

Exeter Board of Selectmen Meeting
Monday, July 24th, 2017, 7:00 p.m.
Nowak Room, Town Office Building
10 Front Street, Exeter NH

1. Call Meeting to Order
2. Bid Opening – Contract 3, Wastewater Facility Project (Main Pump Station and Force Main)
3. Public Comment
4. Minutes & Proclamations
 - a. Proclamations/Recognitions – Principles of Paris Climate Accord, Parks/Recreation Month
5. Approval of Minutes
 - a. July 10th, 2017
6. Appointments
7. Discussion/Action Items
 - a. Finance Department Report and Quarterly Financial Report
 - b. Ad-Hoc Human Services Committee Funding Update
 - c. 79-E Public Hearing – 1 Franklin Street (Long Block Condominiums)
 - d. Discussion: Swasey Parkway Pavillion Surplus Funds
8. Regular Business
 - a. Tax, Water/Sewer Abatements & Exemptions
 - b. Permits & Approvals
 - c. Town Manager Report
 - d. Selectboard Committee Reports
 - e. Correspondence
9. Review Board Calendar
10. Non-Public Session
11. Adjournment

Don Clement, Chairman
Exeter Selectboard

Posted: 7/21/17 Town Office, Town Website

Persons may request an accommodation for a disabling condition in order to attend this meeting. It is asked that such requests be made with 72 hours notice. If you do not make such a request, you may do so with the Town Manager prior to the start of the meeting. No requests will be considered once the meeting has begun.

AGENDA SUBJECT TO CHANGE

PROCLAMATION

SELECTBOARD OF EXETER, NEW HAMPSHIRE

The Exeter Board of Selectmen proclaims commitment to uphold the principles of the Paris Climate Accord to hold the increase of global temperature by reducing our greenhouse gas emissions.

WHEREAS, we will explore alternative renewable energy sources; and

WHEREAS, we will continue to seek investing in green building technologies for our facilities where possible; and

WHEREAS, we will work to reduce our energy consumption; and

WHEREAS, we will invest in more fuel efficient vehicles; and

WHEREAS, we will work toward the adoption of a 'complete streets' policy that encourages alternative transportation; and

WHEREAS, we will enhance and maintain green forested natural resources;

NOW, THEREFORE, BE IT RESOLVED that the Exeter Selectboard, the governing body of the Town of Exeter, New Hampshire does hereby adopt this resolution in concert with the Paris Climate Accord. Exeter's Master Plan speaks to the mission of adhering to, maintaining and practicing environmental sustainability. We will work to accomplish this through various means and initiatives.

Approved and Signed this 24th day of July, 2017

Don Clement, Chairman

Anne L. Surman, Vice-Chairman

Kathy Corson, Clerk

Dan Chartrand, Selectman

Julie D. Gilman, Selectwoman



TOWN OF EXETER, NEW HAMPSHIRE

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Designation of July as Park and Recreation Month

WHEREAS parks and recreation programs are an integral part of communities throughout this country, including the Town of Exeter; and

WHEREAS our parks and recreation are vitally important to establishing and maintaining the quality of life in our communities, ensuring the health of all citizens, and contributing to the economic and environmental well-being of a community and region; and

WHEREAS parks and recreation programs build healthy, active communities that aid in the prevention of chronic disease, provide therapeutic recreation services for those who are mentally or physically disabled, and also improve the mental and emotional health of all citizens; and

WHEREAS parks and recreation programs increase a community's economic prosperity through increased property values, expansion of the local tax base, increased tourism, the attraction and retention of businesses, and crime reduction; and

WHEREAS parks and recreation areas are fundamental to the environmental well-being of our community; and

WHEREAS parks and natural recreation areas improve water quality, protect groundwater, prevent flooding, improve the quality of the air we breathe, provide vegetative buffers to development, and produce habitat for wildlife; and

WHEREAS our parks and natural recreation areas ensure the ecological beauty of our community and provide a place for children and adults to connect with nature and recreate outdoors; and

WHEREAS the U.S. House of Representatives has designated July as Parks and Recreation Month; and

WHEREAS the Town of Exeter recognizes the benefits derived from parks and recreation resources

NOW THEREFORE, BE IT RESOLVED BY Board of Selectmen that July is recognized as Park and Recreation Month in the Town of Exeter, New Hampshire.

Don Clement, Chairman

Anne L. Surman, Vice Chair

Kathy Corson, Clerk

Dan Chartrand, Board of Selectmen

Julie Gilman, Board of Selectmen

Russell Dean, Town Manager

Draft Minutes

Exeter Board of Selectman

July 10, 2017

1. Call Meeting to Order

Chairman Don Clement called the meeting to order at 7:00pm in the Nowak Room of the Exeter Town Offices building. Other members present were Vice Chair Anne Surman, Clerk Kathy Corson, Dan Chartrand and Julie Gilman. Town Manager Russell Dean was also present.

2. Public Comment

Mark Damsell, Newfields Road appeared before the board. He received a phone call from the Unitil Forestry Supervisor with addition to ongoing project they are putting new poles and wires along Main Street, Water Street out to Newfields Road. He met with Chris Moultren on June 29th, and discussed going up Water Street and trimming the trees that are over the power lines. Also, a hypodermic needle was found in the Swasey Parkway by a lawn mower on June 29th. On June 30th a Pine tree after the first cross walk in the Parkway was cut down, except 15 feet of the trunk due to dittologia. He was not informed as a trustee that this tree would be cut down. He is shocked that the trustees were not warned that this was happening. He understands the tree needed to come down, but the tree was not a safety issue. He is very upset that this tree was removed as it was not a safety issue. Mr. Dean was not aware of this either and he would look into this.

3. Minutes & Proclamations

There were none.

4. Approval of Minutes

June 19th: Selectman Clement had an amendment because of nonpublic session, after the nonpublic session Selectman Chartrand moved to seal the minutes due to rendering decision, seconded by Selectwoman Corson. That would-be addition. Also, the start time needed to be adjusted to 6:20 PM.

MOTION: Selectman Chartrand moved to approve the June 19th minutes as amended. Selectwoman Gilman seconded. The motion passed unanimously.

June 26th: Similar amendments due to nonpublic session. There was also an update to the adjournment motion. Under section B, in 3 spots there needs to be an update to the name it was Chief Comeau instead of Chief Shupe.

MOTION: Selectman Chartrand moved to approve the minutes of June 26 as amended. Selectwoman Surman seconded. The motion passed unanimously.

5. Appointments—2017 Committee Reappointments

The person who was interviewed last week for the Conservation Commission has temporarily suspended her application due to a conflict.

Discussion Action/Items

a. Economic Development Department Report

Darren Winham appeared before the Board to discuss the Economic Development Department Report. Mr. Winham explained he does project updates every month at the Economic Development Commission meetings. Mr. Winham has asked the economic development commission to reinstate a Business Retention program and he believes that they will do this. They will have an expert speak to them at the next meeting on this issue. Mr. Winham presented a PowerPoint presentation to the Board.

Selectwoman Corson asked who was in his department, it was explained it was just Mr. Winham and a few interns who are not permanent staff. Selectwoman Corson asked when his Strategic Plan would be released and it was confirmed that it would be released with the master plan as they should be symbiotic. Mr. Winham explained that the TIF program on Epping Road has been wildly successful. Mr. Chartrand asked that the TIF that was approved by the voters and set up has generated \$19 million in new property value that has been created. The tax proceeds will go into the TIF fund to pay for the bond for the water and sewer and road. Mr. Dean said the \$19 million in tax value creates a little over \$480,000 in tax revenue. Selectwoman Corson asked if the figure was accurate on what was needed to do the road, water and sewer work. Mr. Winham said they do not know yet.

Mr. Winham explained the projects that have occurred and are upcoming. Mr. Clement asked Mr. Winham to talk about the potential expansion at the rinks. Mr. Winham can talk a little bit about this, but he needs to be careful. He said that in his meetings with them they are looking at an expansion on and off site at an adjacent property to include more sports. Selectman Corson said they needed to look at the Brentwood Road intersection and the road as a whole. Mr. Winham continued to explain ongoing projects. Discussion ensued about a potential project for updates at the train station.

Mr. Winham next discussed down town and Holland Way. Since the previous 79E application went through with this Board he has received another application and there is more interest in this. 79E covers both residential and commercial in that specific area. The owner of Ernest Ave was willing to work with the town on possibly developing some single-family work force housing in this area. Mr. Winham explained that Holland Way has no water and sewer and the land is very wet. Mr. Winham asked with the challenges to this site, is it better to not develop this area, or is it better to try to continue on with what they have, which is offices? Would it be better to consider another use? Mr. Winham is asking for input from the Board and the public, not necessarily tonight but he wanted to get this out there.

Selectman Clement said there were challenges with this site, there is no water and sewer. There also are no lights around a tricky intersection. Also, this site is part of Exeter water supply so protections would be needed. The lot layout is also very unique, where there is one landlocked lot. Selectwoman Corson said there was a lot nearby that did have water and sewer and they couldn't find a buyer for that lot either. Selectwoman Corson also wanted an economic development plan because it would clearly define the properties, including this one. Mr. Dean wanted to say that Mr. Winham is bringing these types of things forward to the Board and the public more and with more information. He wanted to acknowledge this effort. Selectman Chartrand said that sequencing was very important, so he felt that Selectwoman Corson was very wise with her comments. Selectman Chartrand also wanted to say that for right now this was a tough get for Mr. Winham and could get more attention down the road. Mr. Winham said that this corridor just can't be ignored as there are parcels for sale.

Selectman Clement thanked Mr. Winham and asked him to return for an update in a few months.

b. Lease Resolution

Selectman Clement wanted to thank Sheri Riffle for her help putting the agenda together. Mr. Dean explained that this is a typical document the Board has seen before. It is a lease resolution that the Board reads, this resolution authorizes himself as the signatory of the lease and the ability to lease the backhoe and dump truck.

Selectwoman Corson read the resolution.

MOTION: Selectman Clement moved to adopt the resolution as read by Selectwoman Corson, Selectman Chartrand seconded. The motion passed unanimously.

6. Regular Business

a. Tax, Water/Sewer Abatements & Exceptions

There were none.

b. Permits & Approvals

MOTION: Selectman Chartrand moved to approve the application for town hall main floor for Heronfield Academy, Festival of Light concert on 12/12/17-12/15/17, Selectwoman Surman seconded. The motion passed unanimously.

MOTION: Selectman Chartrand moved to approve the application for town hall main floor for Pine Street Players at Christ Church for a Play on 1/12/18-1/15/18, Selectwoman Surman seconded. The motion passed unanimously.

MOTION: Selectman Chartrand moved to approve the application for town hall main floor, for Exeter Parade Committee on 7/18/17, Selectwoman Surman seconded. The motion passed unanimously.

MOTION: Selectman Chartrand moved to approve the application for town hall main floor for Red Brick Church on 10/21/17, Selectwoman Surman seconded. The motion passed unanimously.

c. Town Managers Report

Mr. Dean wanted to let everyone know that there are detours up on Court Street and the bridge project is underway and will run through October. He also followed up on the Swasey Pavilion question from the last meeting, there is an account and it has about \$7400 in it and this will be a discussion point on how to determine how this money could be used and may be used in the future.

Mr. Dean wanted to note that the paving program is underway. Selectwoman Corson noticed the detour sign for String Bridge being closed and she does not want people to think downtown is closed it is not the major bridge into downtown. She wondered if the sign could be changed to add that down town is open to business.

Mr. Dean also went back to look at the Right to Know training, they do fee for service and it is \$475 for either 2 hours or 4 hours. He needs to confirm which with them. The chamber has reached out to him and they have refurbished the bench in the town hall and the electric work has some unexpected expenses as it has to be completely redone. This will delay their moving in until September 1st. The chamber wanted to confirm that it was ok if the lease would be September 1st instead. Selectman

Clement did not want to charge them a monthly rent until they were in the space, they will delay it until they have a certain date.

d. Selectman Committee Reports

Selectwoman Gilman wanted to update the Board on last week's discussion on the Paris Climate Accord, she has been working with Selectman Clement on this. The samples they have seen are very political and they do not want to be political. They just want to do the right thing. Selectman Chartrand and herself will be meeting with Enna Grazier on the types of projects they can do. Also, she asked people not to forget the American Independence Festival on Saturday, July 15th.

Selectwoman Gilman had some questions about the academy's work on Front Street, she asked if anyone knew the process for them just being able to move forward and make changes to the road. Mr. Dean explained that they have had discussions with the DPW, and some pieces of projects had been before a few Boards. Selectman Chartrand said the issue is that the Select board oversees roads and they never appeared before them. Selectman Clement said the DPW did a citizen's presentation for the upcoming work that will be done on String bridge and it was televised and public. Selectman Clement said last week there were significant disruption to Front Street, and this was not publicly relayed to anyone. Contractors were stopping traffic, and not the police. Selectman Clement felt that when this happens they need to have a process to get this information out. He feels it's a matter of curtesy not just to this Board but to the residents.

Selectman Chartrand asked if Selectman Clement and Mr. Dean could meet with Roger to go over the process and express concerns. Selectwoman Corson said her concerns are also about losing as many as 7 parking spaces. We as a town are trying to be more ADA compliant and they are removing spots and having people park further away. Selectwoman Surman has concerns with major things occurring and no one on the Select board knows about it. The Board is the leadership of the town and they do not know about these things, and this causes her concerns. Mr. Dean said that the town ordinance, 504 which talks about rights of way and excavation of public streets and it gives the control to the DPW. There are layers of review built into the ordinance but he doesn't think it addresses what constitutes a major vs. minor project and what level of review is required for each. Selectman Clement said he and Mr. Dean could meet with Roger and then report back to the board, but also that they should investigate the process and get more input on their public streets.

Selectwoman Gilman went back to the Climate Change and said there would be a seminar by Energize 360 at the library on July 24 6:30-7:30PM. This will discuss renewable energy and what you can do in your own home.

e. Correspondence

- Letter from Racial Unity in the Community stating they received a grant.
- Letter from David O'Hearn about the Paris Climate Agreement
- Letter from Exeter Rises thanking the Board.
- Letter from Renay Allen thanking the Board for taking lead on Paris Climate Agreement
- Notice from ZBA about a hearing on property that abuts town land
- Letter from Eversource indicating they will be doing work to improve infrastructure.
- Letter from Unitil stating they will be conducting vegetation management in parts of town including using herbicides.

- Selectman Chartrand asked which right of ways were included here, and Mr. Dean confirmed they would work on getting this information.
- Letter from End 68 Hours of Hunger thanking for the donation in Mike Morgan's memory.
- Letter from Society of Sant Vincent de Paul Exeter thanking for the donation in Mike Morgan's memory.

7. Review Board Calendar

Selectman Clement wanted to schedule a couple follow ups next week at a short meeting. There are some bid openings and discuss the park pavilion trust. They have a report about debris in the river, and invasive species and they have some information from Mr. Perkins, including an estimate.

Non-Public Session

There was no non public session.

8. Adjournment

Selectwoman Chartrand moved to adjourn, seconded by Selectwoman Gilman. The motion passed. The Board stood adjourned at approximately 8:55 p.m..

Respectfully Submitted, Jennifer Dionne, Recording Secretary



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TO: BOARD OF SELECTMEN AND RUSS DEAN, TOWN MANAGER
FROM: DOREEN CHESTER, FINANCE DIRECTOR
SUBJECT: BUDGET VS ACTUAL RESULTS (UNAUDITED) AS OF 6/30/17 & 6/30/16
DATE: JULY 24, 2017

General Fund Budget vs. Actual Revenues and Expenses

General Fund Revenues

As of the second quarter ended, June 30, 2017, (“current year”) General Fund (“GF”) actual revenues are \$ 10.2M and approximately the same for June 30, 2016 (“prior year”). General fund revenues are 55% collected in the current year versus 57% in the prior year.

General fund revenues for the first half of the current year consist of:

- First half Property Tax Revenue - \$ 7.3M
- Motor Vehicle Revenues - \$ 1.4M
- Building & Permit Fees - \$ 336K
- Other Permits and Fees - \$ 83.9K
- State Highway Block Grant -\$116K
- Income from Departments -\$ 400.5K
- State Grants - \$ 6.4K
- Rental Revenues - \$11.5K
- Miscellaneous Revenues - \$3K
- Appropriations for Warrant Articles - \$ 506K

Amounts voted from fund balance, (\$100k in 2017 and \$ 175K in 2016) are shown separately as a note, because they do not effect current year net income. These line item amounts are warrant articles voted from the fund balance to pay for the Sick Leave Trust and Snow/Ice Non-CRF Funds held by the Trustee of Trust Funds.

General Fund Expenditures

General Fund expenditures are 46% spent against budget or \$ 8.6M through the second quarter of 2017 versus 47% or \$ 8.4M spent through the second quarter of the prior year. In general, department expenditures are on target for the six months ended June 30,2017.

- **General Government Group (BOS, TM, HR, Legal, TC, EL and MO)**

General government group expenditures are \$ 483K or 53% spent through the current quarter versus \$ 530 or 56% spent through the second quarter of the prior year. Actual expenditures through the second quarter 2017 average 50% spent except for legal and election expenses. Legal expenses are \$ 23K or 29% and \$17K lower than the prior year due less general legal matters through June 30, 2017. Election expenses are 37% or \$7K spent which is \$ 7K less in the current year due to reduced election activity in 2017.

- **Finance Group (Finance, Tax, Assessing and IT)**

Finance group expenditures are \$ 371.8K or 45% spent against the current year budget versus a slight decrease of approximately \$1K from \$ 372K or 48% spent against the prior year budget.

- **Planning and Building Inspection Departments**

Planning and Building Inspection expenses are \$ 264K or 49% spent against the budget for current year versus expenses of \$ 215K or 43% through the second quarter of the prior year. The majority of the \$49K variance is due to the vacancy of the planning director position in the first quarter of 2016. The second quarter of 2017 includes 6 months of the Planning Director's salary, benefits and taxes versus approximately 3 months for the second quarter of the prior year. The timing of planning dues of \$ 12K last year versus nothing paid so far this year influences the current year variance.

- **Police Department**

Police department expenditures are \$1.76M or 46% spent against the current year budget versus \$ 1.67M or 44% against budget in the prior year. Current year expenses are slightly higher due to most full-time positions in police administration, staff and patrol, at full staff through the second quarter of 2017 versus the police chief vacancy and staff division vacancies early in second quarter of 2016. Part-time wages have decreased by \$10K for the first half of the year due to vacancies in the administrative positions. The communications department had one full-time vacancy at the end of the current year second quarter which will affect the third quarter if the vacancy remains unfilled. Budgeted computer expenses are \$5K higher than the prior year due to timing of computer equipment purchases.

- **Fire Department**

Fire Department expenses are \$ 1.78M or 47% spent against budget through the end of the second quarter of 2017. The year over year variance is approximately \$ 11K higher due to a combination of factors. In the fire suppression division, vacation replacement is \$33K or 92% spent against budget and sick replacement is \$29K or 74% spent against the budget in the current year. The reason for these expenditures are due to fire department employee illnesses and/or scheduled absences. These expenses are up by \$24K and \$15K, respectively

over the prior year. These increases are offset by the timing and deferral of vehicle maintenance of \$9K, uniforms of \$6K and equipment purchases of \$13K in the second quarter of 2017 versus the prior year. The administrative division is \$268K or 49% spent with an increase of \$13K over the prior year directly attributable to budgeted salary and benefit increases.

- **Public Works Department**

The Public works department budget is \$1.5M or 38% spent against budget this year versus \$ 1.3M or 34% spent against budget in the prior year and a \$259K increase year over year.

The current year snow and ice budget is in a \$38K deficit and is higher by \$159K or 95% over the prior year. The DPW administrative division shows a \$30K increase for budgeted salaries and benefits which includes the budgeted hiring of an engineering assistant position that has been vacant for a couple of years, Maintenance division expenses \$508K or 46% spent against the current year budget. Expenses year-to-date are higher by \$10K over the prior year in part due to the construction of handicapped accessible restrooms in the Town Hall building with costs through June 30, 2017 of approximately \$50K.. Increased costs are offset by the timing of software agreement payments of \$9K that occurred in the first half of the prior year, but has not yet occurred this year. Highways and streets is \$585K or 28% spent which reflects an increase of \$62K over the prior year. The increase is due to budgeted wages and benefits, street marking and storm drain cleaning expenses during the first half of the year. In general, highway department expenses are not at 50% due to timing of highway projects scheduled for summer and early fall. The solid waste department is \$370K or 41% spent year to date versus spending of \$357K in the prior year. A five-year solid waste contract was awarded to Waste Management and signed in May of 2017. The contract runs through 2020 and includes a 3% inflationary cap each year.

- **Welfare Department**

Welfare department expenditures are \$42K or 113% versus 28K or 44% in the prior year. Some of the direct relief expenditures are offset by donated revenue from The Cambridge Trust. Payments to date have reimbursed the Town for \$ 23K in the first half of 2017. This revenue is included the welfare reimbursements category and is reported as part of Income from Departments in the general fund.

- **Human Services**

A Human Services Committee was formed during the second quarter of 2017 to discuss options and propose a plan to evaluate human service agencies and how the \$ 100,000 in the new human services budget within the general fund would be allocated.

- **Parks & Recreation**

Parks & Recreation expenditures to date are \$246K or 50%. Expenses in the current year are \$1K less than the prior year expenditures of \$ 247K or 51%. Budgeted wages, taxes and

benefits have increased in the Recreation division by \$ 3.8K and in the Parks division 1.9K which are offset by less spending in the area of contracted services of \$7K.

General Fund Net Income

- **General Fund Net Income** as of June 30, 2017 is \$1.6M versus \$ 1.7.M in the prior year. All of the items affecting net income are described in the revenue and expense sections above.

Water Fund Budget vs. Actual Revenue and Expenditures

Water Fund Revenues

- Water Fund (“WF”) enterprise revenues are \$1.55M or 47% collected against budget as of the quarter ended June 30, 2017. Gross revenues for the prior quarter were \$1.23M or 41%. The increase of \$316K in revenues over the prior year is mostly due to the water rate increases that were approved and commenced in the first quarter of 2017.

Water Fund Expenses

- Water Fund expenses are 52% or \$ 1.7M spent against budget through the second quarter of 2017 and have increased by \$ 366K over the prior year.
- Water administration expenses have increased by \$ 26K and is attributable to budgeted wages, benefits and tax increases of \$8.8K and a liability insurance increase of \$16K over the prior year.
- Water billing expenses have decreased slightly in the current year by \$2.7K and are attributable to temporary wages needed in the prior year versus the current year.
- Water distribution expenses have increased by \$ 35K over the prior year. The current increase is due to contract maintenance for the water tanks of \$29K and water system maintenance of \$15K which are offset by decreases in wages, taxes and benefits of \$5K due to employee turnover in the water distribution department and other miscellaneous decreases.
- Water Debt Service expense is the biggest driver of increased expenditures in the current year versus the prior year. Bond principle and interest payments for the Lary Lane Groundwater Treatment Plant began in 2017 that increased debt service by \$307K through the first half of the year.

Water Fund Net Income/ (Deficit)

- Water Fund Net Deficit for through the current quarter is \$ (140.8K) versus \$ (148) K net deficit through the second quarter of the prior year. All of the factors affecting net income are stated in the revenue and expense sections.

Sewer Fund Budget vs. Actual Revenues and Expenditures

Sewer Fund Revenues

- Sewer Fund (“SF”) revenues through the current quarter are \$ 1.4M or 60% collected. The prior year reflects revenues of \$ 506K or 21%. The biggest driver of the \$ 923K increase to revenues is the new sewer rates increase that became effective in the first quarter of 2017.

