

**Exeter Board of Selectmen Meeting
Monday, July 23rd, 2012, 6:15 p.m.
Nowak Room, Town Office Building
10 Front Street, Exeter, NH**

BUSINESS MEETING TO BEGIN AT 7:00 P.M.

1. Call Meeting to Order
2. Non Public Session
3. Public Comment
4. Minutes & Proclamations
 - a. Regular Meetings: July 9th, 2012
 - b. Proclamation: Kiwanis Day
5. Appointments – Budget Recommendations Committee, Arts Committee
6. Discussion/Action Items
 - a. New Business
 - i. Quarterly Financial Report – Finance Department
 - ii. Assessing Department: Camper Tax Issue
 - iii. Swasey Trustees – BOS Liaison Discussion
 - b. Old Business-
 - i. 47 Front Street Roof Bid Update
 - ii. Baggage Building Project Update
7. Regular Business
 - a. Bid Openings
 - b. A/P and Payroll Manifests
 - c. Budget Updates
 - d. Tax Abatements & Exemptions
 - e. Water/Sewer Abatements
 - f. Permits
 - g. Town Manager's Report
 - h. Legislative Update
 - i. Selectmen's Committee Reports
 - j. Correspondence
8. Review Board Calendar
9. Adjournment

Matt Quandt, Chairman
Board of Selectmen

Posted: 7/20/12 Town Offices, Library, and Departments

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.

Town of Exeter

2013 Fund for Community Services

Request for Grant Proposals

The goal of the **Exeter Fund for Community Services** is to provide funding opportunities for service programs based in and directly serving Exeter, New Hampshire. This voter-approved fund allows the town to support programs vital to meeting the needs of our community, with broadly defined service priorities for young children, youth, seniors, and the disabled.

WE NEED TO CREATE A CLARIFYING MISSION, DETERMINE WHO WE SERVE (humans, pets, places?) – PURPOSE & GRANT PRIORITIES

PURPOSE

The Town of Exeter will accept proposals from non-profit 501-c-3 organizations to:

1. Provide a range of services to Exeter residents
 2. Administer programs that server Exeter resident who present a need that falls within the funding parameters
- Other?

Funding is to be used for the benefit of Exeter residents. Organizations applying for funding may be based in either Exeter or another city/town but services must be provided to Exeter residents.

GRANT PRIORITIES

Funding requests may address services town-wide, for a specific program, or to support the general operations of the agency. However, all requests will be evaluated on the percentage of Exeter residents served and the basis of how they match the Exeter Fund for Community Services priorities:

1. Programs that promote self-sufficiency and independence (such as helping individuals access and maintain employment, housing, etc.)
2. Programs to aid families and individuals in crisis
3. Programs that promote independent living, equality of opportunity and economic self sufficiency for persons with disabilities
4. Community support programs that promote family and individual stability
5. Community programs that prevent crime, violence, social isolation and neighborhood deterioration
6. Programs that prevent/reduce the impact of abuse and neglect
7. Programs that provide free or affordable prevention and treatment for health, mental health, and alcohol and drug problems
8. Services that provide quality early childhood education programs and/or comprehensive services to at-risk children
9. Programs that support community youth development
10. Services that provide housing, meals or transportation to Exeter residents in need

Exeter Fund for Community Services grant proposals are due to the town on DATE by 5 p.m.
Late or incomplete proposals will not be considered.

- **Required Forms** - The following forms are provided in MS Word format:

Fund Cycle

The funding cycle will cover a one-year period, Month 1, 2013 - Month, 2014.

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Town of Exeter
Boards, Commissions & Committees
Appointment Application

Committee Selection:

1st Choice: Budget Recommendation Committee 2nd Choice: _____

Name: Robert J Corson

Address: 3 Folsom Street

Email: robjcorson@msn.com

Phone: 603.772.1684 Cell: _____

Please describe your interest in serving on this committee.

I am interested in the budget process and working with the town departments to form a balanced budget.

Please provide any background information that would be of interest to the Board when considering your application, including previous committee service or other relevant experience. *(resume can be attached)*

I have served on the Board four times.

Are you aware of any conflicts that could arise affecting your service on this committee?

No

Are you aware of the meeting schedule and able to commit to attending regularly? YES NO

After submitting this application for appointment to the Town Manager:

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

Signature:  Date: July 11, 2012

Please submit to: Town Manager, Town of Exeter 10 Front Street Exeter, NH 03833

Town of Exeter
 Report of Budgeted vs Actual Revenue (unaudited)
 For the Quarter Ended June 30, 2012

DRAFT

Account Number	Description	Estimated Revenue	Actual Revenue	Balance	% Collected	Notes
3110-3191	Property Tax Revenue	11,970,662	6,194,175	5,776,487	51.74%	Includes property tax less overlay/jeopardy, yield, current use, payment in lieu of taxes, penalties and interest
3220	Motor Vehicle Permit Fees	1,950,000	1,012,461	937,539	52%	
3230	Building Permits & Fees	130,000	177,666	(47,666)	137%	Fees charged by Building & Code Enforcement - up significantly from estimate due to Cobham expansion permit \$ 31.5K and PEA permit \$ 42K, AMM Irish (new dance studio) \$ 6K and Chinburg Builders (various homes built Linden Commons)
3290	Other Permits and Fees	125,000	50,867	74,133	41%	Includes GF portion of Cable TV & Viral Statistics Fees
3319	From the Federal Government	25,000	-	25,000	0%	Potential FEMA Reimbursement
3352	Meals & Rooms Tax Revenue	639,030	-	639,030	0%	Received near last day of the year
3353	State Highway Block Grant	258,871	109,600	149,271	42%	Received quarterly
3359	Other State Grants/Reimbursements	24,000	-	24,000	0%	Railroad, RERP, Mosquito, Other Misc
3401-3404	Income from Departments	969,058	521,680	447,378	54%	General Revenues charged by Town Departments
3501	Sale of Surplus Vehicles	10,000	-	10,000	0%	Proceeds from sale of Town vehicles
3502	Interest Income	10,000	1,871	8,129	19%	Interest income earned on sweep accounts
3503-3509	Other Miscellaneous Revenues		14,674	(14,674)	100%	Town Rental Property
4911	From Trust & Fiduciary Funds	20,000		20,000	0%	Estimated Funds from Sick Leave Trust
	Total General Fund Revenues	16,131,621	8,082,995	8,048,626	50%	
3402	Water Revenues	2,325,515	774,921	1,550,594	33%	Water Consumption and water-related fees, reflects credits issued of \$ 325K
3403, 3359	Sewer Revenues	1,853,217	681,027	1,172,190	37%	Sewer Usage and sewer related fees, reflects credits issued of \$ 335K
	Grand Total General, Water & Sewer Funds	20,310,353	9,538,943	10,771,410	47%	Total All 3 Funds
Revolving Fund Revenues						
08-3401	Recreation Revolving Fund Revenue	325,000	262,897	(262,897)	81%	The bulk of the revenue is collected during the spring and summer months
30-3401	EMS- Ambulance Transport Revenue	561,000	161,215	(161,215)	29%	2012 Revenues included in Ambulance Revolving Fund - new for 2012

DEPARTMENT	Budget	Actual	Balance Available	Percent Used	Notes
General Government					
100 Board of Selectmen	40,775	16,772	24,003	41.13%	
111 Town Manager	179,145	98,002	81,143	54.71%	
113 CATV	1	-	1	0.00%	Expenses moved to CATV Fund in 2011
115 Human Resources	82,878	36,300	46,578	43.80%	
119 Transportation	20,919	5,230	15,689	25.00%	
120 Legal	70,000	48,637	21,363	69.48%	
125 Information Technology	136,763	56,746	80,017	41.49%	
130 Trustees of Trust Funds	891	891	-	100.00%	
140 Town Moderator	969	538	431	55.52%	
151 Town Clerk	318,104	155,446	162,658	48.87%	
152 Elections/Registration	38,490	12,124	26,366	31.50%	
Total General Government	888,935	430,686	458,249	48.45%	
Finance					
201 Finance/Accounting	287,287	118,133	139,154	45.91%	
202 Treasurer	9,542	4,771	4,771	50.00%	
203 Tax Collection	83,686	37,299	46,387	44.57%	
205 Assessing	211,595	102,598	108,997	48.49%	
Total Finance	592,110	262,801	299,309	46.75%	
Planning & Building					
301 Planning	206,568	95,940	110,628	46.44%	
302 Inspections/Code Enforcement	222,962	111,040	111,922	49.80%	
303 Board of Adjustment	4,200	337	3,863	8.02%	
304 Historic District Commission	1,480	268	1,212	18.11%	
305 Conservation Commission	9,605	2,031	7,574	21.15%	
306 Heritage Commission	800	-	800	0.00%	
Total Planning & Building	445,615	209,616	235,999	47.04%	
Economic Development Commission					
307 Economic Development Commission	3,500	59	3,441	1.69%	
Total Economic Development Commission	3,500	59	3,441	1.69%	
Police					
401 Administration	710,126	314,433	395,693	44.28%	
402 Staff	470,751	222,943	247,808	47.36%	
403 Patrol	1,792,634	797,880	994,754	44.51%	
404 Animal Control	1,250	890	360	71.20%	Veterinarian Service fully spent
405 Communications	434,490	188,167	246,323	43.31%	
Total Police	5,409,251	1,524,313	1,884,938	44.71%	

Town of Exeter

YTD Actual Expense Analysis thru June 30, 2012 (UNAUDITED)

Updated July 18, 2012

DRAFT

DEPARTMENT	Budget	Actual	Balance Available	Percent Used	Notes
Fire					
501 Administration	432,859	245,659	247,200	49.84%	
503 Fire Suppression	2,861,791	1,356,227	1,505,564	47.39%	Incl \$11.7k encumbered (of this \$8.9 in equipment)
504 Emergency Management	19,333	6,401	12,932	33.11%	
505 Health	117,820	43,770	74,050	37.15%	
Total Fire	3,431,803	1,652,057	1,839,746	47.31%	
Public Works - General Fund					
601 Administration & Engineering	347,510	157,259	190,251	45.25%	
602 Highways & Streets	1,707,427	961,376	746,051	56.31%	
603 Snow Removal	305,785	118,423	186,362	39.05%	
604 Solid Waste Disposal	855,250	328,194	527,056	38.37%	
605 Street Lights	107,000	54,242	52,758	50.69%	
Total Public Works - General Fund	3,322,972	1,620,494	1,702,478	48.77%	
Maintenance					
606 General	550,171	287,402	262,769	52.24%	Incl \$21.9k encumbered (of this \$20.7k in maintenance projects)
607 Recreation Center	19,300	10,215	9,085	52.93%	
608 Town Hall	29,200	20,351	8,849	69.70%	
609 Town Office	28,600	21,654	6,946	75.71%	
610 Senior Center	14,150	5,108	9,042	36.10%	
611 Safety Complex	69,800	27,092	42,708	38.81%	
612 DPW Complex	42,800	22,100	20,700	51.64%	
613 Train Station	11,000	1,354	9,646	12.31%	
614 Other Town Structures	11,200	830	10,370	7.41%	
615 Mechanics/Garage	205,473	97,409	108,064	47.41%	
Total Maintenance	981,694	493,515	488,179	50.27%	
Welfare & Human Services					
710 Welfare	90,794	37,116	53,678	40.88%	
711 Human Service Grants	65,995	16,499	49,496	25.00%	Payments processed quarterly
Total Welfare & Human Services	156,789	53,615	103,174	34.20%	
Parks & Recreation					
801 Recreation	296,557	145,116	151,441	48.93%	
802 Parks	188,687	90,069	98,618	47.73%	
803 Pool	4,200	-	4,200	0.00%	Most expenses moved to Rec Revolving Fund in 2012
Total Parks & Recreation	489,444	235,185	254,259	48.05%	
Other Culture/Recreation					
116/804 Other Culture/Recreation	21,200	4,059	17,142	19.14%	
805 Special Events	14,000	12,356	1,644	88.26%	Revolutionary War Fest 100% (50/050 Act & Encum)
Total Other Culture/Recreation	35,200	16,415	18,786	46.63%	

Town of Exeter

YTD Actual Expense Analysis thru June 30, 2012 (UNAUDITED)

Updated July 18, 2012

DRAFT

DEPARTMENT	Budget	Actual	Balance Available	Percent Used	Notes
Public Library	879,787	433,361	446,426	49.26%	
901 Library	879,787	433,361	446,426	49.26%	
Total Library	879,787	433,361	446,426	49.26%	
Debt Service & Capital	666,273	398,779	267,494	59.85%	Payments processed per debt service schedule \$83.9k for Fire Engine leases; \$48.9k for 2 POL Vehicles; Encumbered \$16.6k for FD Inspection vehicle and \$143.3k for DPW Sidewalk Tractor
921-23 Debt Service	666,273	398,779	267,494	59.85%	
117 Vehicle Replacement	407,633	292,713	114,920	71.81%	
118 Capital Outlay - Other	49,811	-	49,811	0.00%	SCBA equipment
Total Debt Service & Capital	1,123,717	631,492	432,225	61.54%	
Benefits & Taxes	62,829	38,573	24,256	61.39%	Incl. \$13.8k in sick leave buyout
931 Health Insurance Buyout	12,575	5,688	6,887	45.23%	Primex
933 Unemployment	131,572	135,852	(4,280)	103.25%	Full year billing
937 Worker's Compensation	133,829	153,640	(19,811)	114.80%	Full year billing
114/941 Insurance	340,805	333,753	7,052	97.93%	
Total Benefits & Taxes	340,805	333,753	7,052	97.93%	
Total General Fund	16,131,621	7,957,364	8,174,261	49.33%	
Water Fund	2,325,515	994,515	1,331,000	42.77%	Incl \$92.4k encumbered (\$42.0k Treatment, \$14.1k Distribution, \$34.3 Capital Outlay (\$21.3 WTP and \$12.8 Roof repl.))
Sewer Fund	1,853,217	793,184	1,060,033	42.80%	Incl \$31.2k encumbered (\$22.9k Collections)
Recreation Revolving Fund	250,000	162,835	87,165	65.13%	
Ambulance Revolving Fund	230,944	104,738	126,206	45.35%	
Total All Funds reported above	20,791,297	10,012,636	10,778,665	48.16%	

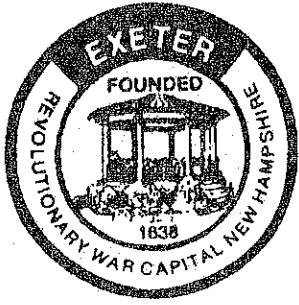
**Town of Exeter
 Analysis of Property Tax/Liens Receivable
 As of June 30, 2012**

DRAFT

<u>Type</u>	<u>Bill Year</u>	<u>Balance Outstanding as of 06/30/12</u>	<u>Balance Outstanding as of 12/31/11</u>	<u>Variance</u>	<u>% Change</u>
Lien	*2005-2008	41,558	46,260	4,702	10%
Lien	2009	150,960	239,942	88,982	37%
Lien	2010	302,649	459,287	156,638	34%
Subtotal		<u>495,167</u>	<u>745,489</u>	<u>250,322</u>	
Tax	2011	569,805	1,697,762	1,127,957	66%
Tax	2012	4,798,329		(4,798,329)	N/A
Subtotal		<u>5,368,134</u>	<u>1,697,762</u>	<u>(3,670,372)</u>	
Grand Total		<u>5,863,301</u>	<u>2,443,251</u>	<u>(3,420,050)</u>	

As of June 30, 2012, 76% of all property taxes billed for the first half of 2012 were collected. The due date was July 2, 2012.

As of July 2, 2012, 90% of all property taxes billed in the first half of 2012 were collected.



TOWN OF EXETER


10 FRONT STREET EXETER, NH 03833-2792 (603) 778-0591 FAX 772-4709
www.town.exeter.nh.us

July 19, 2012

Board of Selectmen,

Attached, please find email documentation with supporting information and a recent newspaper article concerning the "CAMPER TAX" that will be discussed Monday night.

If questions arise, please do not hesitate to contact me. Thank you.


John DeVittori CNHA
Town Assessor

OFFICE OF THE ASSESSOR



John Devittori <jdevittori@town.exeter.nh.us>

FW: Property Tax

1 message

Walter Mitchell <walter@mitchellmunigroup.com>

Wed, Jul 18, 2012 at 10:53 AM

To: John Devittori <jdevittori@town.exeter.nh.us>

Cc: Russ Dean <rdean@town.exeter.nh.us>, Jae Whitelaw <jae@mitchellmunigroup.com>

John – Below you will find feedback from our office to Russ on the travel trailer issue under discussion.

Walter

Walter L. Mitchell

Mitchell Municipal Group, P.A.

25 Beacon Street East

Laconia, NH 03246

(603) 524-3885

walter@mitchellmunigroup.com

From: Jae Whitelaw [mailto:jae@mitchellmunigroup.com]

Sent: Tuesday, July 17, 2012 1:58 PM

To: 'Russ Dean'; 'Walter Mitchell'

Cc: 'Laura Spector-Morgan'

Subject: RE: Property Tax

Hi Russ –

The issue in taxing travel trailers is whether a particular trailer constitutes a "building" under RSA 72:7. The New Hampshire Supreme Court addressed this issue in the context of determining whether tractor trailers which were being used for storage could be taxed as buildings. The court looked at the *use* of the trailers in addition to the physical characteristics of the trailer, and enunciated the following four factors to be considered:

- 1, Whether the trailer is intended to be more or less permanent (i.e. not a temporary structure such as a tent);

2. Whether the trailer is more or less completely enclosed;
3. Whether the trailer is used as a dwelling, storehouse or shelter; and
4. Whether the trailer is intended to remain stationary.

Travel trailers meet the first three criteria (absent unusual circumstances). The fourth requires the assessor to make a judgment call as to the owner's intention based on the facts surrounding the actual use of the trailer, its physical condition, the nature of its physical surroundings, and the nature of the park where the trailer is located.

The Belknap County Superior Court discussed the fourth criteria at length in *Latour v. City of Laconia*, decided in 2002 (I represent the city). Essentially, the court looked at those factors which would indicate whether the owner used the trailer in the same way that someone would use a house as a seasonal camp. The judge did take a view of the various circumstances surrounding the travel trailers in question which I believe was critical to its analysis. The factors the court considered were:

1. The number of years a trailer is left in its location. Note that the requirement is not that the trailer remain stationary for the remainder of its useful life. The court held that a trailer which was left in its location for more than one season indicates an intention that it remain stationary.
2. Whether the trailer is registered for use on the road.
3. Whether the trailer is in physical condition to be easily and quickly moved (i.e. condition of tires, whether it has been "attached" to a deck, porch, etc. which must be disassembled and removed).
4. The extent of the physical, permanent improvements made to the area adjacent to the trailer, such as landscaping, walkways, permanent stairs, outbuildings.
5. Whether the trailer has been moved during the taxing period.
6. The extent to which the park regulations indicate that both the trailer owner and the park owner intend that the trailer remain in location for successive seasons. The park regulations in *Latour* included the following:

- trailer may remain on the same site year after year
- seasonal rental includes winter storage
- utility services hooked-up and paid by trailer owner
- trailer owner responsible for maintenance of trailer and yard, including mowing, raking, etc.
- trailer owner authorized to improve site; walkways, fences, substantial plantings, walls must remain when owner leaves.

While the court's outline of factors in *Latour* provides substantial guidance, it does not address all the issues which will arise when applying the criteria. For example, what if the trailer owner takes the trailer out for a spin once a season, or some or all of the trailer owners in a park rotate sites each year in an effort to avoid taxation? These issues, and the "close calls" that will arise when the facts do not lead to a clear answer, will have to be addressed as they arise. The factors to be considered do not create a litmus test; one factor may weigh more than another, depending on individual circumstances. The assessors should document the facts upon which they base each decision, and do their best to apply the criteria consistently to each trailer. It is very important that the assessors or their agents actually view the circumstances of each travel trailer so those circumstances can be fully considered in reaching a determination and described in support of the decision.

Please don't hesitate to call with any questions. Thanks.

Jae

Jae Whitelaw
Mitchell Municipal Group, P.A.
25 Beacon Street East
Laconia, NH 03246
603-524-3885
jae@mitchellmunigroup.com

From: Russ Dean [mailto:rdean@town.exeter.nh.us]
Sent: Tuesday, July 17, 2012 12:49 PM
To: Walter Mitchell
Cc: Jae Whitelaw; Laura Spector-Morgan
Subject: Re: Property Tax

Supreme Court ruling states that camping vehicles that are kept long term in a camp ground, i.e., campers, must be taxed by the town as property if they meet four criteria laid out by the court (see below). Even though the ruling dates back more than a decade, apparently some communities have not been following it.

