

**Select Board Meeting**  
**Monday, October 29<sup>th</sup>, 2018, 6:40 p.m.**  
**Nowak Room, Town Office Building**  
**10 Front Street, Exeter NH**

**AGENDA NOTE:** The Board will interview two candidates for the Conservation Commission at 6:40 p.m., followed by the regular business meeting at 7:00 p.m..

1. Call Meeting to Order
2. Board Interviews – Conservation Commission
3. Public Comment
4. Proclamations/Recognitions
  - a. Proclamations/Recognitions
5. Approval of Minutes
  - a. October 15<sup>th</sup>, 2018
  - b. Special Meeting: October 18<sup>th</sup>, 2018
6. Appointments – Planning Board
7. Discussion/Action Items
  - a. Quarterly Financial Report – Finance Department
  - b. 2018 Fund Balance Discussion
  - c. Epping Road TAP Grant Update
  - d. Contract 2 – Route 85: Wastewater Treatment Facility
  - e. Brush Dump Fees – Continued Public Hearing
  - f. DPW Loader Resolution
  - g. Property Use Fees
8. Regular Business
  - a. Tax, Water/Sewer Abatements & Exemptions
  - b. Permits & Approvals
  - c. Town Manager’s Report
  - d. Select Board Committee Reports
  - e. Correspondence
9. Review Board Calendar
10. Non-Public Session
11. Adjournment

Julie Gilman, Chair  
Select Board

Posted: 10/26/18 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.

AGENDA SUBJECT TO CHANGE



10/29/18 @ 6:40 p.m.

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

**Statement of Interest**  
**Boards and Committee Membership**

Committee Selection: Conservation Committee

New  ~~Re-Appointment~~  Regular  or Alternate

Name: Andy Weeks Email: aweeks889@icloud.com

Address: 2 Country Lane Phone: 603-475-2986

Registered Voter: Yes  No

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

I have time now for more involvement in town affairs. Strong interest in Exeter's open spaces. Would like to see more land in conservation. Love to walk trails - could help with maintenance etc -

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: [Handwritten Signature]

Date: 10/11/18





10/29/18 @ 6:50 p.m.

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

### Statement of Interest Boards and Committee Membership

Committee Selection: Conservation Commission

New

Re-Appointment

Regular

Alternate

Name: Lucretia Ganley Email: lucretiaganley@gmail.com

Address: 30 Charter St #15 Exeter NH Phone: 603-778-0884

Registered Voter: Yes  No

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

Natural Resources Steward (UNH)  
Retired Educator (SAU16)  
Resident of Exeter 50+ years

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

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

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

I certify that I am 18 years of age or older:

Signature: Lucretia H. Ganley

Date: Oct. 10, 2018

Select Board Meeting  
Monday October 15th, 2018  
Town Offices, Nowak Room  
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 6:15 PM.

2. CATV Contract Franchise Agreement Renewal

Ms. Gilman introduced the issue by saying that the town's agreement with Comcast started in 2010 and was renewed in 2017 for one year. The Select Board now must consider whether to make a new agreement or continue the present agreement.

Katherine Miller, a lawyer representing the town from the firm of Donahue, Tucker & Ciandella, reported on the Comcast negotiations. Ms. Miller said that the last franchise renewal was a lengthy, in-depth process done in partnership with the schools and others in the community, and was expensive, about \$30,000 over five years. The result was a good agreement that doesn't really need updates.

One item the town is interested in from Comcast is High Definition (HD) for the local access channels. Comcast has said no in the past; now they're willing to talk about it, but not commit to a timeline. Previously the understanding was that if any town in the Boston area got HD for local access, all towns would get it, but now only those renewing for 10 years are eligible. Exeter is already a year beyond the original agreement's expiration. If the Board approved the amendment and subsequently HD became available, they could add a few more years to the contract to qualify. At first, Comcast would upgrade only one local access channel to HD, not all three; the first could be done within two years. Eventually they will have HD for the Education Channel and the Public Access Channel as well. The HD channels would likely be duplicate channels with a different number than the existing channels.

Ms. Miller explained that the laws were put in place in the 1980s and are one-sided in favor of cable companies. Back then there were lots of small companies, and the companies were able to get the broadcast signals inexpensively. Now they're offering more content, which is more expensive to get from the broadcasters, and there has been massive consolidation into a few very large companies. Cable companies are a de facto monopoly because there's no competition, and they're not regulated the way utilities are. If the town were interested in setting up a new cable company, the infrastructure is very expensive, and it's hard to lure customers away from existing companies.

Ms. Miller explained that for the Comcast agreement, the things people are interested in, such as channel selection, technology including HD, the costs for different types of programming, internet and phone service, are all off the table. Cable is separate in a legal sense from internet and phone, even though the same company provides it. She suggested that big cable is on a downward trajectory, as more people "cut the cord" and get video from the

internet or Hulu. Comcast is not interested in franchise renewals for longer than ten years, which suggests they're seeing that span as the endpoint of the current model.

As part of the negotiations, Ms. Miller conducted an audit to ensure that Comcast had done all the work specified in the previous agreement. She found that they had not finished with their commitment at SST, so they were obligated to do rewiring and connect the studios, but now it's complete. SST can do recorded programming, but not connect live.

One thing they could do is to change the connections for the local access channels and create a hub at the Town Offices. Comcast is willing to do so for a fixed price, \$20,000. The funding options for this are: 1) the town pays up front; 2) the cost is spread to subscribers, with 11% interest after the first year; 3) Comcast holds back franchise fees and uses that money to pay the construction cost. The work could be done by early 2019.

Ms. Gilman observed that the memo talks about things not in the current franchise agreement, such as giving free internet to schools, libraries, and senior citizen centers. Ms. Miller said that because that's internet, it's not in the franchise agreement. Comcast is required to provide free services to municipal entities, but these are residential-level accounts and don't provide enough bandwidth for a library or school. A more useful program is their "Internet Essentials" offering: any family that has a child in public school that qualifies for free or reduced price lunch or that lives in publicly subsidized housing is eligible for \$10 per month internet service and a computer for \$149, and this program continues as long as the child is in school. Not all families take advantage of Comcast's program; Ms. Miller feels that schools should work harder to get the word out. Families apply for this program through the Comcast website, not through the school.

Ms. Surman asked whether cost is the real reason Comcast doesn't want to do HD. Ms. Miller responded that cable companies have never embraced local access, likely because they don't see it as a revenue producer. She felt that this is unfortunate because this offering is unique to cable. Local access channels are important for residents in the community. Ms. Surman suggested that supporting local access would be good PR for the cable companies.

Mr. Clement asked if Comcast had satisfied Article 1 of the side letter, regarding broadcasting at SST; Ms. Miller responded that they had complied. In a separate agreement, they created a live origination location at Lincoln Street School and SST, but there is no connection from SST to the Town Offices. Andy Swanson, the town IT Coordinator, said that channel 22 can get a live feed from SST.

Mr. Clement asked if they should add an amendment to specify that the free cable to municipal buildings should include any future buildings, such as a new fire substation on Epping road or the new Parks and Rec facility. Ms. Miller responded that Article 3.3B on page 15 already incorporates new facilities, but "on the distribution system" is the key, since if the building is too far away it won't work. Comcast should be notified that those new buildings should be getting connections.

Mr. Clement asked if they can live broadcast from the high school, Town Offices, or Town Hall. Ms. Miller responded that if you want a new live origination location, you have to string a fiber line, which costs the town \$20,000 per mile. Mr. Swanson mentioned that they just switched to a new system, which can keep going even if the cable system shuts down, as long as there's internet and cellular. Mr. Clement asked if that meant it's not as wire-dependent as seven or eight years ago, and Mr. Swanson replied that it's not wire-dependent at all. Mr.

Glowacky clarified that right now that only applies to channel 22; because the drops are at the High School, what's showing on channel 13 and 98 is a computer playing a livestream from the internet. Mr. Clement said that he wants an old-fashioned person sitting in front of an old-fashioned TV to see this live programming. Mr. Glowacky responded that they have the technology to do that, but the drops would need to move from the High School to the Town Offices. Mr. Swanson added that to do this, they'd need a drop to the head end to take the signal out. Right now they have a fiber from the Town Offices to the head end, and a fiber from HS to the head end, on Epping Road, but they need to consolidate all three channels to run out of the Town Offices to get rid of problems and be independent. Mr. Swanson doesn't think it would cost \$20,000, since all of the equipment exists.

Mr. Clement stated that in the contract renewal, the franchise fee was set at 3% of cost for the first year, then went up to 4% and 5%. He suggested an amendment to give the town an ability to make future modifications to the franchise fee. Ms. Miller said that they have the ability to make any downward changes the town wants, but that they are at the ceiling for increases. Federal law caps the franchise fee at 5% of gross revenue on the cable service. Franchise fees can be considered a form of rent for use of the public right of way, the facility that Comcast uses to reach its subscribers. The money from these fees which goes to the town is general revenue, and can be used for any municipal purpose. Many towns, but not all, use the franchise fee revenue for local access programming. Mr. Clement said that their allocation is set by town warrant. Mr. Glowacky said that if they lower the franchise fee, the town will lose revenue and they won't save the constituents money, since Comcast will likely raise their costs to offset their own lost revenue.

Ms. Gilman asked for the Board to decide on the recommendation to add years to the current agreement. Ms. Miller said that she hadn't yet written an amendment because she needed guidance from the Board. The current agreement expires October 24th, but Comcast would be fine with signing a year extension, and the amendment could take its place in a few months. She explained that if the Board doesn't sign an extension, Comcast will not stop providing services or charging people; they are obligated under the law to provide services even after expiration. Ms. Gilman suggested they go forward with an extension, and finish the details at the next meeting.

**MOTION:** Ms. Corson moved to approve the extension of the cable television franchise agreement between the Town of Exeter and Comcast for one year, through midnight October 24, 2019, or until a new agreement was in place. Ms. Cowan seconded. Mr. Clement said that the previous agreement was between the Board and Comcast, so the motion should also authorize Mr. Dean to sign on their behalf.

**MOTION:** Ms. Corson moved to amend her motion to add that the Board of Selectmen authorize Russ Dean to sign the extension. Ms. Cowan amended her second. Ms. Surman, Ms. Cowan, Ms. Gilman, and Ms. Corson were in favor; Mr. Clement abstained. The motion passed 4-0-1.

### 3. Board Interviews - Planning Board

The board went downstairs to interview Nicholas Gray and John Grueter for the Planning Board. They reconvened at 7:15 PM.

#### 4. Public Comment

There were several public comments about the Pine Street intersection. Elizabeth Dion of 11 Halfpenny Lane said that the intersection is dangerous, and wants the town to make it safer and clearer. Ms. Gilman replied that there's money to do planning for problem intersections in the proposed budget, potentially with the help of the RPC [Rockingham Planning Commission]. Ms. Dion asked for a timeline on improvements, and Ms. Gilman said the analysis can happen in 2019 if it's voted for in March. A further timeline depends on the proposed solutions. Ms. Cowan said that getting articles passed depends heavily on community organizing. Ms. Corson added that signs about articles really work, and suggested Ms. Dion participate in a grassroots campaign on this issue. Lara Bricker of Newfields Road also had concerns about the intersection, since lots of middle school kids use the crosswalk there. If improvements will take 2 or 3 years, can the Board work with the police department to make the intersection safer in the meantime? Ms. Gilman said they will ask that question. Annemarie Powers of Gill Street asked what she can do as a neighborhood representative to protect her street from traffic if they redesigned the Pine Street intersection. Ms. Gilman responded that there would be public outreach and public comment on this project, both during the study and after. Mr. Clement said that this area is all linked traffic patterns, and the problem will be difficult to resolve in a way that makes everyone happy. Paul Royal commented that he gets nervous at that intersection, and he has been teaching people how to drive for 20 years.

Mr. Royal also asked about the status of Article 27, which Mr. Clement clarified was about adding the cost of town projects to the ballot. Mr. Royal felt that the article is a nightmare and was designed to kill big projects in town. He understands that they can't get it overturned, but hopes they can adjust it so it serves a true public service. Ms. Gilman responded that it's not ready but they will need to do it in the near future, and that they could use last year's budget to create a sample. Ms. Corson is concerned that the addition of this information makes the ballot longer and people won't finish. Mr. Royal suggested they try to get a draft done by December 1st, which is a few days before the Deliberative Session.

Mr. Royal also wants parking tickets to reflect the town ordinance. For example, he said the minimum fine for parking in a handicapped zone in the NH RSA is \$200, but Exeter does \$100. Some towns do \$400. He would like to see them revisit the whole thing.

#### 5. Proclamations/Recognitions

- a. There were no Proclamations/Recognitions at this meeting.

#### 6. Approval of Minutes

- a. October 1st 2018

Ms. Surman said that on the first page of the minutes, in the line "The other issue is whether they should terminate the trust," she'd like it clarified that "they" meant the Select Board. Also on page 1, where it says "A smaller issue is the permit fee income coming to the town; it was recommended that this be put in the general fund..." she would like "this" replaced

with “the fee.” On page 2, in the last paragraph, “He asked, will they eliminate the Trustees...” she would like “He” replaced with “Mr. Hamel.”

Mr. Clement said that on page 2, in the second to last paragraph, “Mr. Clement responded that the town legislative body would decide who handles them,” he would like “would” changed to “could”. On page 11, in the third paragraph, where it says “Mr. Clement asked if there would be any bargaining this year,” the phrase should be changed to “collective bargaining.” On page 13, in the Town Manager’s report, “The long term control plan” should instead be “The long term nitrogen control plan.” On page 14, regarding the correspondence from FEMA, “city property” should be changed to “town property.”

**MOTION:** Ms. Corson moved to approve the minutes of Monday October 1st as amended. Ms. Surman seconded. All were in favor.

#### 7. Appointments

**MOTION:** Ms. Corson moved to appoint Trevor Mattera as an alternate member of the Conservation Commission to expire 4/30/2021. Ms. Cowan seconded. All were in favor.

#### 8. Discussion/Action Items

##### a. Lincoln Street School Parking Lot Expansion Proposal

Darren Winham, the Economic Development Director, said that he has been working with town staff, Mr. Clement, and Mr. Wendell, the school facilities director, on the need for more parking in the Lincoln Street area. He is anticipating a significant public and private investment in this area, and an increase from 10 trains a day to 12 a day. They are looking at improving and enlarging the Lincoln Street School parking lot and designating a portion for public parking, probably 44 spaces. Mr. Winham met with the Exeter School Board’s Facilities Committee to review the Town Engineering Department’s draft proposal. Mr. Wendell is now working with Bell & Flynn on costs and design. The school will pay for the creation of parking, with the town to compensate the school for a portion thereof. Mr. Winham asked that the Select Board vote to support this project, and assign a Board member to meet with the Facilities Committee. The Select Board rep and appropriate staff would then draft an agreement such as an MOU on design and cost. Ms. Cowan pointed out that Mr. Clement has already been attending, but Mr. Clement responded that it has been informal thus far. Ms. Corson said if Mr. Clement is interested he should continue to do it.

**MOTION:** Ms. Corson moved to support the initiation of the Lincoln Street School parking project and elect Don Clement to serve as the Select Board representative for this project. Ms. Surman seconded. All were in favor. Ms. Cowan said she is fully supportive of this project, but she commented that she feels a little funny for Mr. Clement to have this much involvement in a project while there is criticism about other people’s involvement in projects. Mr. Clement responded that last year, Mr. Dean and Mr. Clement reported at a Select Board meeting that they had met with the School Board, so it has been known since then.

##### b. Holiday Parade Update

Ms. Corson reported that the Holiday Parade committee met, and everyone agreed that the parade should take place December 1st. Beth Dupell is the new point person. There was a lot of interest from new “elves” to help at the parade.

Beth Dupell said that it was a well-attended meeting, and included business owners, community members, and past participants. The date change to December 1st was a unanimous decision. She saw a renewed energy in the community. Mark Ericson of WOKQ, who has been the emcee of the parade for decades, showed up at the meeting willing to play more of a leadership role; his commitment exemplifies the spirit of the parade. Kay Matthew, who was on the parade committee long before Mr. Thompson and Ms. Dupell, has returned, bringing new energy on fundraising. They have to raise \$2500. The Holiday Parade committee meets Tuesday nights at 6, location TBD. Donations and sponsorship from the business community are critical. If everyone in town gave a dollar, they'd be all set.

Mr. Dean said that he had gotten an email from Mr. Thompson requesting amended permits for the event. Traditionally, when an event date changes, they just cross out the old date, but this is a little bigger than normal Town Hall use. If the Select Board approves, Mr. Dean will just edit the permit. Ms. Corson said they must also change Mr. Thompson's name to Ms. Dupell's.

**MOTION:** Mr. Clement moved to approve the amended permit for the Holiday Parade, with the date changing from December 8th to December 1st, and specifying that the new head of the parade committee and primary contact is Beth Dupell. Ms. Cowan seconded. All were in favor.

c. 173 Water Street Easement

Ms. Corson recused herself from this discussion. Ms. Gilman introduced the request for an easement for parking at 173 Water Street, saying that Mr. Clement, Ms. Gilman, and Ms. Corson recently did a site walk to look at the area. Bert Freedman, the owner of the property, said that he had worked with the town's counsel, Walter Mitchell, to draft the easement. State ordinance requires recommendations from the Planning Board and Conservation Commission, and the project has those recommendations now.

Ms. Gilman said that she sees it as an improvement to the space, and the easement will help the project meet its goal, which will be good for the town economically. Mr. Clement said he's not averse to the property going over to the project, but feels that it would be cleaner to sell it. The town would get some compensation, and keep it on the tax rolls; taxes on 130 square feet is not very much, but it's something. Ms. Surman agreed, and asked if there could be remuneration. Ms. Gilman asked Mr. Dean to clarify the timeframe involved in selling the property. Mr. Dean said it's an option, and asked the Town Planner to weigh in.

Mr. Sharples said that if the town were to sell, they would need to subdivide the property to transfer it, and make a lot line adjustment. It wouldn't be carving out 134 square feet, they'd have to move it out. Ms. Surman said in response that she's all for the easement. Mr. Freedman said that whatever the Board wants he will go with, but the two spaces are key to putting another unit inside, which will generate more tax revenue for the town than 130 square feet. In 1989, this property was given as an easement to the town when building the walkway to the road, and now the town wants to charge them to get it back. Mr. Clement did not find this to be a compelling argument.

**MOTION:** Ms. Cowan moved to approve the easement deed between the town of Exeter and Freedman Realty Inc. for 173 to 179 Water Street lot 50 with the description in the easement. Ms. Surman seconded. All were in favor, other than Ms. Corson who had recused herself, and the motion passed 4-0-0.

**MOTION:** Mr. Clement moved to give Mr. Dean the authority to sign the easement deed. Ms. Surman seconded. All were in favor, and Mr. Dean signed the deed.

d. Contract 2 Update/Discussion (Route 85): Wastewater Treatment Facility

Jennifer Perry, the Public Works director, presented a memo from Wright-Pierce Engineers. She explained that the Wastewater Facility project has three contracts: Contract No. 1 is the Wastewater Treatment Facility Upgrade at 13 Newfields Road with Apex Construction; Contract No. 3 is the Main Pump Station on Swasey Parkway; and Contract No. 2 is for two sewer Force Mains to connect those projects, from the North end of Swasey parkway up Route 85 to the Public Works driveway. The new proposal is to add a 12 inch Water Main while putting in the sewer Force Mains. A Water Main had been included in the preliminary design, but it was taken out in value engineering. With low bids for first two contracts, funding is now available to complete the Water Main project. If they put in the Force Mains without the Water Main, it will likely be another 10 years before they'd open up the road again. Adding the Water Main is not just about drinking water for the Public Works facility, but also fire suppression, and it would additionally provide water to 14 property owners. Also, Public Works recommends the replacement of the highway garage in 2020, and it would be unfortunate if they couldn't include a new Water Main to that facility.

If a Water Main is included in the project, NH DOT wants the town to take over the section of Route 85 to the Public Works driveway, and this would extend the Urban Compact zone. Ms. Perry asked the board to give Public Works a direction. She reported that the NH DES said that Water Main work would qualify for SRF [State Revolving Fund] funding. If Exeter is willing to take over the road, NH DOT would replace the material of the storm drain, make a \$200,000 contribution to the project, and hand it back to the town.

Ms. Gilman asked about the construction cost, which she said was originally budgeted at \$1.74 million, but is now \$2.9 million. Ms. Perry clarified that the cost was \$1.74 million just for the original option 3. Option 1, which includes the Water Main, would cost \$2.86 million. The sewer project has to move forward regardless; her question is whether the town has an interest in continuing with the Water Main component of the project. Ms. Surman said that this is key to connecting all that they've worked on. Ms. Perry added that including the Water Main is in the interest of the Public Works. They had to find out what the DOT was willing to permit. The Urban Compact zone aspect complicated the issue and took the decision out of the DPW's hands. Now they must include the Select Board. If the Board agrees that it's the time to do the Water Main, but wants to send it to a vote, they can include in the design that if voters say no they can take it out and get an alternate bid.

Ms. Surman asked what is involved in the movement of the Urban Compact zone. Ms. Perry explained that the Urban Compact is the limit where control and maintenance of the roadway transfers from the town to the DOT, including plowing, sanding, and drainage work. The relocation of the Urban Compact would extend the town's responsibilities to the Public



Works driveway. Ms. Gilman said that if they don't accept the change to the Urban Compact, they don't get to do the Water Main, because it's on state property. Ms. Surman felt that they should have known this a long time ago. Mr. Dean said that they eliminated this aspect of the project with the Value Engineering done by the Water/Sewer Advisory Committee. One concern then was that the cost of the overall project was in excess of \$60 million, and the team was trying to find things they could pull out of the project. Now that they're further along and know the contingencies, they have a greater confidence that they could do the Water Main aspect.

Ms. Perry said that the Water Main is not needed absolutely today. They are planning fire ponds to deal with fire suppression, and have their own well that supplies most of their needs; they are also using processed wastewater on the site. However, this doesn't deal with what Public Works' needs will be in the next 10 years. They are looking to replace the highway and maintenance building, and they are operating with a small existing well that doesn't allow the washing of all vehicles during storm events. Ms. Corson asked if installing the Water Main eliminates the need to do fire ponds, so that they'd be cutting costs there. Ms. Perry said yes, if it's done quickly. If they must make a warrant article on the Water Main, they'll keep the fire ponds in the plan. Mr. Clement was concerned about bleeding the contingency fund, and asked if it could support another \$1 Million + for the Water Main. Ms. Perry said yes, Wright-Pierce did the assessment of how much is remaining in contingency and found it adequate.

Mr. Clement was also concerned about extending the Urban Compact zone, which will be a huge issue when it's repaved or there's drainage work. He strongly suggested that they go before the voters. The Water Main would mainly benefit Public Works; there are some homes that could hook up to it, but they don't have to. He would go with Option 3.

Mr. Clement asked how much money is left in contingency fund, and Ms. Cowan asked Ms. Perry to give them a sense of that number. Ms. Perry replied that the contingency fund has enough to accommodate \$2.86 million; there's up to \$2.99 million left in contingency to cover the water main project. Ms. Perry said that the cost of the Water Main itself is just over a million dollars. Mr. Dean said this still leaves an appropriate contingency for ongoing construction. Ms. Perry elaborated that the major unknown components are ramping down. Contract 3 is almost complete, no surprises there. Contract 1 is more than 60% complete, they encountered cost changes, sludge, equipment purchases, but those are all known. The only part left is the Force Mains construction along Route 85. They don't anticipate any other major contingencies. Mr. Clement responded that once you start doing roadwork, stuff happens. Ms. Corson suggested that a clearer table of what is left would be helpful.

Ms. Corson said she thinks adding the Water Main is a good idea, and asked what is the length of the affected road; Ms. Perry said 3,300 feet. Ms. Corson asked what that adds to the Public Works budget. Ms. Perry responded that annually, it's minimal. Ms. Corson asked if they are already plowing that section anyway, since the plows leave from the DPW. Mr. Perkins confirmed. Ms. Perry clarified they don't if it's a small storm, but in a significant storm they do.

Ms. Perry said they need a sense tonight of where the Board is leaning, since they're meeting with DOT on Wednesday and she needs to relay the Board's wishes. Ms. Surman felt that there were too many unknowns. She was not confident that they won't go overbudget in the next project. Also, maintaining the road is not just plowing the road, they will have responsibility for it forever.

Mr. Dean asked, if there were funds, would the Board be leaning toward going forward? They can bring a new analysis of the contingency to the next meeting. They're doing sludge removal right now, so things are in transit.

Ms. Gilman said she is not committing to any one of these solutions.

Ms. Corson said she would support option 1 but needs more information. She thinks that extending the Urban Compact zone makes sense, but would like to see anticipated costs and savings. For instance, what would the construction savings be if they move quickly enough to avoid building fire ponds? When Public Works is able to clean all of their equipment, is that a cost savings, and does it save time for personnel? What does a better constructed, more reliable road look like? How much do they miss out on if they don't grab the \$200,000 now?

Mr. Clement said he's not ready to commit; he'd prefer to look at other priorities for water systems improvements, which could affect many more people than this project. He felt that this proposal should go to the voters. He would not want this project taken out of the contingency fund. He also said that if they expand the Urban Compact Zone and let the state abandon this section of the road, it will come back to bite them.

Ms. Gilman is leaning toward Option 1, but is concerned about how it's being billed, coming from the contingency fund. She wanted to hear more about the advantage of completing the Water Main now or having to wait 10 to 20 years to do it.

Ms. Surman asked, who besides Public Works benefits? She felt that there are a lot of other water projects to prioritize, and that 10 years isn't a long time to wait. She said she felt pressured to make decisions when she needs more data to make the best decisions for the town.

Ms. Perry said that this is a major facility with a \$54 million dollar investment. The fire chief agrees wholeheartedly with extending the Water Main. It's true that the 14 residents don't have to connect, but they all benefit from having a fire suppression line of hydrants along that corridor. This update would take the town water 3,300 feet further to the north; in the future, they could potentially expand further north or even connect with Newfields Village. This project is not the highest priority, which is why it hasn't been before people other than in CIP.

Ms. Corson would like to see how a warrant article would be crafted, a table of how the contingency fund is affected, and a timeline of the other options so they could understand how the Water Main fits with those. Ms. Gilman said that that information would be to make final decision, but asked which way the Board is leaning. Ms. Perry thought there was potentially a majority leaning towards, but needing more information.

Paul Royal would like to see the potential savings of putting in the Water Main now when things are opened up, versus its cost in the future. Ms. Perry replied that there's an economy of scale; if they are already in the road for two Force Mains, there's only one pavement restoration rather than two. Construction costs are rising 3-8% per year, so it will never cheaper than today. Mr. Dean added that the Water Main would last more than 10 years.

Mark Damsell, who lives on Route 85, said that if they are going to install the Water Main, a good time would be while the road was already being dug up. The Water Main would help fire suppression for his family and neighbors. He hopes that the \$200,000 from the state would be used to improve drainage in the area, which is currently a problem.

Mr. Perkins said that people have lived near the Public Works for 40 years, and the well is only 20 feet from railroad tracks and not far from the sewer lagoons, so he is concerned about

contamination. The wells at Public Works go dry from washing the trucks and have no way to recover. There are a lot of staff at Public Works that need the water. There is a gasoline pump there, so fire suppression is especially important. Ms. Corson pointed out that there's also a lot of vehicle inventory there.

Ms. Perry will let DOT know that there's potential for a majority of the board to support the Water Main project, and she will bring back more information to a future Select Board meeting.

e. Brush Dump Fees - Continued Public Hearing

Ms. Corson presented the latest fee update proposal from Public Works. The transfer station permit fee would increase for residents to \$25; commercial haulers with a half-ton truck with or without a trailer would be \$500 for a year; up to a one ton truck would be \$750 for a year; and no trucks in excess of one ton would be accepted. Ms. Gilman added commercial haulers would need a form signed by the property owner, who must be an Exeter resident, and the commercial permit would apply to brush and leaves only. Ms. Perry said that there's also a change to hours proposed; currently, they're open on Thursdays, but they want to move those hours to Fridays.

Ms. Surman asked how they would distinguish a commercial versus a residential hauler. Ms. Perry replied that they expect people to let them know if they're a commercial entity, and to pursue the proper permit. If they see someone coming back week after week, it becomes obvious that it's a commercial entity. Ms. Gilman added that a commercial user would have a form from the property owner. Ms. Corson asked if commercial haulers would have to be from Exeter. Ms. Perry responded that it's more of a question of where the material came from. Ms. Cowan asked whether a business that dumps at all would have to buy a commercial license. Ms. Perry said yes, they'd need a commercial permit for their trucks.

Mr. Clement observed that currently, only a resident can get a resident sticker; the commercial operation of a resident can get a resident sticker. However, under the proposal, a non-resident could apply for a commercial license, but can only deposit materials coming from Exeter residences, with the Exeter resident form. Ms. Corson said that seems complex - you're adding people. Ms. Perry said that it's a service that's being provided to town residents, where the hauler may be from Exeter or out of town. Ms. Surman asked if other towns are allowing out-of-town contractors. Ms. Cowan said she's more inclined to be lenient with Exeter businesses, since they're taxpayers. Mr. Dean said that ordinance says that resident permits may be issued to those who operate a business in the town. Ms. Cowan said that they are not a resident, but pay some taxes in the town and are invested in the town. Ms. Surman said that \$500 is high.

Mr. Clement stated that he would never vote to up the resident fee from \$10 to \$25. If prices are too high, people will start dumping. Capacity is still the issue. Ms. Gilman responded that increasing the fees gives Public Works the funds to do grinding, which deals with the capacity issue. Ms. Corson added that the brush is actually removed from the transfer station. Mr. Dean said that the \$25 fee is actually a yearly fee, and Ms. Perry added that it has been \$10 for a long time. Ms. Corson said that it has to go up. The brush is coming from the residents, whether it's residential or commercial. Ms. Cowan said that it's hard to raise fees, but hearing from Ms. Perry and other folks using this service, they're running out of space. Increasing this fee will take care of a problem. It's fair to ask people who use the transfer station to pay for the

service; if they don't use it, they don't pay. If they don't address it, the town will raise taxes or have a warrant article to use this space again.

Ms. Corson asked what a half ton truck and one ton truck look like, and how \$500 per vehicle would affect people. Keith Whitehouse of Yeti Landcare, who is an Exeter resident, responded that a commercial half ton truck is a Ford F-150 or Chevy Silverado. An F-250 is a ¾ ton or one ton truck. To him, the proposal seemed fine except that the fee is per vehicle. If a business has a couple of vehicles, it's not very practical. Also, filling out a form for brush is fine, but leaves have a very short window, so forms for that work would not be practical for the working landscaper. \$750 a year is a price they can live with, but it should be charged for the entire business. Switching around the permits would be too difficult. Ms. Corson asked, what if it were \$750 for 1 - 5 trucks, and for the next five \$750? Mr. Whitehouse said he'd be willing to pay a fee for the entire business plus smaller fee for each vehicle. However, he cautioned that the fees might discourage someone trying to start their own business.

Mr. Dean said that whatever fee is settled upon needs to capture the amount of Public Works' budget increase. He supports a per-vehicle fee, since the more vehicles you have the more dumping you can do. Mr. Perkins added that for comparison, chipping cost Hampton Public Works \$6,862 dollars each time in 2018. Mr. Perkins is anticipating chipping four times a year. The bulldozing line item would go away. The total cost would be \$28,000.

Mr. Royal said that other towns don't allow commercial use, so landscapers might take things from outside Exeter and bring them into Exeter; there needs to be enough of a cost disincentive to erase that moral hazard. A resident with a \$25 permit to get rid of brush from their property a few times a year pays about \$6 a visit, and a landscaper who pays \$500 for a truck and visits 80 times pays about \$6 a visit. It's not out of control. A small business starting out has an investment, so it's not an intrusion on starting.

Mr. Whitehouse said that having a per vehicle fee probably means using only one truck to go to the dump, which is not practical. Ms. Gilman said Ms. Corson wondered about flat fee for the business and something extra per truck. Ms. Cowan liked that because she wants to encourage new businesses.

Ms. Corson asked how many landscapers are using the transfer station and their average number of trucks. Mr. Whitehouse said about forty, probably with an average of two trucks and two trailers. Mr. Clement asked if Mr. Perkins had the log with him; Mr. Perkins did not, but agreed it's roughly forty. Ms. Corson said if those forty give the \$750, that's \$30,000, that covers the whole town. Forty times \$500, \$20,000 a year. She asked, how many resident stickers are there? If they're looking to get to \$28,000, it's a simple calculation. Mr. Dean said he appreciated what Public Works did with the fee schedule; it's tiered like the water fees, the more you use, the more you pay. Ms. Corson felt that they were headed in the right direction.

Mr. Perkins requested that they act on the hours change, since they have had only two applicants. Ms. Surman asked if they had cut Tuesday hours down to 1 PM. Mr. Perkins responded yes, that they planned to cut Tuesday to four hours and cover that day in-house. Mr. Clement asked if they were not cutting the hours, just rearranging them, and Mr. Perkins confirmed.

**MOTION:** Mr. Clement moved that the hours of the transfer station be changed to the following: Tuesdays from 9 AM to 1 PM; Fridays from 9 AM to 2:30 PM; Saturdays from 9 AM to 2:30 PM, effective January 1st, 2019. Ms. Surman seconded. All were in favor.

f. Property Use Policy

Ms. Gilman asked if there were changes. Ms. Surman said that on page 3, section 8.4, it should read "which is within the authority of the Select Board or designee", not "their designee." Ms. Gilman observed that the list of things Parks and Rec can permit didn't mention Gilman Park. Mr. Dean clarified that it said "including but not limited to."