Sewer Fund Expenses

- Sewer Fund expenses are \$ 1.5M or 64% spent against budget through the first half of the year compared to \$1.4M or 54% spent against budget in the prior year.
- Sewer Collection expenses are \$432K or 66% spent against budget through the first half of the current quarter versus \$243K or 34% spent in the prior year. The largest driver of the increase of \$ 189K are unanticipated expenditures of \$ 149.8K for a large sewer main break on High Street during the second quarter of this year. An increase in overtime wages of \$25K for this department was partially due to the High Street sewer main break.
- Sewer Treatment expenses are \$ 86K or 18% spent against the current year budget versus \$ 102K or 22% spent in the prior year. The variances are due to timing of expenditures this year versus last year and consist of \$ 6K lab testing, \$4K SCADA software/hardware expense, \$ 4K equipment expense and \$ 4K property tax insurance.
- Sewer Debt Service has decreased by \$16.5K through the first half of the current year due to declining interest balances of older interest on debt and second year interest payments for sewer line projects on Lincoln & Main Streets.

Sewer Fund Net Income/ (Deficit)

- Sewer Fund Net Deficit has decreased by \$ 750K over the prior year. The net deficit through the first half of the year is \$ 108K versus prior year net deficit of \$ 853K. All of the factors affecting net income are stated in the revenue and expense sections.

Revolving Funds - Budget vs. Actual Revenues and Expenses

EMS Revolving Fund

- EMS Revolving Fund Revenue is \$ 287K for the first half of 2017 versus \$ 299K in the prior year. Although ambulance run volume has increased slightly in 2017. Comstar billing and collections seem to have slowed, but are expected to catch up by the end of the year.
- Wages, taxes and benefits are \$ 82K or 43% spent against the current year budget versus \$ 98K or 52% spent against budget through the first half of the prior year. EMS overtime

is down \$14K or 30% in the first half of the current year and accounts for most of the \$ 15K decrease. The overtime decrease is due to timing of paramedic training that will occur in the fall of the current year.

- General Expenses are \$ 126K or 70% spent against budget thus far for 2017 versus \$137K or 85% spent against the budget in 2016. Paramedic training of \$11K is an additional expense to the fund in the current year, but increased costs are offset by a \$4K decline in capital outlay and \$5.6K less in ambulance lease payments that included new Motorola equipment for the new ambulance last year.
- Current year net income of \$78.9K reflects an increase of \$13K over the prior year net income of \$65K through the first half of the year.

Cable Television Revolving Fund (“CATV”)

- CATV revenues are \$41.2K and \$38.5K as of June 30, 2017 and June 30,2016, respectively. The first quarterly payment from Comcast is typically received in second quarter of each year.
- Wages and benefits are \$36K spent against budget for the first half of 2017 versus \$27K spent against budget in the prior year. The variance of \$9K is due to the hiring of a full-time person for which hours are split 50% to IT and 50% to CATV and an increase in part-time CATV wages.
- General expenses. The \$ 9K variance is due to CATV equipment purchases for computer hardware in 2017.
- Net Deficit is \$ \$(33.5K) for the first half of the current versus \$(11K) in the prior year. A net deficit is typical in the CATV fund for this time of the year, because of the timing of payment of Comcast revenues to the Town.

Recreation Revolving Fund (“RR”)

Recreation Revolving Fund Revenues are \$ 412K or 77% collected in the current year versus \$ 340K or 70% collected in the prior year that represents an increase of \$71.6K over the prior year.

- Program revenue is \$266K and increased by \$ 8K over the prior year due to expansion of the number of registrants permitted to camp programs. Recreation trip revenue also increased by 50% to \$14K in the current year. A transfer in of \$ 56K for the McKay project on Epping Road added to the overall increase while there were other small decreases.
- Wages and taxes spending is \$27K and 15% for the first half of the year versus \$ 35K or \$22% in the prior year. The decrease year over year is due to the timing of when the seasonal staff began working in 2017 versus 2016.

- General expenses include categories directly related to recreation programs as well as pool chemicals, water bills, printing, advertising and pool food expenses. These expenses are \$128K or 38% spent against the current year budget versus \$144K or 49% spent against the prior year budget through the first half of the year. The variance of \$16K is due to timing of pool maintenance, printing and program expenses this year versus the prior year.
- Net income has increased by \$95K or 51% for the current year from \$ 162K in the prior year to \$ 257K in the current year. One of the drivers of the increase is the timing of expense payments

Town of Exeter

General Fund Revenues (unaudited)
As of June 30, 2017 and June 30, 2016

DRAFT

Description	Current Year 2017 Budget vs Actual				Prior Year 2016 Actual vs Budget				Notes
	2017 Budget	Actual Revenue 06/30/17	\$ Variance	% Collected	2016 Budget	Actual Revenue 06/30/16	\$ Variance	% Collected	
Property Tax Revenue	\$ 12,301,631	\$ 7,333,158	\$ (4,968,473)	59.6%	\$ 12,076,071	\$ 7,703,795	\$ (4,372,276)	63.8%	Includes property tax less overlay, plus jeopardy, yield, current use and PILOT taxes, penalties and interest. 1st half of property taxes were billed in the 2nd quarter.
Motor Vehicle Permit Fees	2,630,000	1,439,365	(1,190,635)	55%	2,550,000	1,342,283	(1,207,717)	53%	Motor vehicle registration and fees
Building Permits & Fees	440,852	336,333	(104,519)	76%	310,000	185,992	(124,008)	60%	Fees charged by Building & Code Enforcement
Other Permits and Fees	205,000	83,876	(121,124)	41%	205,000	78,456	(126,544)	38%	Includes GF portion of Cable TV & Vital Statistics Fees
Meals & Rooms Tax Revenue	754,028		(754,028)	0%	754,028		(754,028)	0%	Meals & Rooms Revenue received from the State in December each year
State Highway Block Grant	292,791	115,897	(176,894)	40%	292,791	118,937	(173,854)	41%	Federal Highway Grant Received quarterly
Other State Grants/Reimbursements	38,884	6,375	(32,509)	16%	38,884	21,078	(17,806)	54%	Railroad Tax, RERP, Other Miscellaneous State Grants
Income from Departments	850,000	400,498	(449,502)	47%	850,000	422,952	(427,048)	50%	General Revenues charged by Town Departments
Sale of Town Property	12,500	-	(12,500)	0%	12,450	6,200	(6,250)	50%	Line item reserved for sales of Town property
Interest Income	1,000	183	(817)	18%	1,000	552	(448)	55%	Interest income earned on bank accounts
Other Miscellaneous Revenues	22,180	14,585	(7,595)	66%	22,075	12,358	(9,717)	56%	Town Rental Property, Donated Property and Town Hall rental income
Revenue Transfers In/Out	588,560	-	(588,560)	0%	464,435	-	(464,435)	0%	Transfers in from Trustee of Trust Funds for Sick Trust/ Other Transfers
Total General Fund Revenues	\$ 18,137,426	\$ 9,730,270	\$ (8,407,156)	54%	\$ 17,576,734	\$ 9,892,603	\$ (7,684,131)	56%	
Total Appropriations	506,199	506,199		100	266,098	266,098			Appropriated Revenue from Taxation for Warrant Articles Voted
Gross Revenues	\$ 18,643,625	\$ 10,236,469	\$ (8,407,156)	55%	\$ 17,842,833	\$ 10,158,701	\$ (7,684,131)	57%	Total Revenue from All GF Sources

* Grant Funding from NHDOT not included in the above total: \$ 443,009 for Epping Rd, Spring and Winter St sidewalks and \$ 120K for Kingston Rd. Sidewalks.

Town of Exeter
 General Fund Expenses (unaudited)
 As of June 30, 2017 and June 30, 2016

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General Fund Expenditures

DEPARTMENT	Current Year 2017 Budget vs Actual				Prior Year 2016 Budget vs Actual				Notes
	2017 Budgeted Expenses	Actual Expenses 06/30/17	\$ Variance	% Spent	2016 Budgeted Expenses	Actual Expenses 06/30/16	\$ Variance	% Spent	
Total General Government	\$ 917,030	\$ 482,757	\$ 434,273	53%	\$ 944,252	\$ 530,661	\$ 413,591	56%	BOS, TM,HR, IT, TC, Elections, TTF, Transportation and Legal Expenses
Total Finance	819,193	371,879	447,314	45%	774,735	372,835	401,900	48%	Finance, Treasurer, Tax Collection & Assessing
Total Planning & Building	533,902	264,069	269,833	49%	505,345	214,863	290,482	43%	Planning, Building, Conservation and other Commissions
Total Economic Development	137,072	67,196	69,876	49%	136,911	63,389	73,522	46%	Salary, benefits and general expenses
Total Police	3,835,634	1,760,915	2,074,719	46%	3,794,930	1,668,499	2,126,431	44%	Police Admin, Staff, Patrol, Communications Salaries,Benefits and General Expenses
Total Fire	3,774,065	1,778,122	1,995,943	47%	3,729,684	1,767,424	1,962,260	47%	Includes wages, taxes, benefits and general expenses of the Fire Administration, Suppression, Health and Emergency Management Departments. Ambulance OT,benefits, taxes and expenses are included in the Ambulance Revolving Fund.
Total Public Works	3,916,536	1,504,452	2,412,084	38%	3,670,129	1,245,322	2,424,807	34%	Includes wages, benefits and general expenses of Public Works: Administration,Highway, Solid Waste, Street Lights and Snow Removal Departments.
Total Maintenance	1,101,908	508,666	593,242	46%	1,058,218	487,946	570,272	46%	Includes wages, benefits, taxes, maintenance projects and related expenses of Maintenance Dept and
Total Welfare	37,778	42,558	(4,780)	113%	64,666	28,776	35,890	44%	Wages and benefits of Executive Admin are allocated to this department.
Total Human Services	100,000	-	100,000	0%	-	-	-	-	BRC and BOS voted to put Human Services into the budget for 2017 instead of on a Warrant Article.
Total Parks & Recreation	495,969	246,114	249,855	50%	486,003	247,210	238,793	51%	Includes P&R wages, benefits and general expenses. Summer staff in rec revolving fund.
Total Other Culture/Recreation	45,451	23,408	22,043	52%	45,451	18,838	26,613	41%	Patriotic Purposes, Holiday Parade, Brass Band
Total Library	1,002,526	456,426	546,100	46%	927,413	429,974	497,439	46%	Library Wages & Benefits and Library Expense Budget Allocation
Total Debt Service & Capital	1,117,392	884,596	232,796	79%	1,157,400	995,858	161,542	86%	General Fund Capital Purchases, Debt Service Principle and Interest
Payroll Benefits & Taxes	302,970	233,196	69,774	77%	281,597	273,666	7,931	97%	Payroll, Health Buyouts, W/C, U/C and Insurance
Total General Fund Expenses	\$ 18,137,426	\$ 8,624,354	\$ 9,513,072	48%	\$ 17,576,734	\$ 8,345,261	\$ 9,231,473	47%	Total of all General Fund Expenses
Appropriation for Warrant Articles	\$ 506,199	\$ -	\$ 506,199	0%	\$ 266,099	\$ 66,776	\$ 199,323	25%	Warrant Articles - expenses appropriated as voted.
Total Expenditures	\$ 18,643,625	\$ 8,624,354	\$ 10,019,271	46%	\$ 17,842,833	\$ 8,412,037	\$ 9,430,796	47%	Total Expenses and Warrant Articles
Net Income/ (Deficit)	\$ -	\$ 1,612,115	\$ 1,612,115	9%	\$ -	\$ 1,746,665	\$ 1,746,665	10%	Net Income/(Deficit)
Amounts Voted from Fund Balance	\$ 100,000	\$ 100,000	\$ 100,000	100%	\$ 125,000	\$ 125,000	\$ -	100%	Sick Leave Trust and Snow/Ice Deficits

Town of Exeter

Water Fund Revenues & Expenses (unaudited)

DRAFT

As of June 30, 2017 and June 30, 2016

Description	Current Year				Prior Year				Notes
	2017 Budget	Actual Revenue 06/30/17	\$ Variance	% Collected	2016 Budget	Actual Revenue 06/30/16	\$ Variance	% Collected	
Water Fund Revenues									
Water Enterprise Revenues	\$ 3,308,733	\$ 1,545,150	\$ (1,763,583)	47%	\$ 2,975,555	\$ 1,229,293	\$ (1,746,262)	41%	Water Consumption Fees, Service Charges, Impact Fees and Misc. Fees
Appropriations for Warrant Articles	\$ 78,502	\$ 78,502	-	100%	\$ 20,526	\$ 20,526	-	100%	
Gross Water Revenues	\$ 3,387,235	\$ 1,623,652	\$ (1,763,583)	48%	\$ 2,996,081	\$ 1,249,819	\$ (1,746,262)	42%	Water Consumption Fees, Service Charges, Impact Fees and Misc. Fees
Water Fund Expenditures									
DEPARTMENT	2017 Budgeted Expenses	Actual Expenses 06/30/17	\$ Variance	% Spent	2016 Budgeted Expenses	Actual Expenses 06/30/16	\$ Variance	% Spent	
Water Administration	\$ 418,895	\$ 237,203	\$ 181,692	57%	\$ 386,447	\$ 210,735	\$ 175,712	55%	Staff Administration Wages & General Expenses
Water Billing	\$ 150,153	\$ 73,339	\$ 76,814	49%	\$ 142,358	\$ 76,057	\$ 66,301	53%	Billing Wages and associated expenses
Water Distribution	\$ 846,144	\$ 389,116	\$ 457,028	46%	\$ 822,081	\$ 353,613	\$ 468,468	43%	Water Distribution Wages and Expenses
Water Treatment	\$ 713,277	\$ 338,901	\$ 374,376	48%	\$ 741,065	\$ 290,930	\$ 450,135	39%	Water Treatment Wages and Expenses
Water Fund Debt Service	\$ 1,102,718	\$ 724,172	\$ 378,546	66%	\$ 808,604	\$ 430,375	\$ 378,229	53%	Debt Service for Water Fund
Water Fund Capital Outlay	\$ 77,546	\$ 1,702	\$ 75,844	2%	\$ 75,000	\$ 28,464	\$ 46,536	38%	Includes vehicles, WTP maintenance and capital
Total Water Fund Expenses	\$ 3,308,733	\$ 1,764,433	\$ 1,544,300	53%	\$ 2,975,555	\$ 1,396,424	\$ 1,579,131	47%	Total Expenses
Warrant Articles	\$ 78,502		\$ 78,502	0%	\$ 20,526	\$ 1,716	\$ 18,810	8%	Warrant Articles
Total Water Expenses	\$ 3,387,235	\$ 1,764,433	\$ 1,622,802	52%	\$ 2,996,081	\$ 1,398,140	\$ 1,597,941	47%	Grand Total Water Fund Expenses
Net Income/ (Deficit)	\$ -	\$ (140,781)	\$ (140,781)	-100%	\$ -	\$ (148,321)	\$ (148,321)	100%	Net Increase/(Decrease) Revenue over Expenses

Town of Exeter
 Sewer Fund Revenues & Expenses (unaudited)
 As of June 30, 2017 and June 30, 2016

DRAFT

Description	Current Year				Prior Year				Notes
	2017 Budget	Actual Revenue 06/30/17	\$ Variance	% Collected	2016 Budget	Actual Revenue 06/30/16	\$ Variance	% Collected	
	Sewer Fund Revenues								
State Grant Revenue	\$ 26,493	\$ -	\$ (26,493)	0%	\$ 21,472	\$ 5,029	\$ (16,443)	23%	Wastewater and PTAP Grants
Sewer Enterprise Revenues	2,383,661	1,424,493	(959,168)	60%	2,400,549	506,720	(1,893,829)	21%	Revenue from Sewer Usage, Service Charges, Impact and Assessment Fees and other Misc Sewer Revenues
Appropriations for Warrant Articles	10,024	10,024	-	0%	19,979	19,979	-	-	
Sewer Fund Revenues	\$ 2,393,685	\$ 1,434,517	\$ (959,168)	60%	\$ 2,420,528	\$ 526,699	\$ (1,893,829)	22%	Total Sewer Fund Revenues
Sewer Fund Expenditures									
DEPARTMENT	2016 Budgeted Expenses	Actual Expenses 06/30/17	\$ Variance	% Spent	2015 Budgeted Expenses	Actual Expenses 06/30/16	\$ Variance	% Spent	
Sewer Administration Expense	366,832	196,930	169,902	54%	346,779	191,412	155,367	55%	Sewer Admin wages and expenses
Sewer Billing Expense	149,178	72,093	77,085	48%	142,358	68,974	73,384	48%	Sewer Billing wages and expenses
Sewer Collection Expense	657,372	432,754	224,618	66%	708,309	243,449	464,860	34%	Sewer collection wages and expenses
Sewer Treatment Expense	472,725	216,174	256,551	46%	467,636	216,841	250,795	46%	Sewer treatment wages and expenses
Sewer Fund Debt Service Expense	586,123	586,122	1	100%	630,451	602,638	27,813	96%	Sewer Fund Debt Service
Sewer Fund Capital Outlay Expense	123,426	38,602	84,824	31%	77,079	48,445	28,634	63%	Vehicles and Leases
Sewer Fund BAN Interest	28,005		28,005	0%	27,937		27,937	0%	Bond Anticipation Loan Interest for WWTP Design Costs- Payoff is July 2017
Total Sewer Fund Expenses	2,383,661	1,542,675	840,986	65%	2,400,549	1,378,009	1,022,540	57%	Total Sewer Fund Expenditures
Sewer Fund Warrant Articles	10,024		10,024	0%	19,979	1,716	18,263	0%	Warrant Articles
Total Sewer Expenses and Warrant Article	2,393,685	1,542,675	851,010	64%	2,420,528	1,379,725	1,040,803	57%	Grand Total Sewer Expenses
Net Income/(Deficit)	\$ -	\$ (108,158)	\$ (108,158)	100%	\$ -	\$ (853,026)	\$ (853,026)	100%	Net Income/(Deficit)

Town of Exeter
 Ambulance Revolving Fund - Revenues & Expenses (unaudited)
 As of June 30, 2017 and June 30, 2016

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	Current Year				Prior Year				
	2017 Budget	Actual 06/30/17	\$ Variance	%Variance	2016 Budget	Actual 06/30/16	\$ Variance	%Variance	
	EMS- Ambulance Transport Revenue	\$ 507,067	\$ 286,939	\$ (220,128)	57%	\$ 445,612	\$ 299,544	\$ (146,068)	
Wages, Taxes & Benefits	\$ 191,001	\$ 81,733	\$ 109,268	43%	\$ 186,676	\$ 97,584	\$ 89,092	52%	Includes Wages for 1 Dispatcher and Ambulance OT for Supression Dept
General Expenses	\$ 179,531	\$ 126,266	\$ 53,265	70%	\$ 160,246	\$ 136,828	\$ 23,418	85%	Sub-total expenses
Total Expenses	\$ 370,532	\$ 207,999	\$ 162,533	56%	\$ 346,922	\$ 234,412	\$ 112,510	68%	Total of All Expenses
Net Income/(Deficit)	\$ 136,535	\$ 78,940	\$ (57,595)	58%	\$ 98,690	\$ 65,132	\$ (33,558)	66%	Net Income/(Deficit)

Town of Exeter

CATV Revolving Fund- Revenue & Expenses (unaudited)

As of June 30, 2017 and June 30, 2016

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<u>CATV Fund</u>	Current Year				Prior Year				Notes
	2017 Budget	Actual 06/30/17	\$ Variance	% Variance	2016 Budget	Actual 06/30/16	\$ Variance	% Variance	
Description									
CATV Revenue	\$ 147,250	\$ 41,247	\$ (106,003)	28%	\$ 147,250	\$ 38,498	\$ (108,752)	26%	50% of Comcast Revenue to General Fund and 50% to CATV Fund
CATV Expenses									
Wages, Taxes & Benefits	\$ 77,631	\$ 38,056	\$ 39,575	49%	\$ 64,205	\$ 22,435	\$ 41,770	35%	20% of IT Director Salary, PT Wages, payroll taxes, NHRS and insurance
General Expenses	\$ 47,829	\$ 36,724	\$ 11,105	77%	\$ 70,274	\$ 27,342	\$ 42,932	39%	Includes annual E-Channel Assessment
Total Expenses	\$ 125,460	\$ 74,780	\$ 50,680	60%	\$ 134,479	\$ 49,777	\$ 84,702	37%	Total of all expenses
Net Income/(Deficit)	\$ 21,790	\$ (33,533)	\$ (55,323)	-154%	\$ 12,771	\$ (11,279)	\$ (24,050)	-88%	Net Increase over the prior year

Town of Exeter
 Recreation Revolving Fund Revenues & Expenses(unaudited)
 As of June 30, 2017 and June 30, 2016

DRAFT

Description	Current Year				Prior Year				Notes
	2017 Budget	Actual 06/30/17	\$ Variance	% Variance	2016 Budget	Actual 06/30/16	\$ Variance	% Variance	
Rec -Special Events	\$ 97,500	\$ 1,785	\$ 95,715	2%	\$ 92,000	\$ 1,055	\$ 90,945	1%	Budgeted Rev incl Powder Keg Festival
Rec Concession Stand Rev	28,000	6,539	\$ 21,461	23%	27,000	7,293	19,707	27%	Food Concession at Rec Park
Rec Pool Program	40,000	13,570	\$ 26,430	34%	40,000	15,776	24,224	39%	Increased cost of camps by \$ 50 pp and expanded Teen camp by 26 campers
Rec Program Revenue	320,000	266,257	\$ 53,743	83%	290,000	258,123	31,877	89%	Swim Lessons -went up \$ 10pp in 2016
Rec Swimming Program	36,000	33,997	\$ 2,003	94%	31,600	35,842	(4,242)	113%	Fees increased
Rec Trips Program	9,000	14,049	\$ (5,049)	156%	8,200	7,345	855	90%	Sponsorships from: Exeter Area Kiwanis, Convenient MD, Core Physicians, Sweetheart Dance, Exeter Bowling Lanes, Access Sports,Goody Coles Smokehouse, Justin Rivlin and Roberta Lejeune
Sponsorship Revenue	6,100	8,750	\$ (2,650)	100%	1	6,100	(6,099)	610000%	Special Events, Sponsorship, Program, Pool and Trip Revenue
Rec Rev Transfers In		67,181	\$ (67,181)	0%	1	8,971	(8,970)	897100%	
Total Revenue	\$ 536,600	\$ 412,134	\$ 124,466	77%	\$ 488,812	\$ 340,507	\$ 148,305	70%	
Wages, Taxes & Benefits	\$ 185,600	\$ 27,271	\$ 158,329	15%	\$ 158,100	\$ 34,630	\$ 123,470	22%	Camp Salaries and OT for Rec Coordinator
General Expenses	\$ 339,100	\$ 127,588	\$ 211,512	38%	\$ 296,500	\$ 143,869	\$ 152,631	49%	Expenses related to pool, camp and trips
Total Rec Revolving Expenses	\$ 524,700	\$ 154,859	\$ 369,841	30%	\$ 454,600	\$ 178,499	\$ 276,101	39%	Total Wages, Taxes, Benefits and General Expenses
Net Income/(Deficit)	\$ 11,900	\$ 257,275	\$ (245,375)	2162%	\$ 34,212	\$ 162,008	\$ (127,796)	474%	Net Increase of revenues over expenses versus prior year.

Town of Exeter
 Analysis of Accounts Receivable Aging - Water & Sewer
 June 30, 2017 vs June 30, 2016

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	<u>Current</u>	<u>31-60 Days</u>	<u>61-90 Days</u>	<u>Over 90 Days</u>	<u>Total</u>
As of 06/30/17	\$ 582,306		\$ 30,497	\$ 30,376	\$ 643,179
Percent Outstanding	91%	0%	5%	5%	100%
<hr/>					
As of 06/30/16	\$ 516,606		\$ 19,021	\$ 141,253	\$ 676,880
Percent Outstanding	76%	0%	3%	21%	100%
<hr/>					
Increase/(Decrease)	\$ 65,700	\$ -	\$ 11,476	\$ (110,877)	\$ (33,701)
	13%	0%	60%	-78%	-5%

Current accounts receivable increases are mostly due to water and sewer rate increases.

Accounts receivable over 90 days have decreased by 78% or \$ 110.8K due to the payoff of a large receivable over 90 days in the 3rd quarter of 2016.

