

Select Board Meeting
Monday December 17th, 2018, 6:30 p.m.
Nowak Room, Town Office Building
10 Front Street, Exeter NH

1. Call Meeting to Order
2. Non Public Session – RSA 91(A) 3 2 a
3. Bid Award: Water/Sewer Chemicals
4. Proclamations/Recognitions
 - a. Proclamations/Recognitions
5. Approval of Minutes
 - a. Regular Meeting: December 3rd, 2018
6. Appointments
7. Discussion/Action Items
 - a. Public Hearing: Property Use Fees
 - b. FY19 Bonds Budget And Warrant Articles
 - c. FY18 Encumbrance Listing
 - d. FY17 Audit Management Letter
 - e. Grants Management Policy
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: 12/14/18 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



TOWN OF EXETER, NEW HAMPSHIRE

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Memo

To: Russell Dean

From: Matthew Berube

CC: Jennifer Perry, Paul Roy, Stephen Dalton, Trisha Allen, Sheri Riffle

Date: December 7, 2018

Re: Award of Chemical Bids for 2019

The Public Works Department has reviewed the bid results and recommends award to the *low bidders*.
The bid recommendations are as follows:

	Unit Price:	Projected Annual Total
Bid Item #1	Sodium Hypochlorite 15% solution	
To:	Harcros Chemicals, Inc	WTP-15,000 gal * \$.8995/gal=\$13,492.50
	Nashua, NH @ \$.8995/gal	WWTP-18,000 gal * \$.8995/gal= \$16,191
	(603) 880-0535	Total=\$29,683.50
Bid Item #2	Activated Carbon	
To:	George S Coyne Chemical Co., Inc.	
	Croydon, PA @ \$1.0074/lb	4,000 lb * \$1.0074/lb = \$4,029.60
	(215) 785-3000	
Bid Item #3	Potassium Permanganate	
To:	George S Coyne Chemical Co., Inc.	
	Croydon, PA @ \$1.6994/lb	3,960 lbs * \$1.6994/lb = \$6,729.62
	(215) 785-3000	
Bid Item #4	Sodium Hydroxide	
To:	Univar USA Inc.	
	Morrisville, PA @ \$1.3269/gal	15,000 gal * \$1.3269/gal= \$19,903.50
	(215) 428-6990	
Bid Item #5	Liquid Sodium Bisulfite	
To:	PVS Chemical Solutions, Inc.	
	Detroit, MI @ \$1.60/gal	5,000 gal * \$1.60/gal= \$8,000
	(313) 921-1200	

Select Board Meeting
Monday December 3rd, 2018
Town Offices, Nowak Room
Draft Minutes

1. Call Meeting to Order

Members present: Anne Surman, Kathy Corson, Julie Gilman, Molly Cowan, Don Clement, and Russ Dean were present at this meeting. The meeting was called to order by Ms. Gilman at 6:50 PM.

2. Board Interviews - Facilities Committee

The Board went downstairs to the Wheelwright Room to interview Peter Lennon, a potential volunteer for the Facilities Committee (Mr. Clement was not present for the interview). The Board reconvened at 7:04 PM.

3. Bid Opening: Water/Sewer Chemicals

Ms. Gilman opened the bids for the Water/Sewer chemicals.

- a. Borden & Remington Corp of Fall River, MA
 - i. Bid item 1, Sodium Hypochlorite, \$1.5860 per gallon
 - ii. Bid item 3, Potassium Permanganate, \$1.9233 per pound
 - iii. Bid item 4, Sodium Hydroxide, \$1.3650 per gallon
- b. PVS Technologies of Detroit, MI
 - i. Bid item 5, Liquid Sodium Bisulfite at \$1.60 per gallon
- c. Monson Companies of Leominster, MA
 - i. Bid item 2, Activated Carbon, \$1.448 per pound
- d. Shannon Chemical Corporation of Exton, PA
 - i. Bid item 3: Potassium Permanganate, \$1.77 per pound
- e. Holland Company of Adams, MA
 - i. Bid item 5, Liquid Sodium Bisulfite: \$1.90 per gallon
- f. JCI Jones Chemical of Sarasota, FL
 - i. Bid item 5, Liquid Sodium Bisulfite: \$1.60 per gallon
- g. Coyne Chemical of Coyne PA
 - i. Bid item 2, Activated Carbon: \$1.0074 per pound
 - ii. Bid item 3, Potassium Permanganate: \$1.6994 per pound
- h. Harcros Chemicals of Nashua, NH
 - i. Bid item 1, Sodium Hypochlorite: \$0.8995 per gallon
 - ii. Bid item 3, Potassium Permanganate: \$1.70 per pound
 - iii. Bid item 4, Sodium Hydroxide: \$1.3596 per gallon
- i. Univar of Morrisville, PA
 - i. Bid item 3, Potassium Permanganate: \$1.945 per pound
 - ii. Bid item 4, Sodium Hydroxide: \$1.3269 per pound.

MOTION: Mr. Clement moved to submit the bids as read to Public Works for review. Ms. Corson seconded. All were in favor.

4. Public Comment

- a. Ms. Gilman recognized the passing of George H.W. Bush.
- b. Ms. Corson thanked the Ring in the Season volunteers.
- c. Ms. Cowan wished a Happy Hanukkah to those who celebrate.

MOTION: Mr. Clement moved to take the Seacoast Grower's sign discussion out of agenda order. Ms. Surman seconded.

MOTION: Mr. Clement moved to allow Dorianne Barr, a nonresident, to speak. Ms. Corson seconded. All were in favor.

Dorianne Barr, a member of the board of the Seacoast Growers' Association, requested that they be allowed to add a post to the existing farmer's market sign at Swasey Parkway, to form an "H" rather than an "L."

MOTION: Ms. Corson moved to approve the new post to make an "H" for the farmer's market sign at the head of Swasey Parkway. Ms. Corson seconded. All were in favor.

5. Proclamations/Recognitions

- a. There were no proclamations/recognitions other than the ones mentioned previously.

6. Approval of Minutes

- a. Regular Meeting: November 26th, 2018

MOTION: Mr. Clement moved to accept the minutes as written. Ms. Surman seconded. All were in favor.

7. Appointments

Ms. Gilman raised the issue of the Planning Board appointments. Ms. Cowan said she thought they had decided that the alternate could serve as a voting member as needed. Ms. Corson said that nothing was voted on yet, and the Planning Board has asked for a decision. Ms. Surman asked if the Planning Board knows what the Select Board's concerns have been. Ms. Corson said no; she thought it would be resolved by the Select Board by now so she could communicate about it, but Ms. Cowan hadn't been present. Ms. Gilman suggested they put each person forward for approval. Ms. Surman said it should be done by seniority. She felt that when they appoint someone to a board, they know that at some point the appointees are going to be voting, so these people are both approved.

MOTION: Ms. Corson moved to appoint John Grueter as a full member of the Planning Board. Ms. Cowan seconded. Ms. Surman said one person is excluded, and Ms. Cowan said you can nominate anyone. Ms. Surman said maybe they should vote on whether they should vote. Ms. Corson countered that as leaders, they should make a decision. She doesn't assume that an alternate is automatically going to be a full member. Ms. Surman said the Planning Board needs to bring them a single candidate. Ms. Corson said they need the Select Board to make a decision. Mr. Clement said he was uncomfortable voting for one over the other. Ms. Gilman, Ms. Cowan, and Ms. Corson voted yay, and Mr. Clement and Ms. Surman abstained. The motion passed 3-0-2 and Mr. Grueter was appointed as a full member of the Planning Board [term not specified].

MOTION: Ms. Corson moved to appoint Peter Lennon to the Facilities Committee, term TBD at the first committee meeting. Ms. Cowan seconded. All were in favor.

8. Discussion/Action Items

- a. Keno Presentation - Charlie McIntyre, Executive Director, State Lottery Commission

MOTION: Ms. Cowan moved to allow Charlie McIntyre of the State Lottery Commission, a nonresident, to make a presentation on the topic of Keno. Ms. Corson seconded. All were in favor.

Mr. McIntyre discussed Keno. The State Lottery Commission requests that the Select Board places the question of Keno on the ballot, to let the voters decide whether Keno should be offered in town. There are 66 cities and towns in NH that allow it. Keno has been live in the state for almost a year. They recently commissioned UNH to do a study of the taverns and bars where it's offered; $\frac{3}{4}$ of owners said that Keno has increased their business. \$25 million is spent in MA by NH citizens playing Keno; this would help recapture that revenue.

Ms. Gilman explained that Keno has been recommended for funding full day kindergarten; a percentage of profits are pooled into the education fund, whether a town approves Keno or not. Mr. McIntyre said the town has to have full day kindergarten in order to take advantage of the fund.

Ms. Gilman continued by saying that Keno will only be used at businesses that serve food and alcohol. The issue of whether Keno playing is allowed in the town's businesses would be on the warrant, placed there either by a legislative body or a citizens' petition. Mr. McIntyre explained how the game is played, and said it's basically like bingo. Ms. Surman asked if businesses from Exeter would approach the Commission to get approval, and added that no businesses have approached the Select Board to date. Mr. McIntyre said that 25% of eligible businesses tend to apply, so out of the 25-26 licenses there will probably be 6 or 7 businesses interested. Mr. Dean said the towns he talked to only had two or three businesses implementing it. He also got the feedback that these businesses are doing better. Mr. Clement said that if the townspeople were to vote to allow Keno, each business would have to submit an application through the NH Lottery Commission. The business pays a \$500 annual fee. Ms. Gilman and Mr. McIntyre explained that 70% of the proceeds goes to prizes, 18% goes back to towns and cities

through Education funds, 8% goes to the host business, 1% goes to Health and Human Services for gambling addiction, and the remaining proceeds are profit for the Commission.

Mr. Clement said that projections of total Keno sales were \$43 million. Ms. Cowan observed that 66 towns have approved Keno 603, and asked how many towns have voted. Mr. McIntyre said about 97, but two voted for their citizens not to vote. Mr. Dean said that the warrant article would not have to carry a recommendation from the Select Board unless they wanted it to. Mr. Clement said that voters deserve to know what the position of the board is. Ms. Cowan said she's happy to let the town decide, but she's not comfortable making a recommendation. Ms. Corson said that the citizens should have a vote, but she would like to give her opinion. Mr. Clement said he's not comfortable going against policy by not making a recommendation on the ballot.

Paul Royal of 3 Pumpkin Circle cautioned the Select Board to consider this proposal carefully. Can the state be trusted to continue to fund education? Once Keno is here, it's here to stay, even if the state decides that the funds are for something else.

Ms. Gilman thanked Mr. McIntyre for his presentation.

b. Municipal Lot Access Proposal for 12 Front Street Project

MOTION: Mr. Clement moved to allow John Lyons, a nonresident, to speak. Ms. Corson seconded. All were in favor.

John Lyons gave a brief history of the 12 Front Street project. He is representing Anne Bushnell, the owner of 12 Front Street, and was accompanied by Cory Belden of Altus Engineering and Betty LaBranche, a real estate advisor. Mr. Lyons said that the project began with the ZBA a year and a half ago, and they got variances to move forward. They then went before the HDC and were given authority to take down a portion of the rear ell of the building. They came to the Select Board in May, prior to going to the Planning Board, to get a sense about whether the Select Board would consider letting the project move forward. At that time, the Select Board wanted the easement to be 20 feet. The board did not vote, but gave the ok to proceed. The project leads then filed a Planning Board application and met with a technical review committee. They appeared before the Planning Board on November 1 2018, and now are before the Select Board again.

Mr. Lyons said that the boards have had a positive view of this project because it's a good project, it benefits the town, and it addresses issues in the housing plan. At the Planning Board meeting, they made a motion to notify the Select Board that the Planning Board does not reject the project, but recommends the applicant satisfactorily address Public Works comment #8 dealing with snow removal in the parking area. Tonight they are asking the Select Board to give them authorization to move forward, then they'll look for actual approval by the Planning Board and work out an easement deed.

Mr. Lyons asked Cory Belden of Altus engineering to speak about the proposed easement.

MOTION: Mr. Clement moved to allow Mr. Belden, a nonresident, to speak. Ms. Corson seconded. All were in favor.

Mr. Belden said that they are proposing to remove only one parking stall from the municipal parking lot. Originally the driveway access from the project's parking lot was 20 feet wide and bidirectional, but the Select Board preferred a narrower drive with one way directional traffic, which would enter from Front Street and exit in the municipal lot. The DPW had concerns about the plowing of the municipal lot, and the project prepared an MOU with the DPW to address these comments. This would extend the easement into the main drive aisle, and the project will commit to having a private snow plow service come through using a smaller pickup-truck-type plow to provide resident access to the municipal lot.

Ms. Surman said that she was concerned that the easement would impede snow removal efforts, since the DPW have stockpiled snow in that area in the past. Mr. Belden responded that the DPW said it can stockpile snow in different areas. If they have to put it in the other corner, they can make it work. One condition that DPW made was that no snow removed from private side should go into the municipal lot. Mr. Lyons said the overnight parking would actually see an advantage from this project plowing, since the DPW usually plows this area last.

Mr. Clement said he would like to have a better understanding of the relationship with the traffic flow pattern of the parking lot by seeing a total view of parking area. He's not sure that parking would not be impacted. Ms. Corson was concerned about the easement going the wrong way in the parking lot, saying there's no way two cars can pass in opposite directions there. Mr. Clement asked why they couldn't increase the width of the driveway in and out of Front Street. Mr. Sharples responded that the driveway is against the property line; to widen it, they'd lose a parking spot on Front Street. Ms. Gilman thought going in and out of Front Street wouldn't be safe. Mr. Lyons said amount of traffic going out wouldn't be significant, since there are only ten units with one vehicle each.

Ms. Corson said giving up a parking space is a big thing. Mr. Lyons countered that you're increasing the tax base and adding new residents to the downtown. Mr. Clement said that a lot of projects have provided benefit that was not at the cost of public property. Mr. Lyons said they're not being given the property, just using it. Mr. Clement said they're losing the parking space. Ms. Corson said the overflow parking will take up further spaces in the public lot. This area makes it easier for DPW to plow; easy means less money. Mr. Lyons said that the DPW is willing to work with us, and the ZBA, HDC, and Planning Board have indicated they like this project. The town gets a lot from this project. Ms. Corson said she'd talked to Jay Perkins at the DPW and he said he'll do what he'll have to do, but Ms. Corson added that that doesn't mean he's happy about it. Ms. Gilman asked about the project's timeline. Mr. Belden said they go before the Planning Board December 20th. If they get Planning Board approval, they will address any conditions and plan to start the project in spring or summer 2019.

Mr. Clement asked about the driveway next door at 14 Front Street, which has a single access in and out for 12 vehicles. Mr. Sharples said it's similar but they wouldn't necessarily design it that way today.

Ms. Gilman said that any 9 unit building downtown will cause the town to lose spaces. It's public parking so the public can park there. This would just be a loss of the one space. She felt the directional flow of traffic in the lot was a concern. Mr. Lyons said that if the board allows them to take the next step, they'd work with town counsel on the language around the plowing before coming back for Select Board approval. Ms. Corson pointed out that it's rare for a technical review to have negative comments like this one, so she had concerns. Both she and

Ms. Surman were not convinced that the issue is solved. Ms. Gilman asked if they would be setting a precedent of taking spaces from the town's parking lots. Mr. Belden said that one of the goals of the Master Plan was to look for opportunities for infill development downtown. Ms. Corson countered that the Master Plan also talks about parking. The Master Plan is general, and it's the board's job to delve into the details.

MOTION: Ms. Cowan moved to allow town counsel to work with Attorney Lyons and property owner to negotiate a deed easement, subject to final Select Board approval. Mr. Clement seconded for discussion. Ms. Cowan said they should move forward, since the benefits outweigh the negatives. She liked the idea of development in town rather than open space. Giving up a parking space is hard, but they need to figure out a more holistic approach to parking in the town, so she's not willing to kill a good project because of one parking spot. Mr. Clement said they're not killing the project, just making them come up with a better solution. Ms. Gilman said that they're looking to infill development where they can, and this proposal least disturbs. Any solution is going to lose a parking spot. Mr. Clement said that it's more than a parking space, it's also moving snow around and changing the flow of the parking lot. Ms. Cowan and Ms. Gilman voted yea, and Ms. Surman, Ms. Corson, and Mr. Clement voted nay. The motion failed 2-3-0.

c. FY19 Budget Recommendations Committee Recap

Mr. Niko Papakonstantis of 11 Little Pine Lane, the chair of the Budget Recommendations Committee, discussed the Committee's review process. They received the general budget and CIP Warrant articles, as well as a list of 10 proposed personnel additions, and there was a thorough discussion. The majority of the committee suggested that next time if there are personnel recommendations they be included in the budget. This year, they thought they had a big picture but then saw an additional \$200,000 salary increase.

There were 11 active members of the committee: David Beavens, Nancy Belanger, Len Benjamin, Mike Dawley, Nick Gray who was vice chair, Bob Kelly, Judy Rowan, Chris Soutter, Corey Stevens, and Tai Chin Tung. In October, they had a general government meeting. There were step increases and health insurance increases. Last year the budget was lower because they had a better rate from health insurance.

There were 10 personnel recommendations. Seven of them the BRC recommended adding to the budget, three they did not. Two were within general government; these were part time positions with no benefits. One was a Human Resources assistant to deal with an inundation of paperwork, and the Committee felt there was a need. The Town Clerk's office has requested a part time assistant town clerk to cover vacation time and future retirements, they felt that also was warranted. In the Police budget, they made minor recommendations, such as reducing patrol overtime and increasing staff overtime based on historical spending. The Fire Department requested three personnel. One was a part time office clerk; the present office clerk has a lot of PTO, and the chief and assistant chief are doing paperwork. This would free the chief up for higher level tasks. The two additional positions were two firefighter EMTs. Last year, they requested two firefighter EMTs, which the BRC did not recommend, but they went on the warrant and were approved. Last year, three firefighters were out on leave. This year, with the

addition of the two firefighters added, they were fully staffed. The BRC unanimously voted not to approve these positions, and take another year before revisiting.

One thing not in the budget or CIP was a Public Safety study. This was discussed last year and they recommended \$50,000, but it was voted down. The BRC recommends that they take another look at a Public Safety study. This would study the building, dispatch, and the question of additional fire station. A public safety study would have a third party vendor come in and give a better understanding of the Fire Department's needs.

The DPW saw an increase in their budget, mostly in solid waste disposal; the Waste Management contract had a 9.1% increase. This was somewhat offset by transfer station fees and a blue bag increase. There was a onetime cost in Solid Waste, a 22% increase, for a replacement well and landfill cap repair. There was a personnel recommendation for Contract Services: \$26,000 for contractors to assist in the cleaning of buildings. The DPW made a compelling argument that contracting these services was more effective than hiring more employees. The BRC 8-1 recommended this funding and the total DPW budget.

