

Select Board Meeting
Monday, June 17th, 2019, 6:20 p.m.
Nowak Room, Town Office Building
10 Front Street, Exeter NH

1. Call Meeting to Order
2. Board Interviews – Sustainability Committee
3. Bid Openings and Awards
4. Public Comment
5. Proclamations/Recognitions
 - a. Proclamations/Recognitions
6. Approval of Minutes
 - a. Regular Meeting: June 3rd, 2019
7. Appointments
8. Discussion/Action Items
 - a. Quarterly Financial Report
 - b. 2019 Revaluation Update
 - c. 2019 Bond and BAN Resolutions
 - d. Public Hearing: CDBG Application: Icey Hill Cooperative Water/Sewer Improvements
 - e. DPW Water-Sewer Assistant Manager Proposal (Replacing Engineer Technician)
 - f. Classification Plan Amendments
9. Regular Business
 - a. Tax Credits, Abatements & Exemptions
 - b. Permits & Approvals
 - c. Town Manager's Report
 - d. Select Board Committee Reports
 - e. Correspondence
10. Review Board Calendar
11. Non-Public Session
12. Adjournment

Kathy Corson, Chair
Select Board

Posted: 06/14/19 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

Board Interviews



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

Town Manager's Office

JUN 11 2019

Received

Statement of Interest Boards and Committee Membership

Committee Selection: _____

New Re-Appointment Regular Alternate

Name: Beverly Tappan Email: bevalan2@gmail.com

Address: 7 RiverWoods Dr F214 Phone: 603-778-7486

Registered Voter: Yes No

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

I would be interested in a one year position on the new Exeter Sustainability Committee. As a long time environmental advocate at RiverWoods Exeter, I can share what steps we have taken in energy conservation and efficiency and the outlook for more use of clean energy as well as local foods. Conversely, I feel RiverWoods can be motivated by what the town undertakes. I am of course painfully conscious of the need to move quickly and in large measure for the sake of long term survival. I would also be willing to regularly audit the new committee meetings if that should seem advisable. I am bringing as an auditor a new resident with experience in the Hanover area on town committees andi environmental issues: Kate Connelly.

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

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

After submitting this application for appointment to the Town Manager:

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

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

Signature: *Beverly Tappan*

Date: 13 June 2019

interview: June 17th @ 6:30pm



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

Town Manager's Office

JUN 5 2019

Received

Statement of Interest Boards and Committee Membership

Committee Selection: SUSTAINABILITY COMMITTEE

New

Re-Appointment

Regular

Alternate

Name: CHETANA PARMAR Email: CHETANA@BABYHUT.NET

Address: 17 GROVE STREET, EXETER, NH 03833 Phone: 603 866 4849

Registered Voter: Yes No

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

Over 25 years experience in the field of Environmental & Sustainability Issues. Worked for businesses which were steeped in changing the way business should do business: Planet Before Profit. Founder of ethical, Fair Trade business, ran my own Sustainability Consultancy assisting multi-national corporations, towns, schools, event organisers to implement Environmental Targets/Goals, Environmental programs, Reporting on Corporate Social Responsibility, and Greening Events.

Extensive experience & also involved in writing MSc curriculum aimed at industrial professionals. In every part of my life I 'walk-the-talk'. I believe you can run a business without stripping the planet of its resources & be zero-waste.

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

Signature: chetana parmar

Date: 05 June 2019

interview: June 17th @ 6:40



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

Town Manager's Office

JUN 11 2018

Received

Statement of Interest Boards and Committee Membership

Committee Selection: Sustainability Committee

New

Re-Appointment

Regular

Alternate

Name: Liuxi Sun Email: lsun@exeter.edu

Address: 20 Main St #1984 Exeter, NH 03833 Phone: 3477490661

Registered Voter: Yes No

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

I am a senior at Phillips Exeter Academy, and I am originally from NYC. At school, I serve on the Environmental Board ("E board"), which is made up of the leaders of environmental clubs and teams around campus and the local area. I am the leader of the PEA Water Team, which has conducted various projects investigating Exeter's water quality to address complex issues relating to environmental injustice, health, and a lack of awareness of the municipal disinfection processes. I also run the thrift store, Exeter Exchange, in an effort to reduce clothing waste while providing low-cost alternatives. I am applying for a position on the Town's new Sustainability Committee as a representative from PEA because sustainability is a very important concern for me, and I want to play a role in the Town's new focus on issues around the community that relate to environmental consciousness. We all stand to lose so much from the negative effects of climate change, but that means that we all would gain just as much if we all begin to understand how much of an impact each individual actually has on the environment. This is why I have been involved in sustainability and environmental consciousness issues, and now, also why I believe that having a dedicated group of individuals focused on addressing these issues while enhancing communication between other Town committees in Exeter is so, so important. Each decision made by the committee has the power to save so many lives, both human and wildlife, and I want to continue to lead change for the benefit of the rest of the community.

If this is re-appointment to a position, please list any training sessions you have attended relative to your appointed position. Since this is a new committee, I have not attended any formal training sessions. However, I have been involved with helping the Sustainability Office Advocates group with research for the select board presentations and attended many of the recent meetings. Through my work so far working with this committed group, I have already been inspired and honed my leadership and activism skills. I would love to continue working with the group on future projects.

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

Signature: Liuxi Sun

Date: 6/9/19

interview: June 17th @ 6:50



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

Received
JUN 11 2019

**Statement of Interest
Boards and Committee Membership**

Town Manager's Office

Committee Selection: Sustainability Committee

New Re-Appointment Regular Alternate

Name: Jennifer Brackett Piskovitz Email: jennbrackett@comcast.net
Address: 22 Forest Street Phone: 603-778-7173

Registered Voter: Yes No

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

Please see attached.

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

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

Signature: *Jennifer Brackett* Date: June 10, 2019

June 10, 2019

Jennifer Brackett Piskovitz
22 Forest Street
Exeter, NH 03833
(603) 778-7173

Town of Exeter | Statement of Interest | Sustainability Committee Membership
Statement of Interest/experience/background/qualification, etc.

Thank you to the Select Board for approving the formation of a Sustainability Committee. As an 18-year resident and voter of Exeter, it would be my honor and pleasure to serve on the Sustainability Committee. Sustainability is an issue that moves me deeply and one that I am committed to. My professional work supporting the National Estuarine Research Reserve Association (NERRA) and the UNH Stormwater Center with graphic design services over the years has given me a working knowledge of the role sustainability plays in helping to create a healthier ecosystem in New Hampshire and beyond. This understanding has motivated me to get involved in local initiatives in our Exeter community and to inspire others to do the same. In recent years, I helped organize and engage concerned citizens to act together to maximize impact through several important initiatives that look through the lens of sustainability. Some of the efforts I am most proud of are:

- Encouraging our Select Board to sign a proclamation to uphold the principles of the Paris Climate Accord
- Urging our national, state, and local elected officials, through a letter writing campaign, to fight for National Oceanic and Atmospheric Administration (NOAA) funding when it was at risk of being drastically cut – and to specifically fight for Great Bay National Estuarine Research Reserve and Sea Grant funding
- Acting as a Board member on the Exeter Area Conservancy to advocate for the protection of key pieces of open space in and around the town, including the Rose Farm proposal where I provided public testimony on concerns relating to sustainability
- Forming Sustainability Office Advocates (SOA) and developing a Sustainability Office warrant article that passed overwhelmingly by voters, hosting a film festival to raise public awareness on sustainability issues, and conducting critical research to help support the goals of the Town that resulted in the formation of the Sustainability Committee

I truly hope you will consider my experience and enthusiasm for sustainability as an asset for this Committee and will consider appointing me so that I can continue to help the people of Exeter work together to create a more sustainable future. Thank you!

Minutes

Select Board Meeting
Monday June 3rd, 2019
Town Offices, Nowak Room
Draft Minutes

1. Call Meeting to Order

Members present: Anne Surman, Kathy Corson, Julie Gilman, Molly Cowan, Niko Papakonstantis, and Russ Dean were present at this meeting.

2. Swearing In Ceremony - Police Chief (Town Hall, 9 Front Street, 6 PM)

The Board went across the street for the swearing in of Stephan Poulin as Exeter's Police Chief. The Board reconvened and Ms. Corson called the meeting to order at 6:40 PM.

Ms. Corson dedicated a moment of silence to the 12 people killed in the Virginia Beach shooting.

MOTION: Mr. Papakonstantis moved to enter into non-public session pursuant to RSA 91:A 3 2 L, discussion of a property under tax abatements with written advice from legal counsel. Ms. Cowan seconded. By a roll call vote, all were in favor, and the meeting went into non-public session. The meeting reconvened at 7 PM.

3. Bid Openings/Bid Awards

Ms. Corson discussed the bids for the wastewater treatment plant for beneficial use or treatment of dewatered biosolids. Of the three bids, Waste Management was the apparent low bidder at \$134.40 per wet tonnage per year for first 3 years, with a 5% increase per year after the third year. The total cost would be around \$336,000 depending on amount of biosolids. The Town of Exeter has worked with Waste Management previously, and Wright-Pierce recommended Waste Management. The \$52 million wastewater treatment plant will be live before June 15, and biosolids handling will need to be in place

Jennifer Perry, the Public Works director, said that they will be seeding the new plant with sludge from Hampton's Wastewater facility starting on Monday, which acclimates the bacteria. Biosolids handling is an expensive part of their sewer operation, and it will cost \$340,000 per year for sludge treatment. Waste Management will haul the sludge to Turnkey in Rochester, where it will generate methane that gets cleaned, treated, and piped through the EcoLine project to UNH at Durham; it provides heat and hot water to the campus. To set up this system, UNH spent \$52 million and Waste Management spent \$30 million, so it's not feasible in Exeter, but the town is part of the process.

MOTION: Ms. Cowan moved to award the beneficial use or disposal of municipal biosolids to Waste Management for \$134.40 for wet tonnage with the increase of 5% per year after the first three years. Ms. Surman seconded. All were in favor.

4. Public Comment

a. There was no public comment at this meeting.

5. Proclamations/Recognitions

a. There were no proclamations/recognitions at this meeting.

6. Approval of Minutes

a. Regular Meeting: May 20th, 2019

MOTION: Ms. Surman moved to approve the minutes of Monday, May 20th as written. Mr. Papakonstantis seconded. All were in favor.

7. Board/Committee Appointments & Resignations

a. There were no appointments/resignations at this meeting.

8. Discussion/Action Items

a. Sustainability Office Advocates (SOA) presentation

Terri Harman, who was a co-founder of the SOA group, said they'd done extensive research and planning over the last couple months, and the team donated hundreds of hours. Warrant Article 31 called on the Town of Exeter to allocate up to \$45,000 to form a Sustainability Office; 62% of Exeter voters approved this warrant article, and they expect the town to act on its spirit and intent.

Bev Tappan, another member of the group, said that according to the EPA, sustainability "creates and maintains the conditions under which humans and nature can exist, fulfilling the social, economic, and other requirements of present and future generations."

Ms. Harman said that at the March 18th 2019 Select Board meeting, they were asked to determine what the sustainability office would look like, and they found four paths: a part time position, a full time position, a pro-tem position, or reliance on volunteers and consultants. They were also asked to determine which other warrant articles had sustainability implications.

Robin Tyner of 9 Millstream Drive, another member of the group, read the draft mission of the Exeter Sustainability Office: *To guide the development of policies and practices that simultaneously promote a healthy environment, strong community connections, and economic vitality; to ensure that water and energy resources, uses, quality, and impacts are considered in decision-making processes that impact the town and its people; and to achieve this in concert with the Master Plan, coordinating across all town departments, boards, committees, and commissions to ensure long-term sustainability of natural resources.*

Ms. Tyner said that Exeter could benefit by incorporating sustainability earlier in the decision making processes. This position could function in three ways: 1. To serve as a cross-functional team leader of a sustainability team that includes all department heads; 2. To develop initiatives and structures to address sustainability concerns and climate impacts as outlined in the Master Plan; and 3. To provide education and support for Exeter citizens and promote a culture of sustainability.

Chetana Parmar, another member of the group, presented a summary of sustainability lessons learned in other towns/cities. She said that they all had similar takeaways: where sustainability efforts were volunteer or an add-on to an existing position, it was soon realized that a dedicated town employee was necessary. There is a cultural shift required to do projects in a sustainable manner. Volunteers are not enough, they can't represent the town and work efficiently across departments. Consultants cannot replace a sustainability coordinator because they cost more, lack continuity, can't perform key functions, and can't serve as representatives in state/regional/national forums. Sustainability coordinators need to report to the Town Manager; those aligned within departments were less effective.

Jennifer Brackett Piskovitz of 22 Forest Street, another member of the group, said that 17 Warrant Articles passed in March 2019 have sustainability linkages. In Articles 2 & 3, Zoning

Amendments #1 and #2 relate to areas that are potentially impacted by fertilizer and shoreland districts. In Article 6, the library renovations could be a model of sustainability practice and could use renewable options for the new HVAC. In Article 7, for the Recreation Park, the Sustainability Office could be involved in the design from the ground up. In Article 8, for Salem Street Water/Sewer/Drainage Improvements, this area is in the watershed. In Article 11 regarding the Water budget, there are lots of concerns, such as testing for PFAs. In Article 15, which appropriated to a capital reserve fund for sidewalks, the linkages were the potential for green building, the impact of additional paved surfaces, and smart stormwater drainage. In Article 16, replacing streetlights with LED lights, this is a sustainable project. In Article 19 for the Town Parks Improvement Capital Reserve Fund, they'd like to look at sustainability in town parks. In Article 23, Intersection Improvement Plan Funding, they'd like to see smarter stormwater planning. In Article 24 regarding the Pickpocket Dam study, they could look at the project's impact on connected watersheds. In Article 26, Snow and Ice Fund appropriation, they could look at the salt impact. In Article 27, Swasey Parkway maintenance fund, they'd like to see more green grounds care practices and minimize run-off to the river. The passage of Article 30, the Rights Based Ordinance, indicates widespread support for sustainability issues. Article 31 was the Sustainability Office itself. In the SAU16 School Ballot, Article 1 was the 20 year bond for CMS Addition and Renovation, where they'd like to see sustainability practice throughout the project. In Article 3, CRF for synthetic turf replacement for EHS, they suggest costing out green options and avoiding toxic turf.

Derek Haddad, another member of the group, presented their recommended actions in 2019 and 2020. Town officials or a committee must pursue these sustainability initiatives until an officer is in place. For 2019, the SOA recommend formalizing the Sustainability Committee as a Town committee, so that the Select Board can work with an official group to finalize the job description of the Sustainability Officer. The SOA members have reviewed or discussed dozens of job descriptions. The workload they've identified could easily be full-time position, but the voters have only supported enough for part-time, so they may need to scale back or reprioritize. For Article 6 and 7, they should incorporate green and renewable energy initiatives immediately. The town should pursue grant opportunities and apply for a 2020 UNH intern by December 2019. The committee could create proposals for a Sustainability Coordinator position for FY2020 to be presented to the Budget Recommendations Committee. They should draft an Exeter vision & goals statement, and collect data on 2018/2019 Town energy use for baseline emissions calculations. In 2020, they should formalize a Sustainability Office with the Coordinator reporting to the Select Board via the Town Manager. They should also provide public outreach and education about town initiatives, actions, and progress.

Sally Ward, another member of the group, said that a formal committee is a way forward. The SOA's research will make for a seamless launch for the committee and they can push things forward. The group is committed to Exeter and wants to guarantee it will remain a special place.

Mr. Papakonstantis said that it's clear that the SOA put in a lot of work, and their thinking has saturated into the community, social media and schools. The recommended actions for 2019 are well thought out, and he likes the idea of formalizing the committee. He questioned whether the goals are doable, looking at the calendar and the town's fiscal year 2020; if a Sustainability Office was put into the budget, the office would have to wait until the budget

passed in March, and they wouldn't bring on someone until the 2nd half of 2020. Mr. Dean said that one role of a Sustainability Committee could be to put together a more formal budget proposal for that office. Mr. Papakonstantis asked if they had information on salary structures for similar positions at part-time and full time in the state. Ms. Gilman said that such research would be the work of the formal committee. In 2019 there needs to be continued group research, with interactive individuals or subcommittees working with different projects. There's a lot of education work to do to get the budget for this passed in March 2020. She has no problem with setting up a committee to do these things. She pointed out that other towns, such as Hanover and Keene, are moving fast and getting Sustainability Offices set up.

Ms. Cowan said she loves it all, and would be interested in hearing other comments. Ms. Surman said the next step is to focus on the committee, before the work of how this office fits in and what it does.

Ms. Corson opened the discussion to the public.

June Fabre, an Exeter resident, said that they should follow the Master Plan and preserve the river and work to improve its condition. The watershed health is in decline. They need to work with other towns, and a Sustainability Office is the best way to achieve these goals.

Luke Tyner of 9 Mill Stream Drive said that he'd talked to some of his fellow students at PEA about this, and they're rooting for this office to come into play because it's important.

Anna Stockman, an Exeter resident, said that the establishment of a Sustainability Committee is important now and for generations to come. Focusing on sustainability would inspire young residents to stay and raise families in Exeter.

Mary Hanson of 5 Walnut Street read a statement by Lori Robert, which said that residents are lacking an education on how to recycle properly and she would like to see compost done townwide. It's easy to feel overwhelmed when trying to change behavior, and having a department would help.

Bev Tappan of 7 RiverWoods Drive said that she attended a UNH-sponsored meeting where they projected sea level rise as it would affect Exeter. In the final projection, flood waters would reach the PEA campus. This scenario needs to be kept in mind.

Sally Ward read a statement by Brianna Brand in support of the creation of a Town Sustainability Office. This office would have the capacity and dedicated staff to work with groups pursuing ways for the town to improve wellbeing. Actions should not be unduly siloed. This has a potential to pay for itself and save the taxpayers money.

Sara Dewitt, an Exeter resident, said she has just started working with the schools on a green committee, and Maine and Portsmouth are banning plastic bags, so things are coming together for sustainability initiatives.

Marta Moreno of 48 Watson Road said that residents need to work together and have the support of the Select Board. Sometimes people feel reluctant to accept new things, but we need to be open to change. She told an anecdote about a Mexican fishing community having to leave fishing behind and making a living scuba diving, and they are thriving.

Eileen Flockhart of Jacks Court said that we need to be more careful about resources and see beyond now to the time of our children and grandchildren. We should look at what it will cost to *not* do something.

Jennifer Brackett Piskovitz, a member of the SOA group, read a statement from Kristen Osterwood, another member. Ms. Osterwood wrote that she worked with several communities which had created an office. It will make Exeter a better place to live and ensure that people want to move to this community.

David Wilson of 7 Mill Stream Drive said that the Town has been through a lot of environmental issues, and they should have an office that residents can go to before getting into situations with years of debates because environmental issues came up. He understands they're trying to bring in businesses and industry but wants them to do it smartly.

Gwen English, a member of the SOA, read a letter from Heather and Jonathan Flewelling of 6 Wentworth Street. They support the Sustainability Office, and recognize the role these practices play in present and future. This will show how seriously the Town takes the stewardship of land, water, and wildlife.

Ms. Tyner said that she had a ballpark of salary numbers for a Sustainability Officer: full-time is in the \$75-85,000 range, and part-time in the \$30-40,000 range, depending on how part-time is defined. She added that a dedicated person can go out and get grant money, and there are lots of things you can do without spending money. Ms. Surman said the job description should include not just knowing about sustainability but also about working within an organization.

b. Sustainability Committee Discussion

Ms. Corson said she and Mr. Dean put together a mission statement and committee charge for a formal Sustainability Committee. This doesn't mean it's set in stone; they have had committees come back to change their charge, like the Facilities Committee at the last meeting. Ms. Corson said that the Sustainability Committee should have seven at-large members.

Ms. Corson read the mission statement for this committee:

"The Sustainability Advisory Committee's role is to advise the Select Board on sustainable practices within the Town of Exeter and benchmark community progress in areas of sustainability."

She continued with the committee charge:

Define sustainability within the context of current town operations;

Review sustainable initiatives and progress in town departments and functions;

Identify and engage community partners and stakeholders in the sustainability efforts;

Explore and create core focus areas for sustainability efforts from the town government's perspective;

Perform a gap analysis of what Exeter has accomplished (both community and town government) regarding sustainability efforts, and recommend what needs to be accomplished;

Consider how the town will establish a formal Sustainability Office and what core tasks and functions will be part of the office's work, including budget, personnel, and expenses;

Advise the Select Board, Town Manager, Planning Board, Budget Recommendations Committee, and Public Works on available grants to support sustainability initiatives;

Advise the Select Board, Town Manager, Planning Board, Budget Recommendations Committee, and Public Works on sustainability priorities and initiatives within the town CIP process.

Include an annual report to the Select Board encompassing the areas above and progress in each of the areas.

Ms. Corson then discussed the makeup of the advisory board: one member of the Select Board, who is a non-voting member; seven at-large members appointed by the Select Board; and the Town Planner or their designee, also a non-voting member. The at large members will serve three year staggered terms, with initial one, two, and three year terms.

Ms. Cowan suggested adding Parks and Rec to the charges, and also adding "Have the Sustainability Advisory Committee review proposed CIP and warrant articles with an eye to sustainability." Ms. Corson said instead of specifying the BRC, they should say "the Public Works Department and other town departments and committees as applicable," and suggested adding the library too.

MOTION: Mr. Papakonstantis moved to establish, effective immediately, a Sustainability Advisory Committee as per the mission statement and committee charge as described tonight. Ms. Cowan seconded. Ms. Surman asked if they could include a definition of sustainability in the charge. Ms. Corson said finding a shared definition of sustainability is one of the committee's charges. All were in favor.

Ms. Corson suggested the SOA group members apply immediately for the committee, and the Select Board will hold interviews in two weeks so the committee can start meeting in July.

While on the subject of sustainability, Ms. Gilman added that at the state level they're voting on municipal aggregation of the electrical supply. Right now the town purchases energy through a broker, but with aggregation, the town can purchase a supply for the whole town at a lower rate. There's also a proposal for multi-town bonding for infrastructure projects; for example, if they wanted to put in a new sewer line into Stratham, both towns could bond for it.

Ms. Corson suggested that the public look online for the report of sustainability initiatives the town had done already.

c. Classification Plan Amendments

Mr. Dean discussed additions to the classification plan for non-union employees. In Grade 3, the "Office Clerk, Parks and Rec" was changed to just "Office Clerk," since there is now a Grade 6 full-time Office Manager in Parks and Rec. They added a Grade 3 Office Clerk in Fire part time, the budget process to support that role is progressing. In Grade 5, they added

Human Resources Assistant, which is a new part-time position. The IT Tech position is at Grade 7. In Grade 11, they took "Town" out of "Assistant Town Engineer."

MOTION: Ms. Cowan moved to adopt the classification plan presented on June 3, 2019 as listed. Mr. Papakonstantis seconded. All were in favor.

Mr. Dean then invited Chief Poulin to address the structural changes in the Police Department which the Chief will bring forward formally at the next meeting.

Chief Poulin said that they are transforming the rank structure at the Police Department. They will take the current two captain positions, reduce one to Lieutenant, and move one up to Deputy Chief, to create a more clear line of command. They'll be redoing the job descriptions. There's an opening in one of the captain positions, so there will be no demotion. Mr. Dean said next time there will be a formal plan change.

Mr. Dean said that with the new HR assistant coming on board, they are working on some wage proposals. The latest union contracts have adjusted the steps in each band from 2.23% to 2.5%, and they are working on a revised table for nonunion employees as well.

9. Regular Business

a. Tax, Water/Sewer Abatements and Exemptions

MOTION: Mr. Papakonstantis moved to approve a timber tax of \$8.92 for 101/32. Ms. Cowan seconded. All were in favor.

MOTION: Mr. Papakonstantis moved to approve an administrative processing abatement for 39/4 in the amount of \$3,956.17. Ms. Gilman seconded. Ms. Surman abstained, and the motion passed 4-0-1.

b. Permits & Approvals

i. There were no permits and approvals at this meeting.

c. Town Manager's Report

i. Mr. Dean thanked the organizers of the Memorial Day Parade committee, it was a nicely done ceremony.

ii. Construction season continues. Work is being done on Pine Street, Folsom Street, and Lincoln Street, as well as the water and sewer line work on Newfields Road.

iii. The new HR assistant had her first day today. Sheri Riffle's last day was Friday, and Bobbie Burgess started today. They'll be looking to replace Eve Quinn, the Assistant Town Clerk, whose last day was Friday.

d. Select Board Committee Reports

Ms. Gilman said that on the State level, there was a veto override for the repeal of the death penalty. They also voted to reverse last year's restrictive requirements for voter identification, so that all eligible voters will be able to register. The Town Moderator will now have the authority to reschedule a town meeting in case of weather. They're also changing absentee ballots, so that a reason will no longer be required. She met with the Executive Committee of the County Delegation to go over the county budget. She also met with Kristen Murphy to do four interviews for two Conservation Commission interns.