Current Year

Breakdown of Water/Sewer Accounts Receivable Outstanding by Year: As of June 30, 2017

<u>Year</u>	<u>Water</u>	<u>Sewer</u>	<u>Total</u>	Percent of Total
2008		226	226	0.04%
2009	4	141	145	0.02%
2010	(270)	173	(97)	-0.02%
2011		1,239	1,239	0.19%
2012		206	206	0.03%
2013		210	210	0.03%
2014		217	217	0.03%
2015	166	420	586	0.09%
2016	669	1,160	1,829	0.28%
*2017	312,778	325,840	638,618	99.29%
Total	313,347	329,832	643,179	100%

Town of Exeter
 Analysis of Property Tax/Liens Receivable
 As of 6/30/17 and 6/30/16

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<u>Type</u>	<u>Bill Year</u>	<u>Balance Outstanding as of 06/30/17</u>	<u>Balance Outstanding as of 06/30/16</u>	<u>\$ Change</u>	<u>% Change</u>
Lien	2007	1,212	1,212	-	0%
Lien	2008	-	-	-	0%
Lien	2009	375	375	-	0%
Lien	2010	3,523	3,523	-	0%
Lien	2011	10,261	10,715	(454)	(4)%
Lien	2012	9,272	16,206	(6,934)	(43)%
Lien	2013	52,374	91,826	(39,452)	(43)%
Lien	2014	118,988	201,897	(82,909)	(41)%
Lien	2015	213,478	347,955	(134,477)	(39)%
Subtotal		\$ 409,483	\$ 673,709	(264,226)	(39)%
Tax	2016	360,933	4,025,765	(3,664,832)	(91)%
Tax	2017	4,215,103	-	4,215,103	100%
Subtotal		\$ 4,576,036	\$ 4,025,765	\$ 550,271	
Grand Total		\$ 4,985,519	\$ 4,699,474	\$ 286,045	6%

Tax liens receivable decreased from June 2016 through June 2017 by 39% or \$264K for tax lien years 2007-2015.



TOWN OF EXETER
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TO: BOARD OF SELECTMEN AND RUSS DEAN, TOWN MANAGER
FROM: DOREEN RAVELL, FINANCE DIRECTOR
SUBJECT: BUDGET VS ACTUAL RESULTS (UNAUDITED) AS OF 3/31/17 & 3/31/16
DATE: MAY 17, 2017

General Fund Budget vs. Actual Revenues and Expenses

General Fund Revenues

For the quarter ended, March 31, 2017, (“current year”) General Fund (“GF”) actual revenues are \$ 1.6M or 8% of budgeted revenue versus \$1.5M or 8% of budgeted revenue (including warrant articles) as of March 31, 2016 (“prior year”).

General fund revenues in the current year consist of Motor Vehicle Revenues of \$ 683K, Building & Permit Fees of \$82K, State Highway Block Grant of \$58K and Income from Departments of \$ 199K. Property tax revenue consists only of interest and penalty income from delinquent taxes for the first quarter of the year. Property taxes are billed twice each year. The first half property tax billing takes place in the second quarter with a due date of July 1.

Amounts voted from fund balance, (\$100k in 2017 and \$ 175K in 2016) are shown separately as a note, because they do not effect current year net income. These line item amounts are warrant articles voted from the fund balance to pay for the Sick Leave Trust and Snow/Ice Non-CRF Funds held by the Trustee of Trust Funds.

General Fund Expenditures

General Fund expenditures are 19% spent against budget or \$ \$3.6M for the first quarter of 2017 versus 21% or \$ 3.7M spent in the first quarter of the prior year. In general, department expenditures for the first quarter of the year represent average spending.

- General Government Group Expenses (BOS, TM, HR, Legal, TC, EL and MO) expenditures are \$ 206K or 22% spent in the current quarter versus \$ \$318 or 34% spent in the first quarter of the prior year. The decrease of \$112K is due to the timing of payment of Primex liability insurance of \$105K, Town Clerk and Elections Departments’ expenses that are lower by a combined \$2K this year due to fewer elections in the current year versus the prior year and legal expenses are down \$7K from the prior year. These decreases are offset by other miscellaneous expense increases of \$2K in the Town Manager’s Department.
- Finance Group Expenses (Finance, Tax, Assessing and IT) are \$ 173K or 21% spent against the current year budget versus a slight increase of \$3K from \$ 170K or 22% spent against the prior year budget.
- Planning and Building Inspection Department expenses are \$ 107K or 20% spent against the budget for current year versus expenses of \$ 94K or 19% for the first quarter of the prior year. The majority of the \$13K variance is because the first quarter of 2017 includes 12

weeks of the Planning Director’s salary, benefits and taxes versus 4 weeks of salary and taxes (no benefits) in the first quarter prior year. The Planning Director was hired toward the end of the first quarter of 2016.

- Police Department expenditures are \$833K or 22% spent against the current year budget versus \$ 809K or 21% against budget in the prior year. Current year expenses are higher due to all positions in the Police Department at full staff in the first quarter of 2017 versus the Police Chief vacancy and staff division vacancies during the first quarter of 2016.
- Fire Department expenses are \$ 813K or 22% versus \$ 839K or 22% spent against budget in the first quarter. The year over year variance is approximately \$ 25K and is due to lower overtime of \$6K in the current quarter versus the prior quarter. This is offset by the timing of general and protective equipment purchases that are \$ 30K in the first quarter of 2016 versus \$ 2K in purchases in the first quarter of \$ 2017.
- The Public Works Department budget is \$736K or 19% spent against budget this year versus \$ 608K or 17% spent against budget in the prior year. Most of the increase is related to the Snow and Ice budget that is higher by \$ 130K this year over the prior year due to more major snowstorms in the first quarter 2017 versus the first quarter of 2016.
- The Welfare Department has increased expenditures against budget in 2017 of \$5k. The Cambridge Trust has reimbursed direct Relief expenses for \$ 10.9K in the 1st quarter of 2017. The direct relief revenue is included as part of Income from Departments in the General Fund.

General Fund Net Income/ (Deficit)

- General Fund Net (Deficit) as of March 31, 2017 is \$(2.1M) versus \$ (2.2M) in the prior year. Deficits are common for the first quarter of the year, because property taxes, the largest source of the Town’s revenue, are not received until the second and fourth quarters of the year. All of the other facts affecting net income have been described above in the revenue and expense sections above.

Water Fund Budget vs. Actual Revenue and Expenditures

Water Fund Revenues

- Water Fund (“WF”) gross revenues are 23% collected or \$ 766K as of the quarter ended March 31, 2017. Gross revenues for the prior quarter were 19% collected or \$576K. The increase over the prior year is mostly due to the water rate increases that were established and billed during the first quarter of 2017.

Water Fund Expenses

- Water Fund expenses are 24% or \$ 790K spent against budget in the first quarter of 2017. Prior quarter water fund expenses were 18% or 535K spent against prior year budget. The increase is \$ 255K higher than the first quarter of 2016.

- Water Debt Service expenses is the biggest driver of increased expenditures in the current quarter versus the prior quarter. Bond principle and interest payments for the Lary Lane Groundwater Treatment Plant began in the first quarter of 2017 that increased debt service for the water fund.

Water Fund Net Income/ (Deficit)

- Water Fund Net Deficit for the current quarter is \$ (24K) versus a \$ 41K net deficit in the first quarter of the prior year. All of the factors affecting net income are described in the revenue and expense sections.

Sewer Fund Budget vs. Actual Revenues and Expenditures

Sewer Fund Revenues

- Sewer Fund (“SF”) revenues for the current quarter are \$ 652K or 27% collected. The prior first quarter ended reflects revenues of \$ 527K or 22%. The biggest driver of the \$ 125K increase to revenues is the sewer rate increase that became effective in the first quarter of 2017.

Sewer Fund Expenses

- Sewer Fund expenses are \$ 384K or 16% spent against budget at the end of the first quarter compared to \$447K or 19% spent against budget in the prior year.
- Sewer Administration expenses are \$72K or 20% spent in the first quarter of the current year. The prior year reflects spending of \$ 118K or 34% against budget. The variance of \$46K is related to the timing of property and liability insurance payments in the first quarter of 2016, but not paid until the second quarter of 2017.
- Sewer Collection expenses are \$92K or 14% spent against budget in the current quarter versus \$111K or 16% spent in the prior quarter. Differences causing the variance are manhole maintenance of \$8K, timing of workers compensation insurance payment of \$ 4K, a \$ 3K decrease in electricity and various other decreases adding up to \$4K.
- Sewer Treatment expenses are \$ 86K or 18% spent against the current year budget versus \$ 102K or 22% spent in the prior year. The variances are due to timing of expenditures this year versus last year and consist of \$ 6K lab testing, \$4K SCADA software/hardware expense, \$ 4K equipment expense and \$ 4K property tax insurance.
- Sewer Fund Debt Service has decreased by \$8K in the first quarter due to declining interest balances of older interest on debt and second year interest payments for sewer line projects on Lincoln & Main Streets.

Sewer Fund Net Income/ (Deficit)

- Sewer Fund Net Income has increased by \$ 188K over the prior year. Current quarter net income is \$ 268K versus prior year first quarter net income of \$ 79K. All of the factors affecting net income are described in the revenue and expense sections.

Revolving Funds - Budget vs. Actual Revenues and Expenses

EMS Revolving Fund

- EMS Revolving Fund Revenue is 24% collected or \$ 123K for the first quarter of 2017 versus 34% collected or \$ 152K in the prior year first quarter. Although ambulance run volume has increased slightly in 2017 (501 calls versus 495) over the prior year, the Comstar billing seems to have slowed down once again and is expected to catch up by the end of the year.
- Wages, taxes and benefits are \$ 38K or 20% spent against the current year budget versus \$ 58K or 31% spent against budget in the first quarter of the prior year. EMS overtime is down 50% in the first quarter of the current year and accounts for most of the decrease. The overtime decrease is due to timing of paramedic training that will occur in the fall of the current year.
- General Expenses are \$21K or 12% spent against the budget versus \$ 26K or 16% in the prior year quarter. The majority of the difference is the timing of EMS contracted training that was \$4K higher in the prior year.
- Net income has a slight decrease of \$5K in 2017 from \$68K in the first quarter of 2016 versus \$63K in the first quarter of 2017.

Cable Television Revolving Fund (“CATV”)

- CATV revenues are zero for both of the first quarters ended March 31, 2017 and 2016. The timing of the first quarterly payment from Comcast has typically been in the second quarter in the month of May.
- Wages and benefits are \$14K or 18% spent against budget for the first quarter of 2017 versus \$10K or 16% spent against budget in the prior year first quarter. The variance is mostly due to an increase in part-time CATV wages.
- General expenses are \$ 27K or 57% spent against budget for 2017 versus \$24K or 34% spent against the budget in 2016. The \$ 3K variance is due to CATV equipment purchases for computer hardware purchased in the first quarter of 2017.
- Net Deficit is \$ \$(41K) in the first quarter of 2017 versus \$(33K) in the first quarter of 2016. A net deficit is typical in the CATV fund for first quarter of the year, because of the timing of payment of Comcast revenues to the Town.

Recreation Revolving Fund (“RR”)

Recreation Revolving Fund Revenues are \$ 249K or 46% collected in the first quarter of 2017 versus \$ 240K or 49% collected in the first quarter of 2016.

- Program revenue increased again in 2017 due to expansion of the number of registrants permitted to camp programs. Program fees increased for other camp/swim programs in 2017 as well.
- Wages, taxes and benefit spending is flat year over year at approximately \$5K and 3% of the budget spent for the current year quarter and prior year quarter.
- General expenses are \$35K or 10% spent against the current year budget versus \$41K or 14% spent against the prior year budget in the first quarter. The variance of almost \$7K is due to timing of pool maintenance, capital outlay and printing last year versus this year.
- Net income has increased by \$15K or 8% for the current year from \$ 194K in the prior year to \$ 209K in the current year.

Town of Exeter
 General Fund Revenues & Expenses (unaudited)
 As of March 31, 2017 and March 31, 2016

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Description	Current Year Budget vs Actual				Prior Year Actual vs Budget				Notes
	2017 Budget	Actual Revenue 03/31/17	\$ Variance	% Collected	2016 Budget	Actual Revenue 03/31/16	\$ Variance	% Collected	
Property Tax Revenue	\$ 12,301,631	\$ 9,373	\$ (12,292,258)	0.1%	\$ 12,076,071	\$ 25,086	\$ (12,050,985)	0.2%	Includes property tax less overlay, plus jeopardy, yield, current use and PILOT taxes, penalties and interest. 1st half of property taxes are billed in the 2nd quarter.
Motor Vehicle Permit Fees	2,630,000	683,341	(1,946,659)	26%	2,550,000	645,725	(1,904,275)	25%	Motor vehicle registration and fees
Building Permits & Fees	440,852	82,166	(358,686)	19%	310,000	32,634	(277,366)	11%	Fees charged by Building & Code Enforcement Includes GF portion of Cable TV & Vital Statistics
Other Permits and Fees	205,000	17,165	(187,835)	8%	205,000	18,023	(186,977)	9%	Fees
Meals & Rooms Tax Revenue	754,028		(754,028)	0%	754,028		(754,028)	0%	Meals & Rooms Revenue received from the State in December each year
State Highway Block Grant	292,791	57,951	(234,840)	20%	292,791	56,110	(236,681)	19%	Federal Highway Grant Received quarterly
Other State Grants/Reimbursements	38,884	2,125	(36,759)	5%	38,884	2,125	(36,759)	5%	Railroad Tax, RERP, Other Miscellaneous State Grants
Income from Departments	850,000	198,886	(651,114)	23%	850,000	210,331	(639,669)	25%	General Revenues charged by Town Departments
Sale of Town Property	12,500	-	(12,500)	0%	12,450	-	(12,450)	0%	Line item reserved for sales of Town property
Interest Income	1,000	80	(920)	8%	1,000	356	(644)	36%	Interest income earned on bank accounts
Other Miscellaneous Revenues	22,180	8,282	(13,898)	37%	22,075	7,300	(14,775)	33%	Town Rental Property, Donated Property and Town Hall rental income
Revenue Transfers In/Out									
EMS Revolving Fund	245,960		(245,960)	100%	121,835		(121,835)	0%	95% of EMS Revolving Fund Balance
Transfer in from (Gr Dam Study)	36,600		(36,600)	-100%	36,600		(36,600)	0%	Amortization of Great Dam Bond Proceeds
Transfer in from (Gr Dam Removal)	231,000		(231,000)	0%	231,000	231,000	-	100%	
From Trust & Fiduciary Funds	75,000		(75,000)	0%	75,000		(75,000)	0%	Funds Transferred from Sick Leave Trust
Revenue Transfers In/Out	588,560	-	(588,560)	0%	464,435	231,000	(233,435)	50%	Transfers in from Trustee of Trust Funds for Sick Trust/ Other Transfers
Total General Fund Revenues	\$ 18,137,426	\$ 1,059,368	\$ (17,078,058)	6%	\$ 17,576,734	\$ 1,228,690	\$ (16,348,044)	7%	1st Half of Property Taxes are billed in second quarter and due July 1
Total Appropriations	506,199	506,199		100	266,098	266,098			Appropriated Revenue from Taxation for Warrant Articles Voted
Gross Revenues	\$ 18,643,625	\$ 1,565,567	\$ (17,078,058)	8%	\$ 17,842,833	\$ 1,494,788	\$ (16,348,044)	8%	Total Revenue from All GF Sources

* Grant Funding from NHDOT not included in the above total: \$ 443,009 for Epping Rd, Spring and Winter St sidewalks and \$ 120K for Kingston Rd. Sidewalks.

Town of Exeter
 General Fund Revenues & Expenses (unaudited)
 As of March 31, 2017 and March 31, 2016

DEPARTMENT	Current Year				Prior Year				Notes
	2017 Budgeted Expenses	Actual Expenses 03/31/17	\$ Variance	% Spent	2016 Budgeted Expenses	Actual Expenses 03/31/16	\$ Variance	% Spent	
Total General Government	\$ 917,030	\$ 206,090	\$ 710,940	22%	\$ 944,252	\$ 318,308	\$ 625,944	34%	BOS, TM,HR, IT, TC, Elections, TTF, Transportation and Legal Expenses
Total Finance	819,193	173,139	646,054	21%	774,735	169,823	604,912	22%	Finance, Treasurer, Tax Collection & Assessing
Total Planning & Building	533,902	107,105	426,797	20%	505,345	93,987	411,358	19%	Planning, Building, Conservation and other Commissions
Total Economic Development	137,072	31,349	105,723	23%	136,911	29,513	107,398	22%	Salary, benefits and general expenses
Total Police	3,835,634	833,040	3,002,594	22%	3,794,930	809,281	2,985,649	21%	Police Admin, Staff, Patrol, Communications Salaries,Benefits and General Expenses
Total Fire	3,774,065	813,467	2,960,598	22%	3,729,684	838,792	2,890,892	22%	Includes wages, taxes, benefits and general expenses of the Fire Administration, Suppression, Health and Emergency Management Departments. Ambulance OT,benefits, taxes and expenses are included in the Ambulance Revolving Fund.
Total Public Works	3,916,536	739,559	3,176,977	19%	3,670,129	608,681	3,061,448	17%	Includes wages, benefits and general expenses of Public Works: Administration,Highway, Solid Waste, Street Lights and Snow Removal Departments.
Total Maintenance	1,101,908	219,408	882,500	20%	1,058,218	209,022	849,196	20%	Includes wages, benefits, taxes, maintenance projects and related expenses of Maintenance Dept
Total Welfare	37,778	13,455	24,323	36%	64,666	8,643	56,023	13%	Wages and benefits of Executive Admin are allocated to this department.
Total Human Services	100,000	-	100,000	0%	-	-	-	-	BRC and BOS voted to put Human Services into the budget for 2017 instead of on a Warrant Article.
Total Parks & Recreation	495,969	103,845	392,124	21%	486,003	110,666	375,337	23%	Includes P&R wages, benefits and general expenses. Summer staff in rec revolving fund.
Total Other Culture/Recreation	45,451	6,812	38,639	15%	45,451	6,640	38,811	15%	Patriotic Purposes, Holiday Parade, Brass Band
Total Library	1,002,526	177,616	824,910	18%	927,413	163,980	763,433	18%	Library Wages & Benefits and Library Expense Budget Allocation
Total Debt Service & Capital	1,117,392	140,581	976,811	13%	1,157,400	139,089	1,018,311	12%	General Fund Capital Purchases, Debt Service Principle and Interest
Payroll Benefits & Taxes	302,970	48,248	254,722	16%	281,597	195,605	85,992	69%	Payroll, Health Buyouts, W/C, U/C and Insurance
Total General Fund Expenses	\$ 18,137,426	\$ 3,613,714	\$ 14,523,712	20%	\$ 17,576,734	\$ 3,702,030	\$ 13,874,704	21%	Total of all General Fund Expenses
Appropriation for Warrant Articles	\$ 506,199	\$ -	\$ 506,199	0%	\$ 266,099	\$ 27,009	\$ 239,090	10%	Warrant Articles - expenses appropriated as voted.
Total Expenditures	\$ 18,643,625	\$ 3,613,714	\$ 15,029,911	19%	\$ 17,842,833	\$ 3,729,039	\$ 14,113,794	21%	Total Expenses and Warrant Articles
Net Income/ (Deficit)	\$ -	\$ (2,048,147)	\$ (2,048,147)	-11%	\$ -	\$ (2,234,250)	\$ (2,234,250)	-13%	Net Income/(Deficit)
Amounts Voted from Fund Balance	\$ 100,000	\$ 100,000	\$ -	100%	\$ 125,000	\$ 125,000	\$ -	100%	Sick Leave Trust and Snow/Ice Deficits

Town of Exeter

Water Fund Revenues & Expenses (unaudited)

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As of March 31, 2017 and March 31, 2016

Description	Current Year				Prior Year				Notes
	2017 Budget	Actual Revenue 03/31/17	\$ Variance	% Collected	2016 Budget	Actual Revenue 03/31/16	\$ Variance	% Collected	
Water Fund Revenues									
Water Enterprise Revenues	\$ 3,308,733	\$ 748,643	\$ (2,560,090)	23%	\$ 2,975,555	\$ 555,510	\$ (2,420,045)	19%	Water Consumption Fees, Service Charges, Impact Fees and Misc. Fees
Appropriations for Warrant Articles	\$ 17,654	\$ 17,654	-	100%	\$ 20,526	\$ 20,526	-		Fleet Vehicle Lease - Water Allocation
Gross Water Revenues	\$ 3,326,387	\$ 766,297	\$ (2,560,090)	23%	\$ 2,996,081	\$ 576,036	\$ (2,420,045)	19%	Water Consumption Fees, Service Charges, Impact Fees and Misc. Fees
Water Fund Expenditures									
DEPARTMENT	2017 Budgeted Expenses	Actual Expenses 03/31/17	\$ Variance	% Spent	2016 Budgeted Expenses	Actual Expenses 03/31/16	\$ Variance	% Spent	
Water Administration	\$ 418,345	\$ 74,812	\$ 343,533	18%	\$ 386,447	\$ 136,524	\$ 249,923	35%	Staff Administration Wages & General Expenses
Water Billing	\$ 150,153	\$ 32,731	\$ 117,422	22%	\$ 142,358	\$ 36,925	\$ 105,433	26%	Billing Wages and associated expenses
Water Distribution	\$ 846,694	\$ 178,504	\$ 668,190	21%	\$ 822,081	\$ 150,699	\$ 671,382	18%	Water Distribution Wages and Expenses
Water Treatment	\$ 713,277	\$ 157,046	\$ 556,231	22%	\$ 741,065	\$ 162,267	\$ 578,798	22%	Water Treatment Wages and Expenses
Water Fund Debt Service	\$ 1,102,718	\$ 347,156	\$ 755,562	31%	\$ 808,604	\$ 46,774	\$ 761,830	6%	Debt Service for Water Fund
Water Fund Capital Outlay	\$ 77,546		\$ 77,546	0%	\$ 75,000	\$ 1,462	\$ 73,538	2%	Includes vehicles, WTP maintenance and capital
Total Water Fund Expenses	\$ 3,308,733	\$ 790,249	\$ 2,518,484	24%	\$ 2,975,555	\$ 534,651	\$ 2,440,904	18%	Total Expenses
Warrant Articles	\$ 17,654		\$ 17,654	0%	\$ 20,526	\$ -	\$ -	0%	Warrant Articles
Total Water Expenses	\$ 3,326,387	\$ 790,249	\$ 2,536,138	24%	\$ 2,996,081	\$ 534,651	\$ 2,440,904	18%	Grand Total Water Fund Expenses
Net Income/ (Deficit)	\$ -	\$ (23,952)	\$ (23,952)	-100%	\$ -	\$ 41,385	\$ 20,859	100%	Net Increase/(Decrease) Revenue over Expenses

Town of Exeter
Sewer Fund Revenues & Expenses (unaudited)
As of March 31, 2017 and March 31, 2016