**MOTION:** Ms. Corson moved to approve the Policy Governing the Use of Town Property using the draft update of 10/1/2018, effective November 1st. Ms. Cowan seconded. Mr. Clement said he's adamantly against the consumption of alcohol in public buildings, so he will vote no. Mr. Clement and Ms. Surman opposed. Motion passed 3-2-0.

g. Property Use Fees

Ms. Corson presented a review of how the town hall is currently being used and what they would have charged these organizations under the new fee structure. For example, Chamber requests 4 - 5 hour or hour-and-a-half meetings per month, so their fee would be \$160 - \$200 a month. The one-day fee for Ballet School from Newmarket would be \$125. Extreme Air, which is using the Town Hall for 3 days for 2 hours each day, would be \$375. The Pine Street Players, using it for 20 days, would be \$1500. Prescott Park, using it for 17 days, would be \$2,125. McInnes Auctions, 11 days, \$5,500. Heronfield Academy, using 4 days for 7th grade plays, would be \$500. She felt that these fees were excessive.

Mr. Clement said that Ms. Corson's work puts the fees in perspective, and he also had concerns about the price structure being too high. Ms. Corson pointed out that Chamber is using the small room, and Musical Arts is a for-profit but it's a recital, there's no way they can afford \$500. Ms. Gilman asked what Ms. Corson was suggesting, and Ms. Corson replied that she wants to rethink the whole thing. Ms. Surman suggested they shouldn't make a distinction between residents and non-residents, especially for non-profits.

Mr. Dean said that they don't currently have a fee for non-profits at all, and the current school fee schedule is 6 years old and charges non profits. Maybe the issue is that they haven't permitted the smaller room at Town Hall, there are ways to address their concerns. McInnis Auctions is a for-profit entity, and would not blink at \$5,500. They had no reservations about what the town wanted to charge. Ms. Corson brought up the Pine Street players, who would be charged \$1500. Mr. Dean responded that perhaps they could treat rehearsal times differently from event times. Ms. Gilman observed that in this example, the space is committed for three weeks but not used at the intensity of use they're permitting for.

Mr. Clement felt that the school fees are not a good comparison, since the schools have an auditorium or gymnasium, which is a different class of facilities and much grander than Town Hall. Mr. Dean responded that they'd be charging less than the schools. Ms. Cowan suggested they charge the proposed fees for out-of-town for-profits, but keep the fees for the non-profits and Exeter for-profits the same or have a more modest increase. She would like to invest the fees back into the Town Hall to make it more attractive to prospective users. Ms. Gilman asked

if she is ok with the non-Exeter fees. Ms. Cowan responded that she is fine with charging more for the out-of-town for-profits and political campaigns, but she'd want more information on which Exeter for-profits are using it. For example, Leadership New Hampshire is a non-profit, and she doesn't want to discourage them. Mr. Dean said that on page 2 the policy states that political events requiring a large police presence would be charged \$1000 per event. Ms. Cowan said that's very reasonable. Her concern is to preserve the intent of the Town Hall as a living room for the town and not chase anyone out, but also make improvements.

Mr. Dean mentioned that they'd also added a custodial fee. He said that Town Hall is choice space and increasingly popular, and they're not going to price people out with these fee changes. The town staff takes great steps and extensive time to accommodate organizations that want to use the facility, and then they give them these amenities for free.

Ms. Surman said that she wants consistency. For an Exeter for-profit, the Town Hall is \$250, and for the Non-Exeter for-profit, it's double, but the Town hall gallery back room for an Exeter for-profit, \$100, and for the Non-Exeter for-profit it's \$125. To be consistent, it would be \$200.

Ms. Corson wanted them to think about what an event can afford, saying that Youth Art Month can't afford \$600. Ms. Gilman responded that the Board had struggled with gallery shows that only happen on weekends, but the set-up is there for the other five days. Should they charge differently for those days? She felt they are not quite there yet. Mr. Dean said their feedback was all valuable. Typically after the Select Board conversation, they discuss it in Town Offices and address the concerns that were raised.

Ms. Gilman said that the rules for use of Swasey Parkway should be put on a future agenda. She asked if the Town Manager was covered to use the proposed event form even if the Select Board hadn't given it final approval. She wants to replace all of the different applications with the proposed event form; it still needs a little work but it would be helpful to get commentary back from actual users. Mr. Clement complained that it's now a six page form. Ms. Gilman responded that at its "highest best use," it's six pages, but if an organization is just using the main hall for the day, those pages won't apply. They can just say "N/A" to any section that doesn't apply to their application.

Mr. Dean said they could use this form for the Conservation event coming up on October 27th at Raynes Farm. Mr. Clement said that the Conservation Commission and the Rec were using their own permits. Ms. Gilman added that Con Com is coming up with their own form and will bring it to the Select Board.

## 9. Regular Business

### a. Tax, Water/Sewer Abatements & Exemptions

None

### b. Permits & Approvals

**MOTION:** Ms. Corson moved to approve the use of Exeter Art Gallery and back room for Marissa Vitola for Youth Art Month, 3/11/2019 - 3/30/2019, 12 - 4 Saturdays and Sundays, with possible day visits for school field trips. Ms. Cowan seconded. Mr. Clement voted nay and the motion passed 4-1-0.

**MOTION:** Ms. Corson moved to approve the Town Hall facility use for Teryn Herman with Musical Arts LLC on 1/11/2019 and 1/12/2019 for a Recital from 3 - 9 PM. Mr. Clement seconded. All were in favor.

The Board rejected the application of Bright and Lyon Productions for the Town Hall facilities for a Concert on one of the following days: Feb 14, 15, or 16 2019. Ms. Corson said that Ms. Surman had pointed out that only one date will be used depending on performer availability, which doesn't give other people a chance to use the facility on those days. This applicant needs to amend their application. Mr. Dean said he will reach out to them.

**MOTION:** Ms. Corson moved to approve the application for the Town Hall facility use of Heronfield Academy/Betsy Kelly for 4/2/2019 - 4/5/2019 for a 7th grade play and preceding rehearsals. Ms. Surman seconded. All were in favor.

**MOTION:** Ms. Corson moved to approve the application for Town Hall facilities of Heronfield Academy/Betsy Kelly for 5/21/2019 - 5/24/2019 for an 8th grade play and preceding rehearsals. Ms. Surman seconded. All were in favor.

**MOTION:** Ms. Corson moved to approve the application for Town Hall facility use of Ellen Adlington with EAGFWC for fundraiser scholarships on 5/31/2019 from 1 - 6, and 6/1/2019 from 7 - 3. Ms. Surman seconded. All were in favor. Ms. Corson said that they also requested a fee waiver, and suggested that they put that off until they determine what the fees will be.

**MOTION:** Ms. Corson moved to table the request for a fee waiver from Exeter Area General Federation of Womens' Clubs. Ms. Surman seconded. All were in favor.

c. Town Manager's Report

Mr. Dean waived his report in the interest of time.

d. Select Board Committee Reports

Ms. Corson had a Planning Board meeting. Rose Farm was discussed and tabled until the 2nd Planning Board meeting in November.

Ms. Gilman had a Heritage Commission demolition walk at Rose Farm. There were several abandoned buildings that were not of interest, but a house and garage slated for demolition have some merit, so they may try to work out a different solution with the owners.

Ms. Surman talked about maintenance at the Swasey Parkway Trustees meeting.

Ms. Cowan will attend the Recreation Advisory Board meeting the next day.

Mr. Clement attended the Conservation Commission, and worked on the letter regarding the easement for 173 Water Street. At RPC they talked about the upcoming Transportation Application Program (TAP) Grant; the program reviewed the sidewalks out to the King property, and the project is rated #2 in the region. The amount of the grant is \$950K. He questioned why they would do Epping Road when there are in-town sidewalks that need to be updated. Ms. Corson responded that you can't get a grant for maintaining old sidewalks, only for putting in new sidewalks.

e. Correspondence

Matt Berube sent in a letter regarding the Swasey Parkway Construction schedule. Mr. Clement said that the Powderkeg Festival was a success but the lawn got ripped up, and asked who pays for restoring that. Ms. Surman they're waiting for a second event to happen before reseeding, and it wouldn't be on the town's dime. Ms. Gilman asked if they had a written agreement, but Ms. Surman wasn't sure.

Ms. Gilman mentioned a report from Public Works to EPA regarding a NPDES permit. Ms. Perry clarified that it's part of the administrative order to submit a quarterly report

Ms. Gilman raised the Health Trust Medical rate increase of 5%. Mr. Dean said that the Health Trust board met last Tuesday, and the January pool was voted an 11.3% increase, but they did better than the pool and got a lesser increase. They budget 5% but it came out 6.9%. They have adjusted the budgets accordingly, the delta is about \$48,000.

10. Review Board Calendar

The Board Calendar was not discussed.

11. Non-Public Session

**MOTION:** Ms. Corson moved to go into non-public session under RSA 91 A 3-2-A and D: Promotion, Compensation, and Land Acquisition Mr. Clement seconded. There was a roll call vote, and all were in favor.

12. Adjournment

The public portion of the meeting ended at 10:22 PM.

Selectwoman Cown moved to adjourn, seconded by Selectwoman Corson. The Board stood adjourned at 11:00 p.m..

Respectfully submitted,  
Joanna Bartell  
Recording Secretary



**Committee Appointments**  
**October 29<sup>th</sup>, 2018**

**Planning Board**

To replace Katherine Woolhouse's term as a full member, which expires 4/30/21

**Candidates:**

Nick Gray

John Grueter

**QUARTERLY FINANCIAL REPORT – FINANCE DEPARTMENT**



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

**TO:** SELECT BOARD AND RUSS DEAN, TOWN MANAGER  
**FROM:** DOREEN CHESTER, FINANCE DIRECTOR  
**SUBJECT:** BUDGET VS ACTUAL RESULTS (UNAUDITED) AS OF 9/30/18 & 9/30/17  
**DATE:** OCTOBER 29, 2018

### **General Fund Budget vs. Actual Revenues and Expenses**

#### **General Fund Revenues**

As of the third quarter ended, September 30, 2018, (“current year”) General Fund (“GF”) actual revenues are relatively flat at \$ 10.2M and approximately the same as of September 30, 2017 (“prior year”). General fund revenues are 54% collected in the current year versus 55% in the prior year.

General fund revenues through the third quarter of the current year consist of:

- First half Property Tax Revenue - \$ 7.7M (flat year over year)
- Motor Vehicle Revenues - \$ 2.3M (3% increase of \$ 60K over prior year)
- Building & Permit Fees - \$ 140K (71% decrease of \$ 336K from prior year)
- Other Permits and Fees - \$ 132K (4% drop of \$5.9K from prior year)
- State Highway Block Grant -\$212K ( 3% increase over the prior year or \$ 6K)
- Income from Departments -\$ 624K (\$7K increase over the prior year)
  - Reimbursements : Varsity Wireless legal reimbursement
- State Grants - \$ 20.5K( up by \$ 13.8K due to timing of State payments to the Town)
- Rental Revenues - \$ 18.4K

Amounts voted from fund balance, (\$150K in 2018 and \$ 100K in 2017) are shown separately as a note, because they do not effect current year net income. These line item amounts are warrant articles voted from the fund balance to pay for the Sick Leave Trust - \$100K and Snow/Ice Non-CRF Funds - \$50K held by the Trustee of Trust Funds.

### **General Fund Expenditures**

General Fund expenditures are \$ 13.2M or 71% spent against budget through the third quarter of 2018.

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

- General government group expenditures are \$ 690K or 75% spent through the current quarter versus \$ \$670 or 73% spent through the third quarter of the prior year.
- There is a \$20K variance from the current to prior year. The variance is mostly due to increased legal expenses through the end of the current year. Legal expenses are \$62.5K versus \$38.8K. However, the Town has been reimbursed \$14K for legal bills related to Varsity Wireless. This shows up as a reimbursed revenue in Income from Departments.
- Transportation expense is down by \$ 5.9K or 44% due to the change in budget from \$26K to \$10K in the general fund. The balance of \$16K is being drawn from the Transportation Fund.

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

- In total, Finance group expenditures are \$ 602K or 72% spent against the current year budget as of September 2018.
- Average department expenditures are 72% year-to date except for the Assessing budget, which is 81%, spent because of timing of payments for monthly assessing fees to MRI. Expenses through September contain an advance payment of \$8.5K for October flat fees for MRI.

### **Planning, Other Boards and Building Inspection Departments**

- Planning and Building Inspection expenses are \$ 357K or 68% spent against the budget for current year. Part-time wages in the Planning Department are \$40K or 56% spent against the current year budget. Part-time hours were budgeted for two positions at 29 hours per week, but are averaging only 23 hours per week for each position which accounts for the \$19.8K decrease over the prior year.

### **Police Department**

- Police department expenditures are 69% spent against budget at \$ 2.54M. The overall Police Budget has decreased by \$ 43K over the prior year. The Staff Division has a \$ 24.9 decrease from the prior year due to a retirement in dispatch in February 2018 and a retirement in patrol in May 2018 as well as normal turnover.

### **Fire Department**

- Fire Department expenses are \$ 2.59M or 67% spent against budget through the end of the third quarter. Compared to the prior year expenditures have decreased by \$ 30.9K.

- The \$30.9K decrease in Fire Department expenses are due to the retirement of a firefighter/fire inspector in January 2018 replaced with an employee earning a lower hourly rate. Changes in health insurance plans reflect a decrease of \$79K offset by a \$24K increase in full-time wages for two newly approved firefighters that were hired in March during the first quarter and another in late June in the second quarter of this year. Other increases are capital outlay in the current year of \$15K for thermal imaging equipment and group fitness equipment of \$6K and \$5K in protective equipment purchases.

### **Public Works Department**

- The Public works department budget is \$2.6M or 66% spent against budget this year versus \$ 2.9M or 76% spent against budget in the prior year Sept 30, 2017 representing a \$318K decrease.
- The Snow and Ice budget is 74% spent against budget for the year at \$ 268.8K , but still \$51K less than the \$319.9K from the prior year.
- Highways and Streets budget is \$1.2M or 58% spent against budget versus \$1.7M or 78% spent in the prior year reflecting a variance of \$ 489.5K. The variance is due to timing of activities and payments. There is a variance of \$ 398.K year over year for the paving budget. The paving budget is \$343.8K or 43% spent in the current year versus \$ 742.4 or 92% spent in the prior year. Dam maintenance in the prior year was \$31K versus \$9K spent by the third quarter this year.

- **Parks & Recreation**

Parks & Recreation expenditures to date are \$388K or 74%. Expenses in the current year 2018 are \$34K more than the prior year 2017 expenditures. Full-time wages in the recreation division have increased by \$7K from the prior year due to budgeted wage increases and a promotion of the Assistant Parks Director to Acting Director at the beginning of the year and to Director after the retirement of the Parks & Rec Director in July 2018.

The Parks division has increased by \$23K over the prior year due to the purchase of a \$ 12K lawnmower and the replacement of the dock at Stewart Park for \$16K.

### **General Fund Net Income/(Loss)**

- **General Fund Net Loss** as of September 30, 2018 is \$(1.8) M versus \$ (1.7) M in the prior year. All of the items affecting net income are described in the revenue and expense sections above. The net loss will change to net income for the general fund when revenue from the property tax billing is recorded during the fourth quarter of the year.

## **Enterprise Funds**

### **Water Fund Budget vs. Actual Revenue and Expenditures**

#### **Water Fund Revenues**

- Water Fund (“WF”) enterprise revenues are \$2.3M or 84% collected against budget as of the third quarter. Gross revenues for the prior quarter were \$1.9M or 73%. The increase of \$301K in revenues over the prior year is mostly due to water rate increases.

#### **Water Fund Expenses**

- Water Fund expenses are 50% or \$ 2.53M spent against budget through the third quarter of 2018 and are less than the prior year by \$ 346K due to timing of expenses.
- Water Debt Service expense has a variance of \$295K from the prior year due to timing of debt service payments for Lary Lane Groundwater Treatment Plant.
- **Water Fund Net Income/ (Deficit)**
- Water Fund Net Income through the third quarter is \$ 453.8K versus \$ (77) K net deficit through the third quarter of the prior year. All of the factors affecting net income are stated in the revenue and expense sections above.

### **Sewer Fund Budget vs. Actual Revenues and Expenditures**

#### **Sewer Fund Revenues**

- Sewer Fund (“SF”) revenues through the current quarter are \$2.7M or 105% collected. The prior year reflects revenues of \$ 2.2K or 92%. The biggest driver of the \$ 498K increase to revenues is sewer rate increases.

#### **Sewer Fund Expenses**

- Sewer Fund expenses are \$ 1.8M or 70% spent against budget through the third quarter compared to \$2.1M or 86%% spent against budget in the prior year.
- Sewer Collection expenses are \$432K or 66% spent against budget through the current quarter versus \$243K or 34% spent in the prior year. The largest driver of the decrease in the current year from the prior year is the unanticipated expenditures of \$ 149.8K for a large sewer main break on High Street during the second quarter of the prior year. The break also involved an additional \$25K in overtime wages.
- **Sewer Fund Net Income/ (Deficit)**
- Sewer Fund Net Income has increased 765K or 575% over the prior year. All of the factors affecting net income are stated in the revenue and expense sections.

## **Revolving Funds - Budget vs. Actual Revenues and Expenses**

### **Cable Television Revolving Fund (“CATV”)**

- CATV revenues are \$76.9K and \$82.8K as of September 30, 2018 and 2017, respectively.
- Wages and benefits of \$80K were spent against budget through the third quarter versus \$59K spent against budget in the prior quarter. The variance of \$21.5K is due to the hiring of a full-time person for CATV in the second quarter of 2017. The full time person is allocated: 40% to CATV, 50% to IT, 5% to Water and 5% to Sewer. The current year is reflecting an entire three quarters of the year. There was also an increase in part-time CATV wages.
- General expenses are \$68K in the current year versus \$ 45.5K in the prior year representing a \$21K increase. Part of the increase is a one- time expenditure of \$11K in 2018 to remodel and relocate the CATV office from the Town Offices to the Town Hall building. There is also a \$9K increase in the current year for internet services, which is attributable to a new mobile software application, My Civic App, with software license fees and maintenance of \$7,500 through the third quarter.
- Net Deficit is \$(72K) through the third quarter of the current year versus \$(23K) in the prior year. A net deficit is typical in the CATV fund for this time of the year, because of the timing of payment of Comcast franchise revenues to the Town. To date, Comcast has only paid half of the franchise fees due to the Town.

### **Recreation Revolving Fund (“RR”)**

Recreation Revolving Fund Revenues are \$ 500K or 87% collected in the current year versus \$ 529K or 99% collected in the prior year. The decrease of \$29K is due to less impact fees collected in the current year. These fees have decreased by \$64K from the prior year. The decrease is offset by a \$36K increase in Program Revenues due to the expansion of the summer camp program.

- Wages and taxes spending of \$244K through the third quarter versus \$ 187K through the prior year. These costs have increased due to the addition of more staff needed to run the expanded summer programming.
- General expenses include categories directly related to recreation programs as well as pool chemicals, water bills, printing, advertising and pool food expenses. These expenses are \$410K or 120% spent against the current year budget versus \$237K or 70% spent against the prior year budget. The variance of \$173K mostly due to \$132K of capital outlay consisting of: \$37K for a new Ford Van, \$67K of renovations to the softball field as well as \$11 in other costs for irrigation, fencing, pool and skate park repairs.

TOWN OF EXETER – BVA REVENUE & EXPENDITURES 2018 VS 2017 (UNAUDITED)

- Net deficit is \$(154.6) K in the current year which is down \$259K from the prior year. One of the drivers of the increase is the timing of revenue and expenses for the Powder Keg Festival.
- **EMS Revolving Fund**
- EMS Revolving Fund Revenue is comparatively flat year over year: \$ 418K through the third quarter of 2018 versus \$416K in the prior year. The revenues are projected to be \$528K by the end of the year.
- Wages, taxes and benefits are \$ 108K or 57% spent against the current year budget versus \$ 113K or 59% spent against prior year. EMS overtime is down slightly by \$4.4K year over year.
- General Expenses are \$ 125K or 73% spent against budget versus \$139K or 77% spent in the prior year. The decrease in \$13K is mostly related to paramedic training of \$12K in 2017, but none spent to date in 2018.
- Current year net income of \$184.2K reflects an increase of \$19.4K over the prior year net income of \$164.7K.



Town of Exeter  
 General Fund Revenues (unaudited)  
 As of September 30, 2018 and 2017

DRAFT

General Fund Revenues	Current Year 2018 Budget vs Actual				Prior Year 2017 Budget vs Actual				Comparison of Actuals	
	2018 Budget	Actual Revenue 09/30/18	\$ Variance	% Collected	2017 Budget	Actual Revenue 09/30/17	\$ Variance	% Collected	2018 vs 2017 Variance	2018 vs 2017 % Variance
Property Tax Revenue	\$ 12,751,331	\$ 7,819,110	\$ 4,932,221	61.3%	\$ 12,242,483	\$ 7,349,970	\$ 4,892,513	60.0%	\$ 469,140	6%
Motor Vehicle Permit Fees	2,650,000	2,226,594	423,406	84%	2,630,000	2,166,505	463,495	82%	\$ 60,089	3%
Building Permits & Fees	500,000	140,038	359,962	28%	500,000	476,457	23,543	95%	\$ (336,419)	-71%
Other Permits and Fees	210,000	132,187	77,813	63%	205,000	138,160	66,840	67%	\$ (5,973)	-4%
Meals & Rooms Tax Revenue	754,028		754,028	0%	754,028		754,028	0%	\$ -	
State Highway Block Grant	300,301	211,978	88,323	71%	292,791	205,988	86,803	70%	\$ 5,990	3%
Other State Grants/Reimbursments	38,884	20,544	18,340	53%	38,884	6,688	32,196	17%	\$ 13,856	207%
Income from Departments	850,000	624,164	225,836	73%	850,000	617,072	232,928	73%	7,092	1%
Sale of Town Property	500	-	500	0%	12,500	-	12,500	0%	-	
Interest Income	1,000	550	450	55%	1,000	276	724	28%	274	99%
Other Miscellaneous Revenues	23,000	21,835	1,165	95%	22,180	20,901	1,279	94%	934	4%
Revenue Transfers In/Out	567,600	-	567,600	0%	588,560	50,000	538,560	8%	(50,000)	
<b>Total General Fund Revenues</b>	<b>\$ 18,646,644</b>	<b>\$ 11,197,000</b>	<b>\$ 7,449,644</b>	<b>60%</b>	<b>\$ 18,137,426</b>	<b>\$ 11,032,017</b>	<b>\$ 7,105,409</b>	<b>61%</b>	<b>\$ 164,983</b>	<b>1%</b>
Total Appropriations	347,813	347,813	-		506,199	506,199	-		(158,386)	-31%
<b>Gross Revenues &amp; Appropriations</b>	<b>\$ 18,994,457</b>	<b>\$ 11,544,813</b>	<b>\$ 7,449,644</b>	<b>61%</b>	<b>\$ 18,643,625</b>	<b>\$ 11,538,216</b>	<b>\$ 7,105,409</b>	<b>62%</b>	<b>\$ 6,597</b>	<b>0%</b>

Town of Exeter General Fund Expenses (unaudited) As of September 30, 2018 and 2017										DRAFT	
DEPARTMENT	Current Year 2018 Budget vs Actual				Prior Year 2017 Budget vs Actual				Comparison of Actuals		
	2018 Budgeted Expenses	Actual Expenses 09/30/18	\$ Variance	% Spent	2017 Budgeted Expenses	Actual Expenses 09/30/17	\$ Variance	% Spent	2018 vs 2017 Variance	2018 vs 2017 % Variance	
Total General Government	\$ 915,762	\$ 690,201	\$ 225,561	75%	\$ 917,030	\$ 669,981	\$ 247,049	73%	20,220	3%	
Total Finance	839,945	602,314	237,631	72%	819,193	563,845	255,348	69%	38,469	7%	
Total Planning & Building	527,172	357,232	169,940	68%	533,902	376,988	156,914	71%	(19,756)	-5%	
Total Economic Development	139,358	98,811	40,547	71%	137,072	98,840	38,232	72%	(29)	0%	
Total Police	3,700,556	2,543,886	1,156,670	69%	3,835,634	2,587,405	1,248,229	67%	(43,519)	-1.7%	
Total Fire	3,852,527	2,595,032	1,257,495	67%	3,774,065	2,625,830	1,148,235	70%	(30,798)	-1%	
Total Public Works	3,993,516	2,640,672	1,352,844	66%	3,916,536	2,958,989	957,547	76%	(318,317)	-11%	
Total Maintenance	1,106,116	610,807	495,309	55%	1,101,908	773,456	328,452	70%	(162,649)	-21.0%	
Total Welfare	37,387	50,848	(13,461)	136%	37,778	56,281	(18,503)	149%	(5,433)	-10%	
Total Human Services	107,500	80,625	26,875	75%	100,000	75,000	25,000		5,625	100%	
Total Parks & Recreation	526,256	388,241	138,015	74%	495,969	359,833	136,136	73%	34,033	9%	
Total Other Culture/Recreation	38,001	31,630	6,371	83%	45,451	32,350	13,101	71%	(720)	-2%	
Total Library	1,014,633	725,768	288,865	72%	1,002,526	716,683	285,843	71%	(41,127)	-6%	
Total Debt Service & Capital	1,524,250	1,413,038	111,212	93%	1,117,392	1,003,365	114,027	90%	409,673	41%	
Payroll Benefits & Taxes	323,665	367,049	(43,384)	113%	302,970	347,069	(44,099)	115%	19,980	6%	
Total General Fund Expenses	\$ 18,646,644	\$ 13,196,154	\$ 5,450,490	71%	\$ 18,137,426	\$ 13,245,915	\$ 4,891,511	73%	\$ (99,973)	-1%	
Appropriation for Warrant Articles	\$ 347,813	\$ 212,613	\$ 135,200	61%	\$ 506,199	\$ -	\$ 506,199	0%	212,613	0%	
Total Expenditures	\$ 18,994,457	\$ 13,408,767	\$ 5,585,690	71%	\$ 18,643,625	\$ 13,245,915	\$ 5,397,710	71%	\$ 112,640	1%	
Net Income/ (Deficit)	\$ -	\$ (1,863,954)	\$ 13,035,334	69%	\$ -	\$ (1,707,699)	\$ (1,707,699)	-9%	(106,043)	6%	
Amounts Voted from Fund Balance	\$ 150,000	\$ 150,000	\$ -	100%	\$ 100,000	\$ 100,000	\$ -	100%			

Town of Exeter

Water Fund Revenues & Expenses (unaudited)  
As of September 30, 2018 and 2017

DRAFT

Description	Current Year				Prior Year				Comparison of Actuals	
	2018 Budget	Actual Revenue 09/30/18	\$ Variance	% Collected	2017 Budget	Actual Revenue 09/30/17	\$ Variance	% Collected	2018 vs 2017 \$ Variance	2018 vs 2017 % Variance
<b>Water Fund Revenues</b>										
Water Enterprise Revenues	\$ 3,361,387	\$ 2,753,413	\$ (607,974)	82%	\$ 3,308,733	\$ 2,490,531	\$ (818,202)	75%	\$ 262,882	11%
Appropriations for Warrant Articles	\$ 1,265,000		(1,265,000)	0%	\$ 78,502	\$ 78,502	-	100%	(78,502)	0%
<b>Gross Water Revenues</b>	<b>\$ 4,626,387</b>	<b>\$ 2,753,413</b>	<b>\$ (1,872,974)</b>	<b>60%</b>	<b>\$ 3,387,235</b>	<b>\$ 2,569,033</b>	<b>\$ (818,202)</b>	<b>76%</b>	<b>\$ 184,380</b>	<b>7%</b>
<b>Water Fund Expenditures</b>										
DEPARTMENT	Current Year				Prior Year				Comparison of Actuals	
	2018 Budgeted Expenses	Actual Expenses 09/30/18	\$ Variance	% Spent	2017 Budgeted Expenses	Actual Expenses 09/30/17	\$ Variance	% Spent	2018 vs 2017 \$ Variance	2018 vs 2017 % Variance
Water Administration	\$ 391,477	\$ 267,453	\$ 124,024	68%	\$ 418,895	\$ 310,707	\$ 108,188	74%	\$ (43,254)	-14%
Water Billing	\$ 157,046	\$ 119,276	\$ 37,770	76%	\$ 150,153	\$ 108,591	\$ 41,562	72%	\$ 10,685	10%
Water Distribution	\$ 832,394	\$ 556,350	\$ 276,044	67%	\$ 846,144	\$ 604,606	\$ 241,538	71%	\$ (48,256)	-8%
Water Treatment	\$ 798,957	\$ 509,192	\$ 289,765	64%	\$ 713,277	\$ 492,027	\$ 221,250	69%	\$ 17,165	3%
Water Fund Debt Service	\$ 1,119,250	\$ 807,618	\$ 311,632	72%	\$ 1,102,718	\$ 1,102,716	\$ 2	100%	\$ (295,098)	-27%
Water Fund Capital Outlay	\$ 62,263	\$ 13,537	\$ 48,726	22%	\$ 77,546	\$ 27,947	\$ 49,599	36%	\$ (14,410)	-52%
<b>Total Water Fund Expenses</b>	<b>\$ 3,361,387</b>	<b>\$ 2,273,426</b>	<b>\$ 1,087,961</b>	<b>68%</b>	<b>\$ 3,308,733</b>	<b>\$ 2,646,594</b>	<b>\$ 662,139</b>	<b>80%</b>	<b>\$ (373,168)</b>	<b>-14%</b>
Warrant Articles	\$ 1,265,000	\$ 26,186	\$ 1,238,814	2%	\$ 78,502		\$ 78,502	0%	\$ 26,186	100%
<b>Total Water Expenses</b>	<b>\$ 4,626,387</b>	<b>\$ 2,299,612</b>	<b>\$ 2,326,775</b>	<b>50%</b>	<b>\$ 3,387,235</b>	<b>\$ 2,646,594</b>	<b>\$ 740,641</b>	<b>78%</b>	<b>\$ (346,982)</b>	<b>-13%</b>
<b>Net Income/ (Deficit)</b>	<b>\$ -</b>	<b>\$ 453,801</b>	<b>\$ 453,801</b>	<b>-100%</b>	<b>\$ -</b>	<b>\$ (77,561)</b>	<b>\$ (77,561)</b>	<b>100%</b>	<b>\$ 531,362</b>	<b>685%</b>

Town of Exeter

Sewer Fund Revenues & Expenses (unaudited)

As of September 30, 2018 and 2017

DRAFT

Description	Current Year				Prior Year				Comparison of Actuals	
	2018 Budget	Actual Revenue 09/30/18	\$ Variance	% Collected	2017 Budget	Actual Revenue 09/30/17	\$ Variance	% Collected	2018 vs 2017 \$ Variance	2018 vs 2017 % Variance
<b>Sewer Fund Revenues</b>										
State Grant Revenue	\$ 20,000	\$ 8,906	\$ (11,094)	45%	\$ 26,493	\$ 8,904	\$ (17,589)	34%	2	0%
Sewer Enterprise Revenues	\$ 2,567,965	\$ 2,686,364	\$ 118,399	105%	\$ 2,383,661	\$ 2,188,262	\$ (195,399)	92%	498,100	23%
Appropriations for Warrant Articles	30,000		(30,000)	0%	10,024		10,024	0%	-	100%
<b>Sewer Fund Revenues &amp; Appropriations</b>	<b>\$ 2,597,965</b>	<b>\$ 2,686,364</b>	<b>\$ 88,399</b>	<b>103%</b>	<b>\$ 2,393,685</b>	<b>\$ 2,188,262</b>	<b>\$ (185,375)</b>	<b>91%</b>	<b>\$ 498,100</b>	<b>23%</b>
<b>Sewer Fund Expenditures</b>										
DEPARTMENT	2018 Budgeted Expenses	Actual Expenses 09/30/18	\$ Variance	% Spent	2017 Budgeted Expenses	Actual Expenses 09/30/17	\$ Variance	% Spent	2018 vs 2017 \$ Variance	2018 vs 2017 % Variance
Sewer Administration Expense	394,463	236,345	158,118	60%	366,282	270,505	95,777	74%	\$ (34,160)	-13%
Sewer Billing Expense	157,071	116,945	40,126	74%	149,178	106,291	42,887	71%	\$ 10,654	10%
Sewer Collection Expense	661,322	371,677	289,645	56%	657,922	623,931	33,991	95%	\$ (252,254)	-40.4%
Sewer Treatment Expense	548,924	381,707	167,217	70%	472,725	326,850	145,875	69%	\$ 54,857	16.8%
Sewer Fund Debt Service Expense	669,233	669,233	-	100%	586,123	586,122	1	100%	\$ 83,111	14%
Sewer Fund Capital Outlay Expense	136,952	12,065	124,887	9%	123,426	96,181	27,245	78%	\$ (84,116)	-87%
Sewer Fund BAN Interest	-	-	-	0%	28,005	45,242	(17,237)	0%	\$ (45,242)	-100%
<b>Total Sewer Fund Expenses</b>	<b>2,567,965</b>	<b>1,787,972</b>	<b>779,993</b>	<b>70%</b>	<b>2,383,661</b>	<b>2,055,122</b>	<b>328,539</b>	<b>86%</b>	<b>\$ (267,150)</b>	<b>-13%</b>
<b>Sewer Fund Warrant Articles</b>	<b>30,000</b>		<b>30,000</b>	<b>0%</b>	<b>10,024</b>		<b>10,024</b>	<b>0%</b>	<b>\$ -</b>	<b>-100%</b>
<b>Total Sewer Expenses and Warrant Articles</b>	<b>\$ 2,597,965</b>	<b>\$ 1,787,972</b>	<b>\$ 809,993</b>	<b>69%</b>	<b>\$ 2,393,685</b>	<b>\$ 2,055,122</b>	<b>\$ 338,563</b>	<b>86%</b>	<b>\$ (267,150)</b>	<b>-13%</b>
<b>Net Income/(Deficit)</b>	<b>\$ -</b>	<b>\$ 898,392</b>	<b>\$ 898,392</b>	<b>100%</b>	<b>\$ -</b>	<b>\$ 133,140</b>	<b>\$ 153,188</b>	<b>100%</b>	<b>\$ 765,250</b>	<b>575%</b>

