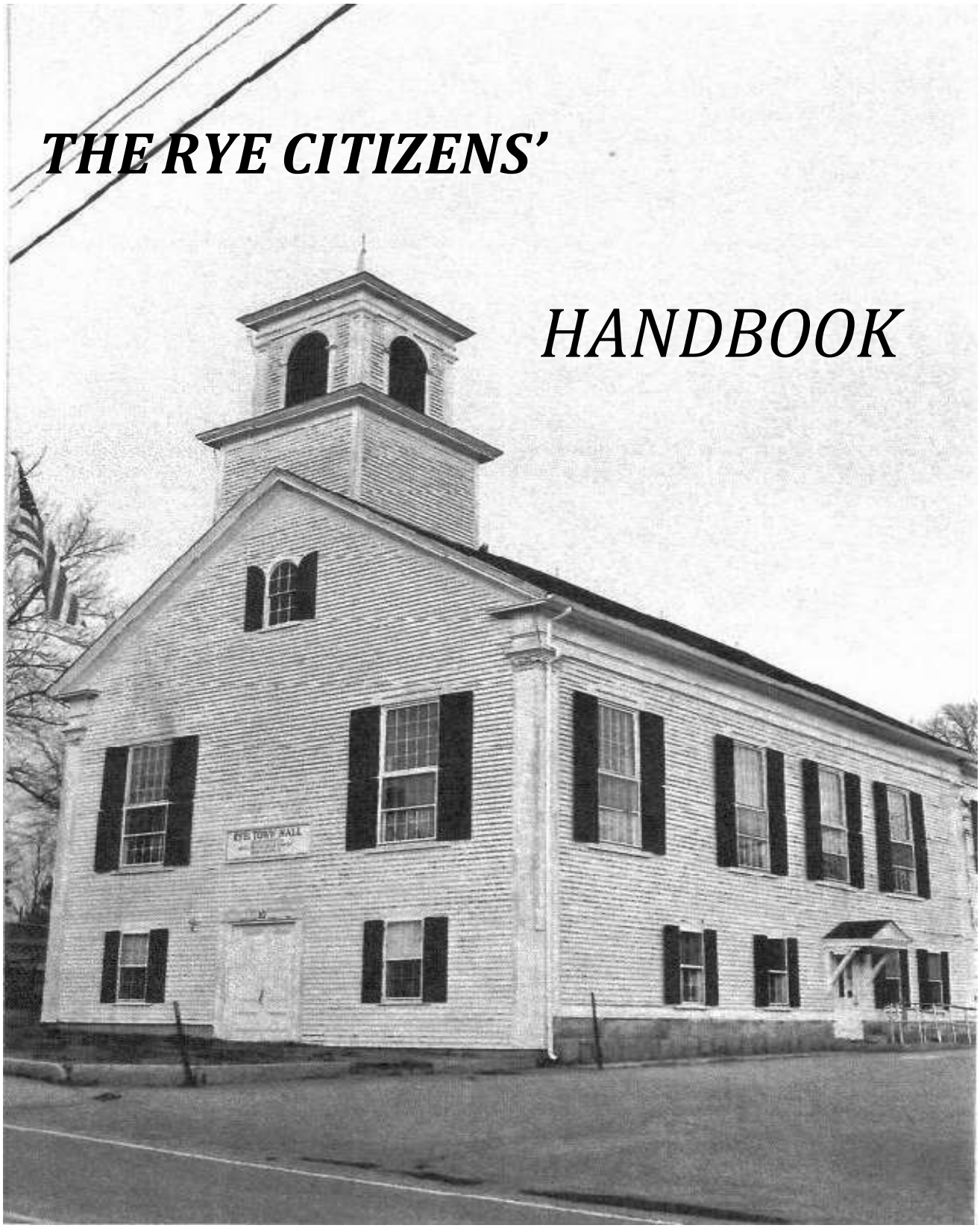
THE RYE CITIZENS'

HANDBOOK



HOW THE TOWN OF RYE, NEW HAMPSHIRE WORKS
Its Boards, Commissions, Committees and Departments

Rye Civic League

©2016

TABLE OF CONTENTS

Cover Photo of Town Hall *by Alex Herlihy 2009*		**Capital Improvement Program Committee**	**57-58**
Table of Contents	**1**	**Cemetery Trustees**	**60-61**
Introduction	**2-3**	**Conservation Commission**	**62-64**
Contacts	**4**	**Energy Committee**	**65**
Directory	**5**	**Finance Department**	**66**
Rye Statistics	**6**	**Fire Department**	**67-68**
Annual Events	**7**	**Heritage Commission**	**69-70**
Revised Statutes Annotated (RSAs)	**8**	**Historic District Commission**	**71-72**
Overview: Town of Rye	**9-11**	**Library Board of Trustees**	**73**
Overview: Rye Beach Village District	**12-14**	**Mosquito Control Commission**	**74-75**
The Rye Master Plan	**15-18**	**Planning and Zoning Department**	**76-78**
The Rye Beach Master Plan	**19**	**Police Department**	**79-80**
The Jenness Beach Precinct	**20**	**Public Works Department**	**81**
An "SB2" Form of Government	**21-22**	**Recreation Department/Commission**	**82-83**
Warrant Articles	**23-24**	**Rye Schools**	**84-85**
The Deliberative Session	**25-26**	**Sewer Commission**	**86-87**
Board of Selectmen	**27-29**	**Supervisors of the Check List**	**88**
Town Administrator	**30-31**	**Town Clerk/Tax Collector**	**89-92**
Town Departments, Commissions Boards & Committees	**32-37**	**Town Moderator**	**93**
Animal Control	**38-39**	**Town Treasurer**	**94**
Assessing Department	**40-43**	**Trustees of the Trust Funds**	**95-96**
Beach Committee	**43-44**	**Welfare Department**	**97**
Budget Committee	**45-55**	**Zoning Board of Adjustment (ZBA)**	**98-101**
Building Department	**55-56**	**Rye Water District**	**102**

THE RYE CITIZENS' HANDBOOK

INTRODUCTION

This handbook has been created to make it easier for Rye residents and business people to understand how our town is governed. Each board, department, committee and commission in Rye has responsibility to the citizens. This handbook is intended to be a "how to" guide for people to the many services Rye provides.

Rye is a beautiful, historic seaside town. Each of us who lives and works here has a stewardship to ensure that Rye remains the wonderful rural community it has been for over 230 years.

As citizens, we can do our part by understanding and abiding by the rules and regulations that govern our town. We need to participate in positive change and to resist unwanted change.

The Rye Civic League is proud to provide this educational tool for our community. We hope this handbook will provide the information and impetus for each individual to play an active role in Rye's present and future. Many opportunities exist to have our voices heard. The Rye Civic League intends to continue to improve this Handbook each year. We need your suggestions. The Rye Civic League also produces a monthly e-mail newsletter (the Rye Civic News) that captures the key points from town meetings and other important Town activities. To be added to the Rye Civic News distribution contact RCL at www.ryecivicleague.org/.

A special thanks to Selectman Priscilla Jenness and the Town department heads, directors, chairs of boards, committees and commissions and other Town officials for their cooperation in ensuring that the information contained in the Handbook pertaining to their areas of responsibility is accurate.

NOTE: Although this handbook contains information about legal requirements and provisions to assist in understanding the workings of Rye's Town government, it is does not constitute legal advice and should not be relied upon in any particular case for that purpose. The phone numbers, positions and dates all relate to the circumstances in the Town on June 14, 2014. Some facts may have changed since that date which may require consulting the updated version of this Handbook online at www.ryecivicleague.org.

CONTACTS

FIRE-POLICE-AMBULANCE EMERGENCY 911

PUBLIC ACCESS

Town Hall: 8:00 AM-4:30 PM, Monday – Friday
Tax Collector: 8:00 AM-4:30 PM, Monday - Friday
Town Clerk: 8:00 AM-4:30 PM, Monday - Friday
Library: 9:00 AM-5:00 PM, Monday, Friday
9:00 AM-8:00 PM, Tuesday, Wednesday, Thursday
9:00 AM-3:00 PM, Saturday
Public Works: 6:30 AM-3:00 PM, Monday - Friday
Recycling: 7:30 AM-3:45 PM, Tuesday-Saturday
(Brush Tuesday and Saturday only)
Welfare: 8:00AM-4:30PM, Monday - Friday

CONTACT

Town Hall 8:00 AM-4:30 PM, Monday - Friday
All Departments (603) 964-5523; Fax (603) 964-1516
The internet address: http://www.town.rye.nh.us is the official website of the town of Rye. On it, you'll find this Handbook and the following:

• Contact information for Rye's Boards, Commissions, Committees and Departments	• Descriptions of Rye's Boards, Commissions, Committees and Departments and guidelines for working with each of them
• Town officials contact information	• Hours of operation for departments and facilities
• Schedule, Agenda and minutes for meetings of Town Boards, Commissions and Committees	• Forms and permit applications (some may be downloaded)
• Rye Annual Report	• Rye Master Plan
• Rye Capital Improvements Plan	• Rye Zoning Ordinance

DIRECTORY

Department	Contact	Phone
Administrator	Mike Magnant	964-5523x111
Assistant Administrator	Cynthia Gillespie	964-5523x112
Assessments (property)	Municipal Resources Inc.	379-8270
Building/Electrical/ Plumbing Permits	Peter Rowell Rosalie Andrews	964-9800x130 964-9800x133
Dog Licenses	Donna DeCotis	964-8562 x121
Finance Director	Cynthia Gillespie	954-5523x112
Fire (Non-emergency)	Chief Tom Lambert	964-6411
Health	Dr. Gail Snow	964-5523
Highways & Streets	Dennis McCarthy	964-5300
Library	Andrew Richmond	964-8401
Marriage Licenses; Motor Vehicle Registration	Donna DeCotis	964-8562x121
Parks and Recreation	Lee Arthur	964-6281
Planning Board	Kimberly Reed	964-9800x132
Police (Non-emergency)	Kevin Walsh	964-7450
Public Works/roads	Dennis McCarthy	964-5300
Schools:	Rye Elementary Rye Junior High Portsmouth High School	436-4731 964-5591 431-5080
Selectmen: Craig N. Musselman, Priscilla V. Jenness, Joseph G. Mills, Jr.	Selectmen's Secretary Janice Ireland	964-5523 x110
Senior Services	Connie Olson	964-5170
Sewer	Lee Arthur	964-6815
Tax Collector	Donna DeCotis	964-8562x121
Treasurer	Jane Ireland	964-8562x113
Zoning	Kimberly Reed	964-9800x132

RYE STATISTICS

The 2010 census figures, reported (in 2012) by zip code, show the population and other statistics of Rye, NH as follows:

Zip Code	**Rye 03870**	**Rye Beach 03871**
People	5,182	278
Men	2,716	150
Women	2,629	128
Married	2,579	140
Divorced, Separated	557	3
Widowed	331	8
Median Age	49.3	52.4
White	4,810	205
Hispanic	64	0
Black	4	0
Asian	50	1
Native American	4	0
Other	63	3
Average Household Income	$120,792	$226,108
Average Household Size (people)	2.43	2.32
Average HH Net Worth	$863,981	$949,693
Per capita income	$48,991	$97,367
Median Disposable Income	$63,027	$55,277

ANNUAL EVENTS

THE ANNUAL RYE HOLIDAY PARADE

The Annual Holiday Parade is held on a Sunday in early December along Washington Road from Webster at Rye to the Rye Junior High School. It is sponsored by the Town of Rye coordinated by the Rye Fire Fighters Association and the Rye Lions Club.

RYE FARMERS MARKET

Under the direction of the Energy Committee, a summer farmers' market begins in mid-June. The vendors have been Applecrest Farm (vegetables, fruits, baked goods), Hurd Farm (beef, pork, chicken, sausage), Keper Connell's Lobsters, Rosie's Cupcakes, Rye Ridge Nursery (plants and herbs), Seaview Farm (Bison – see Facebook page to order items from Seaview), Serenity Cafe (fresh pasta salads, quiche), Southbrook Farm (lamb products), Moor Farm (organic flour, honey, veal), Bow Wow Bones (homemade dog treats) , Zach's Farm (pumpkins, squash, vegetables – ask him about his corn maze!),Waffle Lollies, Coastal Creamery and the Rye Group selling freshly baked goods, eggs and vegetables. Contact Susan at sorazi3@comcast.net for further information.

RYE ART IN BLOOM

A collaboration of the Town of Rye Recreation Department, the Rye Art Study Group, the Rye Driftwood Garden Club and Webster at Rye, Rye Art in Bloom is held annually in April. It is free and open to the public.

MEMORIAL DAY CEREMONY

The Memorial Day Ceremony is held annually in the Central Cemetery surrounding the flag. Sponsored by the Town of Rye under the direction of the Rye Recreation Department with refreshments provided by the Rye Heritage Commission.

FOURTH OF JULY AT PARSON'S FIELD

Celebrate with a live band and fireworks at dusk on July 4th sponsored by the Town of Rye under the direction of the Rye Recreation Department.
For more information about Town of Rye events visit: http://www.town.rye.nh.us

Revised Statutes Annotated (RSAs)

Throughout this reference, you will see the term RSA, followed by a series of numbers and letters. What do they mean? RSA refers to the Revised Statutes Annotated of the State of New Hampshire. A Statute is a law passed by a legislative body. The New Hampshire Revised Statutes Annotated (RSAs) constitutes the codified laws of the State, which are subordinate to the New Hampshire State Constitution and the United States Constitution. The NH Revised Statutes Annotated is the publication which contains those statutes, together with annotations to decisions by the New Hampshire Supreme Court and the federal courts that have construed them. The laws have been enacted throughout the State's history.

The laws can be amended through the legislative process and can also be ruled unconstitutional by either New Hampshire's State Supreme Court or the United States federal courts. The laws create the legal framework under which town governing bodies are created and regulated. As noted in many decisions of the New Hampshire Supreme Court, towns derive their powers from State law as political subdivisions of the State. So Rye is governed according to the RSAs and court interpretations of them. Many of the boards and commissions in the Town are regulated by rules set forth in the RSAs and where that is true this Handbook will provide references.

The RSAs are available on-line through the State's websites at:

http://www.nh.gov

http://www.gencourt.state.nh.us/rsa/html/nhtoc.htm.

OVERVIEW: Town of Rye

In 1605, Samuel de Champlain landed at Odiorne Point. In 1614, Captain John Smith landed at the Isles of Shoals. In 1623, the Town of Rye was the first European settlement in New Hampshire, established by David Thompson under the name Pannaway Plantation at Odiorne Point. A stockade fort was built on the site. The Europeans began a fish drying business. The area at the time was teeming with Abenaki peoples. The settlement located at Odiorne Point was originally part of Portsmouth.

In the 1630's the settlement of Sandy Beach occupied an area in the vicinity of what is now known as Foss Beach. The New Hampshire settlements were annexed by Massachusetts for a period of time from 1641 to 1679. In 1692, the Indians massacred settlers in the location of what is 605 Brackett Road today. Within that century, most Abenaki natives succumbed to illness or had been driven inland. Rye had been further settled by William Berry and other founding families who moved inland to what is now Rye Center. In 1641, Rye (or Sandy Beach as it was then known), was part of Portsmouth. When New Castle incorporated in 1693, Rye/Sandy Beach became part of New Castle. According to Langdon B. Parson's *History of the Town of Rye, New Hampshire from Its Discovery and Settlement to December 31, 1903*, Rye was part of New Castle until 1726 when it successfully petitioned the Legislature to become a separate parish. It was still known as Sandy Beach. In that year it acquired its first church.

Until 1730, the southern boundary of Rye was at Locke's Neck (Straw's Point), the northern-most boundary of Hampton. The current southern boundary was established by the state legislature by vote on September 21, 1730.

Rye did not become entirely separate until 1776 during the Revolutionary War and was finally incorporated as a town in 1785. Rye's namesake is in England on the Channel.

During the War of 1812, at the Battle of Rye Harbor on April 3, 1814, a barge, from one of two warships of the British Navy which were anchored offshore, entered Rye Harbor. It was driven off by locals under the command of General Thomas Goss. In 1874, the first totally undersea transatlantic cable was run from Europe to New Hampshire and terminated at the Cable House on Old Beach Road in Rye.

Since 1876, Rye has been the only town in New Hampshire to encompass islands in the Atlantic. Two leagues from the shore, the four Isles of Shoals included in the jurisdiction of the Town of Rye are White Island, Star Island, Seavey Island and Lunging Island (once known as Londoner's Island). The border between Maine and New Hampshire cuts across Gosport Harbor and the breakwater between Cedar and Star Islands. The Isles, five in Maine and four in New Hampshire, were first described by Champlain in 1605. In his publications at that time, Champlain is reported to have called Rye Harbor *Beauport*. Champlain and his men encountered 200 Native Americans in the area of Rye Harbor. The natives were cultivating corn, green beans, pumpkins, winter squash and sunflowers for their roots.