Description	Current Year				Prior Year				Notes
	2017 Budget	Actual Revenue 03/31/17	\$ Variance	% Collected	2016 Budget	Actual Revenue 03/31/16	\$ Variance	% Collected	
Sewer Fund Revenues									
State Grant Revenue	\$ 26,493	\$ -	\$ (26,493)	0%	\$ 21,472	\$ 5,029	\$ (16,443)	23%	Wastewater and PTAP Grants
Sewer Enterprise Revenues	2,383,661	642,191	(1,741,470)	27%	2,400,549	506,720	(1,893,829)	21%	Revenue from Sewer Usage, Service Charges, Impact and Assessment Fees and other Misc Sewer Revenues
Appropriations for Warrant Articles	10,024	10,024	-	0%	19,979	19,979	-	-	
Sewer Fund Revenues	\$ 2,393,685	\$ 652,215	\$ (1,741,470)	27%	\$ 2,420,528	\$ 526,699	\$ (1,893,829)	22%	Total Sewer Fund Revenues
Sewer Fund Expenditures									
DEPARTMENT	2016 Budgeted Expenses	Actual Expenses 03/31/17	\$ Variance	% Spent	2015 Budgeted Expenses	Actual Expenses 03/31/16	\$ Variance	% Spent	
Sewer Administration Expense	366,282	71,944	294,338	20%	346,779	118,287	228,492	34%	Sewer Admin wages and expenses
Sewer Billing Expense	149,178	31,986	117,192	21%	142,358	30,215	112,143	21%	Sewer Billing wages and expenses
Sewer Collection Expense	657,922	92,073	565,849	14%	708,309	110,576	597,733	16%	Sewer collection wages and expenses
Sewer Treatment Expense	472,725	85,683	387,042	18%	467,636	102,585	365,051	22%	Sewer treatment wages and expenses
Sewer Fund Debt Service Expense	586,123	65,484	520,639	11%	630,451	73,687	556,764	12%	Sewer Fund Debt Service
Sewer Fund Capital Outlay Expense	123,426	36,900	86,526	30%	77,079	11,546	65,533	15%	Vehicles and Leases
Sewer Fund BAN Interest	28,005		28,005	0%	27,937		27,937	0%	Bond Anticipation Loan Interest for WWTP Design Costs- Payoff is July 2017
Total Sewer Fund Expenses	2,383,661	384,070	1,999,591	16%	2,400,549	446,896	1,953,653	19%	Total Sewer Fund Expenditures
Sewer Fund Warrant Articles	10,024		10,024	0%	19,979		19,979	0%	Warrant Articles
Total Sewer Expenses and Warrant Article	2,393,685	384,070	2,009,615	16%	2,420,528	446,896	1,973,632	18%	Grand Total Sewer Expenses
Net Income/(Deficit)	\$ -	\$ 268,145	\$ 268,145	100%	\$ -	\$ 79,803	\$ 79,803	100%	Net Income/(Deficit)

Town of Exeter

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Ambulance Revolving Fund - Revenues & Expenses (unaudited)

As of March 31, 2017 and March 31, 2016

	Current Year				Prior Year				
	2017 Budget	Actual 03/31/17	\$ Variance	%Variance	2016 Budget	Actual 03/31/16	\$ Variance	%Variance	
EMS- Ambulance Transport Revenue	\$ 507,067	\$ 122,580	\$ (384,487)	24%	\$ 445,612	\$ 151,991	\$ (293,621)	34%	Ambulance Transport Revenue
Wages, Taxes & Benefits	\$ 191,001	\$ 38,030	\$ 152,971	20%	\$ 186,676	\$ 57,649	\$ 129,027	31%	Includes Wages for 1 Dispatcher and Ambulance OT for Supression Dept
General Expenses	\$ 179,531	\$ 21,255	\$ 158,276	12%	\$ 160,246	\$ 26,145	\$ 134,101	16%	Sub-total expenses
Total Expenses	\$ 370,532	\$ 59,285	\$ 311,247	16%	\$ 346,922	\$ 83,794	\$ 263,128	24%	Total of All Expenses
Net Income/(Deficit)	\$ 136,535	\$ 63,295	\$ (73,240)	46%	\$ 98,690	\$ 68,197	\$ (30,493)	69%	Net Income/(Deficit)

Town of Exeter
 CATV Revolving Fund- Revenue & Expenses (unaudited)
 As of March 31, 2017 and March 31, 2016

Description	Current Year				Prior Year				Notes
	2017 Budget	Actual 03/31/17	\$ Variance	% Variance	2016 Budget	Actual 03/31/16	\$ Variance	% Variance	
CATV Fund									
CATV Revenue	\$ 147,250		\$ (147,250)	0%	\$ 147,250		\$ (147,250)	0%	50% of Comcast Revenue to General Fund and 50% to CATV Fund
CATV Expenses									
Wages, Taxes & Benefits	\$ 77,631	\$ 14,072	\$ 63,559	18%	\$ 64,205	\$ 10,015	\$ 54,190	16%	20% of IT Director Salary, PT Wages, payroll taxes, NHRS and insurance
General Expenses	\$ 47,829	\$ 27,350	\$ 20,479	57%	\$ 70,274	\$ 23,799	\$ 46,475	34%	Includes annual E-Channel Assessment
Total Expenses	\$ 125,460	\$ 41,422	\$ 84,038	33%	\$ 134,479	\$ 33,814	\$ 100,665	25%	Total of all expenses
Net Income/(Deficit)	\$ 21,790	\$ (41,422)	\$ (63,212)	-190%	\$ 12,771	\$ (33,814)	\$ (46,585)	-265%	Net Increase over the prior year

Town of Exeter
 Recreation Revolving Fund Revenues & Expenses(unaudited)
 As of March 31, 2017 and March 31, 2016

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Description	Current Year				Prior Year				Notes
	2017 Budget	Actual 03/31/17	\$ Variance	% Variance	2016 Budget	Actual 03/31/16	\$ Variance	% Variance	
Total Revenue	\$ 536,600	\$ 249,092	\$ 287,508	46%	\$ 488,812	\$ 240,226	\$ 248,586	49%	Special Events, Sponsorship, Program, Pool and Trip Revenue
Wages, Taxes & Benefits	\$ 185,600	\$ 5,485	\$ 180,115	3%	\$ 158,100	\$ 4,861	\$ 153,239	3%	Camp Salaries and OT for Rec Coordinator
General Expenses	\$ 339,100	\$ 34,498	\$ 304,602	10%	\$ 296,500	\$ 41,361	\$ 255,139	14%	Expenses related to pool, camp and trips
Total Rec Revolving Expenses	\$ 524,700	\$ 39,983	\$ 484,717	8%	\$ 454,600	\$ 46,222	\$ 408,378	10%	Total Wages, Taxes, Benefits and General Expenses
Net Income/(Deficit)	\$ 11,900	\$ 209,109	\$ (197,209)	1757%	\$ 34,212	\$ 194,004	\$ (159,792)	567%	Net Increase of revenues over expenses versus prior year.

**Town of Exeter
 Analysis of Property Tax/Liens Receivable
 As of 3/31/17 and 3/31/16**

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<u>Type</u>	<u>Bill Year</u>	<u>Balance Outstanding as of 03/31/17</u>	<u>Balance Outstanding as of 03/31/16</u>	<u>\$ Change</u>	<u>% Change</u>
Lien	2007	1,212	1,212	-	0%
Lien	2008	-		-	0%
Lien	2009	832	1,417	(585)	(41)%
Lien	2010	3,659	5,256	(1,597)	(30)%
Lien	2011	10,261	12,819	(2,558)	(20)%
Lien	2012	9,272	19,485	(10,213)	(52)%
Lien	2013	63,174	146,546	(83,372)	(57)%
Lien	2014	142,328	244,273	(101,945)	(42)%
Lien	2015	246,312	485,592	(239,280)	(49)%
Subtotal		\$ 477,050	\$ 916,600	(439,550)	(48)%
Tax	2016	585,000	-	585,000	100%
Subtotal		\$ 585,000	\$ -	\$ 585,000	
Grand Total		\$ 1,062,050	\$ 916,600	\$ 145,450	16%

Tax liens receivable have decreased by 48% or \$ 439.5K for the years 2007-2015.

One percent (1%) of total taxes billed in 2016 are outstanding as of 3/31/17.

Town of Exeter
 Analysis of Accounts Receivable Aging - Water & Sewer
 March 31, 2017 vs March 31, 2016

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	<u>Current</u>	<u>31-60 Days</u>	<u>61-90 Days</u>	<u>Over 90 Days</u>	<u>Total</u>
As of 03/31/17	\$ 598,927	\$ 23,747		\$ 30,753	\$ 653,427
Percent Outstanding	92%	4%	0%	5%	100%
As of 03/31/16	\$ 448,049	\$ 15,974	\$ 19,323	\$ 148,676	\$ 632,022
Percent Outstanding	71%	3%	3%	24%	100%
Increase/(Decrease)	\$ 150,878	\$ 7,773	\$ (19,323)	\$ (117,923)	\$ 21,405
	34%	49%	-100%	-79%	3%

Current accounts receivable increases are mostly due to water and sewer rate increases. Accounts receivable over 90 days have decreased by 79% or \$ 117.9K due to the payoff of a large receivable over 90 days in the 3rd quarter of 2016.

<u>Current Year</u>					
Breakdown of Water/Sewer Accounts Receivable Outstanding by Year: As of March 31, 2017					
<u>Year</u>	<u>Water</u>	<u>Sewer</u>	<u>Total</u>	<u>Percent of Total</u>	
2008		226	226		0.03%
2009	4	140	144		0.02%
2010	(270)	173	(97)		-0.01%
2011		1,239	1,239		0.19%
2012		206	206		0.03%
2013		211	211		0.03%
2014	98	316	414		0.06%
2015	210	420	630		0.10%
2016	27,382	23,227	50,609		7.75%
*2017	302,335	297,510	599,845		91.80%
Total	329,759	323,668	653,427		100%

* Includes current cycle billing

Human Services Agencies	2016	Req 2017	Funded Amount	Fund/No Fund/Partial
Haven (formerly A Safe Place and SASS)		8,500	7,500	fund-partial
Annie's Angels		5,000	4,500	fund-partial
CASA	500	500	500	fund
Child and Family Services	12,000	12,000	10,000	fund-partial
Crossroads House	3,500	3,500	3,500	fund
Families First	5,000	5,000	5,000	fund
Great Bay Kids		2,495	2,000	fund-partial
New Generation Shelter	2,000	2,000	2,000	fund
New Heights (formerly New Outlook Teen)	3,000	3,000	3,000	fund
NHSPCA	1,400	1,400	0	no
Richie McFarland Children's Center	9,900	11,100	10,000	fund-partial
Rockingham Community Action	11,000	11,000	10,000	fund-partial
Rockingham MOW	9,200	9,800	9,500	fund-partial
RSVP (Friend's Program)	2,200	2,200	2,000	fund-partial
Saint Vincent DePaul	5,000	5,000	5,000	fund
Seacoast Big Brothers/Big Sisters	7,500	9,000	7,500	fund-partial
Seacoast Eat Local		4,000	1,000	fund-partial
Seacoast Family Promise	1,500	1,500	1,500	fund
Seacoast Mental Health	8,500	8,500	8,500	fund
Seacoast VNA	4,167	4,167	3,500	fund-partial
Womenade	3,000	4,000	3,500	fund-partial
Total	108,035	114,662	100,000	

Human Services Funding Criteria

The Human Services Policy purpose is to ensure that adequate levels of human services are available to the people of Exeter. The Human Services Funding Criteria attempts to establish a system for planning, funding, monitoring, and evaluating community human service agencies that are effective, fair, and equitable. The criteria is a reflection of the Town's desire to assist agencies in our community who provide services to those with special needs, lack adequate income, are physically or mentally vulnerable, or possess the skills and abilities necessary to maintain self-sufficiency.

Human services agencies are assessed by the guidelines and criteria to receive funding from the Town of Exeter:

- I. How does the agency's services relate to the core mission of Human Services?
- II. Ability to self-sustain without the Town of Exeter's Human Services funding. Priority will be given to those agencies that have established alternative sources of funding or services.
- III. Availability of services and assistance and their responsiveness to Town Human Services
- IV. Meets basic needs, life skills, employability development, and health/mental health services.
- V. Must demonstrate Exeter resident focus. There must be program services that are primarily designed to address the needs of Exeter residents.

The Town will administer allocations to agencies providing human services. The Town of Exeter remains committed to the human services with both financial support and collaborative efforts.

Memo

To: Board of Selectmen
From: Darren Winham, Director
CC: Russell Dean, Town Manager
Date: 7/18/17
Re: John Q. Dal Santo 79-E request

John Q. Dal Santo (2,4,6 Franklin St.) and Sharon J. Rondeau (8 Franklin St.), are requesting from the Town of Exeter consideration for the Community Revitalization Tax Relief Incentive (RSA 79-E). Enclosed please find Mr. Dal Santo's application received on July 14, 2017. This is Exeter's second application so the process may continue to evolve as we move forward. According to the application process outlined on the town website, the Economic Development Department receives the application for review. Upon review, the application appears complete as it details the cost of rehabilitation which totals \$29,500 which meets the 15% of the assessed valuation requirement set forth in Section 2 as the portions of the condo-ed building affected is valued at \$104,800. The application outlines the public benefits the applicant feels are being achieved as addressed in Section 7 of the attached legislation.

The procedure for action by the Board of Selectmen is as follows:

- The Selectmen holds a public hearing on the application;
- After the hearing, the Selectmen determines if one or more of the Public Benefits listed in Section 7 have been met;
- If the Selectmen determines that one or more of the Public Benefits have been met then they must decide the period of tax relief to be granted. In this case, it could be anywhere from one (1) to nine (9) years that begins when the substantial rehabilitation is complete;
- If tax relief is granted, the Seletmen should determine the length of the covenant to protect the Public Benefit(s) identified. At a minimum, the covenant needs to run as long as the tax relief period but can be increased up to twice the length of the tax relief period;
- The Covenant should be reviewed by our legal counsel at the applicant's expense so I would recommend any motion to grant tax relief includes this requirement.

I have enclosed: RSA 79-E legislation; Reference Map of 79-E District Areas; John Q. Dal Santo's Application; National Register of Historic Places Nomination Form (as consideration for Section 5.4), Property record cards, and; Soaring Hawk LLC Covenant to Protect Public Benefit.

TITLE V
TAXATION
CHAPTER 79-E
COMMUNITY REVITALIZATION TAX RELIEF
INCENTIVE

Section 79-E:1

79-E:1 Declaration of Public Benefit. –

I. It is declared to be a public benefit to enhance downtowns and town centers with respect to economic activity, cultural and historic character, sense of community, and in-town residential uses that contribute to economic and social vitality.

II. It is further declared to be a public benefit to encourage the rehabilitation of the many underutilized structures in urban and town centers as a means of encouraging growth of economic, residential, and municipal uses in a more compact pattern, in accordance with RSA 9-B.

II-a. In instances where a qualifying structure is determined to possess no significant historical, cultural, or architectural value and for which the governing body makes a specific finding that rehabilitation would not achieve one or more of the public benefits established in RSA 79-E:7 to the same degree as the replacement of the underutilized structure with a new structure, the tax relief incentives provided under this chapter may be extended to the replacement of an underutilized structure in accordance with the provisions of this chapter.

II-b. It is further declared to be a public benefit to encourage the rehabilitation of historic structures in a municipality by increasing energy efficiency in the preservation and reuse of existing building stock.

III. Short-term property assessment tax relief and a related covenant to protect public benefit as provided under this chapter are considered to provide a demonstrated public benefit if they encourage substantial rehabilitation and use of qualifying structures, or in certain cases, the replacement of a qualifying structure, as defined in this chapter.

Source. 2006, 167:1. 2009, 200:3, 4, eff. July 15, 2009. 2013, 78:1, eff. April 1, 2013.

Section 79-E:2

79-E:2 Definitions. – In this chapter:

I. "Historic structure" means a building that is listed on or determined eligible for listing on the National Register of Historic Places or the state register of historic places.

II. "Qualifying structure" means a building located in a district officially designated in a municipality's master plan, or by zoning ordinance, as a downtown, town center, central business district, or village center, or, where no such designation has been made, in a geographic area which, as a result of its compact development patterns and uses, is identified by the governing

body as the downtown, town center, or village center for purposes of this chapter. Qualifying structure shall also mean historic structures in a municipality whose preservation and reuse would conserve the embodied energy in existing building stock. Cities or towns may further limit "qualifying structure" according to the procedure in RSA 79-E:3 as meaning only a structure located within such districts that meet certain age, occupancy, condition, size, or other similar criteria consistent with local economic conditions, community character, and local planning and development goals. Cities or towns may further modify "qualifying structure" to include buildings that have been destroyed by fire or act of nature, including where such destruction occurred within 15 years prior to the adoption of the provisions of this chapter by the city or town.

III. "Replacement" means the demolition or removal of a qualifying structure and the construction of a new structure on the same lot.

IV. "Substantial rehabilitation" means rehabilitation of a qualifying structure which costs at least 15 percent of the pre-rehabilitation assessed valuation or at least \$75,000, whichever is less. In addition, in the case of historic structures, substantial rehabilitation means devoting a portion of the total cost, in the amount of at least 10 percent of the pre-rehabilitation assessed valuation or at least \$5,000, whichever is less, to energy efficiency in accordance with the U.S. Secretary of the Interior's Standards for Rehabilitation. Cities or towns may further limit "substantial rehabilitation" according to the procedure in RSA 79-E:3 as meaning rehabilitation which costs a percentage greater than 15 percent of pre-rehabilitation assessed valuation or an amount greater than \$75,000 based on local economic conditions, community character, and local planning and development goals.

V. "Tax increment finance district" means any district established in accordance with the provisions of RSA 162-K.

VI. "Tax relief" means:

(a) For a qualifying structure, that for a period of time determined by a local governing body in accordance with this chapter, the property tax on a qualifying structure shall not increase as a result of the substantial rehabilitation thereof.

(b) For the replacement of a qualifying structure, that for a period of time determined by a local governing body in accordance with this chapter, the property tax on a replacement structure shall not exceed the property tax on the replaced qualifying structure as a result of the replacement thereof.

(c) For a qualifying structure which is a building destroyed by fire or act of nature, that for a period of time determined by a local governing body in accordance with this chapter, the property tax on such qualifying structure shall not exceed the tax on the assessed value of the structure that would have existed had the structure not been destroyed.

VII. "Tax relief period" means the finite period of time during which the tax relief will be effective, as determined by a local governing body pursuant to RSA 79-E:5.

Source. 2006, 167:1. 2009, 200:5-7. 2010, 329:1, 2. 2011, 237:1, 2, eff. July 5, 2011. 2013, 78:2, eff. April 1, 2013.

Section 79-E:3

79-E:3 Adoption of Community Revitalization Tax Relief Incentive Program –

I. Any city or town may adopt or modify the provisions of this chapter by voting whether to

accept for consideration or modify requirements for requests for community revitalization tax relief incentives. Any city or town may do so by following the procedures in this section.

II. In a town, other than a town that has adopted a charter pursuant to RSA 49-D, the question shall be placed on the warrant of a special or annual town meeting, by the governing body or by petition under RSA 39:3.

III. In a city or town that has adopted a charter under RSA 49-C or RSA 49-D, the legislative body may consider and act upon the question in accordance with its normal procedures for passage of resolutions, ordinances, and other legislation. In the alternative, the legislative body of such municipality may vote to place the question on the official ballot for any regular municipal election.

IV. If a majority of those voting on the question vote "yes," applications for community revitalization tax relief incentives may be accepted and considered by the local governing body at any time thereafter, subject to the provisions of paragraph VI of this section.

V. If the question is not approved, the question may later be voted on according to the provisions of paragraph II or III of this section, whichever applies.

VI. The local governing body of any town or city that has adopted this program may consider rescinding its action in the manner described in paragraph II or III of this section, whichever applies. A vote terminating the acceptance and consideration of such applications shall have no effect on incentives previously granted by the city or town, nor shall it terminate consideration of applications submitted prior to the date of such vote.

Source. 2006, 167:1. 2010, 329:3, eff. July 20, 2010.

Section 79-E:4

79-E:4 Community Revitalization Tax Relief Incentive. –

I. An owner of a qualifying structure who intends to substantially rehabilitate or replace such structure may apply to the governing body of the municipality in which the property is located for tax relief. The applicant shall include the address of the property, a description of the intended rehabilitation or replacement, any changes in use of the property resulting from the rehabilitation or replacement, and an application fee.

I-a. In order to assist the governing body with the review and evaluation of an application for replacement of a qualifying structure, an owner shall submit to the governing body as part of the application, a New Hampshire division of historical resources individual resource inventory form, prepared by a qualified architectural historian and a letter issued by the local heritage commission and if the qualifying structure is located within a designated historic district established in accordance with RSA 674:46, a letter from the historic district commission or, if such local commissions are not established, a letter issued by the New Hampshire division of historical resources that identifies any and all historical, cultural, and architectural value of the structure or structures that are proposed to be replaced and the property on which those structures are located. The application for tax relief shall not be deemed to be complete and the governing body shall not schedule the public hearing on the application for replacement of a qualifying structure as required under RSA 79-E:4, II until the inventory form and the letter, as well as all other required information, have been submitted.

II. Upon receipt of an application, the governing body shall hold a duly noticed public hearing to take place no later than 60 days from receipt of the application, to determine whether the

structure at issue is a qualifying structure; whether any proposed rehabilitation qualifies as substantial rehabilitation; and whether there is a public benefit to granting the requested tax relief and, if so, for what duration.

III. No later than 45 days after the public hearing, the governing body shall render a decision granting or denying the requested tax relief and, if so granting, establishing the tax relief period.

IV. (a) The governing body may grant the tax relief, provided:

(1) The governing body finds a public benefit under RSA 79-E:7; and

(2) The specific public benefit is preserved through a covenant under RSA 79-E:8; and

(3) The governing body finds that the proposed use is consistent with the municipality's master plan or development regulations; and

(4) In the case of a replacement, the governing body specifically finds that the local heritage commission or historic district commission or, if such local commissions are not established, the New Hampshire division of historical resources has determined that the replaced qualifying structure does not possess significant historical, cultural, or architectural value, the replacement of the qualifying structure will achieve one or more of the public benefits identified in RSA 79-E:7 to a greater degree than the renovation of the underutilized structure, and the historical, cultural, or architectural resources in the community will not be adversely affected by the replacement. In connection with these findings, the governing body may request that the division of historical resources conduct a technical evaluation in order to satisfy the governing body that historical resources will not be adversely affected.

(b) If the governing body grants the tax relief, the governing body shall identify the specific public benefit achieved under RSA 79-E:7, and shall determine the precise terms and duration of the covenant to preserve the public benefit under RSA 79-E:8.

V. If the governing body, in its discretion, denies the application for tax relief, such denial shall be accompanied by a written explanation. The governing body's decision may be appealed either to the board of tax and land appeals or the superior court in the same manner as provided for appeals of current use classification pursuant to RSA 79-A:9 or 79-A:11 provided, however, that such denial shall be deemed discretionary and shall not be set aside by the board of tax and land appeals or the superior court except for bad faith or discrimination.

VI. Municipalities shall have no obligation to grant an application for tax relief for properties located within tax increment finance districts when the governing body determines, in its sole discretion, that the granting of tax relief will impede, reduce, or negatively affect:

(a) The development program or financing plans for such tax increment finance districts; or

(b) The ability to satisfy or expedite repayment of debt service obligations incurred for a tax increment financing district; or

(c) The ability to satisfy program administration, operating, or maintenance expenses within a tax increment financing district.

Source. 2006, 167:1. 2009, 200:8-11, eff. July 15, 2009.

Section 79-E:5

79-E:5 Duration of Tax Relief Period. –

I. The governing body may grant such tax assessment relief for a period of up to 5 years, beginning with the completion of the substantial rehabilitation.

I-a. For the approval of a replacement of a qualifying structure, the governing body may grant

such tax assessment relief for a period of up to 5 years, beginning only upon the completion of construction of the replacement structure. The governing body may, in its discretion, extend such additional years of tax relief as provided for under this section, provided that no such additional years of tax relief may be provided prior to the completion of construction of the replacement structure. The municipal tax assessment of the replacement structure and the property on which it is located shall not increase or decrease in the period between the approval by the governing body of tax relief for the replacement structure and the time the owner completes construction of the replacement structure and grants to the municipality the covenant to protect the public benefit as required by this chapter. The governing body may not grant any tax assessment relief under this chapter with respect to property and structures for which an election has been made for property appraisal under RSA 75:1-a.

II. The governing body may, in its discretion, add up to an additional 2 years of tax relief for a project that results in new residential units and up to 4 years for a project that includes affordable housing.

III. The governing body may, in its discretion, add up to an additional 4 years of tax relief for the substantial rehabilitation of a qualifying structure that is listed on or determined eligible for listing on the National Register of Historic Places, state register of historic places, or is located within and important to a locally designated historic district, provided that the substantial rehabilitation is conducted in accordance with the U.S. Secretary of Interior's Standards for Rehabilitation.

IV. The governing body may adopt local guidelines to assist it in determining the appropriate duration of the tax assessment relief period.

