

Select Board Meeting
Monday, November 25th, 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: November 12th, 2019
5. Appointments
6. Discussion/Action Items
 - a. EMS Fund Equipment Request – Fire Department
 - b. EXTV Equipment Request – Bob Glowacky
 - c. Salem Street Area Design/Engineering Contract Recommendation - DPW
 - d. Swasey Parkway Rules and Permits - Discussion
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: 11/22/19 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 & Recognitions

Minutes

Select Board Meeting
Tuesday, November 12, 2019
Town Offices, Nowak Room
Draft Minutes

1. Call Meeting to Order

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

2. Board Interviews

- a. There were no interviews at this meeting.

3. Proclamations/Recognitions

- a. Ms. Gilman mentioned a proclamation at the State House recognizing November as National American History and Founders month.
- b. Ms. Corson said that the Girls soccer team won the state championship, and she would like to have them in at a future meeting.
- c. Ms. Corson recognized Veterans Day and thanked veterans for their service.
- d. Ms. Corson reported that former Police Chief James Gilmore passed away. The town is grateful for his service.

4. Public Comment

Maura Fay raised the issue of the Rights Based Ordinance, saying that recently Joan Pratt had asked at the Town Offices about the status of the ordinance, and was told by Mr. Dean and Chair Corson that the ordinance was not valid because the Select Board chose not to sign it. Ms. Fay referred to the video of the May 20 2019 Select Board meeting, at which this was discussed; in minute 26 Attorney Mitchell said that whether the Select Board signed the ordinance had no bearing on whether it was valid or not. Mr. Dean said he would have to ask Town Counsel to weigh in on Ms. Fay's comments.

Mr. Dean said that Joan Pratt came to the Town Offices asking for a copy of Article 30, and discovered that it is not recorded by the town. Pam McElroy wrote to her that the Select Board did not adopt the ordinance, ie sign it; per counsel's advice, the ordinance is non-binding, so it would not become an official town ordinance. Ms. Pratt wrote back that the ordinance's passage was not contingent on that certification process. Mr. Dean said there is a proposed state legislation, CACR8, which would allow for local adoption of laws, but currently NH is not a home rule state. He would need to ask Mr. Mitchell if he has anything to recommend to the Board.

Ms. Cowan said she was not in favor of signing the article because she didn't want the town to be a party to or liable for legal actions. However, she's surprised that they're not considering this a town policy, since that's what was passed. Mr. Dean said since it was a warrant article, it will always be on file with the Town Clerk. Mr. Papakonstantis said that most of the conversation at the meeting was around why the Board was not going to sign.

Erin Steckler of 4 Locust Ave asked why Joan was unable to get a copy of the ordinance from the town offices. Ms. Surman asked if part of the issue was that they weren't sure how they were going to enforce it or where it would live.

Mr. Dean read the opinion letter of Attorney Mitchell from March 18. Mr. Papakonstantis said there was further discussion following that letter, that wasn't the last word.

Jordan Dickenson said that the most important opinion is that of the voters, which was to adopt the ordinance.

5. Approval of Minutes

a. Regular Meeting: October 28th, 2019

MOTION: Mr. Papakonstantis moved to approve the minutes of October 28 2019 as submitted. Ms. Gilman seconded. All were in favor.

6. Appointments

a. There were no appointments at this meeting.

7. Discussion/Action Items

a. 29-35 High Street Parking Survey Results - Darren Winham

Darren Winham, the Economic Development Director, discussed the parking survey. Following input regarding parking and traffic issues in the town, his office looked at partnering with PEA to use 29-35 High Street as parking for the downtown. They created a Google Forms survey on this issue. Of 272 respondents, 41% thought that the downtown would benefit from additional parking, but 67% said Exeter should not consider the proposed parking plan at the intersection of High Street and Portsmouth Ave. As a result, they're not going forward with this plan.

Ms. Gilman said that the parking study was defeated in the past, but the survey comments suggest that a parking/traffic study is still needed. Ms. Cowan thanked Mr. Winham for involving the public in this decision.

b. Epping Road TIF Update - Darren Winham

Mr. Winham discussed the TIF project. Exeter has an ERZ (Economic Revitalization Zone) of 587 acres along Epping Road, and they put the TIF on top of it. A TIF is where a town bonds and borrows money and implements public infrastructure that spurs development, and the tax revenue from the development pays off the bond. The Epping Road TIF is doing very well, with a current value of \$121,863,709. There's a lot of money left the town can borrow. The TIF Advisory Board, which is made up of property owners as well as Ms. Surman and Mr. Winham, met to discuss what further projects to recommend to the Select Board. Mr. Dean mentioned that the TIF statute requires property owners in the district to sit on the advisory board.

Mr. Winham said that the original plan was to extend the water and sewer infrastructure down Ray Farm Road; it's currently halfway along that road. There's \$3 million left that would pay for the extension, but there's no project on that parcel yet, and the owner has specific uses he'd like to see on that property.

Another project they could consider is addressing an issue with the westbound exit 9 from Route 101 to 27. There are more accidents there than in other places in Exeter. One company considering this area could bring in 800 employees, which would exacerbate the problem with the exit. However, the town does not own that road, and it's not in the urban compact. If the state were to pay to address the issue, it would be a long process. They could potentially try to contribute to that process.

Mr. Winham summarized the options for the TIF project next steps. 1) Stand back and see where development goes. There may be a new item that comes in to use the money on. 2) Don't bond the \$3.2 million; he does not recommend this. 3) Try to find a solution with DOT on exit 9.

Tom Monahan, a property owner in this area and a member of the TIF Advisory Board, said that he bought 150 acres at Garrison Glen in 2003; as a developer, he liked that most of the utilities and infrastructure were already there. He decided to wait until Pease was built out and occupied before developing the area. In 2014, he started to get more interest in these properties. He sold Unitil 10 acres. At the King property, he's looking to donate 45 acres of the 63 acre parcel to the Town of Exeter for conservation land. The addition of the traffic light has proved beneficial for this area, and created more interest among major organizations. There could be seven figures of tax revenue to the town. There could be legislation to give towns more authority on TIF areas and workforce areas. They should keep the TIF alive and see what happens.

Mr. Dean explained that for the TIF Financing, they borrowed \$4.73 million against a \$7.45 million authority. For the payback schedule, the first payment of \$670,193.25 was in August 2019. There will be a second payment in February of 2020, an interest-only payment. August 2020 is a big payment with principal and interest. They will pay it off over 10 years. There's no prepayment penalty.

Ms. Corson said she wants to involve the governor on the exit 9 issue; this is a safety issue affecting everyone in town, including young people driving to school. Mr. Monahan said he can ask the governor about it. He suggested that the town could approach the state to have the TIF pay for the work and get reimbursed, but he doesn't know if that's been done before. It's a question of safety, but also of economic development. This new development will pay state taxes as well. Mr. Winham said he's also talking to the DOT.

c. Quarterly Financial Report Q3 - Finance

Doreen Chester, the Town Finance Director, discussed the 3rd quarter results for the Town of Exeter. As of 9/30/19, General Fund revenues are \$11.4M, or 58% collected. This is low, but they will see results in the 4th quarter due to the November tax billing. Other revenues are Motor Vehicle, which had an increase of \$101,000 to \$2.3 million; Building & Permit fees, which increased by \$258,000 from the prior year; Other Permits and Fees, up \$2,000; and State Highway Grants, which had a slight increase. Income from Departments is up \$79,000, an increase of 13%. Blue Bag revenue is up \$67,000. There was an increase of \$14,000 in Transfer Station permit fees. Brush dump fees brought in \$5,000. State Grants were flat. There was a sale of town property at Garrison Lane for \$132,000 in revenue. Interest Income is at \$105,000 YTD, an increase of \$103,000 over the prior year due to better interest rates at Citizens Bank.

General Fund Expenditures are running 71% overall, at \$13.8 million spent. In the General Government Group, expenditures are at \$663,000 or 75% spent. There are some variances, a lot of it due to timing. In the Finance Group, expenditures are at \$635,000 or 72% spent. IT is underspent due to a timing issue for computer purchases; they're only 55% spent at the end of quarter, but the budget will be spent. Planning and Other Boards is at \$396,000 or 73% spent. One item of note is the grant matching expenditures of \$9,200; this is the MTAG Grant that Dave Sharples is working with. It looks like it's over budget, but there's a

reimbursement. This grant allows a study of affordable housing and infill development. In the Police Department, expenditures are at \$2.5 million or 65% spent; it's low due to staff turnover in the department and a decrease in wages. The Fire Department is at \$2.6 million or 68% spent. In Fire Suppression, sick/replacement wages are overbudget by \$6,000 due to an unforeseen long-term illness. The outstanding Capital Outlay last quarter was \$18,000, which has now been spent. Public Works is at \$3.8 million or 70% spent. Road paving/highway is 90% complete at \$722,000. Maintenance of Other Town Structures is at \$190,000 or 70% spent; Town Hall and Senior Center spending is lower due to the timing of bills. Welfare and Human Services is at \$47,000 or 70% spent in Welfare. There was an offset from Wentworth Trust of \$14,700. Parks and Rec is at \$402,800, or 75% spent. There was an 89% expenditure in Contracted Services, those are vendor payments for mowing, seeding, raking, and fertilizing. In Debt service, all budgeted payments are paid. The General Fund net deficit is at \$2.5 million, which is timing related for property tax revenue.

Mr. Papakonstantis asked if the Contracted Services line was offset by the previously budgeted seasonal staff as discussed at the BRC, and Ms. Chester said she did do the transfer.

Water Fund revenue is at \$2.7 million or 83% collected. Water Consumption and Services fees are at \$2.2 million and \$435,000, a \$24,000 decrease from last year. Water Assessment fees are down by \$20,000. They're reviewing this decrease. Water Consumption and Water Services fees were increased for the October 30th billing. In expenses, the fund is \$2.6 million spent, or 80%. Water Admin had a decrease of \$11,000 due to less property insurance, which was offset by an \$18,000 increase in Wages/Benefits. The Water debt service increased by \$342,000, due to payments for the Washington Street Water line. The net is \$68,000 this year vs \$493,000 for last year.

The Sewer Fund budget had revenues of \$2.75 million or 96% collected. The prior year was \$2.69 million. There was an increase in March 2018, so the fund is in a better position. The payments for the Waste Water Treatment plant are coming online this December. Any billings will reflect the new rates and service fees. In Sewer Fund expenses, they are \$199 million or 69% spent, with an increase of \$211,000 in Sewer Treatment, due to the hiring of new Waste Water Treatment Plant operators. Electricity to operate the WWTP is up by \$60,000. The Sewer Fund debt service decreased from the prior year due to a payoff, but they will have the payment for the WWTP in December. The net is \$752,000 vs \$929,000 last year.

In the Revolving Funds, EMS revenue was at \$421,000, vs \$418,000 last year. In General Expenses, they were \$174,000 spent. There was an increase due to prepayment for a new ambulance. The fund had a net income of \$114,000, a decrease of \$71,000 over the prior year. In CATV, the revenues are \$75,000 vs \$76,000 last year. Comcast has paid us two quarters of four for revenue. They will accrue a payment in December, then another in 2020. Wages Taxes and Benefits is at \$75,000 vs \$80,000 last year, due to turnover in part time staff. General expenses is at \$80,000 vs \$68,000 last year; there was a \$12,000 variance for Tricaster Equipment. There is a net deficit of \$79,900 vs \$72,000 last year. The Recreation Revolving Fund had revenues of \$589,000 vs \$500,000 in the prior year. Wages taxes and benefits were up slightly. It has a net deficit for now, but revenue collected from the Powderkeg Festival in October is not reflected.

Mr. Dean said the numbers should be around 75% spent on most fronts, so they're within targets. They're about to get the tax general fund revenue.

d. Social Media Policy Amendment

Mr. Dean said that the town's social media policy is over six years old, and needs updating. The question is how to address issues of Boards, Committees, and Commissions having their own social media pages. Currently, the Conservation Commission has a Facebook page, the Energy Committee is in the process, and the Sustainability Committee has expressed interest. There were concerns that if a majority of committee members post on a Facebook page, it could be considered to constitute a meeting; also, if comments are deleted, it could raise legal issues. In response, they came up with an amendment to the policy, the new section 5.9:

In order to maintain consistency and proper identification with the town, any board, committee and commission page of any officially established town board shall be assigned to a staff person to administer. The establishment of any board, commission, or committee Facebook page or any similar page shall have a staff member assigned and the approval of the Select Board. Any board, committee or commission page established that does not meet this criteria will not be considered affiliated with the town and may not use the town seal. Records of official social media pages of boards, committees, and commissions shall be kept on file with the Town Clerk.

Mr. Dean said this was an attempt to ensure the Board knows of an official committee requesting a page. The concern is opening up 30 - 40 committee pages. If the Board adopts this amendment, they should think about their own policy towards these situations. In other places, where city councils or other elected entities have pages, if comments are deleted, it can result in litigation.

Ms. Gilman asked how often they would need to capture the records of official social media pages for the Town Clerk. Mr. Dean said they don't have to capture records, he envisioned a form with the Committee name that would be registered, after the Select Board decided to ok it. Any other pages would be unofficial. The town needs to be able to tell a third party which pages are official and which aren't.

Ms. Gilman asked about the workload of staff and their level of interaction with the committee; for example, the HDC and Heritage don't have assigned staff. Mr. Dean said they don't have an answer for that yet. For the Conservation Commission page, postings go through Kristen Murphy. He doesn't think they get a lot of activity or comments on the page, but that may not be the case for other boards. Ms. Gilman asked about the use of the town seal by unauthorized pages. Mr. Dean said their town seal policy allows only authorized users to display the seal. There was an Exeter NH Twitter account using the seal, which they got Twitter to take down.

Mr. Papakonstantis said that social media will continue to grow. Certain departments need to have social media pages to alert the public to safety issues and concerns. If they open this up, there's a potential for violating 91A, discriminating, or taking away a person's First Amendment rights; it has to be administered by a town employee. If the town of Exeter has a Facebook page, is it possible to have places for individual committees or boards to post there? Also, the town has an app, could that be used in this way? People want to see what's going on, and committees want to publicize what they're doing.

Mr. Dean said that volunteers sign paperwork and are covered under the town's liability policy, but only if they don't do something negligent. Also, the membership of boards, committees, and commissions changes. If a volunteer runs a Facebook page and leaves the town, how can they get it back under the town umbrella? The goal is to have it be developed through the town itself.

Ms. Cowan said social media is where people go to look for updates. She wondered if there was a way to say "this page is run by volunteers". A staff person could have a master list of the pages' information and could make other people admins and take them off when they're no longer part of the committee. If you make it so that employees have to monitor and administer this, they could get in fights in public comment about town employees. They don't want to be liable for fifty peoples' thought processes. It's fine to pass this now, but they need to have a deep dive into what a social media presence looks like for the town. Mr. Dean said that a lot of social media platforms are third-party, and it feels like the Wild West. Most town pages now are just service announcements, but they can't control editorial comments.

Ms. Cowan asked if adopting this policy would mean that the Sustainability Committee would have to send something to Dave Sharples for it to be posted. Mr. Dean said yes, or someone in the Planning Department. Ms. Cowan asked what happens if he doesn't want to post it? Mr. Dean said they'd have to rely on the policy to look at it. Ms. Cowan asked how soon does the staff person have to post it? What if it's a time sensitive issue? Mr. Dean said that's not defined. Ms. Surman said she doesn't want staff to do it, that's not the best use of their time.

Ms. Gilman asked what other towns do. Mr. Dean said he can look at that, but Exeter might be ahead of the curve on involvement with social media.

Mr. Papakonstantis suggested looking at the SAU16 PTO page, which is run by the PTO, as an example. Ms. Gilman pointed out that the PTO is not a public body.

Ms. Cowan said that if they don't have a fast enough response time, it's not worth it, they might as well not have Facebook pages. They could have unofficial pages, which do not represent the town; otherwise monitoring/administering them would be a full time job.

Ms. Corson asked if the public had comments, but there were none.

Ms. Corson said she'd like to hear what other towns have done before voting. The Conservation Commission only posts events, perhaps they could limit it to that? Mr. Papakonstantis said the Sustainability Committee want to use it for promoting other forums related to sustainability, not just town-sponsored events. Ms. Corson said she has no problem with that, but does have a problem with opinions and actions.

Ms. Corson said every committee would like someone in the town offices to do this, but they can't create a new staff position. Mr. Dean said the goal was to distinguish something officially the town from not officially the town; anything having the town seal could be an official designation. Ms. Cowan and Ms. Gilman will work with Mr. Dean to develop this further.

e. Seacoast Farms Products Proposal

Bob Kelly was present to continue discussing the proposal for the Transfer Station, which was raised at the previous meeting. Mr. Dean said he talked to Town Counsel, who reviewed the agreement and recommended a one-year license. He added some language for the payment of real estate taxes and working with the town to provide dust control. This agreement would allow for one year of operation; Seacoast Compost may need Zoning Board

and Planning Board approval to have it extended beyond one year. They want to ensure a clear delineation between Mr. Kelly's operation and town employees, operating equipment, etc.

Ms. Surman said this is sustainability, but questioned whether they want to be doing this on town property. The scale of the business is huge. This would be a major impact to that neighborhood, so they should do a public hearing. She was concerned about nitrogen levels, since that's what compost can be. It doesn't make practical sense in this location. It could be a situation like the Sportsman's Club, she's not a fan of town property being leased to any private entity. She asked what this business would actually be doing and what the impact would be.

Ms. Cowan said at the last meeting, they talked about one truck coming per day. Mr. Kelly said there would be up to 8 - 10 trucks a day during busy periods, but the intent is not to impact the neighborhood at all. The trucks will come in off Route 111; the only residential traffic would be residents and commercial landscapers as now. Their operations would be only 5 days a week, other than Saturday hours as required by the town. They're there to facilitate, not be a problem. They have residents near their facility in Fremont, and they have coexisted there for 20 years.

Ms. Corson asked about the smell and nitrogen levels. Mr. Kelly said there's no smell; 99% of the composted material is leaves. They're allowed to take animal manure, but there's not that much of that around; everyone with a horse farm keeps it. From a nitrogen perspective, they have four monitoring wells in Fremont, and the water tests at drinking water quality every time. Nitrogen is not a concern with leaf recycling.

Mr. Papakonstantis said he understands Ms. Surman's concerns, but Mr. Kelly has met with Public Works, they're only doing 8 - 10 trucks a day at peak times, and there's minimal animal manure. He asked whether Primex had reviewed the proposal. Mr. Dean said Primex suggested what insurance changes they should make. There is indemnification language in the agreement.

Ms. Gilman asked if they could put monitoring wells at the transfer station like they have in Fremont. Mr. Kelly said that the concern in Fremont was that they are surrounded by a large wetland. When they started the operation there, part of the process was to put in monitoring wells. They still test every other year or third year, but it's always been the same, there's nothing they're generating that's more than background levels. At the transfer station, there are monitoring wells as part of the landfill; the landfill itself is more of a concern. If necessary they could put something in. Any water running through that area is not providing primary drinking water, since the grade of the residential area is higher. Ms. Corson pointed out that that neighborhood is on public water.

Ms. Gilman asked if they'd consider a cap on the number of trucks. Mr. Kelly said that this would be a one year operation gets everyone comfortable. Public Works is excited. The townspeople could be in support. It's only for one year if it doesn't work out.