Town of Exeter

CATV Revolving Fund- Revenue & Expenses (unaudited)

As of September 30, 2018 and 2017

DRAFT

Description	Current Year				Prior Year				Comparison of Actuals	
	2018 Budget	Actual 09/30/18	\$ Variance	% Variance	2017 Budget	Actual 09/30/17	\$ Variance	% Variance	\$ Var	% Var
	CATV Revenue	\$ 165,575	\$ 76,968	\$ (88,607)	46%	\$ 147,250	\$ 82,789	\$ (64,461)	56%	\$ (5,821)
CATV Expenses										
Wages, Taxes & Benefits	\$ 100,681	\$ 80,946	\$ 19,735	80%	\$ 77,631	\$ 59,356	\$ 18,275	76%	\$ 21,590	36%
General Expenses	\$ 58,326	\$ 68,215	\$ (9,815)	117%	\$ 47,829	\$ 46,559	\$ 1,270	97%	21,656	47%
Total Expenses	\$ 159,007	\$ 149,161	\$ 9,920	94%	\$ 125,460	\$ 105,915	\$ 19,545	84%	43,246	41%
Net Income/(Deficit)	\$ 6,568	\$ (72,193)	\$ (78,687)	-1099%	\$ 21,790	\$ (23,126)	\$ (44,916)	-106%	\$ (49,067)	212%

Town of Exeter

Recreation Revolving Fund Revenues & Expenses(unaudited)

DRAFT

As of September 30, 2018 and 2017

Description	Current Year				Prior Year				Comparison of Actuals	
	2018 Budget	Actual 09/30/18	\$ Variance	% Variance	2017 Budget	Actual 09/30/17	\$ Variance	% Variance	\$ Var	% Var
	<b>Total Revenue</b>	\$ 577,206	\$ 500,152	\$ (77,054)	87%	\$ 536,600	\$ 529,871	\$ (6,729)	99%	\$ (29,719)
<b>Wages, Taxes &amp; Benefits</b>	\$ 199,900	\$ 244,190	\$ (44,290)	122%	\$ 185,600	\$ 187,686	\$ (2,086)	101%	\$ 56,504	30%
<b>General Expenses</b>	\$ 341,700	\$ 410,570	\$ (68,870)	120%	\$ 339,100	\$ 237,547	\$ 96,588	70%	\$ 173,023	73%
<b>Total Rec Revolving Expenses</b>	\$ 541,600	\$ 654,760	\$ (113,160)	121%	\$ 524,700	\$ 425,233	\$ 94,502	81%	\$ 229,527	54%
<b>Net Income/(Deficit)</b>	\$ 35,606	\$ (154,608)	\$ (190,214)	-434%	\$ 11,900	\$ 104,638	\$ 92,738	879%	\$ (259,246)	-248%

Town of Exeter

Ambulance Revolving Fund - Revenues & Expenses (unaudited)

DRAFT

As of September 30, 2018 and 2017

	Current Year				Prior Year				Comparison of Actuals	
	2018 Budget	Actual 09/30/18	\$ Variance	% Variance	2017 Budget	Actual 09/30/17	\$ Variance	%Variance	\$ Variance	%Variance
	EMS- Ambulance Transport Revenue	\$ 528,501	\$ 418,604	\$ (109,897)	79%	\$ 507,067	\$ 416,633	\$ (90,434)	82%	\$ 1,971
Wages, Taxes & Benefits	\$ 189,869	\$ 108,406	\$ 81,463	57%	\$ 191,001	\$ 112,846	\$ 78,155	59%	\$ (4,440)	-4%
General Expenses	\$ 171,703	\$ 125,947	\$ 45,756	73%	\$ 179,531	\$ 139,013	\$ 40,518	77%	\$ (13,066)	-9%
Total Expenses	\$ 361,572	\$ 234,353	\$ 127,219	65%	\$ 370,532	\$ 251,859	\$ 118,673	68%	\$ (17,506)	-7%
Income/(Deficit) before Transfers Out to GF	\$ 166,929	\$ 184,251	\$ 17,322	110%	\$ 136,535	\$ 164,774	\$ 28,239	121%	\$ 19,477	12%
Less: Transfers Out to GF			-				-		-	#DIV/0!
Net Income/(Deficit)	166,929	184,251	17,322	110%	136,535	164,774	28,239		19,477	

Town of Exeter  
 Analysis of Property Tax/Liens Receivable  
 As of September 30, 2018 and 2017

DRAFT

<u>Type</u>	<u>Bill Year</u>	<u>Balance Outstanding as of 09/30/18</u>	<u>Balance Outstanding as of 09/30/17</u>	<u>\$ Change</u>	<u>% Change</u>
Lien	2007		1,212	(1,212)	(100)%
Lien	2009	375	375	-	0%
Lien	2010	3,523	3,523	-	0%
Lien	2011	8,833	10,261	(1,428)	(14)%
Lien	2012	8,049	9,930	(1,881)	(19)%
Lien	2013	42,575	89,100	(46,525)	(52)%
Lien	2014	56,481	192,801	(136,320)	(71)%
Lien	2015	99,951	307,928	(207,977)	(68)%
Lien	2016	186,281	521,245	(334,964)	(64)%
Lien	2017	315,826	510,486	(194,660)	(38)%
	<b>Subtotal</b>	<b>721,894</b>	<b>1,646,861</b>	<b>(924,967)</b>	<b>(56)%</b>
<b>Tax</b>	<b>2018</b>	<b>528,698</b>			
	<b>Subtotal</b>	<b>528,698</b>	<b>-</b>	<b>-</b>	
	<b>Grand Total</b>	<b>\$ 1,250,592</b>	<b>\$ 1,646,861</b>	<b>\$ (924,967)</b>	<b>(56)%</b>

*Property tax liens receivable decreased by 56% from the prior year as of 9/30/17.*

*Property taxes of \$23.5M were billed in May 2018 with a due date of 7/2/18.*

*First half property taxes are 98% collected as of 9/30/18.*



Town of Exeter  
 Analysis of Accounts Receivable Aging - Water & Sewer  
 As of September 30, 2018 and 2017

DRAFT

	<u>Current</u>	<u>31-60 Days</u>	<u>61-90 Days</u>	<u>Over 90 Days</u>	<u>Total</u>
As of 9/30/18	\$ 764,796	\$ 27,207	\$ 31,128	\$ 38,911	\$ 862,042
Percent Outstanding	88.7%	3.2%	3.6%	4.5%	100%
As of 09/30/17	\$ 657,530	\$ -	\$ 28,800	\$ 34,379	\$ 720,709
Percent Outstanding	91.2%	0.0%	4.0%	4.8%	100%
Increase/(Decrease)	\$ 107,266	\$ 27,207	\$ 2,328	\$ 4,532	\$ 141,333
Percentage/Prior Yr	14.9%	3.8%	0.3%	0.6%	19.6%

Accounts receivable over 90 days have increased by .6% or \$ 4.5K over the prior year.

Current period accounts receivable have increased by \$ 107K or 14.9% due to water and sewer rate increases.

**Current Year**

**Breakdown of Water/Sewer Accounts Receivable Outstanding by Year: As of Sept 30, 2018**

<u>Year</u>	<u>Water</u>	<u>Sewer</u>	<u>Total</u>	<u>Percent of Total</u>
2008		226	226	0.03%
2009	4	140	144	0.02%
2010	(270)	173	(97)	-0.01%
2011		1,239	1,239	0.14%
2012		206	206	0.02%
2013		209	209	0.02%
2014		217	217	0.03%
2015		231	231	0.03%
2016		232	232	0.03%
2017	546	1,047	1,593	0.18%
*2018	413,412	444,430	857,842	99.51%
<b>Total</b>	<b>413,692</b>	<b>448,350</b>	<b>862,042</b>	<b>100%</b>

\* Includes current cycle billing

## 2018 FUND BALANCE DISCUSSION

**TOWN OF EXETER  
MEMORANDUM**

TO: Select Board  
FROM: Town Manager  
RE: Tax Rate and Fund Balance Discussion  
DATE: October 29<sup>th</sup>, 2018

---

Attached is information related to the Town's current fund balance as of 12/31/17.

Our recommendation is to again apply \$600,000 to lower the town share of the tax rate. The application of this amount will result in a town tax rate of \$7.25/1,000 for the next billing cycle. This is an increase of 17 cents per 1,000 over the October 2018 rate, and would result in an annualized increase of \$51 for a \$300,000 home.

- The net taxable value of the town has increased 1.2%, which is a drop of .7% from the prior year increase of 1.9%
- The assessors are currently conducting a revaluation which could raise values in the amount of 15% or greater. This has resulted in an additional overlay amount being set aside of \$75,972. After the revaluation is completed and the abatement/adjustment requests are evaluated and completed, it is expected this amount could be lowered.
- The town's gross appropriations increased 1.84%, and 2.25% including the overlay amount above. This increase included two new firefighter positions, the replacement of Engine 4, replacing all Fire Department radios, establishment of the cemetery capital reserve, a significant dollar increase in the solid waste contract, replacing the Highway Loader, and a new Police collective bargaining agreement. These items were all voter approved and are included in the 2018 tax rate.

The Board's fund balance policy in 2013 sets a floor of 5% fund balance to be retained per recommendation of the DRA (the GFOA floor recommendation of 8% is higher than the NHDRA). There are many reasons for maintaining this level of reserve including guarding against unforeseen emergencies, maintaining cash flow, being able to present an adequate level of reserves to the Town's auditors and the New Hampshire Bond Bank, maintaining and improving upon the Town's bond rating resulting in lower interest rates, and hedging against uncollected taxes.

The tax rate is subject to final approval by the NHDRA.

Assigned - Represents amounts that are constrained by the Town's intent to use these resources for a specific purpose. This fund balance classification includes general fund encumbrances that have been established by various Town departments for the expenditure of current year budgetary financial resources upon vendor performance in the subsequent budgetary period.

Unassigned - Represents amounts that are available to be spent in future periods and deficit funds.

Following is a breakdown of the Town's fund balances at December 31, 2017:

	General Fund	Capital Project Fund	Nonmajor Governmental Funds	Total Governmental Funds
<b>Nonspendable</b>				
Reserve for capital project deficits	\$ 369,681	\$ -	\$ -	\$ 369,681
Nonexpendable permanent funds	-	-	53,454	53,454
<b>Total Nonspendable</b>	<b>369,681</b>	<b>-</b>	<b>53,454</b>	<b>423,135</b>
<b>Restricted</b>				
Great Dam removal	-	205,000	-	205,000
Debt service <sup>1</sup>	-	148,960	-	148,960
Other bonded projects	-	2,344,135	-	2,344,135
<b>Special revenue funds:</b>				
Cable TV	-	-	292,439	292,439
Recreation	-	-	337,913	337,913
Energy	-	-	254,813	254,813
Library	-	-	209,061	209,061
EMS	-	-	251,706	251,706
Other special revenue funds	-	-	708,515	708,515
<b>Expendable permanent funds:</b>				
Swasey parkway	-	-	395,598	395,598
Other	-	-	5,743	5,743
<b>Total Restricted</b>	<b>-</b>	<b>2,698,095</b>	<b>2,455,788</b>	<b>5,153,883</b>
<b>Committed</b>				
Capital reserve funds	101,783	-	-	101,783
<b>Total Committed</b>	<b>101,783</b>	<b>-</b>	<b>-</b>	<b>101,783</b>
<b>Assigned</b>				
Encumbrances	230,185	-	-	230,185
<b>Total Assigned</b>	<b>230,185</b>	<b>-</b>	<b>-</b>	<b>230,185</b>
<b>Unassigned</b>	<b>2,833,132</b>	<b>(1,163,194)</b>	<b>(212,913)</b>	<b>1,457,025</b>
<b>Total Unassigned</b>	<b>2,833,132</b>	<b>(1,163,194)</b>	<b>(212,913)</b>	<b>1,457,025</b>
<b>Total Fund Balance</b>	<b>\$ 3,534,781</b>	<b>\$ 1,534,901</b>	<b>\$ 2,296,329</b>	<b>\$ 7,366,011</b>

<sup>1</sup> This amount represents excess proceeds to be used towards the Great Dam debt service payment.

## 20. General Fund Unassigned Fund Balance

The unassigned general fund balance reported on the balance sheet is stated in accordance with generally accepted accounting principles (GAAP), which differs in respect to how unassigned fund balance is reported in accordance with the budgetary basis for reporting for the State of New Hampshire for tax

rate setting purposes. The major difference is the State of New Hampshire considers revenues in connection with property tax receivables to be available to liquidate liabilities when billed rather than received.

The following summarizes the specific differences between GAAP basis and budgetary basis of reporting the general fund unassigned fund balance:

GAAP basis balance	\$ 2,833,132
Unavailable revenue	1,224,533
Accrued payroll	<u>217,024</u>
Tax Rate Setting Balance	<u>\$ 4,274,689</u>

**21. Commitments and Contingencies**

Outstanding Legal Issues – On an ongoing basis, there are typically pending legal issues in which the Town is involved. The Town’s management is of the opinion that the potential future settlement of these issues would not materially affect its financial statements taken as a whole.

Grants - Amounts received or receivable from grantor agencies are subject to audit and adjustment by grantor agencies, principally the federal government. Any disallowed claims, including amounts already collected, may constitute a liability of the applicable funds. The amount of expenditures which may be disallowed by the grantor cannot be determined at this time, although the Town expects such amounts, if any, to be immaterial.

Abatements - There are several cases pending before the New Hampshire Board of Tax and Land Appeals in regard to alleged discrepancies in property assessments. According to the Town’s counsel, the probable outcome of these cases at the present time is indeterminable, although the Town expects such amounts, if any, to be immaterial.

**22. Net OPEB Obligation**

GASB Statement 45, *Accounting and Financial Reporting by Employers for Post-Employment Benefits Other Than Pensions*, requires governments to account for other post-employment benefits (OPEB), primarily healthcare, on an accrual basis rather than on a pay-as-you-go basis. The effect is the recognition of an actuarially required contribution as an expense on the Statement of Activities when a future retiree earns their post-employment benefits, rather than when they use their post-employment benefit. To the extent that an entity does not fund their actuarially required contribution, a post-employment benefit liability is recognized on the Statement of Net Position over time.

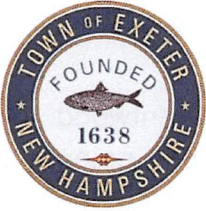
Fund Balance Discussion 10/29/18							
	If the Annual Budget is:	Undesignated Fund Balance DRA Recommended			Undesignated Fund Balance DRA Recommended	UFB GFOA Recommended	UFB GFOA Recommended
		5%	6%	7%	10%	8%	17%
Budget	25,000,000	1,250,000	1,500,000	1,750,000	2,500,000	2,000,000	4,250,000
Budget	30,000,000	1,500,000	1,800,000	2,100,000	3,000,000	2,400,000	5,100,000
Budget	35,000,000	1,750,000	2,100,000	2,450,000	3,500,000	2,800,000	5,950,000
Budget	40,000,000	2,000,000	2,400,000	2,800,000	4,000,000	3,200,000	6,800,000
Budget	45,000,000	2,250,000	2,700,000	3,150,000	4,500,000	3,600,000	7,650,000
Budget	50,000,000	2,500,000	3,000,000	3,500,000	5,000,000	4,000,000	8,500,000
<b>Appropriations (General)</b>							
2018 Town (see Note 2)	18,986,957	949,348	1,139,217	1,329,087	1,898,696	1,518,957	3,227,783
2018 Schools (see Note 1)	29,263,791	1,463,190	1,755,827	2,048,465	2,926,379	2,341,103	4,974,844
2018 Statewide Education Tax	4,089,954	204,498	245,397	286,297	408,995	327,196	695,292
2018 County	1,987,619	99,381	119,257	139,133	198,762	159,010	337,895
<b>Total All</b>	<b>54,328,321</b>	<b>2,716,416</b>	<b>3,259,699</b>	<b>3,802,982</b>	<b>5,432,832</b>	<b>4,346,266</b>	<b>9,235,815</b>
	Audited Tax Rate FB	4,274,689	Percent of Budget	7.87%		98.4%	46.3%
	2018 Voted from FB	157,500				Percent of GFOA	Percent of GFOA
	Available	4,117,189					
	Recommended For Use	600,000					
	Remaining 12/31/18	3,517,189					
	Recommendation will result in 6% target being met as of 12/31/18						
Note 1: School number net of state aid and statewide property tax							
Note 2: Town number general budget plus general warrant articles							

**Town of Exeter  
Preliminary Tax Rate Comparison from 2017 - 2018**

	<b>Actual</b>	<b>Preliminary</b>	<b>Increase over</b>	<b>Tax Impact on a</b>
	<b>2017</b>	<b>2018</b>	<b>Prior Year</b>	<b>\$300,000 Home</b>
<b>State</b>	\$ 2.35	\$ 2.39	\$ 0.04	\$ 12.00
<b>School</b>	16.24	16.72	0.48	\$ 144.00
<b>County</b>	1.10	1.14	0.04	\$ 12.00
<b>Municipal</b>	7.08	7.25	0.17	\$ 51.00
<b>Total Tax Rate</b>	<b>\$ 26.77</b>	<b>\$ 27.50</b>	<b>\$ 0.73</b>	<b>\$ 219.00</b>

**EPPING ROAD SPRING STREET WINTER STREET TAP GRANT UPDATE**





# TOWN OF EXETER

## *Planning and Building Department*

10 FRONT STREET • EXETER, NH • 03833-3792 • (603) 778-0591 • FAX 772-4709

[www.exeternh.gov](http://www.exeternh.gov)

---

**Date:** October 24, 2018  
**To:** Russ Dean, Town Manager  
**From:** Dave Sharples, Town Planner  
**Re:** Transportation Alternatives Program (TAP)

As you know, the Town received funding for a TAP project last year to install new sidewalks on portions of Epping Road, Winter Street, and Spring Street. The Town contracted with Hoyle Tanner & Associates (HTA) to complete the engineering phase of the project. HTA has gone through the preliminary design phase that requires the Town examine alternatives, hold public meetings and determine a preferred alternative.

The Town and HTA hosted two public meetings on January 10, 2018 and March 21, 2018. The first meeting was to solicit input from the public regarding the proposed project where several residents participated and shared their views. The second meeting was to present concept plans based on the input we heard from residents and Town staff to determine the preferred alternatives. HTA is now preparing to submit the preferred alternatives to the NHDOT and move ahead to the next design phase on the project. Before doing this, I would like to present the preferred alternatives to the Select Board to see if they have any comments before we move on to the next phase. Since there are three different projects within the scope of the grant, I briefly provide a description of each below that will provide context for the discussion at the Select board meeting.

The Spring Street portion of the project will connect the existing sidewalks on Spring St as shown on the attached concept plan. Due to a variety of factors, the only real alternatives to the project are to construct the sidewalk or not construct the sidewalk so this one is straightforward and the preferred alternative was to construct the sidewalk so it will be continuous from Front St to Water St.

The Winter Street portion of the project will connect the existing sidewalk on Winter St at the intersection of Whitley St to the Epping Road sidewalk and include a pedestrian crossing on Epping Rd. The two alternatives beyond not constructing the project was to install a raised sidewalk with granite curbing or an at-grade sidewalk with a grass panel between the pavement roadway and the sidewalk. Coupled with the challenges associated with drainage as the land in this area is relatively flat, the neighbors expressed a clear preference for no curb as a couple of owners access their rear yards on occasion off Winter St and curbing would prevent them from continuing this practice. Although we

recognized the issues with a grass panel, the preferred alternative is an at-grade sidewalk.

The Epping Road portion of the project is to install a new sidewalk from the Brentwood Rd/Epping Road intersection to the sidewalk to the north along the frontage of 80 Epping Rd that was built as part of a recent multi-family project. This is shown on the attached concept plan for this area. While there are no alternatives for the sidewalk from the intersection to the existing sidewalk at 80 Epping road beyond not constructing it, two alternatives were reviewed to install a crosswalk to get pedestrians across Brentwood Rd.

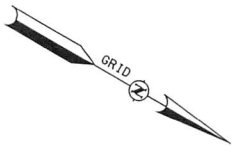
I have enclosed the concept plans for both alternatives. As you will note from the plans, one option will be to leave the intersection as it is today and direct pedestrians across Columbus Ave and then Brentwood Rd to continue north on Epping Road. The preferred alternative is to install the crosswalk along Epping Road that necessitates a reconfiguration of the intersection. The preferred alternative will prohibit vehicles from entering onto Columbus Ave from Epping Rd. All other turning movements that exist today will be maintained. This was preferred from the few folks that attended the public session and HTA feels it is the safest option since pedestrians will likely cross along Epping Road anyway and the reconfiguration can improve the safety of the intersection as a whole.

At the second public meeting, I did express a concern that we should avoid fixing a problem in one area and causing an issue somewhere else since vehicles, that used to come from Epping Rd to Columbus will now need to seek an alternate route. To address this concern the Town had HTA conduct traffic counts and assess where the traffic would be diverted. I have enclosed the traffic memorandum with this memorandum. In summary, the report indicates that 45 vehicles will be added to Winter St during the AM peak hour and 94 vehicles will be added to Winter St during the PM peak hour. HTA and HTA believes this additional traffic can be safely handled on Winter St.

Thank you for placing me on the October 29<sup>th</sup> meeting of the Select Board and I will attend the meeting and present the alternatives to the Select Board.

Thank you.

Enclosure – 5



PEA Campus

Wetherell Dining Hall

First Baptist Church

PROPOSED RETAINING WALL / BACK CURB (+/- 18" REVEAL)

PROPOSED CONCRETE SIDEWALK WITH GRANITE CURB (TYP.)

Front Street (NH Route 111)

Spring Street



TAX MAP 72, LOT 199  
ACADEMY MANOR CONDOMINIUM  
41 FRONT ST  
EXETER, NH 03833  
R.C.R.D. BOOK 4087, PAGE 644

TAX MAP 72, LOT 201  
NORTHERN NEW ENGLAND  
TELEPHONE OPERATIONS, LLC  
770 ELM STREET  
MANCHESTER, NH 03101  
R.C.R.D. BOOK 4902, PAGE 961

TAX MAP 72, LOT 202  
20 MAIN ST  
EXETER, NH 03833

PEA Bookstore

TAX MAP 72, LOT 204-1  
PHILLIPS EXETER ACADEMY  
20 MAIN ST  
EXETER, NH 03833  
R.C.R.D. BOOK 349, PAGE 264

Williams House

TAX MAP 72, LOT 204-2  
PHILLIPS EXETER ACADEMY  
20 MAIN ST  
EXETER, NH 03833  
R.C.R.D. BOOK 678, PAGE 433

TAX MAP 72, LOT 206  
SOCIETY OF CINCINNATI  
ONE GOVERNOR'S LANE  
EXETER, NH 03833

American Independence Museum

**LEGEND**

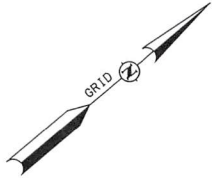
- Existing Pavement
- Existing Building
- Proposed Raised Traffic Islands
- Proposed Sidewalk
- Approximate Limit of Slope Work and Landscaping
- Existing R.O.W. (Right-of-Way)
- Proposed Drainage Information



Exeter, NH  
Preferred Alternative - Spring Street - TAP Sidewalk Project  
Local Concerns Meeting - March 21, 2018

Hoyle, Tanner & Associates, Inc.





ADA CURB RAMP

PROPOSED ASPHALT  
SIDEWALK WITH  
GRANITE CURB (TYP.)

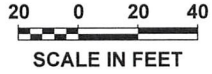
NEW CROSSWALK WITH  
ADA CURB RAMPS &  
OVERHEAD LIGHTING

PROPOSED GRASS  
PANEL (TYP.)

CATCH BASIN TO  
CAPTURE TRAPPED  
RUNOFF

**LEGEND**

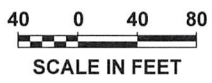
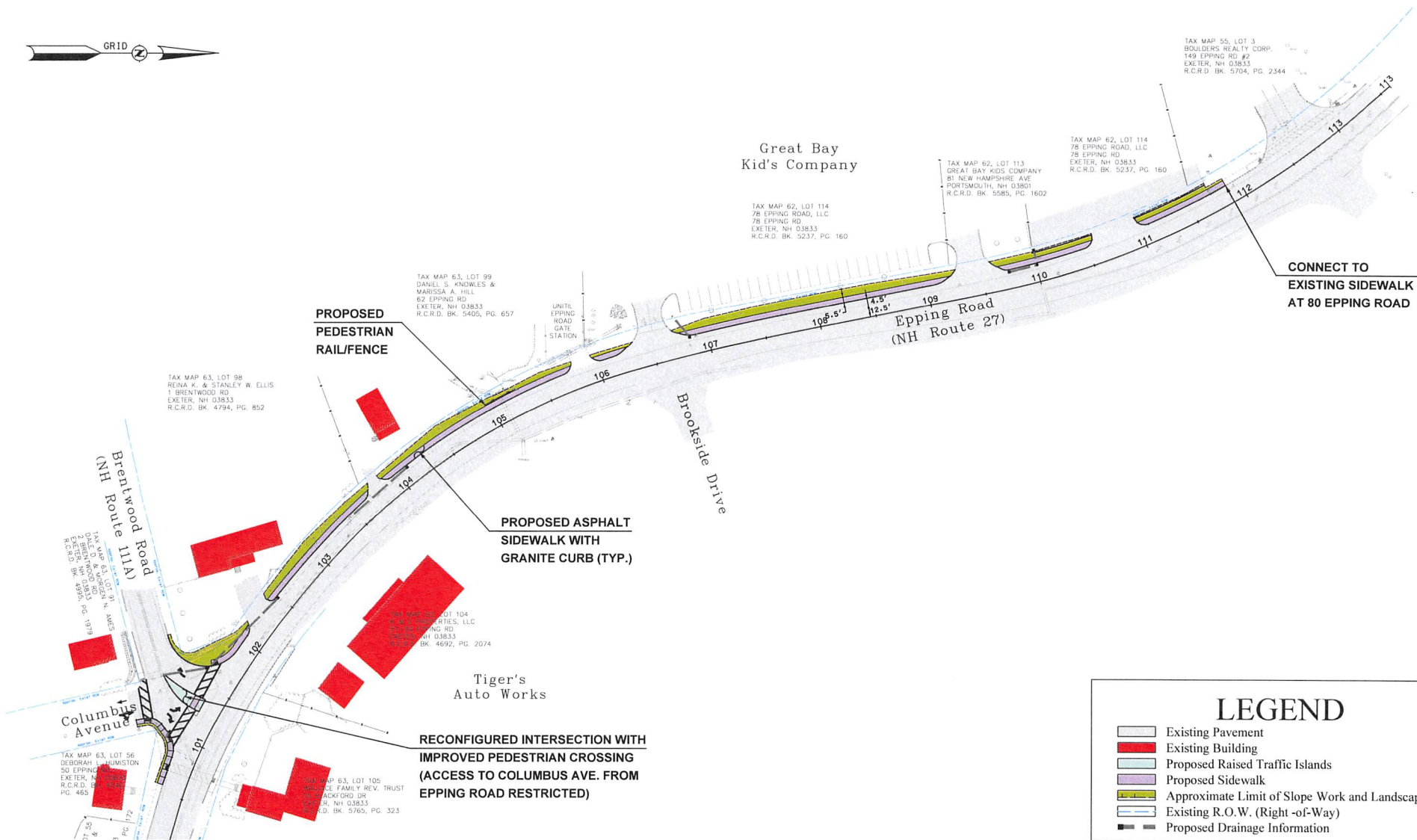
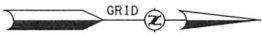
- Existing Pavement
- Existing Building
- Proposed Raised Traffic Islands
- Proposed Sidewalk
- Approximate Limit of Slope Work and Landscaping
- Existing R.O.W. (Right-of-Way)
- Proposed Drainage Information



Exeter, NH  
Preferred Alternative - Winter Street- TAP Sidewalk Project  
Local Concerns Meeting - March 21, 2018

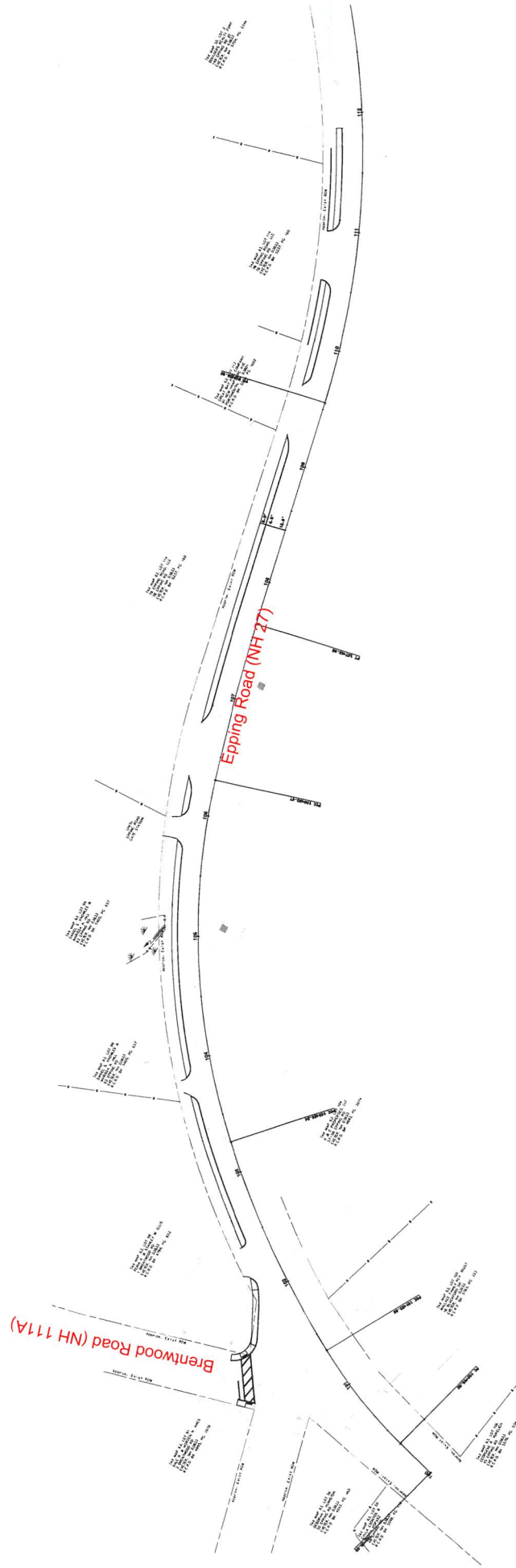
Hoyle, Tanner  
& Associates, Inc.





Exeter, NH  
 Preferred Alternative - Epping Road - TAP Sidewalk Project  
 Local Concerns Meeting - March 21, 2018





**Concept 1A - Epping Road Sidewalk  
41372 Exeter TAP Project**



50 High Street, 4th Floor, Suite 49  
North Andover, Massachusetts 01845  
978-296-4433

## MEMORANDUM

To: **Dave Sharples – Town Planner – Town of Exeter**

---

From: **Sasha Wood, PE – (Reviewed by Stephen Haas, PE) - Hoyle, Tanner & Associates**

---

Date: **9/19/2018**

---

Re: **Epping Rd/Brentwood Rd/ Columbus Ave. Traffic Analysis  
41372 - Exeter TAP Sidewalk Project**

---

A brief study of existing and proposed traffic operation conditions was completed for the design work at the intersection of Epping Road, Columbus Avenue, and Brentwood Road in Exeter, NH. Following is a summary of the findings.

### Project Description

The project involves the reconstruction of the intersections of Epping Road/Brentwood Road/Columbus Avenue to better accommodate pedestrians through the intersection. The existing three intersections will be reconfigured to operate as a single intersection along Epping Road, while maintaining a connection (limited to right-in, right-out) at Columbus Avenue.

### Existing Conditions

The intersection currently consists of three closely spaced, unsignalized intersections. At the northwest corner, Epping Road intersects Columbus Avenue to form a Y-shaped intersection. Vehicles traveling southeastbound and northwestbound along Epping Road have the right-of-way, while vehicles heading northbound on Columbus Avenue are under STOP control. At the southeast corner, Epping Road intersects Brentwood Road to form another Y-shaped intersection. Again, vehicles traveling southeastbound and northwestbound along Epping Road have the right-of-way, while vehicles traveling eastbound along Brentwood Road are under STOP control. At the southwest corner of the set of intersections, Columbus Avenue and Brentwood Road intersect to form a four-legged intersection. The Columbus Avenue northbound and southbound approaches are under STOP control, as well as the Brentwood Road eastbound approach. The Brentwood Road westbound approach has the right-of-way.

Turning movement counts were conducted during the morning and afternoon commuter peak periods (7:00 to 9:00 AM and 4:00 to 6:00 PM) at the intersections on Tuesday, August 21, 2018. The group of intersections carries approximately 975 vehicles during the morning peak hour and approximately 1,327 vehicles during the afternoon peak hour. The traffic volumes are shown on Figure 1.

In addition, 24-hour automatic traffic recorder (ATR) counts were obtained for three nearby locations on the same day. Washington Street and Columbus Avenue south of Brentwood Road each carry approximately 2,180 and nearly 1,850 vehicles per day, respectively. Winter Street south of Dartmouth Street carries nearly 4,090 vehicles per day.



