responsibly identify the order of projects. Furthermore, they could assist in the management of the solicitation process with regards to selecting and working with outside consultants depending on the scope of the project. It would be assumed that recommendations from this group would be valued and trusted, acknowledging their intimate understanding of each project.

It is our opinion; the Town should consider a more formal approach to management of their facilities and reduce the separate competing efforts of each department. This way, the Town of Exeter could enhance the use and conditions of their buildings and continue to provide exemplary services to the community now and in the future.





- NH Highways
- Interstate
- US Highway
- State Highway
- Town Boundary
- Abutting Towns
- Streets
- Open Water



- 1- HISTORICAL SOCIETY
- 2- PARKS & RECREATION/  
SENIOR CENTER
- 3- PUBLIC LIBRARY
- 4- PUBLIC SAFETY COMPLEX
- 5- PUBLIC WORKS COMPLEX
- 6- RECREATION PARK
- 7- TOWN HALL/TOWN OFFICES
- 8- TRANSFER STATION

The data shown on this site are provided for informational and planning purposes only. The Town and its consultants are not responsible for the misuse or misrepresentation of the data.

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**Town Facilities / Permits  
March/April 2016**

<b>Date of Event</b>	<b>Event Hours</b>	<b>Facility/Permit</b>	<b>Group</b>	<b>Purpose</b>
3/17	6 - 9 PM	Town Hall	Seacoast Photography Group	Meeting
3/25	7:00 PM	Town Hall	Hippo Press	Film Screening
3/25 & 3/27		Town Hall	Regeneration Church	Service
4/7	6:30 - 8 PM	Town Hall	New Heights	Lecture
4/16	9 - 3 PM	Swasey Parkway Road	GWFC	Pinwheel Garden
4/16	8 AM - 2 PM	Town Hall	Seacoast Idol	Auditions
4/16	2 - 11 PM	Town Hall	NH Children's Trust	Fiddle Ensemble
4/17	All day	Town Hall	Seacoast Idol	Auditions
4/21	6 - 9 PM	Town Hall	Seacoast Photography Group	Meeting
4/29 - 5/2		Town Hall	Seacoast Idol	Event



# TOWN OF EXETER, NEW HAMPSHIRE

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## PUBLIC NOTICE EXETER CONSERVATION COMMISSION

The Exeter Conservation Commission will meet in the Nowak Room of the Town Office Building, Exeter on **Tuesday, March 1<sup>st</sup>, 2016 at 7:00 P.M.**

### Call to Order:

1. Introduction of Members Present
2. Public Comment

### Action Items

1. Minor Impact Dredge and Fill Wetland Application for the Phillips Exeter Academy South Campus Stormwater Outfalls, Tax Map 83, Lot 1 (*Jeffery Clifford*)
2. Committee Reports
  - a. Property Management
    - i. 80 Epping Road Conservation Restriction
    - ii. Timber Harvest Update
  - b. Trails
  - c. Outreach
3. Approval of Minutes: January 12<sup>th</sup>, February 2<sup>nd</sup>, 2016
4. Correspondence
5. Other Business
6. Next Meeting
  - a. Date (4/12/16)
  - b. Submission Deadline (4/1/16)
  - c. Agenda Items

### Work Session

All Boards Meeting Discussion  
2016 Trail Management Planning & Work Plan Development

*Jay Gregoire, Chair*

*Exeter Conservation Commission*

*February 25<sup>th</sup>, 2016 Exeter Town Office, Exeter Public Library, and Town Departments.*

These minutes are subject to possible correction/revision at a subsequent Exeter Conservation Commission meeting

Exeter Conservation Commission  
DRAFT MINUTES  
March 1, 2016

**Call to Order**

Acting Chair Ginny Raub called the meeting to order at 7:03 pm in the Nowak Room of the Exeter Town Offices on the above date.

