

Select Board Meeting
Monday, September 23rd, 2019, 7:00 p.m.
Nowak Room, Town Office Building
10 Front Street, Exeter NH

1. Call Meeting to Order
2. Public Comment
3. Proclamations/Recognitions
 - a. Proclamations/Recognitions
4. Approval of Minutes
 - a. Regular Meeting: September 9th, 2019
5. Appointments
6. Discussion/Action Items
 - a. Natural Resources Planner re: UNH Cooperative Extension Outreach Program on Climate Impacts
 - b. Map 65, Lot 147 Property Sale – Select Board vote
 - c. FY20 Preliminary Town Budget & Warrant Articles
 - d. Sustainability Coordinator Proposal and Committee Charge
7. Regular Business
 - a. Tax Abatements, Veterans Credits & Exemptions
 - b. Permits & Approvals
 - c. Town Manager's Report
 - d. Select Board Committee Reports
 - e. Correspondence
8. Review Board Calendar
9. Non-Public Session
10. Adjournment

Kathy Corson, Chair
Select Board

Posted: 9/20/19 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

Proclamations and Recognitions

Minutes

Select Board Meeting
Monday September 9, 2019
Town Offices, Nowak Room
Draft Minutes

1. Call Meeting to Order

Members present: Anne Surman, Kathy Corson, Julie Gilman, Niko Papakonstantis, and Russ Dean were present at this meeting. Molly Cowan was not present. The meeting was called to order by Ms. Corson at 7:03 PM.

2. Public Comment

- a. There was no public comment at this meeting.

3. Proclamations/Recognitions

- a. Proclamations/Recognitions – EV Week

Ms. Corson said that on July 24, 2017, the Select Board proclaimed a commitment to uphold the principles of the Paris Climate Accord, which corresponds with National Drive Electric Week. Ms. Corson read the 2017 proclamation:

The Exeter Board of Selectmen proclaims commitment to uphold the principles of the Paris Climate Accord to hold the increase of global temperature by reducing our greenhouse gas emissions.

Whereas, we will explore alternative renewable energy sources; and

Whereas, we will continue to seek investing in green building technology for our facilities where possible; and

Whereas, we will work to reduce our energy consumption; and

Whereas, we will invest in more fuel efficient vehicles; and

Whereas, we will work toward the adoption of a ‘complete streets’ policy that encourages alternative transportation; and

Whereas, we will enhance and maintain green forested natural resources;

Now, therefore, be it resolved that the Exeter Selectboard, the governing body of the Town of Exeter, New Hampshire does hereby adopt this resolution in concert with the Paris Climate Accord. Exeter’s Master Plan speaks to the mission of adhering to, maintaining, and practicing environmental sustainability. We will work to accomplish this through various means and initiatives.

Mr. Papakonstantis read the proclamation for National Drive Electric Week:

Whereas, petroleum-fueled vehicles are responsible for over 50% of our local greenhouse gas emissions and are a contributing factor to air pollution and climate change, threatening the health of our citizens and the sustainability of our planet; and

Whereas, the imbalance between gasoline resources and worldwide demand is escalating gasoline prices to levels that overburden commerce, hurt economic growth and cause hardship to our citizens; and

Whereas, the transportation sector needs support to move toward adoption of clean energy technology, including plug-in electric vehicles, that reduces our dependence on foreign fuels and supports a healthy environment and economy; and
Whereas, Exeter is dedicated to being a leader in the use of clean energy, establishing policies and programs that conserve energy, and promote sustainability; and
Whereas, September 14-22, 2019 has been designated as National Drive Electric Week throughout the United States of America to educate our citizens about the benefits of plug-in electric vehicles and to promote their adoption;
Now, therefore, we the Select Board do hereby proclaim September 14-22, 2019 as "Drive Electric Week" in Exeter New Hampshire, and call upon all residents to join in supporting the aims and goals of this worthwhile effort.

Brianna Brand of the Energy Committee thanked the Select Board for issuing the proclamation for Drive Electric Week, and said that the Energy Committee is hosting a view and test drive event Sunday by the bandstand featuring 8 EV models and one zero emission motorcycle. The Energy Committee has also been looking for funding to install a commercial EV charging station in Exeter, potentially from the Volkswagen settlement fund.

Bev Tappan, an Exeter resident and member of the Sustainability Committee, said that with the level of projected sea rise in Exeter they may want to think twice about whether to install Electric chargers downtown. Ms. Corson said parking is at a premium so they'd have to think carefully about where the parking spot will be.

4. Approval of Minutes

a. Regular Meeting: August 26th, 2019

Ms. Corson said that Mr. Papakonstantis was not present at the August 26th meeting but was listed with the attendees.

MOTION: Ms. Gilman moved to approve the minutes of August 26th, 2019 as amended. Ms. Surman seconded. Mr. Papakonstantis abstained and the motion passed 3-0-1.

5. Appointments

MOTION: Mr. Papakonstantis moved to appoint Bob Kelley as the representative to the Seacoast Drinking Water Commission, no term listed. Ms. Surman seconded. All were in favor.

MOTION: Mr. Papakonstantis moved to accept the resignation of Marcia Moreno-Baez from Planning Board, alternate position. Ms. Gilman seconded. All were in favor.

MOTION: Ms. Surman moved to appoint Steve Geiger to the Recreation Advisory Board as an alternate, term to expire 4/30/21. Ms. Gilman seconded. Mr. Papakonstantis abstained and the motion passed 3-0-1.

6. Discussion/Action Items

a. Second Public Hearing: Sale of Map 65, Lot 147

Ms. Corson said that this is a hearing on the sale of land to Exeter Hospital.

MOTION: Ms. Surman moved to open the public hearing for the sale of Map 65 Lot 147. Mr. Papakonstantis seconded. All were in favor.

Mr. Dean said that the initial public hearing was at the Board's meeting of August 26th. This is surplus property near the hospital, and the town is entertaining an offer for \$50,000. He added that the correct assessment for this property is \$14,700, not \$108,000 as stated at the last meeting.

Darren Winham, the Economic Development Officer, spoke about the proposal. At the last hearing, the concern was the easement on the property from Seacoast Mental Health to the town. He spoke to the lawyer, and the easement does transfer to the new property owner if we leave it as-is, but the town can put in the deed that there is no longer an easement and the hospital would be fine with that. Doug Eastman spoke to an attorney with SMH, and they had no objections to the sale. Ms. Surman asked them to make the sale contingent on cancelling the easement.

Aaron Garganta, Senior Director of Facilities Operations for Exeter Hospital, spoke about the proposal. The Hospital is on board with erasing that easement, and he affirms that they're planning to move forward with the purchase pending the outcome of the Select Board's vote.

Ms. Corson questioned their plan to build a maintenance building, since a lot of this parcel is setbacks/buffers and it would require a variance to build on. Mr. Garganta responded that they're trying to keep flexibility in a future Master Plan for the Hospital campus. They would ask for some relief on one or both of the setback conditions that exist. Ms. Corson said that is not in the Select Board's purview, as it would require a variance from the land use boards.

Ms. Corson opened the discussion to the public, but there was no comment.

MOTION: Ms. Surman moved to close the public hearing on Map 65, Lot 147. Mr. Papakonstantis seconded. All were in favor.

Mr. Dean said their waiting period to vote following the public hearing is no sooner than 7 days and no later than 14 days from when the hearing was held. They should vote at the September 23rd meeting.

b. Q2 Financial Report – Finance Department

Doreen Chester, the Town Finance Director, discussed the Q2 financial report.

In the General Fund, they are done with the first half of property taxes estimated, \$6.7 million so far. The tax rate is set by the state in the fall. Motor Vehicle revenues saw a 5% increase. Building permit fees were more than expected at \$211,000. There was an increase in Income from Departments of \$42,000, including \$32,000 in blue bag revenue. There was a sale of town property, specifically 18 Garrison Lane, estimated at \$132,000 but needs adjustment for legal bills. Interest income was \$28,000 over projected because of a new investment account with Citizens Bank at 2.35%.

In General Fund expenses: \$8.9 million vs \$8.4 million last year, a YOY increase of \$474,000. In General Government, 57% spent or \$508,000. There was an overage in the Select Board expenses of \$16,000 due to a return of laptops, but there will be a credit of \$3,200 in Q3 so they're not overspent.

In the Finance Group, Information Technology looks underspent now, but has some planned computer purchases later this year.

In the Police Department, 45% spent, \$1.69 million; Administration Wages increased with the retirement of the former Police Chief and the 2nd quarter retirement of the Police Department Office Manager. They're now seeing offsets due to two new employees in these positions. In Patrol and Communications, there are decreased wages due to new folks taking positions.

The Fire Department was flat YOY at \$1.76 million. Part time wages were not spent in the first half of the year, due to a slight delay in the hiring for a part time administrative position. There was a capital outlay for a new exhaust system at \$18,900.

In Public Works, they're at \$2.5 million or 47% spent. There's an overall net increase in expenses of \$517,000, mostly due to the timing of the paving program, which was done earlier this year. The Snow and Ice budget has \$22,800 for the rest of the year, 91% spent. Solid Waste, \$508,000 looks lower than prior year but that's due to the timing of billing and payments.

Welfare Department expenditures were at \$31,000, but there are offsets from the Wentworth Trust.

Under Parks and Rec, expenses were \$10,000 more than prior year, due to a part time person going full time in the Office Manager position.

The Water Enterprise Fund is at \$1.69 million, 51% collected. This is leveling off since the rate increase in 2017. Expenditures increased by \$160,000, mostly for the Washington street waterline debt, \$138,000 so far.

The Sewer Fund Revenues are higher, with the increase in rates of March 2018 which drives the \$95,000 increase year over year. Expenses were \$1 million this year versus \$873,000 last year, due to the new wastewater treatment plant, which resulted in operation and sewer treatment increases.

The EMS Revolving Fund revenue is slightly higher by \$7,000. This depends on collections at ComStar. There was increased overtime due to more call volume so there's more to collect. General Expenses in the EMS fund are \$82,000, vs \$110,000 in the prior year, due to the purchase lease of the new ambulance in the third quarter, versus the payment on the old ambulance in Q2 of last year, which is now paid off.

Cable TV Revolving Fund revenues are one quarter of Comcast revenues, because Comcast does not pay in sync with our quarters. General expenses were \$68,000, up over \$25,000 last year, because they invested in new equipment.

The Recreation Revolving Fund had revenue of \$446,000, a 70% increase, due to expanded programming and the summer camps. The impact fees were \$24,000, used for new infrastructure at the Rec Park. General Expenses were \$217,000 versus \$153,000 last year, due to pool and tennis court improvements, irrigation, and a new fence at Gilman Park.

Ms. Corson asked if the public had questions, but there were none. She thanked Ms. Chester for her report.

c. Conflict Of Interest Policy

Ms. Corson suggested the Board wait to vote until Ms. Cowan is present.

Ms. Surman said she'd done research on various conflict of interest policies, with the intention of adopting a policy for Exeter by putting an ordinance put on the warrant and having

it voted on. She thought that it could be voted on in a general way, but found that they must put the specific policy on the warrant. Most of the language in her draft policy is used by other towns. It's mainly about the perception that the town boards and committees are transparent and above board. The Town has its own policies; this is more to what Board members do. She added that they should have legal counsel review it.

Mr. Dean said that if "public servant" is meant to cover the Select Board, all town employees, and all members of commissions and committees, it will be including 230 or more people. They already address conflict of interest in the personnel policy for the town. He doesn't want the policy to limit employees, especially those who are part time, from having other employment. Ms. Surman said it was not intended to include employees, and suggested they redefine public servants to be only members of the Boards.

Ms. Corson asked Ms. Surman to define direct and indirect financial interest, since it could be interpreted that any work that came to them through the publicity of their Board membership was in violation of the policy. Ms. Gilman suggested they use the word "solicit" business to limit it to actions taken by the members. Ms. Corson said that town counsel should look at this concern. Ms. Surman asked if they were equating being a subject matter expert with financial gain. She doesn't feel that such matters affect the work they're doing on the Board.

Ms. Corson and Ms. Gilman said they'd like to clean up the section on duty to disclose, and suggested Ms. Surman and Mr. Dean work on it further.

MOTION: Ms. Surman moved to move forward the draft code of ethics/conflict of interest policy as amended to Town Counsel for review with the condition that any changes should be brought back to the Select Board for final review and approval before inclusion on the March Town Warrant. Ms. Gilman seconded. All were in favor.

d. Sustainability Committee Update

Chetana Parmar, the Chair of the Sustainability Advisory Committee, presented the committee's proposed amendments to their charge. Ms. Corson asked why they felt the original charge was lacking. Ms. Parmar said that it was put together before the Sustainability Advisory Committee was formed, and many items in the charge have already been completed.

Ms. Gilman asked about the gap analysis of what Exeter has accomplished and what needs to be accomplished, which had been removed from the charge. Ms. Parmar responded that it would be the job of the Sustainability Coordinator to create the baseline. Also, the original presentation did show some sustainability work that had been completed. Ms. Surman said they need a starting point, but Ms. Parmar insisted that this is not the committee's responsibility. Ms. Corson said that they put in a grant with a goal of creating a gap analysis, and if they take the gap analysis out of the Committee charge, they may not get the grant.

Mr. Dean said that benchmarking is an important piece of what gets done. Ms. Corson added that the Warrant said "\$45,000, anticipated to be recouped through cost savings to the town," which is why people voted for it. This savings must be demonstrated using the gap analysis.

Robin Tyner of the Sustainability Committee said that most of the charge has been done. It's not appropriate for a committee of volunteers to go further. She wants the grant to go through, and doesn't think this creates a problem with it.

Bev Tappan, a member of the committee, suggested that the words “progress report” may be less daunting to include than “gap analysis.”

Ms. Gilman asked about the difference between the original and revised charge. Ms. Parmar said that the charge didn’t capture the main goal of the committee when it was established. Once items on this list are achieved, they can be removed. She read the proposed Sustainability Committee mission:

To guide the development of sustainability policies and practices for the Town of Exeter that simultaneously promote a healthy environment, strong community connections, and economic vitality; including the establishment of the Town of Exeter Sustainability Office.

Committee Charge:

- 1. Advise and assist the Select Board on the establishment of a formal Sustainability office pursuant to Exeter Town Warrant 2019, article 31.*
- 2. Advise and support the Sustainability Office.*
- 3. Define and publicize “Sustainability” within the context of current town operations.*
- 4. Review and recommend sustainability related priorities and initiatives on proposed Capital Improvement Plan (CIP) projects and warrant articles.*
- 5. Advise and coordinate with Select Board, Town Manager, and all relevant town departments and committees in pursuit of grants, and state and federal funds for sustainability initiatives.*
- 6. Identify priority community partners and stakeholders in sustainability efforts, so the Sustainability Office/Coordinator and town officials can engage most effectively.*
- 7. Establish communication plan to coordinate and engage with community partners and stakeholders in all sustainability needs and initiatives.*

Mr. Dean said that much of the sustainability conversation is about renewable energy, but he doesn’t see that in this charge. Ms. Tyner said that the Energy Committee is handling that piece. The Sustainability Coordinator is supposed to coordinate between those committees and departments.

Herb Moyer, an Exeter Resident, said that they need to move forward quickly. This work will be looked at favorably by the EPA and grant agencies. He’s impressed with what the group has done so far.

Mr. Papakonstantis said that this isn’t about pushback or problems, it’s about defining what the committee is trying to accomplish. Their presentation was robust and detailed, but he’s trying to define a mission, charge, and goals and objectives. The revision needs to include some of the work from the original and define the committee’s parameters.

Ms. Parmar asked if they will approve this proposal now. Ms. Corson said if they wait, it’s not changing that the Committee is meeting and doing great work. Ms. Parmar said they added agenda items for 6 - 9 months for transparency. Mr. Papakonstantis said that the meetings are transparent anyway; they agenda is published, minutes are taken, and lots of people are watching the meetings.

Ms. Gilman said she has no problem with goals being set, once they’re done it can be revised. Everything the Board is asking for is in there, other than the words “gap analysis,” but all committees are supposed to submit an annual report to the Board anyway.

Ms. Parmar said that when there is turnover in the committee, the mission statement or charge will change. Ms. Corson said they haven’t done that in the past, but that doesn’t mean that can’t happen. However, she’s concerned that they’re not listening to the advice of the

Board. She felt that the gap analysis being in there is part of the grant, and they don't want that to go away. They're trying to interject what they as leaders of the community feel. Ms. Gilman said Ms. Corson had a valid point about the grant. The expectation from the application is creating the gap analysis.

Ultima Gruder of Los Angeles, a student at Phillips Exeter Academy, asked to speak. The Select Board gave her permission to speak.

Ms. Gruder said that this will take time, but they should put something on record and then add this piece in later. Ms. Corson responded that the Committee already has a charge that has that in it. All she wants to do is take what they've done and put that back in.

Ms. Gilman suggested keep that part until they hear about this grant. That was the job of this committee according to their application, and changing it may harm our chances. Ms. Corson said the interview in the next two weeks. She added that the Facilities Committee came to the Board twice, they are just being thorough. Ms. Parmar said that there's a lack of time. She's passionate about sustainability, and wants to see this town move forward.

Liuxi Sun of New York, a student member of the Committee, requested to speak. The Board gave Ms. Sun permission to speak

Ms. Sun said they'd worked hard on the language of the charge. She suggested that for the next meeting, they add in the language about the gap analysis, and also present the job description. Ms. Corson said yes, they will have revised version for quick discussion and also address the proposed job description.

7. Regular Business

a. Tax, Water/Sewer Abatements and Exemptions

i. There were no abatements or exemptions at this meeting.

b. Permits & Approvals

i. A license agreement between the Town and Ray Farm, LLC, that will allow snow plows on TIF road and use the access area to turn around. Mr. Dean added that this has been reviewed by counsel and there were no issues.

MOTION: Ms. Surman moved to approve the license agreement between the Town of Exeter and Ray Farm LLC. Approval of this license would allow the Town to plow snow on the TIF Road and use the access area to turn around. Mr. Papakonstantis seconded. All were in favor.

MOTION: Ms. Surman moved to authorize the Town Manager to sign any and all documents associated with this license agreement. Mr. Papakonstantis seconded. All were in favor.

MOTION: Ms. Surman moved to approve acceptance of Ray Farmstead Road as a public way per the recommendation of Town Departments. This deed has been reviewed by counsel, and the Department of Public Works, and the road is ready for acceptance. Mr. Papakonstantis seconded. All were in favor.

MOTION: Ms. Surman moved to release \$39,500 to the Exeter School District and \$36,000 to the Exeter Cooperative School District. Mr. Papakonstantis seconded. All were in favor.

- ii. Mr. Dean said there is an MS535 Report to submit to the state; the Board needs to accept the report.

MOTION: Ms. Gilman moved to accept the MS535 form as submitted by the finance department for the Fiscal year ending December 31st, 2018. Mr. Papakonstantis seconded. All were in favor.

c. Town Manager's Report

- i. Chief Poulin sent him a memo regarding the LiveScan fingerprinting equipment they obtained through a \$26,000 grant. It had been a potential CIP item and they're glad they found alternate funding.
- ii. Lincoln Street Resident Gregg Willett sent the Town Offices a message regarding the Lincoln Street project. He thanked the contractor and said there were courtesy and professionalism from all involved.
- iii. Mr. Dean is continuing to work on budgets, meeting with different departments.
- iv. There was a wall breach at Winter Street Cemetery, which is a police matter. A repair plan is coming soon.
- v. Mr. Dean thanked Rob DeMarco of Summer Wind Landscaping for the company's work at the Town Offices.
- vi. The Icy Hill Community development block grant site walk is tomorrow.
- vii. He met with the Exeter River MHP Co-Op regarding the new sewer rates, and invited them to attend the Water/Sewer Advisory committee in November.
- viii. There is a 9/11 ceremony Wednesday morning at 8:30 at the Public Safety complex.
- ix. They're planning for the Household Hazardous waste collection in October. The donation request has been raised to \$10, as they're getting more volume and looking to offset some costs.

d. Select Board Committee Reports

- i. Ms. Gilman said she met with members of the Conservation Commission and the organization doing the Coastal Resiliency grant for outreach support, advertising and education.
- ii. Mr. Papakonstantis said the Planning Board meets this Thursday. The Facilities Committee is looking for a date to meet. The presentation from the Sustainability Committee speaks for itself.
- iii. Ms. Surman said that E911 will be bringing something to the Board in the next few weeks. The Hospital hearing very well attended and well

presented. Ms. Corson said the good attendance speaks about our community.

e. Correspondence

- i. A notification of payments of Highway Block Grants for July and October, a little over estimate which is good. Next year it should be \$94,000+.
- ii. A letter from the UNH Roads Scholar program, stating that Connor McCallum and Daniel Lewis of the Highway Department achieved Roads Scholar One.
- iii. A memorandum regarding the Coastal Resilience and Cultural and Historic Reserve District Commission. Ms. Gilman said that this is a State commission established this year to review and come up with plans for towns along the Great Bay Estuary for protections against storm surge and sea rise. They need a representative from each local historic district, so three from Exeter. Ms. Corson asked if the Historic District Commission and Heritage Commission could work on it.
- iv. A letter from the Town of Hampton, asking them to review and endorse the Energy Innovation and Carbon Dividend Act of 2019, HR763. Ms. Gilman said she was going to talk to people about whether they should endorse it.
- v. A statutory notice made to the Select Board as assessors on ownership of real estate, there needs to be notice given to the town when there is a sales
- vi. A bulletin about override the veto of HB365. Mr. Dean said that this would increase the net metering cap to allow bulk purchase of electricity. He added that the NHMA is very supportive.

8. Review Board Calendar

- a. The next meeting is September 23rd.

9. Non-Public Session

10. Adjournment

MOTION: Ms. Surman moved to adjourn. Mr. Papakonstantis seconded. All were in favor and the meeting stood adjourned at 9:20 PM.

Respectfully Submitted,
Joanna Bartell
Recording Secretary

Natural Resources Planner re: UNH Cooperative Extension Outreach Program on Climate Impacts

**Russ Dean** <rdean@exeternh.gov>

SB agenda item request

2 messages

Kristen Murphy <kmurphy@exeternh.gov>
To: Russ Dean <rdean@exeternh.gov>
Cc: David Sharples <dsharples@exeternh.gov>

Fri, Sep 20, 2019 at 11:29 AM

Hi Russ,

We received assistance from UNH Coop Ext (Lisa Wise and Amanda Stone) for developing an outreach program on climate impacts. We were thinking of having an event that focuses on town boards (and staff if relevant) for audience and present an overview of the Exeter-focused climate studies that have been done (ie. CAPE, C-rise, etc).

I was wondering if I could present this idea to the SB this coming Monday and get their feedback on approach. Our hope is it could help board members get to know each other and their relative roles in town (similar but smaller scale to an all boards meeting) while still achieving the goal of distilling the science into usable information relative to Exeter.

Please let me know if you think there is time available on the agenda for this. I would not think much more than 5-10 min overview and maybe a few minutes for discussion.

--

Kristen Murphy
Natural Resource Planner
Town of Exeter
10 Front Street, Exeter, NH 03833
(603) 418-6452

Russ Dean <rdean@exeternh.gov>
To: Kristen Murphy <kmurphy@exeternh.gov>
Cc: David Sharples <dsharples@exeternh.gov>

Fri, Sep 20, 2019 at 1:17 PM

Sure I will add this to the agenda.

Thanks,

Russ
[Quoted text hidden]

Map 65, Lot 147 Property Sale – Select Board Vote



TOWN OF EXETER

Planning and Building Department


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

www.exeternh.gov

Date: August 27, 2019

To: Members of the Select Board

Cc: Russ Dean, Town Manager

From: Langdon Plumer, Planning Board Chairman 

Re: Exeter Hospital – Recommendation for sale of Town-owned property

Please accept this memorandum as confirmation that the Planning Board, at its August 22nd, 2019 meeting, voted to provide the following recommendation to the Select Board regarding the request by the Exeter Hospital to purchase a Town-owned parcel, Tax Map Parcel #65-147 (located adjacent to the Exeter Hospital campus and Seacoast Mental Health properties):

“The Planning Board does not oppose the Select Board moving forward with the disposition of Tax Map 65, Lot 147 with the suggestion that the easement between Seacoast Mental Health and the Town for access be rescinded so as not to negatively impact any involved property owners. Also the Board suggests the Select Board discuss a potential land swap for 110 High Street.”

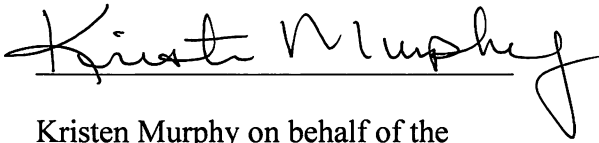
If you should have any questions, please do not hesitate to contact myself or Dave Sharples.

Thank You.

**TOWN OF EXETER
CONSERVATION COMMISSION MEMORANDUM**

Date: August 14, 2019
To: Exeter Selectboard
From: Kristen Murphy on behalf of the Conservation Commission
Subject: Land Sale to Exeter Hospital (Tax Map/Lot 65/174)

On August 13th, the Conservation Commission was presented information on the proposed sale of the town-owned parcel Tax Map 65, Lot 147. Following a presentation by Economic Development Director Darren Winham and Exeter Hospital representative Phil Chaput, the Commission voted unanimously that they have no objection to the sale of this property.

A handwritten signature in black ink that reads "Kristen Murphy". The signature is written in a cursive style and is positioned above a horizontal line.

Kristen Murphy on behalf of the
Exeter Conservation Commission

cc: Darren Winham, ED

Map 65-147

Legend

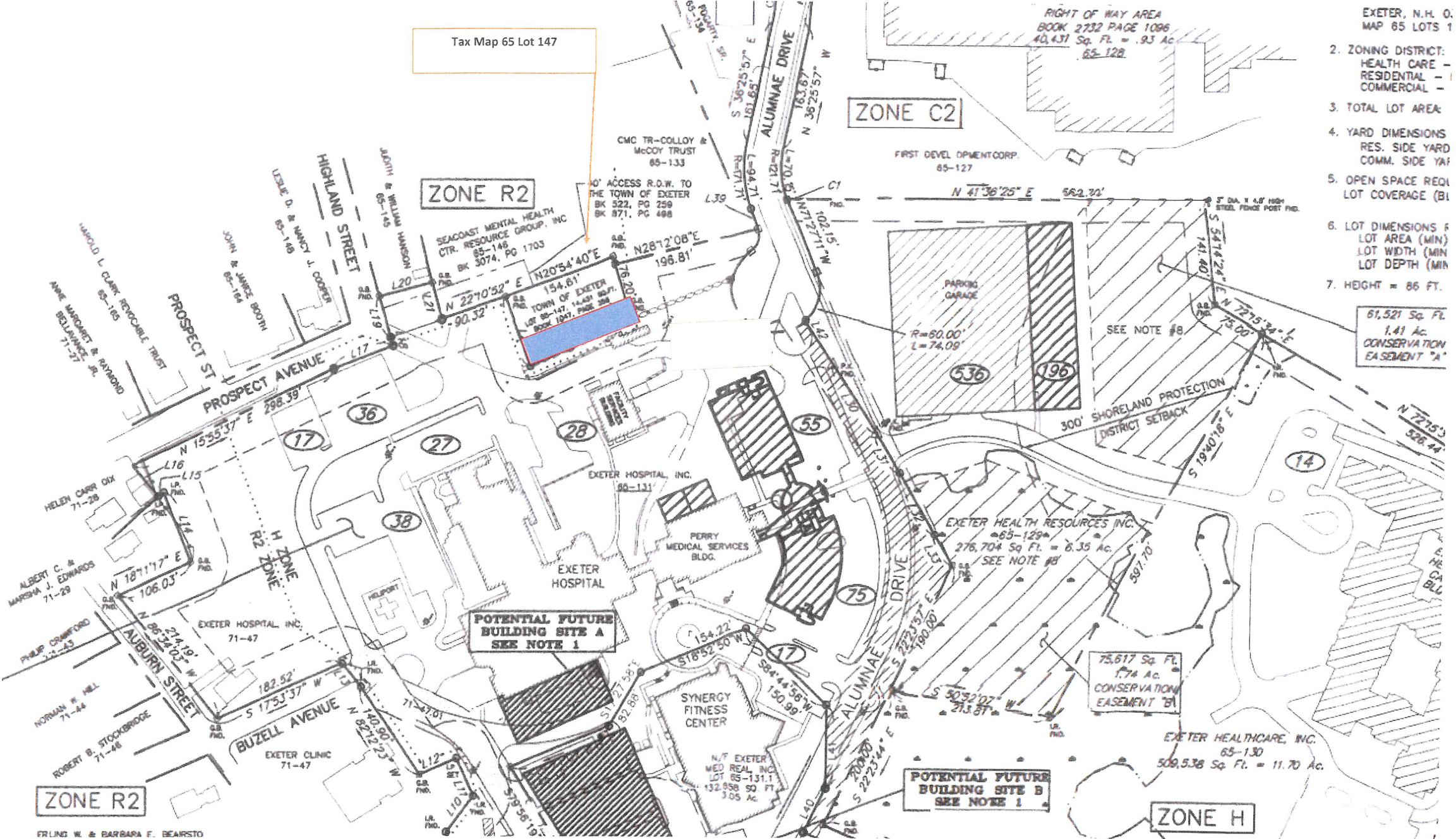


Google Earth
© 2018 Google

900 ft



Tax Map 65 Lot 147



EXETER, N.H. O.
MAP 65 LOTS 1

- 2. ZONING DISTRICT: HEALTH CARE - RESIDENTIAL - COMMERCIAL -
- 3. TOTAL LOT AREA:
- 4. YARD DIMENSIONS RES. SIDE YARD COMM. SIDE YARD
- 5. OPEN SPACE REQ. LOT COVERAGE (BL)
- 6. LOT DIMENSIONS F LOT AREA (MIN) LOT WIDTH (MIN) LOT DEPTH (MIN)
- 7. HEIGHT = 86 FT.

61,521 Sq. Ft.
1.41 Ac.
CONSERVATION EASEMENT "A"

RIGHT OF WAY AREA
BOOK 2732 PAGE 1096
40,431 Sq. Ft. = .93 Ac.
65-128

ZONE C2

ZONE R2

ZONE R2

ZONE H

FRUNG W. & BARBARA E. BEARSTO

CURVE TABLE

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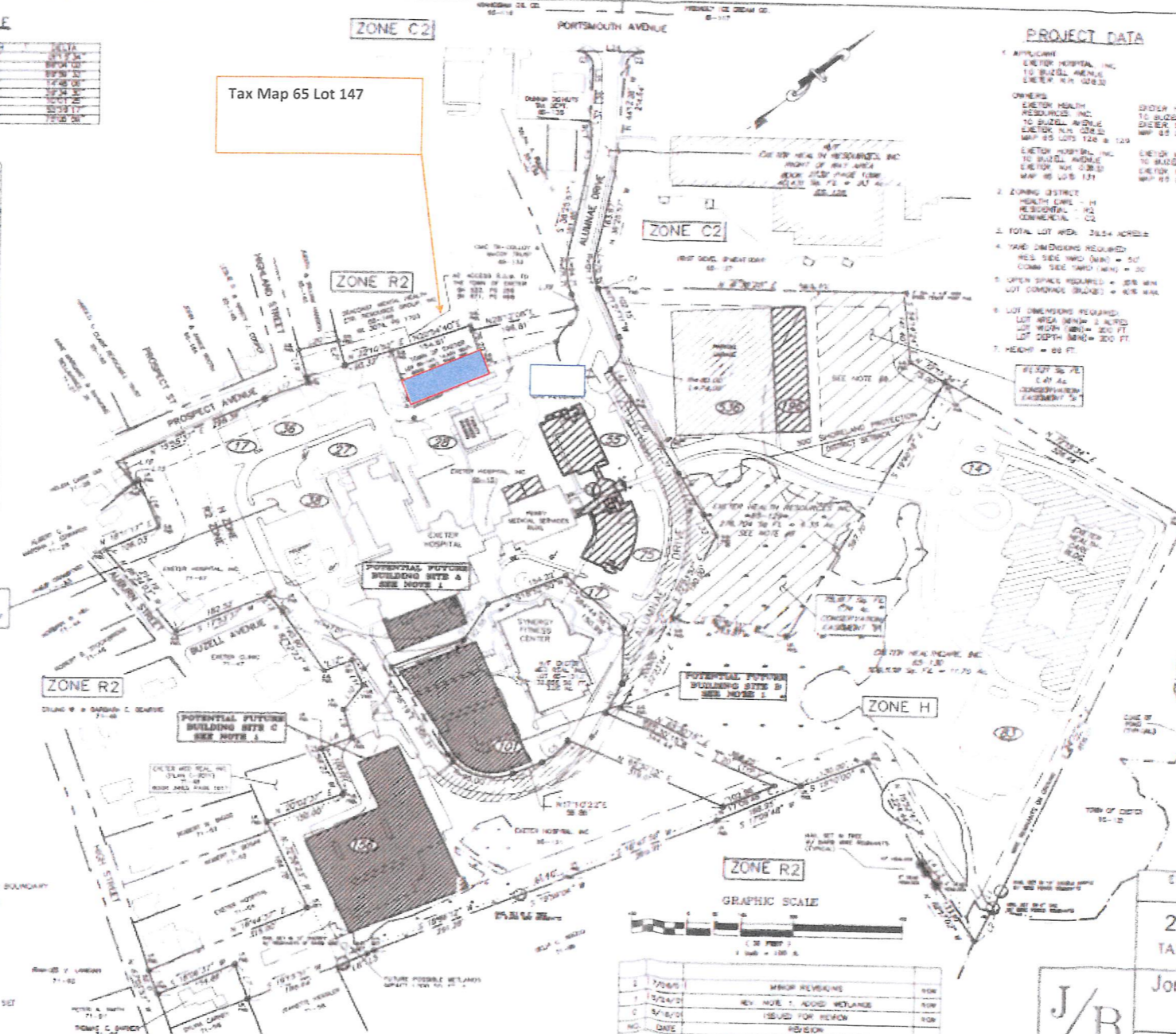
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LEGEND

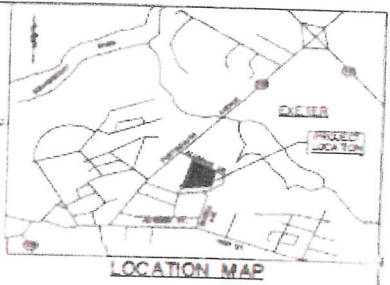
- PROPERTY LINE
- - - ZONING DISTRICT LINE
- · - · - APPROXIMATE WETLAND BOUNDARY
- GRANITE SOUND FOUND
- IRON NOD FOUND
- IRON PIN SET
- DRILL HOLE FOUND
- DRILL HOLE SET
- IRON PIN TO BE SET
- GRANITE SOUND TO BE SET

Tax Map 65 Lot 147



PROJECT DATA

- APPLICANT: EXETER HOSPITAL, INC. 10 BUZZELL AVENUE EXETER, N.H. 03822
- OWNERS: EXETER HEALTH RESOURCES, INC. 10 BUZZELL AVENUE EXETER, N.H. 03822 MAP 65 LOTS 128 & 129; EXETER HOSPITAL, INC. 10 BUZZELL AVENUE EXETER, N.H. 03822 MAP 65 LOTS 131
- ZONING DISTRICT: RESIDENTIAL - R2 COMMERCIAL - C2
- TOTAL LOT AREA: 365.4 ACRES
- LAND DIMENSIONS REQUIRED: RES. SIDE W/O DRIVE = 50' COMM. SIDE (MIN) = 30'
- OPEN SPACE REQUIRED: 25% MIN. LOT COVERAGE (MIN) = 45% MIN.
- LOT DIMENSIONS REQUIRED: LOT AREA (MIN) 2 ACRES; LOT WIDTH (MIN) 200 FT; LOT DEPTH (MIN) 200 FT
- HEADS: 60 FT



PLAN REFERENCES

- CONVERSION PLAN FOR EXETER HOSPITAL, INC. BY JONES & BEACH ENGINEERS, INC. DATED 12/18/98. LAST REV. 7/19/99. SCALE 1"=100'. RECORD #0-2507 SHEET 1 OF 2.
- CONVERSION PLAN FOR EXETER HOSPITAL, INC. BY JONES & BEACH ENGINEERS, INC. DATED 7/98. LAST REV. 7/19/99. SCALE 1"=100'. RECORD #0-2507 SHEET 2 OF 2.
- TOT LINE ADJUSTMENT PLAN BY JONES & BEACH ENGINEERS, INC. DATED 12/2/98. SCALE 1"=100'. RECORD #0-2716.

NOTES

- THIS PLAN IS INTENDED TO COMPLY WITH A REQUIREMENT OF THE NEW HAMPSHIRE DEPARTMENT OF ENVIRONMENTAL SERVICES RELATING TO A WETLAND PERMIT APPLICATION. EXETER HOSPITAL, INC. HAS NO FIRM PLANS FOR FURTHER DEVELOPMENT OF THIS SITE OVER THE NEXT TWENTY YEARS. BECAUSE EXETER HOSPITAL, INC. CANNOT ACCURATELY PREDICT THE DRAINAGE OF SERVICES OVER THE NEXT TWENTY YEARS.
- AS SHOWN ON THIS PLAN IS PART OF EXETER HOSPITAL, INC.'S CURRENT PLANS FOR FUTURE DEVELOPMENT OF THE SITE. "BOLD" AND "BOLD C" ARE SHOWN AS POSSIBLE FUTURE STRUCTURES ON THE REMAINING DEVELOPABLE LAND WHICH MAY BE NEEDED IN THE NEXT TWENTY YEARS. EXETER HOSPITAL, INC. HAS NO CURRENT PLANS TO CONSTRUCT "BOLD" OR "BOLD C".
- THE PROPERTY IS TO BE SERVED BY WASTEWATER AND SEWER. THE EXISTING SOIL FOR THE SITE IS DESCRIBED BY THE SOIL CONSERVATION SERVICE SOIL SURVEY AS ELIZABETH (DR) & SCUMSCOTT (F) SAND LOAM (SOM).
- ON-SITE PARKING SPACES: MAY 2001 TOTAL PARKING SPACES EXISTING = 1194 NET GAIN PROPOSED PARKING SPACES = 1180 TOTAL PROPOSED PARKING COUNT = 2374
- ALDRINE DRIVE IS CURRENTLY A PRIVATE ROAD CONSTRUCTED BY OWN OF EXETER DISPENSARY.
- THE LAND OWNER IS RESPONSIBLE FOR COMPLYING WITH ALL APPLICABLE STATE AND FEDERAL WETLAND REGULATIONS INCLUDING ANY REMEDIATION REQUIRED UNDER THESE REGULATIONS.
- THIS PARCEL IS NOT WITHIN THE LIMITS OF THE 100 YEAR FLOOD ZONE FOR FLOOD INSURANCE RATE MAP FOR THE TOWN OF EXETER. COMMUNITY PANELS 4 AND 8, NUMBERS 430130 (S&W) AND 130130 (S&W) SIGNED MAY 17, 1992.
- LOT 128-129 IS SUBJECT TO CONVEYANCE AGREEMENTS "A" & "B" AS SHOWN ON THIS PLAN AND AS DESCRIBED IN THE CONVEYANCE AGREEMENT USED TO BE RECORDED.

EXETER HEALTH RESOURCES, INC. & EXETER HOSPITAL, INC.
EXETER, NEW HAMPSHIRE

20 YEAR CONCEPTUAL PLAN
TAX MAP 65 & LOTS 128 THROUGH 131.1

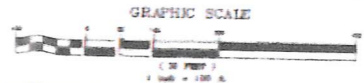
J/B

JONES & BEACH ENGINEERS, INC.
85 PORTSMOUTH AVE.
STRATHAM, N.H. 03885
PHONE 776-4146 FAX 772-0827

DRAWING NO.
A01

SCALE 1" = 100'
FILE 99112
20YR CONCEPT PLAN
SHEET NO. 1 OF 2

NO.	DATE	DESCRIPTION	BY	APP'D
1	7/20/01	MINOR REVISIONS	JWB	
2	7/24/01	REV. NOTE 1, ADDED WETLANDS	JWB	
3	8/16/01	ISSUED FOR PERFORM	JWB	
4	DATE	REVISION		



IMPORTANT: A Site Assessment Study prepared by a permitted designer **MUST** be attached to any P&S Agreement for sale of developed waterfront property to confirm whether the septic system complies with State law. See NH RSA 485-A:39 and Administrative Rules ENV-WQ 1025.01-07.

PURCHASE AND SALES AGREEMENT

AGREEMENT made this _____ day of _____, 2019 (date upon which the last of the parties hereto has signed), by and between **Exeter Hospital, Inc.**, or assigns, with an address of 5 Alumni Drive, Exeter, New Hampshire 03833 (hereinafter referred to as "BUYER") and the **Town of Exeter New Hampshire** with an address of 10 Front Street, Exeter, New Hampshire 03833 (hereinafter referred to as "SELLER").

W I T N E S S E T H:

WHEREAS, SELLER is the owner in fee simple of a certain undeveloped tract of land located on Prospect Avenue in the Town of Exeter, New Hampshire, and shown on Town of Exeter Tax Map 65 as Lot 147, and being further described in the deed recorded in the Rockingham County Registry of Deeds at Book 1047, Page 356 attached hereto and incorporated herein by reference as **Exhibit "A,"** hereinafter referred to as the "PREMISES";

WHEREAS, the SELLER desires to sell the PREMISES to the BUYER;

WHEREAS, the BUYER desires to purchase the PREMISES from the SELLER subject to certain conditions as to be hereinafter provided.

NOW THEREFORE, in consideration of the mutual covenants, agreements and other consideration of the parties described herein, the SELLER and BUYER Covenant and agree as follows:

1. **SALE AND PURCHASE OF PROPERTY.** The SELLER agrees to sell and convey to BUYER and the BUYER agrees to purchase from the SELLER the PREMISES, for the consideration and upon the terms and conditions hereinafter stated, subject to the General and Specific Conditions precedent to BUYER'S obligation to perform set forth in detail in this Agreement.

2. **PREMISES TO BE CONVEYED.** The "PREMISES" as described above additionally include all rights and easements appurtenant thereto, including a certain right of way Westerly of the granted premises and other property of the BUYER as conveyed to SELLER by deed of Exeter Hospital, being **Exhibit A** hereto. Additionally, all right title and interest of SELLER in and to any award made or to be made in lieu thereof for any taking or condemnation subsequent to the date hereof, whether paid or unpaid is part of the "PREMISES" to be conveyed hereunder. SELLER shall deliver to BUYER at the closing date, or thereafter, on demand, all

instruments required for the conveyance of such title and the assignment and collection of any such award.

3. PLANS, SOIL TESTS, ENGINEERING DATA, LICENSES AND PERMITS TO BE CONVEYED. Immediately upon the execution of this Agreement the SELLER shall provide to BUYER, any existing plans, topographic surveys, surveys, soil tests, engineering or other studies now existing, utility plans, and the like in the SELLER'S possession having any bearing upon the PREMISES, all without cost to the BUYER and recognizing that BUYER will be relying thereon in formulating its plans for the use of the PREMISES.

At closing, SELLER shall convey title to all such plans, surveys, tests, data or other studies or materials held by the Seller in relation to the PREMISES to the BUYER free and clear of any claims from those individuals or entities who may have prepared or issued same.

4. PURCHASE PRICE. The total purchase price for the PREMISES and all easements, any licenses, engineering materials, plans, permits or other items of personalty being conveyed hereunder shall be FIFTY THOUSAND AND 00/100 (\$50,000.00) DOLLARS. The purchase price shall be paid as follows:

A. The sum of ONE THOUSAND AND 00/100 (\$1,000.00) DOLLARS, shall be paid by check upon the execution of this Agreement, which shall be credited to the Purchase Price at the closing hereunder and shall be kept in a non-interest bearing account held by BUYER's attorneys, **DONAHUE TUCKER & CIANDELLA PLLC**, who shall act as escrow agent.

B. At the time of closing, BUYER shall pay to the SELLER by bank or certified check the sum of FORTY-NINE THOUSAND AND 00/100 DOLLARS (\$49,000.00).

5. SELLER'S REPRESENTATIONS AND WARRANTIES. SELLER represents and warrants, the BUYER relying thereon, the following:

A. Seller has full power to execute, deliver and carry out the terms and provisions of this Agreement and has taken all necessary action to authorize the execution, delivery and performance of this Agreement, and this Agreement constitutes the legal, valid and binding obligation of Seller enforceable in accordance with its terms. No order, permission, consent, approval, license, authorization, registration or validation of, or filing with, or exemption by, any governmental agency, court, commission, board or public authority is required to authorize, or is required in connection with, the execution, delivery and performance of this Agreement by Seller or the taking by Seller of any action contemplated by

this Agreement. The person signing this Agreement on behalf of Seller has been duly authorized to do so by Seller; and

- B. that to the SELLER'S knowledge the PREMISES are currently free from hazardous waste as defined by NH RSA 147-B and to SELLER'S knowledge no such hazardous waste has ever been deposited upon the PREMISES during SELLER'S ownership of the PREMISES. All warranties and representations of SELLER shall survive the closing and passage of title.

6. GENERAL CONDITIONS PRECEDENT TO BUYER'S OBLIGATION TO PERFORM. The obligation of BUYER to purchase the PREMISES is subject to the fulfillment prior to or at closing of all of the following conditions, any one or more of which, at BUYER'S option may be waived:

- A. All the representations and warranties made by the SELLER herein shall be true and correct as of the date of closing;
- B. That there then be pending no proceeding to change the zoning or land use regulations materially effecting the PREMISES.
- C. All of the SELLER'S obligations hereunder shall be fully performed.

If any of the foregoing General Conditions are not satisfied at the closing, BUYER at its election may waive such conditions to complete this purchase or may cancel this Agreement and the deposit made hereunder shall be refunded to the BUYER.

7. DATE OF CLOSING. The closing shall take place at the BUYER'S attorney's office or such other location as the parties may mutually agree during normal business hours on the later of:

- A. October 15, 2019; or
- B. Thirty days after Buyer has obtained all final, non-appealable governmental and third party permits, consents, and approvals, including, without limitation, building permits and such Zoning Board of Adjustment and Planning Board relief as is necessary, in Buyer's sole discretion, ("Approvals"), to construct a facilities building.

Possession of the PREMISES shall be delivered to the BUYER at closing free and clear of all tenants and personal property.

8. LIQUIDATED DAMAGES. In the event that BUYER fails to close this transaction after fulfillment of all conditions, and title is good and marketable, SELLER shall, as

its sole remedy, at law, in equity or otherwise, retain the amount of the Deposit as liquidated damages, in which event this Agreement shall thereupon be canceled and the BUYER shall be released of all further liability thereunder, it being hereby agreed that SELLER'S damages, without sale, would be difficult of ascertainment and that the sum of any existing deposit constitutes a reasonable liquidation thereof and not a penalty.

9. SPECIFIC PERFORMANCE. BUYER shall have the rights of Specific Performance in accordance with the general principles of equity in addition to BUYER'S remedies at law for any breach by SELLER.

10. WARRANTY DEED. At closing SELLER shall convey to the BUYER or BUYER'S nominee or assignee, title to the PREMISES and all items of personal property including permits, licenses, plans and test data by bill of sale or appropriate assignment, and by duly executed Warranty Deed, (hereinafter referred to as "Deed") conveying good and clear, record and marketable title free from all encumbrances. SELLER shall use its best efforts to remove any title defects on the PREMISES. If SELLER shall have failed to remove any such defects, the BUYER may elect to proceed with the closing, in which event, for any undischarged liens, attachments or taxes a portion of the Purchase Price equal to one and one-half times the amount of the lien, or such lesser amount as BUYER'S Attorney in BUYER'S Attorney's sole discretion shall determine, shall be held in escrow by BUYER'S Attorney and used subsequent to closing to discharge said liens, the SELLER being liable for the full amount thereof, with any remaining balance promptly refunded to the SELLER.

Within ninety (90) days of the date of this Agreement, BUYER shall conduct examination of title and shall notify SELLER in writing within ninety-five (95) days of the date of this Agreement of the status of the record title of the PREMISES through the date of said examination. SELLER agrees to take such steps, if any, as are necessary to clear such title within a reasonable time thereafter not greater than forty-five (45) days from date of written notice as to any matters that are defects or clouds on title, except for any mortgage which may be satisfied at closing. Nothing herein shall relieve SELLER of its duty to deliver clear and marketable title at closing.

If, at the expiration of such time, SELLER shall have used reasonable efforts and nevertheless failed to remove said defects and make the title conform, or in the event defects arise subsequent to said date and prior to said closing, BUYER may at its election:

A. Cancel this Agreement and the Deposit shall be refunded as hereinabove provided and, in the case only where the title was clear at the time of BUYER'S examination and a lien is subsequently filed prior to closing, plus reasonable costs incurred by BUYER in complying with this Agreement and preparing to close; or

B. Take such title of the PREMISES in there then condition as SELLER can deliver without any deduction in the Purchase Price; or,

C. Elect to further extend time for delivery of the Deed for a further reasonable period of time during which the SELLER shall attempt to cure the title at no expense to the BUYER.

To enable SELLER to make the conveyances herein provided, at the time of delivery of the Deed SELLER shall be able to use the cash purchase price or any portion thereof to clear the title of any or all encumbrances or interests provided that all releases or other instruments so procured are recorded simultaneously with the delivery of the Deed.

11. BUYER'S SPECIFIC CONDITIONS. The following contingencies must be satisfied prior to BUYER'S performance hereunder:

- A. ENGINEERING REVIEW. BUYER shall have ninety (90) days from the date of this Agreement in which to consult with its engineers and other consultants to determine the suitability, including undertaking test borings, of the PREMISES for BUYER'S intended use.
- B. HAZARDOUS WASTE INSPECTION. BUYER at BUYER'S sole expense may, within ninety (90) days of the date of this Agreement, obtain an inspection of the PREMISES with respect to hazardous waste and other environmental hazards. Said inspection shall be made by a duly credentialed consulting firm with experience in such evaluations. If such inspection discloses any material presence of hazardous waste or other environmental hazards unacceptable to BUYER, BUYER shall notify SELLER of same and provide SELLER with a copy of said report. BUYER shall be entitled to either exercise its option under this contingency not to purchase the PREMISES or may at BUYER'S sole discretion opt to waive this contingency. SELLER has represented to BUYER that SELLER has no knowledge of any hazardous waste or other environmental hazard on the PREMISES.
- C. VOLUNTARY MERGER. Confirmation, satisfactory to BUYER in its sole discretion, that BUYER will be able and permitted to merge the PREMISES with a contiguous parcel owned by BUYER as a matter of right pursuant to RSA 674:39-a.
- D. GENERAL DUE DILIGENCE. Notwithstanding any of the other contingencies, the BUYER shall have ninety (90) days from the date of this Agreement in which to conduct general and any other due diligence BUYER deems necessary or desirable in BUYER'S sole discretion. If the BUYER, in its sole discretion, concludes that the purchase of the PREMISES is not desirable or that the requisite Approvals (as that term is defined hereinafter) would be difficult or impossible to obtain the BUYER shall, within said time

period, notify the SELLER of same in writing and shall be entitled to the return of the deposit and shall have no further liability hereunder.

- E. PERMITS. Buyer shall have obtained all final and non-appealable governmental and third party permits, Zoning Board of Adjustment and Planning Board relief, consents, and approvals, including, without limitation, building permits and such as are necessary or desirable, in Buyer's sole discretion ("Approvals"), in order to construct a facilities building. Buyer shall apply for the Approvals within sixty (60) days after the date of expiration of the ninety (90) days provided for General Due Diligence in D. above. Seller hereby agrees to cooperate with and support such efforts, including, without limitation, executing usual and customary authorizations required for Buyer to apply for any such Approvals from the applicable governmental authorities and appearing at public hearings and meetings to support the Project upon Buyer's request.

With respect to each of the above contingencies, BUYER shall be under an obligation to pursue the satisfaction of same diligently and in good faith. Should any of them be unsatisfied, BUYER shall be required to give SELLER notice of same in writing within the time period provided. At the time, SELLER shall promptly release BUYER'S deposit from escrow and each party shall be relieved of any and all obligations under this Agreement. These contingencies exist for the sole benefit of the BUYER and BUYER shall be entitled to waive any or all of them, or any portion of them.

12. ADJUSTMENTS. Taxes and any other assessments and utility charges shall be prorated at the date of closing based upon the latest bills received by the SELLER. In the event that the closing is prior to issuance of the tax bill for the year, the parties shall readjust the tax proration upon receipt of the tax bill for the tax year of closing.

13. ACCESS. During the term of this Agreement and until delivery of deed, the BUYER, its agent, employees and consultants may enter upon the property from time to time and upon reasonable notice to SELLER, for the purpose of making measurements, surveys, studies, design, planning and test borings; provided further that all such tests and inspections shall be located in such areas and conducted in such a manner as to minimize damage to the property. BUYER shall restore the property to its original condition upon completion of said work, normal wear and tear excepted.

BUYER assumes all responsibility for any damage, loss or injury caused or suffered by its entry on the property and agrees to indemnify and hold SELLER harmless from any claim whatsoever resulting therefrom.

14. ENGINEERING DATA, PLANS, ETC. In the event the closing hereunder does not take place for any reason, then all plans, surveys, tests, etc. prepared or held by or on behalf of BUYER shall be given to and are hereby assigned and transferred to the SELLER at no cost or expense to the SELLER.

15. NOTICES. Whenever it shall be necessary or appropriate under the provision of this Agreement that notice be given by one party to another, such notice shall be given in writing at the address as above given. Such notice shall be deemed effective when mailed or placed for delivery.

16. INTERPRETATION. This Agreement and the rights of the parties hereunder will be governed by New Hampshire law. This Agreement sets forth all of the promises, covenants, agreements, conditions and undertakings between the parties hereto with respect to the subject matter thereof, and supersedes all prior or contemporaneous agreements and undertakings, inducements or conditions, express or implied, oral or written, except as contained herein. This Agreement may not be changed orally, but only by an agreement in writing, duly executed by or on behalf of the party or parties against whom enforcement of any waiver, change, modification, consent, amendment or discharge is sought. The provisions of this Agreement shall bind and inure to the benefit of the SELLER and the BUYER and their respective heirs, successors and assigns. Any terms, conditions, warranties, representations, covenants and indemnities herein which are or may be performed in whole or in part subsequent to the closing, shall survive such closing and shall not be rendered ineffectual by the passage of title.

17. BROKERS. BUYER and SELLER represent that they have had no contact with any real estate brokers in connection with this transaction. Each party agrees to indemnify the other against and to hold the other harmless from any cost, claim, loss, liability, damage or expense (including reasonable attorneys' fees) arising from any breach of the foregoing warranty and representation by the indemnitor. This provision shall survive the closing.

18. CONDEMNATION. In the event of the commencement of condemnation proceedings, or receipt of any notice of any plans for condemnation of all or any material portion of the premises, BUYER, at its election, may terminate this Agreement, receive a refund of its deposit, and this Agreement shall be null and void or may elect to proceed subject to receipt of the award. Neither party shall have any further action or liability against the other on account of this Agreement whatsoever. If BUYER decides to continue with the transaction, SELLER agrees to assign any claims or proceeds of the condemnation of the PREMISES to BUYER at closing.

19. SUBSEQUENT EVENTS. From and after the date hereof SELLER shall give prompt written notice of any notice or information received by SELLER of the occurrence of any event which would, or with the passage of time would, prevent the SELLER from performing its obligations hereunder and constitute a breach of warranty or representation. SELLER shall promptly use their best efforts to correct or eliminate same. Each party shall furnish to the other evidence satisfactory to their counsel of the authority of the party to enter into this transaction and of the authority of the person executing this Agreement and any closing documents on behalf of the parties.

20. ACCEPTANCE BY SELLER. This Agreement must be accepted by SELLER on or before _____, otherwise BUYER'S offer shall be null and void and of no further force and effect. This Agreement may be executed simultaneously in two or more counterparts, each of which shall be deemed an original, but all of which together constitutes one and the same instrument.

[SIGNATURE PAGE TO FOLLOW]

Witness our hands and seals this _____ day of _____, 2019
(date upon which the last of the parties hereto has signed.)

SELLER

Town of Exeter, formerly known as
The Exeter Water Works

Witness

By: _____
Name: _____
Title: _____

Witness

By: _____
Name: _____
Title: _____

Witness

By: _____
Name: _____
Title: _____

Witness

By: _____
Name: _____
Title: _____

Witness

By: _____
Name: _____
Title: _____

BUYER

Exeter Hospital, Inc.

Witness

By: _____
Name: _____
Title: _____

356

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\$.55
rev.

EXHIBIT A

Book 1047 Page 0356

Know all Men by these Presents,

THAT The Exeter Hospital, a corporation organized under the Laws of the State of New Hampshire and having its place of business at Exeter, County of Rockingham, State of New Hampshire,

Exeter Hospital }
to }
Exeter Water Works }

in consideration of One Dollar to it paid by The Exeter Water Works, a corporation organized under the Laws of the State of New Hampshire and having its place of business at Exeter, aforesaid,

Del. to }
Exeter Water Works }

the receipt whereof it does do hereby acknowledge, has given, granted, bargained, sold, and conveyed and do for itself and its suc-^{cessors} by these presents, give, grant, bargain, sell, and convey unto the said The Exeter Water Works, its successors ^{heirs and assigns, forever.}

A certain tract of land situate in said Exeter on the Easterly side of a certain right of way leading from the Northerly side of Highland Street over land of Exeter Water Works (to be conveyed to the grantor) and land of Florence W. Walsh in a North-easterly direction to land of Lyman E. Collishaw and being bounded as follows:

Beginning at a stone post at the Southwesterly corner of the granted premises on said right of way at a point 162.4 feet Northeasterly of a stone post at the South-westerly corner of other land of grantor at said Highland Street and then running North 22 degrees 48 minutes East 155.1 feet along said right of way to a stone post at said Collishaw land; thence turning and running South 62 degrees 47 minutes East 90.1 feet by said Collishaw land to a point at other land of grantor; thence turning and running South 18 degrees 22 minutes West 148.6 feet by said other land of grantor to a point; thence turning and running still by other land of grantor North 67 degrees 12 minutes West 101.3 feet to the stone post at the point of beginning.

Being a part of the premises acquired by grantor by deed of Florence W. Walsh recorded in Rockingham Registry of Deeds.

The grantee by accepting this deed, as a further consideration for the premises hereby conveyed, covenants for itself, its successors and assigns, that it will not erect any structure of any kind or description or any part thereof upon the premises hereby conveyed within a distance of thirty feet from the boundary lines of said premises abutting upon other premises of the grantor, and it covenants further that no structure shall be erected upon the premises except a standpipe or reservoir for the storage of water of said grantee. In the event of a breach of covenant by the grantee, its successors or assigns, the grantor may, by its agents and without process of law, enter upon the granted premises and remove such structure without liability for damages or other injury occasioned thereby.