Ms. Corson asked if they are planning to take food waste. Mr. Kelly said they can work with what the town wants. It doesn't need to be in the agreement. Ms. Corson said they could leave it up to him and Mr. Perkins to work out. She would like to take out the animal waste. Ms. Gilman said they have a year to work out the position on food waste. Mr. Kelly said nothing will happen until next spring, so they have four months to plan.

Mr. Papakonstantis said this is a win for the town. The DPW endorses it. Mr. Kelly has satisfied his questions about traffic, insurance, and animal waste. This is a very significant sustainability initiative.

Ms. Corson asked if anyone from the public would like to speak.

Dwayne Staples said there's little nitrogen in Mr. Kelly's compost, and suggested he provide an analysis so they can see what the nitrogen levels are, which may calm some nerves. He asked if residents of Exeter will still get the compost service for free, and if contractors could also get compost. Ms. Corson said they would get one truckload per year as now. Mr. Kelly said they test the compost material a couple times a year, and he's happy to provide the results. People don't use organic compost for nitrogen, it's less than 1%. Regarding the relationship with residents, the intent was to load resident trucks, rather than have them load it, for free. They would offer wholesale pricing for town residents for volumes beyond one yard of material. They're a commercial operation, so the compost is not limited to residents. Any landscaper can come and they will sell them material.

Gerry Hamel of 17 Little Pine Lane said he saw a show about Seacoast Farms on Chronicle, and they're quite an operation, something that's needed. His only problem is them operating on town land, and the size and scope of the operation. Last year, Public Works said they were running out of room at the landfill and had to start chipping brush, but now there's room to expand? This is a major commercial operation, and it should go to the Planning Board. The project needs to be vetted and the neighborhood should know. Mr. Hamel presented pictures from the Seacoast Farms website to give an idea of the scope. Mr. Kelly reviewed the pictures and said they haven't done grinding at the site in about 12 years, so at least some of them were old pictures. Mr. Hamel said the pictures were taken from their website.

Mr. Kelly said that regarding food waste, they can do it, but haven't done a lot of it. There would be 3 - 5 larger trucks a day during an 8 week period. The trucks would not be carrying manure; they don't have to take that in, it would not impact operation to exclude it. There are residents ringing that area, but it's an old gravel pit and landfill. The space issue reported by the DPW was related to equipment and personnel on the site, so the brush got out of hand. His company could help in managing those areas and creating a better orientation.

Ms. Surman asked how they are getting around seeking relief from ZBA and the Planning Board. Mr. Dean said that the company is working with a tight timeline at their current site. In the interim one year period, they would have a revocable license in place, then Mr. Kelly would take his company through one or both of those boards and have the process complete by one year in. They could operate on a temporary basis. Ms. Surman asked if the town had done that before, and Mr. Dean said this is something new. The Sportsman's Club predates the Planning Board and ZBA. If the Select Board agrees, this acts as an operating permit for a year. If the other board approvals are not in place, it doesn't go forward after the first year.

Mr. Kelly said his original proposal was a private/public partnership, where the town would hire a private company that acts as an agent for the town. Ms. Surman said that is outsourcing. Mr. Kelly agreed, and said if the town wants to put out an RFP, they can, but his company is the only one looking for this type of partnership in the area. Ms. Surman said that they are skipping a bunch of steps. She likes the idea, but it's too rushed. Ms. Cowan said they're taking care of that by putting it in for one year. There's a clear benefit to the town. There have been concessions by the vendor with what the town wants to be processed. This site is not

going to be used for something different than currently. They are enhancing what the town currently does and being more environmentally friendly, which was supported by a large margin of voters at the last elections.

Ms. Corson said she was concerned that neighbors would be adversely affected. Mr. Kelly said that all commercial traffic would be coming in off the state highway. Any impact would be from existing town residents using the transfer station as now.

Ms. Surman asked whether the money involved is just real estate taxes. Mr. Dean said yes, but he doesn't have an amount on that. Mr. Kelly said the current brush grinding contract is \$20,000, and they're there only there once or twice a year. To hire someone to do this operation would be far in excess of that number, and his company is offering it for free.

Dwayne Staples said the area where the composting areas are now floods, and asked if there are plans for improved drainage. He also asked if there would be lights installed. Mr. Kelly said there would be no lights on at night. As far as the flooding, Mr. Perkins mentioned that, but people don't do yard work when it's raining, so the business goes dormant. He could work with Mr. Perkins to see if any work needs to be done. It's an old gravel pit, and drains quickly.

MOTION: Ms. Cowan moved to enter into the MOU by and between the town of Exeter and Seacoast Farms Compost Products Inc with an expiration date of a year from when they pass this into effect. Mr. Papakonstantis seconded. Ms. Surman asked if they could strike "five years" from the MOU. Mr. Dean said yes. Mr. Kelly asked that they make the effective date through December 31st, not November. Ms. Cowan amended her motion with the expiration of Dec 31st, 2020. Mr. Papakonstantis seconded. Ms. Corson said she has some reservations, but it's only for one year. They can work through any issues of noise or disruption, or end the contract. Mr. Papakonstantis said he's comfortable with the one year period, Mr. Kelly worked with the DPW, and they were here at the last meeting and offered their endorsement. Ms. Surman voted nay and the motion passed 4-1-0.

8. Regular Business

a. Tax, Water/Sewer Abatements and Exemptions

Mr. Dean said this abatement represents receivables that are not going to be collected. It's not money going back, it's just to clear the books of obligations on a property.

MOTION: Mr. Papakonstantis moved to approve the abatements for 103/6/3: for 2010, \$1904.07; for 2011, \$1825.03; for 2012, \$1,715.92; for 2013, \$1,603.09; 2014, \$1,462.10; for 2015, \$952.53; for 2016, \$860.80; for 2017, \$767.94; for 2018, \$439.63; for 2019, \$446.78. Ms. Cowan seconded. All were in favor.

b. Permits & Approvals

i. Swasey Parkway Fees

Mr. Dean said that Parks and Rec had a permit from an organization with multiple uses of the Parkway requested. This is a for-profit organization, and the fees associated if the events are treated as single events would have doubled their previous payments. There are 9 events at \$250 per event, which gets them over \$2,000 for the season. If they can be considered as a single seasonal vendor, it would be under \$1,000.

Ms. Corson said that Beth Dupell, who runs the Swag on Swasey flea markets, is concerned that the usage fees have gone up to \$250 per event, and they're not going to make

that. She is asking that they be considered a multiple seasonal vendor like the farmer's market, which pays \$1,200 to use the Parkway every Thursday. If they don't do it this way, there will be no Swag on Swasey. Ms. Corson talked to shop owners about whether Swag brings people to town, and they said yes. Mr. Papakonstantis asked if this is a seasonal use. Ms. Gilman said if seasonal means "not year round," then yes. Mr. Papakonstantis said they need to define that carefully, or they are going to have other organizations who will ask to be considered seasonal.

The Board approved Beth Dupell, a non Exeter resident, to speak.

Ms. Dupell said there were seven flea markets and two art and craft shows in 2019. The antiques shows were once a month and the art and craft shows were interspersed. Her main concern is the flea market, although they enjoy doing both. Ms. Corson said they don't have a definition of seasonal, and they may have to fix that - does it require another hearing? Mr. Dean said this would not be a change in the fee, it stays the same as adopted, they would just add a seasonal definition. Ms. Corson said they could decide to grant this as a seasonal multi-vendor event for this year and continue to work on this. This would not be a new exception, just a ruling that this event is seasonal. Mr. Papakonstantis said they have to define seasonal.

Ms. Corson said they knew going in there would be some changes to be made. Ms. Surman said they should make it a real agenda item, and Ms. Corson agreed that it should be put it on the next agenda. Ms. Dupell said it's no hardship for her to come back, but she would like to be considered first for the dates she's already applied for. She's avoiding town events and regional antique markets. Ms. Corson said they will have a public hearing, work on language, and discuss it at the next meeting. Ms. Gilman said she would like to look at Town Hall fees at the same time.

Dwayne Staples said there was a permit put in last Friday for a candidate to use the Parkway, which could draw 1,000 people or more. The permit was pulled because of weather, but it's worth a discussion. Ms. Corson said they could discuss that case at the Swasey Parkway Trustee meeting on November 20th.

ii. Article 17 - Hook Lift Truck for Water-Sewer Department Lease/Purchase

Mr. Dean said per article 17, the Hook Lift truck is ready to go. They have three quotes for lease comparisons. Tax Exempt Leasing's quote is very favorable, with a 2.8% interest rate. They're looking to move ahead with a five year lease.

MOTION: Ms. Surman moved to authorize the Select Board to accept the financing terms of Tax Exempt Leasing for a five year lease purchase agreement for hook lift truck for the Water/Sewer Department for the amount of \$145,490 with a lease interest rate of 2.68%, and to authorize the Town Manager to sign any documents. Ms. Gilman seconded. All were in favor.

iii. Wastewater Facility Payment and Reserves Request from Sewer Fund

MOTION: Ms. Surman moved that the Select Board accept the payment of \$301,030.26, to be offset by \$60,197 in State Aid grant funds. Mr. Papakonstantis seconded. All were in favor.

iv. Small Business Development Center

Darren Winham said that while his office would like to provide business counseling, he's not qualified to do that, and as a town employee it would put town in jeopardy. Instead, he refers businesses to SBDCs. There's an SBDC in Portsmouth with which he discussed providing the

businesses of Exeter better service by providing a satellite service in town. They will meet with businesses, go through their finances, give them the best possible advice, and follow up, all for free. This is an SBA funded operation. The town would allow them to use Mr. Winham's office on the first Thursday of the month, from 8 AM to 4:30 PM, to provide counseling by appointment. The MOU would say the SBDC provides office hours for counseling small businesses, an SBDC media kit, a stand for media materials, announce this partnership in the quarterly newsletter, promote the office hours via social media, and obtain insurance. The town will provide office space, the promotion of SBDC services, offer a consistent monthly schedule, and provide space to hold their materials. This is for a one year term with no automatic extension. This is a good opportunity to provide this to local businesses. Ms. Gilman suggested putting the materials in a more prominent place than Mr. Winham's office. Mr. Dean asked when this would start, and Mr. Winham said it could start the first Thursday in December.

MOTION: Ms. Cowan moved to approve the MOU between the NHSBDC and Exeter Economic Development department. Ms. Surman seconded. All were in favor.

c. Town Manager's Report

- i. Tax bills are in the mail. The due date is December 9th. He encourages people to contact the tax office for a walkthrough of their bills. In person, they are accepting MC, Visa, and Discover for payment.
- ii. He thanked all veterans for their service. Town offices were closed on Veteran's Day.
- iii. He will attend the NHMA conference tomorrow and Thursday in Manchester.
- iv. He went to the Building Together event at the WWTP last Saturday, and it was well attended.
- v. Town Offices are closed on Thanksgiving and the day after, November 28th and 29th.
- vi. The holiday parade is Saturday December 7th.
- vii. Leaf pickup is November 25th. He suggests mulching leaves on your lawn.
- viii. There's a Clean Energy Conference in Concord on Friday
- ix. The town has a new animal control officer, Julia Doane. Her start date will happen shortly.
- x. The Budget Committee CIP meeting is tomorrow night and November 18th.

d. Select Board Committee Reports

- i. Ms. Gilman had no town meetings. Tomorrow the BRC is talking about the CIP, but the Rockingham Planning Commission also has a legislative conference. Other members will be at the BRC, so she will probably go to RPC. A new bill on a statewide ban on single use plastics will be in the House in January.
- ii. Mr. Papakonstantis attended the BRC meetings. At the Planning Board meeting last Thursday they heard one case, and lot line adjustment at 83

Main Street/12 Jacks Court, which was approved, and reviewed the meeting schedule for 2020. At the Sustainability Advisory Committee meeting on Tuesday November 5th, the agenda was robust and all seven members were present. They heard a Tree City presentation, and discussed the Clean Energy Forum tomorrow at the HS, social media, and the BRC addressing the possible position in the draft budget. Mr. Papakonstantis went through the budget process with them, explaining that the BRC is just the first step. There were three other positions proposed, and two in the FD and one in Public Works were also declined. The BRC considers the overall budget, they can't just look at one line. The BRC Subcommittee had all the relevant information on the position.

- iii. Ms. Cowan had a Rec Advisory Committee meeting last Tuesday where they talked about the Rec Park project. They haven't seen final numbers yet.
- iv. Ms. Surman said E911 met, and their work on the duplicate name issue is complete. Now they're into the issues with incorrect numbering.
- v. Ms. Corson did not have an update.

e. Correspondence

- i. A notice that NHDES accepted the application for the Library and for Parks and Rec.
- ii. A notice that the King Property submitted a dredge and fill to the NH Department of Environmental Services.
- iii. A notice from Comcast about the Internet Essentials program for low-income residents.
- iv. Mr. Dean said there is a Building Committee meeting Thursday and a Facilities and Housing Advisory meeting Friday.

9. Review Board Calendar

- a. The next meeting is Monday, December 2nd.

10. Non-Public Session

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

11. Adjournment

MOTION: Mr. Papakonstantis moved to adjourn. Ms. Cowan seconded. All were in favor and the meeting was adjourned at 10:38 PM.

Respectfully Submitted,
Joanna Bartell
Recording Secretary

Board Appointments & Resignations

Board and Committee Appointments
November 25th, 2019

Tree Warden

Jay Perkins (no term)

Motion: Move the Board nominate Jay Perkins as Tree Warden for the Town of Exeter pursuant to RSA 239:139.

This nomination would be forwarded to the Department of Natural Resources & Lands at the State of NH for approval.

Energy Committee

Cliff Sinnott, 84 Park Street

Motion: Move the Select Board appoint Cliff Sinnott to the Energy Committee effective November 25th, 2019.

NOTE: The Energy Committee does not have terms. Jordan Dickenson has resigned as he is moving.



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

**Statement of Interest
 Boards and Committee Membership**

Committee Selection: Energy Committee

New **Re-Appointment** **Regular** **Alternate**

Name: Cliff Sinnott **Email:** cliffsinnott@gmail.com
Address: 84 Park Street **Phone:** 603-553-5707

Registered Voter: **Yes** **No**

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

I was recently made aware that a vacancy exists on the Energy Committee and am interested in being considered for an appointment to that Committee. I have a long standing interest in the subject of energy efficiency and alternative and renewable energy sources. I believe rapid that progress in transitioning toward these sources and away from fossil fuels is essential both to avoiding the worst of climate change as well as sustaining a healthy environment and economic prosperity. The inability of the federal government to make progress in the transition to renewable energy is disheartening, yet, local governments, including may towns in New Hampshire like Exeter, are stepping up to fill that void of action. I understand local Energy Committees are an important part of those local initiatives and I would like to be part of and contribute to that work. I was director of the Rockingham Planning Commission for 30 years and in that role I was exposed to both state and local energy issues and policies and with the role and work of local energy committees in NH. I feel I will be able to make a meaningful contribution to this work and would appreciate the opportunity to do so.

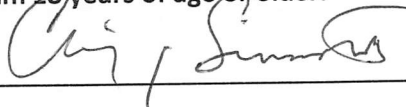
If this is re-appointment to a position, please list any training sessions you have attended relative to your appointed position.

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

After submitting this application for appointment to the Town Manager:

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


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

Signature:  **Date:** 11/19/2019

EMS Fund Equipment Request

Memo

To: Russ Dean, Town Manager
From: Justin Pizon, Assistant Fire Chief
cc: Brian Comeau, Fire Chief
Date: 11/13/2019
Re: Revolving Fun Expenditure Request



Hi Russ,

Currently the Exeter Fire Department is utilizing two Zoll Autopulse automated CPR devices when managing most cardiac arrest patients. These devices were purchased in 2008. Since 2008, many enhancements have been made in the automated CPR device industry. As our current Zoll devices are 11 years old, I looked to evaluate current technology.

After researching local departments' equipment and available literature, I approached Stryker Medical regarding their Lucas chest compression system. Stryker afforded the Exeter Fire Department an opportunity to evaluate a Lucas chest compression system at no charge. During the evaluation, the Lucas tool was used on multiple patients in cardiac arrest. I am happy to report, 3 of those patients had a return of circulation.

One Lucas device was procured with the new ambulance scheduled for delivery the first week in December. I am writing today requesting to be added to the next Select Board agenda to seek a \$10,711.76 expenditure from the EMS revolving fund to procure a second Lucas device. I have enclosed the quote (which contains a \$4,000 trade in for our existing Zoll CPR device), literature on the Lucas tool as well, case studies regarding its use on those in cardiac arrest. This pricing is valid through 12/16/2019.

Thank you,

Justin



LUCAS

Quote Number: 10076569
Version: 1
Prepared For: EXETER FIRE DEPT
Attn:

Remit to: P.O. Box 93308
Chicago, IL 60673-3308
Rep: Matthew Lampen
Email: matthew.lampen@stryker.com
Phone Number:

Quote Date: 11/12/2019
Expiration Date: 12/16/2019

Delivery Address

End User - Shipping - Billing

Bill To Account

Name: EXETER FIRE DEPT
Account #: 1071829
Address: 20 COURT ST
EXETER
New Hampshire 03833

Name: EXETER FIRE DEPT
Account #: 1071829
Address: 20 COURT ST
EXETER
New Hampshire 03833

Name: EXETER FIRE DEPT
Account #: 1071829
Address: 20 COURT ST
EXETER
New Hampshire 03833

Equipment Products:

#	Product	Description	Qty	Sell Price	Total
1.0	99576-000063	LUCAS 3, v3.1 Chest Compression System INCLUDES HARD SHELL CASE, SLIM BACK PLATE, TWO (2) PATIENT STRAPS, (1) STABILIZATION STRAP, (2) SUCTION CUPS, (1) RECHARGEABLE BATTERY, AND INSTRUCTIONS FOR USE WITH EACH DEVICE.	1	\$13,599.60	\$13,599.60
2.0	11576-000071	LUCAS External Power Supply	1	\$328.44	\$328.44
3.0	11576-000080	LUCAS 3 Battery - Dark Grey - Rechargeable LiPo	1	\$634.20	\$634.20
4.0	11576-000089	LUCAS Grip Tape for Slim Back Plate	1	\$25.20	\$25.20
5.0	11576-000046	LUCAS Disposable Suction Cup (3 pack)	1	\$124.32	\$124.32
6.0	99997-000291	Trade in of non-Stryker device towards the purchase of a Stryker device	1	-\$4,000.00	-\$4,000.00
Equipment Total:					\$14,711.76

Price Totals:

Grand Total: \$10,711.76

Comments:

Please note, this is Q4 pricing that expires 12/16/19.



LUCAS

Quote Number: 10076569
Version: 1
Prepared For: EXETER FIRE DEPT
Attn:

Remit to: P.O. Box 93308
Chicago, IL 60673-3308
Rep: Matthew Lampen
Email: matthew.lampen@stryker.com
Phone Number:

Quote Date: 11/12/2019
Expiration Date: 12/16/2019

AUTHORIZED CUSTOMER SIGNATURE

NEW LUCAS® 3

Chest Compression System, version 3.1

Data Sheet

Setting the standard for mechanical CPR

We continue to innovate the LUCAS platform with Wi-Fi® connection to the LIFENET® System and integration into CODE-STAT™ Data Review Software. The new LUCAS 3, v3.1, allows for tailored rates to meet your protocols, alerts configured to improve compliance, Post-Event Reports to your inbox, and asset notifications by e-mail.