Human Services was at \$106,625. Parks and Rec requested two part time positions as well as moving one existing part time position to full time. Parks is looking for two seasonal temp employees, with no benefits, for mowing and parks maintenance from May to October. This would eliminate Contract Services and overtime. The Rec Department also requested that the part time office position be reclassified as a full-time office manager, due to an increase in programming and corresponding admin work. The Rec budget, including the new personnel, was approved 8-2. They voted 7-3 on the total Parks budget including the seasonal temporary employees. The total Parks and Rec budget was \$546,028, voted 7-3.

In Water and Sewer, the new wastewater treatment plant will be operational in 2019, so there are significant increases in building maintenance, chemicals, and lab testing. Mr. Kelly and Mr. Papakonstantis as the Water and Sewer subcommittee recommended most items to the BRC. There was one personnel recommendation, a 5th sewer operator, but the Committee wanted to hold off a year to see how everything levels out, and consider advertising for it in 2019, since it may be difficult to find a qualified candidate. They also recommended reducing the Software Agreement, which they felt was premature. There was an increase in the Water Treatment wages salary for facilitating promotions of senior operators.

Most warrant articles were unanimously recommended. The Rec department had a proposal for \$250,000 for Recreation Park engineering and design, which was voted 8-1. They proposed a Capital Equipment Replacement Fund of \$80,000, in lieu of all equipment in the CIP, which was voted unanimously. There was also a Capital Reserve Fund for \$100,000 in lieu of the projects. This was voted 8-1.

In Parks and Rec and Library, there was a robust conversation. They saw a re-presentation from the library, which has trimmed the project, and they made a recommendation 7-2 for \$4,505,085 for public library renovation. In reviewing what it would cost just to repair and renovate unsafe areas, it would be \$2 million just for a Band-Aid. They should consider future exposures should it not be remedied: issues of safety, health, and mold.

The BRC voted to recommend seven of the requested positions. They voted 7-2 to recommend the General Fund budget of \$19,268,547, which is a 2.3% increase. Mr. Papakonstantis thanked Mr. Dean, Ms. Chester, and the respective department heads and staff for their help, as well as his colleagues on the BRC.

Mr. Clement said that the committee did a great job, but he would like to see the budget as proposed reduced. There has been a significant increase. Looking at the new MS1, taxable assessment went up 1.5%, not a lot of new taxable assessment. Next year, there will be a revaluation of the town. Right now, they're only 81% valued. Everyone's property will be a different value. In the past, the Board has charged Mr. Dean to revise the budget to meet whatever number they chose, so they could do that or walk through it individually. He proposes that the budget be reduced to no greater than \$19 million. Ms. Gilman said that the Budget Committee was very thorough, more so than in other years. She has a lot of confidence in their recommendations. Ms. Cowan said this is a great base to start from. Ms. Corson said the board will make a few tweaks here and there.

Mr. Papakonstantis said that when the BRC subcommittees met, they looked at each individual department's needs, and balanced them against what was best for the town. To cut down to \$19 million would cut out the 7 new personnel. The BRC is careful to scrutinize. People who are performing these tasks need help. They're part time positions, with no benefits. It's a cost-effective way to run the town the way it needs to be run.

Ms. Gilman said in the next meeting they'll go into the details. Mr. Clement raised the issue of the \$50,000 study, which was a failed warrant article. He felt that putting it in the budget in disingenuous; it should go on the warrant again. Ms. Corson said if it goes on the warrant again, they have to be clear what they're asking and emphasize the importance of it. Ms. Gilman suggested that the board members do a PSA about warrant articles.

Paul Royal of 3 Pumpkin Circle said that when you get down the list of warrant articles, the voters are not looking at the details. He looks to the Select Board and BRC to be more educated about the details. It may look like you're going against the will of the voters, but taxpayers count on the board to make hard choices. Mr. Clement said putting it on the warrant is the honest way. Mr. Papakonstantis said that there was discussion about putting the \$50,000 study on the budget, but they actually recommended it as a warrant article, not in the budget.

Hope Godino and Anthony Mento were present to discuss the library proposal. Mr. Mento said that SMP was hired by the library to do an analysis of the deficiencies in the library building. Their first design concept in 2015 solved all issues and added a very large meeting space outside the footprint of the building. This was judged to be too aggressive and too costly. The next year, they redesigned and simplified, and came up with a design that still fixed all issues and upgraded the structure with a larger addition of two stories, as well as a river walk from String Bridge to the park. It came to the community in 2017 but didn't meet the 2/3 majority vote required. This year, they regrouped and simplified. They will still make a major renovation, fix the leaks, add additional space for children's area and adult reading area, and create a mix of meeting rooms. Their proposal will stay within the existing footprint.

Last year their proposal was \$5,049,755, and it did not pass. This year, the same project as proposed would be \$5,505,447, due to an increase in construction costs. Now that they've simplified the design, the cost is \$4,480,885. This includes 10% construction contingencies. There's a simplified floor plan, a new entrance, an enlarged children's area, a renovated lower level, updated bathrooms, an enlarged craft area, and an enclosed balcony which would serve as a parent's quiet area.

Currently, the library's rear entry is under the parking structure; there would be a new entry, which would be less dark and more exposed. There are three rooftop unit balconies that

leak, and a “bathtub” pyramid roof which hides the mechanicals that leaks. The windows leak and the exterior is not well insulated, and this corrects those issues. On the level above, there’s an adult room renovation. They’ll address the leaks, repair moisture issues, add new finishes and new lighting, and put roofs over patios that will shed moisture away from the building. The balcony will become five different meeting rooms, the largest of which can be divided. There’s a newly created flat roof with mechanical units and new heating and air conditioning for the whole space. The Library Trustees chose to pull the Riverwalk from the budget proposal, and the Friends of the Library are fundraising for it.

Ms. Godino said that the building is 30 years old. This is a very library-oriented town. Originally, people came in to get a book or magazine and leave. Now they sit around, visit with a friend, bring kids and spend hours, or participate in a program. They need to bring the library from the 1980s to 2018. The library they have now doesn’t fit what people are looking for, and they must move forward.

Mr. Clement observed that with the new proposal, they don’t gain square footage. He asked if 10 years from now they will need more room. Ms. Godino said that this proposal is looking at current and future needs, and solves things for the next 20 years.

Ms. Cowan said she doesn’t want to not have a project that passes. This will address the physical safety of the building. Ms. Godino said that this will make the building tighter, improve the insulation, and save on heating costs. This way, at least the building you’re going to expand in the future is in good condition. Ms. Surman said she was against the project last year but this year’s design is far superior, they had really listened to the Board’s concerns.

9. Regular Business

a. Tax, Water/Sewer Abatements and Exemptions

There were no Tax, Water/Sewer Abatements and Exemptions at this meeting.

b. Permits & Approvals

Ben Anderson of 66 Newfields Road, the president of the Prescott Park Arts Festival, spoke about their Holiday musical “Miracle on 34th Street.” PPAF’s mission is about accessibility of the arts and culture. Their ticket price is lower than average holiday production, and they fundraise to be able to distribute tickets to families in need, working with Chamber. This costs the organization \$30,000, and as a nonprofit, they’re looking for ways to raise money. Mr. Anderson requests they be allowed to serve alcohol. They hold a license from the state and liability insurance of \$5 million where only \$3 million is required.

Mr. Dean said everything in the application is complete; this would be a motion for a one day malt wine license.

MOTION: Ms. Surman moved to approve the one day malt and wine license application of Prescott Park Arts Festival for December 7, 8, and 9 and 14, 15, and 16. Ms. Cowan seconded. Mr. Clement voted nay and the motion passed 4-1-0.

MOTION: Ms. Corson moved to approve Nancy Belanger for use of town facilities on February 16th for the Housing Advisory Committee and Workforce Housing Coalition of the Greater Seacoast from 10:30 to 12:30. Ms. Cowan seconded. All were in favor.

MOTION: Ms. Corson moved to approve the event application for Seacoast Area CROP Hunger Walk on Oct 20 2019, using Swasey Parkway. Ms. Cowan seconded. All were in favor.

MOTION: Ms. Corson moved to approve the event application for Swasey Parkway for the American Independence Festival on July 13, 2019. Ms. Cowan seconded. Ms. Gilman pointed out that some of the aspects of the application, such as alcohol service, are not on town property. Ms. Corson asked if they should approve and strike that off of the application, and Mr. Dean said yes.

MOTION: Ms. Corson move to approve the event application for Saturday, July 13, 2019, and strike the alcoholic beverages from the event checklist on page 2. Ms. Cowan seconded. All were in favor.

c. Town Manager's Report

Mr. Dean said that Thursday is the holiday drop-in party from 4:30 to 6 in the Art Gallery. They're partnering with Shooters to provide food and nonalcoholic refreshments. The Health Trust annual meeting is Thursday. They're putting together year end encumbrances for the end of the fiscal year. There's continuing TIF road work, they're moving utilities and continuing with the water main. That project will go through December, wrap up by Christmas, and return in spring.

d. Select Board Committee Reports

Mr. Clement attended a meeting of the Exeter Squamscott River Local Advisory Committee. They heard that the state will be paving the section of Court Street/108 to Crawford Ave in 2019. Mr. Dean asked if they could have a bike lane. Mr. Clement said that Wright-Pierce came before them to discuss the Shoreland Act in relation to the new sewer forcemain on Newfields Road. The Committee strongly recommended to the state that whatever storm drainage was done should improve the water quality by treating the stormwater.

Ms. Cowan said that her meetings start tomorrow and Friday.

Ms. Corson said there's a Planning Board meeting this week on Rose Farm and the former Alrose Shoe. The first Communications Committee meeting is on Thursday morning at 8:30.

Ms. Surman said there's an E911 meeting tomorrow.

Ms. Gilman said that the HDC put a letter of intent to apply for a grant for a historic preservation chapter of the Master Plan. This requires a 60/40 match which not yet in the budget

Mr. Clement mentioned that there's a Historical Society open house tomorrow night.

e. Correspondence

i. A thank you note from the Exeter Historical Society.

10. Review Board Calendar

At the December 17th meeting, they'll discuss budget and their Water/Sewer abatement policies.

11. Non-Public Session

There was no non-public session in this meeting.

12. Adjournment

MOTION: Ms. Cowan moved to adjourn. Ms. Surman seconded. All were in favor and the meeting adjourned at 10:18 PM.

Respectfully Submitted,
Joanna Bartell
Recording Secretary

Property Use Fees Public Hearing

OBITUARIES

Nation bids goodbye to Bush with high praise, cannons, humor

By Calvin Woodward, Laurie Kellman and Ashraf Khalil
 The Associated Press

WASHINGTON — The nation bid goodbye to George H.W. Bush with high praise, cannon salutes and gentle humor Wednesday, celebrating the life of the Texan who embraced a lifetime of service in Washington and was the last president to fight for the U.S. in wartime. Three former presidents looked on at Washington National Cathedral as a fourth — George W. Bush — eulogized his dad as “the brightest of a thousand points of light.”



The hearse carrying the flag-draped casket of former President George H.W. Bush passes by the White House on the Capitol, heading to a State Funeral at the National Cathedral on Dec. 5, in Washington. (JACQUELYN MARTIN/THE ASSOCIATED PRESS)

After three days of remembrance in the capital city, the Air Force plane with Bush's casket left for a final service in Houston and burial Thursday at his family plot on the presidential library grounds at Texas A&M University in College Station. His final resting place is alongside Barbara Bush, his wife of 73 years, and Robin Bush, the daughter who died of leukemia at age 3.

His plane, which often serves as Air Force One, arrived at Ellington Field outside Houston in late afternoon. As a motorcade subsequently carried Bush's remains to the family church, St. Martin's Episcopal, along a closed interstate, hundreds of people in stopped cars on the other side of the road, took pictures and shot cell phone video. One driver of a tanker truck climbed atop the hulking vehicle for a better view, and at least 15 firefighters scaled a pair of stopped firetrucks to salute.

Upon its arrival at the church, Bush's casket was met by a military band and

Houston Democratic Mayor Sylvester Turner. The national funeral service at the cathedral was a tribute to a president, a patriarch and a faded political era that prized military service and public responsibility. It was laced with indirect comparisons to President Donald Trump but was not consumed by them, as speakers focused on Bush's public life and character — with plenty of cracks about his goofy side, too.

“He was a man of such great humility,” said Alan Simpson, a former Republican senator from Wyoming. Those who travel “the high road of humility in Washington, D.C.,” he added pointedly, “are not bothered by heavy traffic.”

Trump sat with his wife, a trio of ex-presidents and their wives, several of the group sharp critics of his presidency and one of them, Hillary Clinton, his 2016 Democratic foe. Apart from courteous nods and some handshakes, there was little interaction between Trump

and comedian Dana Carvey once said the key to doing an impersonation of Bush was “Mr. Rogers trying to be John Wayne.”

None of that would be a surprise to Bush. Meacham had read his eulogy to him, said Bush spokesman Jim McGrath, and Bush responded to it with the crack: “That’s a lot about me, Jon.”

The congregation at the cathedral, filled with foreign leaders and diplomats, Americans of high office and others touched by Bush's life, rose for the arrival of the casket, accompanied by clergy of faiths from around the world. In their row together, Trump and former Presidents Barack Obama, Jimmy Carter and Bill Clinton stood with their spouses and all placed their hands over their hearts.

Simpson regaled the congregation with stories from 35 years as Bush's friend in Washington. More seriously, he recalled that when he went through a rough patch in the political game, Bush conspicuously stood by him against the advice of aides. “You would have wanted him on your side,” he said.

Simpson said Bush “loved a good joke — the richer the better. And he threw his head back and gave that great laugh, but he never, ever could remember a punchline. And I mean never.”

George W. Bush turned the humor back on the acerbic ex-senator, saying of the late president: “He placed great value on a good joke, so he chose Simpson to speak.”

Meacham praised Bush's call to volunteerism, placing his “1,000 points of

light” alongside Abraham Lincoln's call to honor “the better angels of our nature” in the American rhetorical canon. Meacham called those lines “companion verses in America's national hymn.”

Trump had mocked “1,000 points of light” last summer at a rally, saying: “What the hell is that? Has anyone ever figured that one out? And it was put out by a Republican, wasn't it?”

Former Canadian Prime Minister Brian Mulroney praised Bush as a strong world leader who helped oversee the end of the Cold War and the collapse of the Soviet Union and helped bring about the North American Free Trade Agreement with Canada and Mexico, signed into law by his successor, Clinton.

With Trump, a bitter NAFTA critic, seated in the front row, Mulroney hailed the “largest and richest free trade area in the history of the world.” The three countries had agreed on a revised trade agreement pushed by Trump.

Earlier, a military band played “Hail to the Chief” as Bush's casket was carried down the steps of the U.S. Capitol, where he had lain in state. Family members looked on as servicemen fired off a cannon salute.

His hearse was then driven in a motorcade to the cathedral ceremony, slowing in front of the White House, the route lined with people much of the way, bundled in winter hats and taking photos.

Writing for his arrival inside, Trump shook hands with Obama and former first lady Michelle Obama, who greeted him by saying “Good morning.” Trump did not shake hands with Bill and Hillary Clinton, who looked straight ahead.

Bill Clinton and Mrs. Obama smiled and chatted as music played. Carter was seated silently next to Hillary Clinton in the cavernous cathedral. Obama cracked up laughing at someone's quip. Vice President Mike Pence shook Carter's hand.

Virginia H. Galasso

HAMPTON — Virginia H. (McLean) Galasso, 96, died peacefully, surrounded by family, on Sunday, December 2, 2018.



Born in Attleboro, Mass., on May 31, 1922, Virginia was the daughter of Grace O. (Marble) and Norton Howard McLean. She was the devoted wife of the late Robert Galasso for 60 years until his death in 2001.

Ginny kept homes in Attleboro, Sandwich, Mass., Mesa, Ariz., and moved to Hampton, N.H. in 2006. She retired from the Accounts Receivable Dept. at L.G. Balfour Co. in 1983.

Ginny's greatest love in life was her family and friends; closely followed by a winning game of cribbage, anything chocolate, her beloved pets, Thunder Paws and Chloe, long car rides in the country, and a warm afternoon shared with a great novel. She charmed those who knew her with a generosity of spirit, genuine kindness and grace, sage advice, and a razor sharp wit.

Her survivors include her son, Daniel Galasso and his wife, Margaret, of Attleboro; daughters, Gail Lauermaann and her husband, Stephen, of Rochester, N.H., and Lori Rainey and her husband, Daniel, of Lee, N.H.; seven grandchildren; nine great-grandchildren; and three great-great-grandchildren.

SERVICES: A private burial is planned at the Massachusetts National Cemetery in Bourne, Mass. Those who wish to make a charitable donation in her name may consider her favorite charity, The Salvation Army.

community
FAITH
directory

BAPTIST
FIRST BAPTIST CHURCH OF EXETER
 2 Spring Street, Exeter, NH
 (603) 772-2098
 fbcc-exeter.org
 Sundays 10am
 "Connecting People to People and People to God"

Included in your listing should be Name, Address, Phone, Web Address, Worship Hours and A Short One-Liner

For directory information, or to list your church, call **TINA RITTER** at (603) 570-2122 or **tritter@seacoastonline.com**

Legal Notice
Notice of Public Hearing
Town of Exeter Fees RSA 41-9-a

The Exeter Select Board will hold a public hearing on Monday, December 17th, 2018 at 7:00 p.m. in the Nowak Room of the Town Offices, 10 Front Street, Exeter, NH to consider amending the fee schedule for use of town buildings and facilities.

Proposed Fee Schedule:

Item	Non-Exeter Non-Profit		Exeter For Profit	
	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 Side Room, 1st Floor (current)	\$ n/a	\$ n/a	\$ n/a	\$ n/a
Town Hall Side Room, 1st Floor (proposed)	\$20.00	\$40.00	\$60.00	\$60.00
Town Hall Art Gallery, Second Floor (current)	\$35.00	\$35.00	\$35.00	\$35.00
Town Hall Art Gallery, Second Floor (proposed)	\$75.00	\$125.00	\$250.00	\$500.00
Town Hall Gallery Backroom (current)	\$35.00	\$35.00	\$35.00	\$35.00
Town Hall Gallery Backroom (proposed)	\$25.00	\$75.00	\$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)	\$20.00	\$40.00	\$60.00	\$60.00
Senior Center Building (current)	\$ n/a	\$ n/a	\$40.00	\$40.00
Senior Center Building (proposed)	\$20.00	\$40.00	\$60.00	\$60.00
Custodial Fee (proposed all buildings)	\$30/hour when available	\$30/hour when required	\$30/hour when required	\$30/hour when required

Price is per day unless otherwise noted
 *One time suggested donation
 **Up to 2 hour block when available. Single hour uses would be \$20.00. \$40.00 fee would apply after 2 hours of use, with a two hour limit. The day of event will be considered a standard Non-Profit/For Profit fee of either \$75, \$125, \$250, or \$500. The \$10 fee daily discount only applies for rehearsals related to a permitted event at the Town Hall facility.
 Town Office Nowak Room and Wheelwright Room not considered available during regular business hours.
 Town Hall Side Room fee applies when room is used separately by an organization. It will not be added to the Town Hall auditorium fee for a single user.
 Political events requiring a large police presence and/or additional costs will be billed at a rate of \$1500 per event.
 All fees shall apply to events permitted for the 2019 calendar year and beyond.
 Julie Gilman, Chairwoman
 Exeter Select Board

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LEGAL NOTICE
EXETER ZONING BOARD OF ADJUSTMENT
AGENDA

The Exeter Zoning Board of Adjustment will meet on Tuesday, December 18, 2018 at 7:00 P.M. in the Nowak Room of the Town Office Building, 10 Front Street, Exeter, to consider the following:

NEW BUSINESS:
 The application of William Ingraham and Peter and Karen Ingraham for a special exception per Article 4, Section 4.2 Schedule I: Permitted Uses and Schedule I, Note #2 and Article 5, Section 5.2 for the proposed conversion of an existing "in-law/extended family" unit to an accessory dwelling unit. The subject property is located at 26 Green Street, in the R-2, Single Family Residential zoning district. Tax Map Parcel #64-12. Case #18-29.