Mr. Papakonstantis had a Facilities Committee meeting last Thursday, and they almost finalized the RFP for a Facilities Condition Assessment which they will bring before the Select Board. They came close to finalizing the project scope and price. Three committee members are industry experts, they think that \$40-50,000 is the low end, but more realistically \$60-70,000. They may decide to do the study over two years and spend \$50,000 each year. The scope of the study is to look at town buildings and facilities that will require work in the next few years. They will incorporate data from the 2015 study and the Public Safety Study this year, as well as any other study approved in the future. At the next meeting, they will centralize where the data will come from and finalize. DPW has a maintenance budget of \$100,000, but not a lot of that was spent last year or YTD, and one suggestion is to take the RFP funding from the maintenance money rather than put it back in the General Fund. Mr. Dean said he plans to check with Public Works to find out where they are in their process. Ms. Corson said this would be like the vehicles, where they have a list and their priorities are clear. Past facilities study fell short, and they need to look at it in a holistic way. Mr. Papakonstantis said he also had a Safety Committee meeting, the first since he's been on the board, and has suggestions for Mr. Dean on how to make this a more meaningful committee.

Ms. Cowan attended the Parks and Rec Advisory Committee, where they considered a vision statement. Several senior events are coming up. At the Housing Advisory Committee meeting, a subcommittee met to identify pictures to use to show what multifamily housing looks like in Exeter.

Ms. Surman has an E911 meeting tomorrow.

Ms. Corson attended meetings with the Communications Committee and the Swasey Parkway Trustees. She also met with Mr. Dean and Greg Bisson and Melissa Roy from Parks and Rec on how property use fees are going, and how they can work with the Swasey Trustees. Parks and Rec need to fix some issues and they will come back in July to discuss their suggestions. Then Ms. Cowan will go to the Swasey Trustees and if the Trustees felt they needed to come before the Board they can do so. Ms. Surman said the Trustees need to be more involved, they requested to come before the Board already. Ms. Gilman agreed, saying the Board needs the history of where the Swasey fees came from. Ms. Corson said the Trustees could come to the second meeting in July and have a public hearing if the Trustees felt it necessary. Mr. Papakonstantis likes Parks & Rec taking the permitting over because of their different perspective, without the emotional baggage.

e. Correspondence

- i. A collaboration proposal between Exeter Hospital and Seacoast Mental Health.
- ii. A notification of changes to Xfinity's Cinemax offering.
- iii. A Health Trust proposed service enhancement. Mr. Dean said this is information for the Board to look at regarding Health Plans and what is happening in the industry.
- iv. A letter from David Ohearn about the trash issue on Water Street. Mr. Dean, Jay Perkins, and Darren Winham worked hard to resolve this issue. Mr. Dean said the owner of the business suggested it would be a good idea to take the trash cans away, and they did that. The report today

from Mr. Ohearn was that there were no trash overflow incidents over the weekend.

- v. A list of building permits issued YTD. Mr. Dean said that as of Friday, 18 Garrison Lane has closed. The site is getting cleared and should see construction activity in the next couple of months.

10. Review Board Calendar

- a. The next meeting is June 17th.

MOTION: Ms. Gilman moved to enter into Non-Public Session pursuant to 91A 3:2, exception D, consideration of the acquisition sale or lease of real personal property which if discussed in public would likely benefit a party or parties whose interests are adverse to those of the general community, and exception E, consideration of pending claims. Ms. Cowan seconded. By a roll call vote, all were in favor. After emerging from non public session, Selectwoman Surman moved to seal the minutes until the matter was completed. Selectwoman Cowan seconded. Motion carried unanimously.

- 11. Adjournment. Selectwoman Corson moved to adjourn. Second by Selectwoman Gilman. The Board stood adjourned at 9:40 p.m...

Respectfully Submitted,
Joanna Bartell
Recording Secretary

Quarterly Financial Report- Q1



TOWN OF EXETER
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TO: SELECT BOARD AND RUSS DEAN, TOWN MANAGER
FROM: DOREEN CHESTER, FINANCE DIRECTOR
SUBJECT: BUDGET VS ACTUAL FINANCIALS (UNAUDITED) & HIGHLIGHTS AS OF 3/31/19 & 3/31/18
DATE: JUNE 17, 2019

General Fund Budget vs. Actual Revenues

General Fund Revenues

As of the first quarter ended, March 31, 2019, General Fund (“GF”) actual revenues are \$ 1.2M versus budgeted revenue of 19.6M. General fund revenues are 6% collected as of March 31, 2019. Low revenues for the general fund are typical for the first quarter of the year, because the Town’s major source of funds, property taxes, are not yet billed. The first half property tax billing typically commences in May of each year and are due by early July.

General fund revenue highlights for the first quarter of the current year are:

- Interest on Property Taxes: \$103K (\$ 81K increase over prior year)
- Motor Vehicle Revenues: \$ 757.5K (\$46K increase over prior year)
- Building & Permit Fees: \$ 29K (6K slight increase from prior year)
- Other Permits and Fees: \$ 15.9K (slight drop of \$3K from prior year)
 - (This category covers fees for vital statistics, TC copy revenue, licenses and registration fees other than motor vehicle and 50% of CATV revenue)
- State Highway Block Grant: \$61.4K (slight increase of \$1.3K from prior year)
- Income from Departments: \$ 208K (\$24K increase over prior due to \$ 16K increase in blue bag revenue, \$6K Transfer Station Permit Fees, \$6K planning legal revenue and 6K Police copy revenue offset by other decreases of \$10K)
- Interest Income \$ 15K vs \$.1K (increase of \$14.9K over prior year)
 - (Citizens Bank has offered a higher interest rate of 2.35% for funds placed in an investment account in FY19)
- Rental Revenues: \$9.7K (2K higher due to increase in Town Hall rental income)

Amounts voted from fund balance, \$361.8K in 2019, are shown separately as a note, because they do not effect current year net income. These line item amounts represent warrant articles voted from the fund balance: Sick Leave Trust: \$100K, Snow/Ice Non-CRF Funds: \$50K, LED Lights: \$ 187.8, Swasey Parkway Expendable Trust: \$24K.

General Fund Budget vs Actual Expenditures

Overall, general fund expenditures are \$ 4.2 M or 22% spent through the first quarter of 2019.

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

- General government group expenditures are \$ 265.7K or 30% spent through the current year.
 - Legal expenses are down by \$5K over the prior year.
 - Liability insurance is down \$22K from the prior year due to rate decreases.
 - Town Manager expenses are \$14.7K higher due to timing of NHMA dues payment.

Finance Group (Finance, Tax, Assessing and IT)

- Finance group expenditures are \$203.8K or 23% spent against the current year budget
 - IT is up by \$ 10K due to purchase of \$5.5K in new computers in line with replacement program, \$1.6K in timing of education and training and other miscellaneous general expenditures of \$2.9K.

Planning, Other Boards and Building Inspection Departments

- Planning and Building Inspection expenses are \$ 116.7K or 21% spent against the budget for current year.
 - Planning expenses are down due to timing of dues payment of \$ 12K to Rockingham Planning Commission.
 - Building Inspection expenses are relatively flat at \$60K year to date. A \$2K increase over the prior year is in approved wage and payroll tax increases.

Police Department

- Police department expenditures are \$ 846K or 22 % spent against the current year budget.
 - Police Admin wages are up by \$15K due to the retirement of the Police Chief and vacation payout in first quarter.
 - Police Dispatch expenses are down by \$23K from prior year due to a retirement and staff replacement at a lower hourly rate.

Fire Department

- Fire Department expenses are \$803K or 21% spent against budget at the end of the first quarter.
 - Fire Suppression wages, benefits and taxes have decreased by \$23.9K in the first quarter due to the two new firefighters hired in FY18. This has caused vacation and sick replacement wages to go down by \$23K.

Public Works Department

- The Public works department budget is \$1M or 19% spent against the current year budget.
 - Public Works Administration is lower by \$ 17K due to the prior year purchase of communication equipment of \$10K in the first quarter and \$7K in timing of master fuel account delivery and allocations.
 - The snow removal budget is close to being exhausted. Year-to-date expenses are \$270K or 86% spent in the current year vs \$ 238K, or 76% spent this time last year.
 - Solid waste disposal appears \$44K lower this year due to timing of invoice and payment. Last year had three payments made at this time vs two payments in the first quarter of 2019.

Parks & Recreation

- Parks & Recreation is \$111K or 21% spent to date.
 - Recreation has a \$9K decrease because of changes in health plans and lower wages and taxes due to staff turnover and new hires at lower pay rates.
 - Parks appears to have a \$ 13.9K increase for the quarter. It is due to timing of maintenance for contract services occurring earlier in FY19 than the prior year.

Library

- Library expenses are \$237K or 23% spent to date with a \$6.6K increase year over year.
- Full-time wages have increased by \$28K in the first quarter of FY19, but are somewhat offset by a \$10K decrease in part-time wages. FTE's have increased from six full-time employees to seven employees in the first quarter of 2019.

General Fund Net Income

- General Fund Net Deficit is -\$2.5M current year versus -\$ 2.7.M in the prior year. This is common in the first quarter of the year.

Water Fund Budget vs. Actual Revenue and Expenditures

Water Fund Revenues

- Water Fund (“WF”) enterprise revenues are \$851K or 25% collected against the budget as of the first quarter of FY19. Gross revenues for the prior year are \$800K or 24%. The \$51K increase in revenues over the prior year is mostly due to the water rate increases.
 - Water usage is down slightly over the prior year but revenue is up due to a rate increase effective for the March 2018 billing cycle.

Water Fund Expenses

- The first quarter water fund expenses of \$808K or 25% represents a \$262K increase over the same period in 2018.
 - Water Administration reflects a \$29K decrease in property insurance rates in the current year.
 - The reduction of \$27K in Water Distribution over the same time last year is due to less spending on tank rehabilitation and hydrant assembly.
 - The year over year increase of 322K in debt services is due to first time debt payments on Larry Lane GWTP and Washington Street Waterline replacement.

Water Fund Net Income

- Water Fund Net Income is \$42k, which has decreased from the prior year by \$201K. Although revenues have increased with water rate adjustments, debt service expenses have increased and are slightly offset by other category decreases as described above.

Sewer Fund Budget vs. Actual Revenues and Expenditures

Sewer Fund Revenues

- Sewer Fund (“SF”) enterprise revenues through the current quarter are \$894K or 30% collected. The prior year reflects revenues of \$744K or 29%. The biggest driver of the \$150K increase to revenues is the new sewer rate increase that became effective in March 2018.
 - Sewer usage was up slightly but the increase in the quarterly service fee and rates contributed most to the year over year increase

Sewer Fund Expenses

- Sewer Fund expenses are \$525K or 18% spent against budget through the first quarter of 2019 compared to \$446K or 18% spent against budget in the prior year.
 - Sewer Administration had an increase of \$31K over prior year due to reallocation of the property insurance.
 - Sewer Collection had a year over year increase of \$14K due to more department overtime of \$9K and an increase of \$5K in electricity expense related both related to the new Waste Water Treatment Facility “WWTF”.
 - A \$45K increase in Sewer Treatment is due to new personnel hired to run the new WWTF. These increases are attributable to a \$24K increase in wages, taxes and benefits and a \$16K increase in electricity usage.

Sewer Fund Net Income

Sewer Fund Net Income is \$368K in the current quarter. It has increased by \$45K over the same period in the prior year due to increase in sewer rates.

Revolving Funds - Budget vs. Actual Revenues and Expenses

Cable Television Revolving Fund (“CATV”)

- CATV revenues are \$160 dollars as of March 31, 2018. This revenue represents a new category of income for the CATV fund for requested non-employee Technical and AV Services.
- Comcast revenues for the first quarter of every year are zero, because the first payment from Comcast is typically received in second quarter of each year.
- Wages and benefits are \$25K or 20% spent against the current year budget versus \$23K spent against budget in the prior year. The variance of \$2K is due to a slight increase in part-time CATV wages.
- General expenses. The \$ 25K variance is due to the timing of the E-Channel assessment billing and payment for FY19.
- Net Deficit is \$ \$(60.3K) for the first quarter of the current versus \$(33K) in the prior year. A net deficit is typical in the CATV fund for this time of the year, because of the timing of payment of Comcast revenues to the Town.

Recreation Revolving Fund (“RR”)

Recreation Revolving Fund Revenues are \$ 320K or 50% collected in the current year versus \$ 266K or 46% collected in the prior year that represents an increase of \$53K over the prior year.

- Program revenue is \$266K and increased by \$ 8K over the prior year due to an increase in summer camp and swimming rates and expansion of the number of registrants permitted to programs. Additional senior programming was also added in FY19.
- Wages and taxes spending are \$7K versus \$ 6K. There is very little activity in the recreation revolving fund in the first quarter of any year.
- General expenses include categories directly related to recreation programs as well as pool chemicals, water bills, printing, advertising and pool food expenses.
 - These expenses are \$45K or 7% spent against the current year budget versus \$55K or 16% spent against the prior year budget.
 - The variance of \$16K is due to timing of capital outlay this year versus the prior year.
- Net income is \$ 274K in the current year versus 205K has increased by \$69K or 34% over the prior year.

EMS Revolving Fund

- EMS Revolving Fund Revenue is \$ 128K for the current year versus \$ 140K in the prior year. Although ambulance run volume has increased over the prior year, Comstar is behind in billing and collection of ambulance revenues.
- Wages, taxes and benefits are \$ 48.6K or 26% spent against the current year budget versus \$35.9K or 19% spent against budget through the first quarter of the prior year. EMS overtime is up over the prior year by \$8K due to more call volume.
- General Expenses are relatively flat year over year at \$19k for the current year versus \$21K for the prior year.
- Current year net income of \$60K reflects a decrease of \$22K from the prior year.

Town of Exeter
 General Fund Revenues (unaudited)
 As of March 31, 2019 and 2018

DRAFT

General Fund Revenues	Current Year 2019 Budget vs Actual				Prior Year 2018 Budget vs Actual				Comparison of Actuals	
	2019 Budget	Actual Revenue 3/31/2019	\$ Variance	% Collected	2018 Budget	Actual Revenue 3/31/2018	\$ Variance	% Collected	2019 vs 2018 \$ Variance	2019 vs 2018 % Variance
Property Tax Revenue	\$ 13,170,380	\$ 81,871	\$ 13,078,509	0.7%	\$ 12,851,331	\$ 16,293	\$ 12,835,038	0.1%	\$ 75,578	464%
Motor Vehicle Permit Fees	3,025,000	757,509	2,267,491	25%	2,650,000	711,228	1,938,772	27%	\$ 46,281	7%
Building Permits & Fees	200,000	29,023	170,977	15%	500,000	22,807	477,193	5%	\$ 6,216	27%
Other Permits and Fees	210,000	15,817	194,083	8%	210,000	19,122	190,878	9%	\$ (3,205)	-17%
Meals & Rooms Tax Revenue	774,137		774,137	0%	754,028		754,028	0%	\$ -	
State Highway Block Grant	304,179	61,353	242,826	20%	300,301	60,060	240,241	20%	\$ 1,293	2%
Other State Grants/Reimbursements	25,000	2,125	22,875	9%	38,884	2,125	36,759	5%	\$ -	0%
Income from Departments	1,000,000	207,699	792,301	21%	850,000	183,526	666,474	22%	24,173	13%
Sale of Town Property	500	-	500	0%	500	-	500	0%	-	
Interest Income	500	15,038	(14,538)	3008%	1,000	109	891	11%	14,929	13696%
Other Miscellaneous Revenues	26,500	9,791	16,709	37%	23,000	7,775	15,225	34%	2,016	26%
Revenue Transfers In/Out	330,181	10,000	320,181	3%	587,600	-	587,600	0%	10,000	100%
Total General Fund Revenues	\$ 19,066,357	\$ 1,200,326	\$ 17,866,031	6%	\$ 18,546,644	\$ 1,023,045	\$ 17,523,599	6%	\$ 177,281	17%
Total Appropriations	539,390	539,390	-		347,813	347,813	-		191,577	55%
Gross Revenues & Appropriations	\$ 19,605,747	\$ 1,739,716	\$ 17,866,031	9%	\$ 18,894,457	\$ 1,370,858	\$ 17,523,599	7%	\$ 368,858	27%

Town of Exeter
 General Fund Expenses (unaudited)
 As of March 31, 2019 and 2018

DRAFT

DEPARTMENT	Current Year 2019 Budget vs Actual				Prior Year 2018 Budget vs Actual				Comparison of Actuals	
	2019 Budget	Actual Expenses 03/31/19	\$ Variance	% Spent	2018 Budgeted Expenses	Actual Expenses 03/31/18	\$ Variance	% Spent	2019 vs 2018 \$ Variance	2019 vs 2018 % Variance
Total General Government	\$ 888,729	\$ 265,739	\$ 622,990	30%	\$ 915,762	\$ 286,032	\$ 629,730	31%	(20,293)	-7%
Total Finance	887,925	203,788	684,137	23%	839,945	189,664	650,281	23%	14,124	7%
Total Planning & Building	545,581	116,715	428,866	21%	527,172	117,352	409,820	22%	(637)	-1%
Total Economic Development	144,879	32,480	112,399	22%	139,358	30,839	108,519	22%	1,641	5%
Total Police	3,766,754	846,488	2,920,266	22%	3,700,556	820,427	2,880,129	22%	26,061	3.2%
Total Fire	3,901,492	803,008	3,098,484	21%	3,852,527	819,307	3,033,220	21%	(16,299)	-2%
Total Public Works	6,514,408	1,241,788	5,272,620	19%	6,205,748	1,114,295	5,091,453	18%	127,471	11%
Total Welfare	68,171	16,376	51,795	24%	37,387	16,153	21,234	43%	223	1%
Total Human Services	106,625	-	106,625	0%	107,500	-	107,500	0%	-	100%
Total Parks & Recreation	538,375	111,455	426,920	21%	528,256	135,021	393,235	26%	(23,566)	-17%
Total Other Culture/Recreation	32,002	1,699	30,303	5%	38,001	6,122	31,879	16%	(4,423)	-72%
Total Library	1,024,921	237,239	787,682	23%	1,014,633	230,630	784,003	23%	6,609	3%
Total Debt Service & Capital	1,571,943	189,347	1,382,596	12%	1,524,250	155,507	1,368,743	10%	33,840	22%
Payroll Benefits & Taxes	282,306	194,867	87,439	74%	321,685	276,139	45,546	86%	(61,272)	-29%
Total General Fund Expenses	\$ 20,254,111	\$ 4,260,967	\$ 15,993,143	21%	\$ 19,750,760	\$ 4,197,488	\$ 15,553,272	21%	\$ 63,479	2%
Warrant Articles										
Appropriation for Warrant Articles	\$ 488,451	\$ 174,000	\$ 314,451	36%	\$ 249,813	\$ 58,097	\$ 191,716	23%	115,903	0%
Total Expenditures	\$ 20,742,562	\$ 4,434,967	\$ 16,307,594	21%	\$ 20,000,573	\$ 4,255,585	\$ 15,744,988	21%	\$ 179,382	4%
Net Income/ (Deficit)	\$ (1,136,815)	\$ (2,695,251)	\$ 34,173,625	165%	\$ (1,106,116)	\$ (2,884,727)	\$ 33,268,587	166%	189,476	-7%
Amounts Voted from Fund Balance	\$ 361,818	\$ 361,818	\$ -	100%	\$ 150,000	\$ 150,000	\$ -	100%	\$ 211,818	141%

Town of Exeter

Water Fund Revenues & Expenses (unaudited)

DRAFT

As of March 31, 2019 and 2018

Description	Current Year				Prior Year				Comparison of Actuals	
	2019 Budget	Actual Revenue 3/31/2019	\$ Variance	% Collected	2018 Budget	Actual Revenue 3/31/2018	\$ Variance	% Collected	2019 vs 2018 \$ Variance	2019 vs 2018 % Variance
Water Fund Revenues										
Water Consumption Charges	2,848,901	696,042	(2,152,859)	24%	2,683,562	647,679	(2,035,883)	24%	48,363	7%
Water Service Charges	479,057	144,215	(334,842)	30%	580,000	141,038	(438,962)	24%	3,177	2%
Water Impact Fees	41,000	9,360	(31,640)	0%	5,000	2,160	(2,840)	43%	7,200	333%
Water Assessment Fee	4,000	300	(3,700)	8%	31,500	2,496	(29,004)	8%	(2,196)	-88%
Water Misc. Revenue	18,000	2,546	(15,454)	14%	18,965	5,772	(13,193)	30%	(3,226)	-56%
Water Backflow Fees	15,200	3,070	(12,130)	20%	13,360	3,100	(10,260)	23%	(30)	-1%
Water Shut Off Fees	3,000	525	(2,475)	18%	4,000	560	(3,440)	14%	(35)	-6%
Hydrant Maintenance Fee	20,000	5,000	(15,000)	25%	20,000	5,000	(15,000)	25%	-	0%
Interest Charges-Water	8,000	2,180	(5,820)	27%	7,000	2,567	(4,433)	37%	(387)	-15%
Water Abatements	(5,000)	(159)	4,841	3%		(444)	(444)	#DIV/0!	285	0%
Water Refunds	(100)		100	0%	(1,000)		1,000	0%	-	#DIV/0!
Water Credits	(178,992)	(12,340)	166,652	7%	(1,000)	(10,314)	(9,314)	1031%	(2,026)	20%
Water Enterprise Revenues	\$ 3,253,066	\$ 850,739	\$ (2,402,327)	26%	\$ 3,361,387	\$ 799,614	\$ (2,561,773)	24%	\$ 51,125	6%
Appropriations for Warrant Articles								100%		0%
Gross Water Revenues	\$ 3,253,066	\$ 850,739	\$ (2,402,327)	26%	\$ 3,361,387	\$ 799,614	\$ (2,561,773)	24%	\$ 51,125	6%
Water Fund Expenditures										
DEPARTMENT	2019 Budget	Actual Expenses 03/31/19	\$ Variance	% Spent	2018 Budget	Actual Expenses 03/31/18	\$ Variance	% Spent	2019 vs 2018 \$ Variance	2019 vs 2018 % Variance
Water Administration	\$ 367,994	\$ 114,505	\$ 253,489	31%	\$ 391,477	\$ 140,408	\$ 251,069	36%	\$ (25,903)	-18%
Water Billing	\$ 165,173	\$ 42,923	\$ 122,250	26%	\$ 157,046	\$ 42,613	\$ 114,433	27%	\$ 310	1%
Water Distribution	\$ 879,332	\$ 148,970	\$ 730,362	17%	\$ 832,394	\$ 182,896	\$ 649,498	22%	\$ (33,926)	-19%
Water Treatment	\$ 816,579	\$ 138,838	\$ 677,741	17%	\$ 798,957	\$ 149,487	\$ 649,470	19%	\$ (10,649)	-7%
Water Fund Debt Service	\$ 886,416	\$ 361,525	\$ 524,891	41%	\$ 1,119,250	\$ 39,371	\$ 1,079,879	4%	\$ 322,154	818%
Water Fund Capital Outlay	\$ 137,572	\$ 1,716	\$ 135,856	1%	\$ 62,263	\$ 1,472	\$ 60,791	2%	\$ 244	17%
Total Water Fund Expenses	\$ 3,253,066	\$ 808,477	\$ 2,444,589	25%	\$ 3,361,387	\$ 556,247	\$ 2,805,140	17%	\$ 252,230	45%
Net Income/ (Deficit)	\$ -	\$ 42,262	\$ 42,262	-100%	\$ -	\$ 243,367	\$ 243,367	100%	\$ (201,105)	83%

Town of Exeter										
Sewer Fund Revenues & Expenses (unaudited)										
As of March 31, 2019 and 2018										
DRAFT										
Description	Current Year				Prior Year				Comparison of Actuals	
	2019 Budget	Actual Revenue 3/31/2019	\$ Variance	% Collected	2018 Budget	Actual Revenue 3/31/2018	\$ Variance	% Collected	2019 vs 2018 \$ Variance	2019 vs 2018 % Variance
Sewer Fund Revenues										
State Grant Revenue	\$ 25,520	\$ -	\$ (25,520)	0%	\$ 20,000	\$ -	\$ (20,000)	0%	-	0%
Sewer Enterprise Revenues	\$ 2,817,866	\$ 894,384	\$ (1,923,482)	32%	\$ 2,567,965	\$ 744,542	\$ (1,803,423)	29%	149,834	20%
Appropriations for Warrant Articles			-		30,000	30,000	-	-	(30,000)	100%
Sewer Fund Revenues & Appropriations	\$ 2,817,866	\$ 894,384	\$ (1,923,482)	32%	\$ 2,597,965	\$ 774,542	\$ (1,803,423)	30%	\$ 119,834	15%
Sewer Fund Expenditures										
DEPARTMENT	2019 Budget	Actual Expenses 03/31/19	\$ Variance	% Spent	2018 Budget	Actual Expenses 03/31/18	\$ Variance	% Spent	2019 vs 2018 \$ Variance	2019 vs 2018 % Variance
Sewer Administration Expense	420,983	138,708	282,275	33%	394,463	106,646	287,817	27%	\$ 32,062	30%
Sewer Billing Expense	162,398	42,343	120,055	26%	157,071	42,245	114,826	27%	\$ 98	0%
Sewer Collection Expense	665,456	118,390	547,066	18%	661,322	128,878	532,444	19%	\$ (10,488)	-8.1%
Sewer Treatment Expense	865,334	155,961	709,373	18%	548,924	90,941	457,983	17%	\$ 65,020	71.5%
Sewer Fund Debt Service Expense	576,124	88,748	507,376	12%	669,233	82,052	587,181	12%	\$ (13,304)	-16%
Sewer Fund Capital Outlay Expense	127,571	1,716	125,855	1%	136,952		136,952	0%	\$ 1,716	#DIV/0!
Total Sewer Fund Expenses	2,817,866	525,866	2,292,000	19%	2,567,965	450,762	2,117,203	18%	\$ 75,104	17%
Sewer Fund Warrant Articles			-		30,000		30,000	0%	\$ -	-100%
Total Sewer Expenses and Warrant Articles	\$ 2,817,866	\$ 525,866	\$ 2,292,000	19%	\$ 2,597,965	\$ 450,762	\$ 2,147,203	17%	\$ 75,104	17%
Net Income/(Deficit)	\$ -	\$ 368,518	\$ 368,518	100%	\$ -	\$ 323,780	\$ 343,780	100%	\$ 44,730	14%