From Rye's early settlement days, its livelihood was based upon agriculture and fishing. Fishing and farming sustained the population of a thousand well into the 1800's. Rye Harbor was a thriving coastal port for a variety of goods.

In mid-1800's boarding houses and hotels attracted tourists from afar to the scenic beaches of Rye. The Golden Age of Rye resorts lasted well into the 20th century. The farming and fishing continued to thrive.

Rye is thirty-five and a half square miles of land located in the County of Rockingham which runs along the Atlantic Ocean bounded by North Hampton, Greenland and Portsmouth. Of that acreage, nearly 65% is under water. The highest natural point in the town is only 151 feet above sea level at Breakfast Hill. The Town's beaches and natural landmarks carry familiar names of early settlers: Jenness, Wallis, Foss, Seavey, Brackett, Garland and Locke. Three great crescent beaches continue to lure people today as Rye retains its coastal heritage.

OVERVIEW:

Rye Beach Village District
(Also known as the Rye Beach Precinct)

In 1900, the Portsmouth Electric Railway passed through Rye Beach on its way from Portsmouth to Hampton Beach. Rye Beach encompasses approximately one square mile in the Town of Rye. In 1902, Ocean Boulevard was constructed connecting and opening up the waterfront. In 1905, the Rye Beach Village District was established through legislative action in response to a petition of the land owners within the area of the current Rye Beach Village District or Precinct. Rye Beach became known as the Gold Coast of New Hampshire. It was a bustling, densely developed Victorian summer resort, distinguishing itself as a commercial area apart from the broader agrarian and fishing communities of the rest of the Town of Rye.

The Precinct, also known as a Village District, was formed to meet the needs of its summer residents' for the sidewalks, lighting with the distinctive lollipop streetlights, and hydrants for a central water supply which came from a source other than Hampton Water. By 1915, Rye Beach had its own water main and fire hydrants, the first in the Town of Rye, as well as a sewer system on Sea Road and the lower end of South Road which consisted of two straight pipes that became a single pipe that extended to an ocean outfall. The rest of the town was not interested in developing the infrastructure and services needed for the hospitality industry of summer hotels and boarding houses found in the Precinct. The Rye Water District did not exist until the 1950's.

The Precinct built its own community, or Precinct, building in 1919. It houses a U.S. post office, zip code 03871, separate from the other 5,000 occupants of the Town of Rye. Rye Beach hired the first Special Officer to police the Precinct, who later became the policeman for the Town of Rye and its Chief of Police. The Rye Beach Precinct had the first volunteer fire department in Rye, which existed until 1942, when the Town formed one and bought its first fire truck. That truck, a 1930 Model A Ford exists today and is preserved by the Rye Firemen's Association. It carries Santa in the Rye Christmas Parade each year.

The New Hampshire Seacoast is eighteen miles in length, about half being within the Town of Rye. Only Bass and Sawyer's Beaches are within the Rye Beach Precinct but Sawyer's Beach is now a Town beach with parking for Rye residents by permit only. The turn-of-the-century trend of building "cottages" as seasonal residences in the Rye Beach Precinct area of large wooden hotels and boarding houses continued throughout most of the 1900s. Today, most are year-round residences.

Historical landmarks include St Andrews-by-the-Sea, an Episcopal church built by Philbrick-Abbott families which is still used seasonally. In 1903, the Abenaqui golf course was laid out and remains an active private club. There is also a private beach club built by the Jenness-Locke families in 1900 at Sea Road.

Over the years the Precinct's functions have expanded. The Rye Beach Village District has a population of several hundred. It has its own Moderator, Planning Board, Clerk, Treasurer, Auditor, Board of Adjustment, and Zoning Administrator. It is governed by its three volunteer Commissioners, who are currently Frank Drake [2017], Linda Sheppard [2018] and John Clifford [2016]. There is a Village District Office above the post office.

The Precinct is also governed by departments, commissions and boards of the Town of Rye. The Rye Beach Village District Master Plan clarifies that the Precinct has primary land use regulatory powers over the Rye Beach Village District under the State legislative action in 1937 which empowered the Precinct through its charter to have "exclusive power within its territorial limits to enact and enforce zoning and planning regulations."

THE RYE MASTER PLAN

The current Rye Master Plan was adopted on May 8, 2007 and was amended on November 10, 2009 to include a section on Workforce Housing. It has been revised by the Planning Board with public input in 2013 with the amended Master Plan adopted in 2014. The Master Plan is a public record subject to the provisions of RSA 91-A. A Town's Master Plan is subject to the RSAs which provide that it should be a guide to the future, a reference document, a summary of local action and a source of information. RSA 674:2 The current document has synthesized the citizens' wishes, as expressed through the 2002 Rye Opinion Survey, the input of community interest groups, three public visioning sessions held in 2004 and 2005, expertise provided by the Rockingham County Planning Commission, and ongoing review of Warrant Articles passed since the Master Plan was enacted and amended.

The Master Plan provides a long term vision of Rye's growth and development over time. It contains a set of guiding principles and priorities to implement that Vision. RSA 674:2. Under New Hampshire law, the Master Plan, developed and updated under the auspices of the Planning Board, guides and governs the members of the Planning Board and the Board of Adjustment in their deliberations to decide "the best and most appropriate future development of []our community" consistent with the vision the citizens of Rye have for their community. RSA 674:2. The Rye Master Plan has been specifically crafted to provide a broader vision for other town civic organizations and decision makers, in addition to the land use boards, to further the Plan's unified goals. These are in the form of a Vision Statement and a Land Use Section.

The Primary Purpose of a Master Plan is

- To envision the best and most appropriate future development of our community,
- To aid our Planning Board in designing ordinances,
- To guide our Planning Board in performance of duties to achieve principles of smart growth, sound planning, and wise resource management,
- To establish statements of land use and development principles and
- To establish legal standing for implementation of ordinances and other measures of our Planning Board.

RSA 674:2.

An effect of the Master Plan is involving the citizenry in the process of Community Planning. The Vision for Rye, encompassed in the Rye Master Plan document, is characterized by

> respect for neighbors, for the common good, and for the natural environment. Land use policies are to be fair by supporting balances of choice, convenience, safety, security, conservation, and a sense of community.

Land development will be in compliance with all New Hampshire land use laws. The reward for adherence to the policies is a beautiful place, comprised of an active, empowered citizenry working for the well-being of the community. As stated in the document: "The desires to see the Town of Rye altered are few." The Plan's Vision is "to protect, preserve, and reinforce the character and integrity of the Town of Rye."

The Vision for Rye is supported by continuous reassessment of what is being accomplished to assure protection of its semi-rural coastal character by preserving open space and coastal resources and by managing Rye's growth.

Rye's Master Plan focuses on six aspects of community activity: 1. land use, 2. housing (specifically workforce housing), 3. transportation, 4. natural resources, 5. civic life and 6. municipal services. Each of these aspects is extensively considered based on the demographic background and the input of the citizens and town government. Current issues which need attention are identified and resolutions are proposed. Some highlights of plans going forward are:

Housing. It is the intent that the Town of Rye will retain a semi-rural character. It is recognized that this will require changes in the zoning ordinance, especially in view of the requirements of the December 2009 State laws enacted regarding workforce housing. This process is under way.

Transportation. It is envisioned that to facilitate efficiency, there will be new alternatives for adults, seniors, and the disabled; and children will increasingly walk and bicycle to school.

Natural Resources. The following are identified as critically important to the Town of Rye: beaches, water provision, wastewater management, scenic resources, woodlands, wet lands, open spaces, and wildlife. Management of the resources will be directed to maintenance of the open and rural character of the town.

The quality of civic life. The Town of Rye is envisioned to include increased cultural and recreational opportunities for the citizens, larger voter turn-outs, increased civic involvement of sufficient degree to provide for waiting lists for membership on town commissions and committees, and enhancement of the out of doors environment through informed stewardship.

Municipal Services. The importance of efficient police and fire services, the Department of Public Works, the Rye Water District, the Recreation Department, and the schools is acknowledged in the Master Plan. Areas of focus include provision of enforcement, safety, and emergency services in a coordinated way, integration of advancing technology, increasing management and human resources, and responsible capital resources and infrastructure stewardship.

Preservation of historic and cultural resources. The pressure of development is exerting itself against the desire to preserve for future generations the sites, structures and landscapes which make the Town of Rye the scenic semi-rural community it is today. The community must be vigilant in its defense and preservation of the architecture and historical fabric which adds harmony to the quality of life in Rye.

The amended Plan adopted in 2014 includes an extensive section about Energy conservation and also incorporates in part the Rye Recreation Master Plan.

It is the intent of the Rye Master Plan to invite the citizenry into the planning process and into greater civic engagement. The Master Plan is available on the Town website: http://town.rye.nh.us. For more information on the Master Plan process, contact the Planning Board.

THE RYE BEACH MASTER PLAN

The Rye Beach Precinct contains 636 acres. Its population is older than the general Rye population. There were 25 houses in Rye Beach in 1851. At that time a number of houses were built in the Greek Revival style. In the later part of the 19th century Colonial revival, Queen Anne, Shingle Style and Stick Style appeared along with the Mansard roof. The community is one of single family homes which are primarily owner occupied.

Rye Beach has fresh and tidal wetlands which require development constraints to protect the ecosystem, flood control and the quality of the area water. The area is no longer used for agriculture. Eighty percent of the land in Rye Beach is considered unsuitable for development. In a land use study conducted in 1986 by the Thoresen Group, it was determined that 45.9 percent of the land in Rye Beach was occupied by single family residences. Most of the rest, a combined 42.6 percent, is open space and recreational.

The Rye Beach District is governed by the three commissioners. There is a Rye Beach Master Plan which is available for purchase for $20.00.

The Jenness Beach Precinct

Similar to the Rye Beach Precinct, the Jenness Beach Precinct was created for particular purposes. The Jenness Beach Precinct provides the street lights for a district in Rye which in contained between the Atlantic Ocean and Central Road from Cable Road at Ocean Boulevard south to the Dunes Motel. The Charter of the Precinct directs the three commissioners to promote recreation in the beach district and they have previously fought to maintain access for the public to the beach. The commissioners serve for three year terms which are staggered. One commissioner is elected at the Precinct meeting held each year on the last Saturday in March. The three commissioners are currently Robert "Randy" Crapo and Michael Netishen. There is one vacancy.

The jurisdiction of the Jenness Beach Precinct Commissioners is limited to the street lighting, beach and road crossing signs and the water supply and hydrant rental from Aquarion. They maintain sixty-two lights. The Jenness Beach Precinct has no separate zoning jurisdiction. To support its activities, the Commission currently has a budget of eighty-five thousand dollars.

If a resident in this precinct has need for additional street lighting, contact Commissioner Randy Crapo at Rrandyc@aol.com.

“SB2” FORM OF GOVERNMENT

The SB2 (Senate Bill #2) form of government was instituted by the New Hampshire Legislature in 1995. It has been said that SB2 was enacted (1) due to concerns that too many voters did not attend traditional town meetings and (2) a popular belief that taxes would be reduced if appropriations were defeated at the polls due to increased voter participation.

At a traditional town meeting the voters gather to discuss and vote on the town budget and other proposals at the same meeting. Voting at town meetings may be by raised hands or, when requested, by secret ballot. SB2 is also known as the “official ballot” form of government.

Under SB2, the first session of a town’s annual meeting, also known as the "Deliberative Session," is held approximately one month prior to Town election. At this meeting, all Articles on the Warrant, which include the annual budget, are presented for discussion. While the wording or dollar amounts on the Warrant Articles may be, subject to certain limitations, amended at this meeting, no up or down votes on the Articles take place at the Deliberative Session.

Voting in an SB2 town occurs at the second session of the annual meeting, either at a town polling place on a designated day or by absentee ballot. Rye has chosen the second Tuesday in March for its town election. The election date may be changed pursuant to majority vote by a Warrant Article proposing the date change. If a vote is taken to approve the change of the local election date, the new date becomes effective the following year.

Adoption of the SB2 form requires a 3/5 majority vote. Towns may switch back to the traditional town meeting form if the voters approve such a change by a 3/5 majority vote. Rye adopted the SB2 form of government in 1998. It rejected attempts to rescind SB2 in 1999 and again in 2011.

The positions which are elected on Election Day in Rye are:

Selectman (3 years)	Town Moderator (2 years)
Town Clerk/Tax Collector (3 years)	Treasurer (3 years)
Cemetery Trustees (3 years)	Supervisors of the Checklist (6 years)
Library Trustees (3 years)	Trustees of the Trust Funds (3 years)
Budget Committee (3 years)	Planning Board (3 years)
School Board (3 years)	School Clerk (3 years)
School Moderator (2 years)	Sewer Commission (3 years)
School Treasurer (3 years)	Zoning Board of Adjustment (3 years)

WARRANT ARTICLES

Warrant Articles, if adopted at the local election in March, direct town officials to take specific action. Preparation of the Warrant, a list of Articles to be voted on at a Town election, is, by law, the responsibility of the Selectmen. Most Warrant Articles are originated by the Board of Selectmen or the Planning Board (in the case of zoning ordinances or amendments). These do not require petition signatures.

Any registered voter in a New Hampshire town has the right to petition to have an Article placed on the Warrant. The subject of the Warrant Article can be wide-ranging, including spending Articles, zoning or building code amendments and town policy issues. The budget submission date and the final date for submission of petition Articles is the second Tuesday in January. RSA 40:13. Petitioned Articles concerning zoning matters are required by State law to be submitted by an earlier deadline in December.

Citizen Warrant Articles are petitions, submitted to the Board of Selectmen that must bear the signatures of at least 25 registered Rye voters who support the Article, or 2% of all of registered Rye voters, whichever is less. It is preferred that a Warrant Article be worded as a question that can be answered with a “yes’ or “no.” That makes it easier for voters at the polls to know if they are voting for or against the proposition or budget item. The Warrant Articles are printed in each year’s Town Report. Town departments are restricted from helping residents with their proposed Warrant Articles because of potential conflicts of interest. For assistance creating Warrant Articles that deal with zoning, building code, or town planning issues, call the Rockingham Planning Commission (603) 778-0885. For “money” Warrant Articles, the New Hampshire Department of Revenue Administration provides assistance.

Warrant Articles and budgets will be posted, and copies will be made available to the general public, no later than the last Monday in January. All Warrant Articles on the ballot will be discussed at the town's Deliberative Session. It is only at the Deliberative Session that accepted Warrant Articles can be amended. If you have submitted a Warrant Article, it is advisable that you be present at the Deliberative Session to explain and support your Article.

THE DELIBERATIVE SESSION

As an SB2 town, Rye holds a Deliberative Session each year. The first session (also known as the Deliberative Session) of the Rye Town Meeting is held in the Rye Junior High School auditorium and is open to all registered voters in Rye. At this meeting all properly submitted Warrant Articles, including the annual operating budget, are presented, discussed and can be amended, with certain limitations, prior to placement on the March ballot.

The only time Articles can be amended is at the Deliberative Sessions, with the amendments being approved or rejected by majority vote of the registered voters in attendance. Amendments are subject to the following limitations:

1. Warrant Articles whose wording is prescribed by law may not be amended. RSA 40:13, IV (a);
2. An amendment may not add a new subject. RSA 39:2;
3. The overall budget recommended by the Budget Committee, including special Warrant Articles, containing appropriations, cannot be increased by more than ten percent (10%). RSA 32:18; and
4. Amendments which would eliminate the subject matter of an Article, including ones that would eliminate all text after the words "to see," that would insert the word "not" into an Article, or that would otherwise nullify an Article's subject matter, are prohibited. RSA 40:13, IV (c); *Bailey v. Town of Exeter*, Rockingham Superior Court No. 218-2011-CV-203 (May 27, 2011).

It should be noted that the Legislature frequently changes the scope of amendments that are permissible at a Deliberative Session. Several bills on that subject are pending in the 2012 session of the Legislature.

"The first session of the annual meeting [the Deliberative Session], which shall be for the transaction of all business other than voting by official ballot, shall be held between the first and second Saturdays following the last Monday in January, inclusive of those Saturdays." Annually, the Board of Selectmen set the date and a snow date within the time frame. The Warrant Articles, including the Article on the Town budget, as they read following the Deliberative Session, will appear on the ballot in March, at the same time the Town votes on candidates for various local offices. RSA 40:13, III.

Voting, including up or down voting on Warrant Articles, occurs at the second session of the annual Town Meeting, which takes place at the Rye Elementary School. In accordance with RSA 40:13, VII, the purpose of the second session is to elect officers of the local political subdivision by official ballot, to vote on questions required by law to be inserted on said official ballot, and to vote on all Warrant Articles from the first session.