OTHER BUSINESS:
 • Approval of Minutes: November 20, 2018

EXETER ZONING BOARD OF ADJUSTMENT
 Laura J. Davies, Chairwoman

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 Side Room, 1 st Floor (current)	\$n/a	\$n/a	\$n/a	\$n/a
Town Hall Side Room, 1 st Floor**	\$20.00	\$40.00	\$60.00	\$60.00
Town Hall Art Gallery/Second Floor (current)*	\$35.00	\$35.00	\$35.00	\$35.00
Town Hall Art Gallery/Second Floor (proposed)	\$75.00	\$125.00	\$250.00	\$500.00
Town Hall Gallery Backroom (current)*	\$35.00	\$35.00	\$35.00	\$35.00
Town Hall Gallery Backroom (proposed)	\$25.00	\$75.00	\$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)**	\$20.00	\$40.00	\$60.00	\$60.00
Senior Center Building (current)	\$n/a	\$n/a	\$40.00	\$40.00
Senior Center Building (proposed)**	\$20.00	\$40.00	\$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

December 17th, 2018

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Price is per day unless otherwise noted

*One time suggested donation

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

Single events booking facilities (non profits only) that last more than three consecutive days will have a flat rate of \$200. This fee does not replace single day rehearsal fees for plays.

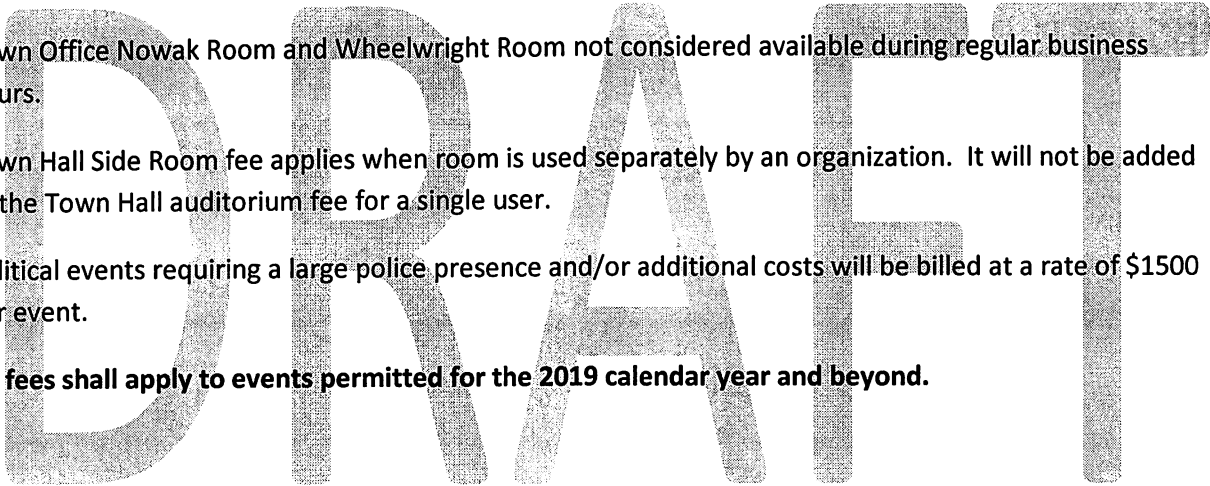
Use of facilities (Town Hall main floor) for single use rehearsal play days will be billed at the rate of \$10 per daily use, with a two hour limit. The day of event will be considered a standard Non-Profit/For Profit fee of either \$75, \$125, \$250, or \$500. The \$10 fee daily discount only applies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

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

Town Hall Side Room fee applies when room is used separately by an organization. It will not be added to the Town Hall auditorium fee for a single user.

Political events requiring a large police presence and/or additional costs will be billed at a rate of \$1500 per event.

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



e. Property Use Fees - 11/26/19

Ms. Gilman said that Ms. Cowan had indicated that they should proceed on the property use fees discussion without her. Mr. Dean mentioned some updates to the proposal. They added a paragraph on the use of facilities for single-use play days. There is a new clause about when fees would apply, for anything permitted for January 2019 and beyond. They lowered the proposed fee for the Rec Building to \$20 and \$40 for nonprofits, not \$40 and \$60. The Town Hall gallery back room went down to \$25 and \$75 from \$30 and \$100, and the Town Hall gallery second floor is now \$75 and \$125. The Exeter for profit and nonprofit for the auditorium and art gallery were matched up per Ms. Surman's comments in a previous meeting.

For political events, they added a clause about charging on a per event basis, \$1,000 per event. Ms. Corson asked if the police charge for political events as well, and Mr. Dean said no. Ms. Corson said that a political event uses the whole Town Hall, which would add up to \$1145 per day for use of the auditorium, gallery, back room, and side room, and that cost does not include the police presence. She would like to ask Chief Shupe what his costs are for these events. She suggested the cost to the political campaign should be more like \$1,500.

Ms. Surman said that fees for Exeter nonprofits and out of town nonprofits should just be the same. Mr. Clement agreed. Mr. Dean said that the SAU charges out of district nonprofits more. Ms. Corson said that people could be from Exeter, but their nonprofit is not based in Exeter. Ms. Ruffner said that Exeter nonprofits should pay less because residents pay taxes.

Mr. Clement asked what would happen to Meals on Wheels at the Senior Center, now that they will be charging for Senior Center usage. Mr. Dean said that they do not pay a fee currently, but their use is informal and they have no agreement with the town, so it's yet to be determined how to go forward.

Ms. Ruffner asked whether a two week event would be charged the same as an eight week event. Ms. Corson said an eight week event would raise a red flag. Mr. Dean added that the use policy limits organizations to four uses, and his office wouldn't recommend an eight week event to the Select Board. Ms. Corson asked that they put in a limit on the length of an event. Mr. Dean said he will come up with something.

Ms. Corson said they should just do something with the fees and reevaluate next year. Ms. Gilman said that they need to have a public hearing and present something set there, and added that they do not have much time if they want the fees to start in January 2019. She felt that they should go ahead and start the public hearing process. Mr. Dean said they will need to advertise one public hearing, and he will arrange it.

e. Property Use Fees - 11/13/18

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

g. Property Use Fees – 10/29/18

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.

g. Property Use Fees - 10/15/18

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Ms. Gilman said that their discussion had provided a good place to start. Mr. Dean said that their goal is to charge the new fee to any event that is permitted after Jan 1 2019. Ms. Gilman also mentioned that other towns have an energy charge between October and April, and thought that the Energy Committee may have data on energy use at the facilities. Mr. Dean said that he would take the energy costs and divide it out by month.

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

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

use the authority of the board to determine if town events can serve alcohol or not. Also, the town follows state law to allow tastings to be done on Swasey Parkway. Mr. Dean said they had decided to not distinguish between a nonprofit vs. a government use in the alcohol policy.

Ms. Corson pointed out that there is a separate application, and they would be required to have a license from the state as well. Ms. Gilman agreed that the board has taken the steps necessary to protect themselves. Mr. Dean said that they also require an insurance policy for alcohol service. Ms. Gilman did not want to license anything other than wine/beer. Ms. Surman agreed with Mr. Clement that alcohol should not be allowed in town buildings.

MOTION: Mr. Clement moved that section 13.1 state that alcohol use in town buildings is not allowed. Ms. Surman seconded the motion, and it failed 2-3-0, with Ms. Corson, Ms. Cowan, and Ms. Gilman voting nay.

The board talked about section 10, wanting to add that special circumstances for portable facilities can be determined by the permitting body. Ms. Corson suggested something cordoning off the access to the public bathrooms in the town hall. They can also go up to the bathroom with a monitor, because they are located on the 2nd floor.

The applications for facilities and events were reviewed. The second form needs to be changed to "Application for Use of Town Office Facility". Mr. Dean talked about the new town event application, which was designed to cover a lot of different information even if it doesn't apply in every case. He also suggested that applicants submit maps of what their event would look like, for example a map of where vendor tables would be located. Ms. Gilman asked if there are any different applications for just using the signboard or other such things. Sheri Riffle confirmed there was.

Mr. Clement asked if this is in addition to the application to use the town hall, and if users would have to submit both applications. Mr. Dean said that he thinks that would be on a case by case basis, since this is a special event form. For example, some events are just a simple meeting. And other events might include alcohol, food, tickets, vendors, and other types of additions.

Mr. Clement asked if the special events application had to be signed off by all of the town bodies listed on page 4. Mr. Dean confirmed that they would because it is important to have all departments aware of what's going on in Exeter. It also ensures a thorough review of special events. They can just check "no comments" if no questions are raised and send the application on to the next department. He also said that although the form isn't as simple, it will benefit the different groups so that they can get everything all in once place instead of having to get various different permits and applications for one event.

8-20-18 work session

★ The board moved to a discussion about fees. Ms. Gilman brought up ticketed vs. non-ticketed events. Should some of the ticket price go towards the town? Ms. Cowan asked if that would be in place of a fee. Mr. Dean said that there could be a minimum fee, plus a percentage of ticket sales. It would go towards the facility provided to the organization/business. He said he thinks people would be fine with it if it went back to the facility. Ms. Corson wanted to talk to the organizers of ticketed events in the past, and also find out what other towns are doing. Mr. Dean said that usually towns charge fees for their building use. Mr. Clement said he wants to think about fees more.

They went through the Swasey parkway fee schedule. Ms. Gilman said she wanted to change the word "pavilion" to "gazebo". She also asked why commercial vendors are allowed on the parkway, but ticketed events are not. Mr. Clement suggested that it's because you cannot prevent people from going into the parkway, because it is a public space. Ms. Corson wants to do different charges for the town hall based on resident vs. nonresident, as was voted on last year. However, do they want to include nearby towns? Ms. Corson asked if there was software to put all the application forms in one place. Mr. Bisson said that the current system allows for that, and they are going to be using Google forms. If they went through parks and rec. for the software, they could collect the fees, print the forms out, and send to the Select Board.

MOTION: Ms. Corson moved to close the work session. Ms. Surman seconded the motion, and it passed unanimously.

Respectfully submitted by recording secretary Samantha Cave.

2017	Events	Days Booked	# of Organizations
	57	139	35
2018	Events	Days Booked	# of Organizations
	68	178	33
2019	Events	Days Booked	# of Organizations
	17	82	14

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	125
Oct	7	Rec	Karate	N/A	0
Oct	1	Red Brick Church	Walk a Mile Gathering	Non profit	0
Oct	2	Regeneration Church	Music	Non profit	0
Oct	3	Taoist Tai Chi	Event	Non profit	0
Oct	1	Town	Benefit's Fair	N/A	0
Oct	1	Women's Club	Antique	Non profit	0
Oct	3	Workforce Coalition	Charrette	Non profit	0
Nov	2	DES	Meeting	Non profit	0
Nov	4	Festival of Trees	Charity	Non profit	0
Nov	3	Holiday Parade Comm	Meeting	N/A	0
Nov	2	Musical Arts	Performance	Non profit	0
Nov	1	Planning Board	Meeting	N/A	0
Nov	9	Prescott Park	Rehearsals	Non profit	0
Dec	17	Prescott Park	Play	Non profit	0
Dec	3	Ring in the Season	Event	Non profit	0

2018 Town Hall Usage

Month	# Days	Group	Event	Status	Fee	
Jan	1	TEAM	First Friday	Non profit	0	
	3	Town	Small Business Revolution	N/A	0	
Feb	1	Acorn School	Bake Sale	Non profit	0	
	2	Heronfield	Performance	Non profit - school	250	
	1	One Sky	Costume Ball	Non profit	0	
	1	Rec	Sweetheart Dance	N/A	0	
	1	RPC	Climate Change	Non profit	0	
	1	SWAG	Sale	For profit	125	
	1	TEAM	First Friday	Non profit	0	
	1	Town	Small Business Revolution	N/A	0	
	1	Young Company	Performance	Non profit	0	
	3	Arts Comm	Music Event	N/A	0	
Mar	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	
	1	TEAM	Music Event	Non profit	0	
	1	Exeter Rises	Meeting	Non profit	0	
Apr	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	
	1	Chamber	Meeting	Non profit	0	
	9	Christ Church	Play	Non profit	0	
May	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	
	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	
Jun	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	
	5	Town	Brass Band	N/A	0	
	11	Mclnnis	Auction	For profit	1375	
	1	TEAM	First Friday	Non profit	0	
	2	Chamber	Meeting	Non profit	0	
	Sep	1	Exeter Rises	Meeting	Non profit	0
2		Kiwanis	UFO	Non profit	0	
1		Red Brick Church	Play	Non profit	0	
3		TEAM	Equinox	Non profit	0	
1		TEAM	First Friday	Non profit	0	
3		Chamber	Meeting	Non profit	0	
1		Leadership NH	Meeting	Non profit	0	
1		Russian Ballet	Event	For profit	125	
1		TEAM	First Friday	Non profit	0	
2		Town	Benefits Fair	N/A	0	
Nov	3	Chamber	Meeting	Non profit	0	
	5	Children's Chamber	Festival of Trees	Non profit	0	
	20	Christ Church	Play	Non profit	0	
	1	Exetreme Air	Practice	Non profit	0	
	7	Prescott Park	Practice	Non profit	0	
	3	Ring in Season	Event	Non profit	0	
	Nov/Dec	4	Chamber	Meeting	Non profit	0
		1	United Methoist	Singing	Non profit	125
		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
	1	TEAM	First Friday	Non profit	0
	2	Musical Arts	Performance	Non profit	0
Feb	1	Chamber	Meeting	Non profit	0
	2	Heronfield	Performance	Non profit - school	
	1	TEAM	First Friday	Non profit	0
	1	Parks and Rec	Sweetheart Dance	Government	0
	1	Acorn School	Bake Sale	Non profit	0
	1	Planning Dep.	Training	N/A	0
	4	Arts Comm	Music	N/A	0
Mar	2	NSDAR	Meeting	Non profit	0
	1	TEAM	First Friday	Non profit	0
	1	Bright & Lyon	Concert		pending
Apr	4	Heronfield	Performance	Non profit - school	
	2	NH Children's Trust	Fiddle	Non profit	0
	1	TEAM	First Friday	Non profit	0
	2	TEAM/Bookstore	Lit Fest	Non profit	0
Apr/May	16	Pine St Players	Play	Non profit	0
May	4	Heronfield	Performance	Non profit - school	
	6	TEAM	First Friday	Non profit	0
June	3	GFWC	Sale	Non profit	0
	1	TEAM	First Friday	Non profit	0
	3	TEAM	Summer Concert Series	Non profit	0
July	1	TEAM	First Friday	Non profit	0
	4	TEAM	Summer Concert Series	Non profit	0
Aug	1	TEAM	First Friday	Non profit	0
	4	TEAM	Summer Concert Series	Non profit	0
	2	Kiwanis	UFO Fesitval	Non profit	0
Sep	1	Kiwanis	UFO Fesitval	Non profit	0
	1	TEAM	First Friday	Non profit	0
	3	TEAM	Equinox	Non profit	0
Oct	1	TEAM	First Friday	Non profit	0
Nov	1	TEAM	First Friday	Non profit	0

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	Approved
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	Approved

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

FY19 Bonds Budget And Warrant Articles

Town Warrant – 2019 Statutory and Potential Articles

Budget/Bond Hearing/Articles Hearing Date: Tuesday, January 15th, 2019

Deliberative Session (Town): Saturday, February 2nd, 2019, 9:00 a.m., Exeter High School Auditorium

Town Election: Tuesday, March 12th, 7:00 a.m. to 8:00 p.m., Talbot Gymnasium, 40 Linden Street

1. Election
2. 2-?: Zoning Articles
3. Bond Article – Library (\$4,505,885)
4. Bond Article – Parks/Recreation Rec Park Design/Engineering (\$250,000)
5. Bond Article – Salem Street Area Water/Sewer/Drainage Improvements (\$325,000, split between general, water/sewer funds)
6. Choose Town Officers (Budget Recommendations Committee, Weigher, Fence Viewer)
7. 2019 Operating Budget
8. 2019 Water Budget
9. 2019 Sewer Budget
10. Fire Collective Bargaining (\$TBD)
11. SEIU Collective Bargaining (\$TBD, split between water/sewer/general fund)
12. Non Union Wage Increases (new article per default law) – amount will be removed from the 2019 operating budget request.
13. LED Lights (Amount TBD, updated information included in this packet)
14. TAP Grant Epping Road Sidewalks (Total \$940,000, \$188,000 town, \$752,000 TAP grant)
15. Water/Sewer Department Hook Lift Truck (\$174,959, 5 year lease/purchase, water/sewer funds. Trade in of Highway dump truck to be used toward Lift Truck lease/purchase)
16. Public Safety Dispatch Upgrades (\$153,451)
17. Appropriate to Sidewalks Capital Reserve Fund (\$120,000)
18. Vehicles/equipment Capital Reserve Fund (\$100,000 original, \$80,000 BRC)
19. Town Parks Improvement Capital Reserve Fund (\$100,000)
20. ADA Capital Reserve Fund and Funding (\$50,000)
21. Intersection Improvements Fund and Funding (\$50,000)
22. Pickpocket Dam (\$40,000, BRC recommended as warrant article)
23. Sick Leave Trust Appropriation (TBD, fund balance)
24. Snow/Ice Deficit Fund Appropriation (TBD, fund balance)
25. Establish Fund under RSA 31-95-C for Swasey Parkway Fee/Permit Revenues (transfer of approximately \$21,000 from closed citizens account/fund balance to new fund)

NOTES:

Public Safety Facility Review/Study is currently in Fire Department operating budget at \$50,000.

