

**Select Board Meeting**  
**Monday November 26<sup>th</sup>, 2018, 7:00 p.m.**  
**Nowak Room, Town Office Building**  
**10 Front Street, Exeter NH**

1. Call Meeting to Order
2. Board Interviews
3. Public Comment
4. Proclamations/Recognitions
  - a. Proclamations/Recognitions
5. Approval of Minutes
  - a. Regular Meeting: November 13<sup>th</sup>, 2018
6. Appointments – Housing Advisory Committee
7. Discussion/Action Items
  - a. Arts & Culture Follow Up Discussion
  - b. LED Streetlight Proposal – DPW/Energy Committee
  - c. Stormwater & Wastewater Asset Management Contract: Articles 21 and 22  
2018 Town Meeting
  - d. EXTV Equipment Purchase Request Portable Studio
  - e. Property Use Fees
  - f. Legal Services RFP
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: 11/23/18 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

Select Board Meeting  
Tuesday November 13th, 2018  
Town Offices, Nowak Room  
Draft Minutes

1. Call Meeting to Order

Members present: Anne Surman, Kathy Corson, Julie Gilman, Don Clement, and Russ Dean were present at this meeting. Clerk Molly Cowan was absent. The meeting was called to order by Ms. Gilman at 7 PM.

2. Board Interviews

There were no board interviews.

3. Public Comment

Darius Thompson of 15 Drinkwater Road, a former member of the Arts Committee, asked if Ms. Gilman as the Select Board chair had reached out to the Arts Committee members that resigned, and also if she had talked to the Memorial Day parade committee about storing their equipment separately from the Holiday Parade committee's storage following a conflict. Ms. Gilman said she had not, but that she could reach out to both groups.

4. Proclamations/Recognitions

There were no proclamations or recognitions.

5. Approval of Minutes

a. Special Meeting: October 18th, 2018

**MOTION:** Ms. Surman moved to approve the minutes for October 18th 2018 as written. Mr. Clement seconded. All were in favor.

b. Regular Meeting: October 29th, 2018

Ms. Surman asked that on page 13, in the fourth motion, on the Memorial Day parade, "Florence Ruffner" be removed. Mr. Clement asked Mr. Dean if the MyCivic App cable fund coding issue mentioned in the first paragraph of page 4 has been corrected; the money should come from the General Fund, not the Cable Fund. Mr. Dean responded that he had sent the word to EXTV, but he didn't know whether accounting has made the adjustment.

Mr. Clement then asked for clarification on the first paragraph of page 4, Fund Balance, where it reads "...they replaced an engine and all the fire department radios as part of a warrant article, and established a Cemetery Capital Reserve, they've done 80% of the work there." Mr. Dean said that meant 80% of the work at the Winter Street Cemetery; that was the bird issue, and the rest of the work would be done in the spring.

Mr. Clement also asked if on page 7, second paragraph, where it says "installing three pipelines that total almost 10K linear feet," if that meant 10,000 linear feet. Mr. Dean confirmed, and Mr. Clement asked that "10K" be changed to "10,000."

**MOTION:** Ms. Surman moved to approve the minutes for October 29 2018 as amended. Mr. Clement seconded. All were in favor.

6. Appointments - Conservation Commission, Planning Board, ADA Coordinator

**MOTION:** Ms. Surman moved to appoint Andy Weeks of 2 Country Lane as an alternate member of the Conservation Commission, with a term ending 4/30/20. Ms. Corson seconded. Mr. Clement abstained and the motion passed 3-0-1.

**MOTION:** Ms. Surman moved to appoint Lucretia Ganley of 30 Charter Street as an alternate member of the Conservation Commission, with a term ending 4/30/21. Mr. Clement seconded. All were in favor.

Ms. Gilman raised the Planning Board appointment issue, in which two alternates, Nick Gray and John Grueter, are being considered for a single place on the board. Ms. Surman said that for most of the boards, seniority determines which alternate member becomes a full member, and perhaps that's a rule they could follow here. Mr. Clement said he still felt that the Planning Board should have given the Select Board only one nomination. Ms. Gilman suggested they let the Planning Board operate with their membership as it is now, and wait until March when some members' terms are up. Ms. Corson and Mr. Clement said that they wanted Ms. Cowan to be present before making any decision. Ms. Gilman agreed and the Planning Board appointment was tabled.

Ms. Gilman introduced the ADA appointments by saying that every town must designate a contact for ADA issues. In the notes, Dave Sharples was designated as the ADA Coordinator and Doug Eastman as the alternate, but Mr. Dean said that based on feedback from Mr. Sharples and Mr. Eastman they should switch the positions.

**MOTION:** Ms. Surman moved to appoint Doug Eastman, the Code Enforcement Officer, as the ADA Coordinator. Mr. Clement seconded. All were in favor.

**MOTION:** Ms. Surman moved to appoint Dave Sharples as the alternate ADA Coordinator. Mr. Clement seconded. All were in favor.

7. Discussion/Action Items

EXTV Proposal - Training Room and Studio

Bob Glowacky presented an updated proposal to create two new multipurpose spaces at Town Hall that could be used by EXTV. He proposes creating a TV studio, which would also be a publicly usable space, in the back room of the art gallery on the second floor, and a multimedia training room in what is currently a storage room also on the second floor. In response to previous feedback, this new proposal is scaled down, at lower cost, and includes portable equipment which could be used to film in the main hall, in other town spaces, or even in peoples' homes. If they create this studio, they will have more broadcast capabilities and won't have to turn people away who want to make shows.

Mr. Glowacky runs Channel 22 and Channel 98, Exeter TV. They currently share a TV studio with Exeter High School, but it's not feasible to continue, since it's so difficult for the public to get in there. They rely on Doug York to allow access; he's an SAU employee but one quarter of his salary, \$22,000, is paid by the town. If they ended the relationship with the High

School studio, they could potentially save that money. The school has also purchased new equipment, and now the town doesn't own most of what is in there. If anything gets broken they will come to the town and ask for money. This proposal would bring the studio back under town control and better serve the public.

The proposed studio room would have a TV studio with a curtain backdrop and chairs, with cameras on the walls and on tripods. Everything could be broken down so the community can still use the space, although the curtains may hang permanently. They would also add air conditioning so that the space could be used more comfortably year-round. The studio piece would cost \$90,000: \$40,000 in building costs, which includes \$20,000 for the AC; \$35,000 in equipment costs (robotic cameras, wireless mics, a mixer, and a Tricaster Mini live switcher) and \$15,000 in studio set costs (curtains, set, meeting tables, chairs, and podium).

In the second floor storage room, they'd create a multimedia lab with four or five computers where they could do trainings in editing or graphic design and have office hours. This public space would allow EXTV to shift from a paid editing staff to volunteers. They could also use the room for town staff trainings instead of the Wheelwright Room; having a dedicated space for these trainings would eliminate the extensive set-up and breakdown time. Sometimes they need a larger room for trainings, and they would still be able to set up elsewhere. This piece of the proposal would cost \$6,000, for floor renovation, paint, AC, replacing ceiling tiles, making electrical upgrades, and adding shelves.

Outside, they could hide the AC Unit in a weedy corner at the back of the building. The DPW is also looking to rebuild the "dog house" vent cover; EXTV could potentially pick up the cost and add its utilities there.

Mr. Dean said he would like to have an alternative to the Wheelwright Room for training. Ms. Surman asked if they have any data on public use of the current studio. Mr. Glowacky said there's currently one weekly show, and at least three or four others interested in doing a show, but it's a nightmare to coordinate. Ms. Surman asked how accessible the new studio room would be to the public. Mr. Glowacky said it would be very accessible.

Ms. Gilman asked whether he'd coordinated with the other users of the room. Mr. Glowacky replied that he's talked to the group in there every Friday morning, and they would love a renovation of the space and the addition of air conditioning. He also spoke to Seacoast Open Studios (SOS). They were initially hesitant, thinking they're going to be kicked out, but he explained to them that this was not the case, and he could even use them on public access. They liked that idea. He plans to coordinate with more users for feedback.

Mr. Clement said there was not enough use to justify a second studio, and Mr. Glowacky responded that they would move away from the High School studio. Mr. Clement said EXTV would be using a lot of the Town Hall space, and suggested that the Facilities Committee should review the proposal. Mr. Clement was also concerned about the security of the Town Hall building.

Ms. Surman asked if the proposal was self-funded out of the Cable Fund, and Mr. Glowacky said yes. Mr. Clement said that the Cable Fund money can only be used to bring public access television shows to the public; things used for town employee training cross the line. Mr. Dean said there are no hard and fast rules, but Mr. Clement disagreed, saying that if they don't come out of the right pockets, it's a violation. Ms. Gilman suggested that they read

the article. Mr. Clement asked who can authorize the money coming out of the cable fund; Mr. Dean said the Select Board.

Ms. Corson said this proposal is a great start, but she agreed that it should go to the facilities committee. She had some emails about storage for the Festival of Trees and holiday lights, and asked if this is the same storage room. Mr. Glowacky said no, their room is next to that storage room. However, they walk through EXTV's storage room because there's a problem railing. Ms. Corson asked him to work that out and come back.

Ms. Gilman said they're great ideas, and extra space for meetings would be great. She asked Mr. Glowacky to coordinate with the Facilities Committee regarding the plans and the AC. Mr. Glowacky responded that he has already been working with Jeff Beck from DPW, and Renay Allen from the Energy Committee on doing it in a green way.

Darius Thompson commented that he had concerns about being able to use the space, but agreed that it's hot in the summertime. He suggested that instead of building a room used for employee training, to start offering training online, which would take fewer resources and less space. He also wanted to ensure that groups currently using storage, such as the holiday lights group, can continue to have space.

Jay Childs, an Exeter resident, was involved in the initial studio set-up at the High School and said that the expectation was that there would eventually be another studio that was part of the town. He added that he appreciated Mr. Glowacky's emphasis in this proposal on portability and working outside the studio.

Mr. Glowacky introduced Terry Trainor, a nonresident who has a weekly EXTV show about movies. Ms. Gilman asked for a motion to allow Mr. Trainor to speak.

**MOTION:** Mr. Clement moved to allow Mr. Trainor to speak. Ms. Surman seconded. All were in favor.

Terry Trainor, a Brentwood Resident, has a weekly EXTV show. He said that the key to grow is to consistently have a show every week, but filming at the high school is a coin toss. He feels there's a lot they could bring to the area and wants to continue here.

Mr. Thompson said that the use of this space needs to be discussed with a reconstituted Arts Committee. Ms. Gilman said they plan to look at the whole second floor and its use. They will start with the facilities committee and do a master plan.

Mr. Clement asked if there will be additional operational costs. Mr. Glowacky said more electricity usage maybe, but not more staff. They'll be shifting staff hours to the evening to support it. In the training room, there would be someone on standby if people have questions.

Ms. Corson asked if they charge people to use the equipment or studio. Mr. Glowacky said no. There's supposed to be an AV fee of \$80/hour for filming events, but they don't charge it currently, since it just goes to the General Fund.

Mr. Glowacky wanted the Board to consider the portability of the equipment; it can be used whether they have a space or not. Acting on this piece of the proposal faster would allow them to put a temporary studio anywhere, including at meetings not held in the Nowak Room. Mr. Clement and Ms. Corson asked him to bring specifics on the equipment alone. Ms. Gilman added that they need to get three quotes for the equipment.

Mr. Thompson said he thought funding the equipment only was a good solution.

Bonnie Galinski, an organizer of the Festival of Trees, stated that they lost their former storage space at the Town Hall last year. They asked the Board to be mindful that there are community groups that rely heavily on the storage. Mr. Glowacky said he was sorry about the storage space for the Festival of Trees; Chamber got their former space and is happy.

Ms. Gilman thanked Mr. Glowacky for his presentation.

b. TEAM - First Friday funding

Scott Ruffner said that his organization TEAM has been organizing First Friday concerts since 2015, in collaboration with the Exeter Arts Committee. In 2018, the Arts Committee did not fund the concerts; most musicians played at a discount or free. Now that there is no Arts Committee, what will happen to their \$3,000 budget? Mr. Ruffner suggested they keep it allocated to the arts. TEAM is planning First Fridays, winter movies, and expanded warm weather programming. He's not concerned who gets the money, but they want to keep the concerts going.

Ms. Surman felt they need to reinvigorate the Arts Committee and fund arts through that group, rather than fund TEAM directly. Mr. Ruffner asked her to clarify how the brass bands concerts and the holiday parade were funded from the town. Ms. Gilman said that the brass band is 170 years old, they're made into temporary town employees so they can pay them. For the holiday parade and lights committee, the work is done by volunteers to whom the town makes a donation. They can't simply put a nonprofit entity as a line item in the budget. Ms. Corson said the Arts Committee is just in limbo. She had expected the Arts Committee members to come back to the board at the end of the summer, but apparently they're waiting to be called.

Mr. Clement said he would feel uncomfortable with a private organization being given town funds. He said that the line item for the Arts Committee is a placeholder of \$1 this year, so there's no money in the budget. He said that TEAM has done a good job with the concerts, but he's not ready to have them get paid. Mr. Ruffner said it's \$3,000 for 6 concerts, all going to the performers.

Nancy Phillips, an Exeter resident, said that TEAM events get more young people interested in the town, and she'd like the Select Board to find an interim way to keep the concerts going, and then take the time to address the Arts Committee.

Bill Childs of 5 Smith Ave, a past member of Arts Committee, suggested that they form an Arts Committee with a more diverse perspective on art than just the visual arts. Ms. Gilman responded that the Arts Committee's mission statement was to provide a broad base of the arts. They were beginning to get beyond visual art.

Mr. Thompson read a communication from Karen Derosiers, a former member of the Arts Committee. She implored them not to give a nonprofit private organization such as TEAM tax money. She wrote that the Arts Committee was beholden to the Select Board and taxpayers; TEAM has a different model. Mr. Thompson said that the Board shouldn't provide funding to any nonprofit not voted by a warrant article, since they're not affiliated with the town. Mr. Ruffner responded that they are not driven by financial gain, saying you can't profit from a free concert.

Bruce Jones, an Exeter resident, said that lots of volunteers who applied to the Arts Committee never heard back, and there are potential volunteers out there to move forward with.

Marissa Vitolo, a former member of the Arts Committee, said she would love to see the Exeter Arts Committee come back with a whole new set of people. She thought that TEAM's request had been misinterpreted. They are only asking for the town to provide the money for the concerts to continue to any group, not necessarily to TEAM itself. Mr. Ruffner added that if they're not comfortable funding a nonprofit, they could give it to Parks and Rec. Ms. Corson mentioned that she had called Greg Bisson, and he would be willing to manage the money, but she's still in favor of getting the Arts Committee back. Mr. Ruffner said they have worked with Mr. Bisson, but his money is already allotted.

Mr. Clement clarified that the dollar in the Arts Committee budget is a placeholder. It's not that it's not funded. If it's \$0, they can't bring it to deliberative session, but \$1 allows the voter to make changes.

Mr. Ruffner stated that a new Arts Committee should be made up of arts professionals, but Ms. Corson felt strongly that the group should be open to anyone offering their support to the arts.

Ms. Gilman closed the topic by saying they'll see how the discussion goes during the budget deliberations.

#### c. Revision - Housing Advisory Committee Charge

Mr. Dean discussed the revision to the composition of the Housing Advisory Committee. The new proposal does not have the Realtor/Developer seat or the Financial Professional seat, but it leaves the Planning Board member and the RPC member, and then adds four citizens at large. It also includes a Select Board member as an ex officio member. Ms. Gilman asked if an even number was a problem for voting, but Mr. Dean said that there was no budget involved, they would only be making recommendations. The current people would still fit, but in different slots. Ms. Gilman asked about the terms. Mr. Dean said originally there were one, two, and three year terms, and three year terms after that. Mr. Clement and Ms. Corson suggested that only the four citizens at large have terms, not the board members.

**MOTION:** Mr. Clement moved to accept the revised charge for the Housing Advisory Committee as described in the packet of 11/13/2018. Ms. Corson added that the four citizens at large shall serve three year staggered terms. Ms. Corson seconded. All were in favor.

#### d. Warrant Article - Tax Rate Impact Discussion

Ms. Gilman said that the citizens' petition warrant article from 2017 requires tax estimates for budget and bond articles corresponding with a median single family home on the ballot. Mr. Clement said that while they have to state the estimated tax impact of the article, it doesn't include the median priced home. Ms. Corson said that that language is in the warrant article. Mr. Clement argued that the voters only implemented NH budget law Chapter 32 V.b. the rest is up to the Board, and added that that was the interpretation of legal counsel. Ms. Gilman disagreed, saying the warrant article gets more specific.

Mr. Dean presented a sample from the 2018 town warrant, along with different examples of how towns are showing this. Mr. Clement said for example, if the article has a tax impact of x, it translates to an increase of \$22 on a home of the value \$300,000. Ms. Corson said that the median price is \$288,000, but Mr. Dean said the assessors told him \$313,000.

Ms. Corson was concerned that owners of high-end houses and manufactured homes or condominiums would see the same price, they're not going to get that it's the median. Mr. Clement said they should come up with one number. Ms. Corson said \$100,000 is good, and Ms. Surman agreed that it would give people a base to do the math, but Ms. Gilman said that warrant article clearly calls for median single family homes. Ms. Corson and Ms. Gilman wanted to ask town counsel if \$100,000 would meet the standard.

Mr. Clement pointed out that for a bond, the first year impact is greater than the last year, so they will need to put a range. Ms. Corson suggested taking an average for the bonds.

Darius Thompson suggested they spell out each year for the bonds. Ms. Corson said that would make the ballot too long; people don't finish voting now. Mr. Thompson said they should have a dedicated Select Board meeting to discuss these impacts. Mr. Clement said they do a good amount to communicate, and this is about the ballot.

Ms. Gilman said the Board likes the \$100,000 because it's easy math. Ms. Corson asked if after the CIP meeting they could see a couple of articles with examples of their own. Mr. Dean said yes.

e. Property Use Fees

Ms. Corson suggested they wait for Ms. Cowan to discuss property use fees. Ms. Gilman tabled the discussion.