The second session occurs at the Rye Elementary School. According to RSA 40:13, VII: "The second session of the annual meeting is, to elect officers of the local political subdivision by Official ballot, to vote on questions required by law to be inserted on said local official ballot, and to vote on all Warrant Articles from the first session."

BOARD OF SELECTMEN

In early New England towns, the adult population gathered annually at town meeting as the local legislative body to approve budgets and new laws. Day-to-day operations were left to individual oversight. When towns became too large for individuals to handle, they elected an executive board of "selected men" to run things for the citizenry. Since 1726, Rye has been governed by a Board of Selectmen. Then the Selectmen were Joseph Philbrick, William Locke, Joseph Locke, Richard Goss, John Garland, William Seavey Jr. and Richard Jenness. Now they are Craig Musselman (term expires 2018), Priscilla Jenness (term expires (2019) and Joseph Mills, Jr. (term expires 2017).

Each Selectman is elected by the Town's voters to three-year terms. The terms are staggered so that not all the terms expire in the same year. "The Selectmen shall manage the prudential affairs of the town and perform the duties by law prescribed. A majority of the selectmen shall be competent in all cases." RSA 41:8. Their financial duties include keeping a "fair and correct account of all moneys received, all accounts and claims settled and all orders drawn upon them" and publishing an annual report to include the fund balance sheet and recent audited financial statements. RSA 41:9.

Selectmen must establish and maintain internal control procedures and, annually, review and adopt an investment policy. The diverse powers of the selectmen include appointing and compensating municipal prosecutors, regulating use of public highways, sidewalks and commons, managing real property owned by the town (unless that power has been delegated to other public officers by town vote or is governed by other statutes); restricting watering of lawns and acquiring or selling land and/or buildings by prescribed process. They have no authority to

sell conservation land, town forest or real estate given, devised or bequeathed to the town for charitable community purposes.

Selectmen set the tax rate. RSA 21-J: 34-37. Through the assessor, selectmen maintain lists of assessments and property taxes resulting. They direct the tax collector to collect taxes. They may abate taxes for good cause in an appeal.

Rye Selectmen meet the second and the fourth Monday of each month at 6:30 PM at Town Hall. Residents are welcome. To request placement on a Selectmen's agenda, contact the Selectmen's secretary at least 5 days prior to the meeting at (603) 964-5523. The Selectmen's' contact information, meeting agenda and minutes are available from the Town of Rye Website (http://www.town.rye.nh.us). The agenda and meeting minutes may be e-mailed directly to you by registering on the Town Website.

The Board of Selectmen hires and is responsible for the following town employees: Town Administrator, Finance Director/Assistant Town Administrator, the Executive Secretary to the Board of Selectman, the Assessor and Assessor's Clerk. The Deputy Treasurer is hired by the Treasurer but approved by the Selectmen. The Deputy Town Clerk/Tax Collector is hired by Town Clerk/Tax Collector and approved by the Selectmen. The Selectmen also hire the Police Chief, the Fire Chief, the Public Works Director, the Building Inspector, the Planning/Zoning Board Administrator and the Health Officer. The Recreation Department Director is hired by the Recreation Commission with the approval of the Selectmen.

The Selectmen also appoint the members of the following boards, commissions and committees:

Beach Committee	Energy Committee
Capital Improvements Program Committee	Heritage Committee
Conservation Commission	Historic District Commission
Mosquito Control Commission	Recreation Commission

Town Administrator

The Rye Town Administrator is hired by the Board of Selectmen. The Town Administrator functions as the administrative officer of all Town departments, on behalf of the Board of Selectmen. The Town Administrator does not supervise the offices of the Town Clerk or Town Treasurer. He is responsible for the general supervision of the business affairs of the Town, as well as the expenditure of funds appropriated for town purposes. He is responsible for reporting to the Board of Selectmen regarding receipts and disbursements under his control and coordinates the preparation of the annual operating budget with the Board of Selectmen and the Budget Committee. The Town Administrator works with the heads of Town departments to set the preliminary budget for the Town each year. The proposed budget then goes to the Board of Selectmen for review and approval and then on to the Budget Committee.

The Town Administrator is also responsible for supervising government operations and implementing the policies established by the Board of Selectmen. The Town Administrator may approve vouchers for obligations incurred by any department under his supervision. He will represent the Board of Selectmen when working with the various Town boards, commissions, and committees, as well as the public and media. The Town Administrator also coordinates legal matters with the Town Counsel.

The Town Administrator is not responsible for making bylaws, borrowing money, assessing or collecting taxes (except in certain situations as stipulated in RSA 37:16), granting licenses, planning streets, assessing damages or other judicial functions normally the responsibility of the Board of Selectmen or other Town officers. The Town Administrator does not hire or fire employees. The

voters of each town in New Hampshire can approve or defeat a Warrant Article creating or eliminating the position of Town Administrator.

The Town Administrator's office is on the second floor of the Town Hall. The phone number for the Town Administrator is (603) 964-5523x111. You can also leave a message for the Town Administrator or schedule an appointment with him through the Assistant Administrator at (603) 964-5523x112. It is advisable to schedule an appointment with the Town Administrator as his is a part time position in the Town of Rye.

DEPARTMENTS, COMMISSIONS, BOARDS& COMMITTEES

Assessor Assessing Clerk	Vacant Joann Drewniak Municipal Resources Inc [Scott Marsh]	Hired
Beach Committee	Keper Connell,2017 Lori Carbajal,2017 Larry Rocha,2017 Steve Hillman,2017	2016-2017
Building Inspector Administrative Assistant	Peter Rowell Rosalie Andrews	Hired Hired
Budget Committee	Paul E. Goldman- Chair 2017 Raymond Jarvis-Clerk 2018 Douglas Abrams 2018 Mae Bradshaw 2019 Peggy Balboni 2019 Jacinthe Grote 2017 Representatives: Craig Musselman-Selectman Frank Drake-Rye Beach Ralph Hickson -Water District Randy Crapo - Jenness Beach	Elected 3 year term
Cemetery Superintendent	John Coscia	Hired
Cemetery Trustees	Kenneth Moynahan 2018 Frank Drake 2019 Roger O. Philbrick 2017	Elected 3 year term
Capital Improvement Program	Mae Bradshaw Chair, Budget Committee Phil Winslow Vice Chair, Planning Board Ned Paul Clerk Jeanne Moynahan, Schools Randy Crapo	Appointed by Selectmen for indefinite term

Conservation Commission	Sally S. King, Chair 2019 Suzanne McFarland 2019 James Raynes 2017 Mike Garvan 2017 Jeffrey Gardner 2018 Jacinthe Grote 2018 Alternates: 3 vacancies	Appointed 3 year term

Demolition Review Committee	Rich Davis, Chair,2018 Chris Remick, 2019 Russ Bookholz,2017 Alternates: Mae Bradshaw, 2019 Alex Herlihy,2017	Appointed 3 year term
Emergency Management	Police Chief, Kevin Walsh Alan Gould, Deputy	Hired
Energy Committee	Susan Orazi Anderson Lucy J. Neiman Michele Sopher Danna Truslow Howard Kalet Tom Pfau	Appointed unlimited term
Finance Director Assistant Town Administrator	Cynthia Gillespie	Hired
Fire Chief/Forest Fire Warden	Thomas Lambert	Hired
Harbor Master	Leo Axtin	Hired\State
Health Officer	Gail A. Snow, M.D.	Hired
Heritage Commission	James Tegeder, Chair 2017 Sara Hall, Secretary 2018 Peter White, Treasurer 2019 Mae Bradshaw, 2017 Beverly Giblin 2018 Rich Davis 2018 Priscilla Jenness Selectman Representative Alternates: Chris Remick 2018 Alex Herlihy 2019 Vacant 2017	Appointed 3 year term

Historic District Commission	Phil Winslow, Chair 2017 Joseph Mills, Jr. Selectmen Representative 2017 Karen Stewart 2019 Daryl Kent 2019 Christine Remick 2017 Mae Bradshaw 2018 Leo Axtin 2018 Alternates: Thomas King 2019 James Tegeder 2017 John Loftus 2018	Appointed 3 year term
Jenness Beach District	Robert R. Crapo 2018 Vacant 2016 Michael Netishen 2017	Elected/District 3 year term.
Library Director	Andrew Richmond	Hired
Library Trustees	Karen W. Oliver 2018,Chair Victor D. Azzi 2019 Brian Klinger 2017 Karen Allen 2017 Philip Boynton 2018	Elected 3 year term
Moderator	Robert G. Eaton 2016	Elected 2 year term
Mosquito Control Commission	Tom Aspinwall, Chair 2017 Timothy Sanborn, Vice Chair, Clerk 2019 Denis Lipman 2018 Craig N. Musselman Selectmen Representative2018	Appointed 3 year term

Planning Board	Bill Epperson, Chair 2019 Philip Winslow, Vice-Chair 2019 Jerome A. Gittlein 2017 Keriann Roman 2017 Melvin R. Low 2018 Vacant 2018 Priscilla V. Jenness 2019 Selectmen Representative Alternates Anne M. Crotty 2016 JM Lord 2017 Jeffrey A. Quinn 2018	Elected 3 year term

Planning Administrator	Kimberly Reed	Hired
Police Chief	Kevin Walsh	Hired
Public Works Director	Dennis McCarthy	Hired
Recreation Commission	Janet Stevens, Chair 2017 Maggie Duffy-Durkin 2019 Judy Scott 2019 Corey Belden 2019 Stacey Brooks 2017 Greg Mikolaites 2018 Brett Mulvey 2018 Alternates: vacancies	Appointed 3 year term
Recreation Director Programs Supervisor Administration & Programs Assistant	Lee Arthur Kelley Gallant Victoria Loring	Hired
Recycling Education Committee	Joan Provencher John Provencher Jozef Platt, Student Vacancy	
Rye Beach District	John Clifford 2016 Frank Drake 2017 Linda Sheppard 2018	Elected/District 3 year term
Rye Water District	Thomas Clifford 2016 Ralph Hickson 2018 Arthur Ditto 2017	Elected/ District 3 year term

Schools	Scott Marion Chair 2019 Margaret Honda 2019 Kate Hillman 2017 Jeanne Moynahan 2017 Kevin Brandon 2018	Elected 3 year term
Selectmen	Priscilla V. Jenness 2019 Joseph G. Mills, Jr. 2017, Chair Craig N. Musselman, 2018	Elected 3 year term
Selectmen's Secretary	Janice Ireland	Hired
Sewer Commission	David Adams 2019 David Kohlhase 2017 Peter G. Kasnet 2018	Appointed 3 year term
Administrative Assistant to Sewer Commission	Lee Arthur	Hired
Supervisors of the Checklist	Jane Holway 2022 Sally S. King 2018 Madeline Chichester 2020	Elected 6 year term
Town Administrator	Michael Magnant	Hired
Town Clerk/Tax Collector	Donna DeCotis	Elected 3 year term
Deputy Town Clerk/Tax Collector Assistant Town Clerk/Tax Collector	Wendy Bookholz Amy Thibodeau	Hired
Town Hall Committee	Paul Goldman, Chair Jeffrey Quinn, Vice Chair Joseph Mills, Selectman Craig Musselman, Selectman Beverly Giblin Karen Stewart Ritchie White Joe Tucker Edward Hayes Scott Rawding Cyndi Gillespie Mike Magnant John Loftus	

Treasurer	Jane Ireland	Elected 3 year term
Trustees of the Trust Funds	Kerry S. Pope 2018 R. Christopher Nee 2019 Jeffrey M. Balboni 2017	Elected 3 year term
Zoning Board of Adjustment	Patricia Weathersby, Chair 2018 Paul Goldman, Vice Chair 2017 Burton Dibble, Clerk 2018 Shawn Crapo 2017 Patrick Driscoll 2017 Alternates: Charles Hoyt 2019 Greg Mikolaitis 2017 Robert Lincoln 2019	Elected 3 year term

Representative to the General Court/Elected for 2 year term:
Tom Sherman (Rye) 2016 David Borden (New Castle) 2016

Representative to Rockingham Planning Commission
Phil Winslow

Animal Control

Animal Control is provided by the Animal Control Officer, Greg Kendall, under the supervision of the Town of Rye Police Department. Beginning the Saturday before Memorial Day through the Saturday after Labor Day, dogs are not permitted on Town Beaches between the hours of 9:00 a.m. and 7:00 p.m. The only exception is the area between Wallis Sands State Park and Odiorne State Park where dogs and people are allowed except between the hours of midnight and 6:00 a.m. when the beach is closed. Owners are subject to a $50.00 fine for any violation.

Leashes are not required; however, dogs must be under control by means of personal presence and attention as will reasonably control the conduct of such dog. Dog owners must immediately pick up any waste left by the dog "from public property and dispose of it on their own property or otherwise properly dispose of same." Owners are subject to a $50.00 fine for failure to do so.

If the Rye Police Department picks up a loose dog, it is generally brought to Woodes Kennels located at 8 Exeter Road Rte. 111 in North Hampton, NH (603) 964-8781 [Hours: Mon-Sat.8AM-5PM, Sun.8AM-9AM and 3:30PM-4:30PM]. If the dog has a license affixed to the collar (as required by State Law), officers may try to contact the owner before taking it into custody. If the dog is brought to the kennel, the owner will need to complete an animal release form at the police department, before picking up the dog. After business hours, the owner must wait until the next business day when the kennel is open. The dog owner may be subject to a summons, especially if there are prior offenses: contact the Rye Police Department. Also contact the New Hampshire SPCA. Their website has many tips for protecting and training your pet, as well as a bulletin

board for lost/found pets. Do not leave your animal in a vehicle while it is unattended. RSA 644:8-a [first offense is a misdemeanor].

ASSESSING DEPARTMENT

Municipal Resource, Inc. is the Contract Assessor for the Town of Rye. It is a part time position hired by the Selectmen. The Town also employs Joanne Drewniak as the Assessing Clerk. Their Assessing Department is located on the second floor of the Town Hall at 10 Central Road. The Assessor's primary responsibility is to estimate the fair market value of Rye property at least once in every five years, as well as to try to maintain assessment equity between neighborhoods during the interim years so that taxpayers contribute a fair share of support for the community services they receive. For these services to continue, other agencies, as well as the town, must levy taxes. State laws define the powers of these taxing agencies and the kinds of properties that are exempt from taxes, such as schools, churches and charitable organizations. The Assessing Department oversees all Town tax exemptions and credits, and assists the public with inquiries into the public records for property descriptions, abutter lists, maps, owners, and copies. The Assessing Department also re-measures 20% - 25% of the town every year. The State of New Hampshire Department of Revenue [DRA] calls this a Cyclical Review. It eliminates the need to do a full revaluation every 5 years.

The assessed values for properties in Rye may be found at GIS [Geographical Information System] on the town website. A property's market value is defined as "the most probable sale price of a property in terms of money in a competitive and open market, assuming the buyer and seller are acting prudently and knowledgeably, allowing sufficient time for the sale, and assuming that the transaction is not affected by undue pressures." (Property Appraisal and Assessments Administration, IAAO, Copyright 1990) The Department of Revenue then compares the assessed value against the sales price to provide us with our yearly ratio. The Assessing

Department assists the DRA with any questions they may have with a recently sold property.

The 2011 Rye tax rate was $10.60 per $1,000 of assessed value. The Town portion of this tax rate was $3.24 per $1,000.00. Also included in the $10.60 tax rate are for School [$3.90], for Rockingham County [$1.04], for State of New Hampshire [$2.42]. Precinct and Water District taxes are in addition. The annual tax rate is set in the fall of each year prior to the second tax billing during a meeting of the Selectmen with Department of Revenue Administration officials. The outcome determines the Town, as well as the Precincts' and Water District's portions of the tax rate for that year.

The following are tax exemptions available to Rye residents. More information about these exemptions is available on the Rye website or at the Assessing Department. All exemption requests must be filed on or before April 15th of the same year for which the exemption is being requested.

- The ELDERLY EXEMPTION RSA 72:33 is available to Rye residents over 65, who have been residents of New Hampshire for at least three consecutive years, and who meet certain income and asset criteria.
- A BLIND EXEMPTION RSA 72:37 is available to Rye residents meeting statutory qualifications, and who have been New Hampshire residents for at least one year prior to April 1st.
- A VETERAN'S CREDIT RSA 72:28 is available to Rye residents who meet certain statutory qualifications, and who have been New Hampshire residents for at least one year prior to April 1st. This credit is also available to veteran's surviving spouses.