1. MEMBERS PRESENT: Cynthia Field, Andrew Koff, Pete Richardson, Nancy Belanger (BOS Rep), Bill Campbell and Don Briselden

Staff Present: Kristen Murphy (Natural Resource Planner), Dave Sharples (Town Planner)

2. Public Comment: None

**Action Items**

1. **Expedited Minor Impact Dredge and Fill Wetland Application for the Phillips Exeter Academy South Campus Stormwater Outfalls, Tax Map 83, Lot 1.**

Mark Leighton and provided an overview of the South Campus planning efforts. Jeff Clifford presented the wetland application. Mr. Clifford stated that though the application slightly exceeds the criteria for an expedited application, their discussion with NHDES suggested that the project could qualify so they are requesting the Commissions support for an Minor Impact permit with expedited review.

Mr. Campbell asked about drainage of the site and the applicant provided an overview of which portions of the south campus each culver supports. Ms. Belanger requested and received an overview of the parking that will be provided closest to the Gilman Park footbridge. Mr. Campbell requested an overview of the floodplain boundaries. Mr. Clifford described the boundaries, stated the facilities are designed considering the potential that under flood conditions there may be some back flow. He also stated that the project will remove or provide treatment for almost 10 acres of impervious surface that previously was untreated. Mr. Campbell requested and received an overview of the supplemental buffer plantings that are proposed along the river.

*Mr. Campbell motioned to send a memo to NHDES indicating the Commission support as a minimum impact expedited wetland permit, second by Mr. Richardson.*

**VOTE:** Unanimous

2. **Committee Reports: 80 Epping Road Conservation Restriction**

**These minutes are subject to possible correction/revision at a subsequent Exeter  
Conservation Commission meeting**

Ms. Murphy distributed a redlined conservation easement the applicant submitted Monday evening. The document included some changes to the easement language that was submitted in the meeting packet. Jim Gove, presented a conservation easement plan.

Ms. Raub stated that the document was a generic easement and recommended the Commission step through the document page by page.

Mr. Richardson stated he did not feel comfortable moving forward unless the applicant was supportive of providing a stewardship fee to support property monitoring. Mr. Gove stated the applicant was willing to provide 2 years of monitoring expenses of \$500-1000 that would be paid by the developer and after that time the association would take over the fees in perpetuity. Not being able to settle on an amount, the fee amount was tabled for later in the evening.

Ms. Raub noted that Attachment A is missing. Mr. Richardson noted that once the pins are in place he would like the Grantor to walk the pins with a member from the Commission.

The following changes were requested:

- Add Attachment A – legal description
- Add requirement for applicant to walk the pins with a member of the Commission
- Add acreage
- Removal of the words “to which is provides access and..” under 1A.
- Split out items 2B to separate the subdivision language and the condo declaration language.
- Add the existing trail to the plan and to refer to the plan within the text of the easement.
- Add no wheeled recreational vehicles.
- Add no dumping of landscaping debris including but not limited to leaves, grass clippings, Christmas trees, and flower pots.
- Define passive recreation as excepting camping, picnicking, fires, etc.
- Add condition requiring the applicant to provide a baseline documentation report
- Add annual stewardship fee of \$1,000 in perpetuity

The Commission requested Ms. Murphy to review the revisions to ensure comments were incorporated and facilitate legal counsel review.

*Mr. Campbell motioned that following incorporation of the stated revisions and legal counsel review to recommend acceptance of the Conservation Easement to the Board of Selectmen, second Don Briselden.*

***VOTE: Unanimous***

These minutes are subject to possible correction/revision at a subsequent Exeter Conservation Commission meeting

**3. Approval of Minutes: January 12, 2016**

*Mr. Campbell motioned to approve the minutes of January 12, 2016, second Pete Richardson.*

*VOTE: Unanimous*

**4. Approval of Minutes: February 2, 2016**

*Mr. Richardson motioned to approve the minutes of January 12, 2016, second Nancy Belanger.*

*VOTE: Unanimous*

**5. Other Business**

Ms. Raub discussed the outcome of the bobcat hunting legislation. Ms. Belanger stated she has received inquiries from many people about what further action can be taken. She suggested a posting be made on the Exeter Conservation Commissions facebook page to share information from the Stoddard Conservation Commission.