A capacity analysis of the intersections was completed for existing conditions using a SimTraffic simulation. Because of the 3-way STOP control at a 4-way intersection, the Highway Capacity Manual analysis is not able to compute a level of service or delay. Based on the traffic simulations, the intersections of Brentwood Road, Columbus Avenue, and Epping Road all operate with delays of less than 20 seconds for all lanes during both peak hours. A summary of existing operating conditions is shown below in Table 1.

**Table 1: Existing Operating Conditions**

Intersection	Direction	Lane	AM Peak Hour		PM Peak Hour	
			Delay	Queue	Delay	Queue
NW: Epping Road at Columbus Avenue	NB	L	8	52	9	54
	SEB	TR	2	107	15	297
	NWB	T	0	0	1	0
SE: Epping Road at Brentwood Road	EB	R	5	50	6	51
	NWB	LT	1	24	3	97
	SEB	T	1	0	2	10
SW: Columbus Avenue at Brentwood Road	EB	LTR	16	147	17	122
	WB	LT	0	0	0	0
	NB	LTR	13	59	15	60
	SB	TR	2	57	3	37

## Reconfigured Conditions

With the proposed pedestrian improvements comes some geometric and operational changes to the intersections. The northwest intersection is proposed to be eliminated and only the two southern intersections will remain. At the intersection of Brentwood Road and Columbus Avenue, only right turns in and out of Columbus Avenue are proposed to be allowed. Left turns at this location will be physically blocked by the tail end of a small island separating the eastbound and westbound traffic at the intersection of Brentwood Road and Epping Road. As a result of this reconfiguration, some traffic volumes will be diverted. Vehicles that currently drive northbound on Columbus Avenue and eastbound on Brentwood Road destined for the north on Epping Road will be diverted to the Epping Road/Brentwood Road intersection by way of a left turn instead of the connection via Columbus Avenue. The reverse route is also impacted, as the connection to Columbus Avenue will require southeast bound traffic along Epping Road to divert along Epping Road to Brentwood Road and Winter Street. The left turns from Columbus Avenue northbound will be diverted to Washington Street. Additionally, the small amount of traffic that is destined for Columbus Avenue from the south on Epping Road will end up diverting to Columbus Avenue by way of Winter Street. The traffic diversions are shown on Figure 2. The traffic volumes for the reconfigured intersection are shown in Figure 3. Traffic diversions on the roadway segments studied are shown in Table 2.

**Table 2: Traffic Diversions**

Roadway Segment	Direction	2018 ADT	Redistribution from Intersection Reconfiguration
Washington St south of Brentwood Rd	NB	1,071	+1%
	SB	1,109	0%
Columbus Ave south of Brentwood Rd	NB	904	+3%
	SB	942	-90%
Winter St south of Dartmouth St	NB	2,154	+3%
	SB	1,935	+45%

As shown in Table 2, diversions along Columbus Avenue are expected to cause a decrease of about 90% of southbound traffic and an increase of about three percent in the northbound direction. Diversions of Columbus Avenue traffic to Washington Street are expected to cause an increase of about one percent in the northbound direction, while no notable diversions are expected in the southbound direction. Along Winter Street, diversions of about three percent are expected in the northbound direction, while the southbound direction could see increases in volumes up to 45 percent. All of these projected diversions are based on the peak hour traffic diversions at the Epping Road/Columbus Avenue/Brentwood Road intersection. Peak hour traffic operations analyses for the reconfigured intersections were also performed with a SimTraffic simulation. The reconfigured traffic operations results are shown below in Table 3.

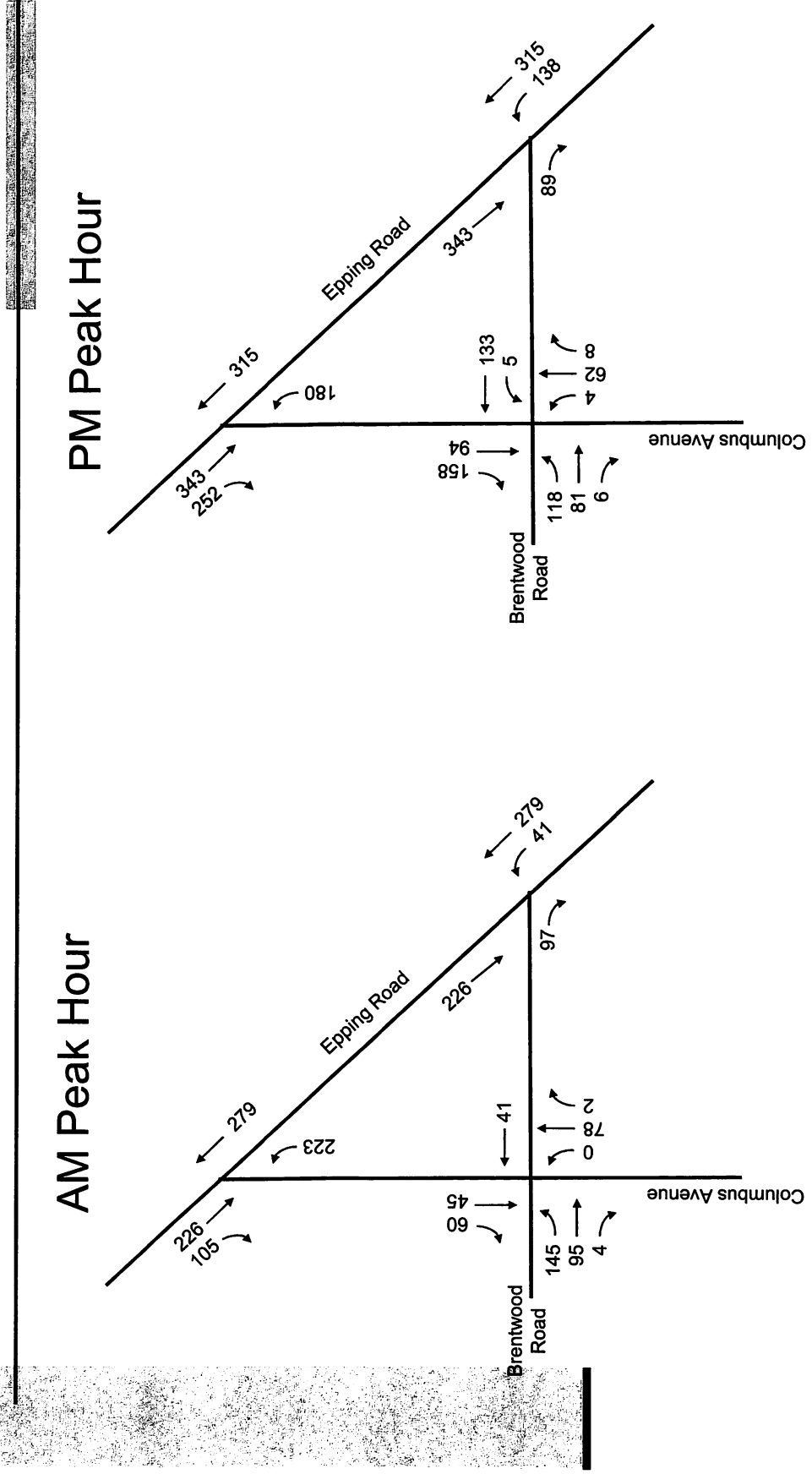
**Table 3: Reconfigured Operating Conditions**

Intersection	Direction	Lane	AM Peak Hour		PM Peak Hour	
			Delay	Queue	Delay	Queue
SE: Epping Road at Brentwood Road	EB	L	9	49	18	43
		R	3	23	4	23
	NWB	LT	1	36	7	175
	SEB	TR	1	26	1	36
SW: Columbus Avenue at Brentwood Road	EB	TR	5	81	15	136
	WB	T	0	0	0	0
	NB	R	13	59	36	117

As shown in Table 3, the intersections are expected to operate with delays in all lanes of 36 seconds or less during both peak hours. The longest queues are expected during the afternoon peak hour, with queues on the Columbus Avenue northbound approach of about 117 feet and the Epping Road northwest approach of approximately 175 feet. Delays along the Epping Road southeast approach are expected to decrease as compared to existing conditions since the right turns onto Brentwood Road will no longer have to stop.

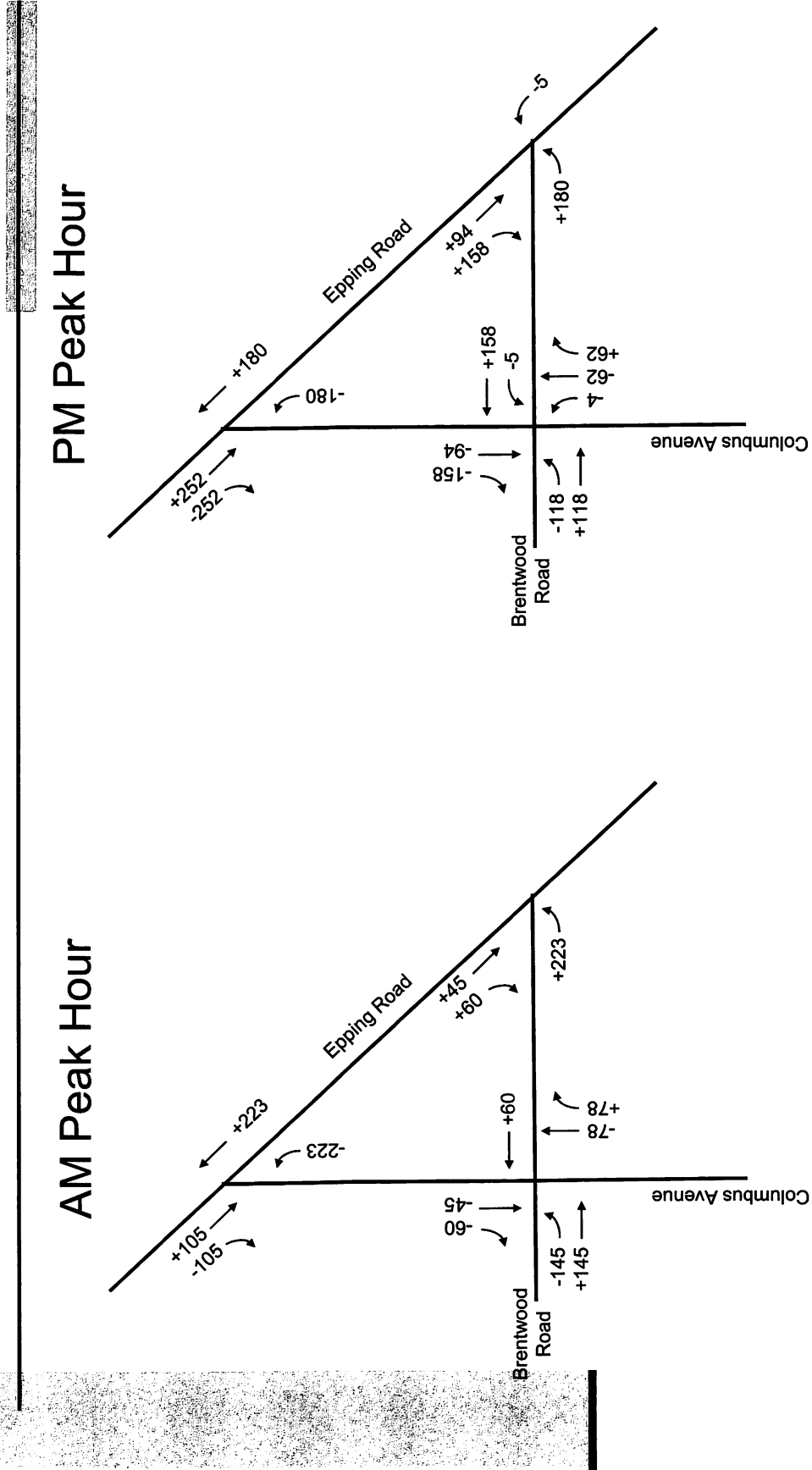
## Summary

# 2018 Existing Peak Hour Volumes



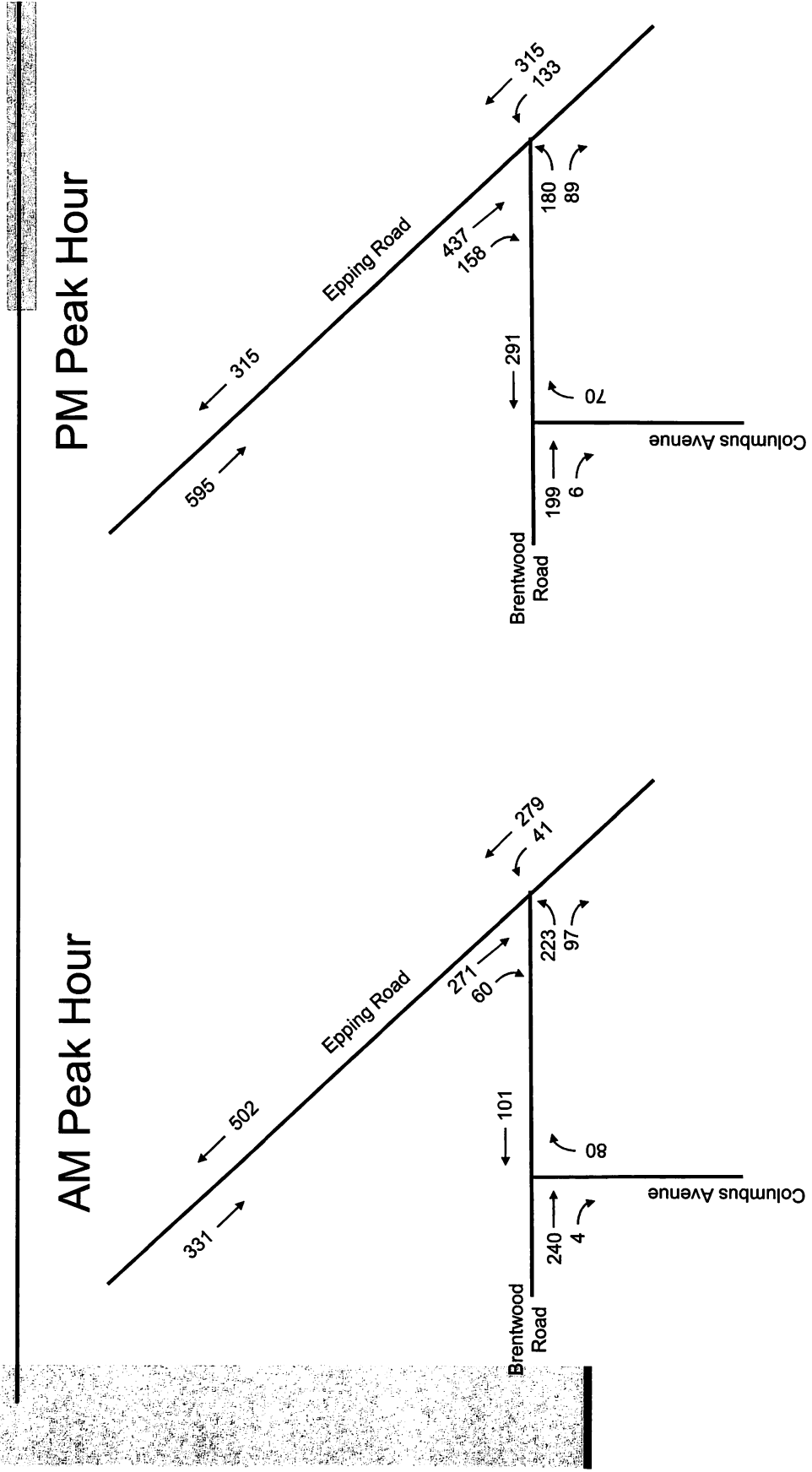
Note: Schematic Diagram - Not to Scale

# Redistributed Peak Hour Volumes



Note: Schematic Diagram - Not to Scale

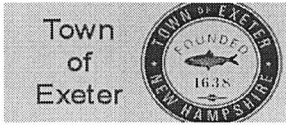
# 2018 Peak Hour Volumes-Reconfigured



Note: Schematic Diagram - Not to Scale

WWTF CONTRACT 2 FOLLOW UP DISCUSSION

ORIGINAL PACKET DATE: 10/15/18



Russ Dean &lt;rdean@exeternh.gov&gt;

## Warrant Article Spending Authority Questions

3 messages

Jennifer Perry <jperry@exeternh.gov>  
 To: Walter Mitchell <walter@mitchellmunigroup.com>  
 Cc: Russ Dean <rdean@exeternh.gov>

Wed, Oct 24, 2018 at 8:32 AM

Good morning Walter,

The Town is considering the design & construction of a 12" diameter water main extension (~3,000 feet) to the Public Works site during the sewer forcemains construction next year. It was in the original design, was removed during value engineering as a cost saving measure, then good competitive bidding brought in pricing low enough to make us reconsider. NHDES has determined the water main is eligible in the wastewater SRF program because it will provide fire suppression to the new facilities. Our question to you is, do the previous warrant articles give us the authority to proceed and charge the water main related expenses to the water fund? Or do we need an additional warrant article & clarifying language in 2019?

2014 Article 6 (Passed 1679 Yes, 487 No)

To see if the Town will vote to raise and appropriate the sum of five million and zero dollars (\$5,000,000) for the engineering design of a Wastewater Treatment Facility, Main Pump Station and CSO Abatement Upgrades. The Town will authorize the issuance of not more than (\$5,000,000) of bonds or notes in accordance with the provisions of the Municipal Finance Act to determine the rate of interest thereon; Debt service will be paid from the sewer fund (\$5,000,000).

(3/5 ballot vote required for approval.)

Recommended by the Board of Selectmen 5-0

2016 Article 7 (Passed 1587 Yes, 529 No)

Shall the Town vote to raise and appropriate the sum of forty-nine million nine hundred and eighty thousand dollars (\$49,980,000) for the purpose of constructing a new wastewater facility and site improvements at Newfields Road and improvements to the Main Pumping Station and sewer force mains to meet the requirements of USEPA and NHDES for treatment of wastewater before it is discharged to the Squamscott River in accordance with the Administrative Order on Consent between USEPA and the Town of Exeter, and authorize the issuance of not more than forty-nine million nine hundred and eighty thousand (\$49,980,000) of bonds or notes in accordance with the provision of the Municipal Finance Act (RSA 33); and further to authorize the Board of Selectmen to apply for, obtain and accept federal, state or other aid, if any, including principal forgiveness, which may become available for this project. Debt service to be paid by the sewer fund. (3/5 ballot vote required for approval.) Recommended by the Board of Selectmen 5-0.

Thank you,  
 Jennifer

--

Jennifer Royce Perry, P.E., Director  
 Exeter Public Works  
 13 Newfields Road  
 Exeter, NH 03833  
 (603) 773-6157  
*Enhancing, Preserving Community & Environment*

Like us on Facebook!

Jennifer Perry <jperry@exeternh.gov>  
 To: Russ Dean <rdean@exeternh.gov>

Fri, Oct 26, 2018 at 1:28 PM

Hi Russ,  
 Please read below to see Walter Mitchell's response regarding Rte 85 water main.  
 Thank you,  
 Jennifer

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

From: **Walter Mitchell** <walter@mitchellmunigroup.com>  
Date: Thu, Oct 25, 2018 at 9:14 AM  
Subject: RE: Warrant Article Spending Authority Questions  
To: Jennifer Perry <jperry@exeternh.gov>

Good Morning, Jennifer – Thank you for this additional information. As long as there is a credible argument that these water lines are going in as part of and to serve the new construction – and I do believe that credible argument exists – you should be able to once again include them as part of the project to be funded by those two warrant articles.

Please let us know if there are further questions.

Walter

Walter L. Mitchell  
Mitchell Municipal Group, P.A.  
25 Beacon Street East  
Laconia, NH 03246  
(603) 524-3885  
walter@mitchellmunigroup.com



---

**From:** Jennifer Perry [mailto:jperry@exeternh.gov]  
**Sent:** Wednesday, October 24, 2018 12:11 PM  
**To:** Walter Mitchell  
**Subject:** Re: Warrant Article Spending Authority Questions

Hi Walter,

This water line is primarily to serve the potable and fire suppression needs of the public works "campus" and the new \$34M WWTP. There are 14 residences along Newfields Road that could connect, if they choose (we don't require). Fire ponds have already been constructed with the early phase of the project. Another aspect is that with this major utility installation and road reconstruction along Route 85/Newfields Road in 2019, there would be no new utilities going in for approximately 10 years. We're planning for a new Highway/Maintenance Facility in 2020 to 2022 and it makes sense to



get all the water needs addressed now before that facility is underway. NHDOT wants the Town to take over this 3,000 feet of highway if we put the water in and they would contribute \$200,000 for sub par drainage and pavement restoration. We are in the process of trying to assess what that cost/benefit is to the Town, but don't see it as overly onerous (Board members may think it's onerous, though).

Public Works has a drilled well that does not meet all flow needs. For instance, we can only wash 3 or 4 trucks per day and when the well pump shuts down, we don't have drinking water for 35 employees until the well has recovered (several hours to a day).

Hope this answers your questions,

Jennifer

On Wed, Oct 24, 2018 at 10:41 AM, Walter Mitchell <walter@mitchellmunigroup.com> wrote:

Good Morning, Jennifer – I hope this doesn't come across as a foolish question, but what is the purpose of this 12" line?

Will it be solely to supply water (domestic and fire suppression) to the DPW property, or to others also.

What is the present source of water for the DPW property?

Thanks.

Walter

Walter L. Mitchell

Mitchell Municipal Group, P.A.

25 Beacon Street East

Laconia, NH 03246

(603) 524-3885

walter@mitchellmunigroup.com



**From:** Jennifer Perry [mailto:jperry@exeternh.gov]  
**Sent:** Wednesday, October 24, 2018 8:33 AM  
**To:** Walter Mitchell  
**Cc:** Russ Dean  
**Subject:** Warrant Article Spending Authority Questions

[Quoted text hidden]  
[Quoted text hidden]  
[Quoted text hidden]

**Russ Dean** <rdean@exeternh.gov>  
To: Jennifer Perry <jperry@exeternh.gov>

Fri, Oct 26, 2018 at 1:31 PM

Thank you Jennifer.

I assume a memo is coming addressing the SB's issues from the last meeting.

Thanks,

Russ  
[Quoted text hidden]

**2 attachments**



---

<b>TO:</b>	Jennifer Perry, Matt Berube – Town of Exeter	<b>DATE:</b>	10/12/2018
<b>FROM:</b>	Andy Morrill, Ed Leonard	<b>PROJECT NO.:</b>	12883B
<b>SUBJECT:</b>	Contract 2 Forcemain Upgrades – Options for Discussion/Decision		

---

## **BACKGROUND**

The 90% Submittal for Contract 2 was completed in December 2016. There have been extended discussions between Exeter Public Work and NHDOT regarding this project since that time. The discussions have revolved around the number of utilities proposed to be in the stretch of Newfields Road between Swasey Parkway and the DPW Complex, the location of the Urban Compact Zone Line, NHDOT technical requirements and the proper cost allocation. The existing Urban Compact Zone Line is approximately at the intersection of Newfields Road and the northerly end of Swasey Parkway.

NHDES has determined that the costs associated with the wastewater forcemains and the water main extension (from Water Street/Newfields Road to the DPW Complex) and appurtenant road surface overlay are fully eligible under the CWSRF loan.

NHDES has recently elevated the priority of this Contract due to the recent wastewater forcemain break and due to loan closing requirements associated with the CWSRF loan for the project; therefore, the need to resolve the outstanding issues with NHDOT are now high priority.

The remainder of this memorandum outlines a range project scope options that are available to the Town for this construction contract. The options are based on discussions with NHDOT.

## **OPTIONS FOR DISCUSSION/DECISION**

### **Option 1 – FM/W/G/SD Utility Upgrades with Urban Compact Zone Line Move**

- Install two new wastewater forcemains from Swasey Parkway, along Newfields Road, to the DPW Complex (completed by Town contractor).
- Install one new water main from Water Street, along Newfields Road, to the DPW Complex (completed by Town contractor).
- Install new storm drainage along Newfields Road, per NHDOT requirements (by Town contractor).
- Replace the existing 4” painted steel, low pressure gas service line which currently runs on the west shoulder of Newfields Road (completed by Unitil).
- Reclaim all of the pavement on Newfields Road to improve the structural integrity of the road and pave the full width of the road with full depth pavement (by Town contractor). The road will have gravel shoulders.
- Move the Urban Compact Zone Line to the north end of the DPW Complex driveway.

- NHDOT will convey the road, right-of-way, full storm drain easements and gas utility easements to the Town. NHDOT has indicated that they will contribute to the cost of the drainage improvements and a portion of the paving.

### **Option 2 – FM/G/SD Utility Upgrades with Urban Compact Zone Line Move**

Option 2 will be the same as Option 1, except:

- The water main will not be constructed. The project will be designed for the water main to be installed in the future. It is assumed that the Town would wait 10 years, minimum, prior to cutting the newly completed road (i.e., say 2030).

### **Option 3 – FM/G/SD Utility Upgrades without Urban Compact Zone Line Move**

- Install two new wastewater forcemains from Swasey Parkway, along Newfields Road, to the DPW Complex (completed by the Town's contractor).
- The water main will not be constructed. The project will be designed for the water main to be installed in the future. It is assumed that the Town would wait 5 to 10 years, minimum, prior to cutting the newly completed road (i.e., say 2025 to 2030).
- Existing storm drainage piping would be cut and replaced-in-kind when it is crossed by the new wastewater forcemains (by the Town's contractor).
- Replace the existing 4" painted steel, low pressure gas service line which currently runs on the west shoulder of Newfields Road (completed by Unitil).
- Reclaim all of the pavement on Newfields Road to improve the structural integrity of the road and pave the full width of the road with full depth pavement (by Town contractor). The road will have gravel shoulders.

## **DISCUSSION**

There are several key issues which distinguish the three options, as follows:

- **Construction Cost:** There are a range of costs for the three options due to the range in scope. The Town originally budgeted \$1.74M for Option 3. Based on the loan amount and our assessment of remaining contingency funds at this time, it appears that the Town can accommodate a Contract 2 construction cost of up to \$2.99M and still leave appropriate contingency for the on-going and remaining construction. Options 1, 2 and 3 are estimated to fit within available funds.
- **Construction Duration:** The Town has expressed the desire to complete all the work in one construction season. A typical construction season for work of this type is 228 calendar days (April 1 to November 15). Based on preliminary discussions with NHDOT, we are looking at a construction season of 245 calendar days (March 15 to November 15). Option 1 will likely require some work in Spring 2020.

- Availability of Public Water at the DPW Complex. Option 1 would have public water at the DPW Complex in 2019. Options 2 and 3 would have public water at the DPW Complex in 2025 to 2030 (assuming a 5 year to 10 year road opening moratorium).
- Adjustment of the Urban Compact Zone: NHDOT is pushing for the Town to take over the road, out to the DPW Complex, due to the number of utilities under the pavement.

The key issues associated with each of the options are summarized below and in Table 1.

**TABLE 1 – COMPARISON OF OPTIONS FOR CONTRACT 2**

Items	Option 1 FM/W/G/SD With UCZ Move	Option 2 FM/G/SD W/ UCZ Move	Option 3 FM/G/SD W/O UCZ Move
Approximate Length of Wastewater Forcemain (feet)	3,200	3,200	3,200
Approximate Length of Water Main Extension (feet)	3,350	0 ft (install in future)	0 ft (install in future)
Approximate Length of Gas Main Replacement (feet)	2,400	2,400	2,400
Approximate Length of Storm Drain Replacement (feet)	800	800	100
Estimated Construction Duration (calendar days)	289	213	185
Estimated Construction Cost Total	\$2,860,000	\$1,870,000	\$1,680,000
Estimated Construction Cost Covered by NHDOT	\$200,000	\$200,000	\$0
Estimated Construction Cost Net for the Town	\$2,660,000	\$1,670,000	\$1,680,000
UCZ Moved to DPW Complex	Yes	Yes	No

Notes:

- 1) Estimated construction costs are presented in September 2018 dollars (ENR CCI 11170) and are based on the quantities noted above. These numbers will be refined based on the selected option as the design is finalized.
- 2) Estimated construction durations are based on 100 ft/day for wastewater forcemain No. 1, 150 ft/day for wastewater forcemain No. 2, 100 ft/day for water main, 200 ft/day for storm drain, and a 10% time allowance for weather.
- 3) Estimated construction costs covered by NHDOT are calculated based on *assumed* 100% of storm drain replacement and *assumed* 50% of pavement overlay costs, *if* the Urban Compact Zone is moved.

## BRUSH DUMP FEES

Prior Agenda Dates

October 15<sup>th</sup>, 2018

September 10<sup>th</sup>, 2018

August 6<sup>th</sup>, 2018

July 23<sup>rd</sup>, 2018

# Transfer Station Brush Dumping Fees Proposal

## Overview of Activity at the Brush Dump 2017 from commercial businesses

39 Commercial users

### Loads

Small Loads 647 recorded  
Large Loads 362 recorded

Hampton's Brush Dump Chipping Contract for 2017 and 2018 for one visit was \$6,925 by the Dirt Doctor. Exeter would require 4 visits a year depending on the activity and has more activity so a rough estimate would be about \$8,000 per visit for a total of \$32,000.

Other expenses at the transfer station include salaries for attendants and extra staff on during busy hours, keeping the Transfer Station in compliance with regulations and mitigation from prior landfill, training and certificates, and insurance.

### 2019 Proposal

	Current	2019
Residential Permits	\$10.00	\$20.00-\$25.00
Commercial Permits	\$10.00per truck	\$20-\$25.000 per truck

### Brush Dump - Only One Use Permit

Truck Load - Permits must be bought prior at DPW

	Current	2019
Small Load	\$0	\$25.00
Large Load	\$0	\$50.00

All businesses must have an Exeter address as place of business and all trucks must be registered in Exeter. Businesses can pick up "One Use Permits" from DPW and each permit must be signed by the homeowner where the brush has come from. "One Use Permits" will not be available at the Transfer Station. No single use permit needed for leaves or grass clippings.

These permit prices will need to be revisited in October of 2019 to see if these cover the costs of the transfer station brush dump.



Permit No 00001  
Year 2019

**Town of Exeter**  
**Brush Dump Load Ticket**  
**Hauler and/or Contractor Large Load \$50.00**

Name of Exeter Resident or Business being served: \_\_\_\_\_

Exeter Address where brush/wood is coming from: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Hauler or Contractor Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Drivers Name: \_\_\_\_\_ Hauler or Contractors Vehicle Make: \_\_\_\_\_

Model: \_\_\_\_\_ Year: \_\_\_\_\_ Color: \_\_\_\_\_ State: \_\_\_\_\_ Plate #: \_\_\_\_\_

Date materials being hauled to Transfer Station: \_\_\_\_\_

I hereby authorize the above named Hauler/Contractor to bring brush materials (less than 5-inch diameter and 5 feet long) from my property/business into the transfer station. I certify that these materials originated from the Town of Exeter. I understand that if this form is not complete, the materials may be turned away from the transfer station. I further certify that the above information is true, and I understand that false statements could leave me personally subject to prosecution by the Town of Exeter under New Hampshire RSA's and town ordinances.

Resident or Business Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Small Load:** Up to full size pick-up truck or single axle trailer \$25.00 (each load)

**Large Load:** One ton truck or double axle trailer \$50.00 (each load)





**Town of Exeter**  
**Brush Dump Load Ticket**  
**Hauler and/or Contractor Small Load \$25.00**

Permit No 00001  
Year 2019

Name of Exeter Resident or Business being served: \_\_\_\_\_

Exeter Address where brush/wood is coming from: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Hauler or Contractor Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Drivers Name: \_\_\_\_\_ Hauler or Contractors Vehicle Make: \_\_\_\_\_

Model: \_\_\_\_\_ Year: \_\_\_\_\_ Color: \_\_\_\_\_ State: \_\_\_\_\_ Plate #: \_\_\_\_\_

Date materials being hauled to Transfer Station: \_\_\_\_\_

I hereby authorize the above named Hauler/Contractor to bring brush materials (less than 5-inch diameter and 5 feet long) from my property/business into the transfer station. I certify that these materials originated from the Town of Exeter. I understand that if this form is not complete, the materials may be turned away from the transfer station. I further certify that the above information is true, and I understand that false statements could leave me personally subject to prosecution by the Town of Exeter under New Hampshire RSA's and town ordinances.

Resident or Business Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Small Load:** Up to full size pick-up truck or single axle trailer \$25.00 (each load)

**Large Load:** One ton truck or double axle trailer \$50.00 (each load)



# EXETER PUBLIC WORKS DEPARTMENT

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

## MEMO

DATE: October 12, 2018  
TO: Russell Dean, Town Manager  
FROM: Jennifer R. Perry, P.E., Public Works Director  
CC: Jay Perkins, Sr., Highway Superintendent  
RE: Transfer Station & Brush Dump Recommendations

---

The Public Works Department makes the following recommended changes to the Transfer Station and brush dump based upon previous reports, memos and discussions with the Select Board. The following changes should be effective January 1, 2019.

Transfer Station permit increases:

- Resident \$25.00/year
- Commercial up to ½ ton truck with or without trailer \$500.00/year
- Commercial ½ ton up to 1 ton truck with or without trailer \$750.00/year
- No trucks in excess of 1 ton will be accepted at the transfer station.

Brush dump requirements:

- All commercial haulers shall surrender a Town of Exeter brush form, filled out and signed by the Exeter property owner that verifies brush and leaves are from within Exeter
- Only brush loads associated with original owner signed and dated forms will be accepted. No copying of forms will be allowed.
- No brush over 5 feet long or over 5 inches diameter will be accepted.
- Commercial permits will be for brush & leaves only and no other waste will be accepted.