- A DISABLED EXEMPTION RSA 72:37-b is available to Rye residents who are on Social Security for Disabled Persons under Title II or XVI of the Federal Social Security Act, and who have been New Hampshire residents for at least one year prior to April 1st.
- OPEN SPACE. Land dedicated to Open Space may qualify for Current Use Taxation RSA 79-A or for a Conservation Easement RSA 79- B. This application must be filed by April 15th.
- A DISCRETIONARY PRESERVATION EASEMENT RSA 79- D encourages the owners of historic barns and other farm buildings to maintain and repair their buildings by granting them specific tax relief and assuring them that assessments will not be increased as a result of new repair work. There are strict rules that must be followed. The applicant should read the rules carefully and be fully aware of them prior to applying. Applications available at the Town Hall must be submitted by April 15th. Information and the requirements for eligibility are available online at: http://www.nh.gov/nhdhr/programs/barn_property_tax.html.
- A SOLAR ENERGY HEATING AND COOLING EXEMPTION

RSA 72:62 may be available to property owners in Rye.

The tax year in Rye is April 1 - March 31. Two tax bills are sent to property owners each year: one that is payable by July 1st, and the second that is payable by December 1st. Because the official tax rate is not set by the State Department of Revenue Administration until the fall of a given year, bills for the first half of the annual property taxes are based upon an estimate, using half of the previous year's tax rate. After the official rate is issued, the full year's taxes are calculated. To calculate the second tax bill, the estimated first half bill is subtracted from the full year's taxes, and the balance is billed for payment, usually by December 1st. Abatements RSA 76:16 can only be filed after the final bill has been issued, which

is the fall bill. Taxpayers have until March 1st to file with the Assessing Department. The Department also reviews (re-measures) Twenty to Twenty-five percent of the town properties each year which is called the Cyclical Review by the Department of Revenue.

If you have questions about your assessment, call (603) 379-8270 or visit the Assessing Department at the Rye Town Hall, Monday-Friday between 8:00 a.m. and 4:30 p.m. You can also visit the Rye website (http://www.town.rye.nh.us) for more detailed information about how the Rye tax rate is established each year, for access to the Assessor's Database, and for forms for several of the exemptions listed above that may be downloaded.

BEACH COMMITTEE

Rye is home to eight miles of Atlantic coastline. The Rye Beach Commission was established by the Town Ballot on March 9, 1999 to insure the safety, beauty, and cleanliness of Rye beaches. The Commission was dissolved after the warrant article vote in 2015. A Beach Committee has been established by the Board of Selectman on a year-to-year basis to provide input to the Fire Chief about beach issues. The Beach Committee works on a variety of beach management issues. It is anticipated that the Committee's review of the issues will be a five-year process with public input. The members of the committee are Keper Connell, Lori Carbajal, Larry Rocha, and Steve Hillman.

Beach Parking stickers for residents are available at the Town Clerk's office at the Town Hall, and proof of residency is required to obtain a sticker. Revenue obtained by the Town from the sale of parking stickers is allocated between the Town's General Fund and beach-related expenses. The Town does not have a budget item for a beach supervisor.

There are Town lifeguards on Rye's beaches during the season, beginning in mid-June through Labor Day, on a schedule currently set by the Fire Department. These Town protected beaches include: Sawyers Beach, Jenness Beach, and Wallis Sands.

Businesses operating on the Rye beaches, such as surf lessons and summer camps are permitted by the Selectmen for the seasonal operation of group activities. The businesses must require participants to sign Town waivers of liability and are required to provide Certificates of Insurance to the Town. The enforcement is by local Fire and Police.

The State of New Hampshire beaches of Jenness and Wallis in Rye also have rules about dogs, surfing and other activities.

Residents with questions and suggestions should contact the Rye Fire Department at (603) 964-6411 or Rye Police Department at (603) 964-7450.

BUDGET COMMITTEE

Residents of Rye contribute to multiple entities that raise funds through taxes. These groups are all independent. These groups are the Rye Town Government, the Schools, the Water District, the Rye Beach District, the Jenness Beach District and Rockingham County.

The Rye Budget Committee. The Rye Budget Committee is responsible for establishing each year's operating budget for the Town, the Water District and the two Precincts: Jenness Beach and Rye Beach. The Rye Library and Cemetery funds are collected by the town but are managed by independent boards of trustees.

The Budget Committee consists of six members-at-large, each of whom is elected to a three-year term. The terms of the members-at-large are staggered so that not all are up for re-election the same year. There are also five appointed members, representing the Board of Selectmen, the School Board, the Jenness Beach District, the Rye Water District and the Rye Beach District. There is also an alternate Rye Water District Representative. Residents may contact the Chairman of the Budget Committee or any of the individual members with questions or comments. Contact information for the Budget Committee is available on the Rye website. The Rye Budget Committee's duties are outlined in RSA 32:5.

The current members of the Rye Budget Committee are Paul E. Goldman, Chair, Raymond Jarvis, Douglas Abrams, Jaci Grote, Mae Bradshaw, Ralph Hickson (Water District Representative), Frank Drake (Rye Beach District Representative), Randy Crapo (Jenness Beach District Representative) and Craig N, Musselman (Selectmen's Representative).

The Budget Process. The Budget Committee meets according to the annual calendar established by the Committee at the beginning of each annual budgeting cycle. That schedule includes budget work sessions, Public Hearings, Quarterly Budget Review of both Town and School Budgets and other meetings

based upon forecasted need. The meetings are held in the Court Room at Town Hall, the Town Library or the Rye Junior High School Library. The dates and times of the work sessions and Public Hearings are posted. Each meeting agenda is posted at least a week in advance. The time to get involved in the budget process is early.

The Town budget process begins with meetings between the department heads and the Town Administrator to develop the departmental budgets. The Town Administrator then approves or adjusts those budgets and submits them to the Board of Selectmen. The Selectmen approve or revise the departmental budgets and send the statement of proposed expenditures and revenues for the following year to the Budget Committee. The Budget Committee holds work sessions with the Town Administrator, Board of Selectmen, and Department Heads to review the departmental budgets and anticipated revenues for the following year. The Budget Committee can support or modify the departmental budgetary recommendations. The same procedure is followed for the Rye School District, the Rye Beach District and the Jenness Beach District budget requests.

At the end of this process, the Budget Committee considers all of the input it has received and sets the operating budget figure and estimated revenues, and submits them to a Public Hearing and then to the Deliberative Session. The Budget Committee is required by statute to hold a Public Hearing on the proposed operating budget not more than twenty five days before the Deliberative Session and before the operating budget is finalized for the ballot. In addition, the Committee reviews any special money Warrant Articles proposed by the Selectmen or the public and will “recommend” or “not recommend” them to the Public Hearing.

The timetable for the Budget Committee is as follows:

Time Frame	Activity
October	Work Sessions with Town Department Heads
December	School Work Sessions
December	Town Work Sessions capital outlays, Capital Reserves and Warrant Articles
January	Public Hearing School Budget
January	Public Hearing Town Budget
February	Deliberative Town Meeting
February	School Deliberative Town Meeting
February	Districts' work sessions and public hearings
July	Review of the School budget and mid-year town review

The Rye School Budget Process. Similarly, The Rye School Board establishes the School Budget and the Rye Budget Committee reviews the Rye School Budget and votes to "recommend" or "not recommend". The process begins with the school staff requisition for appropriations to be included in the proposed budget. The Building Principals meet with the Superintendent of Schools, Assistant Superintendent, Special Education Director and Business Administrator to review the budgetary requests, including special education appropriations. The School Budget Calendar consists of these steps.

Time Frame	Activity
September/October	Administrators create budget with staff input
October/November	SAU50 Business Administrator and Superintendent review the budget
November	SAU50 School Board members approve the SAU50 budget.
November	School Board addresses the budget as part of the monthly school board meeting
December	SAU50 Budget Public Hearing
December	Rye School Board will discuss budget at the Monthly meeting
December	Budget Committee decides on the wording for their budget recommendation
January	Public Hearing on School Budget prior to the Deliberative Session

Citizens can be involved from the beginning phases of this process.

The administrative team collaboratively prepares the preliminary proposed budget document which is presented to the School Board for its review and vote.

The Board also reviews Warrant Articles to determine whether to recommend or not recommend the Articles. The Board also prepares a default budget in accordance with RSA 40:13.

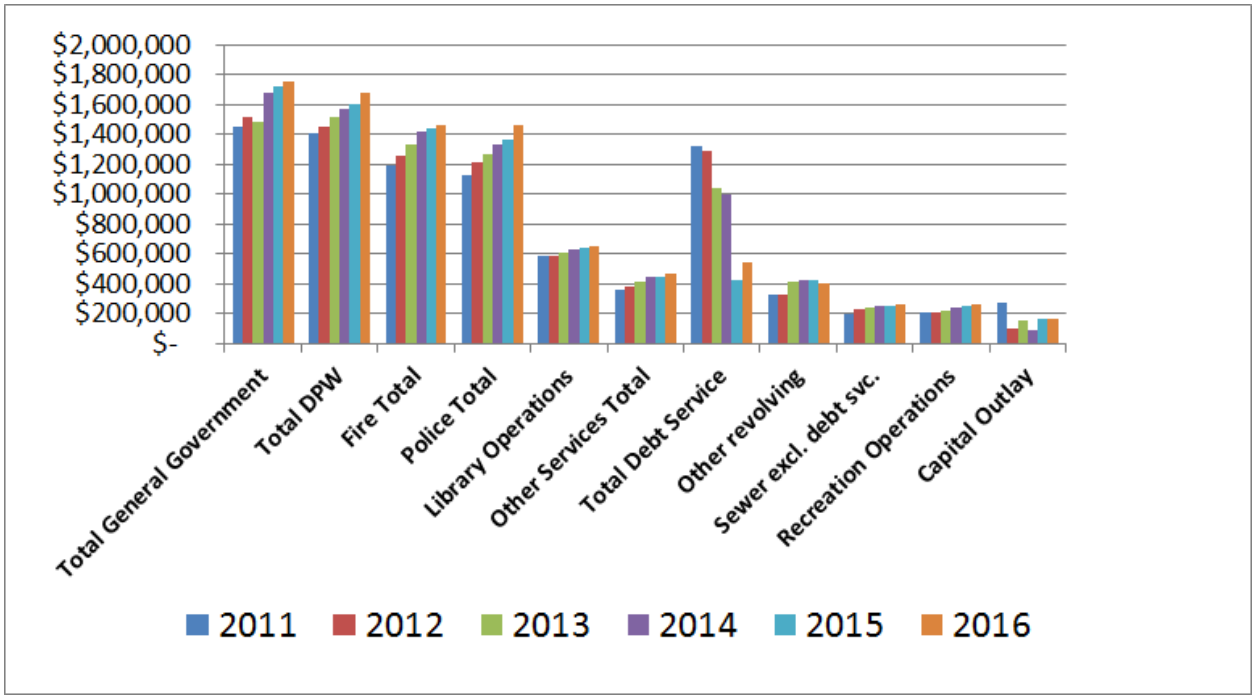
Rye Taxes. Residents of Rye contribute to multiple entities that raise funds through annual taxes. These entities are independent. They are the Rye Town Government, the Rye Schools, the Rye Water District, Rockingham County, the Rye Beach District and the Jenness Beach District. The Town Library and Cemetery Funds are collected by the Town of Rye but are managed by the independent boards. Table A shows the elements of Town Government. Note that the Library is shown in this table; however, the Library is managed by the Library Trustees who are independent of the Board of Selectmen.

Table A: Breakout of the different elements of Town Government.

Category	2015	2016	$ Change	% Change	% of Budget
Total Debt Service	$ 428,259	$ 542,915	$ 114,656	26.8%	6.0%
Police Total	$ 1,364,152	$ 1,466,294	$ 102,142	7.5%	16.1%
Total DPW	$ 1,604,639	$ 1,678,415	$ 73,776	4.6%	18.4%
Other Services Total	$ 450,904	$ 465,989	$ 15,085	3.3%	5.1%
Recreation Operations	$ 255,160	$ 261,198	$ 6,038	2.4%	2.9%
Library Operations	$ 643,663	$ 657,340	$ 13,677	2.1%	7.2%
Total General Government	$ 1,717,022	$ 1,750,115	$ 33,093	1.9%	19.2%
Sewer excl. debt svc.	$ 256,841	$ 261,514	$ 4,673	1.8%	2.9%
Fire Total	$ 1,437,344	$ 1,457,406	$ 20,062	1.4%	16.0%
Capital Outlay	$ 163,000	$ 161,500	$ (1,500)	-0.9%	1.8%
Other revolving	$ 419,851	$ 407,109	$ (12,742)	-3.0%	4.5%

Table A shows how the budgets of the components of town government changed each year for the past two years, highlighted in five year Graph of Town Hall Government, below:

Graph of Town Hall Government



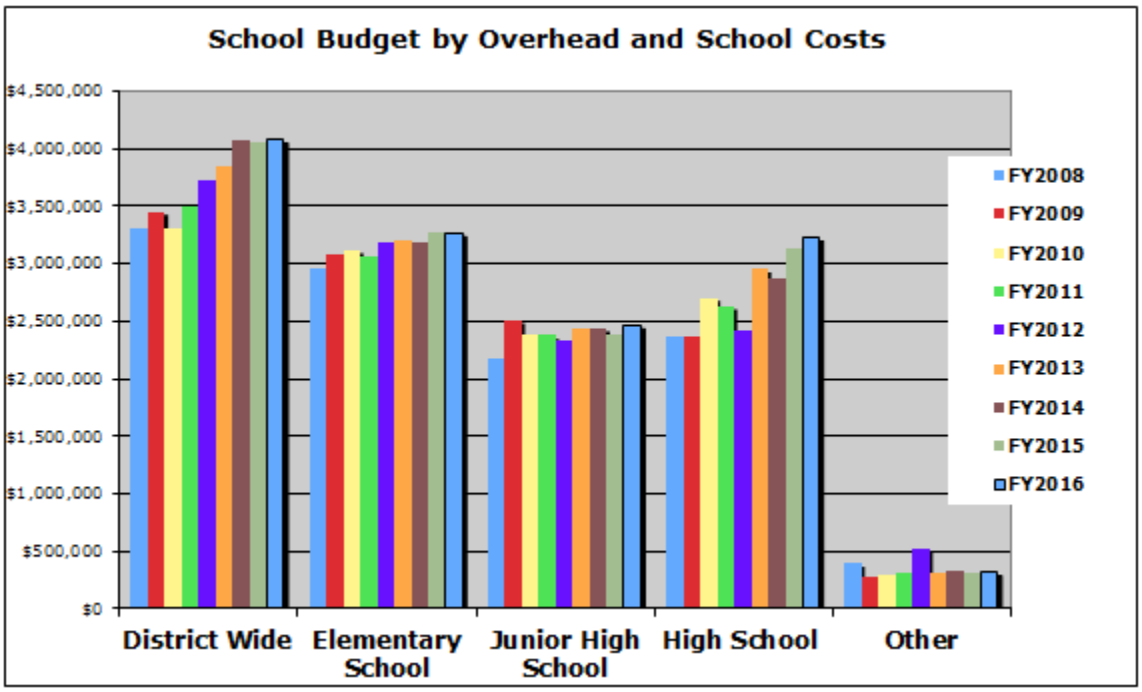
The operating budget for the Town is presented to Rye's voters at the annual Deliberative Session in a Warrant Article whose wording is prescribed by RSA 40:13 XI(c). Any registered voter can offer amendments to the proposed budget amount at that time. Those individual amendments, as reflected in the new proposed budget amount, may be approved or defeated by a majority vote of those present.

Rye Schools. The Rye School Budget represents the majority of the tax payments Rye taxpayers make for local government each year. The School Budget was just over $13.5 million for 2015-2016. The Town Government functions are approximately $9 million. The School Budget represents nearly 60% of total town taxes. The State of New Hampshire requires communities to show what they would provide to the State if there were Donor towns. Therefore, we show what we would provide to the State, but currently no Rye town taxes are sent to the State of New Hampshire. All taxes collected for the schools stay in Rye. The Town Tax

collection system obtains the funds for the schools and allocates them to the School Board to utilize.

District Wide Costs are costs that are shared between the Rye Elementary School and Rye Junior High School and are the largest component of the School Budget. Most of the District Wide Costs are from total benefits, SAU costs, busing, debt payment and technology investments. High School costs are not controllable by Rye as the cost per student is dictated to the Town from Portsmouth High School and the number of students going to PHS fluctuates. Rye Elementary School and Rye Junior High costs have been relatively stable over the past few years. See Graph below.

Graph Comparing School Budget 2008-2016.



The operating budget amount finalized at the Deliberative Session is what is placed the ballot for the March vote. That budget cannot be more than 10% higher than the amount approved by the Budget Committee [not including bonded debt Articles]. If the budget is defeated at the polls, the default budget will serve as the operating budget for the year which means

the amount of appropriations contained in the operating budget for the prior year, increased by debt service, contracts, and other outstanding obligations previously incurred and decreased by one-time expenditures contained in the operating budget.