Device configuration via the LIFENET System

Wirelessly set device presets to align with your protocols

- Adjustable rate: 102, 111, 120 ± 2 compressions per minute – fixed or variable during operation
- Adjustable depth: 1.8 to 2.1 ± 0.1 inches/45 to 53 ± 2mm – fixed during operation
- Audible CPR timer: 1-15 minutes (in 1 minute increments)
- Adjustable ventilation alerts, pause length and count
- Auto-lowering of the piston (AutoFit or QuickFit)
- Pressure pad release to allow for chest rise during ventilation

Post-Event reporting

- Receive device Post-Event Report (PDF) via e-mail after device check-in over Wi-Fi
- Transmit reports wirelessly to any predetermined e-mail addresses (configurable in LIFENET)
- Integration with CODE-STAT 11*

Asset management via LIFENET

- Asset dashboard for fleet status at latest device check-in
- Notifications of expiring and expired LUCAS batteries
- Notifications of upcoming or missed service

The world's most used mechanical CPR device

- Over 15 years of experience, over 24,000 devices deployed, and 200+ publications**
- Unique device design: piston with suction cup designed to stabilize the compression point and follow the chest
- Used in the field all the way into the cardiac cath lab

Proven safe and effective, quick and easy

- Highest level of evidence showing safety and efficacy¹
- Simple 1-2-3 step user interface
- Quick: A median 7 sec. interruption at transition from manual to mechanical CPR in clinical use²

Proven to perform. Reliably.

- Easy to maintain and own
- Compact and lightweight
- >99% operational reliability in clinical use¹

*Commercially available mid-2018

**As of April 2018

Specifications

Device and Therapy

Type of chest compression

- Piston with suction cup designed to stabilize the compression point
- Factory default settings consistent with AHA and ERC Guidelines 2015

Compression rate

- Configurable to 102 – 111 – 120 compressions per minute, fixed, or variable during use
- Factory default setting: 102 ± 2 compressions per minute

Compression depth

- Configurable to a fixed value between 1.8 to 2.1 ± 0.1 inches / 45 to 53 ± 2 mm
- Factory default setting: 2.1 ± 0.1 inches / 53 ± 2 mm for nominal patients
Note: 1.5 to 2.1 inches / 40 to 53 mm for chest height < 7.3 inches / 185 mm

Pressure pad during ventilation

- To allow for chest rise during ventilation the pressure pad can be configured to move up 0.4 inch / 10 mm above start position during pauses or during continuous compressions
- Factory default setting: pressure pad remains in start position

Compression duty cycle: 50 ± 5%

Compression modes (operator selectable)

- ACTIVE 30:2 mode: 30:2 (factory default setting) or 50:2 (setup option) compression to ventilation ratio
- ACTIVE Continuous mode

Ventilation alerts

- ACTIVE 30:2 mode: LED blinks and audible alert signals before ventilation pause
- ACTIVE Continuous mode: LED blink. Configurable to 6 to 10 alerts per minute (factory default setting: 10 alerts per minute). Audible alert configurable ON/OFF (factory default setting: OFF)

Ventilation pause duration

- ACTIVE 30:2 mode: configurable to 3 to 5 sec. (factory default setting: 3 sec.)
- ACTIVE Continuous mode: configurable to 0.3 to 2 sec. (factory default setting: 0.3 sec.)

Device and Therapy (cont.)

Suction cup start position

- Configurable:
 - QuickFit (factory default setting): Manual lowering of the suction cup. Automatic fine-tuning will occur when locking the start position
 - AutoFit: Automatic lowering of the suction cup from its upper position down to the chest
 - Manual: Manual lowering of the suction cup to the chest. No automatic fine-tuning will occur when locking the start position

Suction cup in ADJUST mode: The device can be setup so that the suction cup automatically returns up from the chest when the operator pushes the ADJUST key coming from PAUSE or ACTIVE (30:2 or Continuous) modes (factory default setting: OFF)

Audible timers

- 1 to 15 minutes, in 1 minute increments (factory default setting: OFF)
- The timer can be setup as either CPR Timer or Continuous Timer
 - CPR Timer: the device only measures the time in uninterrupted ACTIVE (30:2 or Continuous) modes
 - Continuous Timer: the device measures the time continuously, independent of what mode the device is in

Safety system controls

- Automatic self-test at each Power ON
- Advanced control of delivered compression depth, rate and duty cycle, with safety alarm
- Soft Start at beginning of compressions
- Automatic adjustment of compression force to reach the set compression depth in individual chests

Patients eligible for treatment

- 6.7 to 11.9 inches / 17.0 to 30.3 cm chest height
- 17.7 inches / 44.9 cm maximum chest width
- No patient weight limitation

Device post-event data and connectivity

Connectivity

- Wireless connectivity: Device can communicate via Bluetooth™ (factory default setting ON) and connect to configured Wi-Fi networks to receive and transmit data when not in clinical use.
- Local Bluetooth connection for setting up local Wi-Fi network, and for Post-Event Report generation and software updates (if Wi-Fi cannot be used)
- Ability to disable Bluetooth and/ or Wi-Fi

Wi-Fi and LIFENET capabilities

- Manual or automatic data transmission (configurable): push the TRANSMIT key in range of known network (factory default setting), or setup option for automatic data transmission whenever the device is off, charging and in range of known network
- Setup options: Device functionality can be configured with setup options via secure, online platform (LIFENET) and be transmitted to the device wirelessly. A single setup profile can be applied to entire fleet or individual setup options for each device
- Post-Event Reports: Device can transmit Post-Event Reports (PDF) wirelessly and send to any predetermined e-mail addresses.
- Device readiness status: Device can transmit device readiness and battery notifications wirelessly to any predetermined e-mail addresses

Post-Event Report contents: Easy to read Post-Event Report (PDF) showing:

- Summary of device use: compression time, ratio, rate, count, number of pauses > 10 sec. and duration of longest compression pause
- Visual timeline showing device compressions, rate and pauses
- Event log showing user interactions, battery alerts and alarms
- Full display of device setup for quick reference
- Comprehensive post-event review in CODE-STAT 11 Data Review Software (optional)

Device post-event data and connectivity (cont.)

Device readiness data: Configurable in LIFENET to send e-mail notifications on latest device check-in status including:

- Battery nearing expiration
- Battery expired
- Failed device self-test

Reporting software over Bluetooth

- Report Generator software (DTX, included with device purchase for download online) with ability to download, print, save and share device reports of each use (PDF format)
- The Report Generator (DTX) can be downloaded on a pc with Windows® 7, 8.1 or 10

Device data storage: 4GB (estimated to store more than two uses per day over the lifetime of the device, 8 years)

Device physical specifications

Device dimensions when assembled (HxWxD): 22.0 x 20.5 x 9.4 inches / 56 x 52 x 24 cm

Device dimensions while stored in carrying case (HxWxD): 22.8 x 13.0 x 10.2 inches / 58 x 33 x 26 cm

Battery dimensions (HxWxD): 5.1 x 3.5 x 2.2 inches / 13.0 x 8.8 x 5.7 cm

Weight of the device with Battery (no straps): 17.7 lbs / 8.0 kg

Battery weight: 1.3 lbs / 0.6 kg

Back plate: Thin and lightweight back plate (0.6 inches / 15mm and 2.5 lbs / 1.1 kg)

Device environmental specifications

Operating temperature

- +32°F to +104°F / +0°C to +40°C
- -4°F / -20°C for 1 hour after storage at room temperature

Storage temperature: -4°F to +158°F / -20°C to +70°C

Relative humidity: 5% to 98%, non-condensing

Device IP classification (IEC60529): IP43

Operating input voltage: 12-28 V DC

Atmospheric pressure: 62-107 kPa -1253 to 13000 ft (-382 to 4000 m)

Power specifications

Power source: Proprietary battery alone or with external power supply or car power cable

Power supply input: 100-240VAC, 50/60Hz, 2.3A, Class II

Power supply output: 24VDC, 4.2A

Car power cable: 12-28VDC/0-10A

Battery type: Rechargeable Lithium-ion Polymer (LiPo)

Battery capacity: 3300 mAh (typical), 86 Wh

Battery voltage (nominal): 25.9 V

Battery run time (nominal patient): Battery run time 45 minutes (typical) Extended run time connecting to external power supply

Power specifications (cont.)

Maximum Battery charge time:

Charged in the device using external power supply:

- Less than two hours at room temperature (+72°F / +22°C)

Charged in the external battery charger:

- Less than four hours at room temperature (+72°F / +22°C)

Battery service life (interval for recommended replacement)

- Recommendation to replace the battery every 3 to 4 years or after 200 uses (of more than 10 minutes each time)
- End of Battery service life will be indicated by a constant yellow LED to the far right on the Battery charge indicator

Battery IP classification (IEC60529): IP44

Battery charge temperature

- +32°F to +104°F / +0°C to +40°C
- (+68°F to +77°F / +20°C to +25°C preferred)

Battery storage temperature

- -4°F to +104°F / -20°C to +40°C
- -105°F to +158°F / +41°C to +70°C ambient for less than a month

References

1. Rubertsson S, Lindgren E, Smekal D, et al. Mechanical chest compressions and simultaneous defibrillation vs conventional cardiopulmonary resuscitation in out-of-hospital cardiac arrest. The LINC randomized trial. *JAMA*. 2013;311(1):53-61.
2. Levy M, Yost D, Walker R, et al. A quality improvement initiative to optimize use of a mechanical chest compression device within a high-performance CPR approach to out-of-hospital cardiac arrest. *Resuscitation*. 2015;92:32-37.

The LUCAS 3 device is for use as an adjunct to manual CPR when effective manual CPR is not possible (e.g., transport, extended CPR, fatigue, insufficient personnel).


Physio-Control is now part of Stryker.

For further information, please contact your Stryker or Physio-Control representative or visit our website at www.physio-control.com

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Terms: Net 30 days. FOB origin. A copy of Stryker Medical's standard terms and conditions can be obtained by calling Stryker Medical's Customer Service at 1-800-Stryker.

In the event of any conflict between Stryker Medical's Standard Terms and Conditions and any other terms and conditions, as may be included in any purchase order or purchase contract, Stryker's terms and conditions shall govern.

Cancellation and Return Policy: In the event of damaged or defective shipments, please notify Stryker within 30 days and we will remedy the situation. Cancellation of orders must be received 30 days prior to the agreed upon delivery date. If the order is cancelled within the 30 day window, a fee of 25% of the total purchase order price and return shipping charges will apply.

LUCAS[®] 2 CHEST COMPRESSION SYSTEM

CASE STUDY

Call Review: August 12, 2013

Clinically dead for 40 minutes and alive to tell the tale



Vanessa

What started as a normal working day in suburban Melbourne for Vanessa, a 41-year-old mother of two, suddenly became a lengthy battle for her life.

While sitting on her couch at home Vanessa started feeling chest pains and collapsed. Fortunately, her mother was with her and remembered seeing the Australian Heart Foundation's "Warning Signs" advertisement and recognized the symptoms of a heart attack. A call to 'Triple 0' had Mobile Intensive Care Ambulance (MICA) paramedics at the house within minutes. She arrested soon after the paramedics arrived, but was successfully defibrillated with a single shock and was stabilized for the journey to Monash Medical Centre in Melbourne, Australia.

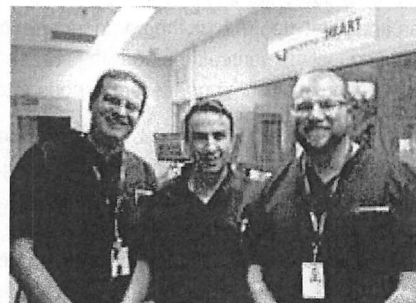
During transportation, the ECG data was transmitted from the ambulance to the hospital to alert Emergency Department staff of an incoming STEMI patient and the need to activate the cardiac catheterization lab. Upon arrival the woman was conscious and talking to the medical staff, however she suffered a second cardiac arrest while speaking to the Interventional Cardiologist. Nurses started manual CPR and defibrillation, but after a few minutes it became obvious that ventricular fibrillation could not be reverted and that resuscitation was likely to be protracted.

Several staff members were co-opted to transfer Vanessa to the operating table and to provide manual CPR. This quickly became a trying task given that the staff were wearing heavy lead aprons and standing on stools so as to be in the correct position to deliver compressions on the elevated operating table.

The Clinical Nurse Educator working in the adjacent lab was called to assist and made the decision to use the LUCAS 2 mechanical chest compression device to provide automatic external chest compressions. The radiolucent carbon fibre backboard was placed under

"Seeing we have consistent perfusion with the LUCAS 2 gives us peace of mind."

- Dr. Wally Ahmar,
Interventional Cardiologist,
MonashHeart



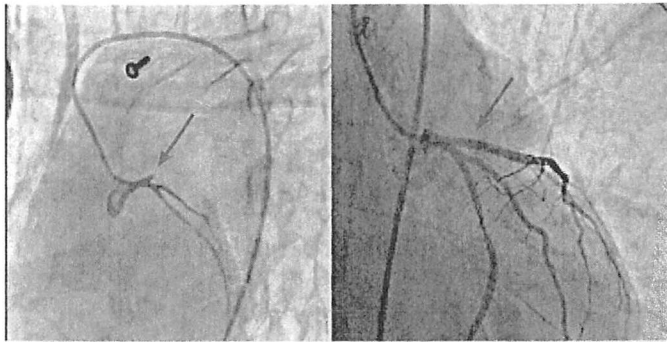
John, Wally & Kevin

"It was so surprising the patient had no neurological deficits."

-John Koutsoubos,
Nurse Unit Manager,
MonashHeart

Vanessa's shoulders and the piston/suction cup placed over her chest. Once started, the LUCAS 2 applied continuous chest compressions of at least five centimetres at a consistent rate of 100 or more compressions per minute.

X-ray imaging of the coronary arteries showed that the Left Anterior Descending artery was completely occluded and it was unlikely that successful defibrillation and ROSC could be achieved without first opening this vessel and reperfusing the myocardium.



100% blockage

0% blockage

The mechanical compressions maintained blood pressure within the vessels and allowed the doctors to gain access to Vanessa's femoral arteries. The Interventional Cardiologist performed an angiogram and then threaded catheters through to the site of the blockage to conduct an angioplasty to unblock the coronary arteries. The LUCAS 2 worked continuously the entire time under the drapes of the sterile field, protecting the staff from unnecessary exposure to fluoroscopy.

During the PCI procedure the LUCAS 2 provided consistent, continuous perfusion to the brain, heart and major organs, giving the clinical staff the opportunity to focus on the patient management required to save Vanessa's life. Even though the underlying cardiac problem can be repaired, without adequate perfusion there is the risk of brain damage.

Vanessa, a sales representative for an earth-moving equipment company, had no history of heart problems before this episode, but is alive and with her young family thanks in part to the LUCAS 2. Despite having a downtime of approximately 53 minutes, she was discharged

from the hospital just 7 days later. Post operative tests indicated that she had no noticeable neurological deficits and following a stress echo cardiogram at 6 weeks Vanessa was cleared to return to full-time work and a fully normal life.

Medical staff from MonashHeart had seen the LUCAS 2 demonstrated at the EuroPCR conference in Barcelona in 2010. The decision to acquire one of the devices for the facility was made a few months after the conference when a patient died in the cardiac catheterization lab. MonashHeart is the only Australian public hospital to have a LUCAS 2. The only other organization in the country to have them available is St. John Ambulance in Western Australia.

The LUCAS 2 at MonashHeart was purchased with money raised from a sponsored 520 km bike ride undertaken by staff from MonashHeart, Monash Health and Port Philip Police and their families and friends. The group of 24 cyclists rode in the 24-hour challenge from Mildura in the North West to Port Fairy on the Victorian coast and raised the funds to purchase their LUCAS 2.



Engineered to meet the exacting standards of paramedics and hospital staff, the LUCAS 2 is a robust and reliable device that significantly increases the quality and consistency of compressions compared to manual CPR.

Statements attributed to individuals in this case study reflect the opinion of the individual and do not necessarily reflect the opinion of Physio-Control. For information about specific product claims and labeling, refer to the device operating instructions.

For further information, please contact Physio-Control at 800.442.1142 (U.S.), 800.895.5896 (Canada) or visit our website at www.physio-control.com



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 Toll free 800 895 5896
 Fax 866 430 6115

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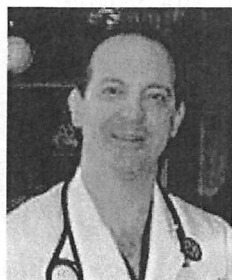
LUCAS™ CHEST COMPRESSION SYSTEM

CASE STUDY

Cypress Creek Emergency Medical Services and a Case for the LUCAS Chest Compression System

Situation

Nearly 300,000 people die in the United States every year from sudden cardiac arrest (SCA).¹ Although outcomes vary considerably by city and region, national SCA survival rates average about 5 percent.¹



Dr. Levon Vartanian, Medical Director

Recognizing this as a problem within their community, Cypress Creek Emergency Medical Services (CCEMS) began an intensified campaign in 2004 to increase SCA survival rates in their region. This campaign was spearheaded by their medical director, Dr. Levon Vartanian, and his clinical staff, and was inspired by attending a conference that provided the latest information about resuscitation science, emergency medical care, and the 2005 AHA Guidelines that would be released later that year.

In reality, even when defibrillation is readily available and excellent patient care is provided, administering consistent, quality chest compressions is often difficult.

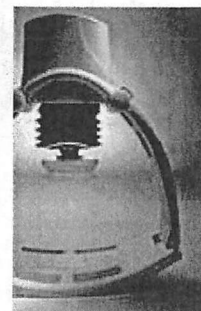
Why is this? Emergency medical services (EMS) personnel are well trained in CPR and continuously refresh and refine their skills in order to provide the best quality of care for their patients. However, several studies show it is difficult to assure proper depth and rate are achieved as recommended by the American Heart Association and the European Resuscitation Council.² Factors, such as rescuer fatigue³ and the challenge of orchestrating complex therapies with limited resources, can also have the potential to impact the quality of care provided.

Solution

Sudden cardiac arrest is a complex condition that requires a multifaceted approach. A combination of many therapies, implemented in a coordinated way, offers the best results. The LUCAS Chest Compression System is an integral component of the CCEMS treatment strategy for treating cardiac arrest.

LUCAS is designed to provide mechanical external chest compressions and is easy to carry and simple to apply in prehospital and hospital settings. It gives rescuers, including emergency medical techni-

cians (EMTs), paramedics, doctors and nurses, the ability to administer consistent and effective chest compressions. It frees up care providers' hands for assessing the patient and providing other treatments. It also enables care providers to wear seatbelts during transport, while the resuscitation continues.



Scene

CCEMS serves residents of northern Harris County, an unincorporated area of northwest Houston. According to Bradley J. England, executive director, recent years have been full of "growth, ...medical advancements and agency expansion. Staff and volunteers have a vision as a result of the five-year plan courageously created by the CCEMS Board of Directors. That vision will guide us to continue our tradition of outstanding pre-hospital emergency care." The area is described by personnel as a "suburban sprawl," and the service provides care to nearly 500,000 residents in a 250 square mile area.