The hours of the transfer station will be changed to the following:

- Tuesday 9:00 am to 1:00 pm
- Friday 9:00 am to 2:30 pm
- Saturday 9:00 am to 2:30 pm

All brush will be ground/chipped and removed from the transfer station site by a contracted vendor. The 2019 budget request for dozer rental to compact and bury brush (Caterpillar D6H) \$14,000 will have to be increased to \$28,000 for contracted grinding. This estimate is based on 4 times per year at \$7,000 each (cost based upon Hampton, NH, 2018 lowest bid price of \$6,925 from Dirt Doctors of Pembroke, NH).

MUNICIPAL BRUSH HANDLING  
EXETER, NH

	Resident	Resident Permit	Commercial	Limits	Final Handling	Stump Dump Hours
<b>NEIGHBORING TOWNS</b>						
Brentwood	\$0		\$25/1-ton pickup \$50/>1-ton pickup homeowner letter	< 5 inch dia.		Tue & Thu 3 - 4; 1st Sat
East Kingston, Kingston, Kensington (Landscapers Depot)	\$68/pickup \$90/1 ton pickup		\$75/pickup \$100/1 ton pickup		burn	M-F 7-5 Sat 8-4 Sun 10-4
Epping	\$0		Not accepted	< 4 inch diameter		Wed 12-7; Sat & Sun 9 - 4
Hampton Falls		\$30/3 yr	Not accepted	< 5 inch dia.; no stumps		April - November Sat 8-2
Hampton	\$0		Accepted; if out of town, require owner signed form	< 6 inch dia.; no stumps	chip by contractor in April & Nov	MWFSat Sun 8-3, Thu 12-3
Newfields (contract w/Newmarket)	\$0	residency proof: license or utility bill	Only with resident present	< 5 inch dia.; no logs, no stumps	burn	Wed 12-6 sumr; Wed 8-2 winter; Sat 7:30 - 4
North Hampton	\$0	\$1/yr with vehicle registration	Not accepted	< 5 inch dia.; < 5 foot length; larger & stumps go to ERRCO (fees)	chip in-house regularly; catastrophic hire out	April - November Sat 8-12, 12:30-4:30
Stratham			\$5	no stumps, no tree trunks, no limbs > 6 inch dia.		April - November Sat 9-4; December - Mar 1st & 3rd Sat 9-4
<b>OTHER COMPARABLE TOWNS/FACILITIES</b>						
Durham	\$0	\$0 with vehicle registration	landscaper 1 day permit	< 5 inch dia.; < 5 foot length	burn & chip	Tue & Sat 7:30 - 3
Greenland	\$0	\$10/yr	\$25/truck load	no stumps	chip by contractor \$3k & chips go	Wed & Sat 8-5
Newmarket	\$0	residency proof: license or utility bill	Only with resident present	< 5 inch dia.; no logs, no stumps	burn	Wed 12-6 sumr; Wed 8-2 winter; Sat 7:30 - 4
Raymond (Casella)	\$0		Not accepted	only allow small amounts, bags, small pickup		
ERRCO	NA	NA	\$72.25/ton			M-F 7-4:30

Original Proposal  
7/23/18

4. No longer allow commercial vendors or entities to dump brush and leaves. Most surrounding towns accept brush for free from residents, but do not accept from commercial vendors. Exeter is receiving excessive volumes of brush and some may be coming from beyond Exeter. An alternative could be to establish a fee schedule for commercial vendors, such as what Stratham charges residents:

6-foot pickup load.....	\$25
8-foot pickup load.....	\$30
single axle dump.....	\$50
tandem axle dump.....	\$100











**TOWN OF HAMPTON**

**Hauler and/or Contractor Form**

For ALL Building Or Remodel Jobs, A Copy Of The **BUILDING PERMIT** For The Job Site Being Worked  
MUST Be Provided

**ALL ITEMS MUST BE COMPLETED (Please Print – One Form Per Day is Required)**

**Part 1** (Completed by Hampton Resident or Hampton Business person)

Name of Hampton Resident or Business Being Served: \_\_\_\_\_

Hampton Address Where Material is Coming From: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**Part 2** (Completed by Hampton Resident or Hampton Business person)

Hauler or Contractor's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Driver's Name: \_\_\_\_\_

Hauler or Contractor's Vehicle – Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_

Color: \_\_\_\_\_ State: \_\_\_\_\_ Plate #: \_\_\_\_\_

**Part 3** (Completed by Hampton Resident or Hampton Business person)

Date Materials being Hauled to Transfer Station: \_\_\_\_\_

Description of Materials Being Brought in (Be Specific): \_\_\_\_\_

Materials are subject to fees, which must be paid for when the materials are brought into the transfer station. Payment will be made with either a check, money order or a credit/debit card (VISA, Master Card and Discover). Cash is no longer accepted at the transfer station. **ALL LOADS MUST BE COVERED.**

**Part 4** (Completed by Hampton Resident or Hampton Business person) I hereby authorize the above named Hauler/Contractor to bring materials from my property/business into the transfer station. I certify that these materials originated from the Town of Hampton and are not hazardous. I understand that if this form is not complete, the materials may be turned away from the transfer station. I further certify that the above information is true, and I understand that false statements could leave me personally subject to prosecution by the Town of Hampton under New Hampshire RSAs and town ordinances.

Resident or Business Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Overview

Open burning is - The burning of combustible material where the emissions do not vent through a stack, chimney or flue, but is released directly to the air. Open Burning is regulated under RSA 125-C and New Hampshire Code of Administrative Rules Env-A 1000 Prevention Abatement and Control of Open Sources of Air Pollution. In addition, RSA 125-N prohibits the open burning of household waste.

Open burning is limited to:

- Untreated wood, campfire wood, brush, or charcoal in a campfire, outdoor grill, or outdoor fireplace for recreational purposes or for preparation of food;
- On-Premises burning for the purpose of frost prevention or agricultural, forestry or wildlife habitat improvement;
- Burning of untreated wood, campfire wood, or brush in bonfires in conjunction with holiday or festive celebrations;
- On-site burning by the landowner of brush with leaves, provided the materials originates on-site;
- On-site burning, by the owner of a private single-family residence occupied by the owner, of untreated lumber, provided the material originates on-site;
- Burning by any city or town of brush; and,
- The incidental combustion, under the supervision of a solid waste facility operator, of the untreated wood component of construction and demolition debris at any municipal transfer station subject to regulation under [RSA 149-M](#).  
Incidental means: Occurring merely by chance or without intention or calculation. (Merriam-Webster Dictionary 2016)

! Burning of any of the following materials is strictly prohibited:

- Construction & demolition debris
- Tires
- Household trash
- Packaging materials
- Plastics
- Coated or laminated paper
- Coated or treated cardboard
- Oily rags
- Animal, vegetable and kitchen waste
- Used Oil, gasoline and hazardous waste
- Brush greater than 5 inches in diameter
- Any wood that has been painted/stained, glued, or treated in any way

### Health and Environmental Affects

The resultant smoke and ash from burning prohibited materials is harmful to you and your family's health and can contaminate your property and the environment. According to an EPA study, burning a week's worth of trash from a single home in an open barrel puts as much of some toxic chemicals (such as dioxin and furans) in the air as a well-controlled municipal incinerator burning trash from thousands of homes!

### Ash Disposal

You are liable for the proper cleanup and disposal of ash and debris from the burning of prohibited materials. The ash must be promptly disposed at a facility authorized to receive it. Do not abandon, bury, spread or dump it anywhere except at an authorized facility. Special handling procedures apply if the ash contains asbestos. To protect public health and the environment, you must restrict access, post signs as needed, and keep the material wet or covered until it is properly disposed of or testing confirms it contains no asbestos. For assistance with ash disposal please contact the NHDES Solid Waste Management Bureau at 603-271-2925

### Permits

A fire permit (Permit to Kindle a Fire) from a local Forest Fire Warden, the State Forest Ranger, and local authorities is required (if applicable) for permissible opening burning activities. Fire permits are issued by the New Hampshire Department of Resources and Economic Development.

Select Language ▼

Powered by [Google Translate](#)

NH Department of Environmental Services | 29 Hazen Drive | PO Box 95 | Concord, NH 03302-0095  
(603) 271-3503 | TDD Access: Relay NH 1-800-735-2964 | Hours: M-F, 8am-4pm

[NH.gov](#) | [privacy policy](#) | [accessibility policy](#)  
copyright 2017. State of New Hampshire

NHDES Website  
8/22/18



Table 3. Freon Appliance Disposal Fees by Town

Town	Freon appliance disposal fee
Barrington	\$17.00
Dover	\$10.00
Epping	\$10.00
Farmington	\$17.00
Hampton	\$10.00
Kingston	\$25.00
Lee	\$10.00
Milton	\$10.00
Newmarket	\$15.00
Northwood	\$15.00
Nottingham	\$10.00
Raymond	\$20.00
Rye	\$15.00
Seabrook	\$10.00
Somersworth	A/C: \$14.00; Fridge/Freezer: \$18.00
Strafford	\$20.00
Stratham	\$20.00



Option 3: Seek out new sources of revenue

Recommendation 5: Consider the Cost of free brush dumping and commercial utilization

One issue that has been raised regarding the transfer station is the costs associated with brush dumping. Currently, residents with a transfer station permit can dump unlimited amounts of brush and wood at no cost. While there is no additional cost to the resident, the town must rent a bulldozer several times a year to push the brush into a manageable pile at the bank. This allows orderly and continued brush dumping at the transfer station. Renting this equipment costs the town several thousand dollars each year and represents a large portion of the transfer station deficit. Most surrounding towns accept brush for free, so Exeter is not unique in this regard. The town should develop creative means to offset the cost of the equipment rental.

One means of doing so would be to charge commercial vendors a flat fee per load of landscaping debris. The issue has been raised that there is apparent abuse of the landscape materials dumping

by commercial vendors. While it is against the town's ordinances to dispose of out-of-town materials at the transfer station, there is no way to determine if a company is bringing in brush from Exeter or across the town line in Kingston. Charging for commercial dumping of brush would allow the town to recoup the cost of renting the bulldozer while also deterring improper disposal. Residents would still face no charges for their disposal of brush; the fee would only apply to businesses. A fee for commercial brush dumping could yield thousands of dollars per year. When combined with other efforts, the gap in the transfer station budget can be effectively eliminated.

Recommendation 6: Consider fees for large metal items and White Goods

As mentioned above, Exeter does not charge for the disposal of bulky metal goods such as washers, dryers, snow blowers, lawn mowers, etc. Residents with a transfer station permit can dispose of these items in the roll off container free of additional charge. The underlying theory behind this method is that these items can be sold as scrap metal and the town can recoup the cost of disposal that way. While this had been the case 5-10 years ago, it is becoming harder and harder to recoup the costs in this manner. First of all, fuel and labor prices continue to rise. This makes hauling the materials much more expensive. Second, today's scrap metal appliances are becoming more and more "contaminated." This refers to the non-metal parts that are attached to the units. The pieces all need to be stripped from the metal, costing more in labor, making the item less valuable. Finally, the price of scrap metal has fallen dramatically. These three factors combine to make what was once a cost-effective program one that puts a strain on the budget. To mitigate this issue, surrounding towns often charge for the disposal of these goods. Kingston, Northwood, and Barrington all charge \$5.00 per item. Newmarket, Hampton, Nottingham, and Stratham all charge \$10.00 per item. Strafford charges \$15.00 per item. Since there is no log for how many of these items are disposed of at the transfer station, it is not possible to accurately predict how much revenue this would generate. It is, however, reasonable to assume that charging even \$5 per item could potentially yield hundreds or thousands of dollars per year.

**DPW LOADER LESSEE RESOLUTION**

Schedule No. 10  
EXHIBIT E

October 15, 2018

LESSEE RESOLUTION

RE: Master Lease Purchase Agreement dated as of October 1, 2011, between Tax-Exempt Leasing Corp. (Lessor) and Town of Exeter (Lessee) and Schedule No. 10 thereto dated as of October 15, 2018.

---

At a duly called meeting of the Governing Body of the Lessee (as defined in the Agreement) held on October 15, 2018 the following resolution was introduced and adopted:

BE IT RESOLVED by the Governing Body of Lessee as follows:

1. **Determination of Need.** The Governing Body of Lessee has determined that a true and very real need exists for the acquisition of the Equipment described on Exhibit A of Schedule No. 10 dated as of October 15, 2018 to the Master Lease Purchase Agreement dated as of October 1, 2011, between **Town of Exeter** (Lessee) and **Tax-Exempt Leasing Corp.** (Lessor).
2. **Approval and Authorization.** The Governing Body of Lessee has determined that the Agreement and Schedule, substantially in the form presented to this meeting, are in the best interests of the Lessee for the acquisition of such Equipment, and the Governing Body hereby approves the entering into of the Agreement and Schedule by the Lessee and hereby designates and authorizes the following person(s) to execute and deliver the Agreement and Schedule on Lessee's behalf with such changes thereto as such person(s) deem(s) appropriate, and any related documents, including any Escrow Agreement, necessary to the consummation of the transaction contemplated by the Agreement and Schedule.

Authorized Individual(s): Russell Dean, Town Manager  
(Printed or Typed Name and Title of individual(s) authorized to execute the Agreement)

In addition to the Authorized Individual(s) above, the Governing Body of Lessee further authorizes the following individual to sign any Payment Request and Partial Acceptance Certificate form and/or Final Acceptance Certificate:

Authorized Individual(s): Russell Dean, Town Manager  
(Printed or Typed Name and Title of individual(s) authorized to execute any Payment Request and Partial Acceptance Certificate and/or Final Acceptance Certificate)

3. **Adoption of Resolution.** The signatures below from the designated individuals from the Governing Body of the Lessee evidence the adoption by the Governing Body of this Resolution.

By: \_\_\_\_\_  
(Signature of Secretary, Board Chairman or other member of the Governing Body, who is not listed as "Authorized Individual" above)

Typed Name: \_\_\_\_\_ Title: \_\_\_\_\_  
(Typed name of individual who signed directly above) (Title of individual who signed directly above)

Attested By: \_\_\_\_\_  
(Signature of one additional person who can witness the passage of this Resolution)

Typed Name: \_\_\_\_\_ Title: \_\_\_\_\_  
(Typed name of individual who signed directly above) (Title of individual who signed directly above)

**PROPERTY USE FEES**

g. Property Use Fees

Ms. Corson presented a review of how the town hall is currently being used and what they would have charged these organizations under the new fee structure. For example, Chamber requests 4 - 5 hour or hour-and-a-half meetings per month, so their fee would be \$160 - \$200 a month. The one-day fee for Ballet School from Newmarket would be \$125. Extreme Air, which is using the Town Hall for 3 days for 2 hours each day, would be \$375. The Pine Street Players, using it for 20 days, would be \$1500. Prescott Park, using it for 17 days, would be \$2,125. McInnes Auctions, 11 days, \$5,500. Heronfield Academy, using 4 days for 7th grade plays, would be \$500. She felt that these fees were excessive.

Mr. Clement said that Ms. Corson's work puts the fees in perspective, and he also had concerns about the price structure being too high. Ms. Corson pointed out that Chamber is using the small room, and Musical Arts is a for-profit but it's a recital, there's no way they can afford \$500. Ms. Gilman asked what Ms. Corson was suggesting, and Ms. Corson replied that she wants to rethink the whole thing. Ms. Surman suggested they shouldn't make a distinction between residents and non-residents, especially for non-profits.

Mr. Dean said that they don't currently have a fee for non-profits at all, and the current school fee schedule is 6 years old and charges non profits. Maybe the issue is that they haven't permitted the smaller room at Town Hall, there are ways to address their concerns. McInnis Auctions is a for-profit entity, and would not blink at \$5,500. They had no reservations about what the town wanted to charge. Ms. Corson brought up the Pine Street players, who would be charged \$1500. Mr. Dean responded that perhaps they could treat rehearsal times differently from event times. Ms. Gilman observed that in this example, the space is committed for three weeks but not used at the intensity of use they're permitting for.

Mr. Clement felt that the school fees are not a good comparison, since the schools have an auditorium or gymnasium, which is a different class of facilities and much grander than Town Hall. Mr. Dean responded that they'd be charging less than the schools. Ms. Cowan suggested they charge the proposed fees for out-of-town for-profits, but keep the fees for the non-profits and Exeter for-profits the same or have a more modest increase. She would like to invest the fees back into the Town Hall to make it more attractive to prospective users. Ms. Gilman asked if she is ok with the non-Exeter fees. Ms. Cowan responded that she is fine with charging more for the out-of-town for-profits and political campaigns, but she'd want more information on which Exeter for-profits are using it. For example, Leadership New Hampshire is a non-profit, and she doesn't want to discourage them. Mr. Dean said that on page 2 the policy states that political events requiring a large police presence would be charged \$1000 per event. Ms. Cowan said that's very reasonable. Her concern is to preserve the intent of the Town Hall as a living room for the town and not chase anyone out, but also make improvements.

Mr. Dean mentioned that they'd also added a custodial fee. He said that Town Hall is choice space and increasingly popular, and they're not going to price people out with these fee changes. The town staff takes great steps and extensive time to accommodate organizations that want to use the facility, and then they give them these amenities for free.

Ms. Surman said that she wants consistency. For an Exeter for-profit, the Town Hall is \$250, and for the Non-Exeter for-profit, it's double, but the Town hall gallery back room for an Exeter for-profit, \$100, and for the Non-Exeter for-profit it's \$125. To be consistent, it would be \$200.

Ms. Corson wanted them to think about what an event can afford, saying that Youth Art Month can't afford \$600. Ms. Gilman responded that the Board had struggled with gallery shows that only happen on weekends, but the set-up is there for the other five days. Should they charge differently for those days? She felt they are not quite there yet. Mr. Dean said their feedback was all valuable. Typically after the Select Board conversation, they discuss it in Town Offices and address the concerns that were raised.

Ms. Gilman said that the rules for use of Swasey Parkway should be put on a future agenda. She asked if the Town Manager was covered to use the proposed event form even if the Select Board hadn't given it final approval. She wants to replace all of the different applications with the proposed event form; it still needs a little work but it would be helpful to get commentary back from actual users. Mr. Clement complained that it's now a six page form. Ms. Gilman responded that at its "highest best use," it's six pages, but if an organization is just using the main hall for the day, those pages won't apply. They can just say "N/A" to any section that doesn't apply to their application.

Mr. Dean said they could use this form for the Conservation event coming up on October 27th at Raynes Farm. Mr. Clement said that the Conservation Commission and the Rec were using their own permits. Ms. Gilman added that Con Com is coming up with their own form and will bring it to the Select Board.

c. Property Use Fees Discussion – Select Board Meeting 9/17/18

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.

2017 Town Hall Usage

Month	# Days	Group	Event	Status	Fee
Jan	1	PW	Training	N/A	0
Jan	1	TEAM	First Friday	Non profit	0
Feb	1	Acorn School	Bake Sale	Non profit	0
Feb	1	Chamber	Anti-Film	Non profit	0
Feb	4	Heronfield	Play	Non profit	250
Feb	2	NHDES	Job Fair	Non profit	0
Feb	1	Rec	Sweetheart Dance	N/A	0
Feb	1	TEAM	First Friday	Non profit	0
March	2	Christ Church	Play	Non profit	0
March	2	NH Children's Trust	Fiddle	Non profit	0
March	1	TEAM	First Friday	Non profit	0
March	1	Town	ConCom	N/A	0
April	3	Heronfield	Play	Non profit	250
April	2	NH Children's Trust	Fiddle	Non profit	0
April	2	Regeneration Church	Music	Non profit	0
April	4	Seacoast Idol	Competition	Non profit	0
May	4	Heronfield	Play	Non profit	250
May	1	Miss Exeter	Event	Non profit	125
May	1	TEAM	Arts/Music Fest	Non profit	0
May	1	Water St. Bookstore	Author Event	For Profit	125
June	3	Chamber	Film Festival	Non profit	0
June	2	GFWC	Book/Bake Sale	Non profit	0
June	6	Musical Arts	Concert	Non profit	0
June	1	NERC	Training	Non profit	0
June	1	PW	Public Input	N/A	0
June	2	Women's Club	Yard Sale	Non profit	0
July	1	Holiday Parade Comm	Meeting	N/A	0
July	1	Library	Children's Event	N/A	0
July	1	RPC	Retirement	Non profit	0
July	1	TEAM	First Friday	Non profit	0
July	5	Town	Brass Band	N/A	0
Aug	3	McInnis	Auction	For Profit	375
Aug	1	TEAM	First Friday	Non profit	0
Sep	1	ReVision Energy	Energize 360	For Profit	125
Sep	3	Holiday Parade Comm	Meeting	N/A	0
Sep	3	Kiwanis	UFO	Non profit	0
Sep	1	Library	Presentation	N/A	0
Sep	3	TEAM	Equinox	Non profit	0
Oct	2	Arts Comm	Performance	N/A/	0
Oct	1	Historical Soc	Meeting	Non profit	0
Oct	1	Holiday Parade Comm	Meeting	N/A	0
Oct	1	Private	Wedding	Resident	0
Oct	7	Rec	Karate	N/A	0
Oct	1	Red Brick Church	Walk a Mile Gathering	Non profit	0
Oct	2	Regeneration Church	Music	Non profit	0
Oct	3	Taoist Tai Chi	Event	Non profit	0
Oct	1	Town	Benefit's Fair	N/A	0
Oct	1	Women's Club	Antique	Non profit	0
Oct	3	Workforce Coalition	Charrette	Non profit	0
Nov	2	DES	Meeting	Non profit	0
Nov	4	Festival of Trees	Charity	Non profit	0
Nov	3	Holiday Parade Comm	Meeting	N/A	0
Nov	2	Musical Arts	Performance	Non profit	0
Nov	1	Planning Board	Meeting	N/A	0
Nov	9	Prescott Park	Rehearsals	Non profit	0
Dec	17	Prescott Park	Play	Non profit	0
Dec	3	Ring in the Season	Event	Non profit	0

2018 Town Hall Usage

Month	# Days	Group	Event	Status	Fee	
Jan	1	TEAM	First Friday	Non profit	0	
	3	Town	Small Business Revolution	N/A	0	
Feb	1	Acorn School	Bake Sale	Non profit	0	
	2	Heronfield	Performance	Non profit - school	250	
	1	One Sky	Costume Ball	Non profit	0	
	1	Rec	Sweetheart Dance	N/A	0	
	1	RPC	Climate Change	Non profit	0	
	1	SWAG	Sale	For profit	125	
	1	TEAM	First Friday	Non profit	0	
	1	Town	Small Business Revolution	N/A	0	
	1	Young Company	Performance	Non profit	0	
	Mar	3	Arts Comm	Music Event	N/A	0
2		Extreme Air	Jump rope practice	Non profit	0	
1		GFWC	Bake Sale	Non profit	0	
2		NH Charitable Trust	Fiddle Ensemble	Non profit	0	
2		NHDES	Job Fair	Non profit	0	
1		Private Event	Celebration of Life	resident	125	
1		SWAG	Sale	For profit	125	
1		TEAM	First Friday	Non profit	0	
1		Town	Small Business Revolution	N/A	0	
Apr		1	TEAM	Music Event	Non profit	0
	1	Exeter Rises	Meeting	Non profit	0	
	2	Extreme Air	Jump rope practice	Non profit	0	
	4	Heronfield	Performance	Non profit - school	250	
	1	Leadership Seacoast	Meeting	Non profit	0	
	2	Luna Chics	Sale	For profit	250	
	1	NH Charitable Trust	Fiddle Ensemble	Non profit	0	
	2	Regeneration	Service	Non profit	0	
	1	SWAG	Sale	For profit	125	
	May	1	Tai Chi	Meeting	Non profit	0
1		Chamber	Meeting	Non profit	0	
9		Christ Church	Play	Non profit	0	
4		Heronfield	Performance	Non profit - school	250	
1		Miss Exeter	Event	Non profit	0	
1		TEAM	First Friday	Non profit	0	
Jun	3	TEAM	Music Event	Non profit	0	
	3	Arts Comm	Event	N/A	0	
	2	Boy Scouts	Sale	Non profit	0	
	1	Exeter Rises	Meeting	Non profit	0	
	1	GFWC	Sale	Non profit	0	
	2	Musical Arts	Performance	Non profit	0	
	1	Rec	Concert	N/A	0	
	2	Women's Club	Sale	Non profit	0	
	July	1	Chamber	Meeting	Non profit	0
		1	Exeter Rises	Meeting	Non profit	0
4		Rec	Concert	N/A	0	
1		TEAM	First Friday	Non profit	0	
5		Town	Brass Band	N/A	0	
Aug	11	McInnis	Auction	For profit	1375	
Sep	1	TEAM	First Friday	Non profit	0	
	2	Chamber	Meeting	Non profit	0	
	1	Exeter Rises	Meeting	Non profit	0	
	2	Kiwanis	UFO	Non profit	0	
	1	Red Brick Church	Play	Non profit	0	
	3	TEAM	Equinox	Non profit	0	
	1	TEAM	First Friday	Non profit	0	
Oct	3	Chamber	Meeting	Non profit	0	
	1	Leadership NH	Meeting	Non profit	0	
	1	Russian Ballet	Event	For profit	125	
	1	TEAM	First Friday	Non profit	0	
	2	Town	Benefits Fair	N/A	0	
Nov	3	Chamber	Meeting	Non profit	0	
	5	Children's Chamber	Festival of Trees	Non profit	0	
	20	Christ Church	Play	Non profit	0	
	1	Exetreme Air	Practice	Non profit	0	
	7	Prescott Park	Practice	Non profit	0	
Nov/Dec	3	Ring in Season	Event	Non profit	0	
Dec	4	Chamber	Meeting	Non profit	0	
	17	Prescott Park	Play	Non profit	0	

2019 Town Hall Usage To Date

Month	# Days	Group	Event	Status	Fee
Jan		3 Chamber	Meeting	Non profit	0
Jan		1 TEAM	First Friday	Non profit	0
Feb		1 Chamber	Meeting	Non profit	0
Feb		2 Heronfield	Performance	Non profit - school	
Feb		1 TEAM	First Friday	Non profit	0
Mar		4 Arts Comm	Music	N/A	0
Mar		2 NSDAR	Meeting	Non profit	0
Mar		1 TEAM	First Friday	Non profit	0
Apr		4 Heronfield	Performance	Non profit - school	1375
Apr		2 NH Children's Trust	Fiddle	Non profit	0
Apr		1 TEAM	First Friday	Non profit	0
Apr/May		16 Christ Church	Play	Non profit	0
May		4 Heronfield	Performance	Non profit - school	
May		5 TEAM	First Friday	Non profit	0
June		3 GFWC	Sale	Non profit	0
June		1 TEAM	First Friday	Non profit	0
July		1 TEAM	First Friday	Non profit	0
Aug		1 TEAM	First Friday	Non profit	0
Aug/Sep		3 Kiwanis	UFO	Non profit	0
					56
					1375

<b>2017</b>	<b>Events</b>	<b>Days Booked</b>	<b># of Organizations</b>
	57	139	35
<b>2018</b>	<b>Events</b>	<b>Days Booked</b>	<b># of Organizations</b>
	68	177	33
<b>2019</b>	<b>Events</b>	<b>Days Booked</b>	<b># of Organizations</b>
	18	56	9

**FEE SCHEDULE FOR FACILITIES**

Item	Exeter Non-Profit	Exeter For Profit	Non-Exeter Non-Profit	Non-Exeter For Profit
Town Hall Auditorium (current)	\$ n/a	\$125.00	\$125.00	\$125.00
Town Hall Auditorium (proposed)	\$75.00	\$250.00	\$125.00	\$500.00
Town Hall Art Gallery/Second Floor (current)*	\$35.00	\$35.00	\$35.00	\$35.00
Town Hall Art Gallery/Second Floor (proposed)	\$40.00	\$125.00	\$50.00	\$250.00
Town Hall Gallery Backroom (current)*	\$35.00	\$35.00	\$35.00	\$35.00
Town Hall Gallery Backroom (proposed)	\$30.00	\$100.00	\$35.00	\$125.00
Town Office Nowak Room (current)	\$ n/a	\$ n/a	\$ n/a	\$ n/a
Town Office Nowak Room (proposed)**	\$40.00	n/a	n/a	n/a
Town Office Wheelwright Room (current)	\$n/a	n/a	n/a	n/a
Town Office Wheelwright Room (proposed)**	\$30.00	n/a	n/a	n/a
Recreation Building (current)	\$n/a	\$40.00	n/a	\$40.00
Recreation Building (proposed)**	\$40.00	\$60.00	\$60.00	\$60.00
Senior Center Building (current)	\$n/a	\$40.00	\$n/a	\$40.00
Senior Center Building (proposed)**	\$40.00	\$60.00	\$60.00	\$60.00
Custodial Fee (proposed/all buildings)	\$30/hour when required	\$30/hour when required	\$30/hour when required	\$30/hour when required

Price is per day unless otherwise noted

\*One time suggested donation

\*\*Per 2 hour block when available.

Town Office Nowak Room and Wheelwright Room not considered available during regular business hours.

Political events requiring a large police presence and/or additional costs may be billed at a rate of \$1000 per event.

**Use of facilities (Town Hall main floor) for single use rehearsal play days will be billed at the rate of \$10 per daily use, with a two hour limit. The day of event will be considered a standard Non-Profit/For Profit fee of either \$75, \$250, \$125, or \$500. The \$10 fee daily discount only applies for rehearsals related to a permitted event at the Town Hall facility.**

**All fees shall apply to events permitted for the 2019 calendar year and beyond.**

DRAFT

**CURRENT SAU 16 FEES FOR COMPARISON PURPOSES**

**FEE SCHEDULE FOR FACILITIES**

<b>Item</b>	<b>In District Non Profit</b>	<b>In District Profit</b>	<b>Out of District Non Profit</b>	<b>Out of District Profit</b>
<b>Auditorium</b>	\$ 150.00	\$ 500.00	\$ 150.00	\$ 500.00
<b>Gym (per 4 hr event)</b>	\$ 100.00	\$ 150.00	\$ 100.00	\$ 150.00
<b>Cafeteria (per 4 hr event)</b>	\$ 75.00	\$ 100.00	\$ 75.00	\$ 100.00
<b>Classroom (per 4 hour event)</b>	\$ 30.00	\$ 60.00	\$ 50.00	\$ 100.00
<b>Computer Lab Multi Trades Lab</b>	\$ 40.00	\$ 80.00	\$ 80.00	\$ 80.00
<b>Science Lecture Hall</b>	\$ 100.00	\$ 150.00	\$ 150.00	\$ 150.00
<b>Culinary Arts Dining Room</b>	\$ 100.00	\$ 150.00	\$ 150.00	\$ 150.00
<b>Roy Morrisette Room</b>	\$ 75.00	\$ 100.00	\$ 100.00	\$ 100.00
<b>Library</b>	\$ 50.00	\$ 100.00	\$ 100.00	\$ 100.00
<b>SST Automotive Garage</b>	\$ 160.00	\$ 250.00	\$ 250.00	\$ 250.00
<b>Stadium</b>	\$ 150.00	\$ 300.00	\$ 300.00	\$ 300.00
<b>Custodial Services (per hour)</b>	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00
<b>Stage Manager (per hour)</b>	\$ 37.50	\$ 37.50	\$ 37.50	\$ 37.50
<b>Grounds Maint. (per hour)</b>	\$ 37.50	\$ 37.50	\$ 37.50	\$ 37.50
<b>Scorekeeper (per hour)</b>	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00
<b>Kitchen</b>	\$ 50.00	\$ 100.00	\$ 50.00	\$ 100.00

\*\*\*\*\* Price is per day unless specified \*\*\*\*\*

**Pricing effective 7/1/2012**

## Town Hall Use Cost for Organizations

Chamber Requests 4 to 5 meetings a month		\$160-200
Leadership NH	1 Day (7 hours)	\$75
Ballet School Newmarket	1 Day	\$125
Extreme Air	3 Days (2 hours each day)	\$375
Pine Street Players	20 days	\$1,500
UFO Festival	2 Days	\$150
Are they a nonprofit?		
Prescott Park Play	17 Days	\$2,125
McInnis Auctions	11 Days	\$5,500
Tonight's Applications		
Youth Art Month	20 days	\$600
Musical Arts LLC	2 days	\$500
Bright and Light Productions	3 Days	\$750
Heronfield Academy		
7th Grade Plays	4 Days	\$500
8th Grade Plays	4 Days	\$500
EAGFWC Fund Raiser	2 Days	\$150



# Rules for Use of Swasey Parkway

Exeter, New Hampshire

The purpose of the guidelines is to assure the safety and pleasure of the recreational users of the Parkway and the preservation of the grounds and structures. The Parkway is open to the public, citizens and non-citizens of the Town of Exeter. The green space, pavilion and walkway are the responsibility of the Trustees of Swasey Parkway. The public roadway is the responsibility of the Select Board of the Town of Exeter. We are all its caretakers.

- Open hours are from dawn to dusk; year-round.
- Abuse, destruction or defacing of property within the Parkway is strictly forbidden.
- Swasey Parkway is a carry-in, carry-out area. Littering is prohibited.
- Signs are prohibited.
- The distribution of posters and handbills is prohibited.
- Dogs and other pets are prohibited.
- The use of tent stakes is not permitted.
- The use of bicycles, skateboards and other such vehicles is limited to the street only.
- Nothing is to be attached to the trees or shrubs; either permanently or temporarily.
- There can be no removal of trees or shrubs or any part of these except with the permission of the Trustees.
- Design, construction and planting decisions are made by consultation with the Trustees.
- The Pavilion use along with any activity in the parkway with more than 20 people in attendance must have approval by the Select Board by permit.
- No individual or group may charge for the use, or fenced in areas, of Swasey Parkway **except** for events in which state law requires containment, such as for events that sell alcoholic beverages. In addition, permits for such events must be issued by the Town of Exeter. Fines for non-adherence to these rules are administered according to Town ordinances.

The Trustees of Swasey Parkway are grateful to the many who take a proprietary interest in preserving and maintaining Swasey Parkway. We all owe it to future generations to care for this special place.