With no further business, Ms. Raub entertained a motion to adjourn to a work session.

*Mr. Richardson motioned to adjourn into a work session, second Ms. Belanger.*

*VOTE: Unanimous*

*Meeting was adjourned at 9:10 pm*

**Work Session**

Ms. Murphy introduced Mr. Sharples who gave a brief background and offered his willingness to be a resource to members of the Commission. Members inquired about future plans for the Master Plan revisions. Mr. Sharples discussed the warrant article that will be before the voters in support of the Master Plan revisions.

Ms. Raub discussed a desire to place rough time limits to agenda topics and to focus on one of the many topics that have been listed for work session needs but time has not permitted addressing them.

**The work session was adjourned at 9:40 pm.**

Respectfully Submitted, Kristen Murphy

**Exeter Housing Authority  
Board of Commissioners Meeting  
March 4, 2016  
3:15 PM  
Community Room  
277 Water Street  
Exeter, NH 03833**

**Agenda**

1. Roll Call
2. Approval of Minutes of the February 5, 2016 Meeting
3. Financial/Compliance Audit Report FY 2015
4. LIHTC Project Update
5. Capital Grant FY 2016 (Draft)
6. Public Housing Assessment System (PHAS) Advisory Score FY 2015
7. Maintenance Managers Report
8. Section Eight Managers Report
9. Ten Minute Audience Participation
10. Executive Directors Report
11. Adjournment

**Exeter Economic Development Commission (EEDC)**

Tuesday March 8<sup>th</sup> 2016/ 8:30 a.m.

Nowak Room, Town Office Building

10 Front Street, Exeter, NH

1. Call to Order/welcome
  2. Approve Minutes – February 16<sup>th</sup>, 2016
  3. Financial Report – Brian Lortie
  4. Introduction of Dave Sharples, Town Planner
  5. Discussion on Master Plan – Economic Development Chapter and subcommittee
  6. Cliff Sinnott, RPC – Master Plan Update Land Use Development Chapter Tables
  7. Economic Development Project updates (Darren Winham)
  8. Upcoming Events (Seacoast Business Expo)
- Review of Economic Development Items at:
    - Planning Board
    - Zoning Board of Adjustment
    - Conservation Commission
    - Historic District Commission
    - Heritage Commission
    - Selectboard
- Next meeting : April 12<sup>th</sup>, 2016

6. Adjournment

Jason Proulx, Chairman

EEDC



# TOWN OF EXETER, NEW HAMPSHIRE

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## LEGAL NOTICE EXETER PLANNING BOARD AGENDA

The Exeter Planning Board will meet on Thursday, March 10, 2016 at 7:00 P.M. in the Nowak Room of the Exeter Town Office Building, 10 Front Street, Exeter, to consider the following:

### **NEW BUSINESS: PUBLIC HEARINGS**

The application of Jeremy D. and Dianna J. Russman for a lot line adjustment between the properties located at 10 Highland Street and adjacent property to the rear; and a minor subdivision of the rear property into two residential lots. The subject properties are located in the R-2, Single Family Residential zoning district. Tax Map Parcels #65-142 and #65-138. Case #21602.

The application of Phillips Exeter Academy for a non-residential site plan review and Conditional Use Permit for the proposed construction of a new Field House (to replace the existing Thompson Cage building) and associated site improvements. The subject property is located off of Gilman Street, in the R-2, Single Family Residential zoning district. Tax Map Parcel #83-1. Case #21522.

The application of Phillips Exeter Academy for a non-residential site plan review and Conditional Use Permit for the proposed relocation of the remaining nine (9) tennis courts and associated site improvements in preparation for the proposed development of the Theater and Dance Center on the southerly portion of the campus. The subject property is located off of Gilman Street, in the R-2, Single Family Residential zoning district. Tax Map Parcel #83-1. Case #21528.