I checked with John Devittori and he said that Exeter is not doing this.

I would like to discuss why we aren't assessing and taxing these campers at the July 23 Board meeting. I suggested to John that he might want to attend that meeting to present his position on this.

Frank

NH official says owners can't ignore camper tax

By PAUL FEELY
New Hampshire Union Leader

Long-term seasonal campers in Henniker who are angry about getting tax bills for vehicles that have not been taxed before are actually feeling the ripple effects of a 2002 court ruling in a Laconia case.

The ripples might soon reach campers elsewhere, too.

"What towns are taxing campers and what towns aren't shouldn't be a question," said Steve Hamilton, director of the Property Appraisal Division of the state's Department of Revenue Administration (DRA). "They all should, if the camper meets four requirements laid out by the superior court. It's the law."

The court decision Hamilton cited was the result of a dispute over a tax bill issued in 2000 to the owners of the Hack-Ma-Tack Campground in Laconia. Donald and Carol Latour asserted that 15 trailers on their site were wrongfully taxed as buildings.

They asked the town for an abatement, but were denied, so they took their case to court.

In 2002, the court ruled the trailers could be taxed as buildings because they met the following criteria: They were more or less permanently located; they were used as dwellings, storage houses (i.e., sheds) or shelters; they were more or less completely enclosed; and they were intended to remain stationary.

The criteria were established in a May 1999 state Supreme Court ruling in the case of Preston v. the Town of Pelham, in which the court ruled that trailers could be assessed as buildings.

"Those are the criteria that should be used by all assessors in the state when determining whether or not to tax a camper as a building," said Hamilton. "If it does, then it should be taxed."

Campers at sites in Hopkinton, Henniker, Deering and other communities are upset with bills they received this year, some exceeding \$1,000.

In calls made last week to communities with campgrounds, some tax officials said they have been adhering to the law for years.

"We started around 2003, just after we became aware of the court decision about Laconia," said Conway Assessor Tom Holmes. "From what I understand, there isn't a choice whether you tax them or you don't. You do. It's the law. We don't have any uproar here."

Some towns have not followed suit.

"We are not taxing them now," said Meredith Assessor James Commerford. "We are aware that other communities are doing it, but it has been a choice by the community not to. But there's more information out there about it now, and it seems like DRA is looking into it more. Any decision to start taxing them would come from the Board of Selectmen."

And other communities are following the court decision — to a point.

"Yes we do, and no we don't (tax them)," said Ellen White, the assessing clerk for Ossipee. "We send tax bills to owners of the RV if it meets two criteria — if a permanent structure has been added onto the camper that renders it immovable, like a deck, or if it surpasses 320 square feet of living space. Otherwise, we don't send them one."

Raymond Tax Collector Sharon Wills said the town requires "RVs that enter campgrounds here to be registered as a vehicle, so they wouldn't be taxed as a home."

An employee in the Tax Collector's Office in Carroll Town Hall, which handles tax bills for Twin Mountain area campsites, said simply that they do not send tax bills to RV owners.

Hamilton said there are 235 taxable jurisdictions in the state, and DRA trusts that municipalities are taxing property "in a fair and equitable manner." DRA does monitor situations by reading media accounts of decisions made at the local level to determine whether his department needs to inform community officials about the law.

"That's when we would make a visit, like the one I made to Henniker," said Hamilton. "One of our duties is to educate and assist with taxing real estate. We want to make sure that all real estate in a community is taxed appropriately."

Hamilton gave that tutorial to the Henniker Board of Selectmen on Oct. 18, 2011, according to minutes of the meeting.

Hamilton said he's not surprised by the outrage expressed by the Henniker campers. What does surprise him, he said, is they hadn't been taxed these past 10 years.

The question of whether to tax remains for some.

"If the decision is made to start taxing them, we would coordinate an effort to educate the campground owners on the law," said Commerford. "We would want to give people notice of what we're doing. I wouldn't want that notice to be a tax bill."

Henniker Town Administrator Charles Connell said he sympathizes with the campers in his community, but the town has no choice.

"I don't like the ill will this is causing among our seasonal residents. I would be upset, as well, if I were getting a bill for the first time for something I had been doing for years."

Added Connell: "People think we are only doing it for the money. The town isn't getting much out of this, compared to the potential loss of business over it. We're not doing it for the tax dollars. We're doing it because it's the law. I hope the Legislature takes up this issue."

**TOWN OF EXETER
MEMORANDUM**

TO: Board of Selectmen
FROM: Russell Dean, Town Manager
RE: Swasey Trustees Liaison
DATE: July 20, 2012

The Swasey Trustees have met and determined they wish to have a liaison from the Board of Selectmen on an ongoing basis. As you know several items that require coordination between the Board and the Trustees exist and although the Trustees are an elected board, they would like a Selectboard member to be present at their meetings and liaison with the Board of Selectmen.

The next meeting of the Trustees is scheduled for Wednesday, August 1st, at 3 p.m. at the Department of Public Works.

RECEIVED
4/18/97
TOWN CLERK'S OFFICE

MEMORANDUM OF UNDERSTANDING

COPY

Between the
TRUSTEES OF THE SWASEY PARKWAY
and the
BOARD OF SELECTMEN, EXETER, NH

This Memorandum of Understanding is between the Trustees of the Swasey Parkway (hereinafter "Swasey Trustees") and the Board of Selectmen of the Town of Exeter (hereinafter, the "Selectmen") concerning the Swasey Parkway in recognition of the need to confirm their respective roles and responsibilities as to the Swasey Parkway (hereinafter, the "Parkway").

It is the understanding of the Trustees and the Selectmen:

1. That by Trust Agreement dated August 9, 1929, Ambrose Swasey executed a Trust Agreement offering to the Selectmen "financial assistance toward defraying the expense of acquiring a right of way and of constructing a Parkway along the river front at Exeter, New Hampshire, to be used solely for park purposes, and the roadway thereon open only to pleasure vehicles".
2. That under the terms of said Trust Agreement, the Cleveland Trust Company was named as Trustee and was transferred certain non-real property assets as an endowment fund, the income from which is to be used "for the care, maintenance and improvements of said river Parkway."
3. That the current trustee of said endowment fund is the Key Trust Company of Ohio, N.A.
4. That under the terms of said Trust Agreement (page 3), the trust company is to pay to the Selectmen for the care, maintenance, and improvement of the Exeter River Parkway, only the net income derived from investment of the principal, although the trust company has "full authority to determine whether any property coming into its possession shall be treated as principal or income." (Page 2, Trust Agreement).
5. That after August 9, 1979, the Selectmen have had the continuous right under the Trust Agreement to terminate the trust but thereafter only to invest and reinvest the principal of the trust, utilizing only the income therefrom for the care, maintenance and improvement of the Parkway.

COPY

6. That in 1929 when the Trust Agreement was executed, Towns were authorized by State law to take and hold in trust gifts, legacies and devises made to them for the establishment, maintenance and care of parks and for any other public purpose within the objects of their organization.
7. That all such trusts authorized by State law were to be administered by a Board of Trustees.
8. That at the 1929 Town Meeting, the Townspeople of Exeter elected a 3 person Board of Trustees with staggered term "for the Exeter Shore Parkway" and have been electing their successors ever since.
9. That title to a number of parcels of land and easements and rights of way was transferred to the Town of Exeter in 1928 and 1929 consistent with the purpose of acquiring the land for the Parkway and for a highway for public travel over same.
10. That under N.H. RSA 231:33, highway agents or other duly authorized officials under the direction of the Selectmen are to have charge of all further repair and maintenance of highways, streets, roads and traveled ways.
11. That the roadway through the Parkway is in fact a Town road by virtue of its having been constructed for public travel over land conveyed to the Town by deed of a fee or easement interest under the second part of N.H. RSA 229:1.
12. That given these understandings, the Swasey Parkway Trustees shall:
 - a. Be responsible for seeing to the "care, maintenance and improvement" of the Parkway (excluding the public roadway through same and appurtenances thereto) utilizing funds generated by the endowment fund under the aforesaid "Trust Agreement" as paid to the Selectmen by the Trust Company.
 - b. Recognize that as between them the Selectmen are the body exclusively responsible for the repair and maintenance of the aforementioned public roadway and any appurtenances thereto.
 - c. Prepare a report annually for inclusion in the Town Report.
 - d. As a courtesy, provide a copy of the minutes of their meetings to the Board of Selectmen.

COPY

13. That given the above understandings, the Selectmen will:
- a. Apply to the Trust Company designated under the Trust Agreement for the funds deemed by the Swasey Trustees to be needed for the care, maintenance and improvement of the Parkway, and recognize the Swasey Trustees' authority over those functions, excluding the aforementioned public roadway and its appurtenance.
 - b. Exercise all authority or discretion vested in them by the State law as to the care and maintenance of the aforementioned public roadway and any appurtenances thereto.
 - c. Ensure that the Parkway and the Swasey Trustees are named insureds under the Town's policy of comprehensive general liability insurance.
 - d. Ensure that the Parkway is periodically patrolled by the Exeter Police Department for security purposes.
15. That this Memorandum of Understanding is governed by the laws of the State of New Hampshire.

TOWN OF EXETER
BY ITS SELECTMEN

Dated: 9/18/97

Barbara A. Deane
(Witness)

Wall
(Witness)

(Witness)

(Witness)

(Witness)

Paul A. Buntin

Paul A. Buntin

Wendy Staley Jones

Wendy Staley Jones

Robert Powell

COPY

THE SWASEY PARKWAY TRUSTEES

Dated:

Barbara S. McCuey
(Witness)

Wayne C. Raymond

Barbara S. McCuey
(Witness)

George Sturgeon

Barbara S. McCuey
(Witness)

Wayne C. Raymond

To Ambrose Swasey of Cleveland, Ohio,
and of Exeter, New Hampshire:

Whereas you have offered to build a Parkway or Boulevard along the water front from a point on Water Street to and including the homestead lot of the late George Fernald, and to create a Park for the use and enjoyment of the citizens of Exeter, and for the beautifying of the Town, according to the plans, surveys and descriptions submitted by your engineers, said park to be used solely for park purposes and the roadway therein to be open only to pleasure vehicles;

We now, in our capacity as Selectmen of the Town of Exeter, believing that the welfare of the Town and its citizens will be greatly advanced and promoted by the acceptance of this offer, and as citizens of our Town, in grateful appreciation of your generosity, your love for the Town of your birth, and your affection for its institutions, hereby accept this offer and subscribe our names in our dual capacity.

Given under our hands this 31st. day of August, 1929.

James H. Melley

Fred L. Colcord

William McHulty

Selectmen of the Town of Exeter,
and native sons.

THIS INSTRUMENT of the ^{7th} day of September, 1929, is to evidence that

WHEREAS, I, AMBROSE SWASEY, offered to the Selectmen of Exeter, New Hampshire financial assistance toward defraying the expenses of acquiring a right of way and constructing a parkway along the river front of Exeter, New Hampshire, to be used solely for park purposes, and the roadway therein open only to pleasure vehicles; and

WHEREAS, in order to make provision for such assistance in case my offer was accepted by the said Selectmen, I did enter into a certain Agreement of Trust with THE CLEVELAND TRUST COMPANY of Cleveland, Ohio, under date of August 9, 1929, whereby I transferred and set over unto said Company certain securities, in trust, to provide for said cost as the same might be needed, and also to provide for an endowment fund, the income from which to be used for the care, maintenance and improvement of said river parkway; and

WHEREAS, I reserved unto myself the right to revoke the trust estate, as well as the right to alter or amend the terms and provisions of the trust, until such time as I might advise said Trustee that my offer had been accepted by said Selectmen of Exeter, New Hampshire; and

WHEREAS, said Selectmen, by appropriate action, have accepted my offer, and I desire on my part to do all things necessary to make said gift fully effective and complete in all respects;

NOW, THEREFORE, in consideration of the premises and in consideration of said Selectmen having committed themselves to the purchase of lands necessary for the right of way for said parkway, and of their agreement to use the same solely for park purposes and the roadway therein to be open only to pleasure vehicles, I have and do hereby notify said THE CLEVELAND TRUST COMPANY, as such Trustee, that my said offer has been by appropriate action duly accepted by the Selectmen of Exeter, New Hampshire, and that accordingly the said

Settlement of Trust has and does hereby become irrevocable, to be held, administered, controlled and disposed of solely for the uses and purposes and upon the terms and conditions therein set forth. And I do further acknowledge that upon my order there has been delivered to me for transmission to said Selectmen of Exeter, New Hampshire, the sum of twenty-three Thousand Five Hundred Dollars (\$23,500.00) from the principal of the trust estate, to be by them used in defraying the cost of acquiring title to premises making up portions of said parkway.

IN WITNESS WHEREOF, I have hereunto set my hand as of this day and year first above written, and caused this instrument to be delivered to THE CLEVELAND TRUST COMPANY, Trustee.

Ambrose Swasey

...

Cleveland, Ohio, September 9, 1929.

Receipt of the foregoing instrument is hereby acknowledged.

THE CLEVELAND TRUST COMPANY,

BY [Signature]

...

TRUST AGREEMENT

Property
Trusteed.

THIS INSTRUMENT, of the 21st day of August, 1929, is to evidence: that,

WHEREAS, I, ALBROSE SWASKY, of Cleveland, Ohio, have offered to the Selectmen of Exeter, New Hampshire, financial assistance toward defraying the expense of acquiring a right of way and of constructing a Parkway along the river front at Exeter, New Hampshire, to be used solely for park purposes, and the roadway therein open only to pleasure vehicles; and

WHEREAS, I desire to make provision for the furnishing of such assistance in case my offer is accepted and acted upon by said Selectmen, and to make further provision for an endowment fund the income from which shall be used for the care, maintenance and improvement of said river Parkway;

NOW, THEREFORE, in consideration of the premises, I have this day sold, assigned, transferred, delivered and set over unto THE CLEVELAND TRUST COMPANY, of Cleveland, Ohio, as Trustee, the property described in Schedule A, which, initialed by me, is hereto attached and made part hereof, to be held, managed and controlled by THE CLEVELAND TRUST COMPANY, as Trustee, upon the trusts and for the uses and purposes hereinafter set forth, to wit:

Powers and
duties of
Trustee.

The Trustee shall have power to sell, transfer or exchange all or any part of said property, and all property that may hereafter from time to time be substituted therefor or added thereto, at such prices and upon such terms and conditions and in such manner as it may deem best; and to execute and deliver all such instruments of transfer thereof, proxies, powers of attorney or agreements that the Trustee may deem necessary or advisable in administering this trust.

The Trustee shall have full power to invest and reinvest any and all sums of money coming into its possession in such loans, stocks, securities and real estate as it may deem proper and suitable for the investment of trust funds, irrespective of any statutes, or rules or practices of Chancery Courts, now or hereafter in force limiting the investments or trust com-

panies or trustees generally, with power to vary or transpose investments so made into others of like or similar nature, it being my intent that the Trustee shall have unrestricted power to manage all property held by it hereunder as if the absolute owner thereof.

The Trustee may retain by way of investment any property or securities transferred to it, without liability for depreciation.

The Trustee shall have full authority to determine whether money or property coming into its possession shall be treated as principal or income, and shall have full discretion to charge or apportion any expenses or losses to principal or income according as it may deem just and equitable; to employ suitable agents and attorneys, and to pay their reasonable compensation and expenses. The Trustee shall not be liable for any neglect, omission or wrongdoing of such agents or attorneys, provided reasonable care shall have been exercised in their selection; nor, save for its own neglect or wilful default, for any loss or damage.

The Trustee shall have the right, upon partial or final distribution of the trust estate, to purchase any notes and mortgages representing investments made by it, upon paying therefor the principal sums thereof, together with accrued interest to date of purchase.

The Trustee shall allow and pay interest on all uninvested funds in its possession at the rate and in accordance with the rules then governing deposits in its Savings Department.

Disposition of
Trust Estate.

In event I shall advise the Trustee hereunder that my offer has been accepted by the Selectmen of Exeter, New Hampshire, or in event of my death occurring prior thereto and said offer being accepted within a period of six (6) months after my death by said Selectmen, and the work thereafter being commenced in good faith according to the judgment of the Trustee, this trust shall become irrevocable, and the assets held, dealt with and disposed of as follows:

Payment of the cost of acquiring the rights of way and title to the premises required for said Parkway shall be made to the said Selectmen

upon the order of myself or my agent, or in event of my death upon the Trustee being reasonably satisfied that such payments are being used by said Selectmen for said purposes. In case of said funds being disbursed other than upon the order of myself or my agent, the funds shall be paid over upon the application of the Selectmen, in which there shall be stated the proposed uses, and upon applications subsequently being made by them for additional funds, accounting shall be rendered for the funds previously disbursed.

The cost of constructing said Parkway shall be paid to said Selectmen, or directly to the contractors of such work, upon the order of myself or my agent, or in event of my death, upon the Trustee being reasonably satisfied that such payments are being used by said Selectmen for said purposes. In case of such payments being made other than by myself or my agent, the Selectmen shall similarly, with request for payment, file statement of the proposed uses, and upon subsequent disbursements, account for funds previously paid over.

It is expected that such work of the construction of the Parkway and of landscaping may be done under the supervision of Olmsted Brothers, or some other suitable architectural firm, and it is further contemplated that the foregoing payments may be made under architect's certificate.

All payments for cost of acquiring rights of way or premises and of constructing said Parkway or landscaping shall not, however, require disbursements depleting the trust estate to an amount below Fifty Thousand Dollars (\$50,000.00). The said sum of Fifty Thousand Dollars (\$50,000.00), or securities of said value, together with such amount of principal of this trust estate as may not have been withdrawn for the aforesaid costs of acquisition and construction, shall be retained by the Trustee, and invested and reinvested by it under the powers and discretions hereinbefore conferred upon it, and the net income derived therefrom shall be paid to the Selectmen of Exeter, New Hampshire, and be by them used for the care, maintenance and improvement of said Exeter River Parkway.

No duty shall be upon the Trustee to see to the application of said funds by said Selectmen. The receipt of the Chairman of the Selectmen, or such person as may be selected by said Selectmen, shall be a full acquittance and discharge to the Trustee.

Until this trust has become irrevocable under the provisions hereinbefore made, the net income arising hereunder shall be paid to me.

In event the trust shall become irrevocable, the net income arising from the securities from such time shall be accumulated and added to the principal until the work of the acquisition and construction of said Parkway has been completed. After such completion the net income derived from the remaining funds shall be paid, as above provided, for the care, maintenance and improvement of said Parkway.

Until I shall have advised the Trustee hereunder that my offer to said Selectmen has been duly accepted, I reserve the right to revoke the trust hereby created, in whole or in part, or to alter or amend the terms hereof. Any such revocation, alteration or amendment shall be evidenced by written instrument, signed by me and delivered to the Trustee. To whatever extent this settlement may be so revoked, the Trustee shall thereupon transfer and deliver to me such portion or all of the property constituting the trust estate as may have been withdrawn under such revocation.

In event of my death, and of said Selectmen not proceeding within the period of six (6) months thereafter, with due diligence, to the satisfaction of the Trustee, to undertake the work of acquiring and constructing said Parkway according to tentative plans which I have approved, all trust assets held hereunder shall revert to and become part of my estate. Furthermore, should said work not have been commenced during my lifetime, and in the event it shall appear to the Trustee within said six (6) months' period that the value of the trust assets held hereunder over and above the endowment fund of Fifty Thou-

sand Dollars (\$50,000.00) provided for the care, maintenance and improvement of said Parkway, are not reasonably sufficient to insure the completion of said Parkway according to said tentative plans, an additional six (6) months' period will be allowed to the Selectmen to provide the necessary funds to fully complete said Parkway; and in event such additional funds are not provided, or assurances satisfactory to the Trustee had that the same will be promptly provided, all of the trust assets held hereunder shall thereupon revert to and become a part of my estate.

The Trustee shall be protected in acting upon any certificate, order or direction believed by it to be genuine, and to have been signed by the parties purporting to have signed the same.