Conveying also the right of grantor over the right of way Westerly of the granted premises and other premises of grantor as conveyed to Exeter Hospital Inc. by Florence W. Walsh and to hold the aforesaid premises, with all the privileges and appurtenances thereto belong- ing to the said grantee, its successors and assigns to their use and behoof forever. And it does do covenant with the said grantee its succe-^{ssors} and assigns; that it is lawfully seized in fee of the aforesaid premises; that they are free of all incumbrances; that it has have good right to sell and convey the same to the said grantee in manner aforesaid; and that it and its successors heirs will warrant and defend the same premises to the said grantee its suc-^{cessors} and assigns, forever, against the lawful claims and demands of all persons, whomsoever.

And I -----

in consideration aforesaid, do hereby relinquish ----- right of dower in the before mentioned premises. And we, and each of us, hereby release our several rights of Homestead in said premises, under and by virtue of any law of this State. In Witness Whereof The Exeter Hospital by its President, William A. Young, has day of May in the year of our Lord one thousand nine hundred and forty-six. SIGNED, SEALED AND DELIVERED IN PRESENCE OF US:

Frances T. Kusiak The Exeter Hospital
By William A. Young (L.S.)
Its President

STATE OF NEW HAMPSHIRE, Rockingham ss. May 17th, 1946.

Then the above named William A. Young, president of Exeter Hospital, personally appearing, acknowledged the above instrument to be his free act and deed of the Exeter Hospital.

Before me,
..... Frances T. Kusiak Justice of the Peace.
Received and recorded MAY 28, 1946 P.M. 1946 J. W. T. Register.

FY20 Preliminary Town Budget and Warrant Articles

TOWN OF EXETER FY20 PRELIMINARY BUDGET

SEPTEMBER 23, 2019



2020 Exeter Preliminary Town Budget

September 23rd, 2019

To the Exeter Select Board,

Attached you will find the Town of Exeter preliminary budget request for Fiscal Year 2020. The fiscal year addressed in this budget begins on January 1, 2020 and ends December 31, 2020. I would like to acknowledge the efforts of all town departments, and in particular, the Finance Department, for their assistance in preparing this preliminary budget. This budget represents the beginning of the FY20 budget process that will conclude approximately 5 ½ months from now, on Tuesday, March 10th, 2020.

Overview

The FY20 Operating Budget Request covers three major funds (General, Water, Sewer) plus warrant articles and any proposed bond issues. Items that propose funding by warrant articles and bonding are described in the Town's Capital Improvement Program FY20-25, as adopted by the Planning Board.

TOWN GOVERNMENT BUDGET PROCESS, VALUES AND TAX RATES

Exeter functions under the SB2 form of government, which allows for both an operating and a default budget. The budget is prepared by the Town Manager in September, and adjustments continue throughout the fall with the Budget Recommendations Committee. The budget is reviewed and finalized for the annual budget hearing by the Select Board. A public hearing on the proposed spending plan for the FY20 year is held the second Tuesday in January per state law. The town deliberative session takes place the first Saturday in February. The final budget is voted on the second Tuesday in March as part of the town election. The Town Warrant contains the town budgets for the ensuing fiscal year.

The formula for the default budget is set out in RSA 40:13. If the operating budget does not pass at the town and school elections, a proposed default budget goes into effect and becomes the operating budget for the fiscal year. The combination of the operating budget and approved warrant articles, less anticipated revenues, drives the ultimate tax levy required for the year.

At the time of budget adoption, the town's fiscal year is already two and a half months old as the new fiscal year begins on January 1st. Prior to March voting, the town operates on a "base budget" for the first 2 ½ months of the fiscal year until the voters approve the new budget.

Water and sewer budgets are approved separately from the town budget in their own articles, and like the general fund operating budget, have their own default budgets.

The town budget represents the allocation of resources amongst all town departments and town wide expenses for the ensuing fiscal year.

The town’s capital improvement program (CIP) includes all non-recurring capital requests in excess of \$25,000. These items can be funded through the budget, warrant articles, or bond articles, depending on the request, and the recommendation of the select board and town manager. Any bond article proposal requires 60% voter approval and requires a public hearing under RSA 33-8-a. The bond hearing is advertised in December of each year and is held the second Tuesday in January under RSA 40:13, concurrent with the hearing on the operating budget.

Overview – Five Year Tax Rate Trend

The five-year tax rate trend reflects a consistent approach to budgeting. This effort, combined with annual execution of the town’s fund balance policy, has kept the town share of the tax rate stable, while allowing for funding of town operations, vehicle replacements, capital outlay, and major capital projects.

Property Tax Rate – Town Share – Last 5 years

Year	Municipal Tax Rate	Overall Property Tax Rate per 1,000 value	Town as % of Total Rate
2019	TBD (November)	TBD (November)	TBD (November)
2018	7.25/1,000	27.50/1,000	25.37%
2017	7.08/1,000	26.77/1,000	26.4%
2016	7.09/1,000	26.24/1,000	27.0%
2015	7.39/1,000	25.54/1,000	28.9%

The 2019 tax rate will be set in November. The new tax rate will reflect the most recent value adjustments submitted to the NHDRA.

Town spending proportionally represents approximately 25% of the average property tax bill. This figure does not include the cost of overlay (reserve for property tax abatements) or the veteran’s credit program, which adds another 30 cents per 1,000 of assessed value to the town’s share of the tax rate. The remaining 75% of the tax bill is dedicated to local schools, the state education tax, and the county tax. The cost of the veteran’s credits program (\$500 per eligible property) and overlay for abatements is added to the town side of the operating tax levy to generate the total town share of tax rate. The New Hampshire Department of Revenue Administration sets the town’s new tax rate in late October /early November each year.

Property Value Trends

Net Taxable Value – Last 5 years – Town of Exeter

Year	Net Taxable Value	% Increase over Prior Year	\$ Value increase over prior year
2019	2,170,183,791	23.98%	\$419,743,390
2018	1,750,440,401	1.27%	\$21,894,984
2017	1,728,545,417	1.9%	\$32,510,135
2016	1,696,035,282	2.0%	\$33,998,960
2015	1,662,036,322	3.2%	\$52,089,339
2014	1,609,946,983	.2%	n/a

The town’s tax base consists of over 6,200 residential and commercial properties. The 2019 revaluation of property saw a dramatic increase in town property values in all categories. The town has 150 million in non taxable value in land and buildings (federal government, non profits, conservation land), and issues another 32 million annually in various property tax value exemptions (disabled, elderly, blind). Exeter’s three largest taxpayers are at least partially not for profit or educational in nature, and therefore are not considered 100% taxable. In addition, since Exeter has such a range of housing (the largest portion of the overall tax base), there can be large differences in the annual property taxes of homeowners. All of these items have some kind of effect on the general affordability and desirability of Exeter in the face of ongoing service needs and expectations. These realities also influence the overall property tax rate of Exeter, when compared with other communities.

Net Taxable Value and Tax Rates – 2018 - Selected Communities

City/Town	Population	2018 Net Taxable Value w/utills	2018 Tax Rate	Municipal Share
Exeter	15,365	1,750,440,401	\$27.50/1,000	\$7.25/1,000
Durham	15,946	1,189,092,535	\$26.80/1,000	\$7.37/1,000
Hampton	15,236	3,357,028,600	\$17.02/1,000	\$6.27/1,000
Bedford	23,050	3,776,282,881	\$20.40/1,000	\$4.54/1,000
Portsmouth	22,166	5,567,674,277	\$15.84/1,000	\$7.68/1,000
Londonderry	26,022	3,940,549,856	\$21.80/1,000	\$4.99/1,000

Sources: 2019 Population Estimates (Office of Strategic Initiatives), NHDRA Tax Rates 2018

In conclusion, it can be stated that Exeter has similar service needs to many of the communities listed in the above table, but less capacity in the overall taxable value of the town to support these services. On the municipal side of the ledger, our tax rate remains in line with other communities, taking into account the varying value bases for each community. As a result of

the town's recent revaluation, the town tax rate will decrease when the new rate is set in fall of 2019.

GENERAL FUND BUDGET

Town general fund budgets have averaged a 2.75% annual increase over the past 3 years. The FY20 general fund budget request is a 4.49% increase over prior year.

Town General Fund Budgets – Last 4 years

Year	Town Budget	% Increase over Prior Year	\$ Increase over Prior Year
2020	\$19,922,454	4.49%	\$855,597
2019	\$19,066,857	2.25%	\$420,213
2018	\$18,646,644	2.81%	\$509,218
2017	\$18,137,426	3.19%	\$560,691

The town general fund budget provides core services to the community such as General Government, Financial Administration, Planning & Building, Public Safety (Police, Fire/EMS, Communications, Health), Public Works (Administration/Engineering, Highway, Solid Waste, Storm water, Snow Removal, Street Lights), Parks/Recreation, Library, Welfare/Human Services, Debt Service/Capital, and Benefits & Taxes.

Exeter has an active and engaged population that interact with town government, facilities, and programs in many different ways. In addition, many volunteer boards support the town government structure and are responsible for many key decisions of the town in areas of general government, land use, water supply, sewer treatment, economic development, and capital improvements. The town website shows the vast number of boards, committees, and commissions that make up a large part of the town government structure, whether acting independently, or advising the Select Board on town policy. Staff time and resources are dedicated in many instances to supporting this committee structure, in areas of land use, budget, general governance, and public works.

The total FY20 general fund preliminary budget is \$19,922,454 an increase of 4.2%, or \$805,159, over the FY19 approved budget of \$19,117,296. This request is independent of warrant articles which total another \$1,223,175 and are discussed on Pages 21-22 of this document.

Two articles approved at the FY19 town meeting have been added to the operating budget article approved at the FY19 town meeting to arrive at the FY20 base budget for comparison purposes. Adding these two items (collective bargaining contracts) results in a new base budget number for FY20 as follows:

FY19 Approved Budget	\$19,066,857	FY19 Article 10	
Add:			
Fire CBA	\$22,666	FY19 Article 13	Approved
SEIU CBA	\$27,773	FY19 Article 14	Approved
New Base Budget FY20:	\$19,117,296		
FY20 Budget Request	\$19,922,454	4.2%	4.2% increase over adjusted budget (4.49% over original budget article)

The table below shows the three year trend for town departments by function.

<u>Function</u>	<u>FY18 Actual</u>	<u>FY19 Approved</u>	<u>FY20 Request</u>	<u>\$\$ '20/'19</u>	<u>% Inc. FY20/19</u>
General Government	1,015,636	1,053,738	1,156,978	\$103,241	8.8%
Finance/Tax/Treasurer/Assessing	632,763	657,894	709,383	51,488	9.8%
Planning/Building/Econ Dev	633,150	690,461	732,189	41,728	6.0%
Police	3,193,831	3,319,225	3,373,953	54,728	1.7%
Fire/EMS/EM	3,604,030	3,768,283	3,894,646	126,363	3.4%
Communications	385,326	447,529	384,718	-62,203	-13.9%
Health	126,808	133,209	134,958	1,749	1.3%
Public Works – General Fund	3,892,708	4,240,778	4,473,695	232,917	5.5%
Maintenance - Garage	878,757	1,136,814	1,178,484	41,670	3.7%
Welfare/Human Services	183,508	174,796	179,677	4,881	2.8%
Parks/Recreation	517,312	538,375	561,487	23,112	4.3%
Other Culture/Recreation	39,293	32,002	32,000	-2	0%
Public Library	1,014,633	1,024,921	1,026,057	1,136	.1%
Debt Service/Capital	1,647,874	1,571,948	1,449,303	-122,645	-7.8%
Benefits and Taxes	<u>511,725</u>	<u>327,322</u>	<u>633,220</u>	<u>305,898</u>	<u>93.5%</u>
Total General Fund	18,280,343	19,117,296	19,922,454	805,159	4.2%

General Budget Discussion

Overview – Per the discussion with the Budget Recommendations Committee last year, all new positions have been included in the FY20 department budget requests. The FY20 budget includes three full time and one part time position requests (3 FT including 2 Firefighter/Paramedics and 1 FT Highway employee, and 1 PT Sustainability Coordinator

position put forward by the Sustainability Advisory Committee). These positions if approved would add 3.6 FTEs in town service to the 121 FTEs in town service. It also includes a fresh discussion around the town's IT functions, as public safety is seeking more contractual IT support in their specific area. It is becoming clearer that demands on the IT department are great –perhaps too great for just 2 full time personnel (one of which is committed to EXTV 50% of the time, another 20% of the time). IT has requested funds to conduct an "IT audit" in FY20 and this exercise should be done to review where the town currently stands with IT services and what adjustments should be made to ensure the town's IT infrastructure is supported correctly. The 2 person IT department is called upon to be responsible for all IT systems in the town, which is a large endeavor in today's government, as technology is prevalent everywhere. In addition as the organization changes more job descriptions are being reviewed and responsibilities are being updated and/or changing to meet today's work environment and additional regulations, rules, and responsibilities. In order to accommodate these changes, funds have been set aside again for position reclassifications. This is part of an ongoing effort to stay current with our positions. In addition to these items, more funds are being requested in certain areas of town day-to-day expense operations – tree maintenance, parks maintenance, planning studies (impact fee ordinance update), landfill monitoring, and increased cleaning of town buildings. In order to keep town spending to a manageable level, choices will have to be made among competing spending priorities in FY20. In addition to the operating budget, there are an additional \$1,223,175 in identified warrant articles – This includes over \$500,000 in various vehicle/equipment replacements, funding of capital reserve funds, important capital projects identified in the Town CIP, and conservation funds.

FY20 Budget – Wage & Benefit Assumptions

Wages. The town has three union contracts negotiated with remaining employees falling under the town personnel plan. All collective bargaining agreements are extended through at least 2021, with two expiring in 2022. Non union wages have been budgeted for FY20 in a similar fashion to recently negotiated union contracts, with a step increase and a COLA adjustment in July 2020.

Health Insurance – The town offers family, 2-person and single plan health insurance to eligible full time employees. The town is a member of the Health Trust. The Trust is a pooled risk program covering over 50,000 public employees (including school districts) statewide. For the purposes of this budget, a 10.0% increase over the FY19 health insurance budget has been set aside as a health insurance reserve until rates are determined. Rates will be set in October 2019 by the HealthTrust Board of Directors. Rates are determined based on claims experience and the overall pool rating. Exeter is in the over 50 member group, and like each community and school district receives an individual rating. The town's rating last year for 2019 was a 9.7%

increase for all plan offerings. Health insurance contributions by plan vary by bargaining unit. Non union contributions are scheduled to increase to 18% in July 2020 for Blue Choice, and remain at 13% for Access Blue New England HMO.

Dental Insurance - Dental insurance for eligible employees is provided through the health trust. An increase of 2.0% has been forecast for the FY20 budget. The rating for dental insurance is done at the same time as the health insurance rating, and budgets will be adjusted accordingly when rates are known.

Retirement – The town’s full time employees participate in the New Hampshire Retirement System. The system classifies employees as either Group 1 (administrative and public works) or 2 (public safety). Rates applied to payroll are: Group I employees - 11.17%, Group II employees - Police 28.43%. Fire 30.09%. Group 1 employees participate in Social Security (6.2% of payroll), while Group 2 employees do not.

FY20 Budget Notes

Below is a summary of budgets by department in the FY20 budget. Department budgets will be adjusted once health insurance, dental insurance, LTD insurance, and life insurance costs are known for FY20.

GENERAL GOVERNMENT

Select Board - (5 Elected) – FY20 Budget Request \$22,981, decrease of \$1,000 or -4.2% under FY19. The Select Board are the town’s elected governing body. The role of the Select Board is to manage the prudential affairs of the town, including recommending the final budget to go before the Town deliberative session. Each board member is compensated \$3,000 per year, and the Chair is compensated \$4,000 per year. FY20 budget changes include a reduction in the special expense line of \$1,000. The consulting budget would absorb any overages in this line in FY20.

Town Manager - (2.0 FTEs) – FY20 Budget Request \$241,377, increase of \$5,561, or 2.4% over FY19. The Town’s executive and day to day chief administrative functions are exercised through the Town Manager. The Town Manager’s Office also provides administrative support to the town's many boards and committees created by RSA, Town Meeting, or the Select Board, including the Budget Recommendations Committee, Swasey Parkway Trustees, Transportation Committee, Facilities Committee, Communications Advisory Committee, Housing Advisory Committee, and Water/Sewer Advisory Committee, among others. The Town Manager’s Office produces all packets and information for the Select Board, oversees preparation of the annual town budget, and supervises all town departments.

The Town Manager's budget includes two (2) full time personnel, the town manager and executive assistant. FY20 budget changes include an increase for part-time wages to cover meetings with recording secretaries (numerous committee and board meetings) and provide for a seasonal intern for special projects. Dues have been increased \$750 from FY19. Contracted services are decreased by \$2,000 based on employee turnover with fewer hours expected to be covered in FY20. The Town Manager's Office also oversees the welfare/human services program for the town, and the Executive Assistant serves as the welfare administrator (see Welfare/Human Services budget).

Human Resources – (1.73 FTE) – FY20 Budget Request: \$149,575, increase of \$30,190 or 25.3% over FY19. The Human Resources office is staffed by 1 full time Human Resources Director and a part-time Human Resources assistant. The human resources office is primarily responsible for all hiring and on boarding of all town employees, managing union contracts and town benefit programs, and performing general personnel administration. This includes administration of health, dental, and life insurance programs, retirement benefits, evaluations, leave accruals and payroll, compensation changes, and benefit changes. The human resources department also participates in collective bargaining and plays a role in collective bargaining contract management. FY20 budget changes include a full year of wages for the new HR assistant, and funds to support job classification changes in FY20.

Transportation – (assessment only) – FY20 Budget Request: \$1, increase of \$0 over FY19. The transportation account includes \$1 as a placeholder for FY20. In FY19, the budget for COAST was moved to the transportation fund (COAST FY20 request is \$20,000, same amount as FY19). This placeholder of \$1.00 has remained in the event any transportation expenses are submitted against the general fund in FY20.

Legal – (Contracted Services) – FY20 Budget Request: \$80,000 – 0\$, 0% increase over FY19 budget. The town is represented by Mitchell Municipal Group for general counsel. The town contracts with Jackson Lewis for collective bargaining, labor and personnel issues. Devine Millimet is utilized for environmental issues, and DTC Lawyers are special counsel in cable TV matters. Each firm charges various rates and the FY20 budget has been allocated at \$80,000 for general legal work throughout the year. Each fund is charged for legal services based on work done in those areas (general, water, sewer, CATV).

Information Technology – (2.0 FTEs) – FY20 Budget Request: \$280,777, increase of \$50,748, or 22.1% over FY19. The IT Department is staffed by two full time personnel: the IT Coordinator and EXTV/IT Technician. The two person team handles IT issues town wide and manages the towns IT infrastructure. The department is also responsible for the townwide phone system. In addition, the department updates and upgrades town software, manages the IT security platforms, manages credit/debit card acceptance, permitting software, and GIS needs. The

frequent and visible work done by EXTV gets support from the IT Department, who oversee the public access channels and the government channel. This includes scheduling meetings for live broadcast, coordinating the streaming and broadcast of government meetings, and fulfilling programming for channel 98. The IT budget contains a number of initiatives in 2019 including an overhaul of the safety complex cameras - \$28,700, software for doors - \$3,000, consulting funds for an IT audit - \$8,500, and increases in internet services including Google Apps, email filtering and archiving system -\$6,000, consolidated internet line - \$3,000.

Trustees of Trust Funds - (3 Member Board, Elected) – FY20 Budget Request: \$891, increase of \$0, or 0% over FY19. The Trustees of Trust Funds are an elected three member board that oversees all town and school trust funds created under RSA 31 and capital reserve funds created via RSA 35. The Chair of the Trustees is paid a stipend of \$828 each year. This stipend is part of the general government budget.

Town Clerk - (4.0 FTE including 1 FT Elected) – FY20 Budget Request: \$349,456, decrease of \$1,557, or -.4%, under FY19. The Town Clerk’s Office services include registering motor vehicles, ORVs, and boats, performing vital records research, dog licensing, records retention, town meeting coordination and ballot preparation, and elections oversight (working with the Checklist Supervisors, Select Board, and the Town Moderator). The Town Clerk’s Office also sells stickers to residents for the transfer station, including bulky stickers, electronics stickers, as part of the town’s solid waste program. Town Clerk revenues continue to climb in recent years due to the office taking on boat registrations, hunting license sales, etc..

Town Moderator – (2 PT Elected) – FY20 Budget Request: \$1,319, increase of \$458, or 53.1% over FY19. The town moderator is an elected position charged with elections oversight and town meeting oversight. The moderator acts as the arbiter at town meeting over actions contemplated by the legislative body. The following items have been budgeted for FY20 requiring the Moderator: January NH Presidential Primary, February Deliberative Session, March Town Election, September State Primary, November Presidential Election. The Moderator is paid \$175 per meeting. The town also budgets for one special town meeting in the event it is needed. There is also an Assistant Moderator appointed to assist the Town Moderator during elections and town meetings.

Elections/Registration – (0 FTE, PT Elected) -- FY20 Budget Request - \$30,601, increase of \$18,842, or 160.2%, over FY19 budget. The elections/registration budget covers election and town meeting costs outside the moderator’s wages. Each election requires election workers, who are paid a nominal wage. In addition the Checklist Supervisors (3 elected officials, also paid a nominal wage) have to work more hours when there are more elections on voter checklist items, post-election wrap up and reporting, etc.. Postage, printing, coding, collating,

and voting machine maintenance all increase with increasing numbers of elections, and aging equipment. FY20 will be a busy year for elections.

FINANCE/TREASURER/TAX/ASSESSING

Finance/Tax Collection/Treasurer/Assessing – FY20 Budget Request \$709,383, increase of \$51,488, or 7.8% over FY19.

Finance - (3.0 FTE) – FY20 Budget Request: \$330,251, increase of \$20,502, or 6.6%, over FY19.

The Finance Department executes day to day budget implementation and fund accounting, payroll processing, accounts payable, town audit preparation, single audit act compliance, state and town financial reporting, general ledger management, and cash management. The Finance Department manages several different town funds: general, water, sewer, EMS revolving, CATV revolving, Parks/Recreation revolving, police detail fund, planning fund, heritage fund, and many other capital reserve, expendable trust, and other funds. FY20 budget changes include additional training funds for the new Munis system (\$2,000), additional contract services funds (\$6,500) to fulfill OPEB requirements, an increase of \$3,000 in audit fees, and wage and benefit changes related to health insurance (\$12,000).

Treasurer - (1 Elected) – FY20 Budget Request: \$9,792, decrease of \$1,277, or 11.5% under FY19. The office of Town Treasurer is elected, and the treasurer is paid a stipend of \$8,864 per year. The treasurer works closely with the Finance Department on cash reconciliations and managing cash flow, weekly cash disbursements, and bank account management. The Town Treasurer is a statutory position required by RSA 41:29. FY20 budget changes include deleting funds for a Deputy Treasurer. Prior year budgets contained a potential stipend of \$1,000 to fill this position. Supplies and education/training funds have also been reduced to reflect current spending levels.

Tax Collection - (2.0 FTE) – FY20 Budget Request: \$114,808, increase of \$988, or .9%, over FY19. The Tax/Water/Sewer Office is located in the Town Offices at 10 Front Street, and collects all property tax revenue and water/sewer revenue for the Town, including property taxes for the local school district and SAU16. In addition, the tax/water/sewer office administers all property tax deeding and lien issues, coordinates bankruptcy filings, creates payment plans for residents with delinquent water and sewer accounts, coordinates the semi-annual tax billing process in May and November, and compiles the MS-61 report of the Tax Collector required by the NHDRA. FY20 budget changes for the tax department include wage and benefit adjustments from new personnel, postage increase of \$1,000, Education/training funds increase of \$3,825 to support the new Deputy Tax Collector on the Munis system, and \$2,156 in office equipment leases to fund the 2 copiers in the tax office.

Assessing - (1.0 FTE, plus contracted services). FY20 Budget Request: \$254,532, increase of \$31,275, or 14.05%, over FY19. The Town’s contract tax assessor is MRI. The office is supported by a full-time deputy assessor. The final year of the current agreement with MRI will be FY20. The office is responsible for administering the assessment of all real and personal property, processing abatements, all credit and exemption programs, map/lot/building database management, and deed management/recording. The assessing office acts as a resource to local real estate agents and property owners, and performs a variety of functions regarding land use for other town departments such as planning, economic development and public works. FY20 budget changes include an increase in \$29,528 in the software agreement line to pay for a one time required update to the Vision appraisal system, as well as initial year costs related to storing Vision on “the cloud.”

PLANNING/BUILDING/ECONOMIC DEVELOPMENT – FY20 Budget Request \$732,189, increase of \$41,728, or 6.0% over FY19.

Planning - (2.4 FTE) – FY20 Budget Request \$264,827, increase of \$4,376, or 1.7%, over FY19. The Planning Department is staffed by three personnel including the full time town planner, who provides technical support and guidance to the planning board including overseeing the town’s technical review committee, site plan review process, lot line adjustments, and conditional use permit issuance. The planning budget also includes funding for the part-time Natural Resources Planner, who provides primary support to the Conservation Commission. The position also coordinates conditional use permits and state wetlands permit applications to the Commission, attends all Concom meetings, and administers town conservation properties and easements. The department also has a part time administrative assistant who supports planning, building, land use, and conservation areas, but is budgeted in the planning department. FY20 budget changes include an increase to the studies budget of \$9,000 to update the town’s impact fee ordinance. A corresponding decrease of \$8,999 has been made to the capital outlay line item for FY20.

Sustainability Advisory Committee – FY20 Budget Request: \$27,241, - new budget). The newly formed Sustainability Advisory Committee is putting forth a new position of a part-time Sustainability Coordinator. For purposes of the FY20 budget discussion, this position, which would be budgeted for 24 hours per week, is included in the Planning and Building section of the budget. The position would support efforts of the Sustainability Advisory Committee and work in various areas to provide resources in the area of sustainability.

Economic Development - (1.0 FTE) – FY20 Budget Request \$150,334, increase of \$5,455, or 3.8%, over FY19. Economic Development’s primary responsibilities include working with current and prospective businesses and property owners to expand and improve upon the town’s commercial tax base and enhance overall economic development within the town. The

department administers the TIF District on Epping Road, oversees RSA 79-E applications for qualifying districts, and works to promote Exeter. This department also interacts frequently with federal, state and other local officials to further the goals of economic development for Exeter. The FY20 Economic Development budget includes a request for additional education and training funds (\$3,200) for the Economic Development Director to complete a program at the nationally accredited Economic Development Institute.

Inspections/Code Enforcement – (2.6 FTE) – FY20 Budget Request \$262,705, increase of \$4,739, or 1.8%, over FY19. The building department has a full time building inspector/code enforcement officer, plus a full time deputy code enforcement officer who also supports the planning department. The department budget also includes a part-time electrical inspector of 24 hours per week. This department provides all building and electrical inspections as required by the building and electrical codes. The department reviews septic permits, and also performs code enforcement duties as needed.

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

Sustainability Advisory Committee – FY20 Budget Request: \$27,241, - new budget). The newly formed Sustainability Advisory Committee is putting forth a new position of a part-time Sustainability Coordinator. For purposes of the FY20 budget discussion, this position, which would be budgeted for 24 hours per week, is included in the Planning and Building section of the budget. The position would support efforts of the Sustainability Advisory Committee and work in various areas to provide resources in the area of sustainability.

Zoning Board of Adjustment, Historic District Commission, Conservation Commission, Heritage Commission - (0 FTE, Recording secretary assistance) – FY20 Budget Requests: ZBA \$4,326, increase of \$5, or .1% over FY19, HDC \$11,825, increase of \$8, or .1% over FY19, Conservation Commission \$10,039, increase of \$0, or 0%, over FY19, Heritage Commission \$892, reduction of \$96, or -9.75%, under FY19. These minor budgets pay for recording secretaries for each board and committee, along with some grant matching funds (Heritage Commission), land administration (Conservation Commission), public notices (all). The Conservation Commission budget also includes funds for conservation land management, including mowing and trail maintenance.

PUBLIC SAFETY

Police Department – (29.63 FTE) -- FY20 Budget Request - \$3,375,051, increase of \$55,826, or 1.7%, over FY19.

The FY20 budget for the Police Department is a modified format. Instead of separate programs (Administration, Staff, Patrol, Animal Control) these separate programs have been combined into one Police Department budget. All regular line items remain intact, and the budget should be simpler to understand as a result. Wage and benefit changes are drivers in the FY20 budget request, the net change in wages being just a \$703 increase due to many staffing changes and retirements. The accreditation account has been increased by \$3,014 to put more effort into this area. Computer maintenance has increased \$16,500 to fund a split with the Fire Department of an IT firm which would be specific to supporting Public Safety. Prosecutor service is up \$2,847 to continue funding for the department's civilian prosecutor shared with Hampton Falls. Fuel has been reduced by \$4,504. Office equipment maintenance has increased by \$2,628 due to new copier contracts. Supplies shows a corresponding decrease of \$1,600. The department has also included a \$10,000 placeholder for parking enforcement scanners and equipment in the event the Select Board opt to provide for paid parking along Lincoln Street.

Fire/Emergency Management Department -- (31.5 FTE) – FY20 Budget Request - \$3,894,646, increase of \$126,363, or 3.4%, over FY19.

Additional personnel request: \$91,386 for 2 full time Firefighter Paramedics for 26 weeks at 42 hours per week. The Fire Department budget format has been modified in a similar manner to the Police budget, with Administration, Suppression, and Emergency Management combined into a single budget with all line items maintained. As stated above, the 2 firefighter/paramedic requests are included in the full time wage request and represent the bulk of the total wage increase of \$107,606. The remaining increases are in the retirement – fire line item. Expenses are increased a total of \$11,803 or 3.9%. Major increases are in the education/training lines (for departmental paid education) - \$4,990, and protective equipment - \$1,733. Capital outlay has been reduced by \$18,900 as the plymovent system purchased in FY19 was a one time capital purchase.

PUBLIC SAFETY SHARED SERVICES

Communications/Dispatch – (6 FTE) -- FY20 Budget Request - \$385,326, decrease of \$62,303, or -13.9%, under FY19.

The town's dispatch center functions 24 hours per day and 7 days per week. The general phone number 772-1212 connects to dispatch. The department fielded over 25,000 calls in 2018 on a variety of items. Dispatch is responsible for dispatching E-911 calls, as well as non emergency calls for both Fire and Police. The department employs 6 full time dispatchers including a

dispatch supervisor. The FY20 Communications budget has been reduced by \$62,811 or 14 percent. This is due to changes in wages and benefits, primarily part time wages, and health insurance. One additional full-time dispatcher is funded by the EMS revolving fund. The budget in the general fund is net of those wages and benefits.

Health – FY20 Budget Request – (1 FTE) -- \$134,958, increase of \$1,749, or 1.3%, over FY19.

The Health budget includes funding for 1 FT Health Officer who works out of the Fire Department. This position is responsible for all food licensing, enforcing sanitary codes, and all public health issues under state law and local ordinance. FY20 budget changes include a wage increase of 3.3% for the Health Officer, and small decreases in dues and travel reimbursement. Mobile communications are increased by \$220.

PUBLIC WORKS

PUBLIC WORKS - GENERAL FUND – (27.2 FTE) – FY20 Budget Request - \$4,473,695, increase of 5.5%, or \$232,917, over FY19.

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

Administration and Engineering (6.0 FTE) – FY20 Budget Request: \$385,483, increase of \$7,659, or 2.0%, over FY19. This division provides primary oversight and administrative and engineering support to the other Public Works divisions and also oversees all capital projects which originate through DPW, including water/sewer projects. The division also manages the overall department including DPW contracts, personnel management, payroll, customer service, sticker sales, etc.. The division also supports various committees such as the River Advisory Committee, Water/Sewer Advisory Committee, and works closely with state and federal agencies on a variety of different regulatory issues. The division also provides staff support to the planning board and planning office as part of the town's technical review committee. This committee reviews all development projects under the purview of the planning board. FY20 budget changes include wage and benefit changes.

Highways/Streets - (12.0 FTE) – FY20 Budget Request: \$2,149,653, increase of \$84,188, or 4.1%, over FY19. Additional personnel request: 1 FT Heavy Motor Equipment Operator. This division has primary responsibility over town roads, rights-of-way, sidewalks, snow removal, transfer station, traffic lights, and trees. The Highway division performs a variety of day to day duties in the department including street sweeping, sign replacements, roadside mowing, transfer station operations support, paving program support, traffic control, road maintenance, crosswalk striping, pipe replacements, and general townwide maintenance activities. FY20

budget changes include wages for the full time HMEO request for 8 months. An additional \$5000 has been requested for the tree maintenance account due to the emerald ash borer. The street marking account has been reduced by \$10,000 to \$30,000. Culvert replacement has been increased by \$23,000 for anticipated culvert replacement on Tamarind Lane.

Snow Removal - (0 FTE, Overtime plus Contracted Services) – FY20 Budget Request: \$334,555, increase of \$19,924, or 6.3%, over FY19. Snow and ice removal is performed mainly by in house Public Works personnel, supplemented by contracted services. These services are supplemented by snow/ice equipment, including dump trucks, the sno-go machine, and sidewalk tractors and plows. Salt and sanding machines are mounted in each dump truck as well, and the salt and sand supplies are funded via this budget, stored in the town salt shed at the DPW. This budget is weather dependent and the snow and ice deficit fund created several years ago provides supplemental funds to this budget in difficult snow/ice years. The FY20 budget contains an increase for snow and ice removal for the first time in several years. An additional \$5,000 is included in the contracted snow removal line item. \$10,000 additional is included in the plowing line, and an additional \$5,000 in the maintenance account.

Solid Waste - (1 PT Employee, plus OT for Highway employees assigned to the transfer station on weekends) – FY20 Budget Request: \$1,373,664, increase of \$121,147, or 9.7%, over FY19. The Town's solid waste budget includes operating costs for the transfer station at 9 Cross Road, and the town's solid waste contract including weekly trash pickup, weekly recycling pickup, yard waste pickup, and bulky item pickup. FY20 will be the third year of a five year contract signed in 2017 with Waste Management. This budget also includes increases to landfill monitoring requirements at the town's 2 closed landfills (Cross Road and Powder Mill Road). These sites are monitored through an engineering contract with GZA Environmental.

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

FY20 budget changes include increases to the solid waste contract line item - \$39,880. Overtime for transfer station operations - \$5,000 increase due to needing two people on site for brush dump and regular operations. Operations maintenance – increase of \$7,300 to build an attendant booth. Landfill monitoring - \$60,000 increase including \$30,000 for a cap settlement repair, 2 additional monitoring wells for 1,4-dioxane monitoring and costs resulting from anticipated Pickpocket Dam modifications. FY20 also includes a \$10,000 increase for the Household Hazardous Waste Collection. Although this is partially offset by revenues total costs are increasing for this popular multi-town event while the grant amounts from the NHDES have been decreasing as a percentage of offset.

Street Lights (0 FTE, expenses only) – FY20 Budget Request: \$170,340, increase of \$0, or 0%, over FY19. The town has 695 street lights in the street light account and is responsible for paying the electric bills for these lights under a tariff system. In FY19, the town successfully converted the inventory of street lights to LED and completed a purchase of the system from Unutil. This is expected to result in a level budget for the next 5 years and savings thereafter once the system cost is paid down.

Stormwater - (0 FTE, contracted services) -- FY20 Budget Request: \$60,000, increase of \$0, or 0%, over FY19. The stormwater budget includes primary expenses related to MS4 permit compliance as well as the town's LTCP (Long Term Control Plan) for nitrogen. The expenses itemized in this budget are mainly contracted services paid to engineering firms for reports due to the EPA on MS4 and AOC compliance issues.

PUBLIC WORKS – MAINTENANCE – FY20 Budget Request - \$1,178,484, increase of \$41,670, or 3.7%, over FY19.

Maintenance - General - (5.8 FTE) – FY20 Budget Request - \$521,168, increase of \$18,279 or 3.6% over FY19. The town maintenance general division is part of the Public Works Department Facilities Operation. The Maintenance Superintendent oversees general town building maintenance along with the garage. The general building maintenance staff includes a full time electrician, carpenter, and HVAC/technician. This division also includes a full time custodian, and a part time custodian budgeted at 34 hours per week. Cleaning of town buildings is done via a contract with outside forces on off hours, as well as a full-time in house custodian and a part-time custodian. Budget changes for FY20 Maintenance include additional contract cleaning for the Recreation building - \$11,000 increase.

Town Buildings – (0 FTE, Utility and Maintenance Expenses) – FY20 Budget Request - \$299,124, increase of \$28,780, or 10.6%, over FY19. These accounts include expense for maintenance of town buildings, electricity, natural gas, and water/sewer bills. Town buildings include Town Hall, Town Office, DPW Complex, Public Safety Complex, Senior Center, Parks/Recreation Building, and 4 Hampton Road. It also includes the bandstand, 47 Front Street building, and train station expenses. FY20 budget includes the following increases – Rec Building Maintenance - \$2,000 (offset by a \$2,000 decrease in 47 Front Street building maintenance), Town Office Building Maintenance - \$2,000, Water/Sewer Bills - \$4,555. The train station platform liability insurance expense has been relocated back to the train station budget in facilities – a \$22,069 increase. The town's electricity contract runs through 11/30/2021 with a current kwh rate of 7.75 cents per kwh.

Maintenance Projects – (0 FTE, Maintenance Projects) – FY20 Budget Request - \$100,000, increase of \$0, or 0% over FY19. This budget supports capital projects overseen by the

Maintenance Department on town buildings. FY19 projects included HVAC upgrades at the Public Safety Complex, and restoration work on the Town Hall cupola. The Facilities Committee has been working toward conducting a Facilities Condition Assessment (FCA) in FY20. This project would be funded through the maintenance projects budget. Conducting an FCA would give the department a capital improvement planning tool to plan for replacement of key elements within facilities such as roofs, HVAC, electrical, etc.

Maintenance - Garage - (3.0 FTE) – FY20 Budget Request - \$258,193, decrease of \$5,388, or - 2.0%, under FY19 budget. The town garage is located at the 13 Newfields Road public works complex. The budget includes three full time personnel, a lead mechanic and two full time mechanics. The division is responsible for primary maintenance of the town vehicle fleet. The division also coordinates smaller efforts with local mechanic shops on problem diagnosis when warranted. FY20 budget changes other than wages and benefits include a reduction in the mechanics tools line item of \$14,000. The FY19 budget reflected a one time expense for a new lift for the garage and this has been purchased.

WELFARE/HUMAN SERVICES

Welfare/Human Services (0 FTE, wages paid to TM Executive Assistant as differential) – FY20 Budget Request - \$179,677, increase of \$4,881, or 7.2%, over FY19. The Town administers welfare assistance as required by state law, RSA 165. The Town Manager’s Executive Assistant performs the welfare assistance function which includes processing assistance applications, screening applicants, and providing aid in the area of rent, electricity, food, and other basic needs. The position also regularly interfaces with outside agencies to seek funding to assist Exeter residents in need of basic assistance. This budget also reflects amounts recommended from the Human Services funding committee, which reviews applications for human service based grants, and recommends a figure to both the Budget Recommendations Committee and Select Board each year for funding. The FY20 budget reflects the second year of gross budgeting for this department.

PARKS/RECREATION – FY20 Budget Request - \$561,487, increase of \$23,112, or 4.3%, over FY19.

Recreation - (4.0 FTE) – FY20 Budget Request \$342,692, increase of \$25,616, or 8.1%, over FY19. This budget request includes the first year of full year funding for the full time Office Manager – a change that was approved in the FY19 budget. FY20 budget changes in addition to wages and benefits are a request for senior services, \$7,500. These funds would be utilized to conduct more programming aimed at active seniors.

Parks - (2.0 FTE) – FY20 Budget Request - \$218,795, decrease of \$2,504, or -1.1% under FY19. The FY20 Parks budget is decreased mainly due to the elimination of seasonal parks help –

previously budgeted at \$11,000. The Department found seasonal help too difficult to hire and opted instead to go to contracted services. This account is increased by \$20,800 for FY20 to \$48,000. Landscaping supplies have also increased by \$3,850 to \$15,500. There is a decrease of \$17,200 in the equipment purchase line item as a mower was budgeted and purchased in FY19. The Department has requested a reinstatement of the Parks Foreman position, which would be a reclassification process undertaken by Human Resources.

OTHER CULTURE/RECREATION – FY20 Budget Request - \$32,000, decrease of \$2, or 0%, under FY19.

Other Culture/Recreation. The Other Culture and Recreation FY20 budget is \$32,000. This budget includes the following requests. Many of these items support traditional community events held in Exeter:

1. Christmas Lights - \$5,000. These funds go to offset costs related to hanging lights, Unitil electric bill, garlands, and holiday decorations associated with the annual holiday season light display.
2. Holiday Parade - \$3,000. These funds support to the town’s annual holiday parade. The funds represent an annual town contribution and go to offset parade costs including bands, police details, etc..
3. Summer Concerts - Sponsored by Parks/Recreation on Swasey Parkway. Thursdays in the summer - \$9,000 requested. The budget has been level funded for FY20.
4. Exeter Brass Band. These are payments to members of the band for their summer concert series held each Monday in July - \$3,500.
5. Veterans Activities - This budget supports the annual Memorial Day parade and Veterans Activities - \$3,500.
6. AIM Festival Fireworks - \$8,000. The Parks/Recreation Department sponsors a fireworks display each year to coincide with the American Independence Festival. Cost of the display is estimated at \$8,000 for FY20.

LIBRARY – FY20 Budget Request - \$1,026,057, increase of \$1,136, or .1% over FY19.

Public Library - (8.0 FTE, several part-time employees) – The FY20 Library budget reflects funding for 7 FT employees and other part time employees. The budget also includes funds for purchasing books, maintenance contracts, utilities, technology, and supplies. The FY20 budget is put forward by the Library Trustees. Main activities at the Library in FY20 in addition to their broad amount of regularly offered programs to all ages will include the major construction and renovation of the Library itself, as approved by the voters in FY19.

DEBT SERVICE AND CAPITAL – FY20 Budget Request - \$1,445,053 – decrease of \$126,895, or - 8.1% under FY19.

Debt Service - General Fund – FY20 Budget Request \$1,028,140, a decrease of \$17,634, or -1.7%, under FY19. The general fund carries debt service on long term bonds for large scale capital projects. The FY20 debt service budget shows interest savings from debt as it matures and is paid off for major capital expenditures where the town has issued a bond.

Vehicles/Equipment – FY20 Budget Request - \$416,907, a decrease of \$104,761, or -20.1%, under FY19. The Vehicles/Equipment budget includes all approved lease/purchases from prior years, as well as budget purchases. This budget is currently only carrying the Police Department requests for FY20. Other requests are included under the discussion “townwide vehicle replacements” and should be evaluated in context with other operating budget requests. This budget is showing a decrease compared to FY19 as several vehicle/equipment lease/purchases will be retired in FY19 going into FY20.

BENEFITS AND TAXES – FY20 Budget Request \$633,220, increase of \$305,898, or 93.5% over FY19.

The FY20 benefits and taxes budget includes the health insurance reserve (10% estimated plan cost increase), the health insurance buyout program (employees taking the buyout receive 30% of the town’s savings), dental and life insurance reserve (2.0% increase), and flexible spending fee reserve (the town pays the administrative fee to encourage enrollment in the program). The unemployment budget \$3,663, Worker's compensation budget \$207,783, and Property/liability insurance budget \$65,240 are also part of this budget. The town participates in the Primex CAP program which caps increases in insurance to not more than 6%. In December 2018 the town received a dividend from the Worker’s Compensation pool of \$115,000, which was applied to the 2019 Worker’s Compensation invoice. The budget is expected to return to normal levels for FY20, with a smaller dividend approved in July of 2019 by Primex (which has been applied to the FY20 town request in this area). The Library budget carries the Library share of the worker's compensation, property/liability, and unemployment budget allocations for Library employees. In addition allocations are made for these budgets to the water and sewer funds.

BOND ARTICLES - GENERAL FUND

Recreation Park Renovation/Expansion - \$TBD. This major CIP project has been in development for several years. In FY19, voters approved \$250,000 for design and engineering work on a redevelopment of the Recreation Park. The department has worked through a process in 2019 and is preparing a project for the 2020 Town Warrant. Page 3 of the 2020-2025 CIP contains details of the project. The Recreation Advisory Board has been assisting the Parks/Recreation Department in project scope and development.

WARRANT ARTICLES

Townwide Vehicle/Equipment Replacements - \$314,283 – Various departments have made general fund vehicle/equipment purchase requests for FY20. The total amount for budgeting purposes is \$314,283. Departments submitting include Parks/Recreation, Public Works, and the Fire Department. Vehicle requests are as follows: Fire Department Car #2 Replacement (CIP Pag 38); DPW Highway Truck #5 replacement (CIP Page 56) - \$48,059; DPW Highway Truck #9 replacement (CIP Page 58) - \$65,872; Maintenance Sedan Replacement (CIP Page 62) - \$24,000; Parks/Recreation Handicap Accessible Van (fleet addition, CIP Page 46) - \$60,000; Parks/Recreation Mini-Loader #82 (to replace John Deere tractor and be shared with Highway, CIP Page 48) - \$58,000.

DPW Dump Truck Lease/Purchase - \$195,100 – This item is included in the 2020-2025 CIP (Page 60) and would be placed on the warrant as a lease/purchase. Estimated amount is \$195,100.

Parks Improvement Fund CRF - \$125,000. Reference: CIP 2020-2025, Page 10. This fund was initially approved by voters at the 2019 town meeting. In 2019, several projects have been initiated and completed using Parks Improvement Funds including: irrigation at the Recreation Park, field upgrades at the Recreation Park, upgrading of Kids Park on Winter and Front Streets, design of a pavilion at Gilman Park, and Town House common fencing improvements. Other projects identified include upgrades at Gale Park, Gilman Park, Park Street Common, etc. Continued appropriations to this fund will allow upgrades and capital improvements at the various parks in town to continue.

Sidewalk Program CRF - \$120,000. Reference: CIP 2020-2025, Page 19. This project continues efforts at sidewalk replacements and rehabilitation in the greater downtown/urban compact areas of the town. Potential projects in FY20 include lower Water Street to the Exeter Housing Authority property. The town has an existing sidewalks capital reserve fund and this would appropriate money into the fund for FY20.

Conservation Fund Appropriation - \$100,000. This item was included in the 2020-2025 CIP (Page 7) per a request from the Conservation Commission. Appropriated funds would be used to purchase easements or land, or provide matching funds for grants to do the same. The funds would become part of the Conservation Fund, which is spent under authority of the Commission.

Westside Drive Reconstruction Design/Engineering - \$100,000. This item was included in the 2020-2025 CIP (Page 21). The Westside Drive neighborhood is an area with a large amount of inflow and infiltration. Homeowners have a difficult time removing I and I due to a high groundwater table. Roadways are also wider than standard width increasing stormwater runoff

and creating additional issues. The roadway is also in poor condition. This article would begin a redesign with construction scheduled for a future year once design is complete.

DPW Facility/Garage Design - \$100,000. This project is described on Page 1 of the 2020-2025 CIP. The recently completed Town Wide Facilities Plan identified the Highway/Maintenance Garage as being in need of replacement. This warrant article would provide funds to begin the process.

Pickpocket Dam Letter of Deficiency – This CIP project put forward by the DPW is in response to a revised letter of deficiency received by the town in July 2019. This letter outlines tasks that need to be completed following the reclassification of Pickpocket as a “high hazard dam.” For FY20 \$90,000 has been put forward to complete an evaluation of the dam based on the new 100 year flood plain regulations (2.5 times the 100 year flood passage requirement). The project is described on Page 15 of the 2020-2025 CIP.

Communications Repeater Site Improvements - \$78,792 – This item is described on Page 11 of the 2020-2025 CIP, and is sponsored by the Police and Fire Departments. The project includes installation of a microwave repeater site on the Fuller Lane Water Tank.

Warrant Article Line Item Summary

<u>Article</u>	<u>Amount</u>	<u>Notes</u>
Townwide Vehicle Replacements	\$314,283	See List above with CIP reference pages.
DPW Dump Truck Replacement Lease/Purchase	\$195,100	CIP Page 60; would be added to lease/purchase program; first year payment estimated at \$44,168.
Parks Improvement Fund	\$125,000	Existing CRF Appropriation; CIP FY20-25 Page 10.
Sidewalk Program CRF	\$120,000	Existing CRF Appropriation; CIP FY20-25 Page 19; existing CRF balance is \$84,354.
Conservation Fund Appropriation	\$100,000	New request; existing Conservation Fund; CIP 2020-2025 Page 7.
Westside Drive Reconstruction Design/Engineering	\$100,000	DPW Capital Project. CIP FY20-25 Page 21.
DPW Facility/Garage Design	\$100,000	DPW Capital Project. CIP FY20-25 Page 1.
Pickpocket Dam Evaluation of Base Storm 2.5 times the 100 year flood	\$90,000	DPW Capital Project, CIP FY20-25 Page 15

Communications Repeater Site	\$78,792	Communications; CIP FY20-25 Page 11.
Total	\$1,223,175	

Total General Fund Appropriations

FY20 Preliminary Budget - \$19,922,454

FY20 Warrant Articles (General Fund) - \$1,223,175

Total FY20 Preliminary: \$21,145,629

Total FY19 General Fund Appropriations: \$19,605,747

Total \$ Appropriations over FY19: \$1,539,882

Total % Appropriations over FY19: 7.85%

Tax Impact: 89 cents per 1,000 of valuation

FY20 GENERAL FUND REVENUES

The town has limited revenues to apply to offset the general fund budget. The main categories of revenue include vehicle registration revenues, the cable television franchise fee, building permits, interest on taxes and penalties, and intergovernmental revenue (highway block grant aid, and meals and rooms tax distributions). A table summarizing FY20 budget revenues is below:

Description	Actual Revenue 12/31/18	Projected Revenue 12/31/19	Projected Revenue 12/31/20
Interest and Penalties	\$133,418	\$150,000	\$150,000
Current Use Tax	354,100	7,500	7,500
Yield Tax Revenue	1,800	5,400	1,800
Payment In Lieu Of Taxes	41,304	41,304	41,304
Excavation Tax	970	500	500
Jeopardy Tax Revenue	1,981	1,500	1,500
Motor Vehicle Permits	3,025,683	3,025,000	3,050,000
Building Permits & Fees	202,365	325,000	250,000
General Town Clerk Revenue & Franchise Fees	218,609	210,000	210,000
Meals and Rooms Tax Revenue	774,137	774,137	774,137
State Highway Block Grant	304,007	311,502	311,502
Water Pollution Grant	25,521	25,694	25,694
State Grant Revenues	22,668	25,000	25,000
FEMA Reimbursements	0	0	0
Income From Departments	989,409	1,000,000	1,000,000
Sale of Town Property – Other	0	132,250	0
Interest Income	876	65,000	65,000
Total Rental/Misc Income	25,532	23,967	27,000
Transfers In Trust/Special Revenue Funds	184,989	239,121	220,000
Excess Bond Revenues	268,000	261,316	100,916
Use of Fund Balance	\$600,000	\$900,000	\$600,000
Total Revenues	\$7,175,369	\$7,524,191	\$6,861,853

During 2018, the town realized an additional \$300,000 from the Epping Road TIF that became part of the town's fund balance as of 12/31/18. These funds may be applied to the 2019 tax rate. Excess bond revenues include funds from the Court Street project, the Great Dam project, and the Great Dam Design project. Law allows excess proceeds to be used against the principal due for debt service on completed projects. There will be less excess bond proceeds available in FY20 to use as a revenue source in the budget. Fund balance use is projected to return to its historical level of \$600,000.

ENTERPRISE FUNDS

Water and Sewer Funds

The total water fund budget request is \$3,794,599 an increase of 15.6%, or \$512,542, over FY19. The total sewer fund budget request is \$4,231,871, an increase of 48.6%, or \$1,384,981 over FY19.

The water and sewer fund budgets fund all operations, maintenance, capital and debt service for the town's water and sewer systems. Approximately three quarters of the town's population are on the public water and sewer system.

Both water and sewer funds receive all revenue through water and sewer fees, not the property tax. Residents are billed quarterly for water/sewer services. There are three districts throughout the system, resulting in one bill being issued each month (4 bills x 3 districts = 12 bills per year).

Budget Overview

Water – Major budget drivers in the FY20 water budget include new testing requirements for PFAS/PFOA (see water treatment budget), meter replacement increases, fire alarm communication replacement, debt service increases for the Washington Street waterline, Salem Street, and TTHM projects, a pump replacement planned for the Surface Water Treatment Plant on Portsmouth Avenue, and vehicle replacement requests including one new vehicle (add to the fleet).

Sewer – Major budget drivers in the FY20 sewer budget include the first full year of solids handling due to 12 months of operation of the new Wastewater Facility, and lagoon sludge removal (capital outlay). In addition, the town will make its initial interest only payment on the SRF loan for the new Wastewater Facility, foremain, and Main Pump Station upgrade in FY20. The town will begin paying for flow assessment services in FY20 as well.

Water and Sewer Funds – FY20 Budget Request

Fund	FY19	FY20	% Increase/Decrease
Water Fund	\$3,253,033	\$3,794,599	16.6%
Sewer Fund	<u>\$2,817,866</u>	<u>\$4,231,871</u>	50.2%
Total Water-Sewer Funds	\$6,070,899	\$8,026,470	32.2%

WATER FUND

WATER FUND

<u>Program Area</u>	<u>FY18 Actual</u>	<u>FY19 Budget</u>	<u>FY20 Budget Preliminary</u>	<u>\$ Differential</u>	<u>% Differential</u>
Administration	\$ 336,333	\$367,994	\$400,425	\$32,430	8.8%
Billing/Collections	156,397	165,173	177,626	12,453	7.5%
Water Distribution	814,188	805,979	873,122	67,143	8.3%
Water Treatment	757,017	743,226	832,802	89,576	12.1%
Debt Service	1,119,250	1,062,113	1,164,650	102,537	9.7%
Capital Outlay	<u>43,698</u>	<u>137,572</u>	<u>345,975</u>	<u>208,404</u>	<u>151.5%</u>
Totals	\$3,226,883	\$3,282,057	\$3,794,599	\$512,542	15.6%

Note: FY19 budget has been adjusted to reflect 2019 appropriations for SEIU contract approval.

Water Administration – FY20 Budget \$400,425, increase of \$32,430, or 8.8%, over FY19. The water fund administration budget includes indirect and direct support from general municipal departments (town manager, IT, human resources) along with DPW administrative overhead (director, town engineer, assistant engineer, engineering technician, office management). It also includes the water/sewer manager position, water/sewer technician position, and temporary wages for seasonal personnel who serve the water/sewer department. FY20 budget changes include FY19 carryover for an assistant water/sewer manager, reclassified by the Select Board and Town Manager. There is also a part-time wage allocation to reflect the new HR Assistant position funded in FY19. The FY20 consulting budget includes funds to update our impact fees and system development charges for water/sewer.,

Water Billing – FY20 Budget \$177,626, increase of \$12,453, or 7.5%, over FY19. The billing budget includes administration of the billing program from the collections department located at the town office, the utilities clerk, and billing clerk functions. It also includes financial support allocations of the Finance Director, Deputy Tax Collector, Collections Specialist, Accountant, and Accounting Specialist. FY20 budget changes include an increase of \$3,000 in the consulting budget to fund Munis conversion services and actuarial costs for GASB compliance. There is a \$250 increase in audit fees, and an increase of \$6,375 in the education/training line item for training of employees on the new water/sewer billing and collections systems.

Water Distribution – FY20 Budget \$873,122, increase of \$67,143, or 8.3%, over FY19. The water distribution budget covers operating costs related to the piping system, metering program, pump stations, and storage tanks. The distribution budget has been increased by \$67,143 or 8.3% over FY19. FY20 budget changes include an increase of \$40,000 in the

metering and back flow accounts for meter replacements. The fire alarm communication line has increased \$9,600 due to a new system being needed to replace the current discontinued system. Natural gas has increased \$1,000.

Water Treatment – FY20 Budget \$832,802, increase of \$89,576, or 12.1%, over FY19. The water treatment budget covers operating and maintenance costs for the groundwater facility on Lary Lane (GWTP), and the surface water treatment plant on Portsmouth Avenue (SWTP). The water treatment budget includes one full time operation supervisor, a senior operator, and two operators. FY20 treatment budget changes include an increase of \$45,000 to clean lagoons at the SWTP, an increase of \$18,000 in the equipment maintenance line item for clearwell, CRT, and river intake work, an increase of \$11,000 in the lab equipment line item for new testing requirements from NHDES, fire alarm communication increase of \$2,400, mobile communication increase of \$2,100, lab testing increase of \$7,500, chemicals increase of \$15,000 (representing a filter media change at the SWTP). Decreases have been made in the consulting line item of \$15,000, and natural gas \$2,000, and electricity, \$8,000 decrease.

Water Debt Service -- FY20 Budget \$1,164,650, increase of \$102,537, or 9.7%, over FY19. – FY20 changes to the debt service budget include principal and interest on the Washington Street waterline replacement, first year payment on the SRF loan for TTHM compliance at the SWTP, and the water fund allocation for the Salem Street design and engineering approved in FY19.

Capital Outlay – FY20 Budget \$345,975, increase of \$208,404, or 151.5%, over FY19. – The water capital outlay account includes funds for capital projects in the system that are funded through the budget. This budget also includes all water/sewer vehicle requests (total FY20 request water share is \$78,383 with other allocations in the sewer fund budget). The FY20 budget includes funds for a pump replacement at the SWTP on Portsmouth Avenue (\$85,000), River pump station rehabilitation (\$45,000), replacement of a modulating valve (\$50,000), and recoating metal surfaces of the clearwell at the SWTP (\$45,000).

WATER FUND BOND ARTICLES AND OTHER APPROPRIATIONS

Groundwater Source Development (Page 22, 2020-2025 CIP), \$781,350. This project would advance the town's work in groundwater development. The authorization for this project would be needed to fund well permitting and a pump test for an additional groundwater source for the town. The additional source would eventually be added to the town's groundwater plant on Lary Lane to augment supply. This project would be done in multiple phases beginning in October 2019 using Groundwater/Surface Water Assessment funds that were approved at the 2018 Town Meeting.

Hampton Road Booster Station (Page 23, 2020-2025 CIP), \$100,000. This water project would increase water pressure on the east side of Exeter by installing a booster station similar to the booster station on Kingston Road. The east side of town has seen increased development in recent years including Sterling Hill, and Lindt is seeking to expand sewer use (assuming water use will be part of this expansion). If approved the design would be done in 2020 and the water department would seek approximately \$2.5 million dollars in 2021 to construct the booster station.