Each year, the Selectmen, Town Finance Director and Town Administrator are required to calculate and disclose the default budget total and how it was derived, prior to presenting the Budget Committee's proposed operating budget for voter approval. Thus, voters will be able to view both the proposed operating budget and the default budget.

Tax Rate Calculation**.**

Every property holder in Rye is subject to the Town, School and County taxes. For those in the Rye Water District, Jenness Beach Village District or the Rye Beach Village District there are additional taxes.

Rockingham County: For many residents, the County Tax represents 10.2% of their tax bill. So if you pay $8,000 in property taxes you are contributing approximately $800 each year for County Government. Our State Representatives are our representatives to Rockingham County Government. There are County Commissions meetings open to the public every other year.

Rye Water District: Not everyone in Rye is in the Rye Water District. Houses near Portsmouth are on Portsmouth water and other houses near North Hampton are served by Aquarian water. The Rye Tax collection includes the tax for the infrastructure investments of the Rye Water District. In the Rye Water District homes are also issued individual water use bills that are volume based.

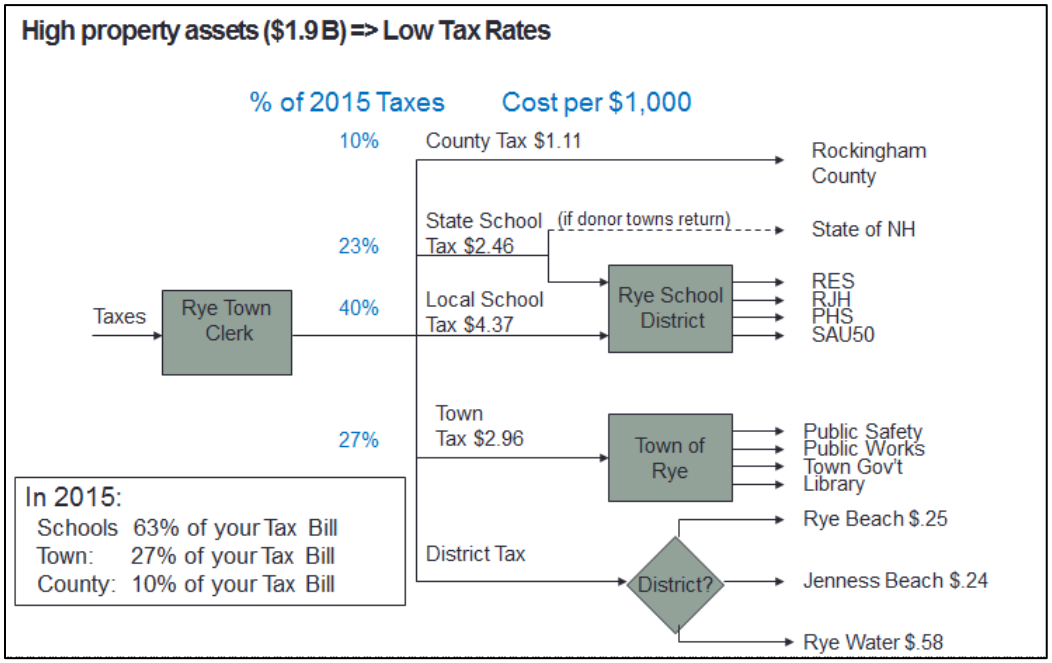
Rye Beach Village District: Rye Beach District raises funds through property taxes to fund operations that are under district only and are not subject to the Board of

Selectman. Rye Beach Village District also receives revenue from the US Postal Services for the use of the Rye Beach Post Office that is owned by the Rye Beach Village District. This District has a representative on the Rye Budget Committee.

Jenness Beach District: Jenness Beach District taxes are also collected by the Town and allocated and spent under the control of the Jenness Beach District.

How the Tax rate is established.

Every property owner in Rye is subject to the Town, School and County taxes, but for those who live in the Rye Water District, Jenness Beach District or the Rye Beach Village District there is an additional tax. The chart below shows how the rates for 2014 are distributed. While it is said that Rye has a low Tax Rate, that is important when you are buying a house or figuring out your personal budgets. The larger and more important question for taxpayers is to understand how much government per person we are buying and what services are being provided. The next key question is if we are paying more (greater than the inflation rate) are we getting an equivalent improvement in services year to year. Note these percentages were established in the fall of 2014.



Once a budget is approved by the voters, the Board of Selectmen has the ability to move funds within the budget, so long as the total approved budget amount is not exceeded. That is why the Budget Committee presents a bottom-line figure for the operating budget, rather than specific line-item recommendations, although the Committee reviews every budget line item in every departmental budget and at the Town Budget level before submission of the budget to the voters. The Table B below shows the different components of the 2015 budget.

Table B 2016 Rye Budget

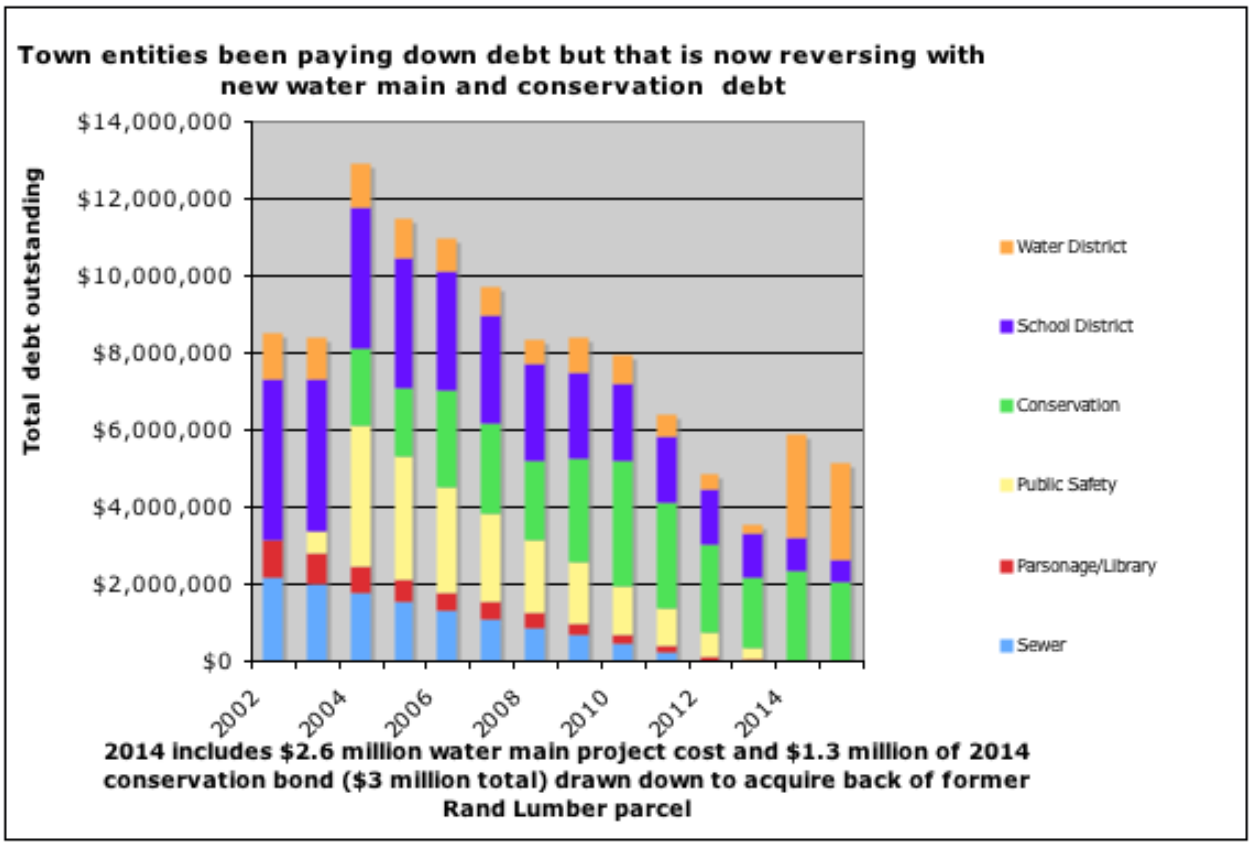
		If your property is assessed for this amount, this is what your 2016 approximate cost will be.				
Budget Item	**Amount**	**$350,000**	**$500,000**	**$750,000**	**$1,000,000**	**$1,250,000**
Total General Government	$ 1,750,115	$328	$468	$703	$937	$1,171
Total DPW	$ 1,678,415	$314	$449	$674	$898	$1,123
Fire Total	$ 1,457,406	$273	$390	$585	$780	$975
Police Total	$ 1,466,294	$275	$392	$589	$785	$981
Library Operations	$ 657,340	$123	$176	$264	$352	$440
Other Services Total	$ 465,989	$87	$125	$187	$249	$312
Total Debt Service	$ 542,915	$102	$145	$218	$291	$363
Other revolving	$ 407,109	$76	$109	$163	$218	$272
Sewer excl. debt svc.	$ 261,514	$49	$70	$105	$140	$175
Recreation Operations	$ 261,198	$49	$70	$105	$140	$175
Capital Outlay	$ 161,500	$30	$43	$65	$86	$108
School	$ 13,496,384	$2,529	$3,612	$5,419	$7,225	$9,031

A significant part of our town government rate currently relates to debt service for our capital investments. The chart below shows that as old debt is paid off, the town can assume new debt while attempting to minimize sharp increases on the total tax burden for each resident. The process of spreading out the budgeting of these capital improvements is monitored by the Capital Improvements Plan Committee (CIP) and reported to the Selectmen annually.

There are many new proposed projects on the 2016-2021 CIP that could cause the amount of debt service paid each year to shift the trend from smaller debt service

payments to increasing debt service payments. In the chart below, the impact to the Town's tax rate from the rise in outstanding debt in 2004 was offset by the donor town payment being suspended.

Graph from the Rye Civic League 2016 Financial Analysis Presentation



The above Graph of financial analysis only includes the debt the Conservation Commission has utilized, not the total $3M approved in 2014.

BUILDING DEPARTMENT

The Building Department is the first step before you proceed with any type of land development or changes to structures in the Town of Rye. The Building Department consists of the Building Inspector/Code Enforcement Officer, the Planning and Zoning Administrator and an Assistant. Building Department permits are required for any construction, including repairs, renovations, additions, remodeling, demolition, siding, roofing, fences, sheds, pools, garages, electrical work, plumbing work, septic, HVAC, mechanical work, or hot water heaters. As of March 2012, a Driveway Permit must be obtained before a permit for a new dwelling can be issued. All development within the Special Flood Hazard Area requires a Flood Plain Development Permit that is issued by the Building Department.

The Department reviews all applications and issues permits for both residential and commercial development, plus Sign, Mechanical, Plumbing, Electrical, and Demolition Permits, as well as Certificates of Occupancy.

Additional permits may be required by other departments. Heating systems, fireplaces and any gas piping also require additional permits from the Fire Department. Permits for driveways are obtained from the Director of Public Works.

Demolition permits must also be submitted to the Demolition Committee which documents all buildings in Rye that are being destroyed if larger than 500 square feet and older than sixty-five years. If the work is to be done in the Wetlands Conservation District, the Conservation Commission must also sign the Demolition Permit.

Permit applications, with all necessary fees, must be applied for in person at the Building Department at Town Hall. Once the application is submitted, depending upon the complexity of the application, permit review and approvals take ten days.

To schedule required inspections, call (603) 964-9800. Except for emergencies, a minimum of twenty-four hour notice is needed to schedule an inspection.

Visit the Building Department office at the Town Hall between 8:00AM-4:30PM, Monday through Friday or go to the Building Department page on the Town Website http://www.town.rye.nh.us for information on permit requirements, applications, fees, building codes, required inspections, and information related to construction in Rye. Under the Rye Zoning Ordinance, the Building Inspector, in addition to the Board of Selectmen, has the authority to initiate enforcement actions if there is a violation of the Ordinance.

IF YOU ARE NOT SURE YOU NEED A PERMIT FOR YOUR PROJECT, CONSULT WITH THE BUILDING DEPARTMENT BEFORE YOU START ANY WORK.

CAPITAL IMPROVEMENTS PROGRAM COMMITTEE [CIP]

The Capital Improvements Program Committee is authorized for towns, such as Rye, in which a Master Plan has been created. RSA 674:5-6. The Town of Rye Capital Improvements Program Committee is in its seventh year of operation. The Committee is appointed by the Board of Selectmen. The Committee members serve for unlimited terms. The CIP Committee generally meets in the Court Room at the Town Hall and sometimes at the Rye Public Library, depending upon scheduling. Meetings typically start in May twice a month and continue for seven months, or until all town departments have presented to the Committee, and the CIP recommendations have been formulated. The meetings are open to the public. The current chair is Mae Bradshaw.

The Committee is charged with the preparation and recommendation of a long range program (six years or more) of municipal capital improvements. Capital is taken to mean items valued at $15,000.00 or more and not of a maintenance nature. The comprehensive CIP plan for 2016-2021 is published on the Rye Website under the Capital Improvements Program Committee additional links section.

http://www.town.rye.nh.us/Pages/RyeNH_BComm/CIP/CIP%202015-2020%20final%20document.pdf

The program encompasses current projects and future projects to be undertaken with federal, state, county, or local funds. The five largest project submissions within the Town for 2016-2021 are the Rye Town Hall, Conservation Commission, Rye Recreation Community Buildings, Fire Department Ambulance and three significant Rye Water District projects.

The purpose of the Capital Improvements Program is to assist the selectmen

and the budget committee in their consideration and preparation of the annual budget. The CIP Committee, based on input from the town's departments and school board, classifies projects based on urgency, need, and adherence to the Master Plan. The CIP priority guidelines are as follows:

Priority 1 To secure life and property.

Priority 2 To maintain the present standard of living.

Priority 3 To improve the community in accord with the Master Plan.

CIP planning serves to avoid spikes in the annual budgets. The Committee also prioritizes projects as to urgency. The plan includes a recommendations for the time sequence for implementation of the projects deemed necessary or desirable. The current recommendations are set forth in the plan and include making the Town Hall Renovation priority 1 for safety reasons, replacing the Rye Junior High School and Library boilers, repair of the Rye Harbor bridge and advancing the Salt Shed project due to environmental concerns.

The Committee's recommendations may also include estimated costs for each project, along with probable operating and maintenance costs; estimated revenue, if applicable; and existing sources of funds or the need for additional sources of funds for the implementation of each project. The CIP plan is responsive to changes in the town's environment. The CIP Committee's recommendations go the Board of Selectmen and the Budget Committee prior to preparation of the next year's annual budget. Capital Improvements Program planning is advisory only, however, the selectmen have expressed their wish that the CIP prioritize the projects for all departments and make specific recommendations to the selectmen as to which projects should be pursued and when. Nevertheless, disapproval, approval, funding and scheduling of projects are beyond the charge of the Committee. It is the town voter who approves or disapproved the capital outlay at the annual election.

According to RSA 674:5, the CIP Committee shall include at least one member of the Planning Board (Phil Winslow) and the Budget Committee (Mae Bradshaw), and the Board of Selectmen (no current representative). In addition, the Rye CIP Committee 2017-2022 includes a member of the Rye School Board (Jeanne Moynahan) and members at large (Ned Paul and Russ Bookholz). The representatives from each participating board are chosen by those boards each year. Citizens interested in becoming a member of the CIP Committee should notify the Selectmen's Office.

CEMETERY TRUSTEES

The governing board of the Central Cemetery is composed of three elected trustees who serve three year staggered terms. Currently, the Trustees and their term expirations are: Kenneth Moynahan in 2018, Frank Drake in 2019, and Roger O. Philbrick in 2017. The Trustees meet quarterly and any other time as necessary. Their meetings are open to the public and are often held at the Central Cemetery. The minutes of their meetings are on file with the Town Clerk at the Town Hall. The Superintendent of Central Cemetery, who is in charge of operation and maintenance, is John Coscia. John can be reached at (603) 817-0066.

There is currently one cemetery in active use in Rye – the Central Cemetery. It is located on Central Road next to Town Hall. There are over sixty small family graveyards in Town that are reminders of our early history. They contain the remains of early residents which were not moved to the new Central Cemetery when it was created in the 1890's. The sixty or more family graveyards are scattered throughout Rye. Some of the graveyards which are more accessible than others include:

1. The Wedgewood Family Cemetery which is on the north side of Lang Road behind the Junior High School.
2. The Caswell Cemetery which is located on Star Island at the Isles of Shoals.
3. The Old Odiorne Point Cemetery on Route One in Rye which is located between the entrance to Odiorne Park small boat launch and the main entrance on the opposite side of the street. It is the oldest cemetery in New Hampshire. It is the site of the monument to David Thomson, New Hampshire's first European settler in 1623. To find the cemetery follow the path between the 1880 Odiorne family house and barn/greenhouse.
4. The Foss Family Cemetery which is located on Washington Road.