In event the trust for the care, maintenance and improvement of said Parkway shall become established under the terms and provisions hereof, and in case the Trustee is of the opinion that the trust can better be managed and administered in the State of New Hampshire, the Trustee hereunder is authorized to resign its trust, and thereupon transmit the trust assets to such trust company organized under the laws of the State of New Hampshire as it may select as being best suited to administer the trust fund, and upon such trust company accepting the trust the Trustee hereunder shall, upon its accounting for its administration, be discharged and relieved from any further duties in the premises. Any such successor trustee shall be vested with all the powers and discretions herein conferred upon THE CLEVELAND TRUST COMPANY.

In event the aforesaid trust for the care, maintenance and improvement of said Parkway shall have been established under the provisions hereof, the right is conferred upon the Selectmen of Exeter, New Hampshire, at any time after the expiration of fifty (50) years from date hereof, to terminate this trust, and thereupon have paid over to them the entire trust estate. In event of such termination, however, the principal of the trust estate shall thereafter be

used for the care, maintenance and improvement of said Parkway.

Compensation.

The Trustee shall be entitled to receive as compensation for its services four per cent (4%) of the income derived from the trust estate, and one per cent (1%) of principal distributions made by the Trustee, other than on the order of myself or my agent, deductible from such distributions. In event, however, this trust shall be revoked by me, no charge shall be made against principal upon such termination.

IN WITNESS WHEREOF, I, the said AMBROSE SWASEY, have set my hand, and to evidence its acceptance of the trusts herein set forth said THE CLEVELAND TRUST COMPANY has caused its corporate name and seal to be affixed to this instrument, in duplicate, the day and year first above written.

Signed in the presence of:

A. T. Brayer
W. M. Cuel

Ambrose Swasey

THE CLEVELAND TRUST COMPANY,

By H. H. Allyn 110

And H. H. Allyn Trust Co. Officer

Cleveland, Ohio, September 3, 1929.

I, H. H. Allyn, Vice President of The Cleveland Trust Company, hereby certify that the foregoing is a photostatic copy of the certain agreement entered into by and between Ambrose Swasey and The Cleveland Trust Company on the above mentioned date of August 9, 1929, and that said trust agreement is now unrevoked and in full force and effect.

H. H. Allyn
Vice President

CROCKER ARCHITECTURAL SHEET METAL

129 SOUTHBRIDGE ROAD (RTE 20) NORTH OXFORD, MA 01537

PHONE: 508-987-9900

Fax: 508-987-9902

TELEPHONE/FAX BID TRANSMITTAL

TO: NAME: KEVIN SMART DATE: 1/26/2010
COMPANY TOWN OF EXETER JOB NAME: EXETER HISTORICAL SOCIETY
PHONE: 603-773-6162 LOCATION: EXETER NH
FAX: _____ TOTAL PAGES INCLUDING
E-MAIL _____ TRANSMITTAL: 1

FROM: **DAVID H. CROCKER** e-mail david@crockerarchitectural.com

WORK INCLUDED

TOTAL SLATE AND ROOF PACKAGE **TOTAL COST \$117,900-**

PRICE INCLUDES -

- | | |
|--|-------------|
| 1) SLATE. DEMO. OF OLD INSTALL NEW SLATES TO MATCH | \$ 68,000- |
| 2) NEW GRACE ICE AND WATER UNDERLAYMENTS. HIGH TEMP. | \$10,000- |
| 3) ALL NEW COPPER FLASHINGS | \$8,300- .. |
| 4) ALL NEW RIDGE CRESTINGS | \$6,300- |
| 5) REPAIR ALL LOWER ROOF DECKS AFTER DEMO | \$2,300- |
| 6) ALL NEW COPPER ROOFS | \$23,000- |
| 7) 5 YEAR WARRANTY INCLUDED | INC. |

THANK YOU FOR YOUR CONSIDERATION

DAVID H CROCKER CELL 508-328-7023 CALL WITH QUESTIONS PLEASE

**TOWN OF EXETER
MEMORANDUM**

TO: Board of Selectmen
FROM: Russell Dean, Town Manager
RE: 47 Front Street Roof Project
DATE: July 20, 2012

As you know, all four bids received for the 47 Front Street project were in excess of the \$99,900 budget allotted for the project.

A brief project history is as follows:

January, 2010 – Initial estimate of \$117,900 provided by Crocker Architectural based on site visit and inspection

March, 2010 – Roof project not included in 2010 budget

2011 – Project included in CIP at \$117,900. During 2011, project garnered further discussion. As part of 2011 budget process for 2012 warrant, a forensic inspection was completed by Building Envelope Consultants. This was published on December 27th, 2011 with an estimate of \$100,000 to \$130,000 for the project.

Early 2012 – Subsequent review led to a change in the project budget to \$99,900. This was discussed at a January, 2012 BOS meeting and included in the warrant.

March, 2012 – Warrant article passed at \$99,900.

April-May, 2012 – Project specifications developed by Building Envelope Consultants

June – July, 2012 – Project pre-bid meetings and bid process completed. Bids opened on July 9th, 2012.

According to the Maintenance Department, the specifications developed for the project were extremely thorough and specific. It is speculated that this thoroughness along with a change in the copper markets may have led bids to be very high.

The Department is recommending working with the 4 qualified bidders on the project to develop a revised scope to see if the project can fit within available funds in the warrant article, plus approximately \$30,000 to \$40,000 to be utilized from the maintenance projects budget to balance out the projected revised budget. If this cannot be achieved,

the funding would need to be set aside until additional funding could be sought for the project.

I have included the specifications utilized for this bid in the packet.

Mr. Clement moves to open the public hearing on the proposed fee increase for the Planning and Building Department. Mr. Quandt seconds. The vote is unanimous. Motion Carries.

No public comment or Board comments ensue.

Mr. Quandt moves to close the public hearing on the proposed fee increase for the Planning and Building Department. Ms. Gilman seconds. The vote is unanimous. Motion Carries.

Mr. Quandt moves to adopt the new fees proposed by the Planning and Building Department. Ms. Gilman seconds. The vote is unanimous. Motion Carries.

2. FY11 Encumbrances

Mr. Dean provides The Board with a drafted list of encumbrances for the 2011 year. Mr. Dean advises The Board that the LGC job description review is currently underway and finalizing the Planning Impact fee study is about to be underway.

Ms. Gilman moves to approve the 2011 encumbrances as they are presented. Mr. Quandt seconds. The vote is unanimous. Motion Carries.

3. FY12 Warrant Articles

The current bond articles for The Groundwater Plant, Water Meter Replacements, and WTP Waste stream Reduction are presented for Water projects. The Jady Hill Phase II and Wastewater Facilities Plan are presented for Sewer projects. Mr. Dean reminds the Board that each of these projects is eligible for 20% debt forgiveness through DES. A light discussion and overview of each project ensues. Mr. Clement reminds the Board that all of these bond articles were recommended by the Water and Sewer Committee to be moved to the Board of Selectmen for approval. The Board makes no motions to amend or remove any of these articles.

The DPW Recommended Warrant Articles are reviewed. Chairman Aldrich raises the Article relating to Supplemental Paving. A short discussion ensues regarding the differences in changing the Warrant Article as opposed to changing the general fund budget.

Mr. Clement moves to increase the Warrant Article for Supplemental to \$250,000. Mr. Quandt seconds. The vote is unanimous. Motion Carries.

The Warrant Article for repairs to the roof of the Historical Society is discussed. Maintenance Superintendent Kevin Smart comes forward. Mr. Smart indicates there is currently a proposal in place to repair the slate roof of the Historical Society Building at 47 Front Street. The current proposal will allow for the consultant to determine how much of the current slate can be re-used as opposed to purchasing new materials. He projects 15-20% of the slate will need to be replaced, the remaining 80-85% is assumed to be able to be re-used. Re-using the slate will allow the building to maintain its historic integrity as it was originally designed. Mr. Ferraro asks Mr. Smart if other alternatives to slate have been compared, such as architectural shingles. Mr. Smart expresses his desire to maintain the historical value of the property by re-using the slate and possibly looking at other options for flashing, such as copper. The Board requests a detailed breakdown of costs for this project.

DRAFT MINUTES

BOARD OF SELECTMAN MEETING

MINUTES

JANUARY 9, 2012

1. Call Meeting to Order

Vice Chairman Matt Quandt convened The Board at 7:00 pm in the Nowak Room of the Town Office Building. Other members present were: Town Manager Russ Dean, Selectman Don Clement, Selectwoman Julie Gilman and Selectman Frank Ferraro. Absent was Chairman Robert Aldrich.

2. Public Comment - None

3. Minutes and Proclamations

A. Regular session: November 28th, 2011 December 5th, 2011, December 12th, 2011, December 19th, 2011
Mr. Ferraro reviews his proposed changes to the November 28th Draft Minutes. A short description of his proposed changes ensues.

Mr. Clement moves to approve the Minutes for November 28, 2011, as amended by Mr. Ferraro. Ms. Gilman Seconds. Vote: Unanimous. Mr. Quandt abstains.

The minutes for December 5, 2011 and December 12, 2011 are reserved for more inspection. The Board agrees to reserve them for the agenda next week.

Mr. Ferraro moves to approve the Minutes for December 19, 2011, as amended. Mr. Clement seconds. Vote: Unanimous. Mr. Quandt abstains.

B. Special Meeting: December 30th, 2011

Ms. Gilman moves to approve the Minutes for December 30, 2011, as amended. Mr. Clement seconds. Vote: Unanimous. Mr. Quandt abstains.

4. Appointments - None

5. Department Reports - None

6. Discussion/Action Items

1. Draft ER Zone Designation: Epping Road

Mr. Dean presents the basic overview of what the Draft ER Zone Designation proposed for the Epping Road area is. As an economic revitalization zone it would allow the businesses in the Epping Road corridor to qualify for a State tax credit. He explains that the zone would be used by the community as a tool to help prospective businesses locate here. The EDC and Planning Board are currently reviewing this effort. He advises The Board that in order to qualify for the ER Zone Designation, the number of vacant or demolished structures must be reduced. Mr. Dean believes this Zone Designation could help prospective employers and other establishments decide to locate here. Mr. Dean hopes to have a draft of the application for this Zone Designation prepared for the Board to review by the end of January.

2. Warrant Article Updates

Kevin Smart, Maintenance Superintendent shares his update on the slate roof at the address of 47 Front Street. He has invited Bob Fulmer, an expert in slate roof to provide his professional opinion on the roof. Mr. Smart indicates there are several issues that need to be addressed in order to consider changing the material from the natural slate to a synthetic material. He explains the building would need to be modified in order to utilize a synthetic material. Modifications such as venting, which the building does not currently have. The building will also need brick work in the eaves and the plywood on the deck would need to be modified. The projected cost of these modifications would be \$20,000- \$30,000. Mr. Fulmer offers his expert opinion that the current slate on the roof can be reused to a large extent. He further explains that the slate currently on the building is some of the best natural slate there is available. The Town of Exeter would be hard pressed to find a better or longer lasting material. He feels the slate on the building, with its origins in Monson Maine has an extensive service life. No modifications would need to be made to the existing structure. He advises that removal of the slate, replacement of the flashing details and upgrading the base is the smart economical choice. That paired with reusing the slate that can be reused will present the structure with a new 100 year roof. A short discussion ensues regarding the warranty requirements for

synthetic materials. The requirements and regulations to maintain a long term warranty could be costly, as the manufacturers are constantly reformulating the recipes for the products. The question of actual cost is raised. Mr. Smart projects that reusing the current slate, including labor the cost is approximately \$99,000. The cost for synthetic material replacement would be projected at \$64,000. This cost is not all inclusive. It does not include the cost of prep work, or the copper flashing. This would just be a materials cost. Ms. Gilman points out that the Historic building is valuable to the Town of Exeter, it is a Civil War Monument and it should not be treated lightly. The integrity of the building itself should not be compromised. The Heritage Commission supports this warrant article. Mr. Clement proposes this projected to the agenda for next week's session.

Kevin Smart, Maintenance Superintendent also updates The Board on The current project of the Town Office HVAC. The Previous estimate of the project in 2009 was approximate to \$235,000. The project will consist of 17 Ductless units, an 8 ton condensing unit, a 12 ton condensing unit, a fan coil to provide 15cfm per person, 2 louvers and a boiler with piping and zone vales. Including an estimated labor cost of \$88,420, the new projected cost of this project is expected to be \$198,000. At the time of this update, Mr. Smart believes the bidding climate and engineering costs have become more competitive since the original prices were generated in 2009. The purpose of this project is to improve the air quality in the Town Office building. The current air exchange is inefficient. The Town Office is currently utilizing window units to cool the building in the warmer months. A short discussion ensues in regards to the actual cost savings this HVAC system will provide. Mr. Dean remembers an energy audit performed recently that was followed by a fixed cost energy contract that is currently in place at the Town Office Building. Ms. Gilman remembers an audit performed by the MEAP (Municipal Energy Audit Program). The question of how the new system will obstruct or intrude on the character of the building is raised. Mr. Smart indicates the structure itself will sustain little to no changes with the exception of the newly mounted wall units and the new condensing units to be stored outdoors on the ground. Several locations will receive a new wall mounted structure not much bigger than the current window units. The units can be adjusted or moved in the future to accommodate any changes to the inside of the structure in the future. This project will remain on the agenda to be brought forward during the Warrant Article discussion.

B. Old Business

1. Adopt Public Access Policies

Mr. Dean presents the topic of Public Access Policies for the community access channel. Channel 98 has been on the air for around six months. The policies are vetted by the Cable Committee. The policies are currently being utilized on a trial basis at Exeter High School and seem to be functioning as intended. Mr. Dean asks The Board to formalize the use of these policies and procedures. Mr. Ferraro expresses his desire to have the Cable Committee vote and adopt the policies. Mr. Dean advises the Board that Advisory Committees do not adopt policies from a process perspective that is the Board's role. The Committee has met several times to review the policies and has seen the clean copy after review by counsel. After some discussion, the Board agrees to wait for an official recommendation from the Cable Committee.

7. Regular Business

A. Bid Openings - None

B. A/P and Payroll Manifests

A. Accounts Payable and Payroll Manifests

**Mr. Ferraro moves to approve the accounts payable warrant for checks dated 1/6/2012 in the amount of \$121,123.90.
Mr. Clement Seconds. Vote: Unanimous**

Mr. Ferraro moves to approve the accounts payable warrant for checks dated 12/30/2011 in the amount of \$109,680.32. Ms. Gilman Seconds. Vote: Unanimous

**Mr. Ferraro moves to approve the accounts payable warrant for a check dated 12/28/2011 in the amount of \$5,000.00.
Mr. Clement seconds. Vote: Unanimous**

**Mr. Ferraro moves to approve the accounts payable warrant for a check dated 1/6/2012 in the amount of \$51,600.66.
Mr. Clement Seconds. Vote: Unanimous**

**Mr. Ferraro moves to approve the accounts payable warrant for checks dated 1/6/2012 in the amount of \$18,173.45.
Ms. Gilman Seconds. Vote: Unanimous**

Mr. Ferraro moves to approve a weekly payroll warrant for checks dated 1/04/2012 in the amount of \$167,204.05. Ms. Gilman Seconds. Vote: Unanimous

1/17/12

indicates it is eligible. Of the \$600,000 the user impact in the first year is around \$10. On the advice of counsel the debt forgiveness numbers will not be added to the ballot this year. A short discussion ensues regarding the debt forgiveness numbers not added as a note to the ballot. Mr. Dean explains that the forgiveness is already approved. Mr. Clement reminds The Board The Town is obliged to raise and appropriate the entire amount. This Article would be a return on investment. The new meters would give a more accurate reading. Mike Jeffers, Water and Sewer Superintendent indicates the projected accuracy changes predicted by Weston Sampson is approximately 2%. \$74,815 per year will cover the payment. As the meters are mechanical and brand new, they will prove to be significantly more accurate than any older versions.

Article 8: Chairman Aldrich reads the Article and calls for comments from The Board or public. There is no comment.

Article 9: Chairman Aldrich reads the Article and calls for comments from The Board or public. There is no comment.

Mr. Quandt moves to close the public hearing on Bond Articles. Mr. Clement Seconds. Vote: Unanimous

Mr. Quandt moves to recommend the bond Article 5. Ms. Gilman Seconds. Vote: Unanimous

Mr. Clement moves to recommend the bond Article 6. Ms. Gilman Seconds. Vote: Unanimous

Mr. Quandt moves to recommend the bond Article 7. Ms. Gilman Seconds. Vote: Unanimous

Mr. Quandt moves to recommend the bond Article 8. Ms. Gilman Seconds. Vote: Unanimous

Mr. Clement moves to recommend the bond Article 9. Mr. Quandt Seconds. Vote: Unanimous

Mr. Quandt moves to open the public hearing for the general fund budget. Mr. Clement Seconds. Vote: Unanimous

Chairman Aldrich presents several slides to break down the 2012 budget. He calls for comments from The Board or public. There is no comment.

Mr. Quandt moves to close the public hearing for the general fund budget. Mr. Clement Seconds. Vote: Unanimous

Chairman Aldrich advises that the remaining warrant articles do not require a public hearing and calls for The Board to vote on each of them.

Article 12: Chairman Aldrich reads the Article and calls for comments from The Board.

Mr. Quandt moves to recommend Article 12. Mr. Clement Seconds. Vote: Unanimous

Article 13: Chairman Aldrich reads the Article and calls for comments from The Board

Mr. Quandt moves to recommend Article 13. Mr. Ferraro Seconds. Vote: To recommend, Mr. Ferraro, Mr. Quandt and Ms. Gilman. Opposed; Mr. Clement. Motion Carries.

Article 14: Chairman Aldrich reads the Article and calls for comments from The Board.

Ms. Gilman Moves to recommend Article 14. Mr. Quandt Seconds.

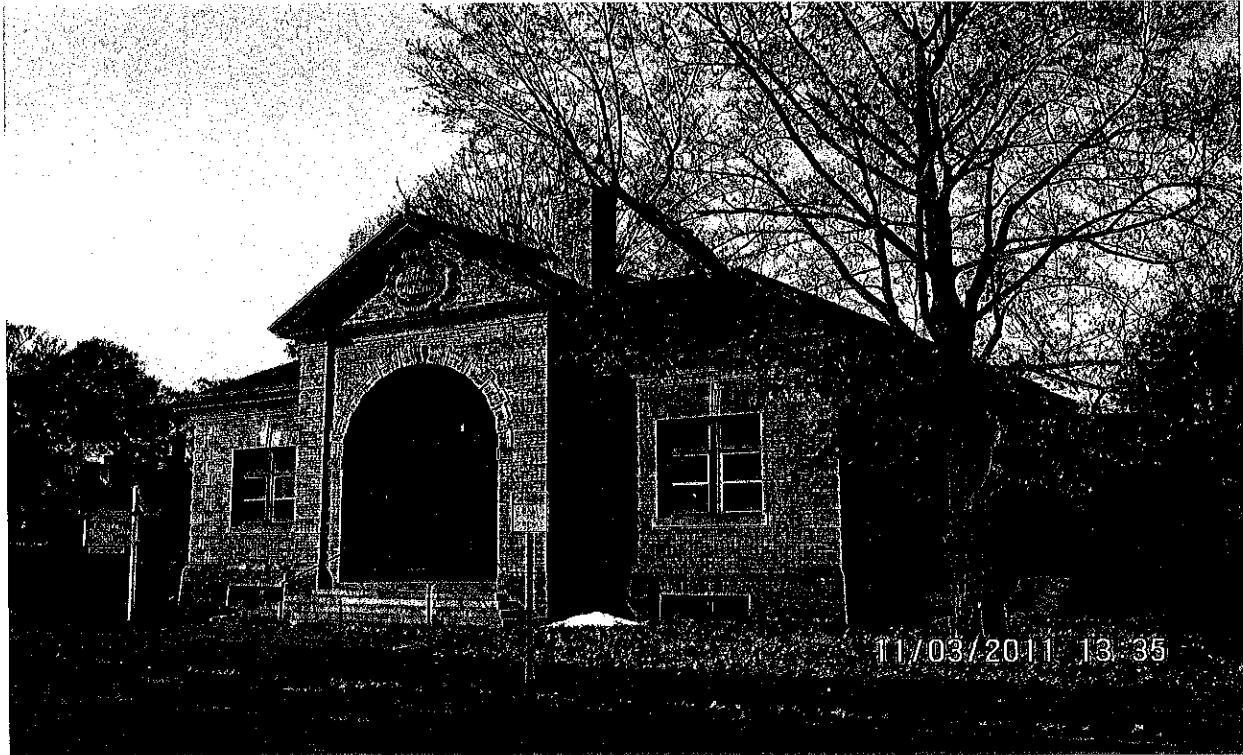
A short discussion ensues relating to the verbiage of "hundred year" slate roof. Mr. Clement feels like the phrase should not be included in the Article. Mr. Ferraro agrees, and feels that the Article should end with 'at Front Street.'