SEWER FUND

Sewer Fund

<u>Program Area</u>	<u>FY18 Actual</u>	<u>FY19 Budget</u>	<u>FY20 Budget</u>	<u>\$FY19/20</u>	<u>%FY19/20</u>
Administration	\$313,061	\$390,983	\$425,499	\$24,515	8.8%
Billing/Collections	153,319	162,398	174,401	12,003	7.4%
Collection	606,808	665,456	706,899	41,443	6.2%
Treatment	570,417	924,358	1,437,266	512,907	55.5%
Debt Service	669,223	576,124	855,833	279,709	48.6%
Capital Outlay	<u>130,573</u>	<u>127,571</u>	<u>631,975</u>	<u>504,404</u>	<u>395.4%</u>
Totals	\$2,443,410	\$2,846,891	\$4,231,871	\$1,384,981	48.6%

Note: FY19 budget has been adjusted to reflect 2019 appropriations for SEIU contract approval.

Sewer Administration – FY20 Budget \$425,499, increase of \$34,515, or 8.8%, over FY19. The sewer fund administration budget includes indirect and direct support from general municipal departments (town manager, IT, human resources) along with DPW administrative overhead (director, town engineer, assistant engineer, engineering technician, office management). It also includes the water/sewer manager position, water/sewer assistant manager position, and temporary wages for seasonal personnel who serve the water/sewer department. FY20 budget changes include an increase of \$11,000 in consulting for PFAS/PFOA work and impact fee/assessment fee review, and NPDES permit considerations. The conference rooms/meals line is increased by \$640 for the new water/sewer assistant manager.

Sewer Billing – FY20 Budget \$174,401, increase of \$12,003, or 7.4%, over FY19. The billing budget includes administration of the billing program from the collections department located at the town office, the utilities clerk, and billing clerk functions. It also includes financial support allocations of the Finance Director, Deputy Tax Collector, Collections Specialist, Accountant, and Accounting Specialist. FY20 budget changes include an increase of \$3,000 in the consulting budget to fund Munis conversion services and actuarial costs for GASB compliance. There is a \$250 increase in audit fees, and an increase of \$6,375 in the education/training line item for training of employees on the new water/sewer billing and collections systems.

Sewer Collection – FY20 Budget \$706,899, increase of \$41,443, or 6.2%, over FY19. The sewer collection budget covers operating costs related to the collections system, lift stations, I and I abatement and manhole maintenance. FY20 budget changes include increases in vehicle maintenance - \$3,000; flow assessment fees increase of \$13,500 for payment of CSO monitoring; and an increase of \$12,000 for fire alarm communications.

Sewer Treatment – FY20 Budget \$1,437,266, increase of \$512,907, or 55.5%, over FY19. The sewer treatment budget continues to change as the town moves toward the opening of the new facility currently under construction on Newfields Road. As the facility is due to open in mid-2019, the 2020 budget for treatment has been adjusted accordingly. FY20 budget changes include wages for 6 full time operators, including a senior operator and chief operator (up from 2 full time operators from the prior facility). Benefit costs have been adjusted to reflect the 6 full time operators. Other increased line items include building maintenance - \$2,500, weed control - \$1,300 to deal with invasive species, industrial pre-treatment costs increase of \$4,000, increase in mobile communications of \$2,000, fire alarm communications \$4,800, chemicals \$45,000. The two most significant expense increases are solids handling - \$236,000, and electricity increase of \$106,000.

Sewer Debt Service – FY20 Budget \$855,833, increase of \$279,709, or 48.6%, over FY19. The increase is due to an initial interest only payment on the new wastewater facility at Newfields Road and first payment on the Salem Street design project. In FY21, the debt service budget will fundamentally change as the new facility debt service will be part of the budget going forward, the first full facility payment due January of 2021.

Sewer Capital Outlay – FY20 Budget \$631,975, increase of \$504,404, or 395.4%, over FY19 The sewer capital outlay FY20 budget request is a large increase due primarily to the new lagoon sludge removal (\$441,000, see page 28 of 2020-2025 CIP). Capital outlay also includes vehicles - \$78,383, and system capital outlay - \$90,000.

SEWER FUND BOND ARTICLES AND OTHER APPROPRIATIONS

Squamscott River Sewer Siphons (Page 29, 2020-2025 CIP), \$1,600,000 . There are two parallel 8 inch inverted sewage siphon pipes under the Squamscott River that transport sewage from half of the Portsmouth Avenue and all of the Jady Hill areas to the Main Pump Station located between Water Street and Swasey Parkway. Engineering analysis has indicated the siphons are at capacity at normal dry weather flows and undersized for any further additional new connections or during extreme wet weather events. This project would add another 12 to 14 inch siphon pipe to increase the current capacity of 1,800 gallons per minute (gpm) to 3,400 to 4,500 gallons per minute. This new increased capacity would in turn allow improvements to the Webster Avenue sewage lift station, thereby increasing its pumping capacity as well. This project would provide future sewer user capacity such as a sewer extension along Holland Way, hospital expansion, or development along Portsmouth Avenue. The project design includes \$200,000 for a new force main and pump station at the Webster Avenue pump station.

Folsom Pump Station Rehabilitation Project (Page 27, 2020-2025 CIP), \$450,000 - \$450,000. This lift station is located on Prentiss Way off Drinkwater Road, and serves the Folsom Acres

condominium development. The building, pumps and some electrical systems are at or over 30 years of age, and in poor condition. The rehabilitation will include a new building, and upgrades to the pumps, electric, and security. This project would be funded over a 5 year period using short term borrowing. This is the last sewer pump station in the town system needing this kind of an upgrade.

REVOLVING FUNDS – CATV, EMS, AND RECREATION

The Town has three revolving funds which are non-appropriated funds. This means the funds are managed by the respective departments with revenues coming from fees. The town uses each revolving fund to support the specific service associated with the fund. The three funds are Recreation Revolving, EMS Revolving Fund and Cable Television PEG Fund. These funds provide funding for various programs and services outside the general fund and therefore have no impact on property taxes. The primary revenues for the Recreation revolving fund are program fees and the annual powder keg festival; the EMS fund EMS revenues, and the cable television PEG revolving fund, franchise fee revenues. Cable TV Fund revenues are split 50/50 with the general fund. The current cable franchise fee generates approximately \$250,000 per year in gross revenues. In FY20, revenues are estimated at \$140,000 for the CATV fund, \$641,000 for the Recreation Revolving Fund and \$566,000 for the EMS Revolving Fund.

I would like to thank the town departments for their efforts and diligence on their FY20 budget submittals.

Respectfully submitted,

Russell Dean
Town Manager

Town of Exeter							
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Version #1							
DEPARTMENT	2018 Actual	2019 Budget	2019 Actual YTD August	2020 Budget	2020 Prelim Budget vs. 2019 Budget \$ Increase/- (Decrease)	2020 Prelim Budget vs. 2019 Budget %- Difference	Notes
General Fund Appropriations							
General Government							
Select Board	26,632	23,981	16,827	22,981	(1,000)	-4.2%	Special expense down
Town Manager	227,287	235,817	169,016	241,377	5,561	2.4%	PT wages up offset by reduction in contracted services
Human Resources	87,182	119,385	65,139	149,575	30,190	25.3%	FY of PT HR Assistant, increase in wage reclassification
Transportation	9,083	1	-	1	-	0.0%	Coast expense moved to the transportation fund
Legal	90,577	80,000	53,488	80,000	-	0.0%	
Information Technology	206,930	230,029	128,124	280,777	50,748	22.1%	Capital equip (safety complex cameras), internet serv, contracted serv, computer software
Trustees of Trust Funds	891	891	891	891	-	0.0%	
Town Moderator	538	861	189	1,319	458	53.1%	Additional elections
Town Clerk	348,438	351,014	230,979	349,456	(1,557)	-0.4%	
Elections/Registration	18,077	11,759	9,396	30,601	18,842	160.2%	Additional elections
Total General Government	1,015,636	1,053,738	674,048	1,156,978	103,241	9.8%	
Finance							
Finance/Accounting	302,088	309,750	228,859	330,251	20,502	6.6%	Health Ins (change in plans), contracted serv. (OPEB compliance), audit fees, education/training
Treasurer	11,269	11,069	6,355	9,792	(1,277)	-11.5%	Removed PT treasurer (open position that was never filled)
Tax Collection	106,525	113,820	89,185	114,808	988	0.9%	
Assessing	212,881	223,257	159,885	254,532	31,275	14.0%	Software agreement (vision upgrade), contracted serv. (MRI contract increase) offset by reduction in postage
Total Finance	632,763	657,894	484,285	709,383	51,488	7.8%	

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Version #1							
					2020 Prelim Budget vs. 2019 Budget \$ Increase/- (Decrease)	2020 Prelim Budget vs. 2019 Budget %- Difference	
DEPARTMENT	2018 Actual	2019 Budget	2019 Actual YTD August	2020 Budget			Notes
Planning & Building							
Planning	233,316	260,451	156,951	264,827	4,376	1.7%	Increase in studies (update the Town's Impact fee policy)
Economic Development	138,237	144,879	90,597	150,334	5,455	3.8%	Education/travel for OU EDI
Inspections/Code Enforcement	248,502	257,966	167,997	262,705	4,739	1.8%	
Conservation Commission	7,060	10,039	5,487	10,039	-	0.0%	
Sustainability Advisory Committee	-	-	-	27,241	27,241		New position proposal and general expenses
Zoning Board of Adjustment	4,262	4,320	2,556	4,326	5	0.1%	
Historic District Commission	1,509	11,817	22,945	11,825	8	0.1%	
Heritage Commission	265	988	323	892	(96)	-9.7%	
Total Planning & Building	633,150	690,461	446,856	732,189	41,728	6.0%	
Public Safety							
Police	3,193,831	3,319,225	1,972,527	3,375,051	55,826	1.7%	Medical insurance, computer maintenance (IMC Tech), computer equipment (2 hr. parking vehicle enforcement downtown area)
Fire	3,604,030	3,768,283	2,280,387	3,894,646	126,363	3.4%	2 new FF position proposals (6 months each)
Communications	388,316	447,529	228,214	385,326	(62,203)	-13.9%	Reduction in PT wages and changes in medical plans
Health	126,808	133,209	85,957	134,958	1,749	1.3%	
Total Public Safety	7,312,984	7,668,247	4,567,084	7,789,981	121,734	1.6%	
Public Works - General Fund							
Administration & Engineering	374,005	377,824	276,471	385,483	7,659	2.0%	
Highways & Streets	1,774,204	2,065,465	1,356,207	2,149,653	84,188	4.1%	1 new heavy equip operator position proposal (8mos), new SEIU contract obligations, Tamarind Lane culvert repl, offset with a reduction in street marking
Snow Removal	337,463	314,632	294,736	334,555	19,924	6.3%	Plow contractors and snow removal
Solid Waste Disposal	1,199,037	1,252,517	711,271	1,373,664	121,147	9.7%	Landfill monitoring, Disposal/Recycling Contract, HHHW removal, attendants booth at the transfer station
Street Lights	171,408	170,340	83,337	170,340	-	0.0%	
Stormwater	36,591	60,000	3,200	60,000	-	0.0%	Increase in contracted serv. offset with a decrease in software agreement
Total Public Works - General Fund	3,892,708	4,240,778	2,725,223	4,473,695	232,917	5.5%	

Town of Exeter							
2020 Preliminary Budget Summary							
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DEPARTMENT	2018 Actual	2019 Budget	2019 Actual YTD August	2020 Budget	2020 Prelim Budget vs. 2019 Budget \$ Increase/ (Decrease)	2020 Prelim Budget vs. 2019 Budget %- Difference	Notes
Maintenance							
General	404,142	502,890	314,443	521,168	18,279	3.6%	Increase in contracted serv. \$11k (cleaning services at the Recreation building)
Town Buildings	249,337	270,344	191,358	299,124	28,780	10.6%	
Maintenance Projects	15,415	100,000	43,322	100,000	-	0.0%	
Mechanics/Garage	209,862	263,580	109,144	258,193	(5,388)	-2.0%	Reduction in mechanics tools (LY 4 post automatic lift)
Total Maintenance	878,757	1,136,814	658,266	1,178,484	41,670	3.7%	
Welfare & Human Services							
Welfare	76,008	68,171	38,387	73,052	4,881	7.2%	Increase in direct relief services (hotel)
Human Services	107,500	106,625	60,844	106,625	-	0.0%	
Total Welfare & Human Services	183,508	174,796	99,231	179,677	4,881	2.8%	
Parks & Recreation							
Recreation	307,483	317,076	202,167	342,692	25,616	8.1%	FY of FT Office Manager, Senior Programming Initiative
Parks	209,829	221,299	159,799	218,795	(2,504)	-1.1%	Increase in contracted services offset with reduction in temp wages and equip purchase (LY lawn mower), small increase in landscaping supplies
Total Parks & Recreation	517,312	538,375	361,966	561,487	23,112	4.3%	
Other Culture/Recreation							
Other Culture/Recreation	23,854	17,002	9,239	17,000	(2)	0.0%	
Special Events	15,439	15,000	14,367	15,000	-	0.0%	
Total Other Culture/Recreation	39,293	32,002	23,606	32,000	(2)	0.0%	
Public Library							
Library	1,014,633	1,024,921	620,329	1,026,057	1,136	0.1%	
Total Library	1,014,633	1,024,921	620,329	1,026,057	1,136	0.1%	

Town of Exeter							
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Version #1							
DEPARTMENT	2018 Actual	2019 Budget	2019 Actual YTD August	2020 Budget	2020 Prelim Budget vs. 2019 Budget \$ Increase/- (Decrease)	2020 Prelim Budget vs. 2019 Budget %- Difference	Notes
Debt Service & Capital							
Debt Service	1,013,461	1,045,774	1,042,757	1,028,140	(17,634)	-1.7%	Per debt schedule; \$32K interest on Library BAN
Vehicle Replacement/Lease	623,837	521,668	389,760	416,907	(104,761)	-20.1%	See Vehicle & Lease schedules
Misc. Expense	7,006	4	36	4	-	0.0%	
Cemeteries	-	1	-	1	-	0.0%	
Capital Outlay - Other	3,570	4,501	1,870	4,251	(250)	-5.6%	
Total Debt Service & Capital	1,647,874	1,571,948	1,434,424	1,449,303	(122,645)	-7.8%	
Benefits & Taxes							
Health Insurance Buyout/Sick Leave/Flex Spending	214,900	137,059	134,998	137,059	-	0.0%	
Insurance Reserves	-	-	-	219,475	219,475		Est. 10% increase in medical ins. And 2% increase in dental and LTD
Unemployment	-	3,456	3,456	3,663	207	6.0%	Primex estimate
Worker's Compensation	203,293	121,787	121,787	207,783	85,996	70.6%	Primex estimate
Insurance	93,532	65,020	83,448	65,240	220	0.3%	Primex estimate: Based upon allocation of assets
Total Benefits & Taxes	511,725	327,322	343,689	633,220	305,898	93.5%	
Total GF Operating Budget	18,280,343	19,117,296	12,439,007	19,922,454	805,159	4.2%	

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DEPARTMENT	2018 Actual	2019 Budget	2019 Actual YTD August	2020 Budget	2020 Prelim Budget vs. 2019 Budget \$ Increase/- (Decrease)	2020 Prelim Budget vs. 2019 Budget %- Difference	Notes
Other Appropriations - Warrant Articles							
Sidewalk Program	20,000	60,000	-	120,000	60,000	100.0%	CIP P#19 Continues efforts of sidewalk repl
Snow/Ice Deficit Fund	50,000	50,000	50,000	50,000	-	0.0%	Fund balance
Sick Leave Expendable Trust Fund	100,000	100,000	100,000	100,000	-	0.0%	Fund balance
Portable Radios	73,897				-		
Swasey Pkwy CRF	7,500				-		
Cemetery Capital Reserve Fund	27,000				-		
Intersection Improvements Program		50,000	-		(50,000)	-100.0%	
ADA Accessibility CRF		35,000	-		(35,000)	-100.0%	
Parks & Rec CRF		100,000	38,451	125,000	25,000	25.0%	CIP P#10 Continued investment in capital reserve fund established in 2019
Dispatch Communication upgrade		153,451	99,186		(153,451)	-100.0%	
Public Safety Study		50,000	-		(50,000)	-100.0%	
Pickpocket Dam Reclassification		40,000	-	90,000	50,000	125.0%	
Great Bridge Deficit Funding		173,774	173,774		(173,774)	-100.0%	
Swasey Parkway Maint Fund		24,000	24,000		(24,000)	-100.0%	Funded from Swasey bank account
LED Streetlight Repl		187,818	178,691		(187,818)	-100.0%	Funded from Fund Balance
Town wide Vehicle Replacements				314,283	314,283		CIP, see separate vehicle schedule
Conservation Fund Appropriation				100,000	100,000		CIP P#7 To support conservation initiatives such as land purchase
Communications Repeater Site Impr				78,792	78,792		CIP P#11 Fuller Lane Water Tower
Westside Drive Design/Engineering				100,000	100,000		CIP P#21 Design
DPW Facility/Garage Design				100,000	100,000		CIP P#1 Design
6 Wheel Dump and Plow Truck				195,100	195,100		CIP P#60 \$195K (1st payment over 5 year period)
Total Other Approp.-WAR	278,397	1,024,043	664,102	1,373,175	349,132	34.1%	
Borrowing Other							
Library Renovation/Expansion		4,505,885					
Salem St Design Engineering		30,000					
Recreation Park Renovation Design & Engineering		250,000					
Recreation Park Renovation				TBD			CIP P#3 TBD
Total Borrowing Other	-	4,815,885	-	-	(4,815,885)	-100.0%	
Total GF & WAR & Borrowing	18,558,740	24,957,224	13,103,109	21,295,629	(3,661,594)	-14.7%	

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DEPARTMENT	2018 Actual	2019 Budget	2019 Actual YTD August	2020 Budget	2020 Prelim Budget vs. 2019 Budget \$ Increase/ (Decrease)	2020 Prelim Budget vs. 2019 Budget %- Difference	Notes
Water Fund							
Administration	336,333	367,994	202,073	400,425	32,430	8.8%	Wage increase due to change in engineering position; System Devel (Imapct Fees)
Billing and Collection	156,397	165,173	99,392	177,626	12,453	7.5%	Increase in education/training, travel and consulting serv. (Munis)
Distribution	814,188	805,979	519,505	873,122	67,143	8.3%	Meter replacements and fire alarm communication
Treatment	757,017	743,226	453,813	832,802	89,576	12.1%	Increase in lagoon cleaning, equip. maint., lab equip/supplies, chemicals and lab testing; offset with reductions in consulting, electricity and natural gas
Debt Service	1,119,250	1,062,113	1,150,156	1,164,650	102,537	9.7%	Per debt schedule
Capital Outlay	43,698	137,572	34,131	345,975	208,404	151.5%	Water system capital; vehicle/leases
Total WF Operating Budget	3,226,883	3,282,057	2,459,071	3,794,599	512,542	15.6%	
Other Appropriations - Warrant Articles							
Salem St. Area Utility Replacements		150,000			(150,000)	-100.0%	
Groundwater/Surface Water: Well Permit/Test/Design				781,350	781,350		CIP P#22 Well permitting and pump test
Hampton Road Booster Station Design				100,000	100,000		CIP P#23 Design
Total Other Appropriations	-	150,000	-	881,350	731,350	487.6%	
Total Water Fund Appropriations	3,226,883	3,432,057	2,459,071	4,675,949	1,243,892	36.2%	

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					2020 Prelim Budget vs. 2019 Budget \$ Increase/-(Decrease)	2020 Prelim Budget vs. 2019 Budget %- Difference	
DEPARTMENT	2018 Actual	2019 Budget	2019 Actual YTD August	2020 Budget			Notes
Sewer Fund							
Administration	313,061	390,983	229,979	425,499	34,515	8.8%	Wage increase due to change in engineering position; System Devel (Imapct Fees)
Billing and Collection	153,319	162,398	96,479	174,401	12,003	7.4%	Increase in education/training, travel and consulting serv. (Munis)
Collection	606,808	665,456	343,546	706,899	41,443	6.2%	CSO Monitoring (new), Drug/Alcohol Testing
Treatment	570,417	924,358	518,543	1,437,266	512,907	55.5%	Wage and benefit increase due to change in position (Op to Chief Op (8 mos)) and FY of new Operator; solids handling, electricity, chemicals, natural gas
Debt Service	669,233	576,124	576,143	855,833	279,709	48.6%	Per debt schedule
Capital Outlay	130,573	127,571	26,289	631,975	504,404	395.4%	See Vehicle & Lease schedules
Total SF Operating Budget	2,443,410	2,846,891	1,790,979	4,231,871	1,384,981	48.6%	
Other Appropriations - Warrant Articles							
Salem St. Area Utility Replacements		145,000			(145,000)	-100.0%	
Squamscott River Sewer Siphons				1,600,000	1,600,000		CIP P#29
Folsom Street PS Rehabilitation				450,000	450,000		CIP P#27
Total Other Appropriations	-	145,000	-	2,050,000	1,905,000	1313.8%	
Total Sewer Fund Appropriations	2,443,410	2,991,891	1,790,979	6,281,871	3,289,981	110.0%	

Town of Exeter									
General Fund									
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Org	Object	Description	2018 Actual	2019 Budget	2019 Actual YTD August	2020 Prelim Budget	2020 Prelim Budget vs. 2019 Budget \$ Increase/-(Decrease)	2020 Prelim Budget vs. 2019 Budget %-Difference	Explanation
GENERAL FUND									
General Government									
Select Board									
01413010	51000	SB- Sal/Wages Elected	16,000	16,000	10,667	16,000	-	0.0%	\$3K each 4-Select Person, \$4K for 1- Chair Person
		Salaries Total	16,000	16,000	10,667	16,000	-	0.0%	
01413010	52120	SB- Life Insurance	34	255	-	255	-	0.0%	
01413010	52200	SB- FICA	992	992	579	992	-	0.0%	Based on wages: 6.2%
01413010	52210	SB- Medicare	232	232	135	232	-	0.0%	Based on wages: 1.45%
		Benefits Total	1,258	1,479	714	1,479	-	0.0%	
01413010	55055	SB- Consulting Services	-	1,000	-	1,000	-	0.0%	Expenses related to tax deeded properties, other services
01413010	55050	SB- Conf/Room/Meals	242	500	-	500	-	0.0%	NHMA seminars, mileage reimbursement
01413010	55106	SB- Equipment Purchase	-	1	3,012	1	-	0.0%	Placeholder for equipment needs
01413010	55267	SB-Signs	4,580	1	-	1	-	0.0%	Sign for the Town Office
01413010	55273	SB- Special Expense	4,552	5,000	2,434	4,000	(1,000)	-20.0%	Proclamations, recognitions, special events for committees, E911 Committee activities
		General Expenses Total	9,374	6,502	5,446	5,502	(1,000)	-15.4%	
		Select Board Total	26,632	23,981	16,827	22,981	(1,000)	-4.2%	
Town Manager									
01413011	51110	TM- Sal/Wages FT	164,552	169,581	104,438	172,832	3,251	1.9%	2 FT: Town Mgr and Executive Assistant
01413011	51200	TM- Sal/Wages PT	4,566	3,800	12,483	7,500	3,700	97.4%	2 PT: Recording secretaries @ \$15 per hour (BOS/BRC meetings), Intern \$2,500
		Salaries Total	169,118	173,381	116,922	180,332	6,951	4.0%	
01413011	52100	TM- Health Insurance	44,701	47,513	27,716	47,513	-	0.0%	
01413011	52110	TM- Dental Insurance	3,575	3,575	2,133	3,657	82	2.3%	
01413011	52120	TM- Life Insurance	257	190	184	190	-	0.0%	
01413011	52130	TM- LTD Insurance	1,275	1,298	866	1,298	-	0.0%	
01413011	52200	TM- FICA	9,991	10,750	6,559	11,181	431	4.0%	Based on wages: 6.2%
01413011	52210	TM- Medicare	2,337	2,514	1,534	2,615	101	4.0%	Based on wages: 1.45%
01413011	52300	TM- Retirement Town	18,728	19,118	11,325	19,305	187	1.0%	Based on wages: 11.17%
		Benefits Total	80,861	84,958	50,315	85,759	801	0.9%	
01413011	55198	TM - Office Equipment Leases	9,438	10,000	7,407	10,000	-	0.0%	Postage Machine lease, copier leases Town Office/Planning (from off. Equip)
01413011	55200	TM- Supplies	2,616	3,600	3,183	3,600	-	0.0%	Supplies for town offices (paper, etc.)
01413011	55224	TM- Postage	257	150	1,091	150	-	0.0%	TM office postage needs (Reserve moved to GG)
01413011	55246	TM- Reference Material	-	200	-	200	-	0.0%	NHMA, ICMA publications
01413011	55212	TM - Phone Reimbursement	1,380	1,380	890	1,380	-	0.0%	Reimbursement for phone (TM, EA- 50/50 split with Welfare)
01413011	55088	TM- Dues	15,210	15,250	15,741	16,000	750	4.9%	NHMA (townwide), ICMA (TM), MMANH (TM) annual dues
01413011	55302	TM- Town Report Expense	2,240	2,400	2,220	2,400	-	0.0%	Printing of annual Town Report (Select Print Solutions)
01413011	55171	TM- Legal/Public Notices	1,347	500	538	500	-	0.0%	Budget/bond notices, public hearings, CDBG hearings
01413011	55291	TM- Subscriptions	214	260	95	260	-	0.0%	Exeter News-Letter, Portsmouth Herald
01413011	55058	TM- Contract Services	2,850	4,000	-	2,000	(2,000)	-50.0%	Vacation coverage and temp assistance for Ex Asst
01413011	55308	TM- Travel Reimbursement	218	500	293	500	-	0.0%	Mileage reimbursement for TM/EA
01413011	55091	TM- Education/Training	-	500	-	500	-	0.0%	
01413011	55050	TM- Conf/Room/Meals	2,577	2,000	2,027	2,000	-	0.0%	ICMA conference, MMANH/Primex conference, seminars
01413011	55106	TM- Equipment Purchase	399	300	74	300	-	0.0%	Small equipment (file cabinet, other)
01413011	55128	TM- Fuel	46	-	-	1	1		Unreimbursed fuel expense
		General Expenses Total	38,792	41,040	33,560	39,791	(1,249)	-3.0%	

Town of Exeter									
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Org	Object	Description	2018 Actual	2019 Budget	2019 Actual YTD August	2020 Prelim Budget	2020 Prelim Budget vs. 2019 Budget \$ Increase/-(Decrease)	2020 Prelim Budget vs. 2019 Budget %-Difference	Explanation
01413011	55998	TM- Due from Water Fund	(30,742)	(31,781)	(15,891)	(32,252)	(471)	1.5%	12.5% water fund
01413011	55999	TM- Due from Sewer Fund	(30,742)	(31,781)	(15,891)	(32,252)	(471)	1.5%	12.5% sewer fund
		Due from Water/Sewer Funds	(61,484)	(63,561)	(31,781)	(64,504)	(943)	1.5%	
		Town Manager Total	227,287	235,817	169,016	241,377	5,561	2.4%	
Human Resources									
01415515	51110	HR- Sal/Wages FT	68,054	70,134	45,559	72,742	2,608	3.7%	1 FT: Human Resource Director
01415515	51200	HR- Sal/Wages PT		19,515	5,327	31,451	11,936	61.2%	1 PT: Human Resource Assistant (29 hr/wk) FY wages
01415515	55371	HR- Wage Reclassifications		6,000	-	21,890	15,890	264.8%	Wage adjustments/classifications
		Salaries Total	68,054	95,649	50,887	126,083	30,434	31.8%	
01415515	52100	HR- Health Insurance	16,556	17,597	11,732	17,597	-	0.0%	
01415515	52110	HR- Dental Insurance	988	1,011	674	1,011	-	0.0%	
01415515	52120	HR- Life Insurance	126	126	84	126	-	0.0%	
01415515	52130	HR- LTD Insurance	756	770	513	770	-	0.0%	
01415515	52200	HR- FICA	4,045	5,930	2,839	7,817	1,887	31.8%	Based on wages: 6.2%
01415515	52210	HR- Medicare	946	1,387	664	1,828	441	31.8%	Based on wages: 1.45%
01415515	52300	HR- Retirement Town	7,745	10,162	4,858	10,570	408	4.0%	Based on wages: 11.17%
		Benefits Total	31,162	36,983	21,365	39,720	2,737	7.4%	
01415515	55200	HR- Supplies	412	500	536	775	275	55.0%	Office supplies and remote access software
01415515		HR- Office Equipment				200	200		Shredder for Office
01415515	55246	HR- Reference Materials	326	400	300	400	-	0.0%	Books, postings and information booklets
01415515	55055	HR- Consulting Services	-	1	-	1	-	0.0%	Update job descriptions and pay classifications
01415515	55226	HR- Pre-Employment Screening	494	600	-	600	-	0.0%	Pre-employment Expenses
01415515	55190	HR-Mobile Communications	360	360	210	360	-	0.0%	Cell Phone Reimbursement for HR Director
01415515	55099	HR- Employee Notices	944	1,500	975	1,500	-	0.0%	Posting of open job positons
01415515	55097	HR- Employee Relations	1,895	1,500	823	1,500	-	0.0%	Benefits Fair, employee service and recognition
01415515	55088	HR- Dues	353	355	207	504	149	42.0%	NH HR Assoc. (2) IPMA-HR, SHRM
01415515	55308	HR- Travel Reimbursement	785	750	292	1,135	385	51.3%	Mileage,Tolls, Parking, air
01415515	55050	HR- Conf Rooms/Meals	1,474	1,375	222	1,320	(55)	-4.0%	Primex, IPMA-HR
01415515	55091	HR- Education/Training	842	835	35	4,260	3,425	410.2%	Munis training for new employee, IPMA-HR, NHMA, Sheehan, Phinney, Bass & Green Annual Labor & Employment Law review
		General Expenses Total	7,886	8,176	3,600	12,555	4,379	53.6%	
01415515	55998	HR- Due from Water Fund	(9,960)	(10,712)	(5,356)	(14,391)	(3,680)	34.4%	10% to water fund
01415515	55999	HR- Due from Sewer Fund	(9,960)	(10,712)	(5,356)	(14,391)	(3,680)	34.4%	10% to sewer fund
		Due from Water/Sewer Funds	(19,920)	(21,423)	(10,712)	(28,783)	(7,359)	34.4%	
		Human Resources Total	87,182	119,385	65,139	149,575	30,190	25.3%	
Transportation									
01419919	55040	GG - Transportation	9,083	1	-	1	-	0.0%	Request from COAST bus service with \$ 16.77K to come from Transportation Fund 05
		Transportation Total	9,083	1	-	1	-	0.0%	
Legal									
01415320	55170	GG- Legal Expense	90,577	80,000	53,488	80,000	-	0.0%	Professional legal services for Mitchell Municipal Group and other legal advisors
		Legal Total	90,577	80,000	53,488	80,000	-	0.0%	
Information Technology									
01415025	51110	IT- Sal/Wages FT	94,676	98,509	62,912	101,832	3,323	3.4%	2 FT: IT Coordinator (Split 80% GF and 20% CATV Fund); IT Tech (Split 40% GF, 5% Water/Sewer each and 50% CATV)

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01415025	51300	IT- Sal/Wages OT	1,038	240	890		(240)	-100.0%	
		Salaries Total	95,714	98,749	63,802	101,832	3,083	3.1%	
01415025	52100	IT- Health Insurance	10,546	12,002	8,030	13,626	1,624	13.5%	
01415025	52110	IT- Dental Insurance	613	680	453	784	104	15.3%	
01415025	52120	IT- Life Insurance	126	133	88	290	157	118.0%	
01415025	52130	IT - LTD Insurance	803	818	545	818	-	0.0%	
01415025	52200	IT- FICA	5,655	6,122	3,542	6,314	191	3.1%	Based on wages: 6.2%
01415025	52210	IT- Medicare	1,323	1,432	828	1,477	45	3.1%	Based on wages: 1.45%
01415025	52300	IT- Retirement Town	10,892	11,133	6,811	11,375	242	2.2%	Based on wages: 11.17%
		Benefits Total	29,958	32,320	20,298	34,683	2,362	7.3%	
01415025	55200	IT- Supplies	776	600	701	1,000	400	66.7%	Batteries, USB, RAM, Hard Drives, Power Supplies
01415025	55190	IT- Mobile Communications	505	600	-	400	(200)	-33.3%	Cell Phone reimb.
01415025	55213	IT- Phone Utilization	24,839	25,400	14,847	26,000	600	2.4%	12.5% allocated to Water/Sewer Funds each
01415025	55048	IT- Computer Software	8,274	9,500	6,380	17,500	8,000	84.2%	\$11.5K MS and adobe Licenses and \$6K for Anti Virus and System Management
01415025	55136	IT- GIS Software	5,600	7,000	-	7,000	-	0.0%	Maps Online, ESRI licenses, increase to Support calls (Invoiced in November) - Cartographics Query Manager
01415025	55159	IT- Internet Services	24,359	18,750	5,881	33,920	15,170	80.9%	Google Apps (\$9.4K), MyCivic App (\$6K), e-mail filtering and archiving (\$6K) Aha Services (\$4K), Cloud backup (\$1.2K), Consolidated internet line (\$3.1K), remote access (\$1.2K), survey (\$3K)
01415025	55195	IT- Network Supplies	14,662	12,500	730	11,000	(1,500)	-12.0%	Server and switching upgrades - new backup server (\$9.7K)
01415025	55270	IT- Software Agreement	4,000	4,800	-	4,600	(200)	-4.2%	\$800 for Pulseway monitoring and \$400 for HP support on our data .storage systems, \$1.5K for firewall support, \$600 misc database, \$1.5K Backups
01415025	55058	IT- Contract Services	12,800	16,000	12,800	24,500	8,500	53.1%	Service contract for IT emergencies, expert consultation and IT Audit
01415025	55091	IT- Education/Training	1,990	5,400	2,621	2,800	(2,600)	-48.1%	Online training for 1 FT employee, Town Wide training
01415025	55106	IT- Equipment Purchase	611	1,000	1,383	1,000	-	0.0%	Tools and furniture
		General Expenses Total	98,416	101,550	45,343	129,720	28,170	27.7%	
01415025	57003	IT- CO- Computers	9,637	22,500	13,707	10,200	(12,300)	-54.7%	15 PCs and 10 monitors
01415025	57006	IT- CO- Equipment	2,861	6,000	519	33,000	27,000	450.0%	Complete overhaul of safety complex cameras (\$28.7K) and Software for doors (\$3K)
		Capital Outlay Total	12,498	28,500	14,226	43,200	14,700	51.6%	
01415025	55998	IT- Due from Water Fund	(14,828)	(15,545)	(7,773)	(14,329)	1,216	-7.8%	12.5% of wages/benefits for IT Coordinator; 5% of wages/benefits for IT Tech
01415025	55999	IT- Due from Sewer Fund	(14,828)	(15,545)	(7,773)	(14,329)	1,216	-7.8%	12.5% of wages/benefits for IT Coordinator; 5% of wages/benefits for IT Tech
		Due from Water/Sewer Funds	(29,656)	(31,090)	(15,545)	(28,658)	2,432	-7.8%	
		Information Technology Total	206,930	230,029	128,124	280,777	50,748	22.1%	
Trustee of Trust Funds									
01413030	51000	TT- Sal/Wages Elected	828	828	828	828	-	0.0%	Wages for Trustee of Trust funds
		Salaries Total	828	828	828	828	-	0.0%	
01413030	52200	TT- FICA	51	51	51	51	-	0.0%	Based on wages: 6.2%
01413030	52210	TT- Medicare	12	12	12	12	-	0.0%	Based on wages: 1.45%
		Benefits Total	63	63	63	63	-	0.0%	
		Trustee of Trust Funds Total	891	891	891	891	-	0.0%	
Town Moderator									

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01414040	51000	MO- Sal/Wages Elected	525	800	175	1,225	425	53.1%	4 Elections, 1 Deliberative, 1 Special Election, 1 Deliberative for Special Election
		Salaries Total	525	800	175	1,225	425	53.1%	
01414040	52200	MO- FICA	11	50	11	76	26	53.1%	Based on wages: 6.2%
01414040	52210	MO- Medicare	3	12	3	18	6	53.1%	Based on wages: 1.45%
		Benefits Total	13	61	14	94	33	53.1%	
		Town Moderator Total	538	861	189	1,319	458	53.1%	
Town Clerk									
01414051	51000	TC- Sal/Wages Elected	75,636	77,947	50,635	80,628	2,681	3.4%	1 FT: Town Clerk
01414051	51110	TC- Sal/Wages FT	125,870	130,990	90,312	126,065	(4,925)	-3.8%	Includes 1 FT Deputy TC + 2 FT Asst Clerks
01414051	51300	TC- Sal/Wages OT	526	300	204	300	-	0.0%	OT for Assistant Clerks
01414051	51400	TC- Longevity Pay	1,700	1,800	-	900	(900)	-50.0%	Longevity for 1 Assistant Clerk
		Salaries Total	203,732	211,037	141,151	207,893	(3,144)	-1.5%	
01414051	52100	TC- Health Insurance	54,348	60,851	36,638	59,805	(1,046)	-1.7%	
01414051	52110	TC- Dental Insurance	4,352	5,679	3,481	5,679	-	0.0%	
01414051	52120	TC- Life Insurance	315	315	200	315	-	0.0%	
01414051	52130	TC- LTD Insurance	840	856	570	856	-	0.0%	
01414051	52200	TC- FICA	12,372	13,712	8,153	12,889	(823)	-6.0%	Based on wages: 6.2%
01414051	52210	TC- Medicare	2,894	3,060	1,907	3,014	(46)	-1.5%	Based on wages: 1.45%
01414051	52300	TC- Retirement Town	23,185	23,789	15,297	23,222	(568)	-2.4%	Based on wages: 11.17%
		Benefits Total	98,305	108,263	66,246	105,780	(2,482)	-2.3%	
01414051	55199	TC- Office Equip Maintenance	150	500	500	500	-	0.0%	outside computer maintenance, beyond contract
01414051	55200	TC- Supplies	1,338	2,000	1,504	2,000	-	0.0%	copy paper, general office supplies, incentive awards, envelopes
01414051	55049	TC- Computer Supplies	703	1,200	832	1,200	-	0.0%	toner cartridges f/1 printer, validator ribbons, calculator ribbons
01414051	55198	TC- Office Equipment Lease			1,347	3,233			GreatAmerica Financial Serv. Printer lease for 3 printers
01414051	55224	TC- Postage	4,555	5,000	4,846	5,000	-	0.0%	dog civil forfeiture letters, dog reminders, letters & forms, weekly State work, monthly Vital work
01414051	55246	TC- Reference Materials	-	300	300	300	-	0.0%	Motor Vehicle Rules & Laws
01414051	55088	TC- Dues	215	300	205	300	-	0.0%	IIMC -170; NHCTCA-25; NEACTC-35
01414051	55241	TC- Record Retention	24,000	5,000	-	5,000	-	0.0%	Book restoration
01414051	55084	TC- Dog Tags	1,672	900	-	1,000	100	11.1%	The amount of dogs in our town has increased to 2700
01414051	55270	TC- Software Agreement/Contract	7,877	8,014	8,014	8,750	736	9.2%	Interware Development Contract for MV, Boats, Vitals, Transfer Station Permits, Credit Cards, Reports, Support, new signature pads, Dogs On-line prgm
01414051	55058	TC- Contract Services	2,066	2,700	2,048	2,700	-	0.0%	Sharp Copier, Seacoast Computer Contract Services
01414051	55308	TC- Travel Reimbursement	615	800	212	800	-	0.0%	Mandatory Regional & Fall Conference, TC Certification, Training, NECTCA Conference, IIMC Conference, Clerkworks Training
01414051	55050	TC- Conf/Room/Meals	1,494	2,000	1,638	2,000	-	0.0%	Mandatory Fall Conference (Certification requirement) NEACTC Conference in ME, IIMC Conference
01414051	55091	TC- Education/Training	1,146	1,000	425	1,000	-	0.0%	Mandatory Spring & Fall Conference, TC Certification, Training Registration, NECTCA Conference, IIMC Conf,
01414051	55106	TC- Equipment Purchase	570	2,000	1,712	2,000	-	0.0%	Computers, printers, copiers, office furniture, panels between work stations
		General Expenses Total	46,400	31,714	23,582	35,783	4,069	12.8%	
		Town Clerk Total	348,438	351,014	230,979	349,456	(1,557)	-0.4%	
Elections									

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01414052	51000	EL- Sal/Wages Elected	4,898	2,000	2,713	8,000	6,000	300.0%	Supervisors of the Checklist-4 mandated elections, 1 deliberative, 1 special election and 1 deliberative for special election, regular maintenance of checklist.
01414052	51210	EL- Sal/Wages Temp	4,496	4,000	1,061	9,000	5,000	125.0%	Ballot Clerks for 4 mandated elections, 1 special election
		Salaries Total	9,394	6,000	3,774	17,000	11,000	183.3%	
01414052	52200	EL- FICA	604	372	227	1,054	682	183.3%	Based on wages: 6.2%
01414052	52210	EL- Medicare	141	87	53	247	160	183.3%	Based on wages: 1.45%
		Benefits Total	745	459	280	1,301	842	183.3%	
01414052	55200	EL- Supplies	428	600	600	600	-	0.0%	Copy paper, envelopes, general office supplies, and all supplies needed for election
01414052	55224	EL- Postage	577	600	642	1,500	900	150.0%	Mandated by SOS, sending absentee ballots and any other letters required to be sent by the Checklist Sups
01414052	55002	EL- Advertising	178	300	300	300	-	0.0%	Legal Notices
01414052	55322	EL- Voting Expenses	6,645	3,000	3,000	9,000	6,000	200.0%	Mandated by SOS to pay for coding, printing, collating, shipping costs and any other Special Town Elections held by the Town.
01414052	55323	EL- Voting Machines	111	800	800	900	100	12.5%	Mandated by the State of NH for servicing and maintaining of the Accuvote Machines.
		General Expenses Total	7,939	5,300	5,342	12,300	7,000	132.1%	
		Elections Total	18,077	11,759	9,396	30,601	18,842	160.2%	
		Total General Government	1,015,636	1,053,738	674,048	1,156,978	103,241	9.8%	
Finance Department									
Finance/Accounting									
01415001	51110	FI- Sal/Wages FT	219,557	232,099	159,150	230,255	(1,844)	-0.8%	3 FT: Finance Dir, Sr Accountant, Accounting Specialist
01415001	51300	FI- Sal/Wages OT	1,073	2,856	354	2,450	(406)	-14.2%	80 hrs OT for Accounting Specialist for software conversion
01415001	51400	FI- Longevity Pay	1,000	1,000	1,050	-	(1,000)	-100.0%	
		Salaries Total	221,629	235,955	160,554	232,705	(3,250)	-1.4%	
01415001	52100	FI- Health Insurance	45,220	47,215	33,452	60,661	13,446	28.5%	
01415001	52110	FI- Dental Insurance	3,286	3,362	2,415	4,668	1,306	38.8%	
01415001	52120	FI- Life Insurance	315	315	205	315	-	0.0%	
01415001	52130	FI- LTD Insurance	1,170	1,191	794	1,191	-	0.0%	
01415001	52200	FI- FICA	12,965	14,243	8,921	14,428	185	1.3%	Based on wages: 6.2%
01415001	52210	FI- Medicare	3,032	3,331	2,086	3,374	43	1.3%	Based on wages: 1.45%
01415001	52300	FI- Retirement Town	25,221	25,898	17,245	25,993	95	0.4%	Based on wages: 11.17%
		Benefits Total	91,210	95,556	65,118	110,630	15,075	15.8%	
01415001	55200	FI- Supplies	3,822	5,000	2,762	5,000	-	0.0%	Folders, check stock, envelopes, paper, tax forms, kitchen supplies, deposit tickets
01415001	55198	FI- Office Equipment Leases		1,600	450	1,600	-	0.0%	Copier Lease \$1,075 plus Folding Machine \$ 525
01415001	55224	FI- Postage	1,842	2,300	1,503	2,300	-	0.0%	Postage for mailing checks and forms
01415001	55017	FI- Bank Fees	318	175	714	500	325	185.7%	Operating account bank fees
01415001	55058	FI- Contract Services	8,965	4,000	500	10,500	6,500	162.5%	GASB OPEB Compliance, Record shredding, ACA Compliance
01415001	55014	FI- Audit Fees	24,500	24,500	20,000	27,500	3,000	12.2%	Annual Audit and Single Fees for Melanson & Heath
01415001	55088	FI- Dues	50	100	50	100	-	0.0%	NHGFOA and NESGFOA Dues
01415001	55270	FI- Software Agreement	21,237	18,030	16,302	19,550	1,520	8.4%	Munis Software Agreement (5% increase per yr per contract) Decrease due to Munismart maintenance dropping off
01415001	55308	FI- Travel Reimbursement	1,057	1,200	1,398	1,200	-	0.0%	Travel for 3 finance department employees

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01415001	55050	FI- Conf/Room/Meals	370	500	-	500	-	0.0%	Conferences/Meals for Finance Staff - NHLGC
01415001	55091	FI- Education/Training	829	2,000	90	4,000	2,000	100.0%	Training and Education for 3 Finance Staff and all Munis users (Tyler PACE Training with 53% Discount allocated to FI, TX, W&S Billing)
		General Expenses Total	62,990	59,405	43,770	72,750	13,345	22.5%	
01415001	55998	FI- Due from Water Fund	(39,498)	(40,583)	(20,292)	(42,917)	(2,334)	5.8%	12.5% Water Fund Offset
01415001	55999	FI- Due from Sewer Fund	(39,498)	(40,583)	(20,292)	(42,917)	(2,334)	5.8%	12.5% Sewer Fund Offset
		Due from Water/Sewer Funds	(78,996)	(81,166)	(40,583)	(85,834)	(4,668)	5.8%	
		Finance/Accounting Total	296,833	309,750	228,859	330,251	20,502	6.6%	
Treasurer									
01415002	51000	TR- Sal/Wages Elected	8,864	9,864	5,909	8,864	(1,000)	-10.1%	Wages for Elected PT Treasurer
		Salaries Total	8,864	9,864	5,909	8,864	(1,000)	-10.1%	
01415002	52200	TR- FICA	550	612	321	550	(62)	-10.1%	Based on wages: 6.2%
01415002	52210	TR- Medicare	129	143	75	129	(15)	-10.1%	Based on wages: 1.45%
		Benefits Total	678	755	396	678	(77)	-10.1%	
01415002	55200	TR - Supplies	-	200	-	100	(100)	-50.0%	Paper, pens, folders and binders
01415002	55088	TR- Dues	50	50	50	50	-	0.0%	NHGFOA Dues
01415002	55091	TR- Education/Training	-	200	-	100	(100)	-50.0%	Training and Education
		General Expenses Total	50	450	50	250	(200)	-44.4%	
		Treasurer Total	9,592	11,069	6,355	9,792	(1,277)	-11.5%	
Tax Collection									
01415003	51110	TX- Sal/Wages FT	100,210	103,572	68,018	105,234	1,662	1.6%	2 FT: Deputy Tax Collector, Collections Specialist
01415003	51210	TX- Sal/Wages Temp	-	-	-	-	-	-	
01415003	51300	TX- Sal/Wages OT	-	1,394	19	-	(1,394)	-100.0%	
01415003	51400	TX- Longevity	1,500	1,500	-	1,500	-	0.0%	Collections Specialist longevity
		Salaries Total	101,710	106,466	68,037	106,734	268	0.3%	
01415003	52100	TX- Health Insurance	27,132	28,211	19,016	17,597	(10,614)	-37.6%	
01415003	52110	TX- Dental Insurance	1,499	1,533	1,022	1,045	(488)	-31.8%	
01415003	52120	TX- Life Insurance	189	190	126	190	-	0.0%	
01415003	52200	TX- FICA	6,057	6,601	4,320	6,618	17	0.3%	Based on wages: 6.2%
01415003	52210	TX- Medicare	1,417	1,544	1,010	1,548	4	0.3%	Based on wages: 1.45%
01415003	52300	TX- Retirement Town	11,575	12,001	6,811	11,922	(79)	-0.7%	Based on wages: 11.17%
		Benefits Total	47,868	50,080	32,305	38,919	(11,160)	-22.3%	
01415003	55200	TX- Supplies	882	2,400	1,517	2,400	-	0.0%	Paper, Ink, Envelopes, Storage Boxes, printer
01415003	55297	TX- Tax Billing Services	3,178	3,600	1,420	3,600	-	0.0%	Processing fees and materials for tax bills
01415003	55298	TX- Tax Lien/Deeded Searches	2,394	4,000	3,674	4,000	-	0.0%	Tax Lien Services
01415003	55224	TX- Postage	9,382	9,000	6,624	10,000	1,000	11.1%	Mailing delinquency, lien, and deed notices, tax bills. Lockbox mailbox
01415003	55198	TX- Office Equipment Leases	-	-	898	2,156	2,156	-	Two Copier leases \$ \$179.60 per month
01415003	55017	TX- Bank Fees	5,040	5,500	2,629	5,500	-	0.0%	Lockbox monthly Service Charges (not able to use for First Half billing in FY19 due to conversion)
01415003	55170	TX- Legal Expenses	-	2,000	321	2,000	-	0.0%	Legal services for liens,deeds and bankruptcies
01415003	55088	TX- Dues	40	50	-	50	-	0.0%	NHTC Dues
01415003	55247	TX- Registry of Deeds	622	1,200	812	950	(250)	-20.8%	Liens & deeds recordings at Registry of Deeds
01415003	55073	TX- Deeded Property	4,375	3,500	1,201	3,500	-	0.0%	Expenses related to Tax deeded properties
01415003	55058	TX- Contract Services	3,189	3,000	8,478	3,000	-	0.0%	Coverage for Collections Clerk (80 hours)
01415003	55050	TX- Conf/Room/Meals	582	600	198	600	-	0.0%	Conferences for DTC (NH Tax Collector Association)
01415003	55091	TX- Education/Training	231	400	60	4,225	3,825	956.3%	Training for DTC and 3 Days of Munis Training (new Deputy Tax Collector)
		General Expenses Total	29,916	35,250	27,831	41,981	6,731	19.1%	

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01415003	55998	TX- Due from Water Fund	(37,890)	(38,988)	(19,494)	(36,413)	2,575	-6.6%	25% Water Fund Offset
01415003	55999	TX- Due from Sewer Fund	(37,890)	(38,988)	(19,494)	(36,413)	2,575	-6.6%	25% Sewer Fund Offset
		Due from Water/Sewer Funds Total	(75,780)	(77,976)	(38,988)	(72,827)	5,149	-6.6%	
		Tax Collection Total	103,714	113,820	89,185	114,808	988	0.9%	
Assessing									
01415005	51110	AS- Sal/Wages FT	59,797	62,271	40,451	64,413	2,142	3.4%	1 FT: Deputy Assessor
01415005	51210	AS- Sal/Wages Temp	-	1	-	1	-	0.0%	
		Salaries Total	59,797	62,272	40,451	64,414	2,142	3.4%	
01415005	52100	AS- Health Insurance	18,088	19,005	12,743	18,452	(553)	-2.9%	
01415005	52110	AS- Dental Insurance	988	1,011	674	1,011	-	0.0%	
01415005	52120	AS- Life Insurance	63	63	42	63	-	0.0%	
01415005	52200	AS- FICA	4,220	3,861	2,689	3,994	133	3.4%	Based on wages: 6.2%
01415005	52210	AS- Medicare	987	903	629	934	31	3.4%	Based on wages: 1.45%
01415005	52300	AS- Retirement Town	6,805	7,020	4,314	7,195	175	2.5%	Based on wages: 11.17%
		Benefits Total	31,151	31,863	21,091	31,649	(214)	-0.7%	
01415005	55200	AS- Supplies	431	2,500	152	1,250	(1,250)	-50.0%	Toner, envelopes, general supplies
01415005	55198	AS - Office Equipment Lease	-	-	450	1,078	1,078	-	Printer Lease, \$89.80/mo
01415005	55224	AS- Postage	1,230	6,500	3,639	1,250	(5,250)	-80.8%	Revaluation notifications and hearing letters
01415005	55088	AS- Dues	40	40	40	40	-	0.0%	IAAO dues
01415005	55180	AS- Mapping	4,623	5,200	3,626	5,200	-	0.0%	Yearly updates & Building placement
01415005	55247	AS- Registry of Deeds	27	100	-	100	-	0.0%	Plans & deeds
01415005	55250	AS- Revaluation	-	1	-	1	-	0.0%	Independent Appraiser
01415005	55171	AS- Legal/Public Notices	-	150	190	50	(100)	-66.7%	Public Notices in news media
01415005	55270	AS- Software Agreement	8,670	8,820	8,590	38,348	29,528	334.8%	Vision yearly contract (upgrade in 2020) & web fee with SQL, now includes 1 static database annually \$300.00; 2019 update is 22K for update; 7K for cloud
01415005	55058	AS- Contract Services	108,531	105,000	80,906	110,500	5,500	5.2%	Assessor contract with MRI \$2.5K increase; \$3k for services outside contract
01415005	55308	AS- Travel Reimbursement	-	1	-	1	-	0.0%	Use of personal car -1 employee
01415005	55050	AS- Conf/Room/Meals	-	100	-	100	-	0.0%	Meetings - meals- room
01415005	55091	AS- Education/Training	35	500	750	500	-	0.0%	Course or seminar
01415005	55106	AS- Equipment Purchase	179	50	-	50	-	0.0%	Small equipment
01415005	55128	AS- Fuel	20	160	-	1	(159)	-99.4%	Deputy Assessor position
		General Expenses Total	123,786	129,122	98,343	158,469	29,347	22.7%	
		Assessing Total	214,734	223,257	159,885	254,532	31,275	14.0%	
		Total Finance	624,873	657,894	484,285	709,383	51,488	7.8%	
Planning & Development									
Planning									
01419101	51110	PL- Sal/Wages FT	92,412	95,235	61,865	98,822	3,587	3.8%	1 FT : Town Planner
01419101	51200	PL- Sal/Wages PT	56,408	70,678	34,079	70,688	10	0.0%	3 PT: Natl Resource Planner @ 27.5 hr/wk & Admin Asst @ 25 hr/wk, Recording Sec @ \$15 per hr
		Salaries Total	148,819	165,913	95,944	169,510	3,597	2.2%	
01419101	52100	PL- Health Insurance	22,351	23,756	15,838	23,756	-	0.0%	
01419101	52110	PL- Dental Insurance	1,787	1,830	1,219	1,830	-	0.0%	
01419101	52120	PL- Life Insurance	126	126	84	126	-	0.0%	
01419101	52130	PL- LTD Insurance	1,026	1,045	697	1,045	-	0.0%	
01419101	52200	PL- FICA	9,029	10,287	5,460	10,510	223	2.2%	Based on wages: 6.2%
01419101	52210	PL- Medicare	2,111	2,406	1,277	2,458	52	2.2%	Based on wages: 1.45%
01419101	52300	PL- Retirement Town	10,516	10,737	6,597	11,038	301	2.8%	Based on wages: 11.17%

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		Benefits Total	46,947	50,186	31,171	50,763	577	1.1%	
01419101	55200	PL- Supplies	972	3,000	333	3,000	-	0.0%	Misc office supplies. Covers Planning & Building depts.
01419101	55224	PL- Postage	3,134	4,000	3,024	4,000	-	0.0%	Covers Planning and Building departments as well as Planning Board packages and administration of cases. Increase based on present use.
01419101	55246	PL- Reference Material	462	400	376	400	-	0.0%	Includes Exeter Newspaper (\$160) and Registry Review (\$198), RSA books and other reference material
01419101	55088	PL- Dues	12,538	12,800	12,554	13,000	200	1.6%	Rockingham Planning Commission annual dues (2020 dues have not been estimated yet), APA dues (\$315).
01419101	55227	PL- Printing	1,556	750	1	750	-	0.0%	used for large printing jobs such as Zoning Ordinance
01419101	55171	PL- Legal/Public Notices	1,635	2,000	2,429	2,000	-	0.0%	Primarily for Planning Board cases but also covers Planning dept.
01419101	55180	PL- Mapping	-	400	-	400	-	0.0%	Covers occasional creation of large maps and poster boards for public presentations
01419101	55289	PL- Studies	4,780	6,000	-	15,000	9,000	150.0%	These funds will be used to complete an update to the Town's Impact Fees (approx. \$10,000) and additional studies as needed.
01419101	55155	PL- Inspection Services	-	1	-	1	-	0.0%	Placeholder for third party inspection as needed
01419101	55136	PL- GIS Software	3,000	3,500	-	3,500	-	0.0%	Annual support and maintenance for building permit/zoning software.
01419101	55138	PL- Grant Matching	-	-	8,575	1	1		MTAG Grant
01419101	55058	PL- Contract Services	421	1	-	1	-	0.0%	
01419101	55308	PL- Travel Reimbursement	266	1,000	53	1,000	-	0.0%	Used to cover mileage for staff to attend training, workshops, meetings, etc.
01419101	55050	PL- Conf/Room/Meals	506	1,000	225	1,000	-	0.0%	APA Conference, Seminars/training
01419101	55091	PL- Education/Training	110	500	179	500	-	0.0%	Seminars/Training for planning staff, board members
		General Expenses Total	29,380	35,352	27,749	44,553	9,201	26.0%	
01419101	57000	PL-CO-Capital Outlay	8,169	9,000	2,086	1	(8,999)	-100.0%	Downtown Improvement - Funds to be utilized on an as-needed basis to add/replace benches, trash receptacles/liners, and other streetscape features downtown. Specific focus on Front Street and Squamscott River boat launch area.
		Capital Outlay Total	8,169	9,000	2,086	1	(8,999)	-100.0%	
		Planning Total	233,316	260,451	156,951	264,827	4,376	1.7%	
Economic Development									
01465207	51110	ED- Sal/Wages FT	86,337	88,976	57,799	91,621	2,645	3.0%	1 FT: ED Director
01465207	51200	ED- Sal/Wages PT	4,013	4,065	1,246	4,000	(65)	-1.6%	Recording sec @ \$15 per hour, 1- Intern \$ 3,000
		Salaries Total	90,350	93,041	59,045	95,621	2,580	2.8%	
01465207	52100	ED- Health Insurance	24,419	25,656	17,204	24,911	(745)	-2.9%	
01465207	52110	ED- Dental Insurance	1,787	1,830	1,219	1,830	-	0.0%	
01465207	52120	ED- Life Insurance	126	126	84	126	-	0.0%	
01465207	52130	ED- LTD Insurance	959	977	651	997	20	2.0%	
01465207	52200	ED- FICA	5,385	5,769	3,297	5,929	160	2.8%	Based on wages: 6.2%
01465207	52210	ED- Medicare	1,260	1,349	771	1,387	37	2.8%	Based on wages: 1.45%
01465207	52300	ED- Retirement Town	9,825	10,031	6,163	10,234	203	2.0%	Based on wages: 11.17%
		Benefits Total	43,762	45,738	29,390	45,413	(325)	-0.7%	
01465207	55200	ED- Supplies	-	400	55	400	-	0.0%	Paper, Pens, Ink, etc.
01465207	55055	ED- Consulting Services	1,800	3,000	1,500	3,000	-	0.0%	Consulting (prop appraisals, marketing, etc.)
01465207	55190	ED- Mobile Communications	907	1,000	608	1,000	-	0.0%	Cell Phone for ED Director
01465207	55308	ED -Travel Reimbursement	659	800	-	1,800	1,000	125.0%	Mileage including airfare to OU EDI
01465207	55050	ED- Conf/Meals	30	100	-	1,200	1,100	1100.0%	Conferences and OU EDI accommodations