Updated: December 17th, 2018

Town of Exeter											
2019 Preliminary Budget Summary											
Version #4 - Select Board 12/01/2018											
DEPARTMENT	2017 Actual	2018 Budget	2018 Actual YTD October	2019 DH Budget	2019 BRC Budget	2019 BRC Budget vs. 2018 Budget \$ Increase/- (Decrease)	2019 BRC Budget vs. 2018 Budget %- Difference	2019 SB Budget	2019 Default Budget	2019 SB Budget vs. 2019 Default Budget %- Difference	Notes
Fire											
501 Administration	546,927	558,793	461,848	564,925	580,747	21,954	3.9%	574,644	559,810	(14,834)	
503 Fire Suppression	2,992,082	3,136,116	2,405,132	3,144,454	3,203,700	67,584	2.2%	3,194,036	3,185,518	(8,518)	
504 Emergency Management	15,571	26,937	21,199	26,937	26,937	-	0.0%	26,937	26,937	-	
505 Health	154,040	130,681	109,824	133,166	133,209	2,528	1.9%	133,209	131,865	(1,345)	
Total Fire	3,708,620	3,852,528	2,998,003	3,869,482	3,944,593	92,065	2.4%	3,928,826	3,904,129	(24,697)	
Public Works - General Fund											
601 Administration & Engineering	360,904	357,920	346,025	369,210	376,984	19,064	5.3%	376,984	369,130	(7,854)	
602 Highways & Streets	2,111,875	2,017,724	1,403,170	2,047,125	2,061,675	43,951	2.2%	2,065,019	2,049,766	(15,253)	
603 Snow Removal	383,105	314,707	268,791	314,632	314,632	(75)	0.0%	314,632	314,631	(1)	
604 Solid Waste Disposal	922,084	1,093,165	900,369	1,216,517	1,230,517	137,352	12.6%	1,230,517	1,093,165	(137,352)	
605 Street Lights	155,640	150,000	131,250	170,340	170,340	20,340	13.6%	170,340	150,000	(20,340)	
618 Stormwater	59,827	60,000	4,934	60,000	60,000	(0)	(0)	60,000	60,000	-	
Total Public Works - GF	3,993,435	3,993,517	3,054,537	4,177,824	4,214,148	220,631	5.5%	4,217,492	4,036,692	(180,800)	
Maintenance											
606 General	437,593	470,935	328,618	470,737	499,466	28,531	6.1%	500,281	492,386	(7,895)	
615 Mechanics/Garage	236,501	262,030	181,060	262,485	260,676	(1,354)	-0.5%	260,676	271,902	11,226	
607-614 Town Buildings	206,948	273,150	175,224	270,344	270,344	(2,806)	-1.0%	270,344	273,150	2,806	
616 Maintenance Projects	96,865	100,000	13,542	100,000	100,000	-	0.0%	100,000	100,000	-	
Total Maintenance	977,906	1,106,116	698,444	1,103,567	1,130,487	24,371	2.2%	1,131,301	1,137,438	6,137	
Welfare & Human Services											
710 Welfare	67,331	37,387	54,028	68,171	68,171	30,784	82.3%	68,171	37,551	(30,620)	
711 Human Services	100,000	107,500	80,625	107,500	106,625	(875)	-0.8%	106,625	107,500	875	
Total Welfare & Human Services	167,331	144,887	134,653	175,671	174,796	29,909	20.6%	174,796	145,051	(29,745)	
Parks & Recreation											
801 Recreation	308,199	313,895	263,007	297,144	317,029	3,134	1.0%	317,076	302,342	(14,733)	
802 Parks	177,875	212,361	171,984	209,744	229,179	16,818	7.9%	229,667	223,602	(6,065)	
Total Parks & Recreation	486,074	526,256	434,990	506,888	546,208	19,952	3.8%	546,743	525,945	(20,798)	
Other Culture/Recreation											
116/804 Other Culture/Recreation	23,127	23,001	16,535	19,002	17,002	(5,999)	-26.1%	17,002	23,001	5,999	
805 Special Events	13,826	15,000	15,331	15,000	15,000	-	0.0%	15,000	15,000	-	
Total Other Culture/Recreation	36,953	38,001	31,866	34,002	32,002	(5,999)	-15.8%	32,002	38,001	5,999	
Public Library											
901 Library	1,002,526	1,014,633	809,055	1,020,015	1,026,272	11,639	1.1%	1,026,158	1,004,233	(21,925)	
Total Library	1,002,526	1,014,633	809,055	1,020,015	1,026,272	11,639	1.1%	1,026,158	1,004,233	(21,925)	

Town of Exeter											
2019 Preliminary Budget Summary											
Version #4 - Select Board 12/01/2018											
DEPARTMENT	2017 Actual	2018 Budget	2018 Actual YTD October	2019 DH Budget	2019 BRC Budget	2019 BRC Budget vs. 2018 Budget \$ Increase/-(Decrease)	2019 BRC Budget vs. 2018 Budget %-Difference	2019 SB Budget	2019 Default Budget	2019 SB Budget vs. 2019 Default Budget %-Difference	Notes
Debt Service & Capital											
921-923 Debt Service	695,793	1,014,970	1,013,461	1,045,774	1,045,774	30,804	3.0%	1,045,774	1,045,774	-	
117 Vehicle Replacement/Lease	398,972	649,293	431,694	537,358	523,116	(126,177)	-19.4%	521,668	521,668	-	See Vehicle & Lease schedules
117 Misc. Expense	25,438	3	10,974	4	4	1	33.3%	4	4	-	
117 Cemeteries	-	1	-	1	1	-	-	1	1	-	
118 Capital Outlay - Other	6,294	4,501	1,700	4,501	4,548	47	1.0%	4,501	4,501	-	
Total Debt Service & Capital	1,126,497	1,668,769	1,457,829	1,587,638	1,573,443	(95,326)	-5.7%	1,571,948	1,571,948	-	
Benefits & Taxes											
931 Health Insurance Buyout/Sick Leave/Flex Spending	184,007	118,368	198,106	116,727	127,245	8,877	7.5%	124,606	124,495	(111)	
931 Insurance Reserves	-	2,000	-	109,730	-	(2,000)	-100.0%	-	2,000	2,000	
933 Unemployment	-	43	-	3,456	3,456	3,413	7937.2%	3,456	43	(3,413)	
937 Worker's Compensation	198,871	203,250	203,293	215,445	215,445	12,195	6.0%	215,445	203,250	(12,195)	Primex
114/941 Insurance	119,856	111,205	114,352	94,768	94,768	(16,437)	-14.8%	65,020	111,205	46,185	Primex: Based upon allocation of assets
Total Benefits & Taxes	502,734	434,866	515,751	540,126	440,914	6,048	1.4%	408,527	440,993	32,466	
Total GF Operating Budget	17,790,724	18,836,060	14,944,706	19,185,618	19,268,547	432,488	2.3%	19,233,857	18,947,453	(286,404)	
Other Appropriations - Warrant Articles											
Sidewalk Program		20,000	20,000	120,000	120,000	100,000	500.0%	120,000	120,000	-	CIP Page # 22 Continues efforts of sidewalk repl
Snow/Ice Deficit Fund		50,000	-	-	-	(50,000)	-100.0%	-	-	-	
Sick Leave Expendable Trust Fund		100,000	-	-	-	(100,000)	-100.0%	-	-	-	
Portable Radios		73,897	72,098	-	-	(73,897)	-100.0%	-	-	-	
Swasey Pkwy CRF		7,500	-	-	-	(7,500)	-100.0%	-	-	-	
Cemetery Capital Reserve Fund		27,000	27,000	-	-	(27,000)	-	-	-	-	
TAP Grant Match/Sidewalks				940,000	940,000	940,000		940,000	940,000	-	CIP Page #6 Includes \$ 752,000 NHDOT Grant (80/20 Grant) and \$188,000 general taxation as a grant match. Dependent upon receiving the grant.
Intersection Improvements Program				50,000	50,000	50,000		50,000	50,000	-	CIP P#22 Study of unsignalized intersections
ADA Accessibility CRF				50,000	50,000	50,000		50,000	50,000	-	CIP P#1 Establish a CRF for town-wide projects
Parks & Rec CRF				100,000	100,000	100,000		100,000	100,000	-	
Dispatch Communication upgrade				153,451	153,451	153,451		153,451	153,451	-	CIP P#19
Pickpocket Dam Reclssification				40,000	40,000	40,000		40,000	40,000	-	CIP Page #24
Vehicle/Equipment CRF				100,000	80,000	80,000		80,000	80,000	-	Establish capital reserve fund for vehicle/equipment purchases
Total Other Approp.-WAR	-	278,397	119,098	1,553,451	1,533,451	1,255,054	450.8%	1,533,451	1,533,451	-	
Other Appropriations - Additional Personnel/Contracted Services											
				238,923	-	-		-	-	-	
Borrowing Other											
Library Renovation/Expansion					4,505,885	4,505,885		4,505,885	4,505,885	-	CIP Page #8
Recreation Park Renovation Design & Engineering					250,000	250,000		250,000	250,000	-	CIP P#9
Salem St. Area Utility Replacements					30,000	30,000		30,000	30,000	-	CIP P#27 Drainage design (has wwater and Sewer Fund components)
Total Borrowing Other	-	-	-	-	4,785,885	4,785,885		4,785,885	4,785,885	-	
Total GF & WAR & Borrowing	17,790,724	19,114,457	15,063,804	20,977,992	25,587,883	6,473,427	33.9%	25,553,193	25,266,789	(286,404)	

Town of Exeter
 2019 Preliminary Budget Summary
 Version #4 - Select Board 12/01/2018

DEPARTMENT	2017 Actual	2018 Budget	2018 Actual YTD October	2019 DH Budget	2019 BRC Budget	2019 BRC Budget vs. 2018 Budget \$ Increase/-(Decrease)	2019 BRC Budget vs. 2018 Budget %-Difference	2019 SB Budget	2019 Default Budget	2019 SB Budget vs. 2019 Default Budget %-Difference	Notes
Water Fund											
621 Administration	373,583	391,477	280,853	376,014	376,387	(15,090)	-3.9%	370,069	399,132	29,063	
624 Billing and Collection	145,536	157,046	126,289	168,705	165,318	8,272	5.3%	165,323	160,226	(5,097)	
622 Distribution	814,959	832,394	617,695	801,387	805,213	(27,181)	-3.3%	804,805	845,535	40,730	
623 Treatment	680,382	798,957	595,579	749,471	744,314	(54,643)	-6.8%	744,313	810,849	66,536	
625-626 Debt Service	1,102,716	1,119,250	807,618	1,062,113	1,062,113	(57,137)	-5.1%	1,062,113	1,062,113	-	
627 Capital Outlay	78,348	62,263	13,537	227,162	116,682	54,419	87.4%	116,682	16,682	(100,000)	
Total WF Operating Budget	3,195,524	3,361,387	2,441,571	3,384,851	3,270,026	(91,361)	-2.7%	3,263,305	3,294,537	31,232	
Other Appropriations - Warrant Articles											
SEIU 1984 Collective Bargaining	-	-	-	-	-	-	-	-	-	-	
New Groundwater Source Exploration		600,000									
Washington St Waterline Replacement		665,000									
Salem St. Area Utility Replacements					150,000	150,000		150,000	150,000	-	CIP P#27 Design (has General and Sewer Fund components)
					35,000	35,000		35,000	35,000	-	
Total Other Appropriations	-	1,265,000	-	-	185,000	(1,080,000)	-85.4%	185,000	185,000	-	
Total Water Fund Appropriations	3,195,524	4,626,387	2,441,571	3,384,851	3,455,026	(1,171,361)	-25.3%	3,448,305	3,479,537	31,232	
Sewer Fund											
631 Administration	330,752	394,463	250,492	402,228	402,601	8,138	2.1%	393,058	402,118	9,060	
634 Billing and Collection	140,052	157,071	123,734	165,930	162,543	5,472	3.5%	162,548	160,251	(2,297)	
632 Collection	774,305	661,323	414,461	663,113	665,089	3,766	0.6%	664,681	673,962	9,281	
633 Treatment	477,962	548,924	438,189	852,338	932,836	383,912	69.9%	925,044	632,867	(292,177)	
635-636 Debt Service	631,364	669,233	669,233	576,124	576,124	(93,109)	-13.9%	576,124	576,124	-	
637 Capital Outlay	96,181	136,952	100,412	128,681	106,681	(30,271)	-22.1%	106,681	16,681	(90,000)	See Vehicle & Lease schedules
Total SF Operating Budget	2,450,617	2,567,965	1,996,521	2,788,413	2,845,874	277,909	10.8%	2,828,137	2,462,004	(366,133)	
Other Appropriations - Warrant Articles											
NHDES Stormwater Asset Plan		30,000				(30,000)	(1)			-	
Salem St. Area Utility Replacements				145,000	145,000	145,000		145,000	145,000	-	CIP P#27 Design (has General and Wwater Fund components)
Total Other Appropriations	-	30,000	-	145,000	145,000	115,000	383.3%	145,000	145,000	-	
Other Appropriations - Additional Personnel/Contracted Services											
				18,944	-	-		-	-	-	
Total Sewer Fund Appropriations	2,450,617	2,597,965	1,996,521	2,952,357	2,990,874	392,909	15.1%	2,973,137	2,607,004	(366,133)	

Town of Exeter
 Leases/Vehicles
 2019 Preliminary Budget

General Fund

Leases

01-4194-0117-7301	GG- CO - Leases	110,488	Ladder Truck, Lease ends 2021
		35,452	Street Sweeper, Lease ends 2019
		19,410	Fire Alarm Truck, Lease ends 2019
		27,035	Sno-Go; Lease ends 2019
		15,663	Light Duty Vehicles, Lease ends 2020
		31,261	Dump Truck, Lease ends 2020
		33,519	Financial Software, Lease ends 2019
		24,491	Backhoe , Lease ends 2021
		36,656	Dump Truck, Lease ends 2021
		77,949	E-One Pumper Fire Truck, Lease ends 2024
		40,845	Highway Loader
		3,000	Patrol Motorcycle
	Total GF Leases	455,770	

Vehicle Purchases

01-4194-0117-7420	GG- CO - Vehicles	65,898	2 Police vehicles
			DPW Dump Truck - replace # 9
			Small Transit van for maintenace - replace #24

Total GF Vehicle purchases 65,898

Total GF 521,668

Water Fund

Vehicle Purchases

02-4902-0627-7301	WF- CO - Leases	1,702	Light Duty Vehicles, Lease ends 2020
		14,979	Financial Software, Lease ends 2019
	Total WF Leases	16,681	

02-4900-0627-7420 WF-CO- Capital Outlay - Vehicle

Total WF Vehicle purchases - 6 Wheel Truck #25 w/ Dump body and Plow

Total WF 16,681

Sewer Fund

Leases

03-4902-0637-7301	SF- CO - Leases	1,701	Light Duty Vehicles, Lease ends 2020
		14,979	Financial Software, Lease ends 2019

Total SF Leases 16,680

Vehicle Purchases

03-4902-0637-7420 SF-CO- Capital Outlay - Vehicle

Total SF Vehicle purchases -

Total SF 16,680

General Fund:

<u>Approved Operating</u>	18,646,644	
Fire Engine	88,175	GG CO Lease
DPW Loader	56,340	GG CO Lease
POL Union	<u>44,901</u>	Police line items (per TM analysis)
Total Operating	18,836,060	

Revenue of the Town (excluding property taxes)			
Description	Projected 12/31/19	Projected 12/31/18	Actual Revenue 12/31/17
Interest and Penalties	150,000	150,000	155,037
Current Use Tax	50,000	52,500	64,250
Yield Tax Revenue	500	1,800	4,881
Payment In Lieu of Taxes	43,179	43,179	43,179
Excavation Tax	-	970	-
Jeopardy Tax	1,000	1,450	1,166
Motor Vehicle Permit Fees	2,900,000	2,850,000	2,881,139
Building Permits & Fees	200,000	160,000	577,278
General Town Clerk/CATV Franchise Revs	210,000	210,000	231,153
Meals and Rooms Tax Revenue	774,137	774,137	765,219
State Highway Block Grant	304,179	304,179	296,078
Water Pollution Grant	25,694	21,472	20,701
State Grant Revenue	25,000	85,000	17,626
From the Federal Government (FEMA)		68,000	-
Revenue From Departments	1,000,000	870,000	887,916
Sale of Town Property - Other	500	500	-
Interest Income	500	500	423
Total/Rental/Misc Income	23,000	23,000	24,457
Transfers In/Special Revenue	439,041	610,489	710,154
Budgetary Use of Fund Balance	600,000	600,000	600,000
Other (see note - additional LUCT rec. 11/18)	300,000	-	-
Totals	7,046,730	6,827,176	7,280,657
Notes			
Great Dam proceeds in 2019: Design/Engineering offset, Removal grant remainder			
Blue Bag Increases, Transfer Station permit fee increases, small/large load increases for brush			
Wentworth Trust			
Transfers in does not include any Trustee of Trust Funds transfers (snow/ice, sick leave)			



EXETER PUBLIC WORKS DEPARTMENT

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MEMO

DATE: December 13, 2018
TO: Russell Dean, Town Manager
FROM: Jennifer R. Perry, P.E., Public Works Director
RE: LED Streetlight Conversion

This memo provides an update and answers questions raised at the 11/26 Select Board meeting.

The draft proposal from Affinity has been increased to reflect the increase in material costs for 2019 installations. The LED conversion proposal is \$187,818 (without networked lighting). Please see attached proposal for 2019. Rebate amounts from Unitil may increase (from \$118,319 up to \$132,831) based on this change, but the rebate amount has yet to be confirmed by Unitil.

Affinity and Unitil have provided clarifications on the order of payments, incentives/rebates, and repayments. The Town would pay Affinity for the total installed project cost of \$187,818 (typically 50% for material costs at start of project, then 50% upon completion). Unitil then issues the Town a rebate check for \$118,319 (possibly up to \$132,831 due to the higher project cost). Then Unitil issues the Town another check, a "co-pay" that covers the difference between the total project cost and the incentive (between \$54,988 and \$69,499). Then the Town pays off Unitil for the copay and Net Book Value (\$100,437) on the monthly streetlight bill over the 60 month period at 0% interest. Because the Town does have to pay for the total project cost upfront, it is recommended a warrant article be presented to the voters.

Who owns the lights once they are installed? State regulations govern pole attachments; they require the lights to go to the utility. Affinity will honor the 10 year warranty period.

Who replaces the lights? It is recommended the Town maintain a small stock of replacement lights. They can be replaced by Unitil.

How long do high pressure sodium lamps (HPS) last compared to LED? Typical lifespan values for HPS bulbs are around 24,000 hours; at 4,150 night hours per year here, the average HPS lifespan is 5.8 years. HPS require preventive maintenance and routine service; they should be rebalasted and relamped every 5 to 8 years. LED lights have 120,000 hour, 28.9 year lifespan and may only need irregular cleaning (they are equipped with bird-guards).

Where are Affinity LED streetlights installed in other communities and for how long?

Please see the attached compilation of Affinity projects which includes the date of installation; most streetlight installations were completed in 2017 & 2018. The oldest installation is 5 years ago in the parking lot at the McConnell Center in Dover. Projects that were competitively bid and awarded to Affinity are identified.

Can demonstration LED lights be installed in Exeter? Yes, at cost. The same lights proposed for Exeter are already installed and can be viewed in several neighboring communities, including Dover, Epping, Greenland, Newfields, Newington, Newmarket, Portsmouth, Somersworth and Rochester.