The Board agrees to amend the verbiage of the Article to read "To see if the Town will vote to raise and appropriate the sum of ninety-nine thousand nine hundred dollars (\$99,900) for the purpose of replacing the slate roof on the Town owned building at 47 Front Street."

Ms. Gilman amends her motion to reflect her move to recommend Article 14 with the new verbiage. Mr. Quandt Seconds. Vote: Unanimous

Article 15: Chairman Aldrich reads the Article and calls for comments from The Board. Bob Eastman, Hampton Falls Road,

FORENSIC INSPECTION OF THE SLATE ROOF SYSTEM ON THE,
EXETER HISTORICAL SOCIETY BUILDING
EXETER, NEW HAMPSHIRE.



Prepared for: Mr. Kevin Smart
C/o The Town of Exeter
Public Works Dept.
13 Newfields Rd.
Exeter, NH. 03833

Prepared by: Robert L. Fulmer, Principal
Building Envelope Consultants Inc.
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Portsmouth, NH. 03801

Inspection Date:
December 27th, 2011

 **BUILDING
ENVELOPE**
CONSULTANTS

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PART 1: ECS (Existing Condition Survey) FORMAT AND DETAILS:

1.0.1. INTENT AND PURPOSE OF THIS SCOPE OF WORK:

A. Building Envelope Consultants Inc. (herein referred to as BEC) has been requested to participate in a comprehensive forensic ECS Inspection on the slate roof system of the Exeter Historical Society Building, on behalf of the Town of Exeter (herein referred to as the Client). The purpose of the investigation was to assess the overall condition of the slate roof, copper flashing and copper gutter systems. In addition, the Client has requested a written report describing remediation options based on the findings of the investigation.

This "Summary of Findings" report is based on data obtained during the roof and drainage systems inspection conducted on December 27th, 2011.

The inspector and author of this report on behalf of BEC was Robert Fulmer, Principal.

1.0.2. ECS INSPECTION DETAILS:

INSPECTION DATE AND TIME: Tuesday, December 27th, 2011. Beginning at 10:00 AM and concluding at 1:30 PM.

INSPECTION CONDUCTED BY: Robert L. Fulmer, Principal Building Envelope Consultants Inc.

WEATHER: Overcast, 42 degrees (F).

OTHERS PRESENT ON SITE: Mr. Kevin Smart on behalf of the Client.

DOCUMENTS AND INFORMATION SUPPORT: Access to the roof and verbal confirmation of areas of concern were provided by Mr. Kevin Smart.

ROOF ACCESS: Access to the roof for inspection, observation and testing was gained via ladder for exterior building rooftop access.

INSPECTION METHODS: The inspection was conducted utilizing both "non-destructive" and "intrusive" test methods. For the intrusive aspect of the inspection process, test areas were selected based on their location to provide random samples of multiple roof system components on the building as well as areas of potential water infiltration. The non-destructive testing was conducted by visual inspection documented with digital photographs of the test area and all associated roof elevations. Roofing material samples were not removed from the site.

PART 2: ROOF AND GUTTER SYSTEM OBSERVATIONS:**2.0.1. ARCHITECTURAL OVERVIEW:**

The subject property is centrally located at 47 Front St. in Exeter NH. Originally built in 1893 as the Exeter Public Library, the building currently houses the collections and offices of the Exeter Historical Society (EHS). Exterior construction consists of masonry wall assemblies faced with a distinctive yellow brick. The roof system consists of a Monson slate roof with ornamented copper flashing details as well as several smaller flat seam copper roofs on the low slope sections. The gutter system consists of copper gutter in two profiles and copper downspouts.

2.0.2. FORENSIC TEST AREA LOCATIONS:**A. Test Area 1: East Elevation, Upper Roof of the Main Building.**

Location: At a location adjacent to the East elevation dormer of the Main Building over the central exhibition hall. This test location was chosen because it is located adjacent to an area of previous interior water infiltration and damage to the interior ceiling. In addition, this location provided an opportunity to observe multiple slate roof system components.

B. Test Area 2:

Location: At a center location adjacent to the ridge along the East elevation of the North Building "wing" over the collections storage area. This test location was chosen because it provided an opportunity to observe multiple slate roof system components.

C. Test Area 3:

Location: At a location adjacent to the valley along the South West elevation of the Main Building over a collection exhibit area. This test location was chosen because it provided an opportunity to observe multiple slate roof and flashing system components.

D. REPAIRS:

Upon conclusion of the inspection, the underlayment in the Test Areas was replaced with new W.R.Grace ice and watershield underlayment. The existing slate were then re-installed.

E. DIGITAL PHOTOGRAPHY:

All roof system components and details within the Test Areas, were documented by representative digital photographs after visual observation (see photo section).

2.0.3. SYSTEM OBSERVATIONS:

A. SLATE ROOFING:

The steep slope roof surfaces on the Exeter Historical Society Building are covered with original Monson slate, quarried and produced in Monson, Maine.

The slate are four distinct sizes and exposures within the following roof sections:

1. South East elevation "radisued" bay roof: Monson 12" x 7" with 4" exposure.
2. South West elevation front gable section: Monson 14" x 10" with 5 ½' exposure.
3. Main Building, East and West elevations: Monson 14" x 8" with 5 ½" exposure.
4. North elevation "wing", East and West elevations: Monson 16" x 10" with 7 ½" (inadequate)*.

The exposure of the slate courses in all sections produces the industry standard 3" headlap, with the exception of the North elevation 16" x 10" slate*. The greater exposure within this section commensurately reduces the standard (necessary) headlap. The thickness of these slate are the nominal or "Standard slate thickness" of ¼" to 3/8". Over the maintenance life of the entire slate roof system, an average number of broken slate were replaced using Monson slate matching in size and coloration. The use of Monson slate also occurred during replacement of flashing details and copper gutter replacement.

There are approximately 35 broken or missing slate on the entire roof, with most of the breakage attributable to snow and ice loads during the winter months. In cold weather regions, slate that are damaged by snow and ice are considered "routine maintenance". The Monson slate throughout the roof system are in overall good condition.

During the Forensic Inspection, each slate that was removed was field tested (rung) to determine "soundness" (a function of density and hardness). All Monson slate tested were found to be sound, hard and dense with no signs of "scaling" (on the underside) or delamination at the edges.

Although the exact quarry of origin in Monson Maine can't be determined, the slate on this building are from one of the better quality Monson quarries and in their current condition have approximately 50 to 60% (100+ years) of their service life remaining.

B. UNDERLAYMENT:

Asphalt, 30 lb, non-perforated, organic felt, was used as an underlayment throughout the roof system. The 30 lb felt is in average to poor condition, which is expected given its age. In the areas of recent flashing detail and gutter replacement, Grace Ice and Watershield was utilized and observed as an underlayment.

D. FASTENERS:

The slate are fastened with both smooth shank and ring shank copper nails that are 1 1/2" long. The nails are in good condition with no signs of oxidization or premature failure. In the areas of recent copper flashing detail and gutter replacement, 2" copper ring shank nails were used.

E: SHEATHING DECK:

The sheathing deck observed under all elevations is a full 1" thickness, softwood sheathing. All sheathing observed within the test areas was in good condition.

F. STRUCTURAL SUPPORT:

The interval, spacing and dimension of the roof rafters and roof structural support system observed in accessible areas, is adequate to accommodate both the dead and live loads of the slate roof system. Roof rafters are 2" x 10" "rough cut" pine, spaced 18" on center. For additional structural support, collar ties have been added at appropriate intervals given current rafter lengths. The entire substrate system appears to be in good condition.

2.04 COPPER ROOFING, FLASHING AND GUTTER SYSTEM OBSERVATIONS:**A. COPPER ROOFING:**

The roof system contains three separate, fully soldered flat seam copper roofs. Each one has been fabricated from cold rolled, 16oz. sheet copper. The copper panels are the appropriate size and have been fully soldered by a competent sheet metal mechanic. Their locations and condition are as follows:

1. East elevation, one story low slope roof: The most recently installed flat seam copper roof and the adjacent copper parapet counterflashing is in good condition as a result of age, remaining service life and good workmanship on the installation.
2. East elevation, adjacent to the upper dormer: This roof area is in overall fair condition as a result of it's age. It should be replaced when the adjacent slate roof is restored.
3. North elevation radiused dormer roof: This roof system has failed as a result of it's age. It is currently a source of water infiltration and should be replaced when the adjacent slate roof is restored.

B. COPPER FLASHING DETAILS:

The flashing details and gutters throughout the roof system have been fabricated from 16 oz cold rolled, natural (red) copper. The ages and consequently the condition of the copper components vary slightly. However, overall the entire copper flashing system is in poor to failed condition. Some copper details have been fabricated and installed utilizing non-standard techniques and poor workmanship. The entire flashing system has received extensive non-standard repairs and maintenance. These flashing components have either currently failed or have significantly compromised service lives.

The majority of the copper flashing details have no remaining service life and are in need of replacement.

1. Ornamental copper ridge caps and finials on the Main roof sections:

The ornamental ridge caps are in poor condition and exhibit wind uplift damage with little to no remaining service life.

2. Valleys:

The copper valleys within the roof system are fabricated in both "open" and "closed" configurations. Overall, the valleys are in poor condition as a result of a non-standard configuration and installation and/or their age.

All valleys should be replaced.

3. Step flashing and aprons:

At chimneys and other exterior wall applications, the step flashing and aprons are fabricated from 16 oz cold rolled, red copper. They are in overall fair to poor condition with little of their service life remaining.

4. Chimney flashing details, South Elevation:

The chimney counterflashing, crickets and aprons on the South Elevation chimneys are in poor condition as a result of their age and non-standard installation.

These details should be replaced when the adjacent slate roof areas are restored or when the (necessary)* masonry maintenance is performed.

* Both chimneys require re-pointing and re-building of the chimney heads.

C. COPPER GUTTER AND DOWNSPOUTS:

The copper gutter system and downspouts have been fabricated from 16 oz., cold rolled, red copper. The gutter on the Main Building is a classic 6" ogee, copper gutter system with copper gutter lintel and adjacent decorative moulding. This gutter system is in overall fair condition.

The copper gutter system on the North elevation "wing" is a 5" half round, single bead gutter system. This gutter system is inadequate for this application and has sustained significant damage due to ice and snow accumulation. In addition, a non-standard hanger application occurred during installation resulting in the failure of some hangers. This gutter system is in overall poor condition.

The copper downspout system is fabricated from 4" plain round copper downspouts. They are in average to fair condition.

PART 3. CONCLUSIONS AND REMEDIATION RECOMENDATIONS:

3.01 SLATE ROOF, COPPER ROOFING AND FLASHING SYSTEMS.

A. CONCLUSIONS AND RECOMENDATIONS:

Based on the data collected during the slate and copper roof system inspection of December 27th, 2011 and subsequent evaluation of the existing roof system conditions, it is apparent that the existing slate and copper systems of the Exeter Historical Society require remediation. There is little or no service life remaining within some elements of the gutter, flashing and roof systems. Restoration of these individual failed components should be a part of a comprehensive roof system restoration. With the exception of the

Monson slate, the critical components (i.e. copper flashing and gutter system) of the roof system have little or no remaining service life. The combination of the age of the copper components and non-standard maintenance practices over time have resulted in conditions that make further maintenance or repair options undesirable and not cost effective.

The following remediation process is recommended:

1.) SLATE ROOFING:

The Monson slate currently on the building are of excellent quality and in overall good condition with approximately 100 + years of service life remaining. As one of the best performing slate quarried domestically and in accordance with ASTM testing standards, Monson slate in this condition are good candidates for re-laying (reuse). A reasonable salvage expectation would be approximately 50% to 55% of the existing slate. The necessary supplemental slate are available through a network of salvage slate brokers. Although Monson slate are no longer quarried, there is an active salvage slate market for them and they are available in most sizes and thicknesses. Because of the quality of these Monson slate, the re-laying process is a sound architectural, performance and historic solution for this building. There is a significant financial benefit, as well as exceptional system service life. Importantly, as part of the original building fabric, the slate represent significant aesthetic and historic preservation considerations.

2.) COPPPER ROOFING, FLASHING AND GUTTER SYSTEMS:

The copper flashing and gutter details have been described as in overall poor condition. Overall, these components have service lives that have expired or have less than 20% remaining. In most slate roof systems, it is possible to individually replace deteriorated flashing details. However, on this building individual flashing replacement would prohibit the replacement of the adjacent existing compromised underlayment system.

3.) UNDERLAYMENT:

The existing 30 lb asphalt felt underlayment is in fair to poor condition with no remaining service life. In cold weather regions the use of felt underlayment in conjunction with ice and watershield is recommended to avoid water infiltration from seasonal (i.e. ice dams) and severe weather events. The slate and flashing details must be completely removed to replace the underlayment.

4.) COST EFFICENCIES:

It is most cost effective to perform the above-described comprehensive roof restoration as a single project. If budget restrictions dictate, the roof restoration may be amortized over a period of years at an increased cost.

5.) ROOF RESTORATION COST:

Based on the aforementioned process, an approximate total budget (with contingencies) for the scope of the slate roof restoration work outlined in this section of

the report to be approximately \$100,000.00 to \$130,000.00 depending on the final scope of work.

NOTE: The above budget estimate is not a construction estimate. It is an approximate cost range based upon regional industry pricing and from projects with a similar scope of work. Construction cost will be determined by contractors bidding a set of specifications and drawings for this project.

6.) ALTERNATIVE ROOF SYSTEMS:

The performance and long-term cost effectiveness of a natural slate roof system is one of the best options in the steep slope roof system market. System performance markers are comparatively low maintenance costs over the life of the system and one of the longest service lives available. While initial installation costs are comparatively high, the R.O.I. occurs during the latter 30% to 40% of the natural slate system's life. This makes natural slate a good system choice for public, institutional or academic buildings. The replacement of a natural slate roof system with an asphalt shingle or synthetic slate system should be solely a budget driven consideration with the understanding that the service life and performance of the roof system will be commensurately reduced. In addition, significant alterations to the existing roof system would need to be made to accommodate the warranty requirements of the various manufacturers offering asphalt and synthetic slate products. The specific warranty requirements vary among manufacturers but generally pertain to ventilation and substrate requirements for warrantees 30 years and above. Generally, the ventilation requirements call for a functioning passive ventilation system. In the case of the subject building, that would require a continuous soffit vent which is not possible on the main building section as the "soffit" is a decorative masonry (brick) detail. The soffit on the North wing of the building is wood, however it is ornamented with wood moulding and dentil blocking. The ridge would also require ventilation which would preclude the use of the existing decorative copper ridge cap and finial configuration.

A new custom fabricated, ventilating copper ridge cap would be required.

An approximate construction budget for these ventilation alterations (if possible to install) would be \$20,000.00 to \$30,000.00. In addition, many asphalt shingle manufacturers will require the addition of a plywood layer over the existing sheathing boards to meet their warranty requirements. Project specifications would need to be manufacturer specific, as manufacturers requirements vary.

The roof system replacement / maintenance cycle of a slate roof is approximately 3-4 times the duration of the replacement cycle of an asphalt shingle or synthetic slate roof. While initially less expensive to install, an asphalt shingle or synthetic slate roof system has an initial economic advantage that diminishes with age, becoming less cost effective after the second or third replacement cycle compared to the same system in slate.

Robert Fulmer - Principal
Building Envelope Consultants, Inc.

-End of Document-

Section 07 62 00
SHEET METAL FLASHING AND TRIM

PART 1 – GENERAL

1.1 SECTION INCLUDES

- A. Furnish and install:
1. Custom fabricated 20 oz, cold rolled, un-coated copper trim, associated integral flashings, slip sheet, underlayment and protection membrane.
 2. Integral flashings and trim fabricated in 20 oz, cold rolled, un-coated copper.
 3. Related flashings and sheet metal work, for all non-specified locations in conjunction with the roofs.
 4. Flat seam copper roof systems.
 5. Copper gutter, soffit and downspouts fabricated from 20 oz, cold rolled, un-coated copper.

1.2 RELATED SECTIONS

- A. Section 01 33 29 - SUSTAINABLE DESIGN REPORTING: Special administrative and procedure requirements related to the Owner's LEED for Schools 2007 version. Certificate goals of energy conservation and efficiency, indoor air quality, and natural resource efficiency.
- B. Division 7 - SHEET COPPER ROOFING - for roofing and gutter system details.
- C. Division 15 – MECHANICAL – Connection of downspouts to sewer.

1.3 REFERENCES

- A. Comply with the applicable requirements of the following standards and those others referenced in this Section.
1. ASTM B 32 – Solder Metal.
 2. ASTM B 152 – Specification for Copper Sheet, Strip, Plate and Rolled Bar.
 3. ASTM B 370 - Specification for Copper Sheet and Strip for Building Construction.
 4. ASTM B 486 – Solder Paste.
 5. ASTM D 226 – Asphalt Saturated Organic Felt Used in Roofing and Waterproofing.
 6. ASTM D 4586 – Asphalt Roof Cement, Asbestos – Free.
 7. FS O-F-506 – Flux, Soldering Paste, and Liquid.
 8. FS QQ-C-576b – Copper Flat Products, (Plate, Bar, Sheet and Strip).
 9. FS QQ-S-571 – Solder, Tin Alloy.
 10. Revere Copper Products Inc., Rome NY: "Copper and Commonsense", 8th edition.
 11. CDA: "Copper in Architecture" handbook.
 12. NSA: "Slate Roofs, Design and Installation Manual", 2011 edition.
 13. SMACNA: "Architectural Sheet Metal Manual", 6th edition.
 14. NRCA: "Roofing Manual for Steep Slope Roof Systems".

1.4 PERFORMANCE REQUIREMENTS

- A. General: Copper flashing and trim assemblies as indicated shall withstand wind loads, structural movement, thermally induced movement, and exposure to weather without failure due to defective manufacture, fabrication, installation, or other defects in construction. Completed Copper flashing and trim shall not rattle, leak, or loosen, and shall remain watertight.
- B. Fabricate and install roof edge flashing and copings capable of resisting the following forces according to recommendations in FMG Loss Prevention Data Sheet 1-49:
- C. Thermal Movements: Provide Copper flashing and trim that allows for thermal movements from ambient and surface temperature changes. Differential values (for copper in particular) in subparagraph below are suitable for most of the U.S. Temperature Change (Range): 120 deg F, ambient; 180 deg F, on material surfaces.

1.5 SUBMITTALS

- A. Upon request by the Project Management Team, submit the following in accordance with Conditions of Contract and Division-7 Specification Sections:
 - 1. Product data including metal manufacturer's and fabricator's specifications, installation instructions and general recommendations for roofing applications. Include certification or other data substantiating that materials comply with specified requirements.
 - 2. Samples consisting of 12" linear specimens of specified copper flashings, details and material, showing typical joints, locks and clips.
 - 3. Samples of each flashing detail, 6"x12" or 12" of a linear detail.
 - 4. Samples of standing and flat seam joint details, 12"x12", showing a finished solder joint on the flat seam sample.
 - 5. Samples of solder joints, 12" flat and 12" vertical.
 - 6. Samples of all through roof panel penetrations.
 - 7. Sample of gutter expansion joints.
 - 8. Shop drawings showing manner of forming, joining, and securing copper roofing, and pattern of seams. Show expansion joint details and waterproof connections to adjoining work, at obstructions and penetrations.
 - 9. Provide one downspout hanger and strap cover.
 - 10. Provide one 4' long full size sample of the 20 oz. cold rolled, un-coated copper cornice trim.
- B. Shop drawings showing manner of forming, joining, and securing copper details, and pattern of seams. Show expansion joint details and waterproof connections to adjoining work and at obstructions and penetrations, as indicated in the construction documents. Specify products and work included in this Section that are covered by cash or quantity allowance. Do not include amounts. Insert descriptions of items in Part 2 or 3 to provide information affecting the cost of the Work that is not included under the allowance.

