

**SELECT BOARD MEETING**  
Tuesday, October 15, 2024  
6:30 pm  
Nowak Room, Town Offices  
10 Front Street, Exeter, NH 03833  
**REGULAR BUSINESS MEETING BEGINS AT 7:00 PM**

Virtual Meetings can be watched on Ch 22 or Ch 98 and YouTube.

To access the meeting, click this link: <https://us02web.zoom.us/j/88200453430>

To access the meeting via telephone, call: +1 646 558 8656 and enter the Webinar ID: 882 0045 3430

Please join the meeting with your full name if you want to speak.

Use the "Raise Hand" button to alert the chair you wish to speak. On the phone, press \*9.

More instructions for how to access the meeting can be found here:

<https://www.exeternh.gov/townmanager/virtual-town-meetings>

Contact us at [extvg@exeternh.gov](mailto:extvg@exeternh.gov) or 603-418-6425 with any technical issues.

**AGENDA**

1. Call Meeting to Order
2. Board/Committee/Commission Interviews
  - a. Housing Advisory Committee, Sustainability Advisory Committee, Tax Exemption and Credit Advisory Committee
3. Public Comment
4. Approval of Minutes
  - a. Regular Meeting: September 30, 2024
5. Appointments/Resignations
6. Discussion/Action Items
  - a. RiverWoods Pilot Agreement – Attorney Sharon Cuddy Somers
  - b. MRI Final Revaluation Report – Scott Marsh, MRI
  - c. Downtown Parking, Traffic, Pedestrian Flow Analysis Final Report – Dave Sharples, Town Planner
7. Tax Abatements, Veterans Credits & Exemptions
8. Permits & Approvals
9. Town Manager's Report
10. Select Board Committee Reports
11. Correspondence
12. Review Board Calendar
13. Non-Public Session

#### 14. Adjournment

Niko Papakonstantis, Chair  
Select Board

Posted 10/11/24 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.

AGENDA SUBJECT TO CHANGE

## **Board Interviews**



**Town of Exeter**  
Town Manager's Office  
10 Front Street, Exeter, NH 03833

Tues. 10/15/24  
6:30 PM  
CONFIRMED

## Statement of Interest Boards and Committee Membership

Committee Selection: Housing Advisory

New

Re-Appointment

Regular

Alternate

Name: Megan Spencer Email: MASPENCE4516@gmail.com

Address: 38 Pine St Exeter, NH 03833 Phone: 425-559-4522

Registered Voter: Yes  No

Statement of Interest/experience/background/qualification, etc. (resume can be attached).

I will bring 20 years of research and analytics to board/ committee service but my most relevant qualification is a desire to serve the town in which I live.

Resume - [www.linkedin.com/in/mtspencer](http://www.linkedin.com/in/mtspencer)

If this is re-appointment to a position, please list all training sessions you have attended relative to your appointed position.

Town Manager's Office  
OCT 9 2024

Received

I understand that: 1. this application will be presented to the Exeter Select Board only for the position specified above and not for subsequent vacancies on the same board; 2. The Town Manager and Select Board may nominate someone who has not filed a similar application; 3. this application will be available for public inspection.

After submitting this application for appointment to the Town Manager:

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

I certify that I am 18 years of age or older:

Signature: Mega A. Spencer Date: 9/29/24

To be completed by Select Board upon appointment:

Date Appointed: \_\_\_\_\_ Term Ending: \_\_\_\_\_ Full: \_\_\_\_\_ Alternate: \_\_\_\_\_





**Town of Exeter**  
Town Manager's Office  
10 Front Street, Exeter, NH 03833

SB Interview  
10/15/24  
6:40 pm  
CONFIRMED

## Statement of Interest Boards and Committee Membership

Sustainability Advisory Committee

Committee Selection: \_\_\_\_\_

New

Re-Appointment

Regular

Alternate

Name: Denise Short Email: deniseshort@gmail.com

Address: 4 Sanborn Street Exeter 03833 Phone: 603-686-1233

Registered Voter: Yes  No

Statement of Interest/experience/background/qualification, etc. (resume can be attached).

I have been a resident of Exeter since 2004, and I am keenly interested in sustainability and environmental action. I work as a technical editor for an environmental, energy, and transportation consulting firm and have been preparing environmental impact statements and environmental assessments for energy facilities for more than 25 years. I also have a masters degree in Agricultural and Environmental Policy from the Tufts University School of Nutrition Science and Policy. My family belongs to a CSA in Brentwood and have been members of two other CSAs in the area since we have lived here. I have a 20 year old daughter and I am interested in doing what I can to make sure the town of Exeter and the Seacoast Region of NH is healthy and livable for all. I am interested in being a member of the Sustainability Advisory Committee because it is getting things done.

If this is re-appointment to a position, please list all training sessions you have attended relative to your appointed position.

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I certify that I am 18 years of age or older:

Signature: Denise R Short Date: September 24, 2024

To be completed by Select Board upon appointment:

Date Appointed: \_\_\_\_\_ Term Ending: \_\_\_\_\_ Full: \_\_\_\_\_ Alternate: \_\_\_\_\_



SEP 27 2024

Received

Tues. Oct. 15, 2024  
6:30 pm  
6:50  
CONFIRMED

# Town of Exeter

Town Manager's Office  
10 Front Street, Exeter, NH 03833

## Statement of Interest Boards and Committee Membership

Committee Selection: Tax Exemption and Credit Advisory

New

Re-Appointment

Regular

Alternate

Name: Esther M. Gentile Email: gentile.esther@gmail.com

Address: 808 Nottingham Drive, Exeter Phone: 603-563-7700

Registered Voter: Yes  No

Statement of Interest/experience/background/qualification, etc. (resume can be attached).

My interest in this committee is as a mature, community-minded resident and advocate for special populations, representative for the population with which I associate since retiring as SA 16 paraprofessional in 2016. I have served at Lighthouse in Manchester and volunteered at 1269 Cafe and Operation Blessing and assisted my church's outreach committee and #211.

If this is re-appointment to a position, please list all training sessions you have attended relative to your appointed position.

I look forward to interviewing with you for this position.

I understand that: 1. this application will be presented to the Exeter Select Board only for the position specified above and not for subsequent vacancies on the same board; 2. The Town Manager and Select Board may nominate someone who has not filed a similar application; 3. this application will be available for public inspection.

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

I certify that I am 18 years of age or older:

Signature: Esther M. Gentile

Date: 9/24/2024

To be completed by Select Board upon appointment:

Date Appointed: \_\_\_\_\_ Term Ending: \_\_\_\_\_ Full: \_\_\_\_\_ Alternate: \_\_\_\_\_

## **Esther M. Day Gentile**

**Woodrow Wilson Middle School, Boston, MA** 2000  
Classroom Teacher, Grade 7 Mathematics

**Gordon College, Wenham, MA** 1989-2000  
Administrative Secretary to the Associate Registrar

### **Education**

**Masters of Education Program**  
Gordon College, Wenham, MA

**B.A. Political Science**  
American International College, Springfield, MA

### **Certification**

**Standard Certificate Elementary, Middle School Teacher**  
Commonwealth of Massachusetts-Issued October 22, 1999

**References available upon request.**



# Esther M. Day Gentile

4 Patriot Lane #15    Georgetown, Massachusetts 01833    978-352-6019

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## Summary

Mature certified teacher desiring to return to the classroom with extensive experience in the field of human services. Enthusiastic, resourceful, creative problem-solver, deeply committed to the well-being of those in my care. Energized by collaborating with special needs and other education professionals to support the best interests of students. Seeking position as paraprofessional.

## Highlights of Qualifications

- Genuine concern for students.
- Strength and case management experience with the special needs population.
- Excellent creative problem solving and counseling skills.
- Committed to bringing about real, practical results in students' lives.
- High-energy, diligence, can be counted on to get the job done.

## Professional Experience

<b>Northeast Residential Services</b> , Hathorne, MA Mental Retardation Worker II, Shift Supervisor	2004-2007
<b>Greater Lynn Mental Health &amp; Retardation Association, Inc.</b> , Lynn, MA House Manager	2003
<b>HES Cornerstones Residential Treatment Center</b> , Haverhill, MA House Counselor	2001-2002
<b>Ipswich Middle School</b> , Ipswich, MA Paraprofessional	2000-2001
<b>Camp Triumph/The Academy North</b> , Danvers, MA Float Counselor	2001

## **Approval of Minutes**

**Select Board Meeting  
Monday September 30, 2024  
6:30 PM  
Nowak Room, Town Offices  
Draft Minutes**

**1. Call Meeting to Order**

Members present: Chair Niko Papakonstantis, Vice-Chair Molly Cowan, Clerk Julie Gilman, Dan Chartrand, Nancy Belanger, Town Manager Russ Dean, and Assistant Town Manager Melissa Roy were present at this meeting. The meeting was called to order by Mr. Papakonstantis at 6:30 PM and went downstairs to the Wheelwright Room for interviews.

**2. Board Interviews**

- a. Nick Drinker for the Trustees of the Robinson Fund
- b. Christine Soutter for the Tax Exemption and Credit Advisory Committee
- c. Steven Osborne for the Budget Recommendations Committee

The Board reconvened in the Nowak Room at 7 PM.

**3. Public Comment**

- a. Karishma Manzur spoke about voter registration. She suggested putting out the electronic sign trailers prior to the election to increase awareness. She also suggested putting out more information and reminders about absentee ballots. She presented some posters she made for the town.

Mr. Papakonstantis said regarding the trailers at the polls and at Portsmouth and Holland Way, Ms. Manzur should reach out to the Town Moderator Kate Miller who oversees the elections and communicates with Public Works. Regarding registration, there are timelines that the Supervisor of the Checklist has to follow. Mr. Chartrand said people can also register at the polls on the day of voting. Mr. Papakonstantis said the Board can encourage the town to do more with social media. Ms. Manzur asked about putting a sandwich board in front of Town Hall. Mr. Dean said it would have to be approved by the Moderator and Supervisors of the Checklist, but he can coordinate that.

Ms. Cowan mentioned that NH residents are not automatically registered to vote. Town Clerks are the only ones who can conduct voter registration drives. We should encourage our election officials to do that as much as they can.

- b. Keith Whitehouse of 61 Westside Drive said he's requesting help to schedule a dance at the Raynes Barn. The town needs to make that happen by finishing the work on the barn.

**4. Proclamations/Recognitions**

- a. There were no proclamations or recognitions at this meeting.

**5. Approval of Minutes**



a. Regular Meeting: July 25, 2024

Corrections: Mr. Chartrand said on the last page, the vote should read 5-0 instead of 5-8.

**MOTION:** Mr. Chartrand moved to approve the minutes of September 16, 2024 as amended. Ms. Belanger seconded. The motion passed 5-0.

6. Appointments and Resignations

**MOTION:** Ms. Belanger moved to accept the resignation of Jane McCaffrey from the Robinson Board of Trustees. Ms. Gilman seconded. The motion passed 5-0.

**MOTION:** Ms. Belanger moved to appoint Nick Drinker to the Robinson Board of Trustees vacant position, term to expire March 2025. Ms. Gilman seconded. The motion passed 5-0.

7. Discussion/Action Items

a. Exeter BSA Eagle Scout Project Update -James Haney, Troop 323

Mr. Haney was not present but the Board discussed the proposal. Ms. Belanger said once this box is placed, who would own it, the town or the Scouts? They talked about putting together a regular schedule to check for the flags. How long would we let it go unattended? Would we replace it if it got rusty? Mr. Papakonstantis asked if the Board had any comments on the design. Mr. Chartrand said he's fine with it. Mr. Papakonstantis asked Mr. Dean to reach out to Mr. Haney with the Board's questions rather than having him reschedule, and to consider it under permits and approvals at a future meeting.

b. Swasey Parkway Trustees Joint Meeting

The Swasey Parkway Trustees and DPW Director Steve Cronin were present for this discussion.

Swasey Parkway Trustees Chair Dwane Staples called their meeting to order at 7:24 PM. He introduced Trustees Dave Short and Darius Thompson.

Mr. Papakonstantis said in August, the Public Works Department shared some ideas about the design, and he was impressed with what they showed him. He met with Mr. Staples after Labor Day and Mr. Cronin walked them through the ideas. The Trustees had a sidewalk on September 18 and walked through this temporary plan.

Mr. Cronin said we looked at short-term, temporary solutions to open the Parkway to vehicle traffic. It's tough to reverse direction with the current layout. We're proposing a temporary turnaround using the existing maintenance driveway and curb cut to allow them to turn around. Vehicles need a 25 foot radius to safely turn around, and we're able to fit that. We're proposing a second curb cut north of the existing curb cut and constructing a second driveway, as well as 3 ADA accessible parking spots off the turnaround. We're also looking to add parking on the river side between the entrance gate and the turnaround. We're proposing three gates, one at each entrance and one just after the turnaround. This will allow us to shut down the parkway in an emergency or

during an event. We would restrict the Parkway to passenger vehicles only, due to the width. We could still accommodate larger vehicles such as Police/Fire and delivery vehicles, we'd just have to coordinate opening the gates. There would be a 15 MPH speed limit. We would have to add additional signage for the parking areas and the rules of the road. We're proposing a manually operated swing-style gate.

Ms. Belanger asked about the additional parking discussed, which was not on the map. Mr. Cronin said we haven't figured out how many spaces we can accommodate. The roadway is 24 feet wide, which may create conflicts if people are parked too far out into the road. Ms. Belanger asked why there are only 3 ADA spaces. Mr. Cronin said we're trying to stay close to the look of the Parkway so we're trying to be as unobtrusive as possible.

Ms. Belanger asked if the gates would be locked, and if so who would have the keys. Mr. Cronin said that's a decision for the Board.

Mr. Papakonstantis said this area of green space is not optimal and this could actually improve the drainage in this area.

Ms. Gilman asked how close the accessible spaces would be to a curb cut to the walkway. Mr. Cronin said we'd talk with our contractor about tying it in.

Ms. Gilman asked if there is change anticipated to the intersection at the end of the Parkway. Mr. Cronin said nothing is planned for the Newfields side. On the Water Street side, there should be some cue to separate the roadway from that entrance.

Mr. Papakonstantis asked about the Coastal Resiliency Grant. Mr. Cronin said that grant will look at flooding issues on Swasey. We're not sure what will come out of that study, so we felt a temporary option here will allow us to see how a more permanent solution can be implemented. It will take us a year to complete the grant work.

Mr. Papakonstantis said most of this can be paid for with our Road Aid grant.

Mr. Cronin said the estimate includes the gates, construction, pavement markings, and signage.

Mr. Staples said he's concerned about the handicapped spaces. Is there a way to add one more? Mr. Cronin said ADA requirements are that you have a loading and unloading area. We're proposing 3 spots that are 8 feet wide with 8 foot loading areas between them. Putting in an additional spot may require us to move some curbing.

Mr. Staples said this area is always wet. The space it takes up is the wet area. This solves more than one issue. We can use this as a temporary fix and build from this.

Mr. Thompson said on the sitewalk, we talked about adding a rain garden to address drainage issues. That would be an improvement. Mr. Cronin said that's something that would have to be engineered, but we can explore that. We talked about pervious pavers but with the proximity to the river they could allow water in as well as out.

Mr. Cronin said if approved tonight, we can authorize our contractor to move forward. The construction season is coming to an end but hopefully we could get this done by mid-November. We've already reached out to Bell & Flynn, our paving contractor.

Mr. Papakonstantis asked if the chili fest could still happen on Saturday, and Mr. Cronin said yes.

Mr. Thompson asked if there are guarantees of a fixed price. Mr. Cronin said yes, but we also built in some contingency.

Mr. Staples asked if this project would fall under the November 15 deadline. Mr. Cronin said there's limited work that needs to happen in the roadway so we would do that first.

Mr. Papakonstantis said this warrant article passed several years ago and we promised to work closely with the Trustees and do the best possible project, and he thinks that it has paid off. This will actually bring improvements to a portion of the park and helps with the Coastal Resiliency Grant. He thanked the Trustees for their work.

Mr. Staples said he looks forward to seeing what the grant can do for that area.

Mr. Papakonstantis said this is a temporary plan, so we will continue to welcome feedback and suggestions.

**MOTION:** Ms. Belanger moved to authorize the Public Works Director to begin work on the Swasey Parkway turnaround and further authorize \$32,102.08 to be expended out of Road Aid to cover the construction costs, and further authorize the Town Manager or their designee to sign any appropriate paperwork. Ms. Cowan seconded. Ms. Gilman suggested rounding up the amount. Ms. Belanger amended her motion to \$35,000. The motion passed 5-0.

**MOTION [Swasey Parkway Trustees]:** Mr. Thompson moved to adjourn the meeting of the Swasey Parkway Trustees. Mr. Short seconded. The motion passed 3-0 and their meeting adjourned at 7:48 PM.

c. Exeter Public Library Request for Additional FY24 Funding

Finance Director Corey Stevens was present to discuss the Library funding. Mr. Papakonstantis said at the last meeting, Mr. Dean spoke about the possibility of additional funding needed by the Library. Members of the Board, the Finance Director, and Library Staff and Trustees met and we heard their concerns.

Mr. Stevens said the meeting was to discuss additional financial need around a retaining wall project that took place in FY23. They were seeking funding from the town. In 2023 he attended a training which included a budgeting workshop, and afterwards he did research on budget turnbacks. If the General Fund has a surplus, we turn it back to the budget surplus. He concluded that this also pertains to the Library. He sought other legal opinions which were in agreement. The Town Manager took that information to the Library Director to say we were considering not turning back surpluses to the Library in 2023. There

was \$70,000 at the end of 2023, which we kept. In July, his office identified that given wage spending, the Library was going to be over on their budget lines. He met with the Assistant Director on this issue and she was going to work with the Library Director on a solution. Regarding the rock wall, the Library Director reached out to Mr. Dean and discussed the high cost of the wall and how it was putting strain on the Library finances, related to the fact that we did not turn back their surplus last year. Subsequent to meeting with them, they came to us with a check to cover overage in their wage lines. We also received correspondence from the Chair of the Trustees saying they are no longer seeking assistance with the rock wall. Both issues appear to be resolved.

Ms. Belanger asked if there would be no disruption to Library service, and Mr. Stevens said that was the indication from the Chair of the Trustees.

Mr. Papakonstantis asked Mr. Dean if we've notified the Library in writing of our intentions under RSA 32:7, and Mr. Dean said yes.

d. Preliminary FY25 Budget Presentation

Mr. Dean presented the preliminary FY25 budget. This budget incorporates the reclassification per the Keegan report and a non-union increase of 3% step and 2% COLA. The contracts with the SEIU, Police, and Fire are being negotiated. The health insurance increase is expected to be 10%. In expenses, blue bags are up \$42,000, paving is up \$150,000, and solid waste collection is up \$112,180. We split the Assistant Town Manager off from the Human Resources Director and there's a new part time Senior Coordinator position split with the Town Manager, the Parks and Rec Revolving Fund, and the Hospital.

The FY25 budget total is \$23,887,679, a 4.49% increase over FY24, or up by \$1,026,817. The tax rate in 2024 was \$6.23/1,000, and a new rate will be set in November 2024. The town operations was 22.6% of the total tax rate of \$26.78/1000. Water and Sewer rates are set by the Select Board with a recommendation from the Water/Sewer Advisory Committee. 2024 was a property revaluation year.

The FY25 budget focuses on recruitment and retention. Wage and benefit costs continue to rise. We're working on the implementation of the Keegan report. This is the final year of ARPA spending. Solid waste disposal costs are rising. Paving is back up to \$700,000.

The General Government budget is \$1,645,210, an increase of 6.71% over FY24. The position of Assistant Town Manager will be directly under the Town Manager budget. Transportation is \$ and Legal is \$100,000, both level-funded. There's an IT increase of 9.7%, which includes moving the Public Safety computer contract oversight to the IT Department. Media communications had an increase of 5.66% due to wages and benefits increases. Trustees of the Trust Funds had no increase. The Town Moderator budget decreased by \$678 due to fewer elections in 2025. The Town Clerk budget is \$406,669, a decrease of

11.54% mainly due to staff turnover. Elections/registration is \$21,233, a decrease of 14.28%. There is only one election in 2025 compared to 4 in 2024.

Ms. Belanger said email archiving decreased; are we going to stop archiving emails? Mr. Dean said no. Ms. Roy said we are stopping to archive our emails due to recommendations from Legal. Mr. Dean said he'll look back into that. Mr. Stevens said there was a healthy discussion around the topic so we'll have more background.

Mr. Dean said the Finance budget is \$801,949, an increase of 4.01% over FY24 mainly due to wages and benefits. We've put in an update for our bond rating which is \$4,500. The Treasurer budget is \$9,545, a decrease of 1.52%. The Tax Collection budget is \$130,908, an increase of 8.5%. Assessing is \$267,975, a decrease of 0.9%. The MRI contract increased 4.5%.

The Planning, Building, Economic Development and Land Use budget is \$788,348, up 2.94%. Planning is up 5.68%, Economic Development is up 3.36%, with a wage increase but a decrease in expenses of 10.2%. In Inspections and Code, the budget has decreased 0.13%. Contracted services are being reduced from \$15,000 to \$5,000. The Land Use Board budgets were relatively stable. The Renewable Energy Expense budget is \$1.

The Police Budget is \$4,084,171, an increase of 3.34%, mostly due to wage and benefit increases. Expenses decreased in Community Relations and in the Computer Service contract moving to the IT budget. Overall expenses decreased by \$16,760.

Ms. Belanger asked about an increase in overtime spending. Mr. Dean said it's mostly due to wage increases.

Mr. Dean said the Fire/EMS budget is \$4,206,447, a decrease of 0.68%, but that is prior to the health rates being built back in. There are wage increases of \$40,397 in full time wages, as well as \$5,193 in PT wages for the EMD PT position being funded for 12 months. There's a benefits decrease of \$37,067 due to plan changes. General expenses decreased by \$51,483 due to the IT contract moving to the IT budget. The PFAS gear was funded by ARPA funds in 2024, but that was a one-year reduction.

The Dispatch budget is \$467,706, a decrease of 2.21%. The Health Department budget is \$140,242, an increase of 7.96% due to wages as well as education for the Health Officer as she works toward her degree.

The Public Works General Fund budget is \$4,915,951, an increase of 5.96%. Administration/Engineering had an increase of 2.63%. Wage increases are offset by some benefit decreases. Highway is up by 7.32% mainly due to increases in the Highway Capital Outlay budget. We increased the Paving general fund back to \$700,000. \$150,000 of that budget came from Road Aid in 2024.

The Snow Removal budget is \$289,511, a decrease of 8%. We intend to allocate more to the Snow and Ice Deficit Fund from fund balance, \$75,000 instead of \$50,000. The Solid Waste budget up 10.89%, due to a 9.4%

adjustment to the town's solid waste contract, a part time wages increase, and a blue bag budget adjustment of \$42,000.

Street Lights had a decrease of 13.02%. We now own our streetlights because the paydown to Unutil is complete. Stormwater is level funded.

The DPW Maintenance and Garage budget is \$1,303,186, an increase of 4.82% due to wage increases and contracted services for cleaning town buildings. The Fire Safety budget increased by \$9,000 for safety guideline implementation from the Department of Labor. Town Buildings is up 5.61% due to increased costs of electricity, natural gas, and water/sewer. Maintenance Projects is level-funded at \$100,000. The Garage up 0.7%, so fairly flat.

The Welfare/Human Services budget is \$276,013, up 13.86% due to the Administrator position, which was only funded for 9 months last year, as well as an increase in direct relief including rent relief. Human Services agency funding decreased by 0.42%. The committee will report on that during the budget process.

Mr. Chartrand asked about direct rent relief. Mr. Dean said it's more effective to keep them where they are rather than utilizing hotels. Mr. Chartrand said helping them earlier saves us money. Ms. Gilman said we can now bill the town that people come from for welfare assistance.

Mr. Dean said the Parks and Rec budget is \$773,447, an increase of 12.28%. Recreation had a wages increase and the new Senior Coordinator position. Parks is up 12.86% due to wage and benefits increases. Most of the Other Culture and Recreation budget, which covers activities such as the Christmas lights and the Exeter Brass Band, is level. There was inflation on the fireworks, from \$8,000 to \$10,000.

The Public Library budget is \$1,259,054, an increase of 6.19%. The Library Trustees sent over a budget with only a 5% increase, but we will make that change in the budget. Mr. Stevens said there were increases in the wage lines and public services.

Mr. Dean said the Debt Service and capital budget had a decrease of 2.74%. Debt service has a decrease of 5.83%. The Great Dam removal bond and the Rec Park development design bond are retired. The Vehicles/Leases budget increased by \$47,822 due to the approval of a new sidewalk tractor.

Benefits and taxes had an increase of 57.36%. This is where we budget our health insurance reserves and Health Buyout program. It includes unemployment insurance, workers comp, and property insurance. The Health Trust rates will be reallocated to the departments.

For bond articles, we're looking at a Pickpocket Dam article at \$2,100,000; a Linden Street Bridge article at \$1,257,900; a new fuel island at the DPW Complex at \$575,000; and a Street Sweeper at \$395,000, which would be covered through an SRF loan. Mr. Papakonstantis asked whether we would reapply for a NOAA grant for Pickpocket Dam, and Mr. Dean said yes.

Mr. Dean said that warrant articles for the CIP include Front/Pine/Linden drainage and sewer replacements at \$150,000; Transfer Station Improvements



at \$100,000; the Parks Improvement Fund and ADA Capital Reserve Fund allocations; the Sportsman's Club cleanup; the Sestercentennial Fund; and the Succession Plan Fund. We're funding these from \$100,000 bond proceeds, the General Fund at \$300,000, and the Sewer Fund at \$150,000.

For Lease Purchase proposals, we would replace Dump Truck 33 and Sidewalk Tractor 58. Parks and Rec has also requested an ADA Accessible Van. The funding sources would be the General Fund, at \$109,250 in year 1, and the Revolving Funds.

We plan to use Fund Balance to replace Fire Utility 1; install a public EV charging facility; obtain a styrofoam recycling unit; install a Raynes Barn fire alarm unit; and allocate \$75,000 to the Snow and Ice Deficit Fund and \$100,000 to the Sick Leave Trust. The total would be \$459,170 from Fund Balance. We try to keep it around \$500,000.

Mr. Papakonstantis asked how many warrant articles there would be on the ballot. Mr. Dean said above 20.

Mr. Dean said the General Fund preliminary budget is \$23,887,679 and the warrant articles from the General Fund (not the fund balance) are \$409,250, so the total preliminary budget is \$24,296,929, an increase of 5.7%. The estimated tax impact is \$0.37/1,000.

The Water Fund budget is \$4,517,198, a decrease of 8.98%, mainly due to capital outlay decreases. Administration is \$576,642, an increase of 7.28%. Billing is up 1.82%. Distribution is down by 0.97%. Treatment is up 10.84%. Debt Services is down 12.96% due to debt retirements. Capital outlay is down 64.09%.

The Sewer Fund budget is up 8.34%. Administration is up 7.33%. Billing is up 1.85%. Collection is up 3.75%. Treatment is up 3.19% Debt Service is up 11.51% due to the Siphons payment coming online. Capital Outlay is up 10.55%.

There will be Bond Issues for Water/Sewer Funds: a Groundwater Development bond of \$6,800,000, and is proceeding on schedule; Clemson Pond cleaning and inspection at \$500,000, to be funded by excess bond proceeds from the lagoon sludge project; the Wastewater Treatment Facility Effluent Flume Repair at \$245,000, and Front/Linden/Pine Sewer and Drainage replacement project at \$150,000, paid for by excess bond proceeds from the Salem Street Utility project.

In the Revolving Funds, CATV is projected at \$233,300. The EMS Fund has \$793,600 in projected revenue. The Rec Revolving fund has \$771,000 in projected revenue.

## 8. Regular Business

### a. Tax Abatements, Veterans Credits and Exemptions

- i. There were no abatements or exemptions considered.

### b. Permits & Approvals

- i. Household Hazardous Waste Contract

Mr. Cronin said each year we work with RPC to manage a Household Hazardous Waste event for several communities. Historically this contract is based on unit prices per waste stream, which has a lot of variability, but RPC negotiated a fixed per-vehicle price this year. It's limited to 400 vehicles this year. This will allow us to bill the communities and pull in the revenue sooner.

Mr. Cronin said we have 158 people registered, so plenty of time slots are available. Residents can register through a link on the website or the RPC website.

**MOTION:** Ms. Belanger moved to approve a two-year contract with Tradebe Environmental Services, LLC in the amount of \$76,243.45 for the Exeter Area Household Hazardous Waste Collection Program, and to further authorize the Town Manager or their designee to sign the associated contract documents. Ms. Gilman seconded. The motion passed 5-0.

ii. Pleasant Street Winter Parking

Mr. Dean said there are 8 parking spaces on Pleasant Street available, 34 spaces at the Townhouse Common lot. People were coming in and taking multiple permits. We had a conversation with Public Safety and DPW and the feeling was that there should be one permit per household but we should allow them to use it on up to 3 different vehicles.

Ms. Belanger said we have no enforcement. Wouldn't it be easier to just say one per household? Ms. Gilman said the issue is that most households have more than one vehicle. Mr. Dean said enforcement wasn't discussed.

Ms. Gilman said the permit should have the phone number on it so they can be contacted directly during a snow emergency.

**MOTION:** Mr. Chartrand moved to approve the updated winter parking permit application for Pleasant Street for the 2024 - 2025 Winter Season and moving forward. Ms. Cowan seconded. Mr. Papakonstantis asked that the phone number be added to the permit. Ms. Belanger abstained. The motion passed 4-0-1.

iii. Highway Safety Grant approval

**MOTION:** Ms. Belanger moved to accept the Highway Safety Grant from the New Hampshire Department of Safety Office of Highway Safety in the amount of \$17,225.46. and to further authorize the Town Manager or their designee to sign the appropriate paperwork. Mr. Chartrand seconded. The motion passed 5-0.

iv. Town Manager's Report

1. We have an easement agreement underway with PEA for the roundabout. There is no cost to the town.
2. He met with SEIU and Fire on negotiations.
3. Donna Bennet, our new Deputy Tax Collector, started today.

4. The new hours for the Tax and Water/Sewer office mimic the Town Clerk, including closing at 12:30 PM Fridays, starting tomorrow.
5. Household Hazardous Waste Day is upcoming.
6. There is a BRC meeting Wednesday Oct 2 at 6:30
7. He and the Assistant Town Manager attended ICMA in Pittsburg last week. It was a good conference.

c. Select Board Committee Reports

- i. Ms. Belanger attended a Rec Advisory Board meeting. The pool painting and pickleball court lining are done. Fall soccer registration is open. There was a Planet Playground discussion on what to purchase or fundraise for. The Rec Advisory Board decided to use Rec Impact fees of \$63,000 for the sail shade. They will start with just one shade at the entry. They will raise funds for a glider at \$28,000. October 23 is the next meeting, where they'll be voting on next steps. They will come before the Select Board in January. There was a discussion on the number and cost of summer camp field trips. There were 27 scholarships last year. When they have field trips, there's no camp that day. Regarding EEE, all players should be off the fields by 6:30 until early November. The Planning Board needs alternate members. There was a lot line adjustment at the Ioka building that was approved, as well as a waiver for a perimeter buffer adjustment on Hampton Road from 50 to 35 feet. The Willey Creek application for a lot line adjustment was taken off the agenda at their request. There were two extensions for already-approved projects. She attended a "Do's and Don'ts of Electioneering" session. She will be volunteering at the Powder Keg festival.
- ii. Ms. Gilman said the Heritage Commission met at 112 Front Street to review a house and barn requesting a demolition. We decided to hold a public hearing. We have a 30 day window to meet, and we're meeting tomorrow at 5:30. The Historic District Commission meeting was only 2 minutes. We extended an approval for a project at 47 Front Street.
- iii. Ms. Cowan had no report.
- iv. Mr. Chartrand met with the Train Station group as a business owner. We continue to discuss how to provide more amenities for train riders. A Facilities Advisory meeting was scheduled for 9/25 but was delayed so all members could discuss a space needs assessment.
- v. Mr. Papakonstantis had a sitewalk with Swasey Parkway Trustees. The River Advisory meeting had an update from Paul Vlasich and a review of the Exeter River dam feasibility study paid for by a grant. Terri Harmon had an idea to have a sitewalk in October. The Pairpoint Park committee met and discussed work done since the last meeting. They will meet again next week. They will make recommendations to the Board October

15 regarding fencing and next steps. Tomorrow night he will meet with a Scout troop to talk about democracy and local elections.

d. Correspondence

- i. A monthly update from MRI. 346 appointments scheduled: 324 residential and 22 commercial. There were no statistics on the outcomes. Mr. Dean said those would come later.
- ii. A notice from Xfinity that they are discontinuing the use of cable cards.
- iii. A packet from public works on what's recyclable and disposable at the Transfer Station.

9. Review Board Calendar

- a. The next meetings are Tuesday October 15, October 28, Tuesday November 12, November 25, December 9, and December 23.

10. Non-Public Session

**MOTION:** Ms. Belanger moved to enter into non-public session under RSA 91-A3II (a) and (c) . Mr. Chartrand seconded. In a roll-call vote, the motion passed 5-0 and the meeting went into non-public at 9:03 PM.

**MOTION:** Mr. Chartrand moved to exit non-public session. Ms. Belanger seconded. In a roll call vote, the motion passed 5-0.

**MOTION:** Mr. Chartrand moved to seal the minutes indefinitely. Ms. Belanger seconded. The motion passed 5-0.

11. Adjournment

**MOTION:** Ms. Belanger moved to adjourn the meeting. Mr. Chartrand seconded. The motion passed 5-0 and the meeting adjourned at 9:25.

Respectfully Submitted,  
Joanna Bartell  
Recording Secretary

## **Appointments/Resignations**

**Discussion/Action Items**



## **RiverWoods Pilot Program**



CELEBRATING OVER 35 YEARS OF SERVICE TO OUR CLIENTS

LIZABETH M. MACDONALD  
JOHN J. RATIGAN  
ROBERT M. DEROSIER  
CHRISTOPHER L. BOLDT  
SHARON CUDDY SOMERS  
DOUGLAS M. MANSFIELD  
KATHERINE B. MILLER  
CHRISTOPHER T. HILSON  
HEIDI J. BARRETT-KITCHEN  
ERIC A. MAHER  
CHRISTOPHER D. HAWKINS  
JOHN K. BOSEN  
CHRISTOPHER P. MULLIGAN  
ELAINA L. HOEPPNER  
WILLIAM K. WARREN  
BRIANA L. MATUSZKO

OF COUNSEL  
MOLLY C. FERRARA

RETIRED  
MICHAEL J. DONAHUE  
CHARLES F. TUCKER  
ROBERT D. CIANDELLA  
DENISE A. POULOS  
NICHOLAS R. AESCHLIMAN

October 7, 2024

VIA ELECTRONIC MAIL ([rdean@exeternh.gov](mailto:rdean@exeternh.gov)) and FIRST-CLASS MAIL

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

Re: PILOT Agreement with RiverWoods

Dear Russ:

Enclosed herewith is a draft PILOT agreement for the 2024 tax year incorporating the three RiverWoods campuses, being The Woods, The Ridge and The Boulders. In accordance with the review process from prior years, I believe the Select Board will review this proposed agreement at their next meeting and then contact us with any questions or comments, without requiring attendance by RiverWoods representatives. If this is not the case, please let me know.

Thank you for your anticipated attention to this matter. I look forward to hearing from you and will be happy to answer any questions that come up.

Sincerely,  
DONAHUE, TUCKER & CIANDELLA, PLLC

Sharon Cuddy Somers, Esq.  
[ssomers@dtclawyers.com](mailto:ssomers@dtclawyers.com)

Elaina L. Hoepfner, Esq.  
[ehoepfner@dtclawyers.com](mailto:ehoepfner@dtclawyers.com)

Enclosure (1)  
cc: Justine Vogel, Chief Executive Officer

*Town Manager's Office*

OCT 10 2024

4870-8894-6155, v. 1

DONAHUE, TUCKER & CIANDELLA, PLLC  
16 Acadia Lane, P.O. Box 630, Exeter, NH 03833  
111 Maplewood Avenue, Suite D, Portsmouth, NH 03801  
Towle House, Unit 2, 164 NH Route 25, Meredith, NH 03253  
83 Clinton Street, Concord, NH 03301

*Received*

*(The Woods, The Ridge, The Boulders)*

## AGREEMENT

NOW COMES the **Town of Exeter**, by and through its Select Board (hereinafter “Town”) and **The RiverWoods Company, at Exeter, New Hampshire** (formerly Life Care Services of New Hampshire Inc.), d/b/a RiverWoods at Exeter (hereinafter “RiverWoods”), and agree as follows:

1. By December 1, 2024, RiverWoods will pay to the Town real estate taxes for land and buildings owned by RiverWoods and located at the three campuses known as The Woods, The Ridge and The Boulders which, collectively comprise The RiverWoods Company, at Exeter, New Hampshire (“the Land and Buildings”).
2. The real estate taxes will be calculated by multiplying the tax rate times the assessed value of the Land and Buildings owned by RiverWoods as follows:
  - A. the residential units will pay the full tax rate (state, municipal, county, and school);
  - B. the buildings for health care residents will not pay any tax (state, municipal, county, or school);
  - C. the remainder of Land and Buildings, including the land used for the final calculation of density under the land use ordinance of the Town of Exeter and outbuildings, will pay the full tax rate (state, municipal, county, and school); and
  - D. the land not needed for the final calculation of density under the land use ordinance of the Town of Exeter, which is in current use, will pay taxes at the full state, municipal, county, and school rate for current use property.
3. The parties to this Agreement recognize that those portions of the development that support both the buildings for health care residents and the residential units will be taxed on a pro rata basis.
4. This Agreement on principle shall not preclude either party from questioning the precise percentage amounts allocated to the taxable and nontaxable portions, nor the assessed value of the taxable portions of the land and buildings.

IN WITNESS WHEREOF, the parties hereto have entered into this Agreement this  
\_\_\_\_\_ day of \_\_\_\_\_, 2024.

TOWN OF EXETER  
By its Board of Selectmen

\_\_\_\_\_  
Witness

\_\_\_\_\_  
By: Niko Papakonstantis, Chair

\_\_\_\_\_  
Witness

\_\_\_\_\_  
By: Molly Cowan, Vice Chair

\_\_\_\_\_  
Witness

\_\_\_\_\_  
By: Julie D. Gilman, Clerk

\_\_\_\_\_  
Witness

\_\_\_\_\_  
By: Nancy Belanger, Select Board Member

\_\_\_\_\_  
Witness

\_\_\_\_\_  
By: Daniel Chartrand, Select Board Member

IN WITNESS WHEREOF, the parties hereto have entered into this Agreement this  
\_\_\_\_\_ day of \_\_\_\_\_, 2024.