How quickly does the technology change? Should we wait for newer technology to come along? LED technology went through rapid improvements several years back; no major changes are foreseen at this time during the 5 year payback period. There is a cost of waiting of \$31,000/year due to the higher annual operating cost for HPS.

When could this project take place? LED conversion can take place at any time of the year, however, installers will postpone work during storms for worker and traveling public safety.



SIMILAR PROJECTS - CLIENT REFERENCES

TOWN OF ANTRIM, NEW HAMPSHIRE

<u>Client Contact Information:</u> Donna Hanson Town Administrator Email: antrimbiz@tds.net Phone: 603-588-6785 ext 221	<u>Contact Address:</u> Town Hall 66 Main Street Antrim, NH 03440
<u>Project Manager Assigned:</u> John Branagan	
Completed turnkey conversion of the Town's EOL ledger. <ul style="list-style-type: none">- 108 units, 3,000K LED conversion- Contract awarded Jan. 30th, 2018 - Completed Feb. 22nd, 2018	

TOWN OF BEDFORD, NEW HAMPSHIRE - Competitive Award

<u>Client Contact Information:</u> Jeanne Walker Town Engineer/Asst. Director of Public Works 24 North Amherst Road Email: jwalker@bedfordnh.org Phone: (603) 472-3070	<u>Contact Address:</u> Town Offices 24 North Amherst Road Bedford, NH 03110
<u>Project Manager Assigned:</u> John Branagan	
Completed turnkey conversion of the Town's EOL ledger. <ul style="list-style-type: none">- 173 unit, 3,000K LED conversion- Contract awarded Jan. 15th, 2018 - Completed Feb. 14th, 2018	

CITY OF BERLIN, NEW HAMPSHIRE - Competitive Award

<u>Client Contact Information:</u> Jim Wheeler - City Manager jwheeler@berlinnh.gov 603-752-7532	<u>Contact Address:</u> City of Berlin - City Hall 168 Main Street Berlin, NH 03570
<u>Project Manager Assigned:</u> John Branagan	
Completed turnkey conversion of the Town's EOL ledger. <ul style="list-style-type: none">- 880 unit, 3,000K LED conversion- 65 in town City Metered lighting	

TOWN OF BETHLEHEM, NEW HAMPSHIRE

<u>Client Contact Information:</u> April Hibberd admin@bethlehemnh.org	<u>Contact Address:</u> Town of Bethlehem PO Box 189 2155 Main St. Bethlehem, NH 03574
<u>Project Manager Assigned:</u> John Branagan	
Completed turnkey conversion of the Town's EOL ledger. <ul style="list-style-type: none">- 234 unit, 3,000K LED conversion- Completed March 2018	



SIMILAR PROJECTS - CLIENT REFERENCES

CITY OF CLAREMONT, NEW HAMPSHIRE - Competitive Award

<u>Client Contact Information:</u> Victor St. Pierre Assistant Public Works Director vstpierre@claremontnh.com Phone: (603) 504-0353 <u>Main</u> (603) 542-7020	<u>Contact Address:</u> Department of Public Works 8 Grandview Street Claremont, NH 03743
<u>Project Manager Assigned:</u> John Branagan	
Completed turnkey conversion of the Town's EOL ledger. - 173 unit, 3,000K LED conversion - Contract awarded Jan. 15th, 2018 - Completed Feb. 14th, 2018	
Additional LED conversions City Metered LED conversion Barnes, Moody, and Monadnock parks - Municipal building Wastewater Treatment Facility - completed 2016 Claremont Community Center - beginning Q1 2018	

TOWN OF CONWAY, NEW HAMPSHIRE - Competitive Award

<u>Client Contact Information:</u> Paul DegliAngeli, PE Director of Public Works Email: pauld@conwaynh.org Phone: (603) 447 - 3811 x 24	<u>Contact Address:</u> Town of Conway NH 1634 East Main St. Center Conway, NH 03813
<u>Project Manager Assigned:</u> John Branagan	
Completed turnkey conversion of the Town's Eversource EOL ledger. - 163 units, 3,000K LED conversion - Contract awarded Jan. 15th, 2018 - Completed Feb. 14th, 2018	

CITY OF DOVER, NEW HAMPSHIRE - Competitive Award

<u>Client Contact Information:</u> J. Michael Joyal, City Manager Email: m.joyal@dover.nh.gov Direct: (603) 516-6023	<u>Contact Address:</u> 288 Central Avenue Dover, NH 03820
<u>Project Manager Assigned:</u> John Branagan	
Completed turnkey conversion of the City's EOL ledger. - 1,781 units, 3,000K LED conversion - First in NH connected Smart Control Street-lighting System - Contract awarded July 2017 - Substantially Completed January 2018	
Additional LED conversions - City Metered LED conversion In town decorative and parking lot lights LED Conversion - Municipal building - Full Interior and Exterior LED conversions Dover Ice Arena - June 2015 Dover Indoor Pool - September 2015 Dover McConnell Center - February 2016 Dover Mast Rd. DPW Facility - June 2015	



SIMILAR PROJECTS - CLIENT REFERENCES

TOWN OF EPPING, NEW HAMPSHIRE

<u>Client Contact Information:</u> Greg Dodge Email: administrator@townofepping.com Phone: (603) 679-5441	<u>Contact Address:</u> Town of Epping Attn: Town Administrator 157 Main St. Epping, NH 03042
<u>Project Manager Assigned:</u> John Branagan	
Completed turnkey conversion of the Town's Eversource EOL ledger. <ul style="list-style-type: none">- 127 units, 3,000K LED conversion- Completed March. 29, 2018	

TOWN OF FARMINGTON, NEW HAMPSHIRE

<u>Client Contact Information:</u> Arthur Capello Town Administrator Email: farmingtona@metrocast.net Phone: (603) 755-2208	<u>Contact Address:</u> 356 Main Street Farmington, NH 03835
<u>Project Manager Assigned:</u> John Branagan	
Completed turnkey conversion of the Town's EOL ledger. <ul style="list-style-type: none">- 190 units, 3,000K LED conversion- Contract awarded December 2017 - Completed January 2018	

TOWN OF FRANCONIA, NEW HAMPSHIRE - Competitive Award

<u>Client Contact Information:</u> Holly Burbank Town Administrator Email: townadmin@franconianh.org Phone: (603) 823-7752	<u>Contact Address:</u> Town of Franconia NH 421 Main Street Franconia, NH 03580
<u>Project Manager Assigned:</u> John Branagan	
Completed turnkey conversion of the Town's EOL ledger. <ul style="list-style-type: none">- 143 units, 3,000K LED conversion- Contract awarded October 2017 - Completed January 2018	

TOWN OF GILFORD, NEW HAMPSHIRE

<u>Client Contact Information:</u> Scott J. Dunn, Town Administrator Email: sdunn@gilfordnh.org Phone: (603) 527-4706	<u>Contact Address:</u> Town of Gilford 47 Cherry Valley Road Gilford, NH 03249
<u>Project Manager Assigned:</u> John Branagan	
Completed turnkey conversion of the Town's EOL Ledger <ul style="list-style-type: none">- 174 units, 3,000K LED conversion- Completed May 2018	



SIMILAR PROJECTS - CLIENT REFERENCES

TOWN OF GORHAM, NEW HAMPSHIRE

<u>Client Contact Information:</u> Denise Vallee Director of Finance & Administration Email: dvallee@gorhamnh.org Phone: (603) 466-3322	<u>Contact Address:</u> Town of Gorham NH 20 Park Street Gorham, NH 03581
<u>Project Manager Assigned:</u> John Branagan	
Completed turnkey conversion of the Town's Midnight Rate ledger - Phase 1 - 60 units, 3,000K LED conversion - Contract awarded December 2017 - Completed January 2018 - Phase 2 - May 28, 2018	

TOWN OF GREENLAND, NEW HAMPSHIRE

<u>Client Contact Information:</u> Karen Anderson Town Administrator Email: KAnderson@greenland-nh.com Phone: (603) 431-7111	<u>Contact Address:</u> Town of Greenland NH 11 Town Square Greenland, NH 03840
<u>Project Manager Assigned:</u> John Branagan	
Completed turnkey conversion of the Town's EOL ledger. - 121 units, 3,000K LED conversion - Contract awarded September 2017 - Completed January 2018	

TOWN OF HAMPSTEAD, NEW HAMPSHIRE - Competitive Award

<u>Client Contact Information:</u> Sally Theriault Town Administrator Email: sally.theriault@comcast.net Phone: (603) 329-4100 ext. 100	<u>Contact Address:</u> Town of Hampstead NH 11 Main Street Hampstead, NH 03841
<u>Project Manager Assigned:</u> John Branagan	
Completed turnkey conversion of the Town's EOL ledger. - 148 units, 3,000K LED conversion - Contract awarded August 2017 - Completed September 2017	

TOWN OF HENNIKER, NEW HAMPSHIRE - Competitive Award

<u>Client Contact Information:</u> Christine Trovato - Town Manager	<u>Contact Address:</u> Town of Henniker, NH 18 Depot Hill Rd. Henniker, NH 03242
<u>Project Manager Assigned:</u> John Branagan	
Completed turnkey conversion of the Town's EOL ledger. - 79 units, 3,000K LED conversion	



SIMILAR PROJECTS – CLIENT REFERENCES

TOWN OF JAFFREY, NEW HAMPSHIRE – Competitive Award

<u>Client Contact Information:</u> Jon Frederick, Town Manager Randall W. Heglin, Director Dep. of Public Works rheglin@townofjaffrey.com 603-532-6521	<u>Contact Address:</u> Town of Jaffrey, NH 23 Knight Street Jaffrey, NH 03452
<u>Project Manager Assigned:</u> John Branagan	
Completed turnkey conversion of the Town's EOL ledger. - 145 units, 3,000K LED conversion	

CITY OF KEENE, NEW HAMPSHIRE – Competitive Award

<u>Client Contact Information:</u> Duncan Watson Assistant Public Works Director Email: dwatson@ci.keene.nh.us Phone: (603) 352-6550	<u>Contact Address:</u> City of Keene NH 350 Marlboro Street Keene, NH 03431
<u>Project Manager Assigned:</u> John Branagan	
Completed turnkey conversion of the City's EOL ledger. - 1140 units, 3,000K LED conversion - Contract awarded July 2017 - Substantially Completed January 2018	

TOWN OF LISBON, NEW HAMPSHIRE

<u>Client Contact Information:</u> Sharon Penney Lisbon Town Administrator Email: townadmin@lisbonnh.org Phone: 603-838-6376	<u>Contact Address:</u> Town of Lisbon 46 School St. Lisbon, NH 03585
<u>Project Manager Assigned:</u> John Branagan	
Completed turnkey conversion of the Town's EOL ledger. - 139 unit, 3,000K LED conversion	

TOWN OF MERRIMACK, NEW HAMPSHIRE – Competitive Award

<u>Client Contact Information:</u> Kyle Fox Public Works Director Email: kfox@merrimacknh.gov Phone: (603) 427-5137	<u>Contact Address:</u> Town of Merrimack NH 6 Baboosic Lake Road Merrimack, NH 03054
<u>Project Manager Assigned:</u> John Branagan	



SIMILAR PROJECTS - CLIENT REFERENCES

Completed turnkey conversion of the City's EOL ledger. <ul style="list-style-type: none">- 661 units, 3,000K LED conversion- Contract awarded August 2016 Substantially Completed March 2017
Additional LED conversions <ul style="list-style-type: none">- Transfer Station facility - completed Feb. 2017- Police Department exterior lighting - completed December 2016

TOWN OF MILFORD, NEW HAMPSHIRE - Competitive Award

<u>Client Contact Information:</u> Mark Bender Town Administrator Email: mbender@milford.nh.gov Phone: (603) 240-0601	<u>Contact Address:</u> Town of Milford NH 1 Union Square Milford, NH 30355
<u>Project Manager Assigned:</u> John Branagan	
Completed turnkey conversion of the City's EOL ledger. <ul style="list-style-type: none">- 424 units, combination of 4,000K & 3,000K LED conversion- Contract awarded May 2017 - Completed December 2017	
Additional LED conversions <ul style="list-style-type: none">- City Metered Decorative LED conversion- Police Department Parking Lot LED conversion	

TOWN OF NEW CASTLE, NEW HAMPSHIRE

<u>Client Contact Information:</u> William Stewart Select Board Chair Email: bill.stewart@newcastlenh.org New Castle, NH 03854	<u>Contact Address:</u> Town of New Castle NH 49 Main Street New Castle, NH 03854
<u>Project Manager Assigned:</u> John Branagan	
Engaged in turnkey conversion of the Town's EOL ledger. <ul style="list-style-type: none">- 56 units, 3,000K LED conversion- Comprehensive GIS	

TOWN OF NEWFIELDS, NEW HAMPSHIRE

<u>Client Contact Information:</u> Donna Newman Email: donnaneuman@newfieldsnh.gov Phone: (603) 755-2208	<u>Contact Address:</u> Town of Newfields NH 65 Main Street Newfields, NH 03856
<u>Project Manager Assigned:</u> John Branagan	
Completed turnkey conversion of the Town's EOL ledger. <ul style="list-style-type: none">- 72 units, 3,000K LED conversion- Contract awarded September 2017 - Completed October 2017	



SIMILAR PROJECTS - CLIENT REFERENCES

TOWN OF NEWINGTON, NEW HAMPSHIRE

<u>Client Contact Information:</u> Kevin Kelley Email: kkelley@townofnewingtonnh.com Phone: (603) 426-7640	<u>Contact Address:</u> Town of Newington NH 205 Nimble Hill Rd Newington, NH 03801
<u>Project Manager Assigned:</u> John Branagan	
Completed turnkey conversion of the Town's EOL ledger. - 134 units, 3,000K LED conversion - Contract awarded November 2017 - Completed January 2018	

TOWN OF NEWMARKET, NEW HAMPSHIRE

<u>Client Contact Information:</u> Steve Fournier Town Administrator Email: sfournier@newmarketnh.gov Phone: (603) 659-3617	<u>Contact Address:</u> Town of Newmarket NH 186 Main Street Newmarket, NH 03857
<u>Project Manager Assigned:</u> John Branagan	
Completed turnkey conversion of the Town's EOL ledger. - 243 units, 3,000K LED conversion - Contract awarded October 2017 - Completed December 2017	
Additional LED conversions - City Metered Decorative LED conversion	

TOWN OF PITTSFIELD, NEW HAMPSHIRE - Competitive Award

<u>Client Contact Information:</u> Cara Marston Town Administrator Email: cmarston@pittsfieldnh.gov Phone: (603) 435-6773	<u>Contact Address:</u> Town Hall 85 Main Street Pittsfield, NH 03263
<u>Project Manager Assigned:</u> John Branagan	
Completed turnkey conversion of the City's EOL ledger. - 141 units, 3,000K LED conversion - Contract awarded September 2017 - Completed October 2017	

CITY OF PORTSMOUTH, NEW HAMPSHIRE - Competitive Award

<u>Client Contact Information:</u> Peter Rice Public Works Director Email: phrice@cityofportsmouth.com Phone: (603) 427-1530	<u>Contact Address:</u> Department of Public Works 680 Peverly Hill Rd Portsmouth, NH 03801
<u>Project Manager Assigned:</u> John Branagan	



SIMILAR PROJECTS - CLIENT REFERENCES

<p>Completed turnkey conversion of the City's EOL ledger.</p> <ul style="list-style-type: none"> - 1,682 units, 3,000K LED conversion - Contract awarded November 2016 - Substantially Completed December 2017
<p>Additional LED conversions</p> <ul style="list-style-type: none"> - City Metered LED conversions <ul style="list-style-type: none"> Pease Tradeport - 'specialty' roadway lighting City Hall - parking lot lighting High Hanover - LED test for parking garage

CITY OF ROCHESTER, NEW HAMPSHIRE

<p><u>Client Contact Information:</u> Michael Riley Municipal Services Supervisor-Facilities Email: michael.riley@rochesternh.net Phone: (603) 332-4096</p>	<p><u>Contact Address:</u> Rochester NH DPW 45 Old Dover Road Rochester, NH 03867</p>
<p><u>Project Manager Assigned:</u> John Branagan</p>	
<p>Completed turnkey conversion of the City's EOL ledger.</p> <ul style="list-style-type: none"> - 1,430 units, 3,000K LED conversion - Contract awarded April 2017 - Substantially Completed November 2017 	
<p>Additional LED conversions</p> <ul style="list-style-type: none"> - City Decorative Roadway Lighting - Rochester Community Center - Airport Drive Development - Waste Water Treatment Facility 	

CITY OF SOMERSWORTH, NEW HAMPSHIRE

<p><u>Client Contact Information:</u> Michael Bobinsky Director of Public Works and Utilities Email: mbobinsky@somersworth.com Phone: (603) 692-4266</p>	<p><u>Contact Address:</u> 1 Government Way Somersworth, NH 03878</p>
<p><u>Project Manager Assigned:</u> John Branagan</p>	
<p>Completed turnkey conversion of the City's EOL ledger.</p> <ul style="list-style-type: none"> - 765 units, 3,000K LED conversion - Contract awarded April 2017 - Completed January 2018 	

TOWN OF SWANZEY, NEW HAMPSHIRE - Competitive Award

<p><u>Client Contact Information:</u> Michael T. Branley, MPA Town Administrator Email: mbranley@town.swanzey.nh.us Phone: (603) 352-7411 ext. 107</p>	<p><u>Contact Address:</u> Town of Swanzey NH 620 Old Homestead Highway Swanzey, NH 03446</p>
<p><u>Project Manager Assigned:</u> John Branagan</p>	
<p>Completed turnkey conversion of the City's EOL ledger.</p> <ul style="list-style-type: none"> - 110 units, 3,000K LED conversion - Contract awarded December 2017 - Completed February 2018 	



SIMILAR PROJECTS - CLIENT REFERENCES

TOWN OF WHITEFIELD, NEW HAMPSHIRE

<u>Client Contact Information:</u> Shawn C. White Public Works Director Email: whitefielddpw@ne.rr.com Phone: (603) 837-2202	<u>Contact Address:</u> Town of Whitefield NH 56 Littleton Road Whitefield, NH 03598
<u>Project Manager Assigned:</u> John Branagan	
LED Equipment Supplier - 143 units, 3,000K LED conversion	

New Hampshire Department Of Transportation - Competitive Award

<u>Client Contact Information:</u> David Rodrigue Director of Operations Email: Dave.Rodrigue@dot.nh.gov Phone: (603) 485-3806	<u>Contact Address:</u> 7 Hazen Drive Concord, NH 03302
<u>Project Manager Assigned:</u> John Branagan	
Complete turnkey conversion of the State's lights Highway and Turnpikes Division Commences - 2019	

City Of Augusta, Maine - Competitive Award

<u>Client Contact Information:</u> Raphael E St Pierre - Assistant City Manager ralph.stpierre@augustamaine.gov 207-626-2300	<u>Contact Address:</u> 16 Cony St. Augusta, ME 04330
<u>Project Manager Assigned:</u> John Branagan	
Complete turnkey conversion of the City's 1,948 ledger lights and 293 Metered deco lights.	