## FEES

**Non-commercial Profit One Day Event, Resident:** Up to 20 people. \$75; More than 20 people, \$150

**Non-commercial Profit One Day Event, Non-Resident:** Up to 20 people -\$150; More than 20 people - \$300

**Commercial For Profit Vendors:** single vendor, one day - \$250; single vendor, seasonal - \$1000; multiple vendors, one day per week per season - \$1200.

**The Pavilion Gazebo Use Fee:** \$25 in addition to the above.

**Community Town Event:** The fee will determine **No fee.**

Town of Exeter										
Budget 2018										
Public Works Maintenance-Town Buildings										
Account Number	Org	Object	Description	2017 Budget	2017 Actual	2018 Budget	2018 Actual YTD August	2019 Prelim Budget	2019 BRC	Explanation
<b>Recreation Center</b>										
01-4311-0607-4110	01419407	55326	Parks & Rec-Water/Sewer Bills	4,500	700	4,500	427	4,500	4,500	Pool House, Court St bldg & garage, Town Hse Common
01-4311-0607-4300	01419407	55022	Parks& Rec- Building Maintenance	4,314	2,989	4,000	2,195	4,000	4,000	Pool House, Court St bldg & garage
01-4311-0607-6210	01419407	55194	Parks & Rec- Natural Gas	10,000	6,083	8,000	4,589	8,000	8,000	Natural Gas for Rec Center
01-4311-0607-6220	01419407	55092	Parks & Rec- Electricity	12,000	12,015	12,000	6,701	12,000	12,000	Supply- UMG fixed price contract expires 11/30/21; Delivery- Unutil
			General Expenses Total	30,814	21,787	28,500	13,913	28,500	28,500	
			<b>Recreation Center Total</b>	<b>30,814</b>	<b>21,787</b>	<b>28,500</b>	<b>13,913</b>	<b>28,500</b>	<b>28,500</b>	
<b>Town Hall</b>										
01-4311-0608-4110	01419408	55326	Town Hall- Water/Sewer Bills	300	456	500	587	600	600	Water & Sewer for Town Hall
01-4311-0608-4300	01419408	55022	Town Hall- Building Maintenance	7,000	12,041	10,000	5,587	10,000	10,000	restrooms, heating system, lighting, doors, locks
01-4311-0608-6210	01419408	55194	Town Hall- Natural Gas	18,000	11,851	18,000	9,681	18,000	18,000	
01-4311-0608-6220	01419408	55092	Town Hall- Electricity	9,800	5,609	8,500	4,326	8,500	8,500	Supply- UMG fixed price contract expires 11/30/21; Delivery- Unutil; LED retrofits payback
			General Expenses Total	35,100	29,957	37,000	20,181	37,100	37,100	
			<b>Town Hall Total</b>	<b>35,100</b>	<b>29,957</b>	<b>37,000</b>	<b>20,181</b>	<b>37,100</b>	<b>37,100</b>	
<b>Town Office</b>										
01-4311-0609-4110	01419409	55326	Town Office- Water/Sewer Bills	650	796	700	446	850	850	Water & Sewer for Town Office
01-4311-0609-4300	01419409	55022	Town Office- Building Maintenance	10,000	10,829	10,000	7,160	10,000	10,000	HVAC, fans, lighting, carpet cleaning, electrical circuits, doors, locks, office configs
01-4311-0609-6210	01419409	55194	Town Office- Natural Gas	9,000	6,494	9,000	5,882	9,000	9,000	
01-4311-0609-6220	01419409	55092	Town Office- Electricity	18,000	13,258	16,500	8,671	16,000	16,000	Supply- UMG fixed price contract expires 11/30/21; Delivery- Unutil
			General Expenses Total	37,650	31,377	36,200	22,159	35,850	35,850	
			<b>Town Office Total</b>	<b>37,650</b>	<b>31,377</b>	<b>36,200</b>	<b>22,159</b>	<b>35,850</b>	<b>35,850</b>	
<b>Senior Center</b>										
01-4311-0610-4110	01419410	55326	Sr Center- Water/Sewer Bills	650	808	650	433	750	750	Water & Sewer for Senior Center
01-4311-0610-4300	01419410	55022	Sr Center -Building Maintenance	4,000	2,996	4,000	921	4,000	4,000	heating system, air conditioners, lighting, plumbing & electrical
01-4311-0610-6210	01419410	55194	Sr Center - Natural Gas	4,000	3,326	4,000	2,714	4,200	4,200	
01-4311-0610-6220	01419410	55092	Sr Center- Electricity	5,000	3,790	5,000	2,328	5,000	5,000	Supply- UMG fixed price contract expires 11/30/21; Delivery- Unutil
			General Expenses Total	13,650	10,920	13,650	6,395	13,950	13,950	
			<b>Senior Center Total</b>	<b>13,650</b>	<b>10,920</b>	<b>13,650</b>	<b>6,395</b>	<b>13,950</b>	<b>13,950</b>	
<b>Safety Complex</b>										
01-4311-0611-4110	01419411	55326	SC- Water/Sewer Bills	4,000	5,263	4,000	2,883	5,500	5,500	Water & Sewer for Safety Complex
01-4311-0611-4300	01419411	55022	SC- Building Maintenance	12,000	13,121	12,000	4,037	12,000	12,000	HVAC, vehicle exhaust, lighting, carpeting, electrical, plumbing, 10 - 12' high overhead doors, 24/7 operation
01-4311-0611-6210	01419411	55194	SC- Natural Gas	16,000	9,708	15,000	7,937	12,000	12,000	Natural Gas for Safety Complex; new boilers, solar domestic hot water
01-4311-0611-6220	01419411	55092	SC- Electricity	47,500	38,799	45,000	21,019	42,000	42,000	Supply- UMG fixed price contract expires 11/30/21; Delivery- Unutil
			General Expenses Total	79,500	66,891	76,000	35,874	71,500	71,500	
			<b>Safety Complex Total</b>	<b>79,500</b>	<b>66,891</b>	<b>76,000</b>	<b>35,874</b>	<b>71,500</b>	<b>71,500</b>	
<b>DPW Complex</b>										
01-4311-0612-4110	01419412	55326	DPW Complex- Water/Sewer Bills	700	753	800	747	850	850	Sewer only (on private well)
01-4311-0612-4300	01419412	55022	DPW Complex- Building Maintenance	12,000	11,567	12,000	1,116	12,000	12,000	HVAC, unit heaters, lighting, electrical, 16 - 12' overhead doors, waste oil furnace, well pump, wash bay, admin building, hwy/maint garages, salt barn

*events/use location*

*events/use location*

*events/use location (limited)*

*events/use location*

Town of Exeter										
Budget 2018										
Public Works Maintenance-Town Buildings										
Account Number	Org	Object	Description	2017 Budget	2017 Actual	2018 Budget	2018 Actual YTD August	2019 Prelim Budget	2019 BRC	Explanation
01-4311-0612-6210	01419412	55194	DPW Complex Natural Gas	18,000	17,641	18,000	11,676	18,500	18,500	Natural Gas for DPW Complex
01-4311-0612-6220	01419412	55092	DPW Complex- Electricity	19,000	14,695	16,500	8,940	17,000	17,000	Supply- UMG fixed price contract expires 11/30/21;
			General Expenses Total	49,700	44,656	47,300	22,478	48,350	48,350	Delivery- Unutil
			<b>DPW Complex Total</b>	<b>49,700</b>	<b>44,656</b>	<b>47,300</b>	<b>22,478</b>	<b>48,350</b>	<b>48,350</b>	
<b>Train Station</b>										
01-4311-0613-4110	01419413	55326	Train Station- Water/Sewer Bills	100	87	100	41	100	100	Water & Sewer for Train Station (seasonal)
01-4311-0613-5000	01419413	55293	Train Station- Supplies	3,800	1,537	3,800	39	3,800	3,800	Light fixtures, ice melt, electrical breakers, signage
01-4311-0613-6220	01419413	55092	Train Station-Electricity	7,500	3,779	6,000	4,281	6,000	6,000	Supply- UMG fixed price contract expires 11/30/21;
			General Expenses Total	11,400	5,403	9,900	4,361	9,900	9,900	Delivery- Unutil
01-4311-0613-7623	01419413	55305	Train Station- Platform Lease	3,100	3,144	3,150	3,244	3,244	3,244	Platform Lease for Train Station
			Capital Outlay Total	3,100	3,144	3,150	3,244	3,244	3,244	
			<b>Train Station Total</b>	<b>14,500</b>	<b>8,547</b>	<b>13,050</b>	<b>7,605</b>	<b>13,144</b>	<b>13,144</b>	
<b>Swasey Parkway</b>										
	01458908	51200	Swasey Parkway- Sal/Wages PT				35			
	01458908	52200	Swasey Parkway- FICA				2			
	01458908	52210	Swasey Parkway- Medicare				1			
01-4194-0116-4330	01458908	55295	Swasey Parkway-Maintenance	10,000	10,000	10,000	6,547	10,000	10,000	Mowing and maintenance
01-4194-0116-6220	01458908	55092	Swasey Parkway-Electricity	950	950	950	799	950	950	Electricity
			<b>Swasey Parkway Total</b>	<b>10,950</b>	<b>10,950</b>	<b>10,950</b>	<b>7,384</b>	<b>10,950</b>	<b>10,950</b>	
<b>Other Town Structures</b>										
01-4311-0614-4303	01419414	55225	Powder House Maintenance	1,000	974	1,000	-	1,000	1,000	ground and exterior lighting fixtures, flag, pole (subject to vandalism)
01-4311-0614-4304	01419414	55268	Simpson Estate Maintenance	1,000	-	1,000	1,102	1,000	1,000	major maintenance of occupied home
01-4311-0614-4305	01419414	55015	Bandstand Maintenance	1,000	46	1,000	-	1,000	1,000	Historic icon, specialty lighting
01-4311-0614-4308	01419414	55147	Historical Society Bldg Maintenance	6,000	10,289	6,000	665	6,000	6,000	heating system, air conditioner, lighting, electrical, plumbing, interior repairs
01-4311-0614-43xx			Raynes Barn Building Maintenance	500		500	-	500	500	Maintenance - Transferred from Con Comm
01-4311-0614-6220	01419414	55092	Electricity-Other Town Bldgs	1,330	1,171	1,000	973	1,500	1,500	Supply- UMG fixed price contract expires 11/30/21;
			General Expenses Total	10,830	12,480	10,500	2,740	11,000	11,000	Delivery- Unutil up 15%; Powderhouse, Bandstand, Raynes Barn, String Bridge
			<b>Other Town Structures Total</b>	<b>10,830</b>	<b>12,480</b>	<b>10,500</b>	<b>2,740</b>	<b>11,000</b>	<b>11,000</b>	
01-4311-0616-7501	01419406	55177	PM- Maintenance Projects	97,178	96,865	100,000	8,600	100,000	100,000	See Project List
			<b>Total Maintenance Projects</b>	<b>97,178</b>	<b>96,865</b>	<b>100,000</b>	<b>8,600</b>	<b>100,000</b>	<b>100,000</b>	
			<b>Town Buildings/Maintenance Total</b>	<b>379,872</b>	<b>334,430</b>	<b>373,150</b>	<b>147,329</b>	<b>370,344</b>	<b>370,344</b>	

<b>Town of Exeter</b>						
<b>General Fund</b>						
<b>Actual for Years Ended 2012 and 2016</b>						
<b>Account Number</b>	<b>Description</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
<b>Recreation Center</b>						
01-4311-0607-4110	Parks & Rec-Water/Sewer Bills	3,836	5,092	3,399	504	4,038
01-4311-0607-4300	Parks & Rec- Building Maintenance	6,147	7,272	4,321	4,430	4,774
01-4311-0607-6210	Parks & Rec- Natural Gas	6,210	7,648	11,157	8,964	7,020
01-4311-0607-6220	Parks & Rec- Electricity	8,422	11,938	12,129	12,834	12,981
	General Expenses Total	24,615	31,950	31,006	26,732	28,813
	<b>Recreation Center Total</b>	<b>24,615</b>	<b>31,950</b>	<b>31,006</b>	<b>26,732</b>	<b>28,813</b>
<b>Town Hall</b>						
01-4311-0608-4300	Town Hall- Building Maintenance	15,914	11,302	11,475	7,761	9,961
01-4311-0608-6210	Town Hall- Natural Gas	11,944	12,465	18,600	16,554	15,226
01-4311-0608-6220	Town Hall- Electricity	5,491	6,493	7,431	7,431	5,588
	General Expenses Total	33,349	30,260	37,506	31,746	30,775
	<b>Town Hall Total</b>	<b>33,349</b>	<b>30,260</b>	<b>37,506</b>	<b>31,746</b>	<b>30,775</b>
<b>Town Office</b>						
01-4311-0609-4110	Town Office- Water/Sewer Bills	588	687	624	620	647
01-4311-0609-4300	Town Office- Building Maintenance	14,376	8,021	12,977	12,970	16,222
01-4311-0609-6210	Town Office- Natural Gas	8,748	7,914	8,514	8,325	7,488
01-4311-0609-6220	Town Office- Electricity	11,926	12,983	17,605	16,196	12,079
	General Expenses Total	35,638	29,605	39,720	38,111	36,436
	<b>Town Office Total</b>	<b>35,638</b>	<b>29,605</b>	<b>39,720</b>	<b>38,111</b>	<b>36,436</b>
<b>Senior Center</b>						
01-4311-0610-4110	Sr Center- Water/Sewer Bills	925	874	1,357	622	745
01-4311-0610-4300	Sr Center -Building Maintenance	4,174	4,332	4,554	3,439	4,697
01-4311-0610-6210	Sr Center - Natural Gas	3,498	3,635	6,195	4,132	3,918
01-4311-0610-6220	Sr Center- Electricity	4,128	4,702	4,968	5,017	4,307
	General Expenses Total	12,725	13,543	17,074	13,210	13,667
	<b>Senior Center Total</b>	<b>12,725</b>	<b>13,543</b>	<b>17,074</b>	<b>13,210</b>	<b>13,667</b>
<b>Safety Complex</b>						
01-4311-0611-4110	PW- Water/Sewer Bills-SC	3,607	3,664	3,918	4,141	4,789
01-4311-0611-4300	PW- Building Maintenance-Safety Complex	12,402	12,777	17,372	14,641	14,783
01-4311-0611-6210	PW- Natural Gas-Safety Complex	13,178	11,578	19,980	15,239	12,346
01-4311-0611-6220	PW- Electricity-Safety Complex	28,541	33,587	34,787	48,594	48,193
	General Expenses Total	57,728	61,606	76,057	82,615	80,111
	<b>Safety Complex Total</b>	<b>57,728</b>	<b>61,606</b>	<b>76,057</b>	<b>82,615</b>	<b>80,111</b>
<b>DPW Complex</b>						
01-4311-0612-4110	DPW Complex- Water/Sewer Bills	379	662	710	973	863
01-4311-0612-4300	DPW Complex- Building Maintenance	10,112	9,225	8,506	11,169	15,512
01-4311-0612-6210	DPW Complex Natural Gas	16,424	19,070	27,505	18,276	19,229
01-4311-0612-6220	DPW Complex- Electricity	13,929	14,111	16,026	18,050	13,320
	General Expenses Total	40,844	43,068	52,747	48,468	48,924
	<b>DPW Complex Total</b>	<b>40,844</b>	<b>43,068</b>	<b>52,747</b>	<b>48,468</b>	<b>48,924</b>
<b>Train Station</b>						
01-4311-0613-4110	Train Station- Water/Sewer Bills	67	-	-	36	57
01-4311-0613-5000	Train Station- Supplies	67	2,202	2,536	2,648	3,280
01-4311-0613-6220	Train Station-Electricity	2,528	3,714	5,410	6,425	2,756
	General Expenses Total	2,662	5,916	7,946	9,109	6,093
01-4311-0613-7623	Train Station- Platform Lease	2,956	2,998	3,061	3,079	3,079
	Capital Outlay Total	2,956	2,998	3,061	3,079	3,079
	<b>Train Station Total</b>	<b>5,618</b>	<b>8,914</b>	<b>11,007</b>	<b>12,188</b>	<b>9,172</b>

**PERMITS AND APPROVALS**

## List for Select Board meeting Oct 29,2018

### Abatement

<b>Map/Lot</b>	<b>Address</b>	<b>Amount</b>	
62/112	64 Epping Rd	\$ 1,002.07	2016
62/113	74 Epping Rd	\$ 104.05	2016

<b>List for Select Board's meeting October 29, 2018</b>					
<b>Water / Sewer Department Abatement Requests</b>					
<b><u>Name</u></b>	<b><u>Location</u></b>	<b><u>Amount</u></b>	<b><u>Date SB Discussed</u></b>	<b><u>Customer attending</u></b>	<b><u>1st SB Resolution</u></b>
Billingsgate	161 Water St.	\$309.26	N/A	Yes	
Carl Edlund	30 Franklin St.	\$454.04	N/A		



TOWN OF EXETER  
WATER & SEWER ABATEMENT

Application Date: 10/15/2018

Meeting Date: 10/29/2018

Name: Billingsgate

Address: 161 Water Street

Property Description: Commercial Property used for a catering service.

Incident Details:

Water & Sewer contacted the property owner after noticing high usage. A leaking toilet was discovered and repaired by the owner. A data down load was done at the property that verifies this and the owner checked with dye strips to confirm the leak has been resolved.

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 \$309.26** for a **new bill total of \$ 535.17.**

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 \_\_\_\_\_

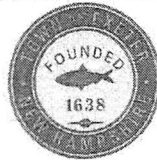
SB Signature \_\_\_\_\_

SB Signature \_\_\_\_\_

SB Signature \_\_\_\_\_



Town of Exeter



Water/Sewer Abatement Request Form

Please Print:

Full Name: Billingsgate Deli  
Mailing Address: 161 Water St  
Exeter NH  
Service/Property Address: 161 Water St, 161-163  
Exeter NH 03833

Today's Date: 10/15/18  
Account Number: 222244050  
Route Number: \_\_\_\_\_  
Phone Number: 603-777-9905

Utility Abatement Requested for: Water \_\_\_\_\_ Sewer \_\_\_\_\_ Water & Sewer X  
Date of Bill: 9/28/18 Billing Period from 6/20/18 to 9/19/18 Amount of Bill: \$ 844.43

Owner's reason for the abatement request (Please be as specific as possible): warning by water dept of high usage, discovered slowly leaking toilet, fixed mid sept. checked toilet with dye pack provided by water dept no more leaks

[Signature]  
Signature of Applicant

10/15/18  
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 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: \_\_\_\_\_

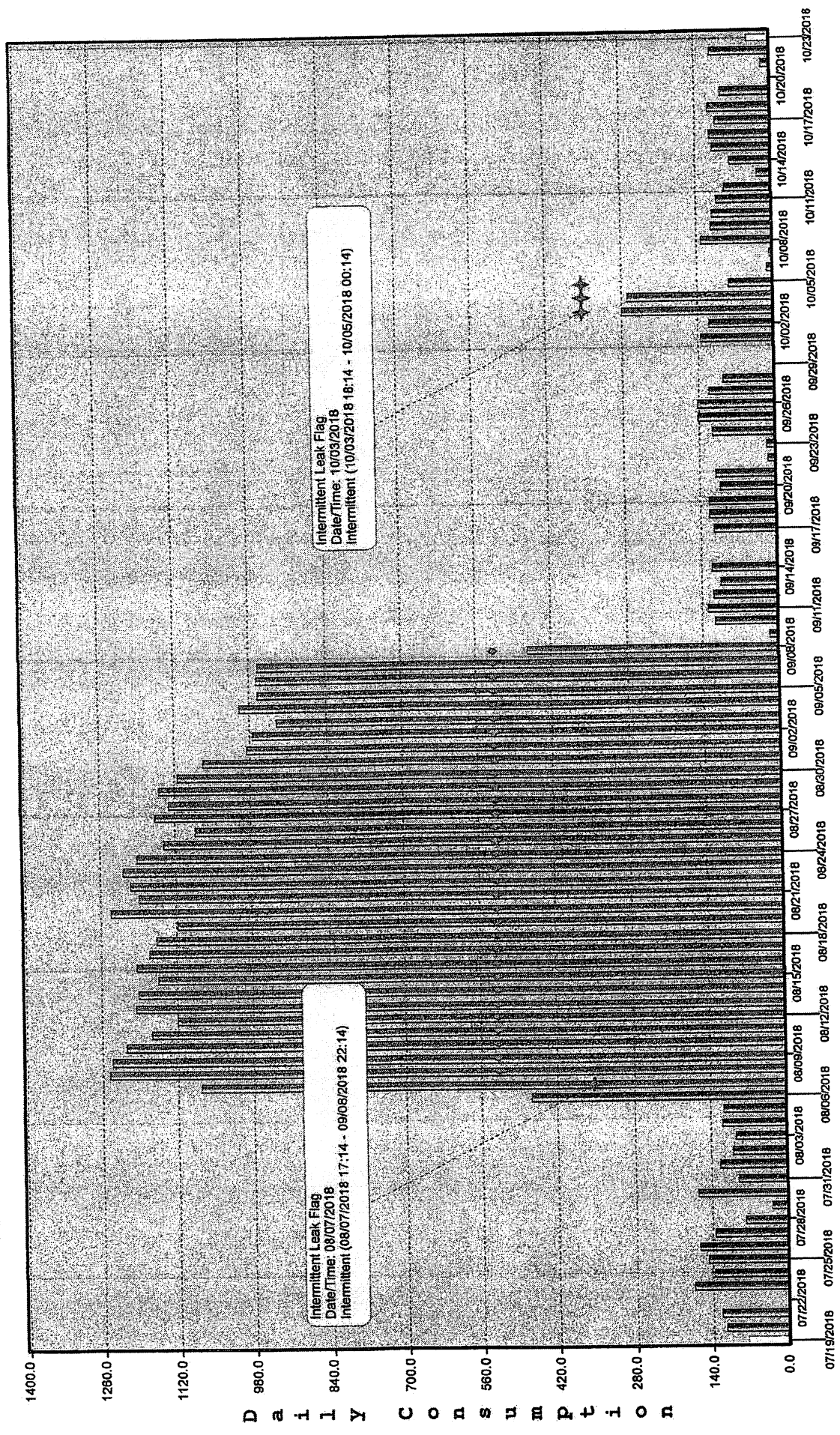
If you disagree with the decision of the Department of Public Works & the Finance Department, you may appeal to the Town of Exeter Board of Selectmen. If you wish to appeal, please sign below and return this form to the Finance Department at 10 Front Street.

Signature of Applicant

Date

N\_SIGHT R900 Report  
E-Coder R900i Data Logging Report  
MIU#: 1850446665 Acct: Unknown Mtr #: 1850446665 Addr: 161 WATER STREET for 07/19/2018 through 10/23/2018, 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: 1850446665      Meter Combination: WATER, 5/8" - 1" T-10, GALLONS  
 Interval Date Range: 07/19/2018 - 10/23/2018

Interval Read Date	Interval Reading	Interval Consumption	Minor Backflow	Major Backflow	Intermittent Leak	Continuous Leak
07/19/2018	123636.2	76.0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07/20/2018	123750.3	114.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07/21/2018	123750.3	123.5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07/22/2018	123873.8	0.0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07/23/2018	123896.8	171.8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07/24/2018	124182.0	136.4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07/25/2018	124312.5	146.5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07/26/2018	124490.8	162.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07/27/2018	124625.7	134.9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07/28/2018	124705.3	79.6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07/29/2018	124733.6	28.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07/30/2018	124734.2	166.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07/31/2018	124989.4	89.7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08/01/2018	125056.3	123.9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08/02/2018	125213.6	100.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08/03/2018	125307.9	94.4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08/04/2018	125426.9	118.9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08/05/2018	125541.8	114.9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08/06/2018	125541.8	465.6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08/07/2018	127034.1	1075.9	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
08/08/2018	127593.6	1241.9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
08/09/2018	129516.2	1237.0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
08/10/2018	130439.2	1210.8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
08/11/2018	131889.0	1162.8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
08/12/2018	133007.1	1117.0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
08/13/2018	133052.8	1193.7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
08/14/2018	135387.7	1187.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
08/15/2018	135755.5	1151.6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
08/16/2018	137730.2	1189.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
08/17/2018	138451.8	1166.9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
08/18/2018	140048.9	1152.6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
08/19/2018	141080.5	1114.9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
08/20/2018	142399.7	1237.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
08/21/2018	143583.9	1184.4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
08/22/2018	143814.5	1201.9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
08/23/2018	146000.5	1213.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
08/24/2018	146579.6	1187.9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
08/25/2018	148327.6	1138.6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
08/26/2018	149184.6	1080.6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**N\_SIGHT R900 Report**  
**Data Logging Report Daily**  
 MIU ID: 1850446665      Meter Combination: WATER, 5/8" - 1" T-10, GALLONS  
 Interval Date Range: 07/19/2018 - 10/23/2018

Interval Read Date	Interval Reading	Interval Consumption	Minor Backflow	Major Backflow	Intermittent Leak	Continuous Leak
08/27/2018	150561.4	1153.6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
08/28/2018	151691.4	1128.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
08/29/2018	151777.3	1144.5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
08/30/2018	153947.6	1110.5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
08/31/2018	154326.3	1063.7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
09/01/2018	155996.5	983.7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
09/02/2018	156647.6	973.5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
09/03/2018	157900.0	927.9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
09/04/2018	158858.4	995.6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
09/05/2018	159858.7	961.5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
09/06/2018	160824.0	965.4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
09/07/2018	161044.9	962.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
09/08/2018	162285.1	462.3	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
09/09/2018	162299.8	14.7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09/10/2018	162416.4	116.6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09/11/2018	162545.2	128.8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09/12/2018	162545.2	116.9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09/13/2018	162767.7	105.6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09/14/2018	162802.4	121.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09/15/2018	162891.3	2.5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09/16/2018	162893.1	1.9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09/17/2018	163007.5	114.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09/18/2018	163129.6	122.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09/19/2018	163129.6	122.8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09/20/2018	163355.6	103.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09/21/2018	163362.8	111.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09/22/2018	163480.4	13.5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09/23/2018	163497.4	17.0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09/24/2018	163613.4	116.0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09/25/2018	163754.3	140.9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09/26/2018	163896.9	142.6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09/27/2018	164017.4	120.5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09/28/2018	164017.4	95.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09/29/2018	164112.8	0.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09/30/2018	164112.8	0.0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10/01/2018	164247.8	135.0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10/02/2018	164364.5	116.8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10/03/2018	164618.7	278.7	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10/04/2018	164911.6	268.3	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**N\_SIGHT R900 Report**  
**Data Logging Report Daily**  
 MIU ID: 1850446665      Meter Combination: WATER, 5/8" - 1" T-10, GALLONS  
 Interval Date Range: 07/19/2018 - 10/23/2018

Interval Read Date	Interval Reading	Interval Consumption	Minor Backflow	Major Backflow	Intermittent Leak	Continuous Leak
10/05/2018	164911.6	82.0	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10/06/2018	165003.8	10.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10/07/2018	165003.8	5.0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10/08/2018	165138.9	130.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10/09/2018	165214.5	113.5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10/10/2018	165363.6	111.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10/11/2018	165464.8	101.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10/12/2018	165551.0	86.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10/13/2018	165578.5	27.5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10/14/2018	165578.5	75.4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10/15/2018	165760.8	106.9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10/16/2018	165803.9	112.8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10/17/2018	165976.8	103.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10/18/2018	166090.9	114.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10/19/2018	166183.1	92.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10/20/2018	166183.1	0.0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10/21/2018	166183.1	14.9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10/22/2018	166307.5	109.5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10/23/2018	166348.7	41.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Transaction Details Prepared for  
**Richard C Leach**  
Account Number  
XXXX-XXXXXX-75003

DATE	DESCRIPTION	CARD MEMBER	AMOUNT
SEP8 2018	ARJAY HDWE 0000 - EXETER, NH	RICHARD C LEACH	\$30.76

Doing business as:

**ARJAY ACE HARDWARE**

[View Details on Merchant Website](#)

55 LINCOLN ST

EXETER

NH

03833

UNITED STATES

603.772.6054

Additional Information: 944628 603-772-6054

603-772-6054

Reference: 320182520331073864

Category:

Merchandise & Supplies - Hardware Supplies

Membership Rewards® Points

31

To earn points, please make the required minimum payment by the next Payment Due Date.

### Transaction Details

#### Description

HARDWARE/TOOLS

TOWN OF EXETER  
WATER & SEWER ABATEMENT

Application Date: 10/15/2018

Meeting Date: 10/29/2018

Name: Carl Edlund Address: 30 Franklin Street  
Property Description: Two Family Rental Property

Incident Details:

The owner inquired about a high bill and was given dye strips which revealed a leaking toilet in one of the apartments which he repaired immediately.

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 \$ 454.04** for a **new bill total of \$476.01.**

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: Carl Edmund
Mailing Address: 6 Blake Rd.
Service/Property Address: 30 Franklin St. Exeter NH 03833

Today's Date: 10/15/18
Account Number: 111101400
Route Number:
Phone Number: 603-734-2770

Utility Abatement Requested for: Water Sewer Water & Sewer X
Date of Bill: 5/29/18 Billing Period from 6/20/18 to 9/20/18 Amount of Bill: \$

Owner's reason for the abatement request (Please be as specific as possible): There was a faulty fill valve on the toilet in Apt A C 30 Franklin St. I was made aware of the issue in July & repairs were made immediately. Repairs were made by me.

Signature of Applicant: Carl Edmund

Date: 10/15/18

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



# PROOF for: Exeter Town Offices Sign

Company Town of Exeter  
Name Sheri Riffle e-mail: sriffle@exeternh.gov  
Phone 773-6102  
Date 7/27/18  
Est. Due Date \_\_\_\_\_  
Saved as: exeter, town of.cdr

**TIMBERLINE SIGNS**

139 Lafayette Road Rye, NH 03870  
p.603-964-1575 f.603-964-1576  
www.timberlinesigns.com timberlinesigns@yahoo.com



Format engraved and painted 1.5" HDU  
Size 48" x 48"  
Sides 2  
Quantity 1  
Color Scheme \_\_\_\_\_

Installation \_\_\_\_\_  
Hardware \_\_\_\_\_  
Misc. \_\_\_\_\_

I hereby authorize TIMBERLINE SIGNS to produce the above layout. 100% Payment will be expected upon completion of project unless other arrangements have been made prior. Customer has the option to purchase the artwork to be used as a logo or for other personal promotions for a determined fee. For pricing please inquire within. All designs and custom artwork remain the property of Timberline Signs until the order is complete and paid in full.

Please review, make necessary corrections, sign and fax or return to Timberline Signs, LLC. We will not begin production until this document is signed and returned. A 50% deposit is required to begin production on all jobs exceeding \$100.

Note: Designs are not actual size and Colors do not accurately represent finished product colors.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please Return signed Fax to **603.964.1576**

**TOWN OF EXETER, NH  
EVENT APPLICATION**

**Special Event License (Reference RSA 286 1-5, Town Ordinance Chapter 807)**

The Town of Exeter requires licensing for all Special Events where the Select Board is the licensing authority. Special Event applications to the Town Manager's Office, at the Town Office.

For information or questions concerning the application call 603-778-6102.

Name of Event: 5th Annual Fall Equinox Fest Location: Swasey Park / Town Hall

Date(s) of Event: Sept 20-22 2019 Start Time: Fri 5pm End Time: Sat 10pm

Event Representative Sponsor's Name: Scott Ruffner / AIA - TEAM

Address: 111R Water Street

Town: Exeter State: NH Zip: 03833

Phone: 603-512-8396 Email: TownExeterArtsMusic@gmail.com

No. of Volunteers/Workers per Day: 8 # Anticipated Spectators: 1,000

List Vendor(s) Names: not determined yet

Describe (in detail) the proposed event: This is the 5th Annual Fall Equinox Fest, with live music on the bandstand Friday night, and artist vendors, live music, kids activities, and food in Swasey Park on Saturday from 10am - 4pm. A local film screening will take place in the Town Hall on Saturday night. This is a community event partnering with over a dozen Exeter businesses, non-profits, and town municipalities

The only road closure request is for Swasey Park on Saturday, Sept 21st, from 7am - 8pm.

Requesting:  Town Hall  Bandstand  Art Gallery  Swasey Parkway  
 Fireworks/Parade  Raffle  Parking  Blocking Off Road

Plywood (2 weeks) or  Poster (1 week) Signboard Dates: Plywood Sep 8-21 / Poster Sep 16-22

A-Frame Quantity and Dates \_\_\_\_\_

# Parking Spaces: \_\_\_\_\_ Street(s) to be blocked: Swasey Park

If Applicable:

Alcohol Service? (see separate form):  Yes  No

Has Permit been approved?:  Yes  No

Tech/AV Services needed:  Yes  No

### Event check list

Will your event involve any of the following? (Please check all that apply)

- Food/beverage concessions/vendors/sales
- Alcoholic beverages (State NH permit required)
- Electronic sound amplification equipment, speakers, public address system (must follow noise ordinance)
- Propane/Charcoal BBQ grills (inspection by Health Officer)
- Electrical set up/ electrical cords run to the site (inspection needed by Electric Inspector)
- Fire pits, bonfires, kindle fire, campfire and other outdoor burning (must have permit from Fire)
- Tents/canopies If so, list quantity and size appx 40 10x10 pop up tents w weights
- Animals at the event. If so, describe \_\_\_\_\_
- Motorized Vehicles. If so, describe \_\_\_\_\_

Other State and/or local permits (if applicable):

- Selling/serving liquor Application
- Hawkers/Peddlers (door to door sales) Application

All applicants for Special Events need to provide written submission of the plans below. The Town staff will review your application and if additional information is required or if not enough information was supplied with this application, the Town will contact you to schedule a meeting.

