

Select Board Meeting
Monday, October 19th, 2020, 6:50 p.m.
Via ZOOM

Virtual Meetings can be watched on Channel 22 and on Exeter TV's Facebook and YouTube pages.

To access the meeting, click this link: <https://exeternh.zoom.us/j/84583004372>

To access the meeting via telephone, call +1 646 558 8656 and enter Webinar ID: 845 8300 4372

Please join the meeting with your full name if you want to speak.

Use the "Raise Hand" button to alert the Chair you wish to speak. On the phone, press 9.

More access instruction found here: <https://www.exeternh.gov/townmanager/virtual-town-meetings>

Contact us at extvg@exeternh.gov or 603-418-6425 with any technical issues.

AGENDA

1. Call Meeting to Order
2. Board Interviews – Exeter Police Stakeholders Committee
3. Public Comment
4. Proclamations/Recognitions
 - a. Proclamations/Recognitions
5. Approval of Minutes
 - a. Regular Meeting: September 28th, 2020
 - b. Regular Meeting: October 5th, 2020
6. Board and Committee Appointments
7. Discussion/Action Items
 - a. Election Updates – Town Moderator, Supervisor of Checklist
 - b. Riverwoods Tax Agreements 2020
 - c. Kingston Road Project Update
 - d. Third Reading – Water Restrictions Amendment
 - e. Black Lives Matter Seacoast – Tanisha Johnson and Clifton West Jr.
 - f. COVID 19 Updates
8. Regular Business
 - a. Tax Abatements, Veterans Credits & Exemptions
 - b. Permits & Approvals
 - c. Town Manager's Report
 - d. Select Board Committee Reports
 - e. Correspondence
9. Review Board Calendar
10. Non-Public Session
11. Adjournment

Niko Papakonstantis, Chair
Select Board

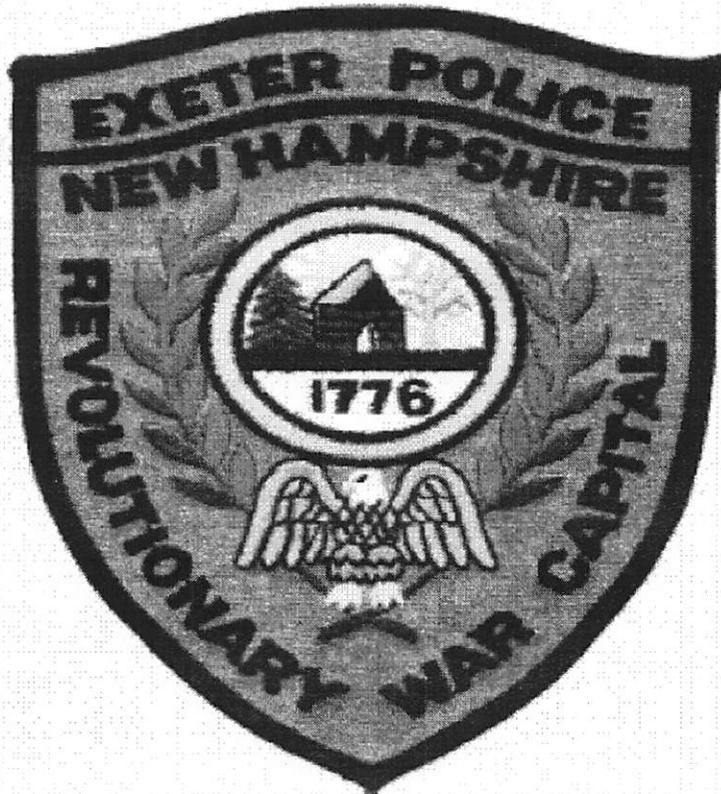
Posted: 10/16/20 Town Office, Town Website

Persons with a disabling condition, please request any attendance accommodations within 72 hours notice.

AGENDA SUBJECT TO CHANGE

Board Interviews

Exeter Police Stakeholders Committee (EPSC)



The Town of Exeter in conjunction with the Exeter Police Department is seeking to assemble a diverse group of 7-9 people to be active participants in the formulation of the Exeter Police Department's Strategic Plan, and to focus on applicable recommendations stated in the CPSM Exeter Police and Operations Report June 2020. Participants should consist of representatives from, but are not limited to:

Business leaders, elected and non-elected members of Town government, educators, clergy, community advocates, realtors, and residents etc.

Committee Goals: To create opportunities for the Town, EPD, business owners and community residents to engage, on a regular basis, to investigate priority areas of community building that will create an Exeter Police Department that accurately reflects the community's perception. To enhance communication, training, and create an organizational framework to promote racial inclusion and reconciliation between the Police department and the community. To familiarize police with critical conversations that are occurring in the community and allow community members to gain a better understanding of the Standard Operating Procedures (SOP) of policing. Ultimately, to examine the following goals and establish objectives in conjunction with CPSM EPD Police and Operations Report recommendations for the following goals:

- Provide Effective Police Services
- Develop, Strengthen, and Sustain Partnerships
- Develop Personnel
- Enhance Infrastructure
- Prevent Crime

To apply: Please complete a Town of Exeter Statement of Interest - Boards and Committee Membership Application and submit to the Town Manager's office (pmcelroy@exeternh.gov) by August 31, 2020. The application and more information on Committee appointments can be found [here](#).



Town of Exeter

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

Town Manager's Office

AUG - 6 2020

Statement of Interest Boards and Committee Membership

Zoom
Interview
10/19/20
6:50 pm

~~Cancelled per Ms. Johnson Interview 9/28/20~~
Received
Zoom

Committee Selection: Exeter Police Stakeholder Committee

New Re-Appointment Regular Alternate

Name: Tanisha Johnson Email: tanishajohnson@gmail.com

Address: 44 McKay Drive Apt 301 Exeter Phone: 484-818-2432

Registered Voter: Yes No

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

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

I understand that: 1. this application will be presented to the Exeter Select Board only for the position specified above and not for subsequent vacancies on the same board; 2. The Town Manager and Select Board 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 Select Board
 - 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: Tanisha Johnson Date: 8/5/20

To be completed by Select Board upon appointment:

Date Appointed: _____ Term Ending: _____ Full: _____ Alternate: _____

August 5, 2020
Exeter Town Manager
Re: Interest Statement for Exeter Police Stakeholder Committee

To Whom It May Concern:

My name is Tanisha Johnson and I have been an Exeter resident for 4 years. I have two children, one in the elementary school and the other in Exeter High School. I moved here from Pennsylvania, a completely different diverse population, and as a Black American, transitioning here in New Hampshire was a challenge.

In the past few years, I have made the town of Exeter my home. I am the Healthy Living Director at the Exeter Area YMCA and through my position I have been able to network and form relationships with various organizations and community leaders to gain a better understanding of our needs. I have also become an active board member of the Racial Unity Team and the program committee chair. In this role, we have done much work to increase the understand and education on racial unity in the community. We have held an annual Racial Unity Day and now have monthly programs that allow for our community to come together and have open and honest conversations on the issue of race, equity, inclusion, and diversity. Lastly, I am the co-founder for Black Lives Matter Seacoast Chapter here in NH. In this chapter, our mission is to stand up against racial injustices and hold accountable those allies who are working for diversity, equity, inclusion, and justice. We want to provide a space where Black youth have a voice and opportunity to take action in their local communities. Lastly, provide a network where Black leaders and businesses feel supported and empowered to succeed along the Seacoast and the country. Through this chapter, we have an opportunity to work with the local police departments across the seacoast to promote the work of diversity, equity, and inclusion – but also to provide a voice for those of color in this community, to decrease the element of fear; but provide a safe and welcoming community for all.

As a member of these community organizations, a leader in the movement, and an Exeter resident, I believe I would bring value to the committee in order to further its mission of reconciliation between the police departments and the community.

Thank you!

Tanisha Johnson
Racial Unity Board Member
Racial Unity Program Committee Chair
Black Lives Matter: Seacoast Co-Founder

Minutes

**Select Board Meeting
Monday September 28, 2020
6:30 PM
Remotely via Zoom
Draft Minutes**

1. Call Meeting to Order

Members present: Julie Gilman, Molly Cowan, Lovey Roundtree Oliff, Daryl Browne, Niko Papakonstantis, and Russ Dean were present at this meeting. The meeting was called to order by Mr. Papakonstantis at 6:30 PM.

Mr. Papakonstantis said that gatherings of 10 or more people currently pose a risk to our community. The Select Board meeting is imperative to maintaining the Town of Exeter public services, so per RSA 91-A:2(3)b, this meeting will be conducted without a quorum of this body being physically present in one location. He welcomed the members of the public attending remotely, and said the usual rules of conduct and decorum will apply. All votes will require a roll call vote.

2. Board Interviews

- a. Marc Dettore was interviewed for the Planning Board.
- b. Lionel Ingram was interviewed for the Exeter Police Stakeholders Committee (EPSC).
- c. Kenneth Mendis was interviewed for the EPSC.
- d. Harry King was scheduled to interview for the EPSC, but was asked to return the next week due to technical issues.

3. Public Comment

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

4. Proclamations/Recognitions

- a. Mr. Papakonstantis said that the ICMA [International City Management Association] recognized Mr. Dean with an award for his 25 years of municipal service.

5. Approval of Minutes

- a. Regular Meeting: September 14, 2020

MOTION: Ms. Oliff moved to accept the minutes as presented. Mr. Browne seconded. By a roll call vote, all were in favor.

6. Appointments

- a. There were no appointments made at this meeting.

7. Discussion/Action Items

- a. Renay Allen - Pocket Park Updates

Ms. Allen spoke about the Jude Hall Pocket Park proposal, which will honor the historic Black community in Exeter, which was 125 - 150 people over a hundred year period, from 1790 - 1890. She formed an impromptu committee with two groups, focusing on siting and cultural context. The siting group is in

favor of the original location at the front of the park. They estimate a cost of \$10,000, which will be a combination of her book's proceeds and fundraising. She asked where they should seek approval when they have a complete proposal. Mr. Dean said the Swasey Trustees should be involved, but the Select Board would make the final decision.

b. Water Restrictions - Town Ordinance Updates

Jennifer Perry, the Director of Public Works, gave an update on the drought conditions. They've seen a good reduction since the last meeting, when they enacted a complete watering ban, but there's still a nine inch deficit, and it's unlikely they will recover what they need prior to winter. They should continue to not allow outdoor watering, likely through to next spring.

Ms. Perry proposed modifications to Ordinance 16:10 on Water Use Restriction. Mr. Dean said this would be the first reading of the ordinance change, and there must be two more readings.

Ms. Gilman read the changes:

Chapter 16:10 Water Use Restrictions. Amend 16:10.1 to update the "Board of Selectmen" to read "Select Board." In 16:10.3, residential is crossed out, and the restriction now applies to all well users in town. In 16:10.8, we are changing c and adding d, "The grass playing turf of a recreational field, the grass playing surfaces of a golf course, and grass agricultural fields including sod production, may be excluded from the requirements of 16:10.2.

c. Arts & Culture Advisory Commission

Ms. Oliff said she is very interested in serving on the new Arts & Culture Board. They should start taking in applications to give some time to get the word out. Mr. Browne asked the difference between a commission and a committee. Ms. Gilman said a commission is more regulatory. Mr. Papakonstantis said if they find the group is serving a more advisory role they could change it to committee. Ms. Cowan said they previously had an Arts Committee, but this is going to serve a larger function than permitting; it will coordinate other existing committees. Ms. Gilman said she preferred committee.

MOTION: Ms. Gilman moved to approve the establishment of an Exeter Arts and Cultural Committee as presented. Mr. Browne seconded. By a roll call vote, all were in favor.

d. FY21 Preliminary Budget Overview

Mr. Dean presented an overview of the FY21 Budget. They are not allowing departments to ask for new positions unless there is an alternate source of funding. Normally they would be attending trainings, conferences, and seminars, but that has been mostly eliminated. There are some overall expense increases. The General Fund Budget is lower; it normally increases by 3-5%, but this year is a 2.19% increase.

The Land Use change tax has a \$50,000 estimate. Payment in lieu of taxes and small tax revenue are steady. Motor vehicle permit fees are steady. Building permits dropped from \$350,000 to \$200,000 for FY20 and they kept that.

Town Clerk fees are at \$210,000. Meals and Rooms Tax and Highway Block Grant are the same as FY20. Income from Departments has been reduced by \$75,000, down to \$1M. Interest income was strong in 2019, but has dropped to \$55,000. They're no longer renting the 149 Kingston Road House, so rental income has dropped. Charitable Income is the same. They anticipate a \$700,000 fund balance, and they are scheduled to use that again in FY21.

On the expense side, General Government has a decrease in Election Registration as there is only one election. In Human Resources, they rebudgeted reclassifications at \$1. The Moderator budget is down in correlation with fewer elections. The Town Clerk is up 2.83%. Health insurance is in a reserve account, at an 8.1% increase.

In Finance, there's a decrease of 2.12% in Assessing and Tax Collection. They brought down education and training, and no travel reimbursement is budgeted. They're negotiating a new contract with MRI next year.

In Planning, there's a reduction for the completed impact fee study. In Economic Development, there's no intern or travel budgeted. Building is up slightly.

In Police and Fire, Communications and Health, Police has an 0.37% increase. There's some increase in admin staffing. On the Fire side, there are mainly wage and benefit changes. There's a big increase in retirement assessment in July 2021. Communications and Health are down. James Murray has negotiated a reduction on the mosquito control program.

The Public Works General Fund budget is down \$62,718. In Highways and Streets, \$100,000 was taken out of the paving budgets, and there were other line item reductions. In Solid Waste, there was an increase in blue bag disposal. Streetlights are level. The Stormwater budget has been cut back \$6,000. Maintenance up 5.53%, budgeting for Covid expenses. \$11-15K in the budget.

Welfare and Human Services are mainly level funded, much of it based on requests from human service agencies. This year the Human Services funding committee recommends a budget of \$106,720.

The Other Culture and Recreations budget is small but important, and includes the Christmas budget and parades.

The Library budget is up 4.5%. This budget comes through the Library Trustees and becomes part of the main budget. There's a debt service and capital increase related to the Library renovation. The first payment is in the FY21 Budget year. The renovation should be finished in May 2021.

In Vehicle and Equipment Leases there's a budget of \$396,615, a decrease of 4.87%. The Ladder One replacement in FY20 was about \$200,000. Other than two hybrid cruisers, there are no vehicle capital requests in this budget. They asked for \$10,000 to work with a consultant for a town vehicle and heavy equipment audit.

The total budget request is \$20,035,290, a 2.19% increase over FY20.

For Warrant Articles, there's the Sick Leave and Snow and Ice appropriations. The Parks and Rec CRF dropped to \$41,350 from \$100,000 in

FY20. There's an article for Stewart Park Seawall Deficit funding, which will wipe that off the books. There's \$150,000 for the Public Works Facility Garage. There's a Public Safety Alternatives Analysis at \$200,000, which would create a template for moving forward with Public Safety Facility planning. There's a Bike/pedestrian Master Plan and a Waterfront Seawall project at \$25,000. All of these projects relate to the Master Plan.

There's a Bond Issue for the Salem St. Area Utility Replacement project, at \$1,060,000. Overall it's a \$5.5M project.

In Water/Sewer, Water has a 6.5% increase, due to the first payment for the Groundwater/Surfacewater project. There's an increase for meter replacement. Sludge cleaning costs have gone up. There are Surfacewater treatment upgrades. In Sewer, there was an increase in administration due to EPA permit activity. There's an increase in the Collection budget, due to a dredging of Clemson Lagoon for \$75,000. The Treatment budget is down \$86,552, because they have a better understanding of the budgets at the new plant. There's a Debt Service budget decrease of 14.62%. Capital Outlay is level with last year. There's a Sewer Capital project, utility replacements, and the lagoon sludge removal in the CIP. One question is should they bond all of this up front, as interest rates now are favorable.

Mr. Papakonstantis asked what they will do with the currently open positions. Mr. Dean said they've authorized the filling of the HVAC/Plumber, Police Officer, and Assistant Fire Chief 2, but they're holding other positions vacant.

Mr. Browne asked if there would be an 8.1% Health increase, and Mr. Dean said that's the projection but it won't be final until later in the year.

e. COVID 19 Updates

Chief Wilking said their fire suppression ponds are low but cisterns are full. They will draw water from the river if necessary. They had 12 residents test positive for Covid in the last two weeks. Residents should continue to be diligent and social distance. Emergency management looking at the upcoming holiday seasons, they'll be having meetings about guidelines. Ms. Cowan asked whether there are additional fire restrictions in a drought. Chief Wilking said the Governor has restricted all burning on public land, and there's a Category 3 fire prohibition, which is open brush or grass fires. Residents can still do open burning in an approved fire pit or ring, Those of 2' diameter or less are not restricted, while those of 2-4' diameter are restricted to the evening hours.

Mr. Murray said the CDC issued holiday recommendations, saying that trick or treat is a high risk activity. The State has also released guidelines. There will be an NHMA webinar on Wednesday that will give more details. They haven't yet come to a town recommendation.

Mr. Bisson said that fall programs are underway, with 200+ athletes playing sports. There is adequate social distancing, with only one team practicing

nightly. Enrichment programs are going well, people are happy to get out of the house.

Mr. Dean said they submitted an initial expense reimbursement request for Covid-related costs of the election.

8. Regular Business

a. Tax Abatements, Veterans Credits and Exemptions

i. There were no abatements at this meeting.

b. Permits & Approvals

i. Mr. Bisson said that Parks and Rec currently has a 1999 John Deere tractor that does not function well. In March, voters approved \$58,000 for a replacement. He worked with Jay Perkins at the Highway Department and put out specs to area tractor dealers. They received two bids.

MOTION: Ms. Gilman moved to award the Mini Loader sale to MB Tractor for \$56,819 and allow the Parks and Rec to surplus out the 1999 John Deere Tractor. Mr. Browne seconded. By a roll call vote, all were in favor.

ii. Request for an approval of an address change. Mr. Dean said that this is a property owned by Frank Ferraro, and is a voluntary change that he signed off on. 7 Hampton Road is changing to Unit 1 and 2, as it's becoming a duplex.

MOTION: Ms. Gilman moved to approve the voluntary change of address of 7 Hampton Road to 7 Hampton Road Unit 1 and 7 Hampton Road Unit 2. Mr. Browne seconded. By a roll call vote, all were in favor.

c. Town Manager's Report

i. There's a BRC meeting this Wednesday.

ii. There will be a tour of the Library at 10 AM on Thursday with the Director of the Library, the builder, and the architect.

iii. Riverwoods has filed for an abatement, looking at the value of their property vs the town valuation. Riverwoods has chosen to go to Superior Court to address it.

iv. He attended a Downeaster station operation meeting via Zoom.

v. He will ask the Board to consider an Indigenous Peoples Day initiative.

d. Select Board Committee Reports

i. Ms. Oliff was unable to attend the Swasey Park Trustee site walk Wednesday.

ii. Mr. Browne said the Communications Committee meeting was delayed. They will be reviewing the website and pushing the survey forward. The Facilities Committee is planning to send a letter to the BRC re the Public Works garage and the Public Safety facility planning.

iii. Ms. Gilman had a day with the State Government at UNH where no veto was overturned.

iv. Ms. Cowan said the E911 Committee decided to conduct its business through the Select Board. At the Planning Board meeting, two applicants

asked for a continuance, but it was still a long meeting. They're making some progress. There's a Parks and Rec Advisory tomorrow.

v. Mr. Papakonstantis said there's a Sustainability meeting on Oct 6.

e. Correspondence

- i. A letter from Mr. Dean to Senator Shaheen about the State Aid Grant program. They're trying to address the shortfall.
- ii. Correspondence from COAST related to a credit based on the pandemic impact. The amount is \$1,700 of the \$20,000 COAST funding.
- iii. A letter from Black Lives Matter sent to multiple stakeholders. Ms. Gilman asked how they should respond. Mr. Papakonstantis said he could do a first draft. Ms. Gilman suggested he work with Chief Poulin. Ms. Gilman said upon reading it she thinks that it's more about candidates, so she can handle the response. Ms. Cowan asked if the group could come before the Board to clarify what they're looking for.
- iv. A Downeaster report which shows ridership by month.
- v. A notice from the Town of Kingston Planning Board; Exeter is granted abutter status on a project coming up for planning board hearing tomorrow. Mr. Dean said Dave Sharples will attend.
- vi. An application for Mr. Dean to serve another term on the Health Trust Board.
- vii. Correspondence between a resident and PEA.
- viii. A notice from James St. Jean auctioneers on the State of NH webcast surplus property auction.
- ix. Correspondence from Matt Berube to someone inquiring about Powerwash.
- x. An email from a resident supporting Halloween in Exeter.
- xi. A notice of the Park Street Common Memorial Tree Celebration. Eileen Flockhart has organized a ceremony Sept 30 at 3:30, but the trees won't be planted until next spring because of the drought.