8. Regular Business

a. Tax, Water/Sewer Abatements & Exemptions

i. Ms. Gilman explained that RiverWoods has a regular abatement based on types of use, residential vs nursing home vs land use. Mr. Dean asked them to read 1A through D of the statement in the packet. Ms. Surman read the following statement for RiverWoods "The Boulders":

*Now comes the town of Exeter, by and through its Board of Selectmen (hereinafter "Town") and The RiverWoods Company, at Exeter, New Hampshire (formerly Life Care Services of New Hampshire Inc.), d/b/a RiverWoods at Exeter (hereinafter "RiverWoods"), and agree as follows:*

1. *By December 1, 2018, RiverWoods will pay to the Town real estate taxes which will be calculated by multiplying the tax rate times the assessed value of the land and buildings owned by RiverWoods as follows:*
  - a. *The residential units will pay the full tax rate (state, municipal, county and school);*
  - b. *The nursing home will not pay any tax (state, municipal, county or school);*
  - c. *The remainder of "The Boulders" facility, including the land used for the final calculation of density under the land use ordinance of the Town of Exeter and outbuildings, will pay the full tax rate (state, municipal, county and school); and*
  - d. *The land not needed for the final calculation of density under the land use ordinance of the Town of Exeter, which is in current use, will pay taxes at the full state, municipal, county and school rate for current use property.*

**MOTION:** Mr. Clement so moved. Ms. Surman seconded. All were in favor.

Ms. Surman then read the following statement for RiverWoods "The Woods":



*Now comes the town of Exeter, by and through its Board of Selectmen (hereinafter "Town") and The RiverWoods Company, at Exeter, New Hampshire (formerly Life Care Services of New Hampshire Inc.), d/b/a RiverWoods at Exeter (hereinafter "RiverWoods"), and agree as follows:*

1. *By December 1, 2018, RiverWoods will pay to the Town real estate taxes which will be calculated by multiplying the tax rate times the assessed value of the land and buildings owned by RiverWoods as follows:*
  - a. *The residential units (the units located in Crawford, Dixville, Franconia and Pinkham) will pay the full tax rate (state, municipal, county and school);*
  - b. *The nursing home (Monadnock) will not pay any tax (state, municipal, county or school);*
  - c. *The remainder of the RiverWoods at Exeter facility, including the land used for the final calculation of density under the land use ordinance of the Town of Exeter and outbuildings, will pay the full tax rate (state, municipal, county and school); and*
  - d. *The seventeen plus acres of property not needed for the final calculation of density under the land use ordinance of the Town of Exeter, which are in current use, will pay taxes at the full state, municipal, county and school rate for current use property.*

**MOTION:** Mr. Clement so moved. Ms. Surman seconded. Ms. Corson abstained, and the motion passed 3-0-1.

Ms. Surman then read the following statement for RiverWoods "The Ridge":

*Now comes the town of Exeter, by and through its Board of Selectmen (hereinafter "Town") and The RiverWoods Company, at Exeter, New Hampshire (formerly Life Care Services of New Hampshire Inc.), d/b/a RiverWoods at Exeter (hereinafter "RiverWoods"), and agree as follows:*

1. *By December 1, 2018, RiverWoods will pay to the Town real estate taxes which will be calculated by multiplying the tax rate times the assessed value of the land and buildings owned by RiverWoods as follows:*
  - a. *The residential units will pay the full tax rate (state, municipal, county and school);*
  - b. *The nursing home will not pay any tax (state, municipal, county or school);*
  - c. *The remainder of "The Ridge" facility, including the land used for the final calculation of density under the land use ordinance of the Town of Exeter and outbuildings, will pay the full tax rate (state, municipal, county and school); and*
  - d. *The land not needed for the final calculation of density under the land use ordinance of the Town of Exeter, which is in current use, will pay taxes at the full state, municipal, county and school rate for current use property.*

**MOTION:** Mr. Clement so moved. Ms. Surman seconded. All were in favor.

ii. The next item was the water abatement request of Carl Edlund of 30 Franklin Street. There was a revised abatement amount of \$147.83, for a new bill total \$476.01 Mr. Dean explained that the first request had already been approved but the amount had been recalculated by Public Works.

**MOTION:** Ms. Corson moved to amend the abatement to \$147.83 for 30 Franklin street. Ms. Surman seconded. Mr. Clement asked what would happen if he voted nay. Ms. Gilman said that if the prevailing vote is to approve it, they keep whatever money. Ms. Corson suggested tabling this motion.

**MOTION:** Ms. Surman moved to approve the amended abatement for 30 Franklin street in the amount of \$147.83. Ms. Corson seconded. Ms. Surman voted nay, and the motion passed 3-1-0.

iii. Next the Board discussed the abatement request of Capital Thai Kitchen at 97 Water Street. The abatement amount would be \$2,653.46 for a new bill total of \$3244.07. Ms. Gilman said the Water department went to the property and found that the consumption was high due to a failure in a mop sink, which a contractor accidentally damaged. Mr. Clement moved to deny the abatement request. Ms. Surman seconded. All were in favor, and the abatement was denied.

iv. The Board moved on to the abatement request from Donald Lord of 68 Main Street. The abatement amount would be \$389.43 for a new total of \$571.79

**MOTION:** Ms. Surman moved to deny the abatement 68 Main Street in the amount of \$389.14. Mr. Clement seconded. Ms. Surman and Mr. Clement voted yay, Ms. Corson voted nay, and Ms. Gilman did not vote. The motion passed 2-1-0.

#### b. Permits & Approvals

**MOTION:** Ms. Corson moved to approve the application for Town Hall and Bandstand use by Scott Ruffner for TEAM First Friday Nov 1 2019 from 5 - 10 PM. Mr. Clement seconded. Ms. Surman voted nay and the motion passed 3-1-0.

**MOTION:** Ms. Corson moved to approve the application by Renay Allen for use of the Art Gallery and Back Room by the Exeter Lit Fest for a 2 day literary festival on Apr 5th and 6th 2019. Ms. Surman seconded. All were in favor.

**MOTION:** Ms. Corson moved to approve the application for Town Hall facilities use by John Hauschildt of Seacoast Photographers Association for their monthly meeting on 3rd Thursdays in 2019, except July and Aug, from 6 - 8:30 PM. Ms. Surman seconded. All were in favor.

Ms. Surman introduced Steve Leonard of Greenland, representing Epping Road property owner John Shafmaster. The issue of naming the TIF road had come up in the E911 Committee meeting; because that's a road paved with TIF funds, the Committee is asking if the Select Board wants to name that road.

**MOTION:** Mr. Clement moved to allow Mr. Leonard to speak. Ms. Surman seconded. All were in favor.

Mr. Leonard said that Mr. Shafmaster wanted to name it the Ray Farm Road, but the E911 Committee determined that this was too close to other "Farm" roads. Mr. Clement said that many times the E911 Committee suggested specific name changes. Ms. Surman said this had only come up because it's publicly funded through TIF money. Ms. Gilman said they will

have to come to the Board for approval anyway. Ms. Corson suggested that Mr. Shafmaster come up with something else, and added that names like "Ray" aren't allowed either.

Mr. Dean mentioned the TTHM project SCADA software upgrade. The software is sold by TriHedral for \$185,200, and it's a sole source, so he wanted to make the Board aware. The money is coming through Public Works. Mr. Clement asked if it stayed within the total project cost, and Mr. Dean said yes. No action was needed from the Board.

Mr. Dean said that they also need to update his voting certification for the Health Trust annual meeting.

**MOTION:** Mr. Clement moved to approve the town manager Russell Dean to be the voting member at Health Trust's annual meeting and to certify that the following is a true copy of the resolution adopted by the governing body of Exeter NH at a meeting held on November 13 2018. Ms. Surman seconded. All were in favor.

#### c. Town Manager's Report

Mr. Dean has been attending the Budget recommendations committee, the last meeting is the wrap-up and CIP. The Town Offices will be closed November 22nd and 23rd for Thanksgiving, there will be a one day delay on trash pickup. Planning board is conducting a site walk at 12 front street, November 14th at 8:15 am.

Mr. Dean has been in touch with COAST about the bus station, and they are aware of the board's vote. They confirmed that it will be moved, but they asked if there's a space on Lincoln Street to accommodate the station. Mr. Clement wanted to have input from Lincoln Street residents. Ms. Corson would like to know how it would impact the project and the park design.

Mr. Dean said they've been working on the Housing Board ordinance review. It's chapter 22 of town ordinances and is also an RSA; it includes the Health Officer, Code Enforcement Officer, and The Town Planner, but not the Town Manager. There are inconsistencies in the wording, so they are working on an updated ordinance.

Finally, Mr. Dean mentioned that tax bills are out and received.

#### d. Select Board Committee Reports

Mr. Clement attended the Exeter Squamscott River local advisory committee meeting. The project at Smith building/George and Phillips has been approved, but since it's within ¼ mile corridor of the river, they had to come to the committee for review. The committee was fine with it because of its limited scope near the river. The stormwater system is going to flow through the town system, so they recommended that it be maintained properly. Last week, Mr. Clement attended the annual RPC legislative forum, "Growing Younger: Planning to Reverse the Demographic Trends in New Hampshire." One of the speakers was the former town planner for Exeter, Sylvia Von Aulock, and she talked about age-friendly communities. Tomorrow he will be at the NHMA annual convention; Thursday is the River Advisory committee. He's also been attending budget meetings.

Ms. Surman said she'd also been attending the budget meetings, and also the E911 committee.

Ms. Corson had one Planning Board meeting, and attended the Housing Advisory Committee meeting. They have two public site walks tomorrow, next door at 8:15 AM to review

a site for 9 condominiums, and another at 9 AM at a site for 22 condos at old Al Rose Shoe building at Winter Street and Rockingham Street. There will be a meeting on Thursday for Rose Farm and the empty lot on Water Street.

Ms. Gilman attended the Heritage Commission meeting. There was a demolition review at 374 Water Street, which she was not able to attend, and the subcommittee recommended a public hearing. After a walkthrough at Rose Farm for several demo requests, they found that most demolitions are appropriate, either old farm buildings or rotted manufactured housing. However, one house has imperfect cast bricks from the old brickyard; there are only two examples of that type of castoff brick facade. The demolition review committee will speak to the owner and developer to mitigate the loss of that structure. There will be a Heritage meeting on Tuesday regarding 374 Water Street.

e. Correspondence

There was a letter from the Assessor at Municipal Resources regarding a lot on Powder Mill Road. There was a request for abatement, but this letter expressed the tax assessor's objection.

9. Review Board Calendar

The next Select Board meeting is Monday 11/26/2018.

Mr. Clement mentioned that the Wilson Falls sign had been removed from String Bridge. He said it's a historic marker and he would like it returned. Mr. Dean will work on it.

10. Non-Public Session

- a. There was no non-public session in this meeting.

11. Adjournment

**MOTION:** Ms. Surman moved to adjourn, Ms. Corson seconded. All were in favor and the meeting adjourned at 10:12 PM.

Respectfully submitted,  
Joanna Bartell  
Recording Secretary

**Committee Appointments**

**November 26<sup>th</sup>, 2018**

**Housing Advisory Committee**

Barry Sandberg, term to expire 4/30/20 (3 year term)

Nancy Belanger, term to expire 4/30/19 (2 year term)

Lindsey Sonnett, term to expire 4/30/21 (3 year term)

These are the staggered terms of 1, 2 and 3 years for the at large members. There are 4 positions available.

**Resignations**

Planning Board – David McGilvray, alternate member



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

## Statement of Interest Boards and Committee Membership

**Committee Selection:** Housing Advisory Committee

New

Re-Appointment

Regular

Alternate

**Name:** Lindsay Sonnett **Email:** lssonnett@gmail.com

**Address:** 3 Hampton Road Exeter, NH **Phone:** 603-793-1827

**Registered Voter:** Yes  No

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

My studies in urban planning and experience in community development have inspired in commitment to thoughtfully planned communities. I believe in the importance of working as a cohesive community to develop quality affordable housing that is thoughtfully designed. Creating opportunities for housing that are accessible to citizens of all ages is key to maintaining healthy and vibrant communities. I very much would like to be part of the discussion as we move forward as a town.

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: Lindsay Sonnett

Date: 11.15.18



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

## Statement of Interest Boards and Committee Membership

**Committee Selection:** Housing Advisory Committee

New

Re-Appointment

Regular

Alternate

**Name:** Barry Sandberg **Email:** Barry.Sandberg@comcast.net

**Address:** 5C Stonewall Way **Phone:** 603-568-4001

**Registered Voter:** Yes  No

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

I have been attending and participating with the HAC since its inception. Although no longer holding a spot as Real Estate professional, I would like to continue on the committee as a member at large. I have a great interest in the issues of housing availability and affordability for our residents.

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.

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- 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: Barry Sandberg

Date: 11/20/18

## ARTS AND CULTURE FOLLOW UP DISCUSSION



### Art Gallery / Backroom Usage

<u>Group</u>	<u>Day</u>	<u>Dates</u>	<u>Times</u>	<u>Location</u>	<u>Status</u>
Seacoast Photography Group	Third Thursdays	1/18/18 to 12/20/18	6:30 pm - 8:30 pm	Backroom	Approved
Patricia Nickerson	Mondays	2/5/2018 -5/28/18	9 am - 3 pm	Backroom	Approved
Seacoast Photography Group	1st Friday, then Sat/Sundays	5/5/18 - 5/27/18	noon - 4 pm	Gallery	Approved
Seacoast Open Studio	Friday	9/14/18 to 6/14/18	9:30 am - noon	Backroom	Approved
Richardson Oil Painting	Sat/Sun	9/22/18 & 9/23/18	9:30 am - 4:30 pm	Backroom	Approved
Racial Unity	Sat.	9/29/2018	8 am - 4 pm	Gallery	Approved
Richardson Oil Painting	Sat.	10/1/18 to 12/8/18	9:30 am - noon	Backroom	Approved
Seacoast Artist Assoc.	1-Wed drop off then Sat/Sun	10/31/2018 to 11/11/18	noon - 4 pm, 11/2 - 4pm-7pm	Gallery	Approved
Workshop for SAA	Friday/Saturday	11/9/18 - 11/10/18	10 am - 3 pm	Backroom	Approved
Pine Street Players	Friday to Sunday	11/9/2018 to 11/18/18	5 pm - 11 pm	Backroom	Approved
NHSPA	Sat/Sundays	1/6/19 to 2/10/19	10 am - 4 pm	Gallery	Approved
Seacoast Photography Group	Third Thursdays	1/17/19 to 12/20/19	6:30 pm - 8:30 pm	Backroom	Approved
TEAM/Main St. Art	Sat/Sundays	3/11/19 to 3/30/19	noon - 4 pm	Gallery	Approved
LitFest	Sat/Sun	4/5/19 - 4/7/19	No time listed	Gallery	Pending
Seacoast Artist Assoc.	1st Friday, then Sat/Sundays	4/18/19 to 5/31/19	noon - 4 pm	Gallery	Approved
Pine Street Players	Sat/Sun	5/11/19 to 5/13/19	noon - 11pm	Gallery	Approved
Racial Unity	Sat.	9/28/2019	8 am - 4 pm	Gallery	pending

**LED STREETLIGHT PROPOSAL – ENERGY COMMITTEE AND DPW**



# 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: November 21, 2018

TO: Russell Dean, Town Manager

FROM: Jennifer R. Perry, P.E., Public Works Director

RE: LED Streetlight Conversion

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The Public Works Department, with the support of the Exeter Energy Committee and the Town Manager, has been developing a project for the conversion of the existing 695 streetlights, the majority of which are 50 watt high pressure sodium, to energy efficient 25 watt light emitting diode (LED) luminaires. This project will reduce the streetlight energy consumed, electricity costs, the Town's carbon foot print, and light pollution. Through a combination of energy savings rebates, reduced electricity costs & charges, and Unutil's offer for on bill financing at 0% interest, the Town can pay off the project over in as short as 60 months for a 5 year return on investment (ROI).

The proposed LED luminaires are the S800 manufactured by Affinity LED Lighting in Dover, NH (see Attachment "A"). The 3000 Kelvin correlated color temperature is a "warm white" light that is preferred over "cool white" to reduce glare and blue light and is becoming the standard for municipal street and area lighting. The luminaires have an integrated backlight shield with zero uplight and are Night Sky Friendly. They have a 10 year limited warranty and a 28 year life expectancy. They can be equipped with networked lighting controls that allow for dimming, on/off control and monitoring of faults remotely (i.e., Public Works office).

The energy model developed by Affinity LED Lighting (see Attachment "B") shows the annual energy used for streetlights is 300,000 kilowatt hours (kWh) at a cost of \$150,000 per year. (This matches up well with the streetlight line item in the 2018 budget which is \$154,000. The 2019 proposed streetlight is \$160,000). LED streetlights will reduce energy use by 193,000 kWh to 107,000 kWh at a cost of \$119,000/year which is projected to be a savings of \$31,000/year.

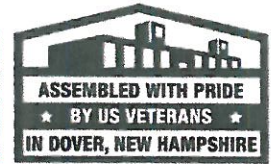
The equipment and installation costs are \$265,846 with networked lighting controls; without networked controls the project costs are \$173,307. Unutil is offering the Town a rebate of \$118,319 for conversion to energy efficient lighting; the rebate amount is the same with or without networked controls. Unutil is also offering to allow the Town to pay off the cost of the project via on bill payments with 0% interest.

The existing lights are owned by Unitil. The Town has to purchase the remaining (depreciated) value of the existing lights (the "Net Book Value" or NBV), which Unitil has calculated to be \$100,437. Similar to the project costs, the NBV can be paid off through the monthly streetlight bill over the next 60 months at \$1,674 per month.

The following table summarizes project costs, rebates and payoff periods.