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01465207	55091	ED- Education/Training	729	800	-	1,900	1,100	137.5%	OU EDI final
		General Expenses Total	4,125	6,100	2,163	9,300	3,200	52.5%	
		Total Economic Development	138,237	144,879	90,597	150,334	5,455	3.8%	
Inspections & Code Enforcement									
01424002	51110	BI- Sal/Wages FT	142,327	145,893	95,252	149,776	3,883	2.7%	2 FT: Building Inspector, Deputy Code Inspector
01424002	51200	BI- Sal/Wages PT	34,185	37,363	24,389	38,648	1,285	3.4%	1 PT: Electrical Inspector (24 Hrs/Wk)
		Salaries Total	176,511	183,256	119,641	188,424	5,168	2.8%	
01424002	52100	BI- Health Insurance	36,176	38,010	25,487	36,904	(1,106)	-2.9%	
01424002	52110	BI- Dental Insurance	1,976	2,022	1,348	2,022	-	0.0%	
01424002	52120	BI- Life Insurance	252	252	168	252	-	0.0%	
01424002	52130	BI- LTD Insurance	899	916	610	916	-	0.0%	
01424002	52200	BI- FICA	11,236	11,362	7,162	11,682	320	2.8%	Based on wages: 6.2%
01424002	52210	BI- Medicare	2,628	2,657	1,675	2,732	75	2.8%	Based on wages: 1.45%
01424002	52300	BI- Retirement Town	16,197	16,448	10,159	16,730	282	1.7%	Based on wages: 11.17%
		Benefits Total	69,364	71,667	46,609	71,238	(429)	-0.6%	
01424002	55319	BI- Vehicle Maintenance	-	1	-	1	-	0.0%	
01424002	55190	BI- Mobile Communications	461	460	309	460	-	0.0%	Cell Phones for BI
01424002	55088	BI- Dues	245	300	245	300	-	0.0%	RNI and NHBOA Dues
01424002	55308	BI- Travel Reimbursement	1,104	1,000	679	1,000	-	0.0%	NHBOA and Seacoast BI Meetings; Electrical inspector fuel reimb
01424002	55050	BI- Conf/Room/Meals	105	500	-	500	-	0.0%	NE Building Officials Association Conference
01424002	55128	BI- Fuel	711	782	514	782	-	0.0%	Fuel for Electrical Inspector
		General Expenses Total	2,626	3,043	1,747	3,043	-	0.0%	
		Inspections & Code Enforcement Total	248,502	257,966	167,997	262,705	4,739	1.8%	
Conservation Commission									
01461105	51200	CC- Sal/Wages PT	1,354	1,000	1,251	1,000	-	0.0%	Recording secretaries @ \$15/hr avg about 6 hr/mtg
01461105	51210	CC- Sal/Wages Temp	-	2,520	1,821	2,520	-	0.0%	Interns 2@12/hr, 15 hrs/wk for 7 wks
		Salaries Total	1,354	3,520	3,072	3,520	-	0.0%	
01461105	52200	CC- FICA	84	218	183	218	-	0.0%	Based on wages: 6.2%
01461105	52210	CC- Medicare	20	51	43	51	-	0.0%	Based on wages: 1.45%
		Benefits Total	104	269	226	269	-	0.0%	
01461105	55254	CC- Roadside Mowing	2,075	1,850	-	1,850	-	0.0%	Mowing White, Perry, Irvine and 1/2 of Morrissette \$1,850
01461105	55224	CC- Postage	1	20	22	20	-	0.0%	Mailings to ConCom members (mostly elect distr)
01461105	55044	CC- Community Services	490	850	307	500	(350)	-41.2%	Covers outreach event costs: Anticipated for 2020 include \$250 Spring Tree, \$50 for 5 outreach events
01461105	55058	CC- Contract Services	1,200	1,000	-	1,000	-	0.0%	Support for Raynes Improvements
01461105	55051	CC- Conservation Land Administration	222	1,350	976	1,350	-	0.0%	Combination of Cons Land Admin and Trail Mgmt and Maintenance activities such as property monitoring and maintenance needs, bridge repair, kiosk map update.
01461105	55088	CC- Dues	929	930	825	1,000	70	7.5%	For board to join related organizations: SERLAC (\$150), NHACC (\$630), SELT (\$150)
01461105	55247	CC- Registry of Deeds	-	30	-	30	-	0.0%	Fee for registry of deeds (typically printing plans, deeds)
01461105	55171	CC- Legal/Public Notices	60	50	-	50	-	0.0%	Covers approx 1 legal notice typ in newspaper
01461105	55304	CC- Trail Mgmt Maintenance	375	-	-	-	-	-	Moved to Conservation Land Administration
01461105	55091	CC- Education/Training	250	170	60	450	280	164.7%	Training for board members and/or natl resource planner (NHACC \$260, \$190 other workshops)
		General Expenses Total	5,603	6,250	2,190	6,250	-	0.0%	

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		Conservation Commission Total	7,060	10,039	5,487	10,039	-	0.0%	
Sustainability Advisory Committee									
01419XXX	51200	SU- Sal/Wages PT				22,518	22,518		PT Sustainability Coordinator @ 24 hrs/wk (8 Mos)
		Salaries Total	-	-	-	22,518	22,518		
01419XXX	52200	SU- FICA				1,396	1,396		Based on wages: 6.2%
01419XXX	52210	SU- Medicare				327	327		Based on wages: 1.45%
		Benefits Total	-	-	-	1,723	1,723		
01419XXX	55293	SU- Supplies				1,000	1,000		Computer and office supplies
01419XXX	55227	SU- Printing				500	500		Printing for public information and materials
01419XXX	55233	SU- Public Services				500	500		Film festival, public forums
01419XXX	55091	SU- Conf Rooms/Meals				1,000	1,000		Conference and travel expenses
		General Expenses Total	-	-	-	3,000	3,000		
		Sustainability Advisory Committee Total	-	-	-	27,241	27,241		
Zoning Board of Adjustment									
01419103	51200	ZO- Sal/Wages PT	598	855	383	860	5	0.6%	Recording secretaries @ \$15 per hour
		Salaries Total	598	855	383	860	5	0.6%	
01419103	52200	ZO- FICA	37	53	24	53	0	0.6%	
01419103	52210	ZO- Medicare	9	12	6	12	0	0.6%	
		Benefits Total	46	65	29	66	0	0.6%	
01419103	55224	ZO- Postage	2,297	2,000	1,217	2,000	-	0.0%	expenses are estimated for ZBA case administration (majority of costs paid by applicant)
01419103	55171	ZO- Legal/Public Notices	1,322	1,200	867	1,200	-	0.0%	
01419103	55091	ZO- Education/Training	-	200	60	200	-	0.0%	min. training allotment for board members
		General Expenses Total	3,619	3,400	2,144	3,400	-	0.0%	
		Board of Adjustment Total	4,262	4,320	2,556	4,326	5	0.1%	
Historic District Commission									
01419104	51200	HD- Sal/Wages PT	730	643	330	650	7	1.1%	Recording secretaries @ \$15 per hour
		Salaries Total	730	643	330	650	7	1.1%	
01419104	52200	HD- FICA	45	40	20	40	0	1.1%	Based on wages: 6.2%
01419104	52210	HD- Medicare	11	9	5	9	0	1.1%	Based on wages: 1.45%
		Benefits Total	56	49	25	50	1	1.1%	
01419104	55224	HD- Postage	395	350	90	350	-	0.0%	Expenses are estimated for HDC case administration
01419104	55138	HD- Grant Matching	-	10,000	22,500	10,000	-	0.0%	CLG Grant match- Park Street Survey 2018/2019, 2020
01419104	55246	HD- Reference Material	-	100	-	100	-	0.0%	TBD - Will receive \$20K back]
01419104	55088	HD- Dues	-	50	-	50	-	0.0%	Min amt for dues associated with various organizations
01419104	55227	HD- Printing	-	125	-	125	-	0.0%	work with HDCs
01419104	55171	HD- Legal/Public Notices	329	100	-	100	-	0.0%	Printing needs for HDC as they arise
01419104	55050	HD-Conf Rooms/Meals	-	200	-	200	-	0.0%	
01419104	55091	HD- Education/Training	-	200	-	200	-	0.0%	min. training allotment for board members
		General Expenses Total	724	11,125	22,590	11,125	-	0.0%	
		Historic District Commission Total	1,509	11,817	22,945	11,825	8	0.1%	

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Heritage Commission									
01419106	51200	HC- Sal/Wages PT	246	536	300	540	4	0.7%	Recording secretaries @ \$15 per hour
		Salaries Total	246	536	300	540	4	0.7%	
							-		
01419106	52200	HC- FICA	15	33	19	33	0	0.7%	Based on wages: 6.2%
01419106	52210	HC- Medicare	4	8	4	8	0	0.7%	Based on wages: 1.45%
		Benefits Total	19	41	23	41	0	0.7%	
							-		
									Expenses are estimated for Heritage Commission case
01419106	55224	HC- Postage	-	25	-	25	-	0.0%	administration
01419106	55138	HC- Grant Matching	-	1	-	1	-	0.0%	CLG Grant match
01419106	55088	HC- Dues	-	50	-	50	-	0.0%	
01419106	55227	HC- Printing	-	35	-	35	-	0.0%	
01419106	55091	HC- Education/Training	-	300	-	200	(100)	-33.3%	Min. training allotment for board members
		General Expenses Total	-	411	-	311	(100)	-24.3%	
		Heritage Commission Total	265	988	323	892	(96)	-9.7%	
		Total Planning & Development	633,150	690,461	446,856	732,189	41,728	6.0%	
Police Department									
Police									
	51110	Sal/Wages FT	1,671,084	1,740,361	1,068,603	1,735,145	(5,216)	-0.3%	
	51150	Vacation Replacement OT	45,254	46,587	30,313	46,587	-	0.0%	
	51200	Sal/Wages PT	21,215	38,027	11,056	35,882	(2,145)	-5.6%	
	51300	Sal/Wages OT	79,649	91,000	56,542	97,000	6,000	6.6%	
	51350	FEMA Storm Related OT	-	1	-	1	-	0.0%	
	51400	Longevity Pay	3,950	3,300	450	2,300	(1,000)	-30.3%	
	51410	Sick Replacement OT	14,970	13,250	14,408	19,250	6,000	45.3%	
	51420	Holiday Pay	52,886	59,456	513	58,920	(536)	-0.9%	
	51425	Firearm Incentive	1,000	1,500	500	1,500	-	0.0%	
	51430	Field Training Incentive OT	5,193	5,491	734	5,491	-	0.0%	
	51450	Education Incentive	5,720	6,060	800	3,660	(2,400)	-39.6%	
		Salaries Total	1,900,919	2,005,033	1,183,919	2,005,736	703	0.0%	
	52100	Health Insurance	390,729	398,292	235,571	417,651	19,359	4.9%	Admin (medical plan changes)
	52110	Dental Insurance	31,270	34,244	18,747	35,065	821	2.4%	
	52120	Life Insurance	2,053	2,079	1,292	1,954	(125)	-6.0%	
	52130	LTD Insurance	1,106	1,126	282	1,126	-	0.0%	
	52200	FICA	13,208	14,812	7,698	13,417	(1,395)	-9.4%	Based on wages: 6.2%
	52210	Medicare	27,528	29,075	16,588	29,083	8	0.0%	Based on wages: 1.45%
	52300	Retirement Town	22,330	22,640	11,362	20,164	(2,476)	-10.9%	Based on wages: 11.17%
	52310	Retirement Police	501,166	512,554	300,881	508,708	(3,846)	-0.8%	Based on wages: 28.43%
		Benefits Total	989,389	1,014,822	592,421	1,027,168	12,346	1.2%	
	55001	Accreditation	1,000	1,000	1,000	4,014	3,014	301.4%	
	55035	Chiefs Expenses	839	1,000	613	1,000	-	0.0%	
	55043	Community Relations	1,824	2,000	1,484	2,500	500	25.0%	
	55045	Computer Equipment	11,230	5,800	5,852	5,800	-	0.0%	
									Contract with an IMC computer technician (cost split with
	55047	Computer Maintenance	2,000	2,075	1,083	18,575	16,500	795.2%	Fire Dept)
	55050	Conf/Room/Meals	1,505	1,500	1,200	3,000	1,500	100.0%	
									Contract with County attorney, split 80/20 with Hampton
	55057	Prosecutor Service	80,518	87,616	65,712	90,463	2,847	3.2%	Falls
	55064	Court Mileage Reimbursement	227	1	95	1	-	0.0%	

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	55087	Dry Cleaning	14,000	14,600	10,950	15,000	400	2.7%	
	55088	Dues	9,015	8,545	5,365	8,350	(195)	-2.3%	
	55091	Education/Training	13,365	13,000	7,065	13,000	-	0.0%	
	55106	Equipment Purchase	31,968	17,752	5,348	20,752	3,000	16.9%	
	55128	Fuel	46,054	51,625	30,831	47,121	(4,504)	-8.7%	
	55133	General Expenses	5,685	6,000	5,470	8,850	2,850	47.5%	Memorial Monument at Public Safety Complex
	55160	Investigation	4,937	5,000	1,944	5,000	-	0.0%	
	55190	Mobile Communications	2,100	2,400	2,352	3,146	746	31.1%	
	55193	Munitions	7,067	7,213	4,717	11,717	4,504	62.4%	
	55199	Office Equipment Maintenance	3,306	3,096	3,047	5,724	2,628	84.9%	
	55200	Supplies	12,623	13,400	6,505	11,800	(1,600)	-11.9%	
	55224	Postage	1,528	2,500	1,107	1,329	(1,171)	-46.8%	
	55270	Software Agreement	14,922	15,612	15,612	17,088	1,456	9.3%	
	55314	Uniforms	15,620	15,385	6,794	15,385	-	0.0%	
	55319	Vehicle Maintenance	20,886	21,000	11,694	21,000	-	0.0%	
	55321	Veterinarian Service	750	750	178	750	-	0.0%	
	55104	Veterinarian Equipment	553	500	170	800	300	60.0%	
		General Expenses Total	303,522	299,370	196,186	332,147	32,777	10.9%	
	xxxx	Capital Outlay - Parking Enforcement Equipment	-	-	-	10,000	10,000		Parking Enforcement - scanner and equipment for enforcement of 2 hour parking in the downtown area
		Capital Outlay Total	-	-	-	10,000	10,000		
		Total Police Department	3,193,831	3,319,225	1,972,527	3,375,051	55,826	1.7%	
Fire Department									
Fire									
	51110	Sal/Wages FT	1,839,637	1,921,413	1,203,176	2,029,019	107,606	5.6%	2 new Medic/FF proposals (6 mos each), plus new contract obligations
	51120	Sal/Wages Stipend	-	1,000	-	500	(500)	-50.0%	
	51150	Vacation Replacement OT	29,694	18,321	18,621	25,567	7,246	39.6%	
	51200	Sal/Wages PT	-	10,848	817	17,489	6,641	61.2%	
	51300	Sal/Wages Call Back OT	88,705	112,847	62,678	120,159	7,312	6.5%	
	51130	Personal Replacement OT	27,819	29,772	11,063	24,618	(5,154)	-17.3%	
	51350	FEMA Storm Related OT	-	1	-	1	-	0.0%	
	51400	Longevity Pay	8,350	6,600	-	6,850	250	3.8%	
	51410	Sick Replacement OT	33,807	24,428	28,522	30,377	5,949	24.4%	
	51420	Holiday Pay	89,507	92,086	-	101,207	9,121	9.9%	
	51600	Sal/Wages On Call	2,939	5,000	991	5,000	-	0.0%	
		Salaries Total	2,120,459	2,222,316	1,325,868	2,360,787	138,471	6.2%	
	52100	Health Insurance	424,364	485,187	303,326	444,978	(40,209)	-8.3%	Suppression (medical plan changes and new contract with increased employee contributions)
	52110	Dental Insurance	36,501	38,200	24,708	41,193	2,993	7.8%	
	52120	Life Insurance	2,100	2,205	1,454	2,269	64	2.9%	
	52130	LTD Insurance	1,248	1,258	838	1,258	-	0.0%	
	52200	FICA	3,633	4,678	2,227	5,121	443	9.5%	Based on wages: 6.2%
	52210	Medicare	29,246	30,180	16,776	32,552	2,372	7.9%	Based on wages: 1.45%
	52300	Retirement Town	6,766	6,720	4,180	6,713	(7)	-0.1%	Based on wages: 11.17%
	52320	Retirement Fire	671,770	656,177	381,484	685,510	29,333	4.5%	Based on wages: 30.09%
		Benefits Total	1,175,628	1,224,605	734,994	1,219,594	(5,011)	-0.4%	
	55019	Breathing Apparatus	13,323	11,928	9,332	12,340	412	3.5%	
	55035	Chiefs Expenses	685	720	(178)	720	-	0.0%	
	55038	Cistern Maintenance	53	1,600	1,139	1,600	-	0.0%	
	55041	Command Supplies	6,538	6,500	6,500	6,500	-	0.0%	

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	55042	Communications Equipment	15,281	14,814	9,560	10,905	(3,909)	-26.4%	
	55050	Conf/Room/Meals	4,209	3,500	1,829	4,950	1,450	41.4%	
	55058	Contract Services	-	3,840	-	3,840	-	0.0%	
	55087	Dry Cleaning	260	325	165	325	-	0.0%	
	55088	Dues	7,038	7,019	7,011	7,224	205	2.9%	
	55091	Education/Training	11,601	11,000	9,718	15,990	4,990	45.4%	
	55106	General Equipment Purchase	45,423	45,000	37,697	45,000	-	0.0%	
	55122	Fire Alarm Supplies	3,610	5,600	4,441	6,310	710	12.7%	
	55123	Fire Prevention Supplies	4,646	4,520	3,510	5,450	930	20.6%	
	55128	Fuel	12,920	15,670	11,289	16,161	491	3.1%	
	55132	General Equipment Repair	3,106	3,250	1,011	3,250	-	0.0%	
	55133	General Expenses	3,163	3,200	1,290	3,200	-	0.0%	
	55144	Hazmat Supplies	84	350	-	1,294	944	269.7%	
	55149	Hose Replacement	8,653	8,760	6,647	9,022	262	3.0%	
	55151	Hydrant Maintenance	20,000	20,000	10,000	20,000	-	0.0%	
	55190	Mobile Communications	3,788	4,310	2,013	4,566	256	5.9%	
	55199	Office Equipment Maintenance	2,386	2,410	1,886	2,815	405	16.8%	
	55200	Supplies	2,296	2,265	907	2,265	-	0.0%	
	55214	Physicals	4,675	7,785	1,148	8,565	780	10.0%	
	55224	Postage	317	350	333	519	169	48.3%	
	55230	Protective Equipment	38,063	32,465	28,241	34,198	1,733	5.3%	
	55237	Radio Repairs/Maintenance	6,258	8,336	2,048	8,728	392	4.7%	
	55270	Software Agreement	6,240	9,252	7,214	9,452	200	2.2%	
	55282	Building Supplies	1,564	2,000	1,185	2,000	-	0.0%	
	55314	Uniforms	24,920	22,993	15,229	23,830	837	3.6%	
	55319	Vehicle Maintenance	34,821	37,995	15,959	38,544	549	1.4%	
	55264	Shelter Equipment	-	1,200	-	1,200	-	0.0%	
	55095	Emergency Management Equipment	1,008	3,500	3,500	3,500	-	0.0%	
	55119	FEMA Reimb -Force Labor	-	1	-	1	-	0.0%	
	55118	FEMA Reimb - Force Equip	-	1	-	1	-	0.0%	
	55117	FEMA Reimb- Debris Removal	-	1	-	-	(1)	-100.0%	
	55120	FEMA Reimb- Materials	-	1	-	-	(1)	-100.0%	
	55121	FEMA Reimb- Permanent Work	-	1	-	-	(1)	-100.0%	
		General Expenses Total	286,932	302,462	200,625	314,265	11,803	3.9%	
	57006	Capital Outlay	21,011	18,900	18,900	-	(18,900)	-100.0%	LY- Plymovent Vehicle Exhaust Removal System
		Capital Outlay Total	21,011	18,900	18,900	-	(18,900)	-100.0%	
		Total Fire Department	3,604,030	3,768,283	2,280,387	3,894,646	126,363	3.4%	
Public Safety Shared Services									
Communications									
01429905	51110	Sal/Wages FT	221,801	228,356	127,865	228,143	(213)	-0.1%	5 FT Staff
01429905	51150	Vacation Replacement OT	4,567	9,000	9,360	9,000	-	0.0%	covers vacation/personal days for dispatchers
01429905	51200	Sal/Wages PT	10,774	16,782	4,538	3,500	(13,282)	-79.1%	Reduced to budget for one at several shifts a month covers cost in emergencies and regular coverage added
01429905	51300	Sal/Wages OT	5,706	11,600	8,687	14,600	3,000	25.9%	\$3000 from sick replacement
01429905	51350	FEMA Storm Related OT	-	1	-	1	-	0.0%	Expenses related to declared emergencies
01429905	51400	Longevity Pay	1,700	700	-	700	-	0.0%	contract item
01429905	51410	Sick Replacement OT	2,605	6,000	1,738	3,000	(3,000)	-50.0%	covers OT for dispatchers out sick removed \$3000 to be placed into reg OT
01429905	51420	Holiday Pay	8,899	9,686	-	9,680	(6)	-0.1%	contract item
01429905	51450	Education Incentive	-	1,500	-	1,000	(500)	-33.3%	contract item
		Salaries Total	256,051	283,625	152,187	269,624	(14,001)	-4.9%	
01429905	52100	Health Insurance	61,297	75,695	34,866	33,700	(41,995)	-55.5%	Medical plan changes

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01429905	52110	Dental Insurance	4,550	5,713	2,538	4,410	(1,303)	-22.8%	
01429905	52120	Life Insurance	289	315	173	315	-	0.0%	
01429905	52200	FICA	16,025	17,585	8,622	16,717	(868)	-4.9%	Based on wages: 6.2%
01429905	52210	Medicare	3,766	4,113	2,019	3,910	(203)	-4.9%	Based on wages: 1.45%
01429905	52300	Retirement Town	21,882	30,083	11,601	29,726	(357)	-1.2%	Based on wages: 11.17%
		Benefits Total	107,810	133,503	59,818	88,777	(44,726)	-33.5%	
01429905	55105	Equipment Maintenance	20,373	23,526	14,765	20,825	(2,701)	-11.5%	covers our maintenance/service yearly and monthly contracts
01429905	55108	Equipment Repair	3,795	6,000	1,315	5,800	(200)	-3.3%	uncovered repair costs
01429905	55256	Phone Repairs/Service	287	875	129	300	(575)	-65.7%	uncovered phone repair costs Revised with past spending and removed Ipad from this account
		General Expenses Total	24,455	30,401	16,209	26,925	(3,476)	-11.4%	
		Communications Total	388,316	447,529	228,214	385,326	(62,203)	-13.9%	
Health									
01441105	51110	FH- Sal/Wages FT	52,404	56,773	36,880	58,647	1,874	3.3%	1 FT: Health Officer
		Salaries Total	52,404	56,773	36,880	58,647	1,874	3.3%	
01441105	52110	FH- Dental Insurance	1,787	1,830	1,219	1,830	-	0.0%	
01441105	52120	FH- Life Insurance	126	126	84	126	-	0.0%	
01441105	52200	FH- FICA	3,665	3,520	2,425	3,636	116	3.3%	Based on wages: 6.2%
01441105	52210	FH- Medicare	857	823	567	850	27	3.3%	Based on wages: 1.45%
01441105	52300	FH- Town Retirement	5,964	6,401	3,933	6,551	150	2.3%	Based on wages: 11.17%
		Benefits Total	12,399	12,700	8,227	12,993	293	2.3%	
01441105	55293	FH- Supplies	943	950	367	950	-	0.0%	Health Inspection and office supplies
01441105	55224	FH- Postage	51	70	33	77	7	10.0%	Health Dept. mailings
01441105	55055	FH- Consulting	706	1,000	-	1,000	-	0.0%	Hazardous Materials Remediation & Consulting for Sportsmen's Club project
01441105	55190	FH- Mobile Communications	1,761	1,388	695	1,608	220	15.9%	Phone plan & mobile data terminal usage for Health Officer.
01441105	55088	FH- Dues	85	205	35	35	(170)	-82.9%	Health Dept. dues & memberships
01441105	55270	FH- Software Agreement	2,125	2,253	-	2,253	-	0.0%	Metverse forms and reporting
01441105	55308	FH- Travel Reimbursement	99	1,000	64	500	(500)	-50.0%	Mileage reimbursement for Health Officer
01441105	55050	FH- Conf/Room/Meals	135	770	385	795	25	3.2%	Training, Meeting and Seminars for Health Officer
01441105	55191	FH- Mosquito Control	56,100	56,100	39,270	56,100	-	0.0%	Mosquito control maintenance contract costs
		General Expenses Total	62,006	63,736	40,849	63,318	(418)	-0.7%	
		Health Total	126,808	133,209	85,957	134,958	1,749	1.3%	
		Total Public Safety Shared Services	515,124	580,738	314,171	520,285	(60,454)	-10.4%	
Public Works - General Fund									
Administration & Engineering									
01431101	51110	PWA- Sal/Wages FT	419,048	435,969	284,864	448,227	12,258	2.8%	6 FT: Director, Town Eng, Eng Tech, Office Mgr, Office Clerk, Asst Engineer
01431101	51200	PWA- Sal/Wages PT	-	500	-	500	-	0.0%	1- PT-recording secretary for River Committee @ \$15 per hour
01431101	51300	PWA- Sal/Wages OT	928	-	429	500	500		
		Salaries Total	419,976	436,469	285,293	449,227	12,758	2.9%	
01431101	52100	PWA- Health Insurance	53,528	62,258	41,414	60,960	(1,298)	-2.1%	
01431101	52110	PWA- Dental Insurance	5,107	5,906	3,937	5,906	-	0.0%	
01431101	52120	PWA- Life Insurance	630	630	420	630	-	0.0%	

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01431101	52130	PWA- LTD Insurance	1,239	1,240	826	1,240	-	0.0%	
01431101	52200	PWA- FICA	26,138	27,061	16,561	27,852	791	2.9%	Based on wages: 6.2%
01431101	52210	PWA- Medicare	6,113	6,329	3,873	6,514	185	2.9%	Based on wages: 1.45%
01431101	52300	PWA- Retirement Town	47,793	49,150	30,434	50,123	973	2.0%	Based on wages: 11.17%
		Benefits Total	140,549	152,574	97,465	153,225	651	0.4%	
01431101	55237	PWA- Radio Repairs	-	600	12	600	-	0.0%	4 Desk sets, 6 portables, 42 vehicle units
01431101	55319	PWA- Vehicle Maintenance	802	600	971	600	-	0.0%	Dir & Eng vehicles
									Gen office supplies \$6500; Eng supplies \$3500: plotter paper & ink, field books, Town Standards, scanning plans;
01431101	55200	PWA- Supplies	5,945	10,000	4,785	10,000	-	0.0%	60% of copier billing
01431101	55158	PWA- Insurance Reimbursed Repairs		1,000	-	1,000	-	0.0%	Damage repairs on insurance claims
01431101	55224	PWA- Postage	518	500	168	500	-	0.0%	
01431101	55190	PWA- Mobile Communications	986	1,200	547	1,200	-	0.0%	60% Director, Town Engineer & Asst Engineer; 100% Highway, MiFi (Engineering)
01431101	55003	PWA- Drug/Alcohol Testing	1,162	1,200	372	1,200	-	0.0%	Contract w/Access; required (per USDOT) random testing for all CDL holders & screening new hires
01431101	55238	PWA- Radio Replacement	-	1,000	-	1,000	-	0.0%	Digital repeater to communicate with Fire & Police
01431101	55088	PWA- Dues	950	700	635	700	-	0.0%	Dues: APWA \$210, NHPWA \$100, Mutual Aid \$25; Licenses: PE 2@150/2 yr
01431101	55133	PWA- General Expenses	235	700	791	850	150	21.4%	Meal reimbursement during extended operations per Director's determination
01431101	55058	PWA- Contracted Services		1	-	1	-	0.0%	Temporary office help
01431101	55050	PWA- Conf/Room/Meals	1,458	3,000	910	3,000	-	0.0%	National or regional conf 60% Dir, Town Eng; 100% Maint Supt, Hwy Supt @\$1100 ea
01431101	55091	PWA- Education/Training	1,067	2,000	1,079	2,000	-	0.0%	Education and training for staff
01431101	55128	PWA- Fuel	1,274	1,345	977	1,345	-	0.0%	Dir & Eng vehicles
01431101	55181	PWA- Master Fuel Account	11,507	1	1	1	-	0.0%	Bulk fuel delivery charges less dept allocations; for 109 vehicles
		General Expenses Total	25,904	23,847	11,246	23,997	150	0.6%	
01431101	57019	PWA- CO- Communications Equipmer	10,600	-	-	-	-	-	
		Capital Outlay Total	10,600	-	-	-	-	-	
01431101	55998	PWA- Due from Water Fund	(111,512)	(117,533)	(58,766)	(120,483)	(2,950)	2.5%	20% Water Fund offset
01431101	55999	PWA- Due from Sewer Fund	(111,512)	(117,533)	(58,766)	(120,483)	(2,950)	2.5%	20% Sewer Fund offset
		Due from Water/Sewer Funds Total	(223,024)	(235,066)	(117,533)	(240,965)	(5,900)	2.5%	
		Administration & Engineering Total	374,005	377,824	276,471	385,483	7,659	2.0%	
Highways and Streets									
01431202	51110	HWY- Sal/Wages FT	584,065	612,471	390,106	680,003	67,532	11.0%	12 FT + 1 new operator for 8 months
01431202	51210	HWY- Sal/Wages Temp	-	7,500	-	7,500	-	0.0%	Intern, Summer/Fall laborer
01431202	51300	HWY- Sal/Wages OT	19,415	20,000	8,676	20,000	-	0.0%	Emergency ops, callouts, flood watch, voting/traffic control
01431202	51310	HWY- Sal/Wages Stand-By		7,280	4,640	7,280	-	0.0%	After hours on-call status, \$140/wk per union contract
01431202	51350	HWY- FEMA Storm Related OT	-	1	-	1	-	0.0%	Expenses related to declared emergencies
01431202	51400	HWY- Longevity Pay	6,300	6,350	-	7,700	1,350	21.3%	8 FT per union contract
		Salaries Total	609,780	653,602	403,423	722,484	68,882	10.5%	
01431202	52100	HWY- Health Insurance	200,368	207,196	125,655	193,546	(13,651)	-6.6%	
01431202	52110	HWY- Dental Insurance	13,013	14,265	8,442	12,872	(1,393)	-9.8%	
01431202	52120	HWY- Life Insurance	793	820	536	861	41	5.0%	
01431202	52200	HWY- FICA	36,943	40,523	22,900	44,794	4,271	10.5%	Based on wages: 6.2%
01431202	52210	HWY- Medicare	8,640	9,477	5,356	10,476	999	10.5%	Based on wages: 1.45%
01431202	52300	HWY- Retirement Town	69,348	72,825	42,756	79,864	7,039	9.7%	Based on wages: 11.17%
		Benefits Total	329,105	345,107	205,645	342,412	(2,695)	-0.8%	

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Org	Object	Description	2018 Actual	2019 Budget	2019 Actual YTD August	2020 Prelim Budget	2020 Prelim Budget vs. 2019 Budget \$ Increase/-(Decrease)	2020 Prelim Budget vs. 2019 Budget %-Difference	Explanation	
01431202	55319	HWY- Vehicle Maintenance	40,066	45,000	17,149	45,000	-	0.0%	Maintenance of all dept vehicles and equip	
01431202	55310	HWY- Tree Maintenance	16,182	20,000	12,112	25,000	5,000	25.0%	All trees in Town ROW & parks incl pruning, fertilizing & removal w/ licensed arborist; increasing demands for tree removal & pruning; additional street trees at Lincoln & presence of Emerald Ash Borer (EAB)	
01431202	55071	HWY- Dam Maintenance	15,485	15,000	179	15,000	-	0.0%	Dam & abutment concrete & mechanical repairs at Pickpocket, Colcord, Great Dam long-term monitoring (year 4 of 5) annual report & ER bottom survey \$10k	
01431202	55013	HWY- Asphalt Reclamation	10,000	10,000	-	10,000	-	0.0%	Grinding & screening to recycle asphalt and concrete into reusable product. Screening compost and sand	
01431202	55286	HWY- Street Marking	28,195	40,000	16,895	30,000	(10,000)	-25.0%	Fog lines, center lines, parking spaces (butyl rubber by contractor); crosswalks 2x yr	
01431202	55337	HWY- Weed Control	8,014	8,000	4,000	8,000	-	0.0%	Along medians & curbing; contract w/licensed herbicide applicator, \$2000/app x 4/yr	
01431202	55285	HWY- Storm Drain Repair	3,299	9,000	1,266	9,000	-	0.0%	Repair drain castings. 1,305 catch basins	
01431202	55020	HWY- Bridge Repairs	-	5,500	-	5,500	-	0.0%	Minor repairs of 9 bridges; sealing, patching, guardrails	
01431202	55066	HWY- Culvert Replacement	128	-	696	23,000	23,000	-	Tamarind Lane 18" steel culvert replacement (line?)	
01431202	55067	HWY- Culvert Repairs	617	2,000	133	2,000	-	0.0%	Repair or replace culverts (pipes & headers)	
01431202	55287	HWY- Street Repairs/Maint	19,089	18,000	7,677	18,000	-	0.0%	Patching town roads & shoulder repair materials; includes asphalt, concrete, gravel	
01431202	55107	HWY- Equipment Rentals	2,544	4,500	4,830	4,500	-	0.0%	Rental of equipment not owned by Town, including bulldozer, excavator, grader, screen	
01431202	55190	HWY- Mobile Communications	533	1	1,104	1	-	0.0%	moved to phone reimbursement	
01431202	55212	HWY- Phone Reimbursement	1,920	2,400	720	2,400	-	0.0%	Cell Phone stipend \$50/mo for Supt + 3 Foremen	
01431202	55134	HWY- General Hand Tools	3,750	4,000	2,235	4,000	-	0.0%	Repl/repair hand tools incl. compacter, hand-saw, chainsaws, small power tools	
01431202	55096	HWY- Emergency Traffic Control	728	1,000	-	1,000	-	0.0%	Uniformed officer in high traffic, emergencies	
01431202	55267	HWY- Signs	7,026	7,000	3,822	7,000	-	0.0%	Sign replacement for retro reflectivity, damages; cross walk rapid flashing beacons at Hampton Rd in 2020 \$	
01431202	55257	HWY- Safety Equipment	5,024	4,500	3,516	4,500	-	0.0%	Hardhats, vests, eye protection, Technu, steel-toed boot repl \$185/yr per employee	
01431202	55314	HWY- Uniforms	5,563	6,000	2,544	6,000	-	0.0%	12 employees	
01431202	55072	HWY - Dam Registration	400	400	-	400	-	0.0%	Annual NHDES fees (due December) Sloans Brook	
01431202	55091	HWY- Education/Training	640	3,000	1,550	3,000	-	0.0%	Classes, licensing (CDL, UNH Tech Transfer classes)	
01431202	55128	HWY- Fuel	20,733	21,455	17,900	21,455	-	0.0%	Fuel for highway dept vehicles & equipment	
		General Expenses Total	189,937	226,756	98,328	244,756	18,000	7.9%		
01431202	55251	HWY-Road Paving/Maintenance	622,132	800,000	634,981	800,000	-	0.0%	Incl crack sealing, reconstruction, etc. 3% increase material cost	
01431202	55266	HWY- Sidewalks/Curbing	2,141	15,000	13,830	15,000	-	0.0%	Sidewalks and curbing, minor repair & replacements	
01431202	55284	HWY- Storm Drain Cleaning	21,109	25,000	-	25,000	-	0.0%	Annual clean 50% catch basins, material testing, clean & televise inspection ~1 mi drain lines	
		Capital Outlay Total	645,382	840,000	648,811	840,000	-	0.0%		
		Highways & Streets Total	1,774,204	2,065,465	1,356,207	2,149,653	84,188	4.1%		
Snow Removal										
01431903	51300	PS- Sal/Wages - OT Snow	82,513	72,700	64,197	72,700	-	0.0%		
01431903	51350	PS- Sal/Wages - FEMA Storm Related	-	1	-	1	-	0.0%	Expenses related to declared emergencies	
		Salaries Total	82,513	72,701	64,197	72,701	-	0.0%		
01431903	52200	PS- FICA	4,983	4,507	3,856	4,507	-	0.0%	Based on wages: 6.2%	
01431903	52210	PS- Medicare	1,165	1,054	902	1,054	-	0.0%	Based on wages: 1.45%	
01431903	52300	PS- Retirement Town	8,797	8,197	6,554	8,121	(76)	-0.9%	Based on wages: 11.17%	
		Benefits Total	14,945	13,759	11,312	13,682	(76)	-0.6%		

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01431903	55061	PS- Contracted Snow Removal	14,343	45,000	21,665	50,000	5,000	11.1%	Hire contractors w/10 wheelers to remove snow for safety downtown, Lincoln St, Ports Ave.; additional Lincoln St improvements +\$5k
01431903	55218	PS- Plowing	85,760	75,000	93,558	85,000	10,000	13.3%	Hire contractors to plow; additional Lincoln St improvements +\$10k
01431903	55319	PS- Vehicle Maintenance	10,229	18,000	25,255	23,000	5,000	27.8%	Repair snow plows and snow removal equip
01431903	55217	PS- Plow/Spreader Repair	13,534	-	-	-	-	-	Moved to vehicle maintenance
01431903	55216	PS- Plow Damages	4,159	4,000	2,109	4,000	-	0.0%	Private property damage caused by snow plows
01431903	55258	PS- Salt	90,423	65,000	63,533	65,000	-	0.0%	Winter salt for town roads, sidewalks, parking lots; 2017 & 2018 up to \$53.30/ton
01431903	55259	PS- Sand	1,019	1,000	352	1,000	-	0.0%	Purchase sand during winter months to spread along the town roads, sidewalks, parking lots
01431903	55026	PS- Calcium Chloride	-	500	-	500	-	0.0%	Salt additive used during harsh temperatures in the winter
01431903	55119	PS- FEMA Reimb Force Labor	3,900	1	-	1	-	0.0%	Expenses declared winter emergencies
01431903	55118	PS- FEMA Reimb Force Equip	3,900	1	-	1	-	0.0%	Expenses declared winter emergencies
01431903	55128	PS- Fuel	12,737	19,670	12,755	19,670	-	0.0%	Fuel for snow removal vehicles
		General Expenses Total	240,005	228,172	219,227	248,172	20,000	8.8%	
		Snow Removal Total	337,463	314,632	294,736	334,555	19,924	6.3%	
Solid Waste Disposal									
01432304	51200	SW- Sal/Wages PT	10,028	17,662	9,217	18,196	534	3.0%	1 PT @ 16 hrs/wk including transfer station winter schedule and weekend trash removal
01432304	51300	SW- Sal/Wages OT	4,923		5,537	5,000	5,000		OT for Highway employees assigned to Transfer Station
		Salaries Total	14,951	17,662	14,754	23,196	5,534	31.3%	
01432304	52200	SW- FICA	920	1,095	839	1,438	343	31.3%	Based on wages: 6.2%
01432304	52210	SW- Medicare	215	256	196	336	80	31.3%	Based on wages: 1.45%
01432304	52300	SW-Retirement	560		573	559			Based on wages: 11.17%
		Benefits Total	1,696	1,351	1,608	2,333	982	72.7%	
01432304	55201	SW- Operations Maintenance	5,535	5,000	1,853	12,300	7,300	146.0%	Mowing, materials and supplies at the Transfer Station; attendant's booth \$7,300 in 2020
01432304	55293	SW- Supplies	1,403	1,700	3,312	1,700	-	0.0%	Stickers and Garbage Litter Bags for Town & Public Works Offices to sell
01432304	55091	SW- Education/Training	750	650	69	650	-	0.0%	Solid Waste Training
01432304	55300	SW- Tire Disposal	1,375	2,500	605	2,500	-	0.0%	Disposal of Town tires
01432304	55018	SW- Blue Bags	93,125	75,000	72,873	75,000	-	0.0%	Includes vendor delivery to store; offset by revenue
01432304	55054	SW- Construction Debris	9,906	12,000	3,536	10,000	(2,000)	-16.7%	Construction debris container at Transfer Station
01432304	55082	SW- Disposal/Recycling Contract	949,036	962,000	566,756	1,001,880	39,880	4.1%	Per disposal and recycling contract with Waste Management June 2017 through May 2022 with 3% annual increases & recycling fallout from National Sword
01432304	55366	SW- Yard Waste	14,616	15,054	-	15,505	451	3.0%	Twice per year curbside collection- leaf and yard waste
01432304	55163	SW- Landfill Monitoring	37,371	70,000	20,530	130,000	60,000	85.7%	Gas and water quality testing at Cross Road landfill; seep metals loading by GZA; continued PFAS and 1,4-dioxane monitoring; 2 additional wells for 1,4-dioxane monitoring \$10k in 2020; landfill cap settlement repair \$30k in 2020; hydraulic loading w/Pickpocket Dam modifications \$20k in 2020
01432304	55186	SW- Metal Removal	400	4,000	975	3,000	(1,000)	-25.0%	Hauling charge to remove metals & white goods
01432304	55150	SW- Household Haz Waste Removal	36,141	29,000	-	39,000	10,000	34.5%	Cost of annual Oct event; Exeter share \$10,000 the rest offset by regional collection revenue & State grant
01432304	55086	SW- Brush Handling	4,130	28,000	4,500	28,000	-	0.0%	Rented bulldozer in prior years to push back brush dump at Transfer Station. 2019 was first year of brush grinding and removal by contractor.

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01432304	55093	SW- Electronic Waste Expense	13,556	14,000	5,919	14,000	-	0.0%	Removal of electronic waste collected at Transfer Station, offset by sticker revenue
01432304	55130	SW- Garbage Litter Bags Expense	1,515	-	-	-	-	-	Moved to supplies expense
01432304	55244	SW- Recycle Containers	11,994	13,100	12,987	13,100	-	0.0%	Downtown litter bins; 65 gal carts & 12 gal bins and other trash bins; offset by revenue
01432304	55092	SW- Electricity	1,538	1,500	993	1,500	-	0.0%	Transfer station building
		General Expenses Total	1,182,390	1,233,504	694,909	1,348,135	114,631	9.3%	
		Solid Waste Disposal Total	1,199,037	1,252,517	711,271	1,373,664	121,147	9.7%	
Street Lights									
01431605	55303	PW- Traffic Light Maintenance	10,032	10,340	1,948	10,340	-	0.0%	High St, Green St, Alum Dr, Holland Way signals (Continental Dr new 2019); controllers, loop detectors, bulbs & emergency vehicle pre-emption controllers; audible signals at High & Ports in 2019 for \$1,340
01431605	55092	PW- Electricity- Street Lights	161,376	160,000	81,389	160,000	-	0.0%	All street lights in Town rights-of-way
		General Expenses Total	171,408	170,340	83,337	170,340	-	0.0%	
		Street Lights Total	171,408	170,340	83,337	170,340	-	0.0%	
Stormwater									
01431118	55293	STW- Supplies	315	2,700	1,200	2,700	-	0.0%	Pet waste bags (Town Clerk & Highway), plotter supplies (ink, printheads, paper)
01431118	55058	STW- Contracted Services	29,308	42,740	2,000	52,740	10,000	23.4%	IDDE dry weather screening at 22 sites \$22k, IDDE procedures & training \$6k, TN (NPS only) annual report \$8k, MS4 annual report \$5k, Kimmins Brook BMP \$6k, municipal O&M procedures (Good housekeeping & pollution prevention) \$5k
01431118	55190	STW-Mobile Communications	-	480	-	480	-	0.0%	Tablet/mifi \$40.12/mo
01431101	55102	STW- EPA Stormwater Phase II	4,268	-	-	-	-	-	
01431118	55291	STW- Subscriptions	2,700	4,080	-	4,080	-	0.0%	GPS, SmartNet, PeopleForms subscriptions
01431118	55270	STW- Software Agreement	-	10,000	-	-	(10,000)	-100.0%	NHDES CWSRF Asset Management
		General Expenses Total	36,591	60,000	3,200	60,000	-	0.0%	
		Stormwater Total	36,591	60,000	3,200	60,000	-	0.0%	
		Subtotal before Maintenance	3,892,708	4,240,778	2,725,223	4,473,695	232,917	5.5%	
Public Works - Maintenance									
General									
01419406	51110	PM- Sal/Wages FT	222,407	259,086	167,577	267,219	8,133	3.1%	5 FT Maint Supt, Custodian, 3 Maint Techs
01419406	51200	PM- Sal/Wages PT	33,850	33,111	22,112	33,695	584	1.8%	1 PT Custodian @ 34hr per week
01419406	51300	PM- Sal/Wages OT	3,446	3,000	4,711	3,000	-	0.0%	Emergencies, callouts
01419406	51310	PW- Sal/Wages Stand-By	-	7,280	4,480	7,280	-	0.0%	Pay for after hours on-call status, \$140/week per union contract
01419406	51350	PM- FEMA Storm Related OT	-	1	-	1	-	0.0%	Expenses related to declared emergencies
01419406	51400	PM- Longevity Pay	1,350	1,350	-	1,500	150	11.1%	2 FT per union contract
		Salaries Total	261,053	303,828	198,880	312,695	8,867	2.9%	
01419406	52100	PM- Health Insurance	50,491	70,664	47,420	67,750	(2,914)	-4.1%	
01419406	52110	PM- Dental Insurance	4,604	5,385	3,589	5,385	-	0.0%	
01419406	52120	PM- Life Insurance	294	378	252	378	-	0.0%	
01419406	52200	PM- FICA	15,842	18,837	11,295	19,387	550	2.9%	Based on wages: 6.2%
01419406	52210	PM- Medicare	3,705	4,406	2,642	4,534	129	2.9%	Based on wages: 1.45%
01419406	52300	PM- Retirement Town	25,884	30,517	18,877	31,164	647	2.1%	Based on wages: 11.17%
		Benefits Total	100,819	130,187	84,074	128,598	(1,588)	-1.2%	

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01419406	55176	PM- Maintenance Bld Materials	562	1,200	7	1,200	-	0.0%	Stock paint, putty, nails, screws
01419406	55178	PM- Maintenance Tools	1,716	3,000	909	3,000	-	0.0%	HVAC Tech, plumber, elec. tools, replenish drill bits, small power tools
01419406	55069	PM- Custodial Supplies	13,870	16,000	6,450	16,000	-	0.0%	All Town buildings' paper & cleaning products
01419406	55058	PM- Contract Services	7,710	32,000	18,169	43,000	11,000	34.4%	Town buildings roof snow removal \$6k and contracted cleaning for Town Offices \$26K; Rec Ctr 2x week starting 2020 (\$11k)
01419406	55173	PM- Licenses	145	300	450	300	-	0.0%	Licenses for Electrician and HVAC Plumber Tech
01419406	55190	PM- Mobile Communications	390	600	523	600	-	0.0%	Maint. Superintendent cell phone
01419406	55257	PM- Safety Equipment	1,806	2,000	555	2,000	-	0.0%	Fall protection, eye protection, steel-toed boot replacement \$185/yr
01419406	55314	PM- Uniforms	4,162	5,500	1,831	5,500	-	0.0%	Uniforms and cleaning for 5 Staff
01419406	55048	PM- Computer Software	8,509	3,000	68	3,000	-	0.0%	Dropping TMA for annual maint of Fleet & Facility Maint software TMA (Dec); converting to People GIS work order system
01419406	55091	PM- Education/Training	490	800	119	800	-	0.0%	Continuing education requirements for License renewals Master Elect, Journeyman Plumber/Gas fitter. Education seminars Carpenter.
01419406	55128	PM- Fuel	2,910	4,475	2,408	4,475	-	0.0%	Maintenance Dept vehicles (5)
		General Expenses Total	42,271	68,875	31,488	79,875	11,000	16.0%	
		General Maintenance Total	404,142	502,890	314,443	521,168	18,279	3.6%	
Town Buildings									
01458908	51200	Swasey Parkway- Sal/Wages PT	149		323		-		Recording Secretary for Swasey Parkway
01458908	52200	Swasey Parkway- FICA	9		16		-		Recording Secretary for Swasey Parkway
01458908	52210	Swasey Parkway- Medicare	2		4		-		Recording Secretary for Swasey Parkway
		Town Buildings-Water/Sewer Bills	11,734	13,150	5,774	17,705	4,555	34.6%	Water/Sewer bills for Town Buildings
		Town Buildings- Building Maintenance	53,527	71,500	57,361	73,500	2,000	2.8%	Building Maintenance for Town Buildings, Incl Swasey Parkway & Raynes Barn
		Town Buildings- Natural Gas	59,529	69,700	44,921	69,700	-	0.0%	Natural Gas for Town Buildings
		Town Buildings- Electricity	100,271	108,950	56,597	108,950	-	0.0%	Electricity for Town Buildings, Incl. Swasey Parkway & Raynes Barn
		Train Station- Supplies	51	3,800	1,625	3,800	-	0.0%	Light fixtures, electrical breakers, signage
		Train Station- Platform Lease Liability	20,820	-	21,426	22,069	22,069		Platform Lease Liability for Train Station
		Train Station- Platform Lease	3,244	3,244	3,312	3,400	156	4.8%	Platform Lease for Train Station
		Town Buildings Total	249,337	270,344	191,358	299,124	28,780	10.6%	
Maintenance Projects									
01419406	55177	PM- Maintenance Projects	15,415	100,000	43,322	100,000	-	0.0%	
		Total Maintenance Projects	15,415	100,000	43,322	100,000	-	0.0%	
		Town Maintenance/Buildings Total	668,895	873,234	549,122	920,292	47,058	5.4%	
Mechanics/Garage:									
01419415	51110	PG- Sal/Wages FT	131,196	148,190	69,350	154,710	6,520	4.4%	3 FT: 1 Mech foreman; 2 Mechanics
01419415	51300	PG- Sal/Wages OT	1,528	3,000	199	3,000	-	0.0%	Mechanic OT -76 hours per year
01419415	51400	PG- Longevity Pay	750	750	-	850	100	13.3%	1 FT Longevity pay for union employees
		Salaries Total	133,474	151,940	69,549	158,560	6,620	4.4%	
01419415	52100	PG- Health Insurance	34,444	47,513	15,838	47,515	2	0.0%	
01419415	52110	PG- Dental Insurance	4,234	5,486	2,438	5,486	-	0.0%	
01419415	52120	PG- Life Insurance	116	190	42	190	-	0.0%	
01419415	52200	PG- FICA	8,481	9,420	4,235	9,831	410	4.4%	Based on wages: 6.2%
01419415	52210	PG- Medicare	1,983	2,203	990	2,299	96	4.4%	Based on wages: 1.45%
01419415	52300	PG- Retirement Town	15,189	17,128	7,417	17,711	583	3.4%	Based on wages: 11.17%
		Benefits Total	64,446	81,940	30,960	83,032	1,092	1.3%	

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01419415	55338	PG- Weight Testing/Repair	476	1,000	376	1,000	-	0.0%	2 mechanic lifts certified testing & repair, 3 crane mounted electric hoists
01419415	55316	PG- Vehicle Equipment Stock	2,520	5,000	2,894	5,000	-	0.0%	Fluids, filters, bulbs, nuts & bolts for all Town Departments
01419415	55319	PG- Vehicle Maintenance	685	2,000	915	2,000	-	0.0%	Maintenance Dept vehicles (5) + forklift
01419415	55183	PG- Mechanics Tools	2,372	17,000	522	3,000	(14,000)	-82.4%	Mechanics' allowance 3@\$500/ea; replace Town owned tools; rental
01419415	55128	PG- Fuel	1,532	1,200	1,292	1,600	400	33.3%	Mechanics shop truck & forklift
01419415	55129	PG- Fuel Dispensing System	4,356	3,500	2,636	4,000	500	14.3%	Fuel pumps, UST inspection, reporting equipment, 22 year old fuel island maintenance
		General Expenses Total	11,941	29,700	8,635	16,600	(13,100)	-44.1%	
		Mechanics/Garage Total	209,862	263,580	109,144	258,193	(5,388)	-2.0%	
		Total Public Works Budget	4,771,464	5,377,592	3,383,489	5,652,180	274,588	5.1%	
Welfare & Human Services									
Welfare									
01444110	51110	WE- Sal/Wages FT	7,797	8,035	4,323	7,942	(93)	-1.2%	
		Salaries Total	7,797	8,035	4,323	7,942	(93)	-1.2%	
01444110	52200	WE- FICA	450	498	252	492	(6)	-1.2%	Based on wages: 6.2%
01444110	52210	WE- Medicare	105	117	59	115	(1)	-1.2%	Based on wages: 1.45%
01444110	52300	WE-Retirement - Town	887	906	490	887	(19)	-2.1%	Based on wages: 11.17%
		Benefits Total	1,442	1,521	801	1,495	(26)	-1.7%	
01444110	55200	WE- Supplies	9	210	158	210	-	0.0%	notebooks, folders and desk supplies.
01444110	55224	WE- Postage	3	20	1	20	-	0.0%	Client/state/agencies - postage - most are done electronically
01444110	55190	WE- Mobile Communications	314	180	60	180	-	0.0%	For off hours usage / split 50/50 with TM budget
01444110	55088	WE- Dues	70	55	40	55	-	0.0%	State local welfare dues
01444110	55076	WE - Direct Relief-Food/Gas	425	500	-	500	-	0.0%	Requests for food/gas has increased this year with the homeless population increasing
01444110	55079	WE - Direct Relief- Rent	49,016	40,000	23,614	40,000	-	0.0%	2019 YTD August: Wentworth Trust reimbursed \$7,911.22; Town Funds \$ 15,261.47
01444110		WE - Direct Relief- Hotel				5,000	5,000		
01444110	55075	WE - Direct Relief- Electricity	9,889	7,500	5,723	7,500	-	0.0%	\$ Town funds - Wentworth Trust reimbursed \$2,817.74
01444110	55077	WE - Direct Relief - Heat	1,097	2,500	2,104	2,500	-	0.0%	\$ Town funds - Wentworth Trust reimbursed \$0
01444110	55078	WE - Direct Relief -Medical	2,133	2,500	799	2,500	-	0.0%	\$ Town funds - Wentworth Trust reimbursed \$0
01444110	55025	WE- Burial Expense	3,750	3,000	750	3,000	-	0.0%	Cremation - aging low income population
01444110	55133	WE- Direct Relief General Expense		1,500	-	1,500	-	0.0%	Direct relief items that don't fall under other lines i.e. car repairs, registration, taxes, etc. covered by Wentworth and town is reimbursed
01444110	55308	WE- Travel Reimbursement	64	200	14	200	-	0.0%	Travel to local monthly meetings to Raymond, State
01444110	55050	WE- Conf/Room/Meals	-	200	-	200	-	0.0%	Monthly Meetings in Concord - Seminars
01444110	55106	WE- Equipment Purchase	-	250	-	250	-	0.0%	1 Conference - 4 meetings in Concord
		General Expenses Total	66,769	58,615	33,263	63,615	5,000	8.5%	
		Welfare Total	76,008	68,171	38,387	73,052	4,881	7.2%	
Human Services									
01444511	55360	HS- Human Services Funding	107,500	106,625	60,844	106,625	-	0.0%	See separate list
		Human Services Total	107,500	106,625	60,844	106,625	-	0.0%	
		Total Welfare & Human Services	183,508	174,796	99,231	179,677	4,881	2.8%	

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Parks & Recreation									
Recreation									
01452001	51110	PR- Sal/Wages FT	191,747	223,747	141,416	245,957	22,210	9.9%	4 FT: Director, Asst. Director, Rec Coordinator, Office Manager (Full year at full-time)
01452001	51200	PR- Sal/Wages PT	24,567	6,803	6,199	-	(6,803)	-100.0%	Moved to FT
01452001	51300	PR- Sal/Wages OT	900	1,200	1,237	1,200	-	0.0%	Recreation Coordinator nights and weekends
		Salaries Total	217,214	231,750	148,852	247,157	15,407	6.6%	
01452001	52100	PR- Health Insurance	46,023	34,455	23,069	33,710	(745)	-2.2%	
01452001	52110	PR- Dental Insurance	2,988	4,180	2,786	4,180	-	0.0%	
01452001	52120	PR- Life Insurance	273	362	311	378	16	4.4%	
01452001	52130	PR- LTD Insurance	526	902	-	902	-	0.0%	
01452001	52200	PR- FICA	13,953	14,369	8,747	15,324	955	6.6%	Based on wages: 6.2%
01452001	52210	PR- Medicare	3,263	3,360	2,046	3,584	223	6.6%	Based on wages: 1.45%
01452001	52300	PR- Retirement Town	21,799	25,348	15,141	27,607	2,259	8.9%	Based on wages: 11.17%
		Benefits Total	88,826	82,976	52,100	85,685	2,709	3.3%	
01452001	55293	PR- Supplies	1,014	1,500	1,215	1,500	-	0.0%	Office supplies: pens, paper, ink and other supplies
01452001	55224	PR- Postage	54	150	-	150	-	0.0%	General office mailing
01452001	55088	PR- Dues	375	700	-	700	-	0.0%	NHRP/NRPA/NEPA Dues for Department Staff
01452001		PR- Senior Services				7,500	7,500		Senior Programming Initiative
		General Expenses Total	1,443	2,350	1,215	9,850	7,500	319.1%	
		Recreation Total	307,483	317,076	202,167	342,692	25,616	8.1%	
Parks									
01452002	51110	PK- Sal/Wages FT	68,981	71,760	46,376	74,454	2,694	3.8%	2 FT Employees
01452002	51200	PK- Sal/Wages Temp		11,000	-	-	(11,000)	-100.0%	Using contracted Services
01452002	51300	PK- Sal/Wages OT	6,476	5,500	3,813	5,500	-	0.0%	OT for 2 FT Employees
01452002	51400	PK- Longevity Pay	700	800	-	900	100	12.5%	2 FT Employees
		Salaries Total	76,156	89,060	50,189	80,854	(8,206)	-9.2%	
01452002	52100	PK- Health Insurance	27,132	27,619	18,819	26,400	(1,219)	-4.4%	
01452002	52110	PK- Dental Insurance	1,022	1,533	1,022	1,533	-	0.0%	
01452002	52120	PK- Life Insurance	126	126	84	126	-	0.0%	
01452002	52200	PK- FICA	4,490	5,522	2,807	5,013	(509)	-9.2%	Based on wages: 6.2%
01452002	52210	PK- Medicare	1,050	1,291	656	1,172	(119)	-9.2%	Based on wages: 1.45%
01452002	52300	PK- Retirement Town	8,675	8,799	5,415	9,031	232	2.6%	Based on wages: 11.17%
		Benefits Total	42,496	44,890	28,803	43,276	(1,614)	-3.6%	
01452002	55319	PK- Vehicle Maintenance	2,626	3,000	2,279	3,000	-	0.0%	Snow Tires for the newest truck in our fleet would be helpful along with snow tires for our 15 passenger van. Conversion of old 15 passenger van into a event van. Equipment that is older need to be maintained properly. New equipment has been purchased in the past year reducing some need for consistant repairs.
01452002	55108	PK- Equipment Repairs	614	950	673	850	(100)	-10.5%	playground repairs, fencing repairs, umbrellas
01452002	55239	PK- Park Maintenance	816	1,500	1,439	7,000	5,500	366.7%	flags, field paint, keys and locks, lumber misc.
01452002	55109	PK- Equipment Supplies	8,435	8,800	6,271	8,800	-	0.0%	Contracting services to mulch the playgrounds, mulch beds, while maintaining edging and weeding of sites. Help in renovating the public safety building landscaping in 2020. Additional treatment for poison ivy at various parks most notably, the Recreation Park.
01452002	55058	PK- Contract Services	27,813	27,200	30,588	48,000	20,800	76.5%	