9. Review Board Calendar

Mr. Papakonstantis said that due to the holiday Oct 12 and the Election Nov 3, the upcoming meetings will be Oct 5, Oct 19, and Oct 26.

10. Non-Public Session

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

11. Adjournment

MOTION: Ms. Oliff moved to adjourn. Mr. Browne seconded. By a roll call vote, all were in favor and the meeting adjourned at 9:14 PM.

Respectfully Submitted,
Joanna Bartell
Recording Secretary

**Select Board Meeting
Monday October 5, 2020
6:30 PM
Remotely via Zoom
Draft Minutes**

1. Call Meeting to Order

Members present: Julie Gilman, Molly Cowan, Lovey Roundtree Oliff, Daryl Browne, Niko Papakonstantis, and Russ Dean were present at this meeting. The meeting was called to order by Mr. Papakonstantis at 6:30 PM.

Mr. Papakonstantis said that gatherings of 10 or more people currently pose a risk to our community. The Select Board meeting is imperative to maintaining the Town of Exeter public services, so per RSA 91-A:2(3)b, this meeting will be conducted without a quorum of this body being physically present in one location. He welcomed the members of the public attending remotely, and said the usual rules of conduct and decorum will apply. All votes will require a roll call vote.

2. Board Interviews - Exeter Police Stakeholders Committee

- a. Emily Heath
- b. Alexis Simpson
- c. Darius Thompson
- d. Harry King

3. Public Comment

- a. Laura Knott of 15 Tamarind Lane asked about the progress of the Kingston Road/111 sidewalk project, which was approved as a warrant article in 2015. She has heard the State funds will run out in December. Mr. Dean said they've obtained only 5 of 13 necessary easements for this project. The DOT said the project financing has been pushed out to 2023, and it will require a new warrant article to extend it. Jennifer Perry said that it's in the queue for 2023 for NH DOT projects, but there are frequently extensions; there may also be an opportunity to do it earlier. The State's fiscal year doesn't align with ours, it starts in October of 2022. Mr. Papakonstantis asked Ms. Perry for a further update at a future meeting.
- b. Darius Thompson of 15 Drinkwater Road asked about the impact of Covid on funding for ongoing projects. Are they prepared to seek additional funding from the state? Are ongoing or planned projects on track? Mr. Papakonstantis said they're seeking all available funds from the State. They've just had their first BRC meeting. Mr. Dean said there was a reduction in the paving budget of \$200,000 to anticipate potential lost revenues, but all projects are going forward. Mr. Thompson asked if they're looking at an increase in Wastewater Treatment rates. Mr. Dean said yes, they've delayed a rate increase but it will be coming. If the State Aid Grant money does not materialize, it will be a greater increase.

4. Proclamations/Recognitions

MOTION: Ms. Cowan moved to change Columbus Day to Indigenous Peoples Day. Ms. Oliff seconded. Mr. Browne asked if this would affect holiday wages or create other concerns. Ms. Gilman said there may be technical issues with changing the name of the day, but she's for the name change generally. Mr. Browne said they should note the correlation between what they call the day and the name that may be found in legal documents. Mr. Dean said regarding personnel policy, they would interpret the former Columbus Day and Indigenous Peoples Day as the holiday. It's Columbus Day in collective bargaining agreements and personnel policy; if there were an issue, they could bring those forward as a formality. By a roll call vote, all were in favor.

5. Approval of Minutes

a. Regular Meeting: September 28, 2020

MOTION [withdrawn]: Ms. Gilman moved to approve the minutes of September 28, 2020 as presented. Mr. Browne seconded. Mr. Dean observed that the minutes were not in the Board's packet. Ms. Gilman withdrew her motion and Mr. Browne withdrew his second. They will be voted on at the next meeting.

6. Appointments

MOTION: Ms. Cowan moved to appoint Marc Dettore as an alternate member of the Planning Board, term to expire April 30, 2022. Ms. Gilman seconded. By a roll call vote, all were in favor.

7. Discussion/Action Items

a. Halloween Trick or Treat Discussion

James Murray said he attended an NHMA meeting on September 30, where they heard ideas and guidelines on trick or treat. The CDC put out their recommendation against it; going door to door is considered high risk. Trick or treat is not just something that would or would not be happening in our community, there are also other communities in the area. Many communities are planning to have trick or treat. His recommendation is to go forward and encourage residents to stay in the community.

Mr. Bisson discussed safety guidelines for trick or treating. Cancellation would be unenforceable, so they recommend going forward with the safety guidelines in mind. Ms. Oliff said they may want to do it in daylight hours. Ms. Cowan asked what other communities are doing. Mr. Bisson said Portsmouth moved theirs from 3 - 6 PM, but others are keeping it the same. Mr. Dean said he thinks the 3 - 6 PM window would be smart. Mr. Papakonstantis asked Mr. Bisson to adjust the time of the Parks and Rec Halloween parade to be earlier; he also asked if Mr. Browne could engage the Communications Committee on conveying the safety information. Mr. Bisson said they can send the info to their email list, the newspaper, and put it on Facebook. The SAU has also been putting out information that Parks and Rec has sent them.

MOTION: Ms. Gilman moved to move forward with Halloween celebration plans as presented by Parks and Recreation Department, on October 31st from 3 - 6 PM. Mr. Browne seconded. In a roll call vote, all were in favor.

b. Solar Array Request for Proposals

Dave Sharples discussed the proposal for an RFP for a solar array at the landfill off Cross Road. He talked to the Sustainability and Energy Committees, which were in support. There are about eight acres on which it may be feasible. The DPW had concerns about the settling of the landfill, but this would be looked at as they move forward. The DPW asked to be included in all steps of the process. Mr. Dean said they could get a review committee together with members of each group, potentially including the Select Board. The Board was generally in favor of the RFP, and Mr. Sharples said he could get it out this week and close it in around 30 days. He reached out to neighbors proactively and their response has been fairly positive.

c. **Second Reading: Water Service Regulations: Water Restrictions**

Ms. Gilman did a second reading of the paragraphs that are changing:

Chapter 16:10 Water Use Restrictions. Amend 16:10.1 to update the "Board of Selectmen" to read "Select Board." In 16:10.3, residential is crossed out, and the restriction now applies to all well users in town. In 16:10.8, we are changing c and adding d, "The grass playing turf of a recreational field, the grass playing surfaces of a golf course, and grass agricultural fields including sod production, may be excluded from the requirements of 16:10.2.

d. **Classification Plan Updates**

Mr. Dean said they're looking to add two positions to the classification plan. The first is a Human Resources and Payroll Accountant. The current person is doing a number of Human Resources functions not described in the position. This would be at Grade 7, the same level as the Executive Assistant, Deputy Code Officer, and IT Tech. Mr. Papakonstantis asked if there would be a change in direct reporting, and Mr. Dean said no, Ms. Chester would continue to manage the position, but the HR Director may have some input. This is currently an SEIU contract at grade 3. The second is a Senior Operator in the Sewer department. They're looking to update that position because the new facility requires a primary operator.

MOTION: Ms. Gilman moved to establish the position of Human Resources and Payroll Accountant, added to the town's non union classification plan at a grade 7. Mr. Browne seconded. By a roll call vote, all were in favor.

MOTION: Ms. Gilman moved to establish the position of Wastewater Treatment Operations Supervisor, a full time non union exempt position at a grade 10. Ms. Cowan seconded. By a roll call vote, all were in favor.

e. **COVID 19 Updates**

Mr. Murray said there are four new cases in Exeter, for a cumulative total of 66 cases, with five active cases. The State has 490 current cases, up from 339 last month, possibly due to extra testing. There were 22 hospitalizations this week in the State, as opposed to 16 last week.

Mr. Dean said that he met with Seacoast Economic Development stakeholders. They're trying to use the Business Transition Fund to support

businesses that are adopting resilient business models. Budget subcommittee meetings began today. He wants to look at what the pandemic means to public meetings, as there's an accessibility and sustainability element to meeting virtually. The option of having virtual meetings going forward makes sense. The State should tweak the Right to Know law so this is a permanent option going forward. Ms. Gilman said one concern is those meetings that only provide a physical packet of information. Mr. Papakonstantis said he's also concerned about technical issues like internet outages.

8. Regular Business

a. Tax Abatements, Veterans Credits and Exemptions

There were no abatements, credits, or exemptions at this meeting.

b. Permits & Approvals

Greg Bisson said the Exeter Runner's Club wanted to see if the Board would permit Road Races. They are allowable under the State Guidelines. Ms. Oliff said the number of participants was large at the last race, so they need to look at how to do that safely. She's participated in this event previously and feels that it can go forward safely. Mr. Dean said that 5Ks are popular in town, so if they approve this they should make sure it can go forward appropriately.

Kristen Murphy, the Natural Resources Planner, said the Conservation Commission is interested in increasing the use of Raynes Farm. They're looking for support for hosting an event partnered with the NH Astronomical Society on what types of stars are visible. This would be naked eye viewing, without telescopes. They plan to have it Friday October 16, from 7:30 - 9:30. No portapotties, food or drink would be provided. They would cap the tickets at 100, but don't anticipate going that high. Masks will be required. Ms. Oliff asked how they will manage the clustering of people coming in. Ms. Murphy said they could have multiple check-in stations. Mr. Papakonstantis asked if they'd reviewed the plan with Mr. Murray, and Ms. Murphy said she has not yet talked to him about it. Mr. Murray said it sounds straightforward, with limited people, done outdoors, and following a mask mandate, so it can likely be done safely. Mr. Murray and Ms. Murphy will work on it further, and the Board will meet briefly this week to consider it.

Darius Thompson asked if they are treating all permitting the same, despite the pandemic. Mr. Papakonstantis said yes, and they are asking town committees to get permits in order to be more consistent. Mr. Thompson also asked if they have ample enough time to notice the special meeting to permit the issue, and Mr. Papakonstantis said yes.

Mr. Bisson said they would like to expend from the Parks Improvement Fund. They put out an RFP to do a renovation on the walkway at Gale Park. There have been three bids, and they're recommending Bayberry & Company of Hampton at \$27,367.94. They will have to come back to permit a Police detail for Linden Street.

MOTION: Ms. Gilman moved to approve the Gale Park Pathway Renovation project to Bayberry & Company of Hampton NH at a cost of \$27,367.94 from the Parks Improvement Fund. Mr. Browne seconded. By a roll call vote, all were in favor.

c. Town Manager's Report

- i. Mr. Dean said there was an incident involving a female Police Officer on Washington Street; she was positioned there in response to a resident complaint about speeding, but was confronted by other residents saying that she was unwanted in the area. Chief Poulin will not place her back in that neighborhood. Ms. Oliff said that's beyond disappointing and disrespectful. She hopes the Police don't intend to avoid that neighborhood, as that behavior is a serious concern.
- ii. There's a new part time assistant in the Fire Department.
- iii. He attended the Park Street Memorial Tree event organized by Eileen Flockhart. There are virtual trees in the ground, and you can read about the families they're dedicated to.
- iv. He had the first meeting on the Cable TV contract, and they should have results soon.
- v. He received an email from resident Ginny Raub with a concern about election observers. Town Moderator Paul Scafidi came in for a meeting on Friday, and he's responded to Ms. Raub.
- vi. There was a General Government subcommittee meeting in the Nowak Room this morning, which went well. It was done in a socially distanced way.

d. Select Board Committee Reports

- i. Ms. Oliff had no report.
- ii. Mr. Browne had no report, but mentioned that he will bring the Board's issues to the Communications Committee tomorrow.
- iii. Ms. Gilman had no meetings, but will have Heritage, HDC, and Conservation Commission this week.
- iv. Ms. Cowan had a Planning Board meeting. They're making progress. It was good to catch up on the Parks and Rec Advisory Committee, where they brainstormed safe winter activities. They will be sending out a survey on possible activities for next summer.
- v. Mr. Papakonstantis had no meetings, but listened in on the BRC meeting, where Mr. Dean went through the budget and the narrative. The all day budget meeting is October 16th.

e. Correspondence

- i. A notice of the Health Trust hearing on proposed by-laws. Mr. Dean said one discussion item was the text of a proposed amendment #1 to allow the meeting to be virtual. Term limits are to be discussed, they proposed increasing the limit from three consecutive terms to five. There's a proposed tightening of the language around the withdrawal process.

Another amendment gives the group the authority to pursue any members that are in arrears on their bills.

- ii. A letter from XFinity on refunding subscriptions to virtual sports networks.
- iii. A letter from Rockingham County FEMA. They have until the end of January to respond. Mr. Dean said they must adopt a resolution two weeks before the deadline.
- iv. An ethics question from a resident. Mr. Dean responded and has not heard back.
- v. A notice of funding re Covid 19.

9. Review Board Calendar

The next meetings are Oct 19, October 26, Nov 9, and Nov 23.

10. Non-Public Session

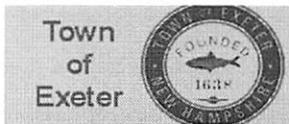
- a. There was no non-public session at this meeting.

11. Adjournment

MOTION: Ms. Oliff moved to adjourn. Ms. Gilman seconded. By a roll call vote, all were in favor, and the meeting adjourned at 9:17 PM.

Respectfully Submitted,
Joanna Bartell
Recording Secretary

Board and Committee Appointments



Pam McElroy <pmcelroy@exeternh.gov>

Resigning From Exeter Conservation Commission

3 messages

Lindsey White <Lindsey.White@gza.com>

Tue, Oct 13, 2020 at 9:42 AM

To: "pmcelroy@exeternh.gov" <pmcelroy@exeternh.gov>

Cc: Kristen Murphy <kmurphy@exeternh.gov>, Andrew Koff <drewkoff@gmail.com>

Hi Pam,

I wanted to let you know I will be resigning from my position as an alternate on the Exeter Conservation Commission effective November 30, 2020.

Thank you,

Lindsey

Lindsey E. White

Assistant Project Manager

GZA | 5 Commerce Park North | Bedford, NH 03110

o: 603.232.8753 | c: 603.770.5752 | lindsey.white@gza.com | www.gza.com | LinkedIn

** Please note: Our office is currently working remotely. I can be reached at 603.770.5752.*

GEOTECHNICAL | ENVIRONMENTAL | ECOLOGICAL | WATER | CONSTRUCTION MANAGEMENT

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This electronic message is intended to be viewed only by the individual or entity to which it is addressed and may contain privileged and/or confidential information intended for the exclusive use of the addressee(s). If you are not the intended recipient, please be aware that any disclosure, printing, copying, distribution or use of this information is prohibited. If you have received this message in error, please notify the sender immediately and destroy this message and its attachments from your system.

For information about GZA GeoEnvironmental, Inc. and its services, please visit our website at www.gza.com.

Pam McElroy <pmcelroy@exeternh.gov>

Tue, Oct 13, 2020 at 10:20 AM

10/13/2020

Town of Exeter, NH Mail - Resigning From Exeter Conservation Commission

To: Lindsey White <Lindsey.White@gza.com>

Cc: Kristen Murphy <kmurphy@exeternh.gov>, Andrew Koff <drewkoff@gmail.com>

Thank you for your service Lindsey. Take care.

[Quoted text hidden]

--

Pam McElroy

Town of Exeter

Executive Assistant, Town Manager's Office

603-773-6102

Human Services Administrator

603-773-6116

Pam McElroy <pmcelroy@exeternh.gov>

Tue, Oct 13, 2020 at 10:20 AM

To: Russ Dean <rdean@exeternh.gov>

FYI...

[Quoted text hidden]

[Quoted text hidden]

Election Updates – Town Moderator, Supervisor of Checklist

Absentee Ballot Rejected Reasons

On August 14, 2018, the United States District Court for the District of New Hampshire held that RSA 659:50, III is unconstitutional. This provision previously required moderators, when processing absentee ballots on Election Day, to compare the signatures on an absentee ballot application and the absentee ballot affidavit envelope in order to determine whether the documents "appear[] to be executed by the same person."

Moderators are therefore prohibited from conducting the signature comparison set forth in RSA 659:50, III for the upcoming September 11, 2018 election and for all future elections. This guidance will remain in effect until such time that the law is amended or our offices otherwise advise.

- Absentee Ballot Application Not Signed
- Absentee Ballot Challenged by Another Voter at the Polls on Election Day
- Absentee Ballot Application and Affidavit had two Different Names
- Absentee Ballot Received after Election Day
- Affidavit on the Absentee Ballot Envelope Not Signed
- Already Voted by Absentee Ballot
- Ballot Missing From Envelope
- Envelope Rec'd Other Than by Mail or Delivery Agent
- Incomplete Absentee Registration Affidavit
- Incomplete Voter Registration Form
- Invalid Signature on Application for Absentee Ballot
- Missing Affidavit
- Multiple Ballots Returned in the Same Envelope
- No Absentee Registration Affidavit Envelope Returned
- No Written Application for Absentee Ballot Submitted
- Not a Registered Voter
- Spoiled Ballot
- Voted in Person
- Voter Indicated They are no Longer Eligible for Absentee Ballot
- Voter is Deceased
- Wrong Ballot

STATE OF NEW HAMPSHIRE

To the inhabitants of the Town/City (Ward) of Exeter in the
County of Rockingham, New Hampshire.

You are hereby notified to meet at Talbot Gymnasium
(name and location of polling place)

on Tuesday, the third day of November, 2020. The polls will be open between the hours of

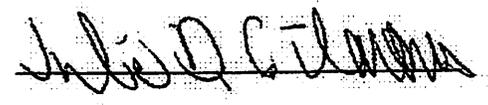
7:00 a.m. and 8:00 p.m. to act upon the following subjects:

To bring in your votes for President and Vice President of the United States, Governor, United States Senator, United States Representative, Executive Councilor, State Senator, State Representatives and County Officers.

Given under our hands and seal, this 13th day of October, in the year of Our Lord two thousand and twenty.

Signed by:


Selectmen of Exeter, NH



October 13, 2020

Riverwoods Tax Agreements 2020

Town Manager's Office

OCT 5 2020

Received



CELEBRATING OVER 35 YEARS OF SERVICE TO OUR CLIENTS

Please reply to our Exeter office

October 2, 2020

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

Re: RiverWoods Tax Agreements for The Woods, The Ridge and The Boulders

Dear Russ:

Enclosed please find agreements regarding the tax payment which The Riverwoods Company at Exeter, New Hampshire will make on behalf of the three above-referenced properties. Please have the Board of Selectmen review these at their earliest convenience. If they have any comments or questions, they can contact me. If not, please have them sign the agreements and return the originals to my attention. Thereafter, we will arrange to have RiverWoods sign and arrange for payment on or before December 1, 2020.