THE RIVERWOODS COMPANY,  
AT EXETER, NEW HAMPSHIRE

\_\_\_\_\_  
Witness

\_\_\_\_\_  
By: Justine Vogel, CEO

## **MRI Final Revaluation Report**



**Town of Exeter, NH**  
**2024 Final Revaluation Summary Report**

October 15, 2024

The results of the 2024 Valuation update were as follows:

	<u>Total</u>	<u>Taxable</u>
2024 Preliminary Assessed Value =	\$4,172,739,898	\$3,720,083,528
2024 Final Assesses Value=	\$4,134,358,545	\$3,681,907,275
2023 Total Assessed Value =	<u>\$2,670,074,966</u>	<u>\$2,299,957,314</u>
2023 – 2024 Totals	\$1,464,283,579	\$1,381,949,961

	<u>Percent Change</u>	<u>Number of Sales</u>
Overall values	55%	565
Residential	61%	165
Condominium	61 %	226
Residential Vacant Land	61%	3
Mobile Homes	146%	117
Commercial / Industrial	35%	30

	<u>2 Year</u>	<u>1 Year</u>	<u>IAAO Standards</u>
Overall Median Assessment to Sales Ratio	1.02.0%	1.00%	90% - 110 %
Overall Coefficient of Dispersion (COD)	8.57%	8.00 %	Less Than 15 %
Price Related Differential (PRD)	102.9	101.1	.98 to 1.03

- Hearing notices were mailed out July 31, 2024.
- Taxpayers could either schedule an appointment online or call the MRI office until August 26, 2024.
- We had a total of 382 scheduled hearings from August 26, 2024, through September 4, 2024, which included 218 in person, 100 phone and 28 Zoom hearings.
- There were 36 people who could not attend a hearing and were contacted by phone. Several other people stopped in the office as well.
- Most people were questioning the increase in their property value, their property information they were being taxed on, and wanted an explanation how the revaluation would affect the tax rate.

Please let me know if you have any questions or concerns.

Respectfully Submitted,  
 Paul McKenney, CNHA  
 Municipal Resources Inc.

# **Downtown Parking, Traffic, Pedestrian Flow Analysis Final Report**



# TOWN OF EXETER

## *Planning and Building Department*

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

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

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**Date:** October 11, 2024  
**To:** Russell Dean, Town Manager  
**From:** Dave Sharples, Town Planner  
**Re:** Traffic, Parking and Pedestrian Flow Analysis Strategies

I'm writing this memo in response to your request to appear before the Select Board to discuss the strategies recommended in the Downtown Traffic, Parking and Pedestrian Flow Analysis. Evan Drew from Stantec presented the draft strategies to the Select Board earlier this year at the February 12<sup>th</sup> meeting. Since then, they revised the document and provided us with the final version in June. You requested for me to appear before the Select Board to have a discussion on the strategies to determine what the next steps should be.

In anticipation of the upcoming Select Board meeting, we held a meeting to discuss the strategies and staff's opinion. The meeting included myself, you, Melissa Roy, Justin Pizon, Stephan Poulin, Josh McCain, Steve Cronin, and Darren Winham. We discussed each of the strategies and made a recommendation on next steps. This discussion is encapsulated in the attached spreadsheet. I also attached the final study.

I would like to present this matter to the Select Board and have a discussion on next steps so we can move toward implementation of the items the Select Board may want to pursue.

Thank you.

enc (2)

## **Stantec Recommendation**

### **Strategy #1**

Shared private parking supply

### **Strategy #2**

Establish short-term/loading parking spaces

### **Strategy #3**

Introduce pay parking

### **Strategy #4**

Expand permit parking

### **Strategy #5**

Parking Wayfinding

### **Strategy #6**

Parking ambassadors downtown

### **Strategy #7**

Improve Markings + signage for bicyclists

### **Strategy #8 (2nd #7 in report)**

Establish new truck route

### **Strategy #10**

Adjust zoning for small scale development

### **Strategy #11**

Revise winter parking ban

### **Strategy #12**

Reconfigure bandstand intersection

### **Strategy #13**

Multimodal improvements

### **Strategy #14**

Re-Imagining Water Street's cross-section

## **Staff Input/recommendation**

Staff recommends deferring this task until after implementation to help determine how much private supply is needed, if any.

Staff is supportive. If Select Board is supportive, next steps would include engaging businesses, researching ordinances, and preparing a proposed striping map and ordinance changes (if any) and return to the Board for review. If approved, DPW would implement.

Staff is supportive. If Select Board is supportive, next steps would be to determine a strategy toward implementation. Likely to include a consultant to advise us on the details such as the different options, personnel needs, pricing, anticipated revenue, etc.

Staff is supportive if pay parking is implemented. Next steps would be to include a permitting strategy that included location, pricing, etc. Staff would anticipate involving a consultant as mentioned above to help plan the implementation and details.

Staff is supportive regardless if pay parking is instituted and/or permit parking but would need to know which way before preparing a proposal. Next steps would be for staff to work on a proposal that would include removal of any existing signs, signage details including color, location, wording, etc. and return to the Select Board when appropriate for review.

Defer this strategy until it is determined what other strategies will be implemented. Staff does question the viability of this strategy.

Staff is supportive of this for what makes sense from a public safety perspective. Needs more specific detail before considering implementation.

Staff recommends further investigation on this strategy as we are unclear on any thru trucking issues in the downtown. This strategy should be deferred until we have a clearer picture of the problem, if any.

Staff recommends that this strategy is reviewed by the Planning Board. Staff is concerned that amendments could lessen the incentive for MUND developments as the MUND provisions already reduce parking requirements.

Staff is still researching /investigating this strategy. There are a lot of moving parts to any change to the current ban.

While staff fully supports the concept, further investigation and engineering is warranted before a recommendation could be made. If supported by the Select Board, the next step would be to engage an engineering firm to advance the design.

There are several proposals under this strategy and each would have to be analyzed on its own merits. Staff does recommend deferring on these improvements until other improvements are identified and implemented then at least some of the proposals would be well-suited for non-permanent trials to see how they function.

Staff is unsupportive of going to parallel parking along Water Street where angled parking currently exists. Staff is mainly concerned about the loss of 33 parking spots and questions the overall safety benefits.



Town of Exeter

# Downtown Parking, Traffic, and Pedestrian Flow Analysis

Final Report – May 2024





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# Executive Summary





## Executive Summary

### Introduction

During Town Meeting in March of 2023, the Town of Exeter passed Warrant Article No. 21, an allotment of \$50,000 to conduct a “traffic and parking, traffic and pedestrian analysis in the downtown area to include a portion of Front Street, Water Street, String Bridge, Franklin Street, Bow Street, Chestnut Street, Center Street, and other streets in the general downtown area.” As an initiative brought about by the Town of Exeter’s 2018 Master Plan, the intent was to evaluate and understand traffic and pedestrian flow through Downtown Exeter, impacts on local businesses, and to develop a parking management plan with a six-year schedule for implementation.

The Town of Exeter has produced multiple studies about transportation and parking in the Downtown over the past couple of decades, including:

- Exeter Downtown Parking Study – April 2002 – Exeter Area Chamber of Commerce in cooperation with the Town of Exeter and Rockingham Planning Commission.
- Town of Exeter Master Plan – Adopted May 2018, Action Agenda Analysis April 2021 – Town of Exeter
- 2018 Exeter Downtown Parking Survey – Summer 2018 – Town of Exeter and Rockingham Planning Commission.
- Exeter Intersection Evaluations – July 2022 – Town of Exeter and VHB, Inc.

These studies indicated a need for the Town to better understand the comings, goings, and movements within the town and put together a vision for how this data—plus feedback from the community—could be put into action through new policies and improved infrastructure. Upon being selected for the opportunity, Stantec understood that to evaluate transportation in Downtown Exeter was to evaluate the complete picture of parking and traffic in the study area, reflecting Exeter’s importance as a regional destination drawing customers, area residents, employees, students, tourists, and more.

Stantec initiated a new parking and traffic survey to the community to build upon the work down by earlier studies. Feedback from the survey was used to inform identified concerns and recommendations throughout the study. Two public meetings were held; one to discuss survey results and the parking and traffic findings, and one to discuss early considerations for recommended policy and infrastructure changes in the Downtown. The results from these methods of public outreach are included within the study.





# Executive Summary

## Parking Summary

The Town of Exeter’s public and private parking areas, both on-street and off-street, were inventoried for this study and total 1,586 parking spaces within the study area. Of this total, the Town manages 938 parking spaces, including 397 parking spaces located in three off-street parking lots. The Town has revised parking regulations as recently as April 2019, which include prominently signed “Two-Hour Parking Limit” parking spaces along the Downtown commercial corridor of Water Street, Center Street, and portions of Front Street, Spring Street, and String Bridge.

Due to recently interpreted Federal court rulings in other communities and changes to staffing at the Exeter Police Department, the parking regulations related to length of stay are not regularly enforced. Local business owners have been noticing the behaviors of the vehicles parked in front of their businesses for extended periods of time, connecting the lack of turnover with potential impacts to patrons seeking storefront parking. This lack of turnover and extended length of stay occurs mostly in the busiest part of Exeter’s business district, Water Street close to the bandstand, leaving only one or two spaces available at peak hours of demand. Water Street and the Municipal Parking Lot see high utilization (above 80 percent) and some completely full zones during peak midday periods. Other than the few spaces in the bandstand zone noted above, timelapse photography observed that the average stay of a vehicle was actually under two hours.

Of the remaining observed on-street and off-street public parking, aside from certain locations detailed later in this study, there were ample underutilized spaces on streets and in lots less than a two-minute walk from Water Street. One of the concerns found during the surveys and the public was the lack of wayfinding to these available parking spaces, especially for non-local visitors with certain destinations in mind.







## Executive Summary

### Parking Summary

Sixty-two (62) percent of the off-street parking inventoried was identified as private parking or restricted to the public and generally identified as such with regulation and warning signs. Observed private parking areas only included those signed for certain businesses and residences and not single-family households or smaller driveways with parking. Assessing larger private lots and garages in addition to public spaces helps understand overall parking activity and often demonstrates how private parking serves multiple uses in a downtown, providing potential opportunities to smartly share existing underutilized private supply for other uses.

Overall, at its peak (12PM), the parking inventory of Downtown Exeter was found to be about 56 percent utilized, with specific areas like Water Street and the Municipal (Water Street) Parking Lot at full capacity. In its field inventory, Stantec identified a lack of wayfinding for parking throughout the Downtown, challenging connections from the public off-street parking lots for pedestrians, limited special parking zones for short-term visitors along the busiest segments of Downtown, and too few loading zones for delivery vehicles. Furthermore, as the town's supply of housing has been increasing at rates not seen for decades, stakeholders voiced a concern that residential units built with waivers for parking will result in new residents being frustrated by unclear messaging on where long-term and overnight parking can be found near their Downtown home.





## Executive Summary

### Traffic Summary

Stantec reviewed historical studies related to transportation through Downtown Exeter and found that some of the identified issues related to intersection operations and congestion have remained the same for generations. Concepts and considerations have been discussed for the intersection of Water Street at Front Street (the "Bandstand Intersection") as early as the 1968 Exeter Transportation Study. While traffic volumes have remained relatively steady over the 56 years since that study, the need for improvements has also not changed.

After inventorying potential areas for multimodal (pedestrian, bicycle, and other) improvements throughout the study area, improvements were recommended with a primary intent of improving safety for pedestrian and bicyclists, while also improving operations and sight distances for vehicles through the dense Downtown.

Stantec also assessed the heavy trucking identified in field visits and surveys, speeding and sightline concerns, crosswalk and sidewalk conditions, and pedestrian-level lighting to identify other current shortcomings in the existing transportation system of Downtown.







## Executive Summary

### Outreach and Engagement Summary

As highlighted above, Stantec performed an extensive public outreach campaign in Downtown to gauge the thoughts of all types of users of the transportation system in Exeter. The interface with the community included a virtual public survey, public open house and presentation of parking inventory and analysis, plus meetings with Downtown stakeholders. Feedback was used to help identify and prioritize the study's recommendations. A second public meeting was conducted on December 13th, 2023 to present preliminary recommendations for public comment. Stantec attended the May 12th, 2024 Select Board meeting to officially submit a draft Downtown Parking, Traffic, and Pedestrian Flow Analysis Report for review and comment, before Stantec finalized its Report.

### Strategy and Recommendations Summary

After analyzing all the data collected from the field inventories, utilization and turnover analysis, traffic operations, existing infrastructure review, survey analysis, and public feedback during public meetings, Stantec has identified twelve (12) strategies and recommendations for the Town of Exeter to pursue to improve their Downtown transportation and parking systems:

- Share Private Parking Supply
- Establish Short/Long-Term Loading Spaces
- Introduce Pay Parking and Expand Permit Parking
- Improve Parking Wayfinding
- Introduce Parking Ambassadors Downtown
- Reconfigure Bandstand Intersection
- Establish New Truck Route
- Adjust Zoning for Small-Scale Developments
- Redefine Winter Parking Procedure
- Multimodal Improvements
- Improve Markings + Signage for Bicyclists
- Consider Reimagining Parking on Water Street

As requested in the 2018 Town of Exeter Master Plan and in the Request for Proposals related to the project, this report includes an implementation matrix visualizing the timeline related to implementing the recommendations in a prompt schedule, from short-term, low-cost recommendations to long-term, high-cost recommendations. To supplement ideas that require a longer timeline which includes additional planning, engineering, budgeting and funding, and construction, Stantec has included potential funding sources to help the Town obtain regional, state, and federal assistance to realize its vision for Downtown.





## What this study intended to achieve

### Project Scope and Goals

This report summarizes the findings and presents recommended strategies associated with the Downtown Exeter Parking Study. The Study included the following:

- Review and evaluation of over 1,500 parking spaces in Exeter
- Counts for typical weekday and Saturday midday operations in the Downtown (not including special events).
- Review and evaluation of the Town's parking management practices, from enforcement to regulations.
- Public engagement through workshops and a widely distributed survey.
- Assessment of the Town's Zoning Code, Parking Regulations, and foreseeable Downtown developments.
- Infrastructure inventory and assessment related to vehicular and pedestrian circulation throughout Downtown.

The consultant team worked with a team of Town staff members to develop six goals to guide the parking study. These were also shared at community meetings in the fall and early winter of 2023.

The outcomes of this effort are a series of recommendations, detailed later in this report, which generally seek to adjust the parking and transportation system to better meet the Town's goals for its future.

1. Create a **comprehensive inventory** of downtown parking
2. Assess how parking areas or regulations can better support **long-term economic vitality** downtown
3. Identify opportunities for **long-term parking** areas beyond the downtown core
4. Improve **traffic flow and safety** throughout downtown
5. Identify opportunities to establish or improve **safe and convenient pedestrian connections** to and from parking
6. Evaluate opportunities to improve the **efficiency and effectiveness** of parking enforcement



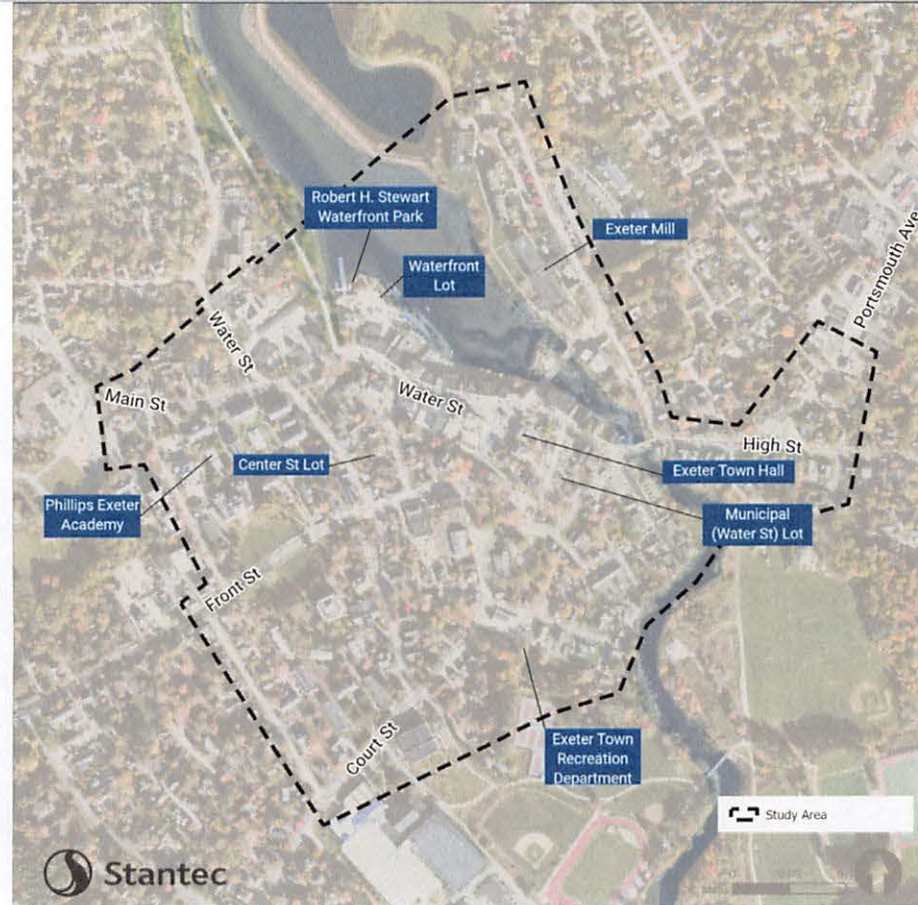


# Downtown Exeter Study Area

## Area of Analysis

The area of study for this assignment was designated in the Town's Request for Proposals (RFP) and represented in the following map. This area covers Downtown Exeter in which the existing inventory of parking and roadway attributes, land uses, traffic operations, and parking signage and regulations were collected, reviewed, evaluated, and pursued for potential improvements as an outcome of this study. To effectively measure parking usage across the Downtown, the team emphasized review of the vital commercial corridor areas along Water Street, Main Street, Front Street, High Street, and Court Street, as well as residential and academic areas around Phillips Exeter Academy

In addition, the study area incorporates residential streets adjacent to the commercial corridors and the Phillips Exeter Academy campus and adjacent infrastructure. The land uses supported in these areas attract different types of users with varying parking needs and generate demand for parking at different times during the day/week. The study area also includes a mix of multi-family units, small businesses, churches, and other localized services and institutions. Single-family residential units were not evaluated.



01

# Parking Summary







## The parking system in Exeter today

### WHO OWNS AND OPERATES PARKING IN EXETER

Who can use parking is often closely tied to who owns parking, though the key difference is in privately-owned parking, where more nuanced and informal agreements may allow parking facilities to be used among multiple businesses, but not for the general public. Parking ownership and/or operation of parking in downtown Exeter can be summarized as follows.

#### PUBLIC

The Town of Exeter manages all on-street parking as well as three off-street parking lots within the study area:

- Municipal (Water Street) Parking Lot
- Center Street Parking Lot
- Waterfront Parking Lot

Within the project study area, the Town manages 938 parking spaces, including 397 spaces in the three parking lots and specially regulated spaces throughout. There are few wayfinding signs to navigate drivers to specific parking areas and limited signage associated with public lots to indicate their association with the Town.

**Permit parking** is provided specifically for Town employees and those requesting a permit for parking along Pleasant Street. This permit is pertinent to night parking, especially during the Winter Parking Ban.

#### PRIVATE

The remaining 648 parking spaces inventoried for this study are off-street private parking spaces and lots, with 109 of these parking spaces owned and operated by the Phillips Exeter Academy (the Academy owns many more spaces outside the study area). The remainder of the private parking spaces are owned by various other business and residential owners.

Observations throughout the study area found the Phillips Exeter Academy parking lots were well-signed, both for regulation and for wayfinding. Most other private spaces and lots were well-marked to easily ascertain their ownership.





## The parking system in Exeter today

To gather the most accurate understanding of Downtown Exeter's existing parking, the team recorded regulations within the defined study area as they would be viewed by a first-time "visitor" to Downtown. This study's inventory represents the current signage and usage rather, irrespective of the legal status of ownership of parking areas.

The maps and tables on the following pages illustrate how the parking in Downtown Exeter is distributed among an array of categories and user permissions. The regulations have been defined as shown on the right. Overall, 31% of the parking is 'restricted,' or in other words reserved for customers, tenants, or visitors of the business or establishment associated with the parking. The remainder of the overall parking supply for each area is available to the general public.

There are a few key objectives from analyzing private parking as part of this project:

### 1. Understand accessibility of the overall system-

How much private parking exists and where it is located in relation to key destinations helps us understand how accessible parking is for a public visitor

### 2. Analyze whether development requirements are reasonable-

It is important to know how private parking is being used in comparison to what the Town requires

### 3. Optimize existing supply to avoid overbuilding parking-

Under certain conditions, private parking, and how it is regulated and managed, can potentially provide an opportunity to "expand" public supply

## ON-STREET PARKING REGULATIONS

### PUBLIC PARKING (TIME-RESTRICTED)

These spaces are available to any user for a designated period of time, e.g., "15-minute."

### RESERVED

These spaces are available only to designated users, such as tenants or visitors of a particular business

### UNREGULATED

These spaces are available to any user at any time and do not have a time restriction

## OFF-STREET PARKING REGULATIONS

### PUBLIC PARKING

These spaces are associated with Town-owned facilities and are available to any user

### PRIVATE PARKING

These spaces are available only to designated users, such as tenants or visitors of a particular business

### PRIVATE P.E.A. PARKING

These spaces are only available for students, faculty, employees, and other visitors of Philips Exeter Academy



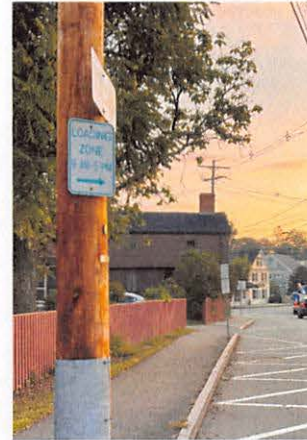


# The parking system in Exeter today – Regulation Signage

## PARKING REGULATIONS

A sample of the wide variety of parking regulation signage seen throughout downtown Exeter is shown to the right.

For regulation signage relating to public, on-street spaces, clarity could be improved (e.g., '30 MIN. PARKING LIMIT, MON-SAT' doesn't clarify if the time-limit is in effect 24/7 or during specific times; '2 HR PARKING 8AM TO 6PM' doesn't clarify whether this is in effect 7 days a week or only during weekdays. Clearer signage would reduce confusion and improve the user's parking experience.







## The parking system in Exeter today – Multimodal Access

### MULTIMODAL PATHS + ACCESS

Although Downtown Exeter is largely dominated by visitors who arrive using a car, Downtown's key destinations are within reasonable distance of each other by foot or other modes, and pedestrian-related infrastructure is an important component of maintaining downtown vitality and mobility for all.

For pedestrians walking to and from parking and between Exeter's destinations—and for bicyclists on the road—there are several challenges:

- Crosswalk locations are lacking at areas where support for safe crossings are desired and could benefit from enhanced markings or signage to encourage drivers to slow down and yield to pedestrians.
- Back-out angled parking perpetuates limited sightlines of crossing pedestrians or bicyclists trying to ride in the road
- Some barriers in the sidewalks (such as street utilities) interrupt the easy flow of movement and impact accessibility for those with mobility challenges
- Some parking facilities and the paths leading to/from parking are not well lit, making these options uncomfortable
- Bicycle infrastructure and signage is lacking



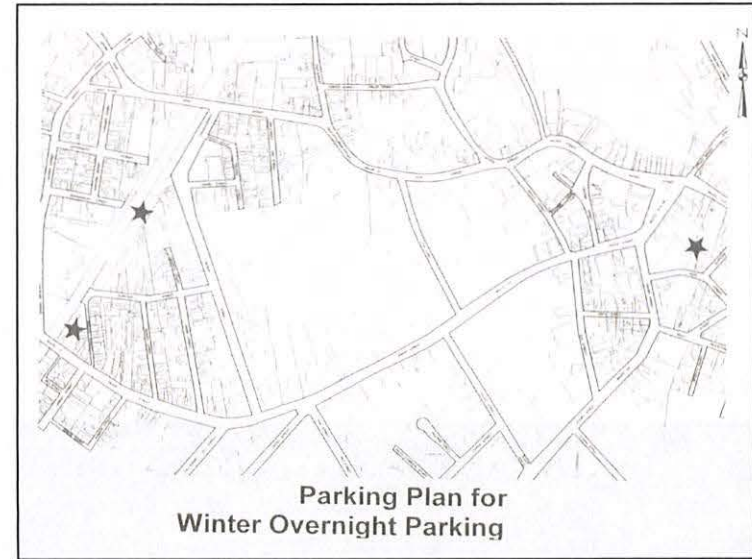


## The parking system in Exeter today – Winter Parking

### WINTER PARKING

All on-street parking spaces and the three public off-street parking lots in the Downtown study area are subject to a winter parking ban for a significant portion of the year (three and a half months) between December 1st and March 15th. The only spaces allowing for overnight parking are permitted on Pleasant Street and in specific spaces within public lots.

Although the intention of this ban is ultimately to guarantee snowplows can operate without obstruction, the ban is in effect regardless of whether there is an occurrence of inclement weather. Unintended consequences can occur where parking areas may experience excessive overnight demand due to the ban's displacement otherwise not seen during the non-ban months. The Town hosts a general procedural plan but could benefit from more details and clarification for potentially impacted parkers, particularly Downtown residents.



Winter Overnight Parking Plan map from the Town's website





## The parking system in Exeter today – User Experience

### ENFORCEMENT

The Town of Exeter has parking regulations that include parking prohibitions, the winter parking ban, school hour restrictions, and time-based parking limits most apparent in the Downtown as Two-Hour Parking between 8:00AM to 6:00PM along Water Street, Front Street, String Bridge, and Center Street. Due to recent federal court findings and Exeter Police Department staffing reorganization, the Town can no longer effectively monitor and enforce these parking limits.

Anecdotes provided by attendees to the public meetings and comments in the survey shared that there are issues with business owners, employees, and residents parked in these parking spaces for times much longer than permitted.



Example parking signs with restrictions (Source: Stantec Field Inventories)



## The parking system in Exeter today – Wayfinding

### PARKING SIGNAGE

How parking information is communicated is just as important as the existence of parking itself, in many cases of small towns and cities. Parking wayfinding signage is an important part of creating efficiency in the road network and improving the parking experience for visitors unfamiliar with parking options. Parking wayfinding signage should be appropriately sized, strategically positioned, and designed to be recognizable as part of a comprehensive and connected parking system.

As the project team conducted analysis in Exeter, the importance of clear and consistent wayfinding signage and parking information was raised.

Downtown Exeter currently features few parking wayfinding signs, particularly along Water Street where the majority of traffic flows through. The frequency of signage, their positioning, design, and level of information on the signs may be beneficial to help parkers 1) be aware that off-street facilities exist, and 2) understand which facility meets their needs (i.e., hours of operation, long- or short-term, etc.). Signage should follow the guidelines provided by the Manual of Uniform Traffic Control Devices (MUTCD) developed by the Federal Highway Administration (FHWA).

Parking information that is available online is also important to help first-time or less-familiar visitors plan their visit ahead of time and understand where parking is located in relation to intended destinations and parking rates or restrictions. Currently, there is no map on the Town's website to provide an overview to visitors of the general types of parking available and their locations in the Downtown.





## The parking system in Exeter today – Wayfinding

### WAYFINDING SIGNAGE

Some of the challenges in Exeter's wayfinding system today are identified to the right.

Stantec's field inventories identified limited or no clear wayfinding from Exeter's main roadways to its off-street parking located behind the Town Offices (Municipal Parking Lot), the Waterfront Parking Lot, and the Center Street Parking Lot. In addition, it is unclear the extent of on-street parking on many street surrounding the central business district, potentially resulting in the overutilization of Water Street. Upon parking, there is no pedestrian-level wayfinding to direct people to or from their final destinations.



Scale of sign to parking is too small for drivers (Source: Google)



Sign not present at key entrance to Municipal Parking Lot (Source: Stantec Field Inventories)



Signs to public parking are lacking at key driving route decision locations (Source: Google)



Municipal lots lack consistent town-branding and essential details indicating lot name, hours of operation, etc. (Source: Stantec Field Inventories)





# The parking system in Exeter today – Parking and Zoning

## ZONING REQUIREMENTS

Parking requirements for new development in Exeter are outlined in the Town's Zoning Ordinance (most recently updated in March 2020). Land uses included in this table are those most seen in Downtown Exeter. The team consulted the Institute for Transportation Engineers (ITE) Parking Generation manual for similar land use categories to compare Exeter's requirements with typical/best practice parking requirements as informed by data collected for similar cities across the country. This analysis revealed the following:

- Base parking standards are higher than the ITE Observed Parking Use Rate but lower in Mixed Use Neighborhood Development (MUND) districts.
- There are exceptions that allow parking reductions for shared use and lower utilization at the discretion of the Planning Board.
- There is an opportunity to reduce parking standards for small scale projects Downtown.

Land Use	Exeter Requirement	Mixed Use Neighborhood Development	Equivalent ITE Category	ITE Observed Parking Use Rate	Comparison
<b>Residential – Multi-family</b>	2 spaces per unit (2+ bedrooms) 1 space per unit (1 bed/studio)	1 space per unit (any bedroom)	Multifamily Housing, Low-Rise (221)	1.21 spaces per unit	Base: <b>Higher</b> MUND: lower
<b>Office</b>	1 space per 300 square feet	1 space per 600 square feet	General Office Building (710)	1 space per 420 square feet	Base: <b>Higher</b> MUND: lower
<b>Medical Office</b>	1 space per 200 square feet	1 space per 400 square feet	Medical-Dental Office Building (720)	1 space per 310 square feet	Base: <b>Higher</b> MUND: lower
<b>Retail</b>	1 space per 300 square feet (GFA less than 30,000) 1 space per 500 square feet (GFA over 30,000)	1 space per 600 square feet (GFA less than 30,000) 1 space per 1000 square feet (GFA over 30,000)	Shopping Center (820)	1 space per 515 square feet	Base: <b>Higher</b> MUND: lower
<b>Restaurant</b>	1 space per 3 seats	1 space per 6 seats	High-Turnover, Sit Down Restaurant (932)	1 space per 5 seats	Base: <b>Higher</b> MUND: lower

\*The ITE (Institution of Transportation Engineers) Parking Generation Manual is the preferred resource for transportation professionals to determine standard/best practice for parking requirements nationwide.



# 02



## Parking Inventory + Utilization





## The parking system in Exeter today

A complete understanding of parking supply and regulation is a basic component to understanding parking patterns and local knowledge of what locations are most accommodating. This study documented public and private parking facilities, both on- and off-street, in the Exeter Downtown Study Area. The totals represented in this report include all parking within the study area, with the exception of small, private residential parking areas such as driveways for single-family homes. This work serves as the baseline for all information calculated and analyzed over the course of the project.







# Parking Inventory

## UNDERSTANDING HOW MUCH PARKING EXISTS BY TYPE

To gather the most accurate understanding of Downtown Exeter's existing parking, the team recorded regulations within the defined study area as they would be viewed by a first-time "visitor" to downtown Exeter. This study's inventory represents the current signage and usage rather than the legal status of ownership of parking areas.

The maps and tables on the following pages illustrate how the parking in Downtown Exeter is distributed among an array of categories and user permissions. Overall, 31% of the parking is 'restricted,' or in other words reserved for customers, tenants, or visitors of the business or establishment with which the parking is associated. The remainder of the overall parking supply for each area is available to the general public.

Generally, there is opportunity to re-evaluate whether time-restricted pricing regulations are relevant to areas where they are likely in demand. In parallel, there is an opportunity to improve the clarity and consistency of how parking regulations are displayed Downtown and in directing users to parking appropriate to their needs. Specifically, there is an opportunity to better clarify where user types can park in Downtown Exeter, along with an opportunity to improve the clarity and consistency of signage associated with parking. For visitors who are unfamiliar with Exeter's parking system, a lack of parking signage can lead to off-street facilities being under-utilized because they are not immediately visible from key through streets, such as Water Street. Confusion about where and how to park can lead to parkers occupying the closest available space to their destination (regardless of regulation/signage) and potentially displacing other parkers from spaces more appropriate for their specific use.

Signage that does not include explicit and complete information about when time limits are in effect, for example, can force a parker to make their own interpretations, which may not be accurate.

On-Street Regulations	Inventory	% of Sub-total
Less than 1-Hr Parking	18	4%
2-Hr Parking	152	28%
Loading Zone	5	1%
Reserved Parking	12	2%
Unregulated Parking	354	65%
<b>Sub-Total</b>	<b>541</b>	
Off-Street Regulations	Inventory	% of Sub-total
Public Parking	397	38%
Private Parking	539	52%
PEA Private Parking	109	10%
<b>Sub-Total</b>	<b>1,045</b>	
<b>Total</b>	<b>1,586</b>	

# Parking Inventory Map

## KEY OBSERVATIONS

More than 1,500 parking spaces were identified in the Downtown area, which generally represents areas where there is demand for parking among various user groups such as residents, employees, customers, and other types of visitors.

- More than half of the **off-street supply is restricted** and unavailable to the general public
- **Two-hour spaces** are appropriately concentrated near retail and dining locations along Water and Main Street
- **Short-term (e.g. 15-minute spaces) are limited** in the central areas of Water Street near businesses or municipal buildings that may attract very short customer visits
- **Public parking behind Water Street** businesses may be misinterpreted as private due to their positioning and **less visible** access points
- Most on-street parking in residential areas is **unregulated and unmarked**
- There is only **1 designated loading space each** on Water Street and Clifford Street, which is insufficient given the concentration of businesses that have regular deliveries





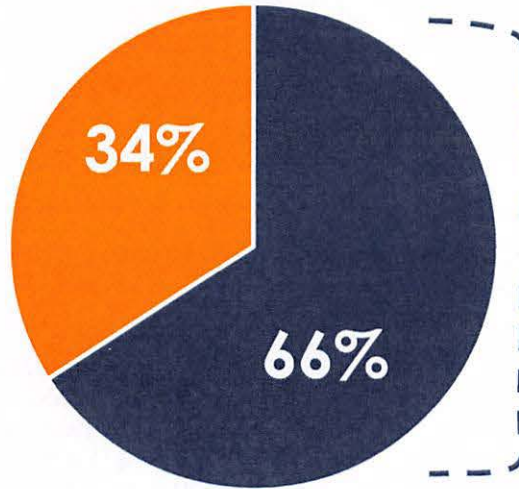


# Parking Inventory

## THE INVENTORY BY PARKING TYPE

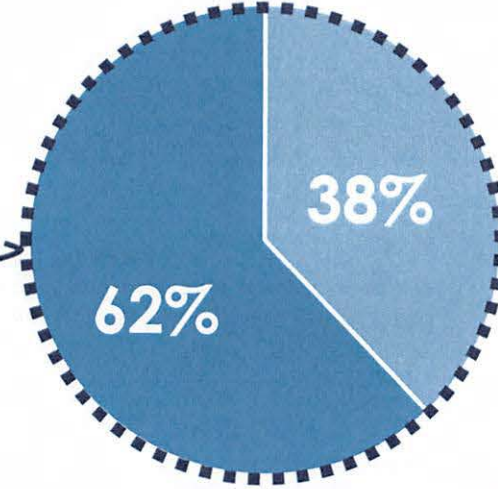
The majority of Exeter's overall inventory is off-street, but most of the off-street supply is **restricted to the public**. In essence, restricted spaces can be considered as unavailable within the publicly-available inventory. Communities across New England and the nation have identified opportunities for "opening up" or sharing this supply to other users as a way of reducing the unnecessary building of additional, new supply for public use. These will be investigated later in the report.

**ON-STREET VS. OFF-STREET**  
(overall inventory- 1,586)



- Off-Street Parking (1,045)
- On-Street Parking (541)

**PUBLIC VS. PRIVATE**  
(off-street inventory- 1,045)



- Off-Street Public Parking (397)
- Off-Street Private Parking (648)



## Parking Utilization- Data Approach and Intent

### PARKING UTILIZATION DATA COLLECTION

The team conducted parking utilization counts in all\* private and public facilities during a typical weekday (**September 7, 2023**) and typical weekend (**September 9, 2023**) to represent average seasonal conditions of parking demand in Downtown Exeter. Counts included four weekday time periods to understand how demand changes throughout the day: **6:00 AM, 9:00 AM, 12:00 PM, and 6:00 PM**. Three weekend time periods were analyzed at **10:00 AM, 1:00 PM, and 5:00 PM**.

To ensure efficient parking management operations in any urban area, it is ideal to maintain at least one empty space on each block of street parking. This allows reliable visitor access to destinations and typically equates to about one out of eight spaces free, or a target of 15% vacant per block. Similarly, a goal of at least 10% vacancy is considered ideal in off-street facilities (these occupancy targets ensures that front-door spaces are available for those who need them - such as those with mobility challenges). If any facility has less availability than this, it is usually the case that users arrive to a full lot or have significant trouble finding space. However, if a facility has substantially more availability (especially in high-demand areas), this points to restrictions or conditions that may be keeping potential parkers away, including lack of demand as well as practical factors such as walkability, price, time limits, or wayfinding.



*Water Street businesses after dawn*

***\*Some parking facilities that are dedicated for exclusive use by Philips Exeter Academy students, faculty, and employees were included in the inventory and analysis as part of this study.***





# Parking Utilization- Data Approach and Intent

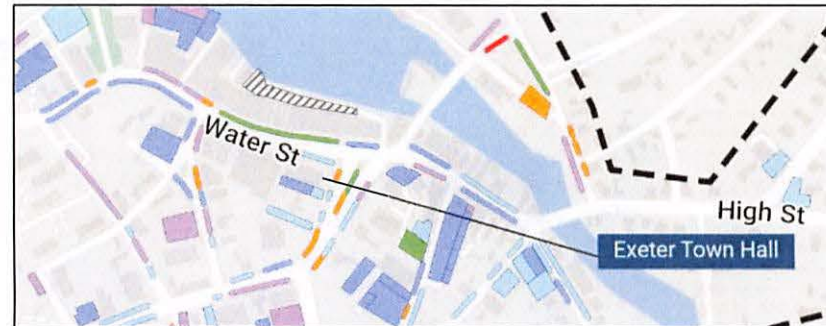
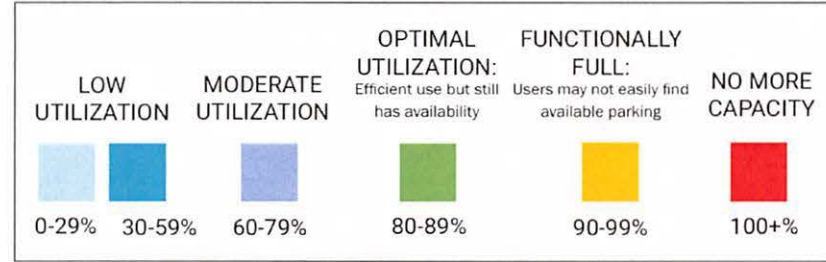
## HOW TO READ THE CHARTS

### UNDERSTANDING UTILIZATION

The series of maps and charts throughout the following pages illustrate the results of the in-person parking counts conducted for Downtown Exeter. The maps demonstrate utilization levels for each individual parking facility or space (see following page). The bar charts illustrate how utilization levels change throughout an entire day for different types of parking within the overall supply.