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01452002	55164	PK- Landscaping Supplies	10,626	11,650	8,992	15,500	3,850	33.0%	Purchase of mulch, playground chips, flowers, weed fabric. Supplies for landscaping of the public safety building as well as 32 Court st. Infield top dressing
01452002	55033	PK- Chem Toilet Rental	963	1,600	1,600	1,900	300	18.8%	brickyard park, swasey parkway, Rec Park in spring and fall as well as on the upper fields. Price has gone up but so has the usage as we keep the chemical toilet at Planet Playground year round. Good for public health.
01452002	55267	PK- Signs	1,693	1,000	735	700	(300)	-30.0%	general sign replacement-New Adopter signs, New Kids Park Sign, New informational boards.
01452002	55314	PK- Uniforms	745	750	229	750	-	0.0%	shoes, shirts, pants (pricing has increased for beathable material for shirts).
01452002	55106	PK- Equipment Purchase	12,932	20,200	20,200	3,000	(17,200)	-85.1%	Additional equipment: Walk behind leaf blower and infield drag.
01452002	55128	PK- Fuel	5,522	5,165	4,313	5,165	-	0.0%	Fuel estimate
		General Expenses Total	72,785	81,815	77,321	94,665	12,850	15.7%	
01452002	55283	PK- Stewart Park Maintenance	18,392	5,534	3,485	-	(5,534)	-100.0%	Stewart Park installation and removal assistance and crane rental for docks removal MOVED TO PARK MAINT
		Capital Outlay Total	18,392	5,534	3,485	-	(5,534)	-100.0%	
		Parks Total	209,829	221,299	159,799	218,795	(2,504)	-1.1%	
		Total Parks & Recreation	517,312	538,375	361,966	561,487	23,112	4.3%	
Other Culture & Recreation									
Other Culture & Recreation									
01452004	55111	OC- Exeter Arts Committee	6,086	1	-	-	(1)	-100.0%	Inactive Committee
01452004	55036	OC- Christmas Lights	4,892	5,000	-	5,000	-	0.0%	Churchill's greenery 1,500, Unutil electric bill
01452004	55063	OC- Council on Aging	-	1	-	-	(1)	-100.0%	Council disbanded and Boston Post Cane ceremony taken over by Historical Society and senior transportation taken over by Transportation Committee
01452004	55037	OC- Christmas Parade	3,000	3,000	239	3,000	-	0.0%	Christmas Parade committee grant
01452004	55292	OC- Summer Concerts	9,875	9,000	9,000	9,000	-	0.0%	Summer concerts in Swasey Parkway
		Other Culture & Recreation Total	23,854	17,002	9,239	17,000	(2)	0.0%	
Special Events									
01452005	55112	SE- Exeter Brass Band	3,500	3,500	3,500	3,500	-	0.0%	Payments to brass band performers
01452005	55320	SE- Veteran's Activities	3,189	3,500	2,867	3,500	-	0.0%	Memorial Day flags, Vets Day flags, Lunch
01452005	55006	SE- AIM Festival	8,750	8,000	8,000	8,000	-	0.0%	Fireworks for AIM Festival anticipated slight increase
		Special Events Total	15,439	15,000	14,367	15,000	-	0.0%	
		Total Other Culture & Recreation	39,293	32,002	23,606	32,000	(2)	0.0%	
Public Library									
Library									
01455001	51110	LB- Sal/Wages FT	389,537	474,182	287,158	451,674	(22,508)	-4.7%	8 FT Employees
01455001	51200	LB- Sal/Wages PT	167,676	138,235	88,801	178,728	40,493	29.3%	15 PT Employees
		Salaries Total	557,213	612,417	375,959	630,402	17,985	2.9%	
01455001	52100	LB- Health Insurance	78,334	94,672	54,702	78,690	(15,982)	-16.9%	
01455001	52110	LB- Dental Insurance	5,067	6,430	3,539	5,975	(455)	-7.1%	
01455001	52120	LB- Life Insurance	390	500	303	567	67	13.4%	
01455001	52130	LB- LTD Insurance	1,203	1,226	817	1,226	-	0.0%	
01455001	52200	LB- FICA	33,753	37,970	21,429	39,085	1,115	2.9%	Based on wages: 6.2%

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01455001	52210	LB- Medicare	7,894	8,880	5,012	9,141	261	2.9%	Based on wages: 1.45%
01455001	52300	LB- Retirement Town	44,210	53,464	30,509	50,452	(3,012)	-5.6%	Based on wages: 11.17%
01455001	52500	LB- Unemployment Comp	-	260	260	276	16	6.0%	Primex (Estimated 6% YOY increase)
01455001	55172	LB- Liability Insurance	907	1,189	1,189	1,194	5	0.4%	Primex (based on asset allocation)
01455001	52600	LB- Workers Comp Insurance	2,688	1,609	1,609	2,745	1,136	70.6%	Primex (Estimated 6% YOY increase, Incl a Premium Holiday Credit) Adjusted for PRYR Holiday Credit of \$1,237
		Benefits Total	174,446	206,200	119,370	189,350	(16,850)	-8.2%	
01455001	55326	LB- Water/Sewer Bills-Library	918	2,000	-	2,000	-	0.0%	
01455001	55233	LB- Public Services	107,712	204,304	125,000	204,304	-	0.0%	Appropriation for general Library expenses paid directly by Library
		General Expenses Total	195,802	206,304	125,000	206,304	-	0.0%	
01455001		LB- Library Balance Transfer	87,172	-	-	-	-		Year end return of budget funds
		Unassigned Fund Bal Refund Total	87,172	-	-	-	-		
		Total Library	1,014,633	1,024,921	620,329	1,026,057	1,136	0.1%	
Debt Service & Capital									
Debt Services									
01471121	58003	GF- Epping Rd Water Tank	105,000	105,000	105,000	105,000	-	0.0%	2028 Final payment
01471121	58005	GF- Great Dam Study	34,800	34,800	34,800	34,800	-	0.0%	2021 Final payment
01471121	58006	GF- Norris Brook Culverts	55,000	55,000	55,000	-	(55,000)	-100.0%	2019 Final payment
01471121	58004	GF- Great Dam Removal	155,000	155,000	155,000	155,000	-	0.0%	2024 Final payment
01471121	58008	GF- Linden St. Bridge/Culvert	70,000	70,000	70,000	70,000	-	0.0%	2025 Final payment
01471121	58007	GF- Sidewalk Program	58,000	55,000	55,000	55,000	-	0.0%	2025 Final payment
01471121	58009	GF- Jady Hill Phase II Utilities	25,000	25,000	25,000	-	(25,000)	-100.0%	2019 Final payment
01471121	58026	GF- Lincoln Street Ph#2	98,858	97,188	97,188	97,188	-	0.0%	2032 Final payment
01471121	58029	GF- Court Street Culvert	117,928	116,090	116,090	116,090	-	0.0%	2027 Final payment
01471121	58031	GF- String Bridge Rehabilitation	-	63,050	63,050	65,000	1,950	3.1%	2023 Final payment
01471121		GF- Rec Park Development	-	-	-	45,600	45,600		2024 Final payment
01471121		GF- Salem St. Utility Design & Engin	-	-	-	5,908	5,908		2024 Final payment
		GF Debt Service Principal Total	719,586	776,128	776,128	749,586	(26,542)	-3.4%	
01472122	58514	GF- Epping Rd Water Tank Interest	56,234	53,519	50,506	49,300	(4,219)	-7.9%	2028 Final payment
01472122	58516	GF- Great Dam Study Interest	4,505	3,114	3,114	2,070	(1,044)	-33.5%	2021 Final payment
01472122	58517	GF- Norris Brook Culverts Interest	3,713	1,513	1,513	-	(1,513)	-100.0%	2019 Final payment
01472122	58515	GF- Great Dam Removal Interest	55,335	47,430	47,430	39,525	(7,905)	-16.7%	2024 Final payment
01472122	58519	GF- Linden St. Bridge/Culvert	17,916	15,046	15,046	12,176	(2,870)	-19.1%	2025 Final payment
01472122	58518	GF- Sidewalk Program Interest	14,441	12,063	12,063	9,808	(2,255)	-18.7%	2025 Final payment
01472122	58520	GF- Jady Hill Phase II Utilities Int	1,688	688	688	-	(688)	-100.0%	2019 Final payment
01472122	58527	GF- Lincoln Street Ph#2	76,817	65,505	65,505	60,548	(4,957)	-7.6%	2032 Final payment
01472122	58528	GF- Court Street Culvert	63,228	52,052	52,052	46,131	(5,921)	-11.4%	2027 Final payment
01472122	58530	GF- String Bridge Rehabilitation	-	18,715	18,715	12,750	(5,965)	-31.9%	2023 Final payment
01472122		GF- Rec Park Development	-	-	-	12,625	12,625		2024 Final payment
01472122		GF- Salem St. Utility Design & Engin	-	-	-	1,520	1,520		2024 Final payment
		GF Debt Service Interest Total	293,875	269,645	266,630	246,453	(23,192)	-8.6%	
01472323	58501	GF- TAN Interest	-	1	-	1	-	0.0%	Reserve for Tax Anticipation Note
		TAN Interest Total	-	1	-	1	-	0.0%	
1472324	58500	GF- BAN Interest	-	-	-	32,100	32,100		Interest on BAN (Library renovation) per Newburyport Savings Bank
		BAN Interest Total	-	-	-	32,100	32,100		

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		Debt Services Total	1,013,461	1,045,774	1,042,757	1,028,140	(17,634)	-1.7%	
Miscellaneous									
01-4194-01	01419417	GG- Disaster Repairs - Insured	-	1		1	-	0.0%	
01419417	55224	GG- Postage	6,631	1		1	-	0.0%	Town-wide postage reserve
01419417	55060	GG- Cash Over/Short	168	1	36	1	-	0.0%	Town-wide cash over/short in-house collections
01419417	55189	GG- Misc Expense	206	1		1	-	0.0%	Internal audit entry
		General Expenses Total	7,006	4	36	4	-	0.0%	
Vehicle Replacement									
01419416	57005	GG- CO - Leases	450,215	455,770	359,793	338,953	(116,818)	-25.6%	See separate list
01419418	57012	GG- CO - Vehicles	173,623	65,898	29,967	77,955	12,057	18.3%	See separate vehicle list
		Capital Outlay Total	623,837	521,668	389,760	416,907	(104,761)	-20.1%	
Cemetaries									
01419500	57000	GG-CO-Cemetaries	-	1	-	1	-	0.0%	
			-	1	-	1	-	0.0%	
Capital Outlay-Other									
01419900	55361	GG- CO- Land Acquisition/Purchase	-	1	-	1	-	0.0%	
01419900	57006	GG- CO- Equipment	3,570	4,500	1,870	4,250	(250)	-5.6%	Vehicle Data Gathering (AA Tracking)
		Capital Outlay Total	3,570	4,501	1,870	4,251	(250)	-5.6%	
		General Government Total	634,413	526,174	391,666	421,163	(105,011)	-20.0%	
		Total Debt Service & Capital	1,647,874	1,571,948	1,434,424	1,449,303	(122,645)	-7.8%	
Benefits & Taxes									
Payroll Taxes & Benefits									
		GG- Health Insurance Reserve				215,580	215,580		2020- Est. 10.0% increase YOY General Fund, Water Fund, Sewer Fund
		GG- Dental Insurance Reserve				3,615	3,615		2020- Est. 2.0% increase YOY General Fund, Water Fund, Sewer Fund
		GG- Disability Insurance Reserve				280			2020- Est. 2.0% increase YOY General Fund, Water Fund, Sewer Fund
01415535	52140	GG- Insurance Buyout	115,490	135,837	87,829	135,837	-	0.0%	Health Insurance Buyout (23 employees)
01415536	52150	GG-Retirement/ Sick Leave Buyout	98,446	1	46,597	1	-	0.0%	Use funds in Sick Leave CRF
01415531	55125	GG- Flexible Spending Fees	965	1,221	572	1,221	-	0.0%	Fees for 37 employees FSA accounts (33 health % 4 depend care)
		Payroll Taxes & Benefits Total	214,900	137,059	134,998	356,534	219,475	160.1%	Donna to update
Unemployment									
01415533	52500	GG- Unemployment Comp	-	3,456	3,456	3,663	207	6.0%	Primex (Estimated 6% YOY increase)
		Unemployment Total	-	3,456	3,456	3,663	207	6.0%	
Worker's Compensation									
01415537	52600	GG- Workers Comp Insurance	203,293	121,787	121,787	207,783	85,996	70.6%	Primex (Estimated 6% YOY increase, Incl a Premium Holiday Credit) Adjusted for PRYR Holiday Credit of \$93,658
		Worker's Compensation Total	203,293	121,787	121,787	207,783	85,996	70.6%	
Insurance									
01419614	55172	GG- Liability Insurance	73,912	54,684	76,112	54,878	194	0.4%	Primex: Based upon allocation of assets
01419614	55124	GG- Fleet Insurance	11,596	7,335	7,335	7,361	26	0.4%	Primex: Based upon allocation of assets
01419614	55157	GG- Insurance Deductible	1,923	3,000	-	3,000	-	0.0%	Town has \$ 1K deductible per occurrence
01419614	55158	GG- Ins Reimbursed Repairs	6,101	1	1	1	-	0.0%	
		Insurance Total	93,532	65,020	83,448	65,240	220	0.3%	

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		Total Benefits & Taxes	511,725	327,322	343,689	633,220	305,898	93.5%	
		Total General Fund	18,272,453	19,117,296	12,439,007	19,922,454	805,159	4.2%	
Warrant Articles/Other									
WAR									
01500000	59072	Sidewalk Program CRF	20,000	60,000	-	120,000	60,000	100.0%	CIP P#19 Continues efforts of sidewalk repl
01500000		Sick Leave Expendable Trust Fund	100,000	100,000	100,000	100,000	-	0.0%	Sick Leave Fund held & invested by Trustee of Trust Funds
01500000		Snow/Ice Deficit Fund	50,000	50,000	50,000	50,000	-	0.0%	Snow/Ice Deficit Non-Capital CRF
01500000	59091	LED Streetlight Replacement		187,818	178,691		(187,818)	-100.0%	Amount to come from fund balance
01500000	59073	Portable Radio Replacement	72,098		-		-		Fire Dept request for 22 radios in CIP
01500000	59080	Intersection Improvements Program		50,000	-		(50,000)	-100.0%	CIP P#22 Study of unsignalized intersections
01500000	59075	Cemetery CRF	27,000				-		Maintenance of Town owned inactive cemeteries
01500000	59xxx	Swasey Parkway CRF	7,500	24,000	24,000		(24,000)	-100.0%	Create a CRF for Swasey Parkway Pavillion using escrow account funds
01500000	59074	ADA Accessibility		35,000	-		(35,000)	-100.0%	CIP P#1 ADA study
01500000	59090	Parks & Rec CRF		100,000	38,451	125,000	25,000	25.0%	CIP P#10 Continued investment in capital reserve fund established in 2019
01500000	59083	Public Safety Data & Analysis		50,000	-		(50,000)	-100.0%	Police, Fire/EMS Facility, Staffing & Data Analysis of all operations
01500000	59079	Dispatch Communication upgrade		153,451	99,186		(153,451)	-100.0%	CIP P#19
01500000	59093	Pickpocket Dam Reclassification		40,000	-		(40,000)	-100.0%	CIP Page #24 High Hazard Dam Emergency Action Plan
01500000		Great Bridge Deficit Funding		173,774	173,774		(173,774)	-100.0%	To fund the 2001 Great Bridge Capital Project deficit
01500000		Town wide Vehicle Replacements				314,283	314,283		See separate vehicle list
01500000		Conservation Fund Appropriation				100,000	100,000		CIP P#7 To support conservation initiatives such as land purchase
01500000		Communications Repeater Site				78,792	78,792		CIP P#11 Fuller Lane Water Tower
01500000		Westside Drive Design/Engineering				100,000	100,000		CIP P#21 Design
01500000		DPW Facility/Garage Design				100,000	100,000		CIP P#1 Design
01500000		6 Wheel Dump and Plow Truck				195,100	195,100		CIP P#60
		Total Warrant Articles	276,598	1,024,043	664,102	1,283,175	259,132	25.3%	
Borrowing/ Other									
04491040		Library Renovation/Expansion		4,505,885			(4,505,885)	-100.0%	
04491041		Recreation Park Renovation Design & Engineering		250,000			(250,000)	-100.0%	
04491042		Salem St. Area Utility Replacements		30,000			(30,000)		Drainage design (has Water and Sewer Fund components)
0449xxxx		Recreation Park Renovation					-		CIP P#3 TBD
		Borrowing/Other Total	-	4,785,885	-	-	(4,785,885)	-100.0%	
		GF Warrant Articles/Other Total	276,598	5,809,928	664,102	1,283,175	(4,526,753)	-77.9%	
		Total General Fund Budget & Warrant Articles	18,549,050	24,927,224	13,103,109	21,205,629	(3,721,594)	-14.9%	

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WATER FUND									
Administration									
02433021	51110	WA- Sal/Wages FT	168,581	195,835	95,976	211,725	15,890	8.1%	2 FT W/S Mgr & Asst Mgr Split 50/50, and GF allocations (increase mostly due to change from Engineering Tech to Asst. Engineer)
02433021	51200	WA- Sal/Wages PT				2,604	2,604		GF allocation
02433021	51210	WA- Sal/wages Temp	2,688	3,500	2,856	3,500	-	0.0%	PT Seasonal Employee 50/50 W&S Split
		Salaries Total	171,269	199,335	98,833	217,829	18,494	9.3%	
02433021	52100	WA- Health Insurance	27,866	42,921	17,142	42,358	(563)	-1.3%	Allocations from GF
02433021	52110	WA- Dental Insurance	2,300	3,237	1,241	3,237	-	0.0%	Allocations from GF
02433021	52120	WA- Life Insurance	238	305	132	305	-	0.0%	Allocations from GF
02433021	52130	WA- LTD Insurance	680	589	295	589	-	0.0%	Allocations from GF
02433021	52140	WA - Health Insurance Buyout	2,575	2,196	1,098	2,196	-	0.0%	Allocations from GF
02433021	52200	WA- FICA	10,520	12,359	6,027	13,505	1,147	9.3%	Based on wages: 6.2%
02433021	52210	WA- Medicare	2,467	2,890	1,410	3,159	268	9.3%	Based on wages: 1.45%
02433021	52300	WA- Retirement Town	19,159	22,278	10,740	23,650	1,372	6.2%	Based on wages: 11.17%
02433021	52600	WA- Workers Comp Insurance	4,504	2,699	2,699	4,604	1,905	70.6%	Primex (Estimated 6% YOY increase, Incl a Premium Holiday Credit) Adjusted for PRYR Holiday Credit of \$2,075
		Benefits Total	70,308	89,474	40,783	93,603	4,128	4.6%	
02433021	55293	WA- Supplies	2,681	4,000	870	4,000	-	0.0%	20% of general office supplies, copy costs, batteries; 50% of meter records maintenance; 50% Supplies/maint. multi-function plotter
02433021	55055	WA- Consulting Services	1,900	5,000	5,000	15,000	10,000	200.0%	Misc. Consulting Services, \$10k for System Devel
02433021	55124	WA- Fleet Insurance	400	344	344	345	1	0.3%	Primex- Based upon allocation of assets
02433021	55228	WA- Property Insurance	76,607	46,940	46,940	47,107	167	0.4%	Primex- Based upon allocation of assets
02433021	55157	WA- Insurance Deductible	-	1	-	1	-	0.0%	Line item for insurance deductible
02433021	55158	WA- Insurance Reimbursed Repairs	-	1,000	-	1,000	-	0.0%	Damaage repairs on insurance claims
02433021	55170	WA- Legal Expense	-	5,000	24	5,000	-	0.0%	Legal expenses wellhead negotiations, administrative orders
02433021	55190	WA- Mobile Communications	341	800	117	800	-	0.0%	20% Director, Town Engineer, Ast Engineer cellphones, 50% W/S Manager
02433021	55002	WA- Advertising	-	500	-	500	-	0.0%	Bid packages, Requests for Proposals
02433021	55227	WA- Printing	2,154	2,600	3,786	2,600	-	0.0%	Annual Consumer Confidence Rpt (CCR) & postage
02433021	55171	WA- Legal/Public Notices	5,157	5,000	2,751	4,000	(1,000)	-20.0%	Notice of main flushing, Public Hearings, violations
02433021	55050	WA- Conf Rooms/Meals	486	2,000	288	2,640	640	32.0%	Annual national conference Dir 20%, WS Mgr & Asst. Mgr 50%
02433021	55091	WA- Education/Training	5,029	6,000	2,338	6,000	-	0.0%	Treatment, Distribution & Backflow required CEUs & Dues
		General Expenses Total	94,756	79,185	62,458	88,993	9,808	12.4%	
		Administration Total	336,333	367,994	202,073	400,425	32,430	8.8%	

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Billing									
02433124	51110	WB- Sal/Wages FT	72,998	74,929	40,486	75,818	889	1.2%	1 FT Utilities Clerk (50/50 split W&S) & GF Allocations
02433124	51200	WB- Sal/Wages PT	8,412	11,373	7,138	11,765	392	3.4%	1 PT Utilities Clerk 24 hrs/wk (50/50 split W&S)
02433124	51300	WB- Sal/Wages OT	700	706	353	306	(400)	-56.7%	Allocations from GF
02433124	51400	WB - Longevity Pay	500	500	250	375	(125)	-25.0%	Allocations from GF
		Salaries Total	82,610	87,508	48,227	88,264	756	0.9%	
02433124	52100	WB- Health Insurance	24,645	25,935	15,022	23,860	(2,075)	-8.0%	Allocations from GF
02433124	52110	WB- Dental Insurance	1,582	1,718	1,011	2,085	367	21.4%	Allocations from GF
02433124	52120	WB- Life Insurance	100	118	64	118	-	0.0%	Allocations from GF
02433124	52130	WB - LTD Insurance	168	149	74	149	-	0.0%	Allocations from GF
02433124	52200	WB- FICA	5,014	5,425	2,841	5,472	47	0.9%	Based on wages: 6.2%
02433124	52210	WB- Medicare	1,173	1,269	665	1,280	11	0.9%	Based on wages: 1.45%
02433124	52300	WB- Retirement Town	8,430	8,567	4,550	8,545	(22)	-0.3%	Based on wages: 11.17%
02433124	52600	WB- Workers Comp Insurance	1,050	629	629	1,073	444	70.6%	Primex (Estimated 6% YOY increase, Incl a Premium Holiday Credit) Adjusted for PRYR-Holiday Credit of \$484.
		Benefits Total	42,162	43,810	24,857	42,582	(1,228)	-2.8%	
02433124	55200	WB- Supplies	3,105	3,500	2,225	3,750	250	7.1%	Water bill processing, Ink Cartridges, paper, letterhead, pens, etc
02433124	55224	WB- Postage	5,471	4,800	3,904	5,750	950	19.8%	Certified shut-off notices
02433124	55055	WB- Consulting Services	-	2,000	-	5,000	3,000	150.0%	Allocation of actuarial costs for GASB compliance \$500 and Tyler conversion services \$4,500
02433124	55014	WB- Audit Fees	8,750	8,250	8,250	8,500	250	3.0%	Audit Fees for Melanson & Health
02433124	55213	WB- Phone Utilization	3,681	4,200	2,423	4,200	-	0.0%	12.5% allocation of IT phone utilization
02433124	55159	WB- Internet Services	-	1,155	-	1,155	-	0.0%	12.5% allocation of IT internet services (website)
02433124	55270	WB- Software Agreement	10,618	9,900	9,507	10,500	600	6.1%	Munis and partial year of Munismart Software Agreement, Water Smart meter portal \$5k annual maintenance (50/50 split W&S)
02433124	55308	WB- Travel Reimbursement				1,500	1,500		Munis instructor travel expenses
02433124	55091	WB- Education/Training	-	50	-	6,425	6,375	12750.0%	Munis implementation/conversion training (10 days shared with sewer)
		General Expenses Total	31,626	33,855	26,309	46,780	12,925	38.2%	
		Water Billing Total	156,397	165,173	99,392	177,626	12,453	7.5%	
Distribution									
02433222	51110	WD- Sal/Wages FT	191,919	201,782	124,207	210,258	8,476	4.2%	8 FT split 50/50 Water Distribution/Sewer Collection Avgs OT rate = \$35/hr, 600 hours; for WD/SC/WWTP/PS (calls from dispatch or SCADA alarms)
02433222	51300	WD- Sal/Wages OT	21,313	21,000	18,676	21,000	-	0.0%	
02433222	51310	WD- Sal/Wages Stand-By	-	3,640	2,220	3,640	-	0.0%	Pay for after hours on-call status, \$140/week per union contract split 50/50 WD/SC
02433222	51400	WD- Longevity Pay	2,375	1,625	-	1,725	100	6.2%	4 FT per union contract, split 50/50 WD/SC
		Salaries Total	215,607	228,047	145,103	236,623	8,576	3.8%	

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02433222	52100	WD- Health Insurance	50,423	55,915	33,259	54,553	(1,363)	-2.4%	
02433222	52110	WD- Dental Insurance	3,119	4,538	1,980	4,538	-	0.0%	
02433222	52120	WD- Life Insurance	244	252	155	252	-	0.0%	
02433222	52200	WD- FICA	13,498	14,139	8,541	14,671	532	3.8%	Based on wages: 6.2%
02433222	52210	WD- Medicare	3,157	3,307	1,997	3,431	124	3.8%	Based on wages: 1.45%
02433222	52300	WD- Retirement Town	24,861	25,700	15,599	26,431	731	2.8%	Based on wages: 11.17%
02433222	52600	WD- Workers Comp Insurance	8,370	5,015	5,015	8,557	3,542	70.6%	Primex (Estimated 6% YOY increase, Incl a Premium Holiday Credit) Adjusted for PRYR Holiday Credit of \$3,857
		Benefits Total	103,672	108,865	66,546	112,431	3,567	3.3%	
02433222	55022	WD- Building Maintenance	1,568	7,000	5,379	8,000	1,000	14.3%	9 water pumping stations/wells Skinner Spring, SWTP lagoons, GWTP, Well Building, Pump station/towers; started in-house in 2019; mower maintenance 2020 (\$1k)
02433222	55021	WD- Brush Cutting	9,000	-	-	-	-	-	
02433222	55105	WD- Equipment Maintenance	3,238	7,000	1,064	7,000	-	0.0%	Pumps, generators, misc equipment
02433222	55252	WD- Road Repairs	4,806	10,000	7,938	10,000	-	0.0%	Trench patch, materials, crushing (replacing deteriorating service saddles); may use contractor
02433222	55319	WD- Vehicle Maintenance	7,242	7,000	6,103	10,000	3,000	42.9%	15 vehicles/equipment, 4 trailers split 50/50 WD/SC;mower maintenance 2020 (\$1k)
02433222	55296	WD- System Maintenance	47,902	54,000	29,079	54,000	-	0.0%	5 Hydrant assemblies, risers, service saddles, curbstops, pipe, valve boxes, other parts; \$1k automatic flushing hydrant
02433222	55059	WD- Tank Maintenance	219,171	158,723	119,042	158,723	-	0.0%	Tank Rehabilitation- 1 MG Hampton Rd Prgm \$42,000/year; 1.5 MG Epping Rd Tower Maint. Prgm \$116,723/year
02433222	55173	WD- Licenses	2,880	800	50	800	-	0.0%	Distribution licenses exams/renewals \$50/ea
02433222	55190	WD- Mobile Communication	655	1,050	820	1,450	400	38.1%	4 MiFi's (50%); additional tablet 2020
02433222		WD- Fire Alarm Communication				9,600	9,600		Pump Station fire alarms (8 stations at \$100/month equals \$800/month or \$9,600/year)
02433222	55134	WD- General Hand Tools	1,482	1,500	226	1,500	-	0.0%	Drills, bits, taps, dies, ratchet wrenches
02433222	55003	WD- Drug/Alcohol Testing	142	900	24	900	-	0.0%	Contract w/CEOH; required (per USDOT) random testing for all CDL holders & screening new hires
02433222	55257	WD- Safety Equipment	2,689	3,500	1,514	3,500	-	0.0%	PPE incl hardhats, gloves, Tyvek suits, respirators
02433222	55314	WD- Uniforms	1,818	2,145	817	2,145	-	0.0%	Per union contract, 8 split 50/50 WD/SC
02433222	55136	WD- GIS Software	4,469	4,500	-	4,500	-	0.0%	Software revisions/maintenance; handheld and software agreement with TiSales
02433222	55188	WD- Metering & Back Flow	76,783	80,000	64,964	120,000	40,000	50.0%	Rebuild/replace meters to AWWWA accuracy specifications, backflow devices, brass fittings
02433222	55235	WD- Pump Station & Towers	19,836	41,950	16,000	41,950	-	0.0%	Pumps, I/O cards, check valve rebuilds, fuses/breakers; Stadium Well rehab \$17,500 in 2020
02433222	55194	WD- Natural Gas	6,843	9,000	7,081	10,000	1,000	11.1%	Heating/generator fuel; new generators at new well buildings
02433222	55092	WD- Electricity	73,955	70,000	39,582	70,000	-	0.0%	Water Pumping Stations and towers; 3 wells
02433222	55128	WD- Fuel	10,429	10,000	8,174	10,000	-	0.0%	Fuel estimate
		General Expenses Total	494,909	469,068	307,856	524,068	55,000	11.7%	
		Water Distribution Total	814,188	805,979	519,505	873,122	67,143	8.3%	

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Treatment									
02433523	51110	WT- Sal/Wages FT	220,631	230,737	150,087	240,508	9,771	4.2%	1 FT WTP Ops Spr, 1 Snr Op, 2 WTP Ops
02433523	51300	WT- Sal/Wages OT	34,164	19,075	22,229	19,075	-	0.0%	
02433523	51310	WT- Sal/Wages Stand-By	3,640	7,280	4,620	7,280	-	0.0%	Pay for after hours on-call status, \$140/week per union contract
02433523	51400	WT- Longevity Pay	1,300	1,300	-	1,500	200	15.4%	2 FT per union contract
		Salaries Total	259,734	258,392	176,936	268,363	9,971	3.9%	
02433523	52100	WT- Health Insurance	87,208	91,373	61,355	89,725	(1,648)	-1.8%	
02433523	52110	WT- Dental Insurance	6,350	6,496	4,331	6,496	-	0.0%	
02433523	52120	WT- Life Insurance	310	315	168	252	(63)	-20.0%	
02433523	52200	WT- FICA	15,317	16,020	9,765	16,639	618	3.9%	Based on wages: 6.2%
02433523	52210	WT- Medicare	3,582	3,747	2,284	3,891	145	3.9%	Based on wages: 1.45%
02433523	52300	WT- Retirement Town	29,558	29,124	18,801	29,976	852	2.9%	Based on wages: 11.17%
02433523	52600	WT- Workers Comp Insurance	8,368	5,014	5,014	8,555	3,541	70.6%	Primex (Estimated 6% YOY increase, Incl a Premium Holiday Credit) Adjusted for PRYR Holiday Credit of \$3,856
		Benefits Total	150,694	152,089	101,719	155,534	3,445	2.3%	
02433523	55022	WT- Building Maintenance	13,107	12,000	11,534	12,000	-	0.0%	3 buildings @ SWTP & GWTP
02433523	55368	WT- Basin/Lagoon Cleaning	20,000	5,000	-	50,000	45,000	900.0%	Lagoon cleaning \$50K (clean every 3 to 5 years)
02433523	55105	WT- Equipment Maintenance	31,840	28,000	23,239	46,000	18,000	64.3%	Repair pumps & blowers; replacement parts; chemical tubing; new chloramine process; well & pump inspection \$1,650;\$15k for Clearwell/CRT/River intake cleaning and inspection; Grid Bee Maint. (\$3k)
02433523	55294	WT- Supplies Lab Equip	16,923	13,000	12,262	24,000	11,000	84.6%	Safe Drinking Water Act compliance; chloramine testing reagents & field units; Chemsacan reagents \$8k & calibration \$1k
02433523	55055	WT- Consulting	35,000	20,000	-	5,000	(15,000)	-75.0%	TTHM compliance & chloramine assistance; PFOA assistance
02433523	55270	WT- Software Equip/Contracted Services	(2,844)	10,000	250	10,000	-	0.0%	Maint. service for SCADA/telemetry, hydraulic model H2O Map
02433523	55173	WT- Licenses	915	1,200	50	1,200	-	0.0%	Treatment licenses exams/renewals \$50/ea
02433523	55190	WT- Mobile Communication	1,459	1,500	1,688	3,600	2,100	140.0%	WTP Operations Supervisor cellphone and WTP Ipad for SCADA; 3 new alarm devices for SWTP/GWTP (AT&T)
02433523		WT- Fire Alarm Communication				2,400	2,400		SWTP/GWTP fire alarms (2 Plants @ \$100/month equals \$200/month or \$2,400/year)
02433523	55257	WT- Safety Equipment	596	1,500	654	1,500	-	0.0%	Boots, gloves, hard hats, eye & hearing protection
02433523	55314	WT- Uniforms	1,438	2,400	551	2,400	-	0.0%	Per union contract, 3 emp
02433523	55271	WT- Software Services	4,867	7,000	715	7,000	-	0.0%	SCADA software maintenance service
02433523	55072	WT- Dam Registrations	3,000	3,000	-	3,000	-	0.0%	Annual NHDES fees/Reservoir & Pickpocket dams
02433523	55229	WT-Property Taxes	317	200	309	360	160	80.0%	Skinner Springs in Stratham (Pickpocket Dam in Brentwood now tax exempt); Pan Am charges for Summer St
02433523	55161	WT- Lab testing	29,715	26,000	17,217	33,500	7,500	28.8%	Coliform bacteria, organic carbon, volatile & synthetic, quarterly PFOA/PFAS \$4,500; 60 Lead & Copper samples

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02433523	55034	WT- Chemicals	93,346	90,000	51,385	105,000	15,000	16.7%	11 chemicals including ammonium sulfate for chloramines; GWTP filter media \$15K in 2020
02433523	55194	WT- Natural Gas	22,156	25,000	9,820	23,000	(2,000)	-8.0%	heating/generator fuel
02433523	55092	WT- Electricity	67,673	80,000	41,066	72,000	(8,000)	-10.0%	Pumps, lights, etc
02433523	55128	WT- Fuel	2,431	2,000	1,282	2,000	-	0.0%	Water Treatment Plant truck
02433523	55211	WT- Phone Lease Alarms	4,649	4,945	3,138	4,945	-	0.0%	Switched out Fairpoint DSL to Comcast cable 2 yr contract for increased communication stability & reliability
		General Expenses Total	346,589	332,745	175,159	408,905	76,160	22.9%	
		Water Treatment Total	757,017	743,226	453,813	832,802	89,576	12.1%	
Debt Service									
02471125	58024	DS- Water Tank SRF	188,696	195,021	195,021	201,558	6,537	3.4%	2028 Final payment
02471125	58010	DS- Water Line- Main & Lincoln Sts	125,000	125,000	125,000	120,000	(5,000)	-4.0%	2024 Final payment
02471125	58022	DS- Water Line Replacement- JH	153,700	153,700	153,700	153,700	-	0.0%	2021 Final payment
02471125	58012	DS- Portsmouth Ave Waterline	16,071	16,071	16,071	15,268	(803)	-5.0%	2023 Final payment
02471125	58014	DS- Waste Stream Reduction	41,901	-	-	-	-	-	2018 Final payment
02471125	58015	DS-Water Meter Replacement	105,735	107,383	107,383	-	(107,383)	-100.0%	2019 Final payment
02471125	58023	DS- Lary Lane GWTP SRF	215,514	219,738	219,738	224,045	4,307	2.0%	2036 Final payment
02471125	58027	DS- Lincoln Street Phase #2	9,758	9,593	9,593	9,593	-	0.0%	2032 Final payment
02471125	58028	DS- Court Street Culvert	3,972	3,910	3,910	3,910	-	0.0%	2027 Final payment
02471125	58032	DS- Washington Street	-	-	56,000	55,000	55,000	-	2028 Final payment
02471125		DS- Salem St. Utility Design & Engin	-	-	-	29,538	29,538	-	2024 Final payment
02471125		DS- Surface Water Plant TTHM Treatment	-	-	-	84,000	84,000	-	2034 Final payment
		Water Debt Service Principal Total	860,347	830,416	886,416	896,612	66,196	8.0%	
02472126	58524	DS- Water Tank SRF	82,051	75,726	75,726	69,188	(6,538)	-8.6%	2028 Final payment
02472126	58502	DS- Water Line- Main & Lincoln Sts	43,350	36,975	36,975	30,600	(6,375)	-17.2%	2024 Final payment
02472126	58521	DS- Water Line Replacement- JH	19,902	13,754	13,754	9,143	(4,611)	-33.5%	2021 Final payment
02472126	58504	DS- Portsmouth Ave Waterline	4,987	4,087	4,087	3,267	(820)	-20.1%	2023 Final payment
02472126	58506	DS- Waste Stream Reduction	406	-	-	-	-	-	2018 Final payment
02472126	58507	DS-Water Meter Replacement	2,377	1,042	1,042	-	(1,042)	-100.0%	2019 Final payment
02472126	58522	DS- Lary Lane GWTP SRF	96,118	91,894	91,894	87,587	(4,307)	-4.7%	2036 Final payment
02472126	58525	DS- Lincoln Street Phase #2	7,582	6,466	6,466	5,977	(489)	-7.6%	2032 Final payment
02472126	58529	DS- Court Street Culvert	2,130	1,753	1,753	1,554	(199)	-11.4%	2027 Final payment
02472126	58531	DS- Washington Street	-	-	32,044	24,480	24,480	-	2028 Final payment
02472126		DS- Salem St. Utility Design & Engin	-	-	-	7,593	7,593	-	2024 Final payment
02472126		DS- Surface Water Plant TTHM Treatment	-	-	-	28,649	28,649	-	2034 Final payment
		Water Debt Service Interest Total	258,903	231,697	263,740	268,038	36,341	15.7%	
		Debt Service Total	1,119,250	1,062,113	1,150,156	1,164,650	102,537	9.7%	

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Capital Outlay									
02490027	55318	CO- Capital Outlay - Leases	-	37,571	1,716	22,592	(14,979)	-39.9%	See separate lease schedule
02490027	57009	CO- Capital Outlay - Vehicle	42,226	-	-	78,383	78,383		See separate vehicle schedule
02490027	55361	CO- Capital Outlay - Land Acquisition/Purchase	-	1	-	1	-	0.0%	
02490027	57015	CO- Water System Capital	1,472	100,000	32,415	245,000	145,000	145.0%	Capital outlay needs for water facilities: SWTP VFD/Pump Repl \$85k, River Sta pump \$45k, Modulating valve \$50k; Well Rehab (\$20k); Recoating metal surfaces in clearwell \$45k
		Capital Outlay Total	43,698	137,572	34,131	345,975	208,404	151.5%	
		Water Fund Total	3,226,883	3,282,057	2,459,071	3,794,599	512,542	15.6%	
WF -Warrant Articles									
15491042	53221	Salem St. Area Utility Replacements		150,000			(150,000)	-100.0%	Drainage Design (has General and Water Fund components)
		Groundwater/Surface Water Source Devel				781,350	781,350		CIP P#22 Well permitting and pump test
		Hampton Road Booster Station				100,000	100,000		CIP P#23 Design
		Warrant Articles Total	-	150,000	-	881,350	731,350	487.6%	
		Total Water Fund with WAR	3,226,883	3,432,057	2,459,071	4,675,949	1,243,892	36.2%	

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SEWER FUND									
Administration									
03432031	51110	SA- Sal/Wages FT	169,982	195,835	95,976	211,725	15,890	8.1%	2 FT W/S Mgr & Asst Mgr Split 50/50, and GF allocations (increase mostly due to change from Engineering Tech to Asst. Engineer)
03432031	51200	SA- Sal/Wages PT				2,604	2,604		GF allocation New PT HR Assistant
03432031	51210	SA- Sal/Wages Temp	1,527	3,500	2,829	3,500	-	0.0%	PT Seasonal Employee 50/50 W&S Split
		Salaries Total	171,509	199,335	98,805	217,829	18,494	9.3%	
03432031	52100	SA- Health Insurance	27,866	42,921	17,142	42,358	(563)	-1.3%	Allocations from GF
03432031	52110	SA- Dental Insurance	2,300	3,237	1,241	3,237	-	0.0%	Allocations from GF
03432031	52120	SA- Life Insurance	175	305	100	305	-	0.0%	Allocations from GF
03432031	52130	SA- LTD Insurance	680	589	295	589	-	0.0%	Allocations from GF
03432031	52140	SA- Health Insurance Buyout	2,575	2,196	1,098	2,196	-	0.0%	Allocations from GF
03432031	52200	SA- FICA	10,467	12,359	6,026	13,505	1,147	9.3%	Based on wages: 6.2%
03432031	52210	SA- Medicare	2,454	2,890	1,409	3,159	268	9.3%	Based on wages: 1.45%
03432031	52300	SA- Retirement Town	19,195	22,278	10,740	23,650	1,372	6.2%	Based on wages: 11.17%
03432031	52600	SA- Workers Comp Insurance	4,504	2,699	2,699	4,604	1,905	70.6%	Primex (Estimated 6% YOY increase, Incl a Premium Holiday Credit) Adjusted for PRYR Holiday Credit of \$2,075
		Benefits Total	70,216	89,474	40,749	93,603	4,128	4.6%	
03432031	55293	SA- Supplies	1,850	4,000	1,484	4,000	-	0.0%	20% of general office supplies, copy costs, batteries; 50% of meter records maintenance; 50% supplies/maint. multi-function plotter
03432031	55224	SA- Postage	2,038	2,000	1,960	2,000	-	0.0%	Postage allocation, IPP notices and MOR reports
03432031	55055	SA- Consulting Services	16,929	11,000	1,188	22,000	11,000	100.0%	WW Lagoon groundwater discharge permit; PFAS/PFOA, \$10k for System Devel
03432031	55124	SA- Fleet Insurance	1,780	680	680	683	3	0.4%	Primex- Based upon allocation of assets
03432031	55228	SA- Property Insurance	41,414	70,694	70,694	70,944	250	0.4%	Primex- Based upon allocation of assets
03432031	55158	SA-Insurance Reimbursed Repairs	-	1,000	-	1,000	-	0.0%	Damage repairs on insurance claims
03432031	55170	SA- Legal Expense	2,063	5,000	10,685	5,000	-	0.0%	Legal expenses related to EPA permit issues
03432031	55190	SA- Mobile Communications	389	800	117	800	-	0.0%	20% Director, Town Engineer, Ast Engineer cellphones, 50% W/S Manager
03432031	55002	SA- Advertising	-	500	-	500	-	0.0%	Bid packages, requests for proposals
03432031	55257	SA- Safety Equipment	10	-	80	-	-		asbestos pipe OSHA standards, confined space equip. maint (moved to SC & ST)
03432031	55050	SA- Conf Rooms/Meals	873	2,000	1,116	2,640	640	32.0%	Annual national conference
03432031	55091	SA- Education/Training	3,990	4,500	2,420	4,500	-	0.0%	increase training for new WWTP
		General Expenses Total	71,336	102,174	90,425	114,067	11,893	11.6%	
		Administration Total	313,061	390,983	229,979	425,499	34,515	8.8%	

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Billing									
03432134	51110	SB- Sal/Wages FT	72,500	74,929	40,250	75,818	889	1.2%	1 FT Utilities Clerk (50/50 split W&S) & GF Allocations
03432134	51200	SB- Sal/Wages PT	8,496	11,373	7,116	11,765	392	3.4%	1 PT Utilities Clerk 24 hrs/wk (from 16 hrs/wk PRYR) (50/50 split W&S)
03432134	51300	SB- Sal/Wages OT	700	706	353	306	(400)	-56.7%	Allocations from GF
03432134	51400	SB- Longevity Pay	500	500	250	375	(125)	-25.0%	Allocations from GF
		Salaries Total	82,196	87,508	47,968	88,264	756	0.9%	
03432134	52100	SB- Health Insurance	24,645	25,935	15,022	23,860	(2,075)	-8.0%	Allocations from GF
03432134	52110	SB- Dental Insurance	1,582	1,718	1,011	2,085	367	21.4%	Allocations from GF
03432134	52120	SB- Life Insurance	100	118	64	118	-	0.0%	Allocations from GF
03432134	52130	SB - LTD Insurance	168	149	74	149	-	0.0%	Allocations from GF
03432134	52200	SB- FICA	4,990	5,425	2,826	5,472	47	0.9%	Based on wages: 6.2%
03432134	52210	SB- Medicare	1,167	1,269	661	1,280	11	0.9%	Based on wages: 1.45%
03432134	52300	SB- Retirement Town	8,390	8,567	4,523	8,545	(22)	-0.3%	Based on wages: 11.17%
03432134	52600	SB- Workers Comp Insurance	1,050	629	628	1,073	444	70.6%	Primex (Estimated 6% YOY increase, Incl a Premium Holiday Credit) Adjusted for PRYR Holiday Credit of \$484
		Benefits Total	42,092	43,810	24,810	42,582	(1,228)	-2.8%	
03432134	55200	SB- Supplies	3,157	3,500	2,521	3,750	250	7.1%	Water bill processing, Ink Cartridges, paper, letterhead, pens, etc
03432134	55224	SB- Postage	2,500	2,000	1,000	2,500	500	25.0%	Postage for sewer bills
03432134	55055	SB- Consulting Services	-	2,000	-	5,000	3,000	150.0%	Allocation of actuarial costs for GASB compliance \$500 and Tyler consulting services \$1,500
03432134	55014	SB- Audit Fees	8,750	8,250	8,250	8,500	250	3.0%	Audit Fees for Melanson & Health
03432134	55213	SB- Phone Utilization	4,006	4,200	2,423	4,200	-	0.0%	12.5% allocation of IT phone utilization
03432134	55247	SB- Registry of Deeds	-	25	-	25	-	0.0%	Sewer Lien Releases
03432134	55159	SB- Internet Services	-	1,155	-	1,155	-	0.0%	12.5% allocation of IT internet services (website)
03432134	55270	SB- Software Agreement	10,618	9,900	9,507	10,500	600	6.1%	Munis and partial year of Munismart Software Agreement, Water Smart meter portal \$5k annual maintenance (50/50 split W&S)
03432134	55308	SB- Travel Reimbursement	-	-	-	1,500	1,500		Munis instructor travel expenses
03432134	55091	SB- Education & Training	-	50	-	6,425	6,375	12750.0%	W/S Billing Collection Staff
		General Expenses Total	29,031	31,080	23,701	43,555	12,475	40.1%	
		Sewer Billing Total	153,319	162,398	96,479	174,401	12,003	7.4%	

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Collection									
03432532	51110	SC- Sal/Wages FT	191,211	201,385	125,424	210,258	8,873	4.4%	8 FT split 50/50 WD/SC
03432532	51300	SC- Sal/Wages OT	16,251	21,000	14,173	21,000	-	0.0%	WD/SC/WWTP/PS (calls from dispatch or SCADA alarms)
03432532	51310	SC- Sal/Wages Stand-By	280	3,640	1,980	3,640	-	0.0%	Pay for after hours on-call status, \$140/week per union contract split 50/50 WD/SC
03432532	51400	SC- Longevity Pay	2,375	1,625	-	1,725	100	6.2%	8 FT per union contract split 50/50 WD/SC
		Salaries Total	210,117	227,650	141,577	236,623	8,973	3.9%	
03432532	52100	SC-Health Insurance	50,423	55,915	33,259	54,553	(1,363)	-2.4%	
03432532	52110	SC- Dental Insurance	3,119	4,538	1,980	4,538	-	0.0%	
03432532	52120	SC- Life Insurance	244	252	155	252	-	0.0%	
03432532	52200	SC- FICA	12,615	14,136	8,068	14,671	534	3.8%	Based on wages: 6.2%
03432532	52210	SC- Medicare	2,950	3,306	1,887	3,431	125	3.8%	Based on wages: 1.45%
03432532	52300	SC- Retirement Town	23,998	25,700	15,198	26,431	731	2.8%	Based on wages: 11.17%
03432532	52600	SC- Workers Comp Ins	8,369	5,015	5,015	8,557	3,542	70.6%	Primex (Estimated 6% YOY increase, Incl a Premium Holiday Credit) Adjusted for PRYR Holiday Credit of \$3,856
		Benefits Total	101,719	108,861	65,562	112,431	3,570	3.3%	
03432532	55022	SC- Building Maintenance	4,366	10,000	6,932	10,000	-	0.0%	10 pumping stations
03432532	55105	SC- Equipment Maintenance	3,157	5,000	2,168	5,000	-	0.0%	consumables; repairs; cutting heads
03432532	55252	SC- Road Repairs	2,671	5,000	2,138	5,000	-	0.0%	Sewer trench paving; compaction test requirements, service repairs at mains
03432532	55153	SC- I/I Abatement	20,000	20,000	-	20,000	-	0.0%	Reclassified from Capital Outlay - maintenance item Catch Basin removal, smoke & dye testing
03432532	55369	SC- Pipe Relining	40,000	40,000	-	40,000	-	0.0%	Relining vitrified clay, RCP
03432532	55319	SC- Vehicle Maintenance	6,288	7,000	8,158	10,000	3,000	42.9%	10 vehicles, 3 trailers, split 50/50 with water dist
03432532	55140	SC- Grit Removal	2,210	2,500	152	2,500	-	0.0%	Transport of gravel, sand, etc. to Waste Management from WWTP
03432532		SC- CSO Monitoring				13,500	13,500		
03432532	55179	SC- Manhole Maintenance	57,181	69,600	36,947	69,600	-	0.0%	Manholes, piping & service repairs
03432532	55236	SC- Pump & Control Maintenance	38,327	49,450	10,277	49,450	-	0.0%	Maintain 22 sewer pumps; wear rings, impellers, shaft couplings, seals
03432532	55173	SC- Licenses	777	1,000	-	1,000	-	0.0%	12 licenses for 8 individuals in sewer collection; 1/2 master electrician (due in Nov)
03432532	55190	SC- Mobile Communications	854	1,050	520	1,450	400	38.1%	increase 2 to 4 MiFi's (50%)
03432532	55003	SC- Drug/Alcohol Testing	322	800	71	800	-	0.0%	7 employees, Contract w/CEOH; required (per USDOT) random testing for all CDL holders & screening new hires
03432532		SC- Fire Alarm Communication				12,000	12,000		Pump Station fire alarms (10 stations at \$100/month equals \$1,000/month or \$12,000/year)
03432532	55257	SC- Safety Equipment	2,868	2,250	1,143	2,250	-	0.0%	PPE & tools for new asbestos pipe OSHA standards, confined space equip. maint.
03432532	55314	SC- Uniforms	2,464	2,145	683	2,145	-	0.0%	7 split 50/50 WD/SC
03432532	55136	SC- GIS Software	3,969	4,500	-	4,500	-	0.0%	Software revisions/maintenance; handheld and software agreement with TiSales
03432532	55260	SC- SCADA Software	-	3,000	248	3,000	-	0.0%	Software annual maintenance; I/O cards
03432532	55301	SC- Tools	1,507	2,500	715	2,500	-	0.0%	Sewer augers, CCTV parts
03432532		SC- General Equipment Purchase				-	-		
03432532	55194	SC- Natural Gas	9,903	11,150	4,768	11,150	-	0.0%	Heat/Generator fuel
03432532	55092	SC- Electricity	87,681	82,000	53,327	82,000	-	0.0%	Heat, lights, pumps, etc. (new power for MPS grinder pump)
03432532	55128	SC- Fuel	10,429	10,000	8,164	10,000	-	0.0%	Diesel, propane, gasoline for vehicles, equipment and pumping stations
		General Expenses Total	294,973	328,945	136,406	357,845	28,900	8.8%	

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		Collection Total	606,808	665,456	343,546	706,899	41,443	6.2%	

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		Treatment							
03432633	51110	ST- Sal/Wages FT	128,066	208,365	116,330	255,439	47,074	22.6%	5 FT: 3 Operators, 1 Sr Operator, 1 Chief Operator (8 Mos)
03432633	51300	ST- Sal/Wages OT	28,482	19,000	24,789	19,000	-	0.0%	average OT rate = \$36.95/hr, 514 hours
03432633	51310	ST- Sal/Wages Stand-By	4,680	7,280	4,680	7,280	-	0.0%	After hours on-call status, \$140/wk per union contract
03432633	51350	ST- Sal/Wages Storm Related FEMA OT	-	1	-	1	-	0.0%	Expenses related to declared emergencies
03432633	51400	ST- Longevity Pay	2,100	2,100	-	700	(1,400)	-66.7%	1 FT per union contract
		Salaries Total	163,329	236,746	145,800	282,420	45,674	19.3%	
03432633	52100	ST- Health Insurance	37,578	75,008	51,398	112,623	37,615	50.1%	change in medical plans
03432633	52110	ST- Dental Insurance	2,545	5,190	3,591	8,325	3,135	60.4%	
03432633	52120	ST- Life Insurance	142	252	158	315	63	25.0%	
03432633	52200	ST- FICA	9,680	14,678	8,164	17,510	2,832	19.3%	Based on wages: 6.2%
03432633	52210	ST- Medicare	2,264	3,433	1,909	4,095	662	19.3%	Based on wages: 1.45%
03432633	52300	ST- Retirement Town	18,487	26,686	15,484	31,546	4,860	18.2%	Based on wages: 11.17%
03432633	52600	ST- Workers Comp Insurance	8,369	5,015	5,015	8,556	3,541	70.6%	Primex (Estimated 6% YOY increase, Incl a Premium Holiday Credit) Adjusted for PRYR Holiday Credit of \$3,856
		Benefits Total	79,065	130,262	85,719	182,970	52,708	40.5%	
03432633	55192	ST- Mowing	9,000	-	-	-	-		Clear brush & cattails (Clemson's Pond and lagoons)
03432633	55022	ST- Building Maintenance	6,192	8,000	4,969	10,500	2,500	31.3%	3 high exposure buildings; 6 new buildings & 4 large process tanks in 2019
03432633	55105	ST- Equipment Maintenance	30,399	50,000	40,644	50,000	-	0.0%	Chem feed pumps, flow meters, motorized valves, aerators; new centrifuges (2), RAS/WAS pumps (6), UV disinfection in 2019
03432633	55337	ST- Weed Control	628	1,700	628	3,000	1,300	76.5%	Invasive species control in lagoons
03432633	55204	ST- Outfall Dredging	-	6,500	2,380	6,500	-	0.0%	biennial cleaning
03432633	55154	ST- Industrial Pre-treat	9,487	11,000	3,817	15,000	4,000	36.4%	5 significant industry permits with monitoring
03432633	55220	ST- Pond/Lagoon Maintenance	1,306	2,500	221	2,500	-	0.0%	Inter-lagoon sluice gates/piping, chlorine chamber adj. weirs, etc.; repair aerator pontoons
03432633	55173	ST- Licenses	997	1,200	176	1,200	-	0.0%	Required training for licensing; professional development; master electrician 15 hr training
03432633	55190	ST- Mobile Communications	875	1,000	719	3,000	2,000	200.0%	WWTP Operators, 1 MiFi for SCADA backup
03432633		ST- Alarm Communications				4,800	4,800		WWTF fire alarms and SCADA alarms (4 lines @ \$100/month equals \$400/month or \$4,800/year)
03432633	55003	ST- Drug/Alcohol Testing	16		-	500	500		Contract w/CEOH; required (per USDOT) random testing for all CDL holders & screening new hires
03432633	55257	ST- Safety Equipment	1,198	2,000	1,437	2,500	500	25.0%	PPE, gas monitors, Tyvek suits, gloves, confined space equip. maint.
03432633	55314	ST- Uniforms	1,241	1,350	822	3,375	2,025	150.0%	uniforms for 2 operators
03432633	55260	ST- SCADA Software/Hardware	1,320	5,000	1,863	7,000	2,000	40.0%	Software revisions/annual maintenance
03432633	55072	ST- Dam Registration	1,500	1,500	-	1,500	-	0.0%	Annual NHDES fees for WWTP and Clemson Pond lagoons
03432633	55161	ST- Lab Testing	49,304	60,000	36,014	60,000	-	0.0%	CSO testing, NPDES nitrogen testing, EPA effluent testing, groundwater monitor report, \$32K river monitoring & TN annual report
03432633	55034	ST- Chemicals	32,636	80,000	32,158	125,000	45,000	56.3%	Chlorination/dechlorination; polymer & supplemental carbon in 2019 (BRC-Revision per Wright Pierce)
03432633	55373	ST- Solids Handling	-	100,000	16,049	336,000	236,000	236.0%	Biweekly centrifuge solids generation & weekly disposal at Turnkey starting May 2019 (BRC- estimated 6 month cost per Wright Pierce)
03432633	55194	ST- Natural Gas	9,134	16,500	10,543	22,000	5,500	33.3%	Building heat
03432633	55092	ST- Electricity	171,225	206,000	133,082	312,000	106,000	51.5%	Aerators, lights, recirc. & chem feed pumps (BRC-increase per Wright Pierce)
03432633	55128	ST- Fuel	1,566	3,000	1,503	4,500	1,500	50.0%	2 vehicles
03432633	55131	ST- Gas Monitoring	-	100	-	1,000	900	900.0%	Hydrogen sulfide monitoring