Please contact me if you have any questions.

Very truly yours,
DONAHUE TUCKER & CIANDELLA, PLLC

A handwritten signature in black ink that reads 'Sharon Cuddy Somers'.

Sharon Cuddy Somers, Esquire
ssomers@dtclawyers.com

Enclosures

cc: Deb Riddell, Executive Director, The RiverWoods Company
Kevin Goyette, Chief Financial Officer, The RiverWoods Company

S:\RA-RL\RiverWoods Company\Property Tax\2020 Agreements\2020 10 02 R Dean Ltr.docx

DONAHUE, TUCKER & CIANDELLA, PLLC
16 Acadia Lane, P.O. Box 630, Exeter, NH 03833
111 Maplewood Avenue, Suite D, Portsmouth, NH 03801
Towle House, Unit 2, 164 NH Route 25, Meredith, NH 03253
83 Clinton Street, Concord, NH 03301

1-800-566-0506

www.dtclawyers.com

LIZABETH M. MACDONALD
JOHN J. RATIGAN
DENISE A. POULOS
ROBERT M. DEROSIER
CHRISTOPHER L. BOLDT
SHARON CUDDY SOMERS
DOUGLAS M. MANSFIELD
KATHERINE B. MILLER
CHRISTOPHER T. HILSON
HEIDI J. BARRETT-KITCHEN
JUSTIN L. PASAY
ERIC A. MAHER
BRENDAN A. O'DONNELL
ELAINA L. HOEPPNER
WILLIAM K. WARREN

RETIRED

MICHAEL J. DONAHUE
CHARLES F. TUCKER
ROBERT D. CIANDELLA
NICHOLAS R. AESCHLIMAN

(The Woods)

AGREEMENT

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

1. By December 1, 2020, RiverWoods will pay to the Town real estate taxes which will be calculated by multiplying the tax rate times the assessed value of the land and buildings owned by RiverWoods as follows:

- A. the residential units (the units located in Crawford, Dixville, Franconia and (Pinkham) will pay the full tax rate (state, municipal, county and school);
- B. the nursing home (Monadnock) will not pay any tax (state, municipal, county or school);
- C. the remainder of the RiverWoods at Exeter facility, including the land used for the final calculation of density under the land use ordinance of the Town of Exeter and outbuildings, will pay the full tax rate (state, municipal, county and school); and
- D. the seventeen plus acres of property not needed for the final calculation of density under the land use ordinance of the Town of Exeter, which are in current use, will pay taxes at the full state, municipal, county and school rate for current use property.

2. The parties to this agreement recognize that those portions of the development that support both the nursing home and the residential units will be taxed on a pro rata basis.

3. This agreement on principle shall not preclude either party from questioning the precise percentage amounts allocated to the taxable and nontaxable portions, nor the assessed value of the taxable portions of the land and buildings.

IN WITNESS WHEREOF, the parties hereto have entered into this Agreement this _____ day of _____, 2020.

TOWN OF EXETER

Witness

By: Niko Papakonstantis, Chair Selectman

Witness

By: Molly Cowan, Vice Chair Selectman

Witness

By: Julie Gilman, Clerk Selectman

Witness

By: Daryl Brown Selectman

Witness

By: Lovey Roundtree Oliff Selectman

IN WITNESS WHEREOF, the parties hereto have entered into this Agreement this
_____ day of _____, 2020.

THE RIVERWOODS COMPANY,
AT EXETER, NEW HAMPSHIRE

Witness

By: Deborah Riddell, Executive Director

S:\RA-RL\RiverWoods Company\Property Tax\2020 Agreements\exeter agr the woods.payment in lieu of taxes.doc

(The Ridge)

AGREEMENT

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

1. By December 1, 2020, RiverWoods will pay to the Town real estate taxes which will be calculated by multiplying the tax rate times the assessed value of the land and buildings owned by RiverWoods as follows:

- A. the residential units will pay the full tax rate (state, municipal, county and school);
- B. the nursing home will not pay any tax (state, municipal, county or school);
- C. the remainder of “**The Ridge**” facility, including the land used for the final calculation of density under the land use ordinance of the Town of Exeter and outbuildings, will pay the full tax rate (state, municipal, county and school); and
- D. the land not needed for the final calculation of density under the land use ordinance of the Town of Exeter, which is in current use, will pay taxes at the full state, municipal, county and school rate for current use property.

2. The parties to this agreement recognize that those portions of the development that support both the nursing home and the residential units will be taxed on a pro rata basis.

3. This agreement on principle shall not preclude either party from questioning the precise percentage amounts allocated to the taxable and nontaxable portions, nor the assessed value of the taxable portions of the land and buildings.

IN WITNESS WHEREOF, the parties hereto have entered into this Agreement this
_____ day of _____, 2020.

TOWN OF EXETER

Witness

By: Niko Papakonstantis, Chair Selectman

Witness

By: Molly Cowan, Vice Chair Selectman

Witness

By: Julie Gilman, Clerk Selectman

Witness

By: Daryl Brown Selectman

Witness

By: Lovey Roundtree Oliff Selectman

IN WITNESS WHEREOF, the parties hereto have entered into this Agreement this
_____ day of _____, 2020.

THE RIVERWOODS COMPANY,
AT EXETER, NEW HAMPSHIRE

Witness

By: Deborah Riddell, Executive Director

S:\RA-RL\RiverWoods Company\Property Tax\2020 Agreements\exeter agr the ridge.payment in lieu of taxes.doc

(The Boulders)

AGREEMENT

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

1. By December 1, 2020, RiverWoods will pay to the Town real estate taxes which will be calculated by multiplying the tax rate times the assessed value of the land and buildings owned by RiverWoods as follows:

- A. the residential units will pay the full tax rate (state, municipal, county and school);
- B. the nursing home will not pay any tax (state, municipal, county or school);
- C. the remainder of “**The Boulders**” facility, including the land used for the final calculation of density under the land use ordinance of the Town of Exeter and outbuildings, will pay the full tax rate (state, municipal, county and school); and
- D. the land not needed for the final calculation of density under the land use ordinance of the Town of Exeter, which is in current use, will pay taxes at the full state, municipal, county and school rate for current use property.

2. The parties to this agreement recognize that those portions of the development that support both the nursing home and the residential units will be taxed on a pro rata basis.

3. This agreement on principle shall not preclude either party from questioning the precise percentage amounts allocated to the taxable and nontaxable portions, nor the assessed value of the taxable portions of the land and buildings.

IN WITNESS WHEREOF, the parties hereto have entered into this Agreement this
_____ day of _____, 2020.

TOWN OF EXETER

Witness

By: Niko Papakonstantis, Chair Selectman

Witness

By: Molly Cowan, Vice Chair Selectman

Witness

By: Julie Gilman, Clerk Selectman

Witness

By: Daryl Brown Selectman

Witness

By: Lovey Roundtree Oliff Selectman

IN WITNESS WHEREOF, the parties hereto have entered into this Agreement this
_____ day of _____, 2020.

THE RIVERWOODS COMPANY,
AT EXETER, NEW HAMPSHIRE

Witness

By: Deborah Riddell, Executive Director

Kingston Road Project Update



EXETER PUBLIC WORKS DEPARTMENT

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

www.exeternh.gov

DATE: October 16, 2020
TO: Russell J. Dean, Town Manager
FROM: Jennifer Mates, P.E., Assistant Town Engineer
RE: Kingston Road Shoulder Widening & Sidewalk Project Update

In 2004, during Exeter's public master plan visioning process, shoulder widening for improved multi-modal roadway systems was identified as a high priority and shoulder widening is mentioned throughout the Transportation Chapter of the Master Plan. In 2005, registered voters approved a warrant article establishing a shoulder widening capital reserve fund, focused on widening arterial roadway shoulders to improve safety for pedestrians, bicyclists, and motorists alike. In addition to safety, the concept of linking residential neighborhoods with recreational opportunities was deemed a high priority. The Town has already completed shoulder widening on High Street/Hampton Road (Route 27), working with the NHDOT and local interested parties, and has broad community support to complete additional projects.

In 2014, the Town applied for and received a grant from the NH Department of Transportation (NHDOT) Transportation Alternatives Program (TAP) for the Kingston Road Shoulder Widening and Sidewalk project. The project will improve safety for pedestrians, bicyclists, and motorists, as well as link residential neighborhoods with recreational opportunities. The grant will cover 80% of the project costs. The TAP program follows the federal rules regarding Local Public Agency (LPA) projects which is a very detailed process that requires Notice to Proceed (NTP) from NHDOT before work can be done on each phase of the design process.

In 2015, the Public Works Department solicited statements of qualification from engineering consultants. CMA Engineers was selected and the contract was approved by NHDOT in 2016. During public meetings held in 2016, the addition of a sidewalk to the project was identified as a priority. NHDOT was able to increase the funds available and the Town approved the expanded scope as a warrant article during the March 2017 Town Meeting. The consultant prepared and submitted Preliminary plans, Environmental Review, NHDES Wetlands Permit, NHDES Alteration of Terrain permit, Final plans and specifications for review and approval between 2017 and 2019. A timeline of major milestones is included at the end of this memo.

The Public Works Department is currently working on obtaining easements from 12 different property owners in the project area for 10 temporary and 13 permanent easements. To date, we have received signed forms agreeing to the easements from 2 owners and have 4 other owners that have indicated that they intend to sign the agreements. The Highway Superintendent will be going door-to-door over the next few weeks to discuss the remaining easements with the owners and ask for their acceptance of the easements.

Once all of the easements have been obtained, NHDOT can authorize the town to put the project out to bid for construction. The NHDOT fiscal year begins on October 1 and authorization to bid must occur at about one month before that to meet deadlines of their finance department which closes to project funding allocation during September. Due to the timing of the approvals and status of the easements, the Kingston Road project was not eligible to go out to bid in 2019. The next available construction period based on their current project queue is 2023, however, NHDOT is often adjusting the scheduled project funding based on project status. Funding will likely be available before 2023.

A new warrant article for the March 2021 town election is being prepared to extend the deadline set by the previous warrant articles, but no increase in funding is being requested. The current Opinion of Probable Cost for construction is \$896,000, which is included in the \$1,129,449 approved by NHDOT after the increase to the budget in 2017. There is no additional application or approval needed from NHDOT.

The following is a timeline of major milestones for this project:

	Submitted to NHDOT	NHDOT approval
NHDOT TAP project application	9/26/2014	1/22/2015
Town Warrant Article (first)	March 2015	--
NHDOT TAP grant agreement	8/27/2015	9/1/2015
Consultant Selection Process	9/8/2015 (RFQ issued) 11/2/2015 (to NHDOT)	11/10/2015
Consultant Scope & Fee (S&F) Negotiations	December 2015 (CMA/town discussions begin)	--
Engineering Study and Design S&F	2/4, 4/12, 6/8, and 6/23/2016	6/30/2016 (incl. Eng. Study NTP) 7/11/2016 (SB approval)
Environmental Review	8/1/2016	1/19/2018
Local Concerns Meeting	8/17/2016	--
Proposed Action Meeting	9/28/2016	--
Select Board Meeting (present revised scope for warrant article)	1/17/2017	--
Engineering Study	2/17/2017	4/7/2017 (PD NTP)
Town Warrant Article (second)	March 2017	--
S&F Negotiations for Contract Amendment	March 2017	--
Preliminary Design S&F Contract Amendment (sidewalk/drainage)	6/27/2017	7/21/2017
Preliminary Design (PD)	1/11/2018	3/7/2018 (FD NTP)
Final Design (FD)	4/1/2019	8/28/2019
NHDES Alteration of Terrain Permit		8/8/2019
NHDES Wetlands Permit		9/19/2019
Easement Acquisition Documents	May 2019	July 2019
Easement Negotiations	August 2019 (letters sent to property owners)	Ongoing

Town Ordinances: Chapter 1610 Water Use Restrictions Update Second Reading
Third Reading October 19th, 2020



EXETER PUBLIC WORKS DEPARTMENT

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

www.exeternh.gov

MEMO

DATE: September 25, 2020
TO: Russell Dean, Town Manager
FROM: Jennifer R. Perry, P.E., Public Works Director
RE: Town Ordinances Chapter 1610 Water Use Restrictions, Draft Revision

Town Ordinance Chapter 1610 Water Use Restrictions was instituted in 2016 during the last significant drought. At that time NH RSA 41:11-d, which allows local governing bodies to restrict the watering of lawns, limited that restriction to residential wells only.

In 2019, that statute was amended to broaden the restrictions to any well (residential, commercial or industrial). Also, language was added to exclude athletic fields, golf courses and agricultural fields from the watering restrictions.

We recommend the attached changes be made to Town of Exeter Ordinance Chapter 1610 to reflect current statute.

1610 Water Use Restrictions

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- 1610.1 The purpose of this ordinance is to ensure the use of water is regulated in a manner the Town of Exeter ~~Select~~ Board-of-Selectmen (Board) deems to be in the best interests of the Town of Exeter. The Board may use reasonable means to protect, preserve and maintain the public health, safety and welfare when a water supply shortage exists.
- 1610.2 The Town of Exeter adopts this ~~ordinance~~ under its authority to regulate public water systems under RSA 38:26 and to restrict the use of private wells to water lawns under RSA 41:11-d.
- 1610.3 The requirements of this section shall apply to all water users with connections receiving water from the Exeter Water Department and, under state or federally declared drought conditions, all ~~residential~~ well users within the Town.
- 1610.4 By definition, a water supply shortage is a situation when insufficient water is available to meet the present or anticipated needs of the water system. A water supply shortage usually occurs due to drought or a major infrastructure failure.
- 1610.5 Upon declaration of a State of Water Supply Shortage or other water emergency the Board shall be authorized to determine and implement restrictions necessary to conserve and maintain adequate reserves of the public water supply. Provided there is a declaration as noted above, the following levels of progressive restriction will apply immediately after the public notification period specified in 1610.6.
- a. If the Board issues a Level 1 restriction, then
 - i. The public is requested to refrain voluntarily from landscape watering and to limit the amount of water used outdoors for other purposes.
 - ii. Landscape watering shall not occur between the hours of 8 am and 7 pm.
 - b. If the Board issues a Level 2 restriction, then
 - i. Landscape watering by odd numbered addresses is allowed on odd numbered days.
 - ii. Landscape watering by even numbered addresses is allowed on even numbered days.
 - iii. Landscape watering shall not occur between the hours of 8 am and 7 pm.
 - c. If the Board issues a Level 3 restriction, then
 - i. Landscape watering by odd numbered addresses is allowed on Mondays and Thursdays.
 - ii. Landscape watering by even numbered addresses is allowed on Tuesdays and Fridays.
 - iii. Landscape watering shall not occur between the hours of 8 am and 7 pm.
 - d. If the Board issues a Level 4 restriction, then

- i. Landscape watering is prohibited.
 - ii. The filling of swimming pools greater than 100 gallons capacity is prohibited.
 - iii. Washing of streets, driveways, sidewalks or other impervious areas is prohibited.
 - iv. Washing of vehicles or boats at a non-commercial facility shall be prohibited.
- 1610.6 Notification of intent to implement water use restrictions by the Board due to a water supply shortage shall be posted three days prior to effective date in two public locations and published in a newspaper of general circulation within the town of Exeter or by such other means reasonably determined to notify all affected water users.
- 1610.7 The Board upon a determination that the water supply shortage no longer exists may terminate a State of Water Supply Shortage. Public notification of the termination of a State of Water Supply Shortage shall be given in accordance with 1610.6.
- 1610.8 -Exceptions to restrictions include the following
- a. Hand irrigation of crops used for food by residents at a residential property shall not be restricted.
 - b. Water to sustain animal life shall not be restricted.
 - c. Commercial car washes, cash crops, farms, flower shops or garden centers shall not be restricted.
 - e.d. The grass playing turf of a recreational field, the grass playing surfaces of a golf course, and grass agricultural fields, including fields used for the production of sod, may be excluded from the requirements of 1610.2.
 - d.e. Despite the authority granted by 1610.2, orders imposing water use restrictions shall not apply to uses that obtain water from sources other than the public water supply, unless it can be clearly demonstrated that the use of such water directly affects the public water supply. Note: Municipalities have the authority to implement lawn watering restrictions in accordance with RSA 41:11-d applicable to all water users (including those using private wells) under state declared drought conditions.
- 1610.9 Any person failing to comply with the restrictions imposed pursuant to this ordinance shall be subject to a fine and/or be subject to imposition of civil penalties pursuant to RSA 38:26, II not to exceed \$10,000 per day of such violation. Recovered penalties shall be used as the Town of Exeter may direct. In addition to the foregoing penalties, the Town of Exeter is authorized to discontinue the furnishing of water where orders and restrictions have been violated. Such discontinuance shall be made pursuant to RSA 38:31 and may be continued so long as there is evidence that the violations will continue.

First violation: Written warning delivered to site of violation

Second violation: \$100 fine

Third violation: \$500 fine and discontinuance of water service.

All current fees will be applicable in addition to fines including but not limited to fees for water shut-off and turn-on.

TITLE III TOWNS, CITIES, VILLAGE DISTRICTS, AND UNINCORPORATED PLACES

CHAPTER 41 CHOICE AND DUTIES OF TOWN OFFICERS

Selectmen

Section 41:11-d

41:11-d Restricting the Watering of Lawns. –

I. The local governing body may establish regulations restricting the use of water from private wells or public water systems for outdoor lawn watering when administrative agencies of the state or federal government have designated the region as being under a declared state or condition of drought. The grass playing turf of a recreational field, the grass playing surfaces of a golf course, and grass agricultural fields, including fields used for the production of sod, may be excluded from any restrictions pursuant to this paragraph. Nothing in this paragraph shall limit any public water system's authority to require a reduction in demand or implementation of conservation measures in accordance with rules of the department of environmental services.

II. The local governing body shall give notice prior to the implementation of the regulations in paragraph I. Notice shall be given at least 3 calendar days before the regulations are implemented. The notice required under this section shall not include the day notice is posted. Notice of the regulations shall be published in a paper of general circulation in the municipality and shall be posted in at least 2 public places.

III. The full text of the proposed regulations need not be included in the notice if an adequate statement describing the proposal and designating the place where the proposal is on file for public inspection is stated in the notice.

Source. 2007, 218:1, eff. Aug. 24, 2007. 2019, 213:1, eff. Sept. 10, 2019.