### **OTHER BUSINESS**

#### **EXETER PLANNING BOARD**

*Kelly Bergeron, Chairwoman*



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## LEGAL NOTICE EXETER ZONING BOARD OF ADJUSTMENT AGENDA

The Exeter Zoning Board of Adjustment will meet on Tuesday, March 15, 2016 at 7:00 P.M. in the Nowak Room of the Town Office Building, 10 Front Street, Exeter, to consider the following:

### **NEW BUSINESS:**

The application of Donald K. & Julieta Petterson for a variance from Article 4, Section 4.2, Schedule I to permit the existing structure on the property at 87 Epping Road to be converted to a two-family residence. The subject property is located in the C-2, Highway Commercial zoning district. Tax Map Parcel #55-74. Case #1504.

The application of Janine Richards for a special exception per Article 4, Section 4.2 Schedule I: Permitted Uses and Article 5, Section 5.2 to permit a residential conversion of the property at 14 Hobart Street. The subject property is located in the R-2, Single Family Residential zoning district. Tax Map Parcel #74-88. Case #1505.

### **OTHER BUSINESS:**

- Approval of Minutes: November 17, December 15, 2015 and February 16, 2016

### **EXETER ZONING BOARD OF ADJUSTMENT**

*Frederick J. Thielbar, Chairman*

*Posted: 03/04/16: Exeter Town Office, Exeter Public Library, Town of Exeter website*



# TOWN OF EXETER, NEW HAMPSHIRE

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## PUBLIC NOTICE EXETER HISTORIC DISTRICT COMMISSION AGENDA

The Exeter Historic District Commission will meet on Thursday, March 17, 2016 at 7:00 P.M. in the Nowak Room of the Exeter Town Office Building, 10 Front Street, Exeter, to consider the following:

### **NEW BUSINESS: PUBLIC HEARINGS**

Continued public hearing on the application of Geoffrey Pendexter for the replacement of windows, change in appearance to the existing structure and proposed new construction of an addition to the rear of the existing structure located at 105-107 Water Street. The subject property is located in the WC-Waterfront Commercial zoning district. Tax Map Parcel #72-26. Case #16-01.

A request by Julie Williams (on behalf of the American Independence Museum) for a preliminary consultation to review a proposed landscaping design for the property at One Governors Lane. The subject property is located in the C-1, Central Area Commercial zoning district, Tax Map Parcels #72-206 and #72-215.

### **OTHER BUSINESS**

- Third reading of revised HDC applications
- Approval of Minutes: January 21 and February 18, 2016

### **EXETER HISTORIC DISTRICT COMMISSION**

*Patrick Gordon, Chairman*

# LEGISLATIVE BULLETIN

## It's That Time of Year

We hope we don't need to remind anyone that Tuesday is town meeting day in most New Hampshire towns. We thank the House of Representatives for not scheduling any hearings that day, as many of its members will be attending to duties as local officials. We wish everyone a successful, productive, and peaceful town meeting.

### Committee Adopts Massachusetts Plan for Taxing Poles

***Call to action:*** Please read the article that follows, then ask your representatives to vote down the House Ways & Means Committee's recommendation of Ought to Pass with Amendment on HB 1198 next week. Representatives should support a minority amendment that implements the Assessing Standards Board's recommendation; failing that, they should vote to kill the bill.

Relying largely on the rationale that Massachusetts does it that way, the House Ways & Means Committee voted 16-5 on Wednesday to recommend a proposal drafted by FairPoint Communications representatives for determining the value of telephone poles and conduits for property tax purposes. (Both the bill docket and the House calendar incorrectly report that the vote was 18-5.) Speaking in support of the FairPoint amendment to **HB 1198**, one committee member explained that several other states use similar methods, including Florida and Rhode Island; but the FairPoint proposal is most similar to the method used by Massachusetts—and New Hampshire should follow the Bay State's lead!

As a refresher, here is a brief summary of how we got here:

- At the urging of legislators, an Assessing Standards Board subcommittee spent several months reviewing the issue of pole and conduit values, and ultimately recommended a valuation formula to the full board. That formula would use the "replacement cost new of the telecommunications pole or conduit, less depreciation calculated on a straight-line basis for a period of 40 years with a residual value of 20 percent." The determination of values would be made by the ASB after receiving public input.