	Without Networked Controls	With Networked Controls
Total Project Cost	\$173,307	\$265,846
Net Book Value	\$100,437	\$100,437
Rebate	(\$118,319)	(\$118,319)
Net Project Cost	\$155,425	\$247,964
Annual Operating Expense Savings @ \$150,000/year	(\$31,085)	(\$31,085)
Simple Payoff	5 years 60 months	8 years 96 months
Annual Operating Expense Savings @ \$160,000/year	(\$41,085)	(\$41,085)
Simple Payoff	3.8 years 45.4 months	6 years 72.4 months

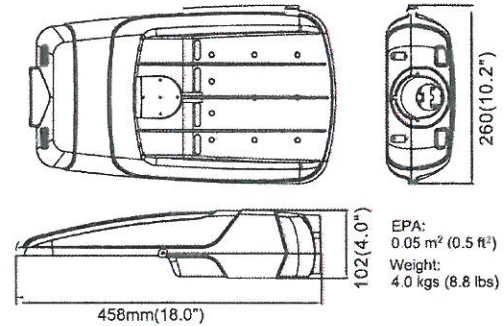
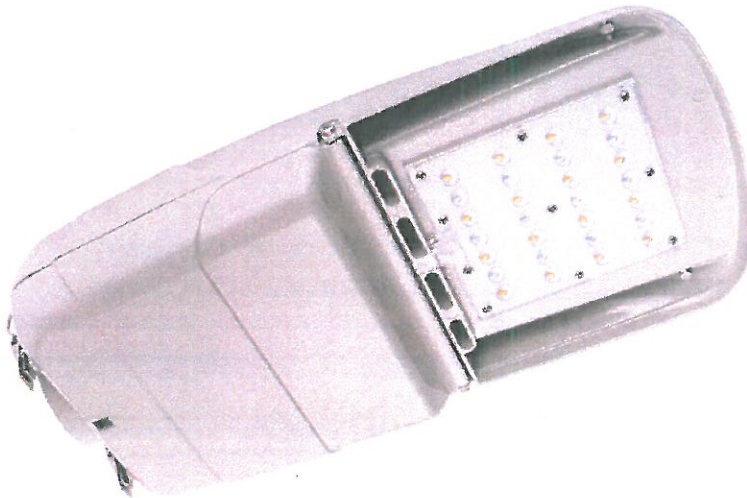
We request the Select Board authorize the Town Manager or his designee to contract with Affinity LED Lighting of Dover, NH, to complete the LED streetlight conversion project, including project management, utility incentive procurement, GIS audit and installation progress tracking, LED streetlight installation, and recycling and disposal of legacy equipment.



## S800 Series Roadway Luminaire

### LED Street & Area Lighting

The S800 Series distills the benefits of combining industry-leading components and LED technology with pragmatic design and American-Built reliability. The outstanding photometric performance results in sites with excellent uniformity, allowing greater pole spacing and lower power density. The S800 Series is the best alternative available for traditional street and area lighting with quick payback and improved performance.



### Standard Features

- ★ Night Sky Friendly (zero uplight) with integrated backlight-shield
- ★ Reduced-glare optical lenses standard in Type II, Type III and Type V photometric distributions
- ★ Available in 3000K, 4000K and 5000K Correlated Color Temperatures
- ★ Tool-Less Entry with Connect-Safe™ for Lineman Friendly installation
- ★ Die-Cast Aluminum Housing and Housing Door with Ultra-durable powder-coat finish that resists corrosion, abrasion and UV-degradation
- ★ Integrated Tilt Adjustment ±5°
- ★ Built-in Bird-Guard
- ★ Input Voltage: 120-277V or 347-480V, 50/60Hz
- ★ Ambient Operating Temperatures -40°C to +50°C
- ★ Smart Ready with 7-pin Photocontrol Receptacle (per ANSI C136.41) and 0-10V Dimming Capability
- ★ LED Lifetime Rating >120,000 hours L70 @55°C (per IESNA TM-21-11)
- ★ 10-Year Limited Warranty

### Product Specifications

EXAMPLE: S80X-XXW-XXK-TX-10-XX-M ⇔ S800-65W-40K-T2-10-GR-M						
MODEL	POWER	COLOR	DISTRIBUTION	CONTROL OPTION	FINISH	DRIVER
S800	25W 40W 65W	30K: 3000K 40K: 4000K 50K: 5000K	T2: Type II T3: Type III T5: Type V	10: 0-10V Dimming	BR: Bronze BL: Black GR: Gray WH: White	M: Meanwell
S801	80W 100W	57K: 5700K				

# S800 Series Performance Data

## Lumen Output

Lumen values are from photometric tests performed in accordance with IESNA LM-79-08. Data is considered to be representative of the configurations shown, within the tolerances allowed by Lighting Facts. Actual performance may differ as a result of end user environment and application. Actual wattage may differ by +/- 10% when operating between 120-277V +/- 10%. Contact us directly for performance data on any configurations not shown here.

MODEL	LEDS	LED CURRENT	SYSTEM WATTS	DIST TYPE	3000K				4000K					
					LUMENS	B	U	G	LPW	LUMENS	B	U	G	LPW
S800	10	0.7A	25W	T2	2919	1	0	1	116	2825	1	0	1	113
				T3	2938	1	0	1	116	2866	1	0	1	115
				T5	2783	2	0	2	111	2824	2	0	2	113
	16	0.75A	40W	T2	4941	2	0	2	121	4852	1	0	1	121
				T3	4899	1	0	1	119	4706	1	0	1	118
				T5	4697	3	0	2	115	4744	3	0	3	119
		1.15A	65W	T2	6760	2	0	2	108	6714	2	0	2	103
				T3	6831	2	0	2	109	6889	2	0	2	106
				T5	6404	3	0	3	102	6683	3	0	3	103
S801	28	0.7A	80W	T2	9316	3	0	3	116	9274	2	0	2	116
				T3	9357	2	0	2	116	9407	2	0	2	118
				T5	8903	3	0	3	110	8950	3	0	3	112
	1.0A	100W	T2	10461	3	0	3	111	10886	3	0	3	109	
			T3	10427	2	0	2	111	10813	2	0	2	108	
			T5	10041	4	0	3	107	10075	4	0	4	101	

## Certifications and Qualifications

- ★ DesignLights Consortium® Qualified Products Listed (DLC QPL)
- ★ UL® Certified Manufacturing Site in Dover, NH
- ★ Certified Electrical & Photometric Measurements (per IESNA LM-79-08)
- ★ Certified to ANSI C136.31-2001 3G Bridge & Overpass Vibration standards
- ★ 10Kv Surge Suppression Protection tested in accordance with IEEE/ANSI C62.41.2
- ★ Luminaire & finish endurance tested to ASTM B1117-11 Salty Fog test standards
- ★ Additional Powder-Coating Strength & Adhesion testing (meets ASTM D454/D522 standards)
- ★ Suitable for Wet Location, meets IP66 (per IEC 60529-2013 standards)
- ★ Meets FCC Part15, Subpart B, Class B per ANSI C63.4-2014
- ★ Meets International Dark Sky Association requirements for reduced glare, light trespass & light pollution
- ★ RoHS Compliant
- ★ American Built by U.S. Veterans



AFFINITY LED LIGHT LLC  
 1 Washington Street #525, Dover, NH 03820  
 ph +1-978-378-LED8 (5338)  
 fax +1-603-590-8897  
 www.affinityledlight.com



# EXETER, NH LED Streetlight Conversion Proposal



Municipality: Exeter, NH  
 Account #:                       
 ANNUAL HOURS: 4,150  
 TOTAL KWH RATE: \$0.107230  
 (DELIVERY + SUPPLY)

**MUNICIPAL STREET LIGHTING SUMMARY**

Current Lighting Description	Fixture Qty
	695
50W SVST - HPS COBRA	567
100W MVST - MV COBRA	17
150W SVFL - HPS FLOOD	3
150W SVST - HPS COBRA	45
175W MVST - MV COBRA	1
175W MHST - MH COBRA	1
250W MVFL - MV FLOOD	1
250W SVFL - HPS FLOOD	9
250W SVST - HPS COBRA	30
400W MVFL - MV FLOOD	2
400W MVST - MV COBRA	2
400W SVFL - HPS FLOOD	3
1000W SVFL - HPS FLOOD	1
1000W SVST - HPS COBRA	3
400W SVST - HPS COBRA	10
<b>TOTAL</b>	<b>695</b>

**CURRENT LIGHTING**

Existing Rated Watts	ANNUAL kWh per fixture	TOTAL ANNUAL KWH	MONTHLY CHARGES FOR ALL - SERVICE (per Fixture)	TOTAL ANNUAL COST
65	270	152,948	\$15.67	\$106,619
120	498	8,466	\$17.57	\$3,584
190	789	2,366	\$24.16	\$870
190	789	35,483	\$21.89	\$11,821
205	851	851	\$22.98	\$276
205	851	851	\$27.38	\$329
290	1,204	1,204	\$29.28	\$351
295	1,224	11,018	\$31.21	\$3,371
295	1,224	36,728	\$29.62	\$10,663
455	1,888	3,777	\$39.05	\$937
455	1,888	3,777	\$37.59	\$902
460	1,909	5,727	\$40.28	\$1,450
1085	4,503	4,503	\$81.78	\$981
1085	4,503	13,508	\$81.42	\$2,931
460	1,909	19,090	\$40.81	\$4,897
<b>TOTAL</b>		<b>300,294</b>		<b>\$148,982</b>

**PROPOSED LED LIGHTING**

Models	LED Rated Watts	ANNUAL kWh per fixture	TOTAL ANNUAL KWH	MONTHLY CHARGES FOR ALL - SERVICE (per Fixture)	TOTAL ANNUAL COST	INSTALLATION SERVICES		NETWORKED LIGHTING CONTROLS		EQUIPMENT		ALL-IN COST		INCENTIVE		
						Cost per Fixture	TOTAL COST	Cost per Fixture	TOTAL COST	Cost per Fixture	TOTAL COST	Incentive/ Fixture	Product Code	Total Incentive		
AFFINITY S800-25W-30K-T2-10-GR-M	25	104	58,826	\$13.77	\$93,691	\$96.28	\$54,592	\$133.15	\$75,496	\$137.00	\$77,679	\$366.43	\$207,767	(\$100)	90L	(\$56,700)
AFFINITY S800-25W-30K-T2-10-GR-M	25	104	1,764	\$13.77	\$2,809	\$96.28	\$1,637	\$133.15	\$2,264	\$137.00	\$2,329	\$366.43	\$6,229	(\$100)	90L	(\$1,700)
AFFINITY FL2-80W-30K	80	332	996	\$15.96	\$575	\$96.28	\$289	\$133.15	\$399	\$279.00	\$837	\$508.43	\$1,525	(\$50)	80L	(\$150)
AFFINITY S801-80W-30K-T2-10-GR-M	80	332	14,940	\$15.96	\$8,618	\$96.28	\$4,333	\$133.15	\$5,992	\$198.00	\$8,910	\$427.43	\$19,234	(\$100)	90L	(\$4,500)
AFFINITY S800-65W-30K-T2-10-GR-M	65	270	270	\$15.27	\$183	\$96.28	\$96	\$133.15	\$133	\$183.00	\$183	\$412.43	\$412	(\$100)	90L	(\$100)
AFFINITY S800-65W-30K-T2-10-GR-M	65	270	270	\$15.27	\$183	\$96.28	\$96	\$133.15	\$133	\$183.00	\$183	\$412.43	\$412	(\$100)	90L	(\$100)
AFFINITY FL2-80W-30K	80	332	332	\$15.96	\$192	\$96.28	\$96	\$133.15	\$133	\$279.00	\$279	\$508.43	\$508	(\$50)	80L	(\$50)
AFFINITY FL2-100W-30K	100	415	3,735	\$16.77	\$1,811	\$96.28	\$867	\$133.15	\$1,198	\$329.00	\$2,961	\$558.43	\$5,026	(\$50)	80L	(\$450)
AFFINITY S801-100W-30K-T2-10-GR-M	100	415	12,450	\$16.77	\$6,037	\$96.28	\$2,888	\$133.15	\$3,994	\$211.00	\$6,330	\$440.43	\$13,213	(\$100)	90L	(\$3,000)
AFFINITY FL2-100W-30K	100	415	830	\$16.77	\$402	\$96.28	\$193	\$133.15	\$266	\$329.00	\$658	\$558.43	\$1,117	(\$50)	80L	(\$100)
AFFINITY S801-100W-30K-T2-10-GR-M	100	415	830	\$16.77	\$402	\$96.28	\$193	\$133.15	\$266	\$211.00	\$422	\$440.43	\$881	(\$100)	90L	(\$200)
AFFINITY FL2-100W-30K	100	415	1,245	\$16.77	\$604	\$96.28	\$289	\$133.15	\$399	\$329.00	\$987	\$558.43	\$1,675	(\$50)	80L	(\$150)
AFFINITY FL2-300W-30K	300	1,245	1,245	\$24.76	\$297	\$96.28	\$96	\$133.15	\$133	\$499.00	\$499	\$728.43	\$728	(\$75)	81L	(\$75)
AFFINITY S802-180W-30K-T2-10-GR-M	180	747	2,241	\$19.82	\$714	\$96.28	\$289	\$133.15	\$399	\$318.00	\$954	\$547.43	\$1,642	(\$150)	91L	(\$450)
AFFINITY S802-180W-30K-T2-10-GR-M	180	747	7,470	\$19.82	\$2,378	\$96.28	\$963	\$133.15	\$1,331	\$318.00	\$3,180	\$547.43	\$5,474	(\$150)	91L	(\$1,500)
<b>TOTAL</b>			<b>107,444</b>		<b>\$118,897</b>	avg \$96.28	\$66,916	avg \$133.15	\$92,539	avg \$153.08	\$106,391	avg \$382.51	\$265,846			(\$119,225)

**ANNUAL ENERGY SAVINGS (kwh)**

(192,851)  
-64.2%

**LONG TERM ENERGY SAVINGS**

5 Years (964,259)  
10 Years (1,928,505)  
20 Years (3,857,010)

**ANNUAL OPEX SAVINGS**

(\$31,085)  
-20.7%

**LONG TERM SAVINGS**

5 Years (\$155,424)  
10 Years (\$310,848)  
20 Years (\$621,696)

**ANNUAL CO2 EMISSIONS REDUCTION**

316,414 lbs      158.2 tons

**LONG TERM CO2 EMISSIONS REDUCTION**

5 Years 1,582,070 lbs      791.0 tons  
10 Years 3,164,139 lbs      1,582.1 tons  
20 Years 6,328,278 lbs      3,164.1 tons

**WITHOUT NETWORKED LIGHTING CONTROLS**

PER FIXTURE

+ ALL-IN COST (SERVICES + EQUIP)	\$249.36	\$173,307
+ NET BOOK VALUE OWED		\$100,437
+ INCENTIVE EST*		(\$119,225)
= NET CAPITAL COST		\$154,519

ANNUAL OPEX SAVINGS (\$31,085)

SIMPLE PAYOFF	Years	4.97
	Months	59.7

**SHORT TERM CUMULATIVE ROI**

Year 1	(\$123,434)	-71.2%
Year 2	(\$92,350)	-53.3%
Year 3	(\$61,265)	-35.4%
Year 4	(\$30,180)	-17.4%
Year 5	\$905	0.5%

**LONG TERM CUMULATIVE ROI**

Year 10	\$156,329	90.2%
Year 20	\$467,177	269.6%

**10 YEAR CAPEX CUMULATIVE IMPACT**

Year 1	\$15,633	Profit
Year 2	\$31,266	Profit
Year 3	\$46,899	Profit
Year 4	\$62,532	Profit
Year 5	\$78,164	Profit

**WITH NETWORKED LIGHTING CONTROLS**

PER FIXTURE

+ ALL-IN COST (SERVICES + CONTROLS + EQUIP)	\$382.51	\$265,846
+ NET BOOK VALUE OWED		\$100,437
+ INCENTIVE EST*		(\$119,225)
= NET CAPITAL COST		\$247,058

ANNUAL OPEX SAVINGS (\$31,085)

SIMPLE PAYOFF	Years	7.95
	Months	95.4

**SHORT TERM CUMULATIVE ROI**

Year 1	(\$215,973)	-81.2%
Year 2	(\$184,889)	-69.5%
Year 3	(\$153,804)	-57.9%
Year 4	(\$122,719)	-46.2%
Year 5	(\$91,634)	-34.5%

**LONG TERM CUMULATIVE ROI**

Year 10	\$63,790	24.0%
Year 20	\$374,638	140.9%

**10 YEAR CAPEX CUMULATIVE IMPACT**

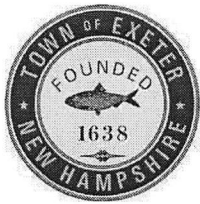
Year 1	\$6,379	Profit
Year 2	\$12,758	Profit
Year 3	\$19,137	Profit
Year 4	\$25,516	Profit
Year 5	\$31,895	Profit

**DRAFT PROPOSAL FOR DISCUSSION**

\* TO BE DETERMINED BY UNITIL

**ASSET MANAGEMENT CONTRACT AWARD – ARTICLES 21 AND 22 2018 TOWN MEETING**





## EXETER PUBLIC WORKS DEPARTMENT

13 NEWFIELDS ROAD EXETER, NH 03833-3792 ☎(603) 773-6157 ✉FAX 772-1355

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

DATE: November 21, 2018  
TO: Russell J. Dean, Town Manager  
FROM: Jennifer Mates, P.E., Assistant Town Engineer  
RE: Exeter Asset Management Program for Stormwater and Sanitary Sewers  
Professional Engineering Services  
Consultant Award Recommendation

The Town of Exeter requested consulting services for the development of an Asset Management Program (AM) for the town's stormwater system and sanitary sewer system. The NH Department of Environmental Services (NHDES) Clean Water State Revolving Loan Fund (CWSRF) is providing a \$60,000 loan with 100% principal forgiveness to the Town for this project. The Town approved the SRF loan at the Town Vote in March 2018.

A Request for Qualifications (RFQ) for the project was made available on the Town's website and sent to several consultants on September 6, 2018. A non-mandatory pre-proposal meeting was held on September 14, 2018, at the Exeter Department of Public Works (DPW) with NHDES.

The following consultants submitted written proposals on or before the due date:

- Dubois & King (D&K)
- Weston & Sampson (W&S)
- Underwood Engineers, Inc. (UEI)
- Wright-Pierce, Inc. (W-P)

An interview with UEI took place on October 23, 2018, at the DPW complex. Based on the proposals and interviews, UEI was deemed the most advantageous to the town.

The qualifications-based selection (QBS) process was used to make this selection. Cost proposals were neither requested nor received during the selection process. The cost for this project is \$30,000 for stormwater and \$30,000 for sanitary sewer. The Town will make the initial payments to UEI from the general fund stormwater budget (STW-Software Agreement/asset management 01431118-55270) and the sewer fund (SA-Consulting Services 03432031-55055) and be will reimbursed at the end of the project.