The parking utilization information can provide clarity about the accuracy of long-held community perceptions about parking availability but also identify opportunities to improve availability in targeted locations so that the optimal vacancy of 10-15% for any area within the parking system can be consistently maintained.

Identifying where and when parking spaces are being utilized can lead to potential understanding around the factors of why spaces are being used – this can be due to a combination of things, such as their location to popular destinations (i.e., front door access), awareness of the facility being usable by the user it is intended for, whether there is a time limit (i.e., whether it meets the needs of a visitor making a short trip vs. a downtown employee), and more.

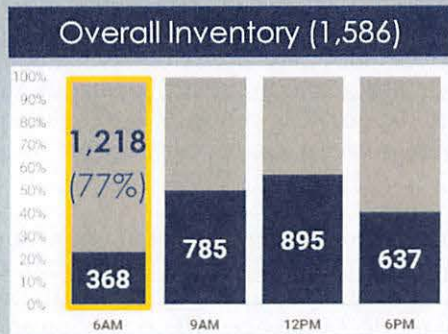


## Parking Utilization- Weekday

**THURSDAY, 6AM**

### KEY OBSERVATIONS

- Overall, the study area has significant capacity available, including along and near Water St
- Only a few, small resident facilities are full
- Chestnut Street is well-utilized due to its proximity to the Exeter Mill Apartments
- PEA lots near Court Street and Elliot Street see optimal utilization
- Municipal Lot has ample capacity



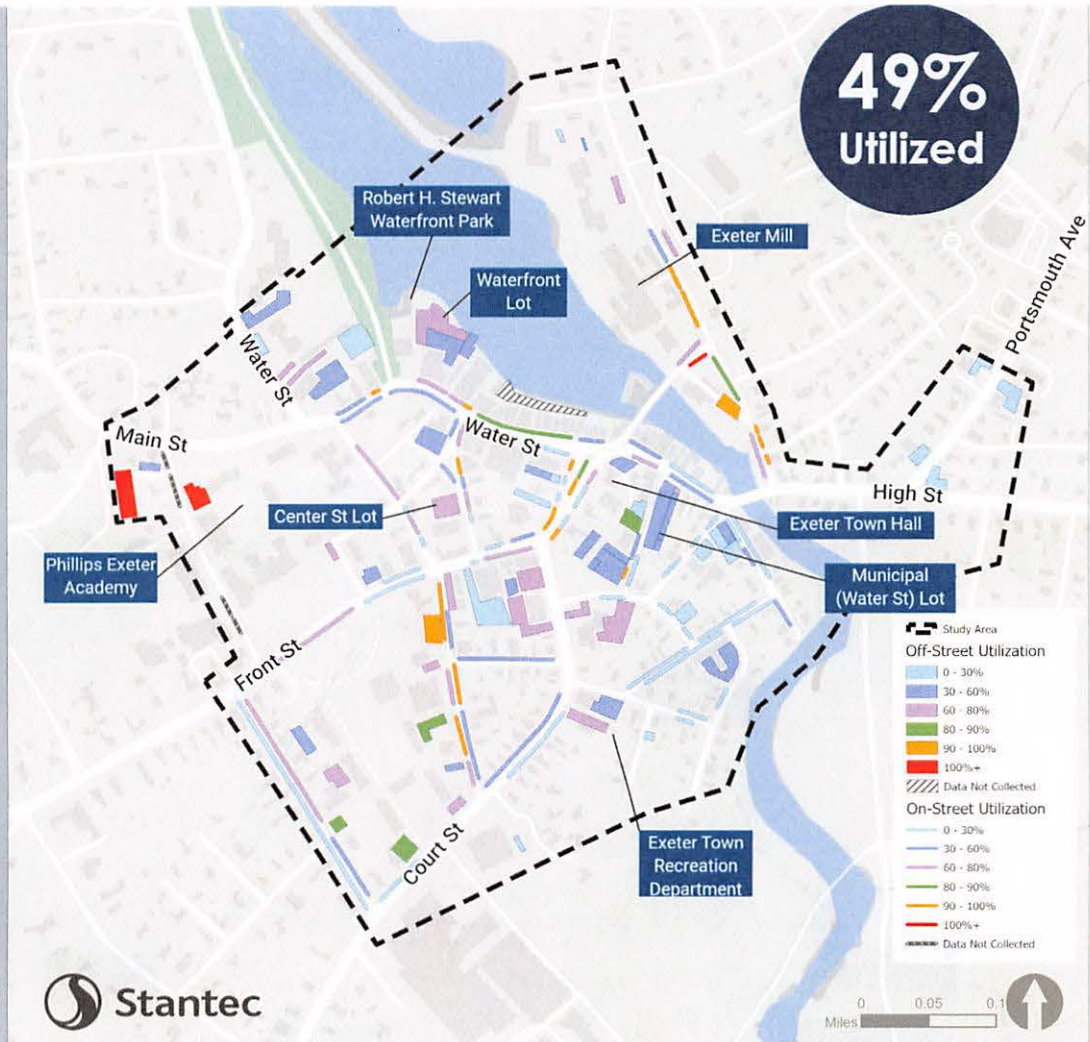
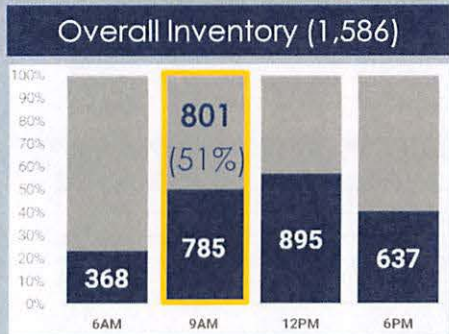


# Parking Utilization- Weekday

**THURSDAY, 9AM**

## KEY OBSERVATIONS

- Demand has doubled overall, but 50% of capacity remains vacant
- The Water Street core is at optimal utilization (85%), with plenty of capacity in nearby, walkable spaces
- PEA Lots off Main Street are at capacity
- Chestnut Street sees its highest demand with several segments full or near-full
- Elm Street sees its period of highest demand



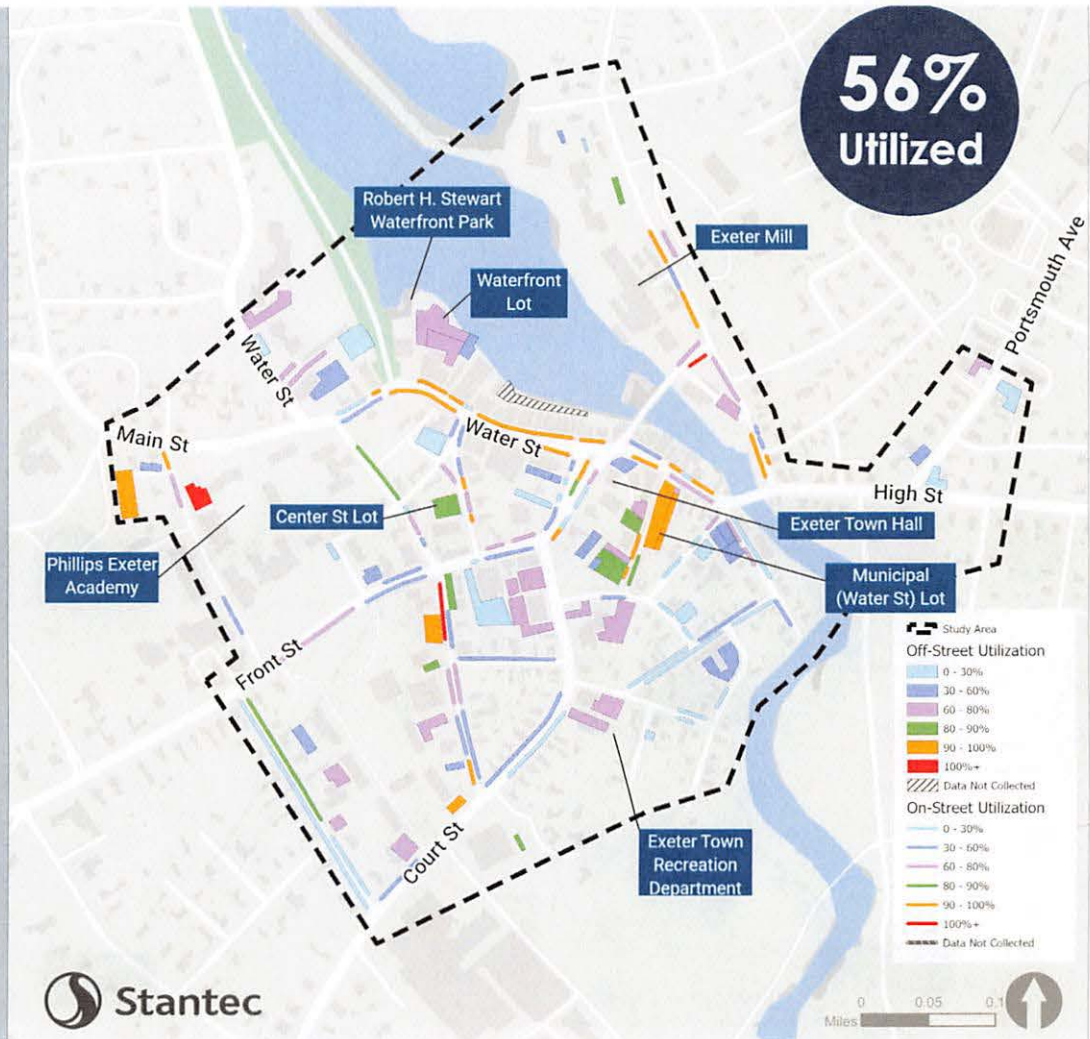
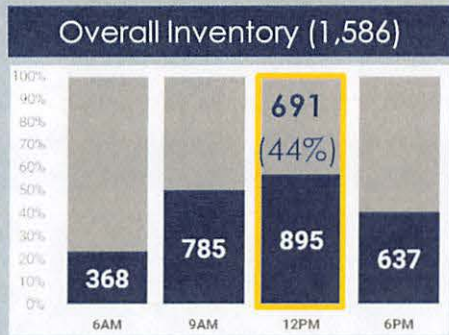


# Parking Utilization- Weekday

**THURSDAY, 12PM**

## KEY OBSERVATIONS

- Most of Water Street is completely full
- The Municipal Lot is completely full
- PEA lots off Main Street remain full or near full
- Chestnut Street remains heavily occupied
- Center Street Lot is optimally utilized



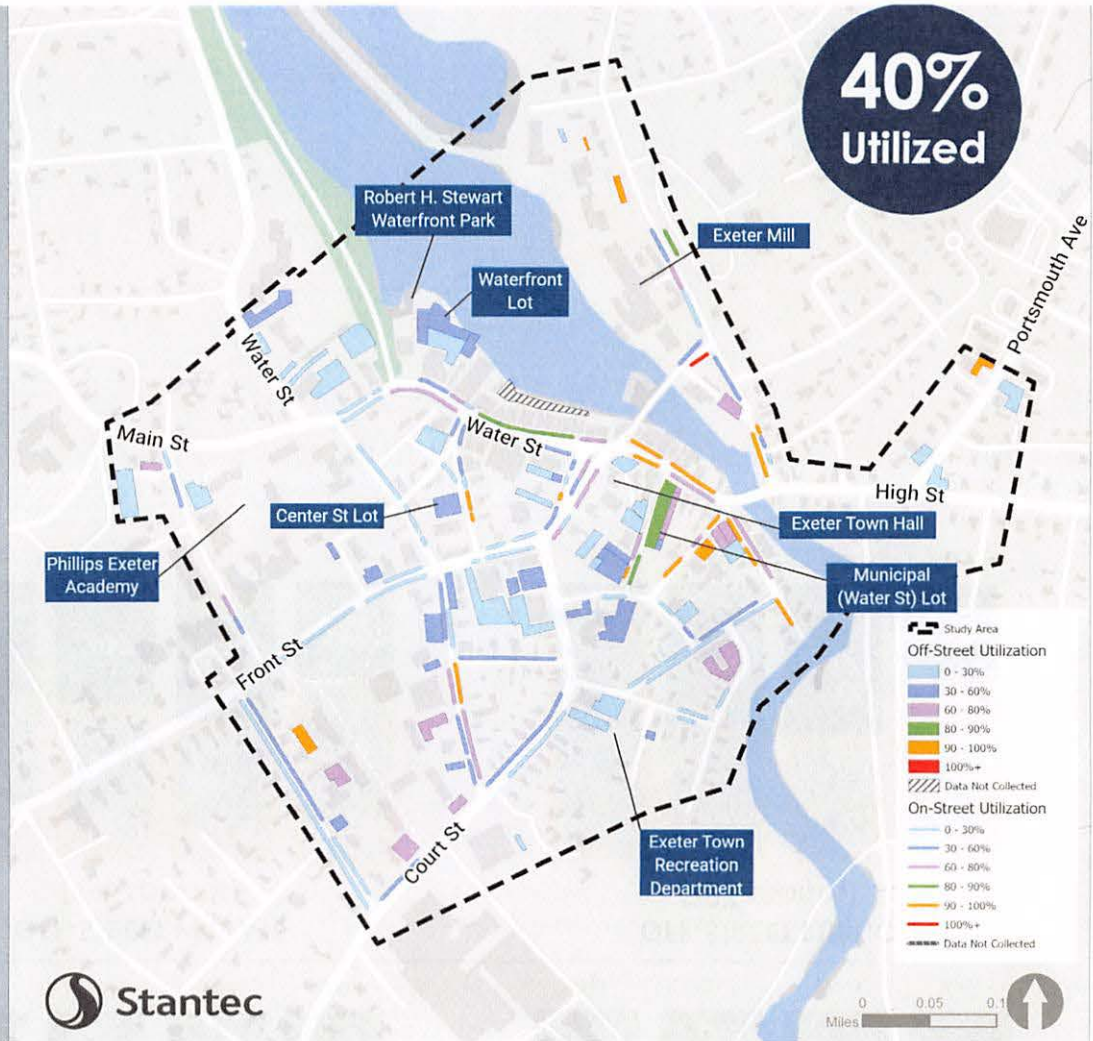
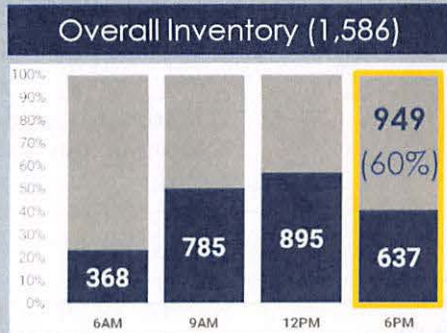


# Parking Utilization- Weekday

**THURSDAY, 6PM**

## KEY OBSERVATIONS

- Parking is generally available throughout Downtown
- Western Water Street is optimally used
- Eastern Water Street is now at capacity
- The Municipal Lot is at optimal utilization
- Streets adjacent to Water Street have parking availability





# Parking Utilization- Weekday

## HOW DIFFERENT TYPES OF PARKING ARE UTILIZED

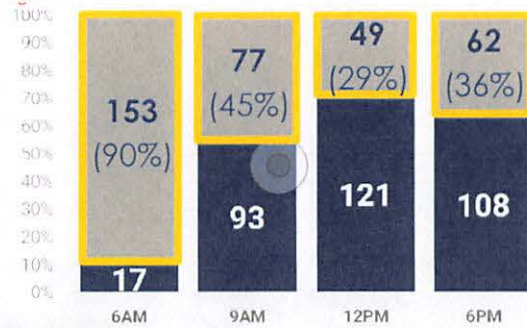
### ON-STREET

- While time-limited parking is 70% full (49 vacant spaces) at the noon peak, there are nearly 150 vacant unregulated on-street spaces nearby
- Both time-limited and unregulated parking see similar patterns of use; Peak demand occurs at 12 for both

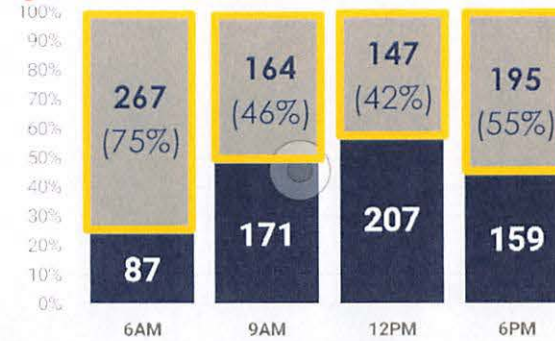
### OFF-STREET

- Both off-street private and off-street public see similar patterns of use throughout the day
- Over 475 vacant off-street spaces remain at peak (309 private; 169 public)

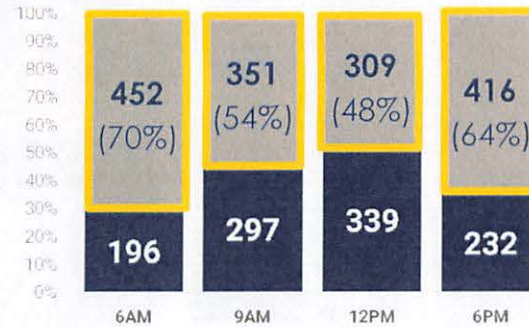
**ON-STREET, TIME LIMITED**  
(170 spaces)



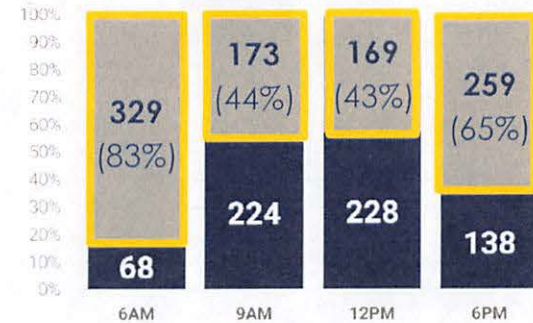
**ON-STREET, UNREGULATED**  
(354 spaces)



**OFF-STREET PRIVATE**  
(648 spaces)



**OFF-STREET PUBLIC**  
(397 spaces)

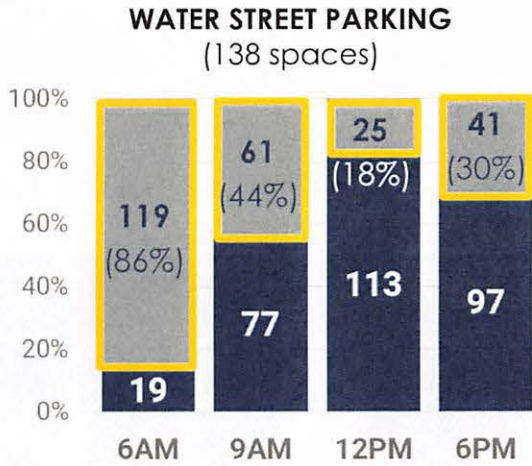




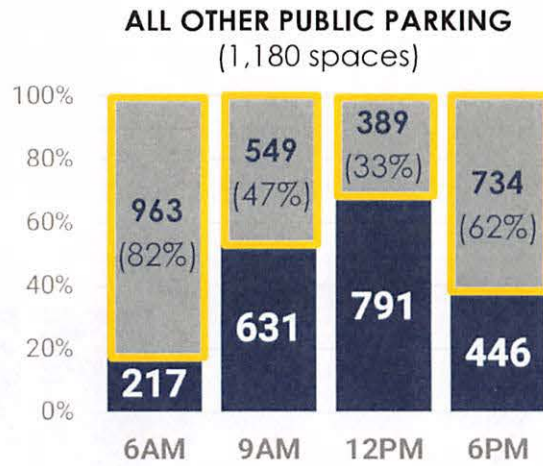


## Parking Utilization - Weekday

### HOW DIFFERENT TYPES OF PARKING ARE UTILIZED



- These spaces are in higher demand from lunch through dinner periods
- A limited amount of spaces are still available during the midday peak



- These spaces see their highest demand during midday; however, they still have ample capacity available to absorb demand from those seeking to park on Water Street



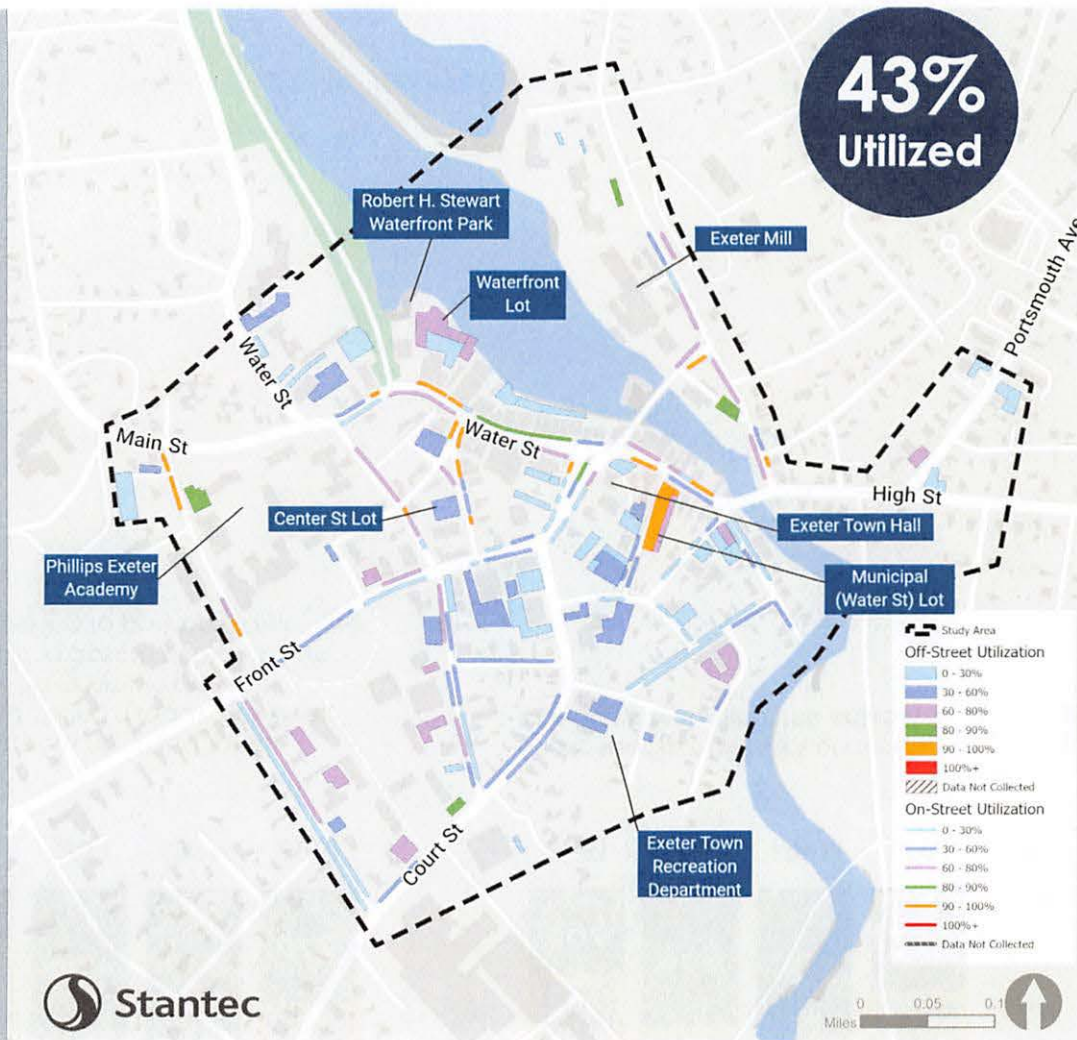
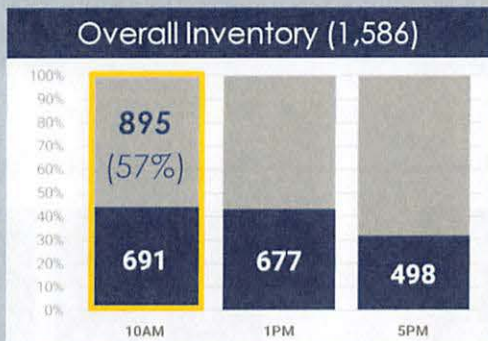
- These spaces have 48% or more capacity throughout the entire day

## Parking Utilization- Weekend

**SATURDAY, 10AM**

### KEY OBSERVATIONS

- Water Street is mostly full in the core with availability on the perimeter
- Municipal Lot is the only off-street lot that is full
- Significant capacity available in all other lots
- A few, small areas on Chestnut Street are in higher demand



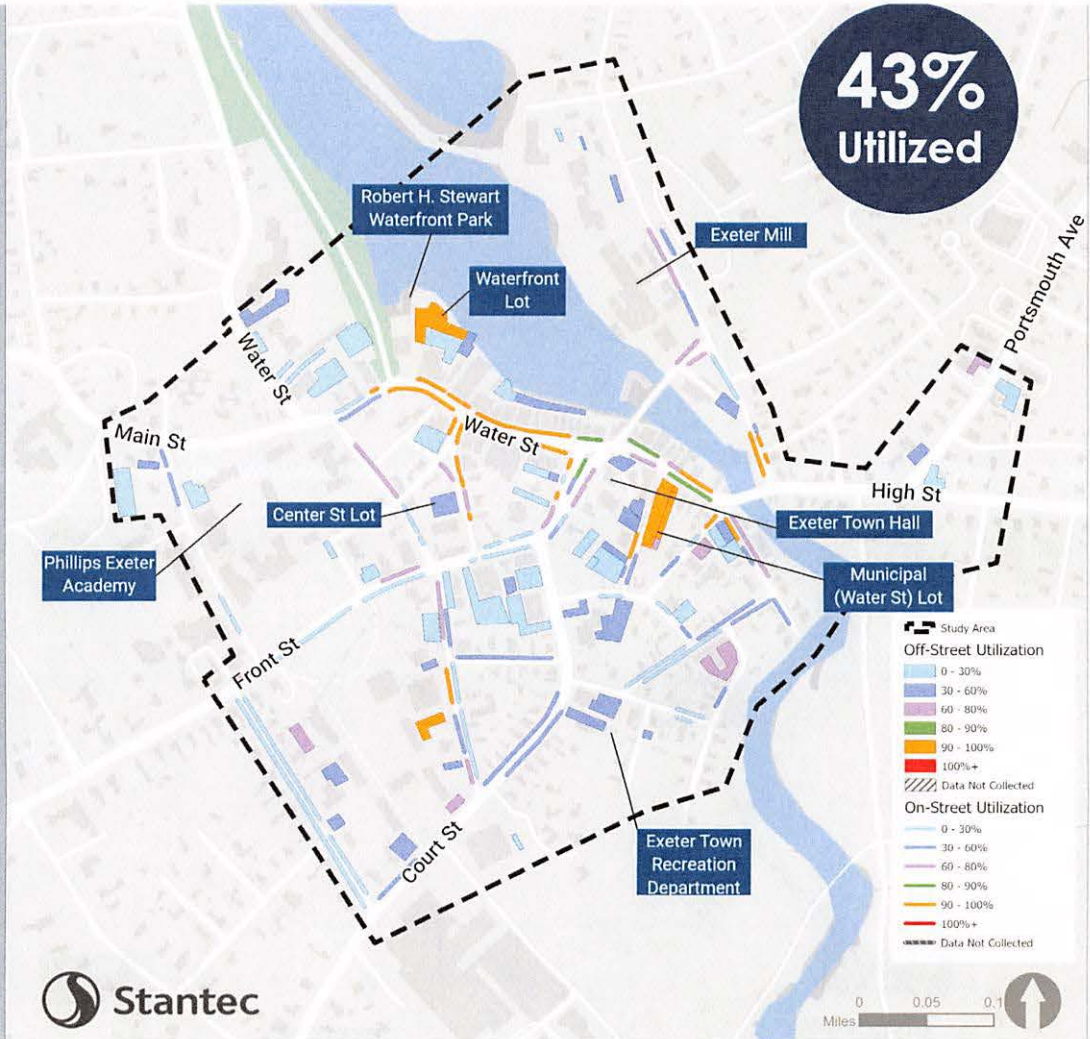
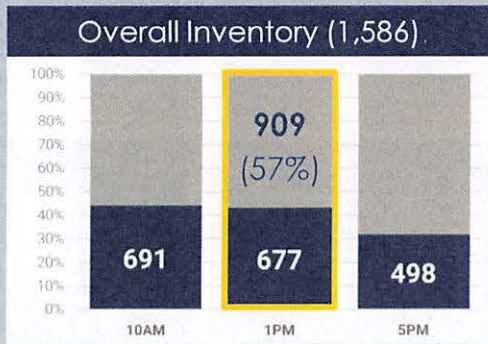


# Parking Utilization- Weekend

**SATURDAY, 1 PM**

## KEY OBSERVATIONS

- On-street parking along Water Street is completely full
- Municipal Lot is at full capacity
- Public parking at the Boat Ramp Lot is also at capacity
- Other off-street lots have decompressed, leaving ample system capacity



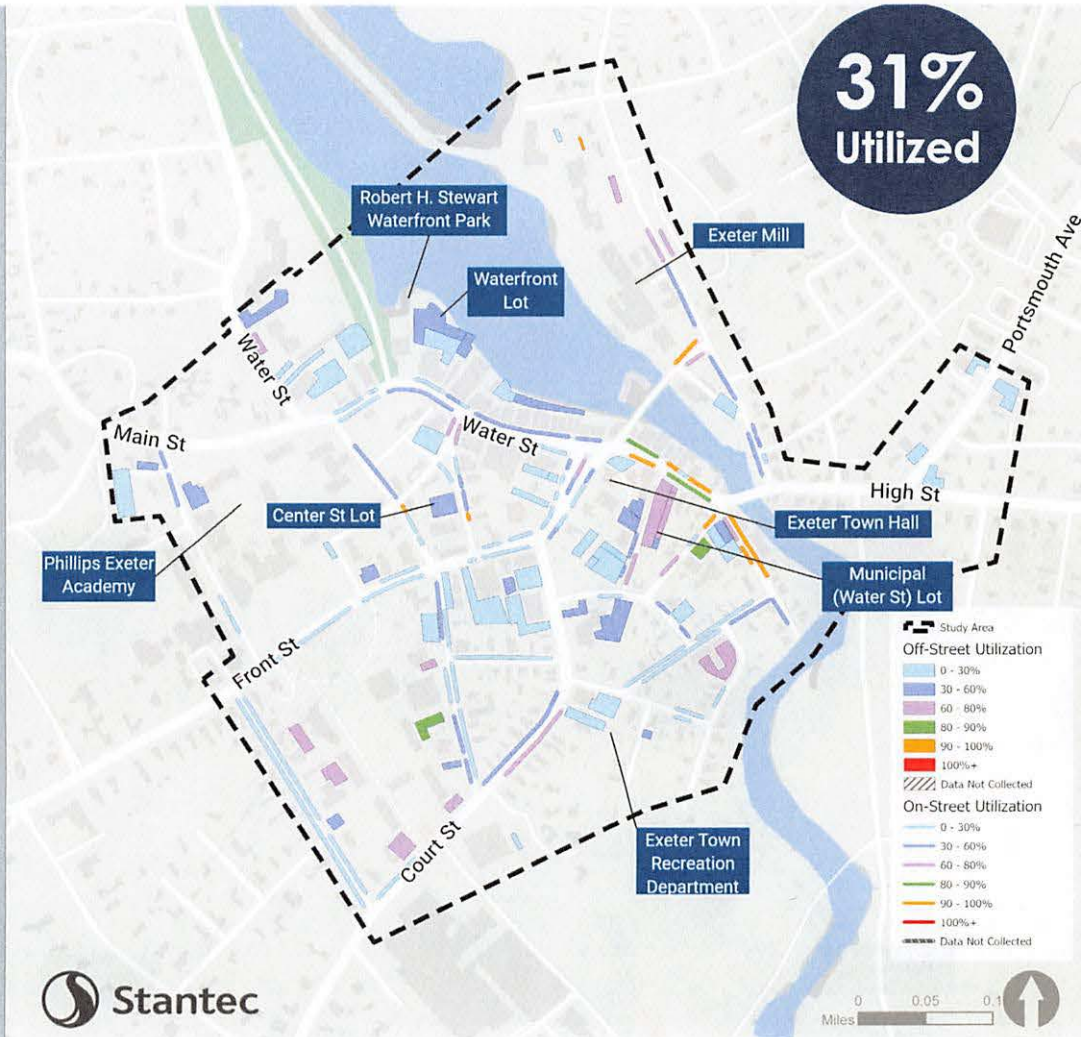
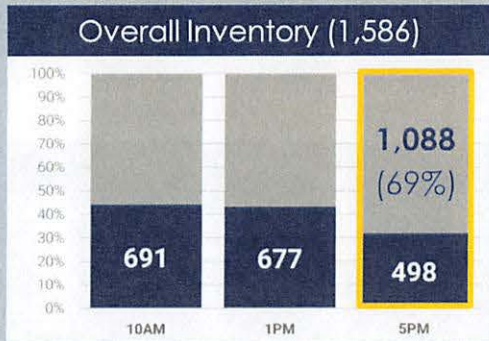


## Parking Utilization- Weekend

**SATURDAY, 5PM**

### KEY OBSERVATIONS

- Western Water Street utilization is low
- Eastern Water Street spaces are now full
- The Municipal Lot is being utilized but capacity remains
- Generally high level of availability of all other spaces throughout downtown
- More than 1,000 empty spaces throughout





# Parking Utilization- Weekend

## HOW DIFFERENT TYPES OF PARKING WERE UTILIZED

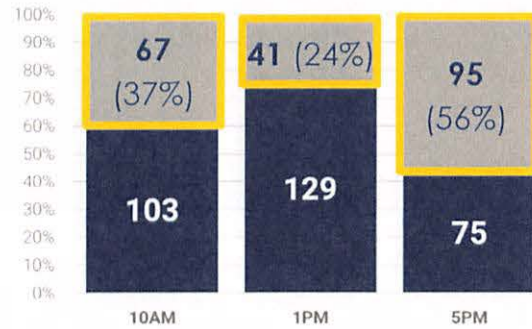
### ON-STREET

- Similar patterns for parking demand throughout the day, regardless of time limit restriction
- Slightly more demand for unregulated spaces than time-restricted

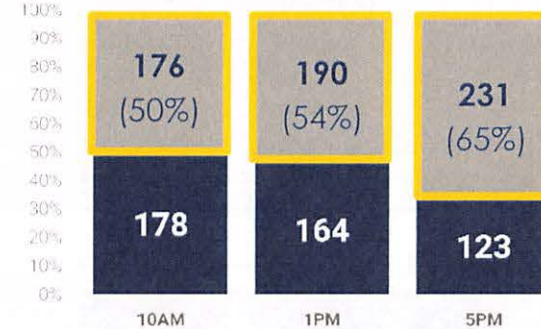
### OFF-STREET

- Similar patterns for parking demand throughout the day
- There is a larger increase in off-street public demand than private as businesses start to open in the morning

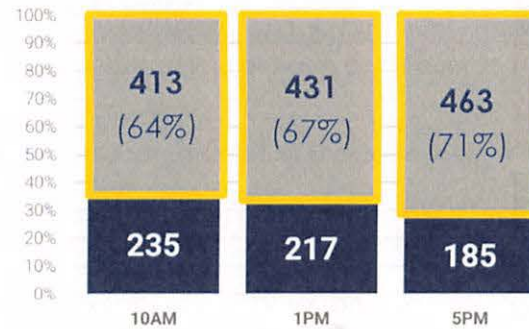
**ON-STREET, TIME LIMITED**  
(170 spaces)



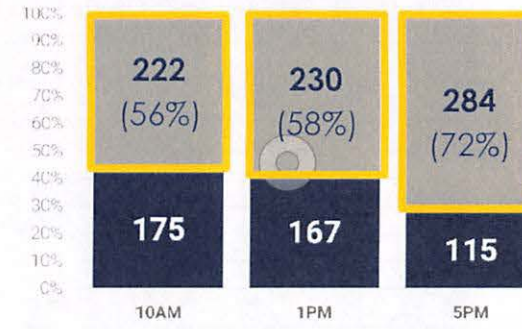
**ON-STREET, UNREGULATED**  
(354 spaces)



**OFF-STREET PRIVATE**  
(648 spaces)



**OFF-STREET PUBLIC**  
(397 spaces)







## Parking Utilization Summary

### EXETER HAS SUFFICIENT PARKING SUPPLY TO MEET DEMAND

The data reveals that, broadly, **there is capacity available across the Downtown to meet current levels of demand at any time of the day.** Collectively, a maximum 57% of all parking in the Downtown is occupied during the weekday midday peak period. Although on-street parking along the core, mixed-use area of Water Street is utilized at 82% percent (just below optimal utilization) at its midday peak, with many portions of Water Street completely full, off-street public spaces are only 67% full at this same period and are within a comfortable walking distance (less than five minutes) of Water Street.

The Municipal Lot remains in high demand or full during nearly all time periods, as expected during business hours during the week, and it is busy during weekday evening and both weekday key dining periods, likely serving visitors of the nearby restaurants.

Areas along Chestnut Street see higher demand during 9AM and 12PM on the weekday, with the most frequent areas of demand being closest to High Street or the bridge.

A few areas along Elm Street were full during 9AM but demonstrated having a good level of availability during all other time periods.

In summary, areas of persistent higher demand are not necessarily in need of additional supply to accommodate demand because they can instead benefit from other strategies to optimize use of other ample available supply nearby.





# Parking Turnover Analysis

## UNDERSTANDING HOW LONG PARKING SPACES ARE BEING OCCUPIED

### WHAT TURNOVER AND OCCUPANCY DATA CAN TELL US

Drawing from the public meetings and survey for this project, in addition to the findings from previous studies and surveys for the study area, Stantec and the Town understand the frustrations shared by residents, business owners, and visitors to Downtown regarding finding open parking spaces along Water Street. Those impacted are often found to circulate Exeter's Downtown to find an open space and may contribute to traffic congestion along other roads adjacent to Water Street. Business owners were frustrated with the two-hour time limit signs not being enforced and witnessing vehicles occupying parking spaces on Water Street for much of a day, if not multiple days.

Parking turnover is an important metric for downtowns as reduced turnover, particularly along a vibrant Downtown business center, can be representative of potentially less patrons to businesses due to difficulties in finding convenient parking spaces. When an employee occupies a prime space for a long time, it is not dissimilar to providing no parking at all for their own patrons.

By encouraging more frequent turnover along a downtown business district, more spaces can be made available to visitors to specific businesses. More frequent turnover allows for the parking spaces to be less likely to attain the 90 percent to 100+ percent utilization and maintain the 85 percent optimal utilization. Areas where turnover is limited may imply that strategies such as adjusted parking regulations and permitting or parking pricing may be necessary to encourage optimal availability.







# Parking Turnover Analysis

## UNDERSTANDING HOW LONG PARKING SPACES ARE BEING OCCUPIED

### APPROACH SUMMARY

Utilizing the municipal safety camera located on the upper levels of the Town Hall, the Town was able to share timelapse videography in late September 2023 with Stantec for analysis of turnover and length of stay for twenty-two (22) parking spaces along Water Street; from 85 Water Street (*Trends Gift Gallery*) west to 127 Water Street (*Martin Family Services*), which includes businesses like *Water Street Bookstore*, *Whirlygigs Toy Shop*, *Exeter Jewelers*, *Capital Thai*, and others. Stantec reviewed parking turnover and length of stay within view of a critical segment of Water Street.