Town of Exeter

Recreation Revolving Fund Revenues & Expenses(unaudited)

DRAFT

As of March 31, 2019 and 2018

Description	Current Year				Prior Year Restated				Comparison of Actuals	
	2019 Budget	Actuals as of 3/31/19	\$ Variance	% Variance	2018 Budget	Actuals as of 3/31/18	\$ Variance	% Variance	2019 vs 2018 \$ Variance	2019 vs 2018 % Variance
Total Revenue	\$ 641,002	320,118	\$ (320,884)	50%	\$ 577,206	\$ 266,941	\$ (310,265)	46%	\$ 53,177	20%
Wages, Taxes & Benefits	\$ 241,100	\$ 7,069	\$ 234,031	3%	\$ 199,900	\$ 5,948	\$ 193,952	3%	\$ 1,121	19%
General Expenses	\$ 398,350	\$ 38,292	\$ 360,058	10%	\$ 341,700	\$ 55,185	\$ 281,515	16%	\$ (16,893)	-31%
Total Rec Revolving Expenses	\$ 639,450	\$ 45,361	\$ 594,089	7%	\$ 541,600	\$ 61,133	\$ 475,467	11%	\$ (15,772)	-26%
Net Income/(Deficit)	\$ 1,552	\$ 274,757	\$ 273,205	17703%	\$ 35,606	\$ 205,808	\$ 170,202	578%	\$ 68,949	34%

Town of Exeter

CATV Revolving Fund- Revenue & Expenses (unaudited)

DRAFT

As of March 31, 2019 and 2018

Description	Current Year				Prior Year				Comparison of Actuals			
	2019 Budget	Actual	\$	Variance	%	2018 Budget	Actual	\$	Variance	%	2019 vs 2018 \$ Variance	2018 vs 2018 % Variance
		03/31/19					03/31/18					
Cable Franchise Fees	153,050			153,050	100%	150,000			150,000	-	-	-
Tech/AV Service Fees		160		(160)	100%						160	100%
Total CATV Revenue	153,050	160		152,890	100%	150,000	-		150,000	-	160	100%
CATV Expenses												
Wages, Taxes & Benefits	\$ 124,689	\$ 25,262	\$	99,427	20%	\$ 100,681	\$ 23,184	\$	77,497	23%	\$ 2,078	9%
General Expenses	\$ 64,691	\$ 35,236	\$	29,455	54%	\$ 58,326	\$ 10,036	\$	48,290	17%	25,200	251%
Total CATV Expenses	\$ 189,380	\$ 60,498	\$	128,882	32%	\$ 159,007	\$ 33,220	\$	125,787	21%	27,278	82%
Net Income/(Deficit)	\$ (36,330)	\$ (60,338)	\$	281,772	166%	\$ (9,007)	\$ (33,220)	\$	275,787	369%	\$ (27,118)	82%

Town of Exeter

Ambulance Revolving Fund - Revenues & Expenses (unaudited)

DRAFT

As of March 31, 2019 and 2018

	Current Year				Prior Year				Comparison of Actuals	
		Actual		%		Actual		%		
	2019 Budget	03/31/19	\$ Variance	Variance	2018 Budget	03/31/18	\$ Variance	%Variance	\$ Variance	%Variance
EMS- Ambulance Transport Revenue	\$ 556,000	\$ 128,131	\$ (427,869)	23%	\$ 528,501	\$ 140,163	\$ (388,338)	27%	\$ (12,032)	-9%
Wages, Taxes & Benefits	\$ 186,188	\$ 48,607	\$ 137,581	26%	\$ 189,869	\$ 35,905	\$ 153,964	19%	\$ 12,702	35%
General Expenses	\$ 167,904	\$ 19,226	\$ 148,678	11%	\$ 171,703	\$ 20,966	\$ 150,737	12%	\$ (1,740)	-8%
Total Expenses	\$ 354,092	\$ 67,833	\$ 286,259	19%	\$ 361,572	\$ 56,871	\$ 304,701	16%	\$ 10,962	19%
Net Income/(Deficit)	\$ 201,908	\$ 60,298	\$ (141,610)	30%	\$ 166,929	\$ 83,292	\$ (83,637)	50%	\$ (22,994)	-28%

Town of Exeter
 Analysis of Property Tax/Liens Receivable
 As of 3/31/19 and 3/31/18

DRAFT

<u>Type</u>	<u>Bill Year</u>	Balance	Balance	<u>\$</u>	<u>%</u>
		Outstanding as of <u>03/31/19</u>	Outstanding as of <u>03/31/18</u>		
				<u>Change</u>	<u>Change</u>
Lien	2009	376	376	-	0%
Lien	2010	2,334	3,523	(1,189)	(34)%
Lien	2011	7,700	9,729	(2,029)	(21)%
Lien	2012	6,999	8,739	(1,740)	(20)%
Lien	2013	15,181	48,436	(33,255)	(69)%
Lien	2014	25,547	68,215	(42,668)	(63)%
Lien	2015	33,618	154,332	(120,714)	(78)%
Lien	2016	160,725	252,324	(91,599)	(36)%
Lien	2017	241,594	525,687	(284,093)	(54)%
Lien	2018	467,651	-	467,651	
Grand Total		\$ 961,725	\$ 1,071,361	\$ (109,636)	(10)%

Property tax liens receivable decreased by 109K or 10% from the prior year.

Town of Exeter

DRAFT

**Analysis of Accounts Receivable Aging - Water & Sewer
March 31, 2019 vs March 31, 2018**

	<u>Current</u>	<u>31-60 Days</u>	<u>61-90 Days</u>	<u>Over 90 Days</u>	<u>Total</u>
As of 03/31/19	\$ 810,603	\$ 95,708	\$ 27,169	\$ 14,585	\$ 948,065
Percent Outstanding	86%	10%	3%	2%	100%
As of 03/31/18	\$ 633,094	\$ 42,650		\$ 33,837	\$ 709,581
Percent Outstanding	89%	6%	0%	5%	100%
Increase/(Decrease)	\$ 177,509	\$ 53,058	\$ 27,169	\$ (19,252)	\$ 238,484
	28%	0%	0%	-57%	34%

Accounts receivable over 90 days have decreased by 57% or \$19,282 from the prior year.

<u>Current Year</u>				
Breakdown of Water/Sewer Accounts Receivable Outstanding by Year: As of March 31, 2019				
<u>Year</u>	<u>Water</u>	<u>Sewer</u>	<u>Total</u>	<u>Percent of Total</u>
2008		226	226	0.02%
2009	4	140	144	0.02%
2010	(270)	173	(97)	-0.01%
2011		1,222	1,222	0.13%
2012		206	206	0.02%
2013		209	209	0.02%
2014		217	217	0.02%
2015		231	231	0.02%
2016		232	232	0.02%
2017	114	465	579	0.06%
2018	33,130	69,643	102,773	10.84%
*2019	383,937	458,186	842,123	88.83%
Total	416,915	531,150	948,065	100%

* Includes current cycle billing

2019 Revaluation Update

Town of Exeter
Preliminary Revaluation Values
4/1/2019

2019 Preliminary Value	2,626,162,906
2018 Value	<u>2,013,833,838</u>
	612,319,067

Overall Change	30%
Residential	20%
Manufactured Homes	50%
Condominiums	33%
Commercial	27%

	<u>2 Year</u>	<u>1 Year</u>	<u>IAAO Guidelines</u>
Median ASR	98.2	96.4	.90 – 1.10
COD	7.53	7.42	Less Than 20
PRD	1.01	1.01	.98 – 1.03

Preliminary notice will be mailed on June 18, 2019. Calls will be taken until July 12, 2019.

Informal Hearing will be held at the Town Hall from July 8, 2019 through July 17, 2019. Taxpayers may also submit something in writing or schedule a phone hearing.

2019 Bond and BAN Resolutions

TOWN OF EXETER, NEW HAMPSHIRE
(the "Issuer")

RESOLUTION OF GOVERNING BOARD

The undersigned, at least a majority of the Governing Board of the Issuer and the Treasurer of the Issuer hereby certify (i) that a meeting of the Governing Board of the Issuer was held with respect to the issuance of the Notes (defined below); (ii) that notice of said meeting was afforded to said officers and the public in accordance with the provisions of RSA 91-A, as amended, and the applicable rules and bylaws of the Issuer, if any; (iii) that at least a majority of the Governing Board were present throughout said meeting; (iv) that the following votes were adopted at said meeting, all as being in the best interests of the Issuer; and (v) that the resolutions set forth below have not been repealed, amended or rescinded as of the date hereof:

VOTED: To authorize the issuance of \$2,500,000 Bond Anticipation Notes (the "Notes") of the Issuer, which were heretofore authorized by the Issuer on March 12, 2019 such Notes to be dated July 10, 2019;

VOTED: To sell said Notes to the purchaser (the "Purchaser"), with the principal amounts, maturities, premium, if any, redemption provisions, if any, and interest rates specified on Schedule A, attached hereto and made a part hereof;

VOTED: To issue the Notes in substantially the form set forth in Schedule B, attached hereto and made a part hereof;

VOTED: To authorize at least a majority of the Governing Board and the Treasurer to sign the Notes or to have said signatures printed in facsimile on the Notes and to affix the Issuer's seal thereto;

VOTED: To authorize the Treasurer to deliver the Notes to the Purchaser against payment therefor;

VOTED: To authorize at least a majority of the Governing Board and the Treasurer to execute and deliver a Signature and No Litigation Certificate with Receipt, a No Arbitrage and Tax Certificate and IRS Form 8038-G in substantially the form presented to this meeting and such other documents as may be necessary or appropriate to accomplish the sale and delivery of the Notes in accordance with the foregoing; and

VOTED: That the Purchaser shall serve as Paying Agent with respect to the Notes.

Dated as of this 10th day of July, 2019.

TOWN OF EXETER, NEW HAMPSHIRE

Issuer's Treasurer

Governing Board

(Seal)

SCHEDULE B
FORM OF NOTE

Registered UNITED STATES OF AMERICA Registered
 No. R-1 \$2,500,000

STATE OF NEW HAMPSHIRE

TOWN OF EXETER

Bond Anticipation Note

<u>Interest Rate</u>	<u>Maturity Date</u>	<u>Original Issue Date</u>
2.16%	February 14, 2020	July 10, 2019

REGISTERED OWNER: NEWBURYPORT FIVE CENTS SAVINGS BANK

PRINCIPAL AMOUNT: \$2,500,000

The Town of Exeter, New Hampshire (the "Issuer"), for value received, promises to pay to the Registered Owner of this Note, or registered assignee, the principal specified above in lawful money of the United States of America, on the Maturity Date upon presentation and surrender hereof, with interest calculated on the basis of a 360-day year comprised of twelve 30-day months, at the Interest Rate per annum, payable on the Maturity Date. This Note will bear interest from the Original Issue Date.

Both principal and interest on the Note are payable at 137 Portsmouth Avenue, Exeter, NH 03038 or such place as may be specified to the Issuer in writing. Final payment of the interest and principal of this Note shall be made upon surrender of this Note for cancellation at the place at which this Note is then payable.

This Note is a general obligation of the Issuer, issued by the Issuer pursuant to New Hampshire RSA 33:7-a and votes of the Issuer passed on March 12, 2019. This Note is being issued to finance the design and construction of renovations and repairs, including furniture, fixtures, replacement of the HVAC system and equipment of the Exeter Public Library.

This Note may be redeemed or prepaid prior to maturity, in whole or in part, without the payment of any premium or penalty.

This Note is transferable only upon the registration books kept by the Registered Owner as Paying Agent and registrar.

It is hereby certified that every requirement of law relating to the issue hereof has been complied with and that this Note is within every debt or other limit prescribed by law.

This Note shall not be valid unless the Certificate of Authentication has been signed.

IN WITNESS WHEREOF, the Issuer has caused this Note to be executed on its behalf by a majority of its Board of Selectmen and countersigned by its Treasurer and its seal to be affixed hereto as of this 10th day of July, 2019.

TOWN OF EXETER, NEW HAMPSHIRE

Issuer's Treasurer

Board of Selectmen

(SEAL)

Authenticating Certificate

STATE OF NEW HAMPSHIRE

COUNTY OF _____

The undersigned hereby certifies that the foregoing Note is the instrument described therein, that the signatures and seal of the Town of Exeter, New Hampshire, on this Note are genuine, and that Devine, Millimet & Branch, Professional Association has rendered an opinion approving the legality of this Note, such opinion dated and given when this Note was issued.

Justice of the Peace/Notary Public
My commission expires:
Notary Seal:

TOWN OF EXETER, NEW HAMPSHIRE
(the "Issuer")

**\$2,500,000 Bond Anticipation Notes (the "Notes")
dated July 10, 2019 and Sold to the
Purchaser (the "Purchaser") specified on Schedule A,
attached hereto and made a part hereof**

NO ARBITRAGE AND TAX CERTIFICATE

We, at least a majority of the Board of Selectmen (the "Governing Board") and the Treasurer of the Issuer, do hereby execute this certificate to certify, represent and covenant as follows with respect to the Notes for purposes of the Internal Revenue Code of 1986, as amended (the "Code"):

A. General

1. Description of Notes. \$2,500,000 Bond Anticipation Notes (the "Notes"), dated July 10, 2019 and maturing February 14, 2020, bearing interest, premium, if any, and sold to the Purchaser as set forth in Schedule A, attached hereto and made a part hereof.

2. Purpose. The Notes are being issued pursuant to RSA 33:7-a and votes of the Issuer passed on March 12, 2019 (the "Proceedings") in anticipation of the receipt of the proceeds of General Obligation Bonds (the "Bonds") authorized to be issued pursuant to the Proceedings, such Bonds to be issued to finance the design and construction of renovations and repairs, including furniture, fixtures, replacement of the HVAC system and equipment of the Exeter Public Library (the "Project").

3. No Overissue. The principal amount being borrowed for the Project is not expected to exceed the amount needed for such purpose after taking into account all other available funds.

4. No Hedge Bonds. The Issuer reasonably expects that more than 85% of the net Sale Proceeds will be expended for governmental purposes of the Notes within three years after the date of issue of the Notes. Not more than 50% of the Sale Proceeds allocated to the Notes will be invested in obligations having a substantially guaranteed yield for four years or more.

B. Arbitrage

1. Other Issues. There are no other bond issues of Issuer that are being sold less than 15 days before or after July 10, 2019, the date on which the Notes were sold to the Purchaser (the "Sale Date") (Reg. 1.150-1(c)(1)).

2. Gross Proceeds. The Gross Proceeds of the Notes, to which the arbitrage and rebate rules of the Code apply, consist of (i) the Proceeds of the Notes; and (ii) any Replacement Proceeds. (Reg. 1.148-1(b)), as follows:

a. Proceeds. The Proceeds of the Notes consist of the following:

i. Sale Proceeds. \$2,500,000 which consists of the amounts received by the Issuer from the sale of the Notes, including amounts used to pay underwriter's discount or compensation, if any. (Reg. 1.148-1(b))

- ii. Investment Proceeds. \$0, which consists of the amount that the Issuer expects to receive from investing the proceeds of the Notes. (Reg. 1.148-1(b))
 - iii. Transferred Proceeds. There are no transferred proceeds of the Notes. (Reg. 1.148-1(b))
- b. Replacement Proceeds. There will be no replacement proceeds allocated to the Notes in light of the fact that:
- i. General. There are no other amounts that would have been or could be used for the governmental purpose of the Notes. (Reg. 1.148-1(c)(1))
 - ii. Sinking Funds. There are no segregated sinking funds, debt service funds, redemption funds, replacement funds or similar fund that the Issuer reasonably expects to use directly or indirectly to pay principal or interest on the Notes. Payment of debt service on the Notes is expected to be derived from current revenues of the Issuer, which current revenues are expected to equal or exceed debt service on the Notes during the term of the Notes. (Reg. 1.148-1(c)(2))
 - iii. Pledged Funds. There are no other funds which are to be pledged to pay principal or interest on the Notes; and there is no agreement by the Issuer to maintain funds at a certain level for the direct or indirect benefit of the holders of the Notes. (Reg. 1.148-1(c)(3)(i) & (ii))
 - iv. Other Replacement Proceeds. The Issuer does not reasonably expect that the term of the Notes will be longer than reasonably necessary for the governmental purposes of the issue. (Reg. 1.148-1(c)(4))

3. Universal Cap. Based on the expectations set forth below, the Issuer believes that the universal cap specified in Reg. 1.148-6 will not reduce the amount of Gross Proceeds of the Notes allocable to the issue during the term of the same. Issuer understands, however, that the universal cap may reduce the amount of Gross Proceeds that will be subject to the arbitrage rules if any of these expectations do not prove to be accurate.

- a. Replacement Proceeds. As noted above, there are no Replacement Proceeds (other than proceeds in a bona fide debt service fund or a reasonably required reserve or replacement fund, if any) allocable to the Notes. (Reg. 1.148-6(b)(2)(i)(A))
- b. Use of Net Sale Proceeds. The Sale Proceeds of the Notes (less any proceeds invested in a reasonably required reserve or replacement fund, if any, or as part of a Minor Portion (as described below)) either (i) will be spent so as to qualify for a Temporary Period exception to the arbitrage rules (as described below); or (ii) are being deposited in a refunding escrow fund and will be expended as originally expected. (Reg. 1.148-6(b)(2)(i)(B))
- c. No Transferred Proceeds. There are no transferred proceeds allocable to the Notes. (Reg. 1.148-6(b)(2)(i)(C))
- d. Retirement of Notes. The Notes will not be retired prior to the date used in computing the yield on the Notes. (Reg. 1.148-6(b)(2)(i)(D))

- e. Student Loans or Mortgage Loans. No proceeds of the Notes are being invested in qualified student or qualified mortgage loans. (Reg. 1.148-6(b)(2)(i)(E))
4. Yield on Notes. The yield on the Notes is 2.16%. (Reg. 1.148-4)
- a. No Guaranty. There is no qualified guaranty applicable to the Notes. (Reg. 1.148-4(f))
 - b. No Hedge. There is no qualified hedge applicable to the Notes. (Reg. 1.148-4(h))
5. Prohibition Against Investment of Note Proceeds at a "Materially Higher" Yield than the Yield on the Notes. Absent compliance with one of the arbitrage exceptions noted below the Gross Proceeds of the Notes will not be invested at a Yield in excess of the Yield on the Notes plus .125%, (Reg. 1.148-2(d)(2)(i) & (ii)). (The maximum yield at which Gross Proceeds of the Notes may be invested is sometimes hereafter referred to as the "Maximum Yield"). The referenced arbitrage exceptions are (i) the Temporary Period Exceptions; (ii) the Reserve or Replacement Fund Exception; and (iii) the Minor Portion Exception, all as noted below.
6. Temporary Period Exceptions. Gross Proceeds of the Notes may be invested at a Yield in excess of the Maximum Yield for the following Temporary Periods:
- a. Net Sale Proceeds and Investment Proceeds Expended on Project. The Issuer reasonably expects (i) to spend 85% of the "net sale proceeds" or "investment proceeds on the Project within three (3) years of the issue date of the Notes. (For purposes of the preceding sentence the "net sale proceeds" of the Notes constitute the original proceeds secured upon sale of the Notes minus (I) sale proceeds invested in a reasonably required reserve or replacement fund; and (II) the lesser of (A) \$100,000; or (B) five percent (5%) of the proceeds (here: \$125,000) that are invested at a yield in excess of the yield on the Notes); (ii) to incur within six (6) months of the date of issue a substantial binding commitment to expend at least 5% of the proceeds on the Project; and (iii) to proceed with due diligence to complete the Project. (Reg. 1.148-2(e)(2)(i))
 - b. Other Investment Proceeds. Investment proceeds not spent on the Project may be invested in higher yielding investments for a period of one (1) year from the issuance of the Notes. (Reg. 1.148-2(e)(6))
 - c. Replacement Proceeds. To the extent there are any Replacement Proceeds that exist with respect to the Notes (e.g. sinking funds, pledged funds, etc.) they may be invested without regard to yield for a period of up to 30 days. (Reg. 1.148-2(e)(5)(i))
 - d. Bona Fide Debt Service Fund. Funds in a bona fide debt service fund, if any, may be invested without regard to yield for a period of up to 13 months. (Reg. 1.148-2(e)(5)(ii))
 - e. Other Gross Proceeds. Other Gross Proceeds of the Notes which are expended within 30 days of the date the Notes are issued. (Reg. 1.148-2(e)(7))
7. Reasonably Required Reserve or Replacement Fund Exception. No reasonably required reserve or replacement fund exists with respect to the Notes which would be eligible for this exception to the arbitrage requirements. (Reg. 1.148-2(f))

8. Minor Portion Exception. Gross Proceeds of the Notes up to an amount equal to the lesser of (i) 5 % of the Proceeds of the Notes (here: \$125,000); or (ii) \$100,000, may be invested at a Yield in excess of the Maximum Yield. (Code Section 148(e), Reg. 1.148-2(g))

9. No Premium. The Issuer has not received and will not receive any premium for the sale of the Notes.

10. Expense of Issue. Proceeds of the Notes to be applied to expenses of issue are expected to be so applied within twelve (12) months of the date of issue.

11. Investment Earnings. Any earnings (including net profit) from investment or deposit of proceeds of the Notes have been or are expected to be commingled upon receipt with the general funds of the Issuer and expended for current purposes within substantially less than one year after their receipt.

12. No Sale of Project. The Issuer does not expect to sell the Project.

13. Repayment of Notes. The Notes are a general obligation of the Issuer for which the full faith and credit of the Issuer are pledged.

14. Reasonable Expectations. To the best of our knowledge, information and belief, the above expectations are reasonable.

15. Useful Life. The useful life of the Project is in excess of the term of the Notes.

16. Responsibility for Issue. The undersigned are charged by law and the proceedings authorizing the Notes with the responsibility for their issue.

C. Reimbursement. No reimbursement of amounts previously expended by the Issuer shall be made from proceeds of the Notes.

D. No Private Activity Notes

1. None of the proceeds of the Notes nor the Project will be utilized, directly or indirectly for private business use (Code §§141(b)(1) & (3)).

2. Payment of principal and interest on the Notes will not be derived from or secured by property to be utilized for a private business use (Code §§141(b)(2)).

3. None of the proceeds of the Notes will be used to make or finance loans to persons other than governmental units (Code §141(c)).

E. Rebate

1. Overview and Definitions: A note or bond will be an "arbitrage bond", and thus not a tax exempt note or bond, unless it either complies with or is excepted from the rebate rules set forth in Code Section 148(f). In this regard, a rebate must be paid to the government equal to the excess of (a) amounts earned on all "nonpurpose investments"; over (b) the amount that would have been earned if such nonpurpose investments were invested at a yield equal to the yield on the Notes. (Code Section 148(f)(2); Reg. 1.148-3(a)&(b)). For these purposes, a "Nonpurpose Investment" means any "investment property" which is acquired with the "gross proceeds" of an issue and is not required to carry out the governmental purpose of the issue (Code Section 148(f)(6)). "Investment Property" means any security or obligation,

any annuity contract, or any other investment-type property, but does not include any tax-exempt bond unless such obligation is a specified private activity bond. (Code Section 148(b)(2) and Reg. 1.148-1(e)). The “yield” on the Notes is defined in Reg. 1.148-4. The yield on the Nonpurpose Investments is defined in Reg. 1.148-5. The amount and due date(s) for the payment of such rebate are set forth in Code Section 148(f)(3).

2. Small Issuer Exception from Rebate Requirements (Code Section 148(f)(4)(D). The Issuer covenants to comply with the rebate requirements of Section 148 of the Code and the regulations promulgated thereunder, including those relating to the computation of the yield on the invested proceeds of the Notes and the payment of rebates to the United States, to the extent that the following expectations of the Issuer do not prove to be true:

- a. That the Notes are issued by the Issuer and the Issuer has general taxing powers;
- b. That pursuant to the representations in Section B above, the Notes are not private activity bonds within the meaning of Code Section 141;
- c. That ninety-five percent (95%) or more of the net proceeds of the Notes are to be used for local governmental activities of the Issuer (or of a governmental unit the jurisdiction of which is entirely under the jurisdiction of the Issuer);
- d. That the aggregate face amount of tax-exempt obligations (other than private activity bonds) issued by the Issuer and all subordinate entities thereof during 2019 is not reasonably expected to exceed Five Million Dollars (\$5,000,000); and
- e. The Notes are not being issued to refund other Notes of the Issuer.

