

**Exeter Board of Selectmen Meeting
Monday, October 19th, 2015, 6:30 p.m.
Nowak Room, Town Office Building
10 Front Street, Exeter, NH**

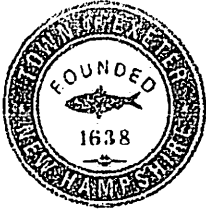
1. Call Meeting to Order
2. Non Public Session – RSA 91-A:3 II (a, b, d)
3. Board Interviews
4. Bid Openings/Awards
5. Public Comment
6. Minutes & Proclamations
 - a. Proclamations/Recognitions
 - b. Regular Meetings: October 5th, 2015
7. Appointments
8. Discussion/Action Items
 - a. New Business
 - i. Quarterly Financial Report - Finance
 - ii. Great Dam Section 106 MOA - DPW
 - iii. Lincoln Street Utility Project: CA Contract - DPW
 - iv. Planning Process Update/Next Steps – Town Manager
 - b. Old Business-
 - i. CATV Special Counsel Contract – Town Manager
9. Regular Business
 - a. Tax, Water/Sewer Abatements & Exemptions
 - b. Permits & Approvals
 - c. Town Manager’s Report
 - d. Selectmen’s Committee Reports
 - e. Correspondence
10. Review Board Calendar
11. Non Public Session
12. Adjournment

Julie Gilman, Chairwoman
Exeter Selectboard

Posted: 10/16/15 Town Office, Town Website

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

AGENDA SUBJECT TO CHANGE



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

**Statement of Interest
 Boards and Committee Membership**

Committee Selection: Economic Development

New Re-Appointment Regular Alternate

Name: Dan Gutstein Email: dgutty7@yahoo.com
 Address: 2 Moore Lane, Exeter NH 03833 Phone: 508-265-8265

Registered Voter: Yes No

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

I recently spoke with Russ regarding the need for members of the community to become involved in shaping the direction of our towns growth plan. I feel as though I can draw upon my background in Leadership, Management and Business Development to contribute towards the expansion and execution of these plans. My professional background includes positions in Sales, Training, and Management for a Fortune 100 organization, Individual consulting work with start-ups in the Health and Wellness space, and my current role as a Business Manager with Zoetis Animal Health. Outside of work, I enjoy spending time with my Wife, 2 daughters and Golden Retriever. I look forward to raising our children in this wonderful town.

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

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

After submitting this application for appointment to the Town Manager:

- The application will be reviewed and you will be scheduled for an interview with the 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.

I certify that I am 48 years of age or older:

Signature: Date: 10.15.15

Draft Minutes

Exeter Board of Selectmen

October 5, 2015

1. Call Meeting to Order

Chairwoman Julie Gilman called the meeting to order at 6:30 pm in the Nowak Room of the Exeter Town Offices building. Other members present were Vice Chair Don Clement, Selectman Dan Chartrand, Selectwoman Nancy Belanger, and Selectwoman Anne Surman. Town Manager Russell Dean was also present.

2. Water/Sewer Abatements

The following abatement requests were given:

- 14 Crestview Drive. Jonathan Barone, homeowner, said he had excessive water usage between bill period 1/21/15 and 4/21/15. He was diagnosed with health problems and was preoccupied and was not aware that 2300 gallons per day was leaking. Chairwoman Gilman said Water/Sewer Department did recommend abatement here. A Motion was made by Selectman Chartrand and seconded by Vice Chair Clement to grant Jonathan Barone abatement in the amount of \$324.37. Motion carried – all in favor.

- 99 Haze Park. A Motion was made by Selectman Chartrand and seconded by Selectwoman Surman to approve abatement for 99 Hayes Park for Maureen McCue in the amount of \$61.71. Motion carried –all in favor.

- 120 Front Street. Tracy Tucker, representing New Heights, said 124,000 gallons of water was lost. New Heights occupies 120 Front Street. A pipe burst. Hart Plumbing is looking into it. She said the charges for a non-profit are extensive. A Motion was made by Selectman Chartrand and seconded by Selectwoman Belanger to grant New Heights abatement at 120 Front Street for \$681.51 per the recommendation of the Water/Sewer Department. Motion carried – all in favor.

- 4 Liberty Lane. A Motion was made by Selectman Chartrand and seconded by Selectwoman Belanger to follow the suggestion of the Water/Sewer Department and disapprove this abatement for \$530.57 to Richard Elder of 4 Liberty Lane. Motion carried –all in favor.

- 4 Chestnut Street. A Motion was made by Selectman Chartrand and seconded by Selectwoman Belanger to follow the recommendation of the Water/Sewer Department and

disapprove the application for abatement for the Exeter Parks & Rec at 4 Chestnut Street for \$770.73. Motion carried – all in favor.

- 12-14 Washington Street. A Motion was made by Selectman Chartrand and seconded by Vice Chair Clement to disapprove applicant's request for abatement for 12-14 Washington Street in the amount of \$685.13. Motion carried – all in favor.

- 3 Salem Street. Homeowner said Mr. Jeffers came out to assess the problem. She said water pools in front of her house. Selectwoman Surman said there was not enough evidence present to disapprove this application. Vice Chair Clement suggested tabling this one until Mr. Jeffers can come in and explain. A Motion was made by Selectman Chartrand and seconded by Vice Chair Clement to table abatement request. Motion carried – all in favor.

- 24 Windemere. The homeowner was present and plead his case. Vice Chair Clement said an abatement request is only granted if the town is responsible. A Motion was made by Selectman Chartrand and seconded by Selectwoman Belanger that the BOS disapprove request for abatement for 24 Windemere Road per recommendations from the Water/Sewer Department. Motion carried – all in favor.

- 93 Front Street. A Motion was made by Selectman Chartrand and seconded by Selectwoman Belanger to disapprove request for abatement for 93 Front Street per recommendation from the Water/Sewer Department. Motion carried – all in favor.

- 1 Ridgewood Terrace. Barry Stewart, tenant and brother of homeowner, spoke on behalf of Lori Stewart. Mr. Stewart said essentially the road shoulder is too low. If the berm is compromised, water runs right into the basement windows. The Town built up the shoulder with gravel, but that eroded and the problems persist. It was Unitil's responsibility as well here to fix the problem, as they had dug in the area. So water usage was for irrigation to grow the grass back. Mr. Dean said he received an email from Jay Perkins saying the Town built the berm and has been trying to assist any way they can here. Selectwoman Belanger asked if Unitil has attempted to fix anything. Mr. Stewart said they have been contacted several times, but no lawsuit has been filed. A Motion was made by Selectman Chartrand and seconded by Selectwoman Belanger to table this until they get more information. Motion carried – all in favor.

3. Board Interviews

There were no Board Interviews.

4. Bid Openings/Awards

There were no bid openings or awards.

5. Public Comment

Bill Jordan, Chair of the History Department at Phillips Exeter Academy, had his Politics and Public Policy class in to observe the meeting. Mr. Jordan said they are mostly covering national government, but he thought it would be good for them to observe town politics.

6. Minutes and Proclamations

a. Proclamations/Recognitions

None.

b. Regular Meetings: September 21, 2015

A Motion was made by Selectman Chartrand and seconded by Selectwoman Belanger to approve the minutes of the September 21, 2015 BOS meeting, as submitted by Nicole Piper. Motion carried – all in favor.

7. Appointments

A Motion was made by Selectwoman Surman and seconded by Vice Chair Clement to appoint Frank Ferraro to the Cable Advisory Committee. Chairwoman Gilman said this wasn't on the agenda because she was waiting for more information. Vice Chair Clement said their practice is to interview for this, but he said there have been many cases when it is not necessary. He is not sure why they need an interview when Mr. Ferraro was a previous Selectman. Selectman Chartrand said he would like to conduct an interview. Selectwoman Surman said she thought Mr. Ferraro would be an asset to this Committee. He has served well and is experienced. Selectwoman Belanger said she would like an interview. Mr. Dean pointed out that per Board policy a person can only serve on two Boards, and Mr. Ferraro is currently on River Study Committee and Budget Recommendations Committee. Chairwoman Gilman said BRC is not an appointed position. Vice Chair Clement said to interview him again is not necessary. With a Motion on the table, the Board voted. Motion denied – with a 3-2 vote. Chartrand, Belanger, and Gilman voted nay. The Board will interview Mr. Ferraro.

8. Discussion/Action Items

a. New Business

i) Planning Process Update – Municipal Resources, Inc.

Chairwoman Gilman said they have hired a consultant to do a study for the Planning Department about how the department is running and if it is running well. Don Jutton was

hired to do the study. Mr. Dean reminded the Board how they asked him to tell them when they were are the \$8000 point with this work, and he said they are at \$7800.

Mr. Jutton provided the Board with an overview of his findings. He said he started the study by distributing online questions to 59 volunteers, of which 32 responded. He said this was a poor response since this was a target audience. There was a general satisfaction with the department. The staff was praised. There is a lack of organizational communication. There is a need for training. There is difficulty recruiting interested volunteers.

When the BOS, staff and volunteers were interviewed, their key takeaways were that there was a lack of common vision, the workload is unbalanced, the process is loose and not well documented, and there is a lack of understanding of mutual benefits of responsible development.

When property owners, developers, and project proponents were interviewed, the key takeaways were there was frequent inconsistency, a lack of predictability, and complaints with the Technical Review Committee's role.

MRI's observations, generally speaking, was that Exeter is a great community with lots of assets and talent. There is great history and it is an ideal location. However, the negatives were that there is lots of regulating with little planning, an outdated Master Plan, and a reputation of being a difficult community to work in.

Mr. Jutton made some recommendations. He said leadership comes from the top, i.e. the BOS. He suggested developing a policy that a user friendly community development system and positive, responsible economic development focus is their priority and that the town is open to work with anyone who is prepared to invest in development. He then suggested tasking the Town Manager to do what is necessary to implement the policy. The Town Manager also needs to set priorities for staff and define staff roles. A point person should be established to coordinate. He should reset priorities to emphasize collaboration and set performance measures. The BOS and Town Manager should establish a Community Development Coordinating Committee to meet quarterly. They should set written standards to what is expected from volunteers and committees. They should initiate a process to update the Master Plan, as it is outdated and inconsistent in regulations.

Vice Chair Clement said there are a lot of good observations here. He asked if a full report would be out soon. Mr. Jutton said yes, within the next couple of weeks. He said the town needs to look for a new Planner, and they should advertise right away. They need someone to dig into the data and is well experienced.

Selectwoman Belanger said regarding rules and responsibilities , they should start with the BOS and the Town Manager. Mr. Jutton said they should task the Town Manager and hold him accountable. He said there is a statute which defines the role well.

Selectwoman Surman asked Mr. Jutton to clarify “loosely structured process.” Mr. Jutton said it is because of the inconsistent roles; a system where people are not sure when their roles are.

Mr. Jutton said they need to hire a Planner who actually plans. Someone who will focus a lot of their time on actual planning.

Selectman Chartrand asked about “Gatekeeper vs. collaborative perspective”. Mr. Jutton explained this by saying they need staff to support those who are empowered to make certain decisions, not make those decisions themselves if they are not empowered to do so. Selectman Chartrand then asked for more clarification on “establish a point person to coordinate.” Mr. Jutton said they need someone who’s job is to pull the pieces together and make sure visions are seen. Someone who makes sure the sequence of events occurs in the right way.

Chairwoman Gilman thanked Mr. Jutton for his work. She is encouraged to have this study.

Vice Chair Clement said the Technical Review Committee process is not a good process. He said it is over redundant and Mr. Jutton made a great observation.

Chairwoman Gilman asked if the final version of the report have a recommended series of steps. Mr. Jutton said he will try to include that. He said they will continue to respond to questions. He emphasized on defining the system and “telling the players what is expected of them and hold them accountable.”

Mike Dawley asked the Board not to hesitate to take a vote to instruct the Town Manager to start recruiting for a Planner tomorrow.

A Motion was made by Vice Chair Clement and seconded by Selectwoman Belanger to charge the Town Manager to start recruitment for a new Town Planner. Motion carried – all in favor.

Chairwoman Gilman asked the Board to come to the next meeting with some ideas for a policy. Mr. Jutton said if anyone has any questions about this, feel free to email him. Vice Chair Clement said there has to be more than the mission statement, this policy has to have parts. He said they also need to talk about the Master Plan and get the Planning Board re-engaged.

Mr. Dean said the Planning Board has been more consumed in their procedures than in the Master Plan. They are gathering data which will be shared with the Board.

Selectman Chartrand said Mr. Jutton has done great work which will lead the BOS in the right direction.

ii) Recreation Park RFQ – Parks/Recreation

Mike Favreau said the Rec Park on Hampton Road is the largest piece of potential undeveloped land there is. He said it is partly boxed in. It is wooded and partially slanted at approximately 8 acres. With regards to a potential building on the land, he said they need more data to see if it can be done and what will the cost be. They are looking to find out if the land is developable and, if so, what will it support. They need to find out what the best way will be to get utilities in, or if they should redesign the park. The land has been surveyed, so they can gather a lot of data this fall and develop a plan when snow falls. They need a redesign and more parking. They have told firms the cost will be around \$15,000 to do the study. He said this is a reasonable figure to do this.

Selectwoman Belanger asked if the programs will pay for this cost. Mr. Favreau said yes, and said this is not tax money.

Selectwoman Surman asked if they projected a need for extra fields when UNH did their study. Mr. Favreau said they didn't specifically say. He said although Exeter is an aging community, there are still children and a need for fields.

Selectman Chartrand said he is in favor of this and thinks it is a great first step.

Vice Chair Clement said they should get figures before they tell firms their price. He also asked when they will get a full report back from the engineer if they move forward with this. Mr. Favreau said they would get one late winter/early spring.

Chairwoman Gilman pointed out a couple typos, but said she liked the RFQ. She asked if a site visit was included in this. Mr. Favreau said that is a good idea.

Mike Dawley supported Mr. Favreau. He said they need civil engineering of the site. He encouraged to stick to engineering. Chairwoman Gilman said planning is involved too.

Chairwoman Gilman said the area can be repurposed if necessary.

A Motion was made by Selectman Chartrand and seconded by Selectwoman Belanger that the BOS approve the release of the RFQ and approve allocations of up to \$15,000 from the Revolving Fund from Parks & Rec. Motion carried – all in favor.

iii) 2015 MS1 Review

Chairwoman Gilman said the MS1 states how land is currently used. It delineates exemptions and gives the assessed valuations of utilities.

Mr. Dean talked about the exemptions. He said the total modified assessed value is \$1,695,655,650. Exemptions total \$33,619,328 with \$30,761,428 in elderly exemptions. The net valuation without utilities is \$1,629,087,558.

iv) Fund Balance Discussion

Mr. Dean said the Fund Balance Policy has a 5% minimum retainage of general appropriations. There are many reasons for this minimum. He said they are recommending an application of \$575,000 to be used to lower the tax rate. He talked about the Exeter Tax Rate Calculation. Selectman Chartrand said he is in favor of the application for the tax rate. He said this is the fourth straight year that the tax rate has lowered. Vice Chair Clement said that is good news to the taxpayers. He asked if the cable fund reserves are listed. Mr. Dean said they are listed under Other Permits.

A Motion to approve \$575,000 for the tax rate was made by Selectman Chartrand and seconded by Selectwoman Belanger, then was withdrawn.

A Motion was made by Selectman Chartrand and seconded by Selectwoman Belanger to apply \$575,000 of the fund balance to be used to lower the tax rate. Motion carried – all in favor.

v) CATV Special Counsel Agreement

Chairwoman Gilman said there is a proposal from Kate Miller from DTC Lawyers, to be hired as counsel for the Comcast Cable TV Franchise Renewal.

Selectwoman Surman asked if this is premature, as the committee has not been formed yet. Mr. Dean said Donahue Tucker has represented them for Cable TV Franchise Renewal in the past. They are recognized as one of the best in the area, plus they are local.

Vice Chair Clement asked where the legal fees come from. Mr. Dean recommended they come from the Cable Fund.

Chairwoman Gilman said she understands this may be premature but they are paying DTC to support their process. Mr. Dean said they want to make sure they have the representation. They need this expertise to review things. Vice Chair Clement said he would feel more comfortable having some more numbers.

The Board decided to wait until they got some more information on this before making any decisions.

vi) 2015 Riverwoods Tax Agreements

A Motion was made by Selectman Chartrand and seconded by Vice Chair Clement that the BOS approve the Agreement between Exeter and Riverwoods Company in regards to tax obligations for The Woods facility. Motion carried –all in favor.

A Motion was made by Selectman Chartrand and seconded by Vice Chair Clement that the BOS approve the Agreement between Exeter and Riverwoods Company in regards to tax obligations for The Ridge facility. Motion carried – all in favor.

A Motion was made by Selectman Chartrand and seconded by Vice Chair Clement that the BOS approve the Agreement between Exeter and Riverwoods Company in regards to tax obligations for The Boulders facility. Motion carried –all in favor.

vii) Release of School Impact Fees

Mr. Dean recommended \$98,781 be released by the BOS to lower Exeter’s School Tax Rate.

A Motion was made by Selectman Chartrand and seconded by Vice Chair Clement that the BOS release a total of \$98,781 in school impact fees to lower Exeter’s school tax rate for the 2015 year. Breakdown as follows: \$85,784 to Exeter School District K-5, and \$12,997 to Cooperative School 6-12. Motion carried – all in favor.

b. Old Business

Chairwoman Gilman pointed out a memo in the packet regarding an error in the assessment for Riverwoods. Mr. Dean said Paul McKenney will be at the next meeting on the 19th.

9. Regular Business

a. Tax, Water/Sewer Abatements & Exemptions

A Motion was made by Vice Chair Clement and seconded by Selectwoman Belanger to approve the Intent to Cut for map 48, lot 4. Motion carried –all in favor.

b. Permits & Approvals

None.

c. Town Manager's Report

Mr. Dean talked about the following, which was included in the packet:

- The FY16 preliminary budget narrative was completed and given to the BRC
- Attended budget subcommittee meeting on 9/24 to discuss manager budgets
- Other budget subcommittee meetings have begun
- Water/Sewer collection notices have been sent
- Work continues on the deeding process
- In Planning, worked on issue involving new cooling town with Exeter Mills. There was concern raised with site plan review. It will go to Planning Board
- Signed documents for household hazardous waste
- Attended annual ICMA conference
- Assigned to the HealthTrust governance and nominating committee
- Welfare/Human Service – working on getting cost information from outside agencies/regional entities
- There was a new hire Joshua Stevens as PT Transfer Station Attendant

d. Selectmen's Committee Reports

Vice Chair Clement said he went to Hazardous Waste Day. He said Planning Board met and reviewed 80 Epping Road and approved a site plan review for McFarland Ford. He said Coastal Risk & Hazards Commission met and he went to a Southeast Watershed Alliance meeting.

Selectman Chartrand forwent his report.

Selectwoman Surman reported Swasey Parkway Trustees met. They are working with a contractor to put materials under the benches.

Selectwoman Belanger forwent her report.

Chairwoman Gilman said Exeter Sportsmen's Club site walk is October 8 @4. Also the Historic District Commission had a work session.

e. Correspondence

The following correspondence were included in the packet:

- letter from Barbara Rimkunas looking for Exeter's oldest resident
- Public Works News Release
- A letter from REDC regarding the 2016 CEDS Steering Committee. A Motion was made by Selectwoman Belanger and seconded by Selectwoman Surman to appoint Selectman Dan Chartrand to conduct the role on this Committee. Motion carried – all in favor with one recuse from Vice Chair Clement.
- 2015 Water Rate Survey
- A Notice to Abutters from Salem Planning Board
- A public notice from Seabrook Planning Board
- A letter from UNH regarding the Roads Scholar Program
- A letter from Rockingham Planning Commission regarding dues request for 2016
- A letter from Anush Hansen

10. Review Board Calendar

The next BOS meeting will be October 19, 2015.

11. Adjournment

A Motion was made by Selectman Chartrand and seconded by Selectwoman Belanger to adjourn the meeting at 9:42pm. Motion carried – all in favor.