A typical day's parking operations in the studied segment was further analyzed and is presented in the following pages. Stantec reviewed parking turnover analysis from 6 AM to 4 PM to identify periods of the day and discern shortcomings of the existing inventory or regulation which was used to guide some of the study's recommendations. From this typical day review, three periods of parking were further broken down for occupancy and length of stay data.

VIDEO TIME	TIME	1	CARS	2	CARS	3	CARS	4	CARS	5	CARS
0	17:15	1	1	1	1	0	1	0	1	1	1
7.5	17:30	1	1	1	1	1	2	0	1	1	1
15	17:45	1	1	1	1	1	2	0	1	0	1
22.5	18:00	1	1	1	1	1	2	0	1	0	1
30	18:15	1	1	1	1	1	2	0	1	1	2
37.5	18:30	1	1	1	1	1	2	1	2	0	2
45	18:45	0	1	1	1	1	2	1	2	0	2
52.5	19:00	0	1	1	1	1	2	1	2	1	3
60	19:15	0	1	1	1	1	2	1	2	1	3
7.5	19:30	0	1	1	1	1	2	1	2	1	3
15	19:45	1	2	1	1	0	2	2	3	1	3
22.5	20:00	1	2	1	1	0	2	2	3	1	3
30	20:15	1	2	1	1	0	2	0	3	1	3
37.5	20:30	1	2	1	1	0	2	0	3	1	3
45	20:45	1	2	1	1	0	2	0	3	1	3
52.5	21:00	1	2	1	1	0	2	0	3	1	3
60	21:15	1	2	1	1	0	2	0	3	0	3
7.5	21:30	0	2	1	1	0	2	0	3	0	3
15	21:45	0	2	1	1	0	2	0	3	0	3
22.5	22:00	0	2	1	1	0	2	0	3	0	3
30	22:15	0	2	1	1	0	2	0	3	0	3
37.5	22:30	0	2	1	1	0	2	0	3	0	3
45	22:45	0	2	1	1	0	2	0	3	0	3
52.5	23:00	0	2	1	1	0	2	0	3	0	3
60	23:15	0	2	1	1	0	2	0	3	0	3
7.5	23:30	0	2	1	1	0	2	0	3	0	3
15	23:45	0	2	1	1	0	2	0	3	0	3
22.5	0:00	0	2	1	1	0	2	0	3	0	3



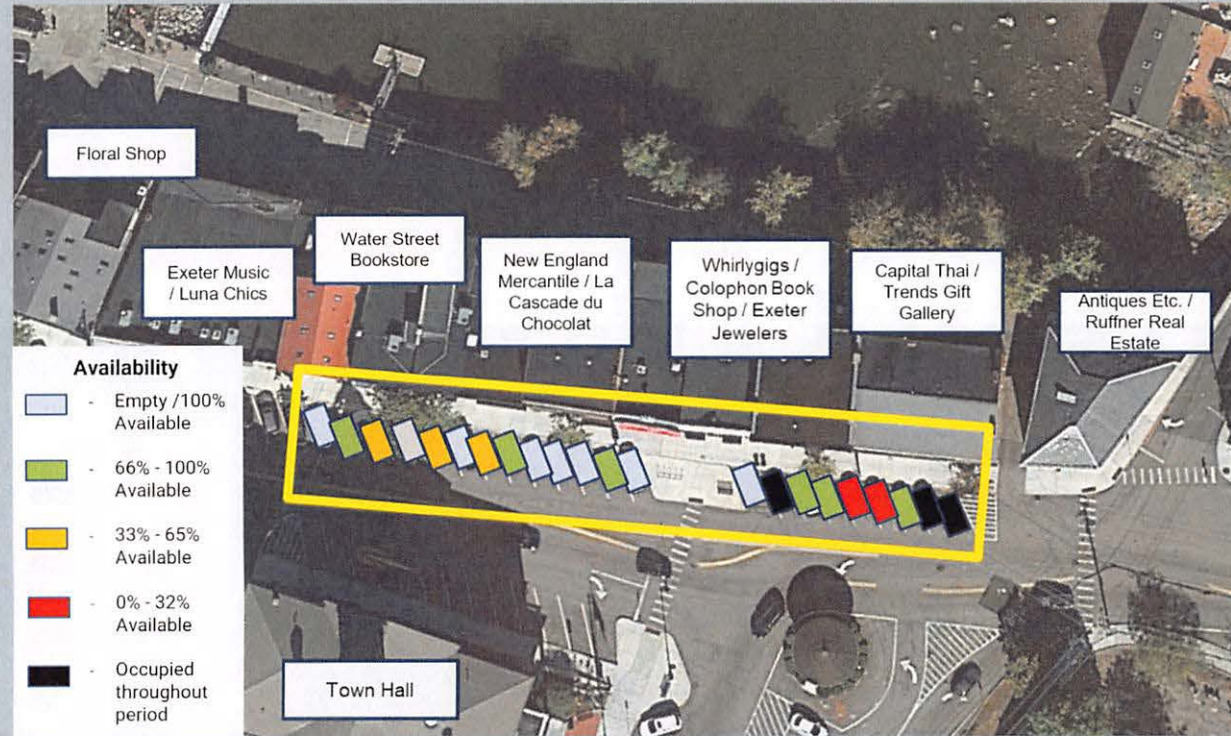


# Parking Turnover Analysis

**WEEKDAY, 6AM - 9AM**

## KEY OBSERVATIONS

- There is very low turnover during this time but also low demand, with several empty parking spaces throughout the period
- Reduced demand allows for periods of alternate curb use, such as for deliveries
- Spaces occupied throughout the time period were typically residents of the upper floors of the Water Street buildings





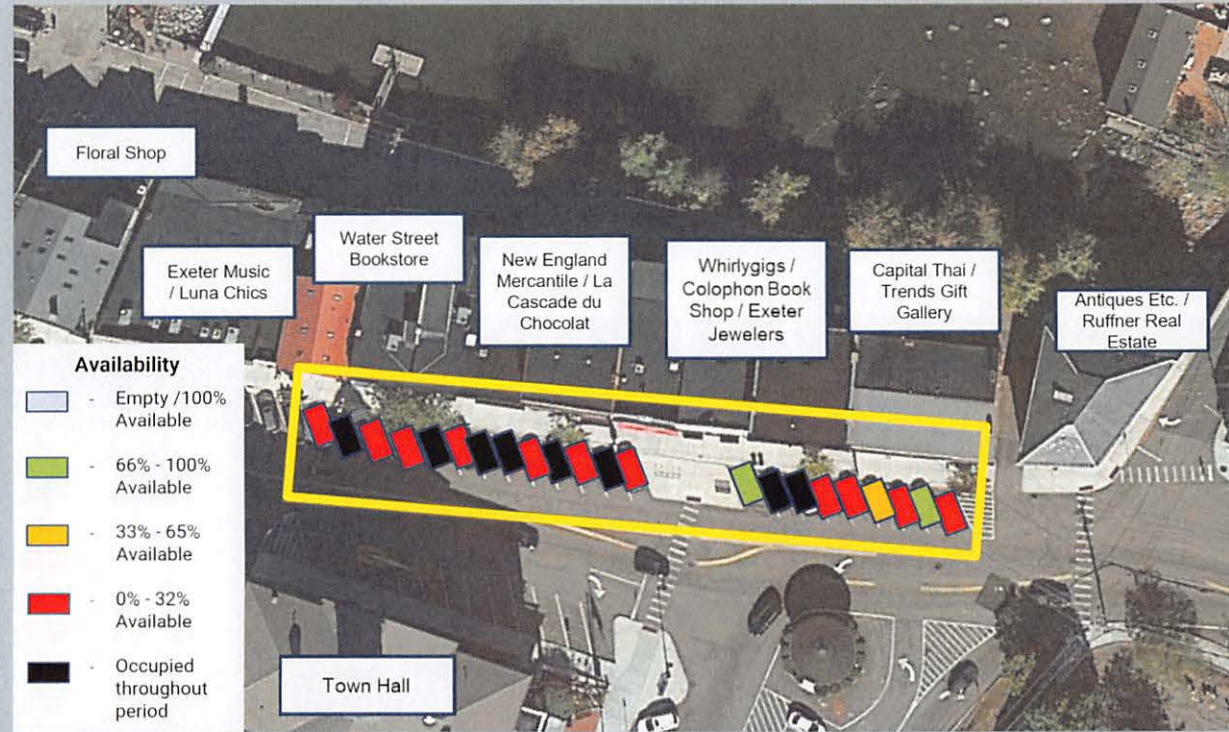


# Parking Turnover Analysis

**WEEKDAY, 9AM - 1 PM**

## KEY OBSERVATIONS

- All spaces were occupied, with the most frequent turnover occurring in front of the Capital Thai restaurant and Trends Gift Gallery
- This period saw four parking spaces become occupied and not turnover again through the remainder of this period or the following 1PM to 4PM period
  - 18% of parking spaces in this segment were not available for the remainder of the observed weekday





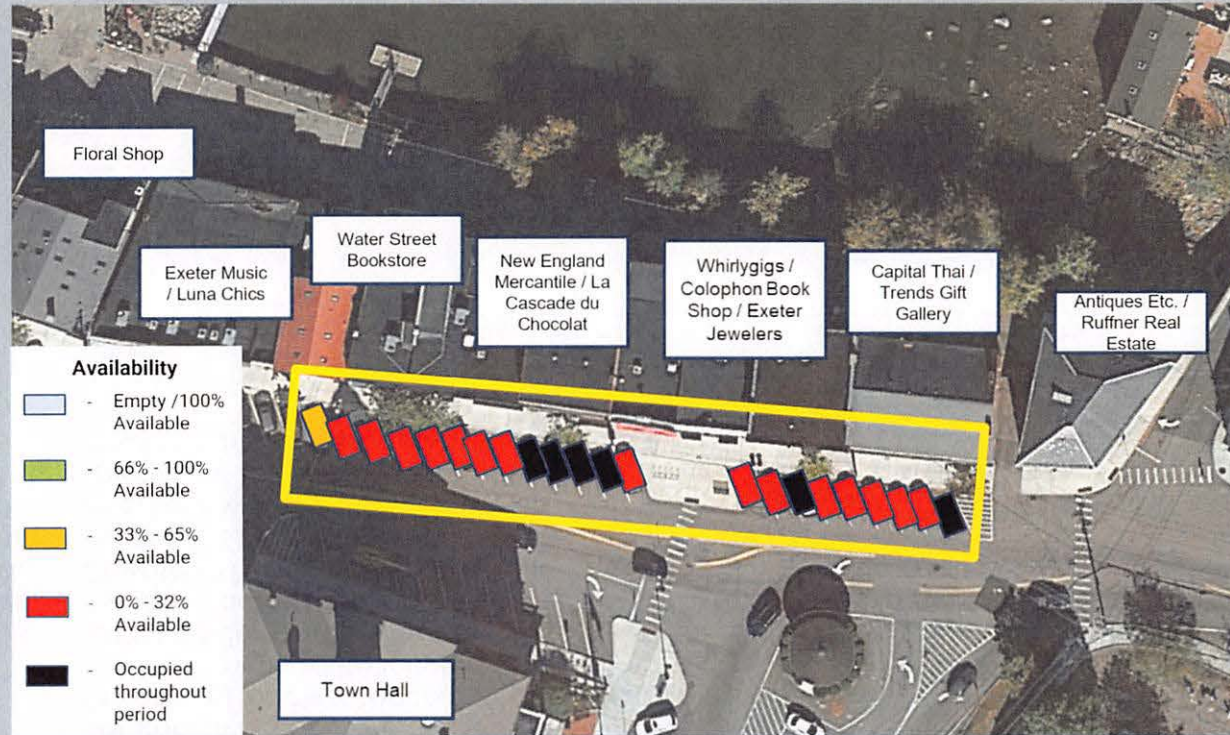


# Parking Turnover Analysis

**WEEKDAY, 1PM - 4PM**

## KEY OBSERVATIONS

- All spaces were occupied, with the most frequent turnover in front of Water Street Bookstore
- Through all three periods, the average length of stay was 120 minutes or 2 hours
  - Average stay matches the signed, yet unenforced, parking limit
- Seventeen (17) of the 22 parking spaces were observed to have at least one vehicle exceed the two-hour parking limit
  - Ten (10) of the vehicles exceeding the two-hour parking limit were parked for 3.5 hours or longer







# Parking Demand Analysis

## HOW MUCH PARKING DOES EXETER NEED IN THE FUTURE?

### Parking Demand Model

An analysis of the existing parking supply's ability to accommodate future development for Downtown Exeter was carried out using a customized shared parking demand model. This section covers the inputs to this model and its findings when new development is projected for Downtown. The focus area of this exercise is the same study area (slide 6) and is meant to encompass a short walk from available on-street and off-street parking to businesses, retail, and restaurants in Downtown Exeter. A core component of this analysis is an understanding of the land uses present in the community. Parcel-level land use data was shared with the project team. This was verified with a combination of staff feedback, Exeter's Online Assessor's Database, and other online resources such as the publicly-available GIS parcel maps.

### Estimating Parking Demand

A typical suburban approach to estimating parking demand assumes that each land use in a downtown needs its own supply of parking and thus simply adds together the amount of parking demand "required" for each use to estimate demand. This traditional type of analysis assumes that demand for each land use is constant throughout the day and that the parking supply for each parcel is at a quantity needed to accommodate its highest demand on-site. Whereas the total parking supply in the Downtown Exeter focus area is 1,586 spaces, this typical suburban approach would yield 1,871 spaces given the study area's land uses, which would be an incorrect approach.

Study Area Land Uses		
Land Use	Size	Unit of Measure
Apartment - Low Rise	379	Units
Automobile Parts & Service Center	2,314	S.F.
Bank	12,909	S.F.
Church	27,916	S.F.
Fire & Police Dept.	17,992	S.F.
General Office	109,305	S.F.
Govt. Building	25,386	S.F.
Hotel	6,252	S.F.
Library	14,252	S.F.
Mini-Warehouse	8,918	S.F.
Museum	16,552	S.F.
Post Office	14,468	S.F.
Rec Community Center	1,404	S.F.
Restaurant	16,952	S.F.
Retail	186,614	S.F.
Senior Citizen Center	2,847	S.F.
Theatre	20,049	S.F.

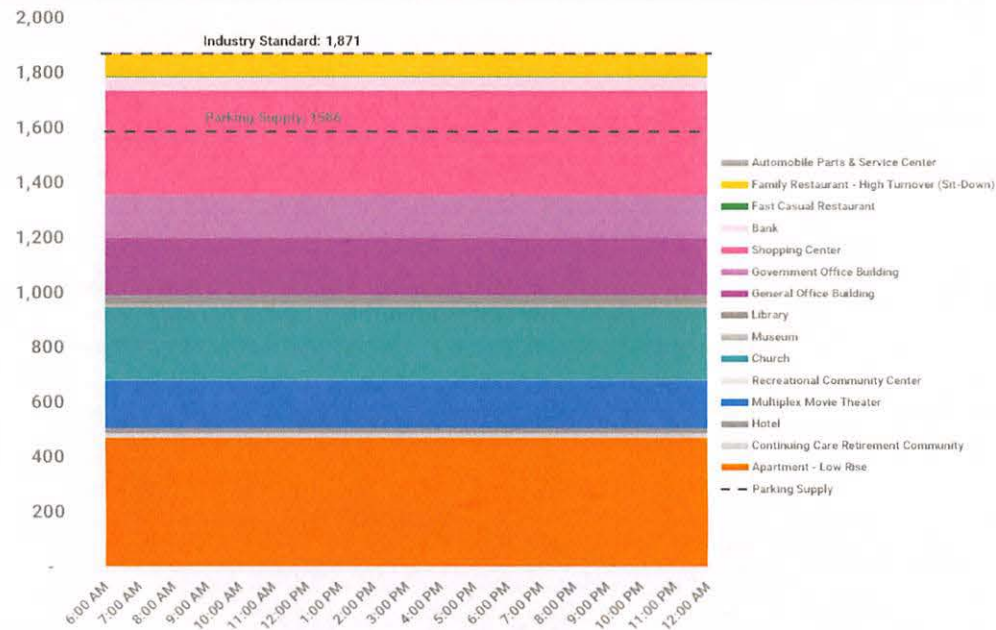


# Parking Demand Analysis

## Estimating Parking Demand

An analysis applicable to a mixed-use downtown environment will more accurately reflect demand patterns that vary by use throughout the day. The Urban Land Institute (ULI) publishes the Shared Parking Manual, which provides analysts with a methodology to estimate real parking demand over the course of a day in mixed-use areas like Downtown Exeter.

The Shared Parking Manual was referenced to create a model to demonstrate how parking can be shared among different uses. For example, demand at an office is low in the middle of the night, hits its peak in the middle of the day, and drops off again in the early evening. Conversely, a restaurant may have little to no demand during the day but peaks in the late afternoon or evening. Modeling parking demand of these land uses applies a time-of-day percentage to the peak parking demand rates to create a more realistic estimate of demand in mixed-use environments like Downtown Exeter, as demonstrated in the figure to the right. However, this approach lacks further adjustments to account for local context and shared trips and uses.



**Traditional Suburban Model:** Visualization of traditional suburban parking demand estimation as applied to Downtown Essex, which implies every use needs its parking across all hours of the day, exceeding actual supply on the ground.



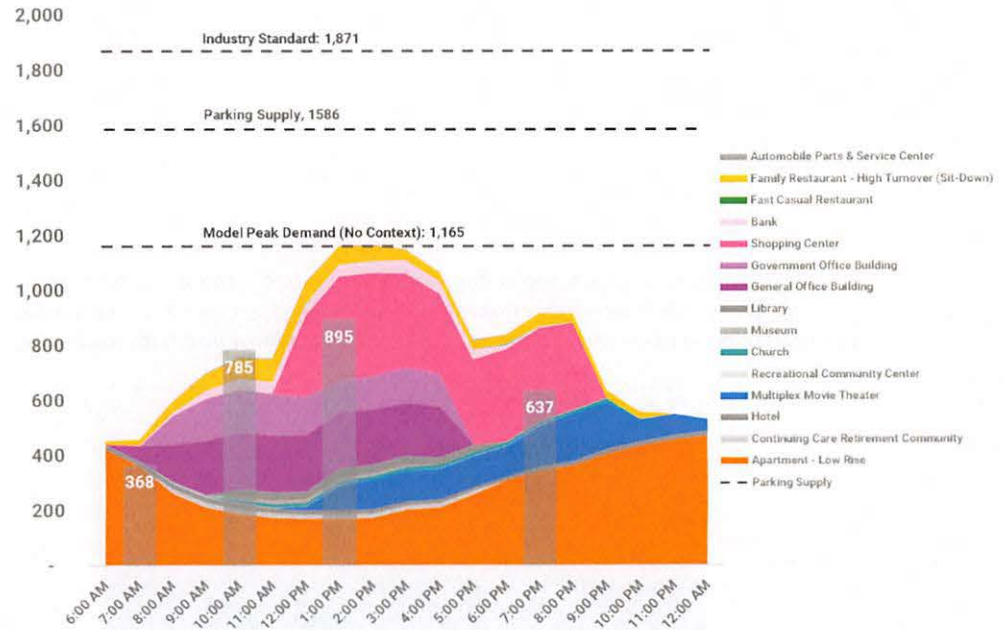


## Parking Demand Analysis

### Actual Parking Demand in Exeter

Parking demand is further reduced in downtown environments because retail, commercial, office, and residential uses are closer together and more walkable. Users that opt to walk within the core area to get from one destination to another (without moving and parking their vehicle a second time) are considered "internally captured." Depending on the use, this can reduce total parking demand from stand-alone uses by at least 15% and sometimes over 65%. In addition, the walkable focus area may have trips from outside that don't need a car at all, so additional reductions can be taken for some users who walk, bike or ride transit. Finally, certain vacancy assumptions for housing, office, retail, and restaurant uses should also be incorporated into the model.

Using the ULI methodology together with these local context reductions applied to parking demand rates from the Institute of Transportation Engineers (ITE) Trip Generation Manual, parking demand was modeled in the focus area.



**Shared Mixed-Use Model:** Visualization of a Shared Parking Manual's estimation as applied to the mix of uses in Downtown Essex, which better simulates observed parking but lacks adjustments for internal capture.



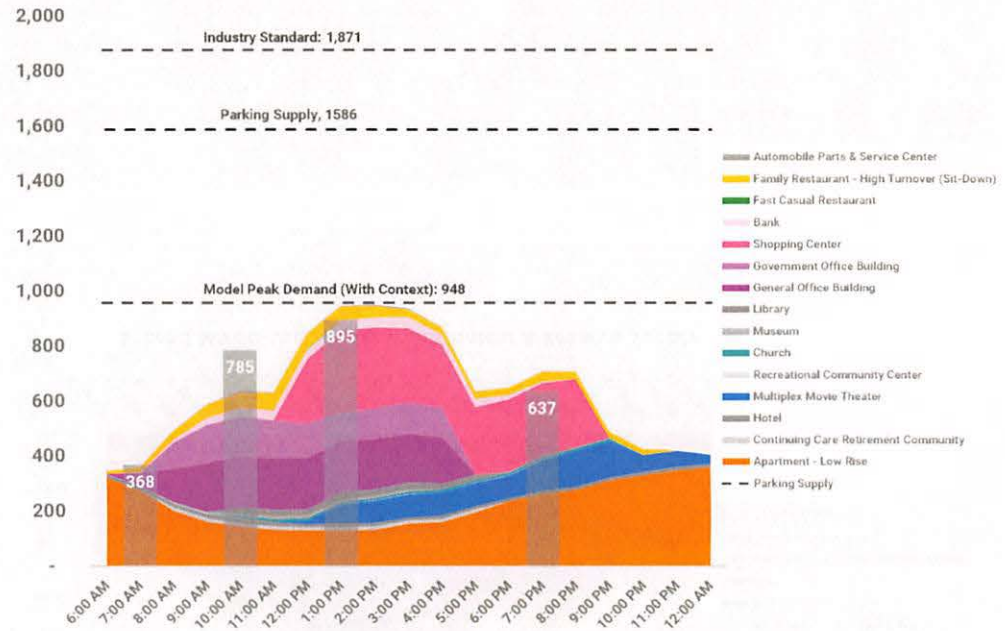


# Parking Demand Analysis

## Actual Parking Demand in Exeter

Parking utilization counts captured for the study were used to calibrate the model, resulting in a model that is based off observed demand. The modeled peak demand falls above the study's observations to provide a conservative estimate of the amount of parking needed for existing land uses in the study area.

The results of this exercise point to the existing parking supply in the focus area being approximately 640 spaces larger than the need at the midday peak, although approximately 10% of this supply should be held in reserve. This equates to 66% of parking spaces in the Study Area being in use. It is important to note that not all this parking is in the exact right location or currently regulated appropriately to support additional development.



**Shared Mixed-Use Model With Context:** Visualization of a Shared Parking Manual's estimation with internal capture and mode share adjustments as applied to Downtown Essex, which best matches observed demand.

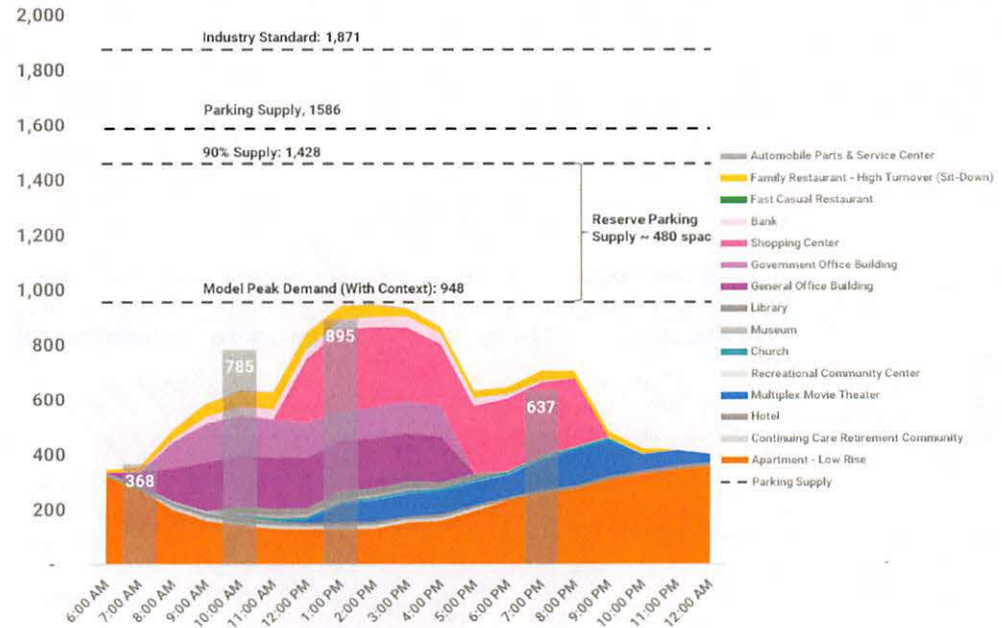


# Parking Demand Analysis

## Estimating Demand for Future Development Scenarios

Three development scenarios in the study area were identified to evaluate the impact of new development on the Downtown Exeter parking supply:

- Scenario #1** – Adds the potential for 20 residential units located above Water Street businesses. The assumption is all units would have parking minimums waived.
- Scenario #2** – Adds the potential 100+ residential units located at 261 Water Street adjacent to Swasey Park, replacing the Phillips Exeter Academy parking lot at this location. While the development would provide parking for this location, it removes the option of this parking lot that is currently utilized at no penalty for public parking.
- Scenario #3** – Replaces the Citizen's Bank Drive-Thru at 11 Front Street with a typically sized multi-use, multi-story commercial and residential development. The assumption is all residential units would have parking minimums waived.



Shared Mixed-Use Model With Context & Reserve Supply





# Parking Summary



## Parking Supply

There is significant capacity at all times at off-street lots within a short walk of key destinations downtown



## Wayfinding Signage

There is little wayfinding to direct parkers to off-street public parking



## Parking Configuration

Back-in angled parking causes frequent concerns regarding the safety of people using all transportation modes



## Long-Term Parking

Without other appropriate options, there is little incentive for employees to not occupy prime spaces. Winter bans cause a significant challenge during several months.

?AM to ?PM

## Parking Regulations

Signage for some regulations is lacking clarification



## Parking Enforcement

Parking enforcement has limited capacity to enforce high amount of perceived violations



## Parking Facilities

Several conditions contribute to challenges of safety and comfort for those walking to/from parking



## Short-Term Parking

Demand for short visits on Water St is high, compounded by delivery vehicles servicing local businesses



# 03



## Traffic + Circulation Summary



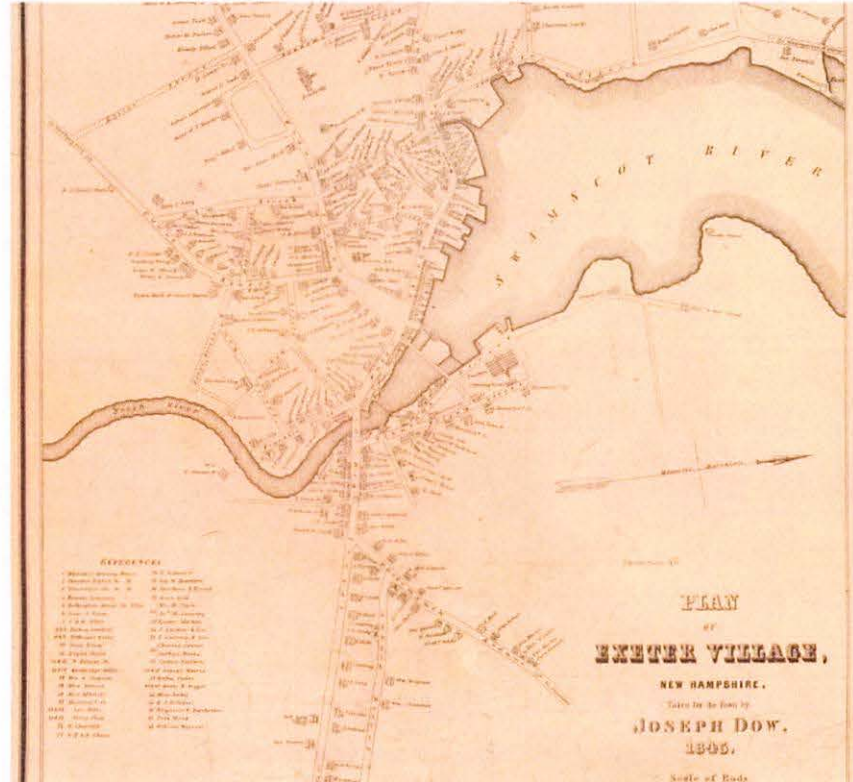
## Exeter's History in Transportation

### 19<sup>TH</sup> CENTURY TRANSPORTATION

To understand how to evaluate current transportation conditions in the Town of Exeter and provide recommendations for future improvements, a quick review of Exeter's transportation past is required.

As shown in the map to the right, the general layout of Exeter's Downtown roadways has remained relatively unchanged since 1845. In 1845, Exeter had seen the opening and operation of the Exeter Manufacturing Company for textile manufacturing over 15 years earlier, with the mill still prominent along the northeastern banks of the Squamscott River at 10 Chestnut Street, today. With the opening of the mills, as seen all over New England, came workers of various means who were the daily travelers along these roadways.

While the general layout looks similar today, these roadways were laid in an era nearly 100 years before the commonality of car ownership for the average citizen. These roadways were laid in an era of transportation by foot and horses, with different methods and requirements for moving around and parking.











## Exeter's History in Transportation

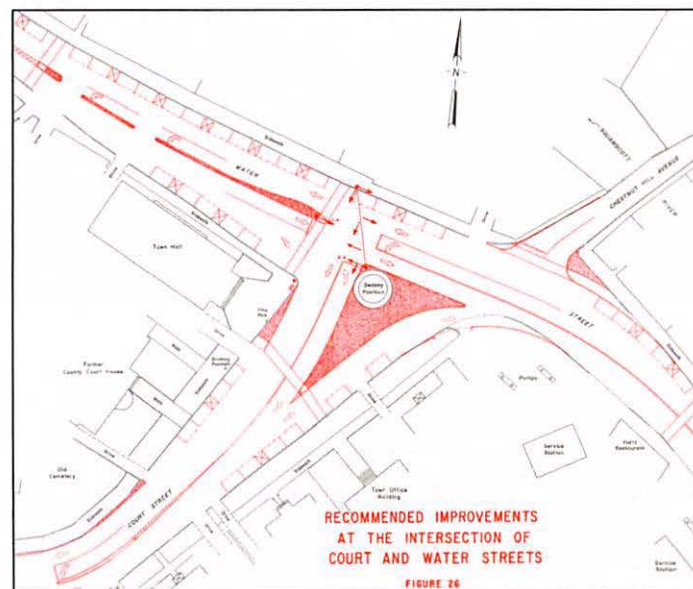
### 1968 TRANSPORTATION STUDY RECOMENDATIONS

After thoroughly establishing the existing transportation conditions in the 1968 study and the projections to the study's future conditions anticipated for 1986, the study evaluates major infrastructure improvement recommendations throughout Downtown. Pertinent to this current 2024 study was the general comment that "angle parking should not be allowed on arterial, or major streets, regardless of their widths, due to the greater incidence of accidents and disruptive effect on traffic flow ... which is typical of this type of on-street parking."

Also relevant to this 2024 study are the suggestions specific for the intersection of Water Street at Front Street; typically referred to locally as the "Bandstand Intersection." The way the intersection is described is similar to how the intersection has been described during the two public meetings held and the results of the survey conducted in 2020 and 2023, particularly the expanse of paved travel way, limited sightlines, and associated congestion.

In addition to suggesting the installation of traffic signals, the study suggests the following at the intersection:

- Improving access management to the adjacent businesses.
- Formalizing travel lanes and expanding the non-roadway space in the intersection to encapsulate the "Bandstand".
- Change the orientation of on-street parking from angled parking to parallel parking.



Additional recommendations included much more intrusive measures, including Downtown bypasses and other intersection improvements that were either outside of the 2024 study area or alternatives that are more of the time (1960s) than current practices.



# Exeter's History in Transportation

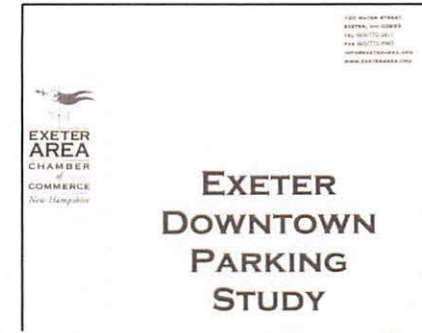
## 2002 EXETER DOWNTOWN PARKING STUDY

In April 2002, Exeter Area Chamber of Commerce published the Exeter Downtown Parking Study in cooperation with the Town of Exeter and the Rockingham Planning Commission. Based on the 2002 Parking Study, conclusions drawn included:

- There is sufficient on-street parking capacity (~60% average utilization)
- ~2% - ~6% of users violated the signed two-hour parking limit where applicable, suggesting Downtown employees using the on-street parking is not considered a significant problem.
- Off-street [public] parking is being utilized at or beyond its effective capacity for most of the daytime hours. A serious deficiency is noted at noon where utilization exceeds 100 percent of capacity in some locations.

Recommendations and Potential Recommendations requiring further study included:

- **Increasing off-street parking inventory through leasing or purchasing properties.**
- **Meter on-street parking or municipal lot.**
- Construction of a parking structure at the Municipal Lot.
- Converting underutilized on-street parking for all-day parking (Center Street and String Bridge / Chestnut Street).
- **Consider alternative ways to finance the costs of obtaining additional parking in Downtown Exeter.**
- **Form a Downtown Parking District to share cost and benefits of parking improvements.**



EXETER DOWNTOWN PARKING STUDY - TABLE I

SECT NUM	DESCRIPTION	TOTAL SPACES	OVERALL	UTILIZATION RATES (OCTOBER & JULY DATA SETS)								
				10:00	12:00	2:00	4:00	MON	TUES	WED	THURS	FRI
1	Water St from Boat House to Center St crosswalk [October Data Only]	19	67.4%	65.3%	71.6%	67.4%	65.3%	48.7%	73.7%	63.2%	64.5%	66.9%
2	Water Street in front of Billingsgate Deli	11	74.6%	70.9%	80.9%	66.4%	77.3%	62.5%	78.4%	76.0%	66.4%	63.6%
3	Water Street from Stores to Back Store	11	76.7%	56.4%	74.9%	80.9%	75.9%	75.0%	75.0%	69.2%	73.9%	
4	Water Street near Whynytuga Toy Store	12	65.4%	75.0%	84.2%	81.1%	84.0%	88.9%	83.3%	82.7%	86.5%	78.1%
5	Water Street across from Bandstand	9	80.0%	68.9%	85.3%	84.4%	83.9%	79.2%	73.6%	70.2%	69.0%	81.9%
6	Water Street in front of Sal & Anthonies & Me & Ollies	17	73.7%	60.6%	80.3%	60.0%	65.3%	60.3%	77.9%	75.0%	75.0%	80.1%
7	Water Street Municipal Parking lot crosswalk to Loaf and Leslie Crosswalk	18	71.0%	59.4%	85.4%	76.1%	58.9%	66.0%	72.2%	66.7%	77.1%	72.0%
8	Water St/Front Street in front of Town Hall	18	53.8%	35.6%	61.7%	63.3%	54.4%	41.7%	51.4%	61.8%	64.6%	49.3%
9	Front Street - Bandstand parking	15	60.9%	52.0%	76.7%	65.3%	48.0%	55.0%	62.5%	60.0%	69.2%	55.6%
10	Front Street from Citizens Drive thru to Court Street and on other side from Court Street to Water Street	16	47.0%	50.0%	56.3%	48.8%	33.1%	45.3%	57.0%	44.5%	44.5%	43.8%
11	Front Street from Court Street to Center Street	18	51.3%	52.8%	51.1%	51.7%	49.4%	56.3%	45.1%	50.7%	40.3%	54.9%
12	Center Street from Front St to Citizens Bank	12	41.5%	51.7%	45.0%	33.3%	35.8%	45.8%	46.9%	52.1%	32.9%	30.2%
13	Center St between Citizens Bank and First Savage of NH [July Data Only]	7	45.0%	51.4%	45.7%	51.4%	31.4%	46.4%	50.0%	46.4%	39.3%	42.9%
14	Water St from Sweeney Pkwy to Center St [Center St Side] [October Data Only]	15	40.0%	33.3%	44.0%	50.0%	30.7%	26.7%	40.0%	35.0%	43.3%	55.0%
15	Water St from Sweeney Pkwy to Spring St [October Data Only]	17	44.1%	52.9%	52.9%	40.0%	30.6%	41.2%	54.4%	35.3%	54.4%	33.8%
16	String Bridge and Chestnut Street [October Data Only]	17	29.5%	17.7%	25.9%	29.4%	28.2%	17.3%	27.9%	33.8%	26.5%	27.9%
17	Pleasant Street (No Time limit on Parking) [October Data Only]	17	69.4%	63.5%	81.5%	74.1%	56.8%	63.0%	64.7%	55.9%	63.8%	65.2%
TOTAL ALL PARKING SECTIONS		249	59.8%	63.9%	68.0%	62.5%	54.6%	54.1%	61.3%	60.7%	62.2%	60.4%





# Exeter's History in Transportation

## 2018 EXETER DOWNTOWN PARKING SURVEY

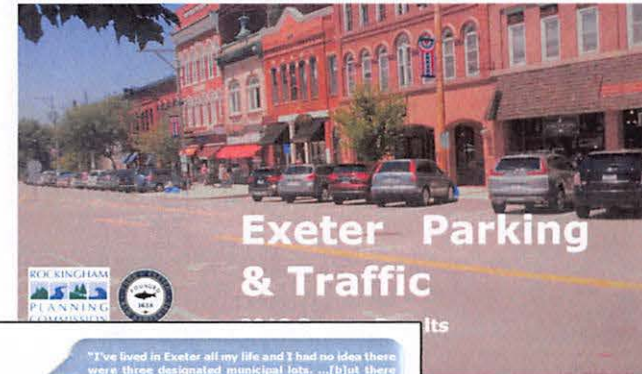
In the summer of 2018, the Town of Exeter in cooperation with the Rockingham Planning Commission commissioned an online survey providing questions of opinion to public regarding parking in the Downtown.

Included in the Survey were questions including:

- Methods of travel into Downtown.
- Frequency and length of parking.
- Where the surveyed prefers to park.
- How long do you expect to walk between parking location and destination.
- Preferred amenities.
- Ranking of concerns raised.

Stantec analyzed the results to identify included:

- Increasing off-street parking inventory through leasing or purchasing properties.
- Meter on-street parking or municipal lot.
- Construction of a parking structure at the Municipal Lot.
- Consider alternative ways to finance the costs of obtaining additional parking in Downtown Exeter.
- Form a Downtown Parking District to share cost and benefits of parking improvements.