CCEMS started as a volunteer organization over 34 years ago, with no city government to support it. Later it began to ask each household served by the water district to contribute \$1-\$3 each, based on assessed value, and raised \$1.2 to \$1.3 million to support services provided. As time went on, CCEMS wanted to provide additional emergency and preventive services to the burgeoning population. At that time it began to seek reimbursement from insurance and patients. As the service grew, it also continued to receive private donations from the many citizens who had prospered from the oil business. In 2005, CCEMS became an official Texas Emergency Services District, and began to receive financial support through taxes.



A CASE FOR THE LUCAS CHEST COMPRESSION SYSTEM

"...We heard about it [LUCAS] at conferences and were impressed. It improves the way you provide compressions.... Our ROSC rates are about 50 percent...to hospital. I'm optimistic about what the future holds with LUCAS and ResQPOD."

Dr. Levon Vartanian, Medical Director



The new space for Cypress Creek EMS features a conference facility that offers more space and flexibility for educational programs

Early in 2009, CCEMS moved into a new six-acre complex, which includes administrative offices, a new education facility, a state-of-the-art communications center, and an EMS station. Having a centralized location for these departments will enable the service to function even more efficiently and effectively.

Cypress Creek EMS serves its community with 125 paid employees, 125 volunteers and 20 ambulances. Ten run 24/7, with four peak hour units, and five are held in reserve in case maintenance or repair issues arise. One of the ambulances serves as a tactical unit that supports local, state and government agencies. CCEMS is fortunate to have five local hospitals and a world renowned medical center within close proximity. In addition, there are eight area fire departments that are staffed by volunteers who are all very well equipped and well trained. Each of these departments has an automated external defibrillator (AED). The fire crews are often the first to arrive at the scene of a cardiac arrest and can provide CPR and defibrillation until EMS arrives. In addition, about 20 law enforcement officers are AED equipped. In this regard, CCEMS has established an amazing public access defibrillation (PAD) program for area citizens.

When asked about the innovative culture at CCEMS, everyone is ready to credit others. Field personnel cite their aggressive medical director (a former paramedic), the medical director credits the executive director (also a former paramedic), the executive director credits the forward-thinking board of directors and the progressive medical director, and supervisors credit the committed and motivated field team. Clearly, there is a team culture at CCEMS.

Science

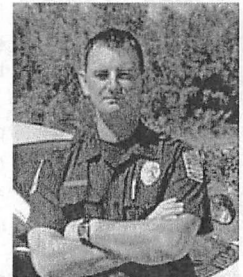
CCEMS personnel are pleased with the trends they are seeing in response to their aggressive approach to cardiac arrest treatment. Dr. Levon Vartanian, medical director, said, "Our ROSC rate was 10-14 percent. The addition of the ResQPOD® [an impedance threshold device that promotes better circulation] improved our outcomes but we wanted to do even better. AHA was focusing on CPR perfusion.

Provider CPR wasn't efficient enough, and was fatiguing, and there were too many hands-off intervals. We heard about it [LUCAS] at conferences and were impressed. It improves the way you provide compressions....Our ROSC (return of spontaneous circulation) rates are about 50 percent...to hospital. I'm optimistic about what the future holds with LUCAS and ResQPOD."

Kevin Traynor, a clinical supervisor who oversees staff training and new technology acquisition, said, "LUCAS provides consistent, quality compressions. It does not tire." He believes the LUCAS Chest Compression System has improved patient outcomes. "From August 2007 to September 2008, with 122 uses, we had an 11 percent increase in ROSC. Although results are not yet statistically significant, we are seeing a nice upward trend. We need more cases for evaluation."

He added, "We have learned there is no 'single therapy' or 'magic pill' that will increase survival rates. It is really the ability to focus on the basics, and provide quality post resuscitative care, in addition to implementing new innovations like the LUCAS Chest Compression System."

Nick Robbins, a clinical manager who oversees training, education, protocols, accreditation and teaching of paramedics, said his favorite thing about LUCAS is "The success we get from it, the way it's designed, the way it works, the physiology it creates..."



Nick Robbins,
Clinical Manager

CCEMS personnel report that LUCAS is easy to train personnel on and easy to deploy in the field. "It can take anywhere from 15 to 60 seconds to apply, depending on the number of people there to help and the size of the patient," said Justin Clifford, a field supervisor. CCEMS personnel are instructed to attempt to apply the device even if it seems the patient may be too large, as they have found that it often will fit, when estimation would indicate otherwise.



Justin Clifford,
Field Supervisor

Before LUCAS, fire department personnel provided compressions, lining up personnel and switching out every two minutes to help ensure quality compressions. Initially, firefighters were concerned that LUCAS would replace them. This has not been the case, as they are now assigned to other aspects of the resuscitation effort.

"LUCAS is one of the best members of your crew," Clifford said. "It doesn't get tired, it doesn't get distracted, and it provides the best chest compressions I've ever seen."

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Justin Clifford, Field Supervisor

Additionally, CCEMS is using hypothermia treatment (infusing cold saline intravenously) for patients after ROSC has been obtained. The body is cooled to 32 to 34 degrees Celsius (approximately 90 to 93 degrees F) in order to help preserve neurological function. "We are one of the first services in Texas to use hypothermia," said Dr. Vartanian. "Hypothermia closes the resuscitation and allows them [patients] to neurologically heal on their own." In addition to hypothermia, CCEMS is also activating the cath lab from the field when indicated for some patients experiencing a myocardial infarction, which can often be the primary cause of cardiac arrest.

Challenges

Implementation of a new device can often be challenging. One of the early concerns was how CCEMS would be able to fill the compressed air bottles that are needed to power LUCAS. Since they are a third service EMS agency and not fire based they did not have the bottles readily available.

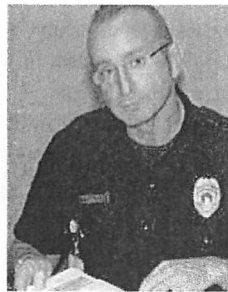
CCEMS worked with a local representative of a self contained breathing apparatus (SCBA) manufacturer to secure loaner bottles. CCEMS was then able to work with their fire departments to use their cascade systems to fill the bottles. CCEMS supervisors were trained by fire department personnel on how to fill them. This solution has worked well for them.

Cypress Creek EMS at a Glance

Population served	Nearly 500,000
Area served	250 sq. mi.
Total call volume for 2008	45,470
Total EMS Calls for 2008	27,540
Total CA	174
ROSC for 2008	~50%
Total STEMI 2008	51 patients
D2B	51 minutes
E2B	87 minutes

Scenarios

Those who respond to emergency calls live with vivid memories. They remember the people who needed care, the family and friends, the job on-scene, and ultimately the outcome. These are not always easy memories to live with, but responders do what is necessary to assist their fellow citizens in need.



Kevin Traynor,
Clinical Supervisor

Traynor remembers a cardiac arrest case where LUCAS was used on a woman in her 60s who ultimately survived. "We were able to obtain ROSC and rapidly perform a 12-lead EKG, with the LUCAS device still in place. The EKG confirmed that she had experienced an MI, which caused her to collapse. We alerted the cardiac catheterization lab while still in the field and she was later released from the hospital without any neurologic deficits."

Clifford recalls a scene where the patient had a pulse oximetry reading of 95 percent while being resuscitated with LUCAS and had not yet been intubated. He also reports when LUCAS is deployed on a patient, blood pressures in the range he believes support brain function can be achieved.

Traynor remembers another case when a 60-year-old male collapsed in cardiac arrest while at home. The patient's wife witnessed the event, called 9-1-1, and was prompted by dispatchers to perform CPR. Fire department personnel arrived on-scene first with an AED, and within minutes of EMS arriving, the LUCAS device and ResQPOD were being utilized. The goal of CCEMS is to have the ResQPOD in place for the first ventilation and LUCAS applied as soon as it arrives with the supervisor. During this case, advanced life support medications were given through an interosseous infusion system. The patient was defibrillated a total of five times with ROSC occurring within 12 minutes of EMS arrival. A 12-lead EKG was performed post arrest and a left bundle branch block was identified, which does not meet the criteria for alerting the cath lab. The patient was intubated, but



[My favorite thing about LUCAS?] "The success we get from it, the way it's designed, the way it works, the physiology it creates...."

Nick Robbins, Clinical Manager

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Kevin Traynor, Clinical Supervisor

shortly afterwards began having purposeful movement and spontaneous respirations while on-scene. The patient was sedated to help maintain airway control and, after a nine day stay in the hospital, was released neurologically intact with a Modified Rankin Score of one (some symptoms without significant disability).

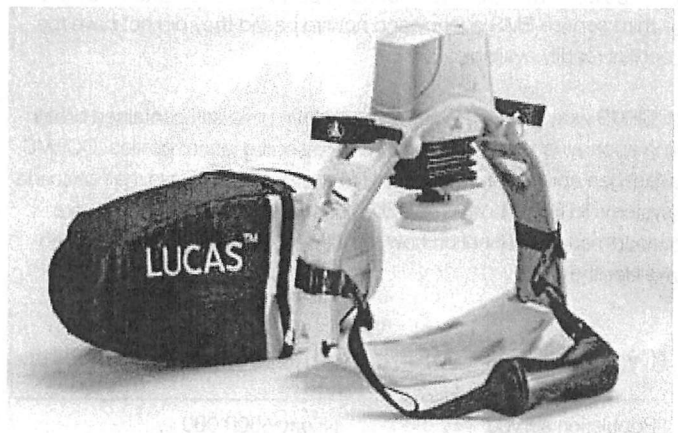
Summary

EMS today faces many challenges due to funding issues and unemployment, with people losing their health insurance. There are also legal issues to manage and contingency planning for the region's tropical storms. Yet forward-thinking leadership and motivated CCEMS personnel will do anything it takes to improve survival rates of people who experience cardiac arrest – including early defibrillation and expert CPR with the assistance of an external chest compression device such as LUCAS.

As usual, Cypress Creek EMS is looking to the future and partnering with its local hospitals to improve EMS services for the community. "We are working as one to accomplish a goal," Traynor said.

CCEMS personnel attend major EMS conferences across the country, constantly looking to improve patient care by implementing state-of-the-art science and technology into their system. The service is currently working to improve hypothermia care by collaborating with area hospitals, and defining centers with excellent post resuscitation care as designated resuscitation centers. Treatment protocols are revised every two years to keep up with the changes in healthcare, with SCA and STEMI care remaining a priority.

Moving into the future, Cypress Creek EMS is definitely an organization to keep your eye on as a leader in the newest EMS trends and practices.



REFERENCES

1. American Heart Association website, June, 2009.
2. Wik L, et al. Quality of cardiopulmonary resuscitation during out-of-hospital cardiac arrest. *JAMA* 2005 Jan 19; 293 (3): 299-304.
3. Ochoa, FJ, Ramalle, et al. The effect of rescuer fatigue on the quality of chest compressions. *Resuscitation* 2005; 37 (3): (1998) 149-152.

Statements attributable to individuals in this case study reflect the opinion of the individual and do not necessarily reflect the opinion of Physio-Control. For information about specific product claims and labeling, refer to the device operating instructions. Photographs courtesy of Cypress Creek EMS and Physio-Control, Inc.

For further information please contact your local Physio-Control representative or visit www.physio-control.com



HEADQUARTERS / MANUFACTURING

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11811 Willows Road NE
Redmond, WA 98052 USA
Tel 425 867 4000
Toll Free 800 442 1142

EXTV Equipment Request



TOWN OF EXETER, NEW HAMPSHIRE

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

www.exeternh.gov

To the Select Board:

Exeter TV is wishing to purchase equipment to upgrade the sound quality for Public Access productions. The main components that are needed are: a digital audio mixer, wireless transmitters/receivers, and various microphones. These would be replacing old or portable equipment that we have been using in the meantime. Currently, there are four talk shows that are filming on a regular basis in the town hall using the equipment. We could also use this equipment for events and government meetings filmed in the main hall.

After talking with several vendors we came in with the cheapest quote that most accurately addresses our needs and desires in terms of usability and functionality. The vendor we selected is local to Exeter and has had very fast response times in terms of questions and troubleshooting. This was the vendor that set up the improved audio in the Nowak Room and has worked with the High School and many other local projects. They put together a package that was just what we needed without charging too much for extras and the like.

The equipment will be housed in the storage closet in the "Back Room" of the town hall but will be on a rolling cart that can be taken and used elsewhere as needed by our productions. The equipment could also be removed and placed in a more permanent studio space if that is needed further down the line. The equipment on the quote would all have a manufacturer's warranty, but we have been using these brands for a while and don't foresee any issues with them.

We would like your approval to purchase \$7,817.29 worth of equipment from WHB Concert and Production Services LLC.

As of 1/1/19 the CATV Fund had \$208,290 but is currently projected at \$114,450 for 11/1/19 due to the fact that we still have two quarters of cable franchise fees that have yet to be deposited in the account.

Regards,
Bob Glowacky
IT/Tech – EXTV Coordinator

WHB Concert and Production Services LLC
 North Hampton, NH 03862
 833-942-2277
 jcoretto@whbcaps.com

Date

Venue

Version

Qty	Brand	Item Number	Description	Cost Each
1	Behringer	X32 Producer	Digital Mixer	1527.5
8	Shure	BLX14R/W85	Reciever w/ bellpack transmitter	414.7
2	Shure	BLX2/SM58	hand held transmitter w sm58	162.5
2	Shure	JA844+SWB/LC	Antenna Combiner	427.7
2	Shure	JA8	1/2 wave Antenna	41.6
2	Shure	JA825	25' BNC	48.1
2	OSS	MS7201B	Straight Antenna Stand	22.087
1	SKB	ISKB19-RT208	Slant rack 12 w/ 8u rack and wheels	602.55
1	Rapco	MT8XFXM-10	8 chan XLR-M>XLR-F snake	120.666
2	Shure	JA505	antenna mount	32.5
2	Chauvet	Slim Par Pro White	LED w warm white, cool white, amber	273
2	OSS	LTA4770	Lighting Clamp	20.8
2	OSS	SSP7950	2x Light Stands 72" w bag	96.2
				0
				0
				0
				0
				0
				0
				0
				0

Shipping

Installation

Total \$

Notes

2x LS-SS7770 10ft light stand add \$98

Shipping not included in price



Russ Dean <rdean@exeternh.gov>

Select Board Agenda

Robert Glowacky <rglowacky@exeternh.gov>
To: Russ Dean <rdean@exeternh.gov>

Thu, Nov 14, 2019 at 10:10 AM

Hello Russ,

We've got several projects/equipment purchases in mind that will need to go before the Select Board.


One of them is to purchase audio equipment for the public access operations that we would be putting in the Town Hall for the makeshift studio but could be transported to another location if needed later on. This one is ready to go before the board and the total is \$7,817.29. I'm happy to come before the board if necessary or I could just write a memo if that's best.

Another coming soon just so you're aware of is a partnership with the library to create a media room. They're going to let EXT V outfit one study room with some podcasting/audio editing and recording/video editing equipment for use by the public. We're thinking around \$5,000 for that and we'll create workshop programming with the library staff to train people how to use the equipment. It's a big PR move by us and the library with real benefit to the public in terms of access to this expensive technology.

--
Regards,

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

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Town of Exeter, NH

 **WHB Proposal 2019_08_16 TV Studio.pdf**
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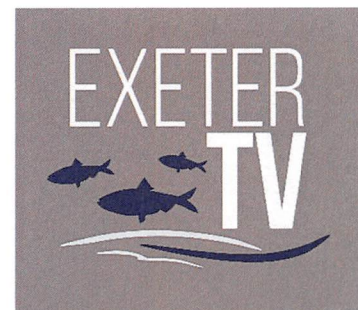


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What Exeter TV Can Do For Your Department/Committee

Exeter TV consists of the Town of Exeter's Public Access and Government Channels, located on Comcast Channels 98 and 22, as well as online and social media. We are tasked with keeping the citizens of Exeter informed about local government boards and serving as a platform for residents to express themselves.

We also strive to help town departments and boards communicate effectively with residents and the town at large. This helps to make the departments seem more assessable and engaged with the townspeople. There are several ways in which Exeter TV can help departments and boards get out information:

- *Rotating Community Bulletin Board* – Channels 98 and 22 have a slide show in between programming to inform viewers about everything from office hours to planned events. Exeter TV staff can create slides for your department or board. Or if you already create flyers, we can grab those and put them up.
- *The Exeter Weekly Report* – Every Thursday afternoon at 4:30pm, we release a 5 to 10 minute news show about upcoming community events and initiatives. Sit down for an interview with our staff for a brief interview about department news, upcoming events, or other info. And we can add in visuals to create an engaging short video to keep residents informed. These short videos are also great for sharing on social media, as many departments and boards have Facebook pages.
- *Public Service Announcements (PSA's)* – We can create short PSA's about important topics such as "how to dig out a fire hydrant" to "how to pay your car registration online." We can also cover frequently asked questions to help departments be proactive to save time later. With a little info and cooperation from town departments, we can compile sometimes difficult or confusing information into concise videos.

Think of Exeter TV as the town's PR agency, if your staff or committee is doing great work, tell us about. We want to show the residents all of the great projects and initiatives the town is doing, help explain town processes, and keep people informed. We make working on these videos quick and painless, so you don't need to worry about a big time commitment. If there's anything we can do to help your department communicate, feel free to get in touch with us. We look forward to working with all of you more in the future.

Regards,

Bob Glowacky
Exeter TV

DONAHUE, TUCKER & CIANDELLA, PLLC

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UPDATE ON RENEWALS OF CABLE TV FRANCHISES *Re: August 2, 2019, Order of Federal Communications Commission*

October 15, 2019

By: Katherine B. Miller, Esq.

In a striking departure from past regulation of cable TV franchising over the past thirty (30) years, the Federal Communications Commission (“FCC”), which has broad authority over this field based on federal law, issued an order dated August 2, 2019, addressing whether “free” services provided by cable companies to communities should “count” toward the 5% cap on franchise fees.

Franchise fees are capped at 5% of the gross revenue from the operation of a cable TV system in a community. The in-kind services the FCC decided do count toward that “cap” include:

- (1) Free cable TV service to municipal and school buildings;
- (2) Costs associated with providing local access channels and facilities for public, educational and governmental (“PEG”) programming, other than capital costs, and;
- (3) Costs for maintaining or continuing institutional networks, or “I-Nets” for communities.

This means franchise fees paid to communities may be reduced dramatically, but we do not yet know how much or starting when. The cable companies’ costs for providing such services will be calculated at the *retail* cost, not the actual cost to the company to provide the service. At this time, it is unknown what type of calculations will apply, but it is safe to say that the costs could offset a large portion, or 100%, of the franchise fee payments communities currently receive. It is also possible that, in communities that do not require payment of franchise fees by the cable company, the value of “free” services may exceed 5% of the gross revenue from the operation of the cable company in that community, resulting in cancellations of such services.

Comcast will begin implementing the FCC order “soon,” according to their representative, but only as to the first category of in-kind services, the formerly free cable TV services, at the basic or expanded basic levels, to municipal and school buildings. As of the middle of October 2019, Comcast will no longer include such free cable TV service to municipal and school buildings in *new* franchise agreements for cable TV services, or proposals to *renew or amend existing* franchise agreements.