3. Undertakings. The Issuer hereby covenants to comply with certain requirements of the Code pertaining to the rebate requirements set forth herein. The Issuer acknowledges that the United States Department of the Treasury has issued regulations with respect to certain of these undertakings, including the proper method for computing whether any rebate amount is due the federal government under Code Section 148(f). The Issuer further acknowledges that the United States Department of the Treasury may yet issue additional regulations to determine what is required with respect to certain of these undertakings. The Issuer covenants that it will undertake to determine what is required with respect to these rebate provisions, from time to time, and will comply with any requirements that may apply to the Notes.

4. Recordkeeping. In order to facilitate the calculation of any rebate requirement, the Issuer shall maintain or cause to be maintained detailed records with respect to each Nonpurpose Investment allocable to Gross Proceeds, including: (a) purchase date; (b) purchase price; (c) information establishing fair market value on the date such investment became a Nonpurpose Investment; (d) any accrued interest paid; (e) face amount; (f) coupon rate; (g) periodicity of interest payments; (h) disposition price; (i) any accrued interest received; and (j) disposition date.

F. Federal Guarantee Certifications

1. Except as specifically set forth in Paragraph 2 below or otherwise permitted under

Section 149(b) of the Code, (a) the payment of the principal or interest on the Notes is not directly or indirectly guaranteed (in whole or in part) by the United States or an agency or instrumentality thereof; and (b) no portion of the proceeds of the Notes shall be (i) used in making loans the payment of principal or interest with respect to which are to be guaranteed (in whole or in part) by the United States or any agency or instrumentality thereof, or (ii) invested (directly or indirectly) in federally issued deposits or accounts (being any deposit or account in a financial institution to the extent insured under Federal Savings and Loan Insurance Corporation, the National Credit Union Administration, or any similar federally-chartered corporation).

2. As allowed by Section 149(b)(3) of the Code, the certifications set forth in Paragraph 1 above shall not apply to (i) proceeds of the Notes invested for the temporary period set forth in Section A.3 hereof until such proceeds are needed for the purposes of the issue; (ii) investments in Notes issued by the United States Treasury; or (iii) other investments permitted under regulations promulgated by the United States Treasury.

G. Designation of Notes as Qualified Tax-Exempt Obligation (Code Section 265(b)(3))

1. That pursuant to the representations in Section B above, the Notes are not private activity bonds under the meaning of Code Section 141;

2. That the Issuer hereby designates the Notes as "Qualified Tax Exempt Obligations" for purposes of Code Section 265(b)(3)(B)(ii);

3. That the Issuer (and any subordinate entities thereof) reasonably anticipates that it will not issue more than Ten Million Dollars (\$10,000,000.00) in tax exempt obligations in 2019; and

4. That the Issuer (and any subordinate entities thereof) hereby covenants that it will not designate more than Ten Million Dollars (\$10,000,000.00) of its obligations as Qualified Tax Exempt Obligations during 2019.

H. Other Covenants of the Issuer

1. Expectations. The undersigned are authorized representatives of the Issuer acting for and on behalf of the Issuer in executing this Certificate. To the best of the knowledge and belief of the undersigned, there are no other facts, estimates or circumstances that would materially change the expectations as set forth herein, and said expectations are reasonable. With respect to certain matters set forth herein, the Issuer has specifically relied upon information provided by other parties as herein defined, although the Issuer is not aware of any facts or circumstances that would cause it to question the accuracy or reasonableness of the same.

2. IRS Form 8038-G or 8038-GC. The Issuer will complete, sign and file "Form 8038-G, Information Return for Tax Exempt Governmental Bond Issues," or "Form 8038-GC, Information Return for Small Tax-Exempt Governmental Bond Issues, Leases, and Installment Sales", as applicable, on or before the fifteenth (15th) day of the second calendar month after the close of the calendar quarter within which the Notes are issued (Code §149(e));

3. Record Retention. In order to ensure that the interest on the Notes continues to be

excluded from gross income for federal tax law purposes, the Issuer acknowledges that records should be maintained to support the representations, certifications and expectations set forth herein until at least the date 3 years after the later of (a) the date on which the Notes are retired; or (b) if any portion of the Notes are refunded with the proceeds on any other tax-exempt obligations ("Refunding Obligations"), the date on which the last of the Refunding Obligations is retired. The records to be retained include, without limitation, the following: (a) the transcript of documents relating to the Notes; (b) documentation evidencing the expenditure, timing and allocation of the proceeds of the Notes; (c) documentation evidencing the use of the Project, or any component, by public and private sources (i.e. copies of any management contracts, leases, etc., if any); (d) documentation evidencing all sources of payment or security for the Notes; and (e) records of all amounts, if any, paid to the United States in satisfaction of the rebate requirements for the Notes and IRS Forms 8038-T (or successor forms) related to such payments.

4. Written Procedures. The Issuer has adopted written procedures to ensure future compliance of the Notes with the requirements of the Code relating to tax-exempt obligations.

5. Covenant to Comply. The Issuer hereby covenants that it will not take or permit to be taken on its behalf any actions or actions that would adversely affect the exclusion from federal income taxation of interest on the Notes; and will take or require to be taken such acts as may reasonably within its ability and as may from time to time be required under applicable law to maintain the exclusion from federal income taxation of interest on the Notes.

[SIGNATURE PAGE FOLLOWS]

Dated as of this 10th day of July, 2019.

TOWN OF EXETER, NEW HAMPSHIRE

Issuer's Treasurer

Governing Board

(Seal)

SCHEDULE A

**Town of Exeter, New Hampshire
\$2,500,000 Bond Anticipation Notes Dated July 10, 2019**

Description of Terms and Purchaser(s) of Notes

<u>Note Number</u>	<u>Purchaser</u>	<u>Denomination</u>	<u>Interest Rate</u>	<u>Premium Paid By Purchaser (if any)</u>
R-1	Newburyport Five Cents Savings Bank	\$2,500,000	2.16%	N/A

TOWN OF EXETER, NEW HAMPSHIRE
(the "Issuer")

\$2,500,000 Bond Anticipation Notes (the "Notes"),
dated July 10, 2019 and Sold to the
Purchaser (the "Purchaser")
specified on Schedule A, attached hereto
and made a part hereof

SIGNATURE AND NO LITIGATION CERTIFICATE WITH RECEIPT

We, at least a majority of the Board of and the Treasurer of Issuer, do hereby execute this certificate to certify, represent and covenant as follows with respect to the Notes:

I. Proceedings Authorizing the Notes.

We, the said officers, certify that:

A. The Notes are issued pursuant to RSA 33:7-a and votes of the Issuer passed on March 12, 2019 (the "Proceedings") in anticipation of the receipt of the proceeds of General Obligation Bonds (the "Bonds") authorized to be issued pursuant to the Proceedings, such Bonds to be issued to finance the design and construction of renovations and repairs, including furniture, fixtures, replacement of the HVAC system and equipment of the Exeter Public Library (the "Project");

B. The Proceedings were conducted in accordance with the Right-to-Know Act, RSA 91-A and any standing rules of the undersigned;

C. None of the Proceedings has been repealed, rescinded or amended;

D. No other debt has been incurred pursuant to the Proceedings;

E. No temporary loan in anticipation of the Notes is outstanding;

F. There has been no increase in the total indebtedness of the Issuer since April 12, 2019, nor any decrease in the assessed valuation of the Issuer since May 29, 2019;

G. The Issuer has received all governmental approvals and permits necessary for the Project to be financed with the proceeds of the Notes;

H. The useful life of the Project is greater than the term of the Notes; and

I. Certified copies of the Proceedings have been delivered to Devine, Millimet & Branch, Professional Association;

II. Incumbency; Execution and Delivery of Notes

We, the said officers, further certify:

- A. That we are the duly chosen, qualified and acting officers of the undersigned;
- B. That there was no vacancy in any of our offices at the time the Proceedings took place;
- C. That as such officers we have signed the Notes and this certificate or have caused our signatures to be printed in facsimile on the Notes;
- D. That as such officers we have caused the Issuer's seal to be affixed hereto and to the Notes, or have caused a facsimile of said seal to be printed on the Notes;
- E. That we have approved the sale of the Notes to the Purchaser as referenced in the Proceedings; and that the form, date, maturities, interest rates, redemption provisions and other details of the Notes, including the manner of its sale and award, have been and are hereby approved; and
- F. That the undersigned Treasurer certifies that the Notes were delivered on the date hereof and that the full purchase price therefor, equal to the amount of the Notes, together with the premium, if any, specified in Schedule A, was paid by the Purchaser on the date hereof.

III. No Litigation.

We, the said officers, further certify that there has been no litigation or other proceeding affecting the validity of the Notes or the power of the Issuer to have taxes levied and collected to pay the same; that none is pending or, to the best of our knowledge, threatened; and that neither the corporate existence nor boundaries of the Issuer, nor the title of any of the undersigned to our respective offices is being contested.

IV. Disclosure of Information.

We, the said officers, further certify that, to the best of our knowledge and belief, at the time the Notes were sold to the Purchaser and the date of the delivery thereof, the description and statements on the preliminary and final Official Statements, if any (collectively, the "Official Statements"), or other information furnished to the Purchaser relating to the Issuer, if any, its finances and the Notes were and are true in all material respects and did not and do not contain any untrue statement of a material fact or omit to state a material fact required to be stated therein or necessary to make the statements made therein, in light of the circumstances under which they were made, not misleading, and that there has been no material adverse change in the financial condition of the Issuer from that set forth or contemplated by the Official Statement.

[SIGNATURE PAGE FOLLOWS]

Dated as of this 10th day of July, 2019.

TOWN OF EXETER, NEW HAMPSHIRE

Issuer's Treasurer

Governing Board

(Seal)

Part I Reporting Authority		If Amended Return, check here <input type="checkbox"/>	
1 Issuer's name Town of Exeter, New Hampshire		2 Issuer's employer identification number (EIN) 02-6000268	
3a Name of person (other than issuer) with whom the IRS may communicate about this return (see instructions) Renelle L. L'Hullier, Esquire (Bond Counsel)		3b Telephone number of other person shown on 3a 603-410-1709	
4 Number and street (or P.O. box if mail is not delivered to street address)	Room/suite	5 Report number (For IRS Use Only)	
15 North Main Street	300	3	
6 City, town, or post office, state, and ZIP code Concord, NH 03301		7 Date of issue 07/10/2019	
8 Name of issue \$2,500,000 Bond Anticipation Note		9 CUSIP number N/A	
10a Name and title of officer or other employee of the issuer whom the IRS may call for more information (see instructions) Doreen Chester, Finance Director		10b Telephone number of officer or other employee shown on 10a 603-773-6109	

Part II Type of Issue (enter the issue price). See the instructions and attach schedule.		
11 Education	12 Health and hospital	13 Transportation
14 Public safety	15 Environment (including sewage bonds)	16 Housing
17 Utilities	18 Other. Describe ► Library	18 \$2,500,000 00
19a If bonds are TANs or RANs, check only box 19a <input type="checkbox"/>		
b If bonds are BANs, check only box 19b <input checked="" type="checkbox"/>		
20 If bonds are in the form of a lease or installment sale, check box <input type="checkbox"/>		

Part III Description of Bonds. Complete for the entire issue for which this form is being filed.					
	(a) Final maturity date	(b) Issue price	(c) Stated redemption price at maturity	(d) Weighted average maturity	(e) Yield
21	02/14/2020	\$ 2,500,000.00	\$ 2,500,000.00	years	2.16 %

Part IV Uses of Proceeds of Bond Issue (including underwriters' discount)			
22	Proceeds used for accrued interest	22	
23	Issue price of entire issue (enter amount from line 21, column (b))	23	\$2,500,000 00
24	Proceeds used for bond issuance costs (including underwriters' discount)	24	
25	Proceeds used for credit enhancement	25	
26	Proceeds allocated to reasonably required reserve or replacement fund	26	
27	Proceeds used to refund prior tax-exempt bonds. Complete Part V	27	
28	Proceeds used to refund prior taxable bonds. Complete Part V	28	
29	Total (add lines 24 through 28)	29	\$0 00
30	Nonrefunding proceeds of the issue (subtract line 29 from line 23 and enter amount here)	30	\$2,500,000 00

Part V Description of Refunded Bonds. Complete this part only for refunding bonds.	
31	Enter the remaining weighted average maturity of the tax-exempt bonds to be refunded <input type="checkbox"/> _____ years
32	Enter the remaining weighted average maturity of the taxable bonds to be refunded <input type="checkbox"/> _____ years
33	Enter the last date on which the refunded tax-exempt bonds will be called (MM/DD/YYYY) <input type="checkbox"/> _____
34	Enter the date(s) the refunded bonds were issued ► (MM/DD/YYYY) _____

Part VI Miscellaneous

35 Enter the amount of the state volume cap allocated to the issue under section 141(b)(5)	35		
36a Enter the amount of gross proceeds invested or to be invested in a guaranteed investment contract (GIC). See instructions	36a		
b Enter the final maturity date of the GIC ▶ (MM/DD/YYYY) _____			
c Enter the name of the GIC provider ▶ _____			
37 Pooled financings: Enter the amount of the proceeds of this issue that are to be used to make loans to other governmental units	37		
38a If this issue is a loan made from the proceeds of another tax-exempt issue, check box ▶ <input type="checkbox"/> and enter the following information:			
b Enter the date of the master pool bond ▶ (MM/DD/YYYY) _____			
c Enter the EIN of the issuer of the master pool bond ▶ _____			
d Enter the name of the issuer of the master pool bond ▶ _____			
39 If the issuer has designated the issue under section 265(b)(3)(B)(i)(III) (small issuer exception), check box ▶			<input checked="" type="checkbox"/>
40 If the issuer has elected to pay a penalty in lieu of arbitrage rebate, check box ▶			<input type="checkbox"/>
41a If the issuer has identified a hedge, check here ▶ <input type="checkbox"/> and enter the following information:			
b Name of hedge provider ▶ _____			
c Type of hedge ▶ _____			
d Term of hedge ▶ _____			
42 If the issuer has superintegrated the hedge, check box ▶			<input type="checkbox"/>
43 If the issuer has established written procedures to ensure that all nonqualified bonds of this issue are remediated according to the requirements under the Code and Regulations (see instructions), check box ▶			<input checked="" type="checkbox"/>
44 If the issuer has established written procedures to monitor the requirements of section 148, check box ▶			<input checked="" type="checkbox"/>
45a If some portion of the proceeds was used to reimburse expenditures, check here ▶ <input type="checkbox"/> and enter the amount of reimbursement ▶ _____			
b Enter the date the official intent was adopted ▶ (MM/DD/YYYY) _____			

Signature and Consent	Under penalties of perjury, I declare that I have examined this return and accompanying schedules and statements, and to the best of my knowledge and belief, they are true, correct, and complete. I further declare that I consent to the IRS's disclosure of the issuer's return information, as necessary to process this return, to the person that I have authorized above.				
	_____ Signature of issuer's authorized representative	07/10/2019 Date	_____ Type or print name and title		
Paid Preparer Use Only	Print/Type preparer's name	Preparer's signature	Date	Check <input type="checkbox"/> if self-employed	PTIN
	Renelle L. L'Huillier, Esquire		07/10/2019		P01081312
	Firm's name ▶ Devine, Millimet & Branch, P.A.	Firm's EIN ▶ 02-0336151		Firm's address ▶ 15 North Main Street, Suite 300, Concord, New Hampshire 03301	
			Phone no.	603-410-1709	

No. R-1

\$519,600

STATE OF NEW HAMPSHIRE
TOWN OF EXETER

\$519,600 GENERAL OBLIGATION BOND

The Town of Exeter (hereinafter called the "Issuer") in the State of New Hampshire promises to pay to People's United Bank, as Trustee for the New Hampshire Municipal Bond Bank, or registered assigns, the sum of Five Hundred Nineteen Thousand Six Hundred Dollars (\$519,600) in installments on August 15 of each year as set forth below, with interest on each installment at the rate per annum set forth below opposite the year in which the installment becomes due:

<u>Year</u>	<u>Installments</u>	<u>Interest Rate</u>
2020	\$109,600	5.10%
2021	\$105,000	5.10%
2022	\$105,000	5.10%
2023	\$100,000	5.10%
2024	\$100,000	5.10%

The interest rate on each installment shall run from the date of the original delivery of this Bond to the New Hampshire Municipal Bond Bank and payment therefor and until payment of such installment, and such interest shall be payable semiannually on February 15 and August 15 of each year, beginning February 15, 2020. Both principal and interest on this Bond are payable at People's United Bank, 2 Burlington Square, Burlington, Vermont 05401, or at its successor as Trustee under the General Bond Resolution of the New Hampshire Municipal Bond Bank. Final payment of the interest and principal of this Bond shall be made upon surrender of this Bond for cancellation at the bank or trust company at which this Bond is then payable.

This Bond is the only instrument representing a borrowing of \$519,600 issued by the Issuer pursuant to the Municipal Finance Act and votes of the legal voters of Issuer duly passed on March 12, 2019. This Bond is being issued for the purposes of financing (i) the creation of final design and engineering plans for the Recreation Park Development Project and (ii) the design and engineering costs for utility improvements including water, sewer, roads and drainage in the Summer/Salem Street, Park Street and Warren Avenue areas.

This Bond is transferable only upon presentation to the Treasurer of the Issuer with a written assignment duly acknowledged or proved. No transfer hereof shall be effectual unless made on the books of the Issuer kept by the Treasurer as transfer agent and noted hereon by the Treasurer with a record of payments as provided hereon.

IN WITNESS WHEREOF, the Issuer has caused this Bond to be signed by at least a majority of its Governing Board and countersigned by its Treasurer and its seal to be affixed hereto, as of the 10th day of July, 2019.

Countersigned: TOWN OF EXETER, NEW HAMPSHIRE

Treasurer

Governing Board

(Seal)

This Bond is registered in the name of the transferee noted hereon on the books of the Issuer kept by the Treasurer as transfer agent.

Name of Registered Transferee	Date of Registration of Transfer	Date Which Interest Paid	Aggregate Principal Paid	Balance of Principal Due	Signature of Treasurer
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SCHEDULE A

**TOWN OF EXETER, NEW HAMPSHIRE
\$519,600 General Obligation Bond dated July 10, 2019**

Description of Terms and Purchaser(s) of Bonds

<u>Bond Number</u>	<u>Purchaser</u>	<u>Year</u>	<u>Installments</u>	<u>Interest Rate</u>	<u>Premium Paid By Purchaser (if any)</u>
R-1	New Hampshire Municipal Bond Bank	2020	\$109,600	5.10%	\$55,400
		2021	\$105,000	5.10%	
		2022	\$105,000	5.10%	
		2023	\$100,000	5.10%	
		2024	\$100,000	5.10%	

**TOWN OF EXETER, NEW HAMPSHIRE
(THE "ISSUER")**

**\$519,600 General Obligation Bond
dated July 10, 2019 (the "Bond") and sold to
the New Hampshire Municipal Bond Bank (the "Bond Bank")**

SIGNATURE AND NO LITIGATION CERTIFICATE WITH RECEIPT

We, at least a majority of the Board of Selectmen (the "Governing Board") and the Treasurer of the Issuer do hereby execute this certificate to certify, represent and covenant as follows with respect to the Bond:

I. Proceedings Authorizing the Bond.

We, the said officers, certify:

A. That the Bond is issued pursuant to the Municipal Finance Act, RSA 33, votes of the Issuer passed on March 12, 2019 and votes of the undersigned duly passed (the "Proceedings") for the purposes of financing (i) the creation of final design and engineering plans for the Recreation Park Development Project and (ii) the design and engineering costs for utility improvements including water, sewer, roads and drainage in the Summer/Salem Street, Park Street and Warren Avenue areas;

B. That the Proceedings were conducted in accordance with the Right-to-Know Act, RSA 91-A and any standing rules of the undersigned;

C. That none of the Proceedings has been repealed, rescinded or amended;

D. That no debt has been incurred pursuant to the Proceedings;

E. That no temporary loan in anticipation of the Bond is outstanding;

F. That there has been no increase in the total indebtedness of the Issuer since December 31, 2018 or decrease in the assessed valuation of the Issuer since May 29, 2019; and

G. That certified copies of the Proceedings have been delivered to Devine, Millimet & Branch, Professional Association.

II. Incumbency; Execution and Delivery of Bond

We, the said officers, further certify:

A. That we are the duly chosen, qualified and acting officers of the undersigned;

B. That there was no vacancy in any of our offices at the time the Proceedings took place;

C. That as such officers we have signed the Bond and this certificate and have affixed Issuer's seal thereto and hereto;

D. That we have approved the sale of the Bond to the Bond Bank as referenced in the Proceedings; and that the form, date, maturities, interest rates, redemption provisions, if any, and other details of the Bond, including the manner of its sale and award, have been and are hereby approved;

E. That the undersigned Treasurer certifies that the Bond was delivered on the date hereof and that the full purchase price therefor, equal to the amount of the Bond, was paid by the Bond Bank on the date hereof; and

F. That none of the undersigned nor, to the best of our knowledge, any other official of Issuer who has responsibility for issuing the Bond has any interest in or with the Bond Bank.

III. No Litigation.

We, the said officers, further certify that there has been no litigation or other proceeding affecting the validity of the Bond or the power of the Issuer to have taxes levied and collected to pay the same; that none is pending or, to the best of our knowledge, threatened; and that neither the corporate existence nor boundaries of the Issuer, nor the title of any of the undersigned to our respective offices is being contested.

IV. Disclosure of Information.

We, the said officers, further certify that, to the best of our knowledge and belief, at the time the Bond was sold to the Bond Bank and the date of the delivery thereof, the description and statements in the Bond Bank application or other information furnished to the Bond Bank relating to the Issuer, its finances and the Bond were and are true on all material respects and did not and do not contain any untrue statement of a material fact or omit to state a material fact required to be stated therein or necessary to make the statements made therein, in light of the circumstances under which they were made, not misleading, and that there has been no material adverse change in the financial or other condition of the Issuer from that set forth in the Bond Bank application.

[SIGNATURE PAGE FOLLOWS]

Dated this 10th day of July, 2019.

TOWN OF EXETER, NEW HAMPSHIRE

Issuer's Treasurer

Issuer's Governing Board

(SEAL)

TOWN OF EXETER, NEW HAMPSHIRE
(the "Issuer")

\$519,600 General Obligation Bonds (the "Bonds")
dated July 10, 2019 Sold By the Issuer to the New Hampshire
Municipal Bond Bank (the "Purchaser")

NO ARBITRAGE AND TAX CERTIFICATE

We, a majority of the Board of Selectmen and the Treasurer of the Issuer, do hereby execute this certificate to certify, represent and covenant as follows with respect to the Bonds for purposes of the Internal Revenue Code of 1986, as amended (the "Code"):

A. General

1. Description of Bonds. \$519,600 General Obligation Bonds (the "Bonds"), dated July 10, 2019, sold to the Purchaser and maturing, bearing interest, premium, if any, as set forth in Schedule A, attached hereto and made a part hereof.

2. Purpose. The Bonds are being issued pursuant to RSA 33 and pursuant to votes of the Issuer taken on March 12, 2019, such Bonds to be issued for the purposes of financing (i) the creation of final design and engineering plans for the Recreation Park Development Project and (ii) the design and engineering costs for utility improvements including water, sewer, roads and drainage in the Summer/Salem Street, Park Street and Warren Avenue areas (together, the "Project").

3. No Overissue. The principal amount being borrowed for the Project is not expected to exceed the amount needed for such purpose after taking into account all other available funds.

4. No Hedge Bonds. The Issuer reasonably expects that more than 85% of the net Sale Proceeds will be expended for governmental purposes of the Bonds within three years after the date of issue of the Bonds. Not more than 50% of the Sale Proceeds allocated to the Bonds will be invested in obligations having a substantially guaranteed yield for four years or more.

B. Arbitrage

1. Other Issues. There are no other bond issues of Issuer that are being sold less than 15 days before or after June 4, 2019, the date on which the Bonds were sold to the Purchaser (the "Sale Date") (Reg. 1.150-1(c)(1)).

2. Gross Proceeds. The Gross Proceeds of the Bonds, to which the arbitrage and rebate rules of the Code apply, consist of (i) the Proceeds of the Bonds; and (ii) any Replacement Proceeds. (Reg. 1.148-1(b)), as follows:

a. Proceeds. The Proceeds of the Bonds consist of the following:

i. Sale Proceeds. \$575,000, which consists of the amounts received by the Issuer from the sale of the Bonds, including amounts used to pay underwriter's discount or compensation, if any. (Reg. 1.148-1(b))

- ii. Investment Proceeds. Approximately \$0, which consists of the amount that the Issuer expects to receive from investing the proceeds of the Bonds. (Reg. 1.148-1(b))
 - iii. Transferred Proceeds. There are no transferred proceeds of the Bonds. (Reg. 1.148-1(b))
- b. Replacement Proceeds. There will be no replacement proceeds allocated to the Bonds in light of the fact that:
 - i. General. There are no other amounts that would have been or could be used for the governmental purpose of the Bonds. (Reg. 1.148-1(c)(1))
 - ii. Sinking Funds. There are no segregated sinking funds, debt service funds, redemption funds, replacement funds or similar fund that the Issuer reasonably expects to use directly or indirectly to pay principal or interest on the Bonds. Payment of debt service on the Bonds is expected to be derived from current revenues of the Issuer, which current revenues are expected to equal or exceed debt service on the Bonds during the term of the Bonds. (Reg. 1.148-1(c)(2))
 - iii. Pledged Funds. There are no other funds which are to be pledged to pay principal or interest on the Bonds; and there is no agreement by the Issuer to maintain funds at a certain level for the direct or indirect benefit of the holders of the Bonds. (Reg. 1.148-1(c)(3)(i) & (ii))
 - iv. Other Replacement Proceeds. The Issuer does not reasonably expect that the term of the Bonds will be longer than reasonably necessary for the governmental purposes of the issue. (Reg. 1.148-1(c)(4))

3. Universal Cap. Based on the expectations set forth below, the Issuer believes that the universal cap specified in Reg. 1.148-6 will not reduce the amount of Gross Proceeds of the Bonds allocable to the issue during the term of the same. Issuer understands, however, that the universal cap may reduce the amount of Gross Proceeds that will be subject to the arbitrage rules if any of these expectations do not prove to be accurate.