### Possible Solutions

**Better Signs & Wayfinding**  
 Multiple comments indicated that self-identified "long-time" residents were not aware of all of the parking options in the downtown area. The addition of signage identifying publicly available parking lots would be helpful. Many comments also indicated confusion about when parking was allowed or not when a business or offices are closed.

**Change On-Street Parking**  
 A common concern from survey participants was the parallel and angled parking in downtown. Many find it difficult to pull in or out of the angled parking along Water Street, with a common concern regarding the narrowness of spaces. Many also indicated the roadways becoming very narrow in areas where there is parallel parking on both sides of the street, especially in the winter.

**Build A Parking Garage**  
 A common recommendation from survey participants was to build a parking garage on the municipal parking lot behind the Town Offices. Many respondents also indicated not wanting such a garage. Building a parking garage is typically an expensive option for increasing parking availability, however, the financing options and economic impacts may offset upfront costs.

**Did you know Exeter had parking meters in 1968?**  
 Revenue generated was over \$16,000, or about \$118,000 today.

**2018 Exeter Parking & Traffic Survey Results**  
 Rockingham Planning Commission

"I've lived in Exeter all my life and I had no idea there were three designated municipal lots... [b]ut there are always spots on the street, whether it be store front, bandstand, river lot, etc. However, I could possibly understand how it may be difficult for a visitor to know the other spots to park."

"The angled parking spaces are very challenging to back out of - at some point you just have to cross your fingers and go (especially if you're parked next to an SUV or pickup truck) oncoming travel does not slow or stop for people [making] backing up difficult."





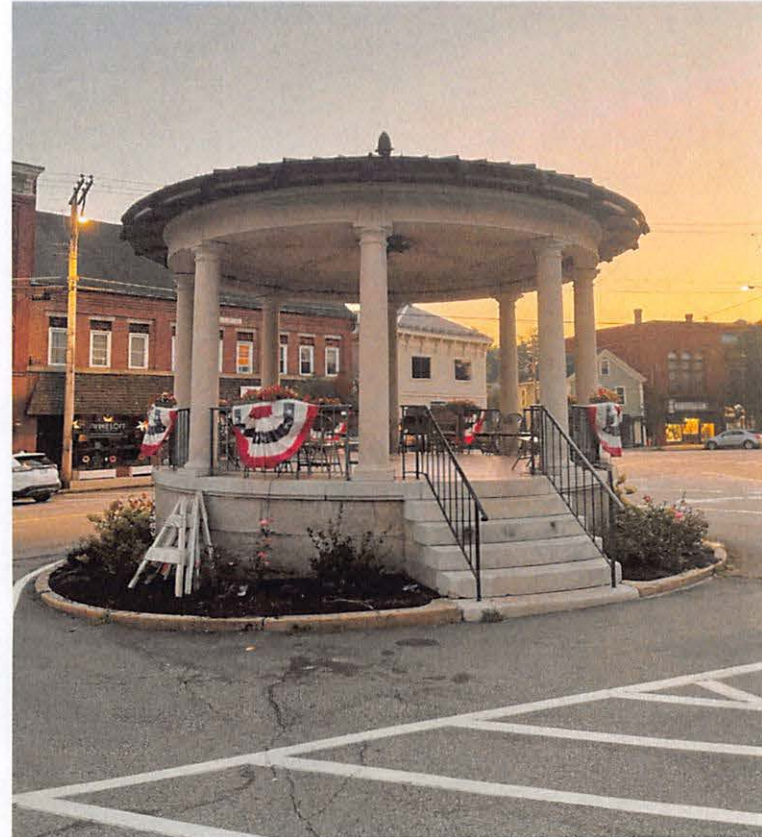


## Traffic and Circulation Summary

### THE BANDSTAND INTERSECTION

The intersection of Water Street and Front Street is known as the "Bandstand Intersection" and is understood as the hub of Downtown Exeter, as it is the convergence of two of Exeter's highest traveled Downtown roadways, as well as New Hampshire Routes 27, 108, and 111. With about 13,000 vehicles per day passing through the intersection in addition to pedestrians and bicycles navigating the busy corridor, the operations of this intersection are important to the vitality of the Downtown.

Events throughout the year bring attention to the Bandstand, including holiday concerts and lighting, as well as regular concerts and activities throughout. However, the center of a New England town typically provides a green public space to accompany similar structures, but Exeter's Bandstand is located in an island of pavement.





## Traffic and Circulation Summary

### THE BANDSTAND INTERSECTION

The Bandstand Intersection operates as a hybrid, unsignalized intersection, with stop-controls for the Water Street eastbound approach and Front Street northbound approach, each with a through to left-turn lane and a right-turn lane. The right-turn lane from Front Street operates as a channelized yield-control.

Water Street westbound operates feely and holds the priority right-of-way under the intersection's current operations. This approach is provided a short left-turn lane at the Bandstand to allow for Water Street through movement to continue unimpeded.

The Bandstand, adjacent parking spaces, both angled and parallel, and wide paved area provide challenges for sightlines at the intersection, with Water Street eastbound and Front Street northbound vehicles having insufficient intersection sight distances. These challenges impede traffic flow through the intersection as it relates to operations, as delays are caused by confused drivers over right of way and no visibility on potentially conflicting vehicles, and with safety, as the deficiencies for sight lines impacts vehicle and pedestrian and bicycle interactions.







## Traffic and Circulation Summary

### OTHER CRITICAL DOWNTOWN INTERSECTIONS

#### Front Street at Court Street

The intersection of Front Street at Court Street is an unsignalized intersection just south of Water Street and is a gateway between the Downtown business district, Phillips Exeter Academy, and communities south of Downtown. The intersection is yield-controlled from Court Street and is provided two pedestrian crossings over its very large, paved footprint. Sight distance is limited to Court Street due to the building at the southwest corner of the intersection (24 Front Street) and operations confuse drivers due to the yield-control from Court Street that would typically be a stop-control.

There are limited wayfinding signs tying the prime destinations accessed by this intersection to the vehicular approaches. For example, Court Street provides access to Bow Street and full access to the largest parking lot in Downtown.

The wide, existing right-of-way and pavement is a canvas for future traffic calming, bicycle lanes, and pedestrian crossing improvements to accentuate this important entrance into Exeter's Downtown.







## Traffic and Circulation Summary

### OTHER CRITICAL DOWNTOWN INTERSECTIONS

#### Water Street at Clifford Street and Franklin Street

The intersection of Water Street at Clifford Street and Franklin Street has been subjected to recent study and conceptual redesign in 2022. The intersection is stop-controlled from Clifford Street (one-way to the intersection), with left-turns onto Water Street prohibited. Sight distance is limited to Water Street from the west and requires vehicles to pull ahead into the intersection.

This conflicts with the potential movements from Water Street onto Franklin Street, which is a one-way roadway away from the intersection and has seen increased activity due to recent redevelopments of housing and business condos. On-street parking is underutilized according to the parking study and improvements to the access to this area of Clifford Street and Franklin Street and nearby Bow Street and South Street can help guide visitors to the open on-street parking available within one block of the Water Street businesses and residences.







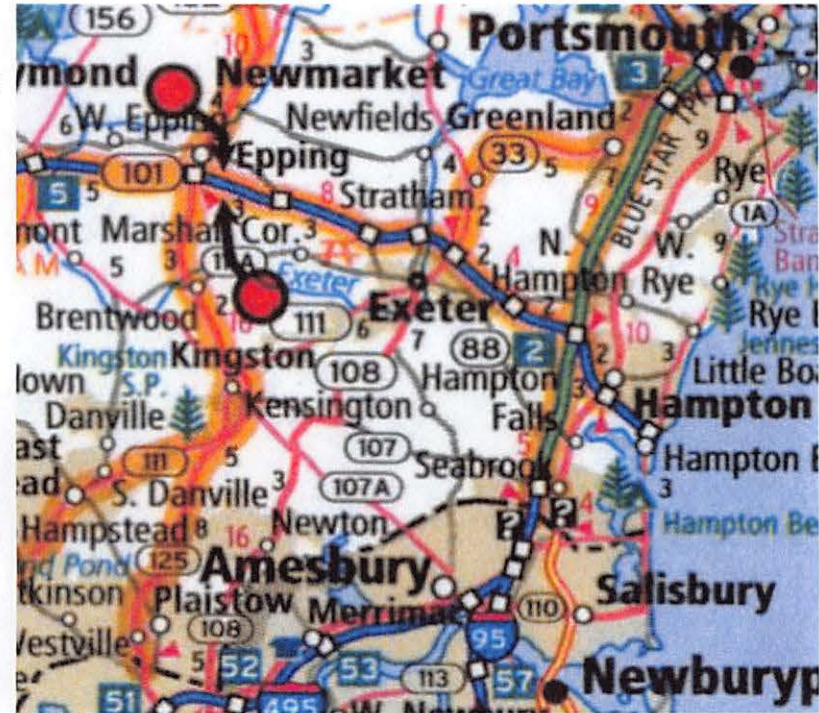
## Traffic and Circulation Summary

### TRUCK ROUTES

As Exeter is the convergence of several state highways and four interchanges off the limited access highway of NH Route 101, so in addition to the local charm that draws businesses, residents, tourists, and shoppers, it provides a regional hub for access to other communities just inside New Hampshire's seacoast region.

New Hampshire statute states the Commissioner identifies allowable trucking routes, with allowance of one mile from these designated roadways for deliveries and service. As Downtown Exeter is more than one mile from the nearest designated trucking route, Stantec noted during field visits and public outreach the numerous large trucks attempting to navigate Downtown. The increasing activity of trucks through Downtown pose a risk to both operations and safety for other users of the roadway and crossings.

NHDOT manages the Oversize/Overweight Permit relates to trucking that exceeds the allowed sizes on state highway. They receive a management and routing plan by the applicant and review the intended roadways and bridges. NHDOT allows for the municipalities to be reviewers on the Oversize/Overweight Permit.







# Traffic and Circulation Summary

## INFRASTRUCTURE CONDITIONS/SAFETY

Over the past few decades, transportation planning and engineering have become more holistic and inclusive in evaluating improvements to infrastructure, particularly through the Americans with Disability Act (ADA) requirements for accessibility and further research, studies, and guidance regarding safety and evaluating costs and benefits. Stantec reviewed the Downtown area and its connections for all users to find general efficiencies and deficiencies found in the Downtown's transportation system. The images to the right are samples of items that can be focused on improving for Exeter's future.



*Roadway curvature and limited warnings to drivers*



*Wide, ambiguous, unmarked areas*



*Obstructed sightlines*



*Unclear refuge/stopping areas*



*Unclear pedestrian connections*



*Interrupted sidewalk free flow*





## Traffic and Circulation Summary

### INFRASTRUCTURE CONDITIONS/SAFETY

Overall, the Town of Exeter has made steps towards improving sidewalks and crosswalks in multiple locations throughout Town. Recently, the Town made improvements to the sidewalks on Water Street with limited improvements to crossings or traffic calming elements.

With a positive history of implementing these improvements and ongoing and recently completed plans as it relates to all modes of travel through Exeter, the Town is in a good position to continue identifying, planning, and executing improvements and enhancements to its transportation system.



*Improved sidewalks along Front Street*



*Advanced pedestrian crossing warning signs adjacent to Phillips Exeter Academy*



*Lack of curbs or delineated parking. Encroachment onto pedestrian sidewalk.*



*Deficient sidewalk and crossing at Chestnut Street and Woodlawn Circle.*



*Lack of advanced warning signs or pedestrian-level lighting*



*No identified or protected pathways for pedestrians in parking lots.*

# 04



## Outreach + Engagement Summary





# Public Outreach Overview

## CONNECTING WITH THE COMMUNITY IN DIFFERENT WAYS

Public outreach was conducted throughout the study to better understand community's parking and traffic circulation goals, how parking functions or concerns about the system, and whether there was consensus for the draft recommendations prepared as part of this study. The feedback collected from all outreach efforts helped to provide insight on Exeter's parking system, and traffic and pedestrian circulation, and ultimately inform the final project recommendations. Public Outreach efforts included the following:

### DOOR-TO-DOOR BUSINESS INTRODUCTIONS

August-September 2023

### PUBLIC SURVEY

September-October 2023

### PUBLIC MEETING #1


October 4th, 2023

### STAKEHOLDER MEETING

October 4th, 2023

### PUBLIC MEETING #2

December 13th, 2023



**Town of Exeter**  
Downtown Parking, Traffic,  
and Pedestrian Flow Analysis


The Town of Exeter is conducting a parking study in the Downtown area to better understand:


- Do we need more parking?
- Can we better use the parking we have?
- Is the parking system meeting other Town goals?
- Can finding parking become easier?
- How can walking be made safer for pedestrians?



In the coming weeks, you will have a chance to share your concerns and desires for the parking and pedestrian network downtown.

**Stay tuned for project updates!**

<https://www.exeternh.gov/>

 townofexeternh

 @TownofExeterNH





**Town of Exeter**  
E-Newsletter

**Downtown Parking, Traffic, and Pedestrian Survey**

The Town of Exeter is conducting a parking study downtown to better understand:

- Do we need more parking?
- Can we better use the parking we have?
- Can finding parking become easier?
- Can traffic flow be improved?
- Can driving be safer?
- How can walking be made safer?



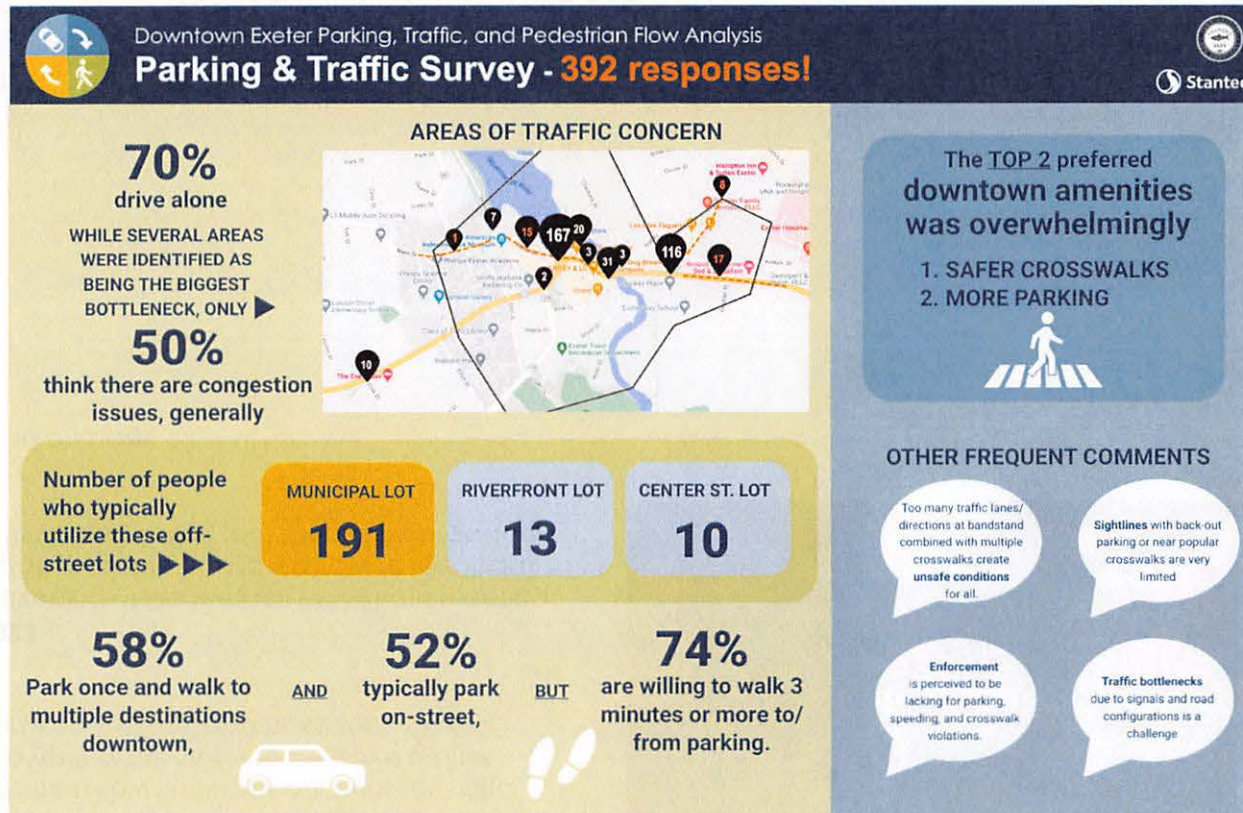
Share your thoughts, take our survey now!



## Public Outreach Overview

### PUBLIC SURVEY

The public survey was available from September 18<sup>th</sup> to October 14<sup>th</sup> 2023 and received a total of 392 responses. The survey asked a series of questions to better understand the kind of parking people typically use, how long they spend on a typical visit, potential challenges which inform how they select parking, and other details. The survey was primarily promoted through the Town's newsletter and social media channels.







## Public Outreach Overview

### PUBLIC MEETINGS

Two public meetings were held for this project. Both meetings were held both in-person, and were broadly advertised to reach as many residents, employees, business owners, or visitors, as possible. Both meetings were intended for a general audience, though key stakeholders were also invited. The feedback collected from all outreach efforts helped to provide insight into Exeter's parking system, pedestrian flow, and traffic patterns, and ultimately informed the final project recommendations.

#### FIRST PUBLIC MEETING – OCTOBER 4, 2023

The first public meeting started with two drop-in open house sessions in the afternoon where members of the public were invited to review materials – background information, parking utilization, initial traffic flow and pedestrian flow findings – ask questions and provide feedback to the Study Team. In the evening, the study team gave a brief presentation of study goals, parking utilization, key findings, and next steps. Over 20 people attended this meeting.

#### SECOND PUBLIC MEETING – DECEMBER 13, 2023

The second public meeting was held in the evening of December 13<sup>th</sup>. At this meeting the Study Team presented draft recommendation for the public to provide feedback and ask questions. Only 8 people attended this presentation, but it was also broadcast over the Town's local access channel.

Key takeaways from these meetings are noted on page 62.





# Stakeholder Engagement Overview

## STAKEHOLDER ROUNDTABLE

**OCTOBER 4, 2023**

The Study Team hosted a Stakeholder Roundtable to hear directly from local businesses, property owners, Town representatives, and other stakeholders. Ten stakeholders were present at this meeting and participated in dialogue and mapping exercises to provide input. Key takeaways from this meeting is noted on Page 69.







## Stakeholder Engagement Overview

### KEY FEEDBACK RECEIVED

From the public survey, two public meetings, and the stakeholder roundtable the Study Team repeatedly heard several common themes. This key feedback served as the basis of the Recommendations:

- Adding **more parking** is a priority by some, while others note that there is **sufficient parking but poor signage**.
- The **cost of parking** and the **proximity** to destination are the two factors that influence parking choice.
- **Crosswalk safety**, intersection conflicts and sightlines are pressing issues.
- The greatest parking issues in the Downtown are on **Water Street**.
- Many are open to **pricing parking** on Water Street.
- The lack of consistent, quality **wayfinding** is a problem.
- There is a lack of **pedestrian lighting**.
- The **Bandstand intersection** is congested and unsafe.
- Many are open to voluntary **shared private parking**.
- There is limited **bicycle infrastructure**.
- There is too much **through traffic** Downtown.

# 05

## Strategies + Recommendations







## Strategy + Recommendation Overview

Historic mill towns throughout New Hampshire, such as Exeter, were not built around the car but became car-centric over time as travel patterns and policies changed and cars became a common method of transportation for the average person. The original downtowns of these communities were originally designed around pedestrians and somewhat for horses. Fortunately, Exeter has taken proactive efforts in keeping the pulse on its vehicle accommodations and parking inventory through listening to its residents, business owners, and visitors, and has been forward-thinking in considering underutilized assets may better serve the needs of Downtown Exeter and reduce the need for higher risk and higher cost accommodations, such as parking garages and expanding parking inventory and roadways.

Like most historic downtowns, Exeter's parking system has evolved over time. Paid parking was present along Water Street from 1949 to 1973; abandoned due to lack of maintenance and reduced revenue due to retail models transitioning to suburban malls from the downtown storefronts. Through time and evolving legalities of enforcement and penalties, this has resulted in a disjointed and confusing system and rules needs to be revamped to meet the needs of specific but varied users. As consumer spending is rebounding following the worst of the COVID-19 pandemic, and residential development is increasing to meet high demand in New Hampshire, new mixed-use development or redevelopment continues the momentum Exeter has carried for a vital downtown.

The following recommendations will help create a transportation system that better meets Exeter's goals below while building in additional flexibility for the system to adapt as travel patterns continue to change and evolve.

- Create a **comprehensive inventory** of downtown parking
- Assess how parking areas or regulations can better support **long-term economic vitality** downtown
- Identify opportunities for **long-term parking areas** beyond the downtown core
- Improve **traffic flow and safety** throughout downtown
- Identify opportunities to establish or improve **safe and convenient pedestrian connections** to and from parking
- Evaluate opportunities to improve the **efficiency and effectiveness** of parking enforcement



## Strategy + Recommendation Overview

The strategies and recommendations also build on those which have been developed as part of historical planning efforts, both recent and in decades gone by, including:

- **Transportation Study of Exeter, New Hampshire** – 1968 – Town of Exeter and New Hampshire Department of Transportation (Formerly New Hampshire Department of Public Works and Highways)
- **Exeter Downtown Parking Study** - April 2002 – Town of Exeter and Exeter Area Chamber of Commerce
- **Town of Exeter Master Plan** – May 2018 – Town of Exeter and Horsley Witten Group, Inc.
- **2018 Exeter Parking & Traffic Survey Results** – Late 2018/ Early 2019 - Town of Exeter and Rockingham Planning Commission
- **Exeter Intersection Evaluations** – July 2022 – Town of Exeter and VHB, Inc.
- **Exeter Bicycle & Pedestrian Master Plan** – September 2022 – Town of Exeter and Rockingham Planning Commission

In addition, successful implementations of similar improvements or enhancements of other municipalities' transportation and parking systems were reviewed as references in context of similar types of communities with similar issues, such as:

- Parking Supply and Demand Strategies of Portsmouth, NH – May 2012 – City of Portsmouth, NH and Parking, Transit & Downtown Development Consulting.
- Parking Pricing & Management Report - May 2011 - Town of Durham, NH and TND Engineering
- Lebanon Winter Parking Area Map - November 2021 –City of Lebanon, NH
- Lease Agreement Pettee Brook Parking Lot and Strafford Avenue Parking – May 2014 – Town of Durham, NH and University of New Hampshire
- Bedford No Thru Trucking Map - March 2017 – Town of Bedford, NH

The strategies, although addressing individual challenges revealed through the data and analysis portion of the study, should be viewed as a package that, together, creates a streamlined and holistic parking system that is user-friendly, consistently managed, and thoughtfully designed with Exeter's current and future goals in mind.





## Strategy + Recommendation Overview

- 1. Share Private Parking Supply
- 2. Establish Short/Long-Term Loading Spaces
- 3. Introduce Pay Parking
- 4. Expand Permit Parking
- 5. Improve Parking Wayfinding
- 6. Introduce Parking Ambassadors Downtown
- 7. Improve Markings + Signing for Bicyclists
- 8. Improve Lighting
- 9. Establish New Truck Route
- 10. Adjust Zoning for Small-Scale Developments
- 11. Revise Winter Parking Plan
- 10. Reconfigure Bandstand Intersection
- 11. Multimodal Improvements
- 12. Consider Reimagining Water Street's Cross-Section

● Short-Term   ● Mid-Term   ● Long-Term



# Share Private Parking Supply

## STRATEGY #1

Time-Frame: Short-Term

Goals Aligned: 1 2 3 4 5 6

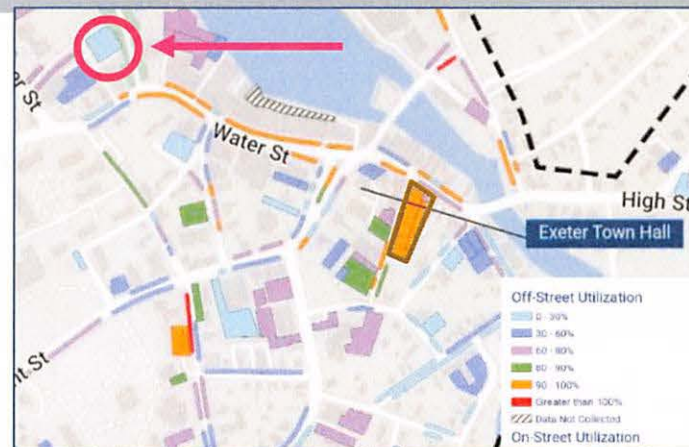
**Exeter's Challenge:** Water Street parking has select periods of very high demand while nearby facilities have plenty of availability

### WHAT THIS STRATEGY DOES

Today, many off-street lots in Exeter are designated for specific businesses and their patrons. At certain times of the day this can lead to unoccupied private lots right next to highly occupied on-street parking. Working with private parking lot owners to allow public parking in their lots some or all the time is a way to quickly expand the public parking supply. Major parking lots with low utilization during typical weekdays, including PEA's Water Street / Swasey Parkway Lot (231-237 Water Street - Parcel 64/41), should be opened for discussion with owners regarding openness to share the parking, officially. Sample shared agreements between municipalities and private lot owners are included in the Appendices.

### HOW IT WORKS

1. The Town identifies facilities that can absorb nearby high demand.
2. The Town works with interested property owners to open currently restricted but underutilized parking to the public. Each agreement can be customized to meet the needs of the public and the property owner.
3. Agreements can be for some or all spaces of a parking lot for specific or unlimited time (i.e., after a business is closed for the day). They can also be for select groups, such as employees or residents. In exchange for the additional parking, the Town can offer lot maintenance and repairs such as snow plowing, repaving, restriping, and regulatory signing.



Example of an underutilized private facility nearby public parking that is very high in demand.

### KEY BENEFITS

- Redirect high demand from Water Street
- Optimize existing supply without building new
- Build public-private collaboration
- Potentially improve amenities and conditions of private facilities





## Establish Short-Term/Loading Parking Spaces

### STRATEGY #2

Time-Frame: Short-Term

Goals Aligned: 1 2 3 4 5 6

*Exeter's Challenge: Designated areas for short-term parking or loading are significantly less than the volume of short visits and deliveries on Water Street*

#### WHAT THIS STRATEGY DOES

Currently, the downtown area only hosts three loading zones (five parking spaces total), and 18 spaces with a time limit of less than an hour. Adding more loading zones and short-term parking accommodates short-term visitors without competing with high-demand parking areas or causing safety issues perpetuated by double parking.

#### HOW IT WORKS

##### LOADING ZONES

To establish more loading zones the Town should identify preferred locations for loading areas in the Study Area. One loading zone per block is recommended on Water Street. Since most of the parking on Water Street is well utilized, work with local businesses to understand peak demand for loading zones and decide whether time limitations are appropriate (e.g., before 10AM only)

##### SHORT-TERM PARKING

Short-term parking is particularly valuable near businesses where visitors don't stay long, such as a coffee shop or convenient store. To make sure short-term parking spaces are ideally located, work with local businesses to determine preferred location of short-term parking spaces and establish a process for new businesses to request short-term parking spaces near their business based on use/demand.



Example best practice regulation signage

#### KEY BENEFITS

- Reduce occurrence of double parking
- Improve circulation and reduce congestion
- Support efficiency for necessary operations of local businesses



# Introduce Pay Parking

## STRATEGY #3

Time-Frame: Short-Term

Goals Aligned: 1 2 3 4 5 6

**Exeter's Challenge:** Availability of some parking on Water Street is limited due to overutilization and extended length of stay

### WHAT THIS STRATEGY DOES

Ensures there is availability in the facilities of highest demand and encourage use of nearby underutilized spaces which are walkable to intended destinations. Pricing parking is an attempt to reduce high demand spaces down to an 85% utilization rate and encourage turnover; critical for merchants and patrons.

### HOW IT WORKS (PAY PARKING)

- Introduce smart meters or kiosks that accept coin, card, and pay by app (e.g., Passport)
- Paid parking on Water Street core initially, with consideration to paid parking at municipal lot if utilization still well above 85% during the weekdays
- Define a test period of pricing to evaluate effectiveness
- Provide information on Town website where meters are located, when in operation, and how to use them

### KEY BENEFITS

- Redirect high demand from prime spaces
- Revenue stream for Town to fund parking and other related improvements
- Tool for easier/ongoing tracking of utilization and enforcement



Example of where paid parking in Exeter might make sense (based on demand)

### PRICING APPROACH IN SIMILAR COMMUNITIES

	Meter Cost (8-Hrs)	Violation Fee
<b>Northampton, MA</b>	Dynamic Pricing \$8 (Main St) \$6 (other areas)	\$15
<b>Pittsfield, MA</b>	Dynamic Pricing \$8 (Main St) Free (elsewhere)	\$15 (1 <sup>st</sup> offense) \$30 (2 <sup>nd</sup> offense)
<b>Keene, NH</b>	\$8	\$15





# Introduce Pay Parking

## STRATEGY #3

Time-Frame: Short-Term

Goals Aligned: 1 2 3 4 5 6

### STEPS TO INTEGRATE METERS OR KIOSKS

#### STEP 1.

The Town should weigh the options for paid parking fixtures:

- Purchase new meters or kiosks (such as those pictured) to allow for multiple payment options including pay-by-app
- Negotiate with meter vendor for new, "free" meters with a lease agreement and Town covering installation costs (this may not be a viable option depending on vendor's interests, and Town's desire for longer-term revenue control)
- Purchase used meters from another community. Typically older, electromechanical models that a pay-by-phone parking app sticker could be overlaid on.

#### STEP 2.

The Town should select a preferred meter/kiosk/vendor through a process that includes feedback from relevant departments.

#### STEP 3.

The Town should identify how many meters or kiosks are needed for Water Street based on recommended placement (e.g., 1 per 6 spaces, etc.)

#### STEP 4.

Once overall costs have been identified, the Town should initiate the necessary processes for securing budget approval. If the overall budget can only be secured in part, initially, the Town should identify priority locations for installation, and develop a rollout/budget plan for the remainder.

#### STEP 5.

The Police Department should pursue and identify a preferred approach for enforcement, such as with LPR. Enforcement officers should be trained on the new devices and protocol.

#### STEP 6.

A public information campaign should be developed ahead of time to alert visitors to Exeter on the change to paid parking, and to provide information on how to use the meters/kiosks. Clear directions should be present on the fixtures, as well.

#### STEP 7.

Data from the fixtures and enforcement should be periodically reviewed to ensure that meters/kiosks are achieving their intent of maintaining availability in prime parking locations, disincentivizing long-term parkers, and contributing revenue to multimodal improvements.



Example of a smart parking meter



# Expand Permit Parking

## STRATEGY #4

Time-Frame: Short-Term

Goals Aligned: 1 2 3 4 5 6

### WHAT THIS STRATEGY DOES

Ensures there is accounting in the public, on-street facilities of highest long-term/all-day demand generally understood to be used by specific commercial or private users. In addition, permits may be expanded to regular users of the off-street parking lots (employees of Water Street businesses) in the case where pay parking is implemented in these municipal lots.

### HOW IT WORKS

#### (PERMIT PARKING)

- Expand permit parking to the following streets:
  - Front Street (Adjacent to PEA)
- Court Street (Elm St to Pine St)
- Elm Street
- Spring Street
- Tan Lane
- Provide info and application on Town's website and/or through parking vendor.

#### KEY BENEFITS

- Formalize long-term / all-day on-street parking related to specific private entities, such as adjacent to Phillips Exeter Academy
- Redirect on-street overutilization to private off-street parking that may be available
- Reasonable charge that can provide revenue for Town to fund enforcement, improvements, and formalize parking areas.



Example of where expanded permit parking in Exeter might make sense (PEA demand on Front St and Elm St through entire day)

#### PRICING APPROACH IN SIMILAR COMMUNITIES

	Street	Monthly Cost
<b>Dover, NH</b>	Main Street	\$30
	First Street	\$45
	Chapel St	\$35
<b>Manchester, NH</b>	Commercial Use "Pay and Display"	\$20
<b>Keene, NH</b>	Day Parking, Uncovered	\$54 (Est.)



# Improve Parking Wayfinding

## STRATEGY #5

Time-Frame: Short-Term

Goals Aligned: 1 2 3 4 5 6

**Exeter's Challenge:** A lack of wayfinding may result in public parking facilities being underutilized and contribute to congestion as visitors hunt for a space

### WHAT THIS STRATEGY DOES

Ensures that parking information available to visitors through wayfinding and other signage is consistent, located in appropriate locations to improve navigation, and is integrated as part of a recognizable Town brand

### HOW IT WORKS

- Establish a consistent sign design approach reflective of Exeter's brand/character
- Install highly visible directional signage to public parking at key intersections
- Install information signage at the entrance of public parking facilities including: name of lot, parking hours, information about fees (if relevant), etc.
- Develop a map of public parking facilities for the Exeter website, to be distributed to merchants, etc.

### KEY BENEFITS

- Improve ease of navigation for visitors to appropriate parking for their needs
- Reduce congestion due to vehicles circulating to find a space
- Improve the use of facilities which are less visible from the street



Example of general areas in Exeter where directional wayfinding signage or identification signage could be beneficial





# Introduce Parking Ambassadors Downtown

## STRATEGY #6

Time-Frame: Short-Term

Goals Aligned: 1 2 3 4 5 6

**Exeter's Challenge:** Parking enforcement has limited capacity/resources

### WHAT THIS STRATEGY DOES

This program provides citizen enforcement to help alleviate the Town's enforcement burden. It also engages the community and increases knowledge of parking regulations in areas with higher volumes of parking infractions.

### HOW IT WORKS

- Identify where ambassador zone(s) are, identifiable to visitors, and can communicate with Town officials while in the field, etc.
- Recruit parking ambassadors through PEA or an internship program to
- Document overstays, double parking, etc. particularly along Water Street
- Be a visible resource of information for visitors with parking questions
- Determine ideal shift times (Seasonal? Peak periods only?)

### KEY BENEFITS

- Gives Exeter parking a "face" to create a more friendly user experience
- Extra "eyes on the street" to disincentivize parking violations



Seasonal parking ambassadors in Pittsfield, MA





# Improve Markings + Signing for Bicyclists

## STRATEGY #7

Time-Frame: Short-Term

Goals Aligned: 1 2 3 4 5 6

*Exeter's Challenge: There is limited presence of infrastructure or signage to support the safe movement of bicyclists*

### WHAT THIS STRATEGY DOES

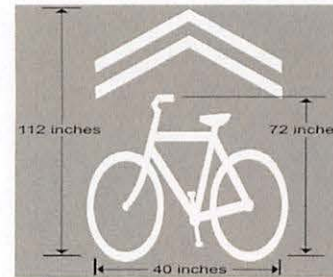
Promote higher visibility of features that increase driver awareness of bicyclists and encourage bicycle movement throughout Downtown for riders of all comfort levels.

### HOW IT WORKS

- Install sharrow markings along Water and Main Street using MUTCD guidance
- Install Share the Road signs, particularly at locations with sightline challenges
- Install bike parking signage

### KEY BENEFITS

- Increase awareness of bicyclists and promote safer driver behavior
- Improve awareness of and navigation to available bike parking areas



Example best practice signage and road markings





# Establish New Truck Route

## STRATEGY #7

Time-Frame: Short-Term

Goals Aligned: 1 2 3 4 5 6

**Exeter's Challenge:** Large trucks use high-volume routes through Downtown

### WHAT THIS STRATEGY DOES

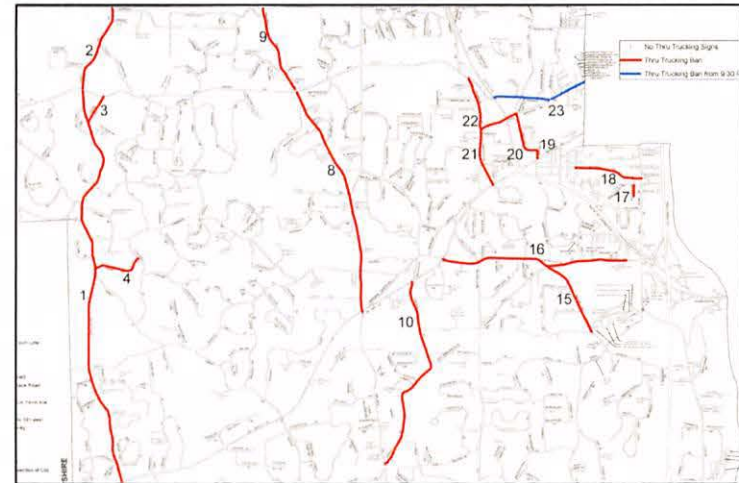
Evaluates how the current truck route can be improved to efficiently and safely divert large vehicles from high volume areas of Downtown to aid in reducing congestion and potential safety conflicts.

### HOW IT WORKS

- Town should request reviewer status for NHDOT Oversize/Overweight Permits
- Establish list and plan for "No Thru Trucks", including high visibility signing and time-based restrictions
- Develop an ordinance article by Select Board for vehicles on roadways
- Notification to navigation providers

### KEY BENEFITS

- Reduce large vehicles navigating and circulating through Downtown and interacting with Downtown's high pedestrian activity, typical bicycle activity, and smaller streets.



Example truck route map developed in Bedford, NH



Example road signs to support/direct trucks to appropriate routes





## Adjust Zoning for Small-Scale Development

### STRATEGY #10

Time-Frame: Mid-Term

Goals Aligned: 1 2 3 4 5 6

**Exeter's Challenge:** Current parking requirements are one-size-fits-all and put burden on developments to build additional supply that may not be needed

### WHAT THIS STRATEGY DOES

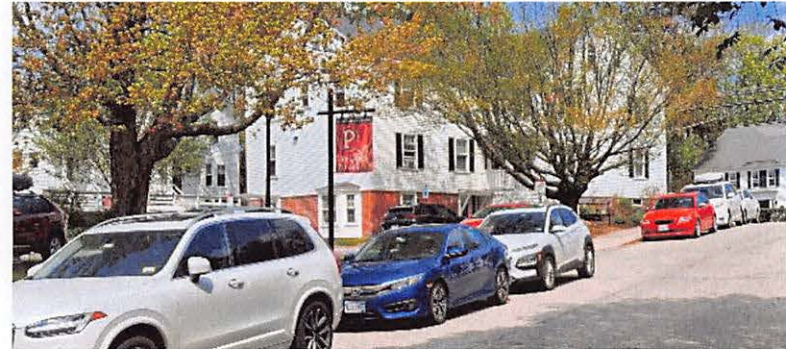
Create a scale-appropriate zoning approach that supports incremental new development in the downtown without building more unnecessary surface parking.