5. The Berry Family Cemetery which is located on Breakfast Hill.
6. The South Road Cemetery.
7. The Congregational Cemetery.
8. The Locke Family Cemetery which is located on Harbor Road

The Rye Historical Society maintains an inventory of these family plots with photographs and other historical information available to the public for research. The Rye Heritage Commission has begun an Adopt a Graveyard Program to help preserve these sites for future generations.

CONSERVATION COMMISSION

Efforts to reclaim and develop acres of salt marsh in Rye go back as far as the 1920's and continue today with such efforts as the acquisition of Goss Farm on Harbor Road and Route 1 A, which is being cultivated as a town farm. The Rye Conservation Commission was enabled by State Statute in 1963, and established by Town Meeting vote in 1965, to protect and preserve the existing freshwater and saltwater wetlands and wetland buffers in Rye and to oversee all of the Town's natural resources. It is in the public interest to protect the valuable functions these areas serve, such as providing groundwater protection, storm water control, nutrient and pollution filtering, recreation and aesthetic enjoyment, and habitats for fish, wildlife and flora.

The Conservation Commission consists of seven members who are appointed by the Board of Selectmen for staggered 3-year terms. Two alternate members are also appointed by the Board of Selectmen and can take the place of any absent regular member at Commission meetings. All members must be residents of the Town of Rye. Currently they are Chair, Sally S. King (2019), James Raynes (2017), Jeffrey Gardner (2018), Suzanne McFarland (2019), Francis "Mike" Garvan, II (2017), Jeffrey Gardner (2018) and Jacinthe Grote (2018). There are currently two vacancies for alternates.

The Commission advises the Rye Planning Board regarding requests for Town Special Permits, which are required for all site work within a wetland or within fifty feet of wetlands. This fifty foot border is known as the wetland buffer. The area including the wetlands and the buffer is referred to as the Town Wetland Conservation District. Freshwater wetlands include any marsh, swamp, bog, or meadow that is subject to permanent or periodic flooding by fresh water, including any surrounding or abutting soil designated as poorly drained or very poorly

drained. Freshwater wetlands can also be defined by the types of vegetation present. Tidal (saltwater) wetlands are defined by the State of New Hampshire as the area one hundred feet or less from the highest observable high tide.

The Commission reviews applications for State DES [Department of Environmental Services] Wetlands Bureau Permits, and forwards recommendations to the State. The Commission also reviews applications for Special Permits which are considered by the Rye Planning Board and are required for all site work within wetlands, or within fifty feet of wetlands. The Commission helps the State ensure that the regulations of the New Hampshire Shoreland Protection Act are followed. The Shoreland Protection Act applies to any projects within 250 feet of most coastal waters, large ponds, and/or major streams and rivers. New Hampshire State Wetlands Bureau Permit applications can be obtained at the Town Clerk's office. Rye Special Permit applications can be obtained at the Planning Board office. Both are on the main floor at the Town Hall. If you have any questions about the completeness of your application, please contact the Conservation Commission.

Full and complete plans for your project must accompany your application. If your application is not complete at the time of your appointment, the Commission may not be able to vote on your proposed project, and you may have to reschedule your appointment for the following month's meeting. In addition to advising the Planning Board and the state DES regarding permit applications, the Conservation Commission can, with the approval of the Board of Selectmen, negotiate for the purchase of conservation land and/or the granting of conservation easements. These purchases or easements may be in the name of the Conservation Commission, on behalf of the town of Rye.

The Conservation Commission meets on the third Thursday of every month at 7:00 PM in the Court Room on the lower level at the Town Hall. These meetings

are open to the public, and the public may speak in support of or against any application. To be placed on the agenda for a meeting, contact the Commission and submit your permit application to the Town Clerk for State Department of Environmental Services permit applications or Planning Office for Town Special Permit Applications at least a week prior to the meeting. As of 2011, the Rye Farmers Market, originally conceived by the Rye Energy Committee, now operates under the purview of the Conservation Commission.

ENERGY COMMITTEE

The Rye Energy Committee was formed in the summer of 2007 as an ad hoc committee renewable annually by the Board of Selectmen. Voters approved a Warrant Article at Town Meeting that year that, among other things, called for the Town to appoint a voluntary committee to recommend local steps to save energy and reduce emissions. The goals of the Committee are to promote energy conservation and efficiency, and to explore ways to reduce carbon emissions among the town's residents, businesses, and in municipal affairs.

The Committee consists of seven members who are appointed by the Board of Selectmen for unlimited terms. There are currently five members: Susan Orazi Anderson, Michele Sopher, Lucy J. Neiman, Howard Kalet, Tom Pfau and Danna Truslow. Advisory members, including scientists, educators, representatives of business and civic organizations, are invited to join the Committee on an as-needed basis. Advisory members can participate in all meetings but do not have a vote. The Committee will include working subcommittees, as needed, each of which will focus on residential, business, or municipal energy issues.

The Energy Committee meets on the first Tuesday of each month at 6:30-8:00 PM in the Rye Public Library. All meetings are posted at the Town Offices and on the Town website at least 24 hours prior to the meeting.

The meetings are open to the public, and the public is welcome to provide input.

FINANCE DEPARTMENT

In the last ten years Rye has continued to grow and the town's financial needs have become more complex. The Finance Department is managed by a Finance Director, Cynthia Gillespie, who performs highly responsible administrative, supervisory and technical work in maintaining the fiscal records and financial systems of the town. She administers all internal and external financial reporting requirements, including the payroll, State (Massachusetts and Maine) and Federal withholding taxes, W-2s, and Workers' Compensation. The Rye Finance Director is also responsible for accounts payable and accounts receivable, by billing, collecting and recording departmental fees and charges, daily deposits, financial account analysis and special departmental projects.

The Finance Director also maintains human resource files, records, and information and manages employee benefits and insurances. The Finance Director's duties include reporting on the Town's finances; assisting the Treasurer in managing the Town's cash flow; working with the department heads to manage the Town's budget; and serving as the Town's contact for the New Hampshire Department of Revenue. The Finance Director reports to the Town Administrator.

The Finance Director participates in meetings held by other departments and committees in Rye, as needed. The Finance Department is on the second floor of Town Hall and can be reached at (603) 964-5523x112. Cynthia Gillespie also serves the Town as Assistant Town Administrator. In this capacity, she stays current on Town affairs, assists the Town Administrator and is able to act in his absence, if necessary.

FIRE DEPARTMENT

The Rye Fire/Rescue Department is led by a Fire Chief, Thomas Lambert, a part-time employee. It has a complement of nine full-time firefighter-EMT's and twenty-five part time or "paid on call" firefighters and EMT's. Several of the personnel are trained to the paramedic level. The ambulance generally responds with at least one firefighter-paramedic as part of the crew. The Rye Fire Department is staffed 24 hours a day, 7 days a week by a duty crew of at least two members who provide an initial response to fire or medical emergencies. In the event of a fire or other emergency, off duty and call personnel are alerted by pager and respond accordingly.

The Rye Fire Department is located at 555 Washington Rd. in the Rye Public Safety Building, next to the Rye Library. The non-emergency phone number is (603) 964-6411. The Fax number is (603) 964-9894.

The Department's fleet consists of two pumping engines, one combination aerial ladder/pumping engine, a forestry truck, a chief's vehicle and an advanced life support ambulance. The department also houses and responds to mutual aid calls with a breathing apparatus support trailer that is owned by the mutual aid district.

The services provided by the Fire Department include: fire suppression, emergency medical services (EMS), fire code enforcement, fire prevention and safety programs, hazardous materials response, woodland/marsh fire threats, water rescue, technical rescues, car seat inspections, blood pressure checks, station tours, fire apparatus visits, and more. A permit must be obtained from the Rye Fire Department in order to conduct open burning on any property. The permit to kindle fire is only valid for one day, and the permit can only be obtained from the fire department on the same date of the kindled burn. With the exception of beach

permits, other permits may only be issued to the landowner or person(s) with written approval from the landowner. Permitee must be 18 years of age or older. Materials being burned shall be at least 50 feet from any structure, highway or right of way. Any new or replacement installation of oil burners/furnaces or any gas fired appliances must be inspected by the Rye Fire Department. A permit must be obtained prior to installation. The Fire Prevention Bureau is responsible for inspection of all public and commercial buildings to ensure fire safety and compliance with fire and life safety codes. The Bureau reviews all plans for new construction and building modifications, investigates fires for cause and origin, and is involved in all fire prevention education and training programs.

The Rye Fire Department provides tours for local churches, schools, and other groups. Firefighters teach children about fire safety and instruction in what to do in the event of a fire. If you would like to schedule a tour for your organization or group, the fire prevention division is waiting to assist you.

The Rye Fire Department works with other departments to respond to natural disasters, such as storms, floods, hurricanes and earthquakes, as well as man-made disasters such as terrorism, utility interruptions and hazardous material leaks.

The Rockingham County Sheriff's Department is the primary dispatch center for the Rye Fire Department. They dispatch all emergency calls 24 hours a day, 7 days a week. In an emergency Dial 911.

HERITAGE COMMISSION

The creation of the Rye Heritage Commission was authorized by the voters in March 2011 (Town Meeting Warrant Article VII) in accordance with RSA 674:44-a and 674:44-b; and the commission was established by the Board of Selectmen in July of 2011. The Rye Heritage Commission is established in accordance with RSA 673 for the proper recognition, use, and protection of resources, tangible or intangible, primarily man- made, that are valued for their historic, cultural, aesthetic, or community significance within their natural, built, or cultural contexts.

The Commission has advisory and review authority to survey and inventory all cultural resources and to conduct research and publish findings, including reports, to establish the legal basis for a district and preparation of heritage district ordinances within the Town prior to adoption or amendment, as provided in RSA 675:6. Its advisory functions include assisting the Planning Board, as requested, in the development and review of those sections of the Master Plan which address cultural and historic resources. Upon request, the Commission will advise local agencies and other local boards in their review of requests on matters affecting or potentially affecting cultural and historic resources. The Heritage Commission will coordinate activities with appropriate service organizations and nonprofit groups. Part of its mission will be to publicize its activities. The Commission may hire consultants and contractors as needed.

As part of the effort to document the historic and cultural resources in the Town of Rye, the Commission will sponsor projects to map and record the grave markers and to document houses over 150 years old. A Heritage Marker Program to recognize buildings in Rye that contribute in some positive way to the appreciation and understanding of the Town's unique architectural and historical heritage has begun. Hand painted signs are proposed for buildings that are at least

50 years old, that are well maintained, and that retain the integrity of their original design. The program is voluntary and does not impose any property restrictions. The markers will identify buildings of historical and architectural significance, and will serve to heighten community awareness, while encouraging the continued care and preservation of buildings and neighborhoods. Featured on each marker is the date of the construction of the building. If you have any interest, please contact MaeBradshaw@comcast.net.

Because the loss of historic and cultural landmarks concerns the citizenry of Rye, any demolition of a property more than 65 years old and 500 square feet requires a demolition permit approved by the Demolition Review Committee. The Demolition Review Committee members are appointed by the Chairman of the Heritage Commission. Currently, the members are Rich Davis, Chris Remick and Russell Bookholz and alternates Mae Bradshaw and Alex Herlihy. The application for demolition may be obtained on the Town of Rye website.

The current members of the Heritage Commission are appointed by the Selectmen for staggered three-year terms, the seven members are Chair, James Tegeder, Sara Hall, Secretary, Priscilla V. Jenness (Selectmen's Representative), Peter White, Treasurer, Mae Bradshaw, Bev Giblin and Rich Davis with Chris Remick and Alex Herlihy as the alternates. There are three additional alternate positions available. The Heritage Commission meets on the first Thursday of each month at 6:30PM in the Court Room at Town Hall. All meetings are open to the public.

The Heritage Fund accepts donations from citizens and Foundations of funds and properties, both real and personal, in the name of the Town for the acquisition of significant properties for the purpose of preserving the historical and cultural resources of the Town of Rye.

HISTORIC DISTRICT COMMISSION

The Rye, New Hampshire Zoning Ordinances set forth several purposes of the Rye Historic District Commission:

1. to preserve the unique collections of historically, architecturally and culturally significant buildings and structures which characterize the Town of Rye, New Hampshire,
2. to encourage their maintenance and restoration, and
3. to insure that new buildings and structures and alterations to existing buildings and structures, and uses of buildings and structures within the District are in visual harmony with their neighbors in order that a district be preserved which will
    a. reflect the cultural, social, economic, political, and architectural history of the Town of Rye, New Hampshire,
    b. conserve and maintain property values in such District,
    c. foster civic beauty,
    d. strengthen the local economy, and
    e. generally provide an opportunity to benefit the education, pleasure and welfare of all the citizens of the municipality.

The Rye Historic District is that area of town from the west end of Grange Park to the intersection of Central and Washington Roads. The District also includes the Brackett Road Massacre Site, the historic Cable House and the Isles of Shoals islands which fall within the State of New Hampshire. The specific Isles included are White Island, Star Island, Seavey Island and Lunging Island [also known as Londoners Island]. The District is comprised of pre-revolutionary, federal and Victorian residential, commercial and municipal buildings. The

structures date from 1724. The customary surface construction material is wood clapboard. The roof shape is peaked.

The Rye Historic District Commission has seven members appointed by the Board of Selectmen for staggered three-year terms: Chair Philip D. Winslow (2017), Mae Bradshaw (2018), Leo Axtin (2018), Daryl Kent (2019), Chris Remick (2017) Karen Stewart (2019), and Selectmen's Representative Joseph Mills, Jr. (2017). The Commission also may have five alternate members appointed for staggered three-year terms. Currently the alternates are Thomas King (2019), and James Tegeder (2017) and John Loftus (2018).

The Historic District Commission is a regulatory land use Commission which votes on exterior changes to the buildings, fencing and signage within the defined District. Citizen residing within the District wishing to construct, alter, repair, move, demolish or change the exterior of a structure, must obtain a Certificate of Approval from the Historic District Commission before obtaining any other building permits. An exception exists for repairs which replace like materials which only requires notification be given to the Commission. Applications for a Certificate of Approval may be obtained from the Office of the Building Inspector located at Town Hall.

LIBRARY BOARD OF TRUSTEES

The Rye Public Library, located at 581 Washington Road in Rye Town Center, is the cultural center for the Town. The ongoing operations of the library are managed by Andrew Richmond, who has been the Director of the library since November, 2009.

The Library Trustees are the governing board of the Rye Public Library. The Trustees are Karen W. Oliver, Chair (2018), Philip Boynton (2018), Brian Klinger (2017), Karen Allen (2017) and Victor D. Azzi (2010). Each trustee is elected for a three-year term. The Board of Trustees normally meets on the second Thursday of every month at 4:00 PM. Trustees must be residents of Rye, have knowledge of the library, have a strong interest in the library and its welfare, and have a commitment to the importance of lifelong learning.

Meetings take place in the Library's New Hampshire Room and are open to the public. The Board of Trustees is the policy-making unit, responsible for the management of the library, for representing the library to the community, and for acting as representatives of the community to the library. As stated in RSA 202-A6: "The library trustees shall have the entire custody and management of the public library and of all the property of the town relating thereto, including appropriations held pursuant to RSA 202-A:11, III, but excepting trust funds held by the town." The Trustees create the bylaws, rules and regulations by which they conduct business and govern the library. They are responsible for creating and making public the annual operating budget for the library. The Trustees are also responsible for the expenditure of any funds raised on behalf of the library. The library receives donations and grants from the citizenry, from the Friends of the Rye Public Library, and from foundations to support its educational and cultural offerings to the Town of Rye.

MOSQUITO CONTROL COMMISSION

The Town of Rye empowers the Rye Mosquito Control Commission (RMCC) under the provisions of RSA 437-A of the New Hampshire State laws. The three-member commission is appointed by the Rye Board of Selectmen. Each member has a term of three years. The current commissioners are Chair, Tom Aspinwall, Denis Lipman, Timothy Sanborn and Selectmen's Representative Craig Musselman.

The RMCC holds monthly meetings at Rye Town Hall and welcomes the public to attend and participate. Upcoming meeting dates can be found on the Town of Rye website (http://www.town.rye.nh.us) and are also posted at Town Hall and the Rye Public Library.