Respectfully submitted,

Nicole Piper,

Recording Secretary



TOWN OF EXETER
10 FRONT STREET • EXETER, NH • 03833-3792 (603) 778-0591 • FAX 772-4709
www.exeternh.gov

TO: BOARD OF SELECTMEN AND RUSS DEAN, TOWN MANAGER
FROM: DOREEN RAVELL, FINANCE DIRECTOR
SUBJECT: BUDGET VS ACTUAL RESULTS AS OF SEPTEMBER 30, 2015
DATE: OCTOBER 19, 2015

General Fund Budget vs. Actual

Revenues

As of September 30, 2015, General Fund ("GF") revenues have increased by \$ 484K or 5% over last September 2014. Revenues collected are \$ 9.4M or 55% of the budget as of September 30, 2015 compared to \$ 8.9M or 52% collected as of September 30, 2014. In general, revenues are flat with the exception of the categories noted below which have increased over the prior year-to date:

- Motor vehicle revenues have increased by \$ 49K or 2% over the prior year.
- Building Permits and Fees have increased \$ 192K or 114% due to many commercial and residential building projects around Town including the Synergy Building, YMCA, Exeter Hospital, Domain Drive Building Improvements, new Mills Apartment Buildings, Squamscott Square Single Home Development, PEA Renovations and many more residential projects.
- State Highway Block Grant is up by \$11K or 7% over the prior year.
- Income from Departments is up slightly \$21K or 4% due to Blue Bag revenue increasing by \$ 14K, Fire General Revenues up by \$ 10K, Household Hazardous Waste Fees up by \$ 4K, Recycle Bin Revenue up by \$ 3K offset by decreases of \$ (10) K in Police Department Revenue.
- Revenue Transfers-In increased by \$ 18K or 46% due to \$ 8K from the Transportation Fund and a \$ 10K Library turn-back to the Town's GF.

General Fund Budget vs. Actual

Expenditures

The overall GF expenditures have decreased by \$ 48K or .4% over the prior period September 30, 2014. Current year GF expenditures are \$ 12.7M or 72% spent against budget compared to \$12.5M or 72% spent as of September 30, 2014. Items of note as of September 30, 2015 are:

- Snow and ice budget is overspent by \$ 168K or 163%. A FEMA reimbursement is expected at 75% of the January 2015 blizzard cost in the amount of \$ 53K which will be an offset to the cost of heavy winter storms when the funds are received. Also, the BOS may vote to expend up to \$ 50K of the Snow and Ice Non-CRF.
- Natural Gas expenditures are down approximately \$ 9K from the prior year ended September 30, 2014. These expenditures are \$ 56K or 70% as of the current period versus \$ 66K or 107% in the prior period ended September 30, 2014.
- Electricity costs have increased by \$ 16K over the prior period and are expended at \$ 199K or 92% versus \$ 184K or 87% in the prior year.
- Fuel costs have decreased by \$ 42.6K over the prior year due to lower fuel contract rates. The current year fuel budget is expended by \$ 108K or 63% versus the prior period expended by \$ 151.6K or 82%.
- Debt Service is \$ 883K or 94% paid which has increased by \$ 223K from the prior year due to new debt issued but to be offset by the payoff savings of the Conservation Bond of \$ 300K per year after 2015.

Water Fund Budget vs. Actual

As of September 30, 2015, Water Fund ("WF") revenues are basically flat year over year. There is a slight increase of \$ 19K or 1%, but the increase is mostly attributable to a \$ 14K Asset Management Grant which will be completely offset by grant expenditures. Water consumption charges are down slightly by \$ 8K or -1%

WF expenses have increased by \$ 376K or 20% versus last September and are mostly attributable to debt service which has increased by \$ 192K due to the 2015 commencement of bond repayments for waterline projects on Lincoln & Main Streets and the water meter project. Water Distribution Expenses have increased by \$113K or 29% mostly due to increases in Contracted Maintenance of \$ 77K and System Maintenance increasing by \$15K over the prior year.

Sewer Fund Budget vs. Actual

As of September 30, 2015, Sewer Fund ("SF") revenues have slightly decreased by \$ 33k or 4%. Timing from the earlier payment of the Wastewater Grant of \$ 27K in 2015 offsets the lower revenue this year. Although sewer usage charges and Sewer Service Charges have increased by \$ 27K and \$ 2K respectively over last year, total sewer revenues are offset by decreased revenue of \$ 15K from the Mead wood Sewer Project fees that ended in 2014 and \$ 22K less year- to- date from the Jody Hill Project fees. The prior year sale of \$ 81,500 for the vector truck, also contributed to the revenue in the prior year versus current year total sewer revenues.

SF expenses have increased by \$ 24K or 1% over the prior year. SF debt service has decreased by \$ 62K or 9% due to the prior year early retirement of bonds/notes for Outfall and Langdon Ave Pump expenses. Decreases in debt are slightly offset by increases in sewer line debt expenditures for Lincoln and Main Street of \$26K in 2015. Sewer Collection expenses have increased by \$ 93K or 24% and are mostly attributable to Pump and Control Maintenance increases of \$ 65K and \$ 22K increases in Equipment Maintenance over the prior period September. Capital Outlay has decreased by \$ 28K or 23% due to prior year vehicle purchases of \$ 39K and WWTP Maintenance of \$26K that are not included in 2015 SF budget. These decreases are offset by a \$ 39K increase in expenditures for the current year I/I Abatement.

Revolving Funds - Budget vs. Actual

EMS Revolving Fund

EMS Revolving Revenue is down by 60K or 19% from the prior September 2014 due to a change in billing companies. The ramp up period is significant, but revenues are starting to catch up in the 3rd quarter of 2015. Total expenses year over year have decreased by \$ 20K or 17% due to less overtime, taxes and benefits. General Expenses have decreased by \$ 10K and are mostly attributable to a decrease of \$ 9K in Medical Equipment Maintenance.

Cable Television Revolving Fund ("CATV")

CATV revenues have increased by \$4K or 6% over the prior year and expenses are up by \$25K mostly due to the E-Channel Assessment increasing by \$ 16K over the prior year and PT CATV wage increases of \$ 11K.

Recreation Revolving Fund ("RR")

RR revenues are down by \$ 5K or 1% over the prior year. Concessions stand and pool program revenues fell by 5K and Recreation Program Revenue is down by \$8K over the prior year. These revenue decreases are offset by an increase in Special Events Revenue of \$ 15K. Expenses have increased by \$25K or 6% over the prior year. Expense increases are mostly due \$ 49K of concrete work of for pool and tennis court resurfacing which are offset by a \$ 12K decrease in Special Events expenditures..

Town of Exeter
 General Fund Revenues & Expenses (unaudited)
 As of September 30, 2015 and September 30, 2014

DRAFT

Description	Current Year				Prior Year				Comparison		Notes
	2015 Budgeted Revenue	Actual Revenue 9/30/15	BVA Favorable/ (Unfavorable) Variance	BVA Favorable/ (Unfavorable) % Variance	2014 Budgeted Revenue	Actual Revenue 09/30/14	BVA Favorable/ (Unfavorable) Variance	BVA Favorable/ (Unfavorable) % Variance	2015 vs 2014 Favorable/ (Unfavorable) Variance	\$ 2015 vs 2014 % Variance	
Property Tax Revenue	\$ 12,573,567	\$ 6,069,597	\$ (6,503,970)	48%	12,698,970	5,749,988	(6,948,982)	45%	319,609	6%	Includes property tax less overlay, plus jeopardy, yield, current use and PILOT taxes, penalties and interest.
Motor Vehicle Permit Fees	2,200,000	1,829,613	(370,387)	83.16%	2,000,000	1,786,689	(213,311)	89.33%	42,924	2%	Motor vehicle registration and fees
Building Permits & Fees	170,000	359,596	189,596	211.53%	150,000	167,856	17,856	111.90%	191,740	114%	Fees charged by Building & Code Enforcement
Other Permits and Fees	150,000	125,600	(24,400)	84%	125,000	125,125	125	100%	475	0%	Includes GF portion of Cable TV & Vital Statistics Fees
Meals & Rooms Tax Revenue	696,839		(696,839)	0%	639,405		(639,405)	0%	-	0%	Meals & Rooms Revenue received from the State in December each year
State Highway Block Grant	290,000	186,954	(103,046)	64%	246,661	175,349	(71,312)	71%	11,605	7%	Federal Highway Grant Received quarterly
Other State Grants/Reimbursements	9,000	15,178	6,178	169%	25,000	27,189	2,189	109%	(12,011)	-44%	Railroad, RERP and Other Miscellaneous State Grants
Income from Departments	950,000	556,457	(393,543)	59%	1,000,000	535,082	(464,918)	54%	21,375	4%	General Revenues collected by Town Departments
Sale of Town Property	10,000	350	(9,650)	4%	133,010	102,774	(30,236)	77%	(102,424)	-100%	Includes sale of deeded property on Exeter Road
Interest Income	1,000	842	(158)	84%	2,000	861	(1,139)	43%	(19)	-2%	Interest income earned on sweep accounts
Other Miscellaneous Revenues	25,000	16,698	(8,302)	67%	25,000	17,089	(7,911)	68%	(391)	-2%	Town Rental Property, Donated Property and Town Hall rental income
Healthtrust Refund		201,923	201,923	100%		208,891	208,891	100%	(6,968)	-3%	Refunds of health and dental premiums paid by Town (used to lower tax rate)
Revenue Transfers In/Out	150,000	58,086	(91,914)	39%	30,000	39,633	9,633	132%	18,453	47%	Transfers in from Trustee of Trust Funds for Sick Trust/ Other Transfers
Total General Fund Revenues	\$ 17,225,406	\$ 9,420,894	\$ (7,804,512)	55%	\$17,075,046	\$ 8,936,526	\$ (8,138,520)	52%	\$ 484,368	5%	1st Half of 2015 property taxes to be billed in second quarter 2015
Appropriations for Warrant Articles	550,239	550,239	-	100%	272,909	272,909	-	100%	277,330	102%	Includes Human Services, Land Purchase, SEIU contract, but not Capital Projects
Gross Revenues	\$ 17,775,645	\$ 9,971,133	\$ (7,804,512)	56%	\$17,347,955	\$ 9,209,435	\$ (8,138,520)	53%	\$ 761,698	8%	

Town of Exeter
 General Fund Revenues & Expenses (unaudited)
 As of September 30, 2015 and September 30, 2014

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General Fund Expenditures	Current Year				Prior Year				Comparison		Notes
	2014 Budgeted Expenses	Actual Expenses 09/30/15	BVA Favorable/ (Unfavorable) Variance	% Spent	2014 Budgeted Expenses	Actual Expenses 09/30/14	2014 BVA Favorable/ (Unfavorable) Variance	BVA Favorable/ (Unfavorable) Variance	2015 vs 2014 Favorable/ (Unfavorable) Variance	\$ 2015 vs 2014 % Variance	
Total General Government	\$ 762,374	\$ 542,556	\$ 219,816	71.17%	\$ 781,039	\$ 545,732	235,307	69.87%	\$ 3,174	1%	BOS, TM, HR, IT, TC, Elections, TIF, Transportation and Legal Expenses
Total Finance	757,594	519,255	238,299	69%	745,354	536,622	208,732	72%	17,367	3%	Finance, Treasurer, Tax Collection & Assessing
Total Planning & Building	487,931	317,219	170,712	65%	484,927	364,637	120,290	75%	47,418	13%	Planning, Building, Conservation and other Commissions
Total Economic Development	125,862	93,312	32,550	74%	69,149	11,059	58,090	16%	(82,253)	-744%	EDC position not hired as of 6/30/14
Total Police	3,647,486	2,505,444	1,142,042	69%	3,646,020	2,569,842	1,076,178	70%	64,398	3%	Police Admin, Staff, Patrol, Communications Salaries, Benefits and General Expenses
Total Fire	3,659,673	2,497,259	1,162,414	68.24%	3,696,775	2,549,389	1,147,386	68.96%	52,130	2%	Includes wages, taxes, benefits and general expenses of the Fire Administration, Suppression, Health and Emergency Management Departments. Ambulance OT, benefits, taxes and expenses are included in the Ambulance Revolving Fund.
Total Public Works	3,561,558	2,590,151	971,407	72.73%	3,554,798	2,574,286	980,512	72%	(15,865)	-1%	Includes wages, benefits and general expenses of Public Works: Administration, Highway, Solid Waste, Street Lights and Snow Removal Departments.
Total Maintenance	1,062,223	739,855	322,368	69.65%	942,666	688,405	254,261	73%	(51,450)	-7%	Includes wages, benefits, taxes, maintenance projects and related expenses of Maintenance Dept and Mechanic's Garage
Total Welfare	86,436	53,848	32,588	62.30%	86,855	55,006	31,849	63%	1,158	2%	Wages and Benefits of Welfare Director and Direct Relief Expenses
Total Parks & Recreation	458,806	346,996	111,810	75.63%	448,673	334,848	113,825	75%	(12,148)	-4%	Includes P&R wages, benefits and general expenses. Summer staff in rec revolving fund.
Total Other Culture/Recreation	45,300	31,757	13,543	70.10%	36,300	24,853	11,447	68%	(6,904)	-28%	Patriotic Purposes, Holiday Parade, Brass Band
Total Library	898,407	584,212	314,195	65.03%	910,837	611,702	299,135	67%	27,490	4%	Library Wages & Benefits and Expense Budget Allocation
Total Debt Service & Capital	1,276,654	1,204,475	72,179	94.35%	1,311,292	1,254,500	56,792	96%	50,025	4%	All General Fund Debt Service Principal and Interest
Total Benefits & Taxes	395,142	456,841	(61,699)	115.61%	360,361	317,389	42,972	88%	(139,452)	-44%	Payroll, Health Buyouts, WC, UIC and Insurance
Total General Fund Expenses	\$ 17,225,406	\$ 12,483,182	\$ 4,742,224	72.47%	\$ 17,075,046	\$ 12,438,270	\$ 4,636,776	73%	\$ (44,912)	-0.4%	Total of all General Fund Expenses
Appropriation for Warrant Articles	\$ 550,239	\$ 238,656	\$ 311,583	43.37%	\$ 272,909	\$ 108,686	\$ 164,223	39.82%	\$ (129,970)	-120%	Includes Human Services, transfers out to CRF and non-cr, sidewalk and culvert projects for 2015
Expenses After Warrant Articles	\$ 17,775,645	\$ 12,721,838	\$ 5,053,807	71.57%	\$ 17,347,955	\$ 12,546,956	\$ 4,800,999	72.33%	\$ (174,882)	-1%	
Net Income/ (Deficit)	\$ -	\$ (2,750,705)	\$ (2,750,705)		\$ -	\$ (3,337,521)	\$ (3,337,521)		\$ 586,816	-18%	Net increase/(decrease) in revenues over expenses

Town of Exeter

Water Fund Revenues & Expenses (unaudited)

As of September 30, 2015 and September 30, 2014

DRAFT

Description	Current Year				Prior Year				Comparison		Notes
	2015 Budgeted Revenue	Actual Revenue 9/30/15	BVA Favorable/ (Unfavorable) Variance	BVA Favorable/ (Unfavorable) % Variance	2014 Budgeted Revenue	Actual Revenue 09/30/14	BVA Favorable/ (Unfavorable) Variance	BVA Favorable/ (Unfavorable) % Variance	2015 vs 2014 Favorable/ (Unfavorable) \$ Variance	2015 vs 2014 % Variance	
Water Fund Revenues	\$ 2,791,462	\$ 1,843,767	\$ (947,695)	66%	\$ 2,538,457	\$ 1,824,686	\$ (713,771)	72%	\$ 19,081	1%	Water Consumption Fees, Service Charges, Impact Fees and Misc. Fees
	Current Year				Prior Year				Comparison		
	2015 Budgeted Expenses	Actual Expenses 09/30/15	2014 BVA Variance	% Spent	2014 Budgeted Expenses	Actual Expenses 09/30/14	BVA Favorable/ (Unfavorable) Variance	BVA Favorable/ (Unfavorable) % Variance	2015 vs 2014 Favorable/ (Unfavorable) \$ Variance	2015 vs 2014 % Variance	
Water Administration Total	\$ 367,790	\$ 324,598	\$ 43,192	88%	\$ 363,605	\$ 283,220	\$ 80,385	78%	\$ (41,378)	-15%	Staff Administration Wages & General Expenses
Water Billing Total	\$ 132,733	\$ 100,581	\$ 32,152	76%	\$ 118,699	\$ 88,075	\$ 30,624	74%	\$ (12,506)	-14%	Billing Wages and associated expenses
Water Distribution Total	\$ 658,035	\$ 498,927	\$ 159,108	76%	\$ 531,523	\$ 385,514	\$ 146,009	73%	\$ (113,413)	-29%	Water Distribution Wages and Expenses
Total Water Treatment	\$ 751,535	\$ 578,853	\$ 172,682	77%	\$ 737,698	\$ 493,438	\$ 244,260	67%	\$ (85,415)	-17%	Water Treatment Wages and Expenses
Water Fund Debt Service Total	\$ 821,369	\$ 716,124	\$ 105,245	87%	\$ 549,263	\$ 531,691	\$ 17,572	97%	\$ (184,433)	-35%	Debt Service for Water Fund
Water Fund Capital Outlay Total	\$ 60,000	\$ 30,891	\$ 29,109	51%	\$ 237,669	\$ 92,029	\$ 145,640	39%	\$ 61,138	66%	Includes vehicles, WTP maintenance and capita
Total Water Fund Expenses	\$ 2,791,462	\$ 2,249,974	\$ 541,488	81%	\$ 2,538,457	\$ 1,873,966	\$ 664,491	74%	\$ (376,008)	-20%	Water Fund Expenses
Net Income/ (Deficit)	\$ -	\$ (406,207)	\$ (406,207)		\$ -	\$ (49,280)	\$ (49,280)		\$ (356,927)	724%	Net Increase/(Decrease) Revenue over Expenses

Town of Exeter
 Sewer Fund Revenues & Expenses (unaudited)
 As of September 30, 2015 and September 30, 2014

DRAFT

Description	Current Year				Prior Year				Comparison of Actuals		Notes
	2015 Budgeted Revenue	Actual Revenue 9/30/15	BVA Favorable/ (Unfavorable) Variance	BVA Favorable/ (Unfavorable) % Variance	2014 Budgeted Revenue	Actual Revenue 09/30/14	BVA Favorable/ (Unfavorable) Variance	BVA Favorable/ (Unfavorable) % Variance	2015 vs 2014 Favorable/ (Unfavorable) \$ Variance	2015 vs 2014 % Variance	
Sewer Fund Revenues	2,483,558	1,689,124	(794,434)	68%	2,393,284	1,749,054	(644,230)	73%	(59,930)	-3%	
Sewer Revenues & Grants	\$ 2,496,622	\$ 1,716,297	\$ (780,325)	69%	\$ 2,412,706	\$ 1,749,054	\$ (663,652)	72%	\$ (32,757)	-4%	Service Charges, Impact and Assesment Fees and Wastewater Grant
DEPARTMENT	2015 Budgeted Expenses	Actual Expenses 09/30/15	BVA Favorable/ (Unfavorable) Variance	BVA Favorable/ (Unfavorable) % Variance	2014 Budgeted Expenses	Actual Expenses 09/30/14	BVA Favorable/ (Unfavorable) Variance	BVA Favorable/ (Unfavorable) % Variance	2015 vs 2014 Favorable/ (Unfavorable) \$ Variance	2015 vs 2014 % Variance	Notes
Sewer Administration Total	349,190	264,059	85,131	76%	364,652	254,505	110,147	70%	(9,554)	-4%	Sewer Admin wages and expenses
Sewer Billing Total	132,733	95,843	36,890	72%	118,699	86,116	32,583	73%	(9,727)	-11%	Sewer Billing wages and expenses
Sewer Collection Total	653,688	479,387	174,301	73%	540,538	386,154	154,384	71%	(93,233)	-24%	Sewer collection wages and expenses
Sewer Treatment Total	492,487	315,234	177,253	64%	452,441	313,083	139,358	69%	(2,151)	-1%	Sewer treatment wages and expenses
Sewer Fund Debt Service Total	642,765	613,185	29,580	95%	729,706	675,179	54,527	93%	61,994	9%	Sewer Fund Debt Service
Sewer Fund Capital Outlay	225,759	95,465	130,294	42%	206,670	123,553	83,117	60%	28,088	23%	Vehicles, Leasus, and I/I Abatement for 2015
Total Sewer Fund Expenses	2,496,622	1,863,173	633,449	75%	2,412,706	1,838,589	574,117	76%	(24,584)	-1%	Total Expenses
Net Income/(Deficit)	-	(146,876)	(146,876)		-	(89,535)	(89,535)		(57,341)	64%	Net increase/(decrease) of Revenue over Expenses