### HOW IT WORKS

- Reduce or eliminate parking requirements for small scale development
- Simplify parking requirements and allow reduced parking requirements by right when possible
- Incorporate provisions to reduce the demand for parking by providing amenities that support walking and bicycling

### KEY BENEFITS

- Scale-based requirements
- Opportunities to reallocate space from new parking to developing other amenities that support a balanced built environment
- Support developments that cater to non-vehicle lifestyles



Small developments in Exeter including residential and other mixed uses





# Revise Winter Parking Plan

## STRATEGY #11

Time-Frame: Mid-Term

Goals Aligned: 1 2 3 4 5 6

**Exeter's Challenge:** A significant portion of on-street parking is unavailable for overnight use during periods without a weather event

### WHAT THIS STRATEGY DOES

Re-evaluating the winter parking plan and limiting parking bans to when they are needed for an emergency means that Downtown residents won't need off-street parking regularly and can more efficiently make use of the existing on-street and off-street public parking. This will minimize inconvenience to parkers and decrease the need for off-street residential parking in the winter.

### HOW IT WORKS

- Today, Water Street Municipal Lot open (33 overnight spaces), 8 spaces on Pleasant Street, and beginning inclusion of Center St Lot
- Specify bans during weather emergencies only
- Provide an online map showing where parking is available during the ban
- Provide communication options for citizens to be notified or access current information/updates (e.g., Email / Text, Beacons on structures)

### KEY BENEFITS

- Re-opens central/convenient parking options for parkers in the evening
- Creates clarity and guidance for parkers who are impacted by a ban



Example concept for a revised Exeter Winter Parking Plan





## Reconfigure Bandstand Intersection

### STRATEGY #12

Time-Frame: Long-Term

Goals Aligned: 1 2 3 4 5 6

**Exeter's Challenge:** Longstanding safety and circulation challenges at its central and most distinctive intersection

### WHAT THIS STRATEGY DOES

Reimagines the design of the intersection as a critical location to efficiently move traffic, encourage safe movement of vehicles, pedestrians, and bicyclists, and to establish a stronger sense of place and community.

### HOW IT WORKS

- Develop a steering committee for coordination and oversight of redesign process
- Either develop internally or hire consultant to develop preferred concept design, including an in-depth outreach process
- Hire additional consultants for:
  - Necessary feasibility studies
  - Conducting pilots and demonstrations
  - Developing engineered final designs

### KEY BENEFITS

- Optimize and maximize available space in the right-of-way
- Makes circulation more intuitive
- Improve the travel experience for visitors of all modes



Example design concept





# Reconfigure Bandstand Intersection

## STRATEGY #12

Concept Only

### KEY CONCEPT DESIGN BENEFITS

- Convert the intersection to All-Way Stop-Control
- Stronger sense of place and gathering
- Widened pedestrian paths
- Narrowed travel lanes
- Conversion of angled to parallel parking
- Enhanced crosswalks
- Continuity with proposed concept on Front St (Rec. #12)

29 spaces (existing)  
21 spaces (proposed)  
Net -8 spaces

218 ft



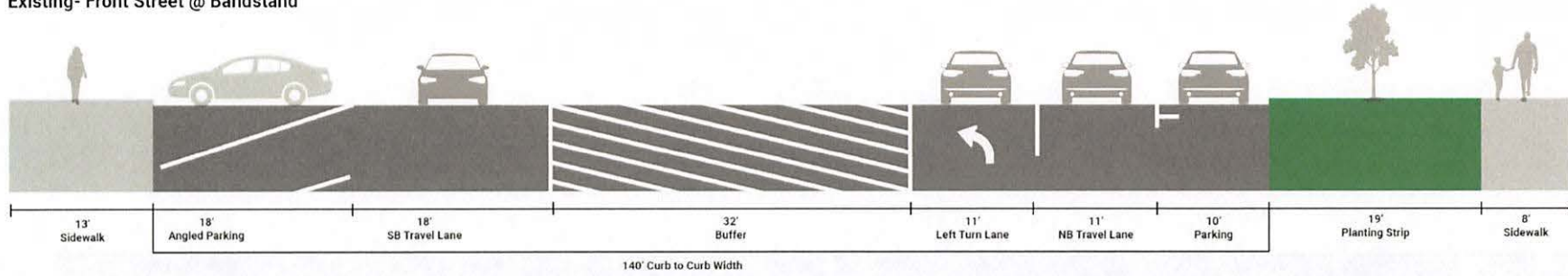




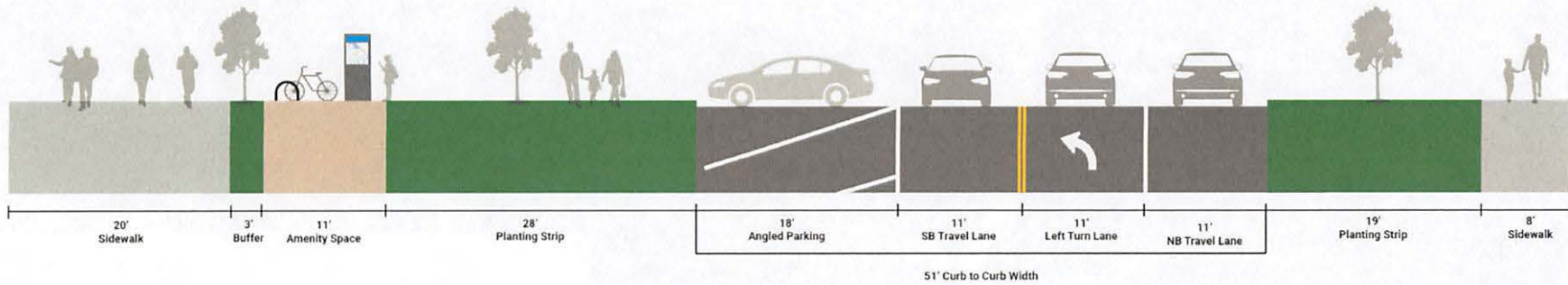
# Reconfigure Bandstand Intersection

## STRATEGY #12

Existing- Front Street @ Bandstand



Proposed- Front Street @ Bandstand





# Multimodal Improvements

## STRATEGY #13

Time-Frame: Short-Term

Goals Aligned: 1 2 3 4 5 6

**Exeter's Challenge:** Several components of the road and sidewalk network inhibit accessible, intuitive, and free-flowing movement for pedestrians and bicyclists

### WHAT THIS STRATEGY DOES

Address gaps and other inadequacies in the transportation network with the goal of prioritizing safety for bicyclists and pedestrians connecting to/from parking and other key destinations Downtown.

### HOW IT WORKS

- Close sidewalk gaps and reduce sidewalk obstructions through utility pole licensing
- Enhance crosswalks with bump outs (shortened crossings), widened striping, active pedestrian warning signage, etc.
  - Swasey Parkway @ Water Street
  - Water Street @ Center Street (North Side)
  - Water Street @ Municipal Lot Entrance
  - Front Street @ Court Street
- Formalize parking infrastructure on Front Street (adjacent to PEA), Court Street (from Elm Street to Elliot Street, Elm Street, Tan Lane, and Spring Street to reduce roadway impingements



Successful implementation of similar effort on Lincoln Street in Exeter (Source: Google)

### KEY BENEFITS

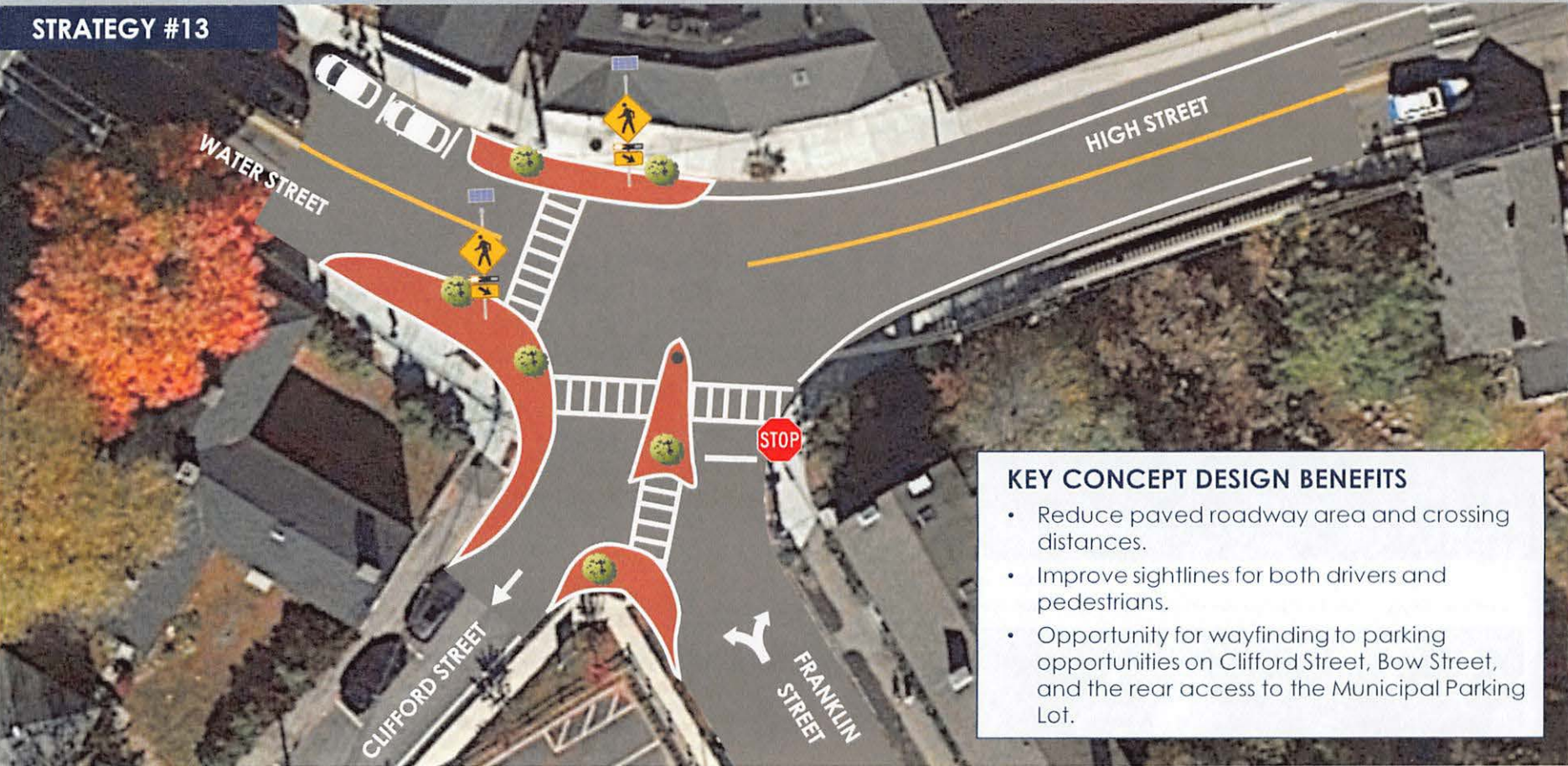
- Supports safety for people of all mobility levels
- Creates a consistent and comprehensive multimodal transportation network





## Multimodal Improvements

### STRATEGY #13



**KEY CONCEPT DESIGN BENEFITS**

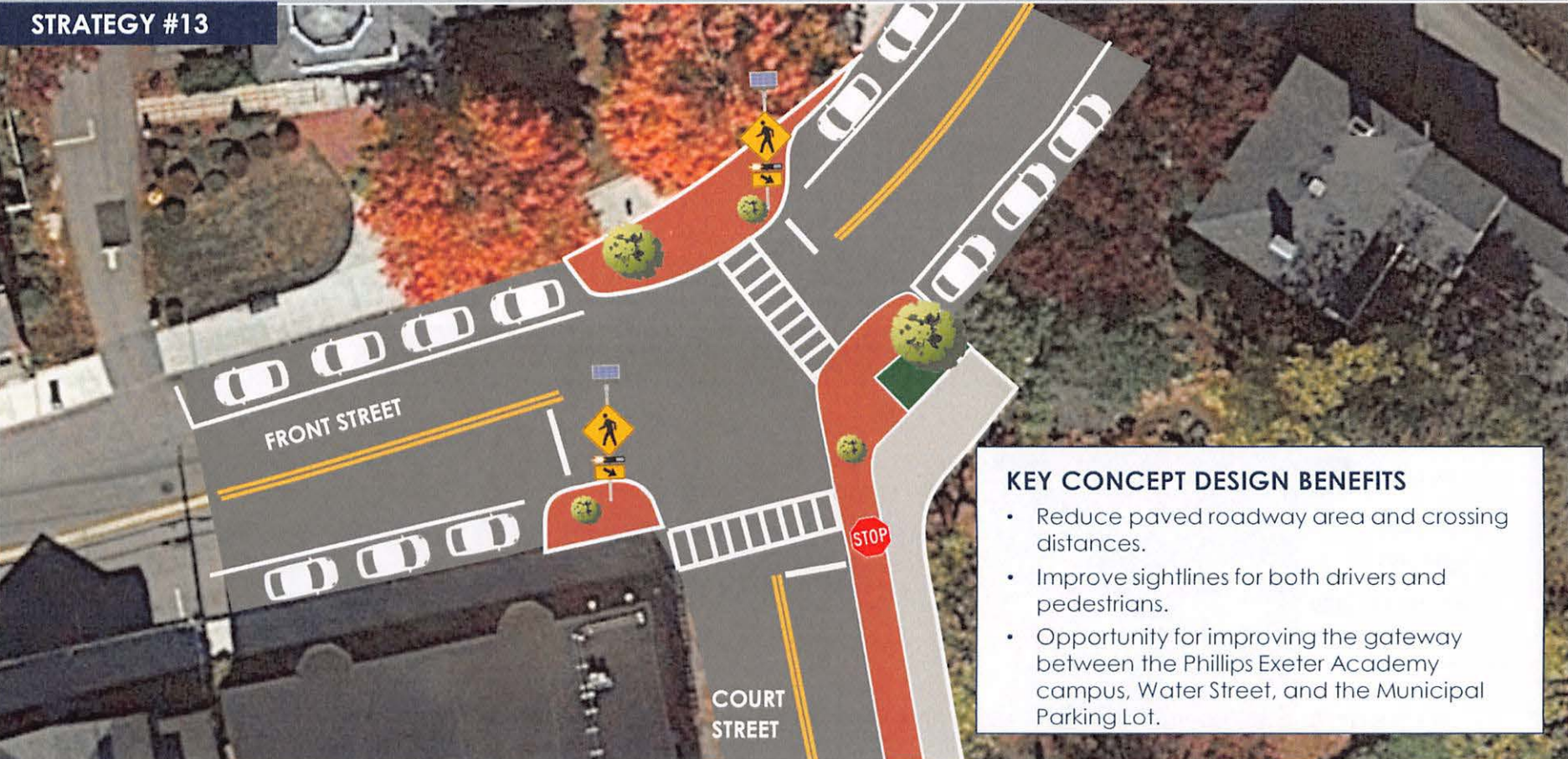
- Reduce paved roadway area and crossing distances.
- Improve sightlines for both drivers and pedestrians.
- Opportunity for wayfinding to parking opportunities on Clifford Street, Bow Street, and the rear access to the Municipal Parking Lot.





## Multimodal Improvements

### STRATEGY #13







# Multimodal Improvements

## STRATEGY #13







## Consider Re-Imagining Water Street's Cross-Section

### STRATEGY #14

Time-Frame: Long-Term

Goals Aligned: 1 2 3 4 5 6

**Exeter's Challenge:** Water Street's cross-section and right-of-way may offer opportunities to improve

#### WHAT THIS STRATEGY DOES

Reimagines the Water Street right-of-way to aesthetically and functionally improve the experience for visitors using all transportation modes, with an emphasis on reducing safety challenges, pavement widths, increasing the visibility and condition of pedestrian infrastructure, and introduce space for bike infrastructure or other amenities.

#### HOW IT WORKS

- Convert angled parking to parallel
- Install a dedicated bike lane on the North side of Water Street
- Upgrade, enhance, and add crosswalks at intuitive locations
- Expand sidewalk areas to narrow vehicle travel lanes (i.e., calm traffic speed)

#### KEY BENEFITS

- Maximizes right-of-way space to better serve the needs of a wider range of uses
- Improves safety



Current parking configuration along Water Street  
(Source: Stantec Field Inventories)



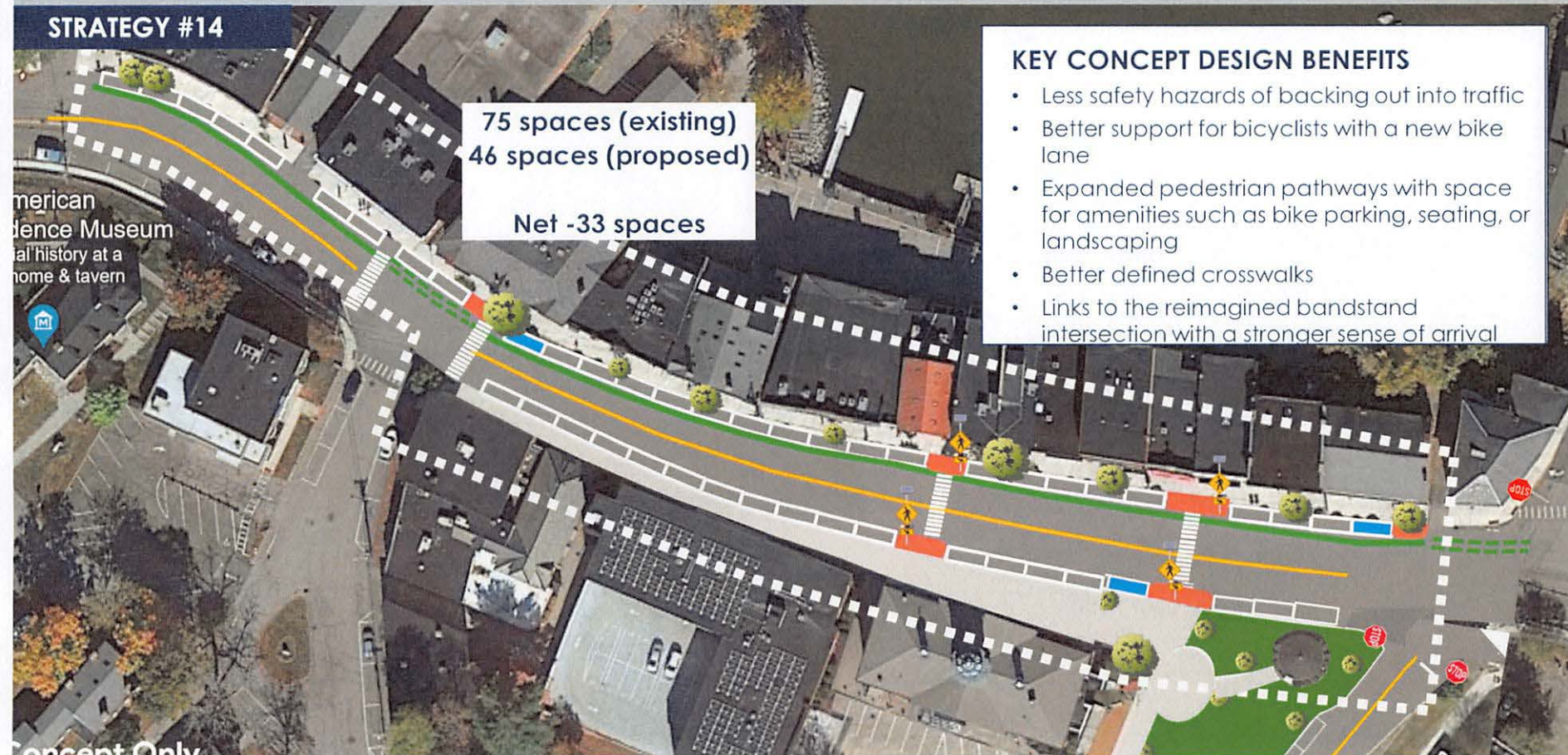


# Consider Re-Imagining Parking on Water Street

## STRATEGY #14

75 spaces (existing)  
46 spaces (proposed)  
  
Net -33 spaces

- ### KEY CONCEPT DESIGN BENEFITS
- Less safety hazards of backing out into traffic
  - Better support for bicyclists with a new bike lane
  - Expanded pedestrian pathways with space for amenities such as bike parking, seating, or landscaping
  - Better defined crosswalks
  - Links to the reimagined bandstand intersection with a stronger sense of arrival



American  
ence Museum  
al history at a  
home & tavern

Concept Only



# 06



## Implementation Approach





## Putting the Recommendations into Action

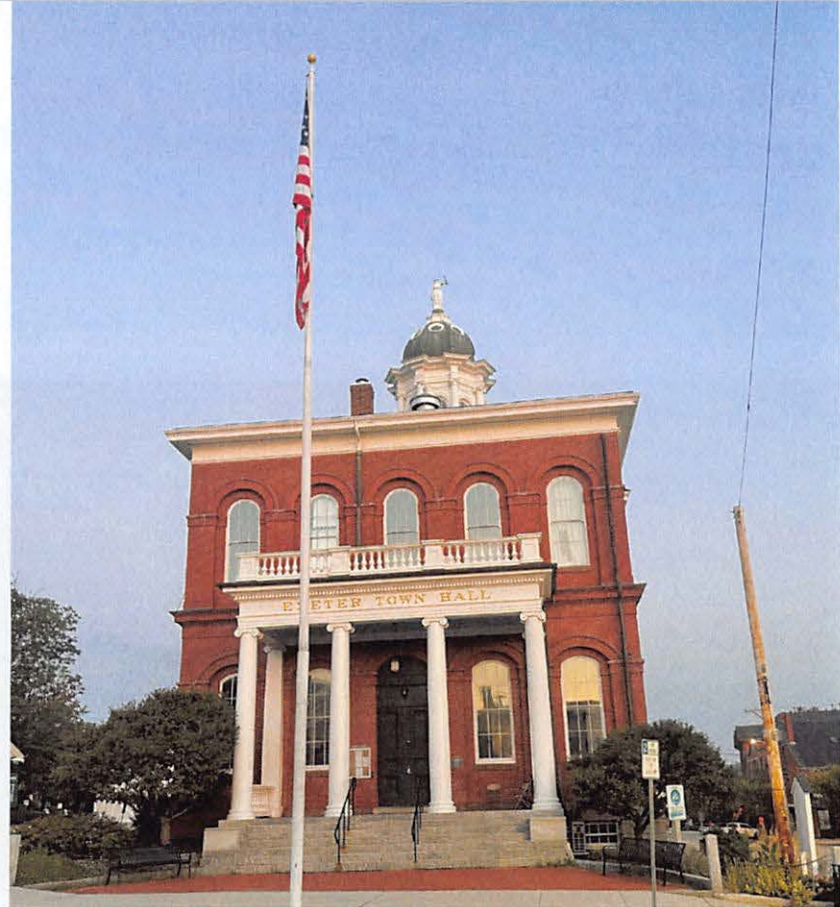
There are several steps which must be realized in order to implement the changes detailed in this study. Some of these include procurement of new technology and signs, administrative changes to best carry out new programs, and legislative changes to enable parking rates to be tied to performance. Critical paths to success include:

**Coordinate with Town Select Board:** The Select Board has reviewed the recommendations included in this report at its session on February 12, 2024. As needed, the Town should check in with this body for feedback on actions requiring higher level authorities for optimal coordination and communication to align with the Town's vision and goals.

**Ongoing Public and Staff Engagement:** Many of the changes proposed will require continuing to coordinate with the public as well as stakeholders, such as downtown businesses and the Town's enforcement staff. It may be useful to convene a Parking Working Group to review potential changes, or to check-in with select stakeholders such as existing permit-holders to review changes to the permit program.

**Pilot Early Changes, Monitor, and Report:** Providing several months to test new changes, such as pricing changes or even temporary improvements to the roadway network including breakaway posts, stop signs, and pavement markings, coupled with monitoring and reporting back in a public manner, can help increase user buy-in.

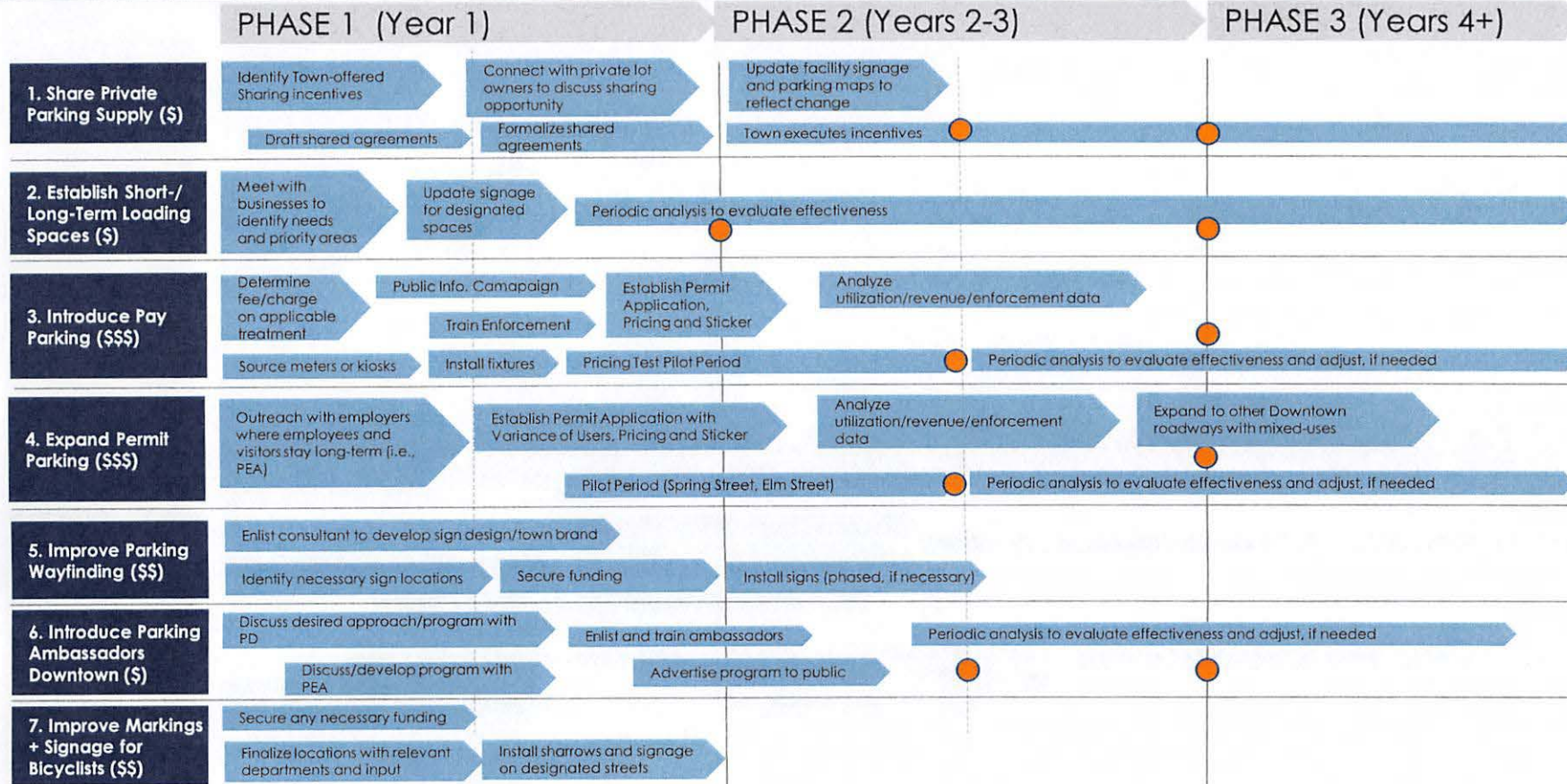
**The implementation roadmap on the following pages can provide a general timeline for guidance.**







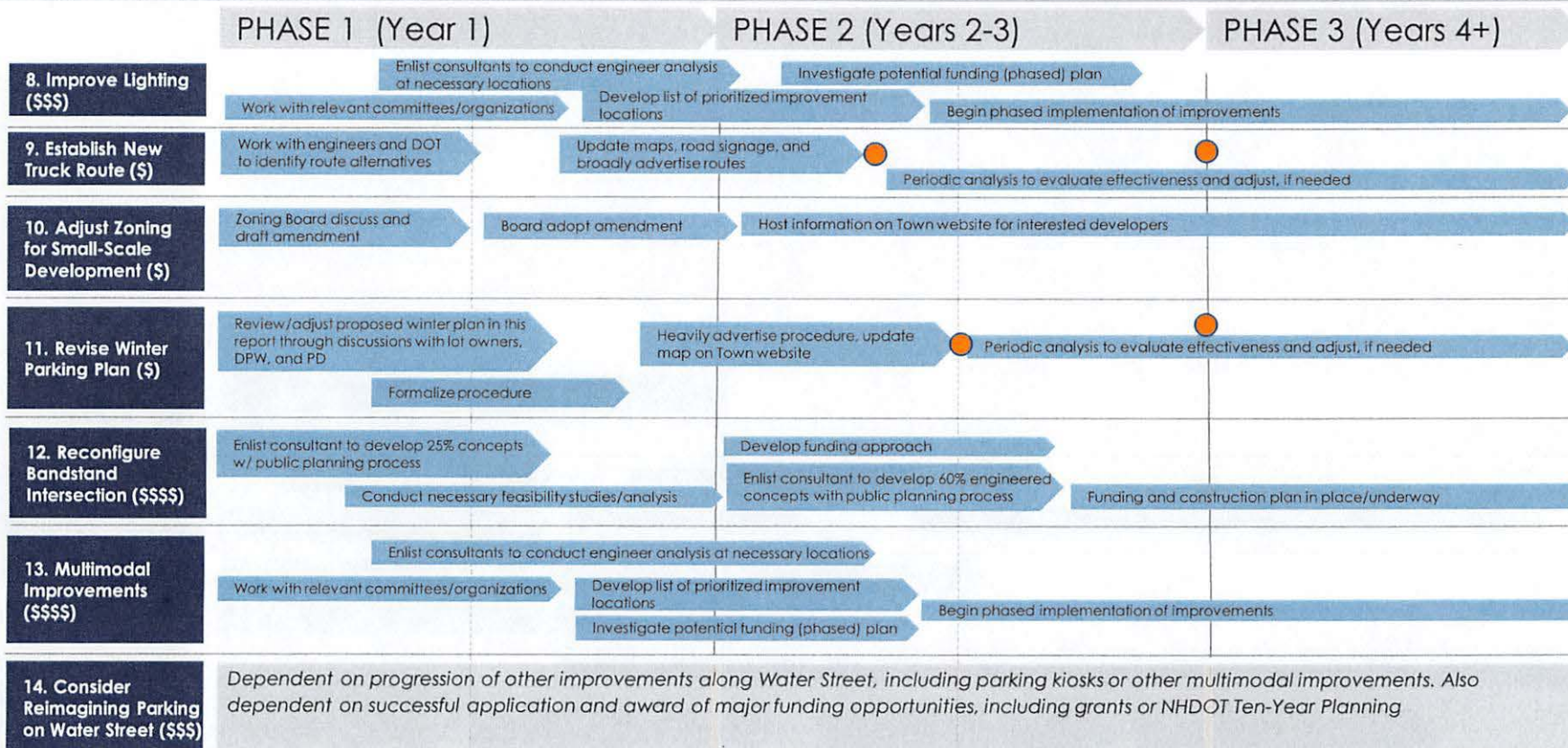
# Putting the Recommendations into Action- Implementation Roadmap







# Putting the Recommendations into Action- Implementation Roadmap





## Funding Opportunities

The recommendations identified within this study range from rapid deployment and reasonably limited effort and cost through multi-year planning, engineering, and construction requiring extensive funding for programming. As the undertaking of the larger cost recommendations by funded by only the Town is likely unfeasible, the following list identifies state and federal funding opportunities for the Town to pursue to realize these recommendations effectively:

**RAISE Transportation Discretionary Grants:** Similar previous editions of this funding were called TIGER or BUILD Discretionary Grants, the Infrastructure Investment and Jobs Act of 2021 ("Bipartisan Infrastructure Law," or "BIL") authorized and appropriated \$1.5 billion to be awarded by the Department of Transportation ("DOT") for Local and Regional Project Assistance Program Grants under National Infrastructure Investments in FY 2023.

**Safe Streets and Roads for All (SS4A):** The BIL established the SS4A discretionary grant program to support local initiatives to prevent death and serious injury, formerly referred to as Vision Zero initiatives. \$1 Billion per year is funded through fiscal year 2026 and is seeing many communities throughout New England receive significant funding. The SS4A funding supports:

- Local safety action planning,
- Planning, design, and development activities identified in the safety action plan, and
- Implementing the projects and strategies in the safety plan.

Just in the past two years, multiple New England communities and Metro Planning Organizations (MPOs) have seen successful applications and awards from this program including:

- City of Keene, NH - \$350,000 - New Safety Action Planning
- All four NH MPOs - \$220,000 - New Safety Action Planning







## Funding Opportunities


**Advanced Transport Technologies and Innovation (ATTAIN) Program:** The BIL authorized and appropriated \$60 million annually through fiscal year 2026 and allocates up to 80% of the cost of prospective projects. The ATTAIN Program may fund the following advanced transportation and congestion management technologies related to this study:

- Advanced parking reservation or variable pricing systems
- Integration of transportation service payment systems
- Advanced mobility access and on-demand transportation service technologies, such as dynamic ridesharing and other shared-use mobility applications and information systems to support human services for elderly and disabled individuals;

**Promoting Resilient Operations for Transformative, Efficient, and Cost-Saving Transportation (PROTECT) Discretionary Grant Program:** The BIL provides \$300 Million per year, funded from fiscal year 2024 through fiscal year 2026 for the PROTECT discretionary grant program to support resiliency for surface transportation against natural hazards and potential disasters related to climate change through supporting the following activities:

- Planning
- Resiliency Improvements
- Community Resilience and Evacuation Routing
- At-Risk Coastal Infrastructure

As the Town of Exeter has been subject to regional and statewide studies on the potential impacts due to sea level rise (Seacoast Transportation Corridor Vulnerability Assessment and Resiliency Plan, Rockingham Planning Commission, March 2022), Exeter should be a good candidate to be considered for this type of funding due the potential impacts to the historic Downtown and the impacts to the Town's infrastructure anticipated in the mid- to late-21st Century.



**Municipality:** Exeter

**Location:** NH 85 (Water Street)

**Cross Streets:** Summer Street, Swazey Pkwy

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**Impacts Begin:** 4.0 Foot sea-level rise

Tolerance for Flood: Low

Risk (High, Medium, Low, Very Low):

**Plan for Sea-level Rise Impacts by:** 2080

State or Local Roads: Local and State Roads

**Current Traffic Volume (Average Annual Peak):** 6,500 AADT, 7,700 Peak

Pavement Condition: Good/Fair

**Infrastructure at Site:** Tidal Crossing 124

Water/Sewer Infrastructure: Water and Sewer

**Known Site Contamination:** No known site contamination

Existing Tidal Wetland Types (Upstream/Downstream): Brackish Riverbank Marsh/ Intertidal Habitat

**Invasive Species Present:** Yes

FEMA Floodplain Category: X, AE

**Average Ground Elevation:** 10ft

Design Flood Elevation: 11ft (2050), 14.3ft (2100)

**Projected Groundwater Rise:** 0.7-2.2ft (2050), 1.2-3.2ft (2100)

Depth to Future Groundwater: Data Needed

**Projected Precipitation Estimates for 10-year 24 hour storm:** 4.91 inches – 20% increase volume from present day

**Site Description:**  
This portion of water street is the southern terminus of NH 85 which connects from Exeter to NH 101 and through Newfields to NH 108. The roadway parallels the Soamescott River in this vicinity and at 4' SLR, water from Norris Brook could impact the roadway. Use on this section of Water Street is primarily residential and recreational.

**Anticipated Site Impacts from Sea-Level Rise**  
Water Street is inundated between Summer Street and the Swazey Parkway where the roadway crosses over Norris Brook. This divides the northern portion of this street from the southern and somewhat isolates a few houses, the public works facility, and the sewer treatment plant from the remainder of the downtown area and require vehicles to reroute using NH 101.

**Estimated Impacts of closure due to SLR**  
Closing this roadway would result in a relatively small shift of traffic to alternative routes, as this only impacts through traffic and access to a few homes directly. Most neighborhood access to downtown Exeter could continue as it does currently.

**Surrounding Land Use Profile**

	Acres	Percent
Forested	0.1	3%
Other/Idle	0.7	14%
Open Wetlands	0.0	0%
Mixed Urban	0.2	1%
Recreation	2.0	40%
Residential	1.4	27%
Transportation	0.8	15%
Water	0.0	0%

Water Street - Exeter Site Profile from Seacoast Transportation Corridor Vulnerability Assessment and Resiliency Plan, Rockingham Planning Commission, March 2022

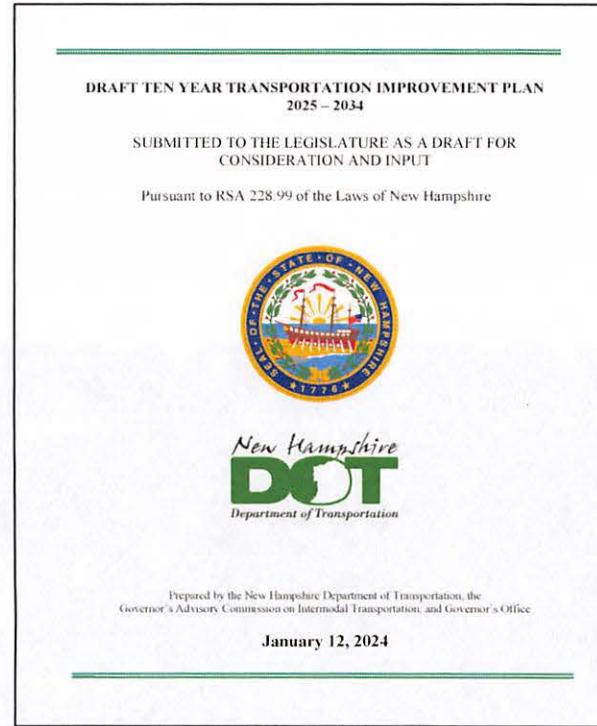


## Funding Opportunities

**NHDOT Highway Safety Improvement Program (HSIP):** Funded through NHDOT with Federal matching, NHDOT provides \$9 million annually to address highway safety improvement projects at locations deemed hazardous due to crash experiences, potential, or other metrics such as severity and substandard geometric designs. Typically, this comes with an 80% to 100% match. Network screening (crash data), Systemic Approach (maintenance-based improvements), and Road Safety Audits (RSAs) are used to identify and select sites. Although crash data was not of a quality to include in this study, future safety-based studies of Downtown Exeter can be used to identify metrics in which safety-based improvements may be applicable.

**NHDOT Surface Transportation Program (STP):** Funded through NHDOT with Federal matching, a portion of funding is made available to municipalities or other project sponsors to develop, improve, and enhance their transportation network. These projects are identified as Local Public Agency (LPA) projects and are guided with assistance from NHDOT or municipal consultants to follow the LPA Manual and traditional NHDOT processes.