The scope was negotiated to ensure all of the design elements and NHDES requirements were included. NHDES has reviewed and approved the contract and scope. The major elements of the scope of services to be provided by UEI include:

- Vision Statement
- Asset Inventory
- Level of Service
- Prioritization of Assets
- Life Cycle Costing

Page 2  
Mr. Russell Dean  
November 21, 2018

- Long-term Funding Strategy
- Implementation
- Communication Plan

The project is anticipated to begin in November 2018 and will take approximately 6 months to complete. The results of this effort will be presented to the Select Board at the completion of the project.

**The Department recommends approving the contract for developing the Asset Management Program for Stormwater and Sanitary Sewers to Underwood Engineers, Inc. for \$60,000.00.**

**ENGINEERING REPORT PHASE  
CONTRACT FOR PROFESSIONAL SERVICES  
FOR  
TREATMENT WORKS**

**TOWN OF EXETER, NEW HAMPSHIRE**

This AGREEMENT made and entered into at Rockingham County, New Hampshire, this \_\_\_\_ day of \_\_\_\_\_ 2018, by and between the Town of Exeter, hereinafter called the OWNER, and Underwood Engineers, Inc., hereinafter called the ENGINEER.

WITNESSETH:

WHEREAS, the OWNER intends to examine the need, alternatives and cost of constructing Treatment Works including: development of a Stormwater and Wastewater Collection System Asset Management Program as further defined in Attachment "A".

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hereinafter called the PROJECT, and

WHEREAS, professional sanitary engineering services are required to prepare an engineering report, and

WHEREAS, such services are of a distinct professional nature and hence not subject to the bidding process,

NOW THEREFORE, in consideration of these premises and of the mutual covenants herein set forth, the OWNER hereby retains the ENGINEER to furnish the following engineering services in connection with the proposed PROJECT; and it is agreed by and between the OWNER and the ENGINEER as follows:

**I. Services to be performed by the ENGINEER**

A. The ENGINEER agrees to produce a complete and definitive Engineering Report to meet current division requirements and to perform any and all engineering incidental thereto. The detailed scope of the work is as outlined in the attached Plan of Study.

B. Furnish to the OWNER N/A copies of information needed for the acquisition of easements, site options for treatment plant and pump stations and route options for interceptor sewers within calendar days after the Engineering Report has been approved by the New Hampshire Department of Environmental Services, Water Division, hereinafter called the DIVISION.

C. Furnish **two (2)** copies of the Engineering Report to the OWNER and two (2) copies to the DIVISION. Additional copies to be available at cost.

D. Prepare applications with supporting and associated documents for Federal, State and other grant or loan programs.

1. Assists the OWNER in securing grants or loans by State, Federal and other grant or loan agencies.

E. Provide the DIVISION with one copy of design calculations, work sheets, field notes, estimates and other data generated in preparing the Engineering Report in a form satisfactory to the DIVISION.

**II. The OWNER'S Responsibilities**

A. Assist the ENGINEER by placing at his disposal all available information pertinent to the PROJECT, including previous reports and other data relative to the reports.

B. Make provisions for the ENGINEER to enter upon public and private lands, municipal facilities and industrial establishments as required to perform work under this AGREEMENT.

**III. Time Of Completion**

A. The ENGINEER agrees that he will submit to the DIVISION and the OWNER for approval after modification or revision as recommended by the DIVISION and agreed to by the ENGINEER the completed report within **360** consecutive calendar days following the

acceptance of the contract by the OWNER, and deliver same to the OWNER within **30** calendar days following the date of final approval by the DIVISION.

B. It is agreed by the parties to this contract that failure by the ENGINEER to complete the work within the time stipulated under III, A, above may be considered sufficient basis for the debarment of the ENGINEER from the DIVISION'S Roster of Prequalified Engineers as provided for under New Hampshire Code of Administrative Rules Env-Wq 603.08, or the Assessment of liquidated damages as provided for under RSA 485-A: 4, XII.

**IV. Compensation to be Paid the ENGINEER**

A. Method of Payment - Amount of Fee

1. Payment to the ENGINEER, for services rendered, shall be according to the following schedule:

Monthly billing based on hours and rates by labor category with mark-up and incidental expenses in accordance with the attached fee schedule.

2. The OWNER agrees to pay and the ENGINEER agrees to accept for all services under this AGREEMENT, a fee not to exceed

**Sixty Thousand and 00/100**

**Dollars (\$60,000.00),**

and the ENGINEER agrees that the work proposed is sufficient to satisfactorily complete the study and that the monies to be paid are adequate. The attached fee schedule with labor category, hours, hourly rate, markup, incidental expenses, and fees for special services, shall be the basis for billing for engineering services.

a. The ENGINEER agrees that prior to submitting the report to the DIVISION for formal approval he shall make revisions in the report as recommended by the DIVISION and agreed to by the ENGINEER without additional compensation. After formal approval if it becomes necessary to update the report for reasons beyond the control of the ENGINEER, payment for such revision or revisions shall be made to

the ENGINEER on a basis to be negotiated with the DIVISION.

**V. Additional Covenants**

A. The ENGINEER agrees to assign in active charge of this PROJECT for the life of the contract a Project Engineer who is a permanent employee of the ENGINEER and who is a "qualified sanitary engineer" as defined under the DIVISION'S "Rules and Regulations for the Prequalification of Consulting Engineers." The Project Engineer shall be\*

**Margaret H. Blank, P.E., Underwood Engineers,**  
**99 North State Street, Concord, NH 03301**

\* See appended resume describing the candidate's qualifications for the assignment.

Any proposed change in identity of the Project Engineer on the PROJECT shall first be approved by the DIVISION before transfer of responsibility is made. Failure of the ENGINEER to abide by the above covenant is agreed to be sufficient basis for debarment of the ENGINEER from the DIVISION'S Roster of Pre-qualified Consulting Engineers as provided for under New Hampshire Code of Administrative Rules Env-Wq 603.08.

B. The ENGINEER agrees to be solely responsible for all bills or claims for payment for services rendered by others and for all services and materials employed in his work, and to indemnify and save harmless the OWNER, and all of the OWNER'S officers, agents and employees against all suits, claims or liability of every name and nature arising out of or in consequence of the negligent acts or failures to act of the ENGINEER or others employed by him in the performance of the work covered by this AGREEMENT.

C. The ENGINEER further agrees to procure and maintain at his expense such workmen's compensation insurance as is required by the statutes and public liability insurance in amounts adequate to provide reasonable protection from claims for bodily injury, death or property damage which may result from his performance and the performance of his employees under this AGREEMENT.

D. All documents, including original drawings, design calculations, work sheets, field notes, estimates, and other data shall remain the property of the OWNER and shall be transmitted to the OWNER in clean and orderly condition on demand; however, these may

be left in the possession of the ENGINEER at the OWNER'S discretion.

E. The ENGINEER shall not sublet, assign or transfer any part of the ENGINEER'S services or obligations under this AGREEMENT without the prior approval and written consent of the OWNER and the DIVISION, and the contract shall be binding upon and inure to the benefit of the parties, their successors and assigns.

IN WITNESS WHEREOF, the parties hereto have affixed their hand and seals at Rockingham County, New Hampshire, the day, month, and year first above written.

**ENGINEER: UNDERWOOD ENGINEERS, INC.**

By: **Keith A. Pratt, P.E., President**  
(Authorized Representative\*)

Date: \_\_\_\_\_

By: **W. Steven Clifton, P.E., Vice President**  
(Authorized Representative\*)

Date: \_\_\_\_\_

**OWNER: TOWN OF EXETER, NH**

By: **Jennifer Perry, P.E.,**  
**Department of Public Works Director**  
(Authorized Representative\*)

Date: \_\_\_\_\_

**APPROVED: \*\***

**DEPARTMENT OF ENVIRONMENTAL SERVICES**  
Water Division

By: **Sharon Nall, P.E., Planning, Protection and Assistance**  
(Authorized Representative)

Date: \_\_\_\_\_

\* Signatures should be supported by appropriate document.

\*\* It is agreed that as an act in furtherance of its statutory authority to approve engineering agreements for treatment works, the DIVISION'S approval does not impose any contractual obligation or liability on the State of New Hampshire, the Department of Environmental Services or the Division.

Approved as to form:

Town Counsel

At a meeting of the Directors of Underwood Engineers, Inc., held on May 4, 2018 ,  
at which all the Partners/Directors were present, except \_\_\_\_\_,  
it was

VOTES: That all contracts may be signed by any one of the following:

**Keith A. Pratt, President, and W. Steven Clifton, Vice President**  
\_\_\_\_\_  
\_\_\_\_\_

A true copy

Attest: Colleen A. Morrow, Secretary/Treasurer

Place of Business: 25 Vaughan Mall, Portsmouth, NH 03801-4012

Date of this Contract: \_\_\_\_\_

I hereby certify that I am the Clerk of \_\_\_\_\_ Underwood Engineers, Inc. ,  
that **Keith A. Pratt** is the duly elected **President**, and that **W. Steven Clifton** is the duly elected **Vice President**  
and that the above vote has not been amended or rescinded and remains in full force and effect as of this date.

\_\_\_\_\_  
Clerk – Colleen A. Morrow, Secretary/Treasurer

**ADDENDUM  
TO  
PROFESSIONAL ENGINEERING SERVICES CONTRACT  
FOR  
TREATMENT WORKS**

THIS ADDENDUM to the ENGINEERING CONTRACT FOR PROFESSIONAL SERVICES FOR TREATMENT WORKS (the “Agreement”) made effective this \_\_\_\_\_ day of \_\_\_\_\_ 2018, by the Town of Exeter, New Hampshire, hereinafter referred to as the “**Owner**”, and UNDERWOOD ENGINEERS, INC. hereinafter referred to as the “**Engineer**”, a New Hampshire corporation with its principal place of business at 25 Vaughan Mall, Portsmouth, New Hampshire 03801-4012.

-- WITNESSETH --

RECITALS

WHEREAS, the **Owner** requires, and the **Engineer** agrees to provide certain professional engineering services (the “Services”) in connection with engineering design of treatment works (hereinafter referred to as the “Project”) at Exeter, New Hampshire;

WHEREAS, the Addendum is incorporated into the Agreement by reference herein and made part thereof.

NOW THEREFORE, in consideration of the undertakings of the parties hereinafter set forth, the Owner and the Engineer, agree as follows:

**Limitation of Liability**

**Owner** agrees to limit the liability of **Engineer** to **Owner** and to all construction Contractors or Subcontractors on the project, due to negligent acts, errors or omissions by **Engineer**, such that the total aggregate liability to all those named shall not exceed \$50,000 or the total fee for services rendered on this project by **Engineer**, whichever is the greater.

IN WITNESS WHEREOF, the parties hereto have affixed their hand and seals at Rockingham County, New Hampshire, the day, month, and year first above written.

**ENGINEER: UNDERWOOD ENGINEERS, INC.**

\_\_\_\_\_  
By: **Keith A. Pratt, P.E., President**  
(Authorized Representative)

Date: \_\_\_\_\_

\_\_\_\_\_  
By: **W. Steven Clifton, P.E., Vice President**  
(Authorized Representative)

Date: \_\_\_\_\_

**OWNER: TOWN OF EXETER, NH**

\_\_\_\_\_  
By: **Jennifer Perry, P.E.,**  
**Department of Public Works Director**  
(Authorized Representative\*)

Date: \_\_\_\_\_



**ATTACHMENT “A”**

**SCOPE OF SERVICES**  
***STORMWATER AND WASTEWATER COLLECTION SYSTEM***  
***ASSET MANAGEMENT PROGRAM***

**INTRODUCTION**

The NHDES has announced principal forgiveness (up to \$30,000 each) on Clean Water State Revolving Fund (SRF) loans taken out for the purposes of generating stormwater and wastewater collection system asset management (AM) programs. In order to qualify, AM programs must include certain features as documented below.

Asset management is often presented as a framework which includes the following Core Components:

- Vision Statement
- Asset Inventory
- Level of Service
- Prioritization of Assets
- Life Cycle Costing
- Long-term Funding Strategy
- Implementation
- Communication Plan

Addressing these core components will allow the system owner to better understand the condition of its stormwater and wastewater collection systems, current and future deficiencies and needs, and the financial resources necessary to rehabilitate and replace assets when necessary.

The benefits of an asset management program include:

- Establishing appropriate budgets and revenue targets
- Increased system knowledge and streamline knowledge transfer
- Increased asset life when appropriate maintenance is performed
- More efficient allocation of capital funds
- Compliance with new regulations
- Reduced overall costs
- Improved system reliability/security
- Reduced service interruptions
- More efficient maintenance and replacement activities
- Data driven decision making

The intent of the program is to build on the existing asset inventory already completed by the Town.

## **SCOPE OF WORK**

The Engineer will provide the following professional engineering services related to development of an asset management program:

### ***Task 1 – Funding Assistance***

- Assist the Owner with loan disbursement requests and closing of the loan upon completion of the AM program.

### ***Task 2 – Wastewater and Storm Water Asset Management Program***

#### **Vision Statement**

- Develop a vision statement in cooperation with the Town. The statement will articulate the goals of the asset management program.

#### **Asset Inventory and Condition Assessment**

- Attend one (1) kick-off meeting with Owner's staff and NHDES to discuss the goals of the project and collect information. (See list of requested information below.)
- Update inventories of horizontal wastewater and storm water assets based on existing GIS data hosted by PeopleGIS, record drawings supplied by the Town and available studies and reports.
- Add and/or update data from existing documents, such as record drawings, reports and studies. Data will include the following information, if available:
  - Year of installation
  - Material
  - Diameter
- Evaluate condition based on existing records such as studies, inspection reports, and maintenance records.
- The inventory will be provided to the Town in GIS format (shapefile, geodatabase) and the attribute tables will be provided in spreadsheet format, which will allow for additional analysis and reporting options.

#### **Level of Service**

- Draft a Level of Service Statement based on discussions with the Town
- Identify quantifiable goals
- Set achievable time tables

### Assess Criticality and Prioritize Assets

- Criticality will consist of two components:
  - Impact of failure will be assessed on the following factors:
    - Public health
    - Environmental damage
    - Inconvenience to customers
    - Cost
  - Probability of failure will be assessed on the following factors:
    - Performance of asset. For example, does the asset have adequate capacity?
    - Condition of the asset according to existing inspection records and performance history
    - Age and remaining useful life

### Life Cycle Costing

- Prepare an opinion of probable cost to repair or replace each asset type. The opinions of cost will be conservative planning level estimates.
- Prepare an opinion of probable cost to perform regular inspections and evaluations of the assets.

### Long-Term Funding Strategy

- Develop a plan and schedule for the rehabilitation and replacement of assets including an estimate of money needed each year for 10 years into the future and in 10-year windows for the estimated life of the assets.
- Determine the estimated cost per year to adequately fund repair and replacement of existing assets and compare that cost to the stormwater systems' current operating budgets.
- Compare current rates to state-wide averages and other household expenditures.

### Implementation Plan

- Work with staff to develop routine reporting procedures; for example, scheduled inspection forms, incident reports, customer complaint forms, etc.
- Work with staff to develop a data management strategy. How will data be maintained and verified? What periodic reports will be required? How will this information be collected, shared and used?
- Work with staff to develop ongoing data collection and preservation strategies.

### Communication Program

- Develop a plan with a timeframe for completion to inform town staff, boards, committees, and customers of the Asset Management Program. Create content to be displayed on the Town's existing website. Content can include the following:
  - A brief report summarizing the asset management program.
  - Maps showing various aspects of the storm water system.

- Prepare a written Asset Management Report to establish a baseline, outline next steps, and inform the governing body.
- Attend one (1) meeting to demonstrate the Program and review the draft report with the Owner and NHDES and receive comments.
- Conduct additional training session on the same day as the draft review meeting.
- Revise the report in response to comments and submit up to five (5) copies of the final report.
- Present the asset management program to the Select Board at a public meeting. NHDES shall be invited.

### ***Deliverables***

- Updated Asset Inventory in GIS format (separate for stormwater and wastewater)
- Spreadsheets including updated asset inventory, condition assessment based on reports and documents, probability of failure, consequence of failure, and criticality.
- System maps (hard copies and GIS files)
- Asset Management Program summary report to include the following:
  - Level of Service statements
  - Prioritization of assets
  - Long-term funding strategy
  - Implementation Plan
  - Communication Plan
  - Public Education
- Website content (Word document)
- Public presentation (PowerPoint or similar)

### ***Limitations / Assumptions***

- The asset inventory will be based on information, records, and reports to be supplied by the Owner.
- No field work or condition assessment will be completed in this phase.

### ***Information Requested from the Client***

- Existing studies, drawings, tie sheet information, service or repair records.
- Access to drainage system and wastewater system facilities.
- GPS mapping data for all catch basins, drain manholes, structures, detention ponds, sewer manholes and air/vacuum/cleanout structures that can be visually located.

### ***Work Not Included***

- Condition assessment or inspection except as specifically noted above.
- Rate study.

***Preliminary Schedule***

**NOTE: The schedule below assumes a contract date of November 23, 2018.**

Schedule kick-off meeting once scope and contract approved..... December 1, 2018  
Circulate draft inventory and plan outline for review..... February 15, 2019  
Schedule draft review meeting and level of service workshop..... April 1, 2019  
Circulate final draft report for review ..... April 30, 2019  
Schedule presentation to Select Board ..... May 2019  
Submit for reimbursement ..... May 2019

Articles 21 and 22



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

BALLOT 1 OF 2

*Andrea J. Kohler*  
TOWN CLERK

INSTRUCTIONS TO VOTERS

- A. TO VOTE, completely fill in the OVAL to the RIGHT of your choice(s) like this: ●
- B. Follow directions as to the number of candidates to be marked for each office.
- C. To vote for a person whose name is not printed on the ballot, write the candidate's name on the line provided and completely fill in the OVAL.