Town Of Eliot, Maine - Competitive Award

<u>Client Contact Information:</u> Dana Lee - Town Manager townmanager@eliotme.org 207-439-1813	<u>Contact Address:</u> 1333 State Road Eliot, ME 03903
<u>Project Manager Assigned:</u> John Branagan	
Complete turnkey conversion of the town's 100 streetlights.	

Town Of Kittery, Maine - Competitive Award

<u>Client Contact Information:</u> Kendra Amaral - Town Manager KAmaral@kitteryme.org Chief David O'Brien - DO'Brien@kitteryme.org 207-439-1813	<u>Contact Address:</u> 200 rogers Road Kittery, ME 03903
<u>Project Manager Assigned:</u> John Branagan	
Complete turnkey conversion of the town's 641 streetlights.	

EXETER, NH LED Streetlight Conversion Proposal (2019 Tariff Updated)

Updated: October 10, 20

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
	695

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
		300,294		\$149,982

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	
						Cost per Fixture	TOTAL COST	Cost per Fixture	TOTAL COST
AFFINITY S800-25W-30K-T2-10-GR-M	25	104	58,826	\$13.77	\$93,691	\$98.75	\$55,991	\$133.15	\$75,49
AFFINITY S800-25W-30K-T2-10-GR-M	25	104	1,764	\$13.77	\$2,809	\$98.75	\$1,679	\$133.15	\$2,26
AFFINITY FL2-80W-30K	80	332	996	\$15.96	\$575	\$98.75	\$296	\$133.15	\$399
AFFINITY S801-80W-30K-T2-10-GR-M	80	332	14,940	\$15.96	\$8,618	\$98.75	\$4,444	\$133.15	\$5,99
AFFINITY S800-65W-30K-T2-10-GR-M	65	270	270	\$15.27	\$183	\$98.75	\$99	\$133.15	\$133
AFFINITY S800-65W-30K-T2-10-GR-M	65	270	270	\$15.27	\$183	\$98.75	\$99	\$133.15	\$133
AFFINITY FL2-80W-30K	80	332	332	\$15.96	\$192	\$98.75	\$99	\$133.15	\$133
AFFINITY FL2-100W-30K	100	415	3,735	\$16.77	\$1,811	\$98.75	\$889	\$133.15	\$1,19
AFFINITY S801-100W-30K-T2-10-GR-M	100	415	12,450	\$16.77	\$6,037	\$98.75	\$2,962	\$133.15	\$3,99
AFFINITY FL2-100W-30K	100	415	830	\$16.77	\$402	\$98.75	\$197	\$133.15	\$266
AFFINITY S801-100W-30K-T2-10-GR-M	100	415	830	\$16.77	\$402	\$98.75	\$197	\$133.15	\$266
AFFINITY FL2-100W-30K	100	415	1,245	\$16.77	\$604	\$98.75	\$296	\$133.15	\$399
AFFINITY FL2-300W-30K	300	1,245	1,245	\$24.76	\$297	\$98.75	\$99	\$133.15	\$133
AFFINITY S802-180W-30K-T2-10-GR-M	180	747	2,241	\$19.82	\$714	\$98.75	\$296	\$133.15	\$399
AFFINITY S802-180W-30K-T2-10-GR-M	180	747	7,470	\$19.82	\$2,378	\$98.75	\$987	\$133.15	\$1,33
			107,444		\$118,897	avg \$98.75	\$68,631	avg \$133.15	\$92,53

ANNUAL ENERGY SAVINGS (kwh)	
	(192,851)
	-64.2%
LONG TERM ENERGY SAVINGS	
5 Years	(964,253)
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)

WITHOUT NETWORKED LIGHTING CONTROLS		
PER FIXTURE		
+ ALL-IN COST (SERVICES + EQUIP)	\$270.24	\$187,818
+ NET BOOK VALUE OWED		\$100,437
+ INCENTIVE EST*		(\$132,831)
= NET CAPITAL COST		\$155,424

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

ANNUAL OPEX SAVINGS (\$31,085)		
SIMPLE PAYOFF		
	Years	5.00
	Months	60.0
SHORT TERM CUMULATIVE ROI		
Year 1	(\$124,339)	-66.2%
Year 2	(\$93,254)	-49.7%
Year 3	(\$62,170)	-33.1%
Year 4	(\$31,085)	-16.6%
Year 5	\$0	0.0%
LONG TERM CUMULATIVE ROI		
Year 10	\$155,424	82.8%
Year 20	\$466,272	248.3%
10 YEAR CAPEX CUMULATIVE IMPACT		
Year 1	\$15,542	Profit
Year 2	\$31,085	Profit
Year 3	\$46,627	Profit
Year 4	\$62,170	Profit
Year 5	\$77,712	Profit

DRAFT PROPOSAL FOR DISCUSSION

FY18 Encumbrance Listing

Town of Exeter
 Encumbrance Request
 For the Year Ended 12/31/18

Please e-mail this report no later than Wednesday, December 14th to the Town Manager and Finance.
 This report must be accompanied by a signed contract dated on or before 12/31/18.

MUNIS Account Number

Org Code	Object Code		Dept	Please designate if General, Water or Sewer fund	Munis PO # (if available)	Vendor Name	Reason for Encumbrance Request	Amount	Additional Comments
1431118	55270	STW Software Agreement	Stormwater	General		Underwood Engine	Work to be completed in 2019	20,000.00	NHDES CWSRF Asset Management
3432031	55055	SA Consulting Services	Administration	Sewer		Underwood Engine	Work to be completed in 2019	30,000.00	NHDES CWSRF Asset Management

Total Encumbrance Request \$ 50,000.00

2017 Audit Management Letter

Town of Exeter, New Hampshire

Management Letter

For the Year Ended December 31, 2017

To the Board of Selectmen
Town of Exeter, New Hampshire

In planning and performing our audit of the basic financial statements of the Town of Exeter, New Hampshire as of and for the year ended December 31, 2017, in accordance with auditing standards generally accepted in the United States of America, we considered the Town's internal control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control. Accordingly, we do not express an opinion on the effectiveness of the Town's internal control over financial reporting.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency or a combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of internal control was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

During our audit, we became aware of other matters that we believe represent opportunities for strengthening internal controls and operating efficiency. The recommendations that accompany this letter summarize our comments and suggestions concerning those matters.

The Town's written responses to our comments and suggestions have not been subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

The purpose of this communication, which is an integral part of our audit, is to describe for management and those charged with governance, including those overseeing the financial reporting process, the scope of our testing of internal control and the results of that testing. Accordingly, this communication is not intended to be and should not be used for any other purpose.

Melanson Heath

October 25, 2018

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STATUS OF PRIOR YEAR RECOMMENDATIONS:

1. Enhance Formal Departmental Receipt Procedures

Prior Year Issue:

In the prior year, we recommended the Town formally document uniform policies and procedures for departments to follow to properly account for and remit miscellaneous receipts to the Treasurer.

Current Year Status:

The Town has not established uniform policies and procedures surrounding departmental receipts.

Further Action Needed:

We continue to recommend the Town establish more formal and complete policies and procedures over departmental receipts and perform internal audits, in order to reduce the risk of errors or irregularities occurring and going undetected.

Town's Response:

The Finance Department will present to the Select Board a policy and procedure on departmental receipts and cash handling to reflect the new Munis system requirements in 2019.

2. Fund Deficit Accounts and Investigate Inactive Accounts

Prior Year Issue:

In the prior year, we recommended the Town establish a plan to fund deficit balances in various special revenue, capital project, and capital reserve accounts. In addition, we recommended the Town investigate inactive special revenue and capital project accounts and take appropriate action to resolve and/or close out these accounts.

Current Year Status:

A plan to fund deficit balances has not been established.

Further Action Needed:

We continue to recommend the Town establish a plan to fund all deficit fund balances, continue to investigate inactive special revenue and capital project accounts, and take appropriate action to resolve and/or close out these inactive accounts.

Town's Response:

The water and sewer fund reserves will be applied to eliminate deficits in those projects (water treatment design, Belmont pump station) that are being held in

the general fund. The Stewart Park seawall project is under review to potentially utilize authorized but unissued bond proceeds or fund balance to cover that project deficit. The Town will prepare an article for town meeting to expunge the deficit in the Great Bridge project account with the understanding it will not impact the tax rate or the current unassigned fund balance as of 12/31/17.

3. Confirm Town Compliance with New Impact Fee Legislation

Prior Year Issue:

In the prior year, we recommended that the Town review its Impact Fee ordinance to ensure that it is in compliance with current law and improve record keeping of water and sewer impact fees.

Current Year Status:

During 2016 and 2017, the Town researched the history of water and sewer impact fees. As part of this process, the Town was able to identify the fees collected and related disbursements. Since inception, the Town has used water and sewer impact fee revenues for debt service payments related to capital improvements. While this appears to be an allowable expense under state statute, there is no formal authorization by the Town to utilize impact fee revenues for debt service payments.

In addition, while the Town segregates water and sewer impact fee revenue into separate general ledger funds, fees collected are currently deposited into the Town's operating bank account which is maintained in the general fund. Impact fee revenues should be maintained in a separate bank account so that fees are not inadvertently used for unrestricted purposes.

Further Action Needed:

We recommend the Town formally authorize the use of impact fee revenues prior to disbursement to ensure fees are expended only for their assessed purpose, maintain separate bank accounts, and annually review the impact fee ordinance and monitor Town procedures to ensure compliance with all applicable state statutes.

Town's Response:

The Town will research the difference between water/sewer assessment fees and impact fees as collected by the Planning department. Separate cash accounts will be set up for true impact fees. The Town will adopt a formal policy on release of impact fees to include application to debt service and capital projects for projects reflecting growth impacts on the water/sewer system.

4. Monitor Water and Sewer Revenues

Prior Year Issue:

In the prior year, we recommended that the Town perform an analysis on water and sewer usage to more fully comprehend the reasons behind significant fluctuations in revenues having occurred over the past few years, along with understanding the consumption/usage charges of the water and sewer funds falling short of the budget.

Current Year Status:

During our current year review, the Town completed a water/sewer rate study in 2016 and, as a result, new rates became effective in January 2017.

Further Action Needed:

The Town should annually monitor water and sewer revenues as it did in 2017.

Town's Response:

The Town will continue to monitor water and sewer revenues, and adjust rates in the manner outlined in the MFSG water/sewer rate study of 2016, to ensure adequate revenues exist to support water and sewer operations and anticipated growth in sewer debt service due to the construction of the new wastewater treatment facility on Newfields Road.

5. Prepare for Single Audit Changes

Prior Year Issue:

In the prior year, we recommended that the Town prepare for the Single Audit changes by training staff and establishing the documented policies and procedures to ensure compliance under Uniform Guidance.

Current Year Status:

The Town has developed a draft grant management policy and procedure manual. However, it has not been formally adopted yet.

Further Action Needed:

We continue to recommend that the Town ensure that enhanced policies and procedures are implemented and that all departments are aware of the Uniform Guidance requirements. Implementation of this recommendation will help ensure compliance with federal grant requirements.

Town's Response:

The Town created a draft policy in FY17 that was provided to the Town's auditors. This policy is expected to be presented and approved by the Select Board before the end of 2018.

6. Prepare for OMB's Uniform Guidance Requirements Over Procurement

Prior Year Issue:

In the prior year, we recommended that the Town prepare for the new procurement rules over purchases made with federal grant funds to ensure compliance under Uniform Guidance.

Current Year Status:

During 2017, the Town began the process of updating their purchasing policy.

Further Action Needed:

We continue to recommend that the Town review the new requirements and modify their own procurement policy to ensure compliance with Uniform Guidance.

Town's Response:

The Town will seek to integrate the OMB Uniform Guidance Requirements into the Town's purchasing policy where applicable.

7. Prepare to Implement GASB 75 for OPEB

Prior Year Issue:

In the prior year, we recommended the Town begin planning for the implementation of the Governmental Accounting Standards Board (GASB) Statement 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*, which will be required for 2018. This included gaining an understanding of the new requirements, educating applicable financial statement users, and ensuring that actuarial valuations are performed in a timely manner and in compliance with the new requirements. We also recommended that the Town maintain an adequate system of documentation to support employee census data information provided to the actuary, as it will be subject to annual audit testing.

Current Year Status:

In 2017, the Town obtained an actuarial valuation under the requirements of GASB 75 in order to implement in 2018. The Town continues to gain an understanding of the new requirements and educate applicable financial statement users.

Further Action Needed:

No further action is required.

**TOWN OF EXETER
MEMORANDUM**

TO: Select Board
FROM: Town Manager
RE: Management Letter 2017 – Deficit Funds
DATE: December 17th, 2018

In the 2017 audit, Melanson & Heath, the Town’s auditors, continued to recommend the Town address deficits in the capital project funds and non-major governmental funds. These items are identified on page 31 of the 2017 town audit.

As a result of a meeting with the auditors on December 5, 2018, it is recommended the Select Board take the following actions:

- 1) Vote to transfer \$24,438 from sewer reserves to the general fund to eliminate the deficit for the “Belmont Front Street” sewer fund project;
and
- 2) 2) Vote to transfer \$63,566 from water reserves to the general fund to eliminate the deficit for the “Water treatment design” water fund project.
(Note: this was on the old surface water project, not the groundwater treatment plant approved in 2012).

The net effect of these actions would increase the general fund’s unassigned fund balance by \$88,004, since these funds have been designated as nonspendable and are separate from the unassigned fund balance. Please refer to page 43 of the town audit under nonspendable general fund.

Further, it is recommended that a warrant article for \$173,774 be used to fund the deficit related to the Great Bridge project, which was approved in the late 90’s and constructed in the 1999-2001 time frame. It is unclear which fund is owed this money. Although water/sewer was part of the project, it is also unclear whether or not the water/sewer funds owe the general fund this money. Therefore, it is recommended that a warrant article be used to fund this deficit from the general fund balance. Since the funds are being held in reserve, this action will not impact the town’s unassigned fund balance.

These actions leave two capital project deficits: the Stewart Park Seawall and the Industrial Drive Culvert. The auditors are reviewing the Seawall project as there remains \$156,000 in borrowing authority to use to offset that deficit. In addition, the auditors have recommended a reclassification of the Industrial Drive culvert expense of \$ 2,109 to the Public Works general fund budget to close out that item.

Taking these actions will continue to strengthen the town’s financials in advance of a potential review by the rating agencies.

Grants Management Policy

Town of Exeter

Grant Management Policy

PURPOSE

The Town of Exeter ("Town") has financial policies that require the Town to recognize that grant funding provides significant resources to enhance the Town's ability to provide services and activities not otherwise available. The Town is committed to seek grant funding for activities that further Town functions and/or provide for activities not otherwise budgeted due to funding constraints that will best serve the citizens of Exeter, New Hampshire.

The purpose of this policy is to provide procedures relating to the requirements for application and contracts for grants, and to ensure that Town departments are accountable for proper grant-management practices incorporating the Office of Management and Budget's *Uniform Administrative Requirements; Cost Principles, and Audit Requirements for Federal Awards* as outlined in the Code of Federal Regulations Title 2_ Subpart A. Chapter II, Part 200.

APPLICABILITY

Acquisition date, and cost of the property, a description of the property, a serial number or other identification number

II. DEFINITIONS

"**Indirect Costs**" are costs associated with the administrative and general functions of Town government that support direct services of a grant or fund. Indirect costs include such things as cost of facilities, utilities, insurance, payroll, information technology, infrastructure, and other miscellaneous costs.

"**Federal Grants**" are revenues received from the Federal government (directly or indirectly).

"**State Grants**" are revenues received from the local state government (directly or indirectly).

"**Town Official**" as used in this policy means appointed department employee.

III. APPLICATION AND AWARD PROCESS:

A. Grant Application Process

Completion of a grant application is the responsibility of the Town Official/Department Manager designated by the Town Manager. Applications shall include indirect costs when allowed. Grant specifications are reviewed by the department manager and the Town Manager. Once approved, the grant application/potential amount and purpose are presented to Select Board at a regular public meeting. Once the Select Board approves, the Town Official or Department Manager that is acting as a grant administrator completes and sends all grant paperwork to the grantor and will send a copy to Finance.

B. Grant Award Process

When the Town is notified that a grant has been awarded, the Finance Department reviews the grant and sets up the appropriate revenue and expense accounts in the Munis financial accounting system.

IV. Financial Accounting Software

The Town's financial management system, Munis, is equipped to receive both direct and state-administered grants and to expend funds associated with a grant award. Fiscal controls and procedures have been implemented to ensure that all financial management system requirements are met. A failure to meet these requirements may result in a return of funds or termination of the award. 2 C.F.R. § 200.302, § 200.303

A. Financial Management Standards

The standards for financial management systems are found at 2 C.F.R. § 200.302, § 200.303. The required standards include:

Identification

The Town must identify, in its accounts, all Federal award funds received and expended. The Federal programs under which these funds received will be identified. Federal program and award identification must include, as applicable, the CFDA title and number, Federal award identification number and year, name of the Federal agency, and, if applicable, name of the pass-through entity.

Financial Reporting/Disclosure

Accurate, current, and complete disclosure of the financial results of each Federal award or programs must be made in accordance with the financial reporting requirements set forth by OMB through the annual single audit and as required by the Federal awarding agency.

Accounting Records

Finance maintains records that identify the source and application of funds provided for Federally assisted activities. These records contain information pertaining to grant or sub-grant awards, authorizations, obligations, unobligated balances, assets, expenditures, income and interest and are supported by source documentation.

Internal Controls Effective control and accountability must be maintained for all funds, real and personal property, and other assets.

"Internal controls" are tools to help program and financial managers achieve results and safeguard the integrity of their program. Internal controls should be designed to provide reasonable assurance that the following objectives are achieved:

- Effectiveness and efficiency of operations;
- Adequate safeguarding of property obtained with Federal awards;
- Assurance that property purchased with Federal awards is utilized in accordance with the grant program and that Federal funds received are managed as outlined by the awarding agency
- Compliance with applicable laws and regulations

Budget Control

Actual expenditures or outlays must be compared with budgeted amounts for each Federal award.

V. PROGRAM MANAGEMENT

A. Grant Establishment: After the Select Board approves the grant award, the Finance Department will set-up the award in the Town's Munis financial accounting software system. Set-up will include revenue and expense budgets for each revenue and expense line items for specific grant activities (Federal and state) and local

match activities. The Finance Department will create general ledger accounting numbers and categories that ensure identification of grants by year and purpose.

B. Grant Revenue

Reimbursement-based multi-year grants are budgeted for the year in which the grant activity will be performed. All grant revenues will be deposited to revenue accounts specific to the grant, grant year and grant purpose. The Town Official/Department Manager requests grant draw-downs according to the specific grant contracts or agreements, after completion of grant activities, whichever is sooner. The draw-down request is mailed to the appropriate reporting agency and a copy of the request is sent to the Finance department.