You Must Submit the following with this application:

1. **Certificate of Insurance:** The Town requires liability insurance to be submitted with this completed application. Required amounts: General Liability/Bodily Injury/Property Damage: \$300,000/\$1,000,000. The Town must be listed as additionally insured.
2. **Site Plan:** A drawing of the event layout, including parking, facilities, vendor setup etc. (even if you supplied one in previous years).
3. **Security/Crowd Control Plan:** Describe the number of detail police officer(s) to manage the maximum seating capacity of indoor events or to secure, control, and assure compliance with laws and licensing conditions in the case of an outdoor event.
4. **Traffic Control/ Parking Plan:** The estimated number of vehicles, provisions for parking, number of police officers or employees necessary to control traffic, type and location of any signs, and any other accommodations or procedures planned to handle attendees and their vehicles.
5. **Fire Emergency Plan:** The estimated number of occupants of all indoor events to assure compliance with the laws and permit rules and conditions required by the NH State Fire Code and its adopted references for places of assembly.
6. **Ambulance/ Medical Service Plan:** Detail the on-site emergency medical services and transportation plan.
7. **Ticket Distribution Plan:** Outline the distribution of tickets prior to the event and/or at the time and place of the event, including provision for a limitation on ticket sales to maintain required occupancy levels and provision for the refund of ticket costs in the event of cancellation of the event.
8. **Sanitary Facilities Plan:** A plan appropriate for the number of attendees, which will include



information relative to portable toilet facilities, trash containers, and a provision that the property and surrounding areas and roadways shall be cleared of all debris within 12 hours following the event.

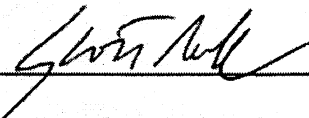
9. **Food Service Plan:** A food service plan, which may require review and acceptance by the Exeter Health Officer or a vendor permit from the Fire Department.
10. **Special Duty Service Fees:** The application fee does not include the costs of Fire or Police protection, or any other extra Town expense required to protect the health and safety of the public which can reasonably be attributed to the event. All such costs associated with the use of active and stand-by emergency and other services provided by the Town of Exeter, or by other towns' emergency services, shall be borne by the applicant, promoter or sponsor.

After the Event, billing for the Special Duty Services will be based on actual hours incurred by Town personnel. The total will be invoiced. A history of non-payment or late payment of any application fee and or Special Duty Services is grounds to deny your request for future event permits.

A performance bond for events over 5,000 participants per day and or other security acceptable to the Town may be required in an amount equal to the amount estimated for Special Duty Services Fees as described above.

BY SIGNING BELOW, I CONFIRM THAT ALL INFORMATION PROVIDED HEREIN AND IN ALL ATTACHMENTS IS TRUE AND ACCURATE, ACKNOWLEDGE THAT THIS APPLICATION WILL NOT BE REVIEWED BY THE SELECT BOARD UNTIL CONSIDERED COMPLETE BY TOWN REVIEW STAFF, AND STATE THAT ALL LIABILITY FOR THIS EVENT IS ASSUMED AND ACCEPTED BY THE APPLICANT.

PRINT NAME: Scott Ruffner DATE: 9/24/18

APPLICANT SIGNATURE: 

I ALSO CONFIRM THAT I AM RESPONSIBLE FOR ALL COSTS INCURRED FOR THIS EVENT INCLUDING ALL SPECIAL DUTY POLICE, FIRE AND HEALTH/SAFETY SERVICES. ALL SERVICES MUST BE PAID IN FULL UPON RECEIPT OF THE INVOICE. IF NOT PAID IN FULL, THE TOWN WILL CHARGE 2% INTEREST PER MONTH.

THE TOWN MAY REQUEST/SUE FOR LEGAL EXPENSES IF THE TOWN HAS TO GO TO COLLECTIONS FOR UNPAID AMOUNTS. I AM RESPONSIBLE FOR ALL FEES, WHICH MAY INCLUDE INTEREST, ATTORNEY AND COURT FEES.

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.

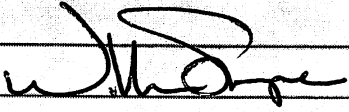
PRINT NAME: SCOTT RUFFNER DATE: 9/24/18

APPLICANT SIGNATURE: 

**Town Review Staff Comments**

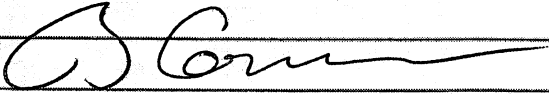
Police Chief (or designee):  No Comments

Comments: \_\_\_\_\_

Signature:  Date: 10/3/18

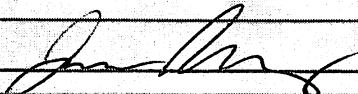
Fire Chief (or designee):  No Comments

Comments: \_\_\_\_\_

Signature:  Date: 10-10-18

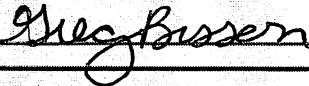
Health Officer:  No Comments

Comments: \_\_\_\_\_

Signature:  Date: 10-11-18

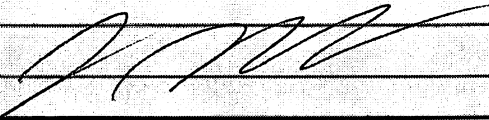
Parks/Recreation:  No Comments

Comments: \_\_\_\_\_

Signature:  Date: 10/26/14

Public Works:  No Comments

Comments: \_\_\_\_\_

Signature:  Date: 10-17-18

Select Board/Designee:  No Comments

Approval Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Town Official Use Only:

Date Complete Application Received: \_\_\_\_\_ Final Approval Date: \_\_\_\_\_

Fee Received: \_\_\_\_\_ Check #: \_\_\_\_\_

Cleaning Deposit Received: \_\_\_\_\_ Check #: \_\_\_\_\_



# Application for Town Hall Facility Use

Faxed #: 603-777-1514 or emailed: [griffle@exeternh.gov](mailto:griffle@exeternh.gov)  
Forms can be mailed: Town of Exeter, 10 Front Street, Exeter, NH 03833

### Representative Information:

Name: Ben Anderson Address: 66 Newfields Road  
Town/State/Zip: Exeter, NH 03833 Phone: 603-244-0202  
Email: lyon@brightandlyon.com Date of Application: 10/2/2018

### Organization Information:

Name: Bright and Lyon Productions Address: 66 Newfields Road  
Town/State/Zip: Exeter, NH 03833 Phone: 603 - 244 - 0202

### Reservation Information:

Type of Assembly/Meeting: Concert Date: March 2, 2019  
Start Time: 7pm End Time: 10pm Additional time for set-up/clean-up: 11am  
# of tables: 4 # of chairs: 200

List materials being used for this event: n/a

Will food/beverages be served? yes Description: light snacks and drinks

Requirements: *\* Please note only one date will be used, depending on performer availability.*

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. *Thanks!*

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](mailto: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: [Signature] Date: 10/2/18

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

Town Manager's Office

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

OCT 23 2018

Received

### Representative Information:

Name: JAMES BLAIR Address: 8 ANNA LOUISE  
Town/State/Zip: EXETER, NH Phone: (508) 558-8040  
Email: jimblair754@gmail.com Date of Application: 10/23/2018

### Organization Information:

Name: EXETER UNITED METHODIST CH. Address: 307 EPPING RD  
Town/State/Zip: EXETER, NH 03833 Phone: (603) 772-6625

### Reservation Information:

Type of Assembly/Meeting: CHRISTMAS CAROL SINGING (see attached)  
W/ A MONOLOGUE, "THE CHRISTMAS SHEPHERD" Date: 12/22/2018  
Start Time: 2pm End Time: 3 PM Additional time for set-up/clean-up: 1/2 HR BEFORE, 1/2 HOUR AFTER  
# of tables: 0 # of chairs: 70-100  
List materials being used for this event: SOME AV, PROVIDED BY THE CHURCH  
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](mailto: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: James C. Blair Date: 10/22/2018

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



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/18/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Fred C. Church Insurance 41 Wellman Street Lowell MA 01851	CONTACT NAME: Patty Smith	PHONE (A/C No. Ext): 800-225-1865	FAX (A/C. No): 978-454-1865
	E-MAIL ADDRESS: psmith@fredchurch.com		
INSURER(S) AFFORDING COVERAGE			NAIC #
INSURER A : Church Mutual Insurance Company			18767
INSURER B :			
INSURER C :			
INSURER D :			
INSURER E :			
INSURER F :			

**COVERAGES** CERTIFICATE NUMBER: 1708599013 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			026125002138573	8/1/2018	8/1/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000 \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY			02612500913857	8/1/2018	8/1/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			026125081138575	8/1/2018	8/1/2019	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 \$ PER STATUTE OTH-ER
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
 Description of operations section: Proof of coverage for Exeter United Methodist Church. If required by written contract, the Town of Exeter is included as additional insured on the General Liability Policy with respect to the operations of the Exeter UMC use of premises on 12/22/19.

<b>CERTIFICATE HOLDER</b>	<b>CANCELLATION</b>
Town of Exeter 10 Front Street Exeter NH 03833	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 



## THE CHRISTMAS SHEPHERD

Sponsored by the Exeter United Methodist Church

Performed by "The Master's Storyteller", Wesley Putnam

The event begins with singing traditional Christmas Carols, led by Wesley on his guitar.

(The words to the carols will be provided, so that audience members can sing along. Also, all AV equipment needed will be provided by the performer and the sponsor.)

Then, Wesley will perform a monologue entitled "The Christmas Shepherd."

The promotion of this event reads as follows:

*"Have you ever read the Christmas story and wondered what it would have been like to have actually been there? How did the shepherds feel when they saw and heard the angels? What went through their minds as they searched in Bethlehem for the Child? What did they think when their search ended in a barn? What was it like to be the first people on earth to worship Jesus?"*

*"Those questions are answered . . . in a thoughtful and humorous way by the Master's Storyteller, Wesley Putnam. You will be drawn into the story and will experience the sights, sounds, and smells of the first Christmas."*

**The event will be free admission, but we would like to ask audience members for a freewill donation on their way out.**





# Application for Town Hall Facility Use

Faxed #: 603-777-1514 or emailed: [sniffle@exeternh.gov](mailto:sniffle@exeternh.gov)  
Forms can be mailed: Town of Exeter, 10 Front Street, Exeter, NH 03833

### Representative Information:

Name: Greg Bisson Address: 32 Court St  
Town/State/Zip: Exeter, NH 03833 Phone: 603-773-6151  
Email: Gbisson@exeternh.gov Date of Application: 10/17/2018

### Organization Information:

Name: Exeter Parks and Recreation Address: 32 Court St  
Town/State/Zip: Exeter, NH 03833 Phone: 603-773-6151

### Reservation Information:

Type of Assembly/Meeting: Sweethearts Dance Date: 2/8/19  
Start Time: 6 pm End Time: 9 pm Additional time for set-up/clean-up: 12 pm on to set up  
# of tables: \_\_\_\_\_ # of chairs: \_\_\_\_\_  
List materials being used for this event: \_\_\_\_\_  
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](mailto: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: *Greg Bisson* Date: 10/17/18

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](mailto:sriffle@exeternh.gov)  
Forms can be mailed: Town of Exeter, 10 Front Street, Exeter, NH 03833

### Representative Information:

Name: Greg Bisson Address: 32 Court St  
Town/State/Zip: Exeter, NH 03833 Phone: 603-773-6151  
Email: Gbisson@exeternh.gov Date of Application: 10/17/2018

### Organization Information:

Name: Exeter Parks and Recreation Address: 32 Court St  
Town/State/Zip: Exeter, NH 03833 Phone: 603-773-6151

### Reservation Information:

Type of Assembly/Meeting: Summer Concert Rain Dates Date: Thursdays 6/20 - 8/22/19  
Start Time: 5 pm End Time: 9 pm Additional time for set-up/clean-up: 12 pm on to set up  
# of tables: \_\_\_\_\_ # of chairs: \_\_\_\_\_  
List materials being used for this event: \_\_\_\_\_  
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](mailto: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: Greg Bisson Date: 10/17/18

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 Event Use of Town Facility

Forms submitted to: Town of Exeter, 10 Front Street, Exeter, NH 03833

Fax #: 603-777-1514 email: [sriffle@exeternh.gov](mailto:sriffle@exeternh.gov)

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

Signboard Request:  Poster Board Week: \_\_\_\_\_  Plywood Board Week: \_\_\_\_\_

### Representative:

Name: Scott Ruffner Address: 11 Hall Place  
Town/State/Zip: Exeter, NH 03833 Phone: 603-512-8396  
Email: TownExeterArtsMusic@Gmail.com

### Organization:

Name: TEAM Address: 111R Water Street  
Town/State/Zip: Exeter, NH 03033 Phone: 603-512-8396

### Reservation Details:

Type of Event/Meeting: First Friday Date: September 6th, 2019  
Times of Event: 5-10pm Times needed for set-up/clean-up: 2pm-11pm  
Will food/beverages be served/prepared in the foyer or room to the right? Yes  No   
If Tech/ AV Services are Needed, provide details\*: \_\_\_\_\_

### Requirements:

**Rental Fee:** For Town Hall use there is a fee of \$125 per day. A rental fee waiver may be requested 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 of Town Hall, 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 [aswanson@exeternh.gov](mailto:aswanson@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 additional 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. Permit approvals are contingent upon proper insurance and fees paid to the Town of Exeter.

Applicant signature: *Scott Ruffner* Date: 9-7-18

Authorized by the Board of Selectmen/Designee: \_\_\_\_\_ Date: \_\_\_\_\_

### Office Use Only:

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





# Application for Event Use of Town Facility

Forms submitted to: Town of Exeter, 10 Front Street, Exeter, NH 03833

Fax #: 603-777-1514 email: [sriffle@exeternh.gov](mailto:sriffle@exeternh.gov)

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

Signboard Request:  Poster Board Week: \_\_\_\_\_  Plywood Board Week: \_\_\_\_\_

### Representative:

Name: Scott Ruffner Address: 11 Hall Place  
Town/State/Zip: Exeter, NH 03833 Phone: 603-512-8396  
Email: TownExeterArtsMusic@Gmail.com

### Organization:

Name: TEAM Address: 111R Water Street  
Town/State/Zip: Exeter, NH 03033 Phone: 603-512-8396

### Reservation Details:

Type of Event/Meeting: First Friday Date: October 4th, 2019

Times of Event: 5-10pm Times needed for set-up/clean-up: 2pm-11pm

Will food/beverages be served/prepared in the foyer or room to the right? Yes  No

If Tech/ AV Services are Needed, provide details\*: \_\_\_\_\_

### Requirements:

**Rental Fee:** For Town Hall use there is a fee of \$125 per day. A rental fee waiver may be requested 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 of Town Hall, 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 [aswanson@exeternh.gov](mailto:aswanson@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 additional 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. Permit approvals are contingent upon proper insurance and fees paid to the Town of Exeter.

Applicant signature: [Signature] Date: 10-5-18

Authorized by the Board of Selectmen/Designee: \_\_\_\_\_ Date: \_\_\_\_\_

Office Use Only:

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



### Application for Fireworks/Parade Requests

Town of Exeter, 10 Front Street, Exeter, NH 03833  
Phone: 603-778-0591 Fax: 603-777-1514  
Email: sriffle@exeternh.gov

Fireworks  
 Parade

Other \_\_\_\_\_

Liability Insurance Required: Certificate of Insurance to be submitted with completed application. Required Amounts: General Liability/Bodily Injury/Property Damage (combined): \$300,000-\$1,000,000 with additional personal injury of \$300,000; the Town of Exeter must be listed as an additional insured.

*If permit involves overnight use of blocking off an area then it is suggested to have them in place before dark, applicants are responsible for all barricades.*

Applicant Information:

Name: Florence Ruffner Address: \_\_\_\_\_

Town/State: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Organization/Company Information:

Name: Memorial Day Parade Committee Address: \_\_\_\_\_

Town/State/Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Describe Activity: Parade

Describe Location: beginning at Swasey ending at Gale Park and Winter St. cemetery

Date(s) of Activity: 5/27/19 Start Time: 9:30 am End Time: 11 am

Blocking off Location: Rolling road closure # Spaces: \_\_\_\_\_

*Florence Ruffner*  
dotloop verified  
10/04/18 3:44PM EDT  
NOWP-EUDU-1U4D-WJGQ

Applicant Signature

Date

Highway Superintendent: [Signature]

10-18-18  
Date

Police Chief: [Signature]

10/11/18  
Date

Fire Chief: [Signature]

10-15-18  
Date

This permit is issued for the purpose indicated and shall be valid only during the times/dates indicated on this permit. As authorized by the Select Board/Designee:

\_\_\_\_\_  
Date

**CORRESPONDENCE**





October 12, 2018

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

Dear Mr. Dean:

Enclosed are your Group's renewal rates for medical coverage for the period of January 1, 2019 through December 31, 2019. Also included are the renewal rates for dental, life, short-term and long-term disability coverage, if applicable. Your Benefits Advisor, Melisa Briggs, can work directly with you to provide alternative benefit options and applicable rates.

The renewal rates were set by the HealthTrust Board of Directors (HealthTrust Board) on October 9, 2018 as the last step in our comprehensive rate setting process. HealthTrust's consulting actuaries, with staff assistance, first establish proposed rates, which are presented for review to HealthTrust's Finance & Personnel Committee. The Finance & Personnel Committee determines the recommended renewal rates, which are then presented at two Member public hearings. Finally, the HealthTrust Board adopts the renewal rates taking into consideration feedback received from the two public hearings and the recommendation by the Finance & Personnel Committee.

## MEDICAL COVERAGE

### Medical Rates

The rate adjustment for all Member Groups renewing medical coverage for January 2019 is an overall average increase of 11.3%. ***Your Group's rate change will vary from this overall increase based in part on your Group's own claims experience.*** If you are a Group in the "50 and Under Rating Unit," or part of a combined rating unit, your rate reflects the claims experience of that combined group.

The overall medical rates are comprised of several components. Net of investment income, approximately 92.4% of the rates charged are for expected claims, 3.4% for claims administration, 1.4% for wellness and SmartShopper, and 1.5% for HealthTrust's operations. The remainder of the rate is for required state vaccine fees (0.3%) and risk charges recommended by the actuary (1.0%).

### Medical Plan Relativities

HealthTrust works with its actuaries to determine the relative cost of the different benefit option types it offers. In reviewing the relativities currently in place, it has been determined that no adjustments are required for this renewal. Therefore, the percent of change for each benefit option on the attached *Medical Rate Exhibit* is the same as the overall percentage of change for your Group.

### Medical Rate Exhibit

On the enclosed *Medical Rate Exhibit*, we have included monthly contribution rates for your existing medical and prescription benefit options. We have also included some plan options that you may be interested in considering as alternatives. Your Benefits Advisor is available to review these changes, to



discuss options, and to provide cost-sharing schedules for any alternative plans that you may be considering. Please know that your Benefits Advisor is always here to assist you in this process.

### **You Asked, We Listened – New Benefit Plans and Enhancements**

HealthTrust has been gathering feedback from Members regarding the benefit options and services offered to Members. As a result, HealthTrust is implementing some exciting new enhancements, benefit plan options, and service updates for 2019, which are outlined below. More details about these enhancements can be found in the *2019 Plan Updates and Enhancements* flyer enclosed with this letter.

### **LiveHealth Online Copay Enhancement – Effective 1/1/19**

Copays have been lowered to encourage Enrollees to use this cost-effective service option. The cost for a LiveHealth Online “medical office visit” has been reduced from the current standard PCP visit copay to just \$10 for all benefit options (with the exception of the current benefit options that have a \$5 PCP visit copay, which will remain at \$5; and the Lumenos and new ABHD/5K/20COIN plans, for which the visit cost would be subject to deductible).

### **Access Blue Site of Service (SOS) and AB15/40IPDED Plan Copay Enhancements – Effective 1/1/19**

Copays lowered to the PCP visit copay (currently subject to specialist visit copay) for the following:

- Physical/Occupational/Speech Therapy
- Chiropractic services
- Acupuncture services (**Please note:** This is a new benefit that will provide coverage for 12 visits per person per plan year.)
- Cardiac Rehabilitation services
- Walk-in Facilities (such as ConvenientMD, ClearChoiceMD, and CVS MinuteClinics)

### **Additional Access Blue Site of Service (SOS) Plan Copay Enhancement – Effective 1/1/19**

Now \$0 copay for X-rays and other high cost radiology services at a Site of Service radiology provider, walk-in center, or ambulatory surgical center (previously subject to deductible).

### **Lumenos Plan Enhancement – Effective 1/1/19**

New Acupuncture Benefit: 12 visits per person per plan year, subject to deductible (currently not covered)

### **New HSA Qualified High Deductible Health Plan Option ABHD/5K/20COIN**

This is a new Health Savings Account (HSA)-qualified High Deductible Health Plan benefit option, which utilizes the same Access Blue New England network as the current HMO and SOS benefit options. This benefit option is now our lowest-cost medical plan offering, providing Member Groups with a less expensive alternative that may be paired with a qualified HSA or HRA. Contact your Benefits Advisor to request a cost-sharing schedule.

### **New Site of Service (SOS) Benefit Option ABSOS30/60/5KDED**

This new lower cost Site of Service option has the lowest rates of all our SOS plan offerings. This allows Member Groups to have a full range of comprehensive Site of Service benefit options available. It is important to note that this new SOS plan does have higher copayments, deductibles, and maximum out-of-pocket limits than our other SOS options. Contact your Benefits Advisor to request a cost-sharing schedule for this plan.

### **ConvenientMD – New Service – Infusion Therapy – Effective 1/1/19**

HealthTrust medically covered Enrollees can have their infusions in a sterile, comfortable setting, supervised by licensed, trained nurses and doctors, usually at much lower costs than hospital-based infusion therapy. The cost of the service will be subject to the applicable cost share (copay or deductible) of the plan.

### **Slice of Life 2019**

HealthTrust is pleased to announce that there are no changes to the plan design for the Slice of Life wellness program for calendar year 2019. We will continue to focus on making the program simple to use, with more ways to engage throughout the year in order for eligible covered individuals to earn the maximum reward of up to \$475 in cash rewards plus up to \$100 toward the purchase of a wearable fitness tracker or smart scale. A total value of up to \$575. Participants will see even more ways to track and earn dollars toward their quarterly Personal Wellness Journey Reward this year.

### **BENEFIT ADVANTAGE** **HRA and FSA Services**

Benefit Advantage is HealthTrust's Health Reimbursement Arrangement (HRA) and enhanced Flexible Spending Account (FSA) service. Highlights of the service option are:

- No separate Benefit Advantage (HRA or FSA) administrative fees for participants who are enrolled in one of the following HealthTrust medical plan benefit options:
  - AB15/40IPDED
  - ABSOS20/40/1KDED
  - ABSOS25/50/3KDED
  - ABSOS30/60/5KDED – *New benefit option available 2019*
  - ABHD/5K/20COIN – *New benefit option available 2019*
  - Lumenos
- Automatic HRA claims feeds from Anthem
- User-friendly website with direct-deposit option
- HealthTrust Benefit Advantage mobile app enables participants to view their account balances, capture and upload pictures of their receipts and submit and track claims.

For FSA participants who are not enrolled in one of the medical plan benefit options listed above, the FSA administrative fee for the 2019 plan year will remain at \$2.75 per participant per month.

Our Benefit Advantage HRA includes some underwriting guidelines relative to the employer funding of the deductible and plan design requirements. Please contact your Benefits Advisor for more details.

### **DENTAL COVERAGE**

For Member Groups currently participating in HealthTrust's dental coverage, there is an increase of 2.3% to the current rates. Please see the enclosed transmittal for the renewal rates specific to your coverage option(s).

## **SHORT-TERM DISABILITY COVERAGE**

For Member Groups currently participating in HealthTrust's Short-Term Disability coverage, there is a reduction of 6.6% in the base rates for calendar year 2019. *However, your Group's actual rate adjustment will vary depending on your Group's experience and demographic make-up.* Please see the enclosed transmittal for your specific renewal rates.

## **LIFE AND LONG-TERM DISABILITY COVERAGE**

For Member Groups currently participating in HealthTrust's Long-Term Disability (LTD) and Life coverages, your rate will not change for your existing benefit amounts. Please see the enclosed transmittal for your actual rates for the upcoming renewal.

## **CAPITAL ADEQUACY RESERVE LEVEL**

Annually the HealthTrust Board determines the target level for HealthTrust's capital adequacy reserve. The purpose of a capital adequacy reserve is to ensure that all future obligations for the payment of claims and expenses are fully paid even if HealthTrust's actual experience differs from the rating assumptions used to set the contribution rates.

HealthTrust locks in the rates it charges for future coverage based on the actuaries' best information known at this time. However, actual future claims costs may be significantly higher than predicted for numerous reasons. The capital adequacy reserve exists to make sure HealthTrust can pay claims and expenses even if future performance differs from the projections used to set rates. This is different than the IBNR (incurred but not reported) reserves that cover claims that happened in the past, but have not yet been reported for payment.

The HealthTrust Board has established a policy that it shall rely on the opinion of a qualified actuary using a sound actuarial methodology to determine the target capital adequacy reserve level for HealthTrust to meet its obligations to pay claims and expenses, even if the rating assumptions end up being too low. This policy is consistent with the NH Supreme Court's 2014 decision which addresses how such reserves should be set.

HealthTrust retained the Milliman firm, one of the preeminent actuarial firms in the country, to determine, using an actuarially sound methodology, how much capital adequacy reserve HealthTrust needs as of the start of this fiscal year. Milliman recommended that HealthTrust should target a capital adequacy reserve level of at least \$85 million. This amount provides HealthTrust with a 95% confidence level that it can meet all its obligations over a 5-year period, provided it has pricing flexibility to respond to adverse situations as they develop. Milliman recommends that HealthTrust use that confidence level as it provides only a 5% chance of insolvency over the next five years.

Based on this actuarial recommendation, the HealthTrust Board established a capital adequacy reserve target level of \$85 million as of June 30, 2018.

## **RETURN OF SURPLUS**

After the Board sets the capital adequacy reserve level, it determines whether there is any surplus to return to Members. Since the ending Net Position in HealthTrust's 2018 Fiscal Year audited financial statement

is \$79.5 million, which is below the \$85 million capital adequacy reserve target, there will not be a Return of Surplus to Members for this fiscal period.

## IMPLEMENTING PLAN CHANGES

### Timeline

Your Benefits Advisor, Melisa Briggs, will be contacting you to discuss the renewal and work with you to review available options and assist with any changes you may be considering. Please note that requests for any coverage changes as of January 1, 2019 must be communicated to us and completed prior to November 27, 2018. Changes in coverage completed after this date but prior to December 31, 2018 will have an effective date of March 1, 2019, because of the need to distribute *Summary of Benefits and Coverage* (SBC) documents within the sixty (60) day advance notice requirement under the Affordable Care Act (ACA).

### Benefit Education Sessions

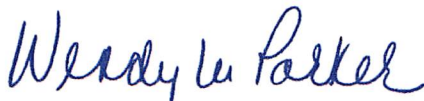
Whether you are making changes or not, it is important to keep your employees well informed of the benefits offered to them as valued employees of your organization. We encourage you to schedule benefit education sessions with your Advisors so employees can better understand their benefit plans, medical consumerism, their wellness benefits and how they can access tools and resources through the HealthTrust Secure Enrollee Portal.

### Renewal Deadlines

Signed renewal transmittal forms must be returned to HealthTrust by December 14, 2018 to renew coverage for January 1, 2019.

Thank you for your continued participation with HealthTrust. If you have any questions or concerns, please do not hesitate to contact Melisa at 800.527.5001.

Sincerely,



Wendy Lee Parker  
Executive Director

Enclosures

cc: Patrick Mulholland, Union Representative, Exeter Police Association  
Joseph Pelchat, Union Representative, SEIU Local 1984 Public Works  
Don Matheson, Union Representative, Exeter Firefighters Association



## Medical Rate Exhibit

*Town of Exeter*

*Rating Renewal: January*

*Rating Tier: Large*

*Rating Type: Combined*

Current Benefit Option(s)	Enrollmer Type	Enrollee Counts	1/18 Rates	1/19 Rates	% Change
BC3T20(01L)-RX10/20/45/3K(L)	Single	21	\$861.34	\$920.77	6.9%
	2-Person	34	\$1,722.67	\$1,841.54	6.9%
	Family	29	\$2,325.61	\$2,486.08	6.9%
AB20(01L)-RX10/20/45/3K(L)	Single	17	\$788.38	\$842.78	6.9%
	2-Person	8	\$1,576.77	\$1,685.57	6.9%
	Family	16	\$2,128.64	\$2,275.52	6.9%
ABSOS20/40/1KDED(01L)-R10/25/40M10/40/70/5K(L)	Single	2	\$614.80	\$657.22	6.9%
	2-Person	4	\$1,229.60	\$1,314.44	6.9%
	Family	0	\$1,659.96	\$1,774.50	6.9%
MC3(01L)-RX10/20/45(LCY)	Single	19	\$527.84	\$564.26	6.9%
MCNRX(01L)	Single	16	\$211.10	\$225.67	6.9%
<b>Monthly Total</b>		<b>166</b>	<b>\$223,731.03</b>	<b>\$239,168.85</b>	<b>6.9%</b>

**Alternative Benefit Option(s):** As you consider your benefit offerings for January 1, 2019, please refer to the sampling of Benefit Option(s) provided below. It is important to note that not all of the sample plans listed below can be offered along with your current Benefit Option(s). Your Benefits Advisor is available to help you select the plans that best meet your Group's needs and work within HealthTrust's underwriting guidelines.

Alternative Benefit Option(s)	Enrollmer Type	1/19 Rates
BC2T20(01L)-R10/25/40M10/40/70/3K(L)	Single	\$873.71
	2-Person	\$1,747.42
	Family	\$2,359.02
AB20(01L)-R10/25/40M10/40/70/3K(L)	Single	\$815.33
	2-Person	\$1,630.67
	Family	\$2,201.40
MC3(01L)-R10/25/40M10/40/70(LCY)	Single	\$545.90

# Town of Exeter ("Member")

Member hereby elects the following HealthTrust, Inc. ("HealthTrust") coverage(s):

## Medical Coverage and Rates

January 2019 Medical Renewal

The following rates shall apply from January 1, 2019 to December 31, 2019

Rating Renewal      January  
Probationary Period    1M

Rating Tier    Large  
Rating Type    Combined

Benefit Option(s)	Single	2-Person	Family
BC3T20(01L)-RX10/20/45/3K(L)	\$920.77	\$1,841.54	\$2,486.08
AB20(01L)-RX10/20/45/3K(L)	\$842.78	\$1,685.57	\$2,275.52
ABSOS20/40/1KDED(01L)-R10/25/40M10/40/70/5K(L)	\$657.22	\$1,314.44	\$1,774.50
MC3(01L)-RX10/20/45(LCY)	\$564.26		
MCNRX(01L)	\$225.67		

Monthly rates and continued Member Group coverage are subject to applicable HealthTrust minimum participation requirements including, without limitation:

- 1) at least 75% participation of Eligible Employees who do not otherwise have group medical coverage; and
- 2) Employees who elect to cover dependents must enroll all of their Eligible Dependents (other than dependent children age 19 and over) who do not otherwise have group medical coverage.

HealthTrust reserves the right to change these rates at any time if there is a 10% or more increase or decrease in enrollment.

### \*PROBATIONARY PERIOD EXCEPTIONS

None

### SPECIAL NOTES

-Coverage includes Domestic Partner (same sex and opposite sex) Rider.

-Member participates in a *Combination of Entities* agreement for medical coverage rating purposes. The *Combination of Entities* is comprised of: Town of Exeter and Exeter Housing Authority.

=====

## Dental Coverage and Rates

### January 2019 Dental Renewal

The following rates shall apply from January 1, 2019 to December 31, 2019

Rating Renewal      January  
 Probationary Period    1M

Benefit Option(s)	Single	2-Person	Family
OPTION 1B	\$43.55	\$84.23	\$152.37
OPTION 3	\$42.25	\$81.24	\$142.50

*Monthly rates and continued Member group coverage are subject to applicable HealthTrust minimum participation requirements including, without limitation:*

- 1) at least 75% participation of eligible employees who do not otherwise have dental coverage; and
- 2) employees who elect to cover dependents must enroll all of their eligible dependents (other than dependent children age 19 and over) who do not otherwise have dental coverage.

#### BENEFIT SCHEDULE

Benefit Option(s)	Coverage A	Coverage B	Coverage C	Plan Year	Coverage D		
				Maximum	Coverage D	Maximum	Deductible
OPTION 1B	100%	80%	50%	\$1,250	50%	\$1,000	\$25/\$75
OPTION 3	100%	80%	50%	\$1,000	N/A	N/A	\$25/\$75

#### \*PROBATIONARY PERIOD EXCEPTIONS

None

#### SPECIAL NOTES

-Coverage includes Domestic Partner (same sex and opposite sex) Rider.