<p><b>FOR SELECTMEN</b> Vote for not more than ONE Three Year Term</p> <p>DARIUS X. THOMPSON <input type="checkbox"/></p> <p>MOLLY COWAN <input type="checkbox"/></p> <p>NICHOLAS T. "NICK" GRAY <input type="checkbox"/></p> <p><input type="checkbox"/> (Write-in)</p>	<p><b>FOR TRUSTEES OF THE LIBRARY</b> Vote for not more than THREE Three Year Term</p> <p>LAURA M. WYSKIEL <input type="checkbox"/></p> <p>MARY LAFRENIERE <input type="checkbox"/></p> <p>DENISE LEONARD <input type="checkbox"/></p> <p><input type="checkbox"/> (Write-in)</p> <p><input type="checkbox"/> (Write-in)</p> <p><input type="checkbox"/> (Write-in)</p>	<p><b>FOR TRUSTEE OF THE SWASEY PARKWAY</b> Vote for not more than ONE Three Year Term</p> <p>DALE ALBERT <input type="checkbox"/></p> <p>MARK W. DAMSELL <input type="checkbox"/></p> <p><input type="checkbox"/> (Write-in)</p>
<p><b>FOR CHECKLIST SUPERVISOR</b> Vote for not more than ONE Four Year Term</p> <p>ELLEN L. ADLINGTON <input type="checkbox"/></p> <p><input type="checkbox"/> (Write-in)</p>	<p><b>FOR TRUSTEE OF THE ROBINSON FUND</b> Vote for not more than ONE Seven Year Term</p> <p>JAMIE L. SIROIS <input type="checkbox"/></p> <p><input type="checkbox"/> (Write-in)</p>	<p><b>FOR TRUSTEE OF TRUST FUNDS</b> Vote for not more than ONE Three Year Term</p> <p>LISA MCILVEEN <input type="checkbox"/></p> <p><input type="checkbox"/> (Write-in)</p>
<p><b>FOR CHECKLIST SUPERVISOR</b> Vote for not more than ONE Six Year Term</p> <p><input type="checkbox"/> (Write-in)</p>		

ARTICLES

**Article 2 Zoning Amendment #1:** Are you in favor of the adoption of Amendment #1 as proposed by the Planning Board for the town zoning ordinance, as follows: Amend Article 8 Historic District to allow a Minimal Impact application that can be administratively approved by Town Staff. The purpose of this amendment is to give less impactful projects proposed in a historic district an alternative permitting procedure that can be administered by Town Staff without necessarily having to appear before the Historic District Commission. The Historic District Commission is in favor of this amendment.

YES   
NO

**Article 3**

On petition that was signed by more than the required amount of 25 voters, shall the Town vote to raise and appropriate the sum of seven million one hundred thousand five hundred twenty dollars (\$7,100,520) for the purpose of renovation and expansion of the recreation park at 4 Hampton Road, to include construction of a new recreation multipurpose building, expanded parking, relocation and construction of new planet playground and expanded athletic fields with lights, and authorize the issuance of not more than (\$7,100,520) of bonds or notes in accordance with the provisions of Municipal Finance Act (RSA 33), and authorize the Board of Selectmen to issue and negotiate such bonds or notes and determine the rate of interest thereon; furthermore, authorize the Board to accept any state or federal grants, donations, public/private partnerships, sponsorship or naming rights related to the project. The actual amount bonded will be reduced by the amounts of impact fees, revolving fund fees, softball league contributions and other donations or grants available at that time. (This is a petitioned warrant article). (A 3/5 ballot vote required for approval.) Not recommended by the Board of Selectmen 2-3.

YES   
NO

**Article 4**

Shall the Town vote to raise and appropriate the sum of five million forty nine thousand seven hundred fifty five dollars (\$5,049,755) for the design and construction of renovations and additions, including furniture, fixtures, and equipment, to the Exeter Public Library, and to authorize the issuance of not more than \$5,049,755 of bonds or notes in accordance with the provisions of the Municipal Finance Act (RSA 33); and further to authorize the Board of Selectmen to issue and negotiate such bonds or notes and to determine the rate of interest thereon. Debt service will be paid from the general fund. (3/5 ballot vote required for approval.) Recommended by the Board of Selectmen 4-1.

YES   
NO

TURN BALLOT OVER AND CONTINUE VOTING

**ARTICLES CONTINUED**

**Article 5**

Shall the Town vote to raise and appropriate the sum of one million one hundred thousand dollars (\$1,100,000) for additional improvements in the Epping Road TIF District including road and signalization improvements, to be used in conjunction with the funds authorized to be raised in Article 10 of the 2015 Town Meeting, and to authorize the issuance of not more than (\$1,100,000) of bonds or notes in accordance with the provisions of the Municipal Finance Act (RSA 33) and to authorize the Board of Selectmen to negotiate such bonds or notes and to determine the rate of interest thereon. No bonds will be issued unless and until debt service can be paid from the Epping Road tax increment district fund.  
(3/5 ballot vote required for approval.) Recommended by the Board of Selectmen 5-0.

YES   
NO

**Article 6**

Shall the Town vote to raise and appropriate the sum of six hundred sixty five thousand and zero dollars (\$665,000) for the replacement of a town water line on Washington Street from Brentwood Road to Front Street, and to authorize the issuance of not more than \$665,000 of bonds or notes in accordance with the provisions of the Municipal Finance Act (RSA 33); and further to authorize the Board of Selectmen to issue and negotiate such bonds or notes and to determine the rate of interest thereon. Debt service will be paid from the water fund.  
(3/5 ballot vote required for approval.) Recommended by the Board of Selectmen 5-0.

YES   
NO

**Article 7**

Shall the Town vote to raise and appropriate the sum of six hundred thousand and zero dollars (\$600,000) for purposes of further development of groundwater sources in the town, and to conduct an updated review of the surface water system, and to authorize the issuance of not more than \$600,000 of bonds or notes in accordance with the provisions of the Municipal Finance Act (RSA 33); and further to authorize the Board of Selectmen to issue and negotiate such bonds or notes and to determine the rate of interest thereon. Debt service will be paid from the water fund.  
(3/5 ballot vote required for approval.) Recommended by the Board of Selectmen 3-2.

YES   
NO

**Article 8**

To choose all other necessary Town Officers, Auditors or Committees for the ensuing year. **BUDGET RECOMMENDATIONS COMMITTEE:** David Beavens, Nancy Belanger, Len Benjamin, Mike Dawley, Nicholas Gray, Fran Hall, Bob Kelly, Niko Papakonstantis, Judy Rowan, Christine Soutter, Tai Chin Tung; **FENCE VIEWER:** Doug Eastman; **MEASURER OF WOOD & BARK:** Doug Eastman; **WEIGHER:** Jay Perkins

YES   
NO

**Article 9**

Shall the Town of Exeter vote to raise and appropriate as an operating budget, not including appropriation by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by vote of the first session, for the purposes set forth therein, totaling \$18,646,644. Should this article be defeated, the default budget shall be \$18,264,224 which is the same as last year, with certain adjustments required by previous action of the Town of Exeter or by law, or the governing body may hold one special meeting, in accordance with RSA 40:13, X and XVI, to take up the issue of a revised operating budget only.  
(Majority vote required) Recommended by the Board of Selectmen 5-0.

YES   
NO

**Article 10**

Shall the Town of Exeter raise and appropriate as a water operating budget, not including appropriation by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by vote of the first session, for the purposes set forth therein, totaling \$3,361,387. Should this article be defeated, the water default budget shall be \$3,295,116 which is the same as last year, with certain adjustments required by previous action of the Town of Exeter or by law.  
(Majority vote required) Recommended by the Board of Selectmen 5-0.

YES   
NO

**Article 11**

Shall the Town of Exeter vote to raise and appropriate as a sewer operating budget, not including appropriation by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by vote of the first session, for the purposes set forth therein, totaling \$2,567,965. Should this article be defeated, the default budget shall be \$2,446,043 which is the same as last year, with certain adjustments required by previous action of the Town of Exeter or by law.  
(Majority vote required) Recommended by the Board of Selectmen 5-0.

YES   
NO

**Article 12**

Shall the Town vote to approve the cost items included in the collective bargaining agreement reached between the Board of Selectmen and the Exeter Police Association NEPBA, which calls for the following increased salaries and benefits at the current staffing levels:

Year	Estimated Salary/Benefits Increase
FY18	\$44,901
FY19	\$36,981
FY20	\$35,800

And further, to raise and appropriate the sum of forty-four thousand nine hundred and one dollars (\$44,901) for the 2018 fiscal year, such sum representing the additional costs attributable to the increase in salaries and benefits over those of the appropriation at current staffing levels.  
(Majority vote required) Recommended by the Board of Selectmen 5-0.

YES   
NO

**GO TO NEXT BALLOT AND CONTINUE VOTING**



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

BALLOT 2 OF 2

*Andrea J. Kohler*  
TOWN CLERK

**ARTICLES CONTINUED**

**Article 13**

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

YES   
NO

**Article 14**

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

YES   
NO

**Article 15**

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

YES   
NO

**Article 16**

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

YES   
NO

**Article 17**

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

YES   
NO

**Article 18**

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

YES   
NO

**Article 19**

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

YES   
NO

**Article 20**

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

YES   
NO

**Article 21**

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

YES   
NO

**TURN BALLOT OVER AND CONTINUE VOTING**





**ARTICLES CONTINUED**

**Article 22**

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

YES   
NO

**Article 23**

Shall the Town vote to establish a capital reserve fund under RSA 35:1 for the purpose of general maintenance on town cemeteries including the Winter Street cemetery, and to raise and appropriate the sum of twenty seven thousand dollars (\$27,000) to be placed in this fund and further the Board of Selectmen shall be named agents of the fund and be authorized to make expenditures from the fund. These funds may also be used to match grants available for town cemeteries under the control of the Selectboard as Cemetery Trustees. This sum to come from general taxation. (Majority vote required) Recommended by the Board of Selectmen 5-0.

YES   
NO

**Article 24**

Shall the Town vote to establish a capital reserve fund under RSA 35:1 for the purpose of ongoing maintenance of the Swasey Parkway Pavilion and to raise and appropriate the sum of seven thousand five hundred dollars (\$7,500) to be placed in this fund and further the Board of Selectmen shall be named agents of the fund and be authorized to make expenditures from the fund. This article will not impact the tax rate as surplus funds are available from the Swasey Parkway Pavilion project completed in 2007 and are currently held in an escrow account. (Majority vote required) Recommended by the Board of Selectmen 5-0.

YES   
NO

**Article 25**

Shall the Town vote to adopt the provisions of the Epping Road Tax Increment District Plan Amendment (dated January 8, 2018) in accordance with RSA 162-K:9, which allocates the use of tax increments for retirement of bonds and notes as outlined in the plan. (Majority vote required) Recommended by the Board of Selectmen 5-0.

YES   
NO

**Article 26**

By petition of Herb Moyer and others, to be placed on the Town Warrant: Shall the town express its support to Governor Sununu for New Hampshire to join Maine and Massachusetts and study the feasibility of developing offshore wind power in the Gulf of Maine. The town will provide written notice urging that Governor Sununu request that the Bureau of Ocean Energy Management form an intergovernmental task force. A bipartisan NH legislative committee studied the potential for offshore wind in 2014, and recommended the establishment of this task force. Floating wind turbines located far offshore in federal waters, usually not visible from land, combined with other renewable energy will move NH to 100% renewable energy by 2050. The building of offshore wind farms will bring a significant number of jobs and revenue to New Hampshire. (This is a petitioned warrant article).

YES   
NO

**Article 27**

On the petition of Nicholas T. Gray and other registered voters of Exeter, in an effort to equip voters with a greater understanding of the tax impacts of proposed warrant articles, to see if the Town will vote the following:

Shall the Town adopt RSA 32:5, V-b. The Town shall, for all future annual budgets and special warrant articles requiring public funding, include an estimate of the tax impact for each appropriation. These tax estimates shall be provided in nominal dollar amounts corresponding to the median single-family home assessment in Town. The estimates will be provided separately as part of each respective warrant article. For a warrant article that will result in a bond issue, the tax estimate shall assume a bond of specified length at prevailing interest rates.

YES   
NO

The Board of Selectmen shall, by majority vote and in compliance with the requirements set forth above, approve the estimation methodology utilized and the exact language included on the Town Warrant.

**Article 28**

On petition of Bruce Jones and other registered voters of Exeter, in an effort to establish that all public spaces have a consistent value and prioritized availability to Exeter-based businesses, non-profits and residents, to see if the Town will vote the following:

The Town shall apply the current Town Hall usage fee of \$125 per day to all businesses, including non-profit organizations that are not based in Exeter. This fee shall also apply to the second floor space above Town Hall.

YES   
NO

The Board of Selectmen shall, by majority vote and in compliance with the requirements set forth above, approve the exact language included on the Town Warrant. If this is approved, it is advisory only.

**YOU HAVE NOW COMPLETED VOTING THIS BALLOT**

**EXTV EQUIPMENT PURCHASE REQUEST**



# TOWN OF EXETER, NEW HAMPSHIRE

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

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

Dear Select Board,

After the previous meeting, we're coming back to the board to request funding to purchase portable studio equipment to allow us to operate a "mobile studio" to be used when the current High School studio is not available to us. What we're specifically looking at purchasing are a TriCaster Mini live switching system and three PTZ cameras.

## **Functionality**

The Tricaster mini itself is a specialized computer that can take in several video feeds from different cameras and online sources and allows us to switch between them. It also allows us to connect with our Broadcast System and online streaming platforms. This will allow us to not only stream to the channel, but also to Facebook, YouTube, or other dentations. This is crucial in today's online age where viewers are not watching in a single location.

Having three cameras plugged into the system and switching between them live will be a game changer. Currently, several shows are filmed with three or more cameras that are not connected. These must be taken into editing software at a later time and slowly stitched together. With the live switcher, it records the changes from one camera to another, allowing us to cut down on editing time and the time it takes to get important meetings up on the channel or online.

## **Portability**

Also included in the package is a hard-carrying case that is durable and water-resistant. The case can carry a majority of the switching equipment and additional portable carrying cases will be purchased so that everything can be packed into several bags and set up fairly quickly. The cameras themselves are smaller than traditional broadcast cameras and it allows us to fit a whole studio into a small area if needed. This will be crucial for maintaining an open space if we do move into the 2<sup>nd</sup> Floor back room, or another space. Equipment can be easily packed up and moved out of the way. It will also allow us to take the same functionality of the Nowak room out to the High School for Town Meeting or other venues where large events are hosted.

We request that the board authorize us to spend up to \$20,000. The quotes we have attached show that the main part will be the \$15-18K to purchase the Tricaster Package. We will need additional funds to purchase tripods, cables, and carrying cases for the other items.

Regards,

Bob Glowacky  
Executive Producer for Exeter TV

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www.accessavnh.com



Quoted to:	Bob Glowacky
Phone:	
Customer:	Exeter Community TV
Address:	9 Front St
City, State:	Exeter NH
Quoted by:	Robert Haigh
Date:	11/20/2018
Quote #:	rbh111518extrTCs

Qty.	Make	Model	TriCaster Mini HDMI	Price	Ext. Price
1	NewTek	TCMAPTZB1-AXSAV	TriCaster Mini HDMI Advanced Edition PTZ Bundle Includes: <i>TC Mini HD-4i w integrated display &amp; 2 internal drives</i> <i>TriCaster Mini CS, 2x custom travel case &amp; 3x NDIHX-PTZ1 cameras</i>	\$ 17,975.00	\$ 17,975.00
1	Certified	TriCaster Training	4 Hour Staff Training Block	nc	no charge
<b>Optional Gear - Suggested Accessories - Not Included</b>					<b>Not Included</b>
	NewTek	NCS	NewTek Connect Spark HDMI to NDI Converter	\$ 495.00	<b>Not Included</b>
	Acer, LG, HP, etc	24" Display	display monitor for TC Interface	\$ 149.00	<b>Not Included</b>
	Gator	G-MIXERBAG-2621	Shoulder carry bag for above	\$ 99.00	<b>Not Included</b>
	Skaarhoj	PTZ-FLY-V1	Small form factor, NDI supported PTZ Controller	\$ 1,325.00	<b>Not Included</b>
<b>TOTAL COST:</b>					<b>\$ 17,975.00</b>

This price quote is valid until **12-20-2018**

*\*\*Access AV is the exclusive NewTek Elite Partner Service Center in New England*  
all other NewTek Elite Partners in NE must send service units in + out of warranty to Texas for repair  
**This Installation includes 1 Year Parts and Labor Warranty**



**Scope Of Work**  
Provide TriCaster Training to Staff



42 West 18th Street  
 New York NY 10011  
 www.adorama.com  
 info@adorama.com

800-223-2500  
 212-741-0401

**QUOTE**



**1819774**

**11/14/2018**

**BILLING ADDRESS:**

TOWN OF EXETER, NH  
 Att: ROBERT GLOWACKY  
 10 FRONT STREET  
 EXETER, NH 03833 USA  
 (603) 778-0591

**SHIPPING ADDRESS:**

TOWN OF EXETER, NH  
 Att: ROBERT GLOWACKY  
 10 FRONT STREET  
 EXETER, NH 03833 USA  
 (603) 778-0591

Customer No: 12650862  
 Customer PO: Quote  
 Terms:

**Any item/s showing as "back-order"?**

An item listed as "back-order" is on order with the supplier and is temporarily out of stock. These items will ship soon. Most backordered items ship within 10 business days. We never charge additional shipping as a result of a back-order. Please feel free to contact us for additional info at [www.adorama.com/email](http://www.adorama.com/email).

Note: Please be prudent when throwing away packaging material. It is possible to miss some contents. Checking off contents against the packing list is always a good idea. If something is indeed missing please make a claim within 5 days to be compliant with our policies.

SKU#	Item	Qty	Price	Total
NETCMAPTZB1	NWTEK TRCSTR MNI HD4I ADVNCD PTZ BNDL#1 Mfg Item#: TCMAPTZB1	1	12,416.11	12,416.11
NE001777R001	NEWTEK NDIHX-PTZ1 NDI PTZ CAMERA Mfg Item#: FG-001777-R001	1	2,043.56	2,043.56

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 Kala Montena.

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 at (212) 741-0401 x 2242 or email at [kalam@adorama.com](mailto:kalam@adorama.com)

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 Shipping: .00  
 Tax: .00  
 Quote Total: 14459.67

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**PROPERTY USE FEES**

g. Property Use Fees

Mr. Dean discussed the updates to the property use fees proposal. On the second page of the fee schedule, they've added a fee specific to play rehearsals: \$10 per day for daily use under 2 hours. Rehearsal time must be related to a permitted event. He also presented a comprehensive list of uses of the Town Hall in 2017 and 2018, including days booked and organizations. Ms. Surman said that the list was helpful. She asked if the fee money will be put into a designated revolving fund to put it back into Town Hall, rather than the general fund. Mr. Dean replied that there will be an internal discussion on the best mechanism to manage the fees. The Town Hall currently has a budget from the general fund, but they could ask Town Meeting to move the fees to a specific fund for Town Hall expenses. Ms. Gilman wondered if they would do the same thing for each facility that they permit. Mr. Clement said that they don't have to; if their prime concern is the historic Town Hall, other sites can be part of the general fund. Mr. Dean added that the proposed 2019 budget for Town Hall maintenance is \$37,100, but that does not cover the administrative permitting costs of the building, such as issuing the permits, booking the facility, and showing the building, which would be at least \$10,000 per year if quantified. That's why they came up with the \$10 rehearsal use fee, which is not onerous, and \$75 for an event is not onerous, at least for the organizations they've been dealing with.