1.6 QUALITY ASSURANCE

- A. Fabricator and Installer: A firm specializing in fabrication and installation of custom copper details with 5 years of successful experience in the installation of copper flashing and gutter systems and soldering of the type and scope equivalent to work of this Section.

-
- B. Industry Standard: Except as otherwise shown or specified, comply with applicable recommendations and details of "Copper in Architecture Handbook" by Copper Development Association (CDA) and Revere Copper's "Copper and Commonsense", 8th edition. Conform to methods and profiles shown in these references and the Project Documents.
- C. Wind Uplift: Provide detail assemblies meeting requirements of UL 580 for Class 90 wind uplift resistance.
- D. Mock-Up: Before proceeding with final purchase of materials and fabrication of copper flashing and gutter system components, prepare a mock-up of work. Incorporate materials and methods of fabrication and installation identical with project requirements. Install mock-up on site in an area location directed by the Project Management Team. Retain accepted mock-up as the quality standard for acceptance of completed copper details.
- E. Provide mock-up of sufficient size and scope to show typical pattern of locks, seams, fastening details, soldered seams, edge construction, and finish texture and color.
- F. Mock-Up: The Owner shall require that before proceeding with final purchase of materials and fabrication of copper components, prepare a 4' x 4' mock-up on site, of work as follows:
1. Incorporate materials and methods of fabrication and installation identical with project requirements.
 2. Provide mock-up of sufficient size and scope to show typical pattern of seams, fastening details, edge construction, finish texture and color.
 3. Show a downspout with hangers, fasteners and clips.
 4. Provide a mock-up of all expansion joints, flashing detail configurations, and all locking strip and clip profiles. These mock-ups shall be fabricated from 20 oz copper and be not less than 12" in length.
 5. Provide a mock up of the un-coated "red" copper downspout hanger assembly and method of attachment.
 6. Provide a 4' long section of the copper soffit trim with a finished joint.
 7. Install mock-up at a location designated by the Project Management Team.
 8. Retain accepted mock-up as a quality standard for acceptance of completed copper work. If accepted, mock-up may be incorporated as part of the finished project copper work.
- G. Pre-Installation Conference: Conduct conference at Project site.
1. Meet with Owner, Architect, Owner's insurer if applicable, Installer, and installers whose work interfaces with or affects Copper flashing and trim including installers of roofing materials, roof accessories, unit skylights, and roof-mounted equipment.
 2. Review methods and procedures related to Copper flashing and trim.
 3. Examine substrate conditions for compliance with requirements, including flatness and attachment to structural members.
 4. Review special roof details, roof drainage, roof penetrations, equipment curbs, and condition of other construction that will affect Copper flashing.
- 1.7 DELIVERY, STORAGE AND HANDLING
- A. General: Deliver, store, protect and handle products to site under the provisions of Product Requirements Section.

- B. Store pre-formed material to prevent twisting, bending or abrasion and to provide ventilation. Slope metal sheets to ensure drainage.
- C. Prevent contact with materials during storage which may cause discoloration, staining or damage.
- D. Store all roll products on end, on pallets or other raised surfaces. Do not double stack rolls.
- E. Protect opened but unused underlayment from sunlight, weather and moisture when left overnight or when work is not in progress.

1.8 SEQUENCING AND SCHEDULING

- A. Substrate: Proceed with copper detail installation only after substrate construction and other penetrating work is complete, when substrate materials are dry and weather conditions are appropriate.
- B. Schedule and execute work to prevent leaks and excessive traffic on completed roof sections. Care should be exercised to provide protection for the interior of the building and to ensure water does not flow beneath any completed sections of the roof system.
- C. Install the work at appropriate times so as not to delay the progress of related work.
- D. Do not disrupt activities in occupied spaces.

1.9 WARRANTY

- A. Provide a written 3-year warranty under the provisions of CLOSEOUT SUBMITTALS Section, stating that all materials used are in strict accordance with the project specifications and drawings and were installed using industry standard trade practices. The guarantee shall further state that any and all repairs required to the copper gutter systems and all copper components due to defective materials or workmanship furnished under this contract, shall be made without cost to the Owner for a period of three years.

PART 2 – PRODUCTS

2.1 MANUFACTURERS

- A. Available Manufacturers: Subject to compliance with requirements, manufacturers offering materials that may be incorporated in the Work include:
 - 1. Revere Copper Products Inc., Rome NY.

2.2 COPPER GUTTER SYSTEM AND FLASHING MATERIALS

- A. Copper flashing, gutter, downspouts and soffit: Cold-rolled copper sheet complying with CDA 110, ASTM B 370, temper designation, H00, unless otherwise indicated, and as follows:
 - 1. Weight: 20 oz per sq. ft. as indicated in the project documents.
- B. Copper Downspout components: Un-coated (red) copper, CDA 110, ASTM B 370, temper H00 (cold-rolled) except where temper 060 is required for forming; 16oz. and 20 oz./sq. ft. (0.55 mm thick), where indicated in the Project Documents or as directed by the Project Management Team.

2.3 PROTECTION MEMBRANE

- A. Membrane for ice-dam and wind driven precipitation protection "Protection Membrane": W.R. Grace Company, Cambridge MA., product "Grace Ultra". Sheet barrier of high density cross laminated polyethylene with butyl-based rubber adhesive, with strippable silicone coated release sheet, having the following minimal characteristics:
1. Thickness: Membrane 0.76 mm (30 mil) ASTM D3767 Method A.
 2. Minimum tensile strength (tested in accordance with ASTM D412, Die C) 250 pounds per square inch (1720 kN/m²).
 3. Minimum elongation to ultimate failure of 250 percent and unaffected pliability when tested per ASTM D412 Die C modified.
 4. Low temperature flexibility unaffected @ -29 degrees centigrade (-20 F) ASTM D1970.
 5. Minimum adhesion of 3 pounds per inch width (528 N/m), tested per ASTM D903 to plywood.
 6. Maximum permeance when tested in accordance with ASTM D96, 0.05 perms.
 7. Material weight installed (Max) 1.1 kg/m² (0.22 lb/ft²) ASTM D461.

2.4 ACCESSORIES

Conform to methods and profiles shown in the REFERENCES Section and in the Project Documents:

- A. Building Paper Slip Sheet: Weighing a minimum of 4 lb. /100 square feet, "rosin sized", unsaturated building paper or a water repellent smooth building paper meeting the requirements of FS UU-B-790, Type I, grade A.
- B. Roofing Felt: Asphalt Felt Underlayment: No. 30 minimum, asphalt-saturated organic, non-perforated roofing felt, complying with ASTM D 226, Type II, 36-inch (900-mm) wide rolls.
- C. Ice and Watershield: Ice and Watershield complying with ASTM D 1970: W.R. Grace Co., "Grace Ultra" HT (high temperature).
1. Accepted manufacturer: W R Grace Company.
- D. Wood Battens: Non-preserved treated, KD "dimension" lumber, 1 1/2" thick with height as required for detail support, under all hip and ridge rolls.
- E. Nails: Copper, 0.109 inch minimum not less than 7/8" long, barbed, with large head or minimum # 10 wire copper "Slater's nails" of sufficient length to penetrate either completely through or at least 3/4 inch (19 mm) into sheathing.
1. # 10 wire ring shank copper "Slater's nails" to be used with all copper clips and copper locking strips.
- F. Screws & Bolts: All non-ferrous: Copper, bronze, brass and stainless steel.
- G. Cleats: 20 ounce cold rolled copper. 2" wide x 4" long unless "continuous" as indicated in the drawing details.
- H. Solder. ASTM Specification B-32, Composition 50% tin and 50% lead.
- I. Flux: Muriatic acid neutralized with zinc or approved brand of soldering flux.
- J. Rivets: 3/16" diameter copper "pop" rivets, with solid copper mandrels or solid copper "blind rivets" for use on all gutter joints or as indicated in the project drawings.

2.5 SPECIALTY ITEMS

- A. Downspout strap hanger covers: Stamp fabricate from 16 oz natural (red) copper in size and shape to match existing.

2.6 SHOP-FABRICATED UNITS

- A. General Metal Fabrication: Shop-fabricate work to greatest extent possible. Comply with details shown and with applicable requirements and specifications of the standards sources; Revere Copper's "Copper and Commonsense" Eighth Edition and / or the CDA "Copper in Architecture Handbook". Fabricate for waterproof and weather-resistant performance with expansion provisions for running work, sufficient to permanently prevent leakage, damage, or deterioration of the work. Form work to fit substrate. Comply with material manufacturer's instructions and recommendations for forming material. Form exposed copper work without excessive oil-canning, buckling, and tool marks, true to line and levels indicated, with exposed edges folded back to form hems.
- B. Pre-tin all copper edges to be soldered a minimum of 1 1/2", form seams, and solder. Rivet joints for additional strength in all 20 oz joints or where indicated in the project drawings or in compliance with standards sources indicated herein.
- C. Expansion Provisions: Locate and install where indicated in the Project Documents or in compliance with standards sources indicated herein.
 - 1. Where lapped or bayonet-type expansion provisions in work cannot be used, or would not be sufficiently water/weatherproof, form expansion joints of intermeshing hooked flanges, not less than 1" deep, filled with mastic sealant (concealed within joints).
 - 2. Install batten expansion joints per industry standards, as indicated in the Project Documents, or as "field located" by the Project Management Team and in compliance with standards sources indicated herein.
- D. Sealant Joints: Where movable, non-expansion-type joints are indicated or required for proper performance of work, form copper to provide for proper installation of elastomeric sealant, in compliance with standards sources indicated herein.
- E. Separations: Provide for separation of copper from non-compatible metal or corrosive substrate by separating surfaces at locations of contact, with "slip sheets" or other permanent separation as recommended by manufacturer or the Project Management Team.
- F. Flat Seam Panels: Panels fabricated from 20 oz. copper with 3/4" flat locks. Maximum finished panel dimensions: 16 1/2" x 22 1/2".
- G. Flashing Details: All flashing details as indicated in specifications and drawings, shall be fabricated from 20 oz. natural, un-coated copper fabricated in eight or ten foot lengths, unless otherwise specified in the Project Documents.
- H. Downspout straphanger covers: Stamp fabricate from 16 oz natural (red) copper in size and shape and detail to match existing. Install as required in accordance with the Project Documents or as directed by the Project Management Team.
- I. Sheet Metal Specialty Items: Install as detailed in the project drawings.
 - 1. Downspout straphanger covers.

PART 3 – EXECUTION

3.1 COORDINATION

- A. Coordinate copper work with rain drainage work, flashing, trim and construction of decks, parapets, walls, and other adjoining work to provide a permanently leak proof, secure, and noncorrosive installation.

3.2 EXAMINATION

- A. Examine substrate surfaces for conditions that would prevent proper application of roofing. Immediately notify Project Management Team of defects, and do not proceed with roofing operation until defects are corrected.
- B. Verify that surfaces to receive copper work are smooth, sound, clean and dry.
- C. Before fabricating sheet metal, field-verify shapes and dimensions of surfaces to be covered.
- D. Beginning of work shall constitute acceptance of the condition of the surface to which this work is to be applied.

3.3 PREPARATION

- A. Clean surfaces to receive copper flashing and gutter details. Substrate to be smooth, dry and free of defects. Drive all projecting nails or other fasteners flush with substrate.
- B. Prior to installing ice and water shield or other underlayment, verify with the Project Management Team the soundness and condition of the substrate. Work shall not proceed until verification has taken place.
- C. Before fabricating sheet metal, field-verify shapes and dimensions of surfaces to be covered.

3.4 INSTALLATION OF PROTECTIVE MEMBRANE

- A. Preparation:
 - 1. Broom clean and inspect all substrate surfaces for cleanliness and soundness, prior to installation of the underlayment.
 - 2. Apply one layer of Ice and Watershield over the sheathing surface as specified in the Project Documents.
 - 3. Install lapped in a direction to shed water and wrinkle free.
- B. General:
 - 1. Proceed with installation only within the range of recommended ambient and substrate temperatures and in accordance with "manufacturer's recommendations" and application instructions.
 - 2. Use only "High Temperature" W.R. Grace Co. "Ultra" ice and watershield under copper.
 - 3. Extend protection membrane over decking for 100 percent coverage beneath copper roof system.
 - 4. Install a layer of 4 lb rosin paper over ice and watershield and under all copper details, just prior to the copper installation.

3.5 INSTALLATION - GENERAL

- A. Refer to project specifications and drawings: Except as otherwise shown or specified, comply with recommendations, details and specifications found in the standards sources; Revere Copper's "Copper and Commonsense" eighth edition and / or the CDA: "Copper in Architecture" handbook.
- B. Dissimilar Metals: Separate dissimilar metals using a "slip sheet" of 4 lb red rosin paper, EPDM membrane or other material approved by the Project Management Team. Use adhesive (no staples or steel fasteners) for temporary anchorage of the slip sheet, to avoid using mechanical fasteners of dissimilar metals under copper roofing. Lap joints 2" minimum.
- C. Fabricate and install all copper work with lines and corners of exposed units true and accurate.
 - 1. Form exposed faces flat and free of buckles, excessive waves, and tool marks considering temper and reflectivity of metal.
 - 2. Provide uniform, neat seams with minimum exposure of solder and no exposure of flux, sealant or excessive solder.
 - 3. Except as otherwise shown, fold back sheet metal to form a hem on concealed side of all exposed edges.
- D. Face nailing or exposed fasteners will not be permitted.
 - 1. Conceal fasteners and expansion provisions where possible in exposed work, and locate so as to minimize possibility of leakage.
 - 2. Cover and seal fasteners and anchors with copper, as required for a tight installation.
 - 3. Copper details shall be attached to the structure using cleats, lock strips or other concealed method.
- E. Rosin paper slip-sheet: Rosin paper slip sheets must be installed over all underlayment beneath copper work. Use adhesive (rather than steel fasteners) for temporary "slip sheet" anchorage, to avoid using mechanical fasteners of dissimilar metals under copper roofing.
 - 1. Install W R Grace Company's "Ultra" under all copper to be soldered.
 - 2. Install 4lb red rosin paper over all ice and water shield to be covered by copper.
- F. Flashing Details: Configure and install as indicated in the Project Manual, Drawings, Details and specifications found in the standards sources; Revere Copper's "Copper and Commonsense" eighth edition and / or the CDA "Copper in Architecture Handbook".
 - 1. Form and fabricate from 20 oz sheet stock, all clips, strips, cleats, aprons, valleys, hip and ridge caps, fascias, edge treatments, integral (counter and step) flashings, full plumbing vent boots and other components of copper roofing, to profiles, patterns, and drainage arrangements shown in the Details, Drawings and specifications as required for permanently leak proof construction.
 - 2. Provide for thermal expansion and contraction of all copper work using appropriate dimensions and sizes of details and expansion joints as required.
 - 3. All flashing details shall be secured using copper locks, clips or continuous copper cleats, to allow thermal movement and ensure a waterproof installation. With the exception of two nails located in the top of each valley section and brass "through bolts to secure the hip and ridge caps, no other fasteners will be permitted to penetrate any copper flashing details.

4. Care shall be taken in the layout and installation of roofing and other adjacent components, that no fasteners securing those adjacent systems shall penetrate the flashing details.
 5. Seal joints as shown and as required for leak proof construction.
 6. Shop-fabricate materials to greatest extent possible.
- G. Sealant-Type Joints: As indicated in the Project Documents, embed the lock flanges of each panel not less than 3/4" into sealant. Form joints to conceal sealant completely. When ambient temperature is moderate at time of installation, 40 deg to 70 deg F (4 deg to 21 deg C), set joint members for 50 percent movement either way. Adjust setting proportionately for installation at higher ambient temperatures. Do not install sealant-type joints at temperatures below 40 degrees F (4 degrees C). Use sealants in masonry reglet joints only as indicated in the Project Documents.
- H. Specialty Items:
1. Downspout straphanger covers: Stamp fabricate from 16 oz un-coated (red) copper in size and shape to match existing. Install as required in accordance with the Project Documents or as directed by the Project Management Team.

3.6 TINNING AND SOLDERING

- A. Pre-tin all uncoated copper surfaces at edges to be soldered, for a width of 1-1/2" both sides using solder specified for copper work in this Section.
- B. Soldering: Use only applicators with demonstrable skills and a minimum of three years successful experience in the soldering of roof system components.
1. Soldering shall be performed, using only fully cleaned, tinned and adequately heated 4 lb Copper "irons", heated by an external source, or by a constant source, propane gas "fired" soldering iron, approved by the Project Management Team.
 2. No acetylene torches or other soldering with an open flame shall be permitted.
 3. Prior to applying solder, all copper shall be thoroughly cleaned and prepared using a paste or liquid flux, approved by the Project Management Team.
 4. Solder shall be ASTM B32, 50 / 50 in minimum 1/2 lb bar stock.
 5. All joints shall be carefully, thoroughly and neatly soldered in accordance with best trade practices for built up joint soldering in roofing applications.
 6. Excess solder or flux on finished copper surfaces shall not be permitted.
 7. When soldering, periodically throughout the workday and at the end of the work day, wash all solder joints and adjacent copper with a solution of four tablespoons of baking soda in one gallon of water to neutralize soldering flux / acids. Rinse liberally with fresh water to prevent streaking of finished copper.

3.7 CLEANING

- A. Remove protective film (if any) from exposed surfaces of copper roofing promptly upon installation. Strip with care to avoid damage to finishes.
- B. Clean all soldered copper work at the end of each workday, using a neutralizing solution approved by the Project Management Team.
- C. No streaks, staining, discoloration from excess flux or sealants, creases, dents or other damage will be permitted on any copper component.

3.8 PROTECTION

- A. Provide final protection of all copper roofing, gutter components, flashing and details, in a manner acceptable to the Owner, that ensures all finished copper is without damage, discoloration, installation errors or deterioration at the time of Substantial Completion.

End of Section

**TOWN OF EXETER
MEMORANDUM**

TO: Board of Selectmen
FROM: Russell Dean, Town Manager
RE: Baggage Building Project
DATE: July 20, 2012

As you may be aware the train station baggage building project has been experiencing delays due to significant rule changes in the NHDOT Transportation Enhancement Grant Program. These changes have caused the Town to have to redesign project timelines to meet all of the new administrative requirements of the grant, and in some cases, project requirements.

Since it is not likely any construction progress will be made prior to the end of 2012, the issue of the matching funds for the grant has come into play. These funds, \$71,260, were raised by the Town through successful passage of a warrant article in 2011. The funds were carried over for a year by the Board of Selectmen in December, 2011 and therefore are available until December 31, 2012. After that date, if not legally obligated to be spent through a contract, the funds will lapse.

In order to preserve the availability of the funds in 2012 and beyond, I would recommend the Board of Selectmen consider allowing the funds to lapse to surplus at the end of 2012 and ask the Town to appropriate the funds from the 2012 surplus into the Train Station capital reserve fund approved in 2010. The \$71,260 can then remain in the fund until the project timelines require the funds to be spent in the manner intended.

2010 Exeter Town Warrant

Article 36: Shall the Town establish a Capital Reserve Fund under the provisions of RSA 35:1 for the purposes of installing a parking payment system, acquisition of land, and making of capital improvements to the Exeter train station including land redevelopment improvements, and acquisition of grants, and raise and appropriate the sum of One Thousand Dollars (\$1,000) to be placed in this fund and appoint the Selectmen as agents to expend from the fund? (The Board of Selectmen recommends this appropriation 5-0).

Article Passed

2011 Exeter Town Warrant

Article 25

To see if the Town will vote to raise and appropriate, through special warrant article, the sum of three-hundred fifty-four thousand and two-hundred dollars (\$354,200) for the purpose of purchasing a portion of the Goupil property (tax map 73, lot 276) (the 'old train station baggage building') on Lincoln Street, and converting it into a visitor's center and ticket office for the community. The total project cost is \$403,200, with a federal grant offset of \$282,240 funding 70% of the project, in-kind services from the Town Department of Public Works and other organizations funding \$49,000 of the project, and general taxation funding \$71,960 of the project.