Ambulance Revolving Fund - Revenues & Expenses (unaudited)
 As of September 30, 2015 and September 30, 2014

	Current Year				Prior Year				Comparison of Actuals		
	2015 Budgeted Revenue	Actual 09/30/15	BVA Favorable/ (Unfavorable) \$ Variance	BVA Favorable/ (Unfavorable) % Variance	2014 Budgeted Revenue/ Expense	Actual 09/30/14	BVA Favorable/ (Unfavorable) \$ Variance	BVA Favorable/ (Unfavorable) % Variance	2015 vs 2014 Favorable/ (Unfavorable) \$ Variance	BVA Favorable/ (Unfavorable) % Variance	
EMS- Ambulance Transport Revenue	\$ 445,612	\$ 263,993	\$ (181,619)	59%	\$ 462,000	\$ 324,462	\$ (137,538)	70%	\$ (60,469)	-19%	Ambulance Transport Revenue
Wages, Taxes & Benefits	\$ 186,595	\$ 100,447	\$ 86,148	54%	\$ 195,889	\$ 120,988	\$ 74,901	62%	\$ 20,541	17%	Includes Wages for 1 Dispatcher and Ambulance OT for Suppression Dept
General Expenses	\$ 143,204	\$ 103,722	\$ 39,482	72%	\$ 142,545	\$ 114,601	\$ 27,944	80%	\$ 10,879	9.5%	Includes Ambulance Lease
Total Expenses	\$ 329,799	\$ 204,169	\$ 125,630	62%	\$ 338,434	\$ 235,589	\$ 102,845	70%	\$ 31,420	13%	Total of All Expenses
Net Income/(Deficit)	\$ 115,813	\$ 59,824	\$ (55,989)	52%	\$ 123,566	\$ 88,873	\$ (34,693)	72%	\$ (29,049)	-33%	Net Increase/(Decrease) of Revenue over Expenses

Town of Exeter

CATV Revolving Fund- Revenue & Expenses (unaudited)

As of September 30, 2015 and September 30, 2014

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CATV Fund

Description	Current Year				Prior Year				Comparison of Actuals		Notes
	2015 Budgeted Revenue	Actual 09/30/15	BVA Favorable/ (Unfavorable) \$ Variance	BVA Favorable/ (Unfavorable) % Variance	2014 Budgeted Revenue/ Expense	Actual 09/30/14	BVA Favorable/ (Unfavorable) \$ Variance	BVA Favorable/ (Unfavorable) % Variance	2015 vs 2014 Favorable/ (Unfavorable) \$ Variance	BVA Favorable/ (Unfavorable) % Variance	
CATV Revenue	\$ 140,000	\$ 73,681	\$ (66,319)	53%	131,000	\$ 69,732	\$ (61,268)	53%	\$ 3,949	6%	50% of Comcast Revenue to General Fund and 50% to CATV Fund
CATV Expenses											
Wages, Taxes & Benefits	\$ 61,143	\$ 47,213	\$ 13,930	77%	\$ 65,425	\$ 29,284	\$ 36,141	45%	\$ 17,929	61%	20% of FT IT Wages & Benefits, PT Wages
General Expenses	\$ 67,321	\$ 33,366	\$ 33,955	50%	\$ 46,751	\$ 26,726	\$ 20,025	57%	\$ 6,640	25%	Includes annual E-Channel Assessment
Total Expenses	\$ 128,464	\$ 80,579	\$ 47,885	63%	\$ 112,176	\$ 56,010	\$ 56,166	50%	\$ 24,569	44%	Total of all expenses
Net Income/(Deficit)	\$ 11,536	\$ (6,898)	\$ (18,434)	-60%	\$ 18,824	\$ 13,722	\$ (5,102)	73%	\$ (20,620)	-150.27%	Net Increase/(Decrease) of Revenue over Expenses

Town of Exeter
 Recreation Revolving Fund Revenues & Expenses(unaudited)
 As of September 30, 2015 and September 30, 2014

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Description	Current Year			Prior Year			Comparison of Actuals		
	2015 Budgeted Revenue	Actual 09/30/15	BVA Favorable/ (Unfavorable) \$ Variance	2014 Budgeted Revenue/ Expense	Actual 09/30/14	BVA Favorable/ (Unfavorable) \$ Variance	2015 vs 2014 Favorable/ (Unfavorable) \$ Variance	BVA Favorable/ (Unfavorable) % Variance	Notes
Total Revenue	\$ 488,200	\$ 418,062	\$ (70,138) 86%	\$ 510,800	\$ 422,916	\$ (87,884) 83%	\$ (4,854)	-1%	Special Events, Program, Pool and Trip Revenue
Wages, Taxes & Benefits	\$ 173,603	\$ 155,030	\$ 18,573 89%	\$ 162,545	\$ 157,129	\$ 5,416 97%	\$ (2,099)	-1%	Camp Salaries and OT for Rec. Coordinator
General Expenses	\$ 328,060	\$ 263,195	\$ 64,865 80%	\$ 315,355	\$ 235,684	\$ 79,671 75%	\$ 27,511	12%	Expenses related to pool, camp and trips
Total Expenses	\$ 501,663	\$ 418,225	\$ 83,438 83%	\$ 477,900	\$ 392,813	\$ 85,087 82%	\$ 25,412	6%	Total of All Expenses
Net Income/(Deficit)	\$ (13,463)	\$ (163)	\$ 13,300 1%	\$ 32,900	\$ 30,103	\$ (2,797) 91%	\$ (30,266)	-101%	Net Increase/(Decrease) of Revenue over Expenses

Town of Exeter
 Analysis of Property Tax/Liens Receivable
 As of 09/30/15 and 09/30/14

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<u>Type</u>	<u>Bill Year</u>	<u>Balance Outstanding as of 9/30/15</u>	<u>Balance Outstanding as of 9/30/14</u>	<u>Increase/ (Decrease)</u>	<u>Increase/ (Decrease)</u>
Lien	2007	1,211	1,220	(9)	(0.7)%
Lien	2008			-	N/A
Lien	2009	2,056	3,561	(1,505)	(73)%
Lien	2010	49,289	57,733	(8,444)	(17)%
Lien	2011	74,670	101,166	(26,496)	(35)%
Lien	2012	104,341	214,137	(109,796)	(105)%
Lien	2013	196,255	336,114	(139,859)	(71)%
Lien	2014	342,468	559,341	(216,873)	(63)%
Subtotal		<u>\$ 770,290</u>	<u>\$ 1,273,272</u>	<u>\$ (502,982)</u>	<u>(65)%</u>
Tax	2015	626,903	-	626,903	N/A
Subtotal		<u>\$ 626,903</u>	<u>\$ -</u>	<u>\$ 626,903</u>	<u>N/A</u>
Grand Total		<u>\$ 1,397,193</u>	<u>\$ 1,273,272</u>	<u>\$ 123,921</u>	

* The first half 2015 property tax billing totaled \$ 20,686,324 and were due July 1, 2015.

*As of September 30, 201, 97% of property taxes billed for the 1st half of 2015 were paid.
 of first half 2015 property taxes that were paid as of July 1, 2015.*

Town of Exeter

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Analysis of Accounts Receivable Aging - Water & Sewer
As of Sept 30, 2015 and Sept 30, 2014

	<u>Current</u>	<u>31-60 Days</u>	<u>61-90 Days</u>	<u>Over 90 Days</u>	<u>Total</u>	<u>Percent Over 90 Days</u>
As of 09/30/15	\$ 528,125	\$ 6	\$ 26,572	\$ 148,402	\$ 703,105	21%
As of 09/30/14	\$ 483,994	\$ 17,893	\$ 16,211	\$ 149,289	\$ 667,387	22%
Variance	\$ 44,131	\$ (17,887)	\$ 10,361	\$ (887)	\$ 35,718	-1%

Accounts receivable over 90 days represents 21% or \$ 148K of water and sewer receivables outstanding balance as of 9/30/15. The over 90 day balance has decreased by \$ 887 from the prior year. One W&S customer represents 75% or \$ 112K of the over 90 day balance.

	<u>Water</u>	<u>Sewer</u>	<u>Total</u>	
2008		226	226	0%
2009	4	140	144	0%
2010	(270)	173	(97)	0%
2011	1,412	75,433	76,845	11%
2012	217	40,094	40,311	6%
2013	403	621	1,024	0%
2014	1,305	2,221	3,526	1%
*2015	302,232	278,894	581,126	83%
Total	305,303	397,802	703,105	100%

* Includes current month billing

**MEMORANDUM OF AGREEMENT
BETWEEN US ARMY CORPS OF ENGINEERS,
NEW HAMPSHIRE STATE HISTORIC PRESERVATION OFFICER
AND THE TOWN OF EXETER
REGARDING THE GREAT DAM REMOVAL AND RIVER RESTORATION PROJECT,
EXETER, NH**

WHEREAS the US Army Corps of Engineers (“USACE”) plans to authorize a Wetlands Permit to the Town of Exeter , in Exeter, New Hampshire for the Great Dam Removal and River Restoration in Exeter, New Hampshire (“undertaking”) in accordance with their Section 404 authority (33 USC 1344) and

WHEREAS the undertaking consists of removing certain portions of the existing 1914 dam, and re-establishing an open stream channel; and

WHEREAS, USACE has defined the undertaking's area of potential effects (“APE”) as depicted on the NHDHR Project Area Form prepared for the project; and

WHEREAS, the SHPO has recommended that there are no known properties of archaeological significance within the APE for the Undertaking; and

WHEREAS, USACE has determined that the undertaking will have an adverse effect to the Exeter Waterfront Commercial Historic District and the Great Dam, which is a contributing resource to the district, which is listed in the National Register of Historic Places, and has consulted with the NH State Historic Preservation Officer (“NHSPO”) pursuant to 36 CFR part 800, and 33 CFR Part 325, regulations implementing Section 106 of the National Historic Preservation Act (16 USC §470f); and

WHEREAS, USACE has consulted with six consulting parties, in addition to the Town of Exeter, the project proponent and a signatory to this MOA, which are: the Exeter River Study Committee, the Exeter Historic District Commission, the Exeter Heritage Commission, the Exeter Historical Society, Mr. Brian Griset of Exeter, and Mr. Don Robie of Exeter regarding the effects of the undertaking on historic properties and has invited them to sign this Memorandum of Agreement (MOA) as a concurring party; and

WHEREAS public involvement was sought and carried out at numerous meetings beginning in 2011 extending into 2015; and

WHEREAS, in accordance with 36 CFR § 800.6(a)(1), USACE has notified the Advisory Council on Historic Preservation (“ACHP”) of its adverse effect determination with specified documentation to 36 CFR §800.6(a)(1)(iii); and

NOW, THEREFORE, USACE, the NHSPO, and the Town of Exeter agree that the undertaking shall be implemented in accordance with the following stipulations in order to take into account the effect of the undertaking on historic properties.

I. STIPULATIONS

The USACE shall ensure that the following measures are carried out:

1. Preserve the existing headworks and underground penstock behind the headworks, and the gears on top of the headworks, which are on the east side of the dam. If the above-ground concrete headworks section cannot be preserved, then re-install the gears to a location in Founders Park on the east side of the Exeter River. Provide NHDHR an opportunity to consult on the location of the gears if they cannot be preserved in place.
2. Submit project plans at 90% completion to NHDHR for review and comment to ensure that the preservation of existing historic fabric follows the Secretary of the Interior's Standards.
3. Assemble and store archival materials on the history of the dam and the Exeter Manufacturing Company and ensure that these are accessible to the public at the Exeter Public Library and/or the Exeter Historical Society. These materials will include a copy of the pertinent dam files from the NH DES Dam Bureau and a compilation of existing information (historic photos, pertinent historic documents, NHDHR individual inventory form and project area form) in one archival box (or series of boxes).
4. Take high resolution digital archival photos during the removal process. Make these photos available to the public and future researchers so that they can provide suitable raw material for historical displays about the dam as suggested in Item 6 below.
5. Commission an outside marker (text only) that is similar to existing Exeter Historic District Commission signage to explain the history and evolution of the dam site. Outside marker would likely be placed in Founders Park. Text to be reviewed by a qualified Architectural Historian. NHDHR to be provided 30 days to review and comment.
6. Create an interior historical exhibit commemorating the dam that would be on display inside the Exeter Library. The main feature of the exhibit will be an etched glass panel or other suitable material displaying a photograph of the dam which would serve as a viewing station so that citizens and visitors can understand the location and configuration of the dam, if a suitable location inside the library can be determined. The exhibit will also include additional historic and modern photographs of the dam site and will contain a narrative explaining the dam's function and historic importance. The cost of the exhibit should not exceed \$20,000 for the cost of development, fabrication, and installation. Development of the exhibit will be overseen by a 36 CFR 61 qualified Architectural Historian. NHDHR to be provided 30 days in which to review and comment on draft text.

II. DURATION

This MOA will be null and void if its terms are not carried out within three (3) years from the date of its execution. Prior to such time, USACE may consult with the other signatories to reconsider the terms of the MOA and amend it in accordance with Stipulation V, below.

III. MONITORING AND REPORTING

Each year following the execution of this MOA until, the work is complete, the permit expires or is terminated, the Town of Exeter shall provide all parties to this MOA a summary report detailing work undertaken pursuant to its terms. Such report shall include any scheduling changes proposed, any problems encountered, and any disputes and objections received by USACE in its efforts to carry out the terms of this MOA.

IV. DISPUTE RESOLUTION

Should any signatory* or concurring party to this MOA object at any time to any actions proposed under this Section 106 MOA, or the manner in which the terms of this MOA are implemented, USACE shall consult with such party to resolve the objection. If USACE determines that such objection cannot be resolved, USACE will:

A. Forward all documentation relevant to the dispute, including the USACE's proposed resolution, to the ACHP. The ACHP shall provide USACE with its advice on the resolution of the objection within thirty (30) days of receiving adequate documentation. Prior to reaching a final decision on the dispute,

USACE shall prepare a written response that takes into account any timely advice or comments regarding the dispute from the ACHP, signatories and concurring parties, and provide them with a copy of this written response USACE will then proceed according to its final decision.

B. If the ACHP does not provide its advice regarding the dispute within the thirty (30) day time period, USACE may make a final decision on the dispute and proceed accordingly. Prior to reaching such a final decision, USACE shall prepare a written response that takes into account any timely comments regarding the dispute from the signatories and concurring parties to the MOA, and provide them and the ACHP with a copy of such written response.

C. The Town of Exeter will continue to fulfill its responsibilities relating to the undertaking that are subject to the terms of this MOA and which are not the subject of, or adversely affected by, the dispute.

V. AMENDMENTS

This MOA may be amended when such an amendment is agreed to in writing by all signatories. The amendment will be effective on the date a copy signed by all of the signatories is filed with the ACHP.

VI. TERMINATION

If any signatory to this MOA determines that its terms will not or cannot be carried out, that party shall immediately consult with the other parties to attempt to develop an amendment per Stipulation V, above. If within thirty (30) days an amendment cannot be reached, any signatory may terminate the MOA upon written notification to the other signatories.

Once the MOA is terminated, and prior to work continuing on the undertaking, USACE must either (a) execute an MOA pursuant to 36 CFR § 800.6 or (b) request, take into account, and respond to the comments of the ACHP under 36 CFR § 800.7. USACE shall notify the signatories as to the course of action it will pursue.

Execution of this MOA by the USACE and NSSHPO and implementation of its terms evidence that USACE has taken into account the effects of this undertaking on historic properties and afforded the ACHP an opportunity to comment.

SIGNATORIES:

Frank J. DelGuidice, US Army Corps of Engineers
Chief, Permits and Enforcement Branch C
Regulatory Division

Date

Elizabeth H. Muzzey, State Historic Preservation Officer
New Hampshire Division of Historical Resources

Date

Russell Dean, Town Manager, Town of Exeter

Date

CONCURRING PARTIES (see separate signature pages for each party)

Notes:

**This document assumes that the term "signatory" has been defined in the agreement to include both signatories and invited signatories.*

John Merkle, Exeter Heritage Commission

Date

Barbara Rimkunas, Exeter Historical Society

Date

Pamela Gjettum, Exeter Historic District Commission

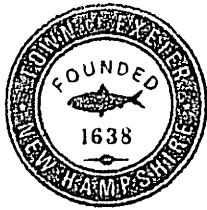
Date

Lionel Ingram, Exeter River Study Commission

Date

Don Robie, private citizen

Date



EXETER PUBLIC WORKS DEPARTMENT

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

www.exeternh.gov

DATE: October 16, 2015

TO: Russell Dean, Town Manager

FROM: Jennifer R. Perry, Public Works Director *JRP*

RE: Lincoln/Winter Street Utility Improvement Project

In March 2014, a warrant article was passed at Town Meeting \$1,600,000 for replacement and rehabilitation of water mains and sewer lines on Lincoln Street from Front Street to Main Street, Daniel Street, Tremont Street and Winter Street; \$1,400,000 was for water and \$200,000 for sewer. The Public Works Department issued a request for proposals and received 5 from design engineers. CMA Engineers was recommended by the Department and approved by the Board.

As design of the project commenced, there was a concern that the current bidding climate could result in bids exceeding the warrant article amounts (original cost estimates developed in 2012). Design was completed for all areas described in the warrant article, however the bid proposals were structured into three components, Base, Add Alternate A and Add Alternate B, to allow the Town, if needed, to prioritize completion the most urgent water mains.

On September 21, 2015, the Public Works Department presented to the Board of Selectmen design engineer CMA's review and summary of two bids received on the previous Monday, September 14. The recommendation was for award of the Base Bid and Alternate A to low bidder Cardillo & Son for the sum of \$1,128,717.50, which was approved by the Board.

The Base Bid includes the installation of approximately 2,500 linear feet of 12" ductile iron water main on Lincoln Street and Front Street (from Lincoln to Pine). Cardillo's bid price for the Base Bid is \$834,567.50. This work is scheduled to commence Monday, October 19.

Add Alternate A includes the installation of approximately 1,250 linear feet of 8" ductile iron water main on Winter Street and a short section of the northern most end of Main Street (see attached aerial view plan). Cardillo's bid price for Add Alt A is \$294,150. This work is scheduled to commence in the spring of 2016 due to the need for Unutil to relocate gas utilities. This is some of the oldest water main in the distribution system, and several significant main breaks have occurred on Winter Street in recent years (as recent as 1 month ago).

Add Alternate B includes the installation of approximately 930 linear feet of 6" ductile iron water main on Tremont and Daniel Streets. Cardillo's bid price for Add Alt B is \$314,040. The Department is reviewing additional sources of funding and means to complete this work. Cardillo's bid is viable for 90 days and they are willing to include this work with either a contract amendment or change order.