In communities that are *not* in the three-year renewal negotiation “window” prior to the expiration date of an existing franchise (or any extension of that period), it is not clear how Comcast will value the free

cable TV services in existing cable TV franchise agreements. We anticipate that Comcast will be sending notices to such communities that, starting on a date certain, Comcast will begin including the value of those free cable TV services in the franchise fee calculation, and communities will have the choice of (1) amending their franchise agreements to *delete* that formerly free service, to avoid reduction in franchise fees, or (2) amending their franchise agreements to *increase* their franchise fee payments (up to 5% of gross revenue from the operation of the cable TV system in the community) if the value of the formerly free service *plus* the existing franchise fee, if any, is no more than 5% of gross revenue.

It is expected that the other cable TV companies operating in NH, Charter Communications, Atlantic Broadband Company (which took over the MetroCast franchises in NH) and TDS (a national telephone company that has picked up many small, regional telephone companies in NH and now provides video programming over fiber through cable TV franchises in those communities) will also implement the FCC order, but it is not clear yet how or when.

If any of the cable companies fully implement the FCC's August 2, 2019, order, communities with local access channels may need to find additional funding sources for operating those channels. One option is requesting capital "grants" from the cable TV company when negotiating a new or renewed franchise agreement. Such grants will not "count" towards the franchise fee cap, but they *will* be passed through to subscribers, on their cable bills. Another option is increasing the franchise fees, if not already at the 5% cap. Because it is entirely unknown how the non-capital costs of local access channels will be calculated, it is unclear how much revenue communities will need to make up.

Likewise, communities that rely on an I-Net provided formerly for free by the cable company, for secure communications among or between municipal and school facilities (fire, police, City or Town offices, schools, etc.) may find their vital communications systems in jeopardy if cable companies begin to count the cost of maintaining those networks towards the franchise fee "cap." If the total cost is over 5% of the cable company's revenue from the operation of the cable system in that community, the I-Nets could be shut down.

Not surprisingly, a legal challenge has been filed against this order. As of this writing, no court has halted the application of the order. We recommend taking a flexible approach to address this uncertain situation, to consider ways to address possible loss of currently free services and/or franchise fee revenue, and to build into new franchise agreements contingent language to take effect depending on how the court and the cable companies respond to this order.

For further information, please contact attorneys Katherine B. Miller or Brendan A. O'Donnell.

Salem Street Area Design/Engineering Contract Recommendation - DPW



EXETER PUBLIC WORKS DEPARTMENT

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

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DATE: November 22, 2019
TO: Russell J. Dean, Town Manager
FROM: Jennifer Mates, P.E., Assistant Town Engineer
RE: Professional Engineering Services
Salem Street Area Utility Design
Consultant Award Recommendation

In March 2019, the town voted to approve \$325,000 for the design and engineering of utility improvements to include water, sewer, and drainage in the Salem Street area. On September 24, 2019, the Department of Public Works (DPW) issued a request for proposals (RFP) for professional engineering services for utility design for the project area, which includes Forest Street, Hale St, Locust Street, Oak Street, Park Street (portion), Salem Street, Wadleigh Street, Walnut Street, and Warren Street.

The RFP was posted to the Town's website and in the Exeter News-Letter newspaper on September 27, 2019. This proposal was also intended to be used to update the Town's list of prequalified consultants for use on similar projects in the future. An addendum was issued on October 8, 2019, to include transportation engineering services in the proposal for qualification on future projects.

The qualifications-based selection (QBS) process was used and cost proposals were not provided. Using the QBS process is required if state or federal funds are to be used on future projects. A non-mandatory, pre-proposal meeting was held on October 3, 2019, at the DPW complex, which was attended by the nine consulting firms.

Eight consultants submitted written proposals on or before the due date of October 15, 2019.

- CMA Engineers, Inc. (CMA)
- Dubois & King (D&K)
- Fuss & O'Neill (F&O)
- Hoyle, Tanner & Associates (HTA)
- Underwood Engineers, Inc (UEI)
- VHB
- Weston & Sampson (W&S)
- Wright-Pierce, Inc. (W-P)

The proposals were reviewed by Jennifer Perry, PE (DPW Director) Paul Vlasich, PE (Town Engineer), Jay Perkins (Highway Superintendent), Matt Berube (Water and Sewer Manager), Dan Lewis (Engineering Technician, and myself (Assistant Town Engineer). After review of the proposals, all eight firms were found to be sufficiently capable of performing the required work and all were selected for interviews.

Interviews took place on November 5, 6, and 12, 2019, at the DPW complex. Interviewers included the six DPW staff members that reviewed the proposals. Based on the proposals and interviews, HTA was

Page 2

Mr. Russell Dean

November 22, 2019

deemed the most advantageous to the town and the department recommends that they are awarded the contract.

The fee of \$315,000 was negotiated which represents approximately 7% of the anticipated construction cost. Construction phase inspection is not included in this contract. The scope and fee were negotiated to ensure all of the design elements were included. The major elements of the scope of services to be provided by HTA include survey, design of utility improvements, permitting, and bidding services.

The Department recommends approving the design contract for the Salem Street Area Utility design project to Hoyle, Tanner & Associates for \$315,000.00

The RFP also notified consulting firms that this qualification-based selection process for the Salem Street area project may be sufficient for similar future projects. The public works department recommends that the eight firms be approved and pre-qualified for potential consulting services in the future without needing additional qualification review. All future contracts must meet the required approvals as outlined in the Town's purchasing policy and procedures.



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REQUEST FOR PROPOSALS

PROFESSIONAL ENGINEERING SERVICES SALEM STREET AREA UTILITY DESIGN

RFP No. DPW 2019-01

September 24, 2019

INTRODUCTION

The Town of Exeter is requesting proposals for professional engineering services for utility design in the Salem Street neighborhood, including Forest Street, Hale St, Locust Street, Oak Street, Park Street (portion), Salem Street, Wadleigh Street, Walnut Street, and Warren Street.

This proposal will also be used to update the Town's list of prequalified consultants for use on similar projects in the future.

GENERAL REQUIREMENTS

Engineering firms making proposals must respond in writing to all requirements of this Request for Proposals (RFP). Responses should reflect detailed considerations of the issues and opportunities presented by this specific project. Any additional information or tasks that are felt to be relevant by the responding firm should be included together with the submittal requirements.

Sealed proposals should be plainly marked "**RFP No. DPW 2019-01 – Salem Street Area Utility Design - Engineering Services**" on the outside of the mailing envelope and addressed to:

Town of Exeter
Public Works Department
13 Newfields Rd
Exeter, NH 03833

Proposals will be accepted until **2:00 p.m. on Tuesday, October 15, 2019**, at the Public Works office. Seven copies of the proposal shall be submitted.

Costs incurred for the preparation of a proposal in response to this RFP shall be the sole responsibility of the firm submitting the proposal. The Town of Exeter reserves the right to select or reject any engineering firm that it deems to be in the best interest to accomplish the project specified. The Town reserves the right to accept the proposal on one or more items of a proposal, on all items of a proposal or any combination of items. The Town reserves the right to discontinue the selection process at any time prior to the awarding of a contract. There will be no reimbursement to any candidate firm if the selection process is terminated. The Town reserves the right to waive defects and informalities of the proposals.

BACKGROUND

In March 2019, the town voted to approve \$325,000 for the design and engineering of utility improvements to include water, sewer, and drainage in the Summer/Salem Street, Park Street, and Warren Ave areas. The FY21 Capital Improvement Program (CIP) has \$4.44M programmed for these improvements. The funds for construction will need approval at a future

town vote and may include NH Department of Environmental Services (NHDES) State Revolving Loan Fund (SRF) loans.

Water

Approximately 5,600 feet of water mains require replacement because of undersized and/or poor condition pipes. Water mains in this area are mostly 4-inch and 6-inch CI and AC pipes. A hydraulic analysis was used to determine the proposed main sizes of 6 to 8-inch pipes.

A water main connection between Locust Street and Walnut Street is desired by the town. There is currently no easement for this water main. The consultant shall facilitate creating and obtaining this easement.

These mains were identified by various studies including the “Public Water System Asset Management Plan,” dated May 2015, “Water System Evaluation Study”, dated January 2002, or by public works personnel.

The Rose Farm subdivision was recently approved near the intersection of Wadleigh Street and Forest Street. As part of the subdivision approval, the water main on Wadleigh Street and Summer Street require upgrading by the developer. However, this subdivision approval is currently under challenge in the court system. The consultant will need to advise the town on how to work with and around this subdivision’s offsite improvements during the course of the town project.

Sewer

There are approximately 4,300 feet of vitrified clay pipe (VCP) sewer mains in these areas that need to be addressed. The sewer mains on Forest Street, Oak Street (north of Salem Street), Walnut Street, Wadleigh Street, Hale Street, Warren Ave, and Locust Street are 8-inch VCP that are in poor condition with joint separation and root intrusion. The cross-country main from Locust Street to Walnut Street is a 10-inch VCP that is also in poor condition and is also close to several houses. CCTV video inspections by the Sewer Department will be provided to understand if slip lining type improvements could be utilized.

The sewer on Salem Street and Oak Street (south of Salem Street) are 12-inch and 18-inch PVC in good condition. The “Phase I & II, I/I Study, Sewer System Evaluation Survey, and CSO Study,” dated 1997 and 1998, suggests that capacity may be an issue in the future. A sewer capacity analysis is currently being developed and will be available in December 2019.

Several houses abutting this project have voluntarily provided sump pump information through various town initiated surveys. Town regulations prohibit sump pumps from discharging into the sewer. The consultant will guide and assist the Town in removing this private I&I from the sewer system.

Drainage and Roads

The drainage system was televised in 2014 and found to be in good condition; however, there are many catch basins in poor condition that will need to be replaced. Smoke testing performed in 2016 found that one catchbasin on Walnut Street was connected to the sewer. This was corrected at that time.

The consultant will investigate if any stormwater BMPs improvements would be appropriate to enhance runoff water quality within the project area.

Dry weather flows have been observed in the subcatchment outfall. The consultant will perform dry weather testing for contaminants as associated with the MS4 dry weather flow screening protocols.

The roads in the project area are approximately 24 feet wide and do not have curbs or sidewalks. They are in good to decent condition and last resurfaced in 2009. The consultant will recommend appropriate final pavement repairs and improvements.

SCHEDULE

The Town's expectation is that the project will be put out to bid with bids received in early March 2021. Construction will be accomplished during the 2021 construction season. The selected engineer will complete the design, obtain approval, and provide bidding for construction to meet this schedule.

ENGINEER PRE-QUALIFICATION

The Engineer must be on the NHDES pre-qualified list for water and sewer to submit a proposal for this project.

The Town will prequalify several consultants that may be called upon in future similar type projects. This prequalification will allow the town to more expeditiously procure engineering services from a condensed consultant pool.

CONTRACT DOCUMENT

Upon selection, the successful Engineer will prepare Engineering Contracts for execution. Upon execution of the Contract, the Engineer will be instructed to commence providing the work outlined in the contract. All information, data, documents, photos, computer records and other materials of any kind acquired or developed by the Engineer pursuant to this proposal shall be the property of the Town of Exeter.

PROJECT REQUIREMENTS

1. The engineer shall review the project scope and current cost estimates, and advise the department as to the adequacy for accomplishing the work. Provide updated construction cost estimates for a CIP request in June 2020.
2. The engineer will add direction to the project to have a viable construction project in the schedule previously described. The engineer may need to recommend adjustments to the phasing of the projects.
3. The engineer will perform a survey of the existing conditions showing all elevations, observable landmarks (e.g., edge of road, sidewalks, buildings, trees and manhole structures with inverts, etc.) and underground utility locations. The engineer will coordinate with the utility owners to have the underground utility marked out prior to the survey. The survey shall be done in the NH State Plane coordinate system, NAD83 to be compatible with the Town's GIS system.
4. The engineer shall investigate and determine the limits of the right-of-way (ROW) and utility easements and show them on the plan. The engineer shall delineate the existing ROW and easements in which any work will be performed. The apparent ROW and easement mapping may be completed for use in the preliminary design to expedite the design process. The actual ROW and easement locations shall be used for final design.
5. Recommend water valve and hydrant locations within the project areas.
6. During preliminary design, the engineer shall determine the need for temporary water service during construction and incorporate that into the design.
7. No information about the presence of ledge in any of the project areas is currently available. The engineer shall make recommendations for subsurface investigations as needed.
8. The engineer shall delineate wetland areas and on behalf of the Town apply for wetland applications as required for the projects.
9. The engineer shall coordinate the design review by NHDES of the water and sewer improvements.
10. Determine if the dry weather flow at the subcatchment outfall is a concern. Advise the town on removing the contaminant if it is a concern.
11. Advise if stormwater quality BMPs should be included in the project.
12. Coordinate with the private utility companies for any pole or utility relocations, and new utility construction. Consult with the private utilities so that any of their outstanding work items can be accomplished in a timely manner.
13. The engineer shall provide 2 complete copies of the 30% (preliminary) design plans and the 90% (final) design plans and bid specifications to the Town for review and approval. Meetings with the Town and engineer will be required to discuss each review.
14. The bid specifications shall include estimated quantities for the Bid Schedule. The engineer shall recommend the format of specifications for town consideration.

15. Additional opinions of costs shall be supplied with the preliminary and final plan submission.
16. A final plan and profile with a scale of 1" = 20'(H) and 1"=4'(V) will be required. The plan will show all observable features and underground utilities with depths. The proposed utility systems shall be shown. The profile shall show the existing road or surface profile, existing utilities, and the proposed utility systems.
17. The engineer shall develop a general construction site sediment and erosion control plan to prevent siltation or construction debris from entering the stormwater system and wetland areas. This plan shall be included with the final plans. This requirement does not relieve the contractor from creating a detailed stormwater pollution prevention plan (SWPPP) for accomplishing the work.
18. Administer a neighborhood meeting with residents during the design phase of the project. This meeting shall be held to receive input from the residents.
19. Upon completion of the design and specifications, the engineer shall provide two (2) complete sets of plans and specifications to the Town. A final digital copy will also be provided to the Town in PDF format.
20. Bidding services shall include: issue plans and specifications to bidders, respond to bidders questions, prepare and distribute addenda, attend the pre-bid meeting and bid opening, review the bids, provide a recommendation of award, and prepare the contract documents.
21. Construction administration, shop drawing review and resident engineering services are not included at this time but may be added during subsequent construction phases.

INFORMATION AVAILABLE

- Exeter MapsOnline – GIS information - <http://mapsonline.net/exeternh/>
- Town website <https://www.exeternh.gov/publicworks/reports-and-studies>
 - Public Water System Asset Management Plan, by Tata & Howard, dated May 2015
 - Water System Evaluation Study by CDM, dated January 2002
- 2020 – 2025 Capital Improvement Program <https://www.exeternh.gov/planning/capital-improvement-program-cip>
- Fire flow results based on the hydraulic water model available at DPW.
- Storm Drain Evaluation in Locust / Forest Neighborhood available at DPW.
- Various CCTV inspection of the area sewer mains. (provided only to the selected engineering company)

PRE-PROPOSAL MEETING

There will be a **non-mandatory** pre-proposal meeting at **1:00 p.m. on Thursday, October 3, 2019**, at the Exeter Public Works Department to discuss this project and answer questions.

TIMELINES

The Engineer Selection Schedule is as follows:

Request for Proposal	Monday, September 23, 2019
Pre-Proposal Meeting	Thursday, October 3, 2019
Proposals Due	Tuesday, October 15, 2019
Interview Notification	Within two weeks of proposal due date
Interviews	Shortly after notification
Selection	TBD
Contract Negotiations	TBD
Contract Approval	TBD

PROPOSAL SUBMITTAL REQUIREMENTS

Seven (7) copies of the proposal shall be submitted. **All submissions shall be limited to a maximum of 16 pages, including the cover letter, resumes, and schedule.** The pages shall be numbered.

1. Cover letter
2. Project understanding
3. Project approach to accomplish the Work
4. Scope of Services – Highlight major tasks that were not specifically called out in the Project Tasks.
5. List of similar work experience, construction administration, and resident engineering specifically for the project manager and project engineer that will be working on this project.
6. Project Team Chart identifying the team
 - a. Principal-in-Charge
 - b. Project Manager
 - c. Project Engineer(s)
 - d. Sub Consultants
7. Project Schedules in Gantt format

EVALUATION CRITERIA & INTERVIEWS

From the proposals submitted by qualified engineering firms, the Town may select finalists for an interview. This will be a qualifications-based selection (QBS) process. The final selection will be based upon:

- Firm's qualifications
- Experience of the individuals on similar projects
- Understanding of the Project Scope
- Approach for completing the Work
- Commitment to Project timelines
- Quality of Proposal
- Any other criteria determined appropriate by the Town

An attempt will be made to negotiate a fee schedule with the top-ranked firm. If the Town is unable to reach an agreement with the selected firm, the Town reserves the right to negotiate with the next highest-ranked firm until an agreement is reached.

TOWN ROLE

Town staff will be responsible for administering the project and overseeing the engineer's work on this project. Representatives of the Town's Public Works Department will review plans and other documents prepared by the engineer.

RESERVATION OF RIGHTS

The Town reserves the right to make such inquiries regarding the firm's qualifications and reputation as it deems necessary to evaluate the firm.

The Town reserves the right to negotiate directly with the firm selected for additional project work including design, construction administration services, and/or additional project engineering and design services.

CONTACT INFORMATION

If you have any questions regarding this RFP, please contact Jennifer Mates, P.E., Assistant Town Engineer at jmates@exeternh.gov or (603) 418-6431.



- NOTES:
- 1) POTENTIAL 8" DI WATER MAIN TO BE INSTALLED BY OTHERS (ROSE FARM SUBDIVISION).
 - 2) PROPOSED WATER MAIN EXTENSION FROM LOCUST AVE TO WALNUT ST.
 - 3) WATER MAINS FOUND TO BE UNDERSIZED OR IN POOR CONDITION. WATER MAINS FROM 4 INCH CI OR 8 INCH AC WILL BE UPGRADED TO 8 OR 8 INCH DI WATER MAINS.
 - 4) SEWERS MAINS FOUND TO BE IN POOR CONDITION DUE TO JOINT SEPARATION AND ROOT INTRUSION. MAINS WILL BE REPLACED OR LINED BASED ON CONDITIONAL ASSESSMENT. A SEWER CAPACITY ANALYSIS IS BEING PREPARED AND SHALL BE INCORPORATED INTO THIS DESIGN.
 - 5) 10 INCH V/C SEWER MAIN FROM LOCUST AVE TO WALNUT ST (CROSS COUNTRY) IS IN POOR CONDITION AND MAY REQUIRE LINING DUE TO ITS PROXIMITY TO NEARBY HOUSES. EASEMENT INFORMATION IS UNKNOWN.
 - 6) BUILDINGS SHOWN IN RED ARE BELIEVED TO HAVE ILLICIT CONNECTIONS TO SEWER BASED ON PREVIOUS INVESTIGATIONS. ADDITIONAL BUILDINGS MAY HAVE ILLICIT CONNECTIONS. ILLICIT CONNECTIONS WILL BE EVALUATED AND REMOVED FROM THE SEWER MAINS AND CONNECTED TO THE EXISTING DRAINAGE, WHERE APPLICABLE.
 - 7) 115 FT DRAINAGE EASEMENT PER 1983 JONES & BEACH PLAN EASEMENT FOR DRAINAGE FACILITIES.
 - 8) THE OVERALL DRAINAGE SYSTEM IS IN GOOD CONDITION. POTENTIAL CATCHBASIN REPLACEMENTS, IDENTIFIED IN THE LEGEND BELOW, INCLUDE OUTDATED 2-FT DIAMETER CATCH BASINS WITH LITTLE TO NO SUMP AND CATCHBASINS IN POOR CONDITION. THE USE OF STRUCTURAL BEST MANAGEMENT PRACTICES SHALL BE EVALUATED FOR POTENTIAL CATCHBASIN REPLACEMENTS TO ADDRESS WATER QUALITY.
 - 9) THE LOCATION OF PROPOSED UTILITIES SHOWN IS SCHEMATIC ONLY.