Bruce Jones, an Exeter resident, asked if there will be fees for everyone, including Exeter residents and nonprofits. Mr. Dean stated that everyone will pay something. Mr. Jones replied that Article 28 said the town should use Town Hall as a community center. He was hoping Exeter residents could continue to use the space for free. Ms. Gilman said that's not realistic, and Mr. Dean agreed that it doesn't speak to any of the cost to administer the space. Mr. Jones suggested that some fees could be used to make Town Hall more inviting. Ms. Gilman agreed, saying she would like to use some fees to paint the interior; Mr. Dean said he would like to replace the chairs and refinish the floor.

Ms. Surman asked if they should have nonprofits be the same, whether they're Exeter-based or not. Ms. Corson added that a lot of non-Exeter organizations using Town Hall are run by Exeter residents, such as Extreme Air, which is based in Newmarket but the permittee is based in Exeter. Ms. Gilman and Ms. Corson liked that idea.

Ms. Corson asked if a meeting under 2 hours, such as Chamber, would be \$75 every time. Mr. Dean said yes, the small room has not traditionally been permitted separately. Ms. Corson suggested they charge for the small room like the back room in the gallery.

For a future meeting, Mr. Dean will look at syncing fees for nonprofits, fees for under 4 hours of use, and permitting the small room at a different rate.

## FEE SCHEDULE FOR FACILITIES

Item	Exeter Non-Profit	Non-Exeter Non-Profit	Exeter For Profit	Non-Exeter For Profit
Town Hall Auditorium (current)	\$ n/a	\$125.00	\$125.00	\$125.00
Town Hall Auditorium (proposed)	\$75.00	\$125.00	\$250.00	\$500.00
Town Hall Art Gallery/Second Floor (current)*	\$35.00	\$35.00	\$35.00	\$35.00
Town Hall Art Gallery/Second Floor (proposed)	<b>\$75.00</b>	<b>\$125.00</b>	<b>\$250.00</b>	<b>\$500.00</b>
Town Hall Gallery Backroom (current)*	\$35.00	\$35.00	\$35.00	\$35.00
Town Hall Gallery Backroom (proposed)	<b>\$25.00</b>	<b>\$75.00</b>	\$100.00	\$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	n/a	\$40.00	\$40.00
Recreation Building (proposed)**	<b>\$20.00</b>	<b>\$40.00</b>	\$60.00	\$60.00
Senior Center Building (current)	\$n/a	\$n/a	\$40.00	\$40.00
Senior Center Building (proposed)**	<b>\$20.00</b>	<b>\$40.00</b>	\$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



November 13<sup>th</sup>, 2018

\*\*Up to 2 hour block when available. Single hour uses would be \$20.00. \$40.00 fee would kick in after 2 hours of use.

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

## 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
Mar	1	Young Company	Performance	Non profit	0
	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
	1	Tai Chi	Meeting	Non profit	0
May	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
	3	TEAM	Music Event	Non profit	0
	3	Arts Comm	Event	N/A	0
Jun	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
	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
Aug	5	Town	Brass Band	N/A	0
	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
Oct	1	TEAM	First Friday	Non profit	0
	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
Nov	2	Town	Benefits Fair	N/A	0
	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
Nov/Dec	7	Prescott Park	Practice	Non profit	0
	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
					1375
56					

<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

10/29  
draft

**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.

10/29 draft

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

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



<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>

Account Number	Org	Object	Description	2017 Budget	2017 Actual	2018 Budget	YTD August 2018 Actual	2019 Prelim Budget	2019 BRC	Explanation
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	Delivery- UMG fixed price contract expires 11/30/21; Delivery- UMG fixed price contract expires 11/30/21;
<p><i>events/use location</i></p>										
<p><b>Recreation Center Total</b></p>										
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- UMG fixed price contract expires 11/30/21;
<p><i>events/use location</i></p>										
<p><b>Town Hall Total</b></p>										
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- UMG fixed price contract expires 11/30/21;
<p><i>events/use location</i></p>										
<p><b>Town Office Total</b></p>										
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- UMG fixed price contract expires 11/30/21;
<p><i>events/use location</i></p>										
<p><b>Senior Center Total</b></p>										
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	Delivery- UMG fixed price contract expires 11/30/21;
<p><i>events/use location</i></p>										
<p><b>Safety Complex Total</b></p>										
<p><b>DPW Complex</b></p>										
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	bay, admin building, hwy/maint garages, salt barn overhead doors, waste oil furnace, well pump, wash HVAC, unit heaters, lighting, electrical, 16 - 12'

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>	

**LEGAL SERVICES RFP.**

**TOWN OF EXETER  
Request for Proposals**

**LEGAL SERVICES**

The Town of Exeter, NH is currently inviting proposals from qualified attorneys and/or legal firms to provide Municipal Legal Services to be utilized by various town departments, as needed.

Specifications may be obtained at the Town Office, 10 Front St, Exeter, NH. Proposals are due by Friday, February 1<sup>st</sup> at 4:00 PM, and it is expected that the contract will be awarded by February 25<sup>th</sup>, 2019.

The Town reserves the right to reject any and all proposals, to award proposals in whole or in part, waive technicalities or informalities, and to accept any proposal deemed to be in the best interest of the Town.

# BID SPECIFICATIONS

## LEGAL SERVICES

### SECTION I - GENERAL REQUIREMENTS

- A. The Town of Exeter is requesting proposals from qualified attorneys and/or legal firms to provide Municipal Legal Services to be utilized by various Town departments, as needed beginning on or before April 1<sup>st</sup>, 2019.
- B. Technical and Cost proposals for legal services must be submitted to the Town Manager, Town of Exeter, NH, 10 Front St., Exeter, NH 03857 NOT LATER THAN 4:00 PM **February 1<sup>st</sup>, 2019**. Proposals are to be submitted in a sealed envelope clearly marked *Legal Services*, with Technical proposals submitted separately from Cost proposals. A bidder may attach any explanatory materials, brochures, or other documents which it may feel of use in the presentation of its bid.
- C. If it becomes necessary to amend, add to, or delete any part of the RFP, an addendum will be provided to all bidders who requested the original RFP or notified the Town Manager of the bidder's intent to respond to the RFP, and will be posted on the Town of Exeter's web page at [exeternh.gov](http://exeternh.gov). A bidder's response must include acknowledgement of the amendment made to the original RFP, if an amendment was issued. In all cases, no verbal communication shall override written communication from the Town of Exeter. No person is authorized to amend the specifications in any respect by any oral statement or to make any oral representation or interpretation in conflict with the provisions of the specifications in the RFP or amendments to the RFP.
- D. Technical proposals will be publicly opened on February 4<sup>th</sup>, 2019 by the Select Board or designee, and a contract will be awarded in accordance with the Town's purchasing policy. Contracts above \$25,000 in value require approval of the Select Board.
- E. The Town will not be responsible for late mail deliveries and no proposal will be accepted if received after the time stipulated above. No facsimile proposals will be accepted. Any unopened proposals will be returned to the vendor. All inquiries regarding the specifications, shall be directed to:

Town of Exeter  
Russell Dean, Town Manager  
10 Front St., Exeter, NH 03857  
(603) 778-0591

The Town of Exeter is a Tax Exempt organization.

All proposals shall be valid for at least 60 days from the due date. No proposals may be withdrawn prior to 60 days from the due date. The Town may request additional information after the proposal opening.

F. The Town reserves the right to reject any and all proposals, either in whole or in part; to waive any defects, informalities and/or irregularities in proposal responses; to accept substitutions or exceptions to these requirements; to negotiate with the successful vendor; and to otherwise act as shall be determined by the Board of Selectmen to be in the best interest of the Town. The Town reserves the right to retain all proposals submitted.

G. Costs incurred for developing a proposal are the sole responsibility of the bidder. There will not be any reimbursement for these costs. Any costs associated with oral presentations to representatives of the Town will be the responsibility of the bidder and will in no way be billable to the Town.

H. By submitting a proposal, the bidder agrees that the Town of Exeter may copy the proposal for purposes of facilitating the evaluation of the proposal or to respond to requests for public records. By submitting a proposal, the bidder consents to such copying and warrants and represents that such copying will not violate the rights of any third party. The Town will have the right to use ideas or adaptations of ideas that are presented in the proposals.

## **SECTION II - TIME TABLE**

The following schedule shall be adhered to under these specifications:

Request for Proposals Issued	December 31 <sup>st</sup> , 2018
Due Date for Technical & Cost Proposals	February 1 <sup>st</sup> , 2019 by 4:30 p.m.
Technical Proposal Opening	February 4 <sup>th</sup> , 2019
Interviews with Finalists	February 11 <sup>th</sup> – 18 <sup>th</sup> , 2019
Cost Proposal Opening	February 18 <sup>th</sup> , 2019
Anticipated Contract Award -	February 25 <sup>th</sup> , 2019

Proposals will be opened at 10 Front Street, Exeter NH at regular Select Board meetings. Select Board meetings are posted for 7:00 p.m. unless otherwise noted.

## **SECTION III - EVALUATION PROCESS**

The evaluation process will include each technical proposal being reviewed by the Town Manager, Town Planner, Code Enforcement Officer, Select Board Chair, Planning Board Chair, and Zoning Board Chair. Other departments may be utilized in the process as needed. Based on this review, finalists will be selected to interview with the selection committee. After conducting the interviews, the evaluation committee will review the cost proposals submitted by the finalists. A final recommendation for award will be submitted to the Select Board for approval. Any contract resulting from this RFP will not necessarily be awarded to the bidder with the lowest price or fees. The contract shall be

awarded to the compliant proponent whose proposal best meets the needs of the Town of Exeter. The Town reserves the right to negotiate the terms and conditions of the contract with the successful firm or firms to obtain the most advantageous situation for the Town.

Proposals will be evaluated against specifications as presented in this document. No award will be made to any firm who cannot satisfy the town that they have sufficient ability and experience in this class of work and sufficient capital and plan to enable them to prosecute and complete delivery of the services successfully within the time named. Conditional proposals will not be accepted.

The evaluation process will consider the following:

1. Knowledge and experience in all aspects of general municipal law, including such areas as government structure and administration; finance, tax collection and assessing; road/transportation law, zoning and planning/land use law
2. Qualifications and background of designated professional(s) and support staff and location of firm's offices;
3. Knowledge and experience in the interpretation of state laws as they relate to NH municipalities for staff, boards, committees and commissions.
4. Knowledge and experience in the interpretation of federal laws as they relate to municipalities.
5. Knowledge and experience attending Town Meetings and advising the Town Meeting on legal matters.
6. Availability to attend meetings as requested, including but not limited to the Select Board, Planning Board, Zoning Board, Conservation Commission, and Annual and Special Town Meeting(s).
7. Ability to work effectively with the Select Board, Town Manager, the Town administration, and the Town's Boards and Commissions with respect to any of the services required by the Town, as well as an ability to work effectively with other public agencies having an interest in the Town's activities.
8. References in general;
9. Compensation proposal;
10. Other factor(s) if demonstrated to be in the best interest of the Town of Exeter

#### **Contract Term**

The term of the contract will be for a three (3) year period covering the date of award to 36 months later. At the end of this period, the Town will consider extending the agreement subject to town purchasing policy requirements. The contract terms will allow either the Town or contracted Counsel to terminate the contract earlier than the three years provided proper notice (60 days) is given to the other party.

#### **SECTION IV - SCOPE OF WORK**

The Town is interested in identifying and utilizing the services of one or more legal firms/attorneys for "as needed" legal assistance. The services requested include providing legal counsel in the form of written and verbal opinions and presentations, and



monitoring and representing the Town's interests before various judicial bodies and other entities. Specialized legal services are necessary in all areas of municipal law to include, but not necessarily limited to, municipal finance, tax assessment abatement issues, tax collection, planning/zoning and land use, and transportation. The Town will consider awarding a contract to a single legal firm/attorney or multiple legal firms/attorneys as deemed necessary to address the various specialties required. The Town is not seeking proposals for bond counsel at this time. The town is not seeking proposals for labor counsel at this time.

The legal services desired are more fully described as follows:

1. The chosen bidder will act as Town Attorney to the Town of Exeter. Counsel will provide advice and interpretation of municipal corporation law as it applies to the Town. Such information may involve federal laws as well as state and local statutes and ordinances.
2. The chosen bidder will represent the Town before administrative agencies and in court proceedings, conducting legal research, finding relevant facts, writing, and reviewing documents. Prosecutes municipal ordinance and code violations, and serves as defense counsel for law suits filed against the Town.
3. Acts as legal advisor to the Select Board and Town Manager in all areas of municipal law as well as Town Planner and Planning Board as needed for land use and code enforcement matters. Advises any other officer or department head of the Town in matters relating to his/her official duties when so requested and authorized by the Town Manager.
4. Receives assignments from the Town Manager for all areas. The Town Planner and Code Enforcement Officer are also authorized to engage the services of counsel when planning or zoning issues are involved.
5. The Attorney(s) will prepare and review all ordinances, resolutions, contracts, deeds, leases, bonds, and other written instruments submitted to him/her by the Town Manager and/or Town Planner and shall promptly give his/her opinion as to their legality.
6. Conducts title searches and handles land closings for both Conservation and general Town real estate transactions.
7. Attends meetings of the Select Board, Planning Board, Zoning Board of Adjustment and any other board or commissions as may be required to offer legal opinions.
8. Maintain knowledge of issues facing the Town and be prepared to offer legal opinions.
9. Coordinates with other special counsel, as needed, to assure proper management of legal issues, and proper coordination and transition of legal issues among special counsel.
10. Assists Town officials and employees to maintain awareness of ethical standards and appearance of fairness standards, and to avoid potential conflicts of interest, prohibited transactions and the appearance of prohibited transactions.

11. Performs other legal services and tasks, as assigned by the Town Manager if applicable.

## **SECTION V – MINIMUM QUALIFICATIONS**

Each firm or attorney submitting proposals must address the following minimum qualifications:

1. Each attorney in the proposed team must possess a Juris Doctorate degree and have graduated from a law school accredited by the American Bar Association;
2. Each attorney in the proposed team must be a member in good standing of the New Hampshire State Bar Association;
3. The proposed designated lead Attorney(s) must have a minimum of five years experience between him/her/them in the field of municipal law with particular experience in planning and land use, tax assessment and collection, municipal finance, and general administration; attorneys should indicate which attorneys in the firm specialize in which areas;
4. An affirmative statement shall be included that the firm and all assigned key professional staff are properly registered or licensed to practice in New Hampshire.

## **SECTION VI – PROPOSAL REQUIREMENTS**

The purpose of all submitted proposals is to demonstrate the qualifications, competence and capability of the firms seeking to provide legal services to the Town of Exeter in conformity with the requirements of this request for proposals. As such, the substance of proposals will carry more weight than their form or manner of presentation.

### **Items to be Addressed:**

The proposal should address all the points outlined in the request for proposals (excluding any cost information which should only be included in the sealed bid form). The proposal should be prepared simply and economically, providing a straightforward, concise description of the individuals or firms capabilities to satisfy the requirements of the request for proposals. While additional data may be presented, the following subject and questions must be addressed. They represent the criteria against which the proposal will be evaluated.

1. Name, address, telephone number, fax number and e-mail address of attorney/firm.
2. Name of contact person and telephone number for purposes of following up on proposal.
3. State the size of the firm, the size of the firm's municipal legal staff, the location of the office from which the work on this engagement is to be performed and the number and nature of the professional staff to be employed in this engagement.

4. Narrative about the history of the firm, including date of inception, experience with municipal, county, state, and federal law, and specific experience in the following areas of general municipal law: planning and land use, public sector employment law, tax collection, municipal finance, laws dealing with municipal roads, tax assessment abatement issues, and general civil litigation.
5. Narrative of the qualifications of the person(s) proposed to work directly with the Town as the lead attorney to include:
  - Legal training, years of practice, area of specialization; include date of admittance to NH Bar
  - Year of municipal and/or local public sector law practice as a full-time government attorney or in private law office specializing in local government proceedings
  - Knowledge of and experience with NH municipal law. Identify whether or not a member of the Municipal Law section of the NH Bar Association
  - Litigation experience and demonstration of a satisfactory court track record
  - Identify any professional affiliations
6. Identify the accessibility of the proposed designated lead Attorney, and the response time that the individual offers to the Town. Specifically identify the lead-time required for attending scheduled or ad-hoc meetings.
7. Narrative about the resources of the firm, to include clerical and support staff, library and research capabilities, and other relevant information.
8. Describe the level of coverage for malpractice insurance your firm carries. Is the coverage on a per client basis, or is the dollar figure applied to the firm as a whole? Provide documentation of the malpractice insurance coverage.
9. Within the last five years has your organization, officers, partners, employees, shareholders, or principals been a party in any litigation or other legal proceedings as a defendant relating to the services provided by your entity? If so, provide an explanation and indicate the current status or disposition.
10. State whether the firm, its officers, partners, principals, agents, or employees, that are expected to perform services under this RFP, have been disciplined, admonished, warned, or had any license, registration, charter, certification, or any similar authorization to engage in the legal profession suspended or revoked for any reason.
11. Has the firm been in bankruptcy, reorganization or receivership in last five years? If so please explain current status
12. Has the firm been disqualified or terminated by any public agency or Town? If so please explain under what circumstances this disqualification or termination occurred.

*Current Practice – Conflict of Interest Issues:*

- List all public sector clients for which the firm currently provides services or are under retainer.
- List all current or former clients residing in, having an interest in a business, or owning an interest in property in the Town of Exeter within the past three (3) years.

- Provide a statement that the firm/attorneys have no conflicting financial or professional interests with representing the Town of Exeter.
- If a conflict of interest were to arise during the contract term, provide a list of attorneys that your firm would recommend to be used as an alternate counsel.

References:

Provide a list of the clients including the name and contact telephone number and the number of years the client has retained your firm, and the services the client uses or used and under what conditions they were performed. By listing the reference, the bidders authorize officials of the Town to contact same as part of the overall evaluation of the proposal.