CMA

ENGINEERS

CIVIL/ENVIRONMENTAL ENGINEERS

~~Lincoln/Winter Street Utility~~

Improvement Project

Exeter, NH

21-Sep-15

Project Budget Summary

Survey/Geotech/Design	\$	126,500.00	
Base Bid	\$	834,567.50	- LINCOLN FRONT (TO PINE)
Add Alternate A	\$	294,150.00	- WINTER (RAILROAD TO MAIN) & MAIN TO EPPING RD
Construction Total (Base Bid + Add Alt. A)	\$	1,128,717.50	
Construction Administration/On Site Resident Eng.	\$	115,000.00	
Subtotal	\$	1,243,717.50	
Contingency (10%)	\$	124,400.00	
TOTAL	\$	1,368,117.50	
Sewer Portion	\$	23,750.00	← DESIGN & SEWER CROSSINGS ON FRONT
Water Portion	\$	1,344,367.50	



Proposed Water Line
Proposed Sewer Line
Proposed Storm Line
Proposed Gas Line
Proposed Electric Line

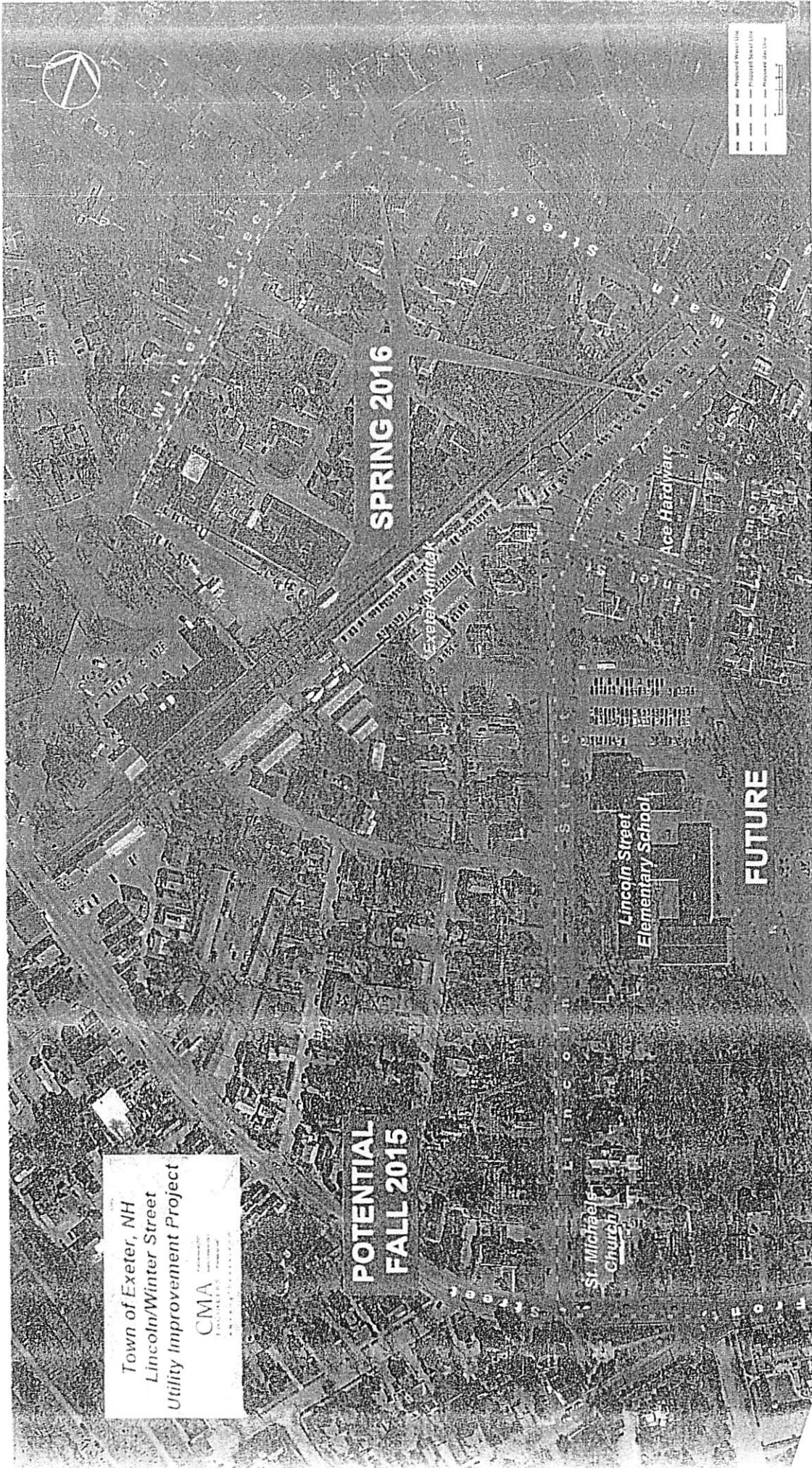
Town of Exeter, NH
 Lincoln/Winter Street
 Utility Improvement Project

CMA
 CONSULTANTS
 10000 ROUTE 101
 SUITE 100
 BOSTON, MA 02116
 TEL: 617.552.1000
 WWW.CMA-CONSULTANTS.COM

**POTENTIAL
 FALL 2015**

SPRING 2016

FUTURE



Engineer's Opinion of Probable Construction Cost

EST. QTY.	UNITS	BID ITEM DESCRIPTION AND UNIT PRICE IN WORDS		GMA ENGINEERS' ESTIMATE		JOSEPH P. CARROLL & SON		KINGSBURY COMPANIES	
		EST. QTY.	UNITS	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
1.1	20	LF	Furnish and install 8" 900 PVC sewer pipe	\$590.00	\$11,800.00	\$100.00	\$2,000.00	\$800.00	\$16,000.00
1.2	20	LF	Furnish and install 10" 900 PVC sewer pipe	\$100.00	\$2,000.00	\$150.00	\$3,000.00	\$650.00	\$13,000.00
1.3	110	LF	Furnish and install 6" diameter ductile iron water main	\$75.00	\$8,250.00	\$100.00	\$11,000.00	\$150.00	\$16,500.00
1.4	40	LF	Furnish and install 8" diameter ductile iron water main	\$200.00	\$8,000.00	\$200.00	\$8,000.00	\$200.00	\$8,000.00
1.5	2,500	LF	Furnish and install 1/2" diameter ductile iron water main	\$95.00	\$237,500.00	\$125.00	\$312,500.00	\$105.00	\$262,500.00
1.6	15	EA	Furnish and install 1/4" water service connections	\$800.00	\$12,000.00	\$800.00	\$12,000.00	\$700.00	\$10,500.00
1.7	15	EA	Furnish and install 1/2" water service connections	\$900.00	\$13,500.00	\$900.00	\$13,500.00	\$800.00	\$12,000.00
1.8	4	EA	Furnish and install 3/4" water service connections	\$1,500.00	\$6,000.00	\$1,500.00	\$6,000.00	\$1,500.00	\$6,000.00
1.9	3	EA	Furnish and install 4" water main connections	\$500.00	\$1,500.00	\$500.00	\$1,500.00	\$500.00	\$1,500.00
2.0	3	EA	Furnish and install 6" water main connections	\$500.00	\$1,500.00	\$500.00	\$1,500.00	\$500.00	\$1,500.00
2.1	4	EA	Furnish and install 8" water main connections	\$4,000.00	\$16,000.00	\$4,000.00	\$16,000.00	\$4,000.00	\$16,000.00
2.2	4	EA	Furnish and install 10" water main connections	\$4,500.00	\$18,000.00	\$4,500.00	\$18,000.00	\$4,500.00	\$18,000.00
2.3	1	EA	Furnish and install 12" gate valve assembly	\$12,000.00	\$12,000.00	\$12,000.00	\$12,000.00	\$12,000.00	\$12,000.00
2.4	1	EA	Furnish and install 16" gate valve assembly	\$18,000.00	\$18,000.00	\$18,000.00	\$18,000.00	\$18,000.00	\$18,000.00
2.5	8	EA	Furnish and install 12" gate valve assembly	\$15,000.00	\$120,000.00	\$15,000.00	\$120,000.00	\$15,000.00	\$120,000.00
2.6	4	EA	Furnish and install hydrant assembly	\$45,000.00	\$180,000.00	\$45,000.00	\$180,000.00	\$45,000.00	\$180,000.00
2.7	1	EA	Furnish and install temporary portable water system	\$60,000.00	\$60,000.00	\$60,000.00	\$60,000.00	\$60,000.00	\$60,000.00
2.8	8	EA	Exploratory test pit excavation	\$300.00	\$2,400.00	\$300.00	\$2,400.00	\$300.00	\$2,400.00
2.9	30	CY	Edge removal including disposal (MIN 580/CY, MAX 5140/CY)	\$1,400.00	\$42,000.00	\$1,400.00	\$42,000.00	\$1,400.00	\$42,000.00
3.0	30	CY	Temporary roadway stabilization gravel	\$70.00	\$2,100.00	\$70.00	\$2,100.00	\$70.00	\$2,100.00
3.1	3,770	LF	Trench patch (3" thick base gravel)	\$35.00	\$133,725.00	\$35.00	\$133,725.00	\$35.00	\$133,725.00
3.2	100	LF	Trench patch (2" thick base gravel)	\$25.00	\$2,500.00	\$25.00	\$2,500.00	\$25.00	\$2,500.00
3.3	20	TON	Furnish and install hot bituminous pavement, hand method	\$1,500.00	\$30,000.00	\$1,500.00	\$30,000.00	\$1,500.00	\$30,000.00
3.4	1	LS	Mobilization project setup and demobilization (not to exceed 8% of total base bid)	\$200,000.00	\$200,000.00	\$200,000.00	\$200,000.00	\$200,000.00	\$200,000.00
3.5	1	LS	Prepare a Traffic Control Plan/Management of Traffic in accordance with the Traffic Control	\$200,000.00	\$200,000.00	\$200,000.00	\$200,000.00	\$200,000.00	\$200,000.00
3.6	1	ALLOW	Uniformed officer for traffic control (Allowance)	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00
3.7	100	LF	Remove and dispose of asbestos (concrete pipe)	\$30.00	\$3,000.00	\$30.00	\$3,000.00	\$30.00	\$3,000.00
3.8	1,400	HR	Uniformed flagger for traffic control	\$28.00	\$39,200.00	\$28.00	\$39,200.00	\$28.00	\$39,200.00
3.9	260	LF	Remove and reset granite curb	\$15.00	\$3,900.00	\$15.00	\$3,900.00	\$15.00	\$3,900.00
4.0	1	LS	Develop, implement, and maintain an erosion control/dust control plan	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00
4.1	1	LS	Site work, cleanup & restoration (Section 02100)	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00
4.2	1,200	LF	Retroreflective paint marking, 4" line	\$0.50	\$600.00	\$0.50	\$600.00	\$0.50	\$600.00
4.3	1,200	LF	Retroreflective paint marking, 12" line	\$1.00	\$1,200.00	\$1.00	\$1,200.00	\$1.00	\$1,200.00
4.4	80	LF	Retroreflective thermoplastic paint marking, symbol	\$17.00	\$1,360.00	\$17.00	\$1,360.00	\$17.00	\$1,360.00
TOTAL BID				\$834,567.50		\$834,567.50		\$834,567.50	

BID ITEM	EST. QTY.	UNITS	BID ITEM DESCRIPTION AND UNIT PRICE IN WORDS	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
Bid Mitergate A - Winter & Main Street									
CMA ENGINEERS ESTIMATE				UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
A-1	15	LF	Furnish and install 6" diameter ductile iron water main	\$250.00	\$3,750.00	\$250.00	\$3,750.00	\$250.00	\$3,750.00
A-2	1,250	LF	Furnish and install 8" diameter ductile iron water main	\$80.00	\$100,000.00	\$100.00	\$125,000.00	\$100.00	\$125,000.00
A-3	18	EA	Furnish and install 3/4" water service connections	\$800.00	\$14,400.00	\$700.00	\$12,600.00	\$700.00	\$12,600.00
A-4	1	EA	Furnish and install 1" water service connection	\$900.00	\$900.00	\$800.00	\$800.00	\$800.00	\$800.00
A-5	1	EA	Furnish and install 2" water service connection	\$1,500.00	\$1,500.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00
A-6	450	LF	Furnish and install 3/4" copper water service pipe	\$24.00	\$10,800.00	\$20.00	\$9,000.00	\$20.00	\$9,000.00
A-7	25	LF	Furnish and install 1" copper water service pipe	\$58.00	\$1,450.00	\$30.00	\$750.00	\$30.00	\$750.00
A-8	15	LF	Furnish and install 2" copper water service pipe	\$75.00	\$1,125.00	\$50.00	\$750.00	\$50.00	\$750.00
A-9	5	EA	Furnish and install 6" water main connections	\$600.00	\$3,000.00	\$100.00	\$500.00	\$100.00	\$500.00
A-10	5	EA	Furnish and install 8" water main connections	\$750.00	\$3,750.00	\$100.00	\$500.00	\$100.00	\$500.00
A-11	5	EA	Furnish and install 10" water main connections	\$1,000.00	\$5,000.00	\$100.00	\$500.00	\$100.00	\$500.00
A-12	2	EA	Furnish and install 6" gate valve assembly	\$12,000.00	\$24,000.00	\$8,000.00	\$16,000.00	\$8,000.00	\$16,000.00
A-13	10	EA	Furnish and install 8" gate valve assembly	\$15,000.00	\$150,000.00	\$10,000.00	\$100,000.00	\$10,000.00	\$100,000.00
A-14	2	EA	Furnish and install hydrant assembly	\$12,500.00	\$25,000.00	\$35,000.00	\$70,000.00	\$35,000.00	\$70,000.00
A-15	1	LS	Furnish and install temporary potable water system	\$25.00	\$25.00	\$0.25	\$0.25	\$0.25	\$0.25
A-16	1,400	SI	Furnish and install 2" thick rigid polystyrene insulation	\$100.00	\$140,000.00	\$300.00	\$420,000.00	\$300.00	\$420,000.00
A-17	2	EA	Exploratory test pit excavation	\$1,400.00	\$2,800.00	\$80.00	\$160.00	\$80.00	\$160.00
A-18	20	CY	Ledge removal including disposal (MIN \$80/CY, MAX \$140/CY)	\$1,500.00	\$30,000.00	\$20.00	\$400.00	\$20.00	\$400.00
A-19	1,790	LF	Furnish and install trench patch (3" thick pavement & 12" thick base gravels)	\$1,500.00	\$26,850.00	\$2,000.00	\$35,800.00	\$2,000.00	\$35,800.00
A-20	20	TON	Furnish and install hot bituminous pavement, hand method	\$20,000.00	\$400,000.00	\$2,000.00	\$40,000.00	\$2,000.00	\$40,000.00
A-21	1	LS	Mobilization, project setup and demobilization (not to exceed 8% of total base bid)	\$10,000.00	\$10,000.00	\$13,000.00	\$13,000.00	\$13,000.00	\$13,000.00
A-22	1	LS	Prepare a Traffic Control Plan/Maintenance of Traffic in accordance with the Traffic Control	\$12,000.00	\$12,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00
A-23	1	ALLOW	Uniformed officer for traffic control (Allowance)	\$2,000.00	\$2,000.00	\$1,200.00	\$1,200.00	\$1,200.00	\$1,200.00
A-24	600	HR	Uniformed flagger for traffic control	\$3,000.00	\$1,800,000.00	\$20.00	\$12,000.00	\$20.00	\$12,000.00
A-25	1	LS	Develop, implement, and maintain an erosion control/dust control plan	\$2,500.00	\$2,500.00	\$500.00	\$500.00	\$500.00	\$500.00
A-26	1	LS	Site work, cleanup & restoration (Section 02100)	\$4,800.00	\$4,800.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00
A-27	180	LF	Remove and reset granite curb	\$15.00	\$2,700.00	\$20.00	\$3,600.00	\$20.00	\$3,600.00
TOTAL BID					\$353,250.00		\$294,150.00		\$647,400.00
									\$647,400.00

BID ITEM	EST. QTY.	UNITS	BID ITEM DESCRIPTION AND UNIT PRICE IN WORDS	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
Bid Alternative B - Tremont & Daniel Street									
B01.1	3	EA	Remove and dispose of sewer manholes	\$500.00	\$1,500.00				
B01.2	3	CY	Furnish and install flowable fill in existing sewer main	\$200.00	\$600.00				
B01.3	130	LF	Furnish and install 6" PVC SJR 35 sewer service connections	\$70.00	\$9,100.00				
B01.4	260	LF	Furnish and install 8" PVC SJR 35 sewer service connections	\$55.00	\$14,300.00				
B01.5	10	LF	Furnish and install 8" CPVC sewer pipe	\$90.00	\$900.00				
B01.6	5	EA	Furnish and install cast iron covers for sewer service cleanouts	\$230.00	\$1,150.00				
B01.7	3	EA	Furnish and install standard 4" diameter sewer manholes	\$400.00	\$1,200.00				
B01.8	2	EA	Field core sewer manholes (4" - 15" diameter pipe) including pipe connection system	\$750.00	\$1,500.00				
B01.9	75	LF	Furnish and install 12" R.C. pipe, 90'00"	\$75.00	\$5,625.00				
B01.10	1	EA	Furnish and install 4" catch basin type B	\$3,000.00	\$3,000.00				
B01.11	930	LF	Furnish and install 6" diameter ductile iron water pipe	\$75.00	\$69,750.00				
B01.12	4	EA	Furnish and install 3/4" water service connections	\$900.00	\$3,600.00				
B01.13	4	EA	Furnish and install 3/4" copper water service pipe	\$52.00	\$208.00				
B01.14	220	LF	Furnish and install 1" copper water service pipe	\$38.00	\$8,360.00				
B01.15	60	LF	Furnish and install 1" gate valve assembly	\$120.00	\$7,200.00				
B01.16	2	EA	Furnish and install hydrant assembly	\$3,500.00	\$7,000.00				
B01.17	1	EA	Furnish and install temporary portable water system	\$2,375.00	\$2,375.00				
B01.18	1	ES	Furnish and install temporary portable water system	\$400.00	\$400.00				
B01.19	7	EA	Exploratory test pit excavation	\$35.00	\$245.00				
B01.20	345	LF	Furnish and install trench patch (3" thick pavement & 12" thick base gravel)	\$150.00	\$51,750.00				
B01.21	10	TON	Furnish and install hot bituminous pavement, hand method	\$90.00	\$900.00				
B01.22	220	TON	Furnish and install hot bituminous pavement - machine method	\$20.00	\$4,400.00				
B01.3	1,260	SY	Furnish and install roadway base gravels (F)	\$5.00	\$6,300.00				
B01.4	1	ES	Prepare a Traffic Control Plan Maintenance of Traffic in accordance with the Traffic Control	\$5,000.00	\$5,000.00				
B01.2	200	HR	Uniformed flagger for traffic control	\$22.00	\$4,400.00				
B01.3	1	ES	Develop, implement, and maintain an erosion control/dust control plan	\$3,000.00	\$3,000.00				
B01.4	1	ES	Site work, cleanup & restoration (Section 02100)	\$3,800.00	\$3,800.00				
TOTAL BID					\$82,697.00		\$314,040.00		\$391,342.00

BASE BID	\$767,470.00
ADD ALT A	\$353,250.00
BASE BID + ADD ALT A	\$1,120,720.00
ADD ALT B	\$269,970.00
BASE BID + ADD ALT A + ADD ALT B	\$1,390,690.00

BASE BID	\$834,567.50
ADD ALT A	\$294,150.00
BASE BID + ADD ALT A	\$1,128,717.50
ADD ALT B	\$314,040.00
BASE BID + ADD ALT A + ADD ALT B	\$1,442,757.50

BASE BID	\$987,050.00
ADD ALT A	\$484,160.00
BASE BID + ADD ALT A	\$1,471,210.00
ADD ALT B	\$591,420.00
BASE BID + ADD ALT A + ADD ALT B	\$2,062,630.00



35 Bow Street
Portsmouth, New Hampshire
03801-3819

Phone: 603/431-6196

Fax: 603/431-5376

E-mail: info@cmaengineers.com

Web Site: www.cmaengineers.com

September 23, 2015

Revised: October 6, 2015

Jennifer Mates, P.E.
Exeter Public Works Department
13 Newfields Road
Exeter, NH 03833

**Re: Town of Exeter - Lincoln/Winter Street Utility Improvements Project
Construction Phase Services
Amendment to Engineering Services Agreement, dated June 4, 2015
CMA #969**

Dear Jen:

CMA Engineers appreciates the opportunity to be of continued service to the Town of Exeter in the construction administration and resident project representative services for the **Lincoln/Winter Street Utility Improvements Project**. Under this amendment, we will represent the Town throughout the construction period. *Per your request, we have revised the Scope of Services (Attachment A) to clarify and supplement the record drawing deliverables. We have also included an allowance for soil and compaction testing to be done by John Turner Consulting.*

Scope of Services and Schedule

See Attachment A for detailed description of Scope of Services and Schedule

Project Team

The project team for this amendment includes staff that were involved in the design process and are experienced in the administration and field observation of roadway and utility construction projects.