- a. Replacement Proceeds. As noted above, there are no Replacement Proceeds (other than proceeds in a bona fide debt service fund or a reasonably required reserve or replacement fund, if any) allocable to the Bonds. (Reg. 1.148-6(b)(2)(i)(A))
- b. Use of Net Sale Proceeds. The Sale Proceeds of the Bonds (less any proceeds invested in a reasonably required reserve or replacement fund, if any, or as part of a Minor Portion (as described below)) either (i) will be spent so as to qualify for a Temporary Period exception to the arbitrage rules (as described below); or (ii) are being deposited in a refunding escrow fund and will be expended as originally expected. (Reg. 1.148-6(b)(2)(i)(B))
- c. No Transferred Proceeds. There are no transferred proceeds allocable to the Bonds. (Reg. 1.148-6(b)(2)(i)(C))

- d. Retirement of Bonds. The Bonds will not be retired prior to the date used in computing the yield on the Bonds. (Reg. 1.148-6(b)(2)(i)(D))
 - e. Student Loans or Mortgage Loans. No proceeds of the Bonds are being invested in qualified student or qualified mortgage loans. (Reg. 1.148-6(b)(2)(i)(E))
4. Yield on Bonds. The yield on the Bonds is 2.1062%. (Reg. 1.148-4)
- a. No Guaranty. There is no qualified guaranty applicable to the Bonds. (Reg. 1.148-4(f))
 - b. No Hedge. There is no qualified hedge applicable to the Bonds. (Reg. 1.148-4(h))
5. Prohibition Against Investment of Bond Proceeds at a "Materially Higher" Yield than the Yield on the Bonds. Absent compliance with one of the arbitrage exceptions noted below the Gross Proceeds of the Bonds will not be invested at a Yield in excess of the Yield on the Bonds plus .125%, (Reg. 1.148-2(d)(2)(i) & (ii)). (The maximum yield at which Gross Proceeds of the Bonds may be invested is sometimes hereafter referred to as the "Maximum Yield"). The referenced arbitrage exceptions are (i) the Temporary Period Exceptions; (ii) the Reserve or Replacement Fund Exception; and (iii) the Minor Portion Exception, all as noted below.
6. Temporary Period Exceptions. Gross Proceeds of the Bonds may be invested at a Yield in excess of the Maximum Yield for the following Temporary Periods:
- a. Net Sale Proceeds and Investment Proceeds Expended on Project. The Issuer reasonably expects (i) to spend 85% of the "net sale proceeds" or "investment proceeds on the Project within three (3) years of the issue date of the Bonds. (For purposes of the preceding sentence the "net sale proceeds" of the Bonds constitute the original proceeds secured upon sale of the Bonds minus (I) sale proceeds invested in a reasonably required reserve or replacement fund; and (II) the lesser of (A) \$100,000; or (B) five percent (5%) of the proceeds (here: \$25,980) that are invested at a yield in excess of the yield on the Bonds); (ii) to incur within six (6) months of the date of issue a substantial binding commitment to expend at least 5% of the proceeds on the Project; and (iii) to proceed with due diligence to complete the Project. (Reg. 1.148-2(e)(2)(i))
 - b. Costs of Issuance. Gross Proceeds of the Bonds used to pay the costs of issuing the Bonds and which are expended within 30 days of the date the Bonds are issued.
 - c. Other Investment Proceeds. Investment proceeds not spent on the Project may be invested in higher yielding investments for a period of one (1) year from the issuance of the Bonds. (Reg. 1.148-2(e)(6))
 - d. Replacement Proceeds. To the extent there are any Replacement Proceeds that exist with respect to the Bonds (e.g. sinking funds, pledged funds, etc.) they may be invested without regard to yield for a period of up to 30 days. (Reg. 1.148-2(e)(5)(i))

- e. Bona Fide Debt Service Fund. Funds in a bona fide debt service fund, if any, may be invested without regard to yield for a period of up to 13 months. (Reg. 1.148-2(e)(5)(ii))
- f. Other Gross Proceeds. Other Gross Proceeds of the Bonds which are expended within 30 days of the date the Bonds are issued. (Reg. 1.148-2(e)(7)).

7. Reasonably Required Reserve or Replacement Fund Exception. No reasonably required reserve or replacement fund exists with respect to the Bonds which would be eligible for this exception to the arbitrage requirements. (Reg. 1.148-2(f))

8. Minor Portion Exception. Gross Proceeds of the Bonds up to an amount equal to the lesser of (i) 5 % of the Proceeds of the Bonds (here: \$25,980); or (ii) \$100,000, may be invested at a Yield in excess of the Maximum Yield. (Code Section 148(e), Reg. 1.148-2(g))

9. Premium. The Issuer has received a premium in the amount of \$55,400 in connection with the sale of the Bonds. The Issuer will use the premium to reduce the size of the bond issue. The Issuer will not use the premium to (i) increase the sums expended on the Project in excess of the amount appropriated by the Issuer or (ii) fund a debt retirement fund or sinking fund.

10. Expense of Issue. Proceeds of the Bonds to be applied to expenses of issue are expected to be so applied within twelve (12) months of the date of issue.

11. Investment Earnings. Any earnings (including net profit) from investment or deposit of proceeds of the Bonds have been or are expected to be commingled upon receipt with the general funds of the Issuer and expended for current purposes within substantially less than one year after their receipt.

12. No Sale of Project. The Issuer does not expect to sell the Project.

13. Repayment of Bonds. The Bonds are a general obligation of the Issuer for which the full faith and credit of the Issuer are pledged.

14. Reasonable Expectations. To the best of our knowledge, information and belief, the above expectations are reasonable.

15. Useful Life. The useful life of the Project is in excess of the term of the Bonds.

16. Responsibility for Issue. The undersigned are charged by law and the proceedings authorizing the Bonds with the responsibility for their issue.

C. Reimbursement.

1. Proceeds of the Bonds will be used, in part, to reimburse the Issuer for amounts previously expended by the Issuer on the Project. The date of reimbursement of those expenditures that financed the Project will not be more than eighteen (18) months after the later of (i) the dates of the expenditures or (ii) the date the project/asset was placed in service (but not more than three (3) years after the original expenditures are paid).

2. No other reimbursement of amounts previously expended by the Issuer shall be made from proceeds of the Bonds.

D. No Private Activity Bonds

1. None of the proceeds of the Bonds nor the Project will be utilized, directly or indirectly for private business use (Code §§141(b)(1) & (3)).

2. Payment of principal and interest on the Bonds will not be derived from or secured by property to be utilized for a private business use (Code §§141(b)(2)).

3. None of the proceeds of the Bonds will be used to make or finance loans to persons other than governmental units (Code §141(c)).

4. Absent an Opinion of Bond Counsel (a written opinion of nationally recognized bond counsel, delivered to the Issuer to the effect that the exclusion from gross income for federal income tax purposes of interest on the Bonds will not be adversely affected), the Issuer will not loan more than 5% of the proceeds of the Bonds to one or more Nongovernmental Persons (any person or entity other than a State, or political subdivision of a State, but excludes the United States and its agencies or instrumentalities). Absent an Opinion of Bond Counsel, the Issuer has not allowed and will not allow more than 5% of Sale Proceeds and Investment Proceeds of the Bonds or the Project to be used directly or indirectly by any Nongovernmental Person in any trade or business, other than as a member of the general public. Absent an Opinion of Bond Counsel, for purposes of this Section D.4, a Nongovernmental Person will be treated as “using” proceeds of the Bonds or the Project to the extent the Nongovernmental Person:

- (i) Borrows proceeds of the Bonds,
- (ii) Uses any portion of the Project as owner, lessee, service provider, operator or manager,
- (iii) Acquires the output of the Project, or
- (iv) Enters into any other arrangement that provides a special legal entitlement or special economic benefit to a Nongovernmental Person.

As of the date hereof, the Issuer certifies that either (i) there are no contracts or other arrangements for the operation or management of any component of any one or more of the Projects by any party other than a Governmental Unit or (ii) such contracts and arrangements have been approved in an Opinion of Bond Counsel. Absent an Opinion of Bond Counsel, the Issuer will not enter into any contract or other arrangement after the date hereof for the operation or management of any component of the Project by any party other than a Governmental Unit.

E. Rebate

1. Overview and Definitions: A note or bond will be an “arbitrage bond”, and thus not a tax exempt note or bond, unless it either complies with or is excepted from the rebate rules set forth in Code

Section 148(f). In this regard, a rebate must be paid to the government equal to the excess of (a) amounts earned on all “nonpurpose investments”; over (b) the amount that would have been earned if such nonpurpose investments were invested at a yield equal to the yield on the Notes. (Code Section 148(f)(2); Reg. 1.148-3(a)&(b)). For these purposes, a “Nonpurpose Investment” means any “investment property” which is acquired with the “gross proceeds” of an issue and is not required to carry out the governmental purpose of the issue (Code Section 148(f)(6)). “Investment Property” means any security or obligation, any annuity contract, or any other investment-type property, but does not include any tax-exempt bond unless such obligation is a specified private activity bond. (Code Section 148(b)(2) and Reg. 1.148-1(e)). The “yield” on the Bonds is defined in Reg. 1.148-4. The yield on the Nonpurpose Investments is defined in Reg. 1.148-5. The amount and due date(s) for the payment of such rebate are set forth in Code Section 148(f)(3).

2. Small Issuer Exception from Rebate Requirements (Code Section 148(f)(4)(D)). The Issuer covenants to comply with the rebate requirements of Section 148 of the Code and the regulations promulgated thereunder, including those relating to the computation of the yield on the invested proceeds of the Bonds and the payment of rebates to the United States, to the extent that the following expectations of the Issuer do not prove to be true:

- a. That the Bonds are issued by the Issuer and the Issuer has general taxing powers;
- b. That pursuant to the representations in Section D above, the Bonds are not private activity bonds within the meaning of Code Section 141;
- c. That ninety five percent (95%) or more of the net proceeds of the Bonds are to be used for local governmental activities of the Issuer (or of a governmental unit the jurisdiction of which is entirely under the jurisdiction of the Issuer);
- d. That the aggregate face amount of tax exempt obligations (other than private activity bonds) issued by the Issuer and all subordinate entities thereof during 2019 is not reasonably expected to exceed Five Million Dollars (\$5,000,000); and
- e. The Bonds are not being issued to refund other bonds or notes of the Issuer.

3. Undertakings. The Issuer hereby covenants to comply with certain requirements of the Code pertaining to the rebate requirements set forth herein. The Issuer acknowledges that the United States Department of the Treasury has issued regulations with respect to certain of these undertakings, including the proper method for computing whether any rebate amount is due the federal government under Code Section 148(f). The Issuer further acknowledges that the United States Department of the Treasury may yet issue additional regulations to determine what is required with respect to certain of these undertakings. The Issuer covenants that it will undertake to determine what is required with respect to these rebate provisions, from time to time, and will comply with any requirements that may apply to the Bonds.

4. Recordkeeping. In order to facilitate the calculation of any rebate requirement, the Issuer shall maintain or cause to be maintained detailed records with respect to each Nonpurpose Investment allocable to Gross Proceeds, including: (a) purchase date; (b) purchase price; (c) information establishing fair market value on the date such investment became a Nonpurpose Investment; (d) any

accrued interest paid; (e) face amount; (f) coupon rate; (g) periodicity of interest payments; (h) disposition price; (i) any accrued interest received; and (j) disposition date.

F. Federal Guarantee Certifications

1. Except as specifically set forth in Paragraph 2 below or otherwise permitted under Section 149(b) of the Code, (a) the payment of the principal or interest on the Bonds is not directly or indirectly guaranteed (in whole or in part) by the United States or an agency or instrumentality thereof; and (b) no portion of the proceeds of the Bonds shall be (i) used in making loans the payment of principal or interest with respect to which are to be guaranteed (in whole or in part) by the United States or any agency or instrumentality thereof, or (ii) invested (directly or indirectly) in federally issued deposits or accounts (being any deposit or account in a financial institution to the extent insured under Federal Savings and Loan Insurance Corporation, the National Credit Union Administration, or any similar federally-chartered corporation).

2. As allowed by Section 149(b)(3) of the Code, the certifications set forth in Paragraph 1 above shall not apply to (i) proceeds of the Bonds invested for the temporary period set forth in Section A.3 hereof until such proceeds are needed for the purposes of the issue; (ii) investments in bonds issued by the United States Treasury; or (iii) other investments permitted under regulations promulgated by the United States Treasury.

G. Other Covenants of the Issuer

1. Expectations. The undersigned are authorized representatives of the Issuer acting for and on behalf of the Issuer in executing this Certificate. To the best of the knowledge and belief of the undersigned, there are no other facts, estimates or circumstances that would materially change the expectations as set forth herein, and said expectations are reasonable. With respect to certain matters set forth herein, the Issuer has specifically relied upon information provided by other parties as herein defined, although the Issuer is not aware of any facts or circumstances that would cause it to question the accuracy or reasonableness of the same.

2. IRS Form 8038-G or 8038-GC. The Issuer will complete, sign and file "Form 8038-G, Information Return for Tax Exempt Governmental Bond Issues," or "Form 8038-GC, Information Return for Small Tax-Exempt Governmental Bond Issues, Leases, and Installment Sales", as applicable, on or before the fifteenth (15th) day of the second calendar month after the close of the calendar quarter within which the Bonds are issued (Code §149(e));

3. Record Retention. In order to ensure that the interest on the Bonds continues to be excluded from gross income for federal tax law purposes, the Issuer acknowledges that records should be maintained to support the representations, certifications and expectations set forth herein until at least the date 3 years after the later of (a) the date on which the Bonds are retired; or (b) if any portion of the Bonds are refunded with the proceeds on any other tax-exempt obligations ("Refunding Obligations"), the date on which the last of the Refunding Obligations is retired. The records to be retained include, without limitation, the following: (a) the transcript of documents relating to the Bonds; (b) documentation evidencing the expenditure, timing and allocation of the proceeds of the Bonds; (c) documentation evidencing the use of the Project, or any component, by public and private sources (i.e. copies of any management contracts, leases, etc., if any); (d) documentation evidencing all sources of payment or

security for the Bonds; and (e) records of all amounts, if any, paid to the United States in satisfaction of the rebate requirements for the Bonds and IRS Forms 8038-T (or successor forms) related to such payments.

4. Written Procedures. The Issuer has adopted written procedures to ensure future compliance of the Bonds with the requirements of the Code relating to tax-exempt obligations.

5. Covenant to Comply. The Issuer hereby covenants that it will not take or permit to be taken on its behalf any actions or actions that would adversely affect the exclusion from federal income taxation of interest on the Bonds; and will take or require to be taken such acts as may reasonably within its ability and as may from time to time be required under applicable law to maintain the exclusion from federal income taxation of interest on the Bonds.

[SIGNATURE PAGE FOLLOWS]

Dated as of this 10th day of July, 2019.

TOWN OF EXETER, NEW HAMPSHIRE

Board of Selectmen

Treasurer

(Seal)

► Under Internal Revenue Code section 149(e)
► See separate instructions.

Department of the Treasury
Internal Revenue Service

Caution: If the issue price is under \$100,000, use Form 8038-GC.
► Go to www.irs.gov/F8038G for instructions and the latest information.

Part I Reporting Authority		If Amended Return, check here <input type="checkbox"/>	
1 Issuer's name Town of Exeter, New Hampshire		2 Issuer's employer identification number (EIN) 02-6000268	
3a Name of person (other than issuer) with whom the IRS may communicate about this return (see instructions) Renelle L. L'Huillier, Esquire (Bond Counsel)		3b Telephone number of other person shown on 3a 603-410-1709	
4 Number and street (or P.O. box if mail is not delivered to street address)	Room/suite	5 Report number (For IRS Use Only)	
15 North Main Street	300	3	
6 City, town, or post office, state, and ZIP code Concord, New Hampshire 03301		7 Date of issue 7/10/2019	
8 Name of issue \$519,600 General Obligation Bond		9 CUSIP number N/A	
10a Name and title of officer or other employee of the issuer whom the IRS may call for more information (see instructions) Doreen Chester, Finance Director		10b Telephone number of officer or other employee shown on 10a 603-352-7411, ext. 107	

Part II Type of Issue (enter the issue price). See the instructions and attach schedule.

11 Education			
12 Health and hospital			
13 Transportation			
14 Public safety			
15 Environment (including sewage bonds)		\$325,000	00
16 Housing			
17 Utilities			
18 Other. Describe ► Recreation Department		\$250,000	00
19a If bonds are TANs or RANs, check only box 19a			<input type="checkbox"/>
19b If bonds are BANs, check only box 19b			<input type="checkbox"/>
20 If bonds are in the form of a lease or installment sale, check box			<input type="checkbox"/>

Part III Description of Bonds. Complete for the entire issue for which this form is being filed.

	(a) Final maturity date	(b) Issue price	(c) Stated redemption price at maturity	(d) Weighted average maturity	(e) Yield
21	08/15/2024	\$ 575,000.00	\$ 519,600.00	3.1149 years	2.1062 %

Part IV Uses of Proceeds of Bond Issue (including underwriters' discount)

22 Proceeds used for accrued interest				
23 Issue price of entire issue (enter amount from line 21, column (b))		\$575,000		00
24 Proceeds used for bond issuance costs (including underwriters' discount)	24			
25 Proceeds used for credit enhancement	25			
26 Proceeds allocated to reasonably required reserve or replacement fund	26			
27 Proceeds used to refund prior tax-exempt bonds. Complete Part V	27			
28 Proceeds used to refund prior taxable bonds. Complete Part V	28			
29 Total (add lines 24 through 28)	29			\$0 00
30 Nonrefunding proceeds of the issue (subtract line 29 from line 23 and enter amount here)	30			\$575,000 00

Part V Description of Refunded Bonds. Complete this part only for refunding bonds.

31 Enter the remaining weighted average maturity of the tax-exempt bonds to be refunded _____ years

32 Enter the remaining weighted average maturity of the taxable bonds to be refunded _____ years

33 Enter the last date on which the refunded tax-exempt bonds will be called (MM/DD/YYYY) _____

34 Enter the date(s) the refunded bonds were issued ► (MM/DD/YYYY) _____

Part VI Miscellaneous

35 Enter the amount of the state volume cap allocated to the issue under section 141(b)(5)	35		
36a Enter the amount of gross proceeds invested or to be invested in a guaranteed investment contract (GIC). See instructions	36a		
b Enter the final maturity date of the GIC ▶ (MM/DD/YYYY) _____			
c Enter the name of the GIC provider ▶ _____			
37 Pooled financings: Enter the amount of the proceeds of this issue that are to be used to make loans to other governmental units	37		
38a If this issue is a loan made from the proceeds of another tax-exempt issue, check box ▶ <input checked="" type="checkbox"/> and enter the following information:			
b Enter the date of the master pool bond ▶ (MM/DD/YYYY) _____ 07/10/2019			
c Enter the EIN of the issuer of the master pool bond ▶ _____ 02-0340195			
d Enter the name of the issuer of the master pool bond ▶ <u>New Hampshire Municipal Bond Bank</u>			
39 If the issuer has designated the issue under section 265(b)(3)(B)(i)(III) (small issuer exception), check box ▶ <input type="checkbox"/>			
40 If the issuer has elected to pay a penalty in lieu of arbitrage rebate, check box ▶ <input type="checkbox"/>			
41a If the issuer has identified a hedge, check here ▶ <input type="checkbox"/> and enter the following information:			
b Name of hedge provider ▶ _____			
c Type of hedge ▶ _____			
d Term of hedge ▶ _____			
42 If the issuer has superintegrated the hedge, check box ▶ <input type="checkbox"/>			
43 If the issuer has established written procedures to ensure that all nonqualified bonds of this issue are remediated according to the requirements under the Code and Regulations (see instructions), check box ▶ <input checked="" type="checkbox"/>			
44 If the issuer has established written procedures to monitor the requirements of section 148, check box ▶ <input checked="" type="checkbox"/>			
45a If some portion of the proceeds was used to reimburse expenditures, check here ▶ <input type="checkbox"/> and enter the amount of reimbursement ▶ _____			
b Enter the date the official intent was adopted ▶ (MM/DD/YYYY) _____			

Signature and Consent	Under penalties of perjury, I declare that I have examined this return and accompanying schedules and statements, and to the best of my knowledge and belief, they are true, correct, and complete. I further declare that I consent to the IRS's disclosure of the issuer's return information, as necessary to process this return, to the person that I have authorized above.				
	_____ Signature of issuer's authorized representative	7/10/2019 Date	_____ Type or print name and title		
Paid Preparer Use Only	Print/Type preparer's name	Preparer's signature	Date	Check <input type="checkbox"/> if self-employed	PTIN
	Renelle L. L'Huillier, Esquire		7/10/2019		P01081312
	Firm's name ▶ Devine, Millimet & Branch, P.A.	Firm's EIN ▶ 02-0336151			
Firm's address ▶ 15 North Main Street, Suite 300, Concord, New Hampshire 03301			Phone no. 603-410-1709		

CDBG Application – Icey Hill Cooperative Water/Sewer Improvements

SCRIPT

TOWN OF EXETER CDBG Application

Public Hearings

June 17, 2019, 7:00pm

(Please note in the minutes that informational packets were available)

Selectboard Opens Public Hearing on the Proposed Project – Water and Sewer Improvements at Icey Hill Cooperative

Community Development Block Grant funds are available to municipalities through the NH Community Development Finance Authority (CDFA). Up to \$500,000 annually is available for economic development, up to \$500,000 for public facility and housing projects, and up to \$350,000 for emergency activities. Up to \$12,000 is available per feasibility study grants. All projects must directly benefit a majority of low and moderate income persons.

This is a proposed application to the Community Development Finance Authority for a CDBG Housing Rehabilitation/Public Facility Application for up to \$500,000 toward the tying of the water and septic systems into the municipal systems to fix issues at Icey Hill Cooperative, a 15 unit manufactured housing park located at 55 Deep Meadows in Exeter. The majority of the residences are of low and moderate income.

This project conforms with Exeter's Housing and Community Development Plan's Goal of: **GOAL –** The Town of Exeter should work together with all interested parties to insure the continued adequate provision of public and private utility services to the residential, commercial and industrial sectors. (Short and long-term goal).

Objective: The Town should identify those areas where town sewer and water service could be extended, either through municipal or private funding and encourage development in these areas.

Objective: The Town should prepare a long-range plan to insure the continued provision of an adequate, safe drinking water supply for residential and commercial users.

ASK FOR PUBLIC COMMENT (the minutes must reflect that the public was asked for comments – even if there is no public there)

Selectboard Closes Public Hearing

Selectboard Opens Public Hearing on Housing and Community Development Plan

The proposed Housing and Community Development Plan outlines goals for Exeter. It has been updated since last adopted in 2016.

ASK FOR PUBLIC COMMENT

Selectboard Closes Public Hearing

Selectboard Opens Public Hearing Residential Antidisplacement and Relocation Assistance Plan

This Plan states in general, that if the Town were to undertake a CDBG project which involved

displacement and resulting relocation they would follow the Uniform Relocation Act requirements. The Residential Antidisplacement and Relocation Assistance Plan outlines the measures they would take to find comparable, housing for persons (or businesses) displaced and/or relocated.

ASK FOR PUBLIC COMMENT

Selectboard Closes Public Hearing

VOTING

Selectboard votes to adopt the Housing and Community Development Plan.

Selectboard votes to adopt the Residential Antidisplacement and Relocation Assistance Plan.

Selectboard votes to approve the submittal of the application **and** votes to authorize the Town Manager to sign and submit the CDBG application, and upon approval of the CDBG application, authorize the Town Manager to execute any documents which may be necessary to effectuate the CDBG contract, and any amendments thereto.

**TOWN OF EXETER
HOUSING AND COMMUNITY DEVELOPMENT PLAN**

EXETER HOUSING AND COMMUNITY DEVELOPMENT PLAN

Re-adopted January 11, 2016

An essential first step in the master planning process is the setting of goals and objectives for the proper physical and socioeconomical development of the community. As these goals and objectives will provide the necessary guidance for preparation of the various sections of the Master Plan, and ultimately serve as the blueprint for residential, commercial and industrial development within the Town, it is vital that they reflect the priorities of the community as a whole.