The RMCC provides oversight and works closely with an independent contractor to provide mosquito control for the Town of Rye. The Contractor selected for 2012 is Dragon Mosquito Control, Inc., PO Box 46, Stratham, NH, 03885, (603) 734-4144. Controlling mosquito populations and the potential occurrence of Eastern Equine Encephalitis (EEE) and West Nile Virus (WNV) are the top priorities of the RMCC.

RMCC makes every effort to utilize safe, environmentally sound practices. The elimination of routine town-wide spraying allows the contractor to increase their efforts on surveying and treating (larviciding) the salt marshes and fresh water habitats. The material usually used is Bacillus thuringiensis israelensisBti), a natural bacterium that does not harm people, pets, birds, fish or plants.

Dragon Mosquito Control, Inc. also maintains and places 68 town-owned greenhead fly traps in the marshes to help reduce greenheads especially at the

Town's beaches. An additional thirty traps will be placed in service during 2012 which will bring the total of Town owned greenhead traps to ninety-eight.

At times, workers from Dragon Mosquito Control, Inc. must cross property lines to reach larviciding sites. If a property owner does not want this crossing on his or her property or wishes to be included on the "No-Spray List" for any street spraying, or has any concerns or questions related to mosquito control, contact Dragon in writing at: Dragon Mosquito Control Inc., PO Box 46, Stratham, NH 03885 or call the Dragon staff at (603)734-4144.

PLANNING AND ZONING DEPARTMENT

In 1952 the voters of Rye granted the Planning Board the authority to regulate the subdivision of land, and in 1980 the voters granted the Planning Board the authority to regulate site plans for non-residential and multi-family residential development The Planning and Zoning Department is headquarters for Planning Board and Zoning Board of Adjustment activities. (See also Zoning Board of Adjustment) The Planning and Zoning Administrator, Kim Reed, works closely with the Planning Board, its subcommittees and the Board of Adjustment. The Planning and Zoning Administrator serves as the liaison between the Planning Board, Zoning Board of Adjustment, Attorneys, Developers, Land Owners and the public, helping anyone interested in learning about what they can do within the Rye Zoning Ordinance and Land Development Regulations through understanding the regulations for development and assisting all interested parties to comprehend the potential impact of proposed projects.

The Planning and Zoning Administrator collaborates with other town Departments, and Commissions, such as the Building Department, Fire Department, Public Works Department, Rye Water Department, Police Department and the Conservation Commission to ensure that applications brought to the Planning Board are reviewed by all departments before public hearing in order to achieve the best results for the Town of Rye. The Planning Board is responsible for updating and regulating the Land Use Regulations, Zoning Ordinance, Floodplain Ordinance and Town's Master Plan.

Information and services available at the Planning Department include:

- •Assistance with completing Planning Board applications.
- •Application review for conformance with Site Plan/Subdivision regulations.
- •Recommendations for approval or denial of applications for Site Plan Review, Subdivision of Land and Special Permits (wetland impact).
- •Assistance to the public in understanding the town's zoning ordinances with respect to Site Plan and/or Subdivision applications.
- •Information on the Rye Master Plan.
- •Planning Board meeting agenda minutes.

The Planning Board meets on the second Wednesday of each month at 7:00 PM in the Court Room of Rye Town Hall. The deadline for submissions is the second Friday of each month. Those wishing to appear before the Planning Board must apply for a hearing at least twenty-one business days prior to the first meeting in the month they want to be heard. All permit applications must be complete and must be submitted prior to the meeting. The Technical Review Committee meets two weeks before the Planning Board to review the application for completeness. Visit or call the Planning Department to find out which permit applications are required for your project and for assistance in completing them. The Planning and Zoning Administrator may be reached at 964-9800 x132. The office is on the first floor of Town Hall and is open Monday through Friday from 8:00 AM to 3:00 PM.

The current Planning Board members are Chair, Bill Epperson (2019), Philip Winslow (2019) Vice Chair, Jerome A. Gittlein (2017), Priscilla V. Jenness (2019) (Selectmen's Representative), Melvin R. Low (2018), and Keriann Roman (2017). The current alternates are Anne Crotty (2016) JM Lord 2017 and Jeffrey A. Quinn 2018. Visit the Planning Board page on the Rye website http://www.town.rye.nh.us for schedules, deadlines, fee information, forms, regulations and downloads.

POLICE DEPARTMENT

The mission of the Rye Police Department is to work in partnership with the citizens of the community. The Department enhances public safety and reduces the occurrence of crime. Members of the Rye Police Department work with the citizens and other public safety agencies to protect and serve our community and its citizens with respect and dignity. Under the leadership of Chief Kevin Walsh, the Rye Police are committed to these goals and continue to serve with pride and honor.

In addition to the Police Chief, the department has eight full time and five part time officers. Other staff members include an Administrative Assistant, an Animal Control Officer and, during the summer months, four parking enforcement officers.

The Police Department is located with the Fire Department at 555 Washington Road in the center of Rye. The Police Department is open 24 hours a day. The business hours for the office are Monday through Friday 8:00 AM to 4:30 PM. The business phone number is (603) 964-7450. The fax number is (603) 964-7458.

Uniformed officers perform responsible and visible law enforcement duties, including patrol, investigation, traffic control, and a variety of other duties to preserve the peace and protect life and property in the Town, and enforce Federal and State laws and local ordinances and by laws.

The Rye Police Department has a website www.ryepolice.us and a face book page facebook.com/ryepolice. The purpose of these sites is to provide easily accessible information to residents and visitors. New information is added to the sites daily. Visit the website for forms you may need such as pistol permits or to register your home when you are on vacation.

The Police Department enforces parking ordinances. The average parking fine is $30.00, and an additional 5% is added if the fine is not paid within 5 days. Parking appeals can be initiated by visiting our website or filling an appeal form at the police station during business hours.

Rye Police do respond to business and home alarms. The Town of Rye has an ordinance allowing three false alarms per calendar year without billing. If you have questions you may visit the police website and review the ordinance or call during business hours at (603) 964-5522. The policy of the Rye Police Department is to err on the side of safety and respond to any alarm call received, even if it has been cancelled.

The Rye Police are dispatched through the Rockingham County Sheriff's Department 24 hours a day seven days a week at (603) 964-5521. **Call 911 for an emergency**. To report a crime: file a police report, or request an officer to respond call (603) 964-5521. If you wish to report a crime anonymously you can call Seacoast Crime Stoppers (603) 431-1199 or www.seacoastcrimestoppers.org. No concern is too minor. Remember the small issue or concern may be the information the police need to solve a crime or help prevent a crime from occurring.

The message is: See it. Hear it. Report it.

PUBLIC WORKS DEPARTMENT

The Public Works Department is responsible for public road maintenance (including paving and repair), snow removal, and operation of the Transfer Station.

The Transfer Station is on Grove Street, and is open every day but Sunday and Monday. Check the Public Works page on the town website (http://www.town.Rye.nh.us) for Transfer Station hours of operation. Most trash, yard waste, and recyclable material can be disposed of at the Transfer Station. Only items from Rye will be accepted at the Transfer Station. A nominal fee is charged for some items such as computer monitors, batteries, stuffed furniture and insulation. The Transfer Station is now recycling fluorescent bulbs and similar mercury bulbs for $1-3 per bulb, and ballast from fluorescent fixtures for $5-10 per ballast, depending on size. Other mercury products, such as rechargeable batteries, thermostats and cell phones are accepted at no cost. Only cash is accepted when payment is required for specific items. Go to the Public Works page on the Rye website for a complete list of items that carry fees and items that will not be accepted at the Transfer Station. Free compost, sand-salt mix, and loom are all available at the Transfer Station for Rye residents.

Recycling is mandatory in Rye. Do your part. It saves the Town of Rye money and helps the environment. The Director of the Public Works, Dennis McCarthy may be reached at 309 Grove Road in Rye. Call at (603) 964-5300.
E-mail dmccarthy@town.rye.nh.us.

RECREATION DEPARTMENT/ COMMISSION

The Recreation Department of the Town of Rye operates under the direction of the Rye Recreation Commission. The Recreation Commission believes that recreation provides a critical foundation for the quality of life that makes Rye unique. Recreation is essential to the health and well-being of the individual residents and the community of Rye. Recreation activities and services have far-reaching personal, social, economic and environmental benefits. The role of the Rye Recreation Department is to ensure that a broad range of recreation opportunities is available and accessible for all residents and that these are consistent with the needs and interests of the community and the space and resources available.

The Recreation Department offers a wide variety of programs including but not limited to: golf lessons, skateboard lessons, indoor tennis lessons, ski and snowboard lessons, music lessons, basketball league, pick-up and open court basketball, soccer league, yoga classes, Gymboree classes, babysitter's course, adult and infant CPR courses, first aid courses, knitting workshops, summertime horyezons day camp, lego robotics workshop and camp, baseball camp, basketball camp, golf camp, skateboard camp, soccer camp, surfing camp and tennis camp. In addition, the After School Program is open to kindergarten through fifth grade students. It is held at Rye Elementary School and operates 2:45-5:50 PM, Monday through Friday and services a vital need in our community.

Special events such as Rye Art in Bloom, Bicycle Rodeo, Speaker Series, Independence Day Celebration and the Memorial Day Ceremony are offered in collaboration with other community partners.

The Recreation Area is located at 55 Recreation Road in Rye and is comprised of the Flash Jenness Memorial Little League Field, Ralph Morang Athletic Field, Recreation House, Recreation Modular and Playground.

The members of the Recreation Commission are currently Chair, Janet Stevens (2017), Greg Mikolaities (2018), Stacey Brooks (2017), Corey Belden(2019), Brett Mulvey (2018), Maggie Duffy-Durkin (2019) and Judy Scott (2019). They meet monthly to conduct business. Each meeting is open to the public and interested persons are welcomed to attend and encouraged to contribute thoughts and ideas toward making Rye a more vibrant community.

The Recreation Department Staff include the Recreation Director, Programs Supervisor, Administration and Programs Assistant, Recreation Programs Assistant and Counselors. The Recreation Department Office is located at 55 Recreation Road in Rye. It is open Monday-Friday, 8:00-4:30 PM For more information contact Rye Recreation at (603) 964-6281.

Parks and Beaches in Rye

Rye Harbor State Park	Rye Elementary School Nature Trail
Wallis Sands Beach and Wallis Sands State Beach	Jenness Beach which includes Sawyer's Beach, Cable Road Beach and Jenness State Beach
Rye Recreation Area	Rye Woods
Odiorne Pointe State Park	Foss Beach and Bass Beach

RYE SCHOOLS

The Rye School District has both an elementary school and a middle school that serve over 540 students. Both Rye Elementary School and Rye Junior High School were recently re-accredited through the New England Association of Schools and Colleges. The Rye Elementary School is located at 461 Sagamore Road, Rye, NH 03870. The principal is Patricia-Lane Richardson. The phone number is (603) 436-4731. The Rye Junior High School located at 501 Washington Road, Rye, NH 03870. The principal is Chris Pollet. The phone number is (603) 964-5591. Rye Junior High was named a finalist for the 2011 NH Excellence in Education Award. Through the AREA (Authorized Regional Enrollment Area) agreement, Rye high school students attend Portsmouth High School.

Each of the Rye schools has a Principal, Guidance Counselor, Food Service Director and Nurse. Both Rye schools share a Technology Director, and Special Education Coordinator. The school year is 180 days for students. To receive information about how to enroll a student, you may call the Rye Elementary School for grades K-5 or the Rye Junior High School for grades 6-8. The documentation required for each new student includes a birth certificate, proof of residency, and proof of required immunizations.

The Rye School District is part of School Administrative Unit 50 – (SAU 50) which includes the school districts of Greenland, Newington and New Castle. There are four administrators for SAU50: superintendent, assistant superintendent, business administrator and special education director. The SAU50 administrators oversee many different areas of the four member districts including payroll, human resources, finances, accounting, special education, professional development and

curriculum. SAU50 is managed by the SAU50 School Board which includes all school board members from Rye, Greenland, Newington and New Castle. The SAU50 School Board is responsible for hiring the Superintendent; acting on the Superintendent's nominations for SAU50 professional staff; establishing the salaries of all SAU50 personnel; adopting a budget for SAU50 expenses; and developing policies that affect all school districts in the SAU. SAU50 also oversees all member school's curricula to ensure consistency and alignment to the NH State Curriculum Frameworks. The meeting times for the SAU Board can be found at the website www.SAU50.org.

The Rye School Board is comprised of five members, each of whom is elected to a three-year term. The current chair is Jeanne Moynahan. The other members are Mike Moody, Kate Hillman, Scott Marion and Kevin Brandon. The terms are staggered so that not all Board members are elected in the same year. The Rye School Board meets monthly during the school year, every third Wednesday at 6:00 p.m.in the Rye Junior High cafeteria, unless otherwise noted. The meetings are open to the public. For more information please check the website: www.ryeschoolboard.us.

SEWER COMMISSION

The Town of Rye Sewer Commission is responsible for the administration, billing, operation and maintenance of the Rye Sewer District. The Commission also administers the billing and operation of Adams Mobile Home Park sewer system on Lafayette Road in Rye which is connected to the City of Portsmouth sewer system. Inspections at the three pumping stations are performed daily to insure the system is operating properly. Station maintenance is contracted out to the Town of Hampton as the Town of Rye wastewater collection system discharges to the Town of Hampton and is treated at Hampton's WWTP.

Sewer Customers are billed quarterly for a capital recovery charge based on their properties front footage and for an operation, maintenance and replacement charge based on H2O consumption. The list of sewer charges and fees are adjusted quarterly and available at the Sewer Commission Office. The Sewer Commission has a process for abating customers for accessory or incidental water usage that does not enter the public sewer system. A permit is required and customers are responsible for the installation and expense of a secondary meter. The meter is read annually and the customer is abated for the consumption.

Any person, contractor or plumber who will be installing sewer pipes and making sewer connections in Rye must be licensed by the Town. The cost of the Installers License is one hundred dollars (one-time fee) and can be obtained at the Sewer Commission Office.

The Sewer Commission is comprised of three elected members whose terms are staggered. Currently the Commissioners are Chairman David Kohlhase (2017), Peter Kasnet (2018) and David Adams (2019) as commissioners. The Commission meets monthly to conduct business, set policies and rates. The meetings are held the second Tuesday of each month in the courtroom at Town Hall and the public is encouraged to attend.

The Sewer Commission Administrator is Lee Arthur. The Sewer Commission Office is located on the second floor of Rye Beach Post Office building and is opened Monday - Friday, 8:00 AM. – 12:00 PM. For more information contact the Rye Sewer Commission at (603) 964-6815.

SUPERVISORS OF THE CHECKLIST

The Supervisors of the Checklist are responsible for maintaining the list of registered voters in Rye (the checklist). There are three Supervisors of the Checklist, each of whom is elected by town vote to a six-year term. Currently the Supervisors are Sally S. King (2018), Jane Holway (2022) and Madeline Chichester (2020). New residents of Rye or residents who have attained legal voting age register to vote at the Town Clerk's office in the Town Hall. It is the Supervisors of the Checklist who approve each addition to the list of registered voters. Contact the Supervisors of the Checklist at the Town Clerk's office (603) 964-8562.

The Supervisors of the Checklist meet four times annually to review and approve or reject new voter applications. The reasons for possible rejection might be because someone is not a Rye resident, is too young, or is not a US citizen. Often the issue is inadequate documentation which can be easily resolved.

The Supervisors' meetings are noticed and are open to the public. The Supervisors are required by law to hold a meeting ten days prior to each election. Residents who wish to register to vote, and registered voters who wish to change their affiliation from "Undeclared" to a political party should check with the Supervisors of the Checklist or the Town Clerk. The Supervisors of the Checklist are present at each year's Town Deliberative Session, School Board Deliberative Session, and at the polling place on every Election Day. Residents may register to vote at the Deliberative Sessions or on Election Day, as long as they have the required identification and proof of residency. While anybody may attend the Deliberative Sessions, only registered voters may speak or vote at those meetings.

TOWN CLERK/TAX COLLECTOR

The Town Clerk has been responsible for maintaining town records since Rye was incorporated in 1729. Those 280+ year-old records still exist in the vault at Town Hall under the stewardship of the Town Clerk/Tax Collector, Donna Decotis. In addition to learning something about Rye's history, you can go to the Town Clerk/Tax Collector's office to:

- Register a motor vehicle or renew your vehicle registration. Registrations are renewable in your birth month each year, unless the vehicle is leased or is in a trust or company name. The Town Clerk/Tax Collector's office mails out vehicle registration renewal reminders. All transfers require the original of your most recent registration.
- Obtain a marriage license. Both the bride and groom need to be present when applying for a marriage license. They should each bring proof of identification (driver's license or passport), and, if either party has been previously married, divorce decree(s) or death certificate(s) to show proof of how the prior marriage(s) ended. The licensing process takes approximately thirty minutes. You must arrive before 4 p.m. to complete the licensing process.
- Obtain copies of vital records (birth, marriage, divorce and death certificates). Depending on the year of occurrence, persons requesting copies of vital records will need to show proof of identification and advise how they are related to the individual on the record.