William A. Straub, P.E.

Principal in Charge

Responsible for overall commitment of resources of CMA Engineers. Review project progress, quality, and responsiveness.

Philip A. Corbett, P.E.

Project Manager

Responsible for managing staff, budget, and project communications with the Contractor and Town Staff. Daily construction administration duties including

submittal reviews, weekly project progress meetings, dissemination of documents and project correspondence.

Whitney Chamberlain, EIT Staff Engineer

Assistance with administration duties including submittal reviews, and preparation of clarification documents (sketches) to supplement project plans, track quantity spreadsheets and other tasks.

Jack C. Kareckas, CET Resident Project Representative

Daily observation of construction, quality assurance, maintain quantity summaries, assist in pay requisition review, maintain as-built documents, coordinate meetings, and represent the Town in the field.

Other CMA Engineers staff may provide project support during the construction project.

Engineering Fees

Engineering fees will be assessed as in our existing agreement. Time for staff will be billed on the basis of CMA Engineers, Inc. standard rates. Engineering staff are invoiced at the rate of salary cost (wage rate plus 35% to cover statutory and customary fringe benefits) times a factor of 2.45. Principal's time is invoiced at the lesser rates of \$175 for William Straub, P.E. Expenses are invoiced at cost plus 10%. Subconsultant costs are subject to a multiplier of 1.15. Mileage will be billed at the prevailing IRS rate. CADD computer time, if required, is invoiced at \$9/hour.

Current resulting hourly rates for members of the project team are (subject to change per formula above):

William A. Straub, P.E.	Principal	\$175/hr
Philip A. Corbett, P.E.	Project Manager	131.54
Whitney Chamberlain, EIT	Project Engineer	79.52
John C. Kareckas	Resident Project Representative	118.70
Clerical	Various	70

Our fee estimate under this amendment, inclusive of time, expenses and consultants' costs has been estimated at **\$118,000**. Actual time and associated engineering costs during the Construction phase is requirement-driven, based in part on contractor performance and schedule. If total fees exceed the estimated fee above, we will advise the City as to the circumstances requiring such increases. Invoices are submitted monthly with payment of invoices due net thirty (30) days of invoice date.

Agreement

The terms and conditions in our existing engineer agreement dated June 4, 2015 apply, except as specifically modified herein. Invoices will be prepared on a monthly basis, and will include a summary of all time and expenses, a project summary and status report. Invoices will be due net 30 days.

This amendment to the existing agreement represents the entire agreement between the Town of Exeter and CMA Engineers Inc. for this project. You can authorize this agreement by signing in the spaces provided below and returning a copy to us.

CMA Engineers sincerely appreciates this opportunity to be of continued service to the Town of Exeter. Should you have any questions, please do not hesitate to call.

Very truly yours,

CMA ENGINEERS, INC.



William A. Straub, P.E.

Principal/Project Manager

Attachments: Attachment A: Scope and Schedule. Fee estimate

WAS/ams


ACCEPTED

TOWN OF EXETER

By: _____ Date: _____

TOWN OF EXETER
MEMORANDUM

TO: Board of Selectmen

FROM: Russell Dean, Town Manager 

RE: Planning Process Follow Up and Planner Recruitment

DATE: October 17, 2015

As you know, MRI conferred with the Board at your last meeting and outlined a series of recommendations presaging their report, which is due in the next 1-2 weeks, on the Town's planning and development process. MRI has reported that due to different aspects of the work to date, including the many face to face meetings to accommodate individual schedules, the budget for the project has been exhausted (the report will be provided within the original budget).

Going forward, MRI has proposed to extend the budget cap on the project by another \$5,000 to accommodate additional time to provide guidance and support to develop and implement a more structured and functional community development system – this would involve rewriting position descriptions, creating a workflow process, drafting expectations/policy, and perhaps some organizational restructuring once the pool of talent and experience of Town Planner applicants can be found. I believe the support of MRI, including their experience with different models of community development systems, would be beneficial during this transition process.

In addition, MRI has proposed to enter into a separate agreement with the Town for \$5,500 to handle the recruitment and selection process for the next Town Planner. Don Jutton from MRI would handle this recruitment personally. As MRI specializes in recruitments for municipal positions I would recommend the Board authorize the amount requested to oversee the hiring process. I believe MRI will offer an objective, impartial process and their partnership in the recruitment process will also assist the Town in recruiting a strong pool of qualified candidates for consideration due to their broad reach.

If the Board approves both of these efforts, funds will be utilized from savings in the planning budget to accomplish the tasks itemized.

120 Daniel Webster Highway
Meredith, NH 03253



Municipal Resources
www.municipalresources.com

tel: 603.279.0352 • fax: 603.279.2548
toll free: 866.501.0352

INTRODUCTION

Municipal Resources, Inc. has extensive experience in public sector executive recruitments and our record for helping towns identify and select candidates with the right “chemistry” is impressive. By investing time and energy to learn about the specific challenges of the job and understand the personality of the community, we are able to identify candidates with the right blend of management skill, leadership style, values, philosophy, and approach to ensure a “fit” for success and long tenure.

UNIQUE SERVICES IN PUBLIC SECTOR RECRUITMENT

MRI has been serving municipalities and school districts for more than 20 years. During that time, we have provided services to more than 500 public sector organizations. In conducting recruitment and selection services, we endeavor to do more than merely match candidates to job openings:

- We work closely with you to understand the unique leadership and management aspects of the position that may be unique to your community in order to establish and clarify job expectations.
- We work closely with each applicant to help them understand the position requirements and the expectations you have for the successful candidate while keeping them abreast of their status at each step in the selection process.
- We recognize that the client is not only hiring a senior executive, but may very well be bringing an entire family into the community. Consequently, we work with the applicants to enable them to learn as much as possible about the region as well as the client community, and we help the client prepare to support assimilation of the new manager. We are also careful to ensure that economic expectations and family needs or special circumstances are clearly understood early in the selection process.
- We stay actively involved through the final selection and formal appointment. Our objective is to initiate and establish long-term, successful relationships between the individuals we help place and our clients.

We understand that every community is different; therefore, every search is different. MRI works hard to understand the intricacies and uniqueness of each client’s organization, and then tailors the process to meet their specific needs and expectations.

APPROACH & PROCESS

The following describes the activities we propose to undertake in supporting a recruitment and selection process to fill the position of Town Planner for Exeter NH. We are also willing to customize the process by adding or deleting steps in order to address specific needs of your community and to fit within your target budget:

1. We will work closely with the appointing authority and/or search committee to review the recruitment process, receive input toward developing an "Ideal Candidate Profile and Challenge Statement" against which all candidates will be screened, and determine how you would like to involve community members and employees in the process.
2. During this initial phase we will also:
 - a. Identify critical organizational issues and challenges;
 - b. Clarify roles, responsibilities, and expectations for the position;
 - c. Establish job success standards;
 - d. Characterize the most desirable management strengths, behavioral styles, personal attributes, and motivating values needed in the ideal candidate to increase the probability of success in the role; and
3. We will work with the appointing you to develop a timeline for the recruitment process so that you and all candidates can plan accordingly.
4. If requested, we will provide a recommended updated position description.
5. We will develop ad copy, recommend advertising venues, and coordinate placement of the ads (advertising costs are billed directly to the client unless otherwise agreed). Resumes are typically received for at least 30 days.
6. We will canvas MRI's professional network to identify and reach out to promising potential candidates to invite their application.
7. We will receive and hold all resumes in confidence until the semi-finalists are chosen for interview. We have found that assured confidentiality will increase the number and quality of applicants rather significantly. We acknowledge receipt of all resumes and keep candidates apprised of their status at each selection point throughout the process.
8. We will provide you with an overview of relevant information about the candidate pool, answer questions, and review selection criterion at each decision point throughout the process.



9. We will work with you to develop a written essay questionnaire to the top qualified candidates focusing the questions on matters of special relevance to the client's needs or current situation. Candidates will have a specified amount of time to respond (typically 10 days), after which we will review and rank the responses.
10. After essay responses have been returned, reviewed, and ranked, we conduct a web search of the top candidates to identify potential issues or controversies in other jurisdictions. Then we will conduct telephone interviews with these candidates placing the focus on current position and reasons for leaving; career history of successes and failures; future personal and professional goals; and their understanding of best practices and contemporary professional thinking in the field. In addition to screening the candidates, this interview provides for follow-up to the essay responses and information found in the web searches. It also assists us in determining the verbal communication skills of the candidate and his/her ability to answer questions spontaneously. Typically, we reduce the pool to no more than six (6) semi-finalists for local interviews at this juncture.
11. MRI will facilitate three separate interview panels (panel #1 consisting of 5 to 7 municipal employees; panel #2 consisting of up to 20 community representatives; and panel # 3 consisting of MRI's consultant and the appointing authority. The selection of the panelists is up to the appointing authority with input from MRI. Each panel will be facilitated by an MRI Consultant.
12. Following interviews with the finalists, the appointing authority, in consultation with our lead consultant, will determine what, if any, additional steps are needed to arrive at a final selection. In some instances, additional interviews are required, in others, the final selection is readily apparent and we move to negotiations immediately.

TIMELINE

We have significant experience structuring and conducting all sorts of executive recruitment projects for municipalities, and we are very willing and able to customize our approach to accommodate any unique requirements of a community or to fit within budget constraints.

Recruitment as described above typically takes approximately 60 – 90 days to complete. MRI is ready to begin work on the recruitment as soon as a contract has been executed.

FEES

Fees for services for the described recruitment and selection process will be \$5500.



OFFICE MEMORANDUM

TO: Russ Dean
 FROM: Don Jutton
 DATE: October 7, 2015
 RE: Suggested Advertising Venues for Planning Director



PUBLICATION	RUN DATE(s)	ACTUAL CLIENT COST
American Planning Association www.planning.org/jobs/search	Submitted: 08-20-13 Posted: 08-20-13	\$200.00
Municipal Resources - Website www.municipalresources.com	Posted: 08-20-13	Included with contract
Northern New England Chapter of APA www.nnecapa.org/blog/category/jobrfp-listings	Submitted: 08-20-13 Posted: 08-20-13	No fee
National Association of Development Organizations www.nado.org/jobs	Submitted: 09-05-13 Posted: 09-09-13	\$250
National Association of Regional Councils www.narc.org/job-postings	Submitted: 09-05-13 Posted: 09-10-13	\$110
Northeastern Economic Development Association www.nedaonline.org/jobbank.cfm	Submitted: 09-05-13 Resubmitted: 09-10-13	\$135
New Hampshire OEP (Office of Energy and Planning) www.nh.gov/oep	Submitted: 08-26-13 Posted: 08-27-13	No fee
New Hampshire Planning Assoc. www.nhplanners.org/employmentopportunities.htm		No fee
Maine Municipal Association www.memun.org	30 days on website	\$45.00
Massachusetts Municipal Association (MMA) – website www.mma.org	Expires in 30 days	\$70.00
NHMA Website: https://www.nhmunicipal.org/Resources/ClassifiedAds	Runs until resume closing date	Free (if Town posts directly)
Rhode Island League of Cities and Towns www.rileague.org	Runs until resume closing date	Free
Vermont League of Cities and Towns www.vlct.org	Runs until resume closing date	\$41.00

Town of Exeter NH

Town Planner

The Town of Exeter NH is seeking an experienced, professional, municipal planner to serve as its next Town Planner. Exeter is a quintessential New England community located in the seacoast area of NH. The campus of Phillips Exeter Academy sits at the heart of Exeter's village core, which also encompasses a well preserved and very walkable riverfront downtown area. Exeter has a long and proud history of community preservation and stewardship and seeks a seasoned, creative, visionary with extraordinary planning and community development skills and who is capable of helping the community integrate of contemporary growth principles, balance and economic realities into a plan that will preserve community character while pursuing long term viability and economic sustainability. The Planner is appointed by and reports to the Town Manager, and serves a dual role as both the principle planner for the Town and as the primary coordinator of the land use regulatory process. The successful candidate will have demonstrated experience in organizational management, community engagement, planning & land use regulation, grant writing, and community based problem solving. Strong collaborative, interpersonal, written, and verbal skills are essential. BA/BS required, advanced degree strongly preferred, with 7-10 years of progressive planning and leadership experience; AICP designation highly desirable. Competitive compensation package; starting range will be commensurate with qualifications and experience. The Town of Exeter is an equal opportunity employer. Additional information available at: www.municipalresources.com/career.html.

Target Application DEADLINE: November 20, 2015 but resumes will be considered until position is filled

ELECTRONIC SUBMISSION PREFERRED: recruitment@municipalresources.com

Resumes, in confidence, to:

Exeter Town Planner Search
ATTN: Gail Schillinger
Municipal Resources, Inc.
120 Daniel Webster Highway
Meredith, NH 03253

TOWN OF EXETER

JOB TITLE: Town Planner

Revised 12/15/2014

DEPARTMENT: Planning and Building

POSITION NUMBER: 600

EMPLOYMENT STATUS: Full-Time, Non-Union

EXEMPT STATUS: Administrative Exemption

LABOR GRADE: 15

JOB SUMMARY: This position is responsible for administering work related to the planning functions of the Town including: general planning activities; community and regional planning projects. Position conducts review and assessment of land development proposals; administers land use codes and ordinances; coordinates the Town's capital improvement program and master plan. Position serves on committees concerned with local and regional planning issues, administers grants, and provides technical assistance to individuals and groups regarding land use and development.

SUPERVISION RECEIVED: The town planner receives general supervision and policy direction from the town manager, exercises independent judgement, and is evaluated by the town manager based upon the achievement of assigned goals and objectives.

SUPERVISION EXERCISED: Provides direct supervision to the part-time Natural Resources Planner.

ESSENTIAL DUTIES: (The listed examples may not include all duties of the position)

1. Manage the planning Department including: prioritize and oversee all department functions, oversee staff, review of planning issues and applications with staff, administer staff training and development, perform performance reviews, delegate job tasks to staff, prepares and administer department's operational budget, review, develop and maintain department references, institute improvements regarding department processes.
2. Oversees all proposed land use development projects, meets with applicant teams, organizes technical review and ensures all departments have shared issues regarding projects. Coordinates with the building department on proposals and planning applications in various stages of development, from conceptual to construction inspection.
3. Reviews, analyzes and suggests recommendations for revisions to land use plan proposals. Negotiates improvements on behalf of the town with members of the development team.

4. Reviews applications to determine compliance with Exeter's master plan, local and state land use regulations, and Exeter's zoning ordinance. Serves as chair of the technical review committee and coordinates the department's technical review committee meetings with applicants including consultant teams and town personnel. Ensures scheduling of public hearings for planning board to review applications.
5. Coordinates hiring of technical experts regarding specific issues for development proposals as needed.
6. Provides technical assistance, prepares reports, technical review letters, and presentation plans to the planning board.
7. Researches and interprets local, regional, state and federal land use codes, ordinances and regulations. Obtains professional opinions on specific land use issues from town counsel or other experts (regional and state agencies, consultants, university professors, etc.) to determine possible issues and relevance for land development applications.
8. Prepares revisions to planning rules and regulations including zoning ordinances, site plan review and subdivision regulations. Composes and recommends ordinance and land use regulation changes involving numerous issues regarding land use, growth, environmental protection, and other issues as they relate to planning and community development. Presents recommendations to planning board.
9. Coordinates periodic updates and revisions to Town master plan. Manages project review, synthesizes input by others, reports to planning board on proposed changes and organizes revision preparation.
10. Coordinates the preparation of the town's capital improvement program (CIP). Provides guidance to departments regarding their CIP projects. Organizes information into a complete report. Oversees annual presentation of CIP to Planning Board.
11. Develops projects for grant applications, completes all administrative requirements, coordinates with stakeholders to accomplish grant tasks and goals, and works within grant administration regulations.
12. Participates on local, regional and state committees on land use, multi-modal transportation, affordable housing, environment protection, community growth, economic development, renewable energy, climate change, land use mapping, volunteer board training, and other issues.
13. Performs on-site field analysis planning board proposals to review existing conditions and analyzing various issues such as traffic, access, drainage, natural resources, potential abutter issues, etc. Also conducts onsite inspections during constructions to address issues as they arise.

14. Sets planning board agendas with chair of planning board, reviews agenda with department staff and planning board chair. Participates in planning board meetings on a variety of topics including public hearings.
15. Administers special projects as assigned.
16. Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED BY THE POSITION:

1. Knowledge of town policies and procedures, ordinances and state and federal statutes.
2. Knowledge of zoning ordinances, site plans and regulations, plan profiles, architectural plans, land use regulations, subdivision regulations and appropriate state regulations relating to planning and zoning activities.
3. Knowledge of land use topics including transportation planning, housing, natural resources, economic development, renewable energy, water conservation, park and recreation.
4. Knowledge of building codes and processes.
5. Knowledge of legal processes and legal terminology.
6. Knowledge of town geography, streets and zoned areas.
7. Knowledge of building construction and engineering principles, concepts and methods.
8. Knowledge of the budgetary process.
9. Skill in managing multiple and concurrent projects.
10. Skill in management, leadership and supervision.
11. Ability to plan, supervise and inspect the work of professional, technical and support personnel.
12. Skill in planning, organizing, decision making and problem solving.
13. Skill in analyzing plans, synthesizing information and understanding project impacts.
14. Skill in public and interpersonal relations.
15. Skill in reading and understanding development plans, maps, charts and surveys.
16. Ability to create PowerPoint presentations, presentation boards, map charts and tables. and to manipulate photos in Photoshop.

17. Skill in the use of office equipment, such as a digital camera, computer, calculator, printer, relevant software, data base programs, spreadsheets and GIS programs.
18. Skill in investigating planning and zoning violations.
19. Skill in oral and written communication.
20. Skill in graphic communication.
21. Skill in the use of drafting and measurement tools.
22. Skill in budgetary preparation and administration.
23. Ability to read and understand architectural and construction plans, engineering drawings, tax maps and technical reports.
24. Ability to formulate recommendations and decisions.
25. Ability to administer organizes process and implements projects as well as works with and/or leads committees and work independently.
26. Ability to maintain accurate records and files.
27. Ability to negotiate and resolve disputes effectively.
28. Ability to communicate effectively, both verbally and in writing.
29. Ability to write technical letters, reports, grant applications, etc.
30. Ability to work under stressful conditions, interacting with highly charged individuals over stressful issues.
31. Ability to delegate responsibility.
32. Ability to prepare and present technical and statistical reports.
33. Ability to exercise sound and mature judgment and discretion.
34. Ability to demonstrate good teamwork, leadership, interpersonal and customer-service skills and attitude.
35. Ability to establish and maintain effective working relationships with employees, town officials, property owners, contractors, realtors, the business community, the general public, regional, state and federal officials.

SUPERVISORY CONTROLS: The supervisor provides administrative direction with assignments in terms of broadly defined missions or functions. The employee has responsibility for planning, designing and carrying out programs, projects, studies or other work independently. Results of the work are considered as technically authoritative and are normally accepted without significant change. If the work should be reviewed, the review concerns such matters as fulfillment of program objectives, effect of advice and influence of the overall program, or the contribution to the advancement of technology. Recommendations for new projects and alterations of objectives are usually evaluated for such considerations as availability of funds and other resources, broad program goals or organizational priorities.