Source. 2006, 167:1. 2009, 200:12. 2010, 329:4, eff. July 20, 2010.

Section 79-E:6

79-E:6 Resumption of Full Tax Liability. – Upon expiration of the tax relief period, the property shall be taxed at its market value in accordance with RSA 75:1.

Source. 2006, 167:1, eff. April 1, 2006.

Section 79-E:7

79-E:7 Public Benefit. – In order to qualify for tax relief under this chapter, the proposed substantial rehabilitation must provide at least one of the public benefits, and the proposed replacement must provide one or more of the public benefits to a greater degree than would a substantial rehabilitation of the same qualifying structure, as follows:

I. It enhances the economic vitality of the downtown;

II. It enhances and improves a structure that is culturally or historically important on a local, regional, state, or national level, either independently or within the context of an historic district, town center, or village center in which the building is located;

II-a. It promotes the preservation and reuse of existing building stock throughout a municipality by the rehabilitation of historic structures, thereby conserving the embodied energy in accordance with energy efficiency guidelines established by the U.S. Secretary of the Interior's Standards for Rehabilitation.

III. It promotes development of municipal centers, providing for efficiency, safety, and a greater sense of community, consistent with RSA 9-B; or

IV. It increases residential housing in urban or town centers.

Source. 2006, 167:1. 2009, 200:13, eff. July 15, 2009. 2013, 78:3, eff. April 1, 2013.

Section 79-E:7-a

79-E:7-a Public Benefit Determinations. – Cities or towns may adopt according to the procedure in RSA 79-E:3 provisions that further define the public benefits enumerated in RSA 79-E:7 to assist the governing body in evaluating applications made under this chapter based on local economic conditions, community character, and local planning and development goals.

Source. 2010, 329:5, eff. July 20, 2010.

Section 79-E:8

79-E:8 Covenant to Protect Public Benefit. –

I. Tax relief for the substantial rehabilitation or replacement of a qualifying structure shall be effective only after a property owner grants to the municipality a covenant ensuring that the structure shall be maintained and used in a manner that furthers the public benefits for which the tax relief was granted and as otherwise provided in this chapter.

II. The covenant shall be coextensive with the tax relief period. The covenant may, if required by the governing body, be effective for a period of time up to twice the duration of the tax relief period.

III. The covenant shall include provisions requiring the property owner to obtain casualty insurance, and flood insurance if appropriate. The covenant may include, at the governing body's sole discretion, a lien against proceeds from casualty and flood insurance claims for the purpose of ensuring proper restoration or demolition of damaged structures and property. If the property owner has not begun the process of restoration, rebuilding, or demolition of such structure within one year following damage or destruction, the property owner shall be subject to the termination of provisions set forth in RSA 79-E:9, I.

IV. The local governing body shall provide for the recording of the covenant to protect public benefit with the registry of deeds. It shall be a burden upon the property and shall bind all transferees and assignees of such property.

V. The applicant shall pay any reasonable expenses incurred by the municipality in the drafting, review, and/or execution of the covenant. The applicant also shall be responsible for the cost of recording the covenant.

Source. 2006, 167:1. 2009, 200:14, eff. July 15, 2009.

Section 79-E:9

79-E:9 Termination of Covenant; Reduction of Tax Relief; Penalty. –

I. If the owner fails to maintain or utilize the building according to the terms of the covenant, or fails to restore, rebuild, or demolish the structure following damage or destruction as provided

in RSA 79-E:8, III, the governing body shall, after a duly noticed public hearing, determine whether and to what extent the public benefit of the rehabilitation or replacement has been diminished and shall determine whether to terminate or reduce the tax relief period in accordance with such determination. If the covenant is terminated, the governing body shall assess all taxes to the owner as though no tax relief was granted, with interest in accordance with paragraph II.

II. Any tax payment required under paragraph I shall be payable according to the following procedure:

(a) The commissioner of the department of revenue administration shall prescribe and issue forms to the local assessing officials for the payment due, which shall provide a description of the property, the market value assessment according to RSA 75:1, and the amount payable.

(b) The prescribed form shall be prepared in quadruplicate. The original, duplicate, and triplicate copy of the form shall be given to the collector of taxes for collection of the payment along with a special tax warrant authorizing the collector to collect the payment under the warrant. The quadruplicate copy of the form shall be retained by the local assessing officials for their records.

(c) Upon receipt of the special tax warrant and prescribed forms, the tax collector shall mail the duplicate copy of the tax bill to the owner responsible for the tax as the notice of payment.

(d) Payment shall be due not later than 30 days after the mailing of the bill. Interest at the rate of 18 percent per annum shall be due thereafter on any amount not paid within the 30-day period. Interest at 12 percent per annum shall be charged upon all taxes that would have been due and payable on or before December 1 of each tax year as if no tax relief had been granted.

Source. 2006, 167:1. 2009, 200:15, eff. July 15, 2009.

Section 79-E:10

79-E:10 Lien for Unpaid Taxes. – The real estate of every person shall be held for the taxes levied pursuant to RSA 79-E:9.

Source. 2006, 167:1, eff. April 1, 2006.

Section 79-E:11

79-E:11 Enforcement. – All taxes levied pursuant to RSA 79-E:9 which are not paid when due shall be collected in the same manner as provided in RSA 80.

Source. 2006, 167:1. 2007, 42:3, eff. July 20, 2007.

Section 79-E:12

79-E:12 Rulemaking. – The commissioner of the department of revenue administration may adopt rules, pursuant to RSA 541-A, relative to the payment and collection procedures under RSA 79-E:9.

Source. 2006, 167:1, eff. April 1, 2006. 2016, 85:2, eff. July 18, 2016.

Section 79-E:13

79-E:13 Extent of Tax Relief. –

I. (a) Tax relief granted under this chapter shall pertain only to assessment increases attributable to the substantial rehabilitation performed under the conditions approved by the governing body and not to those increases attributable to other factors including but not limited to market forces; or

(b) Tax relief granted under this chapter shall be calculated on the value in excess of the original assessed value. Original assessed value shall mean the value of the qualifying structure assessed at the time the governing body approves the application for tax relief and the owner grants to the municipality the covenant to protect public benefit as required in this chapter, provided that for a qualifying structure which is a building destroyed by fire or act of nature, original assessed value shall mean the value as of the date of approval of the application for tax relief of the qualifying structure that would have existed had the structure not been destroyed.

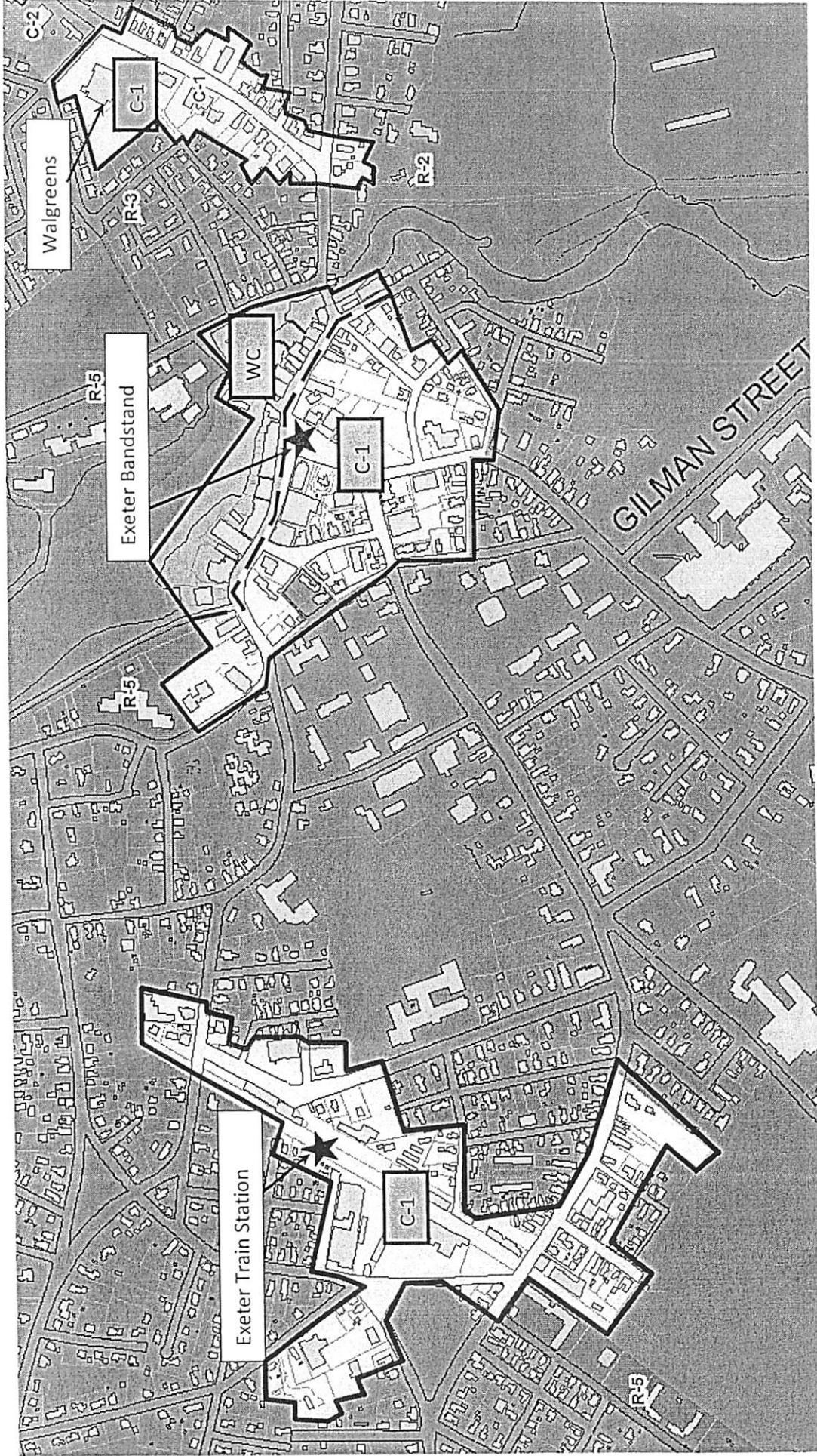
II. The tax relief granted under this chapter shall only apply to substantial rehabilitation or replacement that commences after the governing body approves the application for tax relief and the owner grants to the municipality the covenant to protect the public benefit as required in this chapter, provided that in the case of a qualifying structure which is a building destroyed by fire or act of nature, and which occurred within 15 years prior to the adoption of the provisions of this chapter by the city or town, the tax relief may apply to such qualifying structure for which replacement has begun, but which has not been completed, on the date the application for relief under this chapter is approved.

Source. 2006, 167:1. 2010, 329:6. 2011, 237:3, eff. July 5, 2011.

Section 79-E:14

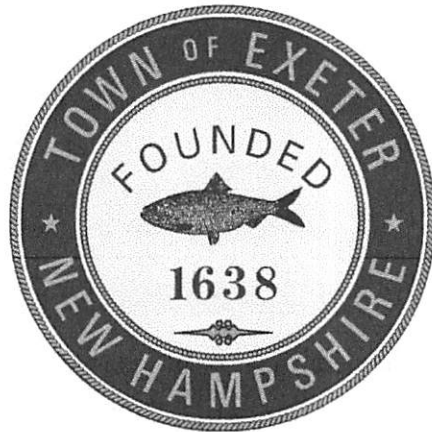
79-E:14 Other Programs. – The provisions of this chapter shall not apply to properties whose rehabilitation or construction is subsidized by state or federal grants or funds that do not need to be repaid totaling more than 50 percent of construction costs from state or federal programs.

Source. 2006, 167:1, eff. April 1, 2006.



RSA 79E Reference Map of District Areas:

C-1 Lincoln Street, C-1 Central/downtown, WC- Waterfront Commercial, and C-1 Portsmouth Ave



Town of Exeter, New Hampshire

Community Revitalization Tax Relief Incentive

Instructions to the Applicant:

The following documents contain everything you need to complete your application for tax relief to revitalize your building. Please read everything carefully. The application materials are based upon the requirements set forth by NH RSA 79-E. You will need to fill out the application, take part in a public hearing with the Board of Selectmen, and execute a covenant with the Town. If you have any questions with the application, the process, or what to expect, please call Darren Winham, Economic Development Director, at 603-773-6122 or email dwinham@exeternh.gov.

The Town of Exeter appreciates your interest in the Community Revitalization Tax Relief Incentive, and wishes you the best of luck with your application and restoration project.



Town of Exeter

Community Revitalization Tax Relief Incentive (RSA 79-E)

Application Form

Office Use Only
(do not write in shaded area)

Date Application Submitted: _____

Received by: _____

Building Information

Building Name (if any): The Long Block

Building Address: 2 - 8 Franklin Street

Eligible Zoning District WC - Waterfront Commercial Tax Map 72 Lot 69

Contact throughout this application process will be made through the applicant listed below.
The property owner may designate an agent as the coordinator for the project. This person (the applicant) shall attend public hearings, will receive comments, recommendation, staff reports, and will communicate all case information to the other parties as required.

The Property Owner may act as the Applicant. If so, list under Applicant's Name, "Owner", and complete owner's information as requested.

Applicant's Name John Q Dal Santo

Address: P.O. Box 12

City/Town: Exeter State: NH Zip: 03833

Phone 603-686-2908 Fax: _____

E-mail: jqdalsanto@msn.com

Owner's Name John Q Dal Santo (2-6 Franklin St)

Sharon J Rondeau (8 Franklin St)

Address: P.O. Box 12 / P.O. Box 962

City/Town: Exeter State: NH Zip: 03833

Phone 603-686-2908 Fax: 603-778-0494

603-778-6449

E-mail: jqdalsanto@msn.com / sjrondeau@conversent.net

Existing Building Information:

Existing Uses (describe current use, size, and number of employees):

2 Franklin St - Vacant (Professional / Commercial), 475 sqft

4 Franklin St - Professional / Commercial, 516 sqft, 1-3 Employees

6 Franklin St - Vacant (Professional / Commercial), 488 sqft

8 Franklin St - Professional / Commercial, 475 sqft, 1-3 Employees

Gross Square Footage of Building: 1954 Year Building was Built: 1822

Is the building listed on or eligible for listing on the National Register of Historic Places? Yes No

Is the building listed on or eligible for listing on the state register of historic places? Yes No

Is the building located within and import to locally designated historic district? Yes No

Project Description

Proposed Uses (describe use, size, and number of employees): _____

The commercial / professional use and size will remain the same with the intent to increase employment by 2-6 individuals.

Is this a change of use associated with this Project? Yes No

Will the project include new residential units? Yes No

If yes, please describe: _____

Will the project include affordable residential units? Yes No

If yes, please describe: _____

Has an abatement application been filed or has abatement been awarded on this property within the past year?

Yes No

Will any state or federal grants be used with this project? Yes No

If yes, describe and detail any terms of repayment: _____

Replacement of Qualifying Structure

Does the project involve the replacement of a qualifying structure? Yes No

If yes, the owner shall submit with this application the following:

1. A New Hampshire division of historical resources individual resource inventory form, prepared by a qualified architectural historian.
2. A letter from the Exeter Historic District Commission that identifies any and all historical, cultural, and architectural value of the structure or structures that are property on which those structures are located.

Note: The application for tax relief shall not be deemed to be complete and the governing body shall not schedule the public hearing on the application for replacement of a qualifying structures as required under RSA 79-E:4, II until the inventory form and letter, as well as all other required information, have been submitted, if required.

Public Benefit (RSA 79:E -7)

In order to qualify for tax relief under this program, the proposed substantial rehabilitation must provide at least one of the public benefits listed below. Any proposed replacement must provide one or more of the public benefits listed below to a greater degree than would a substantial rehabilitation of the same qualifying structure.

Does the project provide the following public benefits?

(Check all that apply)

Enhances the economic vitality of the designated area. Yes No

If yes, please describe: _____

- Creates vibrant commercial activity by establishing a destination stop within Exeter for professional services.

Enhances and improves a culturally or historically important structure Yes No

If yes, please describe: _____

- Supports the preservation of a building in a historic town center.

Promotes development of the designated area, providing for efficiency, safety, and a greater sense of community, consistent with RSA 9-B? Yes No

If yes, please describe: _____

- Establishes a strong sense of community through identification with town's historic past.

It Increase residential housing in urban or town centers? Yes No

If yes, Please describe: _____

Other Issues and matters applicant deems relevant to this request? Yes No

If yes, please describe: _____

Over the past two years, the ownership has significantly refurbished the Long Block building without any tax relief.

Substantial Rehabilitation

Describe the work to be done and estimated costs.

1. Attach additional sheets if necessary and any written construction estimates.
2. Attach any project narratives, plot plans, building plans, sketches, rendering, or photographs that will help explain this application.

Structural: - Replace Siding (\$18,000) - Paint (\$7,200) - Interior Work (\$3,800)	Estimated Cost: \$29,000
Electrical: - Interior Work	Estimated Cost: \$ 500
Plumbing/Heating:	Estimated Cost:
Mechanical:	Estimated Cost:
Other:	Estimated Cost:
Total Estimated Project Cost:	\$ 29,500

Expected Project Start Date: ASAP **Expected Project Completion Date:** 31 December 2017

Applicant/Owner Signature

To qualify for this tax relief incentive, the cost the project must be at least 15% of the pre-rehabilitation assessed value or \$75,000, whichever is less.

I/we certify the estimated costs are reasonable and the costs of the project meet the above requirement.

Initial here: JQD SJR _____

I/We understand that failure to meet his threshold or the listing unreasonable construction costs will result in the denial of the application and forfeiture of the application fee.

Initial here: JQD SJR _____

I/We have read and understand the Community Revitalization Tax Relief Incentive, RSA 79-E, and am/are aware that this will be a public process including public hearing to be held to discuss the merits of this application and the subsequent need to enter into a covenant with the Town and pay all reasonable expenses associated with the drafting/recording of the covenant.

Initial here: JQD SJR _____

The undersigned hereby certifies the foregoing information is true and correct;

John Q Dal Santo John Q Dal Santo 19 July 17

Signature (printed name) Date

Sharon J Rondeau Sharon J Rondeau 19 July 17

Signature (printed name) Date

Signature (printed name) Date

Signature (printed name) Date

Signature (printed name) Date

JAN 21 1980

Form No. 10-300 (Rev. 10-74)

UNITED STATES DEPARTMENT OF THE INTERIOR
NATIONAL PARK SERVICE

NATIONAL REGISTER OF HISTORIC PLACES INVENTORY -- NOMINATION FORM

FOR NPS USE ONLY
RECEIVED AUG 13 1980
DATE ENTERED DEC 3 1980

SEE INSTRUCTIONS IN HOW TO COMPLETE NATIONAL REGISTER FORMS
TYPE ALL ENTRIES -- COMPLETE APPLICABLE SECTIONS

1 NAME

HISTORIC

Exeter Waterfront Commercial-Historic District

AND/OR COMMON

2 LOCATION

STREET & NUMBER

Water St., Franklin St., Pleasant St., High St. ^{and} Chestnut Sts, Chestnut

CITY, TOWN

Exeter

STATE

New Hampshire

VICINITY OF

CODE

33

CONGRESSIONAL DISTRICT

first

COUNTY

Rockingham

CODE

015

3 CLASSIFICATION

CATEGORY

DISTRICT

BUILDING(S)

STRUCTURE

SITE

OBJECT

OWNERSHIP

PUBLIC

PRIVATE

BOTH

PUBLIC ACQUISITION

IN PROCESS

BEING CONSIDERED

STATUS

OCCUPIED

UNOCCUPIED

WORK IN PROGRESS

ACCESSIBLE

YES: RESTRICTED

YES: UNRESTRICTED

NO

PRESENT USE

AGRICULTURE

COMMERCIAL

EDUCATIONAL

ENTERTAINMENT

GOVERNMENT

INDUSTRIAL

MILITARY

MUSEUM

PARK

PRIVATE RESIDENCE

RELIGIOUS

SCIENTIFIC

TRANSPORTATION

OTHER:

4 OWNER OF PROPERTY

NAME

Multiple Ownership

STREET & NUMBER

CITY, TOWN

VICINITY OF

STATE

5 LOCATION OF LEGAL DESCRIPTION

COURTHOUSE,
REGISTRY OF DEEDS, ETC.

Rockingham County Register of Deeds

STREET & NUMBER

Rockingham County Courthouse

CITY, TOWN

Exeter

STATE

New Hampshire 03833

6 REPRESENTATION IN EXISTING SURVEYS

TITLE

(See Continuation Sheet 6-1)

DATE

FEDERAL STATE COUNTY LOCAL

DEPOSITORY FOR
SURVEY RECORDS

CITY, TOWN

STATE

**NATIONAL REGISTER OF HISTORIC PLACES
INVENTORY -- NOMINATION FORM**

FOR HCRS USE ONLY
RECEIVED
DATE ENTERED

CONTINUATION SHEET

ITEM NUMBER 7

PAGE II

- | <u>District Map &
Survey number</u> | <u>Description</u> |
|---|--|
| 38. | Restaurant, 42 Water Street: 1 story, 9x6 bay, clapboarded with projecting cornice, a wide architrave, single corner pilasters, hip roof with central peak over door and a vented cupola. A one story, flat roofed, brick rear addition. Colonial Revival, c. 1918 (09-10;15;001) |
| 40. | Exeter Supply Co., 24 Water Street: 2½ story, 3x8 bay, stone foundation. clapboarded, gable to the street, metal roof. Other features include a boxed cornice with returns, plain cornerboards, two-over-two windows with molded backbands, a central entry flanked by two large bay windows with plate glass windows and a boxed cornice, two bay windows on the second floor with a cornice supported by scroll brackets, and rear ells. Italianate c. 1870 (09-10;15;017) |
| 41. | Wooden Bldg., 20 Water Street: 2½ story, 3x3 bay, gable to the street, pedimented gable, side hall entry, stone foundation. Windows are six over six with simple surrounds. The small attic window has a triangular window head. Across the front is a hip roofed porch, enclosed across two bays and open in front of the door with a square column. There is a shed addition on the rear. Greek Revival, c. 1830 (09-10;15;016) |
| 42. | Gilman Garrison, 12 Water Street: Georgian/Garrison Style c. 1700: National Register of Historic Places, (9-12-76) HABS. |
| 43. | Kost Tire Sales, 1 Franklin Street: 1 story, 3x3 bay, gable roof commercial building with coursed ashlar siding. An overhead multi-light door with a transom is located in the middle bay above which is a monitor roof. A display window sits to the west of the door. A four bay shed roof wing projects from the southwest corner of the west elevation with a brick facade and a corbeled brick monitor roof. c. 1910 (09-10;20;001) |
| 44. | Mill Housing "The Long House": 4-10 Franklin Street: 2½ story, 12x2 bays, clapboarded, brick foundation, wooden framed mill housing with 6 interior offset corbeled cap chimneys. Two double multi-light center entries are present on the facade. The west entry is flanked by plain pilasters supporting a full entablature with triglyph blocks. The east entry is also flanked by plain pilasters supporting a full entablature with an inscription plate on the frieze. The symmetrically placed windows have six-over-four sash with simple surrounds. The cornice is boxed with a molding between the fascia and soffit. Federal, 1826 (09-10;21;010) |

Property Location: 2 FRANKLIN ST
 Vision ID: 2369

Account # B7604R

MAP ID: 72 / 69 / 1 /

Bldg #: 1 of 1

Bldg Name:
 Sec #: 1 of 1 Card 1 of 1

State Use: 3401
 Print Date: 07/12/2017 13:59

CURRENT OWNER		TOPO.	UTILITIES	STRT./ROAD	LOCATION	CURRENT ASSESSMENT			
DAL SANTO JOHN Q						Description	Code	Appraised Value	Assessed Value
PO BOX 12						COMMERC.	3401	23,600	23,600
EXETER, NH 03833		SUPPLEMENTAL DATA Other ID: 0072 69.0 0000 Easement: Book/Page: TIF Dist: TIF Value: A9: GIS ID: 072-069-0001				A12: Historic: YES Antenna: 79E Dist: Yes ASSOC PID#			
Additional Owners:									
						Total		23,600	23,600