**SECTION VII - PAYMENT TERMS**

Payments will be made within thirty (30) calendar days of any invoices submitted on the basis of work completed during the course of this contract and in accordance with all compensation terms as may be negotiated between the successful individual or firm and the Town. A taxpayer identification form (W-9) will be required at the time of contract award.

**SECTION VIII - INSURANCE**

A. **WORKER'S COMPENSATION INSURANCE** - The individual/firm shall purchase and maintain such insurance as necessary to protect them from claims under worker's compensation acts, and for any claims for damages for personal injury, including death, which may arise from operations under this contract.

B. **PROFESSIONAL LIABILITY AND GENERAL LIABILITY INSURANCE** - The firm shall purchase and maintain such professional liability and general liability insurance, including malpractice insurance, at a minimum of \$2,000,000 respectively.

C. **CERTIFICATES** – All bidders shall include preliminary certificates with the proposal submission, showing that the above insurance has been purchased. The adequacy of protection shall be subject to the approval of the Select Board.

**SECTION IX – CERTIFICATION CLAUSES / RELEASE AUTHORIZATION:**

**NON COLLUSION CLAUSE:**

“The undersigned certifies under penalties of perjury that this bid is in all respects bona fide, fair and made without collusion or fraud with any other person. As used in this section the word “person” means any natural person, joint venture, partnership, corporation or other business or legal entity. Further, I certify that the items to be supplied by my firm will meet or exceed the specifications as listed in this request for bid.”

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

**CERTIFICATION OF LEGAL FITNESS CLAUSE:**

“I certify that to the best of my knowledge, \_\_\_\_\_ (name of bidder) and none of its principals, partners, officers, and employees:

- (a) are not presently disbarred, suspended, proposed for disbarment or discipline, or declared ineligible for a contract, by a federal or state department or Town, including any established courts or administrative tribunals;
- (b) have not within a three year period preceding this proposal been convicted of, or had a civil judgment rendered against them for the commission of fraud, or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) contract, violation of antitrust statutes or commission of embezzlement, theft, forgery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) are not presently indicted for other criminal or civil charge by a government entity (federal, state, or local) with the commission of any of these offenses enumerated in (b) of this certification; and
- (d) have not within a three year period preceding this proposal had one or more public contracts (federal, state, or local) terminated for cause.

This certification is a material representation of fact upon which the Town of Exeter has relied when this transaction was entered into. If it is later determined that the undersigned knowingly rendered an erroneous certification, in addition to other remedies available, the Town of Exeter may pursue available remedies including termination of the contract.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

AUTHORIZATION TO RELEASE INFORMATION

The undersigned hereby authorizes the Town of Exeter to obtain information regarding its performance on other contracts, agreements or other business arrangements, its business reputation, and any other matters pertinent to the evaluation and selection of a successful bidder in response to its Request for Legal Services Proposal.

The undersigned hereby releases, acquits, and forever discharges the Town of Exeter, its Administrators, employees, governing body members, and agents from any and all liability whatsoever, including all claims, demands and causes of action of every nature and kind affecting the undersigned that it may have or ever claim to have relating to information, data, opinions, and references obtained by the Town of Exeter in the evaluation and selection of a successful bidder in response to its Request for Legal Services Proposal.

The undersigned hereby authorizes representatives of the Town of Exeter to contact any and all of the persons, entities, and references that are, directly or indirectly, listed, submitted, or referenced in the undersigned proposal submitted in response to its Request for Legal Services Proposal.

The undersigned further authorizes any and all persons or entities to provide information, data, and opinions with regard to the undersigned's performance under any contract, agreement, or other business arrangement, the undersigned's ability to perform, the undersigned's business reputation, and any other matter pertinent to the evaluation of the undersigned. The undersigned hereby releases, acquits, and forever discharges any such person or entity, their officers, directors, employees and agents from any and all liability whatsoever, including all claims, demands and causes of action of every nature and kind affecting the undersigned that it may have or ever claim to have relating to information, data, opinions, and references obtained by the Town of Exeter in the evaluation and selection of a successful bidder in response to its Request for Legal Services Proposal. A photocopy or facsimile of this signed Authorization is as valid as an original.

Notwithstanding the foregoing, this authorization and release from liability does not extend to granting the Town of Exeter authority to receive any information that would constitute a violation of: any legal privilege attorney ethical obligation, attorney work product, or confidential attorney-client communication that can be claimed by the bidder or entity contacted.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

**SECTION X – COST PROPOSALS / BID FORMS:**

Each bidder shall submit a detailed cost proposal in a separate sealed envelope which responds to the following minimum requirements:

1. Provide a narrative about the proposed method for calculation of fees, including whether or not out of pocket expenses are included in the proposed rate. Include a description of basic services to be included and list services or other incidentals for which additional fees would be charged. Normal billing cycle procedures shall be identified.
2. State the hourly rates for the lead attorney and associates for all routine, basic services and the rate charged for litigation services within court, if at a different rate than charged for basic services.
3. The bidder shall utilize the attached bid form to include all pricing information relative to performing the legal services as described in this request for proposal. A separate bid form should be included for each of the three (3) years included in the proposal.
4. The Town will select the finalist by considering the proposed compensation as a “best and final offer,” although the Town reserves the right to negotiate terms as needed to improve elements of the proposal to best meet the needs of the Town, including cost.

DRAFT

**COST PROPOSALS / BID FORMS:**

***(SUBMIT IN SEPARATE SEALED ENVELOPE MARKED "TOWN OF EXETER  
LEGAL SERVICES COST PROPOSAL" WITH FIRM NAME)***

Name of Firm \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Email/Phone \_\_\_\_\_

**RETAINER OPTION**

Lump Sum for all Legal Services:

Year One \_\_\_\_\_

Year Two \_\_\_\_\_

Year Three \_\_\_\_\_

Exclusions (Describe fully): \_\_\_\_\_

**HOURLY RATE OPTION**

Year One: April 1, 2019 – April 1, 2020

		<b>Standard Hourly Rates</b>	<b>Court Time Hourly Rates</b>	
Flat Fee (all general work, ie, a retainer)				
Lead Attorney				
Associate Attorney				
Others _____				

Year Two: April 2, 2020 – April 1, 2021

		<b>Standard Hourly Rates</b>	<b>Court Time Hourly Rates</b>	
Flat Fee (all general work, ie, a retainer)				
Lead Attorney				
Associate Attorney				
Others _____				

Year Three: April 2, 2021 – April 1, 2022

		<b>Standard Hourly Rates</b>	<b>Court Time Hourly Rates</b>	
Flat Fee (all general work, ie, a retainer)				



Lead Attorney				
Associate Attorney				
Others _____				

\_\_\_\_\_  
Signature of Authorize Representative

\_\_\_\_\_  
Date

DRAFT

**CORRESPONDENCE**



Nearly \$2 Billion and Counting for our Schools

GOVERNOR Christopher T. Sununu  
CHAIRMAN Debra M. Douglas  
COMMISSIONER Paul J. Holloway  
COMMISSIONER J. Christopher Williams  
EXECUTIVE DIRECTOR Charles R. McIntyre

October 3, 2018

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

Dear Town Manager Dean,

It's been just over a year since Governor Sununu signed SB 191 into law establishing Keno as a revenue source to fund full-day kindergarten in New Hampshire. It was only five months after the signing of that legislation that KENO 603 launched around the state on December 15, 2017.

At this time, 66 cities and towns have approved the sale of KENO 603. Communities from small towns in the North Country to cities in the southern tier now play host to more than 150 bars, taverns, and restaurants that offer the game. Keno is not only attracting new customers, it's increasing the general foot traffic to these establishments while generating critical revenue to fund kindergarten. Because of the entertainment value of the game, businesses are reporting increased food and beverage sales.

The law gives municipalities the option to allow the sale of Keno in their communities by placing it on their annual town meeting warrant for consideration by citizens. We are fielding calls every day from businesses in communities that have yet to approve Keno 603 year about their interest in offering the game.

The 2019 town meeting will be here before we know it, so we are reaching out to you now with Keno information for your consideration. We know that you may have concerns for us before you decide whether to place the article on the town warrant, and we're available to answer any questions you, the voters, or the business owners may have about KENO 603. If staff is available, we'd be happy to send a representative from the Lottery to appear before the Board to discuss the game in advance of the warrant deadline in early 2019.

Enclosed is an update about KENO 603, including game information, sales to date, sales commissions to establishments, and more. Please call our office at (603) 271-3391 Monday through Friday, 8 a.m. to 4 p.m. with any questions or to request a Lottery representative. We appreciate your time and look forward to the opportunity to talk with you and the Select Board.

Sincerely,

Charlie McIntyre  
Executive Director



*Live Free or Die*

New Hampshire Lottery Commission 14 Integra Drive Concord, New Hampshire 03301  
TEL 603.271.3391 FAX 603.271.1160 TDD 1.800.735.2964 www.nhlottery.com



**Who may sell KENO 603 in New Hampshire?** Approved establishments that hold a valid liquor license (per RSA 284:51).

**What language is used on the town warrant specific to the sale of KENO 603?** Should the Selectmen decide to place KENO on the town warrant, the suggested language for that warrant article would be: *To see if the town will vote to allow the operation of KENO within the town pursuant to the provisions of NH RSA 284:41 through 51.* (Note that a public hearing on the question must be held fifteen to thirty days prior to town meeting.) Finally, the statute describes the wording to be used for the ballot question on KENO substantially as follows: *Shall we allow the operation of KENO games within the town?*

**What were the KENO 603 net sales figures in Fiscal Year 2018 (from launch on December 15, 2017 to June 30, 2018)?**

Ticket Sales:	\$8,272,240
Retailer Sales Commission	\$ 661,779

To date in Fiscal Year 2019 (starting July 1, 2018), KENO 603 is averaging over \$400,000 per week in ticket sales.

**Does a business have to pay any fees to have KENO 603 on sale at their location?** Yes, approved locations pay an annual \$500 licensing fee. Once approved, NH Lottery provides all the equipment, play slips, and advertising pieces for the retailer.

**How to Play KENO 603 (players use the self-service machines to place bets):**

1. Select from 1 to 12 numbers (spots) from a pool of 1 to 80. An Easy Pick option is available to have the KENO 603 machine randomly select numbers for you.
2. Choose an amount to wager per draw from \$1 to \$25.
3. Pick how many consecutive drawings you'd like to enter from 1 draw up to 20 draws.
4. For the chance to increase your winnings by 3, 4, 5 or 10 times, select KENO 603 PLUS. Note that this doubles the cost of the ticket. KENO 603 Plus is not available for the 10, 11 and 12 spot play.
5. Win by matching your number(s) or spots to the 20 winning numbers drawn.

KENO 603 drawings take place every five minutes from 11:05 AM to 11:00 PM (time will change to 1:00 AM as of 9/30).

**What towns and cities have approved the sale of KENO 603 in New Hampshire?** The following 66 cities and towns have approved the operation of Keno:

Albany	Derry	Hudson	Newmarket	Salem
Alton	Enfield	Jaffrey	Newport	Sandown
Auburn	Epping	Laconia	Newton	Seabrook
Barnstead	Errol	Lancaster	Northfield	Shelburne
Belmont	Franklin	Lincoln	Northumberland/Groveton	Somersworth
Berlin	Gorham	Littleton	Ossipee	Tilton
Bethlehem	Goshen	Madison	Pelham	Troy
Boscawen	Hampton	Manchester	Pembroke	W Stewartstown
Bow	Haverhill/Woodsville	Milford	Pittsburg	Warren
Center Harbor	Henniker	Millsfield	Pittsfield	Washington
Charlestown	Hillsborough	Milton	Plaistow	Weare
Claremont	Hinsdale	Nashua	Raymond	Wilton
Colebrook	Hooksett	Newbury	Rollinsford	Winchester
Danville				

Paul W. Royal  
3 Pumpkin Cir  
Exeter, NH 03833  
603-860-7895

November 13, 2018

To The Select Board Members of the Town of Exeter, NH and Town Manager Russell Dean,

Thank you for your ongoing attention and concern with regard to the implementation of the Citizen's Petition initiated by Nicholas Gray resulting in Article #27\* which appeared and passed on the town ballot in March of 2018. A number of citizens including myself have voiced concern with regard to both the actual intent of the petition and its implementation.

I regret that a prior commitment does not allow me to attend the Select Board Meeting of Nov. 13, 2018.

Since Article #27 was passed by a majority of citizens that voted on the measure I would like to address one topic of particular interest with regard to implementation. Nicholas Gray has made it abundantly clear through both written word and at least one Select Board Meeting that he is adamant that he will go to whatever lengths necessary to implement the measure exactly as it is worded, or at least how he wishes it to be interpreted and implemented.

The petition stated that it was "an effort to equip voters with a greater understanding of the tax impacts of proposed warrant articles." It would make sense that the best way to equip voters with a greater understanding of estimated tax impacts would be to make the tax impact *estimates* as easy as possible to understand.

I would like to forward a simple, yet hypothetical illustration of what the article seems to insist upon.

*Estimated Tax Impact* of a given article as determined by the governing body: \$0.15 per thousand assessed value

Median Assessed Value of single family residences in Exeter: \$342,500.

Assessed Value of "Voter A's" home: \$95,000.

Assessed Value of "Voter B's" home: \$475,000.

My understanding as it would be presented on the ballot according to the article's stated intent:

**Estimated Tax Impact of \$51.38 on a median home assessed at \$342,500.**

**Calculation required *while voting* to determine estimated tax impact:**

**Voter A:  $95,000/342,500 = .2773$  then  $.2773$  times  $\$51.38 = \$14.25$**

**Voter B:  $475,000/342,500 = 1.3868$  then  $1.3868$  times  $\$51.38 = \$71.25$**

**Alternatively, if the estimated tax impact was listed as simply \$0.15 per thousand**

**Voter A:  $95 * .15 = \$14.25$**

**Voter B:  $475 * .15 = \$71.25$**

It simply defies logic and common sense (a term used to sell the article itself) to implement the measure by listing the impact on a median home value if the intent is truly an "effort to equip voters with a greater understanding of the tax impacts of proposed warrant articles." If voters are interested in gathering a deeper understanding of estimated tax impacts across various demographics there is more than ample opportunity to do so by the many other means provided by the town whether it be via the website, deliberative session, or other easily accessible methods.

My opinion is that this prescribed method calls into question the *actual* intent of Article #27, but perhaps that is a discussion best left for another day and time. *It may interest people to know that a nearly identical article was petitioned in the town of Nottingham during the same time. Much of the wording was verbatim.*

Given that the town is also undergoing a reevaluation and that results of that will not be available until after the upcoming ballot going before the people in March of 2019 this seems like a particularly inopportune time to implement this measure.

My feeling as a citizen is that this matter deserves much further discussion and study in order to be fair to the citizens of Exeter. I trust that you all understand that my input is just the tip of the iceberg but also trust that you will be addressing this and other matters with the due diligence required by your offices.

Thank you sincerely for your time and attention to these and other matters on behalf of our town.

Sincerely,



Paul Royal

Town Acceptance of RSA 32-5-b:

Any town may vote to require that the annual budget and all special warrant articles having a tax impact, as determined by the governing body, shall contain a notation stating the estimated tax impact of the article. The determination of the estimated tax impact shall be subject to approval by the governing body.

\*Article #27

On the petition of Nicholas T. Gray and other registered voters of Exeter, in an effort to equip voters with a greater understanding of the tax impacts of proposed warrant articles, to see if the town will vote the following:

Shall the town vote to adopt RSA 32:5-b. The town shall, for all future annual budgets and special warrant articles requiring public funding, include an estimate of the tax impact for each appropriation. These tax estimates shall be provided in nominal dollar amounts corresponding to the median single-family home assessment in town. The estimates will be provided separately as part of each respective

warrant article. For a warrant article that will result in a bond issue, the tax estimate shall assume a bond of specified length at prevailing interest rates.

The Board of Selectman shall, by a majority vote and in compliance with the requirements set forth above, approve the estimation methodology utilized and the exact language included on the town warrant.

November 12, 2018

To the Town of Exeter Select Board,

I am contacting you not as an Exeter resident, but as the gallery manager of the Seacoast Artist Association Gallery, an all-volunteer 501 C3 non-profit organization which has enjoyed calling Exeter its home for several years.

The past two weekends we proudly held our annual SAA Members Awards Show in the beautiful gallery of the historic Town Hall. This is a much-anticipated event open to all our members inviting them to showcase their best work. We have held it at the Town Hall Gallery for many years, and each year we have more participants. Artists and guests always marvel at the beauty of the building and the continued improvements over the years. We sincerely hope to carry on this tradition in the years to come. I am uncertain how to apply for its use at this time, so I am asking for direction here. The first two weekends in November have been the tradition, and we especially enjoy holding it the 1st weekend as that coincides with NH Open Doors, a statewide touring and shopping event organized by The League of NH Craftsmen. SAA has been participating in this for five years. It brings many new visitors not only into our gallery, but also to the Town Hall Gallery, to other local participating artists' venues, as well as downtown businesses and restaurants. I wish to properly apply for use of this space during the same time frame in 2019.

I understand the operation of this space is currently uncertain since the long standing Exeter Arts Committee is no longer operating. I find this very unfortunate. A town appointed committee of committed volunteers, passionate and knowledgeable about the arts, with the interests of community members of all ages and artistic expressions at heart, seems the right path to take. The offerings of the past have not only been of interest to SAA members, but it is not uncommon for non-members to come into our gallery asking about the Town Hall Gallery and the shows and events there. We have always been happy to answer the questions we can and direct the others to the EAC. We liked knowing answers. We also love sharing the joy of a local artist who was allowed a chance to publically show their work because of the welcoming manner of the EAC offerings.

Exeter is growing and changing. It is wonderful to see the arts are surviving in a traditional manner along with a new vibrancy of young artists. There is room and need for all. My hope for the historic town hall with its stage and gallery is to remain a venue open to artists young and old, emerging and professional, abstract and realist, visual and performing. As a town owned property, it is appropriate to keep it under the control of a town committee dedicated to preserving and growing the cultural community of Exeter. I trust the Select Board to carefully consider options which best serve the community now and in the future, while also, in the Exeter tradition, preserving the past.