2019
removed
"residential"

2019
added
2 sentences



EXETER PUBLIC WORKS DEPARTMENT

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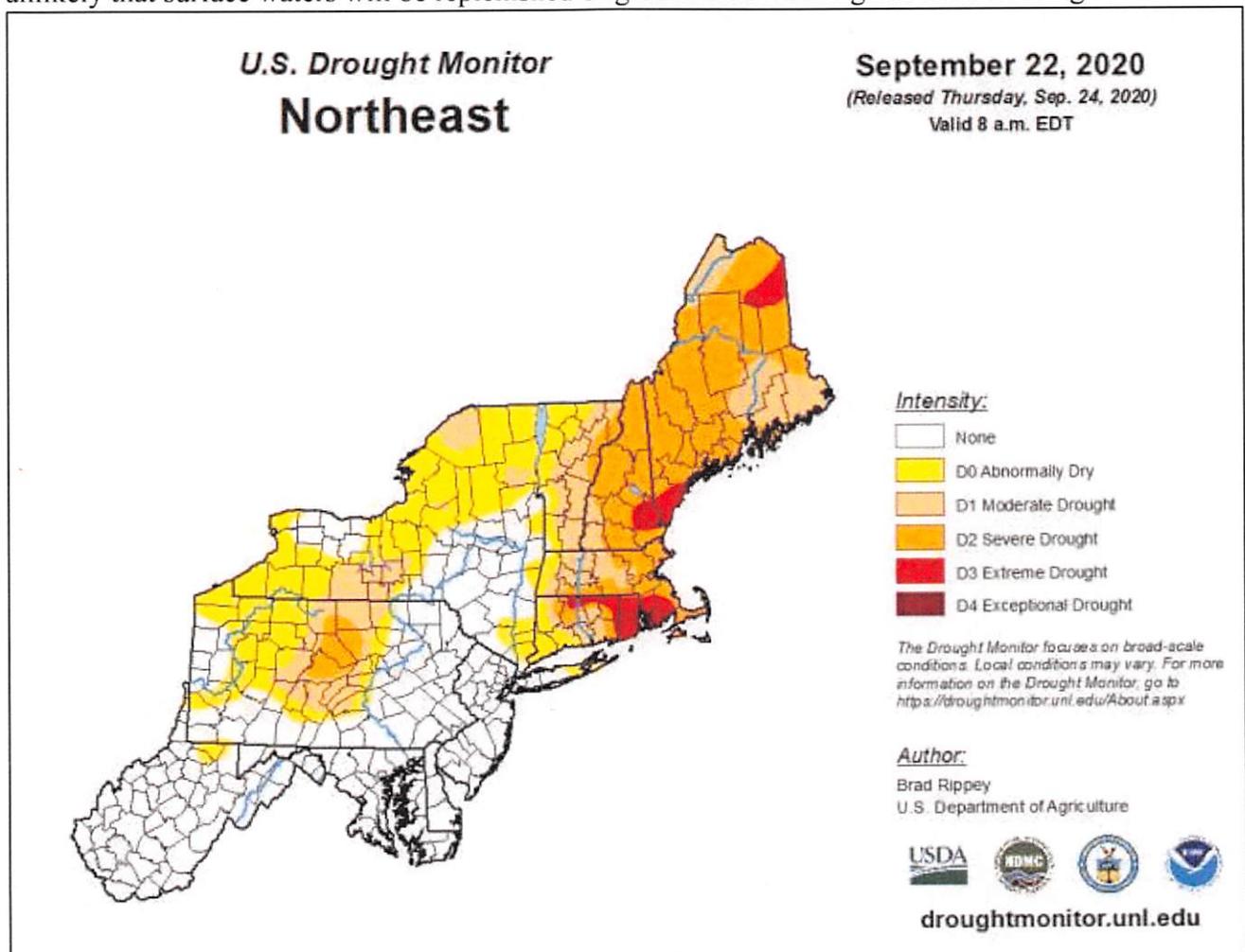
www.exeternh.gov

MEMO

DATE: September 25, 2020
TO: Russell Dean, Town Manager
FROM: Jennifer R. Perry, P.E., Public Works Director
RE: Water Resources Status Update & Recommended Water Use Restrictions

New Hampshire Drought Conditions

The U.S. Drought Monitor dated September 22, 2020, **elevated conditions to extreme drought (D3)** in northern Rockingham County; southern Rockingham continues to be in severe drought (D2). The State has implemented the Drought Management Plan, advising public water systems to implement outdoor water use restrictions where needed, and encouraging private well owners to conserve water. Based upon recommendations from the Public Works Department, the Exeter Select Board issued Level 4, outdoor watering ban on August 24. We recommend **continuing restrictions at Level 4, which bans outdoor watering**. Forecasts are not indicating significant precipitation this fall; it is unlikely that surface waters will be replenished or groundwater recharged before freezing conditions.

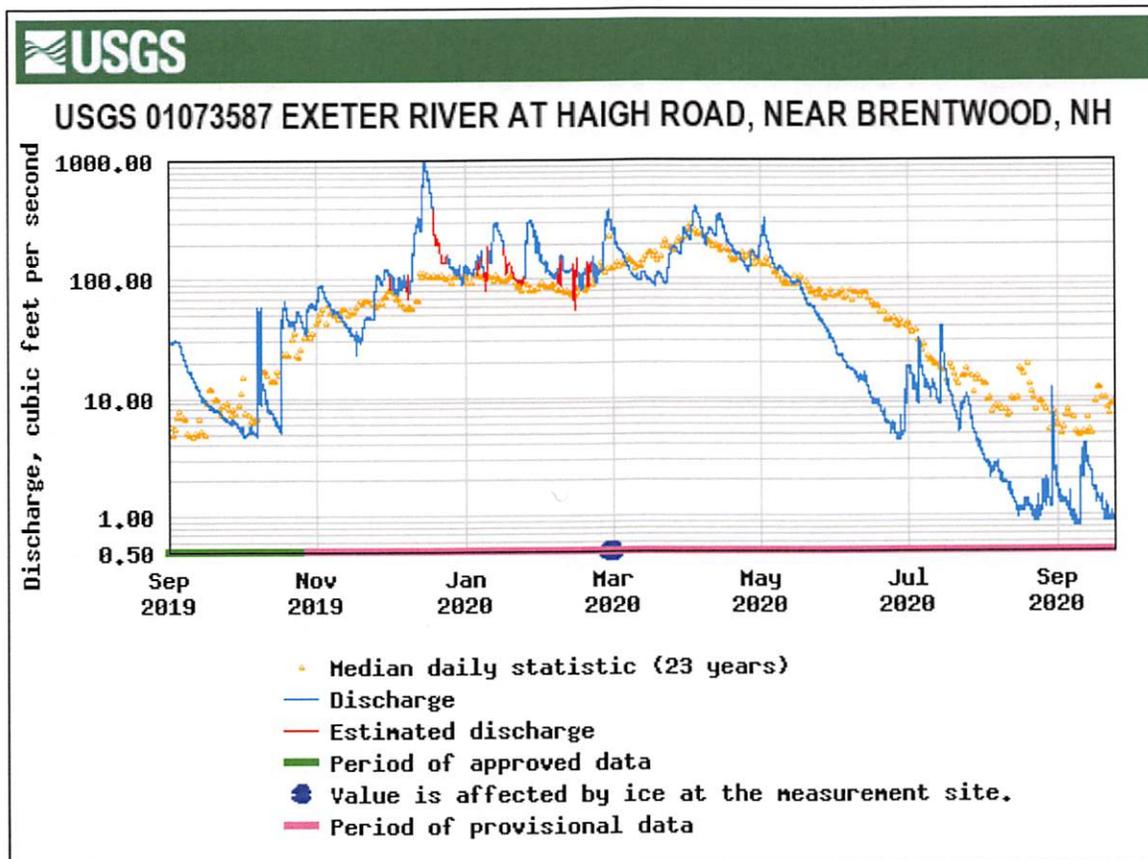


The U.S. Drought Monitor is jointly produced by National Drought Mitigation Center at University of Nebraska-Lincoln, U.S. Department of Agriculture, and National Oceanic and Atmospheric Administration. Map courtesy of NDMC.

River Flow

September typically is the end of summer low flow. The USGS stream flow gauge on the Exeter River at Haigh Road in Brentwood (drainage area 63.5 square miles) indicates current instantaneous discharge is 0.98 cubic feet per second (cfs) (at 1:15 pm on 9/23/2020); the minimum flow on this date was 0.78 cfs in 1996. The water supply intake for the Town of Exeter is located several miles downstream, with a contributing watershed of 107 square miles. The flow rates at the intake location are estimated to be 1.69 times higher than at Haigh Road, or approximately 1.66 cfs (1.07 MGD).

Exeter River flow rates are **much below normal** for this time of year.



Groundwater Levels

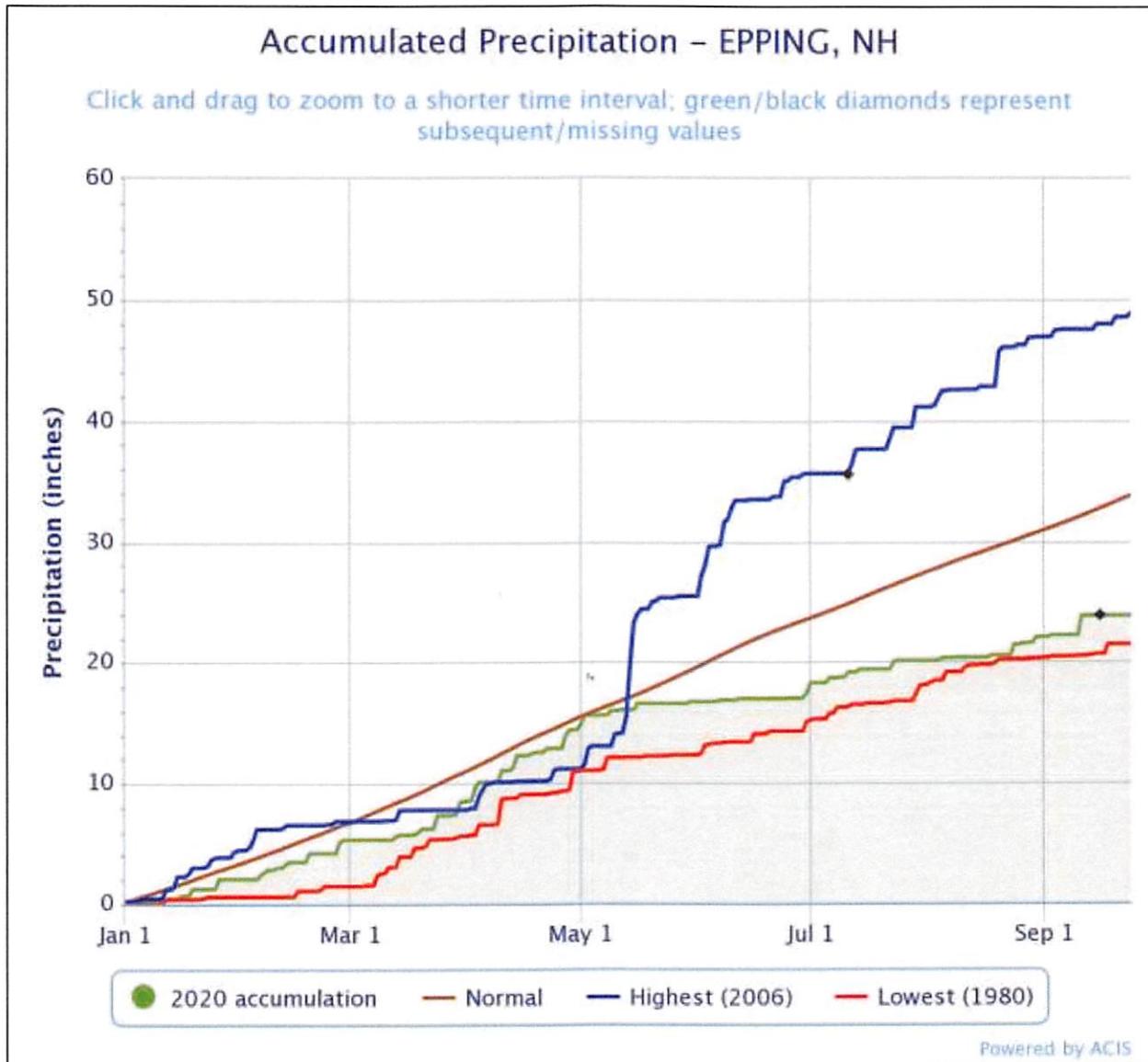
Groundwater levels for long-term monitoring wells in the region vary by location. The USGS wells in Epping, Concord and Nashua range from below normal to low.

Current groundwater levels are considered **below normal to low** for this time of year.

Precipitation

Total precipitation received since January 1 through September 23 is 23.77 inches which is 9.87 inches below the mean of 33.64 inches (Source: National Weather Service NOWData for Epping, NH). Total annual precipitation averages 48.11 inches for this site (55 years of record). The last precipitation event occurred on September 11 (1.6 inches).

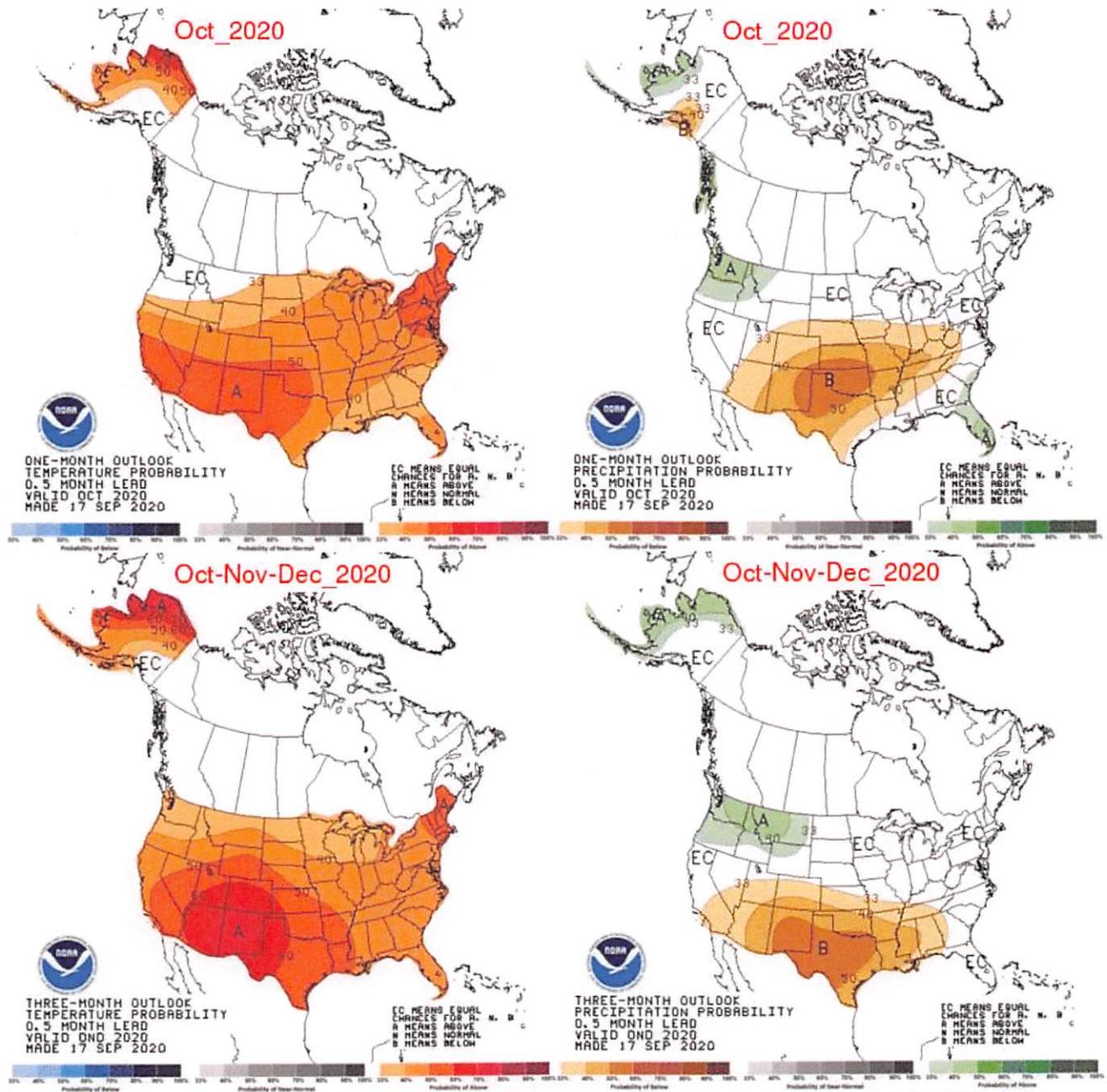
There is a **9.87 inch precipitation deficit** for the year; precipitation is **much below normal** for the year and month.



NOAA/National Weather Service, Gray/Portland Office. NOWData for Epping, NH.

Temperature and Precipitation Forecast

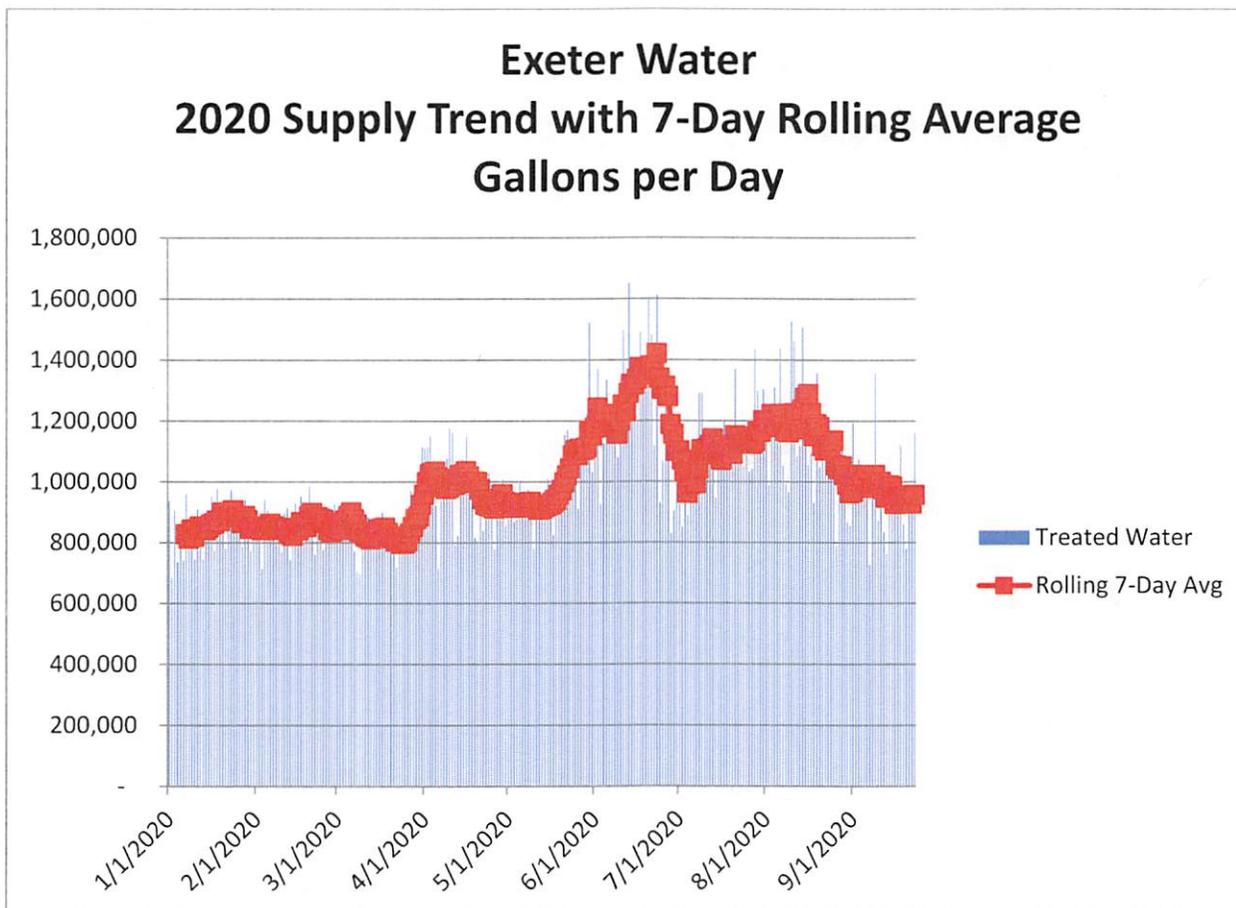
October and the 3 month outlook (October through December) temperatures are predicted to continue to be **above normal**. The three month outlook from NOAA indicates equal chances for above, normal or below normal precipitation for October and the 3 month outlook (October through December) for the New England region.



http://www.cpc.ncep.noaa.gov/products/predictions/multi_season/13_seasonal_outlooks/color/churchill.php

Exeter Water Supply

Overall, water usage or demand in the Exeter public water system has decreased and returned to pre-summer non-irrigated flows since outdoor water ban was implemented on August 24. The seven day average in early May was 0.93 million gallons per day (MGD); on September 23 it was 0.96 MGD. To date in 2020 the surface water treatment plant (SWTP) produced 182.9 MG, supplying 68% of demand. The groundwater treatment plant (GWTP) produced 85.3 MG, supplying 32% of demand.