2211
 EXETER, NH
VISION

RECORD OF OWNERSHIP		BK-VOL/PAGE	SALE DATE	q/u	v/i	SALE PRICE	V.C.	PREVIOUS ASSESSMENTS (HISTORY)								
DAL SANTO JOHN Q		3457/0643	02/25/2000	U	I	75,000		Yr.	Code	Assessed Value	Yr.	Code	Assessed Value	Yr.	Code	Assessed Value
LAMPERT FAMILY TRUST		2603/2114		U		0		2016	3401	24,000	2015	3401	24,000	2015	3401	30,100
								Total:		24,000	Total:		24,000	Total:		30,100

EXEMPTIONS				OTHER ASSESSMENTS				
Year	Type	Description	Amount	Code	Description	Number	Amount	Comm. Int.
Total:								

This signature acknowledges a visit by a Data Collector or Assessor

APPRAISED VALUE SUMMARY	
Appraised Bldg. Value (Card)	23,600
Appraised XF (B) Value (Bldg)	0
Appraised OB (L) Value (Bldg)	0
Appraised Land Value (Bldg)	0
Special Land Value	0
Total Appraised Parcel Value	23,600
Valuation Method:	C
Adjustment:	0
Net Total Appraised Parcel Value	23,600

ASSESSING NEIGHBORHOOD	
NBHD/SUB	NBHD Name
0001/A	

NOTES

CONDO
 OCCUPIES UNITS 1-3
 ELEC SPACE HTRS
 RENO 1983
 RIVER LEVEL LEFT
 04-15 ABATEMENT ADJ DATA

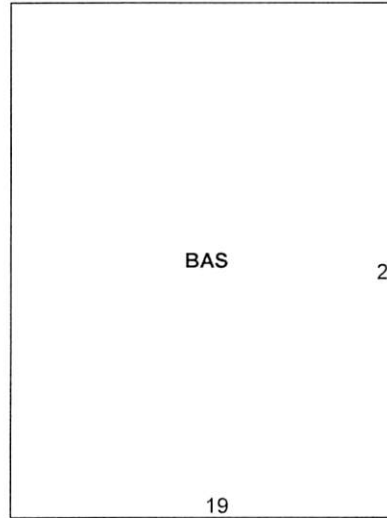
RECK 2016 FOR REPAIRS
 11-4-ADD SKETCH
 NOTE: HISTORIC DISTRICT
 PLAN: LONG BLOCK

BUILDING PERMIT RECORD										VISIT/ CHANGE HISTORY					
Permit ID	Issue Date	Type	Description	Amount	Insp. Date	% Comp.	Date Comp.	Comments	Date	Type	IS	ID	Cd.	Purpose/Result	
14-153E	05/23/2014	EL	Electric	2,200	10/24/2014	100		RECEPTACLES & SNO	11/04/2016			MO	70	Review - Ext	
									04/08/2015			JQ	00	Measur+Listed	
									10/24/2014			JQ	63	BP Review	
									05/12/2010			JW	14	Commercial Field Review	
									06/23/2004			EB	01	Measur+1Visit	

LAND LINE VALUATION SECTION																			
B #	Use Code	Use Description	Zone	D	Front	Depth	Units	Unit Price	I. Factor	S.A.	Acre Disc	C. Factor	ST. Idx	Adj.	Notes- Adj	Special Pricing	S Adj Fact	Adj. Unit Price	Land Value
1	3401	OFF CONDO MDL-06	WC				0.00 AC	0.00	1.0000	5	1.0000	1.00	50	1.00			.00	0.00	0

Total Card Land Units: 0.00 AC Parcel Total Land Area: 0 AC Total Land Value: 0

CONSTRUCTION DETAIL				CONSTRUCTION DETAIL (CONTINUED)			
Element	Cd.	Ch.	Description	Element	Cd.	Ch.	Description
Style	56		Condo Office				
Model	06		Com Condo				
Grade	03		Average				
Stories	1		1 Story				
Occupancy	1						
Interior Wall 1	05		Drywall/Sheet				
Interior Wall 2							
Interior Floor 1	14		Carpet				
Interior Floor 2							
Heat Fuel	04		Electric				
Heat Type	03		Hot Air-no Duc				
AC Type	01		None				
Ttl Bedrms	00						
Ttl Bathrms	0						
Ttl Half Bths	0						
Xtra Fixtres							
Total Rooms	0						
Bath Style							
Kitchen Style							
				CONDO DATA			
				Cmplx Acct# 114421 ID Y % Own 0			
				Cmplx Name LONG BLOCK B# 1 S# 1			
				Adjust Type Code Description Factor %			
				Unit Type A < 500 SF 120			
				Unit Loen B RIVER LEVEL 60			
				COST/MARKET VALUATION			
				Adj. Base Rate: 141.72			
				67,317			
				Net Other Adj: 0.00			
				Replace Cost 67,316			
				AYB 1822			
				EYB 1985			
				Dep Code G			
				Remodel Rating			
				Year Remodeled			
				Dep % 60			
				Functional ObsInc 5			
				External ObsInc 0			
				Cost Trend Factor 1			
				Condition			
				% Complete			
				Overall % Cond 35			
				Apprais Val 23,600			
				Dep % Ovr 0			
				Dep Ovr Comment			
				Misc Imp Ovr 0			
				Misc Imp Ovr Comment			
				Cost to Cure Ovr 0			
				Cost to Cure Ovr Comment			



OB-OUTBUILDING & YARD ITEMS(L) / XF-BUILDING EXTRA FEATURES(B)												
Code	Description	Sub	Sub Descript	L/B	Units	Unit Price	Yr	Gde	Dp Rt	Cnd	%Cnd	Apr Value

BUILDING SUB-AREA SUMMARY SECTION						
Code	Description	Living Area	Gross Area	Eff. Area	Unit Cost	Undeprec. Value
BAS	First Floor	475	475	475	141.72	67,317
Ttl. Gross Liv/Lease Area:		475	475	475		67,316



CURRENT OWNER DAL SANTO JOHN Q PO BOX 12 EXETER, NH 03833

TOPO.	UTILITIES	STRT/ROAD	LOCATION

SUPPLEMENTAL DATA	
Other ID: 0072 69.0 0000	A12:
Easement: YES	Historic: YES
Book/Page: Antenna:	79E Dist: YES
TIF Dist:	TIF Value:
A9: GIS ID: 072-069-0002	

RECORD OF OWNERSHIP		BR-VOL/PAGE	SALE DATE	g/u	w/i	SALE PRICE	V.C.
DAL SANTO JOHN Q	LAMPERT FAMILY TRUST	3457/0643	02/25/2000	U	I	75,000	0
33,500	Assessed Value	3401	Yr.	Code	Assessed Value	26,600	2015
26,600	Assessed Value	3401	Yr.	Code	Assessed Value	26,600	2015
33,500	Assessed Value	3401	Yr.	Code	Assessed Value	26,600	2015

EXEMPTIONS		Description	Amount	Code	Description	Number	Amount	Comm. Int.

ASSESSING NEIGHBORHOOD		NBHD Name	Street Index Name	Tracing	Batch
0001/A					

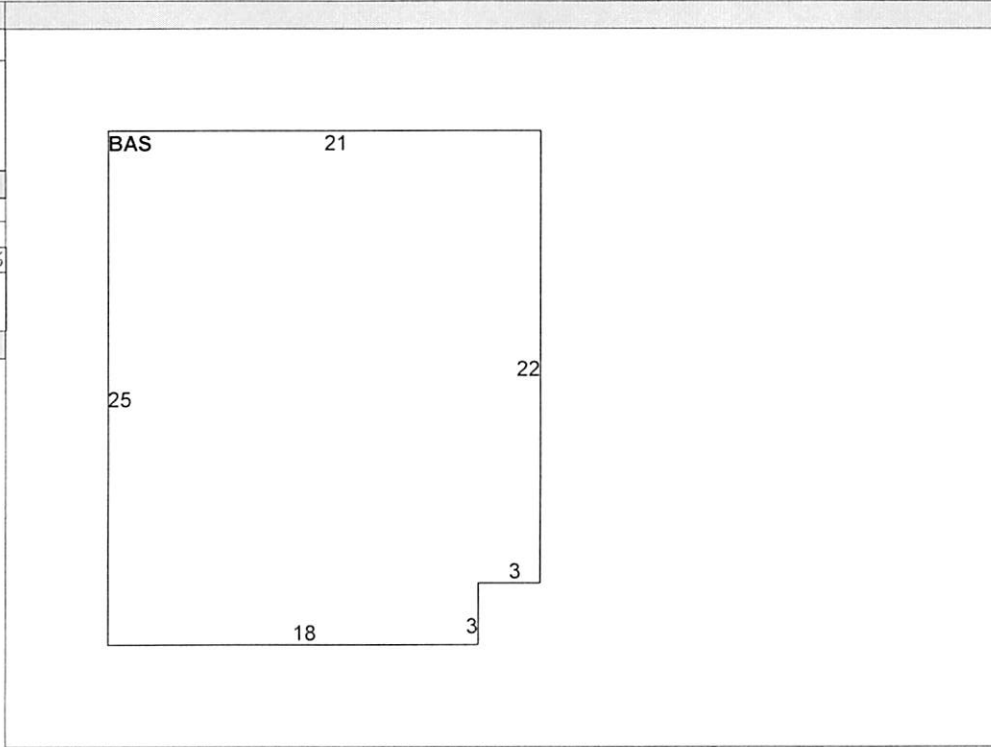
NOTES	
CONDO	04-15 ABATEMENT - ADJ DATA
OCUPIES UNITS 1-3	11-4-ADD SKETCH
SEE UNIT 1 FOR SIGNATURE	RECK 2016 FOR REPAIRS
ELEC SPACE HTRS	NOTE: HISTORIC DISTRICT
RENO 1983	PLAN: LONG BLOCK
RIVER LEVEL LEFT CENTER	

BUILDING PERMIT RECORD		Permit ID	Issue Date	Type	Description	Amount	Insp. Date	% Comp.	Date Comp.	Comments

VISIT/CHANGE HISTORY		Purpose/Result	CD
70	Review - Ext		
01	Measur+I Visit		
14	Commercial Field Review		
01	Measur+I Visit		
00	Measur+Listed		

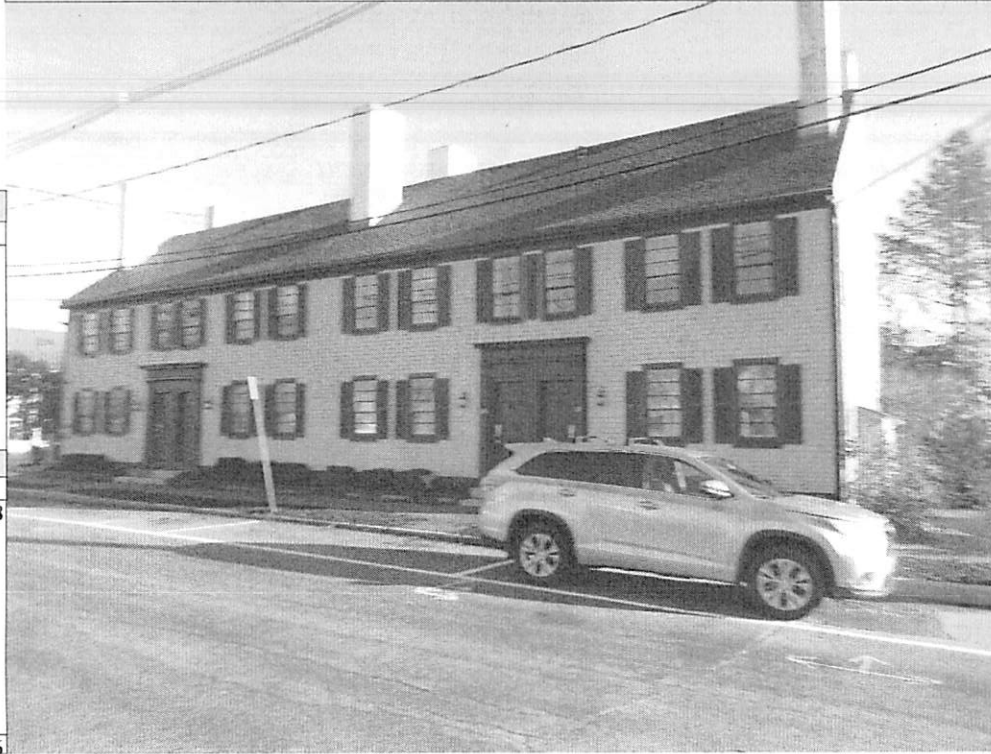
LAND LINE VALUATION SECTION		Permit ID	Issue Date	Type	Description	Amount	Insp. Date	% Comp.	Date Comp.	Comments

CONSTRUCTION DETAIL				CONSTRUCTION DETAIL (CONTINUED)			
Element	Cd.	Ch.	Description	Element	Cd.	Ch.	Description
Style	56		Condo Office				
Model	06		Com Condo				
Grade	03		Average				
Stories	1		1 Story				
Occupancy	1						
Interior Wall 1	05		Drywall/Sheet				
Interior Wall 2							
Interior Floor 1	14		Carpet				
Interior Floor 2							
Heat Fuel	04		Electric				
Heat Type	03		Hot Air-no Duc				
AC Type	01		None				
Ttl Bedrms	00						
Ttl Bathrms	0						
Ttl Half Bths	0						
Xtra Fixtres							
Total Rooms	0						
Bath Style							
Kitchen Style							
				CONDO DATA			
				Cmplx Acct# 114421 ID Y % Own 0			
				Cmplx Name LONG BLOCK B# 1 S# 1			
				Adjust Type Code Description Factor %			
				Unit Type A < 500 SF 120			
				Unit Loen B RIVER LEVEL 60			
				COST/MARKET VALUATION			
				Adj. Base Rate: 141.72			
				73,128			
				Net Other Adj: 0.00			
				Replace Cost 73,126			
				AYB 1822			
				EYB 1985			
				Dep Code G			
				Remodel Rating			
				Year Remodeled			
				Dep % 60			
				Functional Obslnc 5			
				External Obslnc 0			
				Cost Trend Factor 1			
				Condition			
				% Complete			
				Overall % Cond 35			
				Apprais Val 25,600			
				Dep % Ovr 0			
				Dep Ovr Comment			
				Misc Imp Ovr 0			
				Misc Imp Ovr Comment			
				Cost to Cure Ovr 0			
				Cost to Cure Ovr Comment			



OB-OUTBUILDING & YARD ITEMS(L) / XF-BUILDING EXTRA FEATURES(B)												
Code	Description	Sub	Sub Descript	L/B	Units	Unit Price	Yr	Gde	Dp Rt	Cnd	%Cnd	Apr Value

BUILDING SUB-AREA SUMMARY SECTION						
Code	Description	Living Area	Gross Area	Eff. Area	Unit Cost	Undeprec. Value
BAS	First Floor	516	516	516	141.72	73,128
Ttl. Gross Liv/Lease Area:		516	516	516		73,126



Property Location: 6 FRANKLIN ST
 Vision ID: 2371

Account # L1092R

MAP ID: 72 / 69 / 3/

Bldg #: 1 of 1

Bldg Name:
 Sec #: 1 of 1 Card 1 of 1

State Use: 3401
 Print Date: 07/12/2017 14:01

CURRENT OWNER					TOPO.	UTILITIES	STRT/ROAD	LOCATION	CURRENT ASSESSMENT				
DAL SANTO JOHN Q PO BOX 12 EXETER, NH 03833 Additional Owners:									Description	Code	Appraised Value	Assessed Value	2211 EXETER, NH VISION
									COMMERC.	3401	27,700	27,700	
					SUPPLEMENTAL DATA				Other ID: 0072 69.0 0000 A12: Easement: Book/Page: TIF Dist: TIF Value: A9: GIS ID: 072-069-0003				
									Total		27,700	27,700	

RECORD OF OWNERSHIP					BK-VOL/PAGE	SALE DATE	q/u	v/i	SALE PRICE	V.C.	PREVIOUS ASSESSMENTS (HISTORY)								
DAL SANTO JOHN Q LAMPERT ALLEN L TRUSTEE					3457/0643	02/25/2000	U	I	75,000		Yr.	Code	Assessed Value	Yr.	Code	Assessed Value	Yr.	Code	Assessed Value
					2833/2123					2016	3401	28,900	2015	3401	28,900	2015	3401	31,800	
															Total:		28,900	Total:	

EXEMPTIONS				OTHER ASSESSMENTS				
Year	Type	Description	Amount	Code	Description	Number	Amount	Comm. Int.
Total:								

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ASSESSING NEIGHBORHOOD				
NBHD/ SUB	NBHD Name	Street Index Name	Tracing	Batch
0001/A				

APPRAISED VALUE SUMMARY	
Appraised Bldg. Value (Card)	27,700
Appraised XF (B) Value (Bldg)	0
Appraised OB (L) Value (Bldg)	0
Appraised Land Value (Bldg)	0
Special Land Value	0
Total Appraised Parcel Value	27,700
Valuation Method:	C
Adjustment:	0
Net Total Appraised Parcel Value	27,700

NOTES	
CONDO	04-15 ABATEMENT - ADJ DATA
OCCUPIES UNITS 1-3	11-4-ADD SKETCH
SEE UNIT 1 FOR SIGNATURE	NOTE: HISTORIC DISTRICT
ELEC SPACE HTRS	PLAN: LONG BLOCK
RENO 1983	
RIVER LEVEL RIGHT CENTER	

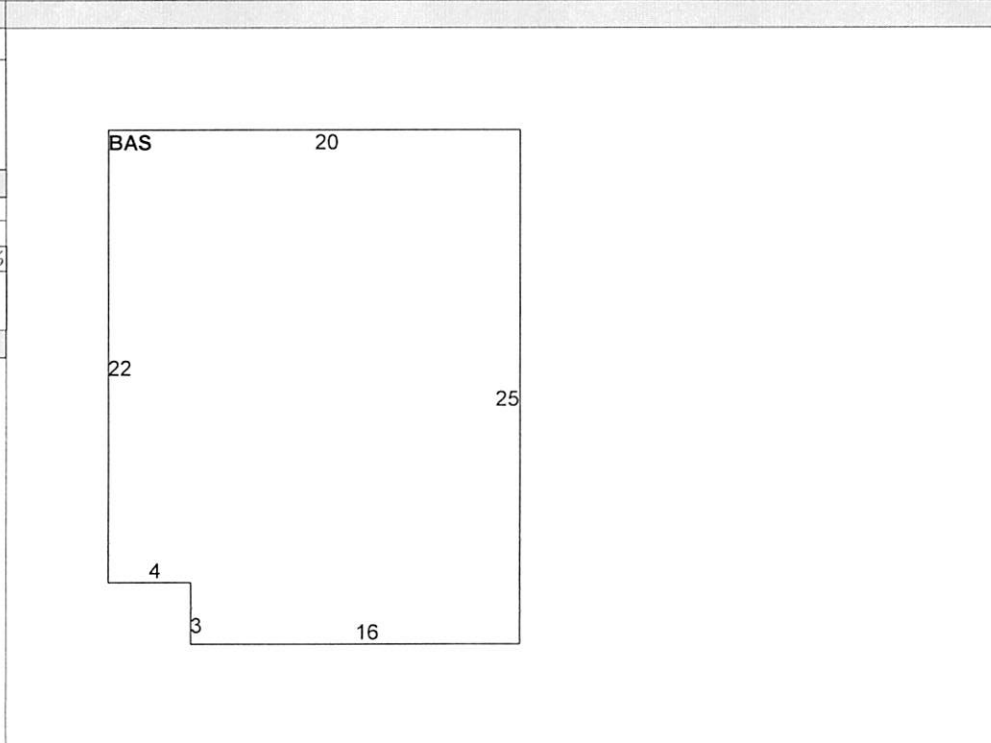
BUILDING PERMIT RECORD									
Permit ID	Issue Date	Type	Description	Amount	Insp. Date	% Comp.	Date Comp.	Comments	

VISIT/ CHANGE HISTORY					
Date	Type	IS	ID	Cd.	Purpose/Result
11/04/2016			MO	70	Review - Ext
04/08/2015			JQ	00	Measur+Listed
05/12/2010			JW	14	Commercial Field Review
06/23/2004			EB	01	Measur+1 Visit
03/14/1997			MH	00	Measur+Listed

LAND LINE VALUATION SECTION																				
B #	Use Code	Use Description	Zone	D	Front	Depth	Units	AC	Unit Price	I. Factor	S.A.	Acre Disc	C. Factor	ST. Idx	Adj.	Notes- Adj	Special Pricing	S Adj Fact	Adj. Unit Price	Land Value
1	3401	OFF CONDO MDL-06	WC				0.00	AC	0.00	1.0000	5	1.0000	1.00	50	1.00			.00	0.00	0

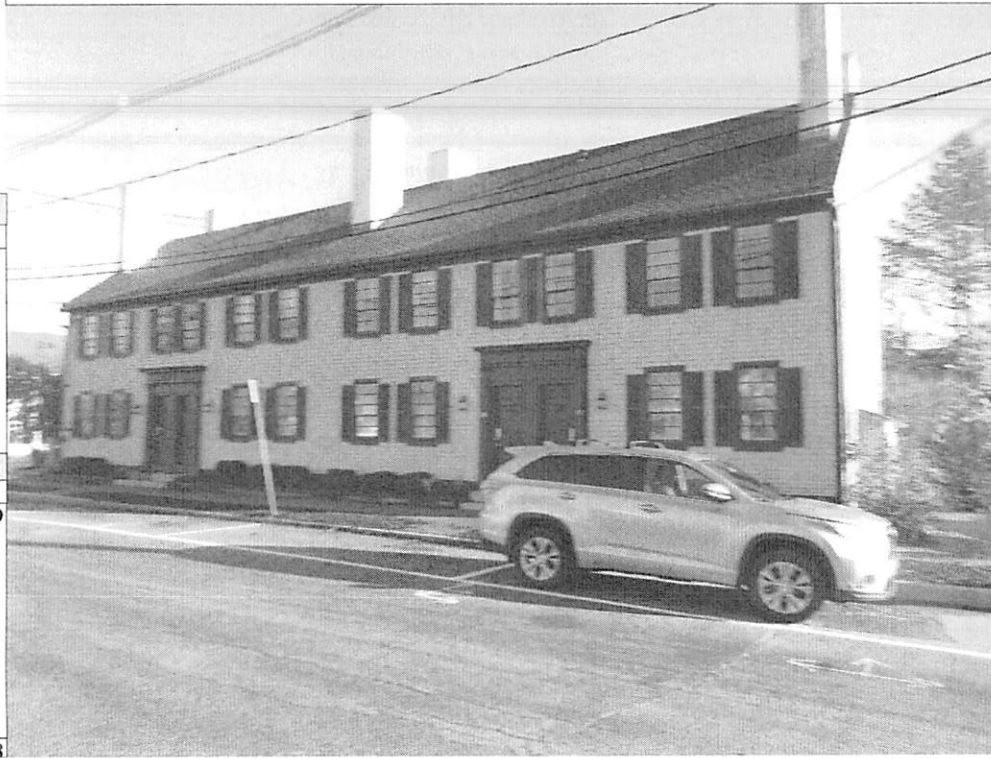
Total Card Land Units: 0.00 AC Parcel Total Land Area: 0 AC Total Land Value: 0