GUIDELINES: Guidelines are available, but are not completely applicable to the work or have gaps in specificity. The employee uses judgment in interpreting and adapting guidelines such as agency policies, regulations, precedents and work directions for application to specific cases or problems. The employee analyzes results and recommends changes.

COMPLEXITY: The work typically includes varied duties requiring many different and unrelated processes and methods such as those relating to well-established aspects of an administrative or professional field. Decisions regarding what needs to be done include the assessment of unusual circumstances, variations in approach and incomplete or conflicting data. The work requires making many decisions concerning such things as the interpreting of considerable data, planning of the work, or refining the methods and techniques to be used.

SCOPE AND EFFECT: The work involves establishing criteria; formulating projects; assessing program effectiveness; or investigating or analyzing a variety of unusual conditions, problems or questions. The work product or service affects a wide range of agency activities, major activities of industrial concerns or the operation of other agencies.

PERSONAL CONTACTS: The personal contacts are with individuals or groups from outside the employing agency in a moderately unstructured setting (e.g., the contacts are not established on a routine basis; the purpose and extent of each contact is different and the role and authority of each party is identified and developed during the course of the contact).

PURPOSE OF CONTACTS: The purpose is to plan, coordinate or advise on work efforts or to resolve operating problems by influencing or motivating individuals or groups who are working toward mutual goals and who have basically cooperative attitudes.

PHYSICAL DEMANDS: The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as papers, books, small parts; driving an automobile; etc. No special physical demands are required to perform the work.

WORK ENVIRONMENT: The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries and residences or commercial vehicles (e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc.). The work area is adequately lighted, heated and ventilated.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: Department heads at this level have final responsibility and authority for the accomplishment of objectives, utilization of resources and personnel administration decisions within a major jurisdictional subdivision. They are accountable for the effective and efficient management of work to achieve goals and objectives. They usually receive guidance in the form of approval/denial on matters of policy, service levels and goals or objectives from higher authorities.

MINIMUM QUALIFICATIONS:

1. Knowledge and level of competency commonly associated with the completion of a bachelor's degree (graduate degree preferred) with course work in land use, community planning, economic development or related occupational field.
2. Experience sufficient to understand the diverse objectives and functions of the position, usually interpreted to require five (5) to eight (8) years of progressively responsible administrative and supervisory experience, preferably in a municipal environment; or any equivalent combination of education or experience which demonstrates possession of the required knowledge, skills and abilities.
3. Possession of, or ability to readily obtain, a valid driver's license for the type of vehicle or equipment operated.

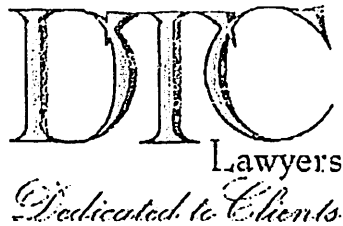
**TOWN OF EXETER
MEMORANDUM**

TO: Board of Selectmen
FROM: Russell Dean, Town Manager
RE: CATV Special Counsel Agreement
DATE: October 17, 2015

At the Board's last meeting you discussed the option of having a special counsel agreement with Donahue Tucker and Ciandella to represent the Town's interests in the upcoming cable television franchise renewal process. One Board member expressed some reservations about the language of the letter agreement.

I would suggest the Board agree on any changes you would like to see in the letter agreement and either I or the Chair will approach Donahue Tucker with any needed language changes. As I said at the meeting of October 5th, I believe \$195 per hour for the specialty legal services Donahue Tucker has proposed is well within market rates. In addition the Town will receive the special expertise DTC has delivered to many other communities in their cable negotiations.

We were unable to locate the old agreement but it is believed Donahue Tucker began representing the Town in the last franchise renewal sometime around 2006.



CELEBRATING 30 YEARS OF SERVICE TO OUR CLIENTS

PLEASE RESPOND TO THE EXETER OFFICE

MICHAEL J. DONAHUE
CHARLES F. TUCKER
ROBERT D. CIANDELLA
LIZABETH M. MACDONALD
JOHN J. RATIGAN
DENISE A. POULOS
ROBERT M. DEROSIER
CHRISTOPHER L. BOLDT
SHARON CUDDY SOMERS
DOUGLAS M. MANSFIELD
KATHERINE B. MILLER
CHRISTOPHER T. HILSON
JUSTIN L. PASAY
NICOLE L. TIBBETTS
ERIC A. MAHER
PATRICK O. COLLINS

September 22, 2015

Via email: rdean@exeternh.gov and U.S. Mail

Board of Selectmen
Town of Exeter
10 Front Street
Exeter, NH 03833

OF COUNSEL
NICHOLAS R. AESCHLIMAN

RETIRED
ROBERT B. DONOVAN

ROBERT A. BATTLE
(1951-2010)

RE: Special Counsel Representation Agreement/Comcast Cable TV Franchise
Renewal

Dear Members of the Board:

Thank you for considering DONAHUE, TUCKER & CIANDELLA, PLLC to represent Exeter, as special counsel, in connection with the negotiations and drafting of a renewal cable television franchise with Comcast. We will also assist the Board with ascertaining the future cable related needs and interests of the community, and analyzing Comcast's compliance with the terms of the current franchise agreement. This letter is being sent to provide you with further information about the members of the Firm and about the Firm's basic policies.

OUR FIRM/RESPONSIBLE ATTORNEY

I will be the attorney primarily responsible for your files. I may consult with Attorney Robert D. Ciandella, the Chair of our Telecommunications practice Group, for his expertise and assistance. Attorney Justin Pasay may be assisting me. Since there may be an occasion when I am in court, have a prior commitment, or happen to be away from the office, it may be necessary for another attorney in the Firm to meet with you or to handle an aspect of your matters. When you engage our Firm, you engage all attorneys in the Firm and, therefore, matters will be assigned within the Firm to the attorney with the requisite expertise. By engaging our Firm, we feel that you benefit from the shared knowledge and expertise of all its members. There may be cases where the expertise of two or more attorneys will be very valuable to you.

DONAHUE, TUCKER & CIANDELLA, PLLC

Exeter Office: 225 Water Street, P.O. Box 630, Exeter, NH 03833, 603-778-0686

Portsmouth Office: 111 Maplewood Avenue, Suite D, Portsmouth, NH 03801, 603-766-1686

Meredith Office: 56 NH Route 25, P.O. Box 214, Meredith, NH 03253, 603-279-4153

www.dtcclawyers.com

Our office hours are from 8:00 a.m. to 5:00 p.m. Please ask for me, or my legal assistant Lisa Hayes, when calling. In my absence, she will assist you as much as possible. She is instructed, however, not to give legal advice. In an emergency, in my absence, she may refer your call to an available attorney in the Firm.

CONFLICT OF INTEREST

A conflict may arise whenever the interests of a current client might affect, or be affected by, the personal, business, financial or professional interests of a lawyer, a professional or business associate or relative of the lawyer, another current client, or a former client. When there are such multiple interests, there is always a possibility that the lawyer's ability to serve one set of interests without adversely affecting other interests will be compromised. Whenever such interests become conflicting, it is necessary for the lawyer to withdraw from all attorney-client relationships affected by such conflict and it is then necessary for each person to hire a new lawyer.

SPECIAL COUNSEL ENGAGEMENT

The characterization of our role as "special counsel" for this limited matter means that our firm will not be working on other matters involving the Town, except as separately retained, such as for tax lien, bankruptcy, foreclosure and tax deed work on behalf the Town. We will not, however, undertake representation of any clients against the Town, that relate to subject of matters in which we were retained by the Town as special counsel. We will not be providing general legal counsel to the Town. This is an important distinction, because under the rules which govern our profession, our engagement as special counsel for the limited purpose described above may not preclude us from being engaged to represent others, including but not limited to: applicants appearing before the various boards and agencies of the Town, tax abatement and tax appeals, and water rights matters. None of our representations of other clients in matters involving the Town relate to the subject of this special counsel engagement, renewal of the Comcast franchise for the Town. As a result, we believe those representations and others which may emerge, which are similarly unrelated to our special counsel engagements by the Town, are representations for which we can solicit the Town's informed consent to engage in the limited special counsel representation which is the subject of this letter. We have reviewed Rule 1.7 of the New Hampshire Rules of Professional Conduct and believe this proposed representation is authorized by Rule 1.7 (b), subject to your informed consent. By executing this engagement letter, the Town will be providing its informed consent to our special counsel representation of the Town on this matter with knowledge of the aforementioned unrelated representations and those which may emerge prospectively.

Town of Exeter
page 3
September 22, 2015

In sum, it is important that you be aware of the limited character of our relationship, because as disclosed above, this Firm is and will continue to represent others in unrelated matters before the Town's land use boards and otherwise involving the Town.

Under the Rules of Professional Conduct, we will also be required to disclose this limited representation of the Town to any potential client who seeks our counsel and they will make their own determination as to whether they wish to proceed, knowing of our limited role in this matter.

Should you have any questions regarding the foregoing, please do not hesitate to contact me. Also, you should not hesitate to consult with the Town's general counsel with respect to this aspect of our engagement.

YOUR RIGHTS

As we work on your matters, we will keep you advised of their progress by forwarding to you copies of all correspondence. Please feel free to call at any time to inquire as to the status of any matter.

If at any time you become dissatisfied with our handling of your matters, you should not hesitate to tell me immediately so we can discuss and resolve the problem. It is essential to your representation that we maintain a good relationship throughout. You may terminate our representation at any time. In the event of termination, you will be responsible for payment of any fees earned or expenses incurred. We may terminate this representation only as permitted or required by law and regulations. Failure to pay fees or expenses or make deposits when due, will be cause for such termination.

At the conclusion of this matter, you will be given an opportunity to request the return of any original documents related to your case. However, we are obligated to retain certain matters for up to twenty (20) years. If you do not request that these documents be sent to you, they will be stored with your closed file. Although this Firm will not keep your closed file permanently, we will store it for as long as is necessary to protect your foreseeable interest. We will be certain to maintain confidentiality throughout our entire involvement with this matter including the storage and eventual destruction of your file.

Concerning electronic communications, attorneys and legal staff will make their best efforts to ensure that all substantive electronic communications pertinent to client representation are printed out and placed in the clients paper file. Some electronic communications, however, particularly those of transitory or inconsequential nature, may be electronically deleted from our active e-mail system. By signing this agreement, you acknowledge that you have been apprised

Town of Exeter
page 4
September 22, 2015

of the firm's electronic communications policy and that electronic communications that no longer exist in the Firm's active computer database will not be retrievable.

YOUR RESPONSIBILITIES

To achieve the best possible representation, you will need to cooperate with us fully and provide us with all the information we need to assist you. So that we may maintain continuous contact with you throughout the representation, please notify us immediately if there is any change in your address or telephone number.

It is important that we make our fee arrangements clear to you. As we discussed, legal fees for lawyers will be between the rates of One Hundred Seventy-Five to One Hundred Ninety Five Dollars (\$175 - \$195) per hour, and One Hundred Five Dollars (\$105) per hour for paralegals (see attached schedule). These rates may be adjusted annually, on January 1st of each year, to ensure comparability with our standard, new client billing rates for similar work.

We will provide you with itemized statements on a monthly basis. In addition to paying our legal services, it is agreed that you will reimburse the Firm for all costs and expenses incurred in your case. This includes, if applicable, sheriff's service fees, investigative fees, Court filing fees, special postage fees such as certified mail or large mailings, mileage (\$.58/mile), large photocopying projects, on-line electronic research, and any other similar out-of-pocket expenses. Furthermore, outside paralegal services at a stated hourly rate or project rate for title searches and similar projects.

It is also agreed that fees for legal services and expenses will be paid promptly upon presentation of statements, unless other mutually satisfactory arrangements have been made with us. Unless waived by us, a finance charge of 1.5 percent per month (18 percent annual percentage rate) may be imposed on any balance not paid within thirty (30) days of billing. For your convenience, please be aware that we accept MasterCard, Visa and Discover.

Should our Firm be disengaged by you before conclusion of any matter, or should you be unable to make timely payment of our statements, we shall retain a lien on any sums on deposit with the Firm (including trust deposits), for attorney's fees and for all costs and expenses incurred. You also agree to pay us all attorneys' fees and costs incurred if we are required to undertake collection of any sum you owe us.

While this agreement is intended to prevent any confusion of the terms of my representation, should a fee dispute arise you are agreeing, pursuant to this paragraph, to submit any fee dispute between us to Fee Dispute Arbitration with the New Hampshire Bar Association. You understand that you have the right to use other court forums to address fee disputes, but we are both agreeable to compromising those rights to submit to binding arbitration. Any decision

Town of Exeter
page 5
September 22, 2015

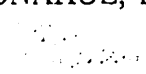
made by the arbitration panel, whether for you or us, will be final and non-appealable. It has the same effect and enforceability as if rendered by a court of law. The New Hampshire Bar Association selects the panel from among a list of volunteers who have agreed to hear fee disputes. There are no costs associated with the panelists. You are encouraged to seek independent legal counsel on this issue before agreeing to this provision.

If you have any questions about any of the foregoing, please do not hesitate to call to discuss them or to consult with independent counsel. If the terms of this letter are acceptable to you, please sign the enclosed additional copy and return it to us in the self-addressed stamped envelope provided.

We look forward to representing you. While we cannot guarantee success in all cases, I want to personally assure you that our Firm will use its best efforts on your behalf. Once again, thank you for choosing our Firm.

Sincerely,

DONAHUE, TUCKER & CIANDELLA, PLLC


Katherine B. Miller
kmiller@dtclawyers.com

Enclosures

cc: Robert D. Ciandella, Esquire

The undersigned hereby accepts and agrees to the terms and conditions disclosed in the foregoing Representation Agreement.

TOWN OF EXETER
BOARD OF SELECTMEN

Date: _____

By: _____
Julie Gilman, Chair
Duly Authorized

Town of Exeter
page 6
September 22, 2015

Katherine B. Miller	\$195.00	PRIMARY ATTORNEY
Robert D. Ciandella	\$195.00	PARTNER
Justin L. Pasay	\$175.00	ASSOCIATE
Lisa Hayes	\$105.00	PARALEGAL

List for Selectmen's meeting October 19, 2015

Jeopardy Warrant

<u>Map/Lot</u>	<u>Location</u>	<u>Amount</u>
104/79/611	611 Canterbury Drive	112.06

List for Selectmen's meeting Oct 19,2015

Water / Sewer Department Abatement's

Approval suggestion

<u>Name</u>	<u>Location</u>	<u>Amount</u>
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Disapproval suggestion

<u>Name</u>	<u>Location</u>	<u>Amount</u>
Sheila & Eileen Roy	3 Salem St.(revised memo)	\$553.18
Laurie Stewart / Barry Stewart	1 Ridgewood Terr.	\$768.05
Richard Eldor	4 Liberty Ln.	\$530.57

Memo

Date: October 14, 2015

To: Board of Selectman

From: DPW

RE: 3 Salem St. clarification per BOS meeting 10/5/15

Ms. Roy left a voicemail message on 9/4/15 about a wide array of issues on her property. In her message she mentioned that she had had a leak in her home around March 2015. When the W/S Utilities Clerk spoke with Ms. Roy, she told Ms. Roy that she would mail an abatement form to her. The clerk then put Ms. Roy in contact with Mr. Jeffers about her sump pumps and other drainage issues.

The Water/Sewer Department did not do a leak check or data download from the meter, as more than 4 months had passed since the meter had been read. The water meters only hold 96 days of data on them. Water on the outside of the basement seems to be leaking into the dwelling. If this water is not coming from the house service line, then the water is not being registered through the meter. This incoming water is not the cause of the increased usage. The usage for the bill in question is 23,530 gallons, which is 4,760 gallons more than the usage for the same quarter in 2014. If Ms. Roy had contacted us after receiving her 4/29/15 bill we would have scheduled a time for us to do a leak check and a data download. We also did not receive proof of the repair.

DPW does not recommend abatement due to: #1.) Selectman's Policy 08-30 Line #1 partially states "In order to qualify for abatement, a customer's excess consumption must exceed the greatest of 100% or 35,000 gallons above their normal average consumption. The customer must also prove that the deficiency responsible for leakage has been repaired or corrected", #2) Selectman's Policy 08-30 Line #3 states "In the event that a customer cannot determine the source or cause of the abnormally high consumption, the customer is required to hire a private licensed plumber to assist the customer in trying to determine said source or cause. If the plumber is unable to determine the source or cause of the abnormally high consumption, the Town can only speculate that the customer has located and repaired or corrected said source. If the customer claims that said source never existed, the Town shall test the meter and make an adjustment to the bill in accordance with NHPUC requirements for meters found to be over-recording. If the meter test reveals an accurate or under-recording meter, the customer shall be held responsible for the entire bill plus the cost of meter testing and shipping/handling.

Town of Exeter
Water/Sewer Abatement Request & Receipt Form

Please Print:

Full Name: Richard Eldor
Mailing Address: 4 Liberty Lane
Exeter, NH 03833
Service/Property Address: Same as above

Today's Date: 4/2/15
Account Number: 212102746
Route Number: _____
Phone Number: 580 - 5358

Utility Abatement Requested for: Water _____ Sewer X Water & Sewer _____
Date of Bill: 3/31/15 Billing Period from 12/17/14 to 3/18/15 Amount of Bill: \$530.57

Owner's reason for the abatement request (Please be as specific as possible): *Outdoor faucet started leaking while we were away from Jan 7, 2015 to Feb 23, 2015. I propose amending the sewer consumption to the previous bills average of 291 gallons per day for the 44 days we were home during the billing period. Please see attached sheet.*

Richard Eldor
Signature of Applicant

4/2/15
Date

Do not write below this line

Receipt Portion

Reviewed by: Matthew Berube Date of Review: 5/5/15
Comments: _____

Dept. of Public Works Recommendation: X Disapprove Approve
W/S Advisory Committee Recommendation: Disapprove Approve
Board of Selectmen Recommendation: Disapprove Approve

Abatement Amount: \$ _____

New bill total: \$ _____

BOS Approval/Disapproval Signature: _____ Date: _____

BOS Approval/Disapproval Signature: _____ Date: _____

BOS Approval/Disapproval Signature: _____ Date: _____

BOS Approval/Disapproval Signature: _____ Date: _____

BOS Approval/Disapproval Signature: _____ Date: _____

Memo

Date: May 5, 2015

To: Russell Dean; Doreen Ravell

From: Michael Jeffers *mj*

RE: 4 Liberty Lane water & sewer bill (Abatement Request 4/2/15)

We received a request in April 2015, in reference to 4 Liberty Lane for high water and sewer usage on the water and sewer bill. The Town of Exeter did not perform a leak check at this time, or download any data from the meter. We do not recommend abatement. To grant abatement, the problem of excessive usage requires not only identifying the problem but also the documented correction of the problem. The next step would be to remove the old meter for testing (per customer request), and install a new meter. *Please note that tested older meters typically read lower than actual usage, a new meter more accurately records usage meaning water bills increase slightly.*

To grant abatement, the problem of excessive usage requires not only identifying the problem but also the documented correction of the problem. The intent of Selectmen's Policy 08-30 is to establish a one-time abatement, during any ten-year period, for up to half of the excess water consumption above normal consumption, due to an accidental, unpreventable water release. Selectmen's Policy 08-30 Line #1 partially states "In order to qualify for abatement, a customer's excess consumption must exceed the greater of 100% or 35,000 gallons above their normal average consumption. The customer must also prove that the deficiency responsible for leakage has been repaired or corrected", which the customer does not meet the criteria but has provided proof of the repair or correction. DPW does not recommend abatement due to *Selectmen's Policy 08-30 line #4* which states that in the event the source or cause of the abnormally high consumption is related to a leak due to customer negligence such as the failure to maintain internal (private) plumbing fixtures in good repair and/or protect plumbing from freezing, the customer shall be held responsible for the entire bill.