# Life Coverage and Rates

## January 2019 Life Renewal

The following rates shall apply from January 1, 2019 to December 31, 2019

Rating Renewal      January  
 Carrier ID #        026  
 BAE means Base Annual Earnings

### BASIC LIFE BENEFIT SCHEDULE

Class	Class Name	Probation-ary Period	Coverage	AD&D	Guarantee Issue	Maximum Benefit
1	All Eligible Department Heads and Salaried Employees	1M	1 x BAE	1 x BAE	\$50,000	\$50,000
2	All Other Eligible Employees	1M	\$25,000	\$25,000	\$25,000	\$25,000
3	All Eligible Elected Officials	1M	\$25,000	None	\$25,000	\$25,000

### DEPENDENT LIFE SCHEDULE

Spouse	\$10,000
Child < 6 Months	\$1,000
Child > 6 Months	\$5,000

### CONTRIBUTORY STATUS AND PARTICIPATION REQUIREMENTS

Class	Class Name	Basic Life		Supplemental		Dependent	
		Contributory Status	Basic Life Y/N Participation	Contributory Status	Supplemental Y/N Participation	Contributory Status	Dependent Y/N Participation
1	All Eligible Department Heads and Salaried Employees	N	100%	N/A	N/A	Y	None
2	All Other Eligible Employees	N	100%	N/A	N/A	Y	None
3	All Eligible Elected Officials	N	100%	N/A	N/A	Y	None

### RATES

BASIC LIFE FOR EACH \$1,000 OF BENEFIT	\$0.17
BASIC AD&D FOR EACH \$1,000 OF BENEFIT	\$0.04
DEPENDENT LIFE RATE PER MONTH/PER FAMILY	\$2.25

*Monthly rates and continued Member Group coverage are subject to applicable minimum participation requirements including, without limitation: 75% participation of Eligible Employees if contributory status is Y or 100% participation if contributory status is N for Basic Life. Other requirements may apply.*

### \*PROBATIONARY PERIOD EXCEPTIONS

None

### SPECIAL NOTES

- Basic Life Evidence of Insurability required for: Any amount in excess of the Guarantee Issue; all late applicants (contributory groups only); salary increases greater than \$25,000.
- Dependent Life Evidence of Insurability required for: All late applicants (contributory groups only).
- Life and AD&D benefits reduce to 50% at age 70.



=====

## Long-term Disability Coverage and Rates

January 2019 LTD Renewal

The following rates shall apply from January 1, 2019 to December 31, 2019

Rating Renewal      January  
 Carrier ID #        026

---

### BENEFIT SCHEDULE

---

Class	Class Name	Probationary Period	Benefit Percentage	Maximum Monthly Benefit	Elimination Period
1	All Eligible Department Head Employees	1M	60.00%	\$6,000	90 days

---

### CONTRIBUTORY STATUS AND PARTICIPATION REQUIREMENTS

---

Class	Class Name	Contributory Y/N	Participation
1	All Eligible Department Head Employees	N	100%

---

### RATE

---

Per \$100 of Covered Monthly Payroll	\$1.11
--------------------------------------	--------

*Monthly rates and continued Member Group coverage are subject to applicable minimum participation requirements including, without limitation: 75% participation of Eligible Employees if contributory status is Y or 100% participation if contributory status is N. Other requirements may apply.*

---

### MAXIMUM BENEFIT PERIOD (BENEFIT DURATION)

---

Age at Disability 59 or younger	Paid to Age 65
Age at Disability 60	Paid to 5 Years
Age at Disability 61	Paid to 4 Years
Age at Disability 62	Paid to 3.5 Years
Age at Disability 63	Paid to 3 Years
Age at Disability 64	Paid to 2.5 Years
Age at Disability 65	Paid to 2 Years
Age at Disability 66	Paid to 1.75 Years
Age at Disability 67	Paid to 1.5 Years
Age at Disability 68	Paid to 1.25 Years
Age at Disability 69 and Over	Paid for 1 Year

---

### \*PROBATIONARY PERIOD EXCEPTIONS

---

None

---

### SPECIAL NOTES

---

-Evidence of Insurability needed for all late enrollees (contributory groups only).

=====

## BILLING SERVICES

Member Group has separately contracted with HealthTrust for the following Billing Services with respect to any selected medical and dental plan coverages:

COBRA     Retirees

=====

## Additional Terms

**SBC Compliance:** HealthTrust, Inc. agrees to prepare and provide Member with a Summary of Benefits and Coverage ("SBC") for each medical plan coverage option listed on this transmittal. Member must distribute the SBCs to applicable eligible individuals. These obligations will be performed in accordance with (i) the statutory and regulatory requirements for SBCs under the Affordable Care Act ("ACA"), and (ii) related SBC compliance information provided to Member by HealthTrust, Inc.

**Maximum Probationary Period Compliance:** Member represents that the eligibility conditions and probationary period requirements for enrollment in each medical plan coverage option listed on this transmittal comply with the 90-Day Maximum Waiting Period rule of the ACA.

Member agrees that the coverages elected herein are subject to the terms and conditions of the HealthTrust Membership Agreement, the HealthTrust Bylaws and applicable Coverage Documents.

Member hereby authorizes HealthTrust, Inc. to execute and deliver any and all documents necessary to effectuate the enrollment of the Member and its Employees into the coverage(s) listed on this transmittal.

\_\_\_\_\_

For the Member, duly authorized

\_\_\_\_\_

Title

\_\_\_\_\_

Date

\_\_\_\_\_

For HealthTrust, Inc.

\_\_\_\_\_

Title

\_\_\_\_\_

Date



## Rockingham County Treasurer

---

119 North Road  
Brentwood, New Hampshire 03833

Scott G. Priestley Sr., County Treasurer  
Tel. 603-679-9413 Fax. 603-679-9346  
spriestley@co.rockingham.nh.us

October 19, 2018

Town Of Exeter  
Town Hall Offices  
10 Front Street  
Exeter, NH 03833

Dear Board Of Selectmen,

Enclosed is the 2018 Rockingham County Warrant. The amount of the warrant is \$1,987,619.00. Payment is due by Monday, December 17, 2018.

Please notify us if you choose to transfer the payment by wire and we will make arrangements for receipt of funds; please contact Katherin Mann at 603-658-6764 for wire instructions by December 10th.

Your attention and processing of this Warrant is appreciated.

Sincerely,

Scott G. Priestley, Sr., Rockingham County Treasurer

Enc.



# Rockingham County Treasurer

---

119 North Road  
Brentwood, New Hampshire 03833

Scott G. Priestley Sr., County Treasurer  
Tel. 603-679-9413 Fax. 603-679-9346  
[spriestley@co.rockingham.nh.us](mailto:spriestley@co.rockingham.nh.us)

**STATE OF NEW HAMPSHIRE**

**ROCKINGHAM COUNTY**

## **WARRANT OF COUNTY TREASURER**

To the Board Of Selectmen in the Town Of Exeter in said County:

You are hereby required to assess upon the polls and property in said City liable to taxation, One Million Nine Hundred Eighty Seven Thousand Six Hundred Nineteen Dollars and No Cents (\$1,987,619.00), being the just proportion of the county tax due from said town as granted by the last County Convention and to collect and pay the same to me on or before Monday the 17th day of December next, for the use of the County.

YOU ARE HEREBY NOTIFIED THAT FAILURE TO COLLECT AND PAY SAID TAX BY THE DATE INDICATED WILL RESULT IN THE ASSESSMENT OF A PENALTY AS DESCRIBED IN THE NEW HAMPSHIRE STATUTES, RSA 29:11.

You are also required to return to the TREASURER of said County for the time being, the names and/or name of the Collectors or Collector whom you shall direct to collect this sum or any part thereof.

HEREOF FAIL NOT, AS YOU WILL ANSWER YOUR NEGLIGENCE UNDER THE PENALTY PRESCRIBED BY LAW.

GIVEN UNDER MY HAND, THIS 19th DAY OF OCTOBER, 2018.

---

Scott G. Priestley, Sr.,

Rockingham County Treasurer



Russ Dean &lt;rdean@exeternh.gov&gt;

---

## Support Sought for RPC's Drinking Water Source Protection Project Grant

---

Jennifer Rowden <jrowden@rpc-nh.org>  
Cc: "Tim Roache (staff)" <troache@rpc-nh.org>

Fri, Oct 26, 2018 at 11:58 AM

Dear Municipal Officials and Staff,

**Rockingham Planning Commission (RPC) is currently seeking letters of support for a grant application to assist municipalities and the region in better protecting drinking water supplies now and into the future.** While the 2008 USGS *Seacoast New Hampshire Groundwater Availability Study* confirmed the adequacy of the regions drinking water supplies, a number of factors threaten the future quality of this invaluable resource. They include the combination of population growth and state and local land use and policy decisions. Emerging issues—such changing precipitation patterns, emerging contaminants, and sea level rise—have the potential to threaten drinking water source quality further. Long-term planning to mitigate the impacts of potential threats to drinking water sources has been limited since the USGS study. The Rockingham Planning Commission (RPC) has proposed a two-phase planning initiative to help municipalities and the region protect their drinking water supplies into the future. The proposal is intended to be a companion project being submitted by Strafford Regional Planning Commission.

The proposal is to:

- Develop a set of regional maps showing the locations of drinking water supplies and providing contextual details to better communicate potential threats to drinking water sources and opportunities for their protection.
- Create an interactive, decision-making tool to help municipalities identify and select drinking water protection actions tailored to their needs.
- Conduct a pilot project(s) to demonstrate water resource protection tools.

The proposal above would then be used for the later development of a *Long-Term Drinking Water Supply Plan for Southeast New Hampshire Region* during a second phase of the proposal. We anticipate that RPC will apply for a second round of funding to complete the plan in 2019, and will request additional support at that time. Funding for this project would be provided through the NHDES Drinking Water Source Protection Grant Program.

**We are asking for your support in our efforts to better protection municipal and regional water supplies by submitting a letter of support to NHDES for this proposal.** To assist you, we have attached a draft letter of support template that can be used, with some options to voice interest participating on an advisory group or for a pilot project. Letters of support can be sent to Andrew Madison, NHDES Program Specialist (Andrew.Madison@des.nh.gov ), preferably by November 2, 2018.

For any questions about the proposal or letters of support please contact me at jrowden@rpc-nh.org or 603-658-0521.

Sincerely,

Jennifer Rowden

---

Jennifer Rowden, Senior Planner

Rockingham Planning Commission

10/26/2018

Town of Exeter, NH Mail - Support Sought for RPC's Drinking Water Source Protection Project Grant

156 Water Street

Exeter, NH 03833

Direct line: 603-658-0521

RPC Main line: 603-778-0885

jrowden@rpc-nh.org



**Letter of Support Template\_FINAL.DOCX**

30K

Date

Andrew Madison  
Program Specialist  
NH Department of Environmental Services  
DWGB  
29 Hazen Drive  
Concord, NH 03302

RE: Rockingham Planning Commission's 2019 Drinking Water Source Protection Grant Application

Dear Mr. Madison:

On behalf of town/city/organization, I am pleased to express our support for and commitment to the Rockingham Planning Commission's Drinking Water Source Protection Grant Application.

While the 2008 USGS *Seacoast New Hampshire Groundwater Availability Study* confirmed the adequacy of the state's drinking water supplies, a number of factors threaten the future quality of this invaluable resource. They include the combination of population growth and state and local land use and policy decisions. Emerging issues—some related to climate change—have the potential to threaten source water quality further. New precipitation patterns may lead to more severe droughts that will reduce aquifer recharge. Sea level rise may render coastal freshwater resources unusable, and emerging contaminants may degrade the quality of coastal and inland water resources.

Long-term planning to mitigate the impacts of potential threats to drinking water sources has been limited since the USGS study. In the meantime, drought conditions have become more severe. In October 2016, for example, 20 percent of the state was in an extreme drought, 160 community water systems had implemented a water restriction or ban, and 13 municipalities had banned all outdoor water use.

[Insert a short description of your interest in source water protection]

The Rockingham Planning Commission (RPC) has proposed a two-phase planning initiative to help municipalities and the region protect their drinking water supplies into the future. Town/City/Organization looks forward to participating in the first phase of the project, in which RPC will produce the following:

- A set of regional maps showing the locations of drinking water supplies and providing contextual details to better communicate potential threats to drinking water sources and opportunities for their protection.
- A decision-making tool to help municipalities identify and select drinking water protection actions tailored to their needs.
- A pilot project to demonstrate water resource protection tools.

These resources will be essential to the later development of a *Long-Term Drinking Water Supply Plan for Southeast New Hampshire Region* during phase two. We anticipate that RPC will apply for a second round of funding to complete the plan in 2019, and will request additional support at that time.

In support of RPC's drinking water source protection efforts, town/city/organization will review mapping products and advise on local protection priorities, serve on a user group to guide the development of the decision-making tool, and submit a proposal to serve as the pilot project to be conducted as part of this initiative. If Town/City/Organization is selected to serve as the pilot project, we would be particularly interested in working with SRPC to [pick a pilot project type or two].

Town/City/Organization will provide local knowledge and expertise to help ensure the final products developed in this initiative are user friendly, reflect local priorities, and will help protect drinking water sources throughout the region.

Sincerely,

Name, Title

**Comment [JR1]:** Please select from the following three suggested forms of participation and edit as appropriate based on your interest in the project.

**Comment [JR2]:** Delete this sentence if you are not interested in proposing as a pilot project or are uncertain of the project type.

**Comment [JR3]:** Pilot project options are:

- Prepare a master plan water resources chapter (new or update).
- Develop an aquifer protection overlay district zoning ordinance.
- Develop a conservation subdivision zoning ordinance focused on water resource protection.
- Facilitate municipal collaboration discussions (such as extension of drinking water service areas, water resource protection plan, identifying future drinking water source areas).
- Develop a saltwater intrusion analysis and model ordinance.
- Prepare a source water protection grant proposal for groundwater reclassification.
- Prepare a municipal water resource management plan.

Develop a municipal prioritized land conservation plan for source water protection.

**Comment [JR4]:** If you are uncertain, feel free to list those you might be interested in.



Town Manager's Office



STATE OF NEW HAMPSHIRE  
DEPARTMENT OF NATURAL AND CULTURAL RESOURCES  
DIVISION OF FORESTS AND LANDS  
172 Pembroke Road, Concord, New Hampshire 03301

OCT 19 2018

Received

603-271-2214  
FAX: 603-271-6488  
www.nhdfl.org

June 30, 2018

Brian Comeau  
149 Kingston Road  
Exeter, NH 03833

Dear Brian:

Upon the review and approval of Forest Ranger Bryan Nowell and the recommendation of your Board of Selectmen, I hereby re-appoint you Forest Fire Warden, Town/City of Exeter, for a term ending December 31, 2021.

You are assuming an office which carries with it substantial responsibilities. The prevention and control of forest fires is essential to the protection of life and property, and the maintenance of the forest resources of this state.

You will find all the reappointment cards for yourself and those Deputy Wardens you reappointed. Please make sure that the individual receive their cards. If you have any new appointments you will find their card and truck plates. You will also find attached a current list of those appointed in your town.

Forest Ranger Bryan Nowell carries out this Division's forest protection responsibilities in your district. If you have questions, feel free to call your Ranger or this office.

I congratulate you on your re-appointment and wish you the best in the performance of your assigned duties. We greatly appreciate your willingness to serve and look forward to working with you.

Sincerely yours,

A handwritten signature in black ink, appearing to read "Brad W. Simpkins".

**Brad W. Simpkins**  
Director

CC: Ranger  
Board of Selectmen

**COPY FOR YOUR  
INFORMATION**





## *Warden Deputy Warden Appointed*

<i>Location</i>	<i>Exeter</i>								<i>Issue Permit</i>	<i>Issue Notice</i>
<i>Title</i>	<i>LName</i>	<i>FName</i>	<i>Home #</i>	<i>Bussiness #</i>	<i>Addr</i>	<i>City</i>	<i>State</i>	<i>Zip</i>		
Warden	Comeau	Brian	603-659-252	603-772-1212	149 Kingston Road	Exeter	NH	03833-	Yes	Yes
Issuing Agent	Albine	Anthony	603-778-051	603-773-6131	20 Court Street	Exeter	NH	03833-	Yes	No
Issuing Agent	Avellino	Michael	603-738-887	603-773-6131	20 Court Street	Exeter	NH	03833-	Yes	No
Issuing Agent	Baillargeon	Susan	603-778-844	603-773-6131	20 Court Street	Exeter	NH	03833-	Yes	No
Issuing Agent	Booth	Ryan	603-556-016	603-773-6131	20 Court Street	Exeter	NH	03833-	Yes	No
Issuing Agent	Chase	Justin	603-724-498	603-773-6131	20 Court Street	Exeter	NH	03833-	Yes	No
Issuing Agent	Childs	James Brently	561-676-210	603-773-6131	20 Court Street	Exeter	NH	03833-	Yes	No
Issuing Agent	Conner	Roger	603-686-604	603-773-6131	20 Court Street	Exeter	NH	03833-	Yes	No

Issuing Agent	Dawson	Lee	603-580-202	603-773-6131	20 Court Street	Exeter	NH	03833-	Yes	No
Issuing Agent	Emanuelson	Matthew	603-204-437	603-773-6131	20 Court St	Exeter	NH	03833-	Yes	No
Issuing Agent	Fritz	Jason	603-231-409	603-773-6131	20 Court St	Exeter	NH	03833-	Yes	No
Issuing Agent	Greene	Matthew	603-591-539	603-642-5500	235 Atlantic Ave	North Hampton	NH	03862-	Yes	No
Issuing Agent	Gurecki	Richard	760-908-286	603-773-6131	20 Court St	Exeter	NH	03833-	Yes	No
Issuing Agent	Hart	Ryan	978-270-454	603-773-6131	20 Court St	Exeter	NH	03833-	Yes	No
Issuing Agent	Holmes	Stephen	603-867-711	603-773-6131	20 Court Street	Exeter	NH	03833-	Yes	No
Issuing Agent	Martin	Andrew	603-828-741	603-773-6131	20 Court St	Exeter	NH	03833-	Yes	No
Issuing Agent	Morin	Michael	603-793-239	603-964-5500	235 Atlantic Ave	North Hampton	NH	03862-	Yes	No
Issuing Agent	Preble	Todd	603-770-594	603-773-6131	20 Court Street	Exeter	NH	03833-	Yes	No

Issuing Agent	Robicheau	Patrick	603-702-212	603-773-6131	20 Court Street	Exeter	NH	03833-	Yes	No
Issuing Agent	Sirois	Timothy	603-793-180	603-773-6131	20 Court Street	Exeter	NH	03833-	Yes	No
Issuing Agent	Slattery	Matthew	603-498-366	603-773-6131	20 Court Street	Exeter	NH	03833-	Yes	No
Issuing Agent	St. James	Kevin	603-642-357	603-773-6131	20 Court Street	Exeter	NH	03833-	Yes	No
Issuing Agent	Stevens	Paul	603-817-595	603-773-6131	20 Court Street	Exeter	NH	03833-	Yes	No
Issuing Agent	Turner	Steven	603-642-536	603-642-3626	2 Cottage St	Kingston	NH	03848-	Yes	No
Deputy Warden	Bradford	Mark	603-817-982	603-773-6131	19 Newfields Rd	Exeter	NH	03833-	Yes	Yes
Deputy Warden	Cook	Mark	603-702-082	603-773-6131	20 Court Street	Exeter	NH	03833-	Yes	No
Deputy Warden	Greene	Jason	603-778-277	603-773-6131	206 North Haverhill Rd	Kensington	NH	03833-	Yes	Yes
Deputy Warden	Liporto	Jeffrey	603-396-212	603-773-6131	24 Abbey Rd	Brentwood	NH	03833-	Yes	Yes

Deputy Warden	Matheson	Donald	603-772-423	603-773-6131	20 Court Street	Exeter	NH	03833-	Yes	No
Deputy Warden	Pizon	Justin	603-305-586	603-773-6131	20 Court Street	Exeter	NH	03833-	Yes	No
Deputy Warden	Wilking	Eric	603-528-444	603-773-6129	162 Pickpocket Road	Brentwood	NH	03833-	Yes	Yes



# State of New Hampshire

DEPARTMENT OF SAFETY

John J. Barthelmes, Commissioner of Safety

## Division of State Police

James H. Hayes Safety Building, 33 Hazen Drive, Concord, NH 03305



Colonel Christopher J. Wagner  
Director

Dear Town Manager Russell Dean,

On June 19, 2018 at approximately 3:59 a.m. the Exeter Fire Department and the Exeter Police Department responded to 66 Hayes Mobile Home Park in Exeter for a structure fire. The fire was extinguished by the fire department and the body of Carol Fediles was located within the home. The New Hampshire State Fire Marshal's Office along with the New Hampshire State Police – Major Crime Unit responded to assist with this investigation. I was assigned as the lead investigator for the New Hampshire State Police – Major Crime Unit. An autopsy was conducted the following day by Dr. Duval, the Chief Medical Examiner for the State of New Hampshire and ruled Ms. Fediles' death a homicide. I am writing this letter to commend the men and women of both the Exeter Police Department and the Exeter Fire Department. The men and women of both agencies worked tirelessly for days and their hospitality was second to none.

As this investigation unfolded over the first several days, Captain Michael Munck of the Exeter Police Department took it upon himself to follow-up with an observation he had made on day one while watching video surveillance. In doing so, Captain Munck was able to identify the perpetrator; Derek William Webber, who is an extremely violent and dangerous individual. Investigators learned that Webber had committed a similar crime in 2008 in the state of Minnesota. Once Webber was identified, investigators worked around the clock to ensure a timely and thorough investigation was completed. I, along with an Assistant Attorney General and another investigator with the Major Crime Unit, spent a night at the Exeter Police Department. Chief Bill Shupe opened up his home to us and when we declined, he remained with us through the night, ensuring all of us had everything we need to include a mattress, pillow and blankets.

As you know, Webber was arrested that Monday, June 25<sup>th</sup> and charged with 2<sup>nd</sup> Degree Murder and Arson. During the ensuing months following Webber's arrest, investigators from the Exeter Police Department, to include, Captain Michael Munck, Detective Sergeant Steve Bolduc, Detective Pat Mulholland, Detective Bruce Page, Detective Michael O'Connor and Detective Evan Nadeau have continued to work tirelessly to ensure this investigation is as thorough and complete as possible. I have continued to lean on these investigators throughout the course of this investigation which remains extremely challenging for many reasons.

I wanted to pass along my gratitude and appreciation for the fine men and women who work for the Town of Exeter. It is these public servants who dedicate their lives to ensure the safety of others. Great personal sacrifices were made throughout this investigation as investigators continued to put the citizens of Exeter, and the surrounding area, ahead of themselves.

For these reasons, the men and women of the Exeter Police Department and the Exeter Fire Department should be commended for their unwavering efforts, commitment and dedication.

Respectfully submitted,

Detective Sergeant Matthew A. Amatucci  
New Hampshire State Police – Major Crime Unit



100 CAMPUS DR. SUITE #23, PORTSMOUTH, NH 03801  
603.422.8235 FAX 603.422.8238 WWW.NEWHEIGHTSONLINE.ORG  
Town Manager's Office

OCT 19 2018

*Received*

October 12, 2018

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

Dear Sheri,

Many thanks to Town of Exeter for its grant to New Heights in the amount of \$750 received on September 28, 2018.

Our youth programs are designed to provide kids with authentic opportunities to try new things, to persevere through failure, and to discover talents and abilities they didn't know they possessed. Through these experiences, they build confidence and resiliency that will embolden them throughout their lives and careers. This work depends upon support from our community, and we are grateful for your donation.

This grant will help Seacoast-area elementary, middle and high school students form friendships, learn to collaborate with their peers, and develop lifelong passions through activities like robotics, rock climbing, computer coding, surfing, hiking and kayaking.

On behalf of the New Heights board of directors, staff, program participants and their parents, thank you for your belief in and support of our mission!

Gratefully,

Tracey Tucker  
Executive Director

*We truly appreciate  
the support!  
THANKS  
Tracey*

**Board of Directors**

**Executive Committee**

Karil Reibold

*President*

Todd Diggins

*Treasurer*

Janet Gorman

*Governance Chair*

Andrew Guyton

*Development Chair*

Jennifer Webb

*Program Chair*

Nick Aube

Lindsey Donohue

Tracey Melchior

Andrea Sennott

**Executive Director**

Tracey Tucker, MA



New Hampshire  
800.626.4600  
www.casanh.org

Town Manager's Office

OCT 15 2018

Received

**BOARD of DIRECTORS**

**Amy Coven**  
CHAIRMAN  
WMUR TV ABC-9

**Thomas Buchanan**  
TREASURER  
Derry Medical Center

**John Zahr**  
SECRETARY  
Oracle Dyn

**Evelyn Aissa**  
Reaching Higher New Hampshire, Inc.

**Adele Baker**  
Manchester, NH

**Judy Bergeron**  
MTS Services

**Arthur Bruinooge**  
Portsmouth, NH

**David Eby**  
Devine, Millimet & Branch

**Nick Giacoumakis**  
New England Investment  
& Retirement Group, Inc.

**Chief David Goldstein**  
Franklin Police Department

**Jerry Howard**  
Strategy First Partners

**Ellen Koenig**  
NH Women's Foundation &  
Nonprofit Consultant

**Bryan Lord**  
New Ventures Advisors, LLC.

**Linda Loving**  
Loving Volvo

**Denise McDonough**  
Anthem Blue Cross Blue Shield

**Benjamin Oleson**  
Town of Lancaster, NH

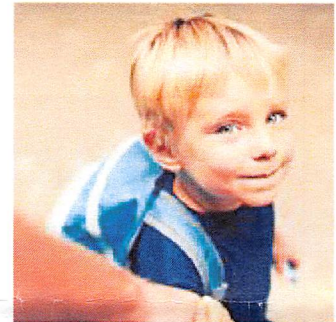
**Maria Proulx**  
Anthem Blue Cross Blue Shield

**Alan Reische**  
Sheehan, Phinney, Bass + Green

**Marcia R. Sink**  
PRESIDENT & CEO

October 10, 2018

Town Selectmen  
Town of Exeter  
10 Front St  
Exeter, NH 03833-2792




Dear Town Selectmen,

I can't begin to thank you enough for your recent gift to CASA of New Hampshire. **I am deeply grateful for your incredible generosity.**

Your gift is helping to rewrite the futures of abused and neglected children in our state. As you know, NH's drug epidemic has struck hundreds of children who have been pushed into a confusing world of courts and foster care. Your gift will allow us to recruit and train more CASA volunteers, ensuring that every child has a caring adult by their side to help them through these tough times.

You understand the time, energy and heart that goes into the work we do and I can't thank you enough for supporting it. Acknowledgement of your gift has been shared with Bill Binnie. Please do not hesitate to contact me if you have any questions. I can be reached at (603) 626-4600 or slenz@casanh.org.

With deep gratitude,

  
Suzanne Lenz  
Director of Development

*Thank you!*





**CASA**

Court Appointed Special Advocates  
**FOR CHILDREN**

**New Hampshire**

**CASA of New Hampshire**

PO Box 1327

Manchester, NH 03105

603-626-4600

[www.casanh.org](http://www.casanh.org)

Tax ID: 02-0432242

**CHARITABLE CONTRIBUTION RECEIPT**

Date of Receipt: 10/9/2018

Receipt # 36204

Donor's Name: Town of Exeter

Donor's Address: Town of Exeter  
10 Front St  
Exeter, NH 03833-2792

Payment Method: Business Check

Amount of Contribution: \$125.00

Receipt Amount: \$125.00

Authorized Signature:

\*\* No goods or services were provided in exchange for this gift.

**Thank you for your generosity. We appreciate your support!**



OCT 25 2018

Received

October 18, 2018

Town of Exeter  
Board of Selectmen  
10 Front St  
Exeter, NH 03833-2754

Dear Members of the Board,



Because of your support, Michael and his family have been able to celebrate many accomplishments. One of those is that Michael and his family have successfully moved towards self-sufficiency and have begun the process of finding a permanent home.

Your recent, generous gift of \$375 to Seacoast Family Promise makes all the difference for families like Michael's.

Seacoast Family Promise can only continue its work to stabilize families and build healthy communities with your help.

We want you to be an active member of our community. Please visit our website at [www.seacoastfamilypromise.org](http://www.seacoastfamilypromise.org) to sign up for emails, newsletters and announcements about upcoming events.

We so appreciate your support.

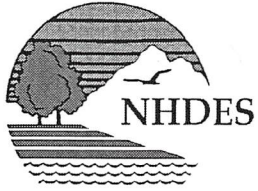
Warm regards,



Pati Frew-Waters  
Executive Director



P.S. Would your business like to do a day of service? Are you interested in becoming a volunteer? Looking for a speaker? Please contact me directly at [director@seacoastfamilypromise.org](mailto:director@seacoastfamilypromise.org).



The State of New Hampshire  
**Department of Environmental Services**



**Robert R. Scott, Commissioner**

October 8, 2018

**COPY**

KEVIN OLEARY  
EXETER HOSPITAL INC  
5 ALUMNI DR STE 203  
EXETER NH 03833

SUBJECT: NON-TRANSIENT NON-COMMUNITY: EXETER: EXETER HOSPITAL: PWS #: 0804020  
Deactivation of a Public Water System

Dear Owner:

Based on updated information, it has come to the attention of this office that the above subject water system has been deactivated for the following reason:

EXETER HOSPITAL IS COMBINED WITH ANOTHER PWS SYSTEM

In the event that this system begins to serve 25 or more people over 60 days per year, please notify this office so that the system and the PWS ID can be reactivated. Please maintain this **PWS # 0804020** in your files. Upon reactivation, this number will again be used to identify the existing water system, not the business entity.

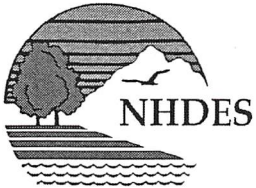
If the system is sold, please notify the buyer of the above information. Also, please notify this office of any changes to the water system.

If you have any questions concerning this letter, please call me at 271-3544 or by email at [jane.murray@des.nh.gov](mailto:jane.murray@des.nh.gov).

Sincerely yours,

Jane Murray  
Drinking Water Groundwater Bureau

cc: EXETER HEALTH OFFICER  
EXETER SELECT BOARD



The State of New Hampshire  
**Department of Environmental Services**



**Robert R. Scott, Commissioner**

October 17, 2018

**COPY**

KEVIN OLEARY  
EXETER HOSPITAL INC  
5 ALUMNI DR STE 203  
EXETER NH 03833

SUBJECT: NON-TRANSIENT NON-COMMUNITY: EXETER: EXETER HOSPITAL/SLEEP MED: PWS #: 0804010  
Deactivation of a Public Water System

Dear Owner:

Based on updated information, it has come to the attention of this office that the above subject water system has been deactivated for the following reason:

EXETER HOSPITAL/SLEEP MED IS COMBINED WITH ANOTHER PWS SYSTEM

In the event that this system begins to serve 25 or more people over 60 days per year, please notify this office so that the system and the PWS ID can be reactivated. Please maintain this **PWS # 0804010** in your files. Upon reactivation, this number will again be used to identify the existing water system, not the business entity.

If the system is sold, please notify the buyer of the above information. Also, please notify this office of any changes to the water system.

If you have any questions concerning this letter, please call me at 271-3544 or by email at [jane.murray@des.nh.gov](mailto:jane.murray@des.nh.gov).

Sincerely yours,

Jane Murray  
Drinking Water Groundwater Bureau

cc: EXETER HEALTH OFFICER  
EXETER SELECT BOARD



PENNICHUCK™

*Town Manager's Office*

25 MANCHESTER STREET  
PO BOX 1947  
MERRIMACK, NH 03054-1947

OCT 19 2018

*Received*

(603) 882-5191  
FAX (603) 913-2305

WWW.PENNICHUCK.COM

October 16, 2018

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

Re: Rate Case – Pennichuck East Utility, Inc. (DW 17-128)

Dear Mr. Dean:

On October 4, 2018, the New Hampshire Public Utilities Commission issued Order No. 26,179 approving a permanent rate increase for Pennichuck East Utility, Inc. of 18.97%, and a step increase of 1.43%, together with the approval of certain modifications and adjustments pertaining to its overall rate structure. The permanent rate increase is effective for bills rendered after January 8, 2018. The step increase is effective for bills rendered on or after November 16, 2018.

In earlier correspondence, the Company informed its customers that the Public Utilities Commission approved a temporary 12.24% increase in May of 2018. The Order issued on October 4, 2018 requires the Company to file its calculation and reconciliation of temporary and permanent rates with the Commission within thirty days of the Order. The Company will seek to recover the difference between temporary and permanent rates over a period of time to be determined by the Commission, which is expected to be a period of twelve months.

Notices are being mailed to customers along with their monthly bills, relating to this rate order, beginning during the week of October 15, 2018. A copy of the notice that is being sent to customers is attached to this letter. The Order is posted on the PUC website ([www.puc.state.nh.us](http://www.puc.state.nh.us)).

If possible, the Company would appreciate your posting this letter on the Town's website in order to inform customers being served by the Company. Please feel free to contact me at 603-913-2312 if you need any further information.

Sincerely,

Larry D. Goodhue  
Chief Executive Officer





**PENNICHUCK®**

25 Manchester Street  
PO Box 1947  
Merrimack, NH 03054

(800) 553-5191  
Fax (603) 913-2362  
[customer-service@pennichuck.com](mailto:customer-service@pennichuck.com)

On October 4, 2018, the New Hampshire Public Utilities Commission (NHPUC) approved a rate increase of 18.97% for all Pennichuck East Utility customers. The rate increase is effective retroactively for bills issued as of January 8, 2018. A step increase of 1.43% was also approved and will be effective for bills issued on or after November 16, 2018. The step increase allows the company to recover additional investment in plant made during 2017 but not included in the 18.97% increase.

Your bill for this month will be calculated using the newly authorized rates but will not reflect the increase for the step adjustment. Your bill next month will be the first bill to include the 1.43% step increase.

In addition, customers will be surcharged for:

1. The incremental difference between the prior rates and the newly authorized rates that became effective on January 8, 2018. This portion of the surcharge will be calculated by multiplying the individual bill amounts of bills issued between January 8, 2018 and June 7, 2018 by 18.97%.
2. The incremental difference between the temporary rates that went into effect on June 8, 2018 and permanent rates. This portion of the surcharge will be calculated by multiplying the individual bill amounts of bills issued between June 8, 2018 and October 11, 2018 by 6%.

The surcharge amounts require approval from the NHPUC. Once approved, the surcharges will be billed in equal installments on your bill over 12 months.