CONSTRUCTION DETAIL			CONSTRUCTION DETAIL (CONTINUED)				
Element	Cd.	Ch.	Description	Element	Cd.	Ch.	Description
Style	56		Condo Office				
Model	06		Com Condo				
Grade	03		Average				
Stories	1		1 Story				
Occupancy	1						
Interior Wall 1	05		Drywall/Sheet				
Interior Wall 2							
Interior Floor 1	14		Carpet				
Interior Floor 2							
Heat Fuel	04		Electric				
Heat Type	03		Hot Air-no Duc				
AC Type	01		None				
Ttl Bedrms	00						
Ttl Bathrms	0						
Ttl Half Bths	0						
Xtra Fixtres							
Total Rooms	0						
Bath Style							
Kitchen Style							
			CONDO DATA				
			Cmplx Acct# 114421		ID Y	% Own	0
			Cmplx Name LONG BLOCK		B# 1	S# 1	
			Adjust Type	Code	Description	Factor %	
			Unit Type	A	< 500 SF	120	
			Unit Locn	B	RIVER LEVEL	60	
			COST/MARKET VALUATION				
			Adj. Base Rate:		141.72		
					69,159		
			Net Other Adj:		0.00		
			Replace Cost		69,158		
			AYB		1822		
			EYB		1985		
			Dep Code		G		
			Remodel Rating				
			Year Remodeled				
			Dep %		60		
			Functional Obslnc		0		
			External Obslnc				
			Cost Trend Factor		1		
			Condition				
			% Complete				
			Overall % Cond		40		
			Apprais Val		27,700		
			Dep % Ovr		0		
			Dep Ovr Comment				
			Misc Imp Ovr		0		
			Misc Imp Ovr Comment				
			Cost to Cure Ovr		0		
			Cost to Cure Ovr Comment				



OB-OUTBUILDING & YARD ITEMS(L) / XF-BUILDING EXTRA FEATURES(B)												
Code	Description	Sub	Sub Descript	L/B	Units	Unit Price	Yr	Gde	Dp Rt	Cnd	%Cnd	Apr Value

BUILDING SUB-AREA SUMMARY SECTION						
Code	Description	Living Area	Gross Area	Eff. Area	Unit Cost	Undeprec. Value
BAS	First Floor	488	488	488	141.72	69,159
Ttl. Gross Liv/Lease Area:		488	488	488		69,158



Property Location: 8 FRANKLIN ST
 Vision ID: 2372

Account # F6500R

MAP ID: 72 / 69 / 4 /

Bldg #: 1 of 1

Bldg Name:

Sec #: 1 of 1 Card 1 of 1

State Use: 3401

Print Date: 07/12/2017 14:33

CURRENT OWNER		TOPO.	UTILITIES	STRT/ROAD	LOCATION	CURRENT ASSESSMENT			
RONDEAU SHARON J REV TR RONDEAU SHARON J TRUSTEE 13 WOODS DR						Description	Code	Appraised Value	Assessed Value
NEWMARKET, NH 03857 Additional Owners:		SUPPLEMENTAL DATA				COMMERC.	3401	27,900	27,900
		Other ID: 0072 69.0 0000 A12: Easement: Book/Page: TIF Dist: TIF Value: A9: GIS ID: 072-069-0004				Historic: YES Antenna: 79E Dist: Yes ASSOC PID#			
						Total		27,900	27,900

2211
EXETER, NH

VISION

RECORD OF OWNERSHIP		BK-VOL/PAGE	SALE DATE	q/u	v/i	SALE PRICE	V.C.	PREVIOUS ASSESSMENTS (HISTORY)								
RONDEAU SHARON J REV TR D L & P K REALTY TRUST CARSON WILLIAM		4381/1413 3464/0152 2907/ 601	10/12/2004 03/31/2000	Q Q U	I I U	37,000 28,000 0	00 00 0	Yr.	Code	Assessed Value	Yr.	Code	Assessed Value	Yr.	Code	Assessed Value
								2016	3401	28,400	2015	3401	28,400	2015	3401	28,400
						Total:		28,400		Total:		28,400		Total:		28,400

EXEMPTIONS				OTHER ASSESSMENTS			
Year	Type	Description	Amount	Code	Description	Number	Amount
Total:							

This signature acknowledges a visit by a Data Collector or Assessor

ASSESSING NEIGHBORHOOD				
NBHD/SUB	NBHD Name	Street Index Name	Tracing	Batch
0001/A				

APPRAISED VALUE SUMMARY	
Appraised Bldg. Value (Card)	27,900
Appraised XF (B) Value (Bldg)	0
Appraised OB (L) Value (Bldg)	0
Appraised Land Value (Bldg)	0
Special Land Value	0
Total Appraised Parcel Value	27,900
Valuation Method:	C
Adjustment:	0
Net Total Appraised Parcel Value	27,900

NOTES	
ELEC SPACE HTRS RENO 1983 RIVER LEVEL RIGHT CONDO 04-15 ABATEMENT ADJ DATA 11/16 CORRECTED SKETCH	REMOVED U/C NO RENO BEING DONE NOTE: HISTORIC DISTRICT PLAN: LONG BLOCK

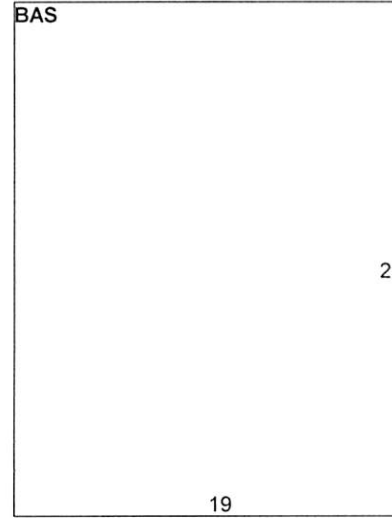
BUILDING PERMIT RECORD							
Permit ID	Issue Date	Type	Description	Amount	Insp. Date	% Comp.	Date Comp.
97-016	01/21/1997			10,000		100	04/01/1997
REMODEL							

VISIT/ CHANGE HISTORY					
Date	Type	IS	ID	Cd.	Purpose/Result
11/04/2016			MO	70	Review - Ext
04/08/2015			JQ	00	Measur+Listed
05/12/2010			JW	14	Commercial Field Review
06/23/2004			EB	01	Measur+I Visit
03/14/1997			MH	00	Measur+Listed

LAND LINE VALUATION SECTION																			
B #	Use Code	Use Description	Zone	D	Front	Depth	Units	Unit Price	I. Factor	S.A.	Acre Disc	C. Factor	ST. Idx	Adj.	Notes- Adj	Special Pricing	S Adj Fact	Adj. Unit Price	Land Value
1	3401	OFF CONDO MDL-06	WC				0.00 AC	0.00	1.0000	5	1.0000	1.00	50	1.00			.00	0.00	0

Total Card Land Units: 0.00 AC Parcel Total Land Area: 0 AC Total Land Value: 0

CONSTRUCTION DETAIL			CONSTRUCTION DETAIL (CONTINUED)				
Element	Cd.	Ch.	Description	Element	Cd.	Ch.	Description
Style	56		Condo Office				
Model	06		Com Condo				
Grade	03		Average				
Stories	1		1 Story				
Occupancy	1						
Interior Wall 1	05		Drywall/Sheet				
Interior Wall 2							
Interior Floor 1	14		Carpet				
Interior Floor 2							
Heat Fuel	04		Electric				
Heat Type	03		Hot Air-no Duc				
AC Type	04		Unit/AC				
Ttl Bedrms	00						
Ttl Bathrms	0						
Ttl Half Bths	1						
Xtra Fixtres							
Total Rooms	2						
Bath Style							
Kitchen Style							
			CONDO DATA				
			Cmplx Acct# 114421		ID Y	% Own	0
			Cmplx Name LONG BLOCK		B# 1	S# 1	
			Adjust Type	Code	Description	Factor %	
			Unit Type	A	< 500 SF	120	
			Unit Locn	B	RIVER LEVEL	60	
			COST/MARKET VALUATION				
			Adj. Base Rate:		146.97		
					69,811		
			Net Other Adj:		0.00		
			Replace Cost		69,809		
			AYB		1822		
			EYB		1985		
			Dep Code		G		
			Remodel Rating				
			Year Remodeled				
			Dep %		60		
			Functional ObsInc		0		
			External ObsInc				
			Cost Trend Factor		1		
			Condition				
			% Complete				
			Overall % Cond		40		
			Apprais Val		27,900		
			Dep % Ovr		0		
			Dep Ovr Comment				
			Misc Imp Ovr		0		
			Misc Imp Ovr Comment				
			Cost to Cure Ovr		0		
			Cost to Cure Ovr Comment				



OB-OUTBUILDING & YARD ITEMS(L) / XF-BUILDING EXTRA FEATURES(B)												
Code	Description	Sub	Sub Descript	L/B	Units	Unit Price	Yr	Gde	Dp Rt	Cnd	%Cnd	Apr Value
FPL	FIREPLACE			B	2	1,500.00	1985		1		0	0

BUILDING SUB-AREA SUMMARY SECTION						
Code	Description	Living Area	Gross Area	Eff. Area	Unit Cost	Undeprec. Value
BAS	First Floor	475	475	475	146.97	69,811
Ttl. Gross Liv/Lease Area:		475	475	475		69,809



020218

TOWN OF EXETER, NH
COVENANT TO PROTECT PUBLIC BENEFIT
Soaring Hawk, LLC of 1 - 9 Water Street, Exeter, NH
Per RSA 79E (Community Revitalization Tax Relief Incentive)

Soaring Hawk LLC of 1 - 9 Water Street, Exeter, NH 03833 (hereinafter referred to, collectively, if appropriate, as "GRANTOR"), owner of property situated at 1 - 9 Water Street, Exeter, NH (hereinafter referred to as the "PROPERTY"), for itself and for its successors and assigns, for consideration of tax relief granted to GRANTOR by GRANTEE pursuant to the provisions of RSA 79-E, agree to the following Covenants imposed by the Town of Exeter, (hereinafter referred to as "GRANTEE"), 10 Front Street, Exeter, County of Rockingham, State of New Hampshire.

These covenants are made in exchange for 9 years of property tax relief (5 years as the GRANTEE has determined the property eligible as a "qualifying structure" per RSA 79-E:2 and an additional 4 years as the GRANTEE has determined the property is located within and important to a locally designated historic district per RSA 79-E:5) granted with respect to the PROPERTY as a result of the redevelopment of the PROPERTY to be accomplished by the GRANTOR in accordance with GRANTOR'S proposal. The specific approved scope of work is attached as "SOARING HAWK LLC - COMMUNITY REVITALIZATION TAX RELIEF APPLICATION" (PER RSA 79E) approved by GRANTEE (by vote of the Exeter Board of Selectmen) on April 17, 2017, and in accordance with the site plan approved by the Exeter Planning Board and the site plan as subsequently amended and approved by the Town of Exeter (by the Planning Board or through an administrative approval process). In case of any conflict between the attached scope of work and the approved site plan (as amended and approved by the Town), WHICH shall prevail.

This Covenant is to protect the public benefit in accordance with the provisions of RSA 79-E for a term of 9 years beginning on April first of the first tax year commencing immediately after the completion of the redevelopment work. Notwithstanding the foregoing, the

2017 MAY 19 PM 2:01

ROCKINGHAM COUNTY
REGISTRY OF DEEDS

contemplated tax relief shall be null and void if the proposed redevelopment work is not completed by April 17, 2019.

All applicable provisions of RSA 79-E shall apply to these covenants.

The PROPERTY is designated GRANTEE'S Tax Map 72 Lot 41 in the Town of Exeter.

The GRANTEE agrees that the PROPERTY, if substantially rehabilitated (or "redeveloped") in accordance with GRANTOR'S proposal approved by GRANTEE on April 17, 2017, provides a demonstrated public benefit in accordance with the provisions of RSA 79-E:7 insomuch as the redevelopment of said property:

I. Enhances the economic vitality of downtown; and

II. Enhances and improves a structure that is culturally or historically important on a local, regional, state, or national level, either independently or within the context of an historic district, town center, or village center in which the building is located; and

Iia. Promotes the preservation and reuse of existing building stock throughout a municipality by the rehabilitation of historic structures, thereby conserving the embodied energy in accordance with energy efficiency guidelines established by the U.S. Secretary of the Interior's Standards for Rehabilitation; and

III. Promotes development of municipal centers, providing for efficiency, safety and a greater sense of community consistent with RSA 9-B.

The terms of the Covenant, which is hereby granted by the GRANTOR to the GRANTEE with respect to the above described PROPERTY, and which shall commence simultaneously with the period of tax relief but shall continue for the duration of the 9-year tax relief period, are as follows:

GRANTOR'S COVENANTS:

REDEVELOPMENT OF PROPERTY. The Grantor agrees to redevelop the PROPERTY during the term of this Agreement in accordance with GRANTOR'S proposal approved by GRANTEE on April 17, 2017. The redevelopment contemplated by GRANTOR'S proposal approved by GRANTEE on April 24, 2017 shall be completed by the GRANTOR on or before April 17, 2019. All of the work on the attached scope of work with amendments approved by the Town must be completed in order for the tax relief to take effect. If only some of the work on the attached scope of work is completed prior to April 17, 2019, then the PROPERTY shall be fully assessed for the value of that work.

MAINTENANCE AND USE OF THE PROPERTY. The GRANTOR agrees to maintain, use and keep the structure in a condition that furthers the public benefits for which the tax relief was granted and accepted during the term of the tax relief under RSA 79-E. The GRANTOR agrees to continue to use the property as described in the attached "SOARING HAWK LLC - COMMUNITY REVITALIZATION TAX RELIEF APPLICATION." The use of the property shall not be converted to a different use inconsistent with the description in the attached "SOARING HAWK LLC - COMMUNITY REVITALIZATION TAX RELIEF APPLICATION."

REQUIRED INSURANCE, USE OF INSURANCE PROCEEDS, AND TIMEFRAME TO REPLACE OR REMOVE DAMAGED PROPERTY. The GRANTOR agrees and is required to obtain and maintain casualty insurance. The GRANTEE requires a lien against proceeds for any insurance claims to ensure proper restoration or demolition of any damaged structures and property. The GRANTEE further requires that the restoration or demolition commence within one year following any insurance claim incident; otherwise the GRANTOR shall be subject to the termination provisions set forth in RSA 79-E:9, I.

RECORDING. The GRANTEE shall record this covenant with the Rockingham County Registry of Deeds upon its execution. It shall be a burden upon the PROPERTY and bind all transferees and assignees of such PROPERTY. The GRANTOR will be solely responsible for payment of the recording fees.

ASSESSMENT OF THE PROPERTY. The GRANTEE agrees that the PROPERTY shall be assessed, during the term of the Tax Relief Granted based on the pre-rehabilitation (or redevelopment) value or such other value utilized by the Assessor to address improvements not covered by RSA 79-E.. If the terms of these covenants are not met, the Property Tax Relief will be discontinued, and the GRANTEE will assess all taxes to the owner as though no tax relief was granted, with interest in accordance with RSA 79-E:9, II. Provided that the Grantor complies with all the terms of the agreement, the property tax relief will commence upon the completion of the substantial rehabilitation, but in any event no later than April 17, 2020, and will end nine years from the commencement date.

RELEASE, EXPIRATION, CONSIDERATION.

- I. **RELEASE.** The GRANTOR may apply to the local governing body of the Town of Exeter for a release from the foregoing discretionary tax relief and associated covenant within the duration of the tax relief period of the RSA 79-E upon a demonstration of extreme personal hardship. Upon release from such covenants, the GRANTOR shall thereafter pay the full value assessment of such structure(s) and land to the Tax Collector of the Town of Exeter.
- II. **EXPIRATION.** Upon final expiration of the terms of the tax relief the tax assessment will convert to the then full fair market value. Upon final expiration of the terms of this covenant, these covenants will be concluded.

III. **CONSIDERATION.** The Tax Collector shall issue a summary receipt to the owner of such PROPERTY and a copy of the governing body of the Town of Exeter for the sums of tax relief accorded during the term of this Agreement. The local governing body shall, upon receiving a copy of the above-mentioned consideration and upon the expiration of this covenant execute a release of the Covenant to the GRANTOR and shall record such a release with the Rockingham County Registry of Deeds. A copy of such release or renewal shall also be sent to the local assessing official.

IV. **MAINTENANCE OF STRUCTURE.** If, during the term of the covenant , the GRANTOR shall fail to maintain and use the structure in conformity with the foregoing agreement, or shall cause the structure(s) to significantly deteriorate or be demolished or removed, the covenants shall be terminated and a penalty shall be assessed as provided for RSA 79-E .

ENFORCEMENT. If a breach of this Covenant is brought to the attention of the GRANTEE, the GRANTEE shall notify the GRANTOR, in writing of such breach, which notification shall be delivered in hand or by certified mail, return receipt requested to the GRANTOR. The GRANTOR shall have 30 days after receipt of such notice to undertake those actions, including restorations, which are reasonably calculated to cure the said breach and to notify the GRANTEE thereof.

If the GRANTOR fails to take such curative action, the GRANTEE may undertake any actions that are reasonably necessary to cure such breach, and the cost thereof, including GRANTEE'S expenses, court costs and legal fees, shall be paid by the GRANTOR, provided the said GRANTOR is determined to be directly or indirectly responsible for the breach.

The GRANTOR, by accepting and recording this Covenant to the GRANTEE agrees to be bound by and to observe and enforce the provisions hereof and assumes the rights and responsibilities herein provided for and incumbent upon the GRANTOR, all in furtherance of the purposes for which this Tax Relief and associated Covenant is delivered.

WITNESS MY/OUR/ITS HAND this 10th day of May, 2017.

Katherine A. Croteau
Witness

GRANTEE: Soaring Hawk LLC
Stephen Kaneb
By: Stephen Kaneb, Manager

STATE OF MAINE
COUNTY OF ROCKINGHAM

On this 10th day of May, 2017, personally appeared the above

Stephen Kaneb, Manager of Soaring Hawk LLC, known to me, or satisfactorily proven, to be the same, and acknowledged that he/she/they executed the same for the purposes contained



BARBARA S. McEVY, Notary Public
My Commission Expires May 27, 2020

Barbara S. McEvoy
Notary Public/Justice of the Peace

My commission expires: 5/27/20

ACCEPTED this 10th day of May, 2017 by the Town of Exeter

TOWN OF EXETER
10 Front Street
Exeter, NH 03833

By: Don Clement
Don Clement
Chairman, Exeter Board of Selectmen

By: Anne J. Surman
Anne Surman

By: D.W. Chartrand
Dan Chartrand

By: Kathy Corson
Kathy Corson

By: Julie D. Gilman
Julie Gilman

**TOWN OF EXETER
MEMORANDUM**

TO: Board of Selectmen

FROM: Russ Dean, Town Manager

RE: Swasey Parkway Pavillion Funds and Proposed Warrant Article for
2018 Town Warrant

DATE: July 24th, 2017

The issue of excess funds remaining in the Swasey Parkway Pavillion account was raised by Gerry Hamel at a recent board meeting. Finance was asked to look into this and has reported that a fund does exist with \$7,390.81 in it as of July 10th. These funds were part of the money raised for the project as well as \$40,000 of town funds that were put into the project at the time to help finish it.

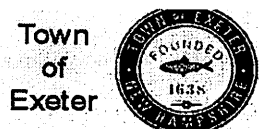
I would recommend the Board consider supporting a warrant article in 2018 which would place this money into an ongoing capital reserve fund to maintain the Swasey Parkway Pavillion. Wording could be something to this effect:

Article

To see if the Town will vote to establish a capital reserve fund under RSA 35:1 for the purpose of ongoing maintenance of the Swasey Parkway Pavillion and to raise and appropriate the sum of seven thousand five hundred dollars (\$7,500) to be placed in this fund and further the Board of Selectmen shall be named agents of the fund and be authorized to make expenditures from the fund. This article will not impact the tax rate as surplus funds are already available from the Swasey Parkway Pavilion project completed in 2007.

(Majority vote required)

Keep in mind these funds are in the Town's possession as the original account was set up using the Town's Tax ID number. However a purpose for the surplus has not yet been determined and this action would clarify that purpose.



Russ Dean <rdean@exeternh.gov>

Swasey Pavillion

Laura Zogopoulos <lzogopoulos@exeternh.gov>
To: Russell Dean <rdean@exeternh.gov>
Cc: Doreen Ravell <dravell@exeternh.gov>

Mon, Jul 10, 2017 at 4:23 PM

Hi Russ,

Yes, a bank account was created for this. It is named Swasey Parkway and has a balance of \$7,390.81. This balance has not changed for a few years.

Laura

Laura Hill Zogopoulos
Accountant
Town of Exeter, NH 03833
603-418-6418
lzogopoulos@exeternh.gov

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

From: **Doreen Chester** <dchester@exeternh.gov>
Date: Mon, Jul 10, 2017 at 3:57 PM
Subject: Fwd: Swasey Pavillion
To: Laura Zogopoulos <lzogopoulos@exeternh.gov>

Hi Laura,

Can you please let Russ know the balance in the account and copy me on your reply.
Thank you,

Doreen

Doreen Chester, Finance Director
10 Front Street
Exeter, NH 03833
Phone: 603-773-6109
E-mail: dchester@exeternh.gov
[Quoted text hidden]



Application for Use of Town Facility

Forms submitted to: Town of Exeter, 10 Front Street, Exeter, NH 03833
Fax #: 603-777-1514 email: sriffle@exeternh.gov

Use Request: Town Hall (Main Floor) Bandstand Parking - # Spaces _____ Location _____

Signboard Request: Poster Board Week: _____ Plywood Board Week: _____

Representative:

Name: Glenn Greenwood Address: 156 Water St.
Town/State/Zip: Exeter NH 03833 Phone: 658-0516
Email: ggreenwood@rpc-nh.org

Organization:

Name: Rockingham Plng. Commission Address: 156 Water St.
Town/State/Zip: Exeter NH 03833 Phone: 603 658-0516

Reservation Details:

Type of Event/Meeting: Retirement Date: 7/28/17
Times of Event: ~~3-6~~ 3-6 Times needed for set-up/clean-up: 1 hr before, 1 hr after
of tables: 10 # of chairs: 100 Will food/beverages be served? Yes No
Tech/ AV Services Needed: Yes No Details: microphone podium?

Requirements:

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

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

Rental Fee: For Town Hall use there is a fee of \$125 per day. A rental fee waiver may be requested in writing.

Tech/AV Services: There is a fee of \$80 an hour for any Tech/AV services needed. Services must be arranged in advance. Email aswanson@exeternh.gov to coordinate.

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

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

Applicant signature: Glenn K. Greenwood Date: 7/11/17

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

Office Use Only:

Liability Insurance: On file In-process Fee: Paid Non-profit fee waiver requested

SWASEY PARKWAY USE APPLICATION
EXETER, NH

Application is hereby made for the privilege of using Swasey Parkway on the following date(s): SEPT 23, 2017

Hours of 8am to 7pm. Expected number of participants: 300-400

Name of Applicant and Organization: TEAM (NON PROFIT)

Address: 109 R WATER STREET, EXETER, NH

Email: SCOTT RUFFNER @MAC.COM Phone 603-512-8396

Date of Event Contact Person and phone #: SCOTT RUFFNER 7

Will electricity be needed? Yes No Request parkway to be blocked off: Yes No

Please describe your event, including any details you feel the Trustees should take into consideration in granting this application: TEAM HARVEST FEST - THIS OUR 3RD ANNUAL EVENT AND WILL BE A SIMILAR SET UP TO THE FEST IN MAY.

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

Permit Fees: See attached Rules and Fees

I have read the attached rules and fees governing the use of Swasey Parkway and pledge that the organization and/or individuals for which this application is intended will faithfully execute those rules and assume total responsibility in connection therewith. I also understand that if my request requires the Swasey Parkway road to be closed, this form will require the Board of Selectmen's approval.

Applicant Signature: [Signature] Date: 4.20.17

Mail application and applicable fees to Mark Damsell - 10 Newfields Road, Exeter, NH, checks made payable to Swasey Parkway Trust
Gerry Hamel - 770-7210; homerebuilder@comcast.net
Florence Ruffner - 772-6675; florence@ruffnerre.net
Mark W. Damsell - 772-2818; mdamsell@comcast.net

This application conforms to the adopted policies of the Swasey Parkway Trustees and is hereby approved, subject to the exceptions as stated: _____

Fee received: \$ _____ Cash or Check Number: _____ Application must be approved by at least two Trustees:

Trustee: [Signature] Date: 5/19/17

Trustee: [Signature] Date: 5/19/17

Chief of Police: [Signature] Date: 5/19/17

As Authorized by the Board of Selectmen/Designee: [Signature] Date: 5/22/17

This permit is issued for the purpose indicated and shall be valid only during the times/dates indicated above.