The following goals and objectives reflect the input, received from six (6) master plan subcommittees, representing over sixty (60) Exeter residents and a citizen survey completed by 136 Exeter households. The goals listed can be viewed as “targets” and the objectives as specific steps required for reaching these targets.

LAND USE

GOAL – The Town of Exeter should seek to preserve and enhance its rich natural, cultural and historical heritage as a largely residential community supported by commerce and industry. (Short and long-term goal.)

Objective: The Town should continue to pursue a careful balance between preserving the unique characteristics of Exeter and responsible well-planned growth and development.

Objective: The Town should encourage the creation and retention of employment opportunities. Also, the Town should promote and pursue commercial and industrial development which reinforces Exeter’s status as a regional high technology, medical and professional/corporate office center.

Objective: The Town should continue to promote those measures which preserve and enhance the vitality of the downtown.

Objective: The Town should support the efforts of the Conservation Commission to protect and preserve those natural resource areas of significant value to the Town.

Objective: The Town should support the efforts of the Exeter Development Commission in the retention, expansion and development of business, trade and industry in the town.

GOAL – The Town of Exeter should seek to promote a well-balanced land use pattern which will meet the present and future needs of its residents (Short and long-term goal.)

Objective: Current zoning should be reviewed to insure there is an adequate supply of suitably zoned land area to permit the necessary expansion of all land uses in the Town.

Objective: The Town should prepare a “vision” representing a community consensus of what Exeter should look like at full development. A careful review of current land use

regulations, as well as “build out” analysis projecting the full development potential of the Town, should be conducted to determine what, if any, adjustments need to be made to achieve this “vision”.

GOAL – The Town of Exeter should seek to encourage environmentally sound and economically productive residential, commercial and industrial growth and development that is both functional and aesthetically pleasing through the use of innovative planning, zoning and development techniques. (Short and long-term goal.)

Objective: The Town should continue to review and modify its regulations, as needed, to insure the continued promotion of the highest quality development possible.

Objective: The Town’s future growth should occur at a planned rate, commensurate with the Town’s ability to provide services and in those areas most appropriately suited to the nature of proposed development.

Objective: The Town should discourage “strip” commercial development, along major corridors, such as Epping Road.

Objective: The Town should require that all commercial and industrial development along major corridors provided substantial landscaping buffers both along street frontages and within parking areas.

Objective: The Exeter Development Commission should prepare a cost/benefit analysis for development of a Town owned office/industrial park.

HOUSING

GOAL – The Town of Exeter should seek to promote a varied stock of safe, sanitary, decent and affordable housing for persons of all age and income groups. (Short and long-term goal.)

Objective: The Town should undertake an assessment of its housing needs and revise its zoning map accordingly to provide for such needs.

Objective: The Town should continue to encourage the conversion of older single-family homes to multifamily use in order to meet the demand for affordable housing.

Objective: The Town should support incentives for the creation of affordable housing (as defined by the State Housing Finance Authority), such as density bonuses for developments contained a fixed percentage of affordable units.

Objective: The Town should modify its Zoning, Subdivision and Site Plan Review regulations to encourage residential development on smaller lots on narrower, tree-lined streets within walking distance of neighborhood services (e.g. convenience stores, florists, cleaners).

Objective: The Planning Board should require the submission of both “cluster” and standard subdivision design plans for all proposed residential subdivisions over ten (10) lots which will involve road construction, in order to assist the Board in determining which of these two approaches will be more beneficial in furthering the protection of environmentally sensitive areas and the preservation of open spaces.

Objective: The Town should support the introduction of flexible street width standards for residential subdivisions of vary sizes.

TRANSPORTATION

GOAL – The Town of Exeter should promote a multi-modal transportation system which promotes the safe, efficient and effective movement of people and goods into, around and through the Town. (Short and long-term goal).

Objective: The Town should conduct a comprehensive analysis of existing and projected traffic volumes on Town roads for the purpose of identifying necessary modifications (i.e. street widenings, repairs, signalization and new roads) to accommodate such growth.

Objective: The Town should prepare both a short and long-range plan for the maintenance of all Town roads along with a cost estimate for capital planning purposes.

Objective: The Town should encourage the use of alternate modes of transportation (i.e. mass transit, carpooling, bicycling, walking) through all available means in order to achieve reductions in both vehicular traffic and air pollution, consistent with the Clean Air Act of 1990 and the Intermodal Surface Transportation Efficiency Act (ISTEA) of 1991.

Objective: The Town should seek to promote the creation of transportation “corridors” along all major arterial streets. Such corridors would include requirements for substantial landscaping along rights-of-way, underground utilities, and combines access points to reduce the number of curb cuts.

Objective: The Town should continue to actively support the resumption of rail passenger service from Portland, Maine to Boston, Massachusetts, including the capital funding for construction of a rail station in Exeter as proposed by the Exeter Station Committee.

Objective: The Town should promote an integrated sidewalk network, connecting both new and existing residential neighborhoods with the downtown and other commercial corridors.

Objective: The Town should support the proposed improvements to Portsmouth Avenue, to be constructed in conjunction with the 101/51 expansion project, as recommended by the Portsmouth Avenue Committee.

Objective: The Town should continue to support the COAST subsidized taxi service for senior citizens.

Objective: The Town should request that COAST investigate the possibility of bus or can service between Exeter and the Pease International Tradeport.

Objective: The Town should appoint a study committee to investigate the need for additional downtown parking and make recommendations as appropriate.

UTILITIES AND PUBLIC SERVICES

GOAL – The Town of Exeter should work together with all interested parties to insure the continued adequate provision of public and private utility services to the residential, commercial and industrial sectors. (Short and long-term goal).

Objective: The Town should identify those areas where town sewer and water service could be extended, either through municipal or private funding and encourage development in these areas.

Objective: The Town should prepare a long-range plan to insure the continue provision of an adequate, safe drinking water supply for residential and commercial users.

Objective: The Town should conduct comprehensive assessments of its water distribution and wastewater collection system for the purpose of establishing a long-range plan for the maintenance and replacement of existing lines.

Objective: The Town should continue to actively enforce all local regulations which will insure the protection of the Town’s drinking water supply.

GOAL – The Town of Exeter should continue to plan for the solid waste needs of the community. (Short and long-term plan).

Objective: The Town should continue to pursue plans for the closure of the existing Town Landfill.

Objective: The Town should investigate all available options for future waste disposal in preparation for closure of the Town’s landfill.

Objective: The Town should seek to expand its recycling program in order to further reduce the volume of waste currently being disposed of.

COMMUNITY FACILITIES

GOAL – The Town of Exeter should appoint a committee to investigate the future space requirements for all “municipal” community facilities and prepare a long-range plan to address these needs. (Short and long-term plan).

Objective: The Town should conduct a survey of its residents to determine the demand for additional or expanded community facilities.

Objective: The Town should update its “Capital Improvement Program” per RSA 674:7.

RECREATION

GOAL – The Town of Exeter should continue to promote and provide for both active and passive recreation opportunities for all residents of the community. (Short and long-term goal).

Objective: A study committee should be appointed to investigate the long-term recreation needs of the community and identify strategies for addressing these needs.

Objective: The Town should promote and foster mutually beneficial cooperation between the Recreation Department and the School District in order to meet the recreation needs of both entities.

Objective: The Town should continue to promote the set aside of land by developers for future Town recreation needs.

Objective: The Town should seek to provide sidewalk, bikepath and/or trail connection between all residential neighborhoods and recreational facilities.

Objective: The Town should continue to support the maintenance of all recreation and park facilities.

CONSERVATION AND PRESERVATION

GOAL – The Town of Exeter should continue to actively promote the conservation and preservation of its natural and manmade resources for the enjoyment and use of its residents through a variety of techniques, including regulatory measures, current use tax, open space set asides and land acquisition. (Short and long-term goal).

Objective: The Town should seek to conserve the quantity of both surface and groundwater resources and protect the quality of such resources from, detrimental land alteration, excessive development and point and non-point pollution sources.

Objective: The Town should encourage the preservation of significant and vital farmland areas for future agricultural production and the maintenance of rural character.

Objective: The Town should seek to preserve significant woodlands and forest areas for future resources protection, animal habitat and environmental quality maintenance.

Objective: The Conservation Commission should promote public use of existing conservation lands through preparation of a map depicting such lands and undertake a public education effort to provide this information to Town residents.

Objective: The Town should support the preservation and protection of habitats of rare and endangered plant and animal species, as identified by State and Federal law.

Objective: The Town should support the preservation and protection of natural habitats and wildlife migration corridors of exceptional value.

Objective: The Town should seek to retain scenic vistas and natural areas which enhance the aesthetic quality and visual character of the Town through easements, land purchases and necessary modifications to the "Subdivision" and "Site Plan Review".

Objective: The Town should seek to preserve significant historical and archaeological sites.

Objective: The Town should seek to modify its zoning regulations to be consistent with State and Federal criteria for identifying wetlands.

CONSTRUCTION MATERIALS

GOAL – The Town of Exeter should prepare an inventory of known construction (i.e. excavatable) materials to determine the availability of such materials for future construction material needs. (Short and long-term goal).

Objective: The Town should identify the location and estimated extent of both permitted (under RSA 155-E) and non-permitted excavation sites within the Town.

GOAL – The Town should prepare excavation regulations consistent with the requirements of RSA 155-E for regulating mining and excavation operations within the Town. (Short and long-term goal).

WATER RESOURCE MANAGEMENT AND PROTECTION

A "Water Resource Management and Protection Plan" was prepared by the Rockingham Planning Commission in August of 1993 and approved by the Planning Board on September 9, 1993. Please see Chapter 9 for the specific goals of this plan.

CHILD CARE SERVICES

GOAL – The Town of Exeter will encourage adequate daycare services to meet the needs of the community. (Short-term goal).

As a matter of policy, the Town of Exeter will minimize the involuntary displacement of households from their neighborhoods.

These goals are consistent with Exeter's Master Plan and Ordinances.

Any federal CDBG grant funds awarded to address any of these goals shall be expended consistent with national objectives and shall, at a minimum, provide improved housing in accordance with Section 8 standards, be used for public facility projects, employment opportunities, or feasibility studies. All CDBG funded projects, shall primarily benefit low and moderate income persons or households, and shall not benefit moderate income persons to the exclusion of low income persons.

Re-Adopted by the Board of Selectmen on January 11, 2016.

Russell Dean, Town Manager

DISPLACEMENT AND RELOCATION CERTIFICATION

Town of Exeter

RESIDENTIAL ANTIDISPLACEMENT AND RELOCATION ASSISTANCE PLAN

Every effort will be made to avoid temporary or permanent displacement of an individual due to a CDBG project undertaken by the Town of Exeter.

However, if the situation should arise, the Town of Exeter will comply with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, to any household, regardless of income which is involuntarily and permanently displaced.

If the property is acquired, but will not be used for low/moderate income housing under 104(d) of the Housing and Community Development Act of 1974, as amended, the displacement and relocation plan shall provide:

- a. Comparable replacement housing in the community within three (3) years of the commencement date of the demolition or rehabilitation;
- b. A description of the proposed activity;
- c. The general location on a map and appropriate number of dwelling units by number of bedrooms that will be demolished or converted to a use other than as low and moderate income dwelling units as a direct result of the assisted activity;
- d. A time schedule for the commencement and completion date of the demolition or conversion;
- e. The general location on a map and appropriate number of dwelling units by number of bedrooms that will be provided as replacement dwelling units;
- f. The source of funding and a time schedule for the provision of replacement dwelling units;
- g. The basis for concluding that each replacement dwelling unit will remain a low and moderate income dwelling unit for at least ten (10) years from the date of initial occupancy;
- h. Relocation benefits, including reimbursement for moving expenses, security deposits, credit checks, temporary housing, and other related expenses and either:
 1. Sufficient compensation to ensure that, at least for five (5) years after being relocated, any displaced low/moderate income household shall not bear a ratio of shelter costs to income that exceeds thirty (30) percent, or:
 2. A lump-sum payment equal to the capitalized value of the compensation available under subparagraph 1. above or a Section 8 certificate of voucher for rental assistance provided through New Hampshire Housing Finance Authority.

- i. The right to elect, as an alternative to the benefits in subparagraph 2. above, to received benefits under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970; and
- j. The right of appeal to the director of CDFA where a claim for assistance under subparagraph 2. above, is denied by the grantee. The director's decision shall be final unless a court determines the decision was arbitrary and capricious.
- k. Subparagraph (2) a. through g. above shall not apply where the HUD Field Office objectively finds that there is an adequate supply of decent, affordable low/moderate income housing in the area.

CERTIFICATION OF COMPLIANCE

The Town of Exeter anticipates no displacement or relocation activities will be necessitated by this project. Should some unforeseen need arise, the Town of Exeter certifies that it will comply with the Uniform Relocation Act and Section 104 (d) of the Housing and Community Development Act of 1974, as amended.

NAME: Russell Dean

TITLE: Town Manager

SIGNATURE: _____

DATE: June 17, 2019

MUNICIPAL CERTIFICATION

MUNICIPAL CERTIFICATION

To the best of my knowledge, the data in this application is true and correct, and this application submittal has been authorized by the Town of Exeter, New Hampshire. The Town of Exeter will comply with all federal and state laws, rules, regulations and requirements, including those in PART Cdfa 300 - CDBG Administrative Rules.

Furthermore, I certify that:

- The municipality affirmatively furthers fair and affordable housing;
- Where applicable, the proposed project is consistent with the municipal master plan, the Housing and Community Development Plan (HCDP), the Residential Antidisplacement & Relocation Assistance (RARA) Plan and that all planning and zoning requirements have been, or will be, met;
- Where applicable, the municipality shall provide adequate funds to operate and maintain the public facility or improvement after the completion of the project. Not Applicable.

June 17, 2019

Russell Dean,
Town Manager

NOTARY SECTION

State of New Hampshire

County of Rockingham

On this 17th day of June, 2019 before me _____, the undersigned officer, personally appeared Russell Dean, who acknowledged him/herself to be the Town Manager of the Town of Exeter, and that he, as such, being authorized so to do, executed the foregoing certification for the purposes therein contained.

IN WITNESS WHEREOF I hereunto set my hand and official seal.

Notary Public/Justice of the Peace

Seal

My Commission expires: _____

Applicant/Recipient Disclosure/Update Report

U.S. Department of Housing
and Urban Development

OMB Approval No. 2510-0011 (exp. 10/31/2012)

Instructions. (See Public Reporting Statement and Privacy Act Statement and detailed instructions on page 2.)

Applicant/Recipient Information

Indicate whether this is an Initial Report or an Update Report

1. Applicant/Recipient Name, Address, and Phone (include area code): Town of Exeter 10 Front Street Exeter, New Hampshire 03833 (603)778-0591	2. Social Security Number or Employer ID Number: - -
3. HUD Program Name Community Development Block Grant	4. Amount of HUD Assistance Requested/Received Up to \$500,000
5. State the name and location (street address, City and State) of the project or activity: Icey Hill Cooperative, 55 Deep Meadows Lane, Exeter, NH	

Part I Threshold Determinations

1. Are you applying for assistance for a specific project or activity? These terms do not include formula grants, such as public housing operating subsidy or CDBG block grants. (For further information see 24 CFR Sec. 4.3). <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	2. Have you received or do you expect to receive assistance within the jurisdiction of the Department (HUD), involving the project or activity in this application, in excess of \$200,000 during this fiscal year (Oct. 1 - Sep. 30)? For further information, see 24 CFR Sec. 4.9 <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No.
--	---

If you answered "No" to either question 1 or 2, **Stop!** You do not need to complete the remainder of this form. **However**, you must sign the certification at the end of the report.

Part II Other Government Assistance Provided or Requested / Expected Sources and Use of Funds.

Such assistance includes, but is not limited to, any grant, loan, subsidy, guarantee, insurance, payment, credit, or tax benefit.

Department/State/Local Agency Name and Address	Type of Assistance	Amount Requested/Provided	Expected Uses of the Funds
CDFA	CDBG	Up to \$500,000	Water&Sewer Connection

(Note: Use Additional pages if necessary.)

Part III Interested Parties.

You must disclose:
 1. All developers, contractors, or consultants involved in the application for the assistance or in the planning, development, or implementation of the project or activity and
 2. any other person who has a financial interest in the project or activity for which the assistance is sought that exceeds \$50,000 or 10 percent of the assistance (whichever is lower).

Alphabetical list of all persons with a reportable financial interest in the project or activity (For individuals, give the last name first)	Social Security No. or Employee ID No.	Type of Participation in Project/Activity	Financial Interest in Project/Activity (\$ and %)
Water&Sewer System Connections			

(Note: Use Additional pages if necessary.)

Certification

Warning: If you knowingly make a false statement on this form, you may be subject to civil or criminal penalties under Section 1001 of Title 18 of the United States Code. In addition, any person who knowingly and materially violates any required disclosures of information, including intentional non-disclosure, is subject to civil money penalty not to exceed \$10,000 for each violation.

I certify that this information is true and complete.

Signature: <input checked="" type="checkbox"/> Russell Dean, Town Manager	Date: (mm/dd/yyyy) June 17, 2019
--	---

**HANDOUT
TOWN OF EXETER
CDBG Application**

June 17, 2019, 7:00pm

Public Hearing on the Proposed Project – Water and Sewer Improvements at Icey Hill Cooperative

Community Development Block Grant funds are available to municipalities through the NH Community Development Finance Authority (CDFA). Up to \$500,000 annually is available for economic development, up to \$500,000 for public facility and housing projects, and up to \$350,000 for emergency activities. Up to \$12,000 is available per feasibility study grants. All projects must directly benefit a majority of low and moderate income persons.

This is a proposed application to the Community Development Finance Authority for a CDBG Housing Rehabilitation/Public Facility Application for up to \$500,000 toward the tying of the water and septic systems into the municipal systems to fix issues at Icey Hill Cooperative, a 15 unit manufactured housing park located at 55 Deep Meadows in Exeter. The majority of the residences are of low and moderate income.

This project conforms with Exeter's Housing and Community Development Plan's Goal of: This project conforms with Exeter's Housing and Community Development Plan's Goal of: **GOAL** – The Town of Exeter should work together with all interested parties to insure the continued adequate provision of public and private utility services to the residential, commercial and industrial sectors. (Short and long-term goal).

Objective: The Town should identify those areas where town sewer and water service could be extended, either through municipal or private funding and encourage development in these areas.

Objective: The Town should prepare a long-range plan to insure the continue provision of an adequate, safe drinking water supply for residential and commercial users.

Public Hearing on Housing and Community Development Plan

The proposed Housing and Community Development Plan outlines goals for Exeter.

Public Hearing Residential Antidisplacement and Relocation Assistance Plan

This Plan states in general, that if the Town were to undertake a CDBG project which involved displacement and resulting relocation they would follow the Uniform Relocation Act requirements. The Residential Antidisplacement and Relocation Assistance Plan outlines the measures they would take to find comparable, housing for persons (or businesses) displaced and/or relocated.

Water-Sewer Assistant Manager



EXETER PUBLIC WORKS DEPARTMENT

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

www.exeternh.gov

MEMO

DATE: June 14, 2019

TO: Exeter Select Board

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

CC: Russell Dean, Town Manager
Donna Cisewski, Human Resources Director

RE: Proposed Classification Plan Modifications in Water/Sewer

Several major capital improvements (new state of the art wastewater treatment facility, water treatment conversion to chloramines), increasing regulatory compliance challenges (emerging contaminants PFOA/PFOS, arsenic, lead & copper rule changes) and greater demands and communications requirements by consumers have significantly added complexity and workload to our water and sewer operations and will continue to do so. We need to address the added workloads and complexities and provide adequate management capacity to keep pace.

We propose creating a new position of Water/Sewer Assistant Manager (non-union, Grade 12) from the existing Water/Sewer Engineering Technician (non-union, Grade 8) position, which is currently vacant. The Assistant Manager will assist the Water/Sewer Manager in the operation and management of the Water/Sewer team and provide a needed second in-command for this very busy, highly regulated and technically driven team. Although this reclassification aligns better with the immediate needs of the department, it does not alleviate the continued need for additional staffing in the future. After the recruitment of the new Assistant Manager and their skills and capacity are evaluated, we will re-assess the Department's staffing needs and include those requests in the 2020 budget.

The budget impacts to this proposal will be minimal in 2019. The grade classification of the Assistant Manager is proposed at grade 12 (the Manager is grade 14) which ranges from \$31.7481/hour at minimum step to \$42.2899 at maximum step. The Engineering Technician position is grade 8 ranging from \$24.2147 to \$32.2551/hour. Differential \$7.5334/hour - \$10.0348/hour. Because the Engineering Technician position was budgeted for a full year in 2019 and has remained vacant 6 months into the budget year, the differential cost to increase the grade for an Assistant Manager can be absorbed in the 2019 budget. The additional full year costs in 2020 for the Assistant Manager are estimated to be \$22,926; this is the additional cost over the previously budgeted wages and benefits for the Engineering Technician. These costs would be split 50/50 between the water and sewer budgets.

Town of Exeter
 2020 Preliminary Budget
 Additional Personnel

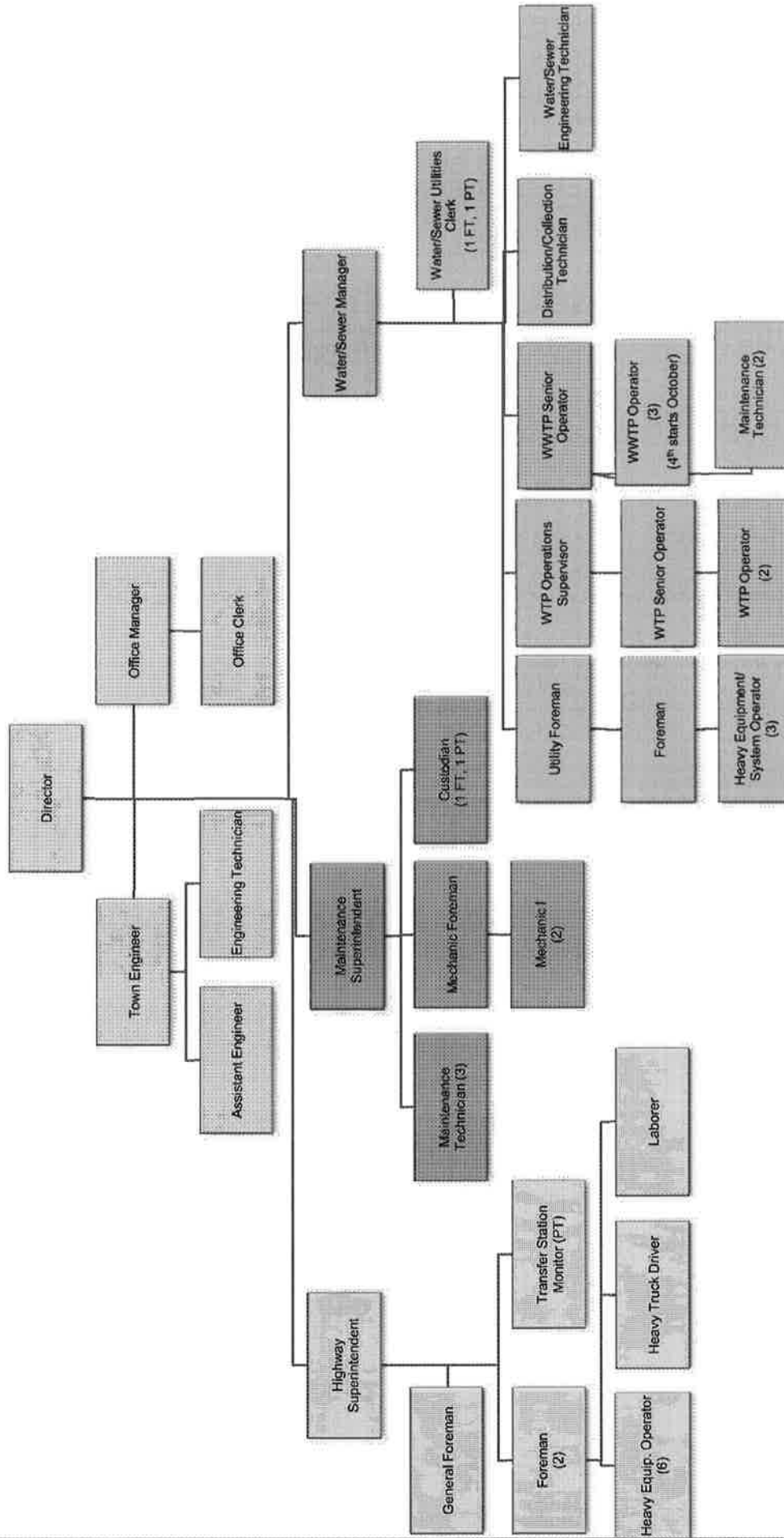
Dept/Position Title	Account	Jan-Jun	Jul-Dec	FY	Notes
Water/Sewer:					
Assistant Manager					
(exempt)	Sal/Wages FT	38,530	39,980	78,510	Non-union Grade 12
	Health Insurance	11,878	11,878	23,756	
	Dental Insurance	836	836	1,672	
	Life Insurance	32	32	64	
	FICA	2,389	2,479	4,868	
	Medicare	559	580	1,138	
	Retirement Town	4,304	4,466	8,770	
	Total	58,528	60,251	118,778	