The Draft 2025-2034 Ten Year Plan is going through its legislative processes during the development of this study and its report. The Ten-Year Plan is updated every two years and is advocated for through local, regional, and state advocates for inclusion and funding. Getting on the Ten Year Plan is a Town's way to have major projects incorporated into the budgeting and funding through NHDOT. Utilizing the next two years to identify potential projects and develop advocacy with the Rockingham Planning Commission and other regional and state advocacy groups can help the Town add potential projects to NHDOT's 2027-2036 Ten-Year Plan.



*The Town can proceed with planning major projects in cooperation with Rockingham Planning Commission and NHDOT Community Development to be ready for the 2027-2036 Ten Year Plan*



# A Recommendation Matrix





# Recommendations Matrix

Strategies and Recommendations	Short-Term							Mid-Term			Long-Term			
	Share Private Parking Supply	Establish Short/Long-Term Loading Spaces	Introduce Pay Parking	Expand Permit Parking	Improve Parking Wayfinding	Introduce Parking Ambassadors Downtown	Improve Markings + Signage for Bicyclists	Improve Lighting	Establish New Truck Route	Adjust Zoning for Small-Scale Development	Revise Winter Parking Plan	Reconfigure Bandstand Intersection	Multimodal Improvements	Consider Reimagining Water Street's Cross-Section
	1	2	3	4	5	6	7	8	9	10	11	12	13	14
Roadway														
Bow Street				X	X									
Center Street	X		X	X	X	X				X				
Chestnut Street		X		X			X			X				
Clifford Street		X	X		X					X				
Court Street							X							
Elliot Street				X	X									
Elm Street				X	X					X				
Franklin Street			X							X				
Front Street (Between Court Street and Elliot Street)		X	X	X	X	X				X				X
Front Street (Between Water and Court Street)	X	X								X		X		
High Street (Between Franklin Street/Clifford Street and Marlboro Street)							X			X				
Main Street					X		X			X				
Maple Street				X	X									
Pleasant Street							X			X				
Portsmouth Avenue										X				
River Street														
River Street Extension										X				
South Street										X				
Spring Street				X	X		X			X				
String Bridge							X			X		X		X
Tan Lane				X	X		X			X				
Water Street (North of Main Street)	X						X			X				
Water Street (Between Main Street and Swasey Parkway)	X	X	X	X	X	X	X			X		X		X
Water Street (Between Swasey Parkway and Franklin Street/Clifford Street)		X	X	X	X	X	X			X		X		X
Waterfront Lot			X	X	X	X								
Center Street Lot			X	X	X	X								
Municipal (Water Street) Lot			X	X	X	X								



## **Tax Abatements, Veteran's Credits & Exemptions**

## Permits & Approvals





Pam McElroy &lt;pmcelroy@exeternh.gov&gt;

## Eagle Scout Project

3 messages

**Pam McElroy** <pmcelroy@exeternh.gov>

Tue, Oct 1, 2024 at 9:36 AM

To: James Haney <haneyj3410@gmail.com>, Phil Haney <haneyphi@yahoo.com>, Russ Dean <rdean@exeternh.gov>

Good morning James.

At their meeting last night, the Select Board discussed some questions regarding your project. You do not need to attend another meeting. You can answer the questions here and we will report back to the Board.

1. If the flag collection box is placed on Town property, who owns the box? BSA? Troop 323? Town of Exeter?
2. Will there be a set schedule for checking the box for flags? Who will collect the flags?
3. If the box goes unused, will the box be removed? Is there a timeline for removal if it is unused?

Please reply to these questions as soon as possible so I can have the information ready for the next Select Board meeting. As I said, you do not need to attend, they will make a decision during the Permits and Approvals section of the meeting.

Please let me know if you have any questions.

Have a good day.

*Pam McElroy*

**Town of Exeter**

Senior Executive Assistant, Town Manager's Office

603-773-6102

Human Services Administrator

603-773-6116

**James Haney** <haneyj3410@gmail.com>

Fri, Oct 4, 2024 at 7:21 PM

To: Pam McElroy <pmcelroy@exeternh.gov>

Cc: Phil Haney <haneyphi@yahoo.com>, Russ Dean <rdean@exeternh.gov>

Good Evening,

See my response below.

1. If the flag collection box is placed on Town property, who owns the box? BSA? Troop 323? Town of Exeter?

The box will be property of the Town of Exeter but managed by Troop 323

2. Will there be a set schedule for checking the box for flags? Who will collect the flags?

Yes as of now it is planned for the box to be checked 12 times a year. During the first months we will check the box more often to see the amount of traffic the box gets. The troop will be the ones collecting the flags

3. If the box goes unused, will the box be removed? Is there a timeline for removal if it is unused?

As it is the Town of Exeter box I hope it doesn't have to be removed but ultimately it is the town's decision if or when it gets removed. But the box does have a lifetime warranty.

Thank you,

James Haney

[Quoted text hidden]

**Phil Haney** <haneyphi@yahoo.com>  
To: Pam McElroy <pmcelroy@exeternh.gov>  
Cc: Russ Dean <rdean@exeternh.gov>

Fri, Oct 4, 2024 at 7:42 PM

Let me add a note to that last item as it concerns me just a little.

The box he is putting up is a commercial-grade steel box. Roughly the same size as the USPS blue mail drop box you have in front of town hall already.

<https://americansecuritycabinets.com/product/large-exterior-flag-retirement-drop-box-710-stainless-steel/>



## Exterior Flag Retirement Drop Box

This low-maintenance, brushed stainless steel exterior flag retirement drop is used to collect torn or tattered American Flags in a respectful manner.

[americansecuritycabinets.com](https://americansecuritycabinets.com)

The link above leads you to the product's webpage from the manufacturer. It's not cheap - \$1900 retail (he hopes to get a discount). It also means that is going to hold up being all steel and designed for outdoor placement. It won't wear out any time soon. As long as the troop is around (we celebrated 60 years in 2020 so we are not going anywhere), the troop historian will service the box, collecting them for at least an annual disposal ceremony with St. Michael's Knights of Columbus at the Exeter Cemetery we have worked out with Randy Daley, the cemetery's Superintendent.

The town did not ask for those specific details, but while this 14-year-old has worked out those contingencies with prior questions from his Eagle Coach, he doesn't always 'volunteer' the full picture.

I say all this to get the point across that the town will not be stuck with this as an albatross to maintain (although you will get a key). This project is not just a 'fire and forget' kind of project. I am not only his father, I am the Committee Chair of the troop. We are committed to this patriotic obligation alongside the Knights of Columbus and I don't think Exeter is going to run out of a need for proper US Flag disposal with the amount of history and patriotism that runs through the town's very fiber.

Let me know if you have any more adult-based questions and feel free to ask him more scout-based question if needed.

Thank you for you support,

Phil Haney  
Troop 323 Committee Chair  
(603) 812-3508



**From:** James Haney <[haneyj3410@gmail.com](mailto:haneyj3410@gmail.com)>  
**Sent:** Friday, October 4, 2024 7:21 PM  
**To:** Pam McElroy <[pmcelroy@exeternh.gov](mailto:pmcelroy@exeternh.gov)>  
**Cc:** Phil Haney <[haneyphi@yahoo.com](mailto:haneyphi@yahoo.com)>; Russ Dean <[rdean@exeternh.gov](mailto:rdean@exeternh.gov)>  
**Subject:** Re: Eagle Scout Project

[Quoted text hidden]



Pam McElroy &lt;pmcelroy@exeternh.gov&gt;

## Eagle Scout Project- Flag Retirement box

2 messages

James Haney <haneyj3410@gmail.com>  
To: pmcelroy@exeternh.gov

Mon, Sep 2, 2024 at 3:35 PM

Good Afternoon Select Board,

Its James Haney again. I'm following up with your request. When I went to the eagle scout board they did not want me to use an USPS mail box. I found a new box that is commercial that comes with a design. I wanted to share it with you to get your approval for the design.



[Box Website](#)

Thank you,

James Haney

Pam McElroy <pmcelroy@exeternh.gov>  
To: James Haney <haneyj3410@gmail.com>

Tue, Sep 3, 2024 at 8:23 AM

Thank you James. I will forward your message to the Select Board.

Have a good day.

Pam

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*Pam McElroy*

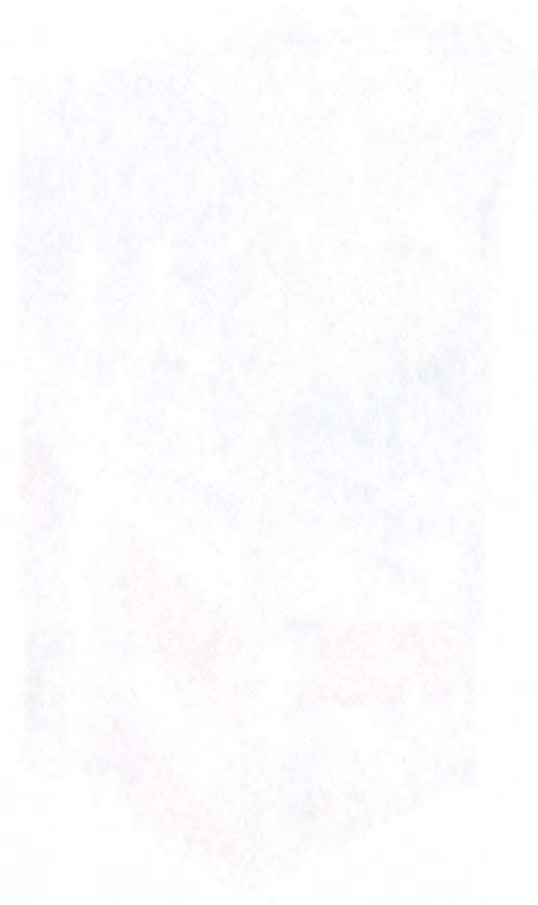
**Town of Exeter**

Senior Executive Assistant, Town Manager's Office

603-773-6102

Human Services Administrator

603-773-6116





# EXETER PARKS & RECREATION

32 COURT STREET • EXETER, NH • 03833 • (603) 773-6151 • [www.exeternh.gov](http://www.exeternh.gov)



## TOWN OF EXETER MEMORANDUM

TO: Russell Dean, Town Manager  
FROM: Greg Bisson, Director of Park and Recreation  
David Tovey, Assistant Director  
RE: Recreation Revolving Fund Request-Design completion.  
DATE: 10/11/2024

The purpose of this memorandum is to request your authorization for Parks and Recreation to use the Recreation Revolving Fund to cover the fees to complete the design work for the renovation of 10 Hampton Rd. Hampshire Development Corp (HDC) intends to contract with three firms: JSN Associates LLC, a renowned name in structural engineering; Sefco, a trusted name in Plumbing and Mechanical Design; and Seacoast Consulting Engineering, a leading name in electrical engineering. These firms, with their proven track record and expertise, will ensure the project's success. Their extensive experience and successful track record in similar projects instill confidence in the project's success. These fees will be billed hourly and not drawn from any previously allocated matching funds by the Select Board due to restrictions on the grant.

As you know, we recently appeared before the Select Board, and they approved contracting with Hampshire Development Corporation (HDC) as the construction manager for the project. HDC was charged with completing the project design work. HDC received estimates from the three firms for the design work totaling \$48,500 for time and material. HDC utilized these three firms on several of its previous projects and will use them on the 10 Hampton Rd renovation. Their close working relations with these firms will allow the project to move steadily. We are under a tight deadline for the grant, which requires all services and trades to be put out to bid when using grant funds. Given this urgency, HDC did not go through the RFP process to secure these services. We verified with the Community Development Finance Authority (CDFA) that we could pay these fees out of private, non-allocated funds; thus, the Recreation Revolving Fund is allowed. The Recreation Revolving Fund is doing well in 2024 with projected revenue and has a healthy balance of \$125,988 (coming into 2024) and can absorb this expenditure. We anticipate that proceeds from the Powder Keg will cover most of this expense, ensuring that the fund remains healthy and finishes in the positive at the end of 2024. Using these funds will allow the project to continue with the expected completion date of June 2025. It will also free up funds previously allocated in the grant for design to be reallocated to the construction portion of the project. We request to use \$60,000 to cover all design work with a small contingency if something unforeseen is discovered during this phase. These three firms will contract with HDC directly, and HDC will bill the town for these services.

I have provided a suggested motion below for consideration. I will attend the Select Board to present this request and answer any questions the Board may have.

**Proposed Motion:** I move that the Select Board authorize the Parks and Recreation Department to use Recreation Revolving Funds to pay all fees associated with the necessary design work to complete the renovation of 10 Hampton Rd Contracted through HDC and not to exceed the price of \$60,000.

Respectfully Yours,

Greg Bisson, Director, Exeter Parks and Recreation





# EXETER PUBLIC WORKS DEPARTMENT

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

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

## MEMO

DATE: October 1, 2024  
TO: Russell Dean, Town Manager  
FROM: Paul Vlasich, P.E., Town Engineer  
RE: School Street Area Improvement Project  
Design Contract – CMA Engineers

---

The School Street Area Reconstruction Project was approved at the 2024 Town vote in the amount of \$6,510,000.

CMA Engineers had designed a couple of projects for the Town in recent years. The designs included the Lincoln Street Utility and Street Upgrades along with the Epping Road TIF District Utility Extensions. CMA Engineers was pre-qualified for consulting services through the qualification-based selection process that was used for the Salem Street Area Utility Design.

CMA Engineers assisted the Town in formulating this capital improvement project (CIP) and provided anticipated construction estimates. CMA Engineers also drafted the State Revolving Fund (SRF) applications which resulted in Clean Water SRF loans of \$4,831,852 with \$1,691,148 in principal forgiveness.

The Public Works Department recommends the award of contract design to CMA Engineers in the amount of \$377,000.

This design scope will include bidding services. The CMA Engineers General Terms and Conditions are the same as previously approved design contracts.



September 26, 2024

Paul Vlasich, P.E.  
Exeter Public Works Department  
13 Newfields Road  
Exeter, NH 03833

**Re: Town of Exeter – School Street Area Improvement Project  
Proposal for Engineering Design Services  
CMA #1234**

Dear Paul:

CMA Engineers appreciates the opportunity to be of continued service to the Town of Exeter. We are pleased to provide this proposal for engineering services for the design and permitting of the School Street Area Improvement Project. The opportunity to be of continued service to the Town of Exeter on this important project is sincerely appreciated.

### **Project Background & Objectives**

The project is driven by the need to replace deteriorating and undersized sewer, water, and drainage infrastructure in the School Street area, including Garfield St, Garfield Ct, Kossuth St, School St, and Union St. The Town's Wastewater and Stormwater Asset Management Program (2020) prioritized this project as one of the top four most critical projects based on the probability and impact from failure. A recent video inspection of the sewer mains shows the existing 8-inch and 10-inch vitrified clay pipes are in poor condition and undersized.

This project will upgrade the water, sewer, and drainage infrastructure, reconstruct the roadways, and construct ADA sidewalks and ramps. The layout for the sidewalks and parking may be reconfigured and will need to be developed in collaboration with the Town and residents. We will also evaluate and implement green infrastructure options for stormwater treatment within the project footprint.

To pay for the project, the Town has authorized a **\$6,510,000.00** bond, which was approved in a warrant article at the March 2024 Town meeting. Because of the need to replace the sewer and drainage systems, the Town received a low-interest loan with principal forgiveness funding through the NHDES CWSRF program of **\$4,831,851.85**. The CWSRF has programmatic requirements, including an Environmental Review, which we have included in this proposal.

Based on these project objectives and our discussions with you, CMA Engineers has prepared our detailed Scope of Services and Fee Estimate.



**Scope of Services and Schedule**

*See Exhibit A for a detailed description of Scope of Services and Exhibit B for the schedule*

**Project Team**

We have assembled a multi-disciplinary project team that includes principals and staff of CMA Engineers. Other team members include *Doucet Survey* for field survey and *S.W. Cole* for geotechnical investigations.

CMA Engineers proposes a capable project team, as outlined below. Additional staff will be used as needed and appropriate. Key CMA Engineers team members include the following individuals:

Philip A. Corbett, P.E.	Principal-in-Charge/Project Manager
Whitney A. Bouchard, P.E.	Sr. Project Engineer – Utilities & Permitting
Chris F. Chiaramonte, P.E.	Project Engineer – Roadway & Drainage
William W. Gordon	CAD Design
Ben C. Clark, P.E.	QA/QC
Survey	Doucet Survey, LLC
Geotechnical investigations	S.W. Cole, Inc.

**Engineering Fees**

Total estimated fees for the entire design scope, through bidding services, is **\$377,000**. Total costs will not exceed this limit without review and concurrence with the Town of the circumstances. See attached detailed breakdown of the fee estimate in **Exhibit C**.

The estimated breakdown of these costs, by task, is presented as follows. These estimated costs are not proposed as individual task fee limits, but to indicate the relative distribution of time and effort throughout the project.

<b><u>Task</u></b>	<b><u>Fee Budget</u></b>
I. Project Initiation.....	\$ 3,500
II. Survey & Base Map .....	\$ 42,000
III. Subsurface Investigation .....	\$ 25,000
IV. Utility Study.....	\$ 13,000
V. Meetings .....	\$ 11,000
VI. Public Engagement.....	\$ 18,000
VII. Stormwater Analysis.....	\$ 15,500
VIII. Conceptual Design.....	\$ 48,000
IX. Preliminary Design .....	\$ 94,000
X. Permitting.....	\$ 22,000
XI. NHDES Environmental Review .....	\$ 8,000
XII. Draft Final Design .....	\$ 41,000
XIII. Contract Documents and Specifications.....	\$ 14,500

XIV. Final PS&E .....	\$ 12,500
XV. <u>Bidding Services</u> .....	\$ 9,000
<b>Total</b>	<b>\$ 377,000</b>

Engineering fees will be assessed based on CMA Engineers, Inc. standard rates. Engineering staff are invoiced at the rate of salary cost (wage rate plus 35% to cover statutory and customary fringe benefits) times a factor of 2.45. Expenses are invoiced at cost plus 10%. Subconsultant costs are subject to a multiplier of 1.15. Mileage will be billed at the prevailing IRS rate. CADD computer time, if required, is invoiced at \$9/hour.

**Agreement**

The Terms of the Agreement between CMA Engineers, Inc. and the Town of Exeter are attached to this proposal in the Agreement and represent the entire understanding between the Town and CMA Engineers, Inc., except where specifically modified above and in Exhibit D: *Standard contract requirements of the New Hampshire Department of Environmental Services (NHDES)*, attached to this Agreement. This Agreement, including all associated attachments, may only be modified in writing and signed by all parties.

If you have any questions concerning the proposed scope of services or Terms of Agreement, please don't hesitate to call. If you concur with the arrangements outlined herein, you may authorize us to proceed by signing in the space indicated below and returning one copy to us.

Very truly yours,  
CMA ENGINEERS, INC.



Philip A. Corbett, P.E.  
Principal/Project Manager

- Enclosures: Exhibit A: Scope of Services  
Exhibit B: Design Schedule  
Exhibit C: Detailed Fee Estimate Breakdown  
Exhibit D: NHDES Engineering Design Phase Contract for Professional Services  
CMA Engineers Modified Subconsultant Terms and Conditions

**Accepted and Authorized to Proceed:**

\_\_\_\_\_  
*Town of Exeter*

\_\_\_\_\_  
*Date*



# EXHIBIT A

## DETAILED PROJECT SCOPE

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To assist the Town with this project, we propose completing the following scope of work.

### Task 1 – Project Initiation

Following notice to proceed, CMA Engineers will organize a project kickoff meeting with key members of our design team and Town staff. This meeting will allow the various parties to interact and confirm project goals and objectives, roles and responsibilities, communication protocols, transfer existing information and review near- and long-term project milestones. All pertinent information related to the project (Town GIS, utility information, historic plans, conceptual plans, base mapping, etc.) will be turned over for CMA Engineer's use. The meeting will also provide an opportunity to walk all or portions of the corridor as a group.

### Task 2 – Survey

**Doucet Survey** will complete ground survey in the project area. The survey shall extend to building fronts on both sides of the roadways within the project area. Topographic survey to locate topographic features including structures, edge of road, centerline, driveways, sidewalks, buildings, trees, observed monumentation, test pits, observable utilities, inverts, front building corners, sill elevations and 1-foot contours. Datums would be based on the NH State Plane NAD83 (2011) and NAVD88.

Doucet will compile abutter information from the Town of Exeter, online research at the Rockingham County Registry of Deeds of record documents (limited to review of subject parcel & abutting parcel deeds & plans reference therein), and documents provided by the client. Because of the physical constraints and uncertainty of abutter property lines, Doucet will do additional research to determine the location of the Garfield St., Kossuth St., & Garfield Ct. right-of-way.

### Task 3 – Subsurface Investigation (Borings)

**S. W. Cole Engineering** will complete borings and ledge probes at 100-foot spacing along the roadways (approximately 3,300 LF) in the project area to an assumed depth of 12-15 feet. Soils in the test borings will be sampled at 2 to 5-foot intervals using a split spoon sampler and Standard Penetration Test (SPT) procedures. Road opening permits will be obtained as needed. SW Cole will provide flaggers, sign package, and traffic cones to delineate work areas. Dig Safe will be notified before the boring and test pit work.

S.W. Cole will measure pavement thickness and obtain bulk samples of pavement base and sub-base materials at select exploration locations for laboratory gradation testing on up to 10 samples. They will prepare a data report outlining findings and laboratory test results that will support a determination of construction requirements for utilities and materials for the reconstruction of the roadways.

#### Task 4 – Utility Study

CMA Engineers will comprehensively evaluate improvements required for all the existing underground and overhead utilities, including water, sewer, drainage, natural gas, communications, and electric utilities. The evaluation will:

- Identify spatial conflicts, appropriate utility corridors, and utility sizes
- Develop alternative sewer main and service configurations
- Locate existing and proposed catch basins, with piping connections to new drain lines.
- Building stormwater service connections to new drain lines will be considered and located.

We will meet with representatives of private utilities to identify any plans for upgrades to these utilities in the project area. These will include: Unitil (gas & electric), Comcast and Consolidated Communications (communications). We will review plans for improvements and identify conflicts or issues with underground or overhead private utilities. Two meetings with each utility are planned. A summary conceptual plan will be prepared for planned utility construction and improvements in the project area.

#### Task 5 – Meetings with Town Staff & Selectboard

The project team will meet with Town staff regularly and as necessary to review project development during all phases and prior to public meetings. Some of these meetings will include field visits. The project team will prepare brief meeting notes documenting the substance of key discussion points of the meeting. Additionally, the project team will present the project at one Selectboard meeting.

#### Task 6 – Public Engagement

Based on our experience in Exeter and discussions with Town Staff, we have proposed the following public engagement and outreach approach.

- A. **Public Meetings.** We will conduct three public meetings:
  - i. **Initial Public Input Meeting:** CMA Engineers will hold an initial kickoff neighborhood meeting to engage residents and project abutters in discussing their concerns and understanding the design process. During the meeting, we will present a base map of the project area to highlight specific areas of concern and outline the design parameters. We will address issues related to illicit drain connections to the sewer system and offer to investigate basement drain configurations for residents who are unsure about their setup. To ensure all voices are heard, a follow-up survey will be distributed to project abutters, allowing them to share their thoughts



privately. Meeting minutes will be recorded, capturing the individual concerns raised by residents.

- ii. **Conceptual Design Alternatives Public Engagement Meeting:** With input from the first public meeting and after we have developed conceptual design alternatives that are acceptable to Town staff, a second public meeting will be conducted. CMA Engineers will summarize key issues raised in the initial neighborhood meetings and surveys to frame proposed improvements. Then, the streetscape layout and utility improvements will be presented to elicit constructive feedback in a collaborative workshop environment. This meeting should result in clear and specific feedback that will be used to refine the plan and develop a preliminary design.
- iii. **Preliminary Design Public Engagement Meeting:** The preliminary plans will be presented at a third public meeting to vet the agreed upon design and layout. CMA Engineers will present the preferred alternative for streetscape design, roadway, parking, and sidewalk layout. Feedback from this presentation will be used to fine-tune the final design.

- B. **Public Outreach.** In addition to the public meetings, CMA Engineers will provide public outreach and input through regular progress updates on the Town’s website. These updates will include posting plans, meeting presentations, and we will describe the project development status. We will provide an opportunity for the public to comment on this information.

### Task 7 – Stormwater Analysis

CMA Engineers will perform a hydrologic and hydraulic analysis to design stormwater management and treatment facilities for the roadway to improve surface drainage. We will evaluate incorporating Low Impact Development (LID) BMPs to treat stormwater and improve water quality. The practicality of these LID applications needs to be considered in the context of long-term maintenance by Public Works staff and additionally, as LIDs may relate to snow storage.

As an MS4 community, the improvements should be consistent with Exeter’s Stormwater Management Plan and comply with its National Pollutant Discharge Elimination System (NPDES) permit for stormwater discharges. The stormwater system improvements will be developed to address these requirements to the extent practicable.

### Task 8 – Conceptual Design Plans (30% Design Submission)

Initial sketch approaches will present different layout options and compare the benefits and impacts of alternative designs. The goal is to make sure all reasonable designs have been considered and that they are evaluated against how well they satisfy the project objectives.

After the collaborative selection of the preferred alternative with Town staff, the Conceptual Plan will incorporate the design criteria and layout for the utilities developed in the Utility Study and will address:

- Road widths and curbing layout
- Parking layout
- Water, sewer, and drain layout
- Sidewalk layout, width, and materials
- Traffic calming
- Possible incorporation of LID stormwater BMPs

As a part of this task, we will evaluate the vertical design of the water, sewer, and drainage, to develop feasible layouts. We will present this information on conceptual roll plans and prepare the plan and profile plans sheets as a part of the preliminary design. We will summarize the basis of design for the roadway and utilities in a brief memorandum.

We will prepare an initial construction cost estimate based on the conceptual design.

#### Task 9 – Preliminary Design Plans & Opinion of Cost (60% Design Submission)

Based on comments from Town staff and input from public meetings, we will prepare preliminary design plans that will reflect the preferred roadway configurations, utility design, and stormwater management developed in the conceptual planning process. We will complete the drainage analysis, determine if any easements are needed, identify required permits, prepare a preliminary cost estimate, and prepare preliminary plans with enough detail to identify impacts to utilities, abutters and ROW.

Plans anticipated for the 60% design submission include the following sheets:

- Cover Sheet, Index of Sheets, and General Notes
- Typical Cross Sections
- Construction Details
- General Plans and Profiles
- Alignment and Grading Plans
- Sewer Plans and Profiles
- Drainage Plans and Profiles
- Water System Plans and Profiles
- Signing and Pavement Marking Plans
- Erosion Control Plans
- Construction Details
- Sign Summary Sheets
- Traffic Control Plans
- Cross Sections



## Task 10 – Permitting

We will identify required permits in the Preliminary Design, considering all required local, state, and federal permits. Based on our current understanding of the project and permit requirements, this scope includes the following permit applications:

- NHDES Water and Wastewater Engineer Bureau Review
- NH DES Alteration of Terrain (AoT) permit\*

\*Section 404.00 Alteration of Terrain permit applications are required for projects in New Hampshire that propose significant surface disturbances (>100,000 SF). Based on the size and nature of the improvements, the project will fall above the 100,000 SF threshold for significant surface disturbance, and therefore, an Alteration of Terrain Permit application would be required. For a linear project such as this, the design team will request a pre-application meeting with the NHDES AoT program supervisor to discuss our limited stormwater treatment options and explore potential acceptable solutions and/or waivers.

## Task 11: NHDES Environmental Review

For NHDES-funded projects, an Environmental Review is required to ensure potential environmental and socio-economic impacts are considered, the public is informed, and the project meets federal, state, and local requirements. To meet this requirement, CMA Engineers will:

- Submit the New Hampshire Department of Historic Resources (DHR) Request for Project Review (RPR)
- Submit a NH Natural Heritage Bureau (NHB) online application
- Complete the 'Information for Planning and Conservation' (IPaC) tool for US Fish & Wildlife Service
- Evaluate floodplain limits and provide flood mapping
- Perform a NHDES OneStop Web GIS search to identify any potential contamination and/or known remediation sites (active or closed) within 1,000 feet of the project, and/or impacts to known asbestos disposal sites (ADSs).
- Provide a map/plan showing locations of known invasive plant populations within the project area.

This information will be compiled in a report and submitted online to NHDES.

## Task 12 – Draft Final Design & Cost Estimate (90% Design Submission)

We will prepare final design plans that will reflect the preferred roadway configurations, sidewalk layout, utility design, and stormwater management developed in the preliminary design process. The plans will describe the base bid and bid alternates. We will prepare a final cost estimate based on the configuration of the base bid and bid alternates.

## Task 13 – Contract Documents & Specifications

CMA Engineers will prepare contract documents and specifications, including the prosecution of work, agreement, information to bidders, bid form & schedule with estimated quantities, general conditions, insurance and bond requirements, supplemental technical specifications, and special provisions. The specifications, in conjunction with the design drawings, will define all work and performance required of the construction contractor. The specifications will describe the base bid and bid alternates, and the bid schedule will separate the items.

#### Task 14 – Final PS&E Submittal

We will prepare final plans, specifications, and opinion of cost submittal (electronic and three hard copies) to address comments resulting from the 90% review submittal.

#### Task 15 – Bidding Services

CMA Engineers will assist with bidding, including:

- Prepare bid advertisement
- Administer a Pre-bid meeting
- Respond to bidder questions
- Provide clarifications, as needed
- Issue addenda
- Receive and review bids
- Prepare a recommendation of award for the Town's execution.

#### Construction Services (Future)

Engineering Services during construction, including contract administration and resident services will be addressed in a subsequent amendment.

#### SCOPE ASSUMPTIONS

- Permit fees will be paid by the Town.
- One submission of each of the Conceptual Design and Preliminary Plans is provided for in the scope. It is assumed that review comments from each will be incorporated in the submittal for the subsequent design phase.
- The following services are not currently scoped and, therefore, are not included in this proposal:
  - Investigation, testing, or analysis of soils for hazardous materials
  - Archaeological investigations
  - Police details for protection of surveyors or boring contractors (assumed to be provided by the Town)
  - Boundary or ROW survey.







Exhibity C

CLIENT: Town of Exeter  PROJECT: Schoolt Street Area Improvement Project DATE: September 26, 2024 PROJECT #: P-2901  TASK DESCRIPTIONS	CMA Engineers									CMA Engineer
	Phil PIC \$217 /HR	Phil PROJECT MANAGER \$217 /HR	Whitney SENIOR PROJ ENGINEER \$136 /HR	Chris PROJECT ENGINEER \$132 /HR	Nick PROJECT ENGINEER \$133 /HR	Felipe ENGINEER Technician \$132 /HR	Bill G. CADD SUPPORT \$103 /HR	Ben QA/QC \$185 /HR	ADMIN. SUPPORT \$90 /HR	
<b>TASK 1 - PROJECT INITIATION</b>										<b>\$3,494</b>
a. Kickoff Meeting		2	4							\$978
b. Compile Ex Information (GIS, reports)			4	8			8		1	\$2,517
<b>TASK 2 - BASE MAPPING AND SURVEY</b>										<b>\$2,514</b>
a. Survey / Base Plan	1	1	2	4		5	6			\$2,514
<b>TASK 3 - SUBSURFACE INVESTIGATIONS</b>										<b>\$1,387</b>
a. Manage SW Cole	1	1		2			2			\$905
b. Summary		1		2						\$482
<b>TASK 4 - UTILITY STUDY</b>										<b>\$12,946</b>
a. Evaluate existing information		4	8			6	4			\$3,160
b. Meetings with private utilities		6	8			4	4			\$3,330
c. Evaluation of alternatives		2	8			4	4			\$2,462
d. Basement Investigations		2	10			16			1	\$3,994
<b>TASK 5 - MEETINGS WITH TOWN STAFF</b>										<b>\$10,782</b>
a. Coordination Meetings (10 assumed)		20	10	10			10		4	\$8,415
b. Meeting with Town Selectboard (1 assumed)		4	8				4			\$2,368
<b>TASK 6 - PUBLIC ENGAGEMENT</b>										<b>\$17,735</b>
a. Initial Mtg - Plan/Presentation Preparation		2	8	4			4		1	\$2,553
b. Initial Mtg inc follow-up		2	4	2						\$1,242
c. Alternatives Mtg - Plan/Presentation Preparation		2	8	4			8		1	\$2,965
d. Alternatives Mtg inc follow-up		2	4	2						\$1,242
e. Final Mtg - Plan/Presentation Preparation		2	8	4			8		1	\$2,965
f. Final Mtg inc follow-up		2	4	2						\$1,242
g. Public Outreach Updates		8	24	4						\$5,526
<b>TASK 7 - STORMWATER ANALYSIS</b>										<b>\$15,500</b>
a. Watershed Map		1	2		8	4	4			\$2,492
b. Hydrologic Analysis			8	4	16	8				\$4,797
c. Hydraulic Analysis (closed drainage)			8	4	40	4				\$7,456
d. MS4 Coordination		1	2		2					\$754
<b>TASK 8 - CONCEPTUAL PLANS 30% DESIGN &amp; OPINION OF COST</b>										<b>\$47,787</b>
a. Roadway & Sidewalk Geometric Layout	1	8		32			24			\$8,662
b. Traffic Calming		2		8			4			\$1,905
c. Sewer Layout	1	8	24			24	16			\$10,033
d. Water Layout	1	4	16			16	16			\$7,022
e. Drainage Layout	1	8		16	16		16			\$7,846
f. Conceptual Roll Plans		4	16	16	4	4	24	2		\$9,063
g. 30% Cost Estimate	1	2	4	4		4	8		2	\$3,257



PROJECT: Schoolt Street Area Improvement Project DATE: September 26, 2024 PROJECT #: P-2901	Phil PIC \$217 /HR	Phil PROJECT MANAGER \$217 /HR	Whitney SENIOR PROJ ENGINEER \$136 /HR	Chris PROJECT ENGINEER \$132 /HR	Nick PROJECT ENGINEER \$133 /HR	Felipe ENGINEER Technician \$132 /HR	Bill G. CADD SUPPORT \$103 /HR	Ben QA/QC \$185 /HR	ADMIN. SUPPORT \$90 /HR	CMA Engineer \$93,980
TASK DESCRIPTIONS										
<b>TASK 9 - PRELIMINARY DESIGN 60% DESIGN &amp; OPINION OF COST</b>										<b>\$93,980</b>
Cover Sheet		1	1	2			4		1	\$1,120
General Notes & Legend		2	2	8		4	4			\$2,705
Overall Index		1	2	2			4			\$1,166
Typical Sections		1	2	8			12			\$2,785
Roadway & Drainage	2	16	4	80	16		40	1		\$21,468
Curb, Layout & Grading		2	4	24	4		40			\$8,810
Pavement markings/Sign		1		8			16			\$2,926
Sections		2	4	16			40			\$7,221
Sewer Plan & Profiles	2	16	40			40	40	1		\$18,933
Water Plans	1	8	24			32	48	1		\$14,575
Details		4	8	8		12	12	1		\$6,020
TCP		1		8			8			\$2,101
60% Cost Estimate	1	2	4	4		8	8	1	4	\$4,150
<b>TASK 10 - PERMITTING</b>										<b>\$21,883</b>
a. Review and identify permits		2		4		4				\$1,491
b. NHDES AoT Permit		10		40	40	16			4	\$15,246
a. NHDES Water/Wastewater, waiver requests		8	16			8			2	\$5,146
<b>TASK 11 - NHDES ENVIRONMENTAL REVIEW</b>										<b>\$7,834</b>
a. NH Division of Historical Resources - RPR		1	8	4			8		1	\$2,748
b. NHB review			2	4					1	\$891
c. FEMA flood mapping			2	2			2		1	\$833
d. Contaminated soil review			4	5					1	\$1,295
e. Evasive species			2							\$272
f. Final report and submittal		2	8					1	1	\$1,796
<b>TASK 12 - DRAFT FINAL DESIGN 90% DESIGN &amp; OPINION OF COST</b>										<b>\$40,551</b>
Cover Sheet			1	1			2			\$474
General Notes & Legend		1	2	4		2	2	1		\$1,673
Existing Conditions Plans		1	2	2		2	2			\$1,224
Typical Sections		1	2	4		2	2	1		\$1,673
Utility Sequencing/Bypass Pumping Plans		4	10	4		4	4	1		\$3,881
Roadway & Drainage	1	8	2	24				1		\$5,584
Pavement markings/Sign		1	2	2			8			\$1,579
Utility Plan & Profiles	2	4	40			32	40	1		\$15,272
Sections		2	2	8			24			\$4,240
Details		2	4			4	4			\$1,918
90% Cost Estimate	1	1	2	2		8	8		2	\$3,032
<b>TASK 13 - CONTRACT DOCUMENTS &amp; SPECS</b>										<b>\$13,956</b>
a. Bidding Documents & Bid Schedule	1	2	4	16		4		1	1	\$4,114
b. Contract Documents & Prosecution of Work	1	2	2	12		4		1	1	\$3,313
c. Supplemental Tech Specs		4	2	8		4		1	1	\$3,001
d. Special Provisions		4	2	8		8		1	1	\$3,529

**ENGINEERING DESIGN PHASE  
CONTRACT FOR PROFESSIONAL SERVICES  
FOR  
TREATMENT WORKS**

TOWN OF Exeter, New HAMPSHIRE

This AGREEMENT made and entered into at Rockingham County, New Hampshire, this \_\_\_\_ day of September 2024, by and between Town of Exeter hereinafter called the OWNER, and CMA Engineers, Inc. hereinafter called the ENGINEER.