• License your dog - All dogs must be licensed by April 30 each year. You must have a statement from your vet that your dog has a current rabies vaccination to have your dog licensed. If you have not registered your dog in Rye before, you will also need to show proof of spay/neuter, if applicable, in order to obtain the lowest rate.

• Obtain a New Hampshire State Wetlands/Dredge and Fill Permit Application, and file the application. Instructions on how to file the application and requirements are listed on the application form. (An applicant will likely also need to file for a Town Special Permit at the Planning Board office.)

• Register to vote: You will need to show proof of identification and proof of residency to become a registered voter. You can register to vote at the Town Clerk/Tax Collector's office up to 10 days prior to any election. You can also register at the polls on Election Day and on other appointed days with the Supervisors of the Check List. Call the Town Clerk/Tax Collector's office or go to that page on town website for voter registration information.

• Apply for/obtain an absentee ballot: You will need to be a registered voter in the Town of Rye, and provide proof of identification to obtain an absentee ballot. Each person must pick up and return his or her own absentee ballot in person unless transacted by mail.

The Town Clerk/Tax Collector also files tax liens and tax deeds, and handles all phases of federal, state and local elections, from registering new voters, issuing absentee ballots, taking official minutes, printing ballots, to recording and certifying the votes.

Rye collects property taxes from all property owners twice each year. The taxes are due July 1st and April 1st (or the next business day, if those dates fall on a weekend), or 30 days from the mailing of the tax notices. New Hampshire State law requires that the tax bills be mailed at least 30 days prior to their due date, and that no late-payment interest can be charged for a minimum of 30 days from the date the bills are mailed. Since the new tax rate is not determined until the fall each year, the First Issue tax bill is 1/2 of the previous year's full tax. Each year's new tax rate is based on the Town budget, contractual obligations, and new expenditures from Warrant Articles passed by the voters in March of that year. The Second Issue tax bill is based on the new tax rate, and states the full year's taxes, minus the amount that was paid on the First Issue tax bill which was due in July. Taxes may be paid in person at the Town Clerk/Tax Collector's Office, by mail, or on-line on the Town of Rye website. Instructions for payment and hours of operation are printed on the front of each tax bill.

If a property's taxes, as well as any other Town bills such as sewer bills, have not been paid by December 1st following the assessment for the new fiscal year, then New Hampshire statutes requires that a lien be placed on that property. The Town Clerk/Tax Collector will send out delinquency notices in January and the Notices of Impending Lien in March. Thirty days after the Notice of Impending Tax Lien is sent out, a lien will be placed on the property and recorded with the Registry of Deeds, and stays with that deed until redeemed. The property owner has two years and one day to redeem the property by paying all of the taxes, penalties and interest. If they are still not paid at that time, the deed for that property must be transferred to the town. It is then up to the Board of Selectmen to decide what to do with the property. In the last decade only thirteen small parcels have been deeded to the town. In twenty-three years only two homes were taken by tax deeding but were both sold back to the owners.

The Town Clerk/Tax Collector's office is located on the first floor at the Town Hall. The office is open Monday through Friday, 8:00AM - 4:30PM and Saturday mornings from 8:00 AM till Noon. The phone number for the Town Clerk/Tax Collector, Donna DeCotis, is (603) 964-8562 or 964-6777. Her current term runs to 2017. She is assisted by her Deputy Town Clerk/Tax Collector Wendy Bookholz. The Assistant Town Clerk/Tax Collector is Amy Thibodeau. You can visit the Town Clerk/Tax Collector's page on the Town of Rye website at www.town.rye.nh.us for more specific information on most of the services provided. Look under "Departments" on the home page.

TOWN MODERATOR

The first moderator, in 1726, was Jotham Odiorne. Moderators generally alternated every other year, although the same people sometimes repeated over several years. The Town kept the position within a close-knit group of familiar Rye names: Odiorne, Philbrick, Jenness, Locke, Parsons, Goss and Brown. Up to 1903, only a handful of other families held the office.

Current moderators tend to serve for multiple terms. Today, Rye's Town Moderator is elected by town vote to a two year term. As specified by RSA 40:4, the moderator presides over our Deliberative Session each February; sets the rules of the meeting within the law (subject to being over-ruled by the Deliberative Session of those assembled); controls the flow and subject of discussion (based on the Warrant, including budgetary Articles); maintains an orderly meeting; and announces the results of each vote.

The Town Moderator also oversees the town vote each March, as well as all elections and primaries for local, state and national offices that are held in Rye. At the town vote, the Moderator opens and closes the polls, and regulates the business that occurs there between the opening and closing to ensure the integrity of the voting process.

The Town Clerk, with the Moderator's help, sets up the polling place at the request of the Board of Selectmen. The Moderator ensures that the election process complies with state and federal statutes; keeps the polling place free from electioneering influence; works with the Supervisors of the Checklist to review challenges to voters; processes absentee ballots; oversees the counting of the ballots; and reports the results of the vote after the counting is complete. The current Town Moderator is Bob Eaton elected to serve until 2016. He can be reached at eatonlaw@comcast.net.

TOWN TREASURER

The office of Treasurer in Rye was created in 1771. The first treasurer to handle the town money was Samuel Jenness. There is no other Town Treasurer recorded until 1879. The funds were held by the Selectmen until that time. In 1879 it was David Jenness who was elected Treasurer. Then there was a succession of familiar family names into the 1900's: Brown, Garland, Drake, Parsons, Woodman and Remick.

The Rye Town Treasurer is an elected official, and serves a three-year term. The Treasurer is responsible for all of the financial assets of the town except those under the jurisdiction of the Trustees of the Trust Funds and those special funds that are managed by other Town officers as prescribed by law. The Treasurer signs all Town payroll and Accounts Payable checks; has the authority (along with the Board of Selectmen) to borrow on behalf of the Town; maintains all of the Town's bank accounts; and reconciles the Town's bank statements. The Treasurer also holds the Town's escrow and other cash accounts.

The Finance Department, Tax Collector, and Town Clerk provide the Treasurer with cash receipts reports on a weekly basis. And the Treasurer provides monthly reports regarding the Town's financial assets to the Finance Director.

The current Treasurer is Jane Ireland, whose office is on the second floor of the Rye Town Hall.

TRUSTEES OF THE TRUST FUNDS

There are three Trustees of the Trust Funds. The responsibilities of the Trustees of the Rye Trust Funds are to:

- safeguard the money in the trust funds;
- comply with the provisions of the documents establishing the trusts;
- approve an investment policy for the trust funds annually;
- invest the funds according to the investment policy;
- pay out the income and the principal according to the trust documents; and
- prepare and submit annual reports to the Town and to the State of NH.

The three trustees retain custody of all trust funds held by the Town. The funds are invested in deposits in federally or state-chartered banks or associations authorized as to banking institutions in New Hampshire, in deposits in New Hampshire credit unions, in United States government bonds, notes or other obligations, or in state, county, town, city, school district, water and sewer district bonds and the notes of towns or cities in New Hampshire. They may also invest in stocks and bonds which are legal for investment by any bank or association chartered by New Hampshire to engage in a banking business. They may also invest in participation units in the public deposit investment pool established pursuant to RSA 383:22.

The Trustees of the Rye Trust Funds do retain investments of the town's assets received from donors until maturity based upon a formal investment policy for all investments made by them for any trust funds held in their custody. The investment policy is reviewed and confirmed at least annually. The investment

policy of the Rye Trustees of the Trust Funds, pursuant to RSA 31:25, addresses the issues of safety, income generation, and cash flow/liquidity. The Trustees of the Trust Funds have responsibility for more than three million dollars ($3,389,508.90 as of August 9, 2013, according to the Annual Report 2013, pp. 69-70) consisting of common funds for the cemetery and library, various other funds donated for the benefit of the library and cemetery, as well as capital reserve and expendable trusts which represent funds put aside by the town, by the Water District, the Rye Beach Precinct, School Department, and Library for specific purposes.

The Trustees are also responsible for capital reserve funds as governed by RSA 35-9, which reads, "The moneys in each such fund shall be kept in a separate account and not intermingled with other funds of said municipality." The monies in the capital reserve funds are used exclusively for the projects defined by each fund's name. All of these accounts are detailed in the Annual Report of the Town published by the Selectmen in March of each year and available at Town Hall and available on the town website at www.town.rye.nh.us.

There are three Trustees of the Rye Trust Funds: Jeffrey Balboni (2017), R. Christopher Nee (2019), and Kerry Pope (2018). Each trustee is elected to a three-year term. The terms are staggered so that no more than one Trustee is up for re-election in any one year. The Trustees of the Trust Funds meet at least quarterly and more often as necessary. Meeting notices are posted at the Town Hall and the Rye Public Library. The meetings are open to the public.

WELFARE DEPARTMENT

The Welfare Department exists to assist people in need with General Assistance so that they will have food and shelter and their medical needs met. The Welfare Department helps people determine their eligibility for General Assistance. It provides guidelines and assistance in completing required applications and explaining the applicant's responsibilities and rights.

The broad mandate of the New Hampshire Law [RSA 165] subjects the town to wide variation in costs which are difficult to predict. The Town may recover sums spent on support from relations of the assisted person, through property and settlement liens, through reimbursement from Medicaid or Social Security, from another legally liable municipality, or from the recipient. In some communities recipients of assistance may be required to work for the Town as a condition of continued eligibility for assistance, but that welfare-work program is not available in Rye at this time. See RSA 165:19. Assistance funds are provided by the Town of Rye, while the eligibility and need are handled by the Portsmouth Welfare Department in consultation with the Rye Town Administrator. The Director of the Portsmouth Welfare Department can also make the applicants aware of any other programs for which they may qualify if they are ineligible for General Assistance, or if their needs exceed that which is covered by General Assistance. Residents of other New Hampshire towns, if they meet certain basic criteria, can seek assistance from the Welfare Department. Once a welfare recipient has regained financial stability, the Town of Rye may ask the recipient's home town for recovery of the aid it provided. Those interested in information about or applying for General Assistance should contact the Portsmouth Welfare Department. The phone number for the Welfare Department is (603) 610-7260.

ZONING BOARD OF ADJUSTMENT [ZBA]

The Rye Zoning Board of Adjustment is part of the Planning and Zoning Department. It is a quasi-judicial board. It reviews the Zoning Ordinance and case law to evaluate whether an applicant merits a particular waiver, exception or variance from the Zoning Ordinance or Building Code.

The powers of the ZBA are set forth in RSA 647:33 and include the powers to hear administrative appeals, to grant variances and special exceptions, and to grant equitable waivers of dimensional requirement. In exercising such powers, the ZBA may reverse or affirm, wholly or in part or may modify the decision appealed from and may make such decision as ought to be made. Moreover, in making any decision, the Rye Zoning Ordinance and Rye Zoning map provide the legal basis for the Board of Adjustment's work.

The ZBA provides necessary flexibility to ensure that the Rye Zoning Ordinance is applied equitably to all property. In addition to statutory law, there is also case law which is the interpretation courts have given to various statutes and ordinances when applied to specific cases. Case law further clarifies the provisions contained in both state and local regulations.

RSA 674:16 specifies that the "zoning ordinance shall be designed to regulate and restrict:

(a) The height, number of stories and size of buildings and other structures;

(b) Lot sizes, the percentage of a lot that may be occupied, and the size of yards, courts and other open spaces;

(c) The density of population in the municipality; and

(d) The location and use of buildings, structures and land used for business, industrial, residential, or other purposes."

Every zoning ordinance adopted in New Hampshire must include the establishment of a ZBA. RSA 673:1 The members can either be elected or appointed. RSA 673:3 After the March 2012 Rye Election, the ZBA members of Rye must be elected. The ZBA consists of five members each to serve three year terms. The terms are staggered. The current Rye Zoning Board consists of five members and up to five alternates appointed by the Selectmen to staggered 3-year terms. The current Chair is Patricia Weathersby (2018). The current members are Clerk Burton Dibble (2017), Shawn Crapo (2017), Patrick Driscoll (2019), and Vice Chair Paul Goldman (2017). The alternates are Greg Mikolaities (2017), Robert Lincoln (2019) and Charles Hoyt (2019).

The Zoning Board meets at 7:00PM on the 1st Wednesday of each month in the Court Room of Town Hall. There are different types of Applications that can be submitted to the Zoning Board (Special Exception, Variance, Administrative Appeal, Waiver of Building Code and Equitable Waiver). An applicant seeking a Variance must first obtain a building permit denial from the Building Inspector. For more specifics on these Applications and their requirements, go to the Zoning Board page on the Rye website (http://www.town.rye.nh.us/zoning/) and download Instructions to Applicants from the Forms pull-down menu. The deadline for submittal of applications to be discussed by the Board is the second Friday of each month. Specific deadlines are posted on the website.

• **VARIANCE**: A variance is an authorization, which may be granted under special circumstances, to use your property in a way that is not permitted under the strict terms of the Rye Zoning Ordinance. A denial for a Building Permit is first required before an applicant can apply for a variance before the ZBA. For a variance to be legally granted, you, the Petitioner, must show that your proposed use meets all five of the following criteria:

1. Granting the variance would not be contrary to the public interest.

2. Special conditions exist such that literal enforcement of the ordinance results in unnecessary hardship,
3. The variance would be consistent with the spirit of the ordinance.
4. Granting the variance would do substantial justice.
5. No diminution in the value of surrounding properties would be suffered.

• **SPECIAL EXCEPTION**: A special exception is an authorization, which may be granted under special circumstances, for a specific use that is a permitted use under the Zoning Ordinance so long as the use complies with specific conditions as set forth in the Ordinance.

• **EQUITABLE WAIVER OF DIMENSIONAL REQUIREMENT**: As provided for under N.H. RSA 674:33-a (and Section 1.4.2.1 of the Zoning Ordinance):

> When a lot or other division of land, or structure thereupon, is discovered to be in violation of a physical layout or dimensional requirement imposed by a zoning ordinance enacted pursuant to RSA 674:16, the Zoning Board of Adjustment shall, upon application by and with the burden of proof on the property owner, grant an equitable waiver from the requirement, if and only if the Board makes specific findings.

• **APPEAL FROM AN ADMINISTRATIVE DECISION**: Appeals to the

Board of Adjustment concerning any matter within the Board's powers as set forth in RSA 674:33 and RSA 676:5 may be taken by any person aggrieved, or by any officer, department, board, or bureau of the municipality affected, a) from a

decision of an administrative official, or b) from a Planning Board decision or determination, in the exercise of subdivision or site plan review, which is based upon the terms of the zoning ordinance, or upon any construction, interpretation, or application of the zoning ordinance, which would be appealable to the Board of Adjustment if it had been made by an administrative officer.

• **APPEAL OF BUILDING CODE DECISION**: In Rye, the Zoning Board of Adjustment acts as the Building Code Board of Appeals. The Board has the power, upon an appeal filed with it by any person aggrieved by a decision of the building inspector dealing with the building code, to vary the application of any provision of the building code to any particular case when, in its opinion, the enforcement of the building code would do manifest injustice and would be contrary to the spirit and purpose of the building code and the public interest.

To contact the Rye Zoning Board: Kimberly Reed, Planning and Zoning Administrator at (603) 964-9800 x132 or kreed@town.rye.nh.us Monday-Friday 8:00 AM. - 3:00 PM.

Rye Water District

The Rye Water District is a distinct and separate entity. The Rye Water District provides drinking water and hydrant service to a substantial portion of Rye. The Rye Water District operates three wells, three storage tanks, a booster station, and 255 hydrants and maintains approximately 38 miles of water mains.

The three District representatives are currently Ralph Hickson (2018), Thomas Clifford (2016) and Arthur Ditto (2017).

At the end of 2009, the Water District had $7.4 million in assets that were mostly comprised of long-lived assets such as Water Storage Structures, Distribution Mains Pumping Stations & Equipment and Land & Buildings. Considering those assets of a shorter lived nature (10 years or less), only five items to be acquired were valued at $10,000 or more: three were vehicles and one was a generator. The other item, a meter reader system, has been replaced.

Because water projects typically involve substantial capital, the impact of which is reflected over many years of funding from tax revenues and through separate funding by citizens of the Town, last year's Capital Improvements Plan report included a section for Rye Water District project plans. It was reported that the Town wide water system was planning for a Water Treatment plant, the engineering for which was approved in the March 28, 2009 Rye Water District Annual Meeting. The Rye Water District did not submit a building survey but stated there are no expenses planned for the existing building over the next six years that would exceed the CIP threshold of $15,000.00.