Bulletin #10, 2016 Session  
March 4, 2016

### INSIDE THIS ISSUE

The Edge	2
Bonding for Broadband	3
Municipal Liability	4
Medicaid Expansion	5
Water Trust Fund	5
State Aid Grants	6
A Shift in Action	6
Legislative Policy Process	6
House/Senate Calendars	7
Senate Floor Action	8
Workshops/Webinars	9

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- The full ASB adopted the subcommittee's recommendation, but changed the 40-year life to 50 years, based on evidence that poles in New Hampshire last much longer than that.
- **HB 1198** was filed as a "placeholder" for the ASB's recommendation. However, when the ASB issued its recommendation, FairPoint didn't like it, so instead of incorporating the ASB recommendation, an amendment was offered that changed the ASB's 50-year life proposal to 30 years, and provided for the determination of values to be made by DRA, not the ASB, and with no public input.

At the committee's executive session on Wednesday, several members waged a determined battle against the FairPoint amendment. Responding to the Massachusetts comparison, one member remarked, "I don't think we should necessarily base our tax policy on what our neighboring state of Massachusetts does." Certainly, it does seem unlikely that the committee would support enacting, say, an income tax or a sales tax because "Massachusetts does it."

Another member explained correctly that the Massachusetts model, even if politically acceptable, is not relevant, because Massachusetts treats poles as personal property and does not purport to tax them based on market value. In contrast, New Hampshire law treats poles as real estate, which must be assessed at market value, yet the FairPoint amendment bears no relation to actual market value.

Those points fell on deaf ears. The minority proposed a different amendment that would have implemented the ASB recommendation, but that was defeated by a 15-6 vote. A member supporting the FairPoint amendment claimed that it was identical to what the ASB had proposed, except for the 30-year life and the exclusion of the ASB and the public from determining the values. Well, yes—and other than that, how did Mrs. Lincoln enjoy the play?

Thus, the work of the ASB appears to have been for nothing. After months of work by the ASB, the committee rejected its recommendation and adopted an arbitrary formula designed to satisfy the telephone companies.

The committee's proposal will result in a gross under-valuation of telephone company assets, leading to larger property tax bills for all other taxpayers. There is no rational basis for assuming a 30-year life for telephone poles. Some legislators have said that the formula may not be perfect, but they want to pass this bill to put an end to the hundreds of lawsuits that the telephone companies have filed. Assuming that it is good policy to make lawsuits go away through legislation, the reality is that by passing a law that has no rational basis, the legislature is only setting itself up for more lawsuits.

## THE EDGE

With town meeting week upon us, it seems like a good time to reflect on what town meeting is and to consider how it has evolved.

Many people think of the town election and the town meeting as separate events; but officially, the election of officers and the conduct of the "business session" are all part of a single town meeting, even if they take place on different days.

Historically, town officers were elected by voice vote on the floor of the open town meeting. In the mid-19<sup>th</sup> century, towns began to elect their officers by ballot, but the voting was still conducted during the open town meeting.

Those who have been attending town meeting for 50 years or more may recall that it was not until 1969 that the legislature authorized a bifurcated town meeting (see RSA 39:2-a), with the election of officers and certain other matters voted on by official ballot on the second Tuesday in March (or May in some towns), and the transaction of all other business at a second session held on some other day.

If a town has *not* adopted a bifurcated town meeting, it has a choice of electing officers by either official or unofficial ballot. In an official ballot system, candidates file a

*Continued on next page*

***HB 1198 will go to the full House next Wednesday, March 9. Again, please contact your representatives before Wednesday and urge them to vote against the committee's recommendation.*** And if you have any questions, please contact our Government Affairs staff.

## Cable Companies Afraid of Municipal Broadband

***Also next week***, the House will vote on **HB 1180**, an important bill that would authorize municipalities to issue bonds for broadband infrastructure. This is an issue in a number of municipalities that have been waiting for years for high-speed internet access. With no indication that private companies are going to put up the infrastructure for the “last mile” of service anytime soon, municipalities would like the authority to do it themselves.