C. Federal Cash Management - Payments § 200.305

The Town will comply with applicable methods and procedures for payment that minimize the time elapsing between the transfer of funds and disbursement by the Federal Agency or pass through entity, in accordance with the Cash Management Improvement Act at 31 CFR Part 205. Generally, the Town receives Federal funds on a reimbursement basis. However, if the Town receives an advance in Federal grant funds, these funds must be deposited in a non-interest bearing accounts unless otherwise directed by the grantor.

C. Federal Cash Management - Allowable Costs:

Although each grant may have specific allowable and unallowable costs, the Town adheres to the Federal cost principles outlined in 2 CFR Part 200, the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal awards when developing and administering the budget. Federal cost principles require costs to be allowable, reasonable and allocable.

To meet the definition of "allowable," a cost must be:

1. Be necessary and reasonable to carry out the grant;
2. Be consistent with the policies and procedures that apply uniformly to Federal and Non-Federally financed expenses;
3. Not be included as part of a match of Federal funds; and
4. Be adequately documented.

To meet the definition of "reasonable," the cost of goods or services does not exceed the amount a prudent person would spend on an item at the time the decision was made to incur the cost.

Reasonable is further defined as:

1. Use of sound business practices, adherence to Federal, state and local laws and regulations; and the terms and conditions of the Federal award.
2. Use of market prices for comparing the costs of goods and services.

To meet the definition of "allocable," the cost of the goods or services involved are chargeable or assignable to the Federal award or cost objective in accordance with relative benefits received.

Allocable is further defined as:

1. Costs incurred specifically for the Federal award.
2. Costs can be distributed in proportions that may be approximated using reasonable methods.
3. Costs necessary to the overall operation of the non-Federal entity.

Note: These definitions are copied from the Code of Federal Regulations (CFR).

E. Accounts Payable Process

Accounts payable invoices that use Federal or state grant money to purchase goods or services are processed in accordance with the Town's established accounts payable process and recorded in corresponding general ledger. Accounts payable vouchers or purchase orders and invoices are typically received, keyed by the Accounting Clerk or Department Office Manager. The batch, summary detail and vouchers will be sent to the Finance Department for final review and processing. Checks are typically processed each Friday. The Finance Director reviews the warrant, checks and documentation. Next general ledger entries are automatically generated and posted by the Accounting Clerk. The Finance Director, Treasurer, Town Manager and Select Board sign off on the warrant before checks are mailed out.

F. Federal Cash Management – Travel

Travel costs are the expenses for transportation, lodging, subsistence and related items incurred by employees who are in travel status on official business of a grant recipient. If these costs are charged directly to the Federal award, documentation must be maintained that justifies that (1) participation of the individual is necessary to the Federal award; and (2) the costs are reasonable and consistent with Federal guidelines regarding travel 2 C.F.R. §200.474 (b)

G. Compliance

Town Officials, Department Managers/Supervisors are responsible for compliance with all aspects of grant requirements and ensuring that reimbursement requests are submitted accurately and timely to the appropriate governing agency. Town Officials/Department Managers/Supervisors shall submit required Federal financial reports on a timely basis according to specific grant contracts or agreements and any other progress reports as needed.

H. Obligation of Grant Funds: All grant funds must be obligated by the termination date of the project, including any extensions approved by the Grantor. Project funds legally obligated by the termination date must be expended within the period specified in the grant contract or agreement.

I. Responsibility for Maintenance of File and Public Disclosure

The original grant contract and any approved amendments need to be retained by Town Officials; Department Managers/Supervisors who are responsible for the grant, with copies provided to the Finance. The official grant file including a copy of the signed contract and all documents associated with the grant, including but not limited to the contract and amendments, applications, activity reports, requests for reimbursement, fiscal reports, and other correspondence will be maintained by the initiating department.

J. Year-end Grant Report Filing

According to OMB Circular A-133, a single or program specific audit is required in any year that the Town expends \$750,000 or more a year in Federal awards. Town officials will contract an independent auditing firm audit services for the review and final preparation of the Town of Exeter's annual single audit. In addition, Town officials are responsible for timely submission of the single audit report to the Federal Audit Clearing House (within nine months after the close of each fiscal year) Public disclosure requests regarding grants will be referred to the initiating department for coordination of public records gathering and release.

V. Property Management

A. Property Classifications

Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the Town for financial statement purposes, or \$5,000. 2 C.F.R. §200.33.

Supplies means all tangible personal property other than those described in §200.33 Equipment. A computing device is a supply, if the acquisition cost is less than the lesser of the capitalization level established by the Town for financial statement purposes or \$5,000, regardless of the length of its useful life. 2 C.F.R. §200.94.

Computing devices means machines used to acquire, store, analyze, process, and publish data and other information electronically, including accessories (or "peripherals") for printing, transmitting and receiving, or storing electronic information. 2 C.F.R. §200.20.

Capital assets are defined as assets with an initial individual cost of more than \$10,000 and an estimated useful life in excess of 2 years. Assets are recorded at cost if purchased or constructed. Major outlays for capital assets and improvements are capitalized as projects are constructed.

Property, plant and equipment are depreciated using the straight-line method.

Assets that are acquired from Federal and state grants are initially categorized as construction in progress and later moved to the appropriate asset category when the project is completed.

B. Property Standards – Equipment

Equipment must be used in the program or project for which it was acquired as long as needed, whether or not the project or program continues to be supported by the Federal award, and will not encumber the property without prior approval of the Federal awarding agency and the pass-through entity. 2 C.F.R. §200.313

- The equipment may be made available for use on other projects or programs currently or previously supported by the Federal government, as long as the use will not interfere with the work on the projects or program for which it was originally acquired.
- First preference for other use must be given to other programs or projects supported by the Federal awarding agency that financed the equipment.
- Second preference is given to programs or projects under Federal awards from other Federal awarding agencies. Use for non-Federally funded programs or projects is also permissible.

C. Maintenance

In accordance with 2 C.F.R. 313 (d) (4), the Town maintains adequate maintenance procedures to ensure that property is kept in good condition. Employees issued a device are responsible for maintaining and securing the equipment.

D. Physical Inventory:

A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years. 2 C.F.R. §200.313

E. Inventory Records must be maintained that include the following: 2 C.F.R. §200.313

- Acquisition date and cost of the property, a description of the property, a serial number or other Identification number
- Source of funding for the property including the Federal Award Identification Number (FAIN)
- who holds title,
- Percentage of Federal participation in the project costs for the Federal award under which the property was acquired
- Location, use and condition of the property
- Ultimate disposition data including the date of disposal and sale price of the property.

F. Property Sales/Disposition

- If the non-Federal entity is authorized or required to sell the property, proper sales procedures must be established to ensure the highest possible return.
- *Disposition.* When original or replacement equipment acquired under a Federal award is no longer needed for the original project or program or for other activities currently or previously supported by a Federal awarding agency, except as otherwise provided in Federal statutes, regulations, or Federal awarding agency disposition instructions, the non-Federal entity must request disposition instructions from the Federal awarding agency, if required by the terms and conditions of the Federal award. Disposition of the equipment will be made in accordance with Federal awarding agency disposition instructions
- Items of equipment with a current per unit fair market value of \$5,000 or less may be retained, sold or otherwise disposed of with no further obligation to the Federal awarding agency.

G. Safeguarding Equipment:

The Town maintains a control system that ensures adequate safeguards are in place to prevent loss, damage, or theft of the property. Any loss, damage, or theft must be investigated.

VI. Sub-recipient Monitoring 2 C.F.R. §200.330

In the event that the Town awards sub-grants to other entities, it is responsible for monitoring those grant sub-recipients to ensure compliance with Federal, state, and local laws. Monitoring is the regular and systematic examination of all aspects associated with the administration and implementation of a program. Each program office that awards a sub-grant must have its own monitoring policy. This policy must ensure that any monitoring findings are corrected.

VII. PROCUREMENT 2 C.F.R. §200.318

A. Purchases of Goods and Services Procedures:

Purchases for goods or services specified in the grant application shall be executed in accordance with the written terms of the Federal/State grant agency. Purchasing procedures, along with grant requirements should be retained by the responsible person initiating the grant. For equipment purchased with grant funds, the Town official shall ensure that the equipment is inventoried.

B. Conflict of Interest- Standards of Conduct:

In accordance with 2 C.F.R. §200.18(c)(1), the Town maintains the following standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts as outlined in codes 1-3-4 and 1-3-5 of the Town of Exeter's Rules & Regulations regarding standards of conduct, Article 1-6- Code of Ethics and The National Institute of Governmental Purchasing's (NIGP) Code of Ethics.

- No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such conflict of interest would arise when the employee, officer, agent or any member of his or her immediate family, his or her partner, or an organization that employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

C. Code of Ethics (TBD for Select Board)

The citizens of Exeter are entitled to a fair, ethical, and accountable Town government. The effective functioning of democratic government requires that all of its officials, whether elected or appointed, comply with both the letter and the spirit of the laws and be independent, impartial, and fair in their judgment and actions. Public office is to be used for the public good, not for personal gains. Public deliberations and processes must be conducted in an atmosphere of respect and civility and openly, unless legally confidential. To this end, the Select Board adopts this code of ethics for all of its officers and officials, whether elected or appointed. Article 1-6- Code of Ethics

- No Town officer, employee or agent shall solicit or accept any gratuity, favor or anything of monetary value from any contractor or potential contractor with the Town relative to the procurement of any supplies, equipment, construction, or other services financed with Town, State or Federal grant funds; and the offering or giving of anything of monetary value by a contractor or his agents to any Town officer, employee or agent is hereby prohibited. In addition to any penalties which may be provided by law, any Town officer, employee or agent who violates any provision of this ordinance shall be subject to appropriate disciplinary action including, in the case of an officer, removal from office, in the case of an employee, suspension or discharge from employment, and, in the case of an agent, termination of such agency. 1-3-4 - Standard of Conduct Relative to Town Contracts.
- No Town officer, employee, agent, member of the Select Board and no other public official of the Town who exercises any function or responsibilities with respect to a Federal program during his tenure in office or for one year thereafter shall have any interest, direct or indirect, in any contract or subcontract, or the proceeds thereof, for work performed in connection with a program receiving Federal assistance. 1-3-5 - Interest in Federal Projects.

D. Organizational Conflicts

The Town may not be operated for the benefit of an affiliated or unaffiliated organization or an individual in his or her own private business. Town or individuals related to any employee of the Town of Exeter or members of its management, unless the private business is considered merely incidental. This private business preclusion will extend to the following transactions between the Town and an affiliated or unaffiliated organization or a private or related individual:

- The sale, exchange or leasing of property
- Lending money or other extension of credit
- Furnishing of goods, services, or facilities except for the rental of Town facilities as specified in the Town's policy.
- Payment of compensation, unless authorized by the Town of Exeter
- The transfer to, use by or for the benefit of a private or related individual of the income or assets of the Town of Exeter unless specifically authorized by Town Meeting Vote.
- The Town of Exeter will observe the principle of arms-length standards with all affiliated or unaffiliated organizations or with a private or related individual(s). Related party transactions shall include transactions between the Town of Exeter administration, employees, related individuals and affiliated companies. Related individuals within the scope of this definition include spouses, parents, and children, spouses of children, grandchildren, siblings, fathers-in-law, mothers-in-law, sisters-in-law, and brothers-in-law of a Town employee.
- All associated entities must comply with the policies and procedures of the Town.

E. Mandatory Disclosure

Upon discovery of any potential conflict, the Town will disclose the potential conflict in writing to the Federal/State awarding agency in accordance with applicable Federal/State awarding agency policy.

F. Contract Administration

The Town maintains the following oversights to ensure that contractors perform in accordance with the terms, conditions, specifications and process of their contract.

The contract manager shall be the department staff member who initiated the contract. Contracts relating to real estate are signed by the Select Board and Town Manager.

The contract manager is responsible for the following:

- Coordinate all communications with the contractor;
- Evaluating the qualifications of contractor personnel for compliance with contract and/or purchase order requirements;
- Determining the acceptability of all reports and deliverables produced by the contractor;
- Ensuring that contract amendments/change orders are in writing and approved where required.
- Approving, modifying or rejecting all contractor requests for payment

TAX, WATER/SEWER ABATEMENTS

PERMITS AND APPROVALS

List for Select Board meeting December 17,2018

Abatements

Map/Lot/Unit	Address	Amount
64/105/77	77 Hayes MH Pk	\$ 720.50
64/105/101	101 Hayes MH Pk	\$ 261.25
104/79/214	214 Robinhood Dr	\$ 103.04

Veteran Credits

Map/Lot/Unit	Address	Amount
90/18/22	21 Meadowood Dr	\$ 500.00
74/6	6 Cottage St	\$ 500.00
69/3/26	49 Windsor Lane	\$ 500.00
68/6/711	7 Sterling Hill U711	\$ 500.00
71/112	9 Marlboro St	\$ 500.00
71/112	9 Marlboro St	\$ 2,000.00 disable

List for Select Board's meeting December 17, 2018						
Water / Sewer Department Abatement Requests						
Name	Location	Amount	Date SB Discussed	Customer attending	Reason for abatement	1st SB Resolution
Peter Helfer	2 Grandview Terr.	\$769.50	07.23.18	Yes	Possible leak	Meter sent for testing

Abatement Request – Water/Sewer Department

Meeting Date: 12/17/18; update 12/06/18

Applicant: Peter Helfer, 2 Grandview Terrace.

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

Discussion:

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

Conclusion:

Based on the documented abatement request, the Water & Sewer Department believes a leak occurred on the property. Select board policy states in the event that a customer cannot determine the source or cause of the abnormally high consumption, the customer is required to hire a private licensed plumber to assist the customer in trying to determine said source or cause. If the plumber is unable to determine the source or cause of the abnormally high consumption, the Town can only speculate that the customer has located and repaired or corrected said source. If the customer claims that said source never existed, the Town shall test the meter and make an adjustment to the bill in accordance with NHPUC requirements for meters found to be over-recording. If the meter test reveals an accurate or under-recording meter, the customer shall be held responsible for the entire bill plus the cost of meter testing and shipping/handling. If the Select Board wishes to grant the abatement for the water & sewer usage portion above the usage average, the calculated abatement amount is \$769.50 for a new bill total of \$870.69.

Special Notes:

The son would check on the home a few times while owner was abroad.
Meter was tested which took months to complete, results attached, no issue was found with the meter.

Select Board Review: _____

Accept Request: _____

Deny Request: _____

Water & Sewer Abatement Receipt

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

Abatement Amounts: \$769.50 (W/S)

New bills total: \$870.69 (W/S)

SB Signature: _____

SB Signature: _____

SB Signature: _____

SB Signature: _____

SB Signature: _____

Town of Exeter



Water/Sewer Abatement Request Form

Please Print:

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

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

Utility Abatement Requested for: Water Sewer Water & Sewer X
Date of Bill: 5-31-2018 Billing Period from 4/20/18 to 6/21/18 Amount of Bill: \$ 1640.19

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

Signature of Applicant

Date 7-13-2018

continues separate page...

Signature of Billing Office

Date

Do not write below this line

Reviewed by: Date of Review:
Comments:

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

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

Recommendation: Disapprove Approve Amount: \$

Approval/Disapproval Signature: Date:

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

Signature of Applicant

Date

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

from: Peter Helfer

7-13-2018

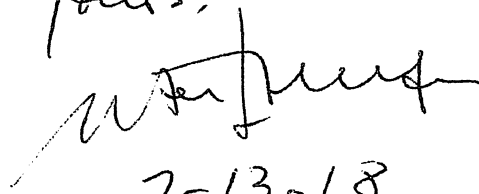
During the period we were away March 12, and returning on July 10th, virtually no water was used except brief occasions of our son's brief visits.

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

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

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

Yours,

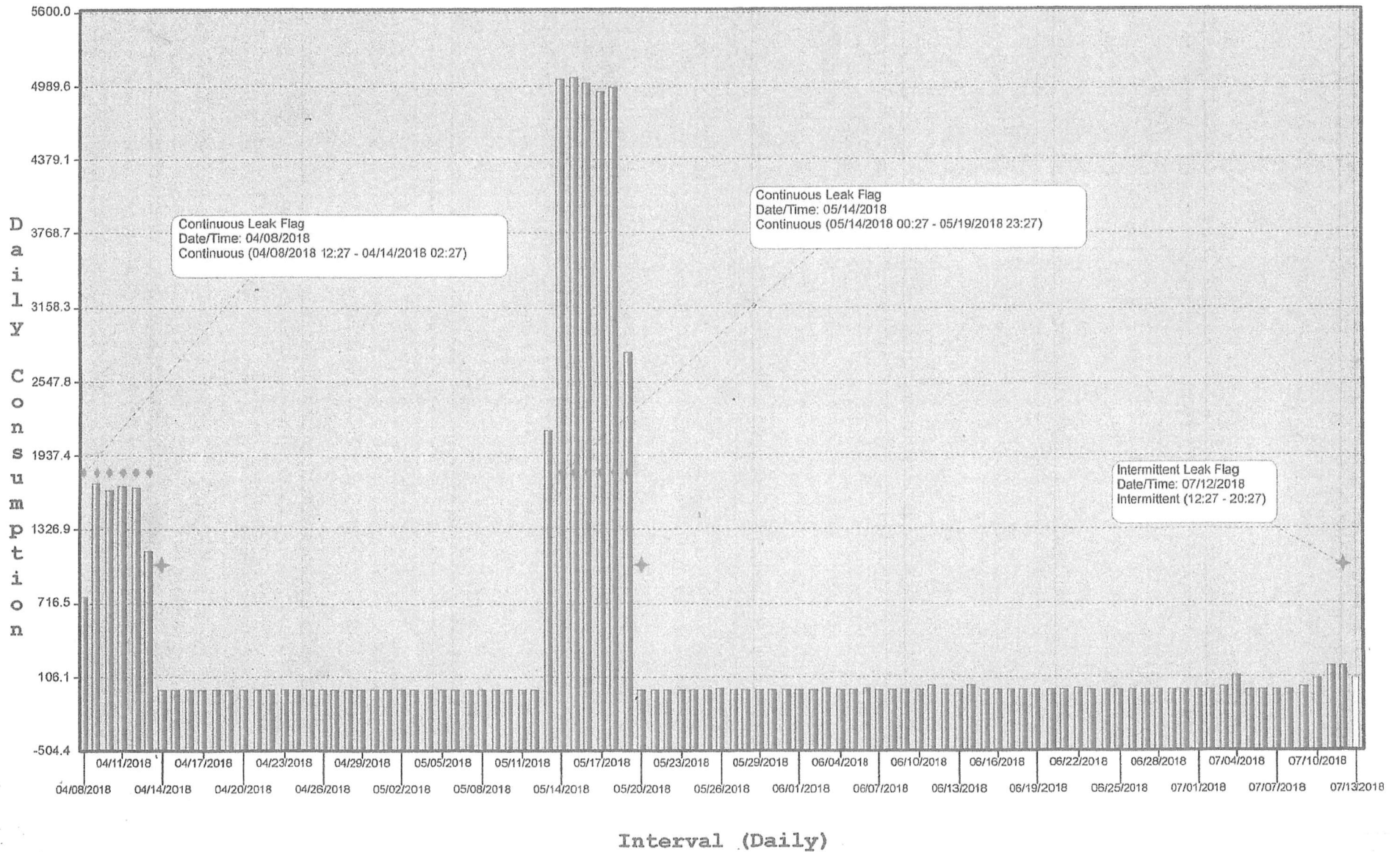


7-13-18

N_SIGHT R900 Report
E-Coder R900i Data Logging Report

MIU#: 1834693747 Acct: Unknown Mtr #: 1834693747 Addr: 2 GRANDVIEW TERRACE for 04/08/2018 through 07/13/2018, WATER, 5/8" - 1" T-10, GALLONS

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



N_SIGHT R900 Repo.
Data Logging Report Daily

MIU ID: 1834693747

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

Interval Date Range: 04/08/2018 - 07/13/2018

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

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

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

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

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

*All time intervals are represented in standard time.