Sincere thanks for your time and consideration,

Mary Jane Solomon  
Seacoast Artist Association Gallery Manager



62 Park Ct.  
Exeter, NH 03833  
November 13, 2018

Dear Andrea and all your staff,

I would like to take this opportunity to thank you for the absolutely remarkable job you did with our recent election.

The entire day seemed to run so smoothly and I know that doesn't happen without meticulous planning. From the training of all poll workers right down to the well thought out signage and layout of the room, it was amazing.

We have heard that elections in other parts of the country have had issues, but here in Exeter we have been so fortunate to have you and all your staff working together to make this a secure, serious and pleasant experience for every voter.

Registrations both early and on the day of, and absentee ballots in huge numbers were managed with care. Perhaps the largest thank you goes to you and your staff for all the questions that got asked and answered.

Accommodations were made for voters needing physical assistance getting into the gym as well as those using the new voting machines for blind/deaf/hard of hearing voters.

And all of this ran smoothly in spite of the furious rain outside. What a day and what a great turnout. Thank you for making it happen!

Sincerely,



Eileen Flockhart

NOV 20 2018

Received



November 16, 2018

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

**RE: Important Information—Price Changes**

Dear Chairman and Members of the Board:

All of us at Comcast are committed to delivering the entertainment and services our customers in your community rely on today, and the new experiences they will love in the future. As we continue to invest in our network, products and services, the cost of doing business rises. One of our largest costs, and one that continues to increase, is the fees we pay to programmers so that we can continue to offer the best in entertainment, news and sports. As a result, starting December 20, 2018, prices for certain services and fees will be increasing, including the Broadcast TV Fee and Regional Sports Network Fee. Please see the enclosed Customer Notices for more information.

While some prices may increase, we continue to invest in technology to drive innovation. We are working hard to bring our customers great value every day and exciting new developments in the near future, including:

- Talk to the X1 Voice Remote to navigate content
- We offer the first talking TV guide for those with visual disabilities
- Netflix, YouTube, Pandora, and Sling TV and more apps are available on X1
- We continue to make customer interactions simpler with more all-digital tools as an alternative to visiting a store or calling.
- Speed upgrades allowing us to offer the fastest Internet speeds to the most homes in the country
- Control of home WiFi from anywhere, on any device, with xFi
- 19 million Xfinity WiFi hotspots available nationwide

In addition, we wanted to share with you this Xfinity TV Update: On December 18, 2018, Evine Live will be available on chs 89 & 1047.

We know you may have questions about these changes. If I can be of any further assistance, please contact me at 603.334.3603.

Sincerely,

*Jay Somers*

Jay Somers, Sr. Manager  
Government Affairs

Attachment: Customer Notices

# Important Information Regarding Your Xfinity Services and Pricing

Brentwood, Allenstown, Antrim, Auburn, Bedford, Boscawen, Bow, Candia, Canterbury, Chichester, Concord, Derry, Dover, Durham, East Kingston, Epping, Epsom, Exeter, Fremont, Goffstown, Greenland, Hampstead, Hampton, Hampton Falls, Henniker, Hillsborough, Hooksett, Hopkinton, Kensington, Lee, Loudon, Madbury, Manchester, Nashua, New Castle, Newfields, Newington, Newmarket, North Hampton, Northfield (service availability limited to certain areas), Nottingham, Pembroke, Plaistow, Portsmouth, Raymond, Rochester, Rollinsford, Rye, Salem, Seabrook, Somersworth, South Hampton & Stratham, NH

Effective December 20, 2018

## We hope you are enjoying your Xfinity services.

I am writing with some important information about your Xfinity service.

As families and homes rely more on technology, we're working to bring you better and more reliable services. We're improving our products, strengthening our network, and investing in technology. We're always working to provide the programming you value and enjoy, whether it's on TV or streaming on your smartphones, tablets, and laptops.

Programming fees—the fees networks and broadcast stations charge us to deliver programming—continue to rise. These are among our biggest expenses, along with the cost of always improving our products and services. Though we absorb many of these costs, some must still be passed through to customers. As a result, your price may increase starting with your next bill.

We understand that price increases are never welcome. While some fees may be going up, we hope you see your services improving as well.

I know you have choices when it comes to service providers, and I appreciate that you chose us. From our products to our people, we're committed to delivering experiences you'll love.

Thank you for being an Xfinity customer.

Sincerely,

Tracy Pitcher  
Regional Senior Vice President

If you are currently receiving services on a promotional basis, under a minimum term agreement associated with a specific rate, or in the guaranteed period of one of our SurePrice plans, the prices for those specific services will not be affected during the applicable period. However, equipment charges, taxes and fees, including Broadcast TV Fee and Regional Sports Network Fee, are subject to change.

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We're committed to improving your experience. Here's some of what we offer:

- The fastest Internet speeds to the most homes in the country
- Increased Internet speeds 17 times in 17 years
- 90% of our customers can now get 1 Gigabit download speeds if they choose—no other major provider can say that
- The Emmy Award-winning X1 platform delivers the most user-friendly experience
- The X1 Voice Remote integrates with some of your favorite apps like Netflix and YouTube
- The new Xfinity xFi platform gives Internet customers unmatched speed, coverage, and control with their home Internet service
- Xfinity WiFi hotspots are available in 19 million locations nationwide
- The Xfinity Stream app provides the most free shows and movies
- Xfinity On Demand offers 163,000+ shows and movies

More details on these price changes are enclosed.

For additional information, go to [xfinity.com/pricechanges](http://xfinity.com/pricechanges).

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# Important Information Regarding Your Xfinity Services and Pricing

Brentwood, Allenstown, Antrim, Auburn, Bedford, Boscawen, Bow, Candia, Canterbury, Chichester, Concord, Derry, Dover, Durham, East Kingston, Epping, Epsom, Exeter, Fremont, Goffstown, Greenland, Hampstead, Hampton, Hampton Falls, Henniker, Hillsborough, Hooksett, Hopkinton, Kensington, Lee, Loudon, Madbury, Manchester, Nashua, New Castle, Newfields, Newington, Newmarket, North Hampton, Northfield (service availability limited to certain areas), Nottingham, Pembroke, Plaistow, Portsmouth, Raymond, Rochester, Rollinsford, Rye, Salem, Seabrook, Somersworth, South Hampton & Stratham, NH

Effective December 20, 2018

<b>TRIPLE PLAY PACKAGES</b>	Current	New
<b>Standard Triple Play</b> - with Blast! Internet upgrade add	\$18.00	\$20.00

<b>DOUBLE PLAY PACKAGES</b>	Current	New
<b>Choice TV Double Play</b> - with Blast! Internet upgrade add	\$18.00	\$20.00
<b>Standard Double Play</b> - with Blast! Internet upgrade add	\$18.00	\$20.00
<b>Select Double Play</b> - with Blast! Internet upgrade add	\$18.00	\$20.00
<b>Signature Double Play</b> - with Blast! Internet upgrade add	\$18.00	\$20.00

<b>XFINITY® TV</b>	Current	New
<b>Broadcast TV Fee</b>	\$8.00	\$10.00
<b>Franchise Related Cost</b>		
Bedford	\$.19	\$.30
Concord	\$.27	\$.30
Derry	\$.09	\$.10
Hampstead	\$.84	\$.87
Nashua	\$.13	\$.14
Pembroke	\$.10	\$.12
Plaistow	\$.64	\$.65
Seabrook	\$.22	\$.23
<b>Regional Sports Fee</b>	\$6.75	\$8.25
<b>Service to Additional TV</b> - with CableCARD	\$7.45	\$7.27
<b>Service to Additional TV</b> - with TV Adapter	\$5.99	\$6.99

<b>INSTALLATION (Effective 1/1/2019)</b>	Current	New
<b>Hourly Service Charge</b> - Initial Installation of Service	\$40.00	\$50.00
<b>Hourly Service Charge</b> - After Initial Installation of Service	\$40.00	\$50.00

<b>XFINITY® Voice</b>	Current	New
<b>Non-Published Directory Listing</b> (per line)	\$2.97	\$3.50

<b>XFINITY® Internet</b>	Current	New
<b>Blast!</b> - Xfinity Internet Service Only	\$92.95	\$94.95
<b>Blast!</b> - with Xfinity TV or Voice Service	\$79.95	\$81.95
<b>Modem Rental</b>	\$11.00	\$13.00

Important Information – Price Changes  
November 16, 2018  
Additional Information

In addition to the price changes listed in the attached general **Important Information Regarding Xfinity Services and Pricing**, customers subscribing to the services below will receive a bill message regarding the pricing change to their service.

**Bill Message Text:** “In addition to the price changes listed on the general Important Information Regarding Xfinity Services and Pricing, on December 20, 2018, the price of [package or service name from below] will increase from \$XX.XX to \$XX.XX per month. Prices exclude taxes and fees.”

<b>XFINITY® Internet</b>	<b>Current</b>	<b>New</b>
<b>Blast! Speed Upgrade</b>	\$18.00	\$20.00
<b>Galaxy w/ leased modem</b>	\$59.95	\$61.95
<b>NetOne w/ leased modem</b>	\$59.95	\$61.95

<b>TRIPLE PLAY PACKAGES</b>	<b>Current</b>	<b>New</b>
<b>MDU HD Preferred Plus XF Triple Play</b>	\$142.99	\$149.99
<b>MDU Preferred Plus Triple Play</b>	\$132.99	\$139.99
<b>MDU Preferred Extra Triple Play</b>	\$124.99	\$129.99
<b>MDU HD Preferred XF Triple Play Bundle</b>	\$122.99	\$127.99
<b>MDU Preferred Triple Play</b>	\$112.99	\$117.99

<b>SERVICES NO LONGER AVAILABLE FOR NEW SUBSCRIPTIONS</b>	<b>Current</b>	<b>New</b>
<b>Latino Basic TV Package</b>	\$25.27	\$28.27
<b>Brazilian International Selection</b>	\$20.00	\$34.99
<b>Digital Economy</b>	\$37.27	\$39.95
<b>Digital Economy (with Xfinity Internet or Voice)</b>	\$35.27	\$39.95
<b>Basic Latino with Economy Plus Internet Double Play</b>	\$55.22	\$58.22
<b>Performance Extra Double Play</b>	\$73.27	\$77.99
<b>Internet Plus with Showtime Double Play</b>	\$77.27	\$81.99
<b>Internet Plus with HBO Double Play</b>	\$83.27	\$87.99
<b>Internet Plus Latino Double Play</b>	\$83.27	\$87.99
<b>Basic Latino with Performance Internet Double Play</b>	\$87.22	\$90.22
<b>Internet Pro Plus with Showtime Double Play</b>	\$87.27	\$91.99
<b>Blast Extra Double Play</b>	\$88.27	\$92.99
<b>Internet Pro Plus with HBO Double Play</b>	\$90.27	\$94.99
<b>Blast Plus Double Play</b>	\$98.27	\$102.99
<b>Blast Plus with HBO Double Play</b>	\$105.27	\$109.99
<b>HD Broadband Double Play</b>	\$137.31	\$147.99
<b>Starter Double Play</b>	\$147.22	\$149.22
<b>Preferred with Performance Pro Double Play</b>	\$147.17	\$151.99

<b>SERVICES NO LONGER AVAILABLE FOR NEW SUBSCRIPTIONS Cont.</b>	<b>Current</b>	<b>New</b>
<b>HD Entertainment Double Play</b>	\$152.31	\$157.99
<b>Preferred Latino Double Play</b>	\$165.12	\$169.99
<b>Preferred Double Play</b>	\$165.17	\$167.17
<b>Premier with Performance Pro Double Play</b>	\$185.31	\$189.99
<b>Nuevo Completo Triple Play</b>	\$72.17	\$80.17
<b>MultiLatino Plus Triple Play</b>	\$80.17	\$83.17
<b>Triple Play Economy Bundle</b>	\$90.17	\$94.85
<b>Basic Latino Triple Play</b>	\$95.17	\$98.17
<b>Basic Pro Triple Play Bundle</b>	\$108.27	\$112.99
<b>Economy Pro Triple Play Bundle</b>	\$116.27	\$120.99
<b>Value Plus Triple Play</b>	\$138.81	\$142.99
<b>Value Plus LD Triple Play Bundle</b>	\$138.81	\$142.99
<b>Economy Plus Latino Triple Play Bundle</b>	\$138.31	\$142.99
<b>Starter Latino Triple Play</b>	\$145.81	\$149.99
<b>Starter XF Triple Play Bundle</b>	\$150.81	\$154.99
<b>Triple Play Economy Video Bundle</b>	\$152.17	\$156.85
<b>HD Starter Triple Play</b>	\$158.81	\$162.99
<b>MultiLatino Ultra Triple Play</b>	\$158.81	\$162.99
<b>Preferred XF Triple Play Bundle</b>	\$163.81	\$167.99
<b>Preferred Latino Triple Play</b>	\$163.81	\$167.99
<b>MultiLatino HD Ultra Triple Play</b>	\$168.81	\$172.99
<b>HD Preferred Triple Play</b>	\$173.71	\$177.99
<b>HD Preferred XF Triple Play Bundle</b>	\$173.81	\$177.99
<b>Preferred Extra Latino Triple Play</b>	\$173.81	\$177.99
<b>HD Preferred Plus Triple Play</b>	\$183.81	\$187.99
<b>MultiLatino HD Ultra Plus Triple Play</b>	\$188.81	\$192.99
<b>HD Preferred Extra XF Triple Play Bundle</b>	\$190.81	\$194.99
<b>HD Preferred Plus XF Triple Play Bundle</b>	\$193.81	\$197.99
<b>MultiLatino HD Total Triple Play</b>	\$213.81	\$217.99
<b>HD Premier Triple Play</b>	\$218.81	\$222.99
<b>HD Premier XF Triple Play Bundle</b>	\$218.81	\$222.99
<b>HD Complete XF Triple Play Bundle</b>	\$251.49	\$255.99

*Town Manager's Office*

NOV 20 2018

*Received*



November 16, 2018

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

**Re: Xfinity TV Channel Updates**

Dear Chairman and Members of the Board:

We are committed to keeping you and our customers informed with Xfinity TV changes and enhancements. Below we share details regarding new programming that we are launching, the likely drop of Fuse from our line-up, and a general reminder about expiring programming contracts.

**New Xfinity TV Channels** - For our Digital Preferred customers, in December we will begin offering AFRO. AFRO, a channel from Afrotainment, is a 24-hour polycultural black network mainly broadcasting top-rated Nollywood and black movies, dramas, sitcoms, music, talk, and late night comedy shows. In January, we are launching CLEO TV as part of our Digital Preferred package. CLEO is a new channel from TV One and provides viewers with 24-hour lifestyle and entertainment programming, targeting Millennial and Gen X women of color.

Also starting in December, we are launching i24NEWS for our Digital Preferred customers with our X1 set-top boxes. i24NEWS is an Israeli international 24-hour news and current affairs television channel, which broadcasts in French, English, and Arabic.

We are also going to launch Newsmax TV starting in mid-December, which will be available on both our Digital Starter and Instant TV Sports & News genre pack. Newsmax TV is an American-based news and opinion network, currently reaching over 50 million homes.

**Loss of Fuse Anticipated Effective January 1, 2019** - We also wanted to remind you that Comcast's programming agreement with Fuse expires on December 31, 2018, and we will no longer be able to distribute Fuse's programming starting on January 1, 2019. We are communicating this likely change to our customers through a bill message.

**General Reminder About Programming Contract Expirations** - We regularly inform our customers in their bills and annual notices that we maintain an updated website (<https://my.xfinity.com/contractrenewals/>) and toll free number ((866) 216-8634)) to reflect the programming contracts that are set to expire in the coming months and the channels we might lose the rights to continue carrying.

We are excited about the additions to our robust entertainment offerings and for the opportunity to continue enhancing our Xfinity TV product. Please do not hesitate to contact me at 603.334.3603 should you have questions.

Very truly yours,

*Jay Somers*

Jay Somers, Sr. Manager  
Government Affairs



# WAYPOINT

Help Along the Way

Formerly

CHILD AND FAMILY SERVICES

Town Manager's Office

NOV 20 2018

Received

November 15, 2018

Dear Friends,

It is a pleasure to inform you that Child and Family Services has rebranded and changed its name.

## **We are now Waypoint.**

Our mission: *Empowering people of all ages  
through an array of human services and advocacy*

This rebrand comes after years of changes in our social landscape, and involved a lot of research, strategizing, planning, collaborating, soul-searching, and listening...to YOU. The reasons for it are to better reflect who we are today: a nonprofit agency that provides a lifeline across the lifespan.

What's the meaning behind our new name? A waypoint is an intermediate point or place at which a course of action or path is changed. Just as we rely on clear signs to guide us on unfamiliar roads, Waypoint is a beacon to those who need our help negotiating life's challenges. We help you find your way.

The cornerstones of our new brand are STAFF, COMMUNITY, SOLUTIONS, and IMPACT.

- Our dedicated staff is known for compassion, professionalism, and ingenuity.
- We work collaboratively in the community, creating a social safety net for all who live here.
- We find solutions to problems through our dual roles as practitioners and advocates—a truly holistic approach to our practice.
- We make a positive, long-lasting impact that improves our communities and every life within.

Starting November 16, you'll start to see our new brand on everything we do. You'll see it on television and hear it on radio. You'll see it online and on social channels. Our web address is now [www.waypointnh.org](http://www.waypointnh.org) and our emails are @waypointnh.org. You'll see new signs going up at all our buildings, and you'll see Waypoint on the materials you receive from us going forward.

But rest assured that while we have a new name and look, we are still the same great New Hampshire based organization, dedicated to YOU!

**Our promise to you: As you go along the journey of your life, whatever challenges you face, at whatever stage, we'll be there for you, providing HELP ALONG THE WAY.**

THANK YOU FOR LETTING US BE A PART OF YOUR JOURNEY.

Sincerely,

Borja Alvarez de Toledo  
President & CEO  
Waypoint

#### HEADQUARTERS

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fax (603) 668.6260

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Manchester, NH 03105  
[waypointnh.org](http://waypointnh.org)



# please join us...

*for a holiday celebration*

In recognition and appreciation for your service to the Town of Exeter, the Select Board and Town Manager would like you to invite you to a holiday reception.

Please come and enjoy festive holiday music, delightful hors d'oeuvres and celebrate the season with friends and colleagues.

**Thursday, December 6th**  
**4:30 p.m. - 6:00 p.m.**

Town Hall Art Gallery  
9 Front Street