Current law authorizes the issuance of municipal bonds for “broadband infrastructure . . . *to be purchased or constructed in areas not served by an existing broadband carrier or provider.*” This has proven insufficient, because getting to the “areas not served” necessarily requires going through areas that *are* served, which is not authorized. **HB 1180** would delete that troublesome language.

Who could oppose providing broadband service to remote areas? Why, the telecommunications lobby, of course! At the hearing on this bill a few weeks ago, telecom representatives packed the room to describe a parade of horrors that the bill allegedly would unleash. They recited horror stories about cities—Burlington, Vermont; Groton, Connecticut; and Provo Utah—that had established publicly owned internet networks, which then experienced serious financial problems (not mentioning, of course, the scores, if not hundreds, of municipally owned networks that are operating successfully). Their concern, they said, was for the taxpayers who ultimately would have to pick up the tab if a municipality defaulted on its bond.

Please. The telecoms are worried about municipal finances and individual taxpayers? If you believe that, someone needs to take your keys away. As these companies have demonstrated repeatedly, the only taxpayers (or tax *non*-payers, see article above) they care about are themselves.

*Aside:* When was the last time a New Hampshire municipality defaulted on a bond? On the other hand, can you think of a telecommunications company in New Hampshire that has gone through bankruptcy in, say, the last decade? So who is the better risk?

declaration of candidacy with the town clerk several weeks before town meeting, and their names go on a printed ballot. The election is conducted in the same manner as a state election.

In an unofficial ballot system, there are no declarations of candidacy, and no names printed on the ballots; rather, nominations are made on the floor of the town meeting. Voting is by secret ballot, but the voting is conducted during open meeting.

We're not sure how many towns still use an unofficial ballot system, but the number is either zero or close to it; and electing officers by voice vote is no longer an option. Too bad—it might make town meetings a little more lively!

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*(Municipal Broadband — Continued from Page 3)*

Eventually, some of the witnesses explained their real concern: they did not believe municipalities should be competing with private businesses.

Competing? Where is the competition? The private companies are not covering the areas municipalities want to cover! That's the whole point—if Comcast and Time Warner were providing service to these areas, this bill would be unnecessary. And by the way, don't municipalities "compete" with private industry in other areas, such as water supply, electric service, trash disposal, road construction, parking facilities, recreation facilities, public transportation, and ambulance service? When these services are available (and at competitive prices), there is no need for the municipality to step in; but when the service is not available at any price, which is the situation here, it is outrageous to prevent the municipality from providing the service.

The opponents' arguments are nonsense. In reality, the opposition is part of a larger, national campaign to prohibit the development of municipal internet service so the private companies can control access and prices. Again, this might be slightly less heinous if the companies were actually providing service to the areas in question. No municipality in New Hampshire has any interest in creating a large municipal internet network. They are merely trying to get service to remote areas that otherwise will wait years for the big companies to get to them.

Surprisingly, a slim majority (9-7) of the Municipal and County Government Committee bought the telecoms' arguments and voted to recommend killing **HB 1180**. The arguments are not persuasive, and we believe it may be possible to overturn the committee's recommendation.

***Please call your representatives before Wednesday and urge them to vote down the committee's ITL recommendation and support a motion of Ought to Pass on HB 1180.*** This issue may not directly affect your municipality, but it is time to remind legislators that they were elected to represent their cities and towns, not their telephone and cable companies.

### Committee Rejects Municipal Liability Bills

On a more positive note, the House Judiciary Committee voted overwhelmingly this week to recommend killing two bills that we have written about in recent weeks, **HB 1687** and **HB 1688**, which would have greatly expanded municipal liability in negligence cases. The votes were 19-1 and 18-2, respectively. Both bills will go to the full House for a vote next week. They are on the consent calendar, and all indications are that they will stay there; so they are not officially dead yet, but they are close. In the extremely unlikely event that something changes, you will read about it here.