Water/Sewer:					
Engineering					
Technician (exempt)	Sal/Wages FT	29,387	29,828	59,216	Non-union Grade 8
	Health Insurance	11,878	11,878	23,756	
	Dental Insurance	836	836	1,672	
	Life Insurance	32	32	64	
	FICA	1,822	1,849	3,671	
	Medicare	426	433	859	
	Retirement Town	3,283	3,332	6,614	
	Total	47,664	48,188	95,852	



Town of Exeter Public Works Department

Preserving, Enhancing Community & Environment



~ SAFETY

~ INTEGRITY

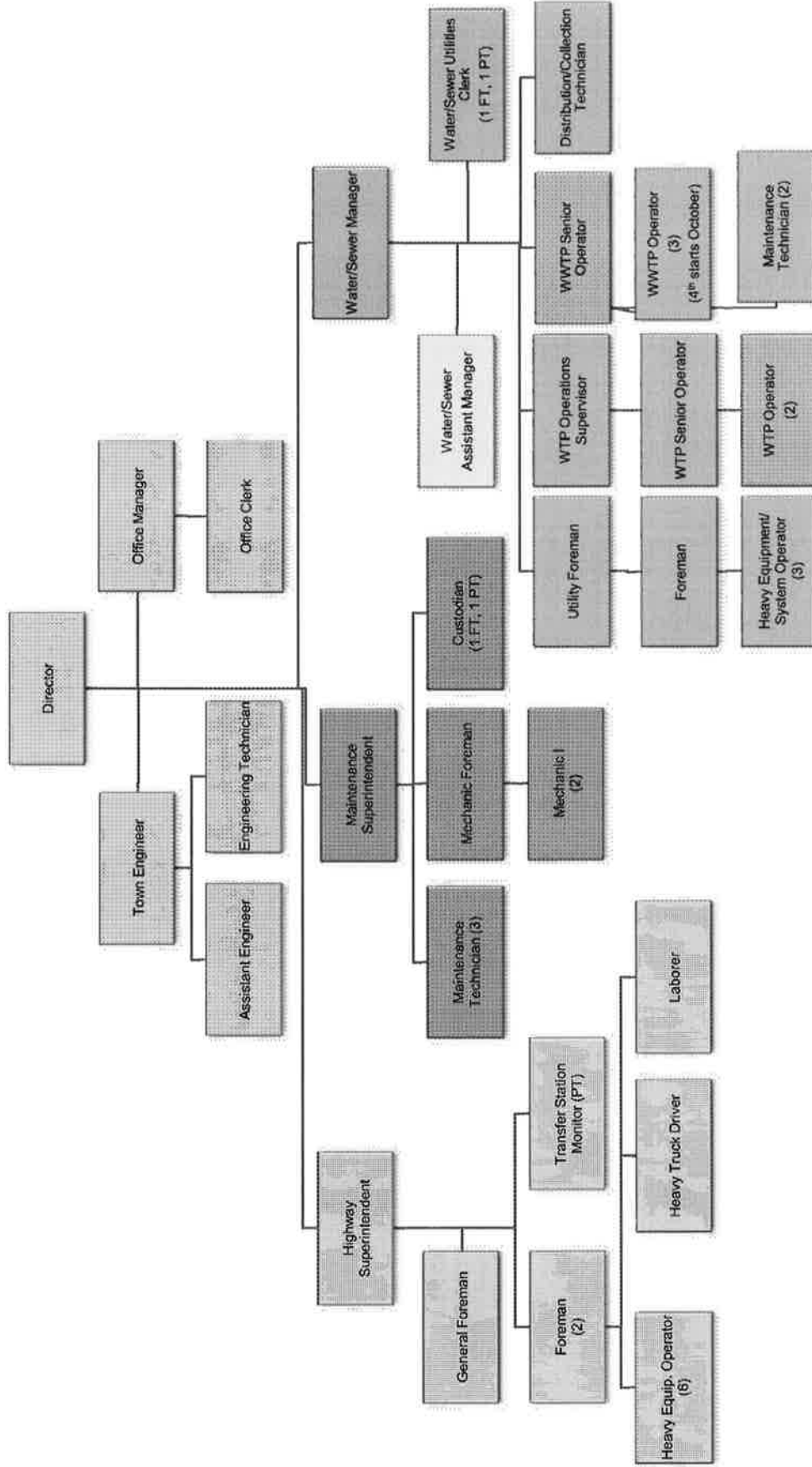
~

TEAMWORK



Town of Exeter Public Works Department

Preserving, Enhancing Community & Environment



TEAMWORK ~ INTEGRITY ~ SAFETY

Classification Plan Amendments

**CLASSIFICATION PLAN – TOWN OF EXETER
NON UNION**

GRADE 1	Custodian
GRADE 2	Records Clerk Vehicle Maintenance/Highway Laborer
GRADE 3	Solid Waste Facility Operator Assistant Town Clerk Water/Sewer Utilities Clerk Office Clerk Office Clerk – Fire (PT)
GRADE 4	Administrative Assistant - Planning
GRADE 5	Deputy Town Clerk Human Resources Assistant (PT)
GRADE 6	Recreation Coordinator Office Manager – DPW/Fire/Police/Parks-Recreation
GRADE 7	Executive Assistant Deputy Code Enforcement Officer IT Technician
GRADE 8	Deputy Tax Collector Water/Sewer Engineering Technician Engineering Technician
GRADE 9	Welfare/Human Services Administrator Natural Resources Planner Health Officer
GRADE 10	Water Treatment Operations Supervisor Electrical Inspector Deputy Assessor Assistant Director – Parks/Recreation
GRADE 11	Assistant Engineer Maintenance Superintendent Human Resources Administrator-Director Accountant
GRADE 12	Highway Superintendent Senior Accountant

**CLASSIFICATION PLAN – TOWN OF EXETER
NON UNION**

GRADE 13	Economic Development Director Town Clerk Police Lieutenant
GRADE 14	Parks/Recreation Director Building Inspector/CEO Police Captain/Staff Police Captain/Patrol Assistant Fire Chief – EMS Coordinator Assistant Fire Chief – Deputy EMD Water/Wastewater Manager/Engineer IT Coordinator
GRADE 15	Town Planner Deputy Police Chief
GRADE 16	Finance Director Town Engineer
GRADE 17	
GRADE 18	Chief of Police Fire Chief/Emergency Management Director DPW Director
GRADE 19	
GRADE 20	Town Manager

Adopted: July 28, 2014

Amended: December 15, 2014

Amended: June 19th, 2017 (added Deputy Assessor)

Amended: February 11th, 2019 (add Senior Accountant)

Amended: June 3rd, 2019 (deleted Parks Recreation from Office Clerk, add Office Clerk – Fire (PT), add Human Resources Assistant (PT), add IT Technician, add Parks-Recreation to Office Manager, delete “Town” from Assistant Town Engineer).

Amended: June 17th, 2019 (delete Police Captain(s), add Police Lieutenant, add Police Deputy Chief).

Modify “administrator” to “director” for Human Resources.

TOWN OF EXETER

JOB TITLE: Deputy Chief

5-6-19

DEPARTMENT: Police

POSITION NUMBER: 702

EMPLOYMENT STATUS: Full-Time, Non-Union

EXEMPT STATUS: Administrative Exemption

LABOR GRADE: 15

JOB SUMMARY: This position performs high level administrative and supervisory functions over the Patrol, Dispatch, and Prosecutorial division of the department, serving as an advisor to the Chief of Police regarding the overall operation of the Police Department.

SUPERVISION RECEIVED: This position receives general supervision from the Chief of Police, exercises independent judgment and is evaluated by the Chief of Police based upon the achievement of assigned goals and objectives.

SUPERVISION EXERCISED: Provides direct supervision to Sergeants, Patrol Officers, Dispatchers, the Prosecutor, the Animal Control Officer, the DARE Instructor, School Resource Officer, and other department employees as needed.

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

1. Enforces state, federal and local laws.
2. Responds to emergencies as required, takes command of emergency situations and remains in command until the emergency has ended or until relieved by the Chief.
3. Monitors, alters and corrects patrol activities to ensure maximum safety and efficiency of all personnel within command.
4. Responsible for the maintenance and inventory of department vehicles, weapons, uniforms and other personnel equipment; ensures that all equipment is in good working order.
5. Plans, coordinates and implements all division training programs in conjunction with the Staff Lieutenant.
6. Responsible for the inspection of all uniformed personnel and their equipment.
7. Keeps authorized personnel informed of all significant events or information.

8. Responsible for scheduling all individuals in the division, including special assignments.
9. Makes assignments for patrol functions, detailing areas of concern and ensuring that assignments are carried out by the Sergeants and the Patrol Officers.
10. Reviews reports made by Sergeants in the division.
11. Conducts and/or submits performance evaluations of personnel under his/her command.
12. Oversees the Dispatch Coordinator, Prosecutor, Animal Control Officer, School Resource Officer, and DARE Instructor.
13. Oversees the division's operating budget.
14. In conjunction with the Chief, recruits, hires and oversees the training of all new Patrol Officers and Dispatchers.
15. Acts of behalf of the Chief and Staff Lieutenant in his/her absence and assumes all responsibilities.

OTHER DUTIES:

1. Operates motor vehicles.
2. Operates equipment including computer and related software, telephone, typewriters and related police equipment (firearms, night scope, etc.).
3. Adheres to the town's written operating policies and procedures.
4. Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED BY THE POSITION:

1. Knowledge of laws, rules and court decisions relating to the administration of criminal justice and law enforcement.
2. Knowledge of police department operations, technology, rules and regulations, practices, policies and procedures.
3. Knowledge of the geography and population patterns of the jurisdiction.
4. Knowledge of modern law enforcement principles, procedures, techniques and equipment.
5. Knowledge of applicable laws and ordinances in department rules and regulations.
6. Knowledge of employment and personnel laws, practices and procedures.

7. Knowledge of use of computer programs and systems for law enforcement and administrative functions.
8. Knowledge of state laws, town ordinances and standard law enforcement practices and procedures.
9. Knowledge of supervisory and administrative practices and procedures.
10. Knowledge of budgetary methods and procedures.
11. Skill in planning, organizing, analyzing, decision-making and problem-solving.
12. Skill in the use of motor vehicles, electronic equipment, firearms, restraint, control and test equipment.
13. Skill in the use of office equipment, including a computer and calculator.
14. Skill in problem solving and conflict mediation.
15. Skill in supervising employees.
16. Skill in public and interpersonal relations.
17. Ability to supervise and coordinate the activities of a police department.
18. Ability to exercise sound judgment in evaluating emergency situations.
19. Ability to insure compliance with safety practices and procedures common to law enforcement work.
20. Ability to communicate effectively both orally and in writing.
21. Ability to evaluate performance, analyze weakness and apply corrective action.
22. Ability to compile reports that are complete, accurate and timely.
23. Ability to organize and staff the department to ensure maximum efficiency and productivity for all programs and activities.
24. Ability to maintain high morale within the police department and to set and maintain a positive role model for all personnel.

SUPERVISORY CONTROLS: The supervisor sets the overall objectives and resources available. The employee and supervisor, in consultation, develop the deadlines, projects and work to be done. At this level, the employee, having developed expertise in the line of work, is responsible for planning and carrying out the assignment; resolving most of the conflicts which

arise; coordinating the work with others as necessary and interpreting policy on own initiative in terms of established objectives. In some assignments, the employee also determines the approach to be taken and the methodology to be used. The employee keeps the supervisor informed of progress, potentially controversial matters, or far-reaching implications. Completed work is reviewed only from an overall standpoint in terms of feasibility, compatibility with other work, or effectiveness in meeting requirements or expected results.

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

COMPLEXITY: The work includes various duties involving different and unrelated processes and methods. The decision regarding what needs to be done depends upon the analysis of the subject, phase or issues involved in each assignment and the chosen course of action may have to be selected from many alternatives. The work involves conditions and elements that must be identified and analyzed to discern interrelationships.

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

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

PURPOSE OF CONTACTS: The purpose is to influence, motivate, interrogate or control persons or groups. At this level the persons contacted may be fearful, skeptical, uncooperative or dangerous. Therefore, the employee must be skillful in approaching the individual or group in order to obtain the desired effect, such as, gaining compliance with established policies and regulations by persuasion or negotiation, or gaining information by establishing rapport with a suspicious informant.

PHYSICAL DEMANDS: The work requires considerable and strenuous physical exertion such as frequent climbing of tall ladders, lifting heavy objects over 50 pounds, crouching or crawling in restricted areas and defending oneself or others from physical attack.

WORK ENVIRONMENT: The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress, which require a range of safety and other precautions (e.g. working at great heights under extreme outdoor weather conditions, subject to possible physical attack or mob conditions, or similar situations where conditions cannot be controlled).

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: Assistant department heads at this level have responsibility for the performance of one or more second line supervisors or a

group of complex and heterogeneous positions. They usually possess similar authority to that of second line supervisors, but also act for the department head in his/her absence.

MINIMUM QUALIFICATIONS:

1. Knowledge and level of competency commonly associated with the completion of an Associate's Degree in Police Science, Law Enforcement, Criminal Justice, Criminology or a related field.
2. Experience sufficient to thoroughly understand the diverse objectives and functions of the position usually interpreted to require at least five (5) to eight (8) years of general law enforcement experience, including Police management experience equitable to having served prior as a Police Sergeant and/or Lieutenant having completed any probationary periods.
3. Specific certified training in Police Management such as the completion of the FBI-LEEDA Supervisory Trilogy of seminars.
4. Must possess New Hampshire Police Standards and Training Council full-time law enforcement certification and the ability to obtain firearms qualification.
5. Possession of, or ability to readily obtain, a valid driver's license issued by the State of New Hampshire for the type of vehicle or equipment operated.
6. Outside candidates are subject to pre-employment background checks, including polygraph and psychological tests.

TOWN OF EXETER

JOB TITLE: Lieutenant – Staff Division Commander

5/6/19

DEPARTMENT: Police

POSITION NUMBER: 701

EMPLOYMENT STATUS: Full-Time, Non-Union

EXEMPT STATUS: Administrative Exemption

LABOR GRADE: 13

JOB SUMMARY: This position is responsible for high level administrative and supervisory functions over the Staff /Detective division, department training, and community relations, serving as an advisor to the Deputy Chief and Chief of Police regarding the overall operations of the Police Department.

SUPERVISION RECEIVED: This position receives general supervision from the Deputy Chief and Chief of Police, exercises independent judgment and is evaluated by the Deputy Chief of Police based upon the achievement of assigned goals and objectives.

SUPERVISION EXERCISED: Provides direct supervision to the Detective Sergeant, Detectives, the community Problem Oriented Police (POP) Officer, juvenile officer and other department employees as needed.

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

1. Enforces state, federal and local laws.
2. Provides for the effective utilization of personnel and equipment assigned to the detective division and ensures that the level of supervision is sufficient to maintain the peace and dignity of the community.
3. Actively participates in the activities of the department, giving guidance and direction to those within command.
4. Serves as the administrative officer in charge of the Departments overall training requirements and records/attendance compliances with PSTC. Plans, coordinates and implements all department training programs.
5. Reviews all reports made by the staff division.
6. Supervises all detectives including the Det. Sergeant, Narcotics Detective, and the Juvenile Officer.

7. Participates in the administrative operations of the agency by providing input to agency-wide decisions, programs and policies.
8. Performs monthly evidence audits with the Detective Sergeant or evidence Detective.
9. Conducts and/or submits performance evaluations of the Detective Sergeant.
10. Keeps authorized personnel informed of all significant events or information.
11. Responds to all emergencies as required.
12. Coordinates community relations programs with the community Problem Oriented Police (POP) Officer and the Juvenile Officer.
13. Inspects all personnel, equipment, vehicles, and work areas of the division.
14. Prepares monthly activity reports for submission to the Deputy Chief of Police.
15. Receives requests for and assigns all private details and tracks hours worked by all officers.

OTHER DUTIES:

1. Operates motor vehicles.
2. Operates equipment including computer and related software, telephone, typewriters and related police equipment (firearms, night scope, etc.).
3. Adheres to the town's written operating policies and procedures.
4. Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED BY THE POSITION:

1. Knowledge of laws, rules and court decisions relating to the administration of criminal justice and law enforcement.
2. Knowledge of police department operations, technology, rules and regulations, practices, policies and procedures.
3. Knowledge of the geography and population patterns of the jurisdiction.
4. Knowledge of modern law enforcement principles, procedures, techniques and equipment.
5. Knowledge of applicable laws and ordinances in department rules and regulations.

6. Knowledge of employment and personnel laws, practices and procedures.
7. Knowledge of use of computer programs and systems for law enforcement and administrative functions.
8. Knowledge of state laws, town ordinances and standard law enforcement practices and procedures.
9. Knowledge of supervisory and administrative practices and procedures.
10. Skill in planning, organizing, analyzing, decision-making and problem-solving.
11. Skill in the use of motor vehicles, electronic equipment, firearms, restraint, control and test equipment.
12. Skill in the use of office equipment, including a computer and calculator.
13. Skill in problem solving and conflict mediation.
14. Skill in supervising employees.
15. Skill in public and interpersonal relations.
16. Ability to supervise and coordinate the activities of a police department.
17. Ability to exercise sound judgment in evaluating emergency situations.
18. Ability to insure compliance with safety practices and procedures common to law enforcement work.
19. Ability to communicate effectively both orally and in writing.
20. Ability to evaluate performance, analyze weakness and apply corrective action.
21. Ability to compile reports that are complete, accurate and timely.
22. Ability to organize and staff the department to ensure maximum efficiency and productivity for all programs and activities.
23. Ability to maintain high morale within the police department and to set and maintain a positive role model for all personnel.

SUPERVISORY CONTROLS: The supervisor sets the overall objectives and resources available. The employee and supervisor, in consultation, develop the deadlines, projects and work to be done. At this level, the employee, having developed expertise in the line of work, is responsible for planning and carrying out the assignment; resolving most of the conflicts which arise; coordinating the work with others as necessary and interpreting policy on own initiative in

terms of established objectives. In some assignments, the employee also determines the approach to be taken and the methodology to be used. The employee keeps the supervisor informed of progress, potentially controversial matters, or far-reaching implications. Completed work is reviewed only from an overall standpoint in terms of feasibility, compatibility with other work, or effectiveness in meeting requirements or expected results.

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

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

PURPOSE OF CONTACTS: The purpose is to influence, motivate, interrogate or control persons or groups. At this level the persons contacted may be fearful, skeptical, uncooperative or dangerous. Therefore, the employee must be skillful in approaching the individual or group in order to obtain the desired effect, such as, gaining compliance with established policies and regulations by persuasion or negotiation, or gaining information by establishing rapport with a suspicious informant.

PHYSICAL DEMANDS: The work requires considerable and strenuous physical exertion such as frequent climbing of tall ladders, lifting heavy objects over 50 pounds, crouching or crawling in restricted areas and defending oneself or others from physical attack.

WORK ENVIRONMENT: The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress, which require a range of safety and other precautions (e.g. working at great heights under extreme outdoor weather conditions, subject to possible physical attack or mob conditions, or similar situations where conditions cannot be controlled).

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: Assistant department heads at this level have responsibility for the performance of one or more second line supervisors or a

group of complex and heterogeneous positions. They usually possess similar authority to that of second line supervisors, but also act for the department head in his/her absence.

MINIMUM QUALIFICATIONS:

1. Knowledge and level of competency commonly associated with the completion of an Associate's Degree in Police Science, Law Enforcement, Criminal Justice, Criminology or a related field.
2. Experience sufficient to thoroughly understand the diverse objectives and functions of the position usually interpreted to require at least five (5) to eight (8) years of general law enforcement experience, including Police management experience equitable to having served prior as a Police Sergeant who has completed any probationary periods.
3. Specific certified training in Police Management such as the completion of the FBI-LEEDA Supervisory Trilogy of seminars.
4. Must possess New Hampshire Police Standards and Training Council full-time law enforcement certification and the ability to obtain firearms qualification.
5. Possession of, or ability to readily obtain, a valid driver's license issued by the State of New Hampshire for the type of vehicle or equipment operated.
6. Outside candidates are subject to pre-employment background checks, including polygraph and psychological tests.

Tax Abatements, Credits & Exemptions

List for Select Board meeting June 20, 2019

Abatement

47/8/1	Ray Farmstead Road	22,500.00	LUCT
85/47/2	10 Ridgewood Terr		Proration Abatement

Jeopardy

Map/Lot	Location	Amount
103/6/2	7 Dow St	121.00

Discussion

Preliminary Revaluation Values

Permits and Approvals

Town of Exeter
Disposal of Surplus Property

Date 06/11/2019	Department Exeter Parks and Recreation	Account #	Contact Greg Bisson	Phone 773-6151
--------------------	---	-----------	------------------------	-------------------

Items To Be: Sold: Disposed of:

Item Description	Serial No.	Estimated Value	Item Location
Old 1980' Stereo-Broken	NA	0	TH-Back Room
Misc Signs	NA	0	TH-Back Room
Dorm Lamps	NA	0	TH-Back Room
Card Table	NA	0	TH-Back Room
Old Couch	NA	0	TH-Back Room
Broken Lamp	NA	0	TH-Back Room
Mini Fridge	NA	0	TH-Back Room
Misc Junk	NA	0	TH-Back Room

Has electronic data been erased? Yes No

Justification:
 The Town Hall back room has become a catch all for items left by various groups.
 If we are going to be renting/using this space, it should be cleaned up for the groups.
 Carry in and Carry out should be the policy and things stored should be limited to
 either annual events or town departments. See pic of items.

Authorizations

Department Signature 	Select Board Designee
Date: 6/12/19 Printed Name: GREG BISSON	Date: Printed Name:

Town of Exeter



Greg Bisson <gbisson@exeternh.gov>

Back Room Materials

2 messages

Robert Glowacky <rglowacky@exeternh.gov>

Tue, May 7, 2019 at 12:46 PM

To: Greg Bisson <gbisson@exeternh.gov>, Melissa Roy <mroy@exeternh.gov>

Hello Greg and Melissa,

I've taken some pictures in case you want to attach them to a surplus form to give the Select Board.

Pretty sure this is broken/never used



A Majority of these signs belong to arts groups or the EAC and have specific dates/events on them so they can't be reused to my knowledge.



These are all broken in some way or so cheap that they will break soon.



This table is still good, but I noticed it says Portsmouth Recreation on the bottom of it, did we borrow a table from them? Doubt they're missing it. But the cabinet behind them is also useless and could be removed.



This chair and couch are never used. I would probably replace them with our own couch/sofa for a TV set that would be kept off in the other corner or along the wall.



Broken lamp tossed in the corner.



Tools and screws for art gallery hanging, this could be moved to the small closet under the stairs with the rest of the tools. (EAC Storeroom)

Regards,

Bob Glowacky
Executive Producer - Exeter TV
IT Assistant - Town of Exeter, NH

Like us on Facebook!

[Exeter TV](#)
exeternh.gov
exeternh.tv
(603) 418-6425
Town of Exeter, NH

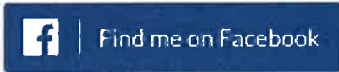
Melissa Roy <mroy@exeternh.gov>
To: Robert Glowacky <rglowacky@exeternh.gov>
Cc: Greg Bisson <gbisson@exeternh.gov>

Tue, May 7, 2019 at 4:02 PM

Thank you, Bob. We will take a look and get back to you.



Melissa Roy
Assistant Director, Town of Exeter
603-773-6151 | mroy@exeternh.gov
www.exeternh.gov
32 Court Street, Exeter NH 03833



Please consider your environmental responsibility. Before printing this e-mail message, ask yourself whether you really need a hard copy.

Create your own [email signature](#)

[Quoted text hidden]



Fridge should definitely go.



No sure what to do with all of this stuff on the shelves: best way to describe it is either junk or various "Party decorations" The Shelves could maybe be used by some other department but most of the stuff could go, or be packed and stored to be used for town events. But most could be thrown away. I would keep those big mirrors as those could be useful for TV stuff and various plays that use the back room for make up/costumes/etc.



I'm working with Andy to come up with a list of things we would want to put into the back room and that storage room that we want to run by you to make sure it's okay. Some of the stuff, like a TV on an AV cart could be useful for anyone doing presentations or meetings back there since there's no other screens or projector in there at the moment (something I proposed to add in)

The only other thing I would love for you both to consider is maybe installing curtains in the windows. People don't like the way it looks from the inside and especially the outside, but it blocks sun and more importantly heat. It could help a little bit with making the room more usable during the spring and summer months until an AC situation for the building could be looked at. The TV station has funds we could put to curtains as we want them to block out light for filming shows. Just some thoughts!

Correspondence

June 5, 2019

Town Manager's Office

JUN 10 3

Received

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

Dear Mr. Dean:

In my letter dated March 22, 2019, under the New Hampshire Right to Know Law R.S.A. Ch 91-A et seq., I requested an opportunity to inspect or obtain copies of any and all public records related to the construction and operation of a proposed communications facility and associated improvements located at Kingston Road Tax Map Parcel #100-004. To this date, I have received copies of warrant articles for March, 2015 and March, 2016 and minutes from the Planning Board meeting of March 28, 2019.

During the site visit of May 1, 2019, Chris Davis, President US Towers, stated that he had approached the town of Exeter several years ago. It is clear that I have not received nor had access to all public records related to the cellular tower and station at Tax Map Parcel #100-004. I am asking for the opportunity to inspect or obtain copies of all public records related to this tower dating back to 2012. This is my second request for full disclosure of this information.