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		General Expenses Total	328,023	557,350	287,024	971,875	414,525	74.4%	
		Sewer Treatment Total	570,417	924,358	518,543	1,437,266	512,907	55.5%	
Debt Service									
03471135	58020	Sewer Line Replacement	101,500	101,500	101,500	101,500	-	0.0%	2021 Final payment
03471135	58017	Water Street Interceptor	68,276	-	-	-	-	-	2018 Final payment
03471135	58021	Wastewater Facilities Design	50,000	50,000	50,000	-	(50,000)	-100.0%	2019 Final payment
03471135	58009	Jady Hill Phase II	130,000	130,000	130,000	130,000	-	0.0%	2032 Final payment
03471135	58013	Portsmouth Av Sewerline	83,929	83,929	83,929	79,732	(4,197)	-5.0%	2023 Final payment
03471135	58011	Sewerline Lincoln & Main Sts	20,000	20,000	20,000	20,000	-	0.0%	2024 Final payment
03471135	58025	Lincoln Street Ph#2	54,134	53,219	53,219	53,219	-	0.0%	2032 Final payment
03471135		Salem St. Utility Design & Engin				28,554	28,554		2024 Final payment
03471135		Wastewater Treatment Plant				206,387	206,387		2039 Final payment
		Sewer Debt Service Principal Total	507,839	438,648	438,648	619,392	180,744	41.2%	
03472136	58511	Sewer Line Replacement	13,143	9,063	9,083	6,038	(3,025)	-33.4%	2021 Final payment
03472136	58509	Water St Interceptor	724	-	-	-	-	-	2018 Final payment
03472136	58523	WW Facilities Design	3,375	1,375	1,375	-	(1,375)	-100.0%	2019 Final payment
03472136	58520	Jady Hill Phase II	69,925	64,725	64,725	61,150	(3,575)	-5.5%	2032 Final payment
03472136	58505	Portsmouth Ave Sewerlins	26,043	21,343	21,343	17,063	(4,280)	-20.1%	2023 Final payment
03472136	58503	Sewerline Lincoln & Main Sts	6,120	5,100	5,100	4,080	(1,020)	-20.0%	2024 Final payment
03472136	58526	Lincoln Street Ph#2	42,064	35,870	35,870	33,156	(2,714)	-7.6%	2032 Final payment
03472136		Salem St. Utility Design & Engin				7,340	7,340		2024 Final payment
03472136		Wastewater Treatment Plant				107,614	107,614		2024 Final payment
		Sewer Debt Service Interest Total	161,394	137,476	137,495	236,441	98,965	72.0%	
		Debt Service Total	669,233	576,124	576,143	855,833	279,709	48.6%	
Capital Outlay									
03490237	57010	CO- Capital Outlay - Leases	88,347	37,570	1,716	22,591	(14,979)	-39.9%	See separate Lease schedule
03490237	55361	CO- Capital Outlay - Land Acquisition/Purchase	-	1	-	1	-	0.0%	
03490237	57017	CO- Capital Outlay- WWTP	-	90,000	24,574	90,000	-	0.0%	Comminutor rebuild at MPS/Webster \$22k; Front St PS replace 2 pumps & gate valves \$60k; aerators \$30K
03490237	57009	CO- Capital Outlay - Vehicle	42,226	-	-	78,383	78,383		See separate vehicle schedule
03490237		CO- Lagoon Sludge Removal				441,000	441,000		CIP P#28 Cost spread out over 10 years
		Capital Outlay Total	130,573	127,571	26,289	631,975	504,404	395.4%	
		Sewer Fund Total	2,443,410	2,846,891	1,790,979	4,231,871	1,384,981	48.6%	
Warrant Articles/Other									
16491042	53221	Salem St. Area Utility Replacements		145,000			(145,000)	-100.0%	Drainage Design (has General and Water Fund components)
		Squamscott River Sewer Siphons				1,600,000	1,600,000		CIP P#29
		Folsom Street Pump Station Rehabilitation				450,000	450,000		CIP P#27
		Warrant Articles Total	-	145,000	-	2,050,000	1,905,000	1313.8%	
		Total Sewer Fund with WAR	2,443,410	2,991,891	1,790,979	6,281,871	3,289,981	110.0%	

Town of Exeter
 Leases/Vehicles
 2020 Preliminary Budget

General Fund

<u>Obj</u>	<u>Object</u>	<u>Leases</u>	
01419416	57005	GG- CO - Leases	
			110,488 Ladder Truck, Lease ends 2021
			15,663 Light Duty Vehicles, Lease ends 2020
			31,261 Dump Truck, Lease ends 2020
			23,930 Backhoe , Lease ends 2022
			35,816 Dump Truck, Lease ends 2021
			77,949 E-One Pumper Fire Truck, Lease ends 2024
			40,845 Highway Loader, Lease ends 2022
			3,000 Patrol Motorcycle
		Total GF Leases	338,953

<u>Vehicle Purchases</u>			
01419418	57012	GG- CO - Vehicles	
			45,895 Police Dept Hybrid Ford Interceptor
			32,060 Police Dept Ford Explorer (Detectives)
		Total GF Vehicle purchases	77,955
		Sub-Total GF	416,907

<u>Town wide Vehicle Replacements</u>			
Warrant Article			
			58,352 Fire Dept Car #2 replacement CIP P#38
			48,059 PW Highway Truck #5 replacement CIP P#56
			65,872 PW Highway Truck #9 replacement CIP P#58
			24,000 Maintenance Sedan #24 replacement CIP P#62
			60,000 Parks & Rec Handicap Accessible Van CIP P#46
			58,000 Parks & Rec Mini Loader #82 (repl JD Tractor) CIP P#48
		Total GF WAR Vehicle Repl	314,283
		Total GF	731,190

Water Fund

<u>Obj</u>	<u>Object</u>	<u>Vehicle Purchases</u>	
02490027	55318	WF- CO - Leases	
			1,702 Light Duty Vehicles, Lease ends 2020
			20,890 Hook Lift Truck (estimate)
		Total WF Leases	22,592
02490027	57009	WF-CO- Capital Outlay - Vehicle	
			17,824 Purchase Truck #13 1/2 Ton 4WD Crew Truck CIP P#64
			24,030 Purchase Truck #14 3/4 Ton 4WD Truck CIP P#66
			12,500 Replace Truck #11 w/Truck #16 w/new Utility Body CIP P#78
			24,030 Replace Truck #16 w/ 3/4 Ton 4WD Crew Truck CIP P#82
		Total WF Vehicle purchases	78,383
		Total WF	100,974

Sewer Fund

<u>Obj</u>	<u>Object</u>	<u>Leases</u>	
03490237	57010	SF- CO - Leases	
			1,701 Light Duty Vehicles, Lease ends 2020
			20,890 Hook Lift Truck (estimate)
		Total SF Leases	22,591
03490237	57009	SF-CO- Capital Outlay - Vehicle	
			17,824 Purchase Truck #13 1/2 Ton 4WD Crew Truck CIP P#64
			24,030 Purchase Truck #14 3/4 Ton 4WD Truck CIP P#66
			12,500 Replace Truck #11 w/Truck #16 w/new Utility Body CIP P#78
			24,030 Replace Truck #16 w/ 3/4 Ton 4WD Crew Truck CIP P#82
		Total SF Vehicle purchases	78,383
		Total SF	100,974

FY19 Request

Approved by

Human Service Agencies	BRC	Qrtly Amt	Vendor #	Invoice
Annie's Angels	\$ 4,500	1,125.00	1652	Yes
Area Homecare & Family Services	4,000	1,000.00	744	Yes
Big Brothers/Big Sisters	7,000	1,750.00	805	No
CASA	500	125.00	1232	No
Child & Family Services	10,000	2,500.00	93	No
Crossroads House	3,500	875.00	381	No
Exeter Area Charitable Foundation	2,000	500.00	1904	No
Friends Program	2,000	500.00	1907	No
Great Bay Kids	2,000	500.00	1697	Yes
Greater Seacoast Community Health Haven	5,000	1,250.00	1262	No
Haven	8,500	2,125.00	1905	No
New Generation Shelter	2,000	500.00	1396	No
One Sky Community Services	1,625	406.25	1906	No
Richie McFarland Children's Center	10,000	2,500.00	1041	No
Rockingham Community Action	10,000	2,500.00	1057	No
Rockingham Meals on Wheels	9,500	2,375.00	878	No
Seacoast Eat Local	1,000	250.00	1654	No
Seacoast Family Promise	1,500	375.00	1475	No
Seacoast Mental Health	8,500	2,125.00	1479	No
Seacoast VNA	3,000	750.00	1485	No
St. Vincent de Paul	7,000	1,750.00	293	Yes
Womenade	3,500	875.00	1587	No
Total Human Services	\$ 106,625	26,656.25		

Transportation Fund#5	Amount		Vendor #	Invoice	Org
	Requested	Qrtly Amt			
Coast	20,000	5,000.00	116	Yes	05419900
Lamphrey Healthcare Trans	6,180	1,545.00	189	Yes	05419900
Rockingham Nutrition MOW	16,000	4,000.00	1064	Yes	05419900
TASC	16,000	4,000.00	674	Yes	05419900

2019 General Fund:

Approved Operating	19,066,857
SEIU	27,773
EFFA	<u>22,666</u>
Total Operating	19,117,296

2019 Water Fund:

Approved Operating	3,253,033
SEIU	8,134
Hook/Lift Truck	<u>20,890</u>
Total Water	3,282,057

2019 Water Fund:

Approved Operating	2,817,866
SEIU	8,135
Hook/Lift Truck	<u>20,890</u>
Total Sewer	2,846,891

Sustainability Coordinator Proposal and Committee Charge

Town of Exeter
Sustainability Advisory Committee

Mission Statement:

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.

Committee Charge:

The purposes of the Sustainability Advisory Committee are as follows:

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, Public Works Department, and Parks/Recreation on available grants to support sustainability initiatives.

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

Review proposed CIP (Capital Improvement Plan) projects and warrant articles for sustainability.

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

Members of this advisory board shall consist of the following members:

There is hereby established by the Select Board an eight (8) person Sustainability Advisory Committee

1 member of the Select Board

7 At Large Members (appointed by the Select Board)

Town Planner or their designee – Non-voting

At large members shall serve three-year staggered terms. Initial appointments shall be made for 1,2, and 3 year terms and thereafter be 3 year term.

Adopted by the Exeter Select Board

June 3rd, 2019

Sustainability Advisory Committee

Mission: To guide the development of sustainability policies and practices for the Town of Exeter that simultaneously promote a healthy environment, strong community connections, and economic vitality; including the establishment of the Town of Exeter Sustainability Office.

Committee Charge: Purposes of the Sustainability Advisory Committee are as follows:

1. Advise and assist the Select Board on the establishment of a formal Sustainability Office pursuant to Exeter Town Warrant 2019, article 31.
2. Advise and support the Sustainability Office.
3. Define and publicize "Sustainability" within the context of current town operations.
4. Review and recommend sustainability-related priorities and initiatives on proposed Capital Improvement Plan (CIP) projects and warrant articles.
5. Advise and coordinate with the Select Board, Town Manager, and all relevant town departments and committees in pursuit of grants, and state and federal funds for sustainability initiatives.
6. Identify priority community partners and stakeholders in sustainability efforts, so the Sustainability Office/Coordinator and town officials can engage most effectively.
7. Establish communication plan to coordinate and engage with community partners and stakeholders in all sustainability needs and initiatives.
8. Perform a 'gap analysis' of what Exeter has accomplished (both community and town government?) regarding sustainability efforts, and recommend what needs to be accomplished.
9. Produce an annual report to the Select Board encompassing the areas above and progress in each of the areas.

Members of this advisory board shall consist of the following members:

There is hereby established by the Select Board an eight (8) person Sustainability Advisory Committee

1 member of the Select Board
7 At Large Members (appointed by the Select Board)
Town Planner or their designee: Non-voting

At large members shall serve three-year staggered terms. Initial appointments shall be made for 1,2, and 3year terms and thereafter be a 3year term.

Adopted by the Exeter Select Board.

Define and publicize 'Sustainability' in the context of current town operations:

The most commonly quoted definition of sustainability is from the 1987 'Our Common Future' (commonly referred to as The Brundtland Report), published by World Commission on Environment and Development.

"Sustainable development is development that meets the needs of the present without compromising the ability of future generations to meet their own needs."
ref: The Brundtland Report, 1987

In Exeter, this means addressing the many urgent climate and environmental priorities cited in the Master Plan and raised by citizens, including:

- Climate change impacts – while rapidly reducing our emissions, we must simultaneously mitigate for impacts already occurring and increasing, including sea level rise, flooding, changing precipitation patterns, impacts on agriculture, etc. This means incorporating new ways of operating from the macro to micro levels
- Pollution – visible and invisible – on land, and within our rivers, tributaries and estuary, including plastics, trash, toxic chemicals/pesticides, fertilizers, etc.
- Water quality – for drinking, for wildlife, and for a healthy estuary that supports healthy marine ecosystems
- Air quality
- Maintaining and monitoring open spaces, conservation land, wetlands
- Sense of community – safe, walkable, bikeable, equitable, supportive of arts, music, local business, and a diverse inter-generational citizenry

SAC Near-time Agenda items (first 6-9 months):

1. Work with the Budget Committee to establish a line item in the 2020 town budget for the Sustainability Office/Coordinator based on Exeter-specific research conducted in conjunction with town officials, boards and committees. Provide guidance for alignment, core functions, personnel/job description/s, budget and expenses.
2. Engage with and advise town committees working on Capital Improvement Project (CIP) initiatives (i.e. Library Committee, Parks & Rec sustainable designs, etc.)
3. Establish role and protocol for official website and social media deployment by the SAC. Post town accomplishments, along with the many areas where future action is needed, including indication of urgency and impact.
4. Draft Exeter vision and goals in coordination with Energy & Conservation Committees

TOWN OF EXETER

JOB TITLE: Sustainability Coordinator

DEPARTMENT: Sustainability

EMPLOYMENT STATUS: Part-time (24hours/week), Non-Union

EXEMPT STATUS: Non-exempt

LABOR GRADE: 9

JOB SUMMARY: This position will coordinate closely with all Town Departments, Boards, Commissions, and Committees regarding sustainability initiatives, activities and recognized inventory in areas of sustainability. The position will benchmark sustainable initiatives and promotes projects to the Sustainable Mission of the town.

SUPERVISION RECEIVED: This position receives general supervision and policy direction from the Town Manager. Support and input to the Sustainability Advisory Committee (SAC) and the Energy Committee.

SUPERVISION EXERCISED: May provide supervision to interns and volunteers.

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

1. Coordinate sustainability efforts in all Town departments and objectives for review and approval
2. Draft Town Sustainability goals
3. Partner with department heads, town boards/committees, businesses, municipal/civic organizations, the Chamber of Commerce, technical support organizations, regional partners, the public, etc. to determine and incorporate best sustainability practices and policies
4. Build connections with outside expertise, peers in other cities, and regional and state alliances, programs, and leaders
5. Investigate and apply for grants and resources through federal/state government, as well as regional, university, and non-profit programs
6. Develop a multi-faceted communications and coordination strategy to promote and build awareness of town efforts
7. Provide Education and Support for Exeter Citizens. Create or obtain educational programs and materials to address issues of climate adaptation and resiliency, energy conservation,

water quality/conservation, recycling and waste reduction, transportation choices, and building design

8. Research and propose initiatives, and foster creation of town programs, that promote sustainability and resiliency, and reduce environmental impacts and climate vulnerabilities
9. Establish performance metrics, scoreboards and progress reporting procedures; measure and report result
10. Promote a Culture of Sustainability. Maintain and establish sustainability page on town website for the community and individuals, including efficiency actions and links to studies/forums/etc.
11. Provide public outreach to engage stakeholders and constituencies in areas of sustainability; in events such as film festivals, forums and other outreach activities to increase awareness of sustainability initiatives
12. Performs other duties as required

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED BY THE POSITION:

Knowledge of local population, businesses, constituencies, and diversity

Knowledge of sustainability concepts and theories

Knowledge of grant writing and processes

Knowledge of relevant state and local laws, policies, and procedures

Skill in collaboration, negotiation, and public and interpersonal relations

Skill in managing multiple and concurrent projects and programs

Skill in using office equipment

Ability to communicate effectively, both verbally and in writing

Ability to maintain current and accurate files and records

Ability to establish and maintain effective working relationships with employees, town officials, volunteers and the general (and inter-generational) public

SUPERVISORY CONTROLS: The supervisor makes assignments by defining objectives, priorities and deadlines; assist the employee with unusual situations that do not have clear precedents. Completed work is usually evaluated for technical soundness, appropriateness and conformity to policy and requirements. The methods used in arriving at the end results are not usually reviewed in detail

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

COMPLEXITY: The work involves 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 or uniquely developed. 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 products or services affect a wide range of agency activities, major activities of industrial concerns or the operation of other agencies.

PERSONAL CONTACTS: The personal contacts are with employees in the same agency, and many external organization. People contacted generally are engaged in different functions, missions, and kinds of work. The contacts are town officials across all departments, as well as members of the general public, as individuals or groups, in a moderately structured setting.

PURPOSE OF CONTACTS: The purpose is to plan, coordinate or advise on work efforts or to resolve problems or create efficiencies by influencing or motivating individuals or groups who are working towards mutual goals.

PHYSICAL DEMANDS: The work may require some physical exertion such as long periods of sitting; standing; walking over rough or uneven terrain; occasional bending, crouching, stretching, or reaching. The work may require agility and dexterity.

WORK ENVIRONMENT: The work may occasionally involve moderate risks or discomforts that require special safety precautions, such as protective clothing or gear such as masks, coats, boots, goggles, and gloves. Attending boards and town meetings will involve some evening and weekend work.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: Position at this level have no formal assigned supervisory responsibility or authority. The position will usually receive guidance in the form of approval/denial on matters of policy, service levels, and goals or objectives from higher authorities. The employee may have responsibility for supervising interns.

MINIMUM QUALIFICATIONS:

1. Bachelor's degree in environmental sciences or other related field (sustainability, ecology, meteorology, oceanography, geology, hydrology, physics, etc.) and three to five years of progressively responsible experience; or equivalent combination of education and experience

2. Experience sufficient to understand the diverse objectives and functions of the position, usually interpreted to require three to five years of progressively responsible administrative and supervisory experience, preferably related to science or municipal policy
3. Possession of, or ability to readily obtain, a valid driver's license, and the ability to travel up to 10% of the time to state and regional conferences or other forums related to sustainability.
4. Ability to present effective and persuasive speeches and lead effective discussions on controversial or complex topics for top management, public groups, and/or elected officials. Ability to respond effectively to sensitive inquiries or complaints.

CERTIFICATES, LICENSES, REGISTRATIONS: None required.

INTERNAL COMMUNICATIONS: Frequent contacts departments as needed. Connect with Sustainability Advisory Committee for public outreach and sustainability events.

EXTERNAL COMMUNICATIONS: Contacts with other governmental agencies, professional organizations, sustainability leaders at other organizations, community/civic organizations, businesses, and the media.

USE OF EQUIPMENT AND/OR COMPUTERS: Must be proficient in the use of a personal computer and standard office equipment.

Proposed Budget:

A \$3,000 working budget for the position, approx. breakdown of this:

- \$500/yr for conference fees, etc.
- \$500 for travel to meetings, etc.
- \$500 for printing costs for public info and materials,
- \$500 for a film festival and other public forums,
- \$1,000 computer and office supplies

Potential Location:

Share office space with DAV (Disabled American Veterans Charity). Currently the office is used once a week by DAV. Space is big enough for someone to use on a part-time basis.

Office space is located in the Parks & Recreation building, 32 Court Street.

Location is ideal as it is frequented by the public, is within walking distance of Town offices and it is on Town property.

DR

Permits And Approvals



EXETER POLICE ASSOCIATION

P.O. Box 485, Exeter, New Hampshire 03833-0485
(603) 772-1212

September 4, 2019

Doreen Chester
10 Front St.
Exeter, NH 03833

Dear Doreen,

In accordance with section 16.4 of the Exeter Police Association's collective bargaining agreement, the membership has voted to increase the detail rate. The current rate is \$45.00 per hour, which will increase to \$50.00 per hour. We are requesting that this change start on Monday October 7, 2019.

Thank you for your assistance.

Sincerely,

Patrick Mulholland
President, Exeter Police Association

OUTSIDE DETAIL COMPARISON

01/29/19

Agency	Billing Rate	Minimum Hours	Officer's Pay	Admin Rate	Cruiser Fee	Notes
EXETER	65.00	4	45.00	10.00	10.00	
Andover PD	\$ 55.00	4	\$ 42.00	\$ 13.00	\$ 7.00	
Atkinson PD	\$ 52.00	4			\$ 10.00	
Belmont	\$ 70.00		\$ 45.00	\$ 15.00	\$ 10.00	
Berlin PD	\$ 65.00	3	\$ 47.22	\$ 17.78	\$ 25.00	
Bow PD	\$ 80.00	4	\$ 52.50	\$ 4.00	\$ 7.67	
Brentwood PD	\$ 56.00		\$ 44.00	\$ 12.00	\$ 10.00	
Danville PD	\$ 60.00	4	\$ 36.00	\$ 14.00	\$ 10.00	
Derry PD	\$ 69.00	4	***		\$ 16.25	1
Dublin	\$ 60.00	4	\$ 40.00		\$ 15.00	
East Kingston	\$ 60.00	4	\$ 40.00	\$ 10.00	\$ 10.00	
Enfield	\$ 86.00	2	\$ 49.65	\$ 30.35	\$ 15.00	
Epsom PD	\$ 64.00	4	\$ 39.00	\$ 25.00		
Fitzwilliam PD	\$ 64.00		\$ 48.00	\$ 16.00	\$ 10.00	
Fremont	\$ 74.00	4	\$ 42.00	\$ 22.00	\$ 10.00	
Gilmanton PD	\$ 70.00	4	\$ 40.00	\$ 10.00	\$ 20.00	
Goffstown PD	\$ 52.50	4	\$ 37.00	\$ 15.50	\$ 15.00	
Grantham PD	\$ 70.86	3	\$ 40.86	\$ 15.00	\$ 15.00	
Greenland PD	\$ 55.00		\$ 40.00	\$ 15.00	\$ 15.00	
Hampstead	\$ 56.00				\$ 7.00	
Hanover PD	\$ 69.36	4	\$ 46.25	\$ 23.11	\$ 15.00	**
Henniker PD	\$ 70.00					
Hollis PD	\$ 52.90	4	\$ 42.60	\$ 10.30	\$ 15.00	
Hooksett PD	\$ 52.00	4	\$ 45.00	\$ 7.00	\$ 20.00	2
Hudson PD	\$ 60.00	4	\$ 46.00	\$ 14.00	\$ 15.00	
Lebanon PD	\$ 65.00	4	\$ 50.00	\$ 15.00	\$ 15.00	
Lee PD (Chief)	\$ 80.00	4	\$ 59.00	\$ 21.00	\$ 10.00	
Lee PD (Sergeant)	\$ 65.00	4	\$ 45.00	\$ 20.00	\$ 10.00	
Lee PD (Officers & Senior Patrolman)	\$ 65.00	4	\$ 40.00	\$ 25.00	\$ 10.00	
Littleton PD	\$ 75.00	4	\$ 50.00	\$ 15.00	\$ 10.00	
Londonderry (before retirement change)	\$ 62.00	4	\$ 46.00	\$ 16.00	\$ 11.00	8
Londonderry (new officer)	\$ 62.00	4	\$ 59.00	\$ 3.00	\$ 11.00	
Loudon PD	\$ 50.00	4	\$ 37.00	\$ 13.00	\$ 7.00	3

Merrimack PD	\$	64.18	4	****	\$		\$	15.00	
New Boston PD	\$	72.66	4	\$	42.15	\$	20.51	\$	10.00
New London PD	\$	67.00	4	\$	44.00			\$	15.00
Newfields PD	\$	54.00	4	\$	41.00	\$	13.00	\$	10.00
Pelham PD	\$	45.00				\$	14.00	\$	8.00
Pembroke PD	\$	60.00	4	\$	45.00			\$	10.00
Pittsfield PD	\$	54.00		\$	39.00	\$	15.00	\$	20.00
Plaistow PD	\$	53.00	4	\$	41.00	\$	12.00	\$	10.00
Plymouth PD	\$	70.00	4	\$	50.00	\$	20.00	\$	20.00
Raymond PD	\$	77.00	4	\$	45.00	\$	22.00	\$	10.00
Rochester PD	\$	60.50	4	\$	45.45	\$	15.05	\$	20.00
Rye PD	\$	69.00	4	\$	48.00	\$	21.00	\$	10.00
Salem	\$	55.00						\$	9.00
Tilton PD	\$	65.00	4	\$	40.00	\$	25.00	\$	-
Windham	\$	55.00		****				\$	10.00

- 1 DERRY - ***Officers make time and a half of their respective rate up to \$45.34/hour. Cruiser fee = 1 hr min.
 - 2 HOOKSETT - After 8 hours, company is charged at time and a half/details on holiday charged time and a half
 - 3 LOUDON - \$50.00/hour detail rate; \$43
 - 4 MERRIMACK****Officers make time and a half for their respective pay rates
 - 5 TILTON - Town/school details are \$55.00/hour - officer gets \$35/hour - Town gets \$20
 - 6 SALEM CHARGES \$79 HR. IF DETAIL IS HAZARDOUS (I.E. CIVIL STANDBY/BLACK FRIDAY AS WELL AS HOLIDAYS)
 - 7 WINDHAM - Officer is paid overtime at time and a half.
 - 8 LONDONDERRY - DETAIL OVER 8 HOURS = \$77 HR
- *** Hanover has a 4 hours minimum unless it is Dartmouth, School or Non-Profit related - then it is 3 hours.

AVERAGES

\$63.12

\$43.65

6
5
7

Town of Exeter
Special Police Detail Pay Analysis (ESPD)
Updated September 10, 2019

Current	Special Detail Fund 10	General Fund 01
Police Officers hired prior to 7/1/11		
Cruiser Fee \$	10.00	
Admin Fee		\$ 10.00
Officer \$	45.00	
Total Detail Fee \$	55.00	\$ 10.00
Officer Hourly Wage for Detail \$	45.00	
*NHRS @ 28.43% \$	12.79	
Medicare @ 1.45% \$	0.65	
Total Town Paid Taxes/Benefits \$	58.45	
Net Gain/(Loss) per hour \$	(3.45)	
a) Hires not already vested in NHRS prior to 7/1/11		
Cruiser Fee \$	10.00	
Admin Fee		\$ 10.00
Officer \$	45.00	
Total Detail Fee \$	55.00	\$ 10.00
Officer Hourly Wage for Detail \$	45.00	
Medicare @ 1.45% \$	0.65	
Total Paid by Town \$	45.65	
Net Gain/(Loss) per hour \$	9.35	
<i>a) NHRS does not apply on ESPD for hire date reflected above as long as officer was not already in NHRS from a previous employer</i>		

Town of Exeter
Special Police Detail Pay Analysis (ESPD)
Updated September 10, 2019

Proposed Change	Total Amount	Special Detail Fund 10	General Fund 01
Police Officers hired prior to 7/1/11			
Cruiser Fee \$	10.00	\$ 10.00	
*Admin Fee: \$	15.00	5.00	10.00
Officer \$	50.00	50.00	
Total Detail Fee \$	75.00	\$ 65.00	\$ 10.00
Officer Hourly Wage for Detail \$	50.00	\$ 50.00	
*NHRS @ 28.43% \$	14.22	\$ 14.22	
Medicare @ 1.45% \$	0.73	\$ 0.73	
Total Town Paid Taxes/Benefits \$	64.94	\$ 64.94	
Net Gain/(Loss) per hour \$	10.06	\$ 0.06	
a) Hires not already vested in NHRS prior to 7/1/11			
Cruiser Fee \$	10.00	\$ 10.00	
*Admin Fee: \$	15.00	5.00	\$ 10.00
Officer \$	50.00	\$ 50.00	
Total Detail Fee \$	75.00	\$ 65.00	\$ 10.00
Officer Hourly Wage for Detail \$	50.00	\$ 50.00	
Medicare @ 1.45% \$	0.73	\$ 0.73	
Total Paid by Town \$	50.73	\$ 50.73	
Net Gain/(Loss) per hour \$	24.28	\$ 14.28	
<i>a) NHRS does not apply on ESPD for hire date reflected above as long as officer was not already in NHRS from a previous employer</i>			

*** Proposed: Add \$5 to admin fee and keep amount in Fund 10**

**Town of Exeter
Police Special Detail Fund
As of August 31, 2019**

ORG	OBJECT	ACCOUNT DESCRIPTION	YTD ACTUAL
10340100	44119	Police Detail Revenue	82,112
10340100	44216	Police Detail Vehicles	11,386
10340100		Total Revenue	\$ 93,498
10421600	51115	SD- Sal/Wages Detail Pay	98,415
10421600	52200	SD- FICA	13
10421600	52210	SD - Medicare	1,247
10421600	52310	SD- Retirement Police	15,527
10421600	55104	SD- Equipment- Fund 10	3,620
10421600	57009	SD- Capital Outlay - Vehicles	1,660
10421600		Total Expenses	\$ 120,482
		Net Loss	\$ (26,984)
		Beginning Fund Balance 1/1/19	6,468
		Net Income/(Loss)	(26,984)
		Ending Fund Balance 07/31/19	(20,516)
Note:		Detail Admin Fee in the General Fund	\$ 18,920

August 16, 2019

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

RE: Contribution Assurance Program (CAP) for CY 2020 - CY 2022 for the Property & Liability Program

Dear Russ:

Primex³ is pleased to offer the **Town of Exeter** the option of participating in the **Contribution Assurance Program (CAP)** for the next three coverage period years. **For members who have demonstrated commitment to the Primex³ pool, CAP provides stability by creating a limit on your Property & Liability contributions for future renewals.**

We are pleased to offer you a **CAP Agreement** that provides you budgetary assurance through **December 31, 2022**. (See enclosed **CAP Agreement and Resolution**.) **Please return your executed CAP Agreement and Resolution on or before September 27, 2019, to ensure your participation in CAP for the upcoming October 15, 2019 Renewal.**

The percentage listed is a maximum increase; actual increases will not exceed that percentage and may be lower, based on each member's performance. Performance still impacts contribution amounts, so it remains important for both Primex³ and our members to leverage our partnership to effectively manage risks and any claims that occur.

Our goal has always been to provide members with the best programs at the best value. **CAP** provides predictable contributions in the Property & Liability Compensation Program that you and your taxpayers can count on for budgetary stability.

Please contact me or your Member Services Consultant with questions at 800-698-2364.

Sincerely,



Carl Weber
Director of Member Services

Trust. Excellence. Service.

Property & Liability Program
Contribution Assurance Program (CAP) Agreement
THIS AGREEMENT AMENDS AND EXTENDS YOUR MEMBERSHIP AGREEMENT
PLEASE READ CAREFULLY

Primex³ is offering members in our **Property & Liability Program** an opportunity to stabilize their annual contributions through participation in our Contribution Assurance Program (**CAP**). **CAP** is offered to members who qualify, providing them predictability by limiting the annual contribution increase during a defined period of years (**CAP Period**). By signing this Agreement, you agree to extend your Membership Agreement for **three (3) years** and Primex³ agrees, with limited exception², that your annual contribution increase will not exceed five percent (5%) of the prior year's contribution. Because performance matters with Primex³, you may realize an annual increase that is less than the **CAP** through sound risk management and stable underwriting exposures.

We are offering this opportunity so that our members can extend their commitment to pooling through the Primex³ programs. Participation in **CAP** for each year of the **CAP Period** is conditioned upon a three-year commitment to participation in the Primex³ Property & Liability Program.

The following **CAP Period** years qualify for the Contribution Assurance Program (**CAP**):

CY 2020 January 1, 2020 through December 31, 2020

(maximum 5% increase over January 1, 2019 through December 31, 2019 contribution)

CY 2021 January 1, 2021 through December 31, 2021

(maximum 5% increase over January 1, 2020 through December 31, 2020 contribution)

CY 2022 January 1, 2022 through December 31, 2022

(maximum 5% increase over January 1, 2021 through December 31, 2021 contribution)

By signing this Agreement, the **Town of Exeter** agrees to extend its risk pool membership and participation in the Primex³ **Property & Liability Program** for three coverage period years, through **December 31, 2022**. The **Town of Exeter** agrees and understands it remains bound by and subject to the terms and conditions of the Membership Agreement, Public Entity Coverage Documents and Trust Agreement, and all Trust by-laws, policies and procedures.

¹ CAP protects the member from most contribution increases during the CAP period; i.e., those resulting from account underwriting, or directly caused by changes in the member's loss history, property and payroll exposures. For the protection of all members, CAP does not prevent Primex³ from raising contributions across the pool/program to meet the actuary's reserve funding recommendations in response to catastrophic events, investment losses, severe adverse claim development, reinsurance failure, legislative enactments, judicial opinions and administrative orders. In the rare and unlikely event CAP maximum increase limits must be exceeded to adequately fund reserves, Primex³ in fairness will provide members advance notice and the option of terminating the CAP Agreement.

The **Town of Exeter** agrees that the five percent (5%) maximum increase currently available for this **CAP Period** does not apply to any other year or period of years, and upon expiration of the **CAP Period** in this Agreement, any subsequent participation in a Primex³ **CAP** will be subject to underwriting review, membership criteria, **CAP** criteria, determination of contribution and the maximum increase in place for the subsequent **CAP Period**.

The **Town of Exeter** further acknowledges that by extending its Membership Agreement for three (3) coverage period years, the Public Entity Coverage Documents, General Conditions Section (L) ("Terminating Participation in Our Program(s)") is suspended during year one (1) and year two (2) of the three (3) year term, as there is no right to cancel or terminate during year one (1) and year two (2) but shall be reinstated for the end of year three (3).

The **Town of Exeter** agrees that failure to provide notice in strict accordance with the Public Entity Coverage Documents, General Conditions Section (L) shall result in automatic renewal of risk management pool membership and continuation in the Primex³ Property & Liability Program, but not continuation of **CAP** which must be separately offered and accepted.

Primex³ acknowledges that the **Town of Exeter** is a NH public entity which receives budgetary authorization for appropriations from an annual meeting of its legislative body and pertains to a fiscal year which commences on the following January 1 or July 1, of any given year. The **Town of Exeter** also acknowledges that it is legally required to carry insurance coverage. As such, if the legislative body, at such annual meeting for any years that are within the anticipated term of the contract, fails to approve such appropriation, and there are no other lawful means of funding the coverage, this contract may be terminated by the **Town of Exeter** by notice to Primex³ made within 30 days of the legislative action at which such funding initiative was defeated and such cancellation shall be effective as of the commencement on the following fiscal year or on the anniversary of the policy, whichever first occurs.

The **Town of Exeter**, however, agrees that it shall seek the requisite appropriations in good faith and that the availability of lower cost or otherwise preferable coverage alternatives during the term of this Agreement shall not constitute a good faith and permissible basis on which to fail to pursue the appropriations or assert that appropriations are unavailable. In the event of an early termination, the **Town of Exeter** agrees to return the difference between the **CAP** increase and the uncapped contribution.

By affixing my signature below, I am attesting, representing and warranting that I am a duly authorized representative of the governing body of the **Town of Exeter** with legal authority to contractually bind the **Town of Exeter** to the terms of this Agreement, and that I understand the commitment being made to membership in the Primex³ risk management pool and participation in the Property & Liability Program.

Authorized Representative
of the Governing Body

Title

Date

Print Name

Town of Exeter
August 16, 2019
PL-2022-05-3

RESOLUTION TO ENTER PRIMEX³
Property & Liability Contribution Assurance Program (CAP)

RESOLVED: To hereby accept the offer of the New Hampshire Public Risk Management Exchange (Primex³) to enter into its **Property & Liability Contribution Assurance Program (CAP)** as of the date of the adoption of this resolution, and to be contractually bound to all of the terms and conditions of Primex³ risk management pool membership during the term of the **Property & Liability Contribution Assurance Program (CAP)**. The coverage provided by Primex³ in each year of membership shall be as then set forth in the Coverage Documents of Primex³.

I attest that the foregoing is a true copy of the Resolution of the Governing Board of the **Town of Exeter** adopted on _____.

Board: _____

Title of Board

Signature: _____

Name: _____

Title: _____ duly authorized

Date: _____

Town of Exeter

August 16, 2019

PL-2022-05-3

August 16, 2019

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

RE: Contribution Assurance Program (CAP) for CY 2020 - CY 2022 for the Workers' Compensation Program

Dear Russ:

Primex³ is pleased to offer the **Town of Exeter** the option of participating in the **Contribution Assurance Program (CAP)** for the next three coverage period years. **For members who have demonstrated commitment to the Primex³ pool, CAP provides stability by creating a limit on your Workers' Compensation contributions for future renewals.**

We are pleased to offer you a **CAP Agreement** that provides you budgetary assurance through **December 31, 2022**. (See enclosed **CAP Agreement and Resolution**.) **Please return your executed CAP Agreement and Resolution on or before September 27, 2019, to ensure your participation in CAP for the upcoming October 15, 2019 Renewal.**

The percentage listed is a maximum increase; actual increases will not exceed that percentage and may be lower, based on each member's performance. Performance still impacts contribution amounts, so it remains important for both Primex³ and our members to leverage our partnership to effectively manage risks and any claims that occur.

Our goal has always been to provide members with the best programs at the best value. **CAP** provides predictable contributions in the Workers' Compensation Program that you and your taxpayers can count on for budgetary stability.

Please contact me or your Member Services Consultant with questions at 800-698-2364.

Sincerely,



Carl Weber
Director of Member Services

Trust. Excellence. Service.

**Workers' Compensation Program
Contribution Assurance Program (CAP) Agreement
THIS AGREEMENT AMENDS AND EXTENDS YOUR MEMBERSHIP AGREEMENT
PLEASE READ CAREFULLY**

Primex³ is offering members in our **Workers' Compensation Program** an opportunity to stabilize their annual contributions through participation in our Contribution Assurance Program (**CAP**). **CAP** is offered to members who qualify, providing them predictability by limiting the annual contribution increase during a defined period of years (**CAP Period**). By signing this Agreement, you agree to extend your Membership Agreement for **three (3) years** and Primex³ agrees, with limited exception³, that your annual contribution increase will not exceed six percent (6%) of the prior year's contribution. Because performance matters with Primex³, you may realize an annual increase that is less than the **CAP** through sound risk management and stable underwriting exposures.

We are offering this opportunity so that our members can extend their commitment to pooling through the Primex³ programs. Participation in **CAP** for each year of the **CAP Period** is conditioned upon a three-year commitment to participation in the Primex³ Workers' Compensation Program.

The following **CAP Period** years qualify for the Contribution Assurance Program (**CAP**):

CY 2020 January 1, 2020 through December 31, 2020

(maximum 6% increase over January 1, 2019 through December 31, 2019 contribution)

CY 2021 January 1, 2021 through December 31, 2021

(maximum 6% increase over January 1, 2020 through December 31, 2020 contribution)

CY 2022 January 1, 2022 through December 31, 2022

(maximum 6% increase over January 1, 2021 through December 31, 2021 contribution)

By signing this Agreement, the **Town of Exeter** agrees to extend its risk pool membership and participation in the Primex³ **Workers' Compensation Program** for three coverage period years, through **December 31, 2022**. The **Town of Exeter** agrees and understands it remains bound by and subject to the terms and conditions of the Membership Agreement, Public Entity Coverage Documents and Trust Agreement, and all Trust by-laws, policies and procedures.

¹ CAP protects the member from most contribution increases during the CAP period; i.e., those resulting from account underwriting, or directly caused by changes in the member's loss history, property and payroll exposures. For the protection of all members, CAP does not prevent Primex³ from raising contributions across the pool/program to meet the actuary's reserve funding recommendations in response to catastrophic events, investment losses, severe adverse claim development, reinsurance failure, legislative enactments, judicial opinions and administrative orders. In the rare and unlikely event CAP maximum increase limits must be exceeded to adequately fund reserves, Primex³ in fairness will provide members advance notice and the option of terminating the CAP Agreement.

The **Town of Exeter** agrees that the six percent (6%) maximum increase currently available for this **CAP Period** does not apply to any other year or period of years, and upon expiration of the **CAP Period** in this Agreement, any subsequent participation in a Primex³ **CAP** will be subject to underwriting review, membership criteria, **CAP** criteria, determination of contribution and the maximum increase in place for the subsequent **CAP Period**.

The **Town of Exeter** further acknowledges that by extending its Membership Agreement for three (3) coverage period years, the Public Entity Coverage Documents, General Conditions Section (L) ("Terminating Participation in Our Program(s)") is suspended during year one (1) and year two (2) of the three (3) year term, as there is no right to cancel or terminate during year one (1) and year two (2) but shall be reinstated for the end of year three (3).

The **Town of Exeter** agrees that failure to provide notice in strict accordance with the Public Entity Coverage Documents, General Conditions Section (L) shall result in automatic renewal of risk management pool membership and continuation in the Primex³ Workers' Compensation Program, but not continuation of **CAP** which must be separately offered and accepted.

Primex³ acknowledges that the **Town of Exeter** is a NH public entity which receives budgetary authorization for appropriations from an annual meeting of its legislative body and pertains to a fiscal year which commences on the following January 1 or July 1, of any given year. The **Town of Exeter** also acknowledges that it is legally required to carry insurance coverage. As such, if the legislative body, at such annual meeting for any years that are within the anticipated term of the contract, fails to approve such appropriation, and there are no other lawful means of funding the coverage, this contract may be terminated by the **Town of Exeter** by notice to Primex³ made within 30 days of the legislative action at which such funding initiative was defeated and such cancellation shall be effective as of the commencement on the following fiscal year or on the anniversary of the policy, whichever first occurs.

The **Town of Exeter**, however, agrees that it shall seek the requisite appropriations in good faith and that the availability of lower cost or otherwise preferable coverage alternatives during the term of this Agreement shall not constitute a good faith and permissible basis on which to fail to pursue the appropriations or assert that appropriations are unavailable. In the event of an early termination, the **Town of Exeter** agrees to return the difference between the **CAP** increase and the uncapped contribution.

By affixing my signature below, I am attesting, representing and warranting that I am a duly authorized representative of the governing body of the **Town of Exeter** with legal authority to contractually bind the **Town of Exeter** to the terms of this Agreement, and that I understand the commitment being made to membership in the Primex³ risk management pool and participation in the Workers' Compensation Program.

Authorized Representative
of the Governing Body

Title

Date

Print Name

Town of Exeter
August 16, 2019
WC-2022-06-3

RESOLUTION TO ENTER PRIMEX³
Workers' Compensation Contribution Assurance Program (CAP)

RESOLVED: To hereby accept the offer of the New Hampshire Public Risk Management Exchange (Primex³) to enter into its **Workers' Compensation Contribution Assurance Program (CAP)** as of the date of the adoption of this resolution, and to be contractually bound to all of the terms and conditions of Primex³ risk management pool membership during the term of the **Workers' Compensation Contribution Assurance Program (CAP)**. The coverage provided by Primex³ in each year of membership shall be as then set forth in the Coverage Documents of Primex³.

I attest that the foregoing is a true copy of the Resolution of the Governing Board of the **Town of Exeter** adopted on _____.

Board: _____

Title of Board

Signature: _____

Name: _____

Title: _____ duly authorized

Date: _____



TOWN OF EXETER

Planning and Building Department

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

www.exeternh.gov

Date: September 18, 2019
To: Russ Dean, Town Manager
From: Dave Sharples, Town Planner
Re: ADA Self-evaluation and Transition Plan

I am writing this memorandum to request that the Select Board vote to authorize you to execute any and all contracts and/or agreements to complete an ADA accessibility self-evaluation and transition plan for our Town's policies and programs, three (3) of our Town buildings, eight (8) recreational parks, the downtown sidewalk network, and the downtown on and off street public parking facilities. I have enclosed the Request for Proposals (RFP) that provides specific details of the project. I have also enclosed a copy of the Warrant Article that was approved in March 2019 for \$35,000 for this purpose.

We issued the RFP in mid-August by sending it directly to a list of firms provided to us by the NH Governor's Commission on Disability, placing it in the local paper of record, and posting it on our RFP/Bids page on the Town website. We received eight (8) proposals ranging in cost from \$19,400 to \$75,740. Doug Eastman (the Town's designated ADA Coordinator) reviewed the proposals and, although all firms that submitted were qualified to complete the work, we decided to interview Disability Access Consultants. They were the low bidder by more than \$7,000 and have completed over a hundred self-evaluation and transition plans for cities and towns across the country. Completing these types of plans for municipalities is what this company does. I spoke with three of the references they provided and all of them were extremely positive about DAC's work and all of them would hire them again. I have included a copy of their proposal for your review.

If you are in agreement with this choice, I would ask that you place this item of the earliest Select Board agenda for their review. I will be available to attend the meeting and answer any questions the Select Board may have. Please let me know if you have any questions.

Proposed motion: *I move that the Town Manager be authorized to expend up to \$19,400 out of the ADA Capital Reserve Fund and to execute any documents, agreements and take any and all such actions on behalf of the Town, to complete an ADA accessibility self-evaluation and transition plan.*

Thank you.

enc (3)

Town of Exeter, New Hampshire

Request for Proposals (RFP)
ADA Accessibility Self-Evaluation and Transition of Public Facilities

The Town of Exeter is requesting proposals from qualified consultants to provide professional public facilities consulting services for a town-wide evaluation of public facilities to generate ADA accessibility improvements with cost estimates.

Four proposals should be mailed in an envelope plainly marked “ADA Accessibility Evaluation and Transition of Public Facilities”, and addressed as follows:

Town of Exeter
Attn: Dave Sharples, Town Planner
10 Front Street
Exeter, NH 03833

Telephone, facsimile, or e-mail proposals will not be accepted in response to a Request for Proposals.

The Town will be accepting proposals until September 6, 2019 at 2:00 pm.

The Town reserves the right to reject any or all proposals, or accept any proposals determined to be in the best interest of the Town.

Background

In February 2018, the town of Exeter updated its Master Plan. An action agenda item in the plan states, Exeter will: “Prioritize public facilities and spaces (including recreational sites) where ADA improvements are needed or could be improved. Estimate costs and develop a 6-year schedule that can be incorporated into the CIP.” To meet this objective, the town has established a capital reserve fund for a Town-wide ADA accessibility project. The self-evaluation and improvement recommendations must be based on the Americans with Disabilities Act of 1990 (ADA) and the amendments of 2008 and up to December 2018. Include priorities for corrective actions and cost estimates.

The Town seeks an evaluation on the following: Town policies and programs, 3 town buildings, 8 recreation parks and their programs, the downtown sidewalk network, and the downtown on and off street public parking facilities.

Additional information on the Town can be found at www.exeternh.gov.

Proposed Scope of Work

Project goals:

- Provide an evaluation of policies and programs, 3 town buildings, 8 recreational parks, the downtown sidewalk network, and the downtown on and off street public parking facilities.
- Prepare a self-evaluation and transition plan that complies with current ADA standards, including identifying actions required to comply with ADA.
- Provide current cost estimates for ADA improvements required as a result of the evaluation.
- Ensure that all physical improvements identified and proposed under the new plan shall conform to ADA requirements.

The scope of work will include the following tasks:

1. Evaluation of Policies and Programs
 - a. Consultant will be responsible for obtaining and conducting a review of all written policies, rules, and regulations of the Town of Exeter. The review should provide an assessment of which programs and policies, if any, contain language or processes that may be non-compliant with Title I and II of the ADA.
2. Evaluation of public facilities identified on Map 1. Town Parks , Map 2. Town Buildings, and Map 3. Downtown Sidewalks and Public Parking.

- I. Provide a field review of the specified Exeter owned and operated buildings, parks, and right of ways to evaluate compliance with the ADA and provide remedial options for compliance. Each site shall have all aspects of the infrastructure located on the site examined that pertain to ADA compliance. The information provided in Chart 1. Parks, Buildings, and Downtown Sidewalks and Public Parking Size/Use is to provide an idea of the scope of a site and does not represent all the aspects of the site that are to be reviewed.
 - II. Provide a report, in both typed and electronic Microsoft Word format, that includes a cost evaluation of all proposed modifications.
3. Transition Plan
- I. The consultant shall provide a complete and accurate report including recommendations and modifications of language in all program policies, practices and procedures.
 - II. The consultant shall provide a complete evaluation of all Exeter public facilities, including cost for proposed modification and priorities for completion of proposed modifications to be incorporated into the 6-year CIP schedule.

Deliverables:

It is expected that, at a minimum, the chosen consultant shall provide the following deliverables:

- A. Draft report of the public facilities analysis and policies/programs with the analysis and the review reflective of the scope of work.
 - B. The final version of each deliverable should be submitted in electronic format on a CD, DVD, or USB compatible hard drive and contain a Microsoft Word compatible version, and a searchable PDF version. All images, tables and graphs used in the final version should be in Microsoft Excel compatible format, and shall include all GIS or CAD data created by the Consultant and used in maps in the final version. All material will become the property of the Town of Exeter.
1. Final report and recommendations with recommendations broken out in measurable increments of short and long term recommendations (within 1-2 years), mid-term (2-5 years) and long term (beyond 5 years) for each public facility.
 2. A thorough walk through of the town and at least one meeting with the town Select Board.
 3. Complete list of the proposal budget

Beyond these tasks, the specific scope of services and fee shall be negotiated as outlined in the selection procedure below.

Project Partners

The following list represents the official boards, committees, and organizations that will be invited to actively participate in the ADA Accessibility Evaluation and Transition of Public Facilities Project:

Exeter Select Board
Exeter Fire Department
Exeter Police Department
Exeter Parks and Recreation Department
Exeter Planning and Building Department
Exeter Town Manager

Proposal Requirements

The following outlines the information required to be submitted as part of the proposal.

- A brief description of your firm
- A list of the employees that will be assigned to this project including their resume highlighting their background and qualifications.
- Names, addresses, telephone numbers, e-mail addresses, and contact persons of all clients for which your company has performed similar services during the past two (2) years.
- Estimated work schedule including the estimated date of completion of the project.

General Conditions

Requests for Information

Any firm contemplating submitting a response to this request that is in doubt as to the meaning of any part of this RFP, or find a discrepancy in or omission from this RFP, may submit to the Town a written request for interpretation, clarification, or correction thereof. Any interpretation, clarification, or correction of documents will be made in writing and issued to any firm that received this RFP. The Town will not be responsible for any explanations or interpretation of the documents other than those made in writing.

Contract Award

The selected firm shall enter into a written contract with the Town binding all terms, conditions, and provisions of the proposal, and other terms, conditions and provisions negotiated prior to award of the contract. The contract will be awarded by the Town Manager in accordance with the Town's Purchasing Policy.

Town's Use of Materials

All materials submitted shall become the property of the Town, unless it is clearly marked as proprietary information. The Town reserves the right to use any ideas presented in the submission, without compensation paid to the Firm. Selection or rejection of the submission shall not affect this right.

Insurance Requirements

The selected Firm shall procure and maintain, for the duration of the contract, insurance against claims which may arise from or in connection with the performance of the work by the Firm, its agents, representatives, or employees. Proof and coverage amount of such insurance shall be received and approved by the Town prior to execution of the contract.

Hold Harmless

The selected Firm shall indemnify and hold harmless the Town of Exeter and its officers, officials, employees and agents from and against all claims, damages, losses and expenses including attorney's fees arising out of performance of the scope of services included herein, caused in whole or in part by any negligent act or omission of the Firm, their officers, employees, agents, representatives or subcontractors, except where caused by the active negligence, sole negligence, or willful misconduct on the part of the Town of Exeter.

Submission Ownership and Cost

Upon submissions, responses become the property of the Town of Exeter. The cost of preparing and submitting a response is the sole responsibility of the Firm and shall not be chargeable in any manner to the Town. The Town will not reimburse any Firm for any costs associated with the preparation and submission of a response or expense incurred in making a presentation, participation in an interview, or negotiating a contract with the Town.

Selection Procedure

Submissions will be evaluated based on, but not limited to, the following criteria:

- Responsiveness of submission

- Engagement description and approach
- Qualification and experience
- Prior experience on projects similar to this request for proposal
- Methodology to be used to accomplish this work
- Cost

In response to the proposals, the Town may select one or more firms for an interview and an oral presentation. The submission of a response shall not guarantee an opportunity to an interview.

The Town will select a firm based upon the written response, oral interviews, contact from previous engagements, and any other pertinent information deemed necessary by the Town. The Town will then negotiate a contract, specific scope of services, and fee with the selected firm. The Town reserves the right to request substitution of any provider identified by the firm as part of its team. If an agreement cannot be reached with the selected firm, the Town retains the right to terminate negotiations with that firm and open negotiations with the next ranked firm. The compensation discussed with one interested firm will not be disclosed or discussed with another firm.

No work shall begin until the firm and the Town has executed a contract.

Acceptance or Rejection of Responses

The contract may be awarded to the firm that most closely satisfies the needs of the Town and is deemed to be the most advantageous to the Town. The Town reserves the right to accept or reject any item or group of items in a response. The Town also reserves the right to waive any informality or irregularity in any response.

The Town also reserves the right to reject any and all responses, or portion thereof, received in response to the RFP, to negotiate separately with any sources whatsoever, in any manner necessary, to serve the best interest of the Town. Additionally, the Town may, for any reason, decide not to award an agreement as a result of this RFP.

Non-acceptance of any response shall not imply that the proposal was deficient.

Non-acceptance of any response shall mean that another response was deemed to be more advantageous to the Town and/or more closely satisfies the needs of the Town, or that the Town decided not to award an agreement as a result of this RFP.

Examination of Proposed Material

The submission of a response shall be deemed a representation and warranty by the firm that it has investigated all aspects of the RFP, that it is aware of the applicable facts

pertaining to the RFP process and its procedures and requirements, and that it has read and understands the RFP. No request for modification in the provisions of the response shall be considered after its submission on the grounds that the firm was not fully informed as to any fact or condition. Town information, which is contained in this RFP or any addendum thereto, is for informational purposes only. The Town disclaims any responsibility for this information that may subsequently be determined to be incomplete or inaccurate.

RFP Attachments:

1. Map 1. Town Parks
2. Map 2. Town Buildings
3. Map 3. Downtown Sidewalks and Public Parking
4. Chart 1. Parks, Buildings, and Downtown Sidewalks and Public Parking Size/Use

Map 1. Town Parks

Map 1 Town Parks



Map 2. Town Buildings

Map 2 Town Buildings



Map 3. Downtown Sidewalks and Public Parking

Map 3 Downtown Sidewalks and Public Parking



- Public Parking Lot
- ADA evaluation limits

Chart 1. Parks, Buildings, and Downtown Sidewalks and Public Parking Size/Use

Chart 1. Parks, Buildings, and Downtown Sidewalks and Public Parking Size/Use				
Building	Location	Living Area Sq.Ft.	Stories	Use
Town Offices	10 Front St.	9,628	2	Office of the Town Manager, Planning and Building, Town Clerk, Assessing, Exeter TV, and Economic Development. Site of Selectboard meetings and various committee meetings.
Town Hall	9 Front St.	15,758	2	Site of town-wide meetings and events.
Public Safety Complex	20 Court St.	18,091	2	Base for the Police and Fire Department.
Brickyard Park	Kingston Rd.	See Map	N/A	Green space primarily for team programs and flag football.
Kid's Park	Front St./Winter St.	See Map	N/A	Playground.
Founders Park	Chestnut St./Water St.	See Map	N/A	Picnic space, benches, and walkway.
Town House Commons	Court St./Bowe St.	See Map	N/A	Picnic space, benches, and walkway.
Gale Park	Front St./Linden St.	See Map	N/A	War memorial with walkway.
Gilman Park	Bell Ave.	See Map	N/A	Basketball, baseball, boat ramp, walkway, and green space.
Stewart Park	Water St.	See Map	N/A	Waterfront park with walkways and benches.
Park Street Common	Park St./Main St.		N/A	Playground, ball fields, green space and ice rink in the winter.
Downtown Sidewalks	See Map	See Map	N/A	Key corridors for people, goods, and commerce.
Downtown On and Off Street Public Parking	See Map	See Map	N/A	To access downtown amenities.

safety operations: to include police, fire, EMS and dispatch. This sum to come from general taxation. (Estimated Tax Impact: .029/1,000, \$2.86/100,000 assessed property value).

(Majority vote required) Recommended by the Select Board 5-0.

Article 22 – ADA Plan Funding

To see if the Town will vote to raise and appropriate, through special warrant article, the sum of thirty five thousand dollars (\$35,000), for the purpose of conducting and creating an ADA improvements plan for town facilities and infrastructure including roads, sidewalks, and other pedestrian safety improvements. This sum to come from general taxation. (Estimated Tax Impact: .020/1,000, \$2.00/100,000 assessed property value).

(Majority vote required) Recommended by the Select Board 5-0.

Article 23 – Intersection Improvements Plan Funding

To see if the Town will vote to raise and appropriate, through special warrant article, the sum of fifty thousand dollars (\$50,000) for the purpose of conducting and creating an intersection improvement proposal with preliminary designs, to improve intersections and intersection areas, including Pine/Front/Linden Street, Front Street/Water Street, Clifford Street/Water Street, Winter Street/Columbus Avenue/Railroad Avenue, and others. This sum to come from general taxation. (Estimated Tax Impact: .029/1,000, \$2.86/100,000 assessed property value).

(Majority vote required) Recommended by the Select Board 5-0.

Article 24 – Pickpocket Dam Study

To see if the Town will vote to raise and appropriate, through special warrant article, the sum of forty thousand dollars (\$40,000) for the purpose of addressing items related to a Letter of Deficiency from the NHDES on Pickpocket Dam. This sum to come from general taxation. (Estimated Tax Impact: .023/1,000, \$2.29/100,000 assessed property value).

(Majority vote required) Recommended by the Select Board 5-0.

Article 25 – Great Bridge Project Deficit

To see if the Town will vote to transfer the amount of \$173,774 from the town's current non-spendable general fund balance to the capital projects fund balance to eliminate the Great Bridge project deficit from 2001. This project has been completed. This article will not impact the unassigned fund balance.

(Majority vote required) Recommended by the Select Board 5-0.

Article 26 – Snow and Ice Fund Appropriation

To see if the Town will vote to raise and appropriate the sum of fifty-thousand dollars (\$50,000) to be added to the Snow and Ice Deficit Non-Capital Reserve Fund previously established. This sum to come from unassigned fund balance. (Estimated Tax Impact: None. No amount to be raised by taxation).