Town of Exeter



Water/Sewer Abatement Request Form

Please Print:

Full Name: Richard Elder
Mailing Address: 4 Liberty Ln Exeter NH 03833
Service/Property Address: 4 Liberty Ln Exeter NH 03833

Today's Date: April 2, 2015
Account Number: 212102746
Route Number:
Phone Number:

Utility Abatement Requested for: Water Sewer X Water & Sewer
Date of Bill: 3/31/2015 Billing Period from 12/17/14 to 3/18/15 Amount of Bill: \$ 530.57

Owner's reason for the abatement request (Please be as specific as possible): Outdoor Faucet started leaking while we were away from Jan 7, 2015 to Feb 23, 2015. I propose amending the sewer consumption to the previous bills average of 291 gal per day for the 44 days we were home during the billing period. Please see attached sheet.

Richard Elder
Signature of Applicant

April 2, 2015
Date

Signature of Billing Office Date
Do not write below this line

Reviewed by: Date of Review:
Comments:

Total Usage= gallons
-Q -year Average- (+ +) / = gallons
Excess above average- gallons
Half of Excess gets abated- gallons

Due
Remaining excess- gal -yr average- gal Billable usage- gal
Tier 1-- rates Tier 3-- rates
water gal * \$ /1000 gal = \$ water gal * \$ /1000 gal = \$
sewer gal * \$ /1000 gal = \$ sewer gal * \$ /1000 gal = \$
Tier 2--rates
water gal * \$ /1000 gal = \$
sewer gal * \$ /1000 gal = \$
Total due=

Recommendation: Disapprove Approve Amount: \$

Approval/Disapproval Signature: Date:

If you disagree with the decision of the Department of Public Works & the Finance Department, you may appeal to the Town of Exeter Board of Selectmen. If you wish to appeal, please sign below and return this form to the Finance Department at 10 Front Street.

Signature of Applicant Date

Home vs Away

	Date	
Left for Florida	1/7/2015	
Returned from Florida	2/23/2015	
Total days away	47	
Total days home	44	
Previous Bill usage		291 gallon per day
Estimated sewer while here	291*44	12804 gallon

Proposed

Water Consumption		44840 gallon	
Water Service Fee			\$28.00
Tier 1 @ \$5.720/1000gal			\$171.60
Tier 2 @ \$6.2100/1000gal			\$92.16
Sewer Consumption	291 * 44	12804 gallon	
Sewer Service fee			\$28.00
Tier 1@4.44 /1000gal			\$56.85
Proposed Total			\$376.61

Run: 10/15/15 8:21AM

Meter History

Page: 1

Start Date

Town of Exeter

PrintMeterHist

End Date 12/31/2099

Name: ELDER RICHARD

Acct#: 000212102746

Loc: 4 LIBERTY LANE

Meter# 1833033546

Read Date	Prev Read	Reading	Usage	Est
9/16/2015	254,360	281,600	27,240	N
6/16/2015	228,610	254,360	25,750	N
3/18/2015	183,770	228,610	44,840	N
12/17/2014	157,330	183,770	26,440	N
9/17/2014	132,070	157,330	25,260	N
6/18/2014	108,570	132,070	23,500	N
3/18/2014	103,550	108,570	5,020	N
12/19/2013	82,170	103,550	21,380	N
9/23/2013	63,630	82,170	18,540	N
6/18/2013	46,310	63,630	17,320	N
3/18/2013	36,880	46,310	9,430	N
12/14/2012	19,910	36,880	16,970	N
9/11/2012	4,120	19,910	15,790	N
6/11/2012	0	4,120	4,120	
		Meter Total:	281,600	
		Acct Total	281,600	



**TOWN OF EXETER
WATER AND SEWER COLLECTION**

10 FRONT STREET
EXETER, NH 03833-2792
For Billing Questions: (603)773-6157 7:00am -3:00 pm
EMAIL: watersewerbilling@exeternh.gov

**FOR PAYMENT QUESTIONS
(603) 773-6108**

8:15 AM - 4:00 PM

253 1 AV 0.378 P:253 / T:1 / S:



ELDER RICHARD
4 LIBERTY LN
EXETER NH 03833-4314

Note to Residents:
NEW 2012 WATER & SEWER RATES EFFECTIVE AS OF APRIL 2012

Water

Tier 1: \$5.72 per 1,000 gallons of use up to 29,999.
Tier 2: \$6.21 per 1,000 gallons of use 30,000 to 194,999.
Tier 3: \$6.67 per 1,000 gallons of use 195,000 and above.
Service Fee: \$28.00 per quarter (no change).

Sewer

Tier 1: \$4.44 per 1,000 gallons of use up to 29,999.
Tier 2: \$5.23 per 1,000 gallons of use 30,000 to 194,999.
Tier 3: \$5.62 per 1,000 gallons of use 195,000 and above.
Service Fee: \$28.00 per quarter (no change).

BILL DETAILS 91 Days of Water Usage Previous Read Date: 12/17/2014 - Read Date: 03/18/2015

ACCOUNT NO	BILLING PERIOD	BILLING CYCLE	METER READINGS PREVIOUS	METER READINGS PRESENT	USAGE
212102746	12/17/2014 - 03/18/2015	Quarterly	183770	228610	44840

Your average daily use was 492.75 gallons
BILL DATE:
03/31/2015

BILLED TO:

WATER CONSUMPTION	5.720	\$	171.59
WATER CONSUMPTION	6.210	\$	92.16
WATER SERVICE FEE		\$	28.00
SEWER CONSUMPTION	4.440	\$	133.20
SEWER CONSUMPTION	5.230	\$	77.62
SEWER SERVICE FEE		\$	28.00

SERVICE ADDRESS:
4 LIBERTY LANE

Last Payment: \$324.63 made 01/26/2015

TOTAL CURRENT CHARGES	\$	530.57
PREVIOUS BALANCE	\$	0.00

**12% ANNUAL INTEREST CHARGED
IF NOT PAID BY DUE DATE.**

TOTAL AMOUNT DUE \$ 530.57

OWNER is liable for all water bills even if not received & OWNER is responsible for preventing service pipes & meter from freezing during cold weather.
All water passing through meter will be charged, whether used, wasted, irrigation system malfunction or lost by leakage.
If we are unable to gain access to meter, or if meter is not working properly, an estimated bill will be mailed.
FAILURE to make payment may result in disconnection of service.

PLEASE SEPARATE REMITTANCE STUB AT THIS PERFORATION AND RETURN WITH PAYMENT



**TOWN OF EXETER
WATER AND SEWER COLLECTION**
10 FRONT STREET
EXETER, NH 03833-2792

REMITTANCE STUB

SERVICE LOC: 4 LIBERTY LANE
BILL#: 104686
ACCOUNT NO.: 212102746
AMOUNT DUE BY 04/30/2015 : \$530.57

MAKE CHECKS PAYABLE TO: TOWN OF EXETER
Please include your account number on your check.

AMOUNT ENCLOSED

\$

CHECK HERE FOR ADDRESS CHANGES AND COMPLETE REVERSE SIDE.

ELDER RICHARD
4 LIBERTY LANE
EXETER, NH 03833



TOWN OF EXETER
WATER AND SEWER COLLECTION
PO BOX 9520
MANCHESTER NH 03108-9520



Application for Use of Town Facility

Forms can be mailed: Town of Exeter, 10 Front Street, Exeter, NH 03833

Faxed #: 603-772-4709 or emailed: sriffle@exeternh.gov

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

Signboard Requested: Poster Board Week: 10-3 to 10-9-16 Plywood Board Week: _____

Representative Information:

Name: Evelyn Orr Address: 277 Water St Apt. 214
Town/State/Zip: Exeter NH 03833 Phone: 778-1287
Email: evelynorr@hotmail.com Date of Application: 10/8/15

Organization Information:

Name: Exeter Women's Club Address: _____
Town/State/Zip: _____ Phone: _____

Reservation Information:

Type of Event/Meeting: Antique Appraisals Date: 10/9/16
Times of Event: 11:00am - 5 PM Times needed for set-up/clean-up: _____
of tables: 2 # of chairs: 25 Will food/beverages be served? No

List Town equipment you request to use: _____

Comments: _____

Requirements:

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

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

Rental Fee: For Town Hall use there is a fee of \$75.00 per day, a payment of \$250 may be required for use of main floor and stage for more than a single day. You may request a waiver of the rental fee in writing.

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

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

Applicant signature: Evelyn Orr Date: 10/8/15

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

Office Use Only:

Liability Insurance: On file In process Will receive by _____

Fee Paid Amount: _____ Number of permits:



Application for Use of Town Facility

Forms can be mailed: Town of Exeter, 10 Front Street, Exeter, NH 03833

Faxed #: 603-772-4709 or emailed: sriffle@exeternh.gov

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

Signboard Requested: Poster Board Week: 11-14 + 11-20-14 Plywood Board Week: _____

Representative Information:

Name: Evelyn Orr Address: 277 Water St # 214

Town/State/Zip: Exeter NH 03833 Phone: 778-1287

Email: evelynorr@hotmail.com Date of Application: 10/8/15

Organization Information:

Name: Exeter Women's Club Address: _____

Town/State/Zip: _____ Phone: _____

Reservation Information:

Type of Event/Meeting: Asian Silk & Silver Sale Date: Nov. 20, 2016

Times of Event: 10 AM - 5 PM Times needed for set-up/clean-up: 8 AM - 5 PM

of tables: 5 # of chairs: 0 Will food/beverages be served? NO

List Town equipment you request to use: _____

Comments: _____

Requirements:

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

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

Applicant signature: Evelyn Orr Date: 10/8/15

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

Office Use Only: _____

Liability Insurance: On file In-process Will receive by _____

Fee Paid Amount By _____ Received by _____

Town Manager Updates

Submitted by: Russell Dean, Town Manager

Week Ending: October 16th, 2015

Updates

- The Transfer Station is now operating on winter hours through December 15th. Tuesday 9-2:30 p.m., Thursday 1-4, Saturdays 8-2:30 p.m. and Sundays Noon to 4.
- Kyrra Robicheau completed a video on water flushing with Water/Sewer Manager Mike Jeffers. This is being played over channels 22, 98 and youtube.
- Parks/Recreation Pumpkin Carving at the Senior Center, October 20th at 3:30 p.m..
- October 21st is our "all day" budget recommendations committee meeting here at the Town Offices.
- October 21st seminar hosted by Exeter Transition Town at the Library regarding "how to save on winter heating bills."
- Halloween Parade is Friday October 30th at the Swasey Parkway. Trick or Treat will be Saturday October 31st from 4 p.m. to 7:00 p.m..
- Leaf pickup is the week of November 16th.

- We are expecting the tax rate to be set soon – perhaps this week. Once the rate is set by DRA bills will be mailed about 2 weeks later.

- Attended a health trust board meeting on Friday, October 16th. Rates were set for the January pool at an 8.15% increase. Exeter is rated individually and we will get our rates within a few days.

- Doing further work and research on the cemetery trustees issues.

- Coordinating the first meeting of the housing committee which is tentatively scheduled for October 23rd.

- The town was approached by a company called Liberty Livery who is interested in participating in the taxi ticket program via Parks/Recreation. The Transportation Committee has been asked to review the company and we are doing research.

- EOC Training/Seabrook Drill training on October 21st.
- Ambulance recommendation delayed until November 2nd.
- URS report on the Exeter Sportsmens Club scheduled for discussion November 2nd.

Other

- TTHM Report has been filed with NHDES on behalf of the Town by Weston and Sampson.

Capital Project Updates

- Lincoln/Daniel/Tremont Street water/sewer lines – Awarded on September 21st. Public meeting October 7th. Project commences October 19th.
- Kingston Road Shoulder Widening – RFQs were received from 7 design firms. Shortlist of 3 firms has been done and scheduled interviews begin on 10/28.
- String Bridge – Cairns completed deck pours week of October 5th, approach slab pours done the week of October 12th. Project completion scheduled 2nd week of November.
- Great Dam – VHB to appear before BOS on 10/19 regarding Section 106 MOA.
- Groundwater Treatment Plant – Stadium Well anticipate substantial completion by December 2015. NHDES has granted one year extension of original November 1st completion date.
- Street Sweeper approved by governor/council and new street sweeper can begin use.
- Squamscott River dredging – Unutil has hired Charter to dredge contaminated soils adjacent to Swasey Parkway (near bandstand) and barge to the WWTF site.

Public Works - Maintenance

1. Boiler project demolition at the public safety complex is complete
2. Town Offices Wiring Project – Work is substantially complete.

Other

1. Receive and Review Monthly Department Reports
2. New Hire(s) –None
3. Promotions – None
4. Retirements/Resignations – None

Upcoming Calendar

1. Budcom All Day Meeting – October 21st
2. BOS Regular Meeting – November 2nd



EXETER PUBLIC WORKS DEPARTMENT

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

October 15, 2015

United States Environmental Protection Agency
Region I – New England
5 Post Office Square – Suite 100
Boston, MA 02109-3912
Attn: Joy Hilton, Water Technical Unit (Mail Code: OES04-3)

Re: Quarterly Progress Report for the third quarter of 2015; July 1, 2015 to September 30, 2015, per Administrative Order Docket # 010-024, Town of Exeter.

Dear Ms. Joy Hilton:

This report is for the calendar quarter ending September 30, 2015. This report details efforts taken to reduce, and ultimately prevent, Combined Sewer Overflow (CSOs) and Sanitary Sewer Overflows (SSOs) in the Town of Exeter.

Combined Sewer Overflow (CSOs) this quarter: None

Sanitary Sewer Overflows (SSOs) this quarter: None

The following Planning and Operation & Maintenance activities were undertaken during this second quarter, 2015, reporting period:

- **Five Year Cycle of Sewer Cleaning and CCTV Inspections to date ending this Quarter:**
To date this year there has been 20,135 feet/3.8 miles of cleaning (high pressure jetting) followed by CCTV-NASSCO (National Association of Sewer Service Companies) inspection on lines not previously cleaned/inspected within the last 5 year cycle (street list & distances attached). Work will resume in the fourth quarter upon completion of fall water main flushing. On June 11, 2015 the sewer inspection van and camera were upgraded by Bahr Sales, Inc., Wallingford, CT with a NASSCO software module loaded in to a new Granite laptop computer. Also, a new "Lite Stick" manhole inspection camera was purchased concurrently with the rebuilt wheeled pipe camera. The three NASSCO certified inspectors (certified May 1st) utilized the new manhole camera to find three very poor

manhole bottoms (inverts) requiring rebuilding. This work planned for the fourth quarter of 2015.

Regularly Scheduled Repeat Quarterly “High Maintenance” Cleaning (jetting)

Activities: In the fourth quarter the second semi-annual 8,510 linear feet (LF) of “high maintenance” areas will be cleaned. This includes the town’s two Squamscott River 8” siphons. were also cleaned (jetted) using the Town’s jet/vactor truck (field notes attached). Other CMOM fourth quarter semi-annual cleaning/inspection tasks to include the WWTP grit removal system and lagoon #1 main inlet, the Water Street main pumping station wet well/inlet interceptor and Webster Avenue lift station.

- **Sewer User Ordinance (SUO) Enforcement and Private Sewer CMOM Education & Outreach Program:** During this third quarter the mail reply deadline was extended for the May 20th mass mailing of private I&I educational fliers, policy/introductory letters and a return mail homeowner compliance response questionnaire. Underwood Engineering had received many response letters requesting Town DPW staff to provide on-site inspections as requested by the building owners.
- The Pine Meadows Condominium Association requested CMOM training and an inspection of its private collection system. This was done on September 25th with the association’s board of directors. All residents received a copy of the NHDES flier “What’s Flushable”. The association also retained a private sewer service company (*m2 facility solutions*) to CCTV the collection system.
- **Improvements in Sewer Mapping Updates and “as built” Digitizing:** The Town has completed updating its collection system mapping and geographical information systems (GIS) as required for the June 30th, 2015 deadline. The Pine Meadows Condominium Association provided collection system maps to the Town. The Town will continue to work with collection system owners and/or consultants to attempt full mapping as time and budget allow.
- **Capital Improvement Projects, Measures and Programs Implemented or Planned by the Town and/or Private Collection systems in 2014 to Resolve CMOM Deficiencies:**
- **277 Water Street, Main Lift Station Upgrade:** As reported in the second quarter a contractual agreement with Wright-Pierce Engineering titled “*Engineering Design Phase Contract for Professional Services for Treatment Works*” at \$3,211,300, was signed on April 7th. Currently at 30% design, a capacity of 9.0 MGD, one new additional 16” force main and a fourth pump (versus current 3) is planned. All pumps will be new. Peak flow may be 11 MGD.

- **Lincoln Street Water & Sewer Project:** This capital improvement project is primarily a water project. However, the sewer component includes the replacement of 250 linear feet of sewer pipe and two manholes. The sewer improvements will occur in spring/summer 2016 following new water main completion. CMA Engineering is the design consultant.
- **Court Street Lift Station Upgrades & Maintenance:** This station is located downstream of the Linden Street portion of the Town's collection system-this section of the system has historically experienced many SSOs. During the second quarter the last of the three 20 horsepower lift pumps (#1) was rebuilt and reinstalled. A new second sewage grinder was purchased and will be installed in the fourth quarter in conjunction with new a ventilation system, lighting and electrical wiring. Ewing Electric Inc. is the electrical contractor and Palmer & Sicard for ventilation.
- **Upgrade/Replacement of Lift Station Programmable Logic Controllers (PLCs):** Five of the Town's ten lift stations have had their ten year old *Modicon* programmable logic controllers (PLCs) replaced with new *Allen-Bradley* units to date. PLCs are the "brains" of the pump stations and control all functions and provide alarms. The older *Modicon* units have a battery powered back-up memory which is more prone to lose memory versus modern solid state memory units. Also, *Modicon* programming is proprietary and a delay in service is experienced as an outside vendor for service must be used. The Town previously procured Allen-Bradley PLC software and can correct programming problems without delay. The remaining five stations are currently in budget deliberations for FY 2016 to receive this control system upgrade.
- **Continued Infiltration & Inflow Investigations & Corrections:** Underwood Engineers were again contracted ("*CSO LTCP Engineering Assistance*" @ \$54,400) for continued investigation for sources of I&I and in rechecking suspected sources listed in previous reports from Camp, Dresser and McKee. *Flow Assessment Services, LLC* was the Underwood subcontractor. A formal full report for the year's results will be included with the 2016 Annual CMOM Implementation Report due January 31st, 2016. In August of this third quarter the *Phillips Exeter Academy* campus buildings that were not visited, or listed as "inconclusive" last summer, were completed. The Water Street commercial district was also smoke/dye tested and inspected for sump pumps (map attached). A number of roof leaders and sump pumps were discovered.
- **Sewer Manhole Repairs Completed:** There were not any manhole repairs/replacements during this second quarter. However, as noted above, by use of the Town's new "Lite Stick" camera, three manholes were identified (SMH 834, 1386 and 663) for immediate invert rebuilding. This is planned for the fourth quarter of 2015, maps are attached with this report.

Please call if you have any questions or need any additional information.

Sincerely,

A handwritten signature in cursive script that reads "Michael Jeffers".