Summary

Temperatures have been above average since May and are predicted to continue to be above average through December. Precipitation is well below normal with a 9.87 inch rainfall deficit. Surface waters and groundwater levels are declining and much below normal. Northern Rockingham County is in extreme drought (D3) and southern Rockingham is in severe drought (D2). Water usage has decreased to 0.96 MGD due to the Level 4 outdoor water bans implemented August 24, 2020.

Recommendations

We recommend continuing restrictions at Level 4, which bans outdoor watering. Forecasts are not indicating significant precipitation this fall; it is unlikely that surface waters will be replenished or groundwater recharged before freezing conditions commence. It is highly likely water restrictions will remain in effect until the spring. Water users are encouraged to practice effective water conservation. For helpful tips on water use and conservation go to <https://www.epa.gov/watersense>.

Black Lives Matter Seacoast – Tanisha Johnson and Clifton West Jr.



Russ Dean <rdean@exeternh.gov>

Selectboard and Local Officials Requests - Opportunity for Change

Tanisha Johnson <tanisha.johnson@blmseacoast.com>
Cc: Clifton West <clifton.west@blmseacoast.com>
Bcc: rdean@exeternh.gov

Wed, Sep 16, 2020 at 4:17 PM

Hello Selectboard,

I am reaching out to share with you our event this Saturday on October 10 in Dover - Pledge for Change. Our event will feature local county and governmental officials who have made the choice to stand in solidarity with us and to make meaningful changes within the system.

We are not willing to accept any more figurative words of change from our elected officials. Transparency and accountability has been preached as top priority for our elected officials and law enforcement and they must be held to that standard.

Black Lives Matter Seacoast is releasing the following set of demands to the Candidates for State Legislature, Sheriff, County Attorney, Mayor, Town Councils, Board of Aldermen/Selectman and School Board. These demands however are not just for candidates but we are asking current officers to stand with us and pledge to make these changes as well.

With the recent happenings with Hampton Selectboard and the extremely racist and transphobic comments made by one of the elected Selectman, it is clear that there is policy change needed in our communities.

We are asking that you all as selectman (woman) stand with us. We have reached out to multiple towns in Strafford and Rockingham Counties. We understand that Saturday is only a few days away, but will you consider writing a statement in support or even attending the event and signing the pledge.

Attached is the pledge for change for your review.

If you have any questions, comments, concerns; please do not hesitate to reach out to me directly.

For Justice and Peace,
Tanisha Johnson

--

Tanisha Johnson, MBA
Black Lives Matter: Seacoast Co-Founder
Board Chair
Facebook & Instagram @blmseacoast
info@blmseacoast.com
<https://linktr.ee/blm.seacoast>

 Demands for Change - Letterhead.pdf
102K

Black Lives Matter Seacoast
@blmseacoast
info@blmseacoast.com

BLACK
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SEACOAST

September 3, 2020

To Whom It May Concern:

The time for change has come. We are not willing to accept any more figurative words of change from our elected officials. Transparency and accountability has been preached as top priority for our elected officials and law enforcement and they must be held to that standard.

Black Lives Matter Seacoast is releasing the following set of demands to the Candidates for State Legislature, Sheriff, County Attorney, Mayor, Town Councils, Board of Aldermen/Selectman and School Board.

All Candidates for State Legislature

- We demand legislation that removes qualified immunity for all law enforcement officials.
- We demand legislation that legalizes the use and possession of cannabis and the retroactive application to all prior convictions and automatic expungement for current and prior convictions.
- We demand legislation that requires law enforcement agencies to gather, analyze and make available to the public, at least annually, data on demographics (including, at a minimum, gender and race) for arrests, citations and motor vehicle and subject stops regardless of disposition.
- We demand legislation that requires law enforcement agencies to gather, analyze, and make available to the public, at least annually, data on demographics (including, at a minimum, gender and race) of all people subject to any kind of search (frisk, container search, car or house, etc.) and the legal justification for the search.
- We demand legislation that establishes the training requirements of part time officers to match the training of full time officers or limiting the abilities and actions of part time officers.
- We demand legislation that suspends the use of paid administrative leave for police under investigation for excessive force.
- We demand legislation that withholds pensions from officers involved in use of excessive force, and don't allow officers who have been documented for use of excessive force to be re-hired in NH.
- We demand legislation that requires law enforcement to be liable for misconduct settlements instead of the taxpayers of the town/city.
- We demand legislation that enacts all recommendations made by the LEACT commission to be implemented.
- We demand legislation that requires a code of civil conduct for all elected officials wherein consequences are censored at minimum and removal from office for egregious conduct.

All Candidates for County Attorney

- We demand annual training hosted by a Black Lives Matter Seacoast recognized trainer, of all prosecutors on implicit bias, personal and interpersonal racism, systemic racism and anti-racism.
- We demand that prosecutors consider the likely impact of racism and implicit bias on Black people and other people of color who have been brought into the criminal justice system in determining a fair sentence.
- We demand that prosecutors report to police agencies when a judge has ruled that an officer has acted unconstitutionally, when the prosecutor has formed that legal conclusion, or when the prosecutor has a reason to suspect the officer's actions were impacted by explicit or implicit bias.

All Candidates for Sheriff and Current Police Chiefs

- We demand that officers should be required to complete at least 20 hours of community service a month in the town/city that they patrol.
- We demand a heightened focus on preservation of life and treating citizens with respect as founding principles of police culture in the law enforcement department.
- We demand full support and the usage of diversion programs as alternatives of arresting individuals with mental health or drug issues.
- We demand the full support of body cam usage and a transparent body cam review process in every police department.
- We demand an investment into having a racial, gender, and sexual orientation diverse police force in each law enforcement department.
- We demand the research and implementation of programs for law enforcement that for certain calls, social workers or other non-police professionals, are the responders and not law enforcement. (i.e. CAHOOT of Eugene, OR & STAR of Denver, CO)
- We demand that police officers' social media postings are monitored for threatening or potentially violent posts.

All Candidates for Mayor, Town Councils or Board of Aldermen/Selectman

- We demand investment into social services, such as homelessness, substance use, mental health and domestic violence treatment facilities.
- We demand a detailed, annual, specific spending report for police expenses to be made available to the public.
- We demand the establishment of a civilian review board to oversee local policing.
- We demand banning the possible use of tear gas and rubber bullets in the respective town/city.
- We demand that the implementation a policy called Recall in which the eligible voters of town/city have the ability, by petition, to demand the removal of an elected official.

Black Lives Matter Seacoast
@blmseacoast
info@blmseacoast.com



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SEACOAST

- We demand that the updating the current code of conduct to include a rule specifically pertaining to social media that prohibits town employees and elected officials from speech that would be considered reckless or irresponsible, including speech that would ridicule, malign, disparage or otherwise express bias based on race, sex, gender, disability, religion, or any other protected class and have specific, detail punishments for violations of the code.

All Candidates for School Board

- We demand the removal of school resource officers and adding diverse social workers in the schools.
- We demand annual training hosted by a Black Lives Matter Seacoast recognized trainer, for all educators and school officials on implicit bias, personal and interpersonal racism, systemic racism and anti-racism.
- We demand the review of the educational curriculum to be more inclusive of african american history & culture and classrooms to be more wide-ranging to the needs of children of color.

We are requesting detail, substantial responses that are made accessible to the general public from the candidates and in-office officials.

Thank you,

BLM Seacoast
Leadership Team

COVID 19 Updates

Tax Abatements, Veterans Credits & Exemptions

Permits And Approvals



EXETER PARKS & RECREATION



32 COURT STREET • EXETER, NH • 03833 • (603) 773-6151 • www.exeternh.gov

TOWN OF EXETER MEMORANDUM

TO: Russ Dean, Town Manager

CC: Melissa Roy, Assistant Director

FROM: Greg Bisson, Director of Parks and Recreation

RE: No golfing ordinance in all parks

DATE: 09/28/2020

The Exeter Parks and Recreation Department is requesting a no golfing ordinance for all our parks, especially the Recreation Park, Brickyard Park, and Gilman Park. We have seen several golfers using the facility and have received several residents' complaints to both the Parks and Recreation Department and the Police. We have picked up a large number of golf balls left on the playing surface. These golf balls could cause injury or damage to any of our participants or equipment. Our mowers have hit several golf balls that have been projected out at a high velocity. We have been fortunate that no one has been around when this occurs.

Respectfully Yours,
Greg Bisson
Director Exeter Parks and Recreation



EXETER PARKS & RECREATION

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TOWN OF EXETER MEMORANDUM

TO: Russ Dean, Town Manager

CC: Melissa Roy, Assistant Director

FROM: Greg Bisson, Director of Parks and Recreation

RE: Kid's Park - No Dogs Allowed

DATE: 10/19/2020

The Exeter Parks and Recreation Department is requesting an amendment to the current dog ordinance. The Kid's Park renovation rejuvenated the old park, which increased the park's usage. Unfortunately, it has been brought to our attention that people take their dogs into the park to use it as a small dog park. This unsanitary practice needs to stop, but unfortunately, Kid's Park was not one of the parks listed in the ordinance. We were unaware of this problem until the department completed the renovation, and the park use increased. We have received several complaints asking to post no dog allowed. Children are ranging from 2-12 that now use that park. We are asking for you to amend the dog ordinance again to reflect this addition.

Respectfully Yours,
Greg Bisson
Director Exeter Parks and Recreation



EXETER PUBLIC WORKS DEPARTMENT

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www.exeternh.gov

MEMO

DATE: October 16, 2020

TO: Russell Dean, Town Manager

FROM: Jennifer R. Perry, P.E., Public Works Director
Joshua Scotton, Wastewater Treatment Operations Supervisor

RE: WWTF Septage Receiving Pilot Results and Recommendations

The inclusion of septage receiving in the design of the new wastewater treatment facility was considered for several reasons: it keeps septic tank pumping (septage) local, it increased NHDES grant awards to the Town, can provide needed food and energy for the microorganisms in the treatment process, and is another source of revenue. The design and construction of the new wastewater treatment facility included a septage receiving station with 20,000 gallons of septage storage capacity.

Over the last several months, we have been piloting receiving septage from a couple local waste haulers at the new wastewater treatment facility. We needed to confirm that the septage could be discharged and mixed into the plant influent and treated without causing any upsets (such as high oxygen demand) to the process, or excessive nitrogen or solids loads. We have been monitoring the results and making refinements to the process. At this point, we are confident the treatment facility can handle up to 15,000 gallons of septage per day without causing problems for the treatment process.

There are costs associated with treating septage, which is high in total suspended solids. It is estimated 2.7 million gallons per year of septage will cost approximately \$108,000/year in treatment and disposal. If septage is charged \$0.08/gallon, annual revenues would be \$216,000. This is a net of \$0.04/gallon.

Currently, wastewater treatment facilities in the region are charging from \$0.07 to \$0.10 per gallon for septage. We conducted our pilot charging \$0.08 per gallon. Commercial septage haulers purchase coupon booklets (containing 10 coupons at 500 gallons/coupon) for \$400.

We recommend continuing to charge for septage at \$0.08 per gallon and establishing this as a new fee in the Town fee schedule.

October 15, 2020

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

RE: CY 2021 Property & Liability Program Renewal

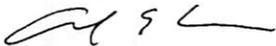
Dear Russ:

As you prepare your budget for the coming year, we thank you for your continued trust and partnership in our Property & Liability Program. Our goal in all of our programs is to provide our members with the best service, value, and coverage through our core values: **Trust. Excellence. Service.**

Enclosed is your CY 2021 Property & Liability Member Contribution Summary. The intent of the Summary is to build awareness of your member contribution and how performance, payroll changes and exposure changes, such as buildings or vehicles affect your contribution. Invoices will be available online around January 1, 2021.

Please contact your Member Services Consultant or me if you have any questions regarding your contribution and performance in the Property & Liability Program.

Sincerely,



Carl Weber
Director of Member Services

Trust. Excellence. Service.

PROPERTY & LIABILITY PROGRAM

MEMBER CONTRIBUTION SUMMARY

JANUARY 1, 2021 THROUGH DECEMBER 31, 2021 RENEWAL

MEMBER: Town of Exeter

MEMBER NUMBER: 170

CY 2020

CY 2021

Contribution Assurance Program (CAP) Yes

PRIME³ Program No

Member Contribution	\$185,505	Member Contribution	\$194,780
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Your 2020 Property Values	\$72,387,656
Your 2021 Property Values (Exposures Valued as of 9/23/2020)	\$68,008,157
Change in Property	-6.1%
Your 2020 Payroll (CY 2018 Reported)	\$9,893,144
Your 2021 Payroll (CY 2019 Reported)	\$10,313,756
Change in Payroll	4.3%
Your 2020 Loss Ratio Adjustment Factor	0.72
Your 2021 Loss Ratio Adjustment Factor	0.79
Change in Loss Ratio Adjustment Factor	9.7%
Change from 2020 to 2021:	
Contribution Amount Change	\$9,275
Contribution Percent Change	5.0%

Please contact the Primex³ Member Services Team if you have any questions or comments.
Invoices will be available online around January 1, 2021

Trust. Excellence. Service.



October 15, 2020

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

RE: CY 2021 Workers' Compensation Program Renewal

Dear Russ:

As you prepare your budget for the coming year, we thank you for your continued trust and partnership in our Workers' Compensation Program. Our goal in all of our programs is to provide our members with the best service, value, and coverage through our core values: **Trust. Excellence. Service.**

Enclosed is your CY 2021 Workers' Compensation Member Contribution Summary. The intent of the Summary is to build awareness of your member contribution and how performance and payroll changes affect your contribution. Invoices will be available online around January 1, 2021.

Please contact your Member Services Consultant or me if you have any questions regarding your contribution and performance in the Workers' Compensation Program.

Sincerely,

A handwritten signature in black ink, appearing to read "C. Weber".

Carl Weber
Director of Member Services

Trust. Excellence. Service.

Bow Brook Place, 46 Donovan Street ■ Concord, NH 03301-2624
(603) 225-2841 ■ (800) 698-2364 ■ nhprimex.org

**WORKERS' COMPENSATION PROGRAM
MEMBER CONTRIBUTION SUMMARY
JANUARY 1, 2021 THROUGH DECEMBER 31, 2021 RENEWAL**

MEMBER: Town of Exeter
MEMBER NUMBER: 170

CY 2020

CY 2021

		Contribution Assurance Program (CAP)	Yes
		PRIME ³ Program	No
Member Contribution	\$281,483	Member Contribution	\$291,129

Your 2020 Payroll (CY 2018 Reported)	\$9,893,144
Your 2021 Payroll (CY 2019 Reported)	\$10,313,756
Change in Payroll	4.3%
Your 2020 Loss Ratio Adjustment Factor	1.18
Your 2021 Loss Ratio Adjustment Factor	1.36
Change in Loss Ratio Adjustment Factor	15.3%
Change from 2020 to 2021:	
Contribution Amount Change	\$9,646
Contribution Percent Change	3.4%

Please contact the Primex³ Member Services Team if you have any questions or comments.
Invoices will be available online around January 1, 2021

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WORKERS' COMPENSATION CONTRIBUTION BY PAYROLL CLASS

January 1, 2021 through December 31, 2021

Member: Exeter, Town of
Member Number 170

Class	Description	Payroll Contribution*	
5506	Highway Maintenance (Formerly Street Laborers)	563,445	20,203
5606	Public Works Director	114,441	2,103
7520	Waterworks	1,022,919	18,646
7580	Sewer Department	127,914	2,504
7590	Waste Management	18,355	524
7610	Cable Tv	48,189	626
7704	Firefighters & Drivers	2,224,726	146,918
7704	Volunteer Firefighters	1,433	142
7720	Police & Drivers	1,986,738	37,401
8380	Auto Repair Shop	129,409	4,176
8810	Office Employees, Municipal	1,669,188	2,993
8810	Office Employees, Library	583,686	1,046
8810	Dispatchers	281,061	504
8831	Animal Control Officer	30,357	540
9015	Buildings - Janitor	313,994	10,368
9015	Lifeguards/Swim Instructors	67,297	2,222
9102	Parks	448,457	12,061
9402	Highway Winter Maintenance (Formerly Mechanized Street Cleaning)	187,815	7,324
9410	Municipal Employees, Inspectors, Assessors	494,332	20,828
Totals		10,313,756	291,129

* Amounts are based on a 12 month total

Trust. Excellence. Service.



October 15, 2020

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

RE: CY 2021 Unemployment Compensation Program Renewal

Dear Russ:

As you prepare your budget for the coming year, we thank you for your continued trust and partnership in our Unemployment Compensation Program. Our goal in all of our programs is to provide our members with the best service, value, and coverage through our core values: **Trust. Excellence. Service.**

Enclosed is your CY 2021 Unemployment Compensation Member Contribution Summary. The intent of the Summary is to build awareness of your member contribution and how performance and payroll changes affect your contribution. Invoices will be available online around January 1, 2021.

The Primex³ Membership Agreement and Public Entity Coverage Document have a 45-day written notice requirement in the event that you elect to terminate membership in the Unemployment Compensation Program. **This notice must be provided on official letterhead to the Chief Executive Officer of Primex³ by 4:30 PM on November 17, 2020 and must specify a final decision regarding your participation in the program.** Please carefully review your Public Entity Coverage Document, General Conditions, Section L, regarding notice of termination.

Please contact your Member Services Consultant or me if you have any questions regarding your contribution and performance in the Unemployment Compensation Program.

Sincerely,

A handwritten signature in black ink, appearing to read "C. Weber".

Carl Weber
Director of Member Services

Trust. Excellence. Service.

UNEMPLOYMENT COMPENSATION PROGRAM
MEMBER CONTRIBUTION SUMMARY
JANUARY 1, 2021 THROUGH DECEMBER 31, 2021 RENEWAL

MEMBER: Town of Exeter

MEMBER NUMBER: 170

CY 2020

Member Contribution

\$3,115

CY 2021

Member Contribution

\$3,115

Your 2020 Taxable Wages (CY 2018)	\$2,596,154
Your 2021 Taxable Wages (CY 2019)	\$2,559,001
Change in Taxable Wages	-1.43%
Your 2019 Loss Ratio	0.00%
Your 2020 Loss Ratio (through June 2020)	1.00%
Your 2020 Unemployment Rate	0.12%
Your 2021 Unemployment Rate	0.12%
Change from 2020 to 2021:	
Contribution Amount Change	\$0
Contribution Percent Change	0.0%

Please contact the Primex³ Member Services Team if you have any questions or comments.
Invoices will be available online around January 1, 2021

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Calculating Cost of Unemployment Compensation

To calculate the UC cost per employee:

- Use the first \$14,000 of payroll per employee for employees that earn over \$14,000. Primex³ follows the current State's employee taxable wage base of \$14,000.
- Use the actual payroll for any employee who earns below \$14,000.
- Apply the rate (*Please refer to your UC Contribution Summary to find the Unemployment rate.*) to those wages to calculate the employee cost.

