

Select Board Meeting
Monday, October 1st, 2018, 6:00 p.m.
Nowak Room, Town Office Building
10 Front Street, Exeter NH

AGENDA NOTE: The Select Board will meet with the Swasey Trustees at 6:00 p.m. followed by a board interview at 6:50 p.m.. The regular business meeting will begin at approximately 7:00 p.m. in the Nowak Room.

1. Call Meeting to Order
2. Swasey Parkway Meeting with Swasey Trustees (6:00 p.m.)
3. Board Interviews – Conservation Commission (6:50 p.m.)
4. Public Comment
5. Proclamations/Recognitions
 - a. Proclamations/Recognitions
6. Approval of Minutes
 - a. September 10th, 2018
 - b. September 17th, 2018
7. Appointments – COAST Representative Board of Directors
8. Discussion/Action Items
 - a. Chief Comeau re: FEMA EAS Test
 - b. Holiday Parade Discussion
 - c. DPW Loader Lease/Purchase Financial Documents
 - d. Holland Way Economic Revitalization Zone Proposal (ERZ)
 - e. 2018 School Impact Fees Release
 - f. FY19 Preliminary Budget Discussion
9. Regular Business
 - a. Tax, Water/Sewer Abatements & Exemptions
 - b. Permits & Approvals
 - c. Town Manager's Report
 - d. Select Board Committee Reports
 - e. Correspondence
10. Review Board Calendar
11. Non-Public Session
12. Adjournment

Julie Gilman, Chair
Select Board

Posted: 9/28/18 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.



Russ Dean <rdean@exeternh.gov>

Ambrose Swasey Trust Inquiry: 20180809113002.pdf /

Walter Mitchell <walter@mitchellmunigroup.com>

Mon, Aug 13, 2018 at 3:06 PM

To: Russ Dean <rdean@exeternh.gov>, Laura Spector <laura@mitchellmunigroup.com>

Hi Russ – you have asked that we comment and provide guidance on the letter you forwarded recently received from Tom Donovan, N.H. Director of Charitable Trusts. Your discussion with Mr. Donovan were, I believe, a follow-up to our earlier discussion and my email to you dated 7/9.

My comments in follow-up to the issues noted by Mr. Donovan are:

1. I am pleased to hear that the town is taking steps to terminate the trust and have the corpus of the trust paid over to the town, and am pleased to see that Mr. Donovan agrees that when that happens, it should be paid directly into the care of the Trustees of Trust Funds.
2. While Mr. Donovan at the end of his letter seems to raise a question about whether the “Swazey Trustees” are validly optional public officers under RSA 41:2, I have no doubt that they are. However, he raises an interesting point about whether they are bonded. That should be checked out with Primex. But, as earlier discussed, whether or not Primex considers those positions bonded, persons holding those positions have no present authority to hold unused funds from one budget year to another.

Therefore, the fund that has accumulated from charging fees for the use of Swazey Park property must also be paid over to the Trustee of Trust Funds. After that, whether or not the BOS decides to propose elimination of the Trustees, we should have further discussion as to the ultimate intended use of those funds, and whether the town wants to continue that sum as a separate fund or whether the desire is to have it go into the undesignated fund balance.

Also, if the Swazey trustees are to continue in existence, Mr. Donovan agrees that steps should be taken to assure that fees that for any reason continue to be collected are paid over promptly to the Town Treasurer.

3. Mr. Donovan mentions possibly amending the 1979 Agreement with the Swazey Trustees to provide for the handling of the sum received each year from the outside institutional trustee. However, if the selectmen are already taking steps to terminate the outside trustee, then that should not be necessary.

I look forward to further discussions with you about these issues, as I am certain that more questions will arise.

Walter

Walter L. Mitchell

Mitchell Municipal Group, P.A.

25 Beacon Street East

Laconia, NH 03246

(603) 524-3885

walter@mitchellmunigroup.com



From: Russ Dean [mailto:rdean@exeternh.gov]

Sent: Thursday, August 09, 2018 11:59 AM

To: Laura Spector; Walter Mitchell

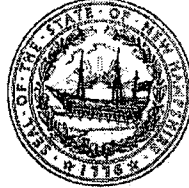
Subject: Fwd: Ambrose Swasey Trust Inquiry: 20180809113002.pdf /

[Quoted text hidden]

**ATTORNEY GENERAL
DEPARTMENT OF JUSTICE**

33 CAPITOL STREET
CONCORD, NEW HAMPSHIRE 03301-6397

GORDON J. MACDONALD
ATTORNEY GENERAL



JANE E. YOUNG
DEPUTY ATTORNEY GENERAL

August 9, 2018

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

Re: Ambrose Swasey Trust Inquiry

Dear Mr. Dean:

This letter gives our thoughts and recommendations regarding the Swasey Parkway Trustees and the funds they administer. This letter is a follows-up to our meeting on July 20, 2018 in Exeter.

As you know, Ambrose Swasey established a trust in 1929 to benefit the Town of Exeter. The Ambrose Swasey Trust instrument set aside funds for the acquisition of land and construction of a parkway in Exeter, provided the Exeter Selectmen agreed to carry out the donor's directive. After completion of the parkway, any remaining money was to be invested by the trustee – an Ohio trust company - with the income paid to the Selectmen to be “used for the care, maintenance and improvement of said Exeter River Parkway.” After a period of 50 years (1979) the Selectmen had the right to terminate the trust and receive in distribution the trust assets, with the principal to be held in trust and the income to be used for the care, maintenance, and improvement of the Parkway.

The Town accepted the gift with these conditions and built the Swasey Parkway. The 1929 Town Meeting created an elected body known as the Swasey Parkway Trustees to oversee these assets. The Swasey Parkway Trustees have been elected ever since, and apparently have received and expended the income distributions from the Ambrose Swasey Trust. In 1979 the Selectmen chose not to terminate the trust. Instead they drafted a Memorandum of Understanding with the Swasey Parkway Trustees which copied language from the statute creating municipal trustees of trust funds. However, RSA 31:22 requires that all trust funds given to a town or city “shall be administered” by the duly elected trustees of trust funds. RSA 31:37 states “Each town shall pay over to the trustees [of trust funds] the full amount of its trust funds.” We suggest you review this with the Town's legal counsel.

There is also a question whether the Swasey Parkway Trustees are covered by the Town of Exeter's surety bond. Unlike the Trustees of Trust Funds, the Swasey Parkway Trustees are

<http://doj.nh.gov/charitable-trusts/>

Telephone 603-271-3658 • FAX 603-271-2110 • TDD Access: Relay NH 1-800-735-2964

Russell Dean, Town Manager
August 9, 2018
Page 2

not specifically named in RSA 41:6 as public officers required to be covered by the town's surety bond. We suggest you also review this with legal counsel.

Based on the foregoing, we advise that the income received annually from the Ambrose Swasey Trust be deposited with Exeter's Trustees of Trust Funds for investment and administration. The 1979 Memorandum of Understanding could then be amended to name the Swasey Trustees as agents to expend any or all of the Swasey Trust funds received by the Trustees of Trust Funds "for the care, maintenance, and improvement of the... Parkway." The Memorandum of Understanding should be further amended to require the Swasey Parkway Trustees to distribute to the Trustees of Trust Funds any funds they currently hold.

To complete this arrangement, the Town should notify Key Trust Company in Ohio that all future distributions of income from the Ambrose Swasey Trust should be made to the Exeter Trustees of Trust Funds. The Selectmen may wish to revisit the Town's 1979 decision to continue the trusteeship of Key Trust Company. If the Selectmen determined that this separate trust should be terminated, then the funds would be distributed, in trust, to the Trustees of Trust Funds, for them to invest and for the income only to become available "for the care, maintenance, and improvement of the... Parkway."

We understand that the Town generates income from licenses issued for private and nonprofit entities to use Swasey Parkway for events, and that income is paid to the Swasey Parkway Trustees. This revenue is not income of the Ambrose Swasey Trust. You should discuss the use of this income with legal counsel. We believe that any future income received from events held at Swasey Parkway should be paid to the Town treasurer. Those funds can be earmarked as revenue to offset a town meeting appropriation for Swasey Parkway, but only to the extent that the Town has created a special revenue fund pursuant to RSA 31:95-c.

Separately, we suggest you work with legal counsel to determine whether the Swasey Parkway Trustees are optional "public officers" who can be elected legally at town meeting. RSA 41:2. We are mindful that trustees of trust funds are named as public officers. As an alternative, the Swasey Parkway Trustees could be reconstituted as a committee chosen by the Selectmen.

Thank you for your attention to this matter. Please contact us if you have any questions.

Very truly yours,



Thomas J. Donovan
Director of Charitable Trusts
(603) 271-3591
tom.donovan@doj.nh.gov

TJD:ab

Town
of
Exeter



Russ Dean <rdean@exeternh.gov>

Swasey Trust

2 messages

Russ Dean <rdean@exeternh.gov>

Thu, Jun 21, 2018 at 1:20 PM

To: Laura Spector <laura@mitchellmunigroup.com>, Walter Mitchell <walter@mitchellmunigroup.com>, Steven Whitley <steven@mitchellmunigroup.com>

Good afternoon all,

Chair Gilman has asked we take a look at the Swasey Trust and conduct a legal analysis of what it might take to "break" the trust, or bring it back to the Select Board, and what some of the issues with that might be. As you will note the Trustees themselves are not mentioned in the Trust document, but were created by a vote of town meeting in 1930 with those articles being the only ones we can find regarding their creation and responsibilities. As you'll note it's pretty general, and doesn't confer on them a lot of specific powers.

The original trust was established in 1929, it contains a provision that in 50 years the trust may be dissolved with proceeds returning to the Select Board.

There is also a 3 member Swasey Board of Trustees that was established by our town meeting in 1930.

So we would need to know the particulars of what would need to be done and how complex (or not) you perceive it to be. At this point this is just for knowledge nothing further than that.

For instance, would we need a town vote to eliminate the trustees? Would we need to file anywhere with Charitable Trusts, etc...the only experience I have with this is when the Gilman Trustees turned over Gilman Park to the Town in 2008 by dissolving and subject to the easement currently held by SELT. DTC did the work on that via a cy pres petition.

I will say that locally there has been interest in making the Parkway more Park than way - I am not sure if that possible though given the original terms of the trust, or how a court might perceive that kind of a change.

If you would let me know your thoughts on how long it might take to put something together, we'd appreciate it.

Thank you,

Russ

3 attachments

 **Swasey Parkway Trust Agr 1929.pdf**
7287K

 **1979 Swasey Agreement BOS Trustees.pdf**
1957K

 **Swasey Trustee Articles 1930-31.docx**
11K

Walter Mitchell <walter@mitchellmunigroup.com>

Mon, Jul 9, 2018 at 11:12 AM

To: Russ Dean <rdean@exeternh.gov>

Good Morning, Russ – I write in follow-up to our conversation last week, and your request for guidance below.

In effect, you have asked two questions which are:

1. If the BOS decided to do so, how would it go about terminating the involvement and authority of the group known as "The Swazey Parkway Trustees"?

2. If the BOS decided to do so, how would it terminate the Swazey Trust, with the goal of having the trust funds thereafter administered by the town?

As I understand it, the background to these issues is that in 1929 Mr. Swazey established a trust to not only fund the purchase of land for the Parkway and creation of the park, but also to provide an endowment fund for the "care maintenance and improvements of said river Parkway". That endowment fund is held and invested by a "Trustee"; an independent trust company which each year remits the interest from those investments to the town for this purpose.

The body known as the Swazey Parkway Trustees was established by town meeting vote in 1931 and, therefore, despite the name, the members of that body are not really trustees of a trust – instead they are members of this town committee that have responsibility for the "care, maintenance and improvements" of the parkway, which responsibilities would be the selectmen's if the committee had not been formed.

I gather that over the years issues have developed concerning the operation of this committee. In summary, those issues have been:

- a. A memorandum of understanding was entered into in 1997 between the Trustees and the Selectmen, which seemed to define the areas of financial responsibility – the cost of repair of the road through the parkway would be the responsibility of the selectmen and the responsibility for everything else in the parkway would be the Trustees. However, there have been instances where the Trustees have refused to pay for repairs and upkeep, forcing the town to do so.

- b. The Trustees have over the years established a system of charging for the use of the town's park property for events. From that permitting system it has built up a significant fund of money (\$90,000) which I assume, since you have mentioned it, is being done without the establishment of a Capital Reserve Fund, non-Capital Reserve Fund or Trust established by town meeting vote. Without such a vote, they have no authority hold these funds, and I am surprised that this has not come up in the context of town audits.

Therefore, answers to your questions are:

1. Since the "Board of Trustees" is merely a committee established by town meeting vote, it may be terminated by another town meeting vote. If the town meeting voters approve that termination, the authority and responsibilities that have been exercised by the Trustees will thereafter be the Selectmen's.

2. By the terms of Mr. Swazey's trust, after a 50 year period the Selectmen have the right to terminate the trust by notifying the independent trust company, which will trigger the paying over to the town of the principal, although with that payment there still will be the obligation to invest the principal, and limit

the spending of the interest for Parkway expenses. Therefore, while Mr. Swazey's trust document describes it as a "termination" of the trust, in fact the funds paid over to the town, and the future interest from those funds, would still be subject to trust obligations.

You also asked, if that termination was to occur, who would have responsibility for the investing of these funds as Mr. Swazey's trust describes that pay over being to "the Selectmen" and that "the Selectman" shall invest them? Despite Mr. Swazey's wording, if the principal was paid over to the town, under state law the responsibility for investing those funds would be the Trustees of Trust Funds, not the Selectmen.

If the Selectmen decide to pursue the termination of the Board of Parkway Trustees, please let me know and we would be glad to assist in drafting a proposed warrant article for that purpose.

As to whether to terminate the trust, what detriment is there to the town in having the principal of the Swazey Trust invested and administered by a professional trust company instead of the local Trustees of Trust Funds?

If the town finds that it is serious about exploring the termination of the trust itself, I recommend that we coordinate any such steps with the Director of Charitable Trusts, so as to avoid misunderstandings with that office.

Finally, on the phone you also mentioned the possibility of the town wanting to make changes to the current roadway, either to no longer make it a thru-way, or possibly eliminating most of it to enhance the park areas. If that is a goal that the town wants to explore further, we should also coordinate that with the Charitable Trusts office, as the roadway is specifically mentioned in the Swazey Trust. It may be that Charitable Trusts will insist on the filing of a Petition for Cy Pres with the Probate Court, before proceeding with that change.

Please let me know if there are further questions about this matter.

Walter

Walter L. Mitchell

Mitchell Municipal Group, P.A.

25 Beacon Street East

Laconia, NH 03246

(603) 524-3885

walter@mitchellmunigroup.com



From: Russ Dean [mailto:rdean@exeternh.gov]
Sent: Thursday, June 21, 2018 1:20 PM
To: Laura Spector; Walter Mitchell; Steven Whitley
Subject: Swasey Trust

[Quoted text hidden]

RECEIVED
4/18/97
TOWN CLERK'S OFFICE

MEMORANDUM OF UNDERSTANDING

COPY

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

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

It is the understanding of the Trustees and the Selectmen:

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

COPY

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

COPY

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

TOWN OF EXETER
BY ITS SELECTMEN

Dated: 9/18/97

Barbara A. [Signature]
(Witness)

to all
(Witness)

(Witness)

(Witness)

(Witness)

Paul G. [Signature]

Paul A. Buntin

[Signature]

Wendy Starby Jones

Robert H. Power

COPY

THE SWASEY PARKWAY TRUSTEES

Dated:

Barbara S. McEvoy
(Witness)

Wayne C. Raymond

Barbara S. McEvoy
(Witness)

George Sturgis

Barbara S. McEvoy
(Witness)

Wayne C. Raymond

Article 22, 1930 Town Warrant

To see if the town will vote to ratify the acceptance by the Selectmen of the offer of Ambrose Swasey to build a Parkway or Boulevard along the waterfront from a point on Water Street to and including the homestead lot of the late George Furnald in full accordance with said offer.

Article 22, 1930 Town Meeting minutes

To see if the town will vote to ratify the acceptance by the Selectmen of the offer of Ambrose Swasey to build a Parkway or Boulevard along the water front. It was voted on motion of Lester E. Willaims that the town ratify the vote of the Selectmen and that the town extend a vote of thanks to Ambrose Swasey.

Article 22, 1931 Town Warrant

On petition of Richard E. Shute and ten others, To see if the Town will vote to elect a Board of Trustees for the Exeter Shore Parkway, said Board to consist of three citizens and legal voters of the Town of Exeter, - one to serve for the term of one year; one to serve for the term of two years; - one to serve for the term of three years, and all to serve without pay.

Article 22, 1931 Town Meeting minutes

To elect a Board of Trustees for the Exeter Shore Parkway. It was voted on motion of Lester E. Williams that this article be accepted and adopted and the following shall be the Board of Trustees.

For the term of 1 year – Frank G. Peavey

For the term of 2 years – James A. Tufts Jr.

For the term of 3 years – Charles H. Williams

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TRUST AGREEMENT

...

property
trustee.

THIS INSTRUMENT, of the 9th day of August, 1929, is to evidence; that,
WHEREAS, I, AUBROSE SWASEY, of Cleveland, Ohio, have offered to the Select-
men of Exeter, New Hampshire, financial assistance toward defraying the expense
of acquiring a right of way and of constructing a Parkway along the river front
at Exeter, New Hampshire, to be used solely for park purposes, and the roadway
therein open only to pleasure vehicles; and

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

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

owers and
ties of
Trustee.

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

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

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

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

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

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

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

Disposition of Trust Estate.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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invested and reinvested by said Selector, and the income only therefrom used for the care, maintenance and improvement of said Parkway.

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

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

Signed in the presence of:
R. T. Banger
S. M. Cwell

Albrose Swasey
THE CLEVELAND TRUST COMPANY,
By [Signature]
And [Signature] Trust. Officer

#11

4202

SCHEDULE A

Description of property held, assigned, transferred and delivered by Ambrose Dausey to The Cleveland Trust Company to be held, managed and controlled by it as Trustee for the uses and purposes set forth in the foregoing instrument to which this schedule is attached and made part of.

- 100 shares The Cuyton Building Company 5% preferred Certificate No. 25
- \$4,000 p.v. Chicago Joint Stock Land Bank of Chicago, Illinois, Joint Stock Farm Loan Bond 4 1/2's due November 1, 1964, Bond Nos. M 23208 to M 23211 inc. for \$1,000 each, and having coupons payable November 1, 1929 and thereafter attached.
- \$13,000 p.v. The Federal Land Bank of St. Louis, Federal Farm Loan Bond 4 1/2's due January 1, 1956, Bond Nos. M 20115 to M 20117 inc. for \$1,000 each, and having coupons payable Jan. 1, 1930 and thereafter attached.
- \$6,000 p.v. The First Trust Joint Stock Land Bank of Dallas, Texas, Farm Loan Bond 3's due January 1, 1957, Bond Nos. M 330705 to M 330710 inc. for \$1,000 each, and having coupons payable January 1, 1930 and thereafter attached.
- \$5,000 p.v. The Ohio Pennsylvania Joint Stock Land Bank of Cleveland, Ohio, Farm Loan Bond 5's due March 1, 1964, Bond Nos. M 250559 to M 250563 inc. for \$1,000 each, and having coupons payable September 1, 1927 and thereafter attached.
- \$112,000 p.v. The Warner and Swasey Company 45-year 6% Gold Notes due April 1, 1953, Bond Nos. XM 22 to XM 31 inc. XM 34 for \$10,000 each. M 191 and M 192 for \$1,000 each, and having coupons payable October 1, 1929 and thereafter attached.

AS JW P&W

77-101 REMOVED FROM FILE
COPY USED AS NEGATIVE

#41

4968

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

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

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

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

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

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

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

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

Aubrose Swady

Cleveland, Ohio, September 9, 1929.

Receipt of the foregoing instrument is hereby acknowledged.

THE CLEVELAND TRUST COMPANY.

BY [Signature]

Town of Exeter
 Swasey Parkway Analysis
 Citizens Bank Account #2030 "Operating Account"
 August 2018

* Swasey Ambrose									
#41 Fund B									
	Bank Stmt	(KeyBank) Qtrly		Permits /				Bank Stmt	
Year	Jan Bal	Deposit	CD Cash in	Donations	Checks Issued	Total	Dec Bal	Notes	
2003	3,905	10,231		-	14,100	35	35	Beg Bal per May bank Stmt; 3 KeyBank deposits	
2004	35	13,391	6,115	196	14,981	4,756	4,756	October deposit from a CD (KeyBank deposits?)	
2005	4,756	13,909	-	20	13,212	5,473	5,473		
2006	5,473	14,159	-	360	13,213	6,780	6,780	WAR#34 appropriated \$10,000 in OP budget	
2007	6,780	14,459	-	950	3,612	18,577	18,577		
2008	18,577	15,184	-	525	19,101	15,185	15,185		
2009	15,185	13,757	-	440	8,541	20,840	20,840		
2010	20,840	12,044	-	475	7,312	26,047	26,047		
2011	26,047	12,958	-	-	-	39,005	39,005		
2012	39,005	13,473	-	1,145	4,195	49,428	49,428		
2013	49,428	13,564	-	2,660	15,364	50,288	50,288		
2014	50,288	14,010	-	4,680	16,921	52,057	52,057		
2015	52,057	14,453	-	3,625	11,207	58,928	58,928		
2016	58,928	13,894	-	250	434	72,638	72,638		
2017	72,638	13,212	-	4,850	991	89,709	89,709		
2018	89,709	7,091	-	<u>3,600</u>	4,479	95,921	95,921	Balance through July 2018	
				23,776					
							<u>95,921</u>	7/2018 Balance	
							<u>23,776</u>	Permits/Donations	
							<u>72,145</u>	Swasey Ambrose #41 Fund B Deposits	
							<u>95,921</u>		

* The Exeter Select Board can elect to have some of the income distribution held by the Trust in a reserve, the funds available for withdrawal at their request

Bank Name KEY BANK
 Account Name Swasey Ambrose #41 Fund B
 Account Type Investment
 Account # 20-24-200-0928240

TAX ID#34-652-7745

Principal Asset:	Value on 10/13/2017	Dividends, Interest Other Income	Transfers In	Transfers Out	Admin Fees	Net Gain/Loss	Value on 1/12/2017
Equities	286,281	2,560	3,667	(3,303)	(588)	9,579	298,197

Principal Asset:	Value on 7/13/2017	Dividends, Interest Other Income	Transfers In	Transfers Out	Admin Fees	Net Gain/Loss	Value on 10/12/2017
Equities	279,841	1,081	-	(3,403)	(400)	9,162	286,281

Principal Asset:	Value on 4/13/2017	Dividends, Interest Other Income	Transfers In	Transfers Out	Admin Fees	Net Gain/Loss	Value on 7/12/2017
Equities	273,333	1,257	-	(3,303)	(6)	8,560	279,841

Principal Asset:	Value on 1/12/2016	Dividends, Interest Other Income	Transfers In	Transfers Out	Admin Fees	Net Gain/Loss	Value on 4/12/2017
Equities	268,968	1,058	-	(3,303)	(205)	6,815	273,333

Beg Yr	268,968
Income	5,955
Xfer In	3,667
Xfer Out	(13,312)
Fees	(1,198)
Gain/(Loss)	34,117
	<u>298,197</u>

Net Δ	29,229
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Bank Name KEY BANK
 Account Name Swasey Ambrose #41 Fund B
 Account Type Investment
 Account # 20-24-200-0928240

TAX ID#34-652-7745

Principal Asset:	Value on 10/13/2016	Dividends, Interest Other Income	Transfers In	Transfers Out	Admin Fees	Net Gain/Loss	Value on 1/12/2016
Equities	265,531	2,032	4,685	(7,054)	(3)	3,777	268,968

Principal Asset:	Value on 7/13/2016	Dividends, Interest Other Income	Transfers In	Transfers Out	Admin Fees	Net Gain/Loss	Value on 10/12/2016
Equities	268,713	1,127	3,699	(7,172)	(457)	(379)	265,531

Principal Asset:	Value on 4/13/2016	Dividends, Interest Other Income	Transfers In	Transfers Out	Admin Fees	Net Gain/Loss	Value on 7/12/2016
Equities	263,030	1,217	1,516	(4,990)	(9)	7,948	268,713

Principal Asset:	Value on 1/12/2016	Dividends, Interest Other Income	Transfers In	Transfers Out	Admin Fees	Net Gain/Loss	Value on 4/12/2016
Equities	254,084	1,172	-	(3,474)	(154)	11,402	263,030

Beg Yr	254,084
Income	5,548
Xfer In	9,900
Xfer Out	(22,689)
Fees	(622)
Gain/(Loss)	<u>22,747</u>
	268,968

Net Δ	14,884
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Bank Name KEY BANK
 Account Name Swasey Ambrose #41 Fund B
 Account Type Investment
 Account # 20-24-200-0928240

TAX ID#34-652-7745

Principal Asset:	Value on 10/13/2015	Dividends, Interest Other Income	Transfers In	Transfers Out	Admin Fees	Net Gain/Loss	Value on 1/12/2016
Equities	270,755	2,139	7,600	(5,913)	(5)	(20,491)	254,084

Principal Asset:	Value on 7/13/2015	Dividends, Interest Other Income	Transfers In	Transfers Out	Admin Fees	Net Gain/Loss	Value on 10/12/2015
Equities	279,463	1,381	-	(3,613)	(601)	(5,875)	270,755

Principal Asset:	Value on 4/13/2015	Dividends, Interest Other Income	Transfers In	Transfers Out	Admin Fees	Net Gain/Loss	Value on 7/12/2015
Equities	289,090	1,406	-	(3,613)	(152)	(7,268)	279,463

Principal Asset:	Value on 1/12/2015	Dividends, Interest Other Income	Transfers In	Transfers Out	Admin Fees	Net Gain/Loss	Value on 4/12/2015
Equities	283,399	953	-	(3,613)	(352)	8,704	289,090

Beg Yr	283,399
Income	5,878
Xfer In	7,600
Xfer Out	(16,753)
Fees	(1,110)
Gain/(Loss)	(24,930)
	254,084

Net Δ	(29,315)
	(29,315)



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

Interview:
10/1/18 at 6:50 p.m.

Statement of Interest Boards and Committee Membership

Committee Selection: Conservation Commission

New

Re-Appointment

Regular

Alternate

Name: Trevor Mattera

Email: tmattera59@gmail.com

Address: 9 Westside Dr

Phone: 603-760-8671

Registered Voter: Yes

No

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

I currently work for the Piscataqua Region Estuaries Partnership, and completed my masters in environmental conservation from UNH this year. My work and research have both focused on the intersection of communities and ecosystems and the policies in this area. I have an excellent working relationship w/ NHDES Wetlands Bureau and w/ Alyson Eberhardt of the Exeter Con Comm. And becoming involved on this commission played a part in my decision to buy a house in Exeter this year.

If this is re-appointment to a position, please list any 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 18 years of age or older:

Signature:

Date: 9/25/18

TREVOR D. MATTERA
9 Westside Drive, Exeter, NH 03833
Phone: (603) 760-8671
E-mail: tmattera59@gmail.com

EDUCATION

University of New Hampshire, Durham NH *M.S. May 2018*
Master of Science (MS) in Natural Resources: Environmental Conservation
Project Title: *Advancing Coastal Resilience: An Institutional Analysis of Living Shorelines in New Hampshire.*
Advisor: Dr. Catherine Ashcraft

University of Massachusetts – Amherst, Amherst, MA *B.A. May 2007*
Major: Psychology GPA 3.77, *Cum Laude*
Università per Stranieri, Siena Italy *Fall 2007*

PROFESSIONAL EXPERIENCE

Special Projects Coordinator *September 2017– present*

- Piscataqua Region Estuaries Partnership, Durham, NH**
- Coordinate the Great Bay 2020 collaborative initiative and stakeholders from the five organizations that make up the Steering Committee.
 - Direct the GB2020’s Every Drop marketing campaign and its associated Advisory Committee.
 - Manage and facilitate the stakeholder input process for The Nature Conservancy’s Oyster Restoration by Design project.

Graduate Teaching Assistant *August 2015– May 2017*

- University of New Hampshire, Durham, NH**
- Teach a lab of 25 students for NR 602 “Natural Resources and Environmental Policy”.
 - Responsible for structuring lesson plans and activities, proctoring exams, grading papers and holding office hours.

Graduate Research Assistant *August 2016– December 2016*

- University of New Hampshire, Durham, NH**
- Conducted research to understand the existing institutional framework for flood risk management in New Hampshire for the “Negotiating Conflicts over Adaptive and Integrated Flood Management in New Hampshire’s Watersheds” project.

Lab Technician *February 2015– August 2015*

- University of New Hampshire, Durham, NH**
- Assisted with field and laboratory work for water quality graduate students in the Department of Natural Resources & the Environment.
 - Collected water quality samples and data from sites within the Oyster River watershed, using a combination of sensors, and processed samples via a standardized protocol.

Field Technician/Paraprofessional*April 2014 – November 2014***Oklahoma State University, Stillwater, OK**

- Assisted stream ecology graduate students in the Oklahoma Cooperative Fish and Wildlife Unit, working in partnership with members of The Nature Conservancy and the Oklahoma Department of Wildlife Conservation.
- Field work included: snorkeling surveys, electrofishing via tow barge, seining, and comprehensive environmental measurements.
- Laboratory work included: sample preservation, fish species identification, and data entry.

Diagnostic Services Technician (Sea Turtles)*March 2012 – December 2013***Ross University School of Veterinary Medicine, St. Kitts, West Indies**

- Assigned and instructed volunteers on the sea turtle rehabilitation team.
- Interviewed and scheduled international interns and veterinary students for patrols.
- Rehabilitated injured and/or stranded hatchling and juvenile sea turtles.
- Participated in field work including morning and night beach patrols for nesting leatherback turtles, internal nest temperature probing, and nest excavations.
- Performed full workups on leatherback turtle specimens, including gathering morphometric data, flipper tagging, PIT tagging, photographing wounds and lesions, and collecting samples of blood and epibiota.
- Processed and conducted basic blood work panels, and prepared blood smears.
- Managed data collected from field and lab work.
- Kept lab and patrol gear clean and stocked.

Director's Assistant*January 2012 – January 2014***St. Kitts Sea Turtle Monitoring Network, St. Kitts, West Indies**

- Attended and presented at national, environmental, and non-profit organizational meetings.
- Worked closely with the Coast Guard and the Department of Fisheries, and accompanied them during sea turtle releases.
- Led a volunteer group of in-water divers for a program of capturing and tagging juvenile hawksbill and green sea turtles.
- Performed full workups on green and hawksbill turtles.
- Taught and aided at an annual Sea Turtle Camp: a free, two-week educational program for Kittitian children.
- Set up and staffed a booth at St. Kitts' Agricultural Open Day.
- Answered and responded to a 24-hour sea turtle emergency number.
- Helped advertise and sell local, handmade jewelry and goods at monthly sales to support the NGO.

PRESENTATIONS

-
- “Advancing Coastal Resilience” Presentation – Sea Grant - The Beaches Conference, July 2017
 - “Advancing Coastal Resilience” Poster Presentation – Restore America’s Estuaries 8th National Summit on Coastal and Estuarine Restoration, Dec. 2016

- “Coastal Resiliency: Salt Marsh Restoration and Living Shorelines” Field Trip - Society for Ecological Restoration - New England Biennial Regional Conference, Oct. 2016
- “Advancing Coastal Resilience” Poster Presentation – Society for Ecological Restoration - New England Biennial Regional Conference, Oct. 2016
- St. Mary’s Reserve of St. Kitts & Nevis – UNESCO Man and the Biosphere Inter-Ministerial Conference, Mar. 2013
- National Consultation on the Sustainable Tourism Development Strategy for St. Kitts & Nevis, Mar. 2013
- SKSTMN Project Update – International Women’s Assoc. of St. Kitts, Nov. 2012
- Instructional Application & Functionality Seminars – MEDITECH, 2009
- After-hour and Pre-exam Workshops and SPSS Computer Lab – UMass Psychology Dept., 2006-2007

CERTIFICATIONS/TRAININGS

- Engineering Living Shorelines in Tidal NH Workshop – Northeast Regional Resilience Living Shoreline Project, 2017
- Introducing Green Infrastructure for Coastal Resilience – NOAA OCM, 2017
- The Economics of Natural and Nature Based Coastal Adaptation – Wells National Estuarine Research Reserve, 2017
- Planning and Facilitating Collaborative Meetings – NOAA OCM, 2016
- Downpours and Drought: Managing for Extremes – Great Bay National Estuarine Research Reserve, 2015
- Coastal NH Climate Summit – Great Bay National Estuarine Research Reserve, 2015
- Strengthening Your Facilitation Skills – UNH Cooperative Extension, 2015
- NSC Defensive Driving II – DOI, 2014
- Adult/Infant CPR and Heartsaver AED – American Heart Association, 2013, 2014
- Open Water Diver – PADI, 2012

COMPUTER/INSTRUMENT SKILLS

Microsoft Office Suite; Windows XP-10 and Macintosh OS; NVivo 11 for Windows; SPSS; ArcGIS 10.2; YSI Water Quality Sensors; Onset HOBO Data Logging System; Satlantic SUNA Sensor; MEDITECH Magic, Client Server v5.5 – v6.0, and NPR; HL7; VBA; SQL; Maxima Trove; Summit Scripting and Interfacing; ActiveFax; and various laboratory machinery.

Select Board Meeting
Monday September 10th, 2018
Draft Minutes

1. Call Meeting to Order.

Members present: Anne Surman, Kathy Corson, Julie Gilman, Molly Cowan, Don Clement, and Russ Dean were present at this meeting. The meeting was called to order by Ms. Gilman at 6:50PM, and the board went downstairs to conduct interviews, except for Ms. Corson who recused herself. The board reconvened at 7:03PM.

2. Board Interviews – Facilities Committee. The Board interviewed Rob Corson for a position on the Facilities Committee.

3. Public Comment

There was no public comment. Ms. Surman asked the public to refrain from placing painted rocks on the ground at Swasey Parkway as a matter of safety.

4. Proclamations/Recognitions

a. There were no Proclamations/Recognitions made.

5. Approval of Minutes

a. August 20th, 2018 – Work Session

Mr. Clement clarified that in the 3rd para of pg. 1, the violation he mentioned was specifically that no individual selectboard member should take action on their own that requires administrative direction or decision without board approval. He also stated that in the discussion of section 13.11, he wanted to clarify that fireworks, parades, and road races are approved by the Select Board, according to chapter 8 of the Town Ordinances.

MOTION: Ms. Corson moved to approve the minutes with amendments. Ms. Surman seconded. All were in favor.

b. August 27th, 2018

Mr. Clement gave several corrections. On page 2, Liberty Utilities has also “included other meter stations in NH” should read “included examples of other meter stations in NH.” In the last para of page 5, he intended to say that the selection process should include a select board member, but he also recommends a member of the planning board and zoning board be present. On page 7, the planning board meeting report should read “to renovate the Smith Building” rather than just “a building.”

MOTION: Ms. Corson moved to approve the minutes with amendments. Ms. Surman seconded. All were in favor.

6. Appointments – Facilities Committee

MOTION: Ms. Corson moved to appoint Mark Leighton to the Facilities Committee, term to expire 4/30/2021. Ms. Surman seconded. All were in favor.

MOTION: Ms. Corson moved to appoint Beth MacDonald to Economic Development Committee, term to expire 4/30/2021. Ms. Surman seconded. All were in favor.

MOTION: Ms. Corson moved to appoint Daniel Jones to the River Advisory Committee, term to expire 4/30/2021. Ms. Surman seconded. All were in favor.

MOTION: Mr. Clement moved to appoint Rob Corson to the Facilities Committee, term to expire 4/30/2021. Ms. Surman seconded. Ms. Corson abstained and the motion was approved 4-0-1.

7. Discussion/Action Items

a. Bert Freedman re: 173 Water Street Parking Easement

Ms. Corson recused herself from this discussion. Barry Gier of Jones & Beach Engineers presented a request for an easement of city property on Tax Map 64 Lot 50 to create more parking spaces for the Smith Building. The project needs 27 total spaces to satisfy planning board requirements, including six exterior parking spaces, to serve 18 residential units. They need two parcels of town land: Easement A is 103 sq ft (5x20 ft) and Easement B is 40 sq ft (2.5 x 20 feet) [sic]. The total easement would be 143.42 sq ft. Mike Todd presented the board with a Google Map of the area as well as a draft easement.

Mr. Clement said that he would like to defer a decision, because the draft easement should have been presented before the meeting for review and legal documents should be reviewed by the town lawyer. He asked if there would be a financial incentive to give up town property. He also stated that he would like to do a site walk before deciding on the proposal.. Ms. Gilman stated that she was not ready to read the deed either, but that she had already done a site walk. Mr. Clement asked if parking will still be allowed on the access road or they would lose public parking spaces. Mr. Gier said that it would be informal parking, not striped parking, but Ms. Gilman said that it may not have been legal parking anyway. Ms. Gilman deferred the discussion of the draft easement pending a site visit, and Mr. Clement requested that the applicants stake out the property and let the town manager's office know when it's ready to be viewed.

b. Liberty Utilities Option Agreement and Proposed Easement

Michael Licata of Liberty Utilities presented changes to the option agreement and easement agreement for the meter station by the wastewater treatment plant, addressing prior concerns of the Select Board regarding the maintenance burden, building height, and wetlands impact of the site. Liberty Utilities will be responsible for all construction, maintenance, and snow removal required for access to the site. There is an existing dirt road around the lagoons, which they will use in constructing and maintaining a gravel road. Any buildings would be one story, a maximum of 18 feet, which could include a peaked roof if the town wanted one for

aesthetic purposes; only the telecommunications antenna would be a max height of 30 feet. Regarding the wetlands, they shaped the proposed easement to abut the easement of two existing pipelines and avoid the wetlands area. They are working with environmental consultants VHB to ensure minimal impact. A different portion of the site had formerly been a town nursery for street trees, and Liberty Utilities would be happy to work with the Conservation Commission to restore that nursery as part of the clearing for the project.

Ms. Corson stated that the changes covered their concerns and the proposal has less impact on the environment, although she is not stating that she supports the pipeline project. Ms. Gilman clarified that the board is not taking a position, only making an option agreement to make an agreement at a later date, and that the project will take several years to get through permitting. Mr. Clement said there are two parts to the action taken by the board: first to approve the option agreement, and second to approve agreement for permanent or temporary easement. Ms. Gilman stated that they were only discussing the option agreement.

Public Comment: Adrien Price stated that he supports the project for the financial good of the town.

MOTION: Mr. Clement moved that the board approve the option agreement between the Town of Exeter and Liberty Utilities, and direct the Select Board chair to sign the document. Ms. Surman seconded. All were in favor.

MOTION: Mr. Clement moved that the board approve the signing of the agreement for permanent & temporary easement between the Town of Exeter and Liberty Utilities, to be signed at the time of the execution of the option agreement, and direct the Select Board chair to sign the document. Ms. Corson seconded. All were in favor.

Bill Campbell, the chair of the Conservation Commission, stated that this piece of land was treated as ConCom land for 50 years, including its use in a tree nursery program, so there should be mitigation for taking the piece, whether re-establishing the nursery or another project such as a community garden. He asked that the Select Board set aside up to \$15,000 of the option agreement money for a conservation project to be approved by the board in the future. Mr. Clement said that it is a worthy idea, but that the money goes to the general fund, and the Conservation Commission should come to the board through the budget process with a defined plan. Ms. Corson and Ms. Cowan said that they like the idea of the community garden.

Suzanne Stone, an Exeter resident, said that before the town starts planting and growing new things, they should address invasives like barberries, burning bush, and garlic mustard. Mr. Campbell told her that the Conservation Commission has a committee working on invasives in the town forest, and that they would love to know about invasives in other areas.

c. Long Term Nitrogen Control Plan

Paul Vlasich, the Town Engineer, presented the draft Nitrogen Control Plan. He is requesting input from the Select Board by September 18th, so that the consultants, Ed Leonard

from Wright-Pierce and Renee Bourdeau from Horsley Witten, can finalize the report and submit the plan to EPA by the end of the month.

Mr. Leonard gave a summary of the plan, which documents the baseline loadings as captured in the year 2010; identifies the nitrogen control measures that have been or will be taken by the town; identifies a framework for monitoring results; and outlines a five year implementation plan leading up to an engineering evaluation due in 2023.

The plan makes the distinction between Point Source pollution, such as that coming from the Waste Water Treatment Facility (WWTF), and Nonpoint Source (NPS) or groundwater/stormwater pollution. To address Point Source issues, they have completed a WWTF upgrade and a Main Pump Station upgrade. An upgrade to the Forcemain which connects the WWTF and the Main Pump Station will be completed shortly, which will increase capacity. They also plan to optimize WWTF operations in order to achieve their target of 5 mg per liter effluent total nitrogen. To address the Nonpoint sources, they will continue to follow the MS4 (Municipal Separate Storm Sewer System) requirements that the town already has to meet. They are pursuing public education, pollution prevention, and longer-term initiatives like fertilizer management on municipal facilities. Stormwater best management practices, which are part of MS4, and storm drain asset management, are both several years out. The removal of Great Dam will have an environmental benefit. The third piece is the management component, ie what the town staff can do. They will continue to participate with the PTAPP Program (Pollutant Tracking and Accounting Pilot Project) with the state and the EPA. The Town of Exeter implemented fertilizer regulations several years ago; they quantified that in the plan as zero pounds removal to be conservative, but it's an improvement the town made after the baseline was established. The Town also implemented site plan and subdivision regulations to force developers to do development in a nitrogen-sensitive way. Regarding monitoring water quality, they are collecting and reviewing data generated by the DES, the EPA, and the volunteer river assessment program.

Mr. Leonard believes the EPA will take this report and make it something enforceable, so they only put in things that the town has to do. 35% of total load in the watershed is from Exeter, and 50% of that load will be removed through this program. Exeter will still have a larger impact than other communities, but it's a larger community; on a per-person basis, Exeter becomes the lowest contributor.

Mr. Dean stated that the town wants to commit to the things they're doing well. He emphasized the need to engage other communities in Nonpoint Source issues, which has not been a central focus. He raised the idea of a "Flush Tax," which in Maryland helps fund Chesapeake Bay restoration, but that comes from the state level, not the local level. Ms. Gilman said that they are tired of being the ones that are doing all the work and not hearing from other towns.

Mr. Clement said that they should continue to work with the Exeter River Advisory committee to make these towns better aware of the role they need to play. He also questioned several points not included in the plan, such as improving septic systems, site plan regulations for redevelopment, and improvements to the town's own municipal facilities. Ms. Bourdeau responded that they designed the plan to include only things that were regulatory obligations, so as not to over-commit and to protect the town legally by keeping it to minimum. Regarding redevelopment standards, in this version of the plan, there is a provision that if there is an

increase in pervious cover on the redevelopment site, you must include best management practices to treat that additional pervious cover. Regarding the municipal facilities, according to MS4, the town will have to catalog all properties and come up with a plan to address them at the end of year four.

Ms. Gilman commented that she liked the use of other entities' data rather than collecting it themselves. Mr. Clement asked about the budget for this project. Mr. Vlasich said that the budget for the first year Nonpoint Source/stormwater portion stays very similar to the last three years. As they find out more and need to meet some of the timelines in the MS4, then they'll see some cost increase, but that they don't yet know what the numbers are. In their annual report on nitrogen, they'll have more to report on. The board agreed to submit any comments on the plan via email prior to September 18th.

d. Solid Waste Fees – Brush Dumping

Ms. Gilman continued the public hearing on the brush fee for commercial landscapers. Jennifer Perry, director of Public Works, presented a report on the public works practices of 10 neighboring communities. Of these, 9 accept residential brush. 4 do not accept brush from commercial entities; 4 charge for brush from commercial entities; Newfields accepts brush from commercial entities without charge but requires the presence of the resident; Hampton accepts brush from commercial entities, but has to include a form signed by the resident. Ms. Surman asked whether the signed form was difficult for the transfer station in Hampton to manage, and Ms. Perry confirmed that Hampton has problems managing that part of the program due to the volume, whereas Durham doesn't get a lot of commercial hauling so it works fine for them. She added that cash and checks cannot be taken at the Exeter Transfer Station, so any per-use permitting transactions could not be handled on-site.

Ms. Perry stated that the Exeter Public Works is currently using a bulldozer to compact the brush, which is not sustainable. Most other communities are chipping, but several are burning. Ms. Perry said that there are concerns about the proximity of neighbors if there were burning in Exeter. For chipping, they would mobilize a contractor a few times a year, who would chip and take the product with them. Chipping is more expensive than bulldozing, probably twice the cost, \$7,000 now vs \$14,000 for chipping.

Jay Perkins of Exeter Public Works added that they are having trouble attracting candidates for the transfer station attendant position with the current Tuesday/Thursday/Saturday hours, so they are looking at modifying or restricting the transfer station hours. He proposed limiting the days to Friday and Saturday, but making each day 8 hours long. Also, they would like to add a second person to monitor the brush dump, so they can ensure that debris such as painted wood, pressure treated wood, plastic, and paint cans are not added to the leaf pile, as this is a state violation.

Ms. Gilman asked for businesspeople to comment. Suzanne Stone of The Meandering Path, a gardening company in Exeter, stated that restricting the hours to Friday and Saturday would be a hardship. She would have to buy more trailers if she weren't able to drop off brush every other day. She also questioned why the brush is deposited on the slope. Ms. Perry

responded that brush must be kept to the edge and can't occupy the area of the old landfill, since monitoring wells there have to be checked twice a year and there are concerns about groundwater contamination.

Keith Whitehouse of Yeti Landcare asked if they should actually expand the transfer station hours to appeal to an attendant candidate who wants a full-time job. Ms. Gilman pointed out that it sounds they need like two people, one to watch the gate and one to inspect the materials. Mr. Dean pointed out that the discussion was initially about whether they needed more of a fee to offset costs, but they were now talking about adding full-time people and increasing costs by another factor. Ms. Surman stated that having two people staff the transfer station is not a bad idea, and that offering services during the week is an advantage to taxpayers.