Michael Jeffers
Water & Sewer Managing Engineer
Town of Exeter, New Hampshire

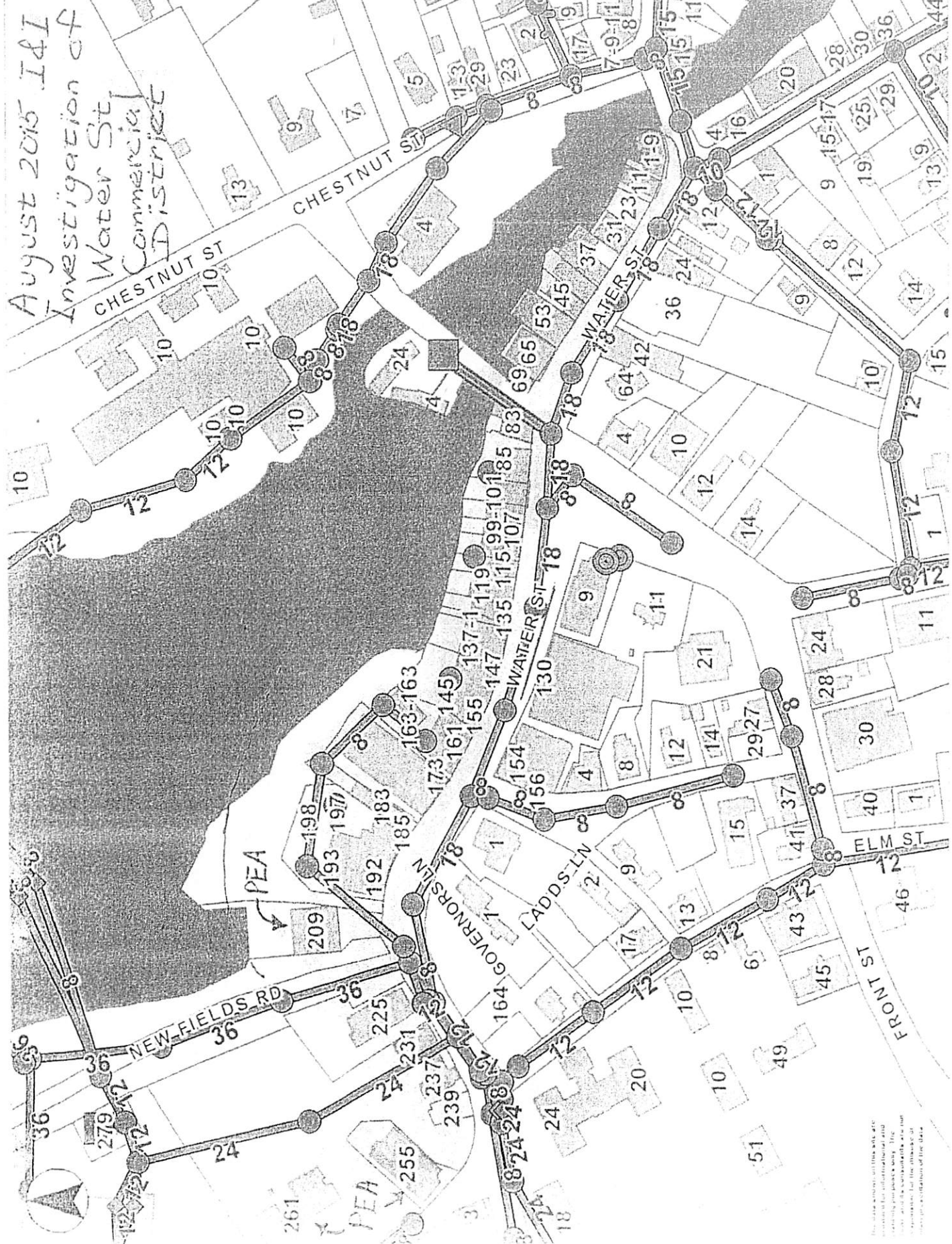
cc. Tracy Wood, P.E., NHDES Wastewater Engineering Bureau
Russell Dean, Town Manager
Jennifer Perry, DPW Director
Paul Vlasich, P.E., Town Engineer
Michael Jeffers, Water & Sewer Managing Engineer
Steve Dalton, Senior Operator

*Town of Exeter, NH; 5 year CCTV/ Jet Cleaning
as reported 3rd quarter, 2015.*

2015 Sewer Line Jetting and Televising Street	Footage
Problem areas / Two Rounds	
Lincoln street	2113
Tremont Street	437
Daniel Street	155
Dartmouth Street	529
Harvard Street	500
Rockingham Street	971
Winter Street	2960
Front Street	1320
Linden Street	1217
Spruce Street	1114
Spruce Court	351
P.E.A X-Country	2363
Franklin Street	558
South Street	707
Browns Court	313
River Street	786
River Street Extention	261
Elm Street	882
Elliot Street	1067
Grove Street	868
Hilliard Circle	327
Grove Court	336
Total as of 10-7-2015	20135
Inverts to be repaired SMH 834, 1386, 663	



- Wastewater Structures
- ZZA Cap
- ZZB Clean Out
- ZZC Direction
- ZZD Grease Trap
- ZZE Other
- ZZF Pump Station
- ZZG Septic Tank
- ZZH Temporary
- ZZI Wastewater Pipes
- ZZJ Forced Main
- ZZK Sewer Pigeas
- ZZL Parcels
- NH Highways
- US Interstate
- US Highway
- State Highway
- Town Boundary
- Abutting Towns
- Streets
- Misc Streams
- Parcel Streams
- Open Water
- Buildings



August 2015 I&I
Investigation of
Water St
Commercial
District

This data was prepared by the City of Exeter, New Hampshire, and is provided for informational and planning purposes only. The City of Exeter and its consultants are not responsible for the accuracy or completeness of the data.



- Wastewater Structures
- Cap
 - Clean Out
 - Deflection
 - Grass Trap
 - Manhole
 - Other
 - Pump Station
 - Septic Tank
 - Temporary
 - Water Meters
 - Water Poles
 - Sewer Poles
 - Pavement
 - Highways
 - Interstate
 - US Highway
 - State Highway
 - Town Boundary
 - Abutting Towns
 - Streets
 - Major Streets
 - Parcel Streams
 - Open Water
 - Buildings



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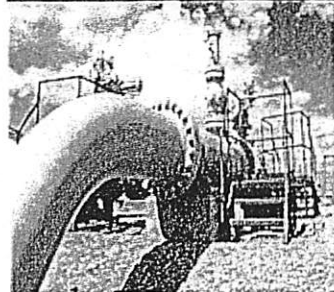
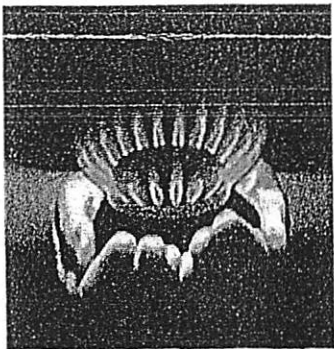
You're invited!

Unitil's NH Service Territory
Gas Emergency Response & Preparedness
Annual Breakfast Meeting

November 13th, 2015

Portsmouth Courtyard by Marriot, 1000 Market St. Portsmouth NH

Details



Who: State of NH and Unitil NH gas service territory
Police, Fire, Emergency Management,
Municipal and Elected Officials

What: Unitil's 2015 Gas Emergency Response &
Preparedness Meeting

When: Friday, November 13th, 2015

Where: Portsmouth Courtyard by Marriot, 1000
Market St. Portsmouth, NH 03801

Time: 8:00 AM to 10:00 AM. Please arrive by 7:30
for registration. Buffet will be served at 7:45
AM with the meeting starting promptly at
8:00 AM.

Featuring: Important updates on Unitil's gas system
initiatives and reliability, emergency plans
and procedures, and safety.

RSVP: Please RSVP to Ms. Kumiko Shortill, Sr. Admin
Asst. by Nov. 13th

• shortillk@unitil.com or (603) 773-6474

We look forward to seeing you!



Richard Francozio

Director, Business Continuity & Compliance
Unitil Corporation

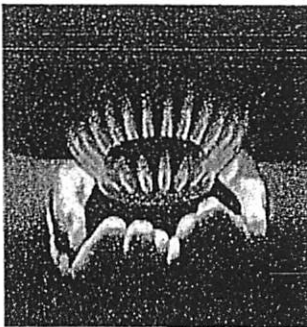
Unitil's NH Service Territory Gas Emergency Response & Preparedness Annual Breakfast Meeting

**Including information on system replacements, inspections, and buried meters!*

November 13th, 2015

Portsmouth Courtyard by Marriot, 1000 Market St. Portsmouth NH

AGENDA

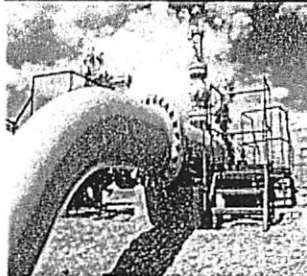


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8:05-8:15 AM  Welcome & Opening remarks

- ◆ Mr. John DiNapoli, Manager, Municipal & Community Services



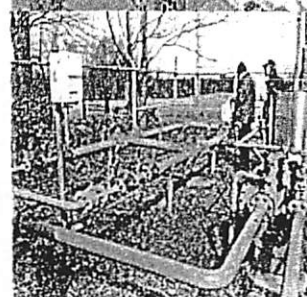
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9:00-9:15 AM  Q & A Session - Closing remarks

Thank you for attending!

Town
of
Exeter



Sheri Riffle <sriffle@exeternh.gov>

Fwd: a little assistance for you all... AWS New Local Data initiatives and OpenGov. ..would help with issues

1 message

Julie Gilman <jgilman@exeternh.gov>
To: Sheri Riffle <sriffle@exeternh.gov>

Fri, Oct 16, 2015 at 9:10 AM

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

From: Davidlee <dwillson@gmail.com>

Date: Thu, Oct 15, 2015 at 2:42 PM

Subject: Re: a little assistance for you all... AWS New Local Data initiatives and OpenGov. ..would help with issues

To: dclement@exeternh.gov, jgilman@exeternh.gov, asurman@exeternh.gov

P.S. I know (personally) the founders (or chief officers) of all of these companies. I would be happy to inquire need be if you all had questions.

On Thu, Oct 15, 2015 at 2:40 PM, Davidlee <dwillson@gmail.com> wrote:
Don, Julie and Anne,

Just trying to be helpful on an issue I think you all are facing..

Some (hopefully) helpful links to some of the new innovations that I happen to have had access to or knowledge of because of my work (that is focused on data and government). ...I think you all may want to take a look at familiarize yourselves with. I think these could help with some of the challenges the town is facing.

<https://aws.amazon.com/stateandlocal/cityonacloud/map/>

<http://opengov.com/>

<https://slack.com/>

I just wanted to pass the few links on to you all. If you didn't know...my day job in interactive production... works with a lot of technology innovation... ..specifically with AWS, organizational software and browsers.

I thought it might help you all to be aware of some of these. To me... Exeter's central struggles with government has less to do with a change to the government structure and much more an information and data management/access/transparency issue.

I think you all may want to look at these links.

The AWS link. Amazon Web Services has launched a bunch of initiatives to organize data and innovation of that data for small towns and cities. It would remove some of the guess work and opinion (and may save quite a bit of money on outside data studies). They are now running competitions that anyone can look at where towns are using the cloud to disperse, give access to, collect, analyze and organize data. From votes, to budgets, from traffic patterns to dates. The AI (artificial intelligence they are using will soon do much more).

Opengov is site that also collects mostly financial data for transparency. I know the team behind it. They just got an additional 25 million to expand that site into including relational data between peoples. They also will be working to allow all committees, boards, personnel to not only have access to the numbers and tracking of

town budgets but meetings, conversations and records.

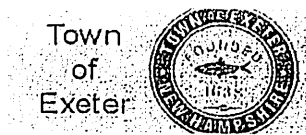
Slack is now the fastest growing organizational messaging app out there. Most of the large technology companies are using it (even when they have their own) It's a messaging app launched that helps organize groups. Group communication across sets and subsets... very much like the town has. It also will work with the other two links I sent where data from AWS and OpenGov can be shared, accessed, socially worked on via someone's phone or tablet from any locale.

I believe 90% of what challenges the town right now. Delays. Disjointed plans. Would be addressed by these. They are not complicated user interfaces. They are intuitive once they are set up.

It is 2015... and these are not costly... slack is free. I also believe the AWS service has a testing promotional level... but even the data services SAAS stuff should be minimal.

Hope I am adding something to the discussion here.

Sincerely DL (Davidlle Willson, 7 Millstream Dr. Exeter, NH)



Sheri Riffle <sriffle@exeternh.gov>

Re: Planner Recruitment

1 message

Julie Gilman <jgilman@exeternh.gov>

Fri, Oct 16, 2015 at 9:39 AM

To: michael dawley <dawleymj@gmail.com>

Cc: Anne Surman <annesurman3@gmail.com>, Don Clement <dclement43@comcast.net>, Sheri Riffle <sriffle@exeternh.gov>, Russ Dean <rdean@exeternh.gov>, Nancy Belanger <nbelanger@exeternh.gov>, Daniel Chartrand <dchartrand@exeternh.gov>

Mike,

Thanks for volunteering on this matter.

A majority of the Board has expressed to me their desire to be an active part in this process.

The advertisement and interview process has been made an agenda item for Monday including the scheduling of final selection.

Julie

On Wed, Oct 14, 2015 at 11:25 AM, michael dawley <dawleymj@gmail.com> wrote:

Dear DIRECT supervisors of Russell Dean:

URGENT: The computer system at the NH Municipal Assoc has apparently been down for the last 8 days and thus our Ad for Town Planner has not been posted as of yet.

Being the good citizen that I am, I am volunteering to drive to Concord ASAP to deliver the 'hard copy' of this Ad so that we can commence the search that was UNANIMOUSLY agreed to on Monday, 11/5.

Please advise, MIKE DAWLEY

RPC Technical Advisory Committee

October 22nd, 2015

9:00-11:00 AM

RPC Office

156 Water Street, Exeter

(Directions on reverse)

Refreshments will be available

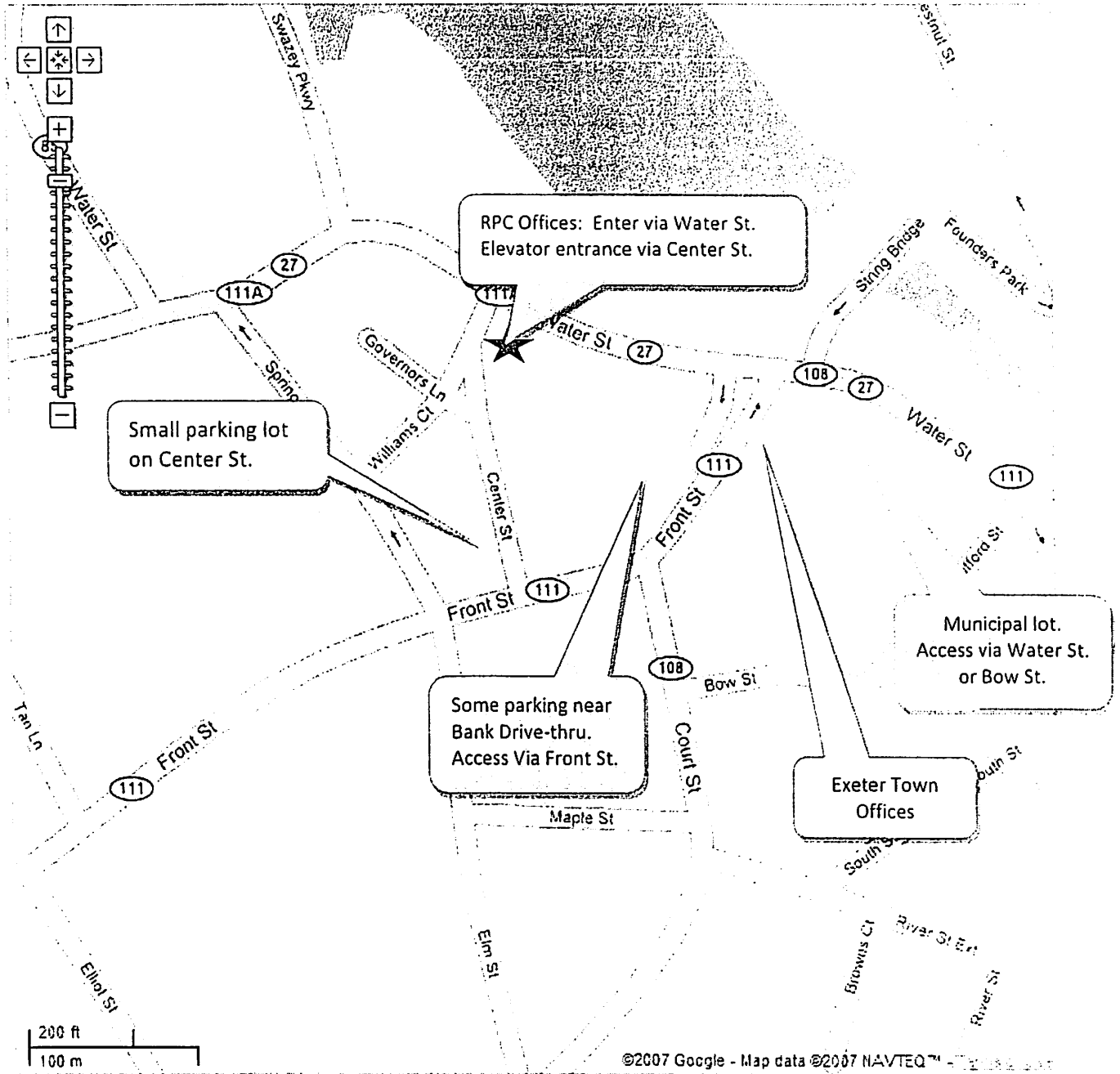
Paper copies of the attachments will be available at the meeting

1. Introductions
2. Minutes of 9/24/15 TAC meeting (**Attachments #1**)— *[motion to approve]*
3. New Ozone Standard – Paul Lockwood, NHDES
4. Tides to Storms – Coastal Vulnerability Assessment from Sea Level Rise and Other Coastal Flooding Hazards - Julie LaBranche, RPC
5. Federal/State Transportation Legislation/Budgets
6. 2016 Meeting Schedule
7. Project Updates (**handout to be distributed at meeting**) with special emphasis on:
 - a. East Coast Greenway Update
 - b. Follow up on RPC Comments on 2017-2026 Ten Year Plan
 - c. Finalized UPWP Performance Report

TAC MEETING SCHEDULE For 2015 (Next meeting highlighted)

January 22 nd	May 28 th	September 24 th
February 26 th	June 25 th	October 22 nd
March 26 th	July 23 rd	December 10 th
April 23 rd	August 27 th	

There is two hour on-street parking along Water Street and Center Street. There is also long term parking in the lot on Center Street, by the Citizens Bank Drive-thru (Non-numbered spaces), and in the municipal lot behind the Town Offices. Handicapped parking spaces are available on the bottom floor of the parking structure adjacent to the RPC office as well as on Water Street in front of the RPC office.



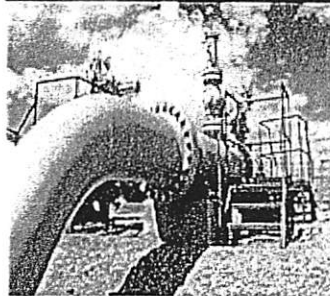
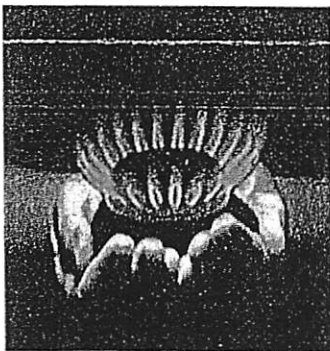
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Richard Francazio
Director, Business Continuity & Compliance
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Town Manager's Office

OCT 13 2015

Received

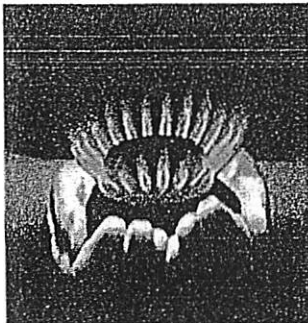
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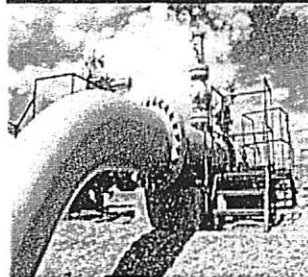


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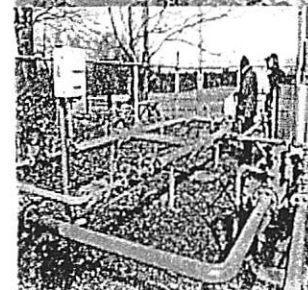
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