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

Road Race/Walkathon 807.3

This permit application is to be submitted to the Town Office with a clearly marked map of the route of your event along with your Certificate of Insurance. Your permit will be forwarded to the Police Chief for approval, then be to the Select Board for approval. Please be sure to submit your paperwork to allow time for this process.

Certificate of Insurance requirement: General Liability/Bodily Injury/Property Damage (combined) \$300,000-\$1,000,000 with additional personal injury of \$300,000 and the Town of Exeter must be listed as an additional insured.

Representative Information:

Name: Kiira Harvey Address: 20 Chestnut St N4
 Town/State/Zip: Exeter NH 03833 Phone: 603-235-7920
 Email: kiira.harvey@gmail.com

Organization Information:

Name: Exeter Elementary PTO Get Fit in May 5! Address: 25 Lincoln St
 Town/State/Zip: Exeter NH 03833 Phone: 775-8859
 Describe Activity: 5K road race
 Date of Activity: ~~603-775-8859~~ 5/8/19 Start Time of Activity: 9 End Time of Activity: 11

[Signature] 12/2/18
 Signature Date

MARKING THE ROAD AND/OR SIDEWALK WITH PAINT, TAPE, ETC. IS PROHIBITED. YOU ARE RESPONSIBLE FOR PICKING UP ANY SIGNS AND/OR LITTER AFTER THE EVENT.

This permit is issued to the representative/organization listed on this permit for the purpose indicated on this permit. This permit shall be valid for said representative/organization only during the time and dates indicated on this permit.

Police Chief Approval: [Signature] 12/11/18
 Date

As authorized by the Select Board/Designee: _____ Date

Town of Exeter Ordinance: 807.3 Competitive Races: No person shall conduct or participate in any competitive race using a public way unless such race is sponsored by a recognized organization and prior written approval of the Select Board is granted. The Town may require insurance, police coverage and other measures to insure the safety and protection of the public.

CERTIFICATE OF INSURANCE

PRINT DATE: 12/4/2018

CERTIFICATE NUMBER: 20181121668254

AGENCY:

Integro USA Inc.
d/b/a Integro Insurance Brokers
2727 Paces Ferry Road, Building Two, Suite 1500
Atlanta, GA 30339
678-324-3300 (Phone), 678-324-3303 (Fax)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

NAMED INSURED:

USA Track & Field, Inc. Exeter Elementary PTO
130 East Washington Street, Suite 800
Indianapolis IN 46204

INSURERS AFFORDING COVERAGE:

INSURER A: Philadelphia Indemnity Ins. Co. NAIC #: 18058
INSURER B: Philadelphia Indemnity Ins. Co. NAIC #: 18058

EVENT INFORMATION:

Get Fit in May 5 K (5/18/2019 - 5/19/2019)

POLICY/COVERAGE INFORMATION:

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

INS	TYPE OF INSURANCE:	POLICY NUMBER(S):	EFFECTIVE:	EXPIRES:	LIMITS:	
A	GENERAL LIABILITY					
	<input checked="" type="checkbox"/> Occurrence	PHPK1899025	11/1/2018 12:01 AM	11/1/2019 12:01 AM	GENERAL AGGREGATE (Applies Per Event)	\$3,000,000
	<input checked="" type="checkbox"/> Participant Legal Liability				EACH OCCURRENCE	\$1,000,000
					DAMAGE TO RENTED PREMISES (Each Occ.)	\$1,000,000
					MEDICAL EXPENSE (Any one person)	EXCLUDED
	PERSONAL & ADV INJURY				\$1,000,000	
				PRODUCTS-COMP/OP AGG	\$3,000,000	
B	UMBRELLA/EXCESS LIABILITY					
	<input checked="" type="checkbox"/> Occurrence	PHUB652176	11/1/2018 12:01 AM	11/1/2019 12:01 AM	EACH OCCURRENCE	\$10,000,000
					AGGREGATE (Applies Per Event)	\$10,000,000

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS:

Coverage applies to USA Track & Field sanctioned events and registered practices, including any directly related activities, such as event set-up and tear-down, participant check-in and award ceremonies.

The certificate holder is an additional insured per the following endorsement: Additional Insured - Certificate Holders (Form PI-AM-002)

The General Liability policy is primary and non-contributory with respect to the negligence of the Named Insureds (Form CG 00 01)

The General Liability policy contains a blanket Waiver of Subrogation as required by contract per Waiver of Transfer of Rights of Recovery Against Others (Form CG 24 04).

Excess policy follows form of underlying General Liability.


CERTIFICATE HOLDER:

Town Of Exeter NH
10 Front St
Exeter NH 03833

NOTICE OF CANCELLATION:

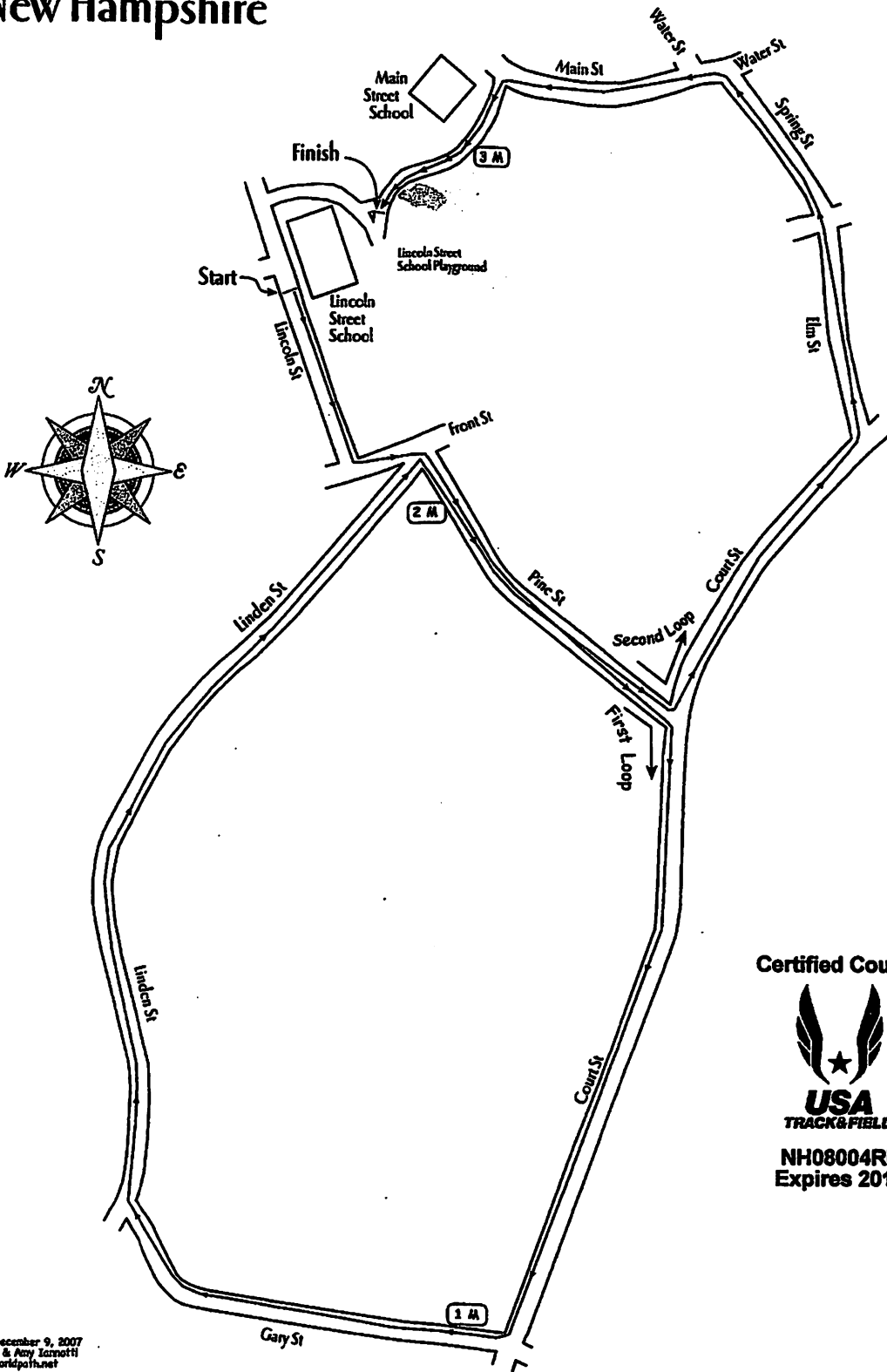
Should any of the above described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions.

AUTHORIZED REPRESENTATIVE:



Exeter PTO 5K

Exeter, New Hampshire



Certified Course



USA
TRACK & FIELD™

NH08004RF
Expires 2018

Measured by: December 9, 2007
Ron Fitzpatrick & Amy Sarnotti
email: rfitz@worldpath.net

**TOWN OF EXETER, NH
EVENT APPLICATION**

SpecialEventLicense (Reference RSA 286 1-5, Town Ordinance Chapter 807)

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

For information or questions concerning the application call 603-778-6102 or email communitypermits@exeternh.gov.

Name of Event: Exeter LitFest (first annual) Location: Town Hall/Gallery/other

Date(s) of Event: April 5 and 5 Start Time: 5pm End Time: 6pm

Event Representative Name: Renay Allen Hitzrot see exeterlitfest.com

Address: 185 High St

Town: Exeter State: NH Zip: 03833

Phone: 6037780924 Email: rmallenNH@gmail.com

No. of Volunteers/Workers per Day: 12? # Anticipated Spectators: ??

List Vendor(s) Names: _____

Describe (in detail) the proposed event: Two-day event to celebrate Exeter's homegrown authors. PROPOSED: Kick-off Fri night in gallery with lit-themed costume/cosplay event feat. Joe Hill. Lit-inspired local art in gallery. Sat morn book group in gallery "Breakfast with Owen Meany". Sat morn keynote in town hall: Dan Brown. All day author talks Water St Books (Lisa Bunker), A Picture's Worth 1k Words (Brendan Dubois), Public Library (children's programming). Lecture on historical figures Tabitha Tenney at A Picture's Worth by Gretchen McBride, and on James Monroe Whitfield in town hall by Renay Allen and EHS students w/ public reading of Whitfield poem. 7pm finale at Word Barn.

Requesting: Town Hall Bandstand Art Gallery Swasey Parkway Senior Center
 Fireworks/Parade Raffle Raynes Barn/Farm Parks/Recreation Property
 Road Race

Alcohol Service (See separate form) Has Permit been approved: Yes No

EXTV Tech/AV Services needed

Blocking Off Road(s) _____

Signboard: Plywood (2 weeks) or Poster (1 week) Dates: we have this already

A-Frame Quantity, Dates, Location: _____

Parking Spaces: _____ Location: _____

Event check list

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

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

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

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

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

You must submit the following with this application:

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

8. **Sanitary Facilities Plan:** A plan appropriate for the number of attendees, which will include information relative to portable toilet facilities, trash containers, and a provision that the property and surrounding areas and roadways shall be cleared of all debris within 12 hours following the event.
9. **Food Service Plan:** A food service plan, which may require review and acceptance by the Exeter Health Officer or a vendor permit from the Fire Department.
10. **Special Duty Service Fees:** The application fee does not include the costs of Fire or Police protection, or any other extra Town expense required to protect the health and safety of the public which can reasonably be attributed to the event. All such costs associated with the use of active and stand-by emergency and other services provided by the Town of Exeter, or by other towns' emergency services, shall be borne by the applicant, promoter or sponsor.

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

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

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

PRINT NAME: Renay Allen-Hitzrot DATE: 11/20/18

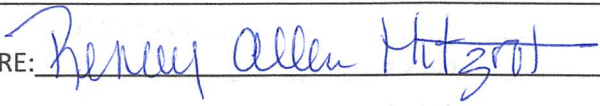
APPLICANT SIGNATURE: 

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

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

THE TOWN RESERVES ITS RIGHTS TO PURSUE ALL AVAILABLE LEGAL REMEDIES FOR DAMAGE TO TOWN PROPERTY OR VIOLATION OF ANY LAWS, RULES OR CONDITIONS APPLICABLE TO USE OF TOWN PROPERTY. IN ADDITION, SUCH CONDUCT MAY RESULT IN REVOCATION OF PERMISSION AND/OR DENIAL OF FUTURE REQUESTS FOR PERMISSION TO USE TOWN PROPERTY.

PRINT NAME: Renay Allen-Hitzrot DATE: 11/20/18

APPLICANT SIGNATURE: 

Town Review Staff Comments

Police Chief (or designee): No Comments

Comments: _____

Signature: *William [Signature]* Date: 11/28/18

Fire Chief (or designee): No Comments

Comments: _____

Signature: *D. Conner* Date: 11-29-18

Health Officer: No Comments

Comments: _____

Signature: *[Signature]* Date: 11/29/18

Parks/Recreation: No Comments

Comments: _____

Signature: *Greg Bussan* Date: 12/4/18

Public Works: No Comments

Comments: _____

Signature: *[Signature]* Date: 12-7-18

Select Board/Designee: No Comments

Approval Signature: _____ Date: _____

Town Official Use Only:

Date Complete Application Received: _____ Final Approval Date: _____

Fee Received: _____ Check #: _____

Cleaning Deposit Received: _____ Check #: _____

**TOWN OF EXETER, NH
EVENT APPLICATION**

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

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

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

Name of Event: 2nd Annual Deck The Walls Holiday Art Show 2019 Location: Town Hall Art Gallery

Date(s) of Event: Nov 8 - Dec 22 2019 Start Time: _____ End Time: _____

Event Representative Sponsor's Name: TEAM / Sharon Marston / Scott Ruffner

Address: 111R Water Street

Town: Exeter State: NH Zip: 03833

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

No. of Volunteers/Workers per Day: 1 - 2 # Anticipated Spectators: 20-100 per day

List Vendor(s) Names: _____

Describe (in detail) the proposed event: The 2nd Annual "Deck The Walls" Holiday art show will feature local artists, and also help compliment and promote all of the "Ring In The Season" and Holiday programming in downtown Exeter. TEAM will be collaborating with EXTV once again to help promote their studio during this show and encourage more Exeter citizens, artists and small business owners to create public access content. The show will be open to the public every Thurs, Fri, Sat, Sun.

~~The gallery will also be open for both the Pine St Players production in mid November and the Prescott Park production in December. This annual show is similar in length and structure to annual shows in place by the Seacoast Artist Association and NH Photographic Artists.~~

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

Plywood (2 weeks) or Poster (1 week) Signboard Dates: Nov 11 - Nov 24

A-Frame Quantity and Dates _____

Parking Spaces: _____ Street(s) to be blocked: _____

If Applicable:

Alcohol Service? (see separate form): Yes No

Has Permit been approved?: Yes No

Tech/AV Services needed: Yes No

Event check list

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

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

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

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

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

You Must Submit the following with this application:

1. **Certificate of Insurance:** The Town requires liability insurance to be submitted with this completed application. Required amounts: General Liability/Bodily Injury/Property Damage: \$300,000/\$1,000,000. The Town must be listed as additionally insured.
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4. **Traffic Control/ Parking Plan:** The estimated number of vehicles, provisions for parking, number of police officers or employees necessary to control traffic, type and location of any signs, and any other accommodations or procedures planned to handle attendees and their vehicles.
5. **Fire Emergency Plan:** The estimated number of occupants of all indoor events to assure compliance with the laws and permit rules and conditions required by the NH State Fire Code and its adopted references for places of assembly.
6. **Ambulance/ Medical Service Plan:** Detail the on-site emergency medical services and transportation plan.
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information relative to portable toilet facilities, trash containers, and a provision that the property and surrounding areas and roadways shall be cleared of all debris within 12 hours following the event.

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

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

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

PRINT NAME: Sharon Marston DATE: 11/28/2019

APPLICANT SIGNATURE: 

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

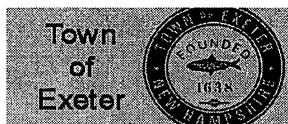
THE TOWN MAY REQUEST/SUE FOR LEGAL EXPENSES IF THE TOWN HAS TO GO TO COLLECTIONS FOR UNPAID AMOUNTS. I AM RESPONSIBLE FOR ALL FEES, WHICH MAY INCLUDE INTEREST, ATTORNEY AND COURT FEES.

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PRINT NAME: Sharon Marston DATE: 11/28/2019

APPLICANT SIGNATURE: 

CORRESPONDENCE



Russ Dean <rdean@exeternh.gov>

\$50,000 Traffic Study

2 messages

David O'Hearn <david.ohearn@sunteckttts.com>

Tue, Dec 4, 2018 at 3:11 PM

To: "jgilman@exeternh.gov" <jgilman@exeternh.gov>, "mcowan@exeternh.gov" <mcowan@exeternh.gov>, Don Clement <dclement@exeternh.gov>, "ASurman@exeternh.gov" <ASurman@exeternh.gov>, "kcorson@exeternh.gov" <kcorson@exeternh.gov>

Cc: Russ Dean <rdean@exeternh.gov>

Dear Honorable Selectboard,

Please do not include the traffic study in the annual budget. It should be a warrant article like last year and the voters should decide.

As you know the traffic at the lights on Portsmouth Ave and High St can back up considerably.

May I please suggest you make Franklin Street one way. No more turning left at the Seadog Brewery. There is not enough room for a car to pass on the right. The car turning left onto Franklin Street stops traffic coming down into town as it waits for a break in traffic exiting town to turn left. Make them come in off Court St.

You will see a big decrease in traffic delay by this simple redirection.

With all due respect,

David O'Hearn

9 Hale St

Exeter, NH 03833

603-772-0613

Julie Gilman <jgilman@exeternh.gov>

Wed, Dec 12, 2018 at 2:58 PM

To: David O'Hearn <david.ohearn@sunteckttts.com>

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Mr. O'Hearn,

The intersection/traffic study has not been proposed as a budget line item but a warrant article to be voted separately.

12/14/2018

Town of Exeter, NH Mail - \$50,000 Traffic Study

Thank you for your input on the Franklin Street intersection, one of several problematic traffic patterns.

Julie D Gilman,
Chair, Exeter Select Board

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