If you deny any or all of this request, please cite each specific exemption you feel justifies the refusal to release the information and notify me of the appeal procedures available to me under the law.

Thank you for your attention to this matter.

Sincerely,



Sheila Mullen
4 Cross Road, Exeter, NH

10/10/2019

10/10/2019

10/10/2019

Town Manager's Office
JUN 10 2019
Received

MAR 25 2019

Received

Sheila Mullen
4 Cross Road
Exeter, NH 03833

March 22, 2019

Laura Davies
Chairwoman
Exeter Zoning Board of Adjustment
10 Front Street
Exeter, NH 03833

Dear Ms Davies:

Under the New Hampshire Right to Know Law R.S.A. Ch 91-A et seq., I am requesting an opportunity to inspect or obtain copies of any and all public records related to the construction and operations of a proposed communications facility and associated improvements located at Kingston Road Tax Map Parcel #100-004.

If there are any fees for searching or copying these records, please inform me if the cost will exceed \$15.00. However, I would also like to request a waiver of all fees in that the disclosure of the requested information is in the public interest.

The New Hampshire Right to Know Law requires a response time of five business days. If access to the records I am requesting will take longer than this amount of time, please contact me with information about when I might expect copies or the ability to inspect the requested records.

If you deny any or all of this request, please cite each specific exemption you feel justifies the refusal to release the information and notify me of the appeal procedures available to me under the law.

In addition, I am requesting that any permitting related to the proposed facility stated above, be delayed until I am able to obtain and review this information.

Because of the letters of notification received by my neighborhood, there was confusion about the dates of the meetings regarding the application noted above. This led to poor attendance at the March 19, 2019 meeting of the board. I also am concerned that a variance had already been authorized for a nonconforming use of this property that is zoned for single family residential use.

Thank you for considering my requests and concerns.

Sincerely,

A handwritten signature in cursive script that reads "Sheila Mullen".

Sheila Mullen

cc: Planning Board, Exeter, NH
Exeter Select Board, Exeter, NH



The State of New Hampshire
Department of Environmental Services



Robert R. Scott, Commissioner

June 7, 2019

TOWN OF EXETER
C/O PARKS & RECREATION
32 COURT ST
EXETER NH 03833

**Re: File #2018-02612; TOWN OF EXETER
Exeter, Tax Map #64, Lot #47**

Dear Sir/Madam:

The New Hampshire Department of Environmental Services (NHDES) has reviewed and approved the above referenced application to impact 135 square feet of tidal wetland to add a 6 foot, 6 inch x 10 foot fishing platform and a 58.8 inch x 14 foot kayak launch to the existing tidal dock structures on 651 feet of frontage along the Squamscott River.

Any person aggrieved by this decision may appeal to the NH Wetlands Council (the Council) by filing an appeal that meets the requirements specified in RSA 482-A:10, RSA 21-O:14, and the rules adopted by the Council, Env-WtC 100-200. The appeal must be filed **directly with the Council within 30 days** of the date of this decision, **June 7, 2019**, and must set forth fully **every ground** upon which it is claimed that the decision complained of is unlawful or unreasonable. Only those grounds set forth in the notice of appeal can be considered by the Council.

Information about the Council is available at <http://nhec.nh.gov> or <http://nhec.nh.gov/wetlands/index.htm>. Copies of the rules are also available from the NHDES Public Information Center at (603) 271-2975.

Because of the type and classification of this project, the application must also be approved by the Governor and the Executive Council. Upon completion of the appeal period, a copy of the file will be forwarded to the Governor and the Executive Council for their consideration.

Sincerely,

Collis G. Adams, CWS, CPESC
Wetlands Bureau Administrator
Land Resources Management

Enclosure: Copy of Decision

cc: Exeter Municipal Clerk/Conservation Commission
Theresa Walker for William Meserve @ Exeter-Squamscott River LAC
NHDES Rivers Program ✓
Abutters

FILE #2018-02612
TOWN OF EXETER; EXETER
DECISION DATE: June 7, 2019

DECISION:

Impact 135 square feet of tidal wetland to add a 6 foot, 6 inch x 10 foot fishing platform and a 58.8 inch x 14 foot kayak launch to the existing tidal dock structures on 651 feet of frontage along the Squamscott River.

CONDITIONS:

1. All work shall be in accordance with plans by Ambit Engineering, Inc. dated March 2019, and revised through May 6, 2019, as received by the NH Department of Environmental Services (NHDES) on May 9, 2019.
2. This permit shall not be effective until recorded at the Rockingham County Registry of Deeds Office by the permittee. A copy of the recorded permit shall be submitted to the NHDES Wetlands Bureau prior to construction.
3. Not less than 5 state business days prior to starting work authorized by this permit, the permittee shall notify the NHDES Wetlands Bureau Pease office and the Exeter Conservation Commission in writing of the date on which work under this permit is expected to start.
4. Any future work in jurisdiction as specified in RSA 482-A on this property will require a new application and approval by the NHDES Wetlands Bureau.
5. This permit does not authorize the removal of trees or saplings within the waterfront buffer that would result in a tree and sapling point score below the minimum required per RSA 483-B:9, V, (a)(2)(D)(iv).
6. No person undertaking any activity shall cause or contribute to, or allow the activity to cause or contribute to, any violations of the surface water quality standards in RSA 485-A and New Hampshire Administrative Rule Env-Wq 1700.
7. The seasonal structures, including but not limited to the gangway and float, shall be removed during the non-boating season and stored on the existing pier or in an upland location.
8. Appropriate siltation/erosion/turbidity controls shall be in place prior to construction, shall be maintained during construction, and shall remain in place until the area is stabilized.
9. Work shall be conducted in a manner so as to minimize turbidity and sedimentation to surface waters and wetlands.
10. Work shall be conducted in a manner that avoids excessive discharges of sediments to fish spawning areas.
11. All construction-related debris shall be properly disposed of outside of the areas subject to RSA 482-A.

FINDINGS:

1. This is a Major Project per New Hampshire Administrative Rule Env-Wt 303.02(a), projects in sand dunes, tidal wetlands, or bogs, except for the repair of existing structures pursuant to Env-Wt 303.04(v).
2. The applicant has provided evidence which demonstrates that this proposal is the alternative with the least adverse impact to areas and environments under NHDES jurisdiction per New Hampshire Administrative Rule Env-Wt 302.03.
3. The applicant has demonstrated by plan and example that each factor listed in New Hampshire Administrative Rule Env-Wt 302.04(a) and (c), Requirements for Application Evaluation, has been considered in the design of the project.
4. The approved location, size and configuration of this dock is consistent with other tidal dock approvals in this area.
5. The NH Natural Heritage Bureau (NHB) Datacheck Results Letter (NHB18-2030) dated July 23, 2018 stated, "It was determined that, although there was a NHB record [...] present in the vicinity, we do not expect that it will be impacted by the proposed project."
6. In correspondence dated August 14, 2018, The Exeter Conservation Commission Stated, "We have investigated this application and have no objection to the issuance of this permit."
7. In correspondence dated September 26, 2018, the Exeter-Squamscott River Local Advisory Committee stated, "voted to support the Wetlands Permit Application submitted by the Town of Exeter for adding a floating kayak launch to a season dock on the Squamscott River."
8. In correspondence dated November 28, 2019, the Pease Development Authority, Division of Ports and Harbors, determined that the project would have no negative effect on navigation in the channel.
9. NHDES staff field inspection on February 22, 2018 found that the site is accurately represented in the application.
10. In accordance with RSA 482-A:8, the NHDES finds that the requirements for a public hearing do not apply as the permitted project is not of substantial public interest, and will not have a significant impact on or adversely affect the values of the estuarine resource, as identified under RSA 482-A:1.

LEGISLATIVE BULLETIN

Committees of Conference Begin Meeting

As we wrote in last week's Bulletin, yesterday was the deadline for the House and Senate to form committees of conference, and next Thursday, June 20, is the deadline for the committees to issue their reports. That means some legislators—especially senators, most of whom are on several such committees—are going to have a busy week. In particular, the committee of conference on the budget bills is not scheduled to begin meeting until Monday, which means it has all of three days to resolve the significant differences between the House and Senate budgets, and to do so in a manner that has some hope of being approved by the governor. (The most recent documents related to the operating and capital budgets for fiscal years 2020-2021—HB 1/HB 2 and HB 25, respectively—are available on the Legislative Budget Assistant's Office website.)

When they were not creating committees of conference, the House and Senate spent much of yesterday concurring (or, in a few cases, not concurring) with each other's amendments. Those bills on which the two chambers have reached agreement are now on their way to the governor's office (with a few stops along the way—see "What's Taking So Long?" below).

There will be no House or Senate session next week. Their next, and last, sessions will be on Thursday, June 27, to act on all committee of conference reports

No Override Vote Yet on Net Metering Bill

We wrote last week that it was possible the legislature would vote this month on overriding the governor's veto of **HB 365**, the **NHMA policy bill** that increases the cap for net metering projects to five megawatts. That did not happen this week, and word now is that the bill will not be taken up until "veto day" later this summer, most likely in September, when both houses will meet specifically for the purpose of considering overrides on the numerous vetoes that are expected.

As veto day approaches, we will issue a special Legislative Bulletin discussing those vetoes that we support or oppose, including **HB 365**. Please watch your mailboxes for more information.

Bulletin 25 — 2019 Session
June 14, 2019

INSIDE THIS ISSUE

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What's Taking So Long?	4
NHMA Events	5

GOVERNMENT AFFAIRS CONTACT INFORMATION

Margaret M.I. Byrnes, Executive Director

Cordell A. Johnston, Government Affairs Counsel

Barbara T. Reid, Government Finance Advisor

Natch Greyes, Municipal Services Counsel

Timothy W. Fortier, Communications & Member Services Coordinator



25 Triangle Park Drive
Concord NH 03301
Tel: 603.224.7447/ Email: governmentaffairs@nhmunicipal.org
Website: www.nhmunicipal.org

Municipal Medley

Here are some of the actions the House and Senate took yesterday on bills of municipal interest:

Independent Redistricting Commission. The House concurred with the Senate's amendment to **HB 706**, the **NHMA policy bill** that creates an independent commission to establish election districts. The bill originally passed the House on a largely party-line vote, but the Senate amendment achieved broad bipartisan support, and it passed the Senate easily on a voice vote. However, that bipartisan spirit did not flow back to the House, where the vote to concur appeared, again, to be almost straight down party lines. Nevertheless, we are hopeful that the governor will sign the bill.

Solid waste reporting. The House refused to concur with the Senate's amendment to **HB 560**, relative to municipal reporting on solid waste. **HB 560** as passed by the House dealt with a different subject, restricting the distribution of single-use plastic carryout bags. Meanwhile, the Senate had passed **SB 79**, which would have required municipalities to report information on the collection and disposition of solid waste. The House Environment and Agriculture Committee retained **SB 79**, so the Senate amended **HB 560** by deleting all of its original text and transplanting the language of **SB 79** into it. The House was not happy with that action, so it refused to concur yesterday, and **HB 560** died.

Meanwhile, **SB 79**, the original solid waste reporting bill passed by the House, remains in the Environment and Agriculture Committee as a retained bill. The committee will work on the bill this fall and make a recommendation to the full House by November.

Building codes. The House concurred with the Senate amendments on **HB 562** and **HB 710**, relative to building codes. **HB 562** updates the state building code to include the 2015 editions of the various international codes and ratifies certain amendments to the state code approved by the Building Code Review Board. **HB 710**, among other things, (1) requires the Building Code Review Board to maintain a publicly accessible list of applicable building codes and amendments, including locally adopted amendments, and (2) authorizes the board to hear appeals of decisions from any local building code board of appeals.

Criminal history. On a 14-10 party-line vote, the Senate concurred with the House amendment to **SB 100**, which prohibits an employer from asking about a job applicant's criminal history prior to the first interview. We have serious concerns about this bill. The House had passed a similar bill, **HB 253**, which would not apply when a person is

This week's to-do list

- ✓ Read the entire Legislative Bulletin to learn about final action this week on a number of bills of municipal interest.
- ✓ Check the legislature's website for committees of conference on bills you are following, and call NHMA's government affairs staff if you have any questions.
- ✓ Sign up for one or more of NHMA's June-July webinars or workshops, including the June 26 legislative wrap-up webinar.
- ✓ Make final plans for your summer

applying for a job with a law enforcement agency, or for “a position that requires a standard-fidelity bond or equivalent bond, where the applicant's conviction of a crime would disqualify the applicant from obtaining such a bond.” Unfortunately, that bill was re-referred in the Senate, while the House passed **SB 100**, which contains no such exceptions. We wouldn't mind seeing a veto of this bill.

Union rights. The Senate concurred with the House amendment on **SB 148**, which requires public employers to give union representatives access to members of the bargaining unit that the union represents, including: (1) the right to meet with employees on the work premises to investigate and discuss grievances; (2) the right to conduct on-site meetings during lunch and other breaks and before and after the workday to discuss workplace issues and union matters; and (3) the right to meet with newly hired employees for 60 minutes not later than 10 days after hire. As we have mentioned previously, those matters are ordinarily subject to negotiation in the collective bargaining process; we believe it makes sense to leave them there, rather than mandating them by law.

Definition of default budget. The House declined to concur with the Senate's amendment to **HB 618**, dealing with the definition of “contract” for purposes of calculating the default budget in official ballot referendum (SB 2) towns. The bill as passed by the House would have repealed the definition of “contract” that was enacted last year; the Senate version kept the definition but revised it. With the House's rejection of the Senate amendment, the bill is dead, so last year's law remains in effect.

Restrictions on lawn watering. The House concurred with the Senate's amendment to **HB 443**, allowing a municipal governing body to restrict the use of water from public water systems or private wells for watering both residential and nonresidential lawns during a declared drought. Current law allows the municipality to restrict only residential lawn watering. Under the bill, recreational fields, golf courses, and grass agricultural fields would be exempt from any municipal restrictions. The Senate amendment clarified that the law would not limit a public water system's authority to implement conservation measures in accordance with rules of the Department of Environmental Services.

Multi-town bonding. The Senate concurred with the House amendment on **SB 103**, which authorizes two or more municipalities (or other “public agencies”), pursuant to an intergovernmental agreement under RSA 53-A, to “jointly issue bonds or notes under RSA 33 for any purpose for which they may be issued under that chapter.” The agreement would specify each municipality's proportionate share of the debt represented by the bond, and each participating municipality would have to comply separately with the bond approval process requirements of RSA 33.

Arsenic Standard. The House concurred with the Senate's amendment on **HB 261**, which requires the Department of Environmental Services to initiate rulemaking to adopt an arsenic standard in public water systems of 5 parts per billion, as opposed to the current standard of 10 parts per billion. The Senate amendment requires the effective date of the new standard to be no later than July 1, 2021, and clarifies that public water systems may apply to the Drinking Water and Groundwater Trust Fund for loans and competitive grants to assist with the capital costs of compliance with new or revised maximum contaminant levels or ambient groundwater quality standards.

What's Taking So Long?

We frequently get questions this time of year about what is taking so long for a bill to be signed into law. Many people are aware that the governor has five days (excluding Sundays) to sign or veto a bill once it gets to his office. So if a bill passed the second chamber in early May without amendment, shouldn't it have become law by now?

It's not quite that simple. Here is the process (approximately) once both houses have agreed on the final language of a bill:

- The last chamber to possess the bill delivers it to the Office of Legislative Services (OLS), which reviews it to determine whether an enrolled bill amendment is needed. (An enrolled bill amendment is a technical amendment to correct minor language errors, cross-references, and similar things.)
- If an enrolled bill amendment is needed, it is drafted and sent to the House and Senate clerks, who read it into the record and return the bill to OLS.
- OLS sends the bill (whether amended or not) to the secretary of state's office, which prepares an enrolled bill report. That report is signed by a member of the House Enrolled Bills Committee and a member of the Senate Enrolled Bills Committee.
- The enrolled bill report is delivered to the House and Senate clerks, who each read it into the record.
- The secretary of state delivers the bill to the speaker of the House, who signs it and returns it to the secretary of state. The secretary then delivers it to the president of the Senate, who signs it and returns it to the secretary.
- The secretary of state's office stamps the date and time on the bill, and the secretary signs it and delivers it to the governor, starting the five-day clock.

Understandably, this can take a while. It is an extremely busy time of year for most of the people involved, and other things can get in the way. Some bills move through the process faster than others—sometimes because there is a legitimate rush, sometimes because of some political calculation, and sometimes for no apparent reason. A bill that cleared the second chamber in April might not make it to the governor until the beginning of July, while one that didn't pass until early June could get there the next week. If you are waiting for a bill to be signed, unless you are a true insider, there is not much you can do except wait.

In a budget year, we can reasonably expect that the governor will be signing (or vetoing) bills well into July. In 2017, for example, the last bills were signed on July 18, and in 2015 the last bills were signed on July 27.

(Why So Long? — Continued from Page 4)

Unless something unusual happens, our last Legislative Bulletin will be published on June 28; and many bills will be signed (or not) after that date. If you want to know what is happening with a bill after June 28, check the general court's website, or feel free to contact NHMA's government affairs staff.

2019 NHMA UPCOMING EVENTS FOR MEMBERS	
June 26	Webinar: 2019 Legislative Wrap-up
July 10	Webinar: Right-to-Know Law and Governmental Records
July 23	Regional RTK and Governmental Meetings (6:30 p.m. - Keene)
Aug. 6	Regional RTK and Governmental Records (1:30 p.m. - Moultonborough)
Aug. 14	Webinar: ZBA Basics in New Hampshire
Sep. 18	2019 Budget and Finance Workshop (Derryfield Banquet Fac., Manchester)
Sep. 26	2019 Budget and Finance Workshop (Mt. Club on Loon, Lincoln)
Oct. 5	2019 Fall Land Use Law Conference (<i>Formerly Municipal Law Lectures</i>)
Oct. 9	Regional RTK and Governmental Records (1:30 p.m. - Lebanon)

To register for an upcoming event, go to our website: www.nhmunicipal.org and scroll down on the left under CALENDAR OF EVENTS. Click on the green bar *View the Full Calendar* and go to the workshop or webinar you are interested in. For more information, please call NHMA's Workshop registration line: (603) 230-3350.



EXETER PUBLIC WORKS DEPARTMENT

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

www.exeternh.gov

June 7, 2019

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

Re: Exeter Public Works Employee of the 2019 Winter Quarter

Dear Select Board members:

It is our pleasure to inform you that Arthur Manock, Water/Sewer Heavy Equipment System Operator, has been awarded the Employee of the 2019 Winter Quarter.

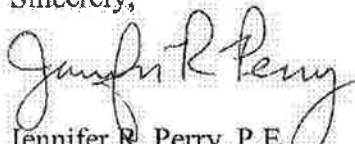
Nominations said that Arthur deserved the award for the following reasons.

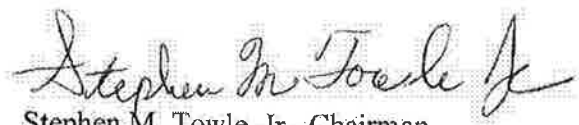
Artie has had an outstanding work ethic throughout his time with the Town of Exeter Water Sewer Department. Over the winter months the department experienced three major sewer force main breaks. Artie was the first man in and the last man out on every break. His dedication to the department and his fellow workers is untouchable. Artie is one of the most respectful employees of the Public Works Department could ever ask for. When on water digs, sewer digs, or any job requiring safety gear Artie is the guy that will make sure everyone has all appropriate gear for the job, and will hand them their personal protective equipment (PPE) personally.

The Employee of the Quarter Program was created 20 years ago, in 1999, to recognize outstanding performance and dedication to the Exeter Public Works Department and Exeter community. This honor is awarded to an individual for special achievements to advance the mission of the Department while aligned with the Department's core values of Teamwork, Integrity and Safety. Nominations can be made by any Town employee or citizen, and the selection is made by the Employee of the Quarter Committee.

On behalf of the Exeter Public Works Department, we are pleased to notify you of the extra effort and commitment that Arthur has demonstrated to warrant this recognition.

Sincerely,


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


Stephen M. Towle, Jr., Chairman
Employee of the Quarter Committee

cc: Human Resources, personnel file



EXETER PUBLIC WORKS DEPARTMENT

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

www.exeternh.gov

June 7, 2019

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

Re: Exeter Public Works Employee of the 2019 Spring Quarter

Dear Select Board members:

It is our pleasure to inform you that Larry Pond, Water/Sewer Maintenance Technician, has been awarded the Employee of the 2019 Spring Quarter.

Nominations said that Larry deserved the award for the following reasons.

Larry and the Water/Sewer Maintenance Technicians have greatly improved the performance and reliability of the sewer pumping stations. Larry has been actively involved and engaged in the construction of the new Wastewater Treatment Plant and Main Pumping Station and has contributed great ideas for improvements. Larry hasn't done any of this for recognition or the spotlight; he simply wants it done right and safely. Larry has also been honing his teamwork skills.

The Employee of the Quarter Program was created 20 years ago, in 1999, to recognize outstanding performance and dedication to the Exeter Public Works Department and Exeter community. This honor is awarded to an individual for special achievements to advance the mission of the Department while aligned with the Department's core values of Teamwork, Integrity and Safety. Nominations can be made by any Town employee or citizen, and the selection is made by the Employee of the Quarter Committee.

On behalf of the Exeter Public Works Department, we are pleased to notify you of the extra effort and commitment that Larry has demonstrated to warrant this recognition.

Sincerely,

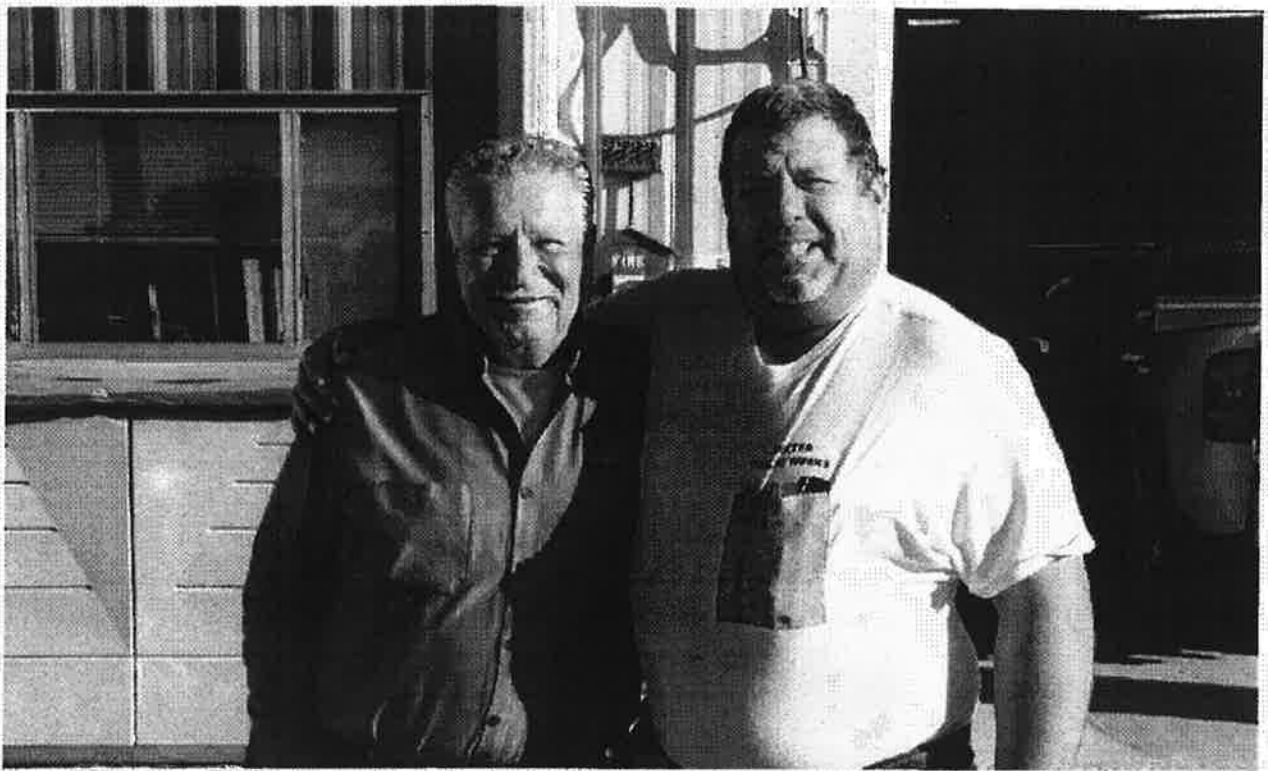
Jennifer R. Perry, P.E.
Public Works Director

Stephen M. Towle, Jr., Chairman
Employee of the Quarter Committee

cc: Human Resources, personnel file



Exeter Public Works Employee of the Quarter (EOQ) Winter 2019 recipient Artie Manock, Water/Sewer Heavy Equipment System Operator, receiving award from Steve Towle, EOQ Committee Chairman



Exeter Public Works Employee of the Quarter (EOQ) Spring 2019 recipient Larry Pond, Water/Sewer Maintenance Technician, with Steve Towle, EOQ Committee Chairman