(Majority vote required) Recommended by the Select Board 5-0.

Response to Request for Proposals



Americans with Disabilities Act (ADA) Accessibility Self-evaluation and Transition Plan of Public Facilities for the Town of Exeter

Dave Sharples, Town Planner
Town of Exeter
10 Front Street
Exeter, NH 03833

September 2, 2019

Disability Access Consultants, LLC
1655 N Arlington Heights Road
Suite #305 East
Arlington Heights, IL 60004



TRANSMITTAL LETTER

September 2, 2019

To: Dave Sharples, Town Planner
Town of Exeter
10 Front Street
Exeter, NH 03833

Re: Request for Proposals for an Americans with Disabilities Act (ADA) Accessibility Self-evaluation and Transition Plan for Public Facilities

Firm's Legal Name: Disability Access Consultants, LLC (DAC)
Regional Office: 1655 N Arlington Heights Road, Suite #305 East, Arlington Heights, IL 60004
Headquarters: 2862 Olive Highway, Suite D, Oroville, CA 95966
Additional Offices: Arizona, Georgia, Florida
Project Contact: Project Manager: Barbara Thorpe, President
bthorpe@dac-corp.com
Phone: 1-800-743-7067, Fax: (530) 533-3001

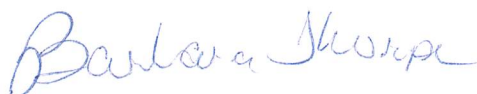
We appreciate the opportunity to submit our qualifications and proposal for providing consultant services for an Americans with Disabilities Act (ADA) self-evaluation and transition plan for the Town of Exeter (Town). Disability Access Consultants, LLC (DAC) has extensive experience in the evaluation of program and facility accessibility and provides a full continuum of Americans with Disabilities Act and accessibility services for public entities, such as the Town of Exeter. Founded in 1998, DAC has provided services for the past 21 years to assist public entities to comply with and implement accessibility requirements. DAC has conducted over 24,000 building inspections, surveyed thousands of parks and playgrounds, over 6,000 miles of public rights-of-way and performed hundreds of programmatic reviews and self-evaluations to study the accessibility of programs, services, activities, events and related areas. DAC staff includes certified playground safety inspectors to provide a value-added service if requested by the Town. DAC has a team of 25 staff, including CASp certified inspectors, dedicated to assisting public entities, such as the Town of Exeter, with ADA compliance. DAC has a comprehensive understanding of applicable standards, regulations and requirement under Title II of the ADA, PROWAG, MUTCD, Section 504 of the Rehabilitation Act and related federal, state and local disability-related nondiscrimination laws and regulations.

DAC is currently assisting or has recently completed similar studies for several nearby towns including the Town of Westborough MA, Town of Scituate MA and Town of Palmer MA, as well as the Towns of Dennis, Oak Bluffs, Tisbury, Truro and West Tisbury in the Cape Code/Martha's Vineyard area. A more detailed list of over 100 similar projects for ADA self-evaluations and transition plans is provided in our response.

To provide for easy management of the transition plan and documentation of compliance efforts, DAC has developed online software called DACTrak. DACTrak is a powerful on-line tool to manage and update the transition plan, project costs and document progress. In addition, DAC has trained public entities to use DACTrak accessibility management software to inspect their own public rights-of-way for a significant cost savings and provided training activities for hundreds of public entities. Custom reports can be printed in a variety of formats. DACTrak provides a quality finished product for easy and cost-effective management of the ADA plan.

This proposal is signed by Barbara Thorpe who is authorized to obligate DAC contractually and negotiate with the Town.

Respectfully submitted by Barbara Thorpe, President



Firm Experience and Qualifications

Disability Access Consultants, LLC (DAC) has extensive experience in the evaluation of program and facility accessibility and provides a full continuum of Americans with Disabilities Act (ADA) and accessibility services for public entities, such as the Town of Exeter. Founded in 1998, DAC has provided services for the past 21 years to assist public entities to comply and implement accessibility requirements in accordance with the ADA, Manual on Uniform Traffic Control Devices (MUTCD), Public Right-of-Way Accessibility Guidelines (PROWAG), Section 504 and related federal, state and local disability-related nondiscrimination laws and regulation. DAC has conducted over 24,000 building inspections, surveyed thousands of parks and playgrounds and performed hundreds of programmatic reviews and self-evaluations to study the accessibility of programs, services, activities, events and related areas. DAC has also surveyed over 6,000 miles of public rights-of-way.

DAC understands that the Town of Exeter is soliciting proposals from qualified professional firms to identify potential noncompliant items and other physical barrier at Town buildings, facilities, parks, downtown sidewalks and on and off-street parking in the downtown network. DAC will compile the information to assist the Town to implement a comprehensive Americans with Disabilities Act (ADA) self-evaluation and transition plan for Town programs, buildings, facilities and their associated parking areas. DAC has the relevant experience with all state and federal accessibility regulations, public agency provided services, programs and activities requirements, and has extensive experience in preparing accessibility survey and evaluation reports for Title II entities.

DAC will provide the Town with DACTrak, an online software program that will allow Town users to update and monitor the implementation of the updated transition plan. DAC can also provide the Town with reports on CD or DVD as noted in the Deliverables section of the RFP.

DAC has a team of 25 staff, dedicated to assisting public entities, such as the Town of Exeter, with ADA compliance. DAC has a comprehensive understanding of applicable standards, regulations and requirements under Title II of the ADA and related state accessibility standards. DAC staff also includes certified playground safety inspectors to provide a value-added service if requested by the Town.

DAC Organizational Information

DAC is organized as a Limited Liability Company (LLC) and is certified through the California Department of General Services as a Micro Business with Certification ID 1448080.

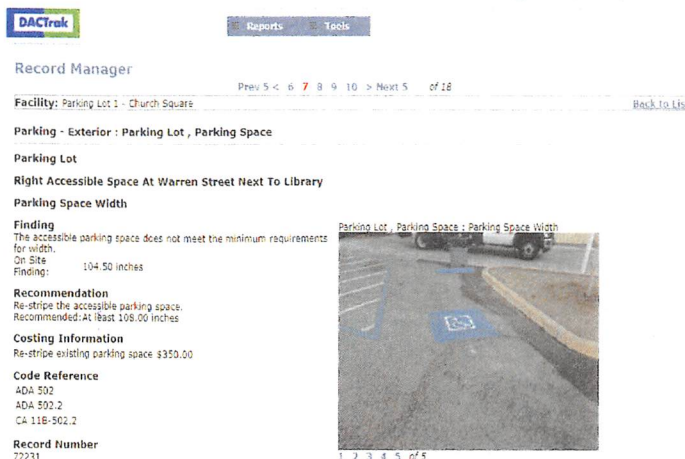
All staff proposed to provide services to the Town of Exeter are direct employees of DAC, there will be no outside consultants or associates employed to assist on this project.

Qualifications

DAC's staff is highly qualified to provide the services requested by the Town of Exeter. DAC has provided services to public and private entities for the past 21 years to assist them in enhancing their compliance with the ADA and related state accessibility codes. DAC staff have necessary CASp and ICC certifications, and have provided similar services to hundreds of public entities, including cities, counties, school districts, universities and park districts. DAC has also developed DACTrak software, which allows for consistent and efficient data collection in the field and seamless processing of data into usable and manageable online reports. DAC proposes to use DACTrak software to provide the requested transition plan services to the Town of Exeter.

As our founder, Barbara Thorpe, worked with a public entity for nineteen years as the ADA Coordinator, 504 Coordinator, Director of Planning and Compliance, she has extensive experience working with individuals with disabilities and organizations representing individuals with disabilities. In addition, she has collaborated with individuals with disabilities and organizations that represent individuals with disabilities in a facilitative manner that has benefited city governments during her work with other municipalities. Barbara and the DAC team members have demonstrated the ability to engage and interact with individuals and organizations to assist with the prioritization, long range planning and implementation of the ADA plan. Barbara would serve as the project manager.

Our DAC accessibility management software, DACTrak, provides our clients with a powerful management tool to document compliance, project costs, print custom reports and record progress. DACTrak is not simply an excel spreadsheet, but actual software that has been developed by our company to assist with the implementation and documentation of the Town's ADA plan and provides photographs of as-is site conditions, which has proved to be valuable documentation. Findings and recommendations, in addition to other data are preloaded into the DACTrak software. As DAC owns and licenses the DACTrak software, we can make custom modifications for our clients.



Professional Services Provided by DAC

DAC provides a full continuum of professional services that include, but are not limited to:

- Facility inspections
- Self-evaluations for ADA and Section 504 of the Rehabilitation act
- Policy review and development
- Transition plans
- Public rights-of-way surveys
- Consultation
- Accessibility compliance intake and management software – DACTrak
- DACTrak training to conduct your own inspections
- Expert witness services
- Plan reviews
- ADA Plan implementation assistance and consultation
- Outdoor developed and recreational areas (pools, parks, trails, camping areas)
- NPSI playground safety inspections
- ADA playground inspections



DAC utilizes the appropriate standard(s) for the inspection that may include, but is not limited to:

- ADA 2010 Standards
- ADA-ABA
- UFAS
- ANSI
- Section 504 of the Rehabilitation Act
- Outdoor developed and recreational standards
- National Playground Safety Institute (NPSI) standards
- PROWAG – Federal Public Rights-of-way Guidelines
- Manual on Uniform Traffic Control Devices (MUTCD)



DAC has been assisting several Joint Power Authorities throughout the State of California since 2000 and currently provides updates, consultation, plan reviews and expert witness services. DAC has worked with public entities of all sizes, from a single site to more than 500 sites and over 700 miles of sidewalks and curb ramps.

DAC has provided training to hundreds of public entities and is also the selected consultant of the California Joint Powers Insurance Authority (CJPIA) to provide regular training sessions to their members, including

presenting at the Public Works Academy held in June of 2019. DAC has also recently provided training to the California Association of Joint Powers Authorities (CAJPA) regarding requirements for compliant websites. In addition to CJPIA members, DAC has provided customized individual training regarding ADA requirements for facilities, public right-of-way, policies, special events, grievances and other related Title II topics.

DAC has provided training courses to many public entities with customized curriculums depending on the department or staff receiving the training, including:

- Roles and Responsibilities of the ADA Coordinator
- ADA Roles and Responsibilities for Front Line Staff
- ADA Roles and Responsibilities for Executive and Management Staff
- Maintenance of Accessible Facilities
- Maintenance of Accessible Public Rights-of-Way

DAC has also trained public entity staff to perform their own surveys of public rights-of-way and facilities using the DACTrak software.

Members of the DAC team have also served as expert witnesses to assist public entities to defend their current practices and ADA plan. DAC has only served on the side to assist public entities to defend their practices and plan and has never assisted with litigation against a public entity. Our mission statement and philosophy embrace the enhancement and assistance to our clients to build an ADA accessibility plan while documenting previous and current compliance methods.

In-House Abilities and Experience of the Team

All staff are direct employees of DAC and represent a strong in-house team that has worked together on the majority of our projects. Due to our in-house capabilities, DAC does not have a need to subcontract with other companies or individuals. Having all team members for the project under one roof provides for clearer communication and accountability within the DAC team and between the Town and DAC.

Project Personnel

DAC has experienced team members who have worked with public entities for successful, on time completion of numerous similar projects. The project team is organized to provide a representation of skills needed to accomplish the project objectives. DAC team members have worked with many, town, city and county governments to assist with the development, prioritization, long range planning and implementation of their ADA plan. In addition, teams that have worked together previously will be assigned to the Town of Exeter project.

Barbara Thorpe, M.Ed., LOT

DAC President and Project Manager

As DAC Project Manager, Barbara will coordinate activities and schedules and report to the Town's Project Manager or designee. Barbara will serve in the leadership role regarding the ADA self-evaluation of programs, services, activities and events along with the review of policies and procedures. Barbara brings 19 years of experience in public entity administration prior to founding DAC in 1998. With an additional 21 years of experience with DAC working with town, city and county governments, Barbara provides unparalleled understanding of the application of the Americans with Disabilities Act and related legislation for accessibility compliance.

In addition to assisting public entities with compliance with the ADA, Barbara has conducted compliance reviews for the California Department of Transportation (Caltrans) and the Department of the Interior to audit for compliance with the ADA, Section 504 of the Rehabilitation Act and related civil rights laws and regulations. Barbara has served as an expert witness for the Department of Justice, Office of the Attorney General. Additionally, Barbara is a licensed occupational therapist. Barbara served on the Division of State Architect Advisory Board and served as the vice-chair for the DSA Access Compliance Committee. Barbara has worked on over 300 public entity self-evaluation and transition plan projects that are similar the Town project.

Michael Boga, B.A. Education, California Certified Access Specialist (CASp #152), ICC Accessibility, Usability and Plans Examiner

Senior Director of Accessibility Services and Quality Control

As manager of the production and the field survey teams, Michael brings a unique blend of experience in the building industry along with his understanding of individuals with disabilities to the accessibility team. Michael is a certified accessibility specialist through the International Conference of Building Officials (ICC), certified in Accessibility, Usability and Plans examination and is a California Certified CASp inspector (# 152). Michael has completed the updated DSA courses regarding the California Building Code. Michael has provided numerous staff development sessions to public entities regarding accessibility requirements for facilities, parks and public rights-of-way. If requested, Michael would provide training, assist with plan reviews and review new construction and renovations completed for compliance. Michael has worked on over 300 projects that are similar to the Town of Exeter ADA Self-evaluation and Transition Plan project.

Tim Mahoney, B.S. Marketing

General Manager

Tim brings twenty-eight years of executive management experience in consulting, IT, manufacturing and the construction industries. Additionally, Tim has provided program development and management for members of professional associations for twenty years. Tim has also assisted in the design and construction of hundreds of ADA, CPSC and ASTM compliant outdoor recreation areas. As General Manager of DAC, Tim conducts quality assurance project management reviews and helps ensure contract fulfillment. Tim also provides ADA and Section 504 compliance consultation services for public entities, and staff training and development activities for public entities, businesses and associations.

Candice Pursch, A.S. Building Inspection Technology, ICC Accessibility, Usability and Plans Examiner, Accessibility Trainer

Director of Accessibility Services

Candice's 14 years of experience with DAC includes accessibility surveys of thousands of public facilities while employed by DAC as an accessibility specialist. Her educational background includes a degree in Building Inspection Technology from Butte College and coursework in Architectural Project Management at California State University with emphasis on construction plans and specifications, construction materials and systems, building codes, construction graphics and architectural design. Candice has completed the updated DSA courses regarding the California Building Code that include CBC Amendments, Plan Review, Accessible Public Housing Regulations, Transient Lodging, Housing and Social Service Enter Establishments. Candice also has International Code Council (ICC) Certification for Accessibility, Usability and Plans Examiner. Candice is a Certified Combination Building Inspector. As a volunteer for Habitat for Humanity, Candice volunteers to help build residential homes. Candice provides oversight of accessibility specialists and performs quality control checks.

Srikant Talasila, M.S. Computer and Internet Applications

Director, Information Technology

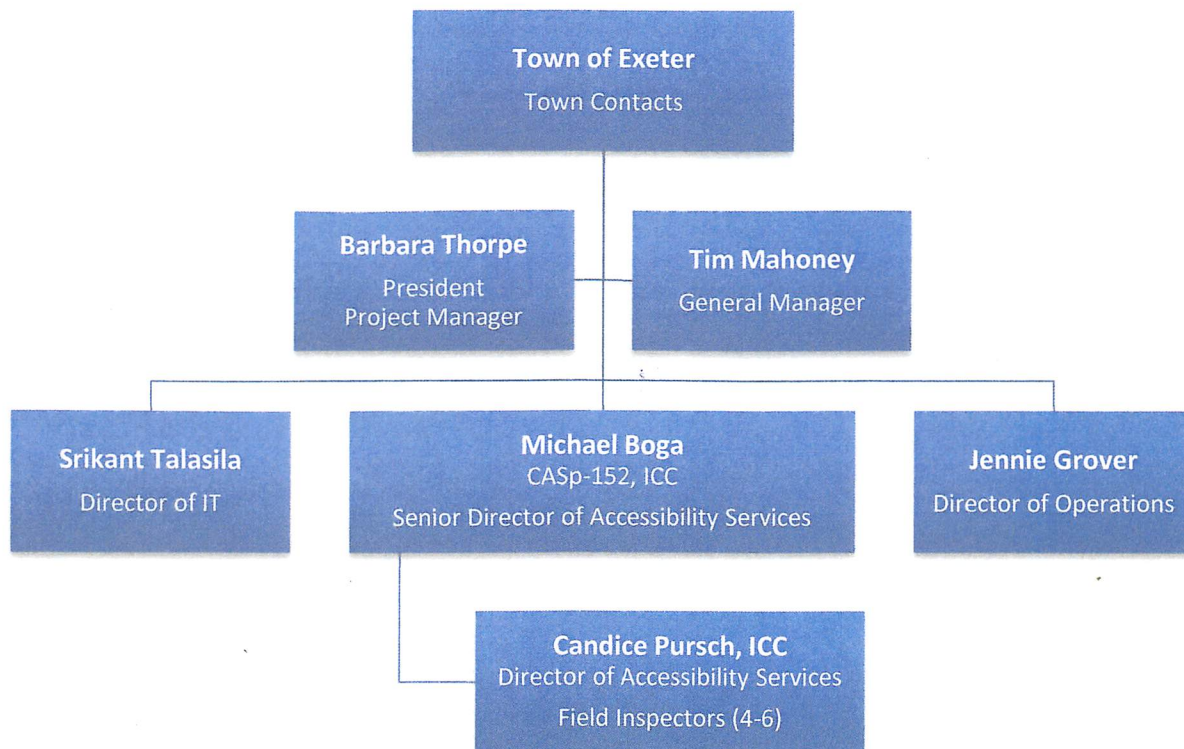
Srikant has worked in the IT Department for DAC for the past 12 years. Additionally, Srikant brings many years of experience with information technology and management information services from a large corporation. He has the ability to categorize and organize large volumes of information regarding public and school facilities into a manageable database. He provides training and consultation to our clients in the use of DACTrak.

Jennie Grover, B.A. Corporate Communications

Director of Operations

Jennie has worked in administration for DAC for the past 12 years. Jennie draws on her experience in technical writing to provide leadership and management of the production and technical writing team, organizing the completion of technical reports, as well as managing production schedules, staff and timelines. Jennie also provides training and help desk support for DACTrak users.

The following organizational chart depicts the team structure that is proposed for the Town of Exeter.



Resumes of Key Personnel

In addition to the brief biography and description of responsibilities for essential staff members included in the Project Personnel section, DAC is also providing the full resumes for key staff in the Appendix to this proposal.

Background Checks and Fingerprinting

All employees of DAC have been fingerprinted and have background checks. DAC has FBI and DOJ fingerprint clearances on file for DAC staff. We have conducted studies for school districts, state and local governments, the federal government, judicial chambers and correctional Institutions that require background checks.

Relevant Self-evaluation and Transition Plan Experience

The following are a few current and recently completed references for scopes of work performed in the past two years that are similar to the Town of Exeter, that include city and county governments. Numerous other references are available. All DAC staff proposed to provide services to the Town have worked on all projects listed in their assigned roles. DAC worked as the Prime consultant for all projects listed and does not use subconsultants or subcontractors.

References

Town of Dennis, Town of Edgartown, Town of Oak Bluffs, Town of Truro, Town of Tisbury and Town of West Tisbury

Alice Boyd, Baily Boyd Associates, Inc.
 Grant Administrator
 9 Hillside Road
 Scituate, MA 02066
 Phone: (508) 430-4499 x1
aboyd@baileyboyd.com

Project name: ADA Self-evaluation and Transition Plan

- DAC is working through Alice Boyd of Baily Boyd Associates as the grant administrator for several ADA self-evaluation and transition plan projects for several towns in Massachusetts.



- DAC is currently working with the Towns to provide an ADA self-evaluation and transition plan for Town buildings, facilities, recreational areas, playgrounds and parks.
- DAC also assisted the Towns to advertise their request for public input and compiled the results of the responses.
- DAC conducted the ADA self-evaluation of programs, services and activities to determine if any were potentially discriminatory for individuals with disabilities and provided the Towns with an executive summary detailing the results and recommendations.
- The Towns are using DACTrak to implement their transition plans.



Project completion: in progress projects

County of San Mateo

Scott Johnson
 Manager, Risk Management Division
 455 County Center
 Redwood City, CA 94063
 Phone: (650) 363-4387
sjohnson@smcgov.org

Craig McCulloh
 Community Program Analyst, SMC Commission on Disabilities
 801 Gateway Boulevard, 2nd Floor
 South San Francisco, CA 94080
 Phone: (650) 573-2480
cmcculloh@smcgov.org

Project name: ADA Self-Evaluation and Transition Plan

- DAC is currently working with the County to complete an ADA self-evaluation and transition plan for county buildings, facilities, airports, parks and public rights-of-way.
- DAC is also assisting the County to plan their public input process and will compile the results of the responses.
- DAC is also conducting the ADA self-evaluation of programs, services and activities to determine if any may be considered discriminatory for individuals with disabilities and will provide the County with an Executive Summary detailing the results and recommendations.
- The County is currently using DACTrak to implement their transition plan.



Project completion: in progress

City of Benicia

Heather McLaughlin, City Attorney
 250 L Street
 Benicia, CA 94510
 Phone: (707) 746-4216
hmclaughlin@ci.benicia.ca.us

Project name: ADA Self-Evaluation and Transition Plan

- DAC conducted an ADA self-evaluation and transition plan for City buildings, parks and public rights-of-way.



- DAC also assisted the City to perform a self-evaluation of services, policies, programs and practices.
- DAC is providing ongoing, as needed additional consultation.
- The City is currently using DACTrak to implement their transition plan.

Project completion: 2017

City of Carlsbad

Ed Garbo
 Risk Manager
 1635 Faraday Avenue
 Carlsbad, CA 92008
 Phone: (760) 602-2471
Ed.garbo@carlsbadca.gov



Project name: ADA Self-Evaluation and Transition Plan

- DAC conducted an ADA self-evaluation and transition plan for City buildings, facilities, and parks.
- DAC has also assisted the City to successfully prepare and respond to a Caltrans audit.
- DAC also assisted the City to perform a self-evaluation of services, policies, programs and practices.
- DAC is providing ongoing, as needed additional consultation such as plans review.
- The City is currently using DACTrak to implement their transition plan.

Project completion: 2017

The DAC team members proposed for the Town of Exeter project have worked together on numerous similar projects for actual ADA self-evaluation and transition plan projects. Select recent and current public entity projects are contained in the following list. As the RFP requested information regarding all clients with which DAC has worked in the past two years, we have marked those clients with an asterisk (*).

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| <ul style="list-style-type: none"> • Town of Blacksburg* • Town of Dennis* • Town of Edgartown* • Town of Leesburg* • Town of Mammoth Lakes* • Town of Oak Bluffs* • Town of Palmer* • Town of Paradise • Town of Scituate* • Town of Tisbury* • Town of Truro* • Town of West Tisbury* • Town of Westborough* • City of Agoura Hills* • City of Avalon* • City of Azusa* • City of Bakersfield* • City of Banning • City of Barstow • City of Benicia • City of Berkeley* • City of Bishop* • City of Carlsbad • City of Carpinteria | <ul style="list-style-type: none"> • City of Cathedral City • City of Claremont • City of Clovis • City of Cudahy • City of Cypress • City of Davenport* • City of Del Mar • City of Downey* • City of Duarte* • City of East Palo Alto* • City of El Centro* • City of Elk Grove • City of Forest Grove* • City of Fountain Valley • City of Fremont* • City of Glendale • City of Grass Valley • City of Gresham* • City of Grover Beach* • City of Goleta • City of Half Moon Bay* • City of Hemet • City of Huntington Beach • City of Indian Wells* |
|---|--|

- City of Indio*
- City of King City*
- City of La Canada Flintridge*
- City of La Mesa
- City of La Mirada
- City of La Palma
- City of La Puente
- City of La Quinta
- City of Laguna Niguel*
- City of Laguna Woods
- City of Lakeland*
- City of Lakewood
- City of Lemon Grove*
- City of Lincoln City
- City of Loma Linda*
- City of Lomita
- City of Los Alamitos
- City of Manhattan Beach*
- City of Manteca
- City of Menifee
- City of Michigan City
- City of Modesto
- City of Monterey Park
- City of Moorpark*
- City of Moreno Valley
- City of Morro Bay
- City of Newport Beach
- City of Norwalk*
- City of Oakdale
- City of Ojai*
- City of Oroville
- City of Palm Desert*
- City of Palm Springs
- City of Palos Verdes Estates
- City of Paso Robles*
- City of Paramount*
- City of Pismo Beach
- City of Poway
- City of Red Bluff
- City of Redwood City*
- City of Redondo Beach*
- City of Rolling Hills*
- City of Rolling Hills Estates*
- City of San Clemente
- City of San Dimas
- City of San Gabriel
- City of San Jose
- City of San Juan Capistrano*
- City of San Luis Obispo*
- City of San Mateo*
- City of Santa Monica
- City of Santa Fe Springs
- City of Seaside*
- City of Shafter
- City of South El Monte*
- City of Temple City*
- City of Tustin
- City of Vallejo*
- City of Victorville*
- City of Walnut*
- City of Wasco
- City of Waterford
- City of West Sacramento*
- City of Willows
- Butte County Association of Governments
- County of Butte
- County of Calaveras
- County of Glenn
- County of Inyo
- County of Kern
- County of Marin
- County of Nevada*
- County of Okaloosa
- County of Placer*
- County of Riverside*
- County of San Benito*
- County of San Luis Obispo
- County of San Mateo*
- County of Santa Clara
- County of Shasta
- County of Solano
- County of Tehama
- County of York*
- Cordova Recreation and Parks District*
- Desert Recreation District
- Fair Oaks Recreation and Park District
- Fulton-El Camino Recreation and Park District*
- Johnson County Parks and Recreation District*
- Orangevale Recreation and Park District
- Rio Linda Elverta Recreation and Parks District*
- Santa Clara Valley Transportation Authority*

Project Approach and Proposed Scope of Services

DAC understands that the Town is looking to hire a consultant to assist the Town to complete an Americans with Disabilities Act (ADA) Self-Evaluation and Transition Plan for the Town facilities. DAC is proposing a scope of services that will allow the Town to develop an ADA transition plan that meets the requirements of applicable laws and regulations but allows for maximum flexibility in the schedule and cost of implementation. DAC's proposed services includes use of our DACTrak online management software program that will provide Town staff with an easy method to schedule and track implementation of the transition plan. As DACTrak includes estimated costing information, DACTrak would provide the Town with a tool to develop a methodical, budget-sensitive timeline for correction of deficiencies and barrier removal.

DAC's services to the Town of Exeter will ensure that the Town's project goals are met.

- DAC will provide an evaluation of town policies and programs, as well as survey 3 town buildings, 8 recreational parks, the downtown sidewalk network, and the downtown on and off-street public parking facilities as noted in the RFP.
- DAC will prepare a self-evaluation and transition plan that complies with current ADA standards, including identifying methods for barrier removal and applicable code references in order to comply with the ADA.
- DAC will provide current cost estimates for ADA improvements required as a result of the evaluation of the buildings, facilities, parks, sidewalks, curb ramps and parking.
- DAC will ensure that all physical improvements identified and proposed under the new plan shall conform to ADA requirements or related state standards. By law, the standard that provides the higher level of accessibility will be recommended.

A summary of the scope of work will include the following overview list of tasks:

1. DAC will perform an evaluation of policies and programs
 - a. DAC will request access to and conduct a review of all written policies, rules, and regulations of the Town of Exeter. The review will provide an assessment of any programs and policies may contain processes that may be non-compliant with Title I and II of the ADA or contain outdated language or practices.
2. DAC will perform an evaluation of public facilities identified in the RFP including Town parks, Town buildings, downtown sidewalks and public parking.
 - I. DAC will perform a field review of the specified Exeter owned and operated buildings, parks, and rights-of-way to evaluate compliance with the ADA and related codes and regulations. DAC will provide the Town with reports that include recommended remediation or barrier removal options for compliance. Each site will have all aspects and elements of the infrastructure located on the site examined for ADA compliance. DAC understands that the information provided in the charts and maps included with the RFP is to provide an idea of the scope of a site and does not represent all the aspects of the site that are to be reviewed. Details regarding the what will be reviewed at each site will be discussed and confirmed during a kickoff meeting prior to commencement of the surveys.
 - II. DAC will provide the Town with DACTrak online accessibility management software that will allow Town staff to generate reports in multiple file formats and styles. Reports generated from DACTrak will include a cost evaluation of all proposed modifications.
3. DAC will provide the Town with services needed to develop a complete Transition Plan.
 - I. DAC will provide the Town of Exeter with an Executive Summary that will include a complete and accurate report of the review of program policies, practices and procedures. The report will include recommendations and modifications to enhance accessibility in policies, practices and procedures, including revising outdated or insensitive language when applicable.
 - II. DAC will perform a complete evaluation of all Exeter public facilities as noted in the charts and maps included in the RFP and confirmed at the kickoff meeting. Reports generated by the evaluations will include all elements found to be out of compliance with the ADA and related codes

and regulation, recommended methods for barrier removal, costs for proposed modifications and initial priorities for completion of proposed modifications that can be incorporated into the Town's 6-year CIP schedule. Using DACTrak, Town staff will have tools available to allow the Town to adjust to the initial schedule for implementation as needed to coincide with other planned projects.

Deliverables

If selected for the project, DAC will provide the Town with the following deliverables, at a minimum:

- A. DAC will provide a draft report of the public facilities, policies and programs analysis as reflected in the scope of work.
- B. DAC will provide the town with the final version of the self-evaluation and transition plan through access to the DACTrak, which will allow the Town users to generate reports in multiple styles and file format. If requested, DAC can also provide the Town with electronic copies in Microsoft excel and searchable PDF on a CD, DVD, or USB compatible hard drive. The Executive Summary will be provided in Word and searchable PDF. All images, reports, tables and graphs provided in the final version will be in a Microsoft Excel compatible format. Reports for available outdoor areas and public rights-of-way will include GIS location information that can be exported in KML and ESRI Shapefiles to be viewed and managed in mapping programs such as Google Earth and ArcGIS. All data collected by DAC will become the property of the Town of Exeter.
 1. DAC will provide the final transition plan report to the Town through DACTrak. The report will include initial recommendations for implementation at each public facility broken out in measurable increments of short- and long-term recommendations as requested by the Town. Using the tools in DACTrak, the Town staff will also have the ability to further customize and adjust the implementation strategy as needed to correspond with planned and future projects and annual budgeting.
 2. As part of the self-evaluation survey of Town buildings, parks, downtown sidewalk network and public parking, DAC will conduct a thorough walk through of the Town. DAC can also attend at least one meeting with the Town Select Board to review the overall project and discuss the plan.
 3. The reports provided to the Town through DACTrak will include estimated costing information for the removal of each barrier to accessibility. Reports can be generated in a very detailed format to view estimate costing for each item and are also able to be generated in summary formats that will include the total cost for each facility in its entirety.

Detailed Approach for a Successful Project

In addition to the previous summary of activities, tasks will also include, but are not limited to the following:

1. Orientation/Project Meeting and Clarification of Project Scope, and Schedule

DAC will conduct an initial project kickoff meeting with selected Town staff to clarify roles and lines of communication, refine project goals, review the overall project schedule, schedule surveys of Town facilities and identify key Town personnel related to the project scope. To ensure an efficient commencement of the project, the kickoff meeting may be held via teleconference. Initial self-evaluation activities will begin during this step. More specific activities will include:

- Information that is needed will be clarified at the initial orientation meeting. The initial meeting will also clarify proposed activities and provide a collaborative framework to discuss project strategies. The project methodology is generally designed to develop a comprehensive plan without placing additional activities and impact upon Town staff.
- Barbara Thorpe will be designated as the project manager and will also serve as policy and program analyst. She will be the DAC contact for the project and serve as the point of contact for the Town. The designated team member that will coordinate the inspection team during the facility reviews will be Michael Boga. Michael will be directly involved in the project and field evaluations. Other roles and responsibilities of key team members are indicated in the organizational chart and in the description of the roles and responsibilities.

- The kickoff meeting will also include additional key DAC team members and designated Town officials to discuss the project scope, deliverables currently needed by the Town, deliverables that may be needed by the Town in the near future, discuss projected schedules and timelines, discuss cost saving methods, and review alternatives for compliance by the Town.
- Specific methodologies and data collection will be clarified. Timelines and benchmarks will be developed. Operational and procedural requirements will be reviewed, such as coordination of schedules, name tags, project dates and other relevant information. DAC staff members wear DAC uniform shirts and have DAC identification badges.
- The initial orientation meeting will include an assessment of any previous compliance activities and areas of current or potential litigation. The review of compliance activities and high priority areas will assist with the development of an overall project plan. The review and documentation of prior initiatives will also build a more defensible plan if the Town is challenged by litigation.
- Project objectives will be clarified and elements that may be unique or of importance for the Town will be discussed. Items such as community input and staff needs will be confirmed.
- Hours of operation, schedules and Town activities by location will be discussed.
- The methodology of the self-evaluation to review policies, procedures, practices and contracts, agreements and documents will be confirmed.

2. Self-Evaluation of Town Programs, Services, Activities, Events and Related Policies, Procedures and Practices

- DAC will review Town policies, memos of understanding, administrative regulations and other policy and procedural related documents to identify if any are discriminatory or potentially discriminatory for individuals with disabilities.
- DAC will make recommendations to the Town for consideration regarding potential revisions to policies and practices.
- While not requested in the RFP, DAC will provide the Town with methods to conduct the required public input process. For example, DAC will present a variety of survey options as well as to recommended notices and postings to advertise for public comment.
- Recommendations will be made, as appropriate, regarding programmatic alternatives to physical barrier removal.

3. Survey of Facilities, Parks and PROW, Compliance Assessment Reports and Software for Transition Plans

- DAC will work with the Town to determine which Town buildings, parking structures, parks and facilities are subject to the requirements of the ADA.
- DAC will conduct the surveys of the interior and exterior areas of each Town building, parking structure, park and leased facilities that are open to the public.
- DAC will prepare reports identifying each physical element within the public areas of each of the Town buildings, parking areas, parks and downtown sidewalk network that is out of compliance with the ADA and related codes and regulations or otherwise hinders or prevents access to persons with disabilities.
- DAC will survey the Town buildings, facilities, parks, parking and public rights-of-way as noted in the RFP and confirmed at the kickoff meeting.
- As required by the ADA, the 2010 ADA Standards will be compared with state codes and the standard that provides the greater level of accessibility utilized. As DAC collects actual

The screenshot shows a software window titled "Parking Spaces" with a "Description:" field and a "Click" button. Below this is a "GIS Information" section with fields for "Long: 0.000000", "Lat: 0.000000", and "Alt: 0.000000", each with a "Get" button. The "Space type:" is set to "Standard" and "Space outline color:" is "White Outline". There are several checkboxes for accessibility and signage options, many of which are checked. The "Sign type:" is set to "Wall Mounted" and "Sign height from ground:" is 0.00. The "Access aisle" section is also visible, with "Passenger Side" selected for the aisle side. The "Current Location:" is "Exterior".

measurements of as-is field conditions and records all information, data can be reprocessed if codes change without conducting a re-inspection, thus resulting in a significant savings when codes change, and the plan needs to be updated.

- DAC will provide the Town with DACTrak online accessibility management software for Town staff to generate reports in multiple styles and file formats. DACTrak reports will include, but may not be limited to the following:
 - As-built dimensions as they relate to ADA and other relevant code and guideline access;
 - Initial prioritizing of non-compliant findings relative to the level of impact to access;
 - Reference to code or codes defining the barrier to access;
 - Proposed solution(s) to eliminate the barrier;
 - Individual detailed cost estimate for each solution;
 - At least one digital photograph of each barrier to access;
 - Detailed location description, including GIS coordinates for available outdoor areas, to further identify the barrier when available.
 - Assessments and reports will include a high degree of detail with photographs, code references, cost estimates and GIS information. The DACTrak software provides the user with the capability to generate reports in multiple formats such as progress reports, additional prioritizations, preset reporting features and other custom reports. The inclusion of photographs showing the as-is condition has proven to be valuable assistance to clients in the formulation of the decisions regarding barrier removal priorities. The DACTrak software provides an easy to use accessibility management platform that exceeds the ability to manage the plan by hard copies and binders. The assessment report of each facility will include cost estimates to correct deficiencies in accordance with the ADA, Public Rights of Way Accessibility Guidelines, Manual on Uniform Traffic Control Devices, or other applicable federal or state accessibility codes.
 - Barriers are identified by building, floor, or location and given a unique identifier record number to assist with navigation in the accessibility software and location of the finding and recommendation by area and site. Estimated applicable costs will be given by item and element in accordance with industry standards. Costs can be easily adjusted to adhere to any cost estimates the Town may utilize.
 - Physical access problems that require structural solutions will be documented in the compliance assessment reports that will be used to develop the transition plan. The proposed method for barrier removal will be provided. The transition plan will identify physical barriers that may limit accessibility of the Town programs, services or activities for individuals with disabilities. The schedule for removal of barriers and appropriate timelines will be developed in consultation with the Town.
 - Identified barriers and obstacles will be prioritized as discussed in the Scope of Work. Use of the DACTrak software will provide the Town with an additional tool to reprioritize items depending upon the unique and ongoing needs of the Town and public comments during the public input process. Public and nonpublic areas will be identified, if requested. Employee only areas, for example, are usually given a lower priority for barrier removal.
 - Detailed findings, inspection intake records and digital photos are recorded during the intake process. Findings are incorporated into the transition/barrier removal plans. Information collected during the survey process is preloaded by DAC into our DACTrak accessibility management software.



Public rights-of-way inspections include, but are not limited to:

Sidewalks

- Width
- Cross Slope
- Running slope
- Changes in elevation greater than 1/4 inch and changes in elevation that are not beveled up to 1/2 inch
- Any obstructions in the sidewalk that obstruct or narrow the path of travel such as protruding objects and items that narrow the required width

- Street furniture
- GIS information
- Photographs

Signalized Intersections

- Crosswalks
- Pedestrian ramps-curb ramps; width, slope, side flares, grooved borders, truncated domes, alignment with the crosswalk
- Accessible pedestrian signals
- Traffic stop bars

DAC uses a comprehensive approach to inspecting public rights-of-way (PROW). In order to conduct an assessment of all the requirements in the PROW, DAC accessibility specialists walk each mile of sidewalk to record manual measurements and photographs of the field conditions and enter the information into our DACTrak tablet in the field. DAC has found that the use of automated equipment for running slopes on sidewalks, such as ultra-light profilers, do not provide an actual measurement, but only provide a chart showing ranges. In some cases, if a change in level is greater than 1/2 inch, no actual quantifiable information is reported of how much greater the severity. In order to get the actual measurements for the sidewalks, the use of a "profiler" does not provide the measurements needed for items such as vertical clearance and street furniture.

DAC team members will conduct on-site inspections on our DACTrak tablets or slates and export the on-site field conditions for processing by our servers the same day of the inspection while located in the Town. Thus, the draft report is ready the same day or at the end of the inspection of the site. Cost estimates are then refined by Michael Boga, Inspection Team Leader, in collaboration with the Town. If the Town has utilized cost estimates for standard nonaccessible items or elements, then the Town's costs can be entered into the DACTrak program.

The on-site facility team leader conducts a quality assurance review and contacts the field inspector regarding any items in the report that may need further investigation. The on-site facility team leader completes any necessary edits and the final quality control editor is notified that the report is ready for the final edit.

As is the case with most public entities, due to the limited Town staff availability it is the intent of DAC to conduct the surveys with as little burden on the Town staff as possible.

Report Number	Facility	Category	Location	Sub-Location	Description	Sub-Description	Item
72	344782	345490	Path of Travel	Exterior	Path From the Public Right of Way to Building 2000 Ramped Entry	Exterior Walkway	Walking Surface: Cross
73	340747	345340	Path of Travel	Exterior	Ramped Entry Next to 1950 to Main Entrance	Exterior Walkway	Walking Surface Slope
74	340748	345340	Path of Travel	Exterior	Ramped Entry Next to 1950 to Main Entrance	Exterior Walkway	Walking Surface Cross
75	340754	345324	Path of Travel	Exterior	Right Crosswalk from the P1 North & South Accessible Spaces to Elevator	Access Aides	No Detectable Warning
76	340765	345329	Path of Travel	Exterior	Right Crosswalk from the P1 North & South Accessible Spaces to Elevator	Crosswalk from the Access Aisle	Warnings
77	343008	345070	Path of Travel	Exterior	Sidewalk on Back Side of Building 2000 Next to Golf Course to Security Gate	Exterior Walkway	Walking Surface Slope
78	346734	345345	Path of Travel	Exterior	Smoking Area Next to Main Entrance	Exterior Walkway	Walking Surface Cross
79	342938	345066	Path of Travel	1st Floor	Walkway in Main Lobby to Suite 130 - Computer Training Room	Grate	Grating
80	342939	345066	Path of Travel	1st Floor	Walkway in Main Lobby to Suite 130 - Computer Training Room	Grate	Grating
81	342936	345063	Path of Travel	1st Floor	Walkway in Main Lobby to Suite 130 - Computer Training Room	Interior Corridor	Walking Surface Slope
82	342937	345063	Path of Travel	1st Floor	Walkway in Main Lobby to Suite 130 - Computer Training Room	Interior Corridor	Walking Surface Cross
83	343011	345015	Elevators	1st Floor	Main Elevator	Emergency Systems	Emergency Systems
84	343017	345021	Elevators	1st Floor	Main Elevator	1st Floor	Jumbo Marking

Innovative Tools, Strategies and Best Practices

Based on experience and knowledge of the accessibility field and best practices, DAC continues to develop innovative methodologies, easy to use ADA management tools, and proven, successful strategies for evaluating programs, services, activities, events, facilities, parks and public rights-of-way. DACTrak was developed by DAC for the purpose of easy and useful importing and management of the accessibility data collected in the field. DACTrak is interactive web-based software and is not an enhanced excel spread sheet. The ability to collect, compile, analyze and use report data in a practical format was one of the driving forces to develop the DACTrak intake and management software.

Our DAC accessibility management software, DACTrak, provides our clients with a powerful management tool to document compliance, project costs, print custom reports and record progress. DACTrak is not an excel spreadsheet, but actual software that has been developed by our company to assist with the implementation and documentation of the Town's ADA plan and provides photographs of as-is site conditions, which has proved to be valuable documentation. Findings and recommendations, in addition to other data are preloaded into the DACTrak software. As DAC owns and licenses the DACTrak software, we can make custom modifications for our clients.

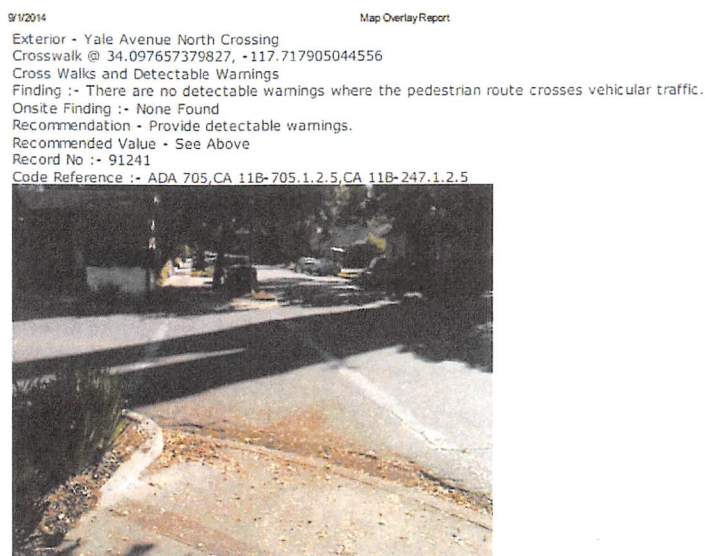
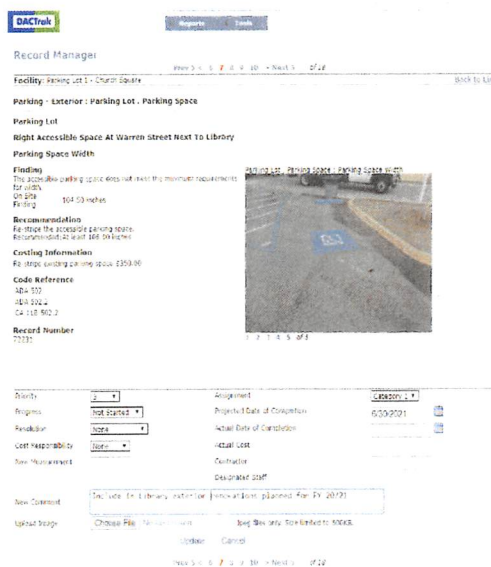
The DACTrak database will correlate all aspects of the transition plan, including but not limited to, Access Compliance Assessment Reports, transition plan implementation, code references and at least one photograph of each element. The data contained in the database shall be the property of the Town when the ADA Transition Plan compilation is complete. DAC proposes that the Town use DACTrak to facilitate ongoing monitoring and updating of the final Transition Plan. If the Town chooses not to use the DACTrak online management software, DAC can provide the database information to the Town in a compatible format such as Tab Separated Value (TSV), Comma Separated Value (CSV) or Excel, as well as KML or ESRI Shapefile for available exterior items.

While not requested in the RFP, a requirement by the ADA for a transition plan includes an opportunity for the public to offer comments regarding the plan. DAC will offer advisement to the Town on methods to advertise for public input into the transition plan, as well as offer sample outreach methods such as survey options in multiple formats.

Deliverables and Additional Documents

Compliance Assessment/Transition Plan Reports and Implementation

Following approval by the Town, DAC will present the transition plan and findings by demonstrating the use of the DACTrak Accessibility Management software program and providing a training session. DACTrak will allow Town users to generate reports in multiple formats, including PDF, Excel, KMZ and ESRI Shapefile. The Town will have use of the DACTrak software for a period of one year at no cost to update and manage their information and print progress reports and other custom report formats. There are no maintenance or storage fees associated with use of the DACTrak



software. Should the Town want to continue to use DACTrak after one year, the annual licensing fee starting in year two would be \$500 per year and includes unlimited users and all updates and enhancements offered in DACTrak.

The DACTrak program is accessed through a secure website that is compatible with all current major internet browsers. There is no software program to download or install on the Town’s servers or computers in order to access and manage report data on DACTrak. All maintenance and updates to the DACTrak software are performed by DAC’s in-house IT Team, therefore there is no burden on the Town’s IT staff to maintain or administer any software, programs or databases.

PROJECT SCHEDULE

Based on experience with similar projects, it is estimated that the project completion time will be within 2-3 months depending on the commencement of the project.

Scope of Service –Activity or Task	Months		
	1	2	3
DAC kickoff meeting; survey methodologies, deliverables and schedule confirmation			
Project planning, survey and activity scheduling, procedures review			
Surveys of Town buildings, facilities and parks and public rights-of-way			
Field survey data compiled daily and available for review throughout the inspection process			
Review of policies and procedures; analysis of existing plan			
Draft self-evaluation of services, policies, programs and practices for Town review			
Project database and accessibility reports prepared for Town			
DACTrak software presented to Town and logins created, training on maintaining the database			
Second draft of self-evaluation deliverables presented			
Deliverables completed and provided to the Town			

COST PROPOSAL

DAC proposed to provide all services described in the scope of work as well as additional suggested item for a total lump sum fee of \$19,400. The cost is inclusive of all expenses.

The Town of Exeter will also have access to the DACTrak online accessibility management software for a period of one year.

If the Town would like to continue using DACTrak following the initial one-year period, access can be continued for a small licensing fee of \$500 annually for additional years.

Appendix- Resumes of Key Staff

BARBARA THORPE, DAC President and Project Manager

Americans with Disabilities Act, Section 504 and Related Experience

- President of Disability Access Consultants, LLC, a woman founded small business with an extensive history of accessibility compliance consulting since 1998
- Conducted hundreds of Americans with Disabilities Act self-evaluations for public entities, City and County governments, school districts, colleges, universities and outdoor developed areas
- Provided consultation regarding access to programs, services and activities to public entities and businesses
- Conducts quality control audits of projects for compliance with the ADA and Section 504 of the Rehabilitation Act including public rights-of-way, facilities and outdoor developed areas
- Assisted with the development of thousands of transition/barrier removal plans for public entities regarding facilities and public rights-of-way
- Performed compliance audits for the Department of the Interior
- Served as an expert witness for the Department of Justice, public entities and other businesses
- Served on advisory boards for disability issues for public entities
- Provided consultation to numerous state and local government entities and the federal government regarding ADA and Section 504 compliance
- Assisted with ADA implementation plans and consent decrees for public entities
- Provided staff development activities for public entities, businesses and associations

Professional Experience

- Occupational Therapist
- Teacher for special needs and persons with disabilities
- Program Staffing Specialist
- Administrator for Special Services
- Director of Special Education and Student Services
- Director of Planning and Compliance
- ADA Coordinator, 504 Coordinator and Equity Officer
- Accessibility Consultant

Education

Colorado State University, Bachelor of Science - Occupational Therapy

University of South Florida, Master's Degree – Administration and Supervision, Educational Leadership

Presentations and Training Sessions

- California Association of Joint Powers Authorities
- ADA Coordinator's Training for Public Entities
- Roles and Responsibilities for ADA Compliance for Public Entities
- Public Works Academy – California Joint Powers Insurance Authority
- Indiana Parks and Recreation Association – Annual Conference
- Public Entity Risk Management Authority
- City of San Clemente
- Minnesota School Board Association
- California School Board Association
- Association of Defense Counsel of Northern California and Nevada
- Public Agencies Risk Managers Association
- School and College Legal Services
- Council of Public Entity Attorneys
- California Defense Counsel

- McNeese State University, Louisiana
- Louisiana Association of Physical Plant Administrators
- California Council of School Attorneys
- San Diego County Office of Education JPA
- Tuolumne JPA
- Fairfield County Risk Management Group
- North Bay School Insurance Authority
- California Association for School Housing
- California Association of School Business Officials
- Joint Powers Authorities
- California School Board Association
- School Insurance Authority
- California Risk Management Authority
- Alameda County Facility Planners
- Rental Housing Association
- Western Fairs Association
- Contra Costa County Office of Education
- California Joint Power Insurance Authority
- South Orange County Community College District

Publications

- ADA Changes: Get a Head Start on Pending Accessibility Guidelines: September 2001-Maintenance Solutions Magazine
- A Gameplan for Access: Strategies and Tactics to help managers develop a successful barrier removal plan for public facilities: March 2003 – Maintenance Solutions Magazine
- Accessible Toilet Rooms: June 2006 –American Schools & Health Facilities Publication

Boards

- Served on the California Division of the State Architect State Advisory Board
- Served as the vice chairperson for the California Division of the State Architect Access Compliance Advisory Committee
- Served on the California Division of State Architect Education and Training Committee

Other Activities

- Currently appointed by the Office of the Independent Monitor regarding Chandra Smith vs. Los Angeles Unified School District Modified Consent Decree
- Currently appointed as a neutral monitor regarding implementation of a consent decree for a public entity
- Currently assisting with the resolution of an ADA complaints for several City and County Governments
- Currently assisting a public entity to resolve a complaint by the US Department of Justice

MICHAEL BOGA, DAC Senior Director of Accessibility Services and Head of Quality Control**Americans with Disabilities Act and Related Experience**

- Inspected over two thousand facilities for compliance with federal and state accessibility standards
- Assisted with the development and implementation of transition/barrier removal plans
- Provided consultation regarding Title II and Title III accessibility requirements
- Performed compliance audits for federal agencies
- Provided accessibility training activities for public entities and businesses
- Served as an expert witness for Title II and Title III
- Provided numerous training sessions and seminars regarding the requirements of state and federal accessibility standards for Title II and Title III

Professional Experience

- Contractor
- Work Training Program Coordinator
- Special Education Teacher
- Accessibility Inspector (1998 to Present)

Certifications and Training

- Certified Accessibility Specialist (Certificate No. CASp-152)
- Certified International Council (ICC) Accessibility/Usability/Plans Examiner (No. 1108082-21)
- Certified National Playground Safety Inspector (NPSI Certificate No. 19394-0215)
- Division of State Architect Academy-Accessibility/Plan Review/Fair Housing
- Division of the State Architect Academy – 2010 CBC Amendments – Accessibility
- Division of the State Architect Academy – 2013 CBC Amendments – Accessibility
- Division of the State Architect Academy – Plan Review – Access (2013 CBC)
- Division of the State Architect Academy – Accessible Public Housing Regulations
- Division of the State Architect Academy – Transient Lodging, Housing at a Place of Education and Social Service Center Establishments
- Texas Department of Licensing and Regulation Compliance Division - Texas Accessibility Academy
- Texas Department of Licensing and Regulation Compliance Division – Elimination of Architectural Barriers in the Public Right-of-way

Education

St. Leo College, Bachelor of Science –Education

Publications

Articles for Maintenance Solutions Magazine
 “Opportunities for Access”, March 2004
 “Clearing a Path for Access”, February 2005

Presentations and Training

Educational Entities and Organizations

- Alliance of Schools for Cooperative Insurance Programs
- Schools Insurance Group
- Schools Insurance Authority
- Tri County Schools Insurance Group
- California School Board Association
- San Diego County Office of Education JPA
- California Council of School Attorneys
- Indiana Parks and Recreation Annual Conference

- Tuolumne County Joint Powers Authority
- California Association of School Housing
- California Association of School Business Officials
- School and College Legal Services

Public Entities and Organizations

- Public Risk Managers Association
- Council of Public Entity Attorneys
- California Building Authority
- California Joint Powers insurance Authority

Private and Professional Organizations

- Southern California AIA
- Oroville Chamber of Commerce
- Rental Housing Authority
- Western Fairs Association of Defense Counsel of Northern California and Nevada
- California Defense Counsel
- Independent Living of Northern California

Other Activities

- Currently appointed by the Office of the Independent Monitor regarding Chandra Smith vs. Los Angeles Unified School District Modified Consent Decree
- Currently appointed as a neutral monitor regarding implementation of a consent decree for a public entity
- Currently assisting a public entity with resolution of an ADA complaint
- Currently assisting a public entity to resolve a complaint by the US Department of Justice



This is to verify that

Michael Boga

Having given satisfactory demonstration of competence of the laws and regulations mandating non-discriminating access to the built environment by persons with disabilities, is hereby granted status as a

Certified Access Specialist

Certification No: CASp-152



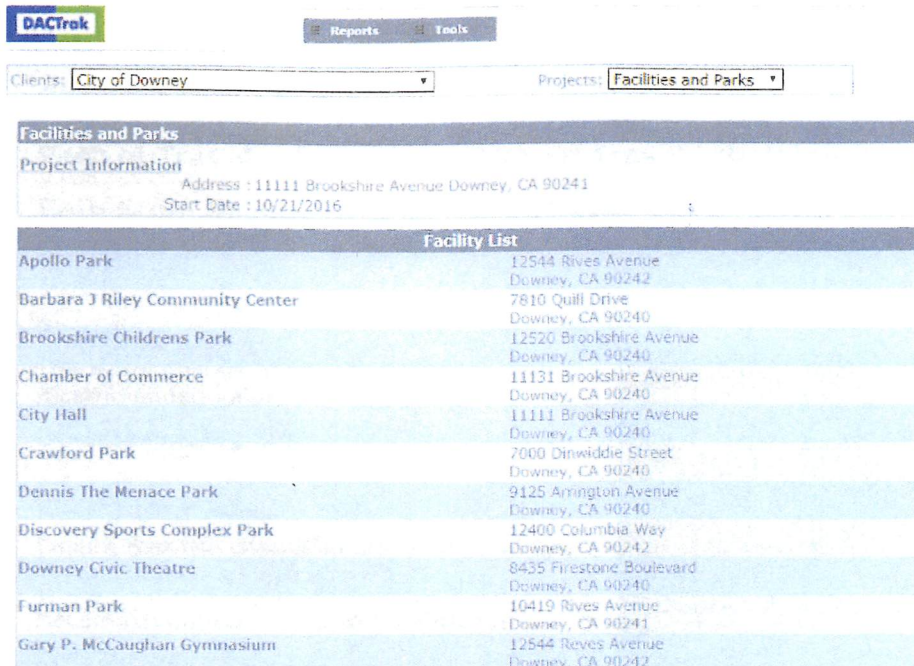
Chester A. Widom, FAIA
State Architect



Certification Date: September 24, 2009
Expiration Date: September 24, 2021

Sample DACTrak Screen Shots and Information

In addition to the photographs included with our references, we are also providing additional sample screen shots generated from the DACTrak Accessibility Management web-based software program prepared for several public entity clients.



Upon logging in to the secure DACTrak website, you are able to choose the facility you would like to view and manage. This screen shot is an example of a facility list for a recent public entity transition plan project.



After choosing a facility, you are able to use Reports drop down menu to choose which report style to view. You may also choose to view multiple facilities in one report.

This screenshot is an example of a finding page in a Basic Photo Report. This type of report shows the user the finding, with accompanying recommendation to correct the non-compliant item, the associated photo, code reference(s), estimated cost to remove the barrier, and any progress that has been added to update the transition plan.

Old Victor Park & School

Path of Travel - Exterior : Path Of Travel , Walking Surfaces

Path From School Parking Lot To Park

Change In Level

Path Of Travel , Walking Surfaces : Change in Level

Finding

There is a change in elevation greater than recommended value.

On-Site Finding 1.00 inches

Recommendation

Ensure that the change in elevation is within the recommended value.