Legend		Water		Wastewater		Stormwater	
	Rose Farm Development: 8" Water Main		Proposed Water		Proposed Sewer		DRAIN_LINES
	Easement		Water_Pipes		Wastewater_Pipes		Drain Manhole
	Potential Illicit Sewer Connection (Public Outreach & Private IT Mitigation Program 2015) (I&I Homeowner Questionnaires 2010)		Water Shutoff		Cap		Foundation Drain
			Gate Valve		Clean Out		Outfall
			Hydrant		Deflection		
			Meter Pit		Other		Catch Basins in poor condition, no sump, or 2 ft diameter
			Hydrant Valve		Junction		Catchbasin
			Blow Off		Cap		Roof Drain
			Pump Station		Cistern		Pipe End Inlet
			WO		Deflection		Pipe End Outlet
			Hydrant		Dry Hydrant		
			Manhole		Grease Trap		
			Water Shutoff		Other		
			Gate Valve		Septic Tank		

**Salem St. Area
Utility Replacement**

N

1 in = 60 ft

Addendum #1 – October 8, 2019

**PROFESSIONAL ENGINEERING SERVICES
SALEM STREET AREA UTILITY DESIGN
RFP No. DPW 2019-01**

Purpose:

To add transportation type experience of the firm to the list of submittal requirements. Which may include traffic engineering, roadway, bridge, culvert, signal, crosswalk and sidewalk design.

The proposal due date and the maximum pages for submittals remain unchanged.

EXHIBIT A

Scope of Services

To facilitate the Town of Exeter's Salem Street Area Utility Upgrade project, Hoyle, Tanner offers the following scope of services to deliver a successful infrastructure improvement project to the Town. We've added elements during the design phase to improve project team communication and public understanding of the project.

Task 1 – Project Setup / Existing Conditions Data Collection

- a. Kick-off meeting with Town public works and engineering staff;
- b. Set up project team communication and monthly meeting group schedule and protocols for conference call and document sharing;
- c. Discuss project scope with Town staff, identify Town priorities and clarify unknowns on the project;
- d. Discuss pros and cons of using Hoyle, Tanner's drone capabilities to fly the project area
- e. Collect applicable reports, plans, maps, CCTV records and other supporting documents for the project area;
- f. Discuss and review potential public outreach tools for the project and set schedule for periodic content updates and presentations at key project milestones;
- g. Develop contact list of Town staff and Hoyle, Tanner staff including phone and email information.
- h. Neighborhood meeting for public outreach and data collection- use aerial photo and GIS parcel data for presentation

Task 2 – Data Reduction / Field Review

- a. Review documents, CCTV, plans, reports, and other information provided by Town staff;
- b. Perform a thorough field review to identify and document existing conditions that may impede project implementation;
- c. Contact private utilities to request mapping of their utilities in the project area;
- d. Develop schematic of proposed utility alignments and review with Town staff;
- e. Mark out boring and probe locations and schedule subsurface investigation and

survey;

- f. Town utilities to be marked by Town; subsurface vendor to contact dig-safe for private utility marking prior to subsurface exploration.
- g. I/I investigation? The sewer department will be doing CCTV inspection in the spring to look for sump pumps.
- h. Schedule dry-weather stormwater outfall sampling and analysis;

Task 3 – Field Reconnaissance – Subsurface & Survey

- a. Subsurface vendor to mobilize and perform subsurface investigation;
- b. Subsurface deliverable to include probe/boring logs identifying depth to refusal, groundwater levels, roadway materials (select areas), and evaluate soil characteristics for potential stormwater BMPs;
- c. Surveyor to review tax maps, deeds, and other available public documents to understand ROW and easements in the project area;
- d. Surveyor to perform existing conditions survey including elevations, observable landmarks (e.g., edge of road, sidewalks, buildings, trees and manhole structures with inverts, etc.) and underground utility locations. ROW and utility easements will be shown on the base plan. The survey shall be 0.01-foot accuracy and done in the NH State Plane coordinate system, NAD83 to be compatible with the Town's GIS system.
- e. Surveyor to perform wetlands delineation, as needed, and show limits on base plan;

Task 4 – Conceptual Design (30%)

- a. Assemble base plan information from surveyor and develop schematic plan of proposed water, sewer, and drainage improvements;
- b. Review schematic plan with Town staff and discuss proposed water and sewer utility alignments, design alternatives (pipe rehabilitation, alternate sewer alignments), water valve and hydrant locations, limits of easements, constructability concerns; construction sequencing, traffic controls, roadway restoration options;
- c. Re-visit the project scope and update opinions of cost based on schematic level plans and advise Town of updates;
- d. Update project schedule based on conceptual level planning with input from

Town staff;

- e. Evaluate funding options – define pros & cons. Assist with funding application(s) if deemed appropriate;
- f. Update public outreach content;

Task 5 – Preliminary Design (65%)

- a. Develop preliminary plan and profiles of the utilities within the ROW and defined easements;
- b. Evaluate need for temporary water service during construction and identify/recommend adjustments to construction schedule;
- c. Update opinion of project cost for a CIP request in June 2020;
- d. Meet with Town staff to review updated utility improvement plans, funding options, construction alternatives, construction sequencing, construction schedule, discuss alternative BMPs and costs to implement;
- e. Schedule DES pre-submission meeting to introduce DES Water Division staff to project;
- f. Submit environmental permit applications, as needed;
- g. Coordinate with the private utility companies for any pole or utility relocations to complete their efforts in a timely manner;
- h. Update public outreach content and conduct a neighborhood meeting to receive input.

Task 6 – Final Design Services (90%)

- a. Prepare final design plans with notes and details including material specifications, bid schedule, and contract documents;
- b. Prepare a general construction site sediment and erosion control plan;
- c. Prepare final opinion of project cost and submit with plans and details – provide printed and pdf copies to Town staff for review.
- d. Meet with Town Staff to discuss and incorporate Town comments into final documents;
- e. Submit final design documents to NHDES for review and comments - incorporate review comments into final documents for bidding;
- f. Update project opinion of cost based on final approved plans and details – submit to Town staff;
- g. Update public outreach content and schedule public presentation;
- h. Provide two (2) complete sets of plans and specifications to Town staff. The final plan and profile will be at a scale of 1" = 20'(H) and 1" = 4'(V). The plans will show all observable features with existing and proposed underground utilities. The

Swasey Parkway Rules and Permits - Discussion

Rules for Use of Swasey Parkway Exeter, New Hampshire

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

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

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

Category	# of Vendors	Length of Event	Resident vs. Non Resident	Number of People Attending	Fees
Non-Profit		One- Day Event	Resident Organization	Up To 50 People	\$75
Non-Profit		One- Day Event	Resident Organization	More than 50	\$150
Non-Profit		One - Day Event	Non- Resident Organization	Up to 50 people	\$150
Non-Profit		One - Day Event	Non- Resident Organization	More than50	\$300
For Profit	Single//Multiple Vendor(s)	One-Day Event	N/A	More than 50	\$250
	Single Vendor	Seasonal	N/A	More than 50	\$1,000
	Multiple Vendors	Seasonal	N/A	More than 50	\$1,200

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- The use of tent stakes is not permitted.
- The use of bicycles, skateboards and other such vehicles is limited to the street only.
- Nothing is to be attached to the trees or shrubs; either permanently or temporarily.
- There can be no removal of trees or shrubs or any part of these except with the permission of the Trustees.
- Design, construction and planting decisions are made by consultation with the Trustees.
- The Pavilion use along with any **planned** activity in the parkway with more than 20 people in attendance must have approval by the ~~Select Board~~ Parks and Recreation Department by permit.
- No individual or group may charge for the use, or fenced in areas, of Swasey Parkway except for events in which state law requires containment, such as for events that sell alcoholic beverages. In addition, permits for such events must be issued by the Town of Exeter. Fines for nonadherence to these rules are administered according to Town ordinances.

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

Category	# of Vendors	Length of Event	Resident vs. Non Resident	Number of People Attending	Fees
Non-Commercial Non-Profit		One- Day Event	Resident Organization	Up To 20 50 People	\$75
Non-Commercial Non-Profit		One- Day Event	Resident Organization	More than 20 50	\$150
Non-Commercial Non-Profit		One - Day Event	Non- Resident Organization	Up to 20 50 people	\$150
Non-Profit		One - Day Event	Non- Resident Organization	More than 20 50	\$300
Commercial For Profit	Single//Multiple Vendor(s)	One-Day Event	N/A	More than 20 50	\$250
	Single Vendor	Seasonal	N/A	More than 20 50	\$1,000
	Multiple Vendors	Seasonal	N/A	More than 20 50	\$1,200

Pavilion-Use Fee					\$25 in addition to the above
Community Event					The fee will determine:

Public Hearing – Facility and Swasey Parkway Fees

**TOWN OF EXETER
MEMORANDUM**

TO: Russ Dean, Town Manager
CC: Melissa Roy, Assistant Director of Parks and Recreation
FROM: Greg Bisson, Director of Parks and Recreation
RE: Permitting Process of Town Facilities and Parks
DATE: 07/12/2019

Beginning April 2019 Parks and Recreation took over the Town permitting process for facilities and parks from the Town Manager's office. Since doing so, there have been discussions on how to make the process more streamlined, as well as, proposing changes to keep the Town up to date with industry standards. Below is a bulleted list of topics to be discussed at the Select Board meeting scheduled for Monday, July 15, 2019.

- Police and Fire Chiefs have made multiple suggestions for changes to the permitting policies.
 - clarifying a no weapons clause
 - requiring 30 days notice for all political events
 - having each department (police and fire) determine how many detail must be booked for any given event
 - setting a new maximum occupancy for the Town Hall
 - predetermining 2-4 possible political event layouts to have political renters pick from rather than creating their own unsafe setups
- Paying the police and fire details out of the \$1,500 fee paid by any political event
- Propose new Swasey Parkway fees-eliminating the "Community event category"
- Suggest there be no waivers of fees for any event to make the process fair to all
- Propose the Senior Center fee be changed to \$20 per two hours to match other buildings in Town such as the Recreation Department
- Proposing an administrative fee for all 5K's and road races
- Proposing that all Parks and Recreation events be reviewed and approved by the Town Manager unless alcohol is involved, in which case, the event will be proposed to the Select Board
- Creating a Resident vs. Non- resident permit application time frame for groups looking to book any Town facility/park
- Parks and Recreation would like to propose a more streamlined process for having the necessary department heads sign off on each event

Motions:

To make a motion to accept the changes to the following policies; Property Use Policy, Fee Schedule For Facilities, Rules For Renters of Town Hall, Rules for Use of Swasey Parkway, and adopting the Rules for Applying For Town Permits.

To make a motion to hold a public hearing to accept the changes in fees for Swasey Parkway, Road Race Permits, and Senior Center.

Respectfully Yours
Greg Bisson
Director Exeter Parks and Recreation

Tax Abatements, Veterans Credits & Exemptions

Permits And Approvals

**TOWN OF EXETER, NH
EVENT APPLICATION**

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

The Town of Exeter requires licensing for all Special Events where the Select Board is the licensing authority. Mail applications to Parks and Recreation, 32 Court Street, Exeter NH 03833

For information or questions call 603-773-6151 or email
mroy@exeternh.gov.

Name of Event: Prescott Park Arts Festival Winter Show Location: Exeter Town Hall

Date(s) of Event: 11/14/19-12/23/19 Start Time: Varies End Time: Varies

Event Representative Name: John Moynihan

Address: 105 Marcy Street

Town: Exeter State: NH Zip: 03833

Phone: 603-312-2917 Email: john@prescottpark.org

No. of Volunteers/Workers per Day: 15 # Anticipated Spectators: 250

List Vendor(s) Names: _____

Describe (in detail) the proposed event: Prescott Park Arts Festival is requesting use of the Town Hall

main floor as well as the back room for our Winter Production in 2019. For the
past three years, we have had incredibly succesful holiday productions in the
town hall and can't wait to back for at 4th year. We accomodate the dates for other groups
as well. There is a small concession stand and bar that we've operated successfully.

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

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

EXTV Tech/AV Services needed

Blocking Off Road(s) _____

Signboard: Plywood (2 weeks) or Poster (1 week) Dates:

A-Frame Quantity, Dates, Location: _

Parking Spaces: Location: _

Event checklist

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

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

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

- One day license for selling/serving liquor: Application at <https://www.exeternh.gov/community/about-town-facility-use>
- Hawkers/Peddlers (door to door sales): Application at <https://www.exeternh.gov/townmanager/solicitorpeddlervending-permit>

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

You must submit the following with this application:

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

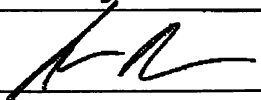
8. **Sanitary Facilities Plan:** A plan appropriate for the number of attendees, which will include information relative to portable toilet facilities, trash containers, and a provision that the property and surrounding areas and roadways shall be cleared of all debris within 12 hours following the event.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

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

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

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

PRINT NAME: John Moynihan DATE: 11/21/19

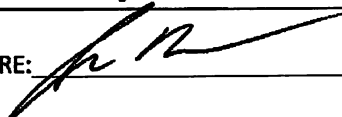
APPLICANT SIGNATURE: 

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

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

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

PRINT NAME: John Moynihan DATE: 11/21/19

APPLICANT SIGNATURE: 

1. Certificate of Insurance: On File

The Town requires liability insurance to be submitted with this completed application. Required amounts: General Liability/Bodily Injury/Property Damage: \$300,000/\$1,000,000. The Town must be listed as additionally insured.

2. Site Plan: Attached.

A drawing of the event layout, including parking, facilities, vendor setup etc. (even if you supplied one in previous years).

3. Security/Crowd Control Plan:

Describe the number of detail police officer(s) to manage the maximum seating capacity of indoor events or to secure, control, and assure compliance with laws and licensing conditions in the case of an outdoor event.

---We do not have detail officers during the production, as attendance is usually around 200 people.

4. Traffic Control/ Parking Plan:

The estimated number of vehicles, provisions for parking, number of police officers or employees necessary to control traffic, type and location of any signs, and any other accommodations or procedures planned to handle attendees and their vehicles.

---Attendees and their vehicles use street parking in various downtown locations. In the past 3 years, we have never encountered any problems with parking. We do not need any special street or road services.

5. Fire Emergency Plan:

The estimated number of occupants of all indoor events to assure compliance with the laws and permit rules and conditions required by the NH State Fire Code and its adopted references for places of assembly.

---During our pre-show announcements, we explain all locations of the exits, emergency exits, and ushers to help in any sort of emergency should the need arise to evacuate the building. We take precautions to make sure all production sets and pieces do not block exits and all pathways are clear at all times.

6. Ambulance/ Medical Service Plan:

Detail the on-site emergency medical services and transportation plan.

---Most of our staff members are CPR Certified and have AED Training, as it is necessary during our summer season. Should any medical problems occur, all staff and volunteers are to notify the authorities.

7. Ticket Distribution Plan:

Outline the distribution of tickets prior to the event and/or at the time and place of the event, including provision for a limitation on ticket sales to maintain required occupancy levels and provision for the refund of ticket costs in the event of cancellation of the event.

---We sell tickets online through our website as well as have day-of sales in person. Any box office questions can be directed to John Moynihan, john@prescottpark.org.

8. Sanitary Facilities Plan:

A plan appropriate for the number of attendees, which will include information relative to portable toilet facilities, trash containers, and a provision that the property and surrounding areas and roadways shall be cleared of all debris within 12 hours following the event.

---During our Top of Show speech, we tell the audience the bathrooms are located outside, around the corner. We print out signs so they are easy to find. After every rehearsal and performance, we clean, sweep, and vacuum the space.

9. FoodService Plan:

A food service plan, which may require review and acceptance by the Exeter Health Officer or a vendor permit from the Fire Department.

---In previous years, our small concession stand typically carries baked goods, hot chocolate, popcorn, and water. We also have a bar, in which we acquire a liquor license and have training.

10. Special Duty Service Fees:

The application fee does not include the costs of Fire or Police protection, or any other extra Town expense required to protect the health and safety of the public which can reasonably be attributed to the event. All such costs associated with the use of active and stand-by emergency and other services provided by the Town of Exeter, or by other towns' emergency services, shall be borne by the applicant, promoter or sponsor.

---Not needed



Town of Exeter
 Parks and Recreation Dept
 32 Court Street
 Exeter, NH 03833
mroy@exeternh.gov
 603-773-6151 fax 603-773-6152

Special One-Day Malt/Wine License Application

Name of Applicant and/or Organization Applying: Prescott Park Arts Festival
 (To appear on license)

Full Address: 105 Marcy Street, Portsmouth, NH 03801

Applicant's Cell Number: 603-312-2917 Organization Phone: 603-436-2848

Applicant's Email: john@prescottpark.org Organization Email: john@prescottpark.org

Type of Event: Winter Musical - ELF Admission Fee: \$25/ticket

Type of Alcohol to be served: Beer & Wine Wine Beer

Type of Alcohol to be tasted: Beer & Wine Wine Beer

Event Date: 12/13, 12/14, 12/20, 12/21 Hours of Event (to & from): 12:30pm-9:30pm

Location of event within the Town: Auditorium Art Gallery & Backroom Swasey Parkway

Expected number of attendees: 200/event Age Range of Attendees: 5-95

TOWN OF EXETER LIABILITY DISCLAIMER FOR SPECIAL ONE-DAY LICENSES

By exercising the privileges of this Special One-Day License in serving persons with alcoholic beverages, the Licensee is potentially exposed to significant liability for injuries and damages to the persons served or to others who are injured or damaged by the persons served. Your acceptance and exercise of this Special One-Day License will be deemed to be acknowledgement that you are aware of this potential liability.

You are encouraged to discuss the risks associated with exercising your privileges of this Special One-Day License and the appropriate precautions to avoid injuries, damage and liability to others with your legal advisor.

The Town of Exeter and the Select Board, acting as the Local Licensing Authority, shall not be liable to the Licensee or to others if injury or damage shall result from the exercise of this Special One-Day License.

By signing this form, the Applicant acknowledges that he/she understands and will comply with all applicable liquor regulations set forth by the NH Liquor Commission and the Town of Exeter.