WITNESSETH:

WHEREAS, the OWNER intends to construct Treatment Works:

This project includes replacement of deteriorating and undersized sewer, water, and drainage infrastructure in the School Street area, to include Garfield St, Kossuth St, School St and Union St. This project will also reconstruct the roadways and ADA sidewalks and ramps. The design team will evaluate and implement green infrastructure options for stormwater treatment within the project footprint.

hereinafter called the PROJECT, and

WHEREAS, professional sanitary engineering services will be required for the preparation of plans and specifications and contract documents, and WHEREAS, such services are of a distinct professional nature and hence not subject to the bidding process,

NOW THEREFORE, in consideration of these premises and of the mutual covenants herein set forth, the OWNER hereby employs the ENGINEER to furnish the following engineering services in connection with the proposed PROJECT; and it is agreed by and between the OWNER and the ENGINEER as follows:



For Professional Services for Treatment Works

### I. SERVICES TO BE PERFORMED BY THE ENGINEER

- A. Upon execution of this AGREEMENT, the ENGINEER agrees to proceed with all engineering, surveying, drafting, calculations, borings, and other work as required and necessary to develop and produce final plans, specifications, and associated contract documents involved in the construction of treatment works for the School Street Area Improvement Project for the Town of Exeter.

as recommended in an Engineering Report dated December 2020 and/or modified by a Report dated — / — / —. The ENGINEER further agrees that said services shall include, but shall not necessarily be limited to:

1. Plans, Specifications, and Contract Documents
  - a. The preparation of detailed plans, specifications, and contract documents in accordance with the rules and regulations of the New Hampshire Department of Environmental Services, Water Division, hereinafter called the DIVISION, ready for the receipt of bids and the award of construction contracts for said construction; the work shall also include the preparation of estimates of the cost of construction based on the contract documents. Prepare applications with supporting and associated documents for Federal, State and other grant or loan programs. Assists the OWNER in securing grants or loans by State, Federal and other agency.
  - b. The furnishing of all the necessary subsurface investigations and field surveys required for the preparation and completion of approved plans, specifications, and contract documents.
  - c. The furnishing of ~~ten (10)~~ *an electronic PDF copy and two hard* copies of the final plans, specifications, and contract documents to the OWNER; ~~three (3) copies of which are to be submitted~~ *and* to the DIVISION. Additional *hard* copies to be available at cost to the OWNER.
2. Site Acquisitions
  - a. Assistance to the OWNER including *identification of any required* ~~preparation of documents for the~~ acquisition of lands, easements, and rights-of-way essential to the construction of the PROJECT. *If required, we will prepare an amendment to prepare required documents for acquisitions and/or easements.*

### II. THE OWNER'S RESPONSIBILITIES

- A. Assist the ENGINEER by placing at his disposal all available information pertinent to the PROJECT, including previous reports and other data relative to the reports.
- B. Make provisions for the ENGINEER to enter upon public and private lands, municipal facilities and industrial establishments as required to perform work under this AGREEMENT.
- C. The OWNER also agrees to comply with DIVISION and Federal requirements (where applicable) and further agrees to acquire with the assistance of the ENGINEER all the necessary easements, options or outright purchases of land for the locations of said treatment works as shown on the contract plans. The provisions of this section shall be satisfied prior to submission of documents referred to in III (A) below. It is also understood that no approvals of reports or plans and specifications or other associated documents will be made by the DIVISION without fulfillment of this requirement.

### III. TIME OF COMPLETION

- A. The ENGINEER agrees that they will submit to the DIVISION for approval after modification or revision as recommended by the DIVISION and agreed to by the ENGINEER, the completed final plans, specifications, contract, and associated documents in compliance with the current issue of the DIVISION's standards of design within consecutive calendar days following the execution of this AGREEMENT, and deliver same to the OWNER within calendar days following the date of final approval by the DIVISION. *See Appendix D for proposed Design Schedule.*
- B. It is agreed by the parties to this contract that failure by the ENGINEER to complete the work within the time stipulated under III, A, above may be considered sufficient basis for the debarment of the ENGINEER from the



For Professional Services for Treatment Works

DIVISION'S Roster of Prequalified Engineers as provided for under New Hampshire Code of Administrative Rules Env-Wq 603.08, or the Assessment of liquidated damages as provided for under RSA 485A: 4, XII.X

**IV. COMPENSATION TO BE PAID THE ENGINEER** *See Proposal for Payment Information*

~~A. Method of Payments Amounts of Fees~~

~~1. Payment to the ENGINEER, for services rendered, shall be according to the following schedule:~~

~~Monthly billing based on hours and rates by labor category with mark up and incidental expenses in accordance with the attached fee schedule.~~

~~2. The OWNER agrees to pay and the ENGINEER agrees to accept for all services under this AGREEMENT, a fee not to exceed \_\_\_\_\_ Dollars(\$ \_\_\_\_\_).~~

~~3. If separate documents are required for additional construction contracts on this PROJECT, an additional fee as approved by the DIVISION shall be paid to the ENGINEER.~~

~~4. Prior to formal approval of contract documents by the DIVISION, the ENGINEER shall make such revisions in them as recommended by the DIVISION and agreed to by the ENGINEER without additional compensation. After formal approval, if it becomes necessary to revise the contract documents for reasons beyond the control of the ENGINEER, payment for such revision or revisions shall be made to the ENGINEER subject to approval by the DIVISION.~~

~~B. Limits of All Payments~~

~~1. The ENGINEER hereby assures the OWNER and agrees that the following fee for his services (exclusive of surveys, borings, and certain special services which follow) in connection with the preparation of final plans, specifications, and contract documents and other work as generally described under I(A) is adequate to complete the assignment and shall not exceed \_\_\_\_\_ Dollars(\$ \_\_\_\_\_).~~

~~2. It is also agreed that payment to the ENGINEER for services in relation to engineering surveys, including layout and logging of borings, probings or seismic surveys, together with plats and project related special services shall be at actual cost. Actual cost shall include compensation to the ENGINEER for his work performed on these services. The ENGINEER further agrees that the work proposed under this item is enough to satisfactorily complete the contract documents and that the moneys to be paid under this item are adequate for the work proposed and shall not exceed \_\_\_\_\_ Dollars(\$ \_\_\_\_\_).~~

~~3. It is again agreed that payment to the ENGINEER for services in relation to subsurface exploration, including borings, probings or seismic surveys, shall be at actual cost as defined in IV (B) 2. The ENGINEER further agrees that the work proposed under this item is enough to satisfactorily complete the contract documents and that the moneys to be paid under this item are adequate for the work proposed and shall not exceed \_\_\_\_\_ Dollars(\$ \_\_\_\_\_).~~

~~4. It is also agreed that payment to the ENGINEER for services in relation to cadastral surveys and other work associated with the acquisition of lands, easements, and rights of way essential to the construction of the PROJECT shall be at actual cost as defined in IV (B) 2. The ENGINEER further agrees that the work proposed under this item is enough to provide adequate sites, easements, and rights of way to permit the unencumbered construction, operation, and maintenance of the completed project without interference in any way. The ENGINEER also assures the OWNER that the moneys to be paid under this item are adequate for the work proposed and shall not exceed \_\_\_\_\_ Dollars(\$ \_\_\_\_\_).~~



For Professional Services for Treatment Works

**V. ADDITIONAL COVENANTS**

- A. The ENGINEER agrees to provide in active charge of this PROJECT for the life of the contract a Project Engineer who is a permanent employee of the ENGINEER and who is a "qualified sanitary engineer" as defined under the DIVISION'S "Rules and Regulations for the Prequalification of Consulting Engineers." The Project Engineer shall be<sup>1</sup>

**Philip A. Corbett, P.E., 35 Bow Street, Portsmouth, NH 03801**

(name and address)

Any proposed change in identity of the Project Engineer on the PROJECT shall first be approved by the DIVISION before transfer of responsibility is made. Failure of the ENGINEER to abide by the above covenant may be considered basis for debarment of the ENGINEER from the DIVISION'S Roster of Prequalified Consulting Engineers as provided for under New Hampshire Code of Administrative Rules Env-Wq 603.08.

*Additional Project Engineers and additional team members as needed or required in the scope of work, will attend meetings with the OWNER's staff.*

- ~~B. The ENGINEER agrees to be solely responsible for all bills or claims for payment for services rendered by others and for all services and materials employed in their work, and to indemnify and save harmless the OWNER, and all of the OWNER'S officers, agents and employees against all suits, claims or liability of every name and nature arising out of or in consequence of the negligent acts or failures to act of the ENGINEER or others employed by them in the performance of the work covered by this AGREEMENT.~~

*ENGINEER will indemnify and hold harmless the Town from all losses, claims, costs, expenses, actions, causes of action, damages, and obligations caused solely by negligent acts or omissions and/or any violations of applicable law or regulations by ENGINEER, its officers, employees, agents, applicants, or beneficiaries in the performance of the ENGINEER'S services under this AGREEMENT. This provision shall not apply to any claims or losses resulting from an inappropriate use of any data or materials produced by the Design Consultant pursuant to this AGREEMENT.*

- C. The ENGINEER further agrees to procure and maintain at their expense such workmen's compensation insurance as is required by the statutes and public liability insurance in amounts adequate to provide reasonable protection from claims for bodily injury, death or property damage which may result from their performance and the performance of his employees under this AGREEMENT.
- D. All documents, including original drawings, design calculations, work sheets, field notes, estimates, and other data shall remain the property of the OWNER, and shall be transmitted to the OWNER in clean and orderly condition on demand; however, these may be left in the possession of the ENGINEER at the OWNER'S discretion.
- E. The ENGINEER shall not sublet, assign or transfer any part of the ENGINEER's services or obligations (except surveys and borings and other special services) under this AGREEMENT without the prior approval and written consent of the OWNER.
- F. It is further agreed that the ENGINEER will assist the OWNER or their authorized agent in providing the DIVISION with clear documentation certifying that the necessary easements, options or outright purchases of land have been secured to provide for location of treatment works and other associated structures and equipment as shown on the contract plans or described in the specifications. Similar documentation will be submitted on approvals from the State Department of Transportation and/or other state agencies regarding location of treatment works within rights-of-way and other lands under their jurisdiction.

<sup>1</sup> Resume clearly describing the candidate's qualifications for the assignment is appended for convenience of reference.

**VI. TERMINATION**

A. The OWNER shall have the right at any time for any reason whatsoever to interrupt or terminate any part of or all of the work required of the ENGINEER under this AGREEMENT, with a seven (7) day written notice of such interruption or termination transmitted to the ENGINEER by the OWNER. In the event of termination of any part of or all of this AGREEMENT, without fault on the part of the ENGINEER, the ENGINEER shall be entitled to compensation for all work performed to the satisfaction of the DIVISION and the OWNER, and pursuant to this AGREEMENT. In order that the ENGINEER shall receive payment under termination notice of any part of the work, all plans, drawings, tracings, field notes, estimates, specifications, proposals, sketches, diagrams, and calculations, together with all other materials and data collected or prepared in connection with the PROJECT shall be transmitted to the OWNER in a form acceptable to the OWNER and DIVISION.

*Termination: The obligation to provide further services under this Agreement may be terminated by either party upon seven days' written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party. In the event of any termination, CMA Engineers will be paid for all services rendered to the date of termination and all Reimbursable Expenses.*

IN WITNESS WHEREOF, the parties hereto have affixed their hand and seals at \_\_\_\_\_ County, New Hampshire, the day, month, and year first above written.

ENGINEER:

Philip A. Corbett, P.E.

By: *Philip A. Corbett* Date: \_\_\_\_\_  
(Authorized Representative<sup>2</sup>)

OWNER:

\_\_\_\_\_  
By: \_\_\_\_\_ Date: \_\_\_\_\_  
(Authorized Representative<sup>2</sup>)

APPROVED:<sup>3</sup>

DEPARTMENT OF ENVIRONMENTAL SERVICES: Water Division

By: \_\_\_\_\_ Date: \_\_\_\_\_  
(Authorized Representative<sup>2</sup>)

<sup>2</sup> Signatures should be supported by appropriate document.

<sup>3</sup> It is agreed that as an act in furtherance of its statutory authority to approve engineering agreements for treatment works, the DIVISION's approval does not impose any contractual obligation or liability on the State of New Hampshire, the Department of Environmental Services or the Division.



**ENGINEERING DESIGN PHASE CONTRACT**  
For Professional Services for Treatment Works

Approved as to form:

\_\_\_\_\_  
Town Counsel

At a meeting of the Partners/Directors of \_\_\_\_\_, held on \_\_\_\_\_, at which all the Partners/Directors were present, except \_\_\_\_\_, it was

~~VOTES: That all contracts may be signed by any one of the following: \_\_\_\_\_~~

A true copy

Attest: \_\_\_\_\_

Place of Business: \_\_\_\_\_

Date of this Contract: \_\_\_\_\_

I hereby certify that I am the Clerk of \_\_\_\_\_, that \_\_\_\_\_ is the duly elected \_\_\_\_\_, and that the above vote has not been amended or rescinded and remains in full force and effect as of this date.

Clerk \_\_\_\_\_

**Cost or Price Summary Format for Sub-agreements Under NH SAG and SRF**

Part I: General				
Grantee/Loanee Name:			Grant/Loan #:	
Contractor/Subcontractor Name:			Proposal Date:	
Contractor/Subcontractor Address:			Services Furnished:	
Street name and number	City/Town	State	ZIP	
Part II: Cost Summary				
Direct Labor (Specify labor categories)	Hours	Hourly Rate	Estimated (Est.) Cost	Totals
<b>Direct Labor Total</b>				
Indirect Costs (Specify indirect cost pools.)	Rate	X Base =	Est. Cost	
<b>Indirect Costs Total</b>				
Other Direct Costs			Est. Cost	
Travel				
Transportation				
Per Diem				
<b>Travel Costs Total</b>				
Equipment Materials, Supplies (Specify categories.)	Qty.	Cost	Est. Cost	
<b>Equipment Subtotal</b>				
Subcontracts			Est. Cost	
<b>Subcontractors Subtotal</b>				
Other (Specify categories.)			Est. Cost	
<b>Other Subtotal</b>				
<b>Other Direct Costs Total</b>				
<b>Total Estimated Cost</b>				
<b>Profit</b>				
<b>Total Price</b>				





**CMA ENGINEERS, INC.**  
**GENERAL TERMS AND CONDITIONS**

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The general terms and conditions presented below are incorporated, by reference, into the letter agreement ("Agreement") between CMA Engineers, Inc. ("CMA") and Client. In the event that any of the terms and conditions below contradicts any statements in the Agreement, the terms stated in the Agreement shall rule with respect only to such contradicting statements.

CMA and Client agree as follows:

1. **Services:** CMA shall provide client with the services outlined in the Agreement with respect to the project identified. Additional technical services beyond those specifically outlined will be rendered only following an amendment of the Agreement signed by both CMA and Client.

2. **Invoices and Payment:** Client will pay CMA for services rendered in accordance with the rates and charges set forth in the Agreement and as described herein. Invoices will be submitted on a two-week or four-week basis, at the option of CMA. Payment to CMA will be due within fifteen (15) calendar days of invoice date. Unpaid balances will be subject to a 1 1/4% per month late payment charge beginning on the fifteenth day after invoice date. If there are unpaid balances remaining thirty (30) days after the invoice date, CMA may, upon giving ten (10) days written notice to Client, elect to temporarily or permanently terminate services under the Agreement until such invoices are paid in full. Such a temporary or permanent termination of services shall not constitute a waiver of other rights or claims against Client and no liability to Client shall be incurred by such termination.

3. **Time and Materials Provisions:** Where the Agreement specifies that payment is to be due on a time and materials basis (i.e., hourly rates plus reimbursable expenses), fees shall be invoiced based on hours actually expended plus reimbursable expenses. The minimum time segment for invoice purposes shall be one half hour for office time and four hours for field work and out-of-office meetings. Hourly charges shall include time in transit.

Expenses properly chargeable to Client which are reimbursable at cost plus ten percent (10%) shall include: travel (including automobile mileage at the maximum current IRS rate); lodging and meal expenses when CMA personnel are away from their office on activities connected with Client's project; project related drafting and clerical supplies; communication (including telephone), shipping, printing, and other reproduction costs; CADD computer time; computer software if specially acquired (with Client's prior approval) for Client's project; and expendable materials and supplies purchased specifically for Client's project.

The services of professional and technical subconsultants shall be invoiced and payable at cost plus fifteen percent (15%) as a processing and administrative charge.

4. **Nature of Fee and Schedule Estimates:** Unless otherwise specifically presented in the Agreement, the estimated total fees proposed represent CMA's estimate of the level of effort required to perform the proposed services. It is understood by Client that the services provided by CMA at times involve conceptual engineering, preparing regulatory permit applications, meetings, negotiations, and other types of services all of which are not fully definable and involve services over which CMA does not have control over the amount of time (affecting both fees and project schedule) required to effectively accomplish Client's objectives. As the project progresses, CMA will keep Client informed of factors beyond the control of CMA which may alter the project schedule as outlined in the Agreement and CMA will apprise Client in writing in the event that total fees required to perform the proposed services will be in excess of the fee estimates presented in the Agreement.

CMA shall not be liable for any delay or failure by CMA to perform any of its obligations under the Agreement, if such delay or failure arises from any cause beyond CMA's control (including Client's failure to comply with the provisions of Section 5 below).



5. **Client's Responsibilities:** Client shall provide full information as to Client's requirements for Project; designate a person to act with authority on Client's behalf in respect of all aspects of the Project; examine and respond promptly to CMA's submissions; and give prompt written notice to CMA whenever Client observes or otherwise becomes aware of any defect in the work.

Client shall also do the following and pay all costs incident thereto:

- When required in connection with the services to be provided by CMA under the Agreement, and upon request by CMA, furnish to CMA borings, probings, and subsurface explorations, hydrographic surveys, laboratory tests and inspections of samples, materials and equipment; appropriate professional interpretations of all of the foregoing; environmental assessment and impact statements; property, boundary, easement, right-of-way, topographic and utility surveys; property descriptions; zoning and deed restrictions, all of which CMA may rely upon in performing services hereunder.
- Guarantee access to and make all provisions for CMA, its agents, employees, and subconsultants to enter upon public and private property, as required to carry out the services outlined.
- Provide such legal, accounting, independent cost estimating, and insurance counseling services as may be required for the Project.

6. **Standard of Professional Practice:** Client acknowledges that CMA's services require the application of engineering judgment and that decisions and recommendations are not always, or often, clear matters of engineering and science. Client acknowledges the inherent risks incurred by Client in undertaking the proposed project and, in accepting CMA's proposal, has selected CMA to assist in furthering Client's stated objectives through applying such engineering judgment. CMA will perform its services in accordance with generally accepted professional practice, as existing at the time of providing such services, based upon CMA's experience, qualifications, and professional judgment. Client acknowledges that CMA's services will be rendered without any other warranty or guarantee, express or implied, beyond CMA's observance of the above Standard of Professional Practice.

7. **Insurance:** CMA maintains, at its own expense, Worker's Compensation insurance, public liability and property damage insurance, and Engineer's Professional Liability insurance. CMA will provide certificates of such insurance upon written request by Client. Client acknowledges that CMA will not be liable to Client for any loss, damage, cost, or expense which, in the aggregate, exceed the amounts of CMA's insurance coverage limits, inclusive of such exclusions and conditions of the insurance policies maintained, unless CMA is determined by a final judgment of a court of competent jurisdiction to have caused any loss, cost, damage, or expense solely by reason of CMA's willful misconduct or gross negligence. ~~Claims against CMA based upon failure to perform its professional services in accordance with the Standard of Professional Practice required in Section 6 are limited by the provisions of Section 8.~~

~~8.—**Limitation of Professional Liability:** Notwithstanding any other provisions of these general terms and conditions, CMA's liability to Client for any loss or damage arising out of or in connection with the Agreement, including but not limited to loss or damage caused by CMA's professional negligence, errors, or omissions, shall not exceed the greater of the total fees actually paid to CMA under the Agreement or \$50,000, and Client hereby absolves CMA from any liability in excess of that stated amount.~~

9. **Reuse of Documents:** All documents including Drawings and Specifications prepared or furnished by CMA (and CMA's independent professional associates and consultants) pursuant to this Agreement are instruments of service in respect of the Project and CMA shall retain an ownership and property interest therein whether or not the Project is completed. Client may make and retain copies for information and reference in connection with the use and occupancy of the Project by Client and others; however, such documents are not intended or represented to be suitable for reuse by Client or others on extensions of the Project or on any other project. Any reuse without written verification or adaptation by CMA for the specific purpose intended will be at Client's sole risk and without liability or legal exposure to CMA, or to CMA's independent and professional associates and consultants from all claims, damages, losses, and expenses including attorneys' fees arising out of or resulting therefrom. Any such verification or adaptation will entitle CMA to further compensation at rates to be agreed upon by Client and CMA.

10. Termination: The obligation to provide further services under this Agreement may be terminated by either party upon seven (7) days' written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party. In the event of any termination, CMA will be paid for all services rendered to the date of termination and all Reimbursable Expenses.

11. Controlling Law: This Agreement is to be governed by the law of the State of New Hampshire.

12. Successors and Assigns: Client and CMA each is hereby bound and the partners, successors, executors, and administrators and legal representatives of Client and CMA are hereby bound to the other party to this Agreement and to the partners, successors, executors, administrators, and legal representatives (and said assigns) of such other party, in respect of all covenants, agreements, and obligations of this Agreement.

Nothing under this Agreement shall be construed to give any rights or benefits in this Agreement to anyone other than Client and CMA, and all duties and responsibilities undertaken pursuant to this Agreement will be for the sole and exclusive benefit of Client and CMA and not for the benefit of any other party.

13. Arbitration: All claims, counterclaims, disputes, and other matters in question between the parties hereto arising out of or relating to the Agreement or the breach thereof will be decided by arbitration in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association then obtaining. This Agreement so to arbitrate and any other Agreement or consent to arbitrate entered into in accordance herewith will be specifically enforceable under the prevailing law of any court having jurisdiction.

Notice of demand for arbitration must be filed in writing with the other parties to the Agreement and with the American Arbitration Association. The demand must be made within a reasonable time after the claim, dispute, or the matter in question has arisen. In no event may the demand for arbitration be made after the date when institution of legal or equitable proceedings based on such claim, dispute, or other matter in question would be barred by the applicable statute of limitations.

No arbitration arising out of, or relating to, the Agreement may include, by consolidation, joinder, or in any other manner, any person or entity who is not a party to the Agreement.

The award rendered by the arbitrators will be final, judgment may be entered upon it in any court having jurisdiction thereof, and will not be subject to modification or appeal except to the extent permitted by Sections 10 and 11 of the Federal Arbitration Act (9 U.S.C. 10, 11).

14. Severability: The provisions of these Terms and Conditions are severable. The invalidity of any part of these Terms and Conditions shall not invalidate the remainder of these Terms and Conditions nor the remainder of any portion hereof.



## **Town Manager Report**

## **Select Board Committee Reports**



## Correspondence



EXETER SENIOR COUNCIL PRESENTS

# RESOURCE FAIR

10AM-NOON



**OCTOBER 22, 2024**

- Visit with local senior service providers
- Explore resources in Exeter
- Pick up your copy of the new Exeter Senior Resource Guide!
- Coffee and donuts will be served

**HOSTED BY**

Langdon Place of Exeter

**17 HAMPTON RD.**

**EXETER, NH 03833**

Parking available in front and  
rear of Langdon Place



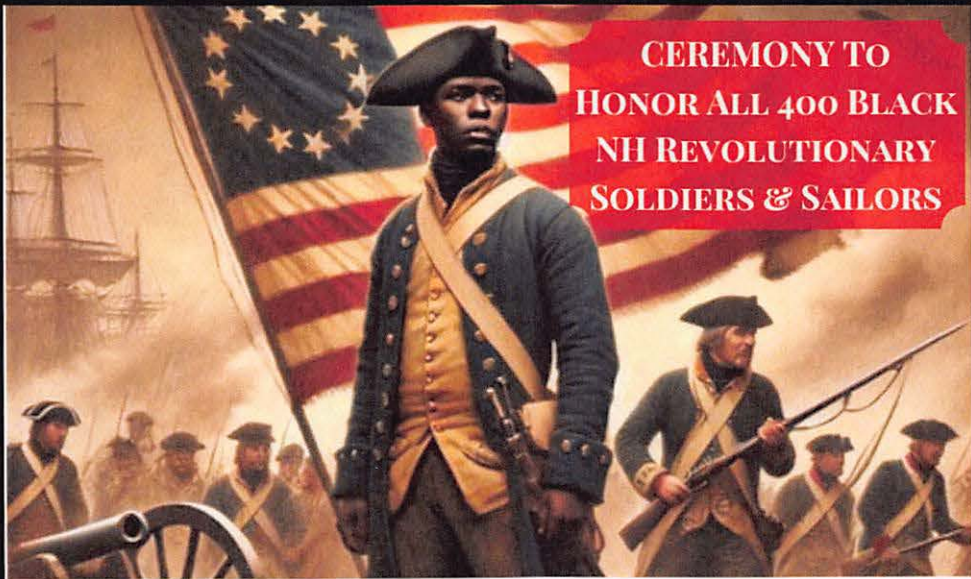
# PATRIOTIC CEREMONY

*The NH Daughters of the American Revolution invite you to*

**save-the-date**

**Saturday, Nov. 2, 2024 @ 1pm**

(Rain or shine)



The NHSODAR invites you to a historic dual sign unveiling ceremony! The event begins at the Winter Street Cemetery and then will move (via trolley) to The American Independence Museum for the second half, followed by light refreshments at the Folsom Tavern. Witness a color guard, wreath laying, period costumes, and more!

## Did you know?

The Winter St. Cemetery in Exeter includes graves of 30+ Revolutionary War soldiers.

**Free maps distributed at event.**



**FREE & OPEN TO THE PUBLIC**

**NH DAUGHTERS OF THE AMERICAN REVOLUTION**

**WWW.NHSODAR.ORG**



# TOWN OF EXETER

## *Planning and Building Department*

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

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

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**Date:** October 1, 2024  
**To:** Russ Dean  
**From:** Kristen Murphy, Conservation & Sustainability Planner  
**Re:** Raynes Barn Repair and Improvements Project

The following is an update on the ongoing repair work at Raynes Barn.

We currently have two contractors working onsite: Stephen Bedard of Bedard Preservation who is funded through Land Community Heritage Investment Program (LCHIP) grant and Lestan Quintanilla with LGT Restoration who is funded through a Mooseplate grant.

LGT Restoration's scope of work is limited to exterior work on the barn for clapboard and trim repair/replacement and painting on the north and west elevations of the barn. I have requested a few minor modifications to their existing work, but anticipate them wrapping up by the end of this week assuming the weather holds out.

Stephen Bedard's scope is much larger, more complex and involves structural and cosmetic work interior and exterior to the barn. Stephen confirmed he will need a second extension to his existing contract through Summer 2025. I walked the property with Don Briselden of the Raynes Farm Stewardship Committee and Dave Short, chair of the Conservation Commission and both agreed this extension is reasonable. An extension will require your approval, as well as approval from LCHIP.

Stephen anticipates finishing the interior flooring, the clapboards on the south side and initiating the clapboard work on the east gable end before winter. Through the winter, he anticipates working on reglazing the windows. The 288 panes, frames etc. are all prepped and ready. This would leave finishing up the east gable end clapboard and trim work, installing the windows, completing basic repairs to the silo connector building and getting the doors on the south side to an operational state. Equipment and construction materials (clapboard/trim) will remain in the barn through the winter.

I would be happy to lead a walk to anyone interested in viewing the work that has occurred. I believe viewing the work onsite will add enough context to the complexity of the work to justify an extension.

Thank You.



October 1, 2024

Dear RiverWoods Exeter Residents,

Our CCRC Board met on September 19<sup>th</sup>, and a major topic of discussion was the proposed centralized health care center at RWE.

We are in our third year of work on this project and, understanding the project has encountered many challenges, not the least of which are concerns expressed by RWE residents, we took stock of why we chose this path initially, and if we still believed that a centralized health care building was the best answer for RiverWoods Exeter.

We asked the board to consider the initial objectives and goals for the health center project, our current vision for RWE, and the anticipated benefits as compared to the concerns and challenges that have been expressed. And we addressed the question of whether we still believe that a centralized health care building is the best answer for RiverWoods Exeter.

The Board members engaged in very thoughtful discussion. Each Board member shared their thoughts, and each Board member supported the centralized health care project. While it is safe to say that the neighbor reaction was stronger than we expected we believe the long process has in some way been beneficial, including our understanding of how to best operate a health care unit in a “small house” environment.

We understand that there are several important operational issues that will need to be addressed between now and when the new health center building opens, notably enacting our formal transportation plan. We have submitted a plan to the town as a part of our Planning Board filing, and Julie and her team will be sharing that with the HC Task Force to discuss the details. This plan is good, and it is a start, based on what we do and can do today, but the Board spent a good deal of time discussing how innovation in

transportation will move the needle forward in the near future. We know we need to get this right and make it user friendly.

The original decision to centralize all of health care was made with the belief that the benefits of a new state of the art design, consistent and efficient staffing and leadership to increase and improve person centered care, the addition of dedicated memory support, and the replacement of an outdated model at Monadnock Lodge outweighed the challenges that we have faced, and may face in the months ahead.

The Board's commitment to you, our residents, is to provide the best possible quality of health care, and we believe this centralized health care building is an important component of that promise.

The Board members unanimously agreed that they continue to support the decision to create a centralized health care building for our RWE community.

We expect several more public meetings in the months ahead and it was important to me, as the CCRC Board Chair, to know that we were aligned going into those meetings. I share this with you so that you know your Board will continue to support this project and that we unanimously agree it is the right path for RiverWoods Exeter.

Sincerely,

A handwritten signature in black ink, appearing to read "Sue Desjardins". The signature is fluid and cursive, with a large initial "S" and "D".

Sue Desjardins  
CCRC Board Chair





October 7, 2024

Town of Exeter Select Board:

Niko Papakonstantis, Chair

Molly Cowan, Vice Chair

Julie D. Gilman, Clerk

Nancy Belanger

Daniel Chartrand

Dear Select Board –

As you know, for 30 years RiverWoods has played an important role in serving the needs of our seniors, and has proudly been a part of the greater Exeter community.

In order to provide the best care possible to our residents and future residents, in 2021 our Board of Trustees made a major decision to upgrade and modernize the way we provide assisted living, memory support and nursing care. To do this, we are proposing to create one centralized health care building on our campus, and to provide all assisted living and nursing care there. This new campus will also allow us to provide dedicated memory support for those with cognitive challenges.

The three year process of design, discussion and regulatory approval prompted our Board to pause this past month and reconsider the 2021 decision. As a Board, we studied our priorities and our purpose, and critically assessed our path forward. After a thorough and in depth review, the Riverwoods Board of Trustees unanimously agreed to confirm the decision to build a centralized Health Care Center.

I thought it was important to share with you the letter we recently sent to our residents, affirming our commitment to this project.

Sincerely,

Susan Desjardins

Board Chair

CCRC Board

Enclosure



October 7, 2024

To the Board of Selectmen:

I'd like to comment on the recent proposal by the Board of Selectmen to construct a turnaround in Swasey Parkway.

I understand that the select board is seeking a "compromise." I'm wondering why? Why revisit a seemingly settled issue, an issue that Exeter residents have voted on? And if you ARE seeking a compromise I would argue that this is nothing of the sort. You will anger residents on BOTH sides of the issue. For those who voted to close the parkway to traffic, this pretty much overturns their votes. For those who supported keeping the parkway open to traffic, I see this as a half measure.

This all seems to have happened surreptitiously. One day a couple of weeks ago I saw a group of people in the proposed area, stakes in the ground, spray paint markings, and suddenly I'm reading in the Newsletter that you are moving ahead quickly with this proposal. How much input did the board seek? I know that This board is all about process, so I'm wondering what kind of process you followed? Surely with all the talent on the various town boards and committees you could come up with something a little more palatable?

The road along Swasey Parkway isn't very wide; was there an attempt to test this proposal with actual cars to see if it's feasible?

I understand that handicap accessibility is important. This is why I personally voted against closing the parkway. (I used to gather with my musician friends on Sunday afternoons to play in the park. Several of them are disabled, so we are no longer able to meet in the parkway).

Is there no other option to address this need? This proposal is for 3 handicapped parking places. Can we designate 3 spaces near the other end of the parkway in what are now regular parking spots on the street? Can we get PEA to designate 3 spots in their lot behind St Anthony's bakery? I don't know, this town is full of people more creative and talented than I am, surely someone can come up with a better solution.

*Town Manager's Office*

OCT 8 2024

*Received*



The parkway has been prone to serious flooding recently, and apparently this is a particularly wet part of the parkway. I'm no expert but it seems that paving a wet spot might not be wise.

Also, this is the nicest, quietest area in the parkway. Lately it has been the best vantage point to see wildlife, especially bald eagles; it would be a shame to add more pavement, with its consequent traffic and noise.

This project has been called "temporary." How so? Once something is paved over, it rarely becomes unpaved.

I sincerely hope that you will reconsider this drastic proposal, go through more of a process, seek more public input and find a better solution.

I do thank you all for your service on this board. I know that serving on this board is often a thankless task and that you can't please everyone. I know all of you personally and I know you have the town's best interest at heart. This is the first time in my 28 years as an Exeter resident that I've been compelled to speak out regarding your actions.

Sincerely  
Laurie Zwaan  
7 Marlboro Street



Pam McElroy &lt;pmcelroy@exeternh.gov&gt;

## Fwd: Cross walk on Front St near train tracks

1 message

**Russ Dean** <rdean@exeternh.gov>  
To: Pam McElroy <pmcelroy@exeternh.gov>

Fri, Oct 11, 2024 at 10:58 AM

Please add to correspondence. Thank you!

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

From: **Niko Papakonstantis** <npapakonstantis@exeternh.gov>  
Date: Fri, Oct 11, 2024 at 10:56 AM  
Subject: Fwd: Cross walk on Front St near train tracks  
To: Russ Dean <rdean@exeternh.gov>, Melissa Roy <mroy@exeternh.gov>

Please add to the packet under correspondence.

Thanks, Niko

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

From: **David Kovar** <dkovar@gmail.com>  
Date: Fri, Oct 11, 2024 at 10:26 AM  
Subject: Cross walk on Front St near train tracks  
To: <selectboard@exeternh.gov>

Greetings,

Summary:

Car legally parked on inbound side of Front St just before cross walk at the railroad tracks creates some risk for pedestrian and vehicular traffic.

History:

When Front St. was repaved a few years ago the cross walk was moved from immediately in front of Enna's to immediately in front of the fish market. This was due to the fact that per newer regulations it was too close to the tracks.

This new location is inconvenient for most of the people crossing from the public lot to the businesses at that location and we generally end up crossing outside of the cross walk. I've made a point of trying to use the cross walk but don't always succeed.

When the fish market closed, the new owner started parking a vehicle immediately before the cross walk. I discussed this with an Exeter PD officer one day and he thought that the location was legal.

Current issue:

The problem that I observed is that I was forced to walk past the front bumper and into the street to see oncoming traffic and to be seen by them. This often leaves me closer than I would like to be when they pass. I just accepted this for months.

This morning as I was coming into town, a gentleman was standing just outside of the cross walk at the rear of the vehicle, waiting to cross. I failed to see him until pretty late because his dark clothing did not stand out against the dark vehicle. I did stop and he did cross, outside of the cross walk.

Upon reflection, he was doing something I'd done on occasion - stand at the back of the vehicle to better observe oncoming traffic.



10/11/24, 11:13 AM

Town of Exeter, NH Mail - Fwd: Cross walk on Front St near train tracks

Nothing illegal is happening but the situation is suboptimal for pedestrian safety. If the vehicle owner could park that vehicle in their driveway during the day when there is pedestrian traffic that might mitigate the risk with minimal effort.

Moving the cross walk back towards the tracks would be better but I believe doing so violates a law or regulation.

Regards,

-David

--

Russ Dean  
Exeter Town Manager  
10 Front Street  
Exeter, NH 03833  
(603) 773-6102  
rdean@exeternh.gov





Pam McElroy &lt;pmcelroy@exeternh.gov&gt;

---

**Fwd: Exeter Sportsman Club**

1 message

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**Russ Dean** <rdean@exeternh.gov>  
To: Pam McElroy <pmcelroy@exeternh.gov>

Fri, Oct 11, 2024 at 10:59 AM

For correspondence.

Thank you,

Russ

**Forwarded Conversation****Subject: Fwd: Exeter Sportsman Club**  
-----

From: **Niko Papakonstantis** <npapakonstantis@exeternh.gov>  
Date: Thu, Oct 10, 2024 at 8:29 PM  
To: Russ Dean <rdean@exeternh.gov>, Melissa Roy <mroy@exeternh.gov>  
Cc: David Kovar <dkovar@gmail.com>, Bob Kelly (W&S) <kellyes@comcast.net>

Good evening Russ and Melissa,

Please add this to the packet under correspondence.

Also, I'd appreciate it if one of you replied to Mr. Kovar regarding his request for a copy of the lease. I'm sure Russ and appropriate Town staff will be prepared to speak to this in detail at the CIP meeting.

I am copying Bob Kelly for his information.

Many thanks,

Niko

----- Forwarded message -----  
From: **David Kovar** <dkovar@gmail.com>  
Date: Thu, Oct 10, 2024 at 7:55 PM  
Subject: Exeter Sportsman Club  
To: <selectboard@exeternh.gov>

Greetings,

The topic of the remediation requirement for the land leased to the Exeter Sportsman Club came up at the first BRC meeting. Based on everyone's response to the question there is a) clearly some history here and b) clearly a lack of interest in addressing the problem.

An article from 2013 offers some clues as to the issues as well as suggesting that this situation may be well past time for action.

<https://patch.com/new-hampshire/exeter/selectmen-agree-on-exeter-sportsmans-club-on-cleanup-plan>

And:

<https://www.seacoastonline.com/story/news/local/exeter-news-letter/2013/10/04/gun-club-not-moving-forward/42776902007/>

If the Club refuses to be a responsible tenant perhaps their lease should be terminated?



This old Seacoast Online article makes me wonder why the Town is supporting a entity with a specific agenda that might not be in line with a majority of the residents:

<https://www.seacoastonline.com/story/news/local/exeter-news-letter/2014/07/08/exeter-gun-club-denied-spot/36466387007/>

I did a quick open records search and found the following:

Membership fees:

- o Individual Membership: \$125
- o Family Membership: \$175
- o Senior Individual Membership: \$115
- o Senior Family Membership: \$165
- o Active Military Individual and Family: No dues
- o Exeter and Stratham Police Dept. Officers: No dues

Financials:

<https://projects.propublica.org/nonprofits/organizations/20448627>

They seem to be bringing in about \$40K per year in profit. And they have enough assets to cover the remediation costs which are around \$63K if I remember correctly.

I suspect a complicating factor is that the two police departments can use the range for free.

I'd like to see some discussion about the issue(s) prior to the Town agreeing to pay \$63K in remediation costs for a site that appears to run at a profit for the Club but at a loss for the Town.

Also, I was unable to find a copy of the lease agreement. Can I go to a Town office to get a copy of it?

Regards,

-David

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From: **Melissa Roy** <mroy@exeternh.gov>  
Date: Thu, Oct 10, 2024 at 8:40 PM  
To: Niko Papakonstantis <npapakonstantis@exeternh.gov>  
Cc: Russ Dean <rdean@exeternh.gov>, David Kovar <dkovar@gmail.com>, Bob Kelly (W&S) <kellyes@comcast.net>

Thank you, Niko.

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From: **Russ Dean** <rdean@exeternh.gov>  
Date: Fri, Oct 11, 2024 at 8:18 AM  
To: Niko Papakonstantis <npapakonstantis@exeternh.gov>  
Cc: Melissa Roy <mroy@exeternh.gov>, David Kovar <dkovar@gmail.com>, Bob Kelly (W&S) <kellyes@comcast.net>

Thank you Niko, I have shared a copy of the lease with David.

Russ

On Thu, Oct 10, 2024 at 8:29 PM Niko Papakonstantis <npapakonstantis@exeternh.gov> wrote:

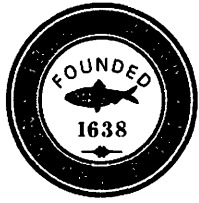
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Russ Dean  
Exeter Town Manager

10/11/24, 11:24 AM

Town of Exeter, NH Mail - Fwd: Exeter Sportsman Club

10 Front Street  
Exeter, NH 03833  
(603) 773-6102  
rdean@exeternh.gov



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Russ Dean  
Exeter Town Manager  
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