Example:

Sample Town has a UC rate of **.54%** on their contribution summary.

- 1) Any employee earning \$14,000 or more: $\$14,000 \times .0054 = \75.60 / per employee
- 2) If an employee earns less than \$14,000, the UC cost is their actual wage times the rate of .0054.



Town Manager's Office

OCT 13 2020

Received

October 9, 2020

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

Dear Mr. Dean:

The HealthTrust Board of Directors met on October 6, 2020 to set renewal rates for the CY2021 renewal period. Enclosed are your Member Group's renewal rates for medical coverage for the period of January 1, 2021 through December 31, 2021 for your current benefit plans. Also included are the renewal rates for dental, life, short-term and long-term disability coverage, if applicable. Your Benefits Advisor can work directly with you to provide alternative benefit options and applicable rates. Please see the enclosed transmittal for your Member Group's specific renewal rates for all your coverage lines.

This year's rating process uses a different claims experience period than is typically utilized to set medical and dental rates as a result of COVID-19's disruption to normal claims activity. Starting March of 2020, the COVID-19 pandemic resulted in the cancellation or deferral of a significant volume of elective and non-emergency medical and dental care that would have taken place during the period of March through June 2020 but for the state of emergency. As a result, for the current rating, Milliman's actuarial review utilized a 12-month claims experience period from March 2019 through February 2020 that ended just prior to the impact of COVID-19. In calculating these rates, Milliman also took into account projected increases in future claims that are anticipated to occur between January 1, 2021 through June 30, 2021 as covered individuals reschedule some of the care they postponed due to COVID-19.

Medical Rates

The rate adjustment for all Member Groups renewing medical coverage for *CY2021 (January 1, 2021 – December 31, 2021)* is an *overall average increase of 6.8%*. This increase primarily is due to projected medical and prescription trend and increased claims utilization. ***Your Member Group's rate change will vary from this overall average increase based in part on your Group's own claims experience.*** If you are a Group in the Small Group Rating Tier (50 and Under), or part of a combined rating group, your rate reflects the claims experience of that combined rating group.

Dental Rates

For Member Groups currently participating in HealthTrust's dental coverage, *there is no rate change for CY2021 (January 1, 2021 – December 31, 2021).*

As a reminder, the HealthTrust Board of Directors voted to implement a one-time, temporary increase of the annual plan year benefit maximums by 50% for the CY2021 plan year (January 1, 2021 through December 31, 2021). This was done to assist individuals who may have been impacted by the COVID-19 pandemic due to the temporary closure of dental offices for non-emergency care during the current CY2020 plan year.

Short-Term Disability Coverage

For Member Groups currently participating in HealthTrust's short-term disability coverage, there is an *overall base rate increase of 4.0%* for *CY2021 (January 1, 2021 – December 31, 2021)* due to increased claims volume and average claim duration. ***However, your Member Group's actual rate adjustment will vary from the overall increase depending on your Group's experience and demographic make-up.***

Long-Term Disability Coverage

For Member Groups currently participating in HealthTrust's long-term disability coverage, *there is no rate change for CY2021 (January 1, 2021 – December 31, 2021).*

Life Coverage

For Member Groups currently participating in HealthTrust's life coverage, *there is no rate change for CY2021 (January 1, 2021 – December 31, 2021).*

Benefit Advantage

For Member Groups currently participating in HealthTrust's Benefit Advantage Health Reimbursement Arrangement (HRA) and enhanced Flexible Spending Account (FSA) services, *there is no change to the per participant/per month fees.* As a reminder, there are no annual fees and FSA and HRA administrative services per participant/per month fees continue to be waived for participants enrolled in the following HealthTrust medical plans: AB15/40IPDED, ABSOS20/40/1KDED, ABSOS25/50/3KDED, ABSOS30/60/5KDED, ABHD/5K/20COIN and LUMENOS2500.

FY2020 Return of Surplus

The HealthTrust Board of Directors also voted at the October 6th meeting to return \$18,786,984 of surplus to HealthTrust Members who participated in HealthTrust's medical, dental and/or short-term disability coverage lines during FY2020 (*July 1, 2019 – June 30, 2020*) in proportion to each Member Groups' respective contributions for such coverages. Member Groups will receive a separate notification next week that will include information by coverage line regarding your Group's share of the Return of Surplus, if applicable. At that time, reports will be available, on the Secure Member Portal (SMP), detailing the enrollment numbers and contributions on which your Member Group's share of the Return of Surplus was determined. These reports can be accessed on the SMP by your Member Group's designated Benefit Administrator.

Enclosures

Please review the following enclosures for additional details on your renewal, the rating process, benefit enhancements and updates. We've enhanced the process to provide even more information for you to review and consider!

- Member Group Transmittal (*includes monthly contribution rates for all of your coverage lines*) – **Please sign and return by December 11, 2020.**
- Member Group Medical Rate Exhibit
- Medical and Prescription Benefit Options (*includes monthly contribution rates for existing benefit options and alternatives*)
- How Your Rate is Determined - *The Rating Process, Capital Adequacy Reserve and Return of Surplus*
- CY2021 Plan Enhancements and Updates

Timeline

Benefit Changes Notification Deadline – November 25, 2020

Your Benefits Advisor, Melisa Briggs, will be contacting you to discuss the renewal and work with you to review available options and assist with any changes you may be considering. Please note that requests for any coverage changes must be communicated to us and completed prior to November 25, 2020 to be effective January 1, 2021.

Meet with your Benefits and Wellness Advisors

Your Benefits Advisor is available to work with you to schedule virtual meetings to review the following key education and reporting tools.

- **Benefit Education Sessions** – Customized Benefit Education presentations, benefit comparisons, and digital benefit packets are available in the Secure Member Portal (SMP) to make it even easier to educate your employees about their benefit plans, medical consumerism, and wellness programs, including how they can access tools and resources through the *Enhanced HealthTrust Secure Enrollee Portal.*

- **Rating Summary**– a report showing how your Group’s rates were calculated. (*Also available to Small Groups showing the 50 and under summary*)
- **Stewardship Report** (*for Groups with 100 or more Enrollees*) – a detailed report showing your Group’s membership data, medical and prescription claims utilization data, wellness program participation and recommendations.

Thank you for your continued participation with HealthTrust. If you have any questions or concerns, please do not hesitate to contact Melisa at 800.527.5001.

Sincerely,



Wendy Lee Parker
Executive Director

Enclosures

cc: Joseph Pelchat, Union Representative, SEIU Local 1984 Public Works
Don Matheson, Union Representative, Exeter Firefighters Association
Matthew Oppenlaender, Exeter Police Association, Town of Exeter
Harry Lindsay, SEIU Local 1984 Public Works, Town of Exeter



Town of Exeter ("Member")

Member hereby elects the following HealthTrust, Inc. ("HealthTrust") coverage(s):

Medical Coverage and Rates

January 2021 Medical Renewal

The following rates shall apply from January 1, 2021 to December 31, 2021

Rating Renewal	January	Rating Tier	Large
Probationary Period	1M	Rating Type	Combined

Benefit Option(s)	Single	2-Person	Family
AB20(01L)-RX10/20/45/3K(L)	\$939.01	\$1,878.02	\$2,535.32
ABSOS20/40/1KDED(01L)-R10/25/40M10/40/70/5K(L)	\$732.26	\$1,464.52	\$1,977.10
BC3T20(01L)-RX10/20/45/3K(L)	\$1,025.90	\$2,051.80	\$2,769.93
MC3(01L)-RX10/20/45(LCY)	\$628.69		
MCNRX(01L)	\$251.44		

Monthly rates and continued Member Group coverage are subject to applicable HealthTrust minimum participation requirements including, without limitation:

- 1) at least 75 % participation of Eligible Employees who do not otherwise have group medical coverage; and
- 2) Employees who elect to cover dependents must enroll all of their Eligible Dependents (other than dependent children age 19 and over) who do not otherwise have group medical coverage.

HealthTrust reserves the right to change the rates at any time if there is a 10% or more increase or decrease in enrollment.

PROBATIONARY PERIOD EXCEPTIONS

None

SPECIAL NOTES

Member participates in a Combination of Entities agreement for medical coverage rating purposes. The Combination of Entities is comprised of: Town of Exeter and Exeter Housing Authority. Coverage includes Domestic Partner (same sex and opposite sex) Rider.

Dental Coverage and Rates

January 2021 Dental Renewal

The following rates shall apply from January 1, 2021 to December 31, 2021

Rating Renewal January

Probationary Period 1M

<u>Benefit Option(s)</u>	<u>Single</u>	<u>2-Person</u>	<u>Family</u>
OPTION 1B	\$45.25	\$87.51	\$158.31

Monthly rates and continued Member Group coverage are subject to applicable HealthTrust minimum participation requirements including, without limitation:

- 1) at least 75 % participation of Eligible Employees who do not otherwise have group dental coverage; and
- 2) Employees who elect to cover dependents must enroll all of their Eligible Dependents (other than dependent children age 19 and over) who do not otherwise have group dental coverage.

BENEFIT SCHEDULE

<u>Benefit Option(s)</u>	<u>Coverage A</u>	<u>Coverage B</u>	<u>Coverage C</u>	<u>Plan Year Maximum</u>	<u>Coverage D</u>	<u>Coverage D Maximum</u>	<u>Deductible</u>
OPTION 1B	100%	80%	50%	\$1,250	50%	\$1,000	\$25/\$75

PROBATIONARY PERIOD EXCEPTIONS

None

SPECIAL NOTES

Coverage includes Domestic Partner (same sex and opposite sex) Rider.

Life Coverage and Rates

January 2021 Life Renewal

The following rates shall apply from January 1, 2021 to December 31, 2021

Rating Renewal January
 Suffix # 026
 BAE means Base Annual Earnings, if applicable

BASIC LIFE BENEFIT SCHEDULE

Class	Class Name	Probationary Period	Coverage	AD&D	Guarantee Issue	Maximum Benefit
1	All Eligible Department Heads and Salaried Employees	1M	1 x BAE	1 x BAE	\$50,000	\$50,000
2	All Other Eligible Employees	1M	\$25,000	\$25,000	\$25,000	\$25,000
3	All Eligible Elected Officials	1M	\$25,000	N/A	\$25,000	\$25,000

DEPENDENT LIFE SCHEDULE

Spouse	\$10,000
Child < 6 Months	\$1,000
Child > 6 Months	\$5,000

CONTRIBUTORY STATUS AND PARTICIPATION REQUIREMENTS

Class	Basic Life Contributory Status Y/N	Basic Life Participation	Supplemental Contributory Status Y/N	Supplemental Participation	Dependent Contributory Status Y/N	Dependent Participation
1	N	100%	N/A	N/A	Y	NONE
2	N	100%	N/A	N/A	Y	NONE
3	N	100%	N/A	N/A	Y	NONE

RATES

BASIC LIFE FOR EACH \$1,000 OF BENEFIT	\$0.14
BASIC AD&D FOR EACH \$1,000 OF BENEFIT	\$0.04
DEPENDENT LIFE RATE PER MONTH/PER FAMILY	\$2.25

Monthly rates and continued Member Group coverage are subject to applicable minimum participation requirements including, without limitation: 75% participation of Eligible Employees if contributory status is Y or 100% participation if contributory status is N for Basic Life. Other requirements may apply.

PROBATIONARY PERIOD EXCEPTIONS

None

SPECIAL NOTES

Basic Life Evidence of Insurability required for: Any amount in excess of the Guarantee Issue; all late applicants (contributory groups only); salary increases greater than \$25,000. Life and AD&D benefits reduce to 50% at age 70. Dependent Life Evidence of Insurability required for: All late applicants (contributory groups only).

BILLING SERVICES

Member Group has separately contracted with HealthTrust for the following Billing Services with respect to any selected medical and dental plan coverages:

COBRA Retirees

ADDITIONAL TERMS

Summary of Benefits and Coverage ("SBC") Compliance: HealthTrust, Inc. agrees to prepare and provide Member with an SBC for each medical plan coverage option listed on this transmittal. Member must distribute the SBCs to applicable eligible individuals. These obligations will be performed in accordance with (i) the statutory and regulatory requirements for SBCs under the Affordable Care Act ("ACA"), and (ii) related SBC compliance information provided to Member by HealthTrust, Inc.

Maximum Probationary Period Compliance: The eligibility conditions and probationary period requirements for enrollment in each medical plan coverage option listed on this transmittal must comply with the 90-Day Maximum Waiting Period rule of the ACA.

AGREEMENT AND AUTHORIZATION

Member agrees that the coverages elected herein are subject to the terms and conditions of the HealthTrust Membership Agreement, the HealthTrust Bylaws and applicable Coverage Documents.

Member hereby authorizes HealthTrust, Inc. to execute and deliver any and all documents necessary to effectuate the enrollment of the Member and its Employees into the coverage(s) listed on this transmittal.

For the Member, duly authorized

Title

Date

For HealthTrust, Inc.

Title

Date



Medical Rate Exhibit for: Town of Exeter

Rating Renewal: January

Rating Tier: Large

Rating Type: Combined

Current Benefit Option(s)	Enrollment Type	Enrollee Counts as of 09/20	01/20 Rates	01/21 Rates	% Change
AB20(01L)-RX10/20/45/3K(L)	Single	26	\$ 916.11	\$ 939.01	2.5%
	2-Person	26	\$ 1,832.21	\$ 1,878.02	2.5%
	Family	44	\$ 2,473.49	\$ 2,535.32	2.5%
ABSOS20/40/1KDED(01L)-R10/25/40M10/40/70/5K(L)	Single	4	\$ 714.40	\$ 732.26	2.5%
	2-Person	4	\$ 1,428.80	\$ 1,464.52	2.5%
	Family	0	\$ 1,928.88	\$ 1,977.10	2.5%
BC3T20(01L)-RX10/20/45/3K(L)	Single	12	\$ 1,000.88	\$ 1,025.90	2.5%
	2-Person	11	\$ 2,001.76	\$ 2,051.80	2.5%
	Family	3	\$ 2,702.37	\$ 2,769.93	2.5%
Monthly Total for Actives / Early Retirees		130	\$ 230,999.71	\$ 236,774.37	2.5%

Current Benefit Option(s)	Enrollment Type	Enrollee Counts as of 09/20	01/20 Rates	01/21 Rates	% Change
MC3(01L)-RX10/20/45(LCY)	Single	21	\$ 613.35	\$ 628.69	2.5%
MCNRX(01L)	Single	23	\$ 245.30	\$ 251.44	2.5%
Monthly Total for Medicomp Retirees		44	\$ 18,522.25	\$ 18,985.61	2.5%
Grand Monthly Total		174	\$ 249,521.96	\$ 255,759.98	2.5%

Alternative Benefit Option(s): HealthTrust offers a full range of comprehensive Benefit Options. Please consult with your Benefits Advisor to learn more about the Benefit Options that may best meet your Group's needs and work within HealthTrust's underwriting guidelines.



Town of Exeter
Medical and Prescription Benefit Options
Monthly Rates for 1/1/2021 - 12/31/2021

Member Groups may choose ONE medical plan from each colored section with a maximum of three medical options per employee group. One prescription plan may be chosen per medical plan. Please consult with your Benefits Advisor if you are considering plan changes.

Medical Plan Type	Access Blue New England HMO	Access Blue New England HMO with Deductible			
	Plan Name	AB20	AB15/40IPDED	ABSOS20/40/1KDED	ABSOS25/50/3KDED
Visit Copay	\$20	\$15	\$20	\$25	\$30
Specialty Visit Copay	\$20	\$40	\$40	\$50	\$60
Walk-In Center Copay	\$20	\$15	\$20	\$25	\$30
Urgent Care Copay	\$50	\$125	\$50	\$75	\$100
ER Copay	\$100	\$250	\$100	\$150	\$250
Standard Deductible (per person/per family)	\$0	\$1,000 / \$3,000	\$1,000 / \$3,000	\$3,000 / \$9,000	\$5,000 / \$12,000
Chiropractic Visits/Copay	12 / \$20	12 / \$15	Unlimited / \$20	Unlimited / \$25	Unlimited / \$30
Therapy Visits (PT/OT/ST)/Copay	60 / \$20	60 / \$15	60 / \$20	60 / \$25	60 / \$30
Acupuncture Visits/Copay	N/A	12 / \$15	12 / \$20	12 / \$25	12 / \$30
Durable Medical Equipment	You pay 20%	\$100 deductible, then you pay 20%	\$100 deductible, then you pay 20%	\$100 deductible, then you pay 20%	\$100 deductible, then you pay 20%
MRI, CT scan, PET, MRA	You pay \$0	Standard Deductible	You pay \$0 at SOS providers. Otherwise, Standard Deductible	You pay \$0 at SOS providers. Otherwise, Standard Deductible	You pay \$125 at SOS providers. Otherwise, Standard Deductible
X-Rays and Ultrasounds	You pay \$0	You pay \$0	You pay \$0 at SOS providers. Otherwise, Standard Deductible	You pay \$0 at SOS providers. Otherwise, Standard Deductible	You pay \$125 at SOS providers. Otherwise, Standard Deductible
Labs (including allergy testing)	You pay \$0	You pay \$0	You pay \$0 at SOS providers. Otherwise, Standard Deductible	You pay \$0 at SOS providers. Otherwise, Standard Deductible	You pay \$0 at SOS providers. Otherwise, Standard Deductible
Maximum Out-of-Pocket (medical and RX expenses combined)	\$3,000 / \$6,000	\$5,000 / \$10,000	\$5,000 / \$10,000	\$5,000 / \$10,000	\$7,150 / \$14,300

Medical Plan Type	High Deductible Health Plans (HSA Qualified)	
	Plan Name	LUMENOS2500
Standard Deductible	\$2,500 per person / \$5,000 per 2-person or family (1)	\$5,000 per person / \$10,000 per family
Standard Coinsurance	0% (In-Network); 30% (Out-of-Network)	20%
Coinsurance Maximum	N/A (In-Network); \$2,500 / \$5,000 (Out-of-Network) (1)	\$1,550 per person, per year; \$3,100 per family, per year
Chiropractic Visits	Unlimited	Unlimited
Therapy Visits (PT/OT/ST)	60 Visits	60 Visits
Acupuncture Visits	12 Visits	12 Visits
Durable Medical Equipment	Standard Deductible and/or Coinsurance	Standard Deductible and/or Coinsurance
Prescription Drugs	Standard Deductible and/or Coinsurance	Standard Deductible and/or Coinsurance
Maximum Out-of-Pocket (medical and RX expenses combined)	\$2,500 / \$5,000 (In-Network); \$5,000 / \$10,000 (Out-of-Network) (1)	\$6,550 / \$13,100
single	\$765.33	\$528.89
2-person	\$1,530.66	\$1,057.78
family	\$2,066.39	\$1,428.00

(1) For LUMENOS2500: If you are enrolled at the 2-person or family level, eligible expenses incurred by you or any of your enrolled family members count toward satisfying the entire 2-person/family deductible and/or coinsurance.