Applicant's Signature

11/21/19
 Date

REQUIRED DOCUMENTATION TO SUBMIT WITH APPLICATION:

- Completed license application with cash/check fee, made payable to *Town of Exeter*.
- Invitation/flyer/letter of explanation regarding event.
- Certificate of Liability Insurance, providing General Liability/Bodily Injury/Property Damage: \$300,000/\$1,000,000, and liquor liability with reasonable limits of coverage, except that liquor liability shall have minimum coverage of \$1,000,000 per occurrence and \$2,000,000 in the aggregate, whereas the policy shall carry an endorsement that the Town of Exeter shall be notified by the insurer no less than ten days prior to the cancellation of said coverage. **The Town of Exeter must be named on the certificate as an additional insured for the event.**
- Procedures of premises of a reasonable precise nature that clearly delineates the location and manner in which Alcoholic beverages will be served, delivered, and/or dispensed.
- On a separate piece of paper, please **describe the manner in which alcohol will be served** to your guests to ensure compliance with existing laws (check IDs, table service/bar, etc.) and specify the manner by which service of such beverages, if minors are in attendance, will be controlled. Minors are not allowed within the area where alcohol beverages are dispensed.
- On a separate piece of paper, please **attach a floor plan** (8.5x11 white paper) of the event area, showing the exact location where alcoholic beverages will be delivered, served and consumed. This can be hand-drawn, if necessary.

GUIDELINES:

- Application for Special One-Day License must be submitted no less than two weeks prior to event.
- Application must be submitted with the one day fee of: \$100
- Malt/wine may only be served at an open bar if a bona fide invitation is received by all attendees.
- Events can only be held on day and date approved on license. No refund is possible after a Special One-Day License has been issued if not used on date specified.
- Malt/wine must be delivered the day of the event and removed from the premises after the event, by the expiration of the Special One-Day License.
- Special One-Day Licenses can only be issued for events occurring between 11:00 a.m. - 11:00 p.m., Monday -Sunday.
- No person/organization shall be granted a special license more than five (5) times in a calendar year.
- License must be posted in the most conspicuous place at the location of event.
- DO NOT allow anyone to bring their own alcoholic beverages to your event.
- Control and properly police the area where the alcoholic beverages are being dispensed. Do not permit persons to carry their alcoholic beverages outside the approved area for consumption.
- Unless waived by the Police Chief in writing, a police detail is required, beginning ½ hour prior to guest arrival and continuing until all guests have left the premises. It is the applicant's responsibility to coordinate these details. The payment of the detail is the responsibility of the applicant at applicable rates.

For Official Use Only

Police Acknowledgement:

Police Chief Signature: _____ Date: _____

Security Concerns: _____

Select Board's Actions: (List date below)

Granted: _____ Rejected: _____

Restrictions/Conditions/Remarks: _____



PRESCOTT PARK ARTS FESTIVAL AND EXETER HOSPITAL PRESENT



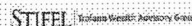
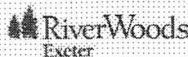
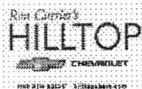
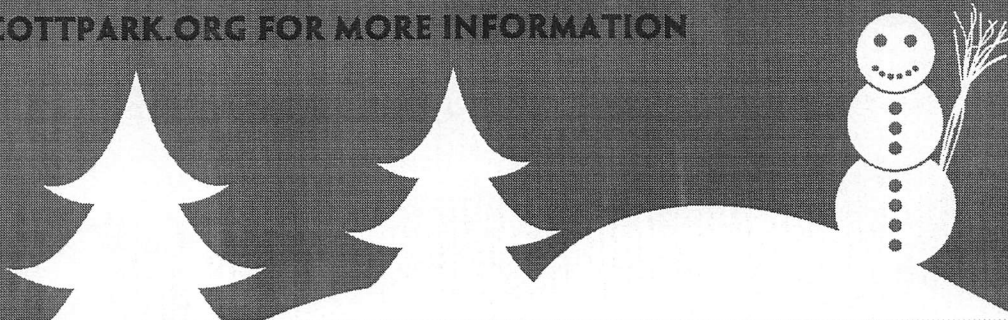
The Musical

DECEMBER 13-22ND
AT THE HISTORIC TOWN HALL THEATER
EXETER, NH

TICKETS: \$25/\$20/\$10

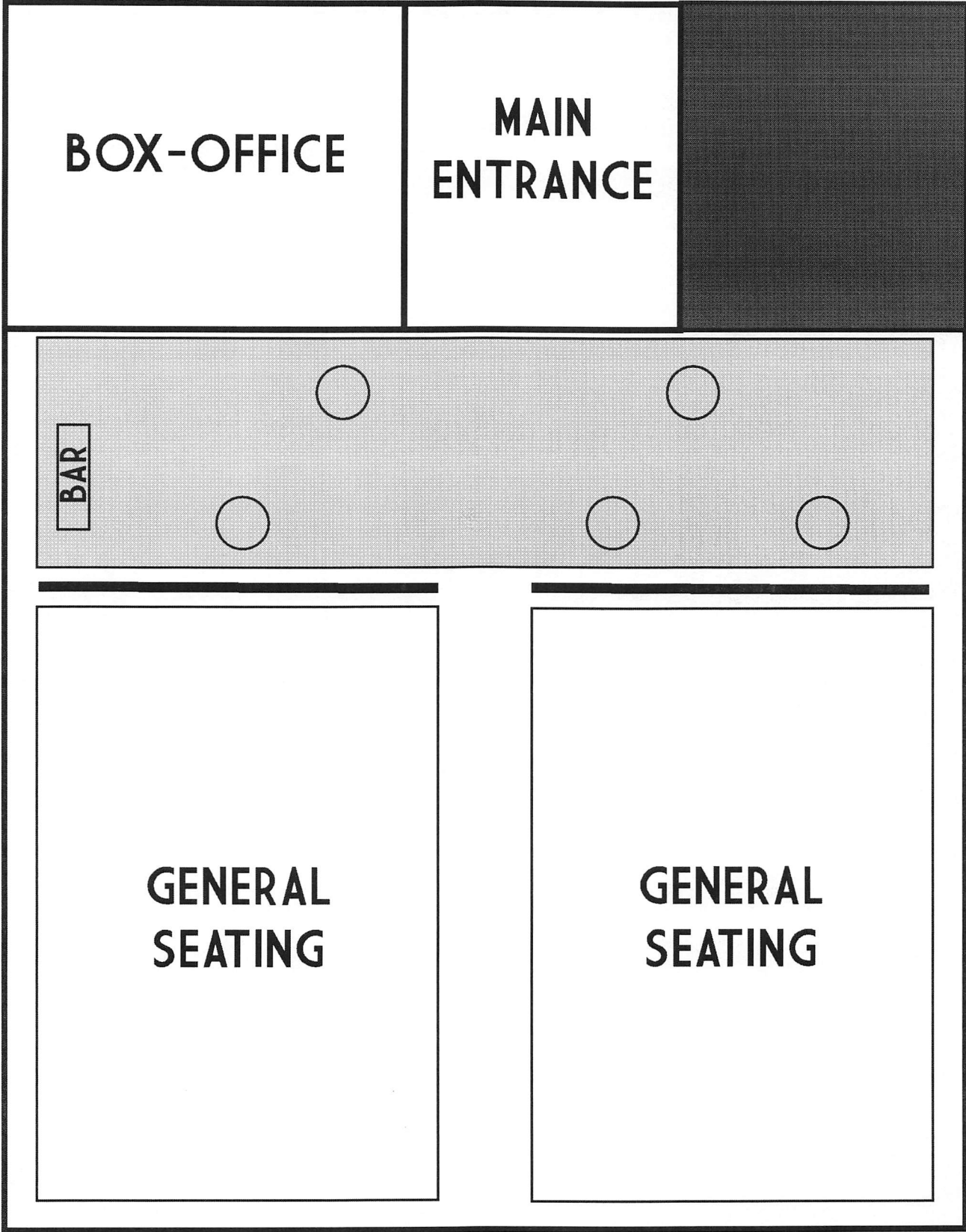
VIP TICKETS: \$40

VISIT PRESCOTTPARK.ORG FOR MORE INFORMATION



Manner in which alcohol will be served:

- Guest will be able to purchase and consume alcohol beverages from licenses attendants after furnishing proper ID.
- Guests will not be allowed to leave the designated area with their drinks.
- The bar will be open preshow and during intermission only. Drinks will not be sold while the show is up, nor will the bar be open once the show ends.
- Guests will be given their beverages in plasticware. No glass will be provided to guests.
- Bar attendees will not serve alcohol to anyone who is not wearing a wrist band.
- Ushers and PPAF staff will enforce the policies and procedures, including monitoring of designated and non-designated areas to ensure guests adhere to these guidelines. If any one person does not adhere to these guidelines, they will be asked to leave the performance.



BOX-OFFICE

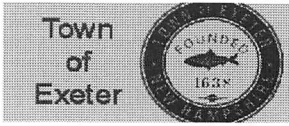
**MAIN
ENTRANCE**

BAR

**GENERAL
SEATING**

**GENERAL
SEATING**

STAGE



Russ Dean <rdean@exeternh.gov>



Fwd: Prescott Park Arts Festival

Melissa Roy <mroy@exeternh.gov>
To: Russ Dean <rdean@exeternh.gov>

Fri, Nov 22, 2019 at 1:33 PM

This has been approved by Chief Poulan.
[Quoted text hidden]

2 attachments

-  Prescott Park Arts Festival Event Application_final.pdf
148K
-  Elf Liquor License_final.pdf
4219K



Town Manager's Office

NOV 12 2019

Received

November 7, 2019

Exeter Selectmen
10 Front Street
Exeter, NH 03833

RE: SIGNS

Dear Selectpersons:

Last year you approved the placing of the Tonry Christmas Tree signs on the end of Route 88, conditional on obtaining yearly approval. This letter is to request that you allow us to place the same sign in the same location as last year. This year we will not be placing our sign throughout the fall weekends but would like to have it up from November 28th through December 24th.

Thank you for your consideration. Should you have any questions please feel free to contact me at 603-770-6157.

Sincerely,

Abigail Tonry

Correspondence

NOV 12 2019

Received

November 7, 2019

Dear Members of Select Board,

I am a resident of Senior Housing at 277 Water Street and have been a resident of Exeter since 1974.

I am writing to request that you support the plan by the Exeter Recreation Department to have a multi-generational complex built on the Hampton Road site where the current pool and playing fields are now.

I feel this would be a great asset to the town for people of all ages.

The current Senior Center doesn't have enough space or times available to have many programs

Also the current Recreation Department does not have the space needed for their activities.

The staff at the Recreation Center have been wonderful to the Seniors at 277 Water Street by providing crafts and have made walking at the Y available to us. If they had better facilities these activities could be available to all seniors in town.

Please put this letter in the agenda packet and hopefully on the March ballot.

Sincerely,

Gail Grannan

Gail Grannan



Russ Dean <rdean@exeternh.gov>

Fwd: CWSRF Westside Dr, Salem St, Siphons

5 messages

Jennifer Perry <jperry@exeternh.gov>

Fri, Nov 15, 2019 at 12:58 PM

To: Russ Dean <rdean@exeternh.gov>

Cc: Jennifer Mates <jmates@exeternh.gov>, Paul Vlasich <pvlasic@exeternh.gov>, Matt Berube <mberube@exeternh.gov>

Hi Russ,

Jen just clarified a couple things on CIP discussions and CW SRF:

- NHDES has approved Westside Drive for a **\$75k planning grant**. The warrant article will still need to indicate the \$100k authorization, but we only pay \$25k
- The siphons **are** on the CW SRF 2019 priority list with 10% principal forgiveness. We are checking back with NHDES because the sewer rate increases occurred after the pre-app was submitted and we may be eligible for more funding and forgiveness. We do not plan on using SRF for Salem St because the Davis Bacon wage rates and US steel cost increases do not make it worthwhile; we are checking to see if some of that money can be shifted to the siphons.
- We are also preparing a warrant article for ww vertical assets (pump stations) for a \$30k DES grant. We do not have to provide match. We will have more info next week.

Thanks,
Jennifer

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

From: **Jennifer Mates** <jmates@exeternh.gov>

Date: Fri, Nov 15, 2019 at 9:08 AM

Subject: CWSRF Westside Dr, Salem St, Siphons

To: Jennifer Perry <jperry@exeternh.gov>, Paul Vlasich <pvlasic@exeternh.gov>, Matt Berube <mberube@exeternh.gov>

In addition to the regular CWSRF for Salem St and the Siphons that was approved with 10% principal forgiveness, we received a planning grant of \$75k for Westside Drive. They are all loans with principal forgiveness, so they need to be warrant articles.

guidance doc: <https://www.des.nh.gov/organization/divisions/water/wweb/documents/cwsrf-stormwater-wastewater-guidance.pdf>

list:

<https://www.des.nh.gov/organization/divisions/water/wweb/documents/final-ppl.pdf>

Jennifer Mates, P.E.
Assistant Town Engineer
Public Works Department
13 Newfields Road
Exeter, NH 03833
(603) 418-6431
jmates@exeternh.gov

Like us on Facebook!

--

Jennifer Royce Perry, P.E., Director
Exeter Public Works
13 Newfields Road
Exeter, NH 03833

(603) 773-6157

Enhancing, Preserving Community & Environment

Like us on Facebook!

Russ Dean <rdean@exeternh.gov>

Fri, Nov 15, 2019 at 1:06 PM

To: Jennifer Perry <jperry@exeternh.gov>

Cc: Jennifer Mates <jmates@exeternh.gov>, Matt Berube <mberube@exeternh.gov>, Paul Vlasich <pvasich@exeternh.gov>

Great job everyone!!

Great news thank you for all your efforts!

[Quoted text hidden]

Russ Dean <rdean@exeternh.gov>

Sat, Nov 16, 2019 at 10:47 AM

To: Kathy Corson <kcorsen@exeternh.gov>, Molly Cowan <mcowan@exeternh.gov>

News from DPW. Great job by all!

Russ

Forwarded Conversation

Subject: Fwd: CWSRF Westside Dr, Salem St, Siphons

[Quoted text hidden]

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

Date: Fri, Nov 15, 2019 at 1:06 PM

To: Jennifer Perry <jperry@exeternh.gov>

Cc: Jennifer Mates <jmates@exeternh.gov>, Matt Berube <mberube@exeternh.gov>, Paul Vlasich <pvasich@exeternh.gov>

[Quoted text hidden]

Kathy Corson <kcorsen@exeternh.gov>

Sat, Nov 16, 2019 at 10:49 AM

To: Russell Dean <rdean@exeternh.gov>

This sounds fantastic.

Kathy Corson

603-686-9600

[Quoted text hidden]

Molly Cowan <mcowan@exeternh.gov>

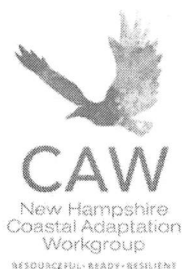
Sat, Nov 16, 2019 at 12:37 PM

To: Russ Dean <rdean@exeternh.gov>

Cc: Kathy Corson <kcorsen@exeternh.gov>

This is exciting!

[Quoted text hidden]



NH Coastal Climate Summit VIII

TIPS, TOOLS, AND PERSPECTIVES: PAYING FOR CLIMATE ADAPTATION AND RESILIENCE

Hugh Gregg Coastal Conservation Center, Great Bay National Estuarine Research Reserve
December 4, 2019

AGENDA

- 8:30 WELCOME** – *Steve Miller, Great Bay National Estuarine Research Reserve (GBNERR)*
- 8:45 SETTING THE STAGE** – *Cameron Wake, University of New Hampshire*
- 9:00 HOW IT REALLY FEELS | MUNICIPAL PERSPECTIVE** – *Todd Selig, Town of Durham*
- 9:15 TAKING ADVANTAGE OF EXISTING PROGRAMS** – *Cory Riley, GBNERR*
- ◆ **NH Homeland Security and Emergency Management (HSEM) funds**
 - Overview of the Funding Source – *Whitney Welch, HSEM*
 - Use of HSEM Funds for Adaptation – *Alexx Monastiero, HSEM*
 - ◆ **State Revolving Loan Funds**
 - Clean Water State Revolving Fund Loan Program – *Beth Malcolm, NH Department of Environmental Services (NHDES)*
 - Durham project – *Kyle Pimental, Strafford Regional Planning Commission*
 - ◆ **Aquatic Resource Mitigation Funding**
 - Overview of funding source – *Lori Sommer, NHDES*
 - Lubberland Creek, Newmarket – *Steve Fournier, Town of Newmarket*
 - ◆ **Questions and Facilitated Discussion** – *Cory Riley, GBNERR*
- 10:45 BREAK**
- 11:00 EXPLORING THE BENEFITS OF STORMWATER UTILITIES** – *Sherry Godlewski, NHDES*
- ◆ **Introduction to Stormwater Utilities | Co-Benefits** – *Deb Loiselle, NHDES*
 - ◆ **Success Story: Portland, ME** – *Ed Suslovic, City of Portland*
 - ◆ **Dual Purpose: Northampton, MA** – *Ben Sweeney, NHDES*
 - ◆ **Feasibility Study and Lessons Learned: Dover, NH** – *Chris Parker, City of Dover*
 - ◆ **Questions and Facilitated Discussion** – *Sherry Godlewski, NHDES*
- 12:30 CAW CLIMATE CHAMPION AWARD PRESENTATION**
- 12:45 LUNCH**
- 1:45 CREATIVE APPLICATIONS OF EXISTING TOOLS** – *Julie LaBranche, Rockingham Planning Commission*
- ◆ **Nuts and Bolts** – *Steve Buckley, NH Municipal Association*
 - ◆ **Dover: Transfer of Development Rights and Tax Increment Financing** – *Chris Parker, City of Dover*
 - ◆ **Exeter: Tax Incentives/Credits in RSA 79-E Community Revitalization Tax Relief Incentive** – *Darren Winham, Town of Exeter*
 - ◆ **Portsmouth: Innovating the Day to Day** – *Peter Britz, City of Portsmouth*
 - ◆ **Questions and Facilitated Discussion** – *Julie LaBranche, Rockingham Planning Commission*
- 3:00 WRAP UP AND NETWORKING WITH HOLIDAY COOKIES**

Registered 11/21/19 Paid
Conf. # 97632

NOV 20 2019

Received



November 19, 2019

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

RE: Important Information—Price Changes

Dear Chairman and Members of the Board:

At Comcast, we're committed to delivering the entertainment and services that matter most to our customers in your community, as well as exciting experiences they won't find anywhere else. As we continue to invest in our network, products, and services, the cost of doing business rises. Programming fees - the cost associated with carrying the programming our customers demand, especially broadcast television and sports programming - continue to rise each year and are one of our biggest expenses. While we absorb some of these costs, these fee increases affect service pricing. As a result, starting December 20, 2019, prices for certain services and fees will be increasing. Please see the enclosed Customer Notices for more information.

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

- Xfinity Stream app included with Xfinity TV has the most free shows and movies
- Apps like Netflix, Pandora, Amazon, and YouTube integrated on our X1 platform and easily accessed using our Voice Remote
- 163,000+ shows and movies on Xfinity On Demand
- Enhanced control of in-home WiFi with Xfinity xFi
- Advanced security with the Xfinity Wireless Gateway
- The fastest Internet speeds in the country
- 19 million Xfinity WiFi hotspots nationwide

Also, effective December 20, 2019, AnyRoom DVR Service will no longer be available for new subscriptions. If you currently have AnyRoom DVR Service you will continue to receive this service until you make a change or you receive further notice.

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

Sincerely,

Jay Somers

Jay Somers, Sr. Manager
Government Affairs

Attachment: Customer Notices

Important Information Regarding Xfinity Services and Pricing

Effective December 20, 2019

To our viewers, streamers, gamers, and online shoppers,

At Xfinity, we love keeping you connected to what matters most. We're proud to deliver exciting experiences you won't find anywhere else.