Needless to say, those votes were very gratifying. Even more gratifying were the reasons given. Of the committee members who discussed their votes, almost every one talked about having heard from his or her selectmen, town administrator, police chief, recreation director, or other local officials about the bills. One member said he had received as many e-mails about these bills as he had about bobcat hunting—quite a statement!—and the committee chairman told us that it was definitely the calls and e-mails from local officials that made the difference.

*(Municipal Liability — Continued from Page 4)*

Thank you for getting involved! (And thank you to committee members for listening.) This is how municipal legislative advocacy ought to work. Doesn't it feel good to know you made a big difference? Give yourself a pat on the back—you deserve it!

Now, if you want to keep up the momentum, why not call your representatives and talk about the bills mentioned in the first two articles above?

### Medicaid Expansion Advances

By a strong bipartisan 18-8 vote, the House Finance Committee has recommended **HB 1696**, the main Medicaid expansion reauthorization bill, as Ought to Pass with Amendment (OTPA). The bill will go before the full House next week, where it has already received favorable consideration. While you are talking with your legislators about the other bills we've asked for help on, please urge them to support **HB 1696** as well.

A recent survey by the New Hampshire Local Welfare Administrators of their members continues to support the conclusion that the New Hampshire Health Protection Program (NHHPP) is saving municipal dollars spent through local welfare programs. It was clear that cities had seen a drop in prescription expenses, and the survey information as well as anecdotal evidence confirms that experience among towns as well.

The program is extended for only two years, and the committee amendment provides that the administrative costs—which have been paid by the state—will now be covered by the hospitals and insurance carriers, which are also picking up the additional costs resulting from the reduction in federal funding. The amendment also clarifies the NHHPP repeal timeline and the process in the event of the failure of the funding scheme, which was put in place to avoid any state general fund costs.

NHMA supports the passage of **HB 1696** because of the positive results it has had on local welfare programs and because of the substance abuse treatment options that will be covered.

### Water Trust Fund Moving Forward

On Tuesday the House Resources, Recreation and Development Committee voted unanimously to recommend Ought to Pass on **SB 380**, which establishes a drinking water and groundwater trust fund using the proceeds (expected to be in the \$300 million range) from the state's lawsuit against Exxon Mobil Corporation relating to MTBE contamination. The purpose of the trust fund is to address widespread and persistent contamination of the state's drinking water and groundwater through on-site treatment, expansion of drinking water infrastructure, and other alternatives, including cost-sharing grants to municipalities and water utilities. The bill will go to the full House on Wednesday. Please urge your representative(s) to support the committee recommendation of Ought to Pass on **SB 380**, which implements a long-standing **NHMA policy**.

## Delayed and Deferred Projects Get Thumbs Up

On Wednesday an amendment to **HB 1428** received unanimous support from the House Finance Committee. The amendment provides funding for several projects on the Department of Environmental Services' delayed and deferred list for state aid. These eight projects (three in Littleton, two in Portsmouth and one each in Exeter, Hanover and Rochester) had all received local financing approvals before the moratorium cutoff date of December, 2008, but were not funded in the current state operating budget. **HB 1428** as amended proposes to begin grant payments for these projects from excess money in the clean water revolving loan administrative fee account. We thank committee members for their support of this funding proposal and urge House members to pass **HB 1428** as amended.

## A Shift in the Action

You may notice that there is not a lot in the calendar section of this week's *Bulletin*. It's not that nothing is happening next week; it's that both chambers have finished most of their hearings for the first half of the session, so there is not much committee work right now. Instead, most of the action will be in the full House and Senate, where they will be acting on the committee reports.

The House will be in session next Wednesday and Thursday, and the Senate on Thursday. The House is expecting two very long days: we have not counted, but have been told that there are about 270 bills on the calendar for action! Fortunately, a lot of those are on the consent calendar.

## Get Involved in NHMA's Legislative Policy Process

As we mentioned a few weeks ago, NHMA's biennial legislative policy process is getting underway. Here are two items for your consideration:

1. Legislative Policy Proposals. It is time to submit your legislative policy proposals. If you are a municipal official (or board) with an idea for legislation that could improve municipal government, please consider submitting a proposal.