Recommendation Up to 0.25 inches

Costing Info (Estimated)

Provide smooth surface \$150



Code Reference ADA 303, 403.4,CA 11B-303,CA 11B-403.4

Notes : Spalled concrete continues for 20 feet

Progress

Record Number	68064	Resolution	None
Progress	Not_Started	Priority	Six
Actual Date		Projected Date	06/30/2025
Actual Cost	\$0.00	Contractor	
Comments	No Comments		
Assignment	Category_3	New Value	0.00
Designated Staff			

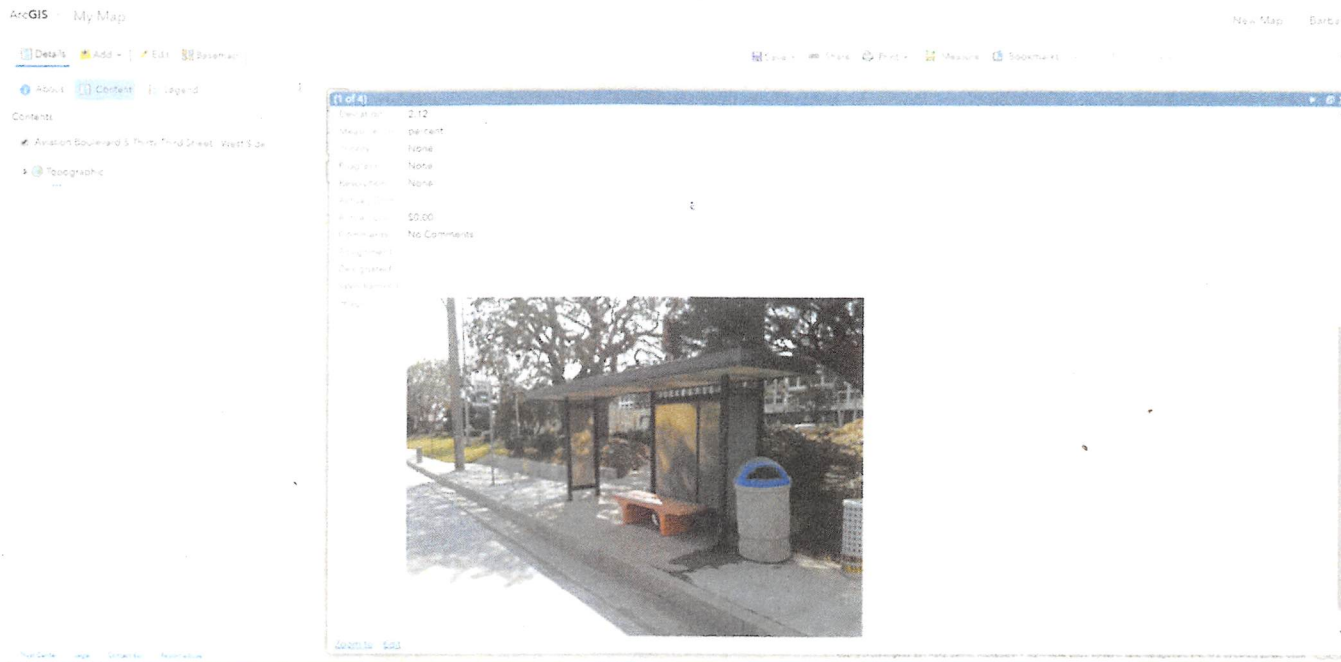
The Dual Photo and Basic Photo Reports may be exported to an Excel workbook for easy management of the transition plan data. The Excel workbook exports into a pre-formatted table with the filter function atop each data column. The report is a fully functioning Excel spreadsheet that may be sorted, filtered and manipulated by the user. The column for Picture identification numbers includes cells that are live links to the second tab of the workbook which contains report photos. Clicking the cell for a particular report finding will bring up the associated picture on the Photos tab.

Record Number	Picture	Category	Location	Sub Location	Description	Sub-Description	Item
446 77894	22626	Reach Ranges	1st Floor	Science 112 & Biology 1	Fume Hood - Fume Hood	Cannot be Operated with one hand	Element Highest Point of Operation
449 77883	23124	Reach Ranges	1st Floor	Science 112 & Biology 1	Fume Hood - Fume Hood	Cannot be Operated with one hand	Element Highest Point of Operation
450 78011	21179	Reach Ranges	1st Floor	Science 113 Biology Laboratory	Fume Hood - Fume Hood	Cannot be Operated with one hand	Element Highest Point of Operation
451 75012	21179	Reach Ranges	1st Floor	Science 113 Biology Laboratory	Fume Hood - Fume Hood	Cannot be Operated with one hand	Element Highest Point of Operation
452 77929	19381	Reach Ranges	1st Floor	Science 114 Microbiology Laboratory	Fume Hood - Fume Hood	Cannot be Operated with one hand	Element Highest Point of Operation
453 77925	19381	Reach Ranges	1st Floor	Science 114 Microbiology Laboratory	Fume Hood - Fume Hood	Cannot be Operated with one hand	Element Highest Point of Operation
454 77986	17902	Reach Ranges	1st Floor	Science 115 Biotechnology Laboratory	Biological Safety Cabinet - Other	Cannot be Operated with one hand	Element Highest Point of Operation
455 77994	18191	Reach Ranges	1st Floor	Science 115 Biotechnology Laboratory	Fume Hood - Fume Hood	Cannot be Operated with one hand	Element Highest Point of Operation
456 77985	18191	Reach Ranges	1st Floor	Science 115 Biotechnology Laboratory	Fume Hood - Fume Hood	Cannot be Operated with one hand	Element Highest Point of Operation
457 77942	19381	Reach Ranges	1st Floor	Science 116 Anatomy Laboratory	Fume Hood - Fume Hood	Cannot be Operated with one hand	Element Highest Point of Operation
458 77951	19381	Reach Ranges	1st Floor	Science 116 Anatomy Laboratory	Fume Hood - Fume Hood	Cannot be Operated with one hand	Element Highest Point of Operation
459 77956	19381	Reach Ranges	1st Floor	Science 122 Life Science Preparation	Fume Hood - Fume Hood	Cannot be Operated with one hand	Element Highest Point of Operation
460 77903	19385	Reach Ranges	1st Floor	Science 123 Life Science Preparation	Fume Hood - Fume Hood	Cannot be Operated with one hand	Element Highest Point of Operation
461 76061	21190	Reach Ranges	1st Floor	Science 116A Micro Preparation Room	Purifier Clean Bench - Other	Cannot be Operated with one hand	Element Highest Point of Operation
462 76138	22626	Reach Ranges	1st Floor	Science 203 Math Laboratory	Computer Station - Computer Station	Element Highest Point of Operation	462
463 76137	22626	Reach Ranges	1st Floor	Science 203 Math Laboratory	Computer Station - Computer Station	Element Highest Point of Operation	463

Name	Record Number	Picture	Category	Location	Sub Location	Description	Sub-Description	Item
72 344782	553490	Path of Travel	Exterior	Alameda De Las Pulgas San Mateo, CA 94401	Path from the Public Right of Way to Building 2000 Ramped Entry	Exterior Walkway	Walking Surface Cross	
73 310747	519340	Path of Travel	Exterior		Ramped Entry Next to 1950 to Main Entrance	Exterior Walkway	Walking Surface Slope	
74 340748	545940	Path of Travel	Exterior		Ramped Entry Next to 1950 to Main Entrance	Exterior Walkway	Walking Surface Cross	
75 340764	545924	Path of Travel	Exterior		Right Crosswalk from the P1 North & South Accessible Spaces to Elevator	Access Aisle	No Detectable Warning	
76 340790	545923	Path of Travel	Exterior		Right Crosswalk from the P1 North & South Accessible Spaces to Elevator	Crosswalk from the Access Aisle	Cross Walks and Detect Warnings	
77 143006	549070	Path of Travel	Exterior		Sidewalk on Back Side of Building 2000 Next to Golf Course to Security Gate	Exterior Walkway	Walking Surface Slope	
78 340714	545945	Path of Travel	Exterior		Smoking Area Next to Main Entrance	Exterior Walkway	Walking Surface Cross	
79 342938	545060	Path of Travel	1st Floor		Walkway in Main Lobby to Suite 130 - Computer Training Room	Grate	Grating	
80 342939	545060	Path of Travel	1st Floor		Walkway in Main Lobby to Suite 130 - Computer Training Room	Grate	Grating	
81 342936	549003	Path of Travel	1st Floor		Walkway in Main Lobby to Suite 130 - Computer Training Room	Interior Corridor	Walking Surface Slope	
82 342937	549081	Path of Travel	1st Floor		Walkway in Main Lobby to Suite 130 - Computer Training Room	Interior Corridor	Walking Surface Cross	
83 543011	549018	Elevators	1st Floor		Main Elevator	Emergency System	Emergency System	
84 543012	549021	Elevators	1st Floor		Main Elevator	Jamb Marking	Jamb Marking	

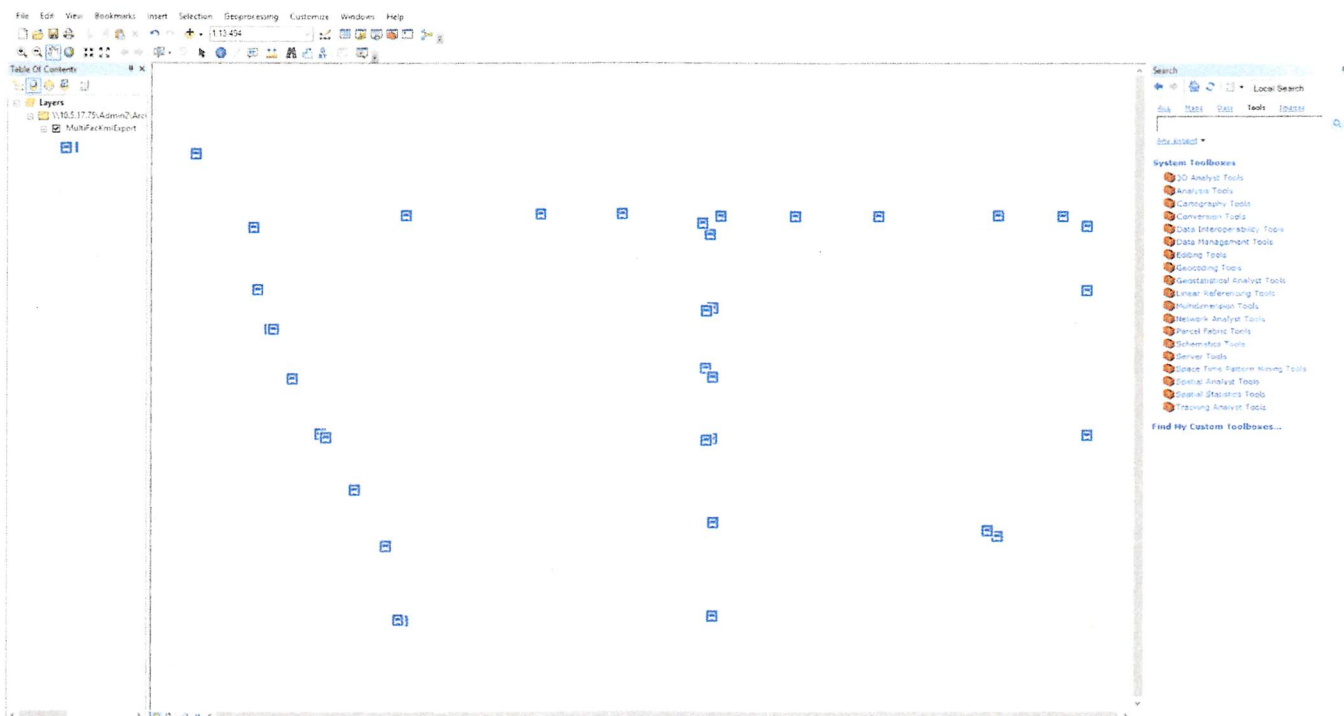
Shapefile Reports

Users are able to export reports for exterior items where GIS information is captured, such as sidewalks, curb ramps, intersections and bus stops to ESRI Shapefiles directly from DACTrak. The following screenshot is an excerpt example of a single bus stop finding viewed in an online version of ArcMap.



Shapefile Reports

DACTrak users who have access to a robust Pro or Enterprise version of ArcGIS can also import Shapefile reports that include entity-wide data, such as in the example screen shot below of bus stop locations city-wide from one file.



Reports Sort and Filter Panel

Users are able to customize the report that is generated by making selections in the drop down menus and choice fields.

Welcome, staliasila | Support | Sign Out

Please select the filter criteria and click "Generate Report" to view the Report.

Clients: Facilities: Projects: Locations: Categories: Priority: Assignment:

Key Word: Priority Category Location Entity

Progress: Resolution: Corrected Not Corrected Not Applicable

Include Costing Information in this Report

Single Facility PDF Report Options

DACTrak offers users many different styles of reports to view in a PDF file which can be exported from DACTrak and saved offline for viewing, printing or emailing.

Welcome, staliasila | Support | Sign Out

Please select the filter criteria and click "Generate PDF" to download the Report.

Clients: Facilities: Projects: Locations: Categories: Priority: Assignment:

Key Word: Priority Category Location Entity

Progress: Resolution: Corrected Not Corrected Not Applicable

Include Costing Information in this Report

Please select a type of report from the list below and click on Generate PDF :

- Text Report
- Basic Photo Report
- Dual Photo Report
- Photo Summary Report
- Summary Report
- Progress Report
- Total Unit Cost Report
- Corrected Items Report

Multi Facility PDF Report Options

In addition to viewing reports for individual facilities, DACTrak offers users the ability to view findings for multiple facilities combined in as single PDF. Users choose which facilities to include from the selection list and are further able to customize the generated report by selecting a Category or Priority setting.

Welcome, stalasila | Support | Sign Out

Reports Tools Support

Please select the filter criteria and click "Generate Report" to view the Report. Press and hold the "Ctrl" button to select multiple facilities.

Clients:	City of Palm Springs	Projects:	Sidewalks
Facilities:	<ul style="list-style-type: none"> Alejo Road Amado Road Andreas Road Arenas Drive Avenida Caballeros Baristo Road 		
Categories:	All Categories	Priority:	None

Generate PDF

Please select a type of report from the list below and click on Generate PDF :

- Text Report
- Photo Report
- Progress Report

Single Facility Excel Report Options

DACTrak also contains options to export reports to an Excel format, which can be customized using the drop down menus and selection fields. The exported Excel report is a fully functioning workbook which can be further manipulated to suit the needs of the user.

Welcome, stalasila | Support | Sign Out

Reports Tools Support

Please select the filter criteria and click "Generate Excel" to download the Report.

Clients:	City of Palm Springs	Projects:	Parking Lots
Facilities:	Downtown Parking Structure	Locations:	All Locations
Categories:	All Categories	Priority:	<ul style="list-style-type: none"> None 1 2 3
Key Word:		Assignment:	<ul style="list-style-type: none"> None Category 1 Category 2 Category 3
Sort By:	<input checked="" type="radio"/> Priority <input type="radio"/> Category <input type="radio"/> Location <input type="radio"/> Entity	Resolution:	<ul style="list-style-type: none"> None Corrected Not Corrected Not Applicable
Progress:	<ul style="list-style-type: none"> All Not Started In Progress Completed 		Generate Excel

Include Photos in this Report
 Include Costing Information in this Report

Multi Facility Excel Report Options

Excel reports may also be generated to contain findings for more than one facility by using the Multi Facility Report option in DACTrak. This report is able to be customized using the drop down menus for Categories and Priority. If the user requires a small file size for storage or emailing, the option is available to exclude photos in the generated report.

Welcome, stasasila | Support | Sign Out

DACTrak # Reports # Tools # Support

Please select the filter criteria and click "Generate Report" to view the Report. Press and hold the "Ctrl" button to select multiple facilities.

Clients: City of Palm Springs
 Facilities: Alejo Road, Amado Road, Andreas Road, **Arenas Drive**, Avenida Caballeros, Baristo Road
 Projects: Sidewalks
 Categories: All Categories Priority: None Generate Excel

Include Photos in this Report

Map Overlay Report

Aerial map reports of non-compliant findings can be viewed using the Map Overlay option in DACTrak. This report plots the locations of the findings on a user friendly interactive map. Unique icons are used to symbolize the different types of findings.

Clients: City of Palm Springs Projects: Sidewalks
 Facilities: Alejo Road Locations: All Locations
 Categories: All Categories Priority: None, 1, 2, 3
 Assignment: None, Category 1, Category 2, Category 3
 Key Word:
 Sort By: Priority, Category, Location, Entity
 Progress: All, Not Started, In Progress, Completed
 Resolution: None, Corrected, Not Corrected, Not Applicable Generate Report

Drilled Down View of Map Overlay Report

Each icon in the map overlay report is a clickable link that will expand to a pop up window identifying the finding. The individual finding information may also be printed from this feature.

Clients: **City of Downey**
 Facilities: **Downey Avenue - Stewart & Gray Road to Texas Street**
 Categories: **Rooms**
 Key Words: **Priority** | **Category** | **Location** | **Description**
 Progress: **All** | **Not Started** | **In Progress** | **Completed**
 Projected Date From: To:

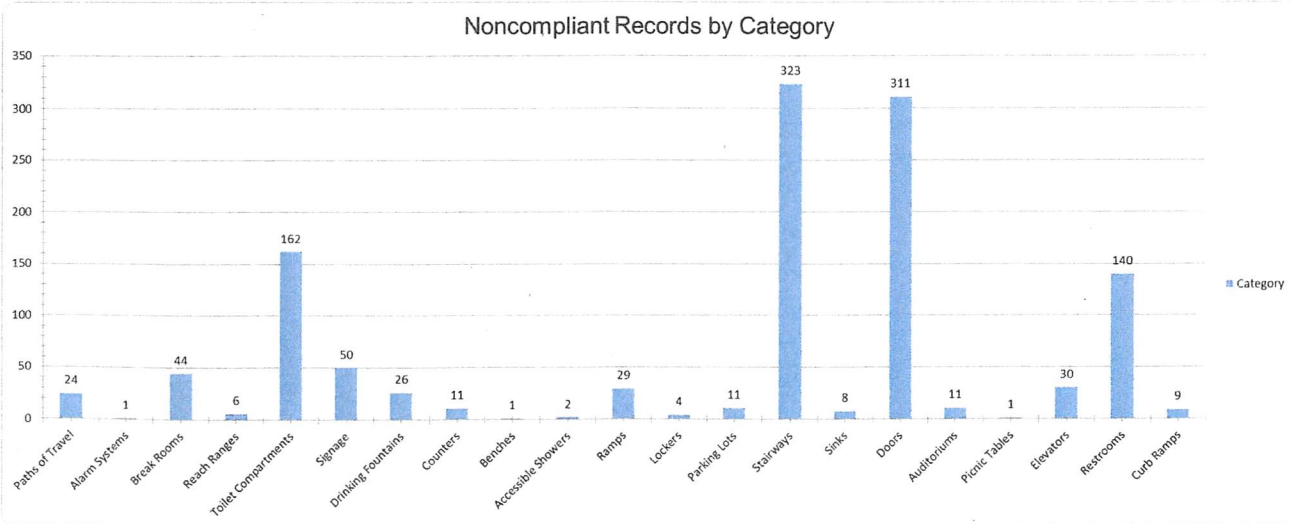
Projects: **Public Rights of Way**
 Locations: **All Locations**
 Priority: **None** | **1** | **2** | **3**
 Resolution: **None** | **Corrected** | **Not Corrected** | **Not Applicable**
 Actual Date From: To:

Assignment: **None** | **Category 1** | **Category 2** | **Category 3**
 Cost Responsibility: **All** | **Landlord** | **Tenant** | **Both**



Summary and Chart Reports

DACTrak also includes options for summary and chart reports to be created for individual or multiple facilities. The example below is a column chart that summarizes the number of noncompliant records by category for a facility.



Global Progress Editor

Many records are able to be managed and updated with identical information from one screen using the Global Progress Editor. Users choose the records to update and the information that they would like to apply to all chosen records. Once information is entered, the user needs only to click the "Submit" button once to update all chosen records.

Please select the filter criteria and click "Generate List" to view the deficiencies you are able to edit.

Click the icon to export to excel :

Clients: City of Palm Springs
 Facilities: City Hall
 Categories: All Categories
 Locations: Exterior
 Projects: Buildings and Facilities
 Generate List

Record Number	Location	Element Description	Finding	On Site Finding	Priority	Resolution	Actual Completion Date	Projected Completion Date	Cost Responsibility	Contractor Reference
62468	Exterior	Parking Accessible	signage is present.	Not Found	None				CA 11B-502.8	ADA 502.8
62418	Exterior	Parking Accessible	ISA marking faded or present.		None				ADA 502.8, CA 11B-502.6, 4	ADA 502.8, CA 11B-502.6, 4
62422	Exterior	Parking Accessible	The access aisle does not contain the parking surface within 18 inches of the edge of the aisle.		None				CA 11B-502.3	CA 11B-502.3
62420	Exterior	Parking Accessible	The access aisle exceeds 2.40 percent maximum slope.		None				ADA 502.4, CA 11B-502.4	ADA 502.4, CA 11B-502.4
62419	Exterior	Parking Accessible	The bottom edge of the post-mounted signage designating the accessible parking space is not at the required height.		None				ADA 502.5, CA 11B-502.6	ADA 502.5, CA 11B-502.6
62415	Exterior	Parking Accessible	The accessible parking space does not meet the minimum requirements for width.		None				ADA 502.2, CA 11B-502.2	ADA 502.2, CA 11B-502.2

Priority Manager

Priority Manager allows users to manage many records on one page, but individually update each record with unique information. Once all selections are made, the user clicks "Submit" to apply all updates.

Click the icon to export to excel :

Clients: City of Palm Springs
 Facilities: City Hall
 Categories: Doors
 Locations: All Locations
 Projects: Buildings and Facilities
 Generate List

Select deficiencies from the list below, enter new values, scroll to the bottom and hit Save. To raise a value, leave the field blank.

Record Number	Location	Element Description	Finding	On Site Finding	Priority Assignment	Progress	Resolution	Actual Completion Date	Projected Completion Date	Cost Responsibility	Contractor Reference
62074	Administration	Accountant	The door lock requires accessible	Not Accessible	None					ADA 404.2, 309.4	ADA 404.2, 309.4
62073	Administration	Accountant	The door opening is greater than 1.100 pounds force for this door is greater than 31.75 inches width of the door is less than required.	Not Accessible	None					ADA 404.2, 309.4, CA 11B-404.2, 3	ADA 404.2, 309.4, CA 11B-404.2, 3
61992	Administration	Accounts Payable & Billing Office	The door opening hardware is not accessible.	Not Accessible	None					ADA 404.2, 309.4, CA 11B-404.2, 7	ADA 404.2, 309.4, CA 11B-404.2, 7
62010	Administration	Assistant Director	The door opening hardware is not accessible.	Not Accessible	None					ADA 404.2, 309.4, CA 11B-404.2, 7	ADA 404.2, 309.4, CA 11B-404.2, 7

Correspondence



The State of New Hampshire
Department of Environmental Services



Robert R. Scott, Commissioner

September 19, 2019

Kathy Corson
Town of Exeter
10 Front Street
Exeter, NH 03833

Subject: 2019 Coastal Resilience Municipal Planning Grant Program, Selected for funding

Dear Select Board Chair Corson,

Thank you for submitting a proposal to the *Coastal Resilience Municipal Planning Grants* Request for Proposals with the New Hampshire Department of Environmental Services (NHDES) Coastal Program. The review team appreciates the additional information provided on the proposal, "Exeter Sustainability Advisory Committee: Charting a course for the Sustainability Office." I am pleased to inform you that your proposal, as amended, was selected for funding. Funding for the project will be provided upon contract approval (target: January-March 2020) through June 2021, giving this project a 15- to 18-month timeframe. A final contract for this project is contingent upon; a) successful negotiation with the NHDES Coastal Program to adjust and finalize the scope of services, budget, and match commitment based on comments from the proposal review team, b) fulfilling grant requirements of the National Oceanic and Atmospheric Administration (NOAA) Office for Coastal Management (the federal funding agency), and c) fulfilling state contracting requirements.

I will reach out to finalize the scope of work and budget to submit for NOAA approval and state of New Hampshire contracting in October 2019. Thank you for your commitment to this project, and please don't hesitate to reach out with additional questions.

Sincerely,

Kirsten Howard
Coastal Resilience Coordinator
NHDES Coastal Program

cc: Julie LaBranche, Rockingham Planning Commission

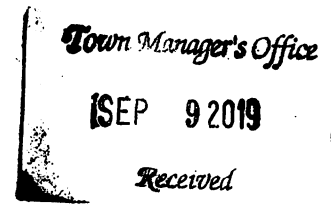
www.des.nh.gov

29 Hazen Drive • PO Box 95 • Concord, NH 03302-0095
(603) 271-3503 • Fax: 271-2867 TDD Access: Relay NH 1-800-735-2964



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

Region 1
5 Post Office Square, Suite 100
Boston, MA 02109-3912



CERTIFIED MAIL - RETURN RECEIPT REQUESTED

SEP 05 2019

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

Re: **NPDES Permit No. NH0100871**
Administrative Consent Order Docket No. 13-010
Town of Exeter Nitrogen Control Plan September 2018 ("NCP")

Dear Mr. Dean:

EPA and New Hampshire Department of Environmental Services ("NHDES") have reviewed and discussed the *Town of Exeter* ("Exeter" or "Town") *Nitrogen Control Plan* September 2018 ("NCP") and Exeter's March 27, 2019 response to the agencies' February 22, 2019 comment letter. Exeter's response outlined its plans to track and reduce Nitrogen loads over the next five years by: (1) continuing to work with the New Hampshire Pollutant Tracking and Accounting Pilot Project ("PTAPP") process to track and update the total nitrogen load reductions with other Great Bay communities; (2) complying with the requirements of the New Hampshire Municipal Separate Storm Sewer System ("MS4") Permit effective on July 1, 2018; (3) enforcing its more stringent ordinances to increase SW Nitrogen load reductions associated with new projects or redevelopment projects; and (4) developing and implementing a small capacity green infrastructure stormwater ("SW") control measures ("GI SCM") program at municipally-owned properties by retrofitting stormwater controls such as infiltration systems (e.g. shallow basins, trenches and swales).

Section IV.D.4 of the Administrative Order on Consent ("AOC") requires Exeter's total nitrogen non-point and point source SW control plan to include implementation of at least five years of specific control measures. Based on Exeter's March 27, 2019 letter, EPA and NHDES understand that Exeter's five-year-plan also includes further development of its GI SCM program. However, Exeter's Total Nitrogen Control Plan does not yet include identification of specific small capacity GI SCM activities to be implemented over this period. In order to show progress on non-point source and SW nitrogen control, future Total

Nitrogen Control Plan progress reports should include documentation demonstrating a decrease in effective impervious cover ("EIC") in the Town of Exeter over each reporting period. Exeter should work with the PTAPP process for this demonstration. Total Nitrogen Control Plan progress reports required by AOC Section VI.E.1 are required to be submitted by January 31st each year.

In order to provide Exeter with insights into the level of effort associated with this expectation, the agencies wish to share information documenting the GI CSM successes in nitrogen loading reductions achieved by Dover, NH in the Berry Brook watershed (<https://www.unh.edu/unhsc/berry-brook-project>) and by Arlington, MA in the Mystic River watershed utilizing GI SCMs. In Dover and Arlington, the data collected, and technical analyses performed demonstrate the effectiveness of small, affordable SW control projects. The information on the Arlington MA work is attached.¹

If you have technical questions on GI SCM projects, feel free to contact Mark Voorhees at (617) 918-1537 or voorhees.mark@epa.gov. For questions related to compliance with the Order, contact Joy Hilton at (617) 918-1877 or have your attorney contact Jeffrey Kopf at (617) 918-1796.

Sincerely,



Denny Dart, Chief
Water Compliance Section
Enforcement Compliance Assurance Division

Attachment – Arlington, MA GI SCMs

ec: Jennifer Perry, Director of Public Works, Exeter
Ted Diers, NHDES
Sally Soule, NHDES
Stergios Spanos, NHDES
Teresa Ptak, NHDES
Kenneth Moraff, EPA
Jackie LeClair, EPA
Thelma Murphy, EPA
Ellen Weitzler, EPA
Mark Voorhees, EPA

¹ EPA has provided these documents because they contain information that may be useful to the Town. EPA cannot attest to the accuracy of information provided in third-party plans. EPA does not endorse any non-government products, services or enterprises.

Suzanne Warner, EPA
Newton, Tedder, EPA
Dan Arsenault, EPA

Subcontractor:

Dr. James Houle
95 Mill Road
Durham, NH
03824

Agreement Number: 0423.00.001/01

Prime Contract Number: MAEQE5014CLEANWATERTECHNBWR19

Title: Technical Services Related to Implementation of the Federal Clean Water Act Requirements

Scope of Work

Task 1 – Administrative

Respond to scheduling requests and provide progress reports as requested by ERG.

Task status: Complete

Notes: Participated in core team planning and strategy meetings as necessary. This final project memo fulfills the reporting requirements for the contract period 04/25/19 – 06/30/19.

Task 2 – Technical Support

Provide technical facilitation at three Mystic River Watershed meetings, in conjunction with Phase 3 of the EPA-DEP Mystic River Alternative TMDL Project.

Status: Complete

Notes: Participated in monthly project meetings with project end-users where results from one on one technical assistance with representatives from Arlington and Winchester were presented and discussed. Final materials are included in the appendix of this report.

In addition to monthly project meetings with both communities were held to discuss green infrastructure siting opportunities, operation/maintenance, pollution reduction/flood retention potential and conceptual designs.

Deliver a minimum of two generic stormwater control design templates or conceptual designs suitable for web posting that reflect innovative adaptations suitable for real-world retrofits.

Status: Complete

Notes:

Deliverables for Arlington

- Developed a standard detail for an infiltration trench to be implemented throughout the town beginning in June. The town preferred a single concept design that could be updated and configured/reconfigured as needed at multiple locations identified in town rights of way. As a

result, nine (9) retrofit locations were identified and nine unique designs were delivered to guide implementation efforts.

- Developed a crediting mechanism based on the EPA Region 1 BMP performance curves (appendix F of the MA MS4 permit) to size systems and calculate TSS, TP, and TN load reductions. This draft tool is included in Appendix C of this report.
- Also developed conceptual cost numbers based on information collected in the field and provided by town staff.

Results:

Conceptual design and sizing and crediting data are provided in appendix A of this report.

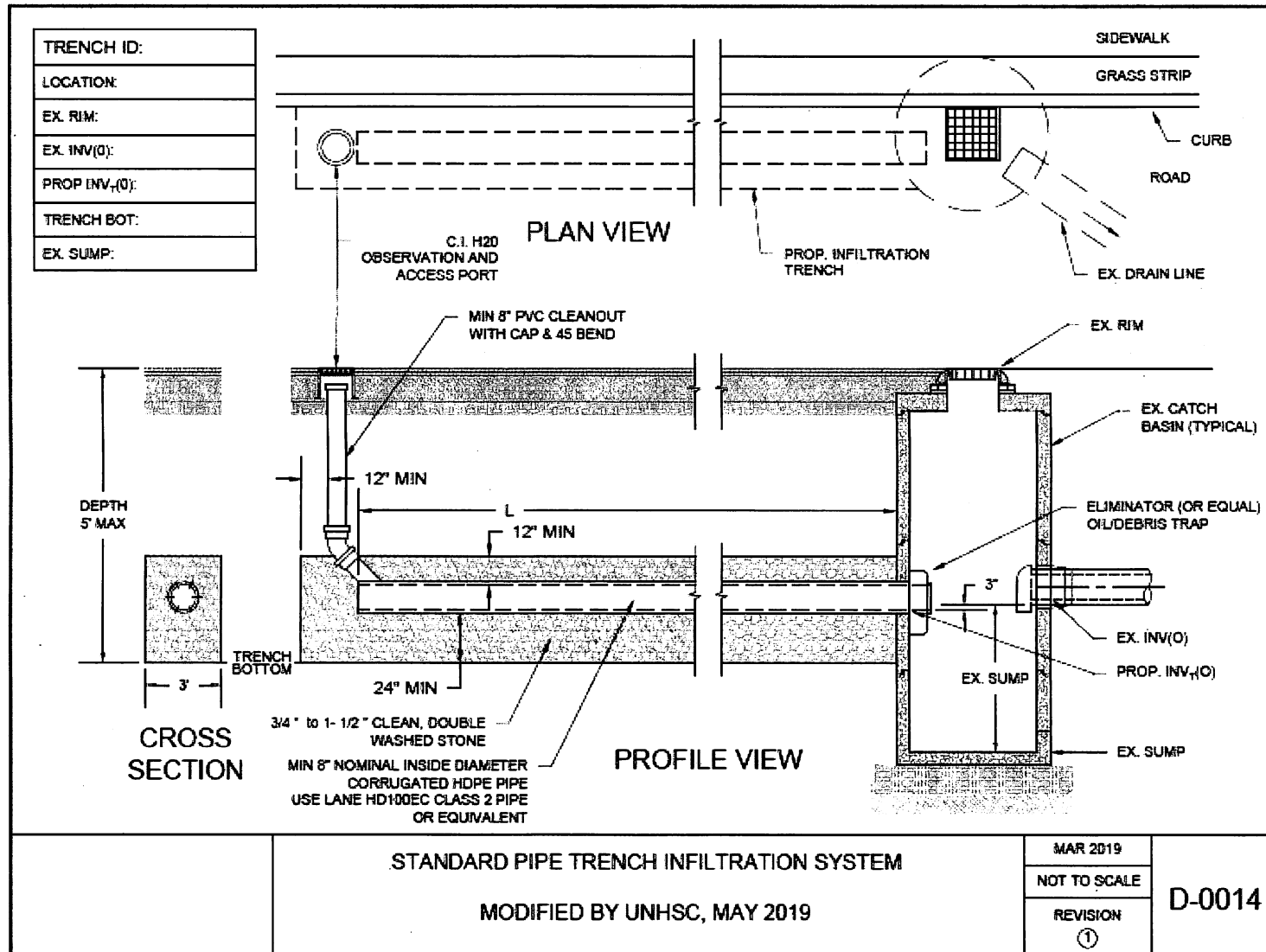
Deliverables for Winchester

- Developed a standard detail for two select sites
- Developed a crediting mechanism to size systems and calculate TSS, TP, and TN load reductions. This draft tool is included in Appendix C of this report.

Results:

Conceptual design and sizing and crediting data are provided in appendix B of this report.

Appendix A: Arlington Infiltration Trench Concept Design

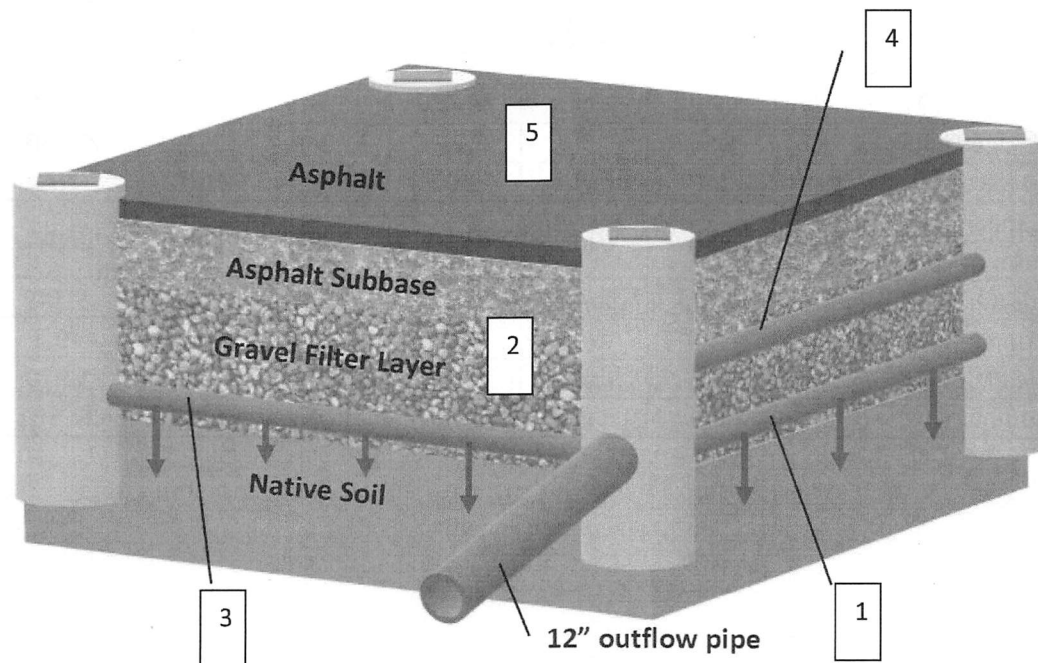


Arlington Results:

Location	ABV	Units	1	2	3	4	5	6	7	8	9	AVE	Total
Drainage Area (estimated)	DCIA	Acres	0.12	0.12	0.12	0.12	0.1	0.11	0.12	0.12	0.12	0.12	1.05
Water Quality Volume (Philly)	WQVP	cf	327	436	436	436	363	399	436	436	436	411	3703
Design Storage Volume	DSV	cf	42	47	45	44	37	41	44	44	44	43	386.0
Infiltration Rate	Inf	in/hr	2.41	2.41	2.41	2.41	2.41	2.41	2.41	2.41	2.41	2.41	NA
BMP Capacity: Depth of Runoff from Impervious Area	PSC	in	0.13	0.11	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	NA
TP Reduction		lb/yr	0.08	0.10	0.09	0.09	0.08	0.09	0.09	0.09	0.09	0.09	0.8
TN Reduction		lb/yr	0.51	0.60	0.59	0.58	0.48	0.53	0.58	0.58	0.58	0.56	5.0
TSS Reduction		lb/yr	23	28	27	26	22	24	26	26	26	26	230
Volume Reduction		cf	132	155	152	149	124	137	149	149	149	144	1296

	Units	US dollars
Cost (estimated)	System	\$ 2,200.00
Cost (estimated)	per acre IC treated	\$18,857.14
Cost (estimated)	per lb of TP	\$24,750.00
Cost (estimated)	per lb of TN	\$ 4,920.48
Cost (estimated)	per lb of TSS	\$ 21.44
Cost (estimated)	per cf of volume eliminated	\$ 0.02

Appendix B: Winchester Subsurface Gravel Filter Concept Design



Notes

1. Heavy equipment shall not be used such that will jeopardize infiltration capacity of the native sub-grade.
2. Storage layer can be comprised of materials (natural or manufactured) to hold the design storage volume (DSV).
3. Overflow shall be located to drain back to existing storm drainage. Elevation can be varied to meet existing infrastructure inverts and flow controlled through orifice or weir features.
4. Hydraulic inlets should be drained by gravity to the extent practicable and include adequate pretreatment to reduce incidence of clogging and long-term maintenance.
5. Surface cover may vary and include pavement, grass, trees, soil or any combination desirable by end user and site specific requirements.



UNIVERSITY OF NEW HAMPSHIRE
STORMWATER CENTER

Concept Subsurface Filter/Infiltration Area

Winchester Results:

Location	ABV	Units	1	2	AVE	Total
Drainage Area (estimated)	DCIA	Acres	10.04	3.14	6.59	13.18
Water Quality Volume (Philly)	WQVP	cf	36,462	11,411	23,937	47,873
Design Storage Volume	DSV	cf	3,304	1,062	2,183	4,366
Infiltration Rate	Inf	in/hr	1.02	1.02	1.02	NA
BMP Capacity: Depth of Runoff from Impervious Area	PSC	in	0.10	0.10	0.10	NA
TP Reduction		lb/yr	5.32	1.68	3.50	7.00
TN Reduction		lb/yr	37.28	11.79	24.54	49.1
TSS Reduction		lb/yr	1,942	28	985	1,970
Volume Reduction		cf	9,480	3,081	6,281	12,561

Middlesex Park and Washington St.
Winchester, MA
May, 2019

UNH Stormwater Center



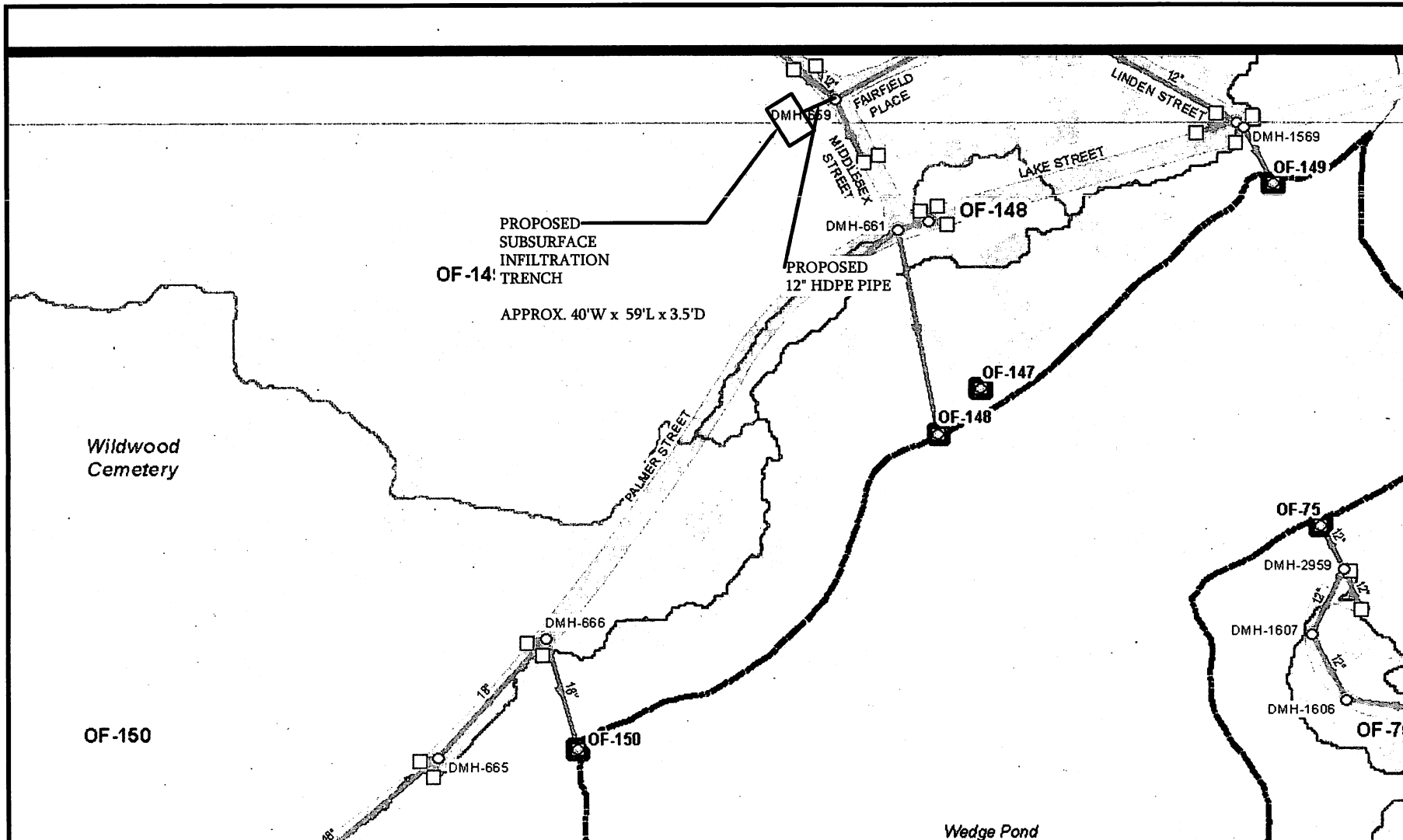
Conceptual Design Approach v1

(NOT FOR CONSTRUCTION)

Drawn By: DRM
Reviewed By:
Approved By:
Date: May 31, 2019

INDEX

Sheet 1: Title Sheet
Sheet 2: Plan Overview Middlesex Park
Sheet 3: Plan Overview Washington St.
Sheet 4: Typ. Subsurface Infiltration X-Sect.



PROPOSED
SUBSURFACE
INFILTRATION
TRENCH
OF-14:
APPROX. 40'W x 59'L x 3.5'D

PROPOSED
12" HDPE PIPE

Wildwood
Cemetery

OF-150

Wedge Pond

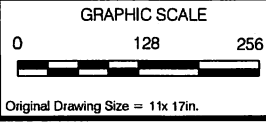
The Contractor shall verify and be responsible for all dimensions. DO NOT scale the drawing - any errors or omissions shall be reported to UNHSC without delay. The Copyrights to all designs and drawings are the property of UNHSC. Reproduction or use for any purpose other than that authorized by UNHSC is forbidden.



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Fax (603) 862-3957
<http://www.unh.edu/unhsc>

No.	Date	Revision

Designed: DRM	Checked:	Approved:
------------------	----------	-----------



Project: **PLAN OVERVIEW
Middlesex Park
Winchester, MA**

Date: **May 31, 2019**
Sheet No. **2 of 4**

Calvary Cemetery

PROPOSED
SUBSURFACE
INFILTRATION
TRENCH

APPROX. 15'W x 59'L x 3'D

DMH-1026

OF-62

PROPOSED
8" DISTRIBUTION T
8" SOLID HDPE PIPE

WASHINGTON STREET









OF-61

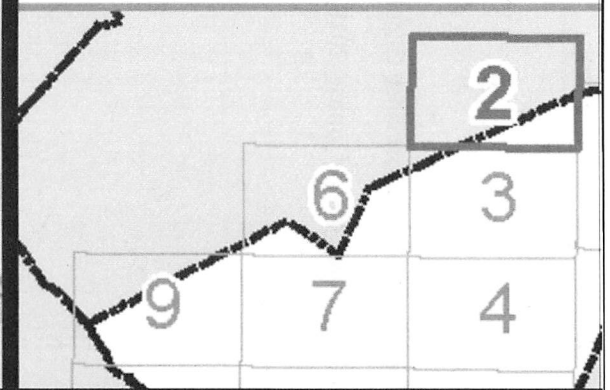
OF-63

OF-140

RIVER

SUNSET

-  Gravity Main
-  Pressure Pipe
-  Storm Culverts
-  Open Drain
-  Storm Interconnection Sub-regulated Catchment
-  Storm Interconnection Non-Regulated Catchment
-  Natural Drainage Area
-  Storm Detention Areas



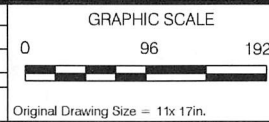
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No.	Date	Revision

Designed: DRM	Checked:	Approved:
------------------	----------	-----------



Project: **PLAN OVERVIEW**
Washington St.
Winchester, MA

Date: May 31, 2019
Sheet No. **3** of 4

Appendix C

Draft: BMP Sizing and Performance Calculator available here: https://www.unh.edu/unhsc/sites/default/files/media/copy_of_unhsc_2019_nh_ms4_permit_bmp_performance_calculator_v2.xlsm

Permits and Approvals

September 16, 2019

Please visit our booth at
NHAC Trade Show
October 14-16
NHMA Trade Show
November 13-14

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

**NEW HAMPSHIRE ADOPTS ELECTRICITY AGGREGATION
FOR RESIDENTS AND BUSINESSES**

Dear Mr. Dean:

As of October 1, 2019, an act relative to aggregation of electric customers by New Hampshire municipalities and counties (NH SB286) becomes effective.

Good Energy, LP is the national and Massachusetts leader in the development, implementation and management of Community Electricity Aggregations.

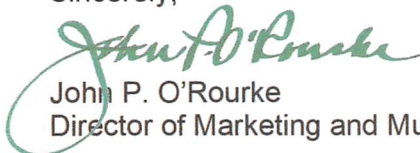
There are now 150 municipalities in Massachusetts that have Department of Public Utilities approved electricity aggregation plans of the 304 municipalities that are eligible to develop electricity aggregation plans. Recently, Boston and Worcester, the two largest municipalities in Massachusetts, have also moved forward to develop electricity aggregation plans.

The Good Energy Team can develop a Community Electricity Aggregation plan for you that will fulfill your renewable energy and climate action goals, and at the same time provide residents and businesses with longer-term electric supply price stability. Good Energy conducts very competitive procurement bids at strategic points in the energy market to insure the best electricity prices for participating customers.

Good Energy with the assistance of Green Energy Consumers Alliance has developed an affordable green electricity aggregation model with Class I Renewable Energy Certificates (RECs) sourced from local renewable energy projects in New England.

I can be reached directly (413-548-0999 or john.orourke@goodenergy.com) to arrange an appointment and answer questions about Community Electricity Aggregation.

Sincerely,



John P. O'Rourke
Director of Marketing and Municipal Affairs

JOR/kf

Enc: Good Energy News – September 1, 2019
Community Electricity Aggregation – Important Points

NEW HAMPSHIRE ADOPTS ELECTRICITY AGGREGATION FOR RESIDENTS AND BUSINESSES

As of October 1, 2019, an act relative to aggregation of electric customers by New Hampshire municipalities and counties (NH SB286) becomes effective. "The governing body of a municipality or county may ... develop a plan for an aggregation program for its citizens" and "join other municipalities or counties in developing such plans." "The governing body of a municipality or county may submit to its legislative body for adoption a final plan for an aggregation program ... to include an opt-out default service program, to be approved by a majority of those present and voting."

"If the plan ... includes an opt-out alternative default service, the municipality or county shall mail written notification to each retail electric customer within the municipality or county ... Notification shall include a description of the aggregation program ... and the fixed rate or charges that will apply ... Customers on default service provided by an electric distribution utility shall be automatically enrolled in an aggregation provided alternative default service if they do not elect to opt out.

GOOD ENERGY, LP, IS THE NATIONAL AND MASSACHUSETTS LEADER IN COMMUNITY ELECTRICITY AGGREGATION

AGGREGATION PLAN SUMMARY			
<i>Plan Status</i>	<i>#</i>	<i>Population</i>	<i>Households</i>
Active	40	928,900	365,818
Pending Bids	2	63,695	25,504
Pending with DPU	4	111,204	41,265
In Development	7	194,753	77,750
TOTALS	53	1,298,552	510,337

Good Energy, LP, is the leader in Community Electricity Aggregation in Massachusetts with 40 active community electricity aggregations in municipalities with over 928,000 residents and over 365,000 households.

13 additional municipal aggregation plans are in various stages of development in municipalities with over 369,000 residents and over 144,000 households.

The Good Energy Team blends national experience with local knowledge and expertise to produce a winning community electricity aggregation model to serve the residents and businesses of NH municipalities with incomparable professionalism, procurement proficiency and customer service.

BENEFITS OF COMMUNITY ELECTRICITY AGGREGATION

PRICE ADVANTAGE AND STABILITY

- Price stability for 12 - 36 months instead of 6-month utility rate adjustments
- Savings through the bulk purchase of electricity from national suppliers

CONSUMER PROTECTION

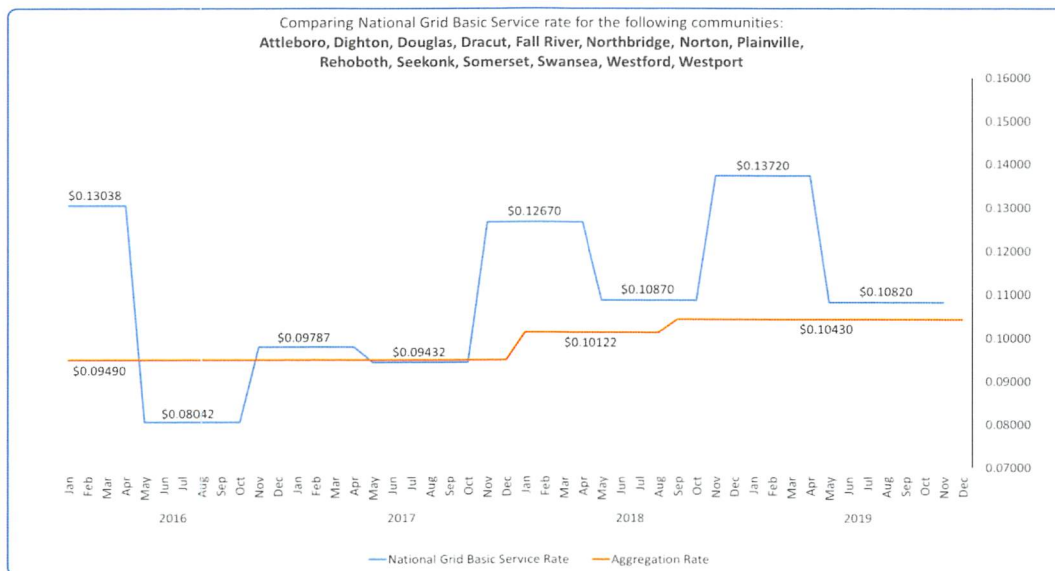
- No termination fees
- Transparency through a competitive electricity buying process
- Local control through your municipality or county
- Discourages solicitations from unscrupulous direct marketers of electricity

GREENER ELECTRICITY

- Option to buy more renewable energy than the utility or competitive suppliers provide

Good Energy with the assistance of Green Energy Consumers Alliance has developed an affordable green electricity model with Renewable Energy Certificates (RECs) sourced from local renewable energy projects in Rhode Island, Massachusetts and New England.

GOOD ENERGY HAS AN INCOMPARABLE TRACK RECORD OF SAVINGS



**GOOD ENERGY CAN SUBSTANTIALLY BENEFIT YOUR RESIDENTS AND BUSINESSES
WE DO THE WORK, YOU MAKE THE DECISIONS**

Community Electricity Aggregation – Important Points

No out-of-pocket costs to the municipality

There are no out-of-pocket costs to the municipality for implementing a Community Electricity Aggregation. Good Energy, LP bears the cost of development, implementation and management of the aggregation program.

No additional work required of municipal officials and staff

Municipal officials contribute decision-making and review time. Good Energy has a large professional staff that does all the heavy lifting and grunt work. Community Electricity Aggregation plans are approved by the legislative body of the municipality or county.

Minimal political risk for municipal officials

Good Energy Community Electricity Aggregation plans are designed to eliminate political risk for municipal officials by providing choices within the aggregation to suit all residents and an opt-out at any time without penalty for those residents not interested in participating.

Can have a substantial environmental impact through the inclusion of Class I RECs

A primary objective of Community Electricity Aggregation is the inclusion of Class I Renewal Energy Certificates (RECs) to support the development of additional renewal energy generation facilities in New England.

Can help the municipality reduce its carbon footprint and greenhouse gas emissions

The inclusion of Class I Renewal Energy Certificates (RECs) also assists the municipality to reduce its carbon footprint and reduce greenhouse gas emissions.

Gives residents and businesses more competitive choices to purchase electricity

A primary objective of Community Electricity Aggregation is to give residents and businesses more competitive choices by conducting a competitive bid with qualified electricity suppliers.

Provides longer term price stability with continued single billing from the local utility

Residents will have increased budget certainty with longer term electricity price stability, and continued infrastructure service and single billing from the local utility.

Can save money for residents and businesses

A primary objective of Community Electricity Aggregation is to reduce the cost of electricity to residents and businesses on average over the term of the supply contract.

Savings can be a local economic stimulus

Economic studies have shown that savings from Community Electricity Aggregation can have an economic impact or stimulus equal to 1.25 to 2.0 times those savings in the local economy.

Discourages unscrupulous marketers of electricity

Community Electricity Aggregation will discourage unscrupulous telephone, mail and door-to-door marketers of electricity from preying on residents and businesses.

Residents and businesses can opt-out at any time without termination fees

Good Energy Community Electricity Aggregation plans have perpetual opt-out without termination fees.



TOWN OF EXETER, NEW HAMPSHIRE

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

www.exeternh.gov

Town Manager's Office

SEP 21 2019

September 9, 2019

Received

Dear Resident(s),

The Town of Exeter is required to regularly test its water for a number of different substances found in finished water. The only true test of finished water is from a tap somewhere in the distribution system. Your home or business is on our list of sampling points and represents your area of the distribution system for water in Exeter.

On **Monday, September 30th, 2019**, the Town of Exeter Water & Sewer Department will be leaving a bottle with sampling instructions at your home. The bottle will be left at the entrance to the home that looks to be the most regularly used. We will return on **Tuesday October 1st, Wednesday October 2nd, Thursday October 3rd, or Friday October 4th**, to retrieve the filled bottle from the same location at or after 9:00 am. We apologize for the short notice, but the department needs your timely assistance for the lab to process the samples by the end of June.

Please collect a water sample by following the directions you will receive with the sampling bottle. It is important to understand that not following the directions will render the sample invalid and we will need you to resample.

The directions will ask you to run the **cold water** through the faucet for a minute or so, and then **run NO Water at all in your home for at least SIX HOURS** before collecting the sample. The sample will be the **first draw** from the faucet after standing for at least six hours. Please draw the sample from a faucet that receives **regular daily use** in your home. (i.e. Kitchen sink or bathroom sink)

We greatly appreciate your cooperation and assistance during the various times we need you to collect samples for analysis. Know you are doing your part to help us provide you with safe water to drink and enjoy. If you have any questions or concerns regarding this process, or, if you will not be at home during this time (i.e. on vacation), please call the **Surface Water Treatment Plant at (603) 773-6169** between **7 am-3 pm**, so we may schedule another day for you to collect a sample.

The Town of Exeter Water Department thanks you for your assistance in this matter.

Sincerely,

Matthew Berube
Water & Sewer Manager



Russ Dean <rdean@exeternh.gov>

Fwd: An Important Update on Exeter Hospital's Proposed Affiliation

1 message

Kathy Corson <kcorson@exeternh.gov> Fri, Sep 20, 2019 at 2:05 PM
To: Russell Dean <rdean@exeternh.gov>, Molly Cowan <mcowan@exeternh.gov>, Niko Papakonstantis <npapakonstantis@exeternh.gov>, "Julie D. Gilman" <jgilman@exeternh.gov>, Anne Surman <asurman@exeternh.gov>, Pam McElroy <pmcelroy@exeternh.gov>

For your information and could we add this to correspondence for Monday's meeting?

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

From: **Whitney, Mark (VP Strategy)** <mwhitney@ehr.org>
Date: Fri, Sep 20, 2019 at 1:54 PM
Subject: An Important Update on Exeter Hospital's Proposed Affiliation
To: kcorson@exeternh.gov <kcorson@exeternh.gov>
Cc: mailto:rdean@exeternh.gov <rdean@exeternh.gov>

Kathy,

Please share the following with the Exeter Select Board;

Earlier today the New Hampshire Attorney General (AG), Gordon MacDonald, formally announced that his office would object to our proposed affiliation with Massachusetts General Hospital and Wentworth-Douglass Hospital in Dover based on the potential for antitrust concerns despite strong public support and the opportunity to enhance the access to sustainable high quality health care services in our community. Thankfully the Attorney General also made it clear his office is open to further dialogue regarding these concerns.

Exeter Hospital, Wentworth-Douglass, and Mass General jointly told the Attorney General we are eager to engage in an open dialogue to resolve any concerns he might have so we can move forward with this critical affiliation in the best long term interest of our patients and our community. We are confident that if we have the opportunity to hear the Attorney General's specific concerns we will be able to resolve them; but we have yet to be given that opportunity. It is important for you to know as representatives of our community we serve that all three organizations are firm in our resolve to pursue the affiliation to completion in order to support our mission and provide the best care possible for our patients. We remain fully confident that we will achieve our goal. This affiliation is critical to Exeter's long term sustainability and it the key to our ability to bring even more services to the community including supporting enhanced access to community based mental health care services. There would be substantial long term implications to the community if it ultimately does not get approved which is why we are so committed to pushing forward.

Here is a link to press release our Community Relations Department has sent out explaining our position in further detail.
<https://www.seacoasthealthcareinitiative.org/press-release>

We look forward to sharing our future progress with the Attorney General's review. On behalf of our patients, our communities and the more than 2,000 staff and physicians who provide care here I thank you in advance for your continued support.

Mark

Mark H. Whitney
Vice President, Strategy, Community Relations and Development
Exeter Health Resources
(603) 580-7437
mwhitney@ehr.org
Visit Us at:
www.exeterhospital.com
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Mark

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Kathy Corson
Selectwoman