June 27, 2017

Russ—

Please see attached MOA for the Exeter Health Department and the NH Division of Public Health Services. The MOA is for 3 years agreement between the town and the state for licensing the food service and retail facilities in Exeter.

Our agreement expires this September 2017.

Please have the Board of Selectmen sign and date.

Mail to:

NH Division of Public Health Services
Department of Health and Human Services
Bureau of Food Protection
c/o Colleen Smith, Administrator
29 Hazen Dr
Concord, NH 03301

They will sign and return to Exeter.

Thanks
Judy

MEMORANDUM OF AGREEMENT

BETWEEN THE

**NEW HAMPSHIRE DIVISION OF PUBLIC HEALTH SERVICES
DEPARTMENT OF HEALTH AND HUMAN SERVICES**

AND THE

TOWN OF EXETER, NEW HAMPSHIRE

NH RSA 147:1 II states “health officers of towns may make regulations relative to the sanitary and health conditions for issuing a license to restaurants or other food service establishments operating within the town limits, subject to the approval of the Commissioner, Department of Health and Human Services.” NH RSA 143-A:5 II also states, all food service establishments and retail food stores licensed by town health officers under NH RSA 147:1 II are exempt from licensure by the Department of Health and Human Services.

The purposes of this Memorandum of Agreement between the NH Department of Health and Human Services and those towns licensing food service establishments in their jurisdiction are to insure that:

- All food service establishments in New Hampshire are licensed to operate and are operating in accordance with NH law and proper food sanitation and public health practices; and
- All local health officials are trained in inspection procedures necessary to maintain good sanitary food practices.
- By signing this Agreement, the Town agrees that it is not acting as an agent on behalf of the State of New Hampshire for the purpose of coverage under NH RSA 99-D. The Town agrees that it alone is responsible for providing for its local health officials under NH RSA 31:104-108. The Town agrees to defend, indemnify and hold harmless the State, its officers and employees, from and against any and all losses suffered by the State, its officers and employees, and any and all claims, liabilities or penalties asserted against the State, its officers and employees, by or on behalf of any person, on account of, based or resulting from, arising out of (or which may be claimed to arise out of) the acts or omissions of the Town. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the sovereign immunity of the State, which immunity is hereby reserved to the State. This covenant shall survive the termination of this Agreement.

For the purposes of this MOA, the Town of Exeter and the NH Department of Health and Human Services agree to the following:

Town of Exeter

The Town of Exeter agrees to:

- A. Inspect and license all food service establishments and retail food stores doing business in the town of Exeter, in accordance with NH RSA 147:1 II.
- B. Adopt the following sections of Administrative Rule He-P 2300, the New Hampshire Rules for the Sanitary Production and Distribution of Food:
 - a. He-P2301.1 Definitions
 - b. He-P 2303.01: Incorporation of the 2009 Food Code
 - c. He-P 2304.06 Water System Requirements
 - d. He-P 2304.07 Wastewater System Requirements
 - e. He-P 2304.12: Submission of Plans and Specifications for New or Remodeled Food Establishments
 - f. He-P 2304.13: Hazard Analysis and Critical Control Point (HACCP) Plan Requirements
 - g. He-P 2304.14: Variances
 - h. He-P 2305 Inspections and Compliance, including He-P 2305.01 (a)-(h) and He-P 2305.02 and He-P 2305.03
 - i. He-P 2306.06 Closure
 - j. He-P2307 Employee Health
 - k. He-P 2308 Special Requirements for Bed and Breakfast facilities
 - l. He-P 2309 Special Requirements for Food Processing Plants
 - m. ~~He P 2310 Homestead Food Operations Exempt from Licensure and Inspection*~~
 - n. ~~He P 2311 Non exempt Homestead Food Operations*~~
 - * note the Town of Exeter licenses all Homestead Food Operations
- C. License all food service establishments and retail food stores doing business in the town of Exeter, in accordance with the provisions of He-P 2300 cited in B above.
- D. Establish a compliance and enforcement process for non-compliant licensees
- E. Require all food service inspectors who conduct food service inspections in the town of Exeter to receive training from the Department of Health and Human Services in inspection techniques and be certified in one of the food manager certification programs accredited by the American National Standards Institute (ANSI-Conference for Food Protection (CFP) accreditation program
- F. Conduct a minimum of one (risk level 1) or two (risk level 3-4) routine inspection of each food service establishment or retail food store during each calendar year and follow-up inspections, as needed, to insure compliance with regulations.
- G. Maintain license and inspection records for each food service establishment and retail food store.
- H. In order to create a more cohesive and comprehensive surveillance system, submit copies of any foodborne illness complaints the town of Exeter receives to the DHHS Food Protection Section. These reports are to be submitted on a weekly basis using the attached Incident Report Form. If a complaint is indicative of a potential foodborne disease outbreak or a potential terrorist event, the DHHS Disease Surveillance Section should be contacted by phone at 271-4596.
- I. Submit to the DHHS Food Protection Section by January 1 of each year, statistics to include the number of licensed food service establishments and retail food stores in the town of Exeter and number of inspections conducted in the previous calendar year.
- J. Submit on an annual basis, copies of town regulations pertaining to the licensure and inspection of food service establishments.
- K. Attend one training meeting sponsored by the DHHS Food Protection Section each year.
- L. Contact the DHHS Food Protection Section for additional onsite training and/or technical assistance as needed.

**New Hampshire Department of Health and Human Services
The NH Department of Health and Human Services Food Protection Section agrees to:**

- A. Exempt from licensure, in accordance with NH RSA 143-A:5 II, all food service establishments and retail food stores licensed by the Town of Exeter.
- B. Provide onsite training and technical assistance to the health officer and food inspectors in the Town of Exeter.

Termination/Amendments

- A. This agreement shall remain in effect for three (3) years from the date of approval by both parties and may be extended upon written agreement of the parties. If the agreement is not timely extended it shall remain in effect unless either party notifies the other in writing that they choose not to extend it.
- B. In the event that this agreement is discontinued prior to the 3 year expiration date set forth in A above, the Department of Health and Human Services shall assume all responsibilities for licensure of food service establishments in the Town of Exeter.
- C. In the event of an early termination of the Memorandum of Agreement by either party the terminating party shall provide, in writing, 90 days notice prior to termination.
- D. Any amendments to this Memorandum of Agreement shall be in writing and received and agreed to by all parties of this Memorandum of Agreement.

For the Town of Exeter

For the NH Department of Health and Human Services

Division of Public Health Services

Food Protection Section

Please sign & date B.O.S.


See back for date & space

B.O.S.

Date _____

Date _____

Memo

To: Russell Dean, Town Manager
From: Assistant Fire Chief, Justin Pizon 
cc:
Date: 07/20/2017
Re: Voluntary Address Changes - PEA

Please find the attached documentation for voluntary address changes to the PEA campus regarding Chadwick Lane, Gilman Street & Court Street. With the discontinuation of Gilman Street changes were necessary to accommodate emergency response(s) and assign valid street addresses for multiple PEA buildings (existing and new).

The attached documentation provides the signed voluntary consent form, current & proposed address change(s) and a map of the affected buildings.

These changes, with representation from PEA present, were discussed at the E911 Committee meeting held on Thursday, July 19th. By unanimous vote, the committee recommends these changes as presented. Where this is an address change, per ordinance, the BoS are required to adopt these recommendations. Further, where this is a voluntary change, no public hearing is required. (Chapter 14, 1401.3 section G).

Once the BOS has acted, I will make the necessary notifications if appropriate to local, state and federal agencies regarding the address changes.

Thank you very much for your time.

DATE 07.14.17

MAP 83 LOT 1,11,12,13

TOWN OF EXETER NH

APPLICATION FOR
VOLUNTARY
CHANGE OF ADDRESS

NAME OF OWNER: Phillips Exeter Academy

MAILING ADDRESS 20 Main St.

LOCATION OF PROPERTY: Court St. and Chadwick Lane

APPLICATION IS FOR CHANGE OF ADDRESS NUMBER FROM: (see attached)

TO: _____ FOR EMERGENCY RESPONDERS TO EASILY LOCATE
THE PROPERTY.

Signature of property owner(s): *[Signature]*
ROBERT F. WILSON
CHIEF OF RUNNING + FACILITIES

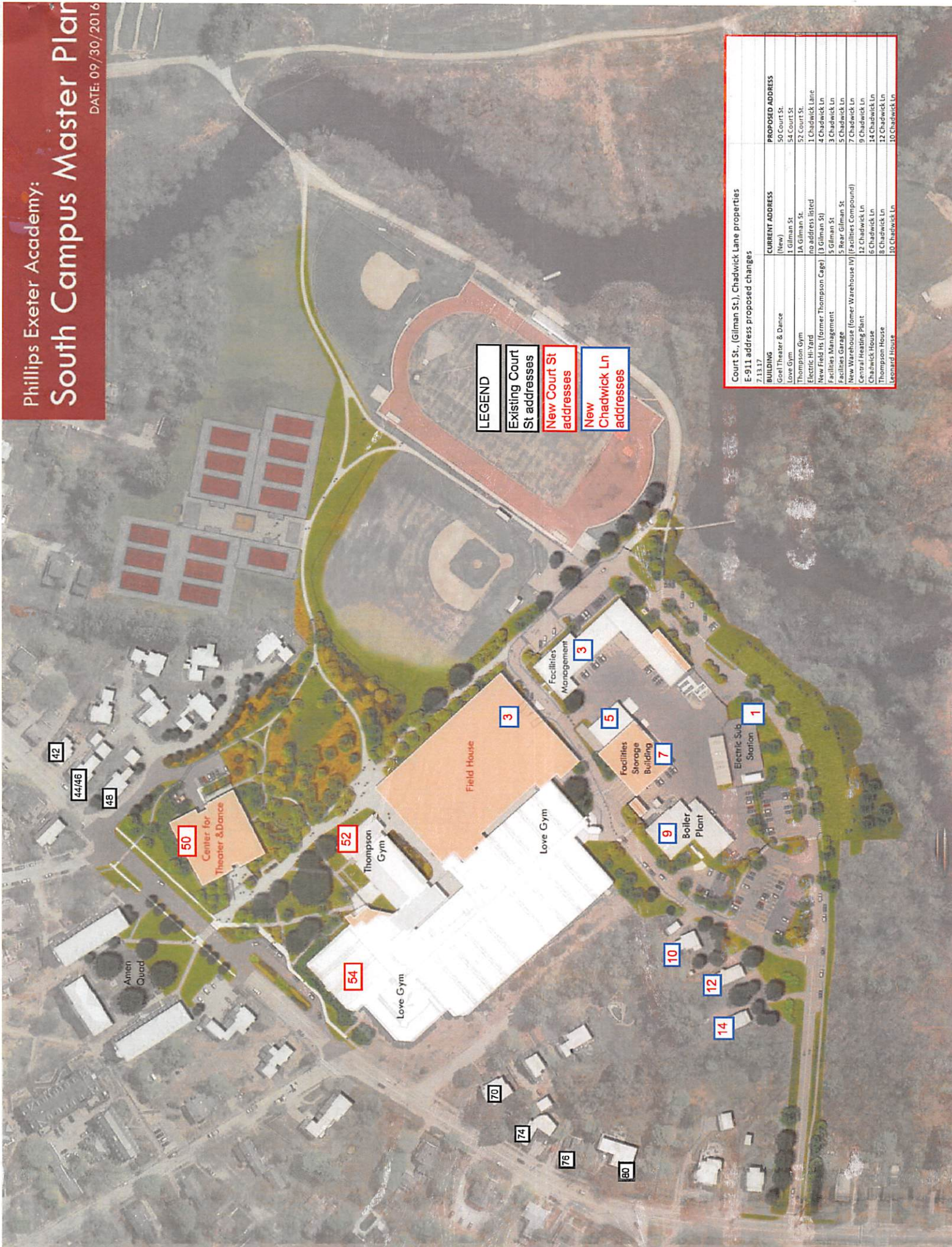
Board of Selectmen: Approval Rejected

Explanation: _____

BOARD OF SELECTMEN

CHAIRMAN

Date signed: _____



LEGEND

Existing Court St addresses

New Court St addresses

New Chadwick Ln addresses

BUILDING	CURRENT ADDRESS	PROPOSED ADDRESS
7.13.17		
Goel Theater & Dance	(New)	50 Court St.
Love Gym	1 Gilman St.	54 Court St.
Thompson Gym	1A Gilman St.	52 Court St.
Electric Hi-Yard	no address listed	1 Chadwick Lane
New Field Hs (former Thompson Cage)	13 Gilman St.	4 Chadwick Ln
Facilities Management	5 Gilman St.	3 Chadwick Ln
Facilities Garage	5 Rear Gilman St.	5 Chadwick Ln
New Warehouse (former Warehouse W)	Facilities Compound	7 Chadwick Ln
Central Heating Plant	12 Chadwick Ln	9 Chadwick Ln
Chadwick House	6 Chadwick Ln	14 Chadwick Ln
Thompson House	8 Chadwick Ln	12 Chadwick Ln
Leonard House	10 Chadwick Ln	10 Chadwick Ln

42

44/46

48

50

Center for Theater & Dance

52

Thompson Gym

54

Love Gym

3

Field House

Love Gym

3

Facilities Management

5

Facilities Storage Building

7

1

Electric Sub Station

9

Boiler Plant

10

12

14

70

74

76

80

Amten Quad

Court St., (Gilman St.), Chadwick Lane properties		
E-911 address proposed changes		
7.13.17		
BUILDING	CURRENT ADDRESS	PROPOSED ADDRESS
Goel Theater & Dance	(New)	50 Court St.
Love Gym	1 Gilman St	54 Court St
Thompson Gym	1A Gilman St.	52 Court St.
Electric Hi-Yard	no address listed	1 Chadwick Lane
New Field Hs (former Thompson Cage)	(3 Gilman St)	4 Chadwick Ln
Facilities Management	5 Gilman St	3 Chadwick Ln
Facilities Garage	5 Rear Gilman St	5 Chadwick Ln
New Warehouse (fomer Warehouse IV)	(Facilities Compound)	7 Chadwick Ln
Central Heating Plant	12 Chadwick Ln	9 Chadwick Ln
Chadwick House	6 Chadwick Ln	14 Chadwick Ln
Thompson House	8 Chadwick Ln	12 Chadwick Ln
Leonard House	10 Chadwick Ln	10 Chadwick Ln

Town
of
Exeter



Russ Dean <rdean@exeternh.gov>

CABT Local Communities Joint Letter - Exeter

Josh Collins <jcollins@cabt.org>
To: Russ Dean <rdean@exeternh.gov>

Wed, Jul 19, 2017 at 10:06 AM

Hi Mr. Dean -

Happy to answer. We are a very small organization, and we only have 8 staff members that cover the whole country! Therefore, I am in charge of New Hampshire, but we don't have an office there (I cover 8 states myself!)

I have chatted with the NHDOT Commissioner, who agrees that this is a big problem for local roads. We have chatted with both Senators and both Reps over the years. Generally supportive of keeping bigger trucks off the road, but a reminder from local government officials is VERY helpful.

Feel free to visit our website at www.cabt.org

Also, I have included a couple background papers about USDOT's study on bigger trucks and infrastructure damage.



Happy to entertain any more questions you may have.

Best,

Josh Collins
Regional Director
Coalition Against Bigger Trucks (CABT)
www.cabt.org
(202) 271-9887

From: Russ Dean <rdean@exeternh.gov>
Date: Wednesday, July 19, 2017 at 8:58 AM
To: Josh Collins <jcollins@cabt.org>
Subject: Re: CABT Local Communities Joint Letter - Exeter
[Quoted text hidden]

2 attachments

-  **Local Impact Concerns 1.13.17 FINAL docx.pdf**
57K
-  **Heavier Trucks White Paper 1.19.17 FINAL.pdf**
92K

Heavier Trucks Endanger Motorists and Damage Infrastructure

Prepared by CABT, January 2017

Congress voted in 2015 to reject a proposal to increase truck weight limits from 80,000 pounds to 91,000 pounds¹. Those companies who would profit from bigger trucks can be expected to renew their efforts in this Congress. Yet, a two-year Comprehensive Truck Size and Weight Limits Study completed by USDOT in 2016 recommended that Congress not approve any heavier or longer trucks². As explained below, there is compelling evidence that heavier trucks would add new dangers to our roads and damage our infrastructure.

Heavier Trucks Have Dramatically Higher Crash Rates

The 2016 USDOT study found that heavier trucks with six axles—both 91,000-pound and 97,000-pound configurations—had higher crash rates in the three states where there was sufficient data³:

Idaho	-	99 percent higher crash rates for six-axle trucks up to 97,000 pounds
Michigan	-	400 percent higher crash rates for six-axle trucks up to 97,000 pounds
Washington	-	47 percent higher crash rates for six-axle trucks up to 91,000 pounds

USDOT noted that the consistency of the higher crash rates added validity to these findings, but more data would be needed to draw national conclusions. However, these findings are consistent with earlier studies that have found higher crash rates are associated with increases in gross vehicle weight^{4,5}.

The Problems with Heavier Trucks

More severe crashes. The severity of a crash is determined by the velocity and mass of a vehicle. If its weight increases, so does the potential severity of a crash⁶. Any increase in crash severity increases the likelihood of injuries becoming more serious, or resulting in fatalities.

More likely to roll over. Heavier trucks tend to have a higher center of gravity because the additional weight is oftentimes stacked vertically. Raising the center of gravity increases the risk of rollovers⁷.

Increased wear and tear. Increasing the weight of trucks causes additional wear and tear on key safety components. The 2016 USDOT study found that trucks weighing over 80,000 pounds had higher overall out-of-service (OOS) rates and **18 percent higher brake violation rates** compared to those at or below

¹ On Nov. 3, 2015, an amendment offered by Rep. Reid Ribble (R-Wis.) to the Transportation Reauthorization Act was defeated on a bipartisan vote, 236 to 187.

² USDOT; 2016. *Comprehensive Truck Size and Weight Limits Study, Final Report to Congress*.

³ Ibid.

⁴ USDOT; 2013. *Highway Safety and Truck Crash Comparative Analysis, Final Draft Desk Scan*; "Crash rates tend to increase with increases in GVW." 1995 University of Michigan Transportation Research Institute (UMTRI) study summary; and "The study also noted an increase in fatal crash rates at higher GVWs." 1988 UMTRI study summary.

⁵ Marshall University, 2013. *An Analysis of Truck Size and Weight: Phase I – Safety*.

⁶ Ibid.

⁷ USDOT; 2000. *Comprehensive Truck Size and Weight Study*.

80,000 pounds⁸. This is especially important because a 2016 study by the Insurance Institute for Highway Safety found that trucks with any out-of-service violation are **362 percent more likely to be involved in a crash**⁹.

Heavier Trucks Would Cause Significant Infrastructure Damage

USDOT found in its 2016 study that thousands of Interstate and other National Highway System bridges could not accommodate heavier trucks¹⁰. These bridges would need to be reinforced or replaced, costing billions of dollars. USDOT estimates the following:

- The 91,000-pound, six-axle configuration would negatively affect more than 4,800 bridges, costing \$1.1 billion
- The 97,000-pound, six-axle configuration would negatively affect more than 6,200 bridges, costing \$2.2 billion

NOTE: USDOT only studied 20 percent of the nation's bridges for this analysis. The remaining 80 percent are likely to be the most vulnerable to heavier trucks. In fact, only 1,360 of the bridges considered by USDOT are currently "structurally deficient" (i.e., likeliest to need repair and/or replacement with heavier truck weights), while 70,427 of total bridges are classified as "structurally deficient."

Experts Agree that Bigger Trucks Are More Dangerous

Congress rejected bigger-truck proposals in 2015 in large part because of opposition from national and local law enforcement, including the National Troopers Coalition and the National Sheriffs' Association:

"The bottom line is bigger and heavier trucks make our roads and highways unsafe due to, among other things, greater stopping distances and higher risk of rollover." (Sept. 23, 2015 National Troopers Coalition letter to Congress)

"We are united nationwide in our opposition to both heavier and longer trucks. Please stand with the National Sheriffs' Association and its members and reject heavier and longer truck provisions." (Oct. 20, 2015 National Sheriffs' Association letter to Congress)

The Truckload Carriers Association (TCA), representing over 700 trucking companies, opposes heavier trucks¹¹.

Patchwork Exceptions Undermine Enforcement and Compliance

Some bigger truck proponents have sought to remove the federal weight limits for individual states. USDOT has criticized this kind of piecemeal approach for our Interstate Highway system, finding that it makes enforcement and compliance more difficult, contributes little to productivity, and may have unintended consequences for safety and highway infrastructure¹².

⁸ USDOT; 2016. *Comprehensive Truck Size and Weight Limits Study, Final Report to Congress.*

⁹ Insurance Institute for Highway Safety; 2016. *Crash Risk Factors for Interstate Large Trucks in North Carolina.*

¹⁰ USDOT; 2016. *Comprehensive Truck Size and Weight Limits Study, Final Report to Congress.*

¹¹ Truckload Carriers Association; September, 16, 2015. Letter to Rep. Reid Ribble (R-Wis.).

¹² USDOT; 2004. *Western Uniformity Scenario Analysis: A Regional Truck Size and Weight Scenario Requested by the Western Governors' Association.*

Bigger Trucks Threaten Rural Communities and Infrastructure

Prepared by CABT, January 2017

Proponents of heavier and longer trucks would have you believe these trucks would only run on Interstates and other major highways, and would not operate on rural roads. In fact, these bigger trucks **would not be limited to the Interstates** for several reasons:

- The Double 33s proposal would mandate that states allow these longer double-trailer trucks to operate on 200,000 miles of roadways, referred to as the “National Network,” as well as any state or local roads intersecting with the National Network that are deemed necessary for “reasonable access” for loading, unloading, fuel and rest.
- Heavier trucks would similarly find their way onto state and local roads, since no truck loads or unloads freight on an Interstate, meaning these trucks would spill over into rural communities.
- Local roads account for 95 percent of the more than 4 million public roadways in the U.S.
- Large trucks travel 50 billion miles a year on local roads. That is one-third of all large-truck vehicle miles traveled.

And when these trucks run on local roads, their impact would be greater because these roads are more vulnerable to the impacts of the bigger trucks:

- Roads and bridges off the NHS are older and in worse shape than NHS routes—36 percent of bridges off of the NHS are over 50 years old while only 14 percent of Interstate bridges are that old.
- Nationwide, 66 percent of the bridges classified as “structurally deficient” are owned by the local cities and towns, not the federal government or states.
- Rural roads are the most dangerous—they are more likely than NHS routes to have roadway features that reduce safety, such as narrow lanes, limited shoulders, sharp curves and steep slopes. Rural roads have a traffic fatality rate that is nearly 300 percent higher than all other roads¹.

Rural roads and bridges cannot be an afterthought to the debate of allowing heavier and longer trucks on U.S. highways because of the costs to highway safety and infrastructure:

- The majority of automobile traffic, 56 percent, is on local roads.
- Rural roads and bridges are at the intersection of significant large-truck activity and where constituents live and work.
- Bigger trucks would impose an additional tax burden triggered by further damage to roads that will shift the responsibility to states and localities without any federal source for cost recovery.

¹ The Road Information Program, 2015. *Rural Connections: Challenges and Opportunities in America's Heartland*.

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June 26, 2017

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

Re: Map 09-10
Lot 01-009

Dear Russ:

I represent Seacoast Mental Health Center which is interested in purchasing the above parcel of land owned by the Town. Assuming I have described the correct parcel, it consists of .33 acres and abuts the current parking for Seacoast's building. The current plan, a copy of which has been given to Doug Eastman, is to use this land for additional parking related to the expansion of the existing building.

Seacoast has not had an architect involved but if this proposal for the sale of the land is something which interests the Town, Seacoast would look into having a design for the expansion.

I look forward to hearing from you.

Sincerely,



William G. Scott

WGS:bam

cc: Jay Couture
Doug Eastman

Town Manager's Office

JUN 28 2017

Received