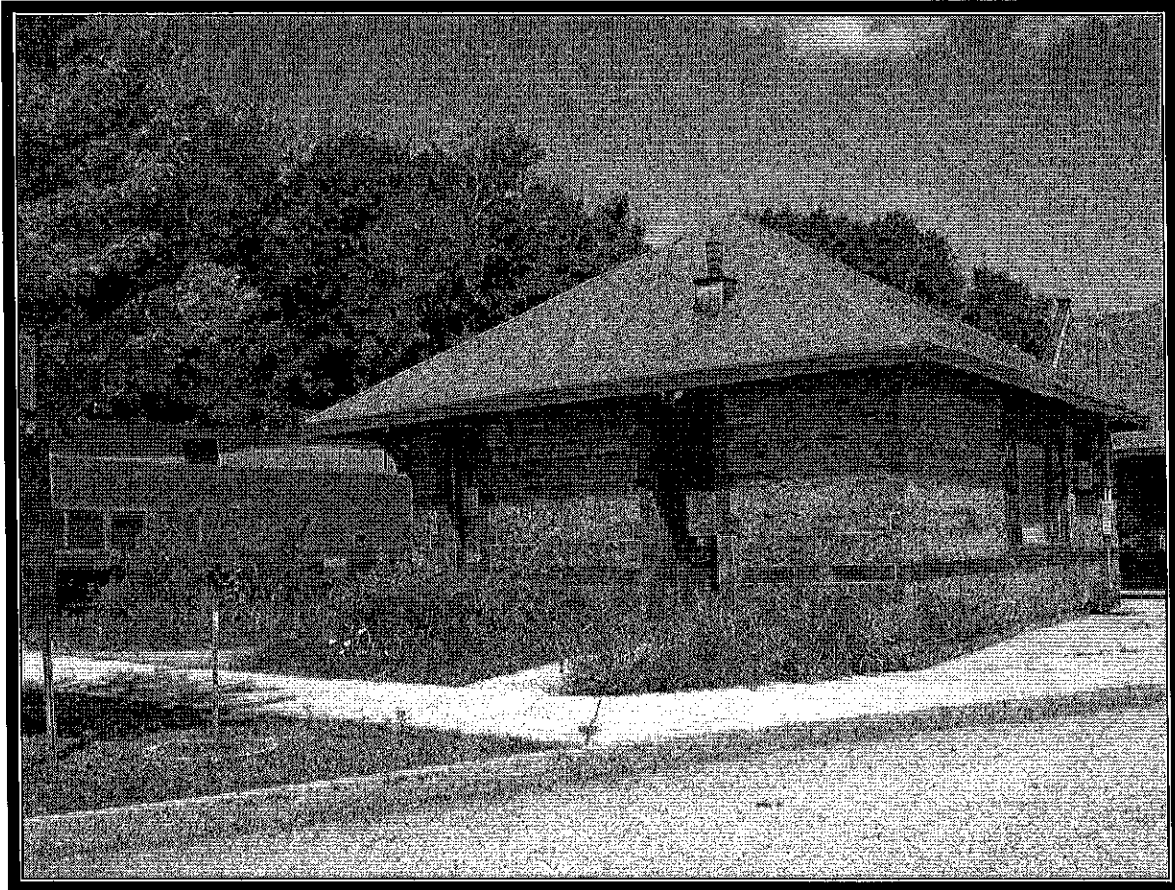
Article Passed

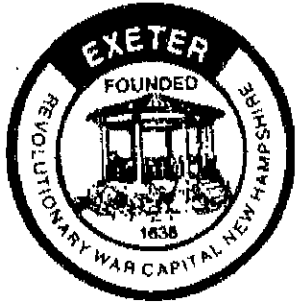
EXETER REGIONAL TRANSPORTATION CENTER PHASE I

BAGGAGE BUILDING RESTORATION PROJECT

NHDOT TRANSPORTATION ENHANCEMENT GRANT

JULY 2012





TOWN OF EXETER, NEW HAMPSHIRE

10 FRONT STREET • EXETER, NH • 03833-2792 • (603) 778-0591 • FAX 772-4709

www.town.exeter.nh.us

July 20, 2012

**New Hampshire State Department of Transportation
Transportation Enhancement Program Application Supplement
Project Outline for Exeter Baggage Building, NHDOT TE Grant #16045**

PROJECT DESCRIPTION

The project comprises of the renovation of an existing 700 sf stone building that once served as the train station baggage building, later as a ticketing office, and currently an apartment. The proposed use will be to convert/renovate the building to serve passengers to the DownEaster Train Service. The project will provide waiting space, ticketing, travel information, as well as bathrooms. It should be noted that the building's interior and exterior will be designed and renovated to meet the requirements for ADA compliance.

PROJECT PARTNERS

The town intends to coordinate this effort with several local agencies. The Seacoast School of Technology's Building Construction program will assist with design and building of cabinetry and other finish work for the building's interior. Rockingham Planning Commission along with Regional Economic Development Center is assisting with the Environmental Assessment and through a Brownfield cleanup fund, the removal of hazardous material.

PROJECT BUDGET AND ADMINISTRATIVE CHANGES

The following table outlines both the original proposed budget submitted with the Sept. 2009 application and revised budget recently developed by the sponsor administrator, Sylvia von Aulock and reviewed by the project committee. In 2009 the Town of Exeter followed the format provided by NHDOT. It should be noted that the original budget was reviewed by town staff and approved by NHDOT. However, over the past three years, the program has seen multiple changes, especially regarding grant administration. Stringent administrative requirements and compliance measures that have recently been put into place have made it necessary for the town to include additional assistance to ensure the project adheres to all state and federal requirements. Furthermore, the town also understands that all in-kind work is to go through FHWA Force Account approval process prior to commencement of work. Finally, the town (sponsor) intends to have a strong presence throughout the life of the project. Sylvia von Aulock, Town Planner (project administration) and Kevin Smart, DPW Building Maintenance Supervisor (construction management) will represent the Town, work with the various stakeholders, consultants and NHDOT staff.

Restoration of 1890 Train Station Baggage Building: Revised Project Budget
NHDOT TE Grant # 16045

Task	Original Budget- Sept. 2009	Proposed Budget - July 2012
Grant Administration (Sponsor)	Not accounted for	\$25,000 "non-participating funds" – estimate for S. von Aulock, Town Planner – Project Oversight (not included in overall budget)
Administrative Materials and Posting (advertising, public notices, copies, etc.)	Not accounted for	\$1,000
Grant Administration (Consultant)	Not accounted for	To be combined with design (within contract for project engineer/architect)
Design	\$15,000	\$35,000 (within contract for project engineer/architect)
Historical/Cultural Assessment	\$4,000 (in-kind service)	\$4,000 (in-kind service)
Environmental Assessment	\$8,000	\$1,000 (remainder to be paid via EPA Brownfields Grant – sponsor RPC)
Pre. Engineering Total	\$27,000	\$41,000 (not including non participating funds or EPA Brownfields Grant amount)
Legal Support	\$8,000	\$8,000
Permits/Misc	\$2,000	\$2,000 (within contract for project engineer/architect)
Appraisal and review	Not accounted for	\$8,000
Building Purchase (subject to appraisal)	\$250,000	\$225,000
ROW Total	\$260,000	\$243,000
Project Management	\$20,000 (in-kind service, Kevin Smart DPW Building Maintenance Supervisor)	\$20,000 (in-kind service, Kevin Smart DPW Building Maintenance Supervisor)
Project Inspection	\$15,000	\$15,000 (within contract for project engineer/architect)
Interior Demolition	\$7,000	\$5,000
Hazardous Material Removal	\$5,000	\$10,000
Construction/Renovation	\$25,000 materials \$25,000 labor, in-kind service	\$25,000 materials \$25,000 labor, in-kind service match
Construction Total	\$97,000	\$100,000
Project Inflation	\$19,200	\$19,200
Total Project Cost	\$403,200	\$403,200

PROJECT SCHEDULE

The project schedule is meant to provide a calendar estimate for the project. The schedule details the project tasks (see next section) assigning both a duration and leader to each task. Similar to the task list below, the schedule is divided into four sections, project development, preliminary engineering, right-of-way (ROW), and construction.

It should be noted that there are several items on the schedule that may be occurring simultaneously to maximize efficiencies. For the complete draft schedule, please see the attached spreadsheet detailing the various project tasks. Following NHDOT TE grant requirements, the project period extends from the present to July 2016 when the ribbon cutting celebration is anticipated. There are multiple milestones for the various project phases between now and then; for these please refer to the spreadsheet.

PROJECT TASK LIST

Initial Administrative Tasks

- 1) Scoping meeting.
- 2) Outline project team and responsibilities.
- 3) Schedule development including tasks and completion dates to be approved by NHDOT.
- 4) Review and understand grant requirements.
- 5) Provide grant overview to committee.
- 6) Propose grant budget and schedule changes as deemed necessary.
- 7) Obtain NHDOT approval on changes as submitted.
- 8) Provide team with assignments, schedule, and other requirements to proceed.
 - a) Review required paperwork including force account paperwork for all in-kind work.
 - i) All in-kind work must go through extensive approval process – See FHWA Policy on Agency Force Account Use.
 - (1) Town must show our own staff has the experience needed, we have the equipment, must prove there is a reason we should do the work and not hire a consultant, prove we can do it for less money (provide estimates for the work by a qualified consultant/contractor), provide a matrix of tasks/pricing.
 - (2) Get NHDOT approval to proceed.
 - b) Begin submitting monthly/weekly reports as required.

Preliminary Engineering (New proposed budget \$41,000, originally proposed at \$27,000):

This phase of the project has several goals and outcomes. The first goal is to hire a consultant (professional engineer/architect) to assist the town with the project administration, interior design of baggage building, and compliance issues with the building (ADA) as well with various requirements of state and federal regulations. Second, this phase of the project will entail conducting required assessments regarding historical/cultural issues as well as environmental. Third, this phase provides for public involvement on various levels such as discussing possible issues with the site, providing input to the design of the interior renovation, and generating public support for project.

- 1) Grant Administration: Create subcommittee for consultant selection process (QBS Process) see Appendix 8, note: originally unbudgeted item, proposed to be combined with "Project Design".

Note, Consultant must be a professional engineer or architect registered in the state of NH and must be LPA certified.

- a) Submit hiring process to NHDOT for approval including the following: (See Appendix 8)
 - i) Develop consultant matrix for rating same during interviews.
 - ii) Proposed advertisement arrangement (3 weeks in state-wide publication),
 - iii) Evaluation criteria to rank firms.
 - a) Town (sponsor) to develop preliminary scope of services, description of project, and schedule of activities. This will be the basis for the RFQ which will also include the process used in the selection of the consultant and the criteria on which ranking and selection will be based.
 - b) Advertise for project engineer/architect.
 - c) Prospective consultants submit required paperwork including:
 - i) Proposed scope of work with detailed descriptions of the work tasks (w/out fees).
 - ii) A blank task matrix that will have the work tasks listed with intended staff listed. This will be used to develop the Independent Government Estimate (IGE) that will form the basis for the negotiations over the project scope. (See Appendix 9)
 - iii) A project schedule showing each milestone. (Planning and Engineering, ROW, Construction).
 - d) Town subcommittee to go through the selection process.
 - i) Review submittals,
 - ii) Check references,
 - iii) Rank firms,
 - iv) Conduct interviews,
 - e) Town to submit a summary of the QBS process to NHDOT including:
 - i) Copy of advertisement,
 - ii) List of responding firms,
 - iii) Evaluation criteria to rank firms,
 - iv) Consultant scores.
 - f) Town to request to enter into negotiations with the preferred firm.
 - g) Town to negotiate with the preferred firm after NHDOT notice to proceed.
 - h) NHDOT final approval of preferred firm.
- 2) Engineering Study (must be completed prior to purchase): as required by required by NEPA, ESA, CWA, and NHPA. (See Appendix 10 for the form). Develop a purpose and need statement, describe existing conditions, establish design criteria, have public involvement, begin environmental and historic/cultural assessments, and required documentation process.
 - a) Environmental Assessment (**new proposed budget \$5,000, note \$2,000 has been moved to design**) NHDOT rep. Kevin Nyhan, Senior Environmental Manager, 603-271-3226
 - i) Provide NHDOT with hiring process for Credere Assoc., obtain notice to continue.

- ii) Note: Natural Resource Agency Coordination Meeting not required as per NHDOT Kevin Nyhan.
 - iii) Review NEPA requirements, including public involvement.
 - iv) Review "Categorical Exclusion" checklist with NHDOT Bureau of Environmental staff for guidance.
 - v) Analysis of materials to be removed due to hazardous waste content; (Phase I and Phase II by Credere Associates has been submitted to NHDOT). Consultant time and schedule to be reported to NHDOT. Note, consultant to fill out Categorical Exclusion Checklist (Appendix 10) and any other required paperwork as required by NEPA.
 - vi) Strategy and estimate of removal hazardous needed (preliminary estimate \$10,000).
- b) Historical/Cultural: (Julie Gilman and others, **budgeted for \$4,000 of in-kind service match**) NHDOT rep. Jill Edelmann.
- i) Note: Cultural Resource Agency Coordination Meeting deemed unnecessary by DOT.
 - ii) Review all NHDOT and NHDHR (section 106 NHPA) requirements). See: www.nh.gov/nhdhr Also, put together a package for in-kind service, "Force Account" paperwork as required by FHWA.
 - (1) Town must show Exeter's volunteers have the experience needed, prove there is a reason we should do the work and not hire a consultant, prove we can do it for less money (provide estimates for the work by a qualified consultant/contractor), provide a matrix of tasks/pricing.
 - iii) Provide NHDOT with process and obtain notice to proceed. Note: All in-kind service time must be tracked, also rate be established and approved.
 - iv) Review existing conditions with the Heritage Commission at a public meeting with the opportunity for public input.
 - v) If any buildings within the vicinity are on the national historic registry, this may put the project into a new category (specifics unknown).
 - vi) Provide required documentation to obtain permits.
- c) Meet and update full team as needed.
- d) Update BOARD OF SELECTMEN regarding preliminary engineering study outcome.
- 3) Preliminary Design (**Proposed budget \$35,000**, originally budgeted for \$15,000). Originally, this line item was intended to hire an architectural firm to coordinate design input from town staff and SST students. After the town (sponsor) received training on the new LPA manual and had a better understanding of new NHDOT TE grant requirements, the Town (sponsor) determined additional resources were needed with this line item and that it should be combined with other elements of the project, including grant administration, project permitting, and construction inspection.
- a) Create subcommittee including project engineer/architect, DPW staff, volunteers, SST participants, and possibly REDC Engineers (Weston & Sampson) to strategize on design process, determine required reporting duties, brainstorm design criteria, and consider initial ideas. Meet as needed.
 - b) Full inspection of exterior and interior building condition with design team.
 - c) Delegate design tasks to various design team members.

- d) Prepare package for NHDOT approval to proceed including:
 - i) A purpose and need statement, description of existing conditions, design criteria, and record of public involvement.
 - e) Develop conceptual designs (50%) providing for the following:
 - i) Must comply with current ADA requirement for public buildings both inside out outside the building (including sidewalks).
 - ii) Provide for fully accessible bathrooms.
 - iii) Provide for seating of approximately 20 people.
 - iv) Review capacity of utilities (water, sewer, gas, electrical, fire, telephone, internet) and provide for adjustments as required, allowed by the budget, and approved by NHDOT
 - v) Provide for new interior surfaces. Note: consideration will be provided to give all attempts to reclaim original surfaces as practical and allowed by the budget.
 - vi) Assess HVAC and provide upgrades with energy efficiency in mind to the extent practical.
 - vii) Provide for telephone and WIFI if feasible, within budget and approved by NHDOT.
 - viii) Provide for interior and exterior lighting in keeping with the historic nature of the baggage building while complementing the station platform.
 - ix) Provide for ticketing kiosk (presently housed in Gerry's Variety).
 - x) Provide for bike racks.
 - xi) Develop a signage plan.
 - xii) Design an informational kiosk or similar feature to highlight transportation related information as well as local town happenings, business advertising and other pertinent information.
 - xiii) Decide on color scheme.
 - xiv) Evaluate roof, building blocks and other material for repair needs.
 - xv) Develop a furnishing plan to complement the interior finishes that will permit the facility to serve as a visitor's center.
 - f) Update Board of Selectman on design progress and allow for public input.
 - g) Develop cost estimates for all work.
 - h) NOTE: NEPA process concluded at the end of preliminary design phase.
 - i) Consideration on how to involve the public through public meetings, newsletters, articles in paper, web page, public tv.
 - i) See www.nh.gov/dot/projects/specifics.htm.
 - j) Submit preliminary design plans to NHDOT for approval and notice to proceed.
 - k) Meet and update full team as needed.
- 4) Final Design (PS&E):
- a) Develop final plans, quantities, specifications and cost estimate for demolition and construction.
 - i) Design subcommittee to meet as needed to develop final plans.
 - b) Present update at BOARD OF SELECTMEN meeting with opportunity for public input.

- c) Present plans to Fire Dept for code review and input.
- d) Submit final design package at 95%-100% complete to NHDOT. Including:
 - i) Labor compliance documentation,
 - ii) Final costs (not to include contingencies),
 - iii) Environmental Classification Memo,
 - iv) ROW certificate,
 - v) Final plan (stamped by licensed PE or Architect),
 - vi) Force Account paperwork for in-kind services,
 - vii) Description of work,
 - viii) Schedule of work including all dates,
 - ix) Copies of permits (LLA),
 - x) Liquidated damages clause,
 - xi) No Retainage Clause,
 - xii) Traffic control information,
 - xiii) Concurrent Construction,
 - xiv) Utility Company Contact Info and relocation schedule,
 - xv) Holiday and special town events,
 - xvi) Special ROW Items,
 - xvii) Areas to avoid.
- b) Process PS&E estimate thru FHWA.
- c) Obtain authorization of federal funds for construction (may be a prolonged wait).
- d) Meet and update full team as needed.

Right of Way (Proposed budget \$243,000, originally budgeted for \$260,000):

The goals of this phase are to have the baggage building appraised, successfully negotiate with the property owners for an acceptable price, go through the Planning Board for a lot line adjustment, and create the required deed and other necessary paperwork for the purchase of the property. Note: ROW process CANNOT BEGIN until all NEPA and other permitting requirements for the Preliminary Engineering phase has been completed.

- 1) Hire Appraisers: *(not specifically budgeted for, however implied in the purchase of property, suggested budget \$8,000)*
 - a) Develop hiring process for appraisers and get DOT approval (Yellow Book process).
 - i) Choose from NHDOT on-line state certified appraisers list.
 - ii) Advertise for hiring process (Manchester Union for 3 weeks, such as 3 consecutive Mondays).
 - b) Develop scope of services for both the property appraisal group and review appraisal group.
 - c) Advertise and review submittals.
 - d) Interview Appraisers.
 - e) Choose appraisers and request hiring of same (note: two are needed, one for the actual appraisal and one for the appraisal review).

- f) Submit process and request notice to proceed from NHDOT including allowance to enter into negotiations for preferred firm.
 - g) Negotiate price each appraisal team.
 - h) Hire Appraisers and begin appraisal process of Baggage Building.
- 2) Have Appraisal reviewed by second Appraisal.
 - 3) Submit all work to NHDOT for approval and notice to proceed.
 - 4) Property Negotiations: note records of negotiations must be kept in writing. See LPA manual, Section 19, page 4. (**proposed budget \$225,000**, originally budgeted for \$250,000)
 - a) Keep a “negotiation log” or diary of all conversations, meetings, and any contact with people involved in the acquisition of the property.
 - b) Obtain notice to purchase from NHDOT.
 - 5) Utilize Town Counsel to create deed and other necessary paperwork that would describe the property to be purchased. (Paperwork to be submitted to NHDOT for review, comment and notice to proceed.) **\$8,000 budget**
 - 6) Obtain Lot Line Adjustment:
 - a) Prepare plans and application for Lot Line Adjustment from Planning Board (permit process \$2,000 budget): project consultant to create required surveyed plan.
 - b) Record deed and LLA.
 - 7) NHDOT ROW Certificate (see Appendix 11).
 - 8) Meet and update full team as needed.

Construction – (Proposed Budget \$100,000)

This phase of the project will include preconstruction meeting, removal of hazardous material, demolition, construction, public update of project, and ribbon cutting.

- 1) Provide NHDOT with process and obtain notice to proceed.
- 2) Coordination of work force (town staff, students, contractors);
 - a) Construction Manager (Kevin Smart, in-kind service match) and Project Engineer/Architect to breakdown tasks/responsibilities and fit into project schedule.
 - i) Submit all required paperwork including Office of Federal Compliance (OFC) forms, Force Account application for in-kind services, and Exeter building permit.
 - ii) Coordination of interior and exterior work including demolition and hazardous material removal.
 - iii) Update Board of Selectmen on project progress.
 - b) Conduct preconstruction meeting with all stakeholders and NHDOT reps to review interior and exterior improvements, required reporting, and other project details.
- 3) Prepare bid documents and proceed through required bidding procedures.
- 4) Award materials contract. (budget \$25,000 for materials)
- 5) Mobilize interior and exterior work.