You can download the NHMA Legislative Policy Proposal Form here. A policy proposal form should accompany each proposed legislative policy. Please follow the instructions to submit the form, and note that all proposals must be submitted by April 22, 2016.

2. Policy Committees. We are still recruiting volunteers to serve on our three legislative policy committees. These committees will review the 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).***

*(Policy Process — Continued from Page 6)*

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.

To view the weekly Legislative Bulletin from the NH School Boards Association, please click [here](#).

### **HOUSE CALENDAR**

Joint House/Senate Meetings Are Listed Under This Section

#### **FRIDAY, MARCH 11**

**ASSESSING STANDARDS BOARD, Room 304, LOB**

9:30 a.m. Regular meeting.

### **SENATE CALENDAR**

#### **TUESDAY, MARCH 8**

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

9:00 a.m. **SB 347**, enabling the state and municipalities to adopt laws and ordinances regulating attire on state and municipal property.

## SENATE FLOOR ACTION

Thursday, March 3, 2016

**SB 353**, relative to names on ballots. **Passed.**

**SB 366**, establishing a committee to study enforcement of the state right-of-way by the department of transportation. **Inexpedient to Legislate.**

**SB 370**, establishing a committee to study real time threat notification systems to link schools with law enforcement when schools are under direct threat. **Passed.**

**SB 395**, relative to minimum housing standards for tenants with health or respiratory issues. **Referred to Interim Study.**

**SB 410**, relative to an optional ban on plastic bags. **Inexpedient to Legislate.**

**SB 443**, relative to taxation of qualifying historic residential structures. **Referred to Interim Study.**

**SB 445-FN-L**, suspending the registration fee for the sale of municipal bonds in New Hampshire for 2 years. **Tabled.**

**SB 452-FN**, requiring certain state agencies to conduct an audit of laws governing coastal regions to enable authorities to take appropriate actions. **Passed with Amendment.**

**SB 455-FN**, relative to immunity for injuries from the possession or use of a firearm by an employee or official of a political subdivision. **NHMA Policy. Tabled.**

**SB 471-FN**, relative to parking for persons with disabilities. **Tabled.**

**SB 472-FN**, relative to the acquisition and use of certain equipment by state and local law enforcement agencies. **Referred to Interim Study.**

**SB 475-FN**, requiring law enforcement agencies to file crime reports with the department of safety. **Passed with Amendment. Referred to Finance.**

**SB 487**, relative to missing vulnerable adults. **Passed with Amendment.**

**SB 493-FN-A**, establishing a low-digit vanity number plate fee and dedicating the revenues collected to bridge aid for municipal bridges. **Inexpedient to Legislate.**

**SB 524**, relative to state procurement card rebates. **Passed.**

## Upcoming Events for NHMA Members

### NHMA Workshop

March 10, 2016      Right-to-Know Law: Current Issues—Hanover Town Hall  
Time: 7:00—9:00 p.m.  
Click [here](#) to register

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Beginning in April, 2016—Local Officials Workshops—Various Locations

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

Contact us by phone at 1-800-852-3358 x3350 or email us at [NHMAregistrations@nhmunicipal.org](mailto:NHMAregistrations@nhmunicipal.org)

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### NHMA Webinar

March 30, 2016      Half-Time: A Mid-Session Legislative Update  
Time: 12:00—1:00 p.m.  
Click [here](#) to register by noon on March 29, 2016.

Join Government Affairs Counsel Cordell Johnston and Government Finance Advisor Barbara Reid for a look at the status of legislation affecting municipalities after "Crossover." Crossover is the date (March 24 this year) by which a bill must pass either the House or the Senate in order to "cross over" to the other chamber for consideration.

This webinar will discuss the prospects for bills still alive at the State House, and offer a postmortem on a few that have been killed. The discussion will include, among others, local option fees, the Right-to-Know law, the retirement system, highway funding, planning and zoning issues, assessing, municipal tort liability, and other legal matters.