We want to let you know about some improvements we've made to your services, and also to tell you the cost of some of our services will be increasing. Nobody likes price increases, including us, but they happen periodically for a few reasons. Network programming fees—the amount networks charge us to put their channels on our cable system—go up every year, and they are among our biggest expenses. While we absorb some of these costs, these fee increases affect service pricing.

We continue to invest in our products and services. These investments lead to big improvements year after year, including:

- Powerful in-home WiFi and a more reliable network with more capacity
- The fastest Internet speeds in the country
- Exciting new technology you depend on, and the integration of the apps you use every day
- Thousands of shows and movies available to watch on any screen, for our TV and Internet customers alike

You deserve the best, so we won't compromise on the experiences we create for you. As always, we sincerely thank you for being an Xfinity customer.

Your Xfinity Team

If you have a promotional offer with your services right now or you are on a minimum term agreement for your services, the prices for those specific services will not be affected during the applicable period. However, equipment charges, charges for additional features, taxes, and other fees, including the Broadcast TV Fee and Regional Sports Network Fee, are subject to change and could affect the overall amount you pay during the applicable period. When your promotional offer or contract term ends, your price for those services will reflect our new package prices.

Experience the benefits of Xfinity

Xfinity Internet:

The fastest Internet speeds in the country, including offering 1 Gigabit download speeds, available to 90% of our customers

19 million Xfinity WiFi hotspots nationwide

Xfinity TV:

Xfinity Stream app included with Xfinity TV has the most free shows and movies

Stream apps like Netflix, Pandora, Prime Video, and YouTube on X1 with the Voice Remote

163,000+ shows and movies on Xfinity On Demand

More details on these price changes are enclosed. For additional information, go to xfinity.com/pricechanges. For details on Xfinity features included with your service, see my.xfinity.com.

Important Information Regarding Xfinity Services and Pricing

Effective December 20, 2019

QUAD PLAY PACKAGES	Current	New
with Xfinity Home Security add	\$39.95	\$30.00
with Xfinity Home Security Plus add	\$49.95	\$40.00

XFINITY® TV	Current	New
Broadcast TV Fee	\$10.00	\$14.95
Franchise Costs		
Concord	\$.30	\$.31
Hampstead	\$.87	\$.90
Plaistow	\$.65	\$.68
Seabrook	\$.23	\$.24
Regional Sports Fee	\$8.25	\$8.75
Starz®	\$12.00	\$8.99
TV Box Limited Basic	\$2.50	\$4.60
HD TV Box Limited Basic	\$2.50	\$4.60
TV Box	\$2.50	\$4.60
Remote	\$.18	\$.40
Service to Additional TV - with CableCARD	\$7.27	\$4.95
Customer-Owned Video Equipment Credit	\$2.50	\$5.00

XFINITY® Internet	Current	New
Performance - Xfinity Internet Service Only	\$74.95	\$77.95
Performance - with Xfinity TV or Voice Service	\$61.95	\$64.95
Performance Pro - Xfinity Internet Service Only	\$89.95	\$92.95
Performance Pro - with Xfinity TV or Voice Service	\$76.95	\$79.95
Blast! - Xfinity Internet Service Only	\$94.95	\$97.95
Blast! - with Xfinity TV or Voice Service	\$81.95	\$84.95
Extreme Pro - Xfinity Internet Service Only	\$99.95	\$102.95
Extreme Pro - with Xfinity TV or Voice Service	\$86.95	\$89.95
Gigabit - Xfinity Internet Service Only	\$104.95	\$107.95
Gigabit - with Xfinity TV or Voice Service	\$91.95	\$94.95
Modem Rental	\$13.00	\$14.00
Gigabit Pro Speed Upgrade	\$238.00	\$235.00

Allenstown, Concord, Exeter, Goffstown, Hampstead, Manchester, Nashua, Pembroke, Plaistow, Salem, Seabrook, Somersworth & Stratham, NH

*Important Information – Price Changes
November 19, 2019
Additional Information*

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

Bill Message Text:

“PRICING UPDATE: In addition to the price changes listed on the general Important Information Regarding Xfinity Services and Pricing, on December 20, 2019, the price of [package or service name from below] will increase/decrease from \$XX.XX to \$XX.XX per month. Prices exclude taxes and fees.”

XFINITY® TV	Current	New
Curiosity Stream OnDemand Subscription	\$5.99	\$2.99

SERVICES NO LONGER AVAILABLE FOR NEW SUBSCRIPTIONS	Current	New
Stream TV w/ HBO	\$10.00	\$15.00
Basic Latino TV	\$25.27	\$28.27
MultiLatino Ultra Package	\$76.22	\$79.72
Performance Internet + Limited Basic		
Merrimack	\$81.94	\$84.94
Colchester	\$90.94	\$93.94
Concord, Derry, Exeter, Goffstown, Hillsboro, Manchester, Milford, Nashua, Salem	\$91.69	\$94.69
Performance Extra Double Play		
Merrimack	\$77.99	\$84.94
Concord, Derry, Exeter, Goffstown, Hillsboro, Manchester, Milford, Salem	\$77.99	\$94.69
Economy Plus Latino Double Play	\$109.22	\$112.22
Starter XF Double Play	\$129.22	\$132.22
Starter Latino Double Play	\$129.22	\$132.22
Starter Double Play w/ Performance Pro Internet	\$144.22	\$147.22
Starter Double Play w/ Blast! Internet	\$149.22	\$152.22
Economy XF Triple Play	\$156.85	\$159.85
Premier Sports Double Play w/ Performance Internet	\$189.17	\$192.17
Premier Sports Double Play w/ Blast! Internet	\$207.17	\$212.17
Premier Double Play w/ Blast! Internet	\$212.17	\$217.17

NOV 20 2019

Received



Holland COMPANY INC.

153 HOWLAND AVENUE
ADAMS, MA 01220-1199
(TEL.) 413 743-1292
(FAX) 413 743-1298

November 14, 2019

Mr. Russell Dean
Town Manager
Town of Exeter
13 Newfields Road
Exeter, NH 03833

Dear Mr. Dean,

We thank you for the invitation to Bid on Chemicals for Water Treatment for the Town of Exeter.

Although we will not be offering a quotation at this time, we ask that you keep us on your bid list for future consideration as we do manufacture Liquid Aluminum Sulfate, Sodium Bisulfite, Sodium Aluminate and Polyaluminum Chloride.

We thank you and we wish you good luck with your Bid.

Sincerely,

A handwritten signature in blue ink, appearing to read "Matthew B. Holland", with a long horizontal line extending to the right.

Matthew B. Holland
Holland Company, Inc.

MBH/lar



Town Manager's Office

NOV 12 2019

Received

November 7, 2019

Dear NHMA Member—

Municipalities face an unending variety of challenges. NHMA's purpose is to serve as a unified voice and resource for our towns and cities, through advocacy, legal services, and education. Our services are possible because of the overwhelming support of our members.

Enclosed with this letter is your municipality's 2020 NHMA dues invoice. The Board of Directors approved a three percent increase to NHMA's total dues revenue. Because the dues formula is based on population and equalized value, the percentage change for your municipality may vary. Please do not hesitate to contact us if you have any questions about your dues.

Your municipality's membership includes access to all our services, resources, and events. Here's a snapshot of NHMA at work for you in 2019:

- We launched our newly-renovated website, providing more resources and information with a streamlined, easy to navigate look (www.nhmunicipal.org).
- Our advocacy team monitored approximately 300 bills, including the state budget, and reported to you on legislative activity each week in the *Legislative Bulletin*.
- NHMA's Legal Services Attorneys answered nearly 3,000 legal questions from members and filed *amicus curiae* briefs in several cases directly affecting municipal interests.
- NHMA staff put on more than 30 educational workshops for members, including our first Annual Land Use Law Conference in October.
- NHMA Legal Services Attorneys traveled to more than 25 municipalities to provide customized, on-site *On Demand* workshops.
- We brought members 17 lunchtime webinars, on everything from timber taxes to short term rentals.
- We published six issues of our *Town & City* magazine, available in print and on our website, addressing topics such as elections, environment, and public safety services.
- As of the writing of this letter, more than 500 municipal officials and employees have registered for NHMA's Annual Conference on November 13 and 14!

over

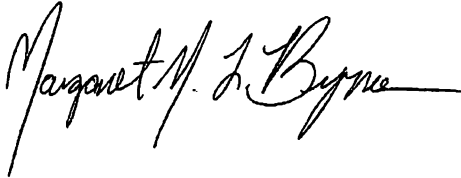
And we don't plan to slow down around here any time soon. Here's a preview of what to expect with your membership in 2020:

- NHMA's Wage-Salary Survey returns!
- An educational institute for elected governing body members will be resurrected.
- Easier reporting of your municipal officials' contact information via our new member services portal.
- Opportunity to participate in NHMA's 2020 biennial Legislative Policy Process.

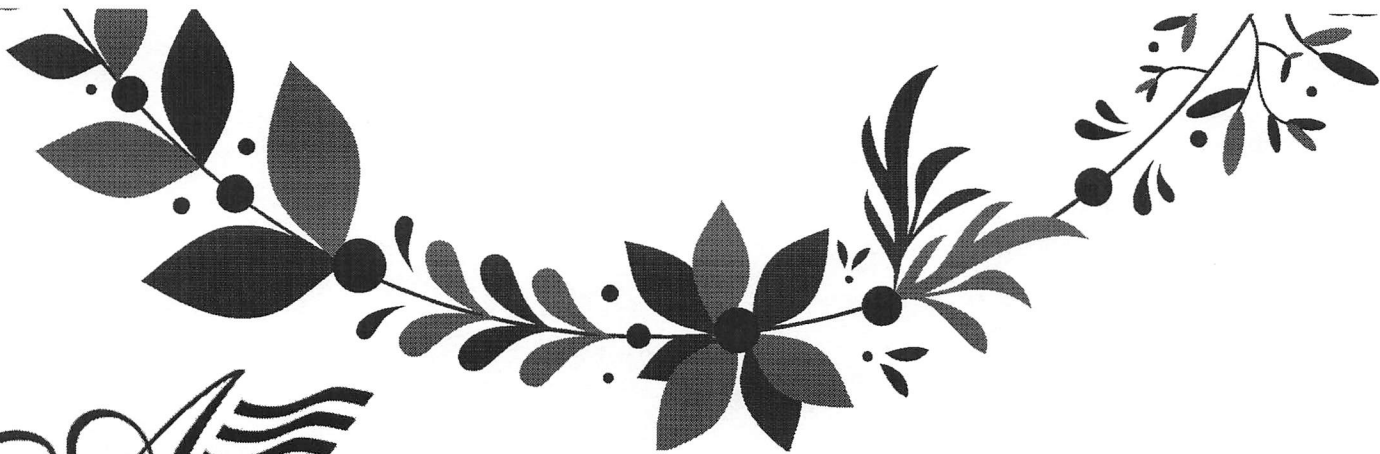
NHMA Staff and Board of Directors are proud of the work we do, and we are always looking for ways to better serve your needs. Please contact us with questions, comments, or concerns anytime; NHMA exists for you and because of you.

Thank you for your service to local government and for your support of NHMA.

Sincerely,

A handwritten signature in black ink that reads "Margaret M.L. Byrnes". The signature is written in a cursive style with a long horizontal flourish at the end.

Margaret M.L. Byrnes
Executive Director
New Hampshire Municipal Association

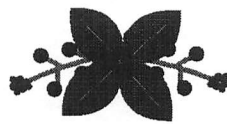


AMERICAN INDEPENDENCE MUSEUM

cordially invites you to

HOLIDAY OPEN HOUSE & SILENT AUCTION

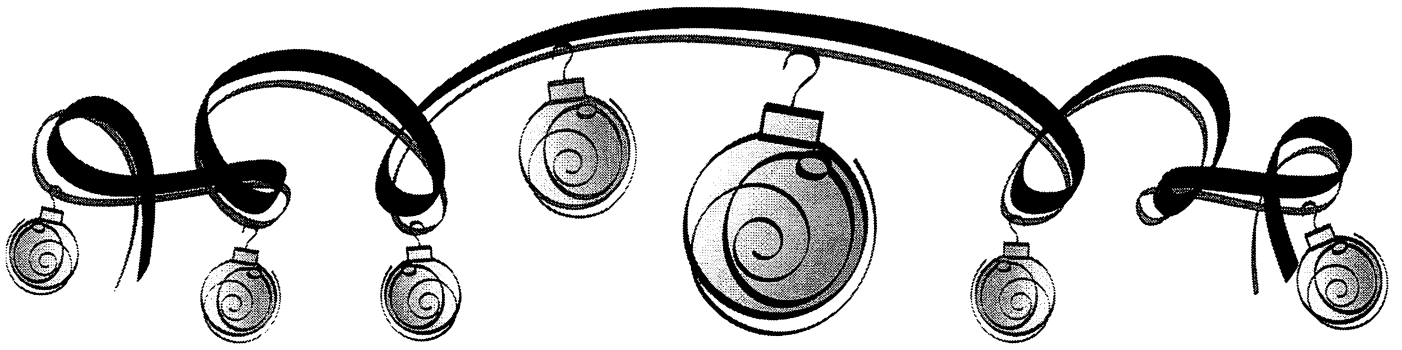
THURSDAY, DECEMBER 5, 6-8 PM
FOLSOM TAVERN, 164 WATER STREET, EXETER, NH



Join us as we celebrate the 2019 season and our wonderful community of supporters! Family and friends welcome.

Silent auction, live music, light refreshments, beer/wine available for purchase & holiday merriment!

Please consider bringing a toiletry item or diapers to donate to Seacoast Family Promise



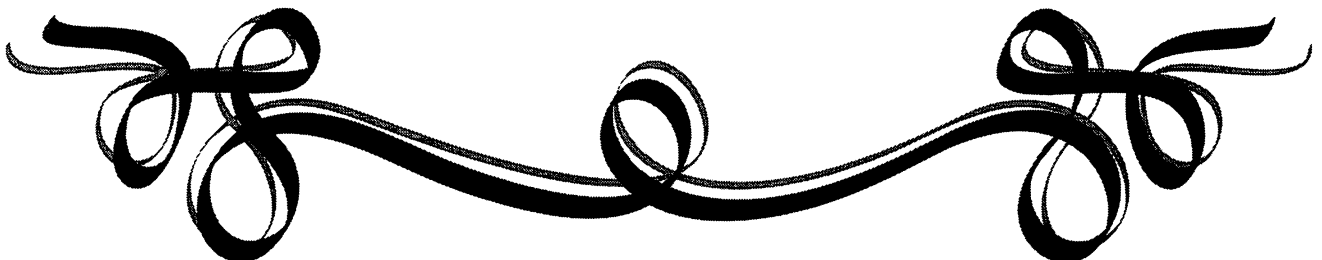
Annual Holiday Luncheon
&
SERVICE AWARDS

Thursday, December 12th
12:00 p.m. to 1:30 p.m.

Nowak Room

➤ There will also be a gift swap.

To participate bring in a gift up to a \$15 amount.





Russ Dean <rdean@exeternh.gov>

November 2019 TIP Administrative Adjustment

David Walker <dwalker@therpc.org>

Fri, Nov 22, 2019 at 10:19 AM

Dear Rockingham MPO Policy and TAC Committee members,

We have received a request from the NH Department of Transportation to make a minor revision in our FY 2019-2022 Transportation Improvement Program (TIP). The proposed amendment qualifies as an Administrative Modification which does not require MPO Policy Committee approval.

The full report is attached detailing the project changes is attached. This is a new version of the MPO TIP Revision report and includes one project per page with the existing approved version listed first and the proposed revised project below. IN addition to the Project number and Route/location, the data includes project cost by phase for each fiscal year (2019-2022) and for each funding source (Federal, State, Other), as well as the specific funding programs being utilized. The bottom section for each project contains information on whether a project is regionally significant, as well as the current Clean Air Act code and the overall total project cost.

The proposed project changes are summarized as follows:

November, 2019 Proposed Administrative Modifications

****NOTE: Due to the merger of CART with the Manchester Transit Authority (MTA), projects for that agency will now show in the RPC TIP in place of the CART projects listed previously.

Project Number	Location	Project Scope	Proposed Project Changes	Project Cost Change
26485	Hampton - Portsmouth	Acquire 9.7 miles RR Corridor Hampton-Portsmouth & improve existing corridor surface for bike/ped	Added FFY & Increase of funds. Increase phase to reflect actual ROW purchase.	\$604
CART5307	Program	CART operating, ADA, capital preventive maintenance, planning, FTA 5307 funds.	Removed project as CART is merging with the Manchester Transit Authority (MTA). CART5307 funding is being added into MTA5307	-\$2,271,141
MTA5307	Program	MTA operating, ADA, capital PM, planning utilizing FTA Section 5307 funds. Includes CART area.	Increase of funds to accommodate the merge with CART. MTA5307 will now include services for CART 5307	\$16,625,977
FLAP	Program	Improving transportation facilities that access Federal Lands within NH {FLAP}	Decrease of funds in 2019. Increase in 2020. The program is being adjusted to accommodate necessary changes in children project fund amounts	-\$275,000

PAVE-T2-RESURF	Program	Resurfacing Tier 2 Roadways	State funding percentage changed. To reflect current funding breakdown.	\$0
SRTS	Program	SAFE ROUTES TO SCHOOL PROGRAM	Decrease in CON funds in 2019. Added CON for 2020 and increased funding. Increased OTHER for 2019-2021. The program is being adjusted to accommodate necessary changes in children project fund amounts	-\$50,072
14633J	Salem To Manchester	Exit 1 to Exit 5 - Construct 4th lane northbound and southbound	Funding type changes. Funding type adjusted to better align with available federal funding.	\$0
14800A	Salem To Manchester	MAINLINE, EXIT 1-Station 1130 & NH38 (Salem), BRIDGES 073/063 & 077/063 Both Red List-DEBT SERV 13933D	Increase of funds for 2019, decrease for 2020. Change in current bond model, project is a debt service project	\$0
14800E	Salem To Manchester	I-93 Exit 2 Interchange reconstruction & Pelham Rd - debt service project for 13933E (Salem)	Increase of funds for 2019, decrease for 2020. Change in current bond model, project is a debt service project	\$0
15904	Seabrook - Hampton	Reconstruction of the Red List bridge carrying NH 1A over Hampton River (Br No 235/025)	Decrease of funds. First estimate in current FFY, changing inflation	-\$89,726

Net Change \$13,940,642

Per our adopted MPO TIP Amendment process I am notifying you of this request and of the intent of the RPC Executive Director to approve it. Contact me before the close of business on **Tuesday, November 26, 2019** if you have objections to handling the revision in this manner. There is no need to respond to this email if you have no objections.

The twelve most recent administrative modifications to the TIP can be found on the Minor Revisions page of the MPO website and all changes can be found in the MPO Document Library.

Contact me or Tim Roache (troache@rpc-nh.org) if you have questions.

Thank you,

Dave Walker

David Walker

Assistant Director

Rockingham Planning Commission

156 Water Street

11/22/2019

Town of Exeter, NH Mail - November 2019 TIP Administrative Adjustment

Exeter, NH 03833

603.778.0885 (main office line)

603.658.0514 (direct line)

dwalker@therpc.org



 **Nov2019RevisionRpt.pdf**
168K