- a) Ground breaking ceremony.
 - b) Implementation of removal of hazardous material (proposed \$10,000 budget).
 - c) Implementation of demolition (proposed budget of \$5,000).
 - d) Construction of exterior improvements (all work to be done with in-kind service with DPW staff & SST participants);
 - e) Construction of interior improvements (all work to be done with in-kind service with DPW staff & SST participants);
 - iv) Town inspections as needed. (Not to supersede NHDOT project inspection)
 - f) Meet and update full team as needed.
 - g) Update BOARD OF SELECTMEN on project progress.
 - h) Town Inspection for building CO.
- 6) NHDOT to review and provide final approval of completed project.
 - 7) Ribbon cutting/opening day celebration.

PROJECT TEAM / RESPONSIBILITIES

Project Sponsor:

- Project Administration and Team Coordinator: Sylvia von Aulock, Exeter Town Planner
- Construction Project Manager: Kevin Smart, Exeter DPW Building Superintendant
- Project Committee: Russ Dean (Town Manager), Jennifer Perry (DPW Director), Julie Gilman (Board of Selectmen and Heritage Commission rep), Theresa Walker – (Rockingham Planning Commission), Scott Bogle (RPC), Rip Patten and Rick Vandenberg , Don Briselden and Bob Hall (Exeter Train Station Committee)
- Town Attorney: Mitchell Municipal Group
- Historic/Cultural Assessment: Julie Gilman (Heritage Commission)
- Exeter Building Inspector: Doug Eastman
- Fire Department Review : Asst. Chief Berkenbush

Consultants

Project Consulting Engineer: (TBD, Total Budget \$52,000)

- Administrative Tasks: Project Overview, Compliance
- ROW: Create plans for lot line adjustment
- Preliminary Engineering: Design
- Construction: Project Inspection

Credere Associates; Rip Patten and Rick Vandenberg

- Environmental Assessment
- Hazardous Material Clean-up Strategy

Project Stakeholders

Baggage Building Committee, Town of Exeter Board of Selectmen, Planning Board, Heritage Commission, Exeter Area Chamber of Commerce, Rockingham Planning Commission, Regional Economic Development Center, Seacoast School of Technology, Trainriders Northeast, Northern New England Passenger Rail Authority (NNEPRA), NHDOT, Federal Highway

PROJECT FUNDING SUMMARY (As Revised)

Cost Breakdown: (Reimbursable portion, local match)

A. Preliminary Engineering:	\$41,000 (note: \$4000 local match with in-kind services)
B. Right-of- Way	\$243,000
C. Construction	\$100,000 (note: \$45,000 local match with in-kind services)
Subtotal	\$384,000
Project inflation	\$19,200
Funding Sources	\$120,960 (30 % Town Funded includes \$49,000 in-kind)
	\$282,240 (70% Federal Match)

- D. Non Participating Funds: Involvement of sponsor staff, ie. Sylvia von Aulock, Jennifer Perry, Russ Dean, Doug Eastman, Ken Berkenbush, as well as multiple volunteers will be tracked when the draft schedule has been approved.
- E. EPA Brownfields Funds (sponsors RPC): Environmental Assessment

NHDOT TE Grant # 16045

Exeter Baggage Building Purchase and Renovation

ID	TASK NAME	Lead	Duration	April 2012	May	June	July	August	Sept.	Oct. 2012
1	NH Municipal Agreement. 12/29/11	BOS, RD								
2	LPA Training (3/29 , & 4/3)	SvA, KS	2 days	X - - -						
PROJECT DEVELOPMENT										
3	Scoping Meeting NHDOT	SvA, KS	4/6/2012	X - - -						
4	Project Team Meeting: Review new NHDOT administrative rules and their impact with the project.	SvA	4/19/2012	- - X -						
5	Revise Project Scope, Budget, and Outline	SvA	3 weeks	- - X X	X - - -					
6	Prepare Project Schedule	SvA,	2 weeks	X X - -						
7	In-house review of project scope, budget, outline, and schedule.	Project Team	4/8/2012	- X - -						
8	Revision of package, Submit to NHDOT	SvA	3 days	- X - -						
9	NHDOT Review of Revised Project Scope, Budget, Outline, and Schedule.	Dean Eastman	6 weeks	- - X X	X X X X					
10	Final revision of package, resubmit to NHDOT	SvA	5 weeks		- - X X	X X X -				
11	NHDOT Review/Approval of Revised Project Scope, Budget, Outline, and Schedule. NOTICE TO PROCEED	Dean Eastman	3 weeks			- - X X	X X X -			
PRELIMINARY ENGINEERING										
PROJECT ENGINEER / ARCHITECT HIRING										
PROCESS										
PE1	TEAM MEETING TO REVIEW PROGRESS, TEAM DUTIES, ETC.	SvA and team	DATE TBD					X - - -		
PE2	Create Subcommittee for hiring of project consultant (QBS process), develop and submit hiring process.	SvA and team subcommittee	4 weeks					X X X X		
PE3	NHDOT review and approval of hiring process for project consultant. NOTICE TO PROCEED	Dean Eastman	3 weeks						X X X	
PE4	Develop scope of services for project consultant incl. architectural design, project oversight, lot line adjustment surveyed plan, construction inspection, and assist in keeping sponsor in compliance with all state and federal regulations	SvA with team subcom.	3 weeks							- X X X

NHDOT TE Grant # 16045

Exeter Baggage Building Purchase and Renovation

ID	TASK NAME	Lead	Duration	April 2012	May	June	July	August	Sept.	Oct. 2012
ENVIRONMENTAL ASSESSMENT										
EA1	Create package for NHDOT review on selection process for Credere Assoc.	SvA, TW, and Credere	3 weeks					- X X X		
EA2	NHDOT review and approval of selection process. NOTICE TO PROCEED	Dean Eastman	3 weeks					X X X -		
EA3	Complete "Categorical Exclusion Checklist" if applicable and other required paperwork (NEPA)	TW, Credere	3 weeks							X X X -
HISTORICAL/CULTURAL ASSESSMENT										
HC1	Create package for NHDOT and FHWA for in-kind service (Force Account Paperwork). Submit to NHDOT	Julie Gilman	3 weeks					X X X -		
HC2	NHDOT review and approval of in-kind service. NOTICE TO PROCEED	Dean Eastman	3 weeks					X X X -		
HC3	Review all NHDOT and NHDR requirements, conduct applicable research	Julie Gilman	2 weeks							X X - -
HC4	Review project with Heritage Commission (Public Meeting)	Julie Gilman	2nd Wed. of the month							- X - -
HC5	Complete assessment as required and submit to NHDOT	Julie Gilman	2 weeks							- - X X

NHDOT TE Grant # 16045

Exeter Baggage Building Purchase and Renovation

ID	TASK NAME	Lead	Duration	Nov. 2012	Dec	Jan.-2013	February	March	April	May, 2013
	PROJECT ENGINEER/ARCHITECT HIRING PROCESS									
PE5	Advertise for project consultant	SvA	3 weeks	- X X X						
PE6	TEAM MEETING TO REVIEW PROGRESS	SvA and team subcommittee	DATE TBD		X - - -					
PE7	Prospective consultants submit proposals	SvA with team subcom.	3 weeks		X X X -					
PE8	Review of proposals	SvA with team subcom.	2 weeks			X X - -				
PE9	Submit QBS selection process and preferred candidate to NHDOT	SvA	1 week			- - X -				
PE10	NHDOT review and approval of selection process. NOTICE TO PROCEED.	Dean Eastman	3 weeks			- X X -				
PE11	TEAM MEETING TO REVIEW PROGRESS	SvA with team subcom.	DATE TBD				X - - -			
PE12	Town to enter into negotiations with the preferred firm and develop ICE paperwork	SvA with team subcom.	3 weeks					X X - -		
PE13	Update Board of Selectmen on project progress, incl. outcome of environmental, historical and cultural assessments as well as hiring of project consultant.	SvA with team subcom.	TBD						- - - X	
PE14	NHDOT approval of consultant selection. ICE paperwork, and project schedule. obtain notice to proceed for hiring of consultant and to begin preliminary design.	Dean Eastman							X X X -	
	PRELIMINARY DESIGN									
PE15	Create subcommittee to review findings and brainstorm design criteria and ideas.	KS, SvA, Project Consultant	3 weeks						- - - X	X X - -
PE16	Coordinate first on-site meeting and inspection of exterior and interior of building	Project Consultant with DPW, SST etc	TBD							- - - X
	ENVIRONMENTAL ASSESSMENT CONT.									
EA4	Package completed Phase I and Phase II of Environmental Assessment and required NEPA and NHDOT forms.	TW, Credere	3 weeks	X X X -						
EA5	Develop strategy and estimate for the removal of hazardous material. Submit assessment results to NHDOT	Credere, TW, SvA	3 weeks		X X X -					

NHDOT TE Grant # 16045

Exeter Baggage Building Purchase and Renovation

ID	TASK NAME	Lead	Duration	Nov. 2012	Dec	Jan.-2013	February	March	April	May, 2013
	Environmental Assessment Cont.									
EA6	NHDOT review and approval of process. OBTAIN PERMITS AND NOTICE TO PROCEED	Dean Eastman	3 weeks			- X X X				
	Historical/Cultural Assessment Cont.									
HC6	NHDOT review and approval of process. OBTAIN PERMITS AND NOTICE TO PROCEED	Dean Eastman	3 weeks	X X X						

NHDOT TE Grant # 16045

Exeter Baggage Building Purchase and Renovation

ID	TASK NAME	Lead	Duration	June. 2013	July	August	Sept	Oct	Nov	Dec. 2013
	PRELIMINARY DESIGN CONT.									
PE17	Prepare design criteria based on State and Fed'l requirements, and other information for NHDOT approval	KS, Project Consultant	4 weeks	X X X X						
PE18	TEAM MEETING TO REVIEW PROGRESS	SVA and Team	DATE TBD	- X -						
PE19	NHDOT to review and approve process and provide NOTICE TO PROCEED	Dean Eastman	3 weeks	X X X						
PE20	Begin conceptual design work.	KS, Project Consultant	8 weeks		X X X X X X X X					
PE21	Update Board of Selectmen on project progress, incl. preliminary design plans and request public input.	KS, SVA, Project Consultant	TBD			- X - -				
PE22	NHDOT to review and approve process and provide NOTICE TO PROCEED for final design as well as ROW tasks.	Dean Eastman	3 weeks					X X X -		
PE23	Submit plans to Fire Dept for code review	KS, Project Consultant	2 weeks						X X - -	
PE24	TEAM MEETING TO REVIEW PROGRESS	SVA and Team	DATE TBD						X - -	
PE25	Develop final design 95% complete	KS, Project Consultant	5 weeks						- X X X X X - -	
	ROW									
R1	Create Subcommittee for hiring of appraisers (QBS process), develop and submit hiring process. (see Project Task List B.1)	SVA and team subcommittee	2 weeks						X X - -	
R2	NHDOT review and approval of hiring process for appraisers. NOTICE TO PROCEED	Dean Eastman	3 weeks						- - X - -	X X - -

ID	TASK NAME	Lead	Duration	Jan. 2014	February	March	April	May	June	July, 2014
	PRELIMINARY DESIGN CONT.									
PE26	Develop final cost and specifications	KS, Project Consultant	3 weeks	- X X X						
PE27	TEAM MEETING TO REVIEW PROGRESS	SVA and Team	DATE TBD		X					
PE28	Create and submit Final Design Package for submittal (PS&E)	KS, Project Consultant	4 weeks		- X X X	X - - -				
PE29	Update Board of Selectmen on project progress.	KS, SVA, Project Consultant	TBD			- - - X				
PE30	NHDOT to review and approve process and provide NOTICE TO PROCEED.	Dean Eastman	4 weeks			- X X X X				
	ROW CONT.									
R3	Develop scope of services for appraisers. Note: two appraisers to be hired, one to appraise the property utilizing present draft description, second to review the appraisal.	SVA with team subcom.	3 weeks	- X X X						
R4	Advertise for appraisers	SVA	3 weeks		X X X -					
R5	Prospective appraisers submit proposals	SVA	2 weeks			X X - -				
R6	Review of proposals, conduct interviews, and make tentative selection	SVA with team subcom.	2 weeks			- - X X				
R7	NHDOT review and approval of selection process. NOTICE TO PROCEED.	Dean Eastman	3 weeks				X X X			
R8	Town to enter into negotiations with appraisal firms, hire same and receive notice to proceed.	SVA with team subcom.	2 weeks					X X - -		
R9	Appraisal Process Of Baggage Building	Appraiser #1	3 weeks					- - - X	X X - -	
R10	Review of Appraisal	Appraiser #2	2 week						- - - X X	
R11	NHDOT to review and approve process and provide NOTICE TO PROCEED for Construction	Dean Eastman	3 weeks							X X X
R12	TEAM MEETING TO REVIEW PROGRESS	SVA and Team	DATE TBD							- X - -
R13	Update Board of Selectmen on project progress	SVA and Team	TBD							- - - X

NHDOT TE Grant # 16045

Exeter Baggage Building Purchase and Renovation

ID	TASK NAME	Lead	Duration	August.2014	September	October	November	December	Jan. 2015	Feb. 2015
	ROW CONT.									
R14	Negotiate with property owners on price, negotiate initial sales agreement, determine property boundaries, easements, etc. (see LPA manual, Section 19, pg 4)	RD, SubCom, BOS	4 weeks	X X X X						
R15	NHDOT to review, approve, and provide NOTICE TO PROCEED	Dean Eastman	3 weeks		X X X					
R16	Review and update Phase 1 Environmental Assessment	Creder, RPC	2 weeks			X X				
R17	Town counsel to assist with finalizing purchase, sales agreement, title, deed, and other documents that would describe the property.	RD, Town Counsel, BOS	6 weeks			X X X X	X X X X			
R18	NHDOT to review, provide NOTICE TO PURCHASE	Dean Eastman	3 weeks				X X X			
R19	Create surveyed plan	SvA, Project Consultant	3 weeks						X X X	
R20	TEAM MEETING TO REVIEW PROGRESS	SvA and Team	DATE TBD							X
R21	Submit application for lot line adjustment, go before Planning Board for approval	SvA, Project Consultant	6 weeks							X X X
	CONSTRUCTION									
	Construction Administration									
C1	Develop labor compliance documents including Force Account application for in-kind services	Kevin Smart (KS)	3 weeks				X X X			
C2	NHDOT to review and approve process and provide NOTICE TO PROCEED for Construction	Dean Eastman	3 weeks					X X X		
C3	Establish construction subcommittee, begin to meet and organize the construction phase	KS with Proj consultant	3 weeks						X X X	X

NHDOT TE Grant # 16045

Exeter Baggage Building Purchase and Renovation

ID	TASK NAME	Lead	Duration	Feb. 2015	March	April	May	June	July	Aug. 2015
	ROW CONT.									
R21	Submit application for lot line adjustment, go before Planning Board for approval	SVA, Proj. Consultant	6 weeks	- X X X	X X X -					
R22	Record deed and lot line adjustment	SVA	1 week		- - - X					
R23	NHDOT to review project progress and provide NOTICE TO PROCEED	Dean Eastman	3 weeks		X X X -					
	CONSTRUCTION PHASE CONT.									
C4	Review and ensure all OFC and NHDOT regs related to project are met and all appropriate forms are completed	KS, Proj. Consultant	4 weeks		X X X X					
C5	Review all requirements with construction subcom. incl. required interviews, required field logs, and reporting requirements	Kevin Smart with consultant	TBD			X - - -				
C6	Hold Pre-Construction Meeting	Kevin Smart with consultant	TBD				X - - -			
	BID PHASE MATERIAL									
C7	Create bid documents for advertising	KS, Consultant	3 weeks				- X X X			
C8	Advertising	KS, Proj. Consultant	3 weeks					X X X -		
C9	Evaluate bids and make recommendations	KS, Proj. Consultant	2 week						X X - -	
C10	TEAM MEETINGS TO REVIEW PROGRESS	SVA and Team	DATE TBD							
C11	Update Board of Selectmen on project progress.	KS, SVA, Project Consultant	TBD						X - - -	
C12	NHDOT to review and approve bid process and provide NOTICE TO PROCEED for Construction	Dean Eastman	3 weeks							X X
C13	Award material contract	KS, Project Consultant	2 week							- - X X

ID	TASK NAME	Lead	Duration	Sept. 2015	Oct	Nov	Dec	Jan. 2016	Feb	March 2016
	CONSTRUCTION PHASE CONT.,									
	INTERIOR CONSTRUCTION	KS, Proj. Consultant								
C14	Mobilization, construction subcom. meetings to review final construction details, material storage, site prep, etc.	Kevin Smart with consultant	3 weeks	X X X -						
C15	Ground Breaking Ceremony	KS, SVA, Team, Project Consultant	TBD	- - - X						
C16	Interior demolition and material removal	KS, Proj. Consultant	4 weeks		X X X X					
C17	Construction Interior - rough framing, plumbing, electrical, HVAC	KS, Proj. Consultant	8 weeks total			X X - X	X X - -	- X X X		
C18	Cabinetry (off-site by SST)	KS, Proj. Consultant	8 weeks					- - X X	X X X X	X X - -
C19	Construction Interior - finish carpentry, wall/ceiling treatments	KS, Proj. Consultant	8 weeks						X X X X	X X X X
C20	Town building and electrical inspections as needed and final CO	KS, Proj. Consultant				- - - X		- X - -	- - - X	- - - X
C21	TEAM MEETINGS TO REVIEW PROGRESS	SVA and Team	DATE TBD			- - - X			X - - -	
C22	Update Board of Selectmen on project	KS, SVA, Project Consultant	TBD						- - - X -	

ID	TASK NAME	Lead	Duration	April 2016	May	June	July	August	Sept	Oct
	CONSTRUCTION PHASE CONT.									
C23	Painting	KS, Proj. Consultant	3 weeks	- X X X						
	SITE WORK									
C24	Site work: sidewalk to ADA specifications	KS, Proj. Consultant	4 weeks	X X X X						
C25	Site Work - Landscaping, signage, lighting, etc	KS, Proj. Consultant	5 weeks total		X X X X	X - - -				
C26	NHDOT final review and approve project is complete	Dean Eastman	3 weeks			X X X				
C27	Ribbon Cutting and Opening Celebration, Cheers at last	KS, SvA, Project Consultant, Project Team	TBD				- - X -			

Town Facilities / Permits
July 23 - August 6, 2012

Date	Event Hours	Length of Rental	Facility/Permit	Group/Purpose
7/30	7:30pm	7:30 - 9pm	Town Hall	Brass Band Rain Shelter
8/3	2pm -3pm	9am - 4pm	Town Hall	Musical Arts

List for Selectmen's meeting July 23, 2012

Yield Tax

<u>Map/Lot</u>	<u>Location</u>	<u>Amount</u>
88/5	100 Domain Drive	180.31

Suprock Technologies
24 Front Street (Major Blake's Hotel)
Second Floor, 203
Exeter, NH 03833
Tel: (603) 686-9954
Website: www.suprocktech.com
Email: casuprock@suprocktech.com

July 08, 2012

Russ Dean
Manager, Town of Exeter

Resignation from Technology Committee

Dear Russ:

I am submitting my resignation from the Technology Committee because I have chosen to pursue another public volunteer position as a State Representative candidate for Exeter. I feel that last year I was more productive in conducting many Town Department interviews for the Tech Committee. However, this year I have encountered a number of schedule conflicts with the Tech Committee meetings since they are often held in the evenings.

One thing that I wanted to complete before executing this resignation was the delivery of a GPS data logger for analyzing the Town's winter plowing routes. This will be helpful to DPW to reduce costs and study route optimization based on what they find. I will deliver the hardware to you at the Town Office in the near future.