Monthly Medical Rates with Prescription Benefit Option RX10/20/45					
single	\$939.01	\$808.13	\$756.89	\$549.64	\$507.14
2-person	\$1,878.02	\$1,616.26	\$1,513.77	\$1,099.28	\$1,014.28
family	\$2,535.32	\$2,181.95	\$2,043.60	\$1,484.03	\$1,369.28

OR

Monthly Medical Rates with Prescription Benefit Option R10/25/40M10/40/70					
single	\$908.42	\$781.81	\$732.26	\$531.77	\$490.66
2-person	\$1,816.85	\$1,563.63	\$1,464.52	\$1,063.54	\$981.31
family	\$2,452.74	\$2,110.89	\$1,977.10	\$1,435.77	\$1,324.77

RX = Copays for both retail and mail order R= Copays for retail (up to 34 day supply) M = Copays for Maintenance Choice (up to 90 day supply)

Medicare Supplemental Plans (MC3)	
MC3 with RX Coverage	RX10/20/45
single	\$628.69
MC3 with RX Coverage	R10/25/40M10/40/70
single	\$608.23
MCNRX (No RX Coverage)	N/A
single	\$251.44

DISCLAIMER: Monthly rates are based on a minimum of 75% participation of all eligible employees who do not otherwise have group medical coverage. Active employees and retirees must be offered the same prescription drug coverage. HealthTrust reserves the right to change these rates if there is a +/- 10% in enrollment. All deductibles and benefit limits shown are per plan year (January 1 through December 31). These charts are intended for summary purposes only. Details of coverage are set forth in separate documents, which govern these plans.



JANUARY 2021 RENEWAL

How HealthTrust Medical Rates are Determined

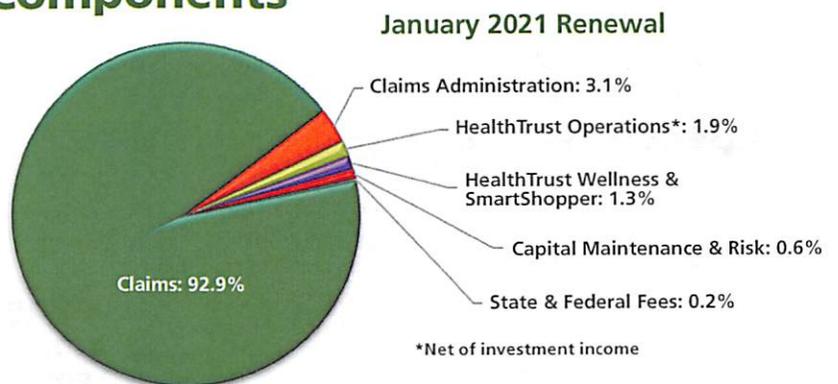
Rating Process

The renewal rates were set by the HealthTrust Board of Directors (HealthTrust Board) on October 6, 2020 as the last step in our comprehensive rate setting process. Staff and external actuaries (Milliman) work together to review historical claims data that is then projected forward using the latest trend forecasts to derive the change required, if any, in renewal rates. This information is presented to the Board's Finance & Personnel Committee for their review and consideration. The Finance & Personnel Committee determines the recommended renewal rates, which are then presented at two public hearings for Members. Finally, the HealthTrust Board adopts the renewal rates, taking into consideration feedback received from the two public hearings and the recommendation by the Finance & Personnel Committee.

This year's rating process used a different claims experience period than is typically utilized to set medical and dental rates as a result of COVID-19's disruption to normal claims activity. Starting March of 2020, the COVID-19 pandemic resulted in the cancellation or deferral of a significant volume of elective and non-emergency medical and dental care that would have taken place during the period of March through June 2020 but for the state of emergency. As a result, for the current rating, Milliman's actuarial review utilized a 12-month claims experience period from March 2019 through February 2020 that ended just prior to the impact of COVID-19. In calculating these rates, Milliman also took into account projected increases in future claims that are anticipated to occur between January 1, 2021 through June 30, 2021 as covered individuals reschedule some of the care they postponed due to COVID-19.

Medical Contribution Components

The overall medical rates are comprised of several components. Claims are the largest component at approximately 93% of the rate, 3.1% for Claims Administration, 1.9% for HealthTrust's Operations (net of investment income), and 1.3% for Wellness and SmartShopper. The remainder of the rate is for required state vaccine fees (0.2%) and risk charges recommended by the actuary (0.6%) for needed reserves.



Medical Plan Relativities

HealthTrust works with its actuaries from time to time to determine the relative cost of the different medical benefit options we offer. At this time, the percentage rate change for each benefit option will remain the same as the overall percentage rate change for Member Groups.

CAPITAL ADEQUACY RESERVE AND RETURN OF SURPLUS



Capital Adequacy Reserve Level

Annually the HealthTrust Board determines the target level for HealthTrust's capital adequacy reserve. The purpose of a capital adequacy reserve is to ensure that all future obligations for the payment of claims and expenses are fully paid even if HealthTrust's actual experience differs from the rating assumptions used to set the contribution rates. Check out our video explaining Capital Adequacy Reserve on our website www.healthtrustnh.org, in the "Who We Are" section under Financials.

HealthTrust locks in the rates it charges for future coverage based on the actuaries' best information known at this time. However, actual future claims costs may be significantly higher than predicted for numerous reasons. The capital adequacy reserve exists to make sure HealthTrust can pay claims and expenses even if future performance differs from the projections used to set rates.

The HealthTrust Board has established a policy that it shall rely on the opinion of a qualified actuary using a sound actuarial methodology to determine the target capital adequacy reserve level for HealthTrust to meet its obligations to pay claims and expenses, even if the rating assumptions end up being too low. This policy is consistent with the NH Supreme Court's 2014 decision which addresses how such reserves should be set.

HealthTrust retained the Milliman firm, one of the preeminent actuarial firms in the country, to determine, using an actuarially sound methodology, how much capital adequacy reserve HealthTrust needed as of the start of this fiscal year, July 1, 2020. Milliman recommended that HealthTrust should target a capital adequacy reserve level of \$90 million to \$140 million. This amount provides HealthTrust with a 95% confidence level that it can meet all its obligations over a 5-year period. Milliman recommends that HealthTrust use that confidence level as it provides only a 5% chance of insolvency over the next five years. Where in this range the reserve needs to be depends on whether HealthTrust has pricing flexibility to respond to adverse situations as they develop.

Based on this actuarial recommendation, the HealthTrust Board established a capital adequacy reserve target level of \$90 million as of June 30, 2020.

Return of Surplus

After the Board sets the capital adequacy reserve level, it determines whether there is any surplus to return to Members. The 2020 Fiscal Year audited financial statement Net Position is \$108.8 million, which exceeds the Capital Reserve Target (\$90M) adopted by the Board. Therefore, for FY2020, there will be a Return of Surplus in the amount of \$18.8 million to Members for the fiscal year ending June 30, 2020.

*Once the HealthTrust 2020 Fiscal Year audited financial statement is finalized, it will be posted online on our website www.healthtrustnh.org, in the "Who We Are" section under Financials.

**FY2020
TOTAL NET
POSITION
APPROXIMATELY
\$108.8M**

\$108.8M
TOTAL
NET
POSITION

\$90M
CAPITAL
RESERVE
TARGET

Surplus to distribute equals the amount by which Total Net Position, (\$108.8M) exceeds the Capital Reserve Target, (\$90M) adopted by the Board.

For FY2020
 $\$108,786,984 - \$90M =$
 $\$18,786,984$
FY2020 Return of Surplus
in November 2020

HealthTrust values our Member Groups and we strive to continually enhance our benefits and programs to meet and exceed your Group's expectations.

Plan Enhancements and Updates

Early Intervention Services

- HealthTrust medical benefit options will now provide coverage for medically necessary early intervention services at no cost share, with the exception of our High Deductible Health Plans (LUMENOS2500 and ABHD/5K/20COIN) where only the Standard Deductible (no Coinsurance, if applicable) will continue to apply. *Effective September 18, 2020*
- Early intervention services are covered from birth to the covered dependent's third birthday. Eligible covered dependents are those with significant functional physical or mental deficits due to a developmental disability or delay. Covered services include medically necessary physical, speech/language and occupational therapy, nursing care, and psychological counseling provided by eligible behavioral health providers, such as clinical social workers.

Telemedicine Services

- HealthTrust medical benefit options currently provide expanded access to telemedicine services, including audio-only services, on the same basis as coverage for in-person visits during the COVID-19 State of Emergency. HealthTrust will now continue to provide this expanded telemedicine coverage on an ongoing basis. *Effective November 1, 2020*

Prescription Diabetic Insulin

- All CVS Caremark prescription coverage plans will limit the applicable copayment for covered diabetic insulin medications to no more than \$30 for each 30-day supply. Copayments will remain the same for diabetic insulin filled through the mail service pharmacy or CVS retail pharmacy (Maintenance Choice) for up to a 90-day supply. All other plan provisions remain in effect. *Effective January 1, 2021*
- High Deductible Health Plans (LUMENOS2500 and ABHD/5K/20COIN) with Anthem/IngenioRx prescription coverage will limit cost sharing for covered diabetic insulin medications to no more than \$30 for each 30-day supply or \$90 for a 90-day supply, and the Standard Deductible and/or Coinsurance will not apply.

Dental Plan Benefit Maximum Temporary Increase

- Annual plan year benefit maximums will increase on a one time, temporary basis by 50% for the CY2021 plan year (January 1, 2021 through December 31, 2021) due to the COVID-19 pandemic. This will assist covered individuals who may have been impacted relative to their dental care. Please note, lifetime Orthodontic maximums are not being adjusted. *Effective January 1, 2021*
- This temporary benefit maximum increase applies to all HealthTrust dental plan options.

Keep your Employees Informed – Encourage them to create their SEP Account today!

Encourage your covered employees and retirees to create their Secure Enrollee Portal (SEP) account for 24/7 access to digital ID cards, coverage documents, a Secure Message Center, Single Sign-On buttons to Anthem, CVS Caremark, Delta Dental, Onlife, and other vendor partner websites and resources.

Use the flyer and forward-ready email in your BA Toolkit in the SMP to remind employees to set up their account today!





Town Manager's Office

OCT 15 2020

Received

October 13, 2020

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

Dear Mr. Dean:

On October 6, 2020, the HealthTrust Board of Directors formally approved the organization's Fiscal Year 2020 audited financial statements and declared a return of surplus to Member Groups in the amount of \$18,786,984.

This surplus will be distributed to Member Groups that participated in HealthTrust's self-insured coverage lines (medical, dental and/or short-term disability) during the 2020 Fiscal Year in proportion to their respective contributions for such coverages. Enclosed is information by coverage line regarding your Member Group's share of the return of surplus. Please note, your Member Group's share of the return will be sent by check on November 19, 2020, unless you request a contribution holiday, in writing to healthtrust-ed@healthtrustnh.org, by October 30, 2020, in which case your Member Group's return of surplus will be applied to your December 2020 invoice, issued in late November 2020.

Your return of surplus is one of the benefits of Membership in HealthTrust. Each year we retain only the amount needed to pay for claims, administration and reserves. Any amounts above that are returned to Member Groups as surplus. This year's return of surplus is due, in large part, to the impact of COVID-19. As a result of the pandemic and the related stay at home orders, many covered individuals cancelled or deferred non-emergency medical and dental care which led to a significant and unanticipated reduction in HealthTrust's claims activity during the fiscal year resulting in this return of surplus to our Member Groups.

Reports are now available, on the Secure Member Portal (SMP), detailing the enrollment numbers and contributions on which your Member Group's share of the return of surplus was determined. These reports can be accessed on the SMP by your Member Group's designated Benefits Administrator.

Please know that HealthTrust is here for you, our Members, during these challenging times. The Board and staff remain committed to providing you with exceptional support, responsive member service, innovative health and wellness programs, and a full range of plans to meet your Member Group's and employees' needs for high quality, cost-effective health, dental and disability coverages and programs.

Sincerely,

Handwritten signature of Cathy Ann Stacey in blue ink.

Cathy Ann Stacey, Chair
HealthTrust Board of Directors

Handwritten signature of Wendy Lee Parker in blue ink.

Wendy Lee Parker, Executive Director
HealthTrust

Enclosures

Town of Exeter

FY2020 HealthTrust Return of Surplus

Your Member Group's share of the total FY2020 Return of Surplus declared by the HealthTrust Board of Directors on October 6, 2020:

Coverage	Expected Amount
Medical	\$123,246.83
Dental	\$8,120.13
Total	\$131,366.96

Detailed breakdown by Medical Billing Group:

Medical Billing Group Name	Expected Amount
EXETER FIRE	\$21,983.57
EXETER HIGHWAY	\$20,648.76
EXETER LIBRARY	\$4,955.92
EXETER NHRS	\$16,771.36
EXETER POLICE	\$21,550.35
EXETER TOWN	\$20,898.85
EXETER WATER/SEWER	\$16,438.02
Medical Billing Group Total	\$123,246.83

Detailed breakdown by Dental Billing Group:

Dental Billing Group Name	Expected Amount
EXETER FIRE	\$1,787.54
EXETER HIGHWAY	\$1,312.07
EXETER LIBRARY	\$264.18
EXETER NHRS	\$1,011.34
EXETER POLICE	\$1,360.03
EXETER TOWN	\$1,435.27
EXETER WATER/SEWER	\$949.70
Dental Billing Group Total	\$8,120.13

The return of surplus will be distributed as a check on November 19, 2020 unless a *Contribution Holiday* is requested in writing by October 30, 2020 to healthtrust-ed@healthtrustnh.org. Requested Contribution Holidays will be reflected on the December 2020 invoice, issued in late November 2020.

Correspondence



Russ Dean <rdean@exeternh.gov>

Wastewater SAG Update - Exeter WWTF

Malcolm, Beth <Beth.L.Malcolm@des.nh.gov>

Fri, Oct 9, 2020 at 12:00 PM

To: "rdean@exeternh.gov" <rdean@exeternh.gov>, "dchester@exeternh.gov" <dchester@exeternh.gov>
Cc: "Izogopoulos@exeternh.gov" <Izogopoulos@exeternh.gov>, "mberube@exeternh.gov" <mberube@exeternh.gov>, "jperry@exeternh.gov" <jperry@exeternh.gov>, "ed.leonard@wright-pierce.com" <ed.leonard@wright-pierce.com>, "Larocque, Shannon" <Shannon.J.Larocque@des.nh.gov>, "Wood, Tracy" <Tracy.L.Wood@des.nh.gov>

Good Afternoon All,

There is limited information available about the status of the Exeter WWTF State Aid Grant (SAG) application.

DES processed wastewater SAG applications from a list of approximately 70 projects, for those which reached substantial completion on or before December 31, 2019, per the language included in CHAPTER 346 HB4-FN-A-LOCAL-FINALVERSION (2019 Session). There were several eligible projects from the list of 70 that were not processed before the economic impacts of the current pandemic were evident. The SAG awards and payments for these projects are currently on hold until actual revenue shortfalls are known and/or New Hampshire receives some type of stimulus funding to assist with revenue shortfalls. The Exeter WWTF Upgrade project application falls in this category.

We will update you as any new information becomes available. In the meantime, please contact me should you have any questions. Thank you, Beth

Beth L. Malcolm

Wastewater Engineering Bureau, Water Division
N.H. Department of Environmental Services

29 Hazen Drive, P.O. Box 95

Concord, NH 03302-0095

Telephone: (603) 271-2978

Fax: (603) 271-4128

Email: beth.malcolm@des.nh.gov

NH DES Current Estimate of Need for Wastewater State Aid Grant Projects¹

as of 8/15/18

ID	Community	Project No.	Project Name	Substantial	Total Grant	Estimated	Estimated	Estimated	Estimated
				Project		Payment ^{2,3,4}	Payment ^{2,3,4}	Payment ^{2,3,4}	Payment ^{2,3,4}
				Completion	Estimate ^{2,3,4}	FY 20	FY 21	FY 22	FY 23
48	Lebanon	092-10	CSO No. 11 - Phase 1	11/21/2017	\$447,440	\$22,370	\$22,372	\$22,372	\$22,372
49	Manchester	192-40	WWTF Boiler Replacement	12/12/2017	\$648,509	\$32,424	\$32,426	\$32,426	\$32,426
50	Newington	182-04	WWTF and Pump Station Upgrades	2/9/2018	\$2,234,000	\$111,694	\$111,693	\$111,694	\$111,694
51	Dover	200-11	Keating Birchwood (Sewer)	6/2/2018	\$408,560	\$20,427	\$20,428	\$20,428	\$20,428
52	Concord	D2017-0502	East Concord PS upgrade	8/1/2018	\$84,238	\$4,209	\$4,212	\$4,212	\$4,212
53	Gilford	184-05	Varney Point Road Pump Stations	8/2/2018	\$188,067	\$9,401	\$9,403	\$9,404	\$9,404
54	Concord	D2016-0712	Headworks and Pump Replacement	8/9/2018	\$324,589	\$16,230	\$16,229	\$16,229	\$16,230
55	Claremont	114-18	Main St Utility	10/2/2018	\$252,084	\$10,698	\$10,865	\$11,034	\$11,210
56	Enfield	167-04	Lakeview Condo and Shaker Landing	12/1/2018	\$899,731	\$44,986	\$44,987	\$44,987	\$44,987
57	Hampton	D2016-1108	Church Street FM	12/1/2018	\$1,167,315	\$58,365	\$58,365	\$58,366	\$58,365
58	Littleton	129-05	Sub-Area 5 Sewers	12/1/2018	\$838,624	\$41,931	\$41,932	\$41,931	\$41,931
59	NCWP	066-06	Septage Receiving, Dewatering and Odor Control	4/2/2019	\$815,414	\$40,770	\$40,771	\$40,771	\$40,771
60	Exeter	130-15	WWTF and Main Pump Station Upgrade	4/30/2019	\$14,163,000	\$708,171	\$708,171	\$708,171	\$708,172
61	Newport	169-11	1st, 2nd, 3rd, & 4th Street Infrastructure Improvements	6/1/2019	\$354,256	\$17,710	\$17,712	\$17,713	\$17,713
62	Concord	D2017-1203	Control Building and Influent Building Generator	6/1/2019	\$164,937	\$8,247	\$8,247	\$8,247	\$8,247
63	Allenstown	104-05	Library St Forcemain & Suncook R Pump Station	11/2/2019	\$419,196	-	\$20,959	\$20,960	\$20,960
64	Nashua	158-27	Pump Station Upgrades	11/2/2019	\$1,898,000	-	\$94,887	\$94,887	\$94,887
65	Epping	247-05	Short Term WWTF Improvements	12/1/2019	\$694,218	-	\$34,710	\$34,711	\$34,711
66	Plymouth	132-07	Pump Station No. 1 Improvements	12/1/2019	\$614,377	-	\$30,717	\$30,719	\$30,718
67	Portsmouth	106-16	Pierce Island WWTF Upgrade	7/24/2020	\$21,107,000	-	-	\$1,055,363	\$1,055,362
68	Concord	D2018-0209	MCC Upgrade (Penacook)	8/1/2020	\$187,360	-	\$9,368	\$9,368	\$9,368
69	Wolfeboro	R-098-08	Wolfeboro I/I Rehabilitation	9/1/2020	\$273,000	-	-	\$13,653	\$13,653
70	Newport	169-10	WWTP Upgrade	3/2/2021	\$1,474,504	-	-	-	\$73,725
Total					\$93,158,264	\$3,652,347	\$3,781,024	\$4,850,221	\$4,924,122

NOTES:

- 1 Project listed are eligible Wastewater State Aid Grant hopeful projects known to DES; additional eligible projects may not yet be identified
- 2 Grant estimates are based on a 20% state contribution. Some projects may be eligible for a 30% grant
- 3 Total Grant Estimates and Estimated Payments assume 20-year loans with 3.168% interest rate unless project financing information is currently available to DES and are based on project cost projections; actual SAG contribution will be based on final eligible project cost exclusive of any known grant fund received by the applicants from other sources (i.e. USDA Rural Development grants, CWSRF principal forgiveness).
- 4 Total Grant Estimates and annual Estimated Payments are figures that have not been verified, confirmed, or reviewed for accuracy or completeness and should not be relied upon as an accurate reflection of amounts owed to, or a commitment of payment to, the named entities for any of the listed project:

NH DES Current Estimate of Need for Wastewater State Aid Grant Projects¹

as of 8/15/18

ID	Community	Project No.	Project Name	Substantial	Total Grant	Estimated	Estimated	Estimated	Estimated
				Project		Payment ^{2,3,4}	Payment ^{2,3,4}	Payment ^{2,3,4}	Payment ^{2,3,4}
				Completion	Estimate ^{2,3,4}	FY 20	FY 21	FY 22	FY 23
1	Claremont	114-16	Bog Sewer Improvements	7/18/2013	\$292,406	\$29,241	\$29,240	\$29,241	\$29,241
2	Concord	D2011-1106	SCADA Phase 2B Upgrades	8/25/2013	\$192,202	\$9,610	\$9,610	\$9,610	\$9,610
3	Hampton	195-11	Sludge Handling Improvements to WWTP	9/23/2013	\$378,183	\$18,909	\$18,909	\$18,909	\$18,909
4	Concord	D2012-0507	Phase 2 Odor Control	11/14/2013	\$722,363	\$36,118	\$36,118	\$36,118	\$36,118
5	Derry	D2013-0103	Rockingham Road Infrastructure Improvements	11/27/2013	\$51,758	\$2,588	\$2,588	\$2,588	\$2,588
6	Durham	161-10	Old Concord Road Pump Station Upgrade	12/11/2013	\$204,792	\$10,240	\$10,239	\$10,240	\$10,240
7	Nashua	D2012-1007	Infrastructure Improvements at CSO 004 - Storage Tank	12/13/2013	\$430,197	\$21,510	\$21,510	\$21,510	\$21,510
8	Hampton	195-12	Church Street Pump Station Upgrades	3/8/2014	\$1,324,323	\$66,217	\$66,216	\$66,217	\$66,216
9	Berlin	D2012-1104	Phase 1 I&I Reduction Contract 3	3/31/2014	\$155,475	\$31,095	\$31,095	\$31,095	\$31,095
10	Nashua	D2013-0808	CSO 004 Infrastructure Impr. Burke Street Phase 1	4/30/2014	\$195,691	\$9,785	\$9,785	\$9,784	\$9,784
11	Rochester	D2012-0402	Brock Street Reconstruction	7/31/2014	\$1,509,722	\$75,486	\$75,486	\$75,486	\$75,486
12	New London	198-01	New London Portion of Sunapee WWTF Upgrade	8/27/2014	\$2,287,529	\$114,377	\$114,376	\$114,377	\$114,377
13	Sunapee	198-01	Sunapee WWTF Upgrade	8/27/2014	\$1,003,486	\$47,785	\$47,785	\$47,785	\$47,785
14	Concord	D2012-0507	Phase 2 Odor Control Upgrade	10/22/2014	\$719,961	\$35,998	\$35,998	\$35,998	\$35,998
15	Sunapee	D2011-1212	Perkins Pond Area Sewer Improvements	10/24/2014	\$540,000	\$27,004	\$27,004	\$27,004	\$27,004
16	Winchester	140-07	Wastewater Treatment Plant Upgrades - Phase II	11/5/2014	\$67,000	\$3,351	\$3,352	\$3,352	\$3,351
17	Nashua	158-26	Screening & Disinfection Facility	12/1/2014	\$5,359,000	\$267,936	\$267,936	\$267,937	\$267,936
18	Derry	D2013-1107	Route 28 Water and Sewer Improvements	12/19/2014	\$420,000	\$20,975	\$20,975	\$20,976	\$20,976
19	Swanzey	191-05	Swanzey's Portion of Keene WWTF Upgrade	4/10/2015	\$350,000	\$17,510	\$17,510	\$17,510	\$17,510
20	Keene	110-08	Upgrade of WWTF-Nutrients	4/10/2015	\$1,439,000	\$143,892	\$143,892	\$143,892	\$143,891
21	Rochester	122-12	New Route 125 Pump Station Upgrade	6/17/2015	\$149,000	\$7,441	\$7,441	\$7,440	\$7,441
22	Lebanon	092-07	CSO and Utility Replacement Improvements Phase 9	7/9/2015	\$942,000	\$47,102	\$47,103	\$47,102	\$47,102
23	Portsmouth	D2014-0412	Primary Clarifier Upgrade	7/30/2015	\$706,000	\$35,296	\$35,296	\$35,296	\$35,296
24	North Conway WP	066-05	Water & Sewer Infrastructure Improvements	10/14/2015	\$817,000	\$40,863	\$40,863	\$40,863	\$40,863
25	Durham	D2013-0412	Dewatering System Upgrade & Bardenpho Conversion	10/16/2015	\$887,000	\$44,350	\$44,350	\$44,350	\$44,350
26	Lebanon	092-08	CSO 10- Dana & Craft Ave Area	11/25/2015	\$874,000	\$43,689	\$43,689	\$43,689	\$43,689
27	Concord	D2015-0104	SCADA Phase 3 Upgrades	12/23/2015	\$162,000	\$8,098	\$8,097	\$8,098	\$8,097
28	Concord	D2015-0104	WWTF SCADA Upgrades Ph. 3 (Hall ST.)	12/23/2015	\$137,000	\$6,826	\$6,826	\$6,827	\$6,826
29	Manchester	192-39	Aeration System Upgrade	12/26/2015	\$6,116,000	\$305,823	\$305,823	\$305,823	\$305,823
30	Winnepesaukee RBP	203-09	Electrical Switch Gear Upgrade	1/27/2016	\$193,000	\$38,518	\$38,518	\$38,518	\$38,518
31	Claremont	114-17	Washington Street and Elm Street Pump Stations	4/4/2016	\$733,986	\$73,399	\$73,398	\$73,398	\$73,399
32	Dover	200-08	Phase I WWTF Upgrade & MLE Conversion	5/29/2016	\$2,321,000	\$116,049	\$116,049	\$116,049	\$116,049
33	Merrimack	215-10	WWTF Phase II & Compost Facility Upgrade	6/3/2016	\$1,932,000	\$96,593	\$96,593	\$96,593	\$96,594
34	Lebanon	092-09	Etna Road - NH Rte. 120 Sewer Replacement	7/8/2016	\$683,000	\$34,132	\$34,133	\$34,132	\$34,132
35	Nashua	D2015-0208	Burke Street CSO 4 PH 2	11/15/2016	\$874,000	\$43,689	\$43,689	\$43,689	\$43,689
36	Jaffrey	238-09	River Street and Nelson Circle Pump Station Replacement	11/25/2016	\$108,000	\$5,376	\$5,376	\$5,375	\$5,376
37	North Conway WP	066-04	WWTF Aeration System Improvements	1/13/2017	\$559,765	\$27,988	\$27,989	\$27,988	\$27,989
38	Northumberland	152-04	Northumberland Water and Sewer Main Imp	3/5/2017	\$332,000	\$16,598	\$16,598	\$16,599	\$16,599
39	Colebrook	144-03	Main St. Sewer Improvements	5/14/2017	\$564,000	\$28,179	\$28,179	\$28,179	\$28,179
40	Pembroke	105-03	Bow Lane Pump Station Upgrade	6/1/2017	\$238,695	\$79,800	\$17,655	\$17,655	\$17,655
41	Concord	D2015-1003	Electrical Switchgear Upgrade	6/17/2017	\$562,890	\$28,143	\$28,144	\$28,144	\$28,145
42	Nashua	158-28	WWTF Headworks Upgrade	6/18/2017	\$860,000	\$43,006	\$43,006	\$43,006	\$43,007
43	Concord	D2016-0908	Penacook WAS and Disinfection	6/29/2017	\$75,233	\$15,046	\$15,046	\$15,047	\$15,047
44	Newmarket	162-07	WWTF Upgrade	7/26/2017	\$3,850,000	\$192,505	\$192,504	\$192,504	\$192,505
45	Concord	D2016-0412	ThermoBlender Mods	8/17/2017	\$445,757	\$22,286	\$22,288	\$22,288	\$22,288
46	Keene	110-09	Dewatering System Replacement	8/18/2017	\$517,478	\$103,495	\$103,495	\$103,496	\$103,496
47	Dover	200-10	Richardson Drive Redevelopment (Sewer)	10/6/2017	\$215,953	\$10,797	\$10,798	\$10,798	\$10,797

Estimated 10/17/2019

Town of Exeter

STATE AID GRANT
PROJECT NAME

Draft State Aid Grant Amortization Schedule

Fiscal Year	Principal	Interest	Total
2020	\$41,367.00	\$18,830.00	\$60,197.00
2021	\$533,307.00	\$328,126.00	\$861,433.00
2022	\$533,307.00	\$191,990.00	\$725,297.00
2023	\$533,307.00	\$181,324.00	\$714,631.00
2024	\$533,307.00	\$170,658.00	\$703,965.00
2025	\$533,307.00	\$159,992.00	\$693,299.00
2026	\$533,307.00	\$149,326.00	\$682,633.00
2027	\$533,307.00	\$138,660.00	\$671,967.00
2028	\$533,307.00	\$127,994.00	\$661,301.00
2029	\$533,307.00	\$117,327.00	\$650,634.00
2030	\$533,307.00	\$106,661.00	\$639,968.00
2031	\$533,307.00	\$95,995.00	\$629,302.00
2032	\$533,307.00	\$85,329.00	\$618,636.00
2033	\$533,307.00	\$74,663.00	\$607,970.00
2034	\$533,307.00	\$63,997.00	\$597,304.00
2035	\$533,307.00	\$53,331.00	\$586,638.00
2036	\$533,307.00	\$42,665.00	\$575,972.00
2037	\$533,307.00	\$31,998.00	\$565,305.00
2038	\$533,307.00	\$21,332.00	\$554,639.00
2039	\$533,307.00	\$10,666.00	\$543,973.00
Total	<u>\$10,174,200.00</u>	<u>\$2,170,864.00</u>	<u>\$12,345,064.00</u>

Payment Due - December

David R. Craig
& ASSOCIATES
ATTORNEYS AT LAW

Town Manager's Office

OCT 5 2020

Received

5 RIVER ROAD
NEW BOSTON, NH 03070

PHONE (603) 487-3915
FACSIMILE (603) 487-3916
WWW.CRAIGLAWOFFICE.COM

WILLS - TRUSTS - ESTATES

DAVID R. CRAIG, ESQ.
CERTIFIED ELDER LAW ATTORNEY

JOSHUA K. NAULT, ESQ.

October 2, 2020

LoriAnne Hensel, Circuit Clerk
New Hampshire 10th Circuit Court
Probate Division
P.O. Box 789
Kingston, NH 03848

RE: Estate of John D. Donahue, Sr.
Docket Number 318-2019-ET-01455

Dear Clerk Hensel,

Please recall that I represent John D. Donahue, Jr., Executor of the above-referenced Estate. Enclosed herewith for filing, please find Mr. Donahue's Waiver of Full Administration Statement.

Assuming this filing is all in good order, please present it to your Court for its action at your first opportunity. I certify that on this date, I am sending copies of the enclosed filing to all interested parties either through the court's electronic filing system, via email, or via regular mail.

Please do not hesitate to contact me if you have any questions or need additional information. Thank you for your assistance.

Sincerely,



Joshua K. Nault

Enclosure

cc: John D. Donahue, Jr.
All Interested Parties

10/10/2010

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10/10/2010 - 10/10/2010

THE STATE OF NEW HAMPSHIRE
JUDICIAL BRANCH
http://www.courts.state.nh.us

Court Name: 10th Circuit - Probate Division - Brentwood
Case Name: Estate of John D. Donahue, Sr.
Case Number: 318-2019-ET-01455
(if known)

WAIVER OF FULL ADMINISTRATION STATEMENT TO CLOSE ESTATE

I/We John D. Donahue, Jr. was/were appointed Executor/Administrator(s) of the above estate on 10/03/2019 and state as follows:

- 1. There are no outstanding debts or obligations attributable to the deceased's estate.
2. Six months have passed since my date of appointment (specified above) and no interested person has petitioned for full administration of this estate.
3. The following is all the real estate owned by the deceased at the time of his/her death, and it has passed to John D. Donahue, Jr., Trustee of the John D. Donahue Revocable Trust

Table with 3 columns: LOCATION OF REAL ESTATE, COUNTY, BOOK/PAGE. Row 1: 5 Phinney Lane, Exeter, NH 03833, Rockingham, 3191 / 2521

(If more space is needed attach additional pages)

Complete Section 4 only if real estate is listed in #3 above:

- 4. By providing a copy of this form I am notifying the city assessor or the town selectmen of the following town(s) or city(ies) that ownership of the real estate has passed by inheritance or devise as required by law (RSA 554:18-a):

Town/City

Town of Exeter

I state that on this date I am sending a copy of this document as required by the rules of the Circuit Court. I am electronically sending this document through the court's electronic filing system to all attorneys and to all other parties who have entered electronic service contacts (email addresses) in this case. I am mailing or hand-delivering copies to all other interested parties.

Signature Instructions: The signature area below is for Executor/Admin(s) only. Attorneys representing Executor/Admin(s) do not sign here.

Verification: I verify the truth and accuracy of all facts alleged within this document to the best of my belief and further verify that all facts contained in this document are alleged in good faith. By affixing my electronic signature to this document I acknowledge my understanding that any false statements made in this document are punishable as perjury which may include a fine or imprisonment or both.

John D. Donahue, Jr.
Executor/Admin Name

/s/ John D. Donahue, Jr. 10/01/2020
Executor/Admin Signature Date

5 Phinney Lane
Executor/Admin Address

Exeter NH 03833
City State Zip code

(603)918-1687
Executor/Admin Telephone

john.d.donahue@gmail.com
Executor/Admin E-mail

Case Name: Estate of John D. Donahue, Sr.

Case Number: 318-2019-ET-01455

WAIVER OF FULL ADMINISTRATION STATEMENT TO CLOSE ESTATE

Verification: I verify the truth and accuracy of all facts alleged within this document to the best of my belief and further verify that all facts contained in this document are alleged in good faith. By affixing my electronic signature to this document I acknowledge my understanding that any false statements made in this document are punishable as perjury which may include a fine or imprisonment or both.

_____ Executor/Admin Name	/s/	_____ Executor/Admin Signature	_____ Date
_____ Executor/Admin Address		_____ City	_____ State
			_____ Zip code
_____ Executor/Admin Telephone		_____ Executor/Admin E-mail	

FOR COURT USE

ORDER

This statement is approved and the Estate is closed.

Recommended:

Ordered by the Court:



EXETER PUBLIC WORKS DEPARTMENT

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

www.exeternh.gov

October 14, 2020

United States Environmental Protection Agency
Region I – New England
5 Post Office Square – Suite 100
Boston, MA 02109-3912
Attn: Joy Hilton, Water Technical Unit (Mail Code: OES04-3)

Re: Quarterly Progress Report for the third quarter of 2020; July 1, 2020 to September 30, 2020, per Administrative Order Docket # 010-024, Town of Exeter.

Dear Ms. Joy Hilton:

This report is for the third calendar quarter ending September 30, 2020. This report details efforts taken to reduce, and ultimately prevent, Combined Sewer Overflow (CSOs) and Sanitary Sewer Overflows (SSOs) in the Town of Exeter.

Combined Sewer Overflow (CSOs) this quarter: There were no CSO events to report this quarter.

Sanitary Sewer Overflows (SSOs) this quarter: There were no SSO events to report this quarter.

Update for Main Sewer Pump Station Upgrade (Contract #3): Building construction is complete and have reached final completion.

Update for Sewer Force Main Installation (Contract #2): The final wearing course of pavement was placed in May, and have reached final completion.

The following Planning and Operation & Maintenance activities were undertaken during this third quarter 2020 reporting period:

- **Regularly Scheduled Repeat Quarterly “High Maintenance” Cleaning (Jetting) Activities:** High Maintenance areas were jetted in quarter 3, with the siphons completed for a total of 6,600 LF.
- **Regularly Scheduled Bi-Annual Pump Station Cleaning:** The Town’s personnel began cleaning pump stations again in quarter 3. The Town has begun conducting a second cleaning and will complete in the fourth quarter.

- **Manhole Rehabilitation & Pipe Relining:** We identified 4 manholes that need some rehabilitation. Green Mountain Pipeline has rehabilitated the manholes in quarter 3. We have identified two more manholes for rehabilitation, and will be trying a technology provided by SprayRoc. This will be done in quarter 4.
- **Grease Interceptor and Water/Oil Separator Inspections:** There are a total of seventy (70) food service establishments (FSEs) and commercial oil/water separators to be inspected by the wastewater treatment operators annually. Three other establishments send us reports when the interceptors are clean. Please note that this has been an ongoing and increased program since the inception of the 2010 AO Docket, and continue to optimize the program. The operators conducted 0 grease interceptor inspections this quarter. Covid-19 has hindered access to some establishments, or are closed.
- **Improvements in Sewer Mapping Updates and “As Built” Digitizing:** The Town continues to update the Town GIS system with gps locating of sewer system manholes that were previously “lost” and/or inaccurately located in the data base. The Town has invested in new software for asset management, which will include GPS, mapping, work orders, inspections of all water and sewer assets.

Capital Improvement Projects, Measures and Programs Implemented or Planned by the Town and/or Private Collection systems in 2020 to Resolve CMOM Deficiencies:

1. ***Squamscott River Sewer Siphon Project:*** The project funding is for a total of \$1.6 million dollars. The project is to design and construct a new sewer siphon under the river for \$1.4 million dollars, and also includes design funding to upgrade Webster Pump Station capacity and the Forcemain from this station for \$200,000 dollars.
2. ***Folsom Pump Station Upgrades:*** The project funding is for a total of \$150,000 dollars. The project includes upgrades to the building, pumps, and electrical systems. This will be an in-house design and construction project.

Long Term Control Plan Infiltration and Inflow (I&I) Investigations: We identified 4 manholes that need some rehabilitation. Green Mountain Pipeline has rehabilitated the manholes in quarter 3. We have identified two more manholes for rehabilitation, and will be trying a technology provided by SprayRoc. This will be done in quarter 3. We have been contacting sewer camera companies requesting demos of their equipment.

Found some cross connections (2) through smoke testing in the Salem project area that will be separated when the project begins in 2021.

Investigated a cross connection in the downtown area, no cross connection present. The catchbasin had material thrown into it.

Private Infiltration & Inflow Reduction Status: The Town of Exeter has completed the flow monitoring on the sewer discharge from the Exeter River Coop Mobile Home Park under Town budget. We discussed with the Coop the need to reduce the I & I within their private collection system. We conducted smoke testing to determine cross connections between sewer and drainage systems. We helped them quantify the I & I by comparing their water usage from a well that is metered and billed, to the new meters for sewer discharge to the public collection system. If more sewer flow is discharged than water usage, then the difference is extra I & I in the private system. We had a meeting to discuss the preliminary findings with the community. We stressed that some work and budget money needs to be set aside to start dealing with these combined flow issues. More discussions with the Coop to follow.

Please call if you have any questions or need any additional information.

Sincerely,



Matthew Berube
Water & Sewer Manager
Town of Exeter, New Hampshire

Cc: Tracy Wood, P.E., NHDES Wastewater Engineering Bureau
Russell Dean, Town Manager
Jennifer Perry, DPW Director
Paul Vlasich, P.E., Town Engineer
Steve Dalton, Water & Sewer Assistant Manager
Josh Scotton, Senior Operator