Paul Royal, an Exeter resident, questioned whether Exeter is after a set of fees in order to be revenue neutral and cover the operation of the transfer station, or revenue positive, to support future needs. Ms. Perry stated that they are trying to be revenue neutral; if they charge the full freight of the cost of curbside collection, there would be problems with illegal dumping, so it's subsidized through the general fund. Mr. Dean stated that cost recovery is their goal, since even being revenue neutral would entail an exorbitant fee. Ms. Corson suggested that they implement a ticket or punch card for multiple trips, since a yearly flat fee did not seem fair for small businesses. Mr. Perkins said that as of January 2018, they are tracking the contractors in a separate log, so they may be able to determine how many contractors are using the transfer station. However, they do not currently record the volume of material being brought in, only the sticker number.

MOTION: Mr. Clement moved that the town of Exeter prohibit the disposal of yard waste and brush generated from and by commercial operations or facilities effective Dec 1st 2018. Ms Surman seconded "for purposes of discussion."

Mr. Clement said that this is more a volume issue than a cost issue, and the brush situation has gone beyond the town's ability to manage. He suggested that landscapers could use commercial places with fees instead, and charge clients to recoup their costs. Ms. Surman asked Mr. Clement if he is opposed to an attempt at having a flat fee. Mr. Clement responded yes, that a flat fee still doesn't manage the volume/capacity issue. Ms. Gilman asked him whether he was opposed to chipping. Mr. Clement said that they have to do something with the chipping, since the site has limitations, such as a capped landfill, and its use to store materials for town projects. Ms. Perry stated that the vendor would be taking the chips offsite and repurposing that material. Ms. Gilman said that there's a different solution than prohibiting commercial use, and Ms. Cowan agreed. The motion failed 1 – 4 with Clement voting yes, Cowan, Gilman, Corson and Surman voting no.

Ms. Corson asked Mr. Perkins and Ms. Perry whether a card system sounded too complicated to implement. Ms. Perry said that they could work out something like that, as long as no cash were exchanged at the facility. Mr. Perkins said that anything would be easier than

the system they have now. Ms. Gilman requested that Mr. Perkins bring more information on Transfer Station usage to a future meeting.

MOTION: Mr. Clement moved to continue the public hearing. Ms. Surman seconded. All were in favor.

e. Property Use Fees

Ms. Gilman asked if the board would approve skipping this section of the agenda in the interest of making the meeting shorter. Mr. Clement said that there would need to be a public hearing on the topic anyway. Mr. Dean responded that they had planned to discuss it prior to a public hearing, and take public comment in a subsequent meeting. He added that they are not changing any existing fees, they are proposing new fees. The board agreed to discuss this at a later date.

f. CIP Discussion

Mr. Clement said that the six year plan of the CIP calls for \$53 million dollars in capital projects: \$37 million from the general fund, with the difference coming from the water and sewer, and that taxpayers are at a saturation point. He suggested the board take the quantitative breakdown of projects and coordinate with departments on what they really need. Ms. Corson added that more projects will likely arise during the six years; for example, the Public Safety building needs a renovation, and there may be an emergency. Ms. Gilman suggested that they compare any projects to the Master Plan. Mr. Dean stated that at the department level, they are already bringing forward projects that support the master plan and the maintaining of infrastructure. Mr. Clement pointed out that some of the budget is for a facilities study which is going to create additional capital projects. If they do all of the projects, the debt service goes from \$1,045,770 in FY19 to \$3,533,101 in FY24. Mr. Dean stated that this is the case only if the town completes all of the projects; also, it breaks down to \$433 per household, and that voters make those decisions.

Ms. Cowan stated that she'd like to hear more about the proposed projects. Ms. Corson said that the Planning Board already had a 3 or 4 hour meeting on this subject. Ms. Gilman said that they need the input of the Planning Board for further discussion, and she suggested deferring the discussion to a subsequent meeting. Mr. Dean suggested they take comments from those who attended the meeting regarding this issue. Ms. Surman asked about the recreation park renovation project, which is also referred to as "recreation park/ballfield" in the CIP proposal. Greg Bisson of Parks and Rec said that it referred to two concepts for the same project, and that they are planning to obtain a design and engineering bid document to communicate exactly what can be built when it's voted on in 2020.

8. Regular Business

a. Tax, Water/Sewer Abatements & Exemptions

MOTION: Ms. Cowan moved to approve a jeopardy tax in the amount of \$120 for Map 87 Lot 14 Unit 13B. Ms. Surman seconded, all were in favor.

b. Permits & Approvals

MOTION: Ms. Corson moved to approve the application for the Town Hall facilities use for Pam Gjetum for the UFO festival, August 30th through Sept 1st 2019, plus seven parking spaces. Ms. Surman seconded, all were in favor.

The application for Town Hall facilities use for Doreen Desmarais and Open Democracy was pulled because the event found alternate facilities at the Capitol Theatre in Concord.

c. Town Manager's Report

Mr. Dean stated surplus street signs will be available between Oct 1st and Dec 31st at the Public Works for \$15 per sign, first come first serve.

MOTION: Mr. Clement moved to send surplus street signs for sale as per recommendation. Ms. Surman seconded. All were in favor.

Mr. Dean said that the town office has assigned \$5000 for an engraved and painted wooden sign to replace the town offices sign. He presented two concepts and asked for the consensus of the board. The board did not agree on a design, and Mr. Dean said they'll use the white version unless they hear objections.

Mr. Dean also reported on the sludge removal project, which started on Monday September 10th. Mr. Clement asked how they will be putting this info out so people will know about it. Mr. Dean stated that it was just confirmed last week, but that they'll put a notice on the website and social media.

d. Select Board Committee Reports

Ms. Surman asked if the chair of the Swasey Parkway trustee meeting had reached out about the letter. Ms. Gilman invited the trustees to a joint meeting, day TBD.

Ms. Corson reported on the Planning Board meeting. They are finishing the CIP and Rose Farm.

Ms. Cowan had no report.

Mr. Clement reported on the Conservation Committee. Mr. Campbell talked about Liberty Utilities project and a shoreland conditional use permit for the Porches Condos on Franklin Street.

Ms. Gilman had no report.

e. Correspondence

There was no correspondence discussed.

9. Review Board Calendar

10. Non-Public Session

MOTION: Mr. Clement moved to start a non-public session under the promotion exception 91-A 3 2 a for questions he had regarding a long-standing vacancy in a town position. Ms. Surman seconded. All were in favor. The public portion of the meeting ended at 10:14.

The Board emerged from non public session. Selectman Clement motioned to adjourn. Selectwoman Surman seconded. Motion carries. The Board stood adjourned at 10:26 p.m..

Respectfully submitted,
Joanna Bartell
Recording Secretary

Select Board Meeting
Monday September 17th, 2018
Draft Minutes

1. Call Meeting to Order.

Members present: Anne Surman, Kathy Corson, Julie Gilman, Molly Cowan, Don Clement, and Town Manager Russ Dean were present at this meeting. The meeting was called to order by Ms. Gilman at 6:45PM in the Nowak Room of the Town Offices.

2. Non Public Session - Tax Deeds

MOTION: Ms. Surman moved to enter into non public session regarding tax deeds under Section 91-A:3 Section 2C and D, concerning reputational harm and real estate acquisition. Ms. Cowan seconded. Mr. Clement questioned the need for a non public session; he stated that 91-A:2C was about reputational harm related to asking for a fee waiver due to inability to pay. Mr. Dean said that the discussion may become a reputational issue, and that tax deeds are usually deliberated in nonpublic sessions but the decisions are public. The motion for a nonpublic session passed 4-1-0, Mr. Clement nay, because he disagreed with invoking 91-A:2C. The public session reconvened at 7:12 PM.

3. Public Comment

Resident Enna Grazier expressed concern about the form of the ballot which will incorporate the cost of proposals to taxpayers, as voted on in Article 27. Ms. Grazier questions whether voters will have the information they need to balance financial cost with value. Ms. Gilman said that they haven't yet made recommendations on this issue, but it is budget time so it will have to happen soon. Ms. Grazier also commented on the role of arts and culture in Exeter as reflected in the Master Plan, which she felt does not present a cohesive vision for the role of arts and culture in the town's future. To address this, Ms. Grazier suggested that rather than re-form the Arts Committee to do administrative tasks like managing the gallery, the board should form a town Arts and Culture Commission charged with preparing a mission statement which outlines the town's values and goals for the role of arts across the community.

Scott Ruffner of TEAM Exeter applied for the second floor gallery at Town Hall for an art show in September and October, but now wants to pull back that application, since it's too late to promote these events. Ms. Gilman said that the Select Board has taken over the approval process from the Arts Committee, and that to approve the application they needed more clarity about when his event would be open. Mr. Ruffner said that previously, the public hours were assumed to be Saturdays and Sundays 10-4. Ms. Gilman said they weren't aware of that and they are working on the approval process.

4. Proclamations/Recognitions

a. Proclamations/Recognitions

Ms. Gilman recognized the Exeter Fire Department for their response to the explosions and fires in the Merrimack Valley.

Ms. Gilman said that September 17th is Constitution Day, and that the Independence Museum has two copies of the Constitution. Ms. Cowan read a proclamation about Constitution Week.

MOTION: Mr. Clement moved that Sept 17-23, 2018, should be Constitution Week. Ms. Surman seconded. All were in favor.

5. Approval of Minutes

No minutes were approved.

6. Appointments

MOTION: Ms. Corson moved to appoint Deborah Merrill to fill the unexpired term of Judith Churchill on the Robinson Trustees, ending in 2023. Mr. Clement seconded. All were in favor.

MOTION: Ms. Corson moved to appoint John Grueter to fill Katherine Woolhouse's seat as a full member of the Planning Board to fill the unexpired term ending 4/30/2021. Ms. Cowan seconded, but this motion was not voted on.

Mr. Clement asked what the criteria should be for appointing one of the two candidates. Ms. Surman questioned why the Planning Board made a recommendation of two candidates, rather than just one, and was not comfortable voting without more information. Ms. Cowan asked if they could call the candidates in to be interviewed.

MOTION: Ms. Gilman moved to schedule an interview of the two Planning Board candidates as part of the next Select Board meeting. Ms. Cowan seconded. All were in favor.

Mr. Dean will schedule the interviews for the Select Board meeting of October 1st.

7. Discussion/Action Items

a. E911 Committee re: Woodlawn Circle - Aspen Way Recommendation

Town Planner Dave Sharples discussed the E911 Committee project of changing certain street names. The Committee had recommended that part of Woodlawn Circle be changed to Crab Apple Drive, but the abutters requested a different name. Working with resident contact Lucy Williams, the neighbors submitted "Aspen Way," which was already on the pre-approved list. Changes will not be effective until the Select Board acts and the Assistant Fire Chief Justin Pizon sends a letter to affected property owners stating that the change will take effect in 30 days.

MOTION: Ms. Surman moved to rename the section of Woodlawn Circle from the intersection with itself and Jady Hill Court to the intersection with itself and 8 Woodlawn Circle, as highlighted in yellow on the "Jady Hill E911 Review Map 6-26-18," to Aspen Way, and renumber the drawings in accordance with Town Ordinance Chapter 14, "Assigning Street Names and Numbers." Ms. Corson seconded. All were in favor.

b. Rockingham Planning Commission Downtown Parking Survey Review

Mr. Sharples introduced David Walker of the Rockingham Planning Commission to discuss the Downtown Parking Survey results. Mr. Walker prefaced his discussion by saying

that the full results and comments of the survey are viewable online at <https://publicinput.com/exeterparking>.

Mr. Walker described the survey as a pilot project to test a community engagement software service, Publicinput.com, with the goal of enhancing RPC's public outreach. Because it was a pilot project, they had no budget, a tight timeframe (July 16 to July 28, 2018), and limited data analysis. There were 18 questions with multiple sub-questions, about 50 total answers, and they generated almost 28,000 points of data and 772 comments. The majority of respondents were in the Southern New Hampshire/Boston area, but there were also respondents throughout the US and the rest of the world. 860 people answered at least one question. 150 people subscribed to a mailing list for future updates, and RPC shared this email list with the town.

Mr. Walker discussed some opportunities for improvement suggested by the survey results. For example, the town could pursue low-cost improvements to way finding, such as simply adding signage or increasing visibility of existing signs, or they could pursue an intensive approach such as Portsmouth's recent way finding plan and development of a city-wide brand identity for their signage. He mentioned that many respondents don't like the angled on-street parking downtown. People do still use this parking but it makes them nervous, especially leaving the spaces. Respondents also suggested removing spaces where the roadway is tight, such as near St. Anthony's Bakery and Sea Dog, so that traffic would move more freely and drivers could see the crosswalks better.

For managing the existing supply of parking, he suggested that as the mix of businesses in downtown shifts to having more activity in the evening, there's an opportunity for other shops to stay open later when there is parking available and shift demand for parking away from mid-day. Also, truck deliveries could occur outside of peak hours. The town has improved the pedestrian and bike environment, and he recommends continuing on that path and they may find people leave their cars at home, taking the pressure off parking. The most aggressive approach would be to charge for parking downtown, which would ensure people leave spots as soon as they're done. He also suggested that they explore shared parking, where businesses allow the public to use their parking lots evenings and weekends.

Mr. Walker mentioned extensive feedback in the survey about handicapped spaces and accommodating mobility limitations, and he commented that as the population is graying, accessibility is going to become more of an issue. Others commented that the angled parking makes bicycling on Water Street dangerous. A parking garage was mentioned 128 times in comments. He said that it's expensive - for example, Dover paid \$34,000 per parking garage space, Portsmouth \$50,000 per space - but it can be an investment that makes sense for a community.

He said that the survey raises further questions. Is there a consistent vision for what downtown Exeter should be? There was no consensus found in the survey results. How is existing parking being utilized? RPC did a parking study for downtown in 2002, and found that overall there was enough parking, but businesses have shifted substantially since then. What's the best use of downtown's limited space - facilities such as street-side seating, art space, or bike lanes? If that's the case, they may want to consider a parking garage or another lot. Finally, will people be willing to pay for parking in downtown? To answer these questions, he suggested follow-up surveys or more broad-based studies, such as the charrettes and work studies conducted during the creation of the Master Plan.

Ms. Gilman recommended that the public review the survey results. Ms. Surman appreciated that the survey addressed parking and traffic together; traffic is the problem she'd fix in Exeter. Mr. Walker suggested that a congested downtown may not be a bad thing, since you want to have activity downtown, and congestion keeps the cars moving slowly. Ms. Gilman liked the idea of "user friendly congestion."

Mr. Clement was concerned that the survey didn't differentiate whether the respondent was an Exeter resident or visitor. Mr. Walker said that they had intended to ask that question but due to problems with the software it didn't make it into the survey, along with a question about whether the respondent would be willing to pay for parking downtown. Mr. Sharples added that they could potentially stitch together responses to several questions as well as IP information to get at the respondent's identity.

Mr. Walker suggested that the next step be a utilization study to find out how existing parking is being used, which could be done on a range of detail, effort, and cost. Ms. Corson felt that a parking study didn't fly the last time it was proposed because it wasn't clear what it was for, but that maybe using RPC's survey and language about way finding they can better communicate the purpose of the study. Mr. Dean added that, like this survey, a future study should look at "complete streets" rather than just parking, since he would argue that pedestrians and bicycles are as important to communities as cars are now. Mr. Clement said that some of these ideas are already in the Master Plan, and Ms. Corson suggested that they phrase a study's description "as per the Master Plan." Mr. Sharples said that following the failure of a proposed parking and congestion study, he took the study proposal to the Master Plan Oversight Committee, and that group is gathering information in order to make recommendations on a way forward. Bill Simons, the director of the Dover parking bureau, will speak at the Master Plan Steering Committee meeting on Wednesday, September 19th, 2018. Mr. Sharples will bring information from that meeting back to the Select Board.

Resident Scott Ruffner stated that the Exeter Public Library parking lot would be a great resource for shared parking, since it closes at 5 PM on Friday and Saturday nights.

c. Property Use Fees Discussion

Ms. Surman prefaced the discussion by expressing concern that the Swasey Parkway Trustees would not have input on the fees for the use of Swasey Parkway. Mr. Dean said that he hasn't found in the RSA that the Swasey Trustees have the authority to set fees, although they have made fee schedule proposals to the Select Board in the past which were accepted. Ms. Gilman suggested they defer a discussion of the Swasey fees.

Mr. Dean said that the purpose of this discussion is to determine what's acceptable to the board on fees, so that they don't have to conduct a public hearing twice. Ms. Gilman explained that they are considering current and proposed fees for four different categories: Exeter Non-Profit, Exeter For Profit, Non-Exeter Non-Profit, and Non-Exeter For Profit. Mr. Dean said that they currently don't charge at all for non-profits, but he found that there's a precedent in Exeter's school district for a full fee schedule for both non-profits and for profits, so he's bringing a proposal before the board to charge non-profits. He stated that there are costs to operate facilities, and non-profit groups use them frequently. The schools do not waive fees at all, except for town entities, and they also charge a custodial fee of \$30/hr which is never waived.

Ms. Gilman said that some of the proposed fees are quite substantial, mostly in the for profit sector, but that is fine. She felt that the fees are low enough to keep people interested in using the facilities, but will also cover costs. She said that different towns have a cleaning deposit by check, and once the event is done they give the check back if the facility is left in the original state.

Mr. Clement asked if they classify political events as for profits or non-profits. Mr. Dean said that they are not considered non-profits under IRS rules. Ms. Gilman shared that the last few candidates for the presidential race said the town facilities were "dirt cheap." She wouldn't want to scare them away, but they need a different fee structure. Mr. Dean suggested that they ask the school district, since they've had big rallies at the gym and may have feedback on fee structure.

Ms. Surman was interested in statistics on profits or non-profits looking to rent the Town Hall. Mr. Dean said that they have the data and could break it down by organizations or days of use. It's used somewhere around 100 days a year, or one of every three days. The Town Manager's office is confident that they've proposed reasonable rates, which would not be a burden on organizations. Ms. Gilman said that she had been looking at the fee structure of different towns, and found a lot on the lower end, \$5 - 20 for spaces under 75 people, while spaces with a higher capacity were higher than the proposal for the for profits. They also add on fees for custodial services. Ms. Surman said that she would be in favor of custodial services fees.

Mr. Ruffner of TEAM asked whether there would be a cap on the consecutive number of days. Ms. Gilman said that they were not ready to say, and that the gallery show he proposed doesn't fit in the category of days. Mr. Ruffner also pointed out that the school fees are not comparable because they have contemporary amenities. He asked if fees could still be waived, and Mr. Dean responded that the Town Manager's office is recommending not waiving any fees, except for the town or schools, but it's a board decision. He feels that they are woefully behind in establishing a fee, since they have a cost to maintain facilities. Ms. Gilman suggested that the proposal may not describe events in the way they need to be described.

Ms. Corson asked about the town warrant and what the citizens petitioned the board to do. Mr. Dean said that it asked for a \$125 fee for non-Exeter based organizations. Ms. Gilman asked Mr. Dean what he found out about multiday events in his research. Mr. Dean responded that a lot of the fees are per day, nothing was capped. The closest example is the Swasey fee schedule where commercial vendors can use one day per week per season fee, for an event such as the Farmer's market, for \$1200. They also have a single vendor seasonal fee of \$1000. Perhaps the town should create a seasonal fee? Ms. Gilman said that they are looking to limit the amount of time any one entity can schedule, so there likely won't be any seasonal things.

Mr. Bisson said that in Utah, Ohio, and Pennsylvania, Parks and Rec have a tapered schedule for long-running, multi-use events. He also suggested not to go into business with the vendors instead of charging a fee, because this would be an audit nightmare. Mr. Ruffner warned that if there's not much difference between the fee for 3 days or 30 days, people will take it for 30 days.

Ms. Gilman said that their discussion had provided a good place to start. Mr. Dean said that their goal is to charge the new fee to any event that is permitted after Jan 1 2019. Ms. Gilman also mentioned that other towns have an energy charge between October and April, and

thought that the Energy Committee may have data on energy use at the facilities. Mr. Dean said that he would take the energy costs and divide it out by month.

Mr. Ruffner asked the board to clarify whether Town Hall is a community/cultural center or a resource for the town. Article 28 asked the board to commit to allowing Exeter groups to use town facilities. Ms. Gilman responded that there are costs to keeping the building up; it's not about making money, just preserving the space.

Ms. Gilman will invite the Swasey Trustees to the Select Board meeting on October 1st at 6 PM to discuss the Swasey Parkway fees.

d. Property Use Policy

Mr. Dean discussed changes that had been made to the property use policy. On page 4 sect 8.5, requests to use Raynes Farm will go through the Conservation Commission. Ms. Gilman suggested that ConCom should be added to the list of entities that approve their own facilities. On page 5, they added a proposal that they request sketches of the event layout as part of the event form, so that Fire and Police can review. If the sketch is updated, updates must be submitted 30 days prior to event. He distinguished between events that have spectators vs uses such as town hall meetings, although they are trying to capture all events on one form. Ms. Gilman said that "special event" is not defined in the policy, and Mr. Clement agreed that having to differentiate between uses and events was complicating things. Mr. Dean said that Town Ordinance talks about special events, but it is not defined; they are trying to stay away from being overly zealous about a definition, so that they could leave it to the Town Office's judgment. Ms. Corson agreed that the Town Office can make the determination. Ms. Cowan countered that they want it to be detailed. Ms. Gilman proposed that they should have a different word than "use," such as "meeting."

Mr. Dean said that the events form was an attempt to be comprehensive and prevent applicants from returning for additional permits, and that anything that doesn't apply to the applicant would be blank. Mr. Clement asked when the Select Board will approve the application, and Mr. Dean said they approve after the application is complete and the chief signs off.

Mr. Bisson of Parks and Rec said that he likes the idea of making applicants read through the options to help them question their own procedures and get organized. Ms. Gilman asked if they would give authority to Parks and Rec and the Library to permit their own facilities. Mr. Dean said that that was a board decision. Ms. Corson suggested that if the event application served for everyone, they should reword "you must submit the following" on page 2 to "you may submit the following if applicable." Mr. Dean said that as part of the application review, they indicate the things not needed.

Ms. Gilman asked whether the fees of multiday use and the limit on time scheduled are in the use policy. Mr. Dean said the prior use policy said that use of the Gazebo shall be limited to 4 uses for the same user, but reapplication is permitted if facilities are available. Ms. Gilman asked if there was anything about use such as that of the art gallery, which is just on weekends for a month. Mr. Dean responded that under section 4.3, special authorization from the Select Board is required for any use longer than one month. Ms. Gilman stated that the month long policy is fine.

Ms. Gilman asked about section 13, on alcohol. Mr. Dean responded that they've introduced a series of forms on this subject which are working well. Mr. Gilman asked who decides whether the event is required to hire police officers, and Mr. Dean said Police Chief Shupe. Mr. Clement said that Town Ordinance is contradictory to the use policy on the subject of alcohol, since ordinance says that there should be no open containers on town property. Mr. Dean thought that there was an exception specified, and will look into it. He will also make edits to the use policy and show a clean copy at the next meeting.

Mr. Bisson gave a demo of the RecTrac Recreation software, which Parks and Rec is using for all facility rentals and activity registration; he suggested that the program could also be used for reserving town facilities. He then showed a sample event application created with Google Forms. It could be filled out online, which populates a database with the information, or printed out, filled out, and dropped off. Mr. Clement who does the programming for this software, and Mr. Bisson responded that his office does, but they could buy another license for Ms. Riffle if they wanted to. Right now they purchase five licenses for \$4200/year total

Ms. Gilman asked if the proposal was for all calendaring and scheduling of events to go through this system. Mr. Bisson said yes, since it's a more organized approach. They could even input the long event application form discussed previously. Ms. Corson suggested they try collapsing the information so that the applications won't make their packets too long in the future. Ms. Gilman asked if they could link the automated calendar to the front page of the website, since the current town calendar is a problem. Mr. Bisson said that there should be a way to embed it, and he will ask the vendor.

Mr. Dean felt that the event form is good, unless the Board had other comments, and that he wants to get through this piece before they talk about integrating the Parks and Rec system. Mr. Clement was concerned about making Parks and Rec input all this data, but Mr. Bisson responded that the software put all the work on the user and they're now at 55-60% online registration, so it was not that burdensome.

e. Sign and Plywood Board Policy

Mr. Dean said that the proposal is to formalize that sign use is limited to max of 6 weeks in the calendar year, and they've also added a provision for an electronic sign board. The policy is just for official use, not for fundraisers and similar events. Ms. Gilman liked that the policy captures current informal practices. Mr. Dean commented that despite small revisions, the 2004 version of the policy is still pretty much the standard.

MOTION: Mr. Clement moved to adopt the sign policy and Selectmens' policy 0401 as revised Sept 17 2018. Ms. Cowan seconded. All were in favor.

8. Regular Business

a. Tax, Water/Sewer Abatements & Exemptions

There were no Tax, Water/Sewer Abatements & Exemptions.

b. Permits & Approvals

MOTION: Ms. Corson moved to approve application of Town Hall facility use for Exeter Area Chamber on December 17th, 2018 for a networking event. Ms. Surman seconded. All were in favor.

MOTION: Ms. Corson moved to approve application for Town Hall facility use for Extreme Air of New Hampshire for 9/11, 9/18, and 11/6/2018 for jump rope practice. Ms. Surman seconded. All in favor.

MOTION: The organizer of the Extreme Air event requested a fee waiver, so Ms. Corson moved to waive the fee. Ms Surman seconded. All were in favor.

Ms. Surman discussed what the fees for these events would be under the new fee structure, and felt that they were high. Mr. Dean gave the example of a jump rope club that uses the High School and presumably they pay a fee, and the organization here is located in Newmarket and uses an Exeter sponsor.

MOTION: Ms. Corson moved to approve the application for the Exeter Holiday Parade on Saturday, December 8th, 2018 from 5:30 to 9 PM. Ms. Surman seconded. All were in favor. Ms. Gilman was concerned that other participants have not been contacted about the change to the holiday parade. Ms. Surman responded that it's up to the committee to do that, and Ms. Gilman accepted that idea. Ms. Corson asked if they have a committee on holiday lights, and Mr. Clement replied that it's an ad hoc committee, not board-appointed.

MOTION: Ms. Corson moved to accept the application for the Exeter Area General Federation of Women's Club to place lawn signs in around Exeter for their Yuletide fair that will be held at Stratham Cooperative Middle School on Sat Nov 17th. Mr. Clement said that they've been very responsible in the past about placing and removing the signs. Ms. Surman seconded. All were in favor.

c. Town Manager's Report

Mr Dean has been busy with budgets, working with the departments on their initial budget requests and holding departmental meetings. Working on the preparation for the new tax rate setting. The change is a month away, but they're making sure that everything's submitted to DRA (Department of Revenue Administration). They're also waiting for the finalization of their MS1; just like last year they are having issues with the state with utility values. They've filed for an extension to Oct 1st. There was a police department audit from the CJIS (Criminal Justice Information Systems), a division of the FBI, and the police department passed with flying colors. They were very impressed with our operation. They are gearing up for a FEMA-driven emergency alert system test, the IPAWS (Integrated Public Alert and Warning System) National Test, scheduled for Thurs Sept 20 2018. They will put information on the town website.

d. Select Board Committee Reports

Mr. Clement attended the RPC meeting, where Theresa Walker made a report on agriculture. NH RSAs encourage agriculture and the raising of livestock, so zoning ordinances can't forbid agriculture, although they can restrict it. Also, Julia Branch gave a presentation about MS4, she's working with the Seacoast Stormwater Coalition.

Mr. Clement requested to discuss old and pending business that he'd like added to future agenda. First, in the packet of the previous week, there was a cable franchise contract, which is to be renewed Oct 24 2018. Second, he would like to bring in Exeter IT Assistant Bob Glowacky to explain his request for \$20,000 for a piece of equipment. Third, in the previous week there was a memorandum from resident Ms. Greenhalgh, and he wanted to know if she had been given this information; Mr. Dean said yes. Fourth, there was a letter from COAST

about appointing another Exeter representative to COAST, and he wanted that addressed; he recalled that last time the board appointed Mr. Sharples. Fifth, the deadline for deciding to appeal the BTLA decision on Great Bay Kids Company needed to be made by September 17th, but it was never brought to the board. Ms. Gilman responded that the discussion of that issue took place in a nonpublic session, so she didn't feel comfortable discussing it. Mr. Clement countered that they took a vote in public. Ms. Gilman responded that the consensus discussion made in a non-meeting meeting was not to go forward with an appeal. Ms. Surman objected, saying that she thought that she had voted to go to the Supreme Court of NH, and that there was a majority of the board that wanted to go forward, so she wanted to see the minutes from the meeting. Ms. Gilman explained that they don't keep minutes on non-meeting meetings. Ms. Cowan said that she had been willing to appeal it with the BTLA, but if that was denied, she didn't want to go to the Supreme Court. Mr. Clement then raised a sixth issue, that several weeks ago, they had tabled a Water and Sewer abatement request. Mr. Dean responded that he had asked the department to follow up with the people to come in and speak to their request. Seventh, Mr. Clement asked about the status of the Garrison Lane property, which had been auctioned off several months ago. Mr. Dean stated that the buyer's attorney had asked the Town Office's legal counsel to petition the court to quiet the title because of title insurance issues. Ms. Corson added that if there's a title issue, the seller has 30 days to fix any deficiencies, which had probably been extended a couple of times. Mr. Dean said that they've done everything possible with respect to this property, and that the process takes time.

Ms. Cowan was not able to attend the Housing Advisory Committee. Ms. Corson attended, and said that there were a lot of good ideas, but she had nothing specific to report.

Ms. Gilman attended the NHMA conference on policies, where she met different town administrators, other selectmen, and fellow state representatives, and that she voted "yes" for everything.

Ms. Corson said that the Planning Board had finished their CIP conversation and sent it forward to budget and the Select Board with no recommendations. They also started the Rose Farm presentation, but decided to continue it in a special meeting because their next regularly scheduled meeting is too busy. They are having a site walk at Jailhouse Spring, aka Town Spring, on Wednesday at 5PM, and Thursday night is a special Planning Board meeting just for Rose Farm. Ms. Gilman wants to involve the Heritage Committee on the site walk because they have to look at the building that will be demolished, and requested that the site walk be posted as a joint meeting.

Ms. Surman had no report.

e. Correspondence

Mr. Clement sent in correspondence suggesting that the town seal should not be used by other groups in their Facebook postings, since it is a violation of the town copyright policy. This has been followed up on.

9. Review Board Calendar

The next Select Board meeting is on Oct 1 2018 at 6 PM, and they will reach out to the Swasey Trustees about attending. The next meetings are on October 15th and 29th.

10. Non-Public Session

There was no Non-Public session.

11. Adjournment

MOTION: Ms. Surman moved to adjourn, Ms. Corson seconded. All were in favor. The meeting was adjourned at 10:24 PM.

Respectfully submitted,
Joanna Bartell
Recording Secretary

Committee Appointments
October 1st, 2018

COAST

Dave Sharples, Town Planner

COAST (alternates)

Select Board member (?) TBD

Russ Dean, Town Manager

Press Office
U.S. Department of Homeland Security
500 C Street, SW
Washington, DC 20472



FEMA

Sept. 17, 2018
HQ-18-132
Contact: FEMA News Desk
Phone: (202) 646-3272

News Release

Nationwide Test of the Emergency Alerting Systems Postponed Until October 3, 2018

WASHINGTON –FEMA, in coordination with the Federal Communications Commission (FCC), postponed the nationwide test of the Emergency Alert System (EAS) and Wireless Emergency Alerts (WEA) until October 3 due to ongoing response efforts to Hurricane Florence.

The WEA portion of the test commences at 2:18 p.m. EDT, and the EAS portion follows at 2:20 p.m. EDT. The test will assess the operational readiness of the infrastructure for distribution of a national message and determine whether improvements are needed.

October 3 was the previously scheduled back-up date for the test, which was originally set up for this Thursday, September 20. A backup date is always planned in case of widespread severe weather or other significant events on the primary test date. FEMA and the nation's emergency management community remain committed to the life-saving activities occurring through parts of North Carolina and South Carolina.

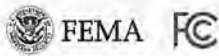
For further information on the test, go to <https://www.fema.gov/emergency-alert-test>.

###

New Date: Nationwide Wireless Emergency Alert Test

Will now be held on backup date of
Oct. 3, 2018 beginning at 2:18 p.m. EDT

Your phone will make a loud tone.




Background: In 2007, FEMA began modernizing the nation's public alert and warning system by integrating new technologies into the existing alert systems. The new system, known as the Integrated Public Alert and Warning System (IPAWS) became operational in 2011. Today, IPAWS supports more than 1,000 state, local, tribal, territorial and federal users through a standardized message format. IPAWS enables public safety alerting authorities such as emergency managers, police, and fire departments to send the same alert and warning message over multiple communication pathways at the same time to citizens in harm's way, helping to save lives. For more information on FEMA's IPAWS, go to: www.fema.gov/ipaws. For more preparedness information, go to www.ready.gov.

FEMA's mission is to help people prepare before, during and after disasters.

Follow FEMA online at www.fema.gov/blog, [www.twitter.com/fema](https://twitter.com/fema), [www.twitter.com/FEMAespanol](https://twitter.com/FEMAespanol), <https://www.facebook.com/FEMA>, www.facebook.com/FEMAespanol and www.youtube.com/fema. Also, follow Administrator Brock Long's activities at [www.twitter.com/fema_brock](https://twitter.com/fema_brock).

The social media links provided are for reference only. FEMA does not endorse any non-government websites, companies or applications.

HSEM-Rockingham mailing list
HSEM-Rockingham@maillist2.nh.gov
<http://maillist2.nh.gov/mailman/listinfo/hsem-rockingham>

 **ATT00001.txt**
1K

Russ Dean <rdean@exeternh.gov>
To: Brian Comeau <bcomeau@exeternh.gov>

Thu, Sep 20, 2018 at 11:31 AM

Thanks Brian.

Worth watching the video from Monday regarding the FEMA missive on the EAS - both the Board and I were confused by the process for sure.



FEMA

Integrated Public Alert and Warning System (IPAWS) National Test, September 20, 2018

National EAS and WEA Test

IPAWS National Test

- The Federal Emergency Management Agency (FEMA), in coordination with the Federal Communications Commission (FCC), will conduct a nationwide test of the Emergency Alert System (EAS) and Wireless Emergency Alert (WEA) system on September 20, 2018.
- The test will assess the readiness to distribute an emergency message nationwide and determine whether improvements are needed.
- The test messages will be sent using FEMA's IPAWS, which enables authorities to send emergency messages to multiple communications networks, including the EAS and WEA as part of the nation's modern alert and warning infrastructure.
- Sending the WEA test message will begin at 2:18 p.m. EDT. The EAS message will be sent at 2:20 p.m. EDT.
- This will be the first nationwide Presidential-level WEA test and cannot be opted out.
- In the event of unforeseen circumstances, such as a major weather event, the backup date for the IPAWS National Test is Wednesday, October 3 at 2:20 p.m. EDT.

Wireless Emergency Alert (WEA) Test

- Cell towers will broadcast the WEA test for approximately 30 minutes beginning at 2:18 p.m. EDT. During this time, WEA-compatible cell phones that are switched on and within range of an active cell tower, and whose wireless carrier participates in WEA, should be capable of receiving the test message. Cell phones should receive the message only once.
- The WEA test message will be a Presidential Alert and will read:
"THIS IS A TEST of the National Wireless Emergency Alert System. No action is needed."
- WEA messages are sent by public safety officials to warn the public about dangerous situations in



Example of a cell phone displaying the WEA test message

other critical emergencies. The national test will use the same special tone and vibration as with all WEA messages (e.g. tornado warnings and AMBER Alerts).

Emergency Alert System (EAS) Test

- The EAS test message is distributed to radio and television broadcasters, cable systems, satellite radio and television providers, and wireline video providers.
- The test message will be similar to regular monthly EAS test messages with which the public is familiar and interrupts programming for approximately one minute.
- The EAS message will read:
"THIS IS A TEST of the National Emergency Alert System. This system was developed by broadcast and cable operators in voluntary cooperation with the Federal Emergency Management Agency, the Federal Communications Commission, and local authorities to keep you informed in the event of an emergency. If this had been an actual emergency, an official message would have followed the tone alert you heard at the start of this message. A similar Wireless Emergency Alert test message has been sent to all cell phones nationwide. Some cell phones will receive the message; others will not. No action is required."

Frequently Asked Questions

What is the Integrated Public Alert and Warning System (IPAWS)?

IPAWS is a national system for local alerting. It provides the means for disseminating authenticated emergency alert and warning messaging from emergency officials to the public through:

- Radio and television via EAS;
- Wireless phones via WEA;
- NOAA All Hazards Weather Radio via IPAWS-NOAA gateway; and
- Internet applications and websites via the IPAWS Alerts Feed.

Why does the FEMA IPAWS program conduct national tests of public alert and warning systems?

The IPAWS Modernization Act of 2015 (Public Law 114-143) requires the FEMA IPAWS Program Management Office (PMO) to conduct, not less than once every three years, a nationwide test of the public alert and warning system. The Act, which became law in April 2016, requires FEMA to help ensure that under all conditions the President, Federal agencies and state, local, and tribal, governments can alert and warn the civilian population in areas endangered by natural disasters, acts of terrorism, and other man-made disasters or threats to public safety.

The IPAWS PMO, in coordination with the FCC, tests the IPAWS emergency communications pathways — including the Emergency Alert System and Wireless Emergency Alerts.

Why is FEMA conducting a joint EAS and WEA test?

The nationwide EAS and WEA test will provide FEMA with valuable information on the capabilities to distribute a national emergency message. In the event of a national emergency or disaster, WEA and EAS are just some of the channels that will be used to warn the public and communicate what protective action to take. Successful alerting requires using multiple channels to ensure the largest portion of the public possible receives an alert.

Does a member of the public sign up for WEA alerts?

No, one of the significant benefits of WEA is there is no need for a person to sign up to receive a WEA alert. More than 100 carriers, including the largest carriers, participate in the WEA program.

Why will some phones receive the alert and others will not?

Only WEA-compatible cell phones that are switched on and within range of an active cell tower, and whose wireless carrier participates in WEA will be capable of receiving the test message.

How will I know the difference between a WEA and a regular text message?

WEA includes a special tone (some describe it as quite loud) and vibration, both repeated twice. A distinctive WEA message dialog box also appears on the mobile device's screen.

What language will the WEA test message be in?

WEA currently only supports messages in English. The IPAWS can deliver emergency message content in multiple languages and is working with private-sector systems to support delivery of messages in more languages in the future.

What efforts is IPAWS pursuing to make the test message more accessible?

IPAWS is exploring several initiatives to make national tests more widely accessible to those with access and functional needs and limited English proficiency. FEMA is working with public- and private-sector organizations to make alert dissemination more effective, inclusive, and resilient.

When was the most recent nationwide EAS test?

The most recent EAS test was conducted on September 27, 2017. The two EAS national tests held before this were in September 2011 and September 2016.

Will the test alert be used to gather my private data?

No. Both EAS and WEA are broadcasts and do not collect any of your data. This test is strictly a test designed to evaluate the effectiveness of distributing an emergency alert nationwide.

**TOWN OF EXETER
MEMORANDUM**

TO: Select Board

FROM: Chairwoman Gilman

RE: Holiday Parade Discussion

DATE: October 1st, 2018

After our approval of the Holiday Parade permit at our last meeting, several concerns have been raised to Selectwoman Corson and me by residents and business owners. Some feel the change will affect personal, logistical, and business plans by varying an expected schedule.

As this is a major event that has a historical, expected schedule, I feel we need to discuss the consequences of the change, as it impacts the community as a whole.

**Town of Exeter
 Comparison of Lease Quotes for DPW 2018 John Deere Loader
 As of September 25, 2018**

Equipment Cost	\$	249,530.62	(2018 John Deere 644K Loader)
Less:			
Trade In Value		(60,000.00)	(2005 John Deere Loader)
Financed Amount	\$	<u>189,530.62</u>	

Leasing Company: Tax Exempt Leasing Republic National First Capital

	\$	189,530.62	\$	189,530.62	\$	189,530.62
Lease Amount						
*Lease Period		5 Years		5 Years		5 Years
Stated Interest Rate		3.88%		4.35%		4.244%
Annual Payment in Advance	\$	40,845.49	\$	41,197.57		41,271.05
Estimated Interest over Life of Lease	\$	14,696.85	\$	16,457.25	\$	16,824.64
Total Estimated Cost of Lease	\$	204,227.47	\$	205,987.87	\$	206,355.26

** First Payment Due at Lease Signing*

Reference: 2018 Warrant Article # 17 (attached)

Recommendation: Tax Exempt Leasing Co.



203 E. PARK AVENUE, LIBERTYVILLE, ILLINOIS 60048



847-247-0771



847-247-0772



www.taxexemptleasing.com

September 25, 2018

VIA E-MAIL: dchester@exeternh.gov

Doreen Chester, Finance Director
Town of Exeter
Exeter, New Hampshire

Dear Doreen:

I am pleased to provide the following quote for Town of Exeter for the financing of a new John Deere 644K Loader. This quote is valid for 14 days and is subject to credit review and proper documentation.

Equipment Cost (Approximate):	\$249,530.62
Trade-In:	\$60,000.00
Financed Amount:	\$189,530.62
Payment Frequency:	Annual, in advance (first payment due at lease signing)
Term:	5-years
Rate*:	3.88%
Payment*:	\$40,845.49
Factor^:	.21551

** Rate and payment assumes that the Customer is a tax-exempt entity and the purchase of the equipment falls within the type of equipment allowed as tax-exempt under the I.R.S. Code. In the event this purchase is not exempt, the rate and payments will be adjusted accordingly. Further, it is assumed that the transaction will be "bank-qualified" and that the customer will not issue more than \$10 million in tax-exempt leases or bonds in the current calendar year.*

^ Factor is based on quoted rates. If the equipment cost changes or a down payment is made, the new payment amount can be calculated by multiplying the new financed amount by the rate factor.

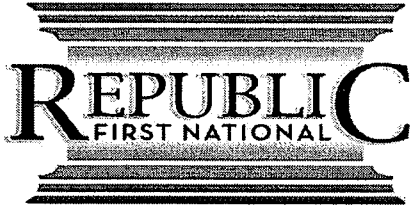
Note: If the equipment will require a "build-out period", the financed amount will be placed into an escrow account at lease signing and funds disbursed as instructed by the customer.

I have attached an application that must be completed in order to proceed with the credit process. In addition, we will need a copy of the Town's 2018 audited financial statement, if available. Once these items are gathered, please fax all of the information to 866-2-FAX-APP (866-232-9277) or e-mail to markz@taxexemptleasing.com.

I appreciate this opportunity and look forward to proceeding. Please let me know if I can answer any questions. I can be reached at 847-247-0771.

Kind Regards,

Mark M. Zaslavsky
President



2525 West State Road 114
Rochester, IN 46975
(800) 700-7878
Fax: (800) 865-8517

www.republicfirstnational.com

September 26, 2018

To: Doreen Chester
Vendor: Nortrax, Inc.
From: Angie Deming

Customer: Town of Exeter

Thanks for the opportunity to give you a quote on your latest project!

Equipment: One (1) John Deere 644K Loader

Unit Cost: \$ 249,530.62
Trade Allowance: \$ 60,000.00
Net Financed: \$ 189,530.62
Frequency of Payments: Annual

Term in Years: 5
Payments: \$ 41,197.57
Factor: 0.21737
APR: 4.35%

Delivery Date: November, 2018
Payments Due: First payment due upon documentation

The lease is to be executed within 14 days of the equipment purchase contract. The quote is subject to acceptance of our documentation and credit approval. Payments and rates reflect pre-application of escrow earnings and manufacturer discounts (if any); and are based upon vendor payments being made no earlier than above dates. Rates are subject to change with Treasury Bills of like-maturity prior to funding. The lease must qualify for Federal Income Tax Exempt status for the Lessor.

Sincerely,
Republic First National Corporation

Angie Deming
angie@rfnonline.com

First Capital Equipment Leasing Corp. LeaseExperts.com™

Phone 800-541-0114 • Fax 800-403-3529 • Email: VPsales@LeaseExperts.com

September 25, 2018

Doreen Chester, Finance Director
Town of Exeter, NH (Public Works Department)
Main PH: 603-778-0591 • Contact PH: 603-773-6109 • Email: dchester@exeternh.gov



CONFIDENTIAL

Municipal Lease-To-Own Financing Quotation & General Outline of Terms

Town of Exeter, New Hampshire

Equipment To Be Financed:	(1) New 2018 John Deere Model 644K Wheel Loader <i>Exact descriptions required</i>	
Anticipated Vendor Delivery/Payment:	T.B.D.	
Net Amount to Finance:	\$249,530.62 Less \$60,000 Trade = \$189,530.62 NET	Program: MUNIb

OPTIONS	5 Year Term	6 Year Term
Payment Amount:	\$ 41,271.05 / Year	\$ 35,129.90 / Year
Interest:	4.244%	4.296%

Rates Locked For Contracts That Close By:	Oct 09, 2018	<i>(After October 09, 2018, rates float until executed lease documents are received)</i>
--	--------------	--

Down Payment + Security Deposit:	Waived	<i>(Due at Lease Signing)</i>
Documentation & Legal:	\$687	<i>(Due at Lease Signing)</i>
First Annual Lease Payment Due:	Nov 09, 2018	<i>(100% of lease funds are available for disbursements within 3 business days of closing*)</i>

Questions? Please call me at 800-541-0114 x-15!

Regards,
Bob Arnowitz
Vice President Government Finance
Bob@LeaseExperts.com

Quotation Terms & Important Notes
I have circled the preferred Term & Payment Amount above and reviewed the Important Notes below. We're ready to go!

Approved By: _____

Title: _____ Date: _____

IMPORTANT NOTES:

This is a confidential tax-exempt municipal lease-to-own financing quotation for the Town of Exeter, New Hampshire ("Lessee"), this is not a commitment to finance by First Capital Equipment Leasing Corporation ("FCELC") and supersedes all previous discussions or quotations. State, county & municipal entities, special districts & authorities must qualify as issuers of tax-exempt debt under IRS Section 103 of 1986, as amended to be eligible. Title/Ownership transfers to the Lessee upon vendor delivery subject only to our security interest during the lease. NO mileage, hours or usage restrictions, NO maintenance or condition requirements (other than reasonable care). **NO MONEY DUE AT LEASE END.** Non-appropriation of funds language is automatically included wherever required by law. Final payment amounts and terms are subject to a credit-based review, vendor/equipment approval, federal, state and local law, and are subject to change, correction or withdrawal by FCELC. The lease purchase contract documents will contain ALL APPLICABLE LEASE TERMS & CONDITIONS as approved for this transaction and supersede this quotation should there be any variance. All equipment is assumed to be NEW. There are NO "POINTS," closing costs or expenses other than shown above. Interest quoted is the FIXED, effective annual rate. This quotation assumes that Lessee's total tax-exempt borrowing for the lease origination year will be under the IRS \$10 million "BQ" limit. (Other options available) TIME IS OF THE ESSENCE: Executed contracts must be returned to FCELC by the October 09, 2018 closing date after which interest rates and payments may float with the market until the actual closing date. We reserve the right to adjust the payment and/or interest rate quoted based on changes in the transaction amount, transaction timing and/or FCELC's cost of funds after October 09, 2018. (Adjustments, if necessary, will favor retaining the quoted payment amount.) This quotation assumes no material omissions or inaccuracies in the information provided to FCELC, no adverse changes in Lessee's financial status or credit rating and no material changes in transaction timing, structure, or the equipment to be financed, prior to funding. Lease payments do not include required insurance, title fees, taxes, tags, maintenance, supplies, vendor usage/click charges, delivery or installation, unless included above. Vendor advances/progress payments are not included unless pre-approved in writing. * VENDORS ARE PAID DIRECTLY BY OUR BANK AT LESSEE'S DIRECTION, on Lessee's behalf, via bank wire transfer or bank check, three business days after receiving Lessee's executed contract; AND 1) Lessee's unqualified acceptance of the equipment, 2) proper vendor invoices, 3) Lessee's vendor payment authorization, 4) certificate of insurance and documentation as may be specified in the "Vendor Prompt Payment Notes" that FCELC will provide. THE INFORMATION PROVIDED IN THIS DOCUMENT IS NOT INTENDED TO BE AND SHOULD NOT BE CONSTRUED AS "ADVICE." FCELC acts for its own account only. FCELC DOES NOT ACT AS A MUNICIPAL ADVISOR, municipal financial consultant, fiduciary or agent to any person or entity pursuant to Section 15B of the Securities Exchange Act of 1934 and the municipal advisor rules of the SEC. FCELC IS NOT RECOMMENDING that Lessee take an action with respect to this quotation. Lessee should review and discuss this quotation and all FCELC documentation with such independent financial, tax and legal advisors as it deems appropriate.



**Customer Purchase Order for John Deere
Construction and Forestry Products - USA**

PU# 05528217
PO Revision# Original

PURCHASER NAME AND ADDRESS (First Signer)			
NAME(First, Middle, Last) TOWN OF EXETER HIGHWAY DEPT.			
STREET or RR 13 NEWFIELDS RD			
CITY	STATE	ZIP CODE	COUNTY
EXETER	NH	03833	Rockingham
PHONE NUMBER	EMAIL ADDRESS		
PURCHASER NAME AND ADDRESS (Second Signer)			
NAME(First, Middle, Last)			
STREET or RR			
CITY	STATE	ZIP CODE	COUNTY
PHONE NUMBER	EMAIL ADDRESS		

DEALER NAME AND ADDRESS			
DEALER NAME Nortrax, Inc.		Dealer Account No. : 179001	
STREET or RR 98 Sheep Davis Road			
CITY	STATE	ZIP CODE	Phone Number
Pembroke	NH	03275	603-225-2769
Date Of Order: May 15, 2018			
Dealer Order No.:		TYPE OF SALE: <input checked="" type="checkbox"/> CASH <input type="checkbox"/> LEASE <input type="checkbox"/> TIME SALE	
PURCHASER TYPE: 5 City/Town/Village		MARKET USE CODE: 49 Highways & Streets	
Add Purchaser to Mailing List (Check One or More)			
<input type="checkbox"/> Construction <input type="checkbox"/> Utility <input type="checkbox"/> Forestry <input type="checkbox"/> Government			
PURCHASER IS: <input checked="" type="checkbox"/> Business <input type="checkbox"/> Individual		Purchaser Acct.:	
<input type="checkbox"/> SOCIAL SECURITY <input type="checkbox"/> IRS TAX ID NO <input type="checkbox"/> EIN			
NO.:			

EXTENDED WARRANTY IS: <input checked="" type="checkbox"/> Accept <input type="checkbox"/> Decline		LOCATION OF FIRST WORKING USE : Use County ROCKINGHAM	Use State/Province NH	COUNTY CODE 15			
(Initials) JP							
Ultimate Uptime Package Purchase: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		(Initials)					
QTY	WING	OPTION	CHARGE	EQUIPMENT (Model, Size, Description)	Hours of Use	PIN or Serial Number	Delivered Cash Price
1	X			JOHN DEERE 644K LOADER			\$ 249,530 62
				+ John Deere Extended Warranty : Full Machine 60 mo/6000 hr			\$ 0 00
(1) TOTAL CASH PRICE							\$ 249,530 62

QTY	TRADE-IN (Model, Size, Description)	Hours of Use	PIN or Serial Number	AMOUNT
1	2005 JOHN DEERE 624JXT		596309	\$ 60,000 00
COMMENTS: Parts and Labor to swap 624J wing and plow to New 644K loader \$8,500.00				
(2) TOTAL TRADE-IN ALLOWANCE				\$ 60,000 00
(3) TOTAL TRADE-IN PAY-OFF				\$ 0 00
(4) BALANCE				\$ 189,530 62
(5) SUBTOTAL				\$ 189,530 62
(6) RENTAL APPLIED				\$ 0 00
(7) CASH WITH ORDER				\$ 0 00
(8) BALANCE DUE (5-(6 & 7))				\$ 189,530 62

ACKNOWLEDGMENTS: Purchaser offers to sell, transfer, and convey the item(s) listed as "Trade In" to the Dealer at or prior to the time of delivery of the above product(s), as a "trade-in" to be applied against the cash price. Purchaser represents that each "trade-in" item shall be free and clear of all security interests, liens, and encumbrances at the time of transfer to the Dealer except to the extent shown below. The price to be allowed for each "trade-in" item is listed on this document. The Purchaser promises to pay the balance due (line 8) shown hereon in cash, or to execute a Time Sale Agreement (Retail Installment Contract), or a Loan Agreement for the purchase price of the Product(s), plus additional charges shown thereon, or to execute a Lease Agreement, on or before delivery of the equipment ordered herein. Despite delivery of the Product(s) to the Purchaser, title shall remain with the Seller until one of the foregoing is accomplished. The Purchaser and the Dealer agree that this Purchase Order is not a security agreement and that delivery of the Product(s) to the Purchaser pursuant to this Purchase Order will not constitute possession of the Product(s) by the Purchaser, as a debtor, for the purposes of the purchase money security provisions in any statutes relating to personal property security or its equivalent. Purchaser understands that its rights in connection with this purchase are limited as set forth in this Purchase Order.

DISCLOSURE OF REGULATION APPLICABILITY: When operated in California, any off-road diesel vehicle may be subject to the California Air Resources Board In-Use Off-Road Diesel Vehicle Regulation. It therefore could be subject to retrofit or accelerated turnover requirements to reduce emissions of air pollutants. More information is available on the California Air Resources Board website at <http://www.arb.ca.gov/msprog/ordiesel/ordiesel.htm>.



**Customer Purchase Order for John Deere
Construction and Forestry Products - USA**

PO# 05528217
PO Revision# Original

Quote ID: 17025377

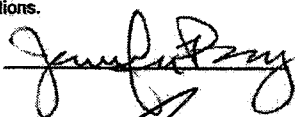

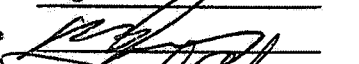

Customer Name: TOWN OF EXETER HIGHWAY DEPT.

IMPORTANT WARRANTY NOTICE: The Standard Warranty for new John Deere construction and forestry products is set forth in a separate document provided by the dealer. Please read the Standard Warranty carefully before signing. No express warranty is made unless specified in the Warranty Statement. **PURCHASER'S RIGHTS AND REMEDIES PERTAINING TO THIS PURCHASE ARE LIMITED AS INDICATED IN THE STANDARD WARRANTY AND PURCHASE ORDER. WHERE PERMITTED BY LAW, NO IMPLIED WARRANTY OF MERCHANTABILITY, CONDITIONS OR FITNESS IS MADE.**

The undersigned purchaser(s) (the "Purchaser") hereby orders the product(s) (the "Product") described above from the Dealer. The Dealer shall not be liable for failure to provide the Product or for any delay in delivery if such failure or delay is due to the Dealer's inability to obtain such Product from the manufacturer or supplier or other cause beyond the Dealer's control. The cash price shown above is subject to the Dealer receiving the Product from the manufacturer or supplier prior to any change in price by the manufacturer or supplier and is also subject to any new or increased taxes being imposed upon the sale of the Product after the date of this Purchase Order.

TERMS & CONDITIONS VERIFICATION STATEMENT : Use of John Deere Data Services, if applicable, and all rights and obligations of John Deere and the Purchaser (or "Customer" as identified in the applicable agreement), are governed by the terms and conditions outlined in the Warranty Statement and the applicable John Deere Construction & Forestry Company Subscriptions & Data Services Dealer Agreement and/or Customer Data Services agreements available at www.johndeere.com/agreements. Purchaser agrees to be bound by these terms and conditions if Purchaser activates or otherwise uses any of the Data Services. If Purchaser does not agree to these terms and conditions, Purchaser must not activate or otherwise use the Data Services.

Purchaser's signature below acknowledges the Purchaser has received a copy of the Standard Warranty, Version JP (Initials) and understands its terms and conditions.

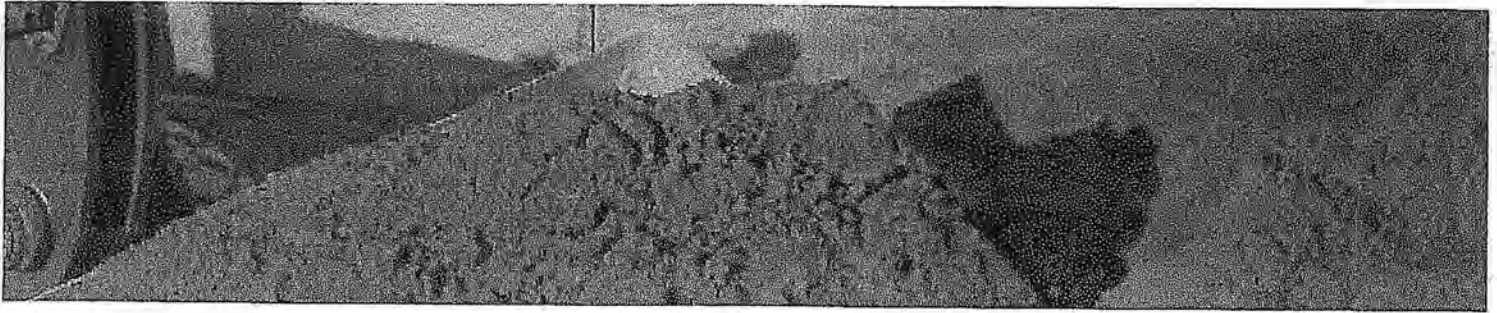
Purchaser (First Signer)	TOWN OF EXETER HIGHWAY DEPT.	Signature		Date	5/18/18
Purchaser (Second Signer)		Signature		Date	
Dealer Representative	Nortrax, Inc.	Signature		Date	5/21/18
Salesperson	CHASE, DAVID C	Signature		Date	5/18/18

DELIVERY ACKNOWLEDGEMENT	Delivered with Operator's Manual On: <input type="checkbox"/>	Purchaser Signature
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644K

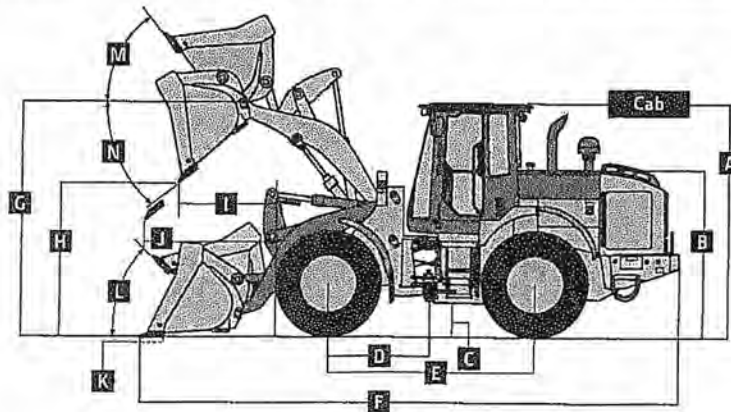
644K

Engine	644K Z-BAR / HIGH-LIFT			
Manufacturer and Model	John Deere PowerTech™ 6068H		John Deere PowerTech™ Plus 6068H	
Non-Road Emission Standard	EPA Tier 2/EU Stage II		EPA Tier 3/EU Stage IIIA and Brazil MAR-1 emissions	
Cylinders	6		6	
Valves Per Cylinder	4		4	
Displacement	6.8 L (41¼ cu. in.)		6.8 L (41¼ cu. in.)	
Peak Power (ISO 9249)				
Net	167 kW (224 hp) at 1,700 rpm		167 kW (224 hp) at 1,700 rpm	
Gross	175 kW (234 hp) at 1,700 rpm		175 kW (234 hp) at 1,700 rpm	
Peak Torque (ISO 9249)				
Net	985 Nm (726 lb.-ft.) at 1,400 rpm		985 Nm (726 lb.-ft.) at 1,400 rpm	
Gross	1024 Nm (755 lb.-ft.) at 1,400 rpm		1024 Nm (755 lb.-ft.) at 1,400 rpm	
Net Torque Rise	44%		44%	
Fuel System (electronically controlled)	High-pressure common rail		High-pressure common rail	
Lubrication	Full-flow spin-on filter and integral cooler		Full-flow spin-on filter and integral cooler	
Aspiration	Turbocharged, charge air cooled		Turbocharged, charge air cooled	
Air Cleaner	Under-hood, dual-element dry type, restriction indicator in cab monitor for service			
Cooling				
Fan Drive	Hydraulically driven, proportionally controlled, fan air of coolers			
Electrical				
Electrical System	24 volt with 80-amp alternator (optional 100-amp alternator)			
Batteries (2—12 volt)	750 CCA (each)			
Lights	Driving lights with guard, turn signals, and flashers; stop- and tallight; work lights: front (2) and rear (2); halogen engine-compartment light and switch (option)			
Transmission System				
Type	Countershaft-type PowerShift™			
Torque Converter	Single stage, single phase			
Shift Control	Electronically modulated, adaptive, load and speed dependent			
Operator Interface	Steering-column or joystick-mounted F-N-R and gear-select lever; Quick-Shift button on hydraulic lever			
Shift Modes	Manual/automatic (1st-D or 2nd-D); Quick-Shift button with 2 selectable modes: kick-down or kick-up/down; and 1 clutch cutoff setting			
	<i>Standard 5-Speed with Lockup Torque Converter</i>			
Maximum Travel Speeds (with 23.5 R 25 tires)	<i>Forward</i>		<i>Reverse</i>	
Range 1	6.8 km/h (4.2 mph)	7.2 km/h (4.5 mph)	6.9 km/h (4.3 mph)	7.3 km/h (4.5 mph)
Range 2	12.4 km/h (7.7 mph)	13.1 km/h (8.1 mph)	11.3 km/h (7.0 mph)	11.9 km/h (7.4 mph)
Range 3	20.9 km/h (13.0 mph)	26.6 km/h (16.5 mph)	21.7 km/h (13.5 mph)	22.7 km/h (14.1 mph)
Range 4	25.3 km/h (15.7 mph)	N/A	33.1 km/h (20.6 mph)	N/A
Range 5	40.0 km/h (24.9 mph)	N/A	N/A	N/A
Axles/Brakes				
Final Drives	Heavy-duty inboard-mounted planetary			
Differentials	Hydraulic locking front with conventional rear – standard; dual locking front and rear – optional			
Rear Axle Oscillation, Stop to Stop (with 23.5 R 25 tires)	26 deg. (13 deg. each direction)			
Brakes (conform to ISO 3450)				
Service	Hydraulically actuated, spring-retracted, self-adjusting, inboard sun-shaft mounted, oil cooled, single disc			
Parking	Automatic spring applied, hydraulically released, driveline mounted, oil cooled, multi disc			
Tires/Wheels (see page 16 for complete tire adjustments)				
	Tread Width		Width Over Tires	
Michelin 23.5 R 25-1 Star L-3	2170 mm (85.4 in.)		2875 mm (113.2 in.)	
Serviceability				
Refill Capacities	EPA Tier 2/EU Stage II and EPA Tier 3/EU Stage IIIA			
Fuel Tank with Lockable Cap	352 L (93 gal.)			
Engine Cooling System	29.5 L (31.2 qt.)			
Engine Oil with Vertical Spin-On Filter	24.5 L (26 qt.)			
Transmission Reservoir with Vertical Filter	27 L (28.5 qt.)			
Axle Oil (front and rear, each)	22 L (23 qt.)			
Hydraulic Reservoir and Filter	110 L (29 gal.)			
Park Brake Oil (wet disc)	0.6 L (20 oz.)			
Hydraulic System/Steering				
Pump (loader and steering)	Variable-displacement, axial-piston pump; closed-center, pressure-compensating system			
Maximum Rated Flow at 6895 kPa (1,000 psi) and 2,250 rpm	297 L/m (78 gpm)			
System Relief Pressure (loader and steering)	25 166 kPa (3,650 psi)			
Loader Controls	2-function valve, joystick control or fingertip controls, hydraulic-function enable/disable, optional 3rd- and 4th-function valve with auxiliary lever			



Hydraulic System/Steering (continued)		644K Z-BAR / HIGH-LIFT
Steering (conforms to ISO 5010)		Steering-column-mounted, twist-grip shift lever; Quick-Shift button on hydraulic lever
Type		Power, fully hydraulic
Articulation Angle		80-deg. arc (40-deg. each direction)
Turning Radius (measured to centerline of outside tire)		5.57 m (18 ft. 3 in.)
Hydraulic Cycle Times		
Raise		6.4 sec.
Dump		1.6 sec.
Lower (float down)		3.0 sec.
Total		11.0 sec.

Dimensions and Specifications with Pin-On Bucket



644K Z-BAR AND HIGH-LIFT LOADERS WITH PIN-ON BUCKET

	Z-Bar	High-Lift
Dimensions with Bucket	3.2-m ³ (4.25 cu. yd.) general-purpose with bolt-on edge	3.2-m ³ (4.25 cu. yd.) general-purpose with bolt-on edge
A Height to Top of Cab	3.43 m (11 ft. 3 in.)	3.43 m (11 ft. 3 in.)
B Hood Height	2.53 m (8 ft. 4 in.)	2.53 m (8 ft. 4 in.)
C Ground Clearance	461 mm (18.1 in.)	461 mm (18.1 in.)
D Length from Centerline to Front Axle	1.60 m (5 ft. 3 in.)	1.60 m (5 ft. 3 in.)
E Wheelbase	3.26 m (10 ft. 8 in.)	3.26 m (10 ft. 8 in.)
F Overall Length, Bucket on Ground	8.30 m (27 ft. 3 in.)	8.77 m (28 ft. 9 in.)
G Height to Hinge Pin, Fully Raised	4.12 m (13 ft. 6 in.)	4.54 m (14 ft. 11 in.)
H Dump Clearance, 45 deg., Full Height	2.91 m (9 ft. 6.5 in.)	3.33 m (10 ft. 11.1 in.)
J Reach, 45-deg. Dump, Full Height	1.06 m (3 ft. 5.7 in.)	1.19 m (3 ft. 10.9 in.)
K Reach, 45-deg. Dump, 2.13-m (7 ft. 0 in.) Clearance	1.61 m (5 ft. 3.4 in.)	2.06 m (6 ft. 9.1 in.)
L Maximum Digging Depth	106 mm (4.2 in.)	200 mm (7.9 in.)
M Maximum Rollback at Ground Level	42 deg.	41 deg.
N Maximum Rollback, Boom Fully Raised	55 deg.	47 deg.
Loader Clearance Circle, Bucket Carry Position	50 deg.	45 deg.
Loader Clearance Circle, Bucket Carry Position	13.19 m (43 ft. 3.1 in.)	13.62 m (44 ft. 8.2 in.)
Specifications with Bucket		
Capacity, Heaped	3.2 m ³ (4.25 cu. yd.)	3.2 m ³ (4.25 cu. yd.)
Capacity, Struck	2.8 m ³ (3.7 cu. yd.)	2.8 m ³ (3.7 cu. yd.)
Bucket Weight with Bolt-On Cutting Edge	1735 kg (3,826 lb.)	1736 kg (3,827 lb.)
Bucket Width	3.04 m (10 ft. 0 in.)	3.04 m (10 ft. 0 in.)
Breakout Force	15,378 kg (33,903 lb.)	13,782 kg (30,384 lb.)
Tipping Load, Straight, No Tire Deflection	14,906 kg (32,862 lb.)	12,237 kg (26,978 lb.)
Tipping Load, Straight, with Tire Deflection	14,250 kg (31,416 lb.)	11,829 kg (26,078 lb.)
Tipping Load, 40-deg. Full Turn, No Tire Deflection	12,879 kg (28,393 lb.)	10,508 kg (23,165 lb.)
Tipping Load, 40-deg. Full Turn, with Tire Deflection	11,967 kg (26,383 lb.)	9882 kg (21,786 lb.)
Rated Operating Load, 50% Full Turn Tipping Load, No Tire Deflection (conforms to ISO 14397-1)*	6440 kg (14,197 lb.)	5254 kg (11,583 lb.)
Rated Operating Load, 50% Full Turn Tipping Load, with Tire Deflection (conforms to ISO 14397-1)*	5984 kg (13,191 lb.)	4941 kg (10,893 lb.)
Operating Weight	18,333 kg (40,417 lb.)	18,700 kg (41,226 lb.)

Loader operating information is based on machine with Identiflad linkage and standard equipment, PowerTech Plus 6068H (EPA Tier 3/EU Stage IIIA and Brazil MAR-1 emissions) engine, ROPS cab, rear cost bumper/counterweight, transmission side-frame guards, bottom guards, standard tires, full fuel tank, and 79-kg (175 lb.) operator. This information is affected by changes in tires, ballast, and different attachments, and assumes no tire deflection per the standard ISO 14397-1 section 5.

*Rated operating capacity based on Deere attachments only.

Adjustments to Operating Weights and Tipping

Loads with Buckets

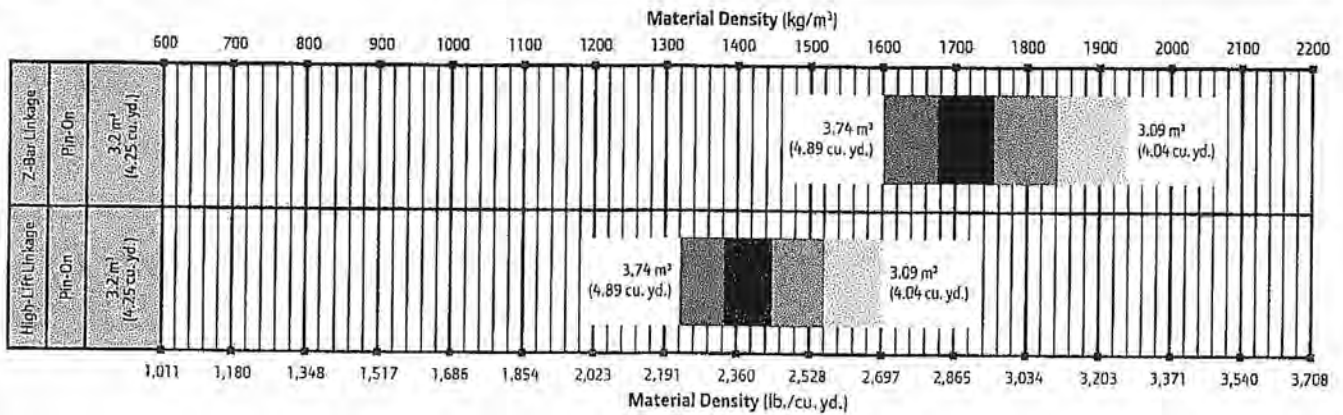
644K Z-BAR / HIGH-LIFT

Adjustments to operating weights, tipping loads, and tires are based on Z-Bar machine and standard equipment with pin-on 3.2-m³ (4.25 cu. yd.) general-purpose bucket with bolt-on cutting edge, ROPS cab, transmission side-frame guards, bottom guards, standard tires, full fuel tank, and 79-kg (175 lb.) operator*

Add (+) or deduct (-) kg (lb.) as indicated for loaders

with 3-piece rims	Operating	Tipping Load,		Tread Width	Width Over Tires	Vertical Height
	Weight	Straight	40-deg. Full Turn			
John Deere PowerTech Plus 6068H	0 kg (0 lb.)	0 kg (0 lb.)	0 kg (0 lb.)	N/A	N/A	N/A
John Deere PowerTech 6068H	0 kg (0 lb.)	0 kg (0 lb.)	0 kg (0 lb.)	N/A	N/A	N/A
Michelin 23.5 R 25, 1 Star L-3	0 kg (0 lb.)	0 kg (0 lb.)	0 kg (0 lb.)	0 mm (0 in.)	0 mm (0 in.)	0 mm (0 in.)
Firestone 23.5-25 L3 20 PR	-50 kg (-110 lb.)	-37 kg (-81.5 lb.)	-33 kg (-73 lb.)	-220 mm (-8.7 in.)	+8 mm (+0.3 in.)	+8 mm (+0.3 in.)
Michelin 23.5 R 25 L3 XLDN	-6 kg (-13.2 lb.)	-4 kg (-9 lb.)	-4 kg (-9 lb.)	0 mm (0 in.)	0 mm (0 in.)	-3 mm (-0.1 in.)
Bridgestone Radial 23.5 R 25, 1 Star L3 GP	-22 kg (-48.5 lb.)	-16 kg (-35.3 lb.)	-14 kg (-30.9 lb.)	-220 mm (-8.7 in.)	+18 mm (+0.7 in.)	-6 mm (-0.2 in.)
Firestone 23.5-25 L5 20 PR	+82 kg (+180.8 lb.)	+61 kg (+134.5 lb.)	+54 kg (+119 lb.)	0 mm (0 in.)	+16 mm (+0.6 in.)	+29 mm (+1.1 in.)

*May change based on vehicle configuration, weight, or tire-pressure adjustments.



LOOSE MATERIALS	kg/m³	lb./cu. yd.	LOOSE MATERIALS	kg/m³	lb./cu. yd.
Chips, pulpwood	288	486	Limestone, coarse, sized	1570	2,646
Cinders (coal, ashes, clinkers)	673	1,134	Limestone, mixed sizes	1682	2,835
Clay and gravel, dry	1602	2,700	Limestone, pulverized or crushed	1362	2,295
Clay, compact, solid	1746	2,943	Sand, damp	2083	3,510
Clay, dry in lump loose	1009	1,701	Sand, dry	1762	2,970
Clay, excavated in water	1282	2,160	Sand, voids, full of water	2083	3,510
Coal, anthracite, broken, loose	865	1,458	Sandstone, quarried	1314	2,214
Coal, bituminous, moderately wet	801	1,350	Shale, broken crushed	1362	2,295
Earth, common loam, dry	1218	2,052	Slag, furnace granulated	1955	3,294
Earth, mud, packed	1843	3,105	Stone or gravel, 37.5 to 87.5-mm (1.5 to 3.5" size)	1442	2,430
Granite, broken	1538	2,592	Stone or gravel, 18.75-mm (3/4" size)	1602	2,700
Gypsum	2275	3,834			





OFFICIAL BALLOT
ANNUAL TOWN ELECTION
EXETER, NEW HAMPSHIRE
MARCH 13, 2018

Andrea J. Kohler
TOWN CLERK

ARTICLES CONTINUED

Article 13

Shall the Town vote to raise and appropriate the sum of twenty thousand dollars (\$20,000) to be added to the Sidewalk Repair and Replacement Capital Reserve Fund previously established. This sum to come from general taxation.
(Majority vote required) Recommended by the Board of Selectmen 5-0.

1953
YES
NO
603

Article 14

Shall the Town vote to authorize the Board of Selectmen to enter into a 7-year lease/purchase agreement for \$525,299 for the purpose of lease/purchasing a fire engine for the Exeter Fire Department to replace a 1997 engine, and to raise and appropriate the sum of eighty-eight thousand and one hundred seventy five dollars (\$88,175), which represents the first of 7 annual payments for that purpose. This lease/purchase will contain an escape (non-appropriation) clause. This sum to come from general taxation.
(Majority vote required) Recommended by the Board of Selectmen 3-2.

1486
YES
NO
1022

Article 15

Shall the Town vote to raise and appropriate the sum of one hundred thousand dollars (\$100,000) to be added to the Sick Leave Expendable Trust Fund previously established. This sum to come from general fund surplus.
(Majority vote required) Recommended by the Board of Selectmen 5-0.

1506
YES
NO
977

Article 16

Shall the Town vote to raise and appropriate, through special warrant article, the sum of seventy-three thousand eight hundred and ninety seven dollars (\$73,897), for the purpose of replacing Fire Department radios. This sum to come from general taxation.
(Majority vote required) Recommended by the Board of Selectmen 4-1.

1685
YES
NO
829

Article 17

Shall the Town vote to authorize the Board of Selectmen to enter into a 5-year lease/purchase agreement for \$250,400 for the purpose of lease/purchasing a loader for the Exeter Highway Department to replace a 2005 loader, and to raise and appropriate the sum of fifty-six thousand three hundred and forty dollars (\$56,340), which represents the first of 5 annual payments for that purpose. This lease/purchase will contain an escape (non-appropriation) clause. This sum to come from general taxation.
(Majority vote required) Recommended by the Board of Selectmen 5-0.

1557
YES
NO
941

Article 18

Shall the Town vote to raise and appropriate, through special warrant article, the sum of fifty thousand dollars (\$50,000), for the purpose of conducting a public safety study to address future operation and facility needs of the Exeter Police, Fire, EMS, and Dispatch departments. This sum to come from general taxation.
(Majority vote required) Recommended by the Board of Selectmen 3-2.

1059
YES
NO
1414

Article 19

Shall the Town vote to raise and appropriate, through special warrant article, the sum of fifty-thousand dollars (\$50,000), for the purpose of conducting a traffic, parking and pedestrian safety study in the downtown area to include a portion of Front Street, Water Street, String Bridge, Franklin Street, Bow Street, Chestnut Street, Center Street, and other streets in the general downtown area. This sum to come from general taxation.
(Majority vote required) Recommended by the Board of Selectmen 3-2.

1038
YES
NO
1463

Article 20

Shall the Town vote to raise and appropriate the sum of fifty-thousand dollars (\$50,000) to be added to the Snow and Ice Deficit Non-Capital Reserve Fund previously established. This sum to come from general fund surplus.
(Majority vote required) Recommended by the Board of Selectmen 5-0.

1945
YES
NO
570

Article 21

Shall the Town vote to authorize the Board of Selectmen to enter into a loan agreement of up to \$30,000 through the New Hampshire Department of Environmental Services Clean Water State Revolving Loan Fund for the purpose of developing an Asset Management plan for the Town's wastewater infrastructure. The loan will provide up to \$30,000 principal forgiveness; therefore, no repayment of the loan will be required.
(A 3/5 ballot vote required for approval.) Recommended by the Board of Selectmen 5-0.

2119
YES
NO
409

TURN BALLOT OVER AND CONTINUE VOTING

Memo

To: Board of Selectmen
From: Darren Winham, Director
CC: Russell Dean, Town Manager
Date: 9.28.18
Re: Holland Way ERZ request

The Economic Development Department is requesting from the Town of Exeter consideration in submitting to the New Hampshire Department of Business and Economic Affairs (BEA) designation of identified contiguous parcels as a Economic Revitalization Zone (ERZ) per RSA 162-N. Please see the attached ERZ FAQ for Communities for details on the ERZ. Also attached please find maps identifying the proposed area and pictures of the vacant parcels. The specific properties in the proposal include: Map 52 Lot 112; Map 51 Lot 17; Map 65 Lot 123; Map 66 Lot 1; Map 66 Lot 1-1; Map 66 Lot 2; Map 70 Lot 103; Map 70 Lot 101; Map 69 Lot 39.

The properties shown on the following maps have been vacant (other than Osram, which has much more developable land on two sites) and mostly for sale for decades. While strategically located, they are challenged by wetlands and lack municipal water/sewer infrastructure. Please find pictures of several parcels in this proposed ERZ, including ones that have active for-sale signs on them. As has been the case with the Epping Road ERZ, I believe that creating an ERZ on the proposed properties will assist in the growth of Exeter's Holland Way Corridor. Please also note that creating an ERZ has no effect on municipal or school taxes; this incentive only affects state Business Enterprise and Business Profit taxes.

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

- The Selectmen vote on designating the identified contiguous parcels as an Economic Revitalization Zone.

Following the vote, if the Holland Way ERZ is approved, the application will be submitted to the NHBEA for consideration.

New Hampshire Division of Economic Development

Economic Revitalization Zone Tax Credits

Town/Municipality Designation ~ FORM ERZ-1

Mail to:

State of NH
Division of Economic Development
ERZ Program Administrator
172 Pembroke Road
Concord, NH 03301

~ Office Use Only ~
Designation Code:

General Instructions: A local governing body shall request Economic Revitalization Zone Tax Credit Designation for an eligible area or site prior to any taxpayer applying for tax credit project certification under this program. Follow the specific instructions given in each section and **TYPE** all information. Provide an original completed form with all required documentation.

SECTION A – INFORMATION

Instructions: Provide the following information.

Town/Municipality Name: Exeter _____ Tel. #: 603.773.6122 _____

Address: 10 Front Street _____

Street/ PO Box _____

City/ Town/ State and Zip Code Exeter, NH 03833 _____

Contact Person: Darren Winham Title: Economic Development Director _____

Area/Site Name: Holland Way _____

Signature of Contact Person _____

Date: September 13, 2018

~Office Use Only~

Taylor Caswell, Commissioner
Dept. of Business and Economic Affairs

Date

Town/Municipality Designation ~ FORM ERZ-1

SECTION B – DOCUMENTATION

Instructions: Include:

- 1) A separate application is required for each non-contiguous zone designation within the town/municipality.
- 2) A clearly defined map of the area with street names, street numbers, and / or map and lot number within the zone designation.
- 3) Documentation of meeting eligibility requirements such as listing of vacant properties, photos, evidence of brownfields designation, etc.
- 4) Verification of designation of the Zone(s) by town officials, i.e. minutes from appropriate meeting(s).

Criteria for designation:

Evidence of the following information must be provided with your request for an Economic Revitalization Zone Tax Credit designation:

(a) Unused or underutilized industrial parks; or

(b) Vacant land or structures previously used for industrial, commercial, or retail purposes but currently not so used due to demolition, age, relocation of the former occupant's operations, obsolescence, deterioration, brownfields, or cessation of operation resulting from unfavorable economic conditions either generally or in a specific economic sector,

AND

c) that designation of the zone as an ERZ Tax Credit Zone would likely result in the reduction of the rate of vacant or demolished structures or the rate of tax delinquency in the zone.

NARRATIVE:

For the NHBEA's consideration: The properties shown on the following maps have been vacant (other than Osram, which has much more developable land on two sites) and mostly for sale for decades. While strategically located, they are challenged by wetlands and lack municipal water/sewer infrastructure. Please find pictures of several parcels in this proposed ERZ, including ones that have active for-sale signs on them. As has been the case with the Epping Road ERZ, we believe that creating an ERZ on the proposed properties will assist in the growth of Exeter's Holland Way Corridor.

PROPOSED PARCELS:

Map 52 Lot 112; Map 51 Lot 17; Map 65 Lot 123; Map 66 Lot 1; Map 66 Lot 1-1; Map 66 Lot 2; Map 70 Lot 103; Map 70 Lot 101; Map 69 Lot 39

ERZ FAQs for Communities

What is the ERZ Program?

ERZ stands for Economic Revitalization Zone. The ERZ tax credit program, which is detailed in RSA 162-N, offers a short term business tax credit for projects that improve infrastructure and create jobs in designated areas of a municipality.

Why were ERZs established?

ERZs were established to stimulate economic redevelopment, expand the commercial and industrial base, create new jobs, reduce sprawl, and increase tax revenues within the state by encouraging economic revitalization in designated areas.

How is an ERZ defined?

An Economic Revitalization Zone, means a zone with a single continuous boundary, designated in accordance with the rules adopted under RSA 162-N:8, and having at least one of the following characteristics:

- (a) Unused or underutilized industrial parks; or
- (b) Vacant land or structures previously used for industrial, commercial, or retail purposes but currently not so used due to demolition, age, relocation of the former occupant's operations, obsolescence, deterioration, brownfields, or cessation of operation resulting from unfavorable economic conditions either generally or in a specific economic sector.

A community must request that a site or contiguous area be designated as an ERZ by BEA. Each ERZ is evaluated every five years to assess whether the designation is still eligible.

How much is available for tax credits?

The State of New Hampshire designates \$825,000 statewide, per year, to be available for ERZ tax credits.

How long will this initiative be in place?

This program will be in place until 2020, or until the State law governing ERZs is repealed or amended.

What is the process to create an ERZ in the Community?

To apply for the tax credits a community must complete Form ERZ-1 available from the Department of Business and Economic Affairs. The application must include reference to the public record of acceptance by the governing body of the community.

How can a community benefit from ERZs?

Communities benefit from ERZs by the job growth of its businesses located in the community, and by potential growth of the local tax base due to expansion of the business's plant and equipment assets. For a business to qualify for an ERZ tax credit it must invest in plant or equipment and create a least one (1) new full time job in the state, and meet the following criteria:

- The business must be physically located in an approved ERZ.
- Investment in plant or equipment must be made directly by the business applying for the ERZ tax credit.
- Jobs must be full time, direct employees, and not be contracted or "temp" jobs.
- The investment and the job creation must take place within one calendar year.

How is the credit calculated?

The credit is based on a percent of the salary for each new full time job created and the lesser of: either a percent of the actual cost incurred for the project or a maximum credit for each new job created in the fiscal year

What is considered a full time job?

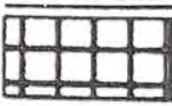



A full time job is at least 35 hours per week and is a permanent, year-round position.

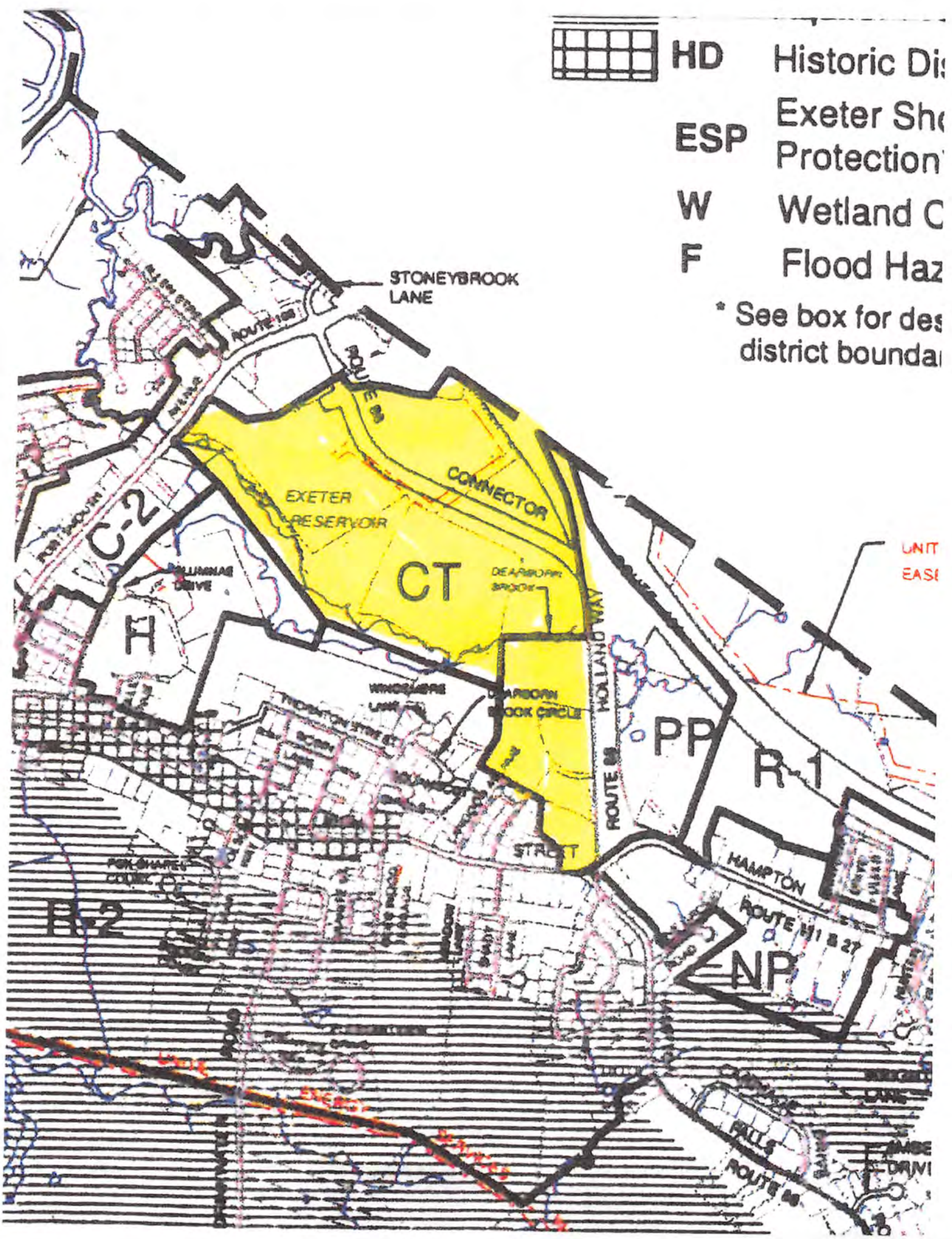
How can a business in the community claim the credit?

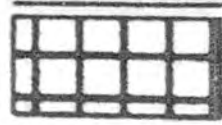
The deadline to apply is February 10th of the year following the applicant's tax year. To apply for the tax credits an applicant must complete form ERZ-2 available from the Department of Business and Economic Affairs' [website](#).

Who do I call with additional questions?

Contact the Division of Economic Development at (603) 271-2591.

-  HD Historic District
 -  ESP Exeter Shore Protection
 -  W Wetland
 -  F Flood Hazard
- * See box for description of district boundaries





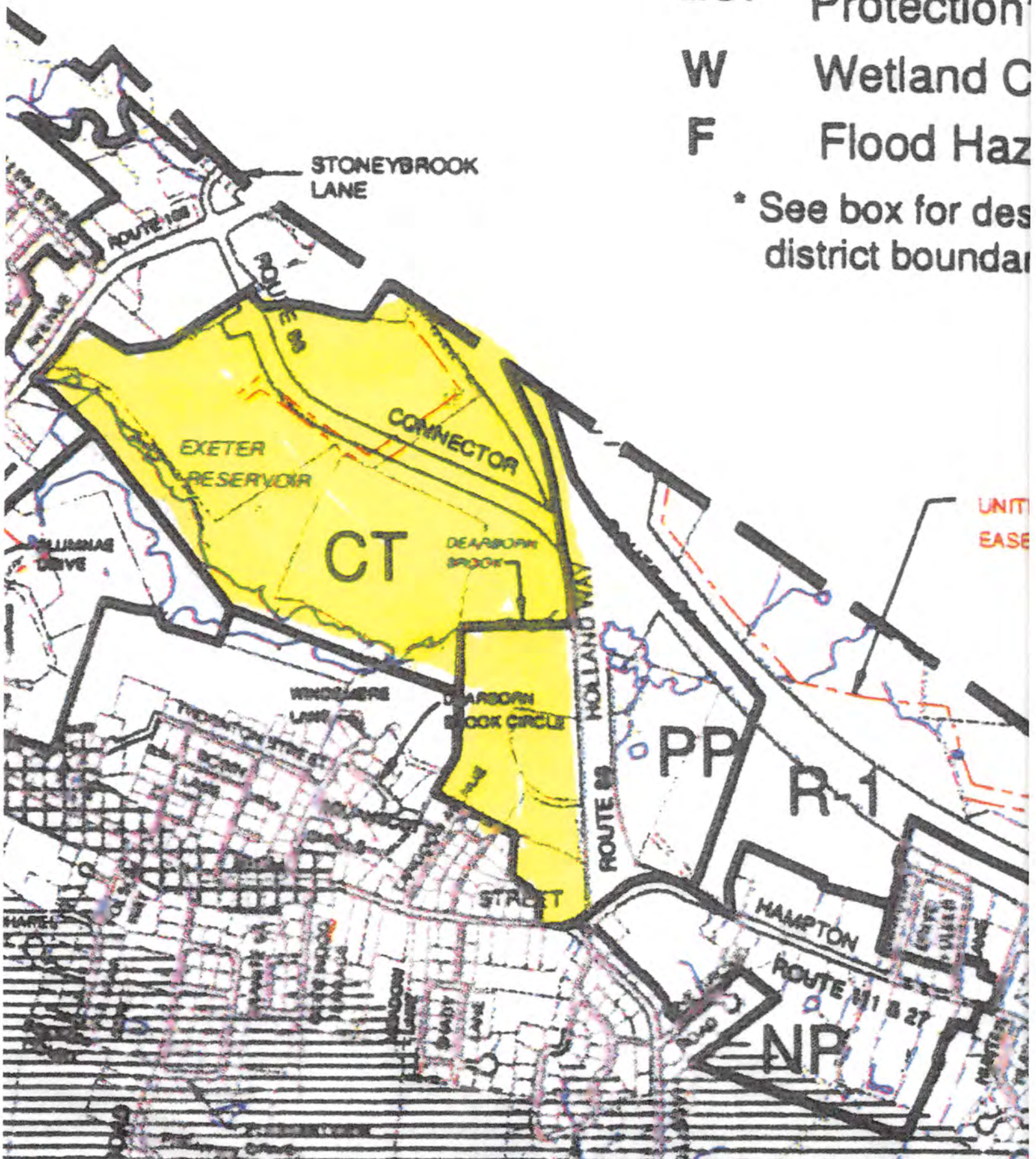
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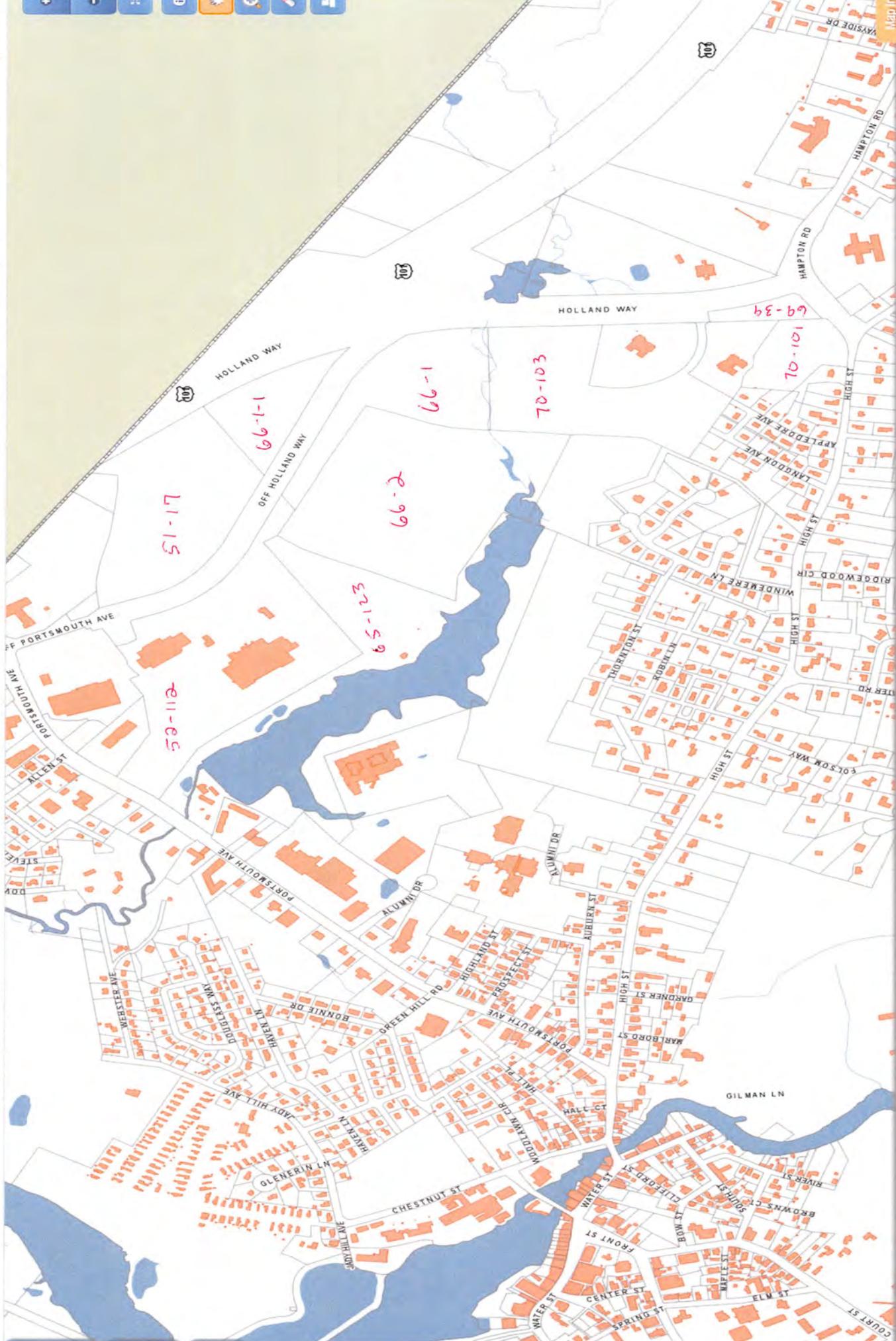
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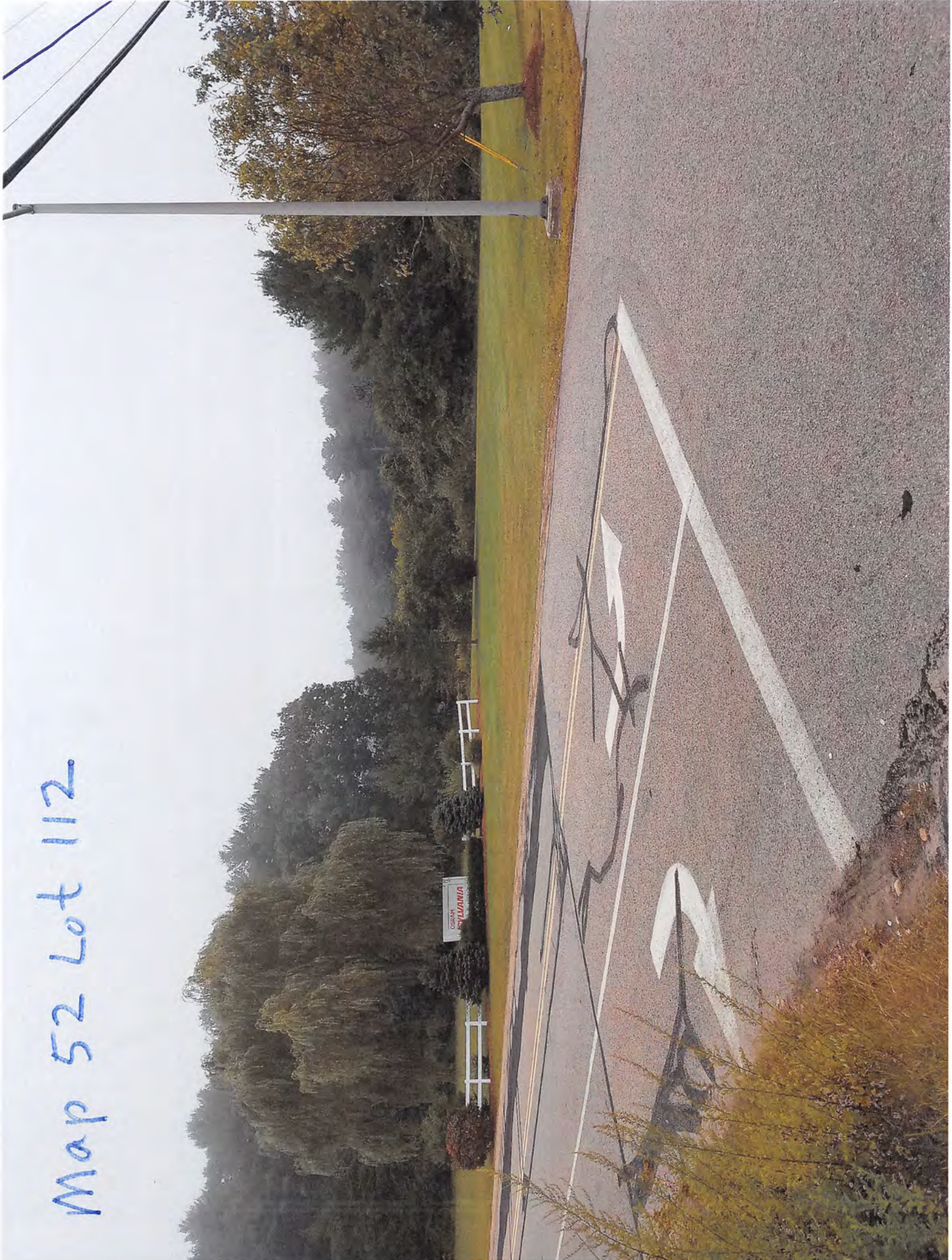
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UNIT
EASE



Map 52 Lot 112



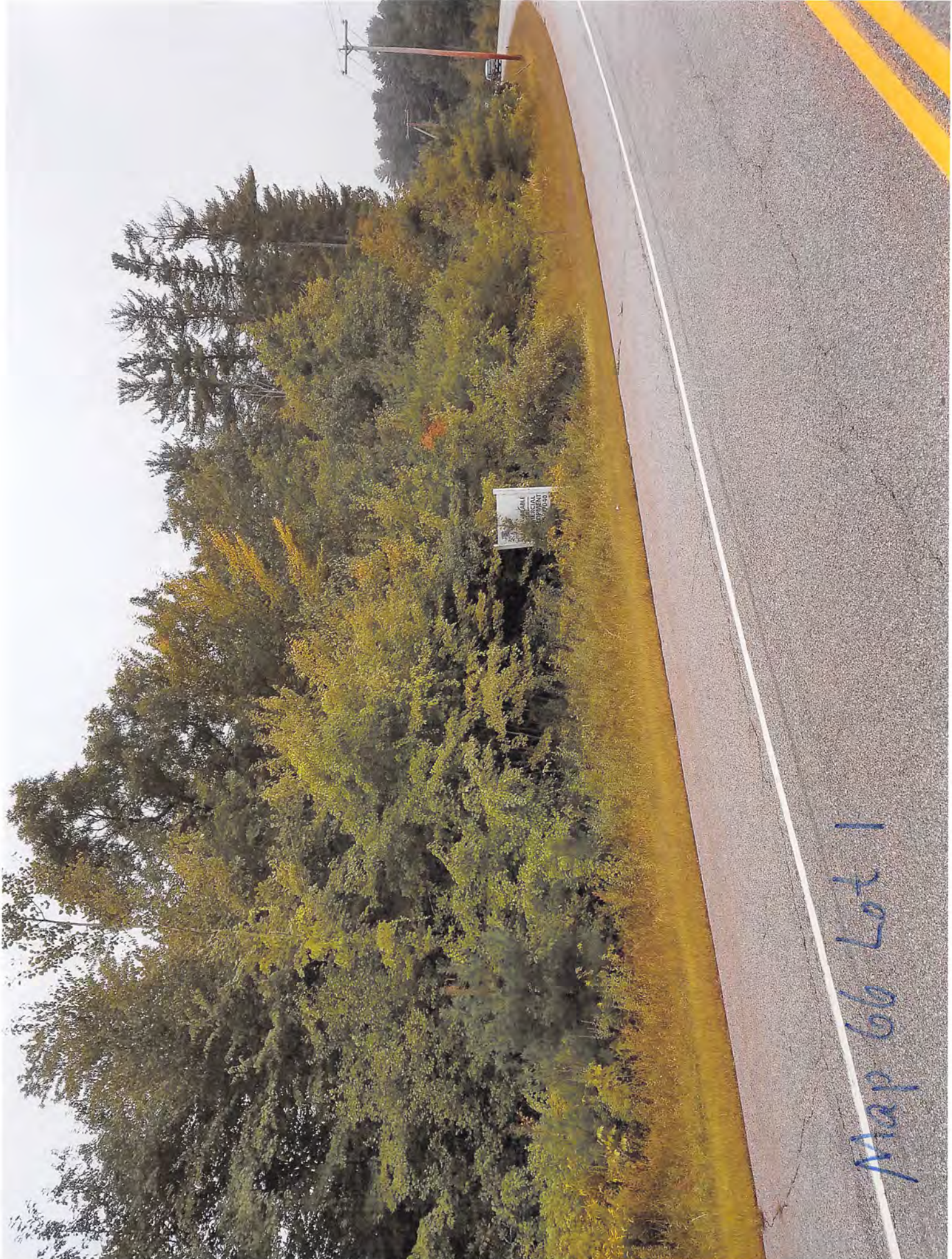
Map 52 Lot 112





AVAILABLE
Up to 40,000 SF
OFFICE DEVELOPMENT
603 427 1333
CBRE Partnership

Map 70 Lot 103



SALE
SUBJECT
7/1/10

Map 66 Lot 1

APPROVED SITE
27,600 SF
NEW BUILDING FOR LEASE
BUILD TO SUIT
Low-Growth, greenwood.net
DORIS CARVALLO
603-766-6540

Map 70 Lot 101



**TOWN OF EXETER
MEMORANDUM**

TO: Select Board
FROM: Town Manager
RE: School Impact Fees Release
DATE: October 1st, 2018

After reviewing the school impact fee balances with Finance, we are recommending the Board release a total of \$150,000 in school impact fees to lower Exeter's school tax rate for the 2019 year. Although the Town is invoiced in 2018 for these fees it is necessary to approve their release at the time the tax rate is set as they are factored into the schools local revenue equation.

It is anticipated \$75,000 of the fees would go to the Co-op for High School debt service payment offsets and \$75,000 in fees would go to the local school district to offset costs associated with the recent Main Street School bond to construct the full day kindergarten classrooms.

Town of Exeter

Public School Impact Fees

Citizens Bank Acct#3348713301

September 2018

<u>Date</u>	<u>Developer/Owner</u>	<u>Location</u>	<u>Total School Impact Fees</u>	<u>Interest Income</u>	<u>Grades K-5 Exeter School District</u>	<u>Grades 6-12 Cooperative School District</u>	<u>Ending Balance</u>
12/31/17	Carryforward		79,381.00	5,263.17	42,761.60	36,619.40	84,644.17
01/31/18	Interest			2.42			
02/28/18	Interest			2.18			
03/21/18	JNM Realty Trust	44-50 Windsor Lane, Bldg #6	4,024.00		1,971.76	2,052.24	
03/30/18	Anna Hardy	129 Front Street Unit 101	1,344.00		741.00	603.00	
03/31/18	Interest			2.43			
04/30/18	Interest			2.38			
05/04/18	Gene Gameau	6 Rosewood Court	4,012.00		1,970.00	2,042.00	
05/30/18	Interest			2.49			
06/27/18	DR Lemieux Builders, Inc	11 Garrison Lane	4,012.00		1,970.00	2,042.00	
06/30/18	Interest			1.11			
07/31/18	Interest			0.83			
08/02/18	inHome Design Builds	129 Front Street Unit# 201	1,344.00		741.00	603.00	
08/28/18	Avesta Housing (AHDC OP)	3 Meeting Place	57,792.00		28,318.08	29,473.92	
08/30/18	Interest			0.89			
09/05/18	Porches at Exeter LLC	1 Franklin Street	4,032.00		1,975.68	2,056.32	
			<u>155,941.00</u>	<u>5,277.90</u>	<u>80,449.12</u>	<u>75,491.88</u>	<u>161,218.90</u>

2019 Exeter Preliminary Town Budget

September 20th, 2018
Reissued: September 28th, 2018

To the Exeter Select Board,

Attached you will find the Town of Exeter preliminary budget request for Fiscal Year 2019. The fiscal year addressed in this budget begins on January 1, 2019 and ends December 31, 2019. I would like to acknowledge the efforts of all town departments, and in particular, the Finance Department, for their assistance in preparing this preliminary budget. This budget represents the beginning of the FY19 budget process that will conclude approximately 5 ½ months from now, on March 12th, 2019.

Overview

The FY19 Budget Request covers the three major funds (General, Water, Sewer) plus warrant articles and any proposed bond issues for these funds. Items that propose funding by warrant articles and bonding are described in the Town's Capital Improvement Program FY19-24, adopted by the Planning Board.

About the Town Operating Budget

The town budget represents the allocation of resources amongst all town departments for the ensuing fiscal year. The town budget proportionally represents approximately 26% of the property tax bill. This figure does not include the cost of overlay or the veteran's credit program, which adds another 28 cents per 1,000 of assessed value to the town's share of the tax rate. The remaining 74% of the tax bill is dedicated to local schools, the state education tax, and the county tax.

At the time of budget adoption, the fiscal year is already two and a half months old, as it begins on January 1st. In the interim, the town operates on a "base budget" for the first 2 ½ months of the fiscal year until the new budget is approved by the voters. The operating budget is a piece of the town spending plan for the year, which also includes 1) bond articles; and 2) separate financial warrant articles. The water and sewer budgets are adopted separately from the town budget in their own article, and have their own default budgets (the budget adopted if the proposed operating budget does not pass).

The town's capital improvement program (CIP), which includes all non-recurring capital requests in excess of \$25,000, can be funded through the budget, warrant articles, or bond articles, depending on the request, and the review and recommendation of the select board. All financial items proposed as bond articles require 60% voter approval and are subject to a separate bond hearing. This bond hearing is advertised in December of each year and held in January, as part of the overall budget hearing prior to the deliberative session.

Exeter functions under the SB2 form of government, which allows for both an operating and a default budget. The formula for the default budget is set by state law, and is in a regular state of flux, including this year with new legislation just approved that redefines how the default budget is calculated. If the operating budget does not pass at the town and school elections, the default budget automatically goes into effect and becomes the operating budget. The combination of the operating budget and warrant

articles, minus anticipated revenues, results in the operating tax levy for the year. Veterans credits and overlay for abatements are added to the operating tax levy to generate the total town tax rate share. The town's new tax rate is set in late October/early November each year by the New Hampshire DRA, and is based on appropriations approved by the voters in March of the same year.

Overview - Recent Town Budget History

The town share of the tax rate, as a percentage of the total tax rate, has decreased in recent years. The town has had success updating its fleet, improving infrastructure, and adding personnel in recent years while keeping the tax rate stable. Property values have also increased and the town has seen some additional development. As the real estate market continues to trend positive, Exeter continues to see high ratings as a place to live, work and play.

Property Tax Rate – Town Share – Last 5 years

Year	Municipal Tax Rate	Overall Tax Rate	Town as % of Total Rate
2017	7.08/1,000	26.77/1,000	26.4%
2016	7.09/1,000	26.24/1,000	27.0%
2015	7.39/1,000	25.54/1,000	28.9%
2014	7.77/1,000	26.06/1,000	29.8%
2013	7.81/1,000	26.03/1,000	30.0%

Municipal Budgets – Last 5 years (General Fund)

Year	Town Budget	% Increase over Prior Year	\$ Increase over Prior Year
2018	\$18,646,644	2.81%	\$509,218
2017	\$18,137,426	3.19%	\$560,691
2016	\$17,576,735	2.04%	\$351,329
2015	\$17,225,406	.88%	\$150,360
2014	\$17,075,046	N/A	

The town budget continues to support core services to the community such as Police, Fire/EMS, and Public Works, which taken together represent nearly 70% of the general fund expenditures. Major influences on budgets continue to be fixed cost increases such as wages and benefits. In addition, market driven inflation of many contracted services in the budget continues to exert budget pressure. Rates for consultants, postage, printing, professional services, certain technology, hardware and software, all continue to increase.

Service levels and expectations continue to be high, with an active population and citizenry utilizing our town departments, facilities, and programs in many ways. In addition, many of the town's human resources are part of the support system of residents and visitors, area non-residents, and our many boards, commissions, and committees. These boards, committees and commissions make up the core fabric of our town government and are responsible for many key decisions of the town in the areas of general government, land use, water supply, sewer treatment, economic development, and capital improvements.

Absent other sources of funding to support operations, the town will continue to rely on the property tax as *the* primary revenue source to fund town services. As the town’s facilities continue to age, the town is also faced with the need to address major facility replacements and/or improvements in the near future. The town has made great strides in recent years in improving infrastructure, and core facility improvements are the next step in improving that infrastructure.

While bricks and mortar spending continues to be subject to inflationary pressures, the town has made some low cost strides to provide greater service at lower cost and increase accessibility of town government (such as introducing the new MyExeter app), and has implemented an analytics approach to assist in review of the deployment of resources. The town should continue to evolve these efforts to assist in identifying efficiencies and best management practices, and give our department managers better information on our own operations.

The town should also continue to annually review tax credit and exemption programs, to assess the impact on overall taxable value of the town and tax fairness. This is particularly important considering Exeter remains a relatively low value community for tax rate setting purposes, relative to our comparable communities. The town currently exempts over \$1,000,000 annually in property tax revenue based on tax exemption and credit programs. While these programs are meant to serve certain populations, every tax dollar diverted away from the general fund via these programs is a dollar made up by another taxpayer. Exeter is generous in granting tax exemptions and these programs are part of our overall tax rate and tax burden.

Property Value Trends

Net Taxable Value – Last 5 years – Town of Exeter

Year	Net Taxable Value	% Increase over Prior Year	\$ Value increase over prior year
2018	TBD		
2017	1,728,545,417	1.9%	\$32,510,135
2016	1,696,035,282	2.0%	\$33,998,960
2015	1,662,036,322	3.2%	\$52,089,339
2014	1,609,946,983	.2%	n/a

The town’s taxable base consists of over 6,200 residential and commercial properties. Town valuation has increased in recent years, mostly with residential value increases and some additional residential construction. The town has 150 million in non taxable value in land and buildings (federal government, non profits, conservation land), and issues another 32 million annually in various property tax value exemptions (disabled, elderly, blind). Exeter’s three largest taxpayers are at least partially not for profit or educational in nature, and therefore are not 100% taxable. In addition, since Exeter has such a range of housing (the largest portion of the overall tax base), there can be large differences in the annual property taxes of homeowners. All of these items have some kind of effect on the general affordability

and desirability of Exeter in the face of ongoing service needs and expectations. These realities also influence the overall property tax rate of Exeter, when compared with other communities.

Net Taxable Value and Tax Rates – 2017 - Selected Communities

City/Town	Population	Net Taxable Value w/utills	Tax Rate	Municipal Share
Exeter	15,108	1,728,545,417	\$26.77/1,000	\$7.08/1,000
Durham	16,439	1,019,411,430	\$30.64/1,000	\$8.48/1,000
Hampton	15,134	3,327,628,520	\$16.37/1,000	\$6.32/1,000
Bedford	22,905	3,746,826,544	\$18.91/1,000	\$4.13/1,000
Portsmouth	21,898	5,468,344,022	\$15.38/1,000	\$7.27/1,000
Londonderry	25,671	3,896,223,165	\$21.61/1,000	\$4.91/1,000

Sources: 2018 Population Estimates (Office of Strategic Initiatives), NHDRA Tax Rates 2017

In conclusion, it can be stated that Exeter has similar service needs to many of the communities listed in the above table, but less capacity in the overall taxable value of the town to support these services. From a municipal perspective, our tax rates remain in line with other communities, taking into account the varying values for each community.

FY19 General Fund Budget

The total FY19 general fund preliminary budget request is \$19,185,619, an increase of 2.89%, or \$538,975, over the FY18 approved budget of \$18,646,644. The last five approved general fund budgets are highlighted below, with recent annual increases. It is worth noting voters have approved the town's budget each year of the analysis below, and the town has not voted a default budget since 2011.

Fiscal Year	GF Budget	YOY Increase (%)	Town Share Tax Rate
2015	\$17,225,406	.84%	\$7.39/1,000
2016	\$17,576,735	2.04%	\$7.09/1,000
2017	\$18,137,426	3.09%	\$7.08/1,000
2018	\$18,646,644	2.81 %	\$7.20/1,000*
2019	\$19,185,619	2.89%	\$TBD

*Estimate

GF = General Fund, YOY = Year over Year

The table below shows the year over year operating budget increases/decreases for each program area over the recent three year period:

Function	FY17 Approved	FY18 Approved	FY19 Preliminary	% '19/'18
General Government	1,018,305	1,011,738	1,048,762	3.7%
Finance/Treasurer/Tax Coll/Assessing	607,415	632,763	650,769	2.8%
Planning/Building/Econ Development	670,373	666,531	683,565	2.6%
Police/Communications	3,844,525	3,700,555	3,787,310	2.3%
Fire/EMS/EM/Health	3,774,066	3,852,528	3,869,482	.40%
Public Works – Gen Fund	3,921,768	3,993,517	4,177,824	4.6%
Maintenance - Garage	1,117,063	1,106,116	1,103,567	-.2%
Welfare/Human Services	137,778	144,887	175,671	21.2%
Parks/Recreation	496,850	526,256	506,888	-3.7%
Other Culture/Recreation	34,501	38,001	34,002	-10.5%
Public Library	1,002,526	1,014,633	1,020,015	.5%

Function	<u>FY17 Approved</u>	<u>FY18 Approved</u>	<u>FY19 Preliminary</u>	<u>% '19/'18</u>
Debt Service/Capital	1,178,731	1,524,254	1,587,639	.04%
Benefits and Taxes	416,498	416,501	540,126	24.2%
Total General Fund	18,220,374	18,646,644	19,185,619	2.89%
Total GF w/new personnel	n/a	n/a	19,424,542	4.17%

Three items that received approval in FY18 via the town warrant have not been reflected in the FY18 approved budget numbers above. Adding these three items results in a new base budget for FY19 as follows:

FY18 Approved Budget	\$18,646,644	FY18 Article 9	As seen above
Add:			
DPW Loader	\$56,340	FY18 Article 17	Approved
Engine 4 Replacement	\$88,175	FY18 Article 14	Approved
Police CBA	\$44,901	FY18 Article 12	Approved
New Base FY19:	\$18,836,060		
FY19 Budget Request	\$19,185,619	1.86%	
FY19 Request (w/personnel adds)	\$19,424,542	3.12%	over \$18,836,060

The new Police collective bargaining agreement has been implemented. The DPW is in the process of purchase of the new loader, and the Engine 4 replacement has been bid and ordered, with the new engine anticipated to be delivered in 2019.

Additional Personnel Requests

Additional personnel requests totaling \$238,923 have not been included in the FY19 request but instead have been culled out to be considered separately as a group above the base budget, with priorities to be discussed and debated during the budget process. A financial breakdown of these requests is attached to this budget proposal. Several departments are seeking additional hours, additional contracted services, or additional full-time personnel in the FY19 budget to supplement current operations. Each of these requests should be carefully reviewed and discussed prior to any final additions to the budget. In order to avoid a "silo effect" of each budget being considered separately for personnel additions in lieu of another budget, the personnel items have been separated out as a whole to inform the Budget Recommendations Committee and the Select Board of the total requests being put forward. If any/all positions are recommended by the Select Board to deliberative session and the voters as part of the budget, they will be added to the final budget recommendation. The final budget request will be balancing of budget items, warrant articles, vehicle replacement, and bond articles in a cumulative financial package.

Additional Personnel Requests – By Department

<u>Department</u>	<u>Position</u>	<u>Total Amount</u>	<u>Notes</u>
Town Manager/HR	Benefits Assistant/AA (PT)	\$21,008	35 weeks/29 hours/wk
Town Clerk	Assistant Town Clerk (PT)	\$17,835	38 weeks/25 hours/wk
Fire Suppression	Firefighter/Paramedic (FT)	\$49,003	26 weeks/42 hours/wk
Fire Suppression	Firefighter/Paramedic (FT)	\$45,496	26 weeks/42 hours/wk
Fire Administration	Office Clerk (PT)	\$11,678	36 weeks/20 hours/wk
DPW Maintenance	Contracted Cleaning	\$26,000	Contract Service
Recreation	Office Manager (PT to FT)	\$47,234	9 mos at full time
Parks	Seasonal Parks Labor	\$20,669	2 PT temps \$12/hour for 20 weeks each
Total		\$238,923.00	

Additional Personnel Requests – Budget Impact

<u>Department</u>	<u>Budget Request</u>	<u>New Positions</u>	<u>New Totals</u>	<u>% Inc./FY18</u>
Town Manager/HR	\$233,481	\$21,008	\$254,489.00	
Town Clerk	\$348,078	\$17,835	\$365,913.00	
Fire Suppression	\$3,144,454	\$49,003	\$3,193,457.00	
Fire Suppression	\$3,193,457	\$45,496	\$3,238,953.00	
Fire Administration	\$564,925	\$11,678	\$576,603.00	
DPW Maintenance	\$1,103,567	\$26,000	\$1,129,567.00	
Recreation	\$297,144	\$47,234	\$344,378.00	
Parks	\$209,744	\$20,669	\$230,413.00	
Total		\$238,923.00		

*Impacts are partial year, not full year impacts. Full year impacts would be budgeted in FY20 except for Parks/Recreation seasonal labor help which shows the full year (26 weeks) impact in FY19.

General Budget Discussion

FY19 Budget – Wage & Benefit Assumptions

Wages. There are two open collective bargaining agreements currently under negotiation. These are the Exeter Firefighters Association (covering firefighters and Lieutenants) and the SEIU 1984 contract (covering DPW employees and some town office/administrative employees). The costs of funding additional wages related to extending these bargaining agreements would be proposed as individual warrant articles on the FY19 town warrant. Non union wages and part time wages have been budgeted to increase by a step increase of 2.23% - \$31,817 total cost - representing a step increase on the current compensation plan for all eligible employees the first pay period of July 2019. The Library sets its own wage rates through the Library Trustees and has also budgeted a 2.23% step increase effective July 2019, included in the Library budget request.

Health Insurance – The town offers family, 2-person and single plan health insurance to eligible full time employees. For the purposes of this preliminary budget, a 5.0% increase over the FY18 health insurance budget has been set aside as a health insurance reserve until rates are determined. Rates will be set in October 2018 by the HealthTrust Board of Directors. The town is a member of the HealthTrust which is the largest public employee health insurance pool in New Hampshire. The current health insurance reserve in the general fund totals \$105,845.

Dental Insurance - Dental insurance for eligible employees is procured through the health trust. An increase of 2.0% has been forecast for the FY19 budget.

Retirement - Retirement assessments to payroll are estimated to decrease beginning the second half of 2019. Current rates as a percentage of payroll are: Group I employees, 11.38% (does not include social security, additional 6.2%), Group II employees, Fire 31.89%, Police 29.43%. Assessments are expected to change July 2019 as follows: Group 1 employees, 11.17% July-December 2019, Group 2 employees Fire 30.09% July-December 2019, Police 28.43% July-December 2019.

FY19 Budget Notes

Below is a summary of budgets by department in the FY19 budget.

GENERAL GOVERNMENT – FY19 Budget Request \$1,048,762.

Select Board - (5 Elected) – FY19 Budget Request \$23,981. The Select Board are the town’s elected governing body. The role of the Select Board is to manage the prudential affairs of the town, including recommending the final budget to go before the Town deliberative session. Each board member is compensated \$3,000 per year, and the Chair is compensated \$4,000 per year. The FY19 Select Board budget has been decreased by \$5,044 to \$23,981. The budget reflects a downward shift due to a capital outlay item not budgeted in FY19 (sign for Town Offices).

Town Manager - (2.0 FTEs) – FY19 Budget Request \$233,481. Additional personnel request: \$21,008. The Town’s executive and day to day chief administrative functions are exercised through the Town Manager. The Town Manager’s Office also provides administrative support to the town’s many boards and committees created by RSA, Town Meeting, or the Select Board, including the Budget Recommendations Committee, Economic Development Commission, Swasey Parkway Trustees, Transportation Committee, and Water/Sewer Advisory Committee, among others. The Town Manager’s Office posts meetings and agendas, coordinates the hiring of minute takers for all town boards, issues various permits required for town property use, (parking, blocking off roads, town hall and town office facility use, etc.), purchases basic supplies for all general government departments, and provides periodic backup to Human Resources.

The Town Manager’s office prepares all packets for Select Board meetings. In addition, the Town Manager’s Executive Assistant functions as the welfare administrator, processing all welfare applications under RSA 165 and overseeing the applications for assistance, along with referring clients to outside human service agencies, and coordinating assistance with those agencies. The Town Manager’s Office

has 2.0 FTEs including the Town Manager, Executive Assistant, and part-time wages for recording secretaries for the Select Board and Budget Recommendations Committee. The FY19 budget for the Town Manager's Office includes funds to augment staffing for a 29 hour per week benefits/administrative assistant position. This position would be support to the Town Manager's Office as well as Human Resources (currently a 1 person department). The 8 month cost of funding this assistance is budgeted at \$21,008 based on a Grade 4, Step 5 rate of 19.2268 per hour. The Town Manager's budget pays for the town's annual report, town dues to the NHMA for representation during the legislative sessions of the House and Senate, all copiers in the Town Offices building at 10 Front Street, building supplies for the Town Offices (paper), legal notices for public hearings/budget hearings, and vacation/sick coverage for the two person office.

Human Resources – (1.0 FTE) – FY19 Budget Request: \$110,083. The Human Resources office is staffed by 1 full time Human Resources Director. The human resources office is primarily responsible for all hiring and on boarding of all town employees, town benefit programs and general personnel administration. This includes administration of health, dental, and life insurance programs, retirement benefits, evaluations, leave accruals and payroll, compensation changes, and benefit changes. The human resources department also participates in collective bargaining and plays a role in collective bargaining contract management. The volume of work associated with personnel and benefits management, including retirees, has resulted in the need for greater assistance in this area based on the responsible areas and only one employee present to fulfill all of these varied needs. The additional assistance needed is administrative support for issues like payroll and benefits administration, and is outlined in the additional personnel requests. The FY19 Human resources budget is also carrying \$20,000 for funding of reclassification issues. These arise when a position is not being compensated according to market rates, or there is a core change in duties and responsibilities that warrant a step adjustment or reclassification. Due to staffing, the department has not been able to keep up with policy changes and updates, job description updates, and other important elements of the HR operation. By adding the additional assistance, it is expected that these items will be able to be completed.

Transportation – (0 FTE, assessment) – FY19 Budget Request: \$10,000. The Town's COAST assessment is funded partially by the general fund and partially by the fee-based transportation fund. COAST has recently changed their transportation model from a standing bus route to demand response.

Legal – (Contracted Services) – FY19 Budget Request: \$80,000. Legal services for the town are provided by various law firms under separate agreements. Mitchell Municipal Group currently serves as town counsel. The town utilizes Jackson Lewis for collective bargaining, labor and personnel issues. Devine Millimet is utilized for environmental issues, and DTC Lawyers is used for specialty issues such as cable television. Each firm charges various rates and the FY19 budget has been allocated at \$80,000 for general legal work throughout the year. The water and sewer funds pay for legal expenses, as does the tax budget, for work related to those areas. The cable TV account funds issues related to the cable contract with Comcast including the renewal process.

Information Technology – (2.0 FTEs) – FY19 Budget Request: \$229,628. The IT Department is staffed by two full time personnel: the IT Coordinator and EXTV/IT Technician. The two person team handles IT

issues town wide and manages the towns IT infrastructure. The department is also responsible for the townwide phone system. In addition, the department updates and upgrades town software, manages the IT security platforms, manages credit/debit card acceptance, permitting software, and GIS needs. The frequent and visible work done by EXTV gets support from the IT Department, who oversee the public access channels and the government channel. This includes scheduling meetings for live broadcast, coordinating the streaming and broadcast of government meetings, and fulfilling programming for channel 98.

Trustees of Trust Funds - (3 Elected) – FY19 Budget Request: \$891. The Trustees of Trust Funds are an elected three member board that oversees all town and school trust funds created under RSA 31 and capital reserve funds created via RSA 35. The Chair of the Trustees is paid a nominal stipend of \$828 each year. This stipend is part of the general government budget. The trustees manage all trust funds adopted by the town and school. Donna Leroy is the Chair of the Trustees of Trust Funds.

Town Moderator – (1 Elected) – FY19 Budget Request: \$861. The town moderator is an elected position charged with elections oversight and town meeting oversight. The moderator acts as the arbiter at town meeting over actions contemplated by the legislative body. This budget has been decreased to reflect the number of elections in 2019.

Town Clerk/Elections - (4.0 FTE including 1 FT Elected) – FY19 Budget Request: \$359,837. Additional personnel request: \$17,835. The Town Clerk’s Office services include registering motor vehicles, ORVs, and boats, performing vital records research, dog licensing, records retention, town meeting coordination and ballot preparation, and elections oversight (working with the Checklist Supervisors, Select Board, and the Town Moderator). The Town Clerk’s Office also sells stickers to residents for the transfer station, including bulky stickers, electronics stickers, as part of the town’s solid waste program. Town Clerk revenues continue to climb in recent years due to the office taking on boat registrations, hunting license sales, etc.. The Town Clerk’s Office has made an additional personnel request above the base request of \$17,835. This request would fund a position in FY19 for 38 weeks at 25 hours per week for an Assistant Town Clerk. The office has experienced staffing shortages in FY17 and FY18 due to medical issues and absences.

FINANCIAL ADMINISTRATION – FY19 Budget Request \$650,769.

Finance - (3.0 FTE) – FY19 Budget Request: \$304,408. The Finance Department is located in the lower level of the Town Hall and performs the primary duties of day to day budget implementation and fund accounting, payroll processing, accounts payable, town audit preparation, single audit act compliance, state and town financial reporting, general ledger management, and cash management. The Finance Department manages several different town funds. The general fund is the largest fund, the water and sewer funds are the funding sources for the water and sewer budgets, and the town also has three main revolving, or self supported, funds: the EMS Revolving Fund, which is funded fully by ambulance fees, the Recreation Revolving Fund, which funds recreation programs, including the recreation camp and pool programs, and the CATV/PEG Fund, which funds EXTV operations for channel 13 (education), 22 (town government), and 98 (public access). These three revolving funds are non-appropriated, meaning they are not subject to voter approval other than the original establishment of the funds (which occurred in 2005, 2007 and 2010, respectively). The select board, town manager, and respective

departments have authority over the use of these funds which are supported entirely by user fees and do not impact the property tax rate.

Treasurer - (1 Elected) – FY19 Budget Request: \$11,069. The office of Town Treasurer is elected, and the treasurer is paid a stipend of \$8,864 per year. The treasurer works closely with the Finance Department on cash reconciliations and managing cash flow, disbursements, etc.. The Town Treasurer functions under RSA 41:29.

Tax Collection - (2.0 FTE) – FY19 Budget Request: \$113,286. The Tax/Water/Sewer Office is located in the Town Offices at 10 Front Street, and collects all property tax revenue and water/sewer revenue for the Town, including property taxes for the local school district and SAU16. In addition, the tax/water/sewer office administers all property tax deeding and lien issues, coordinates bankruptcy filings, creates payment plans for residents with delinquent water and sewer accounts, coordinates the semi-annual tax billing process in May and November, and compiles the MS-61 report of the Tax Collector required by the NHDRA.

Assessing - (1.0 FTE, plus contracted services). FY19 Budget Request: \$222,007. The Town's contract tax assessor is MRI, who in 2019 will be in the fourth year of a contract that concludes in 2020. The town is currently undergoing a revaluation process that is expected to conclude in 2019. The office is responsible for administering the assessment of all real and personal property, processing abatements, all credit and exemption programs, map/lot/building database management, and deed management/recording. The assessing office acts as a resource to local real estate agents and property owners, and performs a variety of functions regarding land use for other town departments such as planning, economic development and public works.

PLANNING/BUILDING/ECONOMIC DEVELOPMENT – FY19 Budget Request \$683,565.

Planning - (1.0 FTE, 2 PT) – FY19 Budget Request \$265,538. The Planning Office is staffed by three personnel including the full time town planner, who provides technical support and guidance to the planning board including overseeing the town's technical review committee, site plan review process, lot line adjustments, and conditional use permit issuance. The planning budget also includes funding for the Natural Resources Planner position, who provides primary support to the Conservation Commission. The position also coordinates CUP issues and state wetlands permit applications for the Commission, attends all Concom meetings, and administers town conservation properties and easements. The department also has a part time administrative assistant who supports both the planning and building areas, but is budgeted in the planning budget.

Economic Development - (1.0 FTE) - FY19 Budget Request \$143,074. The Town's Economic Development program is staffed by one full-time Director whose primary responsibilities include working with businesses and property owners to expand and improve upon the town's commercial tax base. The department administers the TIF District on Epping Road, and works to partner economic development efforts between property owners and potential developers. The department also oversees RSA 79-E applications for the town's qualifying districts, and works to promote Exeter as an

economic development friendly town. This department also interacts frequently with federal, state and other local officials to further the goals of economic development for Exeter.

Inspections/Code Enforcement – (2.0 FTE, 1 PT) – FY19 Budget Request \$255,432. The building department has a full time building inspector/code enforcement officer, plus a full time deputy code enforcement officer who also supports the planning department. The department budget also includes a part-time electrical inspector of 24 hours per week. This department provides all building and electrical inspections as required by the building and electrical codes. The department reviews septic permits, and also performs code enforcement duties as needed.

The office also supports several volunteer boards, committees and commissions in their missions including the Zoning Board of Adjustment, Planning Board, Conservation Commission, Historic District Commission, and Heritage Commission. This support comes in the form of processing applications, making zoning determinations, reviewing site plans, and attending committee meetings.

Zoning Board of Adjustment, Historic District Commission, Conservation Commission, Heritage Commission - (0 FTE, Recording secretary assistance) – FY19 Budget Requests: ZBA \$4,261, HDC \$4,271, Conservation Commission \$10,039, Heritage Commission \$949. These minor budgets pay for recording secretaries for each board and committee, along with some grant matching funds (Heritage Commission), land administration (Conservation Commission), public notices (all). The Conservation Commission budget also includes funds for conservation land management, including mowing and trail maintenance.

PUBLIC SAFETY DEPARTMENTS

Police Department – FY19 Budget Request - \$3,787,310 (All Divisions)

The Exeter Police Department budget is broken out into five distinct divisions: Administration, Staff, Patrol, Animal Control, and Communications. The Exeter Police Department operates out of the public safety complex on Bow Street/Court Street and provides service 24 hours per day, seven days per week. The Animal Control function and Dispatch operations also run 24 hours per day, 7 days per week, 365 days per year. One full time dispatch position is funded through the EMS (ambulance) revolving fund and is not included in the general fund budget. The dispatch function is staffed using full time and part time dispatchers.

Employee Count By Division - Police

Administration Division - 7 (Chief, 2 Captains, FT Office Manager, 2 FT Administrative Assistants, 1 PT Administrative Assistant).

Staff Division - 5 (1 FT Detective Sergeant, 4 FT Sergeants).

Patrol Division - 19 (18 FT officers, 1 PT officer, includes 4 Patrol Sergeants, 13 FT officers, 1 FT parking/animal control officer). One officer is assigned as the School Resource Officer at the High School.

Animal Control Division - see Patrol Division.

Communications/Dispatch Division - 9 - (6 FT Dispatchers, 3 PT Dispatchers).

The FY19 budget for the Police Department reflects updates in personnel, the new collective bargaining agreement for the NEPBA covering Sergeants, Officers and Dispatchers, and an overtime increase in the investigations area based on needed hours for detectives involved in homicide investigations.

Budget Area	FY18 Budget	FY19 Budget	% Inc./Dec.	\$ Inc./Dec.
Administration	\$772,547	\$764,191	-1.1%	(8,356)
Staff	\$623,950	\$644,636	3.3%	20,686
Patrol	<u>\$1,870,337</u>	<u>\$1,930,218</u>	<u>3.2%</u>	<u>59,881</u>
Subtotal	\$3,266,834	3,339,045	2.21%	\$72,211
Animal Control	\$1,250	\$1,250	0%	\$0
Communications	<u>\$477,373</u>	<u>\$447,015</u>	<u>-6.4%</u>	<u>(30,357)</u>
Total All	\$3,745,456	\$3,787,310	1.1%	41,853

Fire/EMS Department – FY19 Budget Request - \$3,869,482 (All Divisions less EMS Fund). Additional personnel request: \$94,499 for 2 full time Firefighter Paramedics for 26 weeks at 42 hours per week.

The Exeter Fire Department budget is broken down into three main areas: Administration, Suppression, and Emergency Management. The Department also oversees the Health Officer and the health budget. In addition, the Fire Department operates the town's EMS operations with two ambulances (a main and a reserve unit). The main funding source of EMS operations is the revolving fund. Ambulance fees are allocated to the EMS fund, and annually a percentage of the fund balance (95%) is transferred back to the general fund to offset EMS costs (mainly firefighter personnel costs, who are also trained as AEMTs and Paramedics, and perform EMS services).

Fire and EMS services are provided by 4 rotations in a 24 hours on, 24 hours off, 24 hours on, 120 hours off schedule. This rotation is in place 7 days per week, 24 hours per day. Two rotations currently have 7 firefighters, while the other 2 rotations have 6. The Fire Department was granted two new full time positions in the FY18 budget, and both have been hired and added to the rotation. The Department has asked for two more full time Firefighter/paramedic positions in the FY19 budget. The fiscal impact for 6 months for these positions has been estimated at \$94,499, with the full year impact \$186,793.

The Fire Department also provides the Town's health and emergency management functions. Emergency Management is an active function in Exeter and provides support during states of emergency, training for emergencies, Seabrook drills, hazmat training, etc. The Town's health department provides oversight in several public health areas including mosquito control, food inspections, regional health planning, and sanitary code enforcement. The Fire Suppression budget also funds the Fire Prevention Lieutenant position. Unlike the firefighter/AEMT/Medic positions, the Fire Prevention Lieutenant works a 40 hour week during regular business hours, and his primary mission is

working as part of the town's inspection and site plan review team and supporting various fire alarm and code compliance activities.

Budget Area	FY18 Budget	FY19 Budget	% Inc./Dec.	\$ Inc./Dec.
Administration	\$558,793	\$564,925	1.1%	6,132
Suppression	\$3,136,116	\$3,144,454	.3%	8,338
Emergency Mgmt	\$26,937	\$26,937	0%	0
Subtotal	\$3,721,846.00	\$3,736,316.00	.38%	14,470
Health	\$130,681	\$133,166	1.9%	\$2,485
EMS (Revolving)	\$473,554	\$494,892	4.5%	\$21,288
Total All	\$4,326,080	\$4,364,324	.88%	\$38,244

Note: EMS fund includes transfer out to general fund representing 95% of available fund balance.

PUBLIC WORKS - GENERAL FUND – FY19 Budget Request - \$4,177,824

The Public Works general fund budget includes eight separate functions: Administration/Engineering, Highways/Streets, Snow Removal, Solid Waste, Street Lights, Stormwater, Maintenance/Garage, and Town Buildings (utilities, maintenance, projects).

Administration and Engineering (6.0 FTE) - This division provides primary oversight and administrative and engineering support to the other Public Works divisions and also oversees all capital projects which originate through Public Works, Water, and Sewer. The division also manages the overall department including personnel management, labor contract management and general day to day operations. The division also supports various committees such as the River Advisory Committee, Water/Sewer Advisory Committee, and works closely with state and federal agencies on a variety of different regulatory issues. The division also provides staff support to the planning board and planning office as part of the town's technical review committee. This committee reviews all development projects under the purview of the planning board.

Highways/Streets - (12.0 FTE) - This division has primary responsibility over town roads, rights-of-way, sidewalks, snow removal, transfer station, traffic lights, and trees. The highways/streets division performs a variety of day to day duties in the department including street sweeping, sign replacements, roadside mowing, transfer station operations support, paving program support,

Snow Removal - (0 FTE, Overtime plus Contracted Services) - Snow and ice removal is performed mainly by in house Public Works personnel, supplemented by contracted services. These services are supplemented by snow/ice equipment, including dump trucks, the sno-go machine, and sidewalk tractors and plows. Salt and sanding machines are mounted in each dump truck as well, and the salt and sand supplies are funded via this budget, stored in the town salt shed at the DPW. This budget is weather dependent and the snow and ice deficit fund created several years ago provides supplemental funds to this budget in difficult snow/ice years.

Solid Waste - (1 PT Employee) - The Town's solid waste budget includes operating costs for the transfer station at 9 Cross Road, and the town's solid waste contract including weekly trash pickup, weekly recycling pickup, yard waste pickup, and bulky item pickup. FY19 will be the second year of a five year contract signed in 2017 with Waste Management. This budget also includes increases to landfill monitoring requirements at the town's 2 closed landfills (Cross Road and Powder Mill Road). These sites are monitored through an engineering contract with GZA Environmental.

Revenues from blue bag sales and recycling bins, as well as stickers and transfer station permits, offset a portion of the solid waste budget.

Street Lights (0 FTE, expenses only) - The town has 695 street lights in the street light account and is responsible for paying the electric bills for these lights under a tariff system. Unitil owns and maintains the lights and bills the town for usage each month. The 2019 CIP proposes purchasing the bulbs and fixtures at net book value and replacing the current lights with LED lights. This would save the town approximately \$32,000 per year in street light bills. Under this scenario, the payback period would be approximately 5 years for this investment.

Storm water - (0 FTE, contracted services) - The storm water budget was broken out in a separate budget in FY18 to more closely track related expenses to the town's MS4 permit. The expenses itemized in this budget are mainly contracted services paid to engineering firms for reports due to the EPA on MS4 and AOC compliance issues.

PUBLIC WORKS – MAINTENANCE – FY19 Budget Request - \$1,103,567

Maintenance - General - (5.0 FTE, 1 PT) – Additional personnel request – contracted services, \$26,000 for additional cleaning hours. The town maintenance division is part of the Public Works Department. The Maintenance Superintendent oversees general town building maintenance along with the garage. The general building maintenance staff includes a full time electrician, carpenter, and HVAC/technician. This division also includes a full time custodian, and a part time custodian budgeted at 34 hours per week.

Maintenance - Garage - (3.0 FTE) - The town garage is located at the 13 Newfields Road public works complex. The budget includes three full time personnel, a lead mechanic and two mechanics. The division is responsible for primary maintenance of the town vehicle fleet. The division also coordinates smaller efforts with local mechanic shops on problem diagnosis when warranted. The current shop includes two lifts, and the FY19 budget request includes funding for an additional lift (bringing the total to 3) that would allow better servicing of heavy vehicles such as ambulances.

WELFARE/HUMAN SERVICES

Welfare/Human Services (0 FTE, wages paid to TM Executive Assistant as differential) – FY19 Budget Request - \$175,671. The Town administers welfare assistance as required by state law, RSA 165. The Town Manager's Executive Assistant performs the welfare assistance function which includes processing assistance applications, screening applicants, and providing aid in the area of rent, electricity, food, and

other basic needs. The position also regularly interfaces with outside agencies to seek funding to assist Exeter residents in need of basic assistance. This budget also reflects amounts recommended from the Human Services funding committee, which reviews applications for human service based grants, and recommends a figure to both the Budget Recommendations Committee and Select Board each year for funding. The FY19 budget has been increased to reflect changes in revenues received to offset direct relief costs. These expenses are now gross budgeted, offset by revenue received by the town.

PARKS/RECREATION – FY19 Budget Request - \$506,888.

Recreation - (3.0 FTE, 1 PT) – FY19 Budget Request \$297,144. Additional personnel request: Move part time office clerk to full time office manager, 9 months at full time rate \$47,234. The Town’s Parks/Recreation Department located at 32 Court Street provides a full range of recreation programs and manages the town’s parks, and the town dock area at Stewart Park. The department also provides cemetery support, and is active coordinating Senior Center activities and permitting facility use by many different organizations. In recent years, the Parks/Recreation Department has made extensive use of their revolving fund to support programs and services. The general fund recreation budget funds the administration of the department including the full time positions of Director, Assistant Director, and Recreation Coordinator. The department is served by a part-time clerical position. The department is looking to increase this position to full time for the FY19 budget.

Parks - (2.0 FTE) – FY19 Budget Request - \$209,744. Additional personnel request: seasonal laborers, 2 PT laborers at \$12 per laborer for 20 weeks per year, total cost: \$20,669. The parks division of recreation includes two full-time laborers. The laborers are paid overtime for additional seasonal work. The laborers are responsible for mowing all town parks and public spaces, performing mowing and maintenance work at town cemeteries, plowing snow in the winter, and maintaining the parks equipment such as tractors, mowers, weed whackers, etc.. The department is looking to supplement resources with seasonal hires in the FY19 budget to meet workload demands of the parks operations. The total request above of \$209,744 does not include the additional \$20,669 being sought by the department as it is above the base budget request.

OTHER CULTURE/RECREATION – FY19 Budget Request - \$34,002.

Other Culture/Recreation. The Other Culture and Recreation FY19 budget is \$34,002, which is a reduction of \$3,999 from FY18. This budget includes the following requests. Many of these items are either managed by committees or support traditional community events held in Exeter:

1. **Arts Committee** - \$1 FY19 budget, placeholder for inactive committee. This budget has been reduced from \$6,000 in FY18 (that budget was a \$3,000 increase from the prior year).
2. **Christmas Lights** - \$5,000. These funds go to offset costs related to hanging lights, Unitol electric bill, Churchill's garlands, and holiday decorations associated with the annual holiday season light display.
3. **Council on Aging** - \$1 FY19 budget, placeholder for inactive committee.
4. **Holiday Parade** - \$3,000. These funds support to the town’s annual holiday parade coordinated by Darius Thompson. The funds go to offset parade costs including bands, police details, etc..

5. Summer Concerts - Sponsored by Parks/Recreation on Swasey Parkway. Thursdays in the summer - \$11,000 requested. This is a \$2,000 increase to support 2 more concerts and extend the season in 2019's "Return to the Parkway."
6. Exeter Brass Band Concerts. These are payments to members of the band for their summer concert series held each Monday in July - \$3,500.
7. Veterans Activities - This budget supports the annual Memorial Day parade and Veterans Activities - \$3,500.
8. AIM Festival Fireworks - \$8,000. The Parks/Recreation Department sponsors a fireworks display each year to coincide with the American Independence Festival. Cost of the display is estimated at \$8,000 for FY19.

LIBRARY – FY19 Budget Request - \$1,020,015.

Public Library - (7.0 FTE, several part-time employees) - The Exeter Public Library located on Chestnut Street is open year round. The Library is administered by an elected board of trustees who appoint the library director and staff. The current Public Library was built in 1987 and serves the general public, including a series of educational and reading programs for all ages. The library budget includes all expenses related to maintenance and upkeep of the Library under the Library Trustees, called "public services." These expenses include electricity, technology, book purchases, and small capital. These expenses are not included in the Town's Maintenance Budget. The proposed budget for FY19 for the Library is increased \$5,382, or .5% over FY18.

DEBT SERVICE AND CAPITAL – FY19 Budget Request - \$1,587,639.

Debt Service - General Fund – FY19 Budget Request \$ 1,045,774. The general fund carries debt service on long term bonds for large scale capital projects. The FY19 budget has been increased by \$30,804 to \$1,045,774. This budget includes an allocation of 81,765 for the String Bridge project. This debt is partially offset by lower interest on other maturing issues resulting in the net increase of \$30,804.

Vehicles/Equipment – FY19 Budget Request - \$537,358. The Vehicle/Equipment replacement budget (leases and vehicles) is reduced by \$111,935 or 17.2%. The main reason for this reduction is fewer vehicles being requested as replacements in the budget in FY19 and the proposal to establish a capital reserve fund for vehicle/equipment replacements of a certain type. The FY19 budget for vehicle/equipment replacement does include all lease/purchase obligations previously approved by the town, along with two police vehicles requested for replacement in this budget in FY19. A vehicle capital reserve fund will be proposed for the FY19 budget in the amount of \$100,000 to assist in funding other requests not considered for lease/purchase.

BENEFITS AND TAXES – FY19 Budget Request \$540,126.

The FY19 benefits and taxes budget includes the health insurance reserve (5% estimated increase), the health insurance buyout program, dental and life insurance reserve, and flexible spending fee reserve (the town pays the administrative fee to encourage enrollment in the program). The unemployment budget \$3,456, Worker's compensation budget \$215,445, and Property/liability insurance budget

\$94,768 are also part of this budget. The Library budget carries the Library share of the worker's compensation, property/liability, and unemployment budget allocations for Library employees. In addition allocations are made for these budgets to the water and sewer funds.

BOND ARTICLES - GENERAL FUND

Bond articles that result from CIP (capital improvement program) projects are discussed and prioritized each year by the Budget Recommendations Committee and Select Board. The Select Board decides which CIP items move to the bond hearing phase to be proposed to the town through the town warrant. The town has several capital projects pending which due to their scope and cost are being recommended to be considered as bond issues. Some projects are 100% general fund, others are split amongst the general, water, and sewer funds. Below is a summary of potential bond articles for FY19.

Public Library Design/Renovation/Construction - \$4,505,885. - This major capital project is sponsored by the Library Trustees and has been the subject of several public meetings. If approved a bond would be issued for this project. Projections for a 15 year bond through the bond bank carry an interest rate of 2.93%.

Parks/Recreation - Recreation Park Design/Engineering - \$250,000. These funds are being requested to further design long term solutions for the Recreation Park project. These would be amortized over five years. Current interest rate on a 5 year design loan is 2.22%.

WARRANT ARTICLES

There are several warrant articles itemized for discussion below:

Dispatch Upgrades - \$153,451. Reference: CIP 2019-2024, Page 19. This project would replace 2 15 year old Quantar AstroTac radios used by dispatch to communicate with both police and fire units. These radios are no longer serviced by the dealer or manufacturer. The radios are currently installed at the Epping Road Water Tower as a repeater, and the other is used as a comparator in the dispatch area. Upgrading will provide needed software and equipment for the dispatch system, to include replacement of both back up radios with Motorola APX Consolettes. The new Fire Department radio is digital compatible, but needs to be reprogrammed to broadcast and received in the digital format already used by the Police Department.

LED Streetlight Retrofit. - \$146,000. Reference: CIP 2019-2024, Page 23. The energy committee and Public Works have partnered on an effort to replace the town's 695 streetlights with LED technology. This retrofit has been done in many communities that are Eversource, however Unutil communities have not moved as fast. The proposal is expected to generate a 5 year payback and save the town approximately \$32,000 per year on the streetlight bill (see Public Works budget).

Sidewalk Program - \$120,000. Reference: CIP 2019-2024, Page29. This project continues efforts at sidewalk replacements in the greater downtown/urban compact areas of the town. Potential projects in 2019 include Center Street and Front Street in the area in front of the 47 Front Street building.

Parks Improvement Fund - \$100,000. Reference: CIP 2019-2024, Pages 10-15. This proposal would establish a parks improvement fund to act as a funding resource for town wide parks improvements. Several projects have been identified such as Kids Park, Town House Common, Gale Park, Gilman Park, Park Street Common, etc.. Establishing this fund and initial funding amounts would allow the Parks/Recreation Department to work with citizens and the new Recreation Advisory Board for priorities and best uses and allocations for the needed improvements. The fund would be continually updated and additional funds sought based on completed projects and available funds.

Vehicle/Equipment Replacement Fund - \$100,000. Reference: CIP 2019-2024, Pages 57, 63, et al. This proposal would establish a fund for vehicle and equipment replacements with \$100,000 allocated annually to the fund. The fund would be used to replace vehicles and equipment in various departments. The fund would also accept revenues from sale of town vehicles/equipment. As the town has made progress with fleet replacements in recent years, a fund allocating dollars annually would help evaluate vehicle/equipment replacement as a whole for light duty vehicles, pickups, and smaller scale vehicle/equipment purchases. The fund would not be used for higher cost fleet replacements such as dump trucks or fire engines. These would continue to be funded via lease/purchase warrant articles.

Intersection Improvements Fund - \$50,000. Reference: CIP 2019-2024, Page 22. Several town intersections have been identified as being in need of an engineering analysis for subsequent upgrading for safety purposes including improvements of sight lines and traffic flow. Examples include Front/Linden/Pine Streets, Epping Road/Brentwood Road/Columbus Avenue, Winter Street/Railroad Avenue/Columbus Avenue, to name a few. This fund would create a capital reserve to develop alternatives for future improvements to troublesome intersections.

ADA Capital Reserve Fund. - \$50,000. Reference: CIP 2019-2024, Page 1. The 2018 year brought about the need for the town to continue to work on ADA compliance issues with its infrastructure. This appropriation would fund the creation of a transition plan identifying infrastructure and areas requiring updating to ADA compliance. It would also allow the town to continue to compete for federal funds, which normally would require this plan to be on file with the town.

Warrant Article Line Item Summary

Article	Amount	Notes
Dispatch Upgrades	\$153,451	General Fund
LED Streetlights	146,000	Gen Fund, 5 year payback
Sidewalk Program CRF	120,000	Appropriate to CRF
Parks Improvement Fund	100,000	Capital Reserve Fund
Vehicles/Equipment Improvement Fund	100,000	Capital Reserve Fund
Intersection Improvements Program	50,000	Capital Reserve Fund
ADA Capital Reserve Fund	50,000	Capital Reserve Fund
Epping Road Sidewalk Extension	940,000	Gen Fund, 80% Reimbursed by DOT
Raynes Barn Improvements	\$214,000	General Fund, 50% reimbursed by LCHIP
Total Warrant Articles	\$1,873,451	\$859,000 to be reimbursed.

Total General Fund Appropriations. The total preliminary general fund appropriations for FY19 are \$21,059,070 (\$19,185,619 budget plus \$1,873,451 warrant articles). Although warrant articles total 1.873 million, two projects have anticipated grant offsets (80% Epping Road sidewalk project, 50% Raynes Barn LCHIP improvements). Both offsets total \$859,000. If all position requests were funded described in the front of this budget, it would add \$238,325 to the \$19,185,619 budget, making the new budget figure \$19,424,542.

Bond requests total \$4,755,885 (Library plus Parks/Recreation design/engineering). These issues do not include water/sewer items which are discussed in a separate section.

FY19 General Fund Revenues Discussion

The town has limited revenues to apply to offset the general fund budget. The main categories of revenue include vehicle registration revenues, the cable television franchise fee, building permits, interest on taxes and penalties, and intergovernmental revenue (highway block grant aid, and meals and rooms tax distributions). A table summarizing FY19 budget estimated revenues is below:

Revenue of the Town (excluding property taxes)

Description	Projected 12/31/19	Projected 12/31/18	Actual Revenue 12/31/2017
Interest and Penalties	\$ 150,000	\$ 150,000	\$ 155,037
Current Use Tax	50,000	52,500	64,250
Yield Tax Revenue	500	1,800	4,881
Payment in Lieu of Taxes	43,179	43,179	43,179
Excavation Tax	-	970	-
Jeopardy Tax Revenue	1,000	1,450	1,166
Motor Vehicle Permit Fees	2,900,000	2,850,000	2,881,139
Building Permits & Fees	200,000	160,000	577,278
General TC Rev & Franchise Fee	210,000	210,000	231,153
Meals & Rooms Tax Revenue	765,219	765,219	765,219
State Highway Block Grant	300,301	300,301	296,078
Water Pollution Grant	21,472	21,472	20,701
State Grant Revenue	25,000	85,000	17,626
From the Federal Government (FEMA)	-	68,000	-
Revenue From Departments	900,000	870,000	887,916
Sale of Town Property - Other	500	500	
Interest Income	500	500	423
Total Rental/Misc Income	23,000	23,000	24,457
Transfers In Trust/Special Revenue Funds	439,041	610,489	710,154
Total Revenue	\$ 6,029,712	\$ 6,214,380	\$ 6,680,657

Note: Estimated revenues do not include the use of prior year fund balance as a funding source. However, the town traditionally applies 500-600K per year in fund balance to lower the final tax rate that is set by the NHDRA.

FY19 Budget Scenario	Amount
Preliminary Budget	\$ 19,185,619
Estimated Revenues	6,029,712
Application of Fund Balance	500,000
Estimated Tax Effort	\$ 12,655,907

ENTERPRISE FUNDS

Water and Sewer Funds

The total water fund budget request is \$3,384,850, an increase of .7%, or \$23,464, over FY18. The total sewer fund budget request is \$2,875,893, an increase of 12%, or \$307,928 over FY18. Both water and sewer funds receive all revenues through water and sewer rates, not the property tax. Residents on the public water/sewer system are billed quarterly for water/sewer services. The town also bills several mobile home parks and other customers quarterly via a master meter on those premises.

Water and Sewer Funds - FY19 Budget Request

Fund	FY18	FY19	% Increase/Decrease
Water Fund	\$3,361,387	\$3,384,850	.7%
Sewer Fund	<u>2,567,965</u>	<u>2,875,895</u>	12%
Total Water-Sewer Funds	\$5,929,352	\$6,260,743	5.6%

Water Fund

<u>Program Area</u>	<u>FY18 Budget</u>	<u>FY19 Budget Request</u>	<u>\$ Differential</u>	<u>% Differential</u>
Administration	\$ 391,477	\$ 376,014	\$ (15,463)	-3.9%
Billing/Collections	157,046	168,705	11,659	7.4%
Distribution	832,394	801,387	(31,007)	-3.7%
Treatment	798,957	749,471	(49,486)	-6.2%
Debt Service	1,119,250	1,062,113	(57,137)	-5.1%
Capital Outlay	<u>62,263</u>	<u>227,161</u>	<u>164,898</u>	<u>264.8%</u>
Totals	\$ 3,361,387	\$ 3,384,850	\$ 23,464	.7%

Administration – The water fund administration budget includes indirect and direct support from general municipal departments (town manager, IT, human resources) along with DPW administrative overhead (director, town engineer, assistant engineer, engineering technician, office management). It also includes the water/sewer manager position, water/sewer technician position, and temporary wages for seasonal personnel who serve the water/sewer department. Changes in the FY19 budget include a decrease in property insurance of \$22,983 due to Primex' revised fixed asset allocation to the water system. The resulting decrease after accounting for wage and benefit allocations is \$15,463, or a 3.9 decrease to the water administration budget.

Billing – The water billing budget includes administration of the billing program from the collections department located at the town office. It also includes the DPW billing system of the utilities clerk, meter reading, and billing clerk functions. This division also includes financial support allocations of the Finance Director, Accountant, and Accounting Clerk to reflect portions of accounts payable, payroll, and accounts receivable work for the water and sewer funds. This budget has been increased by \$11,659, or 7.4%. The increase is due to a software agreement increase of \$5,100 for specialty software allowing for

off billing cycle meter reads by customers. There is a \$300 increase in the postage account for FY19 representing additional shut off notices to water customers. In addition the part-time utility billing clerk position has been budgeted to accommodate a total of 24 hours per week compared to the 16 budgeted in FY18. This amounts to \$4,071 in additional wages.

Distribution – The water distribution budget covers operating costs related to the piping system, metering program, pump stations, and storage tanks. The distribution budget has been decreased by \$31,007 or 3.7% less than FY18. Wages have been decreased by \$1,385 due to employee turnover. Brush cutting has been moved in house and the resulting change is a decrease of \$3,000 in the brush cutting account. The largest budget decrease of \$60,448 is due to the multi year water tank maintenance contract for Hampton Road/Fuller Lane dropping in the 4th year of the agreement. System maintenance is increased \$7,000 to \$54,000 to cover system parts, and the pump station account has increased by \$17,500 to accommodate a rehabilitation for Stadium Well in 2019. This well was taxed heavily during the drought of 2016.

Treatment – The water treatment budget covers costs related to operating the groundwater facility on Lary Lane, and the surface water treatment plant on Portsmouth Avenue. The water treatment budget includes water treatment operator personnel costs, with four total full time operator positions. The overall water treatment budget is decreased by \$49,486, or 6.2% from FY18. This decrease is primarily due to the one time lagoon cleaning reduction of \$44,000 that was included in the FY18 budget. The consulting budget has also been decreased from \$35,000 to \$20,000 to reflect less anticipated work after the town has worked to come into compliance with TTHM limits.

Debt Service – Water debt service has decreased by \$57,137, or 5.1%, from FY18. The decrease is due to the retirement of an SRF loan which paid for the waste stream reduction project.

Capital Outlay – Water capital outlay has increased by \$164,898 or 264.8% over FY18. Capital outlay includes allocations for light duty vehicle lease/purchases and the water fund share of the financial software lease/purchase. It also includes a 50% allocation of vehicle/equipment replacements for the water/sewer departments. In FY19, the water capital outlay budget is funding 50% of a new dump truck for the water/sewer operations. In addition, the capital outlay budget has \$28,000 allocated for a fiber optic connection from the groundwater plant to the surface water plant along Portsmouth Avenue. In addition, capital outlay includes a request for \$45,000 for the river pump station for a pump rehabilitation (there are 2 pumps at the river pump station), and replacement of a surface water treatment plant variable frequency device and pump (\$50,000).

Sewer Fund

<u>Program Area</u>	<u>FY18 Budget</u>	<u>FY19 Budget Request</u>	<u>\$ Differential</u>	<u>% Differential</u>
Administration	\$ 394,463	\$ 402,228	\$ 7,765	2.0%
Billing/Collections	157,071	165,930	8,859	5.6%
Collection	661,323	663,113	1,790	.3%
Treatment	548,924	852,338	303,414	55.3%

Debt Service	669,223	576,124	(93,109)	-13.9%
Capital Outlay	136,952	216,161	79,209	57.8%
Totals	\$ 2,567,965	\$ 2,875,893	\$ 307,928	12%

Administration – The sewer fund administration budget includes indirect and direct support from general municipal departments (town manager, IT, human resources) along with DPW administrative overhead (director, town engineer, assistant engineer, engineering technician, office management). It also includes the water/sewer manager position, water/sewer technician position, and temporary wages for seasonal personnel who serve the water/sewer department. Changes in the FY19 budget include an decrease in consulting services of \$38,500 due to less anticipated permit activity. Property insurance has been increased by \$38,744 to reflect the Primex fixed asset allocation to the wastewater system. The net increase to the administration budget is \$7,765 or 2.0% over FY18.

Billing – The billing budget includes administration of the billing program from the collections department located at the town office, the utilities clerk, and billing clerk functions. It also includes financial support allocations of the Finance Director, Accountant, and Accounting Clerk. This budget has been increased by \$8,859, or 5.6%. The increase is due to a software agreement increase of \$5,100 for specialty software allowing for off billing cycle meter reads by customers. There is a \$2,500 reduction in the postage account for FY19. In addition the part-time utility billing clerk position has been budgeted to accommodate a total of 24 hours per week compared to the 16 budgeted in FY18. This amounts to \$4,071 in additional wages.

Collection – The sewer collection budget covers operating costs related to the collections system, lift stations, I and I abatement and manhole maintenance. The collection budget has been increased by \$1,790 or .3% over FY18.

Treatment – The sewer treatment budget continues to change as the town moves toward the opening of the new facility currently under construction on Newfields Road. As the facility is due to open in mid-2019, the 2019 budget for treatment has been adjusted accordingly. The major changes include funding for 4 full time operators (budget increase \$104,214), and increases in chemicals \$14,500, solids handling \$168,000 and industrial permit review \$4,000. The total treatment increase is \$303,414, or 55.3% over FY18.

Debt Service – Sewer debt service has been decreased by \$93,109, or 13.9%, from FY18. The decrease is due to the retirement of the Water Street Interceptor project, which was constructed under partial ARRA funding. In FY20, the debt service budget will fundamentally change as the new facility debt service will be part of the budget going forward.

Capital Outlay – Sewer capital outlay has been increased by a net of \$79K. This includes a decrease of \$74,690 from the payoff of the most recent vactor truck lease. The capital budget has been increased from \$0 in 2018 to \$112,000 for three main projects: comminutor rebuild at the Webster Avenue pump station \$22,000, replacement of 2 pumps and gate valves at the Front Street/Westside Drive pump station \$60,000 and \$30,000 for lagoon aerators for the remaining lagoons.

BOND ARTICLES - WATER/SEWER FUNDS

Newfields Road Water Main Extension - \$1,554,000. Water Fund. Reference: CIP 2019-2024, Page 33. If a public water main along Newfields Road is determined as a budget priority, now would be the time to seek authorization, since the sewer main project is expected to be in the ground and completed next spring. Funding of this project would require continued increases in the water rate to offset debt service. Construction of this water main would enhance firefighting capability by providing a public water source in this area. In addition, homes along Newfields Road would be able to tie into public water. Finally, this main would serve the DPW Complex and allow the department to utilize the town supply instead of the current drilled well at the complex. This would be estimated at a 10 year bond or SRF loan at a rate of 2.50% (estimates).

Salem Street Utilities Design/Engineering - \$325,000. General, Water and Sewer Funds. Reference: CIP 2019-2024, Page 27. These funds are being requested to support the water, sewer and drainage project in the Salem Street area. The design funds would mainly be amortized in the water/sewer funds as those elements are the majority of the project on a percentage basis (Water design \$150,000, Sewer design \$145,000, Drainage design \$30,000). This would be a 5 year loan and would carry a current interest rate of 2.22%. If approved in 2019, payback would begin in 2020 on the loan.

Folsom Lift Station Rehabilitation - \$200,000. Sewer Fund. Reference: CIP 2019-2024, Page 37. This sewage lift station is located on Prentiss Way off Drinkwater Road, and serves the Folsom Acres condominium development. According to the CIP the building, pumps and some electrical systems are at 30 years of age, and in poor condition. The rehabilitation will include a new building, and upgrades to the pumps, electric, and security. This project could be amortized over 5 years at 2.22%, or this project could be funded from current sewer reserves. This is also the last sewer pump station in the system needing this kind of an upgrade.

Squamscott River Sewer Siphons - \$800,000. Sewer Fund. Reference: CIP 2019-2024, Page 39. This project would add an additional 8 inch siphon under the Squamscott River. There are currently 2 existing siphons both of which are 8 inch diameter. Funding of this project is related to the Webster Street pump station, as adding the third siphon will allow the pump station to be redeveloped to handle larger capacity flows (the station is currently 'maxed out' capacity-wise). The siphon would increase the capability for treatment from 900 gallons per minute to 1400 gallons per minute, a significant increase. This project would be amortized over 10 years at 2.50%.

REVOLVING FUNDS

The Town has three revolving funds which are non-appropriated funds. This means the funds are not approved by town meeting but are administered under the guidance of the Board of Selectmen. The three funds are Recreation Revolving, EMS Revolving Fund and Cable Television PEG Fund. These funds provide funding for various programs and services outside the general fund and therefore have no impact on property taxes. The primary revenues for the Recreation revolving fund are program fees and the annual powder keg festival; the EMS fund EMS revenues, and the cable television PEG revolving fund, franchise fee revenues. Cable TV Fund revenues are split 50/50 with the general fund. The

current cable franchise fee generates approximately \$250,000 per year in gross revenues. In 2019, revenues are estimated at \$641,000 for the Recreation Revolving Fund and \$530,000 for the EMS Revolving Fund.

As always, these requests are meant to create a framework for a meaningful budget deliberation throughout the budget season. I would like to thank the town departments for their efforts and diligence on their FY19 budget submittals.

Respectfully submitted,

Russell Dean
Town Manager

List for Select Board meeting Oct 1,2018

Abatement

Map/Lot	Address	Amount	
62/112	64 Epping Rd	\$ 34,035.68	2016
62/113	74 Epping Rd	\$ 3,533.86	2016
62/112	64 Epping Rd	\$ 37,852.78	2017
62/112	64 Epping Rd	\$ 18,926.39	2018 First Billing

LUCT

Map/Lot	Address	Amount
47/8	183 Epping Road	\$301,600.00

List for Select Board's meeting October 1, 2018

Water / Sewer Department Abatement Requests

<u>Name</u>	<u>Location</u>	<u>Amount</u>	<u>Date SB Discussed</u>	<u>Customer attending</u>	<u>1st SB Resolution</u>
Steve & Linda MacNeil	187B Front St.	\$149.64	7/23/2018	No-watching on TV	Tabled because it was a 2-2 vote.
Peter Helfer	2 Grandview Terr.	\$769.50	7/23/2018	Emailed, they haven't responded yet	Waiting for full board
Nancy Cyr	20 First St.	\$148.31	7/23/2018	Called cell # on abatement form. Noone answered and the mailbox is full so I'm unable to leave a message.	Tabled until results are presented to SB on findings of the meter being tested for accuracy
Hartmann Oil	0 Colcord Pond Dr.	\$575.73	7/23/2018	No-watching on TV	Tabled until the wording is corrected in discussion section. Homeowner was used when it's a business.
Matthew Greene	5 Allard St.	\$553.67	N/A	Yes someone will be attending	N/A
Maureen McHugh	99 Hayes Park	\$47.61	N/A	Yes someone will be attending	N/A
Bailey Dangora	10 Pleasantview Dr.	\$309.83	N/A	Yes someone will be attending	N/A
Paula Parrish	200 High St.	\$258.67	N/A	Emailed, they haven't responded yet	N/A
Edda Martin/127 Water Street Realty	127 Water St.	\$1,861.61	N/A	Emailed, they haven't responded yet	N/A

List for Select Board's meeting October 1, 2018

Water / Sewer Department Abatement Requests

<u>Name</u>	<u>Location</u>	<u>Amount</u>
Steve & Linda MacNeil	187B Front St.	\$149.64
Peter Helfer	2 Grandview Terr.	\$769.50
Nancy Cyr	20 First St.	\$148.31
Hartmann Oil	0 Colcord Pond Dr.	\$575.73
Matthew Greene	5 Allard St.	\$553.67
Maureen McHugh	99 Hayes Park	\$47.61
Bailey Dangora	10 Pleasantview Dr.	\$309.83
Paula Parrish	200 High St.	\$258.67
Edda Martin/127 Water Street Realty	127 Water St.	\$1,861.61

Abatement Request – Water/Sewer Department

Meeting Date: 10/01/18; update 9/6/18

Applicant: Steve and Linda MacNeil, 187B Front Street.

Property Description: 187B Front St is a Multi-Family duplex. The property is owned by Steve & Linda MacNeil.

Discussion:

The Water & Sewer Department received an abatement request in June 2018. The Water & Sewer Department did go to the residence to perform an investigation, leak check, and conducted a data download from the meter. There one was no flow on the meter, but toilets were checked with dye, and the dye came into the bowl of one toilet indicating a small leak.

Conclusion:

Based on the documented abatement request, the Water & Sewer Department believes a leak occurred on the property. Select board policy 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 failure to maintain internal (private) plumbing fixtures in good repair, the customer shall be held responsible for the entire bill. If the Select Board wishes to grant the abatement for the water & sewer usage portion above the usage average, the calculated abatement amount is \$149.64 for a new bill total of \$371.58.

Special Notes:

Select Board Review: _____

Accept Request: _____

Deny Request: _____

Water & Sewer Abatement Receipt

Reason for Abatement: The Select Board made a decision to grant abatement according to Select Board Policy 08-30

Abatement Amounts: \$149.64 (W/S)

New bills total: \$371.58 (W/S)

SB Signature: _____

SB Signature: _____

SB Signature: _____

SB Signature: _____

SB Signature: _____

Town of Exeter



Water/Sewer Abatement Request Form

Please Print:

Full Name: Steve + Linda MacNeill
 Mailing Address: 187 B Front Street
Exeter, N.H. 03833
 Service/Property Address: 187 A+B Front Street
Exeter, N.H. 03833

Today's Date: 7-11-2018
 Account Number: 212100600
 Route Number: _____
 Phone Number: 772-2586

Utility Abatement Requested for: Water _____ Sewer _____ Water & Sewer
 Date of Bill: 3/20-6-18 Billing Period from 3/20/18 to 6-20-18 Amount of Bill: \$ 521.22
7/31/2018 - bill date 6/29/18

Owner's reason for the abatement request (Please be as specific as possible): There are only 3 people living at these 2 addresses. We all have cut back on showers, dishes and washing. We don't drink the water, we have to buy it. We don't have a car so we have to order it delivered at a cost of \$8500 a month. We are both disabled, and our tenant is 90+ doesn't drink it either. As you can see our water bills have been consistently running the same. I cannot afford this much money.
Linda L. MacNeill, Steven Allard Hall 7/11/2018
 Signature of Applicant _____ 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: \$ _____

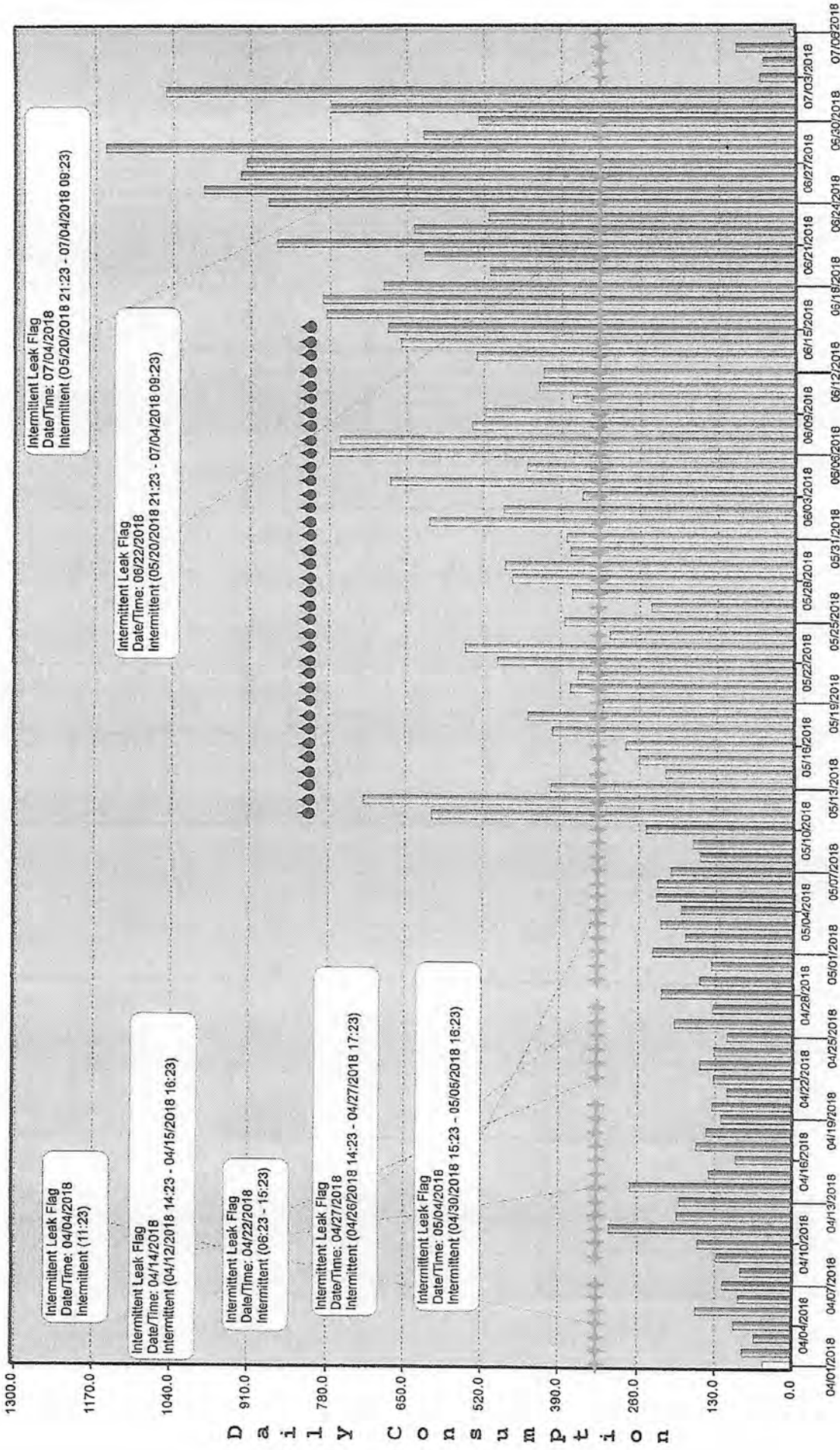
Approval/Disapproval Signature: _____ Date: _____

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.

Linda L. MacNeill 7/11/2018
 Signature of Applicant _____ Date _____

N_SIGHT r300 Report
E-Coder R9001 Data Logging Report
MIU#: 1834719865 Acct: Unknown Mtr #: 1834719865 Addr: 187B FRONT STREET for 04/01/2018 through 07/06/2018, WATER, 5/8" - 1" T-10, GALLONS

◆ Minor Reverse Flow Flag * Major Reverse Flow Flag ◆ Intermittent Leak Flag ◆ Continuous Leak Flag



Interval (Daily)

N_SIGHT R900 Repo.
Data Logging Report Daily
Meter Combination: WATER, 5/8" - 1" T-10, GALLONS
MIU ID: 1834719885
Interval Date Range: 04/01/2018 - 07/06/2018

Interval Read Date	Interval Reading	Interval Consumption	Minor Backflow	Major Backflow	Intermittent Leak	Continuous Leak
04/01/2018	204034.8	48.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
04/02/2018	204120.1	83.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
04/03/2018	204182.5	62.4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
04/04/2018	204278.7	97.4	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
04/05/2018	204440.5	160.8	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
04/06/2018	204530.3	89.7	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
04/07/2018	204648.0	117.8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
04/08/2018	204735.1	86.7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
04/09/2018	204859.2	125.5	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
04/10/2018	205014.0	157.9	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
04/11/2018	205323.7	305.5	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
04/12/2018	205514.0	191.6	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
04/13/2018	205702.2	188.1	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
04/14/2018	205968.4	269.1	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
04/15/2018	206112.0	139.8	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
04/16/2018	206208.0	95.4	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
04/17/2018	206368.0	160.4	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
04/18/2018	206510.0	143.3	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
04/19/2018	206629.8	119.0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
04/20/2018	206763.3	133.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
04/21/2018	206872.4	109.0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
04/22/2018	207003.2	130.6	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
04/23/2018	207157.9	154.8	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
04/24/2018	207288.5	130.4	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
04/25/2018	207291.8	109.4	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
04/26/2018	207593.9	196.2	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
04/27/2018	207727.5	133.6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
04/28/2018	207946.3	219.7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
04/29/2018	208101.9	155.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
04/30/2018	208238.3	136.1	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
05/01/2018	208472.0	234.8	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
05/02/2018	208654.6	181.1	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
05/03/2018	208855.9	221.6	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
05/04/2018	209064.7	188.5	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
05/05/2018	209294.0	229.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
05/06/2018	209518.5	226.8	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
05/07/2018	209725.3	204.8	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
05/08/2018	209878.6	155.7	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
05/09/2018	209954.8	169.0	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

N_SIGHT R900 Repo.
Data Logging Report Daily
MIU ID: 1834719866 Meter Combination: WATER, 5/8" - 1" T-10, GALLONS
Interval Date Range: 04/01/2018 - 07/06/2018

Interval Read Date	Interval Reading	Interval Consumption	Minor Backflow	Major Backflow	Intermittent Leak	Continuous Leak
05/10/2018	210294.0	246.1	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
05/11/2018	210873.3	602.8	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
05/12/2018	211574.9	718.3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
05/13/2018	212019.4	403.8	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
05/14/2018	212235.5	215.4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
05/15/2018	212491.6	256.9	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
05/16/2018	212773.5	280.1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
05/17/2018	213164.4	401.4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
05/18/2018	213597.8	442.3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
05/19/2018	213933.4	319.2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
05/20/2018	214306.6	371.5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
05/21/2018	214666.0	360.4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
05/22/2018	215140.4	494.4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
05/23/2018	215707.0	546.7	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
05/24/2018	215712.6	306.0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
05/25/2018	216389.5	382.5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
05/26/2018	216632.1	237.4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
05/27/2018	217005.5	371.0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
05/28/2018	217470.7	469.0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
05/29/2018	217956.4	482.2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
05/30/2018	218327.9	372.1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
05/31/2018	218709.0	380.2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
06/01/2018	219283.1	608.0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
06/02/2018	219800.2	484.0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
06/03/2018	220153.5	352.9	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
06/04/2018	220822.6	674.1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
06/05/2018	221273.6	445.4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
06/06/2018	221977.4	775.4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
06/07/2018	222426.8	760.7	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
06/08/2018	223347.5	536.8	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
06/09/2018	223856.9	517.3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
06/10/2018	224233.0	369.3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
06/11/2018	224659.1	425.9	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
06/12/2018	225071.7	419.5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
06/13/2018	225607.7	531.1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
06/14/2018	226265.6	657.2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
06/15/2018	226946.7	680.2	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
06/16/2018	227676.9	781.8	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
06/17/2018	228516.4	787.8	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

N_SIGHT R900 Repo.
Data Logging Report Daily

MIU ID: 1834719865

Meter Combination: WATER, 5/8" - 1" T-10, GALLONS

Interval Date Range: 04/01/2018 - 07/06/2018

Interval Read Date	Interval Reading	Interval Consumption	Minor Backflow	Major Backflow	Intermittent Leak	Continuous Leak
06/18/2018	229203.3	687.7	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
06/19/2018	229713.6	509.5	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
06/20/2018	230329.3	617.5	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
06/21/2018	231166.3	864.0	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
06/22/2018	231831.1	636.2	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
06/23/2018	232341.8	510.7	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
06/24/2018	233142.1	879.0	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
06/25/2018	234207.2	986.9	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
06/26/2018	235134.8	926.0	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
06/27/2018	235969.7	914.8	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
06/28/2018	237198.4	1149.4	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
06/29/2018	237817.5	620.0	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
06/30/2018	238340.7	528.0	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
07/01/2018	239039.3	773.6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
07/02/2018	240170.4	1049.6	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
07/03/2018	240231.7	61.0	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
07/04/2018	240286.5	55.5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07/05/2018	240387.6	100.4	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
07/06/2018	240398.7	10.7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Abatement Request – Water/Sewer Department

Meeting Date: 10/1/18; update 9/26/18

Applicant: Peter Helfer, 2 Grandview Terrace.

Property Description: 2 Grandview Terrace is a single-family home. The property is owned by Peter Helfer.

Discussion:

The Water & Sewer Department received an abatement request in July 2018. The Water & Sewer Department did not go to the home to do any investigation or leak checks, but did do data downloading from the meter. No leak was identified. The abatement request indicated the water use should have been minimal due to the owners being abroad. The meter was sent out to be tested for meter accuracy and failed the low flow test resulting in under recording.

Conclusion:

Based on the documented abatement request, the Water & Sewer Department believes a leak occurred on the property. Select board policy 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. If the Select Board wishes to grant the abatement for the water & sewer usage portion above the usage average, the calculated abatement amount is \$769.50 for a new bill total of \$870.69 plus \$75 for meter testing, total due \$ 945.69.

Special Notes:

The son would check on the home a few times while owner was abroad.

Select Board Review: _____

Accept Request: _____

Deny Request: _____

Water & Sewer Abatement Receipt

Reason for Abatement: The Select Board made a decision to grant abatement according to Select Board Policy 08-30

Abatement Amounts: \$769.50 (W/S)

New bills total: \$945.69 (W/S/ Meter Test)

SB Signature: _____

SB Signature: _____

SB Signature: _____

SB Signature: _____

SB Signature: _____

Town of Exeter



Water/Sewer Abatement Request Form

Please Print:

Full Name: PETER HELFER
Mailing Address: 2 GRANDVIEW TER
EXETER, NH 03833
Service/Property Address: SAME

Today's Date: 7-13-2018
Account Number: 131356800
Route Number:
Phone Number: 603 778 1260

Utility Abatement Requested for: Water Sewer Water & Sewer X
Date of Bill: 5-31-2018 Billing Period from 2/20/18 to 6/21/18 Amount of Bill: \$ 1640.19

Owner's reason for the abatement request (Please be as specific as possible): We had to travel abroad and because of fall of 91 year old mother (with fractures) of my wife Adrenas Mother, stay abroad (was extremely ill) we were away from 3/12 to 7-9. My son who lives in Boston visited very shortly a few times

Signature of Applicant

Date: 7-13-2018 continues separate page...

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

2nd page - Town of Exeter - Water/Sewer Abatement Request Form

from: Peter Helfer

7-13-2018

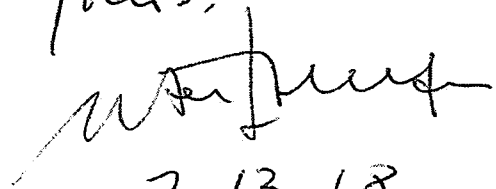
During the period we were away March 12, and returning on July 10th, virtually no water was used except brief occasions of our son's brief visits.

We were here between February 20th and March 12th and cannot recall any water problem.

We checked with the person who mows our grass and he did not observe anything abnormal over the period.

Also our son did not notice any problem, and on our return we checked all faucets and toilets, also used the leak indicator ~~tablets~~ strips, and nothing unusual was seen and no leaks.

Yours,



7-13-18

**REGAN SUPPLY
& TESTING SERVICE**

P.O. Box 1392 South Dennis, MA 02660
(508) 583-5018

ReganST@comcast.net

Location Exeter NH
 Serial # 83949795
 Name _____
 Phone _____

Date 9/7/2018
 Line Size _____
 Meter Size 5/8" x 3/4"
 Mfg. Neptune
 Type T-10
 Number 83949795
 Pressure 70±
 By Pass _____
 Test Valve PORTABLE TEST BENCH

WATER METER TEST REPORT

VOLUME	RATE G.P.M.	FIRE LINE	TURBINE	POS. DISPLACE	ACCURACY %
10	1/2			6.68	66.80
10	2			9.93	99.30
100	15			99.28	99.28

REGISTRATION

Fire Line _____
 Turbine _____
 Pos. Displace 0312428.09
 Registration 1 gallons

**BY THIS HAND AND SEAL WE CERTIFY
 THIS TO BE A TRUE COPY OF THE
 TEST RESULTS.**

COMMENT: Meter does not pass A.W.W.A. accuracy limits. Meter fails low flow test.

Joseph L. Hill
 X _____

Regan Supply & Testing Service, Inc.

**PO Box 1392
South Dennis, MA 02660**

Phone # 5085835018

E-mail REGANST@COMCAST.NET



INVOICE

Date	Invoice
9/22/2018	7019

Bill To

Exeter NH Water & Sewer
13 Newfields Road
Exeter, NH 03833

P.O. No.	Terms
	Net 30

Quantity	Item	Description	Unit Price	Amount
1	Test and Report	5/8" x 3/4" Neptune T-10 Water Meter 83949795	60.00	60.00
1	Shipping	Shipping & Handling Charge	15.00	15.00

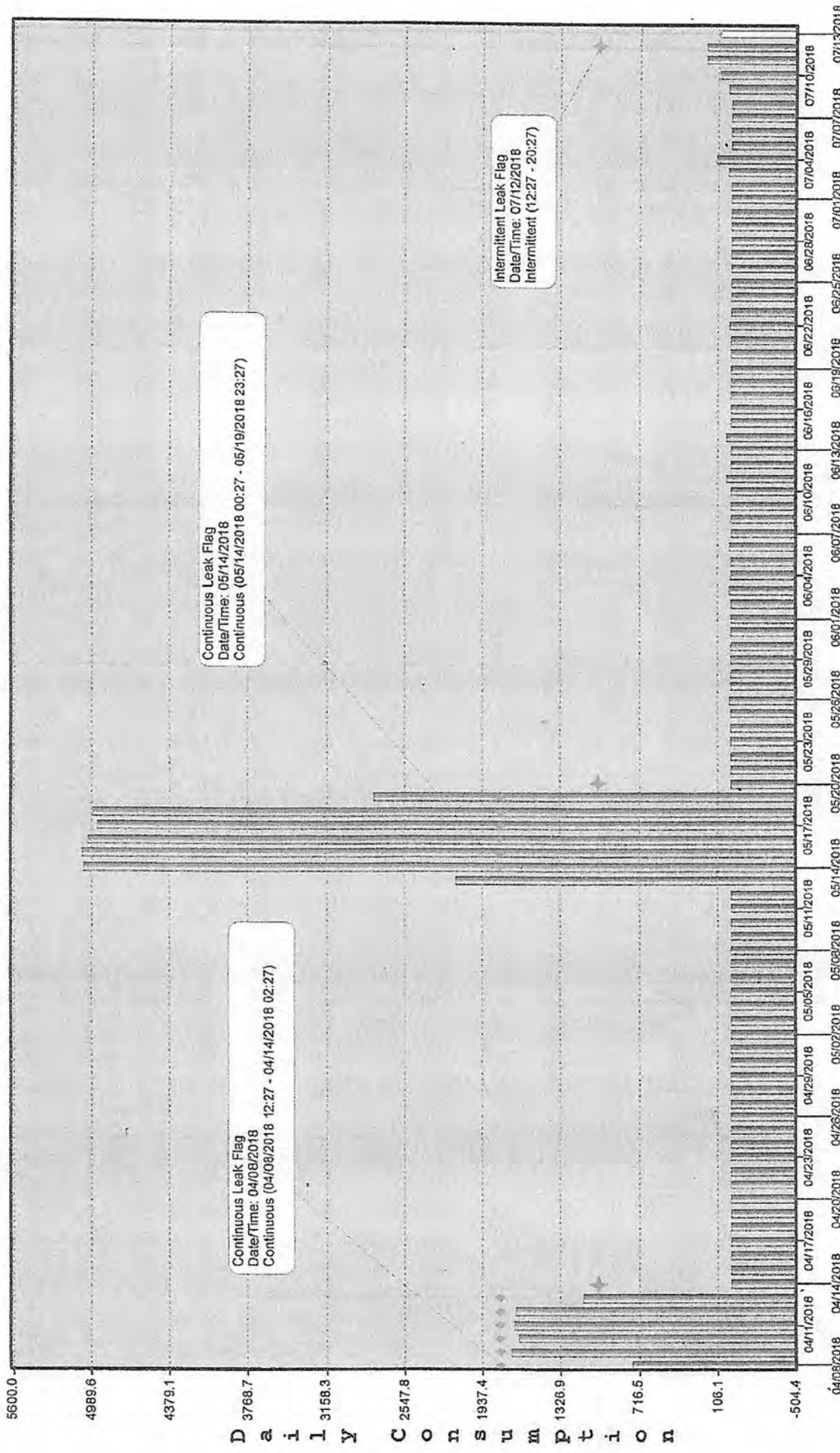
**PLEASE NOTE NEW MAILING ADDRESS:
PO Box 1392 South Dennis , MA 02660**

**** ACCEPTING MASTER CARD, DISCOVER &
VISA****

Sales Tax (6.25%)	\$0.00
Total	\$75.00
Payments/Credits	\$0.00
Balance Due	\$75.00

N_SIGHT R900 Report
E-Coder R900J Data Logging Report
MIU#: 1834693747 Acct: Unknown Mtr #: 1834693747 Addr: 2 GRANDVIEW TERRACE for 04/08/2018 through 07/13/2018, WATER, 5/8" - 1" T-10, GALLONS

Minor Reverse Flow Flag Major Reverse Flow Flag Intermittent Leak Flag Continuous Leak Flag



Interval (Daily)

*All time intervals are represented in standard time.

N_SIGHT R900 Repo.
Data Logging Report Daily
 MIU ID: 1834693747 Meter Combination: WATER, 5/8" - 1" T-10, GALLONS
 Interval Date Range: 04/08/2018 - 07/13/2018

Interval Read Date	Interval Reading	Interval Consumption	Minor Backflow	Major Backflow	Intermittent Leak	Continuous Leak
04/08/2018	271504.0	767.3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
04/09/2018	271711.2	1697.8	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
04/10/2018	274848.8	1642.8	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
04/11/2018	275459.5	1677.9	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
04/12/2018	278195.8	1668.9	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
04/13/2018	279216.5	1145.8	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
04/14/2018	279406.2	0.1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
04/15/2018	279406.2	0.0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
04/16/2018	279406.2	0.0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
04/17/2018	279406.2	0.0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
04/18/2018	279406.2	0.0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
04/19/2018	279406.2	0.0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
04/20/2018	279406.2	0.0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
04/21/2018	279406.2	0.0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
04/22/2018	279408.8	2.6	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
04/23/2018	279408.8	0.0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
04/24/2018	279408.8	0.0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
04/25/2018	279408.8	0.0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
04/26/2018	279408.8	0.0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
04/27/2018	279408.8	0.0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
04/28/2018	279408.8	0.0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
04/29/2018	279408.8	0.0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
04/30/2018	279408.8	0.0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
05/01/2018	279408.8	2.0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
05/02/2018	279410.8	0.0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
05/03/2018	279410.8	0.0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
05/04/2018	279410.8	0.0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
05/05/2018	279410.8	0.0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
05/06/2018	279410.8	0.0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
05/07/2018	279410.8	0.0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
05/08/2018	279410.8	0.0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
05/09/2018	279410.7	-0.1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
05/10/2018	279410.7	0.0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
05/11/2018	279410.7	0.0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
05/12/2018	279410.7	0.0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
05/13/2018	281346.5	2135.9	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
05/14/2018	286376.2	5032.2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
05/15/2018	286989.5	5042.6	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
05/16/2018	296425.0	4997.9	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

N_SIGHT R900 Rep
Data Logging Report Daily
MIU ID: 1834693747 Meter Combination: WATER, 5/8" - 1" T-10, GALLONS
Interval Date Range: 04/08/2018 - 07/13/2018

Interval Read Date	Interval Reading	Interval Consumption	Minor Backflow	Major Backflow	Intermittent Leak	Continuous Leak
05/17/2018	298265.5	4925.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
05/18/2018	306306.9	4959.0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
05/19/2018	309277.5	2774.0	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
05/20/2018	309277.5	0.0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
05/21/2018	309277.5	0.0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
05/22/2018	309277.5	0.0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
05/23/2018	309277.4	-0.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
05/24/2018	309277.4	0.0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
05/25/2018	309277.4	0.0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
05/26/2018	309277.4	5.7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
05/27/2018	309283.1	0.0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
05/28/2018	309283.1	0.0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
05/29/2018	309283.1	0.0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
05/30/2018	309283.1	0.0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
05/31/2018	309283.1	0.0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
06/01/2018	309283.1	0.0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
06/02/2018	309283.1	0.0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
06/03/2018	309288.8	5.7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
06/04/2018	309288.8	0.0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
06/05/2018	309288.8	0.0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
06/06/2018	309297.8	9.0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
06/07/2018	309297.8	-0.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
06/08/2018	309297.7	0.0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
06/09/2018	309297.7	0.0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
06/10/2018	309297.7	0.0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
06/11/2018	309327.3	29.6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
06/12/2018	309327.3	0.0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
06/13/2018	309327.3	0.0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
06/14/2018	309327.3	36.9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
06/15/2018	309364.2	0.0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
06/16/2018	309364.2	0.0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
06/17/2018	309364.4	0.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
06/18/2018	309364.4	0.0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
06/19/2018	309364.4	0.0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
06/20/2018	309364.4	0.0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
06/21/2018	309364.4	0.0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
06/22/2018	309370.2	5.8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
06/23/2018	309370.2	0.0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
06/24/2018	309370.2	0.0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

N_SIGHT R900 Repo.
Data Logging Report Daily
 MIU ID: 1834693747 Meter Combination: WATER, 5/8" - 1" T-10, GALLONS
 Interval Date Range: 04/08/2018 - 07/13/2018

Interval Read Date	Interval Reading	Interval Consumption	Minor Backflow	Major Backflow	Intermittent Leak	Continuous Leak
06/25/2018	309370.2	3.9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
06/26/2018	309374.1	0.0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
06/27/2018	309374.1	0.0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
06/28/2018	309375.8	1.7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
06/29/2018	309375.8	0.0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
06/30/2018	309375.8	4.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07/01/2018	309379.9	0.0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07/02/2018	309379.9	0.0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07/03/2018	309403.4	26.8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07/04/2018	309439.7	109.0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07/05/2018	309518.4	2.7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07/06/2018	309521.0	2.6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07/07/2018	309523.6	2.6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07/08/2018	309526.6	3.0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07/09/2018	309526.6	16.4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07/10/2018	309627.5	84.5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07/11/2018	309644.9	196.7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07/12/2018	310010.7	191.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07/13/2018	310106.4	91.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Abatement Request – Water/Sewer Department

Meeting Date: 10/1/18; update 9/26/18

Applicant: Nancy M. Cyr, 20 First Street.

Property Description: 20 First Street is a single-family manufactured home. The property is owned by Nancy Cyr.

Discussion:

The Water & Sewer Department received an abatement request in June 2018. The Water & Sewer Department did not go to the home to do any investigation or leak checks, but did do data downloading from the meter. The resident was away in California, and had the water turned on by Terry's Home Service. The meter was sent out to be tested for meter reading accuracy. The results show the meter was under recording at the low flow conditions.

Conclusion:

Based on the documented abatement request, the Water & Sewer Department believes a leak occurred on the property. Select board policy 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. If the Select Board wishes to grant the abatement for the water & sewer usage portion above the usage average, the calculated abatement amount is \$148.31 for a new bill total of \$234.27 plus \$75 for meter testing, total due \$309.27.

Special Notes:

Select Board Review: _____

Accept Request: _____

Deny Request: _____

Water & Sewer Abatement Receipt

Reason for Abatement: The Select Board made a decision to grant abatement according to Select Board Policy 08-30

Abatement Amounts: \$148.31 (W/S)

New bills total: \$309.27 (W/S)

SB Signature: _____

SB Signature: _____

SB Signature: _____

SB Signature: _____

SBSignature: _____

Town of Exeter



Water/Sewer Abatement Request Form

Please Print:

Full Name: Nancy M. Cyr
 Mailing Address: 20 1st
EXETER, N.H. 203523
 Service/Property Address: .1

Today's Date: _____
 Account Number: _____
 Route Number: _____
 Phone Number: _____

Utility Abatement Requested for: Water 159.07 Sewer 143.01 Water & Sewer _____
 Date of Bill: 5/31/2018 Billing Period from _____ to _____ Amount of Bill: \$ 282.58

Owner's reason for the abatement request (Please be as specific as possible): I was in Cal. for the winter & I came home May 7, 2018 & there wasn't any way I could of used all those gals. I live alone & I'm 94 years old and no way I can use all that water. I don't mind paying for what I use. You can see I only paid 78.50 3/12/2018

Signature of Applicant: Nancy M. Cyr Date: 9/7/18

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	water _____ gal * \$ _____ /1000 gal = \$ _____	Tier 3-- rates	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: _____

Town of Exeter



Water/Sewer Abatement Request Form

Please Print:

Full Name: Nancy M. Cyr
Mailing Address: 20 1st St.
EXETER N. H. 03833
Service/Property Address: _____

Today's Date: 6/11/18
Account Number: 131374372
Route Number: _____
Phone Number: 603-365-7458 cel

Utility Abatement Requested for: Water 159.07 Sewer 143.61 Water & Sewer 202.68
Date of Bill: 5/21/2018 Billing Period from 2/26/18 to 5/21/18 Amount of Bill: \$ 382.58

Owner's reason for the abatement request (Please be as specific as possible): I was in Cal. for the winter and didn't get back until 5/11/18 at eleven at night. Terry's Home Service turned my water on 5/5/18 and he said I had no leaks & no water meter my house! We've been going to Cal. for years and nothing like this has happened before.

Nancy M. Cyr
Signature of Applicant

6/11/18
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
water _____ 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

**REGAN SUPPLY
& TESTING SERVICE**

P.O. Box 1392 South Dennis, MA 02660
(508) 583-5018

ReganST@comcast.net

Location Exeter Public Works

New Hampshire

TAG: serial #84583863

Name _____

Phone _____

20 Second St. Exeter NH

Date 7/9/2018

Line Size _____

Meter Size 5/8" x 3/4"

Mfg. Neptune

Type T-10

Number 84583863

Pressure 80±

By Pass _____

Test Valve Portable Test Bench

WATER METER TEST REPORT

VOLUME	RATE G.P.M.	FIRE LINE	TURBINE	POS. DISPLACE	ACCURACY %
10	1/2			2.07	20.70
10	2			9.91	99.10
100	15			99.05	99.05

REGISTRATION

Fire Line _____

Turbine _____

Pos. Displace 0047378.51

Registration 1 gallons

**BY THIS HAND AND SEAL WE CERTIFY
THIS TO BE A TRUE COPY OF THE
TEST RESULTS.**

COMMENT: Meter fails A.W.W.A. accuracy limits. (Under recording low flow)

Joseph W. Bell

X

Regan Supply & Testing Service, Inc.

**PO Box 1392
South Dennis, MA 02660**

Phone # 5085835018

E-mail REGANST@COMCAST.NET



INVOICE

Date	Invoice
7/15/2018	6961

Bill To
Exeter NH Water & Sewer 13 Newfields Road Exeter, NH 03833

P.O. No.	Terms
	Net 30

Quantity	Item	Description	Unit Price	Amount
1	Test and Report	5/8" x 3/4" Neptuen T-10 Water Meter #84583863	50.00	50.00
1	Shipping	Shipping & Handling Charge	18.00	18.00

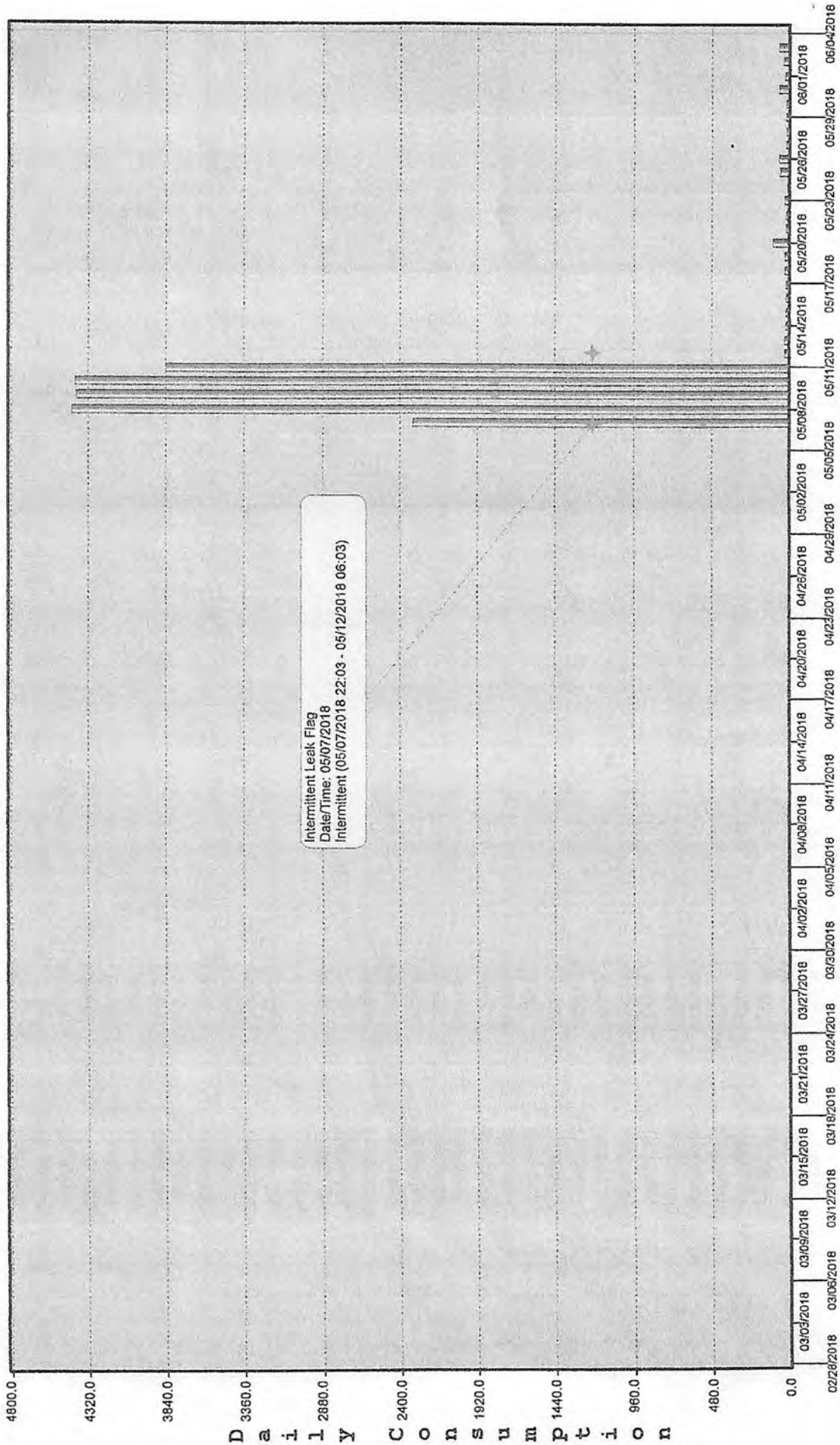
**PLEASE NOTE NEW MAILING ADDRESS:
PO Box 1392 South Dennis, MA 02660**

**** ACCEPTING MASTER CARD, DISCOVER &
VISA ****

Sales Tax (6.25%)	\$0.00
Total	\$68.00
Payments/Credits	\$0.00
Balance Due	\$68.00

N_SIGHI 000 Report
E-Coder R9001 Data Logging Report
MIU#: 1834513878 Acct: Unknown Mfr #: 1834513878 Addr: 20 FIRST STREET for 02/28/2018 through 06/04/2018, WATER, 5/8" - 1" T-10, GALLONS

- ◆ Minor Reverse Flow Flag
- ★ Major Reverse Flow Flag
- ◆ Intermittent Leak Flag
- ◆ Continuous Leak Flag



Intermittent Leak Flag
Date/Time: 05/07/2018
Intermittent (05/07/2018 22:03 - 05/12/2018 06:03)

Interval (Daily)

*All time intervals are represented in standard time.

N_SIGHT R900 Repo

Data Logging Report Daily

Meter Combination: WATER, 5/8" - 1" T-10, GALLONS

MID ID: 1834513878

Interval Date Range: 02/28/2018 - 06/04/2018

Interval	Read Date	Interval	Reading	Interval	Consumption	Minor Backflow	Major Backflow	Intermittent Leak	Continuous Leak
04/08/2018	27296.7	0.0	27296.7	0.0	0.0				
04/09/2018	27296.7	0.0	27296.7	0.0	0.0				
04/10/2018	27296.7	0.0	27296.7	0.0	0.0				
04/11/2018	27296.7	0.0	27296.7	0.0	0.0				
04/12/2018	27296.7	0.0	27296.7	0.0	0.0				
04/13/2018	27296.7	0.0	27296.7	0.0	0.0				
04/14/2018	27296.7	0.0	27296.7	0.0	0.0				
04/15/2018	27296.7	0.0	27296.7	0.0	0.0				
04/16/2018	27296.7	0.0	27296.7	0.0	0.0				
04/17/2018	27296.7	0.0	27296.7	0.0	0.0				
04/18/2018	27296.7	0.0	27296.7	0.0	0.0				
04/19/2018	27296.7	0.0	27296.7	0.0	0.0				
04/20/2018	27296.7	0.0	27296.7	0.0	0.0				
04/21/2018	27296.7	0.0	27296.7	0.0	0.0				
04/22/2018	27296.7	0.0	27296.7	0.0	0.0				
04/23/2018	27296.7	0.0	27296.7	0.0	0.0				
04/24/2018	27296.7	0.0	27296.7	0.0	0.0				
04/25/2018	27296.7	0.0	27296.7	0.0	0.0				
04/26/2018	27296.7	0.0	27296.7	0.0	0.0				
04/27/2018	27296.7	0.0	27296.7	0.0	0.0				
04/28/2018	27296.7	0.0	27296.7	0.0	0.0				
04/29/2018	27296.7	0.0	27296.7	0.0	0.0				
04/30/2018	27296.7	0.0	27296.7	0.0	0.0				
05/01/2018	27296.7	0.0	27296.7	0.0	0.0				
05/02/2018	27296.7	0.0	27296.7	0.0	0.0				
05/03/2018	27296.7	0.0	27296.7	0.0	0.0				
05/04/2018	27296.7	0.0	27296.7	0.0	0.0				
05/05/2018	27296.7	0.0	27296.7	0.0	0.0				
05/06/2018	27296.7	0.0	27296.7	0.0	0.0				
05/07/2018	27620.4	2308.0	27620.4	33843.9	4403.1				
05/08/2018	37890.0	4375.1	37890.0	42606.4	4387.8				
05/11/2018	46602.9	3832.2	46602.9	46602.9	24.0				
05/12/2018	46602.9	24.0	46602.9	46651.8	24.9				
05/13/2018	46651.8	24.9	46651.8	46664.6	18.7				
05/14/2018	46664.6	18.7	46664.6	46685.2	14.7				
05/15/2018	46685.2	14.7	46685.2	46698.8	14.5				

*All time intervals are represented in standard time.

Abatement Request – Water/Sewer Department

Meeting Date: 10/1/18; Update: 9/6/18

Applicant: Hartmann Oil, Colcord Pond Drive.

Property Description: Hartmann Oil is a commercial business. The property is owned by Bailey Capital Holdings.

Discussion:

The Water & Sewer Department received an abatement request in June 2018. The Water & Sewer Department did not go to the property to do any investigation, leak checks, or conduct any data downloading from the meter. The leak was identified by the property owner. Property owner found an underground leak in the bathroom.

Conclusion:

Based on the documented abatement request, the Water & Sewer Department believes a leak occurred on the property. Select board policy 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 failure to maintain internal (private) plumbing fixtures in good repair, the customer shall be held responsible for the entire bill. If the Select Board wishes to grant the abatement for the water & sewer usage portion above the usage average, the calculated abatement amount is \$575.73 for a new bill total of \$667.90.

Special Notes:

Select Board Review: _____

Accept Request: _____

Deny Request: _____

Water & Sewer Abatement Receipt

Reason for Abatement: The Select Board made a decision to grant abatement according to Select Board Policy 08-30

Abatement Amounts: \$575.73 (W/S)

New bills total: \$667.90 (W/S)

SB Signature: _____

SB Signature: _____

SB Signature: _____

SB Signature: _____

SB Signature: _____

Town of Exeter



Water/Sewer Abatement Request Form

Please Print:

Full Name: Hartmann Oil
Mailing Address: P.O. Box 1068
Exeter NH 03833
Service/Property Address: Calcard Pond Dr
Exeter NH 03833

Today's Date: _____
Account Number: _____
Route Number: _____
Phone Number: _____

Utility Abatement Requested for: Water _____ Sewer _____ Water & Sewer
Date of Bill: 4-18-18 Billing Period from 1-19-18 to 4-18-18 Amount of Bill: \$ 1,243.63

Owner's reason for the abatement request (Please be as specific as possible):
Normal bill are \$200.00 per period.
This was due to underground leak in the bath room.
Not possible to daily use.

[Signature]
Signature of Applicant Date 7-5-18

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
water _____ gal * \$ _____ /1000 gal = \$ _____
sewer _____ gal * \$ _____ /1000 gal = \$ _____
Tier 2-- rates
water _____ gal * \$ _____ /1000 gal = \$ _____
sewer _____ gal * \$ _____ /1000 gal = \$ _____
Tier 3-- 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 _____

TOWN OF EXETER
WATER & SEWER ABATEMENT

Application Date: 9/6/2018

Meeting Date: 10/1/2018

Name: Matthew Greene

Address: 5 Allard Street

Property Description: Single Family Home

Incident Details:

Water & Sewer notified the homeowner of high usage. The property was empty at the time and up for sale. The homeowner states they found and fixed a leaking toilet.

Conclusion:

Based on the documented abatement request, the Water & Sewer Department believes a leak occurred on the property. Select board policy 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 failure to maintain internal (private) plumbing fixtures in good repair, the customer shall be held responsible for the entire bill. If the Select Board wishes to grant the abatement for the water & sewer usage portion above the usage average, the calculated **abatement amount is \$553.67** for a **new bill total of \$767.13**.

Supporting Documents Submitted:

- Data Download Home Owner Repair Receipts Leak Check Results Plumber Invoice/Statement
 Meter Test None

Select Board Review:

Approved \$ _____

Denied

SB Signature _____

SB Signature _____

SB Signature _____

SB Signature _____

SB Signature _____

Town of Exeter



Water/Sewer Abatement Request Form

Please Print:

Full Name: Matthew Greene
 Mailing Address: 44 Beech Hill Rd
Exeter NH
 Service/Property Address: 5 Allard St
Exeter NH

Today's Date: 8/27/18
 Account Number: 323219300
 Route Number: _____
 Phone Number: 603 793 2980

Utility Abatement Requested for: Water Sewer Water & Sewer _____
 Date of Bill: 7/30/18 Billing Period from 4/1/18 to 7/1/19 Amount of Bill: \$ 1320.00

Owner's reason for the abatement request (Please be as specific as possible): Quarterly bill has been at most 400-500/quarter. This property is in the process of being rented by my elderly mother who did not realize there was a slow/steady leak from what appears to be a new toilet in the home's only bathroom.

Signature of Applicant: [Signature] Date: 8/27/18

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 _____

TOWN OF EXETER
WATER & SEWER ABATEMENT

Application Date: 9/6/2018

Meeting Date: 10/1/2018

Name: Maureen McHugh

Address: 99 Hayes Park

Property Description: Single Family Home

Incident Details:

Homeowner states they were unaware of a leak until they received a water bill with high usage.

Conclusion:

Based on the documented abatement request, the Water & Sewer Department believes a leak occurred on the property. Select board policy 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 failure to maintain internal (private) plumbing fixtures in good repair, the customer shall be held responsible for the entire bill. If the Select Board wishes to grant the abatement for the water & sewer usage portion above the usage average, the calculated **abatement amount is \$47.61 for a new bill total of \$189.25.**

Supporting Documents Submitted:

- Data Download Home Owner Repair Receipts Leak Check Results Plumber Invoice/Statement
 Meter Test None

Select Board Review:

Approved \$ _____

Denied

SB Signature _____

SB Signature _____

SB Signature _____

SB Signature _____

SB Signature _____

Town of Exeter



Water/Sewer Abatement Request Form

Please Print:

Full Name: MAUREEN McHUGH
Mailing Address: 99 HAYES ST EXETER NH 03833
Service/Property Address:

Today's Date: 9-6-18
Account Number: 121211841
Route Number:
Phone Number: 603-583-1994

Utility Abatement Requested for: Water 82.34 Sewer 174.02 Water & Sewer
Date of Bill: 5/22/2018 - Billing Period from 5/22/18 to 8/20/18 Amount of Bill: \$ 236.86
08/20/2018

Owner's reason for the abatement request (Please be as specific as possible): Had no idea I had a leak until I got my water bill.

Signature of Applicant

Date 9-6-18

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
water gal * \$ /1000 gal = \$
sewer gal * \$ /1000 gal = \$
Tier 3-- rates
water 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

TOWN OF EXETER
WATER & SEWER ABATEMENT

Application Date: 9/11/2018

Meeting Date: 10/1/2018

Name: Bailey Dangora Address: 10 Pleasantview Drive

Property Description: Single family home purchased by current resident 09/15/17.

Incident Details:

The homeowner contacted the Water & Sewer Department after they received a bill with high usage. They checked for leaks as suggested and found a leaking toilet which they state has been repaired.

Conclusion:

Based on the documented abatement request, the Water & Sewer Department believes a leak occurred on the property. Select board policy 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 failure to maintain internal (private) plumbing fixtures in good repair, the customer shall be held responsible for the entire bill. If the Select Board wishes to grant the abatement for the water & sewer usage portion above the usage average, the calculated **abatement amount is \$309.83** for a **new bill total of \$594.81**.

Supporting Documents Submitted:

Data Download Home Owner Repair Receipts Leak Check Results Plumber Invoice/Statement
 Meter Test None

Select Board Review:

Approved \$ _____

Denied

SB Signature _____

SB Signature _____

SB Signature _____

SB Signature _____

SB Signature _____

Town of Exeter



Water/Sewer Abatement Request Form

Please Print:

Full Name: Bailey Dangora
Mailing Address: 10 Pleasantview Drive
Exeter NH 03833
Service/Property Address: 10 Pleasantview Drive
Exeter NH 03833

Today's Date: 9/11/18
Account Number: 131357400
Route Number:
Phone Number: 802 318 3794

Utility Abatement Requested for: Water Sewer Water & Sewer [checked]
Date of Bill: 8/29/18 Billing Period from 5/21/18 to 8/30/18 Amount of Bill: \$ 904.64

Owner's reason for the abatement request (Please be as specific as possible): After receiving abnormal water and sewer bill, I called the town water department to inquire. Checked for leaky toilet, as suggested, and found this to be the issue. We have since had the toilet repaired. Thank you for considering our request for abatement.

Signature of Applicant: Bailey Dangora

Date: 9/11/18

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

TOWN OF EXETER
WATER & SEWER ABATEMENT

Application Date: 9/11/2018

Meeting Date: 10/1/2018

Name: Paula Parrish

Address: 200 High Street

Property Description: Single Family Home

Incident Details:

The homeowner contacted Water & Sewer after receiving a bill with high usage. A data down load was done at the property and a leak appeared present. The owner contacted a plumber who found and fixed a leaking a toilet. A second data down load was done on 09/26/18 which confirms the leak has been repaired.

Conclusion:

Based on the documented abatement request, the Water & Sewer Department believes a leak occurred on the property. Select board policy 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 failure to maintain internal (private) plumbing fixtures in good repair, the customer shall be held responsible for the entire bill. If the Select Board wishes to grant the abatement for the water & sewer usage portion above the usage average, the calculated **abatement amount is \$258.67** for a **new bill total of \$429.40**.

Supporting Documents Submitted: NONE

- Data Download Home Owner Repair Receipts Leak Check Results Plumber Invoice/Statement
 Meter Test None

Select Board Review:

Approved \$ _____

Denied

SB Signature _____

SB Signature _____

SB Signature _____

SB Signature _____

SB Signature _____

8107 | 1 11 18

Town of Exeter



Water/Sewer Abatement Request Form

Please Print:

Full Name: Paula M Parrish
Mailing Address: 200 High Street
Exeter NH 03833
Service/Property Address: (same)

Today's Date: 9-08-18
Account Number: 131379400
Route Number: (?)
Phone Number: 603-427-4500

Utility Abatement Requested for: Water Sewer Water & Sewer
Date of Bill: 9/28/2018 Billing Period from 5/22/18 to 8/28/18 Amount of Bill: \$ 688.07

Owner's reason for the abatement request (Please be as specific as possible): As soon as I rec'd my bill I called the Water Dept and tried to figure out why my bill was so unusually high. I rec'd the data from Exeter - 7/12 started a leak. I hired a plumber & he fixed a toilet leak that I was unaware of - that solved the meter running.

Paula M Parrish
Signature of Applicant

Sept. 9, 2018
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
water _____ 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.

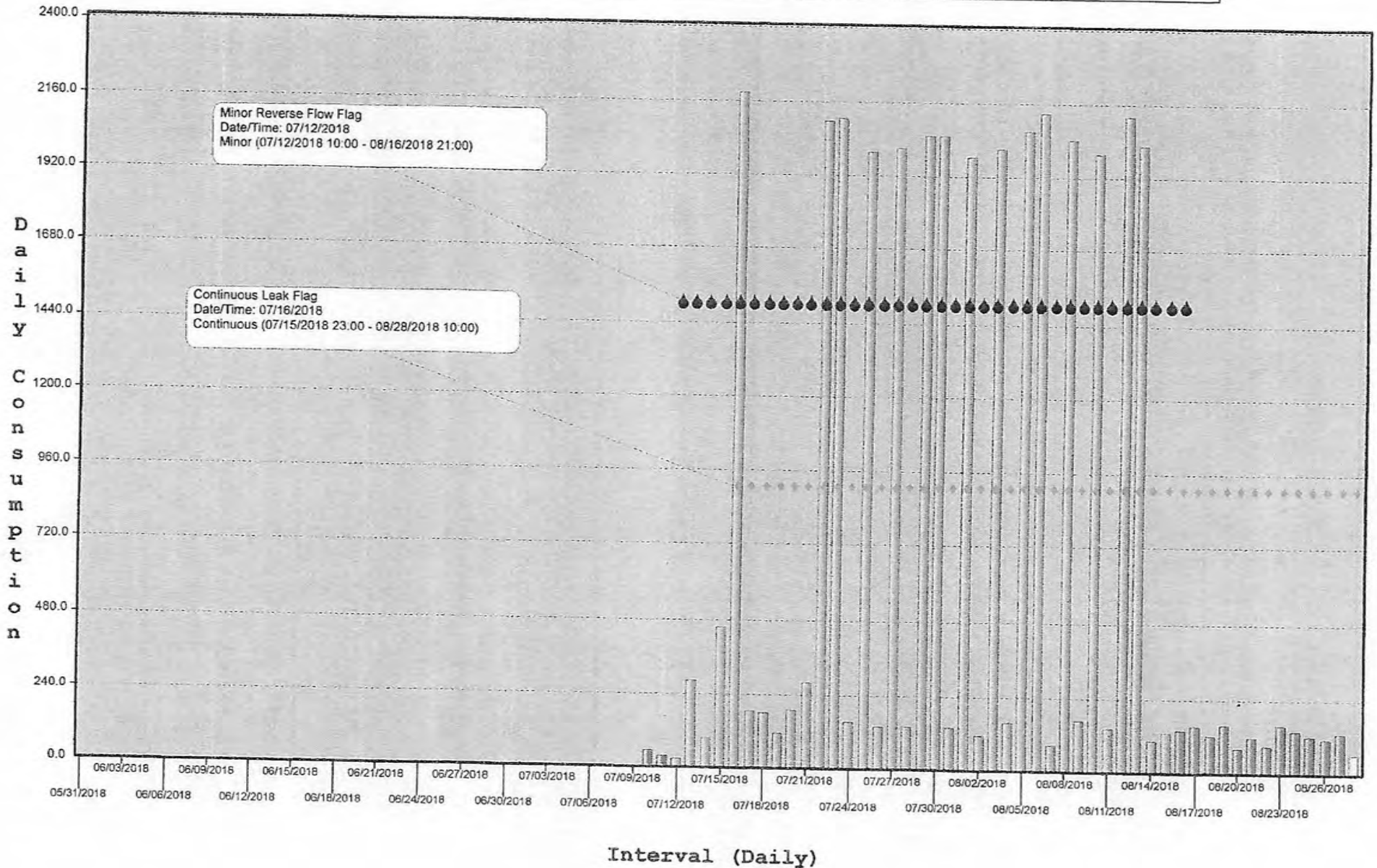
Signature of Applicant

Date

200 High St.

N_SIGHT R900 Report
E-Coder R900i Data Logging Report
MIU#: 1549762482 for 05/24/2018 through 08/28/2018, WATER, 5/8" - 1" T-10, GALLONS

Minor Reverse Flow Flag Major Reverse Flow Flag Intermittent Leak Flag Continuous Leak Flag



N_SIGHT R900 Repo
Data Logging Report Daily
MIU ID: 1549762482
Meter Combination: WATER, 5/8" - 1" T-10, GALLONS
Interval Date Range: 05/24/2018 - 08/28/2018

Interval	Read Date	Interval Reading	Interval Consumption	Minor Backflow	Major Backflow	Intermittent Leak	Continuous Leak
05/31/2018	05/31/2018	0.1	0.0	0.0	0.0	0.0	0.0
06/01/2018	06/01/2018	0.1	0.0	0.0	0.0	0.0	0.0
06/02/2018	06/02/2018	0.1	0.0	0.0	0.0	0.0	0.0
06/03/2018	06/03/2018	0.1	0.0	0.0	0.0	0.0	0.0
06/04/2018	06/04/2018	0.1	0.0	0.0	0.0	0.0	0.0
06/05/2018	06/05/2018	0.1	0.0	0.0	0.0	0.0	0.0
06/06/2018	06/06/2018	0.1	0.0	0.0	0.0	0.0	0.0
06/07/2018	06/07/2018	0.1	0.0	0.0	0.0	0.0	0.0
06/08/2018	06/08/2018	0.1	0.0	0.0	0.0	0.0	0.0
06/09/2018	06/09/2018	0.1	0.0	0.0	0.0	0.0	0.0
06/10/2018	06/10/2018	0.1	0.0	0.0	0.0	0.0	0.0
06/11/2018	06/11/2018	0.1	0.0	0.0	0.0	0.0	0.0
06/12/2018	06/12/2018	0.1	0.0	0.0	0.0	0.0	0.0
06/13/2018	06/13/2018	0.1	0.0	0.0	0.0	0.0	0.0
06/14/2018	06/14/2018	0.1	0.0	0.0	0.0	0.0	0.0
06/15/2018	06/15/2018	0.1	0.0	0.0	0.0	0.0	0.0
06/16/2018	06/16/2018	0.1	0.0	0.0	0.0	0.0	0.0
06/17/2018	06/17/2018	0.1	0.0	0.0	0.0	0.0	0.0
06/18/2018	06/18/2018	0.1	0.0	0.0	0.0	0.0	0.0
06/19/2018	06/19/2018	0.1	0.0	0.0	0.0	0.0	0.0
06/20/2018	06/20/2018	0.1	0.0	0.0	0.0	0.0	0.0
06/21/2018	06/21/2018	0.1	0.0	0.0	0.0	0.0	0.0
06/22/2018	06/22/2018	0.1	0.0	0.0	0.0	0.0	0.0
06/23/2018	06/23/2018	0.1	0.0	0.0	0.0	0.0	0.0
06/24/2018	06/24/2018	0.1	0.0	0.0	0.0	0.0	0.0
06/25/2018	06/25/2018	0.1	0.0	0.0	0.0	0.0	0.0
06/26/2018	06/26/2018	0.1	0.0	0.0	0.0	0.0	0.0
06/27/2018	06/27/2018	0.1	0.0	0.0	0.0	0.0	0.0
06/28/2018	06/28/2018	0.1	0.0	0.0	0.0	0.0	0.0
06/29/2018	06/29/2018	0.1	0.0	0.0	0.0	0.0	0.0
06/30/2018	06/30/2018	0.1	0.0	0.0	0.0	0.0	0.0
07/01/2018	07/01/2018	0.1	0.0	0.0	0.0	0.0	0.0
07/02/2018	07/02/2018	0.1	0.0	0.0	0.0	0.0	0.0
07/03/2018	07/03/2018	0.1	0.0	0.0	0.0	0.0	0.0
07/04/2018	07/04/2018	0.1	0.0	0.0	0.0	0.0	0.0
07/05/2018	07/05/2018	0.1	0.0	0.0	0.0	0.0	0.0
07/06/2018	07/06/2018	0.1	0.0	0.0	0.0	0.0	0.0
07/07/2018	07/07/2018	0.1	0.0	0.0	0.0	0.0	0.0
07/08/2018	07/08/2018	0.1	0.0	0.0	0.0	0.0	0.0

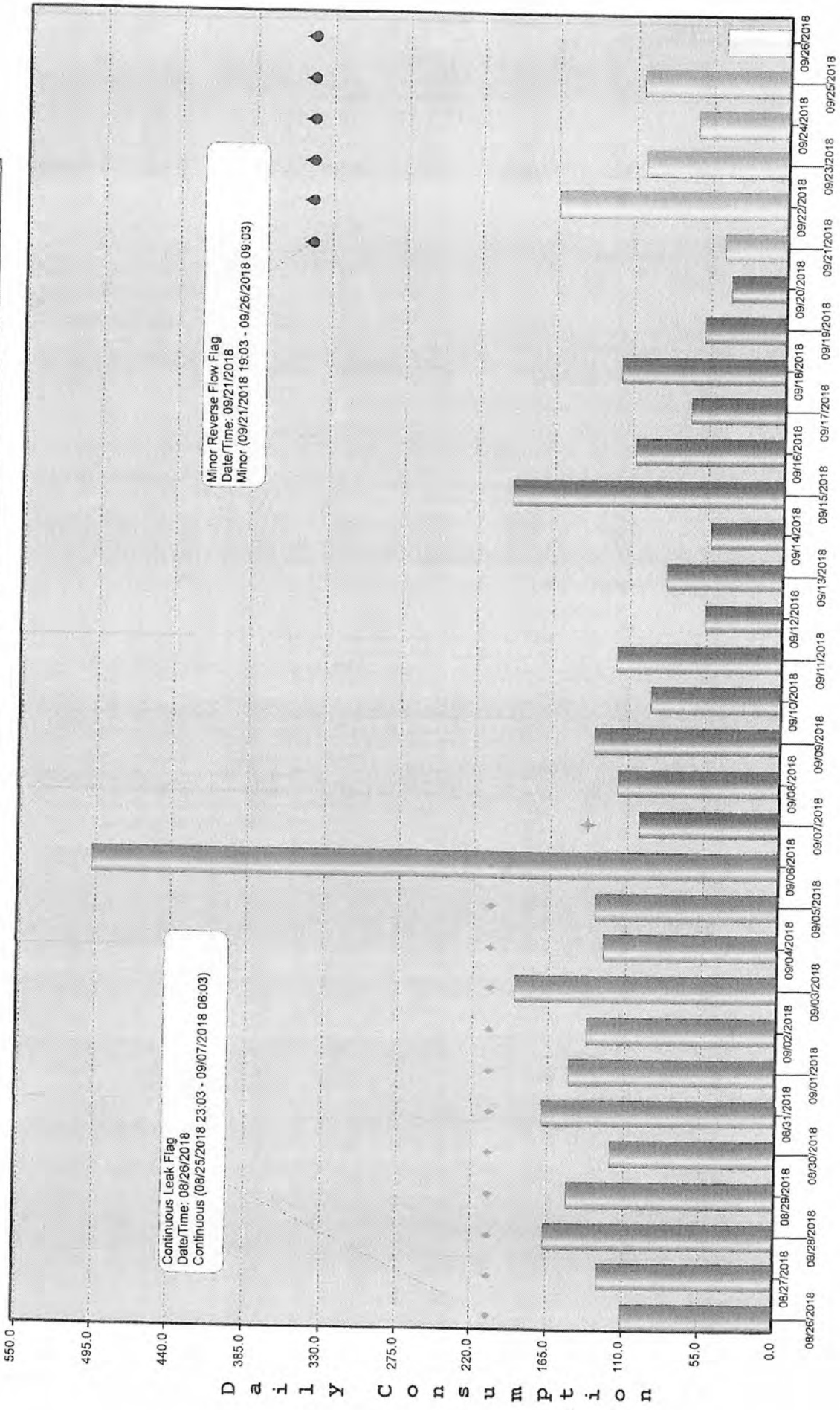
*All time intervals are represented in standard time.

N_SIGHT R900 Repo
Data Logging Report Daily
 MIU ID: 1549762482 Meter Combination: WATER, 5/8" - 1" T-10, GALLONS
 Interval Date Range: 05/24/2018 - 08/28/2018

Interval Read Date	Interval Reading	Interval Consumption	Minor Backflow	Major Backflow	Intermittent Leak	Continuous Leak
07/09/2018	0.1	0.0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07/10/2018	53.9	54.5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07/11/2018	89.3	34.7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07/12/2018	95.2	27.7	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07/13/2018	399.4	283.7	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07/14/2018	495.0	94.3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07/15/2018	943.5	453.7	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07/16/2018	3020.1	2178.1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
07/17/2018	3308.3	185.0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
07/18/2018	3487.5	181.2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
07/19/2018	3601.1	112.5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
07/20/2018	3618.8	187.0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
07/21/2018	4070.2	280.8	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
07/22/2018	6154.4	2088.0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
07/23/2018	8255.5	2100.2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
07/24/2018	8411.1	152.3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
07/25/2018	10402.0	1991.0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
07/26/2018	10542.6	140.6	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
07/27/2018	12517.3	2003.7	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
07/28/2018	12685.7	139.4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
07/29/2018	14732.7	2046.9	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
07/30/2018	16778.4	2045.8	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
07/31/2018	16833.6	140.2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
08/01/2018	18898.1	1979.3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
08/02/2018	19011.8	114.5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
08/03/2018	21016.8	2006.6	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
08/04/2018	21036.3	156.3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
08/05/2018	23232.7	2060.8	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
08/06/2018	25357.0	2120.8	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
08/07/2018	25437.9	86.0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
08/08/2018	27478.9	2035.7	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
08/09/2018	27644.7	165.9	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
08/10/2018	29637.8	1993.1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
08/11/2018	29753.8	143.8	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
08/12/2018	31894.2	2112.6	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
08/13/2018	33911.9	2017.7	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
08/14/2018	34016.1	104.2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
08/15/2018	34068.6	132.5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
08/16/2018	34284.7	138.8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

N_SIGHT R900 Report
E-Coder R900I Data Logging Report
MIU#: 1549762482 Acct: Unknown Mtr #: 1549762482 Addr: 200 HIGH STREET for 08/26/2018 through 09/26/2018, WATER, 5/8" - 1" T-10, GALLONS

Minor Reverse Flow Flag
 Major Reverse Flow Flag
 Intermittent Leak Flag
 Continuous Leak Flag



Interval (Daily)

*All time intervals are represented in standard time.

N_SIGHT R900 Report
Data Logging Report Daily
 MIU ID: 1549762482 Meter Combination: WATER, 5/8" - 1" T-10, GALLONS
 Interval Date Range: 08/26/2018 - 09/26/2018

Interval Read Date	Interval Reading	Interval Consumption	Minor Backflow	Major Backflow	Intermittent Leak	Continuous Leak
08/26/2018	35524.5	110.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
08/27/2018	35655.3	128.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
08/28/2018	35822.3	167.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
08/29/2018	35972.7	150.5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
08/30/2018	36090.5	119.8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
08/31/2018	36259.2	168.5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
09/01/2018	36410.1	149.0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
09/02/2018	36540.2	137.0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
09/03/2018	36736.2	189.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
09/04/2018	36861.5	125.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
09/05/2018	36993.2	131.6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
09/06/2018	37481.3	496.3	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
09/07/2018	37592.9	101.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09/08/2018	37709.1	116.0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09/09/2018	37842.7	133.5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09/10/2018	37936.0	93.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09/11/2018	38054.6	118.6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09/12/2018	38110.0	55.4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09/13/2018	38193.5	83.5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09/14/2018	38243.7	52.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09/15/2018	38440.0	194.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09/16/2018	38546.9	106.9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09/17/2018	38615.3	68.4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09/18/2018	38733.2	117.9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09/19/2018	38792.1	58.9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09/20/2018	38831.8	39.7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09/21/2018	38877.5	45.7	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09/22/2018	39040.8	163.5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09/23/2018	39143.2	102.2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09/24/2018	39209.0	65.8	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09/25/2018	39313.3	104.3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09/26/2018	39359.5	46.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

N_SIGHT R900 Repo
Data Logging Report Daily
MIU ID: 1549762482 Meter Combination: WATER, 5/8" - 1" T-10, GALLONS
Interval Date Range: 05/24/2018 - 08/28/2018

Interval Read Date	Interval Reading	Interval Consumption	Minor Backflow	Major Backflow	Intermittent Leak	Continuous Leak
08/17/2018	34435.5	151.5	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
08/18/2018	34559.3	120.3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
08/19/2018	34575.7	155.3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
08/20/2018	34795.4	80.7	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
08/21/2018	34911.0	115.6	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
08/22/2018	34996.6	87.9	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
08/23/2018	35156.2	157.3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
08/24/2018	35295.3	139.1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
08/25/2018	35416.9	121.7	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
08/26/2018	35498.1	110.2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
08/27/2018	35655.3	128.1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
08/28/2018	35719.6	61.9	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

TOWN OF EXETER
WATER & SEWER ABATEMENT

Application Date: 9/25/2018

Meeting Date: 10/1/2018

Name: Edda Martin 127 Water Street Realty Address: 127 Water Street

Property Description: Commercial Property with Rented Business Units

Incident Details:

Water & Sewer contacted the property owner after noticing high usage. A data down load was done at the property and a leak appeared present. The owner updated the toilets in early 2018 however after hearing from Water & Sewer the owner determined the "arms came loose" and they were not notified by any of the tenants.

Conclusion:

Based on the documented abatement request, the Water & Sewer Department believes a leak occurred on the property. Select board policy 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 failure to maintain internal (private) plumbing fixtures in good repair, the customer shall be held responsible for the entire bill. If the Select Board wishes to grant the abatement for the water & sewer usage portion above the usage average, the calculated **abatement amount is \$1,861.61** for a **new bill total of \$1,812.26**.

Supporting Documents Submitted:

Data Download Home Owner Repair Receipts Leak Check Results Plumber Invoice/Statement
 Meter Test None

Select Board Review:

Approved \$ _____

Denied

SB Signature _____ SB Signature _____

SB Signature _____ SB Signature _____

SB Signature _____

Town of Exeter



Water/Sewer Abatement Request Form

Please Print:

Full Name: 127 Water Street Realty LLC
Mailing Address: 127 Water St Exeter, NH 03833
Service/Property Address: Same

Today's Date: 09/25/2018
Account Number: 222243600
Route Number: 22
Phone Number:

Utility Abatement Requested for: Water Sewer Water & Sewer
Date of Bill: 9/23/18 Billing Period from 6/20/18 to 9/19/18 Amount of Bill: \$

Owner's reason for the abatement request (Please be as specific as possible):
See attached

Signature of Applicant

Date: Sept 25, 2018

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
water gal * \$ /1000 gal = \$
sewer gal * \$ /1000 gal = \$
Tier 2-- rates
water gal * \$ /1000 gal = \$
sewer gal * \$ /1000 gal = \$
Tier 3-- 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

127 Water Street Realty LLC
127 Water Street
Exeter, NH 03833
603/778-0822

Town of Exeter
Water/Sewer Abatement Request

September 25, 2018

To Whom It may Concern:

When I received our Water/Sewer invoice in March, 2017 for \$558.84; which was paid in full, I knew that we needed to do something about replacing the old chain toilets in our building. All new fixtures were put in with the chainless system.

Unfortunately, a number of the toilets were still running non-stop because the arms became loose. Tenants didn't seem to know enough to notify me to fix the problem.

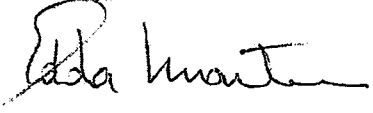
In our building we have very few people in at one time as most of them are working part-time or are on the road. Water and Sewer should be minimal.

I am asking the Board/Selectman to please abate the overage on our invoice.

All the fixtures have been checked and we are hoping that the problem is solved.

Your consideration is appreciated in this matter.

Cordially,



Edda Martin
Property Owner

Please see attached receipts
repairs were done in
March 2018.

I N V O I C E

F.W. Webb Company
 218 Knox Marsh Road
 Dover, NH 03820

Customer P.O. Number
 EDDA
 Inv.Date Inv/Order#
 03/05/18 57987548-2

Sold to:
 127 WATER ST REALTY, LLC (172928)

 127 WATER ST
 EXETER NH 03833-2456

Ship to:
 SAME
 218 Knox Marsh Road

 DOVER, NH 03820

Writer Ship via Dt Shipped
 FERN WC 03/03/18
 Page# 1 of 1

Ord	Shp	B/O	Description	Net Price	Extension
2	1	1	TLT BWL ALTO RF WHT 1.6GPF 12/14"R MAN130WH (478043)	45.700	45.70
2	2	0	TLT TNK ALTO WHT 1.6GPF LFT FRNT C MAN160WH (80178)	48.310	96.62
2	2	0	TLT ST RF CFWC MLD WOOD WHT SEAS40EC-000 (1846)	15.620	31.24

Date Ordered 02/26/18	Tax 0.00	Freight 0.00	Handling 0.00	Subtotal 173.56	Total 173.56
REMIT TO: 160 MIDDLESEX TURNPIKE BEDFORD, MA 01730			Payment Terms: 2% 10TH, 30 NET		

I N V O I C E

F.W. Webb Company
 18 Continental Drive
 Exeter, NH 03833

Customer P.O. Number
 EDDA
 Inv.Date Inv/Order#
 03/05/18 57987548

Sold to:
 127 WATER ST REALTY, LLC (172928)

 127 WATER ST
 EXETER NH 03833-2456

Ship to:
 SAME
 18 Continental Drive
 EXETER, NH 03833

Writer Ship via Dt Shipped
 BDM WC 03/03/18
 Page# 1 of 1

Ord	Shp	B/O	Description	Net Price	Extension
1	1	0	TLT BWL ALTO RF WHT 1.6GPF 12/14"R MAN130WH (478043)	45.700	45.70
1	1	0	TLT TNK ALTO WHT 1.6GPF LFT FRNT C MAN160WH (80178)	48.310	48.31
1	1	0	TLT ST RF CFWC PLS WHT F/RES EZCLN SEA3EC000 (1823)	21.900	21.90

Date Ordered 02/26/18	Tax 0.00	Freight	Handling	Subtotal 115.91	Total 115.91
REMIT TO: 160 MIDDLESEX TURNPIKE BEDFORD, MA 01730		Payment Terms: 2% 10TH, 30 NET			

I N V O I C E

F.W. Webb Company
 147 Lafayette Rd
 Seabrook, NH 03874

Customer P.O. Number
 EDDA
 Inv.Date Inv/Order#
 03/22/18 57987548-3

Sold to:
 127 WATER ST REALTY, LLC (172928)

 127 WATER ST
 EXETER NH 03833-2456

Ship to:
 SAME
 147 Lafayette Rd

 SEABROOK, NH 03874

Writer Ship via Dt Shipped
 ETA WC 03/22/18
 Page# 1 of 1

Ord	Shp	B/O	Description	Net Price	Extension
1	1	0	TLT BWL ALTO RF WHT 1.6GPF 12/14"R MAN130WH (478043)	45.700	45.70
1	1	0	TLT TNK ALTO WHT 1.6GPF LFT FRNT C MAN160WH (80178)	48.310	48.31

Date Ordered	Tax	Freight	Handling	Subtotal	Total
02/26/18	0.00	0.00	0.00	94.01	94.01
REMIT TO: 160 MIDDLESEX TURNPIKE BEDFORD, MA 01730			Payment Terms: 2% 10TH, 30 NET		

I N V O I C E

F.W. Webb Company 218 Knox Marsh Road Dover, NH 03820	Customer P.O. Number EDDA Inv.Date Inv/Order# 03/07/18 57987548-4
---	--

Sold to:
 127 WATER ST REALTY, LLC (172928)

 127 WATER ST
 EXETER NH 03833-2456

Ship to:
 SAME
 218 Knox Marsh Road

 DOVER, NH 03820

	Writer	Ship via	Dt Shipped	
	FERN	WC	03/07/18	
			Page# 1 of 1	

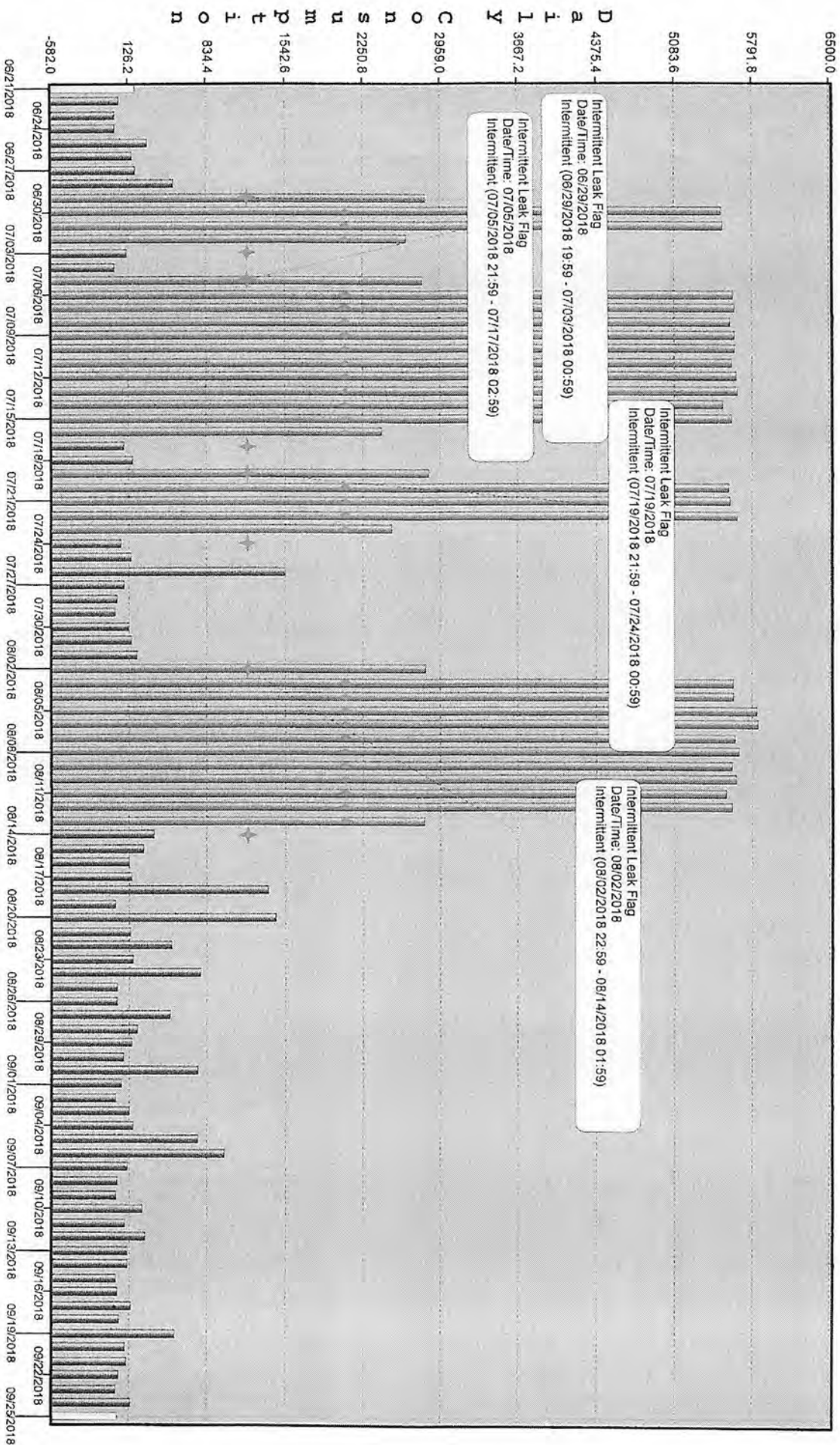
Ord	Shp	B/O	Description	Net Price	Extension
1	1	0	TLT BWL ALTO RF WHT 1.6GPF 12/14"R (1) MAN130WH (478043)	45.700	45.70

Date Ordered 02/26/18	Tax 0.00	Freight	Handling	Subtotal 45.70	Total 45.70
REMIT TO: 160 MIDDLESEX TURNPIKE BEDFORD, MA 01730			Payment Terms: 2% 10TH, 30 NET		

N SIGHT R900 Report
E-Coder R9001 Data Logging Report

MIUH: 1853024665 Acct: Unknown Mtr #: 1853024665 Addr: 127 WATER STREET for 06/21/2018 through 09/25/2018, WATER, 5/8" - 1" T-10, GALLONS

Minor Reverse Flow Flag Major Reverse Flow Flag Intermittent Leak Flag Continuous Leak Flag



Interval (Daily)

*All time intervals are represented in standard time.

N_SIGHT R900 Report
Data Logging Report Daily

MIU ID: 1853024665 Meter Combination: WATER, 5/8" - 1" T-10, GALLONS

Interval Date Range: 06/21/2018 - 09/25/2018

Interval Read Date	Interval Reading	Interval Consumption	Minor Backflow	Major Backflow	Intermittent Leak	Continuous Leak
06/21/2018	164492.4	182.0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
06/22/2018	164533.0	40.6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
06/23/2018	164533.0	-0.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
06/24/2018	164538.2	5.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
06/25/2018	164559.8	291.4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
06/26/2018	164996.2	166.6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
06/27/2018	165114.5	190.0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
06/28/2018	165716.4	530.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
06/29/2018	168091.6	2817.3	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
06/30/2018	173814.7	5498.4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
07/01/2018	179313.1	5500.5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
07/02/2018	180655.2	2634.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
07/03/2018	182274.4	107.7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07/04/2018	182274.4	0.0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07/05/2018	184840.6	2787.1	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
07/06/2018	189508.9	5599.5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
07/07/2018	196047.8	5612.9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
07/08/2018	201620.7	5569.8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
07/09/2018	202292.3	5615.0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
07/10/2018	212846.0	5611.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
07/11/2018	215118.7	5586.4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
07/12/2018	224062.4	5625.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
07/13/2018	228084.3	5644.0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
07/14/2018	235202.7	5499.5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
07/15/2018	240775.9	5582.0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
07/16/2018	243422.7	2415.5	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
07/17/2018	243507.9	85.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07/18/2018	243507.9	160.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07/19/2018	246285.1	2840.0	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
07/20/2018	249503.4	5559.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
07/21/2018	257413.2	5570.5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
07/22/2018	262361.3	5642.7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
07/23/2018	265791.1	2510.6	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
07/24/2018	265849.9	58.8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07/25/2018	265849.9	147.9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07/26/2018	267535.6	1537.8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07/27/2018	267540.8	79.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07/28/2018	267629.8	15.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07/29/2018	267630.5	0.7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

N_SIGHT R900 Report
Data Logging Report Daily

MIU ID: 1853024665

Meter Combination: WATER, 5/8" - 1" T-10, GALLONS

Interval Date Range: 06/21/2018 - 09/25/2018

Interval Read Date	Interval Reading	Interval Consumption	Minor Backflow	Major Backflow	Intermittent Leak	Continuous Leak
07/30/2018	267748.9	118.4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07/31/2018	267901.0	152.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08/01/2018	267901.0	204.4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08/02/2018	270707.0	2816.8	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
08/03/2018	272749.9	5600.6	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
08/04/2018	281888.7	5593.8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
08/05/2018	285646.0	5811.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
08/06/2018	293518.3	5818.8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
08/07/2018	298912.5	5610.8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
08/08/2018	304777.3	5645.9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
08/09/2018	310373.7	5590.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
08/10/2018	311729.5	5625.8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
08/11/2018	321523.0	5527.8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
08/12/2018	324532.3	5584.9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
08/13/2018	330128.0	2795.9	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
08/14/2018	330477.2	349.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08/15/2018	330477.2	253.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08/16/2018	330846.9	116.5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08/17/2018	330855.8	150.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08/18/2018	332381.9	1384.9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08/19/2018	332387.6	5.7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08/20/2018	333830.2	1442.6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08/21/2018	333964.0	133.8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08/22/2018	333964.0	506.8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08/23/2018	334629.1	158.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08/24/2018	334629.1	774.8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08/25/2018	335423.2	19.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08/26/2018	335435.8	12.6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08/27/2018	335934.2	498.4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08/28/2018	336139.2	205.0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08/29/2018	336282.3	143.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08/30/2018	336352.9	70.6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08/31/2018	336352.9	748.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09/01/2018	337151.7	50.7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09/02/2018	337151.7	0.0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09/03/2018	337276.3	124.6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09/04/2018	337437.1	163.8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09/05/2018	338185.9	745.8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09/06/2018	339162.6	976.7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

N_SIGHT R900 Report
Data Logging Report Daily

MIU ID: 1853024665 Meter Combination: WATER, 5/8" - 1" T-10, GALLONS

Interval Date Range: 06/21/2018 - 09/25/2018

Interval Read Date	Interval Reading	Interval Consumption	Minor Backflow	Major Backflow	Intermittent Leak	Continuous Leak
09/07/2018	339162.6	101.5	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09/08/2018	339279.2	15.1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09/09/2018	339279.2	0.1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09/10/2018	339520.6	241.3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09/11/2018	339592.7	81.1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09/12/2018	339866.4	264.7	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09/13/2018	339978.7	112.3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09/14/2018	340081.7	103.0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09/15/2018	340081.7	0.0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09/16/2018	340081.7	19.4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09/17/2018	340236.5	135.4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09/18/2018	340252.2	31.5	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09/19/2018	340801.8	533.8	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09/20/2018	340876.3	78.0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09/21/2018	340974.5	94.7	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09/22/2018	341002.1	27.6	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09/23/2018	341002.1	0.0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09/24/2018	341133.9	131.8	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09/25/2018	341144.0	10.1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Application for Town Hall Facility Use

Town Manager's Office

Faxed #: 603-777-1514 or emailed: sriffle@exeternh.gov
Forms can be mailed: Town of Exeter, 10 Front Street, Exeter, NH 03833

SEP 17 2018

Received

Facility Requested: Town Hall (Main Floor/Town Hall Stage) Balcony

Representative Information:

Name: S. CATHERINE STEWARD Address: 55 MAIN ST SUITE 130
Town/State/Zip: NEWMARKET, NH Phone: 603-978-9876
Email: INFO@RUSSIANBALLETNH.COM Date of Application: SEPT 12, 2018

Organization Information:

Name: RUSSIAN BALLET ACADEMY Address: 55 MAIN ST #130
Town/State/Zip: NEWMARKET, NH 03857 Phone: 603-978-9876

Reservation Information:

Type of Event/Meeting: BALLET RECITAL Date: OCT 20
Times of Event: 12-3 Times needed for set-up/clean-up: 9am - 4pm
of tables: 3 # of chairs: 120
List materials being used for this event: NOUE
Will food/beverages be served? ? Description: _____

Requirements:

Rental Fee: For Town Hall use there is a fee of \$125.00 per day. A rental fee waiver may be requested fee in writing.

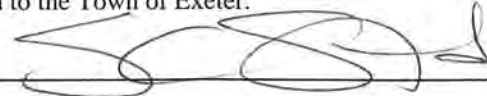
Cleaning Deposit: A cleaning deposit of \$100 is required of any user serving food or beverages. If the town determines after use that the building was acceptably cleaned, the deposit fee will be returned to the user. No food is allowed in Main Hall of the Town Hall. If food is to be served and/or prepared in foyer or room on the right of the foyer, the electrical outlet cannot exceed 20 amps.

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

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 additionally insured.

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. Access to the 2nd floor is not allowed during events. Bathroom are accessed from outside the Town Hall. Permit approvals are contingent upon proper insurance and fees paid to the Town of Exeter.

Applicant signature:  Date: 9/12/18

Authorized by the Select Board /Designee: _____ Date: _____

Office Use Only:

Liability Insurance: On file In-process Will receive by _____
Fee: Paid Will pay by _____ Non-profit fee waiver requested



Application for Town Hall Facility Use

Faxed #: 603-777-1514 or emailed: sriffle@exeternh.gov
Forms can be mailed: Town of Exeter, 10 Front Street, Exeter, NH 03833

*For use of the room on the right at the Town Hall

Representative Information:

Name: Bobbi Address: 120 Water Street
Town/State/Zip: Exeter, NH Phone: 772-2411
Email: bobbi@exeterarea.org Date of Application: 9-6-18

Organization Information:

Name: Exeter Area Chamber Address: 120 Water St.
Town/State/Zip: Exeter, NH Phone: 772-2411

Reservation Information:

10/4/18, 11/1/18, 12/6/18, 1/3/19
Type of Assembly/Meeting: Ambassador Meeting Date: Monthly 1st Thursday
Start Time: 8 am End Time: 9:30 am Additional time for set-up/clean-up: _____
of tables: _____ # of chairs: 15-20
List materials being used for this event: _____
Will food/beverages be served? Yes Description: Coffee, tea, breakfast foods

Requirements:

Rental Fee: For Town Hall use there is a fee of \$125.00 per day. A rental fee waiver may be requested fee in writing.

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 or room on the right of the foyer, the electrical outlet cannot exceed 20 amps.

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

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 additionally insured.

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Applicant signature: Bobbi Vandenberg Date: 9-25-18

Authorized by the Select Board /Designee: _____ Date: _____

Office Use Only:

Liability Insurance: On file In-process

Fee: Paid Will pay by _____ Non-profit fee waiver form submitted



Application for Town Hall Facility Use

Faxed #: 603-777-1514 or emailed: sriffle@exeternh.gov
Forms can be mailed: Town of Exeter, 10 Front Street, Exeter, NH 03833

* For use of the room on the right at the Town Hall

Representative Information:

Name: Bobbi Address: 120 Water Street
Town/State/Zip: Exeter, NH Phone: 772-2411
Email: bobbi@exeterarea.org Date of Application: 9-6-18

Organization Information:

Name: Exeter Area Chamber Address: 120 Water St.
Town/State/Zip: Exeter, NH Phone: 772-2411

Reservation Information:

10/9/18, 11/13/18, 12/11/18, 1/8/19
Type of Assembly/Meeting: Fast Trak Meeting Date: Monthly 2nd Tuesday
Start Time: 8 am End Time: 9:30 am Additional time for set-up/clean-up: _____
of tables: _____ # of chairs: 15-20
List materials being used for this event: _____
Will food/beverages be served? Yes Description: Coffee, tea, breakfast foods

Requirements:

Rental Fee: For Town Hall use there is a fee of \$125.00 per day. A rental fee waiver may be requested fee in writing.

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 or room on the right of the foyer, the electrical outlet cannot exceed 20 amps.

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

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 additionally insured.

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. Access to the 2nd floor is not allowed during events. Bathroom are accessed from outside the Town Hall. Permit approvals are contingent upon proper insurance and fees paid to the Town of Exeter.

Applicant signature: *Bobbi Vandenberg* Date: 9-25-18 ^{bv}

Authorized by the Select Board /Designee: _____ Date: _____

Office Use Only:

Liability Insurance: On file In-process

Fee: Paid Will pay by _____ Non-profit fee waiver form submitted



Application for Town Hall Facility Use

Faxed #: 603-777-1514 or emailed: sriffle@exeternh.gov
Forms can be mailed: Town of Exeter, 10 Front Street, Exeter, NH 03833

*For use of the room on the right at the Town Hall

Representative Information:

Name: Bobbi Vandenburg Address: 120 Water Street
Town/State/Zip: Exeter, NH Phone: 772-2411
Email: bobbi@exeterarea.org Date of Application: 9-6-18

Organization Information:

Name: Exeter Area Chamber Address: 120 Water St.
Town/State/Zip: Exeter, NH Phone: 772-2411

Reservation Information:

11/15/18, 12/20/18, 1/17/19, 2/21/19
Type of Assembly/Meeting: Ambassador Meeting Date: Monthly 3rd Thursday
Start Time: 11:15 End Time: 1:45 pm Additional time for set-up/clean-up: _____
of tables: _____ # of chairs: 15-20
List materials being used for this event: _____
Will food/beverages be served? Yes Description: lunch

Requirements:

Rental Fee: For Town Hall use there is a fee of \$125.00 per day. A rental fee waiver may be requested fee in writing.

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 or room on the right of the foyer, the electrical outlet cannot exceed 20 amps.

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

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 additionally insured.

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. Access to the 2nd floor is not allowed during events. Bathroom are accessed from outside the Town Hall. Permit approvals are contingent upon proper insurance and fees paid to the Town of Exeter.

Applicant signature: Bobbi Vandenburg Date: 9-25-18

Authorized by the Select Board /Designee: _____ Date: _____

Office Use Only:

Liability Insurance: On file In-process

Fee: Paid Will pay by _____ Non-profit fee waiver form submitted



Application for Town Hall Facility Use

Faxed #: 603-777-1514 or emailed: griffie@exeternh.gov
Forms can be mailed: Town of Exeter, 10 Front Street, Exeter, NH 03833

Facility Requested: Town Hall (Main Floor/Town Hall Stage) Balcony Side room in Town Hall

Representative Information:

Name: Exeter Area Chamber Address: 120 Water St.
Town/State/Zip: Exeter, NH Phone: 603-772-2411
Email: bobbi@exeterarea.org Date of Application: 9-24-18

Organization Information:

Name: Exeter Area Chamber Address: 120 Water St.
Town/State/Zip: Exeter, NH 03833 Phone: 603-772-2411

Reservation Information:

Type of Event/Meeting: Travel Mtg Date: 10-30-18
Times of Event: 5:00-8:00pm Times needed for set-up/clean-up: 5:00-8:00pm
of tables: 3 4 # of chairs: 25
List materials being used for this event: projector & screen - we will bring
Will food/beverages be served? No Description: _____

Requirements:

Rental Fee: For Town Hall use there is a fee of \$125.00 per day. A rental fee waiver may be requested fee in writing.
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 or room on the right of the foyer, the electrical outlet cannot exceed 20 amps.
***Tech/AV Services:** There is a fee of \$80 an hour for any Tech/AV services needed. Services must be arranged in advance. Email extvg@exeternh.gov to coordinate.
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 additionally insured.
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. Access to the 2nd floor is not allowed during events. Bathroom are accessed from outside the Town Hall. Permit approvals are contingent upon proper insurance and fees paid to the Town of Exeter.

Applicant signature: Bobbi Wamboldt Date: 9-24-18

Authorized by the Select Board /Designee: _____ Date: _____

Office Use Only:

Liability Insurance: On file In-process Will receive by _____
Fee: Paid Will pay by _____ Non-profit fee waiver requested

**SWASEY PARKWAY USE APPLICATION
EXETER, NH**

Application is for the privilege of using the Swasey Parkway on the following date(s): Sat, Sept 21, 2019

Hours of 8am to 6pm Expected # of participants: 1,000

Name of Applicant and Organization: Scott Ruffner / TEAM - Arts Industry Alliance

Address: 111R Water Street, Exeter, NH 03833

Email: ScottRuffner@mac.com Phone: 603-512-8396

Event Day Contact Person and phone #: Same As Above

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

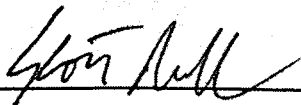
Please describe the event, including details you feel should take into consideration:

5th Annual Team Fall Equinox Fest / art vendors, food vendors, live music and kids activities

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

Permit Fees: See attached Rules and Fees

I have read the attached rules and fees governing the use of Swasey Parkway and pledge that the organization and/or individuals for which this application is intended will faithfully execute those rules and assume total responsibility in connection therewith. The Town reserves its rights to pursue all available legal remedies for damage to Town property or violation of any laws, rules or conditions applicable to use of Town property. In addition, such conduct may result in revocation of permission and/or denial of future requests for permission to use Town property.

Applicant Signature:  Date: 9-24-18

Mail application and applicable fees to **Sheri Riffle, Town of Exeter, 10 Front Street, Exeter, NH**; checks made payable to the **Town of Exeter**.

Chief of Police: _____ Date: _____

As Authorized by the Select Board/Designee: _____ Date: _____

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

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

Fee received: \$ _____

Cash: \$ _____ or Check Number: _____ Date Received: _____



Financial Report of the Budget

Exeter

For the period ending December 31, 2017

GOVERNING BODY CERTIFICATION

Under penalties of perjury, I declare that I have examined the information contained in this form and to the best of my belief it is true, correct and complete.

Name	Position	Signature
Julie D. Gilman	Chairwoman	
Kathy Corson	Vice Chairwoman	
Molly Cowan	Clerk	
Anne L. Surman	Selectwoman	
Donald Clement	Selectman	

This form must be signed, scanned, and uploaded to the Municipal Tax Rate Setting Portal:
<https://www.proptax.org/>

For assistance please contact:
NH DRA Municipal and Property Division
(603) 230-5090
<http://www.revenue.nh.gov/mun-prop/>



2018
MS-535

Expenditures

Account	Purpose	Voted Appropriations	Actual Expenditures
General Government			
4130-4139	Executive	\$246,486	\$252,464
4140-4149	Election, Registration, and Vital Statistics	\$359,982	\$347,643
4150-4151	Financial Administration	\$819,192	\$776,690
4152	Revaluation of Property	\$1	\$0
4153	Legal Expense	\$80,000	\$70,230
4155-4159	Personnel Administration	\$393,231	\$470,666
4191-4193	Planning and Zoning	\$272,162	\$250,478
4194	General Government Buildings	\$1,101,909	\$879,415
4195	Cemeteries	\$0	\$0
4196	Insurance	\$113,529	\$119,856
4197	Advertising and Regional Association	\$0	\$0
4199	Other General Government	\$26,770	\$52,357
General Government Subtotal		\$3,413,262	\$3,219,799
Public Safety			
4210-4214	Police	\$3,370,458	\$3,146,654
4215-4219	Ambulance	\$0	\$0
4220-4229	Fire	\$3,590,430	\$3,539,010
4240-4249	Building Inspection	\$251,552	\$250,853
4290-4298	Emergency Management	\$27,937	\$15,572
4299	Other (Including Communications)	\$471,805	\$437,407
Public Safety Subtotal		\$7,712,182	\$7,389,496
Airport/Aviation Center			
4301-4309	Airport Operations	\$0	\$0
Airport/Aviation Center Subtotal		\$0	\$0
Highways and Streets			
4311	Administration	\$459,555	\$412,100
4312	Highways and Streets	\$2,130,525	\$2,111,875
4313	Bridges	\$0	\$0
4316	Street Lighting	\$150,000	\$155,640
4319	Other	\$281,630	\$383,105
Highways and Streets Subtotal		\$3,021,710	\$3,062,720
Sanitation			
4321	Administration	\$0	\$0
4323	Solid Waste Collection	\$908,556	\$922,082
4324	Solid Waste Disposal	\$0	\$0
4325	Solid Waste Cleanup	\$0	\$0
4326-4328	Sewage Collection and Disposal	\$0	\$0
4329	Other Sanitation	\$0	\$0
Sanitation Subtotal		\$908,556	\$922,082



**2018
MS-535**

Expenditures

Water Distribution and Treatment

4331	Administration	\$0	\$0
4332	Water Services	\$0	\$0
4335	Water Treatment	\$0	\$0
4338-4339	Water Conservation and Other	\$0	\$0
Water Distribution and Treatment Subtotal		\$0	\$0

Electric

4351-4352	Administration and Generation	\$0	\$0
4353	Purchase Costs	\$0	\$0
4354	Electric Equipment Maintenance	\$0	\$0
4359	Other Electric Costs	\$0	\$0
Electric Subtotal		\$0	\$0

Health

4411	Administration	\$155,698	\$154,042
4414	Pest Control	\$1,250	\$1,069
4415-4419	Health Agencies, Hospitals, and Other	\$0	\$0
Health Subtotal		\$156,948	\$155,111

Welfare

4441-4442	Administration and Direct Assistance	\$37,778	\$67,330
4444	Intergovernmental Welfare Payments	\$0	\$0
4445-4449	Vendor Payments and Other	\$100,000	\$100,000
Welfare Subtotal		\$137,778	\$167,330

Culture and Recreation

4520-4529	Parks and Recreation	\$495,969	\$485,855
4550-4559	Library	\$1,002,526	\$1,002,526
4583	Patriotic Purposes	\$14,500	\$13,826
4589	Other Culture and Recreation	\$30,951	\$34,076
Culture and Recreation Subtotal		\$1,543,946	\$1,536,283

Conservation and Development

4611-4612	Administration and Purchasing of Natural Resources	\$10,188	\$6,834
4619	Other Conservation	\$0	\$0
4631-4632	Redevelopment and Housing	\$0	\$0
4651-4659	Economic Development	\$137,072	\$136,544
Conservation and Development Subtotal		\$147,260	\$143,378

Debt Service

4711	Long Term Bonds and Notes - Principal	\$519,800	\$519,800
4721	Long Term Bonds and Notes - Interest	\$175,996	\$175,993
4723	Tax Anticipation Notes - Interest	\$0	\$0
4790-4799	Other Debt Service	\$0	\$0
Debt Service Subtotal		\$695,796	\$695,793



Expenditures

Capital Outlay

4901	Land	\$0	\$0
4902	Machinery, Vehicles, and Equipment	\$482,935	\$463,536
4903	Buildings	\$0	\$0
4909	Improvements Other than Buildings	\$976,261	\$0
Capital Outlay Subtotal		\$1,459,196	\$463,536

Operating Transfers Out

4912	To Special Revenue Fund	\$0	\$0
4913	To Capital Projects Fund	\$5,683,000	\$4,183,000
4914A	To Proprietary Fund - Airport	\$0	\$0
4914E	To Proprietary Fund - Electric	\$0	\$0
4914O	To Proprietary Fund - Other	\$0	\$0
4914S	To Proprietary Fund - Sewer	\$2,393,685	\$2,450,617
4914W	To Proprietary Fund - Water	\$3,387,235	\$3,195,524
4915	To Capital Reserve Fund	\$50,000	\$50,000
4916	To Expendable Trusts/Fiduciary Funds	\$50,000	\$50,000
4917	To Health Maintenance Trust Funds	\$0	\$0
4918	To Non-Expendable Trust Funds	\$0	\$0
4919	To Fiduciary Funds	\$0	\$0
Operating Transfers Out Subtotal		\$11,563,920	\$9,929,141

Payments to Other Governments

4931	Taxes Assessed for County	\$0	\$1,896,668
4932	Taxes Assessed for Village District	\$0	\$0
4933	Taxes Assessed for Local Education	\$0	\$28,075,673
4934	Taxes Assessed for State Education	\$0	\$3,980,086
4939	Payments to Other Governments	\$0	\$0
Payments to Other Governments Subtotal			\$33,952,427

Total Before Payments to Other Governments	\$30,760,554	\$27,684,669
Plus Payments to Other Governments		\$33,952,427
Plus Commitments to Other Governments from Tax Rate	\$33,952,427	
Less Proprietary/Special Funds	\$11,563,920	\$9,929,141
Total General Fund Expenditures	\$53,149,061	\$51,707,955



Revenues

Account	Source of Revenues	Estimated Revenues	Actual Revenues
Taxes			
3110	Property Taxes	\$0	\$46,042,607
3120	Land Use Change Tax - General Fund	\$64,250	\$64,250
3121	Land Use Change Taxes (Conservation)	\$0	\$0
3180	Resident Tax	\$0	\$0
3185	Yield Tax	\$5,000	\$4,881
3186	Payment in Lieu of Taxes	\$40,401	\$43,179
3187	Excavation Tax	\$400	\$390
3189	Other Taxes	\$500	\$1,166
3190	Interest and Penalties on Delinquent Taxes	\$125,000	\$162,228
9991	Inventory Penalties	\$0	\$0
Taxes Subtotal		\$235,551	\$46,318,701
Licenses, Permits, and Fees			
3210	Business Licenses and Permits	\$0	\$0
3220	Motor Vehicle Permit Fees	\$2,660,000	\$2,881,139
3230	Building Permits	\$550,000	\$577,278
3290	Other Licenses, Permits, and Fees	\$210,000	\$231,153
3311-3319	From Federal Government	\$0	\$0
Licenses, Permits, and Fees Subtotal		\$3,420,000	\$3,689,570
State Sources			
3351	Shared Revenues	\$0	\$0
3352	Meals and Rooms Tax Distribution	\$765,219	\$765,219
3353	Highway Block Grant	\$296,083	\$550,144
3354	Water Pollution Grant	\$26,058	\$20,701
3355	Housing and Community Development	\$0	\$0
3356	State and Federal Forest Land Reimbursement	\$0	\$0
3357	Flood Control Reimbursement	\$0	\$0
3359	Other (Including Railroad Tax)	\$583,322	\$146,601
3379	From Other Governments	\$0	\$0
State Sources Subtotal		\$1,670,682	\$1,482,665
Charges for Services			
3401-3406	Income from Departments	\$950,000	\$887,916
3409	Other Charges	\$0	\$0
Charges for Services Subtotal		\$950,000	\$887,916
Miscellaneous Revenues			
3501	Sale of Municipal Property	\$500	\$0
3502	Interest on Investments	\$500	\$423
3503-3509	Other	\$23,000	\$24,457
Miscellaneous Revenues Subtotal		\$24,000	\$24,880

Includes SB 38
Funds



Revenues

Interfund Operating Transfers In

3912	From Special Revenue Funds	\$239,621	\$239,620
3913	From Capital Projects Funds	\$267,600	\$268,000
3914A	From Enterprise Funds: Airport (Offset)	\$0	\$0
3914E	From Enterprise Funds: Electric (Offset)	\$0	\$0
3914O	From Enterprise Funds: Other (Offset)	\$0	\$0
3914S	From Enterprise Funds: Sewer (Offset)	\$2,393,685	\$2,873,475
3914W	From Enterprise Funds: Water (Offset)	\$3,387,235	\$3,330,522
3915	From Capital Reserve Funds	\$0	\$0
3916	From Trust and Fiduciary Funds	\$0	\$202,534
3917	From Conservation Funds	\$0	\$0
Interfund Operating Transfers In Subtotal		\$6,288,141	\$6,914,151

Other Financing Sources

3934	Proceeds from Long Term Bonds and Notes	\$5,683,000	\$4,183,000
Other Financing Sources Subtotal		\$5,683,000	\$4,183,000

Less Proprietary/Special Funds	\$11,971,141	\$11,097,151
Plus Property Tax Commitment from Tax Rate	\$46,189,744	
Total General Fund Revenues	\$52,489,977	\$52,403,732



Balance Sheet

Account	Description	Starting Balance	Ending Balance
Current Assets			
1010	Cash and Equivalents	\$20,452,566	\$19,353,948
1030	Investments	\$7,421	\$7,490
1080	Tax Receivable	\$1,130,027	\$1,056,689
1110	Tax Liens Receivable	\$493,741	\$605,052
1150	Accounts Receivable	\$313,800	\$99,600
1260	Due from Other Governments	\$0	\$0
1310	Due from Other Funds	\$2,351,646	\$3,895,768
1400	Other Current Assets	\$225	\$290,079
1670	Tax Deeded Property (Subject to Resale)	\$0	\$0
Total Assets		\$24,749,426	\$25,308,626
Current Liabilities			
2020	Warrants and Accounts Payable	\$438,930	\$318,134
2030	Compensated Absences Payable	\$0	\$0
2050	Contracts Payable	\$0	\$0
2070	Due to Other Governments	\$0	\$0
2075	Due to School Districts	\$14,525,628	\$14,945,913
2080	Due to Other Funds	\$5,215,523	\$4,808,620
2220	Deferred Revenue	\$0	\$0
2230	Notes Payable - Current	\$0	\$0
2270	Other Payable	\$34,718	\$5,555
Total Liabilities		\$20,214,799	\$20,078,222
Fund Equity			
2440	Non-spendable Fund Balance	\$649,432	\$1,163,194
2450	Restricted Fund Balance	\$0	\$254,066
2460	Committed Fund Balance	\$137,794	\$101,783
2490	Assigned Fund Balance	\$31,120	\$230,185
2530	Unassigned Fund Balance	\$3,716,281	\$3,481,176
Fund Equity Subtotal		\$4,534,627	\$5,230,404
Total Liabilities & Fund Equity		\$24,749,426	\$25,308,626

Includes SB
38 Funds

Includes SB
38 Funds



2018 MS-535

Tax Commitment

Source	County	Village	Local Education	State Education	Other	Property Tax
MS-535	\$1,896,668	\$0	\$28,075,673	\$3,980,086	\$0	\$46,000,066
Commitment	\$1,896,668	\$0	\$28,075,673	\$3,980,086		\$46,189,744
Difference	\$0	\$0	\$0	\$0		(\$189,678)

General Fund Balance Sheet Reconciliation

Total Revenues	\$52,403,732
Total Expenditures	\$51,707,955
Change	\$695,777
Ending Fund Equity	\$5,230,404
Beginning Fund Equity	\$4,534,627
Change	\$695,777



Long Term Debt

Description (Purpose)	Original Obligation	Annual Installment	Rate	Final Payment	Start of Year	Issued	Retired	End of Year
2010 Sewerline Project (Sewer)	\$1,013,670	\$101,500	3.550	2021	\$505,750	\$0	\$101,500	\$404,250
2010 Waterline Project (Water)	\$1,534,986	\$153,700	3.550	2021	\$765,850	\$0	\$153,700	\$612,150
Court Street Culvert (Water)	\$45,000	\$3,972	2.5382	2027	\$0	\$45,000	\$0	\$45,000
Court Street Culvert (General)	\$1,336,000	\$117,928	2.5382	2027	\$0	\$1,336,000	\$0	\$1,336,000
Downtown Sidewalks (General)	\$562,700	\$60,000	2.54	2025	\$502,700	\$0	\$60,000	\$442,700
Great Dam Removal (General)	\$347,544	\$34,800	3.550	2021	\$173,400	\$0	\$34,800	\$138,600
Great Dam Removal (General)	\$1,564,000	\$160,000	2.30	2024	\$1,246,000	\$0	\$160,000	\$1,086,000
Groundwater Treatment Plant (Water)	\$5,040,866	\$136,882	1.96	2036	\$0	\$5,040,866	\$136,882	\$4,903,984
Jady Hill Ph II (Sewer)	\$2,577,000	\$130,000	3.193	2032	\$2,055,000	\$0	\$130,000	\$1,925,000
Jady Hill Utilities (General)	\$193,800	\$25,000	3.193	2019	\$70,000	\$0	\$25,000	\$45,000
Lincoln Street PH II (Water)	\$144,062	\$9,758	2.3422	2032	\$0	\$144,062	\$0	\$144,062
Lincoln Street PH II (Sewer)	\$799,202	\$54,134	2.3422	2032	\$0	\$799,202	\$0	\$799,202
Lincoln Street PH II (General)	\$1,459,486	\$98,858	2.3422	2032	\$0	\$1,459,486	\$0	\$1,459,486
Linden St. Culvert (General)	\$689,700	\$70,000	2.54	2025	\$619,700	\$0	\$70,000	\$549,700
Main & Lincoln Sewerlines (Sewer)	\$176,000	\$20,000	2.30	2024	\$144,000	\$0	\$20,000	\$124,000
Main & Lincoln Waterlines (Water)	\$1,225,000	\$125,000	2.30	2024	\$975,000	\$0	\$125,000	\$850,000
Norrisbrook Culvert (General)	\$411,250	\$60,000	3.193	2019	\$170,000	\$0	\$60,000	\$110,000
Portsmouth Ave. Sewerline (Sewer)	\$823,088	\$83,929	2.538	2023	\$570,714	\$0	\$83,929	\$486,785
Portsmouth Ave. Waterline (Water)	\$157,612	\$16,071	2.538	2023	\$109,287	\$0	\$16,071	\$93,216
Waste Stream Reduction (Water)	\$204,846	\$41,252	.9700	2018	\$83,790	\$0	\$41,252	\$42,538
Wastewater Facility Plan (Sewer)	\$362,900	\$50,000	3.193	2019	\$150,000	\$0	\$50,000	\$100,000
Water Meter Replacement Program (Water)	\$510,349	\$104,102	.97	2019	\$329,057	\$0	\$104,102	\$224,955
Water St. Sewer Intercept (Sewer)	\$341,379	\$68,277	1.060	2018	\$136,553	\$0	\$68,277	\$68,276
Water Tank (Water)	\$2,138,600	\$110,000	3.97	2029	\$1,370,000	\$0	\$110,000	\$1,260,000
Water Tank Distribution (Water)	\$3,900,000	\$188,304	1.352	2028	\$2,636,115	\$0	\$188,304	\$2,447,811
	\$27,559,040				\$12,612,916	\$8,824,616	\$1,738,817	\$19,698,715



Fwd: Exeter Arts and Culture Commission

Russ Dean <rdean@exeternh.gov>
To: Sheri Riffle <sriffle@exeternh.gov>

Wed, Sep 26, 2018 at 10:58 AM

FYI for the next packet.

Forwarded Conversation

Subject: Exeter Arts and Culture Commission

From: Enna Grazier <enna_grazier@yahoo.com>

Date: Tue, Sep 18, 2018 at 11:00 AM

To: Julie Gilman <jgilman@exeternh.gov>, Kathy Corson <kcorsen@exeternh.gov>, Molly Cowan <mcowan@exeternh.gov>, Don Clement <dclement43@comcast.net>, <ASurman@exeternh.gov>

Cc: Russ Dean <rdean@exeternh.gov>

Dear Members of the SelectBoard,

Thank you for hearing my proposal last night. I corrected a few typos from what I gave to Julie, and I'd prefer you work with (and share where appropriate) this version.

Sincerely,

Enna Grazier

To the Members of the SelectBoard,

Through the town's master plan process there was one subject that I tried to raise every chance that I got, and this is the role of art and culture in our town and in the master plan. I have reviewed the updated master plan, and while the appendices include many public comments and suggestions about art or the generic "arts", I don't feel that ideas about the future role of art and culture was adequately incorporated into the updated master plan. Other topics such as Natural Resources, Commercial and Economic Development, Parks and Recreation, Historic Preservation, and Climate Change all have broad tangible goals and milestones for the future.

The section titled "The Arts" on the other hand is a static outline - a snapshot if you will - of the current state of the Arts Committee, the Exeter Fine Crafts Gallery, and Phillips Exeter Academy Gallery. The "Baseline Snapshot" section of the Master Plan (which is where I'd expect to find such contemporary descriptions) includes a paragraph outlining the Arts Committee's duties (organizing and displaying art in the Town Hall and in the Town Offices), and it also dedicates a paragraph to describing the Ioka, noting that it is a historic building that is falling into visible disrepair. The Master Plan does not mention the numerous other arts organizations and arts related events in our

town, and it does not present a cohesive vision for the role of Arts and Culture in our town's future.

On our way into this building tonight, many of us noticed that the walls are bare. I think everyone enjoys seeing art on the walls, and I for one miss seeing it tonight, but I'm sure we'll find a way to get more art up soon. What is more striking to me is this: I wonder how many here have asked themselves WHY we want to hang art on the walls, or display it elsewhere in town, WHY we want to hold live music events at our two bandstands and in other gems around town, WHAT is the benefit of supporting live theater and dance, WHY would we want to ensure that our citizens have opportunities to pursue their individual artistic development and expression. AND building off of that, HOW the answers to these questions dovetail into how we might achieve our other broad community goals: HOW does investing in our arts scene promote the prosperity of our local businesses? HOW can artistic expression help us work proactively to address climate change? HOW can cultural opportunities promote the work of our Historic District Commission? WHAT is the role of art in the big picture of our town's long term economic development? These questions and more should have been asked AND answered in the updated Master Plan.

Relegating the role of an Arts Committee to the largely administrative task of overseeing a gallery does a huge disservice to our community, and to the role of art in our community. There are a lot of exciting things happening in our town related to art and culture, and I think that not recognizing the role that arts and culture play in meeting our overarching goals as a community is a significant failing in our Master Plan. If the Master Plan had addressed this, we as a town would have some guidance on how to handle the dissolution of the Arts Committee. We would have a framework for deciding what kinds of events we want to work harder to facilitate in our public spaces such as Swasey Park and our Town Hall, and how we might pursue restoration and revitalization of the historic loka.

With all due respect to the former arts committee, and to others who have put work into displaying art and holding community events, the task of managing a gallery, and rotating the art on the walls in the Town Offices is an administrative task. Anyone in any of our town offices, with a little guidance, and hopefully a lot of inspiration, could manage these spaces. But that is a very short-sighted view of how art and culture can be infused to leverage our other goals with regards to the long term health of our community.

Rather than re-form a new or newly appointed Arts Committee, now is an opportune moment to step back and take a fresh look.

I would like to propose the formation of a town Arts and Culture Commission.

Exeter Arts and Culture Commission

1. Prepare a mission statement outlining the town's values and goals regarding art and culture. This should be amended to the Master Plan.
2. Review the mission & goals or mandates of other town committees and departments, and determine how the Arts & Culture Commission may help those departments in achieving their goals.
3. Advise the town on how various spaces and resources in our town may be utilized to enhance our community through art and culture experiences.
4. Identify and connect with other arts and culture related organizations and traditions/events in our

town, and foster collaborations that will help further the town's master plan goals, and support arts and cultural experiences across our community.

The Arts and Culture Commission would first and foremost be a facilitator, a connector, a collaborator, and a promoter. Only AFTER those roles are accomplished would it also be a producer. Rather than managing a public facility owned by the town, the Arts and Culture Commission would be tasked with a more holistic approach: to elevate and support the work that others are doing in our community that is relevant to our town's long term mission and goals.

There are a lot of exciting things happening in our town and region - we have multiple art galleries and businesses that specialize in creative expression of one sort or another, TEAM, the Word Barn, the upcoming Literary Festival, and all sorts of amazing things happening in Portsmouth and other nearby towns, in fact too many to list.

Let's not try to fill old shoes: let's grow into something new. I want to see a town Arts and Culture Commission act as a collaborator and facilitator to enhance our work towards our community's mutual goals.

Finally, I will suggest that this may seem like a tall order, to form a brand new committee, with a to-be-defined mission. Here is an alternative approach: form a 2 year commission: the first year could be spent outlining mission, goals, and identifying projects and partners. The second year could be spent completing these projects and collaborations, and clarifying our vision for the future. At the end of two years, we can consider if the Arts and Culture Commission should be confirmed as a more permanent element in our town government.

Thank you for your consideration,

Enna Grazier
8 WarrenAve
Exeter, NH 03833

enna_grazier@yahoo.com

From: **Enna Grazier** <enna_grazier@yahoo.com>
Date: Tue, Sep 18, 2018 at 12:50 PM
To: Julie Gilman <jgilman@exeternh.gov>, Kathy Corson <kcorsen@exeternh.gov>, Molly Cowan <mcowan@exeternh.gov>, Don Clement <dclement43@comcast.net>, <ASurman@exeternh.gov>
Cc: Russ Dean <rdean@exeternh.gov>, Darren Winham <dwinham@exeternh.gov>

I would also like to submit this for your consideration: the independant economic study on the impact of arts on the community of Portsmouth (\$58 million):

http://art-speak.org/wp-content/uploads/2016/01/NH_GreaterPortsmouthArea_AEP5_CustomizedReport.pdf

From: **Enna Grazier** <enna_grazier@yahoo.com>
Date: Mon, Sep 24, 2018 at 5:32 PM

To: Julie Gilman <jgilman@exeternh.gov>, Kathy Corson <kcorsen@exeternh.gov>, Molly Cowan <mcowan@exeternh.gov>, Don Clement <dclement43@comcast.net>, <ASurman@exeternh.gov>
Cc: Russ Dean <rdean@exeternh.gov>, Darren Winham <dwinham@exeternh.gov>

Dear Members of the Selectboard,

I look forward to hearing your initial thoughts regarding my proposal for an Arts and Culture Commission.

One thing I plan to do is look for examples of how other towns have incorporated arts and culture into their master plan. I haven't delved deeply into that project, however, the first town that I examined happens to be Keene, because of its restoration of the historic Colonial Theater. It turns out that Keene's master plan from 2010 is a fantastic example of weaving arts and culture into the overall Master Plan. Their master plan dovetails art and culture broadly into other areas (such as economic development and climate change, for example), and it also has a wealth of highly detailed and tiered goals that fall specifically under the umbrella of arts and culture.

Here is the link to their master plan. (I am reviewing this in my web-browser, so a a key word search for "arts" quickly shows all the references to 'arts' in the document). Even if you don't have time to read the whole thing, I encourage you to take a few minutes to scan the document to get a quick sense of all the references and inter-organizational mentions of art and culture.

https://ci.keene.nh.us/sites/default/files/planning/CMPprint-final-1027-fullversion_2.pdf

Thank you for your consideration to this topic.

Sincerely,

Enna Grazier



Tree

2 messages

Sheri Riffle <sriffle@exeternh.gov>

Tue, Sep 25, 2018 at 2:07 PM

To: Florence Ruffner <florence@ruffnerre.net>, Gerry Hamel <homerebuilder@comcast.net>, MARK DAMSELL <mdamsell@comcast.net>, Russell Dean <rdean@exeternh.gov>, Jay Perkins <jperkins@exeternh.gov>

Bcc: Anne Surman <annesurman3@gmail.com>

Today Jay Perkins looked at the Tree in Swasey that they put ribbon and secured with cable due to a split in the center . The split is getting worse and putting a lot of tension on the cable making it an extreme hazard that has to be mitigated ASAP.

The Highway Department will remove this tree first thing tomorrow morning . This is urgent that poses a threat to the public . If you have any concerns please let me know.

Sheri Riffle

Town of Exeter
Executive Assistant, Town Manager's Office
Human Services Administrator

Town Manager 603-773-6102
Human Services 603-773-6116
fax: 603-777-1514

When you judge another, you do not define them, you define yourself.

by Dr Wayne W. Dyer

Florence Ruffner <florence@ruffnerre.net>

Tue, Sep 25, 2018 at 2:36 PM

To: Sheri Riffle <sriffle@exeternh.gov>

Cc: Gerry Hamel <homerebuilder@comcast.net>, MARK DAMSELL <mdamsell@comcast.net>, Russell Dean <rdean@exeternh.gov>, Jay Perkins <jperkins@exeternh.gov>

Hi Sheri,

Please thank Jay for taking care of this so promptly.

There are many other limbs and trees that need to be addressed.

Thank you,

Florence

Florence C. Ruffner CRS
Owner/Broker

Ruffner Real Estate LLC
185 Water Street
Exeter, NH 03833
Office: (603)-772-6675 x4
Cell: (603)-674-5440
florence@ruffnerre.net
www.ruffner-re.com

[Quoted text hidden]

Gerry's Variety, Inc.

Laurie Goupil

Telephone 603-583-5164

66 Lincoln Street
Exeter, New Hampshire 03833

September 26, 2018

To the Selectboard of the Town of Exeter;

Since receiving the notice of the increase in price for Town of Exeter trash bags, I have called Jay Perkins of Public Works and Wendy Morgan of Waste Zero to ask if the price increase quoted in Wendy's letter dated September 6, 2018 reflects only the price of bags to residents of Exeter. I haven't been able to determine if the new price to the businesses that sell Town bags retains a slight profit for businesses like mine, Gerry's Variety.

When the Pay-As-You-Throw program began, the bags sold for \$10.00 per roll, but cost the businesses \$9.50, this included a 5% profit for the sale. As the price to the residents has increased, the profit has stayed at .50 cents per roll for a \$20.00 roll, this brought the profit down to 2.5% per roll.


The increase going into effect on October 1, 2018, does not show any profit for a business, only for the Town of Exeter. At \$25.00 per roll, to have no profit at all is challenging. All businesses selling Town of Exeter bags have employees to pay, expenses to meet, plus any sale that is paid for by use of a credit or debit card will cost the business in fees for those cards, so we will actually lose money by selling the bags.

If the profit to businesses could be brought back to a 3.5% margin, the price to a business would be \$24.13 per roll, the case price would be \$603.12 instead of \$625.00.

I have no wish to inconvenience my customers and fellow residents by discontinuing the sale of Town of Exeter bags, but I can't sell the bags at loss to my business.

I hope the pricing issue can be resolved to the benefit of all, as a business in Exeter for more than 50 years, I want the best for all

Sincerely


Laurie Goupil
Gerry's Variety

cc:

Arjay's Hardware, Deep Meadow Variety, Hannaford Supermarket, Shaws Supermarket, Market Basket Supermarket, Jay Perkins, Russ Dean



Russ Dean <rdean@exeternh.gov>

Trash Bags

Jay Perkins <jperkins@exeternh.gov>

Fri, Sep 28, 2018 at 10:49 AM

To: Russell Dean <rdean@exeternh.gov>, Trisha Allen <tallen@exeternh.gov>, Karen Bodwell <kbodwell@exeternh.gov>

Cc: Doreen Ravell <dchester@exeternh.gov>, Jennifer Perry <jperry@exeternh.gov>

Good morning

I am sorry for the delay and I have talked to Laurie before she sent her letter and explained we are working on this with Waste Zero.


When we started the blue bag program the Town agreed allowed the stores to make a 5 cent profit for handling the bags and that was reflected in their cost of the bags so they cannot charge anything above that and the town controls the profit they can make . For example the price before our increase was : Small bags \$1.00 each or \$10.00 per roll with large bags \$2.00 each and \$20.00 roll . There are 25 rolls per case so the cost per case for the stores small bags \$237.50 Large bags \$ 487.50 from Waste Zero so they make 5 cent profit on each bag large or small.

With the new price increase of \$1.25 each for small and \$2.50 each for large the case price for small will be \$299.50 for small and \$612.50 for the large . There was a misunderstanding when the town announced the price increase and that is where Laurie got confused . I am attaching an updated letter from Waste Zero that should clear up any misunderstandings.

[Quoted text hidden]

--

Jay Perkins
Highway Superintendent
Email : jperkins@exeternh.gov
Phone : 603-773-6157 ext 163
Fax : 772-1355
Cell : 603-512-1974

 **REVISED ExeterNH Price Increase PAYT October 2018.pdf**
119K



September 6, 2018

Dear Town of Exeter Retailer,

On behalf of the Town of Exeter, NH, WasteZero would like to inform you that the Selectboard approved a Pay-As-You-Throw bag price increase. This price adjustment is to take place on October 1, 2018.

Please be sure that effective 10/1/2018 all stock is sold at the new rates of;

Bag Size	Bags per roll	Rolls per case	NEW PRICE per roll	NEW COST Per roll	NEW COST per case	UPC
Exeter2A (33" x 37")	10	25	\$25.00	\$24.50	\$612.50	7-80334-10000-2
Exeter1 (24" x 28")	10	25	\$12.50	\$11.98	\$299.50	7-80334-10001-9

A \$0.05 per bag price reduction on your "cost" has been approved and updated on this letter, per the Town of Exeter. The rolls of bags are to be sold to your customers at the "price per roll" noted in the table above.

Your retail location may experience a rush of customers as price change discussions take place. **We assure you that your retail location will not experience any disruptions or stock out situations.** Please keep in close contact with our customer service department during this time to maintain your inventory.

You will continue to place bag orders with WasteZero, Inc., Town of Exeter bag manufacturer. You may order Town bags through the following procedures:

1. By Phone: 800-866-3954
2. By Fax: 843-558-7302
3. By Email: customerservice@wastezero.com

If you have any questions or concerns, please feel free to contact me at 843-933-4131. Thank you for your continued participation in the program!

Sincerely,

Wendy Morgan
Manager, Municipal Accounting & Customer Service
wmorgan@wastezero.com



Federal Emergency Management Agency

Washington, D.C. 20472

Town Manager's Office

SEP 25 2018

Received

September 20, 2018

THE HONORABLE JULIE D. GILMAN
CHAIR, TOWN OF EXETER SELECT BOARD
10 FRONT STREET
EXETER, NH 03833

CASE NO.: 18-01-1881A
COMMUNITY: TOWN OF EXETER, ROCKINGHAM
COUNTY, NEW HAMPSHIRE
COMMUNITY NO.: 330130

DEAR MS. GILMAN:

This is in reference to a request that the Federal Emergency Management Agency (FEMA) determine if the property described in the enclosed document is located within an identified Special Flood Hazard Area, the area that would be inundated by the flood having a 1-percent chance of being equaled or exceeded in any given year (base flood), on the effective National Flood Insurance Program (NFIP) map. Using the information submitted and the effective NFIP map, our determination is shown on the attached Letter of Map Revision based on Fill (LOMR-F) Determination Document. This determination document provides additional information regarding the effective NFIP map, the legal description of the property and our determination.

Additional documents are enclosed which provide information regarding the subject property and LOMR-Fs. Please see the List of Enclosures below to determine which documents are enclosed. Other attachments specific to this request may be included as referenced in the Determination/Comment document. If you have any questions about this letter or any of the enclosures, please contact the FEMA Map Information eXchange (FMIX) toll free at (877) 336-2627 (877-FEMA MAP) or by letter addressed to the Federal Emergency Management Agency, Engineering Library, 3601 Eisenhower Ave Ste 500, Alexandria, VA 22304-6426.

Sincerely,

Luis V. Rodriguez, P.E., Director
Engineering and Modeling Division
Federal Insurance and Mitigation Administration

LIST OF ENCLOSURES:

LOMR-F DETERMINATION DOCUMENT (REMOVAL)

cc: State/Commonwealth NFIP Coordinator
Community Map Repository
Region
Mr. Christian Smith



Federal Emergency Management Agency

Washington, D.C. 20472

LETTER OF MAP REVISION BASED ON FILL DETERMINATION DOCUMENT (REMOVAL)

COMMUNITY AND MAP PANEL INFORMATION		LEGAL PROPERTY DESCRIPTION
COMMUNITY	TOWN OF EXETER, ROCKINGHAM COUNTY, NEW HAMPSHIRE	Lot 32, as shown on the Plat recorded as Document No. 004037, in the Office of the Registry of Deeds, Rockingham County, New Hampshire
	COMMUNITY NO.: 330130	
AFFECTED MAP PANEL	NUMBER: 33015C0401E DATE: 5/17/2005	
FLOODING SOURCE: LITTLE RIVER NO. 1		APPROXIMATE LATITUDE & LONGITUDE OF PROPERTY: 42.987686, -70.976747 SOURCE OF LAT & LONG: LOMA LOGIC DATUM: NAD 83

DETERMINATION

LOT	BLOCK/SECTION	SUBDIVISION	STREET	OUTCOME WHAT IS REMOVED FROM THE SFHA	FLOOD ZONE	1% ANNUAL CHANCE FLOOD ELEVATION (NGVD 29)	LOWEST ADJACENT GRADE ELEVATION (NGVD 29)	LOWEST LOT ELEVATION (NGVD 29)
32	--	--	19 Garrison Lane	Structure (Residence)	X (unshaded)	--	64.7 feet	--

Special Flood Hazard Area (SFHA) - The SFHA is an area that would be inundated by the flood having a 1-percent chance of being equaled or exceeded in any given year (base flood).

ADDITIONAL CONSIDERATIONS (Please refer to the appropriate section on Attachment 1 for the additional considerations listed below.)

PORTIONS REMAIN IN THE SFHA
ZONE A

This document provides the Federal Emergency Management Agency's determination regarding a request for a Letter of Map Revision based on Fill for the property described above. Using the information submitted and the effective National Flood Insurance Program (NFIP) map, we have determined that the structure(s) on the property(ies) is/are not located in the SFHA, an area inundated by the flood having a 1-percent chance of being equaled or exceeded in any given year (base flood). This document revises the effective NFIP map to remove the subject property from the SFHA located on the effective NFIP map; therefore, the Federal mandatory flood insurance requirement does not apply. However, the lender has the option to continue the flood insurance requirement to protect its financial risk on the loan. A Preferred Risk Policy (PRP) is available for buildings located outside the SFHA. Information about the PRP and how one can apply is enclosed.

This determination is based on the flood data presently available. The enclosed documents provide additional information regarding this determination. If you have any questions about this document, please contact the FEMA Map Information eXchange (FMIX) toll free at (877) 336-2627 (877-FEMA MAP) or by letter addressed to the Federal Emergency Management Agency, Engineering Library, 3601 Eisenhower Ave Ste 500, Alexandria, VA 22304-6426.

Luis V. Rodriguez, P.E., Director
Engineering and Modeling Division
Federal Insurance and Mitigation Administration



Federal Emergency Management Agency

Washington, D.C. 20472

LETTER OF MAP REVISION BASED ON FILL DETERMINATION DOCUMENT (REMOVAL)

ATTACHMENT 1 (ADDITIONAL CONSIDERATIONS)

PORTIONS OF THE PROPERTY REMAIN IN THE SFHA (This Additional Consideration applies to the preceding 1 Property.)

Portions of this property, but not the subject of the Determination/Comment document, may remain in the Special Flood Hazard Area. Therefore, any future construction or substantial improvement on the property remains subject to Federal, State/Commonwealth, and local regulations for floodplain management.

ZONE A (This Additional Consideration applies to the preceding 1 Property.)

The National Flood Insurance Program map affecting this property depicts a Special Flood Hazard Area that was determined using the best flood hazard data available to FEMA, but without performing a detailed engineering analysis. The flood elevation used to make this determination is based on approximate methods and has not been formalized through the standard process for establishing base flood elevations published in the Flood Insurance Study. This flood elevation is subject to change.

This attachment provides additional information regarding this request. If you have any questions about this attachment, please contact the FEMA Map Information eXchange (FMIX) toll free at (877) 336-2627 (877-FEMA MAP) or by letter addressed to the Federal Emergency Management Agency, Engineering Library, 3601 Eisenhower Ave Ste 500, Alexandria, VA 22304-6426.

A handwritten signature in black ink, appearing to read "Luis V. Rodriguez".

Luis V. Rodriguez, P.E., Director
Engineering and Modeling Division
Federal Insurance and Mitigation Administration



Nearly \$2 Billion and Counting for our Schools

Town Manager's Office

SEP 26 2018

Received

GOVERNOR Christopher T. Sununu
CHAIRMAN Debra M. Douglas
COMMISSIONER Paul J. Holloway
COMMISSIONER J. Christopher Williams
EXECUTIVE DIRECTOR Charles R. McIntyre

September 17, 2018

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

Dear Town Manager Dean,

It's been just over a year since Governor Sununu signed SB 191 into law establishing Keno as a revenue source to fund full-day kindergarten in New Hampshire. It was only five months after the signing of that legislation that KENO 603 launched around the state on December 15, 2017.

At this time, 66 cities and towns have approved the sale of KENO 603. Communities from small towns in the North Country to cities in the southern tier now play host to more than 150 bars, taverns, and restaurants that offer the game. Keno is not only attracting new customers, it's increasing the general foot traffic to these establishments while generating critical revenue to fund kindergarten. Because of the entertainment value of the game, businesses are reporting increased food and beverage sales.

The law gives municipalities the option to allow the sale of Keno in their communities by placing it on their annual town meeting warrant for consideration by citizens. We are fielding calls every day from businesses in communities that have yet to approve Keno 603 year about their interest in offering the game.

The 2019 town meeting will be here before we know it, so we are reaching out to you now with Keno information for your consideration. We know that you may have concerns for us before you decide whether to place the article on the town warrant, and we're available to answer any questions you, the voters, or the business owners may have about KENO 603. If staff is available, we'd be happy to send a representative from the Lottery to appear before the Board to discuss the game in advance of the warrant deadline in early 2019.

Enclosed is an update about KENO 603, including game information, sales to date, sales commissions to establishments, and more. Please call our office at (603) 271-3391 Monday through Friday, 8 a.m. to 4 p.m. with any questions or to request a Lottery representative. We appreciate your time and look forward to the opportunity to talk with you and the Select Board.

Sincerely,

Charlie McIntyre
Executive Director



Live Free or Die

New Hampshire Lottery Commission 14 Integra Drive Concord, New Hampshire 03301
TEL 603.271.3391 FAX 603.271.1160 TDD 1.800.735.2964 www.nhlottery.com



Who may sell KENO 603 in New Hampshire? Approved establishments that hold a valid liquor license (per RSA 284:51).

What language is used on the town warrant specific to the sale of KENO 603? Should the Selectmen decide to place KENO on the town warrant, the suggested language for that warrant article would be: *To see if the town will vote to allow the operation of KENO within the town pursuant to the provisions of NH RSA 284:41 through 51.* (Note that a public hearing on the question must be held fifteen to thirty days prior to town meeting.) Finally, the statute describes the wording to be used for the ballot question on KENO substantially as follows: *Shall we allow the operation of KENO games within the town?*

What were the KENO 603 net sales figures in Fiscal Year 2018 (from launch on December 15, 2017 to June 30, 2018)?

Ticket Sales:	\$8,272,240
Retailer Sales Commission	\$ 661,779

To date in Fiscal Year 2019 (starting July 1, 2018), KENO 603 is averaging over \$400,000 per week in ticket sales.

Does a business have to pay any fees to have KENO 603 on sale at their location? Yes, approved locations pay an annual \$500 licensing fee. Once approved, NH Lottery provides all the equipment, play slips, and advertising pieces for the retailer.

How to Play KENO 603 (players use the self-service machines to place bets):

1. Select from 1 to 12 numbers (spots) from a pool of 1 to 80. An Easy Pick option is available to have the KENO 603 machine randomly select numbers for you.
2. Choose an amount to wager per draw from \$1 to \$25.
3. Pick how many consecutive drawings you'd like to enter from 1 draw up to 20 draws.
4. For the chance to increase your winnings by 3, 4, 5 or 10 times, select KENO 603 PLUS. Note that this doubles the cost of the ticket. KENO 603 Plus is not available for the 10, 11 and 12 spot play.
5. Win by matching your number(s) or spots to the 20 winning numbers drawn.

KENO 603 drawings take place every five minutes from 11:05 AM to 11:00 PM (time will change to 1:00 AM as of 9/30).

What towns and cities have approved the sale of KENO 603 in New Hampshire? The following 66 cities and towns have approved the operation of Keno:

Albany	Derry	Hudson	Newmarket	Salem
Alton	Enfield	Jaffrey	Newport	Sandown
Auburn	Epping	Laconia	Newton	Seabrook
Barnstead	Errol	Lancaster	Northfield	Shelburne
Belmont	Franklin	Lincoln	Northumberland/Groveton	Somersworth
Berlin	Gorham	Littleton	Ossipee	Tilton
Bethlehem	Goshen	Madison	Pelham	Troy
Boscawen	Hampton	Manchester	Pembroke	W Stewartstown
Bow	Haverhill/Woodsville	Milford	Pittsburg	Warren
Center Harbor	Henniker	Millsfield	Pittsfield	Washington
Charlestown	Hillsborough	Milton	Plaistow	Weare
Claremont	Hinsdale	Nashua	Raymond	Wilton
Colebrook	Hooksett	Newbury	Rollinsford	Winchester
Danville				

SEP 17 2018

Received

Russ Dean, Town Manager
Exeter Town Offices
10 Front St.
Exeter, NH 03833

September 14, 2018

Dear Russ,

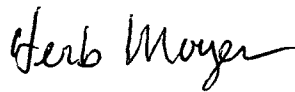
Could you please identify for me the Exeter head of what used to be called Civil Defense, and is probably now called the Office of Emergency Management or Preparedness ?

Please also identify what is the Exeter Plan in case there is a radiological emergency at Seabrook Station, and identify (if not already identified in person by the plan) all town personnel and others that have a specific responsibility in the plan, and what those responsibilities are.

With the recent extensive gas line explosions and fires in Lawrence, Andover and North Andover, it behooves that every Town Manager and public official, who has anything at all to do with keeping its residents safe in extreme accident scenarios, make sure that such plans are regularly evaluated for accuracy, reasonableness and would actually work to keep residents safe.

I appreciate your prompt assistance in this matter.

Sincerely,



Herb

PS: A group of residents and I plan to request time to address these issues at an upcoming Selectboard meeting in the coming weeks

Herb Moyer
51 Westside Drive
Exeter, NH 03833
603-772-6910

10 Front Street
Exeter, NH 03833

Mr. Herb Moyer
51 Westside Drive
Exeter, NH 03833

Dear Herb,

Thank you for your letter of September 17th. I have forwarded you letter to Fire Chief Brian Comeau and Assistant Fire Chief Eric Wilking. These gentlemen serve the roles of Emergency Management Director and Deputy Emergency Management Director for Exeter.

The town is in a regular process of emergency planning and most recently completed an updated Hazard Mitigation Plan with the assistance of Theresa Walker of the Rockingham Planning Commission. The most recent plan was formally adopted by the Select Board at their meeting on July 9th, 2018.

Sincerely,

Russell Dean
Town Manager

CC: Select Board
Chief Brian Comeau
Assistant Chief Eric Wilking



Sheri Riffle <sriffle@exeternh.gov>

Fwd: Exeter Holiday Parade

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

Wed, Sep 26, 2018 at 10:50 AM

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

From: Beth Dupell <beth@ecm-design.com>

Date: Tue, Sep 25, 2018, 6:51 PM

Subject: Exeter Holiday Parade

To: Russ Dean <rdean@exeternh.gov>, Julie Gilman <jgilman@exeternh.gov>, <mcowan@exeternh.gov>, Anne Surman <ASurman@exeternh.gov>, Kathy Corson <kcorsen@exeternh.gov>, Don Clement <dclement@exeternh.gov>

Good evening Town of Exeter officials,

I have to say, I am shocked and saddened to have to reach out to you on this matter. As you know, The Exeter Holiday Parade is a long standing town tradition; by our best estimates, this is the 61st year for the parade.

I am urging you, in the interest of the community, to intervene at this time and keep the traditional date of the annual holiday parade on the 1st Saturday in December or for many, the Saturday after the Holiday Open House.

Six years ago, I embarked on a new tradition, "Ring in the Season", a four-day holiday celebration which included the community traditions of the Holiday Open House (Thursday night) and the Exeter Holiday Parade (Saturday night). Over the past six years, many other new events have been added to this weekend and some old traditions, like the bonfire, have been brought back to life. The changing of the date for this year's parade will most likely cancel the RITS weekend.

The scheduling of the parade (and/or any other town event) should not alter due to one committee member's individual obligations. After all, this is the Exeter Holiday Parade, not the "insert name here" Holiday Parade.

Here is some information I would like to share with you:

- * the parade committee has not met this year
- * the parade committee did not vote on this date change
- * the parade chair did speak to me sometime over the summer alerting me of the potential date change and I urged him not to change the date
- * the parade chair's concern at this time was the assembling of Santa's float. I suggested that if this was his concern, we schedule a time over the summer to assemble the float and at the same time videotape the assembly thereby documenting the process for the next batch of volunteers we are soon to pass the baton to
- * as of last week, Santa had not heard of the date change from parade chair

- * as of last week, Concord High Band still had December 1st on their calendar (the other bands' calendars were incomplete)
- * several volunteers (possibly all) have not been advised of the date change
- * as far as I know, float participants have not been made aware of the date change (I've checked with a few and none of them were aware of the change)
- * the committee and the community are strong and are willing and able to fill the hole that is created with one member's potential absence this year
- * this parade has survived the continual turnover of volunteers, snowstorms, and much more over the years, it can survive this year without one member's contributions
- * the chair's absence will actually offer some of the newer volunteers the opportunity to take more of a leadership role which is what is needed for the long term success of the parade

This is a decision that was made unilaterally by one member of a committee. Yes, a committee over the past years that has voted on parade themes, grand marshals, bands, beauty queens, etc.

The concerns I have with the date change are:

- * there is no way to inform all potential attendees of the date change - 61 years is a hard habit to break - no amount of press releases, tweets, boosted facebook posts, or posters will reach the potential audience
- * some participants may not be available on the alternate date - again, that 61 year tradition
- * some participants double up their parades, floats, bands, etc. Hampton, Portsmouth, and Amesbury are all on the same traditional date as Exeter's and hence the ability to double up; this may affect our participant attendance
- * for volunteers, this further extends their volunteer season and many of these volunteers have been giving up weekends since the beginning of November
- * families may have to choose between family/neighbor celebrations typically held on the 2nd Saturday, knowing the parade is always on the 1st Saturday
- * Ring in the Season, which is in question this year, will definitely not happen if the parade date changes. With the potential loss of the Trolley on Friday night, and the loss of the parade and bonfire on Saturday night, this leaves too many holes in the holiday schedule.
- * the downtown merchants might not be excited to find out the parade is now going to disrupt a Saturday holiday shopping day deeper into the holiday season. The holiday shopping weekends are a limited commodity and I suspect this news will not be received well by some.
- * the parade has always been for and about the children of the community; I'm very concerned for the families of little ones who show up on December 1st only to be disappointed because the parade is always on the 1st Saturday and their family didn't get the memo about the date change for 2018

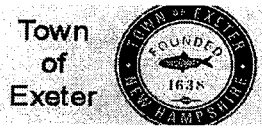
I have urged the parade chair to reconsider his decision and to do what is best for the community. I ask the same of you.

I am also urging members of the community, and most especially members of the holiday parade committee to speak up. This is your parade!

Thank you for your time.

Beth Dupell

Stratham resident, Exeter business owner, longest serving volunteer on the Exeter Holiday Parade Committee



Sheri Riffle <sriffle@exeternh.gov>

Fwd: Follow-up

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

Wed, Sep 26, 2018 at 10:48 AM

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

From: <beth@ecm-design.com>

Date: Wed, Sep 26, 2018, 9:04 AM

Subject: Follow-up

To: Russ Dean <rdean@exeternh.gov>, Julie Gilman <jgilman@exeternh.gov>, <mcowan@exeternh.gov>, Anne Surman <ASurman@exeternh.gov>, Kathy Corson <kcorsen@exeternh.gov>, Don Clement <dclement@exeternh.gov>

I'm sorry to bother all of you again. I tried to have all of my thoughts compiled for you in the first email.

I'm wondering what consideration was given to the Prescott Park Arts Festival Holiday performance to be held at Exeter Town Hall. Historically their production begins the second weekend in December with evening shows at 7:00pm. This certainly will be an issue if the parade date is moved to Saturday, December 8th. The solution should not be to move the parade to an earlier time. The date change and a time change will further compound the confusion that is sure to surround this year's parade. Also, an earlier parade time will further negatively impact the downtown business owners (as many close up early to avoid the traffic and the road closure).

Please note, if the parade committee had met, weighed the opportunities and the obstacles of a parade date change, and voted to move the date as a group, I would not be reaching out to you. In my opinion, It is irresponsible to make a decision of this magnitude without reaching out to all of the key stakeholders (town officials, committee members, volunteers, bands, float participants, Santa, etc.). The committee members/volunteers received their first communication about the 2018 parade and the date change just last night.

Thank you for your time.
Beth Dupell

Lieutenant Jeff Liporto

Please join us as we say goodbye and good luck to Jeff on his Retirement after 22 years with the Exeter Fire Department.



Thursday, October 11, 2018

12:30 until 3:00 pm

*at the Exeter Fire Department, 20 Court Street
Exeter NH*

Refreshments will be served



Approved August 29, 2018

**Cooperative Alliance for Seacoast Transportation
DRAFT Minutes of the Board of Directors
Wednesday, July 25, 2018**

Present: Scott Bogle (Arr. 8:37), Blaine Cox, Jennifer Decker, Denis Hebert, Colin Lentz (Arr. 8:35), Julian Long, Marty Pepin, Dave Sandmann, Dennis Shanahan, and Juliet Walker

Absent: Arthur Capello, Steve Fournier, Maria Stowell and Shelly Winters

Staff: Rad Nichols, Heather Hesse-Stromberg, Michael Williams and Vanessa Polychronis

I. Call To Order

The meeting was called to order at 8:33 AM. Introductions of all present were made.

II. Approval of Minutes

Mr. Hebert made a motion to accept the June 27, 2018 minutes as presented and Mr. Pepin seconded the motion. All voted in favor.

III. Public Comment

Mr. Nichols reported there was no public comment.

IV. Financial Report – June Financials

Mr. Long reported that we saw an increase in Farebox Revenue over May but saw a decrease in Advertising Revenue. He noted that wages and fringe benefits are under budget for the year but were higher in June due to significant overtime costs because of vacations, staff on medical leaves, and new staff in training. He noted that the TMA expenses are higher due to the B2B Commuter Challenge. For June we have reported a gain of \$6,224.17 and have a gain of \$13,432.86 year-to-date.

V. Old Business

Operator Shortage Update

We have hired 17 part time and full time CDL & non-CDL operators since March 1. Nine of the twelve we have begun training with have been released to driving on their own, one remains in training and two are no longer employed by COAST. During the last week of July, we will start a new training class of the five newest FT & PT operators hired. That said, we continue to have numerous unexpected or anticipated operators on various forms and lengths of FMLA leave and some operators putting off their FMLA leaves knowing how critical they are for covering daily work. We are also currently in the peak of summer vacations.

Route 7 Service Delivery Change

Through July 19 we have operated the new Route 7 on-demand service a total of 10 days. A total of 59 tips were booked, 5 cancelled and 2 no-showed. Riders are using non-designated stops, stops not on the former Route 7 route, 17% of the time. Over the 10 service days we

have provided 293 passenger miles of service while operating 46.6 vehicle hours and 553.4 vehicle miles. In comparison, on the former Route 7, 10 equivalent service days would have resulted in 79 vehicle hours and 1,522 vehicle miles operated. Mr. Nichols noted that ridership is not as high as when the service was operated as a fixed route, but it is a much more efficient use of COAST resources. The new service saved money, is meeting the demand of riders and used 1/3 of the vehicle hours the fixed route service used.

Systemwide Retiming

The system retiming has been in effect for a few weeks, and we are still reviewing initial results. Due to day-to-day variability with construction detours, accidents on the road, summertime traffic and other potential delays, we will not have a strong picture until we get data across a larger time period. However, it appears general on time performance has improved, with the previous worst performing route (Route 6) seeing the most dramatic improvement. We identified one problem on Trolley breaks which was causing some late buses and have rearranged delivery of these breaks to solve that problem. We have received many positive comments from customers regarding the new schedules, as well as a variety of comments from customers still working to adjust to the new times. The new late Saturday 2N run has averaged 14 passengers in its first two weeks; a very positive result so soon after the change.

Portsmouth Senior Transportation

We continue in the marketing and outreach phase of the transition. Our first outreach meeting was held on Thursday, June 28 at the monthly Senior Luncheon. We have been on-site at the Portsmouth Housing Authority to advise their staff on the transition and new services that will be offered. We kicked off volunteer driver recruitment on July 10 and have had nearly 10 individuals sign up (partially) to date. Our next outreach meeting will be at the July 26 Senior Luncheon, at which we will hand out applications.

Direct outreach is being made with all current riders, through an introductory letter, explanation of services we will operate, and copies of applications that we are asking to be returned. The applications provide COAST with the information needed to determine if individuals are eligible for this service based on age and/or a disability, as well as to obtain the contact information we will need to understand rider's travel needs and reach out to them.

We continue to put all the pieces in place to prepare for the October 1 switchover.

VI. New Business

ACTION ITEMS:

Action Item #1: Revised Comprehensive Operations Analysis (COA) Project Timeline

After the presentation at the June Board meeting, staff further fleshed out the project timeline. We anticipate the document will continue to change as we add elements and tasks.

Action Required: *That the Board of Directors adopt the revised COA Project Timeline for staff to utilize and move forward.*

Ms. Walker noted that it will be important to build in a cushion for the timeline as much as possible. Mr. Nichols reported that COAST intends to use a firm to help with the facilitation of

public meetings and staff to do the bulk of the analysis (Mr. Nichols, Mr. Williams and Ms. Polychronis). Mr. Bogle suggested the use of input.com for online surveying of the public. He noted that RPC has been using it and he believes he can make it available to organizations with whom RPC works.

Mr. Bogle made a motion to adopt the revised COA Project Timeline for staff to utilize and move forward and Mr. Pepin seconded the motion. All voted in favor.

Action Item #2: Initial COA Public Communications Plan

Mr. Nichols presented the initial COA Public Communications Plan. The plan includes communication with all potential stakeholders and general schedule of COAST's public information meetings, surveys and presentations to communities.

Action Required: *That the Board of Directors adopt the initial COA Public Communications Plan for staff to utilize and move forward.*

Mr. Shanahan suggested that talking points for Board members would be very helpful and Mr. Nichols stated he would put talking points together. Mr. Nichols reported that he would be going to each community to present the COA and will let Board members know when he's going to their community. Ms. Walker and Mr. Long stressed that Mr. Nichols should get on the Agenda of these meetings rather than presenting during Public Comment.

Mr. Shanahan made a motion that the Board of Directors adopt the initial COA Public Communications Plan for staff to utilize and move forward and Mr. Long seconded. All voted in favor.

Action Item #3: Procurement of Software to Support the COA

Staff have identified two pieces of software that will be critical for gathering, analyzing, working with data and communicating impacts of service considerations with the public.

First is a real-time vehicle information system. On the public side, these systems provide passengers with real-time updates on specific buses and routes, integrates travel planning and can push notifications to mobile devices. On the operations side, these systems allow for much more integrated dispatching, reporting and planning at micro and macro levels. Most important to us for the COA is bus stop level ridership by route, day, time of day and direction of travel (where the same stop is served in both directions). While we do currently collect this data, it is likely not collected at a level that would be considered statistically valid for the COA.

We are currently working with three different vendors to: (1) ensure they all can meet our needs, and (2) solicit quotes. We fully expect that this purchase can be made under small purchase thresholds (\$150,000), including three years of service and support.

Second is a transit scheduling, planning and design software package called Remix. Mr. Nichols presented a Demo of the Remix product at the meeting. It was very well

received. The package that we are looking at can provide immediate feedback on how proposed changes to the transit routes can impact the overall network. It is based on multiple custom layers of geocoded data, census data for example, that can be uploaded onto the platform and integrated into decision making. Interestingly, it also has a public side that can be used to illustrate proposed changes and be “played with” by users accessing it to see if they can come up with something better. It is an incredibly powerful tool with incredibly meaningful outputs for an agency such as COAST.

Additionally, the available scheduling feature can generate new bus schedules, block operator work schedules, and produce daily worksheets for operators; all extremely time consuming when done by hand such as we do now. This will also likely be a small purchase, although a sole source, since this is the only product currently available for this type of planning and scheduling.

Remix allows COAST to have unlimited users. The contract would be for a period of 2 years with no obligation to continue. After the 2nd year the pricing would be adjusted based on our fleet size.

Both software products will allow COAST staff to better manage the COA project, while also providing new functionality for our riders and stakeholders to use our system.

Action Required: *That the Board of Directors support the Executive Director moving forward with these procurements under his small purchasing authority and the availability of capital and planning funds specifically for this purpose.*

Members expressed excitement at the prospect of both pieces of software and the benefit they would each provide to both COAST staff and COAST’s customers.

Mr. Hebert made a motion to support the Executive Director moving forward with these procurements under his small purchasing authority and the availability of capital and planning funds specifically for this purpose and Mr. Bogle seconded the motion. All voted in favor.

Committee Reports

Nominating Committee

Mr. Lentz noted that the committee has a high degree of confidence in the current leadership of the Board and reminded members that the slate of Officers they are nominating are:

Chair	David Sandmann, At-Large
Vice-Chair	Juliet Walker, Portsmouth
Secretary	Jennifer Decker, Granite State Independent Living
Treasurer	Julian Long, Rochester

The election will be held at the Annual Meeting on September 26, 2018.

Executive Committee: Did not meet.

Board Development Committee: Did not meet.

Discussion Items

Discussion Item #1: FY19 Operating Budget Considerations

Mr. Nichols presented some of the challenges to be considered in preparing the FY19 Budget. They included:

1. **Demand Response Growth**
Demand is growing at a faster pace than other services (10% growth FY18 to date). TripLink is implementing strategies, along with the new software, to increase efficiencies. As a result the projected growth for FY19 is 5%.
2. **Fare and Contract Revenues**
The Clipper Connection services continue to see a flattening demand that is much lower than in years past.
3. **Volatility of Markets**
The volatility of fuel, parts, health insurance and liability insurance can have a tremendous impact on the operating budget.
4. **New Demand Response Services**
There are several Demand Response Programs to consider as the budget is built, including:
 - 5310 Purchase of Service (Community Rides)
 - Non-Emergency Medicaid
 - Accessible Volunteer Driver Program trips
 - Portsmouth Senior Transportation
 - Route 7 On Demand
 - Volunteer Driver Program in the Tri-City area (Dover, Rochester, Somersworth)

The Draft FY19 Operating Budget will be presented at the August Board Meeting.

Discussion Item #2: 2019 Board Strategic Objectives

Mr. Sandmann suggested that the Board develop an Ad Hoc Committee to meet in August to review the Board Strategic Objectives and make a presentation at the August Board Meeting. The following people offered to be part of the Committee: Mr. Sandmann, Mr. Bogle, Ms. Lentz and Ms. Decker.

Discussion Item #3: August Board Meeting

A request to move the August meeting to August 29th was made. All agreed. The meeting will be Wednesday, August 29th from 8:30-10:00 at 6 Sumner Drive.

VII. Community Updates/Information Items

Board Member Giving

COAST would like to apply for a multi-year NH Charitable Foundation unrestricted grant that will be used primarily to support COAST's volunteer driver programs, TripLink, and other demand

response activities. However, the NH Charitable Foundation requires that every member of a Board of Directors make a financial donation to their organization. There is no minimum donation, but 100% Board-giving is required. We explained to the Foundation that COAST's Board is comprised of individuals who represent municipalities or agencies who provide us with a great deal of funding, but there are no exceptions.

A small donation by Board members (\$25.00 each was suggested) would allow COAST to apply for up to \$20,000 of unrestricted grant money per year for 3 years and would help us expand our work on behalf of senior and individuals with disabilities.

Mr. Nichols confirmed that the donation must be collected before they can apply for the grant. All donors will be sent a receipt for tax purposes.

Route 41

Mr. Hebert asked if anything has come about because of Mr. Nichols' response to the request to realign Route 41. Mr. Nichols noted that he has not received any further communication from anyone regarding the realignment.

Annual Meeting

Mr. Nichols reported that COAST is looking for a location to have its Annual Meeting and will put out information as soon as it is available. The meeting will be Wednesday, September 26, 2018.

Workforce Housing Charrette

Mr. Long informed members that Rochester is partnering with the Workforce Housing Coalition of the Greater Seacoast and hosting a workforce housing charrette on September 26 and September 28 at the Rochester Performance & Arts Center.

Approval of Mr. Blaine Cox as Alternate for Rochester

Mr. Pepin made a motion to accept Mr. Blaine Cox as the Alternate representative for the City of Rochester which Ms. Decker seconded. All voted in favor.

Ridership & Other Performance Measures

Ridership and other performance measures were presented in the Board Packet.

VIII. Adjournment

Mr. Pepin made a motion to adjourn the meeting which was seconded by Ms. Decker. The meeting was adjourned at 10:01 AM.