Best Regards,
Christopher Suprock, PhD
CEO, Suprock Technologies



CC: Town Clerk



July 9, 2012

Leona Nelson
12 Peach Street
Exeter, NH 03833

To Whom This May Concern:

I would like permission from the Town of Exeter to remove an old basketball hoop from 10 Peach Street. The residents have moved because the town took the property for unpaid taxes on the home. Before the residents left, we were told that if they didn't take it with them that we could have it. I have not removed it because I didn't want to trespass on property owned by the town without written permission from the town. Per request of the town managers office: The town wants me to put my request in writing and then I can remove it from the property. I am submitting my request to take the old basketball hoop from 10 Peach Street, in writing to the town.

Sincerely,

Leona Nelson

RECEIVED
JUL 10 2012
EXETER PLANNING OFFICE



Russ Dean <rdean@town.exeter.nh.us>

Volunteer of the year.

Frank Ferraro <fferraro2010@gmail.com>

Wed, Jul 11, 2012 at 11:31 AM

To: Matt Quandt <mjquandt@comcast.net>, Russ Dean <rdean@town.exeter.nh.us>

At a recent Board meeting, Russ proposed an employee of the year award, and I suggested that we also have a volunteer of the year award. In developing the criteria and nomination form for the volunteer award, you might want to look at the LGC volunteer award web site to see if there is anything there that can be used for Exeter - <http://www.surveymonkey.com/s/LGCVolunteerAwards2012>



Municipal Volunteer *of the Year Awards*

NH Local Government Center 2012 Municipal Volunteer of the Year Awards

Introduction

Each day across New Hampshire, dedicated citizen volunteers assist their local governments in accomplishing tasks large and small. Municipal officials simply couldn't do it all without the assistance of volunteers.

The New Hampshire Local Government Center (LGC) Municipal Volunteer of the Year Awards annually honor a select group of New Hampshire residents for dedicated community service. Nominees are judged on several categories, including demonstrated leadership, innovation and collaboration.

We invite you to take this opportunity to nominate one outstanding individual from your community for a Municipal Volunteer of the Year Award. Selected nominees will be honored at a special event held in conjunction with the LGC Annual Conference in November.

Nominations must be received by August 31, 2012.

Click the "next" button below to view nomination criteria and survey questions.

Next

7 Hilliard Circle
Exeter, NH

Dear Mr. Dean,

Recently we were having sewer blockage problems. I engaged the Rooter-Man and he did not locate any problem between the house and the street.

I contacted the Exeter Sewer Department and explained the problem and the person answering the phone was most helpful and efficient.

Employees from the Department came and after thoroughly inspecting the situation discovered the problem. They explained what the problem was - procedure to correct it - how long it would take and answered my questions in a very professional way. They were so polite and when the work was completed returned to see if everything was functioning.

I want to thank you for having such efficient people working in the water and sewer department

Sincerely,

Charlotte Taylor



**STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
OFFICE OF BUSINESS OPERATIONS**

BUREAU OF FINANCE

Nicholas A. Toumpas
Commissioner

Stephen J. Mosher
Chief Financial Officer

129 PLEASANT STREET, CONCORD, NH 03301-3857
603-271-9334 1-800-852-3345 Ext. 4918
Fax: 603-271-2896 TDD Access: 1-800-735-2964

FINANCIAL MONITORING REPORT

DATE: February 14, 2012 (with agency response and bureau response)

TO: Matthew Quandt, Vice Chairman
Board of Selectmen
Town of Exeter
45 Franklin Street
Exeter NH 03833

AGENCY MONITORED: Town of Exeter/Fire-Health Department
20 Court Street
Exeter NH 03833

AGENCY CONTACTS: Mary Cook, Greater Exeter Public Health Coordinator
Ken Berkenbush, Health Officer/Assistant Fire Chief

FISCAL YEAR (S) FY 2011-2012

CONTRACT PERIOD (S) July 1, 2010 – June 30, 2011
July 1, 2011 – October 31, 2011

CONTRACT NUMBER (S): #1003036 BT- Public Health Networks

CONTRACT AMOUNT (S):		Federal Funding	
BT Public Health Network	\$ 70,000	64,697.50	(\$45K @100%,\$25K @78.79%)
Amendment 1/19/11-6/30/11	40,027	40,027	100%
BT Public Health Network	<u>70,000</u>	<u>64,697.50</u>	(\$45K @100%,\$25K @78.79%)
	\$180,027	\$169,422	

DATE MONITORED: January 30, 2012

In accordance with OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations, the State of New Hampshire is required to monitor the financial expenditures of contract agencies that receive federal awards passed through the State of New Hampshire. This process includes completion of a monitoring review questionnaire to ensure compliance with federal regulations, and a financial sampling of the expenditures submitted to the Division of Public Health Services.

The Bioterrorism- Public Health Networks program and amendments were reviewed for FY11 and part of FY12. There were two findings, one with questioned costs. A written reply is requested to the Internal Audit Unit, with a copy to Mary Miller DHHS DPHS, by March 14, 2012.

I wish to thank Mary Cook and Ken Berkenbush for their full cooperation and courtesy extended to Francia Roy, Mary Miller and myself during the contract monitoring review. It was a pleasure to work with them.

Doreen Ravell, Finance Director, processes expenses as coded by the Public Health Network Coordinator and submitted by the Fire Department administration. Town Health Services are currently under the direction of the Fire Department. The Assistant Fire Chief for Operations & Fire Prevention also serves as Town Health Officer. The recommendation is that original invoices be stamped, coded by grant and line item, and reviewed by the Assistant Fire Chief before they are approved and sent on to Finance.

Please call me at 271-9365 if I can be of any further assistance to you and your staff.

Sincerely,

Susan Gifford
Internal Auditor
sgifford@dhhs.state.nh.us

cc: Russ Dean, Town Manager, Town of Exeter
Doreen Ravell, CPA, Finance Director, Town of Exeter
Mary Cook, PHN Coordinator, Town of Exeter
Ken Berkenbush, Health Officer/Assistant Fire Chief for Operations
Neil Twitchell, DPHS, Emergency Preparedness
Mary Miller, DPHS, Emergency Preparedness
Cathy Liane, DPHS, Bureau of Policy and Performance
Barbara Cotton, DPHS, Administrator III, Director's Office

SUMMARY OF COMPLIANCE FINDINGS AND RECOMMENDATIONS
FOR FISCAL YEAR (S) 2011-2012
Review conducted January 30, 2012

The Bioterrorism- Public Health Networks program and amendments were reviewed for FY11 and part of FY12. There were two findings, one with questioned costs, as a result of the financial monitoring review conducted January 30, 2012.

1) FY 11 Finding: Requirements for reimbursement of food at meetings

Invoices listed under *Meeting Expenses* in September 2010 totaling \$542.87, and June 2011 totaling \$468.16 were meeting expenses for food. *IRS Publication 463* (2012, Travel, Entertainment, Gift, and Car Expenses and Federal Travel Regulations) requires that reimbursement for food at meetings is substantiated by adequate records or sufficient evidence of the following elements: date, place, itemized receipt, business purpose (agenda) and list of attendees. The invoices provided do add up to the amount billed, but some are lacking adequate documentation.

Questioned Costs: none

Recommendation: In the future, Town of Exeter financial staff must require meeting coordinators to fully document meeting expenses before invoices are paid.

Agency Response (3/13/12): BT PHN staff held a meeting with finance, and the following corrective action plan was agreed to. This issue has been corrected. Since June 2011 the meeting Agenda, roster and meeting minutes are attached to the bill.

Bureau Response (3/14/12): DHHS DPHS accepts the agency response.

2) FY11 Finding: Expenses miscoded – line item miscoding and grant miscoding

Invoices billed under *Printing* in October 2010 included an invoice for postage stamps purchased 9/27/10 at Exeter Post Office totaling \$179.12. There was a *Postage* line item in the BT budget that should have been used for this expense.

In January 2011, Epi Pen Trainers and Heartsaver First Aid with CPR books purchased in December 2010 were billed under *Staff Education & Training*. These are not allowable expenses under the BT-Public Health Network grant. The State Emergency Preparedness contract administrator stated that the invoice from Moore Medical dated 12/28/10 in the amount of \$417.05 should have been paid from a CERT grant.

Questioned Costs: \$417.05

Recommendation: The recommendation is that original invoices be stamped, coded by grant and line item, and reviewed by the Assistant Fire Chief before they are sent on to Town of Exeter Finance department. The Assistant Fire Chief should initial the stamped coding, approving the source of funding indicated to pay the invoice.

Because FY11 is closed, this expense cannot be reclassified to another funding source now. The Town of Exeter could either substitute other BT-PHN Staff Education and Training expenses during FY11 that were not charged to federal grants or adjust a future FY12 BT invoice by subtracting (417.05).

Agency Response (3/13/12): The recommendation to buy a stamp and to add additional information such as grant and line item coding shall be done. The second issue on this line is the Epi Pen Trainers, First Aid and CPR books. These expenses were allowable under the Medical Reserve Corp or the Citizen Corps grants. All of the grants from that time period are over. All three items were under the \$300.00 limit for review by the State. Therefore we never asked or received approval. I recommend taking the money out of the current BT-PHN grant. I will seek approval from the State to take it out of Staff and Educational Training expenses line. We currently have no CERT or MRC grant money.

Bureau Response (3/14/12): DHHS DPHS accepts the agency response regarding the stamp and coding information. The BT PHN Bureau prefers to have a discussion with the BT PHN Coordinator PRIOR to purchase of items that may not be allowable under the grant. If there is any question, contact the Bureau for clarification.

The FY11-12 Financial Monitoring report is *closed*.



The Financial Monitoring Report for Fiscal Year 2011-12 is *open*.
A written agency response from the agency is required by March 14, 2012.

Prior Fiscal Year
RECAP OF COMPLIANCE FINDINGS AND RECOMMENDATIONS
FOR FISCAL YEAR 2009-2010
Review conducted September 27, 2010

The Bioterrorism- Public Health Network, Phase 1, Phase 2 and Phase 3 programs were reviewed for FY10. There were no findings or recommendations. All transactions reviewed were well documented. This was the first review of the Town of Exeter Public Health Network program.



The Financial Monitoring Report for Fiscal Year 2010 is *closed*.
No written agency or bureau response is required.



EXETER HEALTHCARE

July 12, 2012

Mr. Matthew Quandt, Chair
Board of Selectmen
Town of Exeter
10 Front Street
Exeter, NH 03833

Dear Mr. Quandt:

This notice is provided to you by Exeter Healthcare in compliance with the New Hampshire WARN Act to notify you of our plan to close Exeter Healthcare as of September 30, 2012. This is expected to be a permanent closure.

We have begun to transfer patients and will not accept patient admissions into the facility as of July 25, 2012. This plan has been approved by and been developed in conjunction with the New Hampshire Department of Health. Depending upon the speed with which NHDOH can facilitate transfer of our long term ventilator dependent patients, we will more than like begin to gradually decrease our employed staff within weeks after the July 25th date.

None of the employees within Exeter Healthcare are represented under a collective bargaining agreement. In that this is a permanent and complete closure, there are no "bumping rights".

We are making efforts to find other employment opportunities for our staff within our organization as the skills, dedication and talent of our staff is vast. However there will be fewer jobs available than the staff currently employed. We will be providing severance payments to the staff affected and plan to work closely with the New Hampshire Department of Employment Security to expedite assistance to staff whose employment ends after July 25, 2012.

Enclosed is a list of job titles and the number of affected employees by job title as is required by the statute.

Please feel free to contact me if I can provide any more information at 603-580-6692.

Sincerely,

Kevin Callahan
President Board of Directors
Exeter Healthcare

Attachment

7/13/2012	EMPLOYMENT STATUS				
JOB-CODE DESCRIPTION	Family/Medical				Grand Total
	Full-time	Part-time	Leave	Per Deim	
Activities Coordinator	1				1
Case Manager		1		1	2
Cook	1	2		1	4
Cook 2		1		0	1
COTA	1			0	1
Diet Technician				1	1
Dietitian		1		1	2
Executive Assistant	1			0	1
Floor Care Spec	1			0	1
Food Service Worker	1	2	1	1	5
Housekeeper Clinical	1	3		0	4
Housekeeper Clinical Sr	1			0	1
LNA	4	12	1	3	20
LNA-Med Unit Coord	1			0	1
Manager-Director	3			1	4
MDS PPS Coordinator	1	1		0	2
Nurse LPN	1	3		1	5
Nurse WOC				1	1
Nurse-Registered	1	12	1	3	17
Occupational Therapist	1	2		5	8
Physical Therapist		3		7	10
Physical Therapist Sr	1			0	1
Physical Therapy Assistant		2		4	6
Records and Scheduling Coord	1			0	1
Respiratory Therapist		6		3	9
Social Worker		1		0	1
Speech Therapist		1		1	2
Speech Therapist Dual Sub				3	3
Supervisor Respiratory	1			0	1
V.P.	1			0	1
Wound and Skin Coordinator				1	1
Grand Total	24	53	3	38	118



CITY OF PORTSMOUTH

LEGAL DEPARTMENT

Robert P. Sullivan, City Attorney – 603-610-7204 (Direct Dial)
Kathleen M. Dwyer, Assistant City Attorney – 603-427-1338 (Phone/Fax)
Suzanne M. Woodland, Assistant City Attorney – 603-610-7240 (Direct Dial)

Municipal Complex
1 Junkins Avenue
Portsmouth, NH 03801
(603) 431-2000
(603) 427-1577 (FAX)

July 19, 2012

Thomas F. Irwin, Esq.
Conservation Law Foundation
27 North Main Street
Concord, NH 03301

**RE: Right-to-Know Request dated June 20, 2012
Response to Request 8**

Dear Tom,

This letter is in further follow-up to your letter of June 20, 2012 requesting records pursuant to RSA 91-A and responds to request 8 of that letter.

With regard to your request in paragraph 8, staff and I have assembled for your review e-mails identified through the City's central exchange which collects all outgoing and incoming e-mail. That system has been live since December 1, 2011. You will find records of e-mails preceding that "live date" as both my e-mail account, Peter Rice's e-mail account and certain others were specifically uploaded to the new system shortly after its implementation so all e-mail in active e-mail folders were captured.

I enclose the search criteria used for the e-mail record production. The initial capture of e-mails using these criteria produced over 800 e-mails. That initial production has since been winnowed down substantially, but because of attachments it is voluminous.

I have not done an exhaustive search of paper files. My sense is that any written communication of substance was conveyed by e-mail either as the only form of record or as a secondary means to supplement a "snail mail" copy.

The City's production of e-mails includes communications from John Hall and his assistant Amber to the Congressional offices. Those communications are sometimes part of a long string of e-mails between and among counsel of the Coalition. I have produced the communications to and from the Congressional offices only and not the subsequent back and forth among counsel on the basis of attorney-client privilege and work product.

Page Two

July 19, 2012

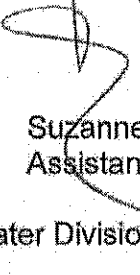
RE: **Right-to-Know Request dated June 20, 2012**
Response to Request 8

In some instances, such as the communications from Amber, I did not redact the communication to all Coalition counsel if there was nothing of substance. Any communication among Coalition counsel disclosed as part of this production should not be considered a waiver of the attorney-client privilege.

The City has not produced drafts of various documents which subsequently became final communications to the Congressional offices or drafts of documents that were subsequently finalized and included as attachments.

Copies are \$2.00 for the first page and \$0.50 for each page thereafter.

Sincerely,



Suzanne M. Woodland
Assistant City Attorney

cc: Peter Rice, City Engineer - Sewer & Water Divisions (Public Works Dept.)
E. Tupper Kinder, Esq.
John Hall, Esq.
Coalition Members

Advanced Search

Hide Search

- Search in all Archive Stores
- Restrict search on particular Archive Stores *Not selected*
- Search in mailbox(es):
- Retrieve only the first 5000 occurrences (optimized for performance)

Query Criteria

Include Exclude

Include all the following criteria

- Whole Email
- Whole Email

Reset criteria

Find

Subject	Sender	Recipients	Date	Size
FW: FACT SHEET	Suzanne M. Wood	Redice, O'Neil	7/3/2012 3:55 PM	5.00 MB
Fw: FACT SHEE...	Peter H. Rice	kbarrett@regina...	7/3/2012 2:20 PM	5.00 MB
FW: FACT SHE...	Peter H. Rice	Joanna Diemer, J...	7/2/2012 12:02...	5.00 MB

Your search resulted in 144 emails.

<< < Page 1 of 2 > >>

Back

Next

Cancel

GFI MailArchiver Import Export Utility

Advanced Search

< Hide Search

Search in all Archive Stores
 Restrict search on particular Archive Stores *Unselected*
 Search in mailboxes: Administrator
 Retrieve only the first 5000 occurrences (optimized for performance)

Query Criteria

Include | Exclude

Include all the following criteria

Whole Email	mail.house.gov	+ -
Whole Email	nitrogen	+ -

Reset criteria Find

Subject	Sender	Recipients	Date	Size
FW: FACT SHEET	Suzanne M. Wood	Regina O'Neil	7/3/2012 1:51 PM	5.00 MB
Pw: FACT SHEET	Peter H. Rice	kbarrett@regina...	7/3/2012 2:20 PM	5.00 MB
FW: FACT SHEET	Peter H. Rice	Joanna Diemer, J...	7/2/2012 12:02 ...	5.00 MB

Your search resulted in 231 emails.

<< < Page 1 of 3 > >>

Back Next Cancel

Advanced Search

Hide Search

- Search in all Archive Stores
- Restrict search on particular Archive Stores *Selected*
- Search in mailbox(es):
- Retrieve only the first 5000 occurrences (optimized for performance)

Query Criteria

Include | Exclude

Include all the following criteria

- Whole Email | | + -
- Whole Email | | + -

Reset criteria

Find

Subject	Sender	Recipients	Date	Size
Great Day Munch	John I. Kotianka	Sean Thomascy	7/2/2012 1:26 PM	3.00 MB
FW: FACT SHE...	Peter H. Rice	Joanna Diemer, J...	7/2/2012 12:02 ...	5.00 MB
FW: FACT SHE...	John Hall	Peter H. Rice	7/2/2012 11:59 ...	5.00 MB

Your search resulted in 433 emails.

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THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



July 16, 2012

CHRISTOPHER D. CLEMENT, SR.
COMMISSIONER

JEFF BRILLHART, P.E.
ASSISTANT COMMISSIONER

Matthew Quandt, Chairman of Selectmen
Town of Exeter
10 Front Street
Exeter, NH 03833

Re: Exeter Highway Block Grant Aid - in Accordance with RSA 235:23
Payment for Maintenance, Construction and Reconstruction of Class IV and V Highways

Dear Mr. Quandt:

This notice shows an updated amount of State Highway Block Grant Aid estimated to be available to your town in State Fiscal Year 2013 (July 1, 2012 thru June 30, 2013). It supersedes all prior correspondence for State Fiscal Year 2013, including previous estimates that you received in December 2011. These amounts include both the funds budgeted for State FY 2013 and an adjustment for FY 2012 based on State revenue amounts preliminarily known as having been received in NH through June 30, 2012. The adjustment for FY 2012 may have a minor change once final audits are completed later this year. Payments will still be made in July 2012, October 2012, January 2013 and April 2013.

Once state financial statements are finalized in December, NHDOT will notify towns of any final adjustments that are to be made as noted above. Any required adjustments will be made in the next scheduled payment after the adjustment is determined. In the past, this adjustment would always have been made in the April payment but may now be sooner.

In the future, all Towns will receive two notifications annually regarding Block Grant Aid from NHDOT:

- July of the State Fiscal Year - Notice will estimate amounts intended to be distributed for that State Fiscal Year that begins on July 1, including the preliminary adjustment for revenue received through June 30 of the previous year.
January of the New Year - Notice of finalized pending adjustment for previous year revenues vs. estimates sent with the January payment previously included in April payment.

State Highway Block Grant Aid available to the Town of Exeter during Fiscal Year 2013 (July 1, 2012 to June 30, 2013) is estimated as follows:

Table with 2 columns: Payment Period and Amount. Rows include July 2012, October 2012, January 2013, April 2013, and Total.

The Department recognizes that is a change in practice and notification for many towns. The purpose of this change is to provide more accurate information to communities for the purposes of developing local budgets and to minimize fourth quarter adjustments. We apologize, in advance, for any confusion that this may cause and encourage you to contact us at 271-2107 if you have any questions. This change in process will not affect the amount of funding that your community receives, but simply allows for better communication of the most current financial information and less fluctuation resulting from the adjustment process.

Sincerely,
Nancy J. Mayville, P.E.
Municipal Highways Engineer
Bureau